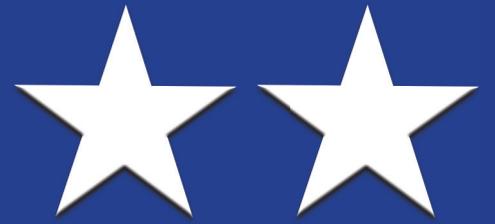


City of Pasadena, Texas
Fiscal Year 2016
Adopted Budget





PUBLIC NOTICE

THIS BUDGET WILL RAISE MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$6,697,007, WHICH IS AN 18.3% INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$1,584,279.

Above Public Notice is required by House Bill 319



JOHNNY ISBELL
MAYOR

OFFICE OF THE MAYOR
CITY OF PASADENA
1211 SOUTHMORE AVE.
PASADENA, TEXAS 77502

Residents of Pasadena:

Attached hereto is the adopted operating budget for the City of Pasadena for the fiscal year beginning October 1, 2015 and ending on September 30, 2016.

Our budget this year does not provide for any new programs, but rather is intended to maintain our commitment to provide responsive, quality service to you in all areas. We propose to maintain basically the same staffing levels and equipment as in the current year. We have allocated something over \$3 million dollars for the repair of streets, drainage facilities and sidewalks and we will continue to fund some capital projects from the City's fund balance.

The Strawberry Water Park was completed in late August and its soft opening for three weekends in September was a big success. We look forward to the full-time operation of this facility in May, 2016 and are optimistic that you will enjoy this dynamic recreational facility.

A new Fire Station #5 is under construction and should be operational in late spring of 2016. This facility, on Spencer Highway, will provide enhanced fire protection to residents of the Golden Acres area and beyond.

The groundbreaking for a new Adoption Center for pets needing new homes is anticipated in December of 2015. The Center will be a state of the art facility, providing not only quality temporary housing for many pets, but educational opportunities regarding animal care for youth and adults as well.

Commercial and industrial development experienced a strong year in Pasadena's jurisdiction and a number of new projects are in the planning stages by the private sector for 2016. We look forward to welcoming these new members of our community, primarily in the areas of retail and warehousing.

As always, should you want to bring something to the City's attention, do not hesitate to call the Action Line at 713 475-5555.

All of our employees are proud to serve this wonderful community.

Sincerely


Johnny Isbell, Mayor

**CITY OF PASADENA, TEXAS
ADOPTED BUDGET
FISCAL YEAR 2016**

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City of Pasadena, Texas

MISSION STATEMENT AND VALUES

*Our mission is to inspire pride in Pasadena by
Protecting lives and resources;
Providing quality services; and
Planning for tomorrow*

Integrity:

We show strong character and constancy of action.
We deal honestly and reliably with others at all times.

Stewardship:

We act as guardians of the public trust, using financial,
Human and physical resources wisely.

Respect:

We treat other the way we want to be treated.

Pride:

We gain personal fulfillment from doing our jobs well.
We display dignity in our appearance, behavior, and performance.



PRINCIPAL OFFICIALS

MAYOR

JOHNNY ISBELL

BUDGET & FINANCIAL PLANNING

ANDY HELMS

CITY COUNCIL

DISTRICT A
DISTRICT B
DISTRICT C
DISTRICT D
DISTRICT E
DISTRICT F
DISTRICT G – at large
DISTRICT H – at large

ORNALDO YBARRA
BRUCE LEAMON
SAMMY CASADOS
CODY RAY WHEELER
CARY BASS
JEFF WAGNER
PAT VAN HOUTE
DARRELL MORRISON

CITY CONTROLLER

WAYNE F. LONG, JR., CPA

CITY SECRETARY

LINDA RORICK

CITY ATTORNEY

LEE CLARK

DIRECTOR OF PERSONNEL

RANDY PERRY

DIRECTOR OF PUBLIC WORKS

ROBIN GREEN

CHIEF OF POLICE

MICHAEL THALER

FIRE CHIEF

LANNY ARMSTRONG

FIRE MARSHALL

DAVID BRANNON

DIRECTOR OF COMMUNITY RELATIONS

RICHARD SCOTT

DIRECTOR OF PLANNING

TERESA VASQUEZ-EVANS

DIRECTOR OF HEALTH

KATHY PEREZ-ASHTON

DIRECTOR OF PARKS/RECREATION

KIRBY CARDENAS

DIRECTOR OF ECONOMIC DEVELOPMENT

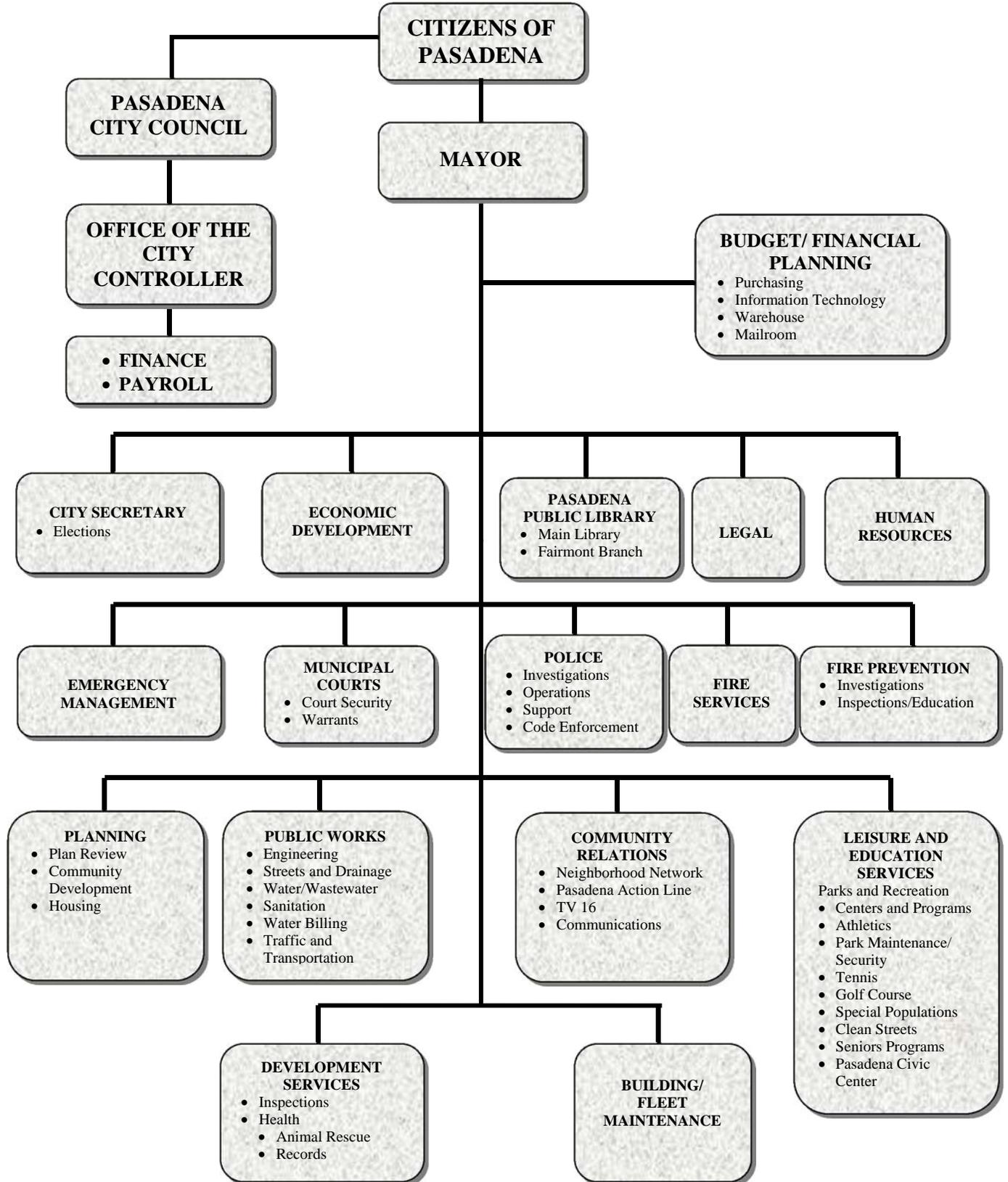
PAUL DAVIS

PRESIDING JUDGE, MUNICIPAL COURTS

LESTER RORICK



ORGANIZATION CHART





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, 2015 and ending September 30, 2016. This is referred to throughout as the FY 2016 or FY16 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.

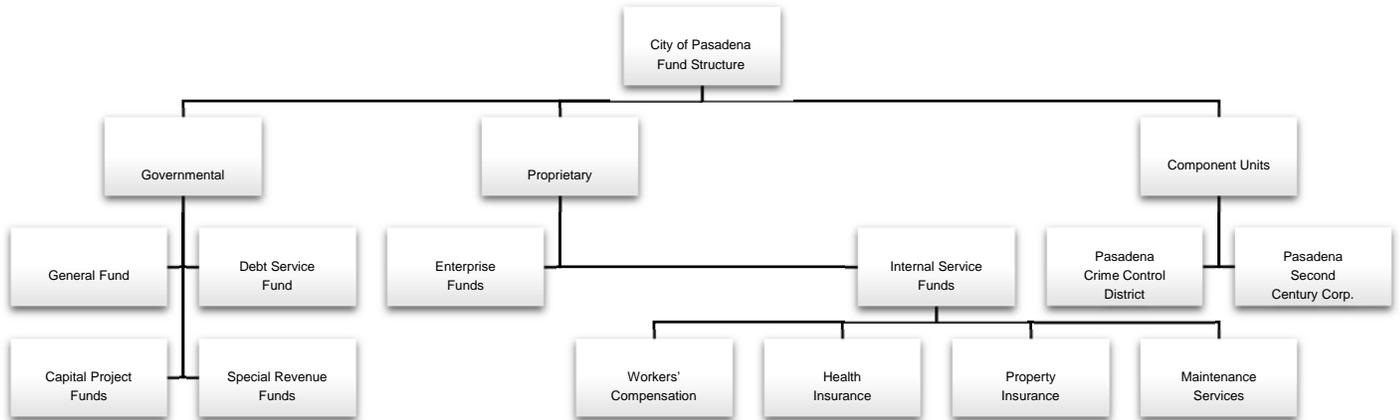
The City is required to make debt service payments to repay bonds sold to finance major capital improvement projects. Debt service payments are included in the Budget. Capital projects are not generally included in this budget.

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 2013 Actual - Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2013. (Previous data has been updated.)

FY 2014 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2014. (Previous data has been updated.)

FY 2015 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2015.

FY 2015 Year to Date (YTD) Actual – Actual as of April 30, 2015 of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2015.

FY 2015 Estimated – A projection (as of April 30, 2015) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2015.

FY 2016 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2016.



The budget is divided into four major sections: Summaries, Financial and Operational information by Fund, and Components Units with Appendices and a 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 2016 Adopted Budget contains information about each fund and the departments within the fund.

A list of budgeted positions for each department at the end of each fund after the introductory summary section, individual budget units follow.

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 1st and ends September 30th. To have an adopted budget in place by October 1st 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 2015. After a review of the aforementioned projections, it was decided that FY 2016 expenditures would be proposed at FY 2015 approved levels. Departments were given the opportunity to submit additional employee requests. Once all additional requests were summarized, the Budget Office determined which requests would 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, one budget workshop was held so as to receive input from council members. The final Adopted Budget for FY 2016 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 15 days before the public hearing. 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 no later than September 27th, if not formally approved by that date the Proposed Budget will take effect automatically on October 1st 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 2016 BUDGET SCHEDULE

July 28, 2015	Fiscal year 2016 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 28, 2015	DRAFT Revenue/Expenditure Detail to Council
August 4, 2015	Council Workshop for Proposed FY 2016 Budget (after completion of regular council meeting)
August 4, 2015	Resolution calling for public hearing on the Proposed Budget for August 18, 2015
August 9, 2015	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)
August 18, 2015	Public hearing on FY 2016 Proposed Budget (held during council meeting)
September 1, 2015	Council vote on Fiscal 2016 Budget Ordinance (first reading)
September 15, 2015	Council vote on Fiscal 2016 Budget Ordinance (second reading) (City Charter requires budget to be approved by Sept. 27 th)
September 15, 2015	Ordinance adopting assessments roll, first reading (schedule two public hearings on proposed tax rate)
October 6, 2015	Ordinance adopting assessments roll, second reading. First reading setting the 2015 property tax rate. (If necessary – First public hearing on tax rate.)
October 20, 2015	Second reading setting the 2015 property tax rate. (If necessary- Second public hearing on tax rate) (Must be approved within 60 days of receiving tax roll.)
November 3, 2015	Proposed Ordinance first reading accepting the 2015 Industrial District assessment roll and payment rate.
November 18, 2015	Proposed Ordinance second reading accepting the 2015 Industrial District assessment roll and payment rate



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 FY16 of \$112 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2016 Adopted Budget includes expenditures of \$207 million for basic city services, a decrease of \$28.6 million or 12.1% from the FY 2015 projected expenditures. This decrease is being accomplished with a slight decrease in the tax rate, and the same water, sewer and garbage rates, the uses of fund balance and \$202.6 million in revenue. The Budget also includes positions for approximately 1,100 full-time, part-time and seasonal staff positions.

FY 2016 ADOPTED BUDGET ADOPTED ENDING FUND BALANCES					
	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Governmental, water and sewer, crime control district, and pasadena second century corp. funds	\$ 122,956,107	\$ 130,115,407	\$ 92,534,195	\$ 104,098,206	\$ 99,314,061
Internal service funds	12,818,452	13,501,079	12,777,635	12,556,011	12,452,003
Total ending balances	\$ 135,774,559	\$ 143,616,486	\$ 105,311,830	\$ 116,654,217	\$ 111,766,064

FY 2016 Revenue Outlook

Total revenues and transfers for all funds are \$168.5 million (excluding the Internal Service funds), a decrease of \$6 million or 3.5 percent under FY 2015 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 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ESTIMATED	FY 2016 ADOPTED	Increase/(Decrease) Over 2015 Estimated	
					AMOUNT	PERCENT
General fund	\$ 91,066,212	\$ 101,531,256	\$ 96,685,966	\$ 99,877,667	\$ 3,191,701	3.30%
Debt service fund	30,902,080	11,573,238	19,907,700	10,950,000	(8,957,700)	-45.00%
Water and sewer fund	38,272,007	36,836,429	36,573,900	36,726,000	152,100	0.42%
Special revenue funds	3,055,622	3,163,625	2,341,865	1,919,365	(422,500)	-18.04%
Crime control district fund	9,231,548	9,891,432	9,000,000	9,500,000	500,000	5.56%
Pasadena second century corporation	9,335,559	10,168,024	10,014,165	9,515,200	(498,965)	-4.98%
Total revenues	\$ 181,863,028	\$ 173,164,004	\$ 174,523,596	\$ 168,488,232	\$ (6,035,364)	-3.46%



**CITY OF PASADENA
ADOPTED ENDING FUND BALANCES**

Fund #	Fund Title	Estimated Beginning Balance	Revenues and Transfers In	Expenditures and Transfers Out	Revenues Over/(Under) Expenditures	Estimated Ending Balance
Governmental Funds:						
General fund						
001	General fund	\$ 41,711,928	\$ 99,877,667	\$ 98,853,810	\$ 1,023,857	\$ 42,735,785
Debt service fund						
041	Debt service fund	1,300,375	10,950,000	10,780,005	169,995	1,470,370
Special revenue funds						
040	Equity sharing - treasury fund	468,581	200	125,000	(124,800)	343,781
042	Juvenile case manager fund	86,319	75,030	38,824	36,206	122,525
043	Child safety fund	762,492	260,240	420,153	(159,913)	602,579
044	Equity sharing - justice fund	402,062	230	146,000	(145,770)	256,292
045	Municipal courts security fund	85,302	150,055	185,524	(35,469)	49,833
046	State forfeited and property fund	528,545	430	220,000	(219,570)	308,975
047	Law enforcement training fund	44,209	22,010	20,000	2,010	46,219
048	Judicial efficiency fund	49,894	35,015	22,406	12,609	62,503
049	Court technology fund	137,976	180,055	237,050	(56,995)	80,981
064	Hotel and motel tax fund	2,048,532	657,500	947,160	(289,660)	1,758,872
080	Preservation of vital statistics fund	74,617	5,530	5,000	530	75,147
081	1% public, ed and gov (peg) fund	543,003	280,000	193,000	87,000	630,003
200	Abandoned motor vehicle and property fund	93,888	250,040	275,000	(24,960)	68,928
201	Sign removal fund	64,426	3,030	20,000	(16,970)	47,456
	Total special revenue funds	5,389,846	1,919,365	2,855,117	(935,752)	4,454,094
	Total governmental funds	48,402,149	112,747,032	112,488,932	258,100	48,660,249
Proprietary Funds:						
Enterprise fund						
003	Water and sewer fund	23,152,866	36,726,000	39,524,956	(2,798,956)	20,353,910
Internal service funds						
002	Maintenance fund	4,096,574	14,976,849	15,026,297	(49,448)	4,047,126
067	Workers' compensation fund	1,838,277	890,700	839,260	51,440	1,889,717
069	Health benefits fund	898,574	16,588,000	16,249,000	339,000	1,237,574
070	General liability insurance fund	5,722,586	1,615,000	2,060,000	(445,000)	5,277,586
	Total internal service funds	12,556,011	34,070,549	34,174,557	(104,008)	12,452,003
	Total proprietary funds	35,708,877	70,796,549	73,699,513	(2,902,964)	32,805,913
Component Units:						
9950	Pasadena second century corporation fund	25,963,997	9,515,200	11,015,900	(1,500,700)	24,463,297
210	Crime control district fund	6,579,194	9,500,000	10,242,589	(742,589)	5,836,605
	Total component units	32,543,191	19,015,200	21,258,489	(2,243,289)	30,299,902
	Total all funds	\$ 116,654,217	\$ 202,558,781	\$ 207,446,934	\$ (4,888,153)	\$ 111,766,064

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$43,958,007 and represent 26.1% of total revenues. Property tax revenues are expected to increase by \$6.6 million or 17.59% over the FY 2015 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. We did, however, decrease the tax rate from the FY15 level (\$0.576904 per \$100 assessed value) to \$0.575388 per \$100 assessed value.



The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.433680 or 75.37% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.141708 or 24.63% of the total rate) which is allocated to the debt service fund.

TOTAL REVENUE BY SOURCE (GOVERNMENTAL, WATER AND SEWER, PSCC, AND CCD FUNDS)

REVENUE CATEGORY	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 ESTIMATED	FY 2016 ADOPTED	Increase/(Decrease) Over 2015 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 35,262,542	\$ 37,144,600	\$ 37,381,120	\$ 43,958,007	6,576,887	17.59%
Sales taxes	37,165,902	40,344,036	39,289,742	39,298,000	8,258	0.02%
Industrial district	17,755,534	17,172,395	17,298,700	17,298,700	-	0.00%
Utility taxes	8,751,774	8,968,863	8,628,250	8,628,250	-	0.00%
Other taxes	1,080,001	1,301,550	1,180,000	1,180,000	-	0.00%
Water and sewer	36,841,133	35,351,272	36,232,500	36,405,000	172,500	0.48%
Fees & permits	11,838,604	12,027,045	11,482,450	11,679,450	197,000	1.72%
Fines	5,992,141	6,505,416	6,160,000	6,160,000	-	0.00%
Other	23,498,046	9,965,705	14,670,334 *	1,680,825	(12,989,509)	-88.54%
Other financing sources	3,677,351	4,383,122	2,200,500	2,200,000	(500)	-0.02%
Total revenue by source	\$ 181,863,028	\$ 173,164,004	\$ 174,523,596	\$ 168,488,232	(6,035,364)	-3.46%

* INCLUDES \$9,987,588 REFUNDING BONDS ISSUED

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 second largest source of income for the city (23.3%). Total sales taxes are anticipated to increase by \$8,258 over the FY 2015 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 (10.3%). 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 FY16 Adopted Budget anticipates the same industrial revenue.

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 2016 revenues are projected using the current year’s receipts as a benchmark. It is anticipated that utility and other taxes will remain the same in FY16 due to gas and electric franchise fee revenue expecting to stay the same from FY15.



Water and Sewer

Total budgeted revenues for the City's enterprise fund are \$36.7 million as compared to estimated revenues for FY15 of the amount of \$36.6 million. Adopted FY 2016 water revenues increase to \$18.6 million which is only slightly higher than the 2015 projected amount of \$18.5 million. Sewer revenues are budgeted at \$12.6 million in FY 2016. This is a \$100,000 increase as compared to FY15 estimate of \$12.5.

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. FY16 permit revenue is expected to increase by \$197,000 as some major construction projects have been completed.

Fines

Municipal Court fines are budgeted to remain the same in FY16 over FY15.

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 to refunding of bonds in the amount of \$9,185,000 in FY15 but not expected to repeat in FY16. Other revenues in this category are also expected to stay the same.

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 increased for the 2016 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 2016 budget will transfer \$2.2 million, same as FY15.

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 FY16 Adopted Budget includes \$381,000 and \$556,000 reimbursements from the General fund and System fund, respectively, for capital improvement.

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.



**FY 2016 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, AND CRIME CONTROL DISTRICT FUNDS**

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 42,735,205	\$ 50,080,327	\$ 51,313,324	\$ 51,313,324	\$ 41,711,928
Debt service fund	4,097,226	5,219,579	6,272,408	6,272,408	1,300,375
Water and sewer fund (modified accrual)	30,292,815	27,230,309	22,911,001	22,911,001	23,152,866
Special revenue funds	5,691,799	5,803,849	5,935,097	5,935,097	5,389,846
Crime control district fund	4,277,044	4,914,784	6,876,800	6,876,800	6,579,194
Pasadena second century corporation	23,214,154	29,707,259	36,806,777	36,806,777	25,963,997
TOTAL	110,308,243	122,956,107	130,115,407	130,115,407	104,098,206
REVENUE					
General fund	91,066,212	101,531,256	93,002,970	96,685,966	99,877,667
Debt service fund	30,902,080	11,573,238	11,161,387	19,907,700	10,950,000
Water and sewer fund (modified accrual)	38,272,007	36,836,429	36,216,600	36,573,900	36,726,000
Special revenue funds	3,055,622	3,163,625	2,234,445	2,341,865	1,919,365
Crime control district fund	9,231,548	9,891,432	8,500,000	9,000,000	9,500,000
Pasadena second century corporation	9,335,559	10,168,024	9,030,075	10,014,165	9,515,200
TOTAL	181,863,028	173,164,004	160,145,477	174,523,596	168,488,232
EXPENDITURES					
General fund	83,721,090	100,298,259	114,297,368	106,287,362	98,853,810
Debt service fund	29,779,727	10,520,409	10,478,598	24,879,733	10,780,005
Water and sewer fund (modified accrual)	41,334,513	41,155,737	38,099,410	36,332,035	39,524,956
Special revenue funds	2,943,572	3,032,377	3,342,952	2,887,116	2,855,117
Crime control district fund	8,593,808	7,929,416	8,892,197	9,297,606	10,242,589
Pasadena second century corporation	2,842,454	3,068,506	22,616,164	20,856,945	11,015,900
TOTAL	169,215,164	166,004,704	197,726,689	200,540,797	173,272,377
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	7,345,122	1,232,997	(21,294,398)	(9,601,396)	1,023,857
Debt service fund	1,122,353	1,052,829	682,789	(4,972,033)	169,995
Water and sewer fund (modified accrual)	(3,062,506)	(4,319,308)	(1,882,810)	241,865	(2,798,956)
Special revenue funds	112,050	131,248	(1,108,507)	(545,251)	(935,752)
Crime control district fund	637,740	1,962,016	(392,197)	(297,606)	(742,589)
Pasadena second century corporation	6,493,105	7,099,518	(13,586,089)	(10,842,780)	(1,500,700)
TOTAL	12,647,864	7,159,300	(37,581,212)	(26,017,201)	(4,784,145)
ENDING FUND BALANCE					
General fund	50,080,327	51,313,324	30,018,926	41,711,928	42,735,785
Debt service fund	5,219,579	6,272,408	6,955,197	1,300,375	1,470,370
Water and sewer fund (modified accrual)	27,230,309	22,911,001	21,028,191	23,152,866	20,353,910
Special revenue funds	5,803,849	5,935,097	4,826,590	5,389,846	4,454,094
Crime control district fund	4,914,784	6,876,800	6,484,603	6,579,194	5,836,605
Pasadena second century corporation *	29,707,259	36,806,777	23,220,688	25,963,997	24,463,297
TOTAL \$	122,956,107	\$ 130,115,407	\$ 92,534,195	\$ 104,098,206	\$ 99,314,061

* Includes expenditures and reclassification of fund balance to capital projects.



**FY 2016 ADOPTED BUDGET
ADOPTED ENDING FUND BALANCES
INTERNAL SERVICE FUNDS**

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 993,545	\$ 2,911,016	\$ 3,305,369	\$ 3,305,369	\$ 4,096,574
Health insurance fund	5,382,437	1,867,269	2,299,653	2,299,653	898,574
Workers' compensation fund	1,514,760	1,622,473	1,759,415	1,759,415	1,838,277
General liability insurance fund	6,384,344	6,417,694	6,136,642	6,136,642	5,722,586
TOTAL	14,275,086	12,818,452	13,501,079	13,501,079	12,556,011
REVENUE					
Maintenance fund	15,222,765	15,146,905	15,826,124	16,001,324	14,976,849
Health insurance fund	13,767,007	16,753,384	15,988,000	16,067,344	16,588,000
Workers' compensation fund	1,013,017	934,156	890,500	890,700	890,700
General liability insurance fund	1,617,050	1,632,839	1,553,000	1,642,000	1,615,000
TOTAL	31,619,839	34,467,284	34,257,624	34,601,368	34,070,549
EXPENDITURES					
Maintenance fund	13,305,294	14,752,552	16,590,268	15,210,119	15,026,297
Health insurance fund	17,282,175	16,321,000	15,709,000	17,468,423	16,249,000
Workers' compensation fund	905,304	797,214	806,800	811,838	839,260
General liability insurance fund	1,583,700	1,913,891	1,875,000	2,056,056	2,060,000
TOTAL	33,076,473	33,784,657	34,981,068	35,546,436	34,174,557
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	1,917,471	394,353	(764,144)	791,205	(49,448)
Health insurance fund	(3,515,168)	432,384	279,000	(1,401,079)	339,000
Workers' compensation fund	107,713	136,942	83,700	78,862	51,440
General liability insurance fund	33,350	(281,052)	(322,000)	(414,056)	(445,000)
TOTAL	(1,456,634)	682,627	(723,444)	(945,068)	(104,008)
ENDING FUND BALANCE					
Maintenance fund	2,911,016	3,305,369	2,541,225	4,096,574	4,047,126
Health insurance fund	1,867,269	2,299,653	2,578,653	898,574	1,237,574
Workers' compensation fund	1,622,473	1,759,415	1,843,115	1,838,277	1,889,717
General liability insurance fund	6,417,694	6,136,642	5,814,642	5,722,586	5,277,586
TOTAL \$	12,818,452	\$ 13,501,079	\$ 12,777,635	\$ 12,556,011	\$ 12,452,003



City of Pasadena
Summary of Amended and Proposed Positions - REVISED
Fiscal Year 2014 through Fiscal Year 2016

FUND/DEPARTMENT/DIVISION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 ADOPTED
GENERAL FUND PERSONNEL			
City Council	8	8	8
Mayor	3	2	2
Budget and Financial Planning	4	4	4
Municipal Court	35	36	36
City Controller's Office	17	17	17
Purchasing	4	4	4
Legal	8	9	8
City Secretary *	4	4	4
Human Resources *	7	8	8
City Marshal	7	7	7
COURT SECURITY FUND			
Municipal Court Security	2	2	2
COURT SECURITY FUND TOTAL	2	2	2
Community Relations	10	9	9
Mayor's Action Line	6	6	6
Planning	4	4	4
Planning and Development Admin	1	0	0
Economic Development	2	2	2
Neighborhood Network	2	2	2
Inspections/Permit	19	19	19
Property Management *	2	0	0
Impound	7	7	6
Emergency Preparedness	3	3	4
Fire Department	8	9	9
Fire Prevention	12	12	12
Code Enforcement	0	8	8
<i>Police Department :</i>			
Administration	39	40	34
Investigations	48	48	48
Operations	223	217	212
Support	47	61	76
Police Department Subtotal	357	366	370
Engineering *	21	21	20
Sanitation	40	40	40
Street and Bridge	34	34	35
Traffic and Transportation	11	10	12
Parks *	38	39	39
Clean Streets *	19	20	20
Recreation *	27	30	30
Golf Course *	10	8	8
Multi-Purpose Center *	9	9	9
Convention Center	8	8	8
Senior Center	5	6	6
Museum *	1	1	2
Health *	12	12	12
Animal Control and Adoption	25	29	29
Library *	48	48	48
GENERAL FUND TOTAL	840	863	869



FUND/DEPARTMENT/DIVISION	FY 2014 AMENDED	FY 2015 AMENDED	FY 2016 ADOPTED
MAINTENANCE FUND			
Information Services *	15	15	16
Radio Services	1	1	1
Warehouse	4	4	4
Fleet	28	27	27
Building & Equipment Maintenance	5	5	5
Janitorial *	14	14	14
Electrical	12	12	12
Mail Room	1	1	1
Landscaping & Beautification *	9	11	11
MAINTENANCE FUND TOTAL	89	90	91
SYSTEM FUND			
Wastewater Rehabilitation	22	22	23
Wastewater Collections	31	31	29
Wastewater Maintenance *	11	11	10
Water Distribution	24	26	28
Water Production	10	10	10
Water Billing *	24	24	24
SYSTEM FUND TOTAL	122	124	124
WORKER'S COMP FUND			
Safety Coordinator	1	1	1
WORKER'S COMP FUND TOTAL	1	1	1
HOUSING FUND			
Section 8/Housing Assistance *	9	9	8
HOUSING FUND TOTAL	9	9	8
HOUSING GRANTS			
CDBG/Home Programs	9	7	7
HOUSING GRANTS FUND TOTAL	9	7	7
GRAND TOTAL	1,070	1,094	1,100

* Indicates departments with PT Pooled Positions

** Starting in FY 2010 all PT Pooled Positions will be on a one to one ratio budget to actual



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**FY 2016 ADOPTED BUDGET
GENERAL FUND SUMMARY**

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
BEGINNING FUND BALANCE	\$ 42,735,205	\$ 50,080,327	\$ 51,313,324	\$ 51,313,324	\$ 41,711,928
REVENUES	91,066,212	101,531,256	93,002,970	96,685,966	99,877,667
EXPENDITURES	83,721,090	90,264,236	114,297,368	106,287,362	98,853,810
REVENUES OVER/(UNDER) EXPENDITURES	7,345,122	11,267,020	(21,294,398)	(9,601,396)	1,023,857
RECLASSIFICATION **	-	(10,034,023)	-	-	-
ENDING FUND BALANCE	50,080,327	51,313,324	30,018,926	41,711,928	42,735,785
TWO MONTH RESERVE REQUIREMENT *	13,223,290	13,809,003	15,988,929	14,653,928	16,328,802
OVER/(UNDER) REQUIREMENT	\$ 36,857,037	\$ 37,504,321	\$ 14,029,997	\$ 27,058,000	\$ 26,406,983

* The reserve requirement is reduced by the interfund transfers amount after the computation of the reserve requirement amount.
 ** Reclassification of fund balance to capital projects.

OVERVIEW

The FY 2016 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$42.7 million. 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.



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**FY 2016 ADOPTED BUDGET
GENERAL FUND SUMMARY**

REVENUE CATEGORY	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
General property taxes	\$23,549,653	\$ 25,573,707	\$ 26,020,000	\$ 27,462,000	\$ 33,009,007
Industrial district fees	17,755,534	17,172,395	17,351,000	17,298,700	17,298,700
Sales tax	18,625,390	20,314,683	20,000,000	20,300,000	20,300,000
Utility taxes	8,751,774	8,968,863	8,628,165	8,628,250	8,628,250
Mixed drink tax	191,021	262,129	200,000	250,000	250,000
Bingo tax	62	45	-	-	-
Business licenses and permits	2,119,449	2,232,381	1,829,400	1,842,700	1,842,700
Occupational licenses and permits	118,319	114,346	94,600	94,700	94,700
Non-business licenses and permits	77,348	78,949	76,200	76,200	76,200
Municipal court fines and fees	5,597,498	6,092,658	5,930,000	5,720,000	5,720,000
Solid waste collection	6,841,503	6,868,755	6,872,200	6,837,200	6,837,200
Health services	323,818	342,195	313,550	337,550	337,550
Library services	61,448	58,442	45,000	45,000	45,000
Property management	353,613	367,159	332,000	327,000	309,000
Recreation	190,849	163,899	190,700	191,400	191,400
Golf	585,715	539,051	536,500	536,500	536,500
Swimming pools	73,651	41,743	300,000	25,000	230,000
Tennis	960	3,505	2,500	3,500	3,500
Other centers	92,954	102,625	99,650	88,200	98,200
Civic center	293,720	375,183	411,000	374,000	374,000
Miscellaneous	702,437	735,762	716,500	700,500	700,500
Intergovernmental revenues	291,690	219,355	254,205	244,406	234,500
Sale of capital assets	139,788	5,845,152	40,000	2,575,000	40,000
Other revenues	578,370	634,269	518,000	490,860	483,960
Investment income	72,297	40,883	41,800	36,800	36,800
Insurance recovery	987,351	2,182,554	-	-	-
Interfund transfers	2,690,000	2,200,568	2,200,000	2,200,500	2,200,000
TOTAL	\$91,066,212	\$ 101,531,256	\$ 93,002,970	\$ 96,685,966	\$ 99,877,667

EXPENDITURE CATEGORY	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$55,258,626	\$ 57,209,406	\$ 64,518,089	\$ 60,515,078	\$ 66,323,952
Contractual services	11,702,957	11,255,172	13,949,442	12,287,014	14,212,921
Materials and supplies	2,739,885	3,325,752	4,120,881	3,490,851	4,243,337
Maintenance charges	8,322,980	9,338,702	10,365,912	10,446,511	10,847,392
Other charges	191,635	334,391	286,965	142,285	205,080
Other uses	83,033	85,129	75,000	75,000	92,500
Other financing uses	4,381,351	4,414,624	2,096,876	2,096,876	881,000
Other financing uses - capital improvements	-	2,995,597	16,266,918	16,266,918	-
Capital outlay	1,040,623	1,305,463	2,617,285	966,829	2,047,628
TOTAL	\$83,721,090	\$ 90,264,236	\$ 114,297,368	\$ 106,287,362	\$ 98,853,810



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**GENERAL GOVERNMENT
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, six elected by district and two at-large members elected citywide.

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 93,529	\$ 83,366	\$ 96,356	\$ 83,185	\$ 95,697
Contractual services	21,437	20,881	46,672	27,965	46,106
Materials and supplies	4,199	10,651	5,800	4,993	11,800
Maintenance charges	45,615	41,576	43,255	44,031	44,825
TOTAL	\$ 164,780	\$ 156,474	\$ 192,083	\$ 160,174	\$ 198,428

CITY COUNCIL STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1530	Council Member - District A	1	1	1
1540	Council Member - District B	1	1	1
1550	Council Member - District C	1	1	1
1560	Council Member - District D	1	1	1
1570	Council Member - District E	1	1	1
1580	Council Member - District F	1	1	1
1590	Council Member - District G/at-large	1	1	1
1600	Council Member - District H/at-large	1	1	1
TOTAL:		8	8	8

* District G and District H until 06/30/2015 were single member districts.





GENERAL GOVERNMENT MAYOR

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 2015

- Continued to provide an attractive environment for new economic growth

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- To improve customer service to citizens
- To enhance communications with citizens through social media

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 266,136	\$ 267,737	\$ 272,479	\$ 279,079	\$ 282,141
Contractual services	13,002	9,155	19,700	12,700	19,700
Materials and supplies	1,265	7,840	6,250	4,150	6,250
Maintenance charges	24,637	27,684	34,317	34,317	34,148
TOTAL	\$ 305,040	\$ 312,416	\$ 332,746	\$ 330,246	\$ 342,239

MAYOR'S OFFICE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1060	Administrative Aide	1	1	1
2340	Mayor	1	1	1
2440	Office Assistant II	1	0	0
	TOTAL:	3	2	2



GENERAL GOVERNMENT BUDGET AND FINANCIAL PLANNING

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 2015

- Adopted the annual operating and capital budgets.
- Provided educational workshop on budget process to neighborhood center

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Research and develop revenue raising and cost reduction options
- Continue to improve efficiencies during budget process
- Develop monthly department reporting
- Assist departments with development of key performance metrics



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 298,460	\$ 511,560	\$ 529,798	\$ 545,773	\$ 532,789
Contractual services	6,240	30,059	44,150	14,250	31,400
Materials and supplies	8,178	1,102	4,300	2,300	7,200
Maintenance charges	11,124	8,928	12,341	13,104	13,635
TOTAL	\$ 324,002	\$ 551,649	\$ 590,589	\$ 575,427	\$ 585,024

BUDGET AND FINANCIAL PLANNING STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1325	Budget Administrator	1	1	1
1720	Director of Financial Planning	1	1	1
1950	Grant Writer	1	1	1
2380	Mgmt Analyst III	1	1	1
	TOTAL:	4	4	4



GENERAL GOVERNMENT MUNICIPAL COURT

MISSION STATEMENT

The mission of the City of Pasadena’s 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 2015

- Handled approximately 75,000 new case filings
- Collected gross revenue of approximated \$10 million
- Issued more than 20,000 warrants



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Work towards enhanced levels of compliance with the orders of the court
- Manage time and resources more efficiently to minimize overtime

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,654,585	\$ 1,679,391	\$ 1,752,145	\$ 1,712,431	\$ 1,808,783
Contractual services	51,724	74,979	74,628	74,628	137,943
Materials and supplies	38,767	39,149	52,991	47,026	77,341
Maintenance charges	167,200	137,833	220,701	220,701	230,207
TOTAL	\$ 1,912,276	\$ 1,931,352	\$ 2,100,465	\$ 2,054,786	\$ 2,254,274



MUNICIPAL COURT STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1140	Associate Judge	7	6	6
1490	Clerical Assistant II	2	2	2
1495	Collections Coordinator	1	1	1
1610	Court Clerk	1	1	1
1660	Deputy Clerk I	12	12	12
1670	Deputy Clerk II	7	7	7
2065	Juvenile Case Manager	1	1	1
2395	Municipal Court Coordinator	2	3	3
2400	Municipal Court Judge	1	1	1
2855	PT Office Assistant	1	1	1
3290	Sr Deputy Clerk	0	0	0
8888	PT Pooled	0	1	1
TOTAL:		35	36	36





GENERAL GOVERNMENT CITY 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 2015

- Provided an annual financial report that fully disclosed the City's financial condition and contained an unmodified ("clean") audit opinion
- Received the Certificate of Excellence in Financial Reporting for the 21st consecutive year
- Maximized the use of financial resources by creating a more efficient system to facilitate the transactions involving the collection, disbursement, and reporting of the City funds
- Maintained an efficient system of billing and collection of City funds
- Met changing professional standards to receive the Governmental Finance Officers Association award for the Comprehensive Annual Financial Report (CAFR)
- Monitored Federal and State regulations to ensure compliance

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Provide an annual financial report that fully discloses the City's financial condition and contains an unmodified audit opinion
- Receive the Certificate of Excellence in Financial Reporting for the 22nd consecutive year
- Provide the best and most professional financial services available to the City of Pasadena
- Review the City's procedures and its system of internal controls to preserve and protect resources and identify means of improving those controls and revising procedures as required
- Receive a "clean opinion" on the CAFR
- Complete annual audit plus any special projects on time
- Monitor Federal and State regulations to ensure continued compliance





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 1,441,830	\$ 1,436,345	\$ 1,629,912	\$ 1,534,003	\$ 1,635,900
Contractual services	98,937	106,002	111,300	99,323	111,300
Materials and supplies	17,398	18,629	23,562	19,930	23,562
Maintenance charges	63,040	65,130	68,979	69,999	77,040
TOTAL	\$ 1,621,205	\$ 1,626,106	\$ 1,833,753	\$ 1,723,255	\$ 1,847,802

CITY CONTROLLER'S OFFICE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1010	Accountant I	0	0	0
1011	Accounts Payable Manager	1	1	1
1020	Accountant II	1	1	1
1030	Accountant III	1	1	1
1031	Accountant IV	1	1	1
1032	Accountant V	1	1	1
1041	Accounting Assistant II	0	0	0
1042	Sr. Accounting Assistant	4	4	4
1050	Accounting Manager	1	1	1
1100	Assistant City Controller	1	1	1
1440	City Controller	1	1	1
2510	Payroll Manager	1	1	1
2777	PT Pooled	1	1	1
3200	Sr Project Accountant	1	1	1
3266	Special Funds Accountant	1	1	1
3370	Sr. Office Assistant	1	1	1
TOTAL:		17	17	17

TAX

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Contractual services	\$ 435,585	\$ 420,221	\$ 427,500	\$ 422,500	\$ 427,500
Materials and supplies	12	-	20	20	20
TOTAL	\$ 435,597	\$ 420,221	\$ 427,520	\$ 422,520	\$ 427,520



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GENERAL GOVERNMENT 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.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Recognized cost savings by utilizing co-operative contracts
- Formally bid or renewed 30+ contracts
- Continued to administer the Travel program for City staff
- Continued to administer the Procurement Card program



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Increase level of Contract Administration
- Provide Procurement training for client departmental staff

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 293,060	\$ 338,635	\$ 304,832	\$ 251,180	\$ 329,234
Contractual services	8,824	11,244	29,190	27,581	11,550
Materials and supplies	2,115	4,015	3,175	2,425	5,095
Maintenance charges	26,571	34,874	36,041	36,041	36,967
TOTAL	\$ 330,570	\$ 388,768	\$ 373,238	\$ 317,227	\$ 382,846

PURCHASING STAFFING

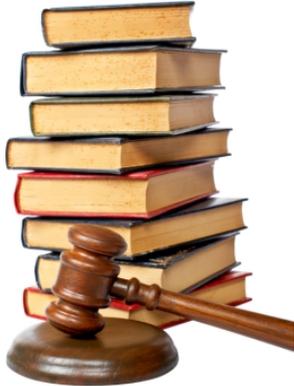
Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1354	Buyer I	1	0	0
1355	Buyer II	1	2	2
1356	Sr. Buyer	0	0	0
3000	Purchasing Manager	1	1	1
3410	Sr Purchasing Assistant	1	1	1
TOTAL:		4	4	4



GENERAL GOVERNMENT LEGAL

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.



ACHIEVEMENTS FOR FISCAL YEAR 2015

- Provided assistance and representation related to residential deed restrictions and code enforcement concerns
- Assisted City departments in matters related to open records requests, emergency disaster preparation, legal analysis on capital improvement projects, property management, real estate, eminent domain, and recovery of monies owed to City for taxes, property damage, fees and other debts
- Provided legal research, preparation, and representation in pretrial, trial, and appellate matters before courts, administrative agencies, and various commissions and other bodies
- Evaluated legislation that may affect the City, and maintain active membership in State and Local Bar Associations, Texas Municipal League, International Municipal Law Association, Texas City Attorneys' Association, and other organizations to keep abreast of such matters

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue representation of the City in legal and administrative matters, and in implementation of city policies and programs that benefit citizens and the best interest of the City
- Implement appropriate file maintenance and management system to allow for records retention in an easily accessible and efficient manner, while consolidating and archiving law department file storage to an off premise site
- Evaluate and assist Code Enforcement division with neighborhood protection and integrity issues
- Facilitate improved City contract administration by centralizing component
- Continue legal education for attorneys





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 802,826	\$ 797,910	\$ 883,333	\$ 819,989	\$ 901,732
Contractual services	94,084	66,555	143,775	182,475	183,775
Materials and supplies	24,258	25,721	37,453	30,600	37,453
Maintenance charges	56,944	56,287	59,168	61,410	64,903
Other charges	81,581	75,284	-	-	-
TOTAL	\$ 1,059,693	\$ 1,021,757	\$ 1,123,729	\$ 1,094,474	\$ 1,187,863



LEGAL STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	2	3	2
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	2
TOTAL:		8	9	8



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 2015

- Attended State and County election classes/seminars in preparation for the City's May 2015 General Election
- Conducted first General Election electing Councilmembers for six single-member districts and two at-large districts rather than eight single-member districts
- Made changes in City's system and procedures to conform to conducting our election using precincts rather than districts
- Compiled and submitted documents to MuniCode for codification of City's Code of Ordinances and distributed updates to all departments
- Staff members attended Public Information Act Seminar, a learning class for handling City's records requests and records retention

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Ensure that MuniCode has all amendments to Code of Ordinances and that updates are available on City's website
- Explore systems available for records management and restoration of archival documents in City Secretary's office and other departments
- Review and update City Secretary's website
- Schedule a shred day for all departments at City for purpose of discarding any documents no longer required to be retained, pursuant to state laws and any other laws applicable to records retention
- Schedule meetings with staff responsible for records retention in each City Department to ensure departments are maintaining records pursuant to state laws
- Work on soliciting and training judges and clerks for future City Elections





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 243,410	\$ 243,927	\$ 269,988	\$ 265,056	\$ 283,100
Contractual services	38,615	48,954	63,375	21,200	63,525
Materials and supplies	(1,640)	5,388	4,675	5,025	4,975
Maintenance charges	43,778	59,584	51,511	55,079	58,126
TOTAL	\$ 324,163	\$ 357,853	\$ 389,549	\$ 346,360	\$ 409,726

CITY SECRETARY STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1070	Admin Asst	1	1	1
1460	City Secretary	1	1	1
2655	PT Pooled City Secretary	1	1	1
2687	PT Clerical Assistant II	0	0	0
3280	Sr City Secretary Assistant	1	1	1
TOTAL:		4	4	4

CITY SECRETARY ELECTIONS

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 1,066	\$ -	\$ -	\$ -	\$ -
Contractual services	88,710	27,738	112,000	54,500	32,500
Materials and supplies	2,662	48	5,700	3,750	2,000
TOTAL	\$ 92,438	\$ 27,786	\$ 117,700	\$ 58,250	\$ 34,500



GENERAL GOVERNMENT HUMAN RESOURCES

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 2015

- Ongoing implementation of Paper-less Records Program for Human Resources
- Revised Employee Health Plan to offer an additional Medical Option
- Collaborated with Volunteer Program to Streamline Onboarding

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Launch online employee check stub access
- Collaborate with Emergency Management team & revamp New Employee Orientation to include NIMS training
- Restructure online applicant tracking system to optimize hiring practices





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 485,414	\$ 481,484	\$ 641,356	\$ 528,676	\$ 665,969
Contractual services	131,404	79,578	85,750	79,250	85,750
Materials and supplies	29,567	37,762	49,450	40,600	49,450
Maintenance charges	60,582	62,997	85,017	85,017	81,156
TOTAL	\$ 706,967	\$ 661,821	\$ 861,573	\$ 733,543	\$ 882,325

HUMAN RESOURCES STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1070	Administrative Assistant	1	1	1
1950	Grant Writer	0	0	0
1989	HR Administrator I	1	1	1
1990	HR Administrator II	1	2	2
1991	HR Administrator III	0	0	0
1999	HR Assistant I	1	1	1
2001	PT Pooled HR	1	1	1
2010	HR Director	1	1	1
3370	Sr Office Assistant	1	1	1
TOTAL:		7	8	8

**GENERAL GOVERNMENT
CIVIL SERVICE**

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Contractual services	\$ -	\$ 13,544	\$ 54,400	\$ 25,000	\$ 54,400
Materials and supplies	-	1,040	10,000	2,000	10,000
TOTAL	\$ -	\$ 14,584	\$ 64,400	\$ 27,000	\$ 64,400



GENERAL GOVERNMENT 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 2015

- 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 2016

- 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

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 522,271	\$ 604,764	\$ 642,364	\$ 647,848	\$ 634,262
Contractual services	6,141	6,998	10,300	8,170	10,300
Materials and supplies	9,342	13,007	11,076	9,287	12,726
Maintenance charges	105,951	118,968	134,540	134,540	145,151
TOTAL	\$ 643,705	\$ 743,737	\$ 798,280	\$ 799,845	\$ 802,439



CITY MARSHAL STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1390	Chief City Marshal	1	1	1
1450	City Marshal	5	5	5
1453	Sr. City Marshal	1	1	1
TOTAL:		7	7	7



MUNICIPAL COURT SECURITY STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Proposed
1450	City Marshal	2	2	2
TOTAL:		2	2	2



GENERAL GOVERNMENT COMMUNITY RELATIONS

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 2015

- Reformatted City website information to be more mobile-friendly

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Lead effort to partner with local agencies for much needed communication coordination and outreach of local stories and event promotion

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 678,303	\$ 735,394	\$ 812,053	\$ 823,862	\$ 841,723
Contractual services	52,397	62,470	59,600	67,733	74,100
Materials and supplies	30,953	30,738	44,550	41,250	44,550
Maintenance charges	61,773	74,549	87,065	92,626	109,113
TOTAL	\$ 823,426	\$ 903,151	\$ 1,003,268	\$ 1,025,471	\$ 1,069,486

COMMUNITY RELATIONS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1500	Comm Info Manager	1	1	1
1701	Director of Community Relations	1	1	1
2410	Municipal Station Manager	1	1	1
2440	Office Assistant II	1	0	0
2885	Special Project Coord	1	1	1
2990	Publications Manager	1	1	1
3725	Videographer	1	0	0
3730	Video Production Specialist I	1	1	1
3740	Video Production Specialist II	1	1	1
3745	Video Production Specialist III	0	1	1
3750	Volunteer Pasadena Manager	1	1	1
TOTAL:		10	9	9



GENERAL GOVERNMENT PASADENA ACTION LINE

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 2015

- Processed and responded to approximately 18,500 citizen requests
- Promoted the Actionline through the Pasadena Channel, the City of Pasadena website and other social media
- Trained staff on new updated web-version of Cityworks

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to assist city staff to improve the percentage of service requests completed
- Continue to train new personnel to answer switchboard/Actionline calls and initiate service requests

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 348,161	\$ 377,126	\$ 394,171	\$ 408,078	\$ 421,018
Contractual services	-	-	2,050	350	2,050
Materials and supplies	1,015	513	6,700	2,390	6,700
Maintenance charges	29,064	28,548	39,521	39,521	42,411
TOTAL	\$ 378,240	\$ 406,187	\$ 442,442	\$ 450,339	\$ 472,179

PASADENA ACTION LINE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1505	Communications Manager	1	1	1
1632	Customer Service Asst I	4	4	4
1633	Customer Service Asst II	1	1	1
2430	Office Assistant I	0	0	0
2440	Office Assistant II	0	0	0
TOTAL:		6	6	6



GENERAL GOVERNMENT PLANNING

MISSION STATEMENT

The Planning Department seeks to integrate the planning and development process by promoting, developing and implementing both short- and long-range plans, policies, networks and developments in the City.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Conducted reviews of 37 subdivision plats
- Conducted reviews of 2 multi-family projects, consisting of a total of 222 units
- Performed 374 permit reviews, 101 certificate of occupancy inspections and 34 alcohol permit reviews
- Processed various easement dedications and abandonments of rights-of-way



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to facilitate the planning and development process by providing streamlined review
- Critique and update development ordinances
- Develop content for planning webpage on City website
- Update applications, forms, fees and guides for planning processes
- Begin assembling and assessing components of Pasadena Comprehensive Plan
- Enhance customer service and professional relationships with continued staff development and training

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 301,860	\$ 145,769	\$ 353,393	\$ 356,260	\$ 414,603
Contractual services	51,097	117,175	109,150	130,650	132,500
Materials and supplies	5,041	5,151	36,050	31,660	20,000
Maintenance charges	71,140	73,241	64,023	74,584	59,737
TOTAL	\$ 429,138	\$ 341,336	\$ 562,616	\$ 593,154	\$ 626,840



PLANNING STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1070	Admin Asst	0	0	0
1405	Asst. Director of Planning	0	0	0
1950	Planning/Grant Coord	0	0	0
2019	PT Inspector I	0	0	0
2430	Office Assistant I	0	0	0
2440	Office Assistant II	1	1	1
2539	Planner I	1	1	1
2542	Planner IV	0	0	0
2543	Planner V	1	0	0
2550	Planning Coordinator	0	0	0
2560	Planning Director	1	1	1
2978	Comm Development Liaison	0	0	0
3035	Real Estate Coordinator	0	1	1
TOTAL:		4	4	4

PLANNING & DEVELOPMENT ADMINISTRATION

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 165,552	\$ 116,767	\$ -	\$ -	\$ -
Contractual services	434	219	-	-	-
Materials and supplies	290	100	-	-	-
TOTAL	\$ 166,276	\$ 117,086	\$ -	\$ -	\$ -

PLANNING & DEVELOPMENT ADMINISTRATION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1702	Director of Development Services	1	0	0
1965	HUD Grant Admin	0	0	0
TOTAL:		1	0	0



GENERAL GOVERNMENT ECONOMIC DEVELOPMENT

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.

ACHIEVEMENTS FOR FISCAL YEAR 2015



- Crystal Geysler
 - Purchased 20 acres from the City of Pasadena
 - Purchased 400,000 gallons of water from City of Pasadena for their bottled water plant
- Bayshore Medical Center
 - Assisted in setting up a State Enterprise Zone which allowed Bayshore to receive funds from the State for facility expansion
- Worked with TXDOT to release unused detention for commercial use

- Attracted Pilot Travel center to Pasadena
- Frontier Logistics relocated facility to Pasadena
- Burlington Coat Factory
 - Expedited the permit process
- Attracted Norel to purchase land in Pasadena (50 employees)

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- To measure the economic impact of locating potential commercial and industrial businesses to the City of Pasadena as well as the Industrial District
- To establish minimum standards for jobs and capital investment prior to entertaining incentives
- To maximize and leverage off of business leads for expanding our network of contacts, including Center Point Energy, Port of Houston and others
- To research the changing needs of businesses to improve our economic development responses to the needs of businesses
- To collect data from various sources to measure economic development progress that matches Pasadena's needs
- To assist industry in locating and training a skilled work force



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 238,560	\$ 252,191	\$ 231,516	\$ 231,440	\$ 231,075
Contractual services	11,057	17,076	42,015	20,300	42,415
Materials and supplies	1,868	1,455	8,500	8,500	7,100
Maintenance charges	6,603	10,605	16,979	16,979	18,003
TOTAL	\$ 258,088	\$ 281,327	\$ 299,010	\$ 277,219	\$ 298,593

ECONOMIC DEVELOPMENT STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1703	Director of Economic Development	1	1	1
1745	Economic Dev. Coord	1	1	1
TOTAL:		2	2	2





COMMUNICATIONS AND CUSTOMER SERVICE INDUSTRY AND NEIGHBORHOOD NETWORK DIVISION

MISSION STATEMENT

Our mission is to improve the quality of life in Pasadena's neighborhood by partnerships with Pasadena Industrial Community Network and the Neighborhood Network by offering economic incentives and assistance to Pasadena neighborhood/homeowner associations and citizens of Pasadena, Texas. By undertaking aesthetic improvements, special events, 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.

AHCIEVEMENTS FOR FISCAL YEAR 2015

- Held two openings for neighborhood grant program and completed 43 Neighborhood and Industry Projects
- Held awards banquet recognizing Industry and Neighborhood Leaders
- Develop Quarterly Newsletter to better market and community with Citizens and Industry/Business leaders
- Partnered with Business for fundraisers for Division and Neighborhood leaders for neighborhoods without HOA fees to apply for grants and projects
- Added 7 new industry partners to Pasadena Industrial Community Network who do projects and donations
- City Information Center formed with citywide and community wide information for Visitors to City Hall



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Hold two grant openings for funding neighborhoods projects and write weekly column in Pasadena Citizen for marketing efforts
- Continue community outreach with PICN and Neighborhood Network division
- Hold awards banquet to recognize PICN and Neighborhood Leaders
- Develop and build neighborhood associations in Northern Historical Pasadena



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 80,951	\$ 89,907	\$ 133,072	\$ 132,238	\$ 132,953
Contractual services	118,272	51,947	142,809	113,221	102,821
Materials and supplies	9,915	8,098	19,700	18,481	19,700
Maintenance charges	25,277	23,640	26,004	26,004	24,390
TOTAL	\$ 234,415	\$ 173,592	\$ 321,585	\$ 289,944	\$ 279,864



NEIGHBORHOOD NETWORK STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2420	Neighborhood Program Manager	1	1	1
2430	Office Assistant I	0	1	1
2855	PT Office Asst	1	0	0
TOTAL:		2	2	2



GENERAL GOVERNMENT 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 2015

- Trained and hired a Permit Technician to increase the number of residential permits we issue over the counter
- Provided all of the Inspectors with laptop computers to use in the field. They can now result their inspections while on the jobsite, this allows contractors to call in and schedule their next inspections in a timelier manner
- Coordinate the adoption of the 2015 Codes with the Fire Marshal's Office
- Created a standardized residential building inspection checklist
- Took over and re-structured alarm billing and false alarm billing

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Research possibility of electronic plan submittal and plan review
- Improve Antenna Tower application process for both site approval and permit
- Coordinate false alarm billing with Police Department for enforcement





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 1,085,642	\$ 1,211,860	\$ 1,386,418	\$ 1,203,366	\$ 1,376,093
Contractual services	21,980	28,456	73,075	41,475	73,075
Materials and supplies	12,222	11,764	18,050	14,500	18,050
Maintenance charges	184,268	178,973	183,846	183,846	195,622
TOTAL	\$ 1,304,112	\$ 1,431,053	\$ 1,661,389	\$ 1,443,187	\$ 1,662,840



INSPECTIONS/PERMITS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
1498	Comm Plan Examiner	1	0	0
2040	Inspector III	1	1	1
2050	Inspector IV	1	1	1
2060	Inspector V	8	8	8
2063	Chief Inspector	0	0	0
2430	Office Assistant I	3	2	2
2440	Office Assistant II	0	0	0
2513	Permit Technician	0	1	1
2514	Permit Administrator	0	1	1
2515	Permit Services Superintendent	1	1	1
3370	Sr Office Assistant	2	2	2
TOTAL:		19	19	19



GENERAL GOVERNMENT PROPERTY MANAGEMENT/MSB

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 2015

- Replaced the flooring in the City Hall Annex Hallways and Lunch Room
- Replaced 3 Overhead doors at Fleet Maintenance
- Replaced wood covered awning at the warehouse with new steel galvanized structure to accommodate the board length of the 2X4 and 2X6
- Installed new camera system in the parking lot at the Multi-Purpose Center
- Roof replacements at the Multipurpose Center, Fire Stations #6, #7, #8, and the Rodeo Office
- Replaced boiler at City Hall
- Replaced flooring and repainted the interior of the Police Academy
- Repaired numerous roof leaks through-out the City buildings
- Remodeled Community Development to accommodate new employees
- Completion of remodel of the Prairie House and other museum buildings
- Brought 1202 Southmore up to ADA Standards
- Built-out a new office and repaired the bathrooms at the Police Property Room
- Built-out new offices for the moving of Code Enforcement



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- New roofs for 209 N. Main WW Plant, Pal Gym, Fairmont Library, Gas Island, replace UV damaged fiberglass roof panels at the Warehouse and Fleet Shops
- Library Restroom remodeling project
- Emergency Generator for Field Ops
- Upgrading of our LED lighting projects for various City buildings
- Continue making our buildings safe for our citizens and employees



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 254,526	\$ 138,870	\$ 16,752	\$ 16,772	\$ -
Contractual services	235,932	452,074	983,056	838,005	1,160,000
Materials and supplies	58,524	133,104	207,959	100,698	213,134
Maintenance charges	218,109	593,865	577,059	579,887	576,196
Capital outlay	491,985	855,473	1,015,750	434,000	392,500
TOTAL	\$ 1,259,076	\$ 2,173,386	\$ 2,800,576	\$ 1,969,362	\$ 2,341,830

PROPERTY MANAGEMENT STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1205	Asst Director of Dev Svcs	0	0	0
1305	Building Facility Coordinator	1	0	0
2430	Office Asst I	0	0	0
3035	Real Estate Coordinator	1	0	0
TOTAL:		2	0	0





GENERAL GOVERNMENT IMPOUND/STORAGE

MISSION STATEMENT

The goal of the fuel island and impound/storage facility is to provide a safe/clean fueling area for all employee's fueling City of Pasadena vehicles and equipment while maintaining all records pertaining to fuel delivery and ullage. Provide a secure, clean and orderly location for all impounded, stolen recovery or hold vehicles under investigation by the Pasadena Police Department, while maintaining all records pertaining to impounded, released and auctioned vehicles. Also provide safe and quality towing service for all impounded vehicles and equipment.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- All fuel pumps have been repaired or maintained, including the replacement of all filters, replacement of blown condenser for tank 4 and replacement of all light bulbs in the fuel pumps
- The Class C, UST certification of all lot attendants' and the Class A, UST certification of the supervisor
- Cleaned and remarked impound/hold lots for easy vehicle location, records and release
- Implemented daily shift ground maintenance schedule for all employees, including cleaning car wash, removing debris from impound yards, keeping fuel island/office clean, inspect and cover open windows for all impounded vehicles, removed debris from pump house and auctioned off all collected items
- Recertified all tow truck driver, TDLR licenses
- 2062 vehicles towed by the City of Pasadena wrecker, an increase of 15 tows from the previous fiscal year, 1189 private company tows an increase of 88 tows from the previous fiscal year.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Increase productivity, workmanship and teamwork for a more fluid and safe work place for all employees.
- Increase number of vehicles towed by the City wrecker to ensure safety and beautification of the City

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 296,763	\$ 391,333	\$ 351,299	\$ 342,494	\$ 347,572
Contractual services	1,937	3,252	4,900	5,124	6,600
Materials and supplies	2,564	2,250	6,000	4,000	6,000
Maintenance charges	5,748	10,056	9,267	9,267	8,820
TOTAL	\$ 307,012	\$ 406,891	\$ 371,466	\$ 360,885	\$ 368,992



IMPOUND/STORAGE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2250	Maintenance Tech I	4	3	3
2260	Maintenance Tech II	2	3	3
2833	PT Maintenance Tech III	1	1	0
TOTAL:		7	7	6



**GENERAL GOVERNMENT
OTHER CHARGES**

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ -	\$ -	\$ 1,451,830	\$ 162,094	\$ 2,477,601
Contractual services	1,222,877	55,373	167,500	62,500	215,000
Materials and supplies	3,331	655	-	-	-
Other charges	27,482	166,587	162,685	47,000	72,500
Other uses	83,033	85,129	75,000	75,000	92,500
Other financing uses	4,381,351	7,410,221	18,363,794	18,363,794	881,000
TOTAL	\$ 5,718,074	\$ 7,717,965	\$ 20,220,809	\$ 18,710,388	\$ 3,738,601
TOTAL GENERAL GOVERNMENT	\$ 18,798,293	\$ 22,166,498	\$ 36,888,786	\$ 33,763,056	\$ 20,278,611



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PUBLIC SAFETY

The City of Pasadena Public Safety Department is comprised of the Police, Fire Fighting, Fire Prevention and Emergency Management. The Citizens of Pasadena benefit from a high level of public safety which enhances the quality of life and makes the City a desirable place in which to live and work. Public safety is reinforced by the active and timely response of these departments. An integral role in the public safety system is maintaining the highly professional and responsive 9-1-1 emergency and non-emergency communication services.

In large part due to the Police Department's performance, the City's crime rate is the lowest for a city of its size. One main reason for this is the establishment of focused and collaborative partnerships between the police and the community. The departments' main focus is to protect people and their property. A priority is placed on assuring that patrol areas have adequate coverage to manage the number of calls or service at all times. In addition, the police department maintains a number of highly specialized divisions, such as SWAT, Narcotics, Gangs, Motors, DWI and K-9. Also, the Juvenile and Domestic Divisions is responsible for adjudicating juvenile matters, offenses committed by adults against juveniles and family matters.

The Fire Fighting and Fire Prevention departments are dedicated to ensuring a safe and secure environment for the City's residents. Pasadena has one of the largest volunteer fire departments in the United States. Currently there are nine fire stations and a fire training facility. Working alongside the Fire Department is the Fire Prevention Department which assists in ensuring the lives and property of the citizens are adequately protected from fire and related hazards.

The Emergency Management Department provides services with the major areas of focus including: the City-wide emergency training and exercise program for city employees; public preparedness and education; and enhancement of response and recovery capabilities. The department is committed to preparing for, responding to, recovering from, and mitigating new and challenging threats, which could have an adverse impact to the City or surrounding areas. It also works with Harris County and other local agencies.





PUBLIC SAFETY EMERGENCY PREPAREDNESS

MISSION STATEMENT

The City of Pasadena Office of Emergency Management's mission is to improve coordination among city, state and federal organizations to help save lives and protect our community by increasing the speed, effectiveness and efficiency of our collective emergency management response.



ACHIEVEMENTS FOR FISCAL YEAR 2015

- Maintained “*Advanced Level of Planning Preparedness*” rating from the Texas Division of Emergency Management (TDEM), an Advanced Level of Planning Preparedness is the highest level of planning preparedness, and demonstrates the greatest capability to respond to and manage emergencies and disasters
- The 2014 Texas Division of Emergency Management (TDEM), *Emergency Management Performance Grant* (EMPG) for \$ 55,323.02, these grant funds reimburse the City for a portion of eligible Emergency Management expenses such as personnel, salaries and benefits, training and administrative costs
- 2014 *Urban Area Security Initiative (UASI) Program* \$46,100 for EOC enhancements to replace workstations, laptop computers, digital monitors and portable projectors, this is a 100% Federal grant requiring no matching funds
- 2014 *UASI Law- Enforcement Terrorist Prevention Program* \$219,318.97, this is a 100% Federal grant requiring no matching funds
 - \$115,861 Funding Continuation for the Regional Fusion Analyst
 - \$103,457.97 for SWAT capability sustainment equipment

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Training City employees, elected officials, the industrial-business sector, and citizens in emergency planning and operations
- Testing emergency plans and procedures through simulated disasters
- Responding to actual events as part of the City's emergency services
- Notifying the public of immediate threats using the City's emergency alert systems such as the outdoor sirens
- Educating all citizens about disasters and ways to protect themselves

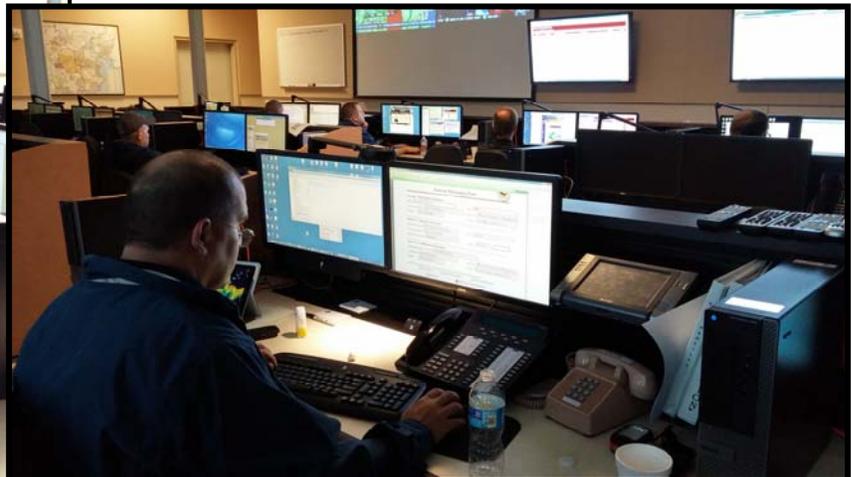


FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 277,169	\$ 319,683	\$ 297,599	\$ 504,130	\$ 381,204
Contractual services	39,986	41,865	54,100	41,190	54,100
Materials and supplies	12,868	13,547	11,096	6,364	11,096
Maintenance charges	109,435	184,228	160,469	160,835	173,083
TOTAL	\$ 439,458	\$ 559,323	\$ 523,264	\$ 712,519	\$ 619,483

EMERGENCY PREPAREDNESS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1518	Compliance Coordinator	0	0	1
1625	Emergency Mgmt Coordinator	1	1	1
3300	Sr Deputy Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	3	3	4





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 2015

- Maintained the City's ISO rating at Class II providing continued savings to residential and commercial property owners with reduced insurance costs
- Continued professional development for firefighters and officers in advanced training in conjunction with Texas A&M Engineering and Extension Service (TEEX) and the Houston Fire Department
- Bid accepted and construction commenced on Fire Station #5
- Recruiting commercial production and ninety (90) day broadcast on Comcast Cable and Internet resulting in forty-three (43) applicants for the department
- Graduated seventeen (17) SFFMA certified firefighters from the Pasadena Fire Department Training Academy with a second academy of fourteen (14) in August 2015
- 40% completion of 1 3/4" combat ready fire hose attack lines phase in for enhanced volume water delivery
- Completed year two of three year replacement program for SCBA bottles (100)
- Completed year two of the five year replacement program for SCBA's (25)
- Response time reduced to six minutes

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Complete construction and grand opening of Fire Station 5 on Spencer Highway
- Continued enhanced recruiting efforts to increase department roster
- Enhanced training and continued professional development for firefighters and officers
- Specification and design of Technical Rescue Engine, 75 foot aerial and 110 foot aerial
- Continued design and implementation of health and wellness program for all firefighters
- Zero recordable injuries
- Reduce response times to below six minutes
- Zero fire fatalities
- Reduction in total fire loss





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 520,686	\$ 520,667	\$ 572,210	\$ 546,720	\$ 600,612
Contractual services	1,005,016	1,025,971	1,301,810	1,074,012	1,136,810
Materials and supplies	398,596	486,419	760,186	745,462	760,186
Maintenance charges	754,468	756,174	873,878	873,878	918,853
Capital outlay	34,813	231,893	79,660	56,000	76,000
TOTAL	\$ 2,713,579	\$ 3,021,124	\$ 3,587,744	\$ 3,296,072	\$ 3,492,461



FIRE FIGHTING STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1210	PT Assistant Fire Chief	1	1	1
1508	Communications Admin	0	1	1
1850	Fire Chief	1	1	1
1860	Fire Fighting Coordinator	0	0	0
1861	PT Pooled Fire Dispatcher	1	1	1
1862	Fire Dispatcher I	3	1	1
1864	Fire Dispatcher III	1	3	3
3370	Sr Office Assistant	1	1	1
	TOTAL:	8	9	9



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 and ground breaking technology and equipment, work smarter by increasing professionalism and the capabilities of our workforce, and diligently work to maximize efficiency in accomplishing our mission. We will continue to focus on establishing a positive connection with the entire community we serve and ensure that the City of Pasadena continues to be a safe place to live, work and play.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Attended the National Fire Academy Arson Course in Emmetsburg, Maryland
- Implemented a firearms proficiency program
- Placed into service an operations command trailer
- Placed into service new accelerant detection canine “Baron” to the staff
- Awarded six officers with the “Jack Sneed Award” by the International Association of Arson Investigators for their Investigative excellence in the field of Arson

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to set the standard for accelerant detection canines
- Continue with the implementation and oversight of a task force of arson investigations for the gulf coast region
- Continue to strive to improve on professional development within the department
- Continue with and build new fire prevention and fire awareness programs for our citizens and business



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 781,154	\$ 939,373	\$ 893,896	\$ 919,692	\$ 898,270
Contractual services	43,618	66,845	51,600	57,127	66,890
Materials and supplies	25,234	107,416	48,840	49,514	45,750
Maintenance charges	167,214	192,369	235,044	243,708	242,141
Capital outlay	4,398	5,035	-	-	-
TOTAL	\$ 1,021,618	\$ 1,311,038	\$ 1,229,380	\$ 1,270,041	\$ 1,253,051

FIRE PREVENTION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1220	Assistant Fire Marshal	1	1	1
1650	Deputy Fire Marshal	6	7	7
1865	Fire Inspector I	1	0	0
1870	Fire Marshal	1	1	1
2700	PT Dep Fire Marshal	1	2	2
2701	PT Fire Inspector II	1	0	0
3370	Sr Office Assistant	1	1	1
	TOTAL:	12	12	12





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



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015 AMENDED	FY 2015 ESTIMATED	FY 2016 ADOPTED
	ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET
Personnel services	\$ 28,670,140	\$ 28,891,056	\$ 31,246,539	\$ 30,171,641	\$ 31,254,436
Contractual services	568,266	484,770	595,890	522,680	545,890
Materials and supplies	293,650	276,543	356,670	337,535	342,690
Maintenance charges	3,007,890	3,220,304	3,571,615	3,596,195	3,897,742
TOTAL	\$ 32,539,946	\$ 32,872,673	\$ 35,770,714	\$ 34,628,051	\$ 36,040,758



POLICE DEPARTMENT ADMINISTRATION DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Solicited and received grant funding from federal and state sources totaling \$525,000. These monies were used to enhance enforcement in the areas of DWI and traffic offenses, as well as, auto theft and drug related crimes
- Experienced a 14% overall reduction in Part I Crime across the city
- Added 11 police officers to the ranks via the graduation of cadet class #69
- Expanded Police Department Social Media Programs (FACEBOOK, Twitter, and Next Door.Com) to include information & Programs Updated Daily

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Improve public safety through the implementation of effective enforcement efforts and strategies in an effort to reduce crime
- Continue to pursue grant opportunities to supplement city resources to deliver police services
- Supplement staffing by recruiting and hiring 15 additional cadets for cadet class #70

POLICE ADMINISTRATION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1160	Assistant Police Chief	3	3	3
1410	Police Chief	1	1	1
1615	Crime Analyst	1	1	1
1710	Director of Crime Lab	1	1	0
1805	Evidence Tech	1	1	1
1890	Firearms Examiner	0	0	0
1900	Forensic Chemist III	1	1	0
1901	Forensic Chemist IV	3	3	0
1902	Forensic Chemist V	1	1	0
2062	Intelligence Analyst Asst	1	1	1
2064	Intelligence Analyst	1	1	1
2200	Lieutenant	1	1	1
2370	Management Analyst II	1	0	0
2380	Management Analyst III	0	1	1
2440	Office Assistant II	0	1	2
2565	Police Admin II	1	1	1
2570	Police Officer	14	13	13
2584	CAD Administrator	1	1	1
2775	Pooled Police Civilian	1	1	1
3220	Sergeant	4	5	5
3267	Sr, Administrative Assistant	1	1	1
3370	Sr Office Assistant	1	1	0
TOTAL:		39	40	34



POLICE DEPARTMENT INVESTIGATION DIVISION

The Investigations Division staffs the second largest number of officers in the department. The primary responsibility of investigative units is to follow-up on reports generated by patrol in order to identify suspects and file criminal charges when appropriate. Investigators routinely interview witnesses, victims, and suspects as well as recover property that may have been appropriated unlawfully. Investigations are sub-divided into three divisions; Criminal Investigations, Specialized Investigations and Proactive Investigations.

Criminal Investigation includes Auto Crimes, Property Crimes, Domestic Violence, and Person Crimes.

The Auto Crimes Unit is responsible for investigating burglaries to a motor vehicle and theft of vehicles, trailers, and recreational vehicles. They also conduct investigations on unauthorized use of a motor vehicle and on criminals who disassemble stolen vehicles for the purpose of selling the parts. The Auto Crimes Unit is proactive in apprehending auto theft suspects by using a bait vehicle equipped with surveillance cameras and GPS.

The Property Crimes Unit is responsible for investigating thefts, burglaries, and criminal mischiefs. Their investigations may range from a simple shoplifting or broken residential window to an elaborate organized retail theft ring. The investigators work with local pawn shops and recycling centers to educate the owners/employees on local and state law with the intent of preventing stolen property from being sold at these locations.

The Domestic Violence Unit conducts follow-up investigations on assaults and sexual assaults that involve family members, dating violence, and violence between persons who currently or previously cohabitated. In addition to conducting interviews and filing criminal charges, investigators file magistrates' orders for emergency protection to discourage future assaults from occurring. Investigators also help victims of family violence obtain access to support centers and victim services.

The Person Crimes Unit is responsible for investigating robberies, assaults, kidnappings, homicides, sexual assaults and harassment complaints. Investigators have a strong working relationship with the Crime Scene Unit and the Pasadena Regional Crime Lab since both are instrumental in obtaining evidence that may be used to identify and prosecute suspects.

Special Investigations includes Juvenile Crimes, Financial Crimes and Internal Affairs.

Investigators assigned to juveniles specialize in investigating criminal offenses where the suspect or victim may be juvenile. Several of the investigators are assigned to work at the Children's Assessment Center where they work with medical professionals and forensic interviewers who interview juvenile victims of sex crimes. The Juvenile Division also manages the Sex Offender Registry Program for the City of Pasadena.

The Financial Crimes Unit is responsible for investigating all white collar crimes that are reported in the City of Pasadena. These crimes include identity theft, forgery, credit/debit card abuse, stealing or receiving stolen checks. Investigators work closely with local banks, credit unions, and retail stores in order to quickly identify and criminally charge suspects.

Internal Affairs is responsible for conducting independent investigations of complaints or allegations of misconduct against members of the police department.

Proactive Investigations includes the Narcotic Division and the Gang Intelligence Unit.



The Narcotic Division conducts investigations involving individuals who possess, buy, sell, or transport illegal drugs in the City of Pasadena. Narcotic investigators work in conjunction with members of the Drug Enforcement Agency as well as other local agencies in order to enhance their investigative abilities to prosecute complex and multijurisdictional cases.

The Gang Intelligence Unit is responsible for inputting and maintaining the gang database which contains information on documented gang members in the City of Pasadena. This information is useful in identifying suspects based on gang affiliation, known associates, and tattoos.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Obtained a universal forensic extraction device for the purpose of downloading the content of mobile electronic devices, including many portable global positioning satellite (GPS) devices
- Referred all juvenile victims and their families to Children’s Court Service for advocacy assistance when criminal charges are filed against their offenders
- Narcotics and Property Crimes Units received the Chief’s Citation for outstanding performance
- Implemented a policy and training for Narcotics officers on the use of flash/sound distraction devices
- Worked closely with HIDTA to develop the Stop Drugs Pasadena website in order to provide education, resources and an anonymous tip source for drug related issues and crimes
- Dismantled two large scale auto theft rings responsible for numerous van and welding machine thefts

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Maintain the local focus of narcotic and gang related activity
- Continue to improve clearance rates on all cases assigned to investigators
- Focus on improving public education and awareness programs in the community and on social media
- Increase undercover operations related to automobile crimes through routine utilization of two fully equipped bait vehicles
- Build on partnerships developed with other law enforcement agencies to collectively address crime and criminal enterprises

POLICE INVESTIGATIONS DIVISION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2200	Lieutenant	2	2	2
2440	Office Assistant II	2	2	2
2570	Police Officer	34	36	36
3220	Sergeant	8	7	7
3370	Sr Office Assistant	2	1	1
TOTAL		48	48	48



POLICE DPARTMENT OPERATIONS DIVISION

The Patrol Division is responsible for answering calls for service from citizens and businesses. Additionally, officers proactively patrol areas of high crime in order to prevent crime and apprehend offenders. Traffic enforcement and crash investigations are also conducted by patrol. Since patrol is staffed 24 hours a day and seven days a week, it comprises the largest number of officers. Patrol is supplemented by K-9's, Motorcycles, DWI Task Force, and D.O.T./C.V.E.

K-9's supplement all three patrol shifts by answering calls for service and assist the patrol officers in searching for narcotics that may be hidden inside a vehicle or building. Furthermore, canines may be used to search for missing children or apprehend suspects who flee the scene of a crime.

Motorcycles assist patrol by enforcing traffic law and responding to citizen's request for patrol where traffic violations occur. Motorcycles also assist patrol by directing traffic at crash scenes.

The DWI Task Force assists patrol during the evening and night hours by providing back-up for calls for service as well as traffic enforcement for intoxicated drivers. All members of the DWI Task Force are certified breath test operators and drug recognition experts who have interviewed hundreds of impaired drivers.

D.O.T./C.V.E. assist patrol by enforcing traffic laws on S.H. 225 and major thoroughfares where commercial vehicles travel. These officers routinely perform commercial vehicle inspections to ensure that the vehicles are operating safely on public roads.



City of Pasadena Police Department Honor Guard



ACHIEVEMENTS FOR FISCAL YEAR 2015

- Utilized funds from the UASI grant to replace ballistic protection of the entire SWAT Team, as well as upgrade/replace tactical communications and surveillance equipment
- Utilized Byrne Grant funds to allow officers to work overtime to target locations of increased crime and narcotics and gang member activity
- Implemented new crime analysis software to more effectively direct police resources, specifically focusing on robberies, auto thefts, and burglary of a motor vehicle offenses
- Obtained a 3-D scanning instrument to more accurately and efficiently map and diagram serious and fatal crashes to assist in the investigation and prosecution of cases
- Continued the warrant program to locate and apprehend wanted felony offenders that reside or work in Pasadena, as well as cases which were a member of the Pasadena Police Department filed the criminal charge

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Obtain funding to replace aging protective equipment of the Special Response Group (SRG), in addition to adding supplemental equipment should it be needed by other members of the agency
- Continue to utilize recent and relevant crime analysis data to most efficiently direct police patrol resources
- Utilize Byrne Grant funds for officers to work overtime as a Tactical Unit address crime, narcotics, and gang activity
- Analyze crash data to identify the most frequent locations of crashes and develop strategies to reduce crashes

POLICE OPERATIONS DIVISION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2200	Lieutenant	4	4	4
2570	Police Officer	151	147	142
2578	PT Police Services Officer - Pool	1	1	1
2579	Police Services Officer I	22	20	20
2580	Police Services Officer II	8	6	6
2581	Police Services Officer III	4	9	9
2582	PSO Shift Supervisor	6	6	6
3220	Sergeant	24	24	24
3370	Sr Office Assistant	3	0	0
TOTAL:		223	217	212



POLICE DEPARTMENT SUPPORT DIVISION

The Personnel and Training Division is responsible for recruiting and training police cadets and civilian dispatchers/jailers. Additionally, members provide annual in-service training to current police officers in order to improve their skills and abilities.

The Community Services Division interacts with members of the community on a regular basis through multiple crime prevention programs. Currently, officers teach DARE, provide instruction during the Citizens' Police Academy and Junior Citizens' Police Academy, teach Rape Aggression Defense, promote the Vacation Watch Program and patrol assigned neighborhoods to solve specific problems for the community.

The Identification/Crime Scene Investigations is responsible for crime scene processing, maintenance of arrest records, latent fingerprint examinations, operation of the photography lab and property/evidence management.

The Dispatch and Jail is operated 24 hours a day by civilian Police Service Officers. Dispatch is responsible for receiving more than 80,000 emergency 911 calls and non-emergency calls for service annually. The jail facility is staffed by a minimum of four Police Service Officers 24 hours a day in order to fingerprint and process the more than 11,000 annual prisoners.



ACHIEVEMENTS FOR FISCAL YEAR 2015

- Implemented SKYWATCH Tower program to prevent/ deter crime in high population & High traffic areas (I.e. Shopping malls, City Parks, Fitness Centers, etc.)
- Police Service Officer Developed a 4 week Structured Training Program to prepare new PSOs
- Created an Additional Sergeant position which was assigned to the Night Shift Jail and Communications Division to enhance Quality & Accountability of Civilian Personnel assigned to the Nigh Shift
- Implemented transition of Motorola Digital (APX) Radio System which provided enhanced Radio Capabilities through the City of Houston Digital Radio System
- Enhanced Police Recruiting Programs for Police Applicants to include greater Social Media Recruiting Efforts and more Face to Face recruiting. These enhanced recruiting tactics resulted in 638 Police Applicants which was several hundred more applicants than received in many years
- Implemented RAIDS on Line Crime Mapping Program which is available to the general public and contains generalized (non-specific) crime information
- Implemented ATACRAIDS Crime Mapping Program with specific addresses and specific locations of crime related incidents and is available to all Classified Personnel



- Conducted PIO (Public Information Officer) Training for Commanders & Supervisors
- Personnel & Training Officers facilitated testing for Classified Personnel to Receive Departmental issued Fitness Ribbons in accordance with Cooper Institute Standards
- Implemented “Coffee with a Cop” Program on 4 occasions during FY 2015 to enhance Police Community Relations

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Merge Pasadena Regional Crime Lab with the Harris County Institute of Forensic Sciences
- Implement BELOW 100 Officer Safety Training as a portion of Mandatory Training
- Research and Acquisition of a Law Enforcement Based Automated Reporting System (ARS), Records Management System (RMS), and Computer Aided Dispatch System (CAD) to replace the existing TIBURON ARS, RMS, and CAD Systems
- Implementation and expansion of the Motorola LTE Modems, which are a Law Enforcement Based Broadband System, and were previously acquired through Grant Funding
- Graduate 8 current Police Cadets during FY 2016
- Recruit and graduate an additional 15 Police Cadets during FY 2016
- Strengthen and Expand Community Partnership with CPAAA Citizens on Patrol Project
- Replace Video Monitoring System in the Municipal Jail
- Install Video Monitoring System at the Les Early Firearms Training Range
- Install Video Monitoring System for exterior of Police Academy Building 4801 Spencer

POLICE SUPPORT DIVISION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1235	Asst Records Manager	1	1	1
1305	Police Facility Supervisor	0	1	1
1490	Clerical Assistant II	0	0	0
1805	Evidence Tech	0	3	3
2040	Inspector III	1	0	0
2200	Lieutenant	2	2	2
2385	Motorpool Attendant	0	1	1
2430	Office Assistant I	4	4	4
2440	Office Assistant II	8	6	6
2570	Police Officer	22	19	19
2600	Police Cadet	0	11	26
3040	Record Manager	1	1	1
3045	Records Lead	0	0	0
3220	Sergeant	3	4	4
3370	Sr Office Assistant	5	8	8
	TOTAL:	47	61	76



PUBLIC SAFETY CODE ENFORCEMENT

MISSION STATEMENT

Our mission is to enhance neighborhoods by combating conditions that lead to blight and decay by the enforcement of City Ordinances and State Laws.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Averaged 288 code violation investigations each month or approximately 3,456 investigations for the year
- Issued 273 violation notifications via certified mail each month or approximately 3,276 violations for the year
- Worked with property owners on the code violation cases which resulted in the voluntary correction of over 95% of the total violations
- Procured and awarded contracts for the securing of 57 open, vacant structures, the cleanup of 95 overgrown and trash/debris cluttered properties and the demolition of 5 dilapidated houses
- Participated in 7 National Night Out events that were sponsored by Neighborhood Groups and Homeowners Associations throughout the City
- Provided a Code Enforcement Education presentation to the most recent graduates of the Police Academy, to several Neighborhood Association's monthly meetings and to the Kiwanis Club organization
- Two Code Enforcement Inspectors passed the State Examination and are now registered officers

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- To fully investigate all citizen complaints and communicate the findings to the citizen in a timely manner
- To take the required action to correct or abate the violations
- To be pro-active in surveying the community to identify and correct conditions that lead to neighborhood blight
- To work closely with neighborhood and homeowners associations to gain an insight into their priorities for improvements
- To provide the necessary resources and opportunities for each staff member to participate in continuing education classes/seminars to maintain their State Code Enforcement Certification



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED	ESTIMATED	ADOPTED
			BUDGET		
Personnel services	\$ -	\$ -	\$ 343,323	\$ 334,446	\$ 396,479
Contractual services	-	-	125,000	116,806	115,500
Materials and supplies	-	-	39,900	38,913	38,100
Maintenance charges	-	-	-	-	25,564
Capital outlay	-	-	7,500	-	-
TOTAL	\$ -	\$ -	\$ 515,723	\$ 490,165	\$ 575,643

CODE ENFORCEMENT STAFFING

Job Code	Job Title	2014	2015	2016
		Amended	Amended	Adopted
1383	Chief Code Enforcement Mgr	0	1	1
1645	Deputy Code Enforcement Inspc.	0	1	1
2040	Inspector III	0	5	5
3370	Sr Office Assistant	0	1	1
	TOTAL:	0	8	8



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PUBLIC WORKS

OVERVIEW

Public Works is accountable for the planning, design, development, construction and maintenance of the City's infrastructure which includes: roadways, storm water, traffic mobility and utilities. The Department is responsible for overseeing all Capital Improvement Projects as well as the divisions that provide everyday maintenance such as: Engineering, Traffic & Transportation, Street & Bridge, and Sanitation which includes wastewater and water.

The Engineering Division is responsible for regulating development in the City by reviewing plans and elevation certificates. It provides engineering services for construction of infrastructure facilities, maintains the database for capital improvement projects, GIS, elevation certificates, and utility availability letters.

The Traffic and Transportation Division provide traffic signal maintenance, install and maintain signal pre-emption devices and communication systems to reduce emergency response time and overall delay, congestion, and collisions.

The Street & Bridge Division is responsible for the inspection, repair and maintenance of streets, sidewalks, bridges, drainage channels, storm sewers, etc. The division maintains approximately 360 miles of streets (both concrete and asphalt), approximately 121 miles of open channel drainage systems including roadside ditches and bayous in the City.

The Sanitation Division is responsible for collecting garbage and recyclable materials from the households and businesses in the City. The Sanitation Division responds to customer complaints and delivers garbage bags to its customers.

Public Works also includes Environmental Services, which implements all stormwater related activities to improve the City's Community Rating System (CRS) to lower the flood insurance premium for the citizens, and Engineering,



Public Works continues to assess the City's needs to efficiently improve on the level of service provided and also the resident's quality of life.





PUBLIC WORKS 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; to support the implementation of all construction projects; to maintain data and provide necessary data and provide necessary reports to state and federal agencies.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Continued to improve activities in meeting all requirements for MS4 permit and CRS program
- Started close-out process for Round 1 of the GLO Hurricane Ike Recovery Grant Projects
- Continued to monitor Industrial Pre-treatment Program with all industries discharging their process flow into City's Sanitary Sewer System
- Successfully implemented construction of Strawberry Water Park
- Continue to review subdivision plats and construction plans

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Plan to apply for Hazard Mitigation grant with Texas Department of Emergency Management for flood mitigation project
- Explore other funding opportunities, such as grants, to implement Public Works infrastructure projects
- Continue to evaluate feasibility of eliminating Golden Acres WWTP and direct its flow to Vince Bayou WWTP
- Complete construction of all GLO funded projects and prepare close-out documents
- Continue to implement CIP projects

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,038,550	\$ 1,515,061	\$ 1,804,330	\$ 1,836,781	\$ 1,690,118
Contractual services	152,710	479,121	361,538	432,388	448,400
Materials and supplies	34,807	16,513	41,000	41,000	41,000
Maintenance charges	209,007	206,898	191,056	191,056	203,245
Capital outlay	-	20,000	5,000	5,000	24,000
TOTAL	\$ 1,435,074	\$ 2,237,593	\$ 2,402,924	\$ 2,506,225	\$ 2,406,763



ENGINEERING STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1205	Asst Public Works Director	1	1	1
1230	Sr Asst Public Works Director	3	3	3
1400	Chief Construction Inspector	1	1	1
1515	Compliance Officer	1	0	0
1525	Construction Manager	0	1	1
1705	Director of Public Works	1	1	1
1740	Drafter	1	1	1
1764	Engineering Coordinator	1	0	0
1765	Engineering Tech	2	3	3
1910	General Superintendent	1	1	0
2040	Inspector III	4	3	3
2070	Junior Party Chief	0	0	0
2330	Management Analyst I	0	1	1
2380	Management Analyst III	0	0	0
2430	Office Assistant I	1	1	1
2620	Project Manager	1	1	1
2845	PT Pooled Engineering	1	1	1
2886	Project Manager	2	2	2
3370	Sr. Office Assistant	0	0	0
TOTAL:		21	21	20





PUBLIC WORKS SANITATION

MISSION STATEMENT

To provide comprehensive, cost effective and environmentally responsive 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 effective manner.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Filled job vacancies for the department to operate as required
- Continued Recycle Center Upgrades
- Utilized other forms to manage garbage and heavy trash pickup
- Delivered 64 gallon garbage containers as requested



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Utilize resources to continue operating the department as required
- Continue to explore other forms of recycling for entire City
- Utilize other equipment to improve and manage ways to pick up garbage
- Continue to issue and deliver 64 gallon garbage carts
- Take back all City wide Heavy Trash

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 2,187,948	\$ 2,317,560	\$ 2,454,803	\$ 2,290,954	\$ 2,455,427
Contractual services	3,437,945	3,690,248	3,794,027	3,799,027	3,793,070
Materials and supplies	269,352	357,877	352,439	329,503	400,439
Maintenance charges	232,821	242,925	304,541	310,046	284,571
Capital outlay	-	7,949	-	-	-
TOTAL	\$ 6,128,066	\$ 6,616,559	\$ 6,905,810	\$ 6,729,530	\$ 6,933,507



SANITATION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1790	Equipment Operator II	3	2	2
1800	Equipment Operator III	1	2	2
2040	Inspector III	1	1	1
2440	Office Assistant II	1	0	0
2895	PT Pooled Sanitation	1	1	1
3010	Public Works Superintendent	1	1	1
3140	Sanitation Route Supervisor	2	2	2
3160	Sanitation Truck Driver	14	14	14
3170	Sanitation Worker I	16	16	16
3171	Sanitation Worker II	0	0	0
3370	Sr. Office Assistant	0	1	1
TOTAL:		40	40	40





PUBLIC WORKS STREET/BRIDGE

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 2015

- Asphalt Overlay: 3800 Lily, Line Drive, 7902 Fairmont, 1114 Parkside
- Major Street Section Repairs Blacktop: 1000 Pasadena Blvd., Jensen at N. Richey, 1307 Susan, 2710 Pansy, 2224 Strawberry, Skylark at Leprechaun, 2700 Primrose, 1300 Richey, 716 Llano
- Major Concrete Section Repairs: 4319 Steep Rock; 3514 & 4500 Burke; 3300 Suiterway; 1700 Pasadena Blvd.; 2802 Thomas; Williamsburg at Skylark; 607 Houston; 420 Delta; 3800 Lily; 3819 Fox Meadow; 2301 Pomona; Watters; 600 Jackson; 7902 Fairmont; 901 Richey; 1204 Trimm; 6823 Cedar; 813 Mobile; Vista at Pansy; 3621 Strawberry; 2800 Preston; 3520 Pansy; 2816 Lafferty; 3100 Preston; 420 Glenmore
- Special Projects: Build new parking lot at 1114 Parkside - Strawberry Park, crushed rock pad at Convention Center and 6411 Crestford, poured concrete slab for pool area at Sunset Park, weld hangers on bridge for sewer line at 305 Harris, poured concrete pad at 6600 Genoa Red Bluff and 1202 Southmore, installed concrete steps at Main Library, demoed apartment building due to fire at 3222 Pasadena Blvd.
- Erosion Repairs: 702 Light Co. Rd., 3900 Burke and 3318 Kathryn Cir.
- Guardrail Repairs: 4694 Strawberry and 4829 Hawthorne
- Major Drainage Improvements: 1114 Davis, 2104 S. Memorial Ct., Crenshaw Burke, Pansy and Keith, 400 Juanita, 4432 Kingsdale, 2608 Revere, 905 Pampa, 406 Smith, 1114 Parkside, 6600 Genoa Red Bluff





PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Carry out annual street maintenance plan by maintaining and repairing street surfaces
- Reduce sidewalk maintenance and reconstruction
- Improve employee safety knowledge on equipment through training
- Provide preventative maintenance and inspection of all drainage facilities
- Maintain safe citywide flood control water flows by increasing frequency of storm drain, conduit and inlet cleaning

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,808,998	\$ 1,942,913	\$ 2,066,288	\$ 1,997,594	\$ 2,305,762
Contractual services	35,657	25,745	58,650	31,400	48,650
Materials and supplies	287,451	275,894	405,744	312,724	395,744
Maintenance charges	369,344	408,527	415,994	416,080	397,031
Capital Outlay	209,579	2,580,908	15,000	-	15,000
TOTAL	\$ 2,711,029	\$ 5,233,987	\$ 2,961,676	\$ 2,757,798	\$ 3,162,187

STREET/BRIDGE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1070	Administrative Assistant	1	1	1
1130	Assistant Superintendent	1	0	0
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	6	6	6
1800	Equipment Operator III	1	1	1
1840	Field Operations Coordinator	1	1	1
1910	General Superintendent	0	0	1
2854	PT Sr Office Asst	0	0	0
2955	PT Pooled Street & Bridge	1	1	1
3010	PW Superintendent	0	1	1
3690	Utility Worker I	6	6	7
3700	Utility Worker II	9	9	8
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	3	3	3
TOTAL:		34	34	35



PUBLIC WORKS TRAFFIC & TRANSPORTATION

MISSION STATEMENT

Expedite the safe, effective 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 2015

- Continued monitoring and retiming signals on major thoroughfares
- Responded to a number of lightning strikes and power losses
- Replaced damaged signal pole at the intersection of Pasadena Freeway and Beltway 8
- Completed setting up coordination program along Fairmont Pkwy
- Performed Pasadena Freeway Lighting maintenance from Shaver to east city limits
- Completed TX-Dot traffic signal intersection maintenance along Beltway 8 and Pasadena Freeway
- Maintained street signs throughout the city
- Maintained pavement markings throughout the city
- Installed emergency contact information stickers on all traffic signal cabinets
- Applied Left Turn Flashing Yellow Arrow operation at 4 intersections

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Upgrade communications system equipment at 40 intersections to improve operations reliability and reduce overall delay, congestion, and collisions at traffic signals
- Install battery backup systems at high volume intersections
- Maintain Pasadena Freeway Lighting from Shaver to east city limits
- Install Pre-emption equipment at the intersection of Beltway 8 and Spencer Highway
- Replace strain pole at the intersection of Burke and Cherrybrook
- Maintain all sign fabrications and installations
- Continue on remarking streets, curbs and medians
- Continue converting intersections with protected left turn movements into Flashing Yellow Arrow operation where applicable
- Continue intersection maintenance on TX-DOT signals along Beltway 8 and Pasadena Freeway





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 693,955	\$ 673,942	\$ 696,432	\$ 715,636	\$ 827,444
Contractual services	157,230	246,301	277,635	269,535	265,050
Materials and supplies	140,951	227,837	176,538	176,538	196,265
Maintenance charges	139,145	150,174	158,181	158,181	152,871
Capital Outlay	-	-	150,862	150,862	150,000
TOTAL	\$ 1,131,281	\$ 1,298,254	\$ 1,459,648	\$ 1,470,752	\$ 1,591,630

TRAFFIC & TRANSPORTATION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1070	Admin Asst	0	0	1
2060	Inspector V	1	1	1
2970	Public Work Assistant II	0	0	0
3230	Sign Markings Tech I	1	2	2
3240	Sign Markings Tech II	2	2	3
3245	Sign Markings Tech III	0	0	0
3250	Sign Markings Tech IV	1	0	0
3400	Sr Public Works Assistant	0	0	0
3570	Traffic Director	1	0	0
3590	Traffic Signal Tech I	1	1	1
3600	Traffic Signal Tech II	0	0	0
3601	Traffic Signal Tech III	2	2	2
3605	Lead Traffic Sign Tech	1	1	1
3610	Traffic Superintendent	1	1	1
TOTAL:		11	10	12

STREET LIGHTS/SIGNALS

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Contractual services	\$ 1,395,254	\$ 1,357,271	\$ 1,358,800	\$ 1,348,800	\$ 1,358,800
TOTAL	\$ 1,395,254	\$ 1,357,271	\$ 1,358,800	\$ 1,348,800	\$ 1,358,800



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PARKS & RECREATION

MISSION STATEMENT

Pasadena Parks and Recreation department is committed to maintaining a safe environment for all while providing programming, facilities and relationships which enrich and enlighten the lives of all families thus building a strong, healthy foundation for our future.



The Parks and Recreation departments offer a variety of programs and activities for all age groups, ranging from youth activities to many classes offered at a discount to senior citizens. We also have programming for people living with disabilities.

Pasadena's city parks and recreation centers offer amenities to suit virtually any recreational activity. Strawberry Park, Burke Crenshaw Park, Southmore Park and Ben Briar Park have excellent fields for little league and adult league baseball. Fishermen will enjoy an afternoon at Crenshaw Park, where the pond is amply stocked with catfish and, in the wintertime, rainbow trout. There also are numerous playgrounds and beautiful botanical parks and gardens located throughout the area.

You can make waves at any of Pasadena's three city pools, which offer open swim and swimming classes throughout the summer. And, golfers will find quite a challenge at the Pasadena Municipal Golf Course.





PARKS & RECREATION PARKS

MISSION STATEMENT

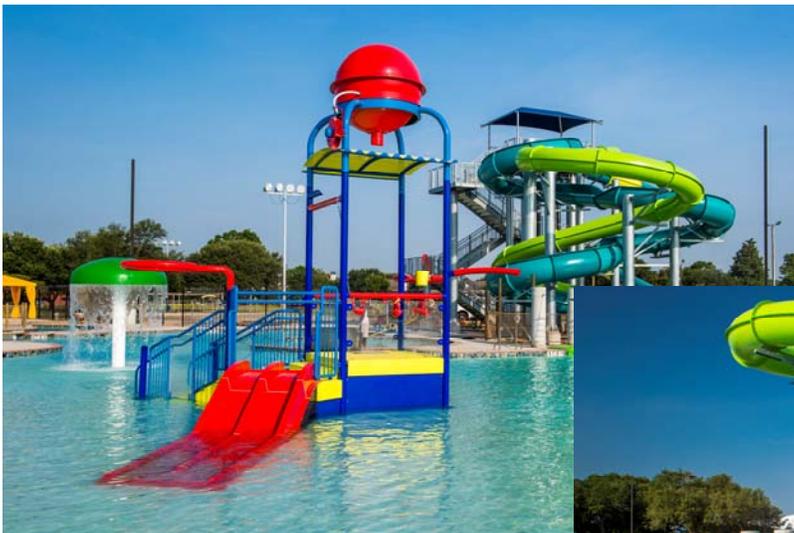
To provide safe, well-maintained parks and facilities that supports a diverse variety of recreational and leisure activities while monitoring future trends and standards to ensure emerging interests and design improvements are incorporated into the park system.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Completed construction and opened Water Park at Strawberry Park
- Replaced 3 aging playgrounds as identified by City Certified Playground Safety Inspector's recommendations
- Completed renovation of equipment yard to meet EPA compliance
- Maintained all City parks, hike and bike trails as well as the grounds around multiple municipal buildings such as convention center, city hall, MSB, Library, and City Hall Annex

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Implement identified needs of current parks prioritizing use of remaining bond monies for park improvements
- Continue to replace and repair play structures as identified in CPSI assessment
- Continue to install playground fall surfaces where needed





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,713,317	\$ 1,730,763	\$ 2,087,432	\$ 1,978,310	\$ 2,076,066
Contractual services	393,328	355,823	973,862	346,512	935,950
Materials and supplies	207,947	253,593	249,319	209,135	239,092
Maintenance charges	723,913	735,128	856,413	856,418	822,549
Capital outlay	50,037	225,689	963,513	115,967	922,546
TOTAL	\$ 3,088,542	\$ 3,300,996	\$ 5,130,539	\$ 3,506,342	\$ 4,996,203

PARKS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1620	Custodian I	5	5	5
1780	Equipment Operator I	0	0	0
1790	Equipment Operator II	0	0	0
2098	Landscaping Supt	0	0	0
2250	Maintenance Technician I	0	0	0
2260	Maintenance Technician II	1	2	2
2380	Management Analyst III	0	0	0
2430	Office Assistant I	1	1	1
2460	Parks Superintendent	0	0	0
2470	Parks Foreman	3	3	3
2480	Parks Worker I	18	18	18
2490	Parks Worker II	6	6	6
2500	Parks Worker III	2	2	2
2857	PT Pooled Parks	1	1	1
2858	PT Pooled Park Custodians	1	1	1
TOTAL:		38	39	39





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PARKS & RECREATION

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

MISSION STATEMENT

To promote positive youth development through the provision of safe well organized recreation, aquatic, and athletic programs and facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2015

Athletics

- Re-established tennis program with over 7730 visitors through open court visits, tennis lessons, tournaments, leagues and other events
- Formed multiple USTA Teams

Aquatics

- Attended TPPC conference in College Station Texas
- Completed pool safety audits and addressed findings bringing all 3 pools into state code compliance
- The division had 10 American Red Cross Lifeguard Instructors on staff to certify additional lifeguards and to start planning for next year
- The opening of Strawberry Waterpark required lifeguards to received two additional certifications, Waterpark and Aquatic Attraction
- SDS Manuals were updated
- Certified two Food Safety Managers to comply with Health requirements of running new concession stand at Strawberry Waterpark

Centers.

- Four of the staff attended TRAPS Region 4 Meeting in Conroe
- The division was responsible for 4 special events outside of the centers day to day operations including a Movie in the Park, Easter Eggstravaganza, Monster Mash, and the successful Kites and Fishing. These events served at least 1,000 youth and close to 2,000 total participants. In lieu of payment for Easter, this year was the first year canned goods were taken in. This resulted in more than 80 canned goods received
- The division participated in health fairs with community partners including Pasadena Mi Tienda
- This year was the first year for the volunteer programs, Rusk Explorers and Cross City Clean Up
- This year was the first year for Odell's Lego Program using the Lego Architecture Sets to help participants learn about other countries
- Attended NRPA in Las Vegas in September

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

Athletics -

Continue to grow tennis program.

- Increase participation in Athletic programs
- Develop Coaching Clinic for youth Sports



PARKS & RECREATION Continued...

Aquatics -

- With the opening of Strawberry Waterpark, an effort will be made to increase the number of swim lessons and programs offered
- Change swim lessons to American Red Cross Learn to Swim program
- The pools were closed down fewer times this year due to maintenance issues and to keep that trend, the staff will be continuing to make a comprehensive preventative maintenance plan for each location allowing us to address problems before they occur

Centers -

- Increase participation at all the centers
- Programming goals include transitioning some of the food preparation programs to focus on healthy eating
- Introduce new Geocaching and Pasadena Passport Programming



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,625,683	\$ 1,558,199	\$ 2,036,755	\$ 1,538,875	\$ 2,071,463
Contractual services	216,291	230,517	371,800	334,827	655,077
Materials and supplies	233,958	251,954	349,877	294,794	409,050
Maintenance charges	321,526	337,315	432,363	407,363	421,227
Capital outlay	38,405	18,000	105,000	-	67,500
TOTAL	\$ 2,435,863	\$ 2,395,985	\$ 3,295,795	\$ 2,575,859	\$ 3,624,317



PARKS & RECREATION STAFFING
 (Recreation Administration, Aquatics, Recreation Centers, Athletics and Tennis)

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1620	Custodian I	0	0	0
1704	Director of Parks and Recreation	1	1	1
2430	Office Assistant I	2	2	2
2440	Office Assistant II	1	1	1
2583	Pool Maintenance Worker	1	0	0
2585	Pool Technician	0	1	1
2650	PT Athletic Pooled Position	1	1	1
2741	PT Recreation Attendant	9	12	12
2840	PT Aquatics Pooled Position	1	1	1
2851	PT Recreation Pooled Position	1	1	1
2885	Project Coordinator	0	0	0
3050	Recreation Assistant I	0	0	0
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant	1	1	1
3070	Recreation Manager	2	2	2
3080	Recreation Specialist I	4	4	4
3081	Recreation Specialist II	0	1	1
3090	Recreation Specialist III	1	0	0
3100	Recreation Superintendent	1	1	1
3370	Sr Office Assistant	0	0	0
TOTAL:		27	30	30





PARKS & RECREATION CLEAN STREETS

MISSION STATEMENT

To utilize community service and work release participants provided by the courts within Harris County to clean and maintain City properties and right-of-ways. Also remove graffiti from public and private properties.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Assisted in preparation and clean up for numerous festivals
- Cleaned graffiti from bridges, commercial buildings, residential fences
- Assisted in cutting, cleaning and picking up litter from City drainage right of ways

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to utilize community service and work release personnel to improve the image of the City
- Assist other City Departments
- Continue to remove graffiti as needed
- Build garage port to help improve service life of equipment

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,011,399	\$ 1,056,988	\$ 1,139,929	\$ 1,106,632	\$ 1,205,280
Contractual services	165,081	167,402	195,400	195,400	195,400
Materials and supplies	40,160	44,419	80,155	42,450	80,155
Maintenance charges	245,363	275,367	297,495	298,212	323,157
Capital outlay	-	-	-	-	75,000
TOTAL	\$ 1,462,003	\$ 1,544,176	\$ 1,712,979	\$ 1,642,694	\$ 1,878,992





CLEAN STREETS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1480	Clean Streets Manager	0	0	1
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	2	2	2
2093	Landscaper III	0	0	0
2100	Clean Streets Supervisor	2	2	1
2240	Maintenance Supervisor	0	0	0
2430	Office Assistant I	2	2	2
2645	PT Pooled Clean Streets	1	1	1
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	8	9	9
TOTAL:		19	20	20





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PARKS & RECREATION MUNICIPAL GOLF COURSE

MISSION STATEMENT

To provide customers a friendly atmosphere, a course in good condition, a pro shop, and knowledgeable staff for an enjoyable golfing experience.

ACIEVEMENTS FOR FISCAL YEAR 2015

- Maintained 76 golf carts
- Replaced electrical pole due to lighting issues
- Purchased turf and mowing equipment to increase maintenance efficacy



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue aggressive spray program to improve turf health and to promote turf mon-culture
- Continue turf conditioning and mowing to enhance playability of turf (fairways, greens, and tees)

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel Services	\$ 404,447	\$ 351,781	\$ 404,761	\$ 359,651	\$ 382,018
Contractual services	93,119	93,033	140,800	92,300	140,800
Materials and supplies	59,937	100,839	109,050	46,450	109,050
Maintenance charges	70,848	78,103	84,996	84,996	86,692
TOTAL	\$ 628,351	\$ 623,756	\$ 739,607	\$ 583,397	\$ 718,560

GOLF COURSE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	2	1	1
1933	Golf Course Worker II	1	1	1
1940	Golf Prof Director	1	1	1
2270	Maintenance Technician III	1	1	0
2590	Pro Shop Assistant	0	0	1
2751	PT Golf Course Attendant	1	1	1
2765	PT Pooled Golf Course	1	1	1
2833	PT Maintenance Tech III	0	0	1
2880	PT Pro Shop Attendant	2	1	0
TOTAL:		10	8	8



PARKS & RECREATION MULTI-PURPOSE CENTER

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2015

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2016

- Complete installation of new gym roof
- Provide inclusive swim lessons during the summer months by partnering with the Aquatics Division
- Increase pre-k and youth programming by partnering with local organizations and attending marketing expos
- Increase the number of international teams at the Texas International Shootout – Wheelchair Basketball Tournament

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 310,529	\$ 303,387	\$ 384,405	\$ 319,102	\$ 395,076
Contractual services	28,797	53,949	73,731	69,731	39,800
Materials and supplies	22,306	31,007	47,572	45,472	47,400
Maintenance charges	73,327	70,054	84,365	85,207	74,371
Capital outlay	18,605	-	-	-	50,000
TOTAL	\$ 453,564	\$ 458,397	\$ 590,073	\$ 519,512	\$ 606,647





MULTI-PURPOSE CENTER STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1620	Custodian I	0	0	0
2430	Office Assistant I	1	1	1
2741	Recreation Attendant	2	2	2
2930	PT Therapeutic Aid	1	1	1
2931	PT Center Pooled Position	1	1	1
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant I	1	1	1
3070	Recreation Manager	1	1	1
3090	Recreation Specialist III	1	1	1
TOTAL:		9	9	9





PARKS & RECREATION CIVIC CENTER OPERATIONS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Held 156 events at the Pasadena Convention Center and Municipal Fairgrounds' facilities
- 23 of those were new events (9 of those went on to book additional events)
- The other 133 were repeat events



PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Currently, we are estimating that we'll have 139 events for the year based on repeat events in past years.
- The goal is to book at least 17 more events in order to be at the same booking level as we were in FY15, if not more.

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 320,750	\$ 333,707	\$ 369,556	\$ 316,942	\$ 381,007
Contractual services	119,183	114,964	134,500	115,750	131,900
Materials and supplies	10,277	7,416	11,475	6,025	11,275
Maintenance charges	142,497	175,923	189,292	189,292	186,075
Capital outlay	5,200	-	-	-	-
TOTAL	\$ 597,907	\$ 632,010	\$ 704,823	\$ 628,009	\$ 710,257



CIVIC CENTER OPERATIONS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1310	General Manager Convention Center	1	1	1
1820	Facility Worker I	2	2	2
1821	Facility Worker II	1	1	1
1830	Lead Facility Worker	1	1	1
2440	Office Assistant II	1	1	1
2686	PT Clerical Assistant I	0	0	0
2933	PT Pooled Convention Center	1	1	1
3390	Manager of Sales and Events	1	1	1
TOTAL:		8	8	8



PARKS & RECREATION MADISON JOBE SENIOR CENTER OPERATIONS

MISSION STATEMENT

Madison Jobe Senior Center:

Our mission at Madison Jobe is to encourage independence, community involvement, enhance the quality of life for senior citizens and to prolong an independent lifestyle by providing programs offering socialization, recreation and anti-fraud, safety, and other educational programs. Seniors, age 50 and above, are invited to enjoy the billiards room, computer lab, games, puzzles, dancing, educational/instructional classes, special events, or to just stop by and socialize with friends.

It is also our mission to physically maintain the facility of Madison Jobe Center and to expand and bring new programs and events that interest seniors while maintaining current programs and events.



HUD/CDBG/COPS/COPD Rides Transportation Program:

Madison Jobe is responsible for the HUD/CDBG/COPS and COPD Rides Transportation Program.

This program is in partnership with Harris County (which provides matching funds) and must report to and interface with both Harris County and CDBG. The purpose of this program, established for more than ten years, is to bring critical taxi services to the economically underprivileged and disabled citizens and senior citizens of Pasadena who cannot drive and have no other means of critical transportation needs such as to doctor visits, chemo therapy, grocery stores, pharmacies and the like to encourage independence and prolong an independent lifestyle for these clients.

Our mission for the Rides Transportation Program is to maintain the HUD/CDBG/COPD and HUD/CDBG/COPS grant programs currently serving approximately 200 clients monthly and hope to increase that amount to 300 clients per month in the 2016 CDBG period.

ACHIEVEMENTS FOR FISCAL YEAR 2015



- Increased participation of seniors in all events and programs
- Additions and improvements to equipment, furniture and supplies at senior center
- Better programming of presenters and speakers
- Increased corporate participation and sponsorship
- Re-established relations of several corporate sponsors who had ceased association
- Continuation of HUD/CDBG/Rides Program
- Assessed programs to better meet needs

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2016

- Implement new marketing strategies to increase senior involvement
- Continue to build a successful senior center and programs
- Continue funding RIDES program for seniors through CDBG



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 205,115	\$ 188,836	\$ 317,226	\$ 311,189	\$ 333,329
Contractual services	22,869	31,335	49,150	34,637	41,150
Materials and supplies	9,095	30,598	43,209	38,753	45,709
Maintenance charges	69,192	118,443	98,951	97,066	130,524
Capital outlay	-	8,532	-	-	-
TOTAL	\$ 306,271	\$ 377,744	\$ 508,536	\$ 481,645	\$ 550,712



MADISON JOBE SENIOR CENTER OPERATIONS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1620	Custodian I	0	0	0
1735	Director of Sr. Center	0	1	1
2430	Office Assistant I	0	1	1
2741	PT Rec Attendant	1	1	1
2892	PT Rides Coordinator	1	1	1
3060	Recreation Assistant	1	1	1
3070	Recreation Manager	1	0	0
3080	Recreation Specialist I	1	1	1
TOTAL:		5	6	6



PARKS & RECREATION MUSEUMS

MISSION STATEMENT

Madison Jobe is also responsible for the Heritage Museum and grounds which is under the direction of curator, Edna Pierce.

Our mission for the Heritage Museum is to make critical repairs to the historic structures and raise money through fundraising efforts and association with corporate partners to maintain the preservation of Pasadena's historic artifacts and heritage.

It is also our mission to bring greater awareness of the facility and to encourage more participation of groups and the public both in volunteerism and in utilization of the facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Started and completed internal modifications and repairs to Prairie House
- Partnered with Community Development to plan needed repairs to exterior of all buildings
- Established a corporate partner with Texan Plus for future projects and for Stroll Down Memory Lane
- Identified and documented needed repairs
- Working towards implementing needed repairs to museum buildings with City personnel

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2016

- Have City finish repairs to outside of buildings so that corporate help organized by Community Development can accomplish the repairs and paint as scheduled
- Organize fundraiser with Mickey Gilley to raise funds for museum
- Plan for additional storage building for Doctor's buggy, Pomeroy Collection, artifacts, oral history collections, newspaper articles and other documentations and collections for the City of Pasadena.
- Implement marketing strategies to increase awareness of Pasadena's heritage.

FISCAL YEAR 2016 ADOPTED BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ -	\$ 18,255	\$ 32,348	\$ 24,189	\$ 48,989
Contractual services	-	640	2,800	2,830	3,100
Materials and supplies	-	1,765	6,400	1,501	8,600
Maintenance charges	-	4,422	5,914	5,914	6,166
TOTAL	\$ -	\$ 25,082	\$ 47,462	\$ 34,434	\$ 66,855
 SUB-TOTAL PARK AND RECREATION	 \$ 8,972,501	 \$ 9,358,146	 \$ 12,729,814	 \$ 9,971,892	 \$ 13,152,543



MUSEUMS STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2853	PT Museum Specialist	0	0	1
2850	PT Pooled Museum	1	1	1
TOTAL:		1	1	2





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HEALTH DEPARTMENT

The Health department strives to improve the City's citizens' quality of life by protecting life, health and safety through education and the enforcement of all health codes. The Health Department issues certified copies of birth and death certificates. In addition, the department is also responsible for the following:

- Weed mowing program: inspection and mowing of weeds on vacant lots
- Food sanitation: inspection of food establishments to enforce sanitation standards; issues annual food permits
- Rodent and insect vector control: consultation and inspection of premises. The City of Pasadena Health Department is responsible for the administration of the City's pest mosquito control contract which requires the entire City to be treated once a month during the months of May - September. Additionally, Harris County Mosquito Control monitors for disease carrying mosquitoes, including traps located in Pasadena, and treats areas where disease carriers are confirmed. Complaints will be monitored to determine if additional applications are to be requested and scheduled by the City of Pasadena. Citizens can do their part by using general precautions such as: keep tight fitting screens on doors and windows; properly maintenance of pools and spas; eliminate standing water from tires, planters, feed bowls, etc.; repair leaking outside faucets; change bird bath water frequently; wear long sleeves and pants at dawn and dusk, when mosquitoes are most active; use mosquito repellants; avoid over-watering lawns; clean out rain gutters.
- Permits and licenses: issues permits for swimming pools and septic tanks; conducts inspection prior to permitting of dance hall, day care centers and wrecking yards
- Inspection of hotels, motels, etc.
- Enforces city ordinances related to health issues, such as the City's smoking ordinance regulations effective September 1, 2007 and new regulations on the disposal of fats, oils and grease.
- The City's Animal Shelter handles incidents involving animals and enforces city ordinances pertaining to animals with 8 Animal Control Officers. The shelter staff helps assist residents with animal surrender and adoption. They also clean, feed and care for all animals housed at the shelter. The contracted veterinarian provides exams, treatment and medication to all shelter animals with assistance from staff.





HEALTH DEPARTMENT HEALTH

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 2015

- Maintained partnership with Harris County Public Health and Environmental Services for the Pasadena-Healthy Living Matters and Health Dining Matters initiatives that serve to reduce childhood obesity in Pasadena
- Entered into a MOU with Harris County Public Health and Environmental Services to participate in a grant project which will serve to create an educational tool kit for the purpose of reducing foodborne illness in certain retail food establishments
- Implemented electronic filing of liens and release of liens with the Harris County Clerk’s Office which expedites the recording of these records
- The food ordinance was amended by repealing the requirement of enforcement for foods with expired code dates, except those regulated by State and Federal codes, so as not to limit food resources for local food banks

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Review existing permit fee structure for businesses permitted by the department; Conduct permit fee survey of area governmental agencies; Make appropriate recommendations for permit fee increases to offset departmental expenditures
- Maintain staff certifications for Registered Sanitarians and Code Enforcement Officers; maintain Vital Statistics Acknowledgement of Paternity certifications for Local and Deputy Registrars
- Review and amend existing food ordinances to incorporate legislative updates

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015		FY 2016 ADOPTED
			AMENDED BUDGET	FY 2015 ESTIMATED	
Personnel services	\$ 629,722	\$ 715,388	\$ 774,105	\$ 807,978	\$ 770,918
Contractual services	576,556	572,592	636,060	556,560	635,380
Materials and supplies	30,405	50,425	17,970	16,970	18,650
Maintenance charges	100,537	93,081	111,845	113,148	106,137
TOTAL	\$ 1,337,220	\$ 1,431,486	\$ 1,539,980	\$ 1,494,656	\$ 1,531,085



HEALTH STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1370	Chief Health Inspector	1	1	1
1490	Clerical Assistant II	1	1	1
1897	Food Inspector	0	1	1
2040	Inspector III	1	2	2
2060	Inspector V	1	0	0
2210	Local Registrar	1	1	1
2430	Office Assistant I	0	0	0
2440	Office Assistant II	2	2	2
2770	Health/Medical Doctor	1	1	1
2772	Pooled Health	1	1	1
2960	Public Health Manager	1	1	1
3130	Sanitarian I	0	0	0
3131	Sanitarian II	2	1	1
	TOTAL:	12	12	12





HEALTH DEPARTMENT ANIMAL RESCUE & ASSISTANCE

MISSION STATEMENT

The Animal Control and Adoption Department is dedicated to protecting the health and safety of the Pasadena citizens from dangerous, sick and free roaming animals. The staff is dedicated to spaying and neutering of pets to reduce the number of homeless dogs and cats.



ACHIEVEMENTS FOR FISCAL YEAR 2015

- Educational programs were presented to schools and civic organizations
- Enlarged off-site and special adoption events section, which is allowing adoptable animals to be available to a wider audience
- Through a partnership with the Deer Park ISD Ag Science program, a student who interned at the Shelter completed the curriculum, internship, and exam necessary to become a Certified Veterinary Assistant through the Texas Veterinary Medical Association (TVMA). Of the five agencies that

students could intern, ours was the lone municipal shelter

- Awarded a Community Development Block Grant for spaying and neutering the pets of low- to moderate-income Pasadena residents
- Established a partnership with an area animal rescue group and PetSmart to have Shelter animals available for adoption at the PetSmart store in Pasadena on weekends. A total of 658 animals have been adopted through this unique partnership
- Worked with architects and City of Pasadena departments to complete the design plans for a new Pet Adoption Center to be located at 5160 Burke
- Continued equipping the medical room to further expand Shelter capabilities
- Through partnerships with volunteers, Facebook marketing has increased to over 16,000 “likes” on the Shelter’s Facebook page (<https://www.facebook.com/PasadenaAnimalShelter>)
- Increased the adoptable animal “live release rate” by 15% over the same period last year

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Construct the new Animal Adoption Center
- Complete equipping the medical room to further expand capabilities
- Increase off-site adoption outreach and events and create more diverse and innovative marketing strategies for increasing animal adoptions
- Develop a partnership with the Dr. Kirk Lewis Career and Technology High School’s Vet Tech program to allow students to intern at the Shelter and future Pet Adoption Center
- Review and make recommendations for updating the City’s animal ordinances
- Continue to increase the Shelter’s “live release rate”



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 1,132,065	\$ 1,417,337	\$ 1,683,464	\$ 1,430,313	\$ 1,672,657
Contractual services	257,304	253,968	257,490	243,490	248,990
Materials and supplies	191,842	220,467	241,500	221,000	250,000
Maintenance charges	170,575	197,470	249,679	256,956	267,045
Capital Outlay	20,663	-	70,000	-	70,000
TOTAL	\$ 1,772,449	\$ 2,089,242	\$ 2,502,133	\$ 2,151,759	\$ 2,508,692

ANIMAL RESCUE & ASSISTANCE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1070	Administrative Assistant	1	1	1
1076	Adoption Assistant	0	1	1
1077	Adoption Coordinator	0	1	1
1080	Animal Care Technician I	3	0	0
1085	Animal Control Dispatcher	2	2	2
1090	Animal Control Officer	7	7	7
1095	Animal Care Technician II	4	8	8
1099	Animal Health Technician	1	1	1
1380	Chief Animal Control	0	0	0
2085	Kennel Supervisor	1	1	1
2096	Lead Animal Control Officer	1	1	1
2320	Manager Animal Rescue	1	1	1
2338	Mkting/Program Coordinator	1	1	1
2430	Office Assistant I	3	3	3
2855	PT Office Assistant	0	0	0
8888	PT Pooled - Animal Shelter	0	1	1
	TOTAL:	25	29	29





LEISURE SERVICES MUNICIPAL PUBLIC LIBRARY

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.

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The Pasadena Public Library system has been serving for more than 85 years. The system has changed a lot since April of 1922 when a “library station” opened as the Pasadena High School as part of an initiative by Attorney Arthur E. Dawes to provide books to the rural communities surrounding the City of Houston. Today the Pasadena Public Library system serves a community of over 150,000 at two locations. In addition to

providing books, the library provides DVD’s, music CD’s, audio books, e-books and audio and video downloads. The Business Center offers classes to the public on topics such as creating resumes and on MS Word and Excel. Programs for all ages promote reading, education, entertainment and life-long learning opportunities.

ACHIEVEMENTS FOR FISCAL 2015

- *Programming:* The library continues to provide members of our community with programs and services that targeted specific needs such as developing job hunting skills, providing assistance with tax preparation, legal information, and health and wellness learning opportunities. Partners included the San Jacinto College, Penguin Random House, Barnes & Noble, Superate y Trunfa and several business, community libraries and non-profit organizations
- *Marketing Initiatives:* In order to develop effective communications we have taken advantage of marketing training opportunities, upgraded our online event calendar and utilized internal committees led by library staff. The marketing training has allowed us to pursue a more professional promotional campaign. The new calendar allows the community to set up reminders and register for



library events. The marketing committee, which functions similar to a focus group, has provided the opportunity to fine-tune our marketing material for the greatest impact. Pasadena Public Library is committed to maintaining effective communications with all of our partners and patrons



- *Collection Development:* We subscribed to Baker & Taylor Axis 360 E-books and E-audiobooks. In doing so the availability of E-books and E-audiobooks through Axis 360 will reduce a patron's wait time for popular titles. We also subscribed to Zinio, a digital magazine service which provides access to popular, current electronic magazines. We now subscribe to travel guides and Comic books in electronic format. The Library added 22,026 new books, DVDs, magazine and games to their collection. The addition of books from Spanish publishers increased our Spanish collection. These acquisitions were partly funded by grants from the Spanish government, the Latin American Book publishers and the Friends of the Library
- *Grants:* Recipient of the following grants: \$5,000 CDBG for Career Center databases and books, \$9,383.40 from Texas State Library's Edge program for technology equipment, \$18,000 from Texas State Library's Family Place Project in which \$6,000 was applied toward the purchase of preschool educational tools and equipment the remaining was for training and site visits
- *Technology:* Added new equipment including: 6 mini tablets, 7 Google Nexus tablets, 3 Acer Chrome books, Microsoft Surface Pro with Office subscriptions, 1 tablet charging cart and tablet accessories
- To reserve and make selections easier

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Enhance community presence through events and school district partnership.
- Increase library cards by 10%
- Increase library visitors by 5%
- Install information desk at Central location
- Increase marketing and branding for both libraries through social media

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 2,374,094	\$ 2,510,174	\$ 2,759,621	\$ 2,660,479	\$ 2,765,152
Contractual services	284,061	258,862	327,904	273,112	327,904
Materials and supplies	209,203	206,068	209,980	137,163	209,980
Maintenance charges	291,026	376,979	418,467	420,292	440,478
Capital outlay	166,938	347,581	205,000	205,000	205,082
TOTAL	\$ 3,325,322	\$ 3,699,664	\$ 3,920,972	\$ 3,696,046	\$ 3,948,596





LIBRARY STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1620	Custodian I	1	2	2
2128	PT Librarian I	2	2	2
2129	Librarian I	5	4	4
2130	Librarian II	3	4	4
2140	Librarian III	4	4	4
2150	Library Assistant I	6	6	6
2160	Library Assistant II	8	8	8
2170	Library Director	1	1	1
2180	Library Services Coordinator	2	2	2
2190	Library Services Manager	2	2	2
2686	PT Clerical Assistant I	1	1	1
2687	PT Clerical Assistant II	5	5	5
2695	PT Custodian I	1	0	0
2830	PT Library Assistant	3	2	2
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	1	1	1
3350	Sr Library Assistant	2	3	3
3370	Sr Office Assistant	0	0	0
3521	Tech Support Analyst II	0	0	0
TOTAL:		48	48	48



FY 2016 ADOPTED BUDGET DEBT SERVICE FUND SUMMARY

The Debt Service fund in 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.

FY 2016 ADOPTED BUDGET DEBT SERVICE FUND SUMMARY

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
BEGINNING FUND BALANCE	\$ 4,097,226	\$ 5,219,579	\$ 6,272,408	\$ 6,272,408	\$ 1,300,375
REVENUE					
Ad valorem taxes-current year	11,372,020	11,304,866	11,000,000	9,700,000	10,800,000
Ad valorem taxes-prior year	186,182	100,521	80,000	85,000	44,000
Penalties and interest	154,687	165,506	80,000	103,000	73,000
Special vehicle inventory tax	-	-	-	31,120	32,000
General Property Taxes	11,712,889	11,570,893	11,160,000	9,919,120	10,949,000
Interest earned	4,556	1,984	1,300	1,000	1,000
Investment Income	4,556	1,984	1,300	1,000	1,000
Transfer from capital project fund	968	361	87	87	-
Refunding bonds issued	16,690,000	-	-	9,185,000	-
Premiums on bonds	2,493,667	-	-	802,493	-
Other Revenues	19,184,635	361	87	9,987,580	-
TOTAL REVENUE	30,902,080	11,573,238	11,161,387	19,907,700	10,950,000
PRINCIPAL AND INTEREST					
Principal	6,780,000	6,840,000	7,045,000	7,045,000	7,635,000
Interest	3,825,423	3,680,409	3,416,598	3,416,598	3,128,005
SUBTOTAL PRINCIPAL AND INTEREST	10,605,423	10,520,409	10,461,598	10,461,598	10,763,005
OTHER EXPENDITURES					
Arbitrage	-	-	12,000	12,000	12,000
To refunded escrow agent	18,931,383	-	-	14,211,625	-
Issuance costs	242,921	-	-	189,510	-
Fiscal charges	-	-	5,000	5,000	5,000
SUBTOTAL OTHER COSTS	19,174,304	-	17,000	14,418,135	17,000
TOTAL EXPENDITURES	29,779,727	10,520,409	10,478,598	24,879,733	10,780,005
Revenue Over Expenditures	1,122,353	1,052,829	682,789	(4,972,033)	169,995
ENDING FUND BALANCE	\$ 5,219,579	\$ 6,272,408	\$ 6,955,197	\$ 1,300,375	\$ 1,470,370



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FY 2016 ADOPTED BUDGET SYSTEM FUND



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 35,000 residential, commercial and industrial customers. Water and sewer revenues provide 99.6% 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 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
BEGINNING AVAILABLE					
RESOURCES	\$ 30,292,815	\$ 27,230,309	\$ 22,911,001	\$ 22,911,001	\$ 23,152,866
REVENUES	38,272,007	36,836,429	36,216,600	36,573,900	36,726,000
EXPENDITURES	41,334,513	41,155,737	38,099,410	36,332,035	39,524,956
REVENUES OVER/(UNDER)					
EXPENDITURES	(3,062,506)	(4,319,308)	(1,882,810)	241,865	(2,798,956)
ENDING AVAILABLE					
RESOURCES	\$ 27,230,309	\$ 22,911,001	\$ 21,028,191	\$ 23,152,866	\$ 20,353,910



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FY 2016 ADOPTED BUDGET SYSTEM FUND DETAIL

REVENUE CATEGORY	FY 2015				
	FY 2013 ACTUAL	FY 2014 ACTUAL	AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Interest earned	\$ 23,752	\$ 9,763	\$ 10,000	\$ 11,400	\$ 11,000
INVESTMENT INCOME	23,752	9,763	10,000	11,400	11,000
Miscellaneous	24,719	146,382	15,000	40,000	20,000
CC processing fee	28,765	157,331	160,000	230,000	230,000
Waste recycling revenues	88	70	100	-	-
Prior year expense refund	210,767	963,511	-	20,000	20,000
OTHER REVENUE	264,339	1,267,294	175,100	290,000	270,000
Water revenues	19,260,720	19,288,824	18,650,000	18,550,000	18,650,000
Water revenues adjustments	(147,191)	(147,669)	(110,000)	-	-
Water connections	144,917	118,973	95,000	157,500	100,000
Sewer revenues	12,867,584	12,677,711	12,700,000	12,500,000	12,600,000
Sewer revenues adjustments	(163,665)	(221,545)	(100,000)	-	-
Sewer connections	102,260	76,515	45,000	75,000	75,000
Penalties	730,620	853,406	730,000	930,000	930,000
Penalties adjustments	(33,251)	(57,303)	(45,400)	-	-
Miscellaneous water revenue	546,710	494,694	250,000	200,000	200,000
Miscellaneous water revenue adjustment	(85,527)	(75,108)	(20,000)	-	-
Disconnect fees	-	6,440	250,000	220,000	225,000
Industrial waste	401,358	416,119	425,000	395,000	400,000
Large meter revenues	3,117,078	3,136,892	3,122,400	3,205,000	3,225,000
Wastewater rehab fees	11	-	-	-	-
Wastewater rehab adjustments	(5,515)	1,267	(500)	-	-
Year end accrual revenues	105,024	(1,217,944)	-	-	-
OPERATING REVENUE	36,841,133	35,351,272	35,991,500	36,232,500	36,405,000
Bad debt recovery	130,068	-	-	-	-
Sale of city property	1,012,715	208,100	10,000	15,000	15,000
Other	-	-	30,000	25,000	25,000
NON-OPERATING REVENUE	1,142,783	208,100	40,000	40,000	40,000
SYSTEM FUND REVENUE TOTAL	\$ 38,272,007	\$ 36,836,429	\$ 36,216,600	\$ 36,573,900	\$ 36,726,000

EXPENDITURE CATEGORY	FY 2015				
	FY 2013 ACTUAL	FY 2014 ACTUAL	AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 7,180,049	\$ 7,357,795	\$ 8,255,478	\$ 7,203,329	\$ 8,126,769
Contractual services	5,182,912	5,500,334	6,123,392	6,092,095	6,387,667
Materials and supplies	1,569,302	1,468,554	2,210,918	1,831,125	2,139,742
Maintenance charges	1,143,537	1,199,642	1,289,138	1,291,869	1,361,928
Other charges	5,016,431	4,597,468	5,138,950	5,013,950	5,138,950
Other uses	7,820,619	7,871,565	7,868,841	7,858,841	7,860,675
Other financing	3,702,000	4,150,000	4,293,000	4,294,500	3,756,000
Capital improvement projects	9,440,043	7,628,973	2,500,000	2,500,000	4,250,000
Capital outlay	279,620	1,381,406	419,693	246,326	503,225
TOTALS	\$ 41,334,513	\$ 41,155,737	\$ 38,099,410	\$ 36,332,035	\$ 39,524,956



PUBLIC WORKS WASTEWATER REHABILITATION DIVISION

MISSION STATEMENT

The Purpose of the Wastewater Rehabilitation Division is 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.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Increased number of sanitary lines televised by 1.16 mi to 6.0 mi and storm lines by 1.64 mi to 2.27 mi
- Replaced 2.5 mi of sanitary sewer main line
- Increased number of sanitary sewer manholes cleaned/vacuumed by 95 to a total of 349
- Increased number of storm sewer manholes/boxes cleaned/vacuumed by 141 to a total of 292

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Increase number of sanitary lines televised to 6.25 mi and storm lines to 2.5 mi
- Increase number of sanitary sewer main line replaced to 3.0 mi
- Increase number of sanitary sewer line cleaned to 13.0 mi and storm line cleaned to 7.15 mi
- Increase number of sanitary sewer manholes cleaned/vacuumed to 375
- Increase number of storm sewer manholes/boxes cleaned/vacuumed 325

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,258,568	\$ 1,321,209	\$ 1,374,854	\$ 1,143,421	\$ 1,341,011
Contractual services	9,576	6,591	31,675	18,675	36,675
Materials and supplies	193,688	201,986	237,815	221,750	237,815
Maintenance charges	293,731	292,675	290,147	290,147	307,921
Capital outlay	-	49,999	25,000	25,000	25,000
TOTAL	\$ 1,755,563	\$ 1,872,460	\$ 1,959,491	\$ 1,698,993	\$ 1,948,422





WASTEWATER REHABILITATION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1780	Equipment Operator I	3	3	3
1790	Equipment Operator II	2	2	2
3620	TV Crew Worker I	1	1	1
3630	TV Crew Worker II	1	1	1
3640	TV Crew Worker IV	1	1	1
3660	Utility Maintenance Technician III	1	1	1
3670	Utility Maintenance Technician III	4	4	4
3690	Utility Worker I	3	3	3
3700	Utility Worker II	4	4	4
3705	Utility Worker III	2	2	2
8888	Pooled - WW Rehab	0	0	1
TOTAL:		22	22	23





PUBLIC WORKS WASTEWATER COLLECTION DIVISION

MISSION STATEMENT

The purpose of the Wastewater Collections Division is to remove obstructions in sanitary sewer mainlines and service lines within the public right of way. The division is responsible for the maintenance and installation of the main lines.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Responded to 3,185 service calls via call center and direct call-ins
- Increased the total of service lines repaired by 24 to a total of 235 and replaced 5,428 feet of service line

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Increase number to 3,500 service calls via call center and direct call-ins
- Increase the number of service lines repaired to at least 250 and service line replacement to 6,000 feet

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,753,132	\$ 1,756,621	\$ 1,980,765	\$ 1,752,272	\$ 1,902,879
Contractual services	221,235	217,731	246,300	229,700	252,300
Materials and supplies	138,062	134,352	188,155	180,455	188,155
Maintenance charges	172,947	202,952	209,206	209,290	222,508
Capital outlay	-	12,100	25,000	-	25,000
TOTAL	\$ 2,285,376	\$ 2,323,756	\$ 2,649,426	\$ 2,371,717	\$ 2,590,842

WASTEWATER COLLECTION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1130	Assistant Superintendent	0	0	0
1780	Equipment Operator I	3	3	3
2070	Junior Party Chief	1	1	0
2430	Office Assistant I	0	0	0
2969	Public Works Assistant I	0	0	0
2970	Public Works Assistant II	1	0	0
3010	Public Works Superintendent	1	1	1
3370	Sr Office Assistant	0	1	1
3690	Utility Worker I	6	6	4
3700	Utility Worker II	7	7	7
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	11	11	11
8888	Pooled - WW Collection	0	0	1
TOTAL:		31	31	29



PUBLIC WORKS WASTEWATER PLANTS DIVISION

MISSION STATEMENT

The purpose of the Wastewater Division is to treat all wastewater generated in the City of Pasadena within the permit requirements established by the Texas Natural Resources Conservation Committee (TNRCC) and the Environmental Protection Agency (EPA) in a cost effective manner.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Completed installation of back-up generator for emergency use at Vince Bayou WW Plant
- Completed repairs and installation of #1 & #6 gear boxes at Vince Bayou WW Plant
- Purchased (2) new de-watering containers for solid waste disposal
- Connected blowers/screw pumps to SCADA alarms at Golden Acres WW Plant
- Rehabbed rake flights on clarifiers #1, #2 and #4 at Vince Bayou WW Plant
- Replaced RAS pump bearings (x6) at Vince Bayou WW Plant

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- 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
- Rehab old blower MCC at Golden Acres WW Plant
- Install (3) new external oil pumps on north end basin gear boxes at Vince Bayou WW Plant
- Purchase new dual horsepower motor for #3 aerator at Vince Bayou at WW Plant
- Clean east plant aeration basins at Golden Acres WW Plant
- Replace belt press conveyor belt at Vince Bayou WW Plant
- Clean out aeration basin #2 at Vince Bayou WW Plant
- Replace influent grinder cutters (x2) at Vince Bayou WW Plant
- Extend elevated catwalk around belt press conveyor at Vince Bayou WW Plant

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Contractual services	\$ 4,360,687	\$ 4,438,897	\$ 4,750,597	\$ 4,655,250	\$ 4,869,847
Materials and supplies	57,847	114,039	110,050	70,750	110,050
Maintenance charges	3,496	8,197	4,363	7,010	9,936
Other charges	119,231	102,191	135,000	135,000	135,000
Capital outlay	209,895	180,902	248,693	148,693	25,000
TOTAL	\$ 4,751,156	\$ 4,844,226	\$ 5,248,703	\$ 5,016,703	\$ 5,149,833



PUBLIC WORKS WASTEWATER MAINTENANCE DIVISION

MISSION STATEMENT

The purpose of the Wastewater Maintenance Division is to maintain the City's lift stations, which includes pump repair/replacement, repairing check and gate valves, control panel replacement, and installing and maintaining the City's supervisory control and data acquisition (SCADA) system.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Completion of Winona lift station
- Completion of Vista lift station rehab and decorative wall around station
- Completion of Silver Eagle lift station
- 24 inch force main was relocated to south side of Richey Road
- Replaced (2) 14 inch check valves on pumps #1 & #4 at West Pitts
- Installed new 160 HP pump at Thomas & Preston lift station
- Replaced guide rail assemblies for pump #1 & #2 at Burke
- Installed odor control systems at Vista & Preston and Thomas & Preston lift stations

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Install new lift station at Red Bluff to eliminate Baywood lift station to gravity over to Red Bluff
- Begin construction on rehabbing Pasadena Blvd. lift station, Alecia lift station and Olson lift station
- Eliminate Wyatt lift station to flow into Louisiana lift station
- Rehab discharge piping & guide rails at Thomas & Preston lift station
- Replace piping, sand blast & paint at West Pitts
- Start designs on force main for lift station at Industrial Park



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2016 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 736,466	\$ 702,376	\$ 801,588	\$ 768,979	\$ 674,318
Contractual services	91,789	91,864	202,548	180,548	172,845
Materials and supplies	156,644	166,512	195,972	161,072	195,972
Maintenance charges	131,774	148,376	153,332	153,332	172,456
Capital outlay	-	16,520	50,000	35,379	177,225
TOTAL	\$ 1,116,673	\$ 1,125,648	\$ 1,403,440	\$ 1,299,310	\$ 1,392,816

WASTEWATER MAINTENANCE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2965	Pooled Public Works Worker	1	1	0
2970	Public Works Assistant II	0	0	0
3010	Public Works Superintendent	1	1	1
3180	SCADA Technician IV	0	0	0
3190	SCADA Technician V	0	0	0
3400	Sr Public Works Assistant	1	1	1
3650	Utility Maintenance Technician I	3	3	3
3660	Utility Maintenance Technician II	3	3	3
3670	Utility Maintenance Technician III	1	1	1
3680	Utility Maintenance Lead	1	1	1
TOTAL:		11	11	10



PUBLIC WORKS WATER DISTRIBUTION DIVISION

MISSION STATEMENT

The purpose of the Water Distribution Division is to provide for the distribution of safe drinking water in compliance with all regulatory requirements to the residents of the City of Pasadena. The service is provided to the form of maintenance, repair, and/or replacement of water mains and service connections.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Replaced 13,780 feet of existing waterline with 6 inch C900 pipe
- Contractors replaced 22,000 feet of existing water line
- Maintained and serviced 913 fire hydrants and 427 valves
- Responded to and repaired 1,400 water leaks (645 less than the 2,045 in 2014)

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Replace 30,000 feet of water line and repair 1,400 leaks
- Service 1,200 fire hydrants and 600 valves

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,419,224	\$ 1,487,088	\$ 1,608,016	\$ 1,431,504	\$ 1,710,967
Contractual services	27,259	46,613	40,100	27,750	40,100
Materials and supplies	455,513	455,079	508,600	470,100	518,600
Maintenance charges	187,973	201,828	196,649	196,649	199,590
Capital outlay	39,257	6,170	-	-	-
TOTAL	\$ 2,129,226	\$ 2,196,778	\$ 2,353,365	\$ 2,126,003	\$ 2,469,257

WATER DISTRIBUTION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1130	Assistant Superintendent	0	1	1
1780	Equipment Operator I	4	4	4
1800	Equipment Operator III	1	1	1
2440	Office Assistant	0	1	1
3010	Public Works Superintendent	0	1	1
3660	Utility Maintenance Technician II	1	1	1
3670	Utility Maintenance Technician III	4	3	3
3671	Utility Maintenance Technician IV	2	2	2
3685	Utilities Superintendent	1	0	0
3690	Utility Worker I	7	8	9
3700	Utility Worker II	4	4	4
8888	Pooled - Water Distribution	0	0	1
TOTAL:		24	26	28



PUBLIC WORKS WATER PRODUCTION DIVISION

MISSION STATEMENT

The purpose of the Water Production Division is to operate and maintain City owned storage facilities, well and watering metering stations. This includes the daily monitoring of water quality in order to protect public health in compliance with all regulatory requirements. In addition, this division reports to government agency's having jurisdiction over public water systems

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Maintained all well sites and pump stations to comply with TCEQ standards
- Responded to and resolved 252 low pressure calls, 367 no water calls and 261 water quality calls
- Cleaned and painted 365 fire hydrants

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Maintain all well sites and pump stations to comply with TCEQ standards
- Respond to all problem calls in a timely manner and clean and paint 500 fire hydrants
- Test all 3 inch to 10 inch meters for accuracy

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 551,501	\$ 570,680	\$ 601,744	\$ 547,659	\$ 590,913
Contractual services	245,135	397,090	542,572	675,572	706,300
Materials and supplies	45,119	37,868	53,800	51,300	53,800
Maintenance charges	126,172	131,021	159,595	159,595	162,875
Other charges	4,897,073	4,495,277	5,000,000	4,875,000	5,000,000
Capital Outlay	30,468	-	-	-	-
TOTAL	\$ 5,895,468	\$ 5,631,936	\$ 6,357,711	\$ 6,309,126	\$ 6,513,888

WATER PRODUCTION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1130	Assistant Superintendent	1	1	1
2050	Inspector IV	1	1	1
2969	Public Works Assistant I	0	0	0
2970	Public Works Assistant II	0	0	0
3010	Public Works Superintendent	0	0	0
3650	Utility Maintenance Technician I	4	4	4
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	2	2	2
3680	Utility Maintenance Lead	0	0	0
TOTAL:		10	10	10



SYSTEM FUND WATER BILLING

MISSION STATEMENT

The purpose of the Water Billing Department is provide accurate billings, collect payments fairly and equitably and meet customer needs for information and service. The department strives to provide excellent customer service in a professional and courteous manner with a positive attitude towards our customers and other staff members whether by phone or in person. It is the fundamental mission of the water billing department to uphold the regulations of the State of Texas and the City of Pasadena Code of Ordinances, to facilitate the extension of service that is required to sustain and improve the quality of life for the citizens of Pasadena and garner revenues for this service in an equitable, impartial and courteous manner.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Replaced over 700 meters which were 13 years or older (enhanced revenue)
- Delinquent collections were increased due to new billing procedure
- Changed out 1,200 defective meter interface units (MIUs)

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Replace over 2,500 meters to ensure the City is accurately billing water usage
- Change out defective MIUs to reduce non-reads
- Begin phase 1 of fixed based reading system
- Create e-bill to reduce mailing and printing costs

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 1,461,158	\$ 1,519,821	\$ 1,645,352	\$ 1,534,494	\$ 1,641,548
Contractual services	227,231	301,548	309,600	304,600	309,600
Materials and supplies	289,105	267,718	335,850	318,350	335,350
Maintenance charges	227,444	214,593	275,846	275,846	286,642
Other charges	127	-	350	350	350
Capital outlay	-	-	71,000	37,254	251,000
TOTAL	\$ 2,205,065	\$ 2,303,680	\$ 2,637,998	\$ 2,470,894	\$ 2,824,490



WATER BILLING STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1250	Assistant Water Billing Manager	1	1	1
1265	Billing Coordinator	1	1	1
1490	Clerical Assistant II	1	1	1
1495	Collections Coordinator	1	1	1
3460	Sr Water Billing Assistant	4	4	4
3650	Utility Maintenance Technician I	4	4	4
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	1	1	1
3785	PT Pooled Water Billing Worker	1	1	1
3790	Water Billing Assistant I	1	0	0
3800	Water Billing Assistant II	6	7	7
3810	Water Billing Manager	1	1	1
TOTAL:		24	24	24

**SYSTEM FUND
DEBT SERVICES**

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Other charges	\$ -	\$ -	\$ 3,600	\$ 3,600	\$ 3,600
Other uses	7,789,693	7,835,831	7,813,841	7,813,841	7,805,675
Other financing uses	-	-	-	-	-
TOTAL	\$ 7,789,693	\$ 7,835,831	\$ 7,817,441	\$ 7,817,441	\$ 7,809,275

OTHER CHARGES

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ -	\$ -	\$ 243,159	\$ 25,000	\$ 265,133
Materials and supplies	233,324	91,000	580,676	357,348	500,000
Other uses	30,926	35,734	55,000	45,000	55,000
Capital outlay	-	1,115,715	-	-	-
Other financing uses	13,142,043	11,778,973	6,793,000	6,794,500	8,006,000
TOTAL	\$ 13,406,293	\$ 13,021,422	\$ 7,671,835	\$ 7,221,848	\$ 8,826,133

TOTAL SYSTEM FUND \$ 41,334,513 \$ 41,155,737 \$ 38,099,410 \$ 36,332,035 \$ 39,524,956

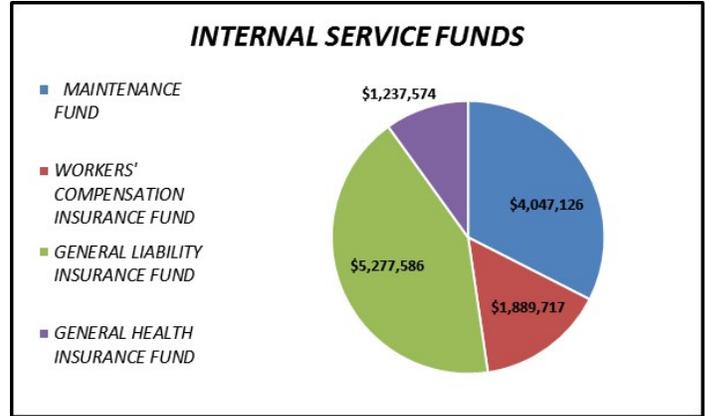


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FY 2016 ADOPTED BUDGET INTERNAL SERVICE FUNDS SUMMARY

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 to 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 \$4,047,126 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 \$12.5 million.

FY 2016 ADOPTED BUDGET INTERNAL SERVICE FUNDS SUMMARY

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 4,096,574	\$ 1,838,277	\$ 5,722,586	\$ 898,574	\$ 12,556,011
REVENUE					
Interest earned	1,200	600	2,000	2,000	5,800
Charges for sales or services	13,738,649	850,000	1,500,000	16,586,000	32,674,649
Sale of capital assets	300,000	-	-	-	300,000
Other revenue/transfers	937,000	40,100	113,000	-	1,090,100
TOTAL REVENUES	14,976,849	890,700	1,615,000	16,588,000	34,070,549
EXPENDITURES					
Personnel services	6,256,747	116,910	-	-	6,373,657
Contractual services	1,776,313	16,200	-	50,000	1,842,513
Material & supplies	4,125,302	29,650	-	-	4,154,952
Maintenance charges	1,525,329	-	-	-	1,525,329
Capital outlay	1,342,606	-	-	-	1,342,606
Other uses/charges	-	676,500	2,060,000	16,199,000	18,935,500
TOTAL EXPENDITURES	15,026,297	839,260	2,060,000	16,249,000	34,174,557
REVENUES OVER/(UNDER) EXPENDITURES	(49,448)	51,440	(445,000)	339,000	(104,008)
ENDING FUND BALANCE	\$ 4,047,126	\$ 1,889,717	\$ 5,277,586	\$ 1,237,574	\$ 12,452,003



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**FY 2016 ADOPTED BUDGET
MAINTENANCE FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 993,545	\$ 2,911,016	\$ 3,305,369	\$ 3,305,369	\$ 4,096,574
REVENUES	15,222,765	15,146,905	15,826,124	16,001,324	14,976,849
EXPENDITURES	13,305,294	14,752,552	16,590,268	15,210,119	15,026,297
REVENUES OVER/(UNDER) EXPENDITURES	1,917,471	394,353	(764,144)	791,205	(49,448)
ENDING AVAILABLE RESOURCES	\$ 2,911,016	\$ 3,305,369	\$ 2,541,225	\$ 4,096,574	\$ 4,047,126

REVENUE BY CATEGORY	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Interest earned	\$ 3,429	\$ 1,330	\$ 1,000	\$ 1,200	\$ 1,200
Investment Income	3,429	1,330	1,000	1,200	1,200
Miscellaneous	6,170	18,815	1,500	3,000	3,000
Waste recycling revenues	6,128	4,698	2,500	1,000	1,000
Mailroom revenues	123,996	118,692	129,569	129,569	129,136
Motor pool equipment	5,558,148	5,851,704	6,213,062	6,213,062	6,507,469
Building maintenance	279,125	455,089	468,009	468,009	453,627
Information tech revenues	1,960,044	2,259,000	2,560,713	2,560,713	2,749,661
Electrical dept revenues	838,950	1,258,073	1,245,197	1,245,197	1,265,812
Radio equipment	313,308	297,132	354,675	354,675	500,402
Warehouse	230,929	354,472	333,199	333,199	351,054
Janitorial	617,976	779,808	862,121	862,121	871,844
Landscaping and beautification	779,040	736,344	889,703	889,703	905,644
Prior year expense/refund	-	73	-	-	-
Other Revenues	10,713,814	12,133,900	13,060,248	13,060,248	13,738,649
Sale of city property	287,022	527,175	75,000	250,000	300,000
Non-Operating Revenue	287,022	527,175	75,000	250,000	300,000
General fund	3,716,500	1,534,500	1,596,876	1,596,876	381,000
Water and sewer fund	502,000	950,000	1,093,000	1,093,000	556,000
Other Financing Sources	4,218,500	2,484,500	2,689,876	2,689,876	937,000
TOTAL REVENUE	\$ 15,222,765	\$ 15,146,905	\$ 15,826,124	\$ 16,001,324	\$ 14,976,849

EXPENDITURE BY CATEGORY	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 4,953,641	\$ 5,125,956	\$ 6,099,528	\$ 5,680,998	\$ 6,256,747
Contractual services	1,252,296	1,297,700	1,641,013	1,371,005	1,776,313
Materials & supplies	3,436,328	3,535,385	3,996,526	3,621,863	4,125,302
Maintenance charges	1,300,468	1,544,982	1,641,047	1,694,099	1,525,329
Capital outlay	2,125,862	3,190,432	3,212,154	2,842,154	1,342,606
Other financing uses	236,699	58,097	-	-	-
TOTAL EXPENDITURE	\$ 13,305,294	\$ 14,752,552	\$ 16,590,268	\$ 15,210,119	\$ 15,026,297

BY DEPARTMENT/DIVISION

Technical Services					
Information services	\$ 1,869,673	\$ 2,448,894	\$ 2,892,848	\$ 2,523,105	\$ 2,991,293
Radio services	419,725	290,638	396,104	341,118	531,285
Subtotal Technical Services	2,289,398	2,739,532	3,288,952	2,864,223	3,522,578
Maintenance Services					
Fleet management	7,818,290	8,568,493	9,263,754	8,589,381	7,296,901
Building maintenance	456,930	434,265	458,939	474,463	487,559
Janitorial	750,401	760,167	857,837	790,140	855,486
Electrical	1,118,017	1,270,018	1,230,850	1,215,189	1,270,600
Landscaping and beautification	498,361	600,762	884,206	730,102	900,900
Subtotal Maintenance Services	10,641,999	11,633,705	12,695,586	11,799,275	10,811,446
Purchasing					
Mailroom	123,448	121,566	128,146	128,346	129,638
Warehouse	250,449	257,749	331,688	272,379	352,927
Subtotal Purchasing	373,897	379,315	459,834	400,725	482,565
Other	-	-	145,896	145,896	209,708
TOTAL	\$ 13,305,294	\$ 14,752,552	\$ 16,590,268	\$ 15,210,119	\$ 15,026,297



MAINTENANCE FUND INFORMATION SERVICES

MISSION STATEMENT

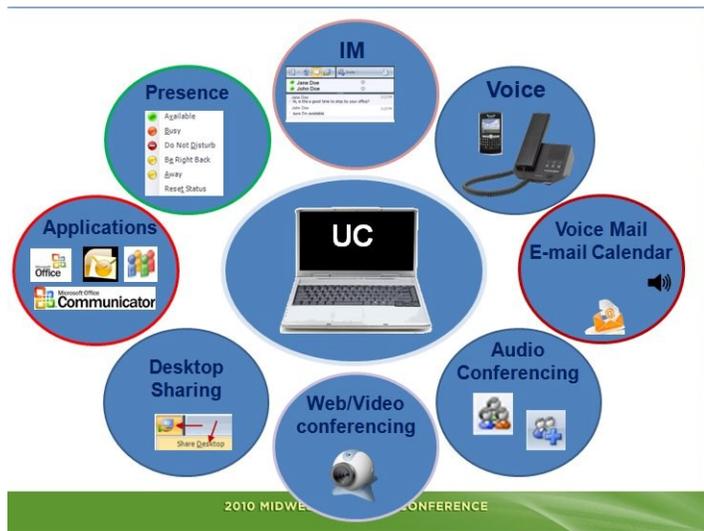
The Information Technology Department provides information and technology leadership in City government to enable continuous improvement in the effectiveness and efficiency of City functions and services.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Provided ongoing support for business applications, personal computers, electronic mail, telephone system and network devices for all City departments and continue PC replacements
- Continued implementing a document management system to work towards a more paperless environment
- Completed the core network infrastructure to 10ge throughout the City Buildings and upgraded firewall
- Implemented a new city-wide backup system
- Integrated the communications for the new Strawberry Pool house and PD store front with City Network
- Set up a new phone system at Strawberry Park and PD store front
- Upgraded City Works, Net Motion, Happy, Sportsman and K9 software and servers
- Upgraded Watchguard and added body cameras switching from VieVu to Watchguard
- Upgraded SAN system controller and added storage space
- Increased internet speed and fiber connections in remote buildings
- Moved server room located in Fire Marshal's office
- Added cameras in Crime Lab, Property Room, Convention Center and Animal Shelter
- Upgraded GWAVA, reload, retain and created a new archive location for Groupwise
- Started Upgrade of Nice recording system.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Upgrade current financial and billing systems switching from Unix to Windows environment
- Assist with technical oversight of Fire Station #5 construction
- Acquire and implement a mobile application to integrate with the City Works application.
- Develop Phase I of City-wide wireless system
- Plan and start implementing a VOIP system
- Review information of Public Safety systems and plan change
- Purchase and implement Trafficware system.
- Upgrade courts server and operating software





FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 840,404	\$ 898,691	\$ 1,190,091	\$ 1,041,013	\$ 1,290,488
Contractual services	718,078	707,731	812,605	721,643	812,605
Materials and supplies	161,820	305,460	389,048	319,055	463,713
Maintenance charges	104,491	146,872	159,371	159,661	169,381
Capital outlay	44,880	390,140	341,733	281,733	255,106
TOTAL	\$ 1,869,673	\$ 2,448,894	\$ 2,892,848	\$ 2,523,105	\$ 2,991,293



INFORMATION SERVICES STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Proposed
1200	Manager of Information Technology	1	1	1
1339	Business System Analyst II	1	0	0
1340	Business System Analyst III	3	4	4
1350	Business System Analyst IV	1	1	1
1700	Director Information Services	1	1	1
1957	Help Desk Support Analyst I	1	1	1
2423	Asst. Network Admin. II	1	1	1
2424	Asst. Network Admin. III	1	1	1
2425	Network Admin IV	1	1	1
2887	Project Administrator	0	0	1
2888	PT Pooled IT	0	0	0
3495	Support Analyst	1	1	1
3521	Tech Support Analyst II	2	2	2
3530	Tech Support Analyst III	0	0	0
3540	Tech Support Analyst IV	1	1	1
TOTAL:		15	15	16



MAINTENANCE FUND 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 2015

- Removed 40 old computer docks from Police and City Marshal, installed new computer docks; 43 Police, 6 City Marshal, 7 Code Enforcement, 9 Permit/Inspections, 2 Water Billing, and 4 Health Department
- Retired 30 old analog portable radios and 7 old analog mobile radios
- Installed 15 digital mobile radios and put in 17 vehicular charges for digital portable radios
- Put 38 digital portable radios into service thru replacement or issuing them into various departments
- Removed 6 old safety vision police video recorders and installed 6 WatchGuard video systems in their place with far better reliability and functionality
- Removed 51 vehicle mobile radios, accessories and wiring from vehicles being removed from service
- Recorded 81 repairs of wiring in vehicles, radio repairs, also modified component locations in Police vehicles as requested by officers

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Upgrading 236 pieces of radio equipment from analog to digital and replacing vehicle radios and portable radios with digital radios as needed
- Evaluate the need of multiple radios, part of this process includes eliminating excess mobile radios to only those employees actually needing these radios in their vehicle
- Reprogramming of digital radios with digital information
- Continue timely repairs and installations of all City radio equipment as in previous year

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 76,088	\$ 77,984	\$ 81,429	\$ 79,443	\$ 81,316
Contractual services	31,612	46,407	94,000	76,000	194,500
Materials and supplies	4,805	5,960	107,859	72,859	107,859
Maintenance charges	70,521	102,190	112,816	112,816	147,610
Other financing uses	236,699	58,097	-	-	-
TOTAL	\$ 419,725	\$ 290,638	\$ 396,104	\$ 341,118	\$ 531,285

RADIO SERVICES STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
3020	Radio Technician I	0	0	0
3030	Radio Technician III	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND WAREHOUSE

MISSION STATEMENT

The mission of the Warehouse is to provide support to all City departments by supplying quality products and materials, timely services, and cost effective procurement practices in an effort to deliver reliable quality services to the citizens of Pasadena.

Vision: The Warehouse is focused on providing the highest level of support to City departments at the best value to the citizens of Pasadena. The department maintains an inventory of the most commonly used maintenance, repair and operational supplies for all City departments.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Provide product delivery services
- Turned inventory 5 times
- Restructured and organized inventory
- Completed warehouse inventory

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to evaluate inventory balance
- Assist in identifying workflow improvements
- Continue to improve on standard operating procedures for the department

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 185,399	\$ 183,903	\$ 247,132	\$ 196,024	\$ 263,754
Contractual services	4,271	14,566	14,600	7,601	14,600
Materials and supplies	5,387	6,113	9,925	7,925	9,925
Maintenance charges	55,392	53,167	60,031	60,829	64,648
TOTAL	\$ 250,449	\$ 257,749	\$ 331,688	\$ 272,379	\$ 352,927

WAREHOUSE STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1355	Buyer II	1	1	1
3450	Sr Warehouse Assistant	1	0	0
3759	Warehouse Assistant I	2	2	2
3780	Warehouse Superintendent	0	1	1
TOTAL:		4	4	4



MAINTENANCE FUND FLEET

MISSION STATEMENT

The objective of the Fleet Management Division is to provide excellent service and quality equipment that is safe, reliable, economical and environmentally compliant for the users of fleet and equipment. The division achieves this objective through the timely repair of equipment, mechanical, paint and body; a preventative maintenance and inspection program and the purchase of new and replacement equipment in accordance with City policy.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Various automotive courses/classes provided for City fleet issues
- Performed a total of 3927 work orders; 1700 of these work orders were for preventative maintenance
- Replaced approximately 35 vehicles due to age, mileage, operational costs or a combination of all
- Replaced approximately 17 heavy equipment/other equipment due to age, operational hours, operational issues or a combination of all

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue providing efficient and courteous services in a timely manner
- Emphasize cost containment within the Fleet department
- Review and re-emphasize safety in the work areas
- Provide any necessary courses/training to enhance job performances
- Continue the preventative maintenance and inspections on fleet vehicles and equipment, ensuring safe, effective and reliable use

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 1,784,699	\$ 1,730,557	\$ 1,889,983	\$ 1,863,262	\$ 1,844,699
Contractual services	307,462	354,197	481,685	354,235	508,385
Materials and supplies	3,128,844	3,064,057	3,205,071	2,994,869	3,251,321
Maintenance charges	571,584	619,390	816,594	816,594	604,996
Capital outlay	2,025,701	2,800,292	2,870,421	2,560,421	1,087,500
TOTAL	\$ 7,818,290	\$ 8,568,493	\$ 9,263,754	\$ 8,589,381	\$ 7,296,901



FLEET STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1895	Fleet Services Coordinator	0	0	0
2235	Director of Maintenance	1	1	1
2240	Maintenance Supervisor	4	4	4
2260	Maintenance Technician II	4	4	4
2270	Maintenance Technician III	1	1	1
2280	Maintenance Technician IV	4	3	3
2290	Maintenance Technician V	13	13	13
2310	Maintenance Assistant II	0	0	0
2440	Office Assistant II	0	0	0
2635	PT Administrative Coordinator	1	1	1
3030	Radio Technician III	0	0	0
3360	Sr Maintenance Assistant	0	0	0
TOTAL:		28	27	27





MAINTENANCE FUND BUILDINGS & EQUIPMENT

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 will support other divisions, do turn-key renovations and strive to complete every project with minimal interruptions in daily facility operations.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Completed renovations at Police Academy
- Completed renovations to Information Center located in City Hall
- Completed carpentry work for Council offices
- Completed citizens and employees request and work orders

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to all work orders in accordance to our SOP
- Continue to maintain facilities to their optimum operational capacity at minimal cost
- Achieve an accident free record

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 353,287	\$ 274,387	\$ 333,093	\$ 300,132	\$ 331,236
Contractual services	5,893	8,239	8,400	5,100	8,400
Materials and supplies	6,103	7,335	18,800	19,675	11,800
Maintenance charges	91,647	144,304	98,646	149,556	136,123
TOTAL	\$ 456,930	\$ 434,265	\$ 458,939	\$ 474,463	\$ 487,559

BUILDINGS & EQUIPMENT STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1300	Building Technician V	4	4	4
2240	Maintenance Supervisor	1	1	1
2445	Plant Materials Manager	0	0	0
TOTAL:		5	5	5



MAINTENANCE FUND JANITORIAL

MISSION STATEMENT

The Janitorial Division responsibility is to provide quality custodial services for the City. This includes completing all tasks associated janitorial duties from facility cleaning, appearance, floor maintenance and physical health issues at City facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Made improvements in communication between custodial staff and their customers
- Trained custodial staff on proper procedures and operation of equipment

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Achieve an accident free record
- Continue cross training and different facility training
- Add additional facilities to route as needed

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 552,737	\$ 584,382	\$ 659,911	\$ 605,713	\$ 655,344
Contractual services	114,688	109,459	127,450	117,450	127,450
Materials and supplies	14,742	21,925	32,632	28,324	44,392
Maintenance charges	52,734	44,401	37,844	38,653	28,300
Capital Outlay	15,500	-	-	-	-
TOTAL	\$ 750,401	\$ 760,167	\$ 857,837	\$ 790,140	\$ 855,486

JANITORIAL STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1620	Custodian I	9	9	9
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
2778	PT Pooled Janitorial	1	1	1
TOTAL:		14	14	14



MAINTENANCE FUND ELECTRICAL DIVISION ELECTRICAL, HVAC, AND PLUMBING

MISSION STATEMENT

The purpose of the Electrical/HVAC/Plumbing Division of the Maintenance Services Department is to provide quality service to the City, maintaining and installing Electrical/HVAC/Plumbing Systems and Equipment.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Replaced and added new LED light fixtures to Memorial walking trail
- Replaced all outside lighting at Campbell Hall Convention Center
- Replaced walkway lights to LED around City Hall
- Upgraded all new LED lighting at Museum
- Installed new security light/cameras at MultiPurpose Center
- Upgraded power to kitchen at Madison Jobe Senior Center
- Replaced all light fixtures in offices to LED at Pal Gym
- Installed five new HVAC systems into the Pasadena Humane Shelter
- Installed a new boiler at City Hall



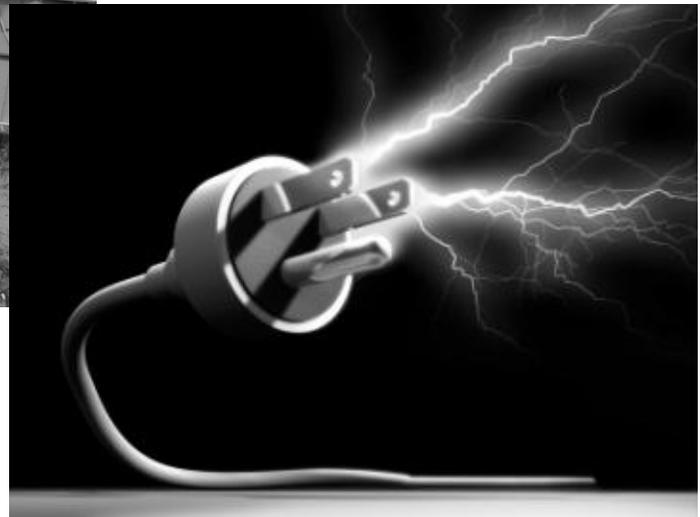
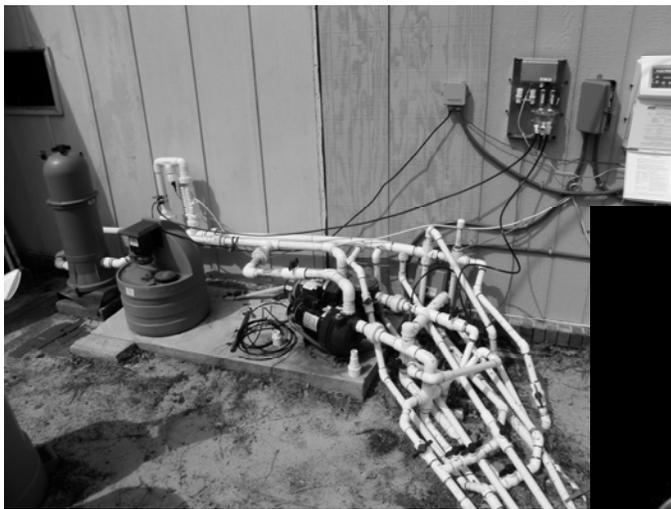
PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Install new energy efficient HVAC system for the Council Offices
- Replace the City Hall annex (Water Billing) boiler
- Complete new installation of plumbing for the projected new BBQ Pavilion
- Install security system and cameras at the Fleet/Impound yard
- Install new solar lighting for Partnership Park
- Install new generator to City Hall annex
- Install new LED area lighting around Pal Gym



FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 803,268	\$ 893,363	\$ 902,394	\$ 904,065	\$ 926,262
Contractual services	6,824	6,280	14,573	11,276	14,573
Materials and supplies	27,622	30,858	60,421	46,386	61,622
Maintenance charges	256,022	339,517	253,462	253,462	268,143
Capital Outlay	24,281	-	-	-	-
TOTAL	\$ 1,118,017	\$ 1,270,018	\$ 1,230,850	\$ 1,215,189	\$ 1,270,600



ELECTRICAL STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
1290	Building Technician IV	2	1	1
1300	Building Technician V	7	8	8
1749	Electrical Supervisor	1	1	1
1817	Facility Superintendent	1	1	1
2440	Office Assistant II	0	0	0
3370	Sr. Office Assistant	1	1	1
TOTAL:		12	12	12



MAINTENANCE FUND MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

The purpose of the Mail/Reproduction 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 production needs both in color and black & white printing.

The aims of the department:

- Collect and process mail internally and externally
- Use cost effective methods when sending/receiving mail
- Account for/bill copying costs to departments
- Reproduce of documents as required

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Improve service capabilities to all departments
- Process more copy/mail jobs in-house to recognize cost savings

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 47,948	\$ 43,511	\$ 46,549	\$ 46,504	\$ 46,530
Contractual services	49,431	46,298	49,100	49,100	49,100
Materials and supplies	3,056	2,952	4,770	4,770	4,770
Maintenance charges	23,013	28,805	27,727	27,972	29,238
TOTAL	\$ 123,448	\$ 121,566	\$ 128,146	\$ 128,346	\$ 129,638

MAIL/REPRODUCTION SERVICES STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2430	Office Assistant I	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND LANDSCAPE & BEAUTIFICATION

MISSION STATEMENT

The purpose of the Landscaping Division is to design, build, and maintain beautiful, functional landscapes that meet the City's needs and expectations.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Completed Urban Street Project – Crenshaw Road and Space Center Blvd
- Increased the visibility of City Hall sign with new City logo and landscaping
- Supervised the trimming of 46 live oak trees around City Hall
- Supervised the renovation of the 7 City of Pasadena gateway signs
- Installed irrigation and landscaping around new Strawberry Water Park

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- To complete Urban Street Projects – Preston Road (Spencer to Vista) and Vista Road (Strawberry to Watters)
- New irrigation and landscaping for Fire Station #5 and the Animal Shelter

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ 309,811	\$ 439,178	\$ 603,050	\$ 498,946	\$ 607,410
Contractual services	14,037	4,523	38,600	28,600	46,700
Materials and supplies	83,949	90,725	168,000	128,000	169,900
Maintenance charges	75,064	66,336	74,556	74,556	76,890
Capital Outlay	15,500	-	-	-	-
TOTAL	\$ 498,361	\$ 600,762	\$ 884,206	\$ 730,102	\$ 900,900

LANDSCAPE & BEAUTIFICATION STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
2091	Landscaper I	4	5	5
2092	Landscaper II	2	3	3
2094	Landscape Foreman	1	1	1
2095	Landscape Manager	0	0	0
2098	Landscape Superintendent	1	1	1
2865	PT Pooled Landscape	1	1	1
TOTAL:		9	11	11



**MAINTENANCE FUND
OTHER CHARGES**

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Personnel services	\$ -	\$ -	\$ 145,896	\$ 145,896	\$ 209,708
TOTAL	\$ -	\$ -	\$ 145,896	\$ 145,896	\$ 209,708
TOTAL MAINTENANCE FUND	\$ 13,305,294	\$ 14,752,552	\$ 16,590,268	\$ 15,210,119	\$ 15,026,297



WORKERS' COMPENSATION FUND

REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUE					
Interest earned	\$ 1,217	\$ 530	\$ 500	\$ 600	\$ 600
Investment Income	1,217	530	500	600	600
Miscellaneous	460	460	-	100	100
Miscellaneous Income	460	460	-	100	100
Prior year expense refund	109,734	-	-	-	-
Insurance recovery	48,830	67,737	40,000	40,000	40,000
Expense/Recovery Income	158,564	67,737	40,000	40,000	40,000
Contributions - city	852,776	865,429	850,000	850,000	850,000
Contribution Income	852,776	865,429	850,000	850,000	850,000
Total Revenue	1,013,017	934,156	890,500	890,700	890,700
EXPENDITURES					
Personnel services	103,438	105,659	109,450	114,488	116,910
Contractual services	19,215	28,950	16,200	16,200	16,200
Materials & supplies	-	-	4,650	4,650	29,650
Other uses	532,651	662,605	676,500	676,500	676,500
Other financing	250,000	-	-	-	-
Total Expenditures	905,304	797,214	806,800	811,838	839,260
Revenue Over/(Under) Expenditures	107,713	136,942	83,700	78,862	51,440
Beginning Fund Balance	1,514,760	1,622,473	1,759,415	1,759,415	1,838,277
Ending Fund Balance	\$ 1,622,473	\$ 1,759,415	\$ 1,843,115	\$ 1,838,277	\$ 1,889,717

FISCAL YEAR 2016 ADOPTED EXPENDITURE BUDGET

	2013 Actual	2014 Actual	2015 Amended Budget	2015 Estimate	2016 Adopted
Personnel Services	\$ 103,438	\$ 105,659	\$ 109,450	\$ 114,488	\$ 116,910
Contractual Services	19,215	28,950	16,200	16,200	16,200
Materials & Supplies	-	-	4,650	4,650	29,650
Other Uses	532,651	662,605	676,500	676,500	676,500
Other Financing	250,000	-	-	-	-
Total Workers' Compensation	\$ 905,304	\$ 797,214	\$ 806,800	\$ 811,838	\$ 839,260

WORKERS' COMPENSATION FUND STAFFING

Job Code	Job Title	2014 Amended	2015 Amended	2016 Adopted
3120	Safety Coordinator	1	1	1
TOTAL:		1	1	1



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HEALTH INSURANCE FUND

REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUES					
Interest earned	\$ 6,499	\$ 1,936	\$ 2,000	\$ 1,422	\$ 2,000
Investment Income	6,499	1,936	2,000	1,422	2,000
Prior year expense refund	57,190	59,821	21,000	3,213	11,000
City health contributions	10,145,925	10,845,961	13,000,000	12,700,000	13,200,000
Retiree health contribution	522,533	543,860	1,175,000	575,310	950,000
Cobra health contribution	2,875	5,068	-	5,000	5,000
Employee health deduction	902,188	1,096,904	1,200,000	1,368,616	1,350,000
Flex spending	342,879	364,047	300,000	350,127	300,000
Insurance recovery	1,297,792	1,105,541	10,000	739,770	400,000
Dental - EE deduction	142,922	147,329	120,000	148,479	180,000
Dental - retiree contribution	82,940	81,461	60,000	56,200	90,000
Life-EE additional life ins	113,264	121,332	100,000	119,207	100,000
Contributions	13,610,508	14,371,324	15,986,000	16,065,922	16,586,000
Transfer from general fund	150,000	2,380,124	-	-	-
TOTAL REVENUE	13,767,007	16,753,384	15,988,000	16,067,344	16,588,000
EXPENDITURES					
Personnel services	5,058	3,754	-	-	-
Contractual services	40,632	40,279	75,000	45,000	50,000
Other uses:					
Claims/claims related expenses	9,484,498	9,458,759	8,250,000	8,868,115	8,420,000
Prescription drugs	2,088,729	2,402,225	2,000,000	2,715,361	2,280,000
Administration fees	535,824	531,428	540,000	745,320	770,000
Dental insurance	499,579	550,438	480,000	597,146	550,000
Other	4,012,667	4,238,467	4,364,000	4,497,481	4,179,000
IBNR accrual adjustment	615,188	(904,350)	-	-	-
TOTAL EXPENDITURES	17,282,175	16,321,000	15,709,000	17,468,423	16,249,000
Revenue Over/(Under)					
Expenditures	(3,515,168)	432,384	279,000	(1,401,079)	339,000
Beginning Fund Balance	5,382,437	1,867,269	2,299,653	2,299,653	898,574
Ending Fund Balance	\$ 1,867,269	\$ 2,299,653	\$ 2,578,653	\$ 898,574	\$ 1,237,574



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GENERAL LIABILITY INSURANCE FUND
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUES					
Interest earned	\$ 6,305	\$ 2,109	\$ 2,000	\$ 2,000	\$ 2,000
Investment Income	6,305	2,109	2,000	2,000	2,000
Recovery of damage claims	4,269	2,272	1,000	27,000	2,000
Insurance recovery	95,898	127,553	50,000	110,000	110,000
Prior year expense refund	10,578	905	-	3,000	1,000
Other Revenues	110,745	130,730	51,000	140,000	113,000
Contributions - general fund	500,000	500,000	500,000	500,000	500,000
Contributions - system fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Contributions	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Total Revenue	1,617,050	1,632,839	1,553,000	1,642,000	1,615,000
EXPENDITURES					
Other uses	1,583,700	1,913,891	1,875,000	2,056,056	2,060,000
Total Expenditures	1,583,700	1,913,891	1,875,000	2,056,056	2,060,000
Revenue Over/(Under)Expenditures	33,350	(281,052)	(322,000)	(414,056)	(445,000)
Beginning Fund Balance	6,384,344	6,417,694	6,136,642	6,136,642	5,722,586
Ending Fund Balance	\$ 6,417,694	\$ 6,136,642	\$ 5,814,642	\$ 5,722,586	\$ 5,277,586



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SPECIAL REVENUE FUNDS

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 spend 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.

Equity Sharing of Forfeited Property Treasury grant management fund that accounts for the City's Federal grant program from the Treasury Department.

Equity Sharing of Forfeited Property Justice grant managements fund that accounts for the City's Federal grant program from the Justice Department.

Special Charge Allocation Fund – Established to account for the following:

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

City's portion of child safety fees collected by the Harris County Tax Assessor from auto license registrations and to be used for programs designed to enhance child safety, health, or nutrition, including child abuse, drug and alcohol abuse, prevention and intervention.

Security fees collected from the defendant convicted of a misdemeanor offense 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.

City's share of Law Enforcement Officer Standards and Education (LEOSE) fee collected by the State of Texas to be used for law enforcement education and training purposes.

Ten percent of "time payment fee" collected from a convicted defendant who seeks to pay a fine, court cost, or restitution over a period of time rather than immediately. The funds are used to improve the efficiency of the administration of justice in the City.

Technology fees collected as part of the municipal court fine to be used to finance technological enhancements including computer systems, networks, hardware and software, imaging systems, electronic kiosks and ticket writers, and docket management systems.

Preservation of vital statistics fees collected in addition to the standard fees by the Health Department at the City, which collects an additional \$1.00 for the preservation of vital statistic records under Texas Health and Safety Code 191.001(h).

1% Public, Educational and Governmental Access Channel fee (PEG Fee) (Sec 66.006) collected to be spent on capital cost items for PEG Channel Access facilities.



Sign removal fee collected from sign permit applicants and licensed sign companies to be used for the removal of illegal signs.

Texas Commission Environmental Quality (TECQ) Grant – Supplemental Environmental Projects (SEP) program to construct approved projects with funds collected by TCEQ for resolving enforcement actions.

State Forfeited Property Fund – 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.

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

Abandoned Motor Vehicle and Property Fund – Established to account for auction proceeds of abandoned vehicles and property. Funds are designated to be used for law enforcement purposes.



SPECIAL REVENUE FUNDS

REVENUES, EXPENDITURES, AND FUND BALANCES BY FISCAL YEAR

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
BEGINNING FUND BALANCE	\$ 5,691,799	\$ 5,803,849	\$ 5,935,097	\$ 5,935,097	\$ 5,389,846
REVENUES	3,055,622	3,163,625	2,234,445	2,341,865	1,919,365
EXPENDITURES	2,943,572	3,032,377	3,342,952	2,887,116	2,855,117
REVENUE OVER/(UNDER)					
EXPENDITURES	112,050	131,248	(1,108,507)	(545,251)	(935,752)
ENDING FUND BALANCE	\$ 5,803,849	\$ 5,935,097	\$ 4,826,590	\$ 5,389,846	\$ 4,454,094

DETAIL OF BEGINNING BALANCE

Equity sharing - treasury	\$ 384,915	\$ 436,780	\$ 674,756	\$ 674,756	\$ 468,581
Equity sharing - justice	924,963	721,280	453,890	453,890	402,062
Juvenile case mgr fund	24,744	40,712	75,777	75,777	86,319
Child safety fund	518,984	655,374	729,257	729,257	762,492
Municipal courts security	227,637	184,124	119,408	119,408	85,302
State seizure fund	1,415,241	1,265,281	958,914	958,914	528,545
Law enforcement training	35,007	23,255	38,199	38,199	44,209
Judicial efficiency fund	95,263	32,770	38,443	38,443	49,894
Court technology fund	159,462	176,170	169,021	169,021	137,976
Hotel and motel tax fund	1,326,901	1,604,371	1,949,507	1,949,507	2,048,532
Preservation of vital statistics	64,646	69,292	74,087	74,087	74,617
1% Public, ed and gov (peg)	262,863	396,285	487,494	487,494	543,003
Abandoned motor vehicles	175,746	119,836	84,948	84,948	93,888
Sign removal fund	75,427	78,319	81,396	81,396	64,426
TOTAL	\$ 5,691,799	\$ 5,803,849	\$ 5,935,097	\$ 5,935,097	\$ 5,389,846

DETAIL OF REVENUES

Equity sharing - treasury	\$ 118,633	\$ 348,323	\$ 120	\$ 25,200	\$ 200
Equity sharing - justice	456,427	308,255	238,431	245,230	230
Juvenile case mgr fund	45,089	66,385	56,310	75,030	75,030
Child safety fund	268,793	272,792	260,240	260,240	260,240
Municipal courts security	137,009	136,526	150,100	150,055	150,055
State seizure fund	650,405	500,714	98,654	150,430	430
Law enforcement training	29	20,618	25,000	22,010	22,010
Judicial efficiency fund	30,575	28,180	35,015	35,015	35,015
Court technology fund	182,441	181,815	180,075	180,055	180,055
Hotel and motel tax fund	612,519	745,325	651,400	660,000	657,500
Preservation of vital statistics	4,646	4,795	6,030	5,530	5,530
1% Public, ed and gov (peg)	278,917	301,448	280,000	280,000	280,000
Abandoned motor vehicles	267,247	245,372	250,040	250,040	250,040
Sign removal fund	2,892	3,077	3,030	3,030	3,030
TOTAL	\$ 3,055,622	\$ 3,163,625	\$ 2,234,445	\$ 2,341,865	\$ 1,919,365



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**FY 2016 ADOPTED BUDGET
SPECIAL REVENUE FUNDS Continued...**

	FY 2013	FY 2014	FY 2015	FY 2015	FY 2016
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
DETAIL OF EXPENDITURES					
Equity sharing - treasury	\$ 66,768	\$ 110,347	\$ 245,275	\$ 231,375	\$ 125,000
Equity sharing - justice	660,110	575,645	316,000	297,058	146,000
Juvenile case mgr fund	29,121	31,320	70,030	64,488	38,824
Child safety fund	132,403	198,909	331,602	227,005	420,153
Municipal courts security	180,522	201,242	201,370	184,161	185,524
State seizure fund	800,365	807,081	681,495	580,799	220,000
Law enforcement training	11,781	5,674	20,000	16,000	20,000
Judicial efficiency fund	93,068	22,507	46,502	23,564	22,406
Court technology fund	165,733	188,964	293,780	211,100	237,050
Hotel and motel tax fund	335,049	400,189	575,950	560,975	947,160
Preservation of vital statistics	-	-	5,000	5,000	5,000
1% Public, ed and gov (peg)	145,495	210,239	224,491	224,491	193,000
Abandoned motor vehicles	323,157	280,260	278,500	241,100	275,000
Sign removal fund	-	-	52,957	20,000	20,000
TOTAL	\$ 2,943,572	\$ 3,032,377	\$ 3,342,952	\$ 2,887,116	\$ 2,855,117
ENDING BALANCE					
Equity sharing - treasury	\$ 436,780	\$ 674,756	\$ 429,601	\$ 468,581	\$ 343,781
Equity sharing - justice	721,280	453,890	376,321	402,062	256,292
Juvenile case mgr fund	40,712	75,777	62,057	86,319	122,525
Child safety fund	655,374	729,257	657,895	762,492	602,579
Municipal courts security	184,124	119,408	68,138	85,302	49,833
State seizure fund	1,265,281	958,914	376,073	528,545	308,975
Law enforcement training	23,255	38,199	43,199	44,209	46,219
Judicial efficiency fund	32,770	38,443	26,956	49,894	62,503
Court technology fund	176,170	169,021	55,316	137,976	80,981
Hotel and motel tax fund	1,604,371	1,949,507	2,024,957	2,048,532	1,758,872
Preservation of vital statistics	69,292	74,087	75,117	74,617	75,147
1% Public, ed and gov (peg)	396,285	487,494	543,003	543,003	630,003
Abandoned motor vehicles	119,836	84,948	56,488	93,888	68,928
Sign removal fund	78,319	81,396	31,469	64,426	47,456
TOTAL	\$ 5,803,849	\$ 5,935,097	\$ 4,826,590	\$ 5,389,846	\$ 4,454,094



FY 2016 ADOPTED BUDGET EQUITY SHARING – TREASURY FUND

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 2015

- Purchased a Laser 3D Scanner to be utilized by the Police Crime Scene Unit, Crash Team and other Divisions in the police department for the reconstruction of crimes scenes such as robberies, shootings and homicides. Also the scanner will be used to diagram a scene in a traffic accident.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Purchase ammunition for departmental training.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 359	\$ 178	\$ 120	\$ 200	\$ 200
Investment Income	359	178	120	200	200
Federal seizure revenue	113,174	322,031	-	25,000	-
Sale of assets	5,100	26,114	-	-	-
Other Revenue	118,274	348,145	-	25,000	-
Total Revenue	118,633	348,323	120	25,200	200
Expenditures					
Contractual services	55,497	56,380	91,000	89,000	52,000
Materials and supplies	11,271	40,257	78,900	67,000	73,000
Capital outlay	-	13,710	75,375	75,375	-
Total Expenditures	66,768	110,347	245,275	231,375	125,000
Revenue Over/(Under)					
Expenditures	51,865	237,976	(245,155)	(206,175)	(124,800)
Beginning Fund Balance	384,915	436,780	674,756	674,756	468,581
Ending Fund Balance	\$ 436,780	\$ 674,756	\$ 429,601	\$ 468,581	\$ 343,781



FY 2016 ADOPTED BUDGET 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 2015

- Purchased equipment for Narcotics Division.
- Provided training for officers.
- Purchased furniture for the Crime Scene Unit.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to provide training for officers.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 876	\$ 211	\$ 270	\$ 230	\$ 230
Investment Income	876	211	270	230	230
Federal seizure revenue	447,156	167,015	238,161	245,000	-
Miscellaneous	8,395	141,029	-	-	-
Other Revenues	455,551	308,044	238,161	245,000	-
Total Revenue	456,427	308,255	238,431	245,230	230
Expenditures					
Contractual services	314,755	286,960	184,000	179,000	84,000
Materials and supplies	213,106	263,685	132,000	118,058	62,000
Other charges	53,783	-	-	-	-
Capital outlay	78,466	25,000	-	-	-
Total Expenditures	660,110	575,645	316,000	297,058	146,000
Revenue Over/(Under)					
Expenditures	(203,683)	(267,390)	(77,569)	(51,828)	(145,770)
Beginning Fund Balance	924,963	721,280	453,890	453,890	402,062
Ending Fund Balance	\$ 721,280	\$ 453,890	\$ 376,321	\$ 402,062	\$ 256,292



FY 2016 ADOPTED BUDGET 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 Court 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 process juvenile cases.

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Continue to fund the salary, benefits, and expenses of the Juvenile Case Manager.
- Provided continuing education for Juvenile Case Manager.
- Undertake a cooperative venture with P.I.S.D. to establish a teen court at Dr. Kirk Lewis Career & Technical High School.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue cooperative venture with P.I.S.D to establish teen court at Dr. Kirk Lewis Career & Technical High School.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 29	\$ 19	\$ 10	\$ 30	\$ 30
Investment Income	29	19	10	30	30
Juvenile case mgr fee	45,060	45,074	50,000	50,000	50,000
Tpdf city	-	21,292	6,300	25,000	25,000
Municipal Court Fines	45,060	66,366	56,300	75,000	75,000
Total Revenue	45,089	66,385	56,310	75,030	75,030
Expenditures					
Personnel services	29,121	31,185	62,830	61,888	31,624
Contractual services	-	135	1,200	900	1,200
Materials and supplies	-	-	6,000	1,700	6,000
Total Expenditures	29,121	31,320	70,030	64,488	38,824
Revenue Over/(Under)					
Expenditures	15,968	35,065	(13,720)	10,542	36,206
Beginning Fund Balance	24,744	40,712	75,777	75,777	86,319
Ending Fund Balance	\$ 40,712	\$ 75,777	\$ 62,057	\$ 86,319	\$ 122,525



FY 2016 ADOPTED BUDGET 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 2015

- 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.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- 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.
- Provide funding for training officers working in Juveniles.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 528	\$ 230	\$ 240	\$ 240	\$ 240
Investment Income	528	230	240	240	240
Child safety fee	268,265	272,562	260,000	260,000	260,000
Other Revenues	268,265	272,562	260,000	260,000	260,000
Total Revenue	268,793	272,792	260,240	260,240	260,240
Expenditures					
Personnel services	70,188	75,390	115,502	54,305	84,553
Contractual services	40,562	78,897	117,500	115,500	149,500
Materials and supplies	21,653	44,622	58,600	42,200	63,600
Capital Outlay	-	-	40,000	15,000	122,500
Total Expenditures	132,403	198,909	331,602	227,005	420,153
Revenue Over/(Under)					
Expenditures	136,390	73,883	(71,362)	33,235	(159,913)
Beginning Fund Balance	518,984	655,374	729,257	729,257	762,492
Ending Fund Balance	\$ 655,374	\$ 729,257	\$ 657,895	\$ 762,492	\$ 602,579



FY 2016 ADOPTED BUDGET MUNICIPAL COURTS 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 and walkthru 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 2015

Fiscal year 2015 saw the following significant improvements to the Municipal Court using the Security Fund as their funding source:

- Provided continuing education for marshals to attend bailiffs/warrant officers' seminars.
- Purchased Ticket Writers for Marshals and replaced security cameras.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Pay for training of court personnel in the area of security.
- Continue to acquire clothing and equipment for Marshals.
- Maintenance service for pneumatic and security systems.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 208	\$ 55	\$ 100	\$ 55	\$ 55
Investment Income	208	55	100	55	55
Municipal court - security	136,801	136,471	150,000	150,000	150,000
Other Court Fee	136,801	136,471	150,000	150,000	150,000
Total Revenue	137,009	136,526	150,100	150,055	150,055
Expenditures					
Personnel services	173,126	188,208	174,470	175,211	175,624
Contractual services	4,764	5,487	6,900	5,450	5,900
Materials and supplies	2,632	7,547	15,000	3,500	4,000
Capital outlay	-	-	5,000	-	-
Total Expenditures	180,522	201,242	201,370	184,161	185,524
Revenue Over/(Under)					
Expenditures	(43,513)	(64,716)	(51,270)	(34,106)	(35,469)
Beginning Fund Balance	227,637	184,124	119,408	119,408	85,302
Ending Fund Balance	\$ 184,124	\$ 119,408	\$ 68,138	\$ 85,302	\$ 49,833



FY 2016 ADOPTED BUDGET 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 2015

- Purchased ammunition for departmental training.
- Purchased Ballistic Vest for officers.
- Purchased duty gear for officers.
- Purchased Phazzers for officers.
- Purchased cartridges for Tasers.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Fund purchases for various divisions within the Police Department.
- Purchase Ballistic Vest for officers.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 1,393	\$ 369	\$ 500	\$ 430	\$ 430
Investment Income	1,393	369	500	430	430
Asset forfeitures - state	649,012	500,345	98,154	150,000	-
Other Revenues	649,012	500,345	98,154	150,000	-
Total Revenue	650,405	500,714	98,654	150,430	430
Expenditures					
Personnel service	375,494	384,101	-	-	-
Contractual services	97,950	132,554	255,084	229,084	93,000
Materials and supplies	183,237	209,951	336,411	291,715	97,000
Other charges	-	72,864	50,000	35,000	20,000
Capital outlay	143,684	7,611	40,000	25,000	10,000
Total Expenditures	800,365	807,081	681,495	580,799	220,000
Revenue Over/(Under)					
Expenditures	(149,960)	(306,367)	(582,841)	(430,369)	(219,570)
Beginning Fund Balance	1,415,241	1,265,281	958,914	958,914	528,545
Ending Fund Balance	\$ 1,265,281	\$ 958,914	\$ 376,073	\$ 528,545	\$ 308,975



FY 2016 ADOPTED BUDGET 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 2015

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

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

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 29	\$ 10	\$ -	\$ 10	\$ 10
Investment Income	29	10	-	10	10
Law officer - warrant	-	1,101	2,500	2,000	2,000
Law officer - fire marshal	-	1,165	2,500	-	-
Law officer - police	-	18,342	20,000	20,000	20,000
Other Revenues	-	20,608	25,000	22,000	22,000
Total Revenue	29	20,618	25,000	22,010	22,010
Expenditure					
Contractual services	11,781	5,674	20,000	16,000	20,000
Total Expenditures	11,781	5,674	20,000	16,000	20,000
Revenue Over/(Under)					
Expenditures	(11,752)	14,944	5,000	6,010	2,010
Beginning Fund Balance	35,007	23,255	38,199	38,199	44,209
Ending Fund Balance	\$ 23,255	\$ 38,199	\$ 43,199	\$ 44,209	\$ 46,219



FY 2016 ADOPTED BUDGET 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 in this manner: If a fine or cost cannot be paid within 30 days, an additional \$25.00 cost is added to each charge, the Time Payment Fee and 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 2015

- Provided continuing education for members of the municipal court staff including all of the judges and many of the clerks.
- Paid overtime for the marshal's office in connection with juvenile roundups.
- Continued payments of Westlaw account.
- Funded membership dues – (TMCA, GCAT, Pasadena Bar Association).
- Continued annual subscription with Texas Municipal Courts Justice Court News.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Pay for continuing education for judges and clerks and fund the marshal's overtime program 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.
- Renew contract with Westlaw, pay membership dues to court associations and annual subscriptions.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 72	\$ 12	\$ 15	\$ 15	\$ 15
Investment Income	72	12	15	15	15
Judicial Eff (TP-J) crt fee	30,503	28,168	35,000	35,000	35,000
Municipal Court Fines	30,503	28,168	35,000	35,000	35,000
Total Revenue	30,575	28,180	35,015	35,015	35,015
Expenditures					
Personnel services	22,291	15,359	26,602	13,164	2,506
Contractual services	14,403	6,031	14,000	8,200	14,000
Materials and supplies	6,504	1,117	5,900	2,200	5,900
Capital outlay	49,870	-	-	-	-
Total Expenditures	93,068	22,507	46,502	23,564	22,406
Revenue Over/(Under)					
Expenditures	(62,493)	5,673	(11,487)	11,451	12,609
Beginning Fund Balance	95,263	32,770	38,443	38,443	49,894
Ending Fund Balance	\$ 32,770	\$ 38,443	\$ 26,956	\$ 49,894	\$ 62,503



FY 2016 ADOPTED BUDGET 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:

- Computer systems, networks, hardware and software, imaging systems, electronic kiosks, electronic ticket writers and electronic management systems.

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

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Contracted for “in house” technical assistance to maintain computer system.
- Continued payment of JIMS applications and funding for software maintenance with INFOSOL.
- Continued payments with Global Connect for telephone notifications of the court and collection matters.
- Replaced laptops for Marshals and purchased cash drawers and receipt printer for front window cashiers.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Renew and extend contract with INFOSOL and and extend contract for in house technical support.
- Contract for software upgrade and purchase computer hardware.
- Renew and extend JIMS applications.
- Implement online payments.
- Continue contract with TeleWorks and Global Connect.
- Acquire credit card scanner, software program, and tablets for remote payment of fines.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 162	\$ 62	\$ 75	\$ 55	\$ 55
Investment Income	162	62	75	55	55
Municipal court - technology fee	182,279	181,753	180,000	180,000	180,000
Other Revenues	182,279	181,753	180,000	180,000	180,000
Total Revenue	182,441	181,815	180,075	180,055	180,055
Expenditures					
Contractual services	150,243	164,936	218,780	184,600	174,000
Materials and supplies	15,490	24,028	57,000	21,500	53,050
Capital outlay	-	-	18,000	5,000	10,000
Total Expenditures	165,733	188,964	293,780	211,100	237,050
Revenue Over/(Under)					
Expenditures	16,708	(7,149)	(113,705)	(31,045)	(56,995)
Beginning Fund Balance	159,462	176,170	169,021	169,021	137,976
Ending Fund Balance	\$ 176,170	\$ 169,021	\$ 55,316	\$ 137,976	\$ 80,981



FY 2016 ADOPTED BUDGET HOTEL/MOTEL TAX FUND

MISSION STATEMENT

To administer hotel occupancy tax revenue 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 that enhance the arts; and accomplishing historic restoration or preservation projects that will enhance tourism.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUE					
Hotel-motel tax	\$ 610,001	\$ 737,928	\$ 650,000	\$ 650,000	\$ 650,000
Other Taxes	610,001	737,928	650,000	650,000	650,000
Interest earned	1,518	1,397	1,400	4,000	1,500
Investment Income	1,518	1,397	1,400	4,000	1,500
Miscellaneous	1,000	6,000	-	6,000	6,000
Other Revenue	1,000	6,000	-	6,000	6,000
Total Revenue	612,519	745,325	651,400	660,000	657,500
EXPENDITURES					
Personnel services	127,024	129,534	133,537	118,562	165,610
Contractual services	81,332	71,476	108,053	108,053	129,750
Materials and supplies	40,940	73,449	127,360	127,360	75,800
Capital outlay	84,800	75,682	147,000	147,000	516,000
Other uses	953	50,048	60,000	60,000	60,000
Total Expenditures	335,049	400,189	575,950	560,975	947,160
Revenue Over/(Under)					
Expenditures	277,470	345,136	75,450	99,025	(289,660)
Beginning Fund Balance	1,326,901	1,604,371	1,949,507	1,949,507	2,048,532
Ending Fund Balance	\$ 1,604,371	\$ 1,949,507	\$ 2,024,957	\$ 2,048,532	\$ 1,758,872



**FY 2016 ADOPTED BUDGET
PRESERVATION OF VITAL STATISTICS FUND**

MISSION STATEMENT

To administer fees collected in addition to the standard fees by the Health Department for the preservation of vital statistic records under Texas Health and Safety Code 191.001(h).

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 63	\$ 24	\$ 30	\$ 30	\$ 30
Investment Income	63	24	30	30	30
Preservation of vital statistics	4,583	4,771	6,000	5,500	5,500
Other Revenues	4,583	4,771	6,000	5,500	5,500
Total Revenue	4,646	4,795	6,030	5,530	5,530
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	4,646	4,795	1,030	530	530
Beginning Fund Balance	64,646	69,292	74,087	74,087	74,617
Ending Fund Balance	\$ 69,292	\$ 74,087	\$ 75,117	\$ 74,617	\$ 75,147



**FY 2016 ADOPTED BUDGET
PUBLIC EDUCATIONAL AND GOVERNMENTAL (PEG) FUND**

MISSION STATEMENT

To administer fees collected per 1% Public, Educational and Governmental Access Channel, (Sec. 66.006) for capital purchases.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Preservation of vital statistics	\$ 278,917	\$ 301,448	\$ 280,000	\$ 280,000	\$ 280,000
Other Revenues	278,917	301,448	280,000	280,000	280,000
Total Revenue	278,917	301,448	280,000	280,000	280,000
EXPENDITURES					
Materials and supplies	47,187	74,086	87,641	87,641	85,000
Capital outlay	98,308	136,153	136,850	136,850	108,000
Total Expenditures	145,495	210,239	224,491	224,491	193,000
Revenue Over/(Under)					
Expenditures	133,422	91,209	55,509	55,509	87,000
Beginning Fund Balance	262,863	396,285	487,494	487,494	543,003
Ending Fund Balance	\$ 396,285	\$ 487,494	\$ 543,003	\$ 543,003	\$ 630,003



FY 2016 ADOPTED BUDGET ABANDONED MOTOR VEHICLES FUND

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2015

- Purchased supplies and equipment for police divisions.
- Paid for towing services.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Continue to cover the expenses of the towing services.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
Revenue					
Interest earned	\$ 112	\$ 41	\$ 40	\$ 40	\$ 40
Investment Income	112	41	40	40	40
Abandoned auto fund	267,135	245,331	250,000	250,000	250,000
Other Revenues	267,135	245,331	250,000	250,000	250,000
Total Revenue	267,247	245,372	250,040	250,040	250,040
EXPENDITURES					
Contractual services	271,061	172,359	213,700	178,100	210,200
Materials and supplies	33,288	65,793	39,800	38,000	39,800
Other charges	18,808	17,744	25,000	25,000	25,000
Capital outlay	-	24,364	-	-	-
Total Expenditures	323,157	280,260	278,500	241,100	275,000
Revenue Over/(Under)					
Expenditures	(55,910)	(34,888)	(28,460)	8,940	(24,960)
Beginning Fund Balance	175,746	119,836	84,948	84,948	93,888
Ending Fund Balance	\$ 119,836	\$ 84,948	\$ 56,488	\$ 93,888	\$ 68,928



FY 2016 ADOPTED BUDGET SIGN REMOVAL FUND

MISSION STATEMENT

To administer fees collected from sign permit applicants and licensed sign companies to be used for the removal of illegal signs.

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUE					
Sign removal fee	\$ 2,820	\$ 3,050	\$ 3,000	\$ 3,000	\$ 3,000
Business License and Permits	2,820	3,050	3,000	3,000	3,000
Interest earned	72	27	30	30	30
Investment Income	72	27	30	30	30
Total Revenue	2,892	3,077	3,030	3,030	3,030
EXPENDITURES					
Personnel services	-	-	32,957	-	-
Contractual services	-	-	10,000	10,000	10,000
Materials and supplies	-	-	10,000	10,000	10,000
Total Expenditures	-	-	52,957	20,000	20,000
Revenue Over/(Under)					
Expenditures	2,892	3,077	(49,927)	(16,970)	(16,970)
Beginning Fund Balance	75,427	78,319	81,396	81,396	64,426
Ending Fund Balance	\$ 78,319	\$ 81,396	\$ 31,469	\$ 64,426	\$ 47,456



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FY 2016 ADOPTED BUDGET PASADENA SECOND CENTURY CORPORATION

In December 1998, the City Council 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 is exclusively for the purpose of benefiting 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. 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.

PASADENA SECOND CENTURY CORPORATION REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUE					
City sales tax	\$ 9,312,695	\$10,157,341	\$ 9,000,000	\$10,000,000	\$ 9,500,000
Sales Taxes	9,312,695	10,157,341	9,000,000	10,000,000	9,500,000
Interest earned	22,864	10,653	30,075	14,165	15,200
Miscellaneous	-	30	-	-	-
Investment/Other Income	22,864	10,683	30,075	14,165	15,200
Transfers in	1,331,381	1,587,712	1,738,385	1,450,813	1,615,900
Revenue before Elimination	10,666,940	11,755,736	10,768,460	11,464,978	11,131,100
Transfers in elimination	(1,331,381)	(1,587,712)	(1,738,385)	(1,450,813)	(1,615,900)
Net Revenue	9,335,559	10,168,024	9,030,075	10,014,165	9,515,200
EXPENDITURES					
Contractual services	407,462	663,912	652,300	371,428	684,200
Materials and supplies	356	500	3,000	1,300	3,000
Debt service/other charges	923,563	923,300	928,450	923,450	928,700
Capital outlay	1,271,073	1,480,794	21,032,414	19,560,767	9,400,000
Transfers out	1,571,381	1,587,712	1,738,385	1,450,813	1,615,900
Expenditures before Elimination	4,173,835	4,656,218	24,354,549	22,307,758	12,631,800
Transfers out elimination	(1,331,381)	(1,587,712)	(1,738,385)	(1,450,813)	(1,615,900)
Net Expenditures	2,842,454	3,068,506	22,616,164	20,856,945	11,015,900
Revenue Over/(Under) Expenditures	6,493,105	7,099,518	(13,586,089)	(10,842,780)	(1,500,700)
Beginning Fund Balance	23,214,154	29,707,259	36,806,777	36,806,777	25,963,997
Ending Fund Balance	\$29,707,259	\$36,806,777	\$23,220,688	\$25,963,997	\$24,463,297



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FY 2016 ADOPTED BUDGET 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

- The department created a new program last year directed at better servicing the needs of the community called the Community Impact Office which has enhanced the community quality of life.
- 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 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.

PRIORITIES, GOALS AND OBJECTIVES FOR 2016

- Provide for technology items to make law enforcement in Pasadena more effective and efficient.
- Provide services to victims of crime.
- Purchase additional police vehicles.
- Purchase additional communication equipment for police officers.



**FY 2016 ADOPTED BUDGET
PASADENA CRIME CONTROL AND PREVENTION DISTRICT Continued...**

**CRIME CONTROL AND PREVENTION DISTRICT (FUND 210)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2013 ACTUAL	FY 2014 ACTUAL	FY 2015 AMENDED BUDGET	FY 2015 ESTIMATED	FY 2016 ADOPTED
REVENUE					
City sales tax	\$ 9,227,817	\$ 9,872,012	\$ 8,498,800	\$ 8,989,742	\$ 9,498,000
Sales Taxes	9,227,817	9,872,012	8,498,800	8,989,742	9,498,000
Other income	-	17,729	-	8,258	-
Interest earned	3,731	1,691	1,200	2,000	2,000
Investment/Other Income	3,731	19,420	1,200	10,258	2,000
Total Revenue	9,231,548	9,891,432	8,500,000	9,000,000	9,500,000
EXPENDITURES					
Personnel services	5,659,766	5,513,879	5,864,976	6,462,385	6,763,770
Contractual services	1,001,654	598,418	824,380	632,380	906,728
Materials and supplies	218,165	539,682	398,416	398,416	789,450
Capital outlay	1,714,223	1,277,437	1,804,425	1,804,425	1,782,641
Total Expenditures	8,593,808	7,929,416	8,892,197	9,297,606	10,242,589
Revenue Over/(Under) Expenditures	637,740	1,962,016	(392,197)	(297,606)	(742,589)
Beginning Fund Balance	4,277,044	4,914,784	6,876,800	6,876,800	6,579,194
Ending Fund Balance	\$ 4,914,784	\$ 6,876,800	\$ 6,484,603	\$ 6,579,194	\$ 5,836,605



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
2010 Census	149,043

Area:	59.5 square miles
Residential/Commercial Area	44.5 square miles
Industrial Area	15 square miles

Land miles of streets maintained by City	360 (approximately)
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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
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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 09
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 2016 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.

Johnny Isbell, Mayor

Ornaldo Ybarra, District A
Bruce Leamon, District B
Sammy Casados, District C
Cody Ray Wheeler, District D

Cary Bass, District E
Jeff Wagner, District F
Pat Van Houte, District G at-large
Darrell Morrison, District H at-large

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