



City of Pasadena, Texas Fiscal Year 2017 Adopted Budget



PUBLIC NOTICE

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$2,500,750 OR 6.17%, AND OF THAT AMOUNT, \$819,774 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.

Above Public Notice is required by House Bill 3195.



JOHNNY ISBELL
MAYOR

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

September 29, 2016

To the Residents of Pasadena

Re: Budget for fiscal year 2017

Attached hereto is the adopted operating budget for the upcoming fiscal year which begins on October 1, 2016, extending through September 30, 2017, and maintains the current property tax rate.

Over the last year, the media has produced a great deal of information regarding the downturn in the energy industry and the negative impacts this has had on the overall Houston economic picture. While these impacts are real, they have not had a commensurate impact upon Pasadena. Commercial development in the city and new industrial projects in the industrial districts have shown continued growth and sales tax receipts have remained strong.

Pasadena's overall fiscal health is quite sound. This is a tribute to conservative fiscal policies and the hard work and dedication of the approximately 1,000 city employees who continue to be innovative, energetic and responsive to the needs of our citizens.

The Internal Service Fund has allocations sufficient to meet our replacement needs for rolling stock and equipment as well as building maintenance and repair needs. However, we are proposing to use some of the fund's Fund Balance for the purchase of two fire trucks at an estimated cost of \$1.5 million. In addition, the Crime Control District has budgeted \$2.0 million for new police software and \$1.25 million for police vehicles.

System Fund revenues are expected to increase by about \$3.4 million dollars while operating expenditures are projected to increase by less than \$200,000, even though we are including an additional \$1.3 million for meter replacement. Therefore, the fund balance is expected to increase. However, the Public Works department is proposing four major projects this year with an estimated cost of \$6.05 million. The net result will be an estimated decrease in the System Fund fund balance of approximately \$2.725 million by fiscal year end. The planning for these projects has been facilitated by the water rate adjustments approved by Council earlier this year. It should also be noted that even with the adjustment, Pasadena's rates are still among the lowest in the state, based upon the most recent TML survey.

In addition to those capital projects which include annual streets, drainage and sidewalk improvements, we anticipate recommending improvements to the Thornwood drainage way.

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Design work is progressing for the proposed relocation of city offices to 1149 Ellsworth and the Municipal Court to 1211 Southmore. The city has sufficient funds available to complete these moves in fiscal year 2017.

The proposed budget includes a 3% COLA increase for employees. We are instituting a more formal performance evaluation system in order to confirm what we already know, that our employees continue to do a wonderful job for the residents of our City and we can be proud of the fact that the costs of government in Pasadena are among the lowest.

Sincerely,



Mayor Johnny Isbell

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**CITY OF PASADENA, TEXAS
ADOPTED BUDGET
FISCAL YEAR 2017**

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(Board and Council Approved)**

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City of Pasadena, Texas

MISSION STATEMENT AND VALUES

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

Integrity:

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

Stewardship:

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

Respect:

We treat other the way we want to be treated.

Pride:

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



PRINCIPAL OFFICIALS

MAYOR

JOHNNY ISBELL

BUDGET & FINANCIAL PLANNING

ANDY HELMS

CITY COUNCIL

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

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

CITY CONTROLLER

WAYNE F. LONG, JR., CPA

CITY SECRETARY

LINDA RORICK

CITY ATTORNEY

LEE CLARK

DIRECTOR OF PERSONNEL

RANDY PERRY

DIRECTOR OF PUBLIC WORKS

ROBIN GREEN

CHIEF OF POLICE

MICHAEL THALER

FIRE CHIEF

LANNY ARMSTRONG

FIRE MARSHALL

DAVID BRANNON

DIRECTOR OF COMMUNITY RELATIONS

RICHARD SCOTT

DIRECTOR OF PLANNING

TERESA VASQUEZ-EVANS

DIRECTOR OF HEALTH

KATHY PEREZ-ASHTON

DIRECTOR OF PARKS/RECREATION

KIRBY CARDENAS

DIRECTOR OF ECONOMIC DEVELOPMENT

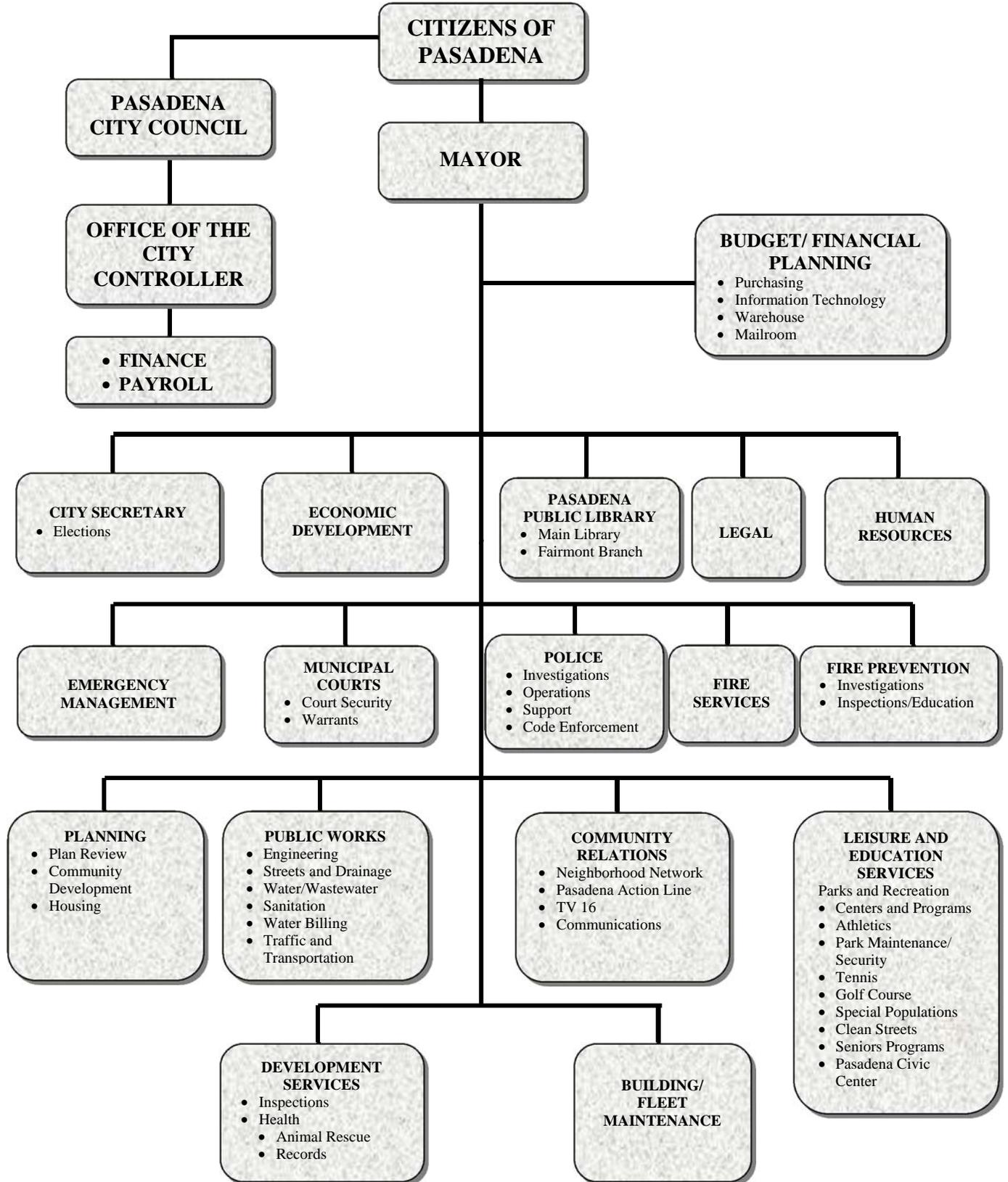
PAUL DAVIS

PRESIDING JUDGE, MUNICIPAL COURTS

LESTER RORICK



ORGANIZATION CHART





HOW TO USE THIS BUDGET DOCUMENT

Welcome to Pasadena!

This document is the annual operating budget of the City of Pasadena for the fiscal year beginning October 1, 2016 and ending September 30, 2017. This is referred to throughout as the FY 2017 or FY17 Adopted Budget.

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

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

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

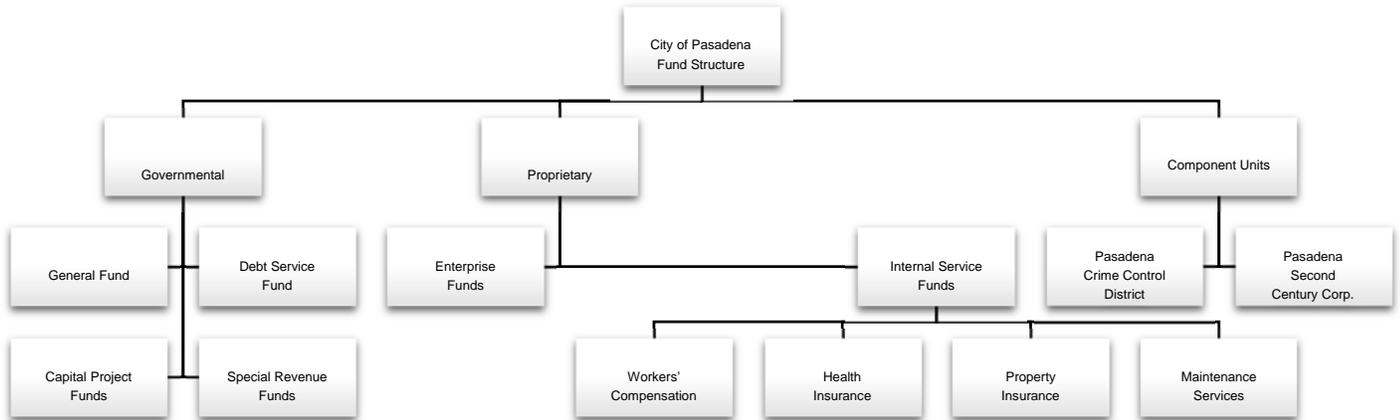
The City is required to make debt service payments to repay bonds sold to finance major capital improvement projects. Debt service payments are included in the Budget. Capital projects are not generally included in this budget.

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

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

BUDGETING BY FUND

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



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

Governmental Funds include:

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

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

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

Capital Project Fund: These types of funds are typically used to account for resources restricted for the acquisition or development of major capital equipment and structures. Financing sources are usually provided by transfers from other funds, bond issue proceeds or grants. Capital projects are generally tracked on a project-length basis. That is, upon project authorization, the required financing is approved at the outset of the project. Funding for these projects is described in detail in the Capital Improvement Plan (CIP).



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

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

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

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

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

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

BUDGET FORMAT

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

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

FY 2015 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2015. (Previous data has been updated.)

FY 2016 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2016.

FY 2016 Year to Date (YTD) Actual – Actual as of April 30, 2016 of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2016.

FY 2016 Estimated – A projection (as of April 30, 2016) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2016.

FY 2017 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2017.



The budget is divided into four major sections: Summaries, Financial and Operational information by Fund, and Components Units with Appendices and a Glossary.

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

The **Financial and Operations** portion of the FY 2017 Adopted Budget contains information about each fund and the departments within the fund.

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

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

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

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

BUDGET PROCESS

The city charter establishes the fiscal year which begins October 1st and ends September 30th. To have an adopted budget in place by October 1st each year, the budget process generally begins several months before. This process began in late spring with estimates of projected revenue and expenditures for fiscal year 2016. After a review of the aforementioned projections, it was decided that FY 2017 expenditures would be proposed at FY 2016 approved levels. Departments were given the opportunity to submit additional employee requests. Once all additional requests were summarized, the Budget Office determined which requests would be incorporated into the proposed budget without causing a mismatch between revenues and expenditures. The combined data allowed for a preliminary or "draft" budget. This "draft" budget was presented to Council in early August. Shortly thereafter, one budget workshop was held so as to receive input from council members. The final Adopted Budget for FY 2017 includes the results of these meetings and discussions.

BUDGET ADOPTION

State law requires that the budget officer file the proposed budget with the City Secretary by 15 days before the public hearing. The city is also required to hold a public hearing on the proposed budget where any taxpayer of the municipality may attend and participate in the hearing. The hearing must be set for a date occurring after the 15th day after the date the proposed budget is filed with the City Secretary. A notice of the hearing must be published in the local newspaper not later than the 10th day before the budget hearing. At the conclusion of the public hearing, City Council must take action on the proposed budget. If for some reason the proposed budget is not accepted and formally approved by the City Council no later than September 27th, if not formally approved by that date the Proposed Budget will take effect automatically on October 1st as provided by the City Charter. The complete Budget review schedule, including key dates for setting the property tax rate is included in this section.

AMENDING THE BUDGET

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



FY 2017 BUDGET SCHEDULE

July 26, 2016	Fiscal year 2017 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 26, 2016	DRAFT Revenue/Expenditure Detail to Council
August 2, 2016	Council Workshop for Proposed FY 2017 Budget (after completion of regular council meeting)
August 2, 2016	Resolution calling for public hearing on the Proposed Budget for August 16, 2016
August 4, 2016	Notice of public hearing published in Pasadena Citizen (State law says must be published no longer than 30 days or 10 days before the public hearing)
August 16, 2016	Public hearing on FY 2017 Proposed Budget (held during council meeting)
September 6, 2016	Council vote on Fiscal 2017 Budget Ordinance (first reading)
September 20, 2016	Council vote on Fiscal 2017 Budget Ordinance (second reading) (City Charter requires budget to be approved by Sept. 27 th)
September 20, 2016	Ordinance adopting assessments roll, first reading (schedule two public hearings on proposed tax rate if necessary)
October 4, 2016	Ordinance adopting assessments roll, second reading. First reading setting the 2016 property tax rate. (If necessary – First public hearing on tax rate.)
October 18, 2016	Second reading setting the 2016 property tax rate. (If necessary- Second public hearing on tax rate. Must be approved within 60 days of receiving tax roll.)
December 6, 2016	Proposed Ordinance first reading accepting the 2016 Industrial District assessment roll and payment rate.
December 20, 2016	Proposed Ordinance second reading accepting the 2016 Industrial District assessment roll and payment rate



Overview

Revenues and expenditures are presented both by fund and department/division. Funds include the General Fund, Enterprise (System) Fund, Debt Service Fund, Special Revenue Funds and Crime Control District Fund. In addition, the Internal Services Funds which include the Maintenance Fund, Worker's Compensation Fund, Health Benefits Fund and the Property Insurance Fund are also reflected in this adopted budget. The City's overall financial position is very sound. The reserves in the majority of funds are ample as seen below in the ending fund balance for FY17 of \$103 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2017 Adopted Budget includes expenditures of \$223 million for basic city services, a decrease of \$9.3 million or 4% from the FY 2016 projected expenditures. This decrease is being accomplished with the uses of fund balance and \$209.9 million in revenue. The Budget also includes positions for approximately 1,098 full-time, part-time and seasonal staff positions.

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Governmental, water and sewer, crime control district, and pasadena second century corp. funds	\$ 140,149,430	\$ 159,273,194	\$ 96,775,753	\$ 99,795,114	\$ 86,997,989
Internal service funds	13,501,079	15,401,454	14,667,290	16,371,389	15,892,375
Total ending balances	\$ 153,650,509	\$ 174,674,648	\$ 111,443,043	\$ 116,166,503	\$ 102,890,364

FY 2017 Revenue Outlook

Total revenues and transfers for all funds are \$174.8 million (excluding the Internal Service funds), an increase of \$3.2 million or 1.9 percent over FY 2016 projected revenues. Revenues include property taxes, sales taxes, industrial district payments, charges for service, fines, interest revenue and other miscellaneous revenues.

FUND	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ESTIMATED	FY 2017 ADOPTED	Increase/(Decrease) Over 2016 Estimated	
					AMOUNT	PERCENT
General fund	\$ 101,531,256	\$ 99,793,299	\$ 101,726,782	\$ 102,486,155	\$ 759,373	0.75%
Debt service fund	11,573,238	27,498,934	10,198,500	9,650,000	(548,500)	-5.38%
Water and sewer fund	36,836,429	40,396,535	36,694,616	40,106,000	3,411,384	9.30%
Special revenue funds	3,163,625	2,702,744	2,373,192	1,899,430	(473,762)	-19.96%
Crime control district fund	9,891,432	10,035,772	10,000,000	10,000,000	-	0.00%
Pasadena second century corporation	10,168,024	10,691,001	10,575,200	10,650,200	75,000	0.71%
Total revenues	\$ 173,164,004	\$ 191,118,285	\$ 171,568,290	\$ 174,791,785	\$ 3,223,495	1.88%



**CITY OF PASADENA
ADOPTED ENDING FUND BALANCES**

Fund #	Fund Title	Estimated Beginning Balance	Revenues and Transfers In	Expenditures and Transfers Out	Revenues Over/(Under) Expenditures	Estimated Ending Balance
Governmental Funds:						
General fund						
001	General fund	\$ 45,390,176	\$ 102,486,155	\$ 102,197,135	\$ 289,020	\$ 45,679,196
Debt service fund						
	Debt service fund	1,254,557	9,650,000	9,499,321	150,679	1,405,236
Special revenue funds						
040	Equity sharing - treasury fund	462,161	200	125,000	(124,800)	337,361
042	Juvenile case manager fund	138,926	75,030	39,684	35,346	174,272
043	Child safety fund	741,429	260,240	334,301	(74,061)	667,368
044	Equity sharing - justice fund	607,032	230	162,000	(161,770)	445,262
045	Municipal courts security fund	14,408	130,120	95,140	34,980	49,388
046	State forfeited and property fund	595,168	430	287,000	(286,570)	308,598
047	Law enforcement training fund	48,940	22,010	20,000	2,010	50,950
048	Judicial efficiency fund	58,580	35,015	22,453	12,562	71,142
049	Court technology fund	137,188	180,055	243,328	(63,273)	73,915
064	Hotel and motel tax fund	2,450,690	657,500	511,205	146,295	2,596,985
080	Preservation of vital statistics fund	75,197	5,530	47,500	(41,970)	33,227
081	1% public, ed and gov (peg) fund	884,532	280,000	164,000	116,000	1,000,532
200	Abandoned motor vehicle and property fund	164,730	250,040	334,700	(84,660)	80,070
201	Sign removal fund	83,486	3,030	20,000	(16,970)	66,516
	Total special revenue funds	6,462,467	1,899,430	2,406,311	(506,881)	5,955,586
	Total governmental funds	53,107,200	114,035,585	114,102,767	(67,182)	53,040,018
Proprietary Funds:						
Enterprise fund						
003	Water and sewer fund	22,095,625	40,106,000	36,789,707	3,316,293	25,411,918
Internal service funds						
002	Maintenance fund	7,222,292	16,185,297	15,883,312	301,985	7,524,277
067	Workers' compensation fund	1,882,320	890,700	864,699	26,001	1,908,321
069	Health benefits fund	1,554,340	16,432,000	16,979,000	(547,000)	1,007,340
070	General liability insurance fund	5,712,437	1,615,000	1,875,000	(260,000)	5,452,437
	Total internal service funds	16,371,389	35,122,997	35,602,011	(479,014)	15,892,375
	Total proprietary funds	38,467,014	75,228,997	72,391,718	2,837,279	41,304,293
Component Units:						
9950	Pasadena second century corporation fund	17,631,831	10,650,200	24,748,545	(14,098,345)	3,533,486
210	Crime control district fund	6,960,458	10,000,000	11,947,891	(1,947,891)	5,012,567
	Total component units	24,592,289	20,650,200	36,696,436	(16,046,236)	8,546,053
	Total all funds	\$ 116,166,503	\$ 209,914,782	\$ 223,190,921	\$ (13,276,139)	\$ 102,890,364

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$42,411,000 and represent 24.3% of total revenues. Property tax revenues are expected to increase by \$361,000 or 0.86% over the FY 2016 projected amount. Property (ad valorem) taxes are assessed or levied on real and personal property as of January 1 of each year, however, the City did not receive a certified tax roll from the Harris County Appraisal District (HCAD) until after the budget had been proposed. The tax rate remained the same at \$0.575388 per \$100 assessed value in FY17 as was in FY16.



The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.448362 or 77.92% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.127026 or 22.08% of the total rate) which is allocated to the debt service fund.

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

REVENUE CATEGORY	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ESTIMATED	FY 2017 ADOPTED	Increase/(Decrease) Over 2016 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 37,144,600	\$ 38,755,245	\$ 42,050,000	\$ 42,411,000	361,000	0.86%
Sales taxes	40,344,036	41,463,459	41,350,000	41,498,000	148,000	0.36%
Industrial district	17,172,395	17,271,428	17,717,700	17,473,700	(244,000)	-1.38%
Utility taxes	8,968,863	8,935,557	8,829,688	8,778,250	(51,438)	-0.58%
Other taxes	1,301,550	1,384,703	1,141,196	1,220,000	78,804	6.91%
Water and sewer	35,351,272	36,772,768	36,231,380	39,785,000	3,553,620	9.81%
Fees & permits	12,027,045	12,259,046	12,419,532	12,396,450	(23,082)	-0.19%
Fines	6,505,416	6,148,378	6,123,650	6,190,000	66,350	1.08%
Other	9,965,705	25,927,417	3,505,144	2,039,385	(1,465,759)	-41.82%
Other financing sources	4,383,122	2,200,284	2,200,000	3,000,000	800,000	36.36%
Total revenue by source	\$ 173,164,004	\$ 191,118,285	\$ 171,568,290	\$ 174,791,785	3,223,495	1.88%

Sales Tax

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

Although sales tax revenue has shown a significant increase in the last couple of years, projections are conservative due to the elastic nature of this economically sensitive revenue source. As shown in the “Total Revenue by Source” table above, sales tax revenue is the second largest source of income for the city (23.7%). Total sales taxes are anticipated to increase by \$148,000 over the FY 2016 projections.

Industrial District Payments

Industrial District businesses and industry pay the City an amount in lieu of property taxes that would be paid were the District a part of the City. These payments provide the fourth largest source of income for the City’s operating budget (10%). 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 FY17 Adopted Budget anticipates the same industrial revenue.

Utility and Other Taxes

These categories primarily include franchise taxes (electricity, telephone, gas and cable television) and hotel/motel taxes. Utility companies that use the City’s streets and rights-of-way in the course of conducting their business pay franchise fees to the City. The fee is generally computed as a percentage of gross receipts and the percentages vary among the franchisees. FY 2017 revenues are projected using the current year’s receipts as a benchmark. It is anticipated that utility and other taxes will increase slightly in FY17 due to gas and electric franchise fee revenue expecting to have a decrease from FY16 and other taxes to increase \$78,804 or 6.91%.



Water and Sewer

Total budgeted revenues for the City's enterprise fund are \$39.8 million as compared to estimated revenues for FY16 of the amount of \$36.2 million. Adopted FY 2017 water revenues increase to \$19.9 million which is higher than the 2016 projected amount of \$18.5 million. Sewer revenues are budgeted at \$14.7 million in FY 2017. This is a \$1,835,000 increase as compared to FY16 estimate of \$12.8.

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. FY17 permit revenue is expected to decrease by \$23,082 as some major construction projects have been completed.

Fines

Municipal Court fines are budgeted to have a slight increase of \$66,350 in FY17 over FY16.

Miscellaneous

This category includes other revenues from investment income, property sales, and recovery of costs from grants and a variety of sources. The expected decline in this category is mostly attributed the decrease in the sale of City property in FY17 over FY16. Other revenues in this category are also expected to stay the same.

Other Financing Sources

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

Group Insurance

The City's contributions to the health benefits plan on behalf of employees are budgeted as expenditures in each operating department within the General, Maintenance and System funds. The Adopted Budget assumes that the current employee and retiree contribution rates established for the last two benefit plan years, which coincides with the calendar year, will remain the same for the 2017 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund is not needed for FY17 and not for the past two years.

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 2017 budget will transfer \$3 million, up \$800,000 from FY16.

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 FY17 Adopted Budget includes \$1,376,500 and \$654,000 reimbursements from the General fund and System fund, respectively, for capital improvement.

Other Transfers

Other significant transfers include transfers from the General and System funds to the Property Insurance and Workers' Compensation funds. These transfers are derived annually based on the anticipated costs of the Property Insurance and Workers' Compensation funds during the upcoming year. The Workers' Compensation costs are budgeted as a part of each department's "Personnel Services" category and are based on scheduled amounts for each type of city employee depending on the risk of injury associated with that employee job.



FY 2017 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, AND CRIME CONTROL DISTRICT FUNDS

	FY 2016				
	FY 2014 ACTUAL	FY 2015 ACTUAL	AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 50,080,327	\$ 51,313,324	\$ 44,491,132	\$ 44,491,132	\$ 45,390,176
Debt service fund	5,219,579	6,272,408	1,783,393	1,783,393	1,254,557
Water and sewer fund (modified accrual)	27,230,309	22,911,001	24,760,596	24,760,596	22,095,625
Special revenue funds	5,803,849	5,935,097	6,203,904	6,203,904	6,462,467
Crime control district fund	4,914,784	6,876,800	8,494,170	8,494,170	6,960,458
Pasadena second century corporation	29,707,259	36,806,777	41,552,050	41,552,050	17,631,831
TOTAL	122,956,107	130,115,407	127,285,245	127,285,245	99,795,114
REVENUE					
General fund	101,531,256	99,793,299	99,877,667	101,726,782	102,486,155
Debt service fund	11,573,238	27,498,934	10,950,000	10,198,500	9,650,000
Water and sewer fund (modified accrual)	36,836,429	40,396,535	36,726,000	36,694,616	40,106,000
Special revenue funds	3,163,625	2,702,744	1,919,365	2,373,192	1,899,430
Crime control district fund	9,891,432	10,035,772	9,500,000	10,000,000	10,000,000
Pasadena second century corporation	10,168,024	10,691,001	9,515,200	10,575,200	10,650,200
TOTAL	173,164,004	191,118,285	168,488,232	171,568,290	174,791,785
EXPENDITURES					
General fund	90,264,236	106,615,491	106,538,028	100,827,738	102,197,135
Debt service fund	10,520,409	-	10,780,005	10,727,336	9,499,321
Water and sewer fund (modified accrual)	41,155,737	38,546,940	40,348,009	39,359,587	36,789,707
Special revenue funds	3,032,377	2,433,937	2,945,112	2,114,629	2,406,311
Crime control district fund	7,929,416	8,418,402	11,782,617	11,533,712	11,947,891
Pasadena second century corporation	3,068,506	5,945,728	26,603,953	34,495,419	24,748,545
TOTAL	155,970,681	161,960,498	198,997,724	199,058,421	187,588,910
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	11,267,020	(6,822,192)	(6,660,361)	899,044	289,020
Debt service fund	1,052,829	27,498,934	169,995	(528,836)	150,679
Water and sewer fund (modified accrual)	(4,319,308)	1,849,595	(3,622,009)	(2,664,971)	3,316,293
Special revenue funds	131,248	268,807	(1,025,747)	258,563	(506,881)
Crime control district fund	1,962,016	1,617,370	(2,282,617)	(1,533,712)	(1,947,891)
Pasadena second century corporation	7,099,518	4,745,273	(17,088,753)	(23,920,219)	(14,098,345)
TOTAL	17,193,323	29,157,787	(30,509,492)	(27,490,131)	(12,797,125)
ENDING FUND BALANCE					
General fund	61,347,347	44,491,132	37,830,771	45,390,176	45,679,196
Debt service fund	6,272,408	33,771,342	1,953,388	1,254,557	1,405,236
Water and sewer fund (modified accrual)	22,911,001	24,760,596	21,138,587	22,095,625	25,411,918
Special revenue funds	5,935,097	6,203,904	5,178,157	6,462,467	5,955,586
Crime control district fund	6,876,800	8,494,170	6,211,553	6,960,458	5,012,567
Pasadena second century corporation *	36,806,777	41,552,050	24,463,297	17,631,831	3,533,486
TOTAL \$	140,149,430	\$ 159,273,194	\$ 96,775,753	\$ 99,795,114	\$ 86,997,989

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



**FY 2017 ADOPTED BUDGET
ADOPTED ENDING FUND BALANCES
INTERNAL SERVICE FUNDS**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 2,911,016	\$ 3,305,369	\$ 6,266,637	\$ 6,266,637	\$ 7,222,292
Health insurance fund	1,867,269	2,299,653	1,234,340	1,234,340	1,554,340
Workers' compensation fund	1,622,473	1,759,415	1,871,040	1,871,040	1,882,320
General liability insurance fund	6,417,694	6,136,642	6,029,437	6,029,437	5,712,437
TOTAL	12,818,452	13,501,079	15,401,454	15,401,454	16,371,389
REVENUE					
Maintenance fund	15,146,905	16,574,517	14,976,849	14,890,149	16,185,297
Health insurance fund	16,753,384	16,556,673	16,588,000	17,017,000	16,432,000
Workers' compensation fund	934,156	923,781	890,700	830,800	890,700
General liability insurance fund	1,632,839	1,631,578	1,615,000	1,673,000	1,615,000
TOTAL	34,467,284	35,686,549	34,070,549	34,410,949	35,122,997
EXPENDITURES					
Maintenance fund	14,752,552	13,613,249	15,641,453	13,934,494	15,883,312
Health insurance fund	16,321,000	17,621,986	16,249,000	16,697,000	16,979,000
Workers' compensation fund	797,214	812,156	854,260	819,520	864,699
General liability insurance fund	1,913,891	1,738,783	2,060,000	1,990,000	1,875,000
TOTAL	33,784,657	33,786,174	34,804,713	33,441,014	35,602,011
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	394,353	2,961,268	(664,604)	955,655	301,985
Health insurance fund	432,384	(1,065,313)	339,000	320,000	(547,000)
Workers' compensation fund	136,942	111,625	36,440	11,280	26,001
General liability insurance fund	(281,052)	(107,205)	(445,000)	(317,000)	(260,000)
TOTAL	682,627	1,900,375	(734,164)	969,935	(479,014)
ENDING FUND BALANCE					
Maintenance fund	3,305,369	6,266,637	5,602,033	7,222,292	7,524,277
Health insurance fund	2,299,653	1,234,340	1,573,340	1,554,340	1,007,340
Workers' compensation fund	1,759,415	1,871,040	1,907,480	1,882,320	1,908,321
General liability insurance fund	6,136,642	6,029,437	5,584,437	5,712,437	5,452,437
TOTAL \$	13,501,079	\$ 15,401,454	\$ 14,667,290	\$ 16,371,389	\$ 15,892,375



City of Pasadena
Summary of Amended and Adopted Positions
Fiscal Year 2015 through Fiscal Year 2017

FUND/DEPARTMENT/DIVISION	FY 2015 AMENDED	FY 2016 AMENDED	FY 2017 ADOPTED
GENERAL FUND PERSONNEL			
City Council	8	8	8
Mayor	2	2	2
Budget and Financial Planning	4	4	4
Municipal Court	36	36	34
City Controller's Office	17	17	17
Purchasing	4	4	4
Legal	9	8	8
City Secretary *	4	4	4
Human Resources *	8	8	8
City Marshal	7	7	8
Community Relations	9	9	9
Mayor's Action Line	6	6	6
Planning	4	5	5
Planning and Development Admin	0	0	0
Economic Development	2	2	2
Neighborhood Network	2	2	2
Inspections/Permit	19	19	19
Property Management *	0	1	2
Impound	7	6	6
Engineering *	21	20	18
Sanitation	40	40	40
Street and Bridge	34	35	33
Traffic and Transportation	10	12	12
Emergency Preparedness	3	5	5
Fire Department	9	9	9
Fire Prevention	11	11	12
Code Enforcement	8	8	7
<i>Police Department :</i>			
Administration	40	36	37
Investigations	48	48	48
Operations	217	221	219
Support	61	69	64
Police Department Subtotal	366	374	368
Parks *	39	40	40
Clean Streets *	20	20	20
Recreation *	30	30	31
Golf Course *	8	8	7
Multi-Purpose Center *	9	9	9
Convention Center	8	8	8
Senior Center	6	6	6
Museum *	1	2	2
Health *	12	12	13
Animal Control and Adoption	29	29	31
Library *	48	47	46
GENERAL FUND TOTAL	860	873	865



FUND/DEPARTMENT/DIVISION	FY 2015 AMENDED	FY 2016 PROPOSED	FY 2016 ADOPTED
MAINTENANCE FUND			
Information Services *	15	16	16
Radio Services	1	1	1
Warehouse	4	4	3
Fleet	27	27	28
Building & Equipment Maintenance	5	5	5
Janitorial *	14	14	14
Electrical	12	12	13
Mail Room	1	1	1
Landscaping & Beautification *	11	11	11
MAINTENANCE FUND TOTAL	90	91	92

SYSTEM FUND			
Wastewater Rehabilitation	22	23	21
Wastewater Collections	31	29	29
Wastewater Maintenance *	11	10	10
Water Distribution	26	28	27
Water Production	10	10	10
Water Billing *	24	24	26
SYSTEM FUND TOTAL	124	124	123

WORKER'S COMP FUND			
Safety Coordinator	1	1	1
WORKER'S COMP FUND TOTAL	1	1	1

COURT SECURITY FUND			
Municipal Court Security	2	2	1
COURT SECURITY FUND TOTAL	2	2	1

HOUSING FUND			
Section 8/Housing Assistance *	9	9	9
HOUSING FUND TOTAL	9	9	9

HOUSING GRANTS			
CDBG/Home Programs	7	7	7
HOUSING GRANTS FUND TOTAL	7	7	7

GRAND TOTAL	1,093	1,107	1,098
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* Indicates departments with PT Pooled Positions

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



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**FY 2017 ADOPTED BUDGET
GENERAL FUND SUMMARY**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
BEGINNING FUND BALANCE	\$ 50,080,327	\$ 51,313,324	\$ 44,491,132	\$ 44,491,132	\$ 45,390,176
REVENUES	101,531,256	99,793,299	99,877,667	101,726,782	102,486,155
EXPENDITURES	90,264,236	106,615,491	106,538,028	100,827,738	102,197,135
REVENUES OVER/(UNDER)					
EXPENDITURES	11,267,020	(6,822,192)	(6,660,361)	899,044	289,020
RECLASSIFICATION **	(10,034,023)	-	-	-	-
ENDING FUND BALANCE	51,313,324	44,491,132	37,830,771	45,390,176	45,679,196
TWO MONTH RESERVE REQUIREMENT *	13,809,003	14,702,895	16,368,490	15,335,257	16,720,106
OVER/(UNDER) REQUIREMENT	\$ 37,504,321	\$ 29,788,237	\$ 21,462,281	\$ 30,054,919	\$ 28,959,090

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

OVERVIEW

The FY 2017 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$45.7 million. The General Fund provides the financing for all of the City of Pasadena’s basic services except water and wastewater, which are accounted for through the System Fund. General Fund services include all 9-1-1 services, including police and fire, and emergency medical services. Street, drainage and parks maintenance are also provided through the General Fund, as are recreation, health and library programs. The City’s main governmental buildings are maintained and operated through the General Fund, including City Hall, the Police Station, Library, fire stations, and other facilities owned by the City. Also, the main governmental functions including the offices of the City’s Mayor and City Council, are operated through the General Fund.

General Fund revenues come primarily from broad-based taxes, including property, sales and franchise taxes. Business taxes, including in lieu of tax payments made by industrial district companies that are outside the City, provide another major source of revenue. The General Fund’s largest expenditure category is compensation – salaries and benefits – paid to the people who provide the basic services mentioned.



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**FY 2017 ADOPTED BUDGET
GENERAL FUND SUMMARY**

REVENUE CATEGORY	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
General property taxes	\$ 25,573,707	\$ 28,518,639	\$ 33,009,007	\$ 31,855,000	\$ 32,762,000
Industrial district fees	17,172,395	17,271,428	17,298,700	17,717,700	17,473,700
Sales tax	20,314,683	20,959,755	20,300,000	20,900,000	21,000,000
Utility taxes	8,968,863	8,935,557	8,628,250	8,829,688	8,778,250
Mixed drink tax	262,129	306,680	250,000	291,196	290,000
Bingo tax	45	89	-	-	-
Business licenses and permits	2,232,381	2,291,060	1,842,700	2,598,174	2,378,200
Occupational licenses and permits	114,346	124,735	94,700	87,899	95,700
Non-business licenses and permits	78,949	80,131	76,200	79,542	76,200
Municipal court fines and fees	6,092,658	5,744,774	5,720,000	5,719,150	5,770,000
Solid waste collection	6,868,755	7,043,344	6,837,200	6,826,534	6,933,200
Health services	342,195	382,538	337,550	413,230	392,050
Library services	58,442	53,526	45,000	42,240	50,000
Property management	367,159	359,670	309,000	295,000	300,000
Recreation	163,899	202,703	191,400	212,892	218,400
Golf	539,051	454,199	536,500	420,367	486,500
Swimming pools	41,743	69,413	230,000	266,690	280,000
Tennis	3,505	6,468	3,500	11,714	9,500
Other centers	102,625	101,754	98,200	86,748	99,200
Civic center	375,183	316,727	374,000	330,512	329,000
Miscellaneous	735,762	769,928	700,500	744,990	745,500
Intergovernmental revenues	219,355	265,564	234,500	231,195	245,495
Sale of capital assets	5,845,152	2,619,811	40,000	790,000	40,000
Other revenues	634,269	649,737	483,960	560,111	531,460
Investment income	40,883	64,785	36,800	216,210	201,800
Insurance recovery	2,182,554	-	-	-	-
Interfund transfers	2,200,568	2,200,284	2,200,000	2,200,000	3,000,000
SUB-TOTAL	101,531,256	99,793,299	99,877,667	101,726,782	102,486,155
Hurricane Ike insurance recovery	-	-	-	-	-
TOTAL	\$ 101,531,256	\$ 99,793,299	\$ 99,877,667	\$ 101,726,782	\$ 102,486,155

EXPENDITURE CATEGORY	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 57,209,406	\$ 61,121,451	\$ 66,323,952	\$ 64,781,209	\$ 68,849,647
Contractual services	11,255,172	12,320,891	14,293,543	12,227,738	14,349,776
Materials and supplies	3,325,752	3,513,933	4,382,349	3,491,492	4,233,286
Maintenance charges	9,338,702	10,230,990	10,847,392	10,428,477	11,028,728
Other charges	334,391	136,774	205,080	145,343	207,580
Other uses	85,129	55,998	92,500	72,211	92,500
Other financing uses	4,414,624	18,398,119	8,327,086	8,816,196	1,876,500
Other financing uses - capital improvements	2,995,597	-	-	-	-
Capital outlay	1,305,463	837,335	2,066,126	865,072	1,559,118
TOTAL	\$ 90,264,236	\$ 106,615,491	\$ 106,538,028	\$ 100,827,738	\$ 102,197,135



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

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 83,366	\$ 84,521	\$ 95,697	\$ 96,795	\$ 96,114
Contractual services	20,881	28,868	54,706	44,724	53,200
Materials and supplies	10,651	8,915	11,800	6,307	11,100
Maintenance charges	41,576	54,818	44,825	55,062	58,178
TOTAL	\$ 156,474	\$ 177,122	\$ 207,028	\$ 202,888	\$ 218,592

CITY COUNCIL STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1530	Council Member - District A	1	1	1
1540	Council Member - District B	1	1	1
1550	Council Member - District C	1	1	1
1560	Council Member - District D	1	1	1
1570	Council Member - District E	1	1	1
1580	Council Member - District F	1	1	1
1590	Council Member - District G	1	1	1
1600	Council Member - District H	1	1	1
TOTAL:		8	8	8

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



GENERAL GOVERNMENT MAYOR

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Continued to provide an attractive environment for new economic growth

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

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

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 267,737	\$ 281,262	\$ 282,141	\$ 282,109	\$ 294,281
Contractual services	9,155	11,751	19,700	13,858	19,100
Materials and supplies	7,840	1,037	6,250	1,632	8,450
Maintenance charges	27,684	30,020	34,148	30,575	35,161
TOTAL	\$ 312,416	\$ 324,070	\$ 342,239	\$ 328,174	\$ 356,992

MAYOR’S OFFICE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1060	Administrative Aide	1	1	1
2340	Mayor	1	1	1
2440	Office Assistant II	0	0	0
TOTAL:		2	2	2



GENERAL GOVERNMENT BUDGET AND FINANCIAL PLANNING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Adopted the annual operating and capital budgets
- Assisted departments with development of key performance metrics
- Improved the budget process by standardization



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Research and develop revenue raising and cost reduction options
- Continue to improve and implement efficiencies for the budget process
- Develop monthly department reporting
- Develop benchmarks to compare our City’s performance metrics to industry best

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Department expenditures as a % of City expenses	0.26%	0.28%	0.28%	0.28%
General fund actual revenue as % of budget	112%	104%	100%	100%
General fund actual expenditures as a percentage of budget	107%	95%	100%	100%

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel services	\$ 511,560	\$ 504,589	\$ 532,789	\$ 578,239	\$ 581,334
Contractual services	30,059	6,992	47,400	30,074	39,400
Materials and supplies	1,102	937	7,200	3,752	8,450
Maintenance charges	8,928	13,124	13,635	13,032	17,100
TOTAL	\$ 551,649	\$ 525,642	\$ 601,024	\$ 625,097	\$ 646,284

BUDGET AND FINANCIAL PLANNING STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1325	Budget Administrator	1	1	1
1720	Director of Financial Planning	1	1	1
1950	Performance Manager	1	1	1
2380	Mgmt Analyst III	1	1	1
TOTAL:		4	4	4



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 and to promote adherence to rules with sufficient flexibility to serve the ends of justice while processing cases without unnecessary expense, delay, or undue formalities.

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Handled approximately 70,000 case filings
- Issued more than 19,205 warrants



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

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

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of cases filed per fiscal year	75,497	66,483	70,946	71,000
Warrants Issued: Capias/Warrants	28,148	25,971	27,097	27,000
Number of traffic cases	64,799	56,953	59,934	61,000
Number of cases on appearance dockets	27,511	23,424	28,969	27,000
Number of cases on motion dockets	9,509	8,837	7,994	8,800

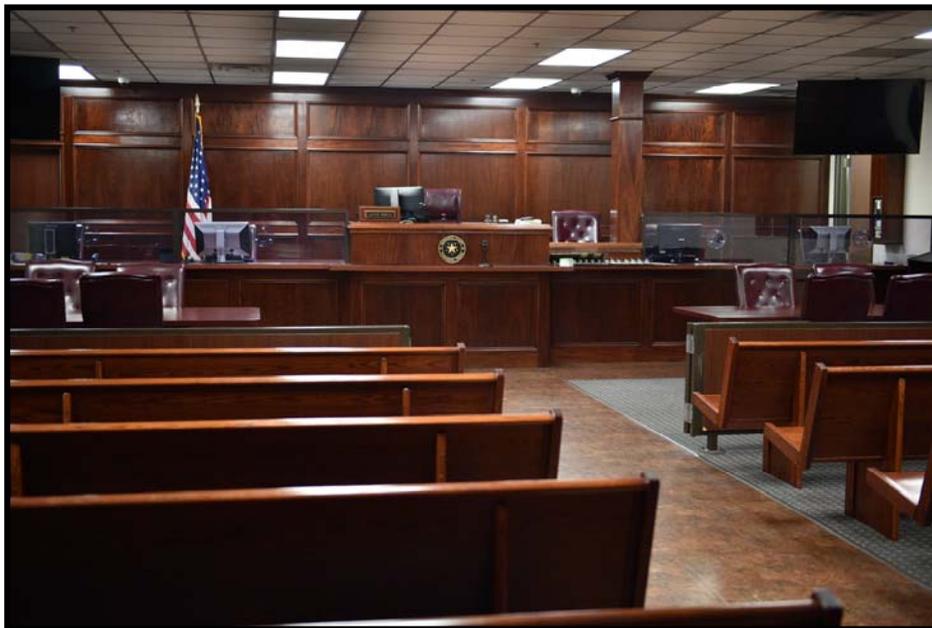
FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 1,679,391	\$ 1,729,333	\$ 1,808,783	\$ 1,885,516	\$ 1,800,111
Contractual services	74,979	75,467	137,943	83,960	152,493
Materials and supplies	39,149	41,437	78,894	31,680	77,841
Maintenance charges	137,833	215,915	230,207	237,054	267,671
TOTAL	\$ 1,931,352	\$ 2,062,152	\$ 2,255,827	\$ 2,238,210	\$ 2,298,116



MUNICIPAL COURT STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1140	Associate Judge	6	6	5
1490	Clerical Assistant II	2	2	2
1495	Collections Coordinator	1	1	1
1610	Court Clerk	1	1	1
1660	Deputy Clerk I	12	12	12
1670	Deputy Clerk II	7	7	7
2065	Juvenile Case Manager	1	1	1
2395	Municipal Court Coordinator	3	3	3
2400	Municipal Court Judge	1	1	1
2855	PT Office Assistant	1	1	1
3290	Sr Deputy Clerk	0	0	0
2844	PT Pooled	1	1	0
TOTAL:		36	36	34





GENERAL GOVERNMENT CITY CONTROLLER'S OFFICE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Provided an annual financial report that fully disclosed the City's financial condition and contained an unmodified ("clean") audit opinion and received the Certificate of Excellence in Financial Reporting for the 22nd consecutive year
- Maximized the use of financial resources by creating a more efficient system to facilitate the transactions involving the collection, disbursement, and reporting of the City funds and maintained an efficient system of billing and collecting of City funds
- Met changing professional standards to receive the Governmental Finance Officers Association award for the Comprehensive Annual Financial Report (CAFR)
- Monitored Federal and State regulations to ensure compliance

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Provide an annual financial report that fully discloses the City's financial condition and contains an unmodified "clean" audit opinion
- Receive the Certificate of Excellence in Financial Reporting for the 23rd consecutive year
- Provide the best and most professional financial services available to the City of Pasadena
- Review the City's procedures and its system of internal controls to preserve and protect resources and identify means of improving those controls and revising procedures as required while monitoring Federal and State regulations to ensure continued compliance



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of years received the GFOA award	20	21	22	23
CAFR awarded "clean opinion"	Yes	Yes	Yes	Yes
Number of grants	36	35	35	35
Grants annual expenditures	\$21,200,000	\$18,400,000	\$18,000,000	\$18,100,000



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 1,436,345	\$ 1,487,598	\$ 1,635,900	\$ 1,689,414	\$ 1,792,911
Contractual services	106,002	110,383	111,300	96,454	110,300
Materials and supplies	18,629	17,802	23,562	19,258	24,782
Maintenance charges	65,130	73,152	77,040	70,563	77,031
TOTAL	\$ 1,626,106	\$ 1,688,935	\$ 1,847,802	\$ 1,875,689	\$ 2,005,024

CITY CONTROLLER'S OFFICE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1010	Accountant I	0	0	0
1011	Accounts Payable Manager	1	1	1
1020	Accountant II	1	1	1
1030	Accountant III	1	1	1
1031	Accountant IV	1	1	1
1032	Accountant V	1	1	1
1041	Accounting Assistant II	0	0	0
1042	Sr. Accounting Assistant	4	4	3
1043	Central Cashier	0	0	1
1050	Accounting Manager	1	1	1
1070	Admin Asst	0	0	1
1100	Assistant City Controller	1	1	1
1440	City Controller	1	1	1
2510	Payroll Manager	1	1	1
2777	PT Pooled	1	1	1
3200	Sr Project Accountant	1	1	1
3266	Special Funds Accountant	1	1	1
3370	Sr. Office Assistant	1	1	0
TOTAL:		17	17	17

TAX

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Contractual services	\$ 420,221	\$ 454,397	\$ 427,500	\$ 462,571	\$ 482,500
Materials and supplies	-	-	20	-	20
TOTAL	\$ 420,221	\$ 454,397	\$ 427,520	\$ 462,571	\$ 482,520



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GENERAL GOVERNMENT PURCHASING

MISSION STATEMENT

The mission of the Purchasing Department is to conduct the public procurement process in a lawful manner, ensuring competition, and enabling City departments to perform their duties more efficiently by establishing sound policies and procedures. Purchasing serves the public by acquiring goods and services required by City departments through informal and formal bids at the lowest prices and best value for monies spent.



ACHIEVEMENTS FOR FISCAL YEAR 2016

- Recognized cost savings by utilizing co-operative contracts
- Formally bid or renewed 30+ contracts

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

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

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Total purchase orders processes	3,705	3,572	3,627	3,700
Total value of purchase orders	\$22,674,739	\$21,597,504	\$21,358,336	\$22,000,000
Total procurement card purchases	\$ 1,456,652	\$ 1,589,453	\$ 1,859,858	\$ 2,000,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

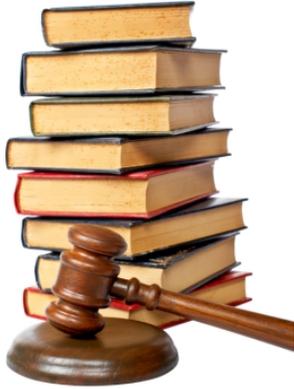
	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	\$	\$	\$	\$	\$
Personnel services	338,635	293,247	329,234	350,697	349,043
Contractual services	11,244	26,192	11,550	14,266	11,810
Materials and supplies	4,015	2,081	5,095	2,935	4,205
Maintenance charges	34,874	34,900	36,967	36,336	37,152
TOTAL	\$ 388,768	\$ 356,420	\$ 382,846	\$ 404,234	\$ 402,210

PURCHASING STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1354	Buyer I	0	0	0
1355	Buyer II	2	2	2
1356	Sr. Buyer	0	0	0
3000	Purchasing Manager	1	1	1
3410	Sr Purchasing Assistant	1	1	1
TOTAL:		4	4	4



GENERAL GOVERNMENT LEGAL



MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

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

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Ordinances	235	196	194	210
Resolutions	124	103	137	119
Non-jury cases handled	71,031	63,924	62,778	62,000
Non-jury trials	229	201	217	215
Jury trials	14	11	8	8



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 797,910	\$ 832,250	\$ 901,732	\$ 903,052	\$ 888,652
Contractual services	66,555	250,850	183,775	241,445	172,275
Materials and supplies	25,721	26,076	37,453	25,302	37,453
Maintenance charges	56,287	61,684	64,903	70,308	58,904
Other charges	75,284	8	-	-	-
TOTAL	\$ 1,021,757	\$ 1,170,868	\$ 1,187,863	\$ 1,240,107	\$ 1,157,284



LEGAL STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	3	2	2
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	2
TOTAL:		9	8	8



GENERAL GOVERNMENT CITY SECRETARY

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Updated Lason Scanning System that scans all City ordinances, resolutions and minutes
- Scheduled and conducted a shred day for all departments at City
- Staff members attended Public Information Act Seminar, a learning class for handling City’s records requests and records retention
- Worked in conjunction with MuniCode to conclude Phase I of the recodification of City’s Code of Ordinances
- Implemented procedures in City Secretary’s office

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Prepare for and conduct 2017 General Election for Mayor and eight Council positions
- Microfilm record converted onto City’s Laser fiche system in a government approved format
- Complete Phase II of recodification of City’s Code of Ordinances

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 243,927	\$ 270,680	\$ 283,100	\$ 280,141	\$ 286,836
Contractual services	48,954	22,401	63,525	26,282	58,525
Materials and supplies	5,388	4,037	4,975	3,246	10,475
Maintenance charges	59,584	56,794	58,126	56,301	54,916
TOTAL	\$ 357,853	\$ 353,912	\$ 409,726	\$ 365,970	\$ 410,752



CITY SECRETARY STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1070	Admin Asst	1	1	1
1460	City Secretary	1	1	1
2655	PT Pooled City Secretary	1	1	1
2687	PT Clerical Assistant II	0	0	0
3280	Sr City Secretary Assistant	1	1	1
TOTAL:		4	4	4



CITY SECRETARY ELECTIONS

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ -	\$ 705	\$ -	\$ -	\$ -
Contractual services	27,738	44,440	27,500	1,000	95,000
Materials and supplies	48	3,127	2,000	-	9,050
TOTAL	\$ 27,786	\$ 48,272	\$ 29,500	\$ 1,000	\$ 104,050





GENERAL GOVERNMENT HUMAN RESOURCES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Collaborate with Emergency Management team & revamp New Employee Orientation to include NIMS training
- Restructure online applicant tracking system to optimize hiring practices
- Ongoing implementation of Paper-less Records Program for Human Resources

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Implement Management Training Program
- Comprehensive update of all job descriptions
- Expand wellness program through employee workout facility

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Experience Modification Rate – Workers Compensation	0.38	0.35	0.36	0.28
City employee turnover rate	10.44%	12.79%	12.80%	12.75%
Average number of applicants per job posting	-	-	346	325





FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 481,484	\$ 508,891	\$ 665,969	\$ 533,125	\$ 670,857
Contractual services	79,578	78,724	85,750	78,057	80,750
Materials and supplies	37,762	29,126	49,450	42,513	49,450
Maintenance charges	62,997	75,839	81,156	80,776	84,459
TOTAL	\$ 661,821	\$ 692,580	\$ 882,325	\$ 734,471	\$ 885,516

HUMAN RESOURCES STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1070	Administrative Assistant	1	1	1
1950	Grant Writer	0	0	0
1989	HR Administrator I	1	1	1
1990	HR Administrator II	2	2	2
1991	HR Administrator III	0	0	0
1999	HR Assistant I	1	1	1
2001	PT Pooled HR	1	1	1
2010	HR Director	1	1	1
3370	Sr Office Assistant	1	1	1
TOTAL:		8	8	8



**GENERAL GOVERNMENT
CIVIL SERVICE**

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Contractual services	\$ 13,544	\$ 22,636	\$ 54,400	\$ 33,358	\$ 54,400
Materials and supplies	1,040	732	10,000	640	10,000
TOTAL	\$ 14,584	\$ 23,368	\$ 64,400	\$ 33,998	\$ 64,400



GENERAL GOVERNMENT CITY MARSHAL

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- 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
- Increased the level of training and accountability within the department

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- 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

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Warrants issued	28,148	25,971	27,097	27,000
Warrants served per marshal	4,021	3,246	3,871	3,857
Total Arrests	7,710	6,436	7,263	7,989
Arrests made per marshal	1,542	1,287	1,453	1,598

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	<u>\$</u>	<u>\$</u>	<u>BUDGET</u>	<u>\$</u>	<u>\$</u>
Personnel services	\$ 604,764	\$ 625,858	\$ 634,262	\$ 690,572	\$ 726,217
Contractual services	6,998	7,451	10,300	8,450	10,300
Materials and supplies	13,007	9,313	12,726	10,830	12,726
Maintenance charges	118,968	132,837	145,151	146,490	142,330
TOTAL	\$ 743,737	\$ 775,459	\$ 802,439	\$ 856,342	\$ 891,573



CITY MARSHAL STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1390	Chief City Marshal	1	1	1
1450	City Marshal	5	5	6
1453	Sr. City Marshal	1	1	1
TOTAL:		7	7	8



MUNICIPAL COURT SECURITY STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1450	City Marshal	2	2	1
TOTAL:		2	2	1



GENERAL GOVERNMENT COMMUNITY RELATIONS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Increased the number of social media subscribers by more than 15% and set a new record when a single post on the City’s Facebook page was viewed by more than 640,000 people
- Re-designed the water bill insert, creating a concise, easy-to-read, weekly communication that can be tailored to a geographic location
- Pasadena Channel launched new mobile-friendly web portal allowing viewers to watch videos on-demand from any connected computer, smart phone or smart TV all in HD
- Record breaking volunteer hours (50,122)

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Set-up and utilize Blackboard Connect for emergency notifications and community announcements via text message, phone call and email
- Update and re-design the City of Pasadena’s website, making it mobile-responsive and more user-friendly, while also streamlining the City’s online operations
- Continue to strive to recruit and market our Volunteer Pasadena programs while supporting our departments volunteer needs

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of social media subscribers	10,374	17,306	20,000	24,000
Online (social media & web) views	2,824,822	5,857,250	6,000,000	6,250,000
Pasadena Channel on-line views	62,245	112,624	120,000	130,000
Volunteer Pasadena number of hours	35,727	39,743	50,122	55,000

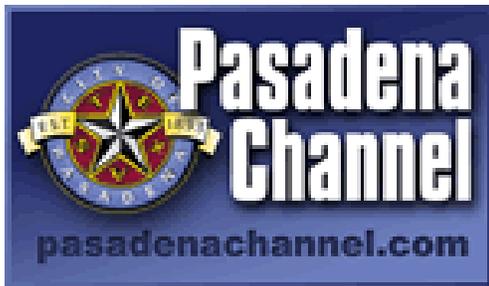
FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 735,394	\$ 830,430	\$ 841,723	\$ 873,463	\$ 883,455
Contractual services	62,470	68,659	74,100	52,962	129,600
Materials and supplies	30,738	36,037	44,550	31,077	44,550
Maintenance charges	74,549	96,498	109,113	102,766	116,802
TOTAL	\$ 903,151	\$ 1,031,624	\$ 1,069,486	\$ 1,060,268	\$ 1,174,407



COMMUNITY RELATIONS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1500	Comm Info Manager	1	1	1
1511	Comm Relations Liaison	0	1	1
1701	Director of Community Relations	1	1	1
2410	Municipal Station Manager	1	1	1
2440	Office Assistant II	0	0	0
2885	Special Project Coord	1	1	1
2990	Publications Manager	1	0	0
3725	Videographer	0	0	0
3730	Video Production Specialist I	1	1	1
3740	Video Production Specialist II	1	1	1
3745	Video Production Specialist III	1	1	1
3750	Volunteer Pasadena Manager	1	1	1
TOTAL:		9	9	9



**Lone Star Emmy
Nominations**

**NATOA
First Place**

Telly Awards

**Texas Communicator Awards
Award of Distinction**





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GENERAL GOVERNMENT PASADENA ACTION LINE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Promoted the Action line through the Pasadena Channel, the City of Pasadena website and other social media
- Trained staff on new updated web-version of Cityworks

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Assist City staff to improve the percentage of service requests completed
- Ensure all service requests are handled in a timely and professional manner

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of Service Requests	16,202	16,599	15,479	15,500

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	<u>BUDGET</u>				
Personnel services	\$ 377,126	\$ 373,947	\$ 421,018	\$ 303,776	\$ 374,018
Contractual services	-	-	2,050	-	2,050
Materials and supplies	513	1,452	6,700	1,092	6,700
Maintenance charges	28,548	39,552	42,411	42,420	53,811
TOTAL	\$ 406,187	\$ 414,951	\$ 472,179	\$ 347,288	\$ 436,579

PASADENA ACTION LINE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1505	Communications Manager	1	1	0
1632	Customer Service Asst I	4	4	4
1633	Customer Service Asst II	1	1	1
2430	Office Assistant I	0	0	0
2440	Office Assistant II	0	0	1
TOTAL:		6	6	6



GENERAL GOVERNMENT PLANNING

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2016

- Developed guidelines, checklists, forms and applications for various planning processes, including but not limited to site planning and plat applications, streetlight and variance requests, annexation and abandonment proceedings
- Developed and published content on the city’s website
- Developed outline, revised and consolidated existing planning ordinances, and prepared draft sections for the new Planning Code Chapter 28

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Complete revisions and consolidation of planning codes and begin approval process for draft sections of the new Planning Code Chapter 28
- Research and propose updates for new planning fee schedule
- Research and develop current and long-range comprehensive planning efforts

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Percentage of subdivision plats processed				
Within 30 days	-	100%	100%	100%
Number of residential lots and commercial Reserves created	-	63	70	75
Number of annual site plan reviews	-	334	420	450
Number of annual inspections	-	153	350	375



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 145,769	\$ 362,340	\$ 414,603	\$ 435,590	\$ 514,808
Contractual services	117,175	175,196	232,500	430,406	278,500
Materials and supplies	5,151	23,805	20,000	7,950	18,000
Maintenance charges	73,241	71,252	59,737	78,759	74,868
TOTAL	\$ 341,336	\$ 632,593	\$ 726,840	\$ 952,705	\$ 886,176

PLANNING STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1070	Admin Asst	0	0	0
1405	Asst. Director of Planning	0	0	0
1950	Planning/Grant Coord	0	0	0
2019	PT Inspector I	0	0	0
2430	Office Assistant I	0	0	0
2440	Office Assistant II	1	1	1
2539	Planner I	1	1	1
2541	Planner III	0	1	1
2542	Planner IV	0	0	0
2543	Planner V	0	0	0
2550	Planning Coordinator	0	0	0
2560	Planning Director	1	1	1
2978	Comm Development Liaison	0	0	0
3035	Real Estate Coordinator	1	1	1
	TOTAL:	4	5	5



GENERAL GOVERNMENT ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016



- Flowserve located their Pump and Valves operation to Pasadena (100 employees) – Dedicated second site at Park 225 Business Park
- Negotiated a detention with HCTRA to allow an \$8M business retention and expansion

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- To measure the economic impact of locating potential commercial and industrial businesses to the City of Pasadena as well as the Industrial District
- To establish minimum standards for capital investment prior to entertaining incentives
- To maximize and leverage off of business leads for expanding our networks
- To collect data from various sources to measure economic development progress that matches Pasadena’s needs

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 252,191	\$ 230,733	\$ 231,075	\$ 242,961	\$ 238,973
Contractual services	17,076	16,778	42,415	23,069	32,865
Materials and supplies	1,455	6,541	7,100	4,369	6,150
Maintenance charges	10,605	16,832	18,003	17,748	20,508
TOTAL	\$ 281,327	\$ 270,884	\$ 298,593	\$ 288,147	\$ 298,496



ECONOMIC DEVELOPMENT STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1703	Director of Economic Development	1	1	1
1745	Economic Dev. Coord	1	1	1
TOTAL:		2	2	2





COMMUNICATIONS AND CUSTOMER SERVICE INDUSTRY AND NEIGHBORHOOD NETWORK DIVISION

MISSION STATEMENT

Our mission is to improve the quality of life in Pasadena’s neighborhood by partnerships with Pasadena Industrial Community Network and the Neighborhood Network by offering economic incentives and assistance to Pasadena neighborhood/homeowner associations and citizens of Pasadena, Texas. By undertaking aesthetic improvements, special events, other programs or projects that will improve the quality of life and public health, safety and welfare in the neighborhoods, and to encourage further organization and coordination of new and existing neighborhood/homeowner organizations, and to build business/industry networks.

AHCIEVEMENTS FOR FISCAL YEAR 2016

- Held one grant opening awarded in funding for 41 city wide projects to neighborhood/homeowner associations
- Partnered with Business on fundraisers with Neighborhood leaders to assist neighborhoods without homeowner association fees to apply for grants and projects
- Added 6 new industry partners to Pasadena Industrial Community Network for projects and donations; completed 4 industry projects
- Developed and built Deepwater Neighborhood Association



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Hold two grant opening for funding neighborhood projects
- Continue community outreach with PICN and Neighborhood Network Division
- Develop and build new neighborhood associations
- Public communication initiatives and projects to keep business and neighborhood/homeowner associations informed

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Grant projects	-	-	41	45
Pasadena Industrial Community Network projects	-	-	4	5



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 89,907	\$ 124,083	\$ 132,953	\$ 135,138	\$ 139,198
Contractual services	51,947	76,787	141,298	87,258	101,700
Materials and supplies	8,098	12,444	19,700	12,615	17,700
Maintenance charges	23,640	23,744	24,390	24,052	26,186
TOTAL	\$ 173,592	\$ 237,058	\$ 318,341	\$ 259,063	\$ 284,784



NEIGHBORHOOD NETWORK STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
2420	Neighborhood Program Manager	1	1	1
2430	Office Assistant I	1	1	1
2855	PT Office Asst	0	0	0
TOTAL:		2	2	2



GENERAL GOVERNMENT INSPECTIONS/PERMITS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Completed proposed amendments to the 2015 Codes
- Implemented a new Certificate of Occupancy application
- Participated with Code Enforcement on the city wide task force

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Research possibility of new electronic plan submittal and plan review
- Improve Antenna Tower application process for both site approval and permit
- Coordinate false alarm billing with Police Department for enforcement and complete any amendments that may be required





FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 1,211,860	\$ 1,228,792	\$ 1,376,093	\$ 1,364,666	\$ 1,401,701
Contractual services	28,456	32,709	73,075	33,164	71,450
Materials and supplies	11,764	12,876	18,050	15,983	19,800
Maintenance charges	178,973	175,427	195,622	193,828	197,870
Capital outlay	-	-	-	-	11,200
TOTAL	\$ 1,431,053	\$ 1,449,804	\$ 1,662,840	\$ 1,607,641	\$ 1,702,021



INSPECTIONS/PERMITS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
1498	Comm Plan Examiner	0	0	0
2040	Inspector III	1	1	1
2050	Inspector IV	1	1	1
2060	Inspector V	8	8	8
2063	Chief Inspector	0	0	0
2430	Office Assistant I	2	2	2
2440	Office Assistant II	0	0	0
2513	Permit Technician	1	1	1
2514	Permit Administrator	1	1	1
2515	Permit Services Superintendent	1	1	1
3370	Sr Office Assistant	2	2	2
TOTAL:		19	19	19



GENERAL GOVERNMENT PROPERTY MANAGEMENT/MUNICIPAL SERVICES

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 2016

- Installed a new back-up generator for the Fire Dept. radio equipment at the Rodeo Grounds Water Tower
- New 30 yr. roof installed at 209 W. Main Wastewater Plant and Offices
- Remodeled the Main Library restrooms

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Renovate New City Hall
- New roofs installed on the Police Academy, Branch Library and Clean Street Buildings
- LED lights installed at the Branch Library

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of facilities maintained	67	70	71	72
Facilities maintained (square feet)	965,000	1,074,179	1,083,179	1,203,176





FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 138,870	\$ 10,219	\$ 62,480	\$ 81,653	\$ 179,172
Contractual services	452,074	823,113	1,132,703	897,664	939,000
Materials and supplies	140,079	106,873	245,995	178,269	236,134
Maintenance charges	593,865	356,187	576,196	243,756	530,379
Capital outlay	643,289	385,848	21,505	19,800	80,000
TOTAL	\$ 1,968,177	\$ 1,682,240	\$ 2,038,879	\$ 1,421,142	\$ 1,964,685

PROPERTY MANAGEMENT STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1205	Asst Director of Dev Svcs	0	0	0
1305	Building Facility Coordinator	0	0	1
1525	Construction Manager	0	1	1
2430	Office Asst I	0	0	0
3035	Real Estate Coordinator	0	0	0
TOTAL:		0	1	2





GENERAL GOVERNMENT IMPOUND/STORAGE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- All fuel pumps and dispensers have been properly maintained or repaired in a timely manner
- Installed and maintained rainwater filtering system in fuel island storm drains to reduce runoff contamination
- Implemented new tow truck schedule to cover all shifts
- Recertified all tow operator TDLR licenses and licensed new tow operator
- Certified all new lot attendant employees with Class C, UST certifications

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Continue to maintain a safe and clean fueling area for all City of Pasadena employees
- Use new tow operator schedule to increase number of vehicles towed by the City of Pasadena wrecker while decreasing the amount of time Officers wait for the vehicles to be removed

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Vehicles towed by City	2,047	2,062	2,000	2,400
Vehicles towed by contractor	1,101	1,189	1,650	1,300
Number of vehicles impounded	3,148	3,251	3,650	3,700

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 391,333	\$ 341,562	\$ 347,572	\$ 343,435	\$ 353,941
Contractual services	3,252	4,034	6,600	2,900	6,600
Materials and supplies	2,250	2,590	6,000	2,988	6,000
Maintenance charges	10,056	9,300	8,820	8,820	8,155
TOTAL	\$ 406,891	\$ 357,486	\$ 368,992	\$ 358,143	\$ 374,696



IMPOUND/STORAGE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
2250	Maintenance Tech I	3	3	3
2260	Maintenance Tech II	3	3	3
2833	PT Maintenance Tech III	1	0	0
TOTAL:		7	6	6



**GENERAL GOVERNMENT
OTHER CHARGES/FINANCING**

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ -	\$ 943	\$ 2,477,601	\$ 965,000	\$ 2,534,968
Contractual services	55,373	69,144	214,000	90,129	214,000
Materials and supplies	655	-	-	-	-
Other charges	166,587	37,761	72,500	44,945	72,500
Other uses	85,129	55,998	92,500	72,211	92,500
Capital outlay	-	-	-	-	-
Other financing uses	4,414,624	18,398,119	8,327,086	8,816,196	1,876,500
TOTAL	\$ 4,722,368	\$ 18,561,965	\$ 11,183,687	\$ 9,988,481	\$ 4,790,468
TOTAL GENERAL GOVERNMENT	\$ 19,177,876	\$ 33,291,802	\$ 27,580,376	\$ 25,651,629	\$ 21,835,625



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PUBLIC SAFETY

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

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

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

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





PUBLIC SAFETY EMERGENCY PREPAREDNESS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Emergency Management continued to maintain its “Advanced Level of Planning Preparedness” rating from the Texas Division of Emergency Management and manage emergencies and disasters
- Developed a comprehensive radio plan for the city
- During Fiscal year 2016 the Office of Emergency Management conducted three major exercises. (a Hurricane Workshop, a Chemical Release Exercise and a Transportation HUB Exercise)
- Additionally, during Fiscal Year 2016, The City of Pasadena’s Office of Emergency Management received six grants for \$358,718.61

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Deploying citywide the Alertus Employee Notification System
- Building a new mobile Command Trailer for Police, Fire and OEM
- The implementation of a backup Emergency Operations Center at the new city hall
- Educating all citizens about disasters and ways to protect themselves



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Drill/Exercise/Education meeting - personnel	173	175	200	200
Public information/Education meeting	1,380	1,500	1,600	1,700
Tier II Facility Reports	175	175	180	180
Hazardous Material Incidents Reported				
Level 1 – Courtesy notification	285	209	360	300
Level 2 – Watch potential off site impact	6	7	13	7
Level 3 – Warning off site impact	3	1	7	3

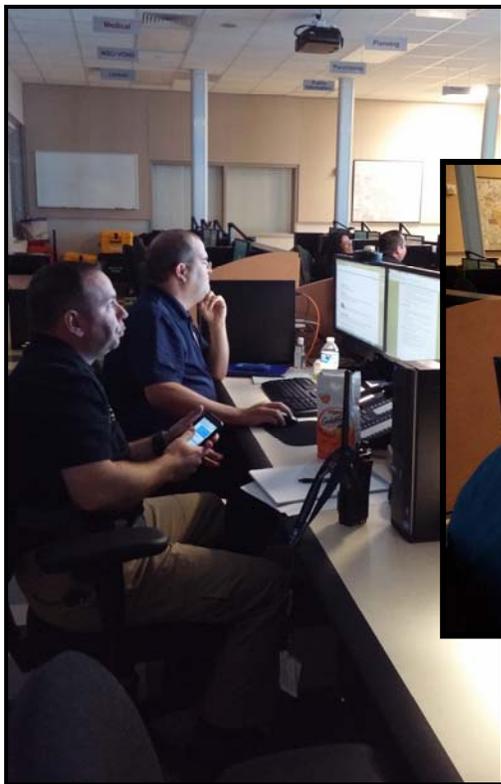


FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 319,683	\$ 465,252	\$ 381,204	\$ 531,865	\$ 455,146
Contractual services	41,865	21,033	74,100	74,067	85,100
Materials and supplies	13,547	9,604	11,096	12,313	12,250
Maintenance charges	184,228	163,098	173,083	173,493	221,733
TOTAL	\$ 559,323	\$ 658,987	\$ 639,483	\$ 791,738	\$ 774,229

EMERGENCY PREPAREDNESS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1518	Compliance Coordinator	0	0	0
1625	Emergency Mgmt Coordinator	1	1	1
3031	Radio Tech IV	0	2	2
3300	Sr Deputy Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	3	5	5





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 2016

- Complete construction and grand opening of Fire Station #5
- Graduated seventeen (12) SFFMA certified firefighters
- 90% completion of 1 ¾” Combat Ready Fire Hose attack lines phase in for enhanced volume water delivery
- Completed year three (3) of the five year replacement program for SCBA’s (25)

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Enhanced training and continued professional development for firefighters and officers
- Zero fire fatalities
- Reduction in total fire loss

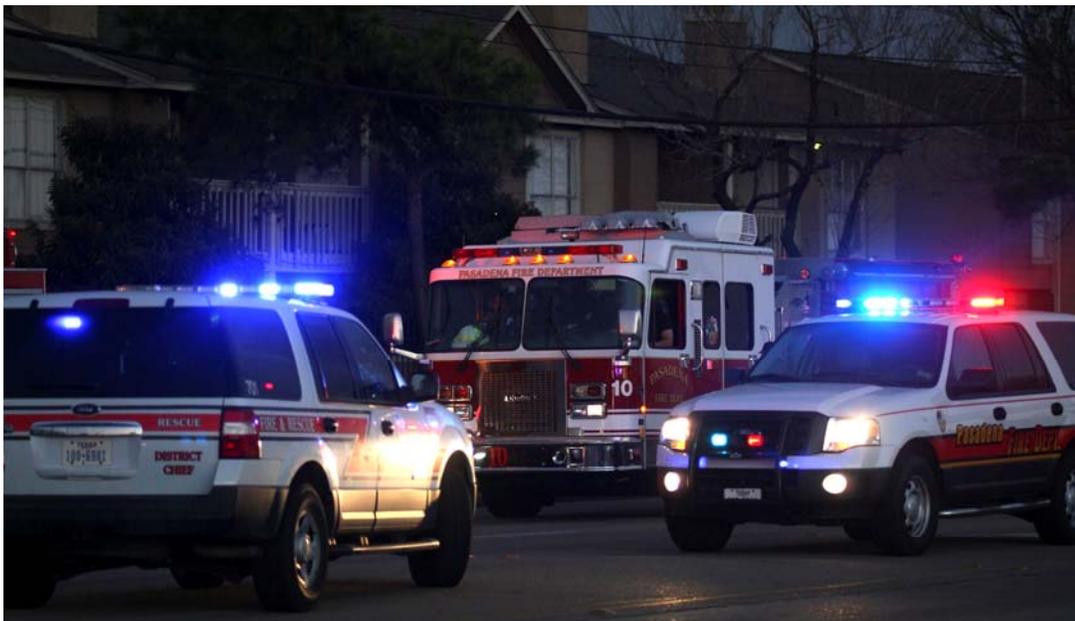
PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Total emergency incidents	2,046	2,141	2,250	2,300
False alarms – (percent of responses)	56%	56%	63%	60%
Number of volunteer firefighters	154	154	166	180
ISO required equipment testing	yes	yes	yes	yes
Response time average	7.03	6.07	6.32	6.00



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 520,667	\$ 572,149	\$ 600,612	\$ 618,137	\$ 616,355
Contractual services	1,025,971	1,041,732	1,136,810	1,161,810	1,136,810
Materials and supplies	486,419	667,099	803,553	758,269	700,186
Maintenance charges	756,174	888,352	918,853	909,201	897,148
Capital outlay	231,893	31,406	502,743	332,576	164,400
TOTAL	\$ 3,021,124	\$ 3,200,738	\$ 3,962,571	\$ 3,779,993	\$ 3,514,899



FIRE FIGHTING STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1210	PT Assistant Fire Chief	1	1	1
1508	Communications Admin	1	1	1
1850	Fire Chief	1	1	1
1860	Fire Fighting Coordinator	0	0	0
1861	PT Pooled Fire Dispatcher	1	1	1
1862	Fire Dispatcher I	1	0	0
1864	Fire Dispatcher III	3	4	4
3370	Sr Office Assistant	1	1	1
	TOTAL:	9	9	9



PUBLIC SAFETY FIRE PREVENTION

MISSION STATEMENT



The Fire Prevention Department will strive to meet our mission statement of ensuring that the lives and property of the public are adequately protected from fire and related hazards. We will provide high quality services by using new and ground breaking technology and equipment, work smarter by increasing professionalism and the capabilities of our workforce, and diligently work to maximize efficiency in accomplishing our mission. We will continue to focus on establishing a positive connection with the entire community we serve and ensure that the City of Pasadena continues to be a safe place to live, work and play.

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Implementation of a covert camera system which has been instrumental in the arrest and prosecution of numerous individuals involved in criminal activity
- Received an award from the Texas Fire Sprinkler Coalition for the participation in protecting the citizens against catastrophic events

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Promote and enhance the efficiency of the division's within the Fire Marshal's Office
- Add two additional Deputy Fire Marshal's to assist in the growing demand for investigations, inspections driven by new construction, public education, illegal dumping/environmental crimes investigations, and the many other task that the Fire Marshal's has taken on

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of life safety & fire inspections	4,767	6,516	8,000	8,000
Inspections per inspector	477	652	800	800
Public educational activities	50	75	125	125
Number of investigations	325	328	450	450



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 939,373	\$ 938,736	\$ 898,270	\$ 1,047,508	\$ 994,833
Contractual services	66,845	65,739	93,890	93,890	96,000
Materials and supplies	107,416	50,131	45,750	45,750	45,950
Maintenance charges	192,369	250,405	242,141	229,276	298,038
Capital outlay	5,035	-	-	-	-
TOTAL	\$ 1,311,038	\$ 1,305,011	\$ 1,280,051	\$ 1,416,424	\$ 1,434,821

FIRE PREVENTION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1220	Assistant Fire Marshal	1	1	1
1650	Deputy Fire Marshal	7	7	8
1865	Fire Inspector I	0	0	0
1870	Fire Marshal	1	1	1
2700	PT Pooled Dep Fire Marshal	1	1	1
2701	PT Fire Inspector II	0	0	0
3370	Sr Office Assistant	1	1	1
	TOTAL:	11	11	12





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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



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Uniform crime report – property crimes	5,499	4,628	4,273	4,120
Uniform crime report – person crimes	592	590	633	640
Calls for service	88,781	92,107	104,508	108,000
Response time – priority 1	8:05 min	5:56 min	5:30 min	5:00 min

* Numbers for the Uniform crime report are for the calendar year

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 28,891,056	\$ 30,852,804	\$ 31,254,436	\$ 31,268,221	\$ 32,613,942
Contractual services	484,770	554,915	541,890	498,330	543,890
Materials and supplies	276,543	333,220	343,430	332,486	348,490
Maintenance charges	3,220,304	3,644,149	3,897,642	3,889,860	3,633,952
TOTAL	\$ 32,872,673	\$ 35,385,088	\$ 36,037,398	\$ 35,988,897	\$ 37,140,274



POLICE DEPARTMENT ADMINISTRATION DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Experienced a 6% overall reduction in Part I Crime across the City which makes three consecutive years that crime has been reduced
- Added 8 police officers to the ranks via the graduation of cadet class #70 and currently have 9 cadets in class #71 and 1 cadet in modified class #72
- Enhanced efforts to communicate with the public through various social media venues through establishing a FACEBOOK, with 20,000 followers, Twitter, Instagram pages which is updated daily

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Improve public safety through the implementation of effective enforcement efforts and strategies in an effort to reduce crime
- Continue to pursue grant opportunities to supplement city resources to deliver police services
- Supplement staffing by recruiting and hiring 20 additional cadets
- Acquire and Implement a RMS System for PD

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	2,897,476	3,225,501	2,475,015	2,710,626	2,800,566
Contractual services	365,687	377,366	367,750	329,750	359,750
Materials and supplies	46,129	51,620	57,600	50,249	63,600
Maintenance charges	552,832	649,704	678,908	672,898	760,647
TOTAL	\$ 3,862,124	\$ 4,304,191	\$ 3,579,273	\$ 3,763,523	\$ 3,984,563



POLICE ADMINISTRATION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1160	Assistant Police Chief	3	3	3
1410	Police Chief	1	1	1
1518	Property Room/Comp Coord	0	1	1
1615	Crime Analyst	1	1	1
1710	Director of Crime Lab	1	0	0
	IT Tech	0	0	1
1805	Evidence Tech	1	1	1
1890	Firearms Examiner	0	0	0
1900	Forensic Chemist III	1	0	0
1901	Forensic Chemist IV	3	0	0
1902	Forensic Chemist V	1	0	0
2062	Intelligence Analyst Asst	1	1	1
2064	Intelligence Analyst	1	1	1
2200	Lieutenant	1	1	1
2370	Management Analyst II	0	0	0
2380	Management Analyst III	1	1	1
2440	Office Assistant II	1	2	2
2565	Police Admin II	1	1	1
2570	Police Officer	13	16	16
2584	CAD Administrator	1	0	0
2775	Pooled Police Civilian	1	1	1
3220	Sergeant	5	4	4
3267	Sr, Administrative Assistant	1	1	1
3370	Sr Office Assistant	1	0	0
	TOTAL:	40	36	37



POLICE DEPARTMENT INVESTIGATION DIVISION

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

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

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

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

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

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

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

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

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

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

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

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



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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Auto Crimes unit facilitated the recovery of approx. \$665,000 worth of stolen vehicles while experiencing a 29% reduction in auto thefts thus far in 2016
- Investigators in the Children’s Assessment Unit filed a total of 63 felony charges over the first 9 months of this fiscal year against individuals who sexually assaulted defenseless minors
- The Gang Intelligence Unit received accolades and acknowledgement for their diligent efforts to provide actionable gang related intelligence to local and outside agencies including the Texas Anti-Gang Center, FBI, ICE, DEA, DPS, HPD, HCSO, Nassau Bay PD, Kent PD, and others
- Provided free drug counseling and other related family services to families with juveniles suffering with addiction related problems

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Endeavor to reduce the incidence of robberies of individuals by 20% through enhanced coordination of enforcement efforts between patrol and investigative divisions
- Increase the department’s technological investigative capabilities by acquiring an Oxygen Forensic Scanning cellular phone device to enable investigators to retrieve digital information from digital devices in order to support the filing of criminal charges
- Increase efforts to reduce crime by educating the public, through social media outlets, to make them less susceptible to crimes by providing crime prevention information and making an effort to post information detailing current internet scams targeting citizens’ financial information

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 4,477,152	\$ 4,370,464	\$ 4,607,501	\$ 4,819,087	\$ 4,698,768
Contractual services	28,317	30,825	30,100	28,751	29,600
Materials and supplies	13,037	16,569	21,350	20,650	21,350
Maintenance charges	424,036	390,207	412,554	408,396	542,308
TOTAL	\$ 4,942,542	\$ 4,808,065	\$ 5,071,505	\$ 5,276,884	\$ 5,292,026

POLICE INVESTIGATIONS DIVISION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
2200	Lieutenant	2	2	2
2440	Office Assistant II	2	2	2
2570	Police Officer	36	36	36
3220	Sergeant	7	7	7
3370	Sr Office Assistant	1	1	1
	TOTAL	48	48	48



POLICE DPARTMENT OPERATIONS DIVISION

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

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

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

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

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



City of Pasadena Police Department Honor Guard



ACHIEVEMENTS FOR FISCAL YEAR 2016

- Utilized funds from the UASI grant to replace ballistic protection of the entire SWAT Team, as well as upgrade/replace tactical communications and surveillance equipment
- Utilized Byrne Grant funds to allow officers to work overtime to target locations of increased crime and narcotics and gang member activity
- Continued the warrant program to locate and apprehend wanted felony offenders that reside or work in Pasadena, as well as cases which were a member of the Pasadena Police Department filed the criminal charge
- Reduced the Priority 1 Response Calls from 5:56 minutes to 5:13 minutes

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Responded to 105,000 number of service calls in a timely manner. Currently the calls for response to Priority 1 Calls is just under 6 minutes. Our goal is to achieve 5 minutes or less. The Priority 2 Calls normally have a standard of 9 minutes and our goal is to achieve a response time of 8 minutes or less
- Analyze crash data to identify the most frequent locations of crashes and develop strategies to reduce crashes

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 18,333,035	\$ 19,712,830	\$ 20,377,038	\$ 19,715,874	\$ 21,283,595
Contractual services	45,160	90,395	98,340	88,150	98,340
Materials and supplies	194,952	239,912	232,930	230,339	231,990
Maintenance charges	1,882,095	2,015,787	2,278,154	2,282,912	1,840,457
TOTAL	\$ 20,455,242	\$ 22,058,924	\$ 22,986,462	\$ 22,317,275	\$ 23,454,382

POLICE OPERATIONS DIVISION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
2200	Lieutenant	4	4	4
2570	Police Officer	147	150	148
2578	PT Police Services Officer - Pool	1	1	1
2579	Police Services Officer I	20	20	20
2580	Police Services Officer II	6	6	6
2581	Police Services Officer III	9	9	9
2582	PSO Shift Supervisor	6	6	6
3220	Sergeant	24	25	25
3370	Sr Office Assistant	0	0	0
	TOTAL:	217	221	219



POLICE DEPARTMENT SUPPORT DIVISION

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

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

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

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



ACHIEVEMENTS FOR FISCAL YEAR 2016

- Deployed SKYWATCH tower to deter card thefts, motor vehicle burglaries, and to add a sense of security
- Provided DARE Instruction to over 1500 5th Grade Students
- Entered into a 5 year agreement with Harris County Institute of Forensic Science for lab services

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Complete the audit of the Police Property Room and Jail to insure the compliance with all policies and procedures
- To continue to strengthen and expand Community Partnership through the Citizen Police Academy, Jr. Police Academy, Citizens on Patrol, Officer Santa and Community Impact Officer
- To continue to provide the D.A.R.E. Program to students in Pasadena



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 3,183,393	\$ 3,544,009	\$ 3,794,882	\$ 4,022,634	\$ 3,831,013
Contractual services	45,606	56,329	45,700	51,679	56,200
Materials and supplies	22,425	25,119	31,550	31,248	31,550
Maintenance charges	361,341	588,451	528,026	525,654	490,540
TOTAL	\$ 3,612,765	\$ 4,213,908	\$ 4,400,158	\$ 4,631,215	\$ 4,409,303

POLICE SUPPORT DIVISION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1235	Asst Records Manager	1	1	1
1305	Police Faculty Supervisor	1	1	1
1490	Clerical Assistant II	0	0	0
1805	Evidence Tech	3	3	3
2040	Inspector III	0	0	0
2200	Lieutenant	2	2	2
2385	Motor pool Attendant	1	1	1
2430	Office Assistant I	4	4	4
2440	Office Assistant II	6	6	6
2570	Police Officer	19	20	18
2600	Police Cadet	11	18	15
3040	Record Manager	1	1	1
3045	Records Lead	0	0	0
3220	Sergeant	4	4	4
3370	Sr Office Assistant	8	8	8
	TOTAL:	61	69	64



PUBLIC SAFETY CODE INSPECTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Staff averaged 589 code violation investigations each month or approximately 7071 investigations for the year. The Mayor’s Action Line produced 1430 complaints of the total investigations for the year. Staff issued 551 violation notifications via certified mail each month or approximately 6615 violation letters for the year
- Worked with property owners on the code violation cases which resulted in the voluntary correction of over 94% of the total violations. The City did remove 91 junk vehicles from private property which were destroyed pursuant to State Law and impounded 135 abandoned vehicles from public streets
- Procured and awarded contracts for the securing of 53 open, vacant structures, the cleanup of 177 overgrown & trash/debris cluttered properties and the demolition of 13 dilapidated houses
- The Code Enforcement Office planned and participated in Code Enforcement Task Force investigations of illegal businesses operating without the required permits

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- To improve public safety by ensuring that our neighborhood roadways within the City are kept free of obstructions from abandoned or illegally parked vehicles that may hinder the quick response of emergency vehicles
- To assist in neighborhood improvement activities through code compliance by removing visible signs of blight, decay and disorder (such as junked vehicles, weeded lots, dilapidated buildings, illegal dump sites, litter and junk, etc.) within the community
- To provide the necessary resources and opportunities for each staff member to participate in continuing education classes/seminars to maintain their State Code Enforcement Certification as well as to enhance their investigation abilities

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Yearly number of investigations	-	3,456	7,071	7,500
Yearly number of violations	-	3,276	6,615	7,000
Monthly investigatios per CE officer	-	91	143	150
City ordinances administered by CE	-	15	24	26



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ -	\$ 363,046	\$ 396,479	\$ 369,839	\$ 347,641
Contractual services	-	119,007	119,000	112,900	128,750
Materials and supplies	-	37,564	38,300	31,988	30,800
Maintenance charges	-	-	25,664	25,859	100,883
Capital outlay	-	-	-	49,088	-
TOTAL	\$ -	\$ 519,617	\$ 579,443	\$ 589,674	\$ 608,074
TOTAL PUBLIC SAFETY	\$ 37,764,158	\$ 41,069,441	\$ 42,498,946	\$ 42,566,726	\$ 43,472,297

CODE INSPECTION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1383	Chief Code Enforcement Mgr	1	1	1
1645	Deputy Code Enforcement Inspc.	1	1	1
2040	Inspector III	5	5	4
3370	Sr Office Assistant	1	1	1
	TOTAL:	8	8	7



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PUBLIC WORKS

OVERVIEW

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

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

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

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

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

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



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





PUBLIC WORKS ENGINEERING DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) program
- Monitor Industrial Pre-treatment Program with all industries discharging their process flow into City's Sanitary Sewer System
- Successfully implemented construction of Fire Station #5
- Began design for Phase I of the plan to eliminate Golden Acres WWTP and diverting its flow to Vince Bayou WWTP



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Successfully complete construction of Pet Adoption Center and Municipal Courts building
- Plan to secure funding from various Grants to support implementation of Public Works Infrastructure Projects
- Continue to implement activities for the CRS program to keep the current Community Rating System (CRS) rating of 5.00 or lower
- Implement consolidation of lift stations within the City to minimize the operating and maintenance cost

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Utility availability/flood plain letter	98	115	100	100
Constructio projects inspected	96	85	75	75
Professional contract oversight	80	45	40	40
Map and data files maintained	1,200	1,300	6,000	6,000



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 1,515,061	\$ 1,786,303	\$ 1,627,638	\$ 1,919,639	\$ 1,620,676
Contractual services	479,121	373,585	488,439	515,718	428,900
Materials and supplies	16,513	40,720	41,000	33,597	41,000
Maintenance charges	206,898	190,255	203,245	201,162	216,317
Capital outlay	2,608,857	5,000	24,000	24,000	-
TOTAL	\$ 4,826,450	\$ 2,395,863	\$ 2,384,322	\$ 2,694,116	\$ 2,306,893

ENGINEERING STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1205	Asst Public Works Director	1	1	1
1230	Sr Asst Public Works Director	3	3	2
1400	Chief Construction Inspector	1	1	1
1515	Compliance Officer	0	0	0
1525	Construction Manager	1	0	0
1705	Director of Public Works	1	1	1
1740	Drafter	1	0	0
1764	Engineering Coordinator	0	0	0
1765	Engineering Tech	3	2	2
1770	Environ & Educ Manager	0	1	0
1910	General Superintendent	1	0	0
1918	GIS Tech I	0	1	1
1919	GIS Tech II	0	1	1
2040	Inspector III	3	2	1
2050	Inspector IV	0	1	0
2070	Junior Party Chief	0	0	0
2260	Maintenance Tech	0	0	1
2330	Management Analyst I	1	0	0
2380	Management Analyst III	0	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	0	0	1
2620	Project Manager	1	1	1
2845	PT Pooled Engineering	1	1	1
2886	Project Manager	2	2	2
3370	Sr. Office Assistant	0	0	0
TOTAL:		21	20	18



PUBLIC WORKS SANITATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Recycle Center Upgrades
- Utilized other forms to manage garbage and heavy trash pickup

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Explore other forms of recycling for entire City
- Improve and manage ways to pick up garbage

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Customers	31,698	31,877	32,039	32,500
Tons of refuse collected per month	3,529	3,711	3,875	3,900
Units served per month	329,406	332,114	332,692	335,834
Cost per unit per month	\$1.70	\$1.69	\$1.74	\$1.72

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	<u>\$</u>	<u>\$</u>	<u>BUDGET</u>	<u>\$</u>	<u>\$</u>
Personnel services	2,317,560	2,317,094	2,455,427	2,413,633	2,486,040
Contractual services	3,690,248	3,778,717	3,797,070	3,610,112	3,835,812
Materials and supplies	357,877	319,807	400,439	305,217	300,439
Maintenance charges	242,925	312,511	284,571	287,089	301,125
TOTAL	\$ 6,608,610	\$ 6,728,129	\$ 6,937,507	\$ 6,616,051	\$ 6,923,416



SANITATION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1790	Equipment Operator II	2	2	2
1800	Equipment Operator III	2	2	2
2040	Inspector III	1	1	1
2440	Office Assistant II	0	0	0
2895	PT Pooled Sanitation	1	1	1
3010	Public Works Superintendent	1	1	1
3140	Sanitation Route Supervisor	2	2	2
3160	Sanitation Truck Driver	14	14	14
3170	Sanitation Worker I	16	16	16
3171	Sanitation Worker II	0	0	0
3370	Sr. Office Assistant	1	1	1
TOTAL:		40	40	40





PUBLIC WORKS STREET/BRIDGE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Major Section Repairs - Concrete: Preston & Flamborough, 3400 Red Bluff, 1202 Armor, 1730 Preston, 5500 Vista
- Special Projects: Convention Center – Install 25x 25 Concrete Pad, 4725 Spencer- Install 3 Guard rail post at new Fire Station
- Major Drainage improvements: 4806 Palm (Pipe Install), 4914 Pine, 508 Sachink (Pipe Install), 1114 Parkside(Pipe Install)

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Provide preventive maintenance and inspection of all drainage facilities
- Maintain safe citywide flood control water flows by increasing frequency of storm drain, conduit and inlet cleaning

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Street improvements (linear feet)	6,704	15,509	28,900	28,900
Sidewalk improvements (linear feet)	7,068	7,893	8,000	8,000
Drainage improvements (linear feet)	15,872	13,050	20,000	20,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 1,942,913	\$ 2,045,950	\$ 2,305,762	\$ 2,238,281	\$ 2,189,312
Contractual services	25,745	36,730	48,650	21,432	48,650
Materials and supplies	275,894	386,956	395,744	319,824	395,744
Maintenance charges	408,527	416,421	397,031	387,811	374,884
Capital Outlay	-	-	15,000	-	15,000
TOTAL	\$ 2,653,079	\$ 2,886,057	\$ 3,162,187	\$ 2,967,348	\$ 3,023,590



STREET/BRIDGE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1070	Administrative Assistant	1	1	1
1130	Assistant Superintendent	0	0	0
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	6	5	5
1800	Equipment Operator III	1	2	2
1840	Field Operations Coordinator	1	1	0
1910	General Superintendent	0	1	1
2854	PT Sr Office Asst	0	0	0
2955	PT Pooled Street & Bridge	1	1	1
3010	PW Superintendent	1	1	1
3690	Utility Worker I	6	7	7
3700	Utility Worker II	9	8	7
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	3	3	3
TOTAL:		34	35	33





PUBLIC WORKS TRAFFIC & TRANSPORTATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Performed Pasadena Freeway Lighting maintenance from Shaver to east city limits
- Completed TX-DOT traffic signal intersection maintenance along Beltway 8 and Pasadena Freeway
- Installed Left Turn Flashing Yellow Arrow operations

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Upgrade communications system equipment at 40 intersections to improve operations reliability and reduce overall delay, congestion, and collisions at traffic signals
- Install Pre-emption equipment at the intersection of Beltway 8 and Spencer Highway
- Install GPS system at traffic signal intersections along Fairmont Parkway to uphold coordination
- Install 3” underground rigid conduit and re-cable the signals at the following intersections: Red Bluff @ Thomas, Red Bluff @ Bearle and Southmore @ Scarborough

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Lane miles of streets striped	-	34%	19%	19%
Traffic signs installed, replaced or removed	10%	8%	7%	7%
Controllers replaced	16%	10%	10%	10%





FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 673,942	\$ 717,182	\$ 827,444	\$ 866,826	\$ 855,270
Contractual services	246,301	268,977	265,050	173,639	315,500
Materials and supplies	227,837	183,630	243,265	250,766	322,200
Maintenance charges	150,174	153,431	152,871	144,293	141,247
Capital Outlay	-	23,999	112,750	112,750	-
TOTAL	\$ 1,298,254	\$ 1,347,219	\$ 1,601,380	\$ 1,548,274	\$ 1,634,217

TRAFFIC & TRANSPORTATION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1070	Admin Asst	0	1	1
2060	Inspector V	1	1	1
2970	Public Work Assistant II	0	0	0
3230	Sign Markings Tech I	2	2	2
3240	Sign Markings Tech II	2	3	3
3245	Sign Markings Tech III	0	0	0
3250	Sign Markings Tech IV	0	0	0
3400	Sr Public Works Assistant	0	0	0
3570	Traffic Director	0	0	0
3590	Traffic Signal Tech I	1	1	1
3600	Traffic Signal Tech II	0	0	0
3601	Traffic Signal Tech III	2	2	2
3605	Lead Traffic Sign Tech	1	1	1
3610	Traffic Superintendent	1	1	1
TOTAL:		10	12	12

STREET LIGHTS/SIGNALS

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Contractual services	\$ 1,357,271	\$ 1,359,753	\$ 1,358,800	\$ 1,166,550	\$ 1,358,800
TOTAL	\$ 1,357,271	\$ 1,359,753	\$ 1,358,800	\$ 1,166,550	\$ 1,358,800
TOTAL PUBLIC WORKS	\$ 16,743,664	\$ 14,717,021	\$ 15,444,196	\$ 14,992,339	\$ 15,246,916



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PARKS & RECREATION

MISSION STATEMENT

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



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

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

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





PARKS & RECREATION PARKS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Completed construction of Strawberry Water Park
- Annual assessment of playgrounds by CPSI
- Maintained all City parks, hike and bike trails as well as the grounds around multiple municipal buildings and 26 sports fields



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Prioritizing use of remaining bond monies for park improvements
- Remove, repair, or replace play structures as identified in CPSI assessment

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Acres mowed by parks weekly	447	447	447	447
Acres mowed per worker weekly	30	30	30	30
Sports fields maintained per week	23	26	26	26
Sports fields maintained per worker weekly	5	7	7	7



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 1,730,763	\$ 1,834,885	\$ 2,076,066	\$ 1,855,984	\$ 2,154,333
Contractual services	355,823	346,823	941,753	404,507	878,632
Materials and supplies	253,593	258,139	239,092	154,260	231,031
Maintenance charges	735,128	866,001	822,549	796,055	783,580
Capital outlay	225,689	151,037	922,546	35,712	825,686
TOTAL	\$ 3,300,996	\$ 3,456,885	\$ 5,002,006	\$ 3,246,518	\$ 4,873,262

PARKS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1620	Custodian I	5	5	5
1780	Equipment Operator I	0	0	0
1790	Equipment Operator II	0	0	0
2098	Landscaping Supt	0	0	0
2250	Maintenance Technician I	0	0	0
2260	Maintenance Technician II	2	1	1
2270	Maintenance Technician III	0	1	1
2430	Office Assistant I	1	1	1
2460	Parks Superintendent	0	1	1
2470	Parks Foreman	3	3	3
2480	Parks Worker I	18	18	18
2490	Parks Worker II	6	6	6
2500	Parks Worker III	2	2	2
2857	PT Pooled Parks	1	1	1
2858	PT Pooled Park Custodians	1	1	1
TOTAL:		39	40	40





PARKS & RECREATION

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

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Increased youth participation numbers
- Certified 100 new lifeguards and 20 new concession workers
- Certified Food Safety Managers to comply with Health requirements
- Established “Pop up Park” as a way to inform the community about parks & physically active

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Grow tennis program
- Comprehensive preventative maintenance plan for each location allowing us to address problems
- Transitioning some of the food preparation programs to focus on healthy eating

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Athletics unique participant - annual	3,512	4,070	4,895	4,900
Athletics participant visits – annual	40,366	41,814	50,160	52,000
Aquatics participation	10,112	21,067	40,000	55,000
Tennis participation – annual	3,000	7,792	10,000	12,000





FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 1,558,199	\$ 1,810,934	\$ 2,071,463	\$ 1,841,698	\$ 2,163,100
Contractual services	230,517	271,038	659,577	240,432	735,775
Materials and supplies	251,954	267,174	404,550	325,468	409,000
Maintenance charges	337,315	375,316	421,227	386,431	486,375
Capital outlay	18,000	-	67,500	-	67,500
TOTAL	\$ 2,395,985	\$ 2,724,462	\$ 3,624,317	\$ 2,794,029	\$ 3,861,750

PARKS & RECREATION STAFFING

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

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1620	Custodian I	0	0	0
1704	Director of Parks and Recreation	1	1	1
2430	Office Assistant I	2	2	2
2440	Office Assistant II	1	1	1
2583	Pool Maintenance Worker	0	0	0
2585	Pool Technician	1	1	1
2650	PT Athletic Pooled Position	1	1	1
2741	PT Recreation Attendant	12	12	12
2840	PT Aquatics Pooled Position	1	1	1
2851	PT Recreation Pooled Position	1	1	1
2885	Project Coordinator	0	0	0
3050	Recreation Assistant I	0	0	0
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant	1	1	1
	Asst Manager	0	0	1
3070	Recreation Manager	2	2	2
3080	Recreation Specialist I	4	4	4
3081	Recreation Specialist II	1	1	1
3090	Recreation Specialist III	0	0	0
3100	Recreation Superintendent	1	1	1
3370	Sr Office Assistant	0	0	0
TOTAL:		30	30	31



PARKS & RECREATION CLEAN STREETS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Preparation and cleanup of city sponsored events
- Removed graffiti from bridges, commercial buildings, and residential fences in a timely manner
- Assisted in cutting, cleaning and picking up litter from City drainage right of ways

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Proactive approach on graffiti removal
- Utilize community service and work release personnel to make the city litter free

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Street sweepers – miles cleaned	6,512	3,754	3,000	3,000
Number of participants assigned to clean streets	1,756	1,181	1,168	1,200
Quantity of trash removal (cubic feet)	142,237	109,611	102,500	100,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 1,056,988	\$ 1,101,494	\$ 1,205,280	\$ 1,196,173	\$ 1,230,743
Contractual services	167,402	150,038	45,400	23,929	47,200
Materials and supplies	44,419	40,821	80,155	47,358	80,155
Maintenance charges	275,367	302,668	323,157	325,102	329,931
Capital outlay	-	-	75,000	25,000	66,000
TOTAL	\$ 1,544,176	\$ 1,595,021	\$ 1,728,992	\$ 1,617,562	\$ 1,754,029





CLEAN STREETS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1480	Clean Streets Manager	0	1	1
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	2	2	2
2093	Landscaper III	0	0	0
2100	Clean Streets Supervisor	2	1	1
2240	Maintenance Supervisor	0	0	0
2430	Office Assistant I	2	2	2
2645	PT Pooled Clean Streets	1	1	1
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	9	9	9
TOTAL:		20	20	20





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PARKS & RECREATION MUNICIPAL GOLF COURSE

MISSION STATEMENT

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

ACIEVEMENTS FOR FISCAL YEAR 2016

- Implemented turf health and conditioning program
- Replaced deck mower

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Aggressive spray program to improve turf health
- Turf conditioning and mowing to enhance playability



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of rounds of golf played	24,189	19,788	21,000	25,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel Services	\$ 351,781	\$ 351,369	\$ 382,018	\$ 373,003	\$ 387,362
Contractual services	93,033	109,811	140,800	113,178	155,800
Materials and supplies	100,839	53,377	109,050	52,240	99,050
Maintenance charges	78,103	82,026	86,692	90,202	99,278
TOTAL	\$ 623,756	\$ 596,583	\$ 718,560	\$ 628,623	\$ 741,490

GOLF COURSE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	1	1	1
1933	Golf Course Worker II	1	1	1
1940	Golf Prof Director	1	1	1
2270	Maintenance Technician III	1	0	0
2590	Pro Shop Assistant	0	1	1
2751	PT Golf Course Attendant	1	1	0
2765	PT Pooled Golf Course	1	1	1
2833	PT Maintenance Tech III	0	1	1
2880	PT Pro Shop Attendant	1	0	0
TOTAL:		8	8	7



PARKS & RECREATION MULTI-PURPOSE CENTER

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Increase in International teams attending the Shootout
- Increased in out of town teams attending the Wheelchair Windup
- Updated appliances in kitchen and utility room
- Provided training for an Adaptive Recreation Program in League City



PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2017

- Develop Parent Support Group which will meet an average of 6 times per year
- Provided training for adaptive recreation programming to surrounding municipalities

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Multipurpose center participation - annual	2,112	2,239	2,310	2,400
Multipurpose center participation – hours	28,145	32,165	33,000	35,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel services	\$ 303,387	\$ 359,528	\$ 395,076	\$ 357,387	\$ 399,461
Contractual services	53,949	70,918	39,800	27,356	39,800
Materials and supplies	31,007	47,113	47,400	35,420	47,400
Maintenance charges	70,054	68,209	74,371	74,841	76,984
Capital outlay	-	-	50,000	5,000	64,250
TOTAL	\$ 458,397	\$ 545,768	\$ 606,647	\$ 500,004	\$ 627,895



MULTI-PURPOSE CENTER STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1620	Custodian I	0	0	0
2430	Office Assistant I	1	1	1
2741	Recreation Attendant	2	2	2
2930	PT Therapeutic Aid	1	1	1
2931	PT Center Pooled Position	1	1	1
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant I	1	1	1
3070	Recreation Manager	1	1	1
3090	Recreation Specialist III	1	1	1
TOTAL:		9	9	9





PARKS & RECREATION CIVIC CENTER OPERATIONS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Holding an estimated 198 events at the Pasadena Convention Center and Municipal Fairgrounds' facilities
- 33 new events (14 of those went on to book additional events)

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- 10% increase in events for the year
- Adding Wi-Fi to the Convention Center

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of events	176	197	198	212
Number of attendees per year	244,559	261,886	250,000	275,000
Number of days used – Convention Center	213	232	232	240
Number of days used – Fairgrounds	149	180	193	190





FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 333,707	\$ 317,593	\$ 381,007	\$ 370,391	\$ 383,551
Contractual services	114,964	131,284	131,900	110,630	132,000
Materials and supplies	7,416	6,535	11,275	21,259	11,575
Maintenance charges	175,923	182,017	186,075	215,780	229,827
TOTAL	\$ 632,010	\$ 637,429	\$ 710,257	\$ 718,060	\$ 756,953

CIVIC CENTER OPERATIONS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1310	General Manager Convention Cent	1	1	1
1820	Facility Worker I	2	2	2
1821	Facility Worker II	1	1	1
1830	Lead Facility Worker	1	1	1
2440	Office Assistant II	1	1	1
2686	PT Clerical Assistant I	0	0	0
2933	PT Pooled Convention Center	1	1	1
3390	Manager of Sales and Events	1	1	1
TOTAL:		8	8	8



PARKS & RECREATION MADISON JOBE SENIOR CENTER OPERATIONS

MISSION STATEMENT

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

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

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

This program is in partnership with Harris County (which provides matching funds) and must report to and interface with both Harris County and CDBG. The purpose of this program, established for more than ten years, is to bring critical taxi services to the economically underprivileged and disabled citizens and senior citizens of Pasadena.

ACHIEVEMENTS FOR FISCAL YEAR 2016



- Additions and improvements to equipment, furniture and supplies at senior center
- Increased corporate participation and sponsorship

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2017

- Implement new marketing strategies to increase senior involvement
- Build corporate sponsorship
- RIDES program for seniors through CDBG and increase client base to 300-350 clients per month

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Senior center participation - annual	49,498	81,562	83,964	92,630
Special events performed each year	7	10	13	16
Transportation program rides per year	1,648	1,466	1,920	3,600



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 188,836	\$ 318,583	\$ 333,329	\$ 374,595	\$ 418,010
Contractual services	31,335	25,122	41,150	31,782	43,150
Materials and supplies	30,598	39,870	47,270	21,882	45,250
Maintenance charges	118,443	106,575	130,524	108,601	136,317
Capital outlay	8,532	-	-	-	-
TOTAL	\$ 377,744	\$ 490,150	\$ 552,273	\$ 536,860	\$ 642,727



MADISON JOBE SENIOR CENTER OPERATIONS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1620	Custodian I	0	0	0
1735	Director of Sr. Center	1	1	1
2430	Office Assistant I	1	1	1
2741	PT Rec Attendant	1	0	0
2892	Rides Coordinator	1	1	1
3060	Recreation Assistant	1	1	1
3064	Rec Attendant I	0	1	1
3070	Recreation Manager	0	0	0
3080	Recreation Specialist I	1	1	1
TOTAL:		6	6	6



PARKS & RECREATION MUSEUMS

MISSION STATEMENT

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

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

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

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2017

- Finish repairs to outside of buildings
- Additional storage building for documents and collections
- Find possible corporate sponsor for a well house to be built around original well site and make repairs to original well

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Museum visitors per year	725	920	2,770	5,000
Special events performed each year	9	15	21	30

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel services	\$ 18,255	\$ 25,485	\$ 48,989	\$ 27,039	\$ 32,348
Contractual services	640	3,115	3,100	2,500	5,600
Materials and supplies	1,765	1,185	8,600	1,962	6,100
Maintenance charges	4,422	4,956	6,166	5,208	7,918
Capital outlay	-	-	-	-	-
TOTAL	\$ 25,082	\$ 34,741	\$ 66,855	\$ 36,709	\$ 51,966
SUB-TOTAL PARK AND RECREATION	\$ 9,358,146	\$ 10,081,039	\$ 13,009,907	\$ 10,078,365	\$ 13,310,072



MUSEUMS STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
2853	PT Museum Specialist	0	1	1
2850	PT Pooled Museum	1	1	1
TOTAL:		1	2	2





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HEALTH DEPARTMENT

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

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





HEALTH DEPARTMENT HEALTH

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- All current year birth and death records scanned into departmental database
- Implementation of project with Harris County Public Health and Environmental Services to create an educational tool kit for the purpose of reducing foodborne illness in certain retail food establishments
- Restructured food service program to accommodate compliance with updated Federal and State food codes
- Organized and participated in a multi-department tire roundup program to remove illegally discarded tires throughout the city

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Amend existing food ordinances to provide specific legislation applicable to farmer's markets and community gardens
- Initiate scanning of archived birth and death records into departmental database
- Plan and implement activities and programs for reducing the spread of vector-borne diseases

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Vital statistics – birth and death records sold	4,781	5,262	5,021	5,000
General sanitation & business				
licensing inspections	8,944	6,799	7,272	7,000
Liens filed	389	152	270	250
Business licenses issued	1,977	2,570	2,273	2,200

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>FY 2016</u>	<u>FY 2017</u>
			<u>BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 715,388	\$ 710,404	\$ 770,918	\$ 749,669	\$ 846,233
Contractual services	572,592	598,596	635,380	578,964	637,080
Materials and supplies	50,425	50,023	19,341	12,730	18,650
Maintenance charges	93,081	110,980	106,137	104,172	111,983
TOTAL	\$ 1,431,486	\$ 1,470,003	\$ 1,531,776	\$ 1,445,535	\$ 1,613,946



HEALTH STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1370	Chief Health Inspector	1	1	1
1490	Clerical Assistant II	1	1	1
1897	Food Inspector	1	1	1
2040	Inspector III	2	2	3
2060	Inspector V	0	0	0
2210	Local Registrar	1	1	1
2430	Office Assistant I	0	0	0
2440	Office Assistant II	2	2	2
2770	Health/Medical Doctor	1	1	1
2772	Pooled Health	1	1	1
2960	Public Health Manager	1	1	1
3130	Sanitarian I	0	0	0
3131	Sanitarian II	1	1	1
	TOTAL:	12	12	13





HEALTH DEPARTMENT ANIMAL RESCUE & ASSISTANCE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Participated in 60 offsite adoption events. The City of Pasadena Rodeo Arena and Campbell Hall hosted by Pasadena in partnership with seven other local shelters adopted a total of 131 animals
- Worked with architects and City of Pasadena departments to complete the design plans for a new Pet Adoption facility



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Construct the new Animal Adoption Center
- Increase the Shelter's "live release rate"
- Educate the community regarding animal ordinances using print, television and social media
- Institute a three-tier volunteer training and activity program

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Animal live releases	2,491	3,009	3,100	3,200
Animals registered	1,215	1,178	1,200	1,200
Number of offsite adoption events	-	-	60	72
Officer activities	11,761	11,357	11,500	11,600

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
ANIMAL RESCUE AND ASSISTANCE					
Personnel services	\$ 1,417,337	\$ 1,476,349	\$ 1,672,657	\$ 1,619,329	\$ 1,812,813
Contractual services	253,968	295,749	248,990	240,220	277,400
Materials and supplies	220,467	223,551	264,064	210,504	259,000
Maintenance charges	197,470	269,311	267,045	258,988	289,159
Capital Outlay	-	-	70,000	70,000	-
TOTAL	\$ 2,089,242	\$ 2,264,960	\$ 2,522,756	\$ 2,399,041	\$ 2,638,372
TOTAL HEALTH	\$ 3,520,728	\$ 3,734,963	\$ 4,054,532	\$ 3,844,576	\$ 4,252,318



ANIMAL RESCUE & ASSISTANCE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1070	Administrative Assistant	1	1	1
1076	Adoption Assistant	1	1	2
1077	Adoption Coordinator	1	1	1
1080	Animal Care Technician I	0	0	0
1085	Animal Control Dispatcher	2	2	2
1090	Animal Control Officer	7	7	7
1095	Animal Care Technician II	8	8	9
1099	Animal Health Technician	1	1	1
1380	Chief Animal Control	0	0	0
2085	Kennel Supervisor	1	1	1
2096	Lead Animal Control Officer	1	1	1
2320	Manager Animal Rescue	1	1	1
2338	Mkting/Program Coordinator	1	1	1
2430	Office Assistant I	3	3	3
2855	PT Office Assistant	0	0	0
8888	PT Pooled - Animal Shelter	1	1	1
TOTAL:		29	29	31





LEISURE SERVICES MUNICIPAL PUBLIC LIBRARY

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL 2016

- *Programming:* Programming plays a critical role in the libraries mission to the community. This year's efforts have been focused on the family, expanding our partnership base and meeting community needs. Family-focused changes include the Children's Family Place addition which features child-size furniture and a wider range of children's programs
- *Grants:* The Library received 8 Lego robot kits and 8 laptops, valued at \$4,000, from Connecting Texas Libraries Statewide to implement the robotics program for children. Through an American Library Association grant the Library hosted the Explore Tech Exhibit and was awarded \$1,000 to support programs related to the exhibition. We received \$350 from the Texas Commission on the Arts for programming that stimulate the students' interests in natural sciences and music. The San Jacinto Day Foundation donated \$5,000 to the Library to support youth services
- *Public Service for Adults and Children:* This past fiscal year, the Information Services staff answered over 9,000 phone calls; answered over 18,000 reference/informational questions; and over 100 obituary requests as well as emails, library tours and proctored exams for customers
- *Technical Services:* During the current fiscal year, the Technical Services Department has played an important role in the Library's delivery of service to its users. As part of their mission to select and acquire library materials, they have added 23,753 items in print and electronic formats to the library for our customer's use

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

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



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Library visits	-	356,694	314,776	335,735
Checkouts	332,345	441,272	394,043	389,220
Reference transactions	37,763	68,624	50,209	52,199
Program attendance	-	32,577	39,044	42,069



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
LIBRARY					
Personnel services	\$ 2,510,174	\$ 2,634,328	\$ 2,765,152	\$ 2,706,650	\$ 2,735,888
Contractual services	258,862	291,237	327,904	273,741	303,309
Materials and supplies	206,068	150,176	211,455	115,761	209,980
Maintenance charges	376,979	405,439	440,478	406,805	565,648
Capital outlay	347,581	240,045	205,082	191,146	265,082
TOTAL	\$ 3,699,664	\$ 3,721,225	\$ 3,950,071	\$ 3,694,103	\$ 4,079,907



LIBRARY STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1620	Custodian I	2	2	2
2128	PT Librarian I	2	1	1
2129	Librarian I	4	3	3
2130	Librarian II	4	3	3
2140	Librarian III	4	6	6
2150	Library Assistant I	6	7	7
2160	Library Assistant II	8	8	8
2170	Library Director	1	1	1
2180	Library Services Coordinator	2	2	2
2190	Library Services Manager	2	2	2
2686	PT Clerical Assistant I	1	2	2
2687	PT Clerical Assistant II	5	5	5
2695	PT Custodian I	0	0	0
2830	PT Library Assistant	2	0	0
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	1	1	1
3350	Sr Library Assistant	3	3	2
3370	Sr Office Assistant	0	0	0
3521	Tech Support Analyst II	0	0	0
TOTAL:		48	47	46



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FY 2017 ADOPTED BUDGET DEBT SERVICE FUND SUMMARY

The Debt Service fund in a legally restricted fund utilized to account for primarily property tax revenues used to pay long-term debt principal and interest for the City's general obligation debt. General obligation bonds and tax-supported certificates of obligation are issued to finance major capital improvements, usually over twenty years. The City is limited to the amount of tax-supported debt it can incur by Article IX, Section 14 of the City Charter which limits the City's total general obligation bonded indebtedness at any one time to 10% of assessed property value.

FY 2017 ADOPTED BUDGET DEBT SERVICE FUND SUMMARY

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
BEGINNING FUND BALANCE	\$ 5,219,579	\$ 6,272,408	\$ 1,783,393	\$ 1,783,393	\$ 1,254,557
REVENUE					
Ad valorem taxes-current year	11,304,866	9,853,512	10,800,000	10,025,000	9,500,000
Ad valorem taxes-prior year	100,521	185,339	44,000	49,000	44,000
Penalties and interest	165,506	166,635	73,000	81,000	73,000
Special vehicle inventory tax	-	31,120	32,000	40,000	32,000
General Property Taxes	11,570,893	10,236,606	10,949,000	10,195,000	9,649,000
Interest earned	1,984	1,281	1,000	3,500	1,000
Investment Income	1,984	1,281	1,000	3,500	1,000
Miscellaneous	-	-	-	-	-
Transfer from general fund	-	-	-	-	-
Transfer from capital project fund	361	258	-	-	-
Refunding bonds issued	-	15,646,063	-	-	-
Premiums on bonds	-	1,614,726	-	-	-
Other Revenues	361	17,261,047	-	-	-
TOTAL REVENUE	11,573,238	27,498,934	10,950,000	10,198,500	9,650,000
PRINCIPAL AND INTEREST					
Principal	6,840,000	7,045,000	7,635,000	7,999,312	6,927,613
Interest	3,680,409	3,266,923	3,128,005	2,727,774	2,554,708
SUBTOTAL PRINCIPAL AND INTEREST	10,520,409	10,311,923	10,763,005	10,727,086	9,482,321
OTHER EXPENDITURES					
Arbitrage	-	-	12,000	-	12,000
Escrow agent/advance refunding	-	18,456,639	-	-	-
Issuance costs	-	301,303	-	250	-
Fiscal charges	-	-	5,000	-	5,000
Transfer to system fund	-	2,918,084	-	-	-
SUBTOTAL OTHER COSTS	-	21,676,026	17,000	250	17,000
TOTAL EXPENDITURES	10,520,409	31,987,949	10,780,005	10,727,336	9,499,321
Revenue Over Expenditures	1,052,829	(4,489,015)	169,995	(528,836)	150,679
ENDING FUND BALANCE	\$ 6,272,408	\$ 1,783,393	\$ 1,953,388	\$ 1,254,557	\$ 1,405,236



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FY 2017 ADOPTED BUDGET SYSTEM FUND



The System fund is an enterprise fund that includes water and wastewater system operations. The fund is operated in a manner similar to private

business enterprises, where costs of providing the services to the public are financed primarily through user charges. The City provides water and wastewater service to approximately 35,000 residential, commercial and industrial customers. Water and sewer revenues provide 99.6% of the total revenue generated in the System fund so the City must continually monitor costs so to ensure that the fund is self-supporting.

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 27,230,309	\$ 22,911,001	\$ 24,760,596	\$ 24,760,596	\$ 22,095,625
REVENUES	36,836,429	40,396,535	36,726,000	36,694,616	40,106,000
EXPENDITURES	41,155,737	38,546,940	40,348,009	39,359,587	36,789,707
REVENUES OVER/(UNDER) EXPENDITURES	(4,319,308)	1,849,595	(3,622,009)	(2,664,971)	3,316,293
ENDING AVAILABLE RESOURCES	\$ 22,911,001	\$ 24,760,596	\$ 21,138,587	\$ 22,095,625	\$ 25,411,918
ENDING AVAILABLE RESOURCES	22,911,001	24,760,596	21,138,587	22,095,625	25,411,918
TWO MONTH RESERVE REQUIREMENT *	5,262,794	5,642,690	5,650,236	5,156,101	5,722,619
OVER/(UNDER) REQUIREMENT	\$ 17,648,207	\$ 19,117,906	\$ 15,488,351	\$ 16,939,524	\$ 19,689,299

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



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FY 2017 ADOPTED BUDGET SYSTEM FUND DETAIL

REVENUE CATEGORY	FY 2016				
	FY 2014 ACTUAL	FY 2015 ACTUAL	AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Interest earned	\$ 9,763	\$ 12,802	\$ 11,000	\$ 36,922	\$ 11,000
INVESTMENT INCOME	9,763	12,802	11,000	36,922	11,000
Miscellaneous	146,382	14,761	20,000	32,432	20,000
CC processing fee	157,331	238,052	230,000	240,882	230,000
Waste recycling revenues	70	-	-	-	-
Prior year expense refund	963,511	406,677	20,000	90,000	20,000
OTHER REVENUE	1,267,294	659,490	270,000	363,314	270,000
Water revenues	19,288,824	19,101,859	18,650,000	18,555,000	19,900,000
Water revenues adjustments	(147,669)	-	-	-	-
Water connections	118,973	204,280	100,000	208,680	150,000
Sewer revenues	12,677,711	12,661,272	12,600,000	12,815,000	14,650,000
Sewer revenues adjustments	(221,545)	-	-	-	-
Sewer connections	76,515	111,300	75,000	150,800	75,000
Penalties	853,406	992,042	930,000	890,000	900,000
Penalties adjustments	(57,303)	-	-	-	-
Miscellaneous water revenue	494,694	231,851	200,000	201,176	200,000
Miscellaneous water revenue adjustment	(75,108)	-	-	-	-
Disconnect fees	6,440	272,237	225,000	293,212	285,000
Industrial waste	416,119	379,984	400,000	309,512	325,000
Large meter revenues	3,136,892	3,341,837	3,225,000	3,308,000	3,300,000
Wastewater rehab adjustments	1,267	-	-	-	-
Year end accrual revenues	(1,217,944)	(523,894)	-	(500,000)	-
OPERATING REVENUE	35,351,272	36,772,768	36,405,000	36,231,380	39,785,000
Sale of city property	208,100	12,891	15,000	-	15,000
Other	-	20,500	25,000	63,000	25,000
NON-OPERATING REVENUE	208,100	33,391	40,000	63,000	40,000
Debt service fund	-	2,918,084	-	-	-
INTERFUND TRANSFERS	-	2,918,084	-	-	-
SYSTEM FUND REVENUE TOTAL	\$ 36,836,429	\$ 40,396,535	\$ 36,726,000	\$ 36,694,616	\$ 40,106,000

EXPENDITURE CATEGORY	FY 2016				
	FY 2014 ACTUAL	FY 2015 ACTUAL	AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 7,357,795	\$ 7,379,151	\$ 8,126,769	\$ 7,649,743	\$ 8,177,090
Contractual services	5,500,335	6,075,479	6,550,300	6,105,122	6,777,195
Materials and supplies	1,468,555	1,920,210	2,227,589	1,898,356	3,444,120
Maintenance charges	1,199,642	1,272,754	1,361,928	1,386,058	1,404,954
Other charges	4,597,466	4,418,315	5,138,950	4,437,350	5,138,950
Other uses	7,871,565	10,455,355	7,860,675	7,094,973	6,723,398
Other financing	4,150,000	4,293,000	3,756,000	3,756,000	4,654,000
Capital improvement projects	7,628,973	2,597,800	4,890,596	6,866,985	-
Capital outlay	1,381,406	134,876	435,202	165,000	470,000
TOTALS	\$ 41,155,737	\$ 38,546,940	\$ 40,348,009	\$ 39,359,587	\$ 36,789,707



PUBLIC WORKS WASTEWATER REHABILITATION DIVISION

MISSION STATEMENT

The Purpose of the Wastewater Rehabilitation Division is to replace deteriorated sanitary sewer mainlines; evaluate pipe condition and to locate problems: line breaks, grade problems, or faulty connections, and to televise and/or smoke test sanitary sewer mainlines.

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Replaced 2.8 miles of sanitary sewer main line
- Increased number of sanitary/storm lines cleaned to 30 miles
- Increased number of sanitary/storm lines televised to 10 miles
- Increased number of sanitary/storm manholes cleaned/vacuumed to 700 miles



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Replace 3.0 miles of sanitary sewer main line
- Increase number of sanitary/storm lines cleaned to 35 miles
- Increase number of sanitary/storm lines televised to 12 miles
- Increase number of sanitary/storm manholes cleaned/vacuumed to 750 miles



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Sanitary sewer main line replaced (miles)	3.0	2.5	2.8	3.0
Sanitary & storm lines cleaned (miles)	19.0	19.4	30.0	35.0
Sanitary & storm lines televised (miles)	5.5	8.3	10.0	12.0
Manholes cleaned & vacuumed	405	641	700	750

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 1,321,209	\$ 1,141,036	\$ 1,341,011	\$ 1,197,790	\$ 1,247,014
Contractual services	6,591	10,653	36,675	20,664	33,175
Materials and supplies	201,986	207,025	237,815	220,216	243,815
Maintenance charges	292,675	276,570	307,921	306,318	306,362
Capital outlay	49,999	12,995	25,000	25,000	25,000
TOTAL	\$ 1,872,460	\$ 1,648,279	\$ 1,948,422	\$ 1,769,988	\$ 1,855,366



WASTEWATER REHABILITATION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1780	Equipment Operator I	3	3	3
1790	Equipment Operator II	2	2	1
1911	Asst Gen Superintendent	0	0	1
3620	TV Crew Worker I	1	1	1
3630	TV Crew Worker II	1	1	1
3640	TV Crew Worker IV	1	1	1
3660	Utility Maintenance Technician III	1	1	0
3670	Utility Maintenance Technician III	4	4	4
3690	Utility Worker I	3	3	2
3700	Utility Worker II	4	4	4
3705	Utility Worker III	2	2	2
2965	Pooled - WW Rehab	0	1	1
TOTAL:		22	23	21





PUBLIC WORKS WASTEWATER COLLECTION DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Responded to 5,500 service calls via Call Center and direct call-ins
- Increased the total of service lines repaired to 350
Replaced 5,750 feet of sanitary sewer service line

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Increase number of service calls via Call Center and direct call-ins to 6,000
- Increase the number of service lines repaired to at least 400
- Increase number of footage of service line replacement to at least 6,000 feet

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Service line replacement (feet)	5,400	5,428	5,750	6,000
Service line repaired (feet)	211	235	350	400
Service calls	5,691	3,185	5,500	6,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 1,756,621	\$ 1,748,909	\$ 1,902,879	\$ 1,749,054	\$ 1,877,931
Contractual services	217,731	231,983	252,300	213,982	252,300
Materials and supplies	134,352	167,675	188,155	167,172	202,555
Maintenance charges	202,952	208,293	222,508	230,351	238,663
Capital outlay	12,100	35,555	-	-	135,000
TOTAL	\$ 2,323,756	\$ 2,392,415	\$ 2,565,842	\$ 2,360,559	\$ 2,706,449



WASTEWATER COLLECTION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1130	Assistant Superintendent	0	0	0
1780	Equipment Operator I	3	3	3
2070	Junior Party Chief	1	0	0
2430	Office Assistant I	0	0	0
2969	Public Works Assistant I	0	0	0
2970	Public Works Assistant II	0	0	0
3010	Public Works Superintendent	1	1	1
3370	Sr Office Assistant	1	1	1
3690	Utility Worker I	6	4	4
3700	Utility Worker II	7	7	7
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	11	11	11
2965	Pooled - WW Collection	0	1	1
TOTAL:		31	29	29



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PUBLIC WORKS WASTEWATER PLANTS DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Installed two new Spencer blowers at Golden Acres
- Replaced #1 blower and VFD drive at Golden Acres
- Rehab old blower MCC at Golden Acres W.W. Plant
- Install (3) new external oil pumps on north end basin gear boxes at Vince Bayou W.W. Plant

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- 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

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Wastewater plant (billion gallons)	4.210	4.630	4.700	4.800
Gallons treated per capita per day	75	82	82	85

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	<u>BUDGET</u>				
Contractual services	\$ 4,438,897	\$ 4,785,607	\$ 4,862,150	\$ 4,672,116	\$ 5,091,520
Materials and supplies	114,039	20,835	110,050	74,500	95,050
Maintenance charges	8,197	8,129	9,936	13,405	11,242
Other charges	102,191	101,158	135,000	137,200	135,000
Capital outlay	180,902	48,693	113,192	75,000	50,000
TOTAL	\$ 4,844,226	\$ 4,964,422	\$ 5,230,328	\$ 4,972,221	\$ 5,382,812



PUBLIC WORKS WASTEWATER MAINTENANCE DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Installed new lift station at pavilion (rodeo grounds)
- Installed new switch gear at West Pitts
- Replaced antenna & communication wires at SCADA tower

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Install new lift station at Red Bluff to eliminate Baywood lift station to gravity over to Red Bluff
- Begin construction on rehabbing Pasadena Blvd. lift station, Alecia lift station and Olson lift station
- Rehab Wyatt lift station
- Rehab discharge piping & guide rails at Thomas & Preston lift station

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Sewer lift stations	80	80	81	81
Pumps repaired or replaced	12	14	16	15
Lift stations (ls) maintained per crew	8	8	9	9

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>
Personnel services	\$ 702,376	\$ 833,059	\$ 674,318	\$ 701,364	\$ 691,461
Contractual services	91,864	150,287	172,845	137,075	178,800
Materials and supplies	166,512	166,316	195,972	131,218	186,950
Maintenance charges	148,376	151,608	172,456	170,682	174,440
Capital outlay	16,520	25,379	76,010	25,000	89,000
TOTAL	\$ 1,125,648	\$ 1,326,649	\$ 1,291,601	\$ 1,165,339	\$ 1,320,651



WASTEWATER MAINTENANCE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
2965	Pooled Public Works Worker	1	0	0
2970	Public Works Assistant II	0	0	0
3010	Public Works Superintendent	1	1	1
3180	SCADA Technician IV	0	0	0
3190	SCADA Technician V	0	0	0
3400	Sr Public Works Assistant	1	1	1
3650	Utility Maintenance Technician I	3	3	3
3660	Utility Maintenance Technician II	3	3	3
3670	Utility Maintenance Technician III	1	1	1
3680	Utility Maintenance Lead	1	1	1
TOTAL:		11	10	10



PUBLIC WORKS WATER DISTRIBUTION DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Replaced 15,000 feet of existing waterline with 6 inch C900 pipe
- Contractors replaced 22,000 feet of existing water line
- Maintained and serviced 1,100 fire hydrants
- Repaired 1,500 water leaks

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Service 1,200 fire hydrants
- Service 600 valves

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of leaks repaired	2,045	1,400	1,500	1,600
Waterline replaced (feet) – City	13,500	13,780	18,000	18,200

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 1,487,088	\$ 1,527,942	\$ 1,710,967	\$ 1,708,378	\$ 1,727,384
Contractual services	46,613	27,830	40,100	21,250	37,200
Materials and supplies	455,079	493,392	521,327	499,487	522,600
Maintenance charges	201,828	196,785	199,590	204,868	201,310
Capital outlay	6,170	-	-	-	-
TOTAL	\$ 2,196,778	\$ 2,245,949	\$ 2,471,984	\$ 2,433,983	\$ 2,488,494



WATER DISTRIBUTION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1130	Assistant Superintendent	1	1	1
1780	Equipment Operator I	4	4	4
1800	Equipment Operator III	1	1	1
2440	Office Assistant	1	1	1
3010	Public Works Superintendent	1	1	1
3660	Utility Maintenance Technician II	1	1	1
3670	Utility Maintenance Technician III	3	3	2
3671	Utility Maintenance Technician IV	2	2	2
3685	Utilities Superintendent	0	0	0
3690	Utility Worker I	8	9	9
3700	Utility Worker II	4	4	4
2965	Pooled - Water Distribution	0	1	1
TOTAL:		26	28	27



PUBLIC WORKS WATER PRODUCTION DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Maintained all well sites and pump stations to comply with TCEQ standards
- Tested all meters for accuracy

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Maintain all well sites and pump stations to comply with TCEQ standards
- Limit usage of East Water Plant due to costs impact

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Southeast water plant (billion gallons)	6.500	5.900	6.300	6.500
East water plant (billion gallons)	0.082	0.114	0.150	0.050
Pasadena wells (billion gallons)	0.403	0.906	0.400	0.400
Gallons produced per capita per day	124	122	120	121

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 570,680	\$ 567,361	\$ 590,913	\$ 602,578	\$ 599,588
Contractual services	397,090	527,532	845,330	699,113	812,300
Materials and supplies	37,868	48,778	53,800	45,800	58,800
Maintenance charges	131,021	155,946	162,875	169,679	162,571
Other charges	4,495,277	4,317,157	5,000,000	4,300,000	5,000,000
Capital Outlay	-	-	-	-	36,000
TOTAL	\$ 5,631,936	\$ 5,616,774	\$ 6,652,918	\$ 5,817,170	\$ 6,669,259



WATER PRODUCTION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1130	Assistant Superintendent	1	1	1
2050	Inspector IV	1	1	1
2969	Public Works Assistant I	0	0	0
2970	Public Works Assistant II	0	0	0
3010	Public Works Superintendent	0	0	0
3650	Utility Maintenance Technician I	4	4	4
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	2	2	2
3680	Utility Maintenance Lead	0	0	0
TOTAL:		10	10	10



SYSTEM FUND WATER BILLING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Purchased mass notification software (Blackboard) to enhance customer service
- Increased efficiency of meter reading process by replacing over 2,400 meters

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Increase efficiency and automation of the meter reading process
- Increase efficiency and automation of the billing process
- Streamline the late charge the billing late charge process

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Water usage (billion gallons)	5.271	5.530	5.672	5.700
Number of water meters in the City	36,400	36,522	36,557	36,600
Gallons used per capita per day	94	98	99	99

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
	<u>BUDGET</u>				
Personnel services	\$ 1,519,821	\$ 1,560,844	\$ 1,641,548	\$ 1,630,579	\$ 1,799,739
Contractual services	301,548	341,587	340,900	340,922	371,900
Materials and supplies	267,718	320,805	335,350	259,963	334,350
Maintenance charges	214,593	275,423	286,642	290,755	310,366
Other charges	-	-	350	150	350
Capital outlay	-	12,254	221,000	40,000	135,000
TOTAL	\$ 2,303,680	\$ 2,510,913	\$ 2,825,790	\$ 2,562,369	\$ 2,951,705



WATER BILLING STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
1250	Assistant Water Billing Manager	1	1	1
1265	Billing Coordinator	1	1	1
1490	Clerical Assistant II	1	1	1
1495	Collections Coordinator	1	1	1
3460	Sr Water Billing Assistant	4	4	4
3650	Utility Maintenance Technician I	4	4	4
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	1	1	2
3690	Utility Worker I	0	0	1
3785	PT Pooled Water Billing Worker	1	1	1
3790	Water Billing Assistant I	0	0	0
3800	Water Billing Assistant II	7	7	7
3810	Water Billing Manager	1	1	1
TOTAL:		24	24	26



**SYSTEM FUND
DEBT SERVICES**

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
DEBT SERVICE					
Other charges	\$ -	\$ -	\$ 3,600	\$ -	\$ 3,600
Other uses	7,835,831	10,414,967	7,805,675	7,044,067	6,668,398
TOTAL	\$ 7,835,831	\$ 10,414,967	\$ 7,809,275	\$ 7,044,067	\$ 6,671,998

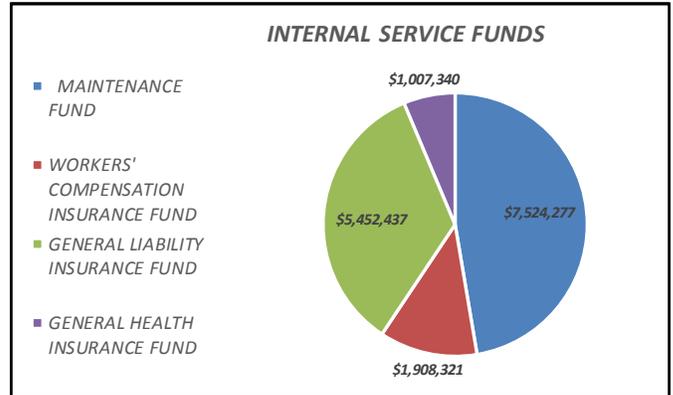
OTHER CHARGES

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ -	\$ -	\$ 265,133	\$ 60,000	\$ 233,973
Materials and supplies	91,000	495,384	585,120	500,000	1,800,000
Other uses	35,734	40,388	55,000	50,906	55,000
Capital outlay	1,115,715	-	-	-	-
Other financing uses	11,778,973	6,890,800	8,646,596	10,622,985	4,654,000
TOTAL	\$ 13,021,422	\$ 7,426,572	\$ 9,551,849	\$ 11,233,891	\$ 6,742,973
TOTAL SYSTEM FUND	\$ 41,155,737	\$ 38,546,940	\$ 40,348,009	\$ 39,359,587	\$ 36,789,707



FY 2017 ADOPTED BUDGET INTERNAL SERVICE FUNDS SUMMARY

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



The ending fund balance of these four funds provides a buffer to the City's General and System fund balances. Unforeseen costs can be funded within the confines of these funds without unduly hampering City operations as conducted through the General and System funds. Although the cost of health care continues to grow, changes made to the plans available to employees have continued to help keep our costs down. However, the Maintenance fund projected ending fund balance of \$7,524,277 must be reviewed thoroughly so as to ensure the City has sufficient funding for replacing computers, computer network systems, equipment and vehicles. It is anticipated that ending fund balances for all these funds combined will be about \$15.9 million.

FY 2017 ADOPTED BUDGET INTERNAL SERVICE FUNDS SUMMARY

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 7,222,292	\$ 1,882,320	\$ 5,712,437	\$ 1,554,340	\$ 16,371,389
REVENUE					
Interest earned	1,200	600	2,000	2,000	5,800
Charges for sales or services	13,853,597	850,000	1,500,000	16,430,000	32,633,597
Sale of capital assets	300,000	-	-	-	300,000
Other revenue/transfers	2,030,500	40,100	113,000	-	2,183,600
TOTAL REVENUES	16,185,297	890,700	1,615,000	16,432,000	35,122,997
EXPENDITURES					
Personnel services	6,341,624	122,349	-	-	6,463,973
Contractual services	2,158,185	16,200	-	130,000	2,304,385
Material & supplies	3,674,585	34,650	-	-	3,709,235
Maintenance charges	1,415,918	-	-	-	1,415,918
Capital outlay	2,293,000	-	-	-	2,293,000
Other uses/charges	-	691,500	1,875,000	16,849,000	19,415,500
TOTAL EXPENDITURES	15,883,312	864,699	1,875,000	16,979,000	35,602,011
REVENUES OVER/(UNDER)					
EXPENDITURES	301,985	26,001	(260,000)	(547,000)	(479,014)
ENDING FUND BALANCE	\$ 7,524,277	\$ 1,908,321	\$ 5,452,437	\$ 1,007,340	\$ 15,892,375



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**FY 2017 ADOPTED BUDGET
MAINTENANCE FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 2,911,016	\$ 3,305,369	\$ 6,266,637	\$ 6,266,637	\$ 7,222,292
REVENUES	15,146,905	16,574,517	14,976,849	14,890,149	16,185,297
EXPENDITURES	14,752,552	13,613,249	15,641,453	13,934,494	15,883,312
REVENUES OVER/(UNDER) EXPENDITURES	394,353	2,961,268	(664,604)	955,655	301,985
ENDING AVAILABLE RESOURCES	\$ 3,305,369	\$ 6,266,637	\$ 5,602,033	\$ 7,222,292	\$ 7,524,277

REVENUE BY CATEGORY	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Interest earned	\$ 1,330	\$ 2,908	\$ 1,200	\$ 16,000	\$ 1,200
Investment Income	1,330	2,908	1,200	16,000	1,200
Miscellaneous	18,815	13,991	3,000	2,000	3,000
Waste recycling revenues	4,698	1,966	1,000	500	1,000
Mailroom revenues	118,692	128,880	129,136	129,136	125,526
Motor pool equipment	5,851,704	6,457,968	6,507,469	6,507,469	6,074,406
Building maintenance	455,089	463,639	453,627	453,627	500,024
Information tech revenues	2,259,000	2,560,716	2,749,661	2,749,661	3,082,371
Electrical dept revenues	1,258,073	1,245,197	1,265,812	1,265,812	1,367,963
Radio equipment	297,132	354,672	500,402	500,402	541,691
Warehouse	354,472	395,164	351,054	351,054	372,668
Janitorial	779,808	862,116	871,844	871,844	861,851
Landscaping and beautification	736,344	889,704	905,644	905,644	923,097
Prior year expense/refund	73	-	-	-	-
Other Revenues	12,133,900	13,374,013	13,738,649	13,737,149	13,853,597
Sale of city property	527,175	507,720	300,000	200,000	300,000
Non-Operating Revenue	527,175	507,720	300,000	200,000	300,000
General fund	1,534,500	1,596,876	381,000	381,000	1,376,500
Water and sewer fund	950,000	1,093,000	556,000	556,000	654,000
Other Financing Sources	2,484,500	2,689,876	937,000	937,000	2,030,500
TOTAL REVENUE	\$ 15,146,905	\$ 16,574,517	\$ 14,976,849	\$ 14,890,149	\$ 16,185,297

EXPENDITURE BY CATEGORY	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 5,125,956	\$ 5,529,683	\$ 6,256,247	\$ 5,830,444	\$ 6,341,624
Contractual services	1,297,700	1,260,226	1,801,653	1,479,684	2,158,185
Materials & supplies	3,535,385	2,813,282	3,698,019	2,904,867	3,674,585
Maintenance charges	1,544,982	1,792,382	1,525,329	1,528,204	1,415,918
Capital outlay	3,190,432	2,217,676	2,360,205	2,191,295	2,293,000
Other financing uses	58,097	-	-	-	-
TOTAL EXPENDITURE	\$ 14,752,552	\$ 13,613,249	\$ 15,641,453	\$ 13,934,494	\$ 15,883,312

BY DEPARTMENT/DIVISION

Technical Services					
Information services	\$ 2,448,894	\$ 2,436,333	\$ 3,038,410	\$ 2,767,426	\$ 3,101,204
Radio services	290,638	287,869	531,285	438,446	535,489
Subtotal Technical Services	2,739,532	2,724,202	3,569,695	3,205,872	3,636,693
Maintenance Services					
Fleet management	8,568,493	7,185,110	7,854,740	7,027,526	7,974,611
Building maintenance	434,265	494,633	487,559	400,911	487,906
Janitorial	760,167	766,398	855,486	790,136	850,760
Electrical	1,270,018	1,313,670	1,270,600	1,282,805	1,369,234
Landscaping and beautification	600,762	700,927	900,900	727,945	911,340
Subtotal Maintenance Services	11,633,705	10,460,738	11,369,285	10,229,323	11,593,851
Purchasing					
Mailroom	121,566	121,922	129,638	125,988	120,547
Warehouse	257,749	306,387	363,127	318,113	292,090
Subtotal Purchasing	379,315	428,309	492,765	444,101	412,637
Other	-	-	209,708	55,198	240,131
TOTAL	\$ 14,752,552	\$ 13,613,249	\$ 15,641,453	\$ 13,934,494	\$ 15,883,312



MAINTENANCE FUND INFORMATION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Support for business applications, personal computers, electronic mail, telephone system and network devices for all City departments and continue PC replacements
- Implementing a document management system to work towards a more paperless environment, and implemented new traffic signal software system
- Upgrade of current financial and billing systems, and upgraded Housing, Fire, Convention Center, Police Building Camera, Parks and Recreation and various Police systems

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Complete upgrade of current financial and billing systems switching from Unix to Windows environment
- Complete conversion to new Public Safety System, and migrating many small standalone systems
- Acquire and implement a mobile app to integrate with the City Works Application



PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Help desk work orders	2,810	3,088	3,700	3,500



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 898,691	\$ 1,049,896	\$ 1,290,488	\$ 1,266,461	\$ 1,291,718
Contractual services	707,731	725,653	812,605	753,020	1,178,810
Materials and supplies	305,460	306,033	411,680	327,521	388,076
Maintenance charges	146,872	159,570	169,381	170,424	142,600
Capital outlay	390,140	195,181	354,256	250,000	100,000
TOTAL	\$ 2,448,894	\$ 2,436,333	\$ 3,038,410	\$ 2,767,426	\$ 3,101,204



INFORMATION SERVICES STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
1200	Manager of Information Technology	1	1	1
1339	Business System Analyst II	0	0	0
1340	Business System Analyst III	4	4	4
1350	Business System Analyst IV	1	1	1
1700	Director Information Services	1	1	1
1957	Help Desk Support Analyst I	1	1	1
2423	Asst. Network Admin. II	1	1	1
2424	Asst. Network Admin. III	1	1	1
2425	Network Admin IV	1	1	1
2887	Project Administrator	0	1	1
2888	PT Pooled IT	0	0	0
3495	Support Analyst	1	1	1
3521	Tech Support Analyst II	2	2	2
3530	Tech Support Analyst III	0	0	0
3540	Tech Support Analyst IV	1	1	1
TOTAL:		15	16	16



MAINTENANCE FUND RADIO SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Installed 3 digital mobile radios in local government vehicles, 13 mobile radios in new police vehicles, 4 mobile radios in new fire marshal vehicles
- Outfitted Police Bomb Command Trailer with radio equipment
- Put 19 digital portable radios into service
- Removed 28 vehicle mobile radios, accessories and wiring from vehicles being removed from service
- Recorded 89 repairs consisting of wiring in vehicles, portable handheld radios repaired including replacing bad portable batteries, programmed 26 portable handheld radios

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Upgrading local government radio equipment from analog to digital and eliminating excess mobile radios
- Programming of digital radios with digital information and replacing analog base stations with digital

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of installations	300	85	28	40
Number of removals	225	109	41	55
Number of repairs	223	63	108	120
Number of equipment programming	345	112	44	65

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel services	\$ 77,984	\$ 79,275	\$ 81,316	\$ 84,191	\$ 82,474
Contractual services	46,407	45,885	194,500	144,000	194,500
Materials and supplies	5,960	49,580	107,859	62,014	107,859
Maintenance charges	102,190	113,129	147,610	148,241	150,656
Other financing uses	58,097	-	-	-	-
TOTAL	\$ 290,638	\$ 287,869	\$ 531,285	\$ 438,446	\$ 535,489

RADIO SERVICES STAFFING

<u>Job Code</u>	<u>Job Title</u>	<u>2015 Amended</u>	<u>2016 Amended</u>	<u>2017 ADOPTED</u>
3020	Radio Technician I	0	0	0
3030	Radio Technician III	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND WAREHOUSE

MISSION STATEMENT

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

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Cleaned and reorganized inventory to free up space
- Added new items to inventory to better serve the city
- Completed a full annual inventory

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Maximize the use of all available space to stock and account for warehouse inventory

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Line items in inventory	1,223	1,309	1,395	1,450
Inventory request processed	8,286	8,436	8,588	8,650

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>BUDGET</u>	<u>ESTIMATED</u>
	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>ADOPTED</u>
Personnel services	\$ 183,903	\$ 202,357	\$ 263,754	\$ 222,029	\$ 186,459
Contractual services	14,566	11,925	24,800	24,759	24,800
Materials and supplies	6,113	4,784	9,925	3,723	9,925
Maintenance charges	53,167	87,321	64,648	67,602	70,906
TOTAL	\$ 257,749	\$ 306,387	\$ 363,127	\$ 318,113	\$ 292,090

WAREHOUSE STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
1355	Buyer II	1	1	0
3450	Sr Warehouse Assistant	0	0	0
3759	Warehouse Assistant I	2	2	2
3780	Warehouse Superintendent	1	1	1
TOTAL:		4	4	3



MAINTENANCE FUND FLEET

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Replaced Approximately 31 vehicles due to age, mileage, operational costs or a combination of all
- Replaced approximately 13 heavy equipment/other equipment due to age, operational hours, operational issues or a combination of all



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Emphasize cost containment within the Fleet department
- Review and reemphasize safety in the work areas
- Continue the preventative maintenance and inspections on fleet vehicles and equipment, ensuring safe, effective and reliable use

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Shop 1 – Heavy fleet	825	806	905	850
Shop 2 – Light fleet	1,886	1,986	2,266	2,150
Shop 3 – Body repair	430	449	492	520
Shop 6 – Tire repair	601	645	890	800
Total rolling stock	1,225	1,210	1,188	1,175



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 1,730,557	\$ 1,825,201	\$ 1,844,699	\$ 1,742,676	\$ 1,900,739
Contractual services	354,197	291,306	522,775	386,625	523,185
Materials and supplies	3,064,057	2,270,334	2,876,321	2,330,125	2,876,321
Maintenance charges	619,390	775,774	604,996	626,805	493,366
Capital outlay	2,800,292	2,022,495	2,005,949	1,941,295	2,181,000
TOTAL	\$ 8,568,493	\$ 7,185,110	\$ 7,854,740	\$ 7,027,526	\$ 7,974,611

FLEET STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
1895	Fleet Services Coordinator	0	0	0
2235	Director of Maintenance	1	1	1
2240	Maintenance Supervisor	4	4	4
2260	Maintenance Technician II	4	4	4
2270	Maintenance Technician III	1	1	1
2280	Maintenance Technician IV	3	3	3
2290	Maintenance Technician V	13	13	13
2310	Maintenance Assistant II	0	0	0
2440	Office Assistant II	0	0	1
2635	PT Administrative Coordinator	1	1	1
3030	Radio Technician III	0	0	0
3360	Sr Maintenance Assistant	0	0	0
TOTAL:		27	27	28





MAINTENANCE FUND BUILDINGS & EQUIPMENT

MISSION STATEMENT

The purpose of the Building and Equipment Maintenance Division consists of providing quality maintenance and repairs in a timely and efficient manner for all City facilities. The division will support other divisions, do turn-key renovations and strive to complete every project with minimal interruptions in daily facility operations.

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Build-out and remodel for the new Fire Fighting offices
- Restrooms and outdoor kitchen for the BBQ pavilion for the Convention Center
- Police Academy obstacle course structures built

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Renovate new City Hall
- Complete service requests on a timely manner
- Paint the exterior of the Police Academy

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Service requests	382	390	366	380
Service requests per carpenter	76	78	73	75

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel services	\$ 274,387	\$ 285,587	\$ 331,236	\$ 276,716	\$ 335,247
Contractual services	8,239	4,453	8,400	4,927	8,400
Materials and supplies	7,335	18,239	11,800	8,230	11,800
Maintenance charges	144,304	186,354	136,123	111,038	132,459
TOTAL	\$ 434,265	\$ 494,633	\$ 487,559	\$ 400,911	\$ 487,906

BUILDINGS & EQUIPMENT STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
1300	Building Technician V	4	4	4
2240	Maintenance Supervisor	1	1	1
2445	Plant Materials Manager	0	0	0
TOTAL:		5	5	5



MAINTENANCE FUND JANITORIAL

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Accident free record
- Cross trained the janitorial staff on various buildings through-out the city
- Schedules used to optimize performance and efficiency

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Inspect City facilities on a weekly basis to ensure services are meeting requirements
- Visit with City Departments to ensure their needs are being met

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Number of facilities cleaned	16	16	16	17
Locations cleaned (square feet)	378,914	378,914	378,914	500,414
Square feet cleaned per custodian	32,667	32,667	32,667	45,492

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014 ACTUAL</u>	<u>FY 2015 ACTUAL</u>	<u>FY 2016 AMENDED BUDGET</u>	<u>FY 2016 ESTIMATED</u>	<u>FY 2017 ADOPTED</u>
Personnel services	\$ 584,382	\$ 609,973	\$ 655,344	\$ 643,670	\$ 647,055
Contractual services	109,459	107,450	127,450	90,327	127,450
Materials and supplies	21,925	26,978	44,392	27,529	44,392
Maintenance charges	44,401	21,997	28,300	28,610	31,863
TOTAL	\$ 760,167	\$ 766,398	\$ 855,486	\$ 790,136	\$ 850,760

JANITORIAL STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
1620	Custodian I	9	9	9
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
2778	PT Pooled Janitorial	1	1	1
TOTAL:		14	14	14



**MAINTENANCE FUND
ELECTRICAL DIVISION
ELECTRICAL, HVAC, AND PLUMBING**

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Electrical service for Strawberry Pool
- Fire Fighting build out at Corrigan West
- Partnership Park solar parking lot lighting project
- Upgrade of Fire Services A/C system
- Installing all new water efficient automatic flush valves



PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- Upgrades for the plumbing system and HVAC system for the new City Hall
- Continue replacing aging HVAC systems which are currently running on the R-22 refrigerant with new energy efficient HVAC systems LED lighting upgrade throughout the City

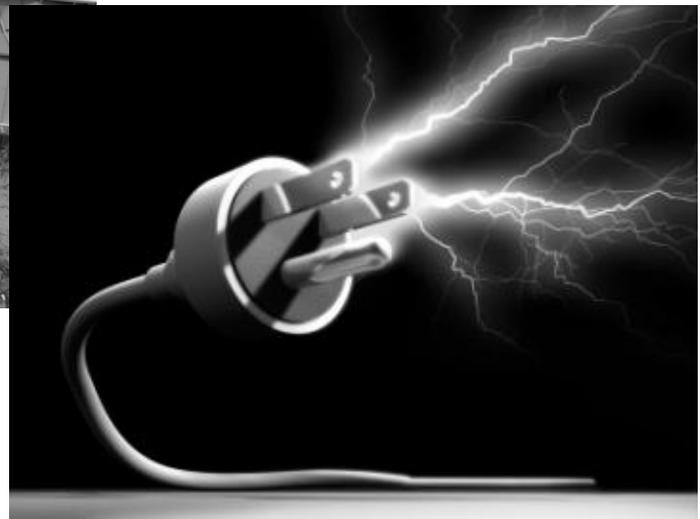
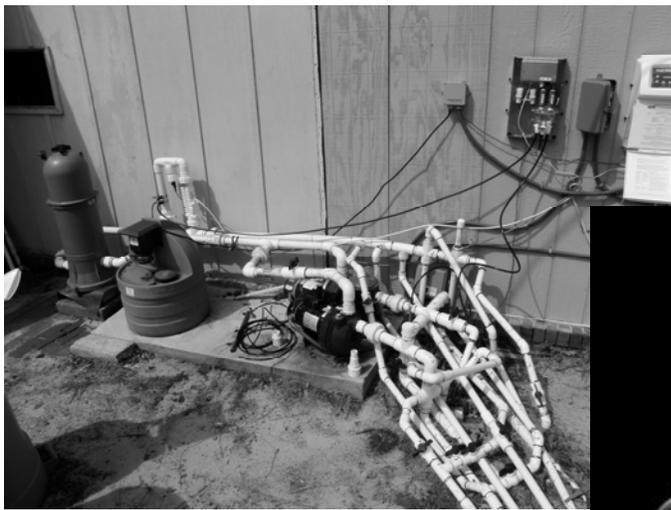
PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Electrical service requests	382	390	366	360
HVAC service requests	331	301	300	290
Plumbing service requests	315	294	306	300
Service requests per technician	129	123	122	122



FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ 893,363	\$ 921,855	\$ 926,262	\$ 973,631	\$ 1,000,524
Contractual services	6,280	8,752	14,573	10,725	14,573
Materials and supplies	30,858	31,251	61,622	28,949	61,622
Maintenance charges	339,517	351,812	268,143	269,500	292,515
TOTAL	\$ 1,270,018	\$ 1,313,670	\$ 1,270,600	\$ 1,282,805	\$ 1,369,234



ELECTRICAL STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
1290	Building Technician IV	1	1	2
1300	Building Technician V	8	8	8
1749	Electrical Supervisor	1	1	1
1817	Facility Superintendent	1	1	1
2440	Office Assistant II	0	0	0
3370	Sr. Office Assistant	1	1	1
TOTAL:		12	12	13



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MAINTENANCE FUND MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Collect and process mail internally and externally
- Reproduce of documents as required

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

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

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Total print jobs processed	323	263	329	340
Total pages in print jobs	439,698	553,477	713,443	737,297
Total mail units processed	123,864	119,432	123,278	124,000
Total postage expenditure	\$63,171	\$91,485	\$95,251	\$98,000

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 43,511	\$ 46,054	\$ 46,030	\$ 48,375	\$ 47,146
Contractual services	46,298	43,543	49,850	44,250	42,317
Materials and supplies	2,952	4,324	4,520	4,263	4,690
Maintenance charges	28,805	28,001	29,238	29,100	26,394
TOTAL	\$ 121,566	\$ 121,922	\$ 129,638	\$ 125,988	\$ 120,547

MAIL/REPRODUCTION SERVICES STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
2430	Office Assistant I	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND LANDSCAPE & BEAUTIFICATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2016

- Urban Street Project – Preston Road (Spencer to Vista) and Vista Road (Strawberry to Watters)
- Updated the landscaping of 2 of the 7 gateway signs
- Irrigation and landscape around the new Fire Station #5

PRIORITIES, GOALS AND OBJECTIVES FOR 2017

- New Animal Shelter irrigation and landscaping and continue updating the gateway signs landscape
- Assist with overhauling the City's landscape ordinance

PERFORMANCE INDICATORS

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
Irrigation heads maintained	1,600	1,800	2,000	2,100
Irrigation heads maintained per worker	178	164	182	191
Plant material maintained (square feet)	349,480	383,480	427,060	427,060
Plant material maintained per worker	38,831	34,826	38,824	38,824

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
Personnel services	\$ 439,178	\$ 509,485	\$ 607,410	\$ 517,497	\$ 610,131
Contractual services	4,523	21,259	46,700	21,051	44,150
Materials and supplies	90,725	101,759	169,900	112,513	169,900
Maintenance charges	66,336	68,424	76,890	76,884	75,159
Capital Outlay	-	-	-	-	12,000
TOTAL	\$ 600,762	\$ 700,927	\$ 900,900	\$ 727,945	\$ 911,340





LANDSCAPE & BEAUTIFICATION STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 ADOPTED
2091	Landscape I	5	5	5
2092	Landscape II	3	3	3
2094	Landscape Foreman	1	1	1
2095	Landscape Manager	0	0	0
2098	Landscape Superintendent	1	1	1
2865	PT Pooled Landscape	1	1	1
TOTAL:		11	11	11

**MAINTENANCE FUND
OTHER CHARGES**

FISCAL YEAR 2017 ADOPTED EXPENDITURE BUDGET

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Personnel services	\$ -	\$ -	\$ 209,708	\$ 55,198	\$ 240,131
Materials & Supplies	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 209,708	\$ 55,198	\$ 240,131
TOTAL MAINTENANCE FUND	\$ 14,752,552	\$ 13,613,249	\$ 15,641,453	\$ 13,934,494	\$ 15,883,312



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WORKERS' COMPENSATION FUND
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUE					
Interest earned	\$ 530	\$ 878	\$ 600	\$ 3,800	\$ 600
Investment Income	530	878	600	3,800	600
Miscellaneous	460	520	100	-	100
Miscellaneous Income	460	520	100	-	100
Prior year expense refund	-	-	-	-	-
Insurance recovery	67,737	25,080	40,000	42,000	40,000
Expense/Recovery Income	67,737	25,080	40,000	42,000	40,000
Contributions - city	865,429	897,303	850,000	785,000	850,000
Contribution Income	865,429	897,303	850,000	785,000	850,000
Total Revenue	934,156	923,781	890,700	830,800	890,700
EXPENDITURES					
Personnel services	105,659	115,874	116,910	123,520	122,349
Contractual services	28,950	26,559	16,200	15,000	16,200
Materials & supplies	-	31,954	29,650	21,000	34,650
Other uses	662,605	637,769	691,500	660,000	691,500
Other financing	-	-	-	-	-
Total Expenditures	797,214	812,156	854,260	819,520	864,699
Revenue Over/(Under) Expenditures	136,942	111,625	36,440	11,280	26,001
Beginning Fund Balance	1,622,473	1,759,415	1,871,040	1,871,040	1,882,320
Ending Fund Balance	\$ 1,759,415	\$ 1,871,040	\$ 1,907,480	\$ 1,882,320	\$ 1,908,321

WORKERS' COMPENSATION FUND STAFFING

Job Code	Job Title	2015 Amended	2016 Amended	2017 Adopted
3120	Safety Coordinator	1	1	1
TOTAL:		1	1	1



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HEALTH INSURANCE FUND

REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUES					
Interest earned	\$ 1,936	\$ 2,285	\$ 2,000	\$ 9,000	\$ 2,000
Investment Income	1,936	2,285	2,000	9,000	2,000
Prior year expense refund	59,821	4,851	11,000	11,000	5,000
City health contributions	10,845,961	12,802,270	13,200,000	12,960,000	13,100,000
Retiree health contribution	543,860	619,041	950,000	625,000	625,000
Cobra health contribution	5,068	9,642	5,000	2,000	5,000
Employee health deduction	1,096,904	1,418,912	1,350,000	1,500,000	1,500,000
Flex spending	364,047	380,276	300,000	400,000	400,000
Insurance recovery	1,105,541	967,616	400,000	1,100,000	400,000
Dental - EE deduction	147,329	148,785	180,000	185,000	180,000
Dental - retiree contribution	81,461	75,153	90,000	95,000	90,000
Life-EE additional life ins	121,332	127,842	100,000	130,000	125,000
Contributions	14,371,324	16,554,388	16,586,000	17,008,000	16,430,000
Transfer from general fund	2,380,124	-	-	-	-
TOTAL REVENUE	16,753,384	16,556,673	16,588,000	17,017,000	16,432,000
EXPENDITURES					
Personnel services	3,754	(5,433)	-	-	-
Contractual services	40,279	40,991	50,000	40,000	130,000
Other uses:					
Claims/claims related expenses	9,458,759	9,313,705	8,420,000	8,440,000	8,400,000
Prescription drugs	2,402,225	2,775,729	2,250,000	2,900,000	3,000,000
Administration fees	531,428	658,477	770,000	665,000	770,000
Dental insurance	550,438	588,140	550,000	525,000	550,000
Other	4,238,467	4,393,406	4,209,000	4,127,000	4,129,000
IBNR accrual adjustment	(904,350)	(143,029)	-	-	-
TOTAL EXPENDITURES	16,321,000	17,621,986	16,249,000	16,697,000	16,979,000
Revenue Over/(Under)					
Expenditures	432,384	(1,065,313)	339,000	320,000	(547,000)
Beginning Fund Balance	1,867,269	2,299,653	1,234,340	1,234,340	1,554,340
Ending Fund Balance	\$ 2,299,653	\$ 1,234,340	\$ 1,573,340	\$ 1,554,340	\$ 1,007,340



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GENERAL LIABILITY INSURANCE FUND

REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUES					
Interest earned	\$ 2,109	\$ 2,947	\$ 2,000	\$ 12,500	\$ 2,000
Investment Income	2,109	2,947	2,000	12,500	2,000
Recovery of damage claims	2,272	25,000	2,000	500	2,000
Insurance recovery	127,553	102,084	110,000	160,000	110,000
Prior year expense refund	905	1,547	1,000	-	1,000
Other Revenues	130,730	128,631	113,000	160,500	113,000
Contributions - general fund	500,000	500,000	500,000	500,000	500,000
Contributions - system fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Contributions	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Total Revenue	1,632,839	1,631,578	1,615,000	1,673,000	1,615,000
EXPENDITURES					
Other uses	1,913,891	1,738,783	2,060,000	1,990,000	1,875,000
Total Expenditures	1,913,891	1,738,783	2,060,000	1,990,000	1,875,000
Revenue Over/(Under)Expenditures	(281,052)	(107,205)	(445,000)	(317,000)	(260,000)
Beginning Fund Balance	6,417,694	6,136,642	6,029,437	6,029,437	5,712,437
Ending Fund Balance	\$ 6,136,642	\$ 6,029,437	\$ 5,584,437	\$ 5,712,437	\$ 5,452,437



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SPECIAL REVENUE FUNDS

The City has a number of special revenue funds that capture and account for revenue that would otherwise be accounted for through the General Fund. A legislative body, with the approval of the chief executive, has legally dedicated these funds to be used for certain purposes. This includes federal drug seizure monies dedicated by the federal government to local law enforcement activities. It also includes certain municipal court fines and fees dedicated by the Texas Legislature to spend for law enforcement, municipal courts administration, or child safety. Likewise, there are local revenues dedicated by the Mayor and City Council and/or through referendum of Pasadena's voters to certain purposes.

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

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

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

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

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

Security fees collected from the defendant convicted of a misdemeanor offense to be used for providing security services, such as the purchase of x-ray machines and conveying systems, walk-through metal detectors, and miscellaneous items for the municipal court building.

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

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

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

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

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



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

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

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

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

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



SPECIAL REVENUE FUNDS

REVENUES, EXPENDITURES, AND FUND BALANCES BY FISCAL YEAR

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
BEGINNING FUND BALANCE	\$ 5,803,849	\$ 5,935,097	\$ 6,203,904	\$ 6,203,904	\$ 6,462,467
REVENUES	3,163,625	2,702,744	1,919,365	2,373,192	1,899,430
EXPENDITURES	3,032,377	2,433,937	2,945,112	2,114,629	2,406,311
REVENUE OVER/(UNDER)					
EXPENDITURES	131,248	268,807	(1,025,747)	258,563	(506,881)
ENDING FUND BALANCE	\$ 5,935,097	\$ 6,203,904	\$ 5,178,157	\$ 6,462,467	\$ 5,955,586

DETAIL OF BEGINNING BALANCE

Equity sharing - treasury	\$ 436,780	\$ 674,756	\$ 531,931	\$ 531,931	\$ 462,161
Juvenile case mgr fund	40,712	75,777	94,652	94,652	138,926
Child safety fund	655,374	729,257	792,087	792,087	741,429
Equity sharing - justice	721,280	453,890	462,420	462,420	607,032
Municipal courts security	184,124	119,408	64,081	64,081	14,408
State seizure fund	1,265,281	958,914	681,768	681,768	595,168
Law enforcement training	23,255	38,199	43,840	43,840	48,940
Judicial efficiency fund	32,770	38,443	43,862	43,862	58,580
Court technology fund	176,170	169,021	154,848	154,848	137,188
Hotel and motel tax fund	1,604,371	1,949,507	2,359,732	2,359,732	2,450,690
Preservation of vital statistics	69,292	74,087	79,212	79,212	75,197
1% Public, ed and gov (peg)	396,285	487,494	689,532	689,532	884,532
Abandoned motor vehicles	119,836	84,948	121,650	121,650	164,730
Sign removal fund	78,319	81,396	84,289	84,289	83,486
TOTAL	\$ 5,803,849	\$ 5,935,097	\$ 6,203,904	\$ 6,203,904	\$ 6,462,467

DETAIL OF REVENUES

Equity sharing - treasury	\$ 348,323	\$ 49,413	\$ 200	\$ 31,230	\$ 200
Juvenile case mgr fund	66,385	79,927	75,030	78,250	75,030
Child safety fund	272,792	256,578	260,240	246,890	260,240
Equity sharing - justice	308,255	339,348	230	276,112	230
Municipal courts security	136,526	126,898	150,055	128,615	130,120
State seizure fund	500,714	249,741	430	201,400	430
Law enforcement training	20,618	18,443	22,010	22,100	22,010
Judicial efficiency fund	28,180	27,866	35,015	27,118	35,015
Court technology fund	181,815	169,112	180,055	171,340	180,055
Hotel and motel tax fund	745,325	763,905	657,500	576,175	657,500
Preservation of vital statistics	4,795	5,125	5,530	5,485	5,530
1% Public, ed and gov (peg)	301,448	324,986	280,000	280,000	280,000
Abandoned motor vehicles	245,372	288,509	250,040	325,280	250,040
Sign removal fund	3,077	2,893	3,030	3,197	3,030
TOTAL	\$ 3,163,625	\$ 2,702,744	\$ 1,919,365	\$ 2,373,192	\$ 1,899,430



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**FY 2017 ADOPTED BUDGET
SPECIAL REVENUE FUNDS Continued...**

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
DETAIL OF EXPENDITURES					
Equity sharing - treasury	\$ 110,347	\$ 192,238	\$ 125,000	\$ 101,000	\$ 125,000
Juvenile case mgr fund	31,320	61,052	38,824	33,976	39,684
Child safety fund	198,909	193,748	337,653	297,548	334,301
Equity sharing - justice	575,645	330,818	158,169	131,500	162,000
Municipal courts security	201,242	182,225	185,691	178,288	95,140
State seizure fund	807,081	526,887	296,518	288,000	287,000
Law enforcement training	5,674	12,802	20,000	17,000	20,000
Judicial efficiency fund	22,507	22,447	22,406	12,400	22,453
Court technology fund	188,964	183,285	241,430	189,000	243,328
Hotel and motel tax fund	400,189	353,680	997,751	485,217	511,205
Preservation of vital statistics	-	-	6,420	9,500	47,500
1% Public, ed and gov (peg)	210,239	122,948	220,250	85,000	164,000
Abandoned motor vehicles	280,260	251,807	275,000	282,200	334,700
Sign removal fund	-	-	20,000	4,000	20,000
TOTAL	\$ 3,032,377	\$ 2,433,937	\$ 2,945,112	\$ 2,114,629	\$ 2,406,311
ENDING BALANCE					
Equity sharing - treasury	\$ 674,756	\$ 531,931	\$ 407,131	\$ 462,161	\$ 337,361
Juvenile case mgr fund	75,777	94,652	130,858	138,926	174,272
Child safety fund	729,257	792,087	714,674	741,429	667,368
Equity sharing - justice	453,890	462,420	304,481	607,032	445,262
Municipal courts security	119,408	64,081	28,445	14,408	49,388
State seizure fund	958,914	681,768	385,680	595,168	308,598
Law enforcement training	38,199	43,840	45,850	48,940	50,950
Judicial efficiency fund	38,443	43,862	56,471	58,580	71,142
Court technology fund	169,021	154,848	93,473	137,188	73,915
Hotel and motel tax fund	1,949,507	2,359,732	2,019,481	2,450,690	2,596,985
Preservation of vital statistics	74,087	79,212	78,322	75,197	33,227
1% Public, ed and gov (peg)	487,494	689,532	749,282	884,532	1,000,532
Abandoned motor vehicles	84,948	121,650	96,690	164,730	80,070
Sign removal fund	81,396	84,289	67,319	83,486	66,516
TOTAL	\$ 5,935,097	\$ 6,203,904	\$ 5,178,157	\$ 6,462,467	\$ 5,955,586



FY 2017 ADOPTED BUDGET EQUITY SHARING – TREASURY FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 178	\$ 308	\$ 200	\$ 1,230	\$ 200
Investment Income	178	308	200	1,230	200
Federal seizure revenue	322,031	49,105	-	30,000	-
Sale of assets	26,114	-	-	-	-
Other Revenue	348,145	49,105	-	30,000	-
Total Revenue	348,323	49,413	200	31,230	200
Expenditures					
Contractual services	56,380	77,479	52,000	45,000	52,000
Materials and supplies	40,257	39,723	73,000	56,000	73,000
Capital outlay	13,710	75,036	-	-	-
Total Expenditures	110,347	192,238	125,000	101,000	125,000
Revenue Over/(Under)					
Expenditures	237,976	(142,825)	(124,800)	(69,770)	(124,800)
Beginning Fund Balance	436,780	674,756	531,931	531,931	462,161
Ending Fund Balance	\$ 674,756	\$ 531,931	\$ 407,131	\$ 462,161	\$ 337,361



FY 2017 ADOPTED BUDGET JUVENILE CASE MANAGER FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 19	\$ 45	\$ 30	\$ 250	\$ 30
Investment Income	19	45	30	250	30
Juvenile case mgr fee	45,074	42,026	50,000	43,000	50,000
Tpdf city	21,292	37,856	25,000	35,000	25,000
Municipal Court Fines	66,366	79,882	75,000	78,000	75,000
Total Revenue	66,385	79,927	75,030	78,250	75,030
Expenditures					
Personnel services	31,185	60,309	31,624	32,826	32,064
Contractual services	135	743	1,200	650	1,620
Materials and supplies	-	-	6,000	500	6,000
Total Expenditures	31,320	61,052	38,824	33,976	39,684
Revenue Over/(Under)					
Expenditures	35,065	18,875	36,206	44,274	35,346
Beginning Fund Balance	40,712	75,777	94,652	94,652	138,926
Ending Fund Balance	\$ 75,777	\$ 94,652	\$ 130,858	\$ 138,926	\$ 174,272



FY 2017 ADOPTED BUDGET CHILD SAFETY FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 230	\$ 392	\$ 240	\$ 1,890	\$ 240
Investment Income	230	392	240	1,890	240
Child safety fee	272,562	256,186	260,000	245,000	260,000
Other Revenues	272,562	256,186	260,000	245,000	260,000
Total Revenue	272,792	256,578	260,240	246,890	260,240
Expenditures					
Personnel services	75,390	49,675	84,553	53,548	86,201
Contractual services	78,897	116,228	149,500	135,500	144,500
Materials and supplies	44,622	27,845	63,600	26,000	63,600
Capital Outlay	-	-	40,000	82,500	40,000
Total Expenditures	198,909	193,748	337,653	297,548	334,301
Revenue Over/(Under)					
Expenditures	73,883	62,830	(77,413)	(50,658)	(74,061)
Beginning Fund Balance	655,374	729,257	792,087	792,087	741,429
Ending Fund Balance	\$ 729,257	\$ 792,087	\$ 714,674	\$ 741,429	\$ 667,368



FY 2017 ADOPTED BUDGET EQUITY SHARING – JUSTICE FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 211	\$ 253	\$ 230	\$ 1,112	\$ 230
Investment Income	211	253	230	1,112	230
Federal seizure revenue	167,015	331,780	-	275,000	-
Miscellaneous	141,029	7,315	-	-	-
Other Revenues	308,044	339,095	-	275,000	-
Total Revenue	308,255	339,348	230	276,112	230
Expenditures					
Contractual services	286,960	250,557	84,000	82,500	88,000
Materials and supplies	263,685	80,261	74,169	49,000	74,000
Capital outlay	25,000	-	-	-	-
Total Expenditures	575,645	330,818	158,169	131,500	162,000
Revenue Over/(Under)					
Expenditures	(267,390)	8,530	(157,939)	144,612	(161,770)
Beginning Fund Balance	721,280	453,890	462,420	462,420	607,032
Ending Fund Balance	\$ 453,890	\$ 462,420	\$ 304,481	\$ 607,032	\$ 445,262



FY 2017 ADOPTED BUDGET MUNICIPAL COURTS SECURITY FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 55	\$ 50	\$ 55	\$ 115	\$ 120
Investment Income	55	50	55	115	120
Municipal court - security	136,471	126,848	150,000	128,500	130,000
Other Court Fee	136,471	126,848	150,000	128,500	130,000
Total Revenue	136,526	126,898	150,055	128,615	130,120
Expenditures					
Personnel services	188,208	174,910	175,624	174,266	95,140
Contractual services	5,487	5,076	5,900	3,000	-
Materials and supplies	7,547	2,239	4,167	1,022	-
Total Expenditures	201,242	182,225	185,691	178,288	95,140
Revenue Over/(Under)					
Expenditures	(64,716)	(55,327)	(35,636)	(49,673)	34,980
Beginning Fund Balance	184,124	119,408	64,081	64,081	14,408
Ending Fund Balance	\$ 119,408	\$ 64,081	\$ 28,445	\$ 14,408	\$ 49,388



FY 2017 ADOPTED BUDGET STATE SEIZURE FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 369	\$ 432	\$ 430	\$ 1,400	\$ 430
Investment Income	369	432	430	1,400	430
Asset forfeitures - state	500,345	249,309	-	200,000	-
Other Revenues	500,345	249,309	-	200,000	-
Total Revenue	500,714	249,741	430	201,400	430
Expenditures					
Personnel service	384,101	470	-	-	-
Contractual services	132,554	206,291	99,254	113,000	97,000
Materials and supplies	209,951	291,878	120,264	118,000	120,000
Other charges	72,864	11,500	60,000	40,000	60,000
Capital outlay	7,611	16,748	17,000	17,000	10,000
Total Expenditures	807,081	526,887	296,518	288,000	287,000
Revenue Over/(Under)					
Expenditures	(306,367)	(277,146)	(296,088)	(86,600)	(286,570)
Beginning Fund Balance	1,265,281	958,914	681,768	681,768	595,168
Ending Fund Balance	\$ 958,914	\$ 681,768	\$ 385,680	\$ 595,168	\$ 308,598



FY 2017 ADOPTED BUDGET
LAW ENFORCEMENT TRAINING AND EDUCATION FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 10	\$ 22	\$ 10	\$ 120	\$ 10
Investment Income	10	22	10	120	10
Law officer - warrant	1,101	1,164	2,000	1,980	2,000
Law officer - fire marshal	1,165	-	-	-	-
Law officer - police	18,342	17,257	20,000	20,000	20,000
Other Revenues	20,608	18,421	22,000	21,980	22,000
Total Revenue	20,618	18,443	22,010	22,100	22,010
Expenditure					
Contractual services	5,674	12,802	20,000	17,000	20,000
Total Expenditures	5,674	12,802	20,000	17,000	20,000
Revenue Over/(Under)					
Expenditures	14,944	5,641	2,010	5,100	2,010
Beginning Fund Balance	23,255	38,199	43,840	43,840	48,940
Ending Fund Balance	\$ 38,199	\$ 43,840	\$ 45,850	\$ 48,940	\$ 50,950



FY 2017 ADOPTED BUDGET JUDICIAL EFFICIENCY FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 12	\$ 24	\$ 15	\$ 118	\$ 15
Investment Income	12	24	15	118	15
Judicial Eff (TP-J) crt fee	28,168	27,842	35,000	27,000	35,000
Municipal Court Fines	28,168	27,842	35,000	27,000	35,000
Total Revenue	28,180	27,866	35,015	27,118	35,015
Expenditures					
Personnel services	15,359	11,854	2,506	-	2,553
Contractual services	6,031	8,970	14,000	9,000	14,000
Materials and supplies	1,117	1,623	5,900	3,400	5,900
Total Expenditures	22,507	22,447	22,406	12,400	22,453
Revenue Over/(Under)					
Expenditures	5,673	5,419	12,609	14,718	12,562
Beginning Fund Balance	32,770	38,443	43,862	43,862	58,580
Ending Fund Balance	\$ 38,443	\$ 43,862	\$ 56,471	\$ 58,580	\$ 71,142



FY 2017 ADOPTED BUDGET MUNICIPAL COURT TECHNOLOGY FUND

MISSION STATEMENT

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

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

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 62	\$ 80	\$ 55	\$ 340	\$ 55
Investment Income	62	80	55	340	55
Municipal court - technology fee	181,753	169,032	180,000	171,000	180,000
Other Revenues	181,753	169,032	180,000	171,000	180,000
Total Revenue	181,815	169,112	180,055	171,340	180,055
Expenditures					
Contractual services	164,936	167,287	178,380	173,000	180,278
Materials and supplies	24,028	15,998	53,050	16,000	53,050
Capital outlay	-	-	10,000	-	10,000
Total Expenditures	188,964	183,285	241,430	189,000	243,328
Revenue Over/(Under)					
Expenditures	(7,149)	(14,173)	(61,375)	(17,660)	(63,273)
Beginning Fund Balance	176,170	169,021	154,848	154,848	137,188
Ending Fund Balance	\$ 169,021	\$ 154,848	\$ 93,473	\$ 137,188	\$ 73,915



FY 2017 ADOPTED BUDGET HOTEL/MOTEL TAX FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUE					
Hotel-motel tax	\$ 737,928	\$ 752,948	\$ 650,000	\$ 570,000	\$ 650,000
Other Taxes	737,928	752,948	650,000	570,000	650,000
Interest earned	1,397	4,957	1,500	6,175	1,500
Investment Income	1,397	4,957	1,500	6,175	1,500
Miscellaneous	6,000	6,000	6,000	-	6,000
Other Revenue	6,000	6,000	6,000	-	6,000
Total Revenue	745,325	763,905	657,500	576,175	657,500
EXPENDITURES					
Personnel services	129,534	124,777	165,610	145,667	140,555
Contractual services	71,476	138,624	134,750	127,250	134,750
Materials and supplies	73,449	89,305	100,800	81,300	100,900
Capital outlay	75,682	-	536,591	116,000	90,000
Other uses	50,048	974	60,000	15,000	45,000
Total Expenditures	400,189	353,680	997,751	485,217	511,205
Revenue Over/(Under)					
Expenditures	345,136	410,225	(340,251)	90,958	146,295
Beginning Fund Balance	1,604,371	1,949,507	2,359,732	2,359,732	2,450,690
Ending Fund Balance	\$ 1,949,507	\$ 2,359,732	\$ 2,019,481	\$ 2,450,690	\$ 2,596,985



**FY 2017 ADOPTED BUDGET
PRESERVATION OF VITAL STATISTICS FUND**

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 24	\$ 40	\$ 30	\$ 185	\$ 30
Investment Income	24	40	30	185	30
Preservation of vital statistics	4,771	5,085	5,500	5,300	5,500
Other Revenues	4,771	5,085	5,500	5,300	5,500
Total Revenue	4,795	5,125	5,530	5,485	5,530
EXPENDITURES					
Contractual services	-	-	5,420	9,000	46,500
Materials and supplies	-	-	1,000	500	1,000
Total Expenditures	-	-	6,420	9,500	47,500
Revenue Over/(Under)					
Expenditures	4,795	5,125	(890)	(4,015)	(41,970)
Beginning Fund Balance	69,292	74,087	79,212	79,212	75,197
Ending Fund Balance	\$ 74,087	\$ 79,212	\$ 78,322	\$ 75,197	\$ 33,227



**FY 2017 ADOPTED BUDGET
PUBLIC EDUCATIONAL AND GOVERNMENTAL (PEG) FUND**

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Preservation of vital statistics	\$ 301,448	\$ 324,986	\$ 280,000	\$ 280,000	\$ 280,000
Other Revenues	301,448	324,986	280,000	280,000	280,000
Total Revenue	301,448	324,986	280,000	280,000	280,000
EXPENDITURES					
Materials and supplies	74,086	34,708	85,000	25,000	74,000
Capital outlay	136,153	88,240	135,250	60,000	90,000
Total Expenditures	210,239	122,948	220,250	85,000	164,000
Revenue Over/(Under)					
Expenditures	91,209	202,038	59,750	195,000	116,000
Beginning Fund Balance	396,285	487,494	689,532	689,532	884,532
Ending Fund Balance	\$ 487,494	\$ 689,532	\$ 749,282	\$ 884,532	\$ 1,000,532



**FY 2017 ADOPTED BUDGET
ABANDONED MOTOR VEHICLES FUND**

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
Revenue					
Interest earned	\$ 41	\$ 70	\$ 40	\$ 280	\$ 40
Investment Income	41	70	40	280	40
Abandoned auto fund	245,331	288,439	250,000	325,000	250,000
Other Revenues	245,331	288,439	250,000	325,000	250,000
Total Revenue	245,372	288,509	250,040	325,280	250,040
EXPENDITURES					
Contractual services	172,359	196,266	210,200	228,700	270,200
Materials and supplies	65,793	33,742	39,800	28,500	39,500
Other charges	17,744	21,799	25,000	25,000	25,000
Capital outlay	24,364	-	-	-	-
Total Expenditures	280,260	251,807	275,000	282,200	334,700
Revenue Over/(Under)					
Expenditures	(34,888)	36,702	(24,960)	43,080	(84,660)
Beginning Fund Balance	119,836	84,948	121,650	121,650	164,730
Ending Fund Balance	\$ 84,948	\$ 121,650	\$ 96,690	\$ 164,730	\$ 80,070



FY 2017 ADOPTED BUDGET SIGN REMOVAL FUND

MISSION STATEMENT

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUE					
Sign removal fee	\$ 3,050	\$ 2,850	\$ 3,000	\$ 3,000	\$ 3,000
Business License and Permits	3,050	2,850	3,000	3,000	3,000
Interest earned	27	43	30	197	30
Investment Income	27	43	30	197	30
Total Revenue	3,077	2,893	3,030	3,197	3,030
EXPENDITURES					
Contractual services	-	-	10,000	2,000	10,000
Materials and supplies	-	-	10,000	2,000	10,000
Total Expenditures	-	-	20,000	4,000	20,000
Revenue Over/(Under)					
Expenditures	3,077	2,893	(16,970)	(803)	(16,970)
Beginning Fund Balance	78,319	81,396	84,289	84,289	83,486
Ending Fund Balance	\$ 81,396	\$ 84,289	\$ 67,319	\$ 83,486	\$ 66,516



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**FY 2017 ADOPTED BUDGET
PASADENA SECOND CENTURY CORPORATION**

In December 1998, the City Council of Pasadena, Texas proposed the creation of the Pasadena Second Century Corporation (PSCC). In November 1998, voters authorized the creation of PSCC and approved the adoption of the proposed sales and use tax at a rate of one-half of one percent (1/2 cents). PSCC is a non-profit industrial development corporation. It is exclusively for the purpose of benefiting and accomplishing public purposes on behalf of the City by promoting, assisting and enhancing economic development activities to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare. The affairs of PSCC are managed by a Board of Directors of seven persons appointed by the City Council. Directors shall serve for two year terms of office without limits, unless sooner removed or resigned.

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUE					
City sales tax	\$10,157,341	\$10,479,878	\$ 9,500,000	\$10,500,000	\$10,500,000
Sales Taxes	10,157,341	10,479,878	9,500,000	10,500,000	10,500,000
Interest earned	10,653	19,623	15,200	75,200	75,200
Miscellaneous	30	191,500	-	-	75,000
Investment/Other Income	10,683	211,123	15,200	75,200	150,200
Transfers in	1,587,712	1,444,850	1,615,900	1,260,890	2,208,481
Revenue before Elimination	11,755,736	12,135,851	11,131,100	11,836,090	12,858,681
Transfers in elimination	(1,587,712)	(1,444,850)	(1,615,900)	(1,260,890)	(2,208,481)
Net Revenue	10,168,024	10,691,001	9,515,200	10,575,200	10,650,200
EXPENDITURES					
Contractual services	663,912	364,965	684,200	331,890	1,278,700
Materials and supplies	500	788	3,000	300	3,000
Debt service/other charges	923,300	924,462	928,700	928,700	926,781
Capital outlay	1,480,794	4,655,513	24,988,053	33,234,529	22,540,064
Transfers out	1,587,712	1,444,850	1,615,900	1,260,890	2,208,481
Expenditures before Elimination	4,656,218	7,390,578	28,219,853	35,756,309	26,957,026
Transfers out elimination	(1,587,712)	(1,444,850)	(1,615,900)	(1,260,890)	(2,208,481)
Net Expenditures	3,068,506	5,945,728	26,603,953	34,495,419	24,748,545
Revenue Over/(Under) Expenditures	7,099,518	4,745,273	(17,088,753)	(23,920,219)	(14,098,345)
Beginning Fund Balance	29,707,259	36,806,777	41,552,050	41,552,050	17,631,831
Ending Fund Balance	\$36,806,777	\$41,552,050	\$24,463,297	\$17,631,831	\$ 3,533,486

* Board approved June 27, 2016.



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FY 2017 ADOPTED BUDGET PASADENA CRIME CONTROL AND PREVENTION DISTRICT

OVERVIEW

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

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

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 AMENDED BUDGET	FY 2016 ESTIMATED	FY 2017 ADOPTED
REVENUE					
City sales tax	\$ 9,872,012	\$ 10,023,826	\$ 9,498,000	\$ 9,950,000	\$ 9,998,000
Sales Taxes	9,872,012	10,023,826	9,498,000	9,950,000	9,998,000
Other income	17,729	8,258	-	30,000	-
Interest earned	1,691	3,688	2,000	20,000	2,000
Investment/Other Income	19,420	11,946	2,000	50,000	2,000
Total Revenue	9,891,432	10,035,772	9,500,000	10,000,000	10,000,000
EXPENDITURES					
Personnel services	5,513,879	6,311,114	6,947,950	6,998,850	6,304,266
Contractual services	598,418	508,111	1,753,728	1,754,347	1,042,076
Materials and supplies	539,682	226,013	1,130,732	984,756	819,450
Capital outlay	1,277,437	1,373,164	1,950,207	1,795,759	3,782,099
Total Expenditures	7,929,416	8,418,402	11,782,617	11,533,712	11,947,891
Revenue Over/(Under) Expenditures	1,962,016	1,617,370	(2,282,617)	(1,533,712)	(1,947,891)
Beginning Fund Balance	4,914,784	6,876,800	8,494,170	8,494,170	6,960,458
Ending Fund Balance	\$ 6,876,800	\$ 8,494,170	\$ 6,211,553	\$ 6,960,458	\$ 5,012,567



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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
2010 Census	149,043

Area:

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

Land miles of streets maintained by City	360 (approximately)
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Fire protection:

Number of stations	9
Number of personnel	190 (all volunteers)
Number of fire vehicles	48

Police protection:

Number of stations	2
Number of commissioned officers	259
Personnel per 1,000 population	1.82
Number of police vehicles	245

Municipal Water System:

Number of Gallons of Water Sold	7,647,743,000
Meters in Service	34,000
Number of Units Served	52,296
Number of Active Wells	7
Water Mains	300 miles

Municipal Wastewater System:

Sanitary Sewer Lines	300 miles
Sewer Accounts	34,000

Municipal Solid Waste Services

Number of Residential Customers	30,500
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Parks:	
Number of parks	46
Acres	345.7
Number of bridges	70
Number of traffic signals	137
Pasadena Library System	
Number of Public Libraries	2
Number of Materials:	
Books	220,340
Microfilm	2,300
Videos/DVDs	11,178
Cassettes/CDs	6,667
Bound Periodicals	300
Miscellaneous material	30,599
Circulation	580,513
Circulation per Capita	4.1
Library Cards	30,352
Patron Traffic	387,800 patrons in FY 09
County:	
Government type	Harris 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 2017 ADOPTED BUDGET

GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

DARE: Drug Abuse Resistance Education

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

FLSA: Fair Labor Standards Act

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

FTE: Full time equivalent.

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

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

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

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



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

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

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

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

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

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

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

GIS: Geographic Information System

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

OBJECTIVE: A defined method to accomplish an established goal.

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

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

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

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

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

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



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

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

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

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

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

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

ROW: Right-of-Way

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

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

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

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

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

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

TMRS: Texas Municipal Retirement System

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

TXDOT: Texas Department of Transportation

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

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



City of Pasadena
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Johnny Isbell, Mayor

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

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