



FY 2011

Adopted Budget

City of Pasadena, Texas





To the Residents of Pasadena:

The fiscal year ending on September 30, 2010, proved to be every bit as difficult as we had forecast in the summer of 2009. City General Fund revenues, especially sales tax receipts, dropped dramatically. Real estate values continued a decline that had begun the previous year and industrial district revenues were also lower than previously anticipated. We cut expenditures to match our revenue decline about mid-year, but it was clear as we began to prepare our budget for the fiscal year ending in 2011 that more reductions would be needed.

The City Council approved an incentive plan to encourage long-time employees to retire. This action combined with the deletion of some positions resulted in a reduction in City employees of approximately 65 personnel. It would have been necessary to delete other positions but for federal stimulus funds that provided for infra-structure improvements damaged by Hurricane Ike. The City Council also approved a \$2 a month increase in Sanitation fees and a tax increase of 4 cents per \$100 of property value. The Council also approved the implementation of a pilot program using permanent "totes" rather than disposable garbage bags for garbage collection. This program implemented across four routes will combine the "totes" with once a week pick-up of garbage. The collection schedule in the rest of the City will remain unchanged as will trash collection services throughout the City. If the pilot program proves successful it may be expanded next year.

In addition to the actions noted above, circumstances have dictated that no across-the-board raise be given to City employees this year, we will continue a selective hiring freeze, and we have not scheduled police academies in 2011. We will closely monitor our budget throughout the year and propose amendments as circumstances dictate.

We will continue with capital projects already scheduled including improvements to Main, Burke, Southmore and Pansy as well as our ongoing sidewalk replacement program and improvements at Strawberry Park. Our priority is to continue to provide quality services to our residents while maintaining our infrastructure of streets, sidewalks, drainage, and other infrastructure improvements to our citizens.

The City is in good financial condition and we are confident that we have seen the worst of the recession. Of course we have no way of knowing how long we will be facing tough economic times, but we will continue, and are committed to careful responsible management of the public's money. Though challenges still await us, this budget allows us to view those challenges as opportunities and to use our successes as stepping stones to greater achievements. I look forward to continuing to work with you in our ongoing drive for a better Pasadena.

Sincerely,

A handwritten signature in black ink that reads "Johnny Isbell". The signature is stylized and cursive.

Johnny Isbell, Mayor



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HOW TO USE THIS BUDGET DOCUMENT

Welcome to Pasadena!

This document is the annual operating budget of the City of Pasadena for the fiscal year beginning October 1, 2010 and ending September 30, 2011. This is referred to throughout as the FY 2011 or FY11 Adopted Budget.

A budget is a financial plan for a city. It includes both estimates of resources available, including revenues and fund balances, and appropriations, which is the authority to spend money for specific purposes. The budget is prepared and submitted by the Mayor to the City Council for adoption after the completion of public hearings as prescribed by the laws of the State of Texas.

The City of Pasadena receives its revenues from a variety of local, state and federal sources including taxes, licenses and fees, court fines, and payments for municipal services such as water, sewer, and garbage collection.

This is the City's Operating Budget. As such, it includes expenditures to provide operating services for the coming year: providing police and fire protection, repairing sewer lines, maintaining parks, paying off debt, acquiring new library books, and performing inspections and other city services.

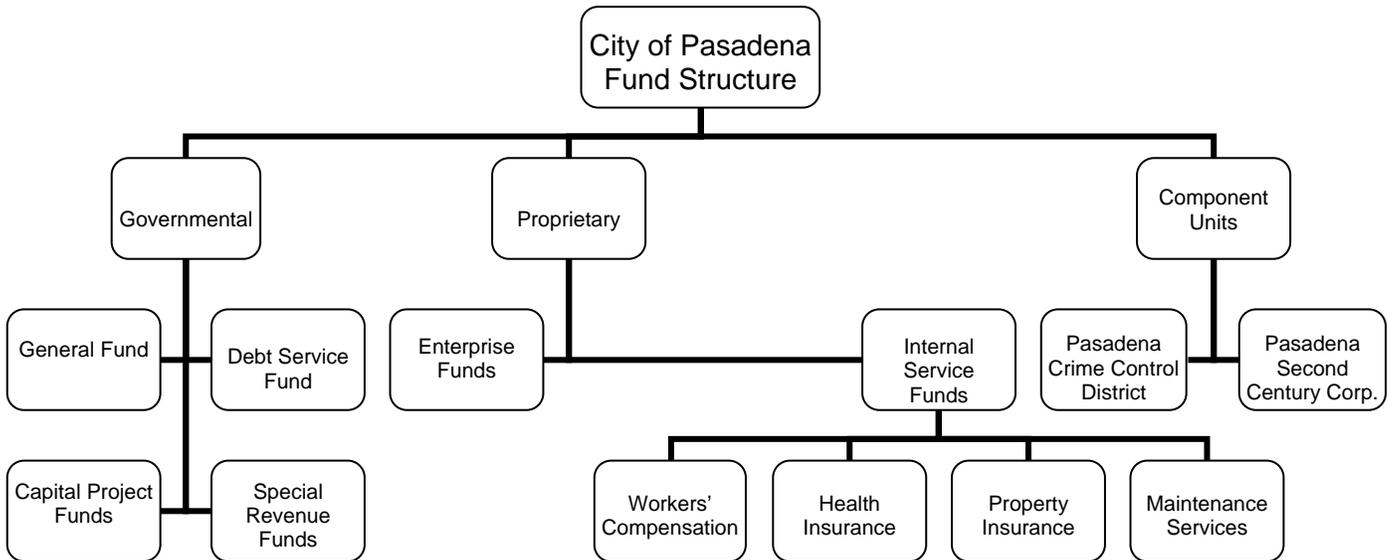
The City is required to make debt service payments to repay bonds sold to finance major capital improvement projects. Debt service payments are included in the Budget. Capital projects are not generally included in this budget.

In accordance with governmental accounting and financial reporting standards, the City accounts for its revenues and expenditures in separate funds. This helps to ensure that taxes, fees and charges intended for a specific purpose are in fact used for those purposes.

The Budget begins with a message from the Mayor. This letter summarizes the contents of the budget and provides an explanation of the rationale used by the City Council during the budget development process.

BUDGETING BY FUND

The City budget is organized into funds. For fiscal purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities and the changes therein are segregated and recorded. As depicted in the following chart, the budgetary accounting for City financial activities is reflected within two major fund groups: Governmental funds and Proprietary fund types. All funds described are governed by annual appropriations except for capital projects funds, which are individually approved.



Governmental Fund types are budgeted to account for the City’s general activities and use the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Non-salary expenditures are recorded based on the date goods and services are received. Most departments receive operating funding primarily from the General Fund. Several others, including Police, Public Works, and Municipal Courts receive operating revenues from other funds as well.

Governmental Funds include:

General Fund: The General Fund is the most important of the funds and is used to account for all resources not required to be accounted for in another fund and not otherwise devoted to specific activities. Most of the financial transactions for the City are reported in this fund. Only one General Fund exists and it finances the operations of basic City services such as police, fire, library, parks, recreation, municipal court, community planning/development and administration. The funding sources are primarily from property taxes, the City’s basic 1% sales tax, and franchise taxes, as well as payments in lieu of taxes.

Special Revenue Funds: These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. This includes specific municipal court fines dedicated for specific services and programs as designated by state law (i.e. Court Security, Court Technology, Juvenile Manager funds), and monies seized in drug arrests that are dedicated to law enforcement.

Debt Service Fund: The Debt Service Fund is budgeted for the repayment of general long-term debt being financed from tax-supported obligations. A specific portion of the property tax levy is set aside to pay legal debt obligations through this fund.

Capital Project Fund: These types of funds are typically used to account for resources restricted for the acquisition or development of major capital equipment and structures. Financing sources are usually provided by transfers from other funds, bond issue proceeds or grants. Capital projects are generally tracked on a project-length basis. That is, upon



project authorization, the required financing is approved at the outset of the project. Funding for these projects is described in detail in the Capital Improvement Plan (CIP).

Proprietary Fund types are accounted for by using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when liabilities are incurred. Funds are held in reserve, therefore, to cover significant liabilities. This includes accrued leave for city employees, incurred but not yet received billings for insurance claims, as well as future vehicle replacements. Proprietary Fund types include the following funds:

Enterprise Fund: The City's single enterprise fund, the System fund, is budgeted to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public be financed primarily through user charges. This budget is presented on a modified accrual basis to enhance understanding of how enterprise fund monies are used.

Internal Service Fund: This fund actually includes four sub-funds (Workers' Compensation, Health Insurance, Property Insurance and Maintenance funds) that are budgeted to account for the financing of goods or services provided by one department to other departments of the City on a cost-reimbursement basis. The Information Services and Maintenance Services departments receive operating revenues from these funds.

Component Units are separate entities from the City. These component units are governed by their own separate Board of Directors. Pasadena's two component units are:

Pasadena Crime Control District levies a ½% sales tax dedicated to crime control. This revenue is included under special revenue for presentation purposes. The Pasadena Crime Control District is a separate legal entity with its own Board of Directors.

Pasadena Second Century Corporation (PSCC) is an independent agency under state law. The ½% sales tax is to be used for economic development which is administered by PSCC.

BUDGET FORMAT

The information included in the Budget is organized into columns (financial data over time) and budget units (funds and departments). The financial information contained in the Budget is as follows:

FY 2008 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2008. (Previous data has been updated.)

FY 2009 Actual - Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2009. (Previous data has been updated.)

FY 2010 Amended Budget – Estimated revenues, expenditures and projects fund balances for the period ending September 30, 2010.

FY 2010 Estimated – A projection (as of June 4, 2010) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2010.

FY 2011 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2011.



The budget is divided into three major sections: Summaries, Financial and Operational information by Fund (tabs two through five), Components Units, Appendices and Glossary.

The **Summaries** section includes City government's organization chart, the Mayor's budget message, this writing, which helps to explain the budget and the budget process, the budget calendar and summaries of citywide financial and operational information. This section also includes a table presenting total city budgeted positions by department/division.

The **Financial and Operations** portion of the FY 2011 Adopted Budget contains information about each fund and the departments within the fund. Summaries for each department include a mission statement, prior year accomplishments, budget year's goals and objectives, performance indicators and funding levels.

After the introductory summary section, individual budget units follow. The general mission, FY 2010 achievements, FY 2011 objectives and performance indicators are shown on the left page. The right page will show summarized expenditures for each budget unit by expenditure category (Personnel Services, Contractual Services, and so forth). Also, included is a list of budgeted positions.

The **Component Units** section includes the Pasadena Crime Control District and Pasadena Second Century Corporation.

The **Appendices** section includes a community profile, and other detailed schedules that support summarized schedules shown in the first portions of the budget.

The **Glossary** defines terms used throughout the budget to assist the reader in understanding the terms used.

BUDGET PROCESS

The city charter establishes the fiscal year which begins October 1 and ends September 30. To have an adopted budget in place by October 1 each year, the budget process generally begins several months before. This process began in late spring with estimates of projected revenue and expenditures for fiscal year 2011. After a review of the aforementioned projections, it was decided that FY 2011 expenditures would be proposed at FY 2010 approved levels with a consideration to provide a cost of living adjustment for all employees. Departments, however, were given the opportunity to submit additional requests. Once all additional requests were summarized, the Budget Office determined that the majority of requests could be incorporated into the proposed budget without causing a mismatch between revenues and expenditures. The combined data allowed for a preliminary or "draft" budget. This "draft" budget was presented to Council in early August. Shortly thereafter, two budget workshops were held so as to receive input from council members. The final Adopted Budget for FY 2011 includes the results of these meetings and discussions.

BUDGET ADOPTION

State law requires that the budget officer file the proposed budget with the City Secretary by August 29. The city is also required to hold a public hearing on the proposed budget where any taxpayer of the municipality may attend and participate in the hearing. The hearing must be set for a date occurring after the 15th day after the date the proposed budget is filed with the City Secretary. A



notice of the hearing must be published in the local newspaper not later than the 10th day before the budget hearing. At the conclusion of the public hearing, City Council must take action on the proposed budget. If for some reason the proposed budget is not accepted and formally approved by the City Council by September 27, the Proposed Budget takes effect automatically on October 1 as provided by the City Charter. The complete Budget review schedule, including key dates for setting the property tax rate is included in this section.

AMENDING THE BUDGET

As the fiscal year progresses, situations may sometimes arise that were not anticipated that have a fiscal impact to the City. Accordingly, departments are asked to reassess their needs periodically and submit a revision request based on new information or circumstances. These revisions are reviewed and adopted by the Mayor and City Council. Together with appropriation changes, new fund balance projections are then forecast. These steps result in the Amended Budget.



FY 2011 BUDGET SCHEDULE REVISED

August 17, 2010	Resolution calling for public hearing on the Proposed Budget for August 31, 2010
August 17, 2010	Fiscal year 2011 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
August 20, 2010	DRAFT Revenue/Expenditure Detail to Council
August 20, 2010	Notice of public hearing published in Pasadena Citizen (State law says must be published no longer than 30 days or 10 days before the public hearing, deadline August 22, 2010)
August 24, 2010	Initial Council Workshop for Proposed F"Y 2011 Budget
August 31, 2010	Public hearing on FY 2011 Proposed Budget
September 7, 2010	Council vote on Fiscal 2011 Budget Ordinance first reading
September 14, 2010	Ordinance adopting assessments roll, first reading; Council vote on Fiscal 2011 Budget Ordinance second reading; take record vote and schedule two public hearings on proposed tax rate
September 15, 2010	Notice of Public Hearing on Tax Revenue Increase published (7 days before public hearing)
September 21, 2010	Ordinance adopting assessments roll, second reading
September 28, 2010	First public hearing on tax rate
October 5, 2010	Second public hearing on tax rate; Notice of Tax Revenue Increase (first) published (7 days before meeting)
October 12, 2010	First reading setting the 2010 property tax rate
October 13, 2010	Notice of Tax Revenue Increase (second) published (7 days before meeting)
October 19, 2010	Second reading setting the 2010 property tax rate
November 16, 2010	Proposed Ordinance first reading accepting the 2010 Industrial District assessment roll and payment rate
November 23, 2010	Proposed Ordinance second reading accepting the 2010 Industrial District assessment roll and payment rate



**FY 2011 ADOPTED BUDGET
CITYWIDE SUMMARY**

Overview

Revenues and expenditures are presented both by fund and department/division. Funds include the General Fund, Enterprise (System) Fund, Debt Service Fund, Special Revenue Funds and Crime Control District Fund. In addition, the Internal Services Funds which include the Maintenance Fund, Worker's Compensation Fund, Health Benefits Fund and the Property Insurance Fund are also reflected in this adopted budget. The City's overall financial position is very sound. The reserves in the majority of funds are ample as seen below in the ending fund balance for FY11 of \$54 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2011 Adopted Budget includes \$138 million (excluding the Internal Service Funds) for basic city services, a decrease of \$3.2 million or 2.3% from the FY 2010 projected expenditures. This decrease is being accomplished with a concerned effort to keep costs down but still give the citizens the best services, and \$131.7 million in revenue. The Budget also includes positions for approximately 1,000 full-time, part-time and seasonal staff positions.

**FY 2011 ADOPTED BUDGET
ADOPTED ENDING FUND BALANCES**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Governmental, water and sewer, and crime control district funds	\$ 44,394,035	\$ 54,206,204	\$ 51,253,660	\$ 45,060,644	\$ 38,727,722
Internal service funds	18,178,935	14,183,924	13,529,864	17,716,310	15,275,751
Total ending balances	\$ 62,572,970	\$ 68,390,128	\$ 64,783,524	\$ 62,776,954	\$ 54,003,473

FY 2011 Revenue Outlook

Total revenues and transfers for all funds are \$131.7 million (excluding the Internal Service funds); a decrease of \$9.6 million or 6.8 percent under FY 2010 projected revenues. Revenues include property taxes, sales taxes, industrial district payments, charges for service, fines, interest revenue and other miscellaneous revenues.

TOTAL REVENUES BY FUND

FUND	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED	Increase/(Decrease) Over 2010 Estimated	
					AMOUNT	PERCENT
General fund	\$ 84,604,488	\$ 91,766,318	\$ 86,516,315	\$ 79,102,250	\$ (7,414,065)	-8.6%
Debt service fund	12,364,701	19,465,441	12,358,359	11,684,447	(673,912)	-5.5%
Water and sewer fund	30,853,416	36,795,511	32,277,652	32,662,000	384,348	1.2%
Special revenue funds	3,539,455	2,654,254	2,289,060	1,725,820	(563,240)	-24.6%
Crime control district fund (CCD)	7,740,192	8,505,500	6,279,476	6,500,000	220,524	3.5%
Total revenues	\$ 139,102,252	\$ 159,187,024	\$ 139,720,862	\$ 131,674,517	\$ (8,046,345)	-5.8%



**CITY OF PASADENA
FY 2011 COMBINED BUDGET SUMMARY**

Fund #	Fund Title	Estimated Beginning Balance	Revenues and Transfers In	Expenditures and Transfers Out	Revenues Over/(Under) Expenditures	Estimated Ending Balance
Governmental Funds:						
001	General fund	\$ 17,564,752	\$ 79,102,250	\$ 82,536,748	\$ (3,434,498)	\$ 14,130,254
041	Debt service fund	2,224,074	11,684,447	11,370,073	314,374	2,538,448
040	Equity sharing - treasury fund	682,856	76,000	749,919	(673,919)	8,937
042	Juvenile case manager fund	15,201	43,050	44,100	(1,050)	14,151
043	Child safety fund	297,865	259,500	274,864	(15,364)	282,501
044	Equity sharing - justice fund	495,778	200,400	305,000	(104,600)	391,178
045	Municipal courts security fund	306,563	147,700	282,522	(134,822)	171,741
046	State forfeited and property fund	277,534	266,600	218,970	47,630	325,164
047	Law enforcement training fund	65,918	23,150	37,000	(13,850)	52,068
048	Judicial efficiency fund	60,797	52,120	39,539	12,581	73,378
049	Court technology fund	167,946	195,700	338,889	(143,189)	24,757
064	Hotel and motel tax fund	869,689	248,200	455,447	(207,247)	662,442
080	Preservation of vital statistics fund	54,855	10,100	5,000	5,100	59,955
200	Abandoned motor vehicle and property fund	53,377	200,375	168,500	31,875	85,252
201	Sign removal fund	76,380	2,925	-	2,925	79,305
Total governmental funds		23,213,585	92,512,517	96,826,571	(4,314,054)	18,899,531
Proprietary Funds:						
Enterprise fund						
003	Water and sewer fund	20,598,602	32,662,000	33,927,995	(1,265,995)	19,332,607
Internal service funds						
002	Maintenance fund	201,979	9,464,173	9,559,883	(95,710)	106,269
067	Workers' compensation fund	1,241,388	1,193,652	932,191	261,461	1,502,849
069	Health benefits fund	10,906,177	14,000,000	16,487,510	(2,487,510)	8,418,667
070	General liability insurance fund	5,366,766	1,694,200	1,813,000	(118,800)	5,247,966
Total proprietary funds		38,314,912	59,014,025	62,720,579	(3,706,554)	34,608,358
Component Unit:						
210	Crime control district fund	1,248,457	6,500,000	7,252,873	(752,873)	495,584
Total component unit		1,248,457	6,500,000	7,252,873	(752,873)	495,584
Total all funds		\$ 62,776,954	\$ 158,026,542	\$ 166,800,023	\$ (8,773,481)	\$ 54,003,473

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$33,411,816 and represent 25.4% of total revenues. Property tax revenues are expected to increase by \$523,442 or 1.6% over the FY 2010 projected amount. Property (ad valorem) taxes are assessed or levied on real and personal property as of January 1 of each year, however, the City did not receive a certified tax roll from the Harris County Appraisal District (HCAD) until after the budget had been proposed. The tax rate for FY11 is \$0.591593 per \$100 assessed value.

The tax rate is comprised of a "maintenance and operations" (M&O) component (\$0.378203 or 63.93% of the total rate) which is allocated to the general fund and a "debt service" component (\$0.213390 or 36.07% of the total rate) which is allocated to the debt service fund.



TOTAL REVENUE BY SOURCE (GOVERNMENTAL, WATER AND SEWER, AND CCD FUNDS)						
REVENUE CATEGORY	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED	FY11 vs. FY10 EST	% OF TOTAL
Property taxes	\$ 31,101,548	\$ 33,585,738	\$ 33,545,421	\$ 33,411,816	-0.4%	25.4%
Sales taxes	23,538,744	25,873,522	20,271,192	19,695,130	-2.8%	15.0%
Industrial district	15,551,252	16,100,049	15,753,268	15,014,134	-4.7%	11.4%
Utility taxes	7,644,267	7,817,369	7,529,952	6,799,865	-9.7%	5.2%
Other taxes	691,263	698,023	417,914	417,914	0.0%	0.3%
Water and sewer	30,502,300	36,003,868	32,253,706	32,629,000	1.2%	24.8%
Fees & permits	11,893,715	11,931,745	10,529,516	11,018,055	4.6%	8.4%
Fines	6,318,981	6,072,604	5,935,158	5,578,168	-6.0%	4.2%
Other	9,854,076	16,294,685	8,109,954	2,809,524	-65.4%	2.1%
Other financing sources	2,006,106	4,809,421	5,374,781	4,300,911	-20.0%	3.3%
Total revenue by source	\$ 139,102,252	\$ 159,187,024	\$ 139,720,862	\$ 131,674,517	-5.8%	100.0%

Sales Tax

Sales tax revenue included in the operating budget comes from two sources: a 1% tax that comes to the City of Pasadena's General Fund and a ½% tax that goes to the Crime Control and Prevention District. An additional ½% tax is garnered by the Pasadena Second Century Corporation that is not included in this operating budget. Together these three portions of sales tax total 2% of retail sales for local purposes. The State of Texas receives income from a 6.25% sales tax on retail sales in Pasadena, bringing the total tax rate to 8.25%.

Although sales tax revenue has shown a significant increase in the last couple of years, projections are conservative due to the elastic nature of this economically sensitive revenue source. As shown in the "Total Revenue by Source" table above, sales tax revenue is the third largest source of income for the city (15%). Total sales taxes are anticipated to decrease by \$576,062 over the FY 2010 projections.

Industrial District Payments

Industrial District businesses and industry pay the City an amount in lieu of property taxes that would be paid were the District a part of the city. These payments provide the fourth largest source of income for the City's operating budget (11.4%). The district's status as a separate entity outside of the city's boundaries is predicated on agreements that use an assessment and appraisal process similar to that used for property taxes to calculate payment amounts due from each facility located inside the District. The FY11 Proposed Budget anticipates a decrease in industrial revenue by 4.7%.

Utility and Other Taxes

These categories primarily include franchise taxes (electricity, telephone, gas and cable television) and hotel/motel taxes. Utility companies that use the City's streets and rights-of-way in the course of conducting their business pay franchise fees to the City. The fee is generally computed as a percentage of gross receipts and the percentages vary among the franchisees. FY 2011 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will decrease in FY10 by 9.7% due to gas and electric franchise fee revenue expecting to decrease from FY10.



Water and Sewer

Total budgeted revenues for the City's enterprise fund are \$32.6 million as compared to estimated revenues for FY10 of \$32.2 million. Adopted FY 2011 water revenues decrease to \$15.2 million which is \$702,000 lower than the 2010 projected amount of \$15.9 million (including adjustments). Sewer revenues are budgeted at \$13 million in FY 2011. This is an \$800,000 decrease as compared to FY10 estimate of \$13.8 million(including adjustments).

Fees and Permits

This includes a variety of charges for services provided by the City. The fees are set by city ordinance, and are limited under state law to the actual cost of services provided. FY11 permit revenue is expected to increase by slightly over \$488,539 anticipating construction projects to start.

Fines

Municipal Court fines are budgeted to decrease by 6% or \$845,529 in FY11 over FY10. The FY11 Adopted Budget anticipates this decrease as the result of the increase in the use of Community Service instead of the payment of fines.

Miscellaneous

This category includes other revenues from investment income, property sales, and recovery of costs from grants and a variety of sources. The expected decline in this category is mostly attributed the \$5,000,000 payment received from the Port of Houston in FY10.

Other Financing Sources

The Adopted Budget includes revenue to individual funds that is transferred from other funds for services or simply for subsidy purposes. These transfers are shown as expenditures in the fund or funds that are making the transfer. The most significant Inter-fund transfers and the assumptions behind each are listed here.

Group Insurance

The City's contributions to the health benefits plan on behalf of employees are budgeted as expenditures in each operating department within the General, Maintenance and System funds. The Adopted Budget assumes that the current employee and retiree contribution rates established for the last two benefit plan years, which coincides with the calendar year, will be continued for the 2011 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund for the City's share of retiree premiums are listed separately in the "Other Charges" budget units within the General and System funds.

System Fund Franchise and Internal Service Fees

The System Fund has traditionally made a transfer to the General fund in the form of a franchise fee that is based on the same concept as franchise fees paid by private utility companies for use of city easements and rights of way. The transfer is designed to reimburse the General fund for services it provides to the System fund such as financial services, administrative services, engineering services, office space and various other services and benefits. The 2011 budget will increase the transfer from \$2.3 million to \$2.5 million.



Maintenance Services

The Maintenance Fund provides services to all city departments primarily associated with operation and maintenance of City assets. Each operating budget includes expenditure amounts categorized as "Maintenance Services" that become income in the Maintenance fund. These amounts are based on a standard cost allocation to operating departments. Likewise, actual billings are based on actual costs and actual allocation criteria as described in the Maintenance fund summary. The full cost of replacing City vehicles each year from the Maintenance fund needs to be charged to the various operating funds to ensure sufficient funds exist in the Maintenance fund for future replacement of existing vehicles. The FY11 Adopted Budget only includes full reimbursement from the Pasadena Crime Control District fund for police vehicles.

Other Transfers

Other significant transfers include transfers from the General and System funds to the Property Insurance and Workers' Compensation funds. These transfers are derived annually based on the anticipated costs of the Property Insurance and Workers' Compensation funds during the upcoming year. The Workers' Compensation costs are budgeted as a part of each department's "Personnel Services" category and are based on scheduled amounts for each type of city employee depending on the risk of injury associated with that employee job. The Health Insurance fund has a \$1 million transfer to the General fund to reimburse for prior over payments for health premiums.



**FY 2011 ADOPTED BUDGET
PROJECTED ENDING FUND BALANCES**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Governmental, water and sewer, and crime					
control district funds	\$ 44,394,035	\$ 54,206,204	\$ 51,253,660	\$ 45,060,644	\$ 38,727,722
Internal service funds	18,178,935	14,183,924	13,529,864	17,716,310	15,275,751
Total ending balances	\$ 62,572,970	\$ 68,390,128	\$ 64,783,524	\$ 62,776,954	\$ 54,003,473

**FY 2011 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, AND CRIME CONTROL DISTRICT FUNDS**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 17,439,686	\$ 21,288,696	\$ 25,554,979	\$ 25,554,979	\$ 17,564,752
Debt service fund	1,495,924	2,607,222	1,631,459	1,631,459	2,224,074
Water and sewer fund (modified accrual)	11,752,933	11,313,804	19,157,753	19,157,753	20,598,602
Special revenue funds	5,020,694	6,177,666	4,724,468	4,724,468	3,424,759
Crime control district fund	3,035,034	3,006,647	3,137,545	3,137,545	1,248,457
TOTAL	38,744,271	44,394,035	54,206,204	54,206,204	45,060,644
REVENUE					
General fund	84,604,488	91,766,318	82,011,747	86,516,315	79,102,250
Debt service fund	12,364,701	19,465,441	12,372,136	12,358,359	11,684,447
Water and sewer fund (modified accrual)	30,853,416	36,795,511	32,912,590	32,277,652	32,662,000
Special revenue funds	3,539,455	2,654,254	2,060,632	2,289,060	1,725,820
Crime control district fund	7,740,192	8,505,500	6,516,843	6,279,476	6,500,000
TOTAL	139,102,252	159,187,024	135,873,948	139,720,862	131,674,517
EXPENDITURES					
General fund	80,755,478	87,500,035	85,142,220	94,506,542	82,536,748
Debt service fund	11,253,403	20,441,204	11,785,728	11,765,744	11,370,073
Water and sewer fund (modified accrual)	31,292,545	28,951,562	30,043,347	30,836,803	33,927,995
Special revenue funds	2,382,483	4,107,452	3,687,351	3,588,769	2,919,750
Crime control district fund	7,768,579	8,374,602	8,167,846	8,168,564	7,252,873
TOTAL	133,452,488	149,374,855	138,826,492	148,866,422	138,007,439
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	3,849,010	4,266,283	(3,130,473)	(7,990,227)	(3,434,498)
Debt service fund	1,111,298	(975,763)	586,408	592,615	314,374
Water and sewer fund (modified accrual)	(439,129)	7,843,949	2,869,243	1,440,849	(1,265,995)
Special revenue funds	1,156,972	(1,453,198)	(1,626,719)	(1,299,709)	(1,193,930)
Crime control district fund	(28,387)	130,898	(1,651,003)	(1,889,088)	(752,873)
TOTAL	5,649,764	9,812,169	(2,952,544)	(9,145,560)	(6,332,922)
ENDING FUND BALANCE					
General fund	21,288,696	25,554,979	22,424,506	17,564,752	14,130,254
Debt service fund	2,607,222	1,631,459	2,217,867	2,224,074	2,538,448
Water and sewer fund (modified accrual)	11,313,804	19,157,753	22,026,996	20,598,602	19,332,607
Special revenue funds	6,177,666	4,724,468	3,097,749	3,424,759	2,230,829
Crime control district fund	3,006,647	3,137,545	1,486,542	1,248,457	495,584
TOTAL	\$ 44,394,035	\$ 54,206,204	\$ 51,253,660	\$ 45,060,644	\$ 38,727,722



**FY 2011 ADOPTED BUDGET
ALL SOURCES AND USES
INTERNAL SERVICE FUNDS**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 8,133,563	\$ 3,150,483	\$ 1,609,568	\$ 1,609,568	\$ 201,979
Health insurance fund	11,056,967	13,323,470	11,431,865	11,431,865	10,906,177
Workers' compensation fund	879,639	1,090,405	821,008	821,008	1,241,388
General liability insurance fund	541,860	614,577	321,483	321,483	5,366,766
TOTAL	20,612,029	18,178,935	14,183,924	14,183,924	17,716,310
REVENUE					
Maintenance fund	9,736,711	11,143,498	10,446,483	10,431,428	9,464,173
Health insurance fund	13,668,064	15,719,806	14,635,206	15,407,059	14,000,000
Workers' compensation fund	1,145,714	1,130,277	1,198,976	1,352,348	1,193,652
General liability insurance fund	1,215,183	998,016	1,775,775	6,824,641	1,694,200
TOTAL	25,765,672	28,991,597	28,056,440	34,015,476	26,352,025
EXPENDITURES					
Maintenance fund	14,719,791	12,684,413	10,692,807	11,839,017	9,559,883
Health insurance fund	11,401,561	17,611,411	15,312,000	15,932,747	16,487,510
Workers' compensation fund	934,948	1,399,674	930,693	931,968	932,191
General liability insurance fund	1,142,466	1,291,110	1,775,000	1,779,358	1,813,000
TOTAL	28,198,766	32,986,608	28,710,500	30,483,090	28,792,584
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	(4,983,080)	(1,540,915)	(246,324)	(1,407,589)	(95,710)
Health insurance fund	2,266,503	(1,891,605)	(676,794)	(525,688)	(2,487,510)
Workers' compensation fund	210,766	(269,397)	268,283	420,380	261,461
General liability insurance fund	72,717	(293,094)	775	5,045,283	(118,800)
TOTAL	(2,433,094)	(3,995,011)	(654,060)	3,532,386	(2,440,559)
ENDING FUND BALANCE					
Maintenance fund	3,150,483	1,609,568	1,363,244	201,979	106,269
Health insurance fund	13,323,470	11,431,865	10,755,071	10,906,177	8,418,667
Workers' compensation fund	1,090,405	821,008	1,089,291	1,241,388	1,502,849
General liability insurance fund	614,577	321,483	322,258	5,366,766	5,247,966
TOTAL \$	18,178,935	\$ 14,183,924	\$ 13,529,864	\$ 17,716,310	\$ 15,275,751



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**FY 2011 ADOPTED BUDGET
PROGRAM AND EXPENDITURE OVERVIEW**

FY 2011 Priorities

The priorities in the FY 2011 Adopted Budget are the same as in previous budgets – employee compensation and benefits, maintaining and improving the City’s streets, sewers, and other physical assets, while maintaining the City’s low property tax rate.

Composition of FY 2011 Adopted Expenditures

The General fund includes half of City expenditures and provides the operating budget for most of the City’s basic services, including police, fire, streets, parks, health and libraries. The System fund, the second largest fund, is the home for water and wastewater services provided by the City. The System fund includes debt service payments for water and wastewater bonds and notes, unlike the General fund which has a separate debt service fund.

CITYWIDE EXPENDITURES BY FUND							
FUND	FY2008 ACTUAL	FY2009 ACTUAL	2010 AMENDED BUDGET	2010 ESTIMATED	2011 ADOPTED	FY11 vs. FY10 EST	% OF TOTAL
General fund	\$ 80,755,478	\$ 87,500,035	\$ 85,142,220	\$ 94,506,542	\$ 82,536,748	-12.7%	49.5%
Debt service fund	11,253,403	20,441,204	11,785,728	11,765,744	11,370,073	-3.4%	6.8%
Maintenance fund	14,719,791	12,684,413	10,692,807	11,839,017	9,559,883	-19.3%	5.7%
Workers' compensation fund	934,948	1,399,674	930,693	931,968	932,191	0.0%	0.6%
Health benefits fund	11,401,561	17,611,411	15,312,000	15,932,747	16,487,510	3.5%	9.9%
General liability insurance fund	1,142,466	1,291,110	1,775,000	1,779,358	1,813,000	1.9%	1.1%
Water and sewer fund	31,292,545	28,951,562	30,043,347	30,836,803	33,927,995	10.0%	20.3%
Special revenue funds	2,382,483	4,107,452	3,687,351	3,588,769	2,919,750	-18.6%	1.8%
Crime control district fund	7,768,579	8,374,602	8,167,846	8,168,564	7,252,873	-11.2%	4.3%
TOTAL	\$ 161,651,254	\$ 182,361,463	\$ 167,536,992	\$ 179,349,512	\$ 166,800,023	-7.0%	100.0%

The Maintenance fund includes all in-house maintenance and operating costs associated with the City’s capital assets – buildings, vehicles and equipment, communications equipment, computer systems. This fund is largely funded with General fund revenues, although the System fund also pays for Maintenance fund services as required by System fund operations. General fund and System fund revenues are passed through these funds to the Maintenance fund as a part of the Maintenance Charges budget mentioned previously. The transfers to the Maintenance fund are based on standard cost allocation criteria.



FY 2011 ADOPTED STAFFING CHART (BY FUND)

FUND/DEPARTMENT/DIVISION	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED	FY 2010 FILLED	FY 2011 ADOPTED
GENERAL FUND PERSONNEL					
City Council	8	8	8	8	8
Mayor	3	3	3	3	3
Budget & Financial Planning	2	2	3	2	2
Municipal Court	35	33	34	34	34
City Controller's Office	16	16	18	15	16
Tax	1	1	1	1	0
Purchasing	4	4	4	3	4
Legal	8	8	8	7	8
City Secretary	4	4	4	4	4
* Human Resources	8	7	8	7	9
City Marshal	7	6	6	6	6
Community Relations	7	7	7	7	7
Mayor's Action Line	5	4	5	4	4
Planning	3	4	5	5	5
Planning & Development Admin	1	1	1	1	1
Economic Development Liaison	1	1	1	1	1
Neighborhood Network	1	1	1	1	1
Inspections/Permit	20	21	21	20	17
Impound/Storage	0	0	7	7	7
Property Management	0	0	1	1	1
Public Works Administration	3	4	3	3	0
* Engineering	19	17	17	14	16
Sanitation	44	43	46	43	38
Street & Bridge	36	34	37	31	31
Traffic & Transportation	12	12	12	12	11
Environmental Services	5	6	4	4	0
Emergency Preparedness	3	3	3	3	3
Fire Department	3	3	3	3	3
Fire Prevention	11	11	12	10	11
Police Department					
Police Classified	265	279	282	275	270
* Police Civilian	75	90	91	86	86
Police Department Subtotal	340	369	373	361	356
Parks	33	35	41	37	35
* Clean Streets	17	21	24	21	25
* Recreation	38	55	46	43	41
* Golf Course	10	16	14	11	11
Multi-Purpose Center	5	13	11	10	10
* Convention Center	8	9	9	9	10
Senior Center	6	5	6	5	5
Health	11	11	12	11	10
Animal Control & Adoption	13	17	19	19	19
Library	47	45	51	49	42
GENERAL FUND TOTAL	798	860	889	836	815

* Part-time pooled positions



FUND/DEPARTMENT/DIVISION	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED	FY 2010 FILLED	FY 2011 ADOPTED
MAINTENANCE FUND					
Information Services	11	12	11	10	9
Radio Services	3	3	3	3	2
Warehouse	3	4	5	3	4
Fleet	32	35	30	29	28
Building & Equipment Maintenance	5	5	5	5	4
Janitorial	11	12	12	11	10
Electrical	10	10	11	10	12
Mail Room	1	1	1	1	1
MAINTENANCE FUND TOTAL	76	82	78	72	70
SYSTEM FUND					
Wastewater Rehabilitation	21	19	23	21	18
Wastewater Collections	34	33	34	31	31
* Wastewater Maintenance	8	12	14	12	12
Water Distribution	23	22	24	21	21
Water Production	13	11	13	11	10
* Water Billing	20	26	26	25	25
SYSTEM FUND TOTAL	119	123	134	121	117
WORKER'S COMP FUND					
Safety Coordinator	1	1	0	0	0
Safety & Risk Manager	0	0	1	1	1
WORKER'S COMP FUND TOTAL	1	1	1	1	1
COURT SECURITY FUND					
Municipal Court Security	3	3	3	3	3
COURT SECURITY FUND TOTAL	3	3	3	3	3
* Section 8/Housing Assistance	12	9	11	10	13
HOUSING FUND TOTAL	12	9	11	10	13
CDBG/Home Programs	8	10	10	10	12
HOUSING GRANTS	8	10	10	10	12
GRAND TOTAL	1,017	1,088	1,126	1,053	1,031

* Part-time pooled positions



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**FY 2011 ADOPTED BUDGET
GENERAL FUND SUMMARY
REVENUES, EXPENDITURES
AND FUND BALANCE**

**FY 2011 ADOPTED BUDGET
GENERAL FUND SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BEGINNING FUND BALANCE	\$ 17,439,686	\$ 21,288,696	\$ 25,554,979	\$ 25,554,979	\$ 17,564,752
REVENUES	84,604,488	91,766,318	82,011,747	86,516,315	79,102,250
EXPENDITURES	80,755,478	87,500,035	85,142,220	94,506,542	82,536,748
REVENUES OVER/(UNDER) EXPENDITURES	3,849,010	4,266,283	(3,130,473)	(7,990,227)	(3,434,498)
ENDING FUND BALANCE	21,288,696	25,554,979	22,424,506	17,564,752	14,130,254
TWO MONTH RESERVE REQUIREMENT *	13,348,000	14,470,000	13,989,000	14,716,000	13,673,000
OVER/(UNDER) REQUIREMENT	\$ 7,940,696	\$ 11,084,979	\$ 8,435,506	\$ 2,848,752	\$ 457,254

* The reserve requirement is reduced by the interfund transfers amount after the computation of the reserve requirement amount.

OVERVIEW

The FY 2011 Adopted Budget for the General Fund provides sufficient reserves to meet emergency and unforeseen contingencies with a projected Ending Fund Balance of \$14.1 million. This is \$457,254 more than the two month reserve requirement. The General Fund provides the financing for all of the City of Pasadena's basic services except water and wastewater, which are accounted for through the System Fund. General Fund services include all 9-1-1 services, including police and fire, and emergency medical services. Street, drainage and parks maintenance are also provided through the General Fund, as are recreation, health and library programs. The City's main governmental buildings are maintained and operated through the General Fund, including City Hall, the Police Station, Library, fire stations, and other facilities owned by the City. Also, the main governmental functions, including the offices of the City's Mayor and City Council, are operated through the General Fund.

General Fund revenues come primarily from broad-based taxes, including property, sales and franchise taxes. Business taxes, including in lieu of tax payments made by industrial district companies that are outside the city, provide another major source of revenue. The General Fund's largest expenditure category is compensation – salaries and benefits - paid to the people who provide the basic services mentioned. Of the 1000 full-time and part-time positions included in the Staffing Chart for FY 2011, approximately 789 are funded through the General Fund. All personnel costs for 43 positions are funded through the Crime Control District budget.

GENERAL FUND REVENUES

Adopted fiscal year 2011 revenues total \$79,102,250, which is \$7,414,065, or 8.6% lower than FY 2010 projected. The major decreases are in other financing sources and miscellaneous revenue which are shown in the following table:



FY 2011 GENERAL FUND REVENUE SUMMARY

REVENUES AND OTHER FINANCING SOURCES	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED	FY11 VS 10 EST	% OF TOTAL
General property taxes	\$ 18,973,018	\$ 21,227,982	\$ 20,479,000	\$ 21,330,447	\$ 21,732,369	1.9%	27.5%
Industrial district fees	15,551,252	16,100,049	15,894,000	15,753,268	15,014,134	-4.7%	19.0%
Sales taxes	15,890,246	17,389,808	14,785,645	14,000,000	13,200,000	-5.7%	16.7%
Franchise fees	7,644,267	7,817,369	7,575,000	7,529,952	6,799,865	-9.7%	8.6%
Other taxes	178,148	207,561	198,000	177,914	177,914	0.0%	0.2%
Licenses and permits	2,373,619	2,381,701	1,836,000	1,792,280	1,685,962	-5.9%	2.1%
Municipal court fines and fees	5,868,562	5,633,088	5,374,000	5,498,158	5,141,168	-6.5%	6.5%
Charges for services	9,516,526	9,547,090	9,453,900	8,734,436	9,329,293	6.8%	11.8%
Intergovernmental revenues	4,854,842	5,821,714	312,500	395,089	993,918	151.6%	1.3%
Miscellaneous revenues	901,437	621,203	625,000	5,853,534	653,860	-88.8%	0.8%
Investment income	846,465	209,332	103,921	76,456	72,856	-4.7%	0.1%
Other financing sources	2,006,106	4,809,421	5,374,781	5,374,781	4,300,911	-20.0%	5.4%
TOTAL	\$ 84,604,488	\$ 91,766,318	\$ 82,011,747	\$ 86,516,315	\$ 79,102,250	-8.6%	100.0%

Property taxes represent 27.5% of total General Fund revenue. Property taxes are based on the assessed value of land, buildings and structures in the City as appraised by the Harris County Appraisal District (HCAD). The calculation for property tax revenues is based on the certified assessed value times the tax rate. Because a certified roll had not been received at the time the budget was prepared, a conservative approach was taken and a projected 1.9% increase in property taxes revenue was assumed. HCAD has projected a decrease in taxable values.

Sales tax revenues total \$13.2 million which is \$800,000 less than projected for FY 2010 and 16.7% of the adopted revenues. Declining retail sales have kept this revenue stream decreasing this past year. The City has projected a 5.7% decrease from the FY10 projected amount.

Industrial district businesses and industry pay the City an amount in lieu of property taxes that would be paid were the district a part of the City. Industrial district payments represent 19% or the third largest source of total General fund revenues. The district's status as a separate entity outside of the City's boundaries is predicated on agreements that use an assessment and appraisal process, similar to that used for property taxes, to calculate payment amounts due from each facility located inside the District. Payments by industry have been governed by a 15-year agreement since FY 2005. Under this agreement, the City and industry share in the overall growth or decline in property values in the district, splitting the amount of increased or decreased revenue equally. It is anticipated that industrial district property values might decrease slightly, so the budget reflects a decrease (4.7%) in this revenue source.

The General fund receives revenues from franchise fees paid by public and private utilities which use City streets, alleys and rights-of-way for their utility lines and mains. Franchise revenues are budgeted at \$6.8 million or 8.6% of total General fund revenues. The majority of this revenue source, \$6.6 million, is generated through electric, gas, telecommunications, and cable franchise fees. We expect a decrease in this revenue source from the FY2010 projected amount due to an anticipated decrease in both electric and gas costs.



**FY 2011 ADOPTED BUDGET
GENERAL FUND REVENUE SUMMARY**

REVENUE CATEGORY	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
TAXES					
General property taxes					
Ad valorem taxes	\$ 18,619,663	\$ 20,908,788	\$ 20,311,000	\$ 21,082,639	\$ 21,550,922
Penalty and interest	353,355	319,194	168,000	247,808	181,447
General property taxes	18,973,018	21,227,982	20,479,000	21,330,447	21,732,369
Business taxes					
Industrial district fees	15,551,252	16,100,049	15,894,000	15,753,268	15,014,134
Sales tax	15,890,246	17,389,808	14,785,645	14,000,000	13,200,000
Utility taxes					
Electric franchise	4,503,465	4,490,558	4,505,000	4,491,914	4,198,856
Gas franchise	713,947	798,861	665,000	693,609	531,530
Telecommunications franchise	1,352,974	1,436,183	1,283,000	1,248,245	1,048,245
Cable TV franchise	995,591	917,786	953,000	915,004	865,004
Other franchises	78,290	173,981	169,000	181,180	156,230
Utility taxes	7,644,267	7,817,369	7,575,000	7,529,952	6,799,865
Other taxes					
Mixed drink tax	157,576	189,402	170,000	161,932	161,932
Bingo tax	20,572	18,159	28,000	15,982	15,982
Other taxes	178,148	207,561	198,000	177,914	177,914
Business taxes	39,263,913	41,514,787	38,452,645	37,461,134	35,191,913
TAXES TOTAL	58,236,931	62,742,769	58,931,645	58,791,581	56,924,282
LICENSES AND PERMITS					
Business types	2,193,755	2,200,830	1,672,000	1,631,522	1,529,209
Occupational types	88,281	93,420	77,000	80,833	76,798
Non-business types	91,583	87,451	87,000	79,925	79,955
LICENSES AND PERMITS TOTAL	2,373,619	2,381,701	1,836,000	1,792,280	1,685,962
MUNICIPAL COURT FINES AND FEES					
Fines	3,904,971	3,762,234	3,533,000	3,393,944	3,236,954
Administrative fees	1,963,591	1,870,854	1,841,000	2,104,214	1,904,214
MUNICIPAL COURT FINES TOTAL	5,868,562	5,633,088	5,374,000	5,498,158	5,141,168
CHARGES FOR SERVICES					
Solid waste collection	6,647,913	6,632,136	6,664,000	6,318,290	7,066,404
Health services	341,675	383,909	350,000	356,091	351,860
Library services	60,644	50,341	62,000	44,586	44,586
Property management	312,481	276,950	264,800	257,940	257,940
Parks and recreation fees					
Recreation	196,979	221,511	190,000	163,241	152,309
Golf	623,218	707,442	583,000	419,455	419,451
Swimming pools	66,404	73,074	72,000	50,798	17,473
Tennis	4,111	3,633	4,000	2,674	2,674
Other centers	68,060	83,489	83,100	76,793	76,793
Parks and recreation fees subtotal	958,772	1,089,149	932,100	712,961	668,700
Civic center	316,386	242,103	308,000	313,335	286,120
Miscellaneous	878,655	872,502	873,000	731,233	653,683
CHARGES FOR SERVICES TOTAL	9,516,526	9,547,090	9,453,900	8,734,436	9,329,293
OTHER REVENUE					
Intergovernmental revenues	4,854,842	5,821,714	312,500	395,089	993,918
Sale of capital assets	-	6,868	10,000	52,124	52,124
Other revenues	901,437	614,335	615,000	5,801,410	601,736
Investment income	846,465	209,332	103,921	76,456	72,856
OTHER REVENUE TOTAL	6,602,744	6,652,249	1,041,421	6,325,079	1,720,634
OTHER FINANCING SOURCES					
Insurance recovery	506,106	1,809,421	1,078,381	1,078,381	1,300,911
Interfund transfers	1,500,000	3,000,000	4,296,400	4,296,400	3,000,000
TOTAL	\$ 84,604,488	\$ 91,766,318	\$ 82,011,747	\$ 86,516,315	\$ 79,102,250



Licenses and permits represent the various fees collected for such activities as construction, plumbing, electrical, development and food service operations. The fiscal year 2011 estimated revenue from licenses and permits is \$1,685,962 which is \$106,318 or 5.9% less than the FY10 estimated amount. This amount represents a slight increase from the previous amended budget but still lower than estimated actual due to several major construction projects that will be completed and will no longer require permitting.

Revenues from fines for fiscal year 2011 are estimated at \$5,141,168 or 6.5% of total General fund revenues. This amount is a minimal decrease from the FY10 estimated amount. Charges for services account for 11.8% of total General Fund revenues and are budgeted to increase by \$594,857 from estimated actual. This is for anticipated increases in solid waste collections.

Total revenues from interest for FY 2011 are estimated at \$72,856. This projection is based on current interest earned which has decreased considerably due to the downturn in the U.S. economy. The transfer from the System fund is budgeted at \$2 million in FY 2011 staying the same as FY10. Also, inter-governmental revenues are expected to increase by \$674,003 from estimated actual in FY10 due to receiving the TDRA (Texas Department of Rural Affairs) Grant.

EXPENDITURES

The General Fund is the primary operating fund for City government. Operating expenditures excluding other financing uses total \$82,536,748, a \$2.6 million or 3.1% decrease from the FY 2010 amended budget. Salary and benefits account for a small decrease but the majority is from the reduction of Capital outlays in the amount of \$1.1 million. There are overall decreases in maintenance charges and other financing uses.

FY 2011 ADOPTED BUDGET EXPENDITURE SUMMARY BY CATEGORY

CATEGORY	FY 2008	FY 2009	FY 2010	FY 2010	FY 2011
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$53,716,143	\$55,970,188	\$56,340,816	\$60,317,458	\$56,301,806
Contractual services	14,223,545	16,215,928	11,160,520	11,176,775	10,997,543
Materials and supplies	3,388,221	4,250,570	4,152,225	4,517,565	4,187,601
Maintenance charges *	7,459,397	8,642,532	8,512,671	8,621,980	7,671,532
Other charges	193,725	222,868	228,938	228,718	228,938
Other financing uses	666,440	679,463	1,210,700	6,210,700	500,000
Capital outlay *	1,108,007	1,518,486	3,536,350	3,433,346	2,649,328
TOTAL	\$80,755,478	\$87,500,035	\$85,142,220	\$94,506,542	\$82,536,748

* Includes Hurricane Ike Insurance claims.

The following pages show expenditures by function/department/division. These summary pages are followed by the individual expenditure summary for each department/division.



**FY 2011 ADOPTED BUDGET
GENERAL FUND SUMMARY EXPENDITURE REPORT BY DEPARTMENT/DIVISION**

DEPT #	DEPARTMENT NAME	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
General Government						
10100	City Council	123,309	143,761	193,261	193,809	179,503
10200	Mayor	348,834	342,227	361,202	364,807	363,246
10300	Budget and Financial Planning	248,471	227,430	238,624	303,189	301,188
10400	Municipal court	1,809,295	1,931,989	1,877,933	1,897,342	1,809,685
10500	City controller	1,435,850	1,567,348	1,607,331	1,660,554	1,653,407
10600	Tax	447,663	523,564	512,817	526,748	437,940
10700	Purchasing	249,004	337,102	343,002	343,122	331,870
10800	Legal	832,057	907,183	962,908	963,188	955,586
10900	City secretary	280,925	327,620	321,414	321,966	304,988
11000	Elections	80,688	60,976	2,000	2,000	59,775
11100	Human resources	635,419	670,141	522,806	606,008	621,836
11300	City marshal	575,864	578,875	576,498	577,511	617,046
11400	Community relations	679,314	786,303	1,102,052	1,102,917	794,941
11410	Pasadena action line	287,552	295,998	287,755	288,114	230,833
11500	Planning	264,214	264,212	448,961	458,791	492,596
11501	Planning/development administration	140,390	155,484	158,040	158,040	157,996
11505	Economic develop liaison	89,191	150,327	149,315	149,327	154,214
11510	Neighborhood network	167,457	278,185	196,924	197,095	194,875
11600	Inspections	1,571,227	1,555,582	1,561,857	1,567,668	1,401,269
11700	Property management/special purposes	1,110,045	922,118	902,600	910,662	1,273,662
11740	Impound/storage	-	-	340,468	438,247	334,729
00071	Technology	2,137	-	52,000	-	57,950
00900/						
00910	Hurricane Ike - insurance claim (FEMA/TML)	3,329,310	6,408,802	1,078,381	1,078,381	1,300,911
11800	Other charges	182,960	186,003	292,530	2,389,276	1,027,016
11800	Other Charges/transfers out	666,440	666,440	1,210,700	6,210,700	500,000
00910	Hurricane Ike/transfers out	-	13,023	-	-	-
TOTAL GENERAL GOVERNMENT		\$ 15,557,616	\$ 19,300,693	\$ 15,301,379	\$ 22,709,462	\$ 15,557,062
Public Safety						
13100	Emergency preparedness	330,535	357,807	353,753	353,998	344,795
13200	Fire fighting	3,298,399	3,614,410	3,473,465	3,474,977	3,212,220
13300	Fire prevention	962,719	967,955	1,007,050	1,071,631	1,015,624
13400	Police	30,328,705	31,278,727	31,163,257	31,826,434	31,473,846
TOTAL PUBLIC SAFETY		\$ 34,920,358	\$ 36,218,899	\$ 35,997,525	\$ 36,727,040	\$ 36,046,485
Public Works						
14001	Public works administration	294,191	437,576	1,518,087	1,518,131	323,643
14100	Engineering	1,588,546	1,666,751	1,387,871	1,538,098	1,153,750
14200	Street lighting and signals	1,465,934	1,384,956	1,335,000	1,335,000	1,335,000
14300	Sanitation	7,338,812	7,672,837	7,652,123	8,128,407	6,858,667
14400	Street and drainage	3,412,386	3,283,700	3,099,525	3,162,648	2,973,749
14500	Traffic and transportation	1,207,050	1,277,902	1,197,407	1,198,696	1,113,260
14600	Environmental services	284,920	-	-	-	-
TOTAL PUBLIC WORKS		\$ 15,591,839	\$ 15,723,722	\$ 16,190,013	\$ 16,880,980	\$ 13,758,069



DEPT #	DEPARTMENT NAME	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Health						
16100	Health	1,615,423	1,680,040	1,785,527	1,865,409	1,738,193
16200	Animal rescue and assistance	996,717	1,197,143	1,285,770	1,381,486	1,578,295
16300	Environmental services	-	317,842	218,876	218,876	-
TOTAL HEALTH		\$ 2,612,140	\$ 3,195,025	\$ 3,290,173	\$ 3,465,771	\$ 3,316,488

DEPT #	DEPARTMENT NAME	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Culture and Recreation						
15001	Leisure services administration	193,447	-	-	-	-
15100	Parks	3,158,763	2,942,567	3,636,265	3,726,003	2,801,646
15200	Recreation	2,231,964	2,447,490	2,699,378	2,718,383	2,848,912
15300	Clean streets	1,075,543	1,613,754	1,964,029	2,079,011	2,304,214
15400	Golf course	567,558	792,703	671,537	711,263	681,213
15500	Multi-purpose center	405,255	506,151	588,157	591,604	718,447
15600	Civic center	743,528	753,605	807,853	808,606	800,347
15700	Senior center-Madison Jobe	356,962	399,805	438,496	440,226	416,260
17010	Library	3,340,505	3,605,621	3,557,415	3,648,193	3,287,605
TOTAL CULTURE AND RECREATION		\$ 12,073,525	\$ 13,061,696	\$ 14,363,130	\$ 14,723,289	\$ 13,858,644
TOTAL EXPENDITURES		\$ 80,755,478	\$ 87,500,035	\$ 85,142,220	\$ 94,506,542	\$ 82,536,748

TOTAL GENERAL FUND EXPENDITURES AND OTHER FINANCING USES						
		\$ 80,755,478	\$ 87,500,035	\$ 85,142,220	\$ 94,506,542	\$ 82,536,748



**GENERAL GOVERNMENT
CITY COUNCIL**

MISSION STATEMENT

The City Council is responsible for providing representative leadership to the citizens of Pasadena ensuring that the City dedicates its resources in the most efficient and effective manner possible with a focus on providing a safe and enjoyable environment for the community's residents, businesses and visitors. City Council is composed of eight members elected by district.

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
CITY COUNCIL					
Personnel services	\$ 74,595	\$ 86,286	\$ 110,450	\$ 110,450	\$ 101,085
Contractual services	15,388	16,123	38,900	38,900	38,900
Materials and supplies	2,097	7,150	5,900	6,448	5,900
Maintenance charges	31,229	34,202	38,011	38,011	33,618
TOTAL	\$ 123,309	\$ 143,761	\$ 193,261	\$ 193,809	\$ 179,503

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1530	Council Member - District A	1	1	1	1	1
1540	Council Member - District B	1	1	1	1	1
1550	Council Member - District C	1	1	1	1	1
1560	Council Member - District D	1	1	1	1	1
1570	Council Member - District E	1	1	1	1	1
1580	Council Member - District F	1	1	1	1	1
1590	Council Member - District G	1	1	1	1	1
1600	Council Member - District H	1	1	1	1	1
TOTAL:		8	8	8	8	8



GENERAL GOVERNMENT MAYOR'S OFFICE

MISSION STATEMENT

As Chief Administrator and Executive Officer of the City, the Mayor devotes his full time and efforts to and is responsible for the proper administration of Pasadena's local government. This responsibility includes pursuing constant improvement of the welfare, health, comfort, safety, and convenience of the community and its citizens while presenting an annual budget that achieves these goals and advising the City Council as to the financial status of the City.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Proceeded with the North Pasadena Redevelopment plan.
- Continued to provide a positive environment for new economic growth, while protecting the City's financial stability.
- Created Urban Street Program that encouraged beautification of major thoroughfares and medians.

PRIORITIES, GOALS, AND OBJECTIVES FOR 2011

- Continue to improve customer service.
- Improve Pasadena's image within the community, metropolitan area, and the state.
- Explore ways to revitalize North Pasadena.
- Continue to enhance the City's web site and Municipal Television Channel to improve communication with residents.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
MAYOR					
Personnel services	\$ 287,292	\$ 294,548	\$ 306,164	\$ 306,284	\$ 313,591
Contractual services	17,877	16,409	14,400	16,750	14,400
Materials and supplies	6,236	4,729	7,250	8,385	7,250
Maintenance charges	37,429	26,541	33,388	33,388	28,005
TOTAL	\$ 348,834	\$ 342,227	\$ 361,202	\$ 364,807	\$ 363,246

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1060	Administrative Aide	1	1	1	1	1
2340	Mayor	1	1	1	1	1
2440	Office Assistant II	1	1	1	1	1
TOTAL:		3	3	3	3	3



FINANCIAL SERVICES BUDGET AND FINANCIAL PLANNING OFFICE

MISSION STATEMENT

Develop and administer the city's financial plans, capital and operating budgets so as to support the Mayor and City Council in policy decisions, assist city departments in delivering services and providing infrastructure to meet community needs, and provide a sound financial basis for city endeavors.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Developed the annual operating and capital budgets.
- Assisted Purchasing department with implementation of City Procurement Policy.
- Reviewed departmental expenditures timely to ensure efficiency.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Research, review, and recommend new revenue options.
- Explore and identify cost reduction measures.
- Identify and achieve budgetary efficiencies.
- Review of departmental performance objectives and measurements.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BUDGET AND FINANCIAL PLANNING					
Personnel services	\$ 231,197	\$ 210,095	\$ 216,224	\$ 279,469	\$ 281,026
Contractual services	2,071	4,008	6,280	6,280	6,280
Materials and supplies	875	187	1,650	1,708	1,650
Maintenance charges	14,328	13,140	14,470	15,732	12,232
TOTAL	\$ 248,471	\$ 227,430	\$ 238,624	\$ 303,189	\$ 301,188

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1325	Budget Analyst	0	0	1	1	1
1720	Director of Financial Planning	1	1	1	1	1
2625	Accountant III	1	1	1	0	0
TOTAL:		2	2	3	2	2



GENERAL GOVERNMENT MUNICIPAL COURT

MISSION STATEMENT

The mission of Municipal Court is to provide fair notice to a person charged with an offense within the jurisdiction of the court and a meaningful opportunity for that person to be heard while ensuring appropriate dignity in court proceedings without undue formalities. Promote adherence to rules with sufficient flexibility to serve the ends of justice while processing cases without unnecessary expense or delay.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Handled 76,000 new filings.
- Collected gross revenue of more than ten million dollars.
- Issued more than 30,000 warrants.
- Implemented new collection procedures and expanded the scope of collections activity.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Work towards enhanced levels of compliance with the orders of the court.
- Comply in all respects with mission statement of the court.
- Reduce "no shows" by use of telephone reminder technology.
- Manage time and resources more efficiently to minimize overtime.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Number of Cases Filed	79,940	77,238	74,453	76,337	78,000
Warrants Issued	32,645	31,632	24,020	30,839	30,000
% of Traffic Cases	92%	92%	92%	92%	92%
Total Revenue Generated	\$10,185,157	\$10,143,894	\$9,784,574	\$10,064,415	\$10,000,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
MUNICIPAL COURT					
Personnel services	\$ 1,537,436	\$ 1,646,515	\$ 1,623,620	\$ 1,642,030	\$ 1,595,068
Contractual services	101,937	64,547	52,330	52,330	52,330
Materials and supplies	28,039	67,654	29,620	30,619	29,620
Maintenance charges	141,883	153,273	172,363	172,363	132,667
TOTAL	\$ 1,809,295	\$ 1,931,989	\$ 1,877,933	\$ 1,897,342	\$ 1,809,685

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1140	Associate Judge	6	6	6	6	6
1490	Clerical Assistant II	1	2	2	2	2
1495	Collections Coordinator	1	1	1	1	1
1610	Court Clerk	1	1	1	1	1
1660	Deputy Clerk I	14	11	12	12	12
1670	Deputy Clerk II	7	7	7	7	7
2065	Juvenile Case Manager	1	1	1	1	1
2395	Municipal Court Coordinator	2	2	2	2	2
2400	Municipal Court Judge	1	1	1	1	1
3290	Sr Deputy Clerk	1	1	1	1	1
TOTAL:		35	33	34	34	34



GENERAL GOVERNMENT CONTROLLER'S OFFICE

MISSION STATEMENT

Provide professional and sound guidance in City financial matters and support for the business operations of the City. Maintain accurate budget and accounting records administering financial policy supported by applicable City, State and Federal laws.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Received the Certificate of Excellence in Financial Reporting for the 15th consecutive year.
- Comprehensive Annual Financial Report has been available on the City website for 6 years.
- Completed study to have information for GASB 45 disclosure requirements and implement GASB 45 into Comprehensive Annual Financial Report for the second time.
- Maintain complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Ike.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Receive the Certificate of Excellence in Financial Reporting for the 16th consecutive year.
- Provide the best and most professional financial services available to the City of Pasadena.
- Continue to recommend ways to reduce GASB 45 liability for the City of Pasadena.
- Complete the automation of the receipt of credit card payments in an efficient manner.
- Continue to improve bank relationships and reduce costs of services.
- Receive a "clean-opinion" on the Comprehensive Annual Financial Report (CAFR).
- Complete annual audit plus any special projects on time.

PERFORMANCE INDICATORS

INDICATORS	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	2011 ADOPTED
Grant Management				
Number of grants	27	22	31	27
Annual expenditures (\$000's)	\$ 17,077	\$ 20,332	\$ 12,805	\$ 26,440
Accounts Payable				
Automated payments	12,046	11,963	11,656	11,500
Manual checks	8	11	3	3
Payroll Management				
Gross biweekly wages (using last payroll of year)	\$ 1,875,000	\$ 2,018,024	\$ 1,893,199	\$ 1,761,475
Number of checks issued (biweekly)	1,022	1,107	1,081	985
% direct deposit	80.0%	82.0%	87.0%	89.0%
Investments				
Amount of portfolio (\$000's)	\$ 150,986	\$ 153,514	\$ 134,102	\$ 130,330
Amount of interest (\$000's)	\$ 5,500	\$ 1,366	\$ 342	\$ 300
Average return	3.64%	0.8898%	0.2550%	0.2307%
Received GFOA reporting award	YES	YES	YES	YES



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
CITY CONTROLLER					
Personnel services	\$ 1,259,048	\$ 1,358,347	\$ 1,411,051	\$ 1,464,274	\$ 1,451,745
Contractual services	118,440	141,727	123,350	123,350	123,350
Materials and supplies	16,189	20,653	19,131	19,131	19,131
Maintenance charges	42,173	46,621	53,799	53,799	59,181
TOTAL	\$ 1,435,850	\$ 1,567,348	\$ 1,607,331	\$ 1,660,554	\$ 1,653,407

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1010	Accountant I	1	1	1	1	1
1011	Accounts Payable Manager	1	1	1	1	1
1030	Accountant III	2	2	2	1	2
1031	Accountant IV	0	0	1	1	1
1032	Accountant V	1	1	1	1	1
1041	Accounting Assistant II	1	1	1	1	1
1042	Sr. Accounting Assistant	3	3	3	3	3
1050	Accounting Manager	1	1	1	1	1
1100	Assistant City Controller	1	1	1	1	1
1440	City Controller	1	1	1	1	1
2510	Payroll Manager	1	1	1	1	1
2686	PT Clerical Assistant	0	0	1	0	0
2855	PT Office Assistant	1	1	1	0	0
3200	Sr Project Accountant	1	1	1	1	1
3370	Sr. Office Assistant	1	1	1	1	1
TOTAL:		16	16	18	15	16



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**FINANCIAL SERVICES
TAX DEPARTMENT**

MISSION STATEMENT

The property tax collection process was consolidated with Harris County effective September 1, 2006.

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
TAX					
Personnel services	\$ 34,976	\$ 63,378	\$ 58,957	\$ 71,771	\$ -
Contractual services	411,246	448,096	436,540	436,540	437,940
Materials and supplies	259	222	1,400	1,441	-
Maintenance charges	1,182	11,868	15,920	16,996	-
TOTAL	\$ 447,663	\$ 523,564	\$ 512,817	\$ 526,748	\$ 437,940

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
3370	Sr. Office Assistant	0	1	1	1	0
3430	Sr Tax Assistant	1	0	0	0	0
TOTAL:		1	1	1	1	0

* In FY08 this department was reactivated to provide information and assistance to our citizens who experience property tax questions. This department works in conjunction with other taxing authorities and provides an office locally where citizens can get information.



FINANCIAL SERVICES PURCHASING

MISSION STATEMENT

The mission of the Purchasing Department is to conduct the public procurement process in a lawful manner, ensuring competition, and enabling City departments to perform their duties more efficiently by establishing sound policies and procedures.

Purchasing serves the public by acquiring goods and services required by City departments through informal and formal bids at the lowest prices and best value for monies spent.

The goals of the department are:

- to comply with all State and Local purchasing laws
- to recognize our obligation to the taxpayers, using departments and vendors
- to obtain needed supplies and services at favorable prices
- to promote a system of purchasing standardization throughout the City
- to generate fair and open competition among all responsible vendors

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Improved the Purchasing portal on City's website
- Revised and updated Procurement Guide
- Revised and updated Travel, Clothing and other policies
- Bid or renewed 40 contracts
- Continued to support the Procurement Card Program
- Continued use of purchasing co-operatives such as Buyboard, U.S. Communities, TPASS, TCPN, H-GAC and TX-MAS to save the City both time and money.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Transition Procurement Card program to Citibank VISA
- Conduct training on new version of Finance Plus software
- Increase level of Contract Administration for contracts utilized by departments.
- Professional certification for department members

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Purchase orders issued	14,299	13,005	11,313	12,000
Purchase order purchases total	\$52,667,121	\$39,436,014	\$34,031,960	\$35,000,000
Average purchase order amount	\$3,683	\$3,032	\$3,008	\$2,917
Negotiated agreement/contracts	45	36	40	50
Active Procurement Cards	177	187	183	190
Total Procurement Card transactions	12,132	9,753	9,677	10,000
Total Procurement Card purchases	\$1,734,113	\$1,592,486	\$1,319,421	\$1,800,000
Average Procurement Card transaction	\$143	\$163	\$136	\$180



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PURCHASING					
Personnel services	\$ 214,483	\$ 303,850	\$ 294,063	\$ 294,063	\$ 288,369
Contractual services	12,510	8,576	13,490	13,490	13,490
Materials and supplies	1,876	2,808	2,650	2,770	2,650
Maintenance charges	20,135	21,868	32,799	32,799	27,361
TOTAL	\$ 249,004	\$ 337,102	\$ 343,002	\$ 343,122	\$ 331,870

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1354	Buyer I	0	0	1	0	1
1355	Buyer II	1	1	1	1	1
1356	Sr. Buyer	1	1	0	0	0
3000	Purchasing Manager	1	1	1	1	1
3410	Sr Purchasing Assistant	1	1	1	1	1
TOTAL:		4	4	4	3	4



GENERAL GOVERNMENT LEGAL DEPARTMENT

MISSION STATEMENT

It is the objective of the Department of Law to provide counsel and services addressing the range of municipal legal and administrative matters affecting the City.

Our primary responsibilities include, but are not limited to, the following:

- Safeguarding our neighborhoods with proactive programs, integrity endeavors, and support to City enforcement departments and citizens including:
 - Coordination of efforts between the City and citizens for residential deed restriction and code enforcement.
 - Provision of attorney for legal advice and representation before the Building and Standards Commission on condemnation and removal of dangerous and dilapidated structures.
 - Following matters threatening the health, safety, and welfare of citizens and local neighborhoods, drafting ordinances to address such concerns, and prosecuting in municipal court for related violations.
- Legal research and preparation for response in pretrial, trial, and appellate matters (claims, lawsuits, mediations, arbitrations, settlements, expunctions, etc.). Legal counsel for proceedings before Federal, State and Local courts, administrative agencies, and various commissions and other bodies on matters including TCEQ, EPA, FCC, Civil Service, Building and Standards, Planning, and Human Resources (employee discipline and appeals, etc.).
- Response to open records requests pursuant to the Texas Public Information Act, including requests for opinions of the Texas Attorney General, as appropriate, while continuing to direct other City departments as to appropriate responses to those requests received in the respective departments.
- Support preparations of emergency disaster plans, procedures and forms, attendance at planning meetings, and service as first line responders with the emergency operations center in a state of emergency.
- Provision of legal analysis and guidance as requested by other City departments on various projects, matters, and/or issues affecting the department specifically and the City as a whole.
- Attendance at weekly City Council meetings and advice to all departments concerning documents, ordinances, resolutions, etc. presented for the City Council agenda.
- Follow matters of interest to City by membership in State and Local Bar Associations, Texas Municipal League, International Municipal Law Association, Texas City Attorneys' Association, and other associations.
- Prosecution of all charges filed in Municipal Court by full time attorney devoted exclusively to Courts.
- Legal support in capital improvement projects, property management, real estate, and eminent domain proceedings.
- Monitor and evaluate actions of the Texas Legislature pertaining to bills proposed and passed affecting the City.
- Recovery of monies owed to City for property damage, taxes, fees, and other debts owed to City.
- Review and comment on contracts, MOUs, or other agreements being considered by City.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
LEGAL					
Personnel services	\$ 697,331	\$ 776,063	\$ 804,143	\$ 804,423	\$ 803,223
Contractual services	76,270	71,544	92,675	92,675	92,675
Materials and supplies	20,642	22,404	22,750	22,750	22,750
Maintenance charges	37,814	37,172	43,340	43,340	36,938
TOTAL	\$ 832,057	\$ 907,183	\$ 962,908	\$ 963,188	\$ 955,586

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1000	1st Assistant City Attorney	1	1	1	1	1
1075	Administrative Coordinator	1	1	1	1	1
1170	Assistant City Attorney I	1	0	0	0	0
1180	Assistant City Attorney II	2	2	2	1	2
1182	Assistant City Attorney III	0	1	1	1	1
1430	City Attorney	1	1	1	1	1
2856	PT Office Assistant	0	0	0	0	0
3340	Sr Legal Assistant	2	2	2	2	2
TOTAL:		8	8	8	7	8

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Ordinances	349	292	293	301
Resolutions	115	124	106	119
Claims made	99	200	246	258
Claims closed	38	156	232	229
DR complaints made	12	21	12	27
DR complaints closed	12	9	9	19
Non-jury case trials	2,258	1,983	2,365	2,406
Jury cases handled	1,443	1,291	1,065	1,214
Total attorney cases handled	28,436	21,997	25,138	26,411
Pipeline Franchise Agreements	8	7	8	9



GENERAL GOVERNMENT CITY SECRETARY

MISSION STATEMENT

The City Secretary's mission is to serve as the custodian for all official and permanent records for the City of Pasadena. The City Secretary processes all documents associated with the implementation of all city ordinances and resolutions, including the final disposition of all paperwork and contracts relating to ordinances and resolutions, codifying any amendments to the City's Code of Ordinances, and the revision of the City's Charter. The City Secretary conducts city elections and is responsible for all aspects of the preparation and process of city elections. The City Secretary is not only the "secretary" for the entire City, but serves as an "ambassador" for the City with the general public and must conduct all affairs in that office as mandated by the City Charter, City Ordinances and consistent with State Law.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Implemented new procedures for processing Open Records Requests in conjunction with City Secretary's office and other departments.
- Codification and distribution of new supplement on City's Municipal Code of Ordinances.
- Coordinated and processed shredding of old records in departments throughout City, in compliance with state law retention schedules.
- Increased efficiency in maintaining files and records by modifying procedures within City Secretary's Office regarding data entry of records and documents.
- Increased efficiency and decreased operating costs by implementing new procedures for scanning and distribution of files and documents between City Secretary's Office, City Departments and outside entities.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Attend state and county election classes/seminars in preparation for City's May 2011 General Election.
- Distribute new forms and laws relating to 2011 elections to elected officials and candidates as set forth by Secretary of State and other governmental agencies.
- Procure the services of election judges and clerks to work in the 2011 General Election; schedule and conduct training classes for these officials prior to the election.
- Prepare/conduct General Election in 2011 for eight council positions.
- Schedule a date and time to have paperwork shredded; maintaining records of any destroyed documents pursuant to state law requirements.
- Work in conjunction with Planning Department to implement corrections on City's street list and make necessary revisions to conform to city ordinances and resolutions.
- Continue working on revisions relating to City Secretary's Office for City's website.
- Improve process of maintaining deed records and documents on properties purchased or sold by City between City Secretary's Office and other departments to ensure their preservation.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
CITY SECRETARY					
Personnel services	\$ 212,782	\$ 224,002	\$ 231,278	\$ 231,278	\$ 220,056
Contractual services	36,214	67,163	48,950	48,950	48,950
Materials and supplies	4,166	8,528	5,350	5,484	5,350
Maintenance charges	27,763	27,927	35,836	36,254	30,632
TOTAL	\$ 280,925	\$ 327,620	\$ 321,414	\$ 321,966	\$ 304,988

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ELECTIONS					
Personnel services	\$ 8,912	\$ 2,866	\$ -	\$ -	\$ -
Contractual services	67,877	54,400	1,000	1,000	55,000
Materials and supplies	3,899	3,710	1,000	1,000	4,775
TOTAL	\$ 80,688	\$ 60,976	\$ 2,000	\$ 2,000	\$ 59,775

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1460	City Secretary	1	1	1	1	1
2687	PT Clerical Assistant II	1	1	1	1	1
3280	Sr City Secretary Assistant	2	2	2	2	2
TOTAL:		4	4	4	4	4



GENERAL GOVERNMENT HUMAN RESOURCES DEPARTMENT

MISSION STATEMENT

The mission of the Human Resources Department is to ensure that human resources are aligned with the goals and objectives of the City. Human Resources is responsible for the effective management of key processes such as employment, compensation, employee development, performance management, policy design and communication, and employee benefit program administration. The department is also responsible for safety and workers compensation programs, as well as Police Civil Service administration.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Implement Phase-One of On-Line Application System.
- Continue revision of Employee Handbook.
- Develop and implement Safety Scorecard.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Implement Phase-Two of On-Line Application System.
- Develop and implement Employee Feedback System.
- Develop Human Resources Departmental Procedures Manual.
- Conduct Supervisory Training.
- Revise Civil Service Commission Local Rules.
- Implement On-Line Benefits Enrollment program.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
HUMAN RESOURCES					
Personnel services	\$ 441,584	\$ 523,482	\$ 388,997	\$ 471,620	\$ 494,827
Contractual services	135,385	75,670	63,000	63,338	63,000
Materials and supplies	23,629	26,648	25,500	25,741	25,500
Maintenance charges	34,821	44,341	45,309	45,309	38,509
TOTAL	\$ 635,419	\$ 670,141	\$ 522,806	\$ 606,008	\$ 621,836

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	0	1	1	1	1
1989	HR Administrator I	1	1	1	1	2
1990	HR Administrator II	1	1	0	0	0
1991	HR Administrator III	1	1	0	0	0
1999	HR Assistant I	1	1	1	1	1
2000	HR Assistant II	0	0	1	1	1
2001	Pooled HR	0	1	1	1	3
2003	PT HR Assistant II	0	0	0	0	0
2010	HR Director	1	1	1	1	1
2370	Management Analyst II	1	0	0	0	0
2687	PT Clerical Assistant II	1	0	0	0	0
2699	PT Employee Liaison	0	0	1	0	0
3330	Sr HR Assistant	1	0	1	1	0
TOTAL:		8	7	8	7	9



PUBLIC SAFETY CITY MARSHAL

MISSION STATEMENT

The mission of the Pasadena City Marshals is to protect and defend the institution of our Municipal Court, the safety and security of our Judges and staff as well as the citizens who attend Municipal Court. The City Marshals will serve all arrest warrants and bring to Justice those persons with outstanding warrants in order to insure the credibility of the Court as well as encourage accountability among the citizens.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continued to be more professional and proactive in the manner and extent in which business is conducted.
- Established a better working environment conducive to interagency cooperation and being more results oriented.
- Increasing the level of training and accountability.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- The Marshals priority is to serve the warrants issued each month.
- The Marshals objective is to fulfill its mission in all aspects and to work hand in hand with the Municipal Courts and the Police Department.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Warrants issued	29,213	23,350	29,891	31,385
Pick up calls from outside agencies	1,152	1,283	1,669	1,752
Arrests	1,546	1,818	1,716	1,802
Warrants cleared	19,554	19,237	21,336	22,403
Percentage of warrants served	71.0%	82.0%	73.0%	77.0%
Warrants served per marshal	4,889	3,847	4,267	4,480
Face value of warrants served	\$ 5,172,490	\$ 5,070,014	\$ 5,416,340	\$ 5,687,157



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
CITY MARSHAL					
Personnel services	\$ 477,393	\$ 471,206	\$ 456,370	\$ 456,370	\$ 510,411
Contractual services	4,626	5,940	7,500	8,513	11,500
Materials and supplies	6,568	7,671	8,200	8,200	8,200
Maintenance charges	87,277	94,058	104,428	104,428	86,935
TOTAL	\$ 575,864	\$ 578,875	\$ 576,498	\$ 577,511	\$ 617,046

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1390	Chief City Marshal	1	1	1	1	1
1450	City Marshal	4	3	4	4	4
1453	Sr. City Marshal	0	1	1	1	1
3370	Sr. Office Assistant	2	1	0	0	0
TOTAL:		7	6	6	6	6



COMMUNICATIONS AND CUSTOMER SERVICE COMMUNICATIONS DIVISION

MISSION STATEMENT

Increase community awareness of and involvement in City activities and issues by delivering timely, useful information and offering opportunities for participation.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Established You Tube and Facebook video channels.
- Upgrade to HD underway through partnership with Second Century Corporation that also provides the public with education and awareness of SC projects and efforts.
- Pasadena Channel awarded an unprecedented thirteen national programming awards and seven state programming awards for 2010.
- Won Communicator Award of Excellence for press release, as well as Awards of Distinction for feature story and for new City website.
- Published 139 GityGram/web stories about City events, policies and news, and over 90 press releases to local print, broadcast and online news media.
- Created weekly news program, Pasadena Now, with coverage of stories that would not have been possible in the past, in a popular informal style.
- Established a near-daily posting schedule on City Facebook page, as well as 26 Nixle SMS text messages to community subscribers and Twitter followers.
- Completed ground-up redesign of City's website, the first such overhaul in 14 years.
- Worked with Economic Development to develop, integrate and maintain external website with City website, as well as develop print and video materials for department use.
- Worked with IT Department to introduce Volunteer Reporter software for Volunteer Pasadena program workflow, streamlining application process, service hours reporting and efficient skill matching to program or event needs.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Develop Pasadena Channel on-air branding for better public awareness through new broadcast server technology.
- Develop 24/7 news ticker with the help of print division to provide continuous, up to date, Pasadena news and event information.
- Work with Dispatch and Emergency Management to develop improved emergency notification service.
- Conduct media training and/or distribute related materials to all City employees in order to reinforce the City's positive image in media coverage.
- Integrate social media platforms to increase efficiency and effectiveness of emergency notification process, while creating campaigns to increase number of people subscribed to the City on Facebook and other social media platforms for broader resident contact.
- Expand number of departments for which our department serves as proofreader on public documents.
- Make Volunteer Pasadena application, task assignment and record keeping process paperless, freeing up staff hours from manual data input and sorting.
- Move LEPC website completely over to City website to make updating and maintenance more convenient and at lower cost than present hosting solution.
- Reorganize delivery of downloadable forms for all permits, applications and licenses on City website from linked lists to database table format, enhancing ease of locating and using the desired information.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
COMMUNITY RELATIONS					
Personnel services	\$ 497,987	\$ 620,562	\$ 604,299	\$ 604,299	\$ 605,111
Contractual services	66,232	61,467	68,770	69,592	68,770
Materials and supplies	46,740	43,701	58,448	58,491	58,448
Maintenance charges	58,856	60,573	73,783	73,783	62,612
Capital outlay	9,499	-	296,752	296,752	-
TOTAL	\$ 679,314	\$ 786,303	\$ 1,102,052	\$ 1,102,917	\$ 794,941

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1500	Communications Specialist	1	1	1	1	1
1701	Director of Community Relations	1	1	1	1	1
2410	Municipal Station Manager	1	1	1	1	1
2990	Publications Manager	1	1	1	1	1
3370	Sr. Office Assistant	0	0	0	0	0
3730	Video Production Specialist I	1	1	1	1	1
3740	Video Production Specialist II	1	1	1	1	1
3750	Volunteer Pasadena Manager	1	1	1	1	1
TOTAL:		7	7	7	7	7

PERFORMANCE INDICATORS

Pasadena channel updated package showcase	65	68	72	75
Percent national citizen survey (NCS) respondents who watched meeting of elected officials or other public meeting on television	55	NA	NA	NA
Inside City Hall issues distributed yearly	138,000	140,500	57,500	NA (suspended)
Intra and inter-departmental communications projects completed	32	29	34	38
Website page visits	835,345	792,789	1,064,520	1,107,101
Press releases to media	NA	105	110	115
CityGram feature stories	109	131	149	154
Volunteer hours for volunteer Pasadena	14,602	12,695	13,500	NA



COMMUNICATIONS AND CUSTOMER SERVICE PASADENA ACTION LINE DIVISION

MISSION STATEMENT

Ensure delivery of prompt, quality service to the citizens of Pasadena by providing a centralized means of receiving, processing and seeking solutions for questions, comments and suggestions concerning the City's operation and services while assisting departments with continuous improvement efforts through solicitation and dissemination of customer input.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Worked with city staff to improve the percentage of service requests completed.
- Monitored call takers' service levels with the use of BCMS (Basic Call Management Software) to assist with the improvement of customer service.
- Increased coordination with department heads through monthly reports reflecting citizen requests for service.
- Improved and updated information available to the call takers in an effort to provide the most current and accurate information.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Investigate benefits of implementing new Cityworks AnyWhere software.
- Improve the GIS features in Cityworks by updating the mapping system to ensure all new streets have been identified.
- Continue to monitor call takers' service levels to ensure a high level of customer satisfaction.
- Coordinate with city staff to improve the percentage of service requests completed.
- Implement the ability to track service requests online.

PERFORMANCE INDICATORS

INDICATORS	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Annual calls to switchboard	174,962	175,093	175,250	175,407
Annual calls to actionline	42,984	43,107	43,200	43,352
Service requests received*	15,948	17,738	17,800	17,990
Processed/completed requests	14,941	16,810	16,850	16,865
Web page/email requests	815	828	835	843

*Service requests are only initiated for service related issues. We do not initiate requests for simply helping or giving out information.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PASADENA ACTION LINE					
Personnel services	\$ 260,982	\$ 262,573	\$ 248,845	\$ 248,845	\$ 197,466
Contractual services	807	840	2,550	2,550	2,550
Materials and supplies	1,212	1,091	2,300	2,300	2,300
Maintenance charges	24,551	31,494	34,060	34,419	28,517
TOTAL	\$ 287,552	\$ 295,998	\$ 287,755	\$ 288,114	\$ 230,833

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1357	Call Center Manager	1	0	1	0	0
2430	Office Assistant I	3	3	3	3	3
2440	Office Assistant II	1	1	1	1	1
TOTAL:		5	4	5	4	4



**PLANNING AND DEVELOPMENT
PLANNING DEPARTMENT**

MISSION STATEMENT

The overall mission of the Planning Department is to integrate the planning process in formulating, developing, and implementing both short-range and long-range plans, policies, networks and developments of the city.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Completed 7 housing reconstructions, and 7 major rehabilitations.
- Resolved 109 dangerous structure cases with only 31 demolition contracts necessary.
- Maintained cumulative 98% lease up rate for Housing program and overall SEMAP rating of "High".
- Completion of the East Port Region Transportation Study.
- Contracted with the Texas Department of Rural Affairs for Hurricane Ike Non-Housing projects in the amount of \$15,518,000.
- Abandonment of various rights of way and easements.
- Initial year of local circulator bus service.
- Conducted reviews of 29 subdivision plats and 232 commercial plans.
- Assisted 1078 families with rental assistance through the Housing Choice Voucher Program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue with projects relating to Redevelopment Plan.
- Begin the completion of 25 homes in Sunrise Meadows.
- Begin process of redistricting with new Census numbers.
- Complete application for Round 2 of Hurricane Ike Disaster Recovery funds for Non-Housing projects.
- Update several development ordinance regulations.
- Complete a total of 20 housing reconstructs and/or rehabilitations.
- Complete the energy efficient rehabilitation of 20 homes for elderly and disabled low income residents.
- Promote an increase in bus ridership for the local circulator and the park and ride.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Subdivision plats reviewed	48	46	29	38
% plat actions completed within 30 days	99.0%	99.0%	99.0%	99.0%
Permits reviewed	246	232	232	250
% permits/COs returned within 48 hours	80/90%	85/90 %	90/90 %	95/90 %
Certificates of occupancy reviewed	290	283	220	240
Number of housing vouchers available	1,056	1,069	1,078	1,078
% housing vouchers leased	100.0%	99.0%	98.0%	98.0%
% funding for housing assistance payments	100.0%	100.0%	100.0%	100.0%
CD timelines ratio	1.28	1.24	1.21	n/a



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PLANNING					
Personnel services	\$ 186,020	\$ 187,349	\$ 355,733	\$ 356,033	\$ 369,091
Contractual services	9,897	14,455	20,160	20,160	52,860
Materials and supplies	3,333	2,752	6,050	6,050	8,000
Maintenance charges	64,964	59,656	67,018	76,548	62,645
TOTAL	\$ 264,214	\$ 264,212	\$ 448,961	\$ 458,791	\$ 492,596

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
2019	PT Inspector I	1	1	1	1	1
2539	Planner I	0	0	0	0	0
2542	Planner IV	1	1	1	1	1
2560	Planning Director	0	1	1	1	1
2978	Comm Development Liaison	0	0	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		3	4	5	5	5

STAFFING - HOUSING/CDBG

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1010	Accountant I	0	0	0	0	0
1020	Accountant II	0	0	0	0	2
1030	Accountant III	2	2	2	2	1
1195	Asst Comm Development Admin	0	0	0	0	1
1385	Chief Housing Inspect	0	0	0	0	1
1510	Community Development Manager	1	1	1	1	1
1960	Housing Admin	1	1	1	1	1
1970	Housing Programs Coor	4	3	4	4	4
1980	Housing Rehab Administrator	1	1	1	1	0
2020	Inspector I	0	0	0	0	1
2030	Inspector II	0	0	0	0	0
2040	Inspector III	4	5	5	4	4
2050	Inspector IV	1	1	1	1	1
2430	Office Assistant I	2	1	2	2	2
2440	Office Assistant II	2	2	2	2	2
2782	Pooled Housing	0	0	0	0	1
3370	Sr Office Assistant	2	2	2	2	3
TOTAL:		20	19	21	20	25



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**PLANNING AND DEVELOPMENT
ADMINISTRATION**

MISSION STATEMENT

Provide leadership, direction and administrative oversight for the City of Pasadena's Planning and Development programs, coordinate interagency and interdepartmental efforts, development and facilitate long-term plans, and provide assistance to the Mayor as assigned. Planning and Development Administration oversees safety, cleanliness, growth and development in the city. The Department works to provide communities and businesses with access to tools that help strengthen and sustain the local economy and are responsible for the enforcement and implementation of a variety of ordinances, policies, contracts, programs and studies.

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PLANNING/DEPARTMENT ADMINISTRATION					
Personnel services	\$ 138,232	\$ 154,429	\$ 155,485	\$ 155,485	\$ 155,668
Contractual services	38	409	800	800	800
Materials and supplies	1,472	94	1,050	1,050	1,050
Maintenance charges	648	552	705	705	478
TOTAL	\$ 140,390	\$ 155,484	\$ 158,040	\$ 158,040	\$ 157,996

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1240	Assistant to the Mayor	1	0	0	0	0
1702	Director of Development Services	0	1	1	1	1
TOTAL:		1	1	1	1	1



PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT LIAISON

MISSION STATEMENT

Pasadena has a vibrant business community and its municipal policies are directed toward quality growth, as well as, expediting decision making for business and industry who have already located in Pasadena and those industries who are considering starting their business either within the City or in its Industrial District. In addition, the CIP (Capital Improvement Program) is designed to enhance the City's infrastructure which ultimately improves the QOL (Quality of Life) for all Pasadenians.

ACCOMPLISHMENTS FOR FISCAL YEAR 2010

- Pinnacle AIS (oil and gas technology) chose Pasadena for its corporate campus-like headquarters they have 60 employees.
- Porta Gas (gas calibration manufacturing) chose Pasadena for its plant and corporate headquarters they have 33 employees.
- NAI (Nippon Shokibai) Chemical Industry and manufacturing (super absorbents) they have 60 employees.
- Nestle Water Inc. (largest food and beverage company in the world) to manufacture bottled drinking water . They are to have 100 employees.
- Water and Power Technologies, Inc. (processes trailer mounted deionization and larger vessel deionization equipment) they have 25 employees.
- Nominated Celanese, PolyOne and BASF to be recipients of funds from the Texas Enterprise Zone Program.
- Developed Industrial and Business brochure for promoting Pasadena as an excellent location.
- Developed new economic development website

PRIORITIES FOR 2011

- Promotion and marketing of Pasadena through special incentives and job training.
- Provide infrastructure services through financing of capital improvement projects such as water, sewer, drainage, streets, corridors and buildings.
- Develop plan for 1939 Munger Street Post Office.
- Assist in developing and implementing a plan for increasing utilization of Convention Center.
- Continue implementing North (Historical) Pasadena Redevelopment Plan.
- Develop policies and programs designed to improve the business climate through efforts to retain businesses, to promote real estate redevelopment, to assist business in expansion and to provide assistance with technology transfer.
- To partner with the Chamber of Commerce, San Jacinto Community College, UHCL, CenterPoint Industry and other utility companies for attracting and retaining businesses.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ECONOMIC DEVELOPMENT LIAISON					
Personnel services	\$ 85,337	\$ 142,684	\$ 141,502	\$ 141,502	\$ 146,679
Contractual services	1,538	1,631	3,800	3,812	3,800
Materials and supplies	1,085	2,918	3,150	3,150	3,150
Maintenance charges	1,231	3,094	863	863	585
TOTAL	\$ 89,191	\$ 150,327	\$ 149,315	\$ 149,327	\$ 154,214

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1703	Director of Economic Development	1	1	1	1	1
TOTAL:		1	1	1	1	1



PUBLIC SAFETY NEIGHBORHOOD NETWORK

MISSION STATEMENT:

Our mission is to improve the quality of life in Pasadena's neighborhoods by offering economic incentives and assistance to Pasadena neighborhood/homeowner associations. To undertake aesthetic, special events or other programs or projects that will improve the quality of life and public health, safety and welfare in the neighborhoods, and to encourage further organization and coordination of new and existing neighborhood/homeowner organizations, and to build business/industry networks.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Initiated Industry of the Month.
- Initiated Pasadena Industrial Network with over 10 projects and programs annually.
- Updated Network database for Nixel communication systems for resident notification of calendar events and information to increase community outreach and communications.
- Graduated 3 crime watch training classes with over 200 residents with focus on northside neighborhoods.
- Awarded \$100,000 in neighborhood grand funds.
- Significantly strengthened neighborhood security and city/resident partnerships through neighborhood initiatives in north side neighborhoods of Pasadena.
- Developed new brochures and marketing campaign for all Network division programs.
- Organized new Network Mapping system by districts.
- Developed new networks with apartments, industry, business and neighborhoods.
- Organized Citywide Food Drive.
- Held Meet the Mayor with over 30 neighborhood/homeowners in attendance.
- Organized Mayors Good Neighborhood Partnership with Industry Leaders with over 10 projects.
- Organized 4 new neighborhood associations.
- Network website updated.
- Continue Public Service Announcements to improve community participation.
- Organized Business donations.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Update matching grant standards and hold two grant openings for network.
- Hold 3 crime watch classes.
- Initiate Industry of the Year with awards banquet.
- Hold 12 Industry of the month.
- Provide quarterly board member training for existing networks.
- Facilitate monthly meetings and coordination of Pasadena Industrial Network.
- Project manager for all Pasadena Industrial Network programs and projects targeting 10 annually.
- Organize Business Network donations.
- Continue Public Service Announcements to improve community participation.
- Hold Meet the Mayor with 20 neighborhoods.
- Hold two network wide events.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
NEIGHBORHOOD NETWORK					
Personnel services	\$ 71,090	\$ 99,156	\$ 75,539	\$ 75,539	\$ 75,665
Contractual services	63,729	138,914	84,240	84,411	84,240
Materials and supplies	17,920	23,895	18,650	18,650	18,650
Maintenance charges	14,718	16,220	18,495	18,495	16,320
TOTAL	\$ 167,457	\$ 278,185	\$ 196,924	\$ 197,095	\$ 194,875

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
2420	Neighborhood Program Manager	1	1	1	1	1
TOTAL:		1	1	1	1	1



PLANNING AND DEVELOPMENT INSPECTIONS/PERMITS

MISSION STATEMENT

To provide permits and inspections that ensure a safe living and working environment for all citizens of Pasadena, and comply with all adopted codes and ordinances. To assist architects, builders and contractors in the implementation and enforcement of City Building Codes, and the Code of Ordinances as adopted by City Council to provide exceptional customer service to all.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Upgraded and added additional applications for on-line access to Permit Department applications, forms and general information from the City of Pasadena's home page.
- Continuation of improvement for Permit and Project / Plan tracking.
- Provided support and training opportunities for certification and licensing programs.
- Improved communications and working relationships with other departments in reviewing and processing permit applications.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Implement new on line program for homeowners and contractors to access on line permitting and inspection results.
- Continue developing and implementing Permit Department procedures to better serve and protect the citizens, business owners and the general public in our jurisdiction.
- Strive for increased communication and coordination with departments outside of Planning and Development for reducing plan review approval times and daily enforcement programs and activities.
- Continue aggressive cross-training and occupational related education for administrative, clerical and inspections staff.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Inspections performed	16,767	18,949	17,356	18,570
Plan reviews (commercial & residential)	1,031	2,195	1,820	1,947
Permits sold	13,516	15,337	12,372	13,238
Complaints	419	1,016	675	650



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
INSPECTIONS					
Personnel services	\$ 1,393,105	\$ 1,380,274	\$ 1,386,525	\$ 1,386,530	\$ 1,155,913
Contractual services	45,964	34,411	36,300	36,300	36,300
Materials and supplies	13,508	12,556	14,650	14,906	14,650
Maintenance charges	118,650	128,341	124,382	129,932	104,406
TOTAL	\$ 1,571,227	\$ 1,555,582	\$ 1,561,857	\$ 1,567,668	\$ 1,401,269

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1150	Assistant Building Official	1	0	0	0	0
1330	Building Official	1	1	1	1	1
2040	Inspector III	2	2	2	2	2
2050	Inspector IV	0	0	0	0	0
2060	Inspector V	9	10	10	9	7
2063	Chief Inspector	1	1	1	1	1
2430	Office Assistant I	3	2	2	2	1
2440	Office Assistant II	0	1	1	1	1
2515	Permit Coordinator	1	1	1	1	1
3370	Sr Office Assistant	2	3	3	3	3
TOTAL:		20	21	21	20	17



MAINTENANCE SERVICES PROPERTY MANAGEMENT

MISSION STATEMENT

The goal of the Property Management Division is to maximize the value and productivity of the City's real property and facilities. This division also manages the required divisions to assure facility operations are at their optimum. This is achieved by the identification and sale of surplus properties and the renovation/remodeling and maintenance of City of Pasadena facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Remodeled several offices at City Hall.
- Remodeled several office at Animal Control
- Installed new roof at Strawberry Pool and Strawberry Recreation Center
- Installed a new roof on garage area of 112. N. Walter
- Installed finger print scanners to replace time clocks
- Remodeled and repaired fence at Fire Station #6

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Install new roof for lower section of City Hall
- Implement AIM projects (Asset Information Management System)

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Renovation projects	1	6	3	4
Square footage of renovation projects	3,200	36,000	86,000	96,000
Number of facilities maintained	66	66	66	67
Total square footage of facilities maintained	900,000	900,000	900,000	986,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PROPERTY MANAGEMENT/SPECIAL PURPOSES					
Personnel services	\$ (900)	\$ -	\$ -	\$ 8,019	\$ 74,627
Contractual services	324,012	165,695	289,500	289,500	289,500
Materials and supplies	30,505	37,595	52,675	52,718	52,675
Maintenance charges	245,482	329,781	378,533	378,533	356,860
Capital outlay	510,946	389,047	181,892	181,892	500,000
TOTAL	\$ 1,110,045	\$ 922,118	\$ 902,600	\$ 910,662	\$ 1,273,662

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1305	Building Facility Coordinator	0	0	1	1	1
TOTAL:		0	0	1	1	1

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
IMPOUNDED VEHICLES					
Personnel services	\$ -	\$ -	\$ 335,068	\$ 432,847	\$ 328,545
Contractual services	-	-	2,400	2,400	2,400
Materials and supplies	-	-	3,000	3,000	3,000
Maintenance charges	-	-	-	-	784
TOTAL	\$ -	\$ -	\$ 340,468	\$ 438,247	\$ 334,729

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
2250	Maintenance Tech I	0	0	4	4	4
2260	Maintenance Tech II	0	0	2	2	2
2833	PT Maintenance Tech III	0	0	1	1	1
TOTAL:		0	0	7	7	7



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**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
TECHNOLOGY (FUND 071)					
Contractual services	\$ 2,137	\$ -	\$ -	\$ -	\$ -
Materials and supplies	-	-	-	-	57,950
Capital outlay	-	-	52,000	-	-
TOTAL	\$ 2,137	\$ -	\$ 52,000	\$ -	\$ 57,950

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
HURRICANE IKE (FEM/ATML)					
Contractual services	\$ 2,953,203	\$ 5,253,275	\$ 170,077	\$ 170,077	\$ -
Materials and supplies	50,214	392,250	270,682	270,682	497,283
Capital outlay	325,893	763,277	637,622	637,622	803,628
Other financing uses	-	13,023	-	-	-
TOTAL	\$ 3,329,310	\$ 6,421,825	\$ 1,078,381	\$ 1,078,381	\$ 1,300,911

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
OTHER CHARGES					
Personnel services	\$ 9,309	\$ 555	\$ -	\$ 2,096,746	\$ 734,486
Contractual services	53,229	49,415	163,030	163,030	163,030
Maintenance charges	120,422	136,033	129,500	129,500	129,500
Other financing uses	666,440	666,440	1,210,700	6,210,700	500,000
TOTAL	\$ 849,400	\$ 852,443	\$ 1,503,230	\$ 8,599,976	\$ 1,527,016

TOTAL GENERAL GOVERNMENT \$ 15,557,616 \$ 19,300,693 \$ 15,301,379 \$ 22,709,462 \$ 15,557,062

*Funds are budgeted in personnel services in this organization rather than each city department to provide funding for compensated absences paid to employees at retirement or termination.



PUBLIC SAFETY EMERGENCY PREPAREDNESS

MISSION STATEMENT

The City of Pasadena Office of Emergency Management is responsible for developing plans and coordinating resources for the preparation, response, recovery and mitigation of natural and manmade disasters in our community. We accomplish this mission through active public education programs, community and department training, exercises and drills, regional partnerships, mutual aid agreements and applications for grant funding earmarked for homeland security and emergency management programs.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Maintained our City's Comprehensive Emergency Management Plan (CEMP) at the Advanced level.
- Completed one functional and one tabletop exercise.
- Successfully conducted and hosted a regional community hurricane preparedness workshop and safety fair at the Pasadena Convention Center.
- Developed a Continuity of Operations Plan (COOP) with input, priorities and objectives from all city department leaders. This plan will significantly facilitate the City's ability to provide ongoing critical services following a disaster.
- Conducted a full range of National Incident Management classes for more than 250 city employees that serve to fortify our staff emergency response and recovery capabilities, but also served to ensure compliance with national Homeland Security requirements.
- Conducted numerous community presentations and workshops about shelter-in-place procedures for chemical releases and other hazards, hurricane preparedness, and community early warning systems.
- Received federal grant funding to assess critical infrastructure, improve communication with schools, and enhance our emergency management program.
- Strengthened the relationships between Southeast Harris County Offices of Emergency management through regular meetings and several joint projects.
- Provided City objectives for the approval and adoption of the 2010 Harris County Mitigation Action Plan (MAP).

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to seek out and apply for grant funding related to critical infrastructure protection, early warning systems, and regional integration systems.
- Sustain NIMS compliance, expand staff training, and further institutionalize the use of the NIMS-based Incident Command System.
- Conduct one full-scale and one tabletop exercise.
- Continue to host the Southeast Harris County Community Hurricane Preparedness Workshop and Industry Safety Fair.
- Implement City of Pasadena Alert AM Radio Station to provide vital public information during emergency operations.
- Revise applicable CEMP annexes with responsible department leaders to ensure Advanced level ratings by State and Federal agencies, as well as, ensure plan information is as current and accurate as possible.
- Work with all department leaders to revise department emergency operations plans.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
EMERGENCY PREPAREDNESS					
Personnel services	\$ 254,173	\$ 277,065	\$ 272,715	\$ 272,715	\$ 273,127
Contractual services	21,373	32,637	31,500	31,500	31,500
Materials and supplies	16,923	11,914	8,900	9,145	8,900
Maintenance charges	38,066	36,191	40,638	40,638	31,268
TOTAL	\$ 330,535	\$ 357,807	\$ 353,753	\$ 353,998	\$ 344,795

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1625	Emergency Mgmt Coordinator	1	1	1	1	1
3300	Sr Deputy Coordinator	1	1	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		3	3	3	3	3



PUBLIC SAFETY FIRE FIGHTING

MISSION STATEMENT

The mission of the Pasadena Fire Department is to prevent the loss of life and protect the property of the Citizens of Pasadena from fire; to mitigate the consequences of natural and man-made emergencies efficiently and effectively; to impart emergency and non-emergency support services to the public; and to safeguard the environmental and economic base of our Community.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Adopted City Ordinance for cost recovery as a result of Hazardous Materials response and mitigation.
- Completed construction of new Fire Station's 3 and 4.
- Specification and purchase of a 77' Aerial Ladder from Ferrara for Fire Station 3.
- Advanced officer development conducted at Houston Fire Department Val Jahnke Training Center's Incident Command Simulator.
- Continued phased purchase plan for SCBA replacement in accordance with current NFPA standards.
- Continued phased purchase plan of protective equipment and firefighters protective ensembles in accordance with NFPA standards.
- Adopted City Ordinance for leasing of the Fire Training Facility to outside agencies.
- Commenced Fire Academy with 16 prospective new Firefighters with graduation slated for January 2011.
- Acquisition and implementation of Firehouse Software for Fire Prevention Division.
- Renovation of Fire Station 7.
- Purchase of John Deere Tractor and Gator for use at the Fire Training Facility.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Acquire an Accountability System for enhanced firefighter safety.
- Improved response times and continued reduction of fire loss in the community.
- Initiate pre-planning for target hazards in the community by district.
- Continued professional development for firefighters and officers.
- Enhanced recruitment and retention programs for the department.
- Enhanced public awareness and education in fire prevention and safety.
- Land acquisition, design of Fire Station 5.
- Continued phased purchase plan of protective equipment and firefighters protective ensembles in accordance with NFPA standards.
- Enhanced interoperability with PD in response to criminal acts of terrorism both foreign and domestic.
- Transition to new Firehouse Software for the Fire Department.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
FIRE FIGHTING					
Personnel services	\$ 244,930	\$ 256,661	\$ 252,783	\$ 252,783	\$ 172,452
Contractual services	1,059,635	1,066,467	1,145,000	1,146,512	1,145,000
Materials and supplies	341,793	387,324	312,116	312,116	312,116
Maintenance charges	1,603,476	1,848,193	1,688,566	1,688,566	1,532,652
Capital outlay	48,565	55,765	75,000	75,000	50,000
TOTAL	\$ 3,298,399	\$ 3,614,410	\$ 3,473,465	\$ 3,474,977	\$ 3,212,220

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1210	Assistant Fire Chief	1	1	1	1	1
1850	Fire Chief	1	1	1	1	1
1860	Fire Fighting Coordinator	1	1	1	1	1
2856	PT Office Assistant II	0	0	0	0	0
TOTAL:		3	3	3	3	3

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Total emergency incidents	2,002	1,832	1,800	1,790
Total property value	\$ 4,745,050	3,100,000	\$ 3,100,000	\$ 2,800,000
Total property loss	\$ 1,025,000	\$ 1,400,000	\$ 1,400,000	\$ 1,250,000
Total contents value	\$ 1,926,050	\$ 1,200,000	\$ 1,200,000	\$ 1,190,000
Total contents loss	\$ 697,591	\$ 500,005	\$ 1,200,000	\$ 1,000,000
Total fire fatalities	3	2	1	ZERO
Response time (in minutes)	7:34	7:31	7:30	7:15



PUBLIC SAFETY FIRE PREVENTION

MISSION STATEMENT

The Fire Prevention Department will strive to meet our mission statement of ensuring that the lives and property of the public are adequately protected from fire and related hazards. We will provide high quality services by using new technology and equipment, work smarter by increasing professionalism and capabilities of our workforce, and maximizing efficiency in accomplishing our mission. We will continue to focus on establishing a positive connection with the community we serve.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continue the success of the fire inspection division. In FY 2008 3,381 fire and life safety inspections were conducted, in FY 2009 4,565 were conducted, an increase of 1,184 inspections over the previous fiscal year. FY 2010 is on track to match FY 2009 totals.
- Continue the success of the fire investigation division. In FY 2009 this division conducted 178 fire investigations which involved both accidental and incendiary causes.
- Provided quality public fire education programs to multiple organizations, clubs, centers (youth and adult), schools, day care centers, and citizens.
- The Pasadena Fire Marshal's Office website, www.pasadenafmo.com, received 11,883 page views in FY 2009, so far this year the website has received over 19,000 page views. The website provides an overview of the Fire Marshal's office as well as information for citizens on inspection requirements, permits and fire prevention awareness.
- In conjunction with the fire department, implemented the Fire-House Software Package. This software system will increase the department's ability to track inspections and investigations, as well as provide real time information to inspectors and fire fighters in the field.
- Began the Fire and Life Safety Operating Permit Program, which will generate approximately \$70,000 in permit fees to the City of Pasadena by year's end.
- Continued to partner with the Wayne Wright Law Firm out of San Antonio, Texas to provide free smoke detectors to any citizens in need of the devices.
- Continued the successful Knox Box Rapid Entry System program utilized by the Fire Department Emergency Responders for immediate access to buildings.
- Proven the False Fire Alarm Ordinance to be a success through the reduction in false fire alarms, safety of fire personnel, and equipment responding to such calls.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue with successful implementation of the Fire House Safety Software Package.
- Continue with the successful implementation of the Pasadena Fire Marshal's Office website.
- Contribute to maintaining of an excellent ISO rating.
- Continue to strive to produce the quality fire and life safety inspections as have been performed in the past.
- Continue to strive to conduct quality Fire Investigations and prosecution of the individuals involved with the crime of arson within the incorporated city limits of Pasadena.
- Continue to provide quality Public Fire Education Programs to the citizens of Pasadena in order to ensure the safety of each individual within the City.
- Continue to provide environmental crime investigations, code enforcement, illegal dumping, and any other such crime which would be a nuisance or hazard to any of the citizens.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
FIRE PREVENTION					
Personnel services	\$ 792,719	\$ 790,534	\$ 814,240	\$ 871,123	\$ 833,161
Contractual services	32,281	23,666	29,500	29,553	29,500
Materials and supplies	20,357	24,104	20,000	20,014	20,000
Maintenance charges	117,362	129,651	143,310	150,941	132,963
TOTAL	\$ 962,719	\$ 967,955	\$ 1,007,050	\$ 1,071,631	\$ 1,015,624

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1220	Assistant Fire Marshal	1	1	1	1	1
1650	Deputy Fire Marshal	5	5	5	5	5
1865	Fire Inspector I	1	2	3	1	2
1870	Fire Marshal	1	1	1	1	1
2701	PT Fire Inspector II	1	1	1	1	1
2901	PT Sr Office Assistant	1	0	0	0	0
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		11	11	12	10	11

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Investigations				
Arson cases	31	39	40	40
% Arson cases cleared	72.0%	69.0%	75.0%	76.0%
Total fire investigations	163	178	170	172
Inspections				
Number of total inspections	3,381	4,565	4,515	4,700
Education				
Number of fire preventions programs	102	66	60	65
Total program attendance	14,547	7,891	14,000	12,500



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**PUBLIC SAFETY
POLICE DEPARTMENT**

MISSION STATEMENT

The mission of the Pasadena Police department is to lawfully safeguard the lives and liberties of our community. The department is separated into four sections. They are as follows:

- Administration
- Investigations
- Operations
- Support

Each division is described in the following pages.

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
POLICE					
Personnel services	\$ 26,757,332	\$ 27,357,765	\$ 27,869,843	\$ 28,484,880	\$ 28,374,059
Contractual services	925,948	1,024,740	593,803	602,399	593,803
Materials and supplies	280,233	292,183	308,936	319,027	308,936
Maintenance charges	2,360,368	2,592,039	2,390,675	2,420,128	2,197,048
Capital outlay	4,824	12,000	-	-	-
TOTAL	\$ 30,328,705	\$ 31,278,727	\$ 31,163,257	\$ 31,826,434	\$ 31,473,846

PERFORMANCE INDICATORS

	2008 ACTUAL	2009 ACTUAL	2010 ESTIMATED	2011 ADOPTED
Uniform crime report - property crimes	4,998	5,236	5,739	5,452
Uniform crime report - person crimes	668	666	683	649
Internal affairs complaints received	37	41	40	38
Internal affairs complaints sustained	12	21	14	13



**PUBLIC SAFETY
POLICE DEPARTMENT
ADMINISTRATION DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Renewal of the Edward Byrne Grant to continue pro-active measures.
- Improve "Performance Measures" to reduce crime.
- Improve availability of crime analysis information to commanders.
- Distribute crime analysis maps to supervisors on a weekly basis.
- Upgrade Tiburon ARS/RMS and CAD database management systems.
- Develop and distribute biweekly budget reports for distribution to commanders to promote fiscal accountability.
- Purchased a Crime Scene Van using the Byrne Equipment Grant.
- Purchased an Armored Vehicle using the Jag Grant.
- Began implementing the Electronic Ticket Writer.
- Installed Car Video System in some police vehicles.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Renewal of the Edward Byrne Grant to continue pro-active measures.
- Improve "Performance Measures" to reduce crime.
- Improve availability of crime analysis information to commanders and officers.
- Distribute crime analysis maps to supervisors on a weekly basis.
- Upgrade Tiburon ARS/RMS and CAD database management systems.
- Develop and distribute biweekly budget reports for distribution to commanders to promote fiscal accountability.
- Develop automated reports relative to officer outputs to improve tracking of departmental performance measures.
- Train all officers on using the Electronic Ticket Writer.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ADMINISTRATION					
Personnel services	\$ 2,660,553	\$ 2,639,759	\$ 2,604,006	\$ 3,029,997	\$ 2,422,990
Contractual services	430,237	522,554	410,000	410,989	410,000
Materials and supplies	43,899	41,612	43,500	45,666	43,500
Maintenance charges	341,377	380,596	297,093	305,060	300,842
Capital Outlay	-	12,000	-	-	-
TOTAL	\$ 3,476,066	\$ 3,596,521	\$ 3,354,599	\$ 3,791,712	\$ 3,177,332

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	0	0	0	0	0
1075	Administrative Coordinator	1	1	1	0	0
1160	Assistant Police Chief	2	3	3	2	3
1410	Police Chief	0	1	1	1	1
1710	Director of Crime Lab	1	1	1	1	1
1805	Evidence Tech	0	0	1	1	1
1899	Forensic Chemist II	1	1	1	1	1
1901	Forensic Chemist IV	4	3	3	3	3
1902	Forensic Chemist V	0	1	1	1	1
1905	IT Forensic Examiner	1	1	1	1	1
2200	Lieutenant	1	0	1	1	1
2370	Management Analyst II	0	0	1	1	1
2440	Office Assistant II	0	0	0	0	0
2565	Police Amin II	0	0	1	1	1
2570	Police Officer	13	14	14	14	13
2584	Cad Admin	0	0	1	1	1
3220	Sergeant	4	4	2	2	2
3267	Sr, Administrative Assistant	0	0	1	1	1
3370	Sr Office Assistant	1	2	1	1	1
TOTAL:		29	32	35	33	33



PUBLIC SAFETY POLICE DEPARTMENT INVESTIGATIONS DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Improved clearance rates on cases assigned to investigators.
- Advance training for personnel.
- Increase divisional pro-active initiatives.
- Continue public education programs.
- Continue to develop working relationships with investigators in surrounding agencies working similar cases.
- Implement "gang tracker" computer program to document and share gang member data with other law enforcement agencies.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to improve clearance rates on cases assigned to investigators.
- Advance training for personnel.
- Increase divisional pro-active initiatives.
- Continue public education programs.
- Continue to develop working relationships with investigators in surrounding agencies working similar cases.
- Implement "gang tracker" computer program to document and share gang member data with other law enforcement agencies.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
INVESTIGATIONS					
Personnel services	\$ 4,457,394	\$ 4,418,008	\$ 4,648,191	\$ 4,694,584	\$ 4,318,572
Contractual services	33,718	37,587	26,600	26,773	26,600
Materials and supplies	14,517	15,479	14,150	14,150	14,150
Maintenance charges	397,444	407,893	407,666	409,309	382,238
Capital outlay	4,824	-	-	-	-
TOTAL	\$ 4,907,897	\$ 4,878,967	\$ 5,096,607	\$ 5,144,816	\$ 4,741,560

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1360	Captain	1	0	0	0	0
2200	Lieutenant	1	1	2	2	2
2440	Office Assistant II	3	3	3	3	3
2570	Police Officer	34	35	42	39	40
3220	Sergeant	14	14	9	9	10
3370	Sr Office Assistant	1	1	1	1	1
TOTAL		54	54	57	54	56



**PUBLIC SAFETY
POLICE DEPARTMENT
OPERATIONS DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continue proactive programs to reduce crime and disorder.
- Implement strategies to reduce major accidents.
- Increase participation in Crime Watch and Neighborhood Network Programs.
- Better utilize crime analysis information to direct police resources to areas with emerging crime trends.
- Formed the DART Unit which strives to reduce residential burglaries through proactive operations and aggressive follow up investigations on ongoing burglary cases.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue proactive programs to reduce crime and disorder.
- Implement strategies to reduce major accidents.
- Increase participation in Crime Watch and Neighborhood Network Programs.
- Better utilize crime analysis information to direct police resources to areas with emerging crime trends.
- The DART Unit strives to reduce residential burglaries through proactive operations and aggressive follow up investigations on ongoing burglary cases.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
OPERATIONS					
Personnel services	\$ 15,866,617	\$ 16,630,587	\$ 17,044,720	\$ 17,147,693	\$ 18,293,934
Contractual services	34,432	46,505	45,503	46,282	45,503
Materials and supplies	194,522	207,714	221,936	227,918	221,936
Maintenance charges	1,244,439	1,366,570	1,210,761	1,219,681	1,080,828
TOTAL	\$ 17,340,010	\$ 18,251,376	\$ 18,522,920	\$ 18,641,574	\$ 19,642,201

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1625	Emergency Mngmt Coordinator	0	0	0	0	0
2200	Lieutenant	4	4	4	4	4
2430	Office Assistant I	0	0	0	0	0
2440	Office Assistant II	0	0	0	0	0
2570	Police Officer	136	149	152	149	144
2578	PT Police Services Officer - Pool	3	8	5	5	5
2579	Police Services Officer I	13	21	21	19	20
2580	Police Services Officer II	11	8	9	9	9
2581	Police Services Officer III	4	9	8	8	8
2582	PSO Shift Supervisor	3	3	2	2	1
3220	Sergeant	18	18	24	24	23
3370	Sr Office Assistant	4	3	4	4	4
TOTAL:		196	223	229	224	218



**PUBLIC SAFETY
POLICE DEPARTMENT
SUPPORT DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Assisted 500 children through the Officer Santa program.
- Implement additional crime prevention initiatives targeted to reduce property crime rates.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Assist over 550 children through the Officer Santa program.
- Implement additional crime prevention initiatives targeted to reduce property crime rates.

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
SUPPORT					
Personnel services	\$ 3,772,768	\$ 3,669,411	\$ 3,572,926	\$ 3,612,606	\$ 3,338,563
Contractual services	427,561	418,094	111,700	118,355	111,700
Materials and supplies	27,295	27,378	29,350	31,293	29,350
Maintenance charges	377,108	436,980	475,155	486,078	433,140
TOTAL	\$ 4,604,732	\$ 4,551,863	\$ 4,189,131	\$ 4,248,332	\$ 3,912,753

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1490	Clerical Assistant II	1	1	1	1	1
2200	Lieutenant	3	3	2	2	2
2430	Office Assistant I	7	7	8	6	6
2440	Office Assistant II	10	10	9	9	9
2570	Police Officer	21	20	22	22	21
2600	Police Cadet	9	9	0	0	0
3040	Record Manager	1	1	1	1	1
3045	Records Lead	0	0	1	1	1
3220	Sergeant	4	4	4	4	4
3370	Sr Office Assistant	5	5	4	4	4
TOTAL:		61	60	52	50	49



PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

To maintain the city's infrastructure and mobility, deliver superior water and sanitation services, and plan and create a city of the future. Divisions include Engineering, Sanitation, Street & Drainage and Environmental Services.

FY 2011 ADOPTED BUDGET EXPENDITURE SUMMARY

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PUBLIC WORKS ADMINISTRATION					
Personnel services	\$ 271,367	\$ 413,095	\$ 350,316	\$ 350,316	\$ 301,890
Contractual services	3,605	6,047	7,800	7,844	8,650
Materials and supplies	211	145	300	300	300
Maintenance charges	19,008	18,289	20,136	20,136	12,803
Capital Outlay	-	-	1,139,535	1,139,535	-
TOTAL	\$ 294,191	\$ 437,576	\$ 1,518,087	\$ 1,518,131	\$ 323,643

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1240	Assistant to the Mayor	0	0	0	0	0
1705	Director of Public Works	1	1	1	1	0
1910	General Superintendent	1	1	1	1	0
1911	Assistant General Superintendent	0	1	0	0	0
2380	Management Analyst III	1	1	1	1	0
2978	Public Works Manager	0	0	0	0	0
TOTAL:		3	4	3	3	0



PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

MISSION STATEMENT

To design and/or review the design of the construction or reconstruction of all City infrastructure projects; to review plans for all private commercial projects and subdivisions; to maintain and update City maps; and to maintain data and provide necessary reports to state and federal agencies.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Provided engineering services for construction of infrastructure improvements.
- Reviewed new subdivision plats and outside engineered construction plans.
- Provided floodplain management and administration.
- Updated the City's GIS database with new and replaced lines, fire hydrants, and valves.
- Provided post Hurricane Ike citywide cleanup and infrastructure restoration.
- Coordinated the move of several city departments after losing the roof to a city building during Hurricane Ike.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Maintain the database of the Capital Improvement Plan, GIS, and GASB 34.
- Expedite development plan review time with emphasis on protection of adjacent property owners.
- Maintain records of plats and plans for the citizens upon request.
- Review flood elevation certificates to insure compliance with FEMA regulations.
- Provide utility availability letters for all new construction within the city.
- Coordinate with Harris County during reconstruction of Burke Road, Southmore and Pansy.
- Enforce right of way ordinance.
- Investigate complaints.
- Establish and update City design criteria.
- Continue to seek federal funds to improve infrastructure.
- Implement community rating system (CRS) for the City, thus allowing citizens to qualify for flood insurance discounts.
- Complete improvements to Golden Acres Wastewater Treatment Plant upgrades to bring the plant to permitted capacity.
- Implement industrial pre-treatment program.
- Design and construct traffic signal upgrades for major intersections citywide.
- Implement beautification programs for modernization of major thoroughfares in the City.
- Provide coordination and management of new segments for the current Hike and Bike trail system.
- Design and construct over \$15 million of Hurricane Ike Recovery Projects for multiple facilities involving drainage, water and sanitary sewer systems that failed to function during the storm event.
- Design and construct multiple projects financed by the Department of Energy to provide energy cost savings through energy efficient utilities.
- Continue sale of City owned surplus properties.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ENGINEERING					
Personnel services	\$ 1,373,865	\$ 1,385,248	\$ 1,092,422	\$ 1,236,044	\$ 903,433
Contractual services	77,271	100,490	85,750	85,750	72,250
Materials and supplies	31,665	31,630	46,250	47,115	43,500
Maintenance charges	105,745	149,383	163,449	169,189	134,567
TOTAL	\$ 1,588,546	\$ 1,666,751	\$ 1,387,871	\$ 1,538,098	\$ 1,153,750

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
STREET LIGHTS AND SIGNALS					
Contractual services	\$ 1,465,934	\$ 1,384,956	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000
TOTAL	\$ 1,465,934	\$ 1,384,956	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	0	1	0	0	0
1190	Assistant City Engineer	2	1	1	1	0
1230	Assistant Public Works Director	2	2	2	2	2
1320	Budget Coordinator	1	0	0	0	0
1400	Chief Construction Inspector	1	1	1	1	1
1415	CIP Coordinator	1	0	0	0	0
1520	Contracts Coordinator	1	1	1	1	0
1705	Director of Public Works	0	0	0	0	1
1740	Drafter	2	2	2	2	1
1761	Engineer III	0	0	0	0	0
1765	Engineering Tech	2	2	2	2	3
1910	General Superintendent	0	0	0	0	1
2050	Inspector IV	3	3	3	1	1
2070	Junior Party Chief	1	1	1	1	1
2440	Office Assistant II	0	0	0	0	1
2615	Project Management Tech	1	1	1	0	0
2620	Project Manager	1	1	1	1	1
2845	PT Office Assistant	0	0	0	0	2
2856	Office Assistant II	0	0	1	1	0
2901	PT Sr Office Assistant	0	0	0	0	0
3370	Sr. Office Assistant	0	0	1	1	1
3660	Utility Maintenance Tech II	1	1	0	0	0
TOTAL:		19	17	17	14	16



PUBLIC WORKS DEPARTMENT SANITATION DIVISION

MISSION STATEMENT

The purpose of the Sanitation Division of the Public Works Department is to provide comprehensive, cost effective and environmentally sound collection, processing and disposal of solid waste in the form of household garbage, brush and heavy trash pick-up while removing recyclable items from the waste stream in an efficient manner.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Utilized resources to continue operating the department as required.
- Continued to explore other forms of recycling.
- Continued Recycling Center upgrades.
- Utilized other methods to manage garbage and heavy trash pickup.

PRIORITIES, GOALS, AND OBJECTIVES FOR 2011

- Utilize resources to continue operating the department as required.
- Continue to explore other forms of recycling.
- Starting 4-10's (10-hour shifts) as of September 20, 2010.
- Pilot Program for garbage containers and once-a-week pick up.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Average # customers served per month	321,331	328,476	326,916	330,677
Cost per unit per month	1.96	2.06	1.99	1.73
Recycling routes completed	100.0%	100.0%	100.0%	100.0%
Avg completion of service request	0.98	0.98	0.98	0.98
City residential recycling rate	9.0%	9.0%	9.0%	9.0%



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
SANITATION					
Personnel services	\$ 2,520,077	\$ 2,597,297	\$ 2,574,791	\$ 2,694,470	\$ 2,136,718
Contractual services	3,339,156	3,238,585	3,327,400	3,327,400	3,217,400
Materials and supplies	1,043,609	1,383,066	1,256,520	1,606,520	1,056,520
Maintenance charges	413,351	446,981	493,412	500,017	448,029
Capital outlay	22,619	6,908	-	-	-
TOTAL	\$ 7,338,812	\$ 7,672,837	\$ 7,652,123	\$ 8,128,407	\$ 6,858,667

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1130	Assistant Superintendent	0	0	0	0	0
1790	Equipment Operator II	4	4	4	3	3
1800	Equipment Operator III	1	1	0	1	1
2040	Inspector III	1	1	1	1	1
2895	Pooled Sanitation	0	0	2	1	1
2970	Public Works Assistant II	1	1	1	0	0
3010	Public Works Superintendent	1	1	1	1	1
3140	Sanitation Route Supervisor	2	2	3	3	2
3160	Sanitation Truck Driver	16	16	16	16	13
3170	Sanitation Worker I	15	14	15	14	15
3171	Sanitation Worker II	3	3	3	3	1
3400	Sr Public Works Assistant	0	0	1	0	0
TOTAL:		44	43	46	43	38



PUBLIC WORKS DEPARTMENT STREET AND DRAINAGE DIVISION

MISSION STATEMENT

To protect the public by maintaining the streets, sidewalks, storm sewers, roadside ditches and drainage channels by keeping them free of debris and functioning properly including overlay of asphalt streets, section repairs of concrete streets, and replacement of curbs, sidewalks and storm sewers. In addition, the division provides both management and oversight of contracts for services and construction.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- **Asphalt overlay:** Asphalt overlay: Wichita (between Cherrybrook and Primrose), 711 Wafer.
- **Major street section repairs blacktop:** Sashnick @ Westside.
- **Major street section repairs concrete:** 4200 Shady Springs, 200 Richey, 2900 Dabney, 4200 Burke, Preston & Cherry brook, 300 W. Thomas, 1700 Red Bluff, 700, 2308, 3014 Preston, Burke & Crenshaw, 1600 Crenshaw, 1309 Aberdeen, Preston & Vista, 2619 Red Bluff and 1115 Richey.
- Numerous driveway and sidewalk repairs as a result of water and sewer restorations, various drain and cave-in drainage repairs or replacements.
- **Special projects:** 2621 Genoa Red Bluff (pad for mulch piles), Burke (help build dog park), Convention Center (parking lot repair), 8400 Fairmont (build two new driveways for Convention Center), 1000 Duffer (Golf Course) Westside @ Sashnick, Dade @ Curtis, Strawberry Park (slap), Burke & Fairmont (parking lot) and 5000 Burke (crossing to park).
- **Major drainage improvements on:** 1211 Jeff Ginn (library), 4300 Crenshaw ditch, Gypsy Pops ditch, Fallen Oaks ditch, 2900 Morning Glory, 1021 Davis, Strawberry Park ditch, 5760 Genoa Red Bluff, 305 Pampa, 6501 Bramely, Llano @ Federal, 2818 Lily, Richey @ South Houston, Muscadine @ Watters, 501 N. Richey, 1800 Richey, 1021 Davis, 914 Hart and 2311 Raymond. **Plus** dug other numerous neighborhood ditches and fixed cave-ins through out the city.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Employee safety.
- Carry out annual street maintenance plan by maintaining and repairing street surfaces.
- Continue teamwork with other divisions of Public Works and city departments to achieve goals.
- Repair and patch streets for utility cuts made by other city departments.
- Provide preventive maintenance.
- Maintain safe citywide flood control water flows by increasing frequency of storm drain, conduit, and inlet cleaning.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ADOPTED
Lane miles of streets over-lay	6.48	5.02	1.12	5.00
Linear feet of major section repair	1,818	2,059	1,909	2,500
Linear feet of driveway & sidewalks	7,417	6,832	10,605	8,000
LF drainage improvements-pipes set/ditches cleaned	28,613	42,394	32,881	35,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
STREET AND BRIDGE					
Personnel services	\$ 2,217,733	\$ 2,148,240	\$ 2,052,293	\$ 2,109,825	\$ 1,785,583
Contractual services	181,343	70,485	90,850	91,088	90,850
Materials and supplies	482,752	357,933	352,770	352,770	352,770
Maintenance charges	530,558	707,042	603,612	608,965	544,546
Capital Outlay	-	-	-	-	200,000
TOTAL	\$ 3,412,386	\$ 3,283,700	\$ 3,099,525	\$ 3,162,648	\$ 2,973,749

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	1	1	1	1	1
1130	Assistant Superintendent	2	2	2	2	1
1742	Drainage Assistant	0	0	0	0	0
1780	Equipment Operator I	3	5	5	4	4
1790	Equipment Operator II	4	4	4	5	6
1800	Equipment Operator III	1	1	1	1	1
1910	General Superintendent	0	0	0	0	0
2050	Inspector IV	0	0	0	0	0
3010	Public Works Superintendent	0	1	1	1	1
3630	TV Crew Worker II	1	0	1	0	0
3690	Utility Worker I	12	7	9	4	4
3700	Utility Worker II	9	10	10	9	9
3705	Utility Worker III	0	0	0	1	1
3710	Utility Worker IV	3	3	3	3	3
TOTAL:		36	34	37	31	31



PUBLIC WORKS DEPARTMENT TRAFFIC AND TRANSPORTATION DIVISION

MISSION STATEMENT

Expedite the safe, efficient movement of persons and goods through well-planned construction, operation, and maintenance of traffic control devices, signs, pavement markings, and traffic signal systems in accordance with state and federal standards.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continued monitoring and retiming signals to improve coordination on major thoroughfares.
- Responded to a number of lightning strikes and power losses.
- Completed reconstruction of Pasadena Blvd. from Strawberry to Harris.
- Completed reconstruction of Shaver from Southmore to Pasadena Freeway.
- Began construction of Main from Southmore to Pasadena Freeway.
- Began construction of Beltway 8 intersections of Spencer, Pasadena Blvd. and Red Bluff.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Install additional traffic signal pre-emption equipment at 25 intersections to reduce emergency response times.
- Install communications system equipment at 16 intersections to improve operations reliability and reduce overall delay, congestion, and collisions at traffic signals.
- Continued support of the CIP through plan review and construction inspection.
- Expand battery backup systems at high volume intersections.
- Install a minimum of 100 LED illuminated signal indications to improve visibility and reduce electrical consumption.
- Maintain Pasadena Freeway Lighting from Shaver to east city limits.

PERFORMANCE INDICATORS

	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
% lane-miles of streets striped (62 total miles)	82.0%	11.0%	20.0%
% of traffic signs installed, replaced or removed based on 25,000 est. total	10.0%	17.0%	15.0%
% of controllers replaced	11.0%	16.0%	14.0%



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
TRAFFIC AND TRANSPORTATION					
Personnel services	\$ 840,149	\$ 826,590	\$ 800,857	\$ 802,146	\$ 722,002
Contractual services	100,859	97,397	103,050	103,050	103,050
Materials and supplies	187,222	238,975	190,400	190,400	190,400
Maintenance charges	78,820	105,890	103,100	103,100	82,808
Capital Outlay	-	9,050	-	-	15,000
TOTAL	\$ 1,207,050	\$ 1,277,902	\$ 1,197,407	\$ 1,198,696	\$ 1,113,260

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
2060	Inspector V	1	1	1	1	1
2970	Public Work Assistant II	0	0	1	1	1
3230	Sign Markings Tech I	0	1	1	1	1
3240	Sign Markings Tech II	2	2	2	2	2
3245	Sign Markings Tech III	1	1	1	1	0
3250	Sign Markings Tech IV	1	1	1	1	1
3400	Sr Public Works Assistant	1	1	0	0	0
3570	Traffic Director	1	0	0	0	0
3590	Traffic Signal Tech I	1	1	1	1	1
3600	Traffic Signal Tech II	0	0	0	0	0
3601	Traffic Signal Tech III	3	3	3	3	3
3610	Traffic Superintendent	1	1	1	1	1
TOTAL:		12	12	12	12	11



HEALTH DEPARTMENT HEALTH SERVICES

MISSION STATEMENT

The Health Department is a team of professionals committed to maintaining and improving the general health and quality of life for our citizens by ensuring the safety, welfare and cleanliness of Pasadena neighborhoods and businesses through a wide range of consumer and environmental services and enforcement of city and state laws.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Provided local and Texas Department of State Health Services public service announcements.
- Relocated departmental operations from 817 Southmore to 1114 Davis.
- Assisted in Continuity of Operations Plan development to ensure departmental essential functions are performed in the event of an emergency.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Develop comprehensive departmental website.
- Maintain classifications for Registered Sanitarians and Code Enforcement Officers by attending continuing education seminars.
- Maintain Acknowledgement of Paternity certifications for Local and Deputy Registrars.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Birth and death certificates sold	10,845	13,971	9,278	9,278
Permits sold (food, EMS, public pools, tire generators, junkyards, liquid waste generators)	1,649	1,550	1,815	1,815
Permit inspections (EMS, public pools, tire generators, junkyards, liquid waste generators)	300	318	381	381
General sanitation complaints	1,513	1,675	1,990	1,990
General sanitation complaint recheck inspections	965	752	1,154	1,154
Liens filed	263	319	314	314
Liens paid and released	89	57	67	67
Food service inspections	1,181	1,463	1,428	1,428
Food service recheck inspections	805	805	795	795
Vacant lots mowed by City	257	238	270	270
Bid jobs completed by City	139	106	164	164
Certificate of occupancy inspections	534	538	549	549
Plan reviews	189	189	141	141



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
HEALTH DEPARTMENT					
Personnel services	\$ 721,956	\$ 725,234	\$ 707,964	\$ 787,846	\$ 656,070
Contractual services	823,971	878,699	1,004,060	1,004,060	1,004,060
Materials and supplies	9,201	12,293	12,650	12,650	12,650
Maintenance charges	60,295	63,814	60,853	60,853	50,413
Capital Outlay	-	-	-	-	15,000
TOTAL	\$ 1,615,423	\$ 1,680,040	\$ 1,785,527	\$ 1,865,409	\$ 1,738,193

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1370	Chief Health Inspector	1	1	1	1	1
1490	Clerical Assistant II	1	1	1	1	1
2040	Inspector III	2	1	1	0	0
2050	Inspector IV	0	1	2	2	1
2210	Local Registrar	1	1	1	1	1
2430	Office Assistant I	2	0	0	0	0
2440	Office Assistant II	0	2	2	2	2
2770	Health/Medical Doctor	1	1	1	1	1
2960	Public Health Manager	1	1	1	1	1
3130	Sanitarian I	2	0	0	0	0
3131	Sanitarian II	0	2	2	2	2
TOTAL:		11	11	12	11	10



HEALTH DEPARTMENT ANIMAL RESCUE AND ASSISTANCE

MISSION STATEMENT

The Animal Rescue and Assistance Division is dedicated to protecting the health and safety of the citizens from dangerous, sick and free roaming animals. The staff is dedicated to promoting the spaying and neutering of pets to reduce the number of homeless dogs and cats.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- The garage is reorganized but the decision was made not to add more cages.
- Animal ordinances were revised but not presented to city council.
- Policy and procedure manual update is a work in progress.
- A 12x12 shed was erected behind the shelter to help with the garage reorganization.
- Officers are using lap top computers to increase efficiency.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Present TNR (Trap/Neuter/Return) program to stop the growth of the feral cat population
- Continue with ordinance revisions/ present them to City Council
- Get all officers mandatory CE hours before the June 30, 2011 deadline.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Shelter contacts	67,000	68,500	68,650	70,000
Officer runs	11,025	10,359	10,524	11,000
City license tags sold	1,300	1,750	1,851	1,900
Animals sheltered	9,400	8,772	9,389	9,500
Animals adopted	1,400	1,154	1,393	1,400



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ANIMAL RESCUE AND ASSISTANCE					
Personnel services	\$ 767,974	\$ 907,886	\$ 982,601	\$ 1,056,890	\$ 1,105,475
Contractual services	123,887	152,892	148,400	148,400	163,400
Materials and supplies	56,848	71,753	74,900	75,080	97,400
Maintenance charges	48,008	64,612	70,969	92,216	82,020
Capital Outlay	-	-	8,900	8,900	130,000
TOTAL	\$ 996,717	\$ 1,197,143	\$ 1,285,770	\$ 1,381,486	\$ 1,578,295

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	0	1	1	1	1
1080	Animal Care Technician I	2	3	3	3	3
1090	Animal Control Officer	4	6	7	7	7
1095	Animal Care Technician II	2	2	2	2	2
1380	Chief Animal Control	1	1	1	1	1
2096	Lead Animal Control Officer	1	1	1	1	1
2320	Manager Animal Rescue	0	0	1	1	1
2430	Office Assistant I	2	3	3	3	3
2855	PT Office Assistant	1	0	0	0	0
TOTAL:		13	17	19	19	19



HEALTH DEPARTMENT ENVIRONMENTAL SERVICES

MISSION STATEMENT

The Environmental Services strives to educate and inform the community about pollution prevention while meeting all storm water permit requirements as defined by the Texas Commission on Environmental Quality.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Made 30 presentations to schools and other venues.
- Performed 22 Industrial Inspections.
- Inspected all construction sites at least once per month.
- Screened 50% of dry weather major outfalls and 10% of wet weather outfalls.
- Completed pretreatment requirements.
- Partner for MS4 Operator Conference July 2009.
- Resolved drainage issues.
- Inspected 80% of detention ponds.

PERFORMANCE INDICATORS

	FY 20078 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Presentations	42	10	10	-
Marker buttons replaced	600	200	200	-
Adopt-a-waterway cleaned (linear feet)	7,600	7,000	7,000	-
Drainage issue resolution	6	4	-	-
Detention pond inspection	-	10%	100	-
Construction inspections	100.0%	100.0%	100.0%	0.0%
Industrial inspections of 1600 total	12.0%	10.0%	10.0%	0.0%



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ENVIRONMENTAL SERVICES					
Personnel services	\$ -	\$ 281,740	\$ 191,047	\$ 191,047	\$ -
Contractual services	-	18,433	11,250	11,250	-
Materials and supplies	-	11,201	13,250	13,250	-
Maintenance charges	-	6,468	3,329	3,329	-
TOTAL	\$ -	\$ 317,842	\$ 218,876	\$ 218,876	\$ -

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1742	Drainage Asst	1	1	0	0	0
2030	Inspector II	0	0	1	1	0
2620	Project Manager	1	1	1	1	0
2687	PT Clerical Assistant	1	2	1	1	0
2901	PT Sr. Office Asst	1	1	1	1	0
3660	Utility Maintenance Tech II	1	1	0	0	0
TOTAL:		5	6	4	4	0



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**LEISURE AND EDUCATION SERVICES
LEISURE AND EDUCATION SERVICES ADMINISTRATION**

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
LEISURE SERVICES ADMINISTRATION					
Personnel services	\$ 188,930	\$ -	\$ -	\$ -	\$ -
Contractual services	30	-	-	-	-
Materials and supplies	1,391	-	-	-	-
Maintenance charges	3,096	-	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 193,447	\$ -	\$ -	\$ -	\$ -

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1240	Assistant to the Mayor	1	0	0	0	0
2380	Management Analyst III	0	0	0	0	0
TOTAL:		1	0	0	0	0



LEISURE AND EDUCATION SERVICES PARKS AND RECREATION DEPARTMENT PARK OPERATIONS DIVISION

MISSION STATEMENT

To provide safe, well-maintained parks and facilities that supports a diverse variety of recreational and leisure activities while monitoring future trends and standards to ensure emerging interests and design improvements are incorporated into the park system.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Parks Department is an active participant with the City's Public Works Department and Clean Streets to enhance the City of Pasadena's beautification initiative via tree plantings, and quality management of the city's parks and green spaces.
- Partnered with the City of Pasadena Animal Shelter to operate and manage the city's new dog park (Bark Park).
- Plans are underway for a new exercise station at Strawberry park.
- Provided maintenance services to the four newly renovated ball fields to benefit the various youth sports leagues throughout the city.
- Reorganized the department mowing priorities and trash pickup schedules to improve overall efficiency and ease of maintenance.
- Added a new playground play station at Yellowstone park.
- Added more park amenities to enhance park visitor experiences.
- The added workload was accomplished without increasing the department's staffing

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to coordinate efforts with other city departments to bolster the City of Pasadena's beautification program.
- Develop a state of the art accessible playground station at Verne-Cox Recreational Center.
- Develop three aquatic facilities at Memorial, Red Bluff, and Sunset parks.
- Identify another location for a second dog park in the City of Pasadena.
- Provide the public safe and well-maintained parks and athletic fields.
- Develop a method of maintaining and repairing the linear surface of the Hike and Bike Trails.
- Coordinate efforts to resolve service requests from the Call Center in a timely manner.
- Develop an internal reorganizational plan to meet the division's mission.
- Development of a more aggressive and planned spray program to control weeds.
- Promoting the City of Pasadena parks and Recreation department through increased awareness initiatives.
- Create additional soccer fields throughout the City of Pasadena.
- Upgrade and improve the floating piers at Armand Bayou (Big Island Slough)
- Coordinate with the City of Pasadena Police Department to develop a park security program.
- Coordinate with the City's Volunteer Coordinator to develop a viable park volunteer program
- Development of a public playground safety and maintenance program.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
PARKS					
Personnel services	\$ 1,978,972	\$ 1,769,488	\$ 1,562,788	\$ 1,703,377	\$ 1,650,067
Contractual services	643,946	554,768	523,950	524,103	523,950
Materials and supplies	184,187	129,201	201,450	201,450	116,450
Maintenance charges	333,314	442,800	433,077	433,077	390,479
Capital outlay	18,344	46,310	915,000	863,996	120,700
TOTAL	\$ 3,158,763	\$ 2,942,567	\$ 3,636,265	\$ 3,726,003	\$ 2,801,646

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	0	1	0	0	0
1415	CIP Coordinator	0	0	0	0	0
1780	Equipment Operator I	1	1	1	1	1
1790	Equipment Operator II	0	0	0	0	0
2260	Maintenance Technician II	1	1	1	1	1
2380	Management Analyst III	0	0	1	1	1
2430	Office Assistant I	1	1	1	1	1
2460	Parks Superintendent	1	1	1	1	0
2470	Parks Supervisor	4	4	3	3	3
2480	Parks Worker I	16	14	16	12	12
2490	Parks Worker II	6	7	5	5	5
2500	Parks Worker III	3	2	2	2	2
2857	Pooled Parks	0	3	6	6	5
2858	Pooled Park Custodians	0	0	4	4	4
TOTAL:		33	35	41	37	35

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Park acres maintained - per week	600	600	675	675
ROW acres maintained - per week *	o/s	o/s	o/s	o/s
Sports fields maintained - per week	55	60	30	30
Hike & bike trail miles maintained - biweekly	7	7	7	7
Service requests through Call Center - Completed within 15 business days:				
Mowing requests	245	319	300	300
Tree trimming requests	214	n/a	n/a	n/a
Misc. parks service requests	123	27	75	75



**LEISURE AND EDUCATION SERVICES
PARKS AND RECREATION DEPARTMENT
RECREATION DIVISION**

(Recreation Administration, Tennis, Athletics, Recreation Centers and Aquatics)

MISSION STATEMENT

To promote positive youth development, strengthen families, and enrich the lives of residents through the provision of safe and well-organized recreation, aquatic and athletic programs and facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- The Recreation Department attended a number of community resource fairs, and hosted numerous events to increase community awareness of Recreation facilities and programs.
- Completed 30 second commercials for Senior Center and Multi-Purpose Center.
- Implemented a semi-annual program guide publication along with web presence.
- Provided staff training in-house due to budget constraints.
- Open Golden Acres recreation center.
- Prairie House electricity, water, sewer and A/C work 90% complete.
- Continue Education: 10 Regional TRAPS committee, 100% of staff first aid/CPR, 100% NIMS training, 2009 NRPA Conference, 2010 NRPA legislative forum.
- Staff training through CYD and TRAPS Region 4 workshop.
- Outreach events held at 6 apartment complexes, Strawberry Park and Memorial Park.
- Increased youth participation in track by 56%, volleyball by 60%, and soccer by 33%.
- Purchased and installed the first Inclusive Playground in Pasadena.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- New fishing/water safety and new archery awareness programs.
- Continue expansion of "Movie in the Park" program.
- Complete Prairie house restoration project.
- Implement Starving Artist program to increase historical society awareness.
- Complete continuing education for staff.
- Research grant opportunities to reduce expenditures to City.
- Increase participation in adult programs by 10%.
- Increase participation in youth programs by 10%.
- Explore other revenue opportunities (tournaments, field rental, etc.).
- Explore potential of developing a "brand" presence for the Parks and Recreation department.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Athletic participants - youth	3,000	2,532	2,785	3,065
Athletic participants - adult	2,400	2,785	3,065	3,370
Tennis participants & visits	17,000	14,520	17,000	17,000
Aquatics - public swim participants	26,500	29,245	27,500	29,000
Swim lesson participants	1,000	1,366	996	1,250
Other program participants	550	574	800	880
Recreation class participants	8,500	8,865	9,000	9,200
CYD program participant numbers	1,900	7,685	8,000	8,200
Recreation centers total division visits	89,304	100,654	102,000	106,000
Customer survey rating	90.0%	92.0%	90.0%	90.0%



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
RECREATION					
Personnel services	\$ 1,511,993	\$ 1,733,479	\$ 1,900,961	\$ 1,914,233	\$ 2,004,788
Contractual services	310,687	226,075	247,055	247,737	247,055
Materials and supplies	217,017	256,142	245,960	246,091	245,960
Maintenance charges	192,267	231,794	260,598	265,518	248,796
Capital outlay	-	-	44,804	44,804	102,313
TOTAL	\$ 2,231,964	\$ 2,447,490	\$ 2,699,378	\$ 2,718,383	\$ 2,848,912

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1490	Clerical Assistant II	1	1	1	1	1
1620	Custodian I	3	3	4	3	3
1704	Director of Parks and Recreation	0	0	1	1	1
2430	Office Assistant I	1	0	0	0	0
2440	Office Assistant II	0	1	1	1	1
2583	Pool Maintenance Worker	1	1	1	1	1
2585	Pool Technician	1	1	1	1	1
2650	PT Athletic Pooled Position	2	3	2	2	2
2741	PT Recreation Attendant	6	8	9	9	9
2741	Rec Attendant	0	0	0	0	0
2840	PT Aquatics Pooled Position	7	9	9	8	5
2851	PT Recreation Pooled Position	4	15	4	4	4
2885	Project Coordinator	0	1	1	1	1
3050	Recreation Assistant I	1	1	1	1	1
3060	Recreation Assistant	1	1	1	1	1
3064	Recreation Attendant	1	1	1	1	1
3064	Rec Attendant I	0	0	0	0	1
3070	Recreation Manager	2	2	2	2	2
3080	Recreation Specialist I	3	3	3	3	3
3081	Recreation Specialist II	1	1	1	0	0
3090	Recreation Specialist III	1	1	1	1	1
3100	Recreation Superintendent	1	1	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		38	55	46	43	41



**LEISURE AND EDUCATION SERVICES
PARKS AND RECREATION DEPARTMENT
CLEAN STREETS DIVISION**

MISSION STATEMENT

The objective of the Clean Streets Division is to utilize community service and work release participants provided by the courts within Harris County to clean, maintain and beautify City properties and rights of way. We are also responsible for removing graffiti from public and private properties and to provide manual labor to City departments for special assignments.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Provided janitorial services during the Pasadena Livestock Show and Rodeo, thus eliminating the need for contractual labor.
- Provided janitorial services after the Strawberry Festival and 4th Fest activities.
- Cleaned retention ponds
- Assisted in cutting, cleaning and picking up litter from City drainage right-of-ways.
- Assisted City Library and Police departments in moving into new facilities.
- Implemented plan to provide regular cleaning of City streets by street sweeper.
- Initiated beautification project to improve and reshape appearance of the City.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Utilize community service and work-release personnel to improve the image of the City to ensure that assignments are accomplished.
- Continue to assist other City Departments with light duty manual labor.
- Remove all graffiti within twenty-four hours after notification.
- Recycle green waste to save landfill space and to save money on landscaping materials.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Easements, streets cut and cleaned	412	6,393	6,830	7,513
Number of bags of debris picked up	21,763	36,467	35,486	39,035
Locations graffiti removed	340	348	359	395
Number of miles street sweepers cleaned	1,100	9,679	9,493	10,442



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
CLEAN STREETS					
Personnel services	\$ 916,457	\$ 1,378,360	\$ 1,397,769	\$ 1,503,159	\$ 1,489,214
Contractual services	16,890	18,833	137,350	137,352	175,250
Materials and supplies	33,680	77,423	236,900	236,972	236,900
Maintenance charges	108,516	139,138	192,010	201,528	179,850
Capital outlay	-	-	-	-	223,000
TOTAL	\$ 1,075,543	\$ 1,613,754	\$ 1,964,029	\$ 2,079,011	\$ 2,304,214

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1475	Clean Streets Manager	1	1	0	0	0
1780	Equipment Operator I	2	2	2	2	2
1790	Equipment Operator II	1	2	2	2	2
2091	Landscaper I	0	1	3	1	3
2092	Landscaper II	0	2	2	2	2
2093	Landscaper III	1	1	1	1	1
2094	Landscape Foreman	0	1	1	1	1
2095	Landscape Manager	0	0	1	1	1
2100	Lead Street Cleaner	2	2	2	2	2
2240	Maintenance Supervisor	0	0	0	0	0
2430	Office Assistant I	1	1	1	1	2
3370	Sr. Office Assistant	0	0	0	0	0
3470	Street Cleaner I	0	0	1	1	1
3480	Street Cleaner II	9	8	8	7	8
TOTAL:		17	21	24	21	25



**LEISURE AND EDUCATION SERVICES
PARKS AND RECREATION DEPARTMENT
MUNICIPAL GOLF COURSE**

MISSION STATEMENT

To provide customers a friendly atmosphere, a course in the best condition possible, a stocked pro shop, knowledgeable staff willing and able to provide answers and directions, and lessons taught by PGA professionals.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Increased frequency of mowing/weed eating to enhance the golfing experience of patrons.
- Further improved turf health with aggressive spray program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue spraying program to keep turf healthy.
- Update restroom facilities on golf course.
- Repair cart paths.
- Add weather alert system.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
GOLF COURSE					
Personnel Services	\$ 464,972	\$ 568,567	\$ 485,523	\$ 525,249	\$ 459,397
Contractual services	44,223	56,588	61,200	61,200	61,200
Materials and supplies	43,083	84,090	86,050	86,050	86,050
Maintenance charges	15,280	27,015	30,382	30,382	25,566
Capital outlay	-	56,443	8,382	8,382	49,000
TOTAL	\$ 567,558	\$ 792,703	\$ 671,537	\$ 711,263	\$ 681,213

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1930	Golf Course Superintendent	1	1	1	1	1
1932	Golf Course Worker I	0	0	2	2	2
1933	Golf Course Worker II	0	0	1	1	1
1940	Golf Prof Director	1	1	1	1	1
2280	Maintenance Technician IV	1	0	1	0	0
2480	Parks Worker I	1	1	0	0	0
2490	Parks Worker II	1	1	0	0	0
2751	PT Golf Course Attendant	3	2	3	1	1
2765	Pooled Golf Course	0	7	2	2	2
2880	PT Pro Shop Attendant	2	3	3	3	3
TOTAL:		10	16	14	11	11



**LEISURE AND EDUCATION SERVICES
PARKS AND RECREATION DEPARTMENT
VERNE COX MULTI-PURPOSE CENTER**

MISSION STATEMENT

To provide the City of Pasadena's youth and adults with a disability the opportunity for affordable recreation participation, to encourage healthy use of leisure time and to provide innovative therapeutic recreation services.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Recognized as a Paralympic Sports Club.
- Established relationships with TIRR, City of Houston, VA, Greater Houston Athletic Association for the Physically Disabled and PISD to increase community awareness of programs and established cooperative programming.
- Continued development of a comprehensive policy and procedure manual.
- Completed marketing initiative with 30 second commercial for Municipal Channel (Channel 16).
- Purchased and installed the first Inclusive Playground in the City of Pasadena.
- Obtained multiple Special Olympics Coaching certifications with staff.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2011

- Reorganize and establish balanced programming.
- Maintain external customer satisfaction level of 90% or better.
- Seek grants to support new and established programs.
- Develop Respite Day program.
- Develop Theatre program.
- Host Special Olympic tournaments.
- Continue to update equipment and facility as budget allows.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUALS	FY 2010 ESTIMATED	FY 2011 ADOPTED
Number of participants per month	315	414	421	450
Hours of service units provided	88,000	74,076	75,500	81,000
Customer survey rating	93	95	90	90



**FY 2001 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
MULTI-PURPOSE CENTER					
Personnel services	\$ 307,638	\$ 392,641	\$ 439,678	\$ 442,698	\$ 398,561
Contractual services	42,453	36,591	38,200	38,200	38,200
Materials and supplies	22,892	34,632	36,000	36,000	36,000
Maintenance charges	32,272	36,287	56,503	56,930	53,686
Capital outlay	-	6,000	17,776	17,776	192,000
TOTAL	\$ 405,255	\$ 506,151	\$ 588,157	\$ 591,604	\$ 718,447

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1490	Clerical Assistant II	0	0	0	0	0
1620	Custodian I	1	1	1	1	1
2430	Office Assistant I	1	1	1	1	1
2741	Recreation Attendant	0	2	2	2	2
2930	PT Theratutic Aid	0	1	1	1	1
2931	PT Center Pooled Position	0	3	1	2	1
3060	Recreation Assistant	1	1	1	1	1
3064	Recreation Attendant II	0	1	1	1	1
3065	Recreation Attendant II	0	0	0	0	0
3070	Recreation Manager	1	1	1	0	1
3080	Recreation Specialist I	1	2	2	1	1
TOTAL:		5	13	11	10	10



LEISURE AND EDUCATION SERVICES CIVIC CENTER

MISSION STATEMENT

To provide the highest quality convention facilities and services to the public and to create memorable guest experiences that exceed expectations through attention to detail, customer service and satisfaction by anticipating and meeting our client's needs.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Completed phase II of renovations to Campbell Hall, FFA Pavilion, Rodeo Arena and BBQ Pavilion.
- Redesigned website and marketing materials.
- Implemented policies to conserve energy and reduce electrical costs.
- Completed market research in order to assess and compare current rental rates to other area rates.
- Increased customer satisfaction level with regards to facility cleanliness, personal attention to event details, facility renovations and the addition of items such as pipe and drape to cover the bleachers to increase formal feel of the space.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Increase bookings for the Rodeo Arena, Campbell Hall and FFA Pavilion.
- Broaden and strengthen the rental base by bringing in new events and increasing the level of personal customer service to existing customers
- Increase revenue by 10%
- Continue to implement operating cost containment through reducing overtime and reducing usage of utilities during unoccupied times.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Number of events	149	139	147	155
Days utilized	221	226	245	253
Revenue	\$ 311,126	\$ 164,073	\$ 270,000	\$ 297,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
CIVIC CENTER					
Personnel services	\$ 454,867	\$ 465,515	\$ 504,389	\$ 504,749	\$ 507,115
Contractual services	153,029	137,708	135,600	135,869	135,600
Materials and supplies	10,348	1,842	5,000	5,124	5,000
Maintenance charges	125,284	148,540	162,864	162,864	152,632
TOTAL	\$ 743,528	\$ 753,605	\$ 807,853	\$ 808,606	\$ 800,347

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Admin Assistant	0	0	1	1	1
1310	General Manager Convention Cent	1	1	1	1	1
1813	Facility Worker Supervisor	1	1	0	0	0
1820	Facility Worker I	3	2	2	0	2
1821	Facility Worker II	1	3	3	2	3
1833	Facility Manager	0	0	1	1	1
2240	Maintenance Supervisor	1	1	0	0	0
2686	PT Clerical Assistant I	0	0	1	1	0
2933	PT Pooled Convention Center	0	0	0	2	1
3370	Sr Office Assistant	1	1	0	0	0
3390	Manager of Sales and Events	0	0	0	1	1
TOTAL:		8	9	9	9	10



**LEISURE AND EDUCATION SERVICES
PARKS AND RECREATION DEPARTMENT
MADISON JOBE SENIOR CENTER**

MISSION STATEMENT

To maintain the facility of the Madison Jobe Senior Center by providing programs that offer socialization, recreation and education programs to enhance the quality of life and prolong an independent lifestyle to the mature adults age 50 plus.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Increased marketing strategies for Center with additional coverage of the Municipal Channel, newspaper coverage and speaking engagements.
- All staff in-serviced about SOPs and accountability standards.
- Customer Service Surveys were distributed and used by participants.
- Continued intergenerational programming with school system.
- Customer Service Rating of 95% based on surveys, letter and other data.
- Provided information, referral and assistance to 6,806 seniors.
- Increased the monetary amount of donations received, revenues and decreased expenditures.
- Acquired CDBG grant funds of \$65,000 for Transportation Voucher Program.
- Performed annual refinish to wooden dining room floor.
- Continued ongoing computer-based courses at the center in order to educate seniors in the area of modern technology.
- Added new program – Wii games and new classes – acrylic painting and beginner tap dancing.
- Team building – “Get Motivated” attended by 3 staff members.
- Staff recertified in CPR/AED.
- Staff attended TML training – “Liability and Safety for Parks and Recreation Activities” and “Defensive Driving” (for CDL drivers).
- Replaced fire alarm panel.
- Complete first phase of COOP (emergency planning).

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2011

- Maintain a 90% or greater internal and external customer service level, to be measured through customer satisfaction surveys.
- Distribute and implement Customer Surveys to patrons for feedback on programs, services, facility, and customer service. Track and implement changes as appropriate.
- Ensure staff receives in-house and/or external training opportunities to maintain professional development, required certification and knowledge on industry trends.
- Increase participation in our programs by 1%.
- Increase Senior Center participation through continual review of old programming and implementation of new programs.
- Continue to promote senior events and activities via public speaking engagements in the community, the Municipal Channel, newspaper articles, Rotary Club, and other volunteer/community organizations, etc.
- Replace all old tile and carpet in Senior Center.
- Begin the process of better managing our participation through Sportsman.
- Ensure new staff members are NIMS and CPR/AED certified.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
SENIOR CENTER - MADISON JOBE					
Personnel services	\$ 249,183	\$ 283,195	\$ 296,692	\$ 298,422	\$ 256,776
Contractual services	36,569	40,570	39,550	39,550	39,550
Materials and supplies	12,944	12,504	15,450	15,450	15,450
Maintenance charges	58,266	63,536	86,804	86,804	79,484
Capital outlay	-	-	-	-	25,000
TOTAL	\$ 356,962	\$ 399,805	\$ 438,496	\$ 440,226	\$ 416,260

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1620	Custodian I	1	1	1	1	1
2430	Office Assistant I	1	0	1	0	0
2741	PT Rec Attendant	1	1	1	1	1
3060	Recreation Assistant	1	1	1	1	1
3070	Recreation Manager	1	1	1	1	1
3080	Recreation Specialist I	1	1	1	1	1
TOTAL:		6	5	6	5	5

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Participants served	23,597	22,954	23,282	23,900
Number participants - after 5 programs	3,010	3,190	2,645	2,400
Number staff administering programs	5	5	4	4
Number staff administering After 5 Program	1	1	-	-
Customer survey rating	95.0%	95.0%	95.0%	95.0%



LEISURE AND EDUCATION SERVICES LIBRARY SERVICES

MISSION STATEMENT

The mission of Pasadena Public Library System is to provide exemplary services with access to resources that meet the information, recreation and educational needs of our community.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- *Grants:* Grant funds totaling over \$77,600.00 were received from AT&T, Loan Star Libraries, Houston Area Library Systems (HALS), and the CDBG grant program that supported the areas of collection development, technology improvements and staff development.
- *Programming:* The library passed a significant milestone in programming this year by providing members of our community with new programs and services that targeted specific needs such as developing job hunting skills, providing assistance with tax preparation, assistance with census forms, and new online book club opportunities. Partners included the AARP, the U.S. Census Bureau, the Texas Workforce Solutions, Communities in the Schools and The Bridge Over Troubled Waters.
- *Technology:* Improvements were implemented that enhanced services to customers, including the replacement of 19 public computers at the Central and Fairmont Branch libraries, the transfer of all public computers from the city network to the Houston Area Library Automated Network (HALAN), and the updating from T100 lines to fiber optics cable for faster internet response time. In addition, the library began accepting credit card payments on fines for customer convenience.
- *Collection Services:* In order to create a more comprehensive collection of materials responsive to community needs, a new collection development plan was implemented. Through the use of customer requests, previous purchasing data, current reading trends, and additional staff participation, specific target areas were identified and new collections were created, including the new "Career Collection" and the "Parenting and Teaching Collection."
- *Marketing Initiatives:* In order to better promote the library to community members, new marketing activities were initiated that connect the library with potential new customers, including participation in the Chamber of Commerce Business Expo, various community health fairs and Communities in the Schools activities. In addition, library staff participated in the "Holiday Light Parade," and they were rewarded with the "Most Unusual Lighting" award. The library also initiated a comprehensive newsletter electronically and in print that informs customers of upcoming programs, new services and reader's advisory suggestions.
- *Staff Development:* In order to provide our customers with better computer assistance, the library continued cross training initiatives by providing both basic and intermediate levels of Microsoft Word 2007 training for frontline staff that assist customers with computer issues on a daily basis.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- *Programs:* In order to provide targeted programming that reaches a larger number of customers, we will continue to explore free online venues for programs and identify and schedule programs during peak usage times such as holiday school closures, weekends and evenings.
- *Technology:* The library will install electronic door counters at both locations to monitor usage patterns, which will allow us to provide more comprehensive staffing, programs and services to our customers during peak hours of operation.
- *Collection Services:* For customer convenience the library will transition to a centralized floating collection to be shared between both locations. This will also reduce the number of delivery



runs made daily between the Central and Fairmont Branch locations and streamline staffing at each location. In addition, we will provide reader's advisory services based on reading and purchasing trends.

- *Marketing:* In order to provide an updated website responsive to customer needs, the library will transition to a content management system (CMS) with a complete website redesign.
- *Staff Development:* In order to ensure that all staff is able to provide comprehensive core services, the library will reinitiate its "Back to Basics" initiative; cross-training staff in circulation, public services and computer services.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Visits (onsite, telephone, web)	1,221,748	1,277,657	1,097,317	874,000
Items checked out	376,414	397,804	569,855	400,000
Circulation activity (check-out, check-in, holds, renewals, materials downloaded and inhouse use)	704,920	680,919	934,369	740,000
Reference transactions	35,697	39,873	62,423	50,000
Public computer use (Internet)	111,317	109,124	144,531	125,000
Program attendance	22,665	13,954	34,138	30,000
Materials downloaded by Patrons	1,120	1,946	2,802	3,000
Library revenues (deposited in general fund)	\$61,836	\$52,267	\$49,536	\$50,000
Marketing activities (distribution of materials-promotional, educational, newsletters, surveys, press releases, etc.)	33,892	85,153	91,637	50,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
LIBRARY					
Personnel services	\$ 2,506,661	\$ 2,603,368	\$ 2,586,831	\$ 2,677,609	\$ 2,369,266
Contractual services	283,488	354,586	324,210	324,210	320,210
Materials and supplies	98,943	142,999	167,367	167,367	192,367
Maintenance charges	284,096	330,982	320,320	320,320	272,075
Capital outlay	167,317	173,686	158,687	158,687	133,687
TOTAL	\$ 3,340,505	\$ 3,605,621	\$ 3,557,415	\$ 3,648,193	\$ 3,287,605

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1620	Custodian I	1	1	1	1	1
2128	PT Librarian I	1	1	2	2	2
2129	Librarian I	2	2	2	2	1
2130	Librarian II	3	2	4	2	3
2131	Library Service Specialist	0	0	0	0	1
2140	Librarian III	2	2	4	4	4
2150	Library Assistant I	5	5	5	5	4
2160	Library Assistant II	9	9	9	9	8
2170	Library Director	1	1	1	1	1
2180	Library Services Coordinator	3	3	3	3	3
2190	Library Services Manager	6	5	5	5	4
2686	PT Clerical Assistant I	3	3	3	3	1
2687	PT Clerical Assistant II	7	7	7	7	6
2830	PT Library Assistant	1	1	1	1	0
3350	Sr Library Assistant	1	1	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
3521	Tech Support Analyst II	1	0	1	1	0
2835	Pooled Library	0	1	1	1	1
TOTAL:		47	45	51	49	42



**FY 2011 ADOPTED BUDGET
DEBT SERVICE FUND**

The Debt Service fund is a legally restricted fund utilized to account for primarily property tax revenues used to pay long-term debt principal and interest for the City's general obligation debt. General obligation bonds and tax-supported certificates of obligation are issued to finance major capital improvements, usually over twenty years. The City is limited to the amount of tax-supported debt it can incur by Article IX, Section 14 of the City Charter which limits the City's total general obligation bonded indebtedness at any one time to 10% of assessed property value. At the time the budget was prepared, the City did not have a certified roll, but for comparison purposes we used 10% of assessed property value of \$533 million.

**FY 2011 ADOPTED BUDGET
DEBT SERVICE FUND SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BEGINNING FUND BALANCE	\$ 1,495,924	\$ 2,607,222	\$ 1,631,459	\$ 1,631,459	\$ 2,224,074
REVENUE					
Ad val taxes-current year	11,589,297	11,950,235	11,900,000	11,900,000	11,370,073
Ad val taxes-prior year	310,420	223,420	169,974	169,974	169,974
Penalties and interest	228,813	184,101	139,400	145,000	139,400
Special vehicle inventory tax	-	-	-	-	-
General Property Taxes	12,128,530	12,357,756	12,209,374	12,214,974	11,679,447
Interest earned	69,731	22,462	24,062	4,500	5,000
Investment Income	69,731	22,462	24,062	4,500	5,000
Transfer from general fund	166,440	166,440	138,700	138,700	-
Refunding bonds issued	-	6,725,000	-	-	-
Premiums on bonds	-	180,403	-	-	-
Other Revenues	166,440	7,085,223	138,700	138,885	-
TOTAL REVENUE	12,364,701	19,465,441	12,372,136	12,358,359	11,684,447
PRINCIPAL AND INTEREST PAYMENTS					
Property Tax Supported Debt Service					
Principal	6,686,440	6,571,441	6,813,700	6,813,700	6,675,000
Interest	4,561,037	4,940,646	4,947,028	4,947,028	4,690,073
Subtotal Tax Supported Debt	11,247,477	11,512,087	11,760,728	11,760,728	11,365,073
OTHER EXPENDITURES					
Arbitrage	-	18,459	20,000	-	-
To refunded escrow agent	-	8,709,369	-	-	-
Issuance costs	-	196,034	-	-	-
Fiscal charges	5,926	5,255	5,000	5,016	5,000
SUBTOTAL OTHER COSTS	5,926	8,929,117	25,000	5,016	5,000
TOTAL EXPENDITURES	11,253,403	20,441,204	11,785,728	11,765,744	11,370,073
Revenue Over/(Under) Expenditures	1,111,298	(975,763)	586,408	592,615	314,374
ENDING FUND BALANCE	\$ 2,607,222	\$ 1,631,459	\$ 2,217,867	\$ 2,224,074	\$ 2,538,448



Tax Supported Debt Service Schedule

Year End as of September 30,	Principal	Interest	Total Debt Service
2011	6,675,000	4,690,073	11,365,073
2012	6,815,000	4,432,200	11,247,200
2013	7,060,000	4,164,822	11,224,822
2014	7,220,000	3,872,863	11,092,863
2015	7,425,000	3,562,472	10,987,472
2016	7,610,000	3,241,535	10,851,535
2017	6,970,000	2,923,932	9,893,932
2018	6,795,000	2,617,187	9,412,187
2019	6,980,000	2,315,005	9,295,005
2020	8,200,000	1,988,853	10,188,853
2021	8,345,000	1,630,533	9,975,533
2022	7,425,000	1,282,307	8,707,307
2023	6,635,000	966,345	7,601,345
2024	5,420,000	693,602	6,113,602
2025	4,665,000	462,760	5,127,760
2026	3,205,000	283,894	3,488,894
2027	2,860,000	147,269	3,007,269
2028	1,720,000	40,850	1,760,850
	\$ 112,025,000	\$ 39,316,502	\$ 151,341,502



**FY 2011 ADOPTED BUDGET
SYSTEM FUND SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 11,752,933	\$ 11,313,804	\$ 19,157,753	\$ 19,157,753	\$ 20,598,602
REVENUES	30,853,416	36,795,511	32,912,590	32,277,652	32,662,000
EXPENDITURES	31,292,545	28,951,562	30,043,347	30,836,803	33,927,995
REVENUES OVER/(UNDER) EXPENDITURES	(439,129)	7,843,949	2,869,243	1,440,849	(1,265,995)
ENDING AVAILABLE RESOURCES	\$ 11,313,804	\$ 19,157,753	\$ 22,026,996	\$ 20,598,602	\$ 19,332,607

FUND NARRATIVE

The System fund is an enterprise fund that includes water and wastewater system operations. The fund is operated in a manner similar to private business enterprises, where costs of providing the services to the public are financed primarily through user charges. The City provides water and wastewater service to approximately 34,533 residential, commercial and industrial customers. Water and sewer revenues provide 99.8% of the total revenue generated in the System fund so the City must continually monitor costs so to ensure that the fund is self-supporting.



**FY 2011 ADOPTED BUDGET
SYSTEM FUND REVENUE DETAIL**

Revenue Category	FY 2008	FY 2009	FY 2010	FY 2010	FY 2011
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Interest earned	\$ 363,757	\$ 95,550	\$ 138,334	\$ 23,675	\$ 23,000
INVESTMENT INCOME	363,757	95,550	138,334	23,675	23,000
Miscellaneous	-	-	-	271	-
Recovery of damage claims	3,488	-	-	-	-
Waste recycling revenues	-	4,982	-	-	-
Prior year expense refund	-	83,774	-	-	-
OTHER REVENUE	3,488	88,756	-	271	-
Water revenues	20,218,027	17,426,011	17,680,000	16,180,000	16,180,000
Water revenues adjustments	(3,845,880)	(945,548)	(1,948,000)	(449,318)	(1,150,000)
Water connections	95,620	135,005	131,000	131,000	131,000
Sewer revenues	14,873,442	14,545,640	14,140,000	13,640,000	13,640,000
Sewer revenues adjustments	(1,842,419)	(182,953)	(399,000)	(399,000)	(699,000)
Sewer connections	29,030	75,700	46,000	46,500	46,000
Facility lease revenues	13,700	-	-	-	-
Penalties	839,028	1,034,714	765,000	765,000	765,000
Penalties adjustments	(8,129)	(67,867)	(22,000)	(62,032)	(50,000)
Miscellaneous water revenue	28,277	417,766	18,000	315,969	350,000
Miscellaneous water revenue adjustment	954,291	557,204	250,000	16,132	100,000
Large meter revenues	-	2,519,038	2,818,256	2,818,256	2,800,000
Wastewater rehab fees	54	43	-	15	-
Wastewater rehab adjustments	(42,064)	(17,264)	-	(79)	-
Wastewater testing fees	-	-	16,000	15,263	16,000
Year end accrual revenues	(810,677)	506,379	(764,000)	(764,000)	500,000
OPERATING REVENUE	30,502,300	36,003,868	32,731,256	32,253,706	32,629,000
Bad debt recovery	(58,629)	(43,274)	-	-	-
Sale of city property	-	645,611	-	-	-
Other	42,500	5,000	43,000	-	10,000
Sewer assessments - Browning	-	-	-	-	-
Sewer assessments - Cresthaven	-	-	-	-	-
NON-OPERATING REVENUE	(16,129)	607,337	43,000	-	10,000
FEMA/Hurricane Ike	-	-	-	-	-
INTERFUND TRANSFERS	-	-	-	-	-
SYSTEM FUND REVENUE TOTAL	\$ 30,853,416	\$ 36,795,511	\$ 32,912,590	\$ 32,277,652	\$ 32,662,000



**FY 2011 ADOPTED BUDGET
SYSTEM FUND EXPENDITURES SUMMARY**

BY CATEGORY	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Personnel services	\$ 7,158,886	\$ 7,737,435	\$ 7,881,344	\$ 8,769,828	\$ 7,158,994
Contractual services	8,199,251	6,283,791	5,654,757	5,654,757	5,876,150
Materials and supplies	1,473,092	1,570,646	1,726,405	1,729,565	4,171,805
Maintenance charges	855,232	993,909	953,306	987,885	854,540
Other charges	4,882,136	4,532,606	3,903,000	3,770,715	4,023,476
Other uses	6,622,549	4,663,016	6,518,210	6,518,210	7,890,030
Other financing	1,800,000	2,528,372	2,500,000	2,500,000	3,000,000
Capital outlay	301,399	641,787	906,325	905,843	953,000
TOTALS	\$ 31,292,545	\$ 28,951,562	\$ 30,043,347	\$ 30,836,803	\$ 33,927,995
BY DEPARTMENT/DIVISION					
Wastewater rehabilitation	\$ 1,976,142	\$ 2,149,617	\$ 2,094,228	\$ 2,214,828	\$ 2,018,758
Wastewater collection	2,654,379	2,699,055	2,709,295	2,739,877	2,701,437
Wastewater plants	4,390,280	4,209,200	5,079,632	5,079,564	5,104,158
Wastewater maintenance	993,487	1,041,274	1,140,371	1,143,428	1,082,940
Water distribution	2,066,983	2,618,442	2,259,256	2,435,517	1,999,846
Water production	6,014,387	5,597,850	4,963,853	4,860,357	5,139,236
Water billing	4,845,363	3,428,624	2,742,502	2,853,931	2,332,100
Debt service	6,512,627	4,635,091	6,477,741	6,477,741	7,849,561
Other charges	1,838,897	2,572,409	2,576,469	3,031,560	5,699,959
TOTALS	\$ 31,292,545	\$ 28,951,562	\$ 30,043,347	\$ 30,836,803	\$ 33,927,995



PUBLIC WORKS DEPARTMENT WASTEWATER REHABILITATION DIVISION

MISSION STATEMENT

To replace deteriorated sanitary sewer mainlines; evaluate pipe condition and to locate problems: line breaks, grade problems or faulty connections, and to televise and/or smoke test sanitary sewer mainlines. Warranted lines are replaced by city forces or contract services by removing and replacing of sewers and/or by utilizing trenchless technology. In addition, the department is responsible for the reinstallation of residential sewer taps, installation of new manholes, location and marking sanitary sewer lines, and the determination of sanitary sewer availability for all City of Pasadena utility inquiries.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Responded to and repaired damaged sanitary sewer lines and manholes.
Continue to cross train employees with Water Distribution.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue rehab of sanitary sewer system by replacing the sanitary sewer lines and sanitary sewer manholes.
- Identify new methods for making work safe and productive.
- Continue to train employees to better serve citizens.
- Continue cross train personnel with Water Distribution and Water Production to create a more productive Utilities Division.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 ADOPTED
Sanitary manholes rehabbed	96	99	113	145
Televised sanitary sewer lines (miles)	3.11	4.84	4.88	4.95
Televised storm sewer lines (miles)	1.58	0.21	1.10	0.90
Smoke tests performed (miles)	0.43	0.44	0.37	0.40
Sanitary sewer main line replaced (miles)	4.43	1.03	2.79	3.20
Service line connections replaced	190	154	321	180
Water main replaced (miles)	0	0	1.5	3.50
Storm lines cleaned (miles)	37.22	7.37	9.14	8.50
Storm drains cleaned	549	260	95	120



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WASTEWATER REHABILITATION					
Personnel services	\$ 1,296,267	\$ 1,390,611	\$ 1,353,393	\$ 1,458,004	\$ 1,137,555
Contractual services	54,246	8,066	34,700	34,700	34,700
Materials and supplies	273,509	311,464	297,150	297,310	297,150
Maintenance charges	316,753	355,233	300,985	316,814	274,353
Capital outlay	35,367	84,243	108,000	108,000	275,000
TOTAL	\$ 1,976,142	\$ 2,149,617	\$ 2,094,228	\$ 2,214,828	\$ 2,018,758

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1130	Assistant Superintendent	1	1	0	0	0
1780	Equipment Operator I	2	2	2	2	2
1790	Equipment Operator II	4	3	4	4	3
2430	Office Assistant I	0	0	1	0	0
3620	TV Crew Worker I	2	1	1	1	1
3630	TV Crew Worker II	0	1	1	1	1
3640	TV Crew Worker IV	1	1	1	1	1
3660	Utility Maintenance Technician III	0	1	1	1	1
3670	Utility Maintenance Technician III	3	3	3	3	3
3684	Assistant Utilities Superintendent	0	0	1	0	0
3690	Utility Worker I	2	2	2	2	2
3700	Utility Worker II	4	2	4	4	3
3705	Utility Worker III	1	1	1	1	1
3720	Utility Worker Lead	1	1	1	1	0
TOTAL:		21	19	23	21	18



**PUBLIC WORKS DEPARTMENT
WASTEWATER COLLECTION DIVISION**

MISSION STATEMENT

To remove obstructions in sanitary sewer main lines and service lines within the public right of way. This division is responsible for the maintenance and installation of new main lines.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continued to reduce citizen complaints.
- Cross trained employees with Water Distribution.
- Responded to and repaired 53 major cave-ins due to broken wastewater lines.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Improve customer service.
- Provide customer service training.
- Continue job safety education.
- Continue cross train personnel with Water Distribution and Water Production to create a more productive Utilities Division.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Service calls	4,871	3,586	4,223	4,300
Riser repairs	168	336	422	400
Main line replacement (feet)	8515.5	19720	17860	18,000
Grease trap inspections	698	644	704	680



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WASTEWATER COLLECTION					
Personnel services	\$ 1,926,970	\$ 2,043,385	\$ 2,029,816	\$ 2,060,103	\$ 1,931,739
Contractual services	374,961	288,523	347,300	347,300	347,300
Materials and supplies	175,001	117,707	167,950	167,950	167,950
Maintenance charges	165,975	170,434	164,229	164,524	144,448
Capital outlay	11,472	79,006	-	-	110,000
TOTAL	\$ 2,654,379	\$ 2,699,055	\$ 2,709,295	\$ 2,739,877	\$ 2,701,437

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1130	Assistant Superintendent	1	1	1	1	1
1780	Equipment Operator I	3	3	3	3	3
1790	Equipment Operator II	1	1	1	0	0
2430	Office Assistant I	1	1	1	1	1
2969	Public Works Assistant I	0	0	0	0	0
2970	Public Works Assistant II	1	1	1	1	1
3010	Public Works Superintendent	1	1	0	0	0
3177	SCADA Technician IV	0	0	0	0	0
3690	Utility Worker I	6	4	6	5	5
3700	Utility Worker II	8	8	8	7	7
3705	Utility Worker III	1	1	1	1	1
3710	Utility Worker IV	11	12	12	12	12
TOTAL:		34	33	34	31	31



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**FACILITY OPERATIONS DEPARTMENT
WASTEWATER PLANTS DIVISION**

MISSION STATEMENT

To treat all wastewater generated in the City of Pasadena within the permit requirements established by the Texas Commission on Environmental Quality (TCEQ) and the Environmental Protection Agency (EPA) in a cost effective manner.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Construction completed on Golden Acres Wastewater Treatment Plant and on line to meet permit.
- Installed D.O. probes and cameras mounted to monitor the aeration basins at Vince Bayou Wastewater Plant.
- Implemented new odor control system at Golden Acres Wastewater Treatment Plant.
- Completed automation on SCADA system for Vince Bayou Wastewater Plant.
- Rebuilt 4 gear boxes for aeration basin at Vince Bayou Wastewater Plant.
- Installed new belt press at Golden Acres Wastewater Treatment Plant.
- Installed VFDs and flow meters at west plant RAS building at Golden Acres Wastewater Plant.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Operate the treatment plants in compliance with all the parameters of permits from the TCEQ and EPA.
- Strive to maintain plants in the most economical manner while meeting the demands of the permits.
- Start automation on SCADA system for Golden Acres Wastewater Plant.
- Remove hydraulic grinders and install step screens at Vince Bayou Wastewater Treatment Plant.
- Clean sludge out of north aeration basin at Vince Bayou Wastewater Treatment Plant.
- Replace existing blowers with energy efficient blowers at Golden Acres Wastewater Treatment Plant.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Annual flow (billion gallons)	5.1	4.5	4.1	4.7	4.9

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WASTEWATER PLANTS					
Contractual services	\$ 4,093,594	\$ 4,045,998	\$ 4,357,250	\$ 4,357,250	\$ 4,507,250
Materials and supplies	108,377	73,596	190,055	190,055	190,055
Maintenance charges	4,178	2,676	5,802	5,802	3,853
Other charges	82,173	73,384	103,000	103,000	103,000
Capital outlay	101,958	13,546	423,525	423,457	300,000
TOTAL	\$ 4,390,280	\$ 4,209,200	\$ 5,079,632	\$ 5,079,564	\$ 5,104,158



PUBLIC WORKS DEPARTMENT WASTEWATER MAINTENANCE DIVISION

MISSION STATEMENT

To maintain the City's 64 lift stations, this includes repairing or replacing pumps, repairing check and gate valves, control panel replacement, and installing and maintaining the City's SCADA (Supervisory Control and Data Acquisition) system, a computer system which monitors the various wastewater sites.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Construction completed on Sunset lift station.
- Construction completed on Westside lift station.
- Completed new lift station at Genoa Red Bluff (formerly Clearpoint).
- Started construction on Llano lift station.
- Bollards installed around all electrical service poles at Vince Bayou Wastewater Treatment Plant.
- Replaced discharge line and installed new shredder pump at Edgefield lift station.
- Started pre-treatment program and sample grabs at Schwans Food Company.
- Installed diesel pump at North Main Lift Station to activate during emergencies.
- Secured contract to clean West Pitts Lift Station.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Complete Llano lift station.
- Start construction on replacing El Cary, Winding Road & Catalina lift stations.
- Start construction on rehabbing Middlefield, Bearle & Redwood Falls lift stations.
- Start construction on installing back-up pumps at Thomas & Preston and West Pitts lift stations.
- Utilize local scheduled training to improve the skill of the workforce, meet certification requirements, and manage costs.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
% of repairs completed	86	86		86	90
Number of pumps installed	12	11	15	15	12
% of pumps returned to service in 24 hrs	98	98	98	98	98
Sewer lift stations (ls) maintained/crew/month	1 man per 12.2 ls	1 man per 9 ls	1 man per 9 ls	1 man per 9 ls	1 man per 10.67 ls



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WASTEWATER MAINTENANCE					
Personnel services	\$ 499,194	\$ 600,147	\$ 754,353	\$ 756,859	\$ 652,729
Contractual services	137,195	108,451	99,400	99,400	99,400
Materials and supplies	159,789	200,376	185,050	185,050	185,050
Maintenance charges	65,629	85,785	78,568	79,119	65,761
Capital outlay	131,680	46,515	23,000	23,000	80,000
TOTAL	\$ 993,487	\$ 1,041,274	\$ 1,140,371	\$ 1,143,428	\$ 1,082,940

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
2965	Pooled Public Works Worker	0	4	4	3	3
2970	Public Works Assistant II	0	0	0	0	0
3010	Public Works Superintendent	1	1	1	1	1
3180	SCADA Technician IV	0	0	0	0	0
3190	SCADA Technician V	0	0	0	0	0
3400	Sr Public Works Assistant	1	1	1	1	1
3650	Utility Maintenance Technician I	2	2	2	2	1
3660	Utility Maintenance Technician II	2	2	3	3	3
3670	Utility Maintenance Technician III	0	0	1	1	1
3680	Utility Maintenance Lead	2	2	2	1	2
TOTAL:		8	12	14	12	12



PUBLIC WORKS DEPARTMENT WATER DISTRIBUTION

MISSION STATEMENT

To provide for the distribution of safe drinking water in compliance with all regulatory requirements to the residents of the City of Pasadena in the form of maintenance, repair, and/or replacement of water mains and service connections.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Replaced and upgraded deteriorated water lines.
- Improved response time in answering citizen complaints.
- Provided opportunities for continued training and education of Water Distribution employees, which enhanced the ability of the employees to provide a quality service to the customers.
- Began cross training Water Distribution and Wastewater Personnel

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Fulfill the planned replacement and upgrades of existing water lines.
- Continue to improve level of response to citizen complaints.
- Continue to increase knowledge in the field of horizontal drilling installation of pipe.
- Inspect and repair large meters in order to reduce the amount of lost water.
- Repair all water leaks as soon as possible in order to reduce amount of lost water each year.
- Cross train personnel with Water Production, Wastewater Rehab and Wastewater Collection
- To create a more productive Utilities Division.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Number of leaks repaired	15,697	2,680	2,092	2,100
Fire hydrants repaired/replaced	84	42	48	45
Meters set	209	134	190	200
Pipes replaced (feet)	8,850	12,000	20,000	20,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WATER DISTRIBUTION					
Personnel services	\$ 1,493,189	\$ 1,542,813	\$ 1,496,008	\$ 1,672,283	\$ 1,237,460
Contractual services	40,072	21,876	32,500	32,500	32,500
Materials and supplies	349,308	498,580	453,600	453,600	453,600
Maintenance charges	163,492	226,521	235,348	235,394	213,286
Capital outlay	20,922	328,652	41,800	41,740	63,000
TOTAL	\$ 2,066,983	\$ 2,618,442	\$ 2,259,256	\$ 2,435,517	\$ 1,999,846

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1130	Assistant Superintendent	1	0	0	0	0
1780	Equipment Operator I	4	4	4	3	3
1790	Equipment Operator II	0	0	0	0	0
1800	Equipment Operator III	1	1	1	1	1
2970	Public Works Assistant II	0	0	0	0	0
3010	Public Works Superintendent	0	1	0	0	0
3660	Utility Maintenance Technician II	0	1	1	1	1
3670	Utility Maintenance Technician III	6	4	4	3	3
3671	Utility Maintenance Technician IV	1	1	1	1	2
3685	Utilities Superintendent	0	0	1	1	1
3690	Utility Worker I	6	5	7	6	5
3700	Utility Worker II	4	5	5	5	5
3710	Utility Worker IV	0	0	0	0	0
TOTAL:		23	22	24	21	21



PUBLIC WORKS DEPARTMENT WATER PRODUCTION

MISSION STATEMENT

To operate and maintain city owned storage facilities, well and water metering stations, including the daily monitoring of water quality and quantity in order to protect public health in compliance with all regulatory requirements. In addition, this division reports to governmental agencies having jurisdiction over public water systems.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Maintained seven water wells.
- Rehabilitated one well and put back in service.
- Provided 6.5 billion gallons of water to meet the city's demand.
- Maintained all water storage facilities in accordance with state regulations.
- Continued cross-connection control program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Upgrade existing water pumps at four booster pumping stations to improve pumping capacity.
- Provide safe and clean water in adequate quantities.
- Develop methods and practices to more effectively provide water for current and future needs.
- Utilize local scheduled training to improve the skill of the workforce, meet certification requirements, and manage costs.
- Implement revisions of UPC plumbing code in cross-connection control.
Continue cross training personnel with Water Distribution, Wastewater Collection and Wastewater rehab to create a more productive Utilities Division.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Southeast water production plant (billion gallons)	5.7	6.7	6.5	6.7
East water plant (billion gallons)	0.7	0.3	0.0	0.0
Well water (million gallons)	375.0	370.0	381.0	380.0
Fire hydrants painted & serviced	220	102	57	300
Fire hydrants flushed	1,074	1,003	1,211	1,200
Meters tested	1,250	875	640	1,200



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WATER PRODUCTION					
Personnel services	\$ 688,841	\$ 722,375	\$ 637,268	\$ 665,984	\$ 560,136
Contractual services	353,993	308,780	355,000	355,000	495,000
Materials and supplies	42,421	53,032	58,200	58,323	58,200
Maintenance charges	58,144	70,553	68,385	68,385	60,424
Other charges	4,870,988	4,443,110	3,800,000	3,667,715	3,920,476
Capital Outlay	-	-	45,000	44,950	45,000
TOTAL	\$ 6,014,387	\$ 5,597,850	\$ 4,963,853	\$ 4,860,357	\$ 5,139,236

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1130	Assistant Superintendent	1	1	1	1	1
1490	Clerical Assistant II	1	1	1	0	0
2050	Inspector IV	1	0	1	1	1
2969	Public Works Assistant I	0	0	0	0	0
2970	Public Works Assistant II	0	0	0	0	0
3010	Public Works Superintendent	0	0	0	0	0
3650	Utility Maintenance Technician I	6	4	5	5	5
3660	Utility Maintenance Technician II	2	2	2	2	2
3670	Utility Maintenance Technician III	1	2	2	2	1
3680	Utility Maintenance Lead	1	1	0	0	0
3684	Assistant Utilities Superintendent	0	0	1	0	0
TOTAL:		13	11	13	11	10



PUBLIC WORKS DEPARTMENT WATER BILLING

MISSION STATEMENT

The Water Billing Office is responsible for the billing and collection of water, sewer and sanitation receivables in a timely and accurate manner. Our mission is to provide professional customer service and to provide accurate and timely services to the city's customers for billing questions and concerns, connects, disconnects, transfers, meter readings, etc.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Amended Chapter 37 of the Code of Ordinances to address delinquent account issues and to recoup costs associated with various activities of the water and sewer fund;
- Implemented a convenience fee model for payments made by web and/or telephone with anticipated savings in merchant fee costs of approximately \$75,000 versus FY2009;
- Acquired remittance scanners which accelerated the deposit of checks by at least 4 days (Imaging) and has reduced the number of insufficient checks received; and
- Put into practice a collections program which has improved performance in the collection of delinquent accounts.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Complete billing software conversion which will have an electronic interface with financial system;
- Implement processing fee for point of sale transactions with anticipated savings of at least \$25,000;
- Put into service a remote meter reading technology to further reduce the time and cost of reading nearly 36,000 accounts;
- Review current deposit practices and stolen water issues to develop and implement recommendations to reduce risk to the City; and
- Be the leader in fostering a 'customer-orientated' approach and providing the highest level of service to internal and external customers.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Service orders processed	56,216	30,320	23,586	15,500
Connect/disconnects	12,172	11,107	11,133	12,000
Customer service inspections	438	209	266	275
Account inventory	35,691	36,132	35,994	36,025
Amount billed	\$37.6 Million	\$40.9 Million	\$40.3 Million	\$41.5 Million



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WATER BILLING					
Personnel services	\$ 1,254,425	\$ 1,438,104	\$ 1,574,506	\$ 1,665,504	\$ 1,479,885
Contractual services	3,145,190	1,502,097	428,607	428,607	360,000
Materials and supplies	364,687	315,891	374,400	377,277	319,800
Maintenance charges	81,061	82,707	99,989	117,847	92,415
Capital outlay	-	89,825	265,000	264,696	80,000
TOTAL	\$ 4,845,363	\$ 3,428,624	\$ 2,742,502	\$ 2,853,931	\$ 2,332,100

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1250	Assistant Water Billing Manager	1	1	1	1	1
1265	Billing Coordinator	0	1	1	1	1
1490	Clerical Assistant II	0	1	1	1	1
1495	Collections Coordinator	1	1	1	1	1
3460	Sr Water Billing Assistant	4	4	4	4	4
3530	Tech Support Analyst III	0	0	0	0	0
3650	Utility Maintenance Technician I	3	4	4	4	4
3660	Utility Maintenance Technician II	2	2	2	2	2
3670	Utility Maintenance Technician III	1	1	1	1	1
3671	Utility Maintenance Technician IV	1	1	1	1	0
3785	Pooled Water Billing Worker	0	3	3	2	3
3790	Water Billing Assistant I	2	1	1	1	1
3800	Water Billing Assistant II	4	5	5	5	5
3810	Water Billing Manager	1	1	1	1	1
TOTAL:		20	26	26	25	25



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
DEBT SERVICE					
Other uses	\$ 6,583,652	\$ 4,618,979	\$ 6,477,741	\$ 6,477,741	\$ 7,849,561
TOTAL	\$ 6,512,627	\$ 4,635,091	\$ 6,477,741	\$ 6,477,741	\$ 7,849,561

**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
OTHER CHARGES					
Personnel services	\$ -	\$ -	\$ 36,000	\$ 491,091	\$ 159,490
Materials and supplies	-	-	-	-	2,500,000
Other uses	38,897	44,037	40,469	40,469	40,469
Other financing uses	1,800,000	2,528,372	2,500,000	2,500,000	3,000,000
TOTAL	\$ 1,838,897	\$ 2,572,409	\$ 2,576,469	\$ 3,031,560	\$ 5,699,959



**FY 2011 ADOPTED BUDGET
INTERNAL SERVICE FUNDS SUMMARY**

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 201,979	\$ 1,241,388	\$ 5,366,766	\$ 10,906,177	\$ 17,716,310
REVENUE					
Interest earned	5,000	1,254	2,200	22,000	30,454
Charges for sales or services	9,458,673	1,128,398	1,500,000	13,978,000	26,065,071
Other revenue/transfers	500	64,000	192,000	-	256,500
TOTAL REVENUES	9,464,173	1,193,652	1,694,200	14,000,000	26,352,025
EXPENDITURES					
Personnel services	4,563,380	99,824	-	-	4,663,204
Contractual services	1,359,164	16,367	-	83,000	1,458,531
Material & supplies	2,668,355	1,000	-	-	2,669,355
Maintenance charges	792,984	-	-	-	792,984
Capital outlay	176,000	-	-	-	176,000
Other uses/charges	-	815,000	1,813,000	15,404,510	18,032,510
Other financing	-	-	-	1,000,000	1,000,000
TOTAL EXPENDITURES	9,559,883	932,191	1,813,000	16,487,510	28,792,584
REVENUES OVER/(UNDER)					
EXPENDITURES	(95,710)	261,461	(118,800)	(2,487,510)	(2,440,559)
ENDING FUND BALANCE	\$ 106,269	\$ 1,502,849	\$ 5,247,966	\$ 8,418,667	\$ 15,275,751

DESCRIPTION

The City's four Internal Service funds provide a basis for charging citywide costs to other funds, including a broad range of services provided particularly through the Maintenance fund. The City is self-insured in its group health insurance and the Health Insurance fund provides the accounting vehicle for this plan. The City's general property liability and Workers' Compensation areas are fully insured. The General, System, Special Revenue funds, and the Maintenance fund itself (regarding Workers' Compensation and Health Insurance) are all charged appropriate amounts of the costs of the "Insurance" funds.

The ending fund balance of these four funds provides a buffer for the City's General and System fund balances. Unforeseen costs can be funded within the confines of these funds without unduly hampering City operations as conducted through the General and System funds. Although the cost of health care continues to grow, changes made to the plans available to employees have continued to help keep our costs down. However, the Maintenance fund projected ending fund balance of \$106,269 must be reviewed thoroughly so as to ensure the City has sufficient funding for replacing computers, computer network systems, equipment and vehicles. It is anticipated that ending fund balances for all these funds combined will be about \$15.3 million.



**FY 2011 ADOPTED BUDGET
WORKERS' COMPENSATION FUND (067)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUE					
Interest earned	\$ 34,734	\$ 5,947	\$ 6,578	\$ 1,254	\$ 1,254
Investment Income	34,734	5,947	6,578	1,254	1,254
Miscellaneous	-	690	-	400	-
Miscellaneous Income	-	690	-	400	-
Recovery of damage claims	48,826	23,240	-	-	-
Prior year expense refund	45,940	139,827	44,000	170,481	44,000
Insurance recovery	133,222	32,274	20,000	51,815	20,000
Expense/Recovery Income	227,988	195,341	64,000	222,296	64,000
Contributions - city	882,992	928,299	1,128,398	1,128,398	1,128,398
Contribution Income	882,992	928,299	1,128,398	1,128,398	1,128,398
Transfer from general fund	-	-	-	-	-
Total Revenue	1,145,714	1,130,277	1,198,976	1,352,348	1,193,652
EXPENDITURES					
Personnel services	88,194	97,202	98,326	98,326	99,824
Contractual services	14,846	20,537	16,367	16,797	16,367
Materials & supplies	5,737	1,095	1,000	1,845	1,000
Other uses	626,171	780,840	815,000	815,000	815,000
Other financing	200,000	500,000	-	-	-
Total Expenditures	934,948	1,399,674	930,693	931,968	932,191
Revenue Over/(Under) Expenditures	210,766	(269,397)	268,283	420,380	261,461
Beginning Fund Balance	879,639	1,090,405	821,008	821,008	1,241,388
Ending Fund Balance	\$ 1,090,405	\$ 821,008	\$ 1,089,291	\$ 1,241,388	\$ 1,502,849

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
3120	Safety and Risk Manager	1	1	1	1	1
TOTAL:		1	1	1	1	1



**FY 2011 ADOPTED BUDGET
HEALTH INSURANCE FUND (069)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUES					
Interest earned	\$ 453,094	\$ 114,455	\$ 127,286	\$ 22,167	\$ 22,000
Investment Income	453,094	114,455	127,286	22,167	22,000
Prior year expense refund	59,074	25,839	42,000	177,809	42,000
Hmp insurance	178	-	-	-	-
City health contributions	10,943,520	11,312,241	12,049,920	12,049,920	11,520,000
Retiree health contribution	519,562	461,502	585,000	585,000	585,000
Cobra health contribution	17,704	8,975	9,000	9,000	9,000
Cobra assistance	-	3,318	-	3,846	-
Employee health deduction	804,844	818,930	860,000	860,000	860,000
Flex spending	231,423	271,672	200,000	219,390	200,000
Insurance recovery	392,774	2,421,664	500,000	1,216,852	500,000
Dental - EE deduction	111,271	118,142	112,000	112,000	112,000
Dental - retiree contribution	16,230	64,662	45,000	46,075	45,000
Life-EE additional life ins	118,390	98,406	105,000	105,000	105,000
Contributions	13,214,970	15,605,351	14,507,920	15,384,892	13,978,000
Transfer from general fund	-	-	-	-	-
Transfer from maintenance fund	-	-	-	-	-
TOTAL REVENUE	13,668,064	15,719,806	14,635,206	15,407,059	14,000,000
EXPENDITURES					
Personnel services	3,654	-	-	1,355	-
Contractual services	46,502	42,939	68,000	82,605	83,000
Material and supplies	554	27	-	-	-
Other uses:					
Claims/claims related expenses	7,652,916	10,942,989	7,940,000	7,940,000	8,892,800
Prescription drugs	1,300,566	1,481,673	1,508,000	1,508,000	1,688,960
Administration fees	512,311	627,390	750,000	750,000	750,000
Dental insurance	312,204	411,318	370,000	456,637	450,000
Other	2,057,281	3,611,862	3,676,000	4,194,150	3,622,750
IBNR accrual adjustment	(484,427)	(6,787)	-	-	-
Transfer to general fund	-	500,000	1,000,000	1,000,000	1,000,000
TOTAL EXPENDITURES	11,401,561	17,611,411	15,312,000	15,932,747	16,487,510
Revenue Over/(Under)					
Expenditures	2,266,503	(1,891,605)	(676,794)	(525,688)	(2,487,510)
Beginning Fund Balance	11,056,967	13,323,470	11,431,865	11,431,865	10,906,177
Ending Fund Balance	\$ 13,323,470	\$ 11,431,865	\$ 10,755,071	\$ 10,906,177	\$ 8,418,667



**FY 2011 ADOPTED BUDGET
GENERAL LIABILITY INSURANCE FUND (FUND 070)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUES					
Interest earned	\$ 32,469	\$ 10,495	\$ 11,775	\$ 2,200	\$ 2,200
Investment Income	32,469	10,495	11,775	2,200	2,200
Recovery of damage claims	106,494	97,669	102,000	102,000	102,000
Insurance recovery	3,120	9,846	20,000	78,441	20,000
Prior year expense refund	73,100	80,006	70,000	70,000	70,000
Other Revenues	182,714	187,521	192,000	250,441	192,000
Contributions - general fund	500,000	500,000	500,000	500,000	500,000
Contributions - system fund	300,000	300,000	500,000	500,000	1,000,000
Contributions - workers' comp fund	200,000	-	-	-	-
Contributions	1,000,000	800,000	1,000,000	1,000,000	1,500,000
Transfers in - general fund	-	-	572,000	5,572,000	-
Other Financing Sources	-	-	572,000	5,572,000	-
Total Revenue	1,215,183	998,016	1,775,775	6,824,641	1,694,200
EXPENDITURES					
Other uses	1,142,466	1,291,110	1,775,000	1,779,358	1,813,000
Total Expenditures	1,142,466	1,291,110	1,775,000	1,779,358	1,813,000
Revenue Over/(Under)Expenditures	72,717	(293,094)	775	5,045,283	(118,800)
Beginning Fund Balance	541,860	614,577	321,483	321,483	5,366,766
Ending Fund Balance	\$ 614,577	\$ 321,483	\$ 322,258	\$ 5,366,766	\$ 5,247,966



**FY 2011 ADOPTED BUDGET
MAINTENANCE FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 8,133,563	\$ 3,150,483	\$ 1,609,568	\$ 1,609,568	\$ 201,979
REVENUES	9,736,711	11,143,498	10,446,483	10,431,428	9,464,173
EXPENDITURES	14,719,791	12,684,413	10,692,807	11,839,017	9,559,883
REVENUES OVER/(UNDER) EXPENDITURES	(4,983,080)	(1,540,915)	(246,324)	(1,407,589)	(95,710)
ENDING AVAILABLE RESOURCES	\$ 3,150,483	\$ 1,609,568	\$ 1,363,244	\$ 201,979	\$ 106,269

DESCRIPTION AND EXPLANATION OF FUND

The Maintenance fund is an Internal Service fund of the City and is used to capture costs billable to other City departments. The cost of departments that provide service internally to other City departments is billed based on standard cost allocation criteria. The City's policy is to maintain sufficient balance in the fund to provide for equipment replacement when necessary; therefore, thorough monitoring and full cost of equipment will need to be looked at due to a decline in fund balance.

ALLOCATION CRITERIA

- Mailroom operations: Number of employees per department.
- Fleet maintenance and equipment replacement (vehicle charges): Original costs and location of equipment.
- Building maintenance: Hours worked in each department by building maintenance personnel.
- Information services and equipment (EDP charges): Replacement cost, number and location of equipment.
- Electrical department: Hours worked in each department by electrical personnel.
- Radio services: Location of equipment and original cost or the equipment divided by total cost of the equipment.
- Janitorial department: Average hours worked by janitorial personnel in each department.



**FY 2011 ADOPTED BUDGET
MAINTENANCE FUND REVENUE DETAIL**

MAINTENANCE FUND REVENUE CATEGORY	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Towing charges	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Charges for Service	-	-	500	500	500
Interest earned	223,782	23,299	25,627	3,500	5,000
Investment Income	223,782	23,299	25,627	3,500	5,000
Miscellaneous	17,021	19,829	2,000	2,000	2,000
Recovery of damage claims	9,029	-	3,500	3,500	3,500
Recovery of damage claims	-	-	-	196	-
Mailroom revenues	100,692	128,232	121,361	121,361	117,149
Motor pool equipment	5,017,992	5,948,748	5,390,069	5,390,069	4,967,859
Donation	11,092	-	-	-	-
Building maintenance	284,088	441,714	452,571	452,571	427,389
Information tech revenues	1,524,192	1,762,128	1,778,977	1,778,977	1,583,460
Electrical department revenues	751,656	1,004,328	1,067,223	1,067,223	1,059,559
Radio equipment	329,040	355,344	344,304	344,304	318,577
Warehouse	322,738	437,404	474,329	474,329	295,797
Janitorial	622,848	677,652	736,022	736,022	633,383
Operating Revenues	8,990,388	10,775,379	10,370,356	10,370,552	9,408,673
Sale of city property	522,541	331,797	50,000	56,876	50,000
Non-Operating Revenue	522,541	331,797	50,000	56,876	50,000
Hurricane Ike Claims Fund	-	13,023	-	-	-
Other Financing Sources	-	13,023	-	-	-
TOTAL REVENUE	\$ 9,736,711	\$11,143,498	\$10,446,483	\$10,431,428	\$ 9,464,173



**FY 2011 ADOPTED BUDGET
MAINTENANCE FUND EXPENDITURES**

EXPENDITURE SUMMARY

BY CATEGORY	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Personnel services	\$ 5,021,393	\$ 5,220,335	\$ 4,878,491	\$ 5,960,569	\$ 4,563,380
Contractual services	1,128,842	1,273,128	1,309,164	1,309,609	1,359,164
Materials and supplies	3,472,555	2,454,296	2,718,355	2,719,457	2,668,355
Maintenance charges	608,320	933,040	804,349	866,934	792,984
Capital outlay	4,488,681	2,803,614	982,448	982,448	176,000
TOTAL	14,719,791	12,684,413	10,692,807	11,839,017	9,559,883

BY DEPARTMENT/DIVISION

Technical Services					
Information services	1,571,125	1,885,854	1,699,828	1,756,448	1,544,833
Radio services	432,484	458,308	329,376	329,376	402,655
Subtotal Technical Services	2,003,609	2,344,162	2,029,204	2,085,824	1,947,488
Maintenance Services					
Fleet management	10,242,133	7,745,532	6,123,727	6,302,798	4,931,215
Building maintenance	397,970	408,067	412,691	452,822	425,181
Janitorial	608,731	663,320	689,157	718,747	650,416
Electrical	1,084,159	1,103,658	1,032,374	1,165,513	1,022,690
Subtotal Maintenance Services	12,332,993	9,920,577	8,257,949	8,639,880	7,029,502
Purchasing					
Mailroom	108,269	117,241	117,329	117,676	115,559
Warehouse	274,920	302,433	258,325	351,578	292,404
Subtotal Purchasing	383,189	419,674	375,654	469,254	407,963
Other	-	-	30,000	644,059	174,930
TOTAL	\$ 14,719,791	\$ 12,684,413	\$ 10,692,807	\$ 11,839,017	\$ 9,559,883



TECHNICAL SERVICES INFORMATION TECHNOLOGY

MISSION STATEMENT

The Information Technology Department provides information and technology leadership in City government to enable continuous improvement in the effectiveness and efficiency of City functions and services.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Finish infrastructure/network to connect Fire Station 3 and 4 to the City network.
- Finish installing equipment at the new Fire Station 3 and 4.
- Started migration for the Fire Department from Tiburon System to Firehouse System.
- Finished implementing ticket writer system for Police Department and Courts.
- Upgraded GroupWise email system to next release.
- Upgraded Novell network to next release.
- Started to migrate TIPS to new server.
- Implemented the new spam filter GWAVA.
- Upgraded the Tiburon RMS and CAD System.
- Implemented new in-car video system.
- Installed video server and software in Police Department.
- Installed new backup system in Police Department.
- Upgraded Trackit and put on new server
- Replaced engineering server lost from IKE.
- Upgraded the license plate scanner server.
- Installed and implemented new volunteer software.
- Upgraded KATS software for PD.
- Started upgrade SunGard Finance and Community systems to current release adding additional features and web options.
- Started Sportsman software upgrade.
- Moved intranet to new server and changed operating systems.
- Started plan for disaster recovery of systems.
- Started plans to convert from RDLAP system to air cards for all police vehicles.
- Moved computers and phone system from rented building to MSB building and wired up the MSB building for users.
- Continue to update hardware and network infrastructure.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Finish upgrade of SunGard Finance and Community systems to current release adding additional features and web options. Upgrade Cognos report writer to current version.
- Convert current utility billing software to SunGard utility billing system.
- Finish implementation of the Firehouse system.
- Review, evaluate, purchase and convert to new Housing software.
- Eliminate home grown access databases with other systems.
- Finish migration of TIPS to new server.
- Update Call Center to new VOIP system.
- Implement disaster recovery system.
- Convert all Police vehicles from the RDLAP system to air cards.



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
INFORMATION TECHNOLOGY					
Personnel services	\$ 737,479	\$ 839,110	\$ 710,251	\$ 764,295	\$ 571,640
Contractual services	484,331	652,721	712,380	712,555	762,380
Materials and supplies	237,331	245,361	195,583	195,750	145,583
Maintenance charges	63,987	84,140	62,614	64,848	65,230
Capital outlay	47,997	64,522	19,000	19,000	-
TOTAL	\$ 1,571,125	\$ 1,885,854	\$ 1,699,828	\$ 1,756,448	\$ 1,544,833

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1070	Administrative Assistant	0	0	1	0	0
1200	Manager of Information Technology	1	1	1	1	1
1340	Business System Analyst III	0	1	2	2	2
1350	Business System Analyst IV	1	1	1	1	1
1351	Business System Analyst V	0	0	0	0	0
1420	CIS Assistant II	0	0	0	0	0
1700	Director Information Services	1	1	1	1	1
2675	PT Business System Analyst IV	0	0	0	0	0
2925	PT Tech Support Analyst III	1	0	0	0	0
3270	Sr CIS Assistant	0	0	0	0	0
3520	Tech Support Analyst I	2	2	0	0	0
3521	Tech Support Analyst II	1	2	2	2	2
3530	Tech Support Analyst III	2	1	0	0	0
3531	Tech Support Analyst V	1	1	1	1	0
3540	Tech Support Analyst IV	1	2	2	2	2
3560	Telephones Supervisor	0	0	0	0	0
TOTAL:		11	12	11	10	9

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Number of desktop computers installed	135	401	140	80
Average time to close service calls (days)	2	2	2	2
Average number service calls per month	415	435	251	300
% service calls completed within 24 hours	75	82	75	80
Number of laptop computers deployed	101	113	80	50



TECHNICAL SERVICES RADIO SERVICES

MISSION STATEMENT

The Radio Services Division is established for the purpose of providing an effective radio communication system for the City of Pasadena, thus allowing the City to provide the best public safety and service to its citizens.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Maintained reliable radio service to the many city divisions.
- Continued participation with Harris County Regional Radio System.
- Replaced one Radio Tech I position.
- Removed radios out of City of Pasadena vehicles that were auctioned.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to work with Harris County Regional Radio System.
- Continue to upgrade radios to Smart Zone to allow users to obtain full benefit from membership in Harris County Regional Radio System.
- Continue to install radios in new vehicles as needed.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2009 ESTIMATED	FY 2011 ADOPTED
Number radio installations	148	140	140	100
Number radio removals	112	112	140	80
Number radio repairs	585	1,200	1,300	1,200



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
RADIO SERVICES					
Personnel services	\$ 227,537	\$ 216,875	\$ 212,051	\$ 212,051	\$ 133,958
Contractual services	71,368	63,649	69,000	69,000	69,000
Materials and supplies	13,083	20,739	23,300	23,300	23,300
Maintenance charges	9,096	56,205	25,025	25,025	56,397
Capital outlay	111,400	100,840	-	-	120,000
TOTAL	\$ 432,484	\$ 458,308	\$ 329,376	\$ 329,376	\$ 402,655

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
3020	Radio Technician I	1	1	1	1	1
3030	Radio Technician III	1	1	1	1	1
3210	Sr Radio Technician	1	1	1	1	0
TOTAL:		3	3	3	3	2



MAINTENANCE SERVICES FLEET MANAGEMENT

MISSION STATEMENT

Provide excellent service and quality equipment that is safe, reliable, economical, and environmentally compliant for the users of fleet and equipment through a preventative maintenance and inspection program and the purchase of new and replacement equipment in accordance with city policy.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Purchased a new rollback wrecker with will lift.
- Reissued well maintained turn in vehicles to departments in need.
- Replaced tire machine.
- Replaced 2 post automotive lift in the PM shop.
- Changed PM service mileage from 3,000 to 6,000 to contain cost.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to ensure that 75% to 80% of gasoline powered vehicles purchased are LEV certified.
- Continue to ensure that 100% of diesel powered vehicles purchased are LEV certified.
- Provide continuing education for technicians.
- Continue to emphasize cost containment within the Fleet department.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Work orders per mechanics				
Shop 1 - heavy fleet	1,150	1,043	1,100	1,200
Shop 2 - light fleet	1,853	1,782	1,900	1,800
Shop 3 - body repair	510	489	500	485
Shop 6 - tire repair	608	597	650	625
Shop 7 - parts room	35	28	30	27
Light duty vehicle and equipment units	956	965	975	1,000
Heavy duty vehicle and equipment units	493	452	462	500



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
FLEET MANAGEMENT					
Personnel services	\$ 2,183,459	\$ 2,293,196	\$ 2,067,556	\$ 2,243,369	\$ 1,830,600
Contractual services	398,095	363,226	338,784	338,784	338,784
Materials and supplies	3,156,490	2,138,436	2,425,500	2,425,566	2,425,500
Maintenance charges	174,805	312,422	328,439	331,631	295,331
Capital outlay	4,329,284	2,638,252	963,448	963,448	41,000
TOTAL	\$10,242,133	\$ 7,745,532	\$ 6,123,727	\$ 6,302,798	\$ 4,931,215

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1075	Administrative Coordinator	0	1	0	0	0
1730	Director of Fleet Maintenance	1	1	1	1	0
2230	Maintenance Superintendent	1	1	1	1	0
2235	Maintenance Manager	0	0	0	0	1
2240	Maintenance Supervisor	3	3	3	3	3
2250	Maintenance Technician I	4	4	0	0	0
2260	Maintenance Technician II	3	4	4	4	4
2270	Maintenance Technician III	2	2	1	1	1
2280	Maintenance Technichian IV	1	1	1	1	1
2290	Maintenance Technician V	16	17	17	16	16
2310	Maintenance Assistant II	1	1	1	1	1
2635	PT Administrative Coordinator	0	0	1	1	1
3360	Sr Maintenance Assistant	0	0	0	0	0
TOTAL:		32	35	30	29	28



MAINTENANCE SERVICES BUILDING AND EQUIPMENT MAINTENANCE

MISSION STATEMENT

The purpose of the Building and Equipment Maintenance Division consists of providing quality maintenance and repairs in a timely and efficient manner for all City facilities. The division also does turn-key renovations when possible, including millwork.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Remodeled Water Billing department.
- Remodeled bathrooms at Convention Center.
- Repaired Landscaping storage building.
- Remodeled second floor of Municipal Service building.
- Painting of interior of Library.
- Continued repairs due to Hurricane Ike.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to prioritize and address all work orders in accordance to our S.O.P.
- Continue to P. M. service in all facets of our operation.
- Resume safety training to reduce accidents in the workplace.
- Continue to improve on the quantity and quality of work performed on all projects.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Work orders completed	403	468	419	450
Average hours per small projects/work orders	12	12	12	12
Average hours per large projects/work orders	75	75	75	75



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
BUILDING MAINTENANCE					
Personnel services	\$ 321,747	\$ 312,143	\$ 312,656	\$ 352,787	\$ 330,917
Contractual services	7,820	7,002	8,400	8,400	8,400
Materials and supplies	5,106	6,275	6,950	6,950	6,950
Maintenance charges	63,297	82,647	84,685	84,685	78,914
TOTAL	\$ 397,970	\$ 408,067	\$ 412,691	\$ 452,822	\$ 425,181

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1300	Building Technician V	4	4	4	4	3
2240	Maintenance Supervisor	1	1	1	1	1
TOTAL:		5	5	5	5	4



MAINTENANCE SERVICES JANITORIAL (CUSTODIAL)

MISSION STATEMENT

Provide quality custodial services for the City of Pasadena. This includes completing all tasks associated with custodial duties from facility cleaning, appearance, floor maintenance and physical health issues at City facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continued to improve communication between custodial staff and their customers.
- Improved custodial services at all facilities (through proper training and planning).
- Continued cross training and different facility training.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Resume safety training to continue with reduced accidents in the workplace.
- Service all City departments requiring custodial services, including additional square footage (using sick, vacation and flex times).
- Continue to improve communication between custodial staff and their customers.
- Maintain the facilities at their optimum operational capacity at a minimal cost.
- Purchase new machines and supplies for maximum efficiency.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Number of locations cleaned daily	13	12	13	13
Sq. footage of locations cleaned daily	244,000	187,480	273,480	273,480
Sq. footage cleaned per custodian daily	22,182	18,748	27,348	27,348



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
JANITORIAL					
Personnel services	\$ 496,897	\$ 528,778	\$ 560,497	\$ 589,176	\$ 505,200
Contractual services	91,054	115,350	106,950	106,950	106,950
Materials and supplies	8,227	5,372	10,550	11,195	10,550
Maintenance charges	12,553	13,820	11,160	11,426	12,716
TOTAL	\$ 608,731	\$ 663,320	\$ 689,157	\$ 718,747	\$ 650,416

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1620	Custodian I	9	10	9	9	8
1630	Custodian II	1	1	1	0	0
2695	PT Custodian I	1	1	2	2	2
TOTAL:		11	12	12	11	10



MAINTENANCE SERVICES ELECTRICAL DIVISION: ELECTRICAL, HVAC AND PLUMBING

MISSION STATEMENT

The purpose of the Electrical/HVAC Division of the Maintenance Services Department is to provide quality service to the City, maintaining and installing electrical/HVAC systems and equipment.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Install/replace various hvac systems within the City including City Hall, Fire Services, Animal Control, Police and MSB.
- Replaced plumbing in Narcotics facility.
- Repaired baseball fields.
- Installed security cameras at Corrigan Center and Street and Bridge.
- Upgraded lighting for the warehouse at 209 N. Main.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Maintain facilities to their optimum operation capacity at minimal costs.
- Install new energy efficient HVAC units to reduce electrical consumption.
- Prioritize service request to optimize efficiencies.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
HVAC service calls completed	349	313	284	300
HVAC equipment installations	12	11	10	9
HVAC preventive maint. services	362	370	350	360
Plumbing/l work orders completed	351	313	356	370
Electrical work orders completed	625	606	491	500
Electrical upgrades to meet Senate Bill 5 Requirements	5.0%	5.0%	5.0%	8.0%
Electrical, HVAC, and plumbing total square footage of facilities maintained	900,000	986,000	986,000	986,000
Combined total units HVAC maintains, condensers, air handlers, boilers etc.	320	327	327	327



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
ELECTRICAL					
Personnel services	\$ 803,102	\$ 760,452	\$ 753,185	\$ 830,335	\$ 740,891
Contractual services	8,698	2,802	4,700	4,970	4,700
Materials and supplies	39,726	25,592	45,862	45,941	45,862
Maintenance charges	232,633	314,812	228,627	284,267	231,237
TOTAL	\$ 1,084,159	\$ 1,103,658	\$ 1,032,374	\$ 1,165,513	\$ 1,022,690

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1290	Building Technician IV	1	0	1	1	2
1300	Building Technician V	6	7	7	7	7
1749	Electrical Supervisor	0	0	0	0	1
1817	Facility Superintendent	1	1	1	1	1
2240	Maintenance Supervisor	1	1	1	0	0
2310	Maintenance Assistant II	0	0	0	0	0
2440	Office Assistant II	0	0	1	1	1
3370	Sr. Office Assistant	1	1	0	0	0
TOTAL:		10	10	11	10	12



PURCHASING MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

The purpose of the Mail/Print Services department is twofold: to provide mail services in a cost-effective manner to City departments so that written communications can be exchanged dependably and in a timely manner and to satisfy any postal requirements, and to provide an internal source for reproduction needs both in color and in black and white printing.

The aims of the department are:

- Collect and process mail internally and externally.
- Send and receive mail in the most cost-effective manner.
- Account for and bill out mailing and copying costs to departments.
- Reproduction of documents as required.
- Distribution and delivery of documents.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Upgraded all postal and mailing equipment to latest technology.
- Provided City-wide print shop copying services.
- Printed, stuffed and mailed multiple large jobs.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Improve service capabilities to all departments.
- Cost savings by processing more reproduction jobs internally.
- Postage cost savings by sending large mail-outs at bulk mail rates.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Average cost per mail unit processed (metered)	\$ 0.63	\$ 0.63	\$ 0.63	\$ 0.64
Total number of mail units processed (metered)	153,345	165,845	162,687	160,000
Average monthly print/copy demand (# pages)	61,824	70,580	56,855	60,000
Total number b&w / Color printing jobs	400 / 70	497 / 73	325 / 68	350 / 70
Total printing jobs over 5,000 pages	20	30	35	35
Average number of print job requests per month	41	57	70	70



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
MAILROOM					
Personnel services	\$ 45,704	\$ 47,506	\$ 49,356	\$ 49,356	\$ 49,462
Contractual services	45,441	42,983	47,250	47,250	47,250
Materials and supplies	5,605	5,353	3,685	3,830	3,685
Maintenance charges	11,519	21,399	17,038	17,240	15,162
TOTAL	\$ 108,269	\$ 117,241	\$ 117,329	\$ 117,676	\$ 115,559

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1490	Clerical Assistant II	0	0	0	0	0
2430	Office Assistant I	1	1	1	1	1
TOTAL:		1	1	1	1	1



PURCHASING WAREHOUSE DIVISION

MISSION STATEMENT

The Warehouse mission is to provide services and support to meet the needs of our departments and create value for our City by providing quality materials and services in a cost-effective and timely manner.

ACHIEVEMENTS FOR FISCAL YEAR FOR 2010

- Improved accuracy of the stock and balance at the end of each day.
- Provide clean and safe work environment.
- Assist other departments with special needs in a timely manner.
- Improved the way stock is rotated.
- Monitor and evaluate slow moving stock.
- Completed database with stock locations.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Identify and delete obsolete items.
- Identify and restock fast moving items.
- Review and update policies and procedures.
- Minimize inventory costs while maximizing optimal customer satisfaction.

PERFORMANCE INDICATORS

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ESTIMATED	FY 2011 ADOPTED
Total # SKU's	1,243	1,267	1,280	1,280
Average inventory value	\$ 432,961	\$ 317,626	320,00	322,00
Inventory turnover rate	4.90	4.90	4.90	4.90
Inventory shrinkage (dollars)	\$ 3,012	\$ 3,968	\$ 3,000	\$ 2,000



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
WAREHOUSE					
Personnel services	\$ 205,468	\$ 222,275	\$ 182,939	\$ 275,141	\$ 225,782
Contractual services	22,035	25,395	21,700	21,700	21,700
Materials and supplies	6,987	7,168	6,925	6,925	6,925
Maintenance charges	40,430	47,595	46,761	47,812	37,997
TOTAL	\$ 274,920	\$ 302,433	\$ 258,325	\$ 351,578	\$ 292,404

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1355	Buyer II	1	1	1	1	1
3450	Sr Warehouse Assistant	1	1	1	1	1
3759	Warehouse Assistant I	1	2	2	1	2
3760	Warehouse Assistant II	0	0	0	0	0
3770	Warehouse Stocker	0	0	0	0	0
3780	Warehouse Supervisor	0	0	1	0	0
TOTAL:		3	4	5	3	4



**FY 2011 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
OTHER CHARGES					
Personnel services	\$ -	\$ -	\$ 30,000	\$ 644,059	\$ 174,930
Maintenance charges	-	-	-	-	-
Debt services	-	-	-	-	-
Other Financing	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 30,000	\$ 644,059	\$ 174,930

- Other Charges – The Maintenance fund is converted to a full accrual basis after the fiscal year is closed out. This includes converting cash expenditures for equipment made primarily through the fleet management budget into depreciation charges. These charges are posted by the City Controller’s Office in accordance with generally accepted accounting principles and are not budgeted.



FY 2011 ADOPTED BUDGET SPECIAL REVENUE FUNDS

OVERVIEW

The City has a number of Special Revenue funds that capture and account for revenue that would otherwise be accounted for through the General Fund. A legislative body, with the approval of the chief executive, has legally dedicated these funds to be used for certain purposes. This includes federal drug seizure monies dedicated by the federal government to local law enforcement activities. It also includes certain municipal court fines and fees dedicated by the Texas Legislature to be spent for law enforcement, municipal courts administration, or child safety.

Likewise, there are local revenues dedicated by the Mayor and City Council and/or through referendum of Pasadena's voters to certain purposes. This includes the Abandoned Motor Vehicle fund. Special Revenue funds are used to provide a combination of services and capital projects that conform to the legal requirements for the use of each funding source. Police, municipal courts, and convention center operations are assisted with Special Revenue funds.

The Juvenile Case Manager Fund accounts for a fee, not to exceed \$5.00, imposed whenever a defendant is convicted of a misdemeanor offense. The funds generated from these fees may be used only to finance the salary and benefits of a juvenile case manager.

Fees from auto license registrations, collected by the Harris County Tax Assessor and disperses the City's share, go into the Child Safety Fund. These fees are used for programs designed to enhance child safety, health, or nutrition, including child abuse, drug and alcohol abuse prevention and intervention.

Property and monies seized through federal asset forfeiture laws, in cooperation with the United States Drug Enforcement Agency, to further local law enforcement support the Equity Sharing – Justice Fund. The Equity Sharing – Treasury Fund utilizes property and monies seized through federal asset forfeiture laws, in cooperation with the United States Customs Service. These funds are used to provide equipment and services in excess of what local funding levels would support.

The Municipal Courts Security Fund is for security fees collected from the defendant convicted of a misdemeanor offense. They are to be used for providing security services, such as the purchase of x-ray machines and conveying systems, walk-through metal detectors, and miscellaneous items for the Municipal Court Building.

The State Forfeited Property Fund was established to account for the City's share of cash and proceeds realized from the sale of forfeited property resulting from cases aided by the City's law enforcement and prosecuted through the Harris County District Attorney's Office. This fund is designated for law enforcement purposes.

In the Law Enforcement Training Fund is the City's share of Law Enforcement Officer Standards and Education (LEOSE) fees collected by the State of Texas and is used for law enforcement education and training purposes only.



Ten percent of “time payment fees” collected from a convicted defendant who seeks to pay a fine, court cost, or restitution over a period of time rather than immediately is accounted for in the Judicial Efficiency Fund. These fees are used to improve the efficiency of the administration of justice in the City.

The Court Technology Fund accounts for fees collected as part of the municipal court fine. They are used to finance technological enhancements including computer systems, networks, hardware and software, imaging systems, electronic kiosks and ticket writers, and docket management systems for the Municipal Court system.

Established to account for the hotel and motel tax revenues is the Hotel and Motel Tax Fund. These taxes are restricted for enhancement and promotion of tourism, the convention and hotel industry of the City and its surrounding vicinity.

Preservation of Vital Statistics fees are collected in addition to the standard fees by the Health Department at the City. They collect an additional \$1.00 fee for the preservation of vital statistic records under Texas Health and Safety Code 191.001(h).

Funds that are designated to be used for law enforcement purposes only are collected in the Abandoned Motor Vehicle and Property Fund. This account was established to account for proceeds of abandoned vehicles and property that are sold at City auctions.

The Sign Removal Fund is used for the removal of illegal signs. These sign removal fees are collected from sign permit applicants and licensed sign companies through the Permit Department.

FY 2011 SPECIAL REVENUE FUNDS SUMMARY

FUND NAME	BEGINNING BALANCE (10/1/2010)	FY 2011 ESTIMATED REVENUES	FY 2011 ESTIMATED EXPENDITURES	REVENUES OVER/(UNDER) EXPENDITURES	ENDING BALANCE (9/30/2011)
Equity Sharing - Treasury	\$ 682,856	\$ 76,000	\$ 749,919	\$ (673,919)	\$ 8,937
Juvenile Case Mgr Fund	15,201	43,050	44,100	(1,050)	14,151
Child Safety Fund	297,865	259,500	274,864	(15,364)	282,501
Equity Sharing - Justice	495,778	200,400	305,000	(104,600)	391,178
Municipal Courts Security	306,563	147,700	282,522	(134,822)	171,741
State Seizure Fund	277,534	266,600	218,970	47,630	325,164
Law Enforcement Training	65,918	23,150	37,000	(13,850)	52,068
Judicial Efficiency Fund	60,797	52,120	39,539	12,581	73,378
Court Technology Fund	167,946	195,700	338,889	(143,189)	24,757
Hotel and Motel Tax Fund	869,689	248,200	455,447	(207,247)	662,442
Preservation of Vital Statistics	54,855	10,100	5,000	5,100	59,955
Abandoned Motor Vehicles	53,377	200,375	168,500	31,875	85,252
Sign Removal Fund	76,380	2,925	-	2,925	79,305
TOTAL	\$ 3,424,759	\$ 1,725,820	\$ 2,919,750	\$ (1,193,930)	\$ 2,230,829



**FY 2011 ADOPTED BUDGET
SPECIAL REVENUE FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCES BY FISCAL YEAR**

	FY 2008	FY 2009	FY 2010	FY 2010	FY 2011
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
BEGINNING FUND BALANCE	\$ 5,020,694	\$ 6,177,666	\$ 4,724,468	\$ 4,724,468	\$ 3,424,759
REVENUES	3,539,455	2,654,254	2,060,632	2,289,060	1,725,820
EXPENDITURES	2,382,483	4,107,452	3,687,351	3,588,769	2,919,750
REVENUE OVER/(UNDER) EXPENDITURES	1,156,972	(1,453,198)	(1,626,719)	(1,299,709)	(1,193,930)
ENDING FUND BALANCE	\$ 6,177,666	\$ 4,724,468	\$ 3,097,749	\$ 3,424,759	\$ 2,230,829

**ALL SPECIAL REVENUE FUNDS
TOTAL REVENUE BY CATEGORY AND FISCAL YEAR**

CATEGORY	FY 2008	FY 2009	FY 2010	FY 2010	FY 2011	% OF
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED	TOTAL
Hotel and motel tax	\$ 513,115	\$ 490,462	\$ 385,000	\$ 240,000	\$ 240,000	13.9%
Licenses and permits	3,570	2,954	4,000	2,800	2,800	0.2%
Drug/property seizures	1,749,845	1,096,759	633,722	1,040,000	540,000	31.3%
Court fines	450,419	439,516	440,000	437,000	437,000	25.3%
Sale of property	326,339	269,423	252,000	252,000	200,000	11.6%
Miscellaneous/grants/interest	496,167	355,140	345,910	317,260	306,020	17.7%
TOTAL REVENUE	\$ 3,539,455	\$ 2,654,254	\$ 2,060,632	\$ 2,289,060	\$ 1,725,820	100.0%

**ALL SPECIAL REVENUE FUNDS
TOTAL EXPENDITURES BY CATEGORY AND FISCAL YEAR**

CATEGORY	FY 2008	FY 2009	FY 2010	FY 2010	FY 2011	% OF
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED	TOTAL
Personnel services	\$ 524,059	\$ 544,772	\$ 697,601	\$ 780,675	\$ 1,187,457	40.7%
Contractual services	621,242	921,298	1,056,168	1,068,168	889,443	30.5%
Materials and supplies	742,463	1,254,216	818,561	812,061	539,233	18.5%
Other charges	270,126	138,097	211,686	189,530	114,117	3.9%
Other uses	34,047	38,642	29,500	29,500	29,500	1.0%
Capital outlay	190,546	1,210,427	873,835	708,835	160,000	5.5%
TOTAL EXPENDITURES	\$ 2,382,483	\$ 4,107,452	\$ 3,687,351	\$ 3,588,769	\$ 2,919,750	100.0%

The following pages will provide more detail regarding the various Special Revenue funds.



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**POLICE DEPARTMENT
EQUITY SHARING - TREASURY**

MISSION STATEMENT

It is the primary mission of the Equity Sharing – Treasury fund to utilize property and monies seized through federal asset forfeiture laws, in cooperation with the U.S. Customs Service, to further local law enforcement. This is accomplished by providing equipment in excess of what local funding levels would support.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Equipment was purchased.
- Funded minor equipment and tools that were purchased.
- Vehicle rentals.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Fund equipment purchases for various divisions within the Police Department
- Fund STEP increases/overtime in the amount of \$500,000.

**FY 2011 ADOPTED BUDGET
EQUITY SHARING - TREASURY FUND (040)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 7,407	\$ 4,350	\$ 4,811	\$ 840	\$ 1,000
Investment Income	7,407	4,350	4,811	840	1,000
Federal seizure revenue	403,107	103,397	75,000	300,000	75,000
Other Revenue	403,107	103,397	75,000	300,000	75,000
Total Revenue	410,514	107,747	79,811	300,840	76,000
Expenditures					
Personnel services	-	-	-	-	644,019
Contractual services	25,228	82,965	62,000	62,000	62,000
Materials and supplies	20,310	56,683	43,900	43,900	43,900
Capital outlay	-	64,635	65,000	-	-
Total Expenditures	45,538	204,283	170,900	105,900	749,919
Revenue Over/(Under)					
Expenditures	364,976	(96,536)	(91,089)	194,940	(673,919)
Beginning Fund Balance	219,476	584,452	487,916	487,916	682,856
Ending Fund Balance	\$ 584,452	\$ 487,916	\$ 396,827	\$ 682,856	\$ 8,937



MUNICIPAL COURT JUVENILE CASE MANAGER FUND

MISSION STATEMENT

The Juvenile Case Manager Fund was created pursuant to Ordinance No. 2005-309 that authorized the imposition of an additional court cost of \$1.00 to each fine-only misdemeanor to fund the salary and benefits of a juvenile case manager in the Municipal Courts Department. The creation of the fund and the position of juvenile case manager help the Municipal Court deal with the extensive additional work required to administer juvenile cases after the comprehensive juvenile reform legislation of 2003.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Continue to fund the salary and benefits of the juvenile case manager as that is the single purpose to which the fund is dedicated.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to fund the salary and benefits of the juvenile case manager as that is the single purpose to which the fund is dedicated.
- Relocate the juvenile case manager to an area where she can more easily interact with the public.

FY 2011 ADOPTED BUDGET JUVENILE CASE MANAGER FUND (042)

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 333	\$ 116	\$ 123	\$ 50	\$ 50
Investment Income	333	116	123	50	50
Juvenile case mgr fee	46,041	45,642	43,000	43,000	43,000
Municipal Court Fines	46,041	45,642	43,000	43,000	43,000
Total Revenue	46,374	45,758	43,123	43,050	43,050
Expenditures					
Personnel services	41,960	41,904	44,016	44,275	44,100
Total Expenditures	41,960	41,904	44,016	44,275	44,100
Revenue Over/(Under)					
Expenditures	4,414	3,854	(893)	(1,225)	(1,050)
Beginning Fund Balance	8,158	12,572	16,426	16,426	15,201
Ending Fund Balance	\$ 12,572	\$ 16,426	\$ 15,533	\$ 15,201	\$ 14,151



**POLICE DEPARTMENT
CHILD SAFETY FUND**

MISSION STATEMENT

It is the primary mission of the Child Safety Fund to utilize funds received from the renewal of motor vehicle registrations in Harris County and proceeds from the Municipal Court. The funds are used by the police department to enhance child safety and welfare.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Provided funding for S.O.R.P. (Sex Offender Registration Program) which allows officers to work overtime to track sex offenders who have failed to register as required by law. They also verify registration information provided by sex offenders who do register.
- After school program conducted in conjunction with Harris County Precinct 2 was funded this year.
- Purchased a 2010 Van for the Y.E.S. Program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Provide funding for the S.O.R.P. Program to ensure offenders are complying with law requirements.
- Continue to provide monies for after school program in conjunction with county agency.

**FY 2011 ADOPTED BUDGET
CHILD SAFETY FUND (043)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 8,186	\$ 2,346	\$ 2,492	\$ 500	\$ 500
Investment Income	8,186	2,346	2,492	500	500
Child safety fee	251,770	263,298	255,000	269,000	259,000
Other Revenues	251,770	263,298	255,000	269,000	259,000
Total Revenue	259,956	265,644	257,492	269,500	259,500
Expenditures					
Personnel services	187,311	138,287	122,836	125,836	122,364
Contractual services	21,749	82,616	62,000	102,000	102,000
Materials and supplies	6,447	11,743	25,500	25,500	25,500
Other Charges	750	-	22,156	-	-
Capital Outlay	-	-	25,000	25,000	25,000
Total Expenditures	216,257	232,646	257,492	278,336	274,864
Revenue Over/(Under)					
Expenditures	43,699	32,998	-	(8,836)	(15,364)
Beginning Fund Balance	230,004	273,703	306,701	306,701	297,865
Ending Fund Balance	\$ 273,703	\$ 306,701	\$ 306,701	\$ 297,865	\$ 282,501



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**POLICE DEPARTMENT
EQUITY SHARING – JUSTICE FUND**

MISSION STATEMENT

It is the primary mission of the Equity Sharing – Justice Fund to utilize property and monies seized through federal asset forfeiture laws, in cooperation with the U.S. Drug Enforcement Agency, to further local law enforcement. This is accomplished by providing equipment and services in excess of what local funding levels would support.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Due to the inconsistencies of the funding from the Justice Department, no budget was expended for FY 2010.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Upgrade Radio Frequency (RF) connection to an IP connection for Police Department.
- Purchase ammunition for departmental training.

**FY 2011 ADOPTED BUDGET
EQUITY SHARING - JUSTICE FUND (044)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 34,369	\$ 4,709	\$ 5,935	\$ 400	\$ 400
Investment Income	34,369	4,709	5,935	400	400
Federal seizure revenue	564,901	137,481	200,000	475,000	200,000
Miscellaneous	5,450	2,805	-	-	-
Other Revenues	570,351	140,286	200,000	475,000	200,000
Total Revenue	604,720	144,995	205,935	475,400	200,400
Expenditures					
Contractual services	95,410	87,410	-	-	170,000
Materials and supplies	313,857	546,327	-	500	60,000
Other charges	168,500	45,100	-	-	-
Capital outlay	86,004	369,234	-	-	75,000
Total Expenditures	663,771	1,048,071	-	500	305,000
Revenue Over/(Under)					
Expenditures	(59,051)	(903,076)	205,935	474,900	(104,600)
Beginning Fund Balance	983,005	923,954	20,878	20,878	495,778
Ending Fund Balance	\$ 923,954	\$ 20,878	\$ 226,813	\$ 495,778	\$ 391,178



MUNICIPAL COURT MUNICIPAL COURT SECURITY FUND

MISSION STATEMENT

The Municipal Court Building Security Fund is a creature of statute (TEX. REV. CIV. STAT. ANN., *Code of Criminal Procedure*, Art. 102.017) and its implementing City Ordinance (95-153). The purposes and, therefore, the mission of the fund are delineated by law and include the following: purchase or repair of X-ray machines and conveying systems; handheld metal detectors; walkthrough metal detectors; identification cards and systems; electronic locking and surveillance equipment; bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services; signage; confiscated weapon inventory and tracking systems; locks, chains, alarms or similar security devices; purchase or repair of bullet-proof glass; and continuing education on security issues for court personnel and security personnel. It is funded by a \$3.00 security fee that is a cost of court.

ACHIEVEMENTS FOR FISCAL YEAR 2010

Fiscal year 2010 saw the following significant improvements to the Municipal Court using the Security Fund as their funding source:

- Paid salary and benefit of court security personal.
- Upgraded security cameras.
- Installation of new monitors and door buzzers for prosecutor's office.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to fund salary and benefits of court security personnel
- Emphasize training of court personnel in the area of security
- Construct additional collection room with bullet-proof materials.
- Add additional station to pneumatic tube system for secure transport of court documents.



**FY 2011 ADOPTED BUDGET
MUNICIPAL COURT SECURITY FUND (045)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 22,886	\$ 4,591	\$ 5,127	\$ 700	\$ 700
Investment Income	22,886	4,591	5,127	700	700
Municipal court - security	149,671	145,336	147,000	147,000	147,000
Other Court Fee	149,671	145,336	147,000	147,000	147,000
Total Revenue	172,557	149,927	152,127	147,700	147,700
Expenditures					
Personnel services	195,649	235,440	242,899	242,899	243,288
Contractual services	1,712	15,964	13,234	13,234	13,234
Materials and supplies	7,020	3,468	26,000	26,000	26,000
Capital outlay	62,007	62,185	50,000	-	-
Total Expenditures	266,388	317,057	332,133	282,133	282,522
Revenue Over/(Under)					
Expenditures	(93,831)	(167,130)	(180,006)	(134,433)	(134,822)
Beginning Fund Balance	701,957	608,126	440,996	440,996	306,563
Ending Fund Balance	\$ 608,126	\$ 440,996	\$ 260,990	\$ 306,563	\$ 171,741

STAFFING

Job Code	Job Title	2008 Actual	2009 Actual	2010 Amended	2010 Filled	2011 Adopted
1450	City Marshal	3	3	3	3	3
TOTAL:		3	3	3	3	3



**POLICE DEPARTMENT
STATE SEIZURE FUND**

MISSION STATEMENT

It is the primary mission of the State Seizure Fund to utilize asset forfeiture from cases filed in state courts to further local law enforcement. This is accomplished by providing equipment in excess of what local funding levels would support.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Purchased ammunition for departmental training.
- Purchased new photo processing machine for the Identification Division.
- Purchased new “total station” measurement device for crime scene and accident reconstruction.
- Purchased truck scales for Commercial Vehicle Enforcement division.
- Purchased K-9 Dog.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Maintain maintenance agreements.
- Continue to purchase state-of-the-art safety vest.

**FY 2011 ADOPTED BUDGET
STATE SEIZURE FUND (046)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 26,450	\$ 9,184	\$ 9,943	\$ 1,600	\$ 1,600
Investment Income	26,450	9,184	9,943	1,600	1,600
Asset forfeitures - state	697,437	853,076	358,722	265,000	265,000
Miscellaneous	78,950	-	-	-	-
Other Revenues	776,387	853,076	358,722	265,000	265,000
Total Revenue	802,837	862,260	368,665	266,600	266,600
Expenditures					
Personnel service	-	-	150,000	255,210	-
Contractual services	29,843	115,177	203,512	203,512	80,000
Materials and supplies	36,720	376,196	346,398	346,398	118,970
Other charges	-	-	80,000	80,000	20,000
Capital outlay	-	291,719	367,000	367,000	-
Total Expenditures	66,563	783,092	1,146,910	1,252,120	218,970
Revenue Over/(Under)					
Expenditures	736,274	79,168	(778,245)	(985,520)	47,630
Beginning Fund Balance	447,612	1,183,886	1,263,054	1,263,054	277,534
Ending Fund Balance	\$ 1,183,886	\$ 1,263,054	\$ 484,809	\$ 277,534	\$ 325,164



**POLICE DEPARTMENT
LAW ENFORCEMENT TRAINING AND EDUCATION FUND**

MISSION STATEMENT

It is the primary mission of the Law Enforcement Training and Education Fund to utilize funds received from the state for the training of local law enforcement personnel. This is accomplished by providing training that otherwise would be unavailable from other local funding sources.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Training seminars were funded for officers from all areas of the department related to community policing.
- Various training for numerous officers in different areas within the department.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue training of personnel from all areas of the police department pertaining to their respective areas of expertise.

**FY 2011 ADOPTED BUDGET
LAW ENFORCEMENT TRAINING AND EDUCATION FUND (047)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 1,174	\$ 405	\$ 421	\$ 150	\$ 150
Investment Income	1,174	405	421	150	150
Law officer - warrant	1,030	1,010	1,000	1,200	1,000
Law officer - fire marshal	1,246	1,220	1,000	1,200	1,000
Law Officer - police	20,162	23,964	21,000	21,000	21,000
Other Revenues	22,438	26,194	23,000	23,400	23,000
Total Revenue	23,612	26,599	23,421	23,550	23,150
Expenditure					
Contractual services	8,895	11,088	17,000	17,000	37,000
Total Expenditures	8,895	11,088	17,000	17,000	37,000
Revenue Over/(Under)					
Expenditures	14,717	15,511	6,421	6,550	(13,850)
Beginning Fund Balance	29,140	43,857	59,368	59,368	65,918
Ending Fund Balance	\$ 43,857	\$ 59,368	\$ 65,789	\$ 65,918	\$ 52,068



MUNICIPAL COURT MUNICIPAL COURT JUDICIAL EFFICIENCY FUND

MISSION STATEMENT

The Municipal Court Judicial Efficiency Fund is a creature of statute (TEX. REV. CIV. STAT. ANN., *Local Government Code*, Sec. 133.103). The purposes and, therefore, the mission of the fund are delineated by law. Essentially, the fund is created and divided in this manner: If a fine cannot be paid within 30 days, an additional \$25.00 cost is added to each charge (The Time Payment Fee). The State is entitled to one half of this fee. Of the remaining \$12.50, \$10.00 goes to the general fund and the balance (\$2.50) goes into the Judicial Efficiency Fund for the purpose of improving the efficiency and administration of justice in the municipality.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Provided continuing education for members of the municipal court staff including all of the judges and many of the clerks.
- This fund continued to pay overtime for the marshal's office in connection with juvenile roundups.
- Judicial Efficiency was also an effective safety net for those under-budgeted general fund expenses that were necessary to the day to day management of the municipal court.
- Judicial Efficiency was also the source of funding for the contract Spanish Language interpreter as well as interpreters of other languages as well.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Court clerks will again be attending continuing education as will the judges. This is particularly important in years when the legislature will be in session.
- The marshal's overtime program will again be funded to assure compliance with the requirements of TEX. REV. CIV. STAT. ANN., Code Crim. Pro., Chapter 45.
- Continue to upgrade court equipment for expenditures that may not lawfully be charged to the Court Technology or Court Security Funds.



**FY 2011 ADOPTED BUDGET
JUDICIAL EFFICIENCY FUND (048)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 1,932	\$ 485	\$ 537	\$ 120	\$ 120
Investment Income	1,932	485	537	120	120
Judicial Eff FM Jud Sup - 60	24,632	26,660	25,000	25,000	25,000
Judicial Eff (TP-J) crt fee	31,229	28,884	30,000	27,000	27,000
Municipal Court Fines	55,861	55,544	55,000	52,000	52,000
Total Revenue	57,793	56,029	55,537	52,120	52,120
Expenditures					
Personnel services	4,446	20,442	34,395	9,000	24,939
Contractual services	51,364	32,630	50,013	30,013	13,500
Materials and supplies	4,537	3,885	11,000	11,000	1,100
Total Expenditures	60,347	56,957	95,408	50,013	39,539
Revenue Over/(Under)					
Expenditures	(2,554)	(928)	(39,871)	2,107	12,581
Beginning Fund Balance	62,172	59,618	58,690	58,690	60,797
Ending Fund Balance	\$ 59,618	\$ 58,690	\$ 18,819	\$ 60,797	\$ 73,378



MUNICIPAL COURT MUNICIPAL COURT TECHNOLOGY FUND

MISSION STATEMENT

The Municipal Court Building Technology Fund is a creature of statute (TEX. REV. CIV. STAT. ANN., *Code of Criminal Procedure*, Art. 102.0172) and its implementing City Ordinances (99-154 and 2003-176). The purposes and, therefore, the mission of the fund are delineated by law. The Municipal Court Technology Fund may be used to finance the purchase of or to maintain technological enhancements for the Municipal Court, including:

- a. computer systems;
- b. computer networks;
- c. computer hardware;
- d. computer software;
- e. imaging systems;
- f. electronic kiosks;
- g. electronic ticket writers; and
- h. electronic management systems

It is funded by a \$4.00 technology fee that is a cost of court.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Contracted for “in house” technical assistance to maintain computer system.
- Continued payment of JIMS applications.
- Continued funding for software maintenance with INFOSOL.
- Acquired electronic ticket writers.
- Upgraded ability to accept electronic payments.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Renew and extend contract with INFOSOL.
- Contract for software upgrade.
- Renew and extend contract for in house technical support.
- Renew and extend JIMS applications.



**FY 2011 ADOPTED BUDGET
COURT TECHNOLOGY FUND (049)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 26,126	\$ 5,894	\$ 6,606	\$ 700	\$ 700
Investment Income	26,126	5,894	6,606	700	700
Municipal court - technology fee	198,846	192,994	195,000	195,000	195,000
Other Revenues	198,846	192,994	195,000	195,000	195,000
Total Revenue	224,972	198,888	201,606	195,700	195,700
Expenditures					
Contractual services	118,735	130,355	169,009	171,009	141,009
Materials and supplies	34,713	28,224	63,763	63,763	63,763
Other charges	68,856	76,272	94,530	94,530	84,117
Capital outlay	5,701	181,034	334,429	284,429	50,000
Total Expenditures	228,005	415,885	661,731	613,731	338,889
Revenue Over/(Under)					
Expenditures	(3,033)	(216,997)	(460,125)	(418,031)	(143,189)
Beginning Fund Balance	806,007	802,974	585,977	585,977	167,946
Ending Fund Balance	\$ 802,974	\$ 585,977	\$ 125,852	\$ 167,946	\$ 24,757



HOTEL/MOTEL TAX FUND

MISSION STATEMENT

To administer hotel occupancy tax revenues specifically earmarked for the enhancement of the Convention Center; covering the administrative expenses for registering Convention Center delegates; paying for tourism-related advertising and promotions; funding programs that enhance the arts; and accomplishing historic restoration or preservation projects that will enhance tourism.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Updated kitchen equipment.
- Repaired air conditioner compressor.
- Prairie House renovation.
- Advertising of the Pasadena Convention Center and Fairgrounds facilities.
- Made asphalt repairs and added black top to the back parking lots.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to advertise the Pasadena Convention Center and Fairgrounds facilities.
- Continue historical preservation.



**FY 2011 ADOPTED BUDGET
HOTEL-MOTEL TAX FUND (064)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUE					
Hotel-motel tax	\$ 513,115	\$ 490,462	\$ 385,000	\$ 240,000	\$ 240,000
Other Taxes	513,115	490,462	385,000	240,000	240,000
Interest earned	34,029	10,458	11,405	1,700	1,700
Investment Income	34,029	10,458	11,405	1,700	1,700
Grant revenue	8,109	6,463	6,500	6,500	6,500
Intergovernmental	8,109	6,463	6,500	6,500	6,500
Miscellaneous	22,000	2,000	-	1,000	-
Other Revenue	22,000	2,000	-	1,000	-
Total Revenue	577,253	509,383	402,905	249,200	248,200
EXPENDITURES					
Personnel services	94,693	108,699	103,455	103,455	108,747
Contractual services	142,824	112,076	92,700	92,700	142,700
Materials and supplies	163,762	101,722	164,500	164,500	164,500
Capital outlay	35,591	241,620	32,406	32,406	10,000
Other uses	34,047	38,642	29,500	29,500	29,500
Total Expenditures	470,917	602,759	422,561	422,561	455,447
Revenue Over/(Under)					
Expenditures	106,336	(93,376)	(19,656)	(173,361)	(207,247)
Beginning Fund Balance	1,030,090	1,136,426	1,043,050	1,043,050	869,689
Ending Fund Balance	\$ 1,136,426	\$ 1,043,050	\$ 1,023,394	\$ 869,689	\$ 662,442



**HEALTH DEPARTMENT
PRESERVATION OF VITAL STATISTICS FUND**

MISSION STATEMENT

It is the primary mission to use the \$1.00 fee collected in addition to the standard fees by the Health Department at the City for the preservation of vital statistic records under Texas Health and Safety Code 191.001(h).

**FY 2011 ADOPTED BUDGET
PRESERVATION OF VITAL STATISTICS FUND (080)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 949	\$ 335	\$ 357	\$ 100	\$ 100
Investment Income	949	335	357	100	100
Preservation of vital statistics	13,779	10,884	10,000	10,000	10,000
Other Revenues	13,779	10,884	10,000	10,000	10,000
Total Revenue	14,728	11,219	10,357	10,100	10,100
EXPENDITURES					
Contractual services	-	-	4,000	4,000	4,000
Materials and supplies	-	-	1,000	1,000	1,000
Total Expenditures	-	-	5,000	5,000	5,000
Revenue Over/(Under)					
Expenditures	14,728	11,219	5,357	5,100	5,100
Beginning Fund Balance	23,808	38,536	49,755	49,755	54,855
Ending Fund Balance	\$ 38,536	\$ 49,755	\$ 55,112	\$ 54,855	\$ 59,955



**POLICE DEPARTMENT
ABANDONED MOTOR VEHICLE FUND**

MISSION STATEMENT

It is the primary mission of this fund to utilize funds received from the sale of abandoned vehicles to fund law enforcement expenditures.

ACHIEVEMENTS FOR FISCAL YEAR 2010

- Provided training for personnel to enhance their knowledge and performance.
- Upgraded equipment as needed to maintain optimum efficiency.
- Purchased Photo Imaging Unit for ID department.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Continue to provide training for personnel to enhance their knowledge and performance.
- Continue to fund upgrading of equipment as needed to maintain optimum efficiency.

**FY 2011 ADOPTED BUDGET
ABANDONED MOTOR VEHICLES FUND (200)**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Revenue					
Interest earned	\$ 12,072	\$ 2,850	\$ 3,025	\$ 375	\$ 375
Investment Income	12,072	2,850	3,025	375	375
Abandoned auto fund	326,339	269,423	252,000	252,000	200,000
Other Revenues	326,339	269,423	252,000	252,000	200,000
Total Revenue	338,411	272,273	255,025	252,375	200,375
EXPENDITURES					
Contractual services	125,482	251,017	382,700	372,700	124,000
Materials and supplies	155,097	125,968	136,500	129,500	34,500
Other charges	32,020	16,725	15,000	15,000	10,000
Capital outlay	1,243	-	-	-	-
Total Expenditures	313,842	393,710	534,200	517,200	168,500
Revenue Over/(Under)					
Expenditures	24,569	(121,437)	(279,175)	(264,825)	31,875
Beginning Fund Balance	415,070	439,639	318,202	318,202	53,377
Ending Fund Balance	\$ 439,639	\$ 318,202	\$ 39,027	\$ 53,377	\$ 85,252



PERMIT DEPARTMENT SIGN REMOVAL FUND

MISSION STATEMENT

To acquisition the fees taken by the City's Permit Department through sign removal fees paid by sign permit applicants and licensed sign companies and use the funds for the removal of illegal signs throughout the City.

FY 2011 ADOPTED BUDGET SIGN REMOVAL FUND (201)

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUE					
Sign removal fee	\$ 3,570	\$ 2,954	\$ 4,000	\$ 2,800	\$ 2,800
Business License and Permits	3,570	2,954	4,000	2,800	2,800
Interest earned	2,158	578	628	125	125
Investment Income	2,158	578	628	125	125
Total Revenue	5,728	3,532	4,628	2,925	2,925
EXPENDITURES					
Contractual services	-	-	-	-	-
Materials and supplies	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Revenue Over/(Under)					
Expenditures	5,728	3,532	4,628	2,925	2,925
Beginning Fund Balance	64,195	69,923	73,455	73,455	76,380
Ending Fund Balance	\$ 69,923	\$ 73,455	\$ 78,083	\$ 76,380	\$ 79,305



PASADENA CRIME CONTROL AND PREVENTION DISTRICT

OVERVIEW

In September 1998, the City Council of the City of Pasadena, Texas proposed the creation of the City of Pasadena, Texas Crime Control and Prevention District (the "District"). In November 1998, voters authorized the creation of the District and approved the adoption of the proposed sales and use tax at a rate of one-half of one percent (1/2 cents). Because a crime control and prevention district is dissolved on the fifth anniversary of the date the district began, a continuation referendum was voted on in May 2003. By a margin of 83%, voters approved a ten year extension of the Crime Control District on May 3, 2003. The District is governed by seven-member board appointed by the Mayor and approved by the City Council. Pursuant to the District's by-laws, the budget must be approved as follows: 1) the District Board must hold a public hearing 75 days before the end of fiscal year or July 15 and 2) the District Board must adopt the proposed budget 60 days before the end of fiscal year or August 1.

PROGRAM HIGHLIGHTS

- Resident officer programs are in two neighborhoods within the city.
- Citizen response has been overwhelmingly positive in both neighborhoods.
- By marshalling community and city government support, resident officers have reduced the fear of crime in these neighborhoods.
- The Street Crimes Task Force continues to reduce the amount of criminal activity in the City of Pasadena by using a proactive approach of intervention and aggressive enforcement of laws pertaining to quality of life crimes within the City.
- The Domestic Violence unit works with The Bridge Over Troubled Waters, the courts and victims to address domestic violence.
- The Code Enforcement unit enforces City ordinances and codes affecting public safety, health, litter abatement and abandoned vehicles.
- Pasadena's partnership with the U.S. Drug Enforcement Administration and U.S. Customs has given us an increased ability to stem the flow of illegal contraband into our city. Utilizing the resources of the federal law enforcement community and federal courts has led to large quantity seizures and multiple arrests in drug trafficking cases.
- The Community Defense Unit works to gather intelligence on terrorist financial networks that operate in Pasadena and within the region.
- The Community Services Unit partners with local schools to execute the DARE program and also assists local businesses and citizens in crime prevention efforts.
- The DOT unit is the traffic enforcement arm of the Pasadena Police Department; they conduct commercial vehicle inspections and general traffic enforcement on major thoroughfares throughout the city.
- Operation Spotlight has been implemented to track repeat offenders who are currently wanted for various crimes.

PRIORITIES, GOALS AND OBJECTIVES FOR 2011

- Provide for technology items to make law enforcement in Pasadena more effective and efficient.
- Continue to hire police officers to replace officers retiring and who are eligible to retire.
- Provide services to victims of crime.
- Purchase additional police vehicles.
- Purchase additional communication equipment for police officers.
- Maintain a Computer Forensic Examiner to assist in investigations.



**FY 2011 ADOPTED BUDGET
CRIME CONTROL AND PREVENTION DISTRICT (FUND 210 and 211)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUE					
City sales tax	\$ 7,648,498	\$ 8,483,714	\$ 6,492,191	\$ 6,271,192	\$ 6,495,130
Sales Taxes	7,648,498	8,483,714	6,492,191	6,271,192	6,495,130
Other income	-	-	-	3,414	-
Interest earned	91,694	21,786	24,652	4,870	4,870
Investment/Other Income	91,694	21,786	24,652	8,284	4,870
Total Revenue	7,740,192	8,505,500	6,516,843	6,279,476	6,500,000
EXPENDITURES					
Personnel services	5,188,011	5,857,160	5,834,628	5,835,346	5,176,973
Contractual services	598,404	490,441	538,976	538,976	518,900
Materials and supplies	108,137	435,813	382,000	382,000	287,000
Debt service	82,800	82,800	82,800	82,800	-
Capital outlay	1,791,227	1,508,388	1,329,442	1,329,442	1,270,000
Total Expenditures	7,768,579	8,374,602	8,167,846	8,168,564	7,252,873
Revenue Over/(Under) Expenditures	(28,387)	130,898	(1,651,003)	(1,889,088)	(752,873)
Beginning Fund Balance	3,035,034	3,006,647	3,137,545	3,137,545	1,248,457
Ending Fund Balance	\$ 3,006,647	\$ 3,137,545	\$ 1,486,542	\$ 1,248,457	\$ 495,584



PASADENA SECOND CENTURY CORPORATION

OVERVIEW

In December 1998, the City Council of the City of Pasadena, Texas proposed the creation of the Pasadena Second Century Corporation ("PSCC"). In November 1998, voters authorized the creation of PSCC and approved the adoption of the proposed sales and use tax at a rate of one-half of one percent (1/2 cents). PSCC is a non-profit industrial development corporation. It was organized exclusively for the purposes of benefitting and accomplishing public purposes on behalf of the City by promoting, assisting and enhancing economic development activities to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare. PSCC's goal is to also accomplish the specific public purposes including but not limited to, projects to provide streets and roads, sidewalks, drainage and related improvements, water and sewer improvements, demolition of existing structures, and for maintenance and operating costs of authorized projects. The affairs of PSCC are managed by a Board of Directors of seven persons appointed by the City Council. Directors shall serve for two year terms of office without limits, unless sooner removed or resigned.

PROGRAM HIGHLIGHTS

- Contributed over \$10.6 million for the development of the Main/Shaver projects.
- Assisted in financing part of the Convention Center renovation improvement projects.
- Substantial supporter in the Vista extension and improvement projects.
- Contributed over \$5.9 million for Fairmont Parkway from Preston to Pansy.
- Collaborating with the City on several capital projects.
- Maintains memberships in the Bay Area Houston Economic Partnership and the Economic Alliance Houston Port Region.

PRIORITIES, GOALS AND OBJECTIVE FOR 2011

- Continue supplementing the City of Pasadena's economic development projects.
- Continue to assist in the Civic Center renovation project.
- Provide liaison between City and economic developmental organizations.
- Participate in continuing education for community development.
- Purchase and renovate the Post Office building on Munger Street.
- Continue Southmore Phase III project.



**FY 2011 ADOPTED BUDGET
PASADENA SECOND CENTURY CORPORATION
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 AMENDED BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
REVENUE					
City sales tax	\$ 7,945,123	\$ 8,694,904	\$ 8,521,006	\$ 7,130,000	\$ 6,300,000
Sales Taxes	7,945,123	8,694,904	8,521,006	7,130,000	6,300,000
Interest earned	554,848	186,068	166,920	45,238	45,200
Investment/Other Income	554,848	186,068	166,920	45,238	45,200
Total Revenue	8,499,971	8,880,972	8,687,926	7,175,238	6,345,200
EXPENDITURES					
Contractual services	315,960	312,834	604,700	472,413	1,269,000
Materials and supplies	237	194	3,750	2,750	2,500
Debt service	903,784	900,048	900,225	900,225	820,899
Capital outlay	410,809	2,354,446	23,377,881	16,674,746	7,689,974
Other financing uses	133,750	561,767	11,376,417	11,376,417	-
Total Expenditures	1,764,540	4,129,289	36,262,973	29,426,551	9,782,373
Revenue Over/(Under) Expenditures	6,735,431	4,751,683	(27,575,047)	(22,251,313)	(3,437,173)
Beginning Fund Balance	15,664,093	22,399,524	27,151,207	27,151,207	4,899,894
Ending Fund Balance	\$22,399,524	\$27,151,207	\$ (423,840)	\$ 4,899,894	\$ 1,462,721



PROFILE OF PASADENA, TEXAS

Date of Incorporation	December 26, 1928
Original Charter	December 12, 1964
Second Charter	March 4, 1975
Third and Latest Revision	August 8, 1992
Form of Government	Mayor-Council
Population:	
1980 Census	112,560
1990 Census	119,363
2000 Census	141,674
Area:	
Residential/Commercial Area	59.5 square miles
Industrial Area	44.5 square miles
	15 square miles
Land miles of streets maintained by City	360 (approximately)
Fire protection:	
Number of stations	9
Number of personnel	190 (all volunteers)
Number of fire vehicles	48
Police protection:	
Number of stations	2
Number of commissioned officers	259
Personnel per 1,000 population	1.82
Number of police vehicles	245
Municipal Water System:	
Number of Gallons of Water Sold	7,647,743,000
Meters in Service	34,000
Number of Units Served	52,296
Number of Active Wells	7
Water Mains	300 miles
Municipal Wastewater System:	
Sanitary Sewer Lines	300 miles
Sewer Accounts	34,000
Municipal Solid Waste Services	
Number of Residential Customers	30,500



Parks:		
Number of parks	46	
Acres	345.7	
Number of bridges		70
Number of traffic signals		137
Pasadena Library System		
Number of Public Libraries	2	
Number of Materials:		
Books	220,340	
Microfilm	2,300	
Videos/DVDs	11,178	
Cassettes/CDs	6,667	
Bound Periodicals	300	
Miscellaneous material	30,599	
Circulation	580,513	
Circulation per Capita	4.1	
Library Cards	30,352	
Patron Traffic	387,800 patrons in FY 07	
County:		Harris
Government type	Commissioners Court	
Schools:		
Elementary	34	
Fifth-Grade Centers	2	
Middle Schools	3	
Intermediate	10	
High School	5	
Alternative Schools	4	
Colleges	3	
Total Enrollment		
Grades Kindergarten		
through 12	44,420	
San Jacinto College	22,177	
Texas Chiropractic		
College	500	
University of Houston at		
Clear Lake	7,753	
Health Facilities:		
In Pasadena	4	
In General Area	54	
Special Purpose Health Care		
Facilities	49	
Religious Facilities	192	



**FY 2011 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
TAXES						
4011	Ad valorem taxes-current year	\$ 18,157,815	\$ 20,541,416	\$ 20,106,000	\$ 20,793,506	\$ 21,327,820
4013	Ad valorem taxes-prior year	449,526	337,943	201,000	267,031	201,000
4014	Rendition penalties	27,053	27,255	22,000	23,712	23,732
4015	Penalties and interest	326,302	291,939	146,000	224,096	157,715
4020	Misc prior year tax issues	490	-	-	-	-
4021	Tax revenue-miscellaneous	1,959	-	-	-	-
4023	Special vehicle inventory tax	(902)	25,214	-	-	-
4024	Interest income allocation	10,775	4,215	4,000	22,102	22,102
	General Property Taxes	18,973,018	21,227,982	20,479,000	21,330,447	21,732,369
4151	City sales taxes	15,890,246	17,389,808	14,785,645	14,000,000	13,200,000
4051	Battleground industrial district	15,551,252	16,022,594	15,894,000	15,725,952	14,986,818
4052	Industrial district interest	-	77,455	-	-	-
407901	Payment in-lieu tax - Port of Houston	-	-	-	27,316	27,316
4101	Electrical franchise	4,503,465	4,490,558	4,505,000	4,491,914	4,198,856
4103	Game machine occupation	3,290	2,415	3,000	4,680	4,680
4105	Gas franchise	713,947	798,861	665,000	693,609	531,530
4107	Taxicab franchise	10,100	10,000	16,000	10,100	15,150
4109	Telephone franchise	1,352,974	1,436,183	1,283,000	1,248,245	1,048,245
4111	Transmission line franchise	64,900	160,405	150,000	166,400	136,400
4113	TV antenna franchise	995,591	917,786	953,000	915,004	865,004
4489	Pipelines - penalty	-	1,072	-	-	-
4494	Interest earned-pipelines	-	89	-	-	-
	Franchise Taxes	7,644,267	7,817,369	7,575,000	7,529,952	6,799,865
4153	Mixed drink tax	157,576	189,402	170,000	161,932	161,932
4155	Bingo tax	20,572	18,159	28,000	15,982	15,982
	TOTAL TAXES	58,236,931	62,742,769	58,931,645	58,791,581	56,924,282
LICENSES & PERMITS						
Business Licenses & Permits						
4211	House moving	185	2,460	500	535	350
4213	Fire department permits	1,625	2,475	900	1,875	990
4215	Garage sale permits	45,485	49,490	33,000	35,490	31,512
4217	Alarm system permits-business	34,180	34,636	32,000	39,307	39,307
421701	Alarm system business	21,100	21,200	20,000	14,175	14,175
4219	Apartment operating licenses	120,610	122,256	127,000	137,653	137,653
4221	Air condition and heat permits	206,528	227,253	175,000	176,894	176,894
4223	Alcoholic beverage licenses	21,398	23,064	19,000	25,408	25,408
4224	Overtime inspections	20,030	3,915	3,000	3,600	3,600
4225	Building permits	819,909	881,762	614,000	455,561	405,561
4226	Occupancy permits	63,033	57,453	48,000	49,404	49,404
4227	Electrical permits	236,394	290,439	174,000	201,066	176,066
4228	Demolition permits	11,640	6,940	5,000	5,560	5,560
4229	Plumbing permits	239,141	223,201	146,000	139,235	133,115
4231	Sign permits	313,533	221,180	244,000	279,248	269,528
4232	Fire alarm permit business	9,300	7,750	5,000	5,325	5,325
423201	Fire alarm false alarm business	9,700	8,225	9,100	4,088	4,088
4233	Electrical sign contract licenses	16,750	16,500	16,000	16,688	16,688
4236	Business licenses permit misc.	856	286	-	-	-
4237	Annual fire and safety permit	-	-	-	36,480	31,310
4238	Special use operating permit	-	-	-	1,720	1,725
4241	Sewer assessment liens	2,358	345	500	2,210	950
	Business Licenses & Permits	\$ 2,193,755	\$ 2,200,830	\$ 1,672,000	\$ 1,631,522	\$ 1,529,209



**FY 2011 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Occupational Licenses & Permits						
4251	A/C & contractor licenses	\$ 100	\$ -	\$ -	\$ -	\$ -
4253	Auto dealers	34,300	36,400	32,000	32,900	31,000
4254	Right-of-way permit	-	1,350	-	3,000	3,000
4255	Elect and journeymen's licenses	35	-	-	280	280
4257	Wrecker licenses	4,425	3,975	4,000	4,590	4,590
4259	Taxicab permits	830	-	1,000	700	-
4261	Vendor licenses	1,145	1,194	1,000	795	795
4263	Auto salesman licenses	4,000	3,950	4,000	3,825	3,825
4265	Dance hall licenses	500	550	-	1,688	1,688
4267	Junkyard licenses	5,050	6,643	5,000	5,900	5,900
4268	Wild animal permit	-	300	-	550	550
4269	Kennel licenses	950	500	1,000	300	300
4271	Trailer park licenses	1,350	3,650	2,000	3,975	3,975
4273	Duplicating copies	648	834	1,000	840	480
4275	City maps	86	-	-	-	-
4277	Game room operators licenses	(10)	-	-	130	45
4278	Liquide waste/transporter	11,400	13,285	6,000	2,300	1,560
4279	Ambulance permits	22,100	19,049	19,000	19,060	18,810
427901	Escrow refund	1,372	1,740	1,000	-	-
Subtotal Occupational Licenses&Permits		88,281	93,420	77,000	80,833	76,798
Non-business licenses & permits						
4291	Curb permits	12,505	10,530	14,000	9,870	9,870
4293	Dog licenses	15,562	17,756	15,000	18,521	18,521
4295	Fence permits	5,430	3,880	6,000	3,150	3,150
4296	Fire permit - residential	2,610	660	2,000	645	645
4297	Alarm system permits-residential	54,250	54,053	49,000	47,769	47,769
429701	Alarm system resident false	700	300	1,000	-	-
4298	Permit - miscellaneous	526	272	-	(30)	-
Subtotal Non-business Licenses		91,583	87,451	87,000	79,925	79,955
TOTAL LICENSES & PERMITS		2,373,619	2,381,701	1,836,000	1,792,280	1,685,962
MUNICIPAL COURT FINES						
4411	Fines	3,260,140	3,016,992	2,901,000	2,951,927	2,801,927
441101	Fines from NISI fee	16,502	57,403	54,000	32,429	25,439
441103	Contempt (juvenile)	23,284	18,459	14,000	15,164	15,164
4412	Fine from DOT and Weight	132,440	136,166	87,000	24,372	24,372
441201	Child safety/tertiary fee	39,434	38,819	27,000	-	-
4413	State court revenue	281,702	341,165	294,000	222,027	222,027
4414	Judicial efficiency (TP-C) city	124,648	115,318	131,000	113,972	113,972
4415	Administrative fee	1,963,591	1,870,854	1,841,000	2,104,214	1,904,214
4416	Miscellaneous-court	-	2	3,000	-	-
4419	Dismissal fees	26,821	37,910	22,000	34,053	34,053
TOTAL MUNICIPAL COURT FINES		5,868,562	5,633,088	5,374,000	5,498,158	5,141,168
CHARGES FOR SERVICES						
Solid waste collection						
4441	Residential services	6,106,736	6,019,396	6,094,000	5,871,879	6,619,993
444101	Residential services adjustment	(103,964)	3,772	(53,000)	(22,591)	(22,591)
4443	Commercial services	642,853	606,598	621,000	466,727	466,727
4445	Sales tax admin fees	2,288	2,370	2,000	2,275	2,275
Solid Waste Collection		\$ 6,647,913	\$ 6,632,136	\$ 6,664,000	\$ 6,318,290	\$ 7,066,404



**FY 2011 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Health Services						
4451	Lot mowing interest	\$ 15,844	\$ 18,364	\$ 20,000	\$ 12,917	\$ 12,917
4453	Health inspect fees-food	133,052	132,909	131,000	130,590	128,809
4455	Lot mowings	56,748	69,721	57,000	55,091	55,091
4457	Shelter fees	48,758	48,149	41,000	47,072	47,072
4459	Swimming pool licenses	15,050	12,500	13,000	12,550	10,100
4461	Animal disposal fees	11,621	21,710	10,000	16,423	16,423
4463	Vending machine inspection	100	50	-	50	50
4466	Animal care spay & neutering	60,502	80,506	78,000	81,398	81,398
		341,675	383,909	350,000	356,091	351,860
Library Services						
4471	Library services	51,092	45,014	52,000	42,440	42,440
4473	Library services-Xerox	7,208	2,064	7,000	-	-
4475	Library delinquent accts	2,344	1,484	3,000	2,146	2,146
4476	Library café (15% gross)	-	1,779	-	-	-
		60,644	50,341	62,000	44,586	44,586
Property Management						
4481	Rental revenue - Corrigan Center	-	-	2,000	-	-
4482	Rent revenue - Harris County Hospital	112,384	113,639	111,000	113,416	113,416
4483	Lease rentals	128,512	125,911	111,000	103,724	103,724
4485	Rental POB II (901 Curtiss)	30,785	-	-	-	-
4486	Rent Fire Station #2 and #5	40,800	37,400	40,800	40,800	40,800
		312,481	276,950	264,800	257,940	257,940
Parks & Recreation Fees						
Recreation						
4331	Centers	43,838	40,867	36,000	42,899	33,667
4333	Athletics	142,800	170,380	146,000	114,891	114,891
4334	Multi-purpose	10,271	10,264	8,000	5,451	3,751
4337	Brochure advertising	70	-	-	-	-
		196,979	221,511	190,000	163,241	152,309
Recreational Activities						
Golf						
4315	Golf cart fees	190,950	225,882	193,000	133,344	133,344
4317	Drink and food sales	5,139	7,542	5,000	3,905	3,905
4319	Recreational supply sales	3,610	3,316	3,000	1,773	1,773
4321	Trail fees	97	14	-	19	15
4323	Green fees	423,422	470,688	382,000	280,414	280,414
		\$ 623,218	\$ 707,442	\$ 583,000	\$ 419,455	\$ 419,451
Swimming Pools						
4341	Strawberry	\$ 43,745	\$ 48,790	\$ 48,000	\$ 36,737	\$ 13,029
4343	Red Bluff	8,721	9,872	10,000	5,038	358
4345	Sunset	10,521	10,987	10,000	6,863	3,678
4349	Sherwood	3,417	3,425	4,000	2,160	408
		66,404	73,074	72,000	50,798	17,473
Tennis						
4361	Tennis court fees	4,111	3,633	4,000	2,674	2,674
		4,111	3,633	4,000	2,674	2,674
Recreation Centers						
4381	Golden Acres	180	12,700	9,000	8,300	8,300
4383	Strawberry	9,780	11,179	12,000	10,800	10,800
4385	Peter C Fogo (Sunset)	13,476	16,555	17,000	11,270	11,270
4393	Rusk Park Multi-purpose	6,389	7,575	7,000	6,890	6,890
4395	Odell Harris (Red Bluff)	13,997	17,092	18,000	18,970	18,970
4396	Highlands Park pavilion	136	137	100	103	103
4398	Madison Jobe	17,242	14,014	15,000	11,198	11,198
4399	Burke/Crenshaw (gazebo)	6,860	4,237	5,000	9,262	9,262
		68,060	83,489	83,100	76,793	76,793
Parks & Recreation Total		958,772	1,089,149	932,100	712,961	668,700



**FY 2011 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 BUDGET	FY 2010 ESTIMATED	FY 2011 ADOPTED
Civic Center Revenues						
4371	Civic center fees	236,712	166,462	207,000	216,710	191,710
4373	Catering and concession	11,727	18,279	14,000	9,221	9,221
437301	Catering	6,687	17,313	11,000	6,805	6,805
4377	Rodeo arena	56,000	32,159	76,000	78,384	78,384
4378	El Jardin Park \$10 fee	5,260	7,890	-	2,215	-
Civic Center Revenues		316,386	242,103	308,000	313,335	286,120
Miscellaneous Charges for Service						
442201	Plan review revenue code	-	-	-	5,825	3,275
4423	Vital statistics	150,893	119,557	134,000	93,981	93,981
4425	Planning fees and plans	7,989	18,467	16,000	12,699	12,699
4427	Mobile home inspection	1,553	1,200	1,000	1,680	1,680
4429	Elevator inspection fees	-	-	-	720	720
4431	Police accident reports	54,870	59,094	56,000	46,335	46,335
4435	Towing	425,776	420,145	420,000	373,465	298,465
4436	Preservation fee	50,040	65,326	60,000	54,014	54,014
4437	Storage	187,534	188,713	186,000	142,514	142,514
Miscellaneous Charges		878,655	872,502	873,000	731,233	653,683
CHARGES FOR SERVICE TOTAL		9,516,526	9,547,090	9,453,900	8,734,436	9,329,293
OTHER REVENUE						
Investment Income						
4491	Interest earned	835,636	204,817	97,921	73,486	69,986
4491	Interest earned - Technology Fund (071)	1,876	469	1,000	100	-
4493	Interest earned-checking	8,953	4,046	5,000	2,870	2,870
Investment Income		\$ 846,465	\$ 209,332	\$ 103,921	\$ 76,456	\$ 72,856
Intergovernmental Revenues						
4509	Misc convenience fees	\$ -	\$ -	\$ -	\$ -	\$ 200,000
4511	Miscellaneous	602,785	304,828	(68,000)	5,139,492	139,492
451101	Misc Rebate Novus Ike	-	58,667	-	-	-
4512	Recovery of unclaimed property	3,757	2,771	1,000	-	-
4515	Sale of city property	-	6,868	10,000	52,124	52,124
4517	Recovery of damage claims	-	25,275	9,000	240	240
4525	Cash over-short(dont use)	-	-	-	-	-
4527	Crime lab fees	7,090	7,495	9,000	7,250	6,576
4531	Election fees	2,100	2,700	2,000	-	2,000
4533	Utility availability fees	4,640	2,820	4,000	3,648	3,648
4537	Police academy fees/regis	9,938	3,190	7,000	10,812	10,812
4541	Waste recycling revenues	28,267	9,560	18,000	16,884	16,884
4548	Donations	-	6,000	-	-	-
4563	Prior year expense/refund	15,498	11,361	11,000	3,334	3,334
4573	Engineering division services	140,826	52,237	8,000	1,979	1,979
4575	Pay phone commission	136	18,267	13,000	16,771	16,771
4576	Pasadena Second Century Corporation admin fee	77,443	89,164	601,000	601,000	200,000
4580	Special Purpose (006)	8,957	20,000	-	-	-
Other Revenues		901,437	621,203	625,000	5,853,534	653,860
Intergovernmental Revenues						
4529	Fire protection revenues	60,328	62,741	61,000	74,623	74,623
4696	Section 8 housing of building cost	-	-	-	75,171	-
474604	Ike - Disaster Grant	4,483,363	5,481,372	-	-	-
4746	STEP-CIOT	13,687	-	-	-	-
4747	Emergency management performance grant	89,501	89,501	81,500	81,500	81,500
4748	Restitution/Harris Cty	5,139	2,103	3,000	2,542	2,542
4791	Police reimb other agency	111,457	94,190	91,000	81,049	81,049
4794	Reimb from TDRA grant	-	-	-	-	725,000
479201	Police reimb Sam Houston	60,958	67,638	51,000	51,000	-
4796	Reimbursement for traffic signal maintenance	30,409	22,706	25,000	29,204	29,204
4797	Reimb from other agency	-	1,463	-	-	-
Intergovernmental Revenues		4,854,842	5,821,714	312,500	395,089	993,918
Interfund Transfers						
4574	Insurance recovery	506,106	1,809,421	1,078,381	1,078,381	1,300,911
6067	Workers' Compensation Fund	-	500,000	-	-	-
6030	Franchise fee	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000
6069	Health Insurance Fund	-	500,000	1,000,000	1,000,000	1,000,000
69949	PSCC - Operating Fund	-	-	296,400	296,400	-
69950	PSCC - CIP Project Fund	-	-	1,000,000	1,000,000	-
Interfund Transfers		2,006,106	4,809,421	5,374,781	5,374,781	4,300,911
TOTAL OTHER REVENUE		8,608,850	11,461,670	6,416,202	11,699,860	6,021,545
GENERAL FUND TOTAL		\$ 84,604,488	\$ 91,766,318	\$ 82,011,747	\$ 86,516,315	\$ 79,102,250



FY 2011 ADOPTED BUDGET GLOSSARY OF TERMS

ACCOUNT: A code made up of numbers used to classify how specific dollar amounts come into the City or how they are being spent.

ACCRUAL ACCOUNTING: The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures that are recorded when goods and services are received (whether or not cash disbursements are made at that time).

AD VALOREM TAX: A tax based “according to value” of property and used as the source of monies to pay general obligation debt and to support the general fund.

AMENDED BUDGET: The original adopted budget plus any amendments passed as of a certain date.

APPROPRIATION: An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts and are typically granted for a one- year period or for a specific purpose

ASSESSED VALUATION: The estimated value placed upon real and personal property by the chief appraiser of the appraisal district as the basis for levying property taxes.

ASSETS: Property owned by the City for which a monetary value has been established.

AUDIT: An examination of organization’s financial statements and the utilization of resources

BALANCE SHEET: A financial statement that presents the assets, liabilities, reserves and balances of specific governmental funds as of a specified date

BASIS OF ACCOUNTING: Refers to when revenues, expenses, expenditures, and transfers are recognized and reported. The budgetary basis of accounting for all the funds is modified accrual. For GAAP purposes, the basis of accounting is accrual for all Enterprise Funds and Internal Service Funds, while the modified accrual basis is used for the General Fund and Special Revenue Funds.

BOND: A certificate of debt issued by an entity, guaranteeing payment of the original investment, plus interest, by a specified future date (called the maturity date(s)). Bonds are typically used for a long-term debt to pay for specific capital expenditures.

BUDGET (OPERATING): An annual plan of financial operation embodying an estimate of proposed expenditures and the estimated means of financing them. The approved budget is authorized by ordinance and thus specifies the legal spending limits for the fiscal year.

BUDGET CALENDAR: The schedule of key dates which the City Council follows in preparation and adoption of the budget.

BUDGET DOCUMENT: The instrument used by the budget-making authority to present a comprehensive financial program to the City Council.

BUDGET MESSAGE: A general discussion of the proposed budget, as presented in writing by the budget-making authority, to the legislative body.

BUDGET ORDINANCE: The official enactment by the City Council establishing the legal authority for officials to obligate and expend resources.



BUDGETARY CONTROL: The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

CAPITAL ASSETS: Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

CAPITAL IMPROVEMENT PLAN (CIP): The CIP budget is a separate budget from the operating budget. It is a five-year plan that identifies specific income and types of expense associated with major individual capital projects. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

CAPITAL OUTLAY: Expenditures that result in the acquisition of or addition to fixed assets. Fixed assets are defined as a piece of equipment, vehicle, furniture or fixture that cost at least \$5,000 and has a useful life of greater than 3 years.

CASH BASIS: The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

CASH MANAGEMENT: The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG): An entitlement grant program authorized by the federal government. The entitlement program is based upon a formula, which includes the City's population. Typically used for the construction or rehabilitation of housing and infrastructure.

CERTIFICATES OF OBLIGATION (CO's): Legal debt instruments backed by the full faith and credit of the government entity and are fully payable from a property tax levy. Certificates of obligation differ from general obligation debt in that they are approved by the City Council and are not voter approved.

CERTIFIED TAX ROLL: A list of all taxable properties, values and exemptions in the City. The Harris County Appraisal District (HCAD) establishes this roll.

CONTINGENCY: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

CREDIT RATING: The credit worthiness of a government unit as determined by an independent ratings agency.

CURRENT TAXES: Taxes that are levied and due within one year.

DARE: Drug Abuse Resistance Education

DEBT LIMIT: The maximum amount of gross or net debt legally permitted.

DEBT SERVICE FUND: A fund established to account for the payment of principal and interest on all general long-term debt other than debt issued for and serviced by a governmental enterprise.

DEFICIT: The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expense over income during an accounting period.



DELINQUENT TAXES: Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached.

DEPARTMENT: A major administrative segment responsible for the management of operating divisions which provide services within a functional area.

DEPRECIATION: (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

DIVISION: A basic organizational unit that provides service under the administrative direction of a department.

ENCUMBRANCE: The commitment of appropriated funds for future expenditures; it may be in the form of a purchase order or a contract; until such time as the goods or services are received, the commitment is referred to as an encumbrance.

ENTERPRISE FUNDS: Funds used to account for the acquisition, operation and maintenance of governmental facilities and services which are entirely or predominantly self-supported by user charges. The funds are operated in a manner similar to comparable private enterprises. Examples of enterprise funds are those for the water and wastewater utility.

ESTIMATED REVENUE: The amount of revenue expected to be collected during the year.

EXPENDITURES: Where accounts are kept on the accrual or modified accrual basis of accounting, the cost of goods received or services rendered, whether cash payments have been made or not. Where accounts are kept on a cash basis, expenditures are recognized only when the cash payments for the above purposes are made.

EXPENSES: Charges incurred, whether paid or unpaid, for operation, maintenance, and interest, and other charges which are presumed to benefit the current fiscal period.

FEES: Charges for services that are based upon the cost of providing the service.

FISCAL YEAR: The twelve month period beginning October 1st and ending the following September 30th.

FIXED ASSETS: Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment

FLSA: Fair Labor Standards Act

FRANCHISE FEE: A fee paid by public service businesses for use of City streets, alleys and property in providing their services to the citizens of a community. Services requiring franchises include electricity, telephone, natural gas, cable, fiber-optic and pipeline.

FTE: Full time equivalent.

FULL FAITH AND CREDIT: A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to general obligation bonds).

FULL TIME EQUIVALENT (FTE): A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full time employees. Full time employees work 2080 hours annually. A part-time employee working 1040 hours annually represents a .5 FTE.



FUND: A set of interrelated accounts, which record revenues and expenditures associated with a specific purpose or activity.

FUND BALANCE: The excess of a fund's current assets over its current liabilities; sometimes called working capital in enterprise funds. See deficit.

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the convention, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

GASB: Governmental Accounting Standards Board. The board is a private, nonprofit organization consisting of seven board members and a full-time staff. Like the Financial Accounting Standards Board (FASB) that sets accounting standards for private companies, GASB is funded by the Financial Accounting Foundation, a nonprofit entity that exercises general oversight over the financial reporting of public entities.

GASB 34: Approved by GASB in June 1999, Statement No. 34: Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. GASB 34 establishes new requirements for the annual financial reports of state and local governments. Its primary purpose is to make these reports easier to understand and more useful to legislators, oversight bodies, investors, creditors and the general public.

GASB 45: Approved by GASB in July 2004, Statement No. 45: Accounting and Financial Report by Employers for Postemployment Benefits Other Than Pensions. In addition to pensions, many state and local governmental employers provide other postemployment benefits (OPEB) as part of the total compensation offered to attract and retain the services of qualified employees. OPEB includes postemployment healthcare, as well as other forms of postemployment benefits when provided separately from a pension plan. GASB 45 establishes standards for the measurement, recognition, and display of OPEB expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local governmental employers.

GENERAL FUND: The fund established to account for those resources devoted to financing the general administration of the City and traditional services provided to the citizens. Service activities include fire and police protection, library facilities, health care, street, drainage and park maintenance, and recreational opportunities.

GENERAL OBLIGATION (GO) BONDS: Bonds that are secured by the issuer's pledge of its full faith and credit to the repayment of the bonds, generally repaid from taxes and/or other general revenues.

GFOA: Government Finance Officers' Association. A professional association of state/provincial and local finance officers in the United States and Canada that has served the public finance profession since 1906.

GIS: Geographic Information System

GOAL: A statement that describes the purpose toward which an endeavor is directed.

GRANT: A contribution of assets (usually cash and for specified purposes) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments.



HOUSTON TRANSTAR: The building that houses the Houston-Galveston Area regional transportation headquarters. At present there are representatives only from Houston, Harris County, Houston METRO, and TxDOT offices there. However, there are plans for this to be the facility that in an emergency has the technology to control all electronic traffic control devices in the seven-county region that HGAC covers.

INFRASTRUCTURE: Substructure or underlying foundation of the City (e.g. streets, utility lines, water and wastewater facilities, etc.)

INTEREST INCOME: Revenue associated with the City's cash management activities of investing fund balances.

INTERFUND TRANSFERS: Budgeted amounts transferred from one governmental accounting fund to another for work or services provided. As they represent a "double counting" of expenditures, these amounts are deducted from the total operating budget to calculate the "net" budget.

INTERGOVERNMENTAL REVENUE: Contributions received from the State and Federal Government in the form of grants and shared revenues.

INTERNAL SERVICE FUND: Internal Service Funds are used to account for the financing of goods or services provided by one department of the City to other departments on a cost-reimbursement basis.

INVESTMENTS: Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include assets used in city operations.

LEVY: To impose taxes, special assessments or service charges for the support of City services

LIABILITY: Debt or other legal obligations, arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. Note: The term does not include encumbrances.

LINE-ITEM BUDGET: A budget that lists each expenditure category (personnel, services, supplies, etc.) separately, along with the dollar amount budgeted for each specified category.

LONG-TERM DEBT: Debt with a maturity of more than one year after the date of issuance.

MATURITIES: The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

MODIFIED ACCRUAL BASIS: The basis of accounting under which expenditures other than accrued interest on general long-term debt are recorded at the time liabilities are incurred and revenues are recorded when received in cash except for material and/or available revenues which should be accrued to reflect properly the taxes levied and revenue earned.

OBJECTIVE: A defined method to accomplish an established goal.

OPERATING BUDGET: The plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

ORDINANCES: A formal legislative enactment by the governing board of a municipality. It is not in conflict with any higher form of law, such as state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.



PASADENA SECOND CENTURY CORPORATION (PSCC): An economic development corporation created for the City of Pasadena. PSCC is funded with ½% sales tax. PSCC funds many capital projects with its ½% sales tax allocation.

PER CAPITA COST: Cost expressed as an amount per city resident; the quotient of cost divided by population.

PERFORMANCE INDICATORS: Quantitative measures that show demand for services (e.g. calls for service, citizen complaints), efficiency in meeting those demands (e.g. unit cost of service, units per employee or crew), and effectiveness in meeting the total need represented by the service demands (e.g. percent of complaints resolved, percent of citizens satisfied with services provided).

PERSONNEL COSTS: Costs related to compensating employees, including salaries, wages, insurance, payroll taxes and retirement contributions.

PROPRIETARY FUND: A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Proprietary funds include Enterprise funds and Internal Service funds.

PROPERTY TAXES: Taxes are levied on both real and personal property according to the property's valuation and tax rate.

RESERVE: An account used to earmark a portion of fund balance to indicate that it is not appropriate for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

RETAINED EARNINGS: An equity account reflecting the accumulated earnings of an Enterprise Fund or Internal Service Fund which have been retained in the fund and which are not reserved for any specific purpose.

REVENUE: Generally refers to income received by the City from taxes, fees, grants, interest on investments and other related sources.

REVENUE BONDS: Bonds whose principal and interest are payable exclusively from user fees.

ROW: Right-of-Way

SPECIAL REVENUE FUNDS: Funds which account for revenues from specific taxes or other revenue sources which by law, or other agreement such as Trust, are designated to finance particular functions or activities of government which, therefore, cannot be diverted to other uses.

SCADA: Acronym for Supervisory Control and Data Acquisition. SCADA is used to monitor and control wastewater lift stations, water towers, water wells, water pumping stations and storm water sites.

TAX BASE: The total property valuations on which each taxing authority levies its tax rates.

TAX LEVY: The total amount to be raised by general property taxes for operating and debt service purposes.

TAX RATE: A percentage applied to all taxable property to raise general revenues. The amount of tax levied for each \$100 of assessed valuation.

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for



current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

TMRS: Texas Municipal Retirement System

TRANSFERS IN/OUT: Amount transferred from one fund to another to assist in financing the services of the recipient fund.

TXDOT: Texas Department of Transportation

USER FEES: Charges for specific governmental services. These fees cover the cost of providing that service to the user (i.e. building permits). The key to effective utilization of user fees is being able to identify specific beneficiaries of services and then determine the full cost of the service they are consuming.

YIELD: The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.



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Johnny Isbell, Mayor

Ornaldo Ybarra, District A

Jackie Welch, District B

Don Harrison, District C

Pat Van Houte, District D

Erv Brannon, District E

Phil Cayten, District F

Steve Cote, District G

Darrell Morrison, District H

**City Of Pasadena
1211 Southmore Ave.
Pasadena, TX 77502
713.477.1511
www.pasadenatexas.net**