



**JEFF WAGNER**  
MAYOR

# CITY OF PASADENA, TEXAS

Fiscal Year 2021 • Adopted Budget



## City of Pasadena Fiscal Year 2021 Budget Cover Page

This budget will raise more revenue from property taxes than last year’s budget by \$3,165,364 which is a 5.82% increase from last year’s budget. The property tax revue to be raised from new property added to the tax roll this year is \$3,289,939.\*

*Above Public Notice is required by the State of Texas Budget Law, Section 102.005 of the Local Government Code.*

The members of the governing body voted on the budget as follows:

- |                 |   |  |
|-----------------|---|--|
| <b>FOR:</b>     | Jeff Wagner, Mayor<br>Phil Cayten, District F<br>Thomas Shoenbein, District H | Bruce Leamon, District B<br>Cary Bass, District G        |
| <b>AGAINST:</b> | Ornaldo Ybarra, District A<br>Sammy Casados, District D                       | Don Harrison, District C<br>Cody Ray Wheeler, District E |

	<b>2020-2021</b>	<b>2019-2020</b>
Property Tax Rate:	\$0.533677/100	\$0.570342/100
No-New Revenue Tax Rate:	\$0.533677/100	\$0.570342/100
Voter-Approval Tax Rate:	\$0.547858/100	\$0.600577/100
Debt Rate:	\$0.110367/100	\$0.119639/100

Total debt obligation for City of Pasadena secured by property taxes: \$114,654,779.

\*The Adopted Budget presented does not include the additional revenue from new property added to the tax roll. The FY21 Budget was adopted before certified tax rolls were received. The FY21 Budget will be amended to include this additional revenue.



**FY 2021 ADOPTED BUDGET**  
**Required by Government Code Section 305.002**  
**Texas Local Government Code 140.0045**

	<b>FY 2019 ACTUALS</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Notices required to be published in the Newspaper (S.B. 622)			
City Budget	-	28,100	46,100
PEDC Budget	-	2,000	2,000
Directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action (H.B. 1495)	-	90,000	90,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 120,100</b>	<b>\$ 138,100</b>



**JEFF WAGNER, MAYOR**  
**CITY OF PASADENA**  
**1149 ELLSWORTH DR.**  
**PASADENA, TEXAS 77506**

October 1, 2020

To Members of City Council and Citizens of Pasadena:

I am pleased to present the Fiscal Year 2021 Adopted Budget. The budget process began in March with estimates of projected revenue and expenditures for FY 2020. Due to COVID-19 and the uncertainty of forecasted revenues, it was decided that FY 2021 expenditures would be proposed at FY20 levels but with slight reductions where possible. Departments were given the opportunity to submit operating budget requests and capital requests with the intent to reduce operating expenditures by 2%. Once all requests were summarized, the Budget Office incorporated the requests in the FY2021 Proposed Budget with city services remaining at current levels as in the prior year. The Proposed Budget was presented to City Council on July 21, 2020 and was adopted on September 15, 2020.

All of the City's major funds have healthy fund reserves, allowing us to provide high level of services to our community. This budget provides a combined fund balance of approximately \$180.1 million, with a combined total of \$76.1 million in Governmental Funds:

- General Fund: \$60.5 million
- Special Revenue Funds: \$12 million
- Debt Service Fund: \$3.6 million

### **Revenue Sources**

Our primary revenue sources remain stable as we look ahead at FY 2021.

**Property Tax:** FY 2021 property tax revenue is estimated to remain approximately the same as the FY 2020 Amended Budget at \$57 million. The City is dedicated to keeping tax rates low for its residents and property owners. City Council adopted a property tax rate of \$0.533677 per \$100 assessed value for the 2020 tax year; being lower than the 2019 property tax rate of \$0.570342 per \$100 assessed value. The certified tax-rolls were received after the FY21 Budget was passed by City Council. The Budget will be amended to reflect an increase in property tax revenue by \$1,651,304.

**Industrial District:** The FY 2021 Adopted Budget of \$21.3 million reflects an increase of \$1.9 million in revenue over FY 2020 Amended Budget. With our Industrial District partners and updated contracts, this provides for future growth and stability for our city.

**Sales Tax:** Due to the current trend of reduced sales tax revenue during the COVID-19 pandemic, the FY 2021 estimate for sales tax revenue is estimated at \$21 million, which is a reduction of \$2 million from the FY 2020 Amended Budget. The pandemic's long-term effect on sales tax revenue is unknown

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**CITY OF PASADENA**  
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**PASADENA, TEXAS 77506**

at this time and the budget reflects a conservative estimate. We will continue to monitor revenues as we progress through the year.

Overall, we expect revenues to remain at steady levels but have budgeted conservatively in some areas due to the uncertainty that the COVID-19 pandemic will have on revenue streams.

**Expenditure Budgets**

General Fund

The FY 2021 Adopted Budget's General Fund revenues and expenditures are in balance, with a total expenditure budget of \$121.5 million. This represents a 7.3% decrease over the FY 2020 Amended Budget. The FY 2020 Amended Budget includes \$7.4 million in expenditures due to the COVID-19 pandemic. Eliminating the COVID-19 expenditures from the FY 2020 Amended budget, the FY 2021 Adopted Budget has a 1.9% decrease compared to the FY2020 Amended Budget.

The General Fund includes \$3 million for CIP Annual projects for paving, drainage and sidewalk improvements.

System Fund

The FY 2021 Adopted Budget's System Fund revenues and expenditures are in balance, with a total expenditure budget of \$43.5 million. The System Fund's fund balance is projected to be \$16 million at the end of FY 2021. Included in the FY 2021 Adopted Budget is \$1.37 million for the third and final installment payment of the \$4.1 million liability for the South East Water Purification Plant (SEWPP) FY 12-17 CIP True-Up. An additional \$2.6 million is budgeted for FY 21-22 SEWPP CIP, which is now being paid monthly to the City of Houston. We anticipate that some water and/or sewer projects will draw on those funds during the year as the Public Works department identifies needed improvements. We also still have \$9.8 million available in the 2017 Certificate of Obligation Fund Balance Account for water and sanitary sewer line projects.

The System Fund includes \$2.3 million for CIP Annual projects for the replacement/improvements for sanitary sewer lines and water lines.

Maintenance Fund

Projections for the Maintenance Fund indicate a fund balance of \$3.5 million as of the end of FY 2020. The FY 2021 budget includes \$3.1 million be used to purchase/replace vehicles and equipment for various city departments, including two new fire trucks.

Personnel

The City's most valuable asset is our employees and the Adopted Budget is a reflection of our commitment to workforce development, retention and world class customer service.

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**CITY OF PASADENA**  
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Due to the rising costs of health insurance expenditures, an increase of \$84 per month for health insurance costs is included in the FY 2021 Adopted Personnel Budget. The current \$1,120 budgeted per month will be increased to \$1,204 per month for each full-time employee. This increase is an expenditure incurred by the City and not an increase for the employee.

Due to the COVID-19 pandemic, the compensation study results have not been completed and the results have been delayed at this time. Therefore, funding for a 2% cost of living or market adjustment to begin in January for non-classified employees has been included in the FY 2021 budget. This is a reflection of the City's goal to prioritize employee compensation and benefits to attract and retain the best qualified applicants and employees to demonstrate the City's commitment to its workforce.

Overall, the FY 2021 Proposed Personnel Budget has increased by \$1.2 million from FY20, which includes the 2% cost of living or market adjustment, the compressed pay schedule for classified police employees and 13 new police officers.

**Positions that Changed:**

- Parks eliminated an Office Assistant I position and Parks Worker I position to add a full-time Marketing Specialist in Parks & Rec Admin.
- City Controller's Office, City Secretary, Clean Streets, Animal Shelter, Wastewater Collection and Water Distribution each eliminated a part-time pool position.
- Community Relations moved a Digital Manager position to IT.
- Fire Fighting eliminated a Communications Admin position.
- Budget added a full-time FEMA/Grant Compliance Officer position.
- Police has a reduction of 8 positions: 5 positions were added for an academy in FY 2021 and there was a reduction of 13 officers from retirements and resignations.
- Clean Streets eliminated a Street Cleaner II along with a pool position to create a Street Cleaner III position.

**COVID-19**

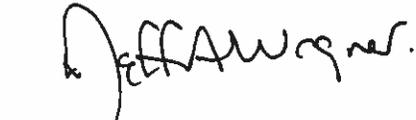
The City has complied with all orders and recommendations from Governor Abbott. The City has submitted \$21.9 million for reimbursement related to COVID-19 and the City's response to the pandemic. The City is currently receiving guidance from Harris County and Texas Department of Emergency Management (TDEM) for reimbursement through the Coronavirus Relief Fund (CRF) established by the CARES Act for COVID-19 related city expenses. The City has healthy reserves if more COVID-19 expenditures are needed in FY 2021.

In summary, I am happy to report that the City is in very good fiscal condition and is financially sustainable which can be seen in the FY 2021 Adopted Budget to follow. We were able to reach our goal of reducing operating expenditures by 2% to be proactive during the COVID-19 pandemic and the uncertain ramifications that may be endured in the months to come. Although we are hopeful that our City will be resilient during these times, we want to take a proactive approach going forward. The City's

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top priority is to keep our citizens and employees safe and will make key decisions that reflect this priority. We expect to be able to continue with high quality day-to-day programs and services that our residents expect and deserve. I would like to thank our City Council, staff members and citizens for your on-going support in making Pasadena a great place to live, work and play.

Respectfully Submitted,



Jeff Wagner



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Pasadena  
Texas**

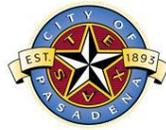
For the Fiscal Year Beginning

**October 1, 2019**

*Christopher P. Morrill*

Executive Director





**FY 2021 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

ORNALDO YBARRA  
BRUCE LEAMON  
DON HARRISON  
SAMMY CASADOS  
CODY RAY WHEELER  
PHIL CAYTEN  
CARY BASS  
THOMAS SCHOENBEIN

**CITY CONTROLLER**

JOMIE BLUMREICH

**BUDGET & FINANCIAL PLANNING**

SHERRY WOMACK

**CITY SECRETARY**

LINDA RORICK

**DIRECTOR OF COMMUNITY RELATIONS**

JOSEPH LINDBERG

**CITY ATTORNEY**

JAY DALE

**DIRECTOR OF PLANNING**

DEANNA SCHMIDT

**DIRECTOR OF PERSONNEL**

DANIEL PENNINGTON

**DIRECTOR OF HEALTH**

KATHY PEREZ-ASHTON

**DIRECTOR OF PUBLIC WORKS**

ROBIN GREEN

**DIRECTOR OF PARKS/RECREATION**

JED APLACA

**CHIEF OF POLICE**

JOSHUA BRUEGGER

**DIRECTOR OF ECONOMIC DEVELOPMENT**

CARLOS GUZMAN

**FIRE CHIEF**

LANNY ARMSTRONG

**PRESIDING JUDGE, MUNICIPAL COURTS**

LESTER RORICK

**FIRE MARSHALL**

DAVID BRANNON

**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.

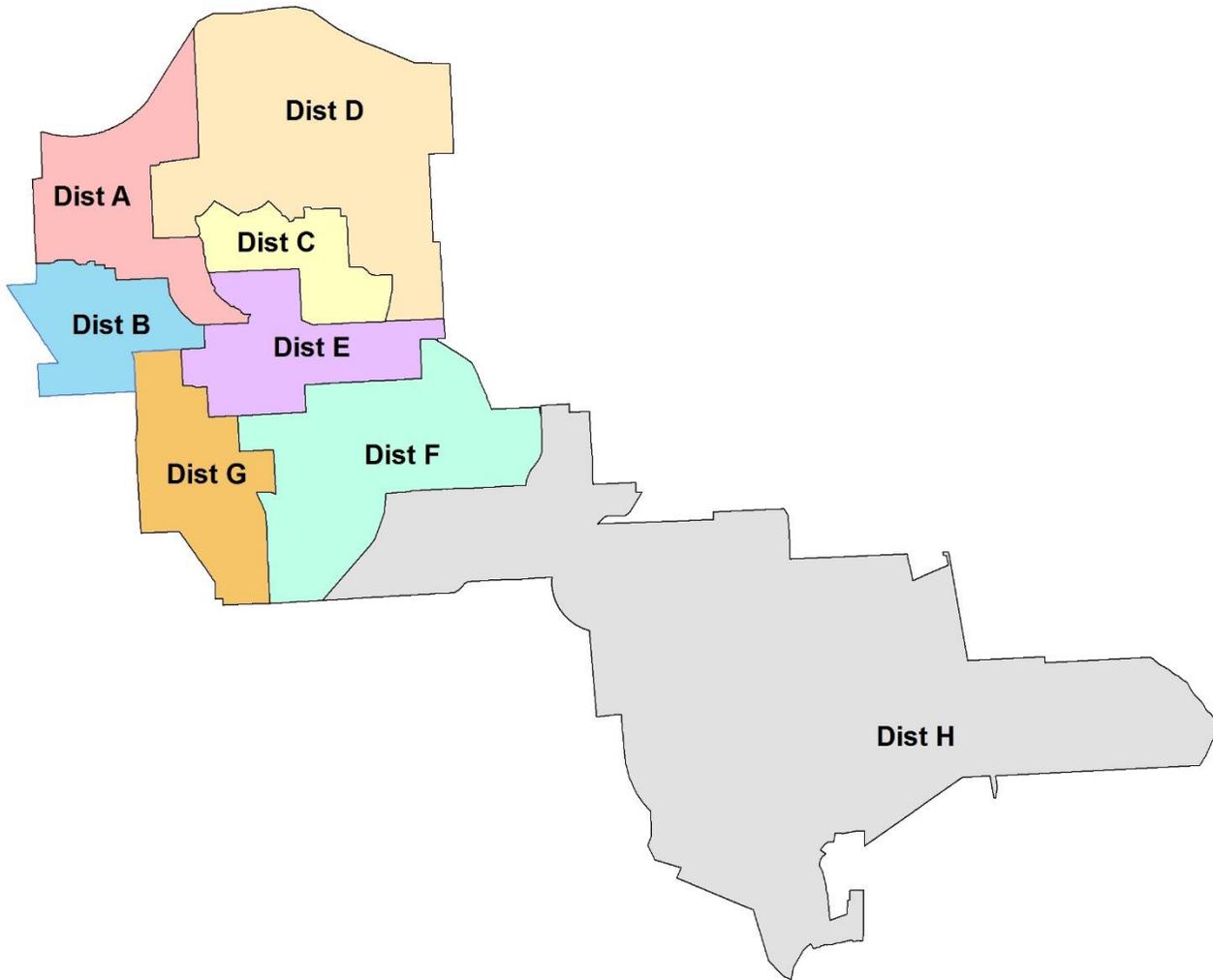
#### ***Respect:***

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.



**Council District**

 District A - Orinaldo Ybarra	 District D - Sammy Casados	 District G - Cary Bass
 District B - Bruce Leamon	 District E - Cody Ray Wheeler	 District H - Thomas Schoenbein
 District C - Don Harrison	 District F - Phil Cayten	



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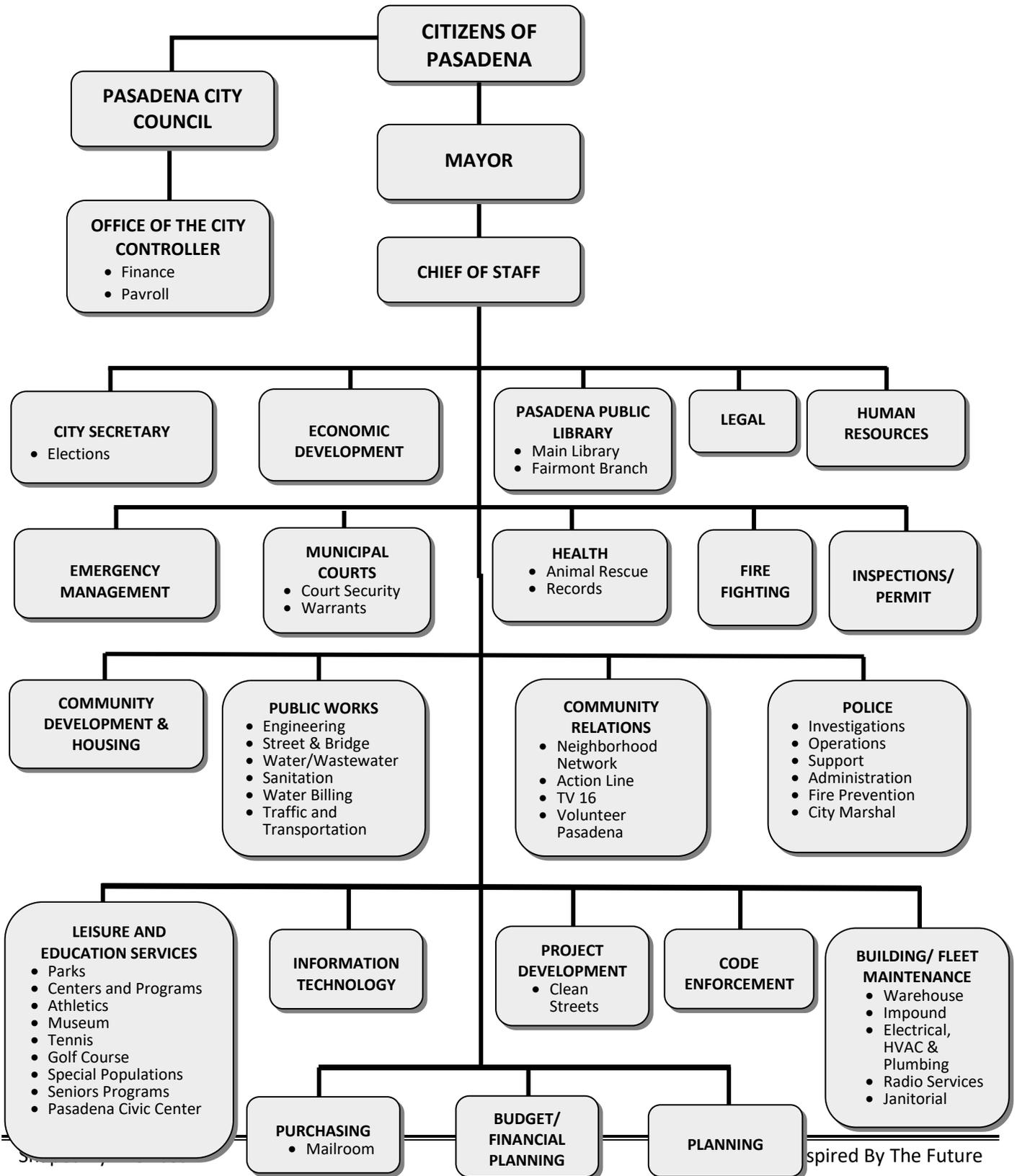


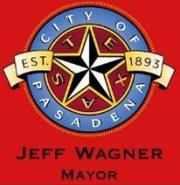
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### ORGANIZATION CHART





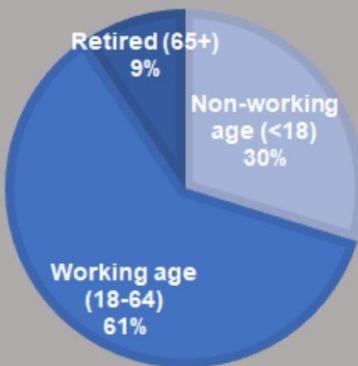
# PASADENA BY THE NUMBERS

## POPULATION: 154,193

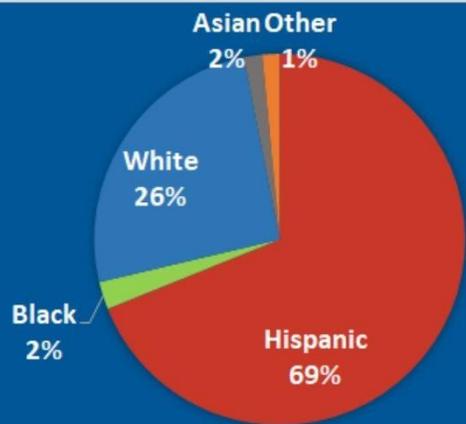
Pasadena is the 2nd largest city in Harris County and the 19th largest in Texas.



## AGE



## RACE



## HOUSEHOLDS

Number of households: 48,724  
 Average household size: 3.15  
 Median household income: \$53,331



## EDUCATION

Bachelor's degree or higher: 14.2%  
 High school graduate or higher: 71.5%



## WORKFORCE

5.7% unemployment rate



**PROFILE OF PASADENA, TEXAS**

Welcome to the profile of the City of Pasadena. Although the fiscal year 2020-21 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 21<sup>st</sup> century.

### **PASADENA TODAY**

The City of Pasadena is the nineteenth 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 2018 population is estimated at 154,193 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. See additional demographic figures in the appendix.



## 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, 2020 and ending September 30, 2021. This is referred to throughout as the FY 2021 or FY21 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.

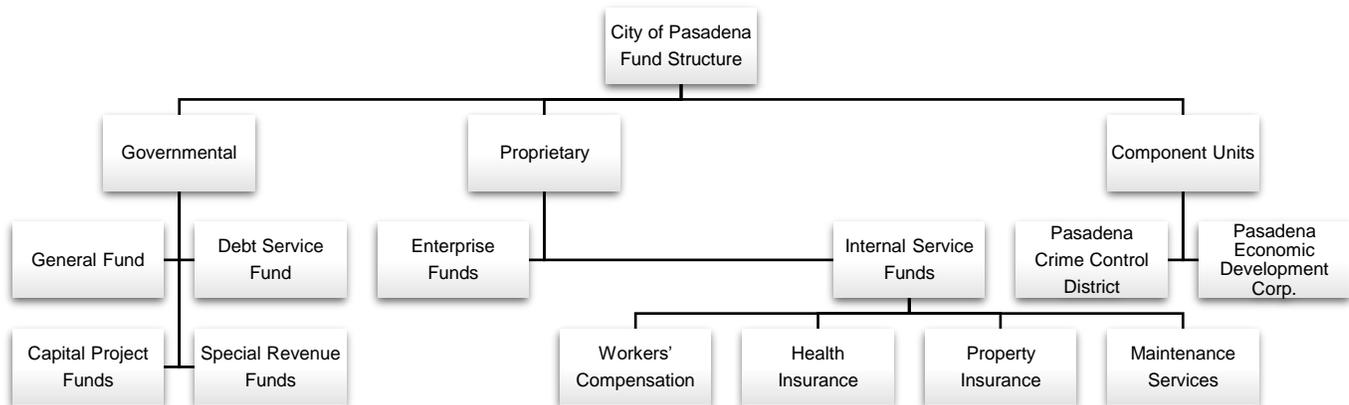
In accordance with governmental accounting and financial reporting standards, the City accounts for its revenues and expenditures in separate funds. This helps to ensure that taxes, fees, and charges intended for a specific purpose are in fact used for those purposes.

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

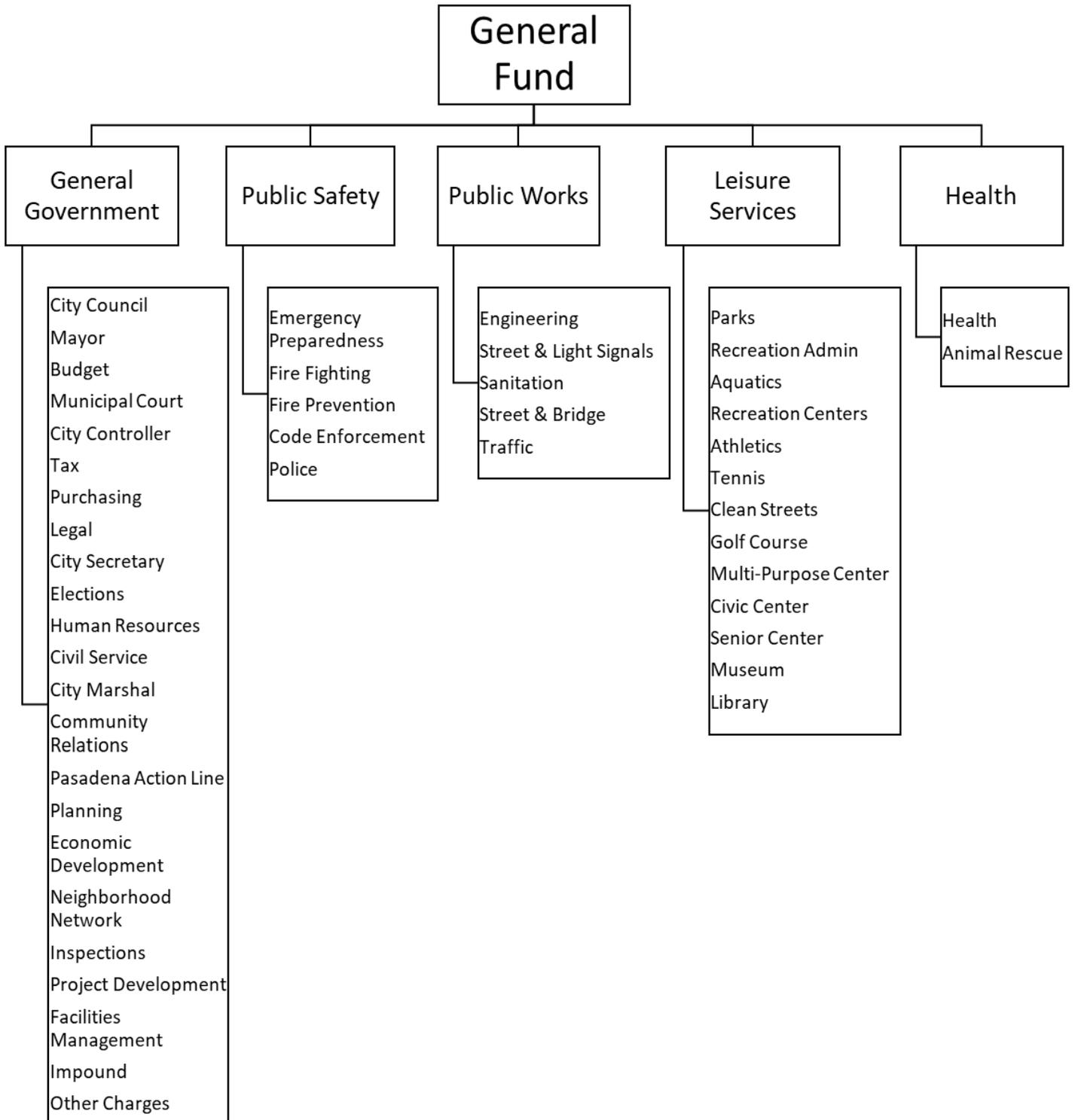
The City budget is organized into funds. For fiscal purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities and the changes therein are segregated and recorded. As depicted in the following 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.

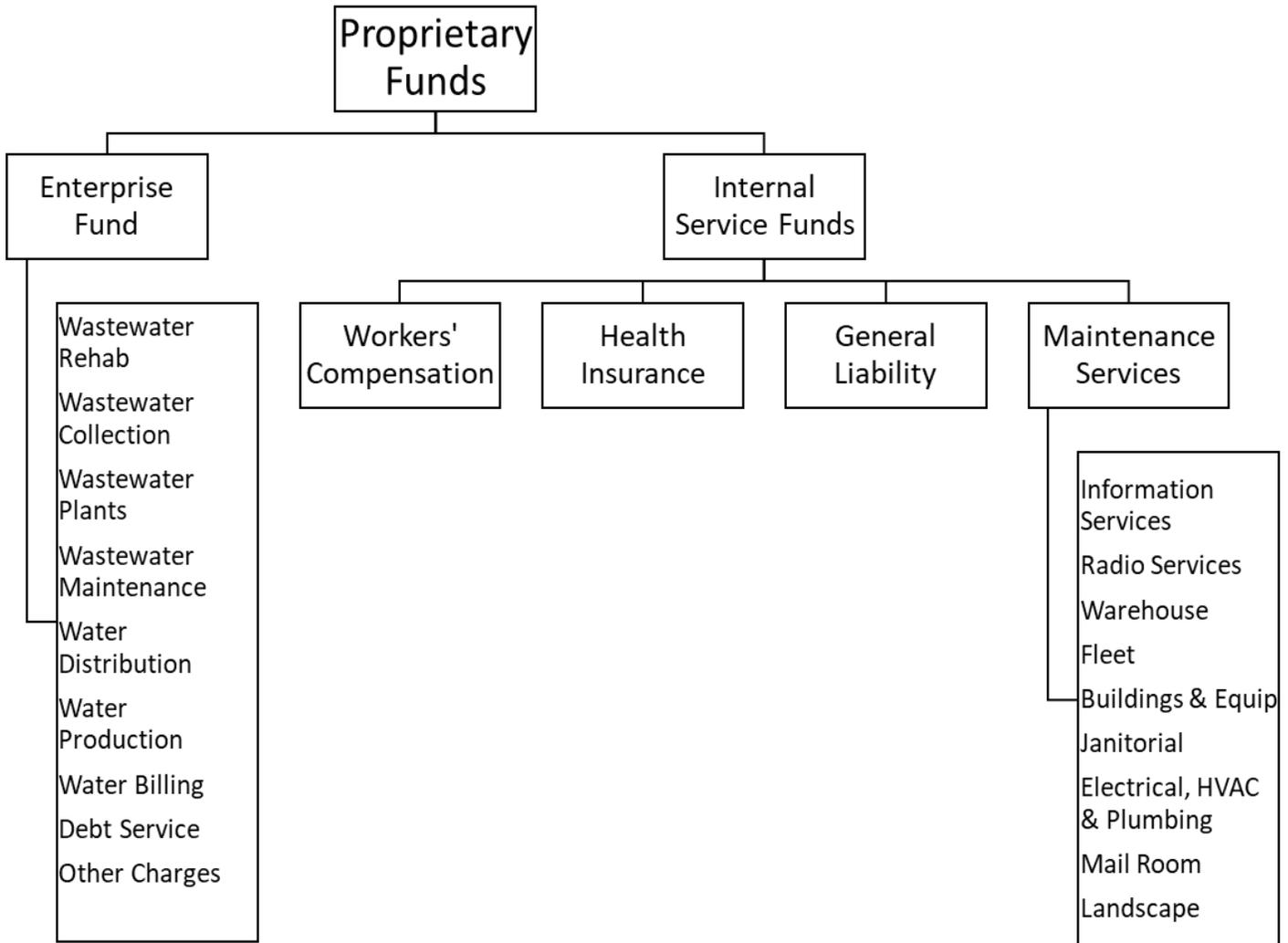
**Debt Service Fund:** The Debt Service Fund is budgeted for the repayment of general long-term debt being financed from tax-supported obligations. A specific portion of the property tax levy is set aside to pay legal debt obligations through this fund.

**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 Economic Development Corporation** (PEDC) 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 PEDC.

**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. 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 2018 Actual** - Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2018.

**FY 2019 Actual** – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2019.

**FY 2020 Amended Budget** – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2020.

**FY 2020 Estimated** – A projection (as of March 31, 2020) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2020.

**FY 2021 Adopted** – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2021.

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 2021 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 Economic Development 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 1<sup>st</sup> and ends September 30<sup>th</sup>. To have an adopted budget in place by October 1<sup>st</sup> 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 2020. Due to COVID-19 and the uncertainty of forecasted revenues, it was decided that FY 2021 expenditures would be proposed at FY20 levels but with a slight reduction where possible. Departments were given the opportunity to submit operating budget requests and capital requests with the intent to reduce operating expenditures by 2%. Once all requests were summarized, the Budget Office incorporated the requests in the FY2021 Proposed Budget with city services staying the same as in the prior year. The Proposed Budget was presented to Council in July. Due to COVID-19, there was no in-person workshop held. Instead, Councilmembers were able to submit questions to the Budget Department or Department Heads. The final Adopted Budget for FY 2021 includes the results of these 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 15<sup>th</sup> 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 10<sup>th</sup> 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 27<sup>th</sup>, if not formally approved by that date the Proposed Budget will take effect automatically on October 1<sup>st</sup> 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's revenues equal expenditures. 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 Economic Development Corporation is reported as a capital projects fund. Pasadena Economic Development 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 Economic Development 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 Economic Development Corporation fund** accounts for the resources accumulated and payments made for the City's capital improvement projects. 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. The Corporation is considered a major fund for reporting purposes.

**Capital projects fund** accounts for the acquisition of capital assets and construction of major capital projects not being financed by Pasadena Economic Development Corporation or proprietary funds. The capital projects fund is considered a major fund for reporting purposes.

**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 major fund for reporting purposes.

### **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:

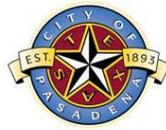
- 1) Obligations of the United States or its agencies and instrumentalities
- 2) Direct obligations of the State of Texas or its agencies
- 3) Other obligations, the principal of and interest on, which are unconditionally guaranteed or insured by the State of Texas or the United States
- 4) Obligations 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, 2019, less the revenues collected subsequently within 60 days after year end.



### **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:

<b><u>Capital Assets</u></b>	<b><u>Years</u></b>
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.

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.

Deferred outflows/inflows of resources are amortized as follows:

- Deferred outflows/inflows from pension/OPEB activities are amortized over the average of the expected service lives of pension/OPEB, except for the net differences between the projected and actual investment earnings on the pension/OPEB plan assets, which are amortized over a period of five years
- For employer pension/OPEB plan contributions that were made subsequent to the measurement date through the end of the City's fiscal year, the amount is deferred and recognized as a reduction to the pension liability during the measurement period in which the contributions were made

A deferred change on refunding results from the difference in carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter of the life of the refunding or refunding debt.

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. Other Post-Employment Benefits

The City participates in a single-employer, unfunded, defined benefit group-term life insurance plan operated by TMRS known as the Supplemental Death Benefits Fund (SDBF). The City elected, by ordinance, to provide group-term life insurance coverage to both current and retired employees. The funding policy for the SDBF program is to assure that adequate resources are available to meet all death benefit payments for the upcoming year. Benefit payments are treated as being equal to the employer's yearly contributions for retirees.

The City administers an additional single-employer defined benefit OPEB plan. The City plan provides certain healthcare benefits for retired employees. Substantially all of the City's employees become eligible for the health benefits if they reach normal retirement age while working for the City. The City is currently following a pay-as-you-go approach, paying an amount each year equal to the claims paid. This means no assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. Retiree healthcare is accounted for in the health insurance fund, an internal service fund. A separately, audited GAAP basis post-employment benefit plan is not available for this program.



## **8. 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.

## **9. 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.



## 10. 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 2021 BUDGET SCHEDULE**

July 21, 2020	Fiscal year 2021 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 21, 2020	DRAFT Revenue/Expenditure Detail to Council
August 18, 2020	Resolution calling for public hearing on the FY21 Proposed Budget for September 1, 2020
August 19, 2020	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)
September 1, 2020	Public hearing on FY 2021 Proposed Budget (held during council meeting)
September 1, 2020	First reading on FY 2021 Budget Ordinance
September 15, 2020	First reading on ordinance adopting assessments roll (schedule two public hearings on proposed tax rate if necessary)
September 15, 2020	Second reading on FY 2021 Budget Ordinance (City Charter requires budget to be approved by Sept. 27 <sup>th</sup> )
October 6, 2020	Second reading on ordinance adopting assessments roll.
October 6, 2020	First reading on ordinance setting the 2020 property tax rate.
October 20, 2020	Second reading on ordinance setting the 2020 property tax rate.



## FY 2021 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 FY21 of \$180.1 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2021 Adopted Budget includes expenditures of \$242 million for basic city services, a decrease of \$15.9 million or 6.2% from the FY 2020 projected expenditures. The Budget also includes positions for approximately 1,159 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 FY20. Those same strategies will continue to pay dividends into FY21. The FY21 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 2021 ADOPTED BUDGET ADOPTED ENDING FUND BALANCES

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
Governmental, water and sewer, crime control district, and pasadena economic dev corp. funds	\$ 148,423,122	\$ 167,378,153	\$ 156,006,994	\$ 160,950,959	\$ 165,902,166
Internal service funds	21,135,748	20,093,193	13,149,312	17,015,531	14,286,805
<b>Total ending balances</b>	<b>\$ 169,558,870</b>	<b>\$ 187,471,346</b>	<b>\$ 169,156,306</b>	<b>\$ 177,966,490</b>	<b>\$ 180,188,971</b>

**FY 2021 ADOPTED BUDGET****GOVERNMENTAL, WATER AND SEWER, SPECIAL FUNDS, AND COMPONENT UNITS**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING FUND BALANCE</b>					
General fund	\$ 36,424,258	\$ 48,868,521	\$ 62,914,003	\$ 62,914,003	\$ 60,496,501
Debt service fund	2,060,784	2,339,765	3,039,922	3,039,922	3,352,243
Water and sewer fund	21,259,870	26,637,171	23,920,375	23,920,375	16,066,574
Special revenue funds	8,115,785	10,899,257	12,752,133	12,752,133	12,608,346
Crime control district fund	7,513,714	7,230,245	7,913,217	7,913,217	5,565,848
Pasadena economic dev corp	49,911,337	52,448,163	56,838,503	56,838,503	62,861,447
<b>TOTAL</b>	<b>125,285,748</b>	<b>148,423,122</b>	<b>167,378,153</b>	<b>167,378,153</b>	<b>160,950,959</b>
<b>REVENUE</b>					
General fund	113,745,864	129,818,046	123,358,746	122,309,695	121,492,084
Debt service fund	10,141,149	12,382,123	12,003,854	12,049,175	12,054,949
Water and sewer fund	44,996,234	46,651,732	45,459,052	45,361,216	43,570,800
Special revenue funds	4,638,481	4,367,534	2,783,950	2,788,123	2,739,250
Crime control district fund	11,164,783	11,843,310	10,730,000	10,580,000	10,710,000
Pasadena economic dev corp	12,273,314	13,267,687	12,775,175	12,223,875	11,052,100
<b>TOTAL</b>	<b>196,959,825</b>	<b>218,330,432</b>	<b>207,110,777</b>	<b>205,312,084</b>	<b>201,619,183</b>
<b>EXPENDITURES</b>					
General fund	101,301,601	115,772,564	131,183,859	124,727,197	121,492,084
Debt service fund	9,862,168	11,681,966	11,736,854	11,736,854	11,737,709
Water and sewer fund	39,618,933	49,368,528	54,753,404	53,215,017	43,570,800
Special revenue funds	1,855,009	2,514,658	3,973,218	2,931,910	3,398,661
Crime control district fund	11,448,252	11,160,338	11,435,245	12,927,369	11,184,321
Pasadena economic dev corp	9,736,488	8,877,347	5,399,356	6,200,931	5,284,401
<b>TOTAL</b>	<b>173,822,451</b>	<b>199,375,401</b>	<b>218,481,936</b>	<b>211,739,278</b>	<b>196,667,976</b>



	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>					
General fund	12,444,263	14,045,482	(7,825,113)	(2,417,502)	-
Debt service fund	278,981	700,157	267,000	312,321	317,240
Water and sewer fund	5,377,301	(2,716,796)	(9,294,352)	(7,853,801)	-
Special revenue funds	2,783,472	1,852,876	(1,189,268)	(143,787)	(659,411)
Crime control district fund	(283,469)	682,972	(705,245)	(2,347,369)	(474,321)
Pasadena economic dev corp	2,536,826	4,390,340	7,375,819	6,022,944	5,767,699
<b>TOTAL</b>	<b>23,137,374</b>	<b>18,955,031</b>	<b>(11,371,159)</b>	<b>(6,427,194)</b>	<b>4,951,207</b>
<b>ENDING FUND BALANCE</b>					
General fund	48,868,521	62,914,003	55,088,890	60,496,501	60,496,501
Debt service fund	2,339,765	3,039,922	3,306,922	3,352,243	3,669,483
Water and sewer fund	26,637,171	23,920,375	14,626,023	16,066,574	16,066,574
Special revenue funds	10,899,257	12,752,133	11,562,865	12,608,346	11,948,935
Crime control district fund	7,230,245	7,913,217	7,207,972	5,565,848	5,091,527
Pasadena economic dev corp	52,448,163	56,838,503	64,214,322	62,861,447	68,629,146
<b>TOTAL</b>	<b>\$ 148,423,122</b>	<b>\$ 167,378,153</b>	<b>\$ 156,006,994</b>	<b>\$ 160,950,959</b>	<b>\$ 165,902,166</b>


**FY 2021 ADOPTED BUDGET  
INTERNAL SERVICE FUNDS**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING FUND BALANCE</b>					
Maintenance fund	\$ 10,693,041	\$ 9,610,903	\$ 7,837,276	\$ 7,837,276	\$ 3,550,331
Health insurance fund	2,839,574	2,747,488	3,122,389	3,122,389	3,536,905
Workers' compensation fund	2,366,957	2,728,681	2,948,107	2,948,107	2,982,874
General liability insurance fund	5,807,871	6,048,676	6,185,421	6,185,421	6,945,421
<b>TOTAL</b>	<b>21,707,443</b>	<b>21,135,748</b>	<b>20,093,193</b>	<b>20,093,193</b>	<b>17,015,531</b>
<b>REVENUE</b>					
Maintenance fund	15,387,536	16,190,669	15,717,129	15,757,299	15,724,509
Health insurance fund	19,848,836	24,293,119	23,061,480	23,613,503	23,074,000
Workers' compensation fund	1,053,465	1,130,513	1,042,000	1,092,000	1,092,000
General liability insurance fund	1,957,814	2,034,683	1,960,000	2,740,000	2,740,000
<b>TOTAL</b>	<b>38,247,651</b>	<b>43,648,984</b>	<b>41,780,609</b>	<b>43,202,802</b>	<b>42,630,509</b>
<b>EXPENDITURES</b>					
Maintenance fund	16,469,674	17,964,296	21,911,059	20,044,244	18,569,140
Health insurance fund	19,940,922	23,918,218	24,040,000	23,198,987	24,040,000
Workers' compensation fund	691,741	911,087	908,431	1,057,233	885,095
General liability insurance fund	1,717,009	1,897,938	1,865,000	1,980,000	1,865,000
<b>TOTAL</b>	<b>38,819,346</b>	<b>44,691,539</b>	<b>48,724,490</b>	<b>46,280,464</b>	<b>45,359,235</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>					
Maintenance fund	(1,082,138)	(1,773,627)	(6,193,930)	(4,286,945)	(2,844,631)
Health insurance fund	(92,086)	374,901	(978,520)	414,516	(966,000)
Workers' compensation fund	361,724	219,426	133,569	34,767	206,905
General liability insurance fund	240,805	136,745	95,000	760,000	875,000
<b>TOTAL</b>	<b>(571,695)</b>	<b>(1,042,555)</b>	<b>(6,943,881)</b>	<b>(3,077,662)</b>	<b>(2,728,726)</b>
<b>ENDING FUND BALANCE</b>					
Maintenance fund	9,610,903	7,837,276	1,643,346	3,550,331	705,700
Health insurance fund	2,747,488	3,122,389	2,143,869	3,536,905	2,570,905
Workers' compensation fund	2,728,681	2,948,107	3,081,676	2,982,874	3,189,779
General liability insurance fund	6,048,676	6,185,421	6,280,421	6,945,421	7,820,421
<b>TOTAL</b>	<b>\$ 21,135,748</b>	<b>\$ 20,093,193</b>	<b>\$ 13,149,312</b>	<b>\$ 17,015,531</b>	<b>\$ 14,286,805</b>



## FY 2021 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
<b>Governmental Funds:</b>							
<b>General fund</b>							
001	General fund	\$ 60,496,501	\$ 121,492,084	\$ 121,492,084	\$ -	\$ 60,496,501	0.00%
<b>Debt service fund</b>							
041	Debt service fund	3,352,243	12,054,949	11,737,709	317,240	3,669,483	9.46%
<b>Special revenue funds</b>							
040	Equity sharing - treasury fund	493,481	7,300	125,000	(117,700)	375,781	-23.85%
042	Juvenile case manager fund	183,793	69,000	74,009	(5,009)	178,784	-2.73%
043	Child safety fund	920,905	268,000	463,086	(195,086)	725,819	-21.18%
044	Equity sharing - justice fund	1,516,933	20,000	232,000	(212,000)	1,304,933	-13.98%
045	Municipal courts security fund	31,499	100,250	81,612	18,638	50,137	59.17%
046	State forfeited and property fund	1,256,969	14,000	388,000	(374,000)	882,969	-29.75%
047	Law enforcement training fund	89,484	29,000	20,000	9,000	98,484	10.06%
048	Judicial efficiency fund	149,253	21,500	19,829	1,671	150,924	1.12%
049	Court technology fund	76,159	145,500	147,000	(1,500)	74,659	-1.97%
064	Hotel and motel tax fund	6,376,781	1,470,000	937,763	532,237	6,909,018	8.35%
080	Preservation of vital statistics fund	75,196	5,900	21,000	(15,100)	60,096	-20.08%
081	1% public, ed and gov (peg) fund	1,037,026	260,000	364,000	(104,000)	933,026	-10.03%
200	Abandoned motor vehicle and pro	356,966	325,000	479,360	(154,360)	202,606	-43.24%
201	Sign removal fund	43,901	3,800	46,002	(42,202)	1,699	-96.13%
	Total special revenue funds	12,608,346	2,739,250	3,398,661	(659,411)	11,948,935	-5.23%
	<b>Total governmental funds</b>	<b>76,457,090</b>	<b>136,286,283</b>	<b>136,628,454</b>	<b>(342,171)</b>	<b>76,114,919</b>	<b>-0.45%</b>
<b>Proprietary Funds:</b>							
<b>Enterprise fund</b>							
003	Water and sewer fund	16,066,574	43,570,800	43,570,800	-	16,066,574	0.00%
<b>Internal service funds</b>							
002	Maintenance fund	3,550,331	15,724,509	18,569,140	(2,844,631)	705,700	-80.12%
067	Workers' compensation fund	2,982,874	1,092,000	885,095	206,905	3,189,779	6.94%
069	Health benefits fund	3,536,905	23,074,000	24,040,000	(966,000)	2,570,905	-27.31%
070	General liability insurance fund	6,945,421	2,740,000	1,865,000	875,000	7,820,421	12.60%
	Total internal service funds	17,015,531	42,630,509	45,359,235	(2,728,726)	14,286,805	-16.04%
	<b>Total proprietary funds</b>	<b>33,082,105</b>	<b>86,201,309</b>	<b>88,930,035</b>	<b>(2,728,726)</b>	<b>30,353,379</b>	<b>-8.25%</b>
<b>Component Units:</b>							
9950	Pasadena economic development	62,861,447	11,052,100	5,284,401	5,767,699	68,629,146	9.18%
210	Crime control district fund	5,565,848	10,710,000	11,184,321	(474,321)	5,091,527	-8.52%
	<b>Total component units</b>	<b>68,427,295</b>	<b>21,762,100</b>	<b>16,468,722</b>	<b>5,293,378</b>	<b>73,720,673</b>	<b>7.74%</b>
	<b>Total all funds</b>	<b>\$ 177,966,490</b>	<b>\$ 244,249,692</b>	<b>\$ 242,027,211</b>	<b>\$ 2,222,481</b>	<b>\$ 180,188,971</b>	<b>1.25%</b>

**SIGNIFICANT CHANGES IN FUND BALANCES**

The **Equity Sharing – Treasury Fund** balance is anticipated to decrease 23.85% in FY21 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 **Child Safety Fund** balance is anticipated to decrease by 21.18% in FY21 due to expenditures exceeding anticipated revenues. These expenditures will be monitored and evaluated for efficiency.

The **Equity Sharing – Justice Fund** balance is anticipated to decrease 13.98% in FY21 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 increase 59.17% in FY21 due to revenue exceeding personnel expenditures for FY21.

The **State Forfeited and Property Fund** balance is anticipated to decrease 29.75% in FY21 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 10% due to anticipated revenues being slightly higher than expenditures.

The **Preservation of Vital Statistics Fund** balance is anticipated to decrease by 20% in FY21 due to increasing expenditures due to expanding vital statistics capabilities and technologies.

The **PEG Fund** balance is anticipated to decrease 10% in FY21 due to planned one-time improvements to Pasadena Channel's facility.

The **Abandoned Motor Vehicle Fund** balance is anticipated to decrease by 43.24% in FY21. 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 96.13% in FY21 due to increasing expenditures while the City is dedicating more resources to removing bandit signs. This fund is anticipated to be nearly depleted and this program is currently being reevaluated.

The **Maintenance Fund** balance is anticipated to decrease 80.12% in FY21 due to expenditures exceeding revenues due to increasing materials and supplies costs and the investment in vehicle and capital equipment purchases.



The **Health Benefits Fund** balance is anticipated to decrease 27.31% in FY21 due to expenditures exceeding revenues and contributions. Expenditures are forecasted to increase due to high number of health insurance claims. This fund will be monitored to see if transfers are needed.

The **General Liability Insurance Fund** balance is anticipated to increase by 12.6% due to slightly higher revenue anticipated.

**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 2021 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. Practice conservative budget strategies city-wide due to the COVID-19 pandemic and the uncertainty of future revenue sources.
3. Prioritize employee compensation and benefits to attract and retain the best qualified applicants and employees to demonstrate the City's commitment to its workforce. The City is currently under contract with a consulting firm to evaluate current positions within the organization, make comparisons to other comparative entities, and make recommendations on pay structures and compensation.
4. Prioritize personnel efficiencies by eliminating vacant positions and monitoring and evaluating part-time employee utilization and convert to full-time if deemed necessary.
5. 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.
6. 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.
7. 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.
8. Provide transparency in all budget documents, proposals and activities to ensure public trust.



## **FY 2021 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.

The City is continuing to grow by attracting new industry and development and continues to position itself to increase attractiveness as a destination of choice for new businesses along with several existing company expansions planned. Companies have relocated to Pasadena due in part to 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.

The Houston area began seeing cases of COVID-19 in mid-March 2020. A disruption in economic activity was caused when the Governor responded to the pandemic with major changes on how businesses could conduct business activities. The Governor enacted legislation and the stay-at-home order forced restaurants to carry-out only, closed bars, and salons. Storefronts temporarily closed and gatherings were limited to 10 people or less. Public schools were forced to close for the remainder of the school year. Businesses deemed essential including grocery stores and building material stores stayed open and sales soared as customers stocked up on essential supplies. The Governor started to phase-in reopening the state's economy. Phase 1 began on May 1<sup>st</sup> and included the reopening of retail, restaurants, movie theaters, museums, libraries and malls at 25%. Long-term care facilities were closed to visitors. Places of worship remained opened.

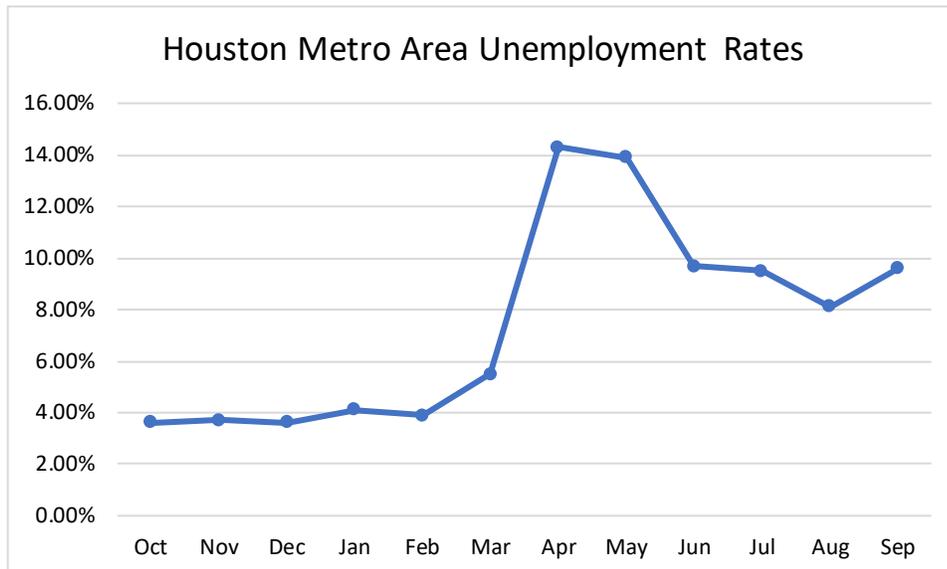


Phase 2 of reopening Texas began May 18<sup>th</sup> and allowed business such as retail and restaurants to run at 50% capacity, bars could operate at 25% capacity and other businesses including child-care facilities, bowling alleys, zoos, youth camps and waterparks could begin opening. Office buildings could reopen with up to 25% of their usual workforce.

On June 3<sup>rd</sup> Phase 3 allowed nearly all businesses to operate at 50% capacity. By June 12<sup>th</sup> restaurants were open at 75% capacity. On June 26<sup>th</sup> the Governor paused reopening and rolled back Phase 3. Restaurants returned to 50% capacity and bars were shut down. On June 30<sup>th</sup>, elective surgeries were halted in Harris County. A state-wide mask order was mandated July 2<sup>nd</sup>.

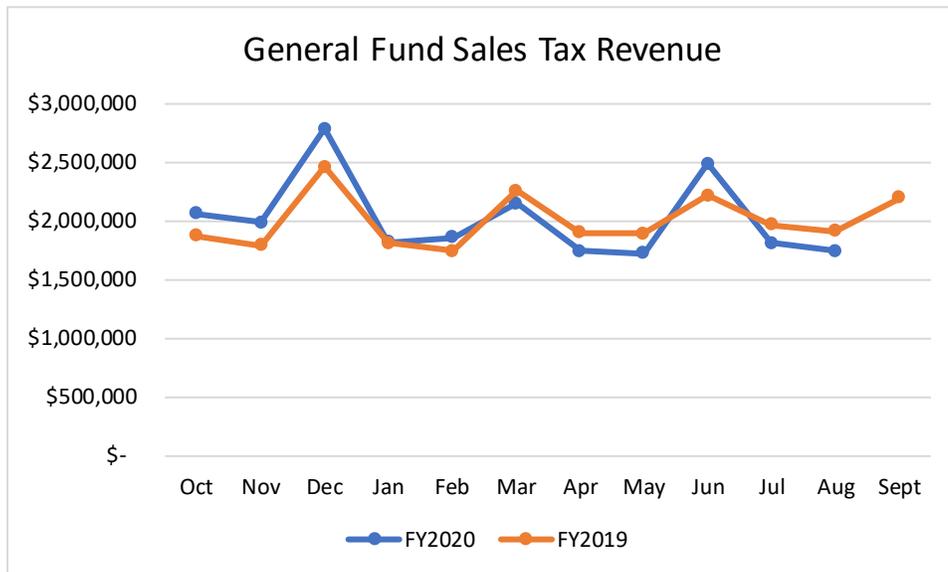
By September 13<sup>th</sup>, Houston-area COVID-19 hospitalizations fell below 15%, the first time since May 31<sup>st</sup>. On September 17<sup>th</sup>, the Governor announced the reopening of restaurants, gyms and nursing homes. Most businesses could now operate at 75% of their maximum capacity in regions where COVID-19 patients made up less than 15% of hospitals' total patient population. Hospitals could resume elective surgeries but bars would remain closed.

Significant indicators that impact the economic condition are the employment and unemployment statistics. In September 2020 the state's preliminary unemployment rate was at 8.3%, while the Houston metro area had an unemployment rate of 9.6%. COVID-19 has had a significant impact on the unemployment rate and it is unknown how long this trend will last and what other impacts this will have on other economic indicators.





COVID-19 business disruptions and high unemployment rates affect Pasadena’s sales tax collections. Before COVID-19, FY20 monthly sales tax collections were exceeding FY19 collections by 10%+ in the months October, November and December. January and February 2020 did not see much growth but still surpassed prior year figures. Once the pandemic hit in March 2020, sales tax revenue has been lower than anticipated every month. June is the only exception and we attribute the rise in sales tax collection due to the federal stimulus package passed by Congress for COVID-19 relief.



FY2021 projections for sales tax are uncertain and were conservatively budgeted at FY20 levels because of the uncertainty of how the pandemic will affect sales tax long-term. We are hopeful this is a temporary trend and sales tax figures will bounce back in the coming year. But due to the uncertainty, General Fund expenditures have been reduced slightly to be consistent with this trend.

How these trends impact the City is unknown at this time. These trends will be monitored closely as we go through the fiscal year. For now, the City will maintain steady service levels and will adapt as needed.

**FY 2021 ADOPTED BUDGET  
REVENUE SUMMARY**

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 levies 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 2021 ADOPTED BUDGET  
TOTAL REVENUES BY FUND**

FUND	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ESTIMATED	FY 2021 ADOPTED	Increase/(Decrease) Over 2020 Estimated	
					AMOUNT	PERCENT
General fund	\$113,745,864	\$129,818,046	\$122,309,695	\$121,492,084	\$ (817,611)	-0.67%
Debt service fund	10,141,149	12,382,123	12,049,175	12,054,949	5,774	0.05%
Water and sewer fund	44,996,234	46,651,732	45,361,216	43,570,800	(1,790,416)	-3.95%
Special revenue funds	4,638,481	4,367,534	2,788,123	2,739,250	(48,873)	-1.75%
Crime control district fund	11,164,783	11,843,310	10,580,000	10,710,000	130,000	1.23%
Pasadena economic dev	12,273,314	13,267,687	12,223,875	11,052,100	(1,171,775)	-9.59%
<b>Total revenues</b>	<b>\$196,959,825</b>	<b>\$218,330,432</b>	<b>\$205,312,084</b>	<b>\$201,619,183</b>	<b>\$(3,692,901)</b>	<b>-1.80%</b>

**FY 2021 ADOPTED BUDGET  
TOTAL REVENUE BY SOURCE (GOVERNMENTAL, WATER AND SEWER, PSCC, AND CCD FUNDS)**

REVENUE CATEGORY	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ESTIMATED	FY 2021 ADOPTED	Increase/(Decrease) Over 2020 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 50,169,950	\$ 56,308,920	\$ 57,044,690	\$ 57,059,422	14,732	0.03%
Sales taxes	45,415,998	47,776,932	42,300,000	42,450,000	150,000	0.35%
Industrial district	17,947,752	19,626,203	21,356,200	21,356,200	-	0.00%
Utility taxes	9,103,244	10,360,998	9,617,600	9,097,600	(520,000)	-5.41%
Other taxes	2,379,227	2,170,772	1,554,050	1,960,040	405,990	26.12%
Water and sewer	44,177,964	43,484,529	42,784,255	43,322,800	538,545	1.26%
Fees & permits	13,270,707	15,492,277	14,121,841	14,233,825	111,984	0.79%
Fines	4,715,725	5,037,628	5,183,500	5,156,000	(27,500)	-0.53%
Other	6,779,258	15,072,173	8,345,626	3,983,296	(4,362,330)	-52.27%
Other financing sources	3,000,000	3,000,000	3,004,322	3,000,000	(4,322)	-0.14%
<b>Total revenue by source</b>	<b>\$196,959,825</b>	<b>\$218,330,432</b>	<b>\$205,312,084</b>	<b>\$201,619,183</b>	<b>(3,692,901)</b>	<b>-1.80%</b>



## FY 2021 ADOPTED BUDGET REVENUE SUMMARY

### Property Taxes

Total property taxes (including penalties and interest) were budgeted at \$57,059,422 for FY21 with the intention of adopting the no-new-revenue rate but not having a certified tax-roll from the Harris County Appraisal District. The certified tax-rolls were received after the FY21 Budget was passed by City Council. The Budget will be amended to reflect an increase in property tax revenue by \$1,651,304. Property (ad valorem) taxes are assessed or levied on real and personal property as of January 1 of each year. City Council adopted a property tax rate of \$0.533677 per \$100 assessed value for the 2020 tax year; being lower than the 2019 property tax rate of \$0.570342 per \$100 assessed value.

The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.423310 or 79.32% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.110367 or 20.68% of the total rate) which is allocated to the debt service fund.

Fiscal Year	General Fund Rate	Debt Service Rate	Total Tax Rate
2015	\$ 0.4253	\$ 0.1515	\$ 0.5768
2016	\$ 0.4336	\$ 0.1417	\$ 0.5753
2017	\$ 0.4483	\$ 0.1276	\$ 0.5759
2018	\$ 0.4483	\$ 0.1270	\$ 0.5753
2019	\$ 0.4805	\$ 0.1349	\$ 0.6154
2020	\$ 0.4507	\$ 0.1196	\$ 0.5703
2021	\$ 0.4233	\$ 0.1103	\$ 0.5336

### 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 Economic Development 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. 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 (21%). Sales tax has been budgeted conservatively despite growth in prior years due to current trends and the uncertainty of the economy in the coming months.

**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 within City limits. These payments provide the fourth largest source of income for the City's operating budget (10.6%). 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 Industrial District includes properties along the Ship Channel and in the southern portion of the city east of Red Bluff Road, south of Fairmont Parkway and west of State Highway 146. Revenues have steadily grown in prior fiscal years. The FY21 Adopted Budget anticipates the same industrial revenue as FY20 as a conservative estimate due to the uncertainty of economic impacts from COVID-19.

**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 2021 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will decrease slightly in FY21.

**Water and Sewer**

FY21 water and sewer revenues for the City are budgeted at \$43.3 million, just slightly higher as compared to estimated revenues for FY20 of the amount of \$42.7 million. Adopted FY 2021 water revenues increase to \$22.5 million which is slightly higher than the 2020 projected amount of \$22.4 million. Sewer revenues are budgeted at \$15.275 million in FY 2021. This is a \$63,000 increase as compared to FY20 estimate of \$15.212 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. FY21 permit revenue is expected to increase by \$112,001.

**Fines**

Municipal Court fines have increased in prior fiscal years but are budgeted to have a decrease of \$27,500 in FY21 over FY20. This is a conservative estimate due to the uncertainty of fines being collected and if the Municipal Court will be able to remain open during the pandemic.

**Miscellaneous**

This category includes other revenues from investment income, property sales, and recovery of costs from grants and a variety of sources. The significant decline from FY20 to FY21 is due to less revenue being collected from the City of Houston for operating the Southeast Water Treatment Plant.

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

The priorities in the FY 2021 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 2021 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 Workers’ 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.

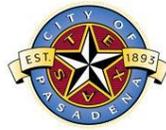
The City also has two component units: Pasadena Economic Development Corporation and the Crime Control and Prevention District whose revenues derive from one-half of one percent of sales and use tax revenue collected by the City.


**FY 2021 ADOPTED BUDGET  
CITYWIDE EXPENDITURES BY FUND**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>	<b>% OF TOTAL</b>
General fund	\$ 101,301,601	\$ 115,772,564	\$ 131,183,859	\$ 124,727,197	\$ 121,492,084	50.2%
Debt service fund	9,862,168	11,681,966	11,736,854	11,736,854	11,737,709	4.8%
Maintenance fund	16,469,674	17,964,296	21,911,059	20,044,244	18,569,140	7.7%
Workers' compensation fund	691,741	911,087	908,431	1,057,233	885,095	0.4%
Health benefits fund	19,940,922	23,918,218	24,040,000	23,198,987	24,040,000	9.9%
General liability insurance fund	1,717,009	1,897,938	1,865,000	1,980,000	1,865,000	0.8%
Water and sewer fund	39,618,933	49,368,528	54,753,404	53,215,017	43,570,800	18.0%
Special revenue funds	1,855,009	2,514,658	3,973,218	2,931,910	3,398,661	1.4%
Crime control district fund	11,448,252	11,160,338	11,435,245	12,927,369	11,184,321	4.6%
Pasadena economic dev corp	9,736,488	8,877,347	5,399,356	6,200,931	5,284,401	2.2%
<b>TOTAL</b>	<b>\$ 212,641,797</b>	<b>\$ 244,066,940</b>	<b>\$ 267,206,426</b>	<b>\$ 258,019,742</b>	<b>\$ 242,027,211</b>	<b>100.0%</b>

**FY 2021 ADOPTED BUDGET  
CITYWIDE EXPENDITURES BY CATEGORY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>	<b>% OF TOTAL</b>
Personnel Services	\$ 91,196,501	\$ 96,561,625	\$ 112,928,700	\$ 109,757,589	\$ 105,542,016	43.6%
Contractual Services	24,422,307	26,458,555	36,067,717	29,771,291	35,543,325	14.7%
Materials & Supplies	11,073,500	11,101,907	15,250,034	12,345,154	12,557,958	5.2%
Maintenance Charges	13,540,779	14,307,458	14,632,099	14,727,088	15,068,309	6.2%
Other Charges	5,611,276	6,099,656	7,774,943	6,202,434	5,431,732	2.2%
Intergovernmental	96,721	154,753	120,000	75,000	120,000	0.0%
Capital Outlay	14,691,180	22,922,908	21,950,966	27,203,778	11,664,365	4.8%
Other Uses	39,604,889	46,927,905	45,824,681	45,280,122	45,663,506	18.9%
Other Financing Uses	12,404,644	19,532,173	12,657,286	12,657,286	10,436,000	4.3%
<b>TOTAL</b>	<b>\$ 212,641,797</b>	<b>\$ 244,066,940</b>	<b>\$ 267,206,426</b>	<b>\$ 258,019,742</b>	<b>\$ 242,027,211</b>	<b>100%</b>



## **FY 2021 ADOPTED BUDGET EXPENDITURE SUMMARY**

### **Personnel Services**

Personnel services is the largest city-wide expenditure accounting for approximately 43.6% of all city expenditures. Below is a list of highlights for the FY21 Adopted Personnel Budget:

- An increase of \$84 per month per employee for health insurance costs is included in the FY 2021 Adopted Personnel Budget. This increase is a City expenditure and no increase to the employee.
- The FY 2021 General Fund personnel expenses decreased by \$6.3 million in comparison to the FY 2020 Amended Budget. Removing the COVID-19 expenditure budget from the FY 2020 Amended Budget, the FY 2021 Adopted Personnel Budget has increased by \$1.2 million which includes a 2% cost of living adjustment to begin in January for non-classified employees.

### Positions that Changed:

- Parks eliminated an Office Assistant I position and a Parks Worker I position to add a full-time Marketing Specialist in Parks & Rec Admin.
- City Controller's Office, City Secretary, Clean Streets, Animal Shelter, Wastewater Collection and Water Distribution each eliminated a part-time pool position.
- Community Relations moved a Digital Manager position to IT.
- Fire Fighting eliminated a Communications Admin position.
- Budget added a full-time FEMA/Grant Compliance Officer position.
- Police has a reduction of 8 positions: 5 positions were added for an academy in FY 2021 and there was a reduction of 13 officers from retirements and resignations in FY 2020.
- Clean Streets deleted a Street Cleaner II and a pool position to create a Street Cleaner III position.

### **Contractual Services**

City-wide contractual services are expected to decrease in FY21 due to the intent of reducing expenditures due to the COVID-19 pandemic and the uncertainty of future revenue sources. Contractual services account for 14.7% of the citywide expenditure budget.

### **Materials and Supplies**

The cost of material and supplies is anticipated to decrease in FY21 over FY20 budget due to the intent of reducing expenditures. Materials and supplies accounts for nearly 5.2% 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 6.2% 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 account for 92% of Other Charges. Other charges also consist 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 two years 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. FY21 Other Uses expenditures consists of debt and interest payments for the System Fund, Debt Service Fund, and Pasadena Economic Development Corporation. Other Uses also encompasses employee health insurance related expenditures.

**Other Financing Uses**

Other Financing Uses are predominantly interfund transfers (see page 63).



## 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 three benefit plan years, which coincides with the calendar year, will remain the same for the 2021 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund have not been budgeted for FY21 but will be evaluated throughout the fiscal year and may be necessary if medical claims are higher than projected.

### 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 2021 budget will transfer \$3 million as in FY20.

### 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 2019 THROUGH FISCAL YEAR 2021**

FUND/DEPARTMENT/DIVISION	FY 2019 AMENDED	FY 2020 AMENDED	FY 2021 ADOPTED
<b>GENERAL FUND PERSONNEL</b>			
City Council	8	8	8
Mayor	4	4	4
Budget and Financial Planning	5	4	5
Municipal Court	36	36	36
City Controller's Office	18	18	17
Purchasing	5	5	5
Legal	9	9	9
City Secretary	5	5	4
Human Resources	9	9	9
City Marshal	11	11	11
Community Relations	9	9	8
Mayor's Action Line	6	6	6
Planning	5	5	5
Economic Development	5	5	5
Neighborhood Network	5	5	5
Inspections/Permit	19	21	21
Property Development	3	4	4
Impound	6	6	6
Engineering	16	15	15
Sanitation	42	42	42
Street and Bridge	31	31	31
Traffic and Transportation	12	12	12
Emergency Preparedness	6	6	6
Fire Department	8	4	3
Fire Prevention	12	13	13
Code Enforcement	12	12	12
<i>Police Department :</i>			
Administration	44	42	41
Investigations	55	61	59
Operations	226	234	228
Support	68	66	67
<b>Police Department Subtotal</b>	<b>393</b>	<b>403</b>	<b>395</b>



FUND/DEPARTMENT/DIVISION	FY 2019 AMENDED	FY 2020 AMENDED	FY 2021 ADOPTED
Parks	40	40	38
Clean Streets	21	21	20
Recreation	34	37	38
Golf Course	10	9	9
Multi-Purpose Center	9	9	9
Convention Center	8	8	8
Senior Center	7	7	8
Museum	3	3	3
Health	15	16	16
Animal Control and Adoption	39	40	39
Library	43	43	43
<b>GENERAL FUND TOTAL</b>	<b>929</b>	<b>941</b>	<b>928</b>

<b>MAINTENANCE FUND</b>			
Information Services	14	14	15
Radio Services	1	1	1
Warehouse	3	3	3
Fleet	28	28	28
Building & Equipment Maintenance	6	6	6
Janitorial	15	15	15
Electrical	13	13	13
Mail Room	1	1	1
Landscaping & Beautification	11	11	11
<b>MAINTENANCE FUND TOTAL</b>	<b>92</b>	<b>92</b>	<b>93</b>

<b>SYSTEM FUND</b>			
Wastewater Rehabilitation	17	17	17
Wastewater Collections	28	28	27
Wastewater Maintenance	10	10	10
Water Distribution	28	28	27
Water Production	11	11	11
Water Billing	26	26	26
<b>SYSTEM FUND TOTAL</b>	<b>120</b>	<b>120</b>	<b>118</b>

<b>WORKER'S COMP FUND</b>			
Safety Coordinator	1	1	1
<b>WORKER'S COMP FUND TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>



<b>FUND/DEPARTMENT/DIVISION</b>	<b>FY 2019 AMENDED</b>	<b>FY 2020 AMENDED</b>	<b>FY 2021 ADOPTED</b>
<b>COURT SECURITY FUND</b>			
Municipal Court Security	1	1	1
<b>COURT SECURITY FUND TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>

<b>HOUSING FUND</b>			
Section 8/Housing Assistance	9	10	10
<b>HOUSING FUND TOTAL</b>	<b>9</b>	<b>10</b>	<b>10</b>

<b>HOUSING GRANTS</b>			
CDBG/Home Programs	6	6	6
<b>HOUSING GRANTS FUND TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>GRAND TOTAL</b>	<b>1,158</b>	<b>1,171</b>	<b>1,157</b>
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**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 2021 CAPITAL BUDGETED PROGRAMS**

<b>Program</b>	<b>Amount</b>	
Streets	\$	30,672,853
Public Safety	\$	6,850,000
Wastewater	\$	3,093,253
Water	\$	8,041,110
Municipal Facilities	\$	5,412,980
Drainage	\$	97,508,432
Parks	\$	3,325,852
Traffic	\$	2,145,841
<b>TOTAL</b>	<b>\$</b>	<b>157,050,321</b>



### Streets Program

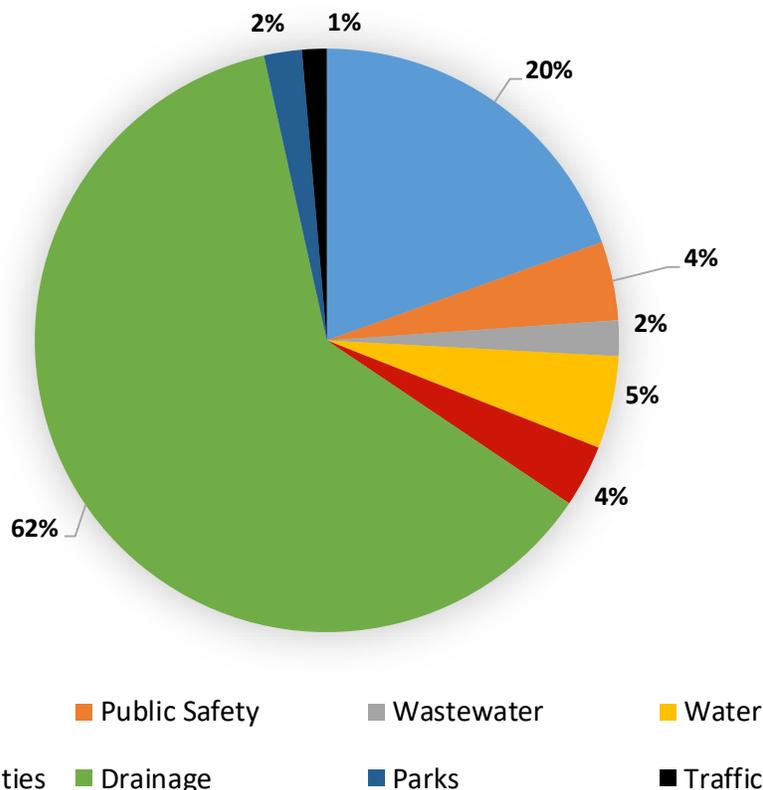
The CIP includes \$30.6 million for streets in FY 2021. Many street projects identified were not only included because of diminished road surface quality, but because of the need to replace water and sewer lines and/or address drainage issues. The Street Program includes collector streets, residential 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 \$97.5 million in funding for drainage projects for FY 2021. 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 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 HCFCD. FEMA is providing grant funds to complete \$67.9 million worth of drainage projects in FY21.

### Traffic Program

The Traffic Program includes \$2.1 million in the FY 2021 CIP. These projects include intersection redesign, continuation of upgrades to the City’s traffic signal system, and installation of a number of new traffic signals across the city.



**Public Safety**

The CIP includes \$6.8 million for the Police and Fire Departments for FY 2021. This will fund the construction of a property room for the Police Department and improvements to Fire Station #9.

**Municipal Facilities**

The Facilities Program includes \$5.4 million. Nearly \$4.5 million is budgeted for parking lot renovations at 1211 Southmore Ave and at the Convention Center. Nearly \$400,000 is budgeted for improvements at City Hall including HVAC and generator improvements.

**Park Improvements**

The Park Improvements Program includes \$3.2 million approved for FY 2021. 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 2021 includes \$8 million for various waterline improvements.

**Wastewater Improvements**

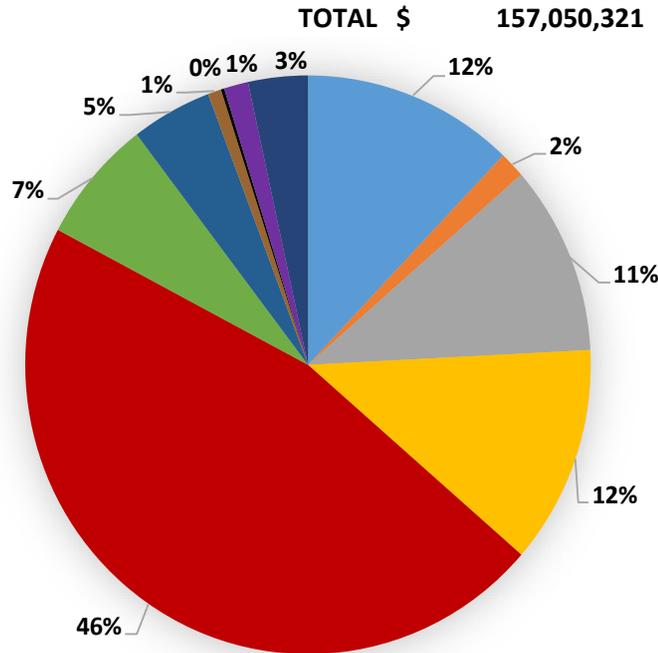
The Wastewater Program includes nearly \$3.1 million for FY 2021. These projects will include sanitary sewer line rehabilitations and the construction of lift stations and force mains.



**CIP FINANCING PLAN**

FY 2021 capital improvement expenditures will be funded with a combination of funding sources including the General Fund, System Fund, Certificates of Obligations, Community Development Block Grant (CDBG) and Community Development Block Grant – Disaster Recovery (CDBG-DR) grant funds, FEMA, the Pasadena Economic Development Corporation, Harris County, TXDOT, Hurricane Harvey Insurance Proceeds and Street and Drainage Bonds. The table and chart below provide a summary of funding sources for FY21 CIP expenditures.

<b>Funding Source</b>	<b>Amount</b>
General Fund	\$ 19,044,138
System Fund	\$ 2,300,000
Certificates of Obligation	\$ 16,635,375
CDBG/CDBG-DR	\$ 19,174,598
FEMA/TDEM	\$ 72,766,582
Pasadena Economic Development Corp.	\$ 10,866,628
Harris County/TXDOT	\$ 7,238,000
Hurricane Harvey Insurance Proceeds	\$ 1,200,000
Street/Drainage Bonds	\$ 300,000
Hotel-Motel Fund	\$ 2,175,000
TBD	\$ 5,350,000
<b>TOTAL</b>	<b>\$ 157,050,321</b>

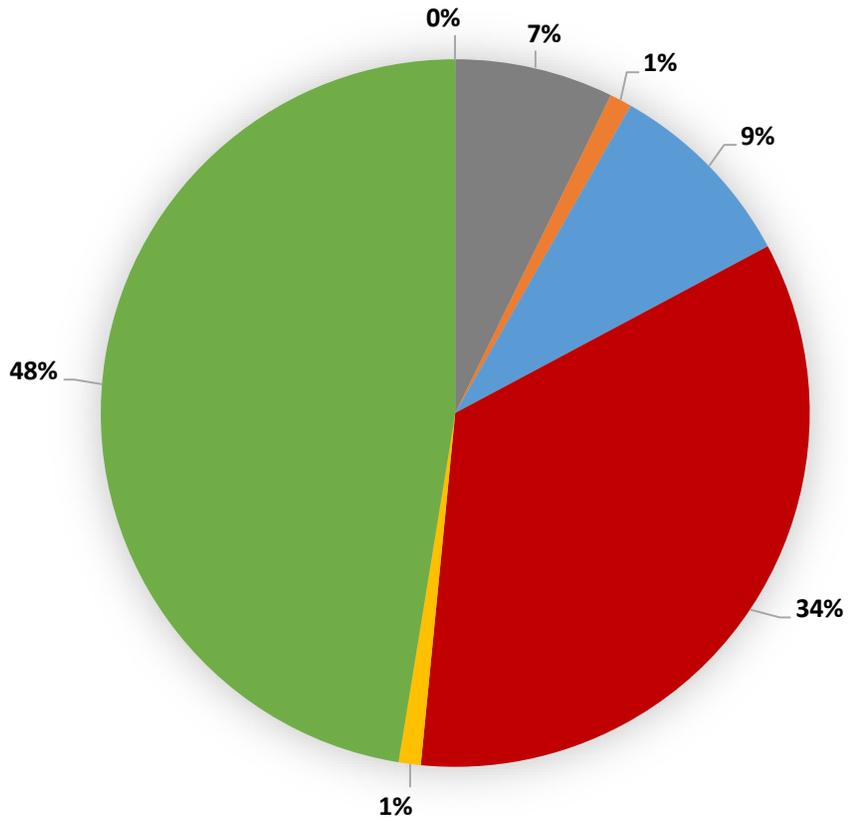


- General Fund
- System Fund
- Certificates of Obligation
- CDBG/CDBG-DR
- FEMA/TDEM
- PEDC
- Harris County/TXDOT
- Hurricane Harvey Insurance
- Street/Drainage Bonds
- Hotel-Motel Fund
- TBD

**Certificates of Obligation**

City Council authorized the issuance of certificates of obligation in the amount of \$37,000,000 in 2017 and \$36,000,000 in 2018. The projects listed below are to be funded in FY21 with remaining CO funds.

<b>Program</b>	<b>Project</b>	<b>Amount</b>
Streets	Wafer Street Phase II	\$ 500,000
Streets	Burke Rd Paving & Drainage Improvements	\$ 573,560
Drainage	Browning Subdivision Drainage Improvements	\$ 150,000
Parks	Burke-Crenshaw Restroom Renovation	\$ 200,000
Parks	Golf Course Roof Replacement	\$ 142,452
Parks	Golf Course Pavillion	\$ 385,000
Parks	Golf Course Maintenance Building	\$ 200,000
Parks	Golf Course Renovation	\$ 400,000
Facilities	1211 Southmore Ave Renovations	\$ 4,850,000
Facilities	City Hall AC Automation System	\$ 250,000
Public Safety	Fire Station #8	\$ 50,000
Public Safety	Fire Station #9	\$ 100,000
Water	Hwy 225 12" Waterline Phase II	\$ 1,661,110
Water	Spencer 12" Waterline Phase I	\$ 1,760,000
Water	Jenkins Rd Waterline Improvements	\$ 2,560,000
Water	Preston Rd 12" Waterline Phase II	\$ 1,060,000
Wastewater	Golden Acres 24" Force Main	\$ 1,500,000
Wastewater	Golden Acres WWTP Influent Lift Station	\$ 60,000
Wastewater	Golden Acres 24" Force Main Phase II	\$ 233,253
<b>Total Certificates of Obligation</b>		<b>\$ 16,635,375</b>



■ Streets ■ Drainage ■ Parks ■ Facilities ■ Public Safety ■ Water ■ Wastewater



**FY 2021 ADOPTED BUDGET  
GENERAL FUND SUMMARY**

**OVERVIEW**

The FY 2021 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$60.5 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 2021 ADOPTED BUDGET  
GENERAL FUND SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING FUND BALANCE</b>	<b>36,424,258</b>	<b>48,868,521</b>	<b>62,914,003</b>	<b>62,914,003</b>	<b>60,496,501</b>
REVENUES	113,745,864	129,818,046	123,358,746	122,309,695	121,492,084
EXPENDITURES	101,301,601	115,772,564	131,183,859	124,727,197	121,492,084
REVENUES OVER/(UNDER) EXPENDITURES	12,444,263	14,045,482	(7,825,113)	(2,417,502)	-
<b>ENDING FUND BALANCE</b>	<b>48,868,521</b>	<b>62,914,003</b>	<b>55,088,890</b>	<b>60,496,501</b>	<b>60,496,501</b>
<b>TWO MONTH RESERVE REQUIREMENT *</b>	<b>16,233,326</b>	<b>17,462,765</b>	<b>21,072,310</b>	<b>19,996,200</b>	<b>19,623,681</b>
<b>OVER/(UNDER) REQUIREMENT</b>	<b>32,635,195</b>	<b>45,451,238</b>	<b>34,016,580</b>	<b>40,500,301</b>	<b>40,872,820</b>

\* The reserve requirement is reduced by the interfund transfers and capital improvement projects amounts after the computation of the reserve requirement amount.



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**FY 2021 ADOPTED BUDGET  
GENERAL FUND REVENUE SUMMARY**

<b>REVENUE CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
General property taxes	\$ 40,058,984	\$ 44,006,886	\$ 45,010,568	\$ 45,045,515	\$ 45,044,473
Industrial district fees	17,947,752	19,626,203	19,403,000	21,356,200	21,356,200
Sales tax	22,899,751	24,068,010	23,000,000	21,000,000	21,000,000
Utility taxes	9,103,244	10,360,998	10,367,600	9,617,600	9,097,600
Mixed drink tax	344,747	342,933	340,000	300,000	300,000
Bingo tax	3	3	-	50	40
Business licenses and permits	2,417,312	3,128,833	2,260,700	2,066,750	2,067,250
Occupational licenses and permits	100,012	118,628	107,030	111,779	106,525
Non-business licenses and permits	71,934	71,186	70,000	64,500	65,000
Municipal court fines and fees	4,399,050	4,713,743	4,812,000	4,853,500	4,826,000
Solid waste collection	7,604,510	9,014,044	9,034,300	9,014,800	9,014,500
Health services	403,039	432,028	397,000	423,145	427,000
Library services	39,268	29,955	40,000	23,000	30,000
Property management	341,845	344,984	324,000	360,000	360,000
Recreation	220,711	211,815	186,550	125,050	125,050
Golf	575,310	580,145	557,000	585,000	585,000
Swimming pools	266,133	300,245	252,000	196,000	252,000
Tennis	8,974	7,804	10,000	8,000	10,000
Other centers	92,496	92,679	79,500	57,300	78,000
Civic center	345,741	389,099	288,000	315,000	338,000
Miscellaneous	780,182	767,542	769,000	768,500	772,500
Intergovernmental revenues	217,361	231,468	214,946	228,794	224,946
Sale of capital assets	3,957	3,001	40,000	10,000	10,000
Other revenues	1,435,557	6,037,710	1,289,230	1,273,290	1,101,000
Investment income	1,067,991	1,938,104	1,502,000	1,501,600	1,301,000
Insurance recovery	-	-	-	-	-
Interfund transfers	3,000,000	3,000,000	3,004,322	3,004,322	3,000,000
<b>TOTAL</b>	<b>\$ 113,745,864</b>	<b>\$ 129,818,046</b>	<b>\$ 123,358,746</b>	<b>\$ 122,309,695</b>	<b>\$ 121,492,084</b>



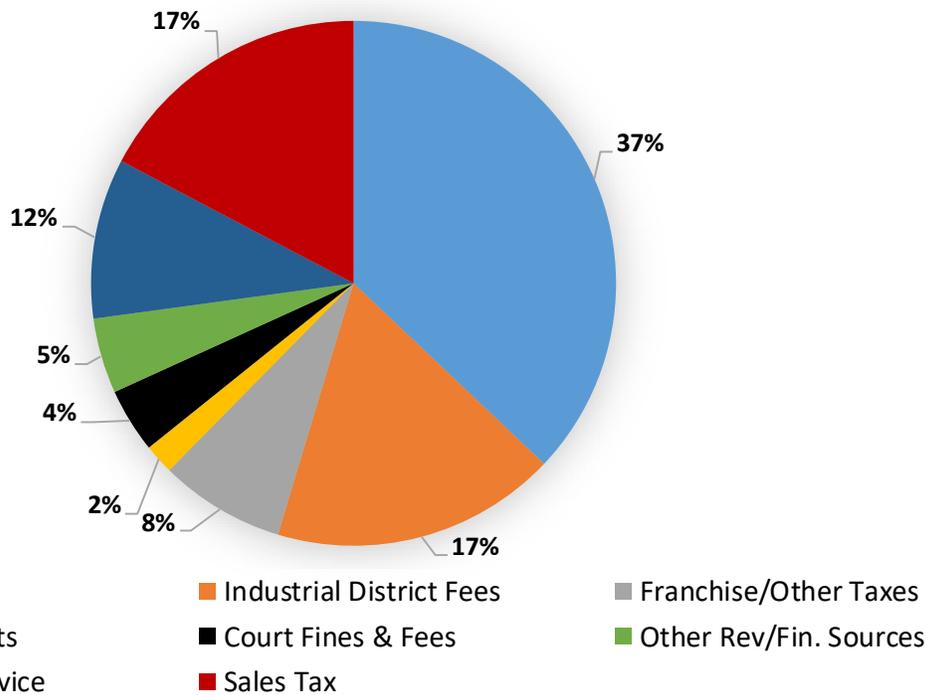
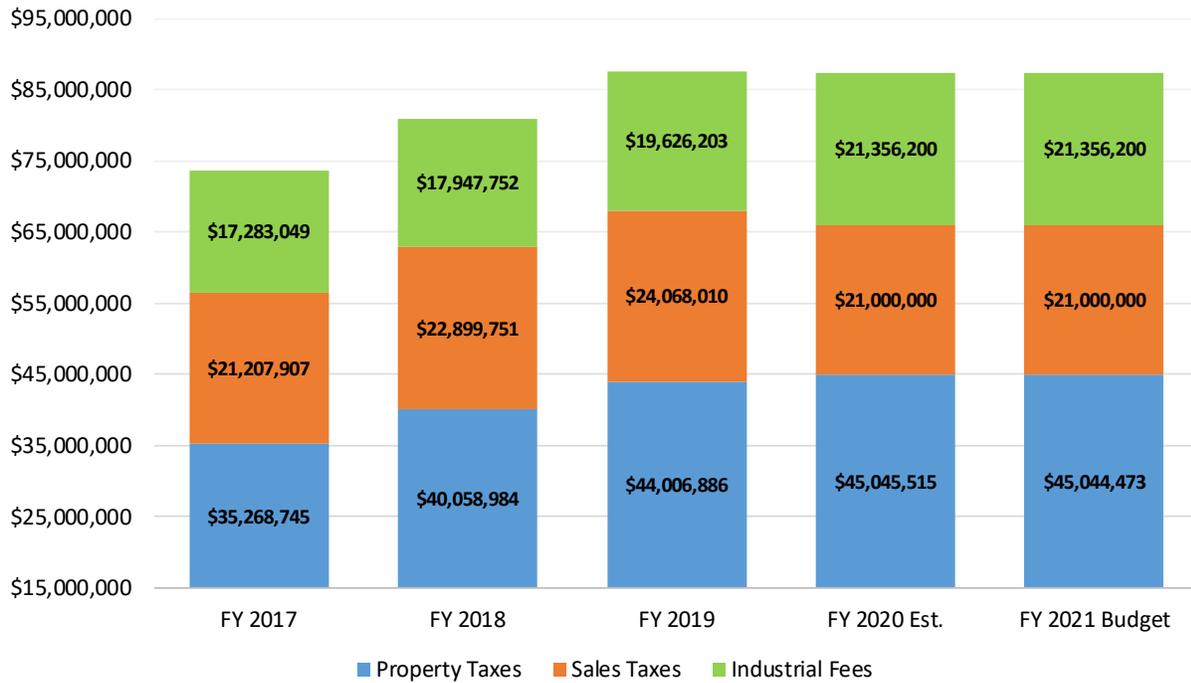
REVENUE CATEGORY	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>TAXES</b>					
<b>General property taxes</b>					
Ad valorem taxes	\$ 39,582,962	\$ 43,491,690	\$ 44,670,568	\$ 44,690,000	\$ 44,689,473
Penalty and interest	476,022	515,196	340,000	355,515	355,000
<b>General property taxes</b>	<b>40,058,984</b>	<b>44,006,886</b>	<b>45,010,568</b>	<b>45,045,515</b>	<b>45,044,473</b>
<b>Business taxes</b>					
<b>Industrial district fees</b>	<b>17,947,752</b>	<b>19,626,203</b>	<b>19,403,000</b>	<b>21,356,200</b>	<b>21,356,200</b>
<b>Sales tax</b>	<b>22,899,751</b>	<b>24,068,010</b>	<b>23,000,000</b>	<b>21,000,000</b>	<b>21,000,000</b>
<b>Utility taxes</b>					
Electric franchise	4,798,651	4,830,885	4,850,000	4,850,000	4,850,000
Gas franchise	710,533	705,977	710,000	670,000	650,000
Telecommunications franchise	1,341,708	1,321,064	1,300,000	1,300,000	1,300,000
Cable TV franchise	933,314	912,114	940,000	940,000	940,000
Commerical services	1,044,983	2,362,053	2,300,000	1,590,000	1,100,000
Other franchises	274,055	228,905	267,600	267,600	257,600
<b>Utility taxes</b>	<b>9,103,244</b>	<b>10,360,998</b>	<b>10,367,600</b>	<b>9,617,600</b>	<b>9,097,600</b>
<b>Other taxes</b>					
Mixed drink tax	344,747	342,933	340,000	300,000	300,000
Bingo tax	3	3	-	50	40
<b>Other taxes</b>	<b>344,750</b>	<b>342,936</b>	<b>340,000</b>	<b>300,050</b>	<b>300,040</b>
<b>Business taxes</b>	<b>50,295,497</b>	<b>54,398,147</b>	<b>53,110,600</b>	<b>52,273,850</b>	<b>51,753,840</b>
<b>TAXES TOTAL</b>	<b>90,354,481</b>	<b>98,405,033</b>	<b>98,121,168</b>	<b>97,319,365</b>	<b>96,798,313</b>
<b>LICENSES AND PERMITS</b>					
Business types	2,417,312	3,128,833	2,260,700	2,066,750	2,067,250
Occupational types	100,012	118,628	107,030	111,779	106,525
Non-business types	71,934	71,186	70,000	64,500	65,000
<b>LICENSES AND PERMITS TOTAL</b>	<b>2,589,258</b>	<b>3,318,647</b>	<b>2,437,730</b>	<b>2,243,029</b>	<b>2,238,775</b>
<b>MUNICIPAL COURT FINES AND FEES</b>					
Fines	2,715,132	2,961,976	3,112,000	3,153,500	3,126,000
Administrative fees	1,683,918	1,751,767	1,700,000	1,700,000	1,700,000
<b>MUNICIPAL COURT FINES TOTAL</b>	<b>4,399,050</b>	<b>4,713,743</b>	<b>4,812,000</b>	<b>4,853,500</b>	<b>4,826,000</b>



REVENUE CATEGORY	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>CHARGES FOR SERVICES</b>					
<b>Solid waste collection</b>	<b>7,604,510</b>	<b>9,014,044</b>	<b>9,034,300</b>	<b>9,014,800</b>	<b>9,014,500</b>
Health services	403,039	432,028	397,000	423,145	427,000
Library services	39,268	29,955	40,000	23,000	30,000
Property management	341,845	344,984	324,000	360,000	360,000
<b>Parks and recreation fees</b>					
Recreation	220,711	211,815	186,550	125,050	125,050
Golf	575,310	580,145	557,000	585,000	585,000
Swimming pools	266,133	300,245	252,000	196,000	252,000
Tennis	8,974	7,804	10,000	8,000	10,000
Other centers	92,496	92,679	79,500	57,300	78,000
<b>Parks and recreation fees subtotal</b>	<b>1,163,624</b>	<b>1,192,688</b>	<b>1,085,050</b>	<b>971,350</b>	<b>1,050,050</b>
Civic center	345,741	389,099	288,000	315,000	338,000
Miscellaneous	780,182	767,542	769,000	768,500	772,500
<b>CHARGES FOR SERVICES TOTAL</b>	<b>10,678,209</b>	<b>12,170,340</b>	<b>11,937,350</b>	<b>11,875,795</b>	<b>11,992,050</b>
<b>OTHER REVENUE</b>					
Intergovernmental revenues	217,361	231,468	214,946	228,794	224,946
Capital project services	-	-	-	-	-
Sale of capital assets	3,957	3,001	40,000	10,000	10,000
Other revenues	1,435,557	6,037,710	1,289,230	1,273,290	1,101,000
Investment income	1,067,991	1,938,104	1,502,000	1,501,600	1,301,000
<b>OTHER REVENUE TOTAL</b>	<b>2,724,866</b>	<b>8,210,283</b>	<b>3,046,176</b>	<b>3,013,684</b>	<b>2,636,946</b>
<b>OTHER FINANCING SOURCES</b>					
Insurance recovery	-	-	-	-	-
Interfund transfers	3,000,000	3,000,000	3,004,322	3,004,322	3,000,000
<b>OTHER FINANCING SOURCES TOTAL</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,004,322</b>	<b>3,004,322</b>	<b>3,000,000</b>
<b>TOTAL</b>	<b>\$ 113,745,864</b>	<b>\$ 129,818,046</b>	<b>\$ 123,358,746</b>	<b>\$ 122,309,695</b>	<b>\$ 121,492,084</b>



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

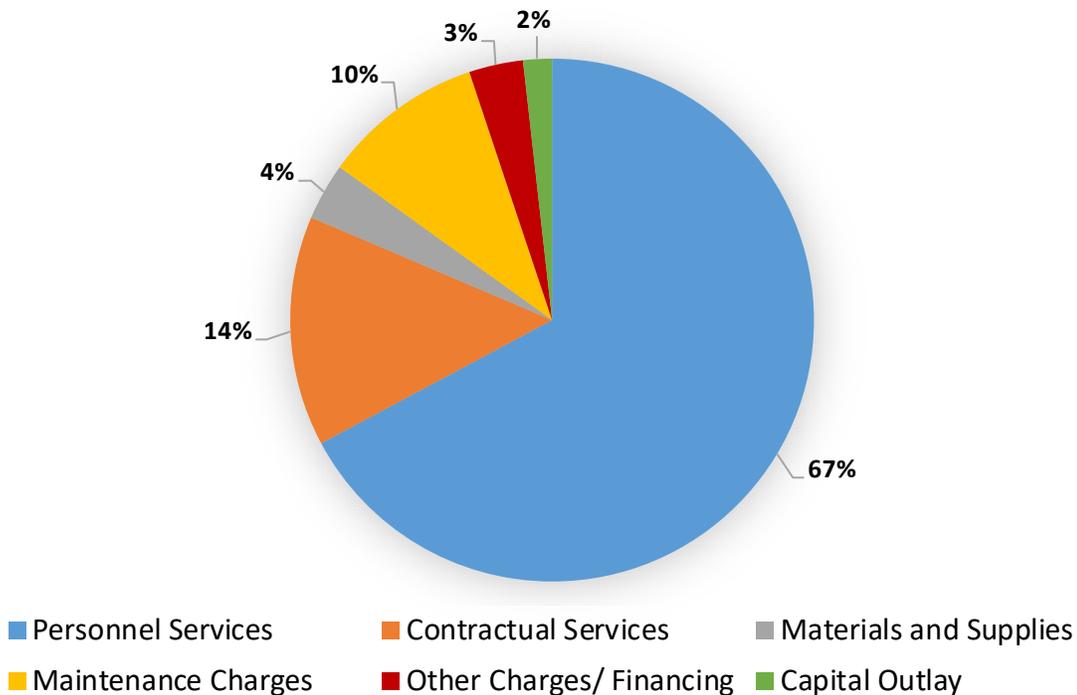




**FY 2021 ADOPTED BUDGET  
GENERAL FUND EXPENDITURE SUMMARY**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	68,812,853	75,061,324	87,921,320	85,597,009	81,627,545
Contractual services	13,003,077	13,976,132	17,665,760	15,718,686	17,291,713
Materials and supplies	4,015,061	3,430,642	4,830,621	3,867,224	4,278,837
Maintenance charges	10,583,317	11,341,034	11,735,936	11,807,803	12,077,217
Other charges	374,228	422,362	981,280	151,781	215,827
Other Uses	62,459	64,814	92,500	92,500	92,500
Other financing uses	3,901,644	10,995,977	4,750,000	4,750,000	3,750,000
Capital outlay	548,962	480,279	3,206,442	2,742,194	2,158,445
<b>TOTAL</b>	<b>101,301,601</b>	<b>115,772,564</b>	<b>131,183,859</b>	<b>124,727,197</b>	<b>121,492,084</b>

**FY2021 GENERAL FUND EXPENDITURES BY CATEGORY**





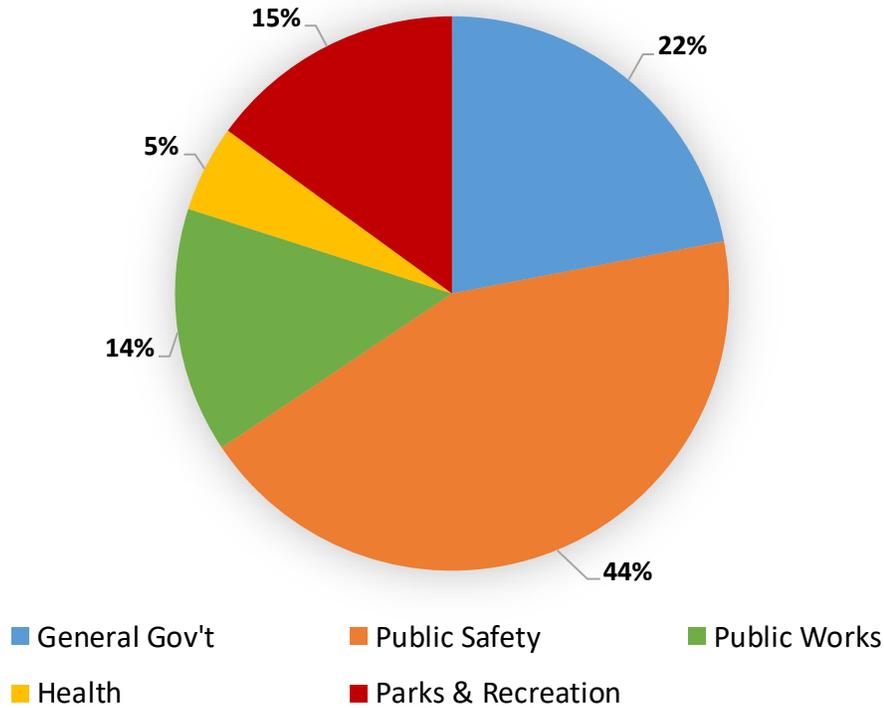
DEPT #	DEPARTMENT NAME	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>General Government</b>						
10100	City Council	183,275	190,060	231,475	213,668	231,998
10200	Mayor	629,208	618,947	709,702	685,936	680,520
10300	Budget and Financial Planning	427,371	418,519	629,028	603,302	721,503
10400	Municipal court	2,241,404	2,463,011	2,696,644	2,621,513	2,480,392
10500	City controller	1,963,251	2,074,975	2,433,320	2,298,664	2,337,174
10600	Tax	517,363	586,251	595,520	595,520	635,470
10700	Purchasing	509,096	523,700	565,882	546,685	555,169
10800	Legal	1,325,432	1,583,154	1,581,546	1,498,491	1,513,785
10900	City secretary	389,501	441,225	508,640	479,144	496,870
11000	Elections	67,210	63,342	5,650	650	75,540
11100	Human resources	764,478	926,598	1,164,419	1,218,920	1,039,558
11200	Civil service	40,555	54,642	58,400	54,100	57,220
11300	City marshal	1,153,315	1,304,535	1,436,134	1,422,687	1,397,126
11400	Community relations	1,134,533	1,239,946	1,343,646	1,272,303	1,209,930
11410	Pasadena action line	475,013	433,177	481,814	465,430	462,062
11500	Planning	540,192	610,254	811,126	809,872	653,231
11505	Economic development	475,393	563,349	646,524	626,939	653,725
11510	Neighborhood network	491,413	530,600	596,090	495,363	546,231
11600	Inspections	1,569,227	1,571,669	2,058,908	1,737,948	2,181,771
11700	Property management	1,391,279	861,947	2,081,550	1,853,064	1,491,066
11725	New city hall	590,484	904,626	874,458	634,864	931,824
11727	Facilities management	-	175,403	197,603	157,745	277,106
11740	Impound/storage	385,408	331,785	427,881	401,348	401,098
11800	Other charges	227,512	249,017	3,180,072	2,287,421	1,928,644
11801	Other charges\transfers out	3,901,644	10,995,977	4,750,000	4,750,000	3,750,000
00099	COVID-19 (FEMA)	-	-	118,518	118,518	-
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 21,393,557</b>	<b>\$ 29,716,709</b>	<b>\$ 30,184,550</b>	<b>\$ 27,850,095</b>	<b>\$ 26,709,013</b>
<b>Public Safety</b>						
13100	Emergency preparedness	961,926	942,034	1,163,828	1,239,017	1,039,793
13200	Fire fighting	3,166,250	3,103,393	5,019,558	4,574,601	3,324,038
13300	Fire prevention	1,584,240	1,794,764	1,868,833	1,782,110	1,774,346
13350	Code enforcement	661,070	740,767	827,741	815,398	818,504
13400	Police	37,858,977	43,041,535	49,529,232	48,928,938	46,061,927
<b>TOTAL PUBLIC SAFETY</b>		<b>\$ 44,232,463</b>	<b>\$ 49,622,493</b>	<b>\$ 58,409,192</b>	<b>\$ 57,340,064</b>	<b>\$ 53,018,608</b>



DEPT #	DEPARTMENT NAME	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Public Works</b>						
14100	Engineering	2,319,272	2,098,301	2,389,453	2,264,086	2,233,372
14200	Street lighting and signals	1,277,345	1,203,030	1,418,000	1,220,000	1,350,000
14300	Sanitation	7,601,084	8,006,256	8,898,791	8,636,759	8,979,039
14400	Street and drainage	2,713,033	2,919,126	3,301,308	3,148,087	3,038,382
14500	Traffic and transportation	1,626,076	1,431,621	1,919,471	1,805,890	1,788,754
<b>TOTAL PUBLIC WORKS</b>		<b>\$ 15,536,810</b>	<b>\$ 15,658,334</b>	<b>\$ 17,927,023</b>	<b>\$ 17,074,822</b>	<b>\$ 17,389,547</b>
<b>Health</b>						
16100	Health	1,741,694	1,898,226	2,748,935	2,654,787	2,633,523
16200	Animal rescue and assistance	2,801,295	3,064,185	3,635,385	3,390,005	3,513,891
<b>TOTAL HEALTH</b>		<b>\$ 4,542,989</b>	<b>\$ 4,962,411</b>	<b>\$ 6,384,320</b>	<b>\$ 6,044,792</b>	<b>\$ 6,147,414</b>
<b>Culture and Recreation</b>						
15100	Parks	3,608,948	3,532,900	4,695,926	3,873,055	4,742,273
15200	Recreation	3,400,077	3,548,209	4,258,435	3,850,317	4,057,594
15300	Clean streets	1,699,602	1,801,149	2,040,756	1,926,380	2,003,659
15400	Golf course	911,623	1,079,121	1,048,769	957,446	1,142,605
15500	Multi-purpose center	556,443	603,656	632,011	601,411	710,484
15600	Civic center	752,816	705,769	779,468	741,793	802,495
15700	Senior center-Madison Jobe	616,277	664,669	717,803	685,777	689,227
15700	Museums	24,552	106,854	155,842	147,527	163,470
17010	Library	4,025,444	3,770,290	3,949,764	3,633,718	3,915,695
<b>TOTAL CULTURE AND RECREATION</b>		<b>\$ 15,595,782</b>	<b>\$ 15,812,617</b>	<b>\$ 18,278,774</b>	<b>\$ 16,417,424</b>	<b>\$ 18,227,502</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 101,301,601</b>	<b>\$ 115,772,564</b>	<b>\$ 131,183,859</b>	<b>\$ 124,727,197</b>	<b>\$ 121,492,084</b>



General Fund expenditures are divided into five divisions: General Government, Public Safety, Public Works, Health, and Parks & 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 personnel position counts. The departments are organized by the aforementioned divisions.


**FY 2021 ADOPTED BUDGET  
GENERAL GOVERNMENT EXPENDITURE SUMMARY**

<b>BY CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	12,371,940	13,438,209	17,170,535	16,663,135	16,141,822
Contractual services	2,324,598	2,948,716	4,427,931	3,565,686	3,844,672
Materials and supplies	786,088	428,242	752,194	534,277	608,958
Maintenance charges	1,689,698	1,535,592	1,784,254	1,826,861	1,852,061
Capital outlay	230,084	274,568	391,136	391,136	365,000
Other uses	89,505	95,405	908,500	119,000	146,500
Other financing uses	3,901,644	10,995,977	4,750,000	4,750,000	3,750,000
<b>TOTAL</b>	<b>21,393,557</b>	<b>29,716,709</b>	<b>30,184,550</b>	<b>27,850,095</b>	<b>26,709,013</b>
<b>BY DEPARTMENT/DIVISION</b>					
City council	183,275	190,060	231,475	213,668	231,998
Mayor	629,208	618,947	709,702	685,936	680,520
Budget	427,371	418,519	629,028	603,302	721,503
Municipal court	2,241,404	2,463,011	2,696,644	2,621,513	2,480,392
Controller's office	1,963,251	2,074,975	2,433,320	2,298,664	2,337,174
Tax	517,363	586,251	595,520	595,520	635,470
Purchasing	509,096	523,700	565,882	546,685	555,169
Legal department	1,325,432	1,583,154	1,581,546	1,498,491	1,513,785
City secretary	389,501	441,225	508,640	479,144	496,870
Elections	67,210	63,342	5,650	650	75,540
Human resources	764,478	926,598	1,164,419	1,218,920	1,039,558
Civil service	40,555	54,642	58,400	54,100	57,220
City marshal	1,153,315	1,304,535	1,436,134	1,422,687	1,397,126
Communications	1,134,533	1,239,946	1,343,646	1,272,303	1,209,930
Pasadena action line	475,013	433,177	481,814	465,430	462,062
Planning department	540,192	610,254	811,126	809,872	653,231
Economic development li	475,393	563,349	646,524	626,939	653,725
Neighborhood network	491,413	530,600	596,090	495,363	546,231
Permit	1,569,227	1,571,669	2,058,908	1,737,948	2,181,771
Property management	1,391,279	861,947	2,081,550	1,853,064	1,491,066
New city hall	590,484	904,626	874,458	634,864	931,824
COVID-19	-	-	118,518	118,518	-
Landscpape/beautificati	-	175,403	197,603	157,745	277,106
Impounded vehicles	385,408	331,785	427,881	401,348	401,098
Other charges	4,129,156	11,244,994	7,930,072	7,037,421	5,678,644
<b>TOTAL</b>	<b>21,393,557</b>	<b>29,716,709</b>	<b>30,184,550</b>	<b>27,850,095</b>	<b>26,709,013</b>



## **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 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	106,420	109,576	105,237	104,080	105,048
Contractual services	30,049	27,500	53,900	43,800	53,050
Materials and supplies	5,686	7,205	15,750	9,200	15,350
Maintenance charges	41,120	45,779	56,588	56,588	58,550
<b>TOTAL</b>	<b>183,275</b>	<b>190,060</b>	<b>231,475</b>	<b>213,668</b>	<b>231,998</b>

**CITY COUNCIL STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
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
	<b>TOTAL:</b>	<b>8</b>	<b>8</b>	<b>8</b>



## **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.

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	527,602	549,648	612,927	599,072	581,761
Contractual services	23,243	19,393	27,171	21,160	27,210
Materials and supplies	5,425	3,692	9,800	5,900	9,604
Maintenance charges	72,938	46,214	59,804	59,804	61,945
<b>TOTAL</b>	<b>629,208</b>	<b>618,947</b>	<b>709,702</b>	<b>685,936</b>	<b>680,520</b>

**MAYOR'S OFFICE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1060	Administrative Aide	1	1	1
1412	Chief of Staff	1	1	1
2340	Mayor	1	1	1
2440	Office Assistant II	1	1	1
	<b>TOTAL:</b>	<b>4</b>	<b>4</b>	<b>4</b>



## **GENERAL GOVERNMENT BUDGET AND FINANCIAL PLANNING**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Adopted the annual operating and capital budgets.
- Assisted departments with development of key performance metrics.
- Improved the budget process by standardization.
- Received GFOA's Budget Presentation Award

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

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



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	385,597	392,310	562,060	562,120	656,324
Contractual services	23,430	12,742	42,591	19,805	40,510
Materials and supplies	843	646	7,200	4,200	7,030
Maintenance charges	17,501	12,821	17,177	17,177	17,639
<b>TOTAL</b>	<b>427,371</b>	<b>418,519</b>	<b>629,028</b>	<b>603,302</b>	<b>721,503</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Department expenditures as a % of city expenses	0.20%	0.17%	0.23%	0.30%
General fund actual revenue as a % of budget	105.14%	111.64%	96.83%	100.00%
General fund actual expenditures as a % of budget	93.79%	99.58%	103.76%	100.00%

**BUDGET AND FINANCIAL PLANNING STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1325	Budget Administrator	1	1	1
1515	Compliance Officer	0	0	1
1720	Director of Financial Planning	1	1	1
1950	Performance Analyst	1	0	0
2380	Management Analyst III	0	2	2
2382	Sr Mgmt. Analyst	1	0	0
8888	PT-Pooled	1	0	0
	<b>TOTAL:</b>	<b>5</b>	<b>4</b>	<b>5</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Began construction of new Municipal Court building
- Began migration of new software

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Complete and move in to the new Municipal Court building
- Implement the new software upgrade – Tyler Technology



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,818,585	2,039,903	2,060,189	2,149,358	2,014,244
Contractual services	88,950	133,171	324,500	181,200	168,000
Materials and supplies	48,687	63,800	80,100	59,100	57,360
Maintenance charges	285,182	226,137	231,855	231,855	240,788
<b>TOTAL</b>	<b>2,241,404</b>	<b>2,463,011</b>	<b>2,696,644</b>	<b>2,621,513</b>	<b>2,480,392</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of cases filed per fiscal year	58,596	62,350	53,413	53,413
Warrants Issued: Capias/Warrants	11,724	19,540	10,653	10,653
Number of traffic cases	52,801	54,523	44,442	4,442
Annual Gross Revenue	\$7,384,913	\$7,749,164	\$6,297,868	\$6,297,868
Number of cases on appearance dockets	66,077	80,091	84,224	84,224
Number of cases on motion dockets	19,037	21,110	17,985	17,985

**MUNICIPAL COURT STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1140	Associate Judge	7	7	7
1495	Collections Coordinator	1	1	1
1610	Court Clerk	1	1	1
1660	Deputy Clerk I	14	14	14
1670	Deputy Clerk II	7	7	7
2065	Juvenile Case Manager	1	1	1
2395	Municipal Court Coordinator	2	2	2
2400	Municipal Court Judge	1	1	1
2731	PT Deputy Clerk I	0	1	1
2855	PT Office Assistant	1	0	0
2844	PT Pooled	1	1	1
<b>TOTAL:</b>		<b>36</b>	<b>36</b>	<b>36</b>



## **GENERAL GOVERNMENT CITY CONTROLLER'S OFFICE**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- 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 26th consecutive year.
- Maximized the use of financial resources by creating a more efficient system to facilitate the transactions involving the collection, disbursement, and reporting of the City funds and maintained an efficient system of billing and collecting of City funds.
- Met changing professional standards to receive the Governmental Finance Officers Association award for the Comprehensive Annual Financial Report (CAFR).
- Monitored Federal and State regulations to ensure compliance.
- Assisted in the Finance Plus and Community Plus software upgrade.
- Implemented payment methods with Paymentus to have a consistent collection of credit card receipts for all City departments including online quick pay, pay-by-email, IVR payments autopay, pay-by-text, mobile and Kiosk.
- Maintained complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Harvey and Covid-19 Emergency.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- 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 27th 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.
- Complete City-wide implementation of payment methods with Paymentus to have a consistent collection of credit card receipts for all City departments including online quick pay, pay-by-email, IVR payments autopay, pay-by-text, mobile and Kiosk.
- Complete the Finance Plus and Community Plus software upgrade.
- Continue to maintain complete documentation on reports for insurance and FEMA for recovering City assets from Covid-19 Emergency.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,741,438	1,859,946	2,106,889	1,988,848	2,013,125
Contractual services	108,477	109,388	200,300	195,160	196,310
Materials and supplies	38,251	29,356	46,075	34,600	45,154
Maintenance charges	75,085	76,285	80,056	80,056	82,585
<b>TOTAL</b>	<b>1,963,251</b>	<b>2,074,975</b>	<b>2,433,320</b>	<b>2,298,664</b>	<b>2,337,174</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of years received the GFOA award	24	25	26	27
CAFR awarded "clean Opinion"	Yes	Yes	Yes	Yes
Number of grants	46	42	30	33
Grants annual expenditures	\$ 12,375,028	\$ 20,414,654	\$ 12,500,000	\$ 12,500,000

**CITY CONTROLLER'S OFFICE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1011	Accounts Payable Manager	1	1	1
1012	Acct Payable Asst	2	2	2
1030	Accountant III	2	2	2
1031	Accountant IV	3	3	3
1042	Sr. Accounting Assistant	1	1	1
1043	Central Cashier	1	1	1
1045	Assistant Central Cashier	1	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	0
3200	Financial Report Lead	1	1	1
	<b>TOTAL:</b>	<b>18</b>	<b>18</b>	<b>17</b>



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**GENERAL GOVERNMENT  
TAX****FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	517,363	586,251	595,500	595,500	635,450
Materials and supplies	-	-	20	20	20
<b>TOTAL</b>	<b>517,363</b>	<b>586,251</b>	<b>595,520</b>	<b>595,520</b>	<b>635,470</b>



## **GENERAL GOVERNMENT PURCHASING**

### **MISSION STATEMENT**

The mission of the Purchasing Department is to facilitate the procurement of goods and services in an open, fair, transparent, economically competitive, and respectful process, thereby enabling City departments to perform their duties more efficiently and maximizing tax payers' dollars.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Solicited bids, proposals, and utilized co-operative purchasing resulting in over 60 new and renewed contracts
- Continued to administer travel, ProCard, and cellular phone programs

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- 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 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	452,149	465,853	499,622	484,845	488,132
Contractual services	13,470	13,482	14,313	11,043	14,033
Materials and supplies	4,111	6,790	7,570	6,420	7,385
Maintenance charges	39,366	37,575	44,377	44,377	45,619
<b>TOTAL</b>	<b>509,096</b>	<b>523,700</b>	<b>565,882</b>	<b>546,685</b>	<b>555,169</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Total Purchase Orders Processed	3,505	3,690	3,315	3,500
Total Value of Purchase Orders	\$32,400,837	\$34,184,443	\$34,175,000	\$33,491,500
Total Procurement Card Purchases	\$1,819,434	\$2,281,375	\$1,385,576	\$1,500,000

**PURCHASING STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1355	Buyer III	2	2	2
2440	Office Asst II	1	1	1
2995	Purchasing Coord	1	1	1
3000	Purchasing Manager	1	1	1
	<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>



## **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 & 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 preparation & planning, capital improvement projects, and the handling of claims & recoveries that affect the City. Additionally, we have full time attorneys who are responsible for the prosecution of all misdemeanor offenses that are brought before the City's Municipal Court.

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Support citizens by providing assistance and representation related to residential deed restrictions and code enforcement concerns.
- Support City departments in matters related to open records requests, emergency disaster preparation, plans, and response, legal analysis and guidance on matters including capital improvement projects, property management, real estate, eminent domain, and recovery of monies owed to City for property damage, fees and other debts, attendance at City Council meetings and advice to all departments concerning ordinances and resolutions presented for City Council agenda.
- Legal research, preparation, and representation in pretrial, trial, and appellate matters before Federal, State and Local courts, administrative agencies, and various commissions and other bodies on matters including TCEQ, EPA, FCC, Civil Service, Building and Standards, Planning, and Human Resources.
- Monitor and evaluate legislation that may affect the City, and maintain active membership in State and Local Bar Associations, Texas Municipal League, International Municipal Law Association, Texas City Attorneys' Association, and other organizations to keep abreast of such matters.

#### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continued representation of the City in legal and administrative matters, and in implementation of city policies and programs that benefit the City and its citizens.
- Implement appropriate file maintenance and management system to allow for records retention in an easily accessible and efficient manner.
- Evaluate and assist Code Enforcement division with neighborhood protection and integrity issues.
- Facilitate improved City contract administration.
- Continue legal education for attorneys to keep abreast of current law(s) related to municipal legal practices and to enhance representation and counsel in those matters described in 'Achievements for Fiscal Year 2020'.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	941,482	1,124,646	1,251,679	1,180,524	1,187,555
Contractual services	61,845	98,123	221,075	213,275	216,685
Materials and supplies	31,030	31,573	38,800	34,700	38,000
Maintenance charges	60,991	64,542	69,992	69,992	71,545
Other charges	230,084	264,270	-	-	-
<b>TOTAL</b>	<b>1,325,432</b>	<b>1,583,154</b>	<b>1,581,546</b>	<b>1,498,491</b>	<b>1,513,785</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Ordinances	190	219	225	240
Resolutions	130	194	200	210
Non-jury cases handled	49,248	51,476	37,942	37,942
Non-jury trials	109	68	53	53
Jury Trails	15	6	2	2

**LEGAL STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	3	3	3
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	2
	<b>TOTAL:</b>	<b>9</b>	<b>9</b>	<b>9</b>



## **GENERAL GOVERNMENT CITY SECRETARY**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Reviewed all files maintained in City Secretary's Office and purged those documents no longer required by the Texas State Library and Archives Commission or any state law to be retained.
- Categorized correspondence and documents from MuniCode and City Departments relating to the recodification of City's Code of Ordinances and presented them to the Legal Department for review and follow-up for the final phase of City's recodification project.
- Implemented a new procedure in City Secretary's Office for electronic signatures on City contracts and agreements.
- City Staff attended training class on Public Information Act.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Prepare for and conduct the 2021 General Election for election of Mayor and eight Council positions, in conjunction with Harris County.
- Complete final phase of recodification of City's Code of Ordinances consisting of working in conjunction with the Legal Department and MuniCode in order that the newly revised Code of Ordinances for the City can be adopted for printing and distribution.
- Schedule and conduct 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.
- Work in conjunction with company to transfer minutes from 2009 to current year onto preservation paper designed for archival documents followed by transfer of those minutes into leather binders.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE BUDGET**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	319,830	372,211	403,126	389,230	391,904
Contractual services	22,174	25,180	46,000	30,400	44,094
Materials and supplies	3,144	3,740	7,500	7,500	7,345
Maintenance charges	44,353	40,094	52,014	52,014	53,527
<b>TOTAL</b>	<b>389,501</b>	<b>441,225</b>	<b>508,640</b>	<b>479,144</b>	<b>496,870</b>

**PERFORMANCE INDICATORS**

Council Meetings	28	Agendas	28	Minutes	28	Workshops & Agendas	5
Public Information Requests	994	Process Subpoenas	6	Records Management Shred Boxes	525 BX	Scanned Ordinances, Resolutions, Minutes	O 211 R 178 M 28
Process City Contracts	293	Process Release of Liens	301	Publications	51	Public Notices	187
Process Claims	56	Bid Openings	24	Process Liquor License Applications	30	Lawsuits	22
Route and Process Ords & Resos following adoption by Council	389	Notarize Documents	105	Franchise Publications and Process Reimbursement Fees for the City	16	Create Agenda Lists & Distribute to Departments	28
Microfilm Requests	3	Seminars	1	Process Bills & CPRs for <i>The Houston Chronicle</i>	27	Process Bills & CPRs for the <i>Daily Court Review</i>	16

**CITY SECRETARY STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1070	Admin Asst	1	1	1
1460	City Secretary	1	1	1
2655	PT Pooled City Secretary	1	1	0
3280	Sr City Secretary Assistant	2	2	2
	<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>4</b>





**GENERAL GOVERNMENT  
CITY SECRETARY  
ELECTIONS**

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	67,210	62,846	3,700	250	73,625
Materials and supplies	-	496	1,950	400	1,915
<b>TOTAL</b>	<b>67,210</b>	<b>63,342</b>	<b>5,650</b>	<b>650</b>	<b>75,540</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Audited the Employee Handbook and later adopted a complete and accurate version
- Initiated City's first compensation study in years
- Initiated City's first dependent audit in years
- Completed the City's first pharmacy benefit management audit in years reducing costs
- Did not increase active employee and pre-65 retiree medical insurance rates
- Revamped employee open enrollment event and had a record turnout
- Implemented the Families First Coronavirus Response Act leave requirements

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Update the Employee Handbook to implement best practices
- Keep costs low on active employee and pre-65 retiree rates
- Complete compensation study and address findings
- Finish the dependent audit to ensure accuracy of member eligibility



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	603,362	748,138	896,931	967,365	828,412
Contractual services	38,179	52,892	123,390	110,900	65,975
Materials and supplies	37,504	49,803	59,400	55,050	58,205
Maintenance charges	85,433	75,765	84,698	85,605	86,966
<b>TOTAL</b>	<b>764,478</b>	<b>926,598</b>	<b>1,164,419</b>	<b>1,218,920</b>	<b>1,039,558</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Experience Modification Rate (EMR)	0.31	0.42	0.45	0.45
City employee turnover rate	9.42%	10.58%	7.97%	8.00%
Average number of applicants per job posting	246.74	92.55	106.56	100.00

**HUMAN RESOURCES STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1222	Assistant HR Director	1	1	1
1263	Benefits Specialist	1	1	1
1989	HR Generalist	2	2	2
2000	HR Assistant II	1	1	1
2001	PT Pooled HR	1	1	1
2005	Insurance Coordinator	1	1	1
2010	HR Director	1	1	1
3267	Sr. Admin Asst	1	0	0
3370	Sr Office Asst	0	1	1
	<b>TOTAL:</b>	<b>9</b>	<b>9</b>	<b>9</b>



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**GENERAL GOVERNMENT  
CIVIL SERVICE****FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	33,245	54,102	54,400	52,650	53,300
Materials and supplies	7,310	540	4,000	1,450	3,920
<b>TOTAL</b>	<b>40,555</b>	<b>54,642</b>	<b>58,400</b>	<b>54,100</b>	<b>57,220</b>



## **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. The safety and protection of all who work and attend 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 Commander.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Continued support for Municipal Court Security.
- Adaptation for Special Operations (Requested Patrol during the Pandemic).
- Park Patrol Operations on A.T.V.

### **PRIORITIES, GOALS AND OBJECTIVES FOR 2021**

- Execute Municipal Warrants issued by the City of Pasadena Municipal Court.
- Transport individuals in custody, while providing a safe, secure environment for all individuals, utilizing professionalism and respect.
- Utilization of License Plate Readers for Deputy Marshal Vehicles.
- Training for advancement of Deputy Marshal's.
- Training for advanced ATV patrol procedures, search and rescue techniques.
- Weapons training both lethal and non-lethal.
- Expand the Community Park Program by assisting Community Services with their operations.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	957,885	1,096,881	1,206,055	1,216,753	1,163,994
Contractual services	14,601	19,612	18,125	14,250	18,070
Materials and supplies	34,828	29,663	50,726	30,456	49,695
Maintenance charges	146,001	158,379	161,228	161,228	165,367
<b>TOTAL</b>	<b>1,153,315</b>	<b>1,304,535</b>	<b>1,436,134</b>	<b>1,422,687</b>	<b>1,397,126</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Warrants issued	11,719	15,653	21,306	23,436
Warrants served per marshal	12,063	8,296	16,590	18,285
Arrests	12,063	8,296	16,590	18,285
Arrests made per marshal	1,507	1,521	2,079	2,285

**CITY MARSHAL STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1390	Chief City Marshal	1	1	1
1450	City Marshal	7	7	7
1453	Lt City Marshal	1	1	1
1455	Sgt City Marshal	1	1	1
2653	PT Pooled City Marshal	1	1	1
	<b>TOTAL:</b>	<b>11</b>	<b>11</b>	<b>11</b>

**MUNICIPAL COURT SECURITY STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1450	City Marshal	1	1	1
	<b>TOTAL:</b>	<b>1</b>	<b>1</b>	<b>1</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Continuous, timely crisis communications throughout pandemic.
- Annual Fill the Bus Event, resulting in record-setting monetary donations.
- New collaborations with Spanish language media teams for bilingual outreach involving U.S. Census and COVID-19 messaging on social media and The Pasadena Channel.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Launch of City of Pasadena mobile app.
- Successful implementation of 4K multicamera system for large-scale City events and in-studio programming.
- Online payment capabilities for Water, Permits, Courts and Parks & Recreation Departments.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	893,418	951,399	1,018,609	985,131	885,354
Contractual services	95,022	120,336	133,525	114,460	130,265
Materials and supplies	34,486	21,255	51,400	32,600	49,970
Maintenance charges	111,607	146,956	140,112	140,112	144,341
<b>TOTAL</b>	<b>1,134,533</b>	<b>1,239,946</b>	<b>1,343,646</b>	<b>1,272,303</b>	<b>1,209,930</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of social media subscribers	63,118	67,000	145,201	150,000
Online (social media & web) views & impressions	3,030,691	3,050,000	4,125,000	4,175,000
Pasadena Channel on-line views	157,939	165,000	184,293	200,000
Volunteer Pasadena Number of hours	65,000	70,000	25,000	70,000

**COMMUNITY RELATIONS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1303	Broadcast Engineer	1	1	1
1500	Comm Info Manager	1	1	1
1701	Director of Community Relations	1	1	1
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	1	1	0
	<b>TOTAL:</b>	<b>9</b>	<b>9</b>	<b>8</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Processed and responded to approximately 14,016 citizen requests, achieving closure on approximately 21,052
- Monitored call takers' service level to increase customer service and satisfaction levels.
- Publicized and promoted the Action Line in an effort to increase citizens' knowledge of and access to city services

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- 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 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	414,561	410,537	453,022	439,288	432,675
Contractual services	689	801	2,050	1,400	1,975
Materials and supplies	3,291	439	4,500	2,500	4,425
Maintenance charges	56,472	21,400	22,242	22,242	22,987
<b>TOTAL</b>	<b>475,013</b>	<b>433,177</b>	<b>481,814</b>	<b>465,430</b>	<b>462,062</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of Service Requests	18,916	21,052	14,016	14,000

**MAYOR'S ACTION LINE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1357	Call Center Manager	1	1	1
1358	Asst Call Center Supr	0	1	1
1632	Customer Service Asst I	5	4	4
	<b>TOTAL:</b>	<b>6</b>	<b>6</b>	<b>6</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Reviewed approximately 200 commercial site plans representing over \$130 million in new investment.
- Provided over twenty-five (25) pre-development meetings.
- Administered nine (9) Planning and Zoning Commission meetings. Presented approximately seventeen (17) department reports to Commission.
- Provided orientation to one new Planning Commissioner.
- Completed forty-five (45) Public Information Requests.
- With other City Departments, implemented significant changes in the commercial permit review process with the inclusion of a Site Plan Review.
- Continued two planning studies: Pasadena Livable Centers and Pasadena Strategic Plan.
- Completed updates for Chapter 28 of the Code of Ordinances to comply Texas House Bill 3167 enacted in 2019.
- Supported the City's Complete Count Committee through the 2020 Decennial Census.
- Continued to support the City's online GIS map.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue the Pasadena Strategic Plan.
- Complete and begin implementation of the Livable Center planning study to leverage redevelopment and identify opportunities to improve the quality of life in historic Pasadena.
- Continue to develop a more predictable and clear permitting process by implementing an online permitting system.
- Support the Pasadena Economic Development Corporation with several planning initiatives including Pasadena Boulevard, Shaw Avenue, and Richey Street Phase II.
- Propose planning code updates to facilitate redevelopment and improve the appearance and environmental quality of the City.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	424,907	441,201	464,904	484,793	454,553
Contractual services	46,102	110,469	266,853	248,933	119,980
Materials and supplies	11,170	8,944	17,773	14,550	15,440
Maintenance charges	58,013	49,640	61,596	61,596	63,258
<b>TOTAL</b>	<b>540,192</b>	<b>610,254</b>	<b>811,126</b>	<b>809,872</b>	<b>653,231</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Percentage of subdivision plats processed within 30 days	100%	100%	100%	100%
Number of residential lots and commercial reserves created	187	179	425	475
Number of site plan reviews	517	507	409	425
Number of TABC inspections	51	33	32	40
Number of inspections	874	994	809	875
Number of land use compliance reviews	-	-	168	200

**PLANNING STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2540	Planner II	1	1	1
2543	Planning Coordinator	1	1	1
2560	Planning Director	1	1	1
3035	Real Estate Coordinator	1	1	1
3115	Planning Technician	1	1	1
	<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>



## GENERAL GOVERNMENT ECONOMIC DEVELOPMENT

### MISSION STATEMENT

The Pasadena Economic Development Corporation (PEDC) focuses on attraction of new business and industry and the retention of existing business. We do this through providing resources that enable and advance the well-being of the Pasadena community.

The organization's ultimate goal is to provide opportunities for both commercial and industrial development that will enable community members and business owners to benefit from the dynamic and strong economy, innovation, growing labor force, quality of life and advanced medical care that Pasadena, Texas offers.

### ACHIEVEMENTS FOR FISCAL YEAR 2020

- Kinder Morgan Liquids, Terminals, LLC
  - 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 enhancements to its Pasadena Terminal retained 470 F/T jobs, created 30 jobs and had a capital investment of \$122.8M.
- Pasadena Performance Products, LLC
  - Assisted with documentation for successful de-annexation vote by Pasadena City Council. Also assisted with navigation through the permitting process to make possible an alkylate production plant in the Industrial District. The new facility had a capital investment for construction of \$600M and created 25 F/T jobs.
- Preferred Freezer
  - Assisted with navigation through the permitting process to make possible expansion of their current facilities scheduled to open in Q1 2020. The expansion had a capital investment of \$30M.
- Redevelopment Initiatives and Projects
  - Advanced the Master Plan for streetscape and pedestrian improvements along Pasadena Boulevard.
  - Developed public-private-partnerships with business owners along Richey Street and Shaw Street to accomplish long-standing necessary ROW improvements.
  - Livable Centers Plan and City Fiscal Analysis: Provided interdepartmental project management and support/ technical assistance.
  - Continued due diligence for catalytic projects at the mall site and convention center site.
  - Managed design and implementation of 225 monument sign.

### PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021

- To develop initiatives/programs designed to encourage growth through business attraction, retention and expansion programs that result in the creation of jobs and capital investment.
- To find innovative ways to support small business through Covid-19 pandemic via the Pasadena Loves Local campaign.
- To advance the intersecting redevelopment priorities defined by the community and codified in the PEDC Strategic Plan, Livable Centers plan, and the Healthy Parks Plan including, but not limited to, policy and code recommendations; orchestrating multi-faceted revitalization efforts in key commercial areas; and supporting and developing key quality of life initiatives.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	404,734	507,690	596,071	576,486	602,347
Contractual services	20,976	4,618	7,500	7,500	7,500
Materials and supplies	9,629	4,772	8,500	8,500	8,500
Maintenance charges	40,054	46,269	34,453	34,453	35,378
<b>TOTAL</b>	<b>475,393</b>	<b>563,349</b>	<b>646,524</b>	<b>626,939</b>	<b>653,725</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE*</b>	<b>FY 2021 BUDGET*</b>
New Business (Projects valued at \$1M+)	18	20	15	13
Business Retention/Expansion (Projects valued at \$1M+)	8	9	8	7
Job Creation	387	425	400	375
Job Retention	715	750	700	650

\* - These numbers reflect the current and projected effects of the COVID-19 pandemic on industry.

**ECONOMIC DEVELOPMENT STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1681	Economic Devel Manager	1	1	1
1703	Director of Economic Development	1	1	1
2339	Marketing Manager	1	1	1
3113	Redevelopment Manager	1	1	1
3370	Sr Office Asst	1	1	1
	<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Facilitated various workshops: FEMA-Mobilizing Faith Based Community Organizations in Preparation for Disaster Workshop--29 in attendance and the Annual Matching Grant Workshop--39 in attendance. Approved 59 Neighborhood Matching Grant Projects with an estimated value to the city of \$304,315.94 in improvement projects.
- Staff served in leadership roles (Chair and Co-Chair) in the 2020 Census Committee and has been working jointly with community partners with continued efforts to improve registration. Effective 9-18-20, the self-response rate for Pasadena is 58.9% and the overall completion rate is 87.0%.
- Staff participated in the 'Fill the Bus' event, resulting in a huge success with \$34,055 in donations and & 17 pallets of school supplies which will be distributed to Pasadena Independent School District.
- Collectively worked with our Neighborhood Organizations, speaking at their meetings, engaging and networking with the neighbors and participating in their community activities and events.
- We commit our time in working collaboratively with other City departments, local businesses and industry partners in the community with our main focus—to serve the community. Our outreach strategies are daily and ongoing.
- We attend and speak at local meetings, assist with City and/or community events, engage and network with Community Service and Liaison Officers to assist with Police Department events, establish new neighborhoods, refer homeless or domestic violence individuals to appropriate shelters and other community services.
- Staff attends continuing education workshops, zoom meetings, seminars and other educational activities within the community to stay connected with community needs.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue building relationships with Business and Industry partners-Pasadena Industrial Community Network while continuing to grow our neighborhood beautification Team Up to Clean Up program.
- Continue to build working relationships with our neighborhood and apartment communities by establishing open communication and informing them of City resources and utilizing social media with a focus on improving community relations.
- Continue to partner with the Police Department and work towards registering National Night Out and other annual City and neighborhood events through the 2021.
- We are in the initial stage of planning our numerous Informational Workshops for 2021.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	337,088	348,194	373,597	304,595	353,214
Contractual services	118,075	150,849	170,966	159,390	141,500
Materials and supplies	8,807	7,062	27,349	7,200	26,470
Maintenance charges	27,443	24,495	24,178	24,178	25,047
<b>TOTAL</b>	<b>491,413</b>	<b>530,600</b>	<b>596,090</b>	<b>495,363</b>	<b>546,231</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Grant Projects	38	56	59	65
Grant Amount Awarded	\$ 73,754	\$ 106,877	\$ 127,064	\$ 123,000
Grant Project Value	\$ 150,200	\$ 213,754	\$ 304,316	\$ 246,000
PICN	21	27	0	15
PICN Project Value	\$ 68,371	\$ 80,000	\$ 0.00	\$ 15,000

**NEIGHBORHOOD NETWORK STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Proposed</b>
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
	<b>TOTAL:</b>	<b>5</b>	<b>5</b>	<b>5</b>



## **GENERAL GOVERNMENT INSPECTIONS/PERMITS**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Analyzed permitting software options, elected software and proposed selection to City Council
- Coordinated with Planning to implement preliminary use review for Certificate of Occupancy process
- Coordinated with Planning and Public Works to implement preliminary Site and Flood Plain review for building permit applications
- Coordinated with Health and Fire Marshal to assist in creating and processing a modified outdoor seating application for restaurants during COVID 19

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Get one additional Service Representative certified as a Permit Technician
- Hire one additional Service Representative, Mechanical Inspector and one Plans Examiner
- Purchase e-permitting software and begin process evaluation and implementation of software



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,315,356	1,358,019	1,801,963	1,505,528	1,734,517
Contractual services	40,083	39,664	53,700	34,725	251,650
Materials and supplies	15,785	14,989	31,100	25,550	18,950
Maintenance charges	198,003	158,997	172,145	172,145	176,654
<b>TOTAL</b>	<b>1,569,227</b>	<b>1,571,669</b>	<b>2,058,908</b>	<b>1,737,948</b>	<b>2,181,771</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Inspections performed	22,430	23,442	20,042	21,971
Plans Reviewed	6,240	6,871	5,622	6,244
Permits Sold	11,004	11,203	10,264	10,823
Average Work Unit per Inspector	3,584	3,380	3,208	3,391

**INSPECTIONS/PERMITS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
1498	Comm Plans Examiner	0	1	1
2029	PT Pooled	1	0	0
2050	Inspector IV	1	1	1
2060	Inspector V	8	9	9
2430	Office Assistant I	2	2	2
2513	Permit Technician	1	2	2
2514	Permit Administrator	1	1	1
2515	Permit Services Superintendent	1	1	1
3370	Sr Office Assistant	2	2	2
	<b>TOTAL:</b>	<b>19</b>	<b>21</b>	<b>21</b>



## **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 2020**

- Construction of the municipal court facility
- Construction of the police academy and fire training center
- Remediation and selective demolition of old city hall
- Feasibility study of old city hall north wing
- Renegotiation of city-wide building Insurance

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Design and construction of new police evidence warehouse
- Design and construction of new office space for City Marshals and Code Enforcement
- Design of a new municipal park on the site of old city hall



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	356,325	341,759	412,971	383,898	382,243
Contractual services	448,038	382,027	1,021,393	862,780	650,000
Materials and supplies	386,277	74,524	78,400	37,600	58,000
Maintenance charges	200,639	63,637	327,650	327,650	280,823
Capital outlay	-	-	241,136	241,136	120,000
<b>TOTAL</b>	<b>1,391,279</b>	<b>861,947</b>	<b>2,081,550</b>	<b>1,853,064</b>	<b>1,491,066</b>

**PROJECT DEVELOPMENT STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1525	Construction Manager	1	1	1
1706	Director Project Devel & Mgmt	1	1	1
2060	Inspector V	1	1	1
2855	PT Office Assistant	0	1	1
	<b>TOTAL:</b>	<b>3</b>	<b>4</b>	<b>4</b>



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY – NEW CITY HALL**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	372,164	622,919	513,594	305,000	494,900
Materials and supplies	97,979	43,007	81,000	50,000	79,380
Maintenance charges	120,341	228,402	129,864	129,864	137,544
Capital outlay	-	10,298	150,000	150,000	220,000
<b>TOTAL</b>	<b>590,484</b>	<b>904,626</b>	<b>874,458</b>	<b>634,864</b>	<b>931,824</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Renovated outdoor facilities at Golf Course (Restrooms, Maintenance Barn).
- Built new water feature and retaining rock wall on the 18th green at Golf Course.
- Overlaid parking lot and 18 cart paths at Golf Course
- Built new Pasadena Storage Facility.
- Installed Fire sprinkler system at City Hall.
- Built-out two new offices on the 6th floor for Budget at City Hall.
- Built-out improvements to breakroom on 4th Floor of City Hall.
- Renovated pool at Verne Cox Center.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue to renovate outdoor facilities at Golf Course (Maintenance Barn).
- Install metal roof to the Pro Shop and install new roof and reskin Cart Barn at the Golf Course.
- Add new covered area with sinks and prep area for seating, gatherings and tournaments at the Golf Course.
- Add new insulation and air conditioning with all new duct work to the Diesel and PM Shops.
- Waterproof the roof to the Diesel and PM Shops.

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	-	145,004	154,630	90,750	143,080
Materials and supplies	-	22,673	42,500	26,000	41,650
Maintenance charges	-	7,726	473	40,995	67,376
<b>TOTAL</b>	-	<b>175,403</b>	<b>197,603</b>	<b>157,745</b>	<b>277,106</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
# of Facilities Maintained	67	67	67	67
Facilities Maintained (Square Feet)	1,045,127	1,045,127	1,045,127	1,045,127



## **GENERAL GOVERNMENT IMPOUND/STORAGE**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Had a canopy cover built for the impounded motorcycles.
- Had new security cameras installed.
- Bought a new rollback wrecker.
- Upgraded the fuel hoses at the pumps.
- Auctioned 361 Impounded vehicles and 45 retired City vehicles/equipment that resulted in approximately \$495,820.00 of revenue for the City of Pasadena.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- 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.
- Have the impound lot remarked and renumbered.
- Buy a new medium duty wrecker.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	371,201	320,298	403,729	376,018	376,776
Contractual services	3,206	3,735	5,100	5,100	5,010
Materials and supplies	1,845	3,273	5,300	5,300	5,190
Maintenance charges	9,156	4,479	13,752	14,930	14,122
<b>TOTAL</b>	<b>385,408</b>	<b>331,785</b>	<b>427,881</b>	<b>401,348</b>	<b>401,098</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Vehicles towed by City	2,060	1,822	1,601	1,931
Vehicles towed by Contractor	1,588	1,658	1,423	1,538
Number of vehicles impounded	3,648	3,480	3,024	3,469

**IMPOUND/STORAGE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2250	Maintenance Tech I	3	3	3
2260	Maintenance Tech II	3	3	3
	<b>TOTAL:</b>	<b>6</b>	<b>6</b>	<b>6</b>



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**GENERAL GOVERNMENT  
OTHER CHARGES/FINANCING**

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY – OTHER CHARGES**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel Services	0	0	1,940,954	1,965,203	1,489,644
Contractual Services	138,007	153,612	330,618	203,218	292,500
Material & Supplies	0	0	0	0	0
Other Charges	27,046	30,591	816,000	26,500	54,000
Other Uses	62,459	64,814	92,500	92,500	92,500
<b>TOTAL</b>	<b>227,512</b>	<b>249,017</b>	<b>3,180,072</b>	<b>2,287,421</b>	<b>1,928,644</b>

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY – FINANCING**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Other Financing Uses	3,901,644	10,995,977	4,750,000	4,750,000	3,750,000
<b>TOTAL</b>	<b>3,901,644</b>	<b>10,995,977</b>	<b>4,750,000</b>	<b>4,750,000</b>	<b>3,750,000</b>

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY - FEMA (COVID-19)**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual Services	0	0	43,037	43,037	0
Material & Supplies	0	0	75,481	75,481	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>118,518</b>	<b>118,518</b>	<b>0</b>



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## **PUBLIC SAFETY**

The City of Pasadena Public Safety Department is comprised of the Police, Fire Fighting, Fire Prevention, Code Enforcement 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.

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.

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.

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.



## **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.

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Continued to maintain "Advanced Level of Planning Preparedness" rating from the Texas Division of Emergency Management (TDEM). An Advanced Level of Planning Preparedness is the highest level of planning preparedness, and demonstrates the greatest capability to respond to and manage emergencies and disasters.
- OEM has maintained a Level 2 – High Readiness for the Emergency Operations Center (EOC) as we continue to support the Pasadena Health Department in response to the COVID-19 pandemic. In addition, the OEM has been instrumental in planning numerous food drives with the Houston Food Bank and coordinating with Harris County Public Health to bring a multitude of mobile COVID-19 testing sites to heavily affected areas within Pasadena.
- OEM has partnered with Harris County to update the All Hazards Emergency Management plan and our jurisdictional Emergency Management Basic Plan and annexes are all up to date. With the UASI grant, the OEM completed the following:
  - phase 1 of the EOC enhancement (transition from analog to digital)
  - completed the Microwave project (public safety video camera system initiative)
- Continued deployment of homeland security and Transtar Traffic Management cameras providing situational awareness to the City's Emergency Operation Center (EOC), 911 Communications Center, Bomb Squad and SWAT Team. The OEM partnered with Maintenance Services and purchased three (3) Light Military Tactical Vehicles (LMTV) to be used primarily during flooding/severe weather events.
- Received 5 Grants totaling over \$548,017.44.
  - The 2020 Texas Division of Emergency Management, Emergency Management Performance Grant for \$47,789.44.
  - 2020 Urban Area Security Initiative (UASI) Program and UASI Law- Enforcement Terrorist Prevention Program Totaling \$500,228.

#### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Training City employees, elected officials, the industrial-business sector, and citizens in emergency planning and operations
- Testing emergency plans and procedures through simulated disasters
- 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 City's Emergency Operations Center
- The continued expansion of the City Homeland security Camera System
- Educating all citizens about disasters and ways to protect themselves
- The continued support of the city's public safety radio system.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	615,823	646,999	797,595	907,062	671,272
Contractual services	90,611	80,822	87,478	55,300	82,340
Materials and supplies	17,124	18,421	22,750	20,650	22,295
Maintenance charges	238,368	195,792	256,005	256,005	263,886
<b>TOTAL</b>	<b>961,926</b>	<b>942,034</b>	<b>1,163,828</b>	<b>1,239,017</b>	<b>1,039,793</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Drill/Exercise/Education Meeting – Personnel	210	225	80	200
Public Information/ Education Meeting Attendance	1,850	2,000	-	2,000
Tier II Facility Reports	244	160	175	200
Emergency Plans Updated	3	8	1	8
<b>Hazardous Materials Incidents Reported</b>				
Level 1 – Courtesy notification	307	315	279	300
Level 2 – Watch potential off site impact	8	12	8	10
Level 3 – Warning off site impact	4	3	4	3

**EMERGENCY PREPAREDNESS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1625	Emergency Mgmt Coordinator	1	1	1
1755	Emergency Prep Planner	1	1	1
3031	Radio Tech IV	2	2	2
3300	Sr Deputy Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	<b>TOTAL:</b>	<b>6</b>	<b>6</b>	<b>6</b>



## **PUBLIC SAFETY FIRE FIGHTING**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Maintained Class I rating for the Insurance Service Office (ISO) for the City of Pasadena
- Took delivery of one Class I Pierce Engine and a seventy-five-foot aerial ladder for Fire Station 4
- Construction and completion of Fire Station 8
- Construction and completion of Fire Training Facility
- Design and specification for replacement cascade/rehab apparatus and an aerial apparatus
- Replaced three Command fleet vehicles
- Graduated Academy 2020 A and Academy 2020 B
- Completed four quarterly Officer Development courses
- Revision and ordinance of Departments Constitution and By-Laws

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Replace two Command fleet vehicles
- Continued maintenance of City's Class I ISO rating
- Continued recruitment and retention initiatives
- Increased regional training collaboration and enhanced advanced training for all members at the new training facility
- Continued Officer Development program
- Architectural design and construction bids for Fire Stations 6



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	694,136	738,253	582,059	450,435	330,952
Contractual services	1,060,520	1,052,769	1,263,206	1,116,408	1,370,050
Materials and supplies	458,276	319,206	783,157	617,974	562,930
Maintenance charges	861,122	948,374	965,156	965,156	991,056
Capital outlay	92,196	44,791	1,425,980	1,424,628	69,050
<b>TOTAL</b>	<b>3,166,250</b>	<b>3,103,393</b>	<b>5,019,558</b>	<b>4,574,601</b>	<b>3,324,038</b>

**FIRE FIGHTING STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1210	PT Assistant Fire Chief	1	1	1
1508	Communications Admin	1	1	0
1850	Fire Chief	1	1	1
1861	PT Pooled Fire Dispatcher	0	0	0
1864	Fire Dispatcher III	4	0	0
3370	Sr Office Assistant	1	1	1
	<b>TOTAL:</b>	<b>8</b>	<b>4</b>	<b>3</b>



## **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 2020**

- Conducted 3,800 annual Fire and Life Safety Inspections of commercial properties
- Conducted 315 Construction Plan Reviews
- Handled over 451 arson cases

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue to follow our Mission Statement
- Continue to stay on top of new technology and training
- Continue to provide top of the line Fire Prevention Programs and Community Outreach Programs
- 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.
- Request to increase the budget for pooled employees of the Fire Marshal's Office by \$30,000.00 which would allow the 260 hours added back to each part-time employee which would increase completion of Fire and Life Safety inspections at 100 percent.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,147,934	1,332,150	1,366,277	1,325,454	1,268,003
Contractual services	94,616	105,860	103,100	64,050	100,540
Materials and supplies	59,642	50,975	56,742	49,892	54,060
Maintenance charges	282,048	305,779	342,714	342,714	351,743
<b>TOTAL</b>	<b>1,584,240</b>	<b>1,794,764</b>	<b>1,868,833</b>	<b>1,782,110</b>	<b>1,774,346</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of life safety & fire inspections	8,754	9,783	4,000	4,300
Inspections per inspector	100%	100%	100%	100%
Public educational activities	250	325	75	300
Number of investigations	408	525	625	675

**FIRE PREVENTION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1220	Lt Fire Marshal	1	1	1
1650	Deputy Fire Marshal	7	7	7
1870	Chief Fire Marshal	1	1	1
1875	Sgt Fire Marshal	1	1	1
2855	PT Office Assistant	0	1	1
2700	PT Pooled Dep Fire Marshal	1	1	1
3370	Sr Office Assistant	1	1	1
	<b>TOTAL:</b>	<b>12</b>	<b>13</b>	<b>13</b>



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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 divisions: Administration, Investigation, Operation, and Support.

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

<b>BY CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	33,505,171	37,954,501	44,188,074	43,708,426	40,621,823
Contractual services	494,270	432,556	551,182	462,782	540,902
Materials and supplies	334,816	309,328	348,890	304,977	341,912
Maintenance charges	3,524,720	4,292,781	4,441,086	4,452,753	4,557,290
Capital outlay	-	52,369	-	-	-
<b>TOTAL</b>	<b>37,858,977</b>	<b>43,041,535</b>	<b>49,529,232</b>	<b>48,928,938</b>	<b>46,061,927</b>

**BY DEPARTMENT/DIVISION**

Administration	4,679,222	5,310,313	5,724,658	5,366,341	4,916,988
Investigations	5,936,275	6,183,965	6,943,533	7,032,836	6,862,543
Operations	22,815,725	26,363,414	31,964,872	31,649,591	29,642,801
Support	4,427,755	5,183,843	4,896,169	4,880,170	4,639,595
<b>TOTAL</b>	<b>37,858,977</b>	<b>43,041,535</b>	<b>49,529,232</b>	<b>48,928,938</b>	<b>46,061,927</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE**</b>	<b>FY 2021 BUDGET</b>
Incident-Based Reporting – Crimes Against Persons	2,456	2,438	2,376	2,423
Incident-Based Reporting – Crimes Against Property	5,362	5,545	5,072	5,326
Incident-Based Reporting – Crimes Against Society	516	654	1,014	1,014***
Calls for Service	102,270	135,974	140,316	140,316
Response Time – Priority 1	3:30 minutes	3:24 minutes	3:13 minutes	3:13 minutes

\*- In May 2018, the Pasadena Police Department transitioned from a Summary Reporting System (SRS) of UCR to Incident-Based Reporting (IBR), which views crime at a more granular level and recognizes a larger number of offenses as "Group A Offenses". In addition, a third "Crime Against" category of "Society" has been created to further specify the type offenses.

\*\* - 2020 Estimate included approximated numbers for September-December. The average number of offenses/CFS per month for the previous 8 months of 2020 was used.

\*\*\* - Due to change in offense reporting and the limited numbers for Crimes Against Society, CFS, and response time, there was no appropriate mathematical way to estimate the numbers for 2021. The numbers from 2020 were used.



## **PUBLIC SAFETY**

### **POLICE ADMINISTRATION DIVISION**

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Hired 14 Probationary Police Officers for a basic police academy with an anticipated graduation date in January of 2021.
- Completed a review on modification of departmental rules and policies to bring them in to industry recognized best practices as determined by the Texas Police Chiefs Association Best Practice Program. Once an onsite review by assessors is completed when they resume after the COVID-19 pandemic, the Pasadena Police Department will be one of the largest recognized organizations in this region.
- Initiated Spanish language social media platforms to more effectively reach and connect with our large Spanish speaking population.
- Completed the transition from Uniform Crime Reporting (UCR) to the National Incident Based Reporting System (NIBRS) which will capture and report more detailed information on reported crime. From January through August of 2020, overall Group A crimes are down by 3% from the same period in 2019.

#### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Implement geographic based policing which will allow for accountability for crime and community engagement. Supervisors will use data to drive decisions related to crime trends and patterns.
- Develop and implement community-based programs specific to engaging the youth in the community to foster positive relationships with the police department.
- Initiate the search process for selecting a new computer-aided dispatch (CAD), records management system (RMS), and jail software package to replace the current system, which will near its end of life in the coming years. This new package will allow the department to leverage technology work more effective and efficiently.
- Provide training in de-escalation and communication to all members of the department to provide members with more skills to resolve incidents using the least amount of force possible.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	3,519,863	4,210,580	4,517,016	4,215,592	3,694,957
Contractual services	322,833	274,479	360,250	298,350	353,045
Materials and supplies	58,282	64,100	64,000	57,340	62,720
Maintenance charges	778,244	761,154	783,392	795,059	806,266
<b>TOTAL</b>	<b>4,679,222</b>	<b>5,310,313</b>	<b>5,724,658</b>	<b>5,366,341</b>	<b>4,916,988</b>

**POLICE ADMINISTRATION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1160	Assistant Police Chief	3	3	3
1165	Police Civilian Director	1	1	1
1410	Police Chief	1	1	1
1615	Crime Analyst	1	2	2
1805	Evidence Tech	2	2	2
2015	Info Sys Coordinator	0	1	1
2062	Intelligence Analyst II	1	0	0
2064	Regional Intelligence Coordinator	1	1	1
2200	Lieutenant	2	2	2
2565	Police Admin II	1	1	1
2567	Police IT Manager	1	1	1
2570	Police Officer	18	18	17
2775	Pooled Police Civilian	1	1	1
2976	Public Safety Oper Manger	1	1	1
3220	Sergeant	6	3	3
3267	Sr. Administrative Assistant	1	1	1
3370	Sr. Office Assistant	1	1	1
3515	PD Systems Support	1	1	1
3521	Tech Support Analyst II	1	1	1
	<b>TOTAL:</b>	<b>44</b>	<b>42</b>	<b>41</b>



## **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**

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- The Family Violence Unit trained 165 officers in the use of a new assessment form to identify victims deemed high-risk in order to connect them with victim services and increase offender accountability through the courts
- The office of the Attorney General awarded \$42,000 to the Department to help fund a full-time Crime Victim Liaison.
- Purchased a new 3D laser scanner by Trimble to improve the Department's ability to document major crime scenes.
- Seized one vehicle through the Fort Bend County District Attorney Asset Forfeiture Division.

### **PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2021**

- Apply for the Victim's Crime Act Grant to receive funding to expand crime victim services.
- Generate investigative leads on crimes involving firearms by increasing the number of shell casings submitted to the Harris County Institute of Forensic Science
- Creation of a Cold Case investigator to review unsolved homicide investigations and resubmit evidence due to technological advancements in DNA processing
- Continue working to disrupt the manufacturing, possession, distribution of illegal drugs that affect our city.
- Work with our department's investigator who is assigned to the Alcohol, Tobacco and Firearms Task force to seek Federal firearm's charges in cases involving narcotics, gang activity and firearm offenses.
- Work with our in-house media relations division to create public awareness information to help reduce burglary of vehicles and enhance the public's awareness of the vast types of frauds being committed.


**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	5,392,364	5,622,998	6,363,077	6,453,980	6,272,903
Contractual services	27,614	26,696	29,600	28,700	29,008
Materials and supplies	18,654	15,381	21,350	20,650	20,923
Maintenance charges	497,643	518,890	529,506	529,506	539,709
<b>TOTAL</b>	<b>5,936,275</b>	<b>6,183,965</b>	<b>6,943,533</b>	<b>7,032,836</b>	<b>6,862,543</b>

**POLICE INVESTIGATIONS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1472	Civilian Victim Liason	0	1	1
2200	Lieutenant	2	2	2
2440	Office Assistant II	2	2	2
2570	Police Officer	41	46	44
3220	Sergeant	9	9	9
3370	Sr Office Assistant	1	1	1
	<b>TOTAL</b>	<b>55</b>	<b>61</b>	<b>59</b>



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## **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.



## **PUBLIC SAFETY POLICE OPERATIONS DIVISION**

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- The HOA Attendance program has provided a means to more effectively understand the problems/concerns and collaborate on solutions. This allowed the officers working the geographic areas to be involved in the problem solving.
- The Homeless Outreach/Identification program, as well as the Mental Health unit provided a trained officer for response to calls for service involving these demographics.
- The Warrant program is a successful and proactive means of locating wanted persons and positively impacting public safety in the community.
- Continuing to implement the latest body worn camera system to increase our efficiency and effectiveness.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Increase professionalism through training.
- Implement a compliment/complaint tracking mechanism for monitoring improvements in the area of professionalism.
- Improve patrol efficiency and workload distribution through redistricting.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	20,721,225	23,408,659	28,921,000	28,646,947	26,537,705
Contractual services	86,667	90,229	99,132	89,732	96,373
Materials and supplies	235,935	204,756	231,990	200,162	227,350
Maintenance charges	1,771,898	2,659,770	2,712,750	2,712,750	2,781,373
<b>TOTAL</b>	<b>22,815,725</b>	<b>26,363,414</b>	<b>31,964,872</b>	<b>31,649,591</b>	<b>29,642,801</b>

**POLICE OPERATIONS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2200	Lieutenant	4	4	4
2570	Police Officer	157	158	152
2575	PSO Manager	0	1	1
2578	PT Police Services Officer - Pool	1	1	1
2579	Police Services Officer I	7	8	9
2580	Police Services Officer II	19	20	19
2581	Police Services Officer III	9	11	11
2582	PSO Shift Supervisor	6	6	6
3220	Sergeant	23	25	25
	<b>TOTAL:</b>	<b>226</b>	<b>234</b>	<b>228</b>



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## **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.



## **PUBLIC SAFETY**

### **POLICE SUPPORT DIVISION**

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- The Pasadena Police Academy processed over 1,200 Applicants – testing 395 Police Applicants and hiring 14 Police cadets.
- Construction on a new, state of the art police training facility is also nearing completion.
- Launched new software program, GovQA, to more efficiently manage and process the department’s annual volume of approximately 20,000 open records requests.
- Continued to grow the department’s social media platforms to increase the agency’s effectiveness, including growing our Spanish pages.
- Currently implementing a new body-worn and in-car camera system that will improve operational efficiency and officer safety - this will serve to replace existing outdated technology.

#### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Offer improved online and in-person training to all our personnel. Offer improved “hands on” defensive tactics, de-escalation, and critical thinking skills training to Police and Police Civilian personnel.
- Increase staffing of sworn police officers and fill eight open Police Service Officer Positions.
- Expand community engagement opportunities by enhancing relationships with our local partnerships including the Citizen’s Police Academy Alumni Association, Neighborhood Networks, area churches and other community organizations.
- Improve the fleet and safety of our officers by adding new technology relating to autonomous braking, lane departure warnings, and other integrated safety features offered by General Motors.
- Complete the renovation of the former City Hall building to a new and state of the art police property room facility.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	3,871,719	4,712,264	4,386,981	4,391,907	4,116,258
Contractual services	57,156	41,152	62,200	46,000	62,476
Materials and supplies	21,945	25,091	31,550	26,825	30,919
Maintenance charges	476,935	352,967	415,438	415,438	429,942
Capital Outlay	-	52,369	-	-	-
<b>TOTAL</b>	<b>4,427,755</b>	<b>5,183,843</b>	<b>4,896,169</b>	<b>4,880,170</b>	<b>4,639,595</b>

**POLICE SUPPORT STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1235	Asst Records Manager	1	0	0
1305	Police Facility Supervisor	1	1	1
1306	Police Records Supervisor	0	0	1
1805	Evidence Tech	6	6	7
1808	Evidence Control Supervisor	1	1	0
2200	Lieutenant	1	1	1
2385	Motor Pool Attendant	1	1	1
2430	Office Assistant I	4	4	4
2440	Office Assistant II	5	5	5
2568	Police Coordinator	1	1	1
2570	Police Officer	22	21	19
2600	Police Cadet	15	15	18
3040	Record Manager	1	1	1
3220	Sergeant	3	3	3
3370	Sr Office Assistant	6	6	5
	<b>TOTAL:</b>	<b>68</b>	<b>66</b>	<b>67</b>



## **PUBLIC SAFETY CODE ENFORCEMENT**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Continued support for Municipal Court Security.
- Adaptation for Special Operations (Requested Patrol during the Pandemic).
- Park Patrol Operations on A.T.V.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Execute Municipal Warrants issued by the City of Pasadena Municipal Court.
- Transport individuals in custody, while providing a safe, secure environment for all individuals, utilizing professionalism and respect.
- Utilization of License Plate Readers for Deputy Marshal Vehicles.
- Training for advancement of Deputy Marshal's.
- Training for advanced ATV patrol procedures, search and rescue techniques.
- Weapons training both lethal and non-lethal.
- Expand the Community Park Program by assisting Community Services with their operations.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	347,875	320,501	328,363	323,020	328,298
Contractual services	151,497	176,772	256,713	254,713	240,285
Materials and supplies	54,029	49,174	59,600	54,600	58,410
Maintenance charges	107,669	194,320	183,065	183,065	191,511
<b>TOTAL</b>	<b>661,070</b>	<b>740,767</b>	<b>827,741</b>	<b>815,398</b>	<b>818,504</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Yearly Number of Investigations	7,667	7,678	4,870	6,720
Yearly Number of Violations	7,444	7,483	4,599	6,344
Monthly Investigations per Code Enforcement Officer	92	91	58	80
City Ordinances administered by code enforcement	21	21	21	21

**CODE INSPECTION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1642	PT - Code Enforcement Officer	1	1	1
1644	Code Enforcement Supervisor	1	1	1
1645	Deputy Code Enforcement Inspc.	1	1	1
2040	Inspector III	7	7	7
3370	Sr Office Assistant	1	1	1
8888	PT-Pooled	1	1	1
	<b>TOTAL:</b>	<b>12</b>	<b>12</b>	<b>12</b>





**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, Sanitation, Street & Bridge, and Traffic & Transportation.

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 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.

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 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.

<b>BY CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	7,339,798	7,237,033	8,412,185	8,030,470	7,628,720
Contractual services	6,412,654	6,756,015	7,302,628	7,034,914	7,621,048
Materials and supplies	795,086	728,813	1,218,738	1,023,913	1,096,800
Maintenance charges	899,027	919,137	925,172	925,225	942,979
Capital outlay	90,245	17,336	68,300	60,300	100,000
<b>TOTAL</b>	<b>15,536,810</b>	<b>15,658,334</b>	<b>17,927,023</b>	<b>17,074,822</b>	<b>17,389,547</b>
<b>BY DEPARTMENT/DIVISION</b>					
Engineering	2,319,272	2,098,301	2,389,453	2,264,086	2,233,372
Sanitation	7,601,084	8,006,256	8,898,791	8,636,759	8,979,039
Street and bridge	2,713,033	2,919,126	3,301,308	3,148,087	3,038,382
Traffic and transportation	1,626,076	1,431,621	1,919,471	1,805,890	1,788,754
Street lights and signals	1,277,345	1,203,030	1,418,000	1,220,000	1,350,000
<b>TOTAL</b>	<b>15,536,810</b>	<b>15,658,334</b>	<b>17,927,023</b>	<b>17,074,822</b>	<b>17,389,547</b>



## **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 and provide necessary reports to state and federal agencies.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Submitted all Phase I deliverables to TDEM/FEMA by deadline in order to secure funding for Phase II of the Hazard Mitigation Grant, which consist of construction.
- Received approval and accepted FEMA Hazard Mitigation Grant for the City Hall Emergency Power Generator project in which the Federal Share is \$203,892.60.
- Received approval for Community Development Block Grant (CDBG) funds in the amount of \$1,386,578.43 from the Community Development Department for the Wafer Street Paving & Drainage Improvements Phase II.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Receive approval of Phase II of the Hazard Mitigation Grant by TDEM/FEMA and begin construction.
- Submit application for Community Development Block Grant - Mitigation (CDBG-MIT) Funds through The Texas General Land Office (TXGLO).
- Continue to develop and manage Capital Improvement Projects and grant activities to maximize city resources.
- Continue to improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) Program.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,696,632	1,646,088	1,814,955	1,724,863	1,680,742
Contractual services	397,190	262,562	358,300	328,575	340,825
Materials and supplies	33,532	28,199	35,300	29,750	35,100
Maintenance charges	191,918	161,452	172,598	172,598	176,705
Capital outlay	-	-	8,300	8,300	-
<b>TOTAL</b>	<b>2,319,272</b>	<b>2,098,301</b>	<b>2,389,453</b>	<b>2,264,086</b>	<b>2,233,372</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Utility Availability/Flood Plain Letters	152	190	200	216
Construction Projects Inspected	36	38	32	55
Professional Contract Oversight	41	55	43	53
Map and data files maintained	3,241	3,200	3,171	3,215

**ENGINEERING STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
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
1764	Engineering Coordinator	0	1	1
1765	Engineering Tech	1	1	1
1918	GIS Tech I	0	1	1
1919	GIS Tech II	1	1	1
2040	Inspector III	1	1	1
2260	Maintenance Tech II	1	0	0
2380	Management Analyst III	1	0	0
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	0	0
2525	Plan Review Tech	0	1	1
2620	Sr Project Manager	1	1	1
2845	PT Pooled Engineering	1	0	0
2886	Project Manager	2	2	2
	<b>TOTAL:</b>	<b>16</b>	<b>15</b>	<b>15</b>



## **PUBLIC WORKS SANITATION**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Continued Recycle Center upgrades.
- Filled job vacancies for the department to operate as required.
- Continued to issue and deliver 64-gallon garbage carts and 64-gallon recycle carts.
- Utilize other forms to manage garbage and heavy trash pickup.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue to explore other forms of recycling for entire City.
- Continue to issue and deliver 64-gallon garbage carts and 64-gallon recycle carts.
- Continue to explore other means for garbage pickup for efficiency.
- Utilize the new CNG vehicles for garbage and heavy trash.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	2,762,097	2,489,630	3,131,431	2,910,377	2,852,068
Contractual services	4,415,276	5,094,059	5,125,150	5,115,710	5,517,403
Materials and supplies	171,273	134,698	366,488	334,950	329,500
Maintenance charges	252,438	287,869	275,722	275,722	280,068
<b>TOTAL</b>	<b>7,601,084</b>	<b>8,006,256</b>	<b>8,898,791</b>	<b>8,636,759</b>	<b>8,979,039</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Customers	31,991	32,042	32,180	32,500
Tons of refuse collected per month	3,551	4,163	4,573	4,200
Units served per month	330,583	331,125	332,527	335,834
Cost per unit per month	\$1.75	\$2.11	\$2.23	\$2.22

**SANITATION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1790	Equipment Operator II	3	3	3
1800	Equipment Operator III	2	2	2
2040	Inspector III	1	1	1
2430	Office Asst I	0	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	13	13	13
3170	Sanitation Worker I	16	15	15
3171	Sanitation Worker II	2	2	2
3370	Sr. Office Assistant	1	1	1
	<b>TOTAL:</b>	<b>42</b>	<b>42</b>	<b>42</b>



## **PUBLIC WORKS STREET/BRIDGE**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- **Asphalt Overlay:** 5000 Burke; 7902 Fairmont; 1000 Duffer
- **Major Street Repairs Blacktop:** Southmore @ Betty; 521 Southmore; 4711 Glenwood; 2049 Richey; Eagle @ Witter; Sycamore @ Lilac; Inwood @ Cascade; 6600 Genoa Red Bluff; 1908 Magnolia
- **Major Section Repairs Concrete :** Vista @ Strawberry; 3400 Burke; Red Bluff @ South; 1500 Preston; 803 Vista; 1000 Vista; 3806 Sherbrook; 2700 Preston; Yellowstone @ Seminole; 230 W. Jackson; Red Bluff @ Maria; Burke @ Fairmont; 1621 Red Bluff; 1204 Fresa; 1302 Allen Genoa; 8050 Leesa Ln.
- **Special Projects:** Fairmont & Center– installed retaining wall at park area; 1000 Duffer– removed trees and installed septic tank at Golf Course; 5200 Red Bluff – repaired damaged guard rail; 1104 Parkside – demoed concession stand at Strawberry Park
- **Major Drainage improvements:** Crenshaw- cleaned ditches from Preston & Strawberry, Burke- cleaned ditches from Fairmont to Genoa Red Bluff, 800 Pampa; 3600 Federal; 400 Estella; 2900 Sinclair; 6500 Crestford; 6600 Genoa Red Bluff; 2800 Morning Glory; 4800 Caroline; 2500 Randolph

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Work with the IT Department to utilize the City works program in responding to citizen requests for street and drainage repairs or maintenance and to improve customer service.
- Improve employee safety knowledge on equipment through training.
- Repair and patch streets for utility cuts made by other city departments.
- Provide preventive maintenance and inspection of all drainage facilities.
- Maintain safe citywide flood control water flows by increasing frequency of storm drain, conduit, and inlet cleaning.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,981,055	2,186,985	2,388,920	2,375,406	2,136,522
Contractual services	20,017	26,948	69,278	51,014	67,060
Materials and supplies	370,054	330,279	466,209	346,713	451,250
Maintenance charges	326,062	362,914	356,901	356,954	363,550
Capital Outlay	15,845	12,000	20,000	18,000	20,000
<b>TOTAL</b>	<b>2,713,033</b>	<b>2,919,126</b>	<b>3,301,308</b>	<b>3,148,087</b>	<b>3,038,382</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Street Improvements (Linear feet)	17,618	15,932	17,000	20,000
Sidewalk Improvements (Linear feet)	5,226	5,417	6,500	8,000
Drainage Improvements (Linear feet)	15,499	14,158	20,000	20,000

**STREET/BRIDGE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	5	5	5
1800	Equipment Operator III	2	2	2
2955	PT Pooled Street & Bridge	1	1	1
3010	PW Superintendent	1	1	1
3370	Sr Office Assistant	1	1	1
3690	Utility Worker I	7	7	7
3700	Utility Worker II	6	6	6
3705	Utility Worker III	2	2	2
3710	Utility Worker IV	2	2	2
	<b>TOTAL:</b>	<b>31</b>	<b>31</b>	<b>31</b>



## **PUBLIC WORKS**

### **TRAFFIC & TRANSPORTATION**

#### **MISSION STATEMENT**

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

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Upgraded communication system equipment at 14 intersections to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals.
- Completed Mobility Project – Reconstruction of four traffic signals; Shaver at Pauline/Queens, Shaver at Fresa, Shaver at Westside and Allen Genoa at Fairmont.
- Completed TxDOT traffic signal intersection maintenance along Beltway 8 and Pasadena Freeway.
- Performed Pasadena Freeway Lighting maintenance from Scarborough to east city limits.
- Installed new foundation with signal pole and mast arm for the Westbound approach at the intersection of Bay Area Blvd and Boeing Way.

#### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Upgraded communication system equipment at 13 intersections to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals.
- Mobility Project Phase II – Reconstruction of 4 traffic signal intersections: Red Bluff @ Kingsdale, Pasadena Blvd at Houston, Shaver at West and Fairmont at Burke. New traffic signal design at: Pasadena Blvd at Curtis and Strawberry at Crenshaw.
- Continue intersection maintenance on TxDOT signals along Beltway 8 and Pasadena Freeway.
- Continue installing speed cushions in high speed volume roadways when warranted.
- Continue converting intersection with protected left turn movements into Flashing Yellow Arrow operation where applicable.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	900,014	914,330	1,076,879	1,019,824	959,388
Contractual services	302,826	169,416	331,900	319,615	345,760
Materials and supplies	220,227	235,637	350,741	312,500	280,950
Maintenance charges	128,609	106,902	119,951	119,951	122,656
Capital Outlay	74,400	5,336	40,000	34,000	80,000
<b>TOTAL</b>	<b>1,626,076</b>	<b>1,431,621</b>	<b>1,919,471</b>	<b>1,805,890</b>	<b>1,788,754</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Lane-miles of streets striped	32%	53%	34%	40%
Traffic signs installed, replaced or removed	5%	6%	6%	8%
Controllers replaced	5%	9%	17%	10%

**TRAFFIC & TRANSPORTATION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2060	Inspector V	1	0	0
3230	Sign Markings Tech I	2	2	2
3240	Sign Markings Tech II	3	2	2
3250	Sign Markings Tech IV	0	2	2
3370	Sr Office Assistant	1	1	1
3590	Traffic Signal Tech I	1	0	0
3601	Traffic Signal Tech III	2	3	3
3605	Lead Traffic Sign Tech	1	1	1
3610	Traffic Superintendent	1	1	1
	<b>TOTAL:</b>	<b>12</b>	<b>12</b>	<b>12</b>



**PUBLIC WORKS  
STREET LIGHTS/SIGNALS**

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	1,277,345	1,203,030	1,418,000	1,220,000	1,350,000
<b>TOTAL</b>	<b>1,277,345</b>	<b>1,203,030</b>	<b>1,418,000</b>	<b>1,220,000</b>	<b>1,350,000</b>

**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.

<b>BY CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	9,925,315	10,233,546	11,237,034	10,594,937	10,986,293
Contractual services	1,294,030	1,461,279	1,925,569	1,501,730	1,793,136
Materials and supplies	1,147,941	1,099,475	1,274,294	1,003,341	1,215,206
Maintenance charges	2,704,932	2,657,832	2,548,745	2,526,286	2,621,366
Capital outlay	311,936	275,538	689,563	776,063	1,023,000
<b>TOTAL</b>	<b>15,384,154</b>	<b>15,727,670</b>	<b>17,675,205</b>	<b>16,402,357</b>	<b>17,639,001</b>

**BY DEPARTMENT/DIVISION**

Parks	3,185,692	3,363,006	3,488,788	3,842,921	3,565,271
Recreation	3,400,077	3,548,209	4,258,435	3,850,317	4,057,594
Clean streets	1,699,602	1,801,149	2,040,756	1,926,380	2,003,659
Golf course	911,623	1,079,121	1,048,769	957,446	1,142,605
Multi-purpose center	556,443	603,656	632,011	601,411	710,484
Civic center	752,816	705,769	779,468	741,793	802,495
Senior center - Madison Job	616,277	664,669	717,803	685,777	689,227
Museums	24,552	106,854	155,842	147,527	163,470
Library	4,025,444	3,770,290	3,949,764	3,633,718	3,915,695
Urban street projects	211,628	84,947	603,569	15,067	588,501
<b>TOTAL</b>	<b>15,384,154</b>	<b>15,727,670</b>	<b>17,675,205</b>	<b>16,402,357</b>	<b>17,639,001</b>



## **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.

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Maintained mowing and general maintenance of parks and trails.
- Successfully operated within normal budget constraints.
- Obtained quotes for updating restrooms at Strawberry Park and getting approval for total rehab.
- Received a grant to add items at Big Island Slough such as a kayak launch, nature play area and updated amenities.
- Walking trails and parking lot re-topped at Crenshaw Park.
- Red Bluff / Armand Bayou Trail re-topped and upgraded with funds from FEMA.

#### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue in doing our best maintaining parks, trails, and facilities while controlling spending and operational cost.
- New play structures at Red Bluff Park and Sunset Park.
- Re-top walking trails at Holly Bay Park.
- Add swings to playground at Memorial Park and Queens Park.
- Add restroom at Crenshaw Park.
- Add new skate structures to skatepark at Memorial Park.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

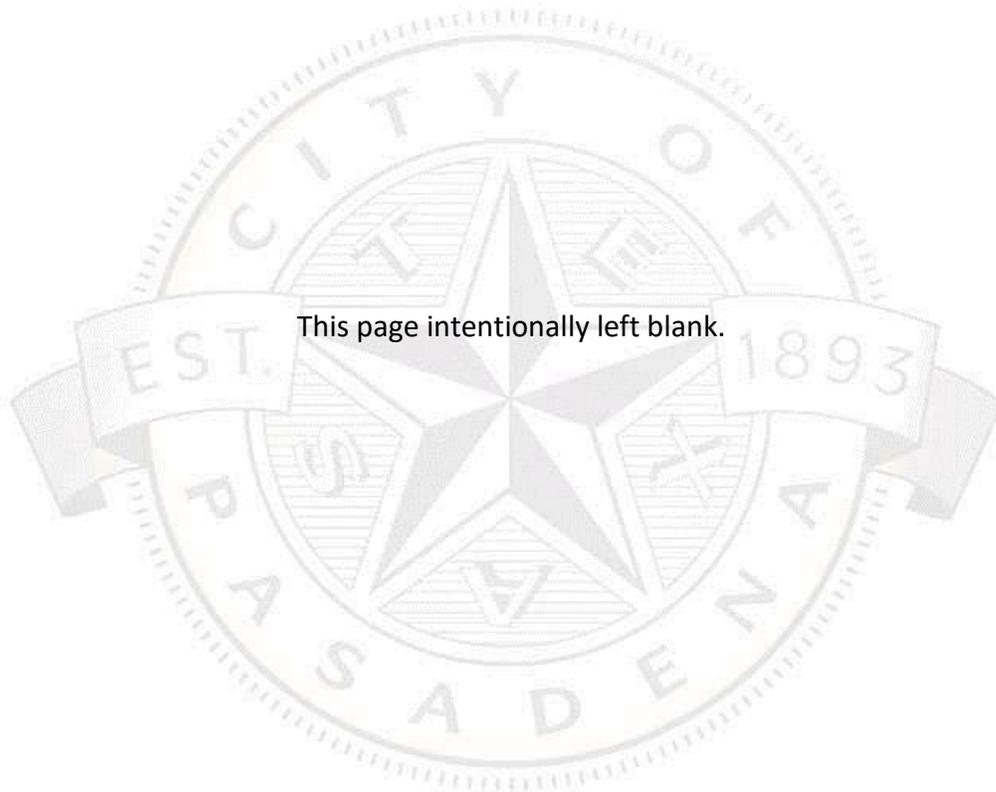
	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	2,091,893	2,058,160	2,452,219	2,318,790	2,257,215
Contractual services	338,864	336,629	454,300	287,710	447,214
Materials and supplies	219,664	278,624	220,650	194,800	208,642
Maintenance charges	746,899	732,312	708,916	708,916	725,701
Capital outlay	-	42,228	256,272	347,772	515,000
<b>TOTAL</b>	<b>3,397,320</b>	<b>3,447,953</b>	<b>4,092,357</b>	<b>3,857,988</b>	<b>4,153,772</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Acres mowed by Parks Weekly	274	274	280	280
Acres mowed per worker weekly	20	20	20	20
Sports fields maintained per week	58	58	58	58
Sports fields maintained per worker per week	19	19	19	19
Average mow cycle (days)	10	10	12	12

**PARKS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
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	0
2460	Parks Superintendent	1	1	1
2470	Parks Foreman	3	3	3
2480	Parks Worker I	18	18	17
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
	<b>TOTAL:</b>	<b>40</b>	<b>40</b>	<b>38</b>



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## **PARKS & RECREATION**

### **RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS**

#### **MISSION STATEMENT**

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

#### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

##### **Recreation Administration:**

- Completed Healthy Parks Master Plan for the entire Parks and Recreation Department and held workshop for Council and Mayor.
- Increased participation in the Texas Recreation and Parks Society to help support and network with other professionals
- Worked on transitioning programming options from in person options to virtual options due to Covid-19. Continue to seek new ways to positively impact the community through recreation programming.

##### **Aquatics:**

- Was nominated to be on the Award committee for TPPC.
- Increase participation in several Aquatics professional organizations to help learn new and innovative best management practices for Aquatics programs
- Improved acid feed systems to help reduce chemical damage to storage facilities.
- Added new elements to 3 Splashpads and trained pool technicians on splashpad management and maintenance.
- Renovation of Multipurpose swimming pool. New pump house building, improved ramp access, adding an ADA lift, added interactive water feature, increase size and update plumbing and other features to State Code.
- Although COVID restrictions kept things closed most of the season, able to provide lap swimming and river walking as a resource for the community for a portion of the season.

##### **Athletics:**

- Successful Fall Youth Soccer program – 772 participants
- Successful Winter Youth Basketball league – 602 participants
- Integrated pickleball into programming

##### **Recreation Centers:**

- Completed Goal of all full time Recreation Attendants obtaining Food Manager Certification
- Participation increased dramatically before the shutdown. With the exception of Golden Acres in January, all centers hit their goal increase.
- Exercise for Life free exercise classes continued until the shutdown but the necessary participation for FY20 was met in two quarters.
- Summer Food Service Programs distributed thousands of breakfast and lunch meals to families using a pick-up method.
- Used videos and activities to maintain a presence on social media
- Set up and ran BioBlitz, a program of iNaturalist and NPRA through social media

##### **Tennis**

- Continued growing Juniors Tennis program until pandemic dictated closure of programs



- Have begun tennis programming on limited basis. This includes limited open play as well as individual lessons.
- Currently developing policies and procedures for group lessons and tennis tournaments based on best practices, guidelines from the CDC and USTA.

## **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

### **Recreation Administration:**

- Continue to work with Houston Parks Board and Asakura Robinson to complete the Pasadena Healthy Parks Plan by presenting to council for adaption in early fiscal year 2021
- Fill a marketing specialist position to increase social media and website presence for Parks and Recreation Department.
- Continue to look for innovative programming options during pandemic conditions.
- Open facilities to the public while observing guidelines set by CDC, NRPA, and best practices in the field.

### **Aquatics:**

- Implement identified aquatics programs such as water volleyball and water basketball tournaments
- Develop a standardized training program for guards and water safety instructors to be implemented next season along with a more comprehensive in-service training using more realistic injuries.
- Attend local and national professional conferences to increase knowledge in Aquatics programs
- Start work on 3 concrete pads that will be 12ft x 12ft at Red Bluff in the grassy area. We will then add shade/canopies to be used as rentals to generate more income revenue from the smaller facility.
- Train staff as Food Managers to be prepared to manage and open the concessions for the season.
- Develop preventive maintenance plan for pools.

### **Athletics:**

- Increase participation in youth leagues
- Add soccer goals to parks
- Improve field maintenance on ballfields to provide a safe and enjoyable experience for various leagues.
- Establish a grass roots track program to replace Hershey Track & Field program that was discontinued
- Repair and improve Disc Golf Course

### **Recreation Centers:**

- Certify all PT Recreation Attendants as Food Handlers
- Increase virtual or socially distanced programming as necessary.
- If able, increase participation in all centers and individual centers and steadily increasing until previous 2019 numbers are met.
- Increase number of events occurring in local parks (Movie in the Park, Pop-Up-Parks, etc.) as able

### **Tennis**

- Continue with implementation of a court sponsorship program. Businesses are able to get a court net banner placed on the court for one year.
- Implement a strength and conditioning and court agility workout in the Fall.
- Adding team tennis-based tournament.
- Explore interest in starting a Pickle Ball program at the tennis center.
- Tennis Pro to get certified as a Tennis Performance Specialist through the International Tennis Performance Association and a certification with the Women's Tennis Coaching Association.
- Resurface all 15 courts, upgrade lighting on courts and replace fencing around courts.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	2,153,685	2,354,518	2,634,713	2,568,611	2,601,629
Contractual services	316,657	323,047	519,829	397,900	465,538
Materials and supplies	423,842	394,016	451,317	261,705	471,709
Maintenance charges	491,868	476,628	505,699	475,224	518,718
Capital outlay	14,025	-	146,877	146,877	-
<b>TOTAL</b>	<b>3,400,077</b>	<b>3,548,209</b>	<b>4,258,435</b>	<b>3,850,317</b>	<b>4,057,594</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Athletics unique participant - Annual	3,900	3,600	3,900	3,900
Athletics participant visits - Annual	39,266	35,000	37,000	37,000
Aquatics participation	22,346	30,500	31,000	31,000
Tennis participation - Annual	11,782	13,000	13,500	13,500

**PARKS & RECREATION STAFFING**

**RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1704	Director of Parks and Recreation	1	1	1
1945	Grant Writer	1	1	1
2337	Marketing Specialist	0	0	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	3	3	3
2585	Pool Technician	2	2	2
2650	PT Athletic Pooled Position	1	1	1
2741	PT Recreation Attendant	12	10	10
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	6	6
3070	Recreation Manager	2	2	2
3071	Asst Rec Manager	1	1	1
3080	Recreation Specialist I	4	4	4
3100	Recreation Superintendent	1	1	1
8888	PT Tennis Pooled Position	1	1	1
	<b>TOTAL:</b>	<b>34</b>	<b>37</b>	<b>38</b>



## **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 rights-of-way.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Successfully maintained the assigned City's right of ways in a professional manner.
- Outstanding performance and recognition for supporting City held special events.
- Provided support to City wide construction, renovation and upgrade projects.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Focus on making improvements to ensure safety and increase productivity.
- Train employees in proper maintenance and repairs of equipment
- Cross training of employees between street cleaning, small equipment, and equipment operating



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,328,610	1,276,696	1,448,841	1,380,916	1,428,239
Contractual services	23,515	222,748	261,705	241,125	247,400
Materials and supplies	48,022	38,979	74,496	48,625	68,600
Maintenance charges	299,455	262,726	255,714	255,714	259,420
<b>TOTAL</b>	<b>1,699,602</b>	<b>1,801,149</b>	<b>2,040,756</b>	<b>1,926,380</b>	<b>2,003,659</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of participants worked Community	2,154	1,978	185	2,000
Quantity of trash removal (cubic feet)	86,028	74,768	5,549	75,000
Street sweepers - miles cleaned	2,926	3,065	286	3,000

**CLEAN STREETS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1480	Clean Streets Manager	1	1	1
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	2	4	4
2100	Clean Streets Supervisor	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	1	1
2645	PT Pooled Clean Streets	1	1	0
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	10	8	7
3481	Street Cleaner III	0	0	1
	<b>TOTAL:</b>	<b>21</b>	<b>21</b>	<b>20</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Renovated holes/greens as the budget allowed.
- Renovated outdoor restrooms.
- Added water feature enhancing the overall look of the Golf Course.
- Purchased mowers to help improve and maintain holes/greens.
- Replaced 234 golf cart batteries before the warranty expired.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Renovate Maintenance barn.
- Install metal roof to the Pro Shop and install new roof and reskin Cart Barn at the Golf Course.
- Add new covered area with sinks and prep area for seating, gatherings and tournaments at the Golf Course.
- Upgrade electrical that comes into the Pro Shop.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel Services	409,466	596,990	571,408	470,863	555,285
Contractual services	101,470	84,952	128,708	128,914	119,168
Materials and supplies	218,709	142,408	199,515	199,515	194,138
Maintenance charges	181,978	254,771	149,138	158,154	154,014
<b>TOTAL</b>	<b>911,623</b>	<b>1,079,121</b>	<b>1,048,769</b>	<b>957,446</b>	<b>1,142,605</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of rounds of golf played	22,773	24,531	24,000	24,000

**GOLF COURSE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	3	3	3
1934	Golf Course Worker III	0	1	1
2590	Pro Shop Specialist I	1	1	1
2765	PT Pooled Golf Course	1	0	0
2880	Pro Shop Worker I	3	2	2
3325	Sr Grounds Keeper	1	1	1
	<b>TOTAL:</b>	<b>10</b>	<b>9</b>	<b>9</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Completed and rewarded a grant to resurface the softball field. Additionally, added shade structures for each set of spectator bleachers.
- Begin the construction of a new shed with an outside company.
- Worked with Fleet to secure two new vehicles.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Increase 2021 domestic participation in Shootout by 2 teams.
- Increase 2021 International participation in Shootout by 1 team.
- Increase 2021 attendance in the Pasabilities Festival / Expo by advertising in 2 new *media outlets*.
- Add two new community partner co-hosts to the Pasabilities Festival. (Success on the Spectrum and PISD ATS program)



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	403,418	436,248	444,098	425,244	441,897
Contractual services	36,666	36,048	41,746	37,000	40,911
Materials and supplies	37,549	42,792	47,310	45,310	46,364
Maintenance charges	78,810	88,568	78,857	78,857	81,312
Capital outlay	-	-	20,000	15,000	100,000
<b>TOTAL</b>	<b>556,443</b>	<b>603,656</b>	<b>632,011</b>	<b>601,411</b>	<b>710,484</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Multipurpose center participation - Annual	4,344	4,361	2,313	4,360
Multipurpose center participation - Hours	49,378	49,873	7,756	49,800

**MULTI-PURPOSE CENTER STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2430	Office Assistant I	1	1	1
2741	PT 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
	<b>TOTAL:</b>	<b>9</b>	<b>9</b>	<b>9</b>



## **PARKS & RECREATION CIVIC CENTER OPERATIONS**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Purchased two new floor machines, buffer, sweeper, forklift, front-end loader and utility vehicle
- Upgraded lights to LED throughout the fairgrounds and inside the Convention Center
- New contract for concession provider and added fees for catering and alcohol
- New vinyl covering and flashing on top of Convention Center with City logo sign
- Replaced flooring in restroom changing areas, ticket booth, back office and rooms 102, 103 and 107
- Replaced roll-up doors and installed sir curtains
- Installed eight new fans inside Rodeo Arena and purchased new bull chutes

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Upgrade rock roads to asphalt
- Purchase new JLG 45' boom lift vehicle
- Paint walls, install sound baffles, ceiling tiles and LED lights inside Convention Center
- Upgrade and add more security cameras inside Convention Center and Campbell Hall
- Add Wifi to Campbell Hall, Rodeo Arena and Fairgrounds
- Install restroom at FFA Pavilion
- Extend Rodeo Arena Roof over animals
- Replace rusted Campbell Hall siding and add decorative rock façade to south side
- Replace phone system inside Convention Center
- Install new wrought iron decorative fencing and gates along Fairmont Parkway



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	374,754	358,206	403,118	367,680	436,305
Contractual services	130,502	110,568	127,000	124,740	106,200
Materials and supplies	9,881	9,582	12,003	12,026	11,763
Maintenance charges	237,679	227,413	237,347	237,347	248,227
<b>TOTAL</b>	<b>752,816</b>	<b>705,769</b>	<b>779,468</b>	<b>741,793</b>	<b>802,495</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of events	190	299	171	250
Number of attendees per year	164,315	309,693	283,584	300,000
Number of days used - Convention Center	215	265	196	225
Number of days used - Fairgrounds	204	195	176	200

**CIVIC CENTER OPERATIONS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1310	Director Convention Center	1	1	1
1820	Facility Worker I	2	3	3
1821	Facility Worker II	1	1	1
1830	Lead Facility Worker	1	1	1
2430	Office Assistant I	0	1	1
2440	Office Assistant II	1	1	1
2933	PT Pooled Convention Center	1	0	0
3390	Manager of Sales and Events	1	0	0
	<b>TOTAL:</b>	<b>8</b>	<b>8</b>	<b>8</b>



## **PARKS & RECREATION MADISON JOBE SENIOR CENTER**

### **MISSION STATEMENT FOR MADISON JOBE:**

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.

### **MISSION STATEMENT FOR RIDES PROGRAM:**

To improve independence and quality of life of disabled adults and seniors who cannot drive through using HUD/CDBG grant funds to bring free critical needs transportation to economically underprivileged and disabled citizens and senior citizens of Pasadena.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

#### **MADISON JOBE:**

- Wood floors in dining room refinished and new blinds.
- Had four large senior activities before shutdown
- Drive by social and safety item giveaway

#### **RIDES PROGRAM:**

- Added 476 clients over the 2019 budget year

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

#### **MADISON JOBE:**

- Begin holding more virtual activities for the Seniors
- Drive by social every month
- Provide at home crafts to engage Seniors
- Drive in movie
- Open safely to begin providing services for Seniors again

#### **RIDES PROGRAM:**

- Add new clients
- Efficient use of grant funds to increase participation.
- Increase RIDES Grant amount and hire second employee



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	388,603	433,950	468,998	436,972	447,018
Contractual services	43,971	46,121	49,950	49,950	59,825
Materials and supplies	54,957	53,837	76,350	76,350	57,500
Maintenance charges	128,746	122,400	122,505	122,505	124,884
Capital outlay	-	8,361	-	-	-
<b>TOTAL</b>	<b>616,277</b>	<b>664,669</b>	<b>717,803</b>	<b>685,777</b>	<b>689,227</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Senior center participation - Annual	163,525	167,008	70,000	165,000
Special events performed each year	35	37	25	37
Transportation program rides per year	1,740	1,672	1,700	1,800

**MADISON JOBE SENIOR CENTER STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1735	Director of Sr. Center	1	1	0
2430	Office Assistant I	1	1	1
2892	Rides Coordinator	1	1	1
3060	Recreation Assistant	1	1	0
3064	Rec Attendant I	1	1	2
3065	Rec Attendant II	0	0	1
3070	Recreation Manager	0	0	1
3080	Recreation Specialist I	2	2	2
	<b>TOTAL:</b>	<b>7</b>	<b>7</b>	<b>8</b>



## **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.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- New electrical wiring for all museum houses
- Stripped Pomeroy (P), Anna's House (AH), Strawberry House (S), and Edna's House (EH) back to the studs and added new sheetrock and ceilings
- Add new wallpaper the P, AH, and S.
- Polished all wood floors.
- Moved all items back into the museum after building renovations were complete.
- New roof for Pomeroy House and Archive Barn.
- Termite treatment for the buildings and on the grounds to protect the area.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- To complete decorations in all museum rooms.
- Cleaned, polish, and mend all furniture.
- Plant trees around the museum and update the rose garden.
- Adjust hours to better serve the public.
- Use Social Media to increase numbers of visitors



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	6,803	71,521	104,635	103,820	108,316
Contractual services	2,817	8,014	21,850	15,850	21,725
Materials and supplies	6,038	9,789	12,750	12,250	16,550
Maintenance charges	8,894	17,530	16,607	15,607	16,879
<b>TOTAL</b>	<b>24,552</b>	<b>106,854</b>	<b>155,842</b>	<b>147,527</b>	<b>163,470</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Museum visitors per year	891	994	25	1200
Special events performed each year	9	15	3	15

**MUSEUMS STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2414	Museum Specialist	1	1	1
2853	PT Museum Specialist	1	1	1
2850	PT Pooled Museum	1	1	1
	<b>TOTAL:</b>	<b>3</b>	<b>3</b>	<b>3</b>



## **PARKS & RECREATION MUNICIPAL PUBLIC LIBRARY**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Pasadena Public Library migrated the library server to the Harris County Public Library, after the collapse of the library consortium, HALAN. The migration allowed PPL to enter into an interlocal agreement, so PPL's patrons can use their PPL library card at all branches of HCPL, and vice versa. The first month, February 2020, saw an increase in circulation of 20% before the pandemic.
- Pasadena Public Library entered into a collection-sharing agreement with Pasadena ISD, which gives PISD's students access to PPL's K to 12 Collection of eBooks and eAudio books in the Axis 360 platform. The agreement led to an increase of Axis 360 checkouts from 200 per month to 1,000 checkouts a month before the pandemic.
- New carpet was installed at the Central Library. The project was in the planning stages for 18 months at a cost of \$250,000. The renovation allowed a reconfiguration of the book ranges that improves the Central collection with better lighting and an open arrangement.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Pasadena Public Library will seek a Data Sharing Agreement with Pasadena ISD that will allow PISD's 50,000+ students to use their School ID as a PPL library Card.
- Pasadena Public Library will launch a community-wide effort to help the caregivers of newborn children to read 1000 books to them before kindergarten. PPL will use new technology from the vendor, BeanStack, to track the progress online and/or on an app available on Apple and Android devices.
- Pasadena Public Library will seek to install new carpet at the Fairmont Branch.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	2,768,083	2,647,257	2,709,004	2,522,041	2,710,389
Contractual services	299,568	293,152	320,481	218,541	285,155
Materials and supplies	129,279	129,448	179,903	152,760	139,940
Maintenance charges	530,603	475,484	473,962	473,962	492,211
Capital outlay	297,911	224,949	266,414	266,414	288,000
<b>TOTAL</b>	<b>4,025,444</b>	<b>3,770,290</b>	<b>3,949,764</b>	<b>3,633,718</b>	<b>3,915,695</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Library Visits	190,031	189,903	154,166	227,883
Checkouts	277,425	250,486	212,002	300,583
Reference Transactions	48,060	89,090	84,264	106,908
Program Attendance	29,491	32,845	36,315	39,414

**LIBRARY STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1620	Custodian I	2	2	2
2128	PT Librarian I	1	0	0
2130	Librarian II	6	6	6
2140	Librarian III	5	3	3
2150	Library Assistant I	6	7	7
2160	Library Assistant II	8	8	8
2170	Library Director	1	1	1
2180	Library Services Coordinator	1	1	1
2181	Library Services Coordinator II	1	1	1
2190	Library Services Manager	2	3	3
2686	PT Clerical Assistant I	2	2	2
2687	PT Clerical Assistant II	4	5	5
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	1	0	0
3350	Sr Library Assistant	2	2	2
3370	Sr Office Assistant	0	1	1
	<b>TOTAL:</b>	<b>43</b>	<b>43</b>	<b>43</b>



**PARKS & RECREATION  
URBAN STREET PROJECTS**

The Urban Street Project is a landscaping and beautification initiative funded by Pasadena Economic Development Corporation (PEDC) 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 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

**19951 URBAN STREET PROJECT – GENERAL**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CONTRACTUAL SERVICES	0	5000	25,000	5,000	20,000
MATERIALS & SUPPLIES	0	0	27,106	0	27,106
CAPITAL OUTLAY	0	0	2,578	0	2,578
<b>TOTAL</b>	<b>0</b>	<b>5000</b>	<b>54,684</b>	<b>5,000</b>	<b>49,684</b>

**19952 URBAN STREET PROJECT – STRAWBERRY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	0	0	25,747	0	25,747
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>25,747</b>	<b>0</b>	<b>25,747</b>

**19954 URBAN STREET PROJECT – GATEWAY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	0	0	50,000	0	50,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>

**19956 URBAN STREET PROJECT – SPACE CENTER**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	0	0	50,852	4,332	46,519
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>50,852</b>	<b>4,332</b>	<b>46,519</b>

**19957 URBAN STREET PROJECT – BURKE**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	0	0	54,800	4,520	50,280
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>54,800</b>	<b>4,520</b>	<b>50,280</b>

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

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CONTRACTUAL SERVICES	172,568	0	100,000	0	100,000
<b>TOTAL</b>	<b>172,568</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

**19960 URBAN STREET PROJECT – FAIRMONT**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	5,405	79,947	47,208	1,215	45,993
<b>TOTAL</b>	<b>5,405</b>	<b>79,947</b>	<b>47,208</b>	<b>1,215</b>	<b>45,993</b>

**19961 URBAN STREET PROJECT – PANSY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	33,655	0	21,345	0	21,345
<b>TOTAL</b>	<b>33,655</b>	<b>0</b>	<b>21,345</b>	<b>0</b>	<b>21,345</b>

**19962 URBAN STREET PROJECT – DABNEY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	0	0	80,000	0	80,000
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>	<b>80,000</b>



**19963 URBAN STREET PROJECT – RED BLUFF**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 BUDGET</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
CAPITAL OUTLAY	0	0	118,933	0	118,933
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>118,933</b>	<b>0</b>	<b>118,933</b>
<b>GRAND TOTAL</b>	<b>211,628</b>	<b>84,947</b>	<b>603,569</b>	<b>15,067</b>	<b>588,501</b>



## 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: issue permits for swimming pools and septic tanks; conduct inspections 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 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.

#### ACHIEVEMENTS FOR FISCAL YEAR 2020

- Partnered with Emergency Management, Police Department, E.M.S. and HR in February to monitor and prepare for potential community impact of Sars-Cov-2 virus and to develop daily Screening protocols, Isolation/Quarantine protocols and Return to Work protocols for City employees.
- Conducted contract tracing for City employees to determine Isolation/Quarantine protocols and Return to Work guidance.
- Educated citizens and businesses on Governor, County and Municipal orders and policies; conducted enforcement activities pertaining to orders and policies when performing complaint and routine business inspections.
- Distributed COVID-19 educational/PSA materials to enhance community awareness.
- Partnered with Emergency Management to establish Harris County Health Department and private testing sites in Pasadena.
- Coordinated with Maintenance Services to disinfect specific work areas when necessary to reduce potential spread of the virus.
- Local Health Authority joined network of local and regional Local Health Authorities to provide a unified regional approach in managing the outbreak in our community.
- Developed vital statistics and contact tracing graphs, tables and charts for tracking community data to keep Administration apprised of virus activity in our community.
- Tracked medical facilities, nursing homes and long-term care facilities to ensure agencies were able to obtain appropriate PPE for their facilities and to provide resourcing with other local and state agencies when necessary.

#### PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021

- Maintain staff certifications for Registered Sanitarians and Code Enforcement Officers; maintain Vital Statistics Acknowledgement of Paternity certifications for Local and Deputy Registrars.
- Continue leading local COVID-19 response in our community and performing contact tracing for City employees.
- Transition the department into using online technology for business functions such as virtual meetings and accepting online payment for services.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	940,521	1,031,696	1,225,010	1,160,312	1,135,605
Contractual services	603,565	613,013	1,383,158	1,360,008	1,355,495
Materials and supplies	84,150	146,926	18,650	12,350	18,280
Maintenance charges	113,458	106,591	122,117	122,117	124,143
<b>TOTAL</b>	<b>1,741,694</b>	<b>1,898,226</b>	<b>2,748,935</b>	<b>2,654,787</b>	<b>2,633,523</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Vital Statistics - Birth and death records sold	5,416	5,723	3,425	4,854
General Sanitation & Business Licensing Inspections	7,141	11,122	11,703	11,412
Liens Filed	134	79	86	99
Business Licenses Issued	2,681	2,481	2,296	2,486
Revenues	\$454,779.00	\$498,650.00	\$438,973.00	\$464,134.00

**HEALTH STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1370	Chief Health Inspector	1	1	1
1490	Clerical Assistant II	1	0	0
2040	Inspector III	3	3	3
2050	Inspector IV	1	1	1
2210	Local Registrar	1	1	1
2430	Office Assistant I	0	1	1
2440	Office Assistant II	2	2	2
2770	Health/Medical Doctor	1	2	2
2960	Public Health Manager	1	1	1
3130	Sanitarian I	2	2	2
3131	Sanitarian II	1	1	1
3370	Sr Office Asst	1	1	1
	<b>TOTAL:</b>	<b>15</b>	<b>16</b>	<b>16</b>



## **HEALTH DEPARTMENT ANIMAL RESCUE & ASSISTANCE**

### **MISSION STATEMENT**

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

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- Successfully organized and executed a major pet food drive, distributing approximately 10,000 pounds of food to the community at Memorial Park.
- Increased staff training in managing dog playgroups in order to allow more outdoor enrichment time for dogs.
- Aligned personnel and procedures between our two buildings for best use of facility design.
- Increased Shelter Facebook “likes” to over 45,000
- Replaced shelter flooring in lobby, offices, visiting room and main kennel.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Develop an educational program to increase the public’s knowledge of ordinances with emphasis on allowable number of pets and pet registration.
- Erect new visiting pens to allow for more comfortable outside meet-and-greets for adopters.
- Review Shelter standard operating procedures to incorporate current best practices.
- Replace remaining shelter flooring not replaced in FY20.
- Implement online document signing and payment options for adoptions.
- Replace dog kennel trench covers.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

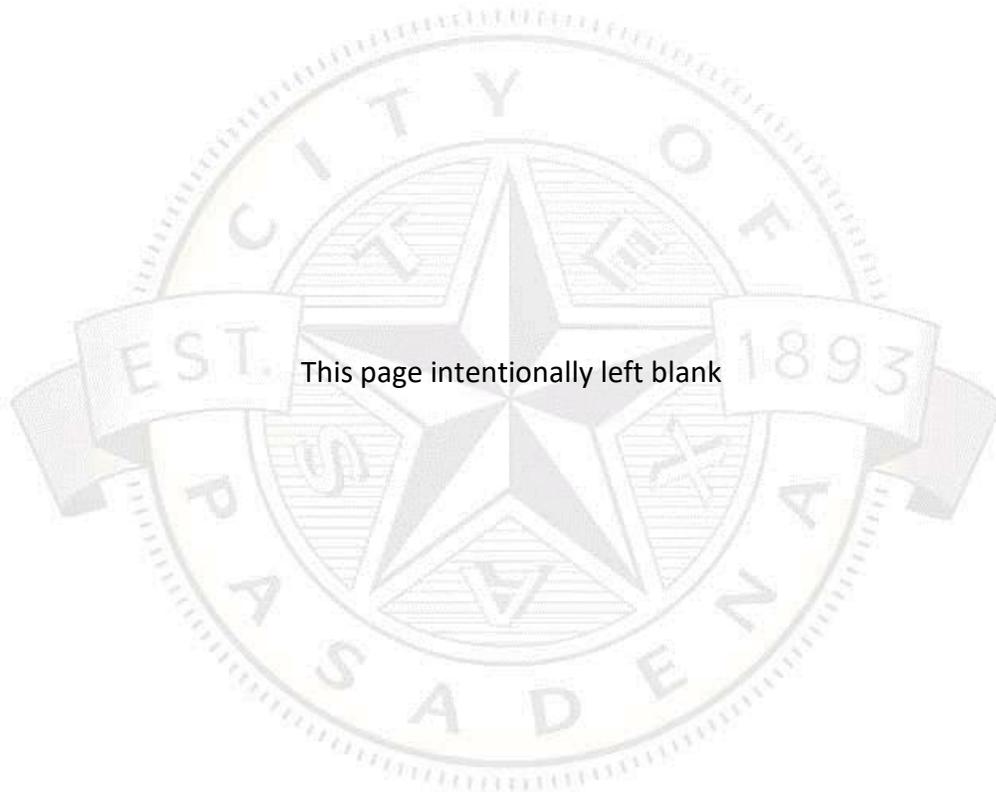
	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	1,924,340	2,128,436	2,614,188	2,433,758	2,514,757
Contractual services	304,148	343,330	339,795	298,095	323,245
Materials and supplies	277,909	280,082	268,500	245,250	272,880
Maintenance charges	279,373	312,337	332,902	332,902	343,009
Capital Outlay	15,525	-	80,000	80,000	60,000
<b>TOTAL</b>	<b>2,801,295</b>	<b>3,064,185</b>	<b>3,635,385</b>	<b>3,390,005</b>	<b>3,513,891</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Animal Live Releases	3,145	3,676	2,900	3,000
Animals Registered	1,019	1,060	645	1,000
# of offsite adoption events	24	33	18	25
Officer activities	9,111	8,533	6,500	8,500

**ANIMAL RESCUE & ASSISTANCE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
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	13	13	13
1098	Animal Rescue and Foster	1	1	1
1099	Animal Health Technician	1	1	1
1203	Asst Mgr Animal Rescue	1	1	1
1620	Custodian I	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	6	6	6
8888	PT Pooled - Animal Shelter	1	1	0
	<b>TOTAL:</b>	<b>39</b>	<b>40</b>	<b>39</b>



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**DEBT SERVICE FUND SUMMARY**

The Debt Service fund is a legally restricted fund utilized to account for primarily property tax revenues used to pay long-term debt principal and interest for the City’s general obligation debt. General obligation bonds and tax-supported certificates of obligation are issued to finance major capital improvements, usually over twenty years.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 2,060,784</b>	<b>\$ 2,339,765</b>	<b>\$ 3,039,922</b>	<b>\$ 3,039,922</b>	<b>\$ 3,352,243</b>
<b>REVENUE</b>					
Ad valorem taxes-current year	9,688,411	12,007,359	11,719,854	11,719,854	11,720,949
Ad valorem taxes-prior year	246,808	119,277	100,000	110,000	120,000
Penalties and interest	144,904	140,738	100,000	135,000	140,000
Special vehicle inventory tax	30,843	34,660	34,000	34,321	34,000
<b>General Property Taxes</b>	<b>10,110,966</b>	<b>12,302,034</b>	<b>11,953,854</b>	<b>11,999,175</b>	<b>12,014,949</b>
Interest earned	30,177	80,089	50,000	50,000	40,000
<b>Investment Income</b>	<b>30,177</b>	<b>80,089</b>	<b>50,000</b>	<b>50,000</b>	<b>40,000</b>
Transfer from capital project fund	6	-	-	-	-
<b>Other Revenues</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>10,141,149</b>	<b>12,382,123</b>	<b>12,003,854</b>	<b>12,049,175</b>	<b>12,054,949</b>
<b>PRINCIPAL AND INTEREST</b>					
Principal	7,015,914	7,757,613	7,858,142	7,858,142	8,183,830
Interest	2,846,254	3,924,353	3,861,712	3,861,712	3,537,119
<b>SUBTOTAL PRINCIPAL AND INTEREST</b>	<b>9,862,168</b>	<b>11,681,966</b>	<b>11,719,854</b>	<b>11,719,854</b>	<b>11,720,949</b>
<b>OTHER EXPENDITURES</b>					
Arbitrage	-	-	12,000	12,000	11,760
Fiscal charges	-	-	5,000	5,000	5,000
<b>SUBTOTAL OTHER COSTS</b>	<b>-</b>	<b>-</b>	<b>17,000</b>	<b>17,000</b>	<b>16,760</b>
<b>TOTAL EXPENDITURES</b>	<b>9,862,168</b>	<b>11,681,966</b>	<b>11,736,854</b>	<b>11,736,854</b>	<b>11,737,709</b>
<b>Revenue Over Expenditures</b>	<b>278,981</b>	<b>700,157</b>	<b>267,000</b>	<b>312,321</b>	<b>317,240</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 2,339,765</b>	<b>\$ 3,039,922</b>	<b>\$ 3,306,922</b>	<b>\$ 3,352,243</b>	<b>\$ 3,669,483</b>

**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". The City is limited to the amount of tax-supported debt it can incur by Article IX, Section 14 of the City Charter and state statutes which limits the City's total general obligation bonded indebtedness at any one time to 10% of assessed property value. The FY 2020 debt limitation for the City was \$826,164,546, which is significantly in excess of the City's outstanding general obligation debt. The FY 2021 debt limitation will be calculated in December 2020.

**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	6,055,000
\$16,690,000 GO Refunding, 2012A	2.00 - 5.00	2/15/2025	Governmental type	\$145,000 to \$1,840,000	8,030,000
\$3,121,063 GO Refunding, 2014	3.00 - 4.00	2/15/2022	Governmental type	\$103,639 to \$778,142	392,469
\$12,525,000 GO Refunding, 2015	2.00 - 5.00	2/15/2027	Governmental type	\$755,000 to \$1,830,000	7,775,000
\$17,405,000 GO Refunding, 2016A	2.00 - 5.00	2/15/2028	Governmental type	\$265,000 to \$2,065,000	14,560,000
\$19,175,000 COB, 2017	2.00 - 4.00	2/15/2037	Governmental type	\$195,000 to \$1,635,000	18,515,000
\$33,945,000 COB, 2018	2.00 - 5.00	2/15/2038	Governmental type	\$400,000 to \$2,765,000	32,975,000
					<b><u>\$88,302,469</u></b>

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
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	6,930,000	2,546,713	9,476,713
2025	6,245,000	2,233,138	8,478,138
2026-2030	22,430,000	7,600,013	30,030,013
2031-2035	18,580,000	3,799,138	22,379,138
2036-2038	11,200,000	571,325	11,771,325
	<b>\$88,302,469</b>	<b>\$26,352,310</b>	<b>\$114,654,779</b>

**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
\$5,885,000 GOB Refunding Bonds, 2012A	2.00 - 5.00	2/15/2022	Refunding	\$275,000 to \$1,840,000	2,580,000
\$6,063,937 GOB Refunding Bonds, 2014	3.00 - 4.00	2/15/2022	Refunding	\$201,361 to \$1,511,858	762,531
\$50,210,000 GOB Refunding Bonds, 2016	2.00 - 5.00	2/15/2033	Refunding	\$440,000 to \$4,755,000	47,535,000
\$16,305,000 COB, 2017	2.00 - 4.00	2/15/2037		\$195,000 to \$1,635,000	14,555,000
					<b>\$65,432,531</b>

Debt service requirements to maturity are as follows:

Fiscal Year Ending September 30,	Principal	Interest	Total
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	3,915,000	2,061,494	5,976,494
2025	4,110,000	1,867,894	5,977,894
2025-2029	23,615,000	6,272,119	29,887,119
2030-2034	18,955,000	1,538,509	20,493,509
2035-2037	2,480,000	78,125	2,558,125
	<b>\$65,432,531</b>	<b>\$19,058,040</b>	<b>\$84,490,571</b>

**Changes in Long-Term Liabilities**

Long-term liability activity for the year ended September 30, 2020 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	\$ 44,075,611	\$ -	\$ (7,263,142)	\$ 36,812,469	\$ 7,558,830
Certificate of obligation bonds	52,085,000	-	(595,000)	51,490,000	625,000
	96,160,611	-	(7,858,142)	88,302,469	8,183,830
Add: Premiums on debt issuances	7,833,615	-	(1,013,184)	6,820,431	-
<b>Total Bonds Payable</b>	<b>\$ 103,994,226</b>	<b>\$ -</b>	<b>\$ (8,871,326)</b>	<b>\$ 95,122,900</b>	<b>\$ 8,183,830</b>

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, 2020 was as follows:

**Business-Type Activities:**

	Beginning	Additions/ Reclassification	Refunding/ Reductions	Ending	Due Within One Year
General obligation refunding bonds	\$ 54,784,389	\$ -	\$ (3,906,858)	\$ 50,877,531	\$ 4,551,170
Certificate of Obligations	15,175,000	-	(620,000)	14,555,000	-
Add: Premiums on debt issuances	5,813,380	-	(494,581)	5,318,799	-
<b>Total bonds payable</b>	<b>\$ 75,772,769</b>	<b>\$ -</b>	<b>\$ (5,021,439)</b>	<b>\$70,751,330</b>	<b>\$ 4,551,170</b>



**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 86.7% 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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING AVAILABLE RESOURCES</b>	<b>\$ 21,259,870</b>	<b>\$ 26,637,171</b>	<b>\$ 23,920,375</b>	<b>\$ 23,920,375</b>	<b>\$ 16,066,574</b>
REVENUES	44,996,234	46,651,732	45,459,052	45,361,216	43,570,800
EXPENDITURES	39,618,933	49,368,528	54,753,404	53,215,017	43,570,800
REVENUES OVER/(UNDER) EXPENDITURES	5,377,301	(2,716,796)	(9,294,352)	(7,853,801)	-
<b>ENDING AVAILABLE RESOURCES</b>	<b>\$ 26,637,171</b>	<b>\$ 23,920,375</b>	<b>\$ 14,626,023</b>	<b>\$ 16,066,574</b>	<b>\$ 16,066,574</b>
<b>ENDING AVAILABLE RESOURCES</b>	<b>26,637,171</b>	<b>23,920,375</b>	<b>14,626,023</b>	<b>16,066,574</b>	<b>16,066,574</b>
<b>TWO MONTH RESERVE REQUIREMENT *</b>	<b>5,727,656</b>	<b>7,305,921</b>	<b>8,316,401</b>	<b>8,060,003</b>	<b>6,647,467</b>
<b>OVER/(UNDER) REQUIREMENT</b>	<b>\$ 20,909,515</b>	<b>\$ 16,614,454</b>	<b>\$ 6,309,622</b>	<b>\$ 8,006,571</b>	<b>\$ 9,419,107</b>

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



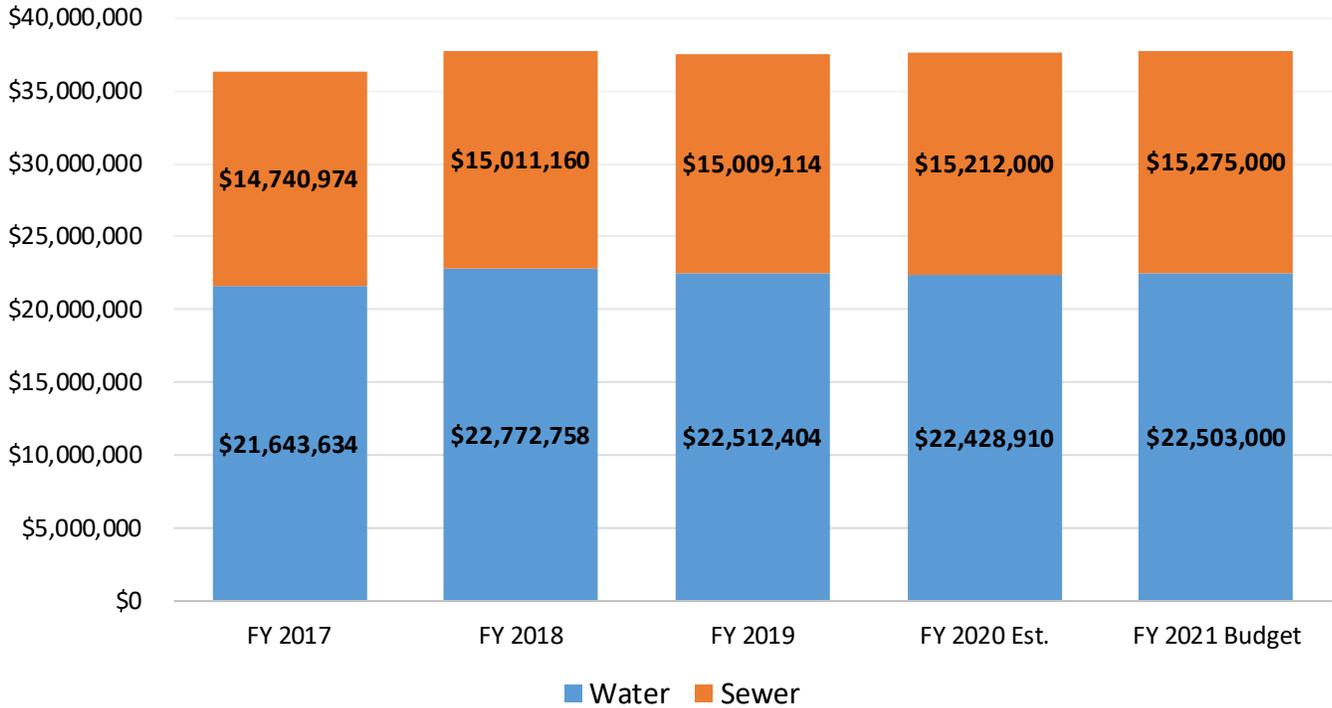
**FY 2021 ADOPTED BUDGET  
SYSTEM FUND DETAIL**

**REVENUE OVERVIEW**

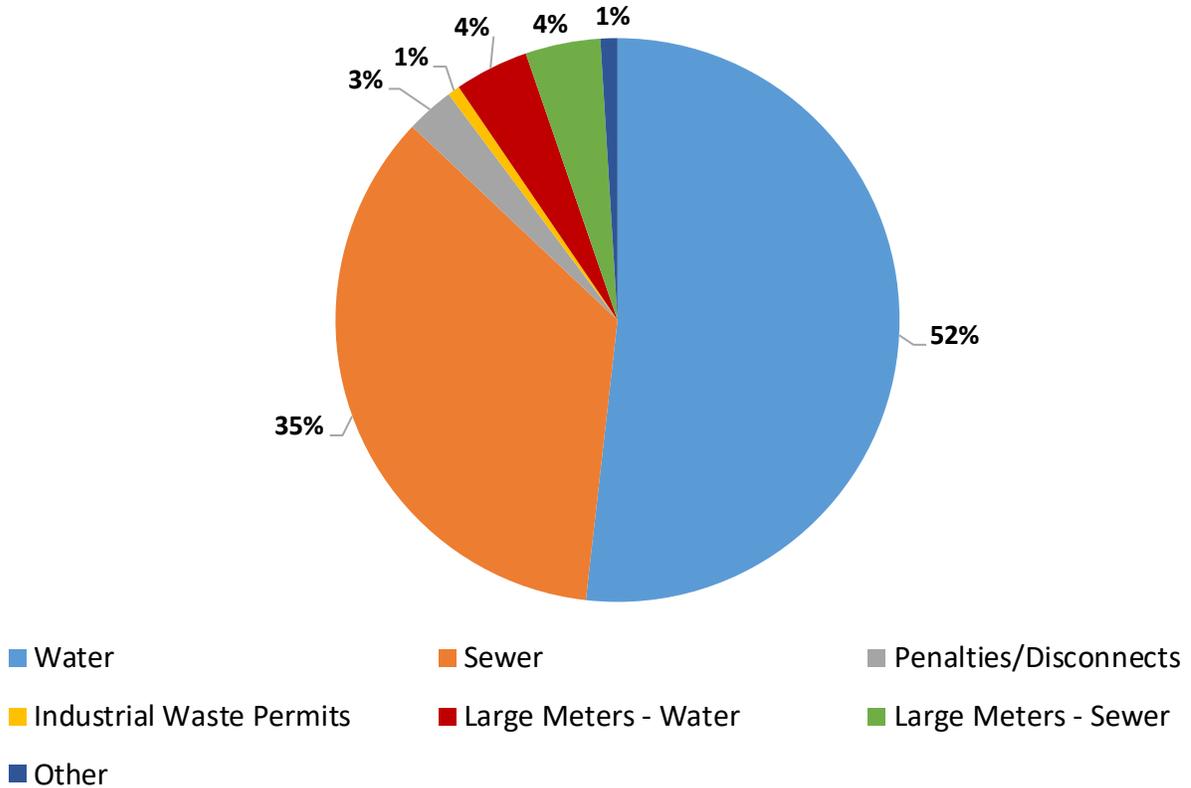
REVENUE CATEGORY	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
Interest earned	\$ 414,341	\$ 767,276	\$ 475,000	\$ 325,300	\$ 142,800
<b>INVESTMENT INCOME</b>	<b>414,341</b>	<b>767,276</b>	<b>475,000</b>	<b>325,300</b>	<b>142,800</b>
Miscellaneous	41,172	9,541	500	25	100
CC processing fee	303,368	338,484	100,000	253,200	100,000
Waste recycling revenues	-	-	-	17	-
Prior year expense refund	30,058	-	2,500	-	-
<b>OTHER REVENUE</b>	<b>374,598</b>	<b>348,025</b>	<b>103,000</b>	<b>253,242</b>	<b>100,100</b>
Water revenues	22,772,758	22,512,404	22,200,000	22,428,910	22,503,000
Water connections	217,440	195,790	65,000	121,800	63,300
Sewer revenues	15,011,160	15,009,114	15,197,400	15,212,000	15,275,000
Sewer connections	81,150	132,004	40,000	80,400	76,500
Penalties	1,025,593	1,013,611	910,000	820,300	950,000
Miscellaneous water revenue	193,009	212,980	170,000	190,300	175,000
Disconnect fees	300,539	332,370	250,000	238,800	250,000
Industrial waste	300,936	306,547	310,000	248,400	305,000
Large meter revenues	3,678,933	3,772,992	3,735,000	3,788,000	3,725,000
Year end accrual revenues	596,446	(3,283)	-	(344,655)	-
<b>OPERATING REVENUE</b>	<b>44,177,964</b>	<b>43,484,529</b>	<b>42,877,400</b>	<b>42,784,255</b>	<b>43,322,800</b>
Donations	-	-	-	17	-
Sale of city property	12,543	28,500	5,000	-	-
Capital contributions	1,788	-	250	-	100
Other	15,000	30,000	5,000	5,000	5,000
COH operating and maintenance refund	-	900,604	900,604	900,604	-
COH water and wastewater settlement	-	776,432	776,432	776,432	-
COH excess reserve	-	316,366	316,366	316,366	-
<b>NON-OPERATING REVENUE</b>	<b>29,331</b>	<b>2,051,902</b>	<b>2,003,652</b>	<b>1,998,419</b>	<b>5,100</b>
<b>SYSTEM FUND REVENUE TOTAL</b>	<b>\$ 44,996,234</b>	<b>\$ 46,651,732</b>	<b>\$ 45,459,052</b>	<b>\$ 45,361,216</b>	<b>\$ 43,570,800</b>



**FY 2021 WATER & SEWER REVENUES**



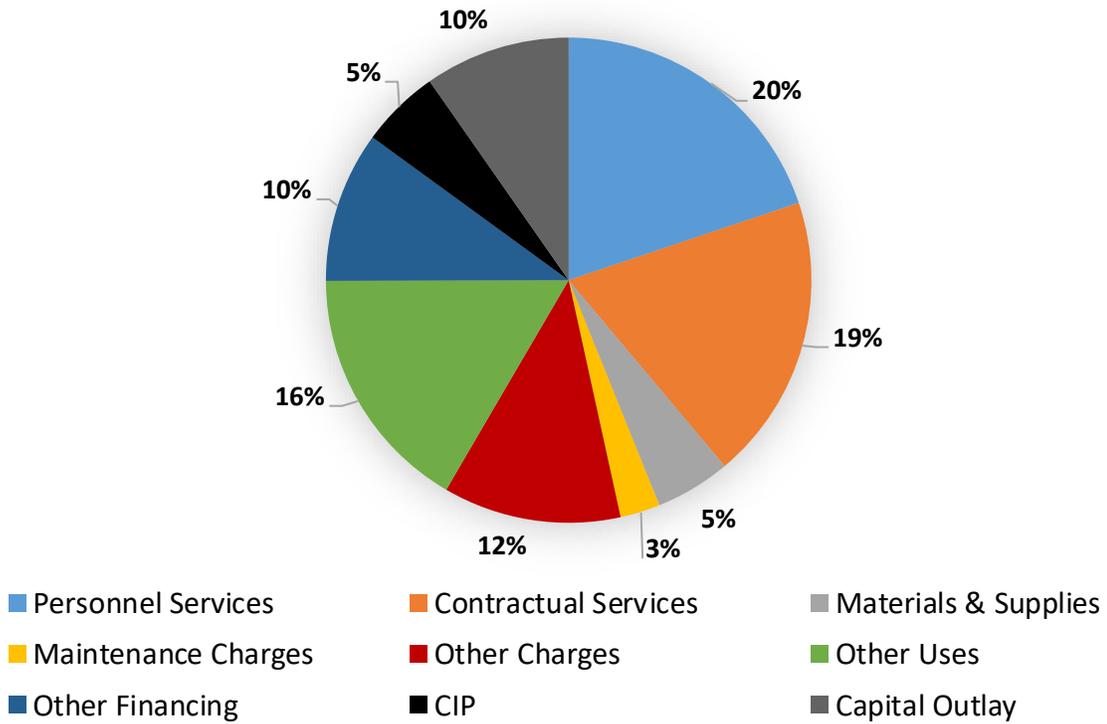
**FY 2021 SYSTEM FUND REVENUE SOURCES**



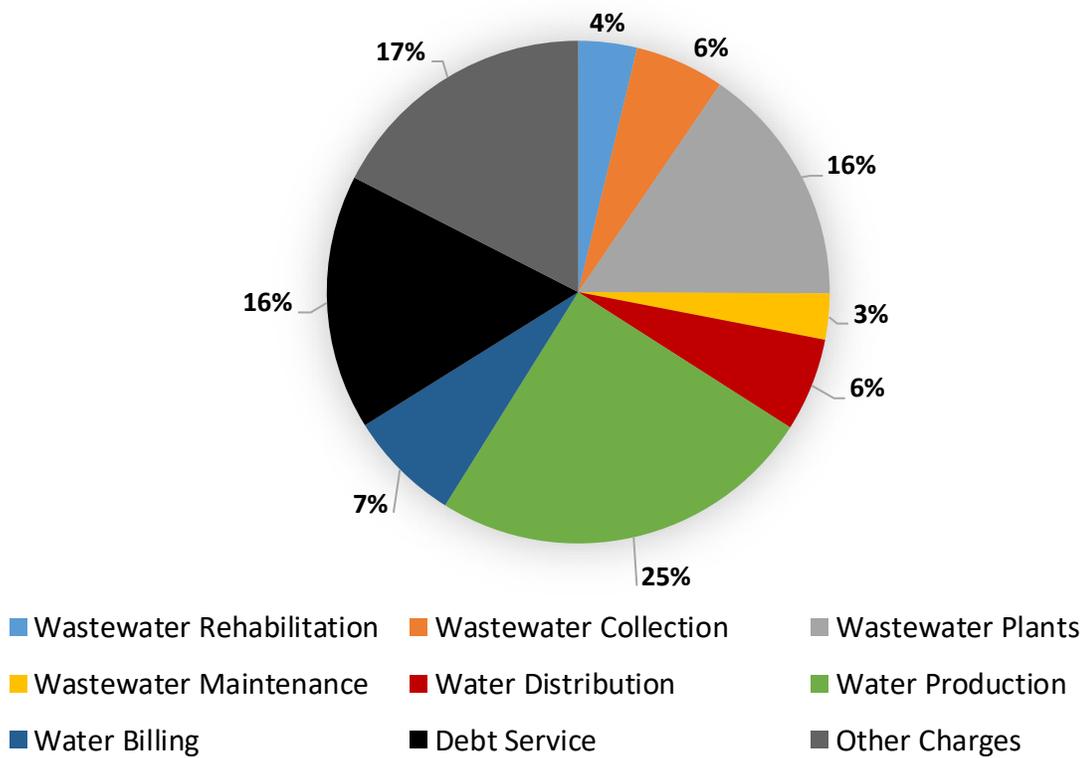

**FY 2021 ADOPTED BUDGET  
SYSTEM FUND DETAIL**
**EXPENDITURE OVERVIEW**

<b>BY CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 7,410,712	\$ 7,718,114	\$ 9,479,111	\$ 9,118,895	\$ 8,641,258
Contractual services	6,475,233	7,027,591	8,473,690	7,950,795	8,304,530
Materials and supplies	3,020,158	2,827,256	3,968,628	3,362,756	2,184,722
Maintenance charges	1,363,178	1,192,453	1,148,670	1,157,566	1,158,168
Other charges	5,200,787	5,633,399	6,739,663	6,003,653	5,162,145
Other uses	7,637,914	7,613,708	7,369,827	7,369,827	7,207,557
Other financing	8,253,000	8,533,000	7,855,000	7,855,000	6,686,000
Capital outlay	257,951	8,823,007	9,718,815	10,396,525	4,226,420
<b>TOTALS</b>	<b>\$39,618,933</b>	<b>\$49,368,528</b>	<b>\$54,753,404</b>	<b>\$53,215,017</b>	<b>\$43,570,800</b>

<b>DEPARTMENT/DIVISION</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Wastewater rehabilitation	\$ 1,535,902	\$ 1,398,253	\$ 1,826,963	\$ 1,743,061	\$ 1,645,851
Wastewater collection	2,069,533	2,124,239	2,804,431	2,615,835	2,506,271
Wastewater plants	5,288,774	5,757,259	6,883,566	6,481,118	6,777,372
Wastewater maintenance	1,114,835	1,260,581	1,460,287	1,330,845	1,288,553
Water distribution	2,339,205	2,295,752	2,866,658	2,634,158	2,618,673
Water production	6,681,142	15,610,652	17,716,096	17,683,536	10,817,410
Water billing	2,916,332	3,048,108	3,323,362	3,160,645	3,151,794
Debt service	7,601,877	7,575,816	7,314,827	7,314,827	7,152,557
Other charges	10,071,333	10,297,868	10,557,214	10,250,992	7,612,319
<b>TOTALS</b>	<b>\$39,618,933</b>	<b>\$49,368,528</b>	<b>\$54,753,404</b>	<b>\$53,215,017</b>	<b>\$43,570,800</b>



- Personnel Services
- Contractual Services
- Materials & Supplies
- Maintenance Charges
- Other Charges
- Other Uses
- Other Financing
- CIP
- Capital Outlay



- Wastewater Rehabilitation
- Wastewater Collection
- Wastewater Plants
- Wastewater Maintenance
- Water Distribution
- Water Production
- Water Billing
- Debt Service
- Other Charges



## **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 2020**

- Replaced 2.1 miles of sanitary sewer main line and installed 17 new manholes/clean-out boots
- Televised 5.6 miles of sanitary sewer main line, 2.8 miles of sanitary sewer service line and 3.0 miles of storm drain line
- Cleaned 27.5 miles of sanitary sewer main line, 1.7 miles of sanitary sewer service line and 5.0 miles of storm drain line
- Cleaned/vacuumed 319 sanitary sewer manholes or Septic/Waste Tanks, 152 storm manholes/boxes and 46 sanitary sewer lift stations
- Performed 31 sanitary sewer dye tests for 2,525 ft. of coverage and 5 storm drain line dye tests for 111 ft. of coverage

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- To replace 2.4 miles of sanitary sewer main line and install 20 new manholes/clean-out boots
- To televise 5.8 miles of sanitary sewer main line, 3.0 miles of sanitary sewer service line and 5.0 miles of storm drain line
- To clean 30.0 miles of sanitary sewer main line, 2.0 miles of sanitary sewer service line and 7.5 miles of storm drain line
- To clean/vacuum 350 sanitary sewer manholes, 175 storm manholes/boxes and 50 sanitary sewer lift stations
- To perform 35 sanitary sewer dye tests and 10 storm drain line dye tests



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 1,027,632	\$ 953,892	\$ 1,248,639	\$ 1,222,478	\$ 1,130,402
Contractual services	21,918	4,223	26,503	9,800	19,100
Materials and supplies	176,937	179,662	227,980	202,100	227,522
Maintenance charges	293,466	248,088	240,683	240,683	243,827
Capital outlay	15,949	12,388	83,158	68,000	25,000
<b>TOTAL</b>	<b>\$ 1,535,902</b>	<b>\$ 1,398,253</b>	<b>\$ 1,826,963</b>	<b>\$ 1,743,061</b>	<b>\$ 1,645,851</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Sanitary sewer main line replaced (miles)	1.8	1.4	2.1	2.4
Sanitary & Storm lines cleaned (miles)	36.7	33.8	34.2	39.5
Sanitary & Storm lines televised (miles)	10.2	14.0	11.5	13.8
Manholes/Lift Station cleaned & vacuumed	552	352	517	575

**WASTEWATER REHABILITATION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	1	1	1
3620	TV Crew Worker I	1	1	1
3640	TV Crew Worker IV	1	1	1
3670	Utility Maintenance Technician III	4	4	4
3690	Utility Worker I	1	1	1
3700	Utility Worker II	4	4	4
3705	Utility Worker III	2	2	2
2965	Pooled - WW Rehab	1	1	1
<b>TOTAL:</b>		<b>17</b>	<b>17</b>	<b>17</b>



## **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 2020**

- Repaired 829 feet of sanitary sewer main line
- Repaired 3,540 feet of sanitary sewer service line
- Repaired 64 sanitary sewer taps
- Repaired 143 sanitary sewer manholes
- Installed 167 new sanitary sewer taps
- Installed 3,068 feet of new sanitary sewer service line
- Installed 379 new sanitary sewer clean-outs
- Responded to 2,400 service calls

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- To repair 900 feet of sanitary sewer main line
- To repair 3,750 feet of sanitary sewer service line
- To repair 75 sanitary sewer taps
- To repair 150 sanitary sewer manholes
- To install 175 new sanitary sewer taps
- To install 3,000 feet of new sanitary sewer service line
- To install 400 new sanitary sewer clean-outs
- To respond to 2,450 service calls



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 1,522,253	\$ 1,612,969	\$ 2,171,988	\$ 2,105,615	\$ 1,926,963
Contractual services	223,300	205,032	241,478	213,385	237,270
Materials and supplies	87,391	105,456	191,005	106,875	163,850
Maintenance charges	208,886	187,902	174,960	174,960	178,188
Capital outlay	27,703	12,880	25,000	15,000	-
<b>TOTAL</b>	<b>\$ 2,069,533</b>	<b>\$ 2,124,239</b>	<b>\$ 2,804,431</b>	<b>\$ 2,615,835</b>	<b>\$ 2,506,271</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
San Sewer Main Line Replacement (Ft)	567	824	829	900
San Sewer Service Line Replacement (Ft)	4,035	3,531	3,540	3,750
Service calls	2,251	2,375	2,400	2,450

**WASTEWATER COLLECTION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1780	Equipment Operator I	3	3	3
2430	Office Assistant I	1	1	1
3010	Public Works Superintendent	1	1	1
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	0
<b>TOTAL:</b>		<b>28</b>	<b>28</b>	<b>27</b>



## **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 2020**

- Made repairs to chlorine line at Golden Acres.
- Repaired underground line from Headworks to East Basin at Golden Acres.
- Renewed Golden Acres Permit.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Operate the treatment plants in compliance with all the parameters of permits from the TCEQ and EPA.
- Replace UV system with newer, more energy efficient model.
- Renew Vince Bayou Permit.


**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Contractual services	\$ 4,977,229	\$ 5,473,324	\$ 6,381,520	\$ 6,094,720	\$ 6,436,720
Materials and supplies	98,236	66,204	135,050	101,000	124,050
Maintenance charges	14,583	10,405	4,368	5,398	4,602
Other charges	149,184	145,480	186,000	150,000	162,000
Capital outlay	49,542	61,846	176,628	130,000	50,000
<b>TOTAL</b>	<b>\$ 5,288,774</b>	<b>\$ 5,757,259</b>	<b>\$ 6,883,566</b>	<b>\$ 6,481,118</b>	<b>\$ 6,777,372</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Wastewater Plant (billion gallons)	4.500	4.700	4.800	4.900
Gallons treated per capita per day	82	83	84	85



## **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 2020**

- Rehab North Main lift station & replaced back-up diesel pump
- Installed automation control & upgraded SCADA at West Pitts
- Installed wet well wizard at Llano lift station for odor control
- New discharge line installed over bayou for West Ellaine lift station
- Replaced & upgraded motor control center for Thomas lift station

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Rehabilitation of lift station at Pasadena Blvd., Olson, Baywood and Jana.
- Bypass West Pitts lift station and clean wet well and install SSPC contains to wet well.
- Replace 24" plug valve at West Pitts lift station.
- Replace SCADA Ethernet radio communication system and install cellular communication.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 696,788	\$ 735,708	\$ 838,680	\$ 813,102	\$ 762,563
Contractual services	88,421	150,036	184,300	139,444	156,720
Materials and supplies	99,413	125,297	176,950	127,150	144,300
Maintenance charges	162,157	153,888	170,357	176,149	174,970
Capital outlay	68,056	95,652	90,000	75,000	50,000
<b>TOTAL</b>	<b>\$ 1,114,835</b>	<b>\$ 1,260,581</b>	<b>\$ 1,460,287</b>	<b>\$ 1,330,845</b>	<b>\$ 1,288,553</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Sewer Lift Stations	65	65	65	66
Pumps repaired or replaced	22	26	28	30
Lift Stations (ls) maintained per crew	8	8	8	8

**WASTEWATER MAINTENANCE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1130	Asst Superintendent	0	1	1
2440	Office Asst II	0	1	1
3010	Public Works Superintendent	1	1	1
3400	Sr Public Works Assistant	1	0	0
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	0	0
<b>TOTAL:</b>		<b>10</b>	<b>10</b>	<b>10</b>



## **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 2020**

- Responded to and resolved 850 leak service requests.
- Responded to 380 line locate service requests.
- Installed 200 new water meters.
- Installed 25 new fire hydrants.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Minimization of leaks and increase water line replacement.
- Slow water breaks repaired within 48 hours and emergency repairs completed within one business day.
- Continue to maintain all water lines so that a quality water supply is distributed throughout the City.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 1,663,191	\$ 1,788,397	\$ 2,135,536	\$ 2,056,002	\$ 1,896,793
Contractual services	42,907	13,400	34,528	17,100	31,370
Materials and supplies	430,869	308,635	543,685	407,981	535,300
Maintenance charges	202,238	185,320	152,909	153,075	155,210
<b>TOTAL</b>	<b>\$ 2,339,205</b>	<b>\$ 2,295,752</b>	<b>\$ 2,866,658</b>	<b>\$ 2,634,158</b>	<b>\$ 2,618,673</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Number of leaks repaired	974	980	750	800
Waterline replaced (feet) - City	25,930	26,000	2,100	10,000

**WATER DISTRIBUTION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1070	Admin Asst	1	1	1
1130	Assistant Superintendent	1	1	1
1780	Equipment Operator I	4	4	4
1800	Equipment Operator III	1	1	1
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	4	4	4
2965	Pooled - Water Distribution	1	1	0
<b>TOTAL:</b>		<b>28</b>	<b>28</b>	<b>27</b>



## **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 2020**

- Rodeo Grounds Tower altitude valve repaired and put back in service.
- Upgraded, repaired and painted Red Bluff and Guthrie Towers.
- Complete installation of 36" pressure regulating valve from the Southeast Plant to Pasadena Interconnect.
- Inspection of 3 storage tanks and water towers.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Installation of new LAS system to meet TCEQ requirements.
- Replace fencing at water sites: Tulip, Pasadena Blvd, Pansy, Garner, Sycamore
- Paint and repair 2 storage tanks.
- Continue to upgrade the water system pumps, towers, SCADA system and storage tanks to keep in compliance with TCEQ regulations, and to maintain a clean water supply and good pressure for the City of Pasadena.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 662,959	\$ 709,844	\$ 820,016	\$ 738,932	\$ 736,898
Contractual services	696,539	635,104	914,561	853,176	815,700
Materials and supplies	39,595	53,291	68,800	63,950	92,300
Maintenance charges	151,939	139,616	128,532	130,440	131,092
Other charges	5,051,623	5,487,622	6,553,513	5,853,513	5,000,000
Capital Outlay	78,487	8,585,175	9,230,674	10,043,525	4,041,420
<b>TOTAL</b>	<b>\$ 6,681,142</b>	<b>\$ 15,610,652</b>	<b>\$ 17,716,096</b>	<b>\$ 17,683,536</b>	<b>\$ 10,817,410</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
South East Water Plant (billion gallons)	5.9	4.5	4.6	4.5
East Water Plant (billion gallons)	0.012	0.076	0.038	0.025
Pasadena Wells (billion gallons)	0.351	0.600	0.438	0.425
Gallons produced per capita per day	100	99	100	100

**WATER PRODUCTION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
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	3	3	3
<b>TOTAL:</b>		<b>11</b>	<b>11</b>	<b>11</b>



## **SYSTEM FUND WATER BILLING**

### **MISSION STATEMENT**

The purpose of the Water Billing Department is to 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 2020**

- Redesigned bill to include a “Message Board” which has enhanced communications with customers
- Installed two more data collectors to phase in transition from AMR (automatic meter reading) to AMI (automatic meter infrastructure) which will significantly decrease the amount of time required to read meters
- Continue to expand and enhance customer service and improve internal processes through full integration of AMI metering system.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Make e-statements (e-billing) available which will enhance customer service and reduce operating expenses
- Install 3 more data collectors that will help reduce operating costs
- Implement an Interactive Voice Response telephone system allowing customers access to account information and payment options 24/7



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 1,837,889	\$ 1,917,304	\$ 2,142,860	\$ 2,091,774	\$ 2,066,320
Contractual services	424,919	546,472	630,800	623,170	607,650
Materials and supplies	305,401	261,735	159,336	103,700	147,400
Maintenance charges	329,909	267,234	276,861	276,861	270,279
Other charges	-	297	150	140	145
Capital outlay	18,214	55,066	113,355	65,000	60,000
<b>TOTAL</b>	<b>\$ 2,916,332</b>	<b>\$ 3,048,108</b>	<b>\$ 3,323,362</b>	<b>\$ 3,160,645</b>	<b>\$ 3,151,794</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Water Usage (billion gallons)	5.99	5.83	6.15	6.25
Number of water meters in the city	35,848	35,810	35,975	36,000
Gallons used per capita per day	100	95	100	100

**WATER BILLING STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1250	Assistant Water Billing Manager	2	2	2
1265	Billing Coordinator	1	1	1
1495	Collections Coordinator	1	1	1
2360	Meter Services Coord	1	1	1
3460	Sr Water Billing Assistant	4	4	4
3650	Utility Maintenance Technician I	3	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	6	6	6
3810	Utility Billing Director	1	1	1
3815	Utility Billing Manager	1	1	1
<b>TOTAL:</b>		<b>26</b>	<b>26</b>	<b>26</b>

**SYSTEM FUND  
DEBT SERVICES & OTHER CHARGES****FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY – DEBT SERVICE**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Other charges	\$ (20)	\$ -	\$ -	\$ -	\$ -
Other uses	7,601,897	7,575,816	7,314,827	7,314,827	7,152,557
<b>TOTAL</b>	<b>\$ 7,601,877</b>	<b>\$ 7,575,816</b>	<b>\$ 7,314,827</b>	<b>\$ 7,314,827</b>	<b>\$ 7,152,557</b>

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY – OTHER CHARGES**

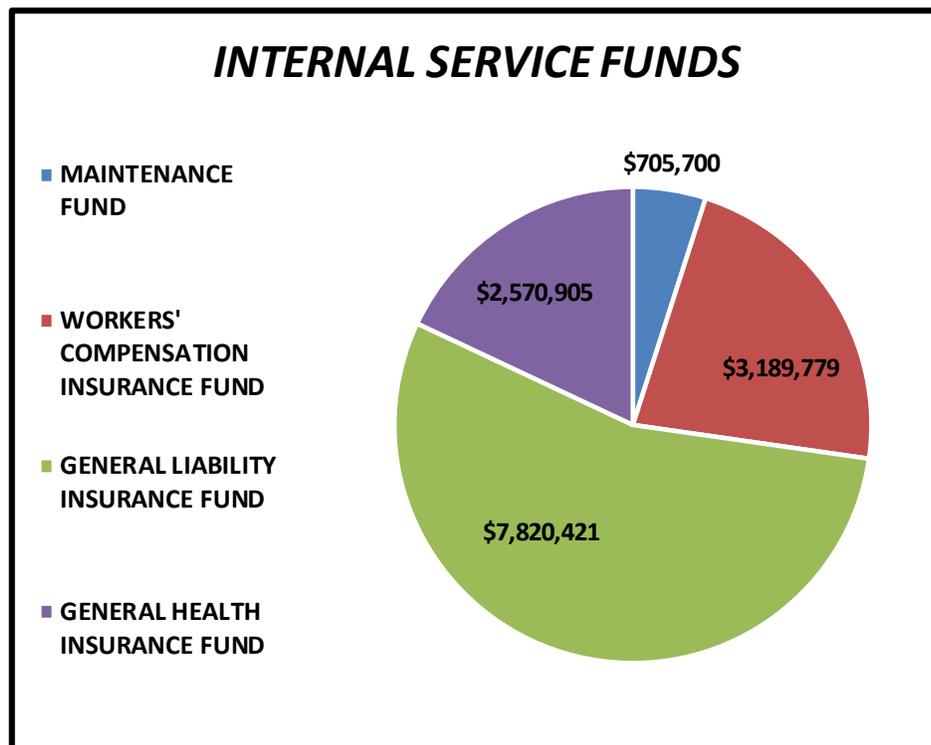
	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ -	\$ -	\$ 121,392	\$ 90,992	\$ 121,319
Contractual services	-	-	60,000	-	-
Materials and supplies	1,782,316	1,726,976	2,465,822	2,250,000	750,000
Other uses	36,017	37,892	55,000	55,000	55,000
Other financing uses	8,253,000	8,533,000	7,855,000	7,855,000	6,686,000
<b>TOTAL</b>	<b>\$10,071,333</b>	<b>\$10,297,868</b>	<b>\$10,557,214</b>	<b>\$10,250,992</b>	<b>\$ 7,612,319</b>



## 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 \$705,700 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 \$14.2 million.





**FY 2021 ADOPTED BUDGET  
INTERNAL SERVICE FUNDS SUMMARY**

	<b>MAINTENANCE FUND</b>	<b>WORKERS' COMPENSATION INSURANCE FUND</b>	<b>GENERAL LIABILITY INSURANCE FUND</b>	<b>HEALTH INSURANCE FUND</b>	<b>TOTALS</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 3,550,331</b>	<b>\$ 2,982,874</b>	<b>\$6,945,421</b>	<b>\$3,536,905</b>	<b>\$17,015,531</b>
<b>REVENUE</b>					
Interest earned	140,000	40,000	90,000	20,000	290,000
Charges for sales or services	15,098,509	1,052,000	1,750,000	23,054,000	40,954,509
Sale of capital assets	100,000	-	-	-	100,000
Other revenue/transfers	386,000	-	900,000	-	1,286,000
<b>TOTAL REVENUES</b>	<b>15,724,509</b>	<b>1,092,000</b>	<b>2,740,000</b>	<b>23,074,000</b>	<b>42,630,509</b>
<b>EXPENDITURES</b>					
Personnel services	7,194,226	117,605	-	-	7,311,831
Contractual services	2,028,781	35,000	-	130,000	2,193,781
Material & supplies	4,093,709	42,490	-	-	4,136,199
Maintenance charges	1,832,924	-	-	-	1,832,924
Capital outlay	3,419,500	-	-	-	3,419,500
Other uses/charges	-	690,000	1,865,000	23,910,000	26,465,000
<b>TOTAL EXPENDITURES</b>	<b>18,569,140</b>	<b>885,095</b>	<b>1,865,000</b>	<b>24,040,000</b>	<b>45,359,235</b>
<b>REVENUES OVER/(UNDER)</b>					
<b>EXPENDITURES</b>	<b>(2,844,631)</b>	<b>206,905</b>	<b>875,000</b>	<b>(966,000)</b>	<b>(2,728,726)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 705,700</b>	<b>\$ 3,189,779</b>	<b>\$7,820,421</b>	<b>\$2,570,905</b>	<b>\$14,286,805</b>



## FY 2021 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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING AVAILABLE</b>					
<b>RESOURCES</b>	<b>\$ 10,693,041</b>	<b>\$ 9,610,903</b>	<b>\$ 7,837,276</b>	<b>\$ 7,837,276</b>	<b>\$ 3,550,331</b>
REVENUES	15,387,536	16,190,669	15,717,129	15,757,299	15,724,509
EXPENDITURES	16,469,674	17,964,296	21,911,059	20,044,244	18,569,140
REVENUES OVER/(UNDER)					
EXPENDITURES	(1,082,138)	(1,773,627)	(6,193,930)	(4,286,945)	(2,844,631)
<b>ENDING AVAILABLE</b>					
<b>RESOURCES</b>	<b>\$ 9,610,903</b>	<b>\$ 7,837,276</b>	<b>\$ 1,643,346</b>	<b>\$ 3,550,331</b>	<b>\$ 705,700</b>



REVENUE BY CATEGORY	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
Interest earned	\$ 169,230	\$ 233,593	\$ 180,000	\$ 140,000	\$ 140,000
<b>Investment Income</b>	<b>169,230</b>	<b>233,593</b>	<b>180,000</b>	<b>140,000</b>	<b>140,000</b>
Miscellaneous	2,601	7,862	23,000	10,000	10,000
Recovery of damage claims	-	442	-	-	-
Waste recycling revenues	9,685	21,567	7,000	20,000	20,000
Mailroom revenues	127,020	127,025	121,046	121,046	122,305
Motor pool equipment	5,803,416	5,974,241	5,958,723	5,958,723	6,002,839
Building maintenance	568,725	589,056	599,181	599,181	635,330
Information tech revenues	3,010,572	3,395,464	3,633,310	3,633,310	3,769,296
Electrical dept revenues	1,392,798	1,519,856	1,422,106	1,422,106	1,528,684
Radio equipment	466,944	456,716	629,715	629,715	682,125
Warehouse	248,236	377,300	345,348	345,348	362,750
Janitorial	968,124	954,120	975,572	975,572	991,572
Landscaping and beautification	921,960	960,247	947,098	947,098	973,408
Prior year expense/refund	246	-	30	200	200
<b>Other Revenues</b>	<b>13,520,327</b>	<b>14,383,896</b>	<b>14,662,129</b>	<b>14,662,299</b>	<b>15,098,509</b>
Sale of city property	444,979	302,180	20,000	100,000	100,000
<b>Non-Operating Revenue</b>	<b>444,979</b>	<b>302,180</b>	<b>20,000</b>	<b>100,000</b>	<b>100,000</b>
Water and sewer fund	1,253,000	1,271,000	855,000	855,000	386,000
<b>Other Financing Sources</b>	<b>1,253,000</b>	<b>1,271,000</b>	<b>855,000</b>	<b>855,000</b>	<b>386,000</b>
<b>TOTAL REVENUE</b>	<b>\$15,387,536</b>	<b>\$16,190,669</b>	<b>\$15,717,129</b>	<b>\$15,757,299</b>	<b>\$15,724,509</b>

**EXPENDITURE SUMMARY**

<b>BY CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 6,460,666	\$ 6,220,169	\$ 7,674,123	\$ 7,227,893	\$ 7,194,226
Contractual services	1,619,003	1,860,819	2,111,267	1,894,521	2,028,781
Materials and supplies	2,991,412	3,328,487	4,314,879	3,317,781	4,093,709
Maintenance charges	1,594,284	1,773,971	1,747,493	1,761,719	1,832,924
Capital outlay	3,554,309	4,777,654	6,011,011	5,790,044	3,419,500
Other financing uses	250,000	3,196	52,286	52,286	-
<b>TOTAL</b>	<b>\$ 16,469,674</b>	<b>\$ 17,964,296</b>	<b>\$ 21,911,059</b>	<b>\$ 20,044,244</b>	<b>\$ 18,569,140</b>

**BY DEPARTMENT/DIVISION**

<b>Technical Services</b>					
Information services	\$ 2,881,765	\$ 3,112,313	\$ 4,219,121	\$ 3,827,954	\$ 4,000,269
Radio services	335,325	402,154	874,341	747,701	693,330
<b>Subtotal Technical Services</b>	<b>3,217,090</b>	<b>3,514,467</b>	<b>5,093,462</b>	<b>4,575,655</b>	<b>4,693,599</b>
<b>Maintenance Services</b>					
Fleet management	8,962,377	10,440,956	11,778,199	10,872,620	9,136,271
Building maintenance	644,972	607,560	655,050	563,776	640,670
Janitorial	709,177	893,381	1,060,068	953,790	985,004
Electrical	1,500,622	1,409,614	1,648,501	1,553,764	1,541,523
Landscaping and beautification	751,139	660,029	983,364	858,034	966,396
<b>Subtotal Maintenance Services</b>	<b>12,568,287</b>	<b>14,011,540</b>	<b>16,125,182</b>	<b>14,801,984</b>	<b>13,269,864</b>
<b>Purchasing</b>					
Mailroom	121,854	113,861	128,748	120,495	121,940
Warehouse	312,443	321,232	362,442	370,365	362,418
<b>Subtotal Purchasing</b>	<b>434,297</b>	<b>435,093</b>	<b>491,190</b>	<b>490,860</b>	<b>484,358</b>
Other	250,000	3,196	201,225	175,745	121,319
<b>TOTAL</b>	<b>\$ 16,469,674</b>	<b>\$ 17,964,296</b>	<b>\$ 21,911,059</b>	<b>\$ 20,044,244</b>	<b>\$ 18,569,140</b>



## **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 FY21 Maintenance Fund budget includes a total of \$3,169,500 for vehicle and equipment replacements. 34 vehicles are to be purchased for \$1,150,500 and 4 pieces of heavy equipment are to be purchased for \$2,019,000. The following chart shows the FY21 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	Anticipated Cost
<b>Vehicles</b>			
2021 Ford F150	Permit	Ford F150	\$ 24,500.00
2021 Ford Expedition	Fire Fighting	Ford Explorer	\$ 45,000.00
2021 Ford F150	Code Enforcement	Ford F150	\$ 24,500.00
2021 Ford F150	Sanitation	Ford F150	\$ 24,500.00
2021 Ford F450	Street & Bridge	Ford F450	\$ 43,000.00
2021 Ford F450	Street & Bridge	Ford F450	\$ 43,000.00
2021 Ford F350	Traffic	Ford F450	\$ 40,000.00
2021 Ford F450	Parks	Ford F450	\$ 43,000.00
2021 Ford Van	Parks	Ford F150	\$ 26,000.00
2021 Ford Van	Recreation	Ford F150	\$ 26,000.00
2021 Ford F450	Clean Streets	Ford F450	\$ 43,000.00
2021 Ford F150	Health	Chevrolet 1/2 Ton	\$ 24,500.00
2021 Ford Van	Library	Ford Van	\$ 26,000.00
2021 Ford F150	Fleet	Chevrolet 1/2 Ton	\$ 24,500.00
2021 Ford Crewcab	Fleet	Ford F150	\$ 33,000.00
2021 Chevrolet Suburban	Fleet	GMC Yukon	\$ 46,000.00
2021 Ford F250	Building Maintenance	Ford F150	\$ 32,000.00
2021 Ford Van	Janitorial	Ford F150	\$ 26,000.00
2021 Ford F250	Electrical	Chevrolet 1/2 Ton	\$ 32,000.00
2021 Ford F450	Landscaping	Ford F450	\$ 43,000.00
2021 Ford F450	Wastewater Rehab	Ford F450	\$ 43,000.00
2021 Ford F150	Wastewater Rehab	Ford F150	\$ 26,000.00
2021 Ford F450	Wastewater Collection	Ford F450	\$ 43,000.00
2021 Ford F450	Wastewater Collection	Ford F450	\$ 43,000.00
2021 Ford F150	Wastewater Collection	Ford F150	\$ 26,000.00
2021 Ford F150	Wastewater Maintenance	Ford F150	\$ 26,000.00
2021 Ford F150	Wastewater Maintenance	Ford F150	\$ 26,000.00
2021 Ford F450	Water Distribution	Ford F450	\$ 43,000.00
2021 Ford F150	Water Distribution	Ford F150	\$ 26,000.00
2021 Ford F150	Water Production	Ford F150	\$ 26,000.00
2021 Ford F150	Water Production	Ford F150	\$ 26,000.00
2021 Ford F250	Water Billing	Ford F150	\$ 32,000.00
Misc	Fleet		\$ 95,000.00
<b>Vehicles Subtotal</b>			<b>\$ 1,150,500.00</b>
<b>Heavy Equipment</b>			
2021 Pierce Ladder	Fire Fighting	Spartan Ladder	\$ 1,200,000.00
2021 Pierce Cascade	Fire Fighting	Int'l Cascade	\$ 700,000.00
2021 Asphalt Roller	Street & Bridge	Asphalt Roller	\$ 70,000.00
2021 John Deere Mower	Golf Course	Jacobsen Mower	\$ 49,000.00
<b>Heavy Equipment Subtotal</b>			<b>\$ 2,019,000.00</b>
<b>Grand Total Capital Replacement Purchases</b>			<b>\$ 3,169,500.00</b>



## **MAINTENANCE FUND INFORMATION SERVICES**

### **MISSION STATEMENT**

The Information Technology Department provides both strategic IT vision and enterprise solutions for the city operations and businesses activities with a trained, self-motivated, and capable team in an empowering environment.

### **ACHIEVEMENTS FOR FISCAL YEAR 2020**

- O365 Email Migration
- FS8, Police Academy, Fire Academy
- Migration to Manage Engine
- AT&T NOD
- Cisco Meraki, Umbrella, Bullwall, Proofpoint, Mimecast
- MDM Set Up
- DUO

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Barcoding System
- Retain Migration
- Sharepoint Migration
- Network Monitoring
- City Wide WiFi
- Finance Plus Upgrade
- Phunware App



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 1,386,929	\$ 1,214,014	\$ 1,434,772	\$ 1,388,175	\$ 1,457,015
Contractual services	924,239	1,022,494	1,117,539	1,055,880	1,084,050
Materials and supplies	354,933	461,204	1,020,294	755,300	876,800
Maintenance charges	142,027	309,834	320,549	323,599	332,404
Capital outlay	73,637	104,767	325,967	305,000	250,000
<b>TOTAL</b>	<b>\$ 2,881,765</b>	<b>\$ 3,112,313</b>	<b>\$ 4,219,121</b>	<b>\$ 3,827,954</b>	<b>\$ 4,000,269</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Help Desk Work Orders	4,157	3,460	7,244	7,300

**INFORMATION SERVICES STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1340	Business System Analyst III	3	2	2
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	1	0	0
2021	IT Applications Manager	0	1	1
2022	IT Admin Manager	0	1	1
2023	IT Information Secure Mgr	0	1	1
2024	IT Operations Manager	0	1	1
2423	Asst. Network Admin. II	1	1	1
2424	Asst. Network Admin. III	1	1	1
2430	Office Assistant	1	1	1
2887	Project Administrator	1	0	0
3495	Support Analyst	1	1	1
3521	Tech Support Analyst II	1	1	1
3540	Tech Support Analyst IV	1	1	1
3805	Digital Manager	0	0	1
<b>TOTAL:</b>		<b>14</b>	<b>14</b>	<b>15</b>



## **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 2020**

- Installed and Programmed 22 Mobile Radios into Police, Marshal, Code Enforcement Vehicles.
- Installed 1 Fire Thermal Imager in Fire Truck to replace outdated unit no longer meeting the needs of the Fire Department.
- Removed 37 old Computer Docks from Police, Marshal, and Code Enforcement Vehicles.
- Installed 31 new Havis Computer Docks into Police, Marshal, and Code Enforcement Vehicles.
- Removed 5 Knox Box Secure Key Box, 3 Mobile Radios, and 19 Handheld mounted Chargers from old Fire Vehicles.
- Installed 5 Knox Box Secure Key Box into New or different Fire and Fire Marshal vehicles.
- Verified programming and then boxed up 39 Police Mobile Radios with all needed accessories such as speaker, mounting brackets, microphones, antennas, and power and accessory cables to be sent to vendor for installation.
- Removed 33 Digital Radios, 19 old Analog Radios, 37 Computer Docks, 27 Video Systems and Sirens, 27 Computer Floorboard Computer Mounts, 27 Radar units and wiring from old Police Cars going to Auction or Totaled.
- Disassembled 10 old Analog Mobile Radios. These radios were disassembled because they would no longer be legal to operate these radios anywhere in the United States. Also, these Radios contained System Information from Pasadena and Harris County. Therefore, the boards were removed from the radios to prevent legal liability issues with sensitive System Information.
- Did 176 misc. repairs to Police, Watchguard video recorders, radar units, Mobile Radios, wiring and antenna issues, replacing Public Services Portable Radio Batteries, housings, replace defective displays, broken or missing knobs, and replacing bad Portable Radios with good working repaired radios in shop.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue replacing old Police, City Marshal and Code Enforcement Computer Docks with newer Docks.
- Maintain, Program and repair all Radios, Portables, Computer Docks, and Video systems in Police Vehicles and other Departments as needed.
- Install Radios into unmarked Police and other vehicles as needed.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 84,118	\$ 154,095	\$ 69,980	\$ 18,960	\$ 69,398
Contractual services	93,723	102,210	190,055	130,000	181,864
Materials and supplies	22,839	30,457	258,246	242,681	247,107
Maintenance charges	134,645	115,392	176,067	176,067	194,961
Capital outlay	-	-	179,993	179,993	-
<b>TOTAL</b>	<b>\$ 335,325</b>	<b>\$ 402,154</b>	<b>\$ 874,341</b>	<b>\$ 747,701</b>	<b>\$ 693,330</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
# of installations	193	174	182	166
# of removals	91	673	191	177
# of repairs	188	107	127	192
# of Equipment programming	86	45	73	71

**RADIO SERVICES STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
3030	Radio Technician III	1	1	1
<b>TOTAL:</b>		<b>1</b>	<b>1</b>	<b>1</b>



## **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 2020**

- Launched and put into place an on-site inventory management system to reduce product cost, holding costs, and labor costs. Creating a cost savings of +\$110,000.00.
- Audited current inventory for value and usage and adjusted on hand stock to reflect dept. needs
- Reduced the current inventory for obsolete products and expired products making more room for city dept. storage
- Added and consolidated items to incorporate new technology in maintenance and repair as well as streamline stocking procedures
- Provided coordination of a more efficient storage system and condensed space allowing for other departments to make more effective use of their on-site storage
- Completed a full annual inventory showing a reduction in overstock items and no loss.
- Lowered the Warehouse Average Cost per Item utilizing our on-site agreement, while increasing usage cost savings of approximately \$100,000.00.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Maximize the useable space in the warehouse for inventory while also providing secure temporary storage for emergency products as well as staging for large items
- Lower the amount of Capital Funds locked into the warehouse stock by 5% freeing funds for other city projects.
- Lower warehouse spending by utilizing our on-site agreement and volume purchasing creating value to the city
- Build a vendor-based delivery system for departments to lower inventory holding requirements
- Begin to transition to an entire online process of material requests all the way to the end user including a more user-friendly online catalog.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 224,032	\$ 234,160	\$ 259,769	\$ 278,787	\$ 257,579
Contractual services	9,415	7,557	9,650	5,530	9,470
Materials and supplies	3,933	7,334	14,625	7,650	14,333
Maintenance charges	75,063	72,181	78,398	78,398	81,036
<b>TOTAL</b>	<b>\$ 312,443</b>	<b>\$ 321,232</b>	<b>\$ 362,442</b>	<b>\$ 370,365</b>	<b>\$ 362,418</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Line Items in Inventory	1435	1445	1475	1100
Inventory Request processed	113,000	119,388	125,000	125,000
Total Cost of Items Processed	\$1,042,097	\$1,164,690	\$1,200,000	\$1,000,000
Inventory Floor Value	\$496,000	\$426,000	\$320,000	\$380,000

**WAREHOUSE STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
3450	Sr Warehouse Assistant	0	1	1
3759	Warehouse Assistant I	2	1	1
3780	Warehouse Superintendent	1	1	1
<b>TOTAL:</b>		<b>3</b>	<b>3</b>	<b>3</b>



## **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 2020**

- Replaced approximately 77 vehicles due to age, mileage, operational cost, or a combination of all.
- Replaced approximately 22 heavy duty equipment/ and other operational equipment due to age, operational hours, operational issues, or a combination of all.
- Acquired 13 new trucks for the sanitation department that are fueled by compressed natural gas (GNG). These trucks were purchased with grant money. This will help the City of Pasadena do our part in protecting the environment by using “alternative fuel”.
- Purchased new equipment for the tire shop that has allowed faster repairs/replacement for tires in a safe and timely manner.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue to pursue a Safety First mentality throughout the entire facility.
- Continue the preventive maintenance, repairs, and inspections of all fleet vehicles/ equipment that will ensure safe, reliable, and effective use.
- Provide the proper training and education to all employees to become more proficient in abilities to maintain, diagnose, and repair all fleet vehicles.
- Continue to conduct cost studies of repair parts, vendors, outside repairs, and lubricants to reduce repair costs and downtime.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 2,031,116	\$ 1,998,195	\$ 2,441,530	\$ 2,372,719	\$ 2,215,155
Contractual services	409,963	578,381	599,376	553,476	567,126
Materials and supplies	2,483,277	2,690,811	2,751,694	2,149,650	2,690,918
Maintenance charges	557,349	500,682	480,548	491,724	493,572
Capital outlay	3,480,672	4,672,887	5,505,051	5,305,051	3,169,500
<b>TOTAL</b>	<b>\$ 8,962,377</b>	<b>\$ 10,440,956</b>	<b>\$ 11,778,199</b>	<b>\$ 10,872,620</b>	<b>\$ 9,136,271</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Shop 1 - Heavy Fleet	930	847	841	853
Shop 2 - Light Fleet	2,061	2,137	2,033	2,075
Shop 3 - Body Repair	435	403	402	414
Shop 6 - Tire Repair	544	611	663	688
Total Rolling Stock	1,629	1,614	1,627	1,633

**FLEET STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1225	Asst Maint Superintendent	2	2	2
2230	Maint Superintendent	1	1	1
2235	Director of Maintenance	1	1	1
2240	Maintenance Supervisor	4	4	4
2260	Maintenance Technician II	4	4	4
2280	Maintenance Technician IV	3	3	3
2290	Maintenance Technician V	11	11	11
2440	Office Assistant II	1	1	1
2505	Parts Room Coord	1	1	1
<b>TOTAL:</b>		<b>28</b>	<b>28</b>	<b>28</b>



## **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 2020**

- Built-out improvement at Fire Station #6
- Built-out improvement in breakroom on 4<sup>th</sup> Floor of City Hall.
- Built out two new offices on the 6<sup>th</sup> floor for Budget at City Hall.
- Renovated Storage building at Strawberry Park.
- Relocated City Clinic
- Renovated damaged kitchen cabinets Fleet breakroom.
- Painted Main Library.
- Painted exterior of the Animal Shelter building.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue to improve City building as needed.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 413,817	\$ 378,765	\$ 473,297	\$ 391,623	\$ 448,821
Contractual services	5,584	5,774	10,200	7,500	9,996
Materials and supplies	8,185	8,608	11,800	4,900	11,564
Maintenance charges	217,386	214,413	159,753	159,753	170,289
<b>TOTAL</b>	<b>\$ 644,972</b>	<b>\$ 607,560</b>	<b>\$ 655,050</b>	<b>\$ 563,776</b>	<b>\$ 640,670</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Service Requests	374	331	375	225
Service Requests per Carpenter	75	62	75	56

**BUILDINGS & EQUIPMENT STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1290	Building Technician IV	1	1	1
1300	Building Technician V	4	4	4
2240	Maintenance Supervisor	1	1	1
<b>TOTAL:</b>		<b>6</b>	<b>6</b>	<b>6</b>



## **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 2020**

- The Janitorial department included the additional 68,092 square feet of Fire Stations to clean and maintain.

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Continue to clean and maintain City Facilities with the highest level of cleaning standards.
- Willingly and proactively take on additional responsibility as needed, as new facilities are built.



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 565,033	\$ 692,929	\$ 858,173	\$ 768,995	\$ 783,797
Contractual services	97,643	77,355	70,750	57,750	69,335
Materials and supplies	20,473	32,822	41,100	37,000	40,278
Maintenance charges	26,028	90,275	90,045	90,045	91,594
<b>TOTAL</b>	<b>\$ 709,177</b>	<b>\$ 893,381</b>	<b>\$ 1,060,068</b>	<b>\$ 953,790</b>	<b>\$ 985,004</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
# of Facilities Cleaned	17	23	25	25
Locations cleaned (Square Feet)	300,414	372,240	401,890	401,890
Square Feet cleaned per custodian	37,551	46,530	44,654	44,654

**JANITORIAL STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1620	Custodian I	11	9	9
1631	Custodian Lead	0	2	2
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
<b>TOTAL:</b>		<b>15</b>	<b>15</b>	<b>15</b>



## **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 2020**

- Electrical department worked with Center point, McDonald Electric and others to get City hall back on shore power and off the generator.
- We installed new feeders to City Hall new Service
- Changed lighting to LED at Convention Center - Parking lot, Mid-Way and outer edge of Rodeo Arena and Stock Pens.
- Updated Library Branch, FOGO Recreation Center and Golden Acres Recreation Center to LED lighting.
- Many rooms and areas in the Police Dept. Lights to LED and Substation on Kirby rd.
- Installed new ice machines in various places throughout the city
- Installed new high-efficient water heaters at the Fire Stations #2 #4
- Installed new walk in freezer at Animal Shelter.
- Upgraded new AC unit at Campbell Hall
- Added new touchless water faucets to various Centers and Parks.
- Built new service at Golf Course for new water feature

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- To continue retro-fit City 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 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 1,135,754	\$ 1,001,543	\$ 1,256,251	\$ 1,192,914	\$ 1,125,076
Contractual services	8,960	8,381	12,550	7,650	12,312
Materials and supplies	12,366	17,414	45,100	18,600	44,198
Maintenance charges	343,542	382,276	334,600	334,600	359,937
<b>TOTAL</b>	<b>\$ 1,500,622</b>	<b>\$ 1,409,614</b>	<b>\$ 1,648,501</b>	<b>\$ 1,553,764</b>	<b>\$ 1,541,523</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Electrical Service Requests	344	361	365	250
HVAC Service Requests	347	253	253	161
Plumbing Service Requests	251	292	292	222
Service Requests Per Technician	118	120	120	115

**ELECTRICAL STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
1228	Assistant Maintenance Supervisor	1	0	0
1290	Building Technician IV	1	1	1
1300	Building Technician V	7	8	8
1749	Electrical Supervisor	1	1	1
1817	Facility Superintendent	1	1	1
2012	HVAC Supervisor	1	1	1
3370	Sr. Office Assistant	1	1	1
<b>TOTAL:</b>		<b>13</b>	<b>13</b>	<b>13</b>



## **MAINTENANCE FUND MAIL/REPRODUCTION SERVICES**

### **MISSION STATEMENT**

The purpose of the Mail/Reproduction Department is two-fold: 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 2020**

- Increased mailing jobs for various City departments
- Processed approximately 230 print and fold/stuff jobs
- Processed approximately 93,000 pieces of mail

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

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



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 48,670	\$ 49,700	\$ 54,791	\$ 52,620	\$ 52,861
Contractual services	41,617	38,326	41,547	40,235	36,220
Materials and supplies	5,215	4,512	5,920	1,150	5,733
Maintenance charges	26,352	21,323	26,490	26,490	27,126
<b>TOTAL</b>	<b>\$ 121,854</b>	<b>\$ 113,861</b>	<b>\$ 128,748</b>	<b>\$ 120,495</b>	<b>\$ 121,940</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Total Print Jobs Processed	436	427	230	400
Total Pages in Print Jobs	1,380,921	1,079,779	238,000	800,000
Total Mail Units Processed	123,965	129,681	93,253	125,000
Total Postage Expenditure	\$110,931	\$109,272	\$74,255	\$108,000

**MAIL/REPRODUCTION SERVICES STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
2430	Office Assistant I	1	1	1
<b>TOTAL:</b>		<b>1</b>	<b>1</b>	<b>1</b>



## **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 2020**

- Trimmed and lifted all trees and shrubs on Strawberry Rd.
- Trimmed and lifted all trees and shrubs on Fairmont Pkwy.
- Installed and planted community garden at Fogo Rec Center
- Helped install new landscaping on Space Center between Gleneagles and St. Andrews
- Renovated landscaping and irrigation at Police Department
- Started the renovation of landscaping beds on Fairmont
- Trimmed and lifted landscaping beds on Vista
- Installed new landscaping and irrigation at golf water at 18<sup>th</sup> green
- Installed new pollinator garden at parks office
- Hold training for staff on various landscaping practices

### **PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2021**

- Renovate Strawberry pool irrigation and landscape
- Renovate landscaping and irrigation at New City Hall
- Finish the renovation of landscaping on Fairmont
- Continue to cross train all landscape staff
- Keep all landscape and irrigation in city well-maintained
- Work within budget constraints and better prioritize spending



**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
Personnel services	\$ 571,197	\$ 496,768	\$ 676,621	\$ 639,641	\$ 663,205
Contractual services	27,859	20,341	59,600	36,500	58,408
Materials and supplies	80,191	75,325	166,100	100,850	162,778
Maintenance charges	71,892	67,595	81,043	81,043	82,005
<b>TOTAL</b>	<b>\$ 751,139</b>	<b>\$ 660,029</b>	<b>\$ 983,364</b>	<b>\$ 858,034</b>	<b>\$ 966,396</b>

**PERFORMANCE INDICATORS**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 BUDGET</b>
Irrigation heads maintained	1,850	1,750	1,800	1,800
Irrigation heads maintained per worker	185	170	180	180
Plant material maintained (ft <sup>2</sup> )	389,480	390,000	400,000	405,000
Plant material maintained per worker (ft <sup>2</sup> )	38,948	39,000	40,000	40,500
Average mow/maintenance cycle (days)	12	12	12	12

**LANDSCAPE & BEAUTIFICATION STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
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
<b>TOTAL:</b>		<b>11</b>	<b>11</b>	<b>11</b>



**MAINTENANCE FUND  
OTHER CHARGES**

**FY 2021 ADOPTED BUDGET  
EXPENDITURE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>OTHER CHARGES</b>					
Personnel services	\$ -	\$ -	\$ 148,939	\$ 123,459	\$ 121,319
Other Financing	250,000	3,196	52,286	52,286	-
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ 3,196</b>	<b>\$ 201,225</b>	<b>\$ 175,745</b>	<b>\$ 121,319</b>



**FY 2021 ADOPTED BUDGET  
WORKERS' COMPENSATION FUND (067)**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>REVENUE</b>					
Interest earned	\$ 34,502	\$ 56,144	\$ 42,000	\$ 40,000	\$ 40,000
<b>Investment Income</b>	<b>34,502</b>	<b>56,144</b>	<b>42,000</b>	<b>40,000</b>	<b>40,000</b>
Contributions - city	1,018,963	1,074,369	1,000,000	1,052,000	1,052,000
<b>Contribution Income</b>	<b>1,018,963</b>	<b>1,074,369</b>	<b>1,000,000</b>	<b>1,052,000</b>	<b>1,052,000</b>
<b>Total Revenue</b>	<b>1,053,465</b>	<b>1,130,513</b>	<b>1,042,000</b>	<b>1,092,000</b>	<b>1,092,000</b>
<b>EXPENDITURES</b>					
Personnel services	128,338	179,206	140,781	119,542	117,605
Contractual services	26,618	22,882	35,000	25,000	35,000
Materials & supplies	31,814	29,240	42,650	39,250	42,490
Other uses	504,971	679,759	690,000	873,441	690,000
<b>Total Expenditures</b>	<b>691,741</b>	<b>911,087</b>	<b>908,431</b>	<b>1,057,233</b>	<b>885,095</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>361,724</b>	<b>219,426</b>	<b>133,569</b>	<b>34,767</b>	<b>206,905</b>
<b>Beginning Fund Balance</b>	<b>2,366,957</b>	<b>2,728,681</b>	<b>2,948,107</b>	<b>2,948,107</b>	<b>2,982,874</b>
<b>Ending Fund Balance</b>	<b>\$ 2,728,681</b>	<b>\$ 2,948,107</b>	<b>\$ 3,081,676</b>	<b>\$ 2,982,874</b>	<b>\$ 3,189,779</b>

**WORKERS' COMPENSATION FUND STAFFING**

<b>Job Code</b>	<b>Job Title</b>	<b>2019 Amended</b>	<b>2020 Amended</b>	<b>2021 Adopted</b>
3120	Safety Coordinator	1	1	1
	<b>TOTAL:</b>	<b>1</b>	<b>1</b>	<b>1</b>



## FY 2021 ADOPTED BUDGET HEALTH INSURANCE FUND (069)

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>REVENUES</b>					
Interest earned	\$ 74,717	\$ 96,115	\$ 86,000	\$ 46,000	\$ 20,000
<b>Investment Income</b>	<b>74,717</b>	<b>96,115</b>	<b>86,000</b>	<b>46,000</b>	<b>20,000</b>
Prior year expense refund	79,961	27,371	10,000	10,503	10,000
Pharmacy Rebates	537,960	710,173	400,000	400,000	400,000
City health contributions	13,471,977	13,751,482	14,676,480	14,000,000	15,000,000
Retiree health contribution	567,447	529,824	504,000	550,000	540,000
Cobra health contribution	10,328	25,277	14,000	8,000	10,000
Employee health deduction	1,692,633	1,671,544	1,600,000	1,604,000	1,604,000
Flex spending	542,133	528,935	491,000	500,000	500,000
Insurance recovery	2,396,266	4,961,066	3,800,000	5,000,000	4,500,000
Dental - EE deduction	231,222	245,275	240,000	245,000	240,000
Dental - retiree contribution	102,567	102,720	100,000	100,000	100,000
Life-EE additional life ins	141,625	156,337	140,000	150,000	150,000
<b>Contributions</b>	<b>19,774,119</b>	<b>22,710,004</b>	<b>21,975,480</b>	<b>22,567,503</b>	<b>23,054,000</b>
Transfer from general fund	-	1,225,000	1,000,000	1,000,000	-
Transfer from maintenance fun	-	262,000	-	-	-
<b>TOTAL REVENUE</b>	<b>19,848,836</b>	<b>24,293,119</b>	<b>23,061,480</b>	<b>23,613,503</b>	<b>23,074,000</b>
<b>EXPENDITURES</b>					
Personnel services	7,732	(8,360)	-	(1,014)	-
Contractual services	141,000	126,004	130,000	130,001	130,000
Other uses:					
Claims/claims related expe	11,281,140	14,004,016	14,500,000	13,000,000	14,500,000
Prescription drugs	3,370,023	3,985,724	3,800,000	4,000,000	3,800,000
Administration fees	604,598	612,002	605,000	600,000	605,000
Dental insurance	516,155	556,045	540,000	575,000	540,000
Other	4,301,544	4,583,287	4,465,000	4,895,000	4,465,000
IBNR accrual adjustment	(281,270)	59,500	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>19,940,922</b>	<b>23,918,218</b>	<b>24,040,000</b>	<b>23,198,987</b>	<b>24,040,000</b>
<b>Revenue Over/(Under)</b>					
<b>Expenditures</b>	<b>(92,086)</b>	<b>374,901</b>	<b>(978,520)</b>	<b>414,516</b>	<b>(966,000)</b>
<b>Beginning Fund Balance</b>	<b>2,839,574</b>	<b>2,747,488</b>	<b>3,122,389</b>	<b>3,122,389</b>	<b>3,536,905</b>
<b>Ending Fund Balance</b>	<b>\$ 2,747,488</b>	<b>\$ 3,122,389</b>	<b>\$ 2,143,869</b>	<b>\$ 3,536,905</b>	<b>\$ 2,570,905</b>



**FY 2021 ADOPTED BUDGET**  
**GENERAL LIABILITY INSURANCE FUND (070)**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>REVENUES</b>					
Interest earned	\$ 94,536	\$ 127,062	\$ 90,000	\$ 90,000	\$ 90,000
<b>Investment Income</b>	<b>94,536</b>	<b>127,062</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>
Insurance recovery	113,278	157,621	120,000	900,000	900,000
<b>Other Revenues</b>	<b>113,278</b>	<b>157,621</b>	<b>120,000</b>	<b>900,000</b>	<b>900,000</b>
Contributions - general fund	750,000	750,000	750,000	750,000	750,000
Contributions - system fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Contributions</b>	<b>1,750,000</b>	<b>1,750,000</b>	<b>1,750,000</b>	<b>1,750,000</b>	<b>1,750,000</b>
<b>Total Revenue</b>	<b>1,957,814</b>	<b>2,034,683</b>	<b>1,960,000</b>	<b>2,740,000</b>	<b>2,740,000</b>
<b>EXPENDITURES</b>					
Other uses	1,717,009	1,897,938	1,865,000	1,980,000	1,865,000
<b>Total Expenditures</b>	<b>1,717,009</b>	<b>1,897,938</b>	<b>1,865,000</b>	<b>1,980,000</b>	<b>1,865,000</b>
<b>Revenue Over/(Under)Expendi</b>	<b>240,805</b>	<b>136,745</b>	<b>95,000</b>	<b>760,000</b>	<b>875,000</b>
<b>Beginning Fund Balance</b>	<b>5,807,871</b>	<b>6,048,676</b>	<b>6,185,421</b>	<b>6,185,421</b>	<b>6,945,421</b>
<b>Ending Fund Balance</b>	<b>\$ 6,048,676</b>	<b>\$ 6,185,421</b>	<b>\$ 6,280,421</b>	<b>\$ 6,945,421</b>	<b>\$ 7,820,421</b>



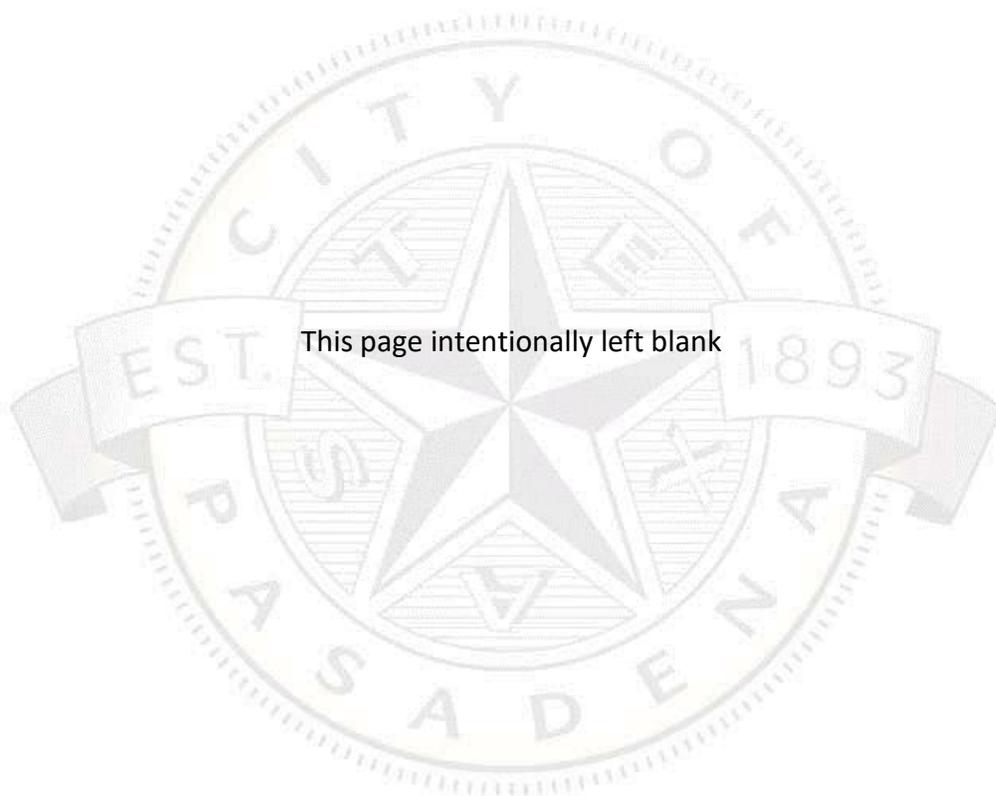
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**SPECIAL REVENUE FUNDS**

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 2021 ADOPTED BUDGET  
SPECIAL REVENUE FUNDS**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 8,115,785</b>	<b>\$ 10,899,257</b>	<b>\$ 12,752,133</b>	<b>\$ 12,752,133</b>	<b>\$ 12,608,346</b>
REVENUES	4,638,481	4,367,534	2,783,950	2,788,123	2,739,250
EXPENDITURES	1,855,009	2,514,658	3,973,218	2,931,910	3,398,661
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>2,783,472</b>	<b>1,852,876</b>	<b>(1,189,268)</b>	<b>(143,787)</b>	<b>(659,411)</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 10,899,257</b>	<b>\$ 12,752,133</b>	<b>\$ 11,562,865</b>	<b>\$ 12,608,346</b>	<b>\$ 11,948,935</b>





**ALL SPECIAL REVENUE FUNDS  
TOTAL REVENUE SUMMARY**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 ADOPTED</b>	<b>% OF TOTAL</b>
Franchise tax	\$ 261,898	\$ 257,614	\$ 260,000	\$ 254,000	\$ 260,000	9.5%
Hotel and motel tax	1,772,579	1,570,222	1,400,000	1,000,000	1,400,000	51.1%
Licenses and permits	3,240	3,290	3,000	3,000	3,000	0.1%
Drug/property seizures	1,325,319	1,320,064	-	425,923	-	0.0%
Court fines	316,675	323,885	320,000	330,000	330,000	12.0%
Sale of property	544,670	378,011	325,000	320,000	320,000	11.7%
Miscellaneous/grants/interest	414,100	514,448	475,950	455,200	426,250	15.6%
<b>TOTAL REVENUE</b>	<b>\$4,638,481</b>	<b>\$4,367,534</b>	<b>\$2,783,950</b>	<b>\$2,788,123</b>	<b>\$2,739,250</b>	<b>100.0%</b>

**ALL SPECIAL REVENUE FUNDS  
TOTAL EXPENDITURES SUMMARY**

<b>CATEGORY</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATE</b>	<b>FY 2021 ADOPTED</b>	<b>% OF TOTAL</b>
Personnel services	\$ 311,847	\$ 532,901	\$ 544,879	\$ 570,908	\$ 547,561	16.1%
Contractual services	771,934	788,591	1,114,726	850,070	1,142,850	33.6%
Materials and supplies	403,048	364,315	899,922	625,655	758,750	22.3%
Other charges	132,982	198,648	162,000	110,000	162,000	4.8%
Other uses	-	152,908	157,500	157,500	157,500	4.6%
Capital outlay	235,198	477,295	1,094,191	617,777	630,000	18.5%
<b>TOTAL EXPENDITURES</b>	<b>\$1,855,009</b>	<b>\$2,514,658</b>	<b>\$3,973,218</b>	<b>\$2,931,910</b>	<b>\$3,398,661</b>	<b>100.0%</b>


**SPECIAL REVENUE FUNDS  
FUND BALANCE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>DETAIL OF BEGINNING BALANCE</b>					
Equity sharing - treasury	\$ 418,852	\$ 392,181	\$ 539,881	\$ 539,881	\$ 493,481
Juvenile case mgr fund	188,844	190,007	190,030	190,030	183,793
Child safety fund	913,766	1,008,018	1,085,713	1,085,713	920,905
Equity sharing - justice	669,413	1,303,342	1,451,010	1,451,010	1,516,933
Municipal courts security	33,295	24,877	13,989	13,989	31,499
State seizure fund	643,027	968,344	1,575,626	1,575,626	1,256,969
Law enforcement training	63,960	70,171	74,784	74,784	89,484
Judicial efficiency fund	89,987	107,438	130,719	130,719	149,253
Court technology fund	131,807	98,292	111,779	111,779	76,159
Hotel and motel tax fund	3,883,508	5,224,337	5,934,062	5,934,062	6,376,781
Preservation of vital statistics	77,243	74,713	75,996	75,996	75,196
1% Public, ed and gov (peg)	703,185	877,715	1,054,146	1,054,146	1,037,026
Abandoned motor vehicles	222,916	479,595	447,926	447,926	356,966
Sign removal fund	75,982	80,227	66,472	66,472	43,901
<b>TOTAL</b>	<b>\$ 8,115,785</b>	<b>\$ 10,899,257</b>	<b>\$ 12,752,133</b>	<b>\$ 12,752,133</b>	<b>\$ 12,608,346</b>

**DETAIL OF REVENUES**

Equity sharing - treasury	\$ 52,215	\$ 161,052	\$ 7,600	\$ 7,600	\$ 7,300
Juvenile case mgr fund	68,439	70,614	71,600	69,600	69,000
Child safety fund	270,224	268,570	274,000	272,500	268,000
Equity sharing - justice	726,324	297,619	24,000	343,923	20,000
Municipal courts security	100,959	101,918	100,350	100,300	100,250
State seizure fund	578,257	927,905	16,000	121,000	14,000
Law enforcement training	22,165	20,169	29,200	29,200	29,000
Judicial efficiency fund	18,121	23,932	22,000	22,000	21,500
Court technology fund	135,850	137,673	134,000	145,800	145,500
Hotel and motel tax fund	1,841,792	1,698,458	1,500,000	1,085,000	1,470,000
Preservation of vital statistics	6,577	7,457	6,400	6,200	5,900
1% Public, ed and gov (peg)	261,898	257,614	260,000	254,000	260,000
Abandoned motor vehicles	551,221	389,581	334,600	327,000	325,000
Sign removal fund	4,439	4,972	4,200	4,000	3,800
<b>TOTAL</b>	<b>\$ 4,638,481</b>	<b>\$ 4,367,534</b>	<b>\$ 2,783,950</b>	<b>\$ 2,788,123</b>	<b>\$ 2,739,250</b>


**SPECIAL REVENUE FUNDS  
FUND BALANCE SUMMARY**

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>DETAIL OF EXPENDITURES</b>					
Equity sharing - treasury	\$ 78,886	\$ 13,352	\$ 125,000	\$ 54,000	\$ 125,000
Juvenile case mgr fund	67,276	70,591	74,508	75,837	74,009
Child safety fund	175,972	190,875	514,444	437,308	463,086
Equity sharing - justice	92,395	149,951	380,156	278,000	232,000
Municipal courts security	109,377	112,806	82,549	82,790	81,612
State seizure fund	252,940	320,623	433,988	439,657	388,000
Law enforcement training	15,954	15,556	20,000	14,500	20,000
Judicial efficiency fund	670	651	22,466	3,466	19,829
Court technology fund	169,365	124,186	181,420	181,420	147,000
Hotel and motel tax fund	500,963	988,733	1,019,772	642,281	937,763
Preservation of vital statistics	9,107	6,174	23,493	7,000	21,000
1% Public, ed and gov (peg)	87,368	81,183	582,986	271,120	364,000
Abandoned motor vehicles	294,542	421,250	475,035	417,960	479,360
Sign removal fund	194	18,727	37,401	26,571	46,002
<b>TOTAL</b>	<b>\$ 1,855,009</b>	<b>\$ 2,514,658</b>	<b>\$ 3,973,218</b>	<b>\$ 2,931,910</b>	<b>\$ 3,398,661</b>
<b>ENDING BALANCE</b>					
Equity sharing - treasury	\$ 392,181	\$ 539,881	\$ 422,481	\$ 493,481	\$ 375,781
Juvenile case mgr fund	190,007	190,030	187,122	183,793	178,784
Child safety fund	1,008,018	1,085,713	845,269	920,905	725,819
Equity sharing - justice	1,303,342	1,451,010	1,094,854	1,516,933	1,304,933
Municipal courts security	24,877	13,989	31,790	31,499	50,137
State seizure fund	968,344	1,575,626	1,157,638	1,256,969	882,969
Law enforcement training	70,171	74,784	83,984	89,484	98,484
Judicial efficiency fund	107,438	130,719	130,253	149,253	150,924
Court technology fund	98,292	111,779	64,359	76,159	74,659
Hotel and motel tax fund	5,224,337	5,934,062	6,414,290	6,376,781	6,909,018
Preservation of vital statistics	74,713	75,996	58,903	75,196	60,096
1% Public, ed and gov (peg)	877,715	1,054,146	731,160	1,037,026	933,026
Abandoned motor vehicles	479,595	447,926	307,491	356,966	202,606
Sign removal fund	80,227	66,472	33,271	43,901	1,699
<b>TOTAL</b>	<b>\$ 10,899,257</b>	<b>\$ 12,752,133</b>	<b>\$ 11,562,865</b>	<b>\$ 12,608,346</b>	<b>\$ 11,948,935</b>



## 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Revenue</b>					
Interest earned	\$ 5,914	\$ 10,408	\$ 7,600	\$ 7,600	\$ 7,300
<b>Investment Income</b>	<b>5,914</b>	<b>10,408</b>	<b>7,600</b>	<b>7,600</b>	<b>7,300</b>
Federal seizure revenue	45,366	147,844	-	-	-
Sale of assets	935	2,800	-	-	-
<b>Other Revenue</b>	<b>46,301</b>	<b>150,644</b>	-	-	-
<b>Total Revenue</b>	<b>52,215</b>	<b>161,052</b>	<b>7,600</b>	<b>7,600</b>	<b>7,300</b>
<b>Expenditures</b>					
Contractual services	30,596	8,624	52,000	29,000	52,000
Materials and supplies	48,290	4,728	73,000	25,000	73,000
<b>Total Expenditures</b>	<b>78,886</b>	<b>13,352</b>	<b>125,000</b>	<b>54,000</b>	<b>125,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	(26,671)	147,700	(117,400)	(46,400)	(117,700)
<b>Beginning Fund Balance</b>	<b>418,852</b>	<b>392,181</b>	<b>539,881</b>	<b>539,881</b>	<b>493,481</b>
<b>Ending Fund Balance</b>	<b>\$ 392,181</b>	<b>\$ 539,881</b>	<b>\$ 422,481</b>	<b>\$ 493,481</b>	<b>\$ 375,781</b>



## 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 \$5.00 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Revenue</b>					
Interest earned	\$ 2,901	\$ 4,455	\$ 3,600	\$ 3,600	\$ 3,000
<b>Investment Income</b>	<b>2,901</b>	<b>4,455</b>	<b>3,600</b>	<b>3,600</b>	<b>3,000</b>
Juvenile case mgr fee	33,408	33,701	35,000	34,000	34,000
Tpdf city	32,130	32,458	33,000	32,000	32,000
<b>Municipal Court Fines</b>	<b>65,538</b>	<b>66,159</b>	<b>68,000</b>	<b>66,000</b>	<b>66,000</b>
<b>Total Revenue</b>	<b>68,439</b>	<b>70,614</b>	<b>71,600</b>	<b>69,600</b>	<b>69,000</b>
<b>Expenditures</b>					
Personnel services	66,797	68,598	66,908	74,337	69,529
Contractual services	-	712	3,650	500	2,450
Materials and supplies	479	1,281	3,950	1,000	2,030
<b>Total Expenditures</b>	<b>67,276</b>	<b>70,591</b>	<b>74,508</b>	<b>75,837</b>	<b>74,009</b>
<b>Revenue Over/(Under)</b>					
<b>Expenditures</b>	<b>1,163</b>	<b>23</b>	<b>(2,908)</b>	<b>(6,237)</b>	<b>(5,009)</b>
<b>Beginning Fund Balance</b>	<b>188,844</b>	<b>190,007</b>	<b>190,030</b>	<b>190,030</b>	<b>183,793</b>
<b>Ending Fund Balance</b>	<b>\$ 190,007</b>	<b>\$ 190,030</b>	<b>\$ 187,122</b>	<b>\$ 183,793</b>	<b>\$ 178,784</b>



## 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Revenue</b>					
Interest earned	\$ 14,737	\$ 23,899	\$ 19,000	\$ 17,500	\$ 13,000
<b>Investment Income</b>	<b>14,737</b>	<b>23,899</b>	<b>19,000</b>	<b>17,500</b>	<b>13,000</b>
Child safety fee	255,487	244,671	255,000	255,000	255,000
<b>Other Revenues</b>	<b>255,487</b>	<b>244,671</b>	<b>255,000</b>	<b>255,000</b>	<b>255,000</b>
<b>Total Revenue</b>	<b>270,224</b>	<b>268,570</b>	<b>274,000</b>	<b>272,500</b>	<b>268,000</b>
<b>Expenditures</b>					
Personnel services	49,297	74,626	86,304	87,253	84,986
Contractual services	73,932	71,414	182,000	113,400	182,000
Materials and supplies	43,815	44,835	146,140	136,655	146,100
Capital Outlay	8,928	-	100,000	100,000	50,000
<b>Total Expenditures</b>	<b>175,972</b>	<b>190,875</b>	<b>514,444</b>	<b>437,308</b>	<b>463,086</b>
<b>Revenue Over/(Under)</b>					
Expenditures	94,252	77,695	(240,444)	(164,808)	(195,086)
<b>Beginning Fund Balance</b>	<b>913,766</b>	<b>1,008,018</b>	<b>1,085,713</b>	<b>1,085,713</b>	<b>920,905</b>
<b>Ending Fund Balance</b>	<b>\$ 1,008,018</b>	<b>\$ 1,085,713</b>	<b>\$ 845,269</b>	<b>\$ 920,905</b>	<b>\$ 725,819</b>



**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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>Revenue</b>					
Interest earned	\$ 15,348	\$ 30,758	\$ 24,000	\$ 23,000	\$ 20,000
<b>Investment Income</b>	<b>15,348</b>	<b>30,758</b>	<b>24,000</b>	<b>23,000</b>	<b>20,000</b>
Federal seizure revenue	710,976	266,861	-	320,923	-
<b>Other Revenues</b>	<b>710,976</b>	<b>266,861</b>	<b>-</b>	<b>320,923</b>	<b>-</b>
<b>Total Revenue</b>	<b>726,324</b>	<b>297,619</b>	<b>24,000</b>	<b>343,923</b>	<b>20,000</b>
<b>Expenditures</b>					
Contractual services	71,610	91,203	123,000	85,500	123,000
Materials and supplies	20,785	58,748	177,156	112,500	109,000
Capital outlay	-	-	80,000	80,000	-
<b>Total Expenditures</b>	<b>92,395</b>	<b>149,951</b>	<b>380,156</b>	<b>278,000</b>	<b>232,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	633,929	147,668	(356,156)	65,923	(212,000)
<b>Beginning Fund Balance</b>	<b>669,413</b>	<b>1,303,342</b>	<b>1,451,010</b>	<b>1,451,010</b>	<b>1,516,933</b>
<b>Ending Fund Balance</b>	<b>\$ 1,303,342</b>	<b>\$ 1,451,010</b>	<b>\$ 1,094,854</b>	<b>\$ 1,516,933</b>	<b>\$ 1,304,933</b>



**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 \$4.90 security fee that is a cost of court.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>Revenue</b>					
Interest earned	\$ 418	\$ 500	\$ 350	\$ 300	\$ 250
<b>Investment Income</b>	<b>418</b>	<b>500</b>	<b>350</b>	<b>300</b>	<b>250</b>
Municipal court - security	100,541	101,418	100,000	100,000	100,000
<b>Other Court Fee</b>	<b>100,541</b>	<b>101,418</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
<b>Total Revenue</b>	<b>100,959</b>	<b>101,918</b>	<b>100,350</b>	<b>100,300</b>	<b>100,250</b>
<b>Expenditures</b>					
Personnel services	108,359	112,194	82,549	82,790	81,612
Contractual services	990	604	-	-	-
Materials and supplies	28	8	-	-	-
<b>Total Expenditures</b>	<b>109,377</b>	<b>112,806</b>	<b>82,549</b>	<b>82,790</b>	<b>81,612</b>
<b>Revenue Over/(Under)</b>					
<b>Expenditures</b>	<b>(8,418)</b>	<b>(10,888)</b>	<b>17,801</b>	<b>17,510</b>	<b>18,638</b>
<b>Beginning Fund Balance</b>	<b>33,295</b>	<b>24,877</b>	<b>13,989</b>	<b>13,989</b>	<b>31,499</b>
<b>Ending Fund Balance</b>	<b>\$ 24,877</b>	<b>\$ 13,989</b>	<b>\$ 31,790</b>	<b>\$ 31,499</b>	<b>\$ 50,137</b>



## 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Revenue</b>					
Interest earned	\$ 10,215	\$ 25,346	\$ 16,000	\$ 16,000	\$ 14,000
<b>Investment Income</b>	<b>10,215</b>	<b>25,346</b>	<b>16,000</b>	<b>16,000</b>	<b>14,000</b>
Asset forfeitures - state	568,042	887,309	-	105,000	-
Miscellaneous	-	15,250	-	-	-
<b>Other Revenues</b>	<b>568,042</b>	<b>902,559</b>	<b>-</b>	<b>105,000</b>	<b>-</b>
<b>Total Revenue</b>	<b>578,257</b>	<b>927,905</b>	<b>16,000</b>	<b>121,000</b>	<b>14,000</b>
<b>Expenditures</b>					
Contractual services	71,709	73,123	98,988	39,000	98,000
Materials and supplies	84,510	77,497	120,000	99,000	120,000
Other charges	96,721	154,753	120,000	75,000	120,000
Capital outlay	-	15,250	95,000	226,657	50,000
<b>Total Expenditures</b>	<b>252,940</b>	<b>320,623</b>	<b>433,988</b>	<b>439,657</b>	<b>388,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	<b>325,317</b>	<b>607,282</b>	<b>(417,988)</b>	<b>(318,657)</b>	<b>(374,000)</b>
<b>Beginning Fund Balance</b>	<b>643,027</b>	<b>968,344</b>	<b>1,575,626</b>	<b>1,575,626</b>	<b>1,256,969</b>
<b>Ending Fund Balance</b>	<b>\$ 968,344</b>	<b>\$ 1,575,626</b>	<b>\$ 1,157,638</b>	<b>\$ 1,256,969</b>	<b>\$ 882,969</b>



## 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Revenue</b>					
Interest earned	\$ 1,117	\$ 1,620	\$ 1,200	\$ 1,200	\$ 1,000
<b>Investment Income</b>	<b>1,117</b>	<b>1,620</b>	<b>1,200</b>	<b>1,200</b>	<b>1,000</b>
Law officer - warrant	1,144	1,196	2,000	2,000	2,000
Law officer - fire marshal	1,464	1,424	3,000	3,000	3,000
Law officer - police	18,440	15,929	23,000	23,000	23,000
<b>Other Revenues</b>	<b>21,048</b>	<b>18,549</b>	<b>28,000</b>	<b>28,000</b>	<b>28,000</b>
<b>Total Revenue</b>	<b>22,165</b>	<b>20,169</b>	<b>29,200</b>	<b>29,200</b>	<b>29,000</b>
<b>Expenditure</b>					
Contractual services	15,954	15,556	20,000	14,500	20,000
<b>Total Expenditures</b>	<b>15,954</b>	<b>15,556</b>	<b>20,000</b>	<b>14,500</b>	<b>20,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	6,211	4,613	9,200	14,700	9,000
<b>Beginning Fund Balance</b>	<b>63,960</b>	<b>70,171</b>	<b>74,784</b>	<b>74,784</b>	<b>89,484</b>
<b>Ending Fund Balance</b>	<b>\$ 70,171</b>	<b>\$ 74,784</b>	<b>\$ 83,984</b>	<b>\$ 89,484</b>	<b>\$ 98,484</b>



**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 is 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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>Revenue</b>					
Interest earned	\$ 1,500	\$ 2,729	\$ 2,000	\$ 2,000	\$ 1,500
<b>Investment Income</b>	<b>1,500</b>	<b>2,729</b>	<b>2,000</b>	<b>2,000</b>	<b>1,500</b>
Judicial Eff (TP-J) crt fee	16,621	21,203	20,000	20,000	20,000
<b>Municipal Court Fines</b>	<b>16,621</b>	<b>21,203</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>Total Revenue</b>	<b>18,121</b>	<b>23,932</b>	<b>22,000</b>	<b>22,000</b>	<b>21,500</b>
<b>Expenditures</b>					
Personnel services	-	-	2,466	2,466	2,429
Contractual services	-	-	13,500	-	11,950
Materials and supplies	670	651	6,500	1,000	5,450
<b>Total Expenditures</b>	<b>670</b>	<b>651</b>	<b>22,466</b>	<b>3,466</b>	<b>19,829</b>
<b>Revenue Over/(Under)</b>					
Expenditures	17,451	23,281	(466)	18,534	1,671
<b>Beginning Fund Balance</b>	<b>89,987</b>	<b>107,438</b>	<b>130,719</b>	<b>130,719</b>	<b>149,253</b>
<b>Ending Fund Balance</b>	<b>\$ 107,438</b>	<b>\$ 130,719</b>	<b>\$ 130,253</b>	<b>\$ 149,253</b>	<b>\$ 150,924</b>



## 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 is 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>Revenue</b>					
Interest earned	\$ 1,875	\$ 2,568	\$ 2,000	\$ 1,800	\$ 1,500
<b>Investment Income</b>	<b>1,875</b>	<b>2,568</b>	<b>2,000</b>	<b>1,800</b>	<b>1,500</b>
Municipal court - technology	133,975	135,105	132,000	144,000	144,000
<b>Other Revenues</b>	<b>133,975</b>	<b>135,105</b>	<b>132,000</b>	<b>144,000</b>	<b>144,000</b>
<b>Total Revenue</b>	<b>135,850</b>	<b>137,673</b>	<b>134,000</b>	<b>145,800</b>	<b>145,500</b>
<b>Expenditures</b>					
Contractual services	157,110	124,186	181,420	181,420	147,000
Materials and supplies	12,255	-	-	-	-
<b>Total Expenditures</b>	<b>169,365</b>	<b>124,186</b>	<b>181,420</b>	<b>181,420</b>	<b>147,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	(33,515)	13,487	(47,420)	(35,620)	(1,500)
<b>Beginning Fund Balance</b>	<b>131,807</b>	<b>98,292</b>	<b>111,779</b>	<b>111,779</b>	<b>76,159</b>
<b>Ending Fund Balance</b>	<b>\$ 98,292</b>	<b>\$ 111,779</b>	<b>\$ 64,359</b>	<b>\$ 76,159</b>	<b>\$ 74,659</b>



## 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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>REVENUE</b>					
Hotel-motel tax	\$ 1,772,579	\$ 1,570,222	\$ 1,400,000	\$ 1,000,000	\$ 1,400,000
<b>Other Taxes</b>	<b>1,772,579</b>	<b>1,570,222</b>	<b>1,400,000</b>	<b>1,000,000</b>	<b>1,400,000</b>
Interest earned	69,213	128,236	100,000	85,000	70,000
<b>Investment Income</b>	<b>69,213</b>	<b>128,236</b>	<b>100,000</b>	<b>85,000</b>	<b>70,000</b>
<b>Total Revenue</b>	<b>1,841,792</b>	<b>1,698,458</b>	<b>1,500,000</b>	<b>1,085,000</b>	<b>1,470,000</b>
<b>EXPENDITURES</b>					
Personnel services	84,462	154,580	148,216	171,031	137,643
Contractual services	117,151	158,814	155,175	153,250	223,950
Materials and supplies	120,266	116,308	145,810	105,500	138,670
Capital outlay	179,084	406,123	413,071	55,000	280,000
Other uses	-	152,908	157,500	157,500	157,500
<b>Total Expenditures</b>	<b>500,963</b>	<b>988,733</b>	<b>1,019,772</b>	<b>642,281</b>	<b>937,763</b>
<b>Revenue Over/(Under)</b>					
<b>Expenditures</b>	<b>1,340,829</b>	<b>709,725</b>	<b>480,228</b>	<b>442,719</b>	<b>532,237</b>
<b>Beginning Fund Balance</b>	<b>3,883,508</b>	<b>5,224,337</b>	<b>5,934,062</b>	<b>5,934,062</b>	<b>6,376,781</b>
<b>Ending Fund Balance</b>	<b>\$ 5,224,337</b>	<b>\$ 5,934,062</b>	<b>\$ 6,414,290</b>	<b>\$ 6,376,781</b>	<b>\$ 6,909,018</b>



**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).

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>Revenue</b>					
Interest earned	\$ 1,163	\$ 1,738	\$ 1,400	\$ 1,200	\$ 900
<b>Investment Income</b>	<b>1,163</b>	<b>1,738</b>	<b>1,400</b>	<b>1,200</b>	<b>900</b>
Preservation of vital statistics	5,414	5,719	5,000	5,000	5,000
<b>Other Revenues</b>	<b>5,414</b>	<b>5,719</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Revenue</b>	<b>6,577</b>	<b>7,457</b>	<b>6,400</b>	<b>6,200</b>	<b>5,900</b>
<b>EXPENDITURES</b>					
Contractual services	9,107	5,974	22,493	7,000	20,000
Materials and supplies	-	200	1,000	-	1,000
<b>Total Expenditures</b>	<b>9,107</b>	<b>6,174</b>	<b>23,493</b>	<b>7,000</b>	<b>21,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	(2,530)	1,283	(17,093)	(800)	(15,100)
<b>Beginning Fund Balance</b>	<b>77,243</b>	<b>74,713</b>	<b>75,996</b>	<b>75,996</b>	<b>75,196</b>
<b>Ending Fund Balance</b>	<b>\$ 74,713</b>	<b>\$ 75,996</b>	<b>\$ 58,903</b>	<b>\$ 75,196</b>	<b>\$ 60,096</b>



**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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>Revenue</b>					
1% Public, Ed & Gov	\$ 261,898	\$ 257,614	\$ 260,000	\$ 254,000	\$ 260,000
<b>Other Revenues</b>	<b>261,898</b>	<b>257,614</b>	<b>260,000</b>	<b>254,000</b>	<b>260,000</b>
<b>Total Revenue</b>	<b>261,898</b>	<b>257,614</b>	<b>260,000</b>	<b>254,000</b>	<b>260,000</b>
<b>EXPENDITURES</b>					
Materials and supplies	40,182	25,261	176,866	115,000	114,000
Capital outlay	47,186	55,922	406,120	156,120	250,000
<b>Total Expenditures</b>	<b>87,368</b>	<b>81,183</b>	<b>582,986</b>	<b>271,120</b>	<b>364,000</b>
<b>Revenue Over/(Under)</b>					
Expenditures	174,530	176,431	(322,986)	(17,120)	(104,000)
<b>Beginning Fund Balance</b>	<b>703,185</b>	<b>877,715</b>	<b>1,054,146</b>	<b>1,054,146</b>	<b>1,037,026</b>
<b>Ending Fund Balance</b>	<b>\$ 877,715</b>	<b>\$ 1,054,146</b>	<b>\$ 731,160</b>	<b>\$ 1,037,026</b>	<b>\$ 933,026</b>



## 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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>Revenue</b>					
Interest earned	\$ 6,551	\$ 11,570	\$ 9,600	\$ 7,000	\$ 5,000
<b>Investment Income</b>	<b>6,551</b>	<b>11,570</b>	<b>9,600</b>	<b>7,000</b>	<b>5,000</b>
Abandoned auto fund	544,670	378,011	325,000	320,000	320,000
<b>Other Revenues</b>	<b>544,670</b>	<b>378,011</b>	<b>325,000</b>	<b>320,000</b>	<b>320,000</b>
<b>Total Revenue</b>	<b>551,221</b>	<b>389,581</b>	<b>334,600</b>	<b>327,000</b>	<b>325,000</b>
<b>EXPENDITURES</b>					
Personnel services	2,738	104,176	141,035	126,460	145,360
Contractual services	223,775	238,381	252,500	226,500	252,500
Materials and supplies	31,768	34,798	39,500	30,000	39,500
Other charges	36,261	43,895	42,000	35,000	42,000
<b>Total Expenditures</b>	<b>294,542</b>	<b>421,250</b>	<b>475,035</b>	<b>417,960</b>	<b>479,360</b>
<b>Revenue Over/(Under)</b>					
Expenditures	256,679	(31,669)	(140,435)	(90,960)	(154,360)
<b>Beginning Fund Balance</b>	<b>222,916</b>	<b>479,595</b>	<b>447,926</b>	<b>447,926</b>	<b>356,966</b>
<b>Ending Fund Balance</b>	<b>\$ 479,595</b>	<b>\$ 447,926</b>	<b>\$ 307,491</b>	<b>\$ 356,966</b>	<b>\$ 202,606</b>



**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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>REVENUE</b>					
Sign removal fee	\$ 3,240	\$ 3,290	\$ 3,000	\$ 3,000	\$ 3,000
<b>Business License and Permits</b>	<b>3,240</b>	<b>3,290</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
Interest earned	1,199	1,682	1,200	1,000	800
<b>Investment Income</b>	<b>1,199</b>	<b>1,682</b>	<b>1,200</b>	<b>1,000</b>	<b>800</b>
<b>Total Revenue</b>	<b>4,439</b>	<b>4,972</b>	<b>4,200</b>	<b>4,000</b>	<b>3,800</b>
<b>EXPENDITURES</b>					
Personnel services	194	18,727	17,401	26,571	26,002
Contractual services	-	-	10,000	-	10,000
Materials and supplies	-	-	10,000	-	10,000
<b>Total Expenditures</b>	<b>194</b>	<b>18,727</b>	<b>37,401</b>	<b>26,571</b>	<b>46,002</b>
<b>Revenue Over/(Under)</b>					
Expenditures	4,245	(13,755)	(33,201)	(22,571)	(42,202)
<b>Beginning Fund Balance</b>	<b>75,982</b>	<b>80,227</b>	<b>66,472</b>	<b>66,472</b>	<b>43,901</b>
<b>Ending Fund Balance</b>	<b>\$ 80,227</b>	<b>\$ 66,472</b>	<b>\$ 33,271</b>	<b>\$ 43,901</b>	<b>\$ 1,699</b>



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## COMPONENT UNIT PASADENA ECONOMIC DEVELOPMENT 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. In 2019, PSCC rebranded and legally changed its name to the Pasadena Economic Development Corporation (PEDC). The affairs of PEDC are managed by a Board of Directors of seven persons appointed by the City Council.

	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 AMENDED	FY 2020 ESTIMATED	FY 2021 ADOPTED
<b>REVENUE</b>					
City sales tax	\$11,450,742	\$12,034,005	\$11,000,000	\$10,800,000	\$10,800,000
<b>Sales Taxes</b>	<b>11,450,742</b>	<b>12,034,005</b>	<b>11,000,000</b>	<b>10,800,000</b>	<b>10,800,000</b>
Interest earned	755,013	1,215,581	974,200	620,150	252,100
Miscellaneous	67,559	18,101	-	2,750	-
<b>Investment/Other Income</b>	<b>822,572</b>	<b>1,233,682</b>	<b>974,200</b>	<b>622,900</b>	<b>252,100</b>
Transfers in	1,414,309	2,790,511	6,200,331	3,035,175	5,284,401
<b>Other financing sources</b>	<b>1,414,309</b>	<b>2,790,511</b>	<b>6,200,331</b>	<b>3,035,175</b>	<b>5,284,401</b>
<b>Revenue before Elimination</b>	<b>13,687,623</b>	<b>16,058,198</b>	<b>18,174,531</b>	<b>14,458,075</b>	<b>16,336,501</b>
Transfers in elimination	(1,414,309)	(2,790,511)	(5,399,356)	(2,234,200)	(5,284,401)
<b>Net Revenue</b>	<b>12,273,314</b>	<b>13,267,687</b>	<b>12,775,175</b>	<b>12,223,875</b>	<b>11,052,100</b>
<b>EXPENDITURES</b>					
Contractual services	1,390,438	1,708,012	5,312,556	2,170,400	5,191,951
Materials and supplies	4,193	46,260	71,800	51,800	77,450
Debt service/other charges	28,178	1,036,238	15,000	12,000	15,000
Capital outlay	8,313,679	6,086,837	-	3,966,731	-
Transfers out	1,414,309	2,790,511	5,399,356	2,234,200	5,284,401
<b>Expenditures before Elimination</b>	<b>11,150,797</b>	<b>11,667,858</b>	<b>10,798,712</b>	<b>8,435,131</b>	<b>10,568,802</b>
Transfers out elimination	(1,414,309)	(2,790,511)	(5,399,356)	(2,234,200)	(5,284,401)
<b>Net Expenditures</b>	<b>9,736,488</b>	<b>8,877,347</b>	<b>5,399,356</b>	<b>6,200,931</b>	<b>5,284,401</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>2,536,826</b>	<b>4,390,340</b>	<b>7,375,819</b>	<b>6,022,944</b>	<b>5,767,699</b>
<b>Beginning Fund Balance</b>	<b>49,911,337</b>	<b>52,448,163</b>	<b>56,838,503</b>	<b>56,838,503</b>	<b>62,861,447</b>
<b>Ending Fund Balance</b>	<b>\$52,448,163</b>	<b>\$56,838,503</b>	<b>\$64,214,322</b>	<b>\$62,861,447</b>	<b>\$68,629,146</b>



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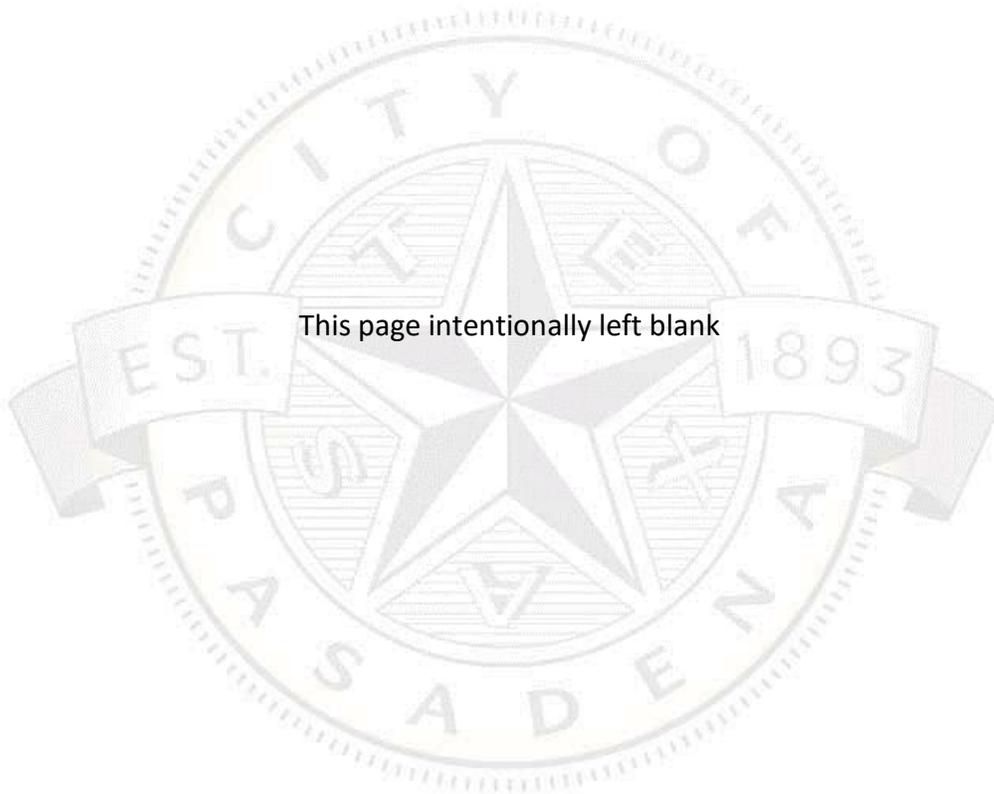


## COMPONENT UNIT

### 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 a 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.

	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ACTUAL</b>	<b>FY 2020 AMENDED</b>	<b>FY 2020 ESTIMATED</b>	<b>FY 2021 ADOPTED</b>
<b>REVENUE</b>					
City sales tax	\$11,065,505	\$11,674,917	\$10,650,000	\$10,500,000	\$10,650,000
<b>Sales Taxes</b>	<b>11,065,505</b>	<b>11,674,917</b>	<b>10,650,000</b>	<b>10,500,000</b>	<b>10,650,000</b>
Interest earned	99,278	168,393	80,000	80,000	60,000
<b>Investment/Other Income</b>	<b>99,278</b>	<b>168,393</b>	<b>80,000</b>	<b>80,000</b>	<b>60,000</b>
<b>Total Revenue</b>	<b>11,164,783</b>	<b>11,843,310</b>	<b>10,730,000</b>	<b>10,580,000</b>	<b>10,710,000</b>
<b>EXPENDITURES</b>					
Personnel services	8,064,353	6,858,271	7,168,486	7,124,356	7,413,821
Contractual services	995,004	948,524	1,224,718	1,031,818	1,418,500
Materials and supplies	607,814	1,075,707	1,121,534	1,080,688	1,122,000
Capital outlay	1,781,081	2,277,836	1,920,507	3,690,507	1,230,000
<b>Total Expenditures</b>	<b>11,448,252</b>	<b>11,160,338</b>	<b>11,435,245</b>	<b>12,927,369</b>	<b>11,184,321</b>
<b>Revenue Over/(Under) Expenditures</b>	<b>(283,469)</b>	<b>682,972</b>	<b>(705,245)</b>	<b>(2,347,369)</b>	<b>(474,321)</b>
<b>Beginning Fund Balance</b>	<b>7,513,714</b>	<b>7,230,245</b>	<b>7,913,217</b>	<b>7,913,217</b>	<b>5,565,848</b>
<b>Ending Fund Balance</b>	<b>\$ 7,230,245</b>	<b>\$ 7,913,217</b>	<b>\$ 7,207,972</b>	<b>\$ 5,565,848</b>	<b>\$ 5,091,527</b>



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**PROFILE OF PASADENA, TEXAS**

Date of Incorporation	December 26, 1928
Original Charter	December 12, 1964
Second Charter	March 4, 1975
Third 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
	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	291
Officers per 1,000 population	1.91
Number of police vehicles	346
Municipal Water & Wastewater System:	
Number of gallons of water sold	5,582,001,606
Meters in service	35,808
Number of units served	56,679
Number of residential customers	31,315
Number of commercial customers	2,973



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
----------------------------	---

County:

	Harris
Government type	Commissioners Court

Schools:

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

**DEMOGRAPHIC STATISTICS**

	<u>2000 Census</u>	<u>2010 Census</u>	<u>2018 Estimates</u>
Total population	141,674	149,043	154,193
Total housing units	50,367	53,899	53,751
Total households	47,031	48,471	48,724
Average household size	2.99	3.06	3.15
Median household income	\$ 40,690	\$ 44,099	\$ 53,331
Population by race:			
White	101,219	112,253	137,559
Black	2,316	3,485	5,271
Asian	2,589	3,150	3,078
American Indian	957	1,110	3,136
Native Hawaiian/Pacific Islander	58	88	208
Other	30,173	24,577	8,402
Two or more races	4,362	4,380	
Hispanic Ethnicity (of any race)	68,348	92,692	106,281



	<u>2000 Census</u>	<u>2010 Census</u>	<u>2018 Estimates</u>
Population by age:			
Under 5 years	13,148	13,032	13,260
5 to 9 years	12,811	12,680	12,792
10 to 14 years	11,877	12,483	13,014
15 to 19 years	11,520	12,405	11,692
20 to 24 years	11,592	11,357	11,192
25 to 34 years	22,403	21,601	23,230
35 to 44 years	21,795	19,898	19,114
45 to 54 years	16,109	19,680	19,110
55 to 59 years	5,180	7,686	8,953
60 to 64 years	4,026	5,795	7,254
65 to 74 years	6,382	6,844	9,214
75 to 84 years	3,800	4,170	3,871
85 years and over	1,031	1,412	1,497
Population 25 years and over:			
Less than high school graduate	26,514	26,700	26,254
High school graduate	22,497	26,359	28,493
Some college, no degree	17,616	16,688	18,348
Associate's degree	3,769	4,536	6,062
Bachelor's degree	6,552	7,959	8,996
Graduate or professional degree	3,666	3,338	4,090

**FY 2021 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 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.

**BALANCED BUDGET:** Refers to when a fund has a budget in which revenues are equal to expenditures.

**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.

**BOND DISCOUNT:** The difference between the face value of a bond and the price for which it sells when a bond sells below face value.



**BOND PREMIUM:** The difference between the face value of a bond and the price for which it sells when a bond costs more than its face value.

**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.



**COMPONENT UNIT:** A legally separate organization for which elected officials of the primary government are financially accountable.

**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 1<sup>st</sup> and ending the following September 30<sup>th</sup>.

**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 2,080 hours annually. A part-time employee working 1,040 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 provides 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.

**GOVERNMENTAL FUND:** Funds that account for the City's general government tax-supported activities.

**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.

**MAJOR FUND:** Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds.

**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.

**NON-MAJOR FUND:** Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are less than 10 percent of corresponding totals for all governmental or enterprise funds.

**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 ECONOMIC DEVELOPMENT CORPORATION (PEDC):** An economic development corporation created for the City of Pasadena. PEDC is funded with ½% sales tax. PEDC 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. The term also does not 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.



9/1/20 agenda

AGENDA REQUEST

20 NO: 2020-113

ORDINANCE  RESOLUTION

CAPTION: Adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and appropriating those amounts to those object accounts, containing a repealing clause, containing a savings clause and containing a severability clause. A roll call vote is required for adoption.

RECOMMENDATIONS & JUSTIFICATION: Recommend adoption of the Proposed FY 2021 Budget.

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

BUDGETED:

COUNCIL DISTRICT(S) AFFECTED: ALL

REQUIRES APPROPRIATION:   
See attached Certification

		COUNCIL ACTION	
REQUESTING PARTY (TYPED) DATE: 08/19/2020		FIRST READING:	FINAL READING:
<u>Sherry Womack</u>			
BUDGET DEPARTMENT		<u>Schoenbein</u> MOTION	<u>Schoenbein</u> MOTION
PURCHASING DEPARTMENT		<u>Cayten</u> SECOND	<u>Bass</u> SECOND
APPROVED:			
<u>[Signature]</u> CITY ATTORNEY		<u>9-1-20</u> DATE	<u>9-15-20</u> DATE
<u>[Signature]</u> MAYOR		Nays: <u>Ybarra</u> <u>Harrison</u> <u>Casados</u> <u>Wheeler</u>	

ORDINANCE NO. 2020- 113

An Ordinance adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021; and appropriating those amounts to those object accounts, containing a severability clause. A roll call vote is required for adoption.

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 for the fiscal year beginning October 1, 2020, and ending September 30, 2021, 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 1<sup>st</sup> day of September, A.D., 2020.

APPROVED this the 1<sup>st</sup> day of September, A.D., 2020.

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

ATTEST:  
Linda Rorick  
LINDA RORICK  
CITY SECRETARY  
CITY OF PASADENA, TEXAS

APPROVED:  
[Signature]  
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 15<sup>th</sup> day of September, A.D., 2020.

APPROVED this the 15<sup>th</sup> day of September, A.D., 2020.

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

ATTEST:  
Linda Rorick  
LINDA RORICK  
CITY SECRETARY  
CITY OF PASADENA, TEXAS

APPROVED:  
[Signature]  
CITY ATTORNEY  
CITY OF PASADENA, TEXAS

10/6/20  
agenda

AGENDA REQUEST

ORDINANCE

RESOLUTION

2A NO: 2020-126

CAPTION: An Ordinance proposing the adoption of a property tax rate for the 2020 tax year of \$0.533677/\$100 value for the City of Pasadena, Harris County, Texas, the same as the no-new-revenue tax rate (formerly known as the effective tax rate), which is lower than the 2019 adopted tax rate of \$0.570342/\$100 by \$0.036665 or <6.43%>; 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 2020 tax year of \$0.533677/\$100 consisted of \$0.423310/\$100 maintenance and operation rate and \$0.110367/\$100 debt rate, per the specific requirements provided under Tex. Property Tax Code. The proposed \$0.423310/\$100 maintenance and operation rate is effectively a bit higher than the no-new-revenue maintenance and operation tax rate (formerly known as the effective maintenance and operation rate) of \$0.422697 by \$0.000613 or 0.15%, the slight increase is the result of the proposed debt rate being \$0.110367/\$100. When comparing the proposed vs. 2019 adopted maintenance and operation rate of \$0.423310/\$100 to \$0.450703/\$100, the taxes to be raised for maintenance and operation will decrease approximately <\$27> on a \$100,000 home. The ordinance (see Section2) includes language to state the above facts as required under Section 26.05(b)(1) of Tex. Property Tax Code.

(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> Sherry Womack DATE: 09/22/20 REQUESTING PARTY (Type)		FIRST READING:	FINAL READING:
PURCHASING DEPARTMENT		<u>Bass</u> MOTION	<u>V. Barra</u> MOTION
APPROVED:			
CONTROLLER CERTIFICATION		<u>Wheeler</u> SECOND	<u>Schoenbein</u> SECOND
<u>[Signature]</u> CITY ATTORNEY		<u>10-6-20</u> DATE	<u>10-20-20</u> DATE
<u>[Signature]</u> MAYOR		DEFERRED: _____	

ORDINANCE NO. 2020-

126

An Ordinance proposing the adoption of a property tax rate for 2020 tax year of \$0.533677/\$100 value for the City of Pasadena, Harris County, Texas, the same as the no-new-revenue tax rate (formerly known as the effective tax rate), which is lower than the 2019 adopted tax rate of \$0.570342/\$100 by \$0.036665 or <6.43%>; 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 2020 tax year is, by the adoption of a tax rate of \$0.533677/\$100 value established at:

\$0.423310/\$100 for the purpose of maintenance and operation, to be distributed in the general fund;

\$0.110367/\$100 for the payment of principal and interest on debt, to be distributed in the debt service fund;

\$0.533677/\$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 0.15 PERCENT AND WILL RAISE TAXES FOR MAINTENACE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-27.

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 2020 tax year has been provided by Harris County Tax Office as 98.53% calculated under Section 26.012(2) of Tex. Propert 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

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  
6<sup>th</sup> day of October, A.D., 2020.

APPROVED this the 6<sup>th</sup> day of October, A.D., 2020.

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

ATTEST:  
Linda Rorick  
LINDA RORICK  
CITY SECRETARY  
CITY OF PASADENA, TEXAS

APPROVED:  
Jeff A. Wagner  
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 20<sup>th</sup> day of October, A.D., 2020.

APPROVED this the 20<sup>th</sup> day of October, A.D., 2020.

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

ATTEST:  
Linda Rorick  
LINDA RORICK  
CITY SECRETARY  
CITY OF PASADENA, TEXAS

APPROVED:  
Jeff A. Wagner  
CITY ATTORNEY  
CITY OF PASADENA, TEXAS

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## CITY OF PASADENA

1149 Ellsworth  
Pasadena, Texas 77506  
713-477-1511  
[www.pasadenatx.gov](http://www.pasadenatx.gov)



**JEFF WAGNER**  
MAYOR

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## JEFF WAGNER, MAYOR

Ornaldo Ybarra, 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

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