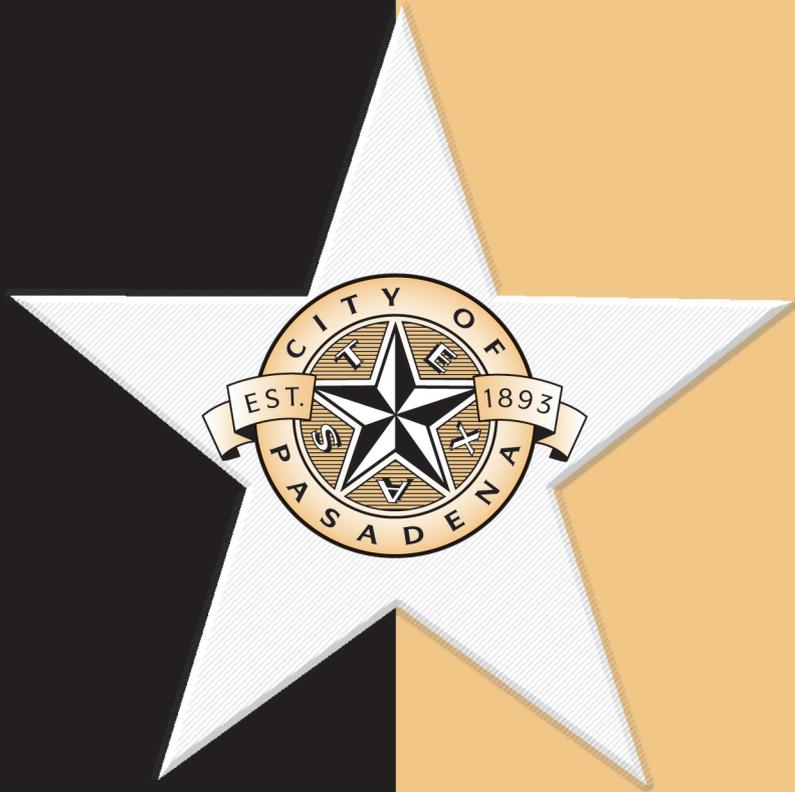


**City of
Pasadena
Texas**



**FY 2010
Adopted
Budget**



To the Residents of Pasadena:

Submitted herewith is the adopted operating budget for fiscal year 2009-2010.

The economic uncertainty which has plagued our nation for much of the past year had a negative impact on our local economy in this last fiscal year and is expected to have a similar effect in fiscal year 2010. Property values appear to have actually declined this year, the jobless rate is rising, sales tax receipts have begun to decline and new construction has dropped significantly.

As a result of the generally poor performance of the economy, we project a decrease in General Fund revenues for fiscal 2010. Revenues from property and sales taxes are projected to be lower than last year as will revenues from Industrial District contracts. We expect a slight increase in System Fund revenues. In spite of these projected decreases, we have proposed to keep the City's tax rate at the current level. We are optimistic that the City will receive some "stimulus" funds to assist with improvements to infra-structure damaged by Hurricane Ike. These funds may be available in the first quarter of fiscal 2010. These funds as well as insurance payments will assist the City in recovering from the damages sustained during the storm.

It is proposed to reallocate the City's resources in order to continue to provide quality services to the residents of Pasadena because revenues are expected to be below those of the current fiscal year. A number of approved positions, most of them vacant, are proposed to not be funded. Other positions are being converted from full-time to part-time. An across the board cost-of-living increase for all employees will be limited to 2%. The City's contribution of \$1,000 to employee flexible spending accounts will be continued as will the clinic for retirees, employees and their dependents. We are proposing to schedule less overtime. While the costs for Materials and Supplies are expected to be higher, we are proposing no major increases in Contractual Services. We will closely review our proposed capital improvements and continue planning for the future, but will postpone seeking voter approval for additional bond authority until economic conditions improve.

It is our intent to propose to City Council early in the fiscal year, the creation of a Stabilization Fund using any surplus we achieve in the current fiscal year. This fund would be used in difficult economic times to fund, primarily, capital expenditures which would otherwise need to be postponed because of restricted revenues generated by a temporary economic downturn. Such a fund will enable us to cushion the effects of an economic downturn lasting more than a few months and will allow the City greater flexibility in meeting challenges posed by limited resources and growing needs.

The core economy of our area is strong and we anticipate a modest resumption of growth by next summer. In the meantime, the City will work to meet the needs of our residents with the resources we have.

Johnny Isbell, Mayor



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HOW TO USE THIS BUDGET DOCUMENT

Welcome to Pasadena!

This document is the annual operating budget of the City of Pasadena for the fiscal year beginning October 1, 2009 and ending September 30, 2010. This is referred to throughout as the FY 2010 or FY10 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.

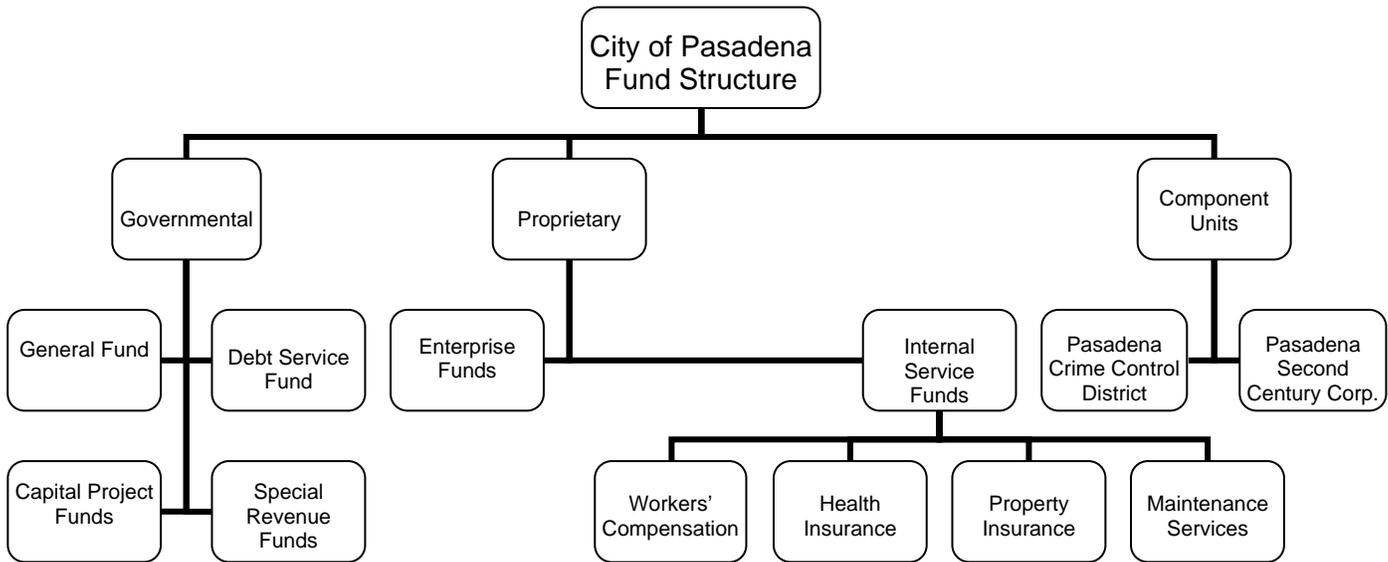
The City is required to make debt service payments to repay bonds sold to finance major capital improvement projects. Debt service payments are included in the Budget. Capital projects are not generally included in this budget.

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 that purpose.

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 2007 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2007. (Previous data has been updated.)

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

FY 2009 Amended Budget – Estimated revenues, expenditures and projects fund balances for the period ending September 30, 2009 (as of July 2009).

FY 2009 Estimated – Projected (as of March 31, 2009) revenues, expenditures and fund balances for the current fiscal year ending September 30, 2009.



FY 2010 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2010.

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

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

The **Financial and Operations** portion of the FY 2010 Adopted Budget contains information about each fund and the departments within the fund. Summaries for each department include a mission statement, prior year accomplishments, budget year's goals and objectives, performance indicators and funding levels.

After the introductory summary section, individual budget units follow. The general mission, FY 2009 achievements, FY 2010 objectives and performance indicators are shown on the left page. The right page will show summarized expenditures for each budget unit by expenditure category (Personnel Services, Contractual Services, and so forth). Also, included is a list of budgeted positions. (Note: There could be a few exceptions to the above.)

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** includes terms used throughout the budget to assist the reader in understanding the terms used.

BUDGET PROCESS

The city charter establishes the fiscal year which begins October 1 and ends September 30. To have an adopted budget in place by October 1 each year, the budget process generally begins several months before. This process began in late spring with estimates of projected revenue and expenditures for fiscal year 2010. After a review of the aforementioned projections, it was decided that FY 2010 expenditures would be proposed at FY 2009 approved levels with a consideration to provide a cost of living adjustment for all employees. Departments, however, were given the opportunity to submit additional requests. Once all additional requests were summarized, the Budget Office determined that the majority of requests could be incorporated into the proposed budget without causing a mismatch between revenues and expenditures. The combined data allowed for a preliminary or "draft" budget. This "draft" budget was presented to Council in early August. Shortly thereafter, one budget workshop was held so as to receive input from council members. The final Adopted Budget for FY 2010 includes the results of this meeting and discussion.

BUDGET ADOPTION

State law requires that the budget officer file the proposed budget with the City Secretary by August 29. The city is also required to hold a public hearing on the proposed budget where any taxpayer of



the municipality may attend and participate in the hearing. The hearing must be set for a date occurring after the 15th day after the date the proposed budget is filed with the City Secretary. A notice of the hearing must be published in the local newspaper not later than the 10th day before the budget hearing. At the conclusion of the public hearing, City Council must take action on the proposed budget. If for some reason the proposed budget is not accepted and formally approved by the City Council by September 27, the Proposed Budget takes effect automatically on October 1 as provided by the City Charter. The complete Budget review schedule, including key dates for setting the property tax rate is included in this section.

AMENDING THE BUDGET

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



FY 2010 BUDGET SCHEDULE UPDATED

August 4, 2009	DRAFT Revenue/Expenditure Detail to Council
August 11, 2009	Initial Council Workshop
August 14, 2009	Second Council Workshop (if needed)
August 18, 2009	Council approves resolution calling for public hearing on the Proposed Budget for September 1, 2009
August 19, 2009	Fiscal year 2010 Proposed Budget filed with City Secretary
August 25, 2009	Notice of public hearing published in Pasadena Citizen
September 1, 2009	Public hearing on FY 2010 Proposed Budget
September 8, 2009	Council vote on Fiscal 2010 Budget Ordinance first reading
September 22, 2009	Ordinance adopting assessments roll, first reading
September 29, 2009	Ordinance adopting assessments roll, second reading
October 6, 2009	First reading setting the 2009 property tax rate
October 13, 2009	Second reading setting the 2009 property tax rate
November 17, 2009	<u>Proposed Ordinance</u> first reading accepting the 2009 Industrial District assessment roll and payment rate
November 24, 2009	<u>Proposed Ordinance</u> second reading accepting the 2009 Industrial District assessment roll and payment rate



FY 2010 ADOPTED BUDGET CITYWIDE SUMMARY

Overview

Revenues and expenditures are presented both by fund and department/division. Funds include the General Fund, Enterprise (System) Fund, Debt Service Fund, Special Revenue Funds and Crime Control District Fund. In addition, the Internal Services Funds which include the Maintenance Fund, Worker's Compensation Fund, Health Benefits Fund and the Property Insurance Fund are also reflected in this adopted budget. The City's overall financial position is very sound. The reserves in the majority of funds are ample as seen below in the ending fund balance for FY10 of \$58.5 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2010 Adopted Budget includes \$141.2 million for basic city services (excluding the Internal Service funds), an increase of \$1 million or 0.7% from the FY 2009 projected expenditures. This increase is being accomplished with the property tax rate remaining the same as last year, and the same water, sewer and garbage rates, and \$141.3 million in revenue. The Budget also includes positions for approximately 1,099 full-time, part-time and seasonal staff positions.

FY 2010 ADOPTED BUDGET ADOPTED ENDING FUND BALANCES					
	FY 2007 ACTUAL	FY 2008 ACTUAL	FY2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Governmental, water and sewer, and crime control district funds	\$ 38,744,271	\$ 44,323,010	\$ 34,274,944	\$ 46,182,731	\$ 46,313,827
Internal service funds	20,612,029	18,178,935	13,535,025	13,263,997	12,179,418
Total ending balances	\$ 59,356,300	\$ 62,501,945	\$ 47,809,969	\$ 59,446,728	\$ 58,493,245

FY 2010 Revenue Outlook

Total revenues and transfers for all funds are \$141.3 million (excluding the Internal Service funds), a decrease of \$2.2 million or 1.6 percent under FY 2009 projected revenues. Revenues include property taxes, sales taxes, industrial district payments, charges for service, fines, interest revenue and other miscellaneous revenues.

FUND	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED	Increase/(Decrease) Over 2009 Estimated	
					AMOUNT	PERCENT
General fund	\$ 76,828,042	\$ 84,604,488	\$ 89,287,239	\$ 86,683,162	\$ (2,604,077)	-2.9%
Debt service fund	14,164,521	12,364,701	12,322,004	12,372,136	50,132	0.4%
Water and sewer fund	31,131,025	30,853,416	31,424,530	33,196,590	1,772,060	5.6%
Special revenue funds	2,032,045	3,539,455	2,326,362	2,060,632	(265,730)	-11.4%
Crime control district fund (CCD)	7,644,588	7,740,192	8,205,839	6,998,843	(1,206,996)	-14.7%
Total revenues	\$ 131,800,221	\$ 139,102,252	\$ 143,565,974	\$ 141,311,363	\$ (2,254,611)	-1.6%



**CITY OF PASADENA
FY 2010 COMBINED BUDGET SUMMARY**

Fund #	Fund Title	Estimated Beginning Balance	Revenues and Transfers In	Expenditures and Transfers Out	Revenues Over/(Under) Expenditures	Estimated Ending Balance
Governmental Funds:						
001	General fund	\$ 26,872,693	\$ 86,683,162	\$ 86,653,069	\$ 30,093	\$ 26,902,786
041	Debt service fund	1,154,158	12,372,136	11,785,728	586,408	1,740,566
040	Equity sharing - treasury fund	469,915	79,811	170,900	(91,089)	378,826
042	Juvenile case manager fund	17,682	43,123	44,016	(893)	16,789
043	Child safety fund	350,609	257,492	210,336	47,156	397,765
044	Equity sharing - justice fund	61,657	205,935	-	205,935	267,592
045	Municipal courts security fund	441,703	152,127	330,099	(177,972)	263,731
046	State forfeited and property fund	1,108,082	368,665	1,132,512	(763,847)	344,235
047	Law enforcement training fund	61,465	23,421	17,000	6,421	67,886
048	Judicial efficiency fund	46,771	55,537	95,408	(39,871)	6,900
049	Court technology fund	556,371	201,606	369,130	(167,524)	388,847
064	Hotel and motel tax fund	673,233	402,905	407,155	(4,250)	668,983
080	Preservation of vital statistics fund	49,217	10,357	5,000	5,357	54,574
200	Abandoned motor vehicle and property fund	261,652	255,025	444,200	(189,175)	72,477
201	Sign removal fund	73,643	4,628	-	4,628	78,271
Total governmental funds		32,198,851	101,115,930	101,664,553	(548,623)	31,650,228
Proprietary Funds:						
Enterprise fund						
003	Water and sewer fund	10,974,514	33,196,590	30,896,110	2,300,480	13,274,994
Internal service funds						
002	Maintenance fund	1,241,446	10,446,483	11,123,326	(676,843)	564,603
067	Workers' compensation fund	723,962	1,198,976	930,693	268,283	992,245
069	Health benefits fund	10,799,391	14,635,206	15,312,000	(676,794)	10,122,597
070	General liability insurance fund	499,198	1,203,775	1,203,000	775	499,973
Total proprietary funds		24,238,511	60,681,030	59,465,129	1,215,901	25,454,412
Component Unit:						
210	Crime control district fund	3,009,366	6,998,843	8,619,604	(1,620,761)	1,388,605
Total component unit		3,009,366	6,998,843	8,619,604	(1,620,761)	1,388,605
Total all funds		\$ 59,446,728	\$ 168,795,803	\$ 169,749,286	\$ (953,483)	\$ 58,493,245

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$32,888,374 and represent 23.3% of total revenues. Property tax revenues are expected to slightly decrease by \$17,271 or 0.05% over the FY 2009 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, budget the same tax rate as FY09 (\$0.562 per \$100 assessed value).

The tax rate is comprised of a "maintenance and operations" (M&O) component (\$0.350049/100 or 61.7% of the total rate) which is allocated to the general fund and a "debt service" component (\$0.211951/100 or 38.3% of the total rate) which is allocated to the debt service fund.



TOTAL REVENUE BY SOURCE (GOVERNMENTAL, WATER AND SEWER, AND CCD FUNDS)						
REVENUE CATEGORY	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED	FY10 vs. FY09 EST	% OF TOTAL
Property taxes	\$ 28,869,719	\$ 31,101,548	\$ 32,905,645	\$ 32,888,374	-0.1%	23.3%
Sales taxes	22,905,652	23,538,744	24,951,711	23,405,936	-6.2%	16.6%
Industrial district	15,153,643	15,551,252	16,043,978	16,044,000	0.0%	11.4%
Utility taxes	7,582,443	7,644,267	7,916,269	7,775,000	-1.8%	5.5%
Other taxes	604,342	691,263	651,695	583,000	-10.5%	0.4%
Water and sewer	30,111,345	30,502,300	31,934,554	33,015,256	3.4%	23.4%
Fees & permits	11,758,413	11,893,715	11,639,096	11,493,900	-1.2%	8.1%
Fines	6,478,333	6,318,981	6,086,574	6,289,000	3.3%	4.5%
Other	7,336,331	9,854,076	7,371,571	3,058,880	-58.5%	2.2%
Other financing sources	1,000,000	2,006,106	4,064,881	6,758,017	66.3%	4.8%
Total revenue by source	\$ 131,800,221	\$ 139,102,252	\$ 143,565,974	\$ 141,311,363	-1.6%	100.0%

Sales Tax

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

Although sales tax revenue has shown a significant increase in the last couple of years, projections are conservative due to the elastic nature of this economically sensitive revenue source. As shown in the "Total Revenue by Source" table above, sales tax revenue is the third largest source of income for the city (16.6%). Total sales taxes are anticipated to decrease by \$1.5 million under the FY 2009 projections.

Industrial District Payments

Industrial District businesses and industry pay the City an amount in lieu of property taxes that would be paid were the District a part of the city. These payments provide the fourth largest source of income for the City's operating budget (11.4%). The district's status as a separate entity outside of the city's boundaries is predicated on agreements that use an assessment and appraisal process similar to that used for property taxes to calculate payment amounts due from each facility located inside the District. The FY10 Proposed Budget anticipates a nominal increase in 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 2010 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will decrease in FY10 by (12.3%) due to gas and electric franchise fee revenue expecting to decrease from FY09.



Water and Sewer

Total budgeted revenues for the City's enterprise fund are \$33 million as compared to estimated revenues for FY09 of \$31.9 million. Adopted FY 2010 water revenues decrease to \$16.2 million which is \$1.1 million lower than the 2009 projected amount of \$17.2 million (including adjustments). Sewer revenues are budgeted at \$13.8 million in FY 2010. This is a \$455,617 increase as compared to FY09 estimate of \$13.3 million (including adjustments).

Fees and Permits

This includes a variety of charges for services provided by the City. The fees are set by city ordinance, and are limited under state law to the actual cost of services provided. FY10 permit revenue is expected to decrease by slightly over \$145,000 as some major construction projects have been completed.

Fines

Municipal Court fines are budgeted to increase by 3.3% or \$202,426 in FY10 over FY09. The FY10 Adopted Budget anticipates this increase as the result of increased warrant enforcement efforts by the City Marshal's office.

Other

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 the money from FEMA for Hurricane Ike in the amount of \$5.2 million received in FY09 but will not repeat in FY10 and with insurance recovery being an increase of \$2.7 million in FY10. Other revenues in this category are also expected to decrease.

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 three benefit plan years, which coincides with the calendar year, will be continued for the 2010 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 2010 budget will have the same transfer of \$2 million.

Maintenance Services

The Maintenance Fund provides services to all city departments primarily associated with operation and maintenance of City assets. Each operating budget includes expenditure amounts categorized as "Maintenance Services" that become income in the Maintenance fund. These amounts are based on a standard cost allocation to operating departments. Likewise, actual billings are based on actual costs and actual allocation criteria as described in the Maintenance fund summary. The full cost of replacing City vehicles each year from the Maintenance fund needs to be charged to the various operating funds to ensure sufficient funds exist in the Maintenance fund for future replacement of existing vehicles. The FY10 Adopted Budget only includes full reimbursement from the Pasadena Crime Control District fund for police vehicles.

Other Transfers

Other significant transfers include transfers from the General and System funds to the Property Insurance and Workers' Compensation funds. These transfers are derived annually based on the anticipated costs of the Property Insurance and Workers' Compensation funds during the upcoming year. The Workers' Compensation costs are budgeted as a part of each department's "Personnel Services" category and are based on scheduled amounts for each type of city employee depending on the risk of injury associated with that employee job. The Health Insurance fund has a \$1,000,000 transfer to the General fund to reimburse for prior over payments for health premiums.



**FY 2010 ADOPTED BUDGET
ESTIMATED ENDING FUND BALANCES**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Governmental, water and sewer, and crime control district funds	\$ 38,744,271	\$ 44,323,010	\$ 34,274,944	\$ 46,182,731	\$ 46,313,827
Internal service funds	20,612,029	18,178,935	13,535,025	13,263,997	12,179,418
Total ending balances	\$ 59,356,300	\$ 62,501,945	\$ 47,809,969	\$ 59,446,728	\$ 58,493,245

**FY 2010 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, AND CRIME CONTROL DISTRICT FUNDS**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 14,572,714	\$ 17,439,686	\$ 21,288,696	\$ 21,288,696	\$ 26,872,693
Debt service fund	1,020,164	1,495,924	2,607,222	2,607,222	1,154,158
Water and sewer fund (modified accrual)	8,092,263	11,752,933	11,242,779	11,242,779	10,974,514
Special revenue funds	4,775,458	5,020,694	6,177,666	6,177,666	4,172,000
Crime control district fund	2,894,794	3,035,034	3,006,647	3,006,647	3,009,366
TOTAL	31,355,393	38,744,271	44,323,010	44,323,010	46,182,731
REVENUE					
General fund	76,828,042	84,604,488	85,883,290	89,287,239	86,683,162
Debt service fund	14,164,521	12,364,701	12,651,115	12,322,004	12,372,136
Water and sewer fund (modified accrual)	31,131,025	30,853,416	32,902,366	31,424,530	33,196,590
Special revenue funds	2,032,045	3,539,455	2,438,112	2,326,362	2,060,632
Crime control district fund	7,644,588	7,740,192	7,142,074	8,205,839	6,998,843
TOTAL	131,800,221	139,102,252	141,016,957	143,565,974	141,311,363
EXPENDITURES					
General fund	73,961,070	80,755,478	91,389,899	83,703,242	86,653,069
Debt service fund	13,688,761	11,253,403	12,041,871	13,775,068	11,785,728
Water and sewer fund (modified accrual)	27,470,355	31,363,570	34,690,402	31,692,795	30,896,110
Special revenue funds	1,786,809	2,382,483	4,600,640	4,332,028	3,225,756
Crime control district fund	7,504,348	7,768,579	8,342,211	8,203,120	8,619,604
TOTAL	124,411,343	133,523,513	151,065,023	141,706,253	141,180,267
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	2,866,972	3,849,010	(5,506,609)	5,583,997	30,093
Debt service fund	475,760	1,111,298	609,244	(1,453,064)	586,408
Water and sewer fund (modified accrual)	3,660,670	(510,154)	(1,788,036)	(268,265)	2,300,480
Special revenue funds	245,236	1,156,972	(2,162,528)	(2,005,666)	(1,165,124)
Crime control district fund	140,240	(28,387)	(1,200,137)	2,719	(1,620,761)
TOTAL	7,388,878	5,578,739	(10,048,066)	1,859,721	131,096
ENDING FUND BALANCE					
General fund	17,439,686	21,288,696	15,782,087	26,872,693	26,902,786
Debt service fund	1,495,924	2,607,222	3,216,466	1,154,158	1,740,566
Water and sewer fund (modified accrual)	11,752,933	11,242,779	9,454,743	10,974,514	13,274,994
Special revenue funds	5,020,694	6,177,666	4,015,138	4,172,000	3,006,876
Crime control district fund	3,035,034	3,006,647	1,806,510	3,009,366	1,388,605
TOTAL	\$ 38,744,271	\$ 44,323,010	\$ 34,274,944	\$ 46,182,731	\$ 46,313,827



**FY 2010 ADOPTED BUDGET
ALL SOURCES AND USES
INTERNAL SERVICE FUNDS**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 7,504,110	\$ 8,133,563	\$ 3,150,483	\$ 3,150,483	\$ 1,241,446
Health insurance fund	5,381,211	11,056,967	13,323,470	13,323,470	10,799,391
Workers' compensation fund	240,104	879,639	1,090,405	1,090,405	723,962
General liability insurance fund	212,196	541,860	614,577	614,577	499,198
TOTAL	13,337,621	20,612,029	18,178,935	18,178,935	13,263,997
REVENUE					
Maintenance fund	11,785,266	9,736,711	11,488,502	10,794,969	10,446,483
Health insurance fund	13,892,295	13,668,064	13,600,430	13,584,115	14,635,206
Workers' compensation fund	1,348,264	1,145,714	1,015,181	1,061,365	1,198,976
General liability insurance fund	1,499,899	1,215,183	960,607	1,041,179	1,203,775
TOTAL	28,525,724	25,765,672	27,064,720	26,481,628	27,484,440
EXPENDITURES					
Maintenance fund	11,155,813	14,719,791	14,029,787	12,704,006	11,123,326
Health insurance fund	8,216,539	11,401,561	14,873,300	16,108,194	15,312,000
Workers' compensation fund	708,729	934,948	1,522,543	1,427,808	930,693
General liability insurance fund	1,170,235	1,142,466	1,283,000	1,156,558	1,203,000
TOTAL	21,251,316	28,198,766	31,708,630	31,396,566	28,569,019
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	629,453	(4,983,080)	(2,541,285)	(1,909,037)	(676,843)
Health insurance fund	5,675,756	2,266,503	(1,272,870)	(2,524,079)	(676,794)
Workers' compensation fund	639,535	210,766	(507,362)	(366,443)	268,283
General liability insurance fund	329,664	72,717	(322,393)	(115,379)	775
TOTAL	7,274,408	(2,433,094)	(4,643,910)	(4,914,938)	(1,084,579)
ENDING FUND BALANCE					
Maintenance fund	8,133,563	3,150,483	609,198	1,241,446	564,603
Health insurance fund	11,056,967	13,323,470	12,050,600	10,799,391	10,122,597
Workers' compensation fund	879,639	1,090,405	583,043	723,962	992,245
General liability insurance fund	541,860	614,577	292,184	499,198	499,973
TOTAL	\$ 20,612,029	\$ 18,178,935	\$ 13,535,025	\$ 13,263,997	\$ 12,179,418



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**FY 2010 ADOPTED BUDGET
PROGRAM AND EXPENDITURE OVERVIEW**

FY 2010 Priorities

The priorities in the FY 2010 Adopted Budget are the same as in previous budgets – employee compensation and benefits, maintaining and improving the City’s streets, sewers, and other physical assets, while maintaining the City’s low property tax rate.

Composition of FY 2010 Adopted Expenditures

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

CITYWIDE EXPENDITURES BY FUND							
FUND	FY2007 ACTUAL	FY2008 ACTUAL	2009		2010 ADOPTED	FY10 vs. FY09 EST	% OF TOTAL
			AMENDED BUDGET	ESTIMATED			
General fund	\$ 73,961,070	\$ 80,755,478	\$ 91,389,899	\$ 83,703,242	\$ 86,653,069	3.5%	51.0%
Debt service fund	13,688,761	11,253,403	12,041,871	13,775,068	11,785,728	-14.4%	6.9%
Maintenance fund	11,155,813	14,719,791	14,029,787	12,704,006	11,123,326	-12.4%	6.6%
Workers' compensation fund	708,729	934,948	1,522,543	1,427,808	930,693	-34.8%	0.5%
Health benefits fund	8,216,539	11,401,561	14,873,300	16,108,194	15,312,000	-4.9%	9.0%
General liability insurance fund	1,170,235	1,142,466	1,283,000	1,156,558	1,203,000	4.0%	0.7%
Water and sewer fund	27,470,355	31,363,570	34,690,402	31,692,795	30,896,110	-2.5%	18.2%
Special revenue funds	1,786,809	2,382,483	4,600,640	4,332,028	3,225,756	-25.5%	1.9%
Crime control district fund	7,504,348	7,768,579	8,342,211	8,203,120	8,619,604	5.1%	5.1%
TOTAL	\$ 145,662,659	\$ 161,722,279	\$ 182,773,653	\$ 173,102,819	\$ 169,749,286	-1.9%	100.0%

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



**FY 2010 ADOPTED STAFFING CHART
(BY FUND)**

FUND/DEPARTMENT/DIVISION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 FILLED	FY 2010 ADOPTED
GENERAL FUND PERSONNEL					
City Council	8	8	8	8	8
Mayor	3	3	3	3	3
Budget & Financial Planning	2	2	2	2	3
Municipal Court	33	35	36	33	34
City Controller's Office	15	16	17	16	18
Tax	0	1	1	1	1
Purchasing	3	4	4	4	4
Legal	8	8	10	8	8
City Secretary	4	4	4	4	4
Human Resources	7	8	8	7	9
City Marshal	7	7	7	6	6
Community Relations	6	7	8	7	7
Mayor's Action Line	5	5	5	4	5
Planning	3	3	5	4	4
Planning & Development Admin	1	1	1	1	1
Economic Development Liaison	0	1	1	1	1
Neighborhood Network	1	1	1	1	1
Inspections/Permit	21	20	22	21	21
Impound/Storage	0	0	0	0	7
Public Works Administration	2	3	4	4	4
Engineering	20	19	18	17	17
Sanitation	43	44	44	43	46
Street & Bridge	36	36	40	34	37
Traffic & Transportation	11	12	13	12	12
Environmental Services	0	5	6	6	0
Emergency Preparedness	2	3	3	3	3
Fire Department	3	3	4	3	3
Fire Prevention	10	11	12	11	12
Police Department					
Police Classified	277	265	283	279	289
Police Civilian	85	75	93	90	94
Police Department Subtotal	362	340	376	369	383
Leisure Services Administration	1	0	0	0	0
Parks	41	33	40	35	37
Clean Streets	12	17	22	21	24
Recreation	36	38	57	55	46
Golf Course	10	10	19	16	20
Multi-Purpose Center	9	5	13	13	11
Convention Center	7	8	9	9	9
Senior Center	4	6	6	5	6
Health	12	11	12	11	12
Animal Control & Adoption	15	13	18	17	18
Environmental Services	0	0	0	0	4
Library	47	47	51	45	51
GENERAL FUND TOTAL	810	798	910	860	900



FUND/DEPARTMENT/DIVISION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 FILLED	FY 2010 ADOPTED
MAINTENANCE FUND					
Information Services	11	11	13	12	11
Radio Services	3	3	3	3	3
Warehouse	4	3	4	4	5
Fleet	31	32	35	35	30
Building & Equipment Maintenance	4	5	5	5	5
Janitorial	10	11	12	12	12
Electrical	11	10	11	10	11
Mail Room	1	1	1	1	1
MAINTENANCE FUND TOTAL	75	76	84	82	78
SYSTEM FUND					
Wastewater Rehabilitation	21	21	26	19	23
Wastewater Collections	32	34	35	33	34
Wastewater Maintenance	7	8	12	12	14
Water Distribution	21	23	25	22	24
Water Production	12	13	15	11	13
Water Billing	17	20	28	26	26
SYSTEM FUND TOTAL	110	119	141	123	134
WORKER'S COMP FUND					
Safety Coordinator	1	1	1	1	0
Safety & Risk Manager	0	0	0	0	1
WORKER'S COMP FUND TOTAL	1	1	1	1	1
COURT SECURITY FUND					
Municipal Court Security	2	3	3	3	3
COURT SECURITY FUND TOTAL	2	3	3	3	3
Section 8/Housing Assistance	11	12	11	9	11
HOUSING FUND TOTAL	11	12	11	9	11
CDBG/Home Programs	9	8	10	10	10
HOUSING GRANTS	9	8	10	10	10
GRAND TOTAL	1,017	1,017	1,160	1,088	1,137



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**FY 2010 ADOPTED BUDGET
GENERAL FUND SUMMARY
REVENUES, EXPENDITURES
AND FUND BALANCE**

**FY 2010 ADOPTED BUDGET
GENERAL FUND SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BEGINNING FUND BALANCE	\$ 14,572,714	\$ 17,439,686	\$ 21,288,696	\$ 21,288,696	\$ 26,872,693
REVENUES	76,828,042	84,604,488	85,883,290	89,287,239	86,683,162
EXPENDITURES	73,961,070	80,755,478	91,389,899	83,703,242	86,653,069
REVENUES OVER/(UNDER) EXPENDITURES	2,866,972	3,849,010	(5,506,609)	5,583,997	30,093
ENDING FUND BALANCE	17,439,686	21,288,696	15,782,087	26,872,693	26,902,786
TWO MONTH RESERVE REQUIREMENT *	12,213,000	13,348,000	15,121,000	13,839,000	14,336,000
OVER/(UNDER) REQUIREMENT	\$ 5,226,686	\$ 7,940,696	\$ 661,087	\$ 13,033,693	\$ 12,566,786

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

OVERVIEW

The FY 2010 Adopted Budget for the General Fund provides sufficient reserves to meet emergency and unforeseen contingencies with a projected Ending Fund Balance of \$26.9 million. This is nearly \$12.6 million more than the two month reserve requirement. This is accomplished with a tax rate of \$0.562 per \$100 of assessed valuation. The General Fund provides the financing for all of the City of Pasadena's basic services except water and wastewater, which are accounted for through the System Fund. General Fund services include all 9-1-1 services, including police and fire, and emergency medical services. Street, drainage and parks maintenance are also provided through the General Fund, as are recreation, health and library programs. The City's main governmental buildings are maintained and operated through the General Fund, including City Hall, the Police Station, Library, fire stations, and other facilities owned by the City. Also, the main governmental functions, including the offices of the City's Mayor and City Council, are operated through the General Fund.

General Fund revenues come primarily from broad-based taxes, including property, sales and franchise taxes. Business taxes, including in lieu of tax payments made by industrial district companies that are outside the city, provide another major source of revenue. The General Fund's largest expenditure category is compensation – salaries and benefits - paid to the people who provide the basic services mentioned. Of the 900 full-time and part-time positions included in the Staffing Chart for FY 2010, approximately 900 are funded through the General Fund. All personnel costs for 50 positions are funded through the Crime Control District budget.

GENERAL FUND REVENUES

Adopted fiscal year 2010 revenues total \$86,683,162, which is \$2,604,077 or 2.9% less than FY 2009 projected. The major decrease is in Intergovernmental revenues which are shown in the following table:



FY 2010 GENERAL FUND REVENUE SUMMARY

REVENUES AND OTHER FINANCING SOURCES	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED	FY09 VS 08 EST	% OF TOTAL
General property taxes	\$17,401,123	\$18,973,018	\$19,274,655	\$20,775,409	\$20,679,000	-0.5%	23.9%
Industrial district fees	15,153,643	15,551,252	14,089,000	16,043,978	16,044,000	0.0%	18.5%
Sales taxes	15,392,434	15,890,246	17,005,000	16,771,821	16,431,745	-2.0%	19.0%
Franchise fees	7,582,443	7,644,267	8,285,000	7,916,269	7,775,000	-1.8%	9.0%
Other taxes	205,220	178,148	220,000	212,552	198,000	-6.8%	0.2%
Licenses and permits	2,611,192	2,373,619	2,202,400	2,000,963	2,036,000	1.8%	2.3%
Municipal court fines and fees	6,019,004	5,868,562	5,751,600	5,662,332	5,849,000	3.3%	6.7%
Charges for services	9,143,891	9,516,526	9,245,100	9,635,074	9,453,900	-1.9%	10.9%
Intergovernmental revenues	316,014	4,854,842	4,699,000	5,490,886	312,500	-94.3%	0.4%
Miscellaneous revenues	488,940	901,437	428,000	449,608	895,000	99.1%	1.0%
Investment income	1,514,138	846,465	618,654	263,466	251,000	-4.7%	0.3%
Other financing sources	1,000,000	2,006,106	4,064,881	4,064,881	6,758,017	66.3%	7.8%
TOTAL	\$76,828,042	\$84,604,488	\$85,883,290	\$89,287,239	\$86,683,162	-2.9%	100.0%

Property taxes represent 23.9% of total General Fund revenue. Property taxes are based on the assessed value of land, buildings and structures in the City as appraised by the Harris County Appraisal District (HCAD). The calculation for property tax revenues is based on the certified assessed value times the tax rate. Because a certified roll had not been received at the time the budget was prepared, a conservative approach was taken and a projected 0.5% decrease in property taxes revenue was assumed. HCAD has projected a slight decrease in taxable values.

Sales tax revenues total \$16.4 million which is \$340,076 decline than projected for FY 2009 and 19% of the adopted revenues. Consistent retail sales have kept this revenue stream steady for the past several years. The City has projected a 2% decrease from the FY09 projected amount.

Industrial district businesses and industry pay the City an amount in lieu of property taxes that would be paid were the district a part of the City. Industrial district payments represent 18.5% or the third largest source of total General fund revenues. The district's status as a separate entity outside of the City's boundaries is predicated on agreements that use an assessment and appraisal process, similar to that used for property taxes, to calculate payment amounts due from each facility located inside the District. Payments by industry have been governed by a 15-year agreement since FY 2005. Under this agreement, the City and industry share in the overall growth or decline in property values in the district, splitting the amount of increased or decreased revenue equally. It is anticipated that industrial district property values might increase slightly, so the budget reflects a small increase in this revenue source.

The General fund receives revenues from franchise fees paid by public and private utilities which use City streets, alleys and rights-of-way for their utility lines and mains. Franchise revenues are budgeted at \$7.9 million or 9.2% of total General fund revenues. The majority of this revenue source, \$7.8 million, is generated through electric, gas, telecommunications, and cable franchise fees. We expect a decrease in this revenue source from the FY2009 projected amount due to an anticipated decrease in both electric and gas costs.



**FY 2010 ADOPTED BUDGET
GENERAL FUND REVENUE SUMMARY**

REVENUE CATEGORY	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
TAXES					
General property taxes					
Ad valorem taxes	\$ 17,009,718	\$ 18,619,663	\$ 19,006,655	\$ 20,573,947	\$ 20,511,000
Penalty and interest	391,405	353,355	268,000	201,462	168,000
General property taxes	17,401,123	18,973,018	19,274,655	20,775,409	20,679,000
Business taxes					
Industrial district fees	15,153,643	15,551,252	14,089,000	16,043,978	16,044,000
Sales tax	15,392,434	15,890,246	17,005,000	16,771,821	16,431,745
Utility taxes					
Electric franchise	4,496,488	4,503,465	4,616,000	4,814,324	4,605,000
Gas franchise	680,745	713,947	1,295,000	600,830	665,000
Telecommunications franchise	1,366,504	1,352,974	1,300,000	1,430,980	1,383,000
Cable TV franchise	974,856	995,591	1,000,000	889,458	953,000
Other franchises	63,850	78,290	74,000	180,677	169,000
Utility taxes	7,582,443	7,644,267	8,285,000	7,916,269	7,775,000
Other taxes					
Mixed drink tax	159,405	157,576	171,000	194,102	170,000
Bingo tax	45,815	20,572	49,000	18,450	28,000
Other taxes	205,220	178,148	220,000	212,552	198,000
Business taxes	38,333,740	39,263,913	39,599,000	40,944,620	40,448,745
TAXES TOTAL	55,734,863	58,236,931	58,873,655	61,720,029	61,127,745
LICENSES AND PERMITS					
Business types	2,429,393	2,193,755	2,013,100	1,871,850	1,872,000
Occupational types	78,246	88,281	99,300	62,404	77,000
Non-business types	103,553	91,583	90,000	66,709	87,000
LICENSES AND PERMITS TOTAL	2,611,192	2,373,619	2,202,400	2,000,963	2,036,000
MUNICIPAL COURT FINES AND FEES					
Fines	4,347,950	3,904,971	4,160,600	3,774,594	4,008,000
Administrative fees	1,671,054	1,963,591	1,591,000	1,887,738	1,841,000
MUNICIPAL COURT FINES TOTAL	6,019,004	5,868,562	5,751,600	5,662,332	5,849,000
CHARGES FOR SERVICES					
Solid waste collection	6,501,126	6,647,913	6,502,000	6,846,109	6,664,000
Health services	371,395	341,675	350,000	339,007	350,000
Library services	80,484	60,644	86,000	42,911	62,000
Property management	284,439	312,481	278,000	251,309	264,800
Parks and recreation fees					
Recreation	185,309	196,979	192,000	186,656	190,000
Golf	498,165	623,218	528,000	629,938	583,000
Swimming pools	77,021	66,404	71,000	70,474	72,000
Tennis	4,183	4,111	5,000	3,298	4,000
Other centers	88,201	68,060	85,100	97,017	83,100
Parks and recreation fees subtotal	852,879	958,772	881,100	987,383	932,100
Civic center	334,642	316,386	334,000	274,294	308,000
Miscellaneous	718,926	878,655	814,000	894,061	873,000
CHARGES FOR SERVICES TOTAL	9,143,891	9,516,526	9,245,100	9,635,074	9,453,900
OTHER REVENUE					
Intergovernmental revenues	316,014	4,854,842	4,699,000	5,490,886	312,500
Capital project services	-	-	-	-	-
Sale of capital assets	-	-	10,000	1,827	10,000
Other revenues	488,940	901,437	418,000	447,781	885,000
Investment income	1,514,138	846,465	618,654	263,466	251,000
OTHER REVENUE TOTAL	2,319,092	6,602,744	5,745,654	6,203,960	1,458,500
OTHER FINANCING SOURCES					
Insurance recovery	-	506,106	1,064,881	1,064,881	3,758,017
Interfund transfers	1,000,000	1,500,000	3,000,000	3,000,000	3,000,000
TOTAL	\$ 76,828,042	\$ 84,604,488	\$ 85,883,290	\$ 89,287,239	\$ 86,683,162



Licenses and permits represent the various fees collected for such activities as construction, plumbing, electrical, development and food service operations. The fiscal year 2010 estimated revenue from licenses and permits is \$2,036,000 which is \$35,037 or 1.75% increase than the FY09 estimated amount. This amount represents a slight increase from the previous amended budget but still lower than estimated actual due to several major construction projects that will be completed and will no longer require permitting.

Revenues from fines for fiscal year 2010 are estimated at \$5,849,000 or 6.6% of total General fund revenues. This amount is a minimal increase from the FY09 estimated amount. Charges for services account for 10.9% of total General Fund revenues and are budgeted to decrease by \$181,174 from estimated actual. This is for an anticipated decrease in solid waste collections.

Total revenues from interest for FY 2010 are estimated at \$251,000. This projection is based on current interest earned which has decreased considerably due to the downturn in the U.S. economy. The transfer from the System fund is budgeted again at \$2 million in FY 2010 as it was in FY09. Also, inter-governmental revenues are expected to decrease by \$5,178,386 from estimated actual in FY09 due to payments received from FEMA during FY09.

EXPENDITURES

The General Fund is the primary operating fund for City government. Operating expenditures excluding other financing uses total \$86,014,369, a \$2,977,567 or 3.6% increase from the FY 2009 amended budget. Salary and benefits account for the majority of the increase (\$5.9 million) and include a 2% cost of living increase for City employees. Although, there are overall decreases in contractual services and other charges (\$4,386,033) and in maintenance charges (\$669,253), materials and supplies increased (\$1.1 million), and capital outlay increased (\$984,689).

FY 2010 ADOPTED BUDGET EXPENDITURE SUMMARY BY CATEGORY

CATEGORY	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 50,472,289	\$ 53,716,143	\$ 56,594,005	\$ 52,314,845	\$ 58,220,156
Contractual services	10,383,366	14,223,545	19,875,723	16,064,733	11,678,700
Materials and supplies	3,193,576	3,388,221	4,354,663	3,979,523	5,091,289
Maintenance charges	8,219,071	7,459,397	8,743,931	9,181,924	8,512,671
Other charges	208,315	193,725	229,285	210,877	241,994
Other financing uses	666,440	666,440	666,440	666,440	638,700
Capital outlay	818,013	1,108,007	925,852	1,284,900	2,269,559
TOTAL	\$ 73,961,070	\$ 80,755,478	\$ 91,389,899	\$ 83,703,242	\$ 86,653,069

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



**FY 2010 ADOPTED BUDGET
GENERAL FUND SUMMARY EXPENDITURE REPORT BY DEPARTMENT/DIVISION**

DEPT #	DEPARTMENT NAME	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
General Government						
10100	City Council	\$ 89,597	\$ 123,309	\$ 168,306	\$ 130,604	\$ 197,761
10200	Mayor	462,173	348,834	342,222	308,038	367,702
10300	Budget and Financial Planning	255,440	248,471	213,208	208,251	266,124
10400	Municipal court	1,650,161	1,809,295	1,958,775	1,844,416	1,887,933
10500	City controller	1,294,558	1,435,850	1,613,045	1,464,115	1,653,331
10600	Tax	354,335	447,663	446,154	513,807	510,167
10700	Purchasing	249,617	249,004	337,360	321,753	356,002
10800	Legal	817,650	832,057	958,574	846,619	974,883
10900	City secretary	294,830	280,925	326,489	294,475	334,214
11000	Elections	58,104	80,688	69,442	78,542	2,000
11100	Human resources	624,236	635,419	676,530	624,766	576,806
11300	City marshal	649,955	575,864	667,310	550,972	623,998
11400	Community relations	582,186	679,314	838,010	768,681	828,172
11410	Pasadena action line	284,582	287,552	306,583	289,784	317,755
11500	Planning	312,990	264,214	288,268	230,061	368,510
11501	Planning/development administration	200,238	140,390	147,267	147,076	158,040
11505	Economic develop liaison	-	89,191	153,232	142,591	154,315
11510	Neighborhood network	252,988	167,457	260,811	290,865	204,924
11600	Inspections	1,503,173	1,571,227	1,658,521	1,470,104	1,619,807
11700	Property management/special purposes	736,406	1,110,045	853,843	975,795	734,408
11740	Impound/storage	-	-	-	-	320,768
00071	Technology	80,203	2,137	33,500	-	52,000
00900	Hurricane Ike (FEMA)	-	2,823,204	7,469,919	4,598,004	-
00910	Ike - insurance claim (TML)	-	506,106	795,000	1,218,197	3,029,181
11800	Other charges	167,075	182,960	590,276	179,970	578,000
TOTAL GENERAL GOVERNMENT		10,920,497	14,891,176	21,172,645	17,497,486	16,116,801
Public Safety						
13100	Emergency preparedness	205,460	330,535	362,672	348,951	366,753
13200	Fire fighting	3,697,855	3,298,399	3,948,504	3,808,426	3,545,709
13300	Fire prevention	886,525	962,719	1,040,679	922,998	1,067,050
13400	Police	28,179,596	30,328,705	30,213,018	29,600,493	31,830,582
TOTAL PUBLIC SAFETY		32,969,436	34,920,358	35,564,873	34,680,868	36,810,094
Public Works						
14001	Public works administration	219,676	294,191	459,630	401,797	481,003
14100	Engineering	1,647,917	1,588,546	1,713,567	1,566,504	1,494,371
14200	Street lighting and signals	1,278,585	1,465,934	1,770,000	1,532,120	1,500,000
14300	Sanitation	6,849,730	7,338,812	8,123,410	7,664,370	7,886,616
14400	Street and drainage	3,459,803	3,412,386	3,704,837	3,298,934	3,278,955
14500	Traffic and transportation	1,091,354	1,207,050	1,363,544	1,245,432	1,237,407
14600	Environmental services	4,775	284,920	328,223	307,582	-
TOTAL PUBLIC WORKS		\$ 14,551,840	\$ 15,591,839	\$ 17,463,211	\$ 16,016,739	\$ 15,878,352



DEPT #	DEPARTMENT NAME	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Health						
16100	Health	\$ 1,426,901	\$ 1,615,423	\$ 1,750,875	\$ 1,647,759	\$ 1,873,227
16200	Animal rescue and assistance	970,043	996,717	1,122,011	1,083,727	1,258,770
16300	Environmental services	-	-	-	-	228,876
TOTAL HEALTH		2,396,944	2,612,140	2,872,886	2,731,486	3,360,873

DEPT #	DEPARTMENT NAME	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Culture and Recreation						
15001	Leisure services administration	237,421	193,447	-	-	-
15100	Parks	3,657,618	3,158,763	3,176,444	2,821,005	2,758,265
15200	Recreation	2,213,329	2,231,964	2,628,939	2,133,821	2,719,745
15300	Clean streets	1,008,447	1,075,543	1,711,208	1,545,502	2,139,029
15400	Golf course	650,548	567,558	739,025	625,132	693,155
15500	Multi-purpose center	366,307	405,255	564,537	434,191	608,481
15600	Civic center	746,967	743,528	788,784	679,448	811,353
15700	Senior center-Madison Jobe	396,750	356,962	422,392	390,036	459,096
17010	Library	3,164,109	3,340,505	3,618,515	3,481,088	3,659,125
TOTAL CULTURE AND RECREATION		12,441,496	12,073,525	13,649,844	12,110,223	13,848,249
TOTAL EXPENDITURES		73,280,213	80,089,038	90,723,459	83,036,802	86,014,369

Other Financing Uses						
11800	Other Charges/transfers out	666,440	666,440	666,440	666,440	638,700
13411	Police Administration/transfers out	14,417	-	-	-	-
TOTAL OTHER FINANCING USES		680,857	666,440	666,440	666,440	638,700

TOTAL GENERAL FUND EXPENDITURES AND						
OTHER FINANCING USES		\$ 73,961,070	\$ 80,755,478	\$ 91,389,899	\$ 83,703,242	\$ 86,653,069



**GENERAL GOVERNMENT
CITY COUNCIL**

MISSION STATEMENT

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

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
CITY COUNCIL					
Personnel services	\$ 33,268	\$ 74,595	\$ 81,163	\$ 79,613	\$ 110,450
Contractual services	17,257	15,388	41,300	18,904	40,400
Materials and supplies	2,132	2,097	8,400	2,861	8,900
Maintenance charges	36,940	31,229	37,443	29,226	38,011
TOTAL	\$ 89,597	\$ 123,309	\$ 168,306	\$ 130,604	\$ 197,761

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1530	Council Member - District A	1	1	1	1	1
1540	Council Member - District B	1	1	1	1	1
1550	Council Member - District C	1	1	1	1	1
1560	Council Member - District D	1	1	1	1	1
1570	Council Member - District E	1	1	1	1	1
1580	Council Member - District F	1	1	1	1	1
1590	Council Member - District G	1	1	1	1	1
1600	Council Member - District H	1	1	1	1	1
TOTAL:		8	8	8	8	8



GENERAL GOVERNMENT MAYOR'S OFFICE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Proceeded with the North Pasadena Redevelopment plan.
- Protected City's financial stability while holding property tax rate among the lowest in Harris County during economic slowdown.
- Continued to provide a positive environment for new economic growth.
- Created an employee health clinic that promotes a proactive approach to employee health care while reducing employee health care costs.

PRIORITIES, GOALS, AND OBJECTIVES FOR 2010

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
MAYOR					
Personnel services	\$ 421,266	\$ 287,292	\$ 276,237	\$ 263,694	\$ 306,164
Contractual services	18,941	17,877	23,700	15,449	19,900
Materials and supplies	2,924	6,236	8,500	3,526	8,250
Maintenance charges	19,042	37,429	33,785	25,369	33,388
TOTAL	\$ 462,173	\$ 348,834	\$ 342,222	\$ 308,038	\$ 367,702

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1060	Administrative Aide	1	1	1	1	1
2340	Mayor	1	1	1	1	1
2440	Office Assistant II	1	1	1	1	1
	TOTAL:	3	3	3	3	3



FINANCIAL SERVICES BUDGET AND FINANCIAL PLANNING OFFICE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Developed the annual operating and capital budgets.
- Review of departmental purchasing and expenditure levels quarterly.
- Examined departmental review process in order to improve efficiency.
- Managed the financial challenges that materialized as a result of the economic downturn.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Research, review, and recommend new revenue options.
- Explore and identify cost reduction measures.
- Identify and achieve budgetary efficiencies.
- Review procurement process to increase department productivity and efficiency.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BUDGET AND FINANCIAL PLANNING					
Personnel services	\$ 236,124	\$ 231,197	\$ 190,878	\$ 190,021	\$ 241,224
Contractual services	6,904	2,071	6,200	4,019	7,780
Materials and supplies	1,012	875	2,990	1,071	2,650
Maintenance charges	11,400	14,328	13,140	13,140	14,470
TOTAL	\$ 255,440	\$ 248,471	\$ 213,208	\$ 208,251	\$ 266,124

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1325	Budget Analyst	1	0	0	0	1
1720	Director of Financial Planning	1	1	1	1	1
2625	Accountant III	0	1	1	1	1
TOTAL:		2	2	2	2	3



GENERAL GOVERNMENT MUNICIPAL COURT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Handled 74,453 new filings.
- Collected gross revenue over 9.78 million dollars.
- Issued more than 24,000 warrants.
- Completed build out for additional courtroom.
- Completed renovation of collection facilities.
- Contracted for acquisition of electronic ticket writers.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Work towards enhanced levels of compliance with the orders of the court.
- Comply in all respects with mission statement of the court.
- Reduce “no shows” by use of telephone reminder technology.
- Acquire license scan units for marshal’s office to increase the number of warrants that are cleared.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number of Cases Filed	79,940	77,238	74,453	81,000
Warrants Issued	32,645	31,632	24,020	30,000
% of Traffic Cases	92%	92%	92%	92%
Total Revenue Generated	10,185,157	10,143,894	9,784,574	10,000,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
MUNICIPAL COURT					
Personnel services	\$ 1,501,805	\$ 1,537,436	\$ 1,685,546	\$ 1,548,287	\$ 1,623,620
Contractual services	65,647	101,937	65,700	66,231	62,330
Materials and supplies	29,738	28,039	65,151	64,122	29,620
Maintenance charges	52,971	141,883	142,378	165,776	172,363
TOTAL	\$ 1,650,161	\$ 1,809,295	\$ 1,958,775	\$ 1,844,416	\$ 1,887,933

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1140	Associate Judge	6	6	6	6	6
1490	Clerical Assistant II	1	1	2	2	2
1495	Collections Coordinator	1	1	1	1	1
1610	Court Clerk	1	1	1	1	1
1660	Deputy Clerk I	13	14	14	11	12
1670	Deputy Clerk II	6	7	7	7	7
2065	Juvenile Case Manager	1	1	1	1	1
2395	Municipal Court Coordinator	2	2	2	2	2
2400	Municipal Court Judge	1	1	1	1	1
3290	Sr Deputy Clerk	1	1	1	1	1
TOTAL:		33	35	36	33	34



**GENERAL GOVERNMENT
CONTROLLER'S OFFICE**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Received the Certificate of Excellence in Financial Reporting for the 14th consecutive year.
- Comprehensive Annual Financial Report has been available on the City website for 5 years.
- Completed study to have information for GASB 45 disclosure requirements and implement GASB 45 into Comprehensive Annual Financial Report.
- Maintain complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Ike.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Receive the Certificate of Excellence in Financial Reporting for the 15th consecutive year.
- Provide the best and most professional financial services available to the City of Pasadena.
- Recommend ways to reduce GASB 45 liability for the City of Pasadena.
- Complete the automation of the receipt of credit card payments in an efficient manner.
- Continue to improve bank relationships and reduce costs of services.

PERFORMANCE INDICATORS

INDICATORS	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	2010 ADOPTED
Grant Management				
Number of grants	26	27	23	25
Annual expenditures (\$000's)	\$ 11,950	\$ 17,077	\$ 15,975	\$ 15,000
Accounts Payable				
Automated payments	12,000	12,046	12,037	12,028
Manual checks	10	8	9	9
Payroll Management				
Gross biweekly wages (using last payroll of year)	\$ 1,870,000	\$ 1,875,000	\$ 2,018,000	\$ 2,030,000
Number of checks issued (biweekly)	1,000	1,022	1,107	1,100
% direct deposit	79.0%	80.0%	83.0%	84.0%
Investments				
Amount of portfolio (\$000's)	\$ 181,017	\$ 150,986	\$ 147,256	\$ 140,000
Amount of interest (\$000's)	\$ 7,882	\$ 5,500	\$ 1,569	\$ 1,500
Average return	4.35%	3.64%	1.07%	1.07%
Received GFOA reporting award	YES	YES	YES	YES



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
CITY CONTROLLER					
Personnel services	\$ 1,080,833	\$ 1,259,048	\$ 1,372,560	\$ 1,278,002	\$ 1,446,051
Contractual services	155,476	118,440	172,233	120,259	133,350
Materials and supplies	19,922	16,189	20,006	18,572	20,131
Maintenance charges	38,327	42,173	48,246	47,282	53,799
TOTAL	\$ 1,294,558	\$ 1,435,850	\$ 1,613,045	\$ 1,464,115	\$ 1,653,331

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1010	Accountant I	1	1	1	1	1
1011	Accounts Payable Manager	1	1	1	1	1
1030	Accountant III	2	2	2	2	2
1031	Accountant IV	0	0	0	0	1
1032	Accountant V	1	1	1	1	1
1041	Accounting Assistant II	0	1	1	1	1
1042	Sr. Accounting Assistant	3	3	3	3	3
1050	Accounting Manager	1	1	1	1	1
1100	Assistant City Controller	1	1	1	1	1
1440	City Controller	1	1	1	1	1
2510	Payroll Manager	1	1	1	1	1
2686	PT Clerical Assistant	0	0	1	0	1
2855	PT Office Assistant	1	1	1	1	1
3200	Sr Project Accountant	1	1	1	1	1
3370	Sr. Office Assistant	1	1	1	1	1
TOTAL:		15	16	17	16	18



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**FINANCIAL SERVICES
TAX DEPARTMENT**

MISSION STATEMENT

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

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
TAX					
Personnel services	\$ -	\$ 34,976	\$ 61,324	\$ 57,895	\$ 40,647
Contractual services	353,884	411,246	369,700	443,816	452,700
Materials and supplies	16	259	900	293	900
Maintenance charges	435	1,182	14,230	11,803	15,920
TOTAL	\$ 354,335	\$ 447,663	\$ 446,154	\$ 513,807	\$ 510,167

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

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2935	Tax Clerk	0	0	0	0	1
3370	Sr. Office Assistant	0	0	1	1	0
3430	Sr Tax Assistant	0	1	0	0	0
TOTAL:		0	1	1	1	1



FINANCIAL SERVICES PURCHASING

MISSION STATEMENT

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

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

The goals of the department are:

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Bid or Renewed 31 contracts.
- Formally bid 3 one-time purchases.
- Continued to support the Procurement Card Program.
- Continued use of purchasing co-operatives such as Buyboard, U.S. Communities, TPASS, TCPN, H-GAC and TX-MAS to save the City both time and money.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Increase level of Contract Administration for contracts utilized by departments.
- Improve Purchasing portal on City's website.
- Professional certification for department members.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Purchase orders issued	13,801	14,299	13,059	14,000
Purchase order purchases total	\$ 30,597,418	\$ 52,667,121	\$ 35,133,302	\$ 38,000,000
Average purchase order amount	\$ 2,217	\$ 3,683	\$ 2,690	\$ 2,714
Negotiated agreement/contracts	52	45	36	35
Active Procurement Cards	170	177	187	190
Total Procurement Card transactions	8,970	12,132	9,753	9,500
Total Procurement Card purchases	\$ 1,275,736	\$1,734,113	\$ 1,592,486	\$ 1,500,000
Average Procurement Card transaction	\$ 142	\$ 143	\$ 163	\$ 158



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PURCHASING					
Personnel services	\$ 211,497	\$ 214,483	\$ 293,776	\$ 288,504	\$ 307,063
Contractual services	16,649	12,510	14,640	9,662	13,490
Materials and supplies	2,652	1,876	2,650	2,040	2,650
Maintenance charges	18,819	20,135	26,294	21,547	32,799
TOTAL	\$ 249,617	\$ 249,004	\$ 337,360	\$ 321,753	\$ 356,002

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1355	Buyer II	1	1	1	1	1
1356	Sr. Buyer	1	1	1	1	1
3000	Purchasing Manager	0	1	1	1	1
3410	Sr. Purchasing Assistant	1	1	1	1	1
TOTAL:		3	4	4	4	4



GENERAL GOVERNMENT LEGAL DEPARTMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS, AND OBJECTIVES FOR 2010

Implement policy and procedures for appropriate maintenance and retention of electronic documents and other forms of non-traditional files and information.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
LEGAL					
Personnel services	\$ 695,940	\$ 697,331	\$ 793,842	\$ 729,574	\$ 806,118
Contractual services	71,922	76,270	102,646	60,059	102,675
Materials and supplies	18,988	20,642	22,820	18,801	22,750
Maintenance charges	30,800	37,814	39,266	38,185	43,340
TOTAL	\$ 817,650	\$ 832,057	\$ 958,574	\$ 846,619	\$ 974,883

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1000	1st Assistant City Attorney	1	1	1	1	1
1075	Administrative Coordinator	1	1	1	1	1
1170	Assistant City Attorney I	2	1	1	0	0
1180	Assistant City Attorney II	1	2	2	2	2
1182	Assistant City Attorney III	0	0	1	1	1
1430	City Attorney	1	1	1	1	1
2856	PT Office Assistant II	0	0	1	0	0
3340	Sr Legal Assistant	2	2	2	2	2
TOTAL:		8	8	10	8	8

**PERFORMANCE INDICATORS
PERFORMANCE INDICATORS**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Ordinances	364	349	292	325
Resolutions	140	115	124	120
Open records requests	206	187	236	215
Claims made	80	99	83	91
Claims closed	50	38	26	57
DR complaints made	19	12	22	28
DR complaints closed	13	12	5	22
Non-jury case trials		2,258	1,978	2,025
Jury cases handled	783	1,443	1,284	1,350
Total attorney cases handled		28,436	21,907	25,250



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 2009

- Attended Election Law Seminar and prepared for City's May 2009 General Election.
- Conducted General Election for election of Mayor and Eight (8) Councilmembers.
- Conducted Runoff Election for election of Councilmembers in Districts A and D.
- Completion of research of City records relating to Boards, Committees and Commissions and transfer of such information into approved standardized spreadsheet format and book for quick reference.
- Research of City records on mayoral appointments over the years and transfer of information into approved standardized spreadsheet format and reference book.
- Reorganization of City Secretary's office, file room and adjacent work areas including new file cabinets to accommodate current and future storage space required for City files; purging of old records, relocation and organization of new election room areas, etc.
- Coordinated and processed shredding of old records in departments throughout City, in compliance with state law retention schedules.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Work in conjunction with Planning Department to implement corrections on City's street list and make necessary revisions to conform to city ordinances and resolutions.
- Implement new procedures for processing Open Records Requests in conjunction with City Secretary's office and other departments.
- Continue research and data entry of updated information relating to Industrial Districts throughout City.
- Research information on pipeline franchises within City limits and transfer of information into approved standardized spreadsheet and reference book.
- Codification and distribution of new supplement on City's Municipal Code of Ordinances.
- Continue efforts with departments who handle and/or process deed records and documents on properties purchased or sold by City to be directed to City Secretary's Office for filing and preservation.
- Work toward expanding information relating to City Secretary's Office for City's website.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
CITY SECRETARY					
Personnel services	\$ 192,254	\$ 212,782	\$ 223,853	\$ 209,844	\$ 231,278
Contractual services	71,696	36,214	62,650	51,049	54,750
Materials and supplies	3,484	4,166	7,850	4,730	12,350
Maintenance charges	27,396	27,763	32,136	28,852	35,836
TOTAL	\$ 294,830	\$ 280,925	\$ 326,489	\$ 294,475	\$ 334,214

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ELECTIONS					
Personnel services	\$ 1,955	\$ 8,912	\$ 13,242	\$ 3,383	\$ -
Contractual services	54,341	67,877	54,300	70,811	1,000
Materials and supplies	1,808	3,899	1,900	4,348	1,000
TOTAL	\$ 58,104	\$ 80,688	\$ 69,442	\$ 78,542	\$ 2,000

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1460	City Secretary	1	1	1	1	1
2687	PT Clerical Assistant II	1	1	1	1	1
3280	Sr City Secretary Assistant	2	2	2	2	2
TOTAL:		4	4	4	4	4



GENERAL GOVERNMENT HUMAN RESOURCES DEPARTMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Conducted attendance and timekeeping training for supervisors.
- Implemented first phase of Employee Handbook revisions.
- Implemented Departmental Safety Scorecard.
- Implemented City contribution to Employee Flex Spending Program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Implement on-line application system.
- Conduct internal supervisor training.
- Continue revision of Employee Handbook.
- Revise and implement Safety Plan.
- Conduct job analysis study.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
HUMAN RESOURCES					
Personnel services	\$ 482,003	\$ 441,584	\$ 504,338	\$ 471,381	\$ 413,997
Contractual services	84,431	135,385	104,000	75,983	92,000
Materials and supplies	18,067	23,629	25,800	30,570	25,500
Maintenance charges	39,735	34,821	42,392	46,832	45,309
TOTAL	\$ 624,236	\$ 635,419	\$ 676,530	\$ 624,766	\$ 576,806

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	0	0	1	1	1
1989	HR Administrator I	1	1	1	1	1
1990	HR Administrator II	1	1	1	1	0
1991	HR Administrator III	1	1	1	1	0
1999	HR Assistant I	0	1	1	1	1
2000	HR Assistant II	0	0	0	0	1
2001	Pooled HR Position	0	0	1	1	2
2003	PT HR Assistant II	1	0	0	0	0
2010	HR Director	1	1	1	1	1
2370	Management Analyst II	1	1	0	0	0
2687	PT Clerical Assistant II	0	1	0	0	0
2699	PT Employee Liaison	0	0	1	0	1
3120	Safety Coordinator	0	0	0	0	0
3330	Sr HR Assistant	1	1	0	0	1
TOTAL:		7	8	8	7	9



PUBLIC SAFETY CITY MARSHAL

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- 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 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Warrants issued	34,210	29,213	22,379	24,617
Pick up calls from outside agencies	1,042	1,152	1,257	1,383
Arrests	1,772	1,546	1,879	2,067
Warrants cleared	24,466	19,554	20,056	22,062
Percentage of warrants served	72.0%	71.0%	96.0%	96.0%
Warrants served per marshal	6,114	4,889	5,014	5,515
Face value of warrants served	\$ 6,053,102	\$ 5,172,490	\$ 5,303,258	\$ 5,833,584



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
CITY MARSHAL					
Personnel services	\$ 571,536	\$ 477,393	\$ 548,987	\$ 438,685	\$ 503,870
Contractual services	4,994	4,626	7,500	4,926	7,500
Materials and supplies	6,717	6,568	10,040	5,346	8,200
Maintenance charges	66,708	87,277	100,783	102,015	104,428
TOTAL	\$ 649,955	\$ 575,864	\$ 667,310	\$ 550,972	\$ 623,998

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1390	Chief City Marshal	1	1	1	1	1
1450	City Marshal	4	4	4	3	3
1453	Sr. City Marshal	0	0	0	1	1
3370	Sr. Office Assistant	2	2	2	1	1
	TOTAL:	7	7	7	6	6



COMMUNICATIONS AND CUSTOMER SERVICE COMMUNICATIONS DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Plan developed to upgrade Pasadena Channel to high definition including funding secured through Second Century Corporation for 2010 changeover.
- Pasadena Channel awarded four national programming awards and two state programming awards for 2009.
- Utilized popular social media platforms, including Twitter, Facebook and Nixle, to expand direct communication with Pasadena residents.
- Designed and developed City's Office of Emergency Management's PIER (Public Information Emergency Response) site as well as the Southeast Harris County Offices of Emergency Management PIER site.
- Began routine monitoring of both local and out-of-area news outlets, including new media, to gauge public perceptions about Pasadena and respond to correct misperceptions where appropriate.
- Expanded cooperation with City departments to make 66 Permit, Health, Water Billing and Police permit or request for service applications available on-line.
- Doubled the number of participants in the waterway cleanup efforts and initiating a Walk the Water quality monitoring program appropriate for youth and senior volunteers.
- Doubled the staffing assistance at the animal shelter through Volunteer Pasadena outreach.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Develop Pasadena Channel Partnership with Second Century Corporation to promote better awareness of Pasadena infrastructure improvements.
- Develop plan to expand Pasadena Channel coverage beyond city borders.
- Develop branding web site for Pasadena Channel to expand customer relations through survey feedback, convenient staff phone and email contacts, and through video on demand.
- Volunteer Pasadena targets growth of volunteer contribution to \$275,000 in equivalent benefit.
- Enhance partnership with Community Development by providing volunteer member pool to draw on for ongoing Community Development project needs.
- Reproduce the successes of the Adopt a Waterway and Adopt A Street programs with the new Adopt a Park program, lowering parks cleanup costs to the City and involving community groups and individuals in maintaining the quality of Pasadena greenspace.
- Anticipating a January 1, 2010 kick-off for totally rebuilt City website using a content managed structure that improves departmental efficiency and intuitive public information access.
- Work toward further integrating public information emergency incident response through the PIER (Public Information Emergency Response) system by using WebEOC features in PIER and broadening resident contact using Twitter access through Nixle secure services.
- Expand scope of social network communications to facilitate more interaction between residents and City, distribute emergency information immediately, garner more feedback and increase the number of subscribers to the City's accounts on these sites.
- Establish City guidelines for use of social media platforms and message distribution.
- Conduct media training and/or distribute related materials to all City employees in order to reinforce the City's positive image in media coverage.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
COMMUNITY RELATIONS					
Personnel services	\$ 370,900	\$ 497,987	\$ 606,802	\$ 592,601	\$ 604,299
Contractual services	101,547	66,232	101,290	68,513	85,790
Materials and supplies	55,522	46,740	65,400	48,100	64,300
Maintenance charges	38,527	58,856	64,518	59,467	73,783
Capital outlay	15,690	9,499	-	-	-
TOTAL	\$ 582,186	\$ 679,314	\$ 838,010	\$ 768,681	\$ 828,172

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1500	Communications Specialist	1	1	1	1	1
1701	Director of Community Relations	0	1	1	1	1
2410	Municipal Station Manager	1	1	1	1	1
2990	Publications Manager	1	1	1	1	1
3370	Sr. Office Assistant	0	0	1	0	0
3730	Video Production Specialist I	1	1	1	1	1
3740	Video Production Specialist II	1	1	1	1	1
3750	Volunteer Pasadena Manager	1	1	1	1	1
TOTAL:		6	7	8	7	7

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Pasadena channel programs/PSAs	260	284	302	310
Pasadena channel updated package showcase	60	65	68	71
Percent national citizen survey (NCS) respondents who watched meeting of elected officials or other public meeting on television	55	NA	NA	NA
Inside City Hall issues distributed yearly	138,000	140,500	115,000	115,000
Intra and inter-departmental communications projects completed	32	29	32	34
Website visits	835,345	792,789	837,630	840,000
Press releases to media	NA	105	85	87
CityGram feature stories	109	131	135	135
Volunteer hours for volunteer Pasadena	14,602	12,695	16,000	17,000
Number of volunteers processed through volunteer Pasadena	993	1,011	1,100	1,200



COMMUNICATIONS AND CUSTOMER SERVICE PASADENA ACTION LINE DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

INDICATORS	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Annual calls to switchboard	173,475	174,962	175,093	175,250
Annual calls to actionline	42,359	42,984	43,107	43,200
Service requests received*	15,100	15,948	17,738	17,800
Processed/completed requests	14,850	14,941	16,810	16,850
Web page/email requests	800	815	828	835

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PASADENA ACTION LINE					
Personnel services	\$ 264,408	\$ 260,982	\$ 271,894	\$ 254,380	\$ 278,845
Contractual services	164	807	3,050	1,320	2,550
Materials and supplies	1,324	1,212	1,800	1,550	2,300
Maintenance charges	18,686	24,551	29,839	32,534	34,060
TOTAL	\$ 284,582	\$ 287,552	\$ 306,583	\$ 289,784	\$ 317,755

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1357	Call Center Manager	1	1	1	0	1
2430	Office Assistant I	3	3	3	3	3
2440	Office Assistant II	1	1	1	1	1
TOTAL:		5	5	5	4	5



PLANNING AND DEVELOPMENT PLANNING DEPARTMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Completed 2 housing reconstructions, and 6 major rehabilitations.
- Provided 8 façade grants to commercial establishments.
- Maintained cumulative 97% lease up rate for Housing program and overall SEMAP rating of “High”.
- Stakeholders in the East Port Region Transportation Study.
- Final Acceptance of the North Pasadena Redevelopment Plan.
- Obtained an allocation of \$14,700,000 from ORCA to the City for Hurricane Ike Non-Housing projects.
- Abandonment of various rights of way and easements.
- Opening of the first Park and Ride Service at Town Square Mall.
- Conducted reviews of 34 subdivision plats and 320 commercial plans.
- Assisted 1065 families with rental assistance through the Housing Choice Voucher Program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Implement the first phase of the Redevelopment Plan.
- Begin the completion of 25 homes in Sunrise Meadows.
- Coordinate with Harris County Transit and local cities for City bus service.
- Participate in the 2010 Census.
- Implement Section 8 Homeownership program.
- Update several development ordinance regulations.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Subdivision plats reviewed	48	46	43	48
% plat actions completed within 30 days	99.0%	99.0%	99.0%	99.0%
Permits reviewed	450	300	320	350
% permits/COs returned within 48 hours	80/90%	80/90%	80/90%	80/90%
Certificates of occupancy reviewed	450	290	300	340
Number of housing vouchers available	1,056	1,056	1,065	1,078
% housing vouchers leased	99.0%	100.0%	97.0%	97.0%
% funding for housing assistance payments	94.0%	100.0%	102.0%	100.0%
CD timelines ratio	1.57	1.28	1.28	1.30



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PLANNING					
Personnel services	\$ 212,106	\$ 186,020	\$ 203,092	\$ 148,771	\$ 278,282
Contractual services	8,466	9,897	13,060	13,699	17,160
Materials and supplies	3,557	3,333	4,050	3,640	6,050
Maintenance charges	88,861	64,964	68,066	63,951	67,018
TOTAL	\$ 312,990	\$ 264,214	\$ 288,268	\$ 230,061	\$ 368,510

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2019	PT Inspector I	0	1	1	1	1
2539	Planner I	1	0	1	0	0
2542	Planner IV	0	1	1	1	1
2560	Planning Director	1	0	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		3	3	5	4	4

STAFFING - HOUSING/CDBG						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1030	Accountant III	2	2	2	2	2
1510	Community Development Manager	1	1	1	1	1
1960	Housing Admin	1	1	1	1	1
1970	Housing Programs Coor	4	4	4	3	4
1980	Housing Rehab Administrator	1	1	1	1	1
2030	Inspector II	3	0	0	0	0
2040	Inspector III	1	4	5	5	5
2050	Inspector IV	1	1	1	1	1
2430	Office Assistant I	3	2	2	1	2
2440	Office Assistant II	1	2	2	2	2
3370	Sr Office Assistant	2	2	2	2	2
TOTAL:		20	20	21	19	21



PLANNING AND DEVELOPMENT ADMINISTRATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Provided management of financial operations for each Planning and Development department/division.
- Provided information and support regarding improved service quality.
- Communicated with Council members regarding Planning and Development priorities and activities.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Assist with the management of financial operations for each department.
- Monitor the progress of division projects and issues.
- Maintain positive communication with City Council and residents regarding Planning and Development activities.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PLANNING AND DEVELOPMENT ADMINISTRATION					
Personnel services	\$ 199,645	\$ 138,232	\$ 144,873	\$ 146,322	\$ 155,485
Contractual services	-	38	800	-	800
Materials and supplies	28	1,472	1,050	210	1,050
Maintenance charges	565	648	544	544	705
TOTAL	\$ 200,238	\$ 140,390	\$ 147,267	\$ 147,076	\$ 158,040

STAFFING		2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
Job Code	Job Title					
1240	Assistant to the Mayor	1	1	0	0	0
1702	Director of Development Services	0	0	1	1	1
	TOTAL:	1	1	1	1	1



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PLANNING AND DEVELOPMENT ECONOMIC DEVELOPMENT LIAISON

MISSION STATEMENT

It is the responsibility of the Economic Liaison for a variety of programs and studies to improve the quality of the City's infrastructure therefore improving the lifestyle of its citizens. Also, the liaison is to provide local businesses and communities with the tools to strengthen and support the City's economy.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Completed study on redevelopment of north Pasadena.
- Brought Metro Park and Ride to the City.
- Completed assessment of Endeavor high rise.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Develop policies and programs to provide infrastructure services through financing of CIP (e.g. water, sewer, drainage, streets, corridors, and neighborhood ditches).
- Develop policies to meet broad economic objectives such as the promotion and marketing of Pasadena through sponsorship, tax incentives and job training.
- Develop policies and programs designed to improve the business climate through efforts to retain businesses, to promote real estate redevelopment, to assist business in expansion and to provide assistance with technology transfer.
- To leverage off of the Chamber of Commerce, San Jacinto Community College, UHCL, CenterPoint Industry and other utility companies for attracting and retaining business, as well as, to encourage tourism.

FY 2010 ADOPTED BUDGET EXPENDITURE SUMMARY

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ECONOMIC DEVELOPMENT LIAISON					
Personnel services	\$ -	\$ 85,337	\$ 142,453	\$ 134,743	\$ 146,502
Contractual services	-	1,538	1,600	1,711	4,300
Materials and supplies	-	1,085	4,500	3,148	2,650
Maintenance charges	-	1,231	4,679	2,989	863
TOTAL	\$ -	\$ 89,191	\$ 153,232	\$ 142,591	\$ 154,315

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1703	Director of Economic Development	0	1	1	1	1
TOTAL:		0	1	1	1	1



PUBLIC SAFETY NEIGHBORHOOD NETWORK

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Graduated 3 crime watch classes with over 200 residents.
- Awarded \$110,000 in neighborhood grant funds.
- Significantly strengthened neighborhood security and city/resident partnerships through neighborhood initiatives in north side neighborhoods of Pasadena.
- Held two grant openings and awarded funding for 34 neighborhood/homeowner association with projects valued at \$394,000 and city investment of \$110,000.
- Held Neighborhood Network Awards Picnic with over 8,000 residents in attendance.
- Held Meet the Mayor with over 40 neighborhood/homeowner associations in attendance.
- Initiated Industry Community Relations Network.
- Initiated Apartment Network.
- Updated Network Website.
- Held Board member training classes.
- Held Network University Training.
- Organized Mayors Good Neighborhood Partnership with Industry leaders.
- Continue Public Service Announcements to improve community participation.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Update Network database with Nixel communications systems for resident notification of Network calendar and event information to increase community outreach and communications.
- Hold 3 crime watch training classes.
- Hold apartment manage crime watch training.
- Award 2 grant openings with funding of \$100,000 awarded.
- Provide quarterly board member training.
- Organize 4 new neighborhood associations.
- Hold 3 new Neighborhood Initiatives, apartment, industry and apartment networks.
- Redevelop matching grant standards and ordinance guidelines.
- Continue Public Service Announcements to improve community participation.
- Organize Holiday Lighting Tour.
- Organize Business Network of donations.
- Organize Network Mapping System by Districts.
- Mayors Good Neighborhood Projects with 6 community projects.
- Develop new brochures on all Network programs.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
NEIGHBORHOOD NETWORK					
Personnel services	\$ 67,586	\$ 71,090	\$ 103,566	\$ 97,659	\$ 75,539
Contractual services	124,443	63,729	83,430	149,679	85,240
Materials and supplies	45,394	17,920	58,150	27,467	25,650
Maintenance charges	15,565	14,718	15,665	16,060	18,495
TOTAL	\$ 252,988	\$ 167,457	\$ 260,811	\$ 290,865	\$ 204,924

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2420	Neighborhood Program Manager	1	1	1	1	1
TOTAL:		1	1	1	1	1

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Neighborhood organizations registered with neighborhood network	133	170	175	178
Neighborhood residents participated in network program, events, and projects	30,000	30,000	35,000	40,000
Neighborhood contribution per \$1 of neighborhood grant funds invested	\$ 2.65	\$ 2.65	\$ 2.65	\$ 2.50
Neighborhood meetings per month	25	25	25	25



PLANNING AND DEVELOPMENT INSPECTIONS

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 Federal and State regulations, City Building Codes, and the Code of Ordinances as adopted by City Council. We also strive to provide exceptional customer service to all of the above individuals or groups serviced by the Inspection and Permit Department; this includes professional management for the City of Pasadena's Occupational License Programs.

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Inspections performed	19,322	16,767	18,412	18,000
Plan reviews (commercial & residential)	2,859	1,031	2,285	2,200
Permits sold	14,467	13,516	15,336	15,000
Complaints	997	419	1,016	750



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
INSPECTIONS					
Personnel services	\$ 1,350,146	\$ 1,393,105	\$ 1,467,022	\$ 1,290,967	\$ 1,444,475
Contractual services	20,449	45,964	40,100	30,088	36,300
Materials and supplies	12,646	13,508	14,650	13,250	14,650
Maintenance charges	119,932	118,650	136,749	135,799	124,382
TOTAL	\$ 1,503,173	\$ 1,571,227	\$ 1,658,521	\$ 1,470,104	\$ 1,619,807

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1150	Assistant Building Official	1	1	1	0	0
1330	Building Official	1	1	1	1	1
2040	Inspector III	2	2	2	2	2
2050	Inspector IV	1	0	0	0	0
2060	Inspector V	9	9	10	10	10
2063	Chief Inspector	0	1	1	1	1
2430	Office Assistant I	4	3	3	2	2
2440	Office Assistant II	0	0	1	1	1
2515	Permit Coordinator	1	1	1	1	1
3370	Sr Office Assistant	2	2	2	3	3
	TOTAL:	21	20	22	21	21



MAINTENANCE SERVICES PROPERTY MANAGEMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Complete Courtroom 1 renovation.
- Replaced and upgraded light fixtures as required to T-8 to comply with Senate Bill 5.
- Replaced several underground services damaged by contractors and Public Works.
- Minimize monies spent on roof repairs, by roof replacement as scheduled.
- Completed installation of new HVAC equipment, ranging in size from, window units to 30 ton units, at fourteen locations.
- Completed new office space for Neighborhood Network.
- Completed new office space for the New City Clinic.
- Installation of new carpet in the hallway at 901 Curtis.
- Completed new office space for the LEPC group.
- Install new roof at the Golden Acres Recreation Center.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Install new roof for the lower section of City Hall.
- Continue minimizing monies spent on roof repairs, by roof replacement as scheduled.
- Get the AIM projects started, Roof Asset Information Management System.
- Install a new security system and cameras for the Fleet Impound yard.
- Closely watch Contractors working with the City on renovation and new construction projects.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Renovation projects	3	1	6	2
Square footage of renovation projects	4,600	3,200	36,000	86,000
Number of facilities maintained	66	66	66	67
Total square footage of facilities maintained	900,000	900,000	900,000	986,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PROPERTY MANAGEMENT/ SPECIAL PURPOSES					
Personnel services	\$ -	\$ (900)	\$ -	\$ (390)	\$ -
Contractual services	233,497	324,012	206,700	214,436	291,700
Materials and supplies	19,564	30,505	61,875	48,500	64,175
Maintenance charges	296,223	245,482	335,103	311,234	378,533
Capital outlay	187,122	510,946	250,165	402,015	-
TOTAL	\$ 736,406	\$ 1,110,045	\$ 853,843	\$ 975,795	\$ 734,408

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
IMPOUNDED/STORAGE					
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ 315,368
Contractual services	-	-	-	-	2,400
Materials and supplies	-	-	-	-	3,000
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 320,768

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2250	Maintenance Tech I	0	0	0	0	4
2260	Maintenance Tech II	0	0	0	0	2
2270	Maintenance Tech III	0	0	0	0	1
TOTAL:		0	0	0	0	7



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
TECHNOLOGY (FUND 071)					
Contractual services	\$ 56,965	\$ 2,137	\$ 23,500	\$ -	\$ -
Materials and supplies	23,238	-	10,000	-	-
Capital Outlay	-	-	-	-	52,000
TOTAL	\$ 80,203	\$ 2,137	\$ 33,500	\$ -	\$ 52,000

*Please note that this fund was previously included in the Special Revenue section; however, internal accountants have recommended that it be presented in the General Fund section as done on the City's comprehensive annual financial report (CAFR).

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
HURRICANE IKE (FEMA/TML) (FUNDS 900 & 910)					
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual services	-	2,953,203	7,863,305	5,173,903	320,905
Materials and supplies	-	50,214	57,614	85,915	787,804
Maintenance charges	-	-	-	-	-
Capital Outlay	-	325,893	344,000	556,383	1,920,472
Other financing uses	-	-	-	-	-
TOTAL	\$ -	\$ 3,329,310	\$ 8,264,919	\$ 5,816,201	\$ 3,029,181



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
OTHER CHARGES					
Personnel services *	\$ -	\$ 9,309	\$ 884,364	\$ 722	\$ 378,500
Contractual services	44,463	53,229	188,030	55,000	55,000
Materials and supplies	35	-	100	-	-
Maintenance charges	122,577	120,422	(482,218)	124,248	144,500
TOTAL	\$ 167,075	\$ 182,960	\$ 590,276	\$ 179,970	\$ 578,000

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



PUBLIC SAFETY EMERGENCY PREPAREDNESS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Maintained our City's Comprehensive Emergency Management Plan at the Advanced level.
- Assisted with the Hurricane Ike recovery process and FEMA Public Assistance Program to reimburse the City for funds expended during the response and recovery.
- Completed one functional and one tabletop exercise.
- Successfully conducted and hosted a regional community hurricane preparedness workshop at the Pasadena Convention Center.
- Implemented an Emergency Management website, www.PasadenaPrepares.net, where citizens can obtain updated information regarding many disaster or emergency operations.
- Developed a comprehensive review and update of the City of Pasadena Code of Ordinances Chapter 10, Office of Emergency Management, which was adopted by City Council.
- Opened a state-of-the-art Emergency Operations Center to serve the community during any future disaster.
- Received federal grant funding to construct a new radio tower to improve public safety radio communications with emergency responders in Pasadena and throughout the region.
- Strengthened the relationships between Southeast Harris County Offices of Emergency management through regular meetings and several joint projects.

PRIORITIES, GOALS AND OBJECTIVES FOR 2009

- Continue to seek out and apply for grant funding related to critical infrastructure protection, a hardened SWAT vehicle, and other homeland security and emergency management topics.
- Sustain NIMS compliance, expand staff training, and further institutionalize the use of the NIMS-based Incident Command System.
- Conduct one full-scale and one tabletop exercise.
- Assist with monitoring the development for a potential outbreak of H1N1 influenza.
- Implement City of Pasadena Alert AM Radio Station to provide vital public information during emergency operations.
- Participate with Harris County in updating the all-hazards mitigation action plan.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
NIMS training (employee %)	60.0%	75.0%	75.0%	85.0%
Grant funding (\$1,000)	\$575,000	\$650,000	\$1,500,000	\$2,800,000
CEMP compliance (plan level)	Adv.	Adv.	Adv.	Adv.
Drill, exercise, training, presentation, workshops (not meetings)	22	25	25	30
Public information programs (media: TV, cable, print, etc)	15	15	15	18
Tier II facility reports	106	110	108	110



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
EMERGENCY PREPARDNESS					
Personnel services	\$ 134,656	\$ 254,173	\$ 265,345	\$ 265,156	\$ 272,715
Contractual services	23,624	21,373	41,000	38,526	41,000
Materials and supplies	14,269	16,923	12,900	7,910	12,400
Maintenance charges	32,911	38,066	43,427	37,359	40,638
TOTAL	\$ 205,460	\$ 330,535	\$ 362,672	\$ 348,951	\$ 366,753

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1625	Emergency Mgmt Coordinator	0	1	1	1	1
3300	Sr Deputy Coordinator	1	1	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		2	3	3	3	3



PUBLIC SAFETY FIRE FIGHTING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Upgrade of Fire Training Facility burn building with modification to single and multi-family dwelling prop design.
- Construction of five bay apparatus enclosure and pump testing facility at fire field.
- Commencement of construction of Fire Stations 3 and 4.
- Specification and purchase of a "Class I" Ferrara engine for Fire Station 4.
- Graduation and Basic Certification of 19 cadets in accordance with State Fireman's and Fire Marshals Association guidelines.
- Advanced officer development conducted at Houston Fire Department Val Jahnke Training Center's Incident Command Simulator.
- Continued phased purchase plan for SCBA replacement in accordance with NFPA standards.
- Continued phased purchase plan of protective equipment and firefighters protective ensembles in accordance with NFPA standards.
- Upgrade of fire ground lighting systems on all apparatus.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Acquire an Accountability System for enhanced firefighter safety.
- Improved response times and continued reduction of fire loss in the community.
- Initiate pre-planning for target hazards in the community by district.
- Continued professional development for firefighters and officers.
- Enhanced recruitment and retention programs for the department.
- Enhanced public awareness and education in fire prevention and safety.
- Land acquisition, design and construction of Fire Station 5.
- Continued phased purchase plan of protective equipment and firefighters protective ensembles in accordance with NFPA standards.
- Specification and purchase of aerial apparatus for replacement of 1995 Sutphen aerial.
- Development of fee schedule and proposed leasing of fire training facility to outside agencies.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Total emergency incidents	1,680	2,002	1,854	1,800
Total property value	\$ 4,357,000	\$ 4,745,050	\$ 1,520,002	\$ 1,250,000
Total property loss	\$ 437,000	\$ 1,025,000	\$ 152,502	\$ 400,000
Total contents value	\$ 374,000	\$ 1,926,050	\$ 90,002	\$ 250,000
Total contents loss	\$ 117,000	\$ 697,591	\$ 26,202	\$ 110,000
Total fire fatalities	1	3	1	-
Response time	6.59 minutes	7:34	7:36	7:00



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
FIRE FIGHTING					
Personnel services	\$ 271,265	\$ 244,930	\$ 275,453	\$ 246,302	\$ 252,783
Contractual services	1,077,362	1,059,635	1,141,381	1,094,975	1,164,000
Materials and supplies	294,846	341,793	389,816	355,777	355,360
Maintenance charges	1,989,404	1,603,476	2,081,854	2,055,607	1,688,566
Capital outlay	64,978	48,565	60,000	55,765	85,000
Other financing uses	-	-	-	-	-
TOTAL	\$ 3,697,855	\$ 3,298,399	\$ 3,948,504	\$ 3,808,426	\$ 3,545,709

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1210	Assistant Fire Chief	1	1	1	1	1
1850	Fire Chief	1	1	1	1	1
1860	Fire Fighting Coordinator	1	1	1	1	1
2856	PT Office Assistant II	0	0	1	0	0
TOTAL:		3	3	4	3	3



PUBLIC SAFETY FIRE PREVENTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Continue the success of the fire inspection division. In FY 2008 this division conducted 3,381 fire and life safety inspections; In FY 2009 the same division conducted 4,516, an increase of 1,135 inspections over the previous fiscal year.
- Continue the success of the fire investigation division. In FY 2009 this division conducted 167 fire investigations which involved both accidental and incendiary causes.
- Have continued to strive to provide quality public fire education programs to multiple organizations, clubs, centers (youth and adult), schools, day care centers, and citizens.
- The successful implementation of the Pasadena Fire Marshal's Office website, www.pasadenafmo.com, has received over 8,000 page views since going online in May. The website provides an overview of the Fire Marshal's office as well as information for citizens on inspection requirements, permits and fire prevention awareness.
- Continued to partner with the Wayne Wright Law Firm out of San Antonio, Texas to provide free smoke detectors to any citizens in need of the devices.
- Continued the successful Knox Box Rapid Entry System program utilized by the Fire Department Emergency Responders for immediate access to buildings.
- Continue the enforcement of the False Fire Alarm Ordinance which has proven to be a success through the reduction in false fire alarms, safety of fire personnel, and equipment responding to such calls.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
FIRE PREVENTION					
Personnel services	\$ 712,535	\$ 792,719	\$ 852,484	\$ 756,008	\$ 874,240
Contractual services	30,991	32,281	29,500	18,950	29,500
Materials and supplies	18,419	20,357	21,192	18,230	20,000
Maintenance charges	124,580	117,362	137,503	129,810	143,310
TOTAL	\$ 886,525	\$ 962,719	\$ 1,040,679	\$ 922,998	\$ 1,067,050

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1220	Assistant Fire Marshal	1	1	1	1	1
1650	Deputy Fire Marshal	5	5	5	5	5
1865	Fire Inspector I	1	1	2	2	3
1870	Fire Marshal	1	1	1	1	1
2701	PT Fire Inspector II	1	1	1	1	1
2901	PT Sr Office Assistant	0	1	1	0	0
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		10	11	12	11	12

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	2009 ESTIMATED	FY 2010 ADOPTED
Investigations				
Arson cases	33	31	22	30
% Arson cases cleared	69.0%	72.0%	75.0%	70.0%
Total fire investigations	180	163	167	160
Inspections				
Number of total inspections	3,622	3,381	4,516	4,000
Education				
Number of fire preventions programs	112	102	67	75
Total program attendance	15,649	14,547	11,606	12,500



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**PUBLIC SAFETY
POLICE DEPARTMENT**

MISSION STATEMENT

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

- Administration
- Investigations
- Operations
- Support

Each division is described in the following pages.

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
POLICE					
Personnel services	\$ 24,767,790	\$ 26,757,332	\$ 26,234,145	\$ 25,602,923	\$ 28,486,668
Contractual services	784,481	925,948	862,792	939,856	641,303
Materials and supplies	335,554	280,233	312,764	317,691	311,936
Maintenance charges	2,291,771	2,360,368	2,803,317	2,740,023	2,390,675
Capital outlay	-	4,824	-	-	-
TOTAL	\$ 28,179,596	\$ 30,328,705	\$ 30,213,018	\$ 29,600,493	\$ 31,830,582

PERFORMANCE INDICATORS

	2007 ACTUAL	2008 ACTUAL	2009 ESTIMATED	2010 ADOPTED
Uniform crime report - property crimes	4,965	4,954	5,375	5,300
Uniform crime report - person crimes	573	636	622	600
Internal affairs complaints received	30	37	39	35
Internal affairs complaints sustained	12	9	14	12



**PUBLIC SAFETY
POLICE DEPARTMENT
ADMINISTRATION DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Renewal of the Edward Byrne Grant to continue pro-active measures.
- Completed construction of the new Pasadena Police Complex.
- Graduated 6 additional officers from the Police Academy.
- Hired 14 new cadets for the Police Academy.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Improve "Performance Measures" to reduce crime.
- Improve availability of crime analysis information to commanders.
- Distribute crime analysis maps to supervisors on a weekly basis.
- Upgrade Tiburon ARS/RMS and CAD database management systems.
- Expand Neighborhood Network to areas of Pasadena which previously have not been serviced by this program.
- Develop and distribute biweekly budget reports for distribution to commanders to promote fiscal accountability.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ADMINISTRATION					
Personnel services	\$ 2,639,958	\$ 2,660,553	\$ 2,500,994	\$ 2,370,593	\$ 2,512,036
Contractual services	375,283	430,237	366,163	436,795	430,000
Materials and supplies	49,077	43,899	36,000	39,606	36,000
Maintenance charges	281,022	341,377	386,193	392,807	297,093
TOTAL	\$ 3,345,340	\$ 3,476,066	\$ 3,289,350	\$ 3,239,801	\$ 3,275,129

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	1	0	0	0	0
1075	Administrative Coordinator	1	1	1	1	1
1160	Assistant Police Chief	2	2	3	3	3
1410	Police Chief	1	0	1	1	1
1710	Director of Crime Lab	1	1	1	1	1
1899	Forensic Chemist II	1	1	1	1	1
1901	Forensic Chemist IV	5	4	4	3	3
1902	Forensic chemist V	0	0	1	1	1
1905	IT Forensic Examiner	0	1	1	1	1
2200	Lieutenant	1	1	0	0	1
2370	Management Analyst II	1	0	0	0	0
2440	Office Assistant II	1	0	0	0	0
2570	Police Officer	14	13	15	14	14
3220	Sergeant	4	4	4	4	4
3267	Sr. Administrative Assistant	0	0	0	0	1
3370	Sr Office Assistant	0	1	2	2	2
	TOTAL:	33	29	34	32	34



**PUBLIC SAFETY
POLICE DEPARTMENT
INVESTIGATIONS DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Burglary and theft detectives have established a working relationship with neighboring agencies, particularly the Houston Police Department, which has greatly assisted in the clearance of cases.
- Obtained laptop computers for all investigators, working more effectively and efficiently from the field.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
INVESTIGATIONS					
Personnel services	\$ 4,122,215	\$ 4,457,394	\$ 4,288,428	\$ 4,149,975	\$ 4,442,286
Contractual services	34,124	33,718	37,370	41,454	44,600
Materials and supplies	17,474	14,517	17,650	15,433	17,650
Maintenance charges	343,182	397,444	431,481	430,337	407,666
Capital outlay	-	4,824	-	-	-
TOTAL	\$ 4,516,995	\$ 4,907,897	\$ 4,774,929	\$ 4,637,199	\$ 4,912,202

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1360	Captain	0	1	0	0	0
2200	Lieutenant	1	1	1	1	1
2440	Office Assistant II	3	3	3	3	3
2570	Police Officer	37	34	35	35	37
3220	Sergeant	14	14	14	14	12
3370	Sr Office Assistant	0	1	1	1	1
TOTAL		55	54	54	54	54



**PUBLIC SAFETY
POLICE DEPARTMENT
OPERATIONS DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Created a communications/jail division under special operation to improve service.
- Upgraded computer equipment for dispatch.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Continue proactive programs to reduce crime and disorder.
- Implement strategies to reduce major accidents.
- Increase participation in Crime Watch and Neighborhood Network Programs.
- Better utilize crime analysis information to direct police resources to areas with emerging crime trends.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
OPERATIONS					
Personnel services	\$ 14,625,760	\$ 15,866,617	\$ 15,838,911	\$ 15,591,508	\$ 17,708,920
Contractual services	36,729	34,432	39,209	45,199	46,503
Materials and supplies	231,582	194,522	221,936	230,480	221,936
Maintenance charges	1,275,836	1,244,439	1,474,524	1,466,749	1,210,761
TOTAL	\$ 16,169,907	\$ 17,340,010	\$ 17,574,580	\$ 17,333,936	\$ 19,188,120

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1625	Emergency Mngmt Coordinator	1	0	0	0	0
2200	Lieutenant	4	4	4	4	4
2430	Office Assistant I	1	0	0	0	0
2440	Office Assistant II	1	0	0	0	0
2570	Police Officer	130	136	151	149	149
2578	PT Police Services Officer - Pool	5	3	8	8	8
2579	Police Services Officer I	19	13	21	21	21
2580	Police Services Officer II	11	11	8	8	8
2581	Police Services Officer III	4	4	9	9	9
2582	PSO Shift Supervisor	3	3	3	3	3
3220	Sergeant	17	18	18	18	20
3370	Sr Office Assistant	2	4	4	3	4
TOTAL:		198	196	226	223	226



**PUBLIC SAFETY
POLICE DEPARTMENT
SUPPORT DIVISION**

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Assisted over 450 children through the Officer Santa program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
SUPPORT					
Personnel services	\$ 3,379,857	\$ 3,772,768	\$ 3,605,812	\$ 3,490,847	\$ 3,823,426
Contractual services	338,345	427,561	420,050	416,408	120,200
Materials and supplies	37,421	27,295	37,178	32,172	36,350
Maintenance charges	391,731	377,108	511,119	450,130	475,155
TOTAL	\$ 4,147,354	\$ 4,604,732	\$ 4,574,159	\$ 4,389,557	\$ 4,455,131

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1490	Clerical Assistant II	1	1	1	1	1
2200	Lieutenant	3	3	3	3	3
2430	Office Assistant I	6	7	8	7	8
2440	Office Assistant II	11	10	10	10	10
2565	Police Admin II	0	0	0	0	1
2570	Police Officer	19	21	21	20	21
2600	Police Cadet	25	9	9	9	15
3040	Record Manager	1	1	1	1	1
3220	Sergeant	5	4	4	4	4
3370	Sr Office Assistant	5	5	5	5	5
TOTAL:		76	61	62	60	69



PUBLIC WORKS DEPARTMENT

MISSION STATEMENT

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

PUBLIC WORKS DEPARTMENT PUBLIC WORKS ADMINISTRATION

MISSION STATEMENT

The Public Works Administration strives to provide administrative leadership to the departments falling under the Public Works umbrella and to support the implementation of all capital improvement projects.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Oversaw the management of financial operations for each Public Works' department/division.
- Provided information and support regarding improved service quality.
- Communicated with council members regarding Public Works priorities and activities.
- Reduced water costs by controlling intake from the City of Houston's Southeast Plant.
- Reduced water losses by control of system pressures

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Assist with the management of financial operations for each department/division.
- Monitor the progress of division projects and major capital improvements.
- Maintain positive communication with City Council and residents regarding Public Works' projects and activities.
- Pursue practices to enhance the public works system to forecast long term needs, increase reliability and security, reduce risks and manage costs.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PUBLIC WORKS ADMINISTRATION					
Personnel services	\$ 197,857	\$ 271,367	\$ 433,252	\$ 376,254	\$ 452,767
Contractual services	2,504	3,605	7,800	7,075	7,800
Materials and supplies	260	211	300	190	300
Maintenance charges	19,055	19,008	18,278	18,278	20,136
TOTAL	\$ 219,676	\$ 294,191	\$ 459,630	\$ 401,797	\$ 481,003

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1240	Assistant to the Mayor	1	0	0	0	0
1705	Director of Public Works	0	1	1	1	1
1910	General Superintendent	0	1	1	1	1
1911	Assistant General Superintendent	0	0	1	1	0
2380	Management Analyst III	1	1	1	1	1
2978	Public Works Manager	0	0	0	0	1
TOTAL:		2	3	4	4	4



PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Maintain the database of the Capital Improvement Plan, GIS, and GASB 34.
- Expedite development plan review time with emphasis on protection of adjacent property owners.
- Maintain records of plats and plans for the citizens upon request.
- Review flood elevation certificates to insure compliance with FEMA regulations.
- Provide utility availability letters for all new construction within the city.
- Coordinate with Harris County to finalize design and commence construction contracts for over \$25 million of Capital Improvement projects.
- Finalize flood insurance rating for improved insurance rates to all citizens.
- Enforce right of way ordinance.
- Investigate complaints.
- Coordinate with Harris County on projects constructed in the City.
- Establish and update City design criteria.
- Continue to seek federal funds to improve infrastructure.
- Implement community rating system (CRS) for the City, thus allowing citizens to qualify for flood insurance discounts.
- Complete construction on Golden Acres Wastewater Treatment Plant upgrades to bring the plant to permitted capacity.
- Implement industrial pre-treatment program.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	2009 ESTIMATED	FY 2010 ADOPTED
Utility availability/flood plain letters	140	130	140	145
Plan reviews	225	272	300	330
Map and data files maintained	1,214	950	1,000	1,100
Construction projects inspected	90	96	94	100
Professional contract oversight	25	31	24	43



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ENGINEERING					
Personnel services	\$ 1,387,247	\$ 1,373,865	\$ 1,441,861	\$ 1,322,808	\$ 1,218,922
Contractual services	48,653	77,271	84,750	59,466	67,750
Materials and supplies	50,582	31,665	40,250	30,873	44,250
Maintenance charges	125,884	105,745	146,706	153,357	163,449
Capital outlay	35,551	-	-	-	-
TOTAL	\$ 1,647,917	\$ 1,588,546	\$ 1,713,567	\$ 1,566,504	\$ 1,494,371

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
STREET LIGHTS AND SIGNALS					
Contractual services	\$ 1,278,585	\$ 1,465,934	\$ 1,770,000	\$ 1,532,120	\$ 1,500,000
TOTAL	\$ 1,278,585	\$ 1,465,934	\$ 1,770,000	\$ 1,532,120	\$ 1,500,000

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	0	0	1	1	0
1190	Assistant City Engineer	1	2	2	1	1
1230	Assistant Public Works Director	2	2	2	2	2
1320	Budget Coordinator	1	1	0	0	0
1400	Chief Construction Inspector	1	1	1	1	1
1415	CIP Coordinator	1	1	0	0	0
1520	Contracts Coordinator	1	1	1	1	1
1740	Drafter	2	2	2	2	2
1761	Engineer III	1	0	0	0	0
1765	Engineering Tech	2	2	2	2	2
2050	Inspector IV	3	3	3	3	3
2070	Junior Party Chief	1	1	1	1	1
2615	Project Management Tech	0	1	1	1	1
2620	Project Manager	2	1	1	1	1
2856	Office Assistant II	0	0	0	0	1
2901	PT Sr Office Assistant	1	0	0	0	0
3370	Sr. Office Assistant	0	0	0	0	1
3660	Utility Maintenance Tech II	1	1	1	1	0
TOTAL:		20	19	18	17	17



PUBLIC WORKS DEPARTMENT SANITATION DIVISION

MISSION STATEMENT

To provide comprehensive, cost effective and environmentally responsible collection, processing and disposal of solid waste in the form of household garbage, brush and heavy trash pick-up while removing recyclable items from the waste stream in an efficient manner.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Filled job vacancies for the department to operate as required.
- Continued household waste collection program.
- Removed containers of Abitibi for extra recycling.
- Upgrade Recycling Center.

PRIORITIES, GOALS, AND OBJECTIVES FOR 2010

- Utilize resources to continue operating the department as required.
- Continue to explore other forms of recycling.
- Continue Recycling Center upgrades.
- Utilize other forms to manage garbage and heavy trash pick up.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Average # customers served per month	326,558	330,667	321,331	328,600
Cost per unit per month	1.76	1.76	2.15	2.16
Recycling routes completed	100.0%	100.0%	100.0%	100.0%
Avg completion of service request	0.98	0.98	0.98	0.98
City residential recycling rate	9.0%	9.0%	19.0%	19.0%



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
SANITATION					
Personnel services	\$ 2,245,818	\$ 2,520,077	\$ 2,632,245	\$ 2,560,802	\$ 2,574,791
Contractual services	3,084,335	3,339,156	3,329,780	3,112,789	3,327,400
Materials and supplies	882,270	1,043,609	1,658,000	1,493,972	1,491,013
Maintenance charges	637,307	413,351	503,385	496,807	493,412
Capital outlay	-	22,619	-	-	-
TOTAL	\$ 6,849,730	\$ 7,338,812	\$ 8,123,410	\$ 7,664,370	\$ 7,886,616

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1790	Equipment Operator II	4	4	4	4	4
1800	Equipment Operator III	1	1	1	1	0
2040	Inspector III	1	1	1	1	1
2895	Pooled Sanitation	0	0	0	0	2
2970	Public Works Assistant II	1	1	1	1	1
3010	Public Works Superintendent	1	1	1	1	1
3140	Sanitation Route Supervisor	2	2	2	2	3
3160	Sanitation Truck Driver	16	16	16	16	16
3170	Sanitation Worker I	15	15	15	14	15
3171	Sanitation Worker II	2	3	3	3	3
TOTAL:		43	44	44	43	46



PUBLIC WORKS DEPARTMENT STREET AND DRAINAGE DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- **Asphalt overlay:** 6800-7000 Line Dr., 900 Block of Gore, Miami (between Southmore and Campbell), Campbell (between Miami to Shaver), 1205 Deepwater, 6000 Sycamore, 3000-3300 Albermarle and 400-600 Malvern
- **Major street section repairs blacktop:** Vince and 225, Finrock, Main at Willow, Scarborough at Lawndale, 2725 Southmore, 1307 Preston, El Jardin at Charles, Fairmont at Pansy, 107 Pitts, 2722 Flowers, 2502 Primrose, 400 N. Richey, 1302 Acacia and 1201 Red Bluff.
- **Major street section repairs concrete:** 4700 block Pinehurst, 1700 block Crenshaw, 1200 block Harris, Strawberry at Fairmont, 4800 block Baywood, 3900 Red Bluff, 2500 Red Bluff and 1600 block Cherokee.
- Numerous driveway and sidewalk repairs as a result of water and sewer restorations, various drain and cave-in drainage repairs or replacements.
- **Special projects:** 209 N. Main (build pad for sewer "set pipes, crushed rock pad and concrete slab w/wall), 2800 Pasadena Blvd (overlay recycling center) and 2621 Genoa Red Bluff (pad for Mulch piles), 1218 Wafer (parking lot) and shooting range (concrete pad)
- **Major drainage improvements on:** 100-1000 Llano, 3300 blk Pansy, Lily (between Spencer and Old Vista), Davison and 225 (cotton patch), Finrock (between Southmore and Jackson), 2609 Leslie, 4207 Shanna, 3434 Crestgrove, Thornwood/Kathryn Circle, 1000-1200 Ann, Martha ditch (between Strawberry and Wichita), 118 Houston, Strawberry Park ditch, 2920 Morning Glory, Morning Glory at Sycamore, Southmore and London, 5200 Burke at Vista, Thomas at Alvin, Crenshaw, 5019 White Manor, 2017 Helen, Dabney ditch, Cresthaven Addition and various ditches/swells that help drainage.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Carry out annual street maintenance plan by maintaining and repairing street surfaces.
- Improve employee safety knowledge on equipment through training.
- Continue teamwork with other divisions of Public Works and city departments to achieve goals.
- Repair and patch streets for utility cuts made by other city departments.
- Provide preventive maintenance and inspection of all drainage facilities.
- Maintain safe citywide flood control water flows.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	2009 ESTIMATED	FY 2010 ADOPTED
Lane miles of streets over-lay	4.50	5.02	5.08	8.00
Linear feet of major section repair	12,521	2,059	2,108	2,500
Linear feet of driveway & sidewalks	18,831	6,832	7,410	8,000
LF drainage improvements-pipes set/ditches clea	23,353	42,394	39,818	45,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
STREET AND BRIDGE					
Personnel services	\$ 2,373,862	\$ 2,217,733	\$ 2,386,010	\$ 2,075,109	\$ 2,205,793
Contractual services	83,675	181,343	182,850	111,540	120,850
Materials and supplies	409,332	482,752	358,700	331,007	348,700
Maintenance charges	592,934	530,558	777,277	781,278	603,612
TOTAL	\$ 3,459,803	\$ 3,412,386	\$ 3,704,837	\$ 3,298,934	\$ 3,278,955

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	0	1	1	1	1
1130	Assistant Superintendent	2	2	3	2	2
1742	Drainage Assistant	1	0	0	0	0
1780	Equipment Operator I	2	3	5	5	5
1790	Equipment Operator II	5	4	4	4	4
1800	Equipment Operator III	0	1	1	1	1
1910	General Superintendent	1	0	0	0	0
2050	Inspector IV	1	0	0	0	0
3010	Public Works Superintendent	0	0	0	1	1
3630	TV Crew Worker II	1	1	1	0	1
3690	Utility Worker I	12	12	12	7	9
3700	Utility Worker II	8	9	10	10	10
3710	Utility Worker IV	3	3	3	3	3
TOTAL:		36	36	40	34	37



PUBLIC WORKS DEPARTMENT TRAFFIC AND TRANSPORTATION DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Began signing for “Adopt a Park” and continue “Adopt a Waterway” and “Adopt a Street” program.
- Replaced all school zone signing with fluorescent green sheeted signs.
- Continued monitoring and retiming signals to improve coordination on major thoroughfares.
- Responded to a number of lightning strikes and power losses.
- Began construction of Fairmont intersections of Preston, Pansy and Lily, to accommodate added lanes on Fairmont.
- Completed reconstruction of Pasadena Blvd. from Red Bluff to Burke.
- Completed reconstruction of Pasadena Blvd. from Buchanan to Houston.
- Began reconstruction of Shaver from Southmore to Pasadena Freeway.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
% lane-miles of streets striped (62 total miles)	75.0%	82.0%	100.0%	85.0%
% of traffic signs installed, replaced or removed based on 25,000 est. total	4.0%	10.0%	18.0%	11.0%
% of controllers replaced	10.0%	11.0%	16.0%	12.0%



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
TRAFFIC AND TRANSPORTATION					
Personnel services	\$ 748,566	\$ 840,149	\$ 853,500	\$ 791,964	\$ 800,857
Contractual services	108,358	100,859	178,200	101,666	123,050
Materials and supplies	152,886	187,222	205,050	229,933	210,400
Maintenance charges	81,544	78,820	116,794	112,819	103,100
Capital Outlay	-	-	10,000	9,050	-
TOTAL	\$ 1,091,354	\$ 1,207,050	\$ 1,363,544	\$ 1,245,432	\$ 1,237,407

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2060	Inspector V	1	1	1	1	1
3230	Sign Markings Tech I	2	0	1	1	1
3240	Sign Markings Tech II	1	2	2	2	2
3245	Sign Markings Tech III	1	1	1	1	1
3250	Sign Markings Tech IV	1	1	1	1	1
3400	Sr Public Works Assistant	1	1	1	1	1
3570	Traffic Director	1	1	1	0	0
3590	Traffic Signal Tech I	0	1	1	1	1
3600	Traffic Signal Tech II	2	0	0	0	0
3601	Traffic Signal Tech III	1	3	3	3	3
3610	Traffic Superintendent	0	1	1	1	1
TOTAL:		11	12	13	12	12



**PUBLIC WORKS DEPARTMENT
ENVIRONMENTAL SERVICES**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Made 42 presentations to schools and other venues.
- Performed 10% Industrial Inspections.
- Inspected all construction sites at least once per month.
- Screened 50% of dry weather major outfalls and 10% of wet weather outfalls.
- Entered all data into MS4 database to produce 2007/2008 Annual Report in June 2009.
- Closed 100% environmental complaints.
- Completed pretreatment requirements.
- Partnered for Earth Day in April 2009 in which 2000 attendees participated.
- Partnered for MS4 Operator Conference June 2009.
- Resolved 4 drainage issues.
- Inspected 10% detention ponds.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Moved to Health Department section on page 96

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED
Presentations	30	42	10
Marker buttons replaced	1,500	600	200
Adopt-a-waterway cleaned (linear feet)	5,000	7,600	7,000
Drainage issue resolution	2	6	4
Detention pond inspection	-	-	10%
Construction inspections	100.0%	100.0%	100.0%
Industrial inspections of 1600 total	22.0%	12.0%	10.0%



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ENVIRONMENTAL SERVICES					
Personnel services	\$ 4,775	\$ 256,004	\$ 292,705	\$ 271,614	\$ -
Contractual services	-	16,340	21,250	17,660	-
Materials and supplies	-	12,458	13,750	9,854	-
Maintenance Charges	-	118	518	8,454	-
TOTAL	\$ 4,775	\$ 284,920	\$ 328,223	\$ 307,582	\$ -

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1742	Drainage Asst	0	1	1	1	0
2620	Project Manager	0	1	1	1	0
2687	PT Clerical Assistant	0	1	2	2	0
2901	PT Sr. Office Asst	0	1	1	1	0
3660	Utility Maintenance Tech II	0	1	1	1	0
TOTAL:		0	5	6	6	0



HEALTH SERVICES HEALTH DEPARTMENT

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 2009

- Provided local and Texas Department of State Health Services public service announcements.
- Protected and relocated 168,000 birth and death records dating from 1953 from building damaged by Hurricane Ike.
- Earned State of Texas 2009 Vital Statistics 5 Star Award for timeliness in filing of birth and death records and satisfying all other qualifying criteria as required by the State.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Birth and death certificates sold	12,366	10,845	11,600	11,600
Permits sold (food, EMS, public pools, tire generators, junkyards, liquid waste generators)	2,130	1,649	1,889	1,889
Permit inspections (EMS, public pools, tire generators, junkyards, liquid waste generators)	200	300	300	300
General sanitation complaints	1,336	1,513	1,500	1,500
General sanitation complaint recheck inspections	857	965	950	950
Liens filed	228	263	245	245
Liens paid and released	96	89	92	92
Food service inspections	973	1,181	1,077	1,077
Food service recheck inspections	825	805	815	815
Vacant lots mowed by City	375	257	316	316
Bid jobs completed by City	57	139	70	70
Certificate of occupancy inspections	604	534	530	530
Plan reviews	289	189	239	239



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
HEALTH DEPARTMENT					
Personnel services	\$ 664,407	\$ 721,956	\$ 748,711	\$ 681,718	\$ 767,664
Contractual services	691,062	823,971	923,560	887,645	1,032,060
Materials and supplies	10,031	9,201	12,150	12,940	12,650
Maintenance charges	61,401	60,295	66,454	65,456	60,853
TOTAL	\$ 1,426,901	\$ 1,615,423	\$ 1,750,875	\$ 1,647,759	\$ 1,873,227

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1370	Chief Health Inspector	1	1	1	1	1
1490	Clerical Assistant II	1	1	1	1	1
2040	Inspector III	3	2	2	1	2
2050	Inspector IV	0	0	1	1	1
2210	Local Registrar	1	1	1	1	1
2430	Office Assistant I	2	2	0	0	0
2440	Office Assistant II	0	0	2	2	2
2770	Health/Medical Doctor	1	1	1	1	1
2960	Public Health Manager	1	1	1	1	1
3130	Sanitarian I	2	2	0	0	0
3131	Sanitarian II	0	0	2	2	2
TOTAL:		12	11	12	11	12



HEALTH DEPARTMENT ANIMAL RESCUE AND ASSISTANCE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Developed networking for animal related resources for disaster preparedness by participating in area Animal Disaster Planning meetings with Harris County and Brazoria County.
- Continued with disaster preparedness, specifically for post hurricane situations.
- Increased volunteer base to more than 150 volunteers; 20 who come regularly to walk the dogs; three that come at least once a week to help clean the shelter.
- Dog and cat adoptions slightly increased.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Remodel the shelter garage to add room for more kennels.
- Update the policy and procedure manual.
- Update animal related City ordinances.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Shelter contacts	64,680	67,000	67,732	68,000
Officer runs	10,655	11,025	10,357	11,000
City license tags sold	1,264	1,300	1,460	1,500
Animals sheltered	9,492	9,400	8,771	9,000
Animals adopted	1,353	1,400	1,325	1,500



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ANIMAL RESCUE AND ASSISTANCE					
Personnel services	\$ 724,489	\$ 767,974	\$ 838,024	\$ 814,026	\$ 952,601
Contractual services	132,493	123,887	150,891	155,842	155,800
Materials and supplies	57,810	56,848	76,607	56,460	79,400
Maintenance charges	55,251	48,008	56,489	57,399	70,969
Capital Outlay	-	-	-	-	-
TOTAL	\$ 970,043	\$ 996,717	\$ 1,122,011	\$ 1,083,727	\$ 1,258,770

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	0	0	1	1	1
1080	Animal Care Technician I	3	2	3	3	3
1090	Animal Control Officer	6	4	7	6	7
1095	Animal Care Technician II	1	2	2	2	2
1380	Chief Animal Control	1	1	1	1	1
2096	Lead Animal Control Officer	1	1	1	1	1
2430	Office Assistant I	2	2	3	3	3
2855	PT Office Assistant	1	1	0	0	0
TOTAL:		15	13	18	17	18



HEALTH DEPARTMENT ENVIRONMENTAL SERVICES

MISSION STATEMENT

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Make 10 presentations at public events (over 500 attendees at each event).
- Perform 10% new industrial inspections and 25% repeat inspections.
- Inspect all construction sites at least once per month.
- Screen 50% of dry weather major outfalls and 10% of wet weather outfalls.
- Collect and analyze primary pollutants at four storm sites for each of three seasons.
- Enter all data into the Environmental Services data base to produce 2009 Annual Report in February 2010.
- Close 100% environmental complaints.
- Maintain Pretreatment Program.
- Partner for Earth Day 2010 on March 13.
- Inspect 100% of detention/retention ponds (structural controls).
- Complete installation of SCADA at Storm Water Sites.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Presentations	See page 90	See page 90	See page 90	10
Marker buttons replaced	"	"	"	200
Adopt-a-waterway cleaned (linear feet)	"	"	"	7,000
Drainage issue resolution	"	"	"	-
Detention pond inspection	"	"	"	100%
Construction inspections	"	"	"	100.0%
Industrial inspections of 1600 total	"	"	"	10.0%



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ENVIRONMENTAL SERVICES					
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ 194,047
Contractual services	-	-	-	-	18,250
Materials and supplies	-	-	-	-	13,250
Maintenance charges	-	-	-	-	3,329
Capital Outlay	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 228,876

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1742	Drainage Asst	0	0	0	0	0
2620	Project Manager	0	0	0	0	1
2687	PT Clerical Assistant	0	0	0	0	1
2901	PT Sr. Office Asst	0	0	0	0	1
3660	Utility Maintenance Tech II	0	0	0	0	1
TOTAL:		0	0	0	0	4



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

MISSION STATEMENT

Provide results-driven leadership, direction and administrative oversight for the City's leisure and education services programs, coordinate interagency and interdepartmental efforts, develop and facilitate long-term plans, ensure that departments comply with City ordinances, state and federal laws, and provide assistance to the Mayor as assigned.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
LEISURE SERVICES ADMINISTRATION					
Personnel services	\$ 226,983	\$ 188,930	\$ -	\$ -	-
Contractual services	5,175	30	-	-	-
Materials and supplies	1,772	1,391	-	-	-
Maintenance charges	3,491	3,096	-	-	-
Capital outlay	-	-	-	-	-
TOTAL	\$ 237,421	\$ 193,447	\$ -	\$ -	-

STAFFING		2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
Job Code	Job Title					
1240	Assistant to the Mayor	1	0	0	0	0
2380	Management Analyst III	0	0	0	0	0
TOTAL:		1	0	0	0	0



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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Parks Department partnered with Trees for Houston in a joint effort to plant trees throughout the city of Pasadena.
- Partnered with the Pasadena Pet Adoption Association to open the first dog park in the City.
- Coordinated efforts with the City Administration to build a new ball field complete at Crenshaw Park and renovate three existing ball field complexes.
- Reorganized the department mowing priorities and trash pickup schedules to improve overall efficiency.
- Added a new playground play station at Crenshaw Park.
- Added more park amenities to enhance park visitor experiences.

PRIORITIES, GOALS AND OBJECTIVES FOR 2009

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Park acres maintained - per week	539	600	600	600
ROW acres maintained - per week	454	-	-	-
Sports fields maintained - per week	31	55	60	60
Hike & bike trail miles maintained - per week	5	7	7	7
<i>Service requests through Call Center - Completed within 15 business days:</i>				
Mowing requests	200	245	250	250
Tree trimming requests	235	214	200	200
Misc. parks service requests	130	123	150	150



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
PARKS					
Personnel services	\$ 2,046,416	\$ 1,978,972	\$ 1,859,512	\$ 1,629,054	\$ 1,677,788
Contractual services	657,029	643,946	620,450	521,469	526,950
Materials and supplies	197,940	184,187	120,700	131,495	120,450
Maintenance charges	449,883	333,314	525,782	488,987	433,077
Capital outlay	306,350	18,344	50,000	50,000	-
TOTAL	\$ 3,657,618	\$ 3,158,763	\$ 3,176,444	\$ 2,821,005	\$ 2,758,265

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	0	0	1	1	1
1415	CIP Coordinator	1	0	0	0	0
1780	Equipment Operator I	3	1	1	1	1
1790	Equipment Operator II	2	0	0	0	0
2260	Maintenance Technician II	1	1	1	1	1
2430	Office Assistant I	1	1	1	1	1
2460	Parks Superintendent	0	1	1	1	1
2470	Parks Foreman	4	4	4	4	4
2480	Parks Worker I	15	16	17	14	14
2490	Parks Worker II	10	6	8	7	6
2500	Parks Worker III	4	3	3	2	2
2857	Pooled Parks	0	0	3	3	1
2858	Pooled Park Custodians	0	0	0	0	5
TOTAL:		41	33	40	35	37



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

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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Revised and developed new Policy and Procedure Manuals, and fee structure for Recreation Division summer camp increasing attendance by almost 40%.
- Increased p/t staffing levels by 60% through outside grant funding.
- Purchased \$10,000 worth of special events equipment through outside grant funding, thus saving funds used in city sponsored special events.
- Designed and implemented new "Movie In The Park" community event, with average attendance of 250-300 participants.
- New community outreach program served over 400 youth across the city.
- Implemented mentorship and cultural arts awareness programs through local recreation centers.
- Relocated last piece of old museum district to Heritage Park Museum Complex.
- Updated audio/visual systems at O'Dell Harrison, Peter C. Fogo and Rusk recreation centers through outside grant funding.
- Continuing education attended: 09 Regional TRAPS Committee, 100% of staff First Aid/CPR, 100% NIMS training, Supervisor Training, 2009 NRPA Conference.
- Installed new heaters at Strawberry pool.
- Currently have two 35 sec commercials advertising Fogo and Odell Recreation Centers

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Seek grant funding to update information technology and other needed improvements for the Heritage Park Museum Complex.
- Ensure staff receives in-house and/or external training opportunities to maintain professional development, by requiring all full time staff to attend a minimum of two outside training opportunities.
- Continue outreach programs to promote Pasadena recreation facilities.
- Increase participation by 6%, through expanding afterschool programming.
- Start 2-3 new afterschool classes, lead by outside paid experienced instructors.
- Implement new "Youth Community Service" project, collaborating with outside service groups.
- Increase participation in the big 4 city sponsored special events (Eggstravaganza, 4th Fest, Monster Mash, Tree Lighting) by at least 10% through increased outside sponsorship.
- Investigate and make recommendation concerning mandatory sportsmanship classes for parents of children enrolled in city athletic programs.
- Continue to develop marketing program for Recreation programs at all centers.
- Complete commercials on Senior Center, Verne Cox, PAL, and Rusk recreation centers.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
RECREATION					
Personnel services	\$ 1,396,510	\$ 1,511,993	\$ 1,754,383	\$ 1,430,616	\$ 1,913,961
Contractual services	299,570	310,687	306,666	219,276	291,955
Materials and supplies	244,468	217,017	267,462	228,719	255,075
Maintenance charges	234,622	192,267	262,428	217,210	258,754
Capital outlay	38,159	-	38,000	38,000	-
TOTAL	\$ 2,213,329	\$ 2,231,964	\$ 2,628,939	\$ 2,133,821	\$ 2,719,745

STAFFING		2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
Job Code	Job Title					
1490	Clerical Assistant II	1	1	1	1	1
1620	Custodian I	3	3	3	3	4
1704	Director of Parks and Recreation	1	0	1	0	1
2430	Office Assistant I	1	1	0	0	0
2440	Office Assistant II	1	0	1	1	1
2583	Pooled Maintenance Worker	1	1	1	1	1
2585	Pooled Technician	0	1	1	1	1
2650	Pooled Athletics	2	2	3	3	2
2741	PT Recreation Attendant	6	6	9	8	9
2840	Pooled Aquatics	7	7	9	9	9
2851	Pooled Recreation Center	4	4	15	15	4
2885	Project Coordinator	1	0	1	1	1
3050	Recreation Assistant I	1	1	1	1	1
3060	Recreation Assistant	0	1	1	1	1
3064	Recreation Attendant I	0	1	1	1	1
3070	Recreation Manager	3	2	2	2	2
3080	Recreation Specialist I	3	3	3	3	3
3081	Recreation Specialist II	0	1	1	1	1
3090	Recreation Specialist III	0	1	1	1	1
3100	Recreation Superintendent	1	1	1	1	1
3370	Sr. Office Assistant	0	1	1	1	1
TOTAL:		36	38	57	55	46

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Athletic participants - youth	3,000	3,000	2,429	2,500
Athletic participants - adult	2,400	2,400	2,726	2,800
Tennis participants & visits	17,000	17,000	17,060	18,000
Aquatics - public swim participants	26,500	26,500	29,245	30,000
Swim lesson participants	1,000	1,000	1,368	1,500
Other program participants	550	550	556	600
Recreation class participants	7,700	8,500	8,900	9,200
CYD program participant numbers	6,800	1,900	7,800	8,000
Recreation centers total division visits	84,000	89,304	102,000	105,000
Customer survey rating	90.0%	90.0%	90.0%	90.0%



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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Provided janitorial services during the Pasadena Livestock Show and Rodeo, thus eliminating the need for contractual labor.
- Provided janitorial services after the Strawberry Festival and 4th Fest activities.
- Cleaned retention ponds.
- Maintained lawn maintenance for Cresthaven and Spencer Village buyout properties.
- Assisted in cutting, cleaning and picking up litter from City drainage right-of-ways.
- Assisted the purchasing department in the selection of Bio Landscaping as the city's mowing contractor to maintain select areas of the city.
- Assisted City Library and Police departments in moving into new facilities.
- Implemented plan to provide regular cleaning of City streets by street sweeper.
- Assisted the City administration to consolidate all of the City's beautification and mowing functions under a single entity.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Utilize community service and work-release personnel to improve the image of the City to ensure that assignments are accomplished.
- Continue to assist other City Departments with light duty manual labor.
- Remove all graffiti within twenty-four hours after notification.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Easements, streets cut and cleaned	3,156	412	1,111	1,500
Number of bags of debris picked up	21,412	21,763	35,954	30,000
Locations graffiti removed	20	340	336	300
Number of miles street sweepers cleaned	698	1,100	3,016	2,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
CLEAN STREETS					
Personnel services	\$ 842,816	\$ 916,457	\$ 1,429,775	\$ 1,291,298	\$ 1,397,769
Contractual services	13,499	16,890	27,950	17,144	97,350
Materials and supplies	37,221	33,680	99,150	83,858	451,900
Maintenance charges	114,911	108,516	154,333	153,202	192,010
Capital outlay	-	-	-	-	-
TOTAL	\$ 1,008,447	\$ 1,075,543	\$ 1,711,208	\$ 1,545,502	\$ 2,139,029

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1475	Clean Streets Manager	0	1	1	1	0
1780	Equipment Operator I	0	2	2	2	2
1790	Equipment Operator II	0	1	2	2	2
2091	Landscaper I	0	0	1	1	3
2092	Landscaper II	0	0	2	2	2
2093	Landscaper III	0	1	1	1	1
2094	Landscape Foreman	0	0	1	1	1
2095	Landscaper IV	0	0	0	0	1
2100	Clean Streets Leader	2	2	2	2	2
2240	Maintenance Supervisor	1	0	0	0	0
2430	Office Assistant I	1	1	1	1	1
3370	Sr. Office Assistant	0	0	0	0	0
3470	Street Cleaner I	1	0	0	0	0
3480	Street Cleaner II	7	9	9	8	9
TOTAL:		12	17	22	21	24



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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Replace aging fleet of golf carts.
- Continue spraying program to keep turf healthy.
- Update restroom facilities on golf course.
- Install facility signage.
- Repair cart paths.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
GOLF COURSE					
Personnel Services	\$ 445,869	\$ 464,972	\$ 546,248	\$ 455,888	\$ 515,523
Contractual services	53,275	44,223	52,814	52,811	61,200
Materials and supplies	67,571	43,083	102,921	87,604	86,150
Maintenance charges	83,833	15,280	37,042	28,829	30,282
Capital outlay	-	-	-	-	-
TOTAL	\$ 650,548	\$ 567,558	\$ 739,025	\$ 625,132	\$ 693,155

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1930	Golf Course Superintendent	1	1	1	1	1
1932	Golf Course Worker I	0	0	0	0	2
1933	Golf Course Worker II	0	0	0	0	1
1940	Golf Prof Director	1	1	1	1	1
2280	Maintenance Technician IV	1	1	1	0	1
2480	Parks Worker I	1	1	1	1	0
2490	Parks Worker II	1	1	1	1	0
2751	PT Golf Course Attendant	3	3	4	2	3
2765	Pooled Golf Course	0	0	7	7	8
2880	PT Pro Shop Attendant	2	2	3	3	3
TOTAL:		10	10	19	16	20



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

MISSION STATEMENT

The overall goal of the Multipurpose Recreation Center is to provide the City of Pasadena's youth and adults with a disability the opportunity for affordable recreation participation, to encourage healthy use of leisure time and to provide innovative therapeutic recreation services.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Customer service rating at 95% as rated by program participants/parents/guardians.
- Increased annual participation by 41% despite two-month facility closure following Hurricane Ike.
- Recruited and filled all vacant positions within division.
- Maintained low number of waiting list for assessments.
- New program opportunities developed, implemented, and evaluated including Family Movie Night, Wheelchair Wind-Up Softball Tournament, Individual Personal Fitness, Adult Cooking, and improved elements of various existing programs.
- Improved and expanded the Texas Shootout Wheelchair Basketball Tournament to 12 teams.
- Continued participant recruitment and retention plan, in particular by communicating and sharing information and promotional materials with PISD teachers and administrators.
- Initiated development and fund-raising for a fully-accessible playground.
- Obtained United States Paralympic Sport Club status.
- Further developed our partnership with Special Olympics and initiated efforts to assume more responsibility in the planning and hosting of Special Olympic activities.
- Completed and implemented policies and procedures for individual programs and office work.
- Developed and distributed comprehensive marketing tools, including a program book, facility business cards, Verne Cox e-mail identity and client e-mailing list, an improved annual calendar, and flyers for individual programs and events.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2010

- Maintain internal and external customer service satisfaction levels to 90% or greater to be measured through customer satisfaction cards.
- Continue to further develop and implement participant recruitment plan.
- Continue to assess customer needs, evaluate current programming, and gather new information through surveys, customer forums, internal program evaluations, and identified organizational meetings to drive implementation of new programming as staffing levels allow.
- Continue to further develop partnerships with Special Olympics, US Paralympics, VA Hospitals, and various aligned agencies to drive implementation of cooperative programming and recruit additional participants.
- Complete a comprehensive policies and procedures manual in order to establish guidelines for current and future programming, program implementation, and staff expectations.
- Continue to further evaluate, develop and implement comprehensive marketing strategies to promote services and programs.
- Continue repairing and updating the facility and replace various equipment and appliances.



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
MULTI-PURPOSE CENTER					
Personnel services	\$ 235,016	\$ 307,638	\$ 454,623	\$ 328,680	\$ 459,678
Contractual services	31,910	42,453	35,400	30,404	45,700
Materials and supplies	24,647	22,892	38,922	37,237	26,600
Maintenance charges	74,734	32,272	35,592	37,870	56,503
Capital outlay	-	-	-	-	20,000
TOTAL	\$ 366,307	\$ 405,255	\$ 564,537	\$ 434,191	\$ 608,481

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1490	Clerical Assistant II	1	0	0	0	0
1620	Custodian I	1	1	1	1	1
2430	Office Assistant I	0	1	1	1	1
2741	Recreation Attendant	0	0	2	2	2
2930	PT Theratutic Aid	1	0	1	1	1
2931	PT Center Pooled Position	4	0	3	3	1
3060	Recreation Assistant	0	1	1	1	1
3064	Recreation Attendant II	0	0	1	1	1
3065	Recreation Attendant II	1	0	0	0	0
3070	Recreation Manager	0	1	1	1	1
3080	Recreation Specialist I	1	1	2	2	2
TOTAL:		9	5	13	13	11

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number of participants per month	347	315	425	475
Number on waiting list for assessments	3	3	3	2
Hours of service units provided	88,331	88,000	85,000	90,000
Customer survey rating	93	93	95	95



LEISURE AND EDUCATION SERVICES CIVIC CENTER

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Increased customer base with the addition of new events: The Rose Annual Shrimp Boil, Cumulus Media Job Fair, Triumph Hospital Company Picnic, Calpine Cosci Employee Safety Training and Coastal Conservation San Jacinto Chapter Fundraiser Banquet.
- Implemented new Fairgrounds electricity procedure for cook-off type events; eliminates service application errors, bills customers for actual electricity used, and increases customer service for our clients.
- Painted the ceiling and top portion of interior walls in Campbell Hall to improve the visual appeal of the facility.
- As a joint effort with the Engineering Department and in conjunction with the City's Green Initiatives, trees were planted throughout the grounds.
- Texas Parks and Wildlife stocked pond with 1,000 Blue-gill Brim and 500 large mouth bass.
- Increased customer satisfaction level with regards to facility cleanliness, personal attention to event details, facility renovations and the addition of items such as pipe and drape to cover the bleachers to increase formal feel of the space.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Increase bookings for the Rodeo Arena, Campbell Hall and FFA Pavilion by bringing in events such as Trade Days and Equine Play Days.
- Broaden and strengthen the rental base by bringing in new events and increasing the level of personal customer service to existing customers.
- Increase revenue by 10%.
- Complete repairs and renovations, purchase and install air curtains at Convention Center and possibly Campbell Hall to decrease electric bills.
- Coordinate and implement website redesign to enhance functionality for potential customers.
- Redesign marketing materials to improve the image and update capacities to follow Fire Marshal's regulations.
- Research software to electronically design layouts for events to suit each customer's specific event needs in a timely, more professional manner and increase efficiency by allowing drawings to be saved for quick access for future use.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number of events	168	149	138	145
Days utilized	292	221	236	240
Revenue	\$ 314,200	\$ 311,126	\$ 234,213	\$ 300,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
CIVIC CENTER					
Personnel services	\$ 476,981	\$ 454,867	\$ 488,291	\$ 446,577	\$ 504,389
Contractual services	140,227	153,029	142,945	105,046	139,100
Materials and supplies	986	10,348	5,896	5,582	5,000
Maintenance charges	128,773	125,284	151,652	122,243	162,864
Capital outlay	-	-	-	-	-
TOTAL	\$ 746,967	\$ 743,528	\$ 788,784	\$ 679,448	\$ 811,353

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1310	General Manager Convention Center	0	1	1	1	1
1813	Facility Worker Supervisor	1	1	1	1	1
1820	Facility Worker I	3	3	2	2	2
1821	Facility Worker II	1	1	3	3	3
2240	Maintenance Supervisor	1	1	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
TOTAL:		7	8	9	9	9



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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Increased marketing strategies for Center with additional coverage of the Municipal Channel, newspaper coverage and speaking engagements.
- All staff in-serviced about SOPs and accountability standards.
- Customer Service Surveys were distributed and used by participants.
- Continued intergenerational programming with school system.
- Customer Service Rating of 95% based on surveys, letter and other data.
- Provided information, referral and assistance to 2,947 seniors.
- Increased the monetary amount of donations received.
- All staff are certified in CPR/AED and NIMS training.
- Acquired CDBG grant funds of \$105,000 for Transportation Voucher Program.
- Repaired facility after Hurricane Ike damages.
- Performed annual refinish to wooden dining room floor.
- Implemented ongoing computer-based courses at the center in order to educate seniors in the area of modern technology.
- Added new program, Lunch and a Movie and new class, genealogy.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2010

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
SENIOR CENTER - MADISON JOBE					
Personnel services	\$ 277,681	\$ 249,183	\$ 290,270	\$ 279,689	\$ 315,692
Contractual services	39,575	36,569	42,050	28,242	39,550
Materials and supplies	13,630	12,944	17,150	11,730	17,050
Maintenance charges	65,864	58,266	72,922	70,375	86,804
Capital outlay	-	-	-	-	-
TOTAL	\$ 396,750	\$ 356,962	\$ 422,392	\$ 390,036	\$ 459,096

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1620	Custodian I	1	1	1	1	1
2430	Office Assistant I	1	1	1	0	1
2741	PT Rec Attendant	0	1	1	1	1
3060	Recreation Assistant	1	1	1	1	1
3070	Recreation Manager	1	1	1	1	1
3080	Recreation Specialist I	0	1	1	1	1
TOTAL:		4	6	6	5	6

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Participants served	23,048	23,597	22,954	24,225
Number participants - after 5 programs	2,936	3,010	3,190	3,350
Number staff administering programs	5	5	5	5
Number staff administering After 5 Program	1	1	1	1
Customer survey rating	95.0%	95.0%	95.0%	95.0%



LEISURE AND EDUCATION SERVICES LIBRARY SERVICES

MISSION STATEMENT

The vision for the Pasadena Public Library System is to provide library services and resources to empower people to live productive lives; to aid business and industry in new development and research initiatives; to provide technology in support of providing equal access for all segments of the population; and that we collaborate with agencies, groups, organizations and individuals to promote and offer beneficial products and services.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Facilitated re-entry into central library facility
 - Re-equipped library acquisition and cataloging division and replaced materials lost due to Hurricane Ike damage.
 - Developed a Floor Plan for Collection
 - Established Design Committee (selected furniture, selected theme for children's and teen areas, etc.)
 - Established Customer Service Team to Create Customer Service Policy
 - Developed a New Model for Service and Redefined Public Services Team
 - Opened Café & Friends Book Store
 - Prepared Usage Policies for Meeting Room & Computer Lab
- Continued efforts to create an exceptional library experience
 - Established the Collection Management Team to establish Collection goals that are responsive to community needs
 - Created Marketing Team to Market Facility & Services
 - Designed Promotional Materials Targeting the Business Community
 - Participated in Area Health Fairs, Business Fairs
 - Developed Library Programming Team to Establish Comprehensive Yearly Programming for All Ages
 - Offered New & Expanded Summer Reading Program
 - Started Holding Computer Classes in the New Business Center
 - Started Using Online Patron Registration
 - Partnered with THE BRIDGE, DESTINY'S VILLAGE & COMMUNITIES IN SCHOOLS
- Acquired funding support from granting agencies, businesses and individual philanthropists.
 - Grants \$58,636, Friends \$8,408, Corporate and individual donations \$7,610
 - New sources of revenue: Business Center, Café, and Friends Bookstore

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Coverage of service hours
- Collection Development
- Orientation of New Staff
- Customer Service
- Marketing Plan
- Programming
- Web Presence/Virtual Services
- Partnerships
- Staff Development and Evaluation
- Establish Career Center
- Outreach



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
LIBRARY					
Personnel services	\$ 2,397,478	\$ 2,506,661	\$ 2,647,356	\$ 2,463,701	\$ 2,673,731
Contractual services	270,430	283,488	374,260	362,714	358,112
Materials and supplies	110,314	98,943	144,787	140,401	114,875
Maintenance charges	215,724	284,096	278,425	340,585	320,320
Capital outlay	170,163	167,317	173,687	173,687	192,087
TOTAL	\$ 3,164,109	\$ 3,340,505	\$ 3,618,515	\$ 3,481,088	\$ 3,659,125

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1620	Custodian I	1	1	1	1	1
2128	PT Librarian I	2	1	2	1	2
2129	Librarian I	2	2	2	2	2
2130	Librarian II	1	3	4	2	4
2140	Librarian III	3	2	4	2	4
2150	Library Assistant I	3	5	5	5	5
2160	Library Assistant II	7	9	9	9	9
2170	Library Director	1	1	1	1	1
2180	Library Services Coordinator	3	3	3	3	3
2190	Library Services Manager	5	6	5	5	5
2686	PT Clerical Assistant I	1	3	3	3	3
2687	PT Clerical Assistant II	5	7	7	7	7
2830	PT Library Assistant	2	1	1	1	1
3350	Sr Library Assistant	1	1	1	1	1
3370	Sr Office Assistant	1	1	1	1	1
3521	Tech Support Analyst II	1	1	1	0	1
2129	Librarian I	1	0	0	0	0
2130	Librarian II	1	0	0	0	0
2140	Librarian III	1	0	0	0	0
2150	Library Assistant I	1	0	0	0	0
2160	Library Assistant II	2	0	0	0	0
2190	Library Services Manager	1	0	0	0	0
2686	PT Clerical Assistant I	1	0	0	0	0
2687	Clerical Assistant II	0	0	0	0	0
2835	Pooled Library	0	0	1	1	1
TOTAL:		47	47	51	45	51

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Visits (onsite, telephone, web)	858,669	1,221,748	1,277,657	1,560,000
Items checked out	303,552	376,414	397,804	648,000
Circulation activity (check-ins, check-outs, holds,	870,247	704,920	680,919	722,400
Reference transactions	38,812	35,697	39,873	40,000
Public computer use (Internet)	134,112	111,317	109,124	150,000
Program attendance	35,480	22,665	13,954	36,000
Community education (computer classes, early childhood literacy, etc. presented by library)	19,509	13,000	5,472	20,180
Library revenues (deposited general fund)	\$ 80,484	\$ 61,836	\$ 52,267	\$ 50,000
Material turnaround time (in days)	16.3	12.6	13.3	14.0
Materials downloaded by Patrons	N/A	N/A	N/A	N/A
Marketing activities (distribution of materials- promotional, educational, newsletters and surveys)	30,814	33,892	85,153	50,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
OTHER FINANCING USES					
GENERAL GOVERNMENT\TRANSFERS OUT	\$ 666,440	\$ 666,440	\$ 666,440	\$ 666,440	\$ 638,700
POLICE\TRANSFERS OUT	14,417	-	-	-	-
TOTAL	\$ 680,857	\$ 666,440	\$ 666,440	\$ 666,440	\$ 638,700



**FY 2010 ADOPTED BUDGET
DEBT SERVICE FUND**

The Debt Service fund is a legally restricted fund utilized to account for primarily property tax revenues used to pay long-term debt principal and interest for the City's general obligation debt. General obligation bonds and tax-supported certificates of obligation are issued to finance major capital improvements, usually over twenty years. The City is limited to the amount of tax-supported debt it can incur by Article IX, Section 14 of the City Charter which limits the City's total general obligation bonded indebtedness at any one time to 10% of assessed property value. At the time the budget was prepared, the City did not have a certified roll, but for comparison purposes we used last year's 10% of assessed property value of \$573 million.

**FY 2010 ADOPTED BUDGET
DEBT SERVICE FUND SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BEGINNING FUND BALANCE	\$ 1,020,164	\$ 1,495,924	\$ 2,607,222	\$ 2,607,222	\$ 1,154,158
REVENUE					
Ad val taxes-current yr	10,873,692	11,589,297	11,970,000	11,835,748	11,900,000
Ad val taxes-prior yr	318,382	310,420	320,000	161,726	169,974
Penalties and interest	237,140	228,813	170,000	132,762	139,400
Special vehicle inventory tax	39,382	-	-	-	-
General Property Taxes	11,468,596	12,128,530	12,460,000	12,130,236	12,209,374
Interest earned	103,610	69,731	24,675	25,328	24,062
Investment Income	103,610	69,731	24,675	25,328	24,062
Transfer from general fund	166,440	166,440	166,440	166,440	138,700
Refunding bonds issued	2,415,000	-	-	-	-
Premiums on bonds	10,875	-	-	-	-
Other Revenues	2,592,315	166,440	166,440	166,440	138,700
TOTAL REVENUE	14,164,521	12,364,701	12,651,115	12,322,004	12,372,136
PRINCIPAL AND INTEREST PAYMENTS					
Property Tax Supported Debt Service					
Principal	5,444,315	6,686,440	6,666,440	6,571,440	6,813,700
Interest	5,819,860	4,561,037	5,341,972	5,170,169	4,947,028
Subtotal Tax Supported Debt	11,264,175	11,247,477	12,008,412	11,741,609	11,760,728
OTHER EXPENDITURES					
Arbitrage	-	-	18,459	18,459	20,000
To refunded escrow agent	2,364,119	-	-	2,000,000	-
Issuance costs	50,081	-	-	-	-
Fiscal charges	10,386	5,926	15,000	15,000	5,000
SUBTOTAL OTHER COSTS	2,424,586	5,926	33,459	2,033,459	25,000
TOTAL EXPENDITURES	13,688,761	11,253,403	12,041,871	13,775,068	11,785,728
Revenue Over/(Under) Expenditures	475,760	1,111,298	609,244	(1,453,064)	586,408
ENDING FUND BALANCE	\$ 1,495,924	\$ 2,607,222	\$ 3,216,466	\$ 1,154,158	\$ 1,740,566



Tax Supported Debt Service Schedule

Year End as of September 30,	Principal	Interest	Total Debt Service
2010	\$ 6,675,000	\$ 4,947,028	\$ 11,622,028
2011	6,675,000	4,690,073	11,365,073
2012	6,815,000	4,432,200	11,247,200
2013	7,060,000	4,164,822	11,224,822
2014	7,220,000	3,872,863	11,092,863
2015	7,425,000	3,562,472	10,987,472
2016	7,610,000	3,241,535	10,851,535
2017	6,970,000	2,923,932	9,893,932
2018	6,795,000	2,617,187	9,412,187
2019	6,980,000	2,315,005	9,295,005
2020	8,200,000	1,988,853	10,188,853
2021	8,345,000	1,630,533	9,975,533
2022	7,425,000	1,282,307	8,707,307
2023	6,635,000	966,345	7,601,345
2024	5,420,000	693,602	6,113,602
2025	4,665,000	462,760	5,127,760
2026	3,205,000	283,894	3,488,894
2027	2,860,000	147,269	3,007,269
2028	1,720,000	40,850	1,760,850
	\$ 118,700,000	\$ 44,263,530	\$ 162,963,530



**FY 2010 ADOPTED BUDGET
SYSTEM FUND SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 8,092,263	\$ 11,752,933	\$ 11,242,779	\$ 11,242,779	\$ 10,974,514
REVENUES	31,131,025	30,853,416	32,902,366	31,424,530	33,196,590
EXPENDITURES	27,470,355	31,363,570	34,690,402	31,692,795	30,896,110
REVENUES OVER EXPENDITURES	3,660,670	(510,154)	(1,788,036)	(268,265)	2,300,480
ENDING AVAILABLE RESOURCES	\$ 11,752,933	\$ 11,242,779	\$ 9,454,743	\$ 10,974,514	\$ 13,274,994

FUND NARRATIVE

The System fund is an enterprise fund that includes water and wastewater system operations. The fund is operated in a manner similar to private business enterprises, where costs of providing the services to the public are financed primarily through user charges. The City provides water and wastewater service to approximately 35,000 residential, commercial and industrial customers. Water and sewer revenues provide 99% of the total revenue generated in the System fund so the City must continually monitor costs to ensure that the fund is self-supporting. In past years revenues have been less than budgeted mainly due to much wetter conditions.



**FY 2010 ADOPTED BUDGET
SYSTEM FUND REVENUE DETAIL**

Revenue Category	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Interest earned	\$ 386,097	\$ 363,757	\$ 282,379	\$ 145,462	\$ 138,334
INVESTMENT INCOME	386,097	363,757	282,379	145,462	138,334
Recovery of damage claims	-	3,488	-	-	-
Waste recycling revenues	-	-	-	4,982	-
Prior year expense refund	611,939	-	-	-	-
OTHER REVENUE	611,939	3,488	-	4,982	-
Water revenues	16,553,547	20,218,027	17,074,457	17,166,980	17,980,000
Water revenues adjustments	(685,741)	(3,845,880)	(3,032,410)	(1,311,054)	(1,948,000)
Water connections	117,710	95,620	192,400	179,935	131,000
Sewer revenues	14,238,236	14,873,442	15,801,110	13,307,743	14,140,000
Sewer revenues adjustments	(498,111)	(1,842,419)	(879,576)	(52,060)	(399,000)
Sewer connections	33,000	29,030	36,400	75,700	46,000
Facility lease revenues	-	13,700	-	-	-
Penalties	789,703	839,028	702,000	664,921	765,000
Penalties adjustments	(11,296)	(8,129)	-	(45,840)	(22,000)
Miscellaneous water revenue	25,432	28,277	20,800	-	18,000
Miscellaneous water revenue adjustment	277,462	954,291	200,000	271,114	250,000
Wastewater rehab reserves	3,970	-	-	-	-
Large meter revenues	-	-	2,458,160	2,458,160	2,818,256
Wastewater rehab fees	90	54	-	40	-
Wastewater rehab adjustments	(15,693)	(42,064)	-	(17,264)	-
Year end accrual revenues	(716,964)	(810,677)	-	(763,821)	(764,000)
OPERATING REVENUE	30,111,345	30,502,300	32,573,341	31,934,554	33,015,256
Bad debt recovery	(19,356)	(58,629)	-	-	-
Sale of city property	-	-	-	(704,968)	-
Other	41,000	42,500	44,500	44,500	43,000
NON-OPERATING REVENUE	21,644	(16,129)	44,500	(660,468)	43,000
FEMA/Hurricane Ike	-	-	2,146	-	-
INTERFUND TRANSFERS	-	-	2,146	-	-
SYSTEM FUND REVENUE TOTAL	\$ 31,131,025	\$ 30,853,416	\$ 32,902,366	\$ 31,424,530	\$ 33,196,590



**FY 2010 ADOPTED BUDGET
SYSTEM FUND EXPENDITURES SUMMARY**

BY CATEGORY	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 6,811,459	\$ 7,158,886	\$ 8,518,427	\$ 7,524,367	\$ 8,151,644
Contractual services	5,499,795	8,199,251	7,346,912	6,423,632	5,645,150
Materials and supplies	1,125,326	1,473,092	1,774,938	1,622,997	1,705,800
Maintenance charges	1,259,699	855,232	1,009,979	1,088,702	953,306
Other charges	5,528,374	4,953,161	5,185,390	4,316,670	4,503,000
Other uses	5,712,288	6,622,549	7,612,469	7,580,262	6,518,210
Other financing	1,300,000	1,800,000	2,300,000	2,300,000	2,500,000
Capital outlay	233,414	301,399	942,287	836,165	919,000
TOTALS	\$ 27,470,355	\$ 31,363,570	\$ 34,690,402	\$ 31,692,795	\$ 30,896,110
 BY DEPARTMENT/DIVISION					
Wastewater rehabilitation	\$ 2,130,496	\$ 1,976,142	\$ 2,457,521	\$ 2,171,806	\$ 2,196,728
Wastewater collection	2,673,823	2,654,379	2,932,985	2,750,618	2,790,095
Wastewater plants	4,043,591	4,390,280	4,985,961	4,547,515	4,818,102
Wastewater maintenance	842,773	993,487	1,049,018	1,013,072	1,130,871
Water distribution	2,133,329	2,066,983	2,785,446	2,558,088	2,259,456
Water production	6,489,764	6,014,387	6,439,427	5,398,384	5,711,353
Water billing	2,144,291	4,845,363	4,155,150	3,373,050	2,835,295
Debt service	5,671,819	6,583,652	7,572,000	7,539,793	6,477,741
Other charges	1,340,469	1,838,897	2,312,894	2,340,469	2,676,469
TOTALS	\$ 27,470,355	\$ 31,363,570	\$ 34,690,402	\$ 31,692,795	\$ 30,896,110



PUBLIC WORKS DEPARTMENT WASTEWATER REHABILITATION DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Continued to cross train employees in installing potable water lines and in cleaning storm water lines.
- Continue to provide training to employees.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Sanitary manholes rehabbed	58	96	78	80
Televised sanitary sewer lines (miles)	4.07	3.11	3.65	3.50
Televised storm sewer lines (miles)	0.05	1.58	0.13	1.00
Smoke tests performed (miles)	0.11	0.43	0.00	0.25
Sanitary sewer main line replaced (miles)	1.44	4.43	5.41	4.75
Service line connections replaced	50	190	214	200
Water main replaced (miles)	0.38	0	0	0
Storm lines cleaned (miles)	24.49	37.22	15.34	30.00
Storm drains cleaned	456	549	432	475



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WASTEWATER REHABILITATION					
Personnel services	\$ 1,292,878	\$ 1,296,267	\$ 1,603,475	\$ 1,340,955	\$ 1,405,893
Contractual services	23,035	54,246	34,700	19,301	24,700
Materials and supplies	174,670	273,509	331,600	330,210	307,150
Maintenance charges	492,049	316,753	400,746	397,096	300,985
Capital outlay	147,864	35,367	87,000	84,244	158,000
TOTAL	\$ 2,130,496	\$ 1,976,142	\$ 2,457,521	\$ 2,171,806	\$ 2,196,728

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1130	Assistant Superintendent	1	1	1	1	0
1780	Equipment Operator I	2	2	2	2	2
1790	Equipment Operator II	4	4	5	3	5
2430	Office Assistant I	0	0	1	0	1
3620	TV Crew Worker I	2	2	2	1	1
3630	TV Crew Worker II	0	0	1	1	1
3640	TV Crew Worker IV	1	1	1	1	1
3660	Utility Maintenance Technician III	0	0	1	1	1
3670	Utility Maintenance Technician III	2	3	3	3	2
3684	Assistant Utilities Superintendent	0	0	0	0	1
3690	Utility Worker I	2	2	3	2	2
3700	Utility Worker II	5	4	4	2	4
3705	Utility Worker III	1	1	1	1	1
3720	Utility Worker Lead	1	1	1	1	1
TOTAL:		21	21	26	19	23



**PUBLIC WORKS DEPARTMENT
WASTEWATER COLLECTION DIVISION**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Reduced citizen complaints.
- Cross trained employees on new equipment acquired for installing sewer pipe.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Service calls	5,184	4,871	4,380	4,000
Riser repairs	181	168	294	200
Main line replacement (feet)	9,889	8515.5	6823.5	7,500
Grease trap inspections	98	698	725	750



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WASTEWATER COLLECTION					
Personnel services	\$ 1,958,772	\$ 1,926,970	\$ 2,119,819	\$ 2,019,587	\$ 2,110,616
Contractual services	365,756	374,961	354,400	329,231	347,300
Materials and supplies	117,556	175,001	194,523	136,807	167,950
Maintenance charges	231,739	165,975	184,243	185,986	164,229
Capital outlay	-	11,472	80,000	79,007	-
TOTAL	\$ 2,673,823	\$ 2,654,379	\$ 2,932,985	\$ 2,750,618	\$ 2,790,095

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1130	Assistant Superintendent	1	1	1	1	1
1780	Equipment Operator I	2	3	3	3	3
1790	Equipment Operator II	1	1	1	1	1
2430	Office Assistant I	0	1	1	1	1
2969	Public Works Assistant I	1	0	0	0	0
2970	Public Works Assistant II	0	1	1	1	1
3010	Public Works Superintendent	1	1	1	1	1
3177	SCADA Technician IV	1	0	0	0	0
3690	Utility Worker I	7	6	6	4	5
3700	Utility Worker II	7	8	8	8	8
3705	Utility Worker III	0	1	1	1	1
3710	Utility Worker IV	11	11	12	12	12
TOTAL:		32	34	35	33	34



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**FACILITY OPERATIONS DEPARTMENT
WASTEWATER PLANTS DIVISION**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Installed new belt press at Golden Acres Wastewater Treatment Plant.
- Implemented new odor control system at Golden Acres Wastewater Treatment Plant.
- Construction started on Golden Acres Wastewater Treatment Plant.
- Started automation on SCADA system for Vince Bayou Wastewater Plant.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- 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.
- Construction completed on Golden Acres Wastewater Treatment Plant and will be on line to meet permit.
- Remove hydraulic grinders and install step screens at Vince Bayou Wastewater Treatment Plant.
- Cover conveyor system at belt press at Vince Bayou Wastewater Treatment Plant.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ACTUAL	FY 2010 ADOPTED
Annual flow (billion gallons)	5.1	4.5	4.1	5.0

**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WASTEWATER PLANTS					
Contractual services	\$ 3,859,403	\$ 4,093,594	\$ 4,474,058	\$ 4,159,272	\$ 4,341,250
Materials and supplies	35,261	108,377	78,489	83,140	68,050
Maintenance charges	4,913	4,178	5,127	2,676	5,802
Other charges	144,014	82,173	150,000	82,300	103,000
Capital outlay	-	101,958	278,287	220,127	300,000
TOTAL	\$ 4,043,591	\$ 4,390,280	\$ 4,985,961	\$ 4,547,515	\$ 4,818,102



PUBLIC WORKS DEPARTMENT WASTEWATER MAINTENANCE DIVISION

MISSION STATEMENT

To maintain the City's 63 lift stations, this includes repairing or replacing pumps, repairing check and gate valves, control panel replacement, and installing and maintaining the City's SCADA (Supervisory Control and Data Acquisition) system, a computer system which monitors the various wastewater sites.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Construction started on Sunset lift station.
- Construction started on Westside lift station.
- Started pre-treatment program and sample grabs.
- Replaced flow meters at El Cary & El Jardin.
- Replaced all check valves at Thomas & Preston lift station.
- Installed fourth pump at Thomas & Preston lift station.
- Acquired new Beltway 8 lift station.
- Built and installed bollards around all electrical service poles at Vince Bayou Wastewater Treatment Plant.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Replace Llano lift station.
- Start construction on El Cary lift station.
- Start new lift station at Clearpoint & Beltway 8.
- Complete Westside lift station.
- Complete Sunset lift station.
- Utilize local scheduled training to improve the skill of the workforce, meet certification requirements, and manage costs.

PERFORMANCE INDICATORS

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



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WASTEWATER MAINTENANCE					
Personnel services	\$ 436,766	\$ 499,194	\$ 566,675	\$ 576,562	\$ 737,853
Contractual services	112,272	137,195	105,100	80,529	83,400
Materials and supplies	170,524	159,789	244,612	226,264	181,050
Maintenance charges	77,566	65,629	82,631	89,102	78,568
Capital outlay	45,645	131,680	50,000	40,615	50,000
TOTAL	\$ 842,773	\$ 993,487	\$ 1,049,018	\$ 1,013,072	\$ 1,130,871

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2965	Pooled Public Works Worker	0	0	4	4	4
3010	Public Works Superintendent	1	1	1	1	1
3400	Sr Public Works Assistant	1	1	1	1	1
3650	Utility Maintenance Technician I	1	2	2	2	2
3660	Utility Maintenance Technician II	2	2	2	2	3
3670	Utility Maintenance Technician III	0	0	0	0	1
3680	Utility Maintenance Lead	2	2	2	2	2
TOTAL:		7	8	12	12	14



PUBLIC WORKS DEPARTMENT WATER DISTRIBUTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Replaced and upgraded deteriorated water lines.
- Improved response time in answering citizen complaints.
- Provided opportunities for continued training and education of Water Distribution employees, which enhanced the ability of the employees to provide a quality service to the customers.
- Inspected and repaired the bypasses on 23 large meters in order to reduce water loss.
- Conducted a water audit of entire water system.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number of leaks repaired	1,571	15,697	1,943	1,900
Fire hydrants repaired/replaced	53	84	69	75
Meters set	298	209	147	150
Pipes replaced (feet)	12,000	8,850	12,000	16,000



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WATER DISTRIBUTION					
Personnel services	\$ 1,455,143	\$ 1,493,189	\$ 1,639,280	\$ 1,508,910	\$ 1,477,008
Contractual services	57,414	40,072	42,500	23,580	32,500
Materials and supplies	349,675	349,308	514,000	465,260	453,600
Maintenance charges	261,192	163,492	253,666	252,456	235,348
Capital outlay	9,905	20,922	336,000	307,882	61,000
TOTAL	\$ 2,133,329	\$ 2,066,983	\$ 2,785,446	\$ 2,558,088	\$ 2,259,456

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1130	Assistant Superintendent	0	1	0	0	0
1780	Equipment Operator I	4	4	4	4	4
1800	Equipment Operator III	1	1	1	1	1
3010	Public Works Superintendent	1	0	1	1	0
3660	Utility Maintenance Technicia II	0	0	1	1	1
3670	Utility Maintenance Technician III	5	6	6	4	5
3671	Utility Maintenance Technician IV	0	1	1	1	1
3685	Utilities Superintendent	0	0	0		1
3690	Utility Worker I	6	6	6	5	6
3700	Utility Worker II	4	4	5	5	5
TOTAL:		21	23	25	22	24



PUBLIC WORKS DEPARTMENT WATER PRODUCTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Maintained seven water wells.
- Rehabilitated one well and put back in service.
- Provided in excess of 6.7 billion gallons of water to meet the city's demand.
- Maintained all water storage facilities in accordance with state regulations.
- Continued cross-connection control program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Maintain and upgrade our equipment for optimum performance.
- Provide safe and clean water in adequate quantities.
- Develop methods and practices to more effectively provide water for current and future needs.
- Utilize local scheduled training to improve the skill of the workforce, meet certification requirements, and manage costs.
- Implement revisions of UPC plumbing code in cross-connection control.
- Cross train personnel with Water Distribution, Wastewater Collection and Wastewater rehab to create a more productive Utilities Division.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Southeast water production plant (billion gallons)	4.5	5.7	6.0	7.0
East water plant (billion gallons)	1.0	0.7	0.3	0.0
Well water (million gallons)	34.6	375.0	300.0	350.0
Fire hydrants painted & serviced	280	220	10	25
Fire hydrants flushed	723	1,074	400	500
Meters tested	2,860	1,250	25	50



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WATER PRODUCTION					
Personnel services	\$ 651,562	\$ 688,841	\$ 894,456	\$ 732,447	\$ 744,768
Contractual services	295,376	353,993	370,000	301,814	355,000
Materials and supplies	56,815	42,421	61,400	54,200	58,200
Maintenance charges	101,651	58,144	78,181	75,952	68,385
Other charges	5,384,360	4,870,988	5,035,390	4,233,971	4,400,000
Capital Outlay	-	-	-	-	85,000
TOTAL	\$ 6,489,764	\$ 6,014,387	\$ 6,439,427	\$ 5,398,384	\$ 5,711,353

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1130	Assistant Superintendent	1	1	1	1	1
1490	Clerical Assistant II	0	1	1	1	1
2050	Inspector IV	1	1	1	0	1
2969	Public Works Assistant I	1	0	0	0	0
3650	Utility Maintenance Technician I	4	6	7	4	5
3660	Utility Maintenance Technician II	3	2	2	2	2
3670	Utility Maintenance Technician III	2	1	2	2	2
3680	Utility Maintenance Lead	0	1	1	1	0
3684	Assistant Utilities Superintendent	0	0	0	0	1
TOTAL:		12	13	15	11	13



PUBLIC WORKS DEPARTMENT WATER BILLING

MISSION STATEMENT

The Water Billing Office handles the accounting, billing and collection of water, sewer and garbage receivables. The office also initiates the water and sewer tap process for new structures and collects payments for the taps. Our mission is to ensure excellence in customer service through accuracy, efficiency, fairness, convenience, teamwork, leadership and integrity.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Billed \$41 million in revenue and read over 400,000 accounts.
- Replaced 18,500 malfunctioning meter interface units (MIUs).
- Decreased number of complaints by over 80%.
- Reduced overtime expenditures by 35% as compared to previous year costs.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Review fees charged to ensure that the City is recouping the costs associated with various activities of the water and sewer fund.
- Replace the website payment provider to address accessibility issues.
- Ensure that radio frequency invalid reads are maintained at less than 1% error rate.
- Acquire a remittance scanner to accelerate the deposit of checks.
- Review current deposit practices and stolen water issues and develop and implement recommendations to reduce risk to the City.

PERFORMANCE INDICATORS

INDICATORS	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Service orders processed	53,318	56,216	33,320	30,000
Connect/disconnects	9,803	12,172	11,115	12,500
Customer service inspections	843	438	225	300
Account inventory	35,271	35,691	35,800	35,900
Amount billed	\$37.9 Million	\$37.6 Million	\$40.9 Million	\$41.5 Million



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WATER BILLING					
Personnel services	\$ 1,016,338	\$ 1,254,425	\$ 1,628,547	\$ 1,345,906	\$ 1,539,506
Contractual services	786,539	3,145,190	1,966,154	1,509,905	461,000
Materials and supplies	220,825	364,687	350,314	327,116	469,800
Maintenance charges	90,589	81,061	99,135	85,434	99,989
Other charges	-	-	-	399	-
Capital outlay	30,000	-	111,000	104,290	265,000
TOTAL	\$ 2,144,291	\$ 4,845,363	\$ 4,155,150	\$ 3,373,050	\$ 2,835,295

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1250	Assistant Water Billing Manager	1	1	1	1	1
1265	Billing Coordinator	0	0	1	1	1
1490	Clerical Assistant II	0	0	1	1	1
1495	Collections Coordinator	0	1	1	1	1
3460	Sr Water Billing Assistant	4	4	4	4	4
3530	Tech Support Analyst III	1	0	0	0	0
3650	Utility Maintenance Technician I	2	3	4	4	3
3660	Utility Maintenance Technician II	2	2	3	2	3
3670	Utility Maintenance Technician III	1	1	1	1	1
3671	Utility Maintenance Technician IV	0	1	1	1	1
3785	Pooled Water Billing Worker	0	0	3	3	3
3790	Water Billing Assistant I	2	2	2	1	1
3800	Water Billing Assistant II	4	4	5	5	5
3810	Water Billing Manager	0	1	1	1	1
TOTAL:		17	20	28	26	26



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
DEBT SERVICE					
Other uses	\$ 5,671,819	\$ 6,583,652	\$ 7,572,000	\$ 7,539,793	\$ 6,477,741
TOTAL	\$ 5,671,819	\$ 6,583,652	\$ 7,572,000	\$ 7,539,793	\$ 6,477,741

**FY 2009 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 AMENDED BUDGET	FY 2008 ESTIMATED	FY 2009 ADOPTED
OTHER CHARGES					
Personnel services	\$ -	\$ -	\$ 66,175	\$ -	\$ 136,000
Maintenance Charges	-	-	(93,750)	-	-
Other uses	40,469	38,897	40,469	40,469	40,469
Other financing uses	1,300,000	1,800,000	2,300,000	2,300,000	2,500,000
TOTAL	\$ 1,340,469	\$ 1,838,897	\$ 2,312,894	\$ 2,340,469	\$ 2,676,469



**FY 2010 ADOPTED BUDGET
INTERNAL SERVICE FUNDS SUMMARY**

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	1,241,446	723,962	499,198	10,799,391	13,263,997
REVENUE					
Interest earned	25,627	6,578	11,775	127,286	171,266
Charges for sales or services	10,420,356	1,128,398	1,000,000	14,507,920	27,056,674
Other revenue/transfers	500	64,000	192,000	-	256,500
TOTAL REVENUES	10,446,483	1,198,976	1,203,775	14,635,206	27,484,440
EXPENDITURES					
Personnel services	5,037,027	98,326	-	-	5,135,353
Contractual services	1,338,830	16,367	-	68,000	1,423,197
Material & supplies	2,919,120	1,000	-	-	2,920,120
Maintenance charges	804,349	-	-	-	804,349
Capital outlay	1,024,000	-	-	-	1,024,000
Other uses/charges	-	815,000	1,203,000	14,244,000	16,262,000
TOTAL EXPENDITURES	11,123,326	930,693	1,203,000	15,312,000	28,569,019
REVENUES OVER/(UNDER)					
EXPENDITURES	(676,843)	268,283	775	(676,794)	(1,084,579)
ENDING FUND BALANCE	564,603	992,245	499,973	10,122,597	12,179,418

DESCRIPTION

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

The ending fund balance of these four funds provides a buffer for the City's General and System fund balances. Unforeseen costs can be funded within the confines of these funds without unduly hampering City operations as conducted through the General and System funds. Although the cost of health care continues to grow, changes made to the plans available to employees have continued to help keep our costs down. However, the Maintenance fund projected ending fund balance of \$564,603 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 \$12.2 million.



**FY 2010 ADOPTED BUDGET
WORKERS' COMPENSATION FUND (067)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
REVENUE					
Interest earned	\$ 33,957	\$ 34,734	\$ 30,151	\$ 6,924	\$ 6,578
Investment Income	33,957	34,734	30,151	6,924	6,578
Recovery of damage claims	-	48,826	-	30,987	-
Prior year expense refund	2,667	45,940	-	84,099	44,000
Insurance recovery	161,083	133,222	20,000	43,032	20,000
Expense/Recovery Income	163,750	227,988	20,000	158,118	64,000
Contributions - city	1,150,557	882,992	965,030	896,323	1,128,398
Contribution Income	1,150,557	882,992	965,030	896,323	1,128,398
Transfer from general fund	-	-	-	-	-
Total Revenue	1,348,264	1,145,714	1,015,181	1,061,365	1,198,976
EXPENDITURES					
Personnel services	41,332	88,194	95,945	92,536	98,326
Contractual services	16,367	14,846	16,367	13,859	16,367
Materials & supplies	2,096	5,737	1,172	433	1,000
Other uses	648,934	626,171	909,059	820,980	815,000
Other financing	-	200,000	500,000	500,000	-
Total Expenditures	708,729	934,948	1,522,543	1,427,808	930,693
Revenue Over/(Under) Expenditures	639,535	210,766	(507,362)	(366,443)	268,283
Beginning Fund Balance	240,104	879,639	1,090,405	1,090,405	723,962
Ending Fund Balance	\$ 879,639	\$ 1,090,405	\$ 583,043	\$ 723,962	\$ 992,245

STAFFING		2007	2008	2009	2009	2010
Job Code	Job Title	Actual	Actual	Amended	Filled	Adopted
3120	Safety Coordinator	1	1	1	1	0
3120	Safety & Risk Manager	0	0	0	0	1
TOTAL:		1	1	1	1	1



**FY 2010 ADOPTED BUDGET
HEALTH INSURANCE FUND (069)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
REVENUES					
Interest earned	\$ 548,519	\$ 453,094	\$ 378,430	\$ 133,985	\$ 127,286
Investment Income	548,519	453,094	378,430	133,985	127,286
Recovery of damage claims	-	-	-	-	-
Prior year expense refund	60,296	59,074	95,000	7,705	42,000
Hmp insurance	-	178	-	-	-
City health contributions	10,890,110	10,943,520	11,100,000	10,676,588	12,049,920
Retiree health contribution	483,710	519,562	585,000	413,085	585,000
Cobra health contribution	-	17,704	-	9,729	9,000
Employee health deduction	836,853	804,844	860,000	774,061	860,000
Flex spending	213,157	231,423	200,000	260,572	200,000
Insurance recovery	582,070	392,774	100,000	1,031,424	500,000
Dental - EE deduction	110,200	111,271	112,000	117,989	112,000
Dental - retiree contribution	61,654	16,230	65,000	58,048	45,000
Life-EE additional life ins	105,726	118,390	105,000	100,929	105,000
Contributions	13,343,776	13,214,970	13,222,000	13,450,130	14,507,920
Transfer from general fund	-	-	-	-	-
Transfer from maintenance fund	-	-	-	-	-
TOTAL REVENUE	13,892,295	13,668,064	13,600,430	13,584,115	14,635,206
EXPENDITURES					
Personnel services	(978)	3,654	-	-	-
Contractual services	36,101	46,502	68,000	39,021	68,000
Material and supplies	-	554	-	36	-
Other uses:					
Claims/claims related expenses	5,155,586	7,652,916	7,940,000	9,879,678	7,940,000
Prescription drugs	1,192,995	1,300,566	1,508,000	1,322,552	1,508,000
Administration fees	446,317	512,311	750,000	611,581	750,000
Dental insurance	333,322	312,204	370,000	358,364	370,000
Other	1,656,935	2,057,281	3,737,300	3,396,962	3,676,000
IBNR accrual adjustment	(603,739)	(484,427)	-	-	-
Transfer to general fund	-	-	500,000	500,000	1,000,000
TOTAL EXPENDITURES	8,216,539	11,401,561	14,873,300	16,108,194	15,312,000
Revenue Over/(Under)					
Expenditures	5,675,756	2,266,503	(1,272,870)	(2,524,079)	(676,794)
Beginning Fund Balance	5,381,211	11,056,967	13,323,470	13,323,470	10,799,391
Ending Fund Balance	\$ 11,056,967	\$ 13,323,470	\$ 12,050,600	\$ 10,799,391	\$ 10,122,597



**FY 2010 ADOPTED BUDGET
GENERAL LIABILITY INSURANCE FUND (FUND 070)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
REVENUES					
Interest earned	\$ 55,281.00	\$ 32,469.00	\$ 20,607.00	\$ 12,395.00	\$ 11,775.00
Investment Income	55,281	32,469	20,607	12,395.00	11,775
Recovery of damage claims	82,557	106,494	95,000	117,968.00	102,000
Insurance recovery	428,536	3,120	10,000	48,199.00	20,000
Prior year expense refund	133,525	73,100	35,000	62,617.00	70,000
Other Revenues	644,618	182,714	140,000	228,784.00	192,000
Contributions - general fund	500,000	500,000	500,000	500,000.00	500,000
Contributions - system fund	300,000	300,000	300,000	300,000.00	500,000
Contributions - workers' comp fund	-	200,000	-	-	-
Contributions	800,000	1,000,000	800,000	800,000.00	1,000,000
Total Revenue	1,499,899	1,215,183	960,607	1,041,179.00	1,203,775
EXPENDITURES					
Other uses	1,170,235	1,142,466	1,283,000	1,156,558.00	1,203,000
Total Expenditures	1,170,235	1,142,466	1,283,000	1,156,558.00	1,203,000
Revenue Over/(Under)Expenditures	329,664	72,717	(322,393)	(115,379.00)	775
Beginning Fund Balance	212,196	541,860	614,577	614,577.00	499,198
Ending Fund Balance	\$ 541,860	\$ 614,577	\$ 292,184	\$ 499,198	\$ 499,973



**FY 2010 ADOPTED BUDGET
MAINTENANCE FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BEGINNING AVAILABLE RESOURCES	7,504,110	8,133,563	3,150,483	3,150,483	1,241,446
REVENUES	11,785,266	9,736,711	11,488,502	10,794,969	10,446,483
EXPENDITURES	11,155,813	14,719,791	14,029,787	12,704,006	11,123,326
REVENUES OVER/(UNDER) EXPENDITURES	629,453	(4,983,080)	(2,541,285)	(1,909,037)	(676,843)
ENDING AVAILABLE RESOURCES	8,133,563	3,150,483	609,198	1,241,446	564,603

DESCRIPTION AND EXPLANATION OF FUND

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

ALLOCATION CRITERIA

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



**FY 2010 ADOPTED BUDGET
MAINTENANCE FUND REVENUE DETAIL**

MAINTENANCE FUND REVENUE CATEGORY	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 PROPOSED
Towing charges	\$ -	\$ -	\$ 500	\$ -	\$ 500
Charges for Service	-	-	500	-	500
Interest earned	428,665	223,782	213,733	26,976	25,627
Investment Income	428,665	223,782	213,733	26,976	25,627
Miscellaneous	10,552	17,021	2,000	2,224	2,000
Recovery of damage claims	4,381	9,029	3,500	-	3,500
Mailroom revenues	123,756	100,692	128,229	128,229	121,361
Motor pool equipment	6,904,572	5,017,992	5,948,751	5,948,751	5,390,069
Donation	-	11,092	-	-	-
Building maintenance	261,648	284,088	441,729	441,729	452,571
Information tech revenues	1,588,620	1,524,192	1,762,127	1,762,127	1,778,977
Electrical dept revenues	1,021,150	751,656	1,004,330	1,004,330	1,067,223
Radio equipment	352,308	329,040	355,349	355,349	344,304
Warehouse	125,212	322,738	327,602	327,602	474,329
Janitorial	645,252	622,848	677,652	677,652	736,022
Operating Revenues	11,037,451	8,990,388	10,651,269	10,647,993	10,370,356
Sale of city property	319,150	522,541	50,000	120,000	50,000
Non-Operating Revenue	319,150	522,541	50,000	120,000	50,000
Debt proceeds	-	-	570,000	-	-
FEMA/Hurricane Ike	-	-	3,000	-	-
Other Financing Sources	-	-	573,000	-	-
TOTAL REVENUE	\$11,785,266	\$ 9,736,711	\$11,488,502	\$10,794,969	\$10,446,483



**FY 2010 ADOPTED BUDGET
MAINTENANCE FUND EXPENDITURES**

EXPENDITURE SUMMARY

BY CATEGORY	FY 2009				
	FY 2007 ACTUAL	FY 2008 ACTUAL	AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Personnel services	\$ 4,637,927	\$ 5,021,393	\$ 5,318,200	\$ 4,923,621	\$ 5,037,027
Contractual services	1,279,826	1,128,842	1,330,690	1,328,859	1,338,830
Materials & supplies	2,578,430	3,472,555	3,384,661	2,913,395	2,919,120
Maintenance charges	703,947	608,320	815,574	944,050	804,349
Other charges	-	-	-	-	-
Debt services	-	-	220,000	-	-
Capital outlay	1,955,683	4,488,681	2,960,662	2,594,081	1,024,000
TOTAL	11,155,813	14,719,791	14,029,787	12,704,006	11,123,326

BY DEPARTMENT/DIVISION

Technical Services					
Information services	1,491,574	1,571,125	1,945,468	1,876,129	1,758,295
Radio services	423,474	432,484	551,802	471,374	344,376
Voice communications	-	-	-	-	-
Subtotal Technical Services	1,915,048	2,003,609	2,497,270	2,347,503	2,102,671
Maintenance Services					
Fleet management	6,821,200	10,242,133	8,729,978	7,850,940	6,339,745
Building maintenance	296,520	397,970	433,363	402,732	412,691
Janitorial	635,329	608,731	677,996	633,179	707,157
Electrical	1,060,572	1,084,159	1,025,268	1,052,235	1,027,872
Subtotal Maintenance Svcs	8,813,621	12,332,993	10,866,605	9,939,086	8,487,465
Purchasing					
Mailroom	120,833	108,269	130,718	119,687	121,329
Warehouse	306,311	274,920	330,280	297,730	381,861
Subtotal Purchasing	427,144	383,189	460,998	417,417	503,190
Other	-	-	204,914	-	30,000
TOTAL	\$ 11,155,813	\$ 14,719,791	\$ 14,029,787	\$ 12,704,006	\$ 11,123,326



TECHNICAL SERVICES INFORMATION TECHNOLOGY

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Completed upgrade of server rooms and installation of OPT-E-MAN network (WAN Connections).
- Completed all infrastructure/network changes necessary for the new Police Complex.
- Completed the phone switch upgrade and merging of 3 switches into one.
- Upgraded existing computers at courts with a PC Blade server.
- Set up PC Blade server for Dispatch and EOC in the New Police Complex.
- Completed installation of new citywide server backup system.
- Upgraded Police Tiburon System and Hardware.
- Re-located users from 901 Curtis to other facilities.
- Replaced equipment lost due to hurricane IKE.
- Completed all infrastructure/network changes necessary for the remodeled Main Library.
- Completed upgrading/replacing all Police Laptops and computers for the Tiburon upgrade.
- Started reviewing new in-car video systems for Police vehicles.
- Started infrastructure/network planning for new Fire Stations 3 and 4.
- Started equipment planning for new Fire Stations 3 and 4.
- Started implementing ticket writer system for Police Department and Courts

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Upgrade Sungard Finance and Community systems to current release adding additional features and web options.
- Finish infrastructure/network to connect Fire Station 3 and 4 to the City network.
- Finish installing equipment at the new Fire Station 3 and 4.
- Migrate the Fire Department from Tiburon System to Firehouse System.
- Finish implementing ticket writer system for Police Department and Courts.
- Upgrade Cognos report writer to current version.
- Eliminate home grown access databases with other systems.
- Upgrade GroupWise email system to next release.
- Upgrade Novell network to next release.
- Migrate TIPS to new server.
- Update Call Center to new VOIP system.
- Implement the new spam filter GWAVA.
- Review, select and implement License Plate Recognition system.



**FY 2010 PROPOSED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 PROPOSED
INFORMATION TECHNOLOGY					
Personnel services	\$ 621,855	\$ 737,479	\$ 822,387	\$ 780,452	\$ 715,251
Contractual services	603,845	484,331	682,061	679,286	707,380
Materials & supplies	158,502	237,331	289,054	254,400	249,050
Maintenance charges	107,372	63,987	75,554	85,579	62,614
Capital outlay	-	47,997	76,412	76,412	24,000
TOTAL	\$ 1,491,574	\$ 1,571,125	\$ 1,945,468	\$ 1,876,129	\$ 1,758,295

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1070	Administrative Assistant	0	0	0	0	1
1200	Manager of Information Technology	1	1	1	1	1
1340	Business System Analyst III	1	0	1	1	2
1350	Business System Analyst IV	1	1	1	1	1
1351	Business System Analyst V	0	0	0	0	0
1700	Director Information Services	0	1	1	1	1
2925	PT Tech Support Analyst III	1	1	1	0	0
3520	Tech Support Analyst I	2	2	2	2	0
3521	Tech Support Analyst II	1	1	2	2	2
3530	Tech Support Analyst III	3	2	1	1	0
3531	Tech Support Analyst V	0	1	1	1	1
3540	Tech Support Analyst IV	1	1	2	2	2
TOTAL:		11	11	13	12	11

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number of desktop computers installed	84	135	401	100
Average time to close service calls (days)	2	2	2	2
Average number service calls per month	487	415	435	400
% service calls completed within 24 hours	66	75	85	75
Number of laptop computers deployed	56	101	113	70



TECHNICAL SERVICES RADIO SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number radio installations	140	148	140	140
Number radio removals	120	112	140	140
Number radio repairs	750	585	1,200	1,300



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
RADIO SERVICES					
Personnel services	\$ 192,333	\$ 227,537	\$ 208,658	\$ 193,435	\$ 212,051
Contractual services	82,750	71,368	95,429	80,965	84,000
Materials & supplies	9,353	13,083	23,300	20,417	23,300
Maintenance charges	11,054	9,096	58,165	56,557	25,025
Capital outlay	127,984	111,400	166,250	120,000	-
TOTAL	\$ 423,474	\$ 432,484	\$ 551,802	\$ 471,374	\$ 344,376

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
3020	Radio Technician I	1	1	1	1	1
3030	Radio Technician III	1	1	1	1	1
3210	Sr Radio Technician	1	1	1	1	1
TOTAL:		3	3	3	3	3



MAINTENANCE SERVICES FLEET MANAGEMENT

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 2009

- Enrolled mechanics in vendor provided training courses.
- Replaced 117 vehicles and equipment as of October 28, 2008.
- Reissued well-conditioned and maintained vehicles and equipment turned in by one department to another department to increase productivity.
- Maintenance Services hosted five (5) auctions for impound and City vehicles as of October 28.
- Completed the upgrade on the fuel island dispensers and fuel force software.
- Filled four (4) positions for Fleet Technicians: Tire Tech, Small Engine, Body Shop, and Garage.
- Ordered a new rollback wrecker.
- Created two (2) wrecker driver positions to tow City and impound vehicles 24/7.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Continue to ensure that 75% of gasoline powered vehicle purchases are LEV certified.
- Continue to ensure that 100% of diesel powered vehicle purchases are LEV certified (ULSD).
- Provide training opportunities for shop technicians.
- Increase vehicle life expectancy through aggressive preventative maintenance program.
- Recoup funds by auctioning City of Pasadena vehicles and equipment.
- Try to obtain pay adjustments for certified employees.
- Upgrade shop equipment as needed.
- Continue having impounded and City of Pasadena vehicle auctions as needed.
- Purchase more fuel efficient vehicles and equipment.
- Try to provide a tool allowance for Techs.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Work orders per mechanics				
Shop 1 - heavy fleet	1,024	1,150	1,300	1,600
Shop 2 - light fleet	1,931	1,853	2,000	2,200
Shop 3 - body repair	481	510	550	650
Shop 6 - tire repair	508	608	700	800
Shop 7 - parts room	27	35	45	55
Light duty vehicle and equipment units	786	956	1,200	1,400
Heavy duty vehicle and equipment units	349	493	600	800



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
FLEET MANAGEMENT					
Personnel services	\$ 2,093,820	\$ 2,183,459	\$ 2,319,923	\$ 2,162,811	\$ 2,097,556
Contractual services	386,008	398,095	336,500	371,299	338,250
Materials & supplies	2,346,481	3,156,490	3,001,467	2,580,949	2,575,500
Maintenance charges	167,192	174,805	354,088	338,212	328,439
Capital outlay	1,827,699	4,329,284	2,718,000	2,397,669	1,000,000
TOTAL	\$ 6,821,200	\$10,242,133	\$ 8,729,978	\$ 7,850,940	\$ 6,339,745

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1075	Administrative Coordinator	0	0	1	1	1
1730	Director of Fleet Maintenance	1	1	1	1	1
2230	Maintenance Superintendent	1	1	1	1	1
2240	Maintenance Supervisor	3	3	3	3	3
2250	Maintenance Technician I	4	4	4	4	0
2260	Maintenance Technician II	3	3	4	4	4
2270	Maintenance Technician III	1	2	2	2	1
2280	Maintenance Technician IV	1	1	1	1	1
2290	Maintenance Technician V	15	16	17	17	17
2310	Maintenance Assistant II	1	1	1	1	1
3360	Sr Maintenance Assistant	1	0	0	0	0
TOTAL:		31	32	35	35	30



MAINTENANCE SERVICES BUILDING AND EQUIPMENT MAINTENANCE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Prioritized and address all work orders in accordance to our S.O.P.
- Continued P.M. services in all facets of our operations.
- Maintained facilities to their optimum operational capacity at minimal costs.
- Planned project completion efficiently.
- Improved the quantity and quality of work performed on all projects.
- Completed renovations to Engineering at 901 Curtis.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	2009 ESTIMATED	FY 2010 ADOPTED
Work orders completed	345	403	460	500
Average hours per small projects/work orders	12	12	12	12
Average hours per large projects/work orders	75	75	75	75



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
BUILDING MAINTENANCE					
Personnel services	\$ 211,647	\$ 321,747	\$ 344,874	\$ 308,153	\$ 312,656
Contractual services	6,336	7,820	7,500	7,816	8,900
Materials & supplies	4,157	5,106	6,050	5,395	6,450
Maintenance charges	74,380	63,297	74,939	81,368	84,685
TOTAL	\$ 296,520	\$ 397,970	\$ 433,363	\$ 402,732	\$ 412,691

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1300	Building Technician V	4	4	4	4	4
2240	Maintenance Supervisor	0	1	1	1	1
TOTAL:		4	5	5	5	5



MAINTENANCE SERVICES JANITORIAL (CUSTODIAL)

MISSION STATEMENT

The Custodial Division's Goal is to provide quality custodial services for the City of Pasadena. This includes completing all tasks associated custodial duties from facility cleaning, appearance, floor maintenance and physical health issues at City facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Achieved an accident free record in 2007.
- Continued to improve communication between custodial staff and their customers.
- Improved custodial services at all facilities (through proper training and planning).
- Continued cross training and different facility training.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Number of locations cleaned daily	13	13	12	13
Sq. footage of locations cleaned daily	244,000	244,000	187,480	273,480
Sq. footage cleaned per custodian daily	22,182	22,182	18,748	27,348



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
JANITORIAL					
Personnel services	\$ 479,377	\$ 496,897	\$ 523,283	\$ 497,213	\$ 560,497
Contractual services	130,173	91,054	130,150	116,786	125,150
Materials & supplies	10,316	8,227	10,350	4,967	10,350
Maintenance charges	15,463	12,553	14,213	14,213	11,160
TOTAL	\$ 635,329	\$ 608,731	\$ 677,996	\$ 633,179	\$ 707,157

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1620	Custodian I	9	9	10	10	10
1630	Custodian II	1	1	1	1	1
2695	PT Custodian I	0	1	1	1	1
TOTAL:		10	11	12	12	12



**MAINTENANCE SERVICES
ELECTRICAL DIVISION: ELECTRICAL, HVAC AND PLUMBING**

MISSION STATEMENT

The purpose of the Electrical/HVAC Division of the Maintenance Services Department is to provide quality service to the City, maintaining and installing Electrical/HVAC Systems and Equipment. Also, we attempt to provide a safe, enjoyable and comfortable environment for our citizens and employees.

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Replaced several underground electrical services damaged by contractors and Public Works
- Renovated the bull pen area at the Municipal Court.
- Replaced 50+ light fixtures with T-8 Electronic Energy Savings Fixtures (Senate Bill 5).
- Upgraded lighting system In the PM and Body Shop areas.
- Assisted in the installation of the new Security system.
- Completed Installation of new HVAC systems.
- Hired a Master Plumber so we can get good quality workmanship.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Maintain facilities to their optimum operational capacity at minimal costs.
- Install new energy efficient HVAC units to reduce electrical consumption.
- Install security system and cameras at the Fleet Impound yard.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
HVAC service calls completed	400	349	322	330
HVAC equipment installations	15	12	11	10
HVAC preventive maint. services	320	362	350	360
Plumbing work orders completed	300	351	318	350
Electrical work orders completed	585	625	614	625
Electrical upgrades to meet Senate Bill 5 Requirements	7.0%	5.0%	5.0%	8.0%
Electrical, HVAC, and plumbing total square footage of facilities maintained	900,000	900,000	986,000	986,000
Combined total units HVAC maintains, condensers, air handlers, boilers etc.	320	320	327	327



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
ELECTRICAL					
Personnel services	\$ 742,159	\$ 803,102	\$ 765,846	\$ 717,594	\$ 753,185
Contractual services	1,860	8,698	4,700	2,740	4,700
Materials & supplies	36,070	39,726	41,360	36,485	41,360
Maintenance charges	280,483	232,633	213,362	295,416	228,627
TOTAL	\$ 1,060,572	\$ 1,084,159	\$ 1,025,268	\$ 1,052,235	\$ 1,027,872

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1290	Building Technician IV	2	1	1	0	1
1300	Building Technician V	6	6	7	7	7
1817	Facility Superintendent	1	1	1	1	1
2240	Maintenance Supervisor	1	1	1	1	1
2310	Maintenance Assistant II	1	0	0	0	0
3370	Sr. Office Assistant	0	1	1	1	1
TOTAL:		11	10	11	10	11



PURCHASING MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

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

The aims of the department are:

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Provided citywide print-shop copying services.
- Increased reproduction volume by 14%.
- Printed, stuffed and mailed multiple large jobs.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Improve service capabilities to all departments.
- Cost savings by processing more reproduction jobs internally.
- Cost savings by sending large mail-outs at bulk mail rates.
- Review upgrade to faster postal equipment.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	2009 ESTIMATED	FY 2010 ADOPTED
Average cost per mail unit processed (metered)	\$ 0.51	\$ 0.63	\$ 0.63	\$ 0.64
Total number of mail units processed (metered)	318,958	153,345	165,845	180,000
Average monthly print/copy demand (# pages)	95,450	61,824	70,580	85,000
Total number b&w / Color printing jobs	896 / 224	400 / 70	497 / 73	550 / 80
Total printing jobs over 5,000 pages	31	20	30	35
Average number of print job requests per month	94	41	57	70



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
MAILROOM					
Personnel services	\$ 40,725	\$ 45,704	\$ 48,192	\$ 44,557	\$ 49,356
Contractual services	60,026	45,441	53,750	47,208	48,750
Materials & supplies	6,155	5,605	6,155	5,580	6,185
Maintenance charges	13,927	11,519	22,621	22,342	17,038
TOTAL	\$ 120,833	\$ 108,269	\$ 130,718	\$ 119,687	\$ 121,329

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
2430	Office Assistant I	1	1	1	1	1
TOTAL:		1	1	1	1	1



PURCHASING WAREHOUSE DIVISION

MISSION STATEMENT

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

Vision: The vision of the Warehouse is to achieve the highest level of customer services by partnering with City departments to deliver first class services.

The department maintains an inventory of the most commonly used maintenance, repair and operational supplies for all City departments, as well as maintaining the automotive parts inventory for the City's vehicle fleet.

Motto: "TEAMWORK =100% INVENTORY ACCURACY"

ACHIEVEMENTS FOR FISCAL YEAR FOR 2009

- Continue to evaluate inventory balance.
- Delivering products to multiple City locations.
- Assist in identifying workflow improvements.
- Improved accuracy.
- Assisting Departments in a timely manner to meet all their emergency needs.
- "All" stock has been properly identified and marked.
- Crews have been advised not to go into the pipe yard before going to the front desk.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Continue to improve accuracy by balancing at the end of each day.
- Continue to evaluate inventory balance.
- To assist Depts. with special needs.
- New stock items are kept inside until the old is depleted then taken outside.
- Monitor and update obsolete stock numbers.

PERFORMANCE INDICATORS

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ESTIMATED	FY 2010 ADOPTED
Total # SKU's	1,055	1,243	1,213	1,213
Average inventory value	\$ 262,000	\$ 432,961	\$ 317,627	\$ 325,000
Inventory turnover rate	4.90	4.90	4.90	4.90
Inventory shrinkage (dollars)	\$ 1,875	\$ 3,012	\$ 3,969	\$ 2,500



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
WAREHOUSE					
Personnel services	\$ 256,011	\$ 205,468	\$ 258,873	\$ 219,406	\$ 306,475
Contractual services	8,828	22,035	20,600	22,759	21,700
Materials & supplies	7,396	6,987	6,925	5,202	6,925
Maintenance charges	34,076	40,430	43,882	50,363	46,761
TOTAL	\$ 306,311	\$ 274,920	\$ 330,280	\$ 297,730	\$ 381,861

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1355	Buyer II	1	1	1	1	1
3450	Sr Warehouse Assistant	1	1	1	1	1
3759	Warehouse Assistant I	2	1	2	2	2
3780	Warehouse Supervisor	0	0	0	0	1
TOTAL:		4	3	4	4	5



**FY 2010 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
OTHER CHARGES					
Personnel services	\$ -	\$ -	\$ 26,164	\$ -	\$ 30,000
Maintenance charges	-	-	(41,250)	-	-
Debt services	-	-	220,000	-	-
TOTAL	\$ -	\$ -	\$ 204,914	\$ -	\$ 30,000

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



FY 2010 ADOPTED BUDGET SPECIAL REVENUE FUNDS

OVERVIEW

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

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

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

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

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

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

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

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



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

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

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

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

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

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

FY 2010 SPECIAL REVENUE FUNDS SUMMARY

FUND NAME	BEGINNING BALANCE (10/1/2009)	FY 2010 ESTIMATED REVENUES	FY 2010 ESTIMATED EXPENDITURES	REVENUES OVER/(UNDER) EXPENDITURES	ENDING BALANCE (9/30/2010)
Equity Sharing - Treasury	\$ 469,915	\$ 79,811	\$ 170,900	\$ (91,089)	\$ 378,826
Juvenile Case Mgr Fund	17,682	43,123	44,016	(893)	16,789
Child Safety Fund	350,609	257,492	210,336	47,156	397,765
Equity Sharing - Justice	61,657	205,935	-	205,935	267,592
Municipal Courts Security	441,703	152,127	330,099	(177,972)	263,731
State Seizure Fund	1,108,082	368,665	1,132,512	(763,847)	344,235
Law Enforcement Training	61,465	23,421	17,000	6,421	67,886
Judicial Efficiency Fund	46,771	55,537	95,408	(39,871)	6,900
Court Technology Fund	556,371	201,606	369,130	(167,524)	388,847
Hotel and Motel Tax Fund	673,233	402,905	407,155	(4,250)	668,983
Preservation of Vital Statistics	49,217	10,357	5,000	5,357	54,574
Abandoned Motor Vehicles	261,652	255,025	444,200	(189,175)	72,477
Sign Removal Fund	73,643	4,628	-	4,628	78,271
TOTAL	\$ 4,172,000	\$ 2,060,632	\$ 3,225,756	\$ (1,165,124)	\$ 3,006,876



**FY 2010 ADOPTED BUDGET
SPECIAL REVENUE FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCES BY FISCAL YEAR**

	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
BEGINNING FUND BALANCE	\$ 4,775,458	\$ 5,020,694	\$ 6,177,666	\$ 6,177,666	\$ 4,172,000
REVENUES	2,032,045	3,539,455	2,438,112	2,326,362	2,060,632
EXPENDITURES	1,786,809	2,382,483	4,600,640	4,332,028	3,225,756
REVENUE OVER/(UNDER)					
EXPENDITURES	245,236	1,156,972	(2,162,528)	(2,005,666)	(1,165,124)
ENDING FUND BALANCE	\$ 5,020,694	\$ 6,177,666	\$ 4,015,138	\$ 4,172,000	\$ 3,006,876

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

CATEGORY	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010	% OF TOTAL
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED	
Hotel and motel tax	\$ 399,122	\$ 513,115	\$ 385,000	\$ 439,143	\$ 385,000	18.7%
Licenses and permits	3,330	3,570	4,000	3,059	4,000	0.2%
Drug/property seizures	367,456	1,749,845	948,222	862,685	633,722	30.8%
Court fines	459,329	450,419	441,000	424,242	440,000	21.4%
Sale of property	266,487	326,339	252,000	246,181	252,000	12.2%
Miscellaneous/grants/interest	536,321	496,167	407,890	351,052	345,910	16.8%
TOTAL REVENUE	\$ 2,032,045	\$ 3,539,455	\$ 2,438,112	\$ 2,326,362	\$ 2,060,632	100.0%

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

CATEGORY	FY 2007	FY 2008	FY 2009	FY 2009	FY 2010	% OF TOTAL
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED	
Personnel services	\$ 346,773	\$ 524,058	\$ 529,704	\$ 521,313	\$ 690,601	21.4%
Contractual services	536,826	621,242	1,082,501	987,199	988,225	30.7%
Materials and supplies	520,242	742,464	1,470,567	1,294,575	617,400	19.2%
Other charges	214,144	270,126	219,468	109,325	189,530	5.9%
Other uses	28,953	34,047	43,637	43,000	40,000	1.2%
Capital outlay	139,871	190,546	1,254,763	1,376,616	695,000	21.6%
TOTAL EXPENDITURES	\$ 1,786,809	\$ 2,382,483	\$ 4,600,640	\$ 4,332,028	\$ 3,220,756	100.0%

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



POLICE DEPARTMENT EQUITY SHARING - TREASURY

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- New police facility was completed utilizing funds from Treasury
- New police firearms training building completed

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Fund equipment purchases for various divisions within the Police Department.

FY 2010 ADOPTED BUDGET EQUITY SHARING - TREASURY FUND (040)

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 12,272	\$ 7,407	\$ 5,869	\$ 5,064	\$ 4,811
Investment Income	12,272	7,407	5,869	5,064	4,811
Federal seizure revenue	-	403,107	7,500	114,045	75,000
Other Revenue	-	403,107	7,500	114,045	75,000
Total Revenue	12,272	410,514	13,369	119,109	79,811
Expenditures					
Contractual services	24,089	25,228	84,099	75,566	52,000
Materials and supplies	24,538	20,310	63,893	71,900	43,900
Capital outlay	-	-	-	86,180	75,000
Total Expenditures	48,627	45,538	147,992	233,646	170,900
Revenue Over/(Under)					
Expenditures	(36,355)	364,976	(134,623)	(114,537)	(91,089)
Beginning Fund Balance	255,831	219,476	584,452	584,452	469,915
Ending Fund Balance	\$ 219,476	\$ 584,452	\$ 449,829	\$ 469,915	\$ 378,826



MUNICIPAL COURT JUVENILE CASE MANAGER FUND

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Continue to fund the salary and benefits of the juvenile case manager as that is the single purpose to which the fund is dedicated.
- Completed renovation of juvenile case manager's office with significant security enhancements (This was accomplished by use of other funds).

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Continue to fund the salary and benefits of the juvenile case manager as that is the single purpose to which the fund is dedicated.
- Establish procedures to implement the sweeping changes enacted by the Legislature that relate to nondisclosure orders.

FY 2010 ADOPTED BUDGET JUVENILE CASE MANAGER FUND (042)

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 773	\$ 333	\$ 258	\$ 129	\$ 123
Investment Income	773	333	258	129	123
Juvenile case mgr fee	43,375	46,041	43,000	43,673	43,000
Municipal Court Fines	43,375	46,041	43,000	43,673	43,000
Total Revenue	44,148	46,374	43,258	43,802	43,123
Expenditures					
Personnel services	55,362	41,960	39,233	38,692	44,016
Total Expenditures	55,362	41,960	39,233	38,692	44,016
Revenue Over/(Under)					
Expenditures	(11,214)	4,414	4,025	5,110	(893)
Beginning Fund Balance	19,372	8,158	12,572	12,572	17,682
Ending Fund Balance	\$ 8,158	\$ 12,572	\$ 16,597	\$ 17,682	\$ 16,789



**POLICE DEPARTMENT
CHILD SAFETY FUND**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- 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 2010

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

**FY 2010 ADOPTED BUDGET
CHILD SAFETY FUND (043)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 9,098	\$ 8,186	\$ 6,542	\$ 2,623	\$ 2,492
Investment Income	9,098	8,186	6,542	2,623	2,492
Child safety fee	238,488	251,770	230,000	251,232	255,000
Other Revenues	238,488	251,770	230,000	251,232	255,000
Total Revenue	247,586	259,956	236,542	253,855	257,492
Expenditures					
Personnel services	117,096	187,311	114,867	134,507	115,836
Contractual services	42,368	21,749	42,800	30,396	62,000
Materials and supplies	6,578	6,447	16,600	12,046	32,500
Other Charges	-	750	-	-	-
Total Expenditures	166,042	216,257	174,267	176,949	210,336
Revenue Over/(Under)					
Expenditures	81,544	43,699	62,275	76,906	47,156
Beginning Fund Balance	148,460	230,004	273,703	273,703	350,609
Ending Fund Balance	\$ 230,004	\$ 273,703	\$ 335,978	\$ 350,609	\$ 397,765



**POLICE DEPARTMENT
EQUITY SHARING – JUSTICE FUND**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Acquired ammunition for departmental training.
- Provided training for Detectives, Identification and Patrol Personnel.
- Purchased tracking devices for detectives.
- Purchased furniture, fixtures and equipment for new police complex.

**FY 2010 ADOPTED BUDGET
EQUITY SHARING - JUSTICE FUND (044)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 56,420	\$ 34,369	\$ 28,245	\$ 6,247	\$ 5,935
Investment Income	56,420	34,369	28,245	6,247	5,935
Federal seizure revenue	309,333	564,901	582,000	111,463	200,000
Miscellaneous	-	5,450	-	-	-
Other Revenues	309,333	570,351	582,000	111,463	200,000
Total Revenue	365,753	604,720	610,245	117,710	205,935
Expenditures					
Contractual services	78,993	95,410	89,400	81,723	-
Materials and supplies	200,103	313,857	779,586	559,491	-
Other charges	134,200	168,500	134,200	18,000	-
Capital outlay	28,465	86,004	417,223	320,793	-
Total Expenditures	441,761	663,771	1,420,409	980,007	-
Revenue Over/(Under)					
Expenditures	(76,008)	(59,051)	(810,164)	(862,297)	205,935
Beginning Fund Balance	1,059,013	983,005	923,954	923,954	61,657
Ending Fund Balance	\$ 983,005	\$ 923,954	\$ 113,790	\$ 61,657	\$ 267,592



MUNICIPAL COURT MUNICIPAL COURT SECURITY FUND

MISSION STATEMENT

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

It is funded by a \$3.00 security fee that is a cost of court.

ACHIEVEMENTS FOR FISCAL YEAR 2009

Fiscal year 2009 saw the following significant improvements to the Municipal Court using the Security Fund as their funding source:

- Paid salary and benefit of court security personal.
- Upgraded security cameras.
- Installation of new monitors and door buzzers for front window.
- Completion of new courtroom number one.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Continue to fund salary and benefits of court security personnel.
- Emphasize training of court personnel in the area of security.
- Add door buzzer to lock in prosecutor's office.
- Install additional camera in collections hallway.
- Upgrade clerk security in courtrooms No. 2 and No. 3.



**FY 2010 ADOPTED BUDGET
MUNICIPAL COURT SECURITY FUND (045)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 36,574	\$ 22,886	\$ 19,433	\$ 5,397	\$ 5,127
Investment Income	36,574	22,886	19,433	5,397	5,127
Municipal court - security	151,539	149,671	147,000	140,085	147,000
Other Court Fee	151,539	149,671	147,000	140,085	147,000
Total Revenue	188,113	172,557	166,433	145,482	152,127
Expenditures					
Personnel services	156,291	195,648	235,777	220,587	242,899
Contractual services	1,155	1,712	16,700	3,781	11,200
Materials and supplies	-	7,021	32,700	4,624	26,000
Capital outlay	-	62,007	74,955	82,913	50,000
Total Expenditures	157,446	266,388	360,132	311,905	330,099
Revenue Over/(Under)					
Expenditures	30,667	(93,831)	(193,699)	(166,423)	(177,972)
Beginning Fund Balance	671,290	701,957	608,126	608,126	441,703
Ending Fund Balance	\$ 701,957	\$ 608,126	\$ 414,427	\$ 441,703	\$ 263,731

STAFFING						
Job Code	Job Title	2007 Actual	2008 Actual	2009 Amended	2009 Filled	2010 Adopted
1260	Bailiff	1	0	0	0	0
1450	City Marshal	1	3	3	3	3
TOTAL:		2	3	3	3	3



**POLICE DEPARTMENT
STATE SEIZURE FUND**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Purchased ammunition for departmental training.
- Purchased furniture, fixtures and equipment to complete new police complex.
- Purchased new telephone system for the police building.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

**FY 2010 ADOPTED BUDGET
STATE SEIZURE FUND (046)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 20,136	\$ 26,450	\$ 19,252	\$ 10,467	\$ 9,943
Investment Income	20,136	26,450	19,252	10,467	9,943
Asset forfeitures - state	58,123	697,437	358,722	637,177	358,722
Miscellaneous	-	78,950	-	-	-
Other Revenues	58,123	776,387	358,722	637,177	358,722
Total Revenue	78,259	802,837	377,974	647,644	368,665
Expenditures					
Personnel service	-	-	-	-	150,000
Contractual services	19,432	29,843	63,680	81,769	167,512
Materials and supplies	16,204	36,720	171,234	343,041	215,000
Other charges	-	-	-	-	80,000
Capital outlay	-	-	298,638	298,638	520,000
Total Expenditures	35,636	66,563	533,552	723,448	1,132,512
Revenue Over/(Under)					
Expenditures	42,623	736,274	(155,578)	(75,804)	(763,847)
Beginning Fund Balance	404,989	447,612	1,183,886	1,183,886	1,108,082
Ending Fund Balance	\$ 447,612	\$ 1,183,886	\$ 1,028,308	\$ 1,108,082	\$ 344,235



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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

**FY 2010 ADOPTED BUDGET
LAW ENFORCEMENT TRAINING AND EDUCATION FUND (047)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 1,421	\$ 1,174	\$ 811	\$ 443	\$ 421
Investment Income	1,421	1,174	811	443	421
Law officer - warrant	1,028	1,030	1,000	1,347	1,000
Law officer - fire marshal	1,026	1,246	1,000	1,627	1,000
Law Officer - police	19,860	20,162	21,000	23,964	21,000
Other Revenues	21,914	22,438	23,000	26,938	23,000
Total Revenue	23,335	23,612	23,811	27,381	23,421
Expenditure					
Contractual services	15,571	8,895	17,000	9,773	17,000
Total Expenditures	15,571	8,895	17,000	9,773	17,000
Revenue Over/(Under)					
Expenditures	7,764	14,717	6,811	17,608	6,421
Beginning Fund Balance	21,376	29,140	43,857	43,857	61,465
Ending Fund Balance	\$ 29,140	\$ 43,857	\$ 50,668	\$ 61,465	\$ 67,886



MUNICIPAL COURT MUNICIPAL COURT JUDICIAL EFFICIENCY FUND

MISSION STATEMENT

The Municipal Court Judicial Efficiency Fund is a creature of statute (TEX. REV. CIV. STAT. ANN., *Local Government Code*, Sec. 51.921). The purposes and, therefore, the mission of the fund are delineated by law. Essentially, the fund is created and divided in this manner: If a fine cannot be paid within 30 days, an additional \$25.00 cost is added to each charge (The Time Payment Fee). The State is entitled to one half of this fee. Of the remaining \$12.50, \$10.00 goes to the general fund and the balance (\$2.50) goes into the Judicial Efficiency Fund for the purpose of improving the efficiency and administration of justice in the municipality

ACHIEVEMENTS FOR FISCAL YEAR 2009

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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



**FY 2010 ADOPTED BUDGET
JUDICIAL EFFICIENCY FUND (048)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 5,158	\$ 1,932	\$ 1,737	\$ 565	\$ 537
Investment Income	5,158	1,932	1,737	565	537
Judicial Eff FM Jud Sup - 60	27,466	24,632	21,000	25,405	25,000
Judicial Eff (TP-J) crt fee	35,865	31,229	35,000	29,015	30,000
Municipal Court Fines	63,331	55,861	56,000	54,420	55,000
Total Revenue	68,489	57,793	57,737	54,985	55,537
Expenditures					
Personnel services	16,203	4,446	36,865	22,410	34,395
Contractual services	38,510	51,364	39,600	40,694	50,013
Materials and supplies	46,317	4,537	35,900	4,728	11,000
Total Expenditures	101,030	60,347	112,365	67,832	95,408
Revenue Over/(Under)					
Expenditures	(32,541)	(2,554)	(54,628)	(12,847)	(39,871)
Beginning Fund Balance	94,713	62,172	59,618	59,618	46,771
Ending Fund Balance	\$ 62,172	\$ 59,618	\$ 4,990	\$ 46,771	\$ 6,900



MUNICIPAL COURT MUNICIPAL COURT TECHNOLOGY FUND

MISSION STATEMENT

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

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

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Funded technological enhancements for build out of new court space.
- Contract for “in house” technical assistance to maintain computer system.
- Continue payment of JIMS applications.
- Continue funding for software maintenance with INFOSOL.
- Acquire new computers for entire court system utilizing blade servers that will require less space and will be easily maintained.
- Acquire electronic ticket writers.
- Upgrade ability to accept electronic payments.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Continue to work with the Police Department for the acquisition of electronic ticket writers.
- Continue to work with the Police Department for the acquisition of plate scan equipment to enhance the enforcement abilities of the City Marshal.
- Upgrade software for electronic payments.



**FY 2010 ADOPTED BUDGET
COURT TECHNOLOGY FUND (049)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 42,006	\$ 26,126	\$ 21,890	\$ 6,953	\$ 6,606
Investment Income	42,006	26,126	21,890	6,953	6,606
Municipal court - technology fee	201,084	198,846	195,000	186,064	195,000
Other Revenues	201,084	198,846	195,000	186,064	195,000
Total Revenue	243,090	224,972	216,890	193,017	201,606
Expenditures					
Contractual services	121,200	118,735	155,575	127,134	164,600
Materials and supplies	19,510	34,713	101,965	18,231	60,000
Other charges	71,172	68,856	76,268	76,268	94,530
Capital outlay	5,077	5,701	217,747	217,987	50,000
Total Expenditures	216,959	228,005	551,555	439,620	369,130
Revenue Over/(Under)					
Expenditures	26,131	(3,033)	(334,665)	(246,603)	(167,524)
Beginning Fund Balance	779,876	806,007	802,974	802,974	556,371
Ending Fund Balance	\$ 806,007	\$ 802,974	\$ 468,309	\$ 556,371	\$ 388,847



LEISURE AND EDUCATION SERVICES HOTEL/MOTEL TAX FUND

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2009

- Replaced electronic sign on Fairmont.
- Continued with increased beautification efforts by installing Texas White Limestone around fountain in front of Convention Center.
- Updated Convention Center lobby with cove ceiling featuring florescent lighting and decorative light fixtures and replaced aluminum wall with Texas White Limestone.
- Recovered acoustic panels in Convention Center lobby and main hall to update the look of the facility and increase visual appeal to attract new customers.
- Painted main hall of Convention Center with neutral tones to increase visual appeal.
- Upgraded dressing rooms with new VCT tile flooring and new chairs.
- Replaced and recovered seats of telescopic seating in Convention Center.
- Remodeled meeting rooms located off lobby of Convention Center with carpet, neutral paint and chair rail.
- Replaced staging, drapes and stage skirting and purchased pipe and drape to cover telescopic seating to provide more formal look for events inside Convention Center.
- Stripped wax from terrazzo floors in foyer and main hall. Utilized contractor to polish terrazzo to increase shine and durability.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

- Install sound system in Campbell Hall.
- Purchase 1,200 padded banquet chairs for more formal events inside Convention Center.
- Add new storage facility on South side of Convention Center.
- Asphalt Eddie Dansby Lane and road to the North of the stock pens.
- Replace current residential style WIFI inside Convention Center with professional grade WIFI to alleviate "low signal" issues, increase consistent performance and increase customer satisfaction.
- Add 6' culverts to existing drainage to alleviate erosion and safety issues.
- Continue beautification efforts by revitalizing Convention Center landscaping and adding landscaping around the base of the new electronic sign, the plaza between Campbell Hall and the Rodeo Arena and at the Cowboy Pavilion.
- Remodel Cowboy Pavilion roof, electric and siding to increase visual appeal.
- Replace existing lighting in Rodeo Arena damaged during Ike and carpet in Executive Suits in Rodeo Arena.
- Repair and level Campbell Hall foundation, grind and stain floor, remodel and upgrade kitchen
- Purchase and install playground equipment to SE park area to continue beautification efforts.



**FY 2010 ADOPTED BUDGET
HOTEL-MOTEL TAX FUND (064)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
REVENUE					
Hotel-motel tax	\$ 399,122	\$ 513,115	\$ 385,000	\$ 439,143	\$ 385,000
Other Taxes	399,122	513,115	385,000	439,143	385,000
Interest earned	44,597	34,029	27,610	12,005	11,405
Investment Income	44,597	34,029	27,610	12,005	11,405
Grant revenue	8,257	8,109	-	6,463	6,500
Intergovernmental	8,257	8,109	-	6,463	6,500
Miscellaneous	-	22,000	-	2,000	-
Other Revenue	-	22,000	-	2,000	-
Total Revenue	451,976	577,253	412,610	459,611	402,905
EXPENDITURES					
Personnel services	1,821	94,693	102,962	105,117	103,455
Contractual services	74,764	142,824	288,247	269,370	171,200
Materials and supplies	75,839	163,762	136,339	135,212	92,500
Capital outlay	95,329	35,591	245,000	370,105	-
Other uses	28,953	34,047	43,637	43,000	40,000
Total Expenditures	276,706	470,917	816,185	922,804	407,155
Revenue Over/(Under)					
Expenditures	175,270	106,336	(403,575)	(463,193)	(4,250)
Beginning Fund Balance	854,820	1,030,090	1,136,426	1,136,426	673,233
Ending Fund Balance	\$ 1,030,090	\$ 1,136,426	\$ 732,851	\$ 673,233	\$ 668,983



**HEALTH DEPARTMENT
PRESERVATION OF VITAL STATISTICS FUND**

MISSION STATEMENT

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

**FY 2010 ADOPTED BUDGET
PRESERVATION OF VITAL STATISTICS FUND (080)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 837	\$ 949	\$ 720	\$ 376	\$ 357
Investment Income	837	949	720	376	357
Preservation of vital statistics	12,823	13,779	10,000	10,305	10,000
Other Revenues	12,823	13,779	10,000	10,305	10,000
Total Revenue	13,660	14,728	10,720	10,681	10,357
EXPENDITURES					
Contractual services	-	-	-	-	4,000
Materials and supplies	-	-	-	-	1,000
Total Expenditures	-	-	-	-	5,000
Revenue Over/(Under)					
Expenditures	13,660	14,728	10,720	10,681	5,357
Beginning Fund Balance	10,148	23,808	38,536	38,536	49,217
Ending Fund Balance	\$ 23,808	\$ 38,536	\$ 49,256	\$ 49,217	\$ 54,574



**POLICE DEPARTMENT
ABANDONED MOTOR VEHICLE 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 2009

- Replacement tasers were purchased.
- Targets were purchased for the departmental firearms training.
- Several radars were purchased for traffic enforcement.
- Training was provided for detectives, crime analysts, computer support personnel and crime lab staff.

PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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

**FY 2010 ADOPTED BUDGET
ABANDONED MOTOR VEHICLES FUND (200)**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Revenue					
Interest earned	\$ 22,826	\$ 12,072	\$ 10,732	\$ 3,184	\$ 3,025
Investment Income	22,826	12,072	10,732	3,184	3,025
Abandoned auto fund	266,487	326,339	252,000	246,181	252,000
Other Revenues	266,487	326,339	252,000	246,181	252,000
Total Revenue	289,313	338,411	262,732	249,365	255,025
EXPENDITURES					
Contractual services	120,744	125,482	284,900	266,993	292,700
Materials and supplies	131,153	155,097	130,850	145,302	136,500
Other charges	8,772	32,020	9,000	15,057	15,000
Capital outlay	11,000	1,243	1,200	-	-
Total Expenditures	271,669	313,842	425,950	427,352	444,200
Revenue Over/(Under)					
Expenditures	17,644	24,569	(163,218)	(177,987)	(189,175)
Beginning Fund Balance	397,426	415,070	439,639	439,639	261,652
Ending Fund Balance	\$ 415,070	\$ 439,639	\$ 276,421	\$ 261,652	\$ 72,477



PERMIT DEPARTMENT SIGN REMOVAL FUND

MISSION STATEMENT

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

FY 2010 ADOPTED BUDGET SIGN REMOVAL FUND (201)

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
REVENUE					
Sign removal fee	\$ 3,330	\$ 3,570	\$ 4,000	\$ 3,059	\$ 4,000
Business License and Permits	3,330	3,570	4,000	3,059	4,000
Interest earned	2,721	2,158	1,791	661	628
Investment Income	2,721	2,158	1,791	661	628
Total Revenue	6,051	5,728	5,791	3,720	4,628
EXPENDITURES					
Contractual services	-	-	500	-	-
Materials and supplies	-	-	1,500	-	-
Total Expenditures	-	-	2,000	-	-
Revenue Over/(Under)					
Expenditures	6,051	5,728	3,791	3,720	4,628
Beginning Fund Balance	58,144	64,195	69,923	69,923	73,643
Ending Fund Balance	\$ 64,195	\$ 69,923	\$ 73,714	\$ 73,643	\$ 78,271



PASADENA CRIME CONTROL AND PREVENTION DISTRICT

OVERVIEW

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

PROGRAM HIGHLIGHTS

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



PRIORITIES, GOALS AND OBJECTIVES FOR 2010

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



**FY 2010 ADOPTED BUDGET
CRIME CONTROL AND PREVENTION DISTRICT (FUND 210 and 211)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
REVENUE					
City sales tax	\$ 7,513,218	\$ 7,648,498	\$ 7,068,500	\$ 8,179,890	\$ 6,974,191
Sales Taxes	7,513,218	7,648,498	7,068,500	8,179,890	6,974,191
Other income	-	-	-	-	-
Interest earned	131,370	91,694	73,574	25,949	24,652
Investment/Other Income	131,370	91,694	73,574	25,949	24,652
Total Revenue	7,644,588	7,740,192	7,142,074	8,205,839	6,998,843
EXPENDITURES					
Personnel services	5,125,306	5,188,011	5,727,791	5,977,020	5,834,628
Contractual services	597,947	598,404	490,811	462,700	568,976
Materials and supplies	360,085	108,137	400,585	385,800	559,000
Maintenance charges	900,000	-	-	-	-
Debt service	82,800	82,800	82,800	82,800	82,800
Capital outlay	438,210	1,791,227	1,640,224	1,294,800	1,574,200
Total Expenditures	7,504,348	7,768,579	8,342,211	8,203,120	8,619,604
Revenue Over/(Under) Expenditures	140,240	(28,387)	(1,200,137)	2,719	(1,620,761)
Beginning Fund Balance	2,894,794	3,035,034	3,006,647	3,006,647	3,009,366
Ending Fund Balance	\$ 3,035,034	\$ 3,006,647	\$ 1,806,510	\$ 3,009,366	\$ 1,388,605



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PASADENA SECOND CENTURY CORPORATION

OVERVIEW

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

PROGRAM HIGHLIGHTS

- Contributed over \$5,000,000 for the acquisition and development of the Pasadena Boulevard projects.
- Assisted in financing the Pal Gym renovation project with \$200,000.
- Funded several of the City's Hike and Bike trails for citizens' recreation and enjoyment.
- Substantial supporter in the Vista extension and improvement projects.
- Contributed over \$500,000 to the first phase of the Fairmont improvement projects.
- Collaborating with the City in North Pasadena's Redevelopment Plan.
- Maintains memberships in the Bay Area Houston Economic Partnership, the Economic Alliance Houston Port Region, and the Texas Economic Development Council.

PRIORITIES, GOALS AND OBJECTIVE FOR 2010

- Continue supplementing the City of Pasadena's economic development projects.
- Complete study on the Capitan Theater.
- Assist in the Civic Center renovation project.
- Provide liaison between City and economic developmental organizations.
- Participate in continuing education for community development.



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**FY 2010 ADOPTED BUDGET
PASADENA SECOND CENTURY CORPORATION
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 AMENDED BUDGET	FY 2009 PROJECTED	FY 2010 ADOPTED
REVENUE					
City sales tax	\$ 7,696,218	\$ 7,945,123	\$ 5,750,000	\$ 8,365,886	\$ 8,198,568
Sales Taxes	7,696,218	7,945,123	5,750,000	8,365,886	8,198,568
Interest earned	758,795	554,848	525,575	219,876	218,651
Investment/Other Income	758,795	554,848	525,575	219,876	218,651
Total Revenue	8,455,013	8,499,971	6,275,575	8,585,762	8,417,219
EXPENDITURES					
Contractual services	242,608	315,960	518,000	333,010	4,662,600
Materials and supplies	-	239	1,250	275	2,250
Debt service	901,434	903,784	900,048	900,048	900,225
Capital outlay	171,926	410,807	13,287,764	3,906,957	24,608,560
Other financing uses	7,779,404	133,750	-	-	-
Total Expenditures	9,095,372	1,764,540	14,707,062	5,140,290	30,173,635
Revenue Over/(Under) Expenditures	(640,359)	6,735,431	(8,431,487)	3,445,472	(21,756,416)
Beginning Fund Balance	16,304,452	15,664,093	22,399,524	22,399,524	25,844,996
Ending Fund Balance	\$ 15,664,093	\$ 22,399,524	\$ 13,968,037	\$ 25,844,996	\$ 4,088,580

NOTE: Membership dues for Economic Development organizations were moved to contractual services in FY 2009.
Transfers out for capital projects are included in capital outlay for FY2009.



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PROFILE OF PASADENA, TEXAS

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



Parks:		
Number of parks		46
Acres		345.7
Number of bridges		70
Number of traffic signals		137
Pasadena Library System		
Number of Public Libraries		2
Number of Materials:		
Books		154,748
Microfilm		2,300
Videos/DVDs		12,303
Cassettes/CDs		5,857
Bound Periodicals		300
Miscellaneous material		2,148
Circulation		394,658
Circulation per Capita		3
Library Cards		31,755
Patron Traffic	227,647 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 2010 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
TAXES						
4011	Ad valorem taxes-current yr	\$ 16,455,107	\$ 18,157,815	\$ 18,599,655	\$ 20,344,625	\$ 20,306,000
4013	Ad valorem taxes-prior yr	445,845	449,526	316,000	225,542	201,000
4014	Rendition penalties	63,023	27,053	65,000	21,784	22,000
4015	Penalties and interest	328,382	326,302	203,000	179,678	146,000
4019	Judgment collection	-	-	2,000	-	-
4020	Misc py tax issues	(94)	490	-	-	-
4021	Tax revenue-misc	11,776	1,959	2,000	-	-
4023	Special vehicle inventory tax	71,088	(902)	74,000	-	-
4024	Interest income allocation	25,996	10,775	13,000	3,780	4,000
	General Property Taxes	17,401,123	18,973,018	19,274,655	20,775,409	20,679,000
4151	City sales taxes	15,392,434	15,890,246	17,005,000	16,771,821	16,431,745
4051	Battleground Indust Dist	15,153,643	15,551,252	14,089,000	16,043,978	16,044,000
4101	Electrical franchise	4,496,488	4,503,465	4,616,000	4,814,324	4,605,000
4103	Game machine occupation	2,950	3,290	3,000	2,375	3,000
4105	Gas franchise	680,745	713,947	1,295,000	600,830	665,000
4107	Taxicab franchise	18,000	10,100	20,000	20,000	16,000
4109	Telephone franchise	1,366,504	1,352,974	1,300,000	1,430,980	1,383,000
4111	Transmission line franchise	42,900	64,900	51,000	156,900	150,000
4113	TV antenna franchise	974,856	995,591	1,000,000	889,458	953,000
4489	Pipelines - Penalty	-	-	-	1,294	-
4494	Interest Earned-Pipelines	-	-	-	108	-
	Franchise Taxes	7,582,443	7,644,267	8,285,000	7,916,269	7,775,000
4153	Mixed drink tax	159,405	157,576	171,000	194,102	170,000
4155	Bingo tax	45,815	20,572	49,000	18,450	28,000
	TOTAL TAXES	55,734,863	58,236,931	58,873,655	61,720,029	61,127,745
LICENSES & PERMITS						
Business Licenses & Permits						
4211	House moving	3,405	185	1,000	500	500
4213	Fire department permits	13,873	1,625	1,000	900	900
4215	Garage sale permits	41,940	45,485	37,000	33,000	33,000
4217	Alarm system permits-business	37,285	34,180	28,000	32,000	32,000
421701	Alarm system business	15,700	21,100	8,000	20,000	20,000
4219	Apartment operating licenses	112,243	120,610	112,000	127,000	127,000
4221	Air condition & heat permits	241,540	206,528	187,000	175,000	175,000
4223	Alcoholic beverage licenses	17,589	21,398	17,000	19,000	19,000
4224	Overtime inspections	13,780	20,030	19,000	3,000	3,000
4225	Building permits	1,105,429	819,909	790,000	814,000	814,000
4226	Occupancy permits	59,976	63,033	61,000	48,000	48,000
4227	Electrical permits	280,523	236,394	250,000	174,000	174,000
4228	Demolition permits	7,855	11,640	9,000	5,000	5,000
4229	Plumbing permits	258,127	239,141	229,000	146,000	146,000
4231	Sign permits	175,640	313,533	230,000	244,000	244,000
4232	Fire alarm permit business	6,905	9,300	2,000	5,000	5,000
423201	Fire alarm false alarm business	6,100	9,700	10,000	9,100	9,100
4233	Electrical sign contract licenses	16,500	16,750	16,000	16,000	16,000
4235	Sign removal fee	766	-	100	-	-
4236	Business licenses permit misc.	6,052	856	6,000	-	-
4241	Sewer assessment liens	8,165	2,358	-	350	500
	Business Licenses & Permits	\$ 2,429,393	\$ 2,193,755	\$ 2,013,100	\$ 1,871,850	\$ 1,872,000



**FY 2010 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Occupational Licenses & Permits						
4251	A/C & contractor licenses	\$ 200	\$ 100	\$ -	\$ -	\$ -
4252	Billard hall license	-	-	-	-	-
4253	Auto dealers	33,500	34,300	36,000	27,800	32,000
4255	Elect & journeymen's licenses	60	35	-	100	-
4257	Wrecker licenses	3,125	4,425	4,000	3,800	4,000
4259	Taxicab permits	1,600	830	3,000	-	1,000
4261	Vendor licenses	485	1,145	1,000	573	1,000
4263	Auto salesman licenses	5,050	4,000	7,000	2,733	4,000
4265	Dance hall licenses	620	500	1,000	267	-
4267	Junkyard licenses	3,910	5,050	5,000	6,443	5,000
4268	Wild Animal Permit	-	-	-	317	-
4269	Kennel licenses	500	950	1,000	667	1,000
4271	Trailer park licenses	1,150	1,350	1,000	2,825	2,000
4273	Duplicating copies	491	648	300	780	1,000
4275	City Maps	-	86	-	-	-
4277	Game room operators licenses	175	(10)	-	-	-
4278	Liquide waste/transporter	4,820	11,400	1,000	2,170	6,000
4279	Ambulance permits	22,560	22,100	39,000	12,150	19,000
427901	Escrow refund	-	1,372	-	1,779	1,000
	Subtotal Occ Licenses&Permits	78,246	88,281	99,300	62,404	77,000
Non-business licenses & permits						
4291	Curb permits	19,609	12,505	19,000	8,560	14,000
4293	Dog licenses	15,212	15,562	15,000	14,137	15,000
4295	Fence permits	11,372	5,430	13,000	2,507	6,000
4296	Fire permit - residential	3,966	2,610	2,000	460	2,000
429601	Fire alarm false alarm residential	-	-	10,000	-	-
4297	Alarm system permits-residential	52,287	54,250	30,000	40,584	49,000
429701	Alarm system resident false	550	700	500	300	1,000
4298	Permit - miscellaneous	557	526	500	161	-
	Subtotal Non-Bus Licenses	103,553	91,583	90,000	66,709	87,000
	TOTAL LICENSES & PERMITS	2,611,192	2,373,619	2,202,400	2,000,963	2,036,000
MUNICIPAL COURT FINES						
4411	Fines	3,666,983	3,260,140	3,502,000	3,201,273	3,376,000
441101	Fines from NISI fee	93,630	16,502	60,000	50,573	54,000
441103	Contempt (juvenile)	1,622	23,284	8,600	18,100	14,000
4412	Fine from DOT & weight	107,555	132,440	131,000	21,867	87,000
441201	Child safety/tertiary fee	41,908	39,434	36,000	-	27,000
4413	State court revenue	266,473	281,702	256,000	334,077	294,000
4414	Judicial eff. (TP-C) city	143,286	124,648	139,000	125,651	131,000
4415	Administrative fee	1,671,054	1,963,591	1,591,000	1,887,738	1,841,000
4416	Miscellaneous-court	9,857	-	6,000	2	3,000
4419	Dismissal fees	16,636	26,821	22,000	23,051	22,000
	TOTAL MUNICIPAL COURT FINES	6,019,004	5,868,562	5,751,600	5,662,332	5,849,000
CHARGES FOR SERVICES						
Solid waste collection						
4441	Residential services	5,971,886	6,106,736	6,012,000	6,204,296	6,094,000
444101	Residential services adjust	(47,149)	(103,964)	(75,000)	(7,246)	(53,000)
4443	Commercial services	574,113	642,853	563,000	646,727	621,000
4445	Sales tax admin fees	2,276	2,288	2,000	2,332	2,000
	Solid Waste Collection	\$ 6,501,126	\$ 6,647,913	\$ 6,502,000	\$ 6,846,109	\$ 6,664,000



**FY 2010 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Health Services						
4451	Lot mowing interest	\$ 32,921	\$ 15,844	\$ 35,000	\$ 11,311	\$ 20,000
4453	Health inspect fees-food	129,358	133,052	131,000	131,590	131,000
4455	Lot mowings	59,101	56,748	53,000	56,226	57,000
4457	Shelter fees	36,120	48,758	36,000	36,948	41,000
4459	Swimming pool licenses	13,300	15,050	14,000	11,100	13,000
4461	Animal disposal fees	5,341	11,621	4,000	13,133	10,000
4463	Vending machine inspection	50	100	-	50	-
4464	Miscellaneous	(341)	-	-	-	-
4466	Animal care spay & neutering	95,545	60,502	77,000	78,649	78,000
	Health Services	371,395	341,675	350,000	339,007	350,000
Library Services						
4471	Library services	65,818	51,092	71,000	38,048	52,000
4473	Library services-Xerox	10,350	7,208	12,000	3,096	7,000
4475	Library delinquent accts	4,316	2,344	3,000	1,767	3,000
	Library Services	80,484	60,644	86,000	42,911	62,000
Property Management						
4481	Rental rev/Corrigan Ctr	5,400	-	8,000	-	2,000
4482	Rent rev Harris Cty Hospital	108,399	112,384	108,000	113,648	111,000
4483	Lease rentals	106,819	128,512	102,000	96,861	111,000
4484	Rental POB I (908 Southmore)	-	-	-	-	-
4485	Rental POB II (901 Curtis)	23,021	30,785	21,000	-	-
4486	Rent Fire Station #2 & #5	40,800	40,800	39,000	40,800	40,800
	Property Management	284,439	312,481	278,000	251,309	264,800
Parks & Recreation Fees						
Recreation						
4331	Centers	32,669	43,838	33,000	31,902	36,000
4333	Athletics	144,082	142,800	149,000	150,149	146,000
4334	Multi-purpose	8,558	10,271	10,000	4,605	8,000
4337	Brochure advertising	-	70	-	-	-
	Recreational Activities	185,309	196,979	192,000	186,656	190,000
Golf						
4315	Golf cart fees	187,403	190,950	231,000	201,412	193,000
4317	Drink & food sales	4,318	5,139	4,000	6,394	5,000
4319	Recreational supply sales	2,439	3,610	2,000	3,270	3,000
4321	Trail fees	38	97	-	28	-
4323	Green fees	303,967	423,422	291,000	418,834	382,000
	Golf	\$ 498,165	\$ 623,218	\$ 528,000	\$ 629,938	\$ 583,000



**FY 2010 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Swimming Pools						
4341	Strawberry	\$ 52,614	\$ 43,745	\$ 49,000	\$ 48,406	\$ 48,000
4343	Red Bluff	10,865	8,721	9,000	9,000	10,000
4345	Sunset	9,082	10,521	10,000	10,068	10,000
4347	Memorial	-	-	-	-	-
4349	Sherwood	4,460	3,417	3,000	3,000	4,000
Swimming Pools		77,021	66,404	71,000	70,474	72,000
Tennis						
4361	Tennis court fees	4,183	4,111	5,000	3,298	4,000
Tennis		4,183	4,111	5,000	3,298	4,000
Recreation Centers						
4381	Golden Acres	11,060	180	11,000	16,597	9,000
4383	Strawberry	15,169	9,780	12,000	12,129	12,000
4385	Peter C Fogo (Sunset)	19,316	13,476	18,000	18,010	17,000
4393	Rusk Park Multi-purpose	7,697	6,389	7,000	8,230	7,000
4395	Odell Harris (Red Bluff)	18,362	13,997	17,000	21,714	18,000
4396	Highlands Park pavilion	181	136	100	206	100
4398	Madison Jobe	14,890	17,242	19,000	14,172	15,000
4399	Burke/Crenshaw (gazebo)	1,526	6,860	1,000	5,959	5,000
Recreation Centers		88,201	68,060	85,100	97,017	83,100
Parks & Recreation Total		852,879	958,772	881,100	987,383	932,100
Civic Center Revenues						
4371	Civic center fees	218,447	236,712	222,000	164,356	207,000
4373	Catering & concession	9,303	11,727	8,000	19,680	14,000
437301	Catering	11,321	6,687	8,000	15,258	11,000
4377	Rodeo arena	95,571	56,000	96,000	75,000	76,000
4378	El Jardin Park 10 Fee	-	5,260	-	-	-
Civic Center Revenues		334,642	316,386	334,000	274,294	308,000
Miscellaneous Charges for Service						
4421	Tax certificate fees	-	-	-	-	-
4423	Vital statistics	139,208	150,893	131,000	110,577	134,000
4425	Planning fees & plans	23,460	7,989	19,000	16,089	16,000
4427	Mobile home inspection	1,158	1,553	1,000	1,000	1,000
4431	Police accident reports	47,863	54,870	45,000	63,942	56,000
4433	Building code sales	1,260	-	1,000	-	-
4435	Towing	329,178	425,776	410,000	439,853	420,000
4436	Preservation fee	-	50,040	40,000	68,068	60,000
4437	Storage	176,799	187,534	167,000	194,532	186,000
Miscellaneous Charges		718,926	878,655	814,000	894,061	873,000
CHARGES FOR SERVICE TOTAL		9,143,891	9,516,526	9,245,100	9,635,074	9,453,900
OTHER REVENUE						
Investment Income						
4491	Interest earned	1,496,632	835,636	610,654	257,520	245,000
4491	Interest earned - tech fund (071)	5,315	1,876	2,000	656	1,000
4493	Interest earned-checking	12,191	8,953	6,000	5,290	5,000
Investment Income		\$ 1,514,138	\$ 846,465	\$ 618,654	\$ 263,466	\$ 251,000



**FY 2010 ADOPTED BUDGET
GENERAL FUND REVENUE DETAIL**

Revenue Account	Revenue Category	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 BUDGET	FY 2009 ESTIMATED	FY 2010 ADOPTED
Intergovernmental Revenues						
4511	Miscellaneous	\$ 132,704	\$ 602,785	\$ 69,000	\$ 81,384	\$ 72,000
451101	Misc Rebate Novus Ike	-	-	-	58,667	-
4512	Recovery of unclaimed property	-	3,757	1,000	-	1,000
4515	Sale of city property	-	-	10,000	1,827	10,000
4517	Recovery of damage claims	423	-	-	25,207	9,000
4525	Cash over-short(dont use)	75	-	-	-	-
4527	Crime lab fees	10,910	7,090	7,000	7,985	9,000
4531	Election fees	1,300	2,100	1,000	2,700	2,000
4533	Utility availability fees	4,620	4,640	5,000	2,606	4,000
4535	Transmitter Fees	-	-	-	-	-
4537	Police academy fees/regis	8,644	9,938	9,000	2,556	7,000
4541	Waste recycling revenues	16,330	28,267	24,000	8,485	18,000
4543	El Jardin gas lease revenues	-	-	-	-	-
4563	Prior year expense/refund	4,663	15,498	20,000	11,361	11,000
4573	Engineering division services	155,823	140,826	129,000	117,106	138,000
4575	Pay phone commission	25,366	136	24,000	13,340	13,000
4576	Pasadena Second Century Corporation admin fee	128,082	77,443	109,000	96,384	601,000
4580	Special Purpose (006)	-	8,957	20,000	20,000	-
	Other Revenues	488,940	901,437	428,000	449,608	895,000
Intergovernmental Revenues						
4529	Fire protection revenues	59,436	60,328	59,000	62,741	61,000
464201	TxDOT Reimb.	-	-	-	-	-
4726	Harris County participation	-	-	-	-	-
472601	Pasadena Rotary participation	-	-	-	-	-
474601	Katrina - disaster grant	-	-	-	-	-
474602	Rita - disaster grant	-	-	-	-	-
474603	Katrina - ancillary svc	17,348	-	-	-	-
474604	Ike - Disaster Grant	-	4,483,363	4,417,500	5,182,790	-
4746	STEP-CIOT	19,816	13,687	-	-	-
4747	Emergency management performance grant	80,198	89,501	81,500	81,500	81,500
4748	Restitution/Harris Cty	3,221	5,139	3,000	2,046	3,000
4791	Police reimb other agency	63,627	111,457	91,000	87,542	91,000
4793	Fire reimb other agency	-	-	-	-	-
479201	Police reimb Sam Houston	43,163	60,958	22,000	47,804	51,000
4796	Reimbursement for traffic signal maintenance	29,205	30,409	25,000	25,000	25,000
4797	Reimb from other agency	-	-	-	1,463	-
	Intergovernmental Revenues	316,014	4,854,842	4,699,000	5,490,886	312,500
Interfund Transfers						
6001	General Fund	-	-	-	-	-
4574	Insurance Recovery	-	506,106	1,064,881	1,064,881	3,758,017
6067	Workers' Compensation Fund	-	-	500,000	500,000	-
6030	Franchise Fee	1,000,000	1,500,000	2,000,000	2,000,000	2,000,000
6069	Health Insurance Fund	-	-	500,000	500,000	1,000,000
	Interfund Transfers	1,000,000	2,006,106	4,064,881	4,064,881	6,758,017
TOTAL OTHER REVENUE		3,319,092	8,608,850	9,810,535	10,268,841	8,216,517
GENERAL FUND TOTAL		\$ 76,828,042	\$ 84,604,488	\$ 85,883,290	\$ 89,287,239	\$ 86,683,162



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FY 2010 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.

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.

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 basis 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 base 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.

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 the 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.

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.

PASADENA PLAN: A long-range vision for the community formulated in 1996. It formulated a set of goals covering nine areas as follows: natural resources, tourism and visitor growth, housing, urban design, land use and property protection, transportation, business and economic development, education and basic services.

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

TRAFFICAD: Software for a sign sheeting cutter/plotter that enables the user to make all traffic-related signs in the Manual on Uniform Traffic Control Devices or allows the City to design our own signs.

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

Jackie Welch, District B

Don Harrison, District C

Pat Van Houte, District D

Erv Brannon, District E

Phil Cayten, District F

Steve Cote, District G

Darrell Morrison, District H

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