

City of Pasadena, Texas

Fiscal Year 2018 • Adopted Budget





PUBLIC NOTICE

THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$2,894,186 OR 6.63%, AND OF THAT AMOUNT, \$1,606,324 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.



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OFFICE OF THE MAYOR
CITY OF PASADENA
1149 ELLSWORTH DR.
PASADENA, TEXAS 77506

JEFF A. WAGNER
MAYOR

October 1, 2017

To the Residents of Pasadena,

I am pleased to submit herewith the proposed budget for fiscal year 2018. As proposed, General Fund revenues and expenditures are in balance, with the total budget up about 8% over the current year. The System fund reflects an increase in revenues of approximately 5%. The fund balance in the Maintenance Fund will decrease by approximately 50% in order to purchase replacement rolling stock. Overall, the City is in very good fiscal condition and it is expected that we will be able to undertake some new programs with no increase in taxes or fees.

The budget includes several new service positions which will be used to address the City's commitment to public involvement and citizen input regarding priorities. We are proposing adding positions to both the Neighborhood Network and Code Enforcement. These two departments will focus on resident concerns regarding neighborhood improvements and enhancement. Code enforcement officers will be diligent in protecting neighborhoods from a wide array of encroachments, while the Neighborhood network staff will focus on increasing citizen interaction with City staff throughout the City as well as city-funded improvements in many neighborhoods. We have also worked with the Crime Control District to increase the number of cadets in our police academy.

In addition, we are proposing additional staffing at the newly opened pet-adoption center, an additional food inspector in the health department, an additional worker for the Clean Streets program and a pool technician. Finally, we are recommending increased staffing and responsibilities for the Property Management department which will include supervising new construction projects for the Municipal Court and Rodeo Arena among others.

The System Fund anticipated fund balance is expected to increase, but we anticipate that some water and/or sewer projects will draw on those funds during the year as the public works department identifies needed improvements.

The FY 2018 Budget was prepared and adopted by City Council assuming the roll back tax rate of .584259 per \$100 of value, a \$2.9 million increase of property tax revenue. However after the damaging effects of Hurricane Harvey; City Council decided it was more appropriate to adopt a tax rate of .575388 per \$100 of value. This would result in a \$718,142 reduction in anticipated property tax revenue that was included in the adopted FY 2018 Budget. This adjustment will be made to the FY 2018 Budget when the first budget amendment is approved.

Our City employees continue to provide quality services to our residents and I am confident that the dedication and commitment shown by our employees and our City Council will continue.

Respectfully Submitted,


Jeff A. Wagner

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**CITY OF PASADENA, TEXAS
ADOPTED BUDGET
FISCAL YEAR 2018**

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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 others 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

JEFF A. WAGNER

CHIEF OF STAFF

JAMES RODRIGUEZ

CITY COUNCIL

DISTRICT A
DISTRICT B
DISTRICT C
DISTRICT D
DISTRICT E
DISTRICT F
DISTRICT G
DISTRICT H

FELIPE VILLARREAL
BRUCE LEAMON
DON HARRISON
SAMMY CASADOS
CODY RAY WHEELER
PHIL CAYTEN
CARY BASS
THOMAS SCHOEBEIN

CITY CONTROLLER

JOMIE BLUMREICH

CITY SECRETARY

LINDA RORICK

CITY ATTORNEY

LEE CLARK

DIRECTOR OF PERSONNEL

RANDY PERRY

DIRECTOR OF PUBLIC WORKS

ROBIN GREEN

CHIEF OF POLICE

ALBERTO ESPINOZA, JR

FIRE CHIEF

LANNY ARMSTRONG

FIRE MARSHALL

DAVID BRANNON

DIRECTOR OF COMMUNITY RELATIONS

JOSEPH LINDBERG

DIRECTOR OF PLANNING

DEANNA SCHMIDT, INTERIM DIRECTOR

DIRECTOR OF HEALTH

KATHY PEREZ-ASHTON

DIRECTOR OF PARKS/RECREATION

JED APLACA

DIRECTOR OF ECONOMIC DEVELOPMENT

CARLOS GUZMAN

PRESIDING JUDGE, MUNICIPAL COURTS

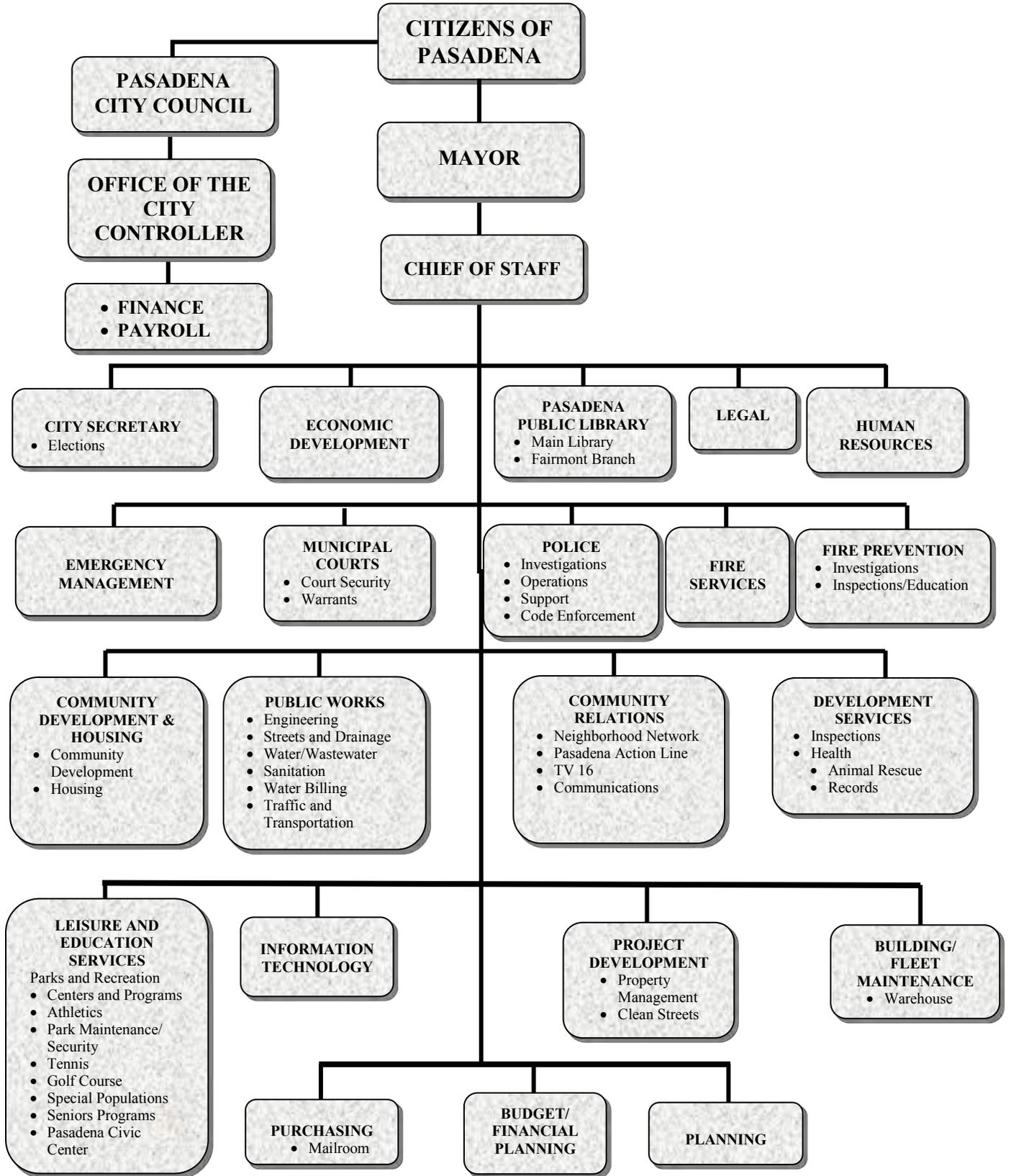
LESTER RORICK

BUDGET & FINANCIAL PLANNING

ANDY L. HELMS, INTERIM DIRECTOR



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, 2017 and ending September 30, 2018. This is referred to throughout as the FY 2018 or FY18 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.

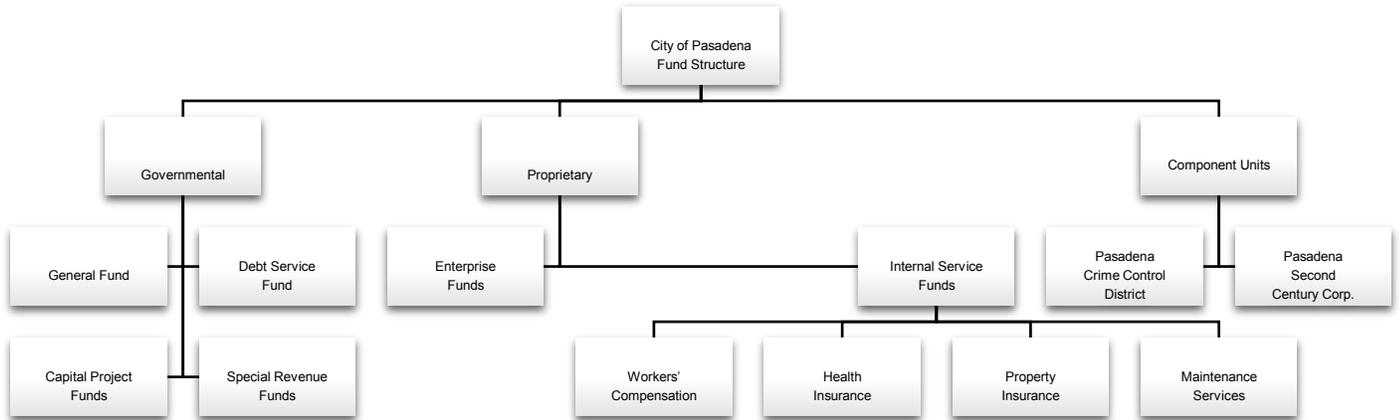
The City is required to make debt service payments to repay bonds sold to finance major capital improvement projects. Debt service payments are included in the Budget. Capital projects are not generally included in this budget.

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

FY 2016 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2016. (Previous data has been updated.)

FY 2017 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2017.

FY 2017 Estimated – A projection (as of April 30, 2017) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2017.

FY 2018 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2018.



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 2018 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 2017. After a review of the aforementioned projections, it was decided that FY 2018 expenditures would be proposed at FY 2017 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 2018 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 2018 BUDGET SCHEDULE

July 25, 2017	Fiscal year 2018 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 25, 2017	DRAFT Revenue/Expenditure Detail to Council
August 1, 2017	Council Workshop for Proposed FY 2018 Budget (after completion of regular council meeting)
August 2, 2017	Resolution calling for public hearing on the Proposed Budget for August 15, 2017
August 2, 2017	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 15, 2017	Public hearing on FY 2018 Proposed Budget (held during council meeting)
September 5, 2017	Council vote on Fiscal 2018 Budget Ordinance (first reading)
September 19, 2017	Council vote on Fiscal 2018 Budget Ordinance (second reading) (City Charter requires budget to be approved by Sept. 27 th)
September 5, 2017	Ordinance adopting assessments roll, first reading (schedule two public hearings on proposed tax rate if necessary)
October 3, 2017	Ordinance adopting assessments roll, second reading. First reading setting the 2017 property tax rate. (If necessary – First public hearing on tax rate.)
October 17, 2017	Second reading setting the 2017 property tax rate. (If necessary- Second public hearing on tax rate. Must be approved within 60 days of receiving tax roll.)
December 5, 2017	Proposed Ordinance first reading accepting the 2017 Industrial District assessment roll and payment rate.
December 19, 2017	Proposed Ordinance second reading accepting the 2017 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 FY18 of \$97 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2018 Adopted Budget includes expenditures of \$214 million for basic city services, a decrease of \$19 million or 8% from the FY 2017 projected expenditures. This decrease is being accomplished with the uses of fund balance and \$217.1 million in revenue. The Budget also includes positions for approximately 1,131 full-time, part-time and seasonal staff positions.

FY 2018 ADOPTED BUDGET ADOPTED ENDING FUND BALANCES

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Governmental, water and sewer, crime control district, and pasadena second century corp. funds	\$ 120,480,047	\$ 126,489,986	\$ 109,053,212	\$ 78,991,567	\$ 85,191,811
Internal service funds	15,400,029	18,322,740	13,754,452	14,923,532	11,712,828
Total ending balances	\$ 135,880,076	\$ 144,812,726	\$ 122,807,664	\$ 93,915,099	\$ 96,904,639

FY 2018 Revenue Outlook

Total revenues and transfers for all funds are \$181.9 million (excluding the Internal Service funds), an increase of \$4.25 million or 2.4 percent over FY 2017 projected revenues. Revenues include property taxes, sales taxes, industrial district payments, charges for service, fines, interest revenue and other miscellaneous revenues.

TOTAL REVENUES BY FUND

FUND	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ESTIMATED	FY 2018 ADOPTED	Increase/(Decrease) Over 2017 Estimated	
					AMOUNT	PERCENT
General fund	\$ 99,793,299	\$ 102,435,955	\$ 103,612,526	\$ 108,187,921	\$ 4,575,395	4.42%
Debt service fund	27,498,934	30,854,788	9,754,600	9,598,075	(156,525)	-1.60%
Water and sewer fund	40,396,535	39,743,264	41,219,935	41,480,000	260,065	0.63%
Special revenue funds	2,702,744	2,671,132	2,239,965	1,903,010	(336,955)	-15.04%
Crime control district fund	10,035,772	10,469,133	10,195,900	10,160,500	(35,400)	-0.35%
Pasadena second century corporation	10,691,001	10,894,182	10,700,200	10,650,200	(50,000)	-0.47%
Total revenues	\$ 191,118,285	\$ 197,068,454	\$ 177,723,126	\$ 181,979,706	\$ 4,256,580	2.40%



**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	\$ 34,383,412	\$ 108,187,921	\$ 108,013,455	\$ 174,466	\$ 34,557,878
Debt service fund						
041	Debt service fund	1,748,820	9,598,075	9,958,065	(359,990)	1,388,830
Special revenue funds						
040	Equity sharing - treasury fund	384,089	500	125,000	(124,500)	259,589
042	Juvenile case manager fund	190,268	79,400	72,960	6,440	196,708
043	Child safety fund	858,525	272,500	265,088	7,412	865,937
044	Equity sharing - justice fund	580,245	2,000	162,000	(160,000)	420,245
045	Municipal courts security fund	45,818	130,050	117,286	12,764	58,582
046	State forfeited and property fund	503,246	1,500	277,000	(275,500)	227,746
047	Law enforcement training fund	71,840	25,100	20,000	5,100	76,940
048	Judicial efficiency fund	86,294	27,160	22,461	4,699	90,993
049	Court technology fund	115,655	170,400	226,278	(55,878)	59,777
064	Hotel and motel tax fund	2,968,366	635,000	1,035,326	(400,326)	2,568,040
080	Preservation of vital statistics fund	81,674	5,700	23,493	(17,793)	63,881
081	1% public, ed and gov (peg) fund	648,669	300,000	164,000	136,000	784,669
200	Abandoned motor vehicle and property fund	171,199	250,500	334,700	(84,200)	86,999
201	Sign removal fund	75,597	3,200	44,326	(41,126)	34,471
	Total special revenue funds	6,781,485	1,903,010	2,889,918	(986,908)	5,794,577
	Total governmental funds	42,913,717	119,689,006	120,861,438	(1,172,432)	41,741,285
Proprietary Funds:						
Enterprise fund						
003	Water and sewer fund	18,762,158	41,480,000	41,656,652	(176,652)	18,585,506
Internal service funds						
002	Maintenance fund	6,110,382	15,055,305	18,480,515	(3,425,210)	2,685,172
067	Workers' compensation fund	2,102,071	924,000	868,397	55,603	2,157,674
069	Health benefits fund	1,115,716	17,223,520	16,979,000	244,520	1,360,236
070	General liability insurance fund	5,595,363	1,942,000	2,027,617	(85,617)	5,509,746
	Total internal service funds	14,923,532	35,144,825	38,355,529	(3,210,704)	11,712,828
	Total proprietary funds	33,685,690	76,624,825	80,012,181	(3,387,356)	30,298,334
Component Units:						
9950	Pasadena second century corporation fund	10,810,204	10,650,200	2,896,751	7,753,449	18,563,653
210	Crime control district fund	6,505,488	10,160,500	10,364,621	(204,121)	6,301,367
	Total component units	17,315,692	20,810,700	13,261,372	7,549,328	24,865,020
Total all funds		\$ 93,915,099	\$ 217,124,531	\$ 214,134,991	\$ 2,989,540	\$ 96,904,639

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$48,282,030 and represent 26.5% of total revenues. Property tax revenues are expected to increase by \$4,987,030 or 11.5% over the FY 2017 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 FY18 as was in FY17.*

*The FY18 budget was initially adopted and planned for a tax rate of \$0.584259 per \$100 assessed value. City Council adopted the tax rate of \$0.575388 per \$100 assessed value on October 17, 2017, after the FY18 budget was adopted.



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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ESTIMATED	FY 2018 ADOPTED	Increase/(Decrease) Over 2017 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 38,755,245	\$ 42,039,511	\$ 43,295,000	\$ 48,282,030	4,987,030	11.52%
Sales taxes	41,463,459	42,757,932	41,682,900	41,632,500	(50,400)	-0.12%
Industrial district	17,271,428	17,364,338	17,094,000	17,104,000	10,000	0.06%
Utility taxes	8,935,557	8,887,972	9,005,560	8,962,600	(42,960)	-0.48%
Other taxes	1,384,703	1,544,797	1,215,100	1,235,100	20,000	1.65%
Water and sewer	36,772,768	39,258,704	40,689,600	41,070,000	380,400	0.93%
Fees & permits	12,259,046	12,744,442	12,310,470	12,444,670	134,200	1.09%
Fines	6,148,378	6,030,277	5,831,000	5,931,000	100,000	1.71%
Other	25,927,417	24,240,481	2,899,496	2,317,806	(581,690)	-20.06%
Other financing sources	2,200,284	2,200,000	3,700,000	3,000,000	(700,000)	-18.92%
Total revenue by source	\$ 191,118,285	\$ 197,068,454	\$ 177,723,126	\$ 181,979,706	4,256,580	2.40%

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 (22.9%). Total sales taxes are anticipated to decrease by \$50,400 below the FY 2017 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 (9.4%). The district’s status as a separate entity outside of the city’s boundaries is predicated on agreements that use an assessment and appraisal process similar to that used for property taxes to calculate payment amounts due from each facility located inside the District. The FY18 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 2018 revenues are projected using the current year’s receipts as a benchmark. It is anticipated that utility and other taxes will increase slightly in FY18 due to gas and electric franchise fee revenue expecting to have a decrease from FY17 and other taxes to increase \$20,000 or 1.65%.



Water and Sewer

Total budgeted revenues for the City's enterprise fund are \$41 million as compared to estimated revenues for FY17 of the amount of \$40.7 million. Adopted FY 2018 water revenues increase to \$20.9 million which is higher than the 2017 projected amount of \$20.7 million. Sewer revenues are budgeted at \$14.9 million in FY 2018. This is a \$195,500 increase as compared to FY17 estimate of \$14.7 million.

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. FY18 permit revenue is expected to increase by \$134,200 as some major construction projects have been completed.

Fines

Municipal Court fines are budgeted to have a slight increase of \$100,000 in FY18 over FY17.

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 FY18 over FY17. 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 2018 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund is not needed for FY18 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 2018 budget will transfer \$3 million, up \$700,000 from FY17.

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 FY18 Adopted Budget includes \$1,253,000 reimbursements from the System fund, 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 2018 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, AND CRIME CONTROL DISTRICT FUNDS

	FY 2017				
	FY 2015	FY 2016	AMENDED	FY 2017	FY 2018
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 51,313,324	\$ 44,491,132	\$ 47,220,226	\$ 47,220,226	\$ 34,383,412
Debt service fund	6,272,408	1,783,393	1,493,541	1,493,541	1,748,820
Water and sewer fund (modified accrual)	16,105,805	17,955,400	18,740,615	18,740,615	18,762,158
Special revenue funds	5,935,097	6,203,904	7,053,075	7,053,075	6,781,485
Crime control district fund	6,876,800	8,494,170	8,366,836	8,366,836	6,505,488
Pasadena second century corporation	36,806,775	41,552,048	43,615,693	43,615,693	10,810,204
TOTAL	123,310,209	120,480,047	126,489,986	126,489,986	78,991,567
REVENUE					
General fund	99,793,299	102,435,955	103,186,155	103,612,526	108,187,921
Debt service fund	27,498,934	30,854,788	9,650,000	9,754,600	9,598,075
Water and sewer fund (modified accrual)	40,396,535	39,743,264	40,129,085	41,219,935	41,480,000
Special revenue funds	2,702,744	2,671,132	1,899,430	2,239,965	1,903,010
Crime control district fund	10,035,772	10,469,133	10,000,000	10,195,900	10,160,500
Pasadena second century corporation	10,691,001	10,894,182	4,412,902	10,700,200	10,650,200
TOTAL	191,118,285	197,068,454	169,277,572	177,723,126	181,979,706
EXPENDITURES					
General fund	106,615,491	99,706,861	118,415,010	116,449,340	108,013,455
Debt service fund	31,987,949	31,144,640	9,499,321	9,499,321	9,958,065
Water and sewer fund (modified accrual)	38,546,940	38,958,049	41,649,399	41,198,392	41,656,652
Special revenue funds	2,433,937	1,821,961	2,454,887	2,511,555	2,889,918
Crime control district fund	8,418,402	10,596,467	12,057,248	12,057,248	10,364,621
Pasadena second century corporation	5,945,728	8,830,537	2,638,481	43,505,689	2,896,751
TOTAL	193,948,447	191,058,515	186,714,346	225,221,545	175,779,462
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	(6,822,192)	2,729,094	(15,228,855)	(12,836,814)	174,466
Debt service fund	(4,489,015)	(289,852)	150,679	255,279	(359,990)
Water and sewer fund (modified accrual)	1,849,595	785,215	(1,520,314)	21,543	(176,652)
Special revenue funds	268,807	849,171	(555,457)	(271,590)	(986,908)
Crime control district fund	1,617,370	(127,334)	(2,057,248)	(1,861,348)	(204,121)
Pasadena second century corporation	4,745,273	2,063,645	1,774,421	(32,805,489)	7,753,449
TOTAL	(2,830,162)	6,009,939	(17,436,774)	(47,498,419)	6,200,244
ENDING FUND BALANCE					
General fund	44,491,132	47,220,226	31,991,371	34,383,412	34,557,878
Debt service fund	1,783,393	1,493,541	1,644,220	1,748,820	1,388,830
Water and sewer fund (modified accrual)	17,955,400	18,740,615	17,220,301	18,762,158	18,585,506
Special revenue funds	6,203,904	7,053,075	6,497,618	6,781,485	5,794,577
Crime control district fund	8,494,170	8,366,836	6,309,588	6,505,488	6,301,367
Pasadena second century corporation *	41,552,048	43,615,693	45,390,114	10,810,204	18,563,653
TOTAL \$	120,480,047	\$ 126,489,986	\$ 109,053,212	\$ 78,991,567	\$ 85,191,811

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



**FY 2018 ADOPTED BUDGET
ADOPTED ENDING FUND BALANCES
INTERNAL SERVICE FUNDS**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 3,303,944	\$ 6,265,212	\$ 8,601,644	\$ 8,601,644	\$ 6,110,382
Health insurance fund	2,299,653	1,234,340	1,670,716	1,670,716	1,115,716
Workers' compensation fund	1,759,415	1,871,040	2,055,770	2,055,770	2,102,071
General liability insurance fund	6,136,642	6,029,437	5,994,610	5,994,610	5,595,363
TOTAL	13,499,654	15,400,029	18,322,740	18,322,740	14,923,532
REVENUE					
Maintenance fund	16,574,517	14,967,858	16,185,297	16,176,167	15,055,305
Health insurance fund	16,556,673	17,383,545	16,432,000	16,424,000	17,223,520
Workers' compensation fund	923,781	998,156	890,700	876,000	924,000
General liability insurance fund	1,631,578	1,738,898	1,615,000	1,696,000	1,942,000
TOTAL	35,686,549	35,088,457	35,122,997	35,172,167	35,144,825
EXPENDITURES					
Maintenance fund	13,613,249	12,631,426	19,752,339	18,667,429	18,480,515
Health insurance fund	17,621,986	16,947,169	16,979,000	16,979,000	16,979,000
Workers' compensation fund	812,156	813,426	864,699	829,699	868,397
General liability insurance fund	1,738,783	1,773,725	2,095,247	2,095,247	2,027,617
TOTAL	33,786,174	32,165,746	39,691,285	38,571,375	38,355,529
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	2,961,268	2,336,432	(3,567,042)	(2,491,262)	(3,425,210)
Health insurance fund	(1,065,313)	436,376	(547,000)	(555,000)	244,520
Workers' compensation fund	111,625	184,730	26,001	46,301	55,603
General liability insurance fund	(107,205)	(34,827)	(480,247)	(399,247)	(85,617)
TOTAL	1,900,375	2,922,711	(4,568,288)	(3,399,208)	(3,210,704)
ENDING FUND BALANCE					
Maintenance fund	6,265,212	8,601,644	5,034,602	6,110,382	2,685,172
Health insurance fund	1,234,340	1,670,716	1,123,716	1,115,716	1,360,236
Workers' compensation fund	1,871,040	2,055,770	2,081,771	2,102,071	2,157,674
General liability insurance fund	6,029,437	5,994,610	5,514,363	5,595,363	5,509,746
TOTAL \$	15,400,029	\$ 18,322,740	\$ 13,754,452	\$ 14,923,532	\$ 11,712,828



City of Pasadena
Summary of Amended and Adopted Positions
Fiscal Year 2016 through Fiscal Year 2018

FUND/DEPARTMENT/DIVISION	FY 2016 AMENDED	FY 2017 AMENDED **	FY 2018 Adopted
GENERAL FUND PERSONNEL			
City Council	8	8	8
Mayor	2	4	4
Budget and Financial Planning *	4	6	5
Municipal Court *	36	35	36
City Controller's Office *	17	17	17
Purchasing	4	5	5
Legal	8	8	8
City Secretary *	4	4	4
Human Resources *	8	8	8
City Marshal	7	8	10
Community Relations	9	9	7
Mayor's Action Line	6	7	7
Planning	5	6	6
Economic Development	2	4	3
Neighborhood Network	2	5	5
Inspections/Permit *	19	20	19
Property Development	1	1	4
Impound	6	6	6
Engineering *	20	17	17
Sanitation *	40	40	40
Street and Bridge *	35	33	32
Traffic and Transportation	12	12	12
Emergency Preparedness	5	5	6
Fire Department *	9	9	9
Fire Prevention *	11	12	12
Code Enforcement *	8	12	12
<i>Police Department :</i>			
Administration	36	39	41
Investigations	48	48	48
Operations *	221	218	210
Support	69	68	73
Police Department Subtotal	374	373	372
Parks *	40	40	40
Clean Streets *	20	20	21
Recreation *	30	31	33
Golf Course *	8	7	8
Multi-Purpose Center *	9	10	9
Convention Center *	8	8	8
Senior Center	6	6	6
Museum *	2	2	2
Health *	12	13	15
Animal Control and Adoption *	29	34	38
Library *	48	47	45
GENERAL FUND TOTAL	874	892	899



FUND/DEPARTMENT/DIVISION	FY 2016 AMENDED	FY 2017 AMENDED **	FY 2018 Adopted
MAINTENANCE FUND			
Information Services	16	16	14
Radio Services	1	1	1
Warehouse	4	3	3
Fleet	27	29	29
Building & Equipment Maintenance	5	6	6
Janitorial *	14	14	16
Electrical	12	12	13
Mail Room	1	1	1
Landscaping & Beautification *	11	11	11
MAINTENANCE FUND TOTAL	91	93	94

SYSTEM FUND			
Wastewater Rehabilitation *	23	20	17
Wastewater Collections *	29	28	28
Wastewater Maintenance	10	10	10
Water Distribution *	28	29	28
Water Production	10	10	11
Water Billing *	24	26	26
SYSTEM FUND TOTAL	124	123	120

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

COURT SECURITY FUND			
Municipal Court Security	2	1	1
COURT SECURITY FUND TOTAL	2	1	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	1,108	1,126	1,131
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* Starting in FY 2010 all PT Pooled Positions will be on a one to one ratio budget to actual
 ** FY 2017 Amended as of council meeting 07/18/17



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**FY 2018 ADOPTED BUDGET
GENERAL FUND SUMMARY**

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
BEGINNING FUND BALANCE	\$ 51,313,324	\$ 44,491,132	\$ 47,220,226	\$ 47,220,226	\$ 34,383,412
REVENUES	99,793,299	102,435,955	103,186,155	103,612,526	108,187,921
EXPENDITURES	106,615,491	99,706,861	118,415,010	116,449,340	108,013,455
REVENUES OVER/(UNDER) EXPENDITURES	(6,822,192)	2,729,094	(15,228,855)	(12,836,814)	174,466
ENDING FUND BALANCE	44,491,132	47,220,226	31,991,371	34,383,412	34,557,878
TWO MONTH RESERVE REQUIREMENT	14,702,895	15,190,111	17,289,856	16,962,245	17,593,909
OVER/(UNDER) REQUIREMENT	\$ 29,788,237	\$ 32,030,115	\$ 14,701,515	\$ 17,421,167	\$ 16,963,969

* 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 2018 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$34.6 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 2018 ADOPTED BUDGET
GENERAL FUND SUMMARY**

REVENUE CATEGORY	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
General property taxes	\$ 28,518,639	\$ 31,666,936	\$ 32,762,000	\$ 33,547,000	\$ 38,688,455
Industrial district fees	17,271,428	17,364,338	17,473,700	17,094,000	17,104,000
Sales tax	20,959,755	21,567,285	21,000,000	21,034,000	21,000,000
Utility taxes	8,935,557	8,887,972	8,778,250	9,005,560	8,962,600
Mixed drink tax	306,680	312,687	290,000	300,000	310,000
Bingo tax	89	-	-	100	100
Business licenses and permits	2,291,060	2,821,631	2,378,200	2,265,000	2,346,100
Occupational licenses and permits	124,735	103,484	95,700	99,100	98,600
Non-business licenses and permits	80,131	80,235	76,200	70,000	82,000
Municipal court fines and fees	5,744,774	5,627,478	5,770,000	5,425,000	5,525,000
Solid waste collection	7,043,344	6,770,970	6,933,200	6,932,700	6,930,500
Health services	382,538	394,539	392,050	381,050	389,250
Library services	53,526	46,392	50,000	40,000	47,000
Property management	359,670	339,106	300,000	327,000	339,000
Recreation	202,703	199,753	218,400	198,900	198,900
Golf	454,199	449,152	486,500	455,520	456,020
Swimming pools	69,413	326,892	280,000	320,000	320,000
Tennis	6,468	9,231	9,500	10,000	10,000
Other centers	101,754	80,591	99,200	77,700	82,700
Civic center	316,727	327,148	329,000	330,000	335,000
Miscellaneous	769,928	792,498	745,500	800,500	806,600
Intergovernmental revenues	265,564	249,078	245,495	242,496	239,496
Sale of capital assets	2,619,811	795,481	40,000	40,000	40,000
Other revenues	649,737	734,873	531,460	565,900	575,600
Investment income	64,785	288,205	201,800	351,000	301,000
Interfund transfers	2,200,284	2,200,000	3,700,000	3,700,000	3,000,000
SUB-TOTAL	99,793,299	102,435,955	103,186,155	103,612,526	108,187,921
Hurricane Ike insurance recovery	-	-	-	-	-
TOTAL	\$ 99,793,299	\$ 102,435,955	\$ 103,186,155	\$ 103,612,526	\$ 108,187,921

EXPENDITURE CATEGORY	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 61,121,451	\$ 62,765,555	\$ 68,759,104	\$ 68,760,261	\$ 71,227,664
Contractual services	12,320,891	13,170,152	16,454,521	15,193,637	14,866,688
Materials and supplies	3,513,933	3,427,465	4,692,012	4,486,307	6,633,319
Maintenance charges	10,230,990	10,749,146	11,028,728	11,165,517	10,787,190
Other charges	136,774	139,709	296,361	264,061	210,080
Other uses	55,998	58,044	92,500	92,500	92,500
Other financing uses	18,398,119	8,566,196	14,675,872	14,675,872	2,450,000
Capital outlay	837,335	830,594	2,415,912	1,811,185	1,746,014
TOTAL	\$ 106,615,491	\$ 99,706,861	\$ 118,415,010	\$ 116,449,340	\$ 108,013,455



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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 eight members elected by district.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
CITY COUNCIL					
Personnel services	84,521	99,260	96,114	96,114	127,683
Contractual services	28,868	43,606	53,200	24,900	53,200
Materials and supplies	8,915	6,302	11,100	10,840	14,750
Maintenance charges	54,818	46,906	58,178	58,178	56,692
TOTAL	177,122	196,074	218,592	190,032	252,325

CITY COUNCIL STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 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



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 2017

- Continued to provide an attractive environment for new economic growth

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
MAYOR					
Personnel services	281,262	296,567	294,281	294,281	538,208
Contractual services	11,751	15,049	19,100	15,450	22,200
Materials and supplies	1,037	1,538	8,450	8,450	9,950
Maintenance charges	30,020	30,255	35,161	35,161	33,800
TOTAL	324,070	343,409	356,992	353,342	604,158

MAYOR’S OFFICE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1060	Administrative Aide	1	1	0
1070	Administrative Assistant	0	1	1
1412	Chief of Staff	0	1	1
2340	Mayor	1	1	1
2440	Office Assistant II	0	0	1
TOTAL:		2	4	4



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 2017

- 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 2018

- 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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
BUDGET AND FINANCIAL PLANNING					
Personnel services	504,589	564,855	581,334	581,334	546,504
Contractual services	6,992	37,195	39,400	40,110	35,500
Materials and supplies	937	3,592	8,450	8,450	8,450
Maintenance charges	13,124	13,032	17,100	17,100	17,450
TOTAL	525,642	618,674	646,284	646,994	607,904

BUDGET AND FINANCIAL PLANNING STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1325	Budget Administrator	1	1	1
1720	Director of Financial Planning	1	1	1
1950	Performance Analyst	1	1	1
2380	Mgmt Analyst III	1	0	0
2382	Sr Mgmt. Analyst	0	1	1
2440	Office Assistant II	0	1	0
8888	PT-Pooled	0	1	1
	TOTAL:	4	6	5



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 2017

- Provided continuing education for members of the municipal court staff including all of the judges and many of the clerks
- Continued payments of Westlaw account
- Continued payment for membership dues (TMCA, GCAT, Pasadena Bar Association)
- Handled approximately 70,000 new case filings
- Collected gross revenue of approximated ten million dollars
- Continued maintenance service and supply for existing lease Xerox copiers
- Issued more than 20,225 warrants



PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Work towards enhanced levels of compliance with the orders of the court
- Manage time and resources more efficiently to minimize overtime
- Continue maintenance service and supply for existing lease Xerox copiers

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Number of cases filed per fiscal year	66,483	70,946	71,000	62,502
Warrants Issued: Capias/Warrants	25,971	27,097	27,000	20,225
Number of traffic cases	56,953	56,934	61,000	53,484

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
MUNICIPAL COURT					
Personnel services	1,729,333	1,786,718	1,800,111	1,800,111	1,835,391
Contractual services	75,467	85,324	152,493	81,795	152,493
Materials and supplies	41,437	36,322	77,841	50,000	81,341
Maintenance charges	215,915	236,714	267,671	267,671	275,483
TOTAL	2,062,152	2,145,078	2,298,116	2,199,577	2,344,708



MUNICIPAL COURT STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1140	Associate Judge	6	5	6
1490	Clerical Assistant II	2	2	2
1495	Collections Coordinator	1	1	1
1610	Court Clerk	1	1	1
1660	Deputy Clerk I	12	12	12
1670	Deputy Clerk II	7	7	7
2065	Juvenile Case Manager	1	1	1
2395	Municipal Court Coordinator	3	3	3
2400	Municipal Court Judge	1	1	1
2855	PT Office Assistant	1	1	1
2844	PT Pooled	1	1	1
	TOTAL:	36	35	36





GENERAL GOVERNMENT CITY CONTROLLER'S OFFICE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2017

- Provided an annual financial report that fully disclosed the City's financial condition and contained an unqualified "clean" audit opinion and received the Certificate of Excellence in Financial Reporting for the 23rd consecutive year
- Maximized the use of financial resources by creating 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
- Issuance of the \$37M COs, with the financial advisor, bond counsel, rating agencies

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Provide an annual financial report that fully discloses the City's financial condition and contains an unqualified "clean" audit opinion in a timely manner
- Receive the Certificate of Excellence in Financial Reporting for the 24th 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 continue compliance



PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Number of years received the GFOA award	21	22	23	24
CAFR awarded "clean opinion"	Yes	Yes	Yes	Yes
Number of grants	35	35	35	30
Grants annual expenditures	\$18,400,000	\$18,000,000	\$18,100,000	\$14,000,000



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
CITY CONTROLLER					
Personnel services	1,487,598	1,662,649	1,792,911	1,792,911	1,785,749
Contractual services	110,383	106,893	110,300	119,300	151,300
Materials and supplies	17,802	19,635	30,282	30,282	43,475
Maintenance charges	73,152	69,400	77,031	77,031	75,183
TOTAL	1,688,935	1,858,577	2,010,524	2,019,524	2,055,707

CITY CONTROLLER'S OFFICE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1011	Accounts Payable Manager	1	1	1
1012	Acct Payable Asst	0	0	2
1020	Accountant II	1	1	1
1030	Accountant III	1	0	1
1031	Accountant IV	1	2	3
1032	Accountant V	1	1	0
1042	Sr. Accounting Assistant	4	3	1
1043	Central Cashier	0	1	1
1050	Accounting Manager	1	1	1
1070	Admin Asst	0	1	1
1100	Assistant City Controller	1	1	1
1440	City Controller	1	1	1
2510	Payroll Manager	1	1	1
2777	PT Pooled	1	1	1
3200	Sr Project Accountant	1	1	1
3266	Special Funds Accountant	1	1	0
3370	Sr. Office Assistant	1	0	0
	TOTAL:	17	17	17

TAX

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
TAX					
Contractual services	454,397	460,950	482,500	482,500	482,500
Materials and supplies	-	-	20	20	20
TOTAL	454,397	460,950	482,520	482,520	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 2017

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

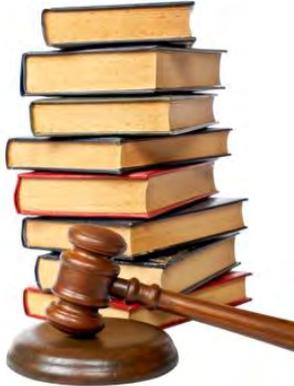
	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
PURCHASING					
Personnel services	293,247	341,092	349,043	349,043	425,324
Contractual services	26,192	11,675	11,810	25,073	13,528
Materials and supplies	2,081	2,649	4,205	3,474	4,905
Maintenance charges	34,900	36,618	37,152	37,152	37,078
TOTAL	356,420	392,034	402,210	414,742	480,835

PURCHASING STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1355	Buyer II	2	2	2
2440	Office Asst II	0	1	1
2995	Purchasing Coord	0	0	1
3000	Purchasing Manager	1	1	1
3410	Sr Purchasing Assistant	1	1	0
	TOTAL:	4	5	5



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 2017

- 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, attendance at City Council meetings and advice to all departments concerning ordinances and resolutions presented for City Council agenda
- Legal research, preparation, and representation in pretrial, trial, and appellate matters before Federal, State and Local courts, administrative agencies, and various commissions and other bodies on matters including TCEQ, EPA, FCC, Civil Service, Building and Standards, Planning, and Human Resources
- Monitor and evaluate legislation that may affect the City, and maintain active membership in State and Local Bar Associations, Texas Municipal League, International Municipal Law Association, Texas City Attorneys' Association, and other organizations to keep abreast of such matters

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Continued representation of the City in legal and administrative matters, and in implementation of city policies and programs that benefit the City and its citizens
- Implement appropriate file maintenance and management system to allow for records retention in an easily accessible and efficient manner
- Evaluate and assist Code Enforcement division with neighborhood protection and integrity issues
- Facilitate improved City contract administration
- Continue legal education for attorneys to keep abreast of current law(s) related to municipal legal practices and to enhance representation and counsel in those matters described in 'Achievements for Fiscal Year 2017'

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Non-jury cases handled	63,924	62,778	63,928	63,928
Non-jury trials	201	217	166	166
Jury trials	11	8	12	12



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
LEGAL					
Personnel services	832,250	877,431	888,652	888,652	946,057
Contractual services	250,850	629,676	772,275	661,325	397,275
Materials and supplies	26,076	26,521	37,453	26,303	37,453
Maintenance charges	61,684	60,264	58,904	58,904	60,992
Other charges	8	-	88,781	88,781	-
TOTAL	1,170,868	1,593,892	1,846,065	1,723,965	1,441,777



LEGAL STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	2	2	2
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	2
	TOTAL:	8	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 2017

- Prepared for and conducted the May 2017 General Election, in conjunction with Harris County, for election of a Mayor and eight Council positions
- Prepared for and conducted a Recount for District B following the May 2017 General Election
- Prepared for and conducted the June 2017 Runoff Election, in conjunction with Harris County, for election of a Mayor and a Councilmember for District A
- Sent out new records retention schedules and forms from Texas Archives Commission to all departments
- In preparation for move into new City Hall, reviewed all files and records in City Secretary's office and purged those no longer required to be retained pursuant to state laws
- Scheduled and conducted a shred day for all departments at City for purpose of discarding any documents no longer required to be retained, pursuant to state laws and any other laws applicable to records retention
- Pulled all microfilm records in City Secretary's office, categorized them, destroyed those no longer required to be retained pursuant to state laws, in preparation of having them transferred onto a new Laserfiche system in a government approved format
- City Secretary Staff completed Open Government Training

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Complete Phase II of recodification of City's Code of Ordinances consisting of working in conjunction with City Departments in reviewing and making any additions and/or revisions to recodification manuscript draft submitted to City from MuniCode
- Set up and implement a new scanning system for City's ordinances, resolutions and minutes into a new Laserfiche system
- Transfer all microfilm records onto a new Laserfiche system in a government approved format
- Conduct training classes for all City Departments regarding public information requests
- Review and upgrade City Secretary's website



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
CITY SECRETARY					
Personnel services	270,680	269,677	286,836	286,836	312,356
Contractual services	22,401	26,579	58,525	25,925	59,450
Materials and supplies	4,037	3,337	10,475	10,475	8,300
Maintenance charges	56,794	53,772	54,916	54,916	52,405
TOTAL	353,912	353,365	410,752	378,152	432,511

CITY SECRETARY STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 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 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
ELECTIONS					
Contractual services	44,440	794	95,000	61,000	12,500
Materials and supplies	3,127	-	9,050	2,600	1,850
TOTAL	48,272	794	104,050	63,600	14,350



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.



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
HUMAN RESOURCES					
Personnel services	508,891	518,592	670,857	670,857	701,346
Contractual services	78,724	79,957	80,750	75,550	80,750
Materials and supplies	29,126	41,885	49,450	45,850	61,950
Maintenance charges	75,839	80,407	84,459	84,459	85,433
TOTAL	692,580	720,841	885,516	876,716	929,479



HUMAN RESOURCES STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1070	Administrative Assistant	1	0	0
1989	HR Administrator I	1	1	1
1990	HR Administrator II	2	1	1
1991	HR Administrator III	0	1	1
1999	HR Assistant I	1	1	0
2000	HR Assistant II	0	0	1
2001	PT Pooled HR	1	1	1
2005	Insurance Coordinator	0	0	1
2010	HR Director	1	1	1
3267	Sr. Admin Asst	0	1	1
3370	Sr Office Assistant	1	1	0
	TOTAL:	8	8	8



**GENERAL GOVERNMENT
CIVIL SERVICE**

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
CIVIL SERVICE					
Contractual services	22,636	22,915	54,400	20,000	54,400
Materials and supplies	732	15,220	10,000	1,350	10,000
TOTAL	23,368	38,135	64,400	21,350	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 2017

- Continued to improve the professional delivery of our services to the City and conduct ourselves in a businesslike manner by always respecting dignity of our citizens
- Improved our interagency relationships through an open dialogue when an cooperative operation is conducted by two agencies
- Provided training opportunities to all staff in order to keep their TECLOSE Certification and to ensure adherence to new State Laws and City Ordinances

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- To professionally and respectfully serve the warrants issue each month
- To fulfill our stated mission and to work closely with the Municipal Court and Judges as well as the Police Department and Code Enforcement
- To establish a security team of two Marshal's to be posted in the first floor of the new City Hall
- To provide training classes in order to have our staff to become certified as Court Security Officers pursuant to new State regulations
- To upgrade our fleet of vehicles, to purchase new body armour for each Marshal and to upgrade our computer software such as license reading scanners
- To establish a Park Patrol Program which will place a City Marshal on an ATV to patrol City Parks

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Warrants issued	25,891	27,097	27,000	27,000
Warrants served per marshal	3,174	3,871	3,857	3,900
Total Arrests	6,436	7,263	7,989	8,000
Arrests made per marshal	1,287	1,453	1,598	1,600



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
CITY MARSHAL					
Personnel services	625,858	668,656	726,217	726,217	1,002,247
Contractual services	7,451	7,994	10,300	9,300	10,900
Materials and supplies	9,313	8,758	12,726	5,200	20,726
Maintenance charges	132,837	145,808	142,330	142,330	145,045
TOTAL	775,459	831,216	891,573	883,047	1,178,918

CITY MARSHAL STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1390	Chief City Marshal	1	1	1
1450	City Marshal	5	6	8
1453	Sr. City Marshal	1	1	1
	TOTAL:	7	8	10



MUNICIPAL COURT SECURITY STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1450	City Marshal	2	1	1
	TOTAL:	2	1	1



GENERAL GOVERNMENT COMMUNITY RELATIONS

MISSION STATEMENT

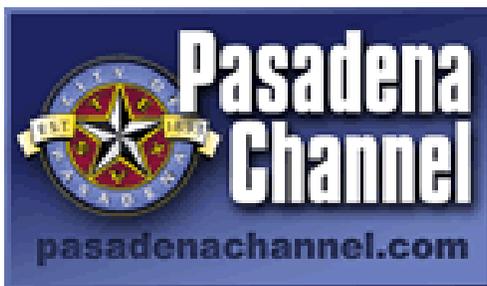
Increase community awareness of and involvement in City activities and issues by delivering timely, useful information and offering opportunities for participation.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
COMMUNITY RELATIONS					
Personnel services	830,430	856,728	883,455	883,455	804,827
Contractual services	68,659	64,861	129,600	47,450	135,600
Materials and supplies	36,037	32,317	44,550	39,050	50,050
Maintenance charges	96,498	101,689	116,802	116,802	111,607
TOTAL	1,031,624	1,055,595	1,174,407	1,086,757	1,102,084

COMMUNITY RELATIONS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1303	Broadcast Engineer	0	0	1
1500	Comm Info Manager	1	1	1
1511	Comm Relations Liaison	1	1	0
1701	Director of Community Relations	1	1	1
2410	Municipal Station Manager	1	1	0
2885	Special Project Coord	1	1	1
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	7



**Lone Star Emmy
Nominations**

**NATOA
First Place**

Telly Awards

**Texas Communicator Awards
Award of Distinction**





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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
PASADENA ACTION LINE					
Personnel services	373,947	300,142	374,018	374,018	439,424
Contractual services	-	-	2,050	400	2,050
Materials and supplies	1,452	819	6,700	5,600	6,700
Maintenance charges	39,552	42,420	53,811	53,811	56,083
TOTAL	414,951	343,381	436,579	433,829	504,257

PASADENA ACTION LINE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1505	Communications Manager	1	0	0
1632	Customer Service Asst I	4	6	6
1633	Customer Service Asst II	1	1	1
	TOTAL:	6	7	7



GENERAL GOVERNMENT PLANNING

MISSION STATEMENT

The Planning Department helps to make Pasadena a great place to live, work, and play by advancing and implementing plans and policies that create a strong and diverse economy, and thriving neighborhoods.

ACIEVEMENTS FOR FISCAL YEAR 2017

- In collaboration with Harris County Public Health, the Planning Department completed a Health Impact Assessment (HIA) that analyzed the built environment and suggested ways the City of Pasadena can become a healthier community through the adoption of development codes and ordinances
- Created a Community Profile to present important demographic data for the City of Pasadena
- Submitted a competitive application for a Livable Centers grant administered by HGAC in order to receive funding to conduct a planning study to identify recommendations for the creation of a Livable Center in Pasadena
- In coordination with the Community Development Department, the Planning Department is conducting an Assessment of Fair Housing (AFH) to analyze the fair housing landscape that will guide fair housing priorities and establish community development planning goals and processes. The study is set to be finalized Jan 2018.

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Engage the community in the planning process
 - Enhance the Department's presence
 - Expand citizen opportunities to participate in the planning process
 - Disseminate information regarding Department activities and resources
- Effectively and efficiently meet the planning needs of the City
 - Complete revisions of planning codes and fees to facilitate redevelopment and accommodate current development trends
 - Augment our resources by cultivating collaborations
 - Coordinate with and support other units of government
- Promote and enhance investments through the plat, site plan review and permit processes
 - Provide predictability through clear, simple, and consistent processes
 - Create learning opportunities for applicants and stakeholders



PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Percentage of subdivision plats processed				
Within 30 days	100%	100%	100%	100%
Number of residential lots and commercial				
Reserves created	63	58	60	65
Number of annual site plan reviews	334	476	376	450
Number of annual inspections	153	467	770	800

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
PLANNING					
Personnel services	362,340	388,207	514,808	514,808	599,824
Contractual services	175,196	544,036	948,550	723,000	248,000
Materials and supplies	23,805	10,066	34,000	29,650	30,000
Maintenance charges	71,252	67,184	74,868	74,868	69,718
TOTAL	632,593	1,009,493	1,572,226	1,342,326	947,542

PLANNING STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
2440	Office Assistant II	1	0	0
2539	Planner I	1	1	1
2541	Planner III	1	0	0
2543	Planning Coordinator	0	1	1
2555	Sr Planning Analyst	0	1	1
2560	Planning Director	1	1	1
3035	Real Estate Coordinator	1	1	1
3115	Research Plan Analyst	0	1	1
	TOTAL:	5	6	6



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 2017



- Emerson - Consolidation of new core business to be funded by a 380 Agreement; providing approximately 150 F/T jobs and 26M in capital investment.
- Turner Industries - Assisted in removing condemnations of building site to allow for 85K sq. ft. office building and consolidation of other buildings.
- Preferred Freezer - Assisted in permitting in Bayport Complex; added approximately 40 new jobs and 8M capital investment.
- Restaurant Depot - Currently under final negotiations on Genoa Red Bluff site; will add approximately 60 new jobs and 8-10M capital investment.
- Attracted - Chuy's Mexican Food Restaurant, Razoo's Cajun Kitchen, Outback Steakhouse, Saltgrass Steakhouse, El Bolillo Bakery, Marriott Residence Inn, Holiday Inn Express and Hometown Suites

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

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



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
ECONOMIC DEVELOPMENT LIAISON					
Personnel services	230,733	236,443	238,973	238,973	347,397
Contractual services	16,778	28,847	32,865	21,815	29,950
Materials and supplies	6,541	3,326	6,150	4,850	11,150
Maintenance charges	16,832	17,748	20,508	20,508	21,252
TOTAL	270,884	286,364	298,496	286,146	409,749

ECONOMIC DEVELOPMENT STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1681	Economic Devel Manager	0	1	1
1703	Director of Economic Development	1	1	1
1745	Economic Dev. Coord	1	1	0
3370	Sr Office Asst	0	1	1
	TOTAL:	2	4	3





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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.



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
NEIGHBORHOOD NETWORK					
Personnel services	124,083	134,865	129,198	129,198	312,812
Contractual services	76,787	99,010	150,066	87,400	142,200
Materials and supplies	12,444	13,383	17,700	13,700	25,400
Maintenance charges	23,744	25,485	26,186	26,186	26,655
TOTAL	237,058	272,743	323,150	256,484	507,067

NEIGHBORHOOD NETWORK STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
2418	Neighborhood Network Specialist	0	2	2
2420	Neighborhood Program Manager	1	1	1
2430	Office Assistant I	1	0	0
2698	PT Event Coordinator	0	1	1
2855	PT Office Asst	0	0	0
3370	Sr Office Assistant	0	1	1
	TOTAL:	2	5	5



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 2017

- Successfully adopted and implemented the 2015 International Building Code, International Residential Code, International Energy Conservation Code, Uniform Mechanical Code, Uniform Plumbing Code and 2014 National Electrical Code
- Hurricane Harvey damage assessments
- Implemented field training for the Permit Technician

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Begin implementation of electronic plan review
- Get one additional Service Representative certified as a Permit Technician
- Evaluate Chapter 31 – Standard Sign Code of the City of Pasadena Code of Ordinances for modifications and clarifications

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
INSPECTIONS					
Personnel services	1,228,792	1,312,493	1,401,701	1,401,701	1,400,365
Contractual services	32,709	42,588	71,450	57,950	70,450
Materials and supplies	12,876	14,229	20,282	20,282	20,800
Maintenance charges	175,427	193,184	197,870	197,870	197,788
Capital outlay	-	-	11,200	-	-
TOTAL	1,449,804	1,562,494	1,702,503	1,677,803	1,689,403



INSPECTIONS/PERMITS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
2029	PT Pooled	0	1	1
2040	Inspector III	1	1	0
2050	Inspector IV	1	1	1
2060	Inspector V	8	8	8
2430	Office Assistant I	2	2	2
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	20	19



GENERAL GOVERNMENT PROJECT DEVELOPMENT

MISSION STATEMENT

The Property Management Division was renamed in FY18 to the Project Development Department. The goal of the Project Development Department is to maximize the value and productivity of the City's real property and facilities. This is achieved by the identification and sale of surplus properties and the renovation/remodeling and maintenance of City of Pasadena facilities.



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
PROPERTY MANAGEMENT/ SPECIAL PURPOSES					
Personnel services	10,219	83,200	179,172	179,172	450,792
Contractual services	823,113	851,566	842,000	796,500	768,223
Materials and supplies	106,873	244,718	241,108	224,434	170,934
Maintenance charges	356,187	500,483	530,379	530,379	492,814
Capital outlay	385,848	38,002	80,000	80,000	-
TOTAL	1,682,240	1,717,969	1,872,659	1,810,485	1,882,763



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
NEW CITY HALL					
Personnel services	-	-	-	-	-
Contractual services	-	32,218	681,868	704,000	390,000
Materials and supplies	-	2,605	285,075	285,075	85,000
Maintenance charges	-	-	-	135,553	75,408
Capital outlay	-	-	-	-	550,000
TOTAL	-	34,823	966,943	1,124,628	1,100,408

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
NEW COURTS					
Contractual services	-	-	168,072	168,072	200,000
Materials and supplies	-	-	40,000	40,000	35,000
TOTAL	-	-	208,072	208,072	235,000

PROJECT DEVELOPMENT STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1525	Construction Manager	1	1	1
1706	Director Project Devel & Mgmt	0	0	1
1944	Grant and Devel Coord	0	0	1
2060	Inspector V	0	0	1
	TOTAL:	1	1	4



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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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
IMPOUNDED VEHICLES					
Personnel services	341,562	345,032	353,941	353,941	364,834
Contractual services	4,034	2,849	6,600	6,600	6,600
Materials and supplies	2,590	1,071	6,000	6,500	6,500
Maintenance charges	9,300	8,820	8,155	8,155	9,233
TOTAL	357,486	357,772	374,696	375,196	387,167

IMPOUND/STORAGE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
2250	Maintenance Tech I	3	3	3
2260	Maintenance Tech II	3	3	3
	TOTAL:	6	6	6



**GENERAL GOVERNMENT
OTHER CHARGES/FINANCING**

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
OTHER CHARGES					
Personnel services	943	-	2,534,968	2,534,968	1,498,770
Contractual services	69,144	77,527	214,000	99,000	214,000
Materials and supplies	-	-	-	-	2,000,000
Other charges	37,761	23,188	72,500	36,500	56,500
Other uses	55,998	58,044	92,500	92,500	92,500
Other financing uses	18,398,119	8,566,196	14,675,872	14,675,872	2,450,000
TOTAL	18,561,965	8,724,955	17,589,840	17,438,840	6,311,770
TOTAL GENERAL GOVERNMENT	33,291,802	24,918,628	37,137,165	36,294,127	25,966,802



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 2017

- 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
- OEM Staff deployed and implemented the following systems in 2017; The SwiftReach Mass Notification System, The Alertus Beacon Notification System, The Transition of all Non-Public Safety Radios from analog to digital radios, and the implementation of a new OEM Mobile Command Trailer for use by Police, Fire, OEM and EMS during emergencies.

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Training City employees, elected officials, the industrial-business sector, and citizens in emergency planning and operations
- Testing emergency plans and procedures through simulated disasters
- Responding to actual events as part of the city's emergency services
- Notifying the public of immediate threats using the City's emergency alert systems such as the SwiftReach, Alertus and the outdoor siren system
- Deploying citywide the Alertus Employee Notification System
- The continued enhancement of the OEM Mobile Command Trailer for Police, Fire and OEM
- The continued implementation of a backup Emergency Operations Center at the new city hall
- Implementation of Mutual Link information sharing system
- Educating all citizens about disasters and ways to protect themselves and
- The continued support of the city’s radio networks.

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Drill/Exercise/Education meeting - personnel	175	187	200	200
Public information/Education meeting	1,500	1,600	1,600	1,700
Tier II Facility Reports	175	282	300	300
Hazardeous Material Incidents Reported				
Level 1 – Courtesy notification	209	392	390	375
Level 2 – Watch potential off site impact	7	19	15	7
Level 3 – Warning off site impact	1	8	3	3



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
EMERGENCY PREPAREDNESS					
Personnel services	465,252	507,556	455,146	455,146	593,729
Contractual services	21,033	71,326	89,347	89,347	86,500
Materials and supplies	9,604	12,666	12,250	12,250	17,350
Maintenance charges	163,098	173,030	221,733	221,733	234,113
TOTAL	658,987	764,578	778,476	778,476	931,692

EMERGENCY PREPAREDNESS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1625	Emergency Mgmt Coordinator	1	1	1
1755	Emergency Prep Planner	0	0	1
3031	Radio Tech IV	2	2	2
3300	Sr Deputy Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	5	5	6





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 2017

- Designed and purchased replacement Class I Rescue Engine and two (2) seventy seven (77') foot aerial ladders
- Replaced seven (7) fleet command vehicles
- Completed year four (4) of five (5) year replacement of Self Contained Breathing Apparatus (SCBA)
- Completed SCBA Cylinder replacement program
- Graduated twenty eight (28) cadets in 2017
- 100% completion of 1 ¾" Combat Ready Fire Hose attack lines phase in for enhanced volume water delivery

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Replacement of two (2) Engines and one (1) Ladder
- Replacement of eight (8) fleet command vehicles
- Renovation of Fire Station 9
- Replacement of four (4) sets of extrication tools
- Continued Officer Development
- Continued recruitment and retention initiatives
- Increase Volunteer Firefighter Pension Benefits
- Maintain ISO Public Protection Rating
- Implementation of new Computer Aided Dispatch (CAD) System
- Zero fire fatalities
- Zero injuries to firefighters
- Reduce response times





FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
FIRE FIGHTING					
Personnel services	572,149	611,346	616,355	616,355	656,821
Contractual services	1,041,732	1,069,629	1,136,810	1,136,810	1,184,962
Materials and supplies	667,099	576,410	732,207	732,207	714,707
Maintenance charges	888,352	914,353	897,148	897,148	888,437
Capital outlay	31,406	328,039	182,235	182,235	146,600
TOTAL	3,200,738	3,499,777	3,564,755	3,564,755	3,591,527



FIRE FIGHTING STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1210	PT Assistant Fire Chief	1	1	1
1508	Communications Admin	1	1	1
1850	Fire Chief	1	1	1
1861	PT Pooled Fire Dispatcher	1	1	1
1864	Fire Dispatcher III	4	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.

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Assure that every business with-in the City of Pasadena has a Fire and Life Safety Inspection
- Continue to provide quality Fire Prevention and Public Education programs to everyone in the City of Pasadena
- Continue to always improve on professional development within our department and the City of Pasadena
- Strive to find new ways to prevent “Loss of Life” and “Property Damage” due to fire
- Continue to seek new knowledge and remain on top of cutting edge technology to keep our community safe
- Continue to follow our Mission Statement and believe in our Motto- “A few helping many through dedication, education and enforcement”
- Continue to improve our environmental crimes investigations through cooperative efforts with Harris County Pollution Control, Harris County District Attorney’s Office and acquiring new and improved investigative equipment in an effort to keep our city clean and safe

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
FIRE PREVENTION					
Personnel services	938,736	976,263	994,833	994,833	1,113,681
Contractual services	65,739	94,088	96,000	97,900	98,400
Materials and supplies	50,131	68,623	46,333	50,533	50,150
Maintenance charges	250,405	238,175	298,038	298,038	301,110
TOTAL	1,305,011	1,377,149	1,435,204	1,441,304	1,563,341



FIRE PREVENTION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1220	Assistant Fire Marshal	1	1	1
1650	Deputy Fire Marshal	7	8	8
1870	Fire Marshal	1	1	1
2700	PT Pooled Dep Fire Marshal	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	11	12	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 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Uniform crime report – property crimes	4,273	4,008	4,147	4,312
Uniform crime report – person crimes	633	691	713	741
Calls for service	92,107	104,830	106,718	108,814
Response time – priority 1	5:56 min	2:16 min	2:36 min	2:50 min

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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
POLICE					
Personnel services	30,852,804	30,591,103	32,548,399	32,549,556	33,224,393
Contractual services	554,915	545,348	543,890	543,890	548,890
Materials and supplies	333,220	317,382	361,650	361,650	348,490
Maintenance charges	3,644,149	3,910,108	3,633,952	3,635,188	3,534,917
TOTAL	35,385,088	35,363,941	37,087,891	37,090,284	37,656,690



POLICE DEPARTMENT ADMINISTRATION DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2017

- Created the Digital Imaging Unit which consist of technicians who specialize in the processing and securing of all digital evidence obtained by the police department
- Added 11 police officers to the ranks via the graduation of cadet class #73 and currently have 19 cadets in class #74
- Acquired a new "OSSI" RMS System for PD and started the implementation process

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Continue to improve public safety through the implementation of enforcement strategies and efforts aimed at reducing crime
- Continue to pursue grant opportunities, including new opportunities such as the Texas Rifle Armor grant
- Grow the department to 300 or more police officers which will enhance and add to the services to provide to the citizens of Pasadena
- Expand Community Services Division programs to be more inclusive of everyone in the community

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
ADMINISTRATION					
Personnel services	3,225,501	2,732,281	2,800,566	2,800,566	3,225,644
Contractual services	377,366	355,826	359,750	359,750	359,750
Materials and supplies	51,620	54,287	63,600	63,600	63,600
Maintenance charges	649,704	679,004	760,647	761,883	770,739
TOTAL	4,304,191	3,821,398	3,984,563	3,985,799	4,419,733



POLICE ADMINISTRATION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1160	Assistant Police Chief	3	3	3
1350	Bus System Analyst IV	0	0	1
1410	Police Chief	1	1	1
1518	Property Room/Comp Coord	1	1	1
1615	Crime Analyst	1	1	1
1805	Evidence Tech	1	2	2
2062	Intelligence Analyst Asst	1	1	1
2064	Intelligence Analyst	1	1	1
2200	Lieutenant	1	1	1
2380	Management Analyst III	1	1	1
2440	Office Assistant II	2	2	2
2565	Police Admin II	1	1	1
2570	Police Officer	16	16	16
2775	Pooled Police Civilian	1	1	1
3220	Sergeant	4	5	5
3267	Sr, Administrative Assistant	1	1	1
3515	PD Systems Support	0	1	1
3521	Tech Support Analyst II	0	0	1
	TOTAL:	36	39	41



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 2017

- The Pasadena Narcotic Division seized 8 kilos of Fentanyl, the largest seizure by any police department in the nation, which also led to county wide policy changes on how drugs are field tested.
- The Pasadena Narcotic Division took the lead for the entire region in recognizing the problem of synthetic opioids and developing measures to protect officers who come into contact with the substance.
- Residential burglaries were reduced by 10.29% from year 2015.
- The Children Assessment Center investigators were recognized at the 2017 Donor Reception for outstanding work.
- Provided free drug counseling and other related family services to families with juveniles suffering with addiction related problems through partnership with the Harris County Family Services Counselor housed in our police facility located at 1201 Davis.

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Digitization of all hard files and the development of an electronic intelligence documentation system in the Gang Division.
- The Financial Crimes Division is working to create a “Financial Crime Victim Packet” that would be made accessible on the Pasadena Police Department’s web-site.
- 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 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
INVESTIGATIONS					
Personnel services	4,370,464	4,721,446	4,698,768	4,698,768	4,896,379
Contractual services	30,825	29,115	29,600	29,600	29,600
Materials and supplies	16,569	17,182	21,350	21,350	21,350
Maintenance charges	390,207	408,426	542,308	542,308	497,040
TOTAL	4,808,065	5,176,169	5,292,026	5,292,026	5,444,369

POLICE INVESTIGATIONS DIVISION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 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 DEPARTMENT 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 2017

- Utilized funds from the UASI grant to purchase rifle rated ballistic protection for the entire Operations Division in response to attacks against law enforcement officers
- Continued the warrant program to locate and apprehend wanted felony offenders that reside or work in Pasadena, as well as cases which a member of the Pasadena Police Department filed the criminal charge

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Increase the Operations Division’s community outreach efforts through the attendance at neighborhood association/group meetings to more effectively understand the problems/concerns and collaborate on solutions. This will allow the officers working the geographic areas to be involved in the problem solving.
- Expand the Operations Division’s staffing levels so that officers can be more proactive and implement more broad strategies to address crime and public disorder offenses

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
OPERATIONS					
Personnel services	19,712,830	19,224,450	21,218,052	21,219,209	21,183,431
Contractual services	90,395	101,598	98,340	98,340	98,340
Materials and supplies	239,912	223,546	245,150	245,150	231,990
Maintenance charges	2,015,787	2,280,162	1,840,457	1,840,457	1,772,363
TOTAL	22,058,924	21,829,756	23,401,999	23,403,156	23,286,124

POLICE OPERATIONS DIVISION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
2200	Lieutenant	4	4	4
2570	Police Officer	150	147	139
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	25	25	25
	TOTAL:	221	218	210



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 2017

- Created and implemented the 1st Annual National Night Out Registration and Information Workshop.
- Created Unidos which is a Hispanic Community Out Reach Program.
- Pasadena Citizen Police Academy graduated 22 adults and the Junior Citizen Police Academy graduated 16 students.
- Hosted four "Coffee with a Cop" breakfasts.
- Citizens on Patrol volunteered over 900 hours with 62 business patrols, 93 vacation watch patrols, and 20 public relations events.

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Redesign the Dispatch office to be more effective in daily operations as well as during critical incidents.
- Create, staff and manage a new Digital Imaging Unit.
- Implement the use of drones for crime scene investigations.
- Have all members of the Crime Scene Division become certified by the International Association of Investigators as Latent Print Examiners.
- To bring online and train all personnel in the new OSSI computer system.
- Implement the first Crime Watch Class and partner with the Neighborhood Network in this program.



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
SUPPORT					
Personnel services	3,544,009	3,912,926	3,831,013	3,831,013	3,918,939
Contractual services	56,329	58,809	56,200	56,200	61,200
Materials and supplies	25,119	22,367	31,550	31,550	31,550
Maintenance charges	588,451	542,516	490,540	490,540	494,775
TOTAL	4,213,908	4,536,618	4,409,303	4,409,303	4,506,464

POLICE SUPPORT DIVISION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1235	Asst Records Manager	1	1	1
1305	Police Faculty Supervisor	1	1	1
1805	Evidence Tech	3	3	4
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
2568	Police Coordinator	0	1	1
2570	Police Officer	20	19	18
2600	Police Cadet	18	19	26
3040	Record Manager	1	1	1
3220	Sergeant	4	3	2
3370	Sr Office Assistant	8	7	6
	TOTAL:	69	68	73



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 2017

- Staff averaged 508 code violation investigations each month or approximately 6097 investigations for the year. The Mayor's Action Line produced 1512 complaints of the total investigations for the year. Staff issued 478 violation notifications via certified mail each month or approximately 5737 violation letters for the year.
- Worked with property owners on the code violation cases which resulted in the voluntary correction of over 93% of the total violations. The City did remove 40 junk vehicles from private property which were destroyed pursuant to State Law and impounded 136 abandoned vehicles from public streets.
- Procured and awarded contracts for the securing of 57 open, vacant structures, the cleanup of 224 overgrown & trash/debris cluttered properties and the demolition of 12 dilapidated houses.
- The Code Enforcement Office dedicated a part-time code enforcement inspector to removing illegal "Bandit Signs" placed on City property, easements or rights-of-way (ROW). This effort removed approximately 2,100 illegal "Bandit Signs."

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- To fully investigate all citizen complaints and communicate the findings to the citizen in a timely manner. To take the required action to correct or abate the violations investigated from complaints through the Mayor's Action Line or identified during the Officers survey of their districts;
- 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. The training also provides legislative updates concerning changes in applicable State law.



PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Yearly number of investigations	3456	7,071	6,097	10,416
Yearly number of violations	3276	6,615	5,737	9,791
Monthly investigations per CE officer	91	143	127	96
City ordinances administered by CE	15	24	24	21

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
CODE ENFORCEMENT					
Personnel services	363,046	356,022	347,641	347,641	300,591
Contractual services	119,007	109,841	128,750	128,750	129,600
Materials and supplies	37,564	22,945	30,800	30,800	30,800
Maintenance charges	-	25,861	100,883	100,883	106,903
Capital outlay	-	49,088	-	-	-
TOTAL	519,617	563,757	608,074	608,074	567,894
TOTAL PUBLIC SAFETY	41,069,441	41,569,202	43,474,400	43,482,893	44,311,144

CODE INSPECTION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1383	Chief Code Enforcement Mgr.	1	1	0
1643	PT - Code Enforcement Officers	0	1	2
1645	Deputy Code Enforcement Inspc.	1	1	1
2040	Inspector III	5	8	8
3370	Sr Office Assistant	1	1	1
8888	PT-Pooled	0	0	0
	TOTAL:	8	12	12



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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 2017

- Successfully implemented construction of Pet Adoption Center
- Awarded contract for Phase I of the plan to eliminate Golden Acres WWTP and divert its flow to Vince Bayou WWTP and began design for Phase II
- Continued to improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) program
- Continued to monitor Industrial Pre-treatment Program with all industries discharging their process flow into City's Sanitary Sewer System



PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Secure funding from Disaster Recovery Grants for 2015 Floods, 2016 Floods and Hurricane Harvey
- Develop and manage Capital Improvement Projects
- Continue to implement activities for the CRS program to keep the current Community Rating System (CRS)

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Utility availability/flood plain letter	115	214	233	225
Construction projects inspected	85	43	33	50
Professional contract oversight	45	32	43	50
Map and data files maintained	1,300	8,493	3,788	3,500



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
ENGINEERING					
Personnel services	1,786,303	1,951,500	1,620,676	1,620,676	1,645,858
Contractual services	373,585	545,760	432,910	432,910	341,100
Materials and supplies	40,720	39,372	46,200	45,827	39,800
Maintenance charges	190,255	200,685	216,317	216,317	191,919
Capital outlay	5,000	21,582	-	-	-
TOTAL	2,395,863	2,758,899	2,316,103	2,315,730	2,218,677

ENGINEERING STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1205	Asst Public Works Director	1	0	0
1230	Sr Asst Public Works Director	3	2	2
1400	Chief Construction Inspector	1	1	1
1683	Deputy Dir Public Works	0	1	1
1705	Director of Public Works	1	1	1
1765	Engineering Tech	2	2	2
1770	Environ & Educ Manager	1	0	0
1918	GIS Tech I	1	0	0
1919	GIS Tech II	1	1	1
2040	Inspector III	2	1	1
2050	Inspector IV	1	0	0
2260	Maintenance Tech	0	1	1
2380	Management Analyst III	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	0	1	1
2620	Project Manager	1	1	1
2845	PT Pooled Engineering	1	1	1
2886	Project Manager	2	2	2
	TOTAL:	20	17	17



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 2017

- Continue Recycle Center Upgrades
- Utilize other forms to manage garbage and heavy trash pickup
- Continue to issue and deliver 64 gallon garbage carts and recycle carts

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Utilize resources to continue operating the department as required
- Continue to explore other forms of recycling for entire City
- Utilize other equipment to improve and manage ways to pick up garbage
- Focusing in reacquiring the Waste Management area and adjusting the budget accordingly

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
SANITATION					
Personnel services	2,317,094	2,389,942	2,486,040	2,486,040	2,548,458
Contractual services	3,778,717	3,707,011	3,835,812	3,785,500	4,049,981
Materials and supplies	319,807	199,690	332,117	295,112	309,563
Maintenance charges	312,511	285,576	301,125	301,125	264,532
TOTAL	6,728,129	6,582,219	6,955,094	6,867,777	7,172,534



SANITATION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1790	Equipment Operator II	2	2	2
1800	Equipment Operator III	2	2	2
2040	Inspector III	1	1	1
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	15
3171	Sanitation Worker II	0	0	1
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 2017

- Major Section Repairs – Black Top -1722 Shaver, 1413 Burke and 6306 Bramley. Overlay 1104 Parkside walking trail and 200 Olive
- Special Projects: Convention Center – Install 25x 25 Concrete Pad, 4725 Spencer- Install 3 Guard rail post at new Fire Station
- Major Drainage improvements: 6306 Bramley (Pipe Install), 1413 Burke, Old Kirby & Coral Way (Pipe Install), 2411 Violet (Pipe Install) 6700 Crenshaw (Pipe Install), 5022 Caroline (Pipe Install)

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Carry out annual street maintenance plan by maintaining and repairing street surfaces
- 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
- Repair and patch streets for utility cuts made by other city departments

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
STREET AND BRIDGE					
Personnel services	2,045,950	2,161,721	2,189,312	2,189,312	2,146,135
Contractual services	36,730	25,857	48,650	48,650	48,650
Materials and supplies	386,956	242,852	398,594	398,594	468,594
Maintenance charges	416,421	391,574	374,884	374,884	324,388
Capital Outlay	-	-	15,000	15,000	30,000
TOTAL	2,886,057	2,822,004	3,026,440	3,026,440	3,017,767



STREET/BRIDGE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1070	Administrative Assistant	1	1	0
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	5	5	5
1800	Equipment Operator III	2	2	2
1840	Field Operations Coordinator	1	0	0
1910	General Superintendent	1	1	1
2955	PT Pooled Street & Bridge	1	1	1
3010	PW Superintendent	1	1	1
3370	Sr Office Assistant	0	0	1
3690	Utility Worker I	7	7	7
3700	Utility Worker II	8	7	7
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	3	3	2
	TOTAL:	35	33	32





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 2017

- Mobility Project - Installed battery backup systems at 64 high volume intersections and leveled 22 Traffic Signal Cabinet Foundations
- Completed Spencer Phase 1 and 2 Signal Reconstruction
- Upgraded communications system at 7 intersections
- Installed GPS system at traffic signal intersections along Fairmont Parkway to uphold coordination
Installed Speed Cushions in high speed volume roadways throughout the city when

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Upgrade communications system equipment at 33 intersections to improve operations reliability and reduce overall delay, congestion, and collisions at traffic signals
- Install battery backup systems at 38 high volume intersections
- Replace strain pole at the intersection of Burke and Cherrybrook
- Install GPS system at traffic signal intersections along Spencer Highway 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





FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
TRAFFIC AND TRANSPORTATION					
Personnel services	717,182	830,039	855,270	855,270	889,838
Contractual services	268,977	152,756	315,500	250,500	291,300
Materials and supplies	183,630	290,924	322,200	292,200	252,200
Maintenance charges	153,431	146,835	141,247	141,247	128,609
Capital Outlay	23,999	112,750	-	-	85,000
TOTAL	1,347,219	1,533,304	1,634,217	1,539,217	1,646,947

TRAFFIC & TRANSPORTATION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1070	Admin Asst	1	0	0
2060	Inspector V	1	1	1
3230	Sign Markings Tech I	2	2	2
3240	Sign Markings Tech II	3	3	3
3370	Sr Office Assistant	0	1	1
3400	Sr Public Works Assistant	0	0	0
3590	Traffic Signal Tech I	1	1	1
3601	Traffic Signal Tech III	2	2	2
3605	Lead Traffic Sign Tech	1	1	1
3610	Traffic Superintendent	1	1	1
	TOTAL:	12	12	12

STREET LIGHTS/SIGNALS

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
STREET LIGHTS AND SIGNALS					
Contractual services	1,359,753	1,418,228	1,358,800	1,418,000	1,418,000
TOTAL	1,359,753	1,418,228	1,358,800	1,418,000	1,418,000
TOTAL PUBLIC WORKS	14,717,021	15,114,654	15,290,654	15,167,164	15,473,925



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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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
PARKS					
Personnel services	1,834,885	1,799,217	2,154,333	2,154,333	2,209,237
Contractual services	346,823	471,978	878,632	527,754	653,914
Materials and supplies	258,139	215,305	231,031	203,925	234,031
Maintenance charges	866,001	800,382	783,580	783,580	765,406
Capital outlay	151,037	35,712	825,686	232,159	584,414
TOTAL	3,456,885	3,322,594	4,873,262	3,901,751	4,447,002

PARKS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1620	Custodian I	5	5	5
2260	Maintenance Technician II	1	1	1
2270	Maintenance Technician III	1	1	1
2430	Office Assistant I	1	1	1
2460	Parks Superintendent	1	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:	40	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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017 AMENDED	FY 2017	FY 2018
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
RECREATION					
Personnel services	1,810,934	2,194,059	2,163,100	2,163,100	2,362,244
Contractual services	271,038	270,392	649,359	649,359	513,000
Materials and supplies	267,174	332,530	429,314	429,314	504,050
Maintenance charges	375,316	406,280	486,375	486,375	490,788
Capital outlay	-	-	140,916	140,916	-
TOTAL	2,724,462	3,203,261	3,869,064	3,869,064	3,870,082

PARKS & RECREATION STAFFING

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

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1704	Director of Parks and Recreation	1	1	1
1945	Grant Writer	0	0	1
2430	Office Assistant I	2	2	2
2440	Office Assistant II	1	1	1
2585	Pool Technician	1	1	2
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
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant	1	1	1
3070	Recreation Manager	2	2	2
3071	Asst Rec Manager	0	2	2
3080	Recreation Specialist I	4	4	4
3081	Recreation Specialist II	1	0	0
3100	Recreation Superintendent	1	1	1
	TOTAL:	30	31	33



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 2017

- 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 2018

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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
CLEAN STREETS					
Personnel services	1,101,494	1,176,266	1,230,743	1,230,743	1,321,630
Contractual services	150,038	20,991	47,200	47,200	47,200
Materials and supplies	40,821	50,014	80,155	80,155	80,155
Maintenance charges	302,668	324,848	329,931	329,931	299,456
Capital outlay	-	-	66,000	66,000	-
TOTAL	1,595,021	1,572,119	1,754,029	1,754,029	1,748,441

CLEAN STREETS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1480	Clean Streets Manager	1	1	1
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	2	2	2
2100	Clean Streets Supervisor	1	1	1
2430	Office Assistant I	2	2	1
2440	Office Assistant II	0	0	1
2645	PT Pooled Clean Streets	1	1	1
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	9	9	10
	TOTAL:	20	20	21



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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
GOLF COURSE					
Personnel Services	351,369	361,695	387,362	387,362	468,413
Contractual services	109,811	124,916	155,800	155,800	125,800
Materials and supplies	53,377	51,457	99,050	99,050	184,050
Maintenance charges	82,026	86,985	99,278	99,278	95,499
TOTAL	596,583	625,053	741,490	741,490	873,762

GOLF COURSE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	1	1	2
1933	Golf Course Worker II	1	1	1
1940	Golf Prof Director	1	1	0
2590	Pro Shop Assistant	1	1	1
2751	PT Golf Course Attendant	1	0	0
2765	PT Pooled Golf Course	1	1	1
2833	PT Maintenance Tech III	1	1	0
2880	Pro Shop Worker I	0	0	2
	TOTAL:	8	7	8





PARKS & RECREATION MULTI-PURPOSE CENTER

MISSION STATEMENT

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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
MULTI-PURPOSE CENTER					
Personnel services	359,528	375,100	399,461	399,461	389,802
Contractual services	70,918	30,501	39,800	39,800	39,800
Materials and supplies	47,113	41,765	47,400	47,400	47,400
Maintenance charges	68,209	78,118	76,984	76,984	75,341
Capital outlay	-	-	64,250	64,250	116,000
TOTAL	545,768	525,484	627,895	627,895	668,343

MULTI-PURPOSE CENTER STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1070	Admin Asst	0	1	0
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	10	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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
CIVIC CENTER					
Personnel services	317,593	360,481	383,551	383,551	393,383
Contractual services	131,284	118,295	132,000	132,000	132,000
Materials and supplies	6,535	24,138	11,575	11,575	11,575
Maintenance charges	182,017	257,630	229,827	229,827	254,554
TOTAL	637,429	760,544	756,953	756,953	791,512

CIVIC CENTER OPERATIONS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1310	General Manager Convention Center	1	1	1
1820	Facility Worker I	2	2	2
1821	Facility Worker II	1	1	1
1830	Lead Facility Worker	1	1	1
2440	Office Assistant II	1	1	1
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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
SENIOR CENTER - MADISON JOBE					
Personnel services	318,583	365,069	418,010	418,010	429,188
Contractual services	25,122	32,498	43,150	22,900	42,685
Materials and supplies	39,870	34,295	46,339	47,650	56,950
Maintenance charges	106,575	110,102	136,317	138,817	124,155
Capital outlay	-	5,290	-	-	-
TOTAL	490,150	547,254	643,816	627,377	652,978

MADISON JOBE SENIOR CENTER OPERATIONS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1735	Director of Sr. Center	1	1	1
2430	Office Assistant I	1	1	1
2892	Rides Coordinator	1	1	1
3060	Recreation Assistant	1	1	1
3064	Rec Attendant I	1	1	1
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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
MUSEUMS					
Personnel services	25,485	22,945	32,348	32,348	32,348
Contractual services	3,115	2,742	5,600	5,800	6,500
Materials and supplies	1,185	5,539	6,100	6,350	10,120
Maintenance charges	4,956	5,449	7,918	9,118	8,918
TOTAL	34,741	36,675	51,966	53,616	57,886
SUB-TOTAL PARK AND RECREATION	10,081,039	10,592,984	13,318,475	12,332,175	13,110,006

MUSEUMS STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
2853	PT Museum Specialist	1	1	1
2850	PT Pooled Museum	1	1	1
TOTAL:		2	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 2017

- All Pasadena birth and death records scanned into departmental database and sold over 5,000 birth and death records
- Department staff removed over 660 illegally discarded tires throughout the city
- Provided coordination, logistical support and resources for six operating shelters that housed over 490 evacuees in the aftermath of Hurricane Harvey while also providing oversight for 15 distribution centers
- Initiated development of comprehensive farmers market and community garden ordinance.

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Install necessary software to facilitate going online with the Texas Department of Vital Statistics in order to sell vital records that have occurred throughout the State of Texas
- Maintain staff certifications for Registered Sanitarians and Code Enforcement Officers; maintain Vital Statistics Acknowledgement of Paternity certifications for Local and Deputy Registrars
- Recommend adoption of farmers market and community garden ordinances to City Council
- Research ordinances regulating tattoo and piercing establishments and industries that impact storm water quality for ordinance development

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Vital statistics – birth and death records sold	5,262	5,427	5,306	5,331
General sanitation & business licensing inspections	6,799	8,947	5,733	7,159
Liens filed	152	244	209	201
Business licenses issued	2,570	2,498	2,441	2,503

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
HEALTH DEPARTMENT					
Personnel services	710,404	759,781	846,233	846,233	993,115
Contractual services	598,596	504,709	733,628	733,628	733,628
Materials and supplies	50,023	46,791	18,650	18,650	18,650
Maintenance charges	110,980	104,817	111,983	111,983	111,860
TOTAL	1,470,003	1,416,098	1,710,494	1,710,494	1,857,253



HEALTH STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1370	Chief Health Inspector	1	1	1
1490	Clerical Assistant II	1	1	1
1897	Food Inspector	1	0	1
2040	Inspector III	2	3	3
2210	Local Registrar	1	1	1
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	1	1
3131	Sanitarian II	1	1	1
3370	Sr Office Asst	0	0	1
	TOTAL:	12	13	15





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 2017

- March 4-5, 2017: Held another successful Cause For Paws event at the Rodeo grounds
- Worked with other city departments to substantially complete and occupy the new Pet Adoption Center. Held a Grand Opening on June 3, 2017
- The new Marketing Manager established Twitter and Instagram accounts and applied for three grants
- Established Project Home to promote the Shelter's longest-term residents



PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Establish programs for children and adults at the Pet Adoption Center
- Update the Shelter website
- Develop better follow-up on adopters and donors to enhance growth opportunities
- Increase the number of special adoption events at the Shelter and Adoption Center

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Animal live releases	3,009	3,098	3,426	3,600
Animals registered	1,178	1,146	959	1,200
Number of offsite adoption events	-	-	55	75
Officer activities	11,357	11,623	10,338	11,500

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
ANIMAL RESCUE AND ASSISTANCE					
Personnel services	1,476,349	1,599,795	1,797,813	1,797,813	2,214,676
Contractual services	295,749	273,990	292,400	289,415	327,400
Materials and supplies	223,551	212,830	259,000	240,650	300,000
Maintenance charges	269,311	250,484	289,159	289,159	285,692
Capital Outlay	-	-	700,000	700,000	-
TOTAL	2,264,960	2,337,099	3,338,372	3,317,037	3,127,768
TOTAL HEALTH	3,734,963	3,753,197	5,048,866	5,027,531	4,985,021



ANIMAL RESCUE & ASSISTANCE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1070	Administrative Assistant	1	1	1
1076	Adoption Assistant	1	1	1
1077	Adoption Coordinator	1	1	1
1085	Animal Control Dispatcher	2	2	2
1090	Animal Control Officer	7	7	7
1095	Animal Care Technician II	8	10	13
1098	Animal Rescue and Foster	0	1	1
1099	Animal Health Technician	1	1	1
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	5	6
8888	PT Pooled - Animal Shelter	1	1	1
	TOTAL:	29	34	38





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 2017

- Added shelving at ½ height for Children’s area, made over the teen area, installed a toddler play area and information desk
- Studied community needs by surveys, hiring a consultant and utilizing demographic data and library statistics.
- Increased new library cards by 10% and visitors by 5%

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- 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 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Library visits	356,694	302,663	403,768	400,000
Checkouts	352,969	313,239	291,454	310,000
Reference transactions	68,624	41,950	35,388	40,000
Program attendance	32,577	30,140	33,000	33,000

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
LIBRARY					
Personnel services	2,634,328	2,633,048	2,735,888	2,735,888	2,854,214
Contractual services	291,237	307,187	303,309	303,309	314,309
Materials and supplies	150,176	153,644	209,980	209,980	209,980
Maintenance charges	405,439	424,186	565,648	565,648	554,054
Capital outlay	240,045	240,131	330,625	330,625	234,000
TOTAL	3,721,225	3,758,196	4,145,450	4,145,450	4,166,557



LIBRARY STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1620	Custodian I	2	2	2
2128	PT Librarian I	1	1	1
2129	Librarian I	3	3	1
2130	Librarian II	3	3	5
2140	Librarian III	6	6	6
2150	Library Assistant I	7	7	7
2160	Library Assistant II	8	8	8
2170	Library Director	1	1	1
2180	Library Services Coordinator	2	3	2
2181	Library Services Coordinator II	0	0	1
2190	Library Services Manager	2	2	2
2686	PT Clerical Assistant I	3	2	2
2687	PT Clerical Assistant II	5	5	3
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	1	1	1
3350	Sr Library Assistant	3	2	2
	TOTAL:	48	47	45



URBAN STREET PROJECT

The Urban Street Project is a landscaping and beautification initiative funded by Pasadena Second Century Corporation (PSCC) in 2009 to enhance the appeal of public spaces in Pasadena through the use of trees, flowers and native vegetation. Primarily focused on the City’s roadway esplanades and main traffic corridors, this project is being implemented and maintained by the City’s Landscaping department.

The visual improvements to these roadways have been significant, encouraging businesses to consider Pasadena’s quality of life, when looking to establish or relocate. Some of the projects include roadway esplanades on Crenshaw, Strawberry, Vista, Space Center and Fairmont. Future projects will include landscape for City gateway signs and additional esplanades.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

19951 - URBAN STREET PROJECT - GENERAL

	2016 Actual	2017 Amended Budget	2017 YTD Actual	2017 Estimate	2018 Adopted
Materials & Supplies	\$ 8,061	\$ 27,106	\$ -	\$ -	\$ 27,106
Capital Outlay	-	2,578	-	-	2,578
Total Urban Street Project - General	\$ 8,061	\$ 29,684	\$ -	\$ -	\$ 29,684

19952 - URBAN STREET PROJECT - STRAWBERRY

	2016 Actual	2017 Amended Budget	2017 YTD Actual	2017 Estimate	2018 Adopted
Capital Outlay	\$ -	\$ 25,747	\$ -	\$ -	\$ 25,747
Total Urban Street Project - Strawberry	\$ -	\$ 25,747	\$ -	\$ -	\$ 25,747

19953 - URBAN STREET PROJECT - CRENSHAW

	2016 Actual	2017 Amended Budget	2017 YTD Actual	2017 Estimate	2018 Adopted
Capital Outlay	\$ -	\$ 83,456	\$ 22,665	\$ 19,677	\$ 60,791
Total Urban Street Project - Crenshaw	\$ -	\$ 83,456	\$ 22,665	\$ 19,677	\$ 60,791



19954 - URBAN STREET PROJECT - GATEWAY

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Total Urban Street Project - Gateway	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000

19955 - URBAN STREET PROJECT - PRESTON

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ 15,045	\$ 159,955	\$ 127,724	\$ 115,473	\$ 38,356
Total Urban Street Project - Preston	\$ 15,045	\$ 159,955	\$ 127,724	\$ 115,473	\$ 38,356

19956 - URBAN STREET PROJECT - SPACE CENTER

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 50,852	\$ -	\$ -	\$ 50,852
Total Urban Street Project - Space Center	\$ -	\$ 50,852	\$ -	\$ -	\$ 50,852

19957 - URBAN STREET PROJECT - BURKE

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 80,000	\$ 25,200	\$ 25,200	\$ 54,800
Total Urban Street Project - Burke	\$ -	\$ 80,000	\$ 25,200	\$ 25,200	\$ 54,800

19958 - URBAN STREET PROJECT - VISTA II

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ 20,667	\$ 84,333	\$ 19,849	\$ 19,849	\$ 64,485
Total Urban Street Project - Vista II	\$ 20,667	\$ 84,333	\$ 19,849	\$ 19,849	\$ 64,485



19959 - URBAN STREET PROJECT - PSCC FUNDED

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ 144,941	\$ 493,832	\$ 224,718	\$ 142,954	\$ 269,114
Total Urban Street Project - PSCC Funded	\$ 144,941	\$ 493,832	\$ 224,718	\$ 142,954	\$ 269,114

19960 - URBAN STREET PROJECT - FAIRMONT

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 25,188	\$ 3,960	\$ 3,960	\$ 21,228
Total Urban Street Project - Fairmont	\$ -	\$ 25,188	\$ 3,960	\$ 3,960	\$ 21,228

19961- URBAN STREET PROJECT - PANSY

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000
Total Urban Street Project - Pansy	\$ -	\$ 55,000	\$ -	\$ -	\$ 55,000

19962- URBAN STREET PROJECT - DABNEY

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
Total Urban Street Project - Dabney	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000

19963- URBAN STREET PROJECT - RED BLUFF

	2016	2017	2017	2017	2018
	Actual	Amended Budget	YTD Actual	Estimate	Adopted
Capital Outlay	\$ -	\$ 80,577	\$ -	\$ -	\$ 80,577
Total Urban Street Project - Red Bluff	\$ -	\$ 80,577	\$ -	\$ -	\$ 80,577

GRAND TOTALS - URBAN STREET PROJ. \$ 188,714 \$ 1,298,624 \$ 424,116 \$ 327,113 \$ 880,634



FY 2018 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 2018 ADOPTED BUDGET DEBT SERVICE FUND SUMMARY

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
BEGINNING FUND BALANCE	\$ 6,272,408	\$ 1,783,393	\$ 1,493,541	\$ 1,493,541	\$ 1,748,820
REVENUE					
Ad valorem taxes-current year	9,853,512	10,106,257	9,500,000	9,500,000	9,333,575
Ad valorem taxes-prior year	185,339	104,817	44,000	100,000	100,000
Penalties and interest	166,635	130,562	73,000	120,000	130,000
Special vehicle inventory tax	31,120	30,939	32,000	28,000	30,000
General Property Taxes	10,236,606	10,372,575	9,649,000	9,748,000	9,593,575
Interest earned	1,281	5,603	1,000	6,600	4,500
Investment Income	1,281	5,603	1,000	6,600	4,500
Transfer from capital project fund	258	1,156	-	-	-
Refunding bonds issued	15,646,063	17,405,000	-	-	-
Premiums on bonds	1,614,726	3,070,454	-	-	-
Other Revenues	17,261,047	20,476,610	-	-	-
TOTAL REVENUE	27,498,934	30,854,788	9,650,000	9,754,600	9,598,075
PRINCIPAL AND INTEREST PAYMENTS					
Property Tax Supported Debt Service					
Principal	7,045,000	7,999,312	6,927,613	6,927,613	7,105,914
Interest	3,266,923	2,674,113	2,554,708	2,554,708	2,835,151
Subtotal Tax Supported Debt	10,311,923	10,673,425	9,482,321	9,482,321	9,941,065
PRINCIPAL AND INTEREST					
Principal	7,045,000	7,999,312	6,927,613	6,927,613	7,105,914
Interest	3,266,923	2,674,113	2,554,708	2,554,708	2,835,151
SUBTOTAL PRINCIPAL AND INTEREST	10,311,923	10,673,425	9,482,321	9,482,321	9,941,065
OTHER EXPENDITURES					
Arbitrage	-	-	12,000	12,000	12,000
Escrow agent/advance refunding	18,456,639	20,201,522	-	-	-
Issuance costs	301,303	269,693	-	-	-
Fiscal charges	-	-	5,000	5,000	5,000
Transfer to system fund	2,918,084	-	-	-	-
SUBTOTAL OTHER COSTS	21,676,026	20,471,215	17,000	17,000	17,000
TOTAL EXPENDITURES	31,987,949	31,144,640	9,499,321	9,499,321	9,958,065
Revenue Over Expenditures	(4,489,015)	(289,852)	150,679	255,279	(359,990)
ENDING FUND BALANCE	\$ 1,783,393	\$ 1,493,541	\$ 1,644,220	\$ 1,748,820	\$ 1,388,830



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FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 16,105,805	\$ 17,955,400	\$ 18,740,615	\$ 18,740,615	\$ 18,762,158
REVENUES	40,396,535	39,743,264	40,129,085	41,219,935	41,480,000
EXPENDITURES	38,546,940	38,958,049	41,649,399	41,198,392	41,656,652
REVENUES OVER/(UNDER) EXPENDITURES	1,849,595	785,215	(1,520,314)	21,543	(176,652)
ENDING AVAILABLE RESOURCES	\$ 17,955,400	\$ 18,740,615	\$ 17,220,301	\$ 18,762,158	\$ 18,585,506
ENDING AVAILABLE RESOURCES	17,955,400	18,740,615	17,220,301	18,762,158	18,585,506
TWO MONTH RESERVE REQUIREMENT *	5,642,690	5,039,394	5,794,277	5,719,110	5,933,942
OVER/(UNDER) REQUIREMENT	\$ 12,312,710	\$ 13,701,221	\$ 11,426,024	\$ 13,043,048	\$ 12,651,564

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



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FY 2018 ADOPTED BUDGET SYSTEM FUND DETAIL

Revenue Category	FY 2017				
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Interest earned	\$ 12,802	\$ 62,105	\$ 11,000	\$ 100,000	\$ 80,000
INVESTMENT INCOME	12,802	62,105	11,000	100,000	80,000
Miscellaneous	14,761	17,684	20,000	107,250	30,000
CC processing fee	238,052	251,287	230,000	260,000	250,000
Prior year expense refund	406,677	121,984	20,000	5,000	5,000
OTHER REVENUE	659,490	390,955	270,000	372,250	285,000
Water revenues	19,101,859	19,511,053	19,900,000	20,680,000	20,950,000
Water connections	204,280	211,630	150,000	155,800	90,000
Sewer revenues	12,661,272	13,262,003	14,650,000	14,654,500	14,850,000
Sewer connections	111,300	122,800	75,000	75,300	50,000
Penalties	992,042	914,002	900,000	900,000	900,000
Miscellaneous water revenue	231,851	213,200	200,000	203,500	200,000
Disconnect fee	272,237	337,178	285,000	300,000	285,000
Industrial waste	379,984	326,791	325,000	331,500	330,000
Large meter revenues	3,341,837	3,341,105	3,300,000	3,389,000	3,415,000
Year end accrual revenues	(523,894)	1,018,942	-	-	-
OPERATING REVENUE	36,772,768	39,258,704	39,785,000	40,689,600	41,070,000
Sale of city property	12,891	-	15,000	30,000	35,000
Other	20,500	31,500	25,000	5,000	10,000
NON-OPERATING REVENUE	33,391	31,500	63,085	58,085	45,000
Water and sewer fund	2,918,084	-	-	-	-
INTERFUND TRANSFERS	2,918,084	-	-	-	-
SYSTEM FUND REVENUE TOTAL	\$ 40,396,535	\$ 39,743,264	\$ 40,129,085	\$ 41,219,935	\$ 41,480,000

BY CATEGORY	FY 2017				
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Personnel services	\$ 7,379,151	\$ 7,256,583	\$ 8,177,090	\$ 8,177,090	\$ 7,998,330
Contractual services	6,075,479	5,933,510	6,881,361	6,510,425	6,838,395
Materials and supplies	1,920,210	1,698,860	3,705,510	3,613,489	3,661,140
Maintenance charges	1,272,754	1,376,767	1,404,954	1,404,954	1,358,373
Other charges	4,418,315	4,661,853	5,138,950	5,388,900	5,388,900
Other uses	10,455,355	6,999,929	6,723,398	6,723,398	7,714,514
Other financing	6,890,800	10,921,686	9,083,735	9,083,735	8,253,000
Capital outlay	134,876	108,861	534,401	296,401	444,000
TOTALS	\$ 38,546,940	\$ 38,958,049	\$ 41,649,399	\$ 41,198,392	\$ 41,656,652



**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 2017

- Replaced a total of 1.8 miles of sanitary sewer main line (both pipe bursting bullets were down from middle of June to end of September)
- Cleaned a combined total of 25.4 miles combined of sanitary sewer main line and storm sewer line
- Cleaned and vacuumed a combined total of 900 sanitary sewer manholes and storm sewer manholes/boxes
- Televised a combined total of 5.0 miles of sanitary sewer mainline and storm sewer line



PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- To replace a total of 2.5 miles of sanitary sewer main line (new and recently repaired bursting bullets should allow an increase production by at least 33%)
- To clean a combined total of 30 miles of sanitary sewer main line and storm sewer line
- To clean and vacuum a combined total of 950 sanitary sewer manholes and storm sewer manholes/boxes
- To televise a combined total of 8.5 miles of sanitary sewer mainline and storm sewer line

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Sanitary sewer main line replaced (miles)	2.5	2.3	1.8	2.5
Sanitary & storm lines cleaned (miles)	19.4	46.9	25.4	30.0
Sanitary & storm lines televised (miles)	8.3	6.9	5.0	8.5
Manholes cleaned & vacuumed	641	943	900	950



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
Personnel services	\$ 1,141,036	\$ 1,068,267	\$ 1,247,014	\$ 1,247,014	\$ 1,055,762
Contractual services	10,653	10,204	33,175	33,175	33,175
Materials and supplies	207,025	182,946	243,815	238,815	254,350
Maintenance charges	276,570	306,706	306,362	306,362	294,026
Capital outlay	12,995	12,770	25,000	15,000	25,000
TOTAL	\$ 1,648,279	\$ 1,580,893	\$ 1,855,366	\$ 1,840,366	\$ 1,662,313

WASTEWATER REHABILITATION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1780	Equipment Operator I	3	3	2
1790	Equipment Operator II	2	1	1
1911	Asst Gen Superintendent	0	1	0
3620	TV Crew Worker I	1	1	1
3630	TV Crew Worker II	1	0	0
3640	TV Crew Worker IV	1	1	1
3660	Utility Maintenance Technician III	1	0	0
3670	Utility Maintenance Technician III	4	4	4
3690	Utility Worker I	3	2	1
3700	Utility Worker II	4	4	4
3705	Utility Worker III	2	2	2
2965	Pooled - WW Rehab	1	1	1
TOTAL:		23	20	17





PUBLIC WORKS WASTEWATER COLLECTION DIVISION

MISSION STATEMENT

The purpose of the Wastewater Collections Division is to unstop and/or repair/replace sanitary sewer mainlines and service lines within the public right of way. The division is also responsible for the maintenance and installation of new sewer taps, service lines pertaining to new taps installations, clean-outs, as well as main lines on certain projects. This division is also responsible for the cleaning of sanitary sewer and storm sewer lines.

ACHIEVEMENTS FOR FISCAL YEAR 2017

- Repaired/replaced 780 linear feet of sanitary sewer main line
- Repaired replaced 4,620 linear feet of sanitary sewer service line
- Responded to 2,193 service calls

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Repair/replace 850 linear feet of sanitary sewer main line
- Repair/replace 5,000 linear feet of sanitary sewer service line
- Respond to 2,450 service calls

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
San sewer main line replacement (feet)	1,677	708	780	850
San sewer service line replacement (feet)	2,772	5,461	4,620	5,000
Service calls	3,185	2,458	2,193	2,450

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
			<u>BUDGET</u>		
Personnel services	\$ 1,748,909	\$ 1,699,475	\$ 1,877,931	\$ 1,877,931	\$ 1,815,804
Contractual services	231,983	228,357	252,300	228,300	252,300
Materials and supplies	167,675	148,475	202,555	192,155	212,555
Maintenance charges	208,293	228,103	238,663	238,663	213,412
Capital outlay	35,555	-	135,000	65,000	25,000
TOTAL	\$ 2,392,415	\$ 2,304,410	\$ 2,706,449	\$ 2,602,049	\$ 2,519,071



WASTEWATER COLLECTION STAFFING

STAFFING				
Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1780	Equipment Operator I	3	3	3
2430	Office Assistant I	0	0	1
3010	Public Works Superintendent	1	1	1
3370	Sr Office Assistant	1	1	0
3690	Utility Worker I	4	3	3
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	1	1	1
TOTAL:		29	28	28



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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 2017

- Replaced belt press conveyor belt at Vince Bayou W.W. Plant
- Installed new scum pit pump at Vince Bayou W.W. Plant
- Installed new sludge pump for sludge thickner at Vince Bayou W.W. Plant
- Repaired and painted all 3 screw pumps at Golden Acres W.W. Plant
- Repaired and painted cat walks for east plant aerators

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- 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
- Purchase new dual horsepower motor for #3 aerator at Vince Bayou at W.W. Plant
- Clean east plant aeration basins at Golden Acres W.W. Plant
- Clean out aeration basin #2 at Vince Bayou W.W. Plant
- Install new bar screen and extend lifting frame for bar screens

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Wastewater plant (billion gallons)	4.630	4.642	4.800	4.800
Gallons treated per capita per day	82	85	85	85

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
WASTEWATER PLANTS					
Contractual services	\$ 4,785,607	\$ 4,588,418	\$ 5,031,520	\$ 4,831,520	\$ 5,031,520
Materials and supplies	20,835	44,603	155,050	130,050	155,050
Maintenance charges	8,129	12,141	11,242	11,242	11,102
Other charges	101,158	157,216	135,000	135,000	135,000
Capital outlay	48,693	52,631	98,700	48,700	110,000
TOTAL	\$ 4,964,422	\$ 4,855,009	\$ 5,431,512	\$ 5,156,512	\$ 5,442,672



**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 2017

- Rehabbed lift stations at:
 - Thomas & Preston
 - Vince Bayou Retention Pond
- Rehabbed Vince Bayou retention pond with new liner
- Rehabbed manhole at West Pitts lift station and replaced fence
- Replaced all gate valves & check valves on Stonebriar lift station
- Installed new panel at Jana retention pond

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Install new lift station at Red Bluff to eliminate Baywood lift station to gravity over to Red Bluff
- Rehab the following lift stations:
 - Pasadena Blvd.
 - Alecia
 - Olson
 - Wyatt
- Sand blast and paint piping at West Pitts

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Sewer lift stations	72	74	74	74
Pumps repaired or replaced	14	18	20	22
Lift stations (ls) maintained per crew	8	9	9	9

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>ESTIMATED ADOPTED</u>
WASTEWATER MAINTENANCE				
Personnel services	\$ 833,059	\$ 681,477	\$ 691,461	\$ 719,262
Contractual services	150,287	122,578	178,800	178,800
Materials and supplies	166,316	113,684	186,950	186,950
Maintenance charges	151,608	170,890	174,440	161,864
Capital outlay	25,379	33,600	129,701	89,000
TOTAL	\$ 1,326,649	\$ 1,122,229	\$ 1,361,352	\$ 1,335,876



WASTEWATER MAINTENANCE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
3010	Public Works Superintendent	1	1	1
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:		10	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 through the form of maintenance, repair, and/or replacement of water mains and service connections.

ACHIEVEMENTS FOR FISCAL YEAR 2017

- Replaced 53,700 feet of iron water pipe with 6 inch c-900 water pipe
- Repaired 737 water breaks in 2017 compared to 1,085 in 2016, a reduction of 348
- Installed over 140 new fire hydrants
- Installed 150 new water meter and taps and completed 23 fire line taps

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Work on replacing the remainder of the iron pipe on the North side of Pasadena
- Install more fire hydrants for fire protection
- Reduce the number of water breaks which will reduce water loss

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Number of leaks repaired	1,400	1,118	737	700
Waterline replaced (feet) – City	13,780	23,400	25,000	25,000

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
WATER DISTRIBUTION					
Personnel services	\$ 1,527,942	\$ 1,668,702	\$ 1,727,384	\$ 1,727,384	\$ 1,733,936
Contractual services	27,830	20,607	37,200	37,200	37,200
Materials and supplies	493,392	438,377	545,685	536,814	545,685
Maintenance charges	196,785	203,391	201,310	201,310	207,417
Capital outlay	-	-	-	-	-
TOTAL	\$ 2,245,949	\$ 2,331,077	\$ 2,511,579	\$ 2,502,708	\$ 2,524,238



WATER DISTRIBUTION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1070	Admin Asst	0	0	1
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	0
3010	Public Works Superintendent	1	1	1
3660	Utility Maintenance Technician II	1	1	1
3670	Utility Maintenance Technician III	3	2	2
3671	Utility Maintenance Technician IV	2	2	2
3685	Utilities Superintendent	0	0	0
3690	Utility Worker I	9	10	10
3700	Utility Worker II	4	5	4
2965	Pooled - Water Distribution	1	1	1
TOTAL:		28	29	28



PUBLIC WORKS WATER PRODUCTION DIVISION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2017

- Put the new 34,560,000 gallon pump station on line
- Operated and maintained 1,340 fire hydrants and valves
- Obtained the rating of Superior Water System from TCEQ
- Maintained the water pump stations and well sites within parameters set by TCEQ
- Pulled 126 water samples

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Maintain the water pump stations and well sites within parameters set by TCEQ
- Operate 1,500 valves and fire hydrants
- Have at least three ground storage tanks recoated
- Have at least four ground storage tanks or water towers inspected
- Have the large commercial water meters tested consisting of 2 inch to 10 inch

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Southeast water plant (billion gallons)	5.900	6.100	6.300	6.500
East water plant (billion gallons)	0.114	0.074	0.000	0.000
Pasadena wells (billion gallons)	0.906	0.623	0.515	0.650
Gallons produced per capita per day	122	124	123	120



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
WATER PRODUCTION					
Personnel services	\$ 567,361	\$ 579,774	\$ 599,588	\$ 599,588	\$ 688,202
Contractual services	527,532	567,694	976,466	862,730	937,300
Materials and supplies	48,778	41,995	58,800	58,800	58,800
Maintenance charges	155,946	165,157	162,571	162,571	151,680
Other charges	4,317,157	4,504,637	5,000,000	5,250,000	5,250,000
Capital Outlay	-	-	36,000	18,000	80,000
TOTAL	\$ 5,616,774	\$ 5,859,257	\$ 6,833,425	\$ 6,951,689	\$ 7,165,982

WATER PRODUCTION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1130	Assistant Superintendent	1	1	1
2050	Inspector IV	1	1	1
3650	Utility Maintenance Technician I	4	4	4
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	2	2	3
TOTAL:		10	10	11



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 2017

- Began meter replacement project which enhanced water and sewer revenues as well as increased efficiency of meter reading process
- Increased use of mass notification software which improved customer service
- Improved collections efficiency by increasing customer contact

PRIORITIES, GOALS AND OBJECTIVES FOR 2018

- Increase meter reading efficiency by replacing an additional 7,000 meters
- Reduce printing, paper and postage costs by implementing electronic bill program
- Implement recurring credit card payments on our online payment site
- Enhance customer service by utilizing mass notification system more often

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Water usage (billion gallons)	5.530	5.742	5.881	5.900
Number of water meters in the City	35,450	35,535	35,765	35,775
Gallons used per capita per day	98	99	99	99

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2017</u>	<u>FY 2018</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>AMENDED</u>	<u>ESTIMATED</u>	<u>ADOPTED</u>
WATER BILLING			BUDGET		
Personnel services	\$ 1,560,844	\$ 1,558,888	\$ 1,799,739	\$ 1,799,739	\$ 1,860,142
Contractual services	341,587	395,652	371,900	378,700	368,100
Materials and supplies	320,805	283,088	374,350	351,600	347,750
Maintenance charges	275,423	290,379	310,366	310,366	318,872
Other charges	-	-	350	300	300
Capital outlay	12,254	9,860	110,000	20,000	115,000
TOTAL	\$ 2,510,913	\$ 2,537,867	\$ 2,966,705	\$ 2,860,705	\$ 3,010,164



WATER BILLING STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1250	Assistant Water Billing Manager	1	1	1
1265	Billing Coordinator	1	1	1
1490	Clerical Assistant II	1	1	0
1495	Collections Coordinator	1	1	1
2360	Meter Services Coord	0	0	1
3460	Sr Water Billing Assistant	4	4	4
3650	Utility Maintenance Technician I	4	4	3
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	1	2	2
3700	Utility Worker II	0	1	1
3785	PT Pooled Water Billing Worker	1	1	1
3800	Water Billing Assistant II	7	7	8
3810	Water Billing Manager	1	1	1
TOTAL:		24	26	26



**SYSTEM FUND
DEBT SERVICES**

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
DEBT SERVICE					
Other charges	\$ -	\$ -	\$ 3,600	\$ 3,600	\$ 3,600
Other uses	10,414,967	6,961,077	6,668,398	6,668,398	7,659,514
TOTAL	\$ 10,414,967	\$ 6,961,077	\$ 6,671,998	\$ 6,671,998	\$ 7,663,114

OTHER CHARGES

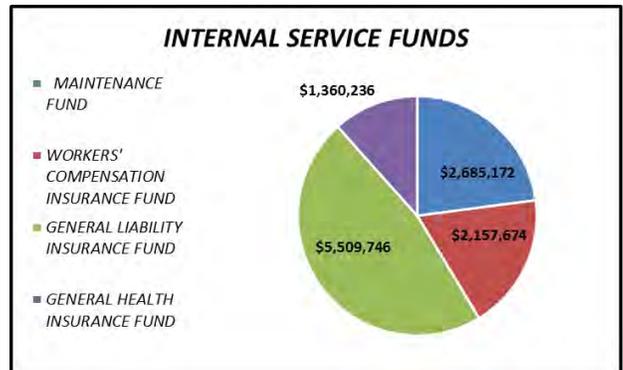
	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
OTHER CHARGES					
Personnel services	\$ -	\$ -	\$ 233,973	\$ 233,973	\$ 125,222
Materials and supplies	495,384	445,692	1,938,305	1,938,305	1,900,000
Other uses	40,388	38,852	55,000	55,000	55,000
Other financing uses	6,890,800	10,921,686	9,083,735	9,083,735	8,253,000
TOTAL	\$ 7,426,572	\$ 11,406,230	\$ 11,311,013	\$ 11,311,013	\$ 10,333,222



FY 2018 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 \$2,685,172 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 \$11.7 million.

FY 2018 ADOPTED BUDGET INTERNAL SERVICE FUNDS SUMMARY

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 6,110,382	\$ 2,102,071	\$ 5,595,363	\$ 1,115,716	\$ 14,923,532
REVENUE					
Interest earned	25,000	4,000	20,000	14,000	63,000
Charges for sales or services	13,577,305	900,000	1,750,000	17,209,520	33,436,825
Sale of capital assets	200,000	-	-	-	200,000
Other revenue/transfers	1,253,000	20,000	172,000	-	1,445,000
TOTAL REVENUES	15,055,305	924,000	1,942,000	17,223,520	35,144,825
EXPENDITURES					
Personnel services	6,738,471	126,047	-	-	6,864,518
Contractual services	2,059,208	16,200	-	130,000	2,205,408
Material & supplies	3,380,894	34,650	-	-	3,415,544
Maintenance charges	1,427,442	-	-	-	1,427,442
Capital outlay	4,874,500	-	-	-	4,874,500
Other uses/charges	-	691,500	2,027,617	16,849,000	19,568,117
TOTAL EXPENDITURES	18,480,515	868,397	2,027,617	16,979,000	38,355,529
REVENUES OVER/(UNDER)					
EXPENDITURES	(3,425,210)	55,603	(85,617)	244,520	(3,210,704)
ENDING FUND BALANCE	\$ 2,685,172	\$ 2,157,674	\$ 5,509,746	\$ 1,360,236	\$ 11,712,828



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**FY 2018 ADOPTED BUDGET
MAINTENANCE FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

	FY 2017				
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 3,303,944	\$ 6,265,212	\$ 8,601,644	\$ 8,601,644	\$ 6,110,382
REVENUES	16,574,517	14,967,858	16,185,297	16,176,167	15,055,305
EXPENDITURES	13,613,249	12,631,426	19,752,339	18,667,429	18,480,515
REVENUES OVER/(UNDER) EXPENDITURES	2,961,268	2,336,432	(3,567,042)	(2,491,262)	(3,425,210)
ENDING AVAILABLE RESOURCES	\$ 6,265,212	\$ 8,601,644	\$ 5,034,602	\$ 6,110,382	\$ 2,685,172

REVENUE BY CATEGORY	FY 2017				
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Interest earned	\$ 2,908	\$ 23,226	\$ 1,200	\$ 40,000	\$ 25,000
Investment Income	2,908	23,226	1,200	40,000	25,000
Miscellaneous	13,991	7,881	3,000	2,000	3,000
Waste recycling revenues	1,966	1,174	1,000	4,000	1,200
Mailroom revenues	128,880	129,144	125,526	125,526	127,021
Motor pool equipment	6,457,968	6,507,468	6,074,406	6,074,406	5,803,418
Building maintenance	463,639	453,622	500,024	500,024	568,725
Information tech revenues	2,560,716	2,749,668	3,082,371	3,082,371	3,010,574
Electrical dept revenues	1,245,197	1,265,810	1,367,963	1,367,963	1,392,798
Radio equipment	354,672	500,400	541,691	541,691	466,945
Warehouse	395,164	350,945	372,668	372,668	313,438
Janitorial	862,116	871,860	861,851	861,851	968,126
Landscaping and beautification	889,704	905,640	923,097	923,097	921,960
Prior year expense/refund	-	84	-	70	100
Other Revenues	13,374,013	13,743,696	13,853,597	13,855,667	13,577,305
Sale of city property	507,720	263,936	300,000	250,000	200,000
Non-Operating Revenue	507,720	263,936	300,000	250,000	200,000
General fund	1,596,876	381,000	1,376,500	1,376,500	-
Water and sewer fund	1,093,000	556,000	654,000	654,000	1,253,000
Other Financing Sources	2,689,876	937,000	2,030,500	2,030,500	1,253,000
TOTAL REVENUE	\$ 16,574,517	\$ 14,967,858	\$ 16,185,297	\$ 16,176,167	\$ 15,055,305

EXPENDITURE BY CATEGORY	FY 2017				
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Personnel services	\$ 5,529,683	\$ 5,569,739	\$ 6,341,624	\$ 6,341,624	\$ 6,738,471
Contractual services	1,260,226	1,491,279	2,158,185	1,993,318	2,059,208
Materials & supplies	2,813,282	2,377,981	3,697,619	2,777,576	3,380,894
Maintenance charges	1,792,382	1,608,759	1,415,918	1,415,918	1,427,442
Capital outlay	2,217,676	1,583,668	6,138,993	6,138,993	4,874,500
TOTAL EXPENDITURE	\$ 13,613,249	\$ 12,631,426	\$ 19,752,339	\$ 18,667,429	\$ 18,480,515

BY DEPARTMENT/DIVISION

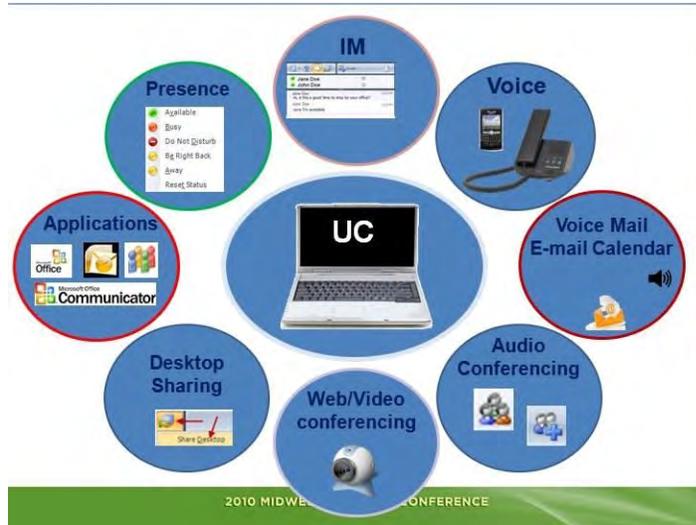
Technical Services					
Information services	\$ 2,436,333	\$ 2,684,204	\$ 3,185,773	\$ 2,941,713	\$ 3,183,544
Radio services	287,869	372,310	801,775	704,964	445,599
Subtotal Technical Services	2,724,202	3,056,514	3,987,548	3,646,677	3,629,143
Maintenance Services					
Fleet management	7,185,110	6,009,872	11,492,783	10,880,283	10,434,623
Building maintenance	494,633	372,713	487,906	483,106	556,847
Janitorial	766,398	749,707	850,760	830,315	953,902
Electrical	1,313,670	1,322,057	1,369,234	1,331,232	1,389,446
Landscaping and beautification	700,927	666,904	911,340	849,540	920,124
Subtotal Maintenance Services	10,460,738	9,121,253	15,112,023	14,374,476	14,254,942
Purchasing					
Mailroom	121,922	119,326	120,547	126,555	127,846
Warehouse	306,387	334,333	292,090	279,590	318,929
Subtotal Purchasing	428,309	453,659	412,637	406,145	446,775
Other	-	-	240,131	240,131	149,655
TOTAL	\$ 13,613,249	\$ 12,631,426	\$ 19,752,339	\$ 18,667,429	\$ 18,480,515



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.



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
INFORMATION TECHNOLOGY					
Personnel services	\$ 1,049,896	\$ 1,220,646	\$ 1,291,718	\$ 1,291,718	\$ 1,354,601
Contractual services	725,653	769,933	1,178,810	1,101,310	1,110,850
Materials and supplies	306,033	231,692	411,110	244,550	388,176
Maintenance charges	159,570	170,098	142,600	142,600	140,917
Capital outlay	195,181	291,835	161,535	161,535	189,000
TOTAL	\$ 2,436,333	\$ 2,684,204	\$ 3,185,773	\$ 2,941,713	\$ 3,183,544





INFORMATION SERVICES STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1200	Manager of Information Technology	1	1	1
1340	Business System Analyst III	4	4	4
1350	Business System Analyst IV	1	1	0
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	1	1	1
2888	PT Pooled IT	0	0	0
3495	Support Analyst	1	1	1
3521	Tech Support Analyst II	2	2	1
3540	Tech Support Analyst IV	1	1	1
TOTAL:		16	16	14



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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
RADIO SERVICES					
Personnel services	\$ 79,275	\$ 79,827	\$ 82,474	\$ 82,474	\$ 84,754
Contractual services	45,885	127,039	194,500	154,500	175,500
Materials and supplies	49,580	17,675	107,859	51,048	51,048
Maintenance charges	113,129	147,769	150,656	150,656	134,297
Capital outlay	-	-	266,286	266,286	-
TOTAL	\$ 287,869	\$ 372,310	\$ 801,775	\$ 704,964	\$ 445,599

RADIO SERVICES STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
3020	Radio Technician I	0	0	0
3030	Radio Technician III	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND WAREHOUSE

MISSION STATEMENT

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

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

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2017				
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
WAREHOUSE					
Personnel services	\$ 202,357	\$ 245,479	\$ 186,459	\$ 186,459	\$ 210,959
Contractual services	11,925	16,693	24,800	13,800	13,800
Materials and supplies	4,784	5,815	9,925	8,425	14,425
Maintenance charges	87,321	66,346	70,906	70,906	79,745
TOTAL	\$ 306,387	\$ 334,333	\$ 292,090	\$ 279,590	\$ 318,929

WAREHOUSE STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1355	Buyer II	1	0	0
3759	Warehouse Assistant I	2	2	2
3780	Warehouse Superintendent	1	1	1
TOTAL:		4	3	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.



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017		FY 2018 ADOPTED
			AMENDED BUDGET	FY 2017 ESTIMATED	
FLEET MANAGEMENT					
Personnel services	\$ 1,825,201	\$ 1,678,980	\$ 1,900,739	\$ 1,900,739	\$ 2,068,064
Contractual services	291,306	434,486	523,185	503,185	518,185
Materials and supplies	2,270,334	1,986,610	2,876,321	2,283,821	2,659,150
Maintenance charges	775,774	617,963	493,366	493,366	514,724
Capital outlay	2,022,495	1,291,833	5,699,172	5,699,172	4,674,500
TOTAL	\$ 7,185,110	\$ 6,009,872	\$ 11,492,783	\$ 10,880,283	\$ 10,434,623



FLEET STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1225	Asst Maint Superintendant	0	0	2
2230	Maint Superintendant	0	1	1
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	0
2280	Maintenance Technician IV	3	3	3
2290	Maintenance Technician V	13	13	11
2440	Office Assistant II	0	1	1
2505	Parts Room Coord	0	0	1
2635	PT Administrative Coordinator	1	1	1
3030	Radio Technician III	0	0	0
TOTAL:		27	29	29





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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017 AMENDED	FY 2017 ESTIMATED	FY 2018 ADOPTED
	ACTUAL	ACTUAL	BUDGET		
BUILDING MAINTENANCE					
Personnel services	\$ 285,587	\$ 276,891	\$ 335,247	\$ 335,247	\$ 411,992
Contractual services	4,453	1,097	8,400	5,600	6,400
Materials and supplies	18,239	7,012	11,800	9,800	11,800
Maintenance charges	186,354	87,713	132,459	132,459	126,655
TOTAL	\$ 494,633	\$ 372,713	\$ 487,906	\$ 483,106	\$ 556,847

BUILDINGS & EQUIPMENT STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1290	Building Technician IV	0	1	1
1300	Building Technician V	4	4	4
2240	Maintenance Supervisor	1	1	1
TOTAL:		5	6	6



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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

			FY 2017		
	FY 2015 ACTUAL	FY 2016 ACTUAL	AMENDED BUDGET	FY 2017 ESTIMATED	
JANITORIAL					
Personnel services	\$ 609,973	\$ 598,883	\$ 647,055	\$ 647,055	\$ 751,073
Contractual services	107,450	90,914	127,450	115,950	135,450
Materials and supplies	26,978	33,153	44,392	35,447	39,400
Maintenance charges	21,997	26,757	31,863	31,863	27,979
TOTAL	\$ 766,398	\$ 749,707	\$ 850,760	\$ 830,315	\$ 953,902

JANITORIAL STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1620	Custodian I	9	9	11
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
2778	PT Pooled Janitorial	1	1	1
TOTAL:		14	14	16



**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.



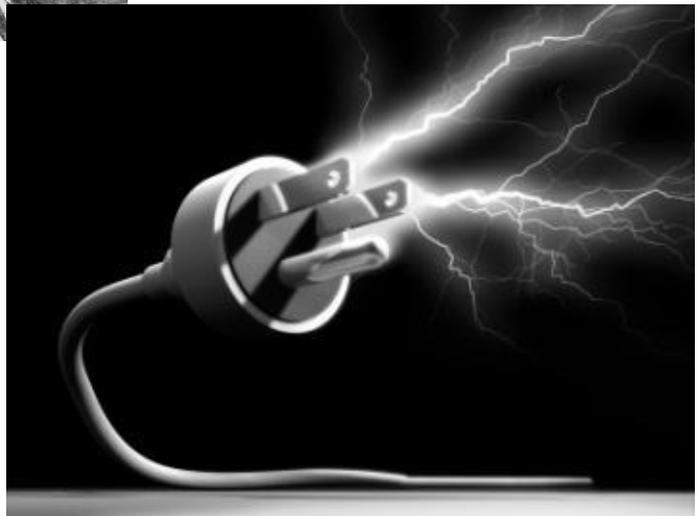
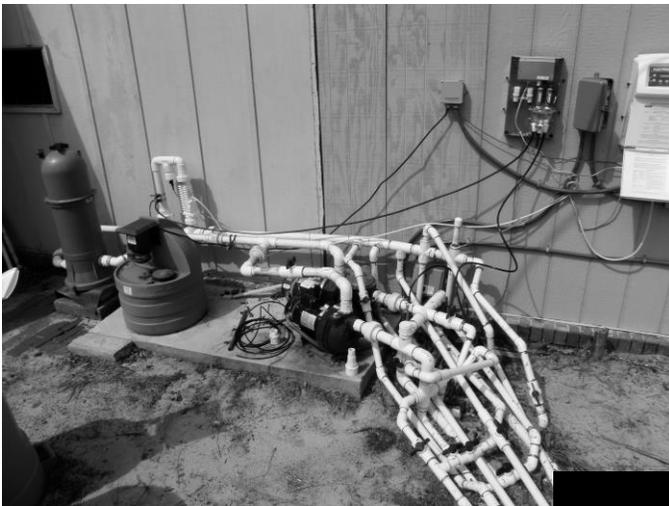
FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
ELECTRICAL					
Personnel services	\$ 921,855	\$ 911,018	\$ 1,000,524	\$ 1,000,524	\$ 1,030,714
Contractual services	8,752	5,810	14,573	12,573	12,573
Materials and supplies	31,251	18,885	61,622	25,620	42,120
Maintenance charges	351,812	386,344	292,515	292,515	304,039
TOTAL	\$ 1,313,670	\$ 1,322,057	\$ 1,369,234	\$ 1,331,232	\$ 1,389,446



ELECTRICAL STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
1290	Building Technician IV	1	1	1
1300	Building Technician V	8	8	8
1749	Electrical Supervisor	1	1	1
1817	Facility Superintendent	1	1	1
2012	HVAC Supervisor	0	0	1
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.

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
MAILROOM					
Personnel services	\$ 46,054	\$ 46,108	\$ 47,146	\$ 47,146	\$ 52,255
Contractual services	43,543	40,286	42,317	48,250	43,300
Materials and supplies	4,324	4,047	4,690	4,765	5,375
Maintenance charges	28,001	28,885	26,394	26,394	26,916
TOTAL	\$ 121,922	\$ 119,326	\$ 120,547	\$ 126,555	\$ 127,846

MAIL/REPRODUCTION SERVICES STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 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 2017

- U Increased our Urban Forest by planting 229 street trees in city medians and right of ways through our Urban Street Projects on Crenshaw Road, Preston Road and Vista Road.
- Installed the irrigation and landscape around the Pet Adoption Center on Burke Road.
- Worked with Texas A&M Agrilife Extension Service, Texas Sea Grant and Texas Coastal Watershed Program to install a 500 SF Rain Garden east of the Main Library.
- Updated the landscaping in front of Fire Station 8.
- Re-purposed the recently installed landscape around the Old City Hall Sign by moving it to behind the Police Station.
- Maintained all of the irrigation systems citywide.
- 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 2018

- Enhance the City Gateway Signs on Preston Road near 225, near the Convention Center, and Queens Boulevard.
- Enhance the landscaping in front of the New City Hall.
- Enhance the landscaping around the new Strawberry Park Concession Stand.
- Increase the number of areas mowed and maintained by the Landscape Department, specifically the Fire Stations that are currently subbed out.
- Enhance the front of El Jardin along Palm Street.
- Enhance the new Gateway Sign being proposed on Fairmont Parkway just east of Belt Way 8.

PERFORMANCE INDICATORS

	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>
Irrigation heads maintained	1,800	1,850	1,925	2,000
Irrigation heads maintained per worker	164	185	214	200
Plant material maintained (square feet)	383,480	389,480	397,330	439,870
Plant material maintained per worker	34,826	38,948	39,733	43,987



FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
LANDSCAPING AND BEAUTIFICATION					
Personnel services	\$ 509,485	\$ 511,907	\$ 610,131	\$ 610,131	\$ 624,404
Contractual services	21,259	5,021	44,150	38,150	43,150
Materials and supplies	101,759	73,092	169,900	114,100	169,400
Maintenance charges	68,424	76,884	75,159	75,159	72,170
Capital Outlay	-	-	12,000	12,000	11,000
TOTAL	\$ 700,927	\$ 666,904	\$ 911,340	\$ 849,540	\$ 920,124

LANDSCAPE & BEAUTIFICATION STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 Adopted
2091	Landscaper I	5	5	5
2092	Landscaper II	3	3	3
2094	Landscape Foreman	1	1	1
2098	Landscape Superintendent	1	1	1
2865	PT Pooled Landscape	1	1	1
TOTAL:		11	11	11



**MAINTENANCE FUND
OTHER CHARGES**

FISCAL YEAR 2018 ADOPTED EXPENDITURE BUDGET

	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
OTHER CHARGES					
Personnel services	\$ -	\$ -	\$ 240,131	\$ 240,131	\$ 149,655
TOTAL	\$ -	\$ -	\$ 240,131	\$ 240,131	\$ 149,655
TOTAL MAINTANCE FUND	\$ 13,613,249	\$ 12,631,426	\$ 19,752,339	\$ 18,667,429	\$ 18,480,515



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

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUE					
Interest earned	\$ 878	\$ 5,085	\$ 600	\$ 6,000	\$ 4,000
Investment Income	878	5,085	600	6,000	4,000
Miscellaneous	520	-	100	-	-
Miscellaneous Income	520	-	100	-	-
Insurance recovery	25,080	29,722	40,000	20,000	20,000
Expense/Recovery Income	25,080	29,722	40,000	20,000	20,000
Contributions - city	897,303	963,349	850,000	850,000	900,000
Contribution Income	897,303	963,349	850,000	850,000	900,000
Transfer from general fund	-	-	-	-	-
Total Revenue	923,781	998,156	890,700	876,000	924,000
EXPENDITURES					
Personnel services	115,874	121,076	122,349	122,349	126,047
Contractual services	26,559	29,744	16,200	16,200	16,200
Materials & supplies	31,954	24,255	34,650	34,650	34,650
Other uses	637,769	638,351	691,500	656,500	691,500
Total Expenditures	812,156	813,426	864,699	829,699	868,397
Revenue Over/(Under) Expenditures	111,625	184,730	26,001	46,301	55,603
Beginning Fund Balance	1,759,415	1,871,040	2,055,770	2,055,770	2,102,071
Ending Fund Balance	\$ 1,871,040	\$ 2,055,770	\$ 2,081,771	\$ 2,102,071	\$ 2,157,674

WORKERS' COMPENSATION FUND STAFFING

Job Code	Job Title	2016 Amended	2017 Amended	2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUES					
Interest earned	\$ 2,285	\$ 11,240	\$ 2,000	\$ 18,000	\$ 14,000
Investment Income	2,285	11,240	2,000	18,000	14,000
Prior year expense refund	4,851	12,229	5,000	2,000	2,000
City health contributions	12,802,270	13,016,669	13,100,000	13,080,000	13,883,520
Retiree health contribution	619,041	622,753	625,000	370,000	370,000
Cobra health contribution	9,642	1,226	5,000	1,000	1,000
Employee health deduction	1,418,912	1,763,960	1,500,000	1,700,000	1,700,000
Flex spending	380,276	442,691	400,000	456,000	456,000
Insurance recovery	967,616	1,077,611	400,000	375,000	375,000
Dental - EE deduction	148,785	202,524	180,000	225,000	225,000
Dental - retiree contribution	75,153	98,688	90,000	57,000	57,000
Life-EE additional life ins	127,842	133,954	125,000	140,000	140,000
Contributions	16,554,388	17,372,305	16,430,000	16,406,000	17,209,520
Transfer from general fund	-	-	-	-	-
Transfer from maintenance fund	-	-	-	-	-
TOTAL REVENUE	16,556,673	17,383,545	16,432,000	16,424,000	17,223,520
EXPENDITURES					
Personnel services	(5,433)	(6,062)	-	-	-
Contractual services	40,991	71,098	130,000	130,000	130,000
Other uses:					
Claims/claims related expenses	9,313,705	8,254,906	8,400,000	8,400,000	8,400,000
Prescription drugs	2,775,729	3,223,968	3,000,000	3,000,000	3,000,000
Administration fees	658,477	601,987	770,000	770,000	770,000
Dental insurance	588,140	536,071	550,000	550,000	550,000
Other	4,393,406	4,162,203	4,129,000	4,129,000	4,129,000
IBNR accrual adjustment	(143,029)	102,998	-	-	-
TOTAL EXPENDITURES	17,621,986	16,947,169	16,979,000	16,979,000	16,979,000
Revenue Over/(Under) Expenditures	(1,065,313)	436,376	(547,000)	(555,000)	244,520
Beginning Fund Balance	2,299,653	1,234,340	1,670,716	1,670,716	1,115,716
Ending Fund Balance	\$ 1,234,340	\$ 1,670,716	\$ 1,123,716	\$ 1,115,716	\$ 1,360,236



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GENERAL LIABILITY INSURANCE FUND

REVENUES, EXPENDITURES, AND ENDING FUND BALANCE

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUES					
Interest earned	\$ 2,947	\$ 16,428	\$ 2,000	\$ 24,000	\$ 20,000
Investment Income	2,947	16,428	2,000	24,000	20,000
Recovery of damage claims	25,000	151	2,000	5,000	5,000
Insurance recovery	102,084	222,319	110,000	160,000	160,000
Prior year expense refund	1,547	-	1,000	7,000	7,000
Other Revenues	128,631	222,470	113,000	172,000	172,000
Contributions - general fund	500,000	500,000	500,000	500,000	750,000
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	1,750,000
Total Revenue	1,631,578	1,738,898	1,615,000	1,696,000	1,942,000
EXPENDITURES					
Other uses	1,738,783	1,773,725	2,095,247	2,095,247	2,027,617
Total Expenditures	1,738,783	1,773,725	2,095,247	2,095,247	2,027,617
Revenue Over/(Under)Expenditures	(107,205)	(34,827)	(480,247)	(399,247)	(85,617)
Beginning Fund Balance	6,136,642	6,029,437	5,994,610	5,994,610	5,595,363
Ending Fund Balance	\$ 6,029,437	\$ 5,994,610	\$ 5,514,363	\$ 5,595,363	\$ 5,509,746



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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 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED BUDGET	ESTIMATED	ADOPTED
BEGINNING FUND BALANCE	\$ 5,935,097	\$ 6,203,904	\$ 7,053,075	\$ 7,053,075	\$ 6,781,485
REVENUES	2,702,744	2,671,132	1,899,430	2,239,965	1,903,010
EXPENDITURES	2,433,937	1,821,961	2,454,887	2,511,555	2,889,918
REVENUE OVER/(UNDER)					
EXPENDITURES	268,807	849,171	(555,457)	(271,590)	(986,908)
ENDING FUND BALANCE	\$ 6,203,904	\$ 7,053,075	\$ 6,497,618	\$ 6,781,485	\$ 5,794,577

DETAIL OF BEGINNING BALANCE

Equity sharing - treasury	\$ 674,756	\$ 531,931	\$ 482,911	\$ 482,911	\$ 384,089
Juvenile case mgr fund	75,777	94,652	144,152	144,152	190,268
Child safety fund	729,257	792,087	819,326	819,326	858,525
Equity sharing - justice	453,890	462,420	604,945	604,945	580,245
Municipal courts security	119,408	64,081	10,894	10,894	45,818
State seizure fund	958,913	681,767	584,526	584,526	503,246
Law enforcement training	38,199	43,840	52,640	52,640	71,840
Judicial efficiency fund	38,443	43,862	66,987	66,987	86,294
Court technology fund	169,021	154,848	151,333	151,333	115,655
Hotel and motel tax fund	1,949,508	2,359,733	2,880,794	2,880,794	2,968,366
Preservation of vital statistics	74,087	79,212	76,874	76,874	81,674
1% Public, ed and gov (peg)	487,494	689,532	953,087	953,087	648,669
Abandoned motor vehicles	84,948	121,650	137,249	137,249	171,199
Sign removal fund	81,396	84,289	87,357	87,357	75,597
TOTAL	\$ 5,935,097	\$ 6,203,904	\$ 7,053,075	\$ 7,053,075	\$ 6,781,485

DETAIL OF REVENUES

Equity sharing - treasury	\$ 49,413	\$ 29,952	\$ 200	\$ 34,251	\$ 500
Juvenile case mgr fund	79,927	81,437	75,030	79,600	79,400
Child safety fund	256,578	273,406	260,240	276,000	272,500
Equity sharing - justice	339,348	266,928	230	102,300	2,000
Municipal courts security	126,898	126,753	130,120	130,064	130,050
State seizure fund	249,741	119,762	430	152,000	1,500
Law enforcement training	18,443	19,450	22,010	30,200	25,100
Judicial efficiency fund	27,866	26,453	35,015	27,260	27,160
Court technology fund	169,112	169,225	180,055	170,600	170,400
Hotel and motel tax fund	763,905	923,438	657,500	628,000	635,000
Preservation of vital statistics	5,125	5,675	5,530	5,800	5,700
1% Public, ed and gov (peg)	324,986	316,869	280,000	300,000	300,000
Abandoned motor vehicles	288,509	308,716	250,040	300,650	250,500
Sign removal fund	2,893	3,068	3,030	3,240	3,200
TOTAL	\$ 2,702,744	\$ 2,671,132	\$ 1,899,430	\$ 2,239,965	\$ 1,903,010



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**FY 2018 ADOPTED BUDGET
SPECIAL REVENUE FUNDS Continued...**

DETAIL OF EXPENDITURES

Equity sharing - treasury	\$ 192,238	\$ 78,972	\$ 133,073	\$ 133,073	\$ 125,000
Juvenile case mgr fund	61,052	31,937	39,684	33,484	72,960
Child safety fund	193,748	246,167	334,301	236,801	265,088
Equity sharing - justice	330,818	124,403	162,000	127,000	162,000
Municipal courts security	182,225	179,940	95,140	95,140	117,286
State seizure fund	526,887	217,003	298,280	233,280	277,000
Law enforcement training	12,802	10,650	20,000	11,000	20,000
Judicial efficiency fund	22,447	3,328	22,453	7,953	22,461
Court technology fund	183,285	172,740	243,328	206,278	226,278
Hotel and motel tax fund	353,680	402,377	540,428	540,428	1,035,326
Preservation of vital statistics	-	8,013	47,500	1,000	23,493
1% Public, ed and gov (peg)	122,948	53,314	164,000	604,418	164,000
Abandoned motor vehicles	251,807	293,117	334,700	266,700	334,700
Sign removal fund	-	-	20,000	15,000	44,326
TOTAL	\$ 2,433,937	\$ 1,821,961	\$ 2,454,887	\$ 2,511,555	\$ 2,889,918

ENDING BALANCE

Equity sharing - treasury	\$ 531,931	\$ 482,911	\$ 350,038	\$ 384,089	\$ 259,589
Juvenile case mgr fund	94,652	144,152	179,498	190,268	196,708
Child safety fund	792,087	819,326	745,265	858,525	865,937
Equity sharing - justice	462,420	604,945	443,175	580,245	420,245
Municipal courts security	64,081	10,894	45,874	45,818	58,582
State seizure fund	681,767	584,526	286,676	503,246	227,746
Law enforcement training	43,840	52,640	54,650	71,840	76,940
Judicial efficiency fund	43,862	66,987	79,549	86,294	90,993
Court technology fund	154,848	151,333	88,060	115,655	59,777
Hotel and motel tax fund	2,359,733	2,880,794	2,997,866	2,968,366	2,568,040
Preservation of vital statistics	79,212	76,874	34,904	81,674	63,881
1% Public, ed and gov (peg)	689,532	953,087	1,069,087	648,669	784,669
Abandoned motor vehicles	121,650	137,249	52,589	171,199	86,999
Sign removal fund	84,289	87,357	70,387	75,597	34,471
TOTAL	\$ 6,203,904	\$ 7,053,075	\$ 6,497,618	\$ 6,781,485	\$ 5,794,577



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 308	\$ 1,495	\$ 200	\$ 34,251	\$ 500
Investment Income	308	1,495	200	34,251	500
Federal seizure revenue	49,105	28,457	-	-	-
Other Revenue	49,105	28,457	-	-	-
Total Revenue	49,413	29,952	200	34,251	500
Expenditures					
Contractual services	77,479	44,029	52,000	52,000	52,000
Materials and supplies	39,723	34,943	81,073	81,073	73,000
Capital outlay	75,036	-	-	-	-
Total Expenditures	192,238	78,972	133,073	133,073	125,000
Revenue Over/(Under)					
Expenditures	(142,825)	(49,020)	(132,873)	(98,822)	(124,500)
Beginning Fund Balance	674,756	531,931	482,911	482,911	384,089
Ending Fund Balance	\$ 531,931	\$ 482,911	\$ 350,038	\$ 384,089	\$ 259,589



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 45	\$ 353	\$ 30	\$ 600	\$ 400
Investment Income	45	353	30	600	400
Juvenile case mgr fee	42,026	41,918	50,000	41,000	41,000
Tpdf city	37,856	39,166	25,000	38,000	38,000
Municipal Court Fines	79,882	81,084	75,000	79,000	79,000
Total Revenue	79,927	81,437	75,030	79,600	79,400
Expenditures					
Personnel services	60,309	31,357	32,064	32,064	65,340
Contractual services	743	322	1,620	420	1,620
Materials and supplies	-	258	6,000	1,000	6,000
Total Expenditures	61,052	31,937	39,684	33,484	72,960
Revenue Over/(Under)					
Expenditures	18,875	49,500	35,346	46,116	6,440
Beginning Fund Balance	75,777	94,652	144,152	144,152	190,268
Ending Fund Balance	\$ 94,652	\$ 144,152	\$ 179,498	\$ 190,268	\$ 196,708



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 392	\$ 2,437	\$ 240	\$ 3,000	\$ 2,500
Investment Income	392	2,437	240	3,000	2,500
Child safety fee	256,186	270,969	260,000	273,000	270,000
Other Revenues	256,186	270,969	260,000	273,000	270,000
Total Revenue	256,578	273,406	260,240	276,000	272,500
Expenditures					
Personnel services	49,675	47,308	86,201	86,201	86,488
Contractual services	116,228	99,191	144,500	102,000	102,000
Materials and supplies	27,845	17,168	63,600	48,600	51,600
Capital Outlay	-	82,500	40,000	-	25,000
Total Expenditures	193,748	246,167	334,301	236,801	265,088
Revenue Over/(Under)					
Expenditures	62,830	27,239	(74,061)	39,199	7,412
Beginning Fund Balance	729,257	792,087	819,326	819,326	858,525
Ending Fund Balance	\$ 792,087	\$ 819,326	\$ 745,265	\$ 858,525	\$ 865,937



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 253	\$ 1,539	\$ 230	\$ 2,300	\$ 2,000
Investment Income	253	1,539	230	2,300	2,000
Federal seizure revenue	331,780	265,389	-	100,000	-
Miscellaneous	7,315	-	-	-	-
Other Revenues	339,095	265,389	-	100,000	-
Total Revenue	339,348	266,928	230	102,300	2,000
Expenditures					
Contractual services	250,557	88,857	88,000	78,000	88,000
Materials and supplies	80,261	35,546	74,000	49,000	74,000
Total Expenditures	330,818	124,403	162,000	127,000	162,000
Revenue Over/(Under)					
Expenditures	8,530	142,525	(161,770)	(24,700)	(160,000)
Beginning Fund Balance	453,890	462,420	604,945	604,945	580,245
Ending Fund Balance	\$ 462,420	\$ 604,945	\$ 443,175	\$ 580,245	\$ 420,245



**FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 50	\$ 108	\$ 120	\$ 64	\$ 50
Investment Income	50	108	120	64	50
Municipal court - security	126,848	126,645	130,000	130,000	130,000
Other Court Fee	126,848	126,645	130,000	130,000	130,000
Total Revenue	126,898	126,753	130,120	130,064	130,050
Expenditures					
Personnel services	174,910	173,406	95,140	95,140	110,286
Contractual services	5,076	5,140	-	-	4,000
Materials and supplies	2,239	1,394	-	-	3,000
Total Expenditures	182,225	179,940	95,140	95,140	117,286
Revenue Over/(Under)					
Expenditures	(55,327)	(53,187)	34,980	34,924	12,764
Beginning Fund Balance	119,408	64,081	10,894	10,894	45,818
Ending Fund Balance	\$ 64,081	\$ 10,894	\$ 45,874	\$ 45,818	\$ 58,582



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 432	\$ 1,712	\$ 430	\$ 2,000	\$ 1,500
Investment Income	432	1,712	430	2,000	1,500
Asset forfeitures - state	249,309	118,050	-	150,000	-
Other Revenues	249,309	118,050	-	150,000	-
Total Revenue	249,741	119,762	430	152,000	1,500
Expenditures					
Personnel service	470	-	-	-	-
Contractual services	206,291	94,701	97,000	87,000	97,000
Materials and supplies	291,878	90,902	131,280	106,280	120,000
Other charges	11,500	24,400	60,000	30,000	60,000
Capital outlay	16,748	7,000	10,000	10,000	-
Total Expenditures	526,887	217,003	298,280	233,280	277,000
Revenue Over/(Under)					
Expenditures	(277,146)	(97,241)	(297,850)	(81,280)	(275,500)
Beginning Fund Balance	958,913	681,767	584,526	584,526	503,246
Ending Fund Balance	\$ 681,767	\$ 584,526	\$ 286,676	\$ 503,246	\$ 227,746



FY 2018 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 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED	ESTIMATED	ADOPTED
			BUDGET		
Revenue					
Interest earned	\$ 22	\$ 156	\$ 10	\$ 200	\$ 100
Investment Income	22	156	10	200	100
Law officer - warrant	1,164	1,155	2,000	2,000	2,000
Law officer - fire marshal	-	500	-	3,000	3,000
Law officer - police	17,257	17,639	20,000	25,000	20,000
Other Revenues	18,421	19,294	22,000	30,000	25,000
Total Revenue	18,443	19,450	22,010	30,200	25,100
Expenditure					
Contractual services	12,802	10,650	20,000	11,000	20,000
Total Expenditures	12,802	10,650	20,000	11,000	20,000
Revenue Over/(Under)					
Expenditures	5,641	8,800	2,010	19,200	5,100
Beginning Fund Balance	38,199	43,840	52,640	52,640	71,840
Ending Fund Balance	\$ 43,840	\$ 52,640	\$ 54,650	\$ 71,840	\$ 76,940



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 24	\$ 164	\$ 15	\$ 260	\$ 160
Investment Income	24	164	15	260	160
Judicial Eff (TP-J) crt fee	27,842	26,289	35,000	27,000	27,000
Municipal Court Fines	27,842	26,289	35,000	27,000	27,000
Total Revenue	27,866	26,453	35,015	27,260	27,160
Expenditures					
Personnel services	11,854	-	2,553	2,553	2,561
Contractual services	8,970	2,524	14,000	3,000	14,000
Materials and supplies	1,623	804	5,900	2,400	5,900
Total Expenditures	22,447	3,328	22,453	7,953	22,461
Revenue Over/(Under)					
Expenditures	5,419	23,125	12,562	19,307	4,699
Beginning Fund Balance	38,443	43,862	66,987	66,987	86,294
Ending Fund Balance	\$ 43,862	\$ 66,987	\$ 79,549	\$ 86,294	\$ 90,993



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 80	\$ 444	\$ 55	\$ 600	\$ 400
Investment Income	80	444	55	600	400
Municipal court - technology fee	169,032	168,781	180,000	170,000	170,000
Other Revenues	169,032	168,781	180,000	170,000	170,000
Total Revenue	169,112	169,225	180,055	170,600	170,400
Expenditures					
Contractual services	167,287	158,444	180,278	180,278	200,278
Materials and supplies	15,998	14,296	53,050	26,000	26,000
Capital outlay	-	-	10,000	-	-
Total Expenditures	183,285	172,740	243,328	206,278	226,278
Revenue Over/(Under)					
Expenditures	(14,173)	(3,515)	(63,273)	(35,678)	(55,878)
Beginning Fund Balance	169,021	154,848	151,333	151,333	115,655
Ending Fund Balance	\$ 154,848	\$ 151,333	\$ 88,060	\$ 115,655	\$ 59,777



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUE					
Hotel-motel tax	\$ 752,948	\$ 915,241	\$ 650,000	\$ 615,000	\$ 625,000
Other Taxes	752,948	915,241	650,000	615,000	625,000
Interest earned	4,957	8,197	1,500	13,000	10,000
Investment Income	4,957	8,197	1,500	13,000	10,000
Miscellaneous	6,000	-	6,000	-	-
Other Revenue	6,000	-	6,000	-	-
Total Revenue	763,905	923,438	657,500	628,000	635,000
EXPENDITURES					
Personnel services	124,777	139,030	140,555	140,555	144,676
Contractual services	138,624	101,986	139,770	139,770	144,750
Materials and supplies	89,305	63,583	125,103	125,103	100,900
Capital outlay	-	93,245	90,000	90,000	505,000
Other uses	974	4,533	45,000	45,000	140,000
Total Expenditures	353,680	402,377	540,428	540,428	1,035,326
Revenue Over/(Under)					
Expenditures	410,225	521,061	117,072	87,572	(400,326)
Beginning Fund Balance	1,949,508	2,359,733	2,880,794	2,880,794	2,968,366
Ending Fund Balance	\$ 2,359,733	\$ 2,880,794	\$ 2,997,866	\$ 2,968,366	\$ 2,568,040



**FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
Revenue					
Interest earned	\$ 40	\$ 231	\$ 30	\$ 300	\$ 200
Investment Income	40	231	30	300	200
Preservation of vital statistics	5,085	5,444	5,500	5,500	5,500
Other Revenues	5,085	5,444	5,500	5,500	5,500
Total Revenue	5,125	5,675	5,530	5,800	5,700
EXPENDITURES					
Contractual services	-	8,013	46,500	-	22,493
Materials and supplies	-	-	1,000	1,000	1,000
Total Expenditures	-	8,013	47,500	1,000	23,493
Revenue Over/(Under)					
Expenditures	5,125	(2,338)	(41,970)	4,800	(17,793)
Beginning Fund Balance	74,087	79,212	76,874	76,874	81,674
Ending Fund Balance	\$ 79,212	\$ 76,874	\$ 34,904	\$ 81,674	\$ 63,881



**FY 2018 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 2015	FY 2016	FY 2017	FY 2017	FY 2018
	ACTUAL	ACTUAL	AMENDED	ESTIMATED	ADOPTED
Revenue					
1% Public. Ed and Gov (PEG)	\$ 324,986	\$ 316,869	\$ 280,000	\$ 300,000	\$ 300,000
Other Revenues	324,986	316,869	280,000	300,000	300,000
Total Revenue	324,986	316,869	280,000	300,000	300,000
EXPENDITURES					
Materials and supplies	34,708	17,066	114,000	114,000	114,000
Capital outlay	88,240	36,248	50,000	490,418	50,000
Total Expenditures	122,948	53,314	164,000	604,418	164,000
Revenue Over/(Under)					
Expenditures	202,038	263,555	116,000	(304,418)	136,000
Beginning Fund Balance	487,494	689,532	953,087	953,087	648,669
Ending Fund Balance	\$ 689,532	\$ 953,087	\$ 1,069,087	\$ 648,669	\$ 784,669



**FY 2018 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 2017		
	FY 2015	FY 2016	AMENDED	FY 2017	FY 2018
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
Revenue					
Interest earned	\$ 70	\$ 425	\$ 40	\$ 650	\$ 500
Investment Income	70	425	40	650	500
Abandoned auto fund	288,439	308,291	250,000	300,000	250,000
Other Revenues	288,439	308,291	250,000	300,000	250,000
Total Revenue	288,509	308,716	250,040	300,650	250,500
EXPENDITURES					
Contractual services	196,266	228,163	270,200	215,200	270,200
Materials and supplies	33,742	32,261	39,500	26,500	39,500
Other charges	21,799	32,693	25,000	25,000	25,000
Total Expenditures	251,807	293,117	334,700	266,700	334,700
Revenue Over/(Under)					
Expenditures	36,702	15,599	(84,660)	33,950	(84,200)
Beginning Fund Balance	84,948	121,650	137,249	137,249	171,199
Ending Fund Balance	\$ 121,650	\$ 137,249	\$ 52,589	\$ 171,199	\$ 86,999



FY 2018 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 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUE					
Sign removal fee	\$ 2,850	\$ 2,820	\$ 3,000	\$ 3,000	\$ 3,000
Business License and Permits	2,850	2,820	3,000	3,000	3,000
Interest earned	43	248	30	240	200
Investment Income	43	248	30	240	200
Total Revenue	2,893	3,068	3,030	3,240	3,200
EXPENDITURES					
Personnel services	-	-	-	13,000	24,326
Contractual services	-	-	10,000	1,000	10,000
Materials and supplies	-	-	10,000	1,000	10,000
Total Expenditures	-	-	20,000	15,000	44,326
Revenue Over/(Under)					
Expenditures	2,893	3,068	(16,970)	(11,760)	(41,126)
Beginning Fund Balance	81,396	84,289	87,357	87,357	75,597
Ending Fund Balance	\$ 84,289	\$ 87,357	\$ 70,387	\$ 75,597	\$ 34,471



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FY 2018 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.

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUE					
City sales tax	\$ 10,479,878	\$ 10,783,642	\$ 4,304,706	\$ 10,500,000	\$ 10,500,000
Sales Taxes	10,479,878	10,783,642	4,304,706	10,500,000	10,500,000
Interest earned	19,623	110,540	108,196	200,200	150,200
Miscellaneous	191,500	-	-	-	-
Investment/Other Income	211,123	110,540	108,196	200,200	150,200
Transfers in	1,444,850	1,218,780	2,208,481	794,600	2,321,751
Other financing sources	1,444,850	1,218,780	2,208,481	794,600	2,321,751
Revenue before Elimination	12,135,851	12,112,962	6,621,383	11,494,800	12,971,951
Transfers in elimination	(1,444,850)	(1,218,780)	(2,208,481)	(794,600)	(2,321,751)
Net Revenue	10,691,001	10,894,182	4,412,902	10,700,200	10,650,200
EXPENDITURES					
Contractual services	364,965	294,209	1,278,700	348,100	1,857,700
Materials and supplies	788	278	3,000	1,500	5,700
Debt service/other charges	924,462	924,293	926,781	15,000	1,033,351
Capital outlay	4,655,513	7,461,757	-	42,711,089	-
Transfers out	1,444,850	1,368,780	2,638,481	1,224,600	2,321,751
Expenditures before Elimination	7,390,578	10,049,317	4,846,962	44,300,289	5,218,502
Transfers out elimination	(1,444,850)	(1,218,780)	(2,208,481)	(794,600)	(2,321,751)
Net Expenditures	5,945,728	8,830,537	2,638,481	43,505,689	2,896,751
Revenue Over/(Under) Expenditures	4,745,273	2,063,645	1,774,421	(32,805,489)	7,753,449
Beginning Fund Balance	36,806,775	41,552,048	43,615,693	43,615,693	10,810,204
Ending Fund Balance	\$ 41,552,048	\$ 43,615,693	\$ 45,390,114	\$ 10,810,204	\$ 18,563,653



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FY 2018 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.

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 AMENDED BUDGET	FY 2017 ESTIMATED	FY 2018 ADOPTED
REVENUE					
City sales tax	\$ 10,023,826	\$ 10,407,005	\$ 9,998,000	\$ 10,148,900	\$ 10,132,500
Sales Taxes	10,023,826	10,407,005	9,998,000	10,148,900	10,132,500
Other income	8,258	39,172	-	15,000	-
Interest earned	3,688	22,956	2,000	32,000	28,000
Investment/Other Income	11,946	62,128	2,000	47,000	28,000
Total Revenue	10,035,772	10,469,133	10,000,000	10,195,900	10,160,500
EXPENDITURES					
Personnel services	6,311,114	6,790,450	6,304,266	6,304,266	6,501,912
Contractual services	508,111	1,311,864	1,240,797	1,240,797	1,278,760
Materials and supplies	226,013	789,884	913,152	913,152	829,450
Capital outlay	1,373,164	1,704,269	3,599,033	3,599,033	1,754,499
Total Expenditures	8,418,402	10,596,467	12,057,248	12,057,248	10,364,621
Revenue Over/(Under) Expenditures	1,617,370	(127,334)	(2,057,248)	(1,861,348)	(204,121)
Beginning Fund Balance	6,876,800	8,494,170	8,366,836	8,366,836	6,505,488
Ending Fund Balance	\$ 8,494,170	\$ 8,366,836	\$ 6,309,588	\$ 6,505,488	\$ 6,301,367



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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 2018 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
1149 Ellsworth
Pasadena, Texas 77506
713-477-1511
www.ci.pasadena.tx.us

Jeff Wagner, Mayor

Felipe Villarreal, District A
Bruce Leamon, District B
Don Harrison, District C
Sammy Casados, District D

Cody Ray Wheeler, District E
Phil Cayten, District F
Cary Bass, District G
Thomas Schoenbein, District H