



JEFF WAGNER
MAYOR

City of Pasadena, Texas
Fiscal Year 2019 • Adopted Budget





PUBLIC NOTICE

THIS BUDGET HAS MORE REVENUE FROM PROPERTY TAXES THAN LAST YEAR'S BUDGET BY AN AMOUNT OF \$6,203,909, WHICH IS A 13.09% INCREASE FROM LAST YEAR'S BUDGET. THE PROPERTY TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR IS \$1,335,936.

Above Public Notice is required by House Bill 3195.



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October 1, 2018

Members of Pasadena City Council and Citizens of Pasadena:

It is with great pleasure that I present to you the City of Pasadena's Fiscal Year 2019 Adopted Budget. With this budget, we carry forward this administration's aggressive agenda for community improvement. Our priorities are those of the people we serve: better streets, sidewalks, drainage and other infrastructure; top quality parks, libraries and municipal facilities; and first rate customer service. This budget emphasizes our commitment to a better Pasadena by targeting efficiencies and savings that free up resources necessary for delivery of the high quality services our citizens expect and deserve. This budget provides a strong combined fund balance of approximately \$144.7 million. All our major funds have healthy fund reserves, allowing us to provide the necessary services our community desires.

As proposed, General Fund revenues and expenditures are in balance, with the total expenditure budget of \$116.2 million about 5.4 % increase over the current amended budget. End of year projections for FY 2018 reflect an increase in the General Fund balance of approximately \$5.2 million, providing for an ending FY 2019 fund balance that is available to spend of \$22.7 million, continuing our commitment to conservative management practices. Our region is scheduled to receive FEMA funding for flooding mitigation as a result of Hurricane Harvey. A strong general fund balance will be necessary to provide the cash-match required to participate in these grants.

Our primary revenue sources remain strong, as we look ahead at FY 2019. General Fund Property tax revenue is estimated to increase by approximately \$4.5 million as a result of the adopted property tax rate. Industrial District revenue remains the same as the FY 2018 level of \$17.9 million. Throughout the year, staff has worked diligently to renegotiate contracts with our Industrial District partners. Completion of these negotiations is anticipated by early fall 2018, securing future growth and stability for our city.

A strong year in sales has resulted in a projected increase of \$1 million of Sales Tax revenue over FY 2018 budget. Businesses and restaurants are continuing to move into our community at a record rate, seeing it as a unique and stable economy.

During FY 2017, Certificates of Obligation were issued in the amount of \$20 million to provide funding for General Fund projects. Additional Certificates of Obligation were approved to be issued on September 18, 2018 in the amount of \$36 million. Proposed use of these funds will be street improvements for: Lafferty Road, Pansy Street Phase II, and Wafer Street; the Browning Subdivision drainage project; a new joint Police and Fire Training Academy; and various improvements to city parks. The additional principal and interest expenses for this debt are included in the proposed budget.

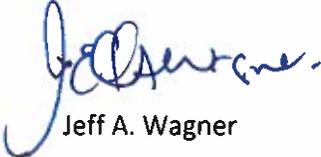
System Fund revenues are expected to increase by \$1.6 million from FY 2018 budget while operating expenditures are expected to increase approximately \$200,000. The fund balance is expected to remain healthy at \$23 million, of which \$17 million is available to spend. Funds have been earmarked for future capital improvement projects.

Projections for the Maintenance Fund indicate a surplus of \$3.8 million at the end of FY 2018. Of those funds, \$3.1 million will be used to purchase/replace non-emergency vehicles and equipment for various city departments.

The net personnel will decrease 10 positions city wide, at a total of 1150 budgeted positions. During the budget process, some vacant positions were eliminated. The budget includes one police cadet class of 15, which will be funded by the Pasadena Crime Control District. Funding has been included to hire an outside consultant to prepare a compensation study and ensure market competitiveness for all employees. Attraction and retention of the best qualified applicants will demonstrate the City's commitment to its workforce. No changes or increases were made to employee health plans, even as health care costs continue to rise.

I am pleased with the financial condition of the City and I attribute that condition to the actions of City Council and the hard work of our dedicated City staff. Our employees are truly committed to public service and we, as elected officials, can be truly proud of their performance.

Respectfully Submitted,



Jeff A. Wagner



**FY 2019 ADOPTED BUDGET
CITY OF PASADENA, TEXAS
PRINCIPAL OFFICIALS**

MAYOR

JEFF 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 SCHOENBEIN

CITY CONTROLLER

JOMIE BLUMREICH

CITY SECRETARY

LINDA RORICK

CITY ATTORNEY

LEE CLARK

DIRECTOR OF PERSONNEL

DANIEL PENNINGTON

DIRECTOR OF PUBLIC WORKS

ROBIN GREEN

CHIEF OF POLICE

ALBERTO ESPINOZA, JR

FIRE CHIEF

LANNY ARMSTRONG

FIRE MARSHALL

DAVID BRANNON

BUDGET & FINANCIAL PLANNING

SHERRY WOMACK

DIRECTOR OF COMMUNITY RELATIONS

JOSEPH LINDBERG

DIRECTOR OF PLANNING

DEANNA SCHMIDT

DIRECTOR OF HEALTH

KATHY PEREZ-ASHTON

DIRECTOR OF PARKS/RECREATION

JED APLACA

DIRECTOR OF ECONOMIC DEVELOPMENT

CARLOS GUZMAN

PRESIDING JUDGE, MUNICIPAL COURTS

LESTER RORICK

DIRECTOR OF MAINTENANCE SERVICES

ALLAN TEAGUE





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.

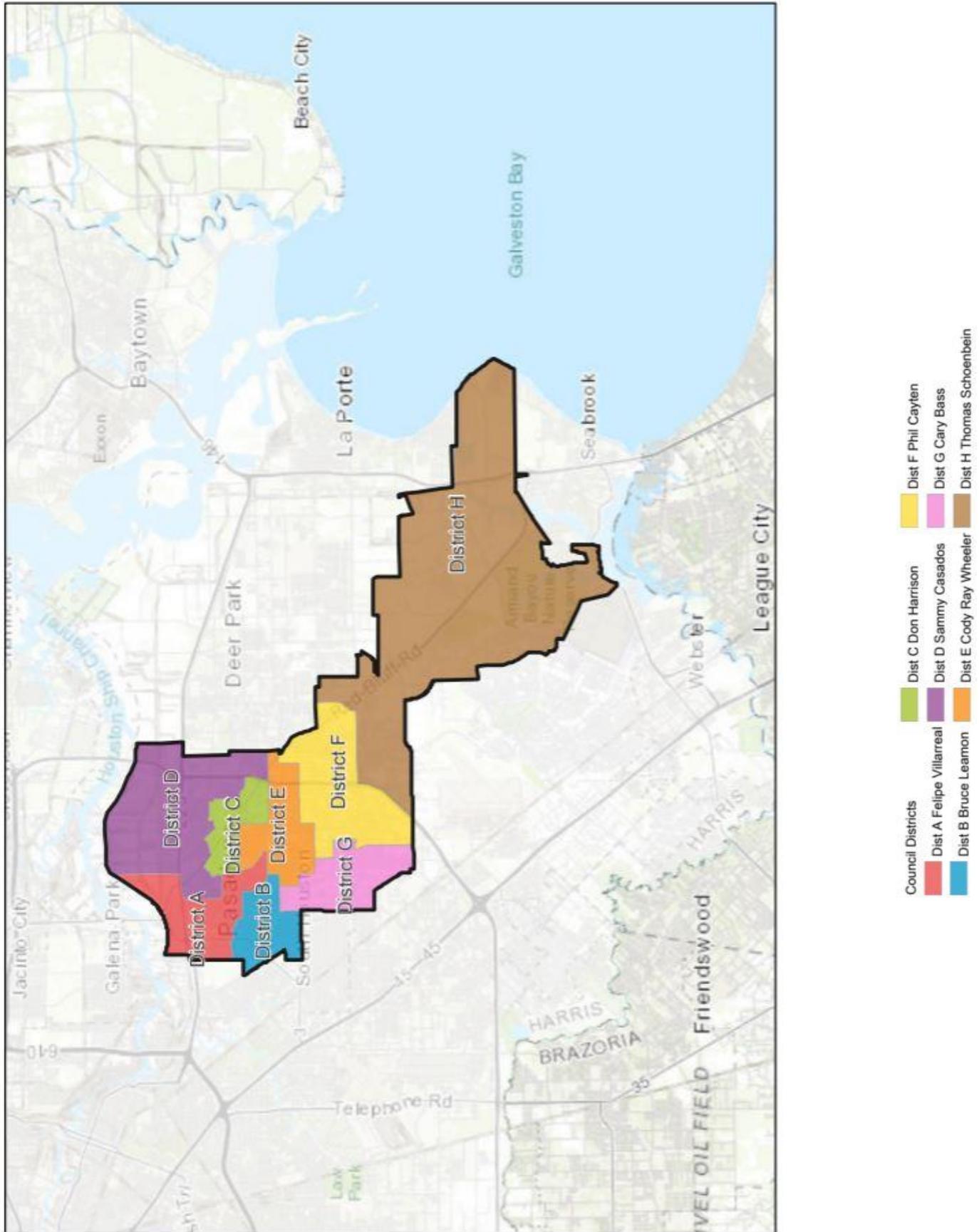
Respect:

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.





ORGANIZATION CHART

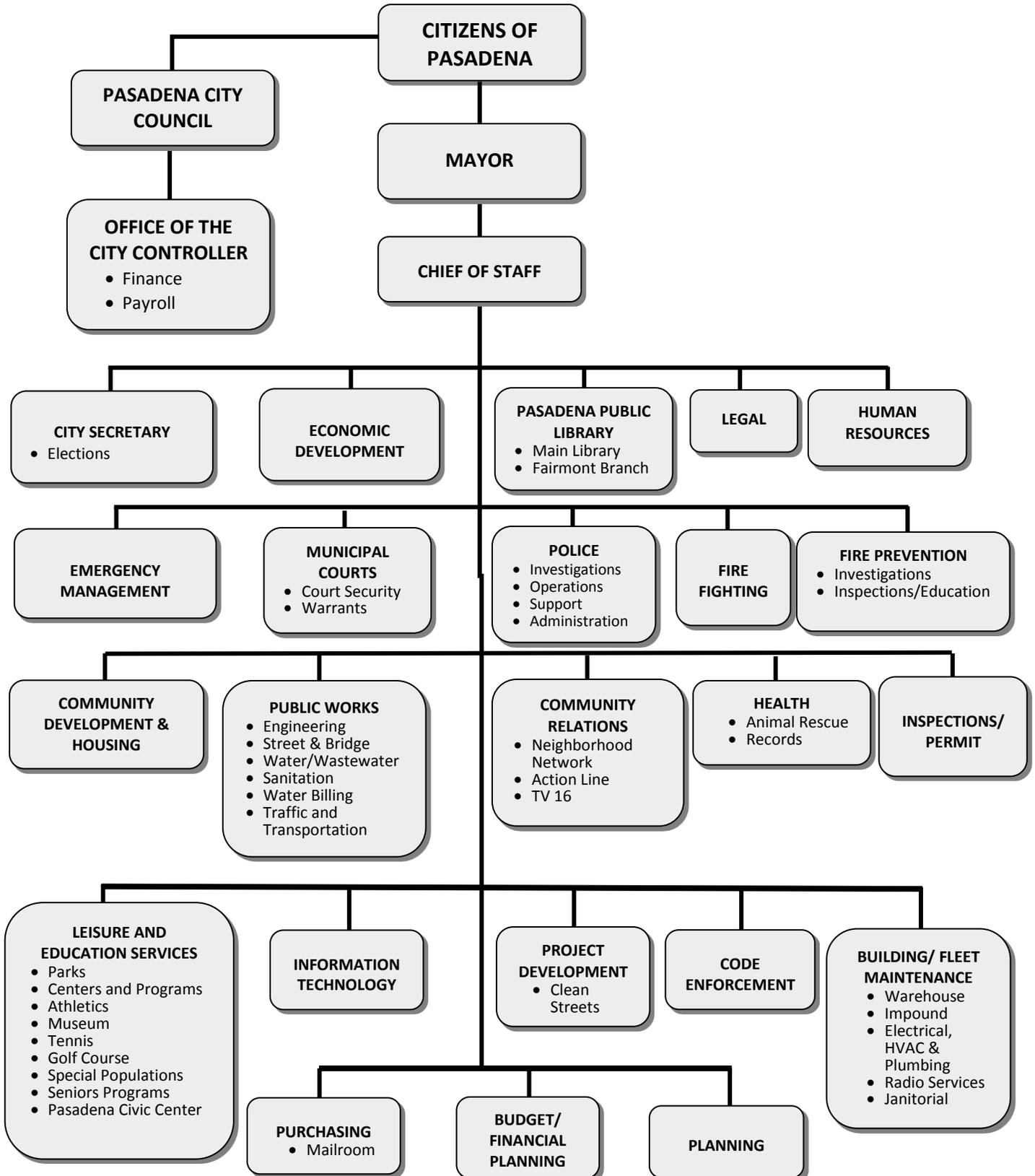




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**PROFILE OF PASADENA, TEXAS**

Welcome to the profile of the City of Pasadena. Although the fiscal year 2018-19 budget is necessarily a financial document, we also wish to acquaint you with some of the history, highlights and facilities of Pasadena, the great city in which we work and live.

CITY GOVERNMENT

The City of Pasadena operates under a Mayor-Council form of government with a mayor and eight council members responsible for enacting legislation, adopting budgets and determining the policies of the city.

Council members are elected by voters in each eight districts and serve two-year terms. Council members may serve a maximum of four consecutive two-year terms. The Mayor is elected by voters of the entire city and serves four-year terms with a limit of two consecutive terms. The Mayor is the city's chief administrator and executive officer, responsible for all its affairs and recognized as the head of the city government.

The Mayor is entitled to vote on all matters that come before the City Council and also has the power to veto ordinances and resolutions adopted by the Council. The City Council may override the Mayor's veto by a majority vote.

The City Council meets the first and third Tuesday of every month. On the first Tuesday of each month, the Council meeting is held at 10 a.m. On the third Tuesday of each month, the Council meeting is held at 6 p.m.

HISTORY OF PASADENA

The City's history dates back to its founding in 1893 by John H. Burnett of Galveston. Named after Pasadena, California by retired banker Charles Munger, who hoped to draw residents to the new Texas community by using the name of the popular California city, Pasadena began rising to prominence as a farming community with the construction of the La Porte, Houston and Northern Railroad in 1894. The City's reputation as a producer of fruits and vegetables became known on a regional basis by the early 1900s, when Clara Barton, founder of the American Red Cross, provided Gulf Coast farmers with 1.5 million strawberry plants following a devastating hurricane in 1900.

By 1920, industry had begun to make its presence felt, with the Sinclair, Texaco and Crown oil companies all having built refineries in the area. But the transition from an agriculture economy to an industrial one did not fully materialize until the late 1930s and into the 1940s when World War II spurred rapid growth in Houston Ship Channel industries. Pasadena saw its population jump from 3,436 in 1940 to 22,483 in 1950 as newcomers flocked to the promise of jobs and prosperity at the area's shipyards and growing collection of industrial facilities. Pasadena's commercial sector began expanding as the opening of the Washburn Tunnel provided easier access to Pasadena from north of the Houston Ship Channel. By 1960, Pasadena's population stood at 58,737, but the growth was far from over.



As newcomers continued to arrive in Pasadena, the city renewed its annexation battles with Houston and eventually annexed land stretching to Clear Lake and Galveston Bay. Meanwhile, citizens endorsed a major overhaul of Pasadena's city government, changing from a commission format to a strong-mayor design with an expanded City Council in 1964. The City adopted the "Home Rule Charter" on December 12, 1964, pursuant to the laws of the State of Texas. From its start as a handful of farmers on 1.7 square miles in the early 1890s, Pasadena grew by 1980 into a large suburban community of 112,560 people and 59.5 square miles.

Though industry remained the dominant force in the local economy, diversification also occurred with the rise of NASA's Johnson Space Center in the neighboring Clear Lake area and with growth in health care, public sectors and service-oriented businesses. This expansion of the City's economic foundation allowed Pasadena to weather the effects of the "oil bust" of 1984. By 1990, the population had not only rebounded, but had risen to 119,636. During the 1990s, Pasadena continued growing with both residential and commercial development occurring at unprecedented rates. Available land, low interest rates and a friendly business atmosphere contributed to this phenomenal expansion. Pasadena is still a growing and ethnically diverse city. The 2010 Census reflects a population of 149,043.

While the City celebrates its heritage each year with the Strawberry Festival and the Pasadena Livestock Show & Rodeo, including the rodeo's Barbeque Cook-off, the Pasadena of today scarcely resembles the small farming community established along the banks of Buffalo Bayou in the 1890s. From a tiny agrarian enterprise, Pasadena has blossomed into a city with wide-ranging strengths that position it for continued success in the 21st century.

PASADENA TODAY

The City of Pasadena is the seventeenth largest city in Texas and the largest suburban city in the Houston metropolitan area. Pasadena is located in southeast Texas, bordering the Houston Ship Channel and currently has a land area of 59.2 total square miles divided into 15.5 square miles of industrial area and 43.7 square miles of residential/commercial area. Pasadena's 2017 population is estimated at 153,520 with the 2010 census population at 149,043.

The City of Pasadena provides a full range of municipal services including: police and fire protection, traffic and municipal courts, sanitation services, construction and maintenance of streets and related infrastructure, water and sewer systems, recreational activities, (i.e. parks, swimming pools, baseball/softball fields, tennis courts, jogging and biking trails, golf course, and libraries), and cultural event facilities, including a convention center, a senior citizen center, athletic/recreational centers, and the Verne Cox Multipurpose Center for special needs citizens.

Pasadena has available qualified technical and professional employees who are graduates of the City's three institutions of higher learning – San Jacinto Community College, Texas Chiropractic College and University of Houston at Clear Lake. Excellent medical centers and clinics offer a broad variety of medical choices, assuring quality health care for Pasadena's citizens. These facilities make it possible for Pasadenans to meet all of their health needs without traveling to another city.

**HOW TO USE THIS BUDGET DOCUMENT**

This document is the annual operating budget of the City of Pasadena for the fiscal year beginning October 1, 2018 and ending September 30, 2019. This is referred to throughout as the FY 2019 or FY19 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 Adopted Budget.

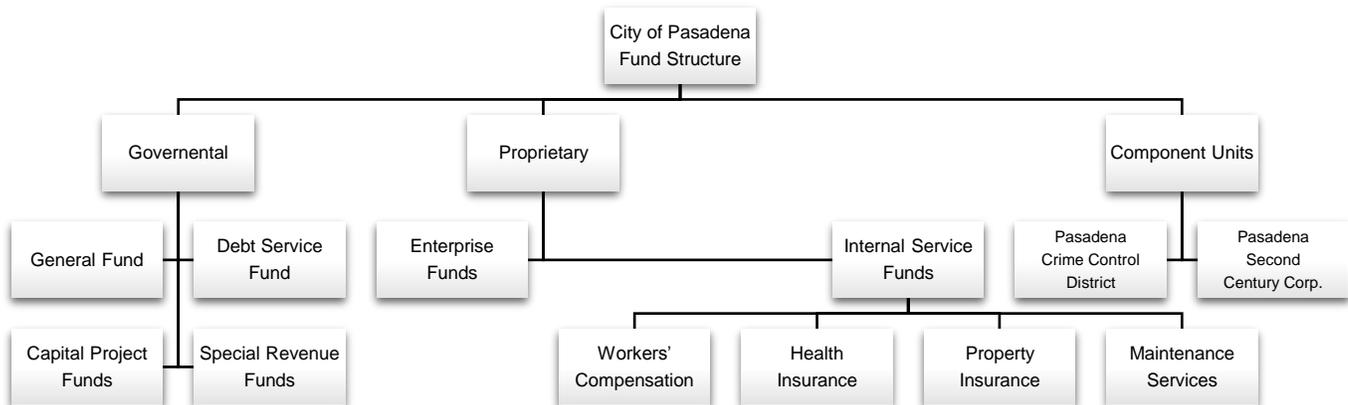
In accordance with governmental accounting and financial reporting standards, the City accounts for its revenues and expenditures in separate funds. This helps to ensure that taxes, fees, and charges intended for a specific purpose are in fact used for those purposes.

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 and is a Type B Economic Development Corporation. The ½% sales tax is to be used for economic development which is administered by PSCC.

**BASIS OF ACCOUNTING**

Basis of accounting refers to the point in time at which revenues and expenditures are recognized in the accounts and reported in the financial statements. The City's basis of accounting is modified accrual in governmental funds and full accrual in proprietary funds as they are described above. Expenditures are recorded using two methods of accounting: modified accrual and full accrual. Payroll costs are recorded on a modified accrual basis: payroll is recorded when income is earned by employees and are not recorded based on period in which salaries and wages are paid. The costs of goods and services are accrued according to the period in which they are received. Other expenses, including long-term payments for debt service, accrued leave, and replacement of city assets are recorded as they are incurred in proprietary funds.

Income generally is recorded during the period in which the City receives it with the exception of certain tax revenues. Property, sales and franchise taxes are recorded for thirty days after the end of the fiscal year.

The basis of budgeting is the same as the basis of accounting except for the modified accrual presentation used in the System Fund. Under the Internal Service Funds, the Vehicle Maintenance fund accounts for depreciation of vehicles as a revenue source for future replacement of vehicles.

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

FY 2017 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2017. (Previous data has been updated.)

FY 2018 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2018.

FY 2018 Estimated – A projection (as of April 30, 2018) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2018.

FY 2019 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2019.

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 2019 Adopted Budget contains information about each fund and the departments within the fund. Summaries for each department include a mission statement, prior year accomplishments, budget year goals and objectives, performance indicators and funding levels.

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

The **Appendices** section includes a community profile, the budget ordinance, copy of the ordinance establishing the tax rate, 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 2018. After a review of the aforementioned projections, it was decided that FY 2019 expenditures would be proposed at FY 2018 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 late July. Shortly thereafter, one budget workshop was held. The final Adopted Budget for FY 2019 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 at least 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 through ordinance. Together with appropriation changes, new fund balance projections are then forecasted. These steps result in the Amended Budget.

BUDGET POLICY

The development of the budget is based on budget policies formulated by the administration and considered part of the Adopted Budget. Adopted budgets will comply with the guiding principles incorporated by the administration. Furthermore, City administration will annually refine written policies and goals to guide the preparation of performance, financing, and spending plans for the City budget. Following are the current guidelines used during the budget process:

Operating Budget

1. **Balanced Budget.** The City's operating budget is considered balanced if each fund is projected to end the next fiscal year with a positive balance. The City further considers the budget balanced if the ending fund balances projected for the end of the next fiscal year generally meet the requirements delineated herein. (This objective is achieved in this budget.)
2. **Undesignated Reserve Fund Balance.** Fund balances will be maintained sufficient to provide for temporary financing of unforeseen needs of an emergency nature.
 - a. The City's policy is to maintain a level of undesignated fund balance in the General Fund at a minimum two months of regular operating expenditures.
 - b. The City will strive to maintain special revenue fund balances so as to cover at least two month's expenditures at approved budget levels.
 - c. Balances in Internal Service funds established for insurance purposes will be maintained at sufficient levels to provide for current liabilities and incurred but not repeated claims.
 - d. Ending balances in the Maintenance Fund will be maintained at a level equal to one year's equipment replacements and two months of operating expenses.
 - e. System Fund equity shall be maintained at sufficient levels to provide for two month operating expenses in addition to an amount necessary to cover applicable revenue bond covenants.
 - f. The General Debt Service Fund Balance shall be maintained at a level sufficient to pay expenses of the Fund between October 1 and January 31 each fiscal year.
3. **One-Time Revenues.** One time income generally will be budgeted for one-time expenses.



4. *User Charges and Fees Required.* The unit cost of providing each service will be reviewed at least every three years, and compared with the same cost of other similar jurisdictions with fees and charges associated with the service.

5. *Appropriations/Transfer of Appropriations (Charter Directive).* “From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes named therein. The City Council shall have the authority to transfer appropriation balances from one expenditure account to another within a single office, department, or agency of the City” (Source: City Charter, Article IX, Section 9). Appropriations of this purpose are defined as:
 - a. Personnel Services;
 - b. Contractual Services;
 - c. Materials & Supplies;
 - d. Maintenance Charges;
 - e. Capital Outlay;
 - f. Other Charges;
 - g. Other Uses; and
 - h. Other Financing.

6. Positions are created by vote of City Council and added or deleted from the Budget by City Council vote as well.

7. A system of performance measurement will be maintained and be used in conjunction with other information to establish budgetary goals, allocations and standards.

8. Budget monitoring reports will be used to monitor projected operating expenditures and revenues versus budgeted amounts.

**FINANCIAL POLICIES****I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

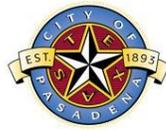
The City of Pasadena, Texas, (“City”) was incorporated December 26, 1928 and adopted the “Home Rule Charter” on December 12, 1964 pursuant to the Laws of the State of Texas. The City is governed by an elected Mayor and eight-member council and provides such services as authorized by the Charter to advance the welfare, health, comfort, safety, and convenience of the City and its citizens.

The financial statements of the City have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to state and local governments. The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing governmental accounting and financial reporting. The GASB periodically updates its codification of the existing Governmental Accounting and Financial Reporting Standards that, along with subsequent GASB pronouncements (Statements and Interpretations), constitute GAAP for state and local governments.

A. Reporting Entity

As required by generally accepted accounting principles, the accompanying basic financial statements present the City (the primary government) and its component units over which the City has significant relationship and influence.

Blended Component Unit. The Pasadena Second Century Corporation is reported as a capital projects fund. Pasadena Second Century Corporation is managed by a seven-member board of directors appointed by the Mayor and approved by the City Council. Although it is legally separate from the City, the Pasadena Second Century Corporation is reported as if it was part of the City (the primary government) because its sole purpose is to provide economic resources to fund the City’s capital projects such as repair and improvement of streets, sidewalks, sewer and water lines, drainage systems, and parks that stimulate the City’s business climate, promote new and expanded business enterprises, and improve residential quality of life. All completed projects are recorded as the City’s capital assets.



Discretely Presented Component Unit. The component unit column in the basic financial statements includes the financial data of the City's other component unit, the Pasadena Crime Control and Prevention District (the "District"). The District is reported in a separate column to emphasize that it is legally separated from the City. The District was established to fund crime control initiatives and public safety programs for the benefit of the citizenries and is managed by a seven-member board of directors appointed by the Mayor and approved by the City Council. The City has the ability to impose its will on the District because it approves the District's budget and the City is legally entitled to and does have complete access to the District's economic resources.

Each component unit is funded by the levy of one-half of one percent sales and use tax approved by the voters on November 3, 1998. Separate financial statements for the two component units are available at the City Controller's office.

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements include the Statement of Net Position and the Statement of Activities.

The Statement of Net Position is used to display the financial position of all of the activities of the City (the primary government) and its component units. The focus of this statement is on governmental and business-type activities rather than major fund reporting required in the fund financial statements. Governmental activities are normally supported by taxes and intergovernmental revenues and are reported separately from the business-type activities, which are supported mainly on fees and charges to external customers. The City (primary government) is reported separately from certain legally separate component units for which the City has ongoing financial relationships.

The objective of this statement is to provide information needed to evaluate the financial condition; to assess the level of services provided and its ability to meet its obligations as it comes due; to understand the extent of invested capital assets, including roads, bridges, and other infrastructure assets; and to disclose legal or contractual restriction on resources.



The Statement of Activities demonstrates the degree to which direct expenses of a given function/program (e.g., general government, public safety, public works, etc.) are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function/program. Indirect expenses are automatically allocated to the applicable function/program and have been included in the program expenses reported for the various function/program activities.

Program revenues are (1) charges for services for specific purposes such as charges for water and sewer services and garbage collections and it also includes user fees for culture and recreational facilities, charges for licenses and permits, and fines and forfeitures; and (2) grants and contributions that are restricted to meet the operational or capital requirement of a particular function/program. Property and business taxes and other revenue sources not included with program revenues are reported as general revenue.

The objective of this statement is not to identify which function/program made or lost money, but rather to report the relative financial burden of each function/program on taxpayers.

Fund Financial Statements

The fund financial statements are used to report additional detailed information about the City (the primary government). Fund financial statements focus on major funds of the City in contrast to governmental and business-type activities reported in the government-wide statements.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported in separate columns in the fund financial statements.

In conclusion, the focus of the government-wide financial statements is on the City as a whole. It emphasizes the operational accountability to the extent that the City has met its operating objectives efficiently and effectively, using all resources available for these purposes, and the sustainability of the City as an entity. The focus on the fund financial statements is on major individual funds of the governmental and business-type categories. Each presentation provides valuable information that can be analyzed and compared to enhance the usefulness of the information.

**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation****Government-Wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, which incorporates long-term assets and receivables, as well as long-term debt and obligations. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. The exception to this general rule is internal services provided by the internal service funds. Elimination of these charges would distort the direct costs reported in the various function concerned.

Fund Financial Statements**Governmental Funds**

The governmental fund financial statements are presented using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds (general, debt service, four of the special revenue funds, and two grant management programs) are normally budgeted. This presentation is to demonstrate legal and covenant compliance, the source and use of liquid resources, and to establish that the City's actual performance conforms to the budgeted fiscal plan. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Revenue is available to finance the expenditures of the same fiscal period for which it is recorded. Expenditures are generally recorded when a liability is incurred. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due.

Major revenue sources susceptible to accrual include: property taxes, business taxes (sales, utility, and other types), intergovernmental revenues (federal and state grants) and investment income. In general, other revenues are recognized when cash is received.



Proprietary Funds

The proprietary funds are reported in the same way that all activities are reported in the government-wide financial statements. It measures economic resources using the full accrual basis of accounting. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses. The proprietary fund category includes enterprise and internal service fund types.

The principal operating revenues of the City's water and sewer system enterprise fund are charges to customers for sales and services. Operating expenses for the water and sewer system enterprise fund and internal service funds include the cost of sales and services, claims and administrative expenses, and depreciation on capital assets.

Focus on Major Funds

Under GASB Statement No. 34, the focus of the fund financial statements is on major funds, which generally represent the City's most important funds. Each major governmental and enterprise fund must be presented in its own column in the governmental or proprietary fund statements. Non-major funds are aggregated and presented in a single column.

The City reports the following major funds:

Governmental Funds

General fund accounts for several of the City's primary services (General Government, Public Safety, and Public Works, etc.) and is the primary operating unit of the City. The general fund is always considered a major fund for reporting purposes.

Debt service fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of governmental funds. The debt service fund is considered a non-major fund for reporting purposes, but the City has elected to present as major due to its significance.

Pasadena Second Century Corporation fund accounts for the resources accumulated and payments made for the City's capital improvement projects.



Capital projects fund accounts for the acquisition of capital assets and construction of major capital projects not being financed by Pasadena Second Century Corporation or proprietary funds. The capital projects fund is considered a non-major fund for reporting purposes, but the City has elected to present as major due to its significance.

Grant management fund accounts for the City's federal and state grant programs. Major grants included in the fund are Section 8 Rental Voucher Program, HOME Investment Partnership Program, Community Development Block Grants and Urban Area Security Initiative grants from the Department of Housing and Urban Development, the Federal Equitable Sharing of Forfeited Property through the Justice and Treasury Departments. The grant management fund is considered a non-major fund for reporting purposes, but the City has elected to present as major due to its significance.

Proprietary Funds

Water and sewer system enterprise fund accounts for the operation of the City's water and sewer utility. Activities of the fund include administration, operation and maintenance of the water and sewer system, and billing and collection activities. The fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest for revenue bonds and obligations, when due, throughout the year. All costs are financed through charges made to utility customers. Rates are reviewed periodically and adjusted as necessary to ensure integrity of the fund.

Additionally, the City also reports the following fund type:

Internal service funds account for the financing of goods or services provided by one department to other departments within the City, generally on a cost reimbursement basis. These include the technical services, warehouse, fleet, facilities operation, mail room, and risk management in regards to workers' compensation claims, general liabilities, and health care benefits.

**D. Assets, Liabilities, and Net Position or Fund Balance (Equity)****1. Cash, Cash Equivalents, and Investments**

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. It is the policy of the City to require a full collateralization of all City funds on deposit with a depository bank.

The City follows the Laws of the State of Texas on investment of its funds, which are specifically limited to the following:

- 1) Obligations of the United States or its agencies and instrumentalities
- 2) Direct obligations of the State of Texas or its agencies
- 3) Other obligations, the principal of and interest on, which are unconditionally guaranteed or insured by the State of Texas or the United States
- 4) Obligations of states, agencies, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent
- 5) Certificates of deposit issued by state and national banks domiciled in this state
- 6) Fully collateralized direct repurchase agreements
- 7) Certificates of deposit issued by savings and loan associations domiciled in this state

An inter-local agreement was approved by the City Council on April 14, 1992 allowing the City Controller, designated and acting as the investment officer for the City, to invest City funds in TexPool, a Texas Local Government Investment Pool, and LOGIC, a Local Government Investment Cooperative. On May 20, 1997, the City Council approved a resolution authorizing the City to participate in Texas CLASS, a Cooperative Liquid Assets Security System that allows Texas municipalities to cooperate in the investment of their available funds.

During the year, the City invested in TexPool, LOGIC, and CLASS. Investments in TexPool, LOGIC, and CLASS operate like a "2a7-like" pool and are reported at amortized cost.



2. Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables/payables" or "advances to/from other funds". All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances". All trade and property taxes receivables are shown net of an allowance for uncollectible. The property tax receivable allowance is approximately equal to 70% of outstanding property taxes at September 30, 2016.

3. Inventories and Prepaid Items

Inventories of supplies are maintained at the City warehouse for use by all City departments and are accounted for using the consumption method; that is to say, inventories are reported as an asset until consumed, at which time the expenditure would be reported. Inventories are valued at cost using the first-in/first-out (FIFO) method.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. Capital Assets

Capital assets, which include land, buildings and building improvements, facilities and other improvements (recreation area and athletic fields, swimming pools, tennis courts, golf courses, pavilions, path and trails, fencing, and landscaping), machinery and equipment, infrastructure (roads, sidewalks, fire hydrants, bridges, traffic light systems, and water and sewer lines and plants), automotive equipment, and construction in progress, are reported in the applicable governmental or business-type activity columns in the government-wide financial statements.

Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at the acquisition value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.



Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the constructed assets.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Capital Assets</u>	<u>Years</u>
Buildings and building improvements	41 to 50
Facilities and other improvements	20 to 75
Machinery and equipment	5 to 10
Infrastructure	10 to 88
Automotive	5 to 12

5. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has five items that qualify for reporting in this category on the government-wide Statement of Net Position. A deferred charge has been recognized for employer pension plan contributions that were made subsequent to the measurement date through the end of the City's fiscal year. This amount is deferred and recognized as a reduction to the net pension liability during the measurement period in which the contributions were made. Another deferred charge has been recognized for the difference between the projected and actual investment earnings on the pension plan assets. This amount is deferred and amortized over a period of five years. A deferred charge on refunding results from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunded or refunding debt. A deferred charge has been recognized for the changes in actuarial assumptions. This amount is deferred and amortized over the average of the expected service lives of pension plan members. Another deferred charge has been recognized for the differences between the actuarial expectations and the actual economic experience related to the City's defined benefit pension plan. This amount is deferred and amortized over the average of the expected service lives of pension plan members.



In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has one item that qualifies for reporting in this category in the government-wide Statement of Net Position. Deferred inflows of resources are recognized for the differences between the actuarial expectations and the actual economic experience related to the City's defined benefit pension plan. This amount is deferred and amortized over the average of the expected service lives of pension plan members. At the fund level, the City has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes plus other revenues. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available.

6. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the Fiduciary Net Position of the Texas Municipal Retirement System (TMRS) and additions to/deductions from TMRS's Fiduciary Net Position have been determined on the same basis as they are reported by TMRS. For this purpose, plan contributions are recognized in the period that compensation is reported for the employee, which is when contributions are legally due. Benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

The fiduciary net position of the Texas Emergency Services Retirement System (TESRS) has been determined using the flow of economic resources measurement focus and full accrual basis of accounting. This includes, for purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense, and information about assets, liabilities, and additions to/deductions from TESRS's fiduciary net position. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

7. Compensated Absences

City employees are granted vacation and sick leave in varying amounts. Depending on the hire date, and upon termination, an employee is reimbursed for accumulated vacation and sick leave based on approved guidelines.



Employees must take a minimum of 1 week of vacation per calendar year.

Employees with a hire date after March 3, 1992 are allowed a maximum of 30 days of earned vacation to be paid upon retirement or termination. After three years of employment, an employee is entitled to payment for unused sick leave upon termination of their employment up to 90 days. Any sick leave accrued over 90 days can only be used for illness while in the employment of the City.

Employees with a hire date of March 3, 1992 or prior are allowed payment of all unused sick and vacation days at the time of their termination or retirement.

Accumulated vacation and sick leave is accrued, when incurred, in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements, in accordance with GASB Interpretation No. 6.

8. Bond Premiums/Discounts and Issuance Costs

Bond premiums and discounts are amortized over the life of the bonds using the effective interest method in the government-wide financial statements. Bonds payable are reported net of the applicable bond premium or discount. Debt issuance costs are recognized as expenses in the period incurred excluding the portion related to prepaid insurance costs, which is being recognized as an expense in a systematic and rational manner over the duration of the related debt.

In the governmental fund financial statements, bond premiums and discounts, as well as issuance costs, are recognized in the current period. The face amount of the debt issued is reflected as other financing sources. Premiums are reported as other financing sources while discounts are reported as other financing uses. The issuance costs are reported as expenditures.

9. Fund Balance (Equity)

a. Fund Balance Descriptions

1. Non-spendable – indicates the portion of a fund balance that cannot be spent because it is (1) not in a spendable form (such as inventories and prepaid amounts) or (2) legally or contractually required to be maintained intact.



2. Restricted – indicates that portion of a fund balance for which external constraints are placed on the use of resources that are either (1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.

3. Committed – indicates the portion of a fund balance that is internally imposed by the local governmental officials. The highest level of decision making authority for the City is the Mayor and City Council. The commitment must be made prior to year-end and is through an ordinance.

4. Assigned – indicates the portion of a fund balance that sets limits as a result of the intended use of the funds. This can be expressed by the City Council and/or by department directors to which the City Council delegated the authority through approval of budget appropriation. Assignments can be made at any time.

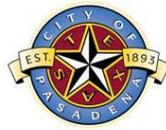
5. Unassigned – represents amounts that are available for any purpose; residual net resources. The general fund is the only fund that reports a positive unassigned fund balance.

When the City incurs expenditures for which (1) restricted or unrestricted fund balance are available, the City considers amounts to have been spent first out of restricted then unrestricted and (2) committed, assigned, or unassigned fund balance are available, the City considers amounts to have been spent first out of committed, then assigned funds, and finally unassigned funds.

It is the desire of the City to maintain adequate General Fund fund balance to maintain liquidity and in anticipation of economic downturns or natural disasters. The City Council has adopted a financial standard to maintain a general fund minimum fund balance of 60 days of actual expenditures.

**FY 2019 BUDGET SCHEDULE**

July 24, 2018	Fiscal year 2019 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 24, 2018	DRAFT Revenue/Expenditure Detail to Council
August 7, 2018	Council Workshop for Proposed FY 2019 Budget (after completion of regular council meeting)
August 7, 2018	Resolution calling for public hearing on the Proposed Budget for August 21, 2018
August 5, 2018	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 21, 2018	Public hearing on FY 2019 Proposed Budget (held during council meeting)
September 7, 2018	Council vote on Fiscal 2019 Budget Ordinance (first reading)
September 7, 2018	Ordinance adopting assessments roll, first reading (schedule two public hearings on proposed tax rate if necessary)
September 18, 2018	Council vote on Fiscal 2019 Budget Ordinance (second reading) (City Charter requires budget to be approved by Sept. 27 th)
September 18, 2018	Ordinance adopting assessments roll, second reading. First reading setting the 2018 property tax rate.
October 9, 2018	First reading setting the 2018 property tax rate.
October 16, 2018	Second reading setting the 2018 property tax rate.
December 4, 2018	Proposed Ordinance first reading accepting the 2018 Industrial District assessment roll and payment rate.
December 18, 2018	Proposed Ordinance second reading accepting the 2018 Industrial District assessment roll and payment rate



FY 2019 ADOPTED BUDGET CITYWIDE SUMMARY

OVERVIEW

Revenues and expenditures are presented both by fund and department/division. Funds include the General Fund, System Fund, Debt Service Fund, Special Revenue Funds and Component Unit Funds. 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 FY19 of \$144.7 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2019 Adopted Budget includes expenditures of \$233 million for basic city services, an increase of \$19 million or 8.8% from the FY 2018 projected expenditures. The Budget also includes positions for approximately 1,150 full-time, part-time and seasonal staff positions.

BUDGET APPROACH

The City uses the annual budget to provide quality services and maintain financial health through planning and management combined with common sense. Every city faces decisions to meet these standards—services and financial strength—and it is unrealistic to think otherwise.

Last year, the City made key decisions that supported the budget throughout FY18. Those same strategies will continue to pay dividends into FY19. The FY19 Adopted Budget includes measures that will keep the City’s financial health strong and stable. These measures are necessary for the City to keep providing basic services without over committing available resources and risking long-term financial health.

FY 2019 ADOPTED BUDGET

ADOPTED ENDING FUND BALANCES

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Governmental, water & sewer, crime control district, and pasadena second century corp. funds	\$126,489,986	\$125,285,748	\$116,814,611	\$126,668,935	\$127,863,618
Internal service funds	18,322,740	21,707,443	15,146,980	18,950,672	16,876,395
Total ending balances	\$144,812,726	\$146,993,191	\$131,961,591	\$145,619,607	\$144,740,013

**FY 2019 ADOPTED BUDGET****GOVERNMENTAL, WATER AND SEWER, SPECIAL FUNDS, AND COMPONENT UNITS**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 44,491,132	\$ 47,220,226	\$ 36,424,258	\$ 36,424,258	\$ 41,641,746
Debt service fund	1,783,393	1,493,541	2,060,784	2,060,784	1,846,662
Water and sewer fund	17,955,400	18,740,615	21,259,870	21,259,870	22,884,709
Special revenue funds	6,203,904	7,053,075	8,115,785	8,115,785	10,107,449
Crime control district fund	8,494,170	8,366,836	7,513,714	7,513,714	5,362,049
Pasadena second century	41,552,048	43,615,693	49,911,337	49,911,337	44,826,320
TOTAL	120,480,047	126,489,986	125,285,748	125,285,748	126,668,935
REVENUE					
General fund	102,435,955	106,255,800	108,309,184	109,937,028	116,283,307
Debt service fund	30,854,788	10,049,564	9,598,075	9,743,943	11,990,701
Water and sewer fund	39,743,264	42,108,912	41,480,000	42,608,710	43,110,000
Special revenue funds	2,671,132	3,191,927	1,923,010	4,258,168	2,811,000
Crime control district fund	10,469,133	10,296,652	10,160,500	10,160,500	10,500,000
Pasadena second century	10,894,182	10,947,517	5,060,355	11,158,910	10,665,200
TOTAL	197,068,454	182,850,372	176,531,124	187,867,259	195,360,208
EXPENDITURES					
General fund	99,706,861	117,051,768	110,334,426	104,719,540	116,263,380
Debt service fund	31,144,640	9,482,321	9,958,065	9,958,065	11,764,701
Water and sewer fund	38,958,049	39,589,657	42,372,376	40,983,871	42,448,243
Special revenue funds	1,821,961	2,129,217	3,197,194	2,266,504	3,392,270
Crime control district fund	10,596,467	11,149,774	12,921,449	12,312,165	10,507,651
Pasadena second century	8,830,537	4,651,873	6,218,751	16,243,927	9,789,280
TOTAL	191,058,515	184,054,610	185,002,261	186,484,072	194,165,525



	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	2,729,094	(10,795,968)	(2,025,242)	5,217,488	19,927
Debt service fund	(289,852)	567,243	(359,990)	(214,122)	226,000
Water and sewer fund	785,215	2,519,255	(892,376)	1,624,839	661,757
Special revenue funds	849,171	1,062,710	(1,274,184)	1,991,664	(581,270)
Crime control district fund	(127,334)	(853,122)	(2,760,949)	(2,151,665)	(7,651)
Pasadena second century	2,063,645	6,295,644	(1,158,396)	(5,085,017)	875,920
TOTAL	6,009,939	(1,204,238)	(8,471,137)	1,383,187	1,194,683
ENDING FUND BALANCE					
General fund	47,220,226	36,424,258	34,399,016	41,641,746	41,661,673
Debt service fund	1,493,541	2,060,784	1,700,794	1,846,662	2,072,662
Water and sewer fund	18,740,615	21,259,870	20,367,494	22,884,709	23,546,466
Special revenue funds	7,053,075	8,115,785	6,841,601	10,107,449	9,526,179
Crime control district fund	8,366,836	7,513,714	4,752,765	5,362,049	5,354,398
Pasadena second century*	43,615,693	49,911,337	48,752,941	44,826,320	45,702,240
TOTAL	\$126,489,986	\$125,285,748	\$116,814,611	\$126,668,935	\$127,863,618

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



**FY 2019 ADOPTED BUDGET
INTERNAL SERVICE FUNDS**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 6,265,212	\$ 8,601,644	\$ 10,693,041	\$ 10,693,041	\$ 6,885,503
Health insurance fund	1,234,340	1,670,716	2,839,574	2,839,574	3,569,855
Workers' compensation fund	1,871,040	2,055,770	2,366,957	2,366,957	2,528,060
General liability insurance fund	6,029,437	5,994,610	5,807,871	5,807,871	5,967,254
TOTAL	15,400,029	18,322,740	21,707,443	21,707,443	18,950,672
REVENUE					
Maintenance fund	14,967,858	16,371,920	15,100,305	15,003,245	15,743,048
Health insurance fund	17,383,545	17,298,527	17,223,520	18,934,281	18,010,128
Workers' compensation fund	998,156	1,049,271	924,000	1,042,800	1,024,000
General liability insurance fund	1,738,898	1,828,610	1,942,000	1,987,000	1,985,000
TOTAL	35,088,457	36,548,328	35,189,825	36,967,326	36,762,176
EXPENDITURES					
Maintenance fund	12,631,426	14,280,523	21,875,274	18,810,783	18,755,124
Health insurance fund	16,947,169	16,129,669	16,979,000	18,204,000	17,319,000
Workers' compensation fund	813,426	738,084	868,397	881,697	897,329
General liability insurance fund	1,773,725	2,015,349	2,027,617	1,827,617	1,865,000
TOTAL	32,165,746	33,163,625	41,750,288	39,724,097	38,836,453
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	2,336,432	2,091,397	(6,774,969)	(3,807,538)	(3,012,076)
Health insurance fund	436,376	1,168,858	244,520	730,281	691,128
Workers' compensation fund	184,730	311,187	55,603	161,103	126,671
General liability insurance fund	(34,827)	(186,739)	(85,617)	159,383	120,000
TOTAL	2,922,711	3,384,703	(6,560,463)	(2,756,771)	(2,074,277)
ENDING FUND BALANCE					
Maintenance fund	8,601,644	10,693,041	3,918,072	6,885,503	3,873,427
Health insurance fund	1,670,716	2,839,574	3,084,094	3,569,855	4,260,983
Workers' compensation fund	2,055,770	2,366,957	2,422,560	2,528,060	2,654,731
General liability insurance fund	5,994,610	5,807,871	5,722,254	5,967,254	6,087,254
TOTAL	\$ 18,322,740	\$ 21,707,443	\$ 15,146,980	\$ 18,950,672	\$ 16,876,395

**FY 2019 ADOPTED BUDGET ENDING FUND BALANCES**

Fund #	Fund Title	Estimated Beginning Balance	Revenues and Transfers In	Expenditures and Transfers Out	Revenues Over/(Under) Expenditures	Estimated Ending Balance	Balance Percent Change
Governmental Funds:							
General fund							
001	General fund	\$ 41,641,746	\$ 116,283,307	\$ 116,263,380	\$ 19,927	\$ 41,661,673	0.05%
Debt service fund							
041	Debt service fund	1,846,662	11,990,701	11,764,701	226,000	2,072,662	12.24%
Special revenue funds							
040	Equity sharing - treasury fund	310,458	5,000	125,000	(120,000)	190,458	-38.65%
042	Juvenile case manager fund	185,364	70,400	74,637	(4,237)	181,127	-2.29%
043	Child safety fund	999,278	275,000	324,904	(49,904)	949,374	-4.99%
044	Equity sharing - justice fund	1,182,824	10,000	212,000	(202,000)	980,824	-17.08%
045	Municipal courts security fund	17,373	100,350	104,079	(3,729)	13,644	-21.46%
046	State forfeited and property fund	429,277	7,800	287,000	(279,200)	150,077	-65.04%
047	Law enforcement training fund	77,100	28,900	20,000	8,900	86,000	11.54%
048	Judicial efficiency fund	98,287	21,100	22,366	(1,266)	97,021	-1.29%
049	Court technology fund	62,229	151,600	165,000	(13,400)	48,829	-21.53%
064	Hotel and motel tax fund	5,245,850	1,552,000	1,149,382	402,618	5,648,468	7.67%
080	Preservation of vital stats fund	59,920	5,950	23,493	(17,543)	42,377	-29.28%
081	1% public, ed and gov (peg) fund	820,346	275,000	364,000	(89,000)	731,346	-10.85%
200	Abandoned motor vehicle fund	559,066	304,000	476,094	(172,094)	386,972	-30.78%
201	Sign removal fund	60,077	3,900	44,315	(40,415)	19,662	-67.27%
	Total special revenue funds	10,107,449	2,811,000	3,392,270	(581,270)	9,526,179	-5.75%
	Total governmental funds	53,595,857	131,085,008	131,420,351	(335,343)	53,260,514	-0.63%
Proprietary Funds:							
Enterprise fund							
003	Water and sewer fund	22,884,709	43,110,000	42,448,243	661,757	23,546,466	2.89%
Internal service funds							
002	Maintenance fund	6,885,503	15,743,048	18,755,124	(3,012,076)	3,873,427	-43.75%
067	Workers' compensation fund	2,528,060	1,024,000	897,329	126,671	2,654,731	5.01%
069	Health benefits fund	3,569,855	18,010,128	17,319,000	691,128	4,260,983	19.36%
070	General liability insurance fund	5,967,254	1,985,000	1,865,000	120,000	6,087,254	2.01%
	Total internal service funds	18,950,672	36,762,176	38,836,453	(2,074,277)	16,876,395	-10.95%
	Total proprietary funds	41,835,381	79,872,176	81,284,696	(1,412,520)	40,422,861	-3.38%
Component Units:							
9950	Pasadena second century corp fund	44,826,320	10,665,200	9,789,280	875,920	45,702,240	1.95%
210	Crime control district fund	5,362,049	10,500,000	10,507,651	(7,651)	5,354,398	-0.14%
	Total component units	50,188,369	21,165,200	20,296,931	868,269	51,056,638	1.73%
	Total all funds	\$145,619,607	\$ 232,122,384	\$ 233,001,978	\$ (879,594)	\$144,740,013	-0.60%

**SIGNIFICANT CHANGES IN FUND BALANCES**

The **Debt Service Fund** balance is anticipated to increase 12.24% in FY19 due to the increase in property taxes collected. The increase in taxes collected is greater than the increase in principal and interest to be expensed in FY19.

The **Equity Sharing – Treasury Fund** balance is anticipated to decrease 38.65% in FY19 due to a slight decline in revenue collected and an increase in contractual services and materials and supplies.

The **Equity Sharing – Justice Fund** balance is anticipated to decrease 17% in FY19 due to the uncertain nature of federal seizure revenue to be collected. The fund's revenue is budgeted conservatively and will be adjusted if and when revenues are collected.

The **Municipal Courts Security Fund** balance is anticipated to decrease 21.46% in FY19 due to expenditures exceeding revenues. The personnel expenditures will continue to be evaluated as the expenditures are exceeding revenues at this time which is unsustainable for the long-term.

The **State Forfeited and Property Fund** balance is anticipated to decrease 65% in FY19 due to the uncertain nature of state seizure revenue to be collected. The fund's revenue is budgeted conservatively and will be adjusted if and when revenues are collected.

The **Law Enforcement Training Fund** balance is anticipated to increase by 11.54% due to a slight increase in anticipated revenue.

The **Court Technology Fund** balance is anticipated to decrease by 21.5% in FY19 due contractual service expenses exceeding revenues. These costs will be monitored and evaluated for efficiency.

The **Preservation of Vital Statistics Fund** balance is anticipated to decrease by 29% in FY19 due to increasing expenditures due to expanding vital statistics capabilities and technologies.

The **Abandoned Motor Vehicle Fund** balance is anticipated to decrease by 30.7% in FY19. The revenues in this fund are unpredictable due to the unknown nature of seizures of abandoned vehicles. Expenditures have risen due to the expansion of the Code Enforcement Division's abandoned vehicle task force and the City's top priority getting abandoned vehicles off the streets.

The **Sign Removal Fund** balance is anticipated to decrease by 67% in FY19 due to increasing expenditures while the City is dedicating more resources to removing bandit signs.

The **Maintenance Fund** balance is anticipated to decrease 43.75% in FY19 due to expenditures exceeding revenues due to increasing materials and supplies costs.

The **Health Benefits Fund** balance is anticipated to increase by 19% in FY19 due to a decline in expenditures due to the cost-saving initiatives undertaken by the City to reduce medical claim expenses.



LONG-TERM DEBT

The City’s underlying bond ratings for Tax Supported Debt from Standard & Poor’s is “AA” and from Fitch Ratings is “AA”. The City’s underlying bond ratings for Utility Supported Debt from Standard & Poor’s is “AA-” and from Fitch Ratings is “AA-”.

Government Activities

General Obligation Bonds, General Obligation Refunding Bonds and Certificates of Obligation

The City issues general obligation bonds and certificates of obligation to provide funds for the construction and improvement of the City’s infrastructure (i.e., streets, drainage, water and sewer systems, public safety, recreation, and culture facilities). In the past, the City has also refunded certain issues of general obligation bonds to take advantage of lower interest rates and even out debt payments.

All bonds are direct obligations and are secured by the full faith and credit of the City. General obligation bonds (GOB), certificates of obligations (COB), general obligation refunding bonds (GOB Refunding) and general obligation and refunding bonds (GO and Refunding) currently outstanding are as follows:

	Interest %	Maturity	Purpose	Installments	Amount
\$20,030,000 GO Refunding, 2012	2.50 - 4.00	2/15/2023	Governmental type	\$435,000 to \$2,385,000	10,790,000
\$16,690,000 GO Refunding, 2012A	2.00 - 5.00	2/15/2025	Governmental type	\$145,000 to \$1,840,000	11,270,000
\$3,121,063 GO Refunding, 2014	3.00 - 4.00	2/15/2022	Governmental type	\$103,639 to \$778,142	1,658,224
\$12,525,000 GO Refunding, 2015	2.00 - 5.00	2/15/2027	Governmental type	\$755,000 to \$1,830,000	10,565,000
\$17,405,000 GO Refunding, 2016A	2.00 - 5.00	2/15/2028	Governmental type	\$265,000 to \$2,065,000	16,785,000
\$19,175,000 COB, 2017	2.00 - 4.00	2/15/2037	Governmental type	\$195,000 to \$1,635,000	18,905,000
\$33,945,000 COB, 2018	2.00 - 5.00	2/15/2038	Governmental type	\$400,000 to \$2,765,000	33,945,000
					<u>\$103,918,224</u>

Annual debt service requirements to maturity for general obligation bonds, certificates of obligation, and general obligation refunding bonds are as follows:

Fiscal Year Ending September 30,	Principal	Interest	Total
2019	7,757,613	3,960,992	11,718,605
2020	7,858,142	3,861,712	11,719,854
2021	8,183,830	3,537,119	11,720,949
2022	7,803,639	3,196,001	10,999,640
2023	6,930,000	2,868,863	9,798,863
2024-2028	29,125,000	9,913,538	39,038,538
2029-2033	17,210,000	5,153,313	22,363,313
2034-2037	19,050,000	1,683,475	20,733,475
	<u>\$103,918,224</u>	<u>\$34,175,013</u>	<u>\$138,093,237</u>



Business-Type Activities

Revenue Bonds, Revenue Refunding Bonds, and General Obligation Refunding Bonds

The City also issues bonds and obligations where the City pledges net revenues derived from the City's water and sewer system.

In summary, the debt outstanding at the fiscal year end is as follows:

	Interest %	Maturity	Purpose	Installments	Amount
\$15,285,000 Revenue Refunding Bonds, 2010	2.00 - 3.00	4/1/2019	Refunding	\$780,000 to \$2,355,000	2,355,000
\$5,885,000 GOB Refunding Bonds, 2012A	2.00 - 5.00	2/15/2022	Refunding	\$275,000 to \$1,840,000	4,695,000
\$6,063,937 GOB Refunding Bonds, 2014	3.00 - 4.00	2/15/2022	Refunding	\$201,361 to \$1,511,858	3,221,776
\$50,210,000 GOB Refunding Bonds, 2016	2.00 - 5.00	2/15/2033	Refunding	\$440,000 to \$4,755,000	48,530,000
\$16,305,000 COB, 2017	2.00 - 4.00	2/15/2037		\$195,000 to \$1,635,000	15,785,000
					<u>\$74,586,776</u>

Debt service requirements to maturity are as follows:

Fiscal Year Ending September 30,	Principal	Interest	Total
2019	4,627,387	2,948,429	7,575,816
2020	4,526,858	2,787,969	7,314,827
2021	4,551,170	2,601,387	7,152,557
2022	4,061,361	2,405,968	6,467,329
2023	3,745,000	2,232,544	5,977,544
2024-2028	21,595,000	8,293,119	29,888,119
2029-2033	26,665,000	3,221,322	29,886,322
2034-2037	4,815,000	303,700	5,118,700
	<u>\$74,586,776</u>	<u>\$24,794,438</u>	<u>\$99,381,214</u>



Changes in Long-Term Liabilities

Long-term liability activity for the year ended September 30, 2018 was as follows:

Governmental Activities:

Bonds payable supported by property taxes:

	Beginning	Additions/ Reclassification	Refunding/ Reductions	Ending	Due Within One Year
General obligation and refunding bonds	\$ 57,814,138	\$ -	\$ (6,745,914)	\$ 51,068,224	\$ 6,992,613
Certificate of obligation bonds	0	19,175,000	(270,000)	18,905,000	195,000
	57,814,138	19,175,000	(7,015,914)	69,973,224	7,187,613
Add: Premiums on debt issuances	6,148,212	825,000	(870,810)	6,102,403	-
	63,962,350	20,000,000	(7,886,724)	76,075,627	7,187,613

Other Long-Term Debt

Sales taxes revenue bonds payable	1,000,000	-	-	1,000,000	1,000,000
Add: Premiums on debt issuances	-	-	-	-	-
	1,000,000	-	-	1,000,000	1,000,000

Total Bonds Payable **\$ 64,962,350** **\$ 20,000,000** **\$ (7,886,724)** **\$ 77,075,627** **\$ 8,187,613**

Internal service funds predominantly serve the governmental funds. Accordingly, long-term liabilities of internal service funds are included as part of the above totals for governmental activities.

For the governmental activities, claims, compensated absences, other post-employment benefits, and net pension liabilities are liquidated by general fund, internal service funds, and grant management fund.

Long-term liability activity for the year ended September 30, 2018 was as follows:

Business-Type Activities:

	Beginning	Additions/ Reclassification	Refunding/ Reductions	Ending	Due Within One Year
Bonds payable					
Revenue bonds	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue refunding bonds	4,625,000	-	(2,270,000)	2,355,000	2,355,000
General obligation refunding bonds	58,255,862	-	(1,809,086)	56,446,776	1,662,387
Certificate of Obligations	-	16,305,000	(520,000)	15,785,000	610,000
Add: Premiums on debt issuances	6,102,266	695,000	(613,026)	6,184,240	-
Total bonds payable	\$ 68,983,128	\$ 17,000,000	\$ (5,212,112)	\$ 80,771,016	\$ 4,627,387



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**STRATEGIES AND PLANS**

Pasadena has formulated a set of goals covering nine areas: natural resources, tourism and visitor growth, housing, urban design, land use and property protection, transportation, business and economic development, education and basic services. Pasadena also established themes or elements which are the focus of city leadership. These themes, in no particular order, are as follows:

- ❖ **Public Safety:** Pasadena should be a city where people are and feel safe in their homes and neighborhoods, on their streets and in their businesses.
- ❖ **Infrastructure Needs:** Streets, drainage and similar functions must remain a priority in Pasadena for if the City's most basic operations cannot be carried out properly, there is no reason to expect that we will draw newcomers to visit or stay.
- ❖ **Appearance/Beautification:** Strive for continuous improvement in its appearance since Pasadena's physical environment and appearance will affect its social environment.
- ❖ **Neighborhood Integrity/Preservation:** It is essential that the City continue to work toward achieving the highest standards of quality in all of its neighborhoods by preventing unwanted business encroachment, ensuring that all of its housing meets minimum standards for decency and maintaining an environment in which every person recognizes and respects the rights of those living and/or working in proximity to him or her.
- ❖ **Communicate and Responsive Government:** Continued emphasis on building stronger partnerships between citizens and their municipal government through regular, constructive interaction with community groups and individuals by local government and vice versa.
- ❖ **Marketing/Image:** Ensure that the message of progress is delivered to those within and outside the city.

**FY 2019 ADOPTED BUDGET PRIORITIES**

1. The City's top priority is its citizens and how they can be better served. This budget's top priority is targeting efficiencies and savings city-wide that free up resources necessary for delivery of the high quality services our citizens expect and deserve.
2. Prioritize employee compensation and benefits to attract and retain the best qualified applicants and employees to demonstrate the City's commitment to its workforce.
3. Prioritize personnel efficiencies by eliminating vacant positions and conducting a compensation study to ensure market competitiveness for all employees.
4. The City will continue its vehicle and equipment replacement program, ensuring that the general condition of fleet, communications and computer equipment is kept at a serviceable level.
5. The City will maintain its financial reserves at the current level to ensure that each city fund has sufficient cash to continue operating for two months without the ability to receive income. This is to ensure our ability to provide uninterrupted services during times when our citizens would need us most.
6. Prioritize capital improvement funding strategies through issuance of certificates of obligation, grant funding, and inter-local agreements with Harris County for much needed infrastructure improvements to streets and drainage facilities, new municipal facilities, and various improvements to City parks. As a result of Hurricane Harvey, the City is aggressive in providing improved flooding mitigation to protect its citizens and property owners.
7. Provide transparency in all budget documents, proposals and activities to ensure public trust.



FY 2019 ADOPTED BUDGET OVERVIEW OF THE ECONOMY

The City of Pasadena is a rich industrial area and its leaders have taken a combination of abundant natural resources, an advantageous location, and a determination to succeed and have built a community of strong families and successful businesses. The metropolitan area offers various opportunities to serve the citizens in their professions and amenities for their leisure time. The City has connections to the energy sector, industry and manufacturing, aeronautics, and medicine creating a diversity that stabilizes the swings of the nation's economy. The City also has strong connections to other industries such as petrochemicals and construction materials. Pasadena borders the Houston Ship Channel and benefits from its proximity, which is a huge employment generator in the area.

The Port of Houston is the Gulf Coast's leading gateway to North America's fast growing markets between the Mississippi River and the Rocky Mountains. The Port of Houston is the nation's largest port for foreign waterborne tonnage; first in U.S. imports; first in U.S. export tonnage and the second in the U.S. in total tonnage. The modern container terminals and multipurpose facilities can handle virtually any size and type of cargo, connecting world markets to America's heartland quickly and efficiently. It is an essential economic engine for the Houston region, the state of Texas, and the nation. It supports the creation of nearly 1.2 million jobs in Texas and 2.7 million jobs nationwide, and economic activity is totaling almost \$265 billion in Texas and more than \$617 billion in economic impact across the nation.

Significant indicators that impact the economic condition are the employment and unemployment statistics. In August 2018 the state's preliminary unemployment rate was at 3.9% ranking Texas as 27th in the nation according to the Bureau of Labor Statistics. While the Houston metro area had a preliminary unemployment rate of 4.3%, Pasadena's rate is slightly higher at 5.6%, which is following the state and nation downward trend.

The City's sales tax revenues, in the General Fund only, is anticipated to increase to \$22,000,000 in FY19 over \$21,700,000 in FY18. The City's 2019 property tax collection is anticipated to increase due to the adoption of a higher tax rate and increasing property values. The industrial district revenues have remained fairly steady at \$17 million for the last four years with a positive outlook on the new constructions in 2019, specifically in the categories of construction work in progress and first-year completion.

The City is continuing to grow by attracting new industry and development and continues to pose itself to increase attractiveness as a destination of choice for new businesses along with several existing company expansions planned. Companies have relocated to Pasadena because in part of the benefits from the ready accessibility of location to international shipments, as well as to gas companies on the Gulf Coast. Retailers and restaurants are moving into Pasadena to serve the community, which leads to increased sales tax revenues.

**FY 2019 ADOPTED BUDGET****REVENUE SUMMARY**

Total revenues and transfers for all funds are \$195.3 million (excluding the Internal Service funds), an increase of \$7.4 million or 3.99% over FY 2018 projected revenues. Revenues include property taxes, sales taxes, industrial district payments, charges for service, fines, interest revenue and other miscellaneous revenues.

For every annual budget, the City shall levy two property tax rates: operations and maintenance and debt service. The debt service levy shall be sufficient for meeting all principal and interest payments associated with the City's outstanding tax-supported debt for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The operations and maintenance levy shall be accounted for in the General Fund.

Revenues are budgeted conservatively using an objective approach to analyze historical data and inherent trends. Adjustments are made to account for known events and projected economic activity within the city and surrounding areas. These revenue estimates have been developed using a combination of historical trend analysis and statistical modeling that ties economic forces to the City's major economically sensitive revenue sources.

Revenue from "one-time" or limited duration sources will not be used to pay for recurring expenditures within the City's budget.

Restricted revenue shall only be used for the purposes legally permissible and in a fiscally responsible manner.

On an annual basis, the City will set fees and rates for the proprietary funds at levels to recover total operating costs, including capital outlay and debt service.

The City will follow an aggressive policy of collecting all revenues by reviewing its receivables annually and implementing collection procedures to obtain all revenues due to the City in a timely manner.

Fees for recreational activities will be set at levels determined by City Council to provide the activity in an economical manner for citizens.



**FY 2019 ADOPTED BUDGET
TOTAL REVENUES BY FUND**

FUND	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATED	FY 2019 ADOPTED	Increase/(Decrease) Over 2018 Estimated	
					AMOUNT	PERCENT
General fund	\$ 102,435,955	\$ 106,255,800	\$ 109,937,028	\$ 116,283,307	\$ 6,346,279	5.77%
Debt service fund	30,854,788	10,049,564	9,743,943	11,990,701	2,246,758	23.06%
Water and sewer fund	39,743,264	42,108,912	42,608,710	43,110,000	501,290	1.18%
Special revenue funds	2,671,132	3,191,927	4,258,168	2,811,000	(1,447,168)	-33.99%
Crime control district fund	10,469,133	10,296,652	10,160,500	10,500,000	339,500	3.34%
Pasadena second century	10,894,182	10,947,517	11,158,910	10,665,200	(493,710)	-4.42%
Total revenues	\$197,068,454	\$182,850,372	\$187,867,259	\$195,360,208	\$ 7,492,949	3.99%

FY 2019 ADOPTED BUDGET

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

REVENUE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATED	FY 2019 ADOPTED	Increase/(Decrease) Over 2018 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 42,039,511	\$ 45,307,747	\$ 48,478,843	\$ 54,545,877	\$ 6,067,034	12.51%
Sales taxes	42,757,932	42,034,610	42,275,500	42,925,000	649,500	1.54%
Industrial district	17,364,338	17,283,049	17,903,674	17,903,000	(674)	0.00%
Utility taxes	8,887,972	9,039,680	9,124,100	9,087,600	(36,500)	-0.40%
Other taxes	1,544,797	1,929,273	2,300,880	2,115,000	(185,880)	-8.08%
Water and sewer	39,258,704	41,573,907	41,902,650	42,475,000	572,350	1.37%
Fees & permits	12,744,442	12,406,090	12,986,645	14,290,530	1,303,885	10.04%
Fines	6,030,277	5,558,805	4,520,130	5,242,000	721,870	15.97%
Other	24,240,481	4,017,211	5,374,837	3,776,201	(1,598,636)	-29.74%
Other financing sources	2,200,000	3,700,000	3,000,000	3,000,000	-	0.00%
Total revenue by source	\$197,068,454	\$182,850,372	\$187,867,259	\$195,360,208	\$ 7,492,949	3.99%

**Property Taxes**

Total property taxes (including penalties and interest) are budgeted at \$54,545,877 and represent 27.9% of total revenues. Property tax revenues are expected to increase by \$6,067,034 or 12.5% over the FY 2018 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. City Council adopted a property tax rate of \$0.615446 per \$100 assessed value for the 2018 tax year; being higher than the 2017 property tax rate of \$0.575388 per \$100 assessed value.

The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.480529 or 78.08% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.134917 or 21.92% of the total rate) which is allocated to the debt service fund.

Sales Tax

Sales tax revenue included in the operating budget comes from three sources: a 1% tax that comes to the City of Pasadena’s General Fund, a ½% tax that goes to the Crime Control and Prevention District, and an additional ½% tax is garnered by the Pasadena Second Century Corporation. 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%.

Sales tax revenue estimates are based largely on actual trends and a statistical model that helps identify key economic indicators tied to sales tax revenue. According to these efforts, it appears that regional economic base employment and inflation are key determinants of local retail sales. The sales tax statistical model is designed to replicate conditions in the marketplace as closely as possible. 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. Sales tax revenue is the second largest source of income for the City (22%). Total sales taxes are anticipated to increase by \$649,500 above the FY 2018 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 (9.2%). 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 FY19 Adopted Budget anticipates the same industrial revenue. The Industrial District includes properties along the Ship Channel and in the southern portion of the city east of Red Bluff, south of Fairmont Parkway and west of State Highway 146.



Since FY 2005, payments by industry have been governed by a fifteen-year agreement that uses an innovative approach to bring the industry's assessment rate back to a level more typical for Pasadena and other Texas cities. Under this agreement, the City and industry share the overall growth or decline in property values in the district, splitting the amount of increased or decreased revenue equally. Higher growth rates will mean that industry's assessment rate will be reduced more quickly to the desired and agreed upon minimum.

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 2019 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will decrease slightly in FY19.

Water and Sewer

Total budgeted revenues for the City's system fund are \$42.4 million as compared to estimated revenues for FY18 of the amount of \$41.9 million. Adopted FY 2019 water revenues increase to \$21.9 million which is higher than the 2018 projected amount of \$21.75 million. Sewer revenues are budgeted at \$14.97 million in FY 2019. This is a \$105,230 increase as compared to FY18 estimate of \$14.87 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. FY19 permit revenue is expected to increase by \$1.3 million.

Fines

Municipal Court fines are budgeted to have an increase of \$721,870 in FY19 over FY18.

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 unknown revenue to come from special revenue funds and budgeted on a conservative basis. Other revenues in this category are also expected to stay the same.

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

The priorities in the FY 2019 Adopted Budget are the same as in previous budgets – employee compensation and benefits, maintaining and improving the City’s streets, sewers, facilities, and other physical assets, while maintaining the City’s low property tax rate. The FY 2019 Adopted Budget also emphasizes accountability for performance and results. Every city department continues to provide specific quantitative indicators against which they propose to be measured in the future. Those indicators appear in each budget unit’s presentation, and include measures of service demand, efficiency, and productivity.

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

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

In addition to the Maintenance Fund, Pasadena has three other Internal Service Funds which include the Worker’s Compensation Fund, Health Benefits Fund, and General Liability Insurance Fund. These funds provide the City the ability for charging citywide costs to other funds.

Special revenue funds are sources of revenue that are dedicated to be used for certain purposes.

The City also has two component units: Pasadena Second Century Corporation, an economic development corporation, and the Crime Control and Prevention District whose revenues derive from one-half of one percent of sales and use tax revenue collected by the City.



**FY 2019 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY FUND**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED	% OF TOTAL
General fund	\$ 99,706,861	\$ 117,051,768	\$ 110,334,426	\$ 104,719,540	\$ 116,263,380	49.9%
Debt service fund	31,144,640	9,482,321	9,958,065	9,958,065	11,764,701	5.0%
Maintenance fund	12,631,426	14,280,523	21,875,274	18,810,783	18,755,124	8.0%
Workers' compensation	813,426	738,084	868,397	881,697	897,329	0.4%
Health benefits fund	16,947,169	16,129,669	16,979,000	18,204,000	17,319,000	7.4%
General liability insurance	1,773,725	2,015,349	2,027,617	1,827,617	1,865,000	0.8%
Water and sewer fund	38,958,049	39,589,657	42,372,376	40,983,871	42,448,243	18.2%
Special revenue funds	1,821,961	2,129,217	3,197,194	2,266,504	3,392,270	1.5%
Crime control district	10,596,467	11,149,774	12,921,449	12,312,165	10,507,651	4.5%
Pasadena second century	8,830,537	4,651,873	6,218,751	16,243,927	9,789,280	4.2%
TOTAL	\$ 223,224,261	\$ 217,218,235	\$ 226,752,549	\$ 226,208,169	\$ 233,001,978	100.0%

**FY 2019 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY CATEGORY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED	% OF TOTAL
Personnel Services	\$ 82,888,442	\$ 91,290,415	\$ 96,346,907	\$ 92,715,083	\$ 98,100,557	42.1%
Contractual Services	23,143,876	25,122,476	32,997,910	30,361,085	33,208,258	14.3%
Materials & Supplies	8,626,944	10,646,828	13,816,269	11,598,986	14,087,744	6.0%
Maintenance Charges	13,734,672	13,834,847	13,573,005	13,579,493	14,307,453	6.1%
Other Charges	4,834,255	5,814,806	5,888,357	6,206,389	10,427,065	4.5%
Intergovernmental	24,400	63,700	110,000	95,000	70,000	0.0%
Capital Outlay	11,908,142	10,700,354	13,324,005	16,371,389	10,680,459	4.6%
Other Uses	39,777,406	34,648,857	38,400,211	39,404,111	41,338,417	17.7%
Other Financing Uses	38,286,124	25,095,952	12,295,885	15,876,633	10,782,025	4.6%
TOTAL	\$ 223,224,261	\$ 217,218,235	\$ 226,752,549	\$ 226,208,169	\$ 233,001,978	100.0%

**Personnel Expenses**

Personnel services is the largest city-wide expenditure accounting for approximately 42% of all expenditures. Total personnel expenses are expected to rise in FY19. The FY19 budget includes funding for approximately 1,150 positions.

Contractual Services

City-wide contractual services are expected to increase slightly in FY19 due to the increase in cost of professional services including trash services, project consulting, and utilities.

Materials and Supplies

The cost of material and supplies is anticipated to increase 1.8% in FY19 over FY18 budget due to the natural increase in cost of vehicle parts, minor equipment, and gasoline. Materials and supplies accounts for 6% of the City's expenditure budget.

Maintenance Charges

Maintenance charges are used to capture costs billable to other City departments. The cost of departments that provide service internally to other city departments is billed based on standard cost allocation criteria. These internal charges account for 6% of the city-wide expenditure budget and is anticipated to increase slightly as seen in prior years' trends.

Other Charges

Other charges is predominantly expenditures related to water purchases from the City of Houston. Water purchases have increased 4.8% from FY18. Other charges also consists of any contingencies if needed.

Capital Outlay

Capital Outlay are expenditures for the acquisition of fixed assets which by definition have a useful life of more than a year and a purchase cost greater than \$5,000. Capital outlay includes the City's vehicle and equipment replacement program, new and replacement computer equipment, cost of land, buildings, permanent improvements, large tools and machinery. Capital improvement projects are discussed in more detail in the "Capital Improvement Program" section.

Other Uses

Other uses are expenditures that cover debt and interest payments. FY19 Other Uses expenditures consists of debt and interest payments for the System Fund, Debt Service Fund, and Pasadena Second Century Corporation. Other Uses also encompasses employee health insurance related expenditures.

Other Financing Uses

Other Financing Uses are predominantly interfund transfers (see page 57).



INTERFUND TRANSFERS

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 FY19.

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 2019 budget will transfer \$3 million as in FY18.

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.

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.



**SUMMARY OF AMENDED AND ADOPTED POSITIONS
FISCAL YEAR 2017 THROUGH FISCAL YEAR 2019**

FUND/DEPARTMENT/DIVISION	FY 2017 AMENDED	FY 2018 AMENDED**	FY 2019 ADOPTED
GENERAL FUND PERSONNEL			
City Council	8	8	8
Mayor	4	4	4
Budget and Financial Planning *	6	5	5
Municipal Court *	35	36	36
City Controller's Office *	17	18	18
Purchasing	5	5	5
Legal	8	8	9
City Secretary *	4	5	5
Human Resources *	8	10	9
City Marshal*	8	11	11
Community Relations	9	9	9
Mayor's Action Line	7	6	6
Planning	6	5	5
Economic Development*	4	4	5
Neighborhood Network	5	5	5
Inspections/Permit *	20	19	19
Property Development	1	4	3
Impound	6	6	6
Engineering *	17	17	16
Sanitation *	40	40	40
Street and Bridge *	33	32	31
Traffic and Transportation	12	12	12
Emergency Preparedness	5	6	6
Fire Department *	9	9	8
Fire Prevention *	12	12	12
Code Enforcement *	12	11	12
<i>Police Department :</i>			
Administration*	39	42	41
Investigations	48	50	52
Operations *	218	221	229
Support	68	66	66
Police Department Subtotal	373	379	388



FUND/DEPARTMENT/DIVISION	FY 2017 AMENDED	FY 2018 AMENDED**	FY 2019 ADOPTED
Parks *	40	40	40
Clean Streets *	20	21	21
Recreation *	31	34	34
Golf Course *	7	9	9
Multi-Purpose Center *	10	9	9
Convention Center *	8	8	8
Senior Center	6	6	7
Museum *	2	2	2
Health *	13	15	15
Animal Control and Adoption *	34	39	39
Library *	47	46	44
GENERAL FUND TOTAL	892	927	921

MAINTENANCE FUND			
Information Services	16	14	14
Radio Services	1	1	1
Warehouse	3	3	3
Fleet	29	29	28
Building & Equipment Maintenance	6	6	6
Janitorial *	14	16	15
Electrical	12	13	13
Mail Room	1	1	1
Landscaping & Beautification *	11	11	11
MAINTENANCE FUND TOTAL	93	94	92

SYSTEM FUND			
Wastewater Rehabilitation *	20	17	17
Wastewater Collections *	28	28	28
Wastewater Maintenance	10	10	10
Water Distribution *	29	28	28
Water Production	10	11	11
Water Billing *	26	28	26
SYSTEM FUND TOTAL	123	122	120

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



FUND/DEPARTMENT/DIVISION	FY 2017 AMENDED	FY 2018 AMENDED**	FY 2019 ADOPTED
COURT SECURITY FUND			
Municipal Court Security	1	1	1
COURT SECURITY FUND TOTAL	1	1	1

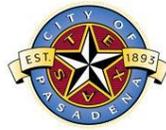
HOUSING FUND			
Section 8/Housing Assistance *	9	9	9
HOUSING FUND TOTAL	9	9	9

HOUSING GRANTS			
CDBG/Home Programs	7	6	6
HOUSING GRANTS FUND TOTAL	7	6	6

GRAND TOTAL	1,126	1,160	1,150
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* Starting in FY 2010 all PT Pooled Positions will be on a one to one ratio budget to actual

** FY 2018 Amended as of 9/30/18

**CAPITAL IMPROVEMENT PROGRAM**

The City of Pasadena’s Capital Improvement Plan (CIP) is a plan for acquisition and development of the City’s physical assets. The CIP includes those items typically thought of as “infrastructure”—streets, sewer and water lines, as well as facilities through which City government provides services directly to citizens or in support of City operations. The CIP is a multi-year fiscal plan identifying long-term improvements to the City’s infrastructure and facilities as well as a program for prioritizing, scheduling and funding.

While the CIP covers a five-year planning perspective, it is revised every year in order to accommodate new projects, reflect changes in ongoing projects and extend the program an additional year. The CIP is largely based on prior plans which indicated the need for major long-term improvement in the City’s streets, drainage, sewers, water lines, and facilities. Major, lasting improvements that require years to plan, design, finance and complete provide the foci for the capital planning effort.

Impact on the Operating Budget

The fiscal impact of the CIP on the budget is known and measurable with some projects and anticipated but immeasurable for other projects. However, in most cases increased costs are often absorbed by departments within their current budget allocations. Various facilities, water and wastewater projects will reduce maintenance and repair work. Moreover, several street projects are expected to reduce emergency maintenance requirements while increasing preventative and routine maintenance efforts. The new Municipal Court Building will allow the City to discontinue renting its current facility.

FY 2019 CAPITAL BUDGETED PROGRAMS

Program	Amount
Streets	\$ 23,299,978
Public Safety	\$ 17,475,000
Wastewater	\$ 9,400,000
Water	\$ 6,350,000
Municipal Facilities	\$ 5,400,000
Drainage	\$ 3,889,159
Parks	\$ 1,880,000
Traffic	\$ 500,000
TOTAL	\$ 68,194,137



Streets Program

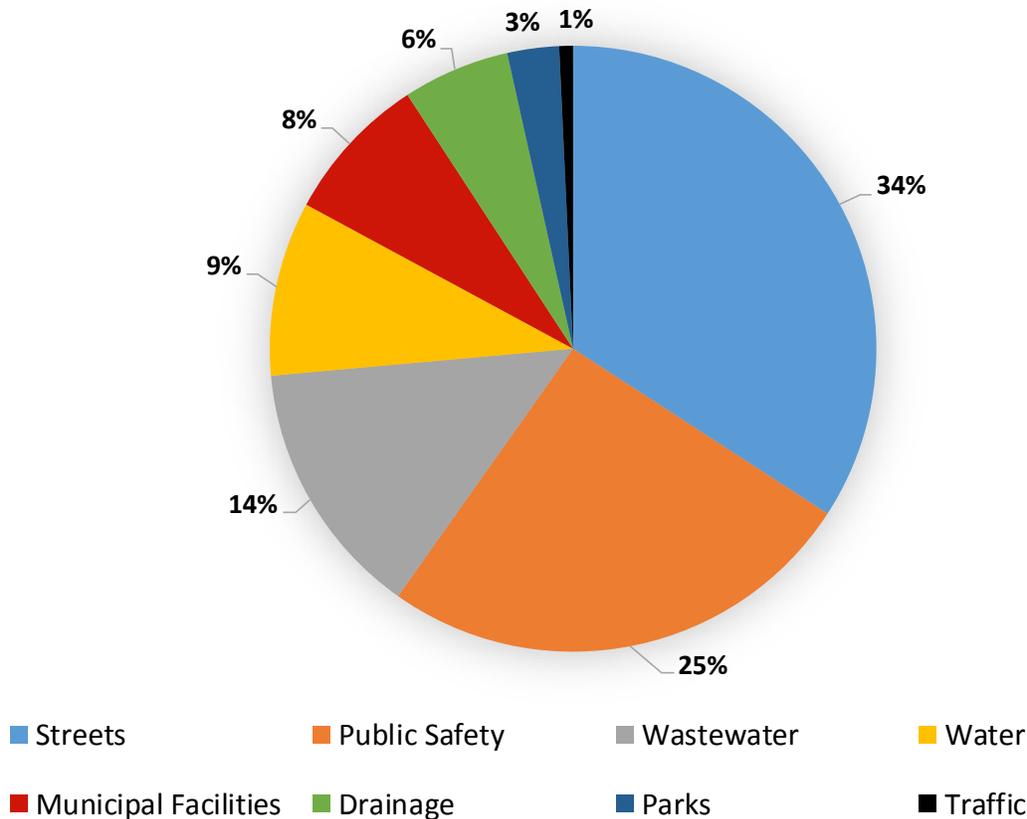
The CIP includes \$23.3 million for streets in FY 2019. Many street projects identified were not only included because of diminished road surface quality, but because of the need to replace water and sewer lines and/or address drainage issues. The Street Program includes collector streets, residential streets and major thoroughfares.

Drainage Program

As an important topic of public concern, the City is dedicated to make drainage improvements a high priority. The Drainage Program includes \$3.8 million in funding for drainage projects for FY 2019. While virtually every proposed street project in the CIP includes a drainage component, there are many drainage problems that cannot be accomplished through a street project. Because the Harris County Flood Control District (HCFCD) is responsible for the bayous and drainage ways into which Pasadena’s storm water eventually flows, the projects in the CIP reflect a conscious attempt to address the City’s major drainage problems in conjunction with the HCFCD.

Traffic Program

The Traffic Program includes \$500,000 in the FY 2019 CIP. These projects include intersection redesign, continuation of the upgrade of the City’s traffic signal system, and installation of a number of new traffic signals across the city.



**Public Safety**

The CIP includes \$17,475,000 for both the Police Department and Fire Department for FY 2019. This will fund a new Police Academy and Fire Services Building for Public Safety staff. Improvements to Fire Station #8 are also planned in FY 2019. Funding for these facilities and additional equipment is coming from issuing certificates of obligation.

Municipal Facilities

The Facilities Program includes \$5.4 million, \$4 million of which is dedicated to a new Municipal Court building and \$1.4 million dedicated to the abatement and demolition of the Old City Hall building. The new Municipal Court is being funded through certificates of obligation: \$4 million in FY18 and roughly \$9 million issued in FY17.

Park Improvements

The Park Improvements Program includes \$1.8 million approved for FY 2019. These projects will be funded with the issuance of certificates of obligation. These projects are a balanced effort to improve the City's park system, hike and bike trails, renovation or reconstruction of existing facilities, new park facilities, and beautification projects to enhance the City's image.

Water Improvements

The Water Program for FY 2019 includes \$6,350,000 for various waterline improvements, replacement of meters at the Southeast Eater Production Plant, and installation of fire hydrants.

Wastewater Improvements

The Wastewater Program includes \$9.4 million for FY 2019. These projects will include sanitary sewer line rehabilitations and the construction of lift stations and force mains.

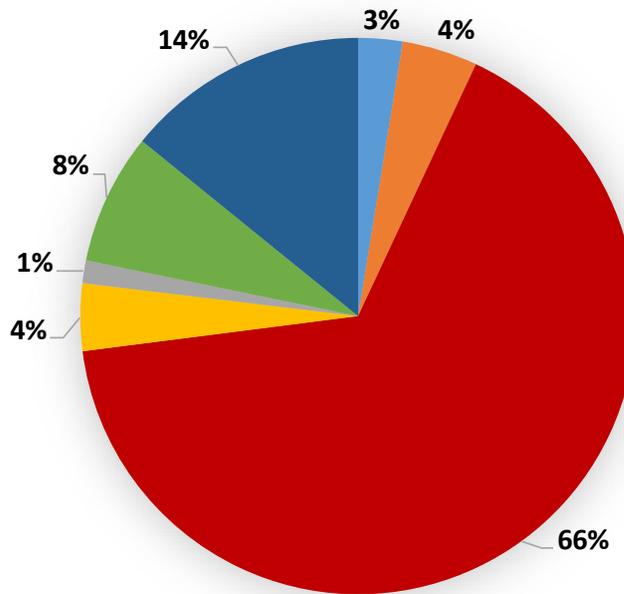


CIP FINANCING PLAN

FY 2019 capital improvement expenditures will be funded with a combination of funding sources including the General Fund, Certificates of Obligations, Community Development Block Grant (CDBG) and Community Development Block Grant – Disaster Relief (CDBG-DR) grant funds, Regional Detention Fund, Harris County, and the Pasadena Second Century Corporation. The table and chart below provide a summary of funding sources for FY19 capital improvement expenditures.

Funding Source	Amount
General Fund	\$ 1,761,025
System Fund	\$ 3,000,000
Certificates of Obligation*	\$ 44,975,000
CDBG/CDBG-DR	\$ 2,675,834
Regional Detention Fund	\$ 900,000
Harris County	\$ 5,200,000
Pasadena Second Century Corp.	\$ 9,682,278
TOTAL	\$ 68,194,137

*\$36,000,000 from COs issued in FY18 and \$8,750,000 from COs issued in FY17



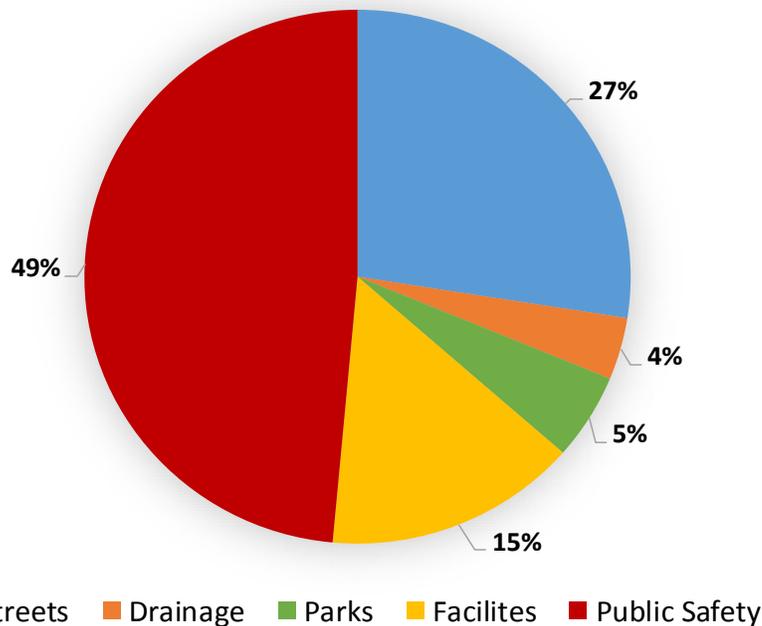
- General Fund
- Certificates of Obligation*
- Regional Detention Fund
- Pasadena Second Century Corp.
- System Fund
- CDBG/CDBG-DR
- Harris County



Certificates of Obligation

City Council authorized the issuance of certificates of obligation in the amount of \$36,000,000 on September 18, 2018.

Program	Project	Amount
Streets	Thomas Avenue (Bearle St to Alastair Ave)	\$ 1,035,000
Streets	Thomas Avenue (Richey St to Finrock)	\$ 1,000,000
Streets	Neighborhood Street Reconstruction Program Phase I	\$ 3,260,000
Streets	Lafferty Road	\$ 2,300,000
Streets	Pansy Street Phase II	\$ 1,000,000
Streets	Wafer Street	\$ 1,300,000
Drainage	Browning Subdivision Drainage Improvements	\$ 1,350,000
Parks	Queens Park	\$ 100,000
Parks	Burle-Crenshaw Park	\$ 200,000
Parks	Red Bluff Trail	\$ 200,000
Parks	TBD	\$ 1,380,000
Facilities	Municipal Courts Building	\$ 4,000,000
Facilities	Old City Hall Abatement & Demolition	\$ 1,400,000
Public Safety	Police Academy & Fire Services Admin Building	\$ 14,700,000
Public Safety	Fire Station #8	\$ 1,250,000
Public Safety	Ladder 4	\$ 900,000
Public Safety	Engine 41	\$ 625,000
Grand Total Certificates of Obligation		\$ 36,000,000





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FY 2019 ADOPTED BUDGET GENERAL FUND SUMMARY

OVERVIEW

The FY 2019 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$41.6 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 park 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.

FY 2019 ADOPTED BUDGET GENERAL FUND SUMMARY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
BEGINNING FUND BALANCE	\$ 44,491,132	\$ 47,220,226	\$ 36,424,258	\$ 36,424,258	\$ 41,641,746
REVENUES	102,435,955	106,255,800	108,309,184	109,937,028	116,283,307
EXPENDITURES	99,706,861	117,051,768	110,334,426	104,719,540	116,263,380
REVENUES OVER/(UNDER) EXPENDITURES	2,729,094	(10,795,968)	(2,025,242)	5,217,488	19,927
ENDING FUND BALANCE	47,220,226	36,424,258	34,399,016	41,641,746	41,661,673
TWO MONTH RESERVE REQUIREMENT *	15,190,111	16,960,149	17,756,924	16,821,109	18,958,726
OVER/(UNDER) REQUIREMENT	\$ 32,030,115	\$ 19,464,109	\$ 16,642,092	\$ 24,820,637	\$ 22,702,947

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



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**FY 2019 ADOPTED BUDGET
GENERAL FUND REVENUE SUMMARY**

REVENUE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
General property taxes	\$ 31,666,936	\$ 35,268,745	\$ 37,970,313	\$ 38,748,000	\$ 42,567,176
Industrial district fees	17,364,338	17,283,049	17,104,000	17,903,674	17,903,000
Sales tax	21,567,285	21,207,907	21,000,000	21,700,000	22,000,000
Utility taxes	8,887,972	9,039,680	8,962,600	9,124,100	9,087,600
Mixed drink tax	312,687	299,955	310,000	340,000	340,000
Bingo tax	-	33	100	-	-
Business licenses and permits	2,821,631	2,370,123	2,346,100	2,236,770	2,134,500
Occupational licenses and permits	103,484	109,437	98,600	84,470	87,350
Non-business licenses and permits	80,235	72,988	82,000	70,875	70,800
Municipal court fines and fees	5,627,478	5,187,787	5,525,000	4,218,000	4,904,000
Solid waste collection	6,770,970	6,915,695	7,647,500	7,636,300	9,037,300
Health services	394,539	386,668	389,250	386,000	393,000
Library services	46,392	43,953	47,000	42,000	45,000
Property management	339,106	344,332	339,000	335,680	337,680
Recreation	199,753	187,609	198,900	197,200	187,200
Golf	449,152	476,633	456,020	571,000	563,000
Swimming pools	326,892	285,347	320,000	272,000	272,000
Tennis	9,231	11,163	10,000	11,000	10,000
Other centers	80,591	72,833	82,700	80,150	79,100
Civic center	327,148	313,630	335,000	273,000	286,000
Miscellaneous	792,498	812,799	806,600	787,100	784,600
Intergovernmental revenues	249,078	234,794	239,496	222,359	220,946
Sale of capital assets	795,481	134,586	40,000	20,000	40,000
Other revenues	734,873	925,824	605,005	850,226	1,156,055
Investment income	288,205	570,230	394,000	827,124	777,000
Interfund transfers	2,200,000	3,700,000	3,000,000	3,000,000	3,000,000
TOTAL	\$ 102,435,955	\$ 106,255,800	\$ 108,309,184	\$ 109,937,028	\$ 116,283,307



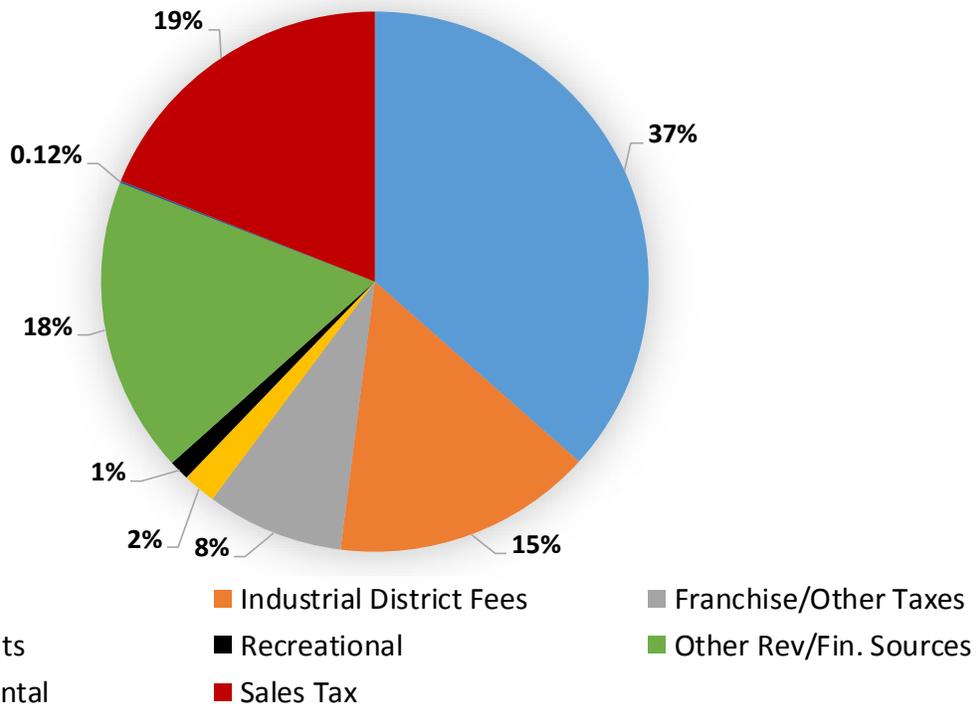
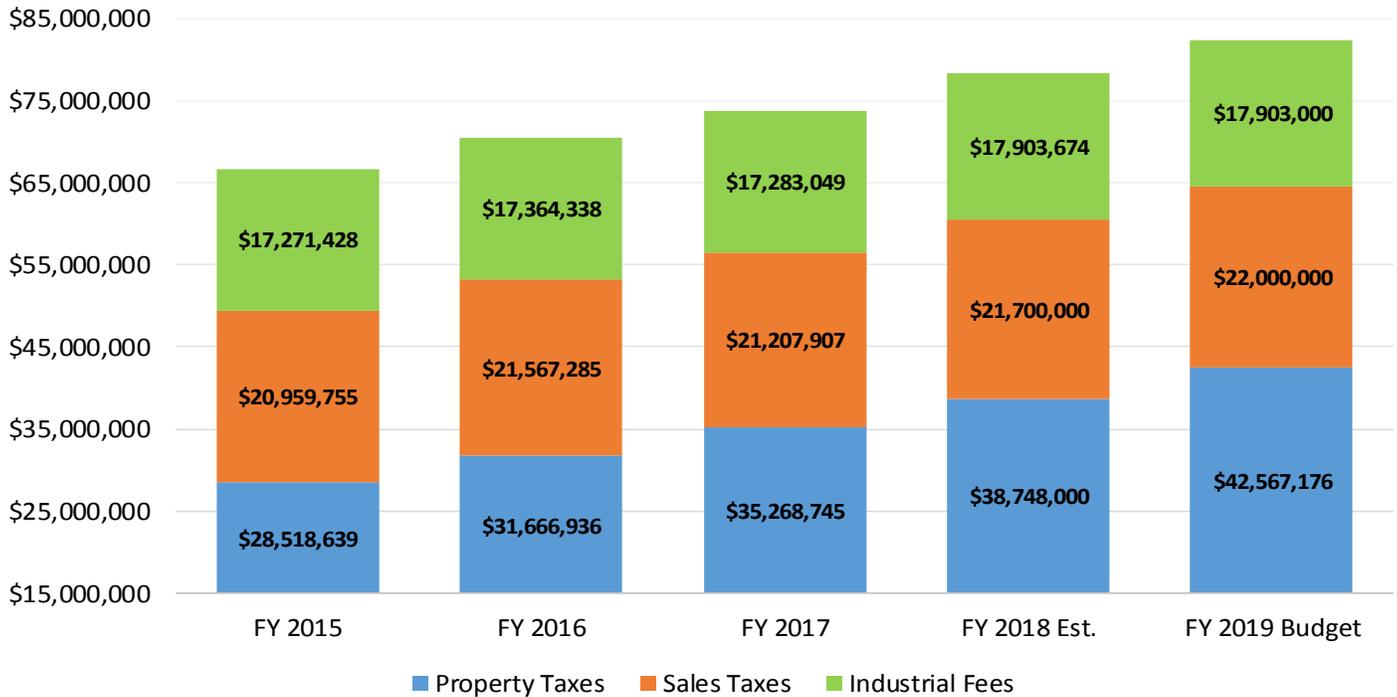
REVENUE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
TAXES					
General property taxes					
Ad valorem taxes	\$ 31,312,537	\$ 34,820,636	\$ 37,611,313	\$ 38,405,000	\$ 42,227,176
Penalty and interest	354,399	448,109	359,000	343,000	340,000
General property taxes	31,666,936	35,268,745	37,970,313	38,748,000	42,567,176
Business taxes					
Industrial district fees	17,364,338	17,283,049	17,104,000	17,903,674	17,903,000
Sales tax	21,567,285	21,207,907	21,000,000	21,700,000	22,000,000
Utility taxes					
Electric franchise	4,640,326	4,841,201	4,700,000	4,800,000	4,800,000
Gas franchise	593,869	604,238	600,000	800,000	800,000
Telecommunications franchise	1,686,563	1,476,368	1,700,000	1,336,000	1,300,000
Cable TV franchise	940,997	967,848	925,000	930,000	930,000
Commerical services	794,507	894,260	800,000	1,000,000	1,000,000
Other franchises	231,710	255,765	237,600	258,100	257,600
Utility taxes	8,887,972	9,039,680	8,962,600	9,124,100	9,087,600
Other taxes					
Mixed drink tax	312,687	299,955	310,000	340,000	340,000
Bingo tax	-	33	100	-	-
Other taxes	312,687	299,988	310,100	340,000	340,000
Business taxes	48,132,282	47,830,624	47,376,700	49,067,774	49,330,600
TAXES TOTAL	79,799,218	83,099,369	85,347,013	87,815,774	91,897,776
LICENSES AND PERMITS					
Business types	2,821,631	2,370,123	2,346,100	2,236,770	2,134,500
Occupational types	103,484	109,437	98,600	84,470	87,350
Non-business types	80,235	72,988	82,000	70,875	70,800
LICENSES AND PERMITS TOTAL	3,005,350	2,552,548	2,526,700	2,392,115	2,292,650
MUNICIPAL COURT FINES AND FEES					
Fines	3,537,063	3,220,043	3,515,000	2,718,000	3,104,000
Administrative fees	2,090,415	1,967,744	2,010,000	1,500,000	1,800,000
MUNICIPAL COURT FINES TOTAL	5,627,478	5,187,787	5,525,000	4,218,000	4,904,000



REVENUE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
CHARGES FOR SERVICES					
Solid waste collection	6,770,970	6,915,695	7,647,500	7,636,300	9,037,300
Health services	394,539	386,668	389,250	386,000	393,000
Library services	46,392	43,953	47,000	42,000	45,000
Property management	339,106	344,332	339,000	335,680	337,680
Parks and recreation fees					
Recreation	199,753	187,609	198,900	197,200	187,200
Golf	449,152	476,633	456,020	571,000	563,000
Swimming pools	326,892	285,347	320,000	272,000	272,000
Tennis	9,231	11,163	10,000	11,000	10,000
Other centers	80,591	72,833	82,700	80,150	79,100
Parks and recreation fees subtotal	1,065,619	1,033,585	1,067,620	1,131,350	1,111,300
Civic center	327,148	313,630	335,000	273,000	286,000
Miscellaneous	792,498	812,799	806,600	787,100	784,600
CHARGES FOR SERVICES TOTAL	9,736,272	9,850,662	10,631,970	10,591,430	11,994,880
OTHER REVENUE					
Intergovernmental revenues	249,078	234,794	239,496	222,359	220,946
Sale of capital assets	795,481	134,586	40,000	20,000	40,000
Other revenues	734,873	925,824	605,005	850,226	1,156,055
Investment income	288,205	570,230	394,000	827,124	777,000
OTHER REVENUE TOTAL	2,067,637	1,865,434	1,278,501	1,919,709	2,194,001
OTHER FINANCING SOURCES					
Interfund transfers	2,200,000	3,700,000	3,000,000	3,000,000	3,000,000
OTHER FINANCING SOURCES TOTAL	2,200,000	3,700,000	3,000,000	3,000,000	3,000,000
TOTAL	\$ 102,435,955	\$ 106,255,800	\$ 108,309,184	\$ 109,937,028	\$ 116,283,307



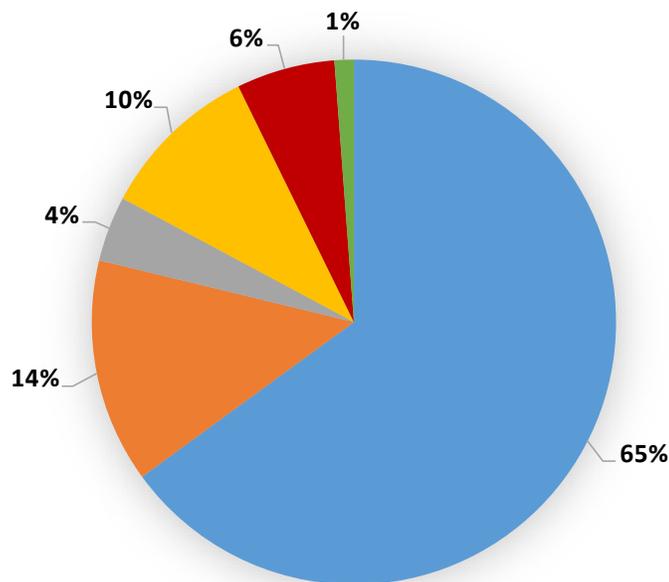
General Fund revenues come primarily from broad-based taxes, including property, sales and franchise taxes. Business taxes, including in lieu of tax payments made by industrial district companies that are outside the City, provide another major source of revenue. Below are graphical representations of the City's revenue sources.





**FY 2019 ADOPTED BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

EXPENDITURE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	\$ 62,765,555	\$ 70,494,378	\$ 72,661,546	\$ 70,076,997	\$ 75,538,972
Contractual services	13,170,152	15,046,887	16,088,670	14,239,384	16,057,127
Materials and supplies	3,427,465	4,054,764	5,031,041	4,207,104	4,677,469
Maintenance charges	10,749,146	10,854,526	10,787,190	10,793,678	11,548,890
Other charges	139,709	217,857	210,080	385,212	4,453,938
Other uses	58,044	57,461	92,500	81,400	92,500
Other financing uses	8,566,196	15,290,872	3,792,885	3,792,885	2,511,025
Capital outlay	830,594	1,035,023	1,670,514	1,142,880	1,383,459
TOTAL	\$ 99,706,861	\$ 117,051,768	\$ 110,334,426	\$ 104,719,540	\$ 116,263,380



- Personnel Services
- Contractual Services
- Materials and Supplies
- Maintenance Charges
- Other Charges/ Financing
- Capital Outlay



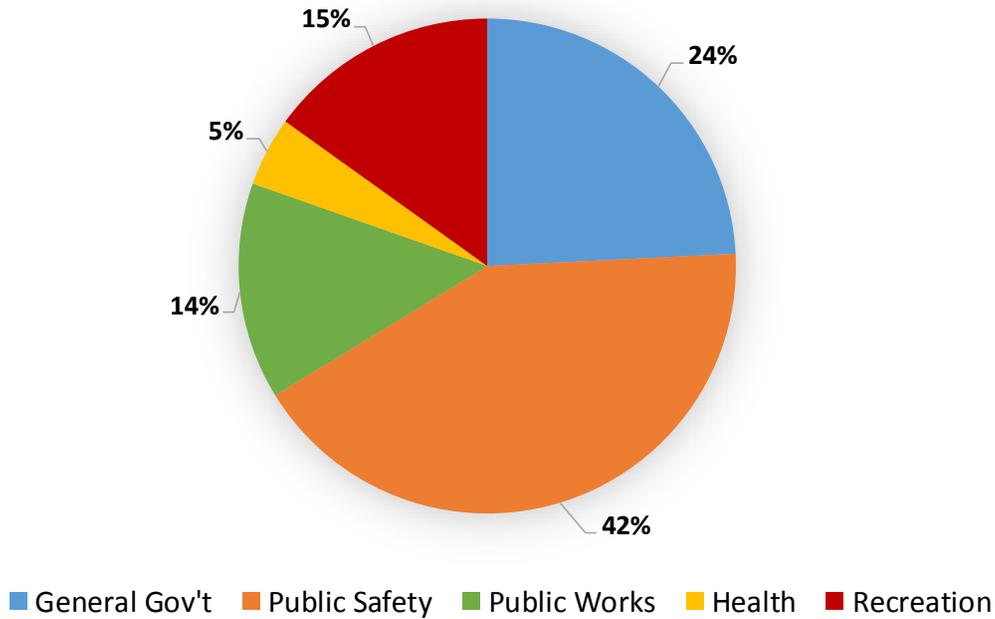
DEPT #	DEPARTMENT NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
General Government						
10100	City Council	196,074	185,809	244,325	225,437	232,191
10200	Mayor	343,409	733,953	609,740	606,333	640,935
10300	Budget and Financial Planning	618,674	841,662	580,192	421,992	674,708
10400	Municipal Court	2,145,078	2,339,207	2,351,089	2,280,103	2,389,763
10500	City Controller	1,858,577	2,262,273	2,088,724	1,990,184	2,209,992
10600	Tax	460,950	480,847	482,520	512,520	512,520
10700	Purchasing	392,034	462,562	508,093	505,953	517,283
10800	Legal	1,593,892	2,584,578	1,459,040	1,406,729	1,714,886
10900	City Secretary	353,365	392,793	467,935	419,480	473,474
11000	Elections	794	63,559	14,350	4,850	67,150
11100	Human Resources	720,841	886,385	950,128	784,143	1,087,393
11200	Civil Service	38,135	21,283	64,400	26,400	58,400
11300	City Marshal	831,216	1,227,341	1,183,796	1,115,178	1,291,123
11400	Community Relations	1,055,595	1,100,513	1,200,941	1,151,461	1,252,595
11410	Pasadena Action Line	343,381	437,402	512,172	480,453	436,074
11500	Planning	1,009,493	1,376,173	860,990	665,076	612,156
11505	Economic Development	286,364	293,348	415,142	415,755	612,857
11510	Neighborhood Network	272,743	252,184	620,640	615,756	540,901
11600	Inspections	1,562,494	1,608,277	1,684,025	1,579,573	1,699,300
11700	Project Development	1,717,969	1,176,405	2,041,199	1,710,581	1,751,933
11725	New City Hall	34,823	1,257,296	1,133,246	1,085,246	730,432
11726	New Courts	-	-	235,000	35,000	-
11727	Facilities Management	-	-	-	-	335,500
11740	Impound	357,772	394,307	392,715	386,519	396,088
11800	Other Charges	158,759	167,833	1,916,770	1,875,670	5,400,187
11801	Other Charges\Transfers Out	8,566,196	15,290,872	3,792,885	3,792,885	2,511,025
TOTAL GENERAL GOVERNMENT		\$ 24,918,628	\$ 35,836,862	\$ 25,810,057	\$ 24,093,277	\$ 28,148,866
Public Safety						
13100	Emergency Preparedness	764,578	880,600	953,910	936,028	924,996
13200	Fire Fighting	3,499,777	3,265,588	3,661,325	3,514,466	3,653,154
13300	Fire Prevention	1,377,149	1,668,472	1,626,520	1,561,148	1,667,865
13350	Code Enforcement	563,757	661,923	666,129	632,920	804,163
13400	Police	35,363,941	38,989,559	38,562,787	37,456,554	41,822,574
TOTAL PUBLIC SAFETY		\$ 41,569,202	\$ 45,466,142	\$ 45,470,671	\$ 44,101,116	\$ 48,872,752



DEPT #	DEPARTMENT NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Public Works						
14100	Engineering	2,758,899	2,287,035	2,350,162	2,299,158	2,093,064
14200	Street Lighting and Signals	1,418,228	1,306,092	1,418,000	1,375,000	1,418,000
14300	Sanitation	6,582,219	7,058,709	8,129,619	7,747,145	8,348,487
14400	Street and Drainage	2,822,004	2,991,958	2,971,472	2,691,248	2,952,799
14500	Traffic and Transportation	1,533,304	1,604,799	1,711,972	1,655,851	1,642,866
TOTAL PUBLIC WORKS		\$ 15,114,654	\$ 15,248,593	\$ 16,581,225	\$ 15,768,402	\$ 16,455,216
Health						
16100	Health	1,416,098	1,739,343	1,847,167	1,748,447	1,930,256
16200	Animal Rescue	2,337,099	2,822,218	3,127,212	2,908,170	3,332,638
TOTAL HEALTH		\$ 3,753,197	\$ 4,561,561	\$ 4,974,379	\$ 4,656,617	\$ 5,262,894
Culture and Recreation						
15100	Parks	3,322,594	3,829,724	4,487,034	3,770,806	4,401,659
15200	Recreation	3,203,261	3,610,213	3,884,229	3,652,161	3,990,594
15300	Clean Streets	1,572,119	1,686,571	1,767,230	1,720,828	1,951,141
15400	Golf Course	625,053	902,609	1,103,296	927,169	953,083
15500	Multi-Purpose Center	525,484	539,132	578,849	555,754	583,130
15600	Civic Center	760,544	739,191	797,846	780,018	791,295
15700	Senior Center-Madison Jobe	547,254	568,993	661,120	598,151	754,983
15700	Museums	36,675	28,765	58,486	47,173	70,238
17010	Library	3,758,196	4,033,412	4,160,004	4,048,068	4,027,529
TOTAL CULTURE AND RECREATION		\$ 14,351,180	\$ 15,938,610	\$ 17,498,094	\$ 16,100,128	\$ 17,523,652
TOTAL EXPENDITURES		\$ 99,706,861	\$ 117,051,768	\$ 110,334,426	\$ 104,719,540	\$ 116,263,380



General Fund expenditures are divided into five divisions: General Government, Public Safety, Public Works, Health, and Recreation. Each division is comprised of multiple City departments. Public Safety accounts for the highest expenditures in the General Fund followed by General Government and Recreation. The graphic below illustrates each division's percentage of General Fund expenditures.



The remainder of this General Fund section provides an overview of each department which includes a mission statement, prior year achievements, budget year goals and objectives, expenditure summary, key performance indicators, and position counts. The departments are organized by the aforementioned divisions.



**FY 2019 ADOPTED BUDGET
GENERAL GOVERNMENT EXPENDITURE SUMMARY**

BY CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	10,742,607	12,805,361	14,520,930	13,838,026	14,596,255
Contractual services	3,272,109	4,958,735	3,969,556	2,927,199	3,798,289
Materials and supplies	488,293	705,240	817,567	617,616	775,757
Maintenance charges	1,730,189	1,809,573	1,900,119	1,900,119	1,808,682
Capital outlay	38,002	187,542	660,000	897,532	535,000
Other uses	81,232	79,539	149,000	119,900	4,123,858
Other financing uses	8,566,196	15,290,872	3,792,885	3,792,885	2,511,025
TOTAL	24,918,628	35,836,862	25,810,057	24,093,277	28,148,866
BY DEPARTMENT/DIVISION					
City council	196,074	185,809	244,325	225,437	232,191
Mayor	343,409	733,953	609,740	606,333	640,935
Budget	618,674	841,662	580,192	421,992	674,708
Municipal Court	2,145,078	2,339,207	2,351,089	2,280,103	2,389,763
Controller's Office	1,858,577	2,262,273	2,088,724	1,990,184	2,209,992
Tax	460,950	480,847	482,520	512,520	512,520
Purchasing	392,034	462,562	508,093	505,953	517,283
Legal	1,593,892	2,584,578	1,459,040	1,406,729	1,714,886
City Secretary	353,365	392,793	467,935	419,480	473,474
Elections	794	63,559	14,350	4,850	67,150
Human Resources	720,841	886,385	950,128	784,143	1,087,393
Civil Service	38,135	21,283	64,400	26,400	58,400
City Marshal	831,216	1,227,341	1,183,796	1,115,178	1,291,123
Community Relations	1,055,595	1,100,513	1,200,941	1,151,461	1,252,595
Pasadena Action Line	343,381	437,402	512,172	480,453	436,074
Planning	1,009,493	1,376,173	860,990	665,076	612,156
Economic Development	286,364	293,348	415,142	415,755	612,857
Neighborhood Network	272,743	252,184	620,640	615,756	540,901
Inspections	1,562,494	1,608,277	1,684,025	1,579,573	1,699,300
Project Development	1,717,969	1,176,405	2,041,199	1,710,581	1,751,933
New City Hall	34,823	1,257,296	1,133,246	1,085,246	730,432
New Courts	-	-	235,000	35,000	-
Facilities Management	-	-	-	-	335,500
Impound	357,772	394,307	392,715	386,519	396,088
Other charges	8,724,955	15,458,705	5,709,655	5,668,555	7,911,212
TOTAL	24,918,628	35,836,862	25,810,057	24,093,277	28,148,866



GENERAL GOVERNMENT CITY COUNCIL

MISSION STATEMENT

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



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	99,260	99,642	119,683	112,945	105,237
CONTRACTUAL SERVICES	43,606	27,523	53,200	45,550	53,700
MATERIALS & SUPPLIES	6,302	15,103	14,750	10,250	14,750
MAINTENANCE CHARGES	46,906	43,541	56,692	56,692	58,504
TOTAL	196,074	185,809	244,325	225,437	232,191

CITY COUNCIL STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Continued to make Pasadena a city where all people can live, work and play in a safe and attractive environment.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

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

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	296,567	642,163	543,790	544,383	549,898
CONTRACTUAL SERVICES	15,049	32,474	22,200	20,500	25,000
MATERIALS & SUPPLIES	1,538	8,995	9,950	7,650	9,800
MAINTENANCE CHARGES	30,255	50,321	33,800	33,800	56,237
TOTAL	343,409	733,953	609,740	606,333	640,935

MAYOR'S OFFICE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1060	Administrative Aide	1	1	1
1070	Administrative Assistant	1	0	0
1412	Chief of Staff	1	1	1
2340	Mayor	1	1	1
2440	Office Assistant II	0	1	1
	TOTAL:	4	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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- 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 2019

- 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.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	564,855	786,277	518,792	371,592	562,660
CONTRACTUAL SERVICES	37,195	32,837	35,500	29,500	90,000
MATERIALS & SUPPLIES	3,592	3,488	8,450	3,450	7,950
MAINTENANCE CHARGES	13,032	19,060	17,450	17,450	14,098
TOTAL	618,674	841,662	580,192	421,992	674,708

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Department expenditures as a % of city expenses	0.28%	0.39%	0.19%	0.29%
General fund actual revenue as a % of budget	103%	103%	102%	100%
General fund actual expenditures as a % of budget	101%	115%	97%	100%

BUDGET AND FINANCIAL PLANNING STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1325	Budget Administrator	1	1	1
1720	Director of Financial Planning	1	1	1
1950	Performance Analyst	1	1	1
2382	Sr Mgmt. Analyst	1	1	1
2440	Office Assistant II	1	0	0
8888	PT-Pooled	1	1	1
	TOTAL:	6	5	5



GENERAL GOVERNMENT MUNICIPAL COURT

MISSION STATEMENT

The mission of the 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Handled approximately 60,000 new case filings.
- Collected gross revenue of approximately \$4,200,000.
- Came into compliance with legislative changes made by the 85th Legislature.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

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



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,786,718	1,943,487	1,841,688	1,831,763	1,827,072
CONTRACTUAL SERVICES	85,324	88,658	152,577	112,227	243,803
MATERIALS & SUPPLIES	36,322	46,675	81,341	60,630	96,341
MAINTENANCE CHARGES	235,042	260,579	275,383	275,383	222,447
OTHER CHARGES	1,672	(192)	100	100	100
TOTAL	2,145,078	2,339,207	2,351,089	2,280,103	2,389,763

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of cases filed per fiscal year	70,078	64,912	57,221	57,221
Warrants Issued: Capias/Warrants	27,640	20,225	11,118	11,118
Number of traffic cases	59,236	55,916	50,865	50,865
Annual Gross Revenue	\$9,424,105	\$8,659,141	\$7,426,069	\$7,426,069
Number of cases on appearance dockets	75,689	75,132	64,560	64,560
Number of cases on motion dockets	20,492	21,764	18,619	18,619

MUNICIPAL COURT STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1140	Associate Judge	5	6	7
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	2
2400	Municipal Court Judge	1	1	1
2855	PT Office Assistant	1	1	1
2844	PT Pooled	1	1	1
	TOTAL:	35	36	36



GENERAL GOVERNMENT CITY CONTROLLER'S OFFICE

MISSION STATEMENT

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

ACHEIVEMENTS FOR FISCAL YEAR 2018

- 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 24th 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 \$20M COs, with the financial advisor, bond counsel, rating agencies.
- Assisted with the financial advisor, bond counsel, rating agencies in the Pasadena Second Century Corp Sales Tax Revenue Note, 2018 with Refunding PSCC Sales tax Revenue Note, 2017.
- Maintain complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Harvey.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- 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 25th 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.
- Proposed issuance of \$38M COs, with the financial advisor, bond counsel, rating agencies.
- Continue to maintain complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Harvey.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,662,649	2,041,971	1,809,766	1,755,226	1,885,832
CONTRACTUAL SERVICES	106,893	114,459	160,300	122,300	200,300
MATERIALS & SUPPLIES	19,635	31,613	43,475	37,475	44,075
MAINTENANCE CHARGES	69,707	74,032	75,083	75,083	79,685
OTHER CHARGES	(307)	198	100	100	100
TOTAL	1,858,577	2,262,273	2,088,724	1,990,184	2,209,992

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of years received the GFOA award	22	23	24	25
CAFR awarded "clean Opinion"	Yes	Yes	Yes	Yes
Number of grants	35	41	40	40
Grants annual expenditures	\$11,964,437	\$12,042,085	\$12,282,876	\$13,500,000

CITY CONTROLLER'S OFFICE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1011	Accounts Payable Manager	1	1	1
1012	Acct Payable Asst	0	2	2
1020	Accountant II	1	1	0
1030	Accountant III	0	1	2
1031	Accountant IV	2	3	3
1032	Accountant V	1	0	0
1042	Sr. Accounting Assistant	3	1	1
1043	Central Cashier	1	1	1
1045	Assistant Central Cashier	0	1	1
1050	Accounting Manager	1	1	1
1070	Admin Asst	1	1	1
1100	Assistant City Controller	1	1	1
1440	City Controller	1	1	1
2510	Payroll Manager	1	1	1
2777	PT Pooled	1	1	1
3200	Financial Report Lead	1	1	1
3266	Special Funds Accountant	1	0	0
	TOTAL:	17	18	18



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**GENERAL GOVERNMENT
TAX**

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	460,950	480,847	482,500	512,500	512,500
MATERIALS & SUPPLIES	0	0	20	20	20
TOTAL	460,950	480,847	482,520	512,520	512,520



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Provided refresher training in procurement procedures.
- Successfully bid or renewed 50+ contracts.
- Projected an annual savings of nearly \$500,000 with lower electricity rate.
- Continued to administer travel, ProCard, and cellular phone programs.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Provide training to departments on upcoming new version of Finance Plus.
- Continue to be pro-active in contracting goods and services.
- Increase the level of contract administration.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	341,092	396,493	452,547	451,513	457,398
CONTRACTUAL SERVICES	11,675	26,544	13,528	13,597	13,838
MATERIALS & SUPPLIES	2,649	3,832	4,940	3,765	7,345
MAINTENANCE CHARGES	36,618	35,693	37,078	37,078	38,702
TOTAL	392,034	462,562	508,093	505,953	517,283

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Total Purchase Orders Processed	3,559	3,415	3,177	3,300
Total Value of Purchase Orders	\$26,197,580	\$34,337,446	\$23,000,000	\$25,000,000
Total Procurement Card Purchases	\$1,859,858	\$1,783,333	\$1,700,000	\$1,750,000

PURCHASING STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1355	Buyer III	2	2	2
2440	Office Asst II	1	1	1
2995	Purchasing Coord	0	1	1
3000	Purchasing Manager	1	1	1
3410	Sr Purchasing Assistant	1	0	0
	TOTAL:	5	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.

The City Attorney and his supporting staff (Assistant City Attorneys and Legal Assistants) work to provide legal advice to the Mayor, City Council, Boards and Commissions, and the various City Departments. Our office is responsible for defending the City in civil matters and lawsuits, preparing many of the agreements and documents used by the City and its departments, and for preparation of the ordinances and resolutions that are placed on the City Council Agenda for consideration. Among the many responsibilities of the office, we provide support to City departments in matters related to open records requests, emergency disaster preparations and planning, capital improvement projects, and the handling of claims and recoveries that affect the City. Additionally, we have a dedicated full time attorney who is responsible for the prosecution of all misdemeanor offenses that are brought before the City's Municipal Court.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Support citizens 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 carious 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.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- 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.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	877,431	936,264	963,320	948,477	1,109,250
CONTRACTUAL SERVICES	629,676	1,464,131	397,275	122,275	222,375
MATERIALS & SUPPLIES	26,521	31,392	37,453	37,453	38,453
MAINTENANCE CHARGES	60,264	64,010	60,992	60,992	69,808
OTHER CHARGES	0	88,781	0	237,532	275,000
TOTAL	1,593,892	2,584,578	1,459,040	1,406,729	1,714,886

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET
Ordinances	199	184	190	203
Resolutions	131	136	130	137
Non-jury cases handled	69,745	63,928	57,579	70,224
Non-jury trials	211	166	109	214
Jury Trails	9	12	15	25

LEGAL STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	2	2	3
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	2
	TOTAL:	8	8	9



GENERAL GOVERNMENT

CITY SECRETARY

MISSION STATEMENT

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

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Worked in conjunction with City Departments to identify all boards and committees in City, including member names and terms of office.
- Sent out new records retention schedules and forms from Texas Archives Commission to all departments.
- 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.
- Staff attended the Election Law Seminar and a seminar regarding the Public Information Act.
- Completed Phase II of the 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.
- Hired and trained new staff for City Secretary's Office.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Prepare for and conduct the May 2019 General Election, in conjunction with Harris County, for election of eight Council positions.
- Attend election law seminar(s) in preparation for May 2019 General Election.
- Attend training class on Public Information Act.
- Complete final phase of recodification of City's Code of Ordinances consisting of working in conjunction with Legal Department and MuniCode in order that the newly revised Code of Ordinances for the City can be adopted for printing and distribution.
- 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.



**FY 2019 ADOPTED BUDGET
EXPENDITURE BUDGET**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	269,677	312,243	347,780	317,925	372,444
CONTRACTUAL SERVICES	26,579	27,446	59,450	42,950	47,950
MATERIALS & SUPPLIES	3,337	8,219	8,300	6,200	7,000
MAINTENANCE CHARGES	53,772	44,885	52,405	52,405	46,080
TOTAL	353,365	392,793	467,935	419,480	473,474

PERFORMANCE INDICATORS

Council Meetings	27	Agendas	27	Minutes	27	Workshops & Agendas	3
Public Information Requests	684	Process Subpoenas	6	Records Management Shred Boxes	615	Scanned Ordinances, Resolutions, Minutes	370
Process City Contracts	138	Process Release of Liens	129	Publications	138	Public Notices	66
Process Claims	81	Bid Openings	36	Process Liquor License Applications	47	Lawsuits	4

CITY SECRETARY STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1070	Admin Asst	1	1	1
1460	City Secretary	1	1	1
2655	PT Pooled City Secretary	1	1	1
3280	Sr City Secretary Assistant	1	2	2
	TOTAL:	4	5	5



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**GENERAL GOVERNMENT
CITY SECRETARY
ELECTIONS**

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	794	62,642	12,500	4,000	65,200
MATERIALS & SUPPLIES	0	917	1,850	850	1,950
TOTAL	794	63,559	14,350	4,850	67,150



GENERAL GOVERNMENT HUMAN RESOURCES

MISSION STATEMENT

The mission of the Human Resources Department is to deliver quality customer service and provide solutions in support of the City of Pasadena's vision.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Began the process of revamping all Civil Service local rules.
- Researched, evaluated, and selected a new promotional exam company.
- Collaborated with Police Academy personnel to adopt a new entry-level exam and physical fitness test for police applicants.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Complete rewrite of Civil Service local rules.
- Update employee handbook.
- Add two new Human Resources employee positions to better serve our customers.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	518,592	595,354	756,995	619,160	824,873
CONTRACTUAL SERVICES	79,957	162,814	45,750	27,100	135,750
MATERIALS & SUPPLIES	41,885	38,207	61,950	52,450	56,950
MAINTENANCE CHARGES	80,407	90,010	85,433	85,433	69,820
TOTAL	720,841	886,385	950,128	784,143	1,087,393

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Experience Modification Rate (EMR)	0.36	0.28	0.31	0.35
City employee turnover rate	9.64%	8.81%	*8.54%	8.25%
Average number of applicants per job posting	286.14	270.37	*255.24	275.00

*Based on calculations through 8/16/2018

HUMAN RESOURCES STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1222	Assistance HR Director	0	0	1
1263	Benefits Specialist	0	1	1
1989	HR Administrator I	1	1	2
1990	HR Administrator II	1	2	0
1991	HR Administrator III	1	1	0
1999	HR Assistant I	1	0	0
2000	HR Assistant II	0	1	1
2001	PT Pooled HR	1	1	1
2005	Insurance Coordinator	0	1	1
2010	HR Director	1	1	1
3267	Sr. Admin Asst	1	1	1
3370	Sr Office Assistant	1	0	0
	TOTAL:	8	10	9



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**GENERAL GOVERNMENT
CIVIL SERVICE**

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	22,915	21,085	54,400	24,400	54,400
MATERIALS & SUPPLIES	15,220	198	10,000	2,000	4,000
TOTAL	38,135	21,283	64,400	26,400	58,400



GENERAL GOVERNMENT CITY MARSHAL

MISSION STATEMENT

The mission of the Pasadena City Marshal's Office is to protect and defend the institution of the Municipal Court and City Hall. The safety and protection of all who work and attend City Hall and the Court are the focus of security. The City Marshal will serve all arrest warrants and bring to justice those persons with outstanding warrants in order to ensure the credibility of the Court. Other duties performed by the City Marshal's Office: Traffic enforcement, all-terrain vehicle park patrol, serve as back-up to the Code Enforcement Division, and other duties as assigned by the Chief City Marshal.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Actively pursued violators with outstanding warrants; 8,940 warrants cleared year-to-date.
- The ATV Park Patrol Unit assigned two officers for part-time park patrol.
- The assignment of a TCOLE Coordinator and Instructor to handle TCOLE mandated training requirements which assigns officers to mandated two year cycle training requirements.
- Provided training opportunities to all staff in order to meet required TCOLE requirements.
- Assigned a City Marshal to serve in the Code Enforcement Division to allow the Code Enforcement Officers to have the backing of a law enforcement officer to obtain compliance on violations.
- Improved the interagency relationship with the Police Department by continuing to network and agreeing to an MOU to pick-up and transport prisoners from City police officers.
- Assignment of a Quarter Master Officer to better account for City issued equipment.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- To increase the productivity in serving outstanding warrants and recovering restitution owed to the City.
- To fulfill our stated mission and work closely with the Court, City Hall, Code Enforcement, and Police Department.
- Train more personnel on Police ATVs to allow more police presence in our City parks.
- Continue to train all personnel in police training as required by Texas Commission on Law Enforcement Standards.
- To upgrade equipment as needed by City Marshals to effectively do their duties including ticket writers, tasers, and license plate readers.
- To cross-train all officers with the department to have the ability to use any officer where needed.
- To appoint a new position of Sergeant to serve as a Field Training Supervisor.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	668,656	1,066,251	971,925	917,327	1,063,214
CONTRACTUAL SERVICES	7,994	12,058	26,000	21,000	26,000
MATERIALS & SUPPLIES	8,758	7,528	40,826	31,806	42,826
MAINTENANCE CHARGES	145,808	141,504	145,045	145,045	159,083
TOTAL	831,216	1,227,341	1,183,796	1,115,178	1,291,123

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Warrants issued	27,337	20,225	14,054	16,162
Warrants served per marshal	3,871	18,598	12,469	14,500
Arrests	7,263	14,584	6,253	8,000
Arrests made per marshal	1,453	1,598	1,240	1,600

CITY MARSHAL STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1390	Chief City Marshal	1	1	1
1450	City Marshal	6	8	7
1453	Lt City Marshal	0	0	1
1455	Sgt City Marshal	1	1	1
2653	PT Pooled City Marshal	0	1	1
	TOTAL:	8	11	11

MUNICIPAL COURT SECURITY STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1450	City Marshal	1	1	1
	TOTAL:	1	1	1



GENERAL GOVERNMENT COMMUNITY RELATIONS

MISSION STATEMENT

The Community Relations Department strives to create an informational bridge between the City of Pasadena and the community through: social media, online & broadcast technology, volunteer opportunities, educational workshops, direct interaction and professional media relationships.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Researched and contracted with new website provider that will result in a state-of-the-art site that is ADA compliant, secure and more interactive than any other website design in the City's history.
- Steady social media follower increase across Facebook, Twitter and Instagram.
- Creation of 2 new Facebook pages for Parks & Recreation and Madison Jobe Senior Center.
- Entered into agreement with Firefox Video to produce informational program, "*Pasadena Business Journal*" to air on The Pasadena Channel at no cost to the City.
- Strengthened media relationships resulting in several positive mentions and appearances on local TV news stations and radio stations, such as: HoustonPBS *Red, White and Blue*, KHOU's *Great Day Houston* and newscasts, KPRC's *Houston Live TV* and newscasts, KTRK news, KSBJ radio and KTHT 97.1 radio.
- State of the City record-breaking attendance.
- Integration of Pasadena Channel videos into Facebook and Twitter for more channel exposure.
- Exponential relationship growth between school districts and the City resulting in cooperative programs for students in Pasadena ISD and some campuses in Deer Park ISD and Clear Creek ISD.
- Renewed and strengthened relationship between City and Industry, resulting in record-breaking monetary and in-kind donations for the citizens of Pasadena.
- Pilot Program: *Team Up to Clean Up*, a ground-breaking event that partners industry and community to help multiple families in our most vulnerable populations.
- *Fill the Bus*: new program that partnered the City with PISD and Chamber to collect and distribute school supplies to Pasadena students resulted in the filling of three 72-passenger yellow school busses.
- Newly-formed relationship with TxDOT and HCTRA for road construction updates, resulting in video public service announcements from The Pasadena Channel.
- Increase proactive public service announcements on Pasadena Channel to announce upcoming events.
- NAS server purchase to use as a separate file system for video and graphics.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- New website live and being utilized for a more interactive citizen experience.
- All department pages on city website updated in a timely manner.
- Training on best-use practices for streamlining and efficiently posting social media updates.
- Contract with a social media monitoring company to be compliant with new open-records laws regarding online presence.
- Update Pasadena Channel Studio to meet professional audio/video requirements.
- Update Pasadena Channel server.
- Increase number of social media views and subscribers by at least 5%.
- Assist Pasadena EDC on new marketing campaign.
- Create and implement online scheduling system for Pasadena Channel video producers.
- Continue to strengthen relationship with PISD's Communications Department and work with High School media departments to develop student programming for air on the Pasadena Channel.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	856,728	896,918	893,287	890,504	916,484
CONTRACTUAL SERVICES	64,861	65,890	142,300	104,600	135,600
MATERIALS & SUPPLIES	32,317	28,925	53,747	44,750	51,850
MAINTENANCE CHARGES	101,689	108,780	111,607	111,607	148,661
TOTAL	1,055,595	1,100,513	1,200,941	1,151,461	1,252,595

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of social media subscribers	N/A	N/A	63,118	67,000
Online (social media & web) views & impressions	N/A	N/A	3,030,691	3,050,000
Pasadena Channel on-line views	N/A	N/A	157,939	165,000
Volunteer Pasadena Number of hours	50,468	61,182	65,000	70,000

COMMUNITY RELATIONS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1303	Broadcast Engineer	0	1	1
1500	Comm Info Manager	1	1	1
1511	Comm Relations Liaison	1	0	0
1701	Director of Community Relations	1	1	1
2410	Municipal Station Manager	1	0	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
3805	Webmaster	0	1	1
	TOTAL:	9	9	9



GENERAL GOVERNMENT MAYOR'S 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Processed and responded to approximately 18,916 citizen requests, achieving closure on approximately 17,900.
- Improved and updated information available to call takers in an effort to provide the most current and accurate information.
- Participated in the Network Breakfast to share the vast amount of programs and event opportunities that the City of Pasadena offers to the apartment properties.
- Increased coordination with executive staff through monthly reports reflecting citizen requests for service.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Work with city staff to improve the percentage of service requests completed.
- Continue to monitor call takers' service level to increase customer service and satisfaction levels.
- Publicize and promote the Action Line in an effort to increase citizens' knowledge of and access to city services.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	300,142	376,611	446,859	418,020	405,255
CONTRACTUAL SERVICES	0	518	2,050	1,150	2,100
MATERIALS & SUPPLIES	819	5,207	7,180	5,200	6,600
MAINTENANCE CHARGES	42,420	55,066	56,083	56,083	22,119
TOTAL	343,381	437,402	512,172	480,453	436,074

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of Service Requests	20,150	19,998	18,916	19,000

MAYOR'S ACTION LINE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1357	Call Center Manager	0	0	1
1632	Customer Service Asst I	6	5	5
1633	Sr Customer Service Asst	1	1	0
	TOTAL:	7	6	6



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 2018

- Reviewed approximately 550 commercial site plans representing over \$115 million in new investment and nearly 400 housing units.
- Provided over forty (40) pre-development meetings.
- Created an online GIS map that provides the general public the ability to analyze and locate information.
- Updated Planning Department Fees. The update places Pasadena in a more competitive position with neighboring communities.
- Awarded a competitive planning grant for a Livable Center planning study administered by the Houston-Galveston Area Council (HGAC). Study is expected to begin in FY19.
- Administered sixteen (16) Planning and Zoning Commission meetings. Presented over fifty (50) department reports to Commission.
- In coordination with Housing and Community Development, the Planning Department completed an analysis of impediments to fair housing which will guide the City's housing priorities and policies.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Complete the Livable Center planning study to leverage plans for mall redevelopment and identify opportunities to improve the quality of life in historic Pasadena.
- Support the Pasadena Economic Development Corporation with several planning initiatives including the convention center.
- Submit TIP/HGAC Walkability grant proposal for pedestrian enhancements and sidewalk repair in the City.
- Propose planning code updates in the following areas: landscaping, bufferyards, parking, shared parking, auto repair/sales, and trucking. Planning code updates will facilitate redevelopment, clarify the expectations for permits and improve the appearance and environmental quality of the City.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	388,207	480,938	482,767	436,358	433,489
CONTRACTUAL SERVICES	544,036	806,857	278,505	144,750	98,500
MATERIALS & SUPPLIES	10,066	26,140	30,000	14,250	18,000
MAINTENANCE CHARGES	67,184	62,238	69,718	69,718	62,167
TOTAL	1,009,493	1,376,173	860,990	665,076	612,156

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Percentage of subdivision plats processed within 30 days	100%	100%	100%	100%
Number of residential lots and commercial reserves created	58	35	190	365
Number of annual site plan reviews	476	344	550	725
Number of TABC inspections	41	50	55	60
Number of annual inspections	467	755	950	1,200

PLANNING STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
2539	Planner I	1	0	0
2540	Planner II	0	1	1
2543	Planning Coordinator	1	1	1
2555	Sr Planning Analyst	1	0	0
2560	Planning Director	1	1	1
3035	Real Estate Coordinator	1	1	1
3115	Planning Technician	1	1	1
	TOTAL:	6	5	5



GENERAL GOVERNMENT ECONOMIC DEVELOPMENT

MISSION STATEMENT

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

ACHEIVEMENTS FOR FISCAL YEAR 2018

- **Joe V's Grocery Store**
 - Negotiated public improvement incentives to secure Pasadena location; creating 110 F/T jobs and \$13.5M in capital improvements.
- **Lyondell Chemical Company**
 - Assisted with nomination and submission of project application to the office of the Governor - Economic Development and Tourism through the Texas Economic Development Bank as an Enterprise Project; the new Methyl Butyl Ether plant retained 335 F/T jobs, created 32 new jobs and had a \$500M capital investment.
- **Johnson Development Associates**
 - Assisted with the permitting process to keep developer on schedule with construction of a 750k sq. ft. distribution warehouse.
- **Richey St. Reconstruction**
 - Work on Richey St. between Hwy 225 and Southmore Ave. has begun. Pasadena EDC along with Harris County will share in the cost which is approximately \$12M.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- 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.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	236,443	242,519	352,790	353,403	577,063
CONTRACTUAL SERVICES	28,847	26,153	29,950	29,950	7,000
MATERIALS & SUPPLIES	3,326	4,144	11,150	11,150	2,000
MAINTENANCE CHARGES	17,748	20,532	21,252	21,252	26,794
TOTAL	286,364	293,348	415,142	415,755	612,857

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
New Business (Projects valued at \$1M+)	3	7	18	20
Business Retention/Expansion (Projects valued at \$1M+)	2	2	8	10
Job Creation	100	155	375	425
Job Retention	50	85	750	800

ECONOMIC DEVELOPMENT STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1681	Economic Devel Manager	1	1	1
1703	Director of Economic Development	1	1	1
1745	Economic Dev. Coord	1	0	0
2339	Marketing Manager	0	0	1
2654	PT Econ Development Pooled	0	1	0
3113	Redevelopment Manager	0	0	1
3370	Sr Office Asst	1	1	1
	TOTAL:	4	4	5



GENERAL GOVERNMENT NEIGHBORHOOD NETWORK

MISSION STATEMENT

The Pasadena Industrial Community Network and Neighborhood Network are dedicated to improving the quality of life for the citizens of Pasadena, Texas. We strive to provide innovative programs and solutions to enhance our community by developing strong partnerships with our neighbors, community leaders, business, industry, schools and citizens.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- **Neighborhoods:** We continued our community outreach to our neighborhoods by hosting educational workshops, attending neighborhood meetings and community events. We keep lines of communication open by engaging our neighbors through social media which has reached 7,788 Facebook followers. We strive to improve our community relations with our community and other city departments.
- **Grants:** Grant Workshop was held May 10, 2018, with 50 in attendance including 6 new organizations. The Grant Review Board met on July 19, 2018 and approved 48 grants totaling \$100,764.70. We closed out our 2016-2017 grant period and paid out \$92,755.24 on 75 grants. 4 projects (\$14,765.91) were not completed due to Hurricane Harvey.
- **Industry:** We partnered with several industry partners with a variety of projects including the Historical Houses and Museum, COPA fund (Pasadena City Employees Impacted by Harvey). Chevron Phillips donated \$10,000 to the Neighborhood Network/Pasadena Industrial Community Network to use towards a "Special Project" of our choice which resulted in our Team Up to Clean Up initiative. We will be working on 20 homes during this initiative. This program will assist seniors, disabled persons, veterans and economically disadvantaged homeowners who are unable to perform the necessary work themselves, with minor exterior home repairs utilizing donations and volunteer labor.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Continue building relationships with Business and Industrial partners-Pasadena Industrial Community Network while continuing to grow our new initiative-Team Up to Clean Up program.
- Assist neighborhood organizations in developing and strengthening their organizations in order to apply for Matching Grant funding for neighborhood improvement projects.
- Building working relationships with our neighborhood and apartment communities by establishing open communication and keeping them informed of City resources by providing workshops, public speaking and community education opportunities.
- Improving our social media communication by educating, promoting and marketing our city department activities and disaster relief information to improve community relations with our neighborhood and apartment communities.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	134,865	141,225	325,587	330,708	347,352
CONTRACTUAL SERVICES	99,010	74,116	242,705	237,200	142,200
MATERIALS & SUPPLIES	13,383	10,358	25,693	21,193	26,900
MAINTENANCE CHARGES	25,485	26,485	26,655	26,655	24,449
TOTAL	272,743	252,184	620,640	615,756	540,901

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Grant Projects	N/A	N/A	48	50
Grant Amount Awarded	N/A	N/A	\$ 101,765	\$ 115,000
Grant Project Value	N/A	N/A	\$ 201,529	\$ 260,000
PICN	N/A	N/A	25	25
PICN Project Value	N/A	N/A	\$ 130,000	\$ 100,000

NEIGHBORHOOD NETWORK STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
2418	Neighborhood Network Specialist	2	2	2
2420	Neighborhood Program Manager	1	1	1
2698	PT Event Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	5	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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Modified permitting processes to accommodate the influx of Hurricane Harvey repair applications in order to make the process more efficient and simplified for those affected by this event.
- Personnel events included the retirement of our Assistant Building Official and the promotion of one of our Plumbing Inspectors to the Assistant Building Official position. The hiring of a Plumbing Inspector and Sign Inspector. Hiring of a Sign Inspector to replace the transfer of the previously hired Sign Inspector. The certification of an Inspector as a Code Enforcement Officer. Staff participation in the Houston Building Professionals Institute Training for classes their individual expertise.
- With the adoption of the 2015 Plumbing Code and amendments we have been able to clarify and improve the requirements of key components that directly improve the safety of the City's water supply for our citizens. In addition, this clarification improved the coordination between the Permitting Department and the Water Production Department.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Evaluate and implement online inspection scheduling.
- 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.
- Get one additional Inspector certified as a Master Electrician.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,312,493	1,338,894	1,393,667	1,304,235	1,453,573
CONTRACTUAL SERVICES	42,588	55,905	70,450	57,850	62,950
MATERIALS & SUPPLIES	14,229	15,665	22,120	19,700	22,120
MAINTENANCE CHARGES	193,423	197,695	197,688	197,688	160,557
OTHER CHARGES	(239)	118	100	100	100
CAPITAL OUTLAY	0	0	0	0	0
TOTAL	1,562,494	1,608,277	1,684,025	1,579,573	1,699,300

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Inspections performed	26,405	21,544	21,462	21,503
Plans Reviewed	4,873	6,324	6,370	6,347
Permits Sold	11,443	10,850	11,138	10,994
Average Work Unit per Inspector	3,659	3,772	2,862	2,867

INSPECTIONS/PERMITS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
2029	PT Pooled	1	1	1
2040	Inspector III	1	0	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:	20	19	19



GENERAL GOVERNMENT PROJECT DEVELOPMENT & MANAGEMENT

MISSION STATEMENT

The mission of the Project Development Division is to lead, develop and deliver projects that accomplishes the City's strategic plan. This is achieved by planning, designing and construction of real property for the City of Pasadena.

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Renovation of the new City Hall.
- Renewal of facilities and content insurance policy.
- Hurricane Harvey insurance facility repairs and content replacement.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Design and construction of new municipal courts facility.
- Design and construction of new police and fire academies.
- Development of city wide real estate portfolio.

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	83,200	127,145	430,535	366,331	337,806
CONTRACTUAL SERVICES	741,801	480,368	724,523	547,474	694,523
MATERIALS & SUPPLIES	218,418	79,837	182,827	123,027	182,827
MAINTENANCE CHARGES	475,094	255,423	451,440	451,440	436,777
CAPITAL OUTLAY	38,002	98,761	110,000	110,000	100,000
TOTAL	1,556,515	1,041,534	1,899,325	1,598,272	1,751,933

PROJECT DEVELOPMENT STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1525	Construction Manager	1	1	1
1706	Director Project Devel & Mgmt	0	1	1
2060	Inspector V	0	1	1
3370	Sr. Office Assistant	0	1	0
	TOTAL:	1	4	3



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FY 2019 ADOPTED BUDGET

EXPENDITURE SUMMARY – MUNICIPAL SERVICES

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	109,765	94,937	93,000	65,133	0
MATERIALS & SUPPLIES	15,771	9,153	7,500	5,802	0
MAINTENANCE CHARGES	35,918	30,781	41,374	41,374	0
TOTAL	161,454	134,871	141,874	112,309	0

FY 2019 ADOPTED BUDGET

EXPENDITURE SUMMARY – NEW CITY HALL

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	32,218	708,328	395,293	355,293	375,000
MATERIALS & SUPPLIES	2,605	328,394	112,545	104,545	85,000
MAINTENANCE CHARGES	0	220,574	75,408	75,408	110,432
CAPITAL OUTLAY	0	0	550,000	550,000	160,000
TOTAL	34,823	1,257,296	1,133,246	1,085,246	730,432

FY 2019 ADOPTED BUDGET

EXPENDITURE SUMMARY – NEW COURTS

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	0	0	200,000	25,000	0
MATERIALS & SUPPLIES	0	0	35,000	10,000	0
TOTAL	0	0	235,000	35,000	0



GENERAL GOVERNMENT FACILITIES MANAGEMENT

MISSION STATEMENT

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

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Built new Pet Adoption Center.
- Built new Strawberry Concession stand.
- New roof installed at Fire Station #7.
- New roof installed at the Firefighting classroom.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Renovate the exterior of the Golf Course Club House and Cart Barn.
- Build new Police Academy and Fire Academy.
- Build new building for Police Department.
- Build new Maintenance Building for the Golf Course and renovate course restrooms.

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	0	0	0	0	293,000
MATERIALS & SUPPLIES	0	0	0	0	42,500
TOTAL	0	0	0	0	335,500

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
# of Facilities Maintained	70	71	72	74
Facilities Maintained (Square Feet)	1,074,179	1,083,179	1,203,176	1,217,707



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Passed TCEQ inspection with no citations or fines.
- All fuel pumps and dispensers have been properly maintained and repaired in a timely manner.
- Installed a new automated gate and new lighting in the Impound Storage Area.
- Implemented new safety equipment on tow trucks.
- Recertified all tow operator TDLR licenses.
- Certified new Lot Attendant employees with Class C – UST certifications.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Continue to maintain a safe and clean fueling area for all City of Pasadena employees.
- Work closely with the Records Department in order to dispose of wrecked and burnt vehicles.
- Continue to decrease the amount of time that officers have to wait for vehicles to be removed.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	345,032	380,966	370,382	369,386	381,026
CONTRACTUAL SERVICES	2,849	3,851	6,600	3,900	6,600
MATERIALS & SUPPLIES	1,071	1,250	6,500	4,000	6,500
MAINTENANCE CHARGES	8,820	8,240	9,233	9,233	1,962
TOTAL	357,772	394,307	392,715	386,519	396,088

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Vehicles towed by City	1,978	2,305	2,343	2,381
Vehicles towed by Contractor	1,628	1,305	1,327	1,349
Number of vehicles impounded	3,606	3,610	3,669	3,729

IMPOUND/STORAGE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
2250	Maintenance Tech I	3	3	3
2260	Maintenance Tech II	3	3	3
	TOTAL:	6	6	6



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**GENERAL GOVERNMENT
OTHER CHARGES/FINANCING****FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	0	0	1,498,770	1,498,770	986,329
CONTRACTUAL SERVICES	77,527	88,294	269,000	257,000	290,000
MATERIALS & SUPPLIES	0	0	0	0	0
OTHER CHARGES	23,188	22,078	56,500	38,500	4,031,358
OTHER USES	58,044	57,461	92,500	81,400	92,500
OTHER FINANCING USES	0	0	0	0	0
TOTAL	158,759	167,833	1,916,770	1,875,670	5,400,187

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY – FINANCING**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
OTHER FINANCING USES	8,566,196	15,290,872	3,792,885	3,792,885	2,511,025
TOTAL	8,566,196	15,290,872	3,792,885	3,792,885	2,511,025



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PUBLIC SAFETY

The City of Pasadena Public Safety Department is comprised of the Police, Fire Fighting, Fire Prevention and Emergency Management Departments. 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 are 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 (OEM) 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- The Office of Emergency Management successfully coordinated the City's emergency response to Hurricane Harvey during which the City received anywhere from 42 to 52 inches of rain which resulted in over 4,000 structures being damaged by flood waters. OEM coordinated the following:
 - More than 1,000 water rescues.
 - The establishment of a Mobile Hospital to provide the entire Southeast Harris County Sector with emergency medical care.
 - The coordination of approximately 2,500 volunteers.
 - The establishment and support of 6 Emergency Shelters and 2 Distribution Centers.
 - The establishment of a FEMA Disaster Recovery Center and a Regional D-SNAP.
- Emergency Management continued to maintain its "Advanced Level of Planning Preparedness" rating from the Texas Division of Emergency Management and manage emergencies and disasters.
- During FY 2018 the Office of Emergency Management conducted 4 major exercises: a Hurricane Workshop, a Chemical Release Exercise, a Mass Casualty exercise, and a Pandemic Disease Outbreak Exercise.
- Staff deployed and implemented the following systems in 2018: A primary and secondary Continuity of Operations (COOP) Emergency Operations Center, a 16 camera Public Safety Video System located throughout the city providing situational awareness to the EOC (Emergency Operations Center), Mobile Command Trailers, SWAT Team and Dispatch and the implementation of the Transtar Traffic Management cameras.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- 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.
- The continued enhancement of the OEM Mobile Command Trailer for Police, Fire and OEM.
- The continued implementation of a backup EOCs at City Hall and Fire Station #5.
- The continued implementation of Mutual Link information sharing system.
- Educating all citizens about disasters and ways to protect themselves.
- The continued support of the City's radio networks.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	507,556	585,426	615,947	618,765	624,147
CONTRACTUAL SERVICES	71,326	53,929	86,500	65,800	79,300
MATERIALS & SUPPLIES	12,666	10,946	17,350	17,350	23,350
MAINTENANCE CHARGES	173,030	230,299	234,113	234,113	198,199
TOTAL	764,578	880,600	953,910	936,028	924,996

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Drill/Exercise/Education Meeting – Personnel	187	210	225	225
Public Information/ Education Meeting Attendance	1,600	1,600	1,850	1,850
Tier II Facility Reports	282	319	319	319
Emergency Plans Updated	9	3	3	8
Hazardous Materials Incidents Reported				
Level 1 – Courtesy notification	392	393	315	375
Level 2 – Watch potential off site impact	19	14	12	7
Level 3 – Warning off site impact	8	3	2	3

EMERGENCY PREPAREDNESS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1625	Emergency Mgmt Coordinator	1	1	1
1755	Emergency Prep Planner	0	1	1
3031	Radio Tech IV	2	2	2
3300	Sr Deputy Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	5	6	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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Took delivery of Class I Rescue Engine and two (2) seventy-seven (77') foot aerial ladders.
- Design and purchase of two (2) Class I Engines from Pierce.
- Completed year five (5) of five (5) year replacement of Self Contained Breathing Apparatus (SCBA).
- Completed SCBA Cylinder replacement program.
- Initiated design phase for construction of Fire Station #8.
- Initiated design phase for construction of Police/Fire Training Facility.
- Increased Volunteer Firefighter Pension Benefits.
- Renovate and repair existing live fire training building.
- Implementation of new Computer Aided Dispatch (CAD) System.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Replacement of one (1) ladder truck.
- Replacement of six (6) fleet command vehicles.
- Replacement of four (4) sets of extrication tools.
- Continue officer development.
- Continue recruitment and retention initiatives.
- Initiate process to obtain Class I ISO Public Protection Rating.
- Implement new Fire Department Constitution and By-Laws.
- Implement new accounting procedures and audit schedules for Fire Department.
- Complete construction of Fire Station #8.
- Complete construction of Fire Training Facility.
- Zero fire fatalities.
- Zero injuries to firefighters.
- Reduce response times.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	611,346	659,255	714,488	695,829	718,888
CONTRACTUAL SERVICES	1,069,629	1,005,310	1,223,769	1,194,944	1,191,908
MATERIALS & SUPPLIES	576,410	612,321	749,056	691,556	714,324
MAINTENANCE CHARGES	914,353	905,580	888,437	888,437	944,334
CAPITAL OUTLAY	328,039	83,122	85,575	43,700	83,700
TOTAL	3,499,777	3,265,588	3,661,325	3,514,466	3,653,154

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Total Emergency incidents	2,148	2,365	2,667	2,700
False alarms - (percent of responses)	44.7%	43.3%	42.9%	45.0%
Number of Volunteers Firefighters	154	168	172	170
ISO Required Equipment testing	yes	yes	yes	yes
Response time average	9.27	9.33	9.35	9.0

FIRE FIGHTING STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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	0
1864	Fire Dispatcher III	4	4	4
3370	Sr Office Assistant	1	1	1
	TOTAL:	9	9	8



PUBLIC SAFETY

FIRE PREVENTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

The Fire Prevention Division, which encompasses Inspections, Public Education and Plan Review continued to meet our Mission Statement by conducting 5,641 annual Fire and Life Safety Inspections of commercial properties between January 1, 2018 and August 30, 2018, conducted 143 New Construction Plan Reviews and provided Fire Prevention Programs targeting 2nd, 3rd and 4th grade students at every elementary school within the City of Pasadena as well as a multitude of community outreach projects involving Fire Prevention Programs such as providing and installing Smoke Detectors, Career Days at all schools and our Annual Fire Prevention Festival at Strawberry Park.

The Fire Prevention Division for FY 2018 also began to review and amend Chapter 13 Fire Prevention and Protection under the Municipal Code of Ordinances which resulted in the amendment of the Fire Lane Code, amendment and restructuring of the Fire and life Safety Permit fee schedule as well as the adoption of a new fee schedule for annual Fire and Life Safety Inspections which will substantially increase the revenue generated by the Fire Marshal's Office.

The Arson Division, which encompasses Fire Investigations, Environmental Crimes, Code Compliance and Juvenile Fire Intervention has handled over 300 cases between January 1, 2018 and August 30, 2018. These cases have resulted in several arrest for arson and the issuance of several citations for code violations.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Continue to follow our Mission Statement.
- Continue to review Chapter 13 of the Municipal Code and amending it as necessary.
- Continue to stay on top of new technology and training.
- Continue to provide top of the line Fire Prevention programs and community outreach.
- Assure that every commercial property receives an Annual Fire and Life Safety Inspection.
- Continue to provide excellent customer service and a friendly atmosphere.
- Maintain a professional working relationship with other city departments and the community.
- Through the recent adoption of our Annual Fire and Life Safety Inspection fee schedule and amendment of our Fire and Life Safety Permit fee schedule, we will strive to increase revenue to help offset overall cost of the Fire Marshal's Office.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	976,263	1,211,409	1,176,860	1,115,388	1,197,253
CONTRACTUAL SERVICES	94,088	96,426	98,400	96,600	97,600
MATERIALS & SUPPLIES	68,623	53,089	50,150	48,050	50,950
MAINTENANCE CHARGES	238,175	307,548	301,110	301,110	322,062
TOTAL	1,377,149	1,668,472	1,626,520	1,561,148	1,667,865

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of life safety & fire inspections	8,048	9,580	10,000	10,300
Inspections per inspector	1	1	1	1
Public educational activities	130	175	210	250
Number of investigations	327	380	400	420

FIRE PREVENTION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1220	Lt Fire Marshal	1	1	1
1650	Deputy Fire Marshal	8	8	7
1870	Chief Fire Marshal	1	1	1
1875	Sgt Fire Marshal	0	0	1
2700	PT Pooled Dep Fire Marshal	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	12	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

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

BY CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	30,591,103	34,537,416	34,128,210	33,074,912	36,588,417
Contractual services	545,348	499,999	548,890	508,351	549,890
Materials and supplies	317,382	379,169	350,770	338,374	348,490
Maintenance charges	3,910,108	3,572,975	3,534,917	3,534,917	4,335,777
TOTAL	35,363,941	38,989,559	38,562,787	37,456,554	41,822,574

BY DEPARTMENT/DIVISION

Administration	3,821,398	4,700,775	4,518,296	4,670,842	4,639,293
Investigations	5,176,169	5,417,293	5,588,976	5,617,553	6,003,448
Operations	21,829,756	23,666,614	23,863,103	22,702,365	26,523,926
Support	4,536,618	5,204,877	4,592,412	4,465,794	4,655,907
TOTAL	35,363,941	38,989,559	38,562,787	37,456,554	41,822,574

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Uniform crime report – property crimes	4,008	3,969	4,187	4,521
Uniform crime report – person crimes	691	761	803	863
Calls for Service	104,830	106,718	110,452	114,870
Response Time – Priority 1	2:16 minutes	2:44 minutes	2:38 minutes	2:41 minutes

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



PUBLIC SAFETY POLICE ADMINISTRATION DIVISION

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Graduated 31 Probationary police officers from two basic police academies.
- Completed implementation of the first phase of the new “OSSI”/”Superion” RMS software which replaced the old Tiburon System in PD.
- Received \$70,694.78 in grant funding from the Texas Rifle Armor Grant through the Office of the Governor, and pending the receipt of \$37,265.00 for a portable Narcotics X-ray machine from the Justice Assistance Grant.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Continue to improve public safety through the implementation of enforcement strategies and efforts aimed at reducing crime.
- Expand our access to funding through partnerships with corporations such as LyondellBasell who provided \$4,000 to the Police Department for bicycle patrol equipment and lock out kits.
- Continue working towards our goal of employing 300 or more police officers, which will enhance and add to the services to provide to the citizens of Pasadena. We are currently at 287 sworn personnel and are in the hiring process for the 76th Pasadena Police Academy, which will begin in January 2019.
- Continue to enhance our Community Services Division in an effort to provide more programs to the citizens of Pasadena.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	2,732,281	3,570,384	3,324,207	3,506,561	3,462,836
CONTRACTUAL SERVICES	355,826	332,676	359,750	331,911	359,750
MATERIALS & SUPPLIES	54,287	63,301	63,600	61,631	63,600
MAINTENANCE CHARGES	679,004	734,414	770,739	770,739	753,107
TOTAL	3,821,398	4,700,775	4,518,296	4,670,842	4,639,293

POLICE ADMINISTRATION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1160	Assistant Police Chief	3	3	3
1165	Assistant Police Director	0	0	1
1339	Bus System Analyst II	0	0	1
1350	Bus System Analyst IV	0	1	0
1410	Police Chief	1	1	1
1518	Property Room/Comp Coord	1	0	0
1615	Crime Analyst	1	1	1
1805	Evidence Tech	2	2	2
2062	Intelligence Analyst II	1	1	1
2064	Regional Intelligence Coordinator	1	1	1
2200	Lieutenant	1	1	1
2380	Management Analyst III	1	0	0
2440	Office Assistant II	2	0	0
2565	Police Admin II	1	1	1
2570	Police Officer	16	19	17
2775	Pooled Police Civilian	1	1	1
2976	Public Safety Oper Manger	0	1	1
3220	Sergeant	5	5	5
3267	Sr. Administrative Assistant	1	1	1
3370	Sr. Office Assistant	0	1	1
3515	PD Systems Support	1	1	1
3521	Tech Support Analyst II	0	1	1
	TOTAL:	39	42	41



PUBLIC SAFETY

POLICE INVESTIGATION DIVISION

The Investigations Division staffs the second largest number of officers in the Police 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 Investigations 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 as they 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 a 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, and 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 data base 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.



PUBLIC SAFETY

POLICE INVESTIGATION DIVISION

ACHEIVEMENTS FOR FISCAL YEAR 2018

- A complete upgrade in regards to computer hardware for investigations. The previous computers were 8-10 years old. This upgrade allows for portability while minimizing the delay in case assignment and investigation.
- Several Patrol Officers have completed rotations through the Criminal Investigation Division, expanding their knowledge of how investigations are completed. This program allows for greater communication between divisions.
- Property Crimes investigated a large organized crime ring stealing ATM's from several government buildings across Harris County, including two in Pasadena. After numerous hours of surveillance, investigators identified and charged twelve (12) suspects.
- Cell phone extractions continue to increase as investigators use the newly acquired technology. The Criminal Investigation Division has had an increase of 15% in cell phone extractions compared to the previous year to date. Currently, there are two officers and one sergeant certified for extractions.
- In response to the local and nationwide problem of opioid overdoses, the Pasadena Narcotic Division aggressively pursued the illegal sale and distribution of opioids. In doing so, the Narcotic Division's efforts resulted in 23 kilos of heroin taken off the streets in 2018.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Develop and implement Cold Case procedures to ensure the timely review of cases.
- Deploy the bait vehicle more frequently in areas prone to vehicle theft.
- Conduct surveillance more frequently at financial institutions to identify and arrest jugging suspects.
- Establish written procedures for cellphone data extractions, and provide training to Patrol in the use of shielding devices for cell phones.
- The Narcotics Division will continue to focus on the local enforcement of the sale of heroin and other opioids and will team up with federal law enforcement groups to address this growing epidemic.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	4,721,446	4,855,301	5,040,986	5,073,563	5,433,191
CONTRACTUAL SERVICES	29,115	23,536	29,600	27,100	29,600
MATERIALS & SUPPLIES	17,182	17,511	21,350	19,850	21,350
MAINTENANCE CHARGES	408,426	520,945	497,040	497,040	519,307
TOTAL	5,176,169	5,417,293	5,588,976	5,617,553	6,003,448

POLICE INVESTIGATIONS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
2200	Lieutenant	2	2	2
2440	Office Assistant II	2	2	2
2570	Police Officer	36	38	40
3220	Sergeant	7	7	7
3370	Sr Office Assistant	1	1	1
	TOTAL	48	50	52



PUBLIC SAFETY

POLICE 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. assists 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Officers and supervisors from Patrol have increased their presence at neighborhood meetings, which has assisted in developing mutually beneficial relations with our community.
- We have 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.
- We have also increased staffing levels on all three shifts and trained numerous new officers through the Field Training Program.
- Implemented the Traffic Unit to improve public safety and alleviate call volume from Patrol.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- We will continue to attend 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.
- Continue to 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.
- Continue to implement new technologies to increase our efficiency and effectiveness (i.e. CryWolf, Citations on Patrol Laptops, and the ability to complete crash reports on handheld devices.)



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	19,224,450	21,450,989	21,758,130	20,613,026	23,509,612
CONTRACTUAL SERVICES	101,598	87,395	98,340	90,340	98,340
MATERIALS & SUPPLIES	223,546	273,037	234,270	226,636	231,990
MAINTENANCE CHARGES	2,280,162	1,855,193	1,772,363	1,772,363	2,683,984
TOTAL	21,829,756	23,666,614	23,863,103	22,702,365	26,523,926

POLICE OPERATIONS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
2200	Lieutenant	4	4	4
2570	Police Officer	147	150	158
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:	218	221	229



PUBLIC SAFETY

POLICE 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Graduated the 75th Pasadena Police Academy Class consisting of 13 Pasadena cadets and 3 outside agency cadets.
- Conducted 86 in-service training schools, providing 22,145 training hours to a total of 842 area peace officers.
- Trained two FAA certified Drone Pilots within the Unit.
- Conducted the first RADkids program during the division-hosted summer Kid's Camp.
- Successfully completed the 2nd Annual National Night Out Registration and Information Workshop, registering 88% of the communities that historically participate in the program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Implement new Civil Service and Physical Agility testing.
- Produce crime prevention videos for television and social media based on current crime trends.
- Increase the use of social media to promote the Division's crime prevention offerings as well as real-time events.
- Provide public education of crime prevention through programs such as TRIAD and CRIME WATCH.
- To continue the growth and effectiveness of the Drone Program.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	3,912,926	4,660,742	4,004,887	3,881,762	4,182,778
CONTRACTUAL SERVICES	58,809	56,392	61,200	59,000	62,200
MATERIALS & SUPPLIES	22,367	25,320	31,550	30,257	31,550
MAINTENANCE CHARGES	542,699	462,442	494,445	494,445	379,049
OTHER CHARGES	(183)	(19)	330	330	330
TOTAL	4,536,618	5,204,877	4,592,412	4,465,794	4,655,907

POLICE SUPPORT STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1235	Asst Records Manager	1	1	1
1305	Police Faculty Supervisor	1	1	1
1805	Evidence Tech	3	6	6
1808	Evidence Control Supervisor	0	1	1
2200	Lieutenant	2	2	2
2385	Motor Pool Attendant	1	1	1
2430	Office Assistant I	4	4	4
2440	Office Assistant II	6	5	5
2568	Police Coordinator	1	1	1
2570	Police Officer	19	20	19
2600	Police Cadet	19	14	15
3040	Record Manager	1	1	1
3220	Sergeant	3	3	3
3370	Sr Office Assistant	7	6	6
	TOTAL:	68	66	66



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Staff averaged 639 code violation investigations each month or approximately 7,667 investigations for the year. The Mayor's Action Line produced 1,595 complaints of the total investigations for the year. Staff issued 620 violation notifications via certified mail each month or approximately 7,444 violation letters for the year.
- Worked with property owners on the code violation cases which resulted in the voluntary correction of over 94% of the total violations. The City removed 46 junk motor vehicles and boats from private property which were destroyed pursuant state law and impounded 159 abandoned vehicles from public streets which generated approximately \$79,792 in towing/storage fees and revenue from the sale of the vehicles that remain unclaimed by the owner which were sold at city auctions.
- Procured and awarded contracts for the securing of 36 open, vacant structures, the cleanup of 178 overgrown and trash/debris cluttered properties and the demolition of 19 dilapidated houses. Code Enforcement received \$90,755.13 from property owners paying off liens that were filed on their property due to the City abating code violations.
- The Code Enforcement Office dedicated a part-time code enforcement inspector to removing illegal "bandit signs" placed on City property, easements or right-of-ways. This effort removed approximately 13,989 illegal signs.
- The Code Enforcement Office is located on the second floor of the City Hall Annex Building located at 1202 Southmore Ave and is combined with the City Marshal's Office.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- 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 enhance their investigation abilities.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	356,022	399,866	338,233	337,224	305,663
CONTRACTUAL SERVICES	109,841	112,560	159,600	139,400	247,300
MATERIALS & SUPPLIES	22,945	44,176	61,393	49,393	58,600
MAINTENANCE CHARGES	25,861	105,321	106,803	106,803	192,500
OTHER CHARGES	49,088	0	100	100	100
TOTAL	563,757	661,923	666,129	632,920	804,163

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Yearly Number of Investigations	7,071	5,893	7,667	8,500
Yearly Number of Violations	6,615	5,533	7,444	8,250
Monthly Investigations per Code Enforcement Officer	143	70	92	101
City Ordinances administered by code enforcement	24	21	21	21

CODE INSPECTION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1383	Chief Code Enforcement Mgr.	1	0	0
1642	PT - Code Enforcement Officers	1	1	1
1644	Code Enforcement Supervisor	0	1	1
1645	Deputy Code Enforcement Inspc.	1	1	1
2040	Inspector III	8	7	7
3370	Sr Office Assistant	1	1	1
8888	PT-Pooled	0	0	1
	TOTAL:	12	11	12



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**PUBLIC WORKS**

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.

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.

BY CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	7,333,202	7,482,626	7,481,686	7,171,980	7,237,419
Contractual services	5,849,612	5,806,228	7,026,105	6,724,274	7,132,244
Materials and supplies	772,838	927,116	1,048,986	856,700	1,082,157
Maintenance charges	1,024,670	1,016,943	909,448	909,448	910,396
Capital outlay	134,332	15,680	115,000	106,000	93,000
TOTAL	15,114,654	15,248,593	16,581,225	15,768,402	16,455,216
BY DEPARTMENT/DIVISION					
Engineering	2,758,899	2,287,035	2,350,162	2,299,158	2,093,064
Sanitation	6,582,219	7,058,709	8,129,619	7,747,145	8,348,487
Street and bridge	2,822,004	2,991,958	2,971,472	2,691,248	2,952,799
Traffic and transportation	1,533,304	1,604,799	1,711,972	1,655,851	1,642,866
Street lights and signals	1,418,228	1,306,092	1,418,000	1,375,000	1,418,000
TOTAL	15,114,654	15,248,593	16,581,225	15,768,402	16,455,216



PUBLIC WORKS ENGINEERING

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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Submitted application and received approved contract from Texas General Land Office for 2015 Flood Allocation.
- Submitted application to Texas General Land Office for 2016 Flood Allocation.
- Submitted applications for Hazard Mitigation Grant Program funds for Hurricane Harvey relief.
- Continued to improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) program.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Secure funding from Hazard Mitigation Grant Program under FEMA for Drainage Mitigation Project under Hurricane Harvey.
- Secure funding from Harris County for Round 1 of Hurricane Harvey CDBG-DR.
- Continue to develop and manage Capital Improvement Projects.
- Continued to improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) program.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,951,500	1,672,586	1,677,343	1,644,339	1,615,796
CONTRACTUAL SERVICES	545,760	358,911	441,100	429,600	279,100
MATERIALS & SUPPLIES	39,372	37,959	39,800	33,300	33,800
MAINTENANCE CHARGES	200,685	217,109	191,919	191,919	164,368
OTHER CHARGES	0	470	0	0	0
CAPITAL OUTLAY	21,582	0	0	0	0
TOTAL	2,758,899	2,287,035	2,350,162	2,299,158	2,093,064

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Utility Availability/Flood Plain Letters	214	227	175	200
Construction Projects Inspected	43	33	38	40
Professional Contract Oversight	32	43	30	45
Map and data files maintained	8,493	3,788	3,050	3,000

ENGINEERING STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1230	Sr Asst Public Works Director	2	2	2
1400	Chief Construction Inspector	1	1	1
1683	Deputy Dir Public Works	1	1	1
1705	Director of Public Works	1	1	1
1765	Engineering Tech	2	2	1
1919	GIS Tech II	1	1	1
2040	Inspector III	1	1	1
2260	Maintenance Tech II	1	1	1
2380	Management Analyst III	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	1	1
2620	Sr Project Manager	1	1	1
2845	PT Pooled Engineering	1	1	1
2886	Project Manager	2	2	2
	TOTAL:	17	17	16



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Continued Recycle Center upgrades.
- Negotiated new contract with Waste Management for Residential and Commercial Services.
- Utilized other forms to manage garbage and heavy trash pickup.
- Continued to issue and deliver 64 gallon garbage carts and 64 gallon recycle carts.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Continue to explore other forms of recycling for entire City.
- Utilize other equipment to improve and manage ways to pick up garbage.
- Continue to issue and deliver 64 galloon garbage carts and 64 gallon recycle carts.
- Continue to explore other means for garbage pickup for efficiency.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	2,389,942	2,611,652	2,793,543	2,698,057	2,665,377
CONTRACTUAL SERVICES	3,707,011	3,892,401	4,801,981	4,575,650	5,071,194
MATERIALS & SUPPLIES	199,690	256,094	269,563	208,906	330,563
MAINTENANCE CHARGES	285,576	298,502	264,532	264,532	281,353
OTHER CHARGES	0	60	0	0	0
TOTAL	6,582,219	7,058,709	8,129,619	7,747,145	8,348,487

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Customers	32,196	31,997	31,991	32,500
Tons of refuse collected per month	3,230	3,903	3,551	3,900
Units served per month	332,692	330,605	330,583	335,834
Cost per unit per month	\$1.74	\$1.75	\$2.04	\$2.07

SANITATION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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	16
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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- **Asphalt Overlay:** 300 Medical Cir; Azalea Ct.; 1000 Duffer (Golf Course); 1202 Southmore; Anthony Ln.
- **Major Street Section Repairs Blacktop:** Commander & Armor; 1301 S. Houston
- **Major Section Repairs Concrete:** 2314 Capital; 1600 Pasadena Blvd; 907 Whelton; 1710 & 1760 Allen Genoa; 941 Vista; Everglade & Burke; 4220 Red Bluff; 402 Nancy; 201 Vista; 2037 Allen Genoa; 200/300 block of Preston; 2817 Blueberry.
- **Special Projects:** Strawberry Park-install 250' Sidewalk; Main Library-install 165' Sidewalk; 6600 Genoa Red Bluff –Shooting Range install (20x12) concrete pad; Strawberry Park install 3 (4x4) concrete pads for lighting; 1114 Parkside Crushed rock road for Concession Stand; 2301 South Houston (Queens Park) Install new walking trail; Kent & Pansy repair guard rail; Preston & Yellowstone repair fence; Pansy & Oak demo building due to fire; Crenshaw & Beltway 8 replace 500' of silt fence.
- **Major Drainage improvements:** 2400 Beverly install 119' of 24" R.C.P.; Commander & Armor; 2500 South/Preston; 5000 Burke; 4400 Crenshaw; Fairmont & Burke; Keith & Pansy; 711 Perla; 4907 Preston Trails; Strawberry Park install 88' of 6" PVC & 4 drains; 3600 Camden install 20' of 6" PVC for drainage; 204 Main Museum install 80' of 6" PVC & 4 drains; 914 Hart Sunset Park install 60' of 4" PVC for drainage at pool area.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Carry out annual street maintenance plan by maintaining and repairing street surfaces.
- Reduce sidewalk maintenance with reconstruction.
- Repair and patch streets for utility cuts made by other city departments.
- Provide preventive maintenance and inspection of all drainage facilities.
- Maintain safe city-wide flood control water flows by increasing frequency of storm drain, conduit, and inlet cleaning.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	2,161,721	2,291,076	2,099,840	1,938,216	2,047,465
CONTRACTUAL SERVICES	25,857	23,690	48,650	31,150	65,650
MATERIALS & SUPPLIES	242,852	295,011	468,594	376,494	465,594
MAINTENANCE CHARGES	391,574	366,501	324,388	324,388	359,090
CAPITAL OUTLAY	0	15,680	30,000	21,000	15,000
TOTAL	2,822,004	2,991,958	2,971,472	2,691,248	2,952,799

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Street Improvements (Linear feet)	19,335	16,760	17,000	20,000
Sidewalk Improvements (Linear feet)	7,053	5,120	6,500	8,000
Drainage Improvements (Linear feet)	34,545	24,280	20,000	20,000

STREET/BRIDGE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1070	Administrative Assistant	1	0	0
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	5	5	5
1800	Equipment Operator III	2	2	2
1910	General Superintendent	1	1	0
2955	PT Pooled Street & Bridge	1	1	1
3010	PW Superintendent	1	1	1
3370	Sr Office Assistant	0	1	1
3690	Utility Worker I	7	7	7
3700	Utility Worker II	7	6	6
3705	Utility Worker III	1	2	2
3710	Utility Worker IV	3	2	2
	TOTAL:	33	32	31



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Upgraded communication system equipment at 10 intersections to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals.
- Mobility Project – Installed battery backup systems at 38 high volume intersections.
- Installed Pedestrian Signals and 3” underground rigid conduit and re-cable the signals the following intersections: Red Bluff at Thomas, Red Bluff at Bearle and Southmore at Scarborough.
- Installed GPS system at traffic signal intersections along Spencer Highway to uphold coordination.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Upgraded communication system equipment at 23 intersections to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals.
- Replace strain pole at the intersection of Burke and Cherrybrook.
- Mobility Project – Spencer Highway Phase III, upgrade of 5 traffic signal intersections (Spencer at Lafferty, Spencer at Strawberry, Spencer at Sinclair, Spencer at Dedman and Spencer at Space Center Blvd).
- Mobility Project – Complete rebuild of 4 traffic intersections (Shaver at Queens/Pauline, Shaver at Fresa, Shaver at Westside and Allen-Genoa at Fairmont).



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	830,039	907,312	910,960	891,368	908,781
CONTRACTUAL SERVICES	152,756	225,134	316,374	312,874	298,300
MATERIALS & SUPPLIES	290,924	338,052	271,029	238,000	252,200
MAINTENANCE CHARGES	146,835	134,301	128,609	128,609	105,585
CAPITAL OUTLAY	112,750	0	85,000	85,000	78,000
TOTAL	1,533,304	1,604,799	1,711,972	1,655,851	1,642,866

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Lane-miles of streets striped	35%	40%	32%	40%
Traffic signs installed, replaced or removed	10%	7%	5%	8%
Controllers replaced	10%	7%	5%	10%

TRAFFIC & TRANSPORTATION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
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	1	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



**PUBLIC WORKS
STREET LIGHTS/SIGNALS**

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	1,418,228	1,306,092	1,418,000	1,375,000	1,418,000
TOTAL	1,418,228	1,306,092	1,418,000	1,375,000	1,418,000

**PARKS & RECREATION**

The mission of the Pasadena Parks and Recreation Department is to enhance the quality of life for our citizens through the City's exceptional parks, programs and activities.

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 Municipal Golf Course.

BY CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	9,287,880	10,169,552	10,538,568	10,284,043	10,807,029
Contractual services	1,379,500	1,528,018	1,904,822	1,595,756	1,910,536
Materials and supplies	908,687	987,634	1,592,119	1,272,415	1,311,691
Maintenance charges	2,493,980	2,626,411	2,668,171	2,630,259	2,547,637
Capital outlay	281,133	626,995	794,414	317,655	946,759
TOTAL	14,351,180	15,938,610	17,498,094	16,100,128	17,523,652

BY DEPARTMENT/DIVISION	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Parks	3,322,594	3,829,724	4,487,034	3,770,806	4,401,659
Recreation	3,203,261	3,610,213	3,884,229	3,652,161	3,990,594
Clean streets	1,572,119	1,686,571	1,767,230	1,720,828	1,951,141
Golf course	625,053	902,609	1,103,296	927,169	953,083
Multi-purpose center	525,484	539,132	578,849	555,754	583,130
Civic center	760,544	739,191	797,846	780,018	791,295
Senior center - Madison Jobe	547,254	568,993	661,120	598,151	754,983
Museums	36,675	28,765	58,486	47,173	70,238
Library	3,758,196	4,033,412	4,160,004	4,048,068	4,027,529
TOTAL	14,351,180	15,938,610	17,498,094	16,100,128	17,523,652



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Deepwater trail exercise equipment installed.
- Old playground at Memorial Park removed in preparation of new KaBOOM! Playground.
- Improvements to Queens Park including a new walking trail, benches and picnic table.
- Positive feedback from our users of our sports fields including baseball, softball and soccer.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Install a new restroom at Burke Crenshaw Park.
- Work with KaBOOM! to receive grant funded playgrounds at Red Bluff and Queens Park.
- Continued success in the everyday maintenance of our parks, sports complexes, and trails systems.
- Plant 1,000 trees in parks.
- Working to better maintain budget constraints and continued prioritizing of spending while watching and keeping operating cost under proposed budget levels.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,799,217	2,039,077	2,242,867	2,196,004	2,263,949
CONTRACTUAL SERVICES	327,037	321,582	374,856	340,356	362,300
MATERIALS & SUPPLIES	207,244	273,577	218,925	211,925	220,925
MAINTENANCE CHARGES	800,382	787,946	765,406	765,406	771,620
CAPITAL OUTLAY	0	4,314	0	0	155,000
TOTAL	3,133,880	3,426,496	3,602,054	3,513,691	3,773,794

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Acres mowed by Parks Weekly	280	280	277	274
Acres mowed per worker weekly	20	20	20	20
Sports fields maintained per week	83	73	58	58
Sports fields maintained per worker per week	41	18	19	19
Average mow cycle (days)	N/A	N/A	14	14

PARKS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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



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PARKS & RECREATION RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS

MISSION STATEMENT

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

ACHEIVEMENTS FOR FISCAL YEAR 2018

Aquatics:

- Completed Renovation of Sunset Pool.
- Completed construction and opened new concession stand at Strawberry Pool.

Athletics:

- Youth participation numbers in Athletics increased 7.5% over 2017.
- Adult participation numbers in Athletics increased 3% over 2017.
- Athletics Division is fully staffed.
- PAL gym floor resurfaced.

Recreation Centers:

- Hosted Monster Mash, Easter Eggstravaganza, and Kites and Fishing events. Served at least 800 youth.
- Participated in health fairs with community partners like Healthy Living Matters Bike to School Day.
- Pop Up Parks continued at smaller parks.
- Exercise for Life in partnership with MD Anderson and YMCA began free exercise classes at Odell Harrison and Peter C. Fogo Recreation Centers.
- TPWD grant activities began and will continue until FY19. These included Mother Daughter Fishing Trip, Family Camping Education and Angler Education.
- The first Open Market was held at Strawberry Park which included vendors, food trucks and live entertainment.
- Recreation Centers partnered with other City Departments including Neighborhood Network to speak to Neighborhood Associations and will host the after event for the 1st Team Up to Clean Up. Centers also had a booth at National Night Out workshop hosted by the Pasadena Police Department to promote center activities and the Parks and Recreation Department.
- Center budget meetings showcased new programs including gardening, computers, and family programs.

Tennis

- All junior teams have grown.
- Dark Horse team has grown to over 20 players.
- Added the Junior Tournament Series to our programs and it's been growing with each tournament.
- Continuing to coach the First Baptist Tennis Team. The team has grown to over 20 players. Now including middle school players.
- Continue to Host the Pasadena Optimist Junior Open.
- Hosted 42 tournaments.
- Hosted the Darren Lajaunie Tournament for the second consecutive year.



PRIORITIES, GOALS AND OBJECTIVES FOR 2019

Aquatics:

- Continue to assess Aquatics Division and determine appropriate operating model to minimize loss and optimize service to the public.
- Implement new programming such as Water Basketball tournaments, to help attract customers to the pools.

Athletics:

- Increase participation.
- Assist in increasing participation in youth baseball and softball programs.
- Place soccer goals in each park that has appropriate space.
- Establish grass roots track program to replace the Hershey Track & Field program that was discontinued.
- Repair and replace the Disc Golf Course at Crenshaw Park.

Recreation Centers:

- Increase participation at all the centers.
- Add more events back into the schedule including Movie in the Park.
- Add second Open Market.
- Attend multiple trainings to increase knowledge in computers, CPR and food handling.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	2,194,059	2,429,344	2,330,264	2,303,632	2,438,574
CONTRACTUAL SERVICES	270,392	347,975	517,319	413,326	508,400
MATERIALS & SUPPLIES	332,530	306,469	545,858	472,315	495,100
MAINTENANCE CHARGES	337,531	384,419	390,088	390,088	394,320
OTHER CHARGES	68,749	68,590	100,700	72,800	94,200
CAPITAL OUTLAY	0	73,416	0	0	60,000
TOTAL	3,203,261	3,610,213	3,884,229	3,652,161	3,990,594

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Athletics unique participant - Annual	4,059	490	4,300	4,500
Athletics participant visits - Annual	41,609	52,000	48,350	50,000
Aquatics participation	33,518	34,815	22,350	27,000
Tennis participation - Annual	10,143	11,551	13,000	13,500

PARKS & RECREATION STAFFING

RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1704	Director of Parks and Recreation	1	1	1
1945	Grant Writer	0	1	1
2430	Office Assistant I	2	3	2
2440	Office Assistant II	1	1	1
2585	Pool Technician	1	2	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	2	2	2
3080	Recreation Specialist I	4	4	4
3100	Recreation Superintendent	1	1	1
8888	PT Tennis Pooled Position	0	0	1
	TOTAL:	31	34	34



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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Successfully maintained the assigned right of ways in a professional manner.
- Outstanding performance and recognition for supporting City held special events.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Negotiate, manage and implement improvements to the City Right of Way landscaping contract.
- Focus on making improvements to ensure safety and increase productivity.
- Develop and implement City beautification and holiday projects.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,176,266	1,273,852	1,340,419	1,315,072	1,369,194
CONTRACTUAL SERVICES	20,991	20,000	47,200	38,700	247,200
MATERIALS & SUPPLIES	50,014	50,012	80,155	67,600	80,155
MAINTENANCE CHARGES	324,848	325,759	299,456	299,456	254,592
CAPITAL OUTLAY	0	16,948	0	0	0
TOTAL	1,572,119	1,686,571	1,767,230	1,720,828	1,951,141

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of participants worked Community	2,804	3,003	2,128	2,200
Quantity of trash removal (cubic feet)	99,605	104,745	90,349	92,000
Street sweepers - miles cleaned	3,529	2,648	3,105	3,200

CLEAN STREETS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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	1	1
2440	Office Assistant II	0	1	1
2645	PT Pooled Clean Streets	1	1	1
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	9	10	10
	TOTAL:	20	21	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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Parking lot re-surfaced.
- Pro Shop interior has been renovated.
- Staffing reorganized to improve efficiency.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Re-roof clubhouse.
- New siding on clubhouse.
- Continue to renovate or replace outdoor facilities (Restrooms, Maintenance Barn).
- Increase concession sales by possible addition of grill to pro shop.
- Establish a relationship with the community and school kids that progressively develops the course and exposes a new generation to the game.
- Renovate as many holes/greens as the budget will allow.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	361,695	568,932	497,947	454,820	529,659
CONTRACTUAL SERVICES	124,916	132,970	125,800	112,800	111,800
MATERIALS & SUPPLIES	51,457	103,061	384,050	264,050	191,100
MAINTENANCE CHARGES	86,900	97,554	95,399	95,399	120,424
OTHER CHARGES	85	92	100	100	100
TOTAL	625,053	902,609	1,103,296	927,169	953,083

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of rounds of golf played	10,000	12,000	24,000	28,000

GOLF COURSE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	1	3	3
1933	Golf Course Worker II	1	0	0
1940	Golf Prof Director	1	0	0
2590	Pro Shop Specialist I	1	1	1
2765	PT Pooled Golf Course	1	1	1
2833	PT Maintenance Tech III	1	0	0
2880	Pro Shop Worker I	0	3	3
	TOTAL:	7	9	9



PARKS & RECREATION MULTI-PURPOSE CENTER

MISSION STATEMENT

The Verne Cox Multipurpose Recreation Center provides affordable recreation programming, innovative therapeutic recreation services and an outlet to promote healthy use of leisure time for people with disabilities.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Second Annual Possibilities Resource Fair for individuals with disabilities.
- VCMRC Staff Presented at State Conference regarding programming at the VCMRC.
- First summer with Adaptive Swim events in partnership with Aquatics Division.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Secure completion of Covered Drop-off Construction Project.
- Increase number of attendees at Possibilities Resource Fair.
- Foster and sustain the relationship with TIRR Memorial Hermann to increase/continue large sponsorships for various wheelchair sports practices, tournaments and traveling teams.
- Grow the number of programming opportunities for teens.
- Start a youth wheelchair sports program.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	375,100	391,279	410,308	415,463	423,802
CONTRACTUAL SERVICES	30,501	32,385	39,800	33,000	40,800
MATERIALS & SUPPLIES	41,765	37,411	47,400	36,950	46,900
MAINTENANCE CHARGES	59,212	51,590	60,341	60,341	56,128
OTHER CHARGES	18,906	9,320	15,000	10,000	15,500
CAPITAL OUTLAY	0	17,147	6,000	0	0
TOTAL	525,484	539,132	578,849	555,754	583,130

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Multipurpose center participation - Annual	2,756	3,262	3,642	3,900
Multipurpose center participation - Hours	43,024	45,000	46,000	47,000

MULTI-PURPOSE CENTER STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1070	Admin Asst	1	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:	10	9	9



PARKS & RECREATION CIVIC CENTER OPERATIONS

MISSION STATEMENT

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

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Holding an estimated 218 events at the Pasadena Convention Center and Municipal Fairgrounds' facilities.
- 51 new events.
- 149 repeat events.
- The total estimated attendance for FY18 is 215,000.
- A new roof, sound system, and overhang for the stock pens was installed and restroom renovations were made at the Rodeo Arena through the Pasadena Second Century Corporation.
- Campbell Hall and the Rodeo Office were both flooded during Harvey and have been completely repaired and renovated.
- Added security cameras both inside and outside of the Convention Center to ensure the safety and security of our customers, event attendees, and their belongings.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Estimating 10% increase in events for the year based on repeat events in past years.
- Replacement of the partition walls in the Convention Center due to age and obsolescence.
- Roll out a new marketing plan with a new digital brochure, logo, and social media campaigns.
- Upgrade at least part of the electrical hook-ups on the grounds from 30 amps to 50 amps which is now the requirement for those who use them.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	360,481	379,358	399,717	388,649	404,736
CONTRACTUAL SERVICES	118,295	120,389	132,000	127,000	127,000
MATERIALS & SUPPLIES	24,138	11,007	11,575	9,815	11,575
MAINTENANCE CHARGES	257,629	228,437	254,304	254,304	247,734
OTHER CHARGES	1	0	250	250	250
TOTAL	760,544	739,191	797,846	780,018	791,295

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of events	198	187	218	239
Number of attendees per year	250,000	215,000	220,000	230,000
Number of days used - Convention Center	232	239	250	270
Number of days used - Fairgrounds	193	209	213	223

CIVIC CENTER OPERATIONS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1310	Director 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

MISSION STATEMENT

To improve the quality of life of older adults and create opportunities for social interaction, personal growth, health and well-being through ever changing and creative programs designed for the specific needs of the senior population.

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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Added Greased Lightning event.
- Well Care Champion finalist.
- Added 10 more vendors to our Health Fair.
- Increased Beauty Pageant attendance to 900+ and made appearances on Houston television and media including national exposure.
- Made extensive repairs to storage building and clean up after Harvey, replaced 50 lights to LED lights inside and outside building, replaced a/c to offices.
- Added Monday night dances each Monday for seniors.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- To continue to increase attendance and participation.
- Continue all programming and continue to increase attendance.
- Add yoga class.
- Add one additional event.
- Add one piece of additional exercise equipment.
- CDBG 2019:
 - Maintain status quo.
 - Continue work to improve client filing system.
 - Get more funding for next year for more administrative help and for more clients.
 - Work on best documentation standards.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	365,069	375,167	436,437	396,218	511,605
CONTRACTUAL SERVICES	32,498	24,650	43,578	41,228	52,900
MATERIALS & SUPPLIES	34,295	53,069	56,950	47,050	53,250
MAINTENANCE CHARGES	82,530	88,574	89,655	89,655	87,728
OTHER CHARGES	27,572	27,533	34,500	24,000	34,500
CAPITAL OUTLAY	5,290	0	0	0	15,000
TOTAL	547,254	568,993	661,120	598,151	754,983

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Senior center participation - Annual	109,851	121,803	175,000	175,000
Special events performed each year	25	35	35	40
Transportation program rides per year	2,018	2,670	1,562	3,200

MADISON JOBE SENIOR CENTER STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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	2
	TOTAL:	6	6	7



PARKS & RECREATION MUSEUMS

MISSION STATEMENT

Pasadena's Heritage Museum seeks to deepen the understanding of the origins of our City and residents, to strengthen the bonds of the community through archiving and preserving collections of past, present, and future generations, and honoring those that carved out this thriving community.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Added many display items for the San Jacinto, Gilley's, Allen Ranch, Hispanic Heritage, Pasadena Schools, Sister City/Hadano Japan exhibits.
- Added television AV and film presentations at the museum.
- Began documenting the museum's collections.
- Continued to go through the Pomeroy Collection to document those items.
- Repaired the foundation to Pomeroy House and started renovation.
- We repaired the yard water drainage system that encompassed Anna's House and Pomeroy Houses which diverted water that was continually standing under both houses.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Hire part time help.
- Finish renovations of Pomeroy House.
- Paint and repair all museum buildings.
- Continue to document and photograph museum's collection/inventory.
- Begin the process to create individual accession sheets on each item in the museum collection/inventory.
- Begin the process of putting it into electronic format.
- Attend Museum related seminars.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	22,945	12,228	32,948	32,705	32,348
CONTRACTUAL SERVICES	2,742	3,830	6,500	3,250	8,500
MATERIALS & SUPPLIES	5,539	4,883	10,120	3,300	11,600
MAINTENANCE CHARGES	5,208	7,032	6,918	6,918	15,790
OTHER CHARGES	241	792	2,000	1,000	2,000
TOTAL	36,675	28,765	58,486	47,173	70,238

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Museum visitors per year	648	787	950+	1000+
Special events performed each year	3	3	3	3

MUSEUMS STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
2853	PT Museum Specialist	1	1	1
2850	PT Pooled Museum	1	1	1
	TOTAL:	2	2	2



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 YEAR 2018

- Marketing and Branding
 - Social Media: Twitter account for Rover, post books that are to become movies and make instructional videos.
 - Events: collect attendees contact information, creative partnerships and investigate staff cheat sheets.
- Members Experience
 - Member Computer Services: coordinate program updates on public computers with IT and smaller day pass numbers or scanable barcodes.
- Programming
 - Adult Programming: antique trunk show, travel tips, cooking classes, crafts, internet and social media classes, investigate home improvement, gardening, and fire safety.
 - Youth Programming: woodshop, bookmark contest, coding classes, back to school bash, and reading with Rover.
 - Teen Programming: role-playing games, job fair for teens, comic book club, cosplay instruction, coding mentors, crafts, lock-in, bookmark contest, drawing/Magna class and escape room.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Invest in Library stakeholders by identifying their needs and creating win-win situations:
 - Identify stakeholders and determine Stakeholders needs through surveys, consultants, reach out to local groups and organizations.
- Attract new customers by increasing community awareness and engagement:
 - New Pasadena Residents: send new Pasadena residents welcome kits that include local community & Library info.
- Research, adopt and implement new trends and technologies to enrich the library experience:
 - Improvements: Equipment updates to PCs, add water bottle refill feature to fountains and internet capabilities on Fairmont scanner; online renewal capabilities, make tablets available & visible for in-house circulation.
 - Programming Trends: sensory story time, Citizenship classes, cellphone/ App classes, cooking classes, Health/ Fitness classes, Smart Money, Green Library Event, TX Workforce/ Job seekers seminar, Saturday Movies, Generation/Grandparent Day, Make your own VR Headset.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	2,633,048	2,700,315	2,847,661	2,781,480	2,833,162
CONTRACTUAL SERVICES	307,187	314,282	314,309	312,636	321,636
MATERIALS & SUPPLIES	153,644	148,145	209,980	159,410	173,980
MAINTENANCE CHARGES	424,186	548,773	553,954	560,442	452,651
OTHER CHARGES	0	0	100	100	100
CAPITAL OUTLAY	240,131	321,897	234,000	234,000	246,000
TOTAL	3,758,196	4,033,412	4,160,004	4,048,068	4,027,529

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Library Visits	302,663	173,608	196,374	184,991
Checkouts	313,239	350,572	285,680	318,126
Reference Transactions	41,950	32,401	35,993	34,197
Program Attendance	30,140	31,819	31,933	31,876

LIBRARY STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1620	Custodian I	2	2	2
2128	PT Librarian I	1	1	1
2129	Librarian I	3	1	1
2130	Librarian II	3	5	5
2140	Librarian III	6	6	5
2150	Library Assistant I	7	7	6
2160	Library Assistant II	8	8	8
2170	Library Director	1	1	1
2180	Library Services Coordinator	3	2	2
2181	Library Services Coordinator II	0	1	1
2190	Library Services Manager	2	2	2
2686	PT Clerical Assistant I	2	2	2
2687	PT Clerical Assistant II	5	4	4
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	1	1	1
3350	Sr Library Assistant	2	2	2
	TOTAL:	47	46	44



PARKS & RECREATION

URBAN STREET PROJECTS

The Urban Street Project is a landscaping and beautification initiative funded by Pasadena Second Century Corporation (PSCC) 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.

FY 2019 ADOPTED BUDGET EXPENDITURE SUMMARY

19951 URBAN STREET PROJECT – GENERAL

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	0	0	30,000	0	30,000
MATERIALS & SUPPLIES	8,061	0	27,106	0	27,106
CAPITAL OUTLAY	0	0	2,578	0	2,578
TOTAL	8,061	0	59,684	0	59,684

19952 URBAN STREET PROJECT – STRAWBERRY

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	0	0	25,747	0	25,747
TOTAL	0	0	25,747	0	25,747

19953 URBAN STREET PROJECT – CRENSHAW

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	0	22,665	0	0	0
TOTAL	0	22,665	0	0	0

**19954 URBAN STREET PROJECT – GATEWAY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	0	0	50,000	0	50,000
TOTAL	0	0	50,000	0	50,000

19955 URBAN STREET PROJECT – PRESTON

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	15,045	121,599	0	0	0
TOTAL	15,045	121,599	0	0	0

19956 URBAN STREET PROJECT – SPACE CENTER

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	0	0	50,852	0	50,852
TOTAL	0	0	50,852	0	50,852

19957 URBAN STREET PROJECT – BURKE

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	0	25,200	54,800	0	54,800
TOTAL	0	25,200	54,800	0	54,800

19958 URBAN STREET PROJECT – VISTA II

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CAPITAL OUTLAY	20,667	19,849	0	0	0
TOTAL	20,667	19,849	0	0	0

**19959 URBAN STREET PROJECT – LANDSCAPING (PSCC FUNDED)**

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
CONTRACTUAL SERVICES	144,941	209,955	273,460	173,460	100,000
TOTAL	144,941	209,955	273,460	173,460	100,000

19960 URBAN STREET PROJECT – FAIRMONT

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
CAPITAL OUTLAY	0	3,960	116,504	50,000	66,504
TOTAL	0	3,960	116,504	50,000	66,504

19961 URBAN STREET PROJECT – PANSY

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
CAPITAL OUTLAY	0	0	55,000	33,655	21,345
TOTAL	0	0	55,000	33,655	21,345

19962 URBAN STREET PROJECT – DABNEY

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
CAPITAL OUTLAY	0	0	80,000	0	80,000
TOTAL	0	0	80,000	0	80,000

19963 URBAN STREET PROJECT – RED BLUFF

	FY 2016	FY 2017	FY 2018	FY 2018	FY 2019
	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED
CAPITAL OUTLAY	0	0	118,933	0	118,933
TOTAL	0	0	118,933	0	118,933



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; proper 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 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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Inspectors removed over 185 illegally discarded tires throughout the city.
- Installed Vital Statistics customer kiosk to allow citizens the ability to conduct birth and death record searches; over 5,100 birth and death records sold.
- Increased public health emergency response training for staff to enhance emergency preparedness.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Evaluate current permit fee schedules and propose increases as necessary.
- Maintain staff certifications for Registered Sanitarians and Code Enforcement Officers; maintain Vital Statistics Acknowledgement of Paternity certifications for Local and Deputy Registrars.
- Conduct review of ordinances and recommend updates where necessary.
- Develop contract with Texas Vital Statistics Unit to expand vital statistics capabilities and issue state-wide birth records.
- Update emergency public health policies and procedures in accordance with most recent legislation and best practices.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	759,781	852,652	983,029	937,277	1,070,533
CONTRACTUAL SERVICES	504,709	677,333	733,628	680,660	733,660
MATERIALS & SUPPLIES	46,791	95,655	18,650	18,650	18,650
MAINTENANCE CHARGES	104,814	113,667	111,760	111,760	107,313
OTHER CHARGES	3	36	100	100	100
TOTAL	1,416,098	1,739,343	1,847,167	1,748,447	1,930,256

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Vital Statistics - Birth and death records sold	5,427	5,409	5,300	5,300
General Sanitation & Business Licensing Inspections	8,947	8,426	9,863	9,863
Liens Filed	244	214	130	130
Business Licenses Issued	2,498	2,540	3,722	3,722
Revenues	\$438,173.38	\$444,185.73	\$450,00.00	\$450,00.00

HEALTH STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1370	Chief Health Inspector	1	1	1
1490	Clerical Assistant II	1	1	1
1897	Food Inspector	0	1	1
2040	Inspector III	3	4	4
2210	Local Registrar	1	1	1
2440	Office Assistant II	2	2	2
2770	Health/Medical Doctor	1	1	1
2772	Pooled Health	1	0	0
2960	Public Health Manager	1	1	1
3130	Sanitarian I	1	1	1
3131	Sanitarian II	1	1	1
3370	Sr Office Asst	0	1	1
	TOTAL:	13	15	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.

ACHEIVEMENTS FOR FISCAL YEAR 2018

- Applied for and received a \$100,000 grant (initial \$50,000 received this year) from the Petco Foundation that funds the promotion of adoption programs and events as well as the building of special pens that will allow the Department to establish play groups for shelter dogs that increases their chances of adoption through socialization and temperament classification.
- Reopened the Pet Adoption Center following repairs of damage from Hurricane Harvey.
- Hosted two sessions of Dogs Playing For Life training sessions for staff (June, 3 days; August, 4 days) provided through Petco Foundation grant funding.
- Established Project Home to promote the adoption of the Shelter's longest-term residents.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Establish long term educational programs for children and adults.
- Update the Shelter website to provide current and relevant information regarding services, special adoption events and educational opportunities.
- Grow the volunteer program to support expanding operations.
- Establish procedures for follow-up on adopters and donors to ensure customer satisfaction and enhance growth opportunities.
- Increase the number of special adoption events at the Shelter and Adoption Center.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

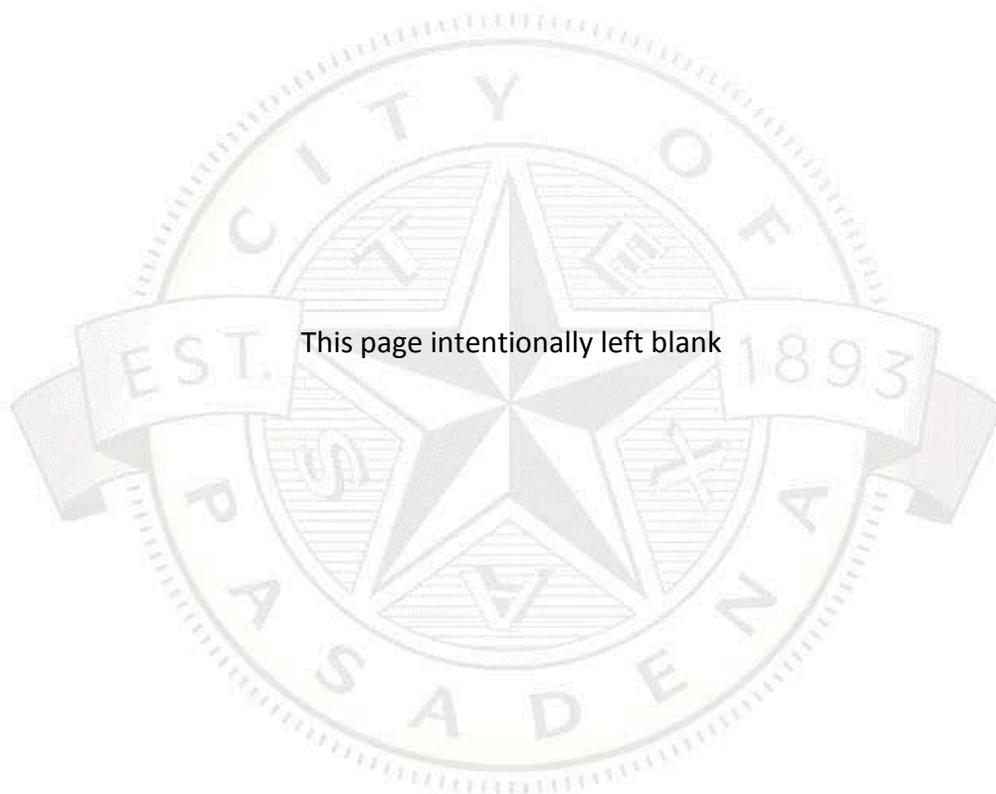
	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,599,795	1,790,815	2,163,595	2,003,553	2,393,368
CONTRACTUAL SERVICES	273,990	308,349	337,400	306,400	316,400
MATERIALS & SUPPLIES	212,830	239,418	325,000	297,000	293,500
MAINTENANCE CHARGES	250,463	273,171	285,592	285,592	329,270
OTHER CHARGES	21	0	100	100	100
CAPITAL OUTLAY	0	210,465	15,525	15,525	0
TOTAL	2,337,099	2,822,218	3,127,212	2,908,170	3,332,638

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Animal Live Releases	3,110	3,553	3,118	3,300
Animals Registered	1,046	967	1,048	1,000
# of offsite adoption events	20	29	23	30
Officer activities	11,623	10,455	9,230	9,100

ANIMAL RESCUE & ASSISTANCE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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	10	13	13
1098	Animal Rescue and Foster	1	1	1
1099	Animal Health Technician	1	1	1
1203	Asst Mgr Animal Rescue	0	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	5	6	6
8888	PT Pooled - Animal Shelter	1	1	1
	TOTAL:	34	39	39



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**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. The FY 2018 debt limitation for the City was \$730,201,391, which is significantly in excess of the City's outstanding general obligation debt. The FY 2019 debt limitation will be calculated in December 2018.

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
BEGINNING FUND BALANCE	\$ 1,783,393	\$ 1,493,541	\$ 2,060,784	\$ 2,060,784	\$ 1,846,662
REVENUE					
Ad valorem taxes-current year	10,106,257	9,739,531	9,333,575	9,500,000	11,747,701
Ad valorem taxes-prior year	104,817	127,569	100,000	100,000	100,000
Penalties and interest	130,562	144,243	130,000	100,000	100,000
Special vehicle inventory tax	30,939	27,659	30,000	30,843	31,000
General Property Taxes	10,372,575	10,039,002	9,593,575	9,730,843	11,978,701
Interest earned	5,603	10,396	4,500	13,100	12,000
Investment Income	5,603	10,396	4,500	13,100	12,000
Transfer from capital project fund	1,156	166	-	-	-
Refunding bonds issued	17,405,000	-	-	-	-
Premiums on bonds	3,070,454	-	-	-	-
Other Revenues	20,476,610	166	-	-	-
TOTAL REVENUE	30,854,788	10,049,564	9,598,075	9,743,943	11,990,701
PRINCIPAL AND INTEREST PAYMENTS					
Property Tax Supported Debt Service					
Principal	7,999,312	6,927,613	7,105,914	7,105,914	8,022,613
Interest	2,674,113	2,554,708	2,835,151	2,835,151	3,725,088
Subtotal Tax Supported Debt	10,673,425	9,482,321	9,941,065	9,941,065	11,747,701
OTHER EXPENDITURES					
Arbitrage	-	-	12,000	12,000	12,000
Escrow agent/advance refunding	20,201,522	-	-	-	-
Issuance costs	269,693	-	-	-	-
Fiscal charges	-	-	5,000	5,000	5,000
SUBTOTAL OTHER COSTS	20,471,215	-	17,000	17,000	17,000
TOTAL EXPENDITURES	31,144,640	9,482,321	9,958,065	9,958,065	11,764,701
Revenue Over Expenditures	(289,852)	567,243	(359,990)	(214,122)	226,000
ENDING FUND BALANCE	\$ 1,493,541	\$ 2,060,784	\$ 1,700,794	\$ 1,846,662	\$ 2,072,662



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SYSTEM FUND SUMMARY

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 98.5% 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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
BEGINNING AVAILABLE					
RESOURCES	\$ 17,955,400	\$ 18,740,615	\$ 21,259,870	\$ 21,259,870	\$ 22,884,709
REVENUES	39,743,264	42,108,912	41,480,000	42,608,710	43,110,000
EXPENDITURES	38,958,049	39,589,657	42,372,376	40,983,871	42,448,243
REVENUES OVER/(UNDER)					
EXPENDITURES	785,215	2,519,255	(892,376)	1,624,839	661,757
ENDING AVAILABLE					
RESOURCES	\$ 18,740,615	\$ 21,259,870	\$ 20,367,494	\$ 22,884,709	\$ 23,546,466
ENDING AVAILABLE RESOURCES	18,740,615	21,259,870	20,367,494	22,884,709	23,546,466
TWO MONTH RESERVE REQUIREMENT*	5,039,394	5,565,820	6,186,563	5,955,145	6,196,207
OVER/(UNDER) REQUIREMENT	\$ 13,701,221	\$ 15,694,050	\$ 14,180,931	\$ 16,929,564	\$ 17,350,259

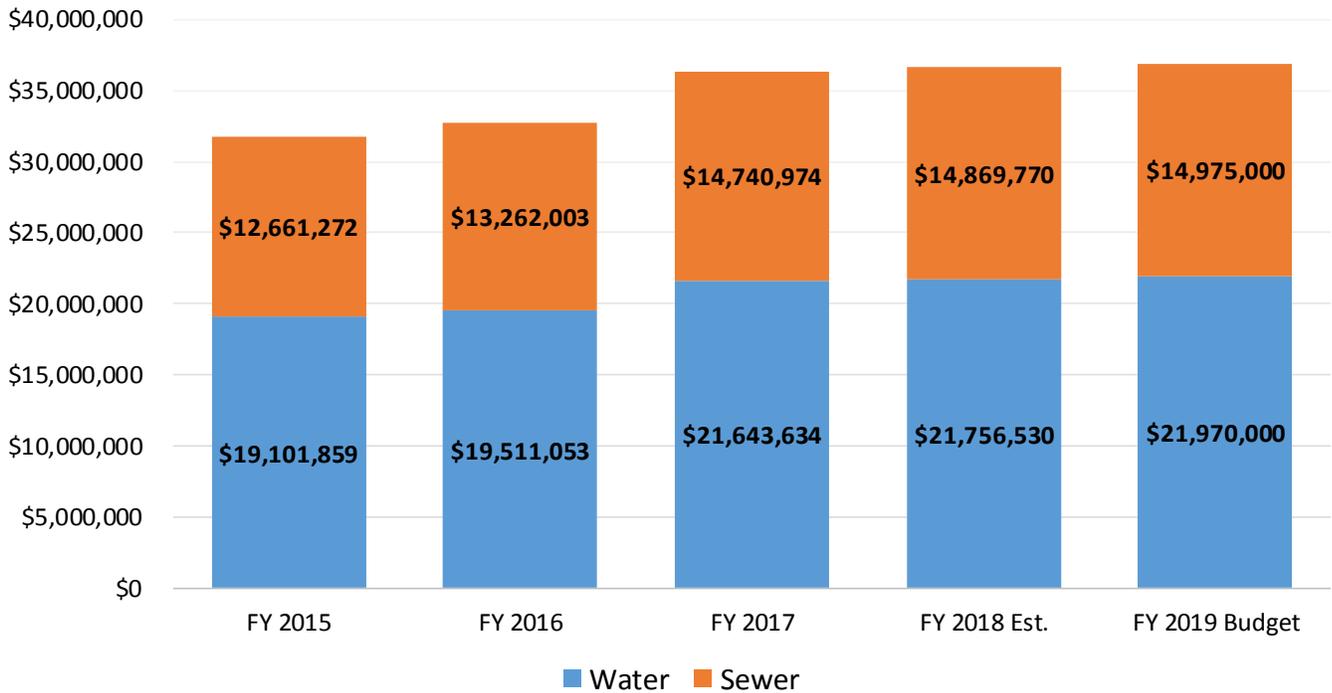
* The reserve requirement is reduced by the interfund transfers amount after the computation of the reserve requirement amount.


**FY 2019 ADOPTED BUDGET
SYSTEM FUND DETAIL**
REVENUE OVERVIEW

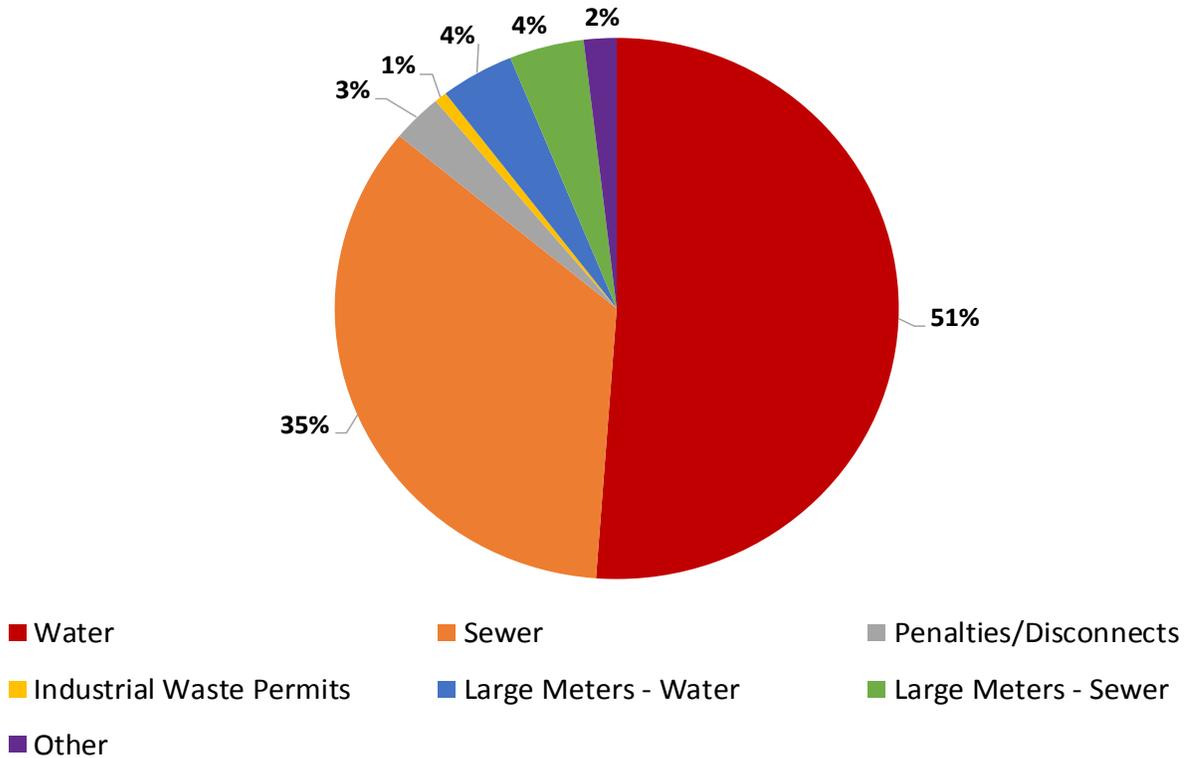
REVENUE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Interest earned	\$ 62,105	\$ 164,287	\$ 80,000	\$ 309,520	\$ 275,000
INVESTMENT INCOME	62,105	164,287	80,000	309,520	275,000
Miscellaneous	17,684	50,994	30,000	52,500	35,000
CC processing fee	251,287	267,824	250,000	278,540	275,000
Prior year expense refund	121,984	-	5,000	32,500	10,000
OTHER REVENUE	390,955	318,818	285,000	363,540	320,000
Water revenues	19,511,053	21,643,634	20,950,000	21,756,530	21,970,000
Water connections	211,630	194,630	90,000	122,840	90,000
Sewer revenues	13,262,003	14,740,974	14,850,000	14,869,770	14,975,000
Sewer connections	122,800	76,850	50,000	53,000	40,000
Penalties	914,002	810,282	900,000	992,800	975,000
Miscellaneous water revenue	213,200	210,092	200,000	191,810	175,000
Disconnect fees	337,178	274,466	285,000	261,870	275,000
Industrial waste	326,791	335,213	330,000	300,560	310,000
Large meter revenues	3,341,105	3,525,085	3,415,000	3,653,470	3,665,000
Year end accrual revenues	1,018,942	(237,319)	-	(300,000)	-
OPERATING REVENUE	39,258,704	41,573,907	41,070,000	41,902,650	42,475,000
Donations	-	23,085	-	-	-
Sale of city property	-	28,300	35,000	18,000	20,000
Other	31,500	-	10,000	15,000	20,000
NON-OPERATING REVENUE	31,500	51,385	45,000	33,000	40,000
Capital project funds	-	515	-	-	-
INTERFUND TRANSFERS	-	515	-	-	-
SYSTEM FUND REVENUE TOTAL	\$ 39,743,264	\$ 42,108,912	\$ 41,480,000	\$ 42,608,710	\$ 43,110,000



WATER & SEWER REVENUES



FY 2019 SYSTEM FUND REVENUE SOURCES

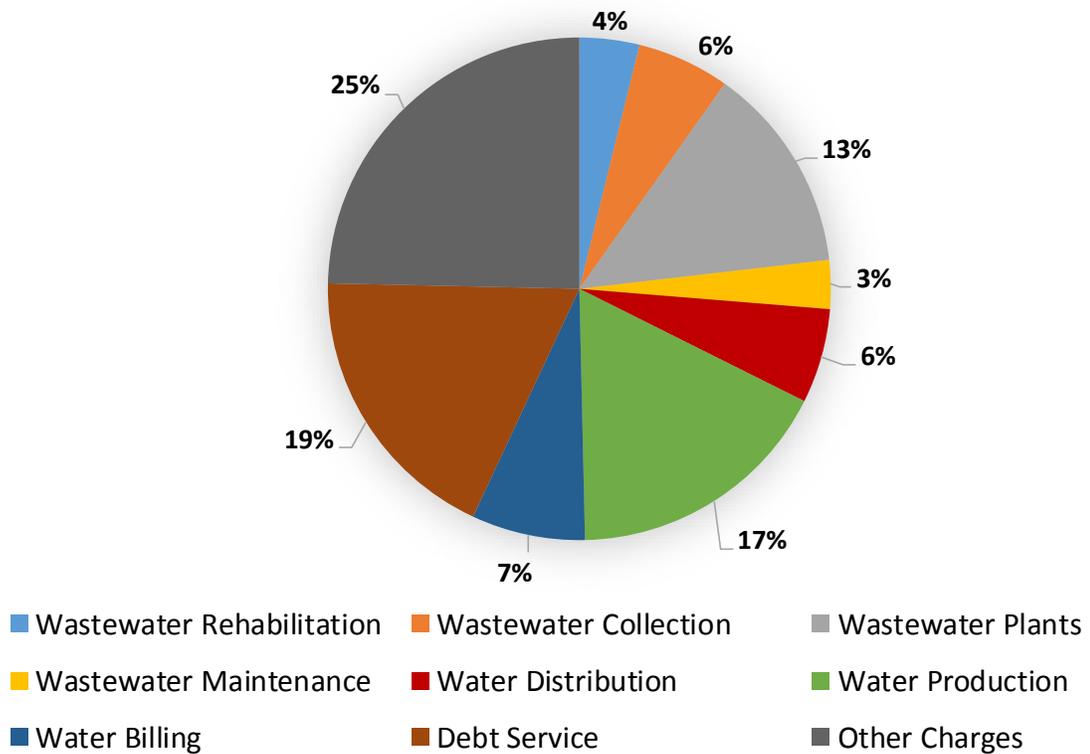
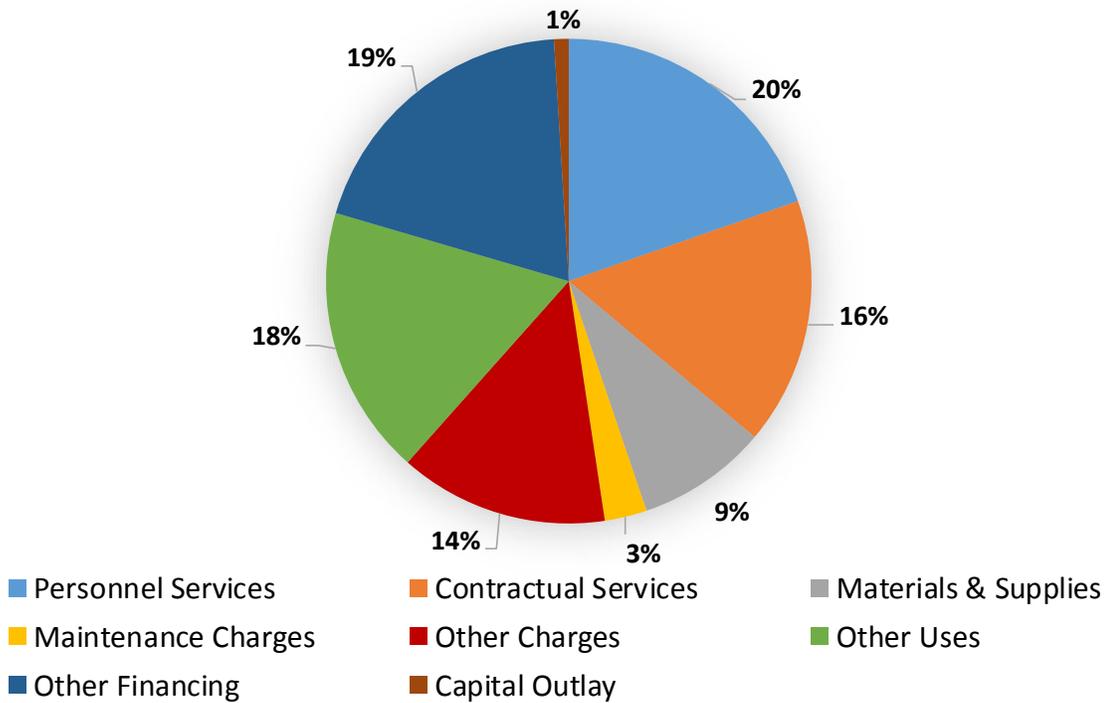



**FY 2019 ADOPTED BUDGET
SYSTEM FUND DETAIL**
EXPENDITURE OVERVIEW

EXPENDITURE CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	\$ 7,256,583	\$ 7,597,267	\$ 8,115,103	\$ 7,661,413	\$ 8,336,971
Contractual services	5,933,510	6,019,107	6,954,610	6,717,010	6,997,295
Materials and supplies	1,698,860	2,873,919	3,849,207	3,128,142	3,685,490
Maintenance charges	1,376,767	1,387,641	1,358,373	1,358,373	1,195,544
Other charges	4,661,853	5,561,361	5,621,277	5,766,277	5,916,127
Other uses	6,999,929	6,701,259	7,714,514	7,704,514	7,630,816
Other financing	3,756,000	4,654,000	5,253,000	5,253,000	5,271,000
Capital improvement projects	7,165,686	4,540,735	3,000,000	3,000,000	3,000,000
Capital outlay	108,861	254,368	506,292	395,142	415,000
TOTALS	\$ 38,958,049	\$ 39,589,657	\$ 42,372,376	\$ 40,983,871	\$ 42,448,243

DEPARTMENT/DIVISION

Wastewater Rehabilitation	\$ 1,580,893	\$ 1,515,804	\$ 1,694,425	\$ 1,614,777	\$ 1,636,109
Wastewater Collection	2,304,410	2,362,903	2,544,790	2,243,663	2,530,103
Wastewater Plants	4,855,009	4,839,048	5,442,672	5,357,072	5,666,141
Wastewater Maintenance	1,122,229	1,167,437	1,403,511	1,317,708	1,327,610
Water Distribution	2,331,077	2,461,557	2,583,729	2,411,270	2,583,202
Water Production	5,859,257	7,010,870	7,196,247	7,224,204	7,329,467
Water Billing	2,537,867	2,802,801	3,100,009	2,918,464	3,099,526
Debt Service	6,961,077	6,669,148	7,895,491	7,895,491	7,811,793
Other Charges	11,406,230	10,760,089	10,511,502	10,001,222	10,464,292
TOTALS	\$ 38,958,049	\$ 39,589,657	\$ 42,372,376	\$ 40,983,871	\$ 42,448,243





SYSTEM FUND WASTEWATER REHABILITATION

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 2018

- Replaced 9,416 linear feet of sanitary sewer mainline (1.8 mi.)
- Replaced 2,384 linear feet of sanitary sewer service line (0.5 mi.)
- Televised 36,575 linear feet of sanitary sewer line (6.9 mi.)
- Televised 13,658 linear feet of storm sewer line (2.6 mi.)
- Received and responded to 2,255 City Works service calls

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- To replace 2.3 mi. of sanitary sewer mainline
- To replace 0.6 mi. of sanitary sewer service line
- To televise 8.0 mi. of sanitary sewer line
- To televise 3.5 mi. of storm sewer line
- To respond to 2,500 City Works service calls



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,068,267	1,018,412	1,071,349	1,040,201	1,083,831
CONTRACTUAL SERVICES	10,204	1,670	33,175	16,175	26,175
MATERIALS & SUPPLIES	182,946	186,471	254,350	222,850	227,850
MAINTENANCE CHARGES	306,706	301,751	294,026	294,026	248,253
CAPITAL OUTLAY	12,770	7,500	41,525	41,525	50,000
TOTAL	1,580,893	1,515,804	1,694,425	1,614,777	1,636,109

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Sanitary sewer main line replaced (miles)	2.3	1.8	1.8	2.3
Sanitary & Storm lines cleaned (miles)	46.9	25.4	37.0	42.0
Sanitary & Storm lines televised (miles)	6.9	5.0	9.5	12.0
Manholes cleaned & vacuumed	943	900	510	600

WASTEWATER REHABILITATION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1780	Equipment Operator I	3	2	2
1790	Equipment Operator II	1	1	1
1911	Asst Gen Superintendent	1	0	0
3620	TV Crew Worker I	1	1	1
3630	TV Crew Worker II	0	0	1
3640	TV Crew Worker IV	1	1	0
3670	Utility Maintenance Technician III	4	4	4
3690	Utility Worker I	2	1	1
3700	Utility Worker II	4	4	4
3705	Utility Worker III	2	2	2
2965	Pooled - WW Rehab	1	1	1
TOTAL:		20	17	17



SYSTEM FUND WASTEWATER COLLECTION

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 2018

- Replaced 508 linear feet of sanitary sewer main line (0.1 mi.)
- Replaced 4,041 linear feet of sanitary sewer service line (0.8 mi.)
- Cleaned 158,736 linear feet of sanitary sewer line (30.0 mi.)
- Cleaned and vacuumed 268 sanitary sewer manholes.
- Cleaned 37,083 linear feet of storm sewer line (7.0 mi.)
- Cleaned 242 storm manholes/boxes.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- To replace 0.2 mi. of sanitary sewer main line.
- To replace 0.9 mi. of sanitary sewer service line.
- To clean 33.0 mi. of sanitary sewer line.
- To clean and vacuum 325 sanitary sewer manholes.
- To clean 9.0 mi. of storm sewer line (7.0 mi.)
- To clean and vacuum 300 storm manholes/boxes.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,699,475	1,737,380	1,841,523	1,599,896	1,869,995
CONTRACTUAL SERVICES	228,357	229,183	252,300	243,800	249,800
MATERIALS & SUPPLIES	148,475	104,004	212,555	161,555	192,555
MAINTENANCE CHARGES	228,103	236,180	213,412	213,412	192,753
CAPITAL OUTLAY	0	56,156	25,000	25,000	25,000
TOTAL	2,304,410	2,362,903	2,544,790	2,243,663	2,530,103

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
San Sewer Main Line Replacement (Ft)	708	780	508	650
San Sewer Service Line Replacement (Ft)	5,461	4,620	6,425	6,700
Service calls	2,458	2,193	2,255	2,500

WASTEWATER COLLECTION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1780	Equipment Operator I	3	3	3
2430	Office Assistant I	0	1	1
3010	Public Works Superintendent	1	1	1
3370	Sr Office Assistant	1	0	0
3690	Utility Worker I	3	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:		28	28	28



SYSTEM FUND WASTEWATER PLANTS

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 2018

- Cleaned out aeration basin #2, installed new manual bar screens at Vince Bayou WW Plant.
- Replaced all UV bulbs and wiper seals at Vince Bayou WW Plant.
- Rebuilt #2 screw pump gear box & installed new 100hp motor for #2 screw pump at Golden Acres WW Plant.
- Rebuilt #1 screw pump lower bearing, #1 aerator gear box and coupler for aerator paddle at Golden Acres WW Plant.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Operate the treatment plants in compliance with all the parameters of permits from the TCEQ and EPA.
- Clean east plant aeration basins at Golden Acres WW Plant.
- Install new VFD's for Vince Bayou MCC controls for aerators.
- Install new VT SCADA System to replace outdated Iconics system for SCADA.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
CONTRACTUAL SERVICES	4,588,418	4,584,899	5,031,520	4,990,920	5,236,520
MATERIALS & SUPPLIES	44,603	50,389	155,050	135,050	135,050
MAINTENANCE CHARGES	12,141	6,516	11,102	11,102	4,571
OTHER CHARGES	157,216	110,964	135,000	135,000	180,000
CAPITAL OUTLAY	52,631	86,280	110,000	85,000	110,000
TOTAL	4,855,009	4,839,048	5,442,672	5,357,072	5,666,141

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Wastewater Plant (billion gallons)	4.642	4.396	4.400	4.400
Gallons treated per capita per day	85	75	80	80



SYSTEM FUND WASTEWATER MAINTENANCE

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 2018

- Installed back-up pump at Jana retention pond.
- Rehabilitation of Burke and West Ellaine Lift Stations.
- Installed ventilation at West Pitts MCC Building.
- Installed 20" electric actuated valve at West Pitts for the retention pond rehabilitation.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Install new lift station at Red Bluff to eliminate Baywood Lift Station to gravity over to Red Bluff.
- Begin rehabilitation of Pasadena Blvd., Alecia, Wyatt and Olson lift stations.
- Begin rehabilitation at North Main Lift Station and replace back-up diesel pump.
- New software upgrade on SCADA system with VT SCADA system.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	681,477	729,023	730,847	714,044	751,210
CONTRACTUAL SERVICES	122,578	56,008	194,583	171,583	172,300
MATERIALS & SUPPLIES	113,684	127,099	186,950	160,950	176,950
MAINTENANCE CHARGES	170,890	177,547	161,864	161,864	152,150
CAPITAL OUTLAY	33,600	77,760	129,267	109,267	75,000
TOTAL	1,122,229	1,167,437	1,403,511	1,317,708	1,327,610

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Sewer Lift Stations	74	74	74	74
Pumps repair or replaced	18	20	24	26
Lift Stations (ls) maintained per crew	9	9	9	9

WASTEWATER MAINTENANCE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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



SYSTEM FUND WATER DISTRIBUTION

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 2018

- Estimated 35,000 feet of cast iron water line will be replaced with C-900 PVC water line.
- Responded to and resolved 1,061 water leak service requests.
- Installed 145 new water meters.
- Installed 134 new fire hydrants.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Replace 30,000 feet of existing water line with C-900 PVC water line.
- Install 200 new fire hydrants and complete preventative maintenance on 2,000.
- Repair water leaks in an acceptable time period.
- Maintain all water lines so that a quality water supply is distributed throughout the City.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,668,702	1,744,553	1,758,339	1,660,880	1,816,534
CONTRACTUAL SERVICES	20,607	25,067	72,200	43,200	33,200
MATERIALS & SUPPLIES	438,377	488,252	545,773	499,773	543,685
MAINTENANCE CHARGES	203,391	203,685	207,417	207,417	189,783
TOTAL	2,331,077	2,461,557	2,583,729	2,411,270	2,583,202

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Number of leaks repaired	1,118	984	650	540
Waterline replaced (feet) - City	23,400	59,180	35,000	35,000

WATER DISTRIBUTION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1070	Admin Asst	0	1	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	0	0
3010	Public Works Superintendent	1	1	1
3660	Utility Maintenance Technician II	1	1	1
3670	Utility Maintenance Technician III	2	2	2
3671	Utility Maintenance Technician IV	2	2	2
3690	Utility Worker I	10	10	10
3700	Utility Worker II	5	4	4
2965	Pooled - Water Distribution	1	1	1
TOTAL:		29	28	28



SYSTEM FUND WATER PRODUCTION

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 2018

- Operated and maintained 12 booster pump stations, 9 elevated water storage tanks, and 10 water wells according to TCEQ regulations.
- Pulled required water samples to be assured our water is of superior quality including 126 regular monthly samples and 100 lead and copper samples.
- Responded to and resolved 891 services request including low pressure calls, no water calls and water quality calls.
- Inspected, maintained and painted 1,847 fire hydrants, replaced 1,500 feet of fence at 2 pump station sites and reduced water loss from 14% to 9%.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Operate and maintain pump stations, elevated storage and water wells in accordance with TCEQ regulations.
- Inspect, paint and perform preventative maintenance on 2,500 fire hydrants.
- Produce a superior water supply and pull samples to insure quality.
- Continue to reduce water loss.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	579,774	614,169	697,535	673,492	717,880
CONTRACTUAL SERVICES	567,694	730,610	952,732	866,232	837,300
MATERIALS & SUPPLIES	41,995	38,455	58,800	52,300	58,800
MAINTENANCE CHARGES	165,157	157,067	151,680	151,680	135,487
OTHER CHARGES	4,504,637	5,450,397	5,250,000	5,395,000	5,500,000
CAPITAL OUTLAY	0	20,172	85,500	85,500	80,000
TOTAL	5,859,257	7,010,870	7,196,247	7,224,204	7,329,467

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
South East Water Plant (billion gallons)	6.1	6.1	6.1	6.2
East Water Plant (billion gallons)	0.074	0.021	0.014	0.010
Pasadena Wells (billion gallons)	0.623	0.355	0.500	0.600
Gallons produced per capita per day	124	124	124	125

WATER PRODUCTION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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	3	3
TOTAL:		10	11	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 2018

- Began process to start AMI (automatic meter infrastructure) pilot program which will assist in reducing amount of time required to read meters and identifying leaks faster.
- Processed over 7,500 meter change outs.
- Completed over 28,000 service requests.
- Assisted in updating the Water Supply Agreement (expires in December 2018).

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Implement an Interactive Voice Response telephone system allowing customers access to account information and payment options 24/7.
- Provide customers the option to sign up for recurring credit card payments on our online payment site.
- Review and update where necessary Chapter 37 – Water, Sewers and Sewage Disposal of the Code of Ordinances.
- Continue to review and update daily processes and procedures and seek ways to improve the office's efficiency.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,558,888	1,753,730	1,890,288	1,847,678	1,974,229
CONTRACTUAL SERVICES	395,652	391,670	418,100	385,100	442,000
MATERIALS & SUPPLIES	283,088	346,006	357,449	317,664	335,600
MAINTENANCE CHARGES	290,379	304,895	318,872	318,872	272,547
OTHER CHARGES	0	0	300	300	150
CAPITAL OUTLAY	9,860	6,500	115,000	48,850	75,000
TOTAL	2,537,867	2,802,801	3,100,009	2,918,464	3,099,526

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Water Usage (billion gallons)	5.74	6.10	6.20	6.30
Number of water meters in the city	35,535	35,765	35,800	36,200
Gallons used per capita per day	98	100	100	105

WATER BILLING STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1250	Assistant Water Billing Manager	1	2	2
1265	Billing Coordinator	1	1	1
1490	Clerical Assistant II	1	0	0
1495	Collections Coordinator	1	1	1
2360	Meter Services Coord	0	1	1
3460	Sr Water Billing Assistant	4	4	4
3650	Utility Maintenance Technician I	4	3	3
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	2	2	2
3700	Utility Worker II	1	1	1
3785	PT Pooled Water Billing Worker	1	1	1
3800	Water Billing Assistant II	7	8	6
3810	Utility Billing Director	1	1	1
3815	Utility Billing Manager	0	1	1
TOTAL:		26	28	26

**SYSTEM FUND
DEBT SERVICES & OTHER CHARGES****FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY – DEBT SERVICE**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
OTHER CHARGES	0	0	235,977	235,977	235,977
OTHER USES	6,961,077	6,669,148	7,659,514	7,659,514	7,575,816
TOTAL	6,961,077	6,669,148	7,895,491	7,895,491	7,811,793

**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

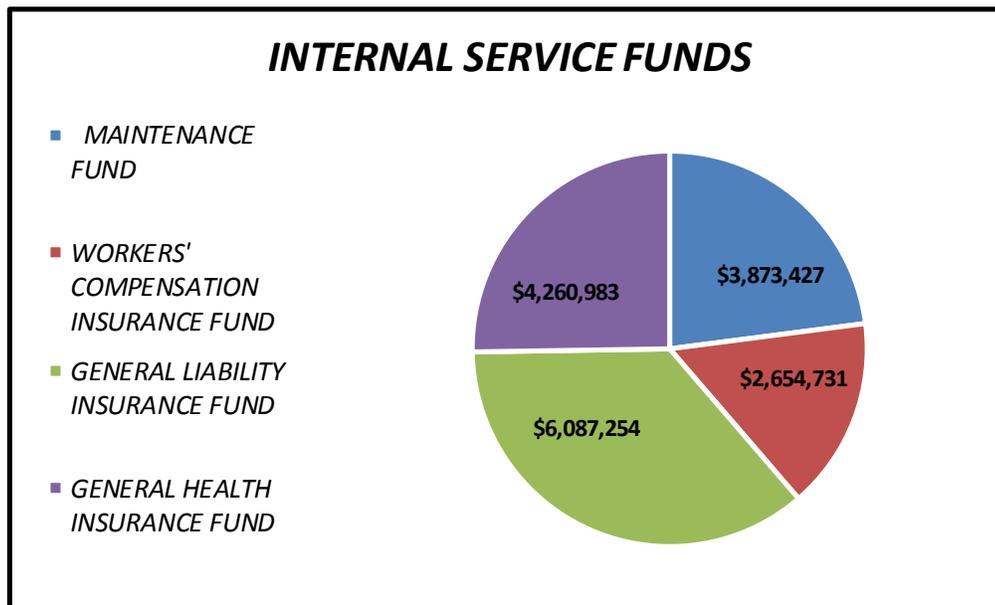
	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	0	0	125,222	125,222	123,292
MATERIALS & SUPPLIES	445,692	1,533,243	2,078,280	1,578,000	2,015,000
OTHER CHARGES	0	0	0	0	0
OTHER USES	38,852	32,111	55,000	45,000	55,000
OTHER FINANCING USES	10,921,686	9,194,735	8,253,000	8,253,000	8,271,000
TOTAL	11,406,230	10,760,089	10,511,502	10,001,222	10,464,292



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 \$3,873,427 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 \$16.8 million.





**FY 2019 ADOPTED BUDGET
INTERNAL SERVICE FUNDS SUMMARY**

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 6,885,503	\$ 2,528,060	\$ 5,967,254	\$ 3,569,855	\$18,950,672
REVENUE					
Interest earned	140,000	24,000	75,000	64,000	303,000
Charges for sales or services	14,312,048	1,000,000	1,750,000	17,946,128	35,008,176
Sale of capital assets	20,000	-	-	-	20,000
Other revenue/transfers	1,271,000	-	160,000	-	1,431,000
TOTAL REVENUES	15,743,048	1,024,000	1,985,000	18,010,128	36,762,176
EXPENDITURES					
Personnel services	6,878,247	129,679	-	-	7,007,926
Contractual services	1,983,823	35,000	-	130,000	2,148,823
Material & supplies	3,886,035	42,650	-	-	3,928,685
Maintenance charges	1,563,019	-	-	-	1,563,019
Capital outlay	4,444,000	-	-	-	4,444,000
Other uses/charges	-	690,000	1,865,000	17,189,000	19,744,000
TOTAL EXPENDITURES	18,755,124	897,329	1,865,000	17,319,000	38,836,453
REVENUES OVER/(UNDER)					
EXPENDITURES	(3,012,076)	126,671	120,000	691,128	(2,074,277)
ENDING FUND BALANCE	\$ 3,873,427	\$ 2,654,731	\$ 6,087,254	\$ 4,260,983	\$16,876,395



FY 2019 ADOPTED BUDGET MAINTENANCE FUND SUMMARY

The Maintenance Fund is an Internal Service Fund of the City and is used to capture costs billable to other City departments. The cost of departments that provide service internally to other city departments is billed based on standard cost allocation criteria. The City's policy is to maintain sufficient balance in the fund to provide for equipment replacement when necessary.

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 6,265,212	\$ 8,601,644	\$ 10,693,041	\$ 10,693,041	\$ 6,885,503
REVENUES	14,967,858	16,371,920	15,100,305	15,003,245	15,743,048
EXPENDITURES	12,631,426	14,280,523	21,875,274	18,810,783	18,755,124
REVENUES OVER/(UNDER) EXPENDITURES	2,336,432	2,091,397	(6,774,969)	(3,807,538)	(3,012,076)
ENDING AVAILABLE RESOURCES	\$ 8,601,644	\$ 10,693,041	\$ 3,918,072	\$ 6,885,503	\$ 3,873,427



REVENUE BY CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Interest earned	\$ 23,226	\$ 78,905	\$ 70,000	\$ 147,000	\$ 140,000
Investment Income	23,226	78,905	70,000	147,000	140,000
Miscellaneous	7,881	8,905	3,000	2,440	2,300
Waste recycling revenues	1,174	9,251	1,200	7,500	2,000
Mailroom revenues	129,144	125,508	127,021	127,021	127,023
Motor pool equipment	6,507,468	6,074,400	5,803,418	5,803,418	5,974,244
Building maintenance	453,622	500,032	568,725	568,725	589,059
Information tech revenues	2,749,668	3,082,368	3,010,574	3,010,574	3,395,457
Electrical dept revenues	1,265,810	1,367,964	1,392,798	1,392,798	1,519,849
Radio equipment	500,400	541,692	466,945	466,945	456,715
Warehouse	350,945	413,284	313,438	313,438	330,731
Janitorial	871,860	861,852	968,126	968,126	954,122
Landscaping and beautificatic	905,640	923,100	921,960	921,960	960,248
Prior year surplus	-	-	-	-	-
Prior year expense/refund	84	64	100	300	300
Other Revenues	13,743,696	13,908,420	13,577,305	13,583,245	14,312,048
Sale of city property	263,936	354,095	200,000	20,000	20,000
Non-Operating Revenue	263,936	354,095	200,000	20,000	20,000
General fund	381,000	1,376,500	-	-	-
Water and sewer fund	556,000	654,000	1,253,000	1,253,000	1,271,000
Other Financing Sources	937,000	2,030,500	1,253,000	1,253,000	1,271,000
TOTAL REVENUE	\$14,967,858	\$16,371,920	\$15,100,305	\$15,003,245	\$15,743,048



EXPENDITURE BY CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Personnel services	\$ 5,569,739	\$ 5,956,240	\$ 6,890,346	\$ 6,515,562	\$ 6,878,247
Contractual services	1,491,279	1,640,737	2,132,264	1,879,015	1,983,823
Materials & supplies	2,377,981	2,653,318	3,374,723	2,993,385	3,886,035
Maintenance charges	1,608,759	1,592,680	1,427,442	1,427,442	1,563,019
Capital outlay	1,583,668	2,437,548	7,800,499	5,743,979	4,444,000
Other financing uses	-	-	250,000	250,000	-
TOTAL EXPENDITURE	\$12,631,426	\$14,280,523	\$21,875,274	\$18,810,783	\$18,755,124

BY DEPARTMENT/DIVISION

Technical Services

Information services	\$ 2,684,204	\$ 2,854,129	\$ 3,281,137	\$ 2,994,484	\$ 3,614,861
Radio services	372,310	611,323	447,068	400,118	628,611
Subtotal Technical Services	3,056,514	3,465,452	3,728,205	3,394,602	4,243,472

Maintenance Services

Fleet management	6,009,872	7,060,949	13,408,262	11,093,725	9,914,803
Building maintenance	372,713	536,142	567,789	559,563	582,927
Janitorial	749,707	699,004	961,522	749,481	948,307
Electrical	1,322,057	1,341,747	1,422,833	1,317,778	1,509,082
Landscaping	666,904	738,503	935,823	858,525	949,398
Subtotal Maint Services	9,121,253	10,376,345	17,296,229	14,579,072	13,904,517

Purchasing

Mailroom	119,326	122,715	128,596	123,061	123,775
Warehouse	334,333	316,011	322,589	312,993	335,411
Subtotal Purchasing	453,659	438,726	451,185	436,054	459,186

Other

Other	-	-	399,655	401,055	147,949
TOTAL	\$12,631,426	\$14,280,523	\$21,875,274	\$18,810,783	\$18,755,124



VEHICLE & EQUIPMENT REPLACEMENT PROGRAM

The City's vehicle and equipment replacement program uses funds for the purchase of vehicles and equipment in the City's fleet. Vehicles and equipment recommended for replacement in the adopted budget were evaluated by the Fleet Maintenance staff and recommended based upon current condition.

The FY19 Maintenance Fund budget includes a total of \$3,953,000 for vehicle and equipment replacements. 64 vehicles are to be purchased for \$2,081,000, 10 pieces of heavy equipment are to be purchased for \$1,615,000, and 10 pieces of miscellaneous and other equipment are to be purchased for \$257,000. The following chart shows the FY19 Vehicle and Equipment Replacement Program items in more detail. Vehicle and equipment purchases are subject to change based on need and circumstances.



Vehicle & Equipment Replacement Program			
Replacement Purchase	Department	Equipment Replacing	Cost
Vehicles			
2019 Ford Explorer PPV	City Marshal	Ford Crown Vic	\$ 45,000.00
2019 Ford Explorer PPV	City Marshal	Chevrolet Tahoe	\$ 45,000.00
2019 Ford Explorer	Community Relations	Toyota Prius	\$ 34,000.00
2019 Ford Explorer	Community Relations	Toyota Prius	\$ 34,000.00
2019 Ford F150	Permit	Ford Expedition	\$ 24,000.00
2019 Ford F150	Permit	Ford F150	\$ 24,000.00
2019 Ford F150 Crew Cab	Project Development	Ford F150	\$ 30,000.00
2019 Ford F450 Crew Cab	Landscaping	Ford F350	\$ 43,000.00
2019 Ford F450 Crew Cab	Landscaping	Ford F450	\$ 43,000.00
2019 Ford F150 Crew Cab	Emergency Prep.	Ford Expedition	\$ 31,000.00
2019 Ford Explorer	Fire Fighting	Ford Expedition	\$ 39,000.00
2019 Ford Explorer	Fire Fighting	Ford Expedition	\$ 39,000.00
2019 Ford Explorer	Fire Fighting	Ford Expedition	\$ 39,000.00
2019 F350 Crew Cab Booster Truck	Fire Fighting	Booster Truck	\$ 45,000.00
2019 F350 Crew Cab Booster Truck	Fire Fighting	Booster Truck	\$ 45,000.00
2019 Chevrolet Tahoe	Fire Prevention	Ford Expedition	\$ 42,000.00
2019 Chevrolet Tahoe	Fire Prevention	Ford Expedition	\$ 42,000.00
2019 Chevrolet Tahoe	Fire Prevention	Ford Expedition	\$ 42,000.00
2019 Ford F150 Supercab	Code Enforcement	Ford F150	\$ 26,000.00
2019 Ford F150 Supercab	Code Enforcement	Ford F150	\$ 26,000.00
2019 Ford F150 Supercab	Code Enforcement	Ford F150	\$ 26,000.00
2019 Ford F150	Sanitation	Ford F150	\$ 24,000.00
2019 Ford F150	Sanitation	Chevrolet 1/2 Ton	\$ 24,000.00
2019 Ford F150	Street/Bridge	Chevrolet 1/2 Ton	\$ 24,000.00
2019 Ford F150	Street/Bridge	Chevrolet 1/2 Ton	\$ 24,000.00
2019 Ford F150 Supercab	Traffic	Ford F150	\$ 26,000.00
2019 Ford F150 Supercab	Traffic	Ford F150	\$ 26,000.00
2019 Ford F150 Supercab	Parks	Ford F150	\$ 26,000.00
2019 Ford F150	Parks	Ford F150	\$ 24,000.00
2019 Ford Ecoline Van	Recreation	Ford Van	\$ 24,000.00
2019 Ford F150	Recreation	Ford F150	\$ 24,000.00
2019 Ford F150	Clean Streets	Ford F150	\$ 24,000.00
2019 Ford F550 Box Truck	Clean Streets	Isuzu Truck	\$ 50,000.00
2019 Chevrolet Suburban	Senior Center	Ford Van	\$ 35,000.00
2019 Ford F150	Health	Chevrolet 1/2 Ton	\$ 24,000.00
2019 Ford F150	Health	Ford F150	\$ 24,000.00
2019 Ford F150 Supercab	Animal Control	Chevrolet 1/2 Ton	\$ 25,000.00
2019 Ford F350 w/ Deer Skin Bed	Animal Control	Ford F250	\$ 47,000.00
2019 Ford F350 w/ Deer Skin Bed	Animal Control	Ford F251	\$ 47,000.00
2019 Ford F350 w/ Deer Skin Bed	Animal Control	Ford F252	\$ 47,000.00
2019 Ford Van	Library	Toyota Prius	\$ 25,000.00



2019 Ford F150 Crew Cab	Fleet	Ford Expedition	\$ 26,000.00
2019 Ford F150	Fleet	Ford F150	\$ 24,000.00
2019 Ford Ecoline Van	Janitorial	Ford Van	\$ 26,000.00
2019 Ford Ecoline Van	Janitorial	Ford F150	\$ 26,000.00
2019 Chevrolet Tahoe	Janitorial	Chevrolet Tahoe	\$ 30,000.00
2019 Ford F150 Crew Cab	WW Rehab	Ford F150	\$ 26,000.00
2019 Ford F150	WW Rehab	Ford F150	\$ 24,000.00
2019 Ford F450 Reg Cab	WW Rehab	Ford F350	\$ 35,000.00
2019 Ford F450 Reg Cab	WW Collection	Ford F350	\$ 35,000.00
2019 Ford F450 Crew Cab	WW Collection	Ford F450	\$ 43,000.00
2019 Ford F150	WW Maintenance	Ford F150	\$ 24,000.00
2019 Ford F150	WW Maintenance	Ford F150	\$ 24,000.00
2019 Ford F450 w/ Crane Lift	WW Maintenance	Ford F450	\$ 48,000.00
2019 Ford F450 Crew Cab	Water Distribution	Ford F450	\$ 43,000.00
2019 Ford F450 Crew Cab	Water Distribution	Ford F450	\$ 43,000.00
2019 Ford F150	Water Distribution	Ford F150	\$ 24,000.00
2019 Ford F450	Water Distribution	Ford F350	\$ 40,000.00
2019 Ford F150	Water Production	Ford F150	\$ 24,000.00
2019 Ford F150	Water Production	Ford F150	\$ 24,000.00
2019 Ford F250	Water Production	Ford F150	\$ 35,000.00
2019 Ford F250 Reg Cab	Water Billing	Ford F150	\$ 33,000.00
2019 Ford F250 Reg Cab	Water Billing	Ford F150	\$ 33,000.00
2019 Ford F250 Reg Cab	Water Billing	Ford F150	\$ 33,000.00
Vehicles Subtotal			\$ 2,081,000.00
Heavy Equipment			
2019 INT'L Picker Truck	Sanitation	Picker Truck	\$ 220,000.00
2019 INT'L Picker Truck	Sanitation	Picker Truck	\$ 220,000.00
2019 INT'L Packer Truck	Sanitation	Packer Truck	\$ 240,000.00
2019 INT'L Distributor	Street/Bridge	INT'L Distributor	\$ 200,000.00
2019 John Deere Tractor w/ FE Loader	Clean Streets	John Deere Tractor	\$ 40,000.00
2019 John Deere Tractor w/ Cab	Clean Streets	New Holland Tractor	\$ 50,000.00
2019 John Deere Front End/Box Blade	WW Rehab	Ford End Loader	\$ 65,000.00
Pipe Bursting Equipment	WW Rehab	Misc Pipe Bursting Equip.	\$ 125,000.00
2019 INT'L Sewer Combo Truck	WW Collection	Sewer Combo Truck	\$ 360,000.00
2019 Cat Backhoe Excavator	Water Distribution	Case Backhoe	\$ 95,000.00
Heavy Equipment Subtotal			\$ 1,615,000.00



Other Equipment			
Dump Bed for Ford F450	Sanitation	Dump Bed	\$ 50,000.00
2019 Toro Mower	Parks	Toro Mower	\$ 13,000.00
2019 Toro Mower	Parks	Toro Mower	\$ 13,000.00
2019 Toro Mower	Parks	Toro Mower	\$ 13,000.00
2019 Toro Groundmaster	Golf Course	Toro Mower	\$ 18,500.00
2019 Jacobsen Mower	Golf Course	Toro Mower	\$ 37,000.00
John Deere Bunker Rake	Golf Course	John Deere Bunker Rake	\$ 7,500.00
2019 Toyota Forklift	Fleet	Cat Fork Lift	\$ 70,000.00
2019 Scag Mower	WW Maintenance	Scag Mower	\$ 17,500.00
2020 Scag Mower	Water Production	Scag Mower	\$ 17,500.00
Other Equipment Subtotal			\$ 257,000.00
Grand Total Capital Replacement Purchases			\$ 3,953,000.00



MAINTENANCE FUND INFORMATION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Support for business applications, personal computers, electronic mail, telephone system and network devices for all City departments and continued PC replacements.
- Migrated city computer network from Novell to Microsoft Active Directory to improve integration with different systems.
- Delivered on time IT infrastructure required for OSSI.
- Implemented new Police RMS, CAD and Jail Management system software from OSSI.
- Negotiated lower prices for updated specs Dell laptops and desktops.
- Evaluated and selected new rugged laptop model for Patrol units with lower price and newer specs.
- Deployed mobile AFIS for Patrol units.
- Connected Pasadena Emergency Operation Center to Transtar and HPD camera networks including their helicopter feed.
- Began the process of building dedicated Police IT structure.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Complete upgrade of current financial and billing systems switching from Unix to Windows environment.
- Complete conversion to new Public Safety System, and migrating many small standalone systems.
- Migrate email system from GroupWise to Microsoft Exchange and start using Outlook.
- Upgrade city phone infrastructure.
- Replace door security system at the Police Department.
- Continue to improve video security system at the Police Department.
- Implement major city systems failover configuration to ensure continuous operations during disaster.
- Implement Laserfiche at Municipal Courts.
- Assist with technical oversight of new Municipal Court building.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,220,646	1,315,311	1,380,286	1,345,503	1,317,537
CONTRACTUAL SERVICES	769,933	909,302	1,140,731	1,080,914	969,400
MATERIALS & SUPPLIES	231,692	320,192	407,003	275,150	787,150
MAINTENANCE CHARGES	170,098	145,114	140,917	140,917	290,774
CAPITAL OUTLAY	291,835	164,210	212,200	152,000	250,000
TOTAL	2,684,204	2,854,129	3,281,137	2,994,484	3,614,861

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Help Desk Work Orders	3,209	2,977	4,270	4,400

INFORMATION SERVICES STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1200	Manager of Information Technology	1	1	0
1340	Business System Analyst III	4	4	4
1350	Business System Analyst IV	1	0	0
1700	Director Information Services	1	1	1
1957	Help Desk Support Analyst I	1	1	1
2014	IT Infrastructure Manager	0	0	1
2423	Asst. Network Admin. II	1	1	1
2424	Asst. Network Admin. III	1	1	1
2425	Network Admin IV	1	1	0
2887	Project Administrator	1	1	1
3495	Support Analyst	1	1	1
3521	Tech Support Analyst II	2	1	2
3540	Tech Support Analyst IV	1	1	1
TOTAL:		16	14	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.

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Installed and programmed 21 mobile radios in Police, City Marshal, Code Enforcement and local government vehicles.
- Removed 16 old computer docks and installed 16 new Havis computer docks for Police Dept.
- Assisted in the deployment of 100 new digital APX Handheld Portable Radios to replace old analog radios to finish change from analog to digital system for all Local Govt. and Public Works radios.
- Repaired, cleaned, and programmed 65 old digital handheld portable radios to replace analog radios in the field.
- Completed upgrade from analog to digital system of all Public Works and Local Govt. Departments radios.
- Removed 45 radios from vehicles coming out of service or to be auctioned off. Includes radios removed from local government vehicles that have the old analog radios installed but no longer work on the new digital system.
- Removed 15 Watchguard Video Systems from vehicles going out of service or auctioned.
- Installed 9 Watchguard Video Systems.
- Removed 15 siren, radar, and computer docks out of Police vehicles removed from service.
- Installed 7 radar units in police vehicles.
- Performed 123 miscellaneous repairs to radios, computer docks, sirens, radar units, repairs of wiring, power plugs, and replacing bad or missing antennas.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Upgrade Police computers in vehicles by removing old computer docks from Police, Code Enforcement, and City Marshal vehicles and installing between 150 to 200 new Havis Computer Docks in vehicles for new laptop computers.
- Maintenance of vehicle radio system, computer docking for laptops, portable radios, sirens, and radar units. This will be accomplished thru miscellaneous repairs consisting or wiring repairs, replacement of defective equipment, supplying batteries, antenna replacements, small parts, and programming of radio equipment as needed.
- Train individuals to do installs, removals, repairs, and programming radios.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	79,827	82,278	86,223	84,985	86,384
CONTRACTUAL SERVICES	127,039	103,596	175,500	138,000	175,500
MATERIALS & SUPPLIES	17,675	9,151	51,048	42,836	71,048
MAINTENANCE CHARGES	147,769	150,012	134,297	134,297	115,679
CAPITAL OUTLAY	0	266,286	0	0	180,000
TOTAL	372,310	611,323	447,068	400,118	628,611

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET
# of installations	28	40	53	200
# of removals	41	55	91	240
# of repairs	108	120	188	120
# of Equipment programming	44	65	86	60

RADIO SERVICES STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
3030	Radio Technician III	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND WAREHOUSE

MISSION STATEMENT

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

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Audited current inventory for value and usage and adjusted on-hand stock to reflect department need.
- Added and consolidated items to incorporate new technology in maintenance and repair as well as streamline stocking procedures.
- Assisted in the coordination of a more efficient records management system.
- Completed a full annual inventory.
- Lowered the annual spend in the warehouse by approximately \$148,000.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Maximize the usable space in the warehouse for inventory while also providing secure temporary storage of records and emergency supplies.
- Lower the amount of capital money locked into the warehouse stock by 5% freeing funds for other city projects.
- Lower warehouse expenditures by 3% by using LEAN strategies in procurement and stocking to provide better value to the City.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	245,479	214,118	214,619	216,023	229,842
CONTRACTUAL SERVICES	16,693	4,764	13,800	8,300	13,800
MATERIALS & SUPPLIES	5,815	6,078	14,425	8,925	14,425
MAINTENANCE CHARGES	66,346	91,051	79,745	79,745	77,344
OTHER CHARGES	0	0	0	0	0
TOTAL	334,333	316,011	322,589	312,993	335,411

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Line Items in Inventory	1,395	1,450	1,435	1,400
Inventory Request processed	N/A	114,500	113,000	116,390
Total Cost of Items Processed	N/A	\$ 1,189,116	\$ 1,042,097	\$ 1,012,000
Inventory Floor Value	N/A	\$ 538,000	\$ 496,000	\$ 471,000

WAREHOUSE STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
3759	Warehouse Assistant I	2	2	2
3780	Warehouse Superintendent	1	1	1
TOTAL:		3	3	3



MAINTENANCE FUND FLEET MAINTENANCE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Replaced approximately 23 vehicles due to age, mileage, operational cost, or a combination.
- Replaced approximately 27 pieces of heavy equipment/other equipment due to age, operational hours, operational issues, or a combination.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Continue to create a Safety First mentality throughout the entire facility.
- Continue the preventative maintenance and inspections on fleet vehicles and equipment that will ensure safe, effective, and reliable use.
- Find effective solutions that will decrease the cost of repairs and downtime of the City fleet.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	1,678,980	1,906,962	2,132,386	2,059,912	2,111,952
CONTRACTUAL SERVICES	434,486	435,947	554,185	480,100	609,300
MATERIALS & SUPPLIES	1,986,610	2,186,571	2,629,668	2,452,010	2,744,188
MAINTENANCE CHARGES	617,963	535,325	514,724	514,724	446,363
CAPITAL OUTLAY	1,291,833	1,996,144	7,577,299	5,586,979	4,003,000
TOTAL	6,009,872	7,060,949	13,408,262	11,093,725	9,914,803

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Shop 1 - Heavy Fleet	814	826	835	848
Shop 2 - Light Fleet	1,979	1,946	1,981	2,013
Shop 3 - Body Repair	421	438	445	452
Shop 6 - Tire Repair	864	731	743	755
Total Rolling Stock	1,648	1,656	1,667	1,694

FLEET STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1225	Asst Maint Superintendant	0	2	2
2230	Maint Superintendant	1	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	0	0
2280	Maintenance Technician IV	3	3	3
2290	Maintenance Technician V	13	11	11
2440	Office Assistant II	1	1	1
2505	Parts Room Coord	0	1	1
2635	PT Administrative Coordinator	1	1	0
TOTAL:		29	29	28



MAINTENANCE FUND BUILDINGS & EQUIPMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Renovated Campbell Hall after Hurricane Harvey.
- Renovated Golf Course Clubhouse, Starter Shack and Pump House Sheds.
- Renovated the YES Center.
- Renovated Economic Development Suite at City Hall.
- Renovated Madison Jobe Senior Center storage shed.
- Installed new flooring at Pal Gym after Hurricane Harvey.
- New roofs installed at the Firefighting class room and Fire Station #7.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Complete service requests in a timely manner.
- Renovate the exterior of the Golf Course Club House and Cart Barn.
- Build new Maintenance Building for the Golf Course and renovate course restrooms.
- Build new Police Academy and Fire Academy.
- Build new building for Police Department.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	276,891	385,422	418,934	415,408	422,742
CONTRACTUAL SERVICES	1,097	8,278	10,400	7,400	10,400
MATERIALS & SUPPLIES	7,012	6,541	11,800	10,100	11,800
MAINTENANCE CHARGES	87,713	135,901	126,655	126,655	137,985
TOTAL	372,713	536,142	567,789	559,563	582,927

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Service Requests	390	366	380	285
Service Requests per Carpenter	78	73	75	57

BUILDINGS & EQUIPMENT STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1290	Building Technician IV	1	1	1
1300	Building Technician V	4	4	4
2240	Maintenance Supervisor	1	1	1
TOTAL:		6	6	6



MAINTENANCE FUND JANITORIAL

MISSION STATEMENT

The Janitorial Division's responsibility is to provide a pleasant and healthy environment for the City staff. This includes completing all tasks associated janitorial duties from facility cleaning, appearance, floor care and issues at City facilities.

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Accident free record.
- Cross trained the janitorial staff on various buildings throughout the City.
- Schedules used to optimize performance and efficiency.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

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



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	598,883	551,786	758,693	615,652	735,737
CONTRACTUAL SERVICES	90,914	100,395	135,450	79,450	85,450
MATERIALS & SUPPLIES	33,153	18,221	39,400	26,400	40,100
MAINTENANCE CHARGES	26,757	28,602	27,979	27,979	87,020
TOTAL	749,707	699,004	961,522	749,481	948,307

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
# of Facilities Cleaned	16	17	18	18
Locations cleaned (Square Feet)	378,914	500,414	501,414	502,000
Square Feet cleaned per custodian	32,667	45,492	55,712	55,000

JANITORIAL STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1620	Custodian I	9	11	11
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
2778	PT Pooled Janitorial	1	1	0
TOTAL:		14	16	15



MAINTENANCE FUND ELECTRICAL, HVAC, AND PLUMBING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

- CORRIGAN WEST – Parking and Soffit changed lighting to LED.
- STRAWBERRY PARK – Built 800-AMP service for concession stand and provided all electrical installation to new concession stand.
- POLICE DEPT. HOT HOUSE & GUN RANGE – Changed lighting to LED and provided power and service for installation to new target machine.
- Changed lighting to LED in these locations: Verne Cox Center, Pal Gym, YES Center, Golf Course Club House and Cart Barn, Campbell Hall and Rodeo Offices, City Hall parking garage, and Odell Recreation Center.
- Upgraded the plumbing and HVAC system at City Hall.
- Replaced old HVAC systems on multiple locations throughout the City.
- Installed new water efficient automatic flush valves throughout the City.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- To continue to retro-fit buildings to LED lighting.
- Upgrades for plumbing systems and HVAC systems for future projects.
- Continue replacing aging HVAC systems which are currently running on the R-22 refrigerant with new energy efficient systems.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	911,018	907,956	1,063,672	975,664	1,135,362
CONTRACTUAL SERVICES	5,810	7,684	12,573	11,526	12,573
MATERIALS & SUPPLIES	18,885	20,568	42,549	26,549	42,549
MAINTENANCE CHARGES	386,344	405,539	304,039	304,039	318,598
TOTAL	1,322,057	1,341,747	1,422,833	1,317,778	1,509,082

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Electrical Service Requests	390	366	360	344
HVAC Service Requests	301	300	290	347
Plumbing Service Requests	294	306	300	251
Service Requests Per Technician	123	122	122	118

ELECTRICAL STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
1228	Assistant Maintenance Supervisor	0	1	1
1290	Building Technician IV	1	1	1
1300	Building Technician V	8	7	7
1749	Electrical Supervisor	1	1	1
1817	Facility Superintendent	1	1	1
2012	HVAC Supervisor	0	1	1
3370	Sr. Office Assistant	1	1	1
TOTAL:		12	13	13



MAINTENANCE FUND MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2018

- Upgraded color copier to production levels to better meet the City's printing needs.
- Processed approximately 380 print/fold jobs.
- Processed approximately 124,000 pieces of mail.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Increase services offered to City departments.
- Identify ways to reduce costs on printing and mailing for City departments.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	46,108	41,214	53,005	49,005	49,439
CONTRACTUAL SERVICES	40,286	51,294	43,300	42,500	47,300
MATERIALS & SUPPLIES	4,047	4,227	5,375	4,640	5,375
MAINTENANCE CHARGES	28,885	25,980	26,916	26,916	21,661
TOTAL	119,326	122,715	128,596	123,061	123,775

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Total Print Jobs Processed	291	344	380	410
Total Pages in Print Jobs	820,220	952,839	972,000	990,000
Total Mail Units Processed	N/A	N/A	124,000	125,000
Total Postage Expenditure	\$96,652	\$89,920	\$97,911	\$98,000

MAIL/REPRODUCTION SERVICES STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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 2018

- Keep city maintained landscapes clean and well-maintained.
- Maintain city building landscapes to be functional and aesthetically pleasing.
- Repair irrigation problems within 3 days.
- Enhance several renovated gateway signs into the City.

PRIORITIES, GOALS AND OBJECTIVES FOR 2019

- Work with Animal Control on the planning of the new dog park behind the Animal Shelter.
- Help construct, plant and educate Recreation Center staff and attendees on vegetable gardening at 3 Recreations Centers.
- Work with Parks crews on planting trees in parks.
- Maintain and water newly planted trees to help get them established.
- Enhance and refresh the landscape around City Hall and the Convention Center.
- Better utilize staff to become more efficient in daily operations.
- Work to better maintain relationships with departments we serve.
- Work within budget constraints and better prioritize spending.



**FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	511,907	551,193	632,873	603,755	641,303
CONTRACTUAL SERVICES	5,021	19,477	46,325	30,825	60,100
MATERIALS & SUPPLIES	73,092	81,769	173,455	146,775	169,400
MAINTENANCE CHARGES	76,884	75,156	72,170	72,170	67,595
CAPITAL OUTLAY	0	10,908	11,000	5,000	11,000
TOTAL	666,904	738,503	935,823	858,525	949,398

PERFORMANCE INDICATORS

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ESTIMATE	FY 2019 BUDGET
Irrigation heads maintained	1,850	1,850	1,850	1,700
Irrigation heads maintained per worker	185	185	185	170
Plant material maintained (ft ²)	389,480	389,480	389,480	390,000
Plant material maintained per worker (ft ²)	19	38,948	38,948	39,000
Average mow/maintenance cycle (days)	N/A	N/A	14	12

LANDSCAPE & BEAUTIFICATION STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 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****FY 2019 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY 2018 ESTIMATED	FY 2019 ADOPTED
PERSONNEL SERVICES	0	0	149,655	149,655	147,949
OTHER CHARGES	0	0	0	1,400	0
OTHER FINANCING USES	0	0	250,000	250,000	0
TOTAL	0	0	399,655	401,055	147,949



**FY 2019 ADOPTED BUDGET
WORKERS' COMPENSATION FUND (067)**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUE					
Interest earned	\$ 5,085	\$ 13,906	\$ 4,000	\$ 26,300	\$ 24,000
Investment Income	5,085	13,906	4,000	26,300	24,000
Miscellaneous Income	-	-	-	-	-
Insurance recovery	29,722	7,740	20,000	-	-
Expense/Recovery Income	29,722	7,740	20,000	-	-
Contributions - city	963,349	1,027,625	900,000	1,016,500	1,000,000
Contribution Income	963,349	1,027,625	900,000	1,016,500	1,000,000
Transfer from general fund	-	-	-	-	-
Total Revenue	998,156	1,049,271	924,000	1,042,800	1,024,000
EXPENDITURES					
Personnel services	121,076	127,097	126,047	126,047	129,679
Contractual services	29,744	22,757	16,200	30,000	35,000
Materials & supplies	24,255	26,096	34,650	34,150	42,650
Other uses	638,351	562,134	691,500	691,500	690,000
Total Expenditures	813,426	738,084	868,397	881,697	897,329
Revenue Over/(Under)					
Expenditures	184,730	311,187	55,603	161,103	126,671
Beginning Fund Balance	1,871,040	2,055,770	2,366,957	2,366,957	2,528,060
Ending Fund Balance	\$ 2,055,770	\$ 2,366,957	\$ 2,422,560	\$ 2,528,060	\$ 2,654,731

WORKERS' COMPENSATION FUND STAFFING

Job Code	Job Title	2017 Amended	2018 Amended	2019 Adopted
3120	Safety Coordinator	1	1	1
	TOTAL:	1	1	1



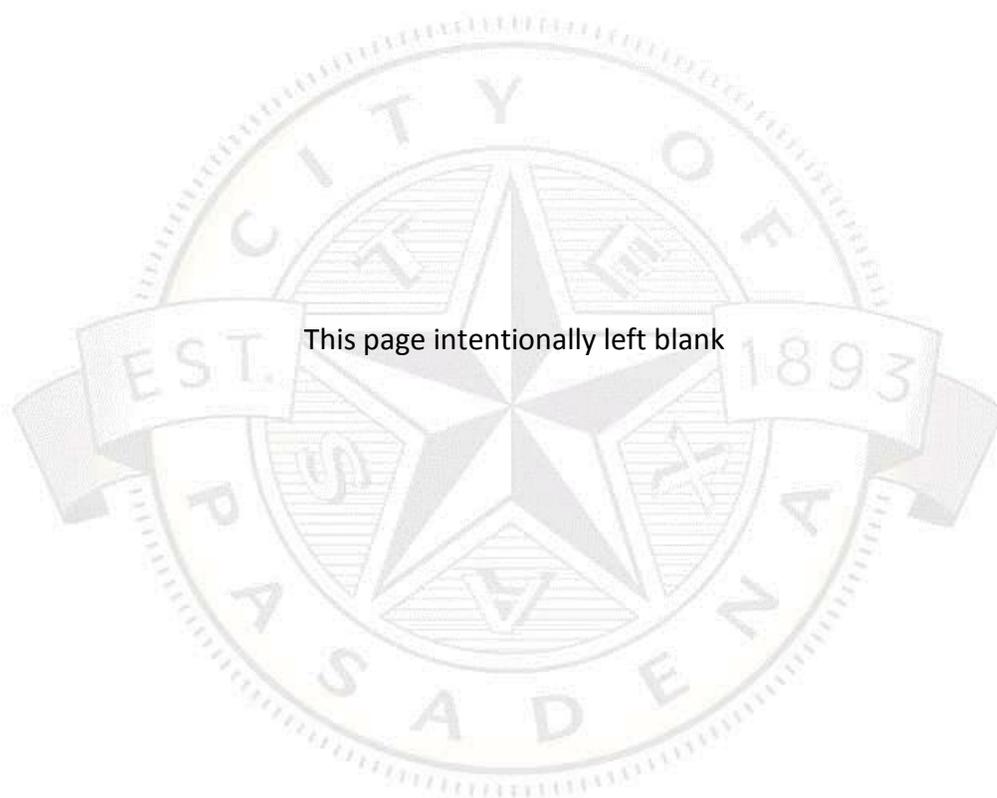
FY 2019 ADOPTED BUDGET HEALTH INSURANCE FUND (069)

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUES					
Interest earned	\$ 11,240	\$ 33,184	\$ 14,000	\$ 66,000	\$ 64,000
Investment Income	11,240	33,184	14,000	66,000	64,000
Prior year expense refund	12,229	30,470	2,000	210,000	30,000
Pharmacy Rebates	-	241,978	-	368,000	375,000
City health contributions	13,016,669	13,109,354	13,883,520	13,571,086	14,056,128
Retiree health contribution	622,753	536,242	370,000	567,000	565,000
Cobra health contribution	1,226	2,665	1,000	10,700	5,000
Employee health deduction	1,763,960	1,627,146	1,700,000	1,548,495	1,550,000
Flex spending	442,691	521,672	456,000	500,000	475,000
Insurance recovery	1,077,611	733,680	375,000	1,650,000	450,000
Dental - EE deduction	202,524	225,512	225,000	215,000	215,000
Dental - retiree contribution	98,688	93,793	57,000	97,000	95,000
Life-EE additional life ins	133,954	142,831	140,000	131,000	130,000
Contributions	17,372,305	17,265,343	17,209,520	18,868,281	17,946,128
Transfer from general fund	-	-	-	-	-
Transfer from maint fund	-	-	-	-	-
TOTAL REVENUE	17,383,545	17,298,527	17,223,520	18,934,281	18,010,128
EXPENDITURES					
Personnel services	(6,062)	3,356	-	-	-
Contractual services	71,098	126,000	130,000	130,000	130,000
Other uses:					
Claims/claims related ex	8,254,906	8,159,353	8,400,000	9,400,000	8,700,000
Prescription drugs	3,223,968	3,040,530	3,000,000	3,050,000	3,000,000
Administration fees	601,987	728,526	770,000	770,000	770,000
Dental insurance	536,071	521,944	550,000	550,000	550,000
Other	4,162,203	3,949,467	4,129,000	4,304,000	4,169,000
IBNR accrual adjustment	102,998	(399,507)	-	-	-
TOTAL EXPENDITURES	16,947,169	16,129,669	16,979,000	18,204,000	17,319,000
Revenue Over/(Under)					
Expenditures	436,376	1,168,858	244,520	730,281	691,128
Beginning Fund Balance	1,234,340	1,670,716	2,839,574	2,839,574	3,569,855
Ending Fund Balance	\$ 1,670,716	\$ 2,839,574	\$ 3,084,094	\$ 3,569,855	\$ 4,260,983



FY 2019 ADOPTED BUDGET
GENERAL LIABILITY INSURANCE FUND (070)

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUES					
Interest earned	\$ 16,428	\$ 41,238	\$ 20,000	\$ 77,000	\$ 75,000
Investment Income	16,428	41,238	20,000	77,000	75,000
Recovery of damage claims	151	7,653	5,000	-	-
Insurance recovery	222,319	273,759	160,000	160,000	160,000
Prior year expense refund	-	5,960	7,000	-	-
Other Revenues	222,470	287,372	172,000	160,000	160,000
Contributions - general fund	500,000	500,000	750,000	750,000	750,000
Contributions - system fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Contributions - workers' comp	-	-	-	-	-
Contributions	1,500,000	1,500,000	1,750,000	1,750,000	1,750,000
Total Revenue	1,738,898	1,828,610	1,942,000	1,987,000	1,985,000
EXPENDITURES					
Other uses	1,773,725	1,835,004	2,027,617	1,827,617	1,865,000
Total Expenditures	1,773,725	1,835,004	2,027,617	1,827,617	1,865,000
Capital project fund	-	180,345	-	-	-
Total Other Financing Uses	-	180,345	-	-	-
Revenue					
Over/(Under)Expenditures	(34,827)	(186,739)	(85,617)	159,383	120,000
Beginning Fund Balance	6,029,437	5,994,610	5,807,871	5,807,871	5,967,254
Ending Fund Balance	\$ 5,994,610	\$ 5,807,871	\$ 5,722,254	\$ 5,967,254	\$ 6,087,254



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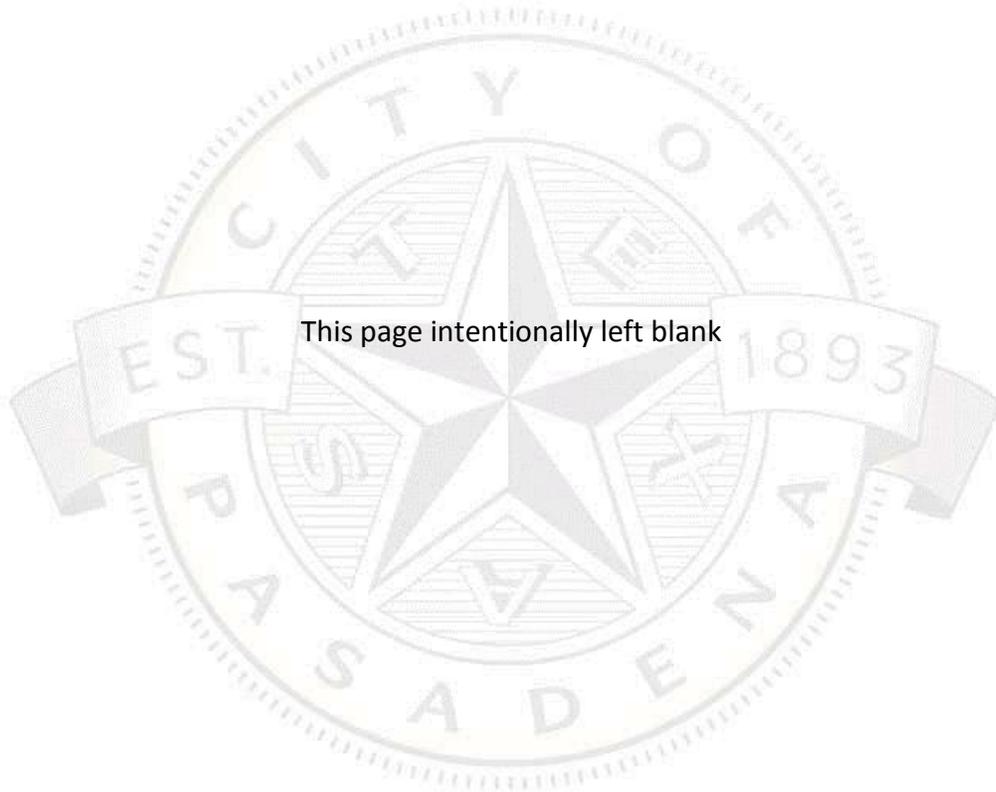
SPECIAL REVENUE FUNDS

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.

**FY 2019 ADOPTED BUDGET
SPECIAL REVENUE FUNDS**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 PROPOSED
BEGINNING FUND BALANCE	\$ 6,203,904	\$ 7,053,075	\$ 8,115,785	\$ 8,115,785	\$ 10,107,449
REVENUES	2,671,132	3,191,927	1,923,010	4,258,168	2,811,000
EXPENDITURES	1,821,961	2,129,217	3,197,194	2,266,504	3,392,270
REVENUE OVER/(UNDER) EXPENDITURES	849,171	1,062,710	(1,274,184)	1,991,664	(581,270)
ENDING FUND BALANCE	\$ 7,053,075	\$ 8,115,785	\$ 6,841,601	\$ 10,107,449	\$ 9,526,179

FUND NAME	BEGINNING BALANCE (10/1/2018)	FY 2018 PROPOSED REVENUES	FY 2018 PROPOSED EXPENDITURES	REVENUES OVER/(UNDER) EXPENDITURES	ENDING BALANCE (9/30/2019)
Equity Sharing - Treasury	\$ 310,458	\$ 5,000	\$ 125,000	\$ (120,000)	\$ 190,458
Juvenile Case Mgr Fund	185,364	70,400	74,637	(4,237)	181,127
Child Safety Fund	999,278	275,000	324,904	(49,904)	949,374
Equity Sharing - Justice	1,182,824	10,000	212,000	(202,000)	980,824
Municipal Courts Security	17,373	100,350	104,079	(3,729)	13,644
State Seizure Fund	429,277	7,800	287,000	(279,200)	150,077
Law Enforcement Training	77,100	28,900	20,000	8,900	86,000
Judicial Efficiency Fund	98,287	21,100	22,366	(1,266)	97,021
Court Technology Fund	62,229	151,600	165,000	(13,400)	48,829
Hotel and Motel Tax Fund	5,245,850	1,552,000	1,149,382	402,618	5,648,468
Preservation of Vital Statistics	59,920	5,950	23,493	(17,543)	42,377
1% Public, Ed and Gov (PEG)	820,346	275,000	364,000	(89,000)	731,346
Abandoned Motor Vehicles	559,066	304,000	476,094	(172,094)	386,972
Sign Removal Fund	60,077	3,900	44,315	(40,415)	19,662
TOTAL	\$ 10,107,449	\$ 2,811,000	\$ 3,392,270	\$ (581,270)	\$ 9,526,179



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**ALL SPECIAL REVENUE FUNDS
TOTAL REVENUE SUMMARY**

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 PROPOSED	% OF TOTAL
Franchise tax	\$ 316,869	\$ 287,435	\$ 300,000	\$ 260,880	\$ 275,000	9.8%
Hotel and motel tax	915,241	1,341,850	625,000	1,700,000	1,500,000	53.4%
Licenses and permits	2,820	2,880	3,000	3,100	3,000	0.1%
Drug/property seizures	411,896	493,160	-	970,611	-	0.0%
Court fines	402,799	371,018	406,000	302,130	338,000	12.0%
Sale of property	308,291	356,393	270,000	621,000	300,000	10.7%
Miscellaneous/grants/ interest	313,216	339,191	319,010	400,447	395,000	14.1%
TOTAL REVENUE	\$2,671,132	\$3,191,927	\$1,923,010	\$4,258,168	\$2,811,000	100.0%

**ALL SPECIAL REVENUE FUNDS
TOTAL EXPENDITURE SUMMARY**

CATEGORY	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 PROPOSED	% OF TOTAL
Personnel services	\$ 391,101	\$ 356,754	\$ 431,677	\$ 306,170	\$ 573,007	16.9%
Contractual services	842,020	800,665	1,033,040	884,830	1,012,363	29.8%
Materials and supplies	308,221	336,850	662,094	499,021	646,400	19.1%
Other charges	57,093	99,288	155,000	136,500	115,000	3.4%
Other uses	4,533	1,604	45,664	45,664	157,500	4.6%
Capital outlay	218,993	534,056	869,719	394,319	888,000	26.2%
TOTAL EXPENDITURES	\$1,821,961	\$2,129,217	\$3,197,194	\$2,266,504	\$3,392,270	100.0%


**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
DETAIL OF BEGINNING BALANCE					
Equity sharing - treasury	\$ 531,931	\$ 482,911	\$ 418,852	\$ 418,852	\$ 310,458
Juvenile case mgr fund	94,652	144,152	188,844	188,844	185,364
Child safety fund	792,087	819,326	913,766	913,766	999,278
Equity sharing - justice	462,420	604,945	669,413	669,413	1,182,824
Municipal courts security	64,081	10,894	33,295	33,295	17,373
State seizure fund	681,767	584,526	643,027	643,027	429,277
Law enforcement training	43,840	52,640	63,960	63,960	77,100
Judicial efficiency fund	43,862	66,987	89,987	89,987	98,287
Court technology fund	154,848	151,333	131,807	131,807	62,229
Hotel and motel tax fund	2,359,733	2,880,794	3,883,508	3,883,508	5,245,850
Preservation of vital statistic	79,212	76,874	77,243	77,243	59,920
1% Public, ed and gov (peg)	689,532	953,087	703,185	703,185	820,346
Abandoned motor vehicles	121,650	137,249	222,916	222,916	559,066
Sign removal fund	84,289	87,357	75,982	75,982	60,077
TOTAL	\$ 6,203,904	\$ 7,053,075	\$ 8,115,785	\$ 8,115,785	\$ 10,107,449

DETAIL OF REVENUES

Equity sharing - treasury	\$ 29,952	\$ 35,730	\$ 500	\$ 5,252	\$ 5,000
Juvenile case mgr fund	81,437	77,050	79,400	64,960	70,400
Child safety fund	273,406	270,667	272,500	279,000	275,000
Equity sharing - justice	266,928	162,826	2,000	630,911	10,000
Municipal courts security	126,753	116,787	130,050	96,360	100,350
State seizure fund	119,762	306,194	1,500	357,900	7,800
Law enforcement training	19,450	22,166	25,100	27,640	28,900
Judicial efficiency fund	26,453	23,750	27,160	16,200	21,100
Court technology fund	169,225	156,402	170,400	130,200	151,600
Hotel and motel tax fund	923,438	1,365,806	635,000	1,753,000	1,552,000
Preservation of vital statistic	5,675	5,963	5,700	6,170	5,950
1% Public, ed and gov (peg)	316,869	287,435	300,000	260,880	275,000
Abandoned motor vehicles	308,716	357,695	270,500	625,600	304,000
Sign removal fund	3,068	3,456	3,200	4,095	3,900
TOTAL	\$ 2,671,132	\$ 3,191,927	\$ 1,923,010	\$ 4,258,168	\$ 2,811,000

**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
DETAIL OF EXPENDITURES					
Equity sharing - treasury	\$ 78,972	\$ 99,789	\$ 133,646	\$ 113,646	\$ 125,000
Juvenile case mgr fund	31,937	32,358	72,960	68,440	74,637
Child safety fund	246,167	176,227	265,088	193,488	324,904
Equity sharing - justice	124,403	98,358	436,763	117,500	212,000
Municipal courts security	179,940	94,386	117,286	112,282	104,079
State seizure fund	217,003	247,693	327,650	571,650	287,000
Law enforcement training	10,650	10,846	20,000	14,500	20,000
Judicial efficiency fund	3,328	750	20,461	7,900	22,366
Court technology fund	172,740	175,928	226,278	199,778	165,000
Hotel and motel tax fund	402,377	363,092	970,824	390,658	1,149,382
Preservation of vital stats	8,013	5,594	23,493	23,493	23,493
1% Public, ed and gov (peg)	53,314	537,337	183,719	143,719	364,000
Abandoned motor vehicles	293,117	272,028	354,700	289,450	476,094
Sign removal fund	-	14,831	44,326	20,000	44,315
TOTAL	\$ 1,821,961	\$ 2,129,217	\$ 3,197,194	\$ 2,266,504	\$ 3,392,270

ENDING BALANCE

Equity sharing - treasury	\$ 482,911	\$ 418,852	\$ 285,706	\$ 310,458	\$ 190,458
Juvenile case mgr fund	144,152	188,844	195,284	185,364	181,127
Child safety fund	819,326	913,766	921,178	999,278	949,374
Equity sharing - justice	604,945	669,413	234,650	1,182,824	980,824
Municipal courts security	10,894	33,295	46,059	17,373	13,644
State seizure fund	584,526	643,027	316,877	429,277	150,077
Law enforcement training	52,640	63,960	69,060	77,100	86,000
Judicial efficiency fund	66,987	89,987	96,686	98,287	97,021
Court technology fund	151,333	131,807	75,929	62,229	48,829
Hotel and motel tax fund	2,880,794	3,883,508	3,547,684	5,245,850	5,648,468
Preservation of vital stats	76,874	77,243	59,450	59,920	42,377
1% Public, ed and gov (peg)	953,087	703,185	819,466	820,346	731,346
Abandoned motor vehicles	137,249	222,916	138,716	559,066	386,972
Sign removal fund	87,357	75,982	34,856	60,077	19,662
TOTAL	\$ 7,053,075	\$ 8,115,785	\$ 6,841,601	\$ 10,107,449	\$ 9,526,179



SPECIAL REVENUE FUND EQUITY SHARING – TREASURY FUND (040)

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 1,495	\$ 3,215	\$ 500	\$ 5,252	\$ 5,000
Investment Income	1,495	3,215	500	5,252	5,000
Federal seizure revenue	28,457	32,515	-	-	-
Other Revenue	28,457	32,515	-	-	-
Total Revenue	29,952	35,730	500	5,252	5,000
Expenditures					
Personnel services	-	-	-	-	-
Contractual services	44,029	43,574	55,350	48,350	52,000
Materials and supplies	34,943	56,215	78,296	65,296	73,000
Total Expenditures	78,972	99,789	133,646	113,646	125,000
Revenue Over/(Under)					
Expenditures	(49,020)	(64,059)	(133,146)	(108,394)	(120,000)
Beginning Fund Balance	531,931	482,911	418,852	418,852	310,458
Ending Fund Balance	\$ 482,911	\$ 418,852	\$ 285,706	\$ 310,458	\$ 190,458



SPECIAL REVENUE FUND JUVENILE CASE MANAGER FUND (042)

MISSION STATEMENT

The Juvenile Case Manager Fund was created pursuant to City 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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 353	\$ 1,183	\$ 400	\$ 2,400	\$ 2,400
Investment Income	353	1,183	400	2,400	2,400
Juvenile case mgr fee	41,918	38,655	41,000	31,900	35,000
Tpdf city	39,166	37,212	38,000	30,660	33,000
Municipal Court Fines	81,084	75,867	79,000	62,560	68,000
Total Revenue	81,437	77,050	79,400	64,960	70,400
Expenditures					
Personnel services	31,357	31,965	65,340	66,280	67,017
Contractual services	322	125	1,620	660	1,620
Materials and supplies	258	268	6,000	1,500	6,000
Total Expenditures	31,937	32,358	72,960	68,440	74,637
Revenue Over/(Under)					
Expenditures	49,500	44,692	6,440	(3,480)	(4,237)
Beginning Fund Balance	94,652	144,152	188,844	188,844	185,364
Ending Fund Balance	\$ 144,152	\$ 188,844	\$ 195,284	\$ 185,364	\$ 181,127

**SPECIAL REVENUE FUND
CHILD SAFETY FUND (043)****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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 2,437	\$ 6,072	\$ 2,500	\$ 12,000	\$ 10,000
Investment Income	2,437	6,072	2,500	12,000	10,000
Child safety fee	270,969	264,595	270,000	267,000	265,000
Other Revenues	270,969	264,595	270,000	267,000	265,000
Total Revenue	273,406	270,667	272,500	279,000	275,000
Expenditures					
Personnel services	47,308	45,713	86,488	46,488	86,304
Contractual services	99,191	76,557	102,000	91,000	142,000
Materials and supplies	17,168	34,073	51,600	41,000	51,600
Capital Outlay	82,500	19,884	25,000	15,000	45,000
Total Expenditures	246,167	176,227	265,088	193,488	324,904
Revenue Over/(Under)					
Expenditures	27,239	94,440	7,412	85,512	(49,904)
Beginning Fund Balance	792,087	819,326	913,766	913,766	999,278
Ending Fund Balance	\$ 819,326	\$ 913,766	\$ 921,178	\$ 999,278	\$ 949,374



SPECIAL REVENUE FUND EQUITY SHARING – JUSTICE FUND (044)

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 1,539	\$ 4,468	\$ 2,000	\$ 10,300	\$ 10,000
Investment Income	1,539	4,468	2,000	10,300	10,000
Federal seizure revenue	265,389	145,658	-	620,611	-
Miscellaneous	-	12,700	-	-	-
Other Revenues	265,389	158,358	-	620,611	-
Total Revenue	266,928	162,826	2,000	630,911	10,000
Expenditures					
Personnel services	-	-	-	-	-
Contractual services	88,857	78,169	88,000	72,000	88,000
Materials and supplies	35,546	20,189	78,763	45,500	124,000
Capital outlay	-	-	270,000	-	-
Total Expenditures	124,403	98,358	436,763	117,500	212,000
Revenue Over/(Under)					
Expenditures	142,525	64,468	(434,763)	513,411	(202,000)
Beginning Fund Balance	462,420	604,945	669,413	669,413	1,182,824
Ending Fund Balance	\$ 604,945	\$ 669,413	\$ 234,650	\$ 1,182,824	\$ 980,824



SPECIAL REVENUE FUND

MUNICIPAL COURTS SECURITY FUND (045)

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 walkthrough metal detectors; identification cards and systems; electronic locking and surveillance equipment; bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services; signage; confiscated weapon inventory and tracking systems; locks, chains, alarms or similar security devices; purchase or repair of bullet-proof glass; and continuing education on security issues for court personnel and security personnel. It is funded by a \$3.00 security fee that is a cost of court.

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 108	\$ 199	\$ 50	\$ 360	\$ 350
Investment Income	108	199	50	360	350
Municipal court - security	126,645	116,588	130,000	96,000	100,000
Other Court Fee	126,645	116,588	130,000	96,000	100,000
Total Revenue	126,753	116,787	130,050	96,360	100,350
Expenditures					
Personnel services	173,406	94,386	110,286	110,582	102,279
Contractual services	5,140	-	4,000	1,500	1,300
Materials and supplies	1,394	-	3,000	200	500
Total Expenditures	179,940	94,386	117,286	112,282	104,079
Revenue Over/(Under)					
Expenditures	(53,187)	22,401	12,764	(15,922)	(3,729)
Beginning Fund Balance	64,081	10,894	33,295	33,295	17,373
Ending Fund Balance	\$ 10,894	\$ 33,295	\$ 46,059	\$ 17,373	\$ 13,644



SPECIAL REVENUE FUND STATE SEIZURE FUND (046)

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 1,712	\$ 3,907	\$ 1,500	\$ 7,900	\$ 7,800
Investment Income	1,712	3,907	1,500	7,900	7,800
Asset forfeitures - state	118,050	302,287	-	350,000	-
Other Revenues	118,050	302,287	-	350,000	-
Total Revenue	119,762	306,194	1,500	357,900	7,800
Expenditures					
Contractual services	94,701	93,535	97,650	80,650	97,000
Materials and supplies	90,902	90,458	120,000	106,000	120,000
Other charges	24,400	63,700	110,000	95,000	70,000
Capital outlay	7,000	-	-	290,000	-
Total Expenditures	217,003	247,693	327,650	571,650	287,000
Revenue Over/(Under)					
Expenditures	(97,241)	58,501	(326,150)	(213,750)	(279,200)
Beginning Fund Balance	681,767	584,526	643,027	643,027	429,277
Ending Fund Balance	\$ 584,526	\$ 643,027	\$ 316,877	\$ 429,277	\$ 150,077



**SPECIAL REVENUE FUND
LAW ENFORCEMENT TRAINING AND EDUCATION FUND (047)**

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 156	\$ 425	\$ 100	\$ 940	\$ 900
Investment Income	156	425	100	940	900
Law officer - warrant	1,155	1,153	2,000	1,700	2,000
Law officer - fire marshal	500	2,136	3,000	2,000	3,000
Law officer - police	17,639	18,452	20,000	23,000	23,000
Other Revenues	19,294	21,741	25,000	26,700	28,000
Total Revenue	19,450	22,166	25,100	27,640	28,900
Expenditure					
Contractual services	10,650	10,846	20,000	14,500	20,000
Total Expenditures	10,650	10,846	20,000	14,500	20,000
Revenue Over/(Under)					
Expenditures	8,800	11,320	5,100	13,140	8,900
Beginning Fund Balance	43,840	52,640	63,960	63,960	77,100
Ending Fund Balance	\$ 52,640	\$ 63,960	\$ 69,060	\$ 77,100	\$ 86,000



SPECIAL REVENUE FUND JUDICIAL EFFICIENCY FUND (048)

MISSION STATEMENT

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

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 164	\$ 555	\$ 160	\$ 1,200	\$ 1,100
Investment Income	164	555	160	1,200	1,100
Judicial Eff FM Jud Sup - 60	-	-	-	-	-
Judicial Eff (TP-J) crt fee	26,289	23,195	27,000	15,000	20,000
Municipal Court Fines	26,289	23,195	27,000	15,000	20,000
Total Revenue	26,453	23,750	27,160	16,200	21,100
Expenditures					
Personnel services	-	-	561	-	2,466
Contractual services	2,524	-	14,000	5,000	14,000
Materials and supplies	804	750	5,900	2,900	5,900
Total Expenditures	3,328	750	20,461	7,900	22,366
Revenue Over/(Under)					
Expenditures	23,125	23,000	6,699	8,300	(1,266)
Beginning Fund Balance	43,862	66,987	89,987	89,987	98,287
Ending Fund Balance	\$ 66,987	\$ 89,987	\$ 96,686	\$ 98,287	\$ 97,021



SPECIAL REVENUE FUND MUNICIPAL COURT TECHNOLOGY FUND (049)

MISSION STATEMENT

The Municipal Court Building Technology Fund is a creation of statute (TEX. REV. CIV. STAT. ANN., *Code of Criminal Procedure*, Art. 102.0172) and implementation of 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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 444	\$ 1,034	\$ 400	\$ 1,630	\$ 1,600
Investment Income	444	1,034	400	1,630	1,600
Municipal court - technology fee	168,781	155,368	170,000	128,570	150,000
Other Revenues	168,781	155,368	170,000	128,570	150,000
Total Revenue	169,225	156,402	170,400	130,200	151,600
Expenditures					
Contractual services	158,444	165,769	200,278	188,778	165,000
Materials and supplies	14,296	10,159	26,000	11,000	-
Total Expenditures	172,740	175,928	226,278	199,778	165,000
Revenue Over/(Under)					
Expenditures	(3,515)	(19,526)	(55,878)	(69,578)	(13,400)
Beginning Fund Balance	154,848	151,333	131,807	131,807	62,229
Ending Fund Balance	\$ 151,333	\$ 131,807	\$ 75,929	\$ 62,229	\$ 48,829



SPECIAL REVENUE FUND

HOTEL/MOTEL TAX FUND (064)

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUE					
Hotel-motel tax	\$ 915,241	\$ 1,341,850	\$ 625,000	\$ 1,700,000	\$ 1,500,000
Other Taxes	915,241	1,341,850	625,000	1,700,000	1,500,000
Interest earned	8,197	23,956	10,000	53,000	52,000
Investment Income	8,197	23,956	10,000	53,000	52,000
Total Revenue	923,438	1,365,806	635,000	1,753,000	1,552,000
EXPENDITURES					
Personnel services	139,030	169,859	144,676	82,820	149,232
Contractual services	101,986	116,331	147,449	138,949	148,750
Materials and supplies	63,583	75,298	128,035	103,625	100,900
Capital outlay	93,245	-	505,000	19,600	593,000
Other uses	4,533	1,604	45,664	45,664	157,500
Total Expenditures	402,377	363,092	970,824	390,658	1,149,382
Revenue Over/(Under)					
Expenditures	521,061	1,002,714	(335,824)	1,362,342	402,618
Beginning Fund Balance	2,359,733	2,880,794	3,883,508	3,883,508	5,245,850
Ending Fund Balance	\$ 2,880,794	\$ 3,883,508	\$ 3,547,684	\$ 5,245,850	\$ 5,648,468



SPECIAL REVENUE FUND
PRESERVATION OF VITAL STATISTICS FUND (080)

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 231	\$ 554	\$ 200	\$ 1,000	\$ 950
Investment Income	231	554	200	1,000	950
Preservation of vital statistics	5,444	5,409	5,500	5,170	5,000
Other Revenues	5,444	5,409	5,500	5,170	5,000
Total Revenue	5,675	5,963	5,700	6,170	5,950
EXPENDITURES					
Contractual services	8,013	5,594	22,493	22,493	22,493
Materials and supplies	-	-	1,000	1,000	1,000
Total Expenditures	8,013	5,594	23,493	23,493	23,493
Revenue Over/(Under)					
Expenditures	(2,338)	369	(17,793)	(17,323)	(17,543)
Beginning Fund Balance	79,212	76,874	77,243	77,243	59,920
Ending Fund Balance	\$ 76,874	\$ 77,243	\$ 59,450	\$ 59,920	\$ 42,377



**SPECIAL REVENUE FUND
PUBLIC EDUCATIONAL AND GOVERNMENTAL (PEG) FUND (081)**

MISSION STATEMENT

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

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
1% Public Ed. & Gov (PEG)	\$ 316,869	\$ 287,258	\$ 300,000	\$ 260,880	\$ 275,000
Miscellaneous	-	177	-	-	-
Other Revenues	316,869	287,435	300,000	260,880	275,000
Total Revenue	316,869	287,435	300,000	260,880	275,000
EXPENDITURES					
Contractual services	-	10,000	-	-	-
Materials and supplies	17,066	13,165	114,000	74,000	114,000
Capital outlay	36,248	514,172	69,719	69,719	250,000
Total Expenditures	53,314	537,337	183,719	143,719	364,000
Revenue Over/(Under)					
Expenditures	263,555	(249,902)	116,281	117,161	(89,000)
Beginning Fund Balance	689,532	953,087	703,185	703,185	820,346
Ending Fund Balance	\$ 953,087	\$ 703,185	\$ 819,466	\$ 820,346	\$ 731,346



SPECIAL REVENUE FUND ABANDONED MOTOR VEHICLES FUND (200)

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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
Revenue					
Interest earned	\$ 425	\$ 1,302	\$ 500	\$ 4,600	\$ 4,000
Investment Income	425	1,302	500	4,600	4,000
Abandoned auto fund	308,291	356,393	270,000	621,000	300,000
Other Revenues	308,291	356,393	270,000	621,000	300,000
Total Revenue	308,716	357,695	270,500	625,600	304,000
EXPENDITURES					
Contractual services	-	-	-	-	141,394
Contractual services	228,163	200,165	270,200	210,950	250,200
Materials and supplies	32,261	36,275	39,500	37,000	39,500
Other charges	32,693	35,588	45,000	41,500	45,000
Capital outlay	-	-	-	-	-
Total Expenditures	293,117	272,028	354,700	289,450	476,094
Revenue Over/(Under)					
Expenditures	15,599	85,667	(84,200)	336,150	(172,094)
Beginning Fund Balance	121,650	137,249	222,916	222,916	559,066
Ending Fund Balance	\$ 137,249	\$ 222,916	\$ 138,716	\$ 559,066	\$ 386,972



SPECIAL REVENUE FUND SIGN REMOVAL FUND (201)

MISSION STATEMENT

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

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUE					
Sign removal fee	\$ 2,820	\$ 2,880	\$ 3,000	\$ 3,100	\$ 3,000
Business License and Permits	2,820	2,880	3,000	3,100	3,000
Interest earned	248	576	200	995	900
Investment Income	248	576	200	995	900
Total Revenue	3,068	3,456	3,200	4,095	3,900
EXPENDITURES					
Personnel services	-	14,831	24,326	-	24,315
Contractual services	-	-	10,000	10,000	10,000
Materials and supplies	-	-	10,000	10,000	10,000
Total Expenditures	-	14,831	44,326	20,000	44,315
Revenue Over/(Under)					
Expenditures	3,068	(11,375)	(41,126)	(15,905)	(40,415)
Beginning Fund Balance	84,289	87,357	75,982	75,982	60,077
Ending Fund Balance	\$ 87,357	\$ 75,982	\$ 34,856	\$ 60,077	\$ 19,662





COMPONENT UNIT 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.

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUE					
City sales tax	\$10,783,642	\$10,603,953	\$ 4,673,955	\$10,500,000	\$10,500,000
Sales Taxes	10,783,642	10,603,953	4,673,955	10,500,000	10,500,000
Interest earned	110,540	321,800	376,105	640,200	165,200
Miscellaneous	-	21,764	10,295	18,710	-
Investment/Other Income	110,540	343,564	386,400	658,910	165,200
Transfers in	1,218,780	433,355	6,210,251	2,629,503	9,789,280
Other financing sources	1,218,780	433,355	6,210,251	2,629,503	9,789,280
Revenue before Elimination	12,112,962	11,380,872	11,270,606	13,788,413	20,454,480
Transfers in elimination	(1,218,780)	(433,355)	(6,210,251)	(2,629,503)	(9,789,280)
Net Revenue	10,894,182	10,947,517	5,060,355	11,158,910	10,665,200
EXPENDITURES					
Contractual services	294,209	424,112	5,164,700	5,164,700	5,740,680
Materials and supplies	278	482	5,700	5,700	67,700
Debt service/other charges	924,293	8,761	1,033,351	1,033,351	1,960,900
Capital outlay	7,461,757	3,788,518	15,000	6,459,428	2,020,000
Transfers out	1,368,780	863,355	6,210,251	6,210,251	9,789,280
Expenditures before Elimination	10,049,317	5,085,228	12,429,002	18,873,430	19,578,560
Transfers out elimination	(1,218,780)	(433,355)	(6,210,251)	(2,629,503)	(9,789,280)
Net Expenditures	8,830,537	4,651,873	6,218,751	16,243,927	9,789,280
Revenue Over/(Under)					
Expenditures	2,063,645	6,295,644	(1,158,396)	(5,085,017)	875,920
Beginning Fund Balance	41,552,048	43,615,693	49,911,337	49,911,337	44,826,320
Ending Fund Balance	\$43,615,693	\$49,911,337	\$48,752,941	\$44,826,320	\$45,702,240





COMPONENT UNIT PASADENA CRIME CONTROL AND PREVENTION DISTRICT

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). 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 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 AMENDED	FY 2018 ESTIMATED	FY 2019 ADOPTED
REVENUE					
City sales tax	\$10,407,005	\$10,222,750	\$10,132,500	\$10,075,500	\$10,425,000
Sales Taxes	10,407,005	10,222,750	10,132,500	10,075,500	10,425,000
Other income	39,172	23,649	-	-	-
Interest earned	22,956	50,253	28,000	85,000	75,000
Investment/Other Incom	62,128	73,902	28,000	85,000	75,000
Total Revenue	10,469,133	10,296,652	10,160,500	10,160,500	10,500,000
EXPENDITURES					
Personnel services	6,790,450	6,755,323	8,122,188	8,028,894	6,643,681
Contractual services	1,311,864	1,042,211	1,478,426	1,316,146	1,251,970
Materials and supplies	789,884	701,399	858,854	731,484	1,082,000
Capital outlay	1,704,269	2,650,841	2,461,981	2,235,641	1,530,000
Total Expenditures	10,596,467	11,149,774	12,921,449	12,312,165	10,507,651
Revenue Over/(Under)					
Expenditures	(127,334)	(853,122)	(2,760,949)	(2,151,665)	(7,651)
Beginning Fund Balance	8,494,170	8,366,836	7,513,714	7,513,714	5,362,049
Ending Fund Balance	\$ 8,366,836	\$ 7,513,714	\$ 4,752,765	\$ 5,362,049	\$ 5,354,398



**PROFILE OF PASADENA, TEXAS**

Date of Incorporation	December 26, 1928
Original Charter	December 12, 1964
Second Charter	March 4, 1975
Third Charter	August 8, 1992
Fourth & Latest Revision	November 5, 2013
Form of Government	Mayor-Council
Population:	
1980 Census	112,560
1990 Census	119,363
2000 Census	141,674
2010 Census	149,043
Area	
Residential/Commercial Area	59.5 square miles
Industrial Area	44.5 square miles
Industrial Area	15 square miles
Fire Protection:	
Number of stations	9
Number of personnel	162
Number of fire vehicles	40
Police Protection:	
Number of stations	2
Number of sworn officers	285
Officers per 1,000 population	1.86
Number of police vehicles	327
Municipal Water & Wastewater System:	
Number of gallons of water sold	5,643,095,591
Meters in service	35,648
Number of units served	52,028
Number of residential customers	31,195
Number of commercial customers	2,964



Parks:

Number of parks	40
Acres	1,200
Number of recreation centers	7
Number of pools	4
Number of splash pads	3

Pasadena Library System:

Number of public libraries	2
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County:

Government type	Harris Commissioners Court
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Schools:

Elementary	36
Middle schools	11
Intermediate	10
High schools	6
Colleges	3

**DEMOGRAPHIC STATISTICS**

	<u>2000 Census</u>	<u>2010 Census</u>	<u>2016 Estimates</u>
Total population	141,674	149,043	153,286
Total housing units	50,367	53,899	54,238
Total households	47,031	48,471	49,250
Average household size	2.99	3.06	3.09
Median household income	\$ 40,690	\$ 44,099	\$ 48,607
Population by race:			
White	101,219	112,253	129,113
Black	2,316	3,485	3,917
Asian/Pacific Islands	2,647	3,238	2,965
American Indian	957	1,110	1,905
Other	30,173	24,577	12,321
Hispanic Ethnicity (of any race)	68,348	92,692	101,905

**FY 2019 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.

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 the GASB in June 1999, Statement No. 34: Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. GASB 34 establishes 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 the 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 H-GAC covers.

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

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

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

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

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

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

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

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

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

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

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

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

OBJECTIVE: A defined method to accomplish an established goal.



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

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

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

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

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

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

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

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

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

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

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

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



ROW: Right-of-Way.

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

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

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

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

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

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

TMRS: Texas Municipal Retirement System.

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

TXDOT: Texas Department of Transportation.

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

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



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9-7-18 Agenda

AGENDA 9/4/18

AGENDA REQUEST

2A

NO: 2018-122

ORDINANCE RESOLUTION

CAPTION: Adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and appropriating those amounts to those object accounts

RECOMMENDATIONS & JUSTIFICATION: Recommend adoption of the Proposed FY 2019 Budget.

(IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH SECOND PAGE)

BUDGETED:
REQUIRES APPROPRIATION:
See attached Certification

COUNCIL DISTRICT(S) AFFECTED: ALL

		COUNCIL ACTION	
<p><i>Sherry Womack</i> Sherry Womack DATE: <u>8/22/2018</u> REQUESTING PARTY (TYPED)</p>		FIRST READING:	FINAL READING:
<p>_____</p>		<u>Bass</u>	<u>Bass</u>
BUDGET DEPARTMENT		MOTION	MOTION
<p>_____</p>		<u>Cayten</u>	<u>Schoenbein</u>
PURCHASING DEPARTMENT		SECOND	SECOND
APPROVED:			
<p><u>UCCANK</u> CITY ATTORNEY</p>		<u>9-7-18</u>	<u>9-18-18</u>
		DATE	DATE
<p><u>OCACACACAC</u> MAYOR</p>		<p>Nays: Harrison Nays: Harrison DEFERRED: _____</p>	

Casados Casados
Wheeler Wheeler

ORDINANCE NO. 2018- 122

An Ordinance adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019; and appropriating those amounts to those object accounts.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PASADENA:

SECTION 1. That subject to the applicable provisions of the State Law and the City Charter, the budget, attached hereto as Exhibit "A", and the amendments attached hereto as Exhibit "B", for the fiscal year beginning October 1, 2018, and ending September 30, 2019, as filed and submitted by the Mayor and adjusted by City Council, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures as reflected by major divisions of object code accounts for each department is hereby approved and adopted.

SECTION 2. That there is hereby appropriated from the funds indicated and for such purposes respectively, such sums of money as may be required for the accomplishment of each of the projects, operations, activities, purchases and in particular each major object code division for each department as reflected therein and other expenditures proposed in such budget, not to exceed for all such purposes proposed for any department, the total amount of the

estimated costs of the projects, operations, activities, purchases, and other expenditures proposed for such department.

SECTION 3. That pursuant to Article XII, Section 13 of the Charter the Council authorizes expenses for each member of the Council not to exceed Three Thousand Six Hundred and No/100 (\$3,600.00) Dollars for the fiscal year.

SECTION 4. Council finds that all monies appropriated herein are appropriated for public purposes and that ordinary and usual expenses associated with the duties of Council Members equals or exceeds such appropriation and includes travel costs associated with intergovernmental meetings and training classes; computer expenses necessary to monitor and conduct city business; automobile expense allowance associated with project oversight, meetings with constituents and city staff and contractors; mailing expenses associated with communications with constituents, city staff and contractors; and expenses associated with participation in community activities sponsored by civic organizations and service clubs. Other expenses may be identified as serving a public purpose by vote of the City Council at a regular meeting.

SECTION 5. That the City Secretary shall publish such budget summaries as are required by State and Federal Law.

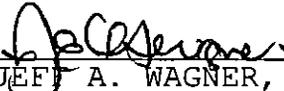
SECTION 6. That the City Council officially determines that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by

law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further confirms such written notice and the contents and posting thereof.

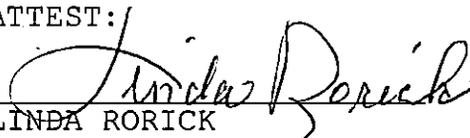
(SIGNATURE AND APPROVAL - NEXT PAGE)

PASSED ON FIRST READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 9th day of September, A.D., 2018.

APPROVED this the 9th day of September, A.D., 2018.



JEFF A. WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:


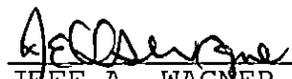
LINDA RORICK
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:


LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 18th day of September, A.D., 2018.

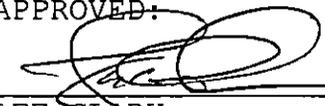
APPROVED this the 18th day of September, A.D., 2018.



JEFF A. WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:


LINDA RORICK
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:


LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

Budget & Finance Department

Interoffice Memorandum

TO: Mayor and Members of City Council

DATE: 8/31/2018

CC: City Controller

FROM: Sherry Womack



SUBJECT: Proposed 2019 fiscal year budget

Since distribution of the FY 2019 proposed budget, circumstances and events have occurred which have affected our budget proposal. These effects are reflected in the exhibit which is included in the ordinance you will consider on Friday and are summarized below.

TAX RATE

At the time of distribution, we did not have a tax roll from HCAD and therefore we used the current property tax rate of \$0.575388 per \$100 of value. We received the certified roll from HCAD on August 21. The City Controller computed the various tax rates as per state law and the Mayor has recommended that you consider adopting the roll back rate of \$0.615446 per \$100 of value. A home with a taxable value of \$100,000 after exemptions, would only see an increase of \$40.06 added to their tax bill. The proposed tax rate will increase revenues by an estimated \$4.1 million.

The recommended rate will provide growth for future public safety and public works programs. Crime Control has funded the hiring for a new police academy in the FY 19 budget, however that funding only covers the salary and benefits while they are in training. Once training is completed, their salary and benefits are transferred to the General Fund. Without the additional revenue, the General Fund will not be in balance and we would not be able to fund these police officers without going into our reserves. Due to Hurricane Harvey, our region is scheduled to receive numerous federal and state grants regarding flooding mitigation. We want to take advantage of these programs, but they will require a cash match to participate. Staff continues to monitor the City's Health Insurance Fund. Additional funding may be needed if the proposed plan changes being presented to you do not provide enough funding to stabilize the fund. Funding for cost of living or market adjustments for city employees.

PROPOSED EXPENDITURE ADJUSTMENTS – GENERAL FUND

Personnel

We are proposing to add one new civilian position in the Police Department and transferring one position from Property Management to Animal Control. These changes along with salary adjustments for staff members in City Marshal, Fire Marshal, Convention Center, Call Center, and Property Management Departments have resulted in an increase in expenditures of approximately \$198,119.

PROPOSED EXPENDITURE ADJUSTMENTS – SYSTEM FUND

Personnel

We are proposing to fund two part time positions in the amount of \$43,174 that were previously overlooked.

PROPOSED EXPENDITURE ADJUSTMENTS – MUNICIPAL COURT SECURITY

Personnel

We are proposing a salary adjustment to City Marshal which have resulted in an increase in the amount of \$1,580.

SUMMARY

The changes described above, along with the adoption of the roll back tax rate will allow the city to continue providing a level of service that our citizens desire and be better prepared for future needs and growth of our community.

City of Pasadena
FY 2019 Proposed Budget - Detail of Budget Adjustments

Fund	Fund/Dept No.	Fund/Dept Description	Acct. No.	Acct. Description	Difference	Explanation of Adjustments
General	001	General Fund	4011	Ad Val Taxes - Current	4,172,977	Increase - adjust Property Tax revenue based on a proposed adoption of a rollback rate of \$0.615446
General	11300	City Marshal	7001	Salaries - Regular	11,992	Increase - to standardize City and Fire Marshals Office
General	11300	City Marshal	7009	FICA	743	
General	11300	City Marshal	7011	Medicare	174	
General	11300	City Marshal	7015	TMRS	1,653	
General	11300	City Marshal	7019	Worker's Compensation	214	
General	11410	Mayor's Action Line	7001	Salaries - Regular	2,509	Increase - Promotion of Sr. Customer Service Asst. to Call Center Manager
General	11410	Mayor's Action Line	7009	FICA	155	
General	11410	Mayor's Action Line	7011	Medicare	36	
General	11410	Mayor's Action Line	7015	TMRS	346	
General	11410	Mayor's Action Line	7019	Worker's Compensation	4	
General	11700	Project Development & MGM	7001	Salaries - Regular	(71,156)	Decrease/Increase - Delete Grant and Development Coordinator (transfer position to Animal Rescue) and adjust salary for Director of Project Development and Management
General	11700	Project Development & MGM	7009	FICA	(4,444)	
General	11700	Project Development & MGM	7011	Medicare	(1,039)	
General	11700	Project Development & MGM	7015	TMRS	(9,877)	
General	11700	Project Development & MGM	7017	Group Insurance	(13,440)	
General	11700	Project Development & MGM	7019	Worker's Compensation	(128)	
General	11700	Project Development & MGM	7021	Longevity	(480)	
General	13300	Fire Prevention	7001	Salaries - Regular	24,464	Increase - to standardize City and Fire Marshals Office
General	13300	Fire Prevention	7009	FICA	1,517	
General	13300	Fire Prevention	7011	Medicare	355	
General	13300	Fire Prevention	7015	TMRS	3,373	
General	13300	Fire Prevention	7019	Worker's Compensation	352	
General	13411	Police Administration	7001	Salaries - Regular	(3,661)	Decrease - Department Transfers post Proposed Budget submission
General	13411	Police Administration	7009	FICA	(300)	
General	13411	Police Administration	7011	Medicare	(70)	
General	13411	Police Administration	7015	TMRS	(662)	
General	13411	Police Administration	7019	Worker's Compensation	(86)	
General	13411	Police Administration	7021	Longevity	(1,140)	
General	13431	Detectives	7001	Salaries - Regular	2,379	Increase - Department Transfers post Proposed Budget submission
General	13431	Detectives	7009	FICA	219	
General	13431	Detectives	7011	Medicare	51	
General	13431	Detectives	7015	TMRS	443	
General	13431	Detectives	7019	Worker's Compensation	58	
General	13431	Detectives	7021	Longevity	840	
General	13510	Police Civilian Administration	7001	Salaries - Regular	121,973	Increase - Create position - Asst. Police
General	13510	Police Civilian Administration	7009	FICA	7,563	
General	13510	Police Civilian Administration	7011	Medicare	1,769	

Fund	Fund/Dept No.	Fund/Dept Description	Acct. No.	Acct. Description	Difference	Explanation of Adjustments
General	13510	Police Civilian Administration	7015	TMRS	16,817	Director - Civilian
General	13510	Police Civilian Administration	7017	Group Insurance	13,440	
General	13510	Police Civilian Administration	7019	Worker's Compensation	217	
General	15610	Civic Center Operations	7001	Salaries - Regular	2,008	Increase - adjust salary for Mgr of Sales & Events
General	15610	Civic Center Operations	7009	FICA	124	
General	15610	Civic Center Operations	7011	Medicare	29	
General	15610	Civic Center Operations	7015	TMRS	277	
General	15610	Civic Center Operations	7019	Worker's Compensation	3	
General	16200	Animal Rescue & Asst Div	7001	Salaries - Regular	61,241	Increase - Create position (transfer position from Project Development Mgmt) Asst. Mgr - Animal Rescue
General	16200	Animal Rescue & Asst Div	7009	FICA	3,829	
General	16200	Animal Rescue & Asst Div	7011	Medicare	895	
General	16200	Animal Rescue & Asst Div	7015	TMRS	8,510	
General	16200	Animal Rescue & Asst Div	7017	Group Insurance	13,440	
General	16200	Animal Rescue & Asst Div	7019	Worker's Compensation	110	
General	16200	Animal Rescue & Asst Div	7021	Longevity	480	
General	11800	Other Charges	7415	Contingency	3,974,858	Increase - adjust Property Tax revenue based on a proposed adoption of a rollback rate of \$0.615446

Revenue Increase/(Decrease) 4,172,977
 Expenditure Increase/(Decrease) 4,172,977
 Fund Balance Increase/(Decrease) -

System	30200	WW Collection	7001	Salaries - Regular	20,800	Increase - funding of Pooled Position
System	30200	WW Collection	7009	FICA	1,290	
System	30200	WW Collection	7011	Medicare	302	
System	30200	WW Collection	7019	Worker's Compensation	37	
System	30500	Water Distribution	7001	Salaries - Regular	19,240	Increase - funding of Pooled Position
System	30500	Water Distribution	7009	FICA	1,192	
System	30500	Water Distribution	7011	Medicare	279	
System	30500	Water Distribution	7019	Worker's Compensation	34	

Revenue Increase/(Decrease) -
 Expenditure Increase/(Decrease) 43,174
 Fund Balance Increase/(Decrease) (43,174)

Fund	Fund/Dept No.	Fund/Dept Description	Acct. No.	Acct. Description	Difference	Explanation of Adjustments
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Municipal Court Security	00045	Municipal Court Security	7001	Salaries - Regular	1,282	Increase - to standardize City and Fire Marshals Office
Municipal Court Security	00045	Municipal Court Security	7009	FICA	80	
Municipal Court Security	00045	Municipal Court Security	7011	Medicare	18	
Municipal Court Security	00045	Municipal Court Security	7015	TMRS	177	
Municipal Court Security	00045	Municipal Court Security	7019	Worker's Compensation	23	

Revenue Increase/(Decrease) -
 Expenditure Increase/(Decrease) 1,580
 Fund Balance Increase/(Decrease) (1,580)

***** Correction of typo on page 191 FY 2019 Beginning Fund Balance should be \$10,107,449 Did not effect other totals

AGENDA REQUEST

2A

NO: 2018-134

ORDINANCE

RESOLUTION

CAPTION: An Ordinance proposing the adoption of a property tax rate for the 2018 tax year of \$0.615446/\$100 value for the City of Pasadena, Harris County, Texas, being higher than the 2017 property tax rate of \$0.575388/\$100; authorizing the levy, assessment and collection of ad valorem taxes based upon the established rate; declaring distribution of said tax rate in the general fund and the debt service fund of the City; and providing for a severability clause.

RECOMMENDATIONS & JUSTIFICATION: This ordinance will adopt a property tax rate for the 2018 tax year of \$0.615446 per \$100 of assessed value in accordance with the specific requirements provided under the Tex. Tax Code. When compared to the 2017 property tax rate of \$.575388/\$100, resulting in a total tax rate increase of \$.040058/\$100 value or 6.96 percent, it will raise more taxes for maintenance and operation; hence, Section 2 of the Ordinance includes language in CAPITAL LETTER as required under Section 26.05(b)(1) of the Tex. Tax Code.

Also required by this same portion of the Tex. Tax Code, when the proposed tax rate exceeds the effective tax rate; the maker of the motion has to indicate the percentage increase between the proposed and the effective tax rates by saying: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.615446, which is effectively a 10.61 percent increase in the tax rate."

(IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH SECOND PAGE)

COST: _____ TASK NO: _____ BUDGETED: YES NO
 ACCOUNT NUMBER(S): _____ REQUESTING DEPARTMENT: Controller's Office

		COUNCIL ACTION	
<u>Sherry Womack</u> DATE: 10/09/17 REQUESTING PARTY (Sherry Womack)		FIRST READING:	FINAL READING:
PURCHASING DEPARTMENT		<u>Cayten</u> MOTION	<u>Cayten</u> MOTION
APPROVED:			
CONTROLLER CERTIFICATION		<u>Leamon</u> SECOND	<u>Schoenbein</u> SECOND
CITY ATTORNEY		<u>10-9-18</u> DATE	<u>10-16-18</u> DATE
MAYOR		Nays: <u>Harrison Casados</u> DEFERRED:	Nays: <u>Harrison Casados</u> <u>Wheeler</u>

ORDINANCE NO. 2018- 134

An Ordinance proposing the adoption of a property tax rate for 2018 tax year of \$0.615446/\$100 value for the City of Pasadena, Harris County, Texas; being higher than the 2017 property tax rate of \$0.575388/\$100; authorizing the levy, assessment and collection of ad valorem taxes based upon the established rate; declaring distribution of said tax rate in the general fund and the debt service fund of the City; and providing for a severability clause.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PASADENA:

SECTION 1. That the property taxes of the City of Pasadena, Harris County, Texas, for the current 2018 tax year is, by the adoption of a tax rate of \$0.615446/\$100 value established at:

\$0.480529/\$100 for the purpose of maintenance and operation, to be distributed in the general fund;

\$0.134917/\$100 for the payment of principal and interest on debt, to be distributed in the debt service fund;

\$0.615446/\$100 Total Tax Rate

SECTION 2. THAT THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8.00 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$20.44.

SECTION 3. That the annual levy of the aforesaid tax is herewith authorized and made on all of said property that is not expressly exempt from taxation by the Constitution and Laws of the State of Texas.

The said levy shall be based upon the aforesaid tax rate and the valuations of said properties determined by the City Tax

Assessor-Collector and certified by the Harris County Appraisal District and the assessments made pursuant thereto.

SECTION 4. That the aforesaid levy shall and does include any and all powers granted by the Constitution and Laws of the State of Texas and the Home Rule Charter of the said City of Pasadena for the enforcement of the liens created by this levy, the assessment and collection of taxes, as well as penalties and interest for delinquency, if any, is hereby authorized, and the allocation and distribution of all tax revenues collected.

SECTION 5. That the anticipated collection rate for the 2018 tax year has been provided by Harris County Tax Office as 100.00% calculated under Section 26.012(2) of Tex.Tax Code.

SECTION 6. That all ordinances or parts of ordinances, if any, in conflict herewith shall be, and the same are hereby expressly repealed to the extent of such conflict only.

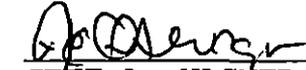
SECTION 7. That the City Council of the City of Pasadena, Texas does hereby declare that if any Section, subsection, paragraph, sentence, clause, phrase, word or portion of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the City Council would have passed and ordained any and all remaining portions of this Ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to make no portion of this Ordinance dependent upon the validity of any other portion thereof, and that all said remaining portions shall continue in full force and effect.

SECTION 8. That the City Council officially determines that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required by the Open Meetings Law, Chapter 551, Texas Government Code; and that this meeting has been open to the public as required by law at all times during which this ordinance and the subject matter thereof has been discussed, considered and formally acted upon. The City Council further confirms such written notice and the contents and posting thereof.

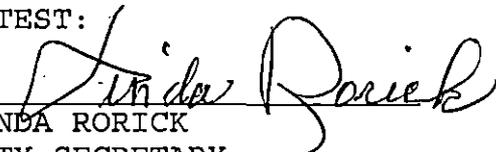
(SIGNATURE AND APPROVAL - NEXT PAGE)

PASSED ON FIRST READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 9th day of October, A.D., 2018.

APPROVED this the 9th day of October, A.D., 2018.



JEFF A. WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:


LINDA RORICK
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:

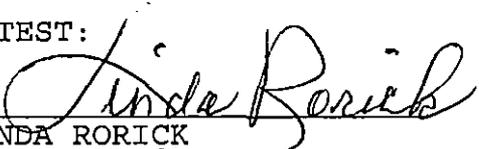

LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 16th day of October, A.D., 2018.

APPROVED this the 16th day of October, A.D., 2018.



JEFF A. WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:


LINDA RORICK
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:


LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

City of Pasadena

1149 Ellsworth

Pasadena, Texas 77506

713-477-1511

www.pasadenatx.gov

HEAD

PLACE YOUR TEXT HERE

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



JEFF WAGNER
MAYOR