

JEFF WAGNER
MAYOR

CITY OF PASADENA, TEXAS

Fiscal Year 2024 • Adopted Budget



City of Pasadena

Budget Cover Page

Fiscal Year 2024

This budget will raise more revenue from property taxes than last year’s budget by an amount of \$2,150,060, which is a 3.38 percent increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,694,962.

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

Ordinance first reading:

FOR: Jeff Wagner, Mayor; Ruben Villarreal, District A; Bianca Valerio, District B; Emmanuel Guerrero, District C; Pat Van Houte, District D; Jonathan Estrada, District E; Dolan Dow, District F; Orinaldo Ybarra, District G; Thomas Schoenbein, District H

Ordinance second reading:

FOR: Jeff Wagner, Mayor; Ruben Villarreal, District A; Emmanuel Guerrero, District C; Pat Van Houte, District D; Jonathan Estrada, District F; Orinaldo Ybarra, District G; Thomas Schoenbein, District H

ABSENT: Bianca Valerio, District B

Property Tax Rate Comparison:

| | 2024-2023 | 2022-2023 |
|---|------------------|------------------|
| Property Tax Rate: | \$0.455514/100 | \$0.497583/100 |
| No-New-Revenue Tax Rate: | \$0.451432/100 | \$0.465145/100 |
| No-New-Revenue Maintenance & Operations Tax Rate: | \$0.358435/100 | \$0.381009/100 |
| Voter-Approval Tax Rate: | \$0.455514/100 | \$0.497583/100 |
| Debt Rate: | \$0.084534/100 | \$0.103239/100 |

Municipal Debt Obligations:

Total debt obligation for City of Pasadena secured by property taxes: \$154,460,900



FY 2024 ADOPTED BUDGET
Required by Texas Local Government Code 140.0045

| | FY 2022 ACTUAL | FY 2023 ESTIMATE | FY 2024 BUDGET |
|--|---------------------------|-----------------------------|---------------------------|
| Notices required to be published in a newspaper | | | |
| City Budget | 26,337 | 58,331 | 38,629 |
| PEDC Budget | 2,726 | 3,000 | 5,000 |
| Directly or indirectly influencing or attempting to influence outcome of legislation or administrative action | 90,000 | 90,000 | 90,000 |
| TOTAL | \$ 119,063 | \$ 151,331 | \$ 133,629 |



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

October 1, 2023

To Members of City Council and Citizens of Pasadena:

I am pleased to present the Fiscal Year 2024 Adopted Budget. The budget process began in March with estimates of projected revenue and expenditures for FY 2023. Departments were given the opportunity to submit operating budget requests and capital requests with the intent to keep FY24 expenditures at FY23 levels. Once all requests were summarized, the Budget Office incorporated the requests in the FY 2024 Proposed Budget with city services remaining at current levels as in the prior year but accounting for anticipated increases in the cost of goods and services due to higher levels of inflation we are currently experiencing. The Proposed Budget was presented to City Council in July and was adopted on September 19, 2023.

All major funds have healthy fund reserves, allowing us to provide a high level of service to our community. This budget provides a combined fund balance of approximately \$297 million, which includes a combined total of \$101 million in Governmental Funds:

- General Fund: \$100.7 million
- Special Revenue Funds: \$13.6 million
- Debt Service Fund: \$5 million

While the major funds have healthy fund balances, the City of Pasadena will remain diligent in maintaining these fund balances for required reserves, required grant matching funds, one-time capital project expenses, emergency reserves and any other need that may arise.

General Fund:

In the FY 2024 Adopted Budget, the General Fund revenues and expenditures are in balance with a total revenue/expenditure budget of \$150.3 million. This represents a 1.08% increase over the current FY 2023 Amended Budget.

The General Fund includes \$8 million for Capital Improvement Plan (CIP) Annual projects for paving, drainage and sidewalk improvements.

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

Revenue Sources:

Our primary revenue sources remain stable as we look ahead at FY 2024.

Property Tax: The 2023 tax rate adopted is the voter-approval rate at \$0.455514/\$100. The FY 2024 Adopted Budget is based on a property tax rate of \$0.455514/\$100. By selecting this rate, it allows the City to keep the same level of service as in prior years and allows us to improve public safety, strengthen our retirement system, raise employee wages, and improve city infrastructure.

Industrial District: The FY 2024 Adopted Budget of \$27 million reflects an increase of \$4 million in revenue over the FY 2023 Amended Budget. With our Industrial District partners and updated contracts, this provides for future growth and stability for our city.

Sales Tax: Recent trends show a small steady increase in sales tax revenue compared to prior year figures. The FY 2024 estimate for sales tax revenue is projected at \$30.2 million, which is an increase of \$800,000 from the FY 2023 Amended Budget. With the trends we are estimating the FY 2024 sales tax revenue will remain about the same as FY 2023, but we will monitor closely throughout the year if economic conditions change.

Enterprise/System Fund:

The System Fund's fund balance is projected to be approximately \$41.8 million at the end of FY 2024. The FY 2024 Adopted Budget's revenues and expenditures are in balance, with a total expenditure budget of \$54.2 million. Included in the FY 2024 Adopted Budget is \$2.5 million for FY 23-24 SEWPP CIP True-Up and FY 24-25 SEWPP Estimated CIP, which is 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.

The System Fund includes \$6 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 \$5.4 million as of the end of FY 2024. The FY 2024 Adopted Budget includes \$1.3 million be used to purchase/replace vehicles and equipment for various city departments. Expenditures in the Maintenance Fund have increased approximately \$1.8 million to account for the rising cost in fuel and other services and supplies.

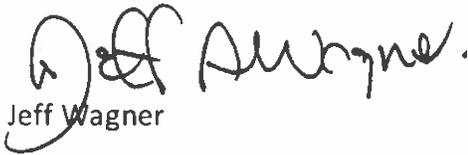
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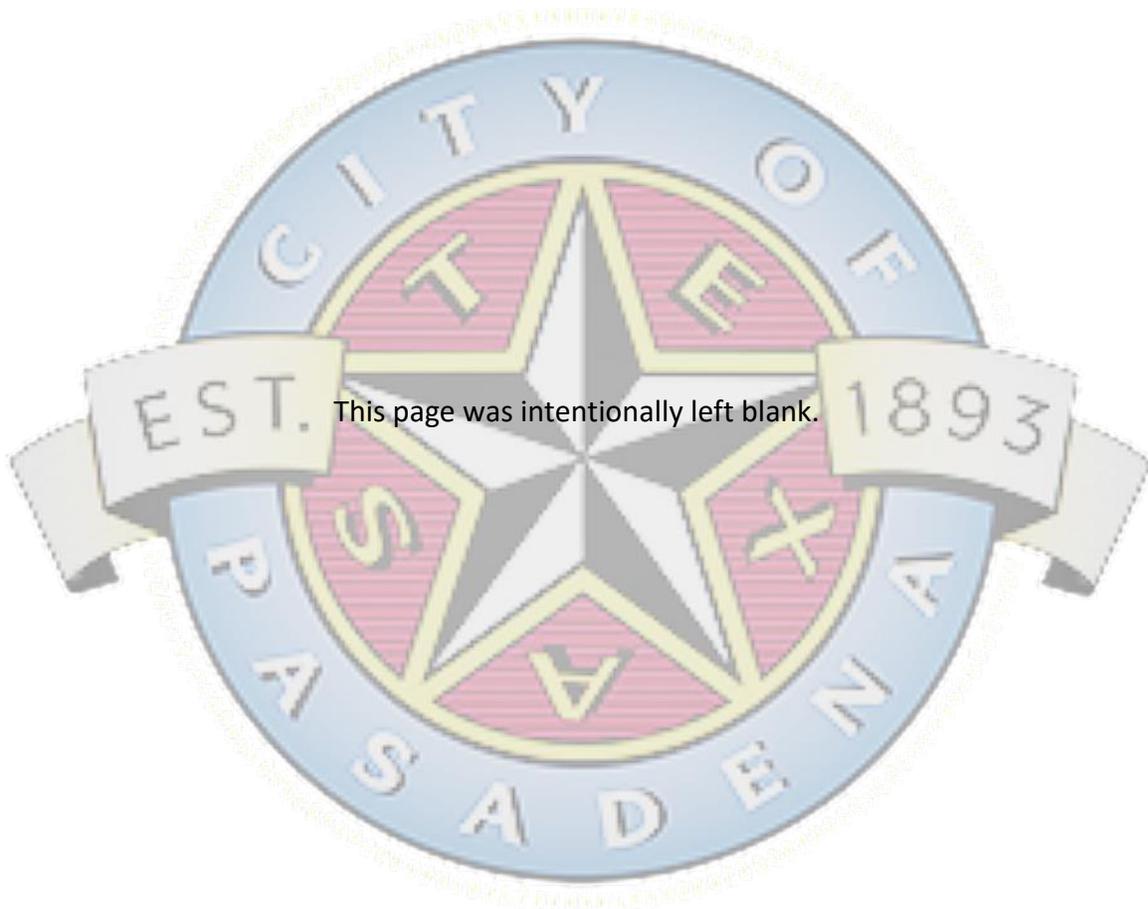
Personnel:

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. Across all funds, the FY 2024 Adopted Personnel Budget includes a \$3.3 million 5% cost of living or market adjustment to begin in January 2024 for employees, a \$2.4 million TMRS increase adding a cost of living or market adjustment to retirees through TMRS, and funding for a sick buyback program. The FY 2024 includes a change to our Police step pay schedule compressing the steps from 14 years to 12 years and increasing longevity payments from \$60 per year of service to \$120 per year of service for all full time employees. We are also happy to report that there will be no increase in health insurance costs for our employees this fiscal year. The medical rates for employees and pre-65 retirees have remained unchanged for the last five years.

In summary, I am pleased to report that the City is in very good fiscal condition and is financially sustainable which can be seen in the FY 2024 Adopted Budget to follow. We expect to be able to continue with high quality day-to-day programs and services that our community expects and deserves. 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

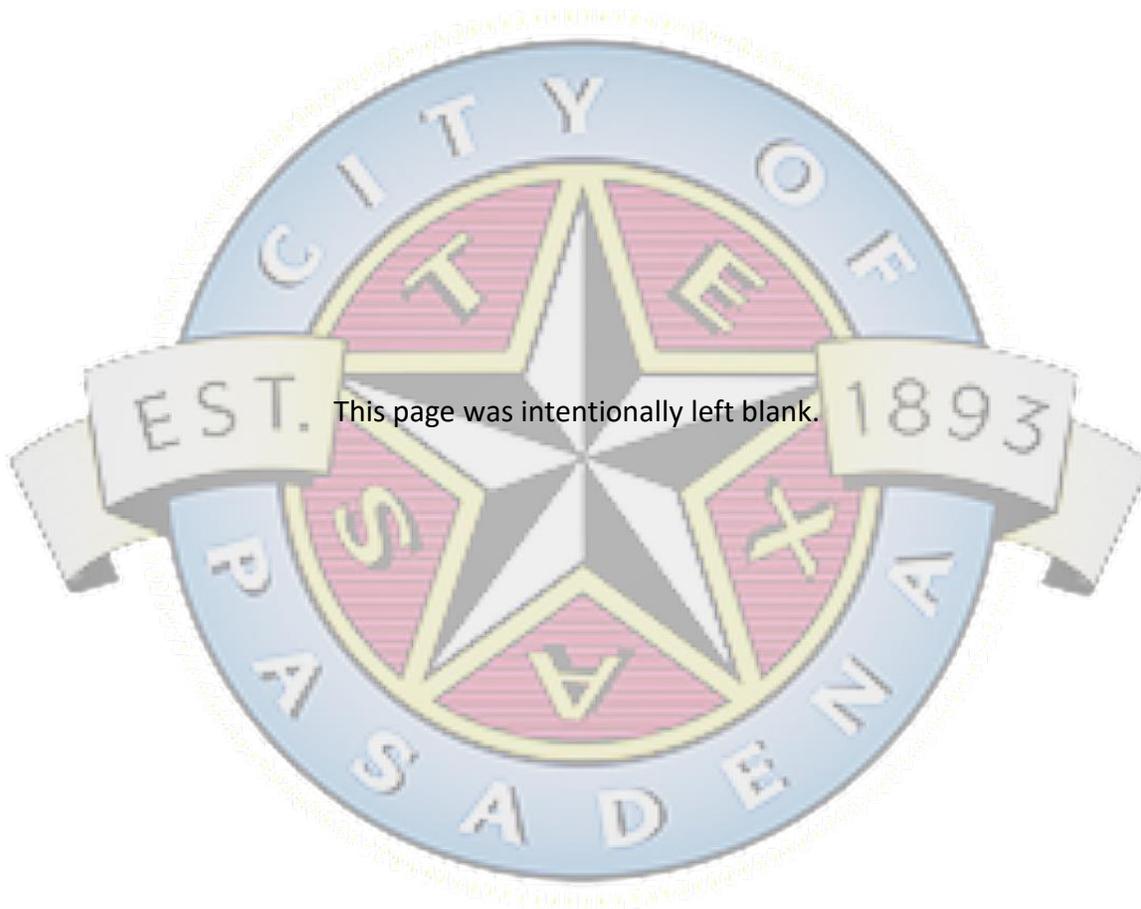
**City of Pasadena
Texas**

For the Fiscal Year Beginning

October 01, 2022

Christopher P. Morill

Executive Director

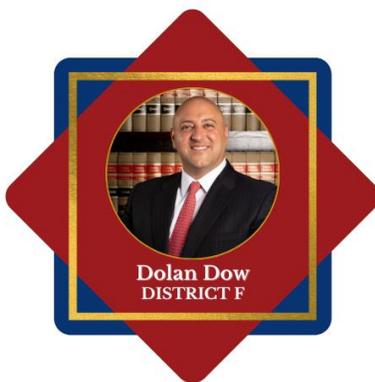




CITY OF PASADENA, TEXAS

FY2024 ADOPTED BUDGET

PRINCIPAL OFFICIALS





CHIEF OF STAFF
DANIEL PENNINGTON

CITY CONTROLLER
JULIE ST. JEAN

BUDGET & FINANCIAL PLANNING
SHERRY WOMACK

CHIEF OF POLICE
JERRY WRIGHT

CITY ATTORNEY
JAY DALE

CITY SECRETARY
AMANDA MUELLER

DIRECTOR OF COMMUNITY RELATIONS
JOSEPH LINDBERG

DIRECTOR OF ECONOMIC DEVELOPMENT
RICK GUERRERO

DIRECTOR OF HEALTH
KATHY PEREZ

DIRECTOR OF MAINTENANCE SERVICES
ALLAN TEAGUE

DIRECTOR OF PARKS/RECREATION
JED APLACA

DIRECTOR OF PERSONNEL
TRENA WHITE

DIRECTOR OF PLANNING
MELISSA TAMEZ

DIRECTOR OF PUBLIC WORKS
ROBIN GREEN

FIRE CHIEF
LANNY ARMSTRONG

FIRE MARSHALL
DAVID BRANNON

PRESIDING JUDGE, MUNICIPAL COURTS
RICHARD RISINGER






CITY OF PASADENA, TEXAS

MISSION STATEMENT

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

www.PasadenaTx.gov



OUR VALUES



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



RESPECT
We treat others the way we want to be treated. Treating others fairly and with dignity helps create a thriving city.



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



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

EDUCATION

Pasadena is home to innovative educational institutions such as the University of Houston Clear Lake, San Jacinto College, and Pasadena Independent School District. These institutions offer a wide range of programs, from industry-recognized certifications to university degrees, and are known for producing successful alumni.



HOUSING

Enjoy affordable living, family-friendly neighborhoods, new builds, and waterfront properties. Plus, get connected to a thriving community through your neighborhood, school, or professional network. Discover Pasadena, the hidden gem of Houston Metro, where you can enjoy comfortable living without breaking the bank.



HEALTHCARE

HCA Houston Healthcare Southeast provides compassionate care and advanced technology to southeast Harris County communities. With over 404 physicians and 1,500 employees, we're committed to delivering high-quality care and comfort to our patients for over 50 years.



CULTURE

Pasadena has much to offer, including 50 parks, miles of trails, and family-friendly activities. Explore local restaurants, shops, and cultural sites like the Pasadena Heritage Park & Museum and the Pasadena Little Theatre. Don't miss community festivals like the annual Pasadena Strawberry Festival, Taste of the Town, and Independence Day's 4th Fest.



WHY PASADENA?

Here is the reason why



Pasadena, Texas offers the best of both worlds: small-town charm and big-city convenience. As the second-largest city in Greater Houston, we're just 20 minutes from downtown Houston and an hour from Galveston. With affordable housing options and family-friendly neighborhoods, Pasadena is a great place to call home. Come see why so many people are proud to call Pasadena home!



www.PasadenaTx.gov



Pasadena City Hall
1149 Ellsworth Drive
Pasadena, TX 77506



City of Pasadena, Texas Council District Map

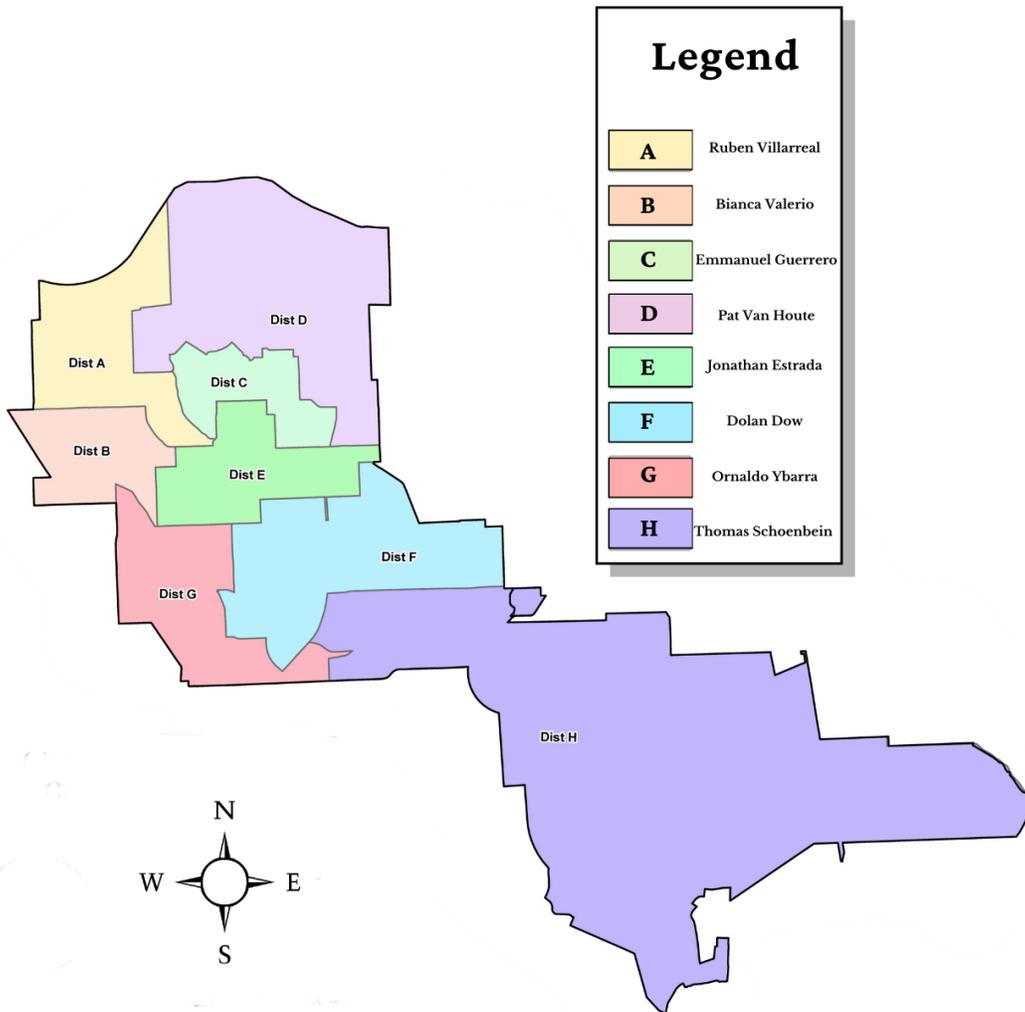




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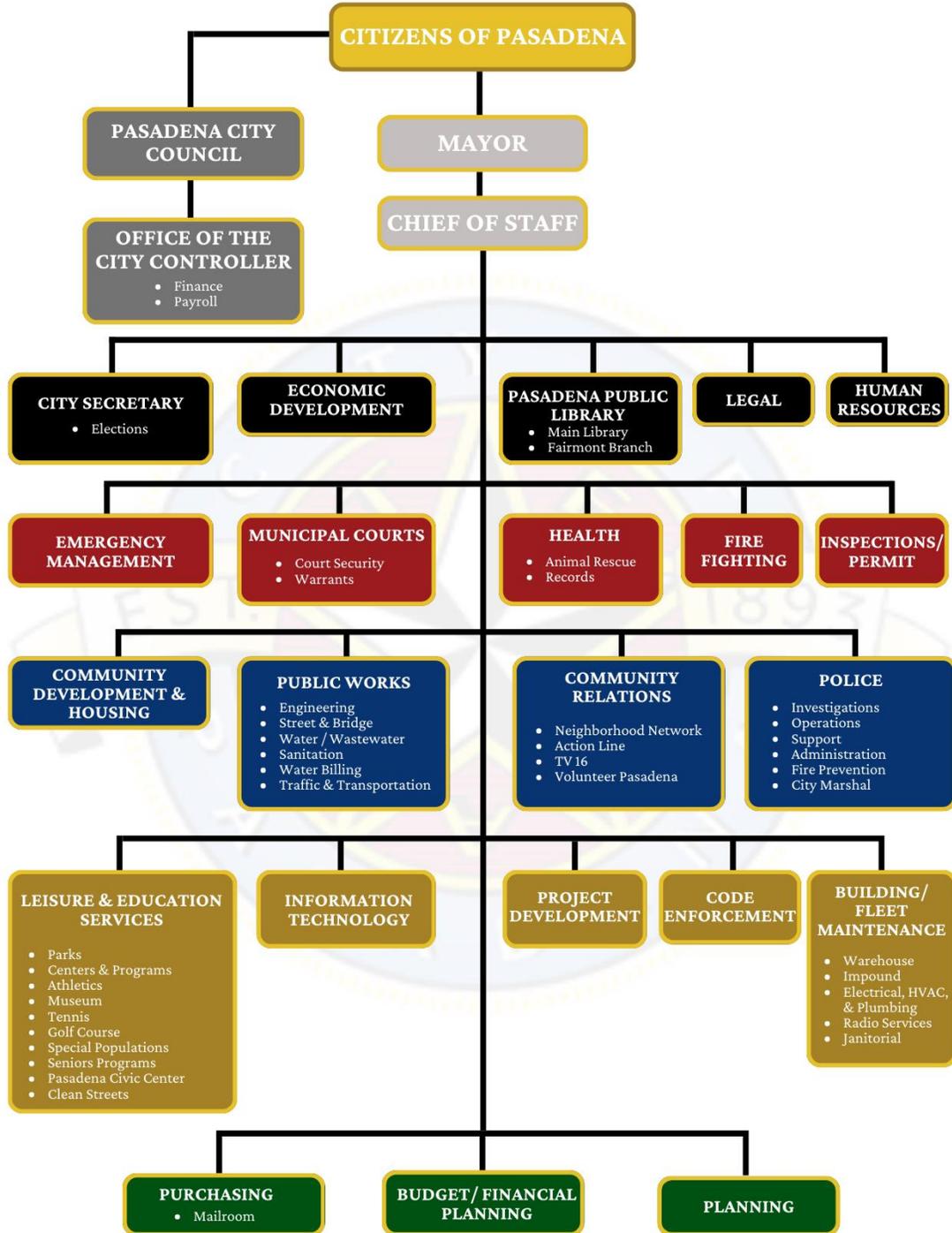
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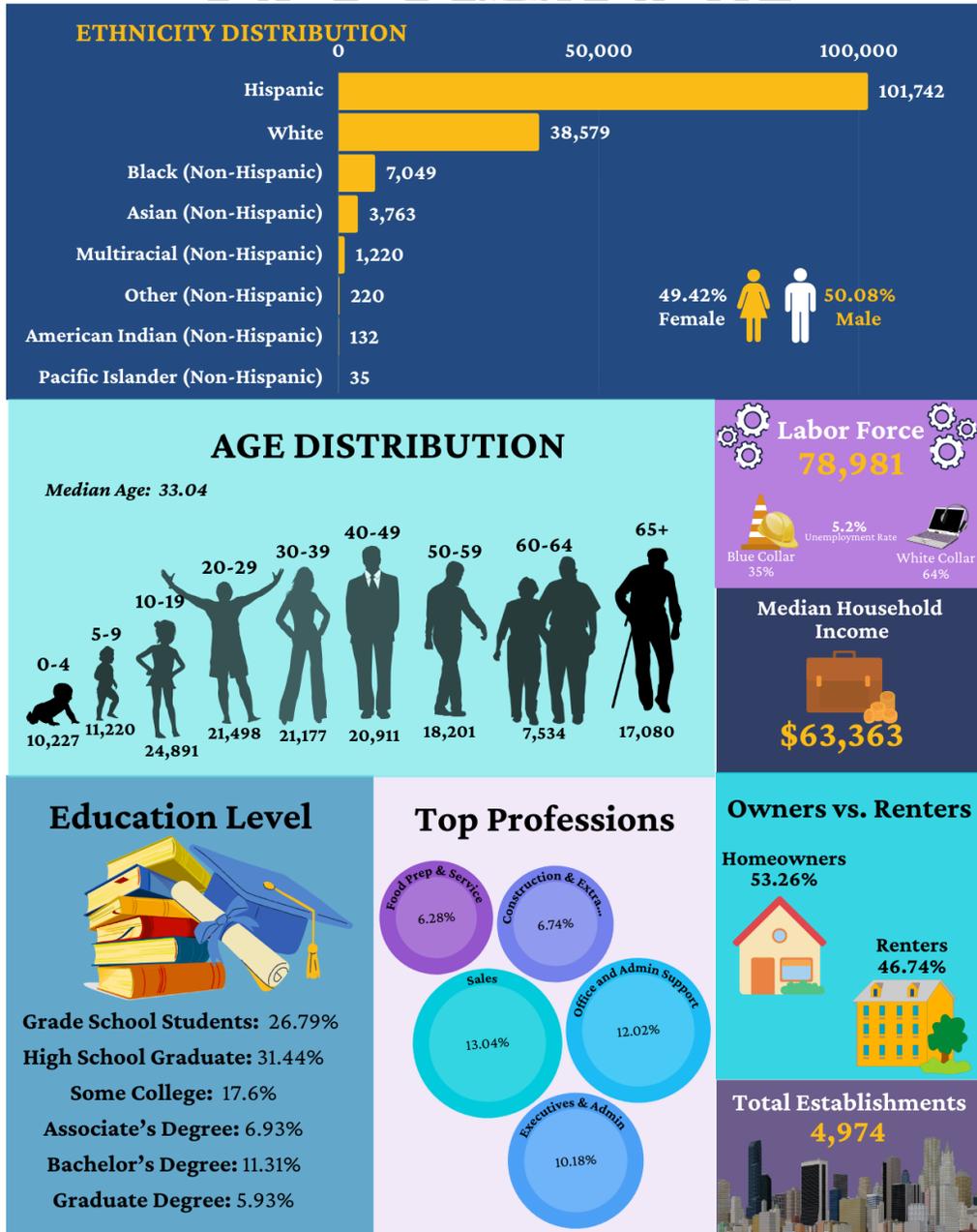
ORGANIZATION CHART





Pasadena By Numbers

Total Population: 152,740



Source: Pasadena Economic Development Corporation (PEDC): 2023 Community Profile



WELCOME TO PASADENA, TEXAS!

The City of Pasadena Profile

Welcome to the City of Pasadena's profile! Although the fiscal year 2023-24 budget is a financial document, we also want to introduce you to some of Pasadena's history, highlights, and facilities. Pasadena is a wonderful city where we work and live, and we are excited to give you a glimpse of what it has to offer.

CITY GOVERNMENT

Pasadena, Texas follows a Mayor-Council form of government. The Mayor and eight council members are responsible for enacting legislation, adopting budgets, and determining policies of the city. The council members are elected by voters in each of the eight districts, serving two-year terms with a maximum of four consecutive terms. On the other hand, the Mayor is elected by voters of the entire city and serves four-year terms with a limit of two consecutive terms.

The Mayor holds the position of the chief administrator and executive officer of the city, responsible for all its affairs, and is recognized as the head of the city government. The Mayor has the power to veto ordinances and resolutions adopted by the Council, though the City Council may override the Mayor's veto by a majority vote. The Mayor is entitled to vote on all matters that come before the City Council, except in instances where such privilege of vote is specifically denied by the Charter.

The City Council holds meetings on the first and third Tuesday of every month, at 10 a.m. and 6 p.m., respectively. These meetings are open to the public and provide an opportunity for residents to participate in city governance and express their opinions on various city matters.

HISTORY OF PASADENA

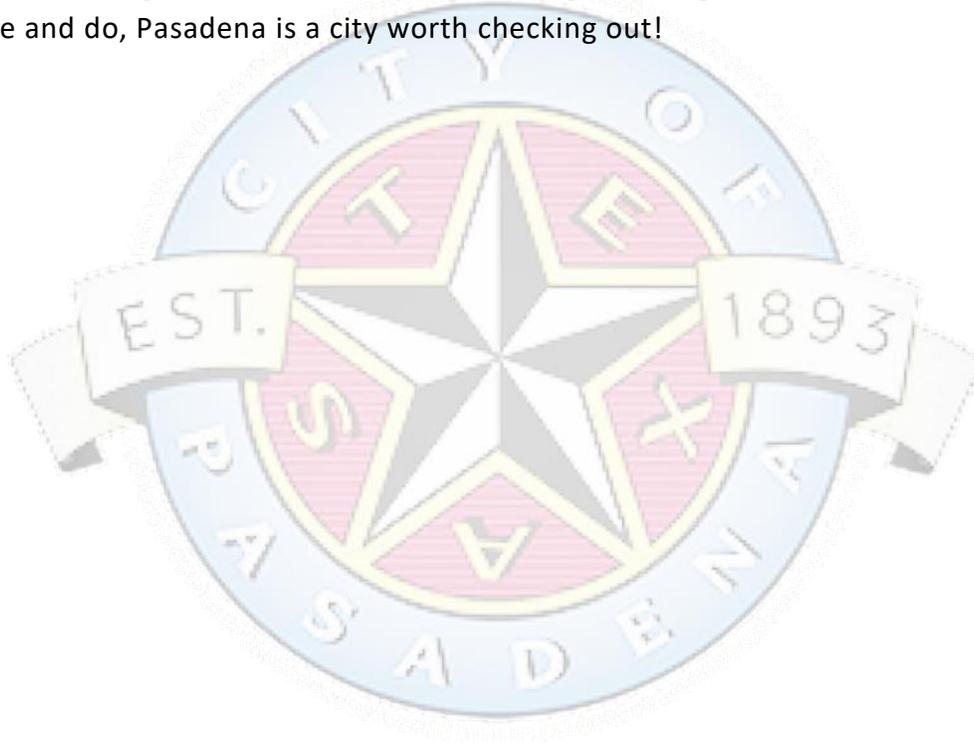
Pasadena, Texas was founded in 1893 by John H. Burnett and has a rich history worth exploring. Notably, after the Galveston hurricane of 1900, the founder of the American Red Cross, Clara Barton, purchased 1.5 million strawberry plants for the farmers living on the Gulf Coast, earning the city the title of the strawberry capital of the region. By the 1920s, the entire southeast Harris County was known as "Pasadena Acres." The educational system in Pasadena is also fascinating, with residents establishing the first independent school system in Harris County in 1899.



Over the years, Pasadena has undergone significant changes, from a farming-based economy to a bustling ship-channel industry and a strong employment base, thanks to the Bayport Industrial District and Lyndon B. Johnson Space Center. Pasadena High School, established in 1924, laid the foundation for this thriving community. During the war in Europe, the ship-channel industries grew, leading to an influx of people and the annexation of neighboring communities. The population grew significantly, and the city expanded from 1.7 square miles in 1893 to 58.6 square miles in 1980.

PASADENA TODAY

Pasadena is home to many attractions, including the Pasadena Historical Museum, Bay Area Museum, Armand Bayou Nature Center, Pasadena Rodeo, and San Jacinto Strawberry Festival. It also houses San Jacinto College and Texas Chiropractic College, making it a hub of academic activity. With so much to see and do, Pasadena is a city worth checking out!





HOW TO USE THIS BUDGET DOCUMENT

This document presents the City of Pasadena's budget for the fiscal year 2024, which starts on October 1st, 2023, and ends on September 30th, 2024. This budget is also known as the FY 2024 or FY24 Adopted Budget.

A budget is a financial plan for a city that includes estimates of available resources such as revenues and fund balances, and appropriations, which is the authority to spend money for specific purposes. The Mayor prepares and submits the budget to the City Council for adoption after conducting public hearings as required by the laws of the State of Texas.

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

This is the City's Operating Budget. It includes operating expenses for the upcoming year, such as providing police and fire protection, repairing sewer lines, maintaining parks, paying off debt, acquiring new library books, and conducting inspections and other city services.

The City must make debt service payments to repay bonds sold to finance significant capital improvement projects, which are also included in the Adopted Budget.

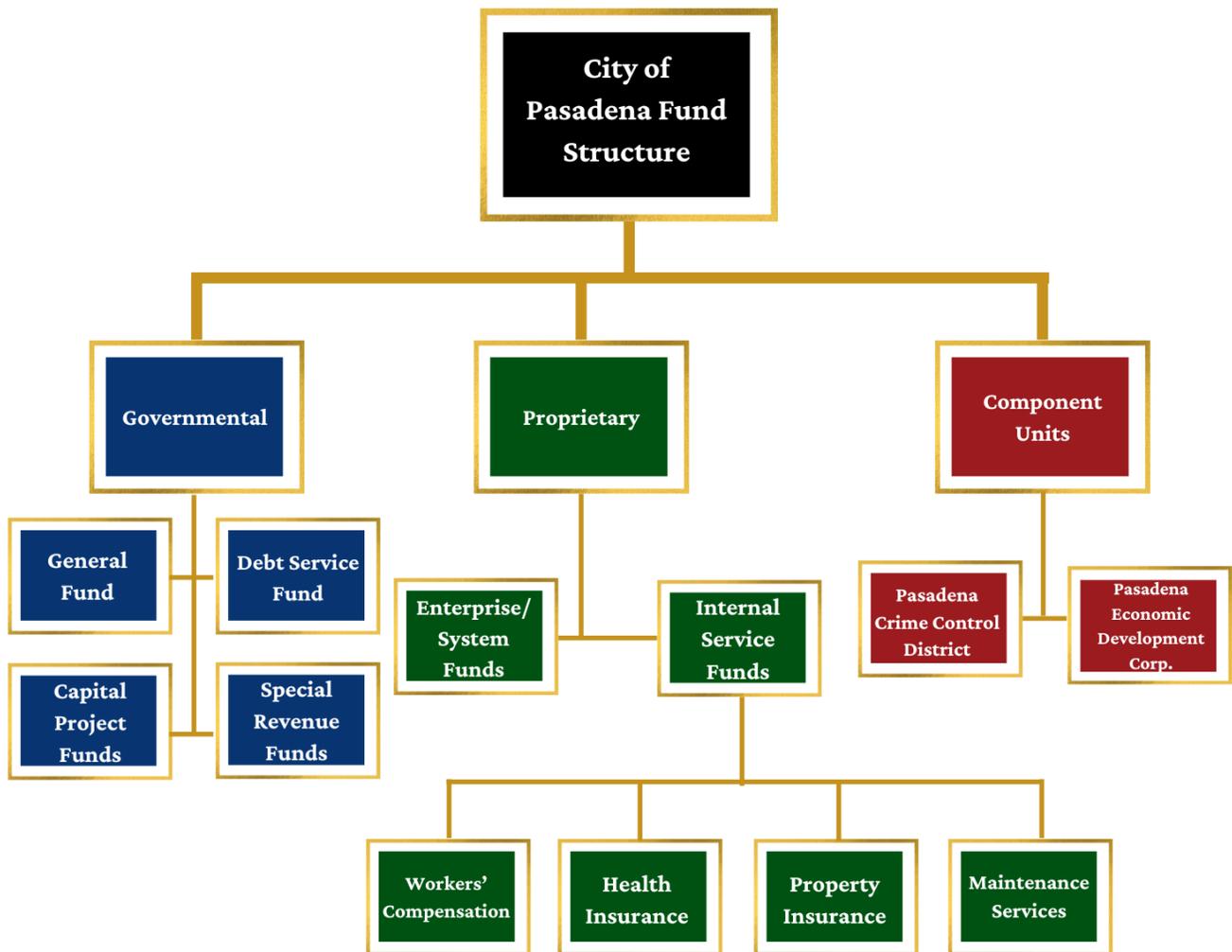
According to governmental accounting and financial reporting standards, the City accounts for its revenues and expenditures in separate funds. This practice ensures that taxes, fees, and charges intended for a specific purpose are used accordingly.

The Budget starts with a message from the Mayor, summarizing the budget's contents and explaining the City Council's justification during the budget development process.



BUDGETING BY FUND

The City's budget is divided into separate funds, each serving as a distinct accounting entity. These funds have self-balancing accounts that record cash, financial resources, liabilities, equities, and changes in these factors. The City's financial activities are categorized into two major fund groups: Governmental and Proprietary funds. While annual appropriations govern all funds, capital project funds require individual approval. As demonstrated in the following chart, this budgetary accounting system ensures that the City's financial activities are effectively monitored and managed.

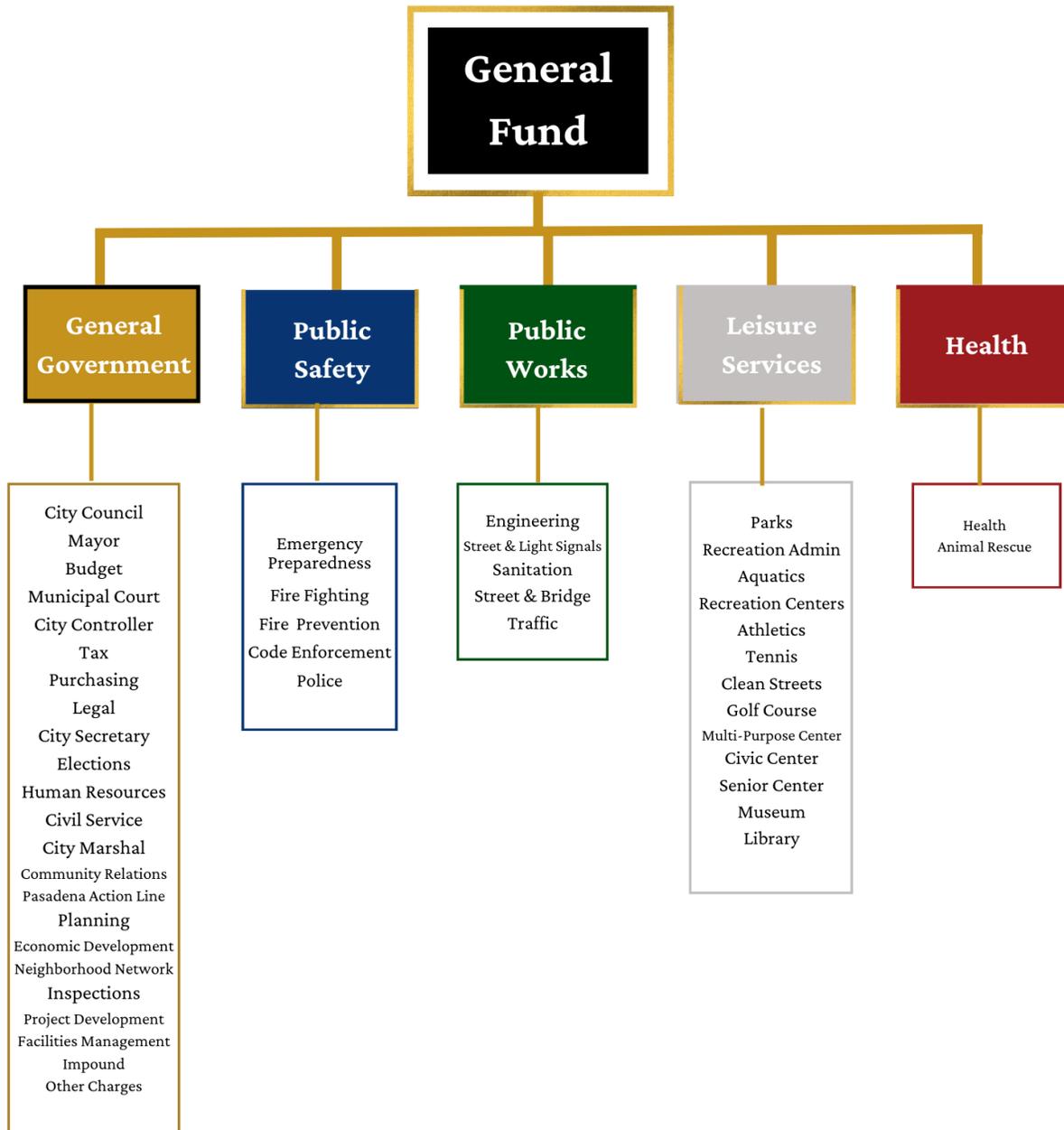


Governmental Fund types are budgeted to account for the City's general activities and use the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Non-salary expenditures are recorded based on the date goods and services are received. Most departments 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 place 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:

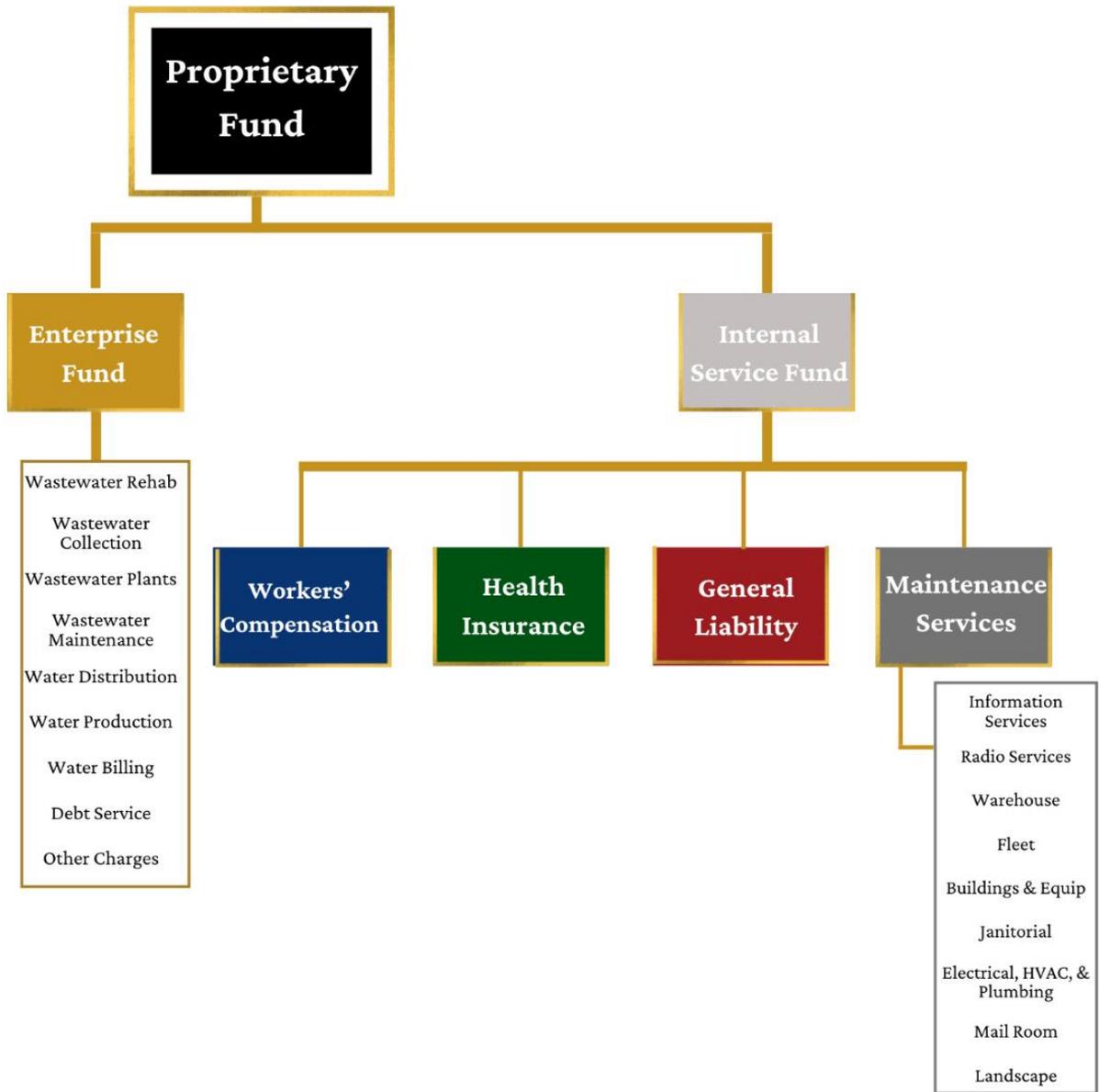
Enterprise/System Fund: The City's single enterprise fund, the System fund, is budgeted to account for operations that are financed and operated like private business enterprises, where the intent is that the costs of providing goods or services to the general public be financed primarily through user 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 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 2021 Actual - Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2021.

FY 2022 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2022.

FY 2023 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2023.

FY 2023 Estimated – A projection (as of March 31, 2023) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2023.

FY 2024 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2024.

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 2024 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, tax rate calculation worksheets and other detailed schedules that support summarized schedules shown in the first portions of the budget.

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

BUDGET PROCESS

The City Charter establishes the fiscal year which begins October 1st and ends September 30th. To have an adopted budget in place by October 1st each year, the budget process generally begins several months before. This process began in late spring with estimates of projected revenue and expenditures for fiscal year 2023. Departments were given the opportunity to submit operating budget requests and capital requests. Once all requests were summarized, the Budget Office incorporated the requests in the FY 2024 Proposed Budget with city services staying the same as in the prior year. The Proposed Budget was presented to City Council in July. There was a City Council workshop held on August 22nd where Councilmembers were able to ask questions to the Budget Department. The final Adopted Budget for FY 2024 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 15th day after the date the proposed budget is filed with the City Secretary. A notice of the hearing must be published in the local newspaper not later than the 10th day before the budget hearing. At the conclusion of the public hearing, City Council must act on the proposed budget. If for some reason the proposed budget is not accepted and formally approved by the City Council no later than September 27th, by that date the Proposed Budget will take effect automatically on October 1st as provided by the City Charter. The complete Budget review schedule, including key dates for setting the property tax rate is included in this section.

AMENDING THE BUDGET

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

***BUDGET POLICY***

Budgeting is an essential element of the financial planning, control, and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The budget includes all of the operating departments of the City, the debt service fund, four of the special revenue funds (state forfeited property fund, special charge allocation fund, hotel and motel tax fund, and abandoned motor vehicles and property fund), equitable sharing of forfeited property grants received from the U.S. Department of Justice and Treasury (accounted for in the grant management fund), enterprise fund, and internal service funds. Annual budgets are adopted on a basis consistent with generally accepted accounting principles, except for the enterprise and internal service funds, which use a modified accrual approach. The capital projects and grant management funds (except equitable sharing of forfeited property grants mentioned earlier) do not have annual appropriated budgets. Instead, control over capital projects is maintained by means of “project-length” budgets, and the grant contract and agreement itself served as a control device over the expenditures of grant proceeds. All annual appropriations lapse at fiscal year-end.

The beginning fund balance reflected in the budget is to be adjusted and agree to the amount of the ending fund balance as reported in the [Annual Comprehensive Financial Report \(ACFR\)](#) for the prior year. This policy applies to all funds for which an annual budget is adopted by the City except for enterprise and internal service funds.

The City will maintain a level of undesignated Operational/Emergency General fund balance of 90 days of actual expenditures and will be disclosed on the budgetary fund balance reports.

Departments will submit their budget requests to the Budget department. These requests will be compiled and reviewed. Availability of funding and overall objectives will be taken into consideration during budget review and the department requested budgets will be adjusted as necessary. The Budget department will prepare a recommended budget with the adjusted requests which will be presented to the Mayor and/or designated individual for review and additional adjustments.

The appropriated budget is prepared by fund, function, and department/division. Within the department/division, it is categorized further by object and subject. The City department heads may make transfers of appropriations between the subject within the same object (e.g., transfer between postage and office supplies within the object of materials and supplies) with approval from the Budget Department and the Controller’s Office, but any other transfers or changes to the appropriations require the approval of the City Council and an amendment to the budget. The legal level of budgetary control is at the object level.

Encumbrances represent commitments related to unperformed contracts for goods and services. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of resources are recorded to designate that portion of the applicable appropriation, is utilized in the governmental funds. Encumbrances or purchases on order outstanding at the fiscal year end are reported as assigned fund balance unless encumbered amounts for specific purposes for which resources



already have been restricted and do not constitute expenditures or liabilities because the assignment will be honored during the subsequent year.

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 90 Days of regular operating expenditures.
 - b. The City will strive to maintain special revenue fund balances 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 September 30 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.



FY 2024 BUDGET SCHEDULE

| |
|---|
| MARCH 2023 |
| <ul style="list-style-type: none"> • 1: FY 2024 Budget Process begins |
| APRIL 2023 |
| <ul style="list-style-type: none"> • 24: Capital requests due |
| MAY 2023 |
| <ul style="list-style-type: none"> • 1: Operating budget requests due • 9-19: Budget staff and Department Head meetings |
| JUNE 2023 |
| <ul style="list-style-type: none"> • 20: DRAFT Revenue / Expenditure Details to Council |
| JULY 2023 |
| <ul style="list-style-type: none"> • 25: Certified Tax Roll due |
| AUGUST 2023 |
| <ul style="list-style-type: none"> • 4: FY24 Proposed Budget filed with City Secretary (State Law: 15 days before public hearing) • 15: Resolution calling for public hearing on the FY24 Proposed Budget for 09/05/2023 • 16, 23, & 30: Notice of hearing published in Pasadena Citizen (State Law - Be published no longer than 30 days or 10 days before the public hearing) • 22: City Council Budget Workshop |
| SEPTEMBER 2023 |
| <ul style="list-style-type: none"> • 5: Public hearing on FY24 Proposed Budget (held during council meeting); 1st reading on FY24 Budget Ordinance, Ordinance adopting assessments roll, and Ordinance setting the 2023 property tax • 19: 2nd reading on FY24 Budget Ordinance (City Charter requires budget to be approved by Sept. 27th), Ordinance adopting assessments roll, and Ordinance setting the 2023 property tax rate |



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 (the “Corporation”) is reported as a capital projects fund. The 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 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 functions 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.

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.



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.

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, and the Federal Equitable Sharing of Forfeited Property through the Justice and Treasury Departments.

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.

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)

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's investment policy requires funds on deposit at the depository bank to be collateralized by securities with a collective market value of at least 102%. The pledged securities are held by a third-party custodian in the City's name.

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.

Investments in TexPool, LOGIC, and CLASS operate like a "2a7-like" pool and are reported at amortized cost and follow the criteria established by GASB Statement No 79.

The State of Texas Comptroller of Public Accounts exercises oversight responsibility over TexPool, the Texas Local Government Investment Pool. Oversight includes the ability to significantly influence operations, designation of management, and accountability for fiscal matters. Additionally, the State Comptroller has established an advisory board composed of participants in TexPool and other persons who do not have a business relationship with TexPool. The Advisory Board members review the investment policy and management fee structure. Finally, TexPool is rated "AAAm" by Standard and Poor's. As a requirement to maintain the rating, weekly portfolio information must be submitted to Standard and Poor's, as well as the State of Texas Comptroller for review.

Local Government Investment Cooperative (LOGIC) and The Cooperative Liquid Assets Securities System - Texas (CLASS) were organized to conform to the Texas Government Code - Interlocal Cooperation Act, Chapter 791 and the Public Funds Investment Act, Chapter 2256.

LOGIC's governing body is a five-member Board of Directors comprised of three government officials or employees and two other persons with expertise in public finance representing the general manager of LOGIC. LOGIC is required by the Public Funds Investment Act to maintain an "AAA" rating. It has an "AAAm" rating from Standard and Poor's, which monitors the fund's compliance with its rating requirements.



CLASS is required by the Public Funds Investment Act to maintain an “AAAm” rating. It has an “AAAm” rating from Moody’s Investors Service and Standard and Poor’s, which monitor the fund’s compliance with its rating requirements.

Certain External Investment Pools and Pool Participants for the use of amortized cost. Deposits and withdrawals can be made on any business day of the week. The investment pools have a redemption notice of one day that may be redeemed daily. The investment pools may only impose restrictions on redemptions in the event of a general suspension of trading on major securities markets, general banking moratorium, or a national state of emergency that affects the investment pool’s liquidity. There are no limits on the number of accounts a participant can have or the number of transactions.

Interest rate risk. In accordance with its investment policy, the City manages its exposure to declines in fair values by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and by investing operating funds primarily in short-term securities.

Credit risk. State law and the City’s investment policy limits the types of investments, as well as the rating of the investments to “A-1”, “P-1”, or equivalent.

Concentration of credit risk. The City’s investment policy requires diversification of the portfolio. This is to be achieved by investing in liquid funds or securities, varying the maturity dates of the securities, and avoiding over-concentration of securities in a specific issuer or business sector (excluding US securities).

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the City’s deposits may not be returned to it. The City’s investment policy requires funds on deposit at the depository bank to be collateralized by securities with a collective market value of at least 102%.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The City’s investment policy requires that it will seek to keep securities at a third-party institution, avoiding physical possession. Further, all trades are executed by delivery versus payment to ensure that securities are deposited in the City’s safekeeping account prior to the release of funds.

To satisfy the requirements of the Texas Public Funds Investment Act. The City reviews the investment policy and presents it to council on an annual basis. For additional detail information, please reference the investment policy presented to council on an annual basis.

**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 receivable are shown net of an allowance for uncollectible.

Interfund Receivables, Payables, and Transfers

Generally, outstanding balances between funds reported as "due to/from other funds" include outstanding charges by one fund to another for services or goods and other miscellaneous receivables/payables between funds.

Transfers are used to move unrestricted and restricted funds from the general, grant management, and water and sewer system funds to finance various activities that the City must account for in other funds in accordance with budgetary authorization, including amounts provided as subsidies or matching for various grant programs.

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.

Capital Assets

All fixed Capital assets will be properly accounted for and reported in accordance with Generally Accepted Accounting Principles (GAAP), and the Governmental Accounting Standards Board (GASB) Capital assets, which include land, buildings and building improvements, facilities and other improvements (recreation area and athletic fields, swimming pools, tennis courts, golf courses, pavilions, path and trails, fencing, and landscaping), machinery and equipment, infrastructure (roads, sidewalks, fire hydrants, bridges, traffic light systems, and water and sewer lines and plants), automotive equipment, and construction in progress, are reported in the applicable governmental or business-type activity columns in the government-wide financial statements.



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

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

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

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

Individual assets that cost less than \$5,000, but that operates as part of a network system may be capitalized in the aggregate, using the group method, if the estimated average useful life of the individual asset is at least two years. A network is determined to be where individual components may be below \$5,000 but are interdependent and the overriding value to the city is on the entire network and not the individual assets (e.g. computer systems and telephone systems).

Groups of Assets – A group of individual pieces if all the following are true:

- a) Collectively cost a minimum of \$100,000.00
- b) Located in the same room
- c) Used together
- d) Similar purchase dates
- e) The expected useful life should extend beyond the depreciable years.

Leases

Lease activity will be reported in the City’s financial statements and footnotes in accordance with the requirements outlined in GASB 87. All lease contracts new or existing entered-into by the City, both as a lessee and lessor, should be reported to the City Controller’s Office 30 days before lease execution/renewal.

Lease Threshold - Intangible right-to-use lease assets (a capital asset category) associated with leases of the City should be capitalized according to the following threshold: \$100,000



or greater in future lease payments through the lease term. If the City is a lessee in a leasing arrangement, the intangible right-to-use lease asset should be capitalized if greater than or equal to the threshold above. Assets with remaining lease payments below the threshold should be expensed as payments are made. This threshold should only be applied once upon entering into a lease agreement as defined by GASB Statement 87.

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 after 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, industrial district fees, plus other revenues.

These amounts are deferred and recognized as an inflow of resources in the period that the amount becomes available.



Pensions

The City participates as one of 895 plans in the defined benefit cash-balance plan administered by the Texas Municipal Retirement System (TMRS). TMRS is statewide public retirement plan created by the State of Texas and administered in accordance with the TMRS Act, Subtitle G, Title 8, Texas Government Code (the "TMRS Act") as an agent multi-employer retirement system for employees of Texas participating cities. The TMRS Act places the general administration and management of TMRS with a six-member, Governor-appointed Board of Trustees; however, TMRS is not fiscally dependent on the State of Texas. TMRS issues a publicly available Annual Comprehensive Financial Report that can be obtained at www.tmrs.com.

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.

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 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.

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 are 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.

Debt Policy

Debt is one option that City of Pasadena must pay for a capital asset. Below are the conditions when debt would be a better choice for City of Pasadena:

Low interest rates. Low interest rates mean a lower total cost of borrowing.

Soft construction market. The community can benefit if City of Pasadena uses debt to build more assets while construction costs are low.

The asset has a long, useful life. Assets that last a long time will benefit citizens and taxpayers far into the future. It is fair for these future taxpayers and citizens to help pay the cost of the asset by paying for some of the debt.

City of Pasadena's forecasts show that debt is affordable. Debt adds a long-term cost to the budget.

Use of debt is consistent with legal and other limits. Other levels of government and this policy describe limits that City of Pasadena must observe.



Allowable Debt Instruments

The debt instruments that City of Pasadena is allowed to use are described by state law.

General Debt Limitations

The amount of debt affordability for the City is defined by two measures:

1. Annual debt service as a percent of governmental fund expenditures measures the resources that debt uses in the annual budget. As this percentage increases, regular services to citizens could be impacted. The City's annual debt service percentage limit will be 15% of governmental funds expenditures.
2. Overlapping debt to market values of the properties in the community: This measures the impact that debt will place on the City of Pasadena residents. This includes all issued debt from the City and other government jurisdictions. The City's overlapping debt to market value of properties will not exceed 10%.

Fund Balance (Equity)

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 because 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 i.e., residual net resources. The general fund is the only fund that reports a positive unassigned fund balance.

When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then use unrestricted resources as they are needed. When unrestricted resources are available for use, it is the City's policy to use resources in the following order (first to last): restricted, committed, assigned, and unassigned.

It is the desire of the City to maintain adequate general fund balance to maintain liquidity and in anticipation of economic downturns or natural disasters. The City will maintain an Operation/Emergency general fund balance of 90 days of actual expenditures. Any usage of this reserve must be appropriated by the City Council. However, the Mayor may utilize these funds when immediate action must be taken to protect the health and safety of residents. When this occurs, the mayor shall provide a summary report to the Council as soon as practical on the usage of these funds. In the event these funds are used, the city shall restore the 90-day minimum balance within 3 fiscal years.



FY 2024 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 Insurance Fund, and the Property Insurance Fund are also reflected in this Adopted Budget. The City’s overall financial position is very sound. A fund’s fund balance is the excess of a fund’s current assets over its current liabilities. The reserves in most funds are ample as seen below in the ending fund balance for FY24 of \$297.1 million. Despite these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2024 Adopted Budget includes expenditures of \$286.5 million for basic city services, an increase of 8.29% from the FY 2023 Amended Budget. The Budget also includes positions for approximately 1,175 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 FY23. Those same strategies will continue to pay dividends into FY24. The FY24 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 2024 ADOPTED BUDGET

ADOPTED ENDING FUND BALANCES

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Governmental, water and sewer, crime control district, and pasadena second century corp. funds | \$ 209,697,757 | \$ 242,026,287 | \$ 229,109,439 | \$ 266,953,039 | \$ 282,284,732 |
| Internal service funds | 13,315,378 | 16,553,846 | 13,461,477 | 15,317,038 | 14,717,066 |
| Total ending balances | \$ 223,013,135 | \$ 258,580,133 | \$ 242,570,916 | \$ 282,270,077 | \$ 297,001,798 |



FY 2024 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, SPECIAL FUNDS, AND COMPONENT UNITS

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| BEGINNING FUND BALANCE | | | | | |
| General fund | \$ 76,677,053 | \$ 86,643,362 | \$ 97,993,399 | \$ 97,993,399 | \$ 100,793,363 |
| Debt service fund | 3,490,412 | 4,116,848 | 3,655,356 | 3,655,356 | 4,682,874 |
| Water and sewer fund (modified accrual) | 16,284,053 | 26,078,918 | 33,921,298 | 33,921,298 | 41,825,138 |
| Special revenue funds | 13,033,731 | 11,812,574 | 13,254,251 | 13,254,251 | 13,780,281 |
| Crime control district fund | 8,650,969 | 11,709,717 | 14,785,029 | 14,785,029 | 15,544,742 |
| Pasadena second century corporation | 62,595,406 | 69,649,935 | 78,416,954 | 78,416,954 | 90,326,641 |
| TOTAL | 180,731,624 | 210,011,354 | 242,026,287 | 242,026,287 | 266,953,039 |
| REVENUE | | | | | |
| General fund | 132,533,437 | 133,351,493 | 138,711,424 | 152,002,840 | 150,345,966 |
| Debt service fund | 12,347,385 | 10,453,051 | 12,769,863 | 13,630,381 | 12,643,263 |
| Water and sewer fund (modified accrual) | 49,467,240 | 51,495,804 | 49,005,200 | 54,764,616 | 54,188,150 |
| Special revenue funds | 2,751,964 | 3,573,165 | 2,443,092 | 3,662,232 | 3,351,750 |
| Crime control district fund | 13,052,030 | 14,274,070 | 14,385,390 | 14,780,000 | 14,700,000 |
| Pasadena second century corporation | 13,351,708 | 14,927,439 | 14,154,672 | 17,535,225 | 17,650,300 |
| TOTAL | 223,503,764 | 228,075,022 | 231,469,641 | 256,375,294 | 252,879,429 |
| EXPENDITURES | | | | | |
| General fund | 122,567,128 | 122,001,456 | 156,557,594 | 149,202,876 | 150,345,966 |
| Debt service fund | 11,720,949 | 10,914,543 | 12,602,863 | 12,602,863 | 12,279,763 |
| Water and sewer fund (modified accrual) | 39,985,972 | 43,653,424 | 50,808,638 | 46,860,776 | 54,188,150 |
| Special revenue funds | 3,973,121 | 2,131,488 | 3,593,668 | 3,136,202 | 3,496,830 |
| Crime control district fund | 9,993,282 | 11,198,758 | 16,618,250 | 14,020,287 | 13,201,870 |
| Pasadena second century corporation | 6,297,179 | 6,160,420 | 4,205,476 | 5,625,538 | 4,035,157 |
| TOTAL | 194,537,631 | 196,060,089 | 244,386,489 | 231,448,542 | 237,547,736 |
| REVENUES OVER/(UNDER) EXPENDITURES | | | | | |
| General fund | 9,966,309 | 11,350,037 | (17,846,170) | 2,799,964 | - |
| Debt service fund | 626,436 | (461,492) | 167,000 | 1,027,518 | 363,500 |
| Water and sewer fund (modified accrual) | 9,481,268 | 7,842,380 | (1,803,438) | 7,903,840 | - |
| Special revenue funds | (1,221,157) | 1,441,677 | (1,150,576) | 526,030 | (145,080) |
| Crime control district fund | 3,058,748 | 3,075,312 | (2,232,860) | 759,713 | 1,498,130 |
| Pasadena second century corporation | 7,054,529 | 8,767,019 | 9,949,196 | 11,909,687 | 13,615,143 |
| TOTAL | 28,966,133 | 32,014,933 | (12,916,848) | 24,926,752 | 15,331,693 |
| ENDING FUND BALANCE | | | | | |
| General fund | 86,643,362 | 97,993,399 | 80,147,229 | 100,793,363 | 100,793,363 |
| Debt service fund | 4,116,848 | 3,655,356 | 3,822,356 | 4,682,874 | 5,046,374 |
| Water and sewer fund (modified accrual) | 25,765,321 | 33,921,298 | 32,117,860 | 41,825,138 | 41,825,138 |
| Special revenue funds | 11,812,574 | 13,254,251 | 12,103,675 | 13,780,281 | 13,635,201 |
| Crime control district fund | 11,709,717 | 14,785,029 | 12,552,169 | 15,544,742 | 17,042,872 |
| Pasadena second century corporation * | 69,649,935 | 78,416,954 | 88,366,150 | 90,326,641 | 103,941,784 |
| TOTAL | \$ 209,697,757 | \$ 242,026,287 | \$ 229,109,439 | \$ 266,953,039 | \$ 282,284,732 |


**FY 2024 ADOPTED BUDGET
INTERNAL SERVICE FUNDS**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---|--------------------|----------------------|----------------------|----------------------|----------------------|
| BEGINNING FUND BALANCE | | | | | |
| Maintenance fund | \$ 636,977 | \$ (763,481) | \$ 3,277,921 | \$ 3,277,921 | \$ 3,305,575 |
| Health insurance fund | 5,245,068 | 4,719,576 | 4,499,057 | 4,499,057 | 2,856,644 |
| Workers' compensation fund | 3,161,460 | 3,357,129 | 3,579,929 | 3,579,929 | 3,663,630 |
| General liability insurance fund | 6,715,052 | 6,104,223 | 5,299,008 | 5,299,008 | 5,593,258 |
| TOTAL | 15,758,557 | 13,417,447 | 16,655,915 | 16,655,915 | 15,419,107 |
| REVENUE | | | | | |
| Maintenance fund | 15,915,369 | 20,291,560 | 20,708,107 | 21,338,035 | 23,087,758 |
| Health insurance fund | 21,424,473 | 21,664,923 | 22,614,000 | 21,081,500 | 21,462,000 |
| Workers' compensation fund | 1,400,346 | 1,138,606 | 1,456,500 | 1,410,000 | 1,535,000 |
| General liability insurance fund | 2,001,983 | 2,066,103 | 2,030,000 | 3,195,250 | 2,220,000 |
| TOTAL | 40,742,171 | 45,161,192 | 46,808,607 | 47,024,785 | 48,304,758 |
| EXPENDITURES | | | | | |
| Maintenance fund | 17,417,896 | 16,250,158 | 22,826,686 | 21,310,381 | 20,993,481 |
| Health insurance fund | 21,949,965 | 21,885,442 | 23,450,089 | 22,723,913 | 23,243,600 |
| Workers' compensation fund | 1,204,677 | 915,806 | 1,289,201 | 1,326,299 | 1,507,649 |
| General liability insurance fund | 2,612,812 | 2,871,318 | 2,335,000 | 2,901,000 | 3,160,000 |
| TOTAL | 43,185,350 | 41,922,724 | 49,900,976 | 48,261,593 | 48,904,730 |
| REVENUES OVER/(UNDER) EXPENDITURES | | | | | |
| Maintenance fund | (1,502,527) | 4,041,402 | (2,118,579) | 27,654 | 2,094,277 |
| Health insurance fund | (525,492) | (220,519) | (836,089) | (1,642,413) | (1,781,600) |
| Workers' compensation fund | 195,669 | 222,800 | 167,299 | 83,701 | 27,351 |
| General liability insurance fund | (610,829) | (805,215) | (305,000) | 294,250 | (940,000) |
| TOTAL | (2,443,179) | 3,238,468 | (3,092,369) | (1,236,808) | (599,972) |
| ENDING FUND BALANCE | | | | | |
| Maintenance fund | (865,550) | 3,277,921 | 1,159,342 | 3,305,575 | 5,399,852 |
| Health insurance fund | 4,719,576 | 4,499,057 | 3,662,968 | 2,856,644 | 1,075,044 |
| Workers' compensation fund | 3,357,129 | 3,579,929 | 3,747,228 | 3,663,630 | 3,690,981 |
| General liability insurance fund | 6,104,223 | 5,299,008 | 4,994,008 | 5,593,258 | 4,653,258 |
| TOTAL \$ | 13,315,378 | \$ 16,655,915 | \$ 13,563,546 | \$ 15,419,107 | \$ 14,819,135 |



FY 2024 ADOPTED BUDGET ENDING FUND BALANCES

| Fund # | Fund Title | Estimated Beginning Balance | Revenues and Transfers In | Expenditures and Transfers Out | Revenues Over/(Under) Expenditures | Estimated Ending Balance | Balance Percent Change |
|-------------------------------|--|-----------------------------|---------------------------|--------------------------------|------------------------------------|--------------------------|------------------------|
| Governmental Funds: | | | | | | | |
| General fund | | | | | | | |
| 001 | General fund | \$ 100,793,363 | \$ 150,345,966 | \$ 150,345,966 | \$ - | \$ 100,793,363 | 0.00% |
| Debt service fund | | | | | | | |
| 041 | Debt service fund | 4,682,874 | 12,643,263 | 12,279,763 | 363,500 | 5,046,374 | 7.76% |
| Special revenue funds | | | | | | | |
| 030 | Municipa jury fund | 5,941 | 1,800 | - | 1,800 | 7,741 | 30.30% |
| 040 | Equity sharing - treasury fund | 481,028 | 23,000 | 131,000 | (108,000) | 373,028 | -22.45% |
| 042 | Juvenile case manager fund | 268,221 | 121,250 | 85,049 | 36,201 | 304,422 | 13.50% |
| 043 | Child safety fund | 701,352 | 271,750 | 571,513 | (299,763) | 401,589 | -42.74% |
| 044 | Equity sharing - justice fund | 2,531,845 | 119,000 | 332,000 | (213,000) | 2,318,845 | -8.41% |
| 045 | Municipal courts security fund | 149,680 | 108,800 | - | 108,800 | 258,480 | 72.69% |
| 046 | State forfeited and property fund | 623,534 | 35,000 | 394,000 | (359,000) | 264,534 | -57.58% |
| 047 | Law enforcement training fund | 95,250 | 21,150 | 17,500 | 3,650 | 98,900 | 3.83% |
| 048 | Judicial efficiency fund | 255,108 | 47,100 | 17,670 | 29,430 | 284,538 | 11.54% |
| 049 | Court technology fund | 105,591 | 95,750 | 143,500 | (47,750) | 57,841 | -45.22% |
| 064 | Hotel and motel tax fund | 6,772,901 | 1,830,000 | 883,891 | 946,109 | 7,719,010 | 13.97% |
| 080 | Preservation of vital statistics fund | 70,931 | 8,100 | 13,000 | (4,900) | 66,031 | -6.91% |
| 081 | 1% public, ed and gov (peg) fund | 1,159,868 | 200,000 | 416,000 | (216,000) | 943,868 | -18.62% |
| 200 | Abandoned motor vehicle and property fund | 535,365 | 465,500 | 490,207 | (24,707) | 510,658 | -4.61% |
| 201 | Sign removal fund | 23,666 | 3,550 | 1,500 | 2,050 | 25,716 | 8.66% |
| | Total special revenue funds | 13,780,281 | 3,351,750 | 3,496,830 | (145,080) | 13,635,201 | -1.05% |
| | Total governmental funds | 119,256,518 | 166,340,979 | 166,122,559 | 218,420 | 119,474,938 | 0.18% |
| Proprietary Funds: | | | | | | | |
| Enterprise fund | | | | | | | |
| 003 | Water and sewer fund | 41,825,138 | 54,188,150 | 54,188,150 | - | 41,825,138 | 0.00% |
| Internal service funds | | | | | | | |
| 002 | Maintenance fund | 3,305,575 | 23,087,758 | 20,993,481 | 2,094,277 | 5,399,852 | 63.36% |
| 067 | Workers' compensation fund | 3,663,630 | 1,535,000 | 1,507,649 | 27,351 | 3,690,981 | 0.75% |
| 069 | Health benefits fund | 2,856,644 | 21,462,000 | 23,243,600 | (1,781,600) | 1,075,044 | -62.37% |
| 070 | General liability insurance fund | 5,593,258 | 2,220,000 | 3,160,000 | (940,000) | 4,653,258 | -16.81% |
| | Total internal service funds | 15,419,107 | 48,304,758 | 48,904,730 | (599,972) | 14,819,135 | -3.89% |
| | Total proprietary funds | 57,244,245 | 102,492,908 | 103,092,880 | (599,972) | 56,644,273 | -1.05% |
| Component Units: | | | | | | | |
| 9950 | Pasadena economic development corporation fund | 90,326,641 | 17,650,300 | 4,035,157 | 13,615,143 | 103,941,784 | 15.07% |
| 210 | Crime control district fund | 15,544,742 | 14,700,000 | 13,201,870 | 1,498,130 | 17,042,872 | 9.64% |
| | Total component units | 105,871,383 | 32,350,300 | 17,237,027 | 15,113,273 | 120,984,656 | 14.28% |
| | Total all funds | \$ 282,372,146 | \$ 301,184,187 | \$ 286,452,466 | \$ 14,731,721 | \$ 297,103,867 | 5.22% |



SIGNIFICANT CHANGES IN FUND BALANCES

The **Municipal Jury Fund** balance is anticipated to increase 30.30% in FY24 due to this being a new fund established by new legislation and because of the low beginning fund balance, no expenditures have been budgeted for this fiscal year.

The **Equity Sharing – Treasury Fund** balance is anticipated to decrease 22.45% in FY24 due to the uncertain nature of federal seizure revenue to be collected. The fund’s revenue is budgeted conservatively and will be adjusted if revenues are collected.

The **Child Safety Fund** balance is anticipated to decrease by 42.74% in FY24 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 8.41% in FY24 due to the uncertain nature of federal seizure revenue to be collected. The fund’s revenue is budgeted conservatively and will be adjusted if revenues are collected.

The **Municipal Courts Security Fund** balance is anticipated to increase 72.69% in FY24 due to revenue exceeding expenditures for FY23. This fund has a low beginning fund balance and therefore no expenditures have been budgeted for this fiscal year.

The **State Forfeited and Property Fund** balance is anticipated to decrease 57.58% in FY24 due to the uncertain nature of state seizure revenue to be collected. The fund’s revenue is budgeted conservatively and will be adjusted if revenues are collected.

The **Judicial Efficiency Fund** balance is anticipated to increase 11.54% in FY24 due to revenues exceeding expenditures for FY24. These expenditures will be monitored and evaluated for efficiency.

The **Court Technology Fund** balance is anticipated to decrease 45.22% in FY24 due to expenditures exceeding revenues for FY24. These expenditures will be monitored and evaluated for efficiency.

The **Public, education, and grant fund (PEG)** balance is anticipated to decrease by 18.62% in FY24 due to increasing expenditures due to remodeling studio/equipment for municipal television station.

The **Maintenance Fund** balance is anticipated to increase 63.36% in FY24 due to transfer of funds from General Fund for increasing materials and supplies costs and the investment in vehicle and capital equipment purchases.

The **Health Benefits Fund** balance is anticipated to decrease 62.37% in FY24 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 **Pasadena Economic Development Fund** balance is anticipated to increase 15.07% in FY24 due to revenues exceeding expenditures for FY24.

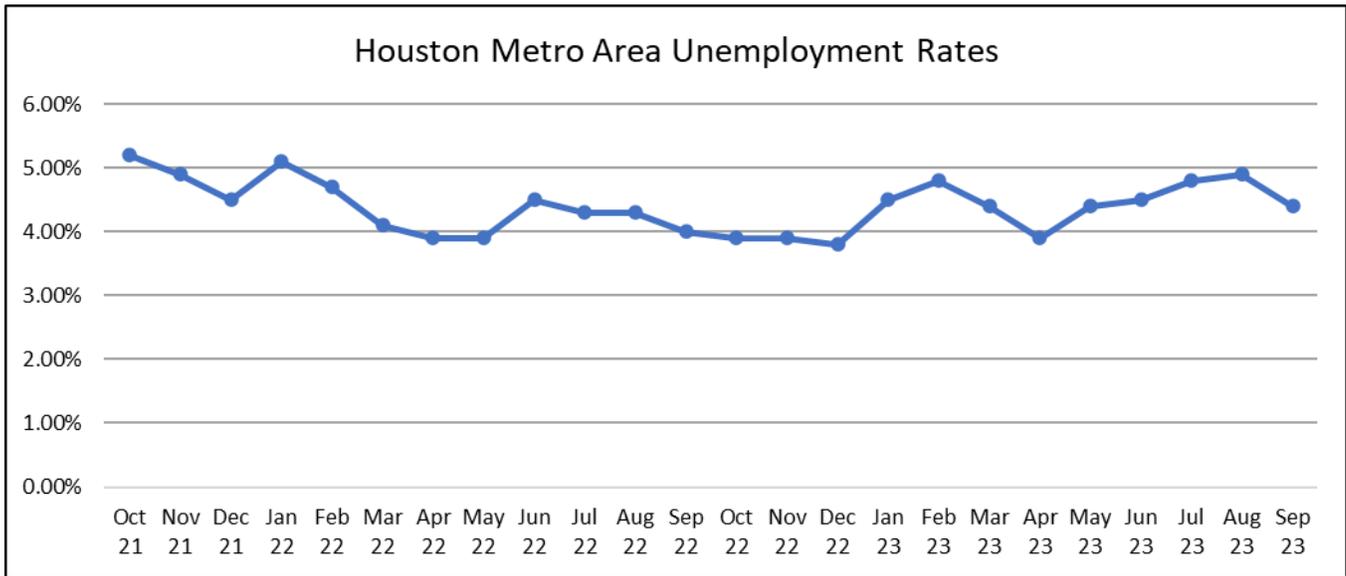
**FY 2024 ADOPTED BUDGET
OVERVIEW OF THE ECONOMY**

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.

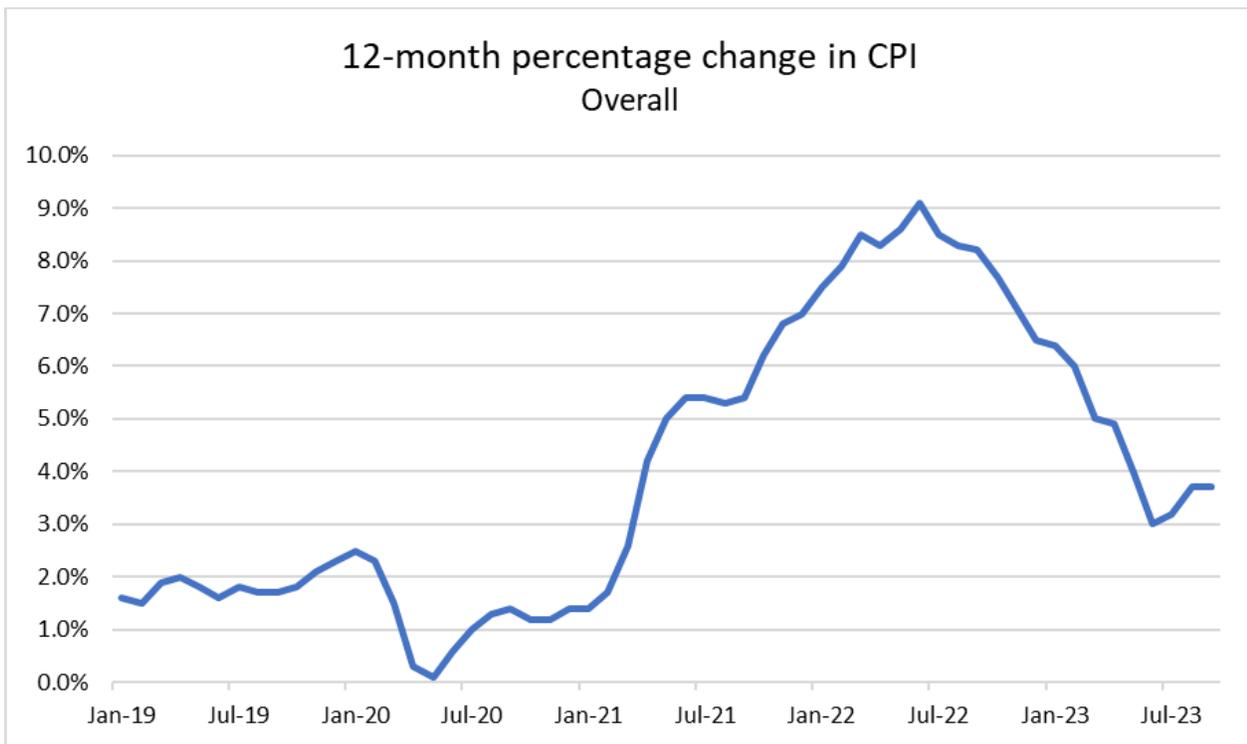
The Port of Houston is the Gulf Coast's leading gateway to North America's fast-growing markets between the Mississippi River and the Rocky Mountains. The Port of Houston is the nation's largest port for foreign waterborne tonnage; first in U.S. petroleum, steel, and project cargo; sixth in U.S. container port by loaded TEUs and the sixteenth busiest port in world by 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 1.54 million jobs in Texas and 3.37 million jobs nationwide, and economic activity is totaling almost \$439 billion in Texas and more than \$906 billion in economic impact across the nation. The Houston Ship Channel contributes nearly \$10.6 B in state and local tax revenue and \$62.8 B in national tax revenue.

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.

Significant indicators that impact the economic condition are the employment and unemployment statistics. In September 2023 the state's preliminary unemployment rate was at 4.1%, while the Houston metro area had an unemployment rate of 4.4%. COVID-19 has had a significant impact on the unemployment rate but trending shows that unemployment rates are declining and hopefully continue.

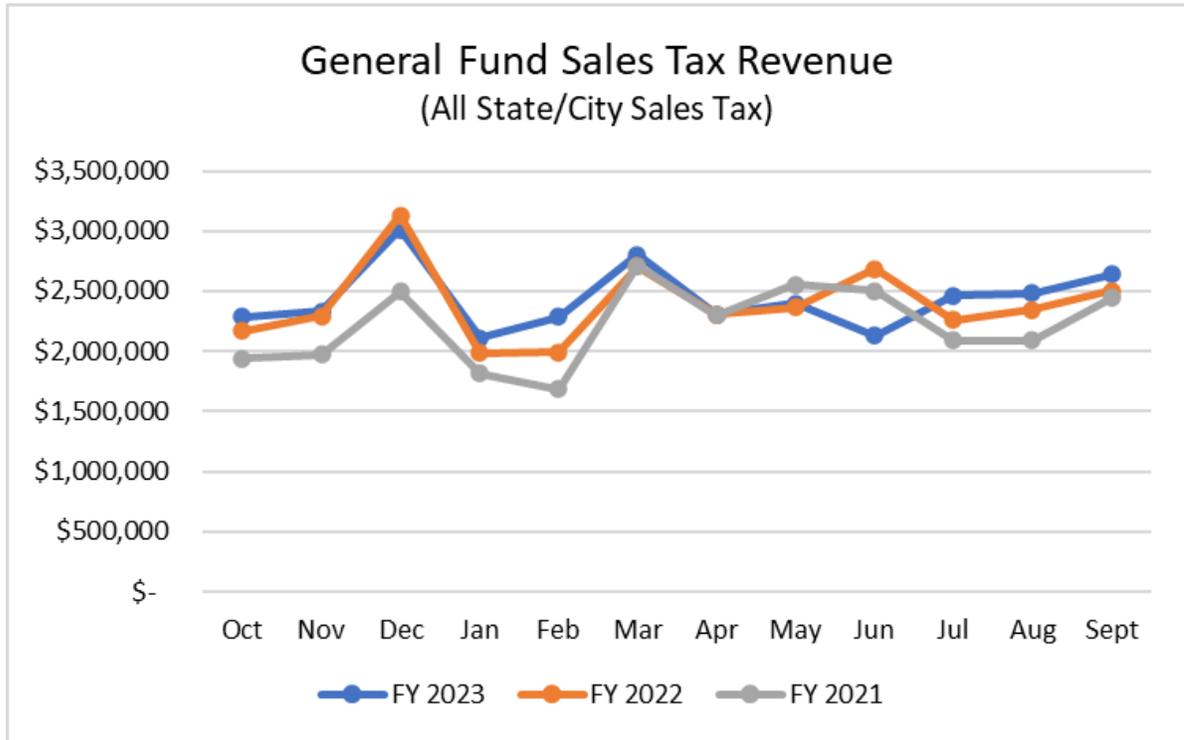


Another significant economic indicator is the Consumer Price Index (CPI) and inflation rate. The CPI tracks the rate of change in U.S. inflation over time. Over the last year, we have experienced a steady decline in inflation rates bottoming out at 3.0% in June 2022. As this is beneficial to the City, our policy will continue to be conservative with expenditures but the City will explore more opportunities with the CIP.





Another significant economic indicator that impacts the City’s financial condition is sales tax revenues. Below we have sales tax revenue collections for the past three years. The City has seen steady increases year over year post COVID. We estimate that FY24 will remain consistent with the trends we are seeing but will be monitored closely if economic conditions change.





CITY OF PASADENA STRATEGIC PLAN

The strategic plan articulates a vision for the future and establishes a direction for decision making and allocating resources to achieve desired outcomes. The strategic plan establishes six broad areas of strategic initiatives with key objectives for implementation. These board areas were identified as most important initiatives identified internally and through a citizen survey. This plan is meant to serve as a guide for City staff to develop the annual budget for Council consideration and to provide Council with a method of articulating to staff the policy direction for the City of Pasadena, both as a community and an organization. The strategic plan was passed by City Council. This is a flexible document that will be periodically reviewed for updates.

1. **Fiscal Responsibility**

Provide long-term community value through trusted stewardship and responsible financial management

2. **Infrastructure**

Maintain and plan for future infrastructure that supports future needs of the City

3. **Neighborhood Integrity and Preservation**

Support proactive solutions to neighborhood concerns and issues

4. **Economic Development**

Invest in the City's healthy economy and workforce to spur economic growth and development

5. **Public Safety**

Keep Pasadena a safe and desirable community for all residents, businesses, and visitors

6. **City Services and Amenities**

Provide excellent quality of city services tailored to community needs and fostering a diverse community with amenities and public spaces.

FISCAL RESPONSIBILITY

The City of Pasadena's plan of action of ensuring financial responsibility will focus on the following:

- Maintain a competitively low property tax rate relative to our benchmark cities
- Continually invest in infrastructure
- Maintain a strong bond rating
- Monitor budgets and follow long-term financial plan

INFRASTRUCTURE

The City of Pasadena's plan of action of ensuring reliable infrastructure will be to focus on the following:

- Participate in The National Flood Insurance Program: NFIP's Community Rating System (CRS) incentive
- Limit floodplain development
- Improve flood mitigation and traffic mobility



- Continue prioritize and invest in upgrades to aging streets, sidewalks, drainage infrastructure, sewer systems and overloaded stormwater systems

NEIGHBORHOOD INTEGRITY AND PRESERVATION

The City of Pasadena’s plan of action of ensuring Neighborhood Integrity and Preservation will be to focus on the following:

- Neighborhood Network Programs
- Code Enforcement
- Permitting
- Community Impact Officer Program

ECONOMIC DEVELOPMENT

The City of Pasadena’s plan of action of ensuring Economic Development will focus on the following:

- Continue implementation of strategic plan developed for the Pasadena Economic Development Corporation (PEDC)
- Continue redevelopment efforts on the north side of Pasadena
- Apply concepts from the HGAC Livable Centers Study

PUBLIC SAFETY

The City of Pasadena’s plan of action of ensuring Public Safety will focus on the following:

- Continue enhancing programs within the City’s Crime Control District (CCD)
- Continue effort to increase the number of police officers
- Provide volunteer Fire Department with updated equipment/facilities
- Provide high level of service with City’s Emergency Management department for natural and man-made disasters

AMENITIES & CITY SERVICES

The City of Pasadena’s plan of action of ensuring quality public amenities and City services will focus on the following:

- Ensure community services meet the needs of community residents
- Review and modify programs and services as needed to respond to changing community values, interests, and resources

**FY 2024 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 2024 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 2024 ADOPTED BUDGET
TOTAL REVENUES BY FUND**

| FUND | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ESTIMATED | FY 2024 ADOPTED | Increase/(Decrease) Over 2023 Estimated | |
|------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|---------------|
| | | | | | AMOUNT | PERCENT |
| General fund | \$ 132,533,437 | \$ 133,351,493 | \$ 152,002,840 | \$ 150,345,966 | \$ (1,656,874) | -1.09% |
| Debt service fund | 12,347,385 | 10,453,051 | 13,630,381 | 12,643,263 | (987,118) | -7.24% |
| Water and sewer fund | 49,467,240 | 51,495,804 | 54,764,616 | 54,188,150 | (576,466) | -1.05% |
| Special revenue funds | 2,751,964 | 3,573,165 | 3,662,232 | 3,351,750 | (310,482) | -8.48% |
| Crime control district fund | 13,052,030 | 14,274,070 | 14,780,000 | 14,700,000 | (80,000) | -0.54% |
| Pasadena second century corporatio | 13,351,708 | 14,927,439 | 17,535,225 | 17,650,300 | 115,075 | 0.66% |
| Total revenues | \$ 223,503,764 | \$ 228,075,022 | \$ 256,375,294 | \$ 252,879,429 | \$ (3,495,865) | -1.36% |

**FY 2024 ADOPTED BUDGET
TOTAL REVENUE BY SOURCE (GOVERNMENTAL, WATER AND SEWER, PEDC, AND CCD FUNDS)**

| REVENUE CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ESTIMATED | FY 2024 ADOPTED | Increase/(Decrease) Over 2023 Estimated | |
|--------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|---------------|
| | | | | | AMOUNT | PERCENT |
| Property taxes | \$ 59,751,639 | \$ 57,233,927 | \$ 65,031,395 | \$ 66,950,804 | 1,919,409 | 2.95% |
| Sales taxes | 52,945,997 | 57,288,893 | 58,035,000 | 58,850,000 | 815,000 | 1.40% |
| Industrial district | 22,994,264 | 23,926,598 | 27,553,500 | 27,607,000 | 53,500 | 0.19% |
| Utility taxes | 8,390,473 | 8,422,163 | 8,241,729 | 8,332,600 | 90,871 | 1.10% |
| Other taxes | 1,833,327 | 2,170,131 | 2,010,000 | 2,100,000 | 90,000 | 4.48% |
| Water and sewer | 47,441,963 | 50,455,137 | 52,577,700 | 52,165,000 | (412,700) | -0.78% |
| Fees & permits | 14,608,364 | 15,540,185 | 16,179,615 | 15,759,000 | (420,615) | -2.60% |
| Fines | 3,206,195 | 3,457,151 | 3,405,400 | 3,011,100 | (394,300) | -11.58% |
| Other | 9,329,542 | 5,843,662 | 20,337,955 | 15,100,925 | (5,237,030) | -25.75% |
| Other financing sources | 3,000,000 | 3,737,175 | 3,000,000 | 3,000,000 | - | 0.00% |
| Total revenue by source | \$ 223,501,764 | \$ 228,075,022 | \$ 256,372,294 | \$ 252,876,429 | (3,495,865) | -1.36% |



**FY 2024 ADOPTED BUDGET
REVENUE SUMMARY**

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$67,107,804 for FY24. The FY24 property tax rate is the voter-approval rate. 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 \$0.455514 per \$100 assessed value for the 2023 tax year; being lower than the 2022 property tax rate of \$0.497583 per \$100 assessed value.

The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.370980 or 81.44% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.084534 or 16.56% of the total rate) which is allocated to the debt service fund.

| Fiscal Year | | M&O 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 |
| 2022 | \$ | 0.4214 | \$ 0.0945 | \$ 0.5159 |
| 2023 | \$ | 0.3943 | \$ 0.1032 | \$ 0.4976 |
| 2024 | \$ | 0.3710 | \$ 0.0845 | \$ 0.4555 |

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 historical trends and 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. 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 (23.3%). 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 (10.92%). 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 FY24 Adopted Budget anticipates receiving nearly the same industrial revenue as FY23.

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 2024 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will increase slightly in FY24.

Water and Sewer

Water and sewer revenues are the third largest source of income for the City (20.63%). FY24 water and sewer revenues for the City are budgeted at \$52.2 million, which is consistent compared to estimated revenues for FY23 in the amount of \$52.5 million. Projections are based on potential weather and customer usage being similar year over year. Adopted FY 2024 water revenues are projected to increase to \$28.7 million which is slightly higher than the FY 2023 projected amount of \$28.6 million. Sewer revenues are budgeted at \$17.7 million in FY 2024. This is in line as compared to the FY23 estimate of \$17.7 million.

Fees and Permits

This includes a variety of charges for services provided by the City. The fees are set by city ordinance, and are limited under state law to the actual cost of services provided. FY24 permit revenue is expected to increase slightly compared to the FY23 budgeted amount as these services have started to pick back up to pre-pandemic levels.

Fines

Municipal Court fines for FY24 are anticipated to remain steady at FY23 levels.

Miscellaneous

This category includes other revenues from investment income, property sales, and recovery of costs from grants and a variety of sources. These revenues for FY24 are anticipated to be slightly less than FY23 estimated revenues.



FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY

The priorities in the FY 2024 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 2024 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 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/Insurance 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: the Pasadena Economic Development Corporation and the Crime Control and Prevention District whose revenues derive from one-half of one percent of sales tax revenue collected by the City.



**FY 2024 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY FUND**

| FUND | FY2021 | FY2022 | 2023 | 2023 | 2024 | FY22 vs. FY23 | % OF TOTAL |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|---------------|---------------|
| | ACTUAL | ACTUAL | AMENDED | ESTIMATED | ADOPTED | EST | |
| General fund | \$122,567,128 | \$122,001,456 | \$156,557,594 | \$149,202,876 | \$150,345,966 | 0.8% | 52.5% |
| Debt service fund | 11,720,949 | 10,914,543 | 12,602,863 | 12,602,863 | 12,279,763 | -2.6% | 4.3% |
| Maintenance fund | 17,417,896 | 16,250,158 | 22,826,686 | 21,310,381 | 20,993,481 | -1.5% | 7.3% |
| Workers' compensation fund | 1,204,677 | 915,806 | 1,289,201 | 1,326,299 | 1,507,649 | 13.7% | 0.5% |
| Health benefits fund | 21,949,965 | 21,885,442 | 23,450,089 | 22,723,913 | 23,243,600 | 2.3% | 8.1% |
| General liability insurance fund | 2,612,812 | 2,871,318 | 2,335,000 | 2,901,000 | 3,160,000 | 8.9% | 1.1% |
| Water and sewer fund | 39,985,972 | 43,653,424 | 50,808,638 | 46,860,776 | 54,188,150 | 15.6% | 18.9% |
| Special revenue funds | 3,973,121 | 2,131,488 | 3,593,668 | 3,136,202 | 3,496,830 | 11.5% | 1.2% |
| Crime control district fund | 9,993,282 | 11,198,758 | 16,618,250 | 14,020,287 | 13,201,870 | -5.8% | 4.6% |
| Pasadena second century corporation | 6,297,179 | 6,160,420 | 4,205,476 | 5,625,538 | 4,035,157 | -28.3% | 1.4% |
| TOTAL | \$237,722,981 | \$237,982,813 | \$294,287,465 | \$279,710,135 | \$286,452,466 | 2.4% | 100.0% |

**FY 2024 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY CATEGORY**

| | FY 2021 | FY 2022 | FY 2023 | FY 2023 | FY 2024 | % OF |
|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| | ACTUAL | ACTUAL | AMENDED | ESTIMATED | ADOPTED | TOTAL |
| Personnel Services | 99,954,353 | 97,357,731 | 112,865,528 | 104,511,563 | 116,501,174 | 37.4% |
| Contractual Services | 26,130,152 | 28,322,316 | 39,860,408 | 34,392,203 | 42,863,504 | 12.3% |
| Materials & Supplies | 9,379,338 | 10,014,731 | 15,638,721 | 13,854,204 | 15,590,702 | 5.0% |
| Maintenance Charges | 15,069,056 | 14,936,624 | 15,153,014 | 15,187,035 | 16,159,650 | 5.4% |
| Other Charges | 5,764,486 | 5,931,886 | 7,247,334 | 7,109,362 | 10,008,704 | 2.5% |
| Capital Outlay | 16,296,307 | 13,577,419 | 15,007,284 | 16,291,081 | 12,990,062 | 5.8% |
| Other Uses | 44,518,121 | 42,923,908 | 45,827,596 | 45,677,107 | 47,314,607 | 16.3% |
| Other Financing Uses | 20,611,168 | 24,918,198 | 42,687,580 | 42,687,580 | 25,024,063 | 15.3% |
| TOTAL | \$ 237,722,981 | \$ 237,982,813 | \$ 294,287,465 | \$ 279,710,135 | \$ 286,452,466 | 100.0% |



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY****Personnel Services**

Personnel services is the largest city-wide expenditure accounting for 37.4% of all city expenditures. Total increase is driven primarily by the annual cost of living adjustment and increase in the City's police officers. The FY24 budget includes a 5.0% cost of living adjustment to begin in January 2024 for all employees.

Contractual Services

City-wide contractual services is the third largest expenditure category and account for 12.3% of the citywide expenditure budget. Expenditures are expected to increase in FY24 over FY23 estimates due to the increased cost in contractual services with our trash service and waste water treatment plants.

Materials and Supplies

Material and supplies expenditures are anticipated to remain stable in FY24. Materials and supplies accounts for nearly 5.0% 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 5.4% of the city-wide expenditure budget and is anticipated to increase slightly as seen in prior years' trends.

Other Charges

Other charges are predominantly expenditures related to water purchases from the City of Houston. Water purchases account for 67.2% of Other Charges. Other charges also consist of any contingencies.

Capital Outlay

Capital outlay are expenditures for the acquisition of fixed assets which 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. FY24 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 61).



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 five benefit plan years, which coincides with the calendar year, will remain the same for the 2024 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund have not been budgeted for FY24 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 FY24 budget will transfer \$3 million as in FY23.

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 Charges" 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 General Liability and Workers' Compensation funds. These transfers are derived annually based on the anticipated costs of the General Liability 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 2022 THROUGH FISCAL YEAR 2024**

Staffing levels in FY 2024 are consistent with FY 2023 levels with a slight increase in Police Department personnel.

| FUND/DEPARTMENT/DIVISION | FY 2022 AMENDED | FY 2023 AMENDED | FY 2024 ADOPTED |
|-----------------------------------|--------------------|--------------------|--------------------|
| GENERAL FUND PERSONNEL | | | |
| City Council | 8 | 8 | 8 |
| Mayor | 4 | 4 | 4 |
| Budget and Financial Planning | 6 | 6 | 6 |
| Municipal Court | 37 | 37 | 37 |
| City Controller's Office | 17 | 17 | 17 |
| Purchasing | 5 | 5 | 5 |
| Legal | 7 | 7 | 7 |
| City Secretary | 4 | 4 | 4 |
| Human Resources | 9 | 9 | 9 |
| City Marshal | 11 | 11 | 11 |
| Community Relations | 8 | 8 | 8 |
| Mayor's Action Line | 6 | 6 | 6 |
| Planning | 5 | 5 | 5 |
| Economic Development | 4 | 4 | 4 |
| Neighborhood Network | 5 | 5 | 5 |
| Inspections/Permit | 18 | 18 | 18 |
| Property Development | 3 | 3 | 4 |
| Impound | 5 | 5 | 5 |
| Engineering | 17 | 17 | 17 |
| Sanitation | 42 | 40 | 40 |
| Street and Bridge | 31 | 31 | 31 |
| Traffic and Transportation | 12 | 12 | 12 |
| Emergency Preparedness | 6 | 6 | 6 |
| Fire Department | 3 | 3 | 3 |
| Fire Prevention | 13 | 13 | 13 |
| Code Enforcement | 11 | 12 | 12 |
| <i>Police Department :</i> | | | |
| Administration | 38 | 37 | 39 |
| Investigations | 61 | 59 | 58 |
| Operations | 221 | 223 | 225 |
| Support | 73 | 91 | 96 |
| Police Department Subtotal | 393 | 410 | 418 |



| FUND/DEPARTMENT/DIVISION | FY 2022 AMENDED | FY 2023 AMENDED | FY 2024 ADOPTED |
|-----------------------------|-----------------|-----------------|-----------------|
| Parks | 39 | 38 | 38 |
| Clean Streets | 19 | 19 | 19 |
| Recreation | 38 | 38 | 38 |
| Golf Course | 10 | 12 | 12 |
| Multi-Purpose Center | 9 | 9 | 9 |
| Convention Center | 8 | 8 | 8 |
| Senior Center | 8 | 8 | 8 |
| Museum | 3 | 3 | 3 |
| Health | 15 | 15 | 16 |
| Animal Control and Adoption | 40 | 40 | 40 |
| Library | 43 | 43 | 43 |
| GENERAL FUND TOTAL | 922 | 939 | 949 |

| MAINTENANCE FUND | | | |
|----------------------------------|-----------|-----------|-----------|
| Information Services | 17 | 17 | 17 |
| Radio Services | 1 | 1 | 1 |
| Warehouse | 3 | 3 | 3 |
| Fleet | 27 | 26 | 26 |
| Building & Equipment Maintenance | 4 | 4 | 4 |
| Janitorial | 14 | 14 | 14 |
| Electrical | 12 | 12 | 12 |
| Mail Room | 1 | 1 | 1 |
| Landscaping & Beautification | 11 | 11 | 11 |
| MAINTENANCE FUND TOTAL | 90 | 89 | 89 |

| SYSTEM FUND | | | |
|---------------------------|------------|------------|------------|
| Wastewater Rehabilitation | 17 | 17 | 17 |
| Wastewater Collections | 27 | 27 | 27 |
| Wastewater Maintenance | 10 | 10 | 12 |
| Water Distribution | 27 | 27 | 27 |
| Water Production | 11 | 11 | 11 |
| Water Billing | 26 | 25 | 25 |
| SYSTEM FUND TOTAL | 118 | 117 | 119 |

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



| FUND/DEPARTMENT/DIVISION | FY 2022 AMENDED | FY 2023 AMENDED | FY 2024 ADOPTED |
|----------------------------------|-----------------|-----------------|-----------------|
| COURT SECURITY FUND | | | |
| Municipal Court Security | 0 | 0 | 0 |
| COURT SECURITY FUND TOTAL | 0 | 0 | 0 |

| | | | |
|------------------------------|-----------|-----------|-----------|
| HOUSING FUND | | | |
| Section 8/Housing Assistance | 10 | 10 | 11 |
| HOUSING FUND TOTAL | 10 | 10 | 11 |

| | | | |
|----------------------------------|----------|----------|----------|
| HOUSING GRANTS | | | |
| CDBG/Home Programs | 6 | 6 | 6 |
| HOUSING GRANTS FUND TOTAL | 6 | 6 | 6 |

| | | | |
|--------------------|--------------|--------------|--------------|
| GRAND TOTAL | 1,147 | 1,162 | 1,175 |
|--------------------|--------------|--------------|--------------|



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 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. Capital expenditures are considered 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.

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.

Funded Project Selection

The CIP often exceeds funds available and therefore a need for a selection process and prioritization of projects is developed. Identifying the participants needed in establishing the process is the first step. These participants will bring forward all the needs in their respective areas based on strategic plans developed and a project’s future operating and maintenance costs. From here projects will be prioritized based on health and safety needs, required projects due to mandates, replacement projects that are near the end of their useful life and projects costs and appropriate funding sources available.

**FY 2024 CAPITAL BUDGETED PROGRAMS**

| Program | Amount |
|----------------------|-----------------------|
| Streets | \$ 39,731,833 |
| Public Safety | \$ 33,034,889 |
| Wastewater | \$ 38,538,280 |
| Water | \$ 16,240,000 |
| Municipal Facilities | \$ 55,915,064 |
| Drainage | \$ 39,263,504 |
| Parks | \$ 13,259,016 |
| Traffic | \$ 296,123 |
| TOTAL | \$ 236,278,709 |

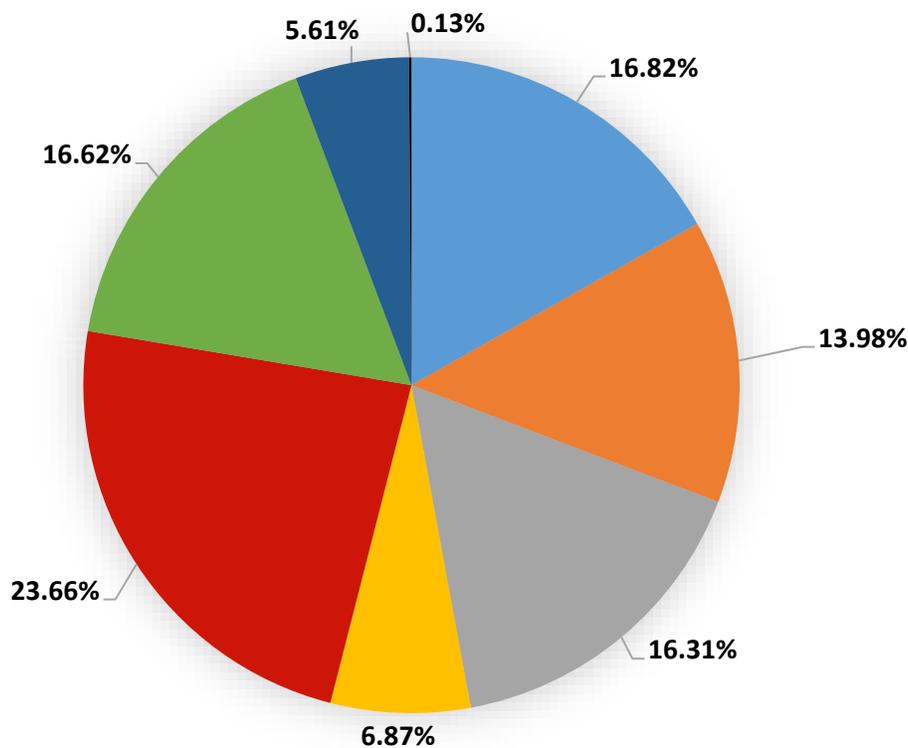


Streets Program

The CIP includes \$39.7 million for streets in FY 2024. 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 \$39.3 million in funding for drainage projects for FY 2024. 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



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



problems in conjunction with HCFC. Community Development Block Grant (CDBG) and Mitigation (MIT) programs are providing grant funds to complete \$16.4 million worth of drainage projects in FY 2024.

Traffic Program

The Traffic Program includes \$296,123 in funding for FY 2024 CIP. Annual mobility projects are included in future fiscal years in the 5-year plan also. These projects typically include intersection redesign, continuation of upgrades to the City’s traffic signal system, and installation of new traffic signals.

Public Safety

The CIP includes \$33 million for the Police and Fire Departments for FY 2024. This will fund the construction of a Police Annex Building which includes a property room for the Police Department along with office space for several departments under PD, the construction of a Police Storage and SIM Tac building, the rebuilds of Fire Station #6 and Fire Station #7 as well as renovations to Fire Station #2 and Fire Station #10.

Municipal Facilities

The Facilities Program includes \$55.9 million for an expansion at the Convention Center and other improvements to City Hall.

Park Improvements

The Park Improvements Program includes \$13.3 million approved for FY 2024. 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 2024 includes \$16.2 million for various waterline, plant and well improvements.

Wastewater Improvements

The Wastewater Program includes nearly \$38.5 million for FY 2024. These projects will include sanitary sewer line rehabilitations and the construction of lift stations and force mains.

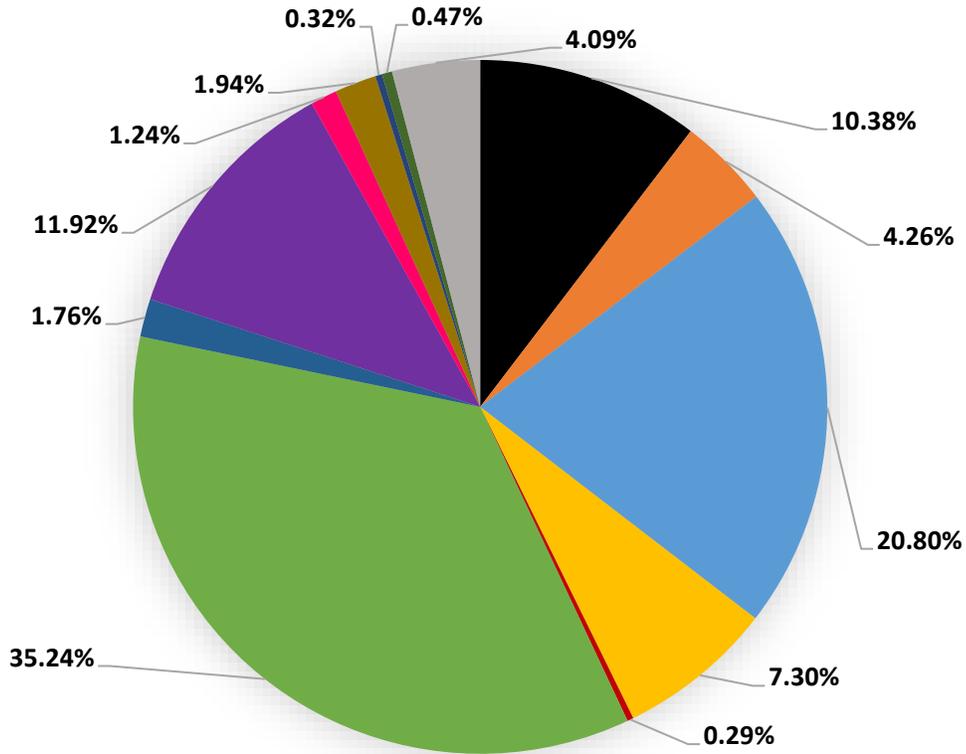
CIP FINANCING PLAN

FY 2024 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), Community Development Block Grant – Disaster Recovery (CDBG-DR), Community Development Block Grant – Mitigation (CDBG-MIT), FEMA, the Pasadena Economic Development Corporation, Harris County, TXDOT, the American Rescue Plan Act (ARPA), SB7 and the Hotel-Motel Fund. The table and chart below provide a summary of funding sources for FY 2024 CIP expenditures.

| Funding Source | Amount |
|----------------|---------------|
| General Fund | \$ 24,515,530 |
| System Fund | \$ 10,055,946 |



| | | |
|--------------------------------------|-----------|--------------------|
| Certificates of Obligation/Bonds | \$ | 49,155,445 |
| CDBG/CDBG-DR/CDBG-MIT | \$ | 17,240,681 |
| FEMA | \$ | 678,500 |
| Pasadena Economic Development Corp. | \$ | 83,259,716 |
| Harris County/TXDOT/Other | \$ | 4,166,312 |
| American Rescue Plan Act (ARPA) | \$ | 28,168,434 |
| Crime Control District | \$ | 2,921,400 |
| Texas Water Development Board (TWDB) | \$ | 4,579,650 |
| Other Grants | \$ | 750,000 |
| Maintenance Fund | \$ | 1,120,000 |
| TBD | \$ | 9,667,095 |
| TOTAL | \$ | 236,278,709 |



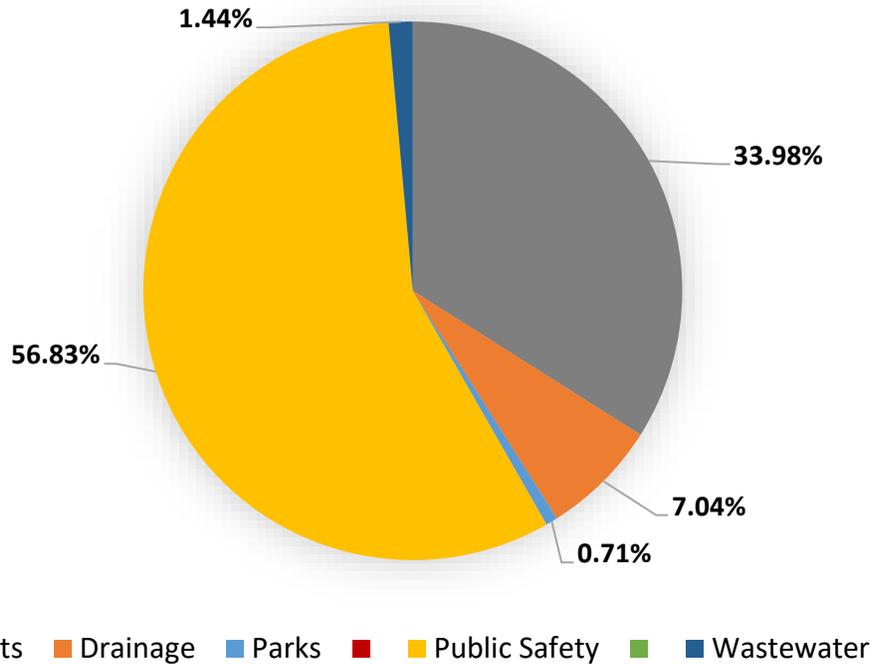
- General Fund
- System Fund
- Certificates of Obligation/Bonds
- CDBG/CDBG-DR/CDBG-MIT
- FEMA
- Pasadena Economic Development Corp.
- Harris County/TXDOT/Other
- American Rescue Plan Act (ARPA)
- Crime Control District
- Texas Water Development Board (TWDB)
- Other Grants
- Maintenance Fund
- TBD

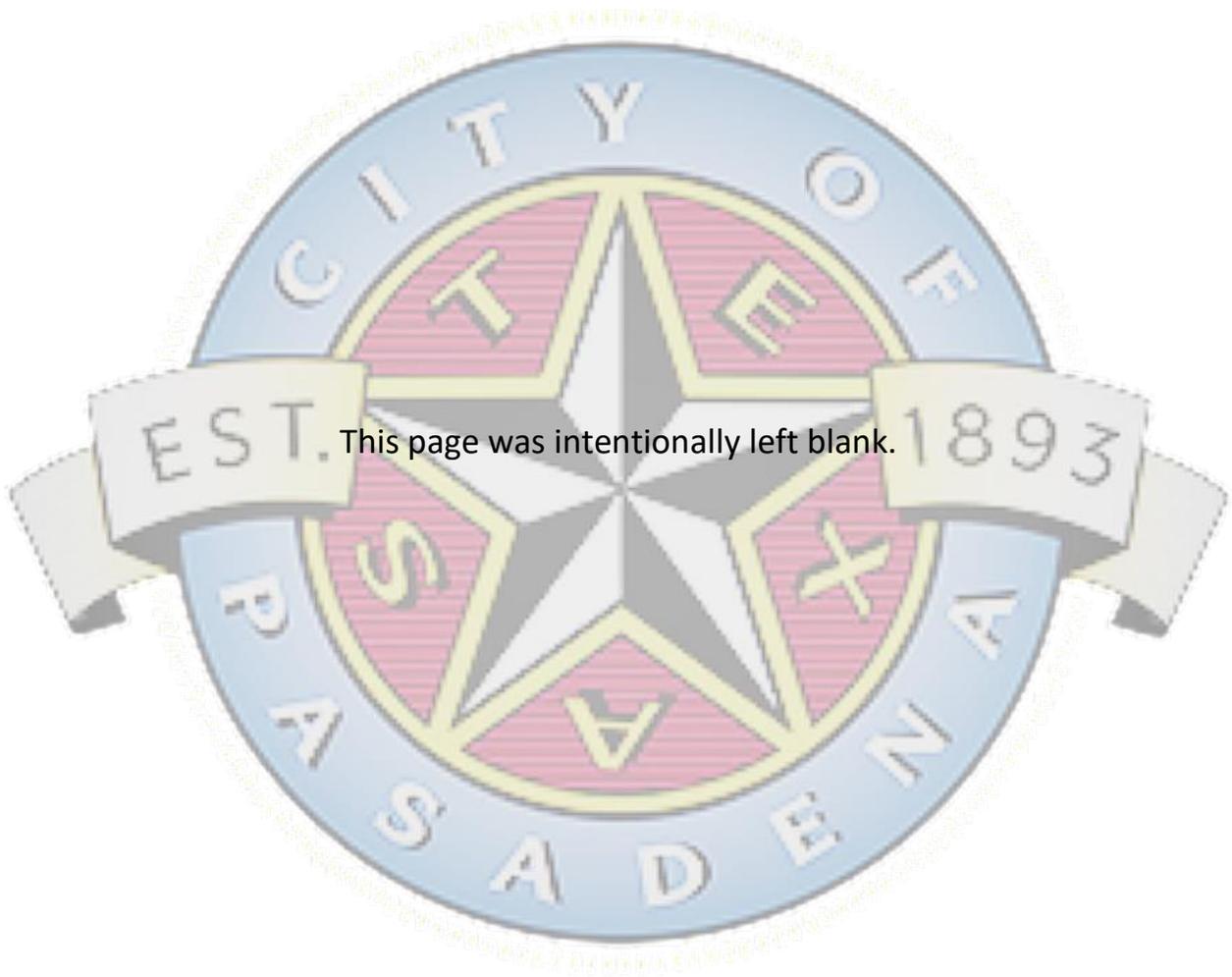


Certificates of Obligation

City Council authorized the issuance of certificates of obligation in the amount of \$37,000,000 in 2017, \$36,000,000 in 2018 and \$52,900,000 in 2022. The projects listed below are to be funded in FY 2024 with CO funds.

| Program | Project | Amount |
|---|--|----------------------|
| Drainage | Browning Subdivision Drainage Improvements | \$ 1,907,568 |
| Drainage | Red Bluff Rd Drainage Improvements | \$ 1,553,261 |
| Public Safety | Pasadena Police Annex Phase I | \$ 13,730,000 |
| Public Safety | Rebuild Fire Station No. 6 | \$ 6,879,038 |
| Public Safety | Rebuild Fire Station No. 7 | \$ 6,874,996 |
| Public Safety | Fire Services Administration Building | \$ 438,000 |
| Parks | Burke/Crenshaw Restroom | \$ 200,000 |
| Parks | Southmore Ave Park | \$ 150,000 |
| Streets | Red Bluff Road Phase I | \$ 4,545,000 |
| Streets | Shaver Street Phase II | \$ 6,378,094 |
| Streets | Shaver Street Phase III | \$ 5,772,488 |
| Wastewater | Golden Acres WWTP Solids System Improvements | \$ 660,000 |
| Wastewater | Vince Bayou WWTP Sludge Dewatering System Improvements | \$ 47,000 |
| Total Certificates of Obligation | | \$ 49,135,445 |







FY 2024 ADOPTED BUDGET

GENERAL FUND SUMMARY

OVERVIEW

The FY 2024 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$100.8 million. The General Fund provides the financing for all 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 2024 ADOPTED BUDGET

GENERAL FUND SUMMARY

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------------------|-------------------|-------------------|------------------------------|----------------------|--------------------|
| BEGINNING FUND BALANCE | 76,677,053 | 86,643,362 | 97,993,399 | 97,993,399 | 100,793,363 |
| REVENUES | 132,533,437 | 133,351,493 | 138,711,424 | 152,002,840 | 150,345,966 |
| EXPENDITURES | 122,567,128 | 122,001,456 | 156,557,594 | 149,202,876 | 150,345,966 |
| REVENUES OVER/(UNDER) EXPENDITURES | 9,966,309 | 11,350,037 | (17,846,170) | 2,799,964 | - |
| ENDING FUND BALANCE | 86,643,362 | 97,993,399 | 80,147,229 | 100,793,363 | 100,793,363 |
| RESERVE REQUIREMENT * | 18,106,993 | 18,399,165 | 30,899,546 | 29,086,054 | 33,610,563 |
| OVER/(UNDER) REQUIREMENT | 68,536,369 | 79,594,234 | 49,247,683 | 71,707,309 | 67,182,800 |



**FY 2024 ADOPTED BUDGET
GENERAL FUND REVENUE SUMMARY**

| REVENUE CATEGORY | FY 2021 | FY 2022 | FY 2023 | FY 2023 | FY 2024 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | ACTUAL | ACTUAL | AMENDED BUDGET | ESTIMATED | ADOPTED |
| General property taxes | \$ 47,406,011 | \$ 46,807,753 | \$ 51,541,170 | \$ 51,557,014 | \$ 54,464,541 |
| Industrial district fees | 22,994,264 | 23,926,598 | 23,560,000 | 27,553,500 | 27,607,000 |
| Sales tax | 26,599,295 | 28,739,060 | 27,945,219 | 29,400,000 | 30,200,000 |
| Utility taxes | 8,390,473 | 8,422,163 | 8,392,600 | 8,241,729 | 8,332,600 |
| Mixed drink tax | 308,119 | 347,972 | 310,000 | 360,000 | 325,000 |
| Business licenses and permits | 2,504,019 | 2,301,812 | 2,269,000 | 2,098,100 | 2,212,300 |
| Occupational licenses and permits | 90,776 | 115,533 | 111,370 | 110,200 | 105,850 |
| Non-business licenses and permits | 73,831 | 65,210 | 69,500 | 65,600 | 66,350 |
| Municipal court fines and fees | 2,911,086 | 3,129,283 | 3,033,000 | 3,069,300 | 2,670,000 |
| Solid waste collection | 9,213,393 | 9,882,578 | 9,439,500 | 10,634,600 | 10,024,600 |
| Health services | 372,302 | 360,172 | 364,600 | 595,100 | 614,100 |
| Library services | 6,316 | 9,773 | 10,000 | 4,000 | 5,000 |
| Property management | 348,566 | 324,714 | 370,000 | 274,000 | 278,000 |
| Recreation | 115,590 | 140,525 | 137,700 | 147,140 | 149,000 |
| Golf | 832,961 | 1,082,084 | 823,250 | 1,053,000 | 1,080,000 |
| Swimming pools | 13,036 | 70,738 | 96,000 | 77,000 | 77,000 |
| Tennis | 5,164 | 5,881 | 6,000 | 5,000 | 5,000 |
| Other centers | 70,084 | 100,704 | 81,500 | 90,075 | 100,000 |
| Civic center | 410,168 | 484,978 | 426,000 | 461,000 | 466,000 |
| Miscellaneous | 549,338 | 592,853 | 574,000 | 562,200 | 573,200 |
| Intergovernmental revenues | 3,457,819 | 254,404 | 246,495 | 243,000 | 245,500 |
| Sale of capital assets | 1,256,289 | 95,838 | 4,618,370 | 4,670,242 | 40,000 |
| Other revenues | 1,522,714 | 1,284,959 | 1,159,150 | 1,221,040 | 1,192,925 |
| Investment income | 81,823 | 1,068,733 | 127,000 | 6,510,000 | 6,512,000 |
| Interfund transfers | 3,000,000 | 3,737,175 | 3,000,000 | 3,000,000 | 3,000,000 |
| TOTAL | \$ 132,533,437 | \$ 133,351,493 | \$ 138,711,424 | \$ 152,002,840 | \$ 150,345,966 |



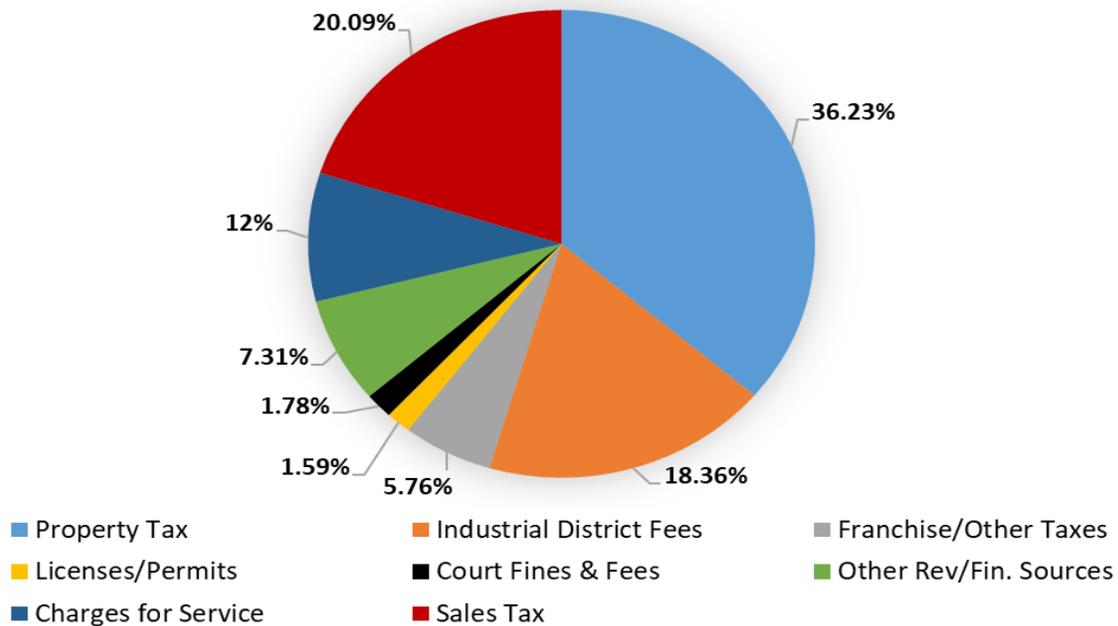
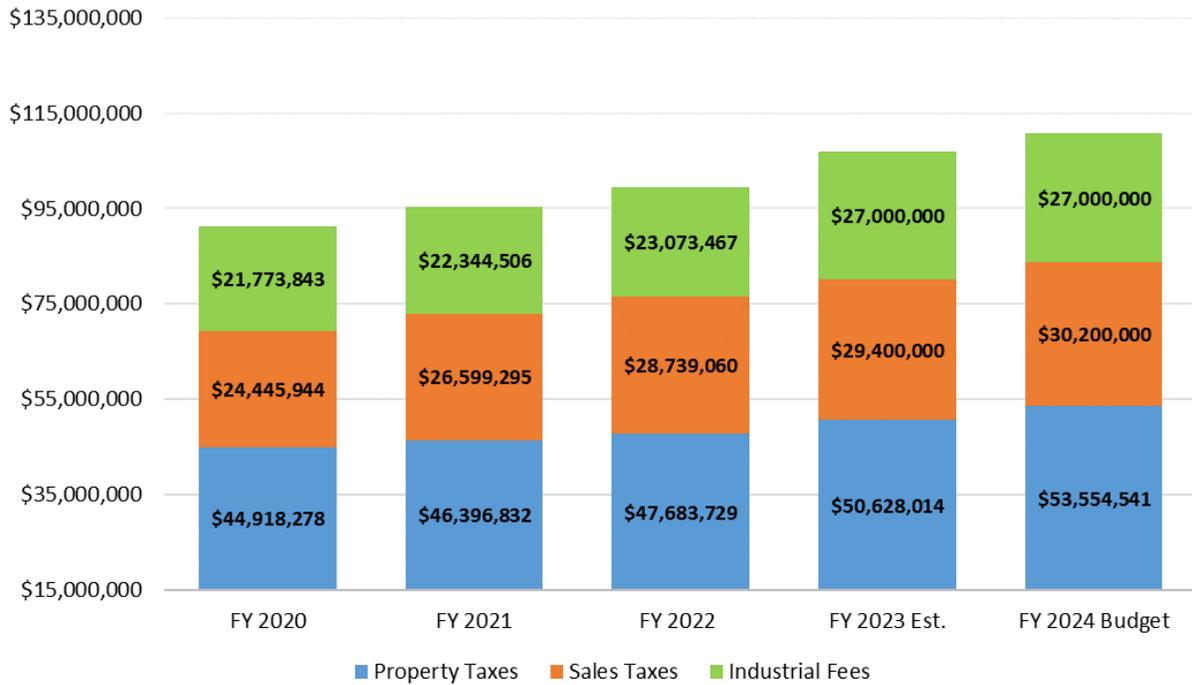
| REVENUE CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 BUDGET | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------------------|--------------------|--------------------|--------------------|----------------------|--------------------|
| TAXES | | | | | |
| General property taxes | | | | | |
| Ad valorem taxes | \$ 46,861,187 | \$ 46,269,991 | \$ 51,066,170 | \$ 51,048,014 | \$ 53,984,541 |
| Penalty and interest | 544,824 | 537,762 | 475,000 | 509,000 | 480,000 |
| General property taxes | 47,406,011 | 46,807,753 | 51,541,170 | 51,557,014 | 54,464,541 |
| Business taxes | | | | | |
| Industrial district fees | 22,994,264 | 23,926,598 | 23,560,000 | 27,553,500 | 27,607,000 |
| Sales tax | 26,599,295 | 28,739,060 | 27,945,219 | 29,400,000 | 30,200,000 |
| Utility taxes | | | | | |
| Electric franchise | 4,704,096 | 4,598,991 | 4,800,000 | 4,603,629 | 4,610,000 |
| Gas franchise | 698,715 | 823,227 | 600,000 | 650,000 | 700,000 |
| Telecommunications franchise | 476,460 | 423,289 | 400,000 | 400,000 | 400,000 |
| Cable TV franchise | 870,752 | 827,125 | 825,000 | 825,000 | 810,000 |
| Commerical services | 1,361,495 | 1,499,286 | 1,500,000 | 1,500,000 | 1,550,000 |
| Other franchises | 278,955 | 250,245 | 267,600 | 263,100 | 262,600 |
| Utility taxes | 8,390,473 | 8,422,163 | 8,392,600 | 8,241,729 | 8,332,600 |
| Other taxes | | | | | |
| Mixed drink tax | 308,119 | 347,972 | 310,000 | 360,000 | 325,000 |
| Bingo tax | - | - | - | - | - |
| Other taxes | 308,119 | 347,972 | 310,000 | 360,000 | 325,000 |
| Business taxes | 58,292,151 | 61,435,793 | 60,207,819 | 65,555,229 | 66,464,600 |
| TAXES TOTAL | 105,698,162 | 108,243,546 | 111,748,989 | 117,112,243 | 120,929,141 |
| LICENSES AND PERMITS | | | | | |
| Business types | 2,504,019 | 2,301,812 | 2,269,000 | 2,098,100 | 2,212,300 |
| Occupational types | 90,776 | 115,533 | 111,370 | 110,200 | 105,850 |
| Non-business types | 73,831 | 65,210 | 69,500 | 65,600 | 66,350 |
| LICENSES AND PERMITS TOTAL | 2,668,626 | 2,482,555 | 2,449,870 | 2,273,900 | 2,384,500 |
| MUNICIPAL COURT FINES AND FEES | | | | | |
| Fines | 2,768,011 | 3,083,427 | 2,883,000 | 3,019,300 | 2,620,000 |
| Administrative fees | 143,075 | 45,856 | 150,000 | 50,000 | 50,000 |
| MUNICIPAL COURT FINES TOTAL | 2,911,086 | 3,129,283 | 3,033,000 | 3,069,300 | 2,670,000 |



| REVENUE CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 BUDGET | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---|--------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| CHARGES FOR SERVICES | | | | | |
| Solid waste collection | 9,213,393 | 9,882,578 | 9,439,500 | 10,634,600 | 10,024,600 |
| Health services | 372,302 | 360,172 | 364,600 | 595,100 | 614,100 |
| Library services | 6,316 | 9,773 | 10,000 | 4,000 | 5,000 |
| Property management | 348,566 | 324,714 | 370,000 | 274,000 | 278,000 |
| Parks and recreation fees | | | | | |
| Recreation | 115,590 | 140,525 | 137,700 | 147,140 | 149,000 |
| Golf | 832,961 | 1,082,084 | 823,250 | 1,053,000 | 1,080,000 |
| Swimming pools | 13,036 | 70,738 | 96,000 | 77,000 | 77,000 |
| Tennis | 5,164 | 5,881 | 6,000 | 5,000 | 5,000 |
| Other centers | 70,084 | 100,704 | 81,500 | 90,075 | 100,000 |
| Parks and recreation fees subtotal | 1,036,835 | 1,399,932 | 1,144,450 | 1,372,215 | 1,411,000 |
| Civic center | 410,168 | 484,978 | 426,000 | 461,000 | 466,000 |
| Miscellaneous | 549,338 | 592,853 | 574,000 | 562,200 | 573,200 |
| CHARGES FOR SERVICES TOTAL | 11,936,918 | 13,055,000 | 12,328,550 | 13,903,115 | 13,371,900 |
| OTHER REVENUE | | | | | |
| Intergovernmental revenues | 3,457,819 | 254,404 | 246,495 | 243,000 | 245,500 |
| Sale of capital assets | 1,256,289 | 95,838 | 4,618,370 | 4,670,242 | 40,000 |
| Other revenues | 1,522,714 | 1,284,959 | 1,159,150 | 1,221,040 | 1,192,925 |
| Investment income | 81,823 | 1,068,733 | 127,000 | 6,510,000 | 6,512,000 |
| OTHER REVENUE TOTAL | 6,318,645 | 2,703,934 | 6,151,015 | 12,644,282 | 7,990,425 |
| OTHER FINANCING SOURCES | | | | | |
| Insurance recovery | - | - | - | - | - |
| Interfund transfers | 3,000,000 | 3,737,175 | 3,000,000 | 3,000,000 | 3,000,000 |
| OTHER FINANCING SOURCES TOTAL | 3,000,000 | 3,737,175 | 3,000,000 | 3,000,000 | 3,000,000 |
| TOTAL \$ | 132,533,437 | \$ 133,351,493 | \$ 138,711,424 | \$ 152,002,840 | \$ 150,345,966 |



General Fund revenues come primarily from broad-based taxes, including property, sales, and franchise taxes. Business taxes, including instead 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.

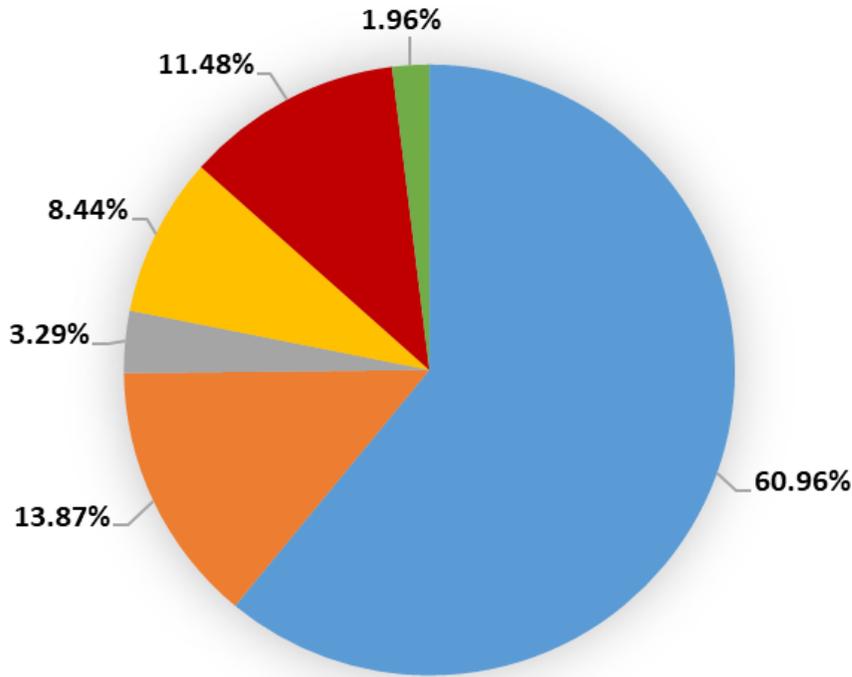




**FY 2024 ADOPTED BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Personnel services | 77,942,948 | 75,430,924 | 85,730,787 | 80,947,401 | 91,656,771 |
| Contractual services | 14,245,050 | 15,406,036 | 19,497,974 | 17,685,447 | 20,850,305 |
| Materials and supplies | 3,299,431 | 3,642,268 | 5,249,883 | 4,702,278 | 4,946,433 |
| Maintenance charges | 11,981,061 | 11,890,042 | 12,038,689 | 12,071,891 | 12,692,344 |
| Other charges | 185,007 | 169,361 | 882,234 | 851,741 | 3,118,604 |
| Other Uses | 70,941 | 76,229 | 97,350 | 97,350 | 100,000 |
| Other financing uses | 13,925,168 | 11,606,466 | 31,242,770 | 31,242,770 | 14,036,459 |
| Capital outlay | 917,522 | 3,780,130 | 1,817,907 | 1,603,998 | 2,945,050 |
| TOTAL | 122,567,128 | 122,001,456 | 156,557,594 | 149,202,876 | 150,345,966 |

FY 2024 GENERAL FUND EXPENDITURES BY CATEGORY



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



| DEPT # | DEPARTMENT NAME | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Government | | | | | | |
| 10100 | City Council | 199,244 | 192,099 | 223,939 | 207,307 | 215,979 |
| 10200 | Mayor | 697,145 | 738,317 | 745,790 | 733,917 | 742,488 |
| 10300 | Budget and Financial Planning | 672,582 | 790,941 | 866,365 | 879,119 | 924,612 |
| 10400 | Municipal court | 2,361,178 | 2,352,562 | 2,670,885 | 2,511,298 | 2,777,467 |
| 10500 | City controller | 2,120,538 | 2,204,539 | 2,365,194 | 2,119,265 | 2,465,680 |
| 10600 | Tax | 619,981 | 603,032 | 635,470 | 626,470 | 718,470 |
| 10700 | Purchasing | 551,587 | 562,442 | 583,438 | 582,925 | 612,176 |
| 10800 | Legal | 1,478,448 | 1,362,847 | 1,802,157 | 1,437,373 | 1,859,927 |
| 10900 | City secretary | 472,785 | 482,980 | 468,959 | 392,451 | 468,174 |
| 11000 | Elections | 72,763 | 938 | 204,650 | 204,870 | 204,650 |
| 11100 | Human resources | 991,018 | 1,014,064 | 1,071,511 | 1,067,367 | 1,101,922 |
| 11200 | Civil service | 42,127 | 38,238 | 62,515 | 43,720 | 55,550 |
| 11300 | City marshal | 1,368,281 | 1,440,960 | 1,561,323 | 1,492,123 | 1,653,421 |
| 11400 | Community relations | 1,156,628 | 1,234,615 | 1,286,435 | 1,268,737 | 1,422,190 |
| 11410 | Pasadena action line | 451,809 | 451,714 | 493,463 | 501,885 | 510,683 |
| 11500 | Planning | 616,916 | 525,224 | 715,057 | 584,674 | 674,125 |
| 11501 | Planning/development administration | - | - | - | - | 156,447 |
| 11505 | Economic development | 633,455 | 477,288 | 561,504 | 523,377 | 576,225 |
| 11510 | Neighborhood network | 372,515 | 557,570 | 676,093 | 587,769 | 652,749 |
| 11600 | Inspections | 1,966,397 | 1,697,605 | 2,227,474 | 2,000,520 | 2,221,806 |
| 11700 | Property management\special purposes | 767,231 | 632,730 | 1,244,184 | 1,034,817 | 1,487,922 |
| 11725 | New city hall | 569,161 | 809,351 | 714,065 | 696,818 | 759,512 |
| 11727 | Facilities management | 101,639 | 131,400 | 321,163 | 209,370 | 286,441 |
| 11740 | Impound/storage | 283,310 | 284,824 | 340,934 | 318,102 | 355,129 |
| 11800 | Other charges | 308,155 | 279,327 | 5,509,841 | 2,086,989 | 7,811,821 |
| 11801 | Other charges\transfers out | 13,925,168 | 11,606,466 | 22,826,941 | 22,826,941 | 14,036,459 |
| 00925 | Hurricane Harvey Insurance Claims | - | 117,528 | - | - | - |
| TOTAL GENERAL GOVERNMENT | | \$ 32,800,061 | \$ 30,589,601 | \$ 58,595,179 | \$ 53,354,033 | \$ 44,752,025 |

Public Safety

| | | | | | | |
|----------------------------|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 13100 | Emergency preparedness | 1,078,254 | 1,019,973 | 1,086,760 | 1,091,403 | 1,142,125 |
| 13200 | Fire fighting | 2,936,916 | 5,586,412 | 3,458,243 | 3,285,836 | 4,851,901 |
| 13300 | Fire prevention | 1,756,296 | 1,762,588 | 1,864,115 | 1,865,314 | 1,944,372 |
| 13350 | Code enforcement | 674,906 | 685,416 | 921,034 | 861,387 | 845,605 |
| 13400 | Police | 45,915,974 | 44,139,693 | 46,464,642 | 46,980,594 | 50,508,381 |
| TOTAL PUBLIC SAFETY | | \$ 52,362,346 | \$ 53,194,082 | \$ 53,794,794 | \$ 54,084,534 | \$ 59,292,384 |



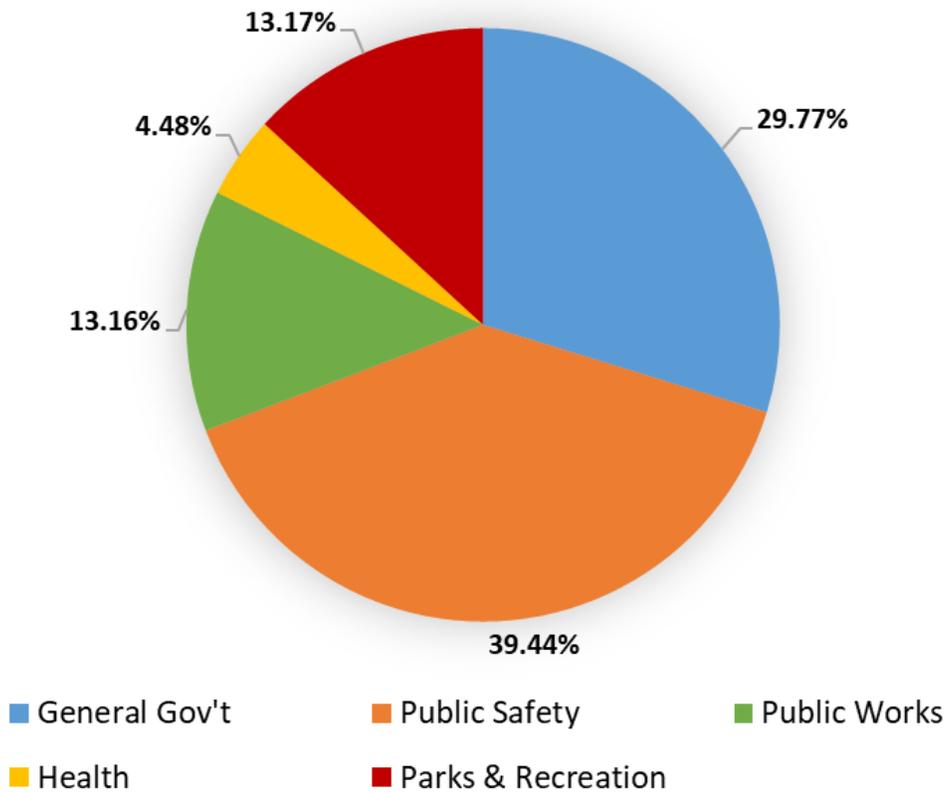
| DEPT # | DEPARTMENT NAME | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Public Works | | | | | | |
| 14001 | Public works administration | - | - | - | - | - |
| 14100 | Engineering | 2,250,017 | 2,250,161 | 2,689,103 | 2,584,709 | 2,760,890 |
| 14200 | Street lighting and signals | 1,002,171 | 1,137,754 | 1,350,000 | 1,350,000 | 1,250,000 |
| 14300 | Sanitation | 8,839,917 | 9,116,893 | 9,545,925 | 9,185,236 | 10,491,194 |
| 14400 | Street and drainage | 2,891,029 | 2,763,915 | 3,366,038 | 3,017,092 | 3,417,488 |
| 14500 | Traffic and transportation | 1,521,896 | 1,375,747 | 1,987,213 | 1,817,516 | 1,859,563 |
| TOTAL PUBLIC WORKS | | \$ 16,505,030 | \$ 16,644,470 | \$ 18,938,279 | \$ 17,954,553 | \$ 19,779,135 |

| DEPT # | DEPARTMENT NAME | FY 2021 ACTUAL | FY 2022 ACTUAL | AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------|------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| Health | | | | | | |
| 16100 | Health | 2,457,420 | 2,573,157 | 2,841,907 | 2,602,770 | 3,056,396 |
| 16200 | Animal rescue and assistance | 3,097,111 | 3,311,480 | 3,669,358 | 3,378,405 | 3,671,965 |
| TOTAL HEALTH | | \$ 5,554,531 | \$ 5,884,637 | \$ 6,511,265 | \$ 5,981,175 | \$ 6,728,361 |

| | | | | | | |
|-------------------------------------|----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Culture and Recreation | | | | | | |
| 15100 | Parks | 3,449,885 | 3,537,237 | 4,057,031 | 3,896,516 | 4,109,638 |
| 15200 | Recreation | 3,183,388 | 3,220,930 | 4,596,006 | 4,164,273 | 5,109,532 |
| 15300 | Clean streets | 1,859,840 | 1,952,476 | 2,124,203 | 2,100,885 | 2,263,754 |
| 15400 | Golf course | 944,602 | 969,170 | 1,497,800 | 1,357,560 | 1,577,838 |
| 15500 | Multi-purpose center | 536,686 | 496,095 | 641,282 | 594,542 | 630,977 |
| 15600 | Civic center | 791,298 | 813,065 | 783,930 | 784,892 | 820,697 |
| 15700 | Senior center-Madison Jobe | 573,182 | 714,968 | 807,414 | 796,161 | 932,189 |
| 15700 | Museums | 129,688 | 127,604 | 166,818 | 150,291 | 174,348 |
| 17010 | Library | 3,876,591 | 3,857,121 | 4,043,593 | 3,983,461 | 4,175,088 |
| TOTAL CULTURE AND RECREATION | | \$ 15,345,160 | \$ 15,688,666 | \$ 18,718,077 | \$ 17,828,581 | \$ 19,794,061 |
| TOTAL EXPENDITURES | | \$ 122,567,128 | \$ 122,001,456 | \$ 156,557,594 | \$ 149,202,876 | \$ 150,345,966 |



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.



GENERAL GOVERNMENT

CITY COUNCIL

MISSION STATEMENT

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



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| CITY COUNCIL | | | | | |
| Personnel services | 102,638 | 96,212 | 96,389 | 96,246 | 98,930 |
| Contractual services | 22,616 | 36,981 | 53,669 | 36,789 | 52,861 |
| Materials and supplies | 10,122 | 8,580 | 22,646 | 18,760 | 15,625 |
| Maintenance charges | 63,868 | 50,326 | 51,235 | 55,512 | 48,563 |
| TOTAL | 199,244 | 192,099 | 223,939 | 207,307 | 215,979 |

CITY COUNCIL STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-----------------------------|-----------------|-----------------|-----------------|
| 1530 | Council Member - District A | 1 | 1 | 1 |
| 1540 | Council Member - District B | 1 | 1 | 1 |
| 1550 | Council Member - District C | 1 | 1 | 1 |
| 1560 | Council Member - District D | 1 | 1 | 1 |
| 1570 | Council Member - District E | 1 | 1 | 1 |
| 1580 | Council Member - District F | 1 | 1 | 1 |
| 1590 | Council Member - District G | 1 | 1 | 1 |
| 1600 | Council Member - District H | 1 | 1 | 1 |
| TOTAL: | | 8 | 8 | 8 |

**GENERAL GOVERNMENT***MAYOR***MISSION STATEMENT**

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



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| MAYOR | | | | | |
| Personnel services | 618,074 | 651,223 | 624,000 | 617,901 | 636,013 |
| Contractual services | 17,711 | 30,628 | 45,384 | 41,960 | 35,634 |
| Materials and supplies | 5,904 | 7,134 | 9,530 | 7,180 | 9,630 |
| Maintenance charges | 55,456 | 49,332 | 66,876 | 66,876 | 61,211 |
| TOTAL | 697,145 | 738,317 | 745,790 | 733,917 | 742,488 |

MAYOR'S OFFICE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|----------------------------|-----------------|-----------------|-----------------|
| 1060 | Administrative Aide | 1 | 0 | 0 |
| 1412 | Chief of Staff | 1 | 1 | 1 |
| 1811 | Executive Office Assistant | 0 | 1 | 1 |
| 2340 | Mayor | 1 | 1 | 1 |
| 2440 | Office Assistant II | 1 | 0 | 0 |
| 2859 | PT Projects Coordinator | 0 | 1 | 1 |
| | TOTAL: | 4 | 4 | 4 |



GENERAL GOVERNMENT

BUDGET AND FINANCIAL PLANNING

MISSION STATEMENT

Develop and administer the City's financial plans, capital, and operating budgets 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 2023

- Adopted the annual operating and capital budgets
- Assisted departments with development of key performance metrics
- Received GFOA's Budget Presentation Award



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Develop improved forecasting tools for revenues/expenditures
- 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
- Assist in implementation of Tyler Muni



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| BUDGET AND FINANCIAL PLANNING | | | | | |
| Personnel services | 638,043 | 745,455 | 793,987 | 824,149 | 849,715 |
| Contractual services | 12,868 | 16,138 | 41,021 | 25,088 | 49,100 |
| Materials and supplies | 4,958 | 13,057 | 15,550 | 14,075 | 10,250 |
| Maintenance charges | 16,713 | 16,291 | 15,807 | 15,807 | 15,547 |
| TOTAL | 672,582 | 790,941 | 866,365 | 879,119 | 924,612 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ESTIMATE | FY 2024 BUDGET |
|--|-------------------|-------------------|---------------------|-------------------|
| Department expenditures as a % of city | 0.28% | 0.33% | 0.31% | 0.32% |
| General fund actual revenue as a % of budget | 109% | 99% | 110% | 100% |
| General fund actual expenditures as a % of | 101% | 90% | 95% | 100% |

BUDGET AND FINANCIAL PLANNING STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|--------------------------------|-----------------|-----------------|-----------------|
| 1325 | Budget Administrator | 1 | 1 | 1 |
| 1515 | Compliance Officer | 1 | 1 | 1 |
| 1720 | Director of Financial Planning | 1 | 1 | 1 |
| 2380 | Management Analyst III | 2 | 2 | 2 |
| 2382 | Sr Mgmt. Analyst | 0 | 1 | 1 |
| 2441 | Operations Compliance Officer | 1 | 0 | 0 |
| | TOTAL: | 6 | 6 | 6 |



GENERAL GOVERNMENT

MUNICIPAL COURT

MISSION STATEMENT

The mission of the Municipal Court is to ensure that justice is done in a fair and efficient manner, which includes applying Texas Code of Criminal Procedure, Chapter 45, to achieve the following objectives, as set forth in Article 45.001:

1. 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,
2. To ensure appropriate dignity in court procedure without undue formalism,
3. To promote adherence to rules with sufficient flexibility to serve the ends of justice, and
4. To process cases without unnecessary expense or delay.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Ensured that staff has the necessary supplies to effectively carry out our mission
- Enhanced knowledge, skills, abilities, and other characteristics (KSAOs) through supplemental training for judges and court clerks
- Exercised responsible stewardship over court funds and general expenses
- Developed enhanced compliance and enforcement of Civil Protection orders



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- To ensure that justice is done in a fair and efficient manner
- To resolve the back log of cases from the virus shut down
- Continue to ensure that staff has the necessary supplies to effectively carry out our mission
- Continue creating additional training programs to improve the (KSAOs) of judges and court clerks.
- Persist in exercising responsible stewardship over court funds and general expenses
- Continue to improve compliance and enforcement of Civil Protection orders



- Provide additional options to resolve cases (i.e., Payments online / Interactive Voice Response (IVR))

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| MUNICIPAL COURT | | | | | |
| Personnel services | 1,934,580 | 1,827,100 | 2,097,483 | 1,969,906 | 2,168,445 |
| Contractual services | 143,028 | 227,920 | 279,054 | 255,444 | 306,601 |
| Materials and supplies | 47,804 | 52,163 | 62,160 | 53,760 | 62,160 |
| Maintenance charges | 235,766 | 245,379 | 232,188 | 232,188 | 240,261 |
| TOTAL | 2,361,178 | 2,352,562 | 2,670,885 | 2,511,298 | 2,777,467 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Number of cases filed per fiscal year | 46,615 | 41,611 | 45,027 | 45,027 |
| Warrants Issued: Capias/Warrants | 256 | 4,894 | 16,539 | 16,539 |
| Number of traffic cases | 31,768 | 36,238 | 36,413 | 36,413 |
| Annual Gross Revenue | \$ 5,769,482 | \$ 5,616,052 | \$ 5,377,018 | \$5,377,018 |
| Number of cases on appearance dockets | 28,252 | 37,287 | 28,681 | 28,681 |
| Number of cases on motion dockets | 3,698 | 3,124 | 13,403 | 13,403 |

MUNICIPAL COURT STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------------|-------------------------|-------------------------|-------------------------|
| 1140 | Associate Judge | 8 | 8 | 8 |
| 1610 | Court Clerk | 1 | 1 | 1 |
| 1660 | Deputy Clerk I | 14 | 14 | 14 |
| 1670 | Deputy Clerk II | 8 | 8 | 8 |
| 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 | 2 | 2 | 2 |
| TOTAL: | | 37 | 37 | 37 |



GENERAL GOVERNMENT

CITY CONTROLLER'S OFFICE

MISSION STATEMENT

The City Controller's Office provides professional and sound guidance in City financial matters; support for the business operations of the City; maintains accurate accounting records; and administers financial policy supported by applicable City, State, and Federal laws.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Provided an annual financial report that fully discloses the City's financial condition and contains an unqualified "clean" audit opinion in a timely manner
- Received the Certificate of Excellence in Financial Reporting for the 29th consecutive year
- Provided the best and most professional financial services available to the City of Pasadena
- Reviewed 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
- Monitored Federal and State regulations to ensure continued compliance.
- \$10.4M COs issuance in collaboration with the Texas Water Development Board, the financial advisor, and bond counsel
- Implement changing professional standards to comply with GASB and receive the Governmental Finance Officers Association award for the Annual Comprehensive Financial Report (ACFR)
- Continue to maintain complete documentation on reports for Federal Grants including ARPA funds and Mitigation funds



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- 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 30th consecutive year.
- Provide the best and most professional financial services available to the City of Pasadena.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024 (CONT.)

- Continue the ongoing review of 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.
- Continue to monitor Federal and State regulations to ensure continued compliance.
- Implementation of Munis software.
- Continue to implement changing professional standards to comply with GASB and receive the Governmental Finance Officers Association award for the Annual Comprehensive Financial Report (ACFR).
- Continue to maintain complete documentation on reports for Federal Grants including ARPA funds and Mitigation funds.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

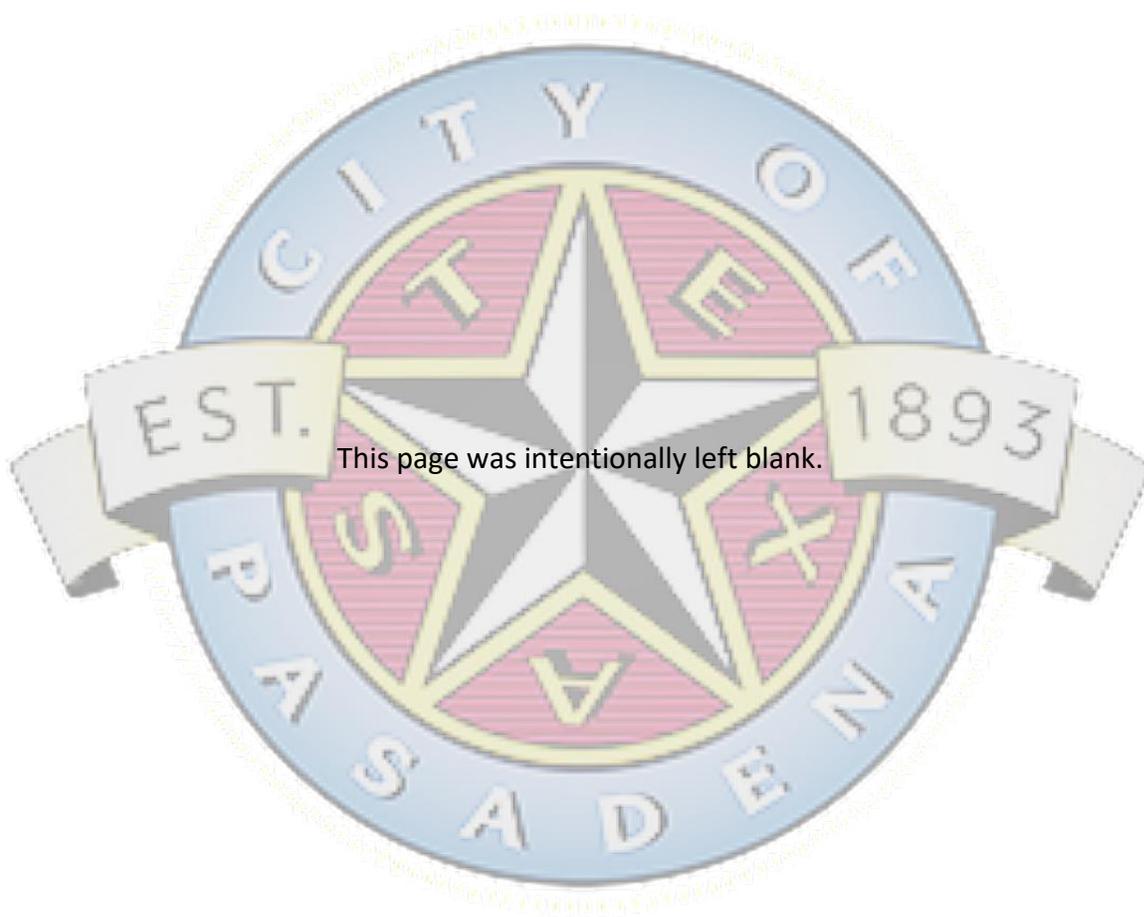
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| CITY CONTROLLER | | | | | |
| Personnel services | 1,895,025 | 1,969,596 | 2,049,012 | 1,875,481 | 2,145,505 |
| Contractual services | 95,968 | 108,032 | 192,409 | 126,926 | 193,471 |
| Materials and supplies | 24,825 | 36,926 | 44,251 | 36,684 | 44,251 |
| Maintenance charges | 104,720 | 89,985 | 79,522 | 80,174 | 82,453 |
| TOTAL | 2,120,538 | 2,204,539 | 2,365,194 | 2,119,265 | 2,465,680 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|
| Number of years received the GFOA Award | 27 | 28 | 29 | 30 |
| ACFR awarded "clean opinion" | YES | YES | Yes | Yes |
| Number of Grants | 47 | 35 | 45 | 47 |
| Grants annual expenditures | \$ 20,188,350 | \$ 15,622,933 | \$ 16,103,744 | \$ 30,000,000 |

**CITY CONTROLLER'S OFFICE STAFFING**

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|----------------------------|---------------------|---------------------|---------------------|
| 1011 | Accounts Payable Manager | 1 | 1 | 1 |
| 1012 | Acct Payable Asst | 2 | 2 | 2 |
| 1013 | Acct Receivable Supervisor | 1 | 1 | 1 |
| 1020 | Accountant II | 0 | 1 | 1 |
| 1030 | Accountant III | 1 | 1 | 1 |
| 1031 | Accountant IV | 3 | 3 | 3 |
| 1042 | Sr. Accounting Assistant | 1 | 1 | 1 |
| 1043 | Central Cashier | 1 | 1 | 1 |
| 1045 | Assistant Central Cashier | 1 | 0 | 0 |
| 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 |
| 3200 | Financial Report Lead | 1 | 1 | 1 |
| TOTAL: | | 17 | 17 | 17 |



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GENERAL GOVERNMENT

TAX

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| TAX | | | | | |
| Contractual services | 619,981 | 603,032 | 635,450 | 626,450 | 718,450 |
| Materials and supplies | - | - | 20 | 20 | 20 |
| TOTAL | 619,981 | 603,032 | 635,470 | 626,470 | 718,470 |



GENERAL GOVERNMENT

PURCHASING

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Conducted annual Purchasing training for all departments
- Arranged over 350 trips for City employees
- Solicited bids and proposals and utilized cooperative purchasing resulting in 50 new and renewed contracts



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Revise and update Procurement Guide
- Continue to work on Tyler Technologies Munis implementation
- Conduct training on the new version of Finance Plus
- Improve overall contract administration



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| PURCHASING | | | | | |
| Personnel services | 484,284 | 496,570 | 512,077 | 516,278 | 540,857 |
| Contractual services | 19,177 | 11,432 | 14,188 | 11,669 | 14,287 |
| Materials and supplies | 5,109 | 5,691 | 8,785 | 6,590 | 8,525 |
| Maintenance charges | 43,017 | 48,749 | 48,388 | 48,388 | 48,507 |
| TOTAL | 551,587 | 562,442 | 583,438 | 582,925 | 612,176 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ESTIMATED | FY 2024 BUDGET |
|----------------------------------|---------------------------|---------------------------|------------------------------|---------------------------|
| Total Purchase Orders Processed | 3,415 | 3,301 | 3,500 | 3,600 |
| Total Value of Purchase Orders | \$28,728,645 | \$30,335,387 | \$33,000,000 | \$34,000,000 |
| Total Procurement Card Purchases | \$1,405,221 | \$1,604,129 | \$1,605,000 | \$1,650,000 |

PURCHASING STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|--------------------|-------------------------|-------------------------|-------------------------|
| 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 |
| TOTAL: | | 5 | 5 | 5 |



GENERAL GOVERNMENT

LEGAL

MISSION STATEMENT

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

The City Attorney and his supporting staff (Assistant City Attorneys, Administrative Coordinator, and Legal Assistant) work to provide legal advice to the Mayor, City Council, Boards & Commissions, and the various City Departments; to prosecute and defend the City in civil matters and lawsuits; to prepare many of the agreements and documents used by the City and its departments; to prepare and enforce ordinances and resolutions to the City Council Agenda for consideration; and to provide support to City departments in matters related to all legal issues, open records requests, emergency disaster preparation & planning, capital improvement projects, and the handling of claims & recoveries that affect the City. The office has two dedicated 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 2023

- Supported citizens by assisting and representing them in residential deed restriction-related cases and code enforcement concerns
- Supported City departments in matters related to open records requests, emergency disaster preparation, plans, and response, legal analysis and guidance including capital improvement projects, property management, real estate, eminent domain, and recovery of monies owed to the 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
- Conducted 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 Texas Commission on Environmental Quality (TCEQ), Environmental Protection Agency (EPA), Federal Communications Commission (FCC), Civil Service, Building and Standards, Planning, and Human Resources



- Monitored and evaluated 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 2024

- Continue to represent the City in legal and administrative matters and in the implementation of city policies and programs that benefit the City and its citizens.
- Implement appropriate file maintenance and management systems to allow for record retention in an easily accessible and efficient manner.
- Evaluate and assist the Code Enforcement division with neighborhood protection and integrity issues.
- Improve City contract administration and provide legal education for attorneys to enhance representation and counsel in legal matters for FY23.
- Continue to support citizens by aiding and representing them in residential deed restriction-related cases and code enforcement concerns.
- Assist City departments with open records requests, disaster preparation, legal analysis, property management, and recovery of owed funds. Attend City Council meetings and advise on ordinances and resolutions.
- Conduct 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, the Texas Municipal League, the International Municipal Law Association, the Texas City Attorneys' Association, and other organizations to stay updated on such issues.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| LEGAL | | | | | |
| Personnel services | 1,188,684 | 919,914 | 986,530 | 986,127 | 1,044,957 |
| Contractual services | 195,380 | 363,777 | 709,693 | 364,445 | 710,657 |
| Materials and supplies | 26,587 | 11,408 | 37,240 | 18,107 | 37,240 |
| Maintenance charges | 67,797 | 67,748 | 68,694 | 68,694 | 67,073 |
| Other charges | - | - | - | - | - |
| TOTAL | 1,478,448 | 1,362,847 | 1,802,157 | 1,437,373 | 1,859,927 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Ordinances | 227 | 218 | 263 | 263 |
| Resolutions | 189 | 226 | 270 | 270 |
| Non-jury cases handled | 4,741 | 5,905 | 44,349 | 44,349 |
| Non-jury trials | 181 | 98 | 477 | 477 |
| Jury Trails | 1 | 7 | 449 | 449 |

LEGAL STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------------|-------------------------|-------------------------|-------------------------|
| 1000 | 1st Assistant City Attorney | 1 | 1 | 1 |
| 1075 | Administrative Coordinator | 1 | 1 | 1 |
| 1180 | Assistant City Attorney II | 2 | 2 | 2 |
| 1182 | Assistant City Attorney III | 1 | 1 | 1 |
| 1430 | City Attorney | 1 | 1 | 1 |
| 3340 | Sr Legal Assistant | 1 | 1 | 1 |
| TOTAL: | | 7 | 7 | 7 |



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 by processing all documents associated with the implementation and final disposition of City ordinances and resolutions; codifying amendments to the City's Code of Ordinances and revision of the City's Charter; preparing and conducting City elections; and serving as an ambassador for the City to the general public, conducting all affairs as mandated by the City Charter, City Ordinances, and State Laws.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Attended TMCA Election Law Seminar
- Provided Departments with current schedules and forms relating to the retention of City records
- Set up a shred day for City departments to dispose of unnecessary documents according to records retention laws
- Reviewed files maintained in the 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
- Prepared for and conducted the 2023 General Election and any Runoff Elections for the election of eight Council positions, in conjunction with Harris County
- Prepared for and conducted a Special Election for the Crime Control and Prevention District
- Worked with Harris County Elections Division, Engineering/GIS Department, and Bickerstaff Heath Delgado Acosta LLP to update the County on the 2022 City of Pasadena Redistricting



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Complete the final phase of recodification of the City's Code of Ordinances consisting of working in conjunction with the Legal Department and MuniCode so 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 to discard any documents no longer required to be retained, under state laws and any other laws applicable to records retention.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024 (Cont.)

- Attend Public Information Act seminar(s).
- Print minutes from council meetings on archival paper to be placed in leather-bound books for City archives.
- Implementation of GovQA – Records Request System.

**FY 2024 ADOPTED BUDGET
EXPENDITURE BUDGET**

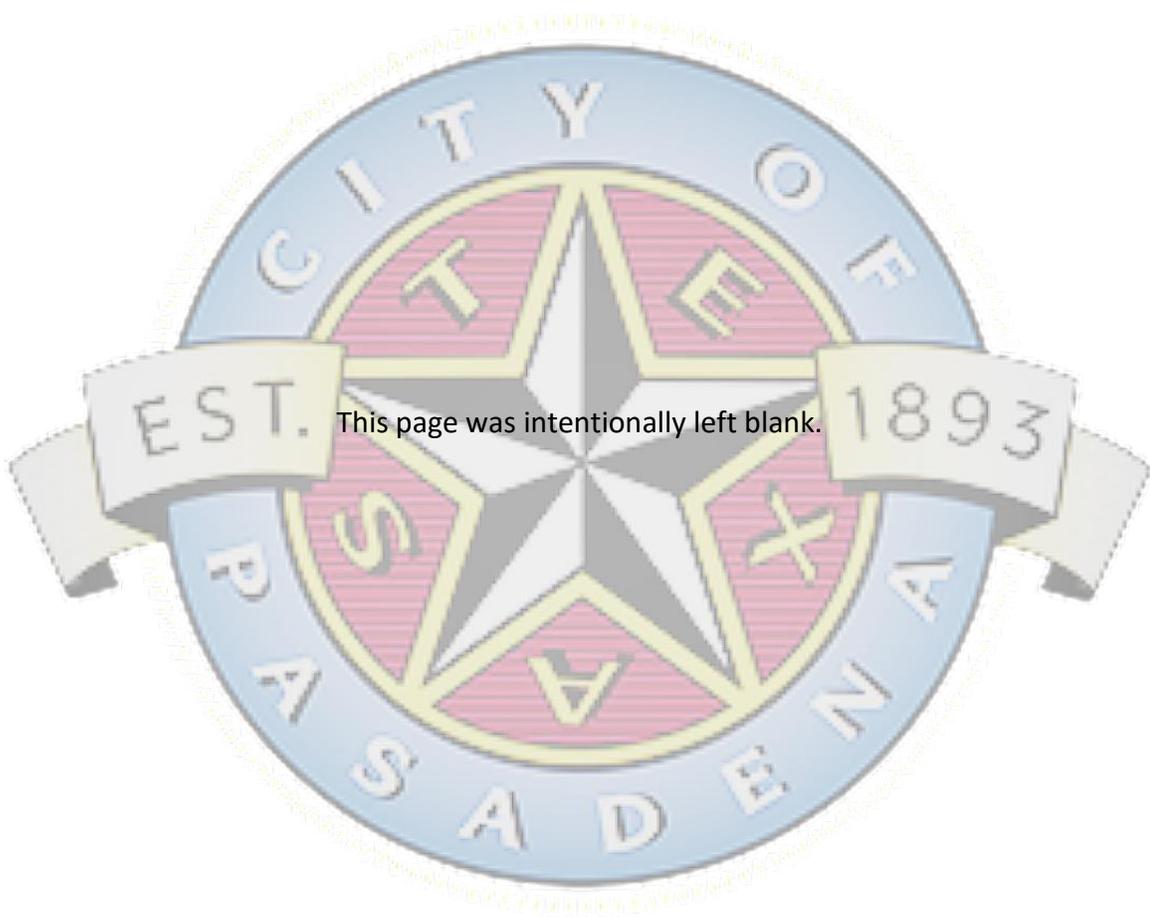
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| CITY SECRETARY | | | | | |
| Personnel services | 389,027 | 410,412 | 363,902 | 307,203 | 340,842 |
| Contractual services | 33,563 | 22,216 | 48,450 | 30,951 | 72,950 |
| Materials and supplies | 1,957 | 1,943 | 7,130 | 4,820 | 7,130 |
| Maintenance charges | 48,238 | 48,409 | 49,477 | 49,477 | 47,252 |
| TOTAL | 472,785 | 482,980 | 468,959 | 392,451 | 468,174 |

PERFORMANCE INDICATORS

| | | | | | | | |
|--|----------------|--------------------------|-----|--|----|---|------------------------|
| Council Meetings | 28 | Agendas | 28 | Minutes | 28 | Posted Workshops | 2 |
| Public Information Requests | 1,056 | Process Subpoenas | 4 | Records Management Shred Boxes | 1 | Scanned Ordinances, Resolutions, Minutes | O-267 R-266 M-30 |
| Process City Contracts | O-392 R-33 | Process Release of Liens | 171 | Publications | 58 | Public Notices | 129 |
| Process Claims | 74 | Bid Openings | 31 | Process Liquor License Applications | 49 | Lawsuits | 14 |
| Route and Process Ords & Resos following adoption by Council | O-263 R-270 | Notarize Documents | 163 | Franchise Publications and Process Reimbursement Fees for the City | 3 | Create Agenda Lists & Distribute to Departments | 28 |

CITY SECRETARY STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-----------------------------|--------------|--------------|--------------|
| 1070 | Admin Asst | 1 | 1 | 0 |
| 1460 | City Secretary | 1 | 1 | 1 |
| 2687 | PT Clerical Assistant II | 0 | 0 | 1 |
| 3280 | Sr City Secretary Assistant | 2 | 2 | 2 |
| TOTAL: | | 4 | 4 | 4 |





GENERAL GOVERNMENT

ELECTIONS

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| ELECTIONS | | | | | |
| Contractual services | 72,603 | 938 | 203,500 | 204,500 | 203,500 |
| Materials and supplies | 160 | - | 1,150 | 370 | 1,150 |
| TOTAL | 72,763 | 938 | 204,650 | 204,870 | 204,650 |



GENERAL GOVERNMENT

HUMAN RESOURCES

MISSION STATEMENT

The mission of the Human Resources Department is to help provide organizational structure by managing employee benefits, training and development, talent management, compensation, compliance, and workplace safety to support the vision of the City.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Provided EEOC compliance and timekeeping training for supervisors
- Established Public Service Recognition Week for employees
- Partnered with the Police department to provide Active Shooter Training for employees
- Established an AED auditing and training program
- Started the process creating of a CDL program for Public Works
- Launched a wellness platform, provided on-site wellness programs, and relaunched the Annual Wellness Fair for employees



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Implement a third-party intake and investigation service to handle violations of Title VII and harassment complaints.
- Update job descriptions and physical demands to ensure they meet the needs of City departments.
- Continue to establish and conduct supervisor training on internal policies and procedures.
- Launch an online requisition through Applicant Pro to reduce the distribution time for approvals.
- Attend job fairs to actively recruit for high-demand and hard-to-fill jobs.
- Establish new employee engagement programs.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

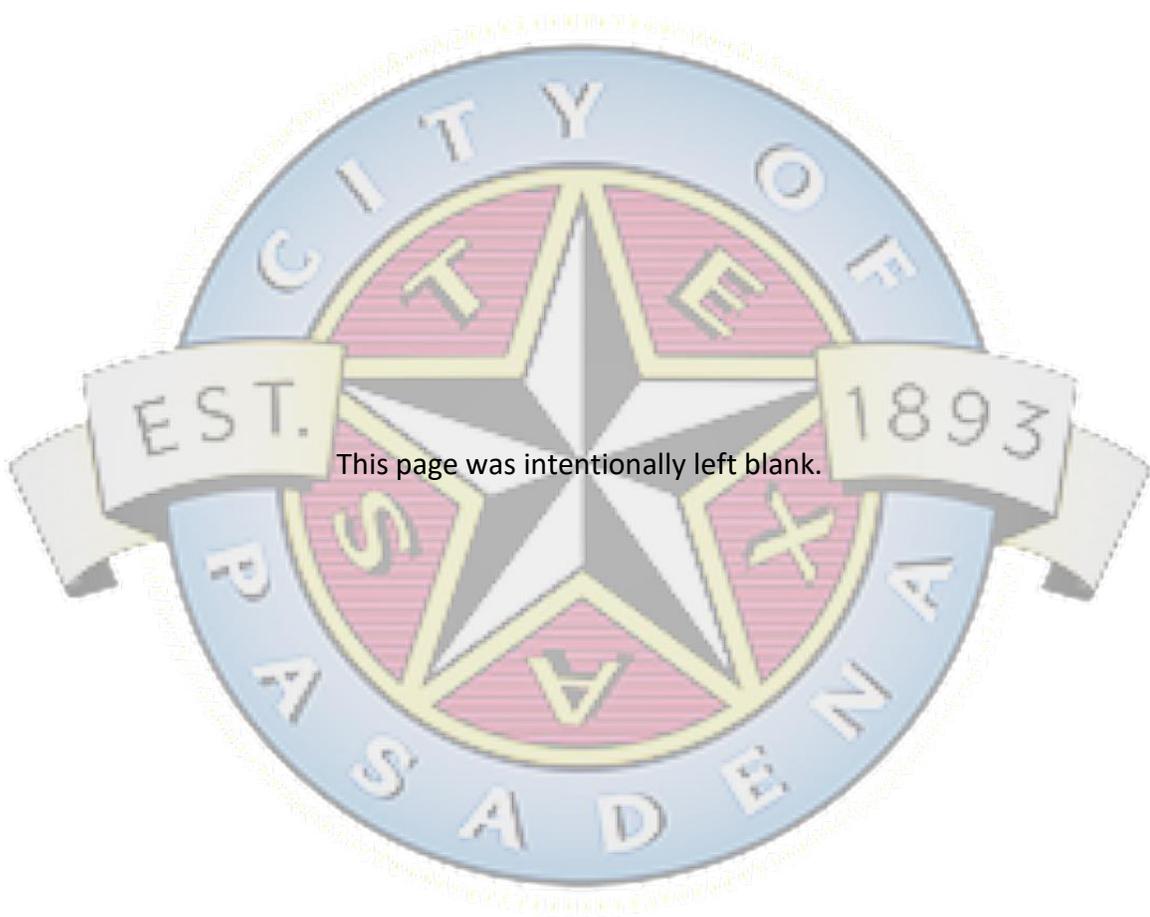
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| HUMAN RESOURCES | | | | | |
| Personnel services | 782,699 | 820,750 | 866,903 | 875,012 | 889,269 |
| Contractual services | 61,160 | 57,105 | 72,403 | 61,877 | 92,675 |
| Materials and supplies | 62,453 | 49,327 | 47,877 | 43,900 | 33,944 |
| Maintenance charges | 84,706 | 86,882 | 84,328 | 86,578 | 86,034 |
| TOTAL | 991,018 | 1,014,064 | 1,071,511 | 1,067,367 | 1,101,922 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Experience Modification Rate (EMR) | 0.45 | 0.35 | 0.32 | 0.38 |
| City employee turnover rate | 11.24% | 15.01% | 13.54% | 14.13% |
| Average number of applicants per job posting | 79.56 | 85.90 | 81.42 | 82.30 |

HUMAN RESOURCES STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------|-------------------------|-------------------------|-------------------------|
| 1222 | Assistant HR Director | 1 | 1 | 1 |
| 1263 | Benefits Manager | 1 | 1 | 1 |
| 1989 | HR Generalist | 2 | 2 | 2 |
| 1999 | HR Assistant I | 1 | 1 | 1 |
| 2001 | PT Pooled HR | 1 | 1 | 1 |
| 2005 | Insurance Coordinator | 1 | 1 | 1 |
| 2010 | HR Director | 1 | 1 | 1 |
| 3370 | Sr Office Asst | 1 | 1 | 1 |
| TOTAL: | | 9 | 9 | 9 |





GENERAL GOVERNMENT

CIVIL SERVICE

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| CIVIL SERVICE | | | | | |
| Contractual services | 41,316 | 36,132 | 60,015 | 41,000 | 52,450 |
| Materials and supplies | 811 | 2,106 | 2,500 | 2,720 | 3,100 |
| TOTAL | 42,127 | 38,238 | 62,515 | 43,720 | 55,550 |



GENERAL GOVERNMENT

CITY MARSHAL

MISSION STATEMENT

The primary mission of the City Marshals is to bring to justice those persons with outstanding warrants, to maintain order and security of all city facilities, and safeguard citizens as they travel within the City of Pasadena, and to provide support for the other bureaus of the police department by assisting with calls for service, prisoner transports, proactive patrol, and other duties as necessary.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Executed 5,827 City of Pasadena Municipal Warrants
- Divisional arrests totaling 1,788
- Continued with the e-bike program and bicycle training for personnel
- Continued with Park Patrol Program in city parks and bicycle patrol of hot spots identified by police crime analysis
- Completed software upgrade training with Tyler and the Pasadena Municipal Court



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Execute warrants issued by the City of Pasadena Municipal Court.
- Transport individuals in custody while providing a safe and secure environment, utilizing professionalism and respect.
- Continue with the assignment of police personnel at City Parks and bike trails.
- Partner with the Pasadena Police Department's Academy Alumni to restore the warrant phone banking assignment.
- Proactive patrol in high crime areas as identified by Crime Analysis.
- Receive ongoing advanced training as required by Texas Commission on Law Enforcement (TCOLE) and the police department.
- Install License Plate Reader equipment in police units as a tool for marshals in clearing warrants.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| CITY MARSHAL | | | | | |
| Personnel services | 1,152,443 | 1,213,704 | 1,291,649 | 1,242,146 | 1,365,677 |
| Contractual services | 9,914 | 11,160 | 19,605 | 13,793 | 19,455 |
| Materials and supplies | 38,889 | 17,128 | 52,584 | 37,956 | 47,052 |
| Maintenance charges | 167,035 | 198,968 | 197,485 | 198,228 | 221,237 |
| TOTAL | 1,368,281 | 1,440,960 | 1,561,323 | 1,492,123 | 1,653,421 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Warrants issued | 2 | 5,783 | 16,448 | 18,092 |
| Warrants served per marshal | 152 | 782 | 634 | 697 |
| Arrests | 768 | 2,087 | 1,905 | 2,100 |
| Arrests made per marshal | 109 | 298 | 238 | 261 |

CITY MARSHAL STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|--------------------|-----------------|-----------------|-----------------|
| 1390 | Chief City Marshal | 1 | 1 | 1 |
| 1450 | City Marshal | 8 | 8 | 8 |
| 1453 | Lt City Marshal | 1 | 1 | 1 |
| 1455 | Sgt City Marshal | 1 | 1 | 1 |
| | TOTAL: | 11 | 11 | 11 |



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 2023

- Record-breaking social media engagement following the January 24th tornado messaging
- Responded to and coordinated interviews for 132 media requests in the first 24 hours after the January 24 tornado; Outlets included: CNN, FOX, ABC, NBC, Univision, Telemundo, The Weather Channel, NYT, WSJ, and all local news outlets
- Community Information Manager was featured as a speaker for the East Harris County Manufacturers Association (EHCMA) Crisis Communication Workshop, Pasadena Rotary, Southeast Regional Local Emergency Planning Committee (LEPC), and the Houston/Galveston Public Information Officer (PIO) Network.
- Vendors and Contractors approved and scheduled for Pasadena Channel Studio.
- Completed the buildout of a photo studio connected to Stanley's office
- City of Pasadena website redesign with Civic Plus
- Collaborated with HR and IT on an electronic employee newsletter
- Created the City of Pasadena's official LinkedIn page for job notices
- Successfully co-hosted and marketed the annual Holiday Lighted Parade to record-breaking crowds
- The Fill the Bus school supply drive was a success.
- Pasadena Food Drive collected enough non-perishable goods to stock five local pantries for almost a calendar year.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Organize and coordinate an expanded emergency messaging response team utilizing current social media staff for future crisis communications.
- Pasadena Channel Mobile Unit
- Finish the buildout of the Pasadena Channel Studio.
- Plan and execute a Community Relations podcast.

FY 2024 ADOPTED BUDGET EXPENDITURE SUMMARY

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| COMMUNITY RELATIONS | | | | | |
| Personnel services | 892,968 | 910,394 | 955,055 | 970,156 | 1,010,175 |
| Contractual services | 94,140 | 125,778 | 127,659 | 118,091 | 197,730 |
| Materials and supplies | 21,084 | 28,681 | 49,002 | 25,771 | 58,550 |
| Maintenance charges | 148,436 | 169,762 | 154,719 | 154,719 | 155,735 |
| TOTAL | 1,156,628 | 1,234,615 | 1,286,435 | 1,268,737 | 1,422,190 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|
| Number of social media subscribers (Community Relations Admin) | 71,992 | 72,019 | 166,632 | 167,500 |
| City of Pasadena Police Department Admin Social Media | | | 68,739 | 70,000 |
| City of Pasadena Website Visits/Views | | | 1,985,715 | 1,500,000 |
| Pasadena Channel on-line views | 189,000 | 202,000 | 159,052 | 165,000 |
| Volunteer Pasadena Number of hours | 30,000 | 41,000 | 44,026 | 47,000 |

COMMUNITY RELATIONS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|---------------------------------|-----------------|-----------------|-----------------|
| 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 |
| | TOTAL: | 8 | 8 | 8 |



GENERAL GOVERNMENT

MAYOR'S ACTION LINE

MISSION STATEMENT

The mission of the Action Line is to ensure the 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 2023

- Processed and responded to approximately 20,529 citizen requests from October 1, 2022, through August 21, 2023, achieving closure on approximately 19,207
- Monitored call takers' services level to increase customer service and satisfaction levels
- Built a close working relationship with the new sanitation company Frontier Waste



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Work with city staff to improve the percentage of service requests completed.
- Continue to monitor call takers' service levels to improve customer service and satisfaction.
- Install a new phone system to improve service for our citizens.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| PASADENA ACTION LINE | | | | | |
| Personnel services | 425,969 | 422,099 | 452,586 | 457,406 | 476,467 |
| Contractual services | 559 | 3,708 | 1,928 | 6,120 | 6,928 |
| Materials and supplies | 831 | 2,365 | 16,342 | 15,752 | 4,342 |
| Maintenance charges | 24,450 | 23,542 | 22,607 | 22,607 | 22,946 |
| TOTAL | 451,809 | 451,714 | 493,463 | 501,885 | 510,683 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Number of Service Requests | 10,702 | 19,293 | 20,529 | 23,000 |

MAYOR'S ACTION LINE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 1357 | Call Center Manager | 1 | 1 | 1 |
| 1358 | Asst Call Center Supr | 1 | 1 | 1 |
| 1632 | Customer Service Asst I | 4 | 4 | 4 |
| | TOTAL: | 6 | 6 | 6 |



GENERAL GOVERNMENT PLANNING

MISSION STATEMENT

The Planning Department strives to make Pasadena a great place to live, work, and play by advancing and implementing plans; fostering excellent design; preserving our unique heritage; encouraging a broad range of housing and a diverse job base; and enforcing the planning code.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Reviewed approximately 145 commercial site plans representing over \$105 million in new investment
- Provided over 149 pre-development meetings
- Continued the implementation of the recommendations identified by the (North) Pasadena Livable Centers study.
- Coordinated with the Houston-Galveston Area Council and Pasadena Economic Development Corporation to conduct a second Livable Centers study for the Healthy Pasadena Livable Center
- Administered six Planning and Zoning Commission meetings; Presented over 11 department reports to the Commission
- Completed over 23 Public Information Requests
- Continued to support the online Geographic Information System (GIS) map



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to implement the Energov online permitting system.
- Propose planning code updates that will:
 - Streamline the code to improve comprehension, accessibility, and manageability;
 - Address the gaps in regulations;
 - Update terminology and outdated or irrelevant information and resolve conflicts and technical errors within the code; and
 - Ensure compliance with federal and state laws.
- Work with citizens and developers to address their land use goals within the framework of the City's Code of Ordinances.
- Promote quality land development through the plat, site plan review, and permit processes.
- Support the Economic Development Corporation with several planning initiatives including the implementation of recommendations identified by the Healthy Pasadena Livable Centers Study to improve the quality of life for those who live, work, and play in the study area.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| PLANNING | | | | | |
| Personnel services | 452,272 | 416,311 | 523,768 | 454,263 | 486,110 |
| Contractual services | 101,901 | 46,971 | 116,462 | 60,574 | 115,971 |
| Materials and supplies | 8,807 | 8,015 | 15,440 | 10,450 | 15,440 |
| Maintenance charges | 53,936 | 53,927 | 59,387 | 59,387 | 56,604 |
| TOTAL | 616,916 | 525,224 | 715,057 | 584,674 | 674,125 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Percentage of subdivision plats processed within 30 | 100% | 100% | 100% | 100% |
| Subdivision Plats Reviewed | - | 25 | 36 | 45 |
| Residential Lots and Commercial Reserves Created | 319 | 34 | 110 | 115 |
| Acres Platted | - | 71 | 91 | 95 |
| Multi-family Units Approved | - | 242 | 200 | 50 |
| Site Plan Reviews | 386 | 298 | 180 | 185 |
| Site Inspections | 784 | 774 | 759 | 800 |
| TABC Inspections | 35 | 40 | 57 | 60 |
| Land Use Compliance Reviews | 476 | 528 | 566 | 600 |
| Public Information Request | - | 47 | 25 | 30 |
| Planning Commission Meetings | - | 11 | 6 | 8 |
| Pre-Development Meetings | - | 63 | 159 | 165 |

PLANNING STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 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 |
| | TOTAL: | 5 | 5 | 5 |



GENERAL GOVERNMENT ECONOMIC DEVELOPMENT

MISSION STATEMENT

Pasadena's business-friendly policies and Capital Improvement Program (CIP) aim to promote quality growth and improve infrastructure, ultimately enhancing the Quality of Life (QOL) for all residents. The Pasadena Economic Development Corporation (PEDC) works to attract and retain businesses, providing resources for commercial and industrial development that benefit the dynamic economy, growing labor force, and advanced medical care in Pasadena, Texas.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Kao Corporation
 - Collaborated with Economic Alliance Houston Port Region to make possible construction of a tertiary amine production plant expanding operations; The new facility had a capital investment of \$250M and is expected to create 60 new F/T jobs and 300 construction jobs.
- CHCA Bayshore, L.P. (HCA Houston Healthcare Southeast)
 - 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 facilities retained 612 F/T jobs, created 20, and had a capital investment of \$18.3M.
- Albemarle Corporation
 - Assisted with nomination and submission of project application to the Office of the Governor of Economic Development and Tourism through the Texas Economic Development Bank as an Enterprise Project; The expansion project had a capital investment of \$500M over the next five years and expects to retain 425 F/T jobs and add 13 new F/T jobs.
- Arkema Inc.
 - Assisted Arkema Inc. by pledging to work closely and utilize public engagement activities to help them solicit community feedback for a grant from the US Department of Energy; The project aimed at reducing carbon emissions has a capital investment of \$500M and will retain 160 F/T jobs.



PRIORITIES, GOALS AND OBJECTIVES FOR 2024

- Develop initiatives/programs designed to encourage growth through business attraction, retention, and expansion programs that result in the creation of jobs and capital investment.
- Find innovative ways to support small businesses via the Pasadena Loves Local campaign.
- 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.
- Prioritize the renovation and expansion of the proposed Convention Center Arena which is identified as a catalyst project as well as an economic development driver for the City of Pasadena.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| ECONOMIC DEVELOPMENT LIAISON | | | | | |
| Personnel services | 597,816 | 436,679 | 510,371 | 475,766 | 525,006 |
| Contractual services | 4,128 | 3,598 | 5,500 | 5,728 | 6,100 |
| Materials and supplies | 1,347 | 1,033 | 6,500 | 2,750 | 6,500 |
| Maintenance charges | 30,164 | 35,978 | 39,133 | 39,133 | 38,619 |
| TOTAL | 633,455 | 477,288 | 561,504 | 523,377 | 576,225 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|
| New Business (Projects valued at \$1M+) | 13 | 12 | 5 | 6 |
| Business Retention/Expansion (Projects valued at \$1M+) | 5 | 6 | 10 | 12 |
| Job Creation | 400 | 425 | 400 | 420 |
| Job Retention | 500 | 600 | 1,200 | 1,250 |

ECONOMIC DEVELOPMENT STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|----------------------------------|-----------------|-----------------|-----------------|
| 1681 | Economic Devel Manager | 1 | 1 | 1 |
| 1703 | Director of Economic Development | 1 | 1 | 1 |
| 2339 | Marketing Manager | 1 | 1 | 1 |
| 3370 | Sr Office Asst | 1 | 1 | 1 |
| TOTAL: | | 4 | 4 | 4 |



GENERAL GOVERNMENT NEIGHBORHOOD NETWORK

MISSION STATEMENT

The mission of the Neighborhood Network Division is to provide innovative programs and solutions to improve our community and to enhance the quality of life by developing solid partnerships with our neighbors, community leaders, businesses, industries, schools, and citizens.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Our Grant Review Board met and approved 66 Neighborhood Matching Grant projects totaling an estimated \$378,323.98 in public safety, beautification, and improvement projects across our community.
- Hosted a community Shred Day where citizens shredded their sensitive documents; With over 180 vehicles participating, it set a record high.
- Participated in several events with the Pasadena Chamber of Commerce, including the Taste of the Town, the Industrial Appreciation Golf Tournament, and the Pasadena Food Drive
- Collaborated with various Public Safety Departments to enhance networking opportunities
- Increased neighborhood participation in the Matching Grant Program by 16% and received a 17% rise in the overall number of grants
- Attended a hurricane awareness workshop and joined monthly meetings with the Pasadena Citizens' Advisory Council (PCAC) and the Bay Area Community Advisory Panel (BAYCAP) to enhance networking opportunities
- Supported the Pasadena Christmas Parade and facilitated the Deepwater Christmas Lights installation and removal with United Rental and Parks Department
- Held 10 "Team Up to Clean Up" projects with 183 volunteers, up from 6 projects and 100 volunteers last year
- Partnered in the Fill the Bus Campaign for the Pasadena Independent School District with both the Chamber and PISD



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Engage the Pasadena Industrial Community Network (PICN) and work together to keep things local and help our community thrive.
- Continue to encourage involvement of HOA's and Civic groups to help beautify the city and develop neighborhood pride.
- Support Neighborhood Organizations by providing input, networking with neighbors, and participating in community events.
- Participate in local meetings, assist with City events, and network with Community Service and Liaison Officers with the Pasadena Police Department.
- Attend educational events to learn about the City's needs and resources.
- Increase participation in our existing programs by 10% by analyzing past setbacks, working with staff, and promoting events on social media.
- Coordinate efforts with the Pasadena Economic Development Corporation in recruiting new business to Pasadena.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| NEIGHBORHOOD NETWORK | | | | | |
| Personnel services | 254,125 | 393,388 | 393,360 | 334,853 | 373,043 |
| Contractual services | 86,792 | 119,665 | 225,226 | 210,968 | 218,896 |
| Materials and supplies | 5,921 | 13,694 | 27,809 | 12,250 | 27,809 |
| Maintenance charges | 25,677 | 30,823 | 29,698 | 29,698 | 33,001 |
| TOTAL | 372,515 | 557,570 | 676,093 | 587,769 | 652,749 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|----------------------|-------------------|-------------------|-------------------|-------------------|
| Grant Projects | 30 | 50 | 66 | 80 |
| Grant Amount Awarded | \$ 93,565 | \$ 107,607 | \$ 159,131 | \$ 240,000 |
| Grant Project Value | \$ 187,130 | \$ 215,216 | \$ 318,262 | \$ 480,000 |
| PICN | 8 | 13 | 12 | 16 |
| PICN Project Value | \$ 55,016 | \$ 84,804 | \$ 99,338 | \$ 128,000 |

NEIGHBORHOOD NETWORK STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|---------------------------------|-----------------|-----------------|-----------------|
| 2418 | Neighborhood Network Specialist | 2 | 2 | 2 |
| 2420 | Neighborhood Program Manager | 1 | 1 | 1 |
| 2698 | PT Event Coordinator | 1 | 1 | 1 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| TOTAL: | | 5 | 5 | 5 |



GENERAL GOVERNMENT INSPECTIONS/PERMITS

MISSION STATEMENT

Our goal is to ensure a safe living and working environment for all citizens of Pasadena by providing permits and inspections that comply with all adopted codes and ordinances. We aim to assist architects, builders, and contractors in implementing and enforcing City Building Codes and the Code of Ordinances adopted by City Council. Our commitment to exceptional customer service extends to everyone we serve.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Completed the building phase of EnerGov
- Approximately 75-80 percent complete with testing of EnerGov



PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2024

- To hire four new Inspectors to fill the open positions
- Train staff on EnerGov and Bluebeam software
- Go Live with EnerGov software



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| INSPECTIONS | | | | | |
| Personnel services | 1,411,827 | 1,343,525 | 1,571,536 | 1,354,282 | 1,637,537 |
| Contractual services | 36,141 | 41,321 | 312,059 | 306,859 | 335,459 |
| Materials and supplies | 11,243 | 13,262 | 23,229 | 18,729 | 33,945 |
| Maintenance charges | 180,687 | 197,842 | 203,785 | 203,785 | 214,865 |
| Capital outlay | 326,499 | 101,655 | 116,865 | 116,865 | - |
| TOTAL | 1,966,397 | 1,697,605 | 2,227,474 | 2,000,520 | 2,221,806 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Inspections performed | 23,074 | 19,785 | 18,296 | 20,385 |
| Plans Reviewed | 4,347 | 6,254 | 5,054 | 5,218 |
| Permits Sold | 9,923 | 11,458 | 12,631 | 11,654 |
| Average Work Unit per Inspector | 3,428 | 3,720 | 3,050 | 3,399 |

INSPECTIONS/PERMITS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|--------------------------------|-------------------------|-------------------------|-------------------------|
| 1150 | Assistant Building Official | 1 | 1 | 1 |
| 1330 | Building Official | 1 | 1 | 1 |
| 1498 | Sr Inspector | 1 | 1 | 1 |
| 2050 | Inspector IV | 1 | 1 | 1 |
| 2060 | Inspector V | 7 | 7 | 7 |
| 2430 | Office Assistant I | 2 | 2 | 2 |
| 2513 | Permit Technician | 1 | 1 | 1 |
| 2514 | Permit Administrator | 1 | 1 | 1 |
| 2515 | Permit Services Superintendent | 1 | 1 | 1 |
| 3370 | Sr Office Assistant | 2 | 2 | 2 |
| TOTAL: | | 18 | 18 | 18 |



GENERAL GOVERNMENT PROJECT DEVELOPMENT & MANAGEMENT

MISSION STATEMENT

The Project Development Division is responsible for leading, developing, and delivering projects that align with the City of Pasadena's strategic plan by planning, designing, and constructing real estate for the city.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Facilitated the renegotiation of building insurance throughout the entire city
- Completion of the Municipal Golf Course Maintenance Barn
- Engagement and commencement of the design for the Police Simulator Training Ammunition Combat (SIM TAC) Building
- Facilitation of the continuing design effort for the new Police Annex Building
- Completion of the evaluation process of the moisture issue at the Police Academy
- Continued facilitation of the insurance process to conduct repairs from damage caused by the F3 tornado that struck the City of Pasadena on January 25, 2023



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Finish designing and begin building the new Police Annex Building.
- Complete the construction of the Police Warehouse.
- Finish designing the Police SIM TAC Building
- Repair damages caused by the January 25, 2023 tornado.

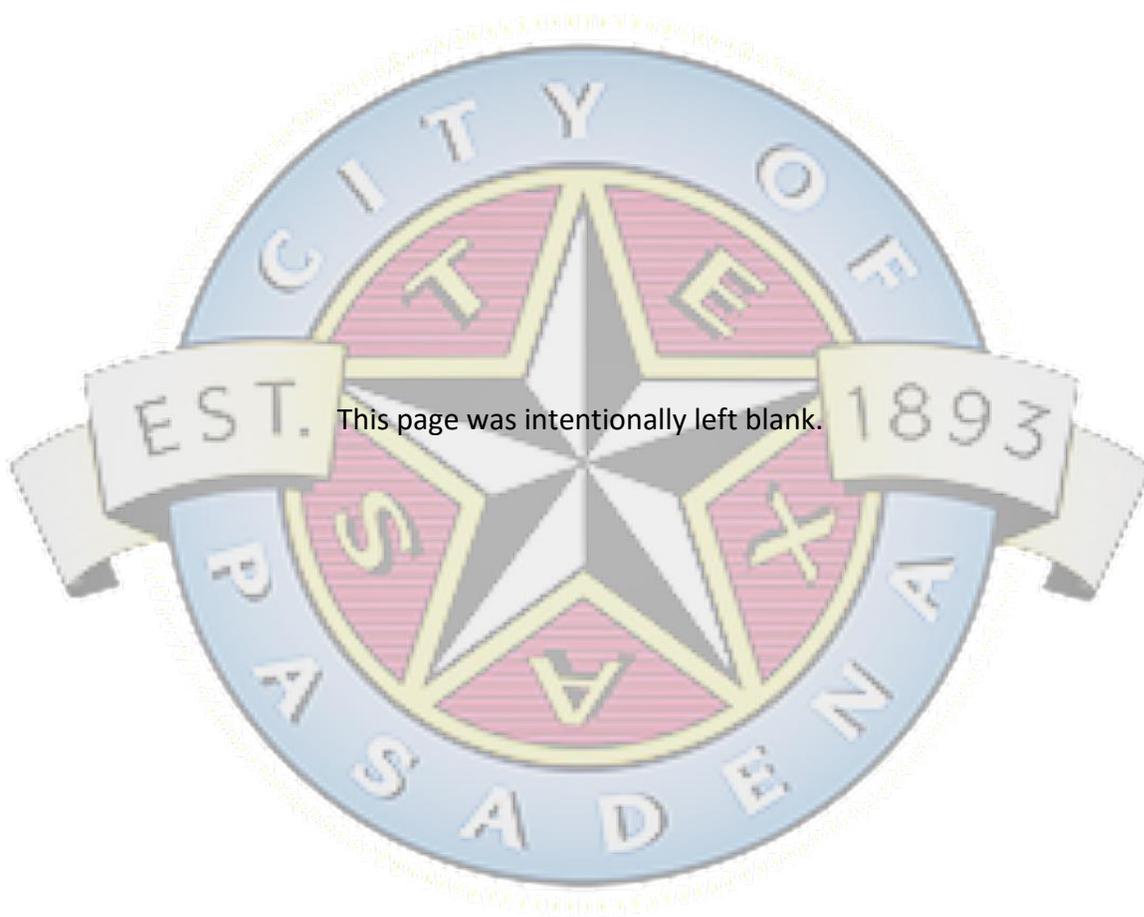


**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|-------------------|-------------------|--------------------|----------------------|--------------------|
| PROPERTY MANAGEMENT/ SPECIAL PURPOSES | | | | | |
| Personnel services | 360,499 | 365,997 | 383,421 | 410,716 | 462,805 |
| Contractual services | 331,039 | 193,794 | 588,004 | 378,120 | 925,880 |
| Materials and supplies | 37,884 | 48,526 | 62,628 | 35,850 | 56,800 |
| Maintenance charges | 37,809 | 40,916 | 210,131 | 210,131 | 42,437 |
| Capital outlay | - | - | - | - | - |
| TOTAL | 767,231 | 649,233 | 1,244,184 | 1,034,817 | 1,487,922 |

PROJECT DEVELOPMENT STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-------------------------------|-----------------|-----------------|-----------------|
| 1525 | Construction Manager | 1 | 1 | 1 |
| 1706 | Director Project Devel & Mgmt | 1 | 1 | 1 |
| 2050 | Inspector IV | 0 | 0 | 1 |
| 2060 | Inspector V | 1 | 1 | 1 |
| TOTAL: | | 3 | 3 | 4 |





FY 2024 ADOPTED BUDGET

EXPENDITURE SUMMARY – NEW CITY HALL

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| NEW CITY HALL | | | | | |
| Personnel services | - | - | - | - | - |
| Contractual services | 383,083 | 414,475 | 534,713 | 525,000 | 539,725 |
| Materials and supplies | 66,149 | 64,798 | 90,034 | 82,500 | 86,023 |
| Maintenance charges | 119,929 | 154,039 | 89,318 | 89,318 | 133,764 |
| Capital outlay | - | 176,039 | - | - | - |
| TOTAL | 569,161 | 809,351 | 714,065 | 696,818 | 759,512 |



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 and facilities. This division also manages the required divisions to assure facility operations are at their optimum. This is achieved by the identification and sale of surplus properties and the renovation and maintenance of the City of Pasadena facilities.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Replacement of Air Handler Phase I on the 4th, 5th, and 6th floors of City Hall
- Pressure washed the Water Billing and City Hall buildings
- Completed new construction of restroom building at Holly Bay Park
- Interior buildout of Department of Transportation (DOT) Trailer
- Interior buildout of the maintenance building at the Golf Course
- Converted lighting to LED at the Holly Bay jogging trail
- Repaired the sewer and filtration system at the Strawberry Water Park
- Tornado clean up and recovery at the Animal Shelter building
- Installed gutters at the Narcotic and Gas Island buildings
- Replaced the backflow at City Hall



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Install a generator at the Public Works Operation building.
- Continue Phase II replacement of Air handler at City Hall.
- Replace the overhead door at the Warehouse.
- Upgrade the elevators at City Hall.
- Repair and/or replace underground wiring and lighting at the Tennis Courts.
- Install electrical to Tee Box #1 at the Golf Course.
- Replace the fence around Maintenance Service.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| FACILITIES MANAGEMENT | | | | | |
| Personnel services | - | - | - | - | - |
| Contractual services | 58,680 | 68,325 | 204,874 | 115,960 | 192,727 |
| Materials and supplies | 18,637 | 40,511 | 76,287 | 53,408 | 76,287 |
| Maintenance charges | 15,546 | 22,564 | 40,002 | 40,002 | 17,427 |
| Capital outlay | 8,776 | - | - | - | - |
| TOTAL | 101,639 | 131,400 | 321,163 | 209,370 | 286,441 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| # of Facilities Maintained | 67 | 67 | 54 | 54 |
| Facilities Maintained (Square Feet) | 1,045,127 | 1,045,127 | 1,275,259 | 1,275,259 |



GENERAL GOVERNMENT IMPOUND/STORAGE

MISSION STATEMENT

The mission of the fuel island and impound/storage facility is to provide a safe/clean fueling area for all employees, fueling the City of Pasadena vehicles and equipment while maintaining all records on fuel delivery and usage; to provide a secure, clean, and orderly location for all impounded, stolen recovery, or held vehicles under investigation by the Pasadena Police Department, while maintaining all records on impounded, released, and auctioned vehicles; and to provide safe and quality towing service for all impounded vehicles and equipment.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Organized vehicles in the back of the Impound Lot and Warehouse holding area
- Paved one side of the Warehouse entrance with asphalt
- Repaired the entrance to the Impound Lot with new asphalt
- Auctioned (328) impounded vehicles and (76) retired City vehicles/equipment for the City of Pasadena
- Completed Texas Commission on Environmental Quality (TCEQ) audit at the Gas Island with no penalties or fines



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to maintain a safe and clean fueling area for all City of Pasadena employees.
- Work closely with the Records Department to dispose of wrecked and burnt vehicles.
- Improved entrance by widening the Impound Lot holding area.
- Work closely with the Police department to get destruction orders for impounded trailers.
- Purchase a new wheel lift wrecker.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| IMPOUNDED VEHICLES | | | | | |
| Personnel services | 261,758 | 263,569 | 319,678 | 298,265 | 333,102 |
| Contractual services | 3,675 | 3,762 | 4,909 | 3,490 | 4,909 |
| Materials and supplies | 3,784 | 4,147 | 5,085 | 5,085 | 5,085 |
| Maintenance charges | 14,093 | 13,346 | 11,262 | 11,262 | 12,033 |
| TOTAL | 283,310 | 284,824 | 340,934 | 318,102 | 355,129 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
| Vehicles towed by City | 1,158 | 929 | 570 | 685 |
| Vehicles towed by Contractor | 1,105 | 1,422 | 1,488 | 1,612 |
| Number of vehicles impounded | 2,263 | 2,351 | 2,058 | 2,297 |

IMPOUND/STORAGE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|---------------------|-----------------|-----------------|-----------------|
| 2250 | Maintenance Tech I | 3 | 3 | 3 |
| 2260 | Maintenance Tech II | 2 | 2 | 2 |
| TOTAL: | | 5 | 5 | 5 |



**GENERAL GOVERNMENT
OTHER CHARGES/FINANCING**

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| OTHER CHARGES | | | | | |
| Personnel services | - | - | 4,261,135 | 852,586 | 4,513,412 |
| Contractual services | 156,718 | 145,676 | 292,500 | 292,500 | 292,500 |
| Other charges | 80,496 | 40,919 | 708,737 | 708,737 | 2,905,909 |
| Other uses | 70,941 | 76,229 | 97,350 | 97,350 | 100,000 |
| Other financing uses | 13,925,168 | 11,606,466 | 22,826,941 | 22,826,941 | 14,036,459 |
| TOTAL | 14,233,323 | 11,869,290 | 28,336,782 | 24,913,930 | 21,848,280 |

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY – HARVEY FEMA**

| ACCT | TITLE | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATE | FY 2024 ADOPTED |
|-----------------------------------|----------------------|-------------------|--------------------|---------------------|--------------------|
| 790391 | DESIGN AND ENGINEERI | 81,368 | - | 231,639 | - |
| 790393 | DEMOLITION | 117,528 | - | - | - |
| TOTAL CAPITAL OUTLAY | | 198,896 | - | 231,639 | - |
| TOTAL HURRICANE HARVEY - I | | 198,896 | - | 231,639 | - |

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY – SPECIAL FUNDS**

| ACCT | TITLE | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATE | FY 2024 ADOPTED |
|---------------------------------------|----------------------|-------------------|--------------------|---------------------|--------------------|
| 724510 | MISCELLANEOUS - GEN | 16,503 | - | - | - |
| 724513 | MISCELLANEOUS - PUB | 16,529 | - | - | - |
| 724515 | MISCELLANEOUS - PR & | 108,640 | - | - | - |
| 724516 | MISCELLANEOUS - HEAL | 87,567 | - | - | - |
| TOTAL MATERIALS & SUPPLIES | | 229,239 | - | - | - |
| TOTAL SPECIAL PURPOSE (006*) | | 229,239 | - | - | - |



PUBLIC SAFETY

The Pasadena Public Safety Department is responsible for maintaining the safety and security of the city. It is comprised of several departments, including the Police, Fire Fighting, Fire Prevention, Code Enforcement, and Emergency Management departments. These departments work together to ensure that the citizens of Pasadena experience a high level of public safety, which enhances their quality of life and makes the City a desirable place to live and work.

The Emergency Management Department is responsible for preparing for, responding to, and recovering from emergencies and disasters. It focuses on training City employees, educating the public, and enhancing response and recovery capabilities. The department also works closely with Harris County and other local agencies to ensure that the City and surrounding areas are well-prepared for any potential threats.

The Fire Fighting Department and Fire Prevention Department work tirelessly to ensure the safety of Pasadena's residents. The City boasts one of the largest volunteer fire departments in the United States, with nine fire stations and a fire training facility. The Fire Prevention Department also plays a vital role in ensuring that citizens are protected from fire and related hazards.

The Police Department has played a significant role in keeping Pasadena's crime rate low. This is due in large part to the collaborative partnerships that have been established between the police and the community. The department's primary focus is to protect people and their property. It ensures that patrol areas always receive adequate coverage and maintains highly specialized divisions including SWAT, Narcotics, Gangs, Motors, DWI, and K-9. The Juvenile and Domestic Divisions are also responsible for handling 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 mission is to improve coordination among the 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 2023

- Staff completed the requirements to obtain several certifications and licenses to support the City's mission including the following:
 - Certified Emergency Manager (CEM) certificate from the International Association of Emergency Managers (IAEM), Texas Emergency Manager (TEM) certificate from the Emergency Management Association of Texas, Incident Command System (ICS) Curricula G-449 course to become certified Incident Command System (ICS) instructors, and Federal Aviation Administration (FAA) Armed Unmanned Aircraft System (aUAS) pilot exam
- Secured \$74,415.00 in Urban Area Security Initiative (UASI) grant funding for Emergency Operations Center (EOC) technology upgrades, \$143,997.00 in UASI grant funding for the Regional Intelligence Analyst/Fusion Center sustainment, \$9,985.00 from Motiva Enterprise for a Portable Emergency response center (PERC), and four UAS devices three for the PD and one for Fire and a new Alertus server from industry.
- Provided National Incident Management System (NIMS) training to 90 city employees.
- Updated three Emergency Annexes: Annex N, Emergency Support Function (ESF) #9, and ESF #10



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Staff will complete the requirements to obtain the following certifications to support the City's mission:
 - Advanced Professional Development series (APS) certificate, Associate Emergency Manager (AEM) certificate, Texas Emergency Management-Basic (TEM-B) certificate, Infrastructure Protection certificate from Texas A&M Engineering Extension Service (TEEX), and FAA aUAS pilot exam and obtain their license.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024 (Cont.)

- Emergency Management Coordinator will attend the National Homeland Security Conference.
- Continue to secure funding to build up our Unmanned Aircraft System (UAS) program.
- Continue to provide NIMS and ICS training to all city employees; work with other Public Safety departments to develop drills and emergency response exercises outside of weather and hazmat response.
- Update six Emergency Annexes: ESF #6, #13, #14, and #12; Annexes A and F.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| EMERGENCY PREPAREDNESS | | | | | |
| Personnel services | 727,705 | 667,628 | 698,072 | 718,093 | 737,517 |
| Contractual services | 60,753 | 71,470 | 98,033 | 88,198 | 108,543 |
| Materials and supplies | 14,901 | 14,652 | 23,813 | 18,270 | 23,894 |
| Maintenance charges | 274,895 | 266,223 | 266,842 | 266,842 | 272,171 |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 1,078,254 | 1,019,973 | 1,086,760 | 1,091,403 | 1,142,125 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|
| Training | | | | |
| NIMS New Hire Training | 94 | 99 | 140 | 150 |
| Drill/Exercise/Training – Personnel | - | 50 | - | 100 |
| Public Information/Public Outreach | 750 | 1,200 | 800 | 1,000 |
| Tier II Facility Reports | 175 | 175 | 304 | 304 |
| Emergency Plans Updated | 8 | 4 | 4 | 6 |
| Hazardous Materials Incidents Reported | | | | |
| Level 1 – Courtesy notification | 174 | 189 | 290 | 315 |
| Level 2 – Watch potential off site impact | 6 | 5 | 12 | 20 |
| Level 3 – Warning off site impact | - | 1 | 4 | 5 |
| EOC Activations | | | | |
| Partial | 1 | 0 | 0 | 1 |
| Full | 0 | 0 | 1 | 1 |



EMERGENCY PREPAREDNESS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|----------------------------|---------------------|---------------------|---------------------|
| 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 |
| | TOTAL: | 6 | 6 | 6 |



PUBLIC SAFETY FIRE FIGHTING

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Replaced three Command fleet vehicles
- Delivery of three engines
- Maintained the City's Class I Insurance Services Office (ISO) rating, which represents superior property fire protection
- Completed Academy 2023 A
- Completed four quarters of Officer Development program
- Oversaw the architectural design, construction bids, and groundbreaking for Fire Stations 6 and 7



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to maintain the City's Class I ISO rating.
- Continue to recruit and conduct retention initiatives.
- Acquire one Ladder (L4) to provide firefighters a means of safe access and egress.
- Collaborate with Public Works to continue the replacement and installation of fire hydrants.
- Complete the construction of new Fire Stations 6 and 7.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| FIRE FIGHTING | | | | | |
| Personnel services | 327,828 | 330,827 | 345,532 | 349,014 | 367,051 |
| Contractual services | 1,113,072 | 1,155,373 | 1,404,485 | 1,275,214 | 1,424,283 |
| Materials and supplies | 380,861 | 301,448 | 634,501 | 602,488 | 780,865 |
| Maintenance charges | 1,046,317 | 988,990 | 972,640 | 972,640 | 1,037,652 |
| Capital outlay | 68,838 | 2,809,774 | 101,085 | 86,480 | 1,242,050 |
| TOTAL | 2,936,916 | 5,586,412 | 3,458,243 | 3,285,836 | 4,851,901 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Total Emergency incidents | 2,591 | 2,471 | 2,604 | 2,650 |
| False alarms - (percent of responses) | 70.86% | 71.80% | 74.0% | 75.0% |
| Number of Volunteers Firefighters | 132 | 141 | 151 | 155 |
| ISO Required Equipment testing | yes | yes | yes | yes |
| Response time average | 11 | 10.8 | 11.1 | 9.5 |

FIRE FIGHTING STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-------------------------|-------------------------|-------------------------|-------------------------|
| 1210 | PT Assistant Fire Chief | 1 | 1 | 1 |
| 1850 | Fire Chief | 1 | 1 | 1 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| | TOTAL: | 3 | 3 | 3 |



PUBLIC SAFETY FIRE PREVENTION

MISSION STATEMENT

The mission of the Fire Marshal’s Office is to ensure that the lives and property of the public are protected from fire, arson, environmental crimes, and related hazards; to provide high-quality services utilizing innovative technology and equipment; to maintain professionalism and enhance the capabilities of our workforce; to maximize operational efficiency; and to establish a positive connection with our community, ensuring that the City of Pasadena continues to be a safe place to live, work, and play.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Conducted over 1,600 annual Fire and Life Safety Inspections of commercial properties, conducted over 150 Construction Plan Reviews
- An ordinance was created to adopt the 2021 International Fire Code for fiscal year 2023. The Fire Prevention Division between January 01, 2023 and September 30, 2023, based on the current fee schedule that was adopted in 2018 continues to generate a continuous revenue base as compared to previous years.
- The Arson Division, which encompasses Fire Investigations, Environmental Crimes, Code Compliance, and Juvenile Fire Intervention for Fiscal Year 2023, has handled over 800 cases. These cases have resulted in several arrests for Arson and the issuance of several citations for Code Violations.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to follow our Mission Statement.
- Continue to stay abreast of innovative technology and training.
- Continue to provide unrivaled Fire Prevention Programs and Community Outreach Programs.
- Ensure that each commercial property in the city receives an Annual Fire and Life Safety Inspection.
- Continue to provide excellent customer service in a friendly atmosphere.
- Maintain a Professional working relationship with other city departments and the community.
- Increase revenue to help offset overall cost of the Fire Marshal’s Office through our Annual Fire and Life Safety Inspection fee schedule.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

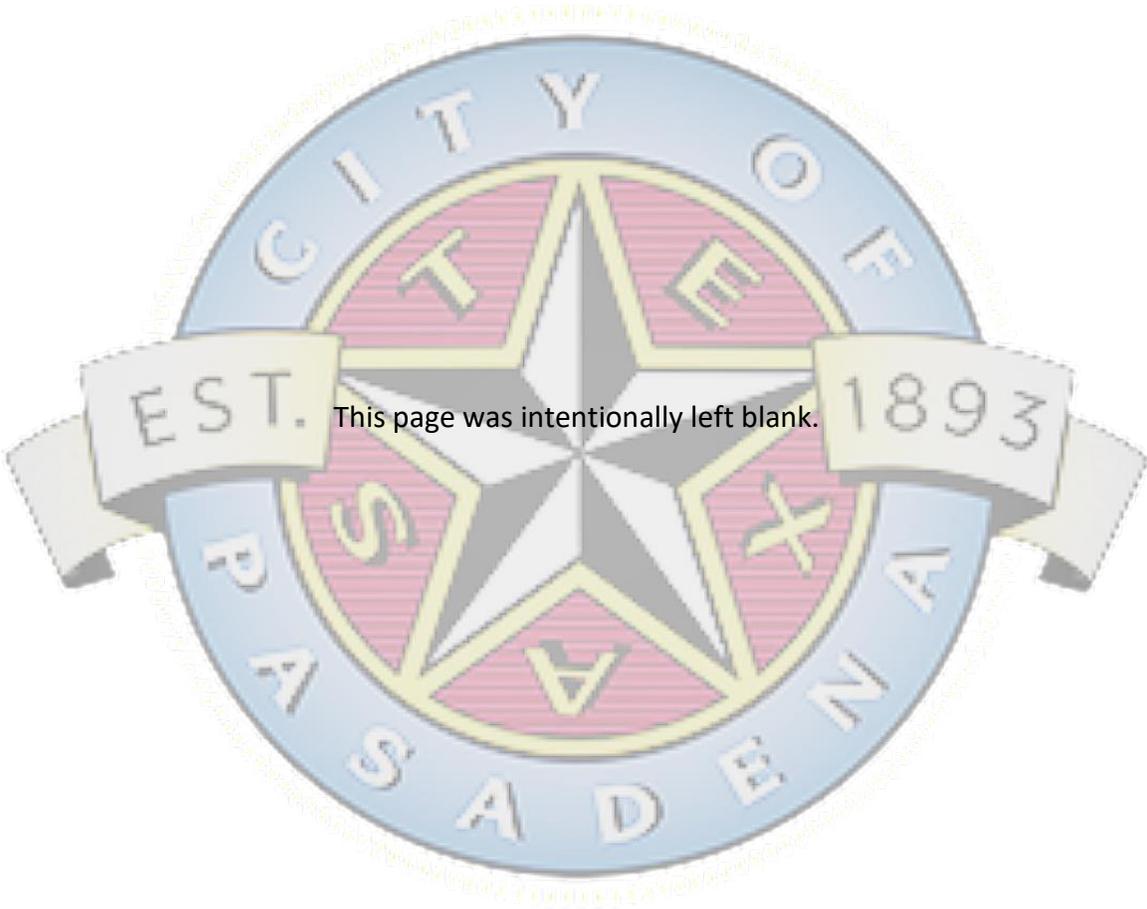
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| FIRE PREVENTION | | | | | |
| Personnel services | 1,264,198 | 1,278,282 | 1,342,720 | 1,354,102 | 1,400,885 |
| Contractual services | 90,648 | 95,233 | 101,963 | 94,808 | 105,529 |
| Materials and supplies | 54,519 | 52,052 | 58,070 | 55,042 | 58,990 |
| Maintenance charges | 346,931 | 337,021 | 361,362 | 361,362 | 378,968 |
| Capital outlay | - | - | - | - | - |
| TOTAL | 1,756,296 | 1,762,588 | 1,864,115 | 1,865,314 | 1,944,372 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Number of life safety & fire inspections | 4,621 | 3,944 | 3,500 | 3,992 |
| Inspections per inspector | 4,621 | 3,944 | 3,500 | 3,992 |
| Public educational activities | 2 | 1 | 2 | 2 |
| Number of investigations | 763 | 830 | 860 | 900 |

FIRE PREVENTION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|----------------------------|-------------------------|-------------------------|-------------------------|
| 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 |
| 2700 | PT Pooled Dep Fire Marshal | 1 | 1 | 1 |
| 2855 | PT Office Assistant | 1 | 1 | 1 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| | TOTAL: | 13 | 13 | 13 |





**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 into four sections: Administration, Investigations, Operations, and Support.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| BY CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Personnel services | 40,636,358 | 38,740,886 | 40,905,089 | 41,213,683 | 44,694,284 |
| Contractual services | 420,854 | 529,406 | 535,758 | 505,101 | 520,653 |
| Materials and supplies | 295,967 | 304,579 | 338,440 | 332,562 | 341,440 |
| Maintenance charges | 4,562,795 | 4,483,454 | 4,685,355 | 4,697,609 | 4,952,004 |
| Capital outlay | - | 81,368 | - | 231,639 | - |
| TOTAL | 45,915,974 | 44,139,693 | 46,464,642 | 46,980,594 | 50,508,381 |

| BY DEPARTMENT/DIVISION | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Administration | 5,212,566 | 5,251,230 | 4,924,725 | 4,950,717 | 5,193,026 |
| Investigations | 7,536,079 | 6,666,875 | 6,939,950 | 7,271,284 | 7,229,906 |
| Operations | 28,275,933 | 27,240,040 | 29,231,388 | 28,857,111 | 32,033,583 |
| Support | 4,891,396 | 4,981,548 | 5,368,579 | 5,901,482 | 6,051,866 |
| TOTAL | 45,915,974 | 44,139,693 | 46,464,642 | 46,980,594 | 50,508,381 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Incident-Based Reporting - Crimes Against Property | 5,126 | 5,664 | 5,376 | 5,414 |
| Incident-Based Reporting - Crimes Against Persons | 2,350 | 2,282 | 2,434 | 2,439 |
| Incident-Based Reporting - Crimes Against Society | 1,040 | 857 | 734 | 760 |
| Calls for Service | 132,163 | 116,231 | 113,112 | 119,950 |
| Response Time – Priority 1 | 3:15 minutes | 3:38 minutes | 3:27 minutes | 3:27 minutes |



PUBLIC SAFETY

POLICE ADMINISTRATION DIVISION



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Monthly PURPOSE Meetings have increased communication and collaboration between patrol and investigative units and resulted in several successful proactive initiatives. The Quality of Life Unit was established to resolve problems identified during the PURPOSE Meetings and has effectively addressed the increasing number of homeless individuals in and around Pasadena.
- Social media has played a crucial role in locating missing persons and reuniting lost children and elderly citizens with their families. The Media Relations team actively interacts and engages with the public regarding their community on various social media platforms. The Media Relations Unit will require additional staff to expand its reach and enhance its capabilities.
- We successfully introduced a new dispatch and records management system, and we are proud to announce the completion of a state-of-the-art dispatch center, which boasts advanced technology and hardware that will enable our dispatchers to deliver exceptional service to our public service departments and citizens.
- Recruiting and hiring has been addressed and should be considered a resounding success. The police academy and field trainers have met the challenge by completing multiple academies, some running concurrently, and providing street level training that has prepared these new officers to be exemplary employees. The offered hiring bonuses and incentives for sworn and civilian police employees were successful in increasing interest and applications with our department.
- The department entered into a grant funded agreement with Flock Safety who provided license plate reading cameras around the city. The system is advanced in its technology and uses artificial intelligence to assist in the tracking and investigation of leads. The system has already seen great success by assisting with the location of stolen vehicles, identification of suspects and suspect vehicles, and elimination of local crime rings targeting high-end vehicles.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- The department seeks to continue our recruiting and hiring success by completing additional concurrent police academies and building the sworn staffing of the department to 300 members. With current trends and planned academies, the department hopes to achieve this goal in January of 2024. By reaching this goal, the department will be able to best serve the citizens as we put more officers on the street, staffing current specialized divisions according to workload, and allocating additional resources as new trends develop.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024 (CONT.)

- With the growth of the department comes the need to grow our vehicle fleet in both marked and unmarked police vehicles. The department will look to increase the number of marked units available for daily use and continue to maintain the current fleet to ensure we maximize the usable life of the vehicle.
- The department is reviewing options for new systems to manage policies, provide training, and provide wellness solutions for employees. The department can reduce liability, increase employee satisfaction, and provide excellent service to citizens by addressing all three facets simultaneously.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| ADMINISTRATION | | | | | |
| Personnel services | 4,021,641 | 3,998,063 | 3,723,458 | 3,737,855 | 3,918,662 |
| Contractual services | 266,375 | 373,038 | 345,984 | 339,924 | 348,974 |
| Materials and supplies | 54,592 | 56,893 | 62,822 | 70,230 | 65,822 |
| Maintenance charges | 869,958 | 823,236 | 792,461 | 802,708 | 859,568 |
| TOTAL | 5,212,566 | 5,251,230 | 4,924,725 | 4,950,717 | 5,193,026 |

POLICE ADMINISTRATION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-----------------------------------|-----------------|-----------------|-----------------|
| 1160 | Assistant Police Chief | 3 | 3 | 3 |
| 1165 | Police Civilian Director | 1 | 0 | 0 |
| 1410 | Police Chief | 1 | 1 | 1 |
| 1615 | Crime Analyst | 2 | 3 | 3 |
| 2015 | Info Sys Coordinator | 1 | 1 | 1 |
| 2064 | Regional Intelligence Coordinator | 1 | 1 | 1 |
| 2200 | Lieutenant | 1 | 1 | 1 |
| 2430 | Office Assistant I | 1 | 0 | 0 |
| 2565 | Police Admin II | 1 | 1 | 1 |
| 2567 | Police IT Manager | 1 | 1 | 1 |
| 2570 | Police Officer | 15 | 15 | 17 |
| 2775 | Pooled Police Civilian | 1 | 1 | 1 |
| 2976 | Public Safety Oper Manger | 1 | 1 | 1 |
| 3220 | Sergeant | 5 | 5 | 5 |
| 3267 | Sr. Administrative Assistant | 0 | 0 | 0 |
| 3370 | Sr. Office Assistant | 1 | 1 | 1 |
| 3515 | PD Systems Support | 1 | 1 | 1 |
| 3521 | Tech Support Analyst II | 1 | 1 | 1 |
| TOTAL: | | 38 | 37 | 39 |

**PUBLIC SAFETY****POLICE INVESTIGATION DIVISION**

The Investigations Division staffs the second largest number of officers in the department. The primary responsibility of investigative units is to follow-up on reports generated by patrol 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.

The Criminal Investigations division includes Auto Crimes, Property Crimes, Domestic Violence, and Person Crimes.

The Auto Crimes Unit is responsible for investigating burglaries to motor vehicles and theft of vehicles, trailers, and recreational vehicles. They also conduct investigations on the unauthorized use of a motor vehicle and on criminals who disassemble stolen vehicles to sell 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 mischief. 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.

The Special Investigations division 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 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 Proactive Policing Unit.

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

The Proactive Policing Unit is a uniformed unit that is responsible for inputting and maintaining the gang database that contains information on documented gang members in the City of Pasadena, concentrating on gun violence and combating crime.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Proactive Policing Unit removed unlawful guns from the streets of Pasadena
- The Violent Offenders Task Force worked with the US Marshals to apprehend violent fugitives with a Pasadena nexus
- The Crime Victims Liaison provided training sessions to the public through Pasadena Police Department scheduled programs with public outreach and The Bridge Over Troubled Waters during Sexual Assault Awareness Month.
- The Burglary and Theft Unit conducted quarterly inspections and education opportunities at each scrapyard within the City of Pasadena, Texas.
- The Organization acquired new drone systems that are being utilized for crime-related incidents and disasters and increased the number of certified pilots. The Organization acquired new drone systems that are being utilized for crime-related incidents and disasters and increased the number of certified pilots.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

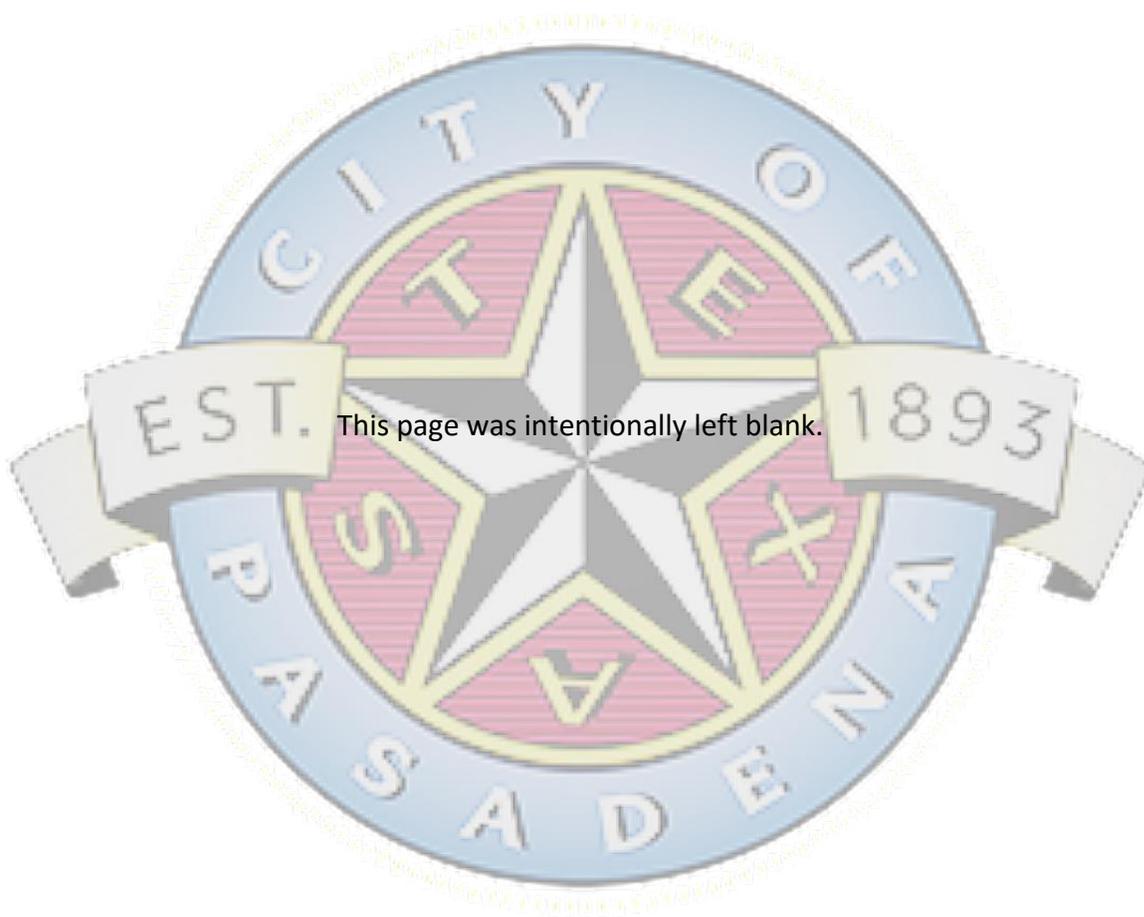
- Create and implement a Digital Retrieval Unit for the extraction and analysis of digital evidence.
- Pursue and reduce auto crimes through apprehension and deterrence by utilizing new technology (FLOCK).
- Reduce the occurrence of financial crimes in the community by identifying and investigating fraudulent activities, prosecuting offenders, and providing education to potential victims and resources to prevent future incidents.
- Purchase and install appropriate safety and ventilation equipment to allow for the safe detection, handling, and preliminary analysis of substances believed to contain deadly fentanyl or other illicit narcotics.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| INVESTIGATIONS | | | | | |
| Personnel services | 6,955,572 | 6,092,216 | 6,310,881 | 6,645,033 | 6,554,625 |
| Contractual services | 25,463 | 35,399 | 28,428 | 26,843 | 28,428 |
| Materials and supplies | 12,834 | 10,616 | 20,504 | 19,222 | 20,504 |
| Maintenance charges | 542,210 | 528,644 | 580,137 | 580,186 | 626,349 |
| TOTAL | 7,536,079 | 6,666,875 | 6,939,950 | 7,271,284 | 7,229,906 |

POLICE INVESTIGATIONS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|------------------------|-----------------|-----------------|-----------------|
| 1472 | Civilian Victim Liason | 1 | 1 | 1 |
| 2200 | Lieutenant | 2 | 2 | 2 |
| 2440 | Office Assistant II | 2 | 2 | 2 |
| 2570 | Police Officer | 45 | 43 | 42 |
| 2696 | PT Crime Vic Liaison | 1 | 1 | 1 |
| 3220 | Sergeant | 9 | 9 | 9 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| | TOTAL | 61 | 59 | 58 |





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 to prevent crime and disorder 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. K-9s, Traffic Unit, DWI Task Force, and D.O.T./C.V.E supplement patrol.

K-9s supplement all three patrol shifts by answering calls for service and assisting 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.

The Traffic Unit assist patrol by enforcing traffic law and responding to citizens' request for patrol where traffic violations occur. The Traffic Unit primarily responds to 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. The DWI Task Force members are certified breath test operators and drug recognition experts who have interviewed hundreds of impaired drivers.

D.O.T. /C.V.E. assist patrol by enforcing traffic laws on the 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.

The Police Department Information Technology/Data Services Unit maintains multiple aspects of the departmental computer networking and hardware requirements. The unit is responsible for maintaining the operation, safety, and security of critical criminal justice systems.

The department's Evidence Control Unit is responsible for maintaining the integrity and security of all case evidence, and other property that comes into police custody. This unit is staffed by a mixture of certified Police Officers and civilian Evidence Technicians. This work requires specific knowledge of state laws and departmental rules and regulations.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- The division partnered with Harris County Flood Control District to remove overgrown vegetation and install signage around retention ponds to deter homeless encampments.
- Through proactive patrols, officers increased traffic stops by 19% to educate and obtain voluntary compliance on traffic law.
- Patrol obtained and deployed their drone to document tornado damage, assist fire response to industrial incidents, look for missing persons with diminished mental capacity, and locate homeless encampments along county waterways and wooded areas.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

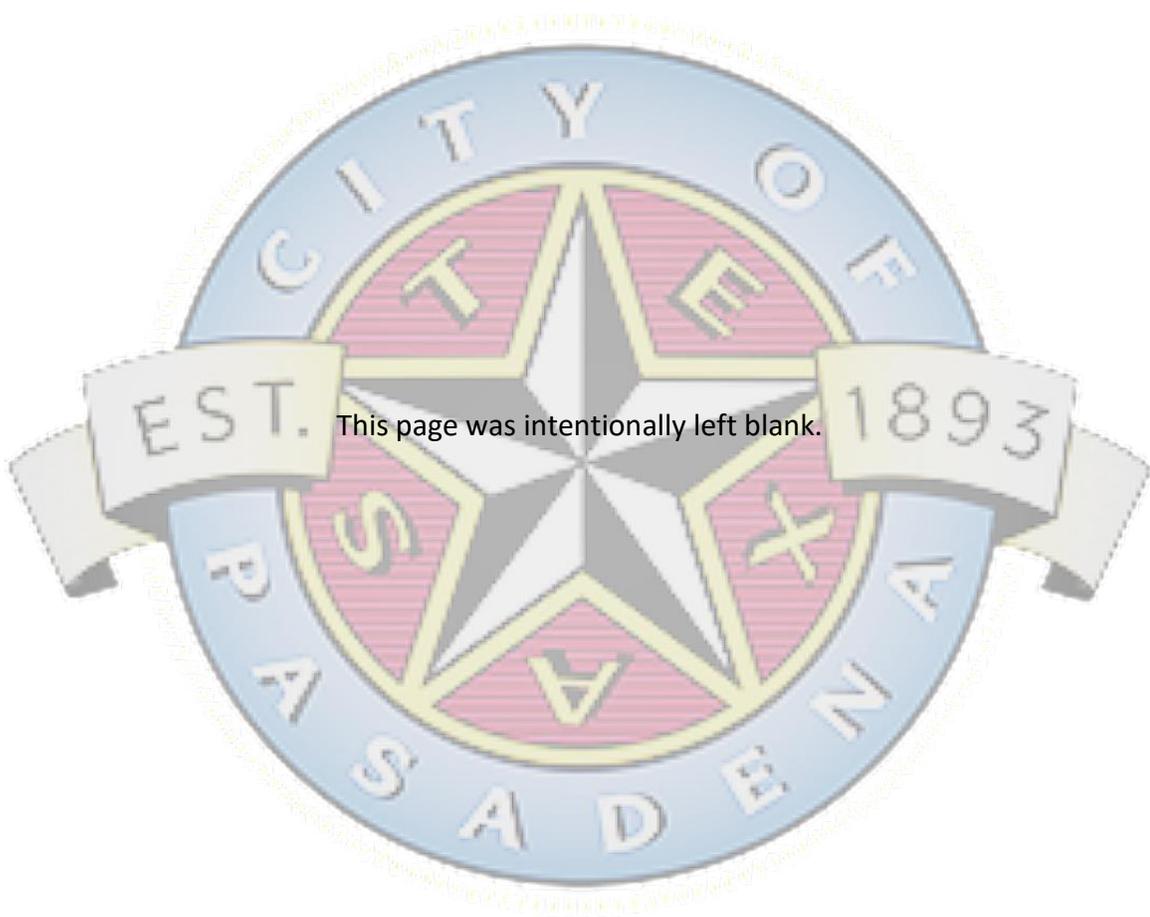
- Deploy mobile surveillance trailers in retail areas to deter crime and capture criminal activity on video.
- Utilize the FLOCK Safety license plate reader cameras to identify and locate stolen vehicles within the city at a quicker pace.
- Use Criminal Analysis to identify crime hot-spots and increase proactive patrols and contacts in the identified areas.
- Increase the number of drones to help solve in-progress crimes and provide situational awareness to emergency responders during critical incidents and natural disasters.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| OPERATIONS | | | | | |
| Personnel services | 25,216,425 | 24,113,337 | 25,991,868 | 25,405,037 | 28,624,582 |
| Contractual services | 86,854 | 76,857 | 100,121 | 87,582 | 101,794 |
| Materials and supplies | 210,030 | 218,023 | 223,185 | 215,864 | 223,185 |
| Maintenance charges | 2,762,624 | 2,750,455 | 2,916,214 | 2,916,989 | 3,084,022 |
| Capital outlay | - | 81,368 | - | 231,639 | - |
| TOTAL | 28,275,933 | 27,240,040 | 29,231,388 | 28,857,111 | 32,033,583 |

POLICE OPERATIONS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|-----------------------------------|-----------------|-----------------|-----------------|
| 2200 | Lieutenant | 4 | 5 | 5 |
| 2570 | Police Officer | 147 | 149 | 153 |
| 2575 | PSO Manager | 1 | 1 | 1 |
| 2578 | PT Police Services Officer - Pool | 1 | 1 | 1 |
| 2579 | Police Services Officer I | 15 | 18 | 17 |
| 2580 | Police Services Officer II | 13 | 12 | 13 |
| 2581 | Police Services Officer III | 11 | 8 | 8 |
| 2582 | PSO Shift Supervisor | 6 | 6 | 6 |
| 3220 | Sergeant | 23 | 23 | 21 |
| | TOTAL: | 221 | 223 | 225 |



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PUBLIC SAFETY

POLICE SUPPORT DIVISION

The Professional Standards (Police Academy) Division is responsible for recruiting and training police cadets and civilian dispatchers/jailers. Additionally, members provide annual in-service training to current police officers to improve their skills, abilities, and knowledge on an array of critical law enforcement-related topics.

The Police Service Officer (PSO) Command is responsible for Dispatch and Jail operations 24 hours a day, 365 days a year. More than 80,000 emergency 911 calls and non-emergency calls for service are received annually by PSO staff. Jail staff fingerprint and process more than 11,000 prisoners yearly.

The Records Division is comprised of a team of 17 dedicated professionals and provides essential administrative support for the everyday operations of the Pasadena Police Department. The division maintains all records generated by the Department while processing approximately 11,000+ public information requests, 150 subpoenas, and 100 expunctions annually.

The Community Services Division interacts with members of the community regularly through multiple crime prevention programs. Currently, officers provide instruction during the Citizens Police Academy and Junior Citizens Police Academy. In addition, they oversee the Citizens on Patrol volunteers and the department's Chaplain Corps. The unit is also responsible for ongoing events such as Officer Santa and Trunk or Treat, which are two of the department's most significant community outreach events.

The Media Relations division is responsible for developing and maintaining a positive department image through the implementation of a Public Information Program. The division is also responsible for keeping the police department's website up-to-date. They are also instrumental in creating advertisements and brochures for the recruitment of both sworn officers and civilian police service officers. As members of the Public Information Officer team, they are assigned to work in the Emergency Operations Center during activation periods. The division also produces social media content containing important information relating to crime trends or general public safety announcements to aid in keeping the community informed.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- PSO hiring campaign led to reaching near-full staffing numbers.
- The Pasadena Police Academy staff processed 969 applicants, conducting 155 full background investigations, ultimately hiring 38 new officers for the department.



ACHIEVEMENTS FOR FISCAL YEAR 2023 (CONT.)

- In 2023 the Academy staff conducted two full Academy classes in a single calendar year without increasing division staffing. This is the first time two full classes were conducted in one year.
- The Academy staff administered 41 in-service classes for 469 TCOLE hours with 469 students attending. At this rate, we are projecting to administer over 80 in-service classes in 2023.
- The Community Services Division facilitated our department's signature community events, including summer camps, National Night Out, Trunk or Treat, Blue Thanksgiving and Officer Santa - serving well over 8,000 community members.
- The Quality-of-Life Unit has addressed 35 homeless camps. Through a coordinated effort with Harris County Flood Control District, 5 camps were abated in the 6800 block of Spencer.
- The Data Services Unit made notable progress toward the implementation of the Motorola Premier 1 CAD/RMS. The unit also transitioned to a new 911, radio, and phone recording system.



PRIORITIES, GOALS AND OBJECTIVES FOR 2024

- Reach full staffing of PSOs, complete required classroom and on-the-job training for at least 85% of newly-hired PSO personnel.
- Complete another full hiring process and Academy with the goal of netting 20 new officers for the 86th Academy class.
- Complete site improvements including the new storage facility and Ammunition Training facility currently under development.
- Community Services will continue providing the Department's signature events as well as many other outreach programs throughout the community.
- The Fleet Division will purposefully undertake a process to improve the reliability and safety of police vehicles with an emphasis on marked patrol units.
- The Quality-of-Life Unit will continue to improve aesthetics throughout the city by partnering with Code Enforcement, the Health Department, City Legal and outside resources.
- The Data Services Unit will complete the implementation and go-live of the Motorola Premier 1 suite.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| SUPPORT | | | | | |
| Personnel services | 4,442,720 | 4,537,270 | 4,878,882 | 5,425,758 | 5,596,415 |
| Contractual services | 42,162 | 44,112 | 61,225 | 50,752 | 41,457 |
| Materials and supplies | 18,511 | 19,047 | 31,929 | 27,246 | 31,929 |
| Maintenance charges | 388,003 | 381,119 | 396,543 | 397,726 | 382,065 |
| Capital Outlay | - | - | - | - | - |
| TOTAL | 4,891,396 | 4,981,548 | 5,368,579 | 5,901,482 | 6,051,866 |

POLICE SUPPORT STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|----------------------------|-----------------|-----------------|-----------------|
| 1305 | Police Facility Supervisor | 1 | 1 | 1 |
| 1306 | Police Records Supervisor | 1 | 1 | 1 |
| 1805 | Evidence Tech | 7 | 7 | 7 |
| 2200 | Lieutenant | 2 | 2 | 2 |
| 2385 | Motor Pool Attendant | 1 | 1 | 1 |
| 2386 | Motor Pool Supervisor | 1 | 1 | 1 |
| 2430 | Office Assistant I | 4 | 5 | 5 |
| 2440 | Office Assistant II | 5 | 5 | 5 |
| 2568 | Police Coordinator | 1 | 1 | 1 |
| 2570 | Police Officer | 21 | 20 | 22 |
| 2600 | Police Cadet | 19 | 37 | 39 |
| 3040 | Record Manager | 1 | 1 | 1 |
| 3220 | Sergeant | 3 | 3 | 4 |
| 3370 | Sr Office Assistant | 6 | 6 | 6 |
| | TOTAL: | 73 | 91 | 96 |



PUBLIC SAFETY

CODE ENFORCEMENT

MISSION STATEMENT

The mission of the Code Enforcement Division is to enhance the quality of life within the City of Pasadena while preserving the integrity of neighborhoods and the community through unbiased enforcement, education, and voluntary compliance with city codes.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Staff is on track to complete nearly 4,000 code violation inspections for the year.
- The Mayor's Action Line submitted over 1,000 complaints of the 3,980 inspections performed, the staff anticipates 2,838 proactive inspections in the community. Staff is averaging 55 inspections per month and maintains consistent previous yearly averages.
- Achieved approximately 96% voluntary compliance with property owners regarding code violations
- Removed 22 junk motor vehicles and boats from private property and impounded over 80 abandoned vehicles from public streets which generated over \$22,000 in towing/storage fees and revenue from unclaimed vehicles sold at the City of Pasadena auctions
- Secured 12 open, vacant structures, the cleaned up of 58 overgrown and cluttered properties, and demolished 16 dilapidated structures
- The dangerous building program led to the repair and rehabilitation of 25 unsafe structures whilst another 2 unsafe structures were demolished by the owner.
- Collected over \$80,000 from property liens due to Code Enforcement violations
- Issued 6 taxi driver permits and inspected each taxi for compliance with the applicable City ordinance
- Responded to 300 public information requests (PIR) from the City Secretary
- Removed over 10,000 bandit signs



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Fully investigate all citizen complaints and communicate the findings promptly; resolve violations investigated from complaints through the Mayor’s Action Line or identified during the Code Enforcement’s Officers’ proactive enforcement throughout their assigned areas.
- Improve public safety by ensuring that our neighborhood roadways within the City are kept free of obstructions, including abandoned or illegally parked vehicles that may hinder the response times for emergency vehicles.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

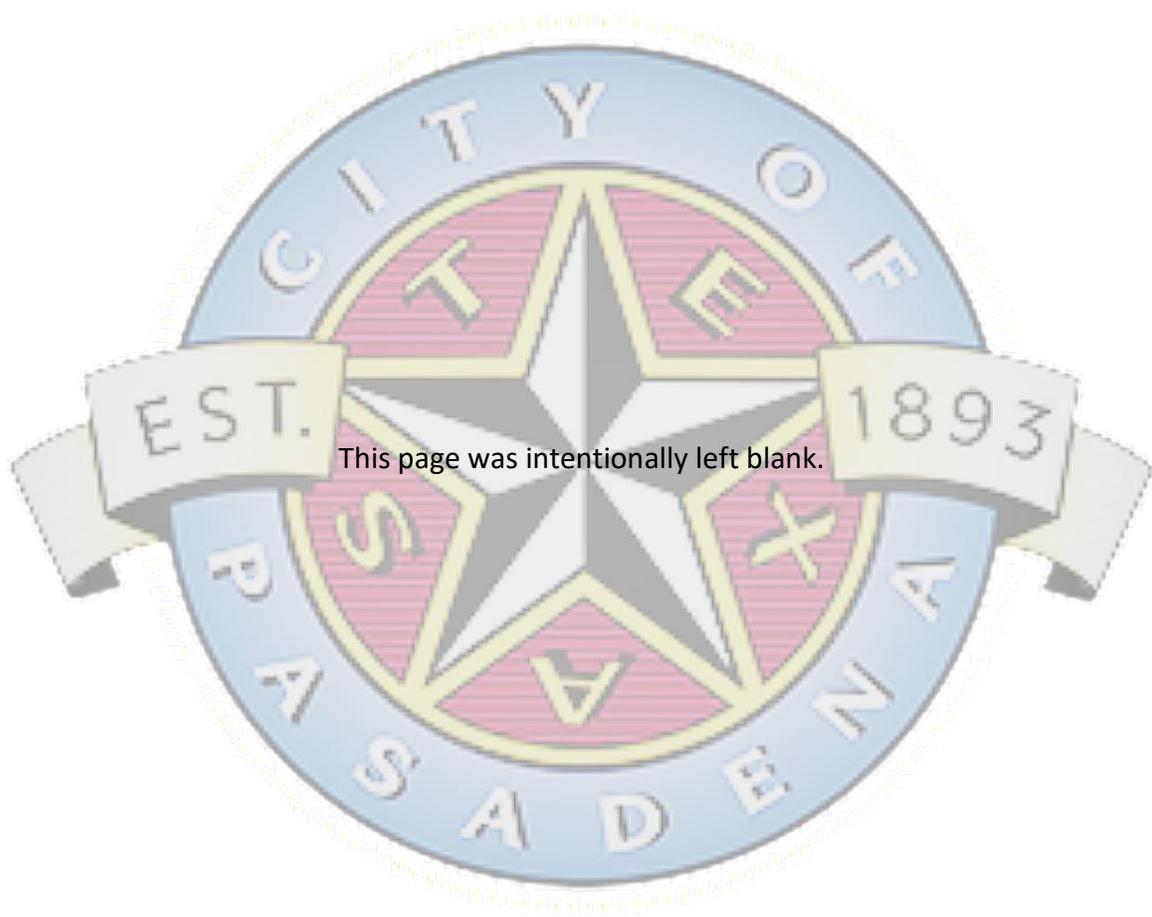
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| CODE ENFORCEMENT | | | | | |
| Personnel services | 319,888 | 258,566 | 308,457 | 287,854 | 322,651 |
| Contractual services | 120,268 | 194,923 | 364,299 | 331,520 | 269,282 |
| Materials and supplies | 44,149 | 25,963 | 39,031 | 31,838 | 24,900 |
| Maintenance charges | 190,601 | 205,964 | 209,247 | 210,175 | 228,772 |
| TOTAL | 674,906 | 685,416 | 921,034 | 861,387 | 845,605 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|
| Yearly Number of Investigations | 5,259 | 5,760 | 4,071 | 4,999 |
| Yearly Number of Violations | 5,024 | 5,597 | 3,894 | 4,810 |
| Monthly Investigations per Code Enforcement Officer | 62 | 68 | 57 | 61 |
| City Ordinances administered by code enforcement | 21 | 21 | 21 | 21 |

CODE ENFORCEMENT STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|--------------------------------|-----------------|-----------------|-----------------|
| 1642 | PT - Code Enforcement Officer | 1 | 2 | 2 |
| 1644 | Code Enforcement Supervisor | 0 | 1 | 1 |
| 1645 | Deputy Code Enforcement Inspc. | 1 | 1 | 1 |
| 2040 | Inspector III | 7 | 6 | 6 |
| 2440 | Office Assistant II | 1 | 1 | 1 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| | TOTAL: | 11 | 12 | 12 |





PUBLIC WORKS

The City's infrastructure, which includes roadways, stormwater, traffic mobility, and utilities, is planned, designed, developed, constructed, and maintained by Public Works. The department oversees all Capital Improvement Projects and is responsible for divisions that provide everyday maintenance such as Engineering, Sanitation, Street & Bridge, and Traffic & Transportation.

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

The Sanitation Division collects garbage and recyclable materials from households and businesses in the City. Additionally, it 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, and storm sewers. The division covers an extensive network of approximately 360 miles of streets, both concrete and asphalt and approximately 121 miles of open channel drainage systems including roadside ditches and bayous in the City.

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

| BY CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Personnel services | 7,487,403 | 7,302,801 | 7,883,091 | 7,356,892 | 8,188,476 |
| Contractual services | 7,232,025 | 7,586,038 | 8,525,341 | 8,252,050 | 9,161,764 |
| Materials and supplies | 817,695 | 794,769 | 1,139,442 | 1,060,364 | 1,074,450 |
| Maintenance charges | 952,407 | 929,578 | 991,195 | 992,247 | 1,074,445 |
| Capital outlay | 15,500 | 31,284 | 399,210 | 293,000 | 280,000 |
| TOTAL | 16,505,030 | 16,644,470 | 18,938,279 | 17,954,553 | 19,779,135 |
| BY DEPARTMENT/DIVISION | | | | | |
| Engineering | 2,250,017 | 2,250,161 | 2,689,103 | 2,584,709 | 2,760,890 |
| Sanitation | 8,839,917 | 9,116,893 | 9,545,925 | 9,185,236 | 10,491,194 |
| Street and bridge | 2,891,029 | 2,763,915 | 3,366,038 | 3,017,092 | 3,417,488 |
| Traffic and transportation | 1,521,896 | 1,375,747 | 1,987,213 | 1,817,516 | 1,859,563 |
| Street lights and signals | 1,002,171 | 1,137,754 | 1,350,000 | 1,350,000 | 1,250,000 |
| TOTAL | 16,505,030 | 16,644,470 | 18,938,279 | 17,954,553 | 19,779,135 |



PUBLIC WORKS ENGINEERING

MISSION STATEMENT

The mission of the Engineering Department is 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; and to maintain and provide necessary data and reports to state and federal agencies.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Awarded the construction agreement for the following projects:
 - Vince Bayou Westerly Wastewater Treatment Plant (WWTP) Ultraviolet (UV) Disinfection project
 - Spencer 12" Waterline Phase II Improvements project
 - Glenmore/Washington 12" Waterline project
 - Thomas Ave Paving & Drainage Improvements Phase II project
 - Llano St. Paving & Drainage Improvements Phase I & Phase III project \
 - Preston Avenue Reconstruction project
 - Deepwater Water Well Improvements project
 - Cotton Patch Bayou Drainage Improvements project
 - Armand Bayou Upper Reaches Drainage Improvements project



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Receive application approval from Community Development for Community Development Block Grant (CDBG) funds for the Dabney Storm Interconnect project.
- Receive approval of Phase II of the Hazard Mitigation Grant Program (HMGP) by Texas Division of Emergency Management (TDEM) /Federal Emergency Management Agency (FEMA) and begin construction of approximately 25 miles of roadways.
- 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.
- Continue to award construction agreements for the American Rescue Plan (ARP) Act of 2021 – Coronavirus Local Fiscal Recovery Fund (CLFRF).
- Award construction agreement for the Community Development Block Grant- Mitigation (CDBG-MIT).



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| ENGINEERING | | | | | |
| Personnel services | 1,631,891 | 1,714,043 | 1,867,859 | 1,778,864 | 1,956,037 |
| Contractual services | 406,375 | 325,868 | 599,445 | 598,525 | 572,445 |
| Materials and supplies | 24,607 | 26,534 | 42,864 | 27,464 | 41,050 |
| Maintenance charges | 187,144 | 183,716 | 178,935 | 179,856 | 191,358 |
| Capital outlay | - | - | - | - | - |
| TOTAL | 2,250,017 | 2,250,161 | 2,689,103 | 2,584,709 | 2,760,890 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Utility Availability/Flood Plain Letters | 185 | 198 | 204 | 200 |
| Construction Projects Inspected | 30 | 28 | 32 | 30 |
| Professional Contract Oversight | 36 | 38 | 40 | 37 |
| Map and data files maintained | 3,112 | 1,255 | 1,553 | 1,185 |

ENGINEERING STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-------------------------------|-------------------------|-------------------------|-------------------------|
| 1230 | Sr Asst Public Works Director | 2 | 2 | 2 |
| 1525 | Construction Manager | 1 | 1 | 1 |
| 1683 | Deputy Dir Public Works | 1 | 1 | 1 |
| 1705 | Director of Public Works | 1 | 1 | 1 |
| 1764 | Engineering Coordinator | 1 | 1 | 1 |
| 1765 | Engineering Tech | 1 | 1 | 1 |
| 1918 | GIS Tech I | 1 | 1 | 1 |
| 1919 | GIS Tech II | 1 | 1 | 1 |
| 2040 | Inspector III | 1 | 1 | 1 |
| 2050 | Inspector IV | 1 | 1 | 1 |
| 2430 | Office Assistant I | 1 | 1 | 1 |
| 2440 | Office Assistant II | 1 | 1 | 1 |
| 2525 | Plan Review Tech | 1 | 0 | 0 |
| 2886 | Project Manager | 2 | 2 | 2 |
| 2973 | Public Works Facilitator | 1 | 1 | 1 |
| 3375 | Sr Plans Examiner | 0 | 1 | 1 |
| TOTAL: | | 17 | 17 | 17 |



PUBLIC WORKS SANITATION

MISSION STATEMENT

The purpose of the Sanitation Division of the Public Works Department is to provide comprehensive, cost effective, and environmentally sound collection, processing, and disposal of solid waste in the form of household garbage, brush and heavy trash pick-up while removing recyclable items from the waste stream in an efficient manner.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Utilized other forms to manage garbage and heavy trash pickup
- Continued to issue and deliver 64-gallon garbage carts
- Continued to issue and deliver 64-gallon recycle carts
- Utilized resources to continue operating the department as required
- Continued to update spreadsheet for CNG Vehicles
- Assisted Waste Management with Heavy Trash



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Utilize resources to continue operating the department as required.
- Continue to explore other forms of recycling for the entire City.
- Utilize other equipment to improve and manage ways to pick up garbage.
- Continue to issue and deliver 64-gallon garbage carts.
- Fill job vacancies for the department to operate as required.
- Utilize the new CNG Vehicles for garbage and heavy trash.
- Utilize other equipment to assist Frontier with Heavy Trash.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| SANITATION | | | | | |
| Personnel services | 2,792,085 | 2,716,804 | 2,833,719 | 2,601,388 | 2,941,994 |
| Contractual services | 5,552,596 | 5,863,171 | 6,079,033 | 5,973,825 | 6,889,783 |
| Materials and supplies | 223,912 | 269,874 | 331,800 | 308,650 | 331,800 |
| Maintenance charges | 271,324 | 267,044 | 301,373 | 301,373 | 327,617 |
| TOTAL | 8,839,917 | 9,116,893 | 9,545,925 | 9,185,236 | 10,491,194 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Customers | 32,180 | 32,530 | 32,744 | 32,800 |
| Tons of refuse collected per month | 4,573 | 3,631 | 3,748 | 3,810 |
| Units served per month | 332,527 | 336,143 | 338,355 | 340,000 |
| Cost per unit per month | \$2.23 | \$2.31 | \$3.94 | \$3.96 |

SANITATION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------------|-------------------------|-------------------------|-------------------------|
| 1790 | Equipment Operator II | 3 | 3 | 3 |
| 1800 | Equipment Operator III | 2 | 2 | 2 |
| 2040 | Inspector III | 1 | 1 | 1 |
| 2430 | Office Asst I | 1 | 1 | 1 |
| 2895 | PT Pooled Sanitation | 1 | 1 | 1 |
| 3010 | Public Works Superintendent | 1 | 1 | 1 |
| 3140 | Sanitation Route Supervisor | 2 | 2 | 2 |
| 3160 | Sanitation Truck Driver | 13 | 15 | 15 |
| 3170 | Sanitation Worker I | 15 | 13 | 13 |
| 3171 | Sanitation Worker II | 2 | 0 | 0 |
| 3370 | Sr. Office Assistant | 1 | 1 | 1 |
| TOTAL: | | 42 | 40 | 40 |



PUBLIC WORKS STREET & BRIDGE

MISSION STATEMENT

The mission of the Street and Bridge Division is 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.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- **Asphalt Overlay:** 801 Queens, 6055 Genoa Red Bluff (Police Department)
- **Major Street Repairs Blacktop:** 3124 Red Bluff
- **Major Section Repairs – Concrete:** 2216 Locklaine, 902 Satsuma, 1107 Harris, 3175 Watters, 3600 Burke, 3206 Earl, 4420 Red Bluff, and 2701 Revere
- Several driveway, sidewalk, and curb repairs; sewer line repairs; drainage repairs and replacements
- **Special Projects:** 1000 Duffer (Golf Course) – Brick wall repair/ built concrete slab; 6055 Genoa Red Bluff –Road repair; Citywide – (January) Tornado clean up; 8500 Fairmont (99 acres) – Relocated 906 loads of dirt; El Jardin (park) – Installed new concrete ramps and sidewalks; Strawberry Park – Replaced sidewalks and steps and filled pot holes; Armory & Crenshaw Park- set posts for contractors; Fires demolition of apartments/homes locations are Allen Genoa & Shaver, 601 Richey, 1734 S. Richey, 1213 Wafer, 110 N. Main, 4434 Heathfield; 6500 Crestford – Removed numerous large trees and demolition of building structure
- **Major Drainage improvements:** 4730 Charles (El Jardin), Preston & Crenshaw, 4900 Burke & Dabney, 2800 Burke, 4707 Hawthorne, 3000 Westside, 406 Smith, 4725 Pine, 8500 Westside, 2910 Old Southmore, 5402 Sycamore, 2723 Morning Glory, 2410 Lily, 4914 Bland, 4826 Caroline (El Jardin), Curtis ditch, Hays ditch, Crenshaw ditch, Austin & Nottingham, Scott & Jackson, 4806 Elm, and 7902 Fairmont



PRIORITIES, GOALS, AND OBJECTIVES FOR 2023

- Carry out annual street maintenance plan by maintaining and repairing street surfaces.
- Reduce sidewalk maintenance with reconstruction.
- Improve employee safety knowledge on equipment through training.
- Work with the IT Department to utilize the City Works program as citizens requested for street and drainage servicing.
- Continue collaborating with other divisions of Public Works and City departments to achieve goals.
- Repair and reinforce 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 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| STREET AND BRIDGE | | | | | |
| Personnel services | 2,138,494 | 2,020,400 | 2,211,431 | 2,015,625 | 2,268,280 |
| Contractual services | 20,556 | 56,641 | 86,760 | 65,150 | 83,610 |
| Materials and supplies | 359,879 | 312,467 | 465,911 | 426,800 | 441,350 |
| Maintenance charges | 372,100 | 359,173 | 386,386 | 386,517 | 424,248 |
| Capital Outlay | - | 15,234 | 215,550 | 123,000 | 200,000 |
| TOTAL | 2,891,029 | 2,763,915 | 3,366,038 | 3,017,092 | 3,417,488 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Street Improvements (Linear feet) | 10,452 | 8,169 | 1,938 | 20,000 |
| Sidewalk Improvements (Linear feet) | 5,633 | 6,361 | 9,615 | 8,000 |
| Drainage Improvements (Linear feet) | 11,866 | 20,534 | 18,987 | 20,000 |



STREET & BRIDGE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|---------------------------|---------------------|---------------------|---------------------|
| 1130 | Asst Superintendent | 2 | 2 | 2 |
| 1780 | Equipment Operator I | 3 | 3 | 3 |
| 1790 | Equipment Operator II | 5 | 5 | 5 |
| 1800 | Equipment Operator III | 1 | 1 | 1 |
| 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 |
| TOTAL: | | 31 | 31 | 31 |



PUBLIC WORKS

TRAFFIC & TRANSPORTATION

MISSION STATEMENT

The mission of the Traffic and Transportation Division is to expedite the safe, effective movement of persons and goods through a well-planned construction operation and maintain traffic control devices, signs, pavement markings, and traffic signal systems in accordance with state and federal standards.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Continued monitoring and retiming signals on major thoroughfares
- Performed Pasadena Freeway Lighting maintenance from Scarborough to east city limits
- Completed TX-Dot traffic signal intersection maintenance along Beltway 8 and Pasadena Freeway
- Maintained the City's street signs; Responded to several lightning strikes and power losses
- Maintained pavement markings throughout the city
- Installed Speed Cushions in high-speed volume roadways throughout the city when warranted
- Had Traffic Engineer set up timing at Beltway 8 and Fairmont and Genoa Red Bluff for new signals that were upgraded by TXDOT
- Partially completed the Traffic Mobility Project T018



PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2024

- Install battery backup systems at intersections with Pole Mount Cabinets.
- Maintain Pasadena Freeway Lighting from Scarborough to east city limits.
- Continue installing Speed Cushions in high-speed volume roadways when warranted.
- Complete Traffic Mobility Project T018.
- Maintain all sign fabrications and installations
- Continue remarking streets, curbs, medians, and City parking lots.
- Continue converting intersections with protected left turn movements into Flashing Yellow Arrow operation where applicable.
- Continue intersection maintenance on TX-DOT signals along Beltway 8 and Pasadena Freeway.
- Reconstruction of the traffic signal at Red Bluff and Southmore Ave.
- Install Pedestrian Hawk signal at 3727 Red Bluff Rd.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| TRAFFIC AND TRANSPORTATION | | | | | |
| Personnel services | 924,933 | 851,554 | 970,082 | 961,015 | 1,022,165 |
| Contractual services | 250,327 | 202,604 | 410,103 | 264,550 | 365,926 |
| Materials and supplies | 209,297 | 185,894 | 298,867 | 297,450 | 260,250 |
| Maintenance charges | 121,839 | 119,645 | 124,501 | 124,501 | 131,222 |
| Capital Outlay | 15,500 | 16,050 | 183,660 | 170,000 | 80,000 |
| TOTAL | 1,521,896 | 1,375,747 | 1,987,213 | 1,817,516 | 1,859,563 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|
| Lane-miles of streets striped | 30% | 27% | 35% | 30% |
| Traffic signs installed, replaced or removed | 6% | 6% | 8% | 9% |
| Controllers replaced | 8% | 5% | 19% | 10% |

TRAFFIC & TRANSPORTATION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-------------------------|-----------------|-----------------|-----------------|
| 3230 | Sign Markings Tech I | 2 | 2 | 2 |
| 3240 | Sign Markings Tech II | 2 | 2 | 2 |
| 3250 | Sign Markings Tech IV | 2 | 2 | 2 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| 3590 | Traffic Signal Tech I | 1 | 1 | 1 |
| 3601 | Traffic Signal Tech III | 2 | 2 | 2 |
| 3605 | Lead Traffic Sign Tech | 1 | 1 | 1 |
| 3610 | Traffic Superintendent | 1 | 1 | 1 |
| TOTAL: | | 12 | 12 | 12 |



**PUBLIC WORKS
STREET LIGHTS/SIGNALS**

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| STREET LIGHTS AND SIGNALS | | | | | |
| Contractual services | 1,002,171 | 1,137,754 | 1,350,000 | 1,350,000 | 1,250,000 |
| TOTAL | 1,002,171 | 1,137,754 | 1,350,000 | 1,350,000 | 1,250,000 |



PARKS & RECREATION

The Pasadena Parks and Recreation Department's goal is to improve the quality of life for its citizens by providing exceptional parks, programs, and activities. The department is dedicated to creating a safe environment for everyone while enriching and enlightening families' lives, creating a strong foundation for the future.

The Parks and Recreation Department offers a wide range of programs and activities suitable for all ages, from youth activities to discounted classes for senior citizens. The department also caters to people living with disabilities.

Pasadena's city parks and recreation centers have amenities suitable for almost any recreational activity. Strawberry Park, Burke Crenshaw Park, Southmore Park, and Ben Briar Park have excellent fields for little league and adult league baseball. If you are a fisherman, Crenshaw Park is the perfect spot, with its pond amply stocked with catfish and rainbow trout during wintertime. In addition, the area has several playgrounds, botanical parks, and beautiful gardens.

| BY CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Personnel services | 9,892,537 | 9,712,584 | 11,357,704 | 11,139,429 | 11,847,645 |
| Contractual services | 1,274,480 | 1,509,337 | 1,837,950 | 1,725,923 | 1,996,880 |
| Materials and supplies | 949,762 | 1,371,062 | 1,874,945 | 1,664,300 | 1,695,147 |
| Maintenance charges | 2,730,472 | 2,695,950 | 2,527,747 | 2,503,931 | 2,831,389 |
| Capital outlay | 497,909 | 399,733 | 1,119,731 | 794,998 | 1,423,000 |
| TOTAL | 15,345,160 | 15,688,666 | 18,718,077 | 17,828,581 | 19,794,061 |
| BY DEPARTMENT/DIVISION | | | | | |
| Leisure services administration | - | - | - | - | - |
| Parks | 3,449,885 | 3,537,237 | 4,057,031 | 3,896,516 | 4,109,638 |
| Recreation | 3,183,388 | 3,220,930 | 4,596,006 | 4,164,273 | 5,109,532 |
| Clean streets | 1,859,840 | 1,952,476 | 2,124,203 | 2,100,885 | 2,263,754 |
| Golf course | 944,602 | 969,170 | 1,497,800 | 1,357,560 | 1,577,838 |
| Multi-purpose center | 536,686 | 496,095 | 641,282 | 594,542 | 630,977 |
| Civic center | 791,298 | 813,065 | 783,930 | 784,892 | 820,697 |
| Senior center - Madison Jobe | 573,182 | 714,968 | 807,414 | 796,161 | 932,189 |
| Museums | 129,688 | 127,604 | 166,818 | 150,291 | 174,348 |
| Library | 3,876,591 | 3,857,121 | 4,043,593 | 3,983,461 | 4,175,088 |
| TOTAL | 15,345,160 | 15,688,666 | 18,718,077 | 17,828,581 | 19,794,061 |



PARKS & RECREATION

PARKS

MISSION STATEMENT

The mission of the Parks Department is to provide safe, well-maintained parks and facilities that support a diverse variety of recreational and leisure activities while monitoring future trends and standards.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Replaced Deepwater Park playground, with several others in progress
- Worked with KaBoom and Hancock Whitney to replace Highlands Park playground and refurbish other areas of the park
- Developed Vince Bayou Community Garden by adding additional beds
- Provided several educational opportunities and tours at Vince Bayou Community Garden, which has sparked more interest
- Opened two new recreational areas to provide more healthy walking opportunities: Tejas Trails and Bliss Meadows Trails
- Purchased and are in the process of installing new drinking fountains in parks with need
- Renovated Holly Bay Park: Upgraded the walking trail with concrete, new trail lights, a new restroom building, shade structures, and a dog park
- Over 250 trees have been planted throughout our park system to help provide more shade for the future.
- Trained frontline staff in CPR, AED, and First Aid
- Made improvements to ballfields: New LED lights on Strawberry ballfields, updates at East Southmore Park, and repairs from tornado damage at Burke Crenshaw softball fields
- Streamlined our mowing schedule from 14 to 10 days allowing us to visit much-needed sights more often throughout the busy growing season



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to do our best in maintaining our parks, trails, and facilities while controlling spending and operational costs.
- Remove trash and litter from the parks about every three days.
- Replace three playgrounds throughout the City.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024 (CONT.)

- Expand our Community Garden Program by adding additional sites or beds.
- Begin construction on Phase 1 of the Vince Bayou Greenway Trail.
- Work on clean initiatives to enhance the Armand Bayou hike and bike trail.
- Complete and open the new Preston Park.
- Identify new locations to add and install safety lighting in the parks.
- Make ballfield improvements that will increase the recreational environment for our citizens.
- Add eight new drinking fountains throughout our park system.
- Continue to research potential greenspaces throughout the city to develop into serviceable facilities for our patrons.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| PARKS | | | | | |
| Personnel services | 2,086,849 | 1,889,828 | 2,254,775 | 2,169,862 | 2,318,404 |
| Contractual services | 250,288 | 349,255 | 357,145 | 308,625 | 357,160 |
| Materials and supplies | 285,917 | 362,464 | 300,852 | 308,770 | 289,865 |
| Maintenance charges | 719,483 | 811,614 | 734,761 | 734,761 | 879,209 |
| Capital outlay | 107,348 | 124,076 | 409,498 | 374,498 | 265,000 |
| TOTAL | 3,449,885 | 3,537,237 | 4,057,031 | 3,896,516 | 4,109,638 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|
| Acres mowed by Parks Weekly | 479 | 492 | 507 | 521 |
| Acres mowed per worker weekly | 34 | 35 | 36 | 37 |
| Sports fields maintained per week | 28 | 28 | 28 | 28 |
| Sports fields maintained per worker per week | 9 | 9 | 9 | 9 |
| Average mow cycle (days) | 12 | 12 | 10 | 10 |



PARKS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|----------------------------|---------------------|---------------------|---------------------|
| 1620 | Custodian I | 5 | 5 | 5 |
| 2260 | Maintenance Technician II | 1 | 1 | 1 |
| 2270 | Maintenance Technician III | 1 | 1 | 1 |
| 2460 | Parks Superintendent | 1 | 1 | 1 |
| 2470 | Parks Foreman | 3 | 2 | 2 |
| 2480 | Parks Worker I | 18 | 18 | 18 |
| 2490 | Parks Worker II | 6 | 6 | 6 |
| 2500 | Parks Worker III | 2 | 2 | 2 |
| 2857 | PT Pooled Parks | 1 | 1 | 1 |
| 2858 | PT Pooled Park Custodians | 1 | 1 | 1 |
| TOTAL: | | 39 | 38 | 38 |



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 2023

Rec Admin

- Revamped the Scholarship Application process and form which improved the process for staff and decreased financial barriers to our programs for residents
- Created five department committees (Safety, Policies and Procedures, Onboarding/Welcoming, Social, and Innovation) to improve the department's overall planning, operations, and engagement
- Established the department's 5 Core Values which impact what we stand for as a department including Inclusion, Accountability, Integrity, Open-mindedness, and Communication
- Developed a Special Event Permit Application and Open Park Space Application for external organizations to utilize parks and facilities for their events
- Successfully planned and hosted several large special events including the 4th Fest, Christmas Tree Lighting, and Music & Movie in the Park
- The Recreation Superintendent received the Certified Parks and Recreation Executive (CPRE) certification

Aquatics

- Implemented the use of the HydroApps software to track and store chemical logs, facility incidents, certifications, and lifeguard testing, which reduces hard copies which must be kept for 5 years by state law
- Partnered with the YMCA of Greater Houston to provide free Safety Around Water lessons to over 100 participants, exceeding 2022 by 80 and meeting the Healthy Parks and Recreation Plan standard of offering more free programming to the public
- Cultivated a new recruitment schedule: Recruited and trained 67 staff members, 45 of which were lifeguard personnel
- Increased Strawberry Waterpark's opening hours to 12-8pm, increased Red Bluff and Sunset Park's opening hours to 2-8pm



Aquatics (Cont.)

- Switched Strawberry Waterpark's chemical feeding system to liquid chlorine and acid, which saved \$33,694 and balanced the chemical levels throughout the season
- Oversaw cracked plaster inspection and the restoration of one slide and one aquatic play unit at Strawberry Waterpark
- Oversaw construction, completion, and opening of new splash pad at Burke Crenshaw Park
- Hosted 4 ADA day swim events and 4 Special Events for the community.
- Partnered with the Community Health Network to host a free admission event for the public in accordance with Healthy Parks and Recreation plan of offering more free events and programs
- Staffed lifeguards for the Verne Cox camps
- Generated over \$262,000 in revenue, almost four times the revenue generated in FY22
- Our facilities served 31,330 participants, approximately eight times more than in FY22. Of the 31,330 participants served at our facilities 18,545 were Pasadena residents
- Aquatics Staff assisted in 150 rescues and first aid occurrences across four facilities, ranging from first aid to live victim rescues.

Rec Centers

- Completed Rusk Recreation Center foundation repair
- Increased game room sign ins by 1,000 in June compared to 2022
- Three Recreation Specialist attended TRAPS State Workshop in Frisco
- Year-round staff received Mental First Aid Training and NARCAN training, Angler Education Program Training from Texas Parks, Wildlife Department
- Summer Food Service Program Training from City of Houston Parks, (Centers provided over 500 meals in June 2023)
- Year-round and seasonal staff received Civilian Response to Active Shooter Events (CRASE) training with Pasadena Police Department and Fire Extinguisher training with Pasadena Fire Marshal's Office.
- Partnered with the local Recreational Equipment Incorporated (REI) store to provide outdoor recreation training for staff and public participants
- Resumed Budget presentations from each center with program ideas and related budget requests
- Expanded City Wide Carrot Hunt to 100 baskets over 4 weeks
- Easter Eggstravaganza had over 800 participants with estimated 1,600 total attendees
- Hosted first Crenshaw Classic Fishing Tournament
- Worked with Facilities and Purchasing Departments to plan disposal of old and/or unused equipment in compliance with policies

**Athletics**

- Implemented the use of Team Sideline, a sports league management software, which streamlined scheduling, record keeping, and notifications for parents and coaches of several athletic programs
- Increased youth soccer registration for the spring season by 36%, totaling 178 participants
- Replaced the HVAC unit inside PAL Gymnasium
- Dugout and Bleachers at Burke Crenshaw Softball Fields were repaired and replaced.
- Qualified 3 Youth Track participants to the 2023 Texas Amateur Athletic Federation (TAAF) Summer Games; 1 participant won a gold medal in the Shot-put event
- Hosted a TAAF cross country event at Burke Crenshaw Park, which included youth athletes from the City of Deer Park, City of Laporte, and City of Baytown
- Added Free Throw Contests during the championship week of the Youth Basketball Program

Tennis

- Installed new fencing and windscreens around all 15 tennis courts
- Began repairs and renovations to the Tennis Centers and renovations including, new flooring, paint, and storage area
- Hosted the Houston Ladies Tennis Association at the Tennis Center, which consisted of several match plays

**PRIORITIES, GOALS, AND OBJECTIVES FOR 2024****Recreation Admin**

- Perform a Facility Feasibility Study on all Parks and Recreation facilities to analyze the community's needs and current facility conditions by the summer of 2025.
- Conduct a Cost Recovery Study reviewing the current revenue plan, subsidy levels, and pricing policies of all Parks and Recreation services by the Summer of 2025.
- Adopt standards of care for the afterschool and other youth recreational programs at the various recreation centers by the fall of 2023.
- Develop a Parks and Recreation Programming and Services Plan guiding the agency in delivering programs, events, and services to constituents by September 2024.
- Create and present a Parks and Recreation Annual Report by the fall of 2023 highlighting the department's strategic accomplishments, performance indicators, and an overview of the past year.
- Develop, review, and update all the department's policies and procedures, including administrative and operational, by the summer of 2024.

**Aquatics**

- Begin a year-round swim lesson program with Pasadena Independent School District (PISD) by October 2024 to improve the swimming skills of the citizens population of Pasadena residents having improved swim skills.
- Train and hire 10 swim instructors by summer of 2024 that the City can offer swim lessons in 2024.
- Increase the deck space for Strawberry Waterpark behind the Cabana rental area by the summer of 2024 to increase the capacity of the waterpark and allow for additional seating spaces.
- Maintain an 85% retention rate for all staff from FY23 to FY24 to reduce staff orientation and new staff training requirements.
- Expand the Aquatic Program by offering swim lessons, water aerobics, a volleyball pool league, and other program ideas by the summer of 2024 to increase attraction, appeal, and revenue of our facilities.

Athletics

- Spearhead an adult men's basketball tournament in collaboration with City of Deer Park and City of Baytown in the summer of FY24.
- Host two pickleball tournaments, one in spring, the other in summer, at the Pasadena Convention Center next year.
- Add a front desk workstation at PAL Gym to check in visitors and participants utilizing the recreation software that improves the operation and allows part-time staff to conduct program registrations.
- Collaborate with PISD to implement youth basketball program for 5th and 6th-grade students in the spring or summer of FY24.
- Collaborate with PISD to implement youth girls' volleyball program for 5th and 6th-grade girls in the fall of FY24.

Recreation Centers

- Create at least two new programs or events outside regular recreation center hours by FY24, with help from other divisions and departments. This will offer more recreational opportunities for the public.
- Increase game room sign-ins by 10% from FY23. Recreation Centers will work to have all locations open and utilize new yard signs and banners to attract more participants while being aware of staffing-to-participant ratios, which will benefit the program's active and non-active activities.



Recreation Centers (Cont.)

- Erect a fence behind the Peter C. Fogo Recreation Center by the end of FY24. Recreation Centers will work with Parks and Facilities to ensure the specifications of the fence are adequate. The fence will result in securing recently planted fruit trees, garden beds, and air conditioner units that have been the target of vandalism.
- Complete the disposal of old equipment by the end of FY24 by working with Facilities and Sanitation. Disposal of underutilized equipment will result in the increased storage area available to Recreation Centers.
- Increase training opportunities for Full Time Recreation Attendants by offering the option to attend educational workshops hosted by the Texas Recreation and Parks Society and National Recreation and Parks Association. Recreation Centers has requested an increase in the training budget to accommodate registration fees and associated travel. Increased education will result in exposure to varied program ideas and policies.

Tennis

- Host Universal Tennis Rating (UTR) matches for both pickleball and tennis at the Harry Taylor Tennis Center starting in the fall of FY24.
- Provide pickleball open play opportunities for citizens in the fall of FY24 twice a week in the mornings and evenings at the Harry Taylor Tennis Center.
- Fill a new Tennis Pro position that will commence tennis lessons and programming for both youth and adults in FY24.
- Repair and upgrade the tennis court lights on courts 1-7 so that the lighting is sufficient for evening programming and court play by the summer of 2024.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| RECREATION | | | | | |
| Personnel services | 2,092,755 | 1,921,666 | 2,619,485 | 2,560,883 | 2,719,297 |
| Contractual services | 319,482 | 365,685 | 530,613 | 478,705 | 602,939 |
| Materials and supplies | 270,765 | 331,645 | 442,025 | 415,357 | 401,892 |
| Maintenance charges | 467,386 | 501,481 | 491,628 | 471,828 | 550,404 |
| Capital outlay | 33,000 | 100,453 | 512,255 | 237,500 | 835,000 |
| TOTAL | 3,183,388 | 3,220,930 | 4,596,006 | 4,164,273 | 5,109,532 |



PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Athletics Program Registrations | 3,300 | 3,763 | 3,843 | 4,150 |
| PAL Gym Drop-in Visits | 3,200 | 37,504 | 39,679 | 42,000 |
| Recreation Center Visits | | 10,228 | 15,000 | 16,500 |
| Aquatics Admissions | 6,000 | 11,829 | 32,269 | 35,000 |
| Aquatics Program Participation | | 105 | 202 | 800 |
| Tennis Center Visits | | 4,000 | 4,172 | 4,300 |
| Tennis Program Participation | 3,000 | 2,000 | 2,472 | 2,500 |
| Multipurpose Center Attendees | 2 | 3,008 | 3,632 | 3,995 |
| Multipurpose Center Program Hours | 5,000 | 12,878 | 13,921 | 15,313 |

PARKS & RECREATION STAFFING

RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------------|----------------------------------|-------------------------|-------------------------|-------------------------|
| 1704 | Director of Parks and Recreation | 1 | 1 | 1 |
| 1945 | Grant Writer | 1 | 1 | 1 |
| 2337 | Marketing Specialist | 1 | 1 | 1 |
| 2430 | Office Assistant I | 2 | 2 | 2 |
| 2440 | Office Assistant II | 2 | 2 | 2 |
| 2585 | Pool Technician | 2 | 2 | 2 |
| 2650 | PT Athletic Pooled Position | 1 | 1 | 1 |
| 2741 | PT Recreation Attendant | 10 | 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 | 6 | 6 | 6 |
| 3070 | Recreation Manager | 2 | 3 | 3 |
| 3071 | Asst Rec Manager | 1 | 0 | 0 |
| 3080 | Recreation Specialist I | 4 | 4 | 4 |
| 3100 | Recreation Superintendent | 1 | 1 | 1 |
| 2667 | PT Tennis Pooled Position | 1 | 1 | 1 |
| TOTAL: | | 38 | 38 | 38 |



PARKS & RECREATION

CLEAN STREETS

MISSION STATEMENT

The mission of the Clean Streets division is to maintain City properties, alleys, ditches, and rights-of-way efficiently and professionally and to utilize community service participants provided by the courts within Harris County to clean City properties and rights-of-way.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Replaced old tractors with two new John Deere 4x4 Tractors to maintain retention ponds and city easements throughout Pasadena
- Working to keep Clean Streets fully staffed by hiring new employees to fill vacancies.
- Upgraded equipment and appliances at the facility to help improve service
- Purchased a New Edger and Blower attachment for the Steiner to help cut sidewalks and curbs
- Maintained citizen service requests, followed through, and completed 90% of tasks
- Holding regular training with staff on safety, equipment utilization, and other important items



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Cross-train employees on the use of various equipment quarterly.
- Hold monthly training meetings on the proper use of equipment and safety.
- Pick up litter from esplanades, easements, and rights-of-way bi-weekly.
- Maintain a regular mowing schedule for City properties, alleys, ditches, and rights-of-way throughout the year.
- Investigate and contact each service request received within 1 to 3 business days.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| CLEAN STREETS | | | | | |
| Personnel services | 1,310,551 | 1,372,992 | 1,411,174 | 1,361,240 | 1,440,331 |
| Contractual services | 212,492 | 214,178 | 327,300 | 370,956 | 407,300 |
| Materials and supplies | 43,871 | 55,553 | 91,868 | 74,828 | 86,350 |
| Maintenance charges | 292,926 | 276,042 | 281,861 | 281,861 | 329,773 |
| Capital outlay | - | 33,711 | 12,000 | 12,000 | - |
| TOTAL | 1,859,840 | 1,952,476 | 2,124,203 | 2,100,885 | 2,263,754 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|
| Number of participants worked Community | 977 | 1,283 | 1,356 | 1,500 |
| Quantity of trash removal (cubic feet) | 77,052 | 59,893 | 65,249 | 65,000 |
| Street sweeper - streets cleaned | 629 | 418 | 402 | 500 |
| Street sweeper - miles cleaned | 4,171 | 1,975 | 2,289 | 5,000 |

CLEAN STREETS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-----------------------|-----------------|-----------------|-----------------|
| 1480 | Clean Streets Manager | 1 | 1 | 1 |
| 1482 | Clean Streets Foreman | 2 | 2 | 2 |
| 1780 | Equipment Operator I | 3 | 3 | 3 |
| 1790 | Equipment Operator II | 2 | 2 | 2 |
| 2430 | Office Assistant I | 1 | 1 | 1 |
| 2440 | Office Assistant II | 1 | 1 | 1 |
| 3470 | Street Cleaner I | 2 | 2 | 2 |
| 3480 | Street Cleaner II | 6 | 6 | 6 |
| 3481 | Street Cleaner III | 1 | 1 | 1 |
| TOTAL: | | 19 | 19 | 19 |



PARKS & RECREATION

MUNICIPAL GOLF COURSE

MISSION STATEMENT

The mission of the Municipal Golf Course is to provide customers with a friendly atmosphere, a course in good condition, a pro shop, and knowledgeable staff for an enjoyable golfing experience.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Completion of maintenance barn for equipment
- Replaced golf cart fleet with lithium-ion battery carts
- Improved driving range with concrete and tee mats
- Continued outstanding maintenance of the grounds
- Hosted over 30 tournaments at the course
- Updated fees to better match the level of service



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Clean and rework 5 tee boxes.
- Develop donated adjacent property to improve parking and amenities.
- Add a new entrance and sign to provide more visibility.
- Implement a new point-of-sale (POS) system on a more reliable network.
- Improve drainage throughout the golf course.
- Increase products for sale in the pro shop.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| GOLF COURSE | | | | | |
| Personnel Services | 474,484 | 493,877 | 700,871 | 697,581 | 775,196 |
| Contractual services | 155,520 | 124,807 | 149,791 | 137,583 | 150,300 |
| Materials and supplies | 148,405 | 151,790 | 510,440 | 385,554 | 364,612 |
| Maintenance charges | 166,193 | 135,031 | 136,698 | 136,842 | 142,730 |
| Capital outlay | - | 63,665 | - | - | 145,000 |
| TOTAL | 944,602 | 969,170 | 1,497,800 | 1,357,560 | 1,577,838 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|
| Number of rounds of golf played | 31,692 | 34,901 | 34,471 | 36,000 |

GOLF COURSE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|-----------------------------|-----------------|-----------------|-----------------|
| 1930 | Golf Course Superintendent | 1 | 1 | 1 |
| 1932 | Golf Course Worker I | 2 | 2 | 2 |
| 1934 | Golf Course Worker III | 1 | 1 | 1 |
| 1938 | Golf Course General Manager | 0 | 1 | 1 |
| 2590 | Pro Shop Specialist I | 1 | 1 | 1 |
| 2765 | PT Pooled Golf Course | 0 | 1 | 1 |
| 2591 | PT Pro Shop Worker | 2 | 2 | 2 |
| 2880 | Pro Shop Worker I | 2 | 2 | 2 |
| 3325 | Sr Grounds Keeper | 1 | 1 | 1 |
| TOTAL: | | 10 | 12 | 12 |



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 2023

- Partnered with the Bay Area Council on Drugs & Alcohol (BACODA) to provide additional programs and equipment for youth & adults with Autism and other sensory needs
- Partnered with Landscaping division of the City's Parks & Recreation Department to create and implement gardening programs for participants
- Expanded the maximum capacity of four out of five summer camps; demand remained high even after registration had closed, resulting in a waitlist
- The afterschool program spent 579 minutes outdoors during April and May.
- Completed 43 participant-in-take meetings for new people to become a member of the center
- Purchased furniture for the Game Room and installed a water refill station at our drinking fountain
- Wheelchair softball team improved its overall record to 14 wins & 9 losses this season.
- Two new Heating/Air Conditioning Units were purchased and installed.
- Purchased two new accessible picnic tables for the backyard and to use during programs
- The public bathroom walls have been repaired.
- The front of the building has been waterproofed and painted.



PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2024

- Complete a two-night out-of-town camp experience with select participants of the Verne Cox Center.
- Increase the number of PISD students attending our after-school programs by 25%.
- Offer a Leisure Education series for participants and their families that focuses on health and wellness practices relevant to the disability community.
- Collaborate with Pasadena Public Libraries to provide two sensory friendly early literacy and reading programs at the library for youth with disabilities.



PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2024 (Cont.)

- Return to annual Camp for All trips with select participants (or similar location).
- Maintain high-quality programs that can accommodate the growing number of participants.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| MULTI-PURPOSE CENTER | | | | | |
| Personnel services | 366,913 | 343,548 | 440,639 | 422,784 | 460,372 |
| Contractual services | 23,039 | 35,487 | 40,709 | 26,694 | 42,405 |
| Materials and supplies | 24,493 | 35,373 | 45,701 | 36,256 | 49,029 |
| Maintenance charges | 96,261 | 81,687 | 73,233 | 67,808 | 79,171 |
| Capital outlay | 25,980 | - | 41,000 | 41,000 | - |
| TOTAL | 536,686 | 496,095 | 641,282 | 594,542 | 630,977 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|-------------------|-------------------|-------------------|-------------------|
| Multipurpose center participation - Annual | 2,000 | 3,008 | 3,632 | 3,995 |
| Multipurpose center participation - Hours | 5,000 | 12,878 | 13,921 | 15,313 |

MULTI-PURPOSE CENTER STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|---------------------------|-----------------|-----------------|-----------------|
| 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 |
| TOTAL: | | 9 | 9 | 9 |



PARKS & RECREATION CIVIC CENTER OPERATIONS

MISSION STATEMENT

The mission of the Civic Center Operations is to offer excellent convention facilities and services to the public, while ensuring that our guests have a memorable experience that exceeds their expectations by prioritizing customer satisfaction and anticipating their needs to ensure a successful event.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Paved concrete roadways throughout Fairgrounds including the following locations:
 - 9th, 10th, 11th, and 13th;
 - Strawberry Road;
 - Corral extension, animal unloading chutes off Corral Road and Jimmy Harris Road;
 - Extended parking lot for BBQ Pavilion and;
 - Built sidewalks to 10 new concrete slabs with metal canopy picnic tables.
- Repaired two inoperable retention pond pumps to improve drainage
- Purchased 250 rectangular tables, table carts, and a curb painting machine to enhance safety and improve amenities
- Replaced signage on Fairmont Parkway and along Red Bluff Road
- Repaired damaged foundation to Campbell Hall
- Purchased updated EventPro software for booking and invoicing events
- Installed drainage ditch along Jimmy Harris Road



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Upgrade electrical system throughout fairgrounds
- Remodel Campbell Hall
- Purchase trash vacuum vehicle to pick up trash throughout grounds
- Remodel Rodeo Arena restrooms and concession stands
- Design/engineer and construct new FFA Pavilion
- Build a new marquee sign on Red Bluff Rd. adjacent to Campbell Hall
- Install security cameras throughout fairgrounds



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| CIVIC CENTER | | | | | |
| Personnel services | 436,722 | 443,251 | 454,356 | 468,029 | 480,800 |
| Contractual services | 65,212 | 112,199 | 110,050 | 95,634 | 110,500 |
| Materials and supplies | 9,352 | 12,177 | 14,300 | 16,005 | 14,300 |
| Maintenance charges | 280,012 | 245,438 | 205,224 | 205,224 | 215,097 |
| TOTAL | 791,298 | 813,065 | 783,930 | 784,892 | 820,697 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Number of events | 250 | 266 | 206 | 260 |
| Number of attendees per year | 300,000 | 450,000 | 1,411,810 | 1,500,000 |
| Number of days used - Convention Center | 225 | 305 | 280 | 300 |
| Number of days used - Fairgrounds | 200 | 294 | 203 | 250 |

CIVIC CENTER OPERATIONS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|----------------------------|-------------------------|-------------------------|-------------------------|
| 1310 | Director Convention Center | 1 | 1 | 1 |
| 1820 | Facility Worker I | 3 | 3 | 3 |
| 1821 | Facility Worker II | 1 | 1 | 1 |
| 1830 | Lead Facility Worker | 1 | 1 | 1 |
| 2430 | Office Assistant I | 1 | 1 | 1 |
| 2440 | Office Assistant II | 1 | 1 | 1 |
| TOTAL: | | 8 | 8 | 8 |



PARKS & RECREATION

MADISON JOBE SENIOR CENTER

The mission of the Madison Jobe Senior Center is 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:

The mission of the RIDES Program is 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 2023

- Awarded funding from the Harris County Transportation RIDES Program
- Promoted MJSC and RIDES Program at Red Bluff Elementary Health Fair, seniors' function at Faithbridge Church, Pasadena Rotary Club, and Pasadena Kiwanis Club
- Joined National Council on Aging
- Became affiliate with the National Institute of Senior Centers
- Participated in Christmas Tree Lighting and 4th Fest events
- Joined Texas Recreation and Park Society (TRAPS) East Region Leisure and Aging Services Branch
- Added new weekly programs for seniors: Bowling, cornhole, and table games with staff



PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2024

- Acquire two ADA-accessible buses.
- Paint the outer walls and the dining room walls of the Center.
- Have the building foundation leveled.
- Have insulated windows installed for the storage building.
- Generate more interest by creating and rotating new events and activities.
- Perform market survey on a second Center to in the south half of the city.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| SENIOR CENTER - MADISON JOBE | | | | | |
| Personnel services | 394,699 | 532,675 | 567,750 | 584,555 | 628,147 |
| Contractual services | 19,816 | 33,709 | 62,576 | 55,368 | 60,610 |
| Materials and supplies | 27,810 | 19,826 | 57,226 | 34,500 | 55,316 |
| Maintenance charges | 130,857 | 128,758 | 119,862 | 121,738 | 128,116 |
| Capital outlay | - | - | - | - | 60,000 |
| TOTAL | 573,182 | 714,968 | 807,414 | 796,161 | 932,189 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Senior center participation - Annual | 7,137 | 18,393 | 18000 | 20000 |
| Special events performed each year | 10 | 11 | 11 | 11 |
| Transportation program rides per year | 2,520 | 1,860 | 1,860 | 1860 |

MADISON JOBE SENIOR CENTER STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|--------------------------|-----------------|-----------------|-----------------|
| 2430 | Office Assistant I | 1 | 1 | 1 |
| 2892 | Rides Coordinator | 1 | 1 | 1 |
| 3064 | Rec Attendant I | 1 | 1 | 1 |
| 3065 | Rec Attendant II | 1 | 1 | 1 |
| 3070 | Recreation Manager | 1 | 1 | 1 |
| 3080 | Recreation Specialist I | 2 | 2 | 2 |
| 3395 | Senior Center Supervisor | 1 | 1 | 1 |
| TOTAL: | | 8 | 8 | 8 |



PARKS & RECREATION MUSEUMS

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Continued to collect, preserve, and archive historical documents and artifacts
- Promoted Museum at five community events: Strawberry Festival, Faithbridge Church Seniors' meeting, Pasadena Rotary Club, Pasadena Kiwanis Club, and Red Bluff Elementary Health Fair
- Continued to update and stage Museum homes
- Hosted a Christmas with Santa's Open House for the Pasadena Historical Society
- Developed relationship with Pomeroy family member to accurately curate the Pomeroy homes
- Consulted with industrial neighbors to begin developing an industry section of the Museum



PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2024

- Install new windows on the Strawberry House.
- Paint outside of archive and public restroom buildings.
- Install insulated garage doors on the public restroom building.
- Install period-appropriate window screens on the houses.
- Improve drainage for sections of the Museum grounds.
- Install security cameras around the grounds.
- Replace or repair the arbor and benches under the arbor.
- Install signage that clearly identifies the Heritage Park & Museum.
- Increase visibility with outside lighting.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| MUSEUMS | | | | | |
| Personnel services | 104,824 | 97,527 | 114,125 | 105,031 | 119,151 |
| Contractual services | 7,210 | 9,212 | 20,602 | 18,702 | 18,702 |
| Materials and supplies | 5,434 | 8,243 | 14,100 | 9,130 | 16,000 |
| Maintenance charges | 12,220 | 12,622 | 17,991 | 17,428 | 20,495 |
| TOTAL | 129,688 | 127,604 | 166,818 | 150,291 | 174,348 |
| SUB-TOTAL PARK AND RECREATION | 11,468,569 | 11,831,545 | 14,674,484 | 13,845,120 | 15,618,973 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
| Museum visitors per year | 123 | 678 | 1000 | 1200 |
| Special events performed each year | 1 | 2 | 3 | 4 |

MUSEUMS STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|----------------------|-----------------|-----------------|-----------------|
| 2414 | Museum Specialist | 1 | 1 | 1 |
| 2853 | PT Museum Specialist | 1 | 1 | 1 |
| 2850 | PT Pooled Museum | 1 | 1 | 1 |
| TOTAL: | | 3 | 3 | 3 |



PARKS & RECREATION

MUNICIPAL PUBLIC LIBRARY

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- In January, the Fairmont Branch Library underwent renovations that included replacing the thirty-year-old carpet. The interior walls of the Fairmont branch were painted to match the library's color scheme.
- As of October 1, the Pasadena Public Libraries have eliminated late fees, significantly, which increased the number of active library accounts, and quadrupled the previous amount.
- In February, there was a small fire in one of the public restrooms that could have made the Central Library Meeting Room inaccessible. However, the City's Facilities Department worked diligently to repair the damage in just one and a half days, ensuring that the AARP Tax-Aide program, which helps qualified applicants file their federal returns for free, could continue as scheduled.
- In April, the Central Library introduced its inaugural Makerspace, which marks a groundbreaking addition to the Pasadena Public Library.
- The Fairmont Branch Library increased its security measures in May by upgrading its security cameras. The old analog system was replaced with new digital cameras for improved surveillance within the building.
- The total checkouts for the Pasadena Public Library were over 338,000, an increase of more than 100,000 from Pre-pandemic levels.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- The goal is that the Pasadena Public Library achieve a total of 400,000 checkouts.
- The Pasadena Public Library and Pasadena Independent School District (PISD) will collaborate on a project to utilize PISD school IDs as Pasadena library cards, providing access to library services for 50,000 students during after-school hours and on weekends.
- Double the Public Network bandwidth to accommodate the increasing number of patrons who visit the library facilities with 3 or more wireless devices.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| LIBRARY | | | | | |
| Personnel services | 2,624,740 | 2,617,220 | 2,794,529 | 2,769,464 | 2,905,947 |
| Contractual services | 221,421 | 264,805 | 239,164 | 233,656 | 246,964 |
| Materials and supplies | 133,715 | 393,991 | 398,433 | 383,900 | 417,783 |
| Maintenance charges | 565,134 | 503,277 | 466,489 | 466,441 | 486,394 |
| Capital outlay | 331,581 | 77,828 | 144,978 | 130,000 | 118,000 |
| TOTAL | 3,876,591 | 3,857,121 | 4,043,593 | 3,983,461 | 4,175,088 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------|-------------------|-------------------|-------------------|-------------------|
| Library Visits | 79,307 | 97,946 | 122,056 | 145,246 |
| Checkouts | 273,177 | 338,657 | 382,274 | 424,324 |
| Reference Transactions | 12,978 | 18,057 | 13,611 | 14,291 |
| Program Attendance | 7,947 | 11,650 | 15,031 | 18,337 |



LIBRARY STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|---------------------------------|---------------------|---------------------|---------------------|
| 1620 | Custodian I | 2 | 2 | 2 |
| 2129 | Librarian I | 2 | 2 | 2 |
| 2130 | Librarian II | 5 | 5 | 5 |
| 2140 | Librarian III | 3 | 3 | 3 |
| 2150 | Library Assistant I | 6 | 6 | 6 |
| 2160 | Library Assistant II | 9 | 9 | 9 |
| 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 | 3 | 3 | 3 |
| 2686 | PT Clerical Assistant I | 2 | 2 | 2 |
| 2687 | PT Clerical Assistant II | 5 | 5 | 5 |
| 2835 | PT Pooled Library | 1 | 1 | 1 |
| 3350 | Sr Library Assistant | 1 | 1 | 1 |
| 3370 | Sr Office Assistant | 1 | 1 | 1 |
| TOTAL: | | 43 | 43 | 43 |



**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.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

19951 URBAN STREET PROJECT – GENERAL

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATE | FY 2024 ADOPTED |
|-----------------------|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| CONTRACTUAL SERVICES | 5,000 | 19,100 | - | - | - |
| MINOR TOOLS?EQUIPMENT | - | 18,756 | 16,170 | - | - |
| CAPITAL OUTLAY | 1,585 | - | 44,616 | 44,616 | - |
| TOTAL | 6,585 | 37,856 | 60,786 | 44,616 | - |

19954 URBAN STREET PROJECT – GATEWAY

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATE | FY 2024 ADOPTED |
|----------------|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| CAPITAL OUTLAY | 13,540 | - | - | - | - |
| TOTAL | 13,540 | - | - | - | - |

19957 URBAN STREET PROJECT – BURKE

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATE | FY 2024 ADOPTED |
|----------------|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| CAPITAL OUTLAY | 6,250 | - | - | - | - |
| TOTAL | 6,250 | - | - | - | - |

19960 URBAN STREET PROJECT – FAIRMONT

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATE | FY 2024 ADOPTED |
|----------------|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| CAPITAL OUTLAY | 2,994 | - | - | - | - |
| TOTAL | 2,994 | - | - | - | - |



HEALTH DEPARTMENT

The Health Department plays a vital role in improving the quality of life for citizens of the city. Their primary objective is to safeguard people's health, life, and safety through education and the enforcement of health codes. They also issue certified copies of birth and death certificates.

In addition, the Department is responsible for overseeing several programs, such as the weed mowing program, which involves the inspection and mowing of weeds on vacant lots. They also inspect food establishments to enforce sanitation standards and issue annual food permits for food safety.

The Health Department is also responsible for consulting and inspecting premises for rodent and insect vector control. The City of Pasadena Health Department oversees the administration of the City's pest mosquito control contract, which requires the entire city to be treated once a month during May - September. The City also works in conjunction with Harris County Mosquito Control to monitor and treat areas where disease-carrying mosquitoes are confirmed. Complaints are monitored to determine if additional applications are necessary.

Residents can help by taking general precautions, such as keeping tight-fitting screens on doors and windows, maintaining pools and spas, eliminating standing water from tires, planters, feed bowls, etc., repairing leaking outside faucets, changing bird bath water frequently, wearing long sleeves and pants at dawn and dusk when mosquitoes are most active, using mosquito repellents, avoiding over-watering lawns, and cleaning out rain gutters.

The Health Department also issue permits for swimming pools and septic tanks and conducts inspections before permitting dance halls, daycare centers, and wrecking yards. They enforce 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 operates with Animal Control Officers who handle animal-related incidents and enforce City ordinances about animals. The shelter staff assists residents with animal surrender and adoption and takes care of the animals housed at the shelter. A 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 2023

- Collaborated with the Police Department (PD) in addressing public health nuisances and abating violations associated with vagrant camps on vacant parcels of land
- Coordinated response with Emergency Management to assess and respond to the January 2023 tornado which included the following: Inspections of over 75 food service establishments to ensure food safety at impacted locations; disposing contaminated food no longer fit for human consumption; conducting daily inspections for three operating shelters that housed evacuated citizens; and monitoring medical facilities to ensure that adequate life and safety standards were maintained
- Continued training with Tyler Technologies to build out the department workflow interfaces to prepare for the software transition to Energov
- Developed a robust weekend inspection program for temporary food events to ensure that vendors are in compliance with the minimum standards to prevent the spread of foodborne illness



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Collaborate with the PD and 9-1-1 Emergency Management Services (EMS) contractor for overdose detection mapping to support public safety and public health efforts during spiking overdose events.
- Expand food service program staffing to control foodborne illness risk factors and ensure establishments operate according to established standards and regulations.
-



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024 (Cont.)

- Develop a professional internship program for college students pursuing an environmental or consumer science degree.
- Complete implementation of Tyler software conversion and prepare to go live with the application.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| HEALTH DEPARTMENT | | | | | |
| Personnel services | 1,088,194 | 1,082,952 | 1,183,654 | 1,158,019 | 1,315,688 |
| Contractual services | 1,135,102 | 1,263,379 | 1,508,882 | 1,295,381 | 1,576,980 |
| Materials and supplies | 108,443 | 101,631 | 20,614 | 20,661 | 26,614 |
| Maintenance charges | 125,681 | 125,195 | 128,757 | 128,709 | 137,114 |
| TOTAL | 2,457,420 | 2,573,157 | 2,841,907 | 2,602,770 | 3,056,396 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|-------------------|-------------------|-------------------|-------------------|
| Vital Statistics - Birth and death records sold | 4,959 | 4,917 | 5,691 | 5,691 |
| General Sanitation & Business Licensing | 13,486 | 13,286 | 13,372 | 13,372 |
| Liens Filed | 87 | 131 | 129 | 129 |
| Business Licenses Issued | 2,672 | 2,615 | 2,927 | 2,927 |
| Revenues | 466,226 | 378,825 | 712,092.76 | 712,092.76 |

HEALTH STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|------------------------|-----------------|-----------------|-----------------|
| 1370 | Chief Health Inspector | 1 | 1 | 1 |
| 1897 | Food Inspector | 0 | 0 | 1 |
| 2040 | Inspector III | 3 | 3 | 3 |
| 2050 | Inspector IV | 1 | 1 | 1 |
| 2210 | Local Registrar | 1 | 1 | 1 |
| 2430 | Office Assistant I | 1 | 1 | 1 |
| 2440 | Office Assistant II | 2 | 2 | 2 |
| 2770 | Health/Medical Doctor | 1 | 1 | 1 |
| 2960 | Public Health Director | 1 | 1 | 1 |
| 3130 | Sanitarian I | 2 | 2 | 2 |
| 3131 | Sanitarian II | 1 | 1 | 1 |
| 3370 | Sr Office Asst | 1 | 1 | 1 |
| | TOTAL: | 15 | 15 | 16 |



HEALTH DEPARTMENT ANIMAL RESCUE & ASSISTANCE

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Finished the camera repair and installation project by installing a camera in each of the 8 petting rooms to ensure the safety of the animals and the public
- Installed new kennels, including 4 extra-large kennels in the Adoption Center
- Removed the back panel of the kennels in the main part of the Adoption Center that were not replaced to make the public viewing windows easier to clean
- Added acoustical sound wall panels and ceiling tiles in the main kennel of the Adoption Center to help with sound baffling
- Adapted to animal sheltering and housing employees in the Adoption Center only after a tornado rendered the Animal Shelter unusable on January 24, 2023
- Built relationships with 501(c)(3) organizations such as Best Friends Animal Society and Houston Pets Alive! who have helped with plans after reopening post-tornado, animal placement at other facilities, and ways we can better run some of our programs



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Partner with Houston Pets Alive! and Best Friends Animal Society to save more animal lives in Pasadena through the Shelter Collaborative mentorship program.
- Find and apply for grants to pay for mobile vaccination, microchipping, and/or spay/neuter clinics to provide free/reduced cost services to citizens of Pasadena located in areas where data shows the most stray intakes in general as well as puppy and kitten litter intakes.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Develop an education program in both English and Spanish on responsible pet ownership that teaches the importance of keeping pets in homes or fenced-in yards, microchipping, rabies vaccine requirement, other core vaccinations, heartworm and flea preventatives, and spaying/neutering and then determine ways to disseminate this information – classes at the Adoption Center, social media, neighborhood association meetings, classes at recreation centers, etc.
- Host a pet resource fair that emphasizes affordable resources. Invite vets, groomers, boarders, pet supply stores, mobile vaccination, microchipping, spay/neuter clinics, etc.

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| ANIMAL RESCUE AND ASSISTANCE | | | | | |
| Personnel services | 2,356,106 | 2,353,500 | 2,653,626 | 2,451,573 | 2,728,260 |
| Contractual services | 195,707 | 308,313 | 332,588 | 252,950 | 327,475 |
| Materials and supplies | 227,868 | 245,617 | 287,129 | 273,450 | 269,275 |
| Maintenance charges | 317,430 | 341,301 | 314,999 | 319,416 | 346,955 |
| Capital Outlay | - | 62,749 | 81,016 | 81,016 | - |
| TOTAL | 3,097,111 | 3,311,480 | 3,669,358 | 3,378,405 | 3,671,965 |

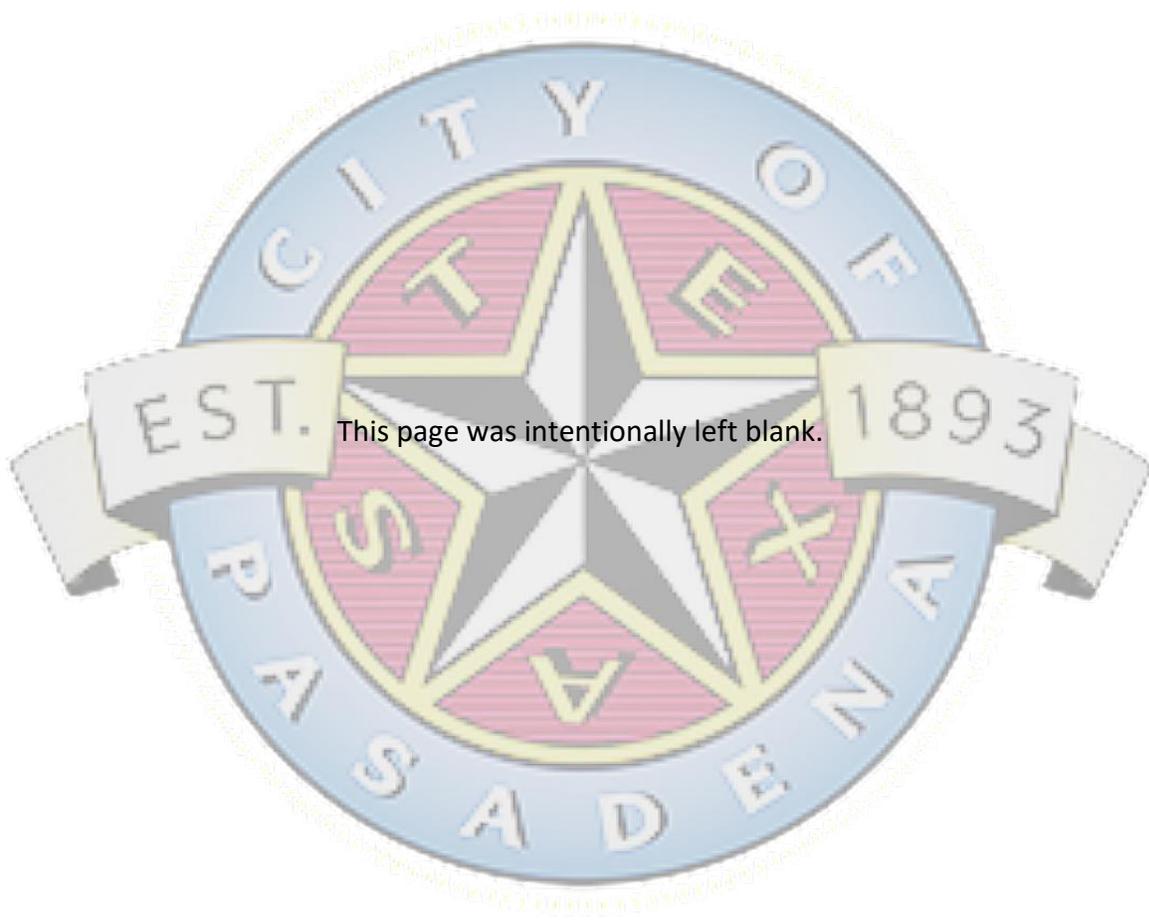
PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Animal Live Releases | 2,733 | 3,100 | 2,575 | 3,000 |
| Animals Registered | 626 | 723 | 403 | 700 |
| # of offsite adoption events | 153 | 88 | 77 | 130 |
| Officer activities | 8,241 | 9,003 | 6,637 | 9,000 |



ANIMAL RESCUE & ASSISTANCE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------------|---------------------|---------------------|---------------------|
| 1070 | Administrative Assistant | 1 | 0 | 0 |
| 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 | 1 | 1 | 1 |
| 2085 | Kennel Supervisor | 1 | 1 | 1 |
| 2096 | Lead Animal Control Officer | 1 | 1 | 1 |
| 2320 | Manager Animal Rescue | 1 | 1 | 1 |
| 2337 | Marketing Specialist | | | 1 |
| 2338 | Mkting/Program Coordinator | 1 | 1 | 0 |
| 2430 | Office Assistant I | 6 | 6 | 6 |
| 3267 | Senior Admin Asst | 1 | 1 | 1 |
| 3752 | Vol & Enrich Coordinator | 0 | 1 | 1 |
| | TOTAL: | 40 | 40 | 40 |





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.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|---------------------|---------------------|---------------------|----------------------|---------------------|
| BEGINNING FUND BALANCE | \$ 3,490,412 | \$ 4,116,848 | \$ 3,655,356 | \$ 3,655,356 | \$ 4,682,874 |
| REVENUE | | | | | |
| Ad valorem taxes-current year | 12,096,769 | 10,695,183 | 12,585,863 | 13,254,381 | 12,262,763 |
| Ad valorem taxes-prior year | 63,998 | (428,363) | 75,000 | 45,000 | 55,000 |
| Penalties and interest | 149,705 | 127,247 | 70,000 | 135,000 | 135,000 |
| Special vehicle inventory tax | 35,156 | 32,107 | 35,000 | 40,000 | 33,500 |
| General Property Taxes | 12,345,628 | 10,426,174 | 12,765,863 | 13,474,381 | 12,486,263 |
| Interest earned | 1,757 | 25,756 | 4,000 | 156,000 | 157,000 |
| Investment Income | 1,757 | 25,756 | 4,000 | 156,000 | 157,000 |
| Transfer from capital project fund | - | 1,121 | - | - | - |
| Other Revenues | - | 1,121 | - | - | - |
| TOTAL REVENUE | 12,347,385 | 10,453,051 | 12,769,863 | 13,630,381 | 12,643,263 |
| PRINCIPAL AND INTEREST PAYMENTS | | | | | |
| Property Tax Supported Debt Service | | | | | |
| Principal | 8,183,830 | 7,803,639 | 6,930,000 | 6,930,000 | 7,640,000 |
| Interest | 3,537,119 | 3,110,904 | 5,655,863 | 5,655,863 | 4,622,763 |
| Subtotal Tax Supported Debt | 11,720,949 | 10,914,543 | 12,585,863 | 12,585,863 | 12,262,763 |
| OTHER EXPENDITURES | | | | | |
| Arbitrage | - | - | 12,000 | 12,000 | 12,000 |
| Fiscal charges | - | - | 5,000 | 5,000 | 5,000 |
| SUBTOTAL OTHER COSTS | - | - | 17,000 | 17,000 | 17,000 |
| TOTAL EXPENDITURES | 11,720,949 | 10,914,543 | 12,602,863 | 12,602,863 | 12,279,763 |
| Revenue Over Expenditures | 626,436 | (461,492) | 167,000 | 1,027,518 | 363,500 |
| ENDING FUND BALANCE | \$ 4,116,848 | \$ 3,655,356 | \$ 3,822,356 | \$ 4,682,874 | \$ 5,046,374 |



LONG-TERM DEBT

The City’s underlying bond rating for Tax Supported Debt from Standard & Poor’s is “AA” and from Fitch Ratings is “AA.” The City’s underlying bond rating 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 2023 debt limitation for the City was \$1,055,818,538, which is significantly more than the City’s outstanding general obligation debt. The FY 2024 debt limitation will be calculated in December 2023.

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 |
|----------------------------------|-------------|-----------|-------------------|--------------------------|----------------------|
| \$16,690,000 GO Refunding, 2012A | 2.00 - 5.00 | 2/15/2025 | Governmental type | \$145,000 to \$1,840,000 | 2,765,000 |
| \$12,525,000 GO Refunding, 2015 | 2.00 - 5.00 | 2/15/2027 | Governmental type | \$755,000 to \$1,830,000 | 3,925,000 |
| \$17,405,000 GO Refunding, 2016A | 2.00 - 5.00 | 2/15/2028 | Governmental type | \$265,000 to \$2,065,000 | 9,670,000 |
| \$19,175,000 COB, 2017 | 2.00 - 4.00 | 2/15/2037 | Governmental type | \$195,000 to \$1,635,000 | 17,375,000 |
| \$33,945,000 COB, 2018 | 2.00 - 5.00 | 2/15/2038 | Governmental type | \$400,000 to \$2,765,000 | 31,650,000 |
| \$48,120,000 COB, 2022 | 4.00 - 5.00 | 2/15/2042 | Governmental type | \$710,000 to \$4,090,000 | 48,120,000 |
| | | | | | \$113,505,000 |



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 |
|--|----------------------|---------------------|----------------------|
| 2024 | 7,640,000 | 4,622,763 | 12,262,763 |
| 2025 | 6,985,000 | 4,280,188 | 11,265,188 |
| 2026 | 6,395,000 | 3,970,213 | 10,365,213 |
| 2027 | 6,375,000 | 3,685,888 | 10,060,888 |
| 2028 | 5,590,000 | 3,428,338 | 9,018,338 |
| 2029-2033 | 29,960,000 | 13,260,063 | 43,220,063 |
| 2034-2038 | 35,140,000 | 6,443,850 | 41,583,850 |
| 2039-2042 | 15,420,000 | 1,264,600 | 16,684,600 |
| | \$113,505,000 | \$40,955,903 | \$154,460,903 |

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 |
|--|-------------|-----------|-----------------|--------------------------|----------------------|
| \$50,210,000 GOB Refunding Bonds, 2016 | 2.00 - 5.00 | 2/15/2033 | Refunding | \$440,000 to \$4,755,000 | 42,905,000 |
| \$16,305,000 COB, 2017 | 2.00 - 4.00 | 2/15/2037 | | \$195,000 to \$1,635,000 | 13,915,000 |
| \$10,450,000 COB, 2023 | 0.00-0.00 | 2/15/2043 | Water and sewer | \$520,000 to \$525,000 | 10,450,000 |
| | | | | | \$ 67,270,000 |



Debt service requirements to maturity are as follows:

| Fiscal Year Ending September 30, | Bonds and CO's | | CO's from Direct Placements | | Total |
|--|---------------------|---------------------|-----------------------------|----------|---------------------|
| | Principal | Interest | Principal | Interest | |
| 2024 | 3,915,000 | 2,061,494 | 520,000 | - | 6,496,494 |
| 2025 | 4,110,000 | 1,867,894 | 520,000 | - | 6,497,894 |
| 2026 | 4,315,000 | 1,664,669 | 520,000 | - | 6,499,669 |
| 2027 | 4,525,000 | 1,451,419 | 520,000 | - | 6,496,419 |
| 2028 | 4,730,000 | 2,232,544 | 520,000 | - | 7,482,544 |
| 2029-2033 | 26,665,000 | 4,232,344 | 2,600,000 | - | 33,497,344 |
| 2034-2038 | 4,815,000 | 540,322 | 2,625,000 | - | 7,980,322 |
| 2039-2043 | - | - | 2,625,000 | - | 2,625,000 |
| | \$53,075,000 | \$14,050,686 | \$10,450,000 | - | \$77,575,686 |

Changes in Long-Term Liabilities

Long-term liability activity for the year ended September 30, 2023 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 | \$ 22,335,000 | \$ - | \$ (5,975,000) | \$ 16,360,000 | \$ 4,745,000 |
| Certificate of obligation bonds | 98,100,000 | - | (955,000) | 97,145,000 | 2,895,000 |
| | 120,435,000 | - | (6,930,000) | 113,505,000 | 7,640,000 |
| Add: Premiums on debt issuances | 9,999,230 | - | (1,152,149) | 8,847,081 | - |
| Total Bonds Payable | \$ 130,434,230 | \$ - | \$ (8,082,149) | \$ 122,352,081 | \$ 7,640,000 |

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



Long-term liability activity for the year ended September 30, 2023 was as follows:

Business-Type Activities:

| Bonds payable | <u>Beginning</u> | <u>Additions/ Reclassificati</u> | <u>Refunding/ Reductions</u> | <u>Ending</u> | <u>Due Within One Year</u> |
|------------------------------------|----------------------|--------------------------------------|----------------------------------|----------------------|--------------------------------|
| General obligation refunding bonds | \$ 42,905,000 | \$ - | \$ (3,090,000) | \$ 39,815,000 | \$ 3,230,000 |
| Certificate of Obligations | 13,915,000 | - | (655,000) | 13,260,000 | 685,000 |
| CO's from direct placements | - | 10,450,000 | - | 10,450,000 | 520,000.00 |
| | 56,820,000 | 10,450,000 | (3,745,000.00) | 63,525,000 | 4,435,000.00 |
| Add: Premiums on debt issuance | 4,405,098 | - | (456,850) | 3,948,248 | - |
| Total bonds payable | \$ 61,225,098 | \$ 10,450,000 | \$ (4,201,850) | \$ 67,473,248 | \$ 4,435,000 |



SYSTEM FUND SUMMARY

The System fund is an enterprise fund that includes water and wastewater system operations. The fund is operated like private business enterprises, where the 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 87.7% of the total revenue generated in the System fund so the City must continually monitor costs to ensure that the fund is self-supporting.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | \$ 16,284,053 | \$ 26,078,918 | \$ 37,110,202 | \$ 37,110,202 | \$ 45,014,042 |
| Revenues | 49,467,240 | 51,495,804 | 49,005,200 | 54,764,616 | 54,188,150 |
| Expenses | 39,985,972 | 43,653,424 | 50,808,638 | 46,860,776 | 54,188,150 |
| Net Increase (Decrease) in Net Assets | 9,481,268 | 7,842,380 | (1,803,438) | 7,903,840 | - |
| Ending Unrestricted Net Assets (Budget) | \$ 25,765,321 | \$ 33,921,298 | \$ 35,306,764 | \$ 45,014,042 | \$ 45,014,042 |
| Reserve Requirement* | 6,049,995 | 5,556,949 | 7,060,638 | 6,402,661 | 7,700,091 |
| Over (Under) Requirement | \$ 19,715,326 | \$ 28,364,349 | \$ 28,246,126 | \$ 38,611,381 | \$ 37,313,951 |

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

Reconciliation to GAAP

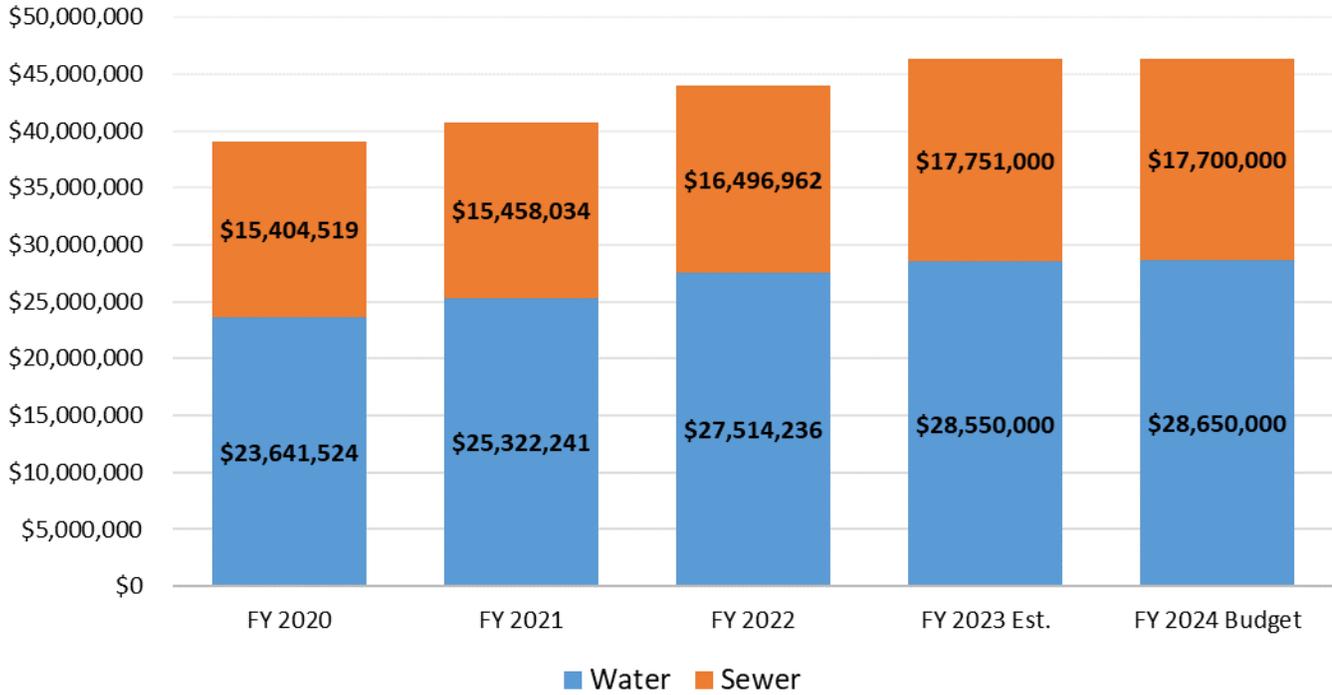
| | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Ending Unrestricted Net Assets (Budget) | \$ 25,765,321 | \$ 33,921,298 | \$ 35,306,764 | \$ 45,014,042 | \$ 45,014,042 |
| Adjustments | 313,597 | 3,188,904 | - | - | - |
| Unrestricted Net Assets (GAAP) | 26,078,918 | 37,110,202 | 35,306,764 | 45,014,042 | 45,014,042 |
| Restricted Net Assets (GAAP) | 2,538,409 | 2,345,258 | 2,538,409 | 2,538,409 | 2,538,409 |
| Net Investment in Capital Assets (GAAP) | 247,130,956 | 251,190,759 | 249,407,454 | 249,407,454 | 253,362,454 |
| Total Fund Balance (GAAP) | \$ 275,748,283 | \$ 290,646,219 | \$ 287,252,627 | \$ 296,959,905 | \$ 300,914,905 |


**FY 2024 ADOPTED BUDGET
SYSTEM FUND DETAIL**
REVENUE OVERVIEW

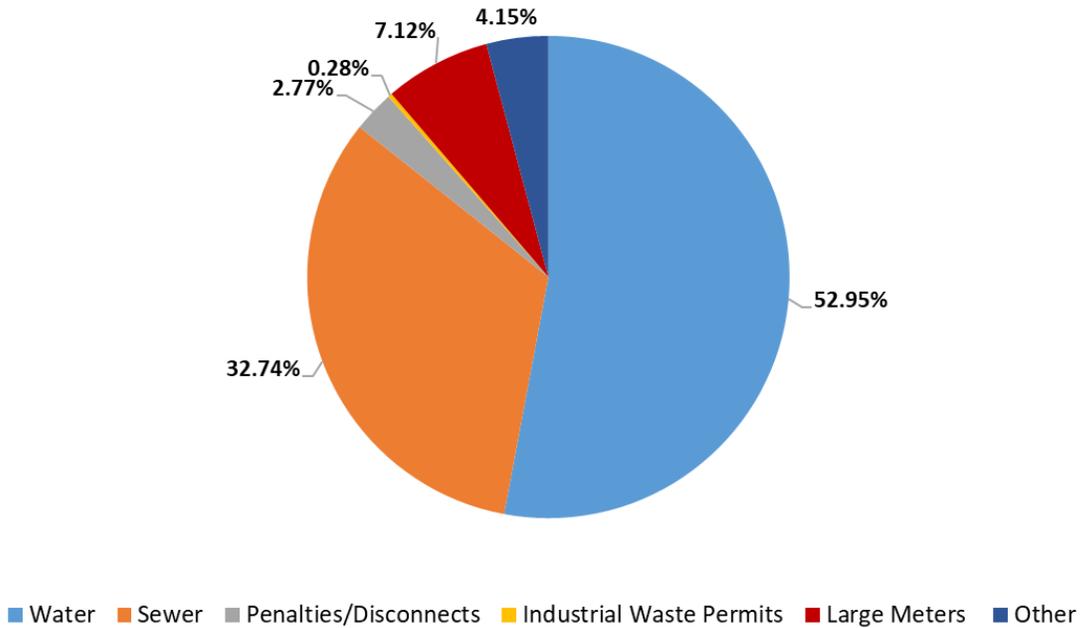
| Revenue Category | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Interest earned | \$ 17,234 | \$ 307,961 | \$ 40,000 | \$ 1,870,000 | \$ 1,900,000 |
| Interest earned-GNMA's | - | - | - | - | - |
| INVESTMENT INCOME | 17,234 | 307,961 | 40,000 | 1,870,000 | 1,900,000 |
| Miscellaneous | 10,289 | (30,992) | 100 | 6,000 | 150 |
| CC processing fee | 212,418 | 177,053 | 130,000 | 140,000 | 120,000 |
| Waste recycling revenues | - | - | - | - | - |
| Prior year expense refund | 1,783,336 | 585,952 | - | 167,916 | - |
| OTHER REVENUE | 2,006,043 | 732,013 | 130,100 | 313,916 | 120,150 |
| Water revenues | 25,322,241 | 27,514,236 | 26,500,000 | 28,550,000 | 28,650,000 |
| Water revenues adjustments | - | - | - | - | - |
| Water connections | 233,295 | 158,955 | 50,000 | 87,000 | 40,000 |
| Sewer revenues | 15,458,034 | 16,496,962 | 16,500,000 | 17,751,000 | 17,700,000 |
| Sewer revenues adjustments | - | - | - | - | - |
| Sewer connections | 228,300 | 144,600 | 50,000 | 103,000 | 40,000 |
| Facility lease revenues | - | - | - | - | - |
| Penalties | 1,131,172 | 1,143,734 | 1,150,000 | 1,188,600 | 1,200,000 |
| Penalties adjustments | - | - | - | - | - |
| Miscellaneous water revenue | 200,227 | 220,543 | 200,000 | 212,100 | 225,000 |
| Miscellaneous water revenue adjustment | - | - | - | - | - |
| Disconnect fee | 215,420 | 319,472 | 320,000 | 268,900 | 300,000 |
| Industrial waste | 306,151 | 210,697 | 150,000 | 162,500 | 150,000 |
| Large meter revenues | 3,885,310 | 3,905,757 | 3,910,000 | 3,854,600 | 3,860,000 |
| Wastewater rehab fees | - | - | - | - | - |
| Wastewater rehab adjustments | - | - | - | - | - |
| Wastewater testing fees | - | - | - | - | - |
| Year end accrual revenues | 461,813 | 340,181 | - | 400,000 | - |
| OPERATING REVENUE | 47,441,963 | 50,455,137 | 48,830,000 | 52,577,700 | 52,165,000 |
| Bad debt recovery | - | - | - | - | - |
| Sale of city property | - | - | - | - | - |
| Recovery of damages | - | - | 100 | - | - |
| Other | 2,000 | - | 5,000 | 3,000 | 3,000 |
| COH operating and maintenance refund | - | - | - | - | - |
| COH water and wastewater settlement | - | - | - | - | - |
| COH excess reserve | - | - | - | - | - |
| NON-OPERATING REVENUE | 2,000 | - | 5,100 | 3,000 | 3,000 |
| Water and sewer fund | - | 693 | - | - | - |
| INTERFUND TRANSFERS | - | 693 | - | - | - |
| SYSTEM FUND REVENUE TOTAL | \$ 49,467,240 | \$ 51,495,804 | \$ 49,005,200 | \$ 54,764,616 | \$ 54,188,150 |



FY 2024 WATER & SEWER REVENUES



FY 2024 SYSTEM FUND REVENUE SOURCES

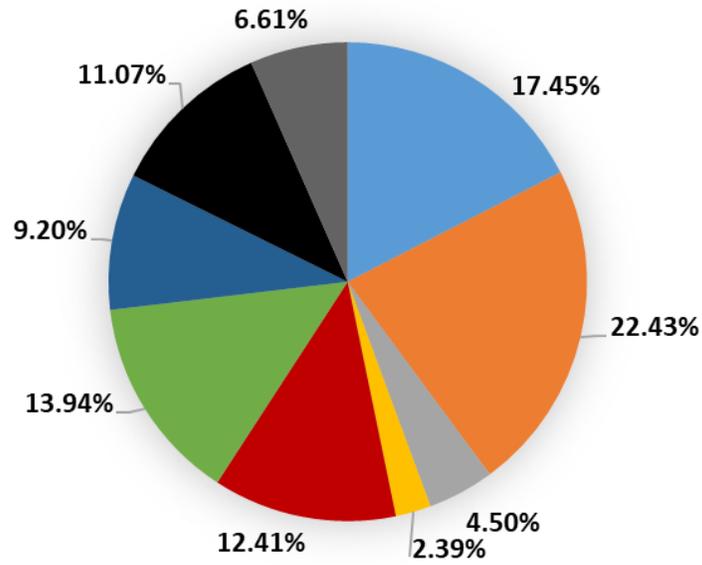



**FY 2024 ADOPTED BUDGET
SYSTEM FUND DETAIL**
EXPENDITURE OVERVIEW

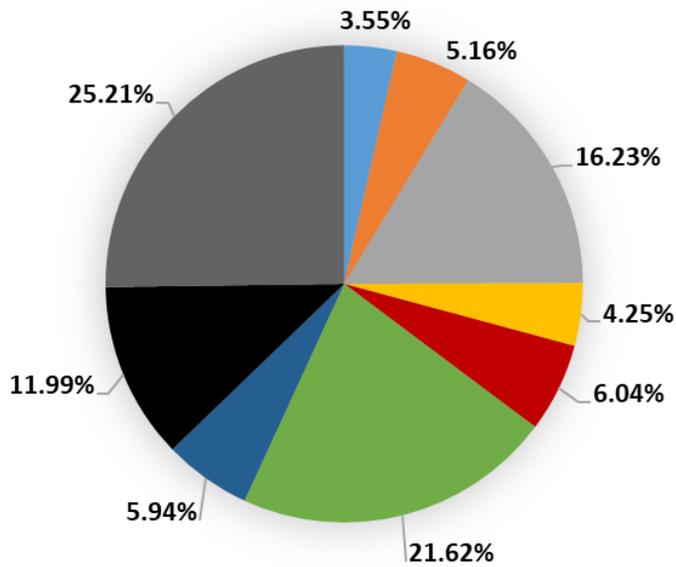
| BY CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 FINAL | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|--------------------------|----------------------------|
| Personnel services | \$ 8,311,364 | \$ 7,257,952 | \$ 8,854,973 | \$ 7,489,195 | \$ 9,454,975 |
| Contractual services | 6,909,110 | 7,523,045 | 10,350,895 | 9,703,293 | 12,153,428 |
| Materials and supplies | 1,664,732 | 1,057,373 | 2,804,232 | 2,153,305 | 2,438,086 |
| Maintenance charges | 1,167,553 | 1,084,075 | 1,147,731 | 1,148,529 | 1,295,463 |
| Other charges | 5,527,521 | 5,666,397 | 6,200,100 | 6,145,100 | 6,725,100 |
| Other uses | 7,194,519 | 6,511,535 | 6,364,544 | 6,364,544 | 7,553,494 |
| Other financing | 6,686,000 | 13,311,732 | 11,444,810 | 11,444,810 | 10,987,604 |
| Capital outlay | 2,525,173 | 1,241,315 | 3,641,353 | 2,412,000 | 3,580,000 |
| TOTALS | \$ 39,985,972 | \$ 43,653,424 | \$ 50,808,638 | \$ 46,860,776 | \$ 54,188,150 |

BY DEPARTMENT/DIVISION

| | | | | | |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Wastewater rehabilitation | \$ 1,479,265 | \$ 1,328,223 | \$ 1,815,030 | \$ 1,398,200 | \$ 1,922,247 |
| Wastewater collection | 2,357,228 | 2,173,207 | 2,744,478 | 2,314,494 | 2,795,307 |
| Wastewater plants | 5,637,967 | 6,034,064 | 7,441,661 | 6,888,826 | 8,795,984 |
| Wastewater maintenance | 1,101,160 | 1,118,660 | 2,349,288 | 2,473,833 | 2,303,393 |
| Water distribution | 2,642,535 | 2,106,806 | 3,064,317 | 2,461,531 | 3,274,667 |
| Water production | 9,242,873 | 8,170,276 | 11,281,469 | 9,823,397 | 11,717,574 |
| Water billing | 2,747,930 | 2,615,555 | 3,128,322 | 2,846,927 | 3,219,992 |
| Debt service | 7,152,557 | 6,467,329 | 5,977,544 | 5,977,544 | 6,496,494 |
| Other charges | 7,624,457 | 13,639,304 | 13,006,529 | 12,676,024 | 13,662,492 |
| TOTALS | \$ 39,985,972 | \$ 43,653,424 | \$ 50,808,638 | \$ 46,860,776 | \$ 54,188,150 |



- 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 deteriorating or failing sanitary sewer main lines from manhole to manhole, usually via pipe bursting method; to evaluate pipe conditions and to locate problems such as line breaks, grade problems, or faulty connections through televising or dye tests on sanitary sewer main lines and service lines; to clean sanitary sewer lines, manholes, city septic tanks, lift stations, and waste tanks as well as storm sewer lines manholes, and manhole boxes to expeditiously provide the citizens of Pasadena with the best possible customer service.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Repaired/Replaced .68 miles of sanitary sewer main line via total MH to MH replacement
- Installed 4 new manholes/clean-out boots
- Televised 1.5 mile of sanitary sewer main line
- Cleaned 26 miles of sanitary sewer main line
- Cleaned/vacuumed 350 sanitary sewer manholes and city septic/waste tanks
- Televised 2.5 miles of sanitary sewer service line; Cleaned 1.5 miles of sanitary sewer service line
- Televised 1.0 miles of storm drain line; Cleaned 8.0 miles of storm drain line
- Cleaned/vacuumed 358 storm manholes/boxes
- Cleaned/vacuumed 20 sanitary sewer lift stations
- Performed 23 sanitary line and 15 storm line dye tests



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- To repair/replace .75 miles of sanitary sewer main line
- To install 7 new manholes/clean-out boots
- To televise 2.0 miles of sanitary sewer main line; To clean 27.5 miles of sanitary sewer main line
- To clean/vacuum 450 sanitary sewer manholes and city septic/waste tanks
- To televise 3.0 miles of sanitary sewer service line; To clean 1.75 miles of sanitary sewer service line
- To televise 1.25 miles of storm drain line; To clean 8.0 miles of storm drain line
- To clean/vacuum 375 storm manholes/boxes
- To clean/vacuum 25 sanitary sewer lift stations
- To perform 28 sanitary line and 20 storm line dye tests



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WASTEWATER REHABILITATION | | | | | |
| Personnel services | \$ 1,065,502 | \$ 855,754 | \$ 1,142,471 | \$ 831,896 | \$ 1,183,928 |
| Contractual services | 3,583 | 7,031 | 50,800 | 30,275 | 62,800 |
| Materials and supplies | 165,413 | 165,875 | 254,580 | 193,850 | 246,850 |
| Maintenance charges | 244,767 | 238,670 | 267,179 | 267,179 | 303,669 |
| Capital outlay | - | 60,893 | 100,000 | 75,000 | 125,000 |
| TOTAL | \$ 1,479,265 | \$ 1,328,223 | \$ 1,815,030 | \$ 1,398,200 | \$ 1,922,247 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Sanitary Main Line Replaced (miles) | 1.2 | 1 | 0.6 | 0.75 |
| New Sanitary Manholes/Cleanouts Installed | 19 | 7 | 2 | 7 |
| Sanitary Main Line Televised (miles) | 4.4 | 2 | 1.3 | 2.0 |
| Sanitary Main Line Cleaned (miles) | 33 | 30 | 25.2 | 27.5 |
| Manholes/Septic Tanks Cleaned/Vacuumed | 204 | 414 | 368 | 450 |
| Sanitary Service Line Televised (miles) | 3.5 | 3.3 | 2.3 | 3.0 |
| Sanitary Service Line Cleaned (miles) | 2.7 | 2.1 | 1.6 | 1.75 |
| Storm Sewer Line Televised (miles) | 1.3 | 0.7 | 1.5 | 1.25 |
| Storm Sewer Line Cleaned (miles) | 7.6 | 5.5 | 9.2 | 8.0 |
| Storm Manholes/Boxes Cleaned/Vacuumed | 246 | 324 | 385 | 375 |
| Sanitary Lift Stations Cleaned/Vacuumed | 33 | 34 | 26 | 25 |
| Sanitary / Storm Dye Tests Performed | 17 / 7 | 8 / 3 | 30 / 14 | 28 / 20 |

WASTEWATER REHABILITATION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|------------------------------------|-------------------------|-------------------------|-------------------------|
| 1130 | Asst Superintendant | 1 | 1 | 1 |
| 1780 | Equipment Operator I | 2 | 2 | 2 |
| 1790 | Equipment Operator II | 1 | 1 | 1 |
| 3670 | Utility Maintenance Technician III | 4 | 4 | 4 |
| 3690 | Utility Worker I | 2 | 2 | 2 |
| 3700 | Utility Worker II | 4 | 4 | 4 |
| 3705 | Utility Worker III | 2 | 2 | 2 |
| 2965 | Pooled - WW Rehab | 1 | 1 | 1 |
| TOTAL: | | 17 | 17 | 17 |



SYSTEM FUND WASTEWATER COLLECTION

MISSION STATEMENT

The purpose of the Wastewater Collections Division is to unstop, repair, or replace sanitary sewer main lines and service lines, via point repairs, within the public right of way and conduct maintenance and installation of new sewer taps, service lines pertaining to new taps installations, clean-outs, as well as main lines on certain projects to expeditiously provide the citizens of Pasadena with the best possible customer service.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Repaired/replaced 450 feet of sanitary sewer main line via point repairs
- Repaired/replaced 1,900 feet of sanitary sewer service line via point repairs
- Repaired 30 sanitary sewer taps; Repaired 84 sanitary sewer manholes/clean-out boots
- Installed 71 new sanitary sewer taps; Installed 180 new sanitary sewer clean-outs
- Installed 1,220 feet of new sanitary sewer service line for new taps/clean-outs
- Installed 1 residential check valve
- Repaired 24 clean-outs and/or check valves
- Performed 5,600 grease trap inspections
- Reported 30 sanitary sewer overflows to Texas Railroad Commission
- Completed 185 Utility Inquiries
- Responded to 2,700 service calls



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- To repair/replace 600 feet of sanitary sewer main line via point repairs
- To repair/replace 2,380 feet of sanitary sewer service line via point repairs
- To repair 35 sanitary sewer taps; To repair 115 sanitary sewer manholes/clean-out boots
- To install 85 new sanitary sewer taps; To install 220 new sanitary sewer clean-outs
- To install 1,500 feet of new sanitary sewer service line
- To install 1 residential check valve
- To repair 25 clean-outs/check valves
- To perform 5,500 grease trap inspections
- To report 28 sanitary sewer overflows to Texas Railroad Commission



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WASTEWATER COLLECTION | | | | | |
| Personnel services | \$ 1,914,109 | \$ 1,703,694 | \$ 1,959,084 | \$ 1,685,298 | \$ 1,991,887 |
| Contractual services | 200,151 | 231,914 | 280,205 | 251,170 | 273,410 |
| Materials and supplies | 58,272 | 67,914 | 266,988 | 159,825 | 258,525 |
| Maintenance charges | 171,657 | 169,685 | 188,201 | 188,201 | 196,485 |
| Capital outlay | 13,039 | - | 50,000 | 30,000 | 75,000 |
| TOTAL | \$ 2,357,228 | \$ 2,173,207 | \$ 2,744,478 | \$ 2,314,494 | \$ 2,795,307 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Sanitary Main Line Replaced (Ft) | 900 | 556 | 512 | 600 |
| Sanitary Service Line Replaced (Ft) | 3,108 | 2,510 | 2,011 | 2,380 |
| Sanitary Taps Repaired | 51 | 22 | 31 | 35 |
| Sanitary Manhole/Cleanout Boot Repairs | 118 | 153 | 108 | 115 |
| New Sanitary Taps Installed | 130 | 109 | 59 | 85 |
| New Sanitary Service Line Installed | 2487 | 1237 | 1,022 | 1,500 |
| New Sanitary Cleanouts Installed | 321 | 252 | 178 | 220 |
| Residential Check Valves Installed | 6 | 2 | 1 | 1 |
| Cleanouts/Check Valves Repaired | 19 | 14 | 29 | 25 |
| Grease Trap Inspections Performed | 1547 | 4213 | 5,494 | 5,500 |
| Sanitary Overflows Reported To TRRC | 39 | 23 | 33 | 28 |
| City Works Service Requests Completed | 2757 | 1892 | 2,458 | 2,850 |

WASTEWATER COLLECTION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------------|-------------------------|-------------------------|-------------------------|
| 1130 | Asst Superintendant | 1 | 1 | 1 |
| 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 | 8 | 8 | 8 |
| 3705 | Utility Worker III | 1 | 1 | 1 |
| 3710 | Utility Worker IV | 8 | 8 | 8 |
| 3820 | WW Field Supervisor | 1 | 1 | 1 |
| TOTAL: | | 27 | 27 | 27 |



SYSTEM FUND

WASTEWATER PLANTS

MISSION STATEMENT

The purpose of the Wastewater Division is to cost-effectively 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).



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Installed hydraulic wiper system for Ultra Violet (UV) system at Vince Bayou Wastewater Treatment Plant (WWTP)
- Replaced motor #3 effluent pump at Golden Acres WWTP
- Replaced Variable Frequency Drives to North and South return pumps at Golden Acres WWTP
- Commenced beginning stages of UV system replacement at Vince Bayou WWTP
- Replaced 12" valves for return pump line at Golden Acres WWTP
- Replaced Aerator #5 gearbox for basin at Golden Acres WWTP
- Replaced Butterfly 8" butterfly valve on clarifier line at Golden Acres WWTP



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Completion of the replacement of 30" line at Golden Acres WWTP
- 50-75% completion by the end of 2024 fiscal year of the new UV system at Vince Bayou WWTP
- Replacement of valving in effluent and return lines at Golden Acres WWTP
- Update and implement new daily/monthly preventative maintenance procedures for Vince Bayou and Golden Acres WWTPs.
- Improve/install bar screen system to minimize ragging at Golden Acres WWTP



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WASTEWATER PLANTS | | | | | |
| Contractual services | \$ 5,422,798 | \$ 5,724,170 | \$ 6,891,282 | \$ 6,554,720 | \$ 8,230,720 |
| Materials and supplies | 8,529 | 7,441 | 144,552 | 65,045 | 136,045 |
| Maintenance charges | 7,300 | 8,345 | 3,327 | 4,061 | 4,219 |
| Other charges | 159,972 | 281,591 | 200,000 | 145,000 | 225,000 |
| Capital outlay | 39,368 | 12,517 | 202,500 | 120,000 | 200,000 |
| TOTAL | \$ 5,637,967 | \$ 6,034,064 | \$ 7,441,661 | \$ 6,888,826 | \$ 8,795,984 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Wastewater Plant (billion gallons) | 4.550 | 3.440 | 3.35 | 3.55 |
| Gallons treated per capita per day | 79 | 66 | 64 | 64 |



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 2023

- Repaired header leak at Thomas/Preston Lift Station
- Installed new wiring for Variable Frequency Drives at W. Pitts Lift Station
- Cleaned West Pitts wet well and removed 471 cubic yards of grease
- Installed new odor control systems at Llano Lift Station and Thomas/Preston Lift Station
- Installed new pumps at Wichita, Preston, Hiawatha, Olson, Jana and various other stations throughout the City



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Complete rehabilitation of West Pitts Lift Station.
- Replace header of Thomas/Preston Lift Station.
- Install new auxiliary power connections at North Main, Thomas, Baywood, Preston, Jana, and other Lift Stations throughout Pasadena.
- Replace/Upgrade security fencing around certain lift stations to be determined.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WASTEWATER MAINTENANCE | | | | | |
| Personnel services | \$ 665,842 | \$ 703,575 | \$ 744,099 | \$ 736,412 | \$ 907,782 |
| Contractual services | 76,958 | 36,261 | 783,505 | 714,460 | 679,648 |
| Materials and supplies | 100,111 | 121,017 | 265,421 | 199,050 | 295,050 |
| Maintenance charges | 175,089 | 172,567 | 173,911 | 173,911 | 170,913 |
| Capital outlay | 83,160 | 85,240 | 382,352 | 650,000 | 250,000 |
| TOTAL | \$ 1,101,160 | \$ 1,118,660 | \$ 2,349,288 | \$ 2,473,833 | \$ 2,303,393 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Sewer Lift Stations | 64 | 64 | 65 | 66 |
| Pumps repair or replaced | 35 | 39 | 42 | 35 |
| Lift Stations (ls) maintained per crew | 64 | 64 | 65 | 66 |

WASTEWATER MAINTENANCE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|------------------------------------|-------------------------|-------------------------|-------------------------|
| 1130 | Asst Superintendent | 1 | 1 | 1 |
| 2440 | Office Asst II | 1 | 1 | 1 |
| 3010 | Public Works Superintendent | 1 | 1 | 1 |
| 3650 | Utility Maintenance Technician I | 3 | 3 | 4 |
| 3660 | Utility Maintenance Technician II | 3 | 3 | 3 |
| 3670 | Utility Maintenance Technician III | 1 | 1 | 2 |
| TOTAL: | | 10 | 10 | 12 |



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; Services provided maintenance, repair, and replacement of water mains, and service connections.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Repaired and/or installed:
 - 415 breaks
 - 19 new meters
 - 26 hydrants
 - 4 main valves
- Resolved and closed out a total of 890 service request



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue leak and service repairs in a timely fashion to reduce the amount of water wasted.
- Continue with our plans to install new and replace existing waterlines to upgrade our infrastructure.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WATER DISTRIBUTION | | | | | |
| Personnel services | \$ 2,205,997 | \$ 1,437,189 | \$ 1,927,122 | \$ 1,596,241 | \$ 2,038,090 |
| Contractual services | 13,539 | 197,852 | 298,300 | 204,500 | 294,750 |
| Materials and supplies | 269,440 | 259,549 | 600,704 | 462,535 | 604,100 |
| Maintenance charges | 153,559 | 151,339 | 168,191 | 168,255 | 237,727 |
| Capital outlay | - | 60,877 | 70,000 | 30,000 | 100,000 |
| TOTAL | \$ 2,642,535 | \$ 2,106,806 | \$ 3,064,317 | \$ 2,461,531 | \$ 3,274,667 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Number of leaks repaired | 964 | 890 | 2,602 | 1,000 |
| Waterline replaced (feet) - City | 750 | 2,250 | 2,500 | 2,000 |

WATER DISTRIBUTION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|------------------------------------|-------------------------|-------------------------|-------------------------|
| 1070 | Admin Asst | 1 | 1 | 1 |
| 1130 | Assistant Superintendent | 1 | 1 | 1 |
| 1780 | Equipment Operator I | 4 | 4 | 4 |
| 1800 | Equipment Operator III | 1 | 2 | 2 |
| 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 | 3 | 3 |
| TOTAL: | | 27 | 27 | 27 |



SYSTEM FUND WATER PRODUCTION

MISSION STATEMENT

The purpose of the Water Production Division is to operate and maintain City-owned storage facilities, wells, and watering metering stations, including the daily monitoring of water quality to protect public health in compliance with all regulatory requirements of government agencies having jurisdiction over public water systems.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- On schedule to complete the new Liquid Ammonium Sulfate (LAS) (ammonia) system, which will work in conjunction with the chlorine (CL2) system to disinfect well water that blends into our water supply, which will keep us in compliance with the TCEQ requirements.
- On schedule to complete the well rehab at our Sycamore plant.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- To continue providing the highest quality product we can while meeting all State requirements and safety standards.
- Complete the construction of a new water tank at our Cascade location.
- Rehabilitate the well at our Deepwater plant along with various other equipment upgrades.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WATER PRODUCTION | | | | | |
| Personnel services | \$ 659,569 | \$ 773,129 | \$ 770,337 | \$ 721,483 | \$ 804,524 |
| Contractual services | 691,614 | 851,315 | 1,420,758 | 1,392,833 | 1,313,000 |
| Materials and supplies | 55,010 | 47,867 | 191,792 | 140,000 | 191,000 |
| Maintenance charges | 136,911 | 138,451 | 142,081 | 142,081 | 159,050 |
| Other charges | 5,367,553 | 5,384,927 | 6,000,000 | 6,000,000 | 6,500,000 |
| Capital Outlay | 2,332,216 | 974,587 | 2,756,501 | 1,427,000 | 2,750,000 |
| TOTAL | \$9,242,873 | \$8,170,276 | \$11,281,469 | \$9,823,397 | \$11,717,574 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| South East Water Plant (billion gallons) | 6456.50 | 6460.50 | 7041.67 | 6500.00 |
| East Water Plant (billion gallons) | 284.36 | 4.20 | 67.56 | 5.00 |
| Pasadena Wells (billion gallons) | 217.55 | 201.50 | 362.89 | 225.00 |
| Gallons produced per capita per day | 25.00 | 27.00 | 28.00 | 25.00 |

WATER PRODUCTION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|------------------------------------|-------------------------|-------------------------|-------------------------|
| 1130 | Assistant Superintendent | 1 | 1 | 1 |
| 2050 | Inspector IV | 1 | 1 | 1 |
| 3650 | Utility Maintenance Technician I | 4 | 4 | 4 |
| 3660 | Utility Maintenance Technician II | 2 | 2 | 2 |
| 3670 | Utility Maintenance Technician III | 3 | 3 | 3 |
| TOTAL: | | 11 | 11 | 11 |



SYSTEM FUND WATER BILLING

MISSION STATEMENT

The mission of the Water Billing Department is to provide timely and accurate meter readings to allow for billing and financial integrity. The department provides quick and courteous customer service while maintaining and operating an accurate and efficient utility billing system and adhering to the City's Code of Ordinances.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Closed out meter replacement project which had been in place since early 2017
- Implemented a replacement program for 3-inch and above meters which will enhance water and sewer revenues due to more accurate record of water usage
- Installed two additional data collectors towards fully transitioning to Automated Meter Infrastructure (AMI) meter reads, which will reduce operating expenses and enhance customer service
- Staff development by attending customer service conference and webinars
- Developed a Standard Operating Procedures (SOPs) manual



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Develop an enhanced training program to build a general knowledge of all platforms utilized in Water Billing.
- Complete big meter replacement program.
- Fully transition to Automated Meter Infrastructure (AMI) meter reads by upgrading current reading software to Neptune 360, which will enhance utility customer service and operational efficiency by providing consumers with a convenient, proactive way to monitor their own water consumption 24/7.
- Maintain high collection rate and low delinquency rate through service disconnection and collection policies.
- Continue staff development through customer service training.
- Improve customer engagement through all contact channels.
- Conduct a water and sewer rate study to guide City through rate decisions.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| WATER BILLING | | | | | |
| Personnel services | \$ 1,800,345 | \$ 1,784,611 | \$ 2,033,004 | \$ 1,873,651 | \$ 2,118,292 |
| Contractual services | 500,467 | 474,502 | 626,045 | 555,335 | 649,100 |
| Materials and supplies | 111,462 | 104,344 | 184,332 | 133,000 | 149,100 |
| Maintenance charges | 278,270 | 205,018 | 204,841 | 204,841 | 223,400 |
| Other charges | (4) | (121) | 100 | 100 | 100 |
| Capital outlay | 57,390 | 47,201 | 80,000 | 80,000 | 80,000 |
| TOTAL | \$ 2,747,930 | \$ 2,615,555 | \$ 3,128,322 | \$ 2,846,927 | \$ 3,219,992 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|
| Consumption Billed (billion gallons) | 6.10 | 6.20 | 6.41 | 6.25 |
| Number of water meters in the city | 36,336 | 36,342 | 36,561 | 36,600 |
| Number of new service connections & service transfer | 3,945 | 3,777 | 3,447 | 3,600 |
| Number of Accounts Closed | 3,857 | 3,627 | 3,452 | 3,500 |

WATER BILLING STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|------------------------------------|-------------------------|-------------------------|-------------------------|
| 1250 | Assistant Water Billing Manager | 2 | 1 | 1 |
| 1265 | Billing Coordinator | 1 | 0 | 0 |
| 1495 | Collections Coordinator | 1 | 1 | 1 |
| 1640 | Customer Service Manager | 0 | 2 | 2 |
| 2360 | Meter Services Coord | 1 | 1 | 1 |
| 2365 | Meter Services Supervisor | 0 | 1 | 1 |
| 3460 | Sr Water Billing Assistant | 4 | 4 | 4 |
| 3650 | Utility Maintenance Technician I | 3 | 2 | 2 |
| 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 | 0 | 0 |
| TOTAL: | | 26 | 25 | 25 |



**SYSTEM FUND
DEBT SERVICES & OTHER CHARGES**

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY – DEBT SERVICE**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| DEBT SERVICE | | | | | |
| Other uses | \$ 7,152,557 | \$ 6,467,329 | \$ 5,977,544 | \$ 5,977,544 | \$ 6,496,494 |
| TOTAL | \$ 7,152,557 | \$ 6,467,329 | \$ 5,977,544 | \$ 5,977,544 | \$ 6,496,494 |

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

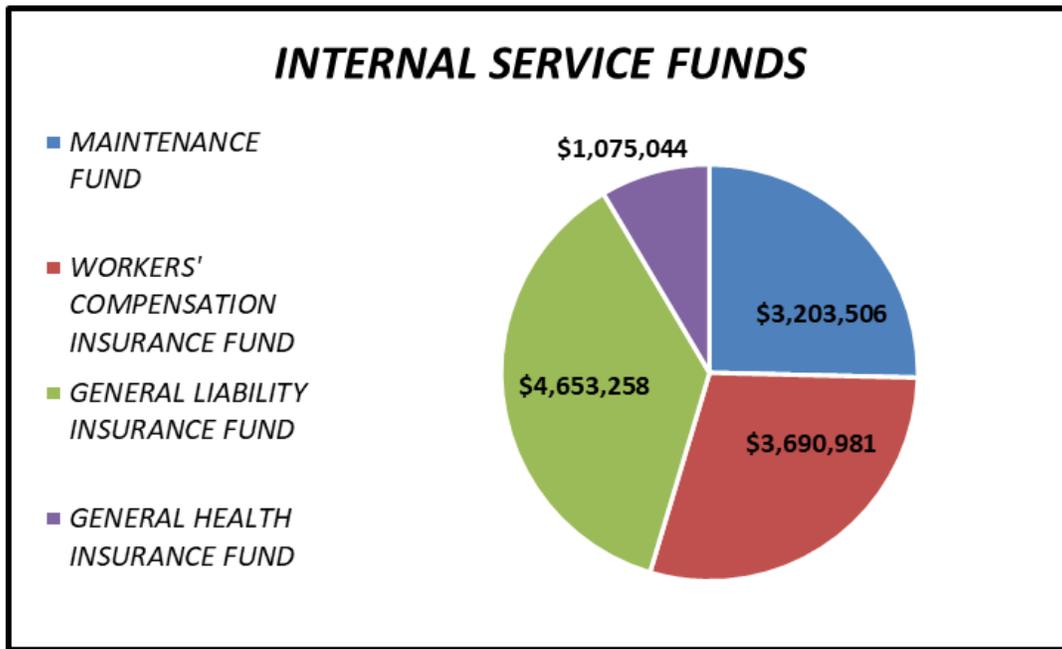
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| OTHER CHARGES | | | | | |
| Personnel services | \$ - | \$ - | \$ 278,856 | \$ 44,214 | \$ 410,472 |
| Contractual srevices | - | - | - | - | 650,000 |
| Materials and supplies | 896,495 | 283,366 | 895,863 | 800,000 | 557,416 |
| Other uses | 41,962 | 44,206 | 387,000 | 387,000 | 1,057,000 |
| Other financing uses | 6,686,000 | 13,311,732 | 11,444,810 | 11,444,810 | 10,987,604 |
| TOTAL | \$ 7,624,457 | \$13,639,304 | \$13,006,529 | \$12,676,024 | \$13,662,492 |



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, with the ever-changing volatility of the health care market, the City will evaluate monthly.





**FY 2024 ADOPTED BUDGET
INTERNAL SERVICE FUNDS SUMMARY**

| | MAINTENANCE FUND | WORKERS' COMPENSATION INSURANCE FUND | GENERAL LIABILITY INSURANCE FUND | HEALTH INSURANCE FUND | TOTALS |
|-------------------------------|---------------------|---|---|-----------------------------|----------------------|
| BEGINNING FUND BALANCE | \$ 3,203,506 | \$ 3,663,630 | \$ 5,593,258 | \$ 2,856,644 | \$ 15,317,038 |
| REVENUE | | | | | |
| Interest earned | 600,000 | 130,000 | 250,000 | 320,000 | 1,300,000 |
| Charges for sales or services | 16,188,695 | 1,170,000 | 1,750,000 | 21,142,000 | 40,250,695 |
| Sale of capital assets | 125,000 | - | - | - | 125,000 |
| Other revenue/transfers | 6,174,063 | 235,000 | 220,000 | - | 6,629,063 |
| TOTAL REVENUES | 23,087,758 | 1,535,000 | 2,220,000 | 21,462,000 | 48,304,758 |
| EXPENDITURES | | | | | |
| Personnel services | 7,555,036 | 112,149 | - | - | 7,667,185 |
| Contractual services | 2,930,346 | 69,000 | - | 141,600 | 3,140,946 |
| Material & supplies | 5,673,313 | 376,500 | - | - | 6,049,813 |
| Maintenance charges | 2,171,843 | - | - | - | 2,171,843 |
| Capital outlay | 2,662,943 | - | - | - | 2,662,943 |
| Other uses/charges | - | 950,000 | 3,160,000 | 23,102,000 | 27,212,000 |
| TOTAL EXPENDITURES | 20,993,481 | 1,507,649 | 3,160,000 | 23,243,600 | 48,904,730 |
| REVENUES OVER/(UNDER) | | | | | |
| EXPENDITURES | 2,094,277 | 27,351 | (940,000) | (1,781,600) | (599,972) |
| ENDING FUND BALANCE | \$ 5,297,783 | \$ 3,690,981 | \$ 4,653,258 | \$ 1,075,044 | \$ 14,717,066 |



**FY 2024 ADOPTED BUDGET
MAINTENANCE FUND SUMMARY**

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | \$ 636,977 | \$ (763,481) | \$ 3,277,921 | \$ 3,277,921 | \$ 3,305,575 |
| Revenues | 15,915,369 | 20,291,560 | 20,708,107 | 21,338,035 | 23,087,758 |
| Expenditures | 17,417,896 | 16,250,158 | 22,826,686 | 21,310,381 | 20,993,481 |
| Net Increase (Decrease) in Net Assets | (1,502,527) | 4,041,402 | (2,118,579) | 27,654 | 2,094,277 |
| Ending Unrestricted Net Assets (Budget) | \$ (865,550) | \$ 3,277,921 | \$ 1,159,342 | \$ 3,305,575 | \$ 5,399,852 |
| Reconciliation to GAAP | | | | | |
| Ending Unrestricted Net Assets (Budget) | \$ (865,550) | \$ 3,277,921 | \$ 1,159,342 | \$ 3,305,575 | \$ 5,399,852 |
| Adjustments | 102,069 | 1,153,902 | - | - | - |
| Unrestricted Net Assets (GAAP) | (763,481) | 4,431,823 | 1,159,342 | 3,305,575 | 5,399,852 |
| Restricted Net Assets (GAAP) | - | - | - | - | - |
| Net Investment in Capital Assets (GAAP) | 29,913,287 | 31,512,893 | 34,264,254 | 34,264,254 | 37,950,754 |
| Total Net Position (GAAP) | \$ 29,149,806 | \$ 35,944,716 | \$ 35,423,596 | \$ 37,569,829 | \$ 43,350,606 |
| REVENUE BY CATEGORY | | | | | |
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
| Interest earned | \$ 3,002 | \$ 47,504 | \$ 18,500 | \$ 570,000 | \$ 600,000 |
| Investment Income | 3,002 | 47,504 | 18,500 | 570,000 | 600,000 |
| Miscellaneous | 1,255 | 9,130 | 1,000 | 75,000 | 5,000 |
| Waste Recycling Revenues | 37,518 | 17,939 | 25,000 | 9,000 | 25,000 |
| Mailroom Revenues | 122,305 | 122,458 | 100,208 | 100,208 | 95,652 |
| Motorpool Equipment | 6,002,839 | 5,918,558 | 7,047,420 | 7,047,420 | 7,833,471 |
| Building Maintenance | 635,330 | 520,968 | 357,396 | 357,396 | 373,131 |
| Edp Revenues | 3,769,296 | 3,841,873 | 3,853,746 | 3,853,746 | 3,908,244 |
| Electrical Dept Revenues | 1,528,684 | 1,509,668 | 1,178,089 | 1,178,089 | 1,173,506 |
| Radio Equipment | 682,124 | 690,505 | 499,725 | 499,725 | 556,558 |
| Warehouse | 301,968 | - | 279,937 | 279,937 | 295,653 |
| Janitorial | 991,572 | 936,448 | 867,008 | 867,008 | 894,239 |
| Landscape & Beautificatio | 973,408 | 1,027,861 | 968,578 | 968,578 | 1,028,241 |
| Prior Year Expense/Refund | - | 5,001 | - | 4,722 | - |
| Other Revenues | 15,046,299 | 14,600,409 | 15,178,107 | 15,240,829 | 16,188,695 |
| Sale of city property | 480,068 | 990,647 | 125,000 | 140,706 | 125,000 |
| Non-Operating Revenue | 480,068 | 990,647 | 125,000 | 140,706 | 125,000 |
| General fund | - | 2,200,000 | 3,390,500 | 3,390,500 | 5,186,459 |
| Water and sewer fund | 386,000 | 2,453,000 | 1,996,000 | 1,996,000 | 987,604 |
| Other Financing Sources | 386,000 | 4,653,000 | 5,386,500 | 5,386,500 | 6,174,063 |
| TOTAL REVENUE | \$ 15,915,369 | \$ 20,291,560 | \$ 20,708,107 | \$ 21,338,035 | \$ 23,087,758 |



| EXPENDITURE BY CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| Personnel services | \$ 6,328,948 | \$ 6,635,448 | \$ 7,363,120 | \$ 6,670,174 | \$ 7,555,036 |
| Contractual services | 1,765,252 | 1,905,220 | 2,772,804 | 2,312,801 | 2,930,346 |
| Materials & supplies | 3,207,615 | 3,865,497 | 5,320,339 | 4,908,084 | 5,673,313 |
| Maintenance charges | 1,920,442 | 1,962,507 | 1,966,594 | 1,966,615 | 2,171,843 |
| Capital outlay | 4,195,639 | 1,862,089 | 5,403,829 | 5,452,707 | 2,662,943 |
| TOTAL EXPENDITURE | \$ 17,417,896 | \$ 16,250,158 | \$ 22,826,686 | \$ 21,310,381 | \$ 20,993,481 |
| BY DEPARTMENT/DIVISION | | | | | |
| Technical Services | | | | | |
| Information services | \$ 3,463,395 | \$ 3,775,899 | \$ 4,916,919 | \$ 4,597,349 | \$ 4,501,100 |
| Radio services | 518,389 | 558,547 | 721,933 | 649,867 | 763,580 |
| Subtotal Technical Services | 3,981,784 | 4,334,446 | 5,638,852 | 5,247,216 | 5,264,680 |
| Maintenance Services | | | | | |
| Fleet management | 9,377,215 | 7,745,884 | 12,406,277 | 11,917,064 | 10,834,875 |
| Building maintenance | 469,504 | 526,761 | 499,820 | 499,724 | 570,964 |
| Janitorial | 836,936 | 810,178 | 956,161 | 854,790 | 1,000,713 |
| Electrical | 1,507,977 | 1,507,583 | 1,528,791 | 1,327,381 | 1,544,096 |
| Landscaping and beautification | 789,801 | 846,748 | 1,065,351 | 934,052 | 1,120,054 |
| Subtotal Maintenance Services | 12,981,433 | 11,437,154 | 16,456,400 | 15,533,011 | 15,070,702 |
| Purchasing | | | | | |
| Mailroom | 123,404 | 117,490 | 128,383 | 121,078 | 126,308 |
| Warehouse | 331,275 | 317,671 | 363,099 | 365,290 | 365,818 |
| Subtotal Purchasing | 454,679 | 435,161 | 491,482 | 486,368 | 492,126 |
| Other | - | 43,397 | 239,952 | 43,786 | 165,973 |
| TOTAL | \$ 17,417,896 | \$ 16,250,158 | \$ 22,826,686 | \$ 21,310,381 | \$ 20,993,481 |



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 FY24 Maintenance Fund budget includes a total of \$2,412,943 for vehicle and equipment replacements. 25 vehicles are to be purchased for \$1,399,500 and 10 pieces of heavy equipment are to be purchased for \$743,000. The following chart shows the FY24 Vehicle and Equipment Replacement Program items in more detail. Vehicle and equipment purchases are subject to change based on need and circumstances.

| New Purchases | | |
|----------------------------------|---------------|----------------------|
| Purchase | Department | Cost |
| Golf Cart (10) | Golf Course | \$ 85,000.00 |
| Reversible Bullet System | WW Rehab | \$ 70,000.00 |
| Telescopic Boom for new Vactor | WW Collection | \$ 55,000.00 |
| Grand Total New Purchases | | \$ 210,000.00 |

| Vehicle & Equipment Replacement Program | | | |
|---|------------------------|-----------------------|------------------------|
| Replacement Purchase | Department | Equipment Replacing | Anticipated Cost |
| Vehicles | | | |
| 2024 FORD F150 CREW CAB | EMERGENCY PREPAREDNESS | CHEVROLET TRAVERSE | \$ 51,500.00 |
| 2024 CHEVROLET TAHOE (PPV) | FIRE FIGHTING | CHEVROLET TAHOE | \$ 46,000.00 |
| 2024 CHEVROLET TAHOE (PPV) | FIRE PREVENTION | FORD EXPEDITION | \$ 46,000.00 |
| 2024 CHEVROLET TAHOE (PPV) | FIRE PREVENTION | FORD EXPEDITION | \$ 46,000.00 |
| 2024 CHEVROLET TAHOE (PPV) | FIRE PREVENTION | FORD EXPEDITION | \$ 46,000.00 |
| 2024 FORD F350 FLAT BED | TRAFFIC | FORD F450 | \$ 66,000.00 |
| 2024 FORD F150 REG CAB | REC ADMIN | FORD F150 | \$ 35,000.00 |
| 2024 FORD F150 REG CAB | CLEAN STREET | FORD F150 | \$ 35,000.00 |
| 2024 CHEVROLET 3500 W/ANIMAL BODY | ANIMAL RESCUE | FORD F250 ANIMAL BODY | \$ 94,000.00 |
| 2024 CHEVROLET 3500 W/ANIMAL BODY | ANIMAL RESCUE | FORD F250 ANIMAL BODY | \$ 94,000.00 |
| 2024 CHEVROLET 3500 W/ANIMAL BODY | ANIMAL RESCUE | FORD F250 ANIMAL BODY | \$ 94,000.00 |
| 2024 CHEVROLET 1500 CREW CAB | FLEET | FORD CREW CAB | \$ 45,000.00 |
| 2024 FORD F150 REG CAB | FLEET | CHEVROLET 1500 | \$ 35,000.00 |
| (2) ENTERPRISE CAR PURCHASE FOR POLICE | FLEET | UNDERCOVER UNITS | \$ 95,000.00 |
| 2024 FORD F350 CREW CAB FLAT BED | WW REHAB | FORD F450 | \$ 66,000.00 |
| 2024 FORD F350 CREW CAB FLAT BED | WW REHAB | FORD F450 | \$ 66,000.00 |
| 2024 FORD F350 CREW CAB FLAT BED | WW COLLECTION | FORD 450 CREW CAB | \$ 66,000.00 |
| 2024 FORD F350 CREW CAB FLAT BED | WW COLLECTION | FORD 450 CREW CAB | \$ 66,000.00 |
| 2024 FORD F350 CREW CAB FLAT BED | WATER DISTRIBUTION | FORD F450 | \$ 66,000.00 |
| 2024 FORD F350 CREW CAB FLAT BED | WATER DISTRIBUTION | FORD F450 | \$ 66,000.00 |
| 2024 FORD F150 REG CAB | WATER DISTRIBUTION | FORD F150 | \$ 35,000.00 |
| 2024 FORD F150 REG CAB | WATER PRODUCTION | FORD F150 | \$ 35,000.00 |
| 2024 FORD F150 REG CAB | WATER PRODUCTION | FORD F150 | \$ 35,000.00 |
| 2024 FORD F150 REG CAB | WATER BILLING | FORD F150 | \$ 35,000.00 |
| 2024 FORD F150 REG CAB | WATER BILLING | FORD F151 | \$ 35,000.00 |
| Vehicles Subtotal | | | \$ 1,399,500.00 |



| Vehicle & Equipment Replacement Program | | | |
|--|--------------------|---------------------------------|-------------------------|
| Replacement Purchase | Department | Equipment Replacing | Anticipated Cost |
| Heavy Equipment | | | |
| ASPHALT ROLLER | STEET & BRIDGE | ASPHALT ROLLER | \$ 55,000.00 |
| FREIGHTLINER EQUIPMENT HAULER | STEET & BRIDGE | SEM-TRUCK HUALER | \$ 170,000.00 |
| LOWBOY EQUIPMENT TRAILER | STEET & BRIDGE | EQUIPMENT TRAILER | \$ 150,000.00 |
| FREIGHTLINER DUMP TRUCK | STEET & BRIDGE | DUMP TRUCK | \$ 150,000.00 |
| FREIGHTLINER DUMP TRUCK | WW REHAB | DUMP TRUCK | \$ 150,000.00 |
| JOHN DEERE EXCAVATOR | WW COLLECTION | KUBOTA EXCAVATOR | \$ 34,000.00 |
| JOHN DEER EXCAVATOR | WATER DISTRIBUTION | CASE EXCAVATOR | \$ 34,000.00 |
| | | Heavy Equipment Subtotal | \$ 743,000.00 |
| Other Equipment | | | |
| JOHN DEERE ZERO TURN 72" DECK | PARKS | TORO MOWER | \$ 17,100.00 |
| JOHN DEERE ZERO TURN 72" DECK | PARKS | TORO MOWER | \$ 17,100.00 |
| JOHN DEERE ZERO TURN 72" DECK | PARKS | TORO MOWER | \$ 17,100.00 |
| JOHN DEERE ZERO TURN 72" DECK | PARKS | TORO MOWER | \$ 17,100.00 |
| JOHN DEERE ZERO TURN 72" DECK | PARKS | TORO MOWER | \$ 17,100.00 |
| John Deere 2550 PrecisionCut triplex Mow | GOLF COURSE | TORO MOWER | \$ 60,143.31 |
| MESSAGE BOARD (3) | FLEET | | \$ 69,000.00 |
| GRUNDOWINCH 10-T | WW REHAB | GRUNDOWINCHT 10-T | \$ 18,000.00 |
| JOHN DEERE ZERO TURN | WW MAINTENANCE | TORO MOWER | \$ 12,600.00 |
| JOHN DEERE MOWER ZERO TURN | WATER DISTRIBUTION | TORO MOWER | \$ 12,600.00 |
| JOHN DEERE MOWER ZERO TURN | WATER PRODUCTION | TORO MOWER | \$ 12,600.00 |
| Other Equipment Subtotal | | | \$ 270,443.31 |
| Grand Total Capital Replacement Purchases | | | \$ 2,412,943.31 |



MAINTENANCE FUND INFORMATION TECHNOLOGY

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Implemented Tyler 311 Go Live for Call Center
- Implemented Alloy HelpDesk to replace ManageEngine Service Desk
- Installed Wi-Fi in the Convention Center
- Installed Voice over Internet Protocol (VoIP) for several locations, including Courts



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Fully implement Tyler Munis to replace Finance/Community Plus.
- Fully implement Tyler Energov for the Permit Department and the Health Department.
- Initiate a City Wi-Fi Project to update all City locations.
- Install Abnormal Security for email for Cyber Security.
- Complete the VoIP setup at the remaining locations throughout the City.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| INFORMATION TECHNOLOGY | | | | | |
| Personnel services | \$ 1,428,997 | \$ 1,570,770 | \$ 1,712,191 | \$ 1,679,935 | \$ 1,802,575 |
| Contractual services | 1,164,379 | 1,274,912 | 1,624,980 | 1,377,200 | 1,570,700 |
| Materials and supplies | 460,229 | 358,502 | 584,573 | 496,140 | 494,826 |
| Maintenance charges | 331,537 | 340,663 | 370,053 | 370,074 | 382,999 |
| Other Charges | - | - | - | - | - |
| Capital outlay | 78,253 | 231,052 | 625,122 | 674,000 | 250,000 |
| TOTAL | \$ 3,463,395 | \$ 3,775,899 | \$ 4,916,919 | \$ 4,597,349 | \$ 4,501,100 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-----------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Help Desk Work Orders | 5,825 | 5,743 | 4,124 | 5,500 |

INFORMATION SERVICES STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-------------------------------|-------------------------|-------------------------|-------------------------|
| 1340 | Business System Analyst III | 2 | 2 | 2 |
| 1700 | Director Information Services | 1 | 1 | 1 |
| 1775 | ERP Administrator | 1 | 1 | 1 |
| 1957 | Help Desk Support Analyst I | 1 | 1 | 1 |
| 2021 | IT Applications Manager | 1 | 1 | 1 |
| 2022 | IT Admin Manager | 1 | 1 | 1 |
| 2023 | IT Information Secure Mgr | 1 | 1 | 1 |
| 2024 | IT Operations Manager | 1 | 1 | 1 |
| 2423 | Asst. Network Admin. II | 1 | 1 | 1 |
| 2424 | Asst. Network Admin. III | 1 | 1 | 1 |
| 2430 | Office Assistant | 1 | 1 | 1 |
| 2610 | Project Coordinator | 1 | 1 | 1 |
| 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 | 1 | 1 | 1 |
| TOTAL: | | 17 | 17 | 17 |



MAINTENANCE FUND

RADIO SERVICES

MISSION STATEMENT

The mission of the Radio Services Division is to provide an effective digital secure radio communications system and structural support of laptops in Police vehicles for the City of Pasadena, thus allowing the City to provide the best public safety and service to its citizens.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Installed 17 Mobile Radios, 12 Rocket Antennas, 5 Siren Controllers, 63 Strobe Lights, 7 Light Bars, 8 HH Vehicle Chargers, 24 Computer Docks, 9 Equipment Boxes, 6 Gun Locks, and 7 Radar Units
- Completed 3 Radio Integrations to better integrate the mobile radio with the vehicle
- Disassembled 15 Analog Radios and 25 Portable Radios
- Removed Mobile Radios, Sirens, Light Bars, Strobe Lights, Gun Locks, Prisoner Partitions, Cargo Boxes, Push Bumpers, and Police Consoles from decommissioned Police vehicles
- Removed Digital Radios and Analog Radios from various City Vehicles taken out of service
- Reprogrammed Siren Controllers for proper/better functionality for the users
- Began performing vehicle reprogramming, making us less reliant on dealerships and saving the city time and money in reprogramming fees; successfully reprogrammed 8 F-150s that required factory reprogramming of the Gateway Module to correct a manufacturer issue which prevented the vehicle from being able to properly communicate with the inspection station during vehicle inspection



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Program and repair all mobile radios, portable radios, computer docks, sirens, light bars, and portable radio vehicular chargers.
- Repair/Replace the wiring, coax cables, antennas, and video/audio recording systems in police vehicles and other department vehicles as needed. Install mobile radios into City vehicles as needed.
- Maintain/Install/Repair or Remove light bars, strobe lights, sirens, radio equipment, docking stations, and consoles.
- Continue the Vehicle Radio Integration Project on police and fire vehicles. Continue and expand vehicle reprogramming capabilities.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| RADIO SERVICES | | | | | |
| Personnel services | \$ 7,473 | \$ 68,987 | \$ 71,420 | \$ 70,464 | \$ 75,179 |
| Contractual services | 126,887 | 117,496 | 195,681 | 175,000 | 178,227 |
| Materials and supplies | 188,388 | 174,571 | 262,573 | 212,144 | 297,435 |
| Maintenance charges | 195,641 | 197,493 | 192,259 | 192,259 | 212,739 |
| Other charges | - | - | - | - | - |
| Capital outlay | - | - | - | - | - |
| Other financing uses | - | - | - | - | - |
| TOTAL | \$ 518,389 | \$ 558,547 | \$ 721,933 | \$ 649,867 | \$ 763,580 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|----------------------------|-------------------|-------------------|-------------------|-------------------|
| # of installations | 153 | 167 | 181 | 185 |
| # of removals | 185 | 191 | 207 | 210 |
| # of repairs | 112 | 154 | 165 | 170 |
| # of Equipment programming | 20 | 27 | 32 | 35 |

RADIO SERVICES STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|----------------------|-----------------|-----------------|-----------------|
| 3030 | Radio Technician III | 1 | 1 | 1 |
| TOTAL: | | 1 | 1 | 1 |



MAINTENANCE FUND WAREHOUSE

MISSION STATEMENT

The mission of the Warehouse is to support all City departments by providing quality products and materials, timely services, and cost-effective procurement practices to deliver reliable, quality services to the Citizens of Pasadena.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Adapted warehouse inventory factoring long lead times due to material shortages and supply chain issues, successfully mitigating parts shortages for field repairs
- Launched a new tool program to monitor warranty repairs and utilize manufacturer rebates and incentives
- Negotiated a volume discount through co-op vendor to maintain lower pricing on our 100 top used items in maintenance, repair, and operations (MRO)
- Created a new order fulfillment procedure to prioritize will-call and walk-up orders reducing wait time
- Organized a new warehouse rack system to maintain more efficient use of floor space, allowing for increased inventory holding capabilities and faster product location



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Redesign the Warehouse Catalog to include the Department's used materials and generate hard catalogs for field use.
- Work with some of our top vendors to look for alternative products that can help in savings and cut down on long lead times for product.
- Maintain an accurate accounting of all inventory and transactions for annual audit.
- Research alternative inventory tracking methods, including barcoding and automated re-stock ordering software.
- Increase weather protected storage capability for items stocked in lay down yard.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| WAREHOUSE | | | | | |
| Personnel services | \$ 253,282 | \$ 249,289 | \$ 253,466 | \$ 259,912 | \$ 267,178 |
| Contractual services | 5,592 | 3,345 | 9,493 | 8,180 | 10,949 |
| Materials and supplies | 5,683 | 4,988 | 17,346 | 14,404 | 14,489 |
| Maintenance charges | 66,718 | 60,049 | 82,794 | 82,794 | 73,202 |
| TOTAL | \$ 331,275 | \$ 317,671 | \$ 363,099 | \$ 365,290 | \$ 365,818 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| Line Items in Inventory | 1,180 | 1,154 | 1,250 | 1,068 |
| Inventory Request processed | 9,800 | 122,500 | 129,000 | 134,000 |
| Total Cost of Items Processed | \$1,122,000 | \$1,252,000 | \$1,625,000 | \$1,740,000 |
| Inventory Floor Value | \$51,700 | \$75,600 | \$895,000 | \$800,000 |

WAREHOUSE STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|---------------|--------------------------|-----------------|-----------------|-----------------|
| 3450 | Sr Warehouse Assistant | 1 | 1 | 1 |
| 3759 | Warehouse Assistant I | 1 | 1 | 1 |
| 3780 | Warehouse Superintendent | 1 | 1 | 1 |
| TOTAL: | | 3 | 3 | 3 |



MAINTENANCE FUND FLEET MAINTENANCE

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Replaced approximately (36) vehicles due to age, mileage, operational cost, or a combination of all.
- Replaced approximately (17) heavy equipment/ and other operational equipment due to age, hour usage, operational issues, or a combination of all.
- Completed (3,064) work orders on (910) vehicles, heavy duty equipment, and other operational equipment.
- Purchased new A/C machine to service fleet vehicles.
- Purchased Engine & Transmission Lift Table.
- Purchased front end walk around platforms to safely repair heavy duty vehicles/equipment.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to pursue a Safety-First mentality throughout the entire facility.
- Continue the preventive maintenance, repairs, and inspections of all fleet vehicles/equipment to ensure safe, reliable, and effective use.
- Schedule additional training classes for employees to make proper repairs on all City vehicles and equipment.
- Purchase a new table top tire machine.
- Purchase an Electrical Tester to troubleshoot electrical issues and proper repairs.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| FLEET MANAGEMENT | | | | | |
| Personnel services | \$ 1,971,962 | \$ 2,153,709 | \$ 2,168,427 | \$ 2,033,528 | \$ 2,249,481 |
| Contractual services | 357,651 | 360,211 | 697,379 | 563,932 | 896,924 |
| Materials and supplies | 2,377,367 | 3,131,007 | 4,186,862 | 3,965,995 | 4,606,605 |
| Maintenance charges | 552,849 | 493,920 | 574,902 | 574,902 | 668,922 |
| Capital outlay | 4,117,386 | 1,607,037 | 4,778,707 | 4,778,707 | 2,412,943 |
| TOTAL | \$ 9,377,215 | \$ 7,745,884 | \$ 12,406,277 | \$ 11,917,064 | \$ 10,834,875 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Shop 1 - Heavy Fleet | 734 | 711 | 699 | 715 |
| Shop 2 - Light Fleet | 1,992 | 1,966 | 2,077 | 2,030 |
| Shop 3 - Body Repair | 341 | 291 | 277 | 280 |
| Shop 6 - Tire Repair | 377 | 363 | 416 | 410 |
| Total Rolling Stock | 1,343 | 1,339 | 1,345 | 1,341 |

FLEET STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|---------------------------|-------------------------|-------------------------|-------------------------|
| 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 | 10 | 9 | 9 |
| 2440 | Office Assistant II | 1 | 1 | 1 |
| 2505 | Parts Room Coord | 1 | 1 | 1 |
| TOTAL: | | 27 | 26 | 26 |



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 2023

- Improvements at Human resources - tables build-out, paint, and picture hanging.
- Improvements at Narcotics - Installation of kitchen cabinets and paint.
- Improvements at Golf Course - Maintenance Shop and restroom build-out, paint, and exterior building gutters.
- Improvements at Council floor - Installation of kitchen cabinets and paint.
- Improvements at DOT Trailer for Police Department – interior build-outs, paint, and flooring installation.
- Improvements at Police dispatch – Walls, doors, and cubicles.
- Improvements at Verne Cox – restroom walls, paint, and hardware.
- Improvements at Central Library – restroom walls, paint, and bookshelves.
- Improvements at Animal Shelter – kennel repairs, kennel windows, paint walls, and doors.



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue to improve City buildings as needed.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| BUILDING MAINTENANCE | | | | | |
| Personnel services | \$ 311,294 | \$ 261,016 | \$ 330,609 | \$ 336,429 | \$ 348,171 |
| Contractual services | 5,863 | 5,187 | 9,795 | 8,072 | 9,795 |
| Materials and supplies | 7,252 | 8,608 | 11,792 | 7,599 | 11,332 |
| Maintenance charges | 145,095 | 251,950 | 147,624 | 147,624 | 201,666 |
| TOTAL | \$ 469,504 | \$ 526,761 | \$ 499,820 | \$ 499,724 | \$ 570,964 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|--------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Service Requests | 234 | 236 | 336 | 348 |
| Service Requests per Carpenter | 60 | 78 | 84 | 87 |

BUILDINGS & EQUIPMENT STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|------------------------|-------------------------|-------------------------|-------------------------|
| 1300 | Building Technician V | 3 | 3 | 3 |
| 2240 | Maintenance Supervisor | 1 | 1 | 1 |
| TOTAL: | | 4 | 4 | 4 |



MAINTENANCE FUND JANITORIAL

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- The Janitorial department continued a high level of service throughout the time of staff shortage without interruption.
- Library restroom – cleaned and conditioned men’s restroom due to fire incident
- Continued to condition and sanitize restrooms after sewer overflows



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Maintain a high level of expectations from Janitorial staff to provide a safe and clean work environment for city employees.
- Willingly and proactively take on additional responsibilities as needed such as storms, and emergencies.
- Continue to explore other opportunities in the Janitorial department for new technology techniques, tools, chemicals, and equipment for cleaning and disinfecting city facilities.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| JANITORIAL | | | | | |
| Personnel services | \$ 696,573 | \$ 686,288 | \$ 745,858 | \$ 695,465 | \$ 777,634 |
| Contractual services | 17,358 | 16,695 | 67,948 | 27,000 | 67,948 |
| Materials and supplies | 29,130 | 21,881 | 40,626 | 30,596 | 39,472 |
| Maintenance charges | 93,875 | 85,314 | 101,729 | 101,729 | 115,659 |
| TOTAL | \$ 836,936 | \$ 810,178 | \$ 956,161 | \$ 854,790 | \$ 1,000,713 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| # of Facilities Cleaned | 25 | 26 | 25 | 25 |
| Locations cleaned (Square Feet) | 401,890 | 435,890 | 362,688 | 362,688 |
| Square Feet cleaned per custodian | 44,654 | 43,589 | 45,336 | 36,268 |

JANITORIAL STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|-----------------------|-------------------------|-------------------------|-------------------------|
| 1620 | Custodian I | 9 | 9 | 9 |
| 1631 | Custodian Lead | 1 | 1 | 1 |
| 2445 | Janitorial Supervisor | 1 | 1 | 1 |
| 2695 | PT Custodian I | 3 | 3 | 3 |
| TOTAL: | | 14 | 14 | 14 |



MAINTENANCE FUND ELECTRICAL, HVAC, AND PLUMBING

MISSION STATEMENT

The mission 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 2023

- Converted lighting to LED at Red Bluff Park
- Converted lighting to LED at Holly Bay jogging trail
- Upgraded air conditioning automation system at the Library Branch
- Converted ballfield lighting to LED at Lee, Kapner, and Gardner fields
- Converted lighting to LED at Water Towers
- Replacement of Air Handler Phase I on the 4th, 5th, and 6th floors of City Hall
- Installation of a mini split air/heating unit at the Golf Course Maintenance building
- Replacement of HVAC unit at Wastewater Plant building
- Installation of water heater at the DOT trailer
- Replacement of drinking fountains at Strawberry Park Waterpark



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue adding LED lighting at the Main Library.
- Install color-changing lights at City Hall.
- Replace the main chiller at Central Library.
- Replace and reconfigure the air conditioning unit for Fire Services.
- Replace the HVAC unit at the Public Works Operation building.
- Replace the air handling unit at City Hall for Floors 1-3.
- Replace the HVAC unit at the Fire Marshal's building.
- Replace the HVAC unit at Athletic Pal Gym.
- Replace the HVAC unit at Verne Cox Recreation Center.
- Replace the HVAC unit at Fire Station#2 on the PD side of the building.
- Replace the original Air Handler at Fleet Maintenance.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| ELECTRICAL | | | | | |
| Personnel services | \$ 1,062,831 | \$ 1,055,547 | \$ 1,104,051 | \$ 923,642 | \$ 1,105,812 |
| Contractual services | 4,498 | 5,043 | 12,068 | 8,124 | 12,326 |
| Materials and supplies | 15,107 | 20,858 | 44,813 | 27,756 | 43,314 |
| Maintenance charges | 425,541 | 426,135 | 367,859 | 367,859 | 382,644 |
| TOTAL | \$ 1,507,977 | \$ 1,507,583 | \$ 1,528,791 | \$ 1,327,381 | \$ 1,544,096 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Electrical Service Requests | 340 | 309 | 280 | 305 |
| HVAC Service Requests | 220 | 263 | 278 | 302 |
| Plumbing Service Requests | 278 | 293 | 344 | 361 |
| Service Requests Per Technician | 125 | 139 | 180 | 242 |

ELECTRICAL STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|--------------------------------------|-------------------------|-------------------------|-------------------------|
| 1290 | Building Technician IV | 1 | 2 | 2 |
| 1300 | Building Technician V | 7 | 6 | 6 |
| 1406 | Assistant Director of Maint Services | 0 | 0 | 1 |
| 1749 | Electrical Supervisor | 1 | 1 | 0 |
| 1817 | Facility Superintendent | 1 | 1 | 0 |
| 2012 | HVAC Supervisor | 1 | 1 | 0 |
| 2240 | Maintenance Supervisor | 0 | 0 | 2 |
| 3370 | Sr. Office Assistant | 1 | 1 | 1 |
| TOTAL: | | 12 | 12 | 12 |



MAINTENANCE FUND

MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

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



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Upgraded mailing and postage equipment
- Increased mailing jobs for several City departments
- Processed approximately 280 copy/print and fold/stuff jobs
- Processed over 113,000 pieces of mail



PRIORITIES, GOALS AND OBJECTIVES FOR 2024

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



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| MAILROOM | | | | | |
| Personnel services | \$ 53,191 | \$ 52,821 | \$ 54,577 | \$ 55,614 | \$ 57,223 |
| Contractual services | 39,416 | 34,055 | 38,989 | 31,452 | 32,397 |
| Materials and supplies | 3,616 | 3,653 | 5,155 | 4,350 | 5,050 |
| Maintenance charges | 27,181 | 26,961 | 29,662 | 29,662 | 31,638 |
| TOTAL | \$ 123,404 | \$ 117,490 | \$ 128,383 | \$ 121,078 | \$ 126,308 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ESTIMATED | FY 2024 BUDGET |
|---------------------------------|---------------------------|---------------------------|------------------------------|---------------------------|
| Total copy/print jobs processed | 218 | 290 | 224 | 250 |
| Total pages in copy/print jobs | 202,353 | 194,828 | 111,765 | 123,000 |
| Total mail units processed | 99,720 | 113,567 | 123,000 | 135,300 |
| Total Postage Expenditure | \$88,717 | \$94,705 | \$106,000 | \$116,600 |

MAIL/REPRODUCTION SERVICES STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|--------------------|-------------------------|-------------------------|-------------------------|
| 2430 | Office Assistant I | 1 | 1 | 1 |
| TOTAL: | | 1 | 1 | 1 |



MAINTENANCE FUND LANDSCAPE & BEAUTIFICATION

MISSION STATEMENT

The mission 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 2023

- Continued renovation of Vista Rd. landscaping
- Planted and maintain 200 trees throughout the city
- Identified areas to improve landscaping at City facilities and begin planning for City Hall landscape renovation
- Continued to cross-train all landscape staff
- Kept all landscape and irrigation in the city well-maintained
- Worked within budget constraints and better prioritize spending



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Continue the maintenance of City landscapes by implementing best management practices for the landscapes.
- Improve city irrigation systems by doing audits and installing smart controllers to better help manage water usage.
- Improve landscaping on smaller triangles around the City such as Portsmouth and Southmore.
- Renovate landscaping at gateway signs.
- Install irrigation and improve the landscape of the sensory garden at the Verne Cox Center.



**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---------------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| LANDSCAPING AND BEAUTIFICATION | | | | | |
| Personnel services | \$ 543,345 | \$ 537,021 | \$ 682,569 | \$ 571,399 | \$ 705,810 |
| Contractual services | 43,608 | 88,276 | 116,471 | 113,841 | 151,080 |
| Materials and supplies | 120,843 | 141,429 | 166,599 | 149,100 | 160,790 |
| Maintenance charges | 82,005 | 80,022 | 99,712 | 99,712 | 102,374 |
| TOTAL | \$ 789,801 | \$ 846,748 | \$ 1,065,351 | \$ 934,052 | \$ 1,120,054 |

PERFORMANCE INDICATORS

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 ACTUAL | FY 2024 BUDGET |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Irrigation heads maintained | 2,208 | 2,774 | 3,126 | 3,200 |
| Irrigation heads maintained per worker | 220 | 277 | 312 | 320 |
| Plant material maintained (ft ²) | 537,750 | 675,951 | 675,951 | 690,000 |
| Plant material maintained per worker (ft ²) | 53,775 | 67,595 | 67,595 | 69,000 |
| Average mow/maintenance cycle (days) | 12 | 14 | 12 | 12 |

LANDSCAPE & BEAUTIFICATION STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|-----------------|--------------------------|-------------------------|-------------------------|-------------------------|
| 2091 | Landscaper I | 5 | 5 | 5 |
| 2092 | Landscaper II | 3 | 3 | 3 |
| 2094 | Landscape Foreman | 1 | 1 | 1 |
| 2098 | Landscape Superintendent | 1 | 1 | 1 |
| 2865 | PT Pooled Landscape | 1 | 1 | 1 |
| TOTAL: | | 11 | 11 | 11 |



**MAINTENANCE FUND
OTHER CHARGES**

**FY 2024 ADOPTED BUDGET
EXPENDITURE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| OTHER CHARGES | | | | | |
| Personnel services | \$ - | \$ - | \$ 239,952 | \$ 43,786 | \$ 165,973 |
| Other charges | - | 19,397 | - | - | 2,094,277 |
| Capital outlay | - | 24,000 | - | - | - |
| TOTAL | \$ - | \$ 43,397 | \$ 239,952 | \$ 43,786 | \$ 2,260,250 |



**FY 2024 ADOPTED BUDGET
WORKERS' COMPENSATION FUND (067)**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|---------------------|---------------------|---------------------|----------------------|---------------------|
| REVENUE | | | | | |
| Interest earned | \$ 1,392 | \$ 22,435 | \$ 6,500 | \$ 125,000 | \$ 130,000 |
| Investment Income | 1,392 | 22,435 | 6,500 | 125,000 | 130,000 |
| Miscellaneous | - | 43,865 | - | 155,000 | 235,000 |
| Miscellaneous Income | - | 43,865 | - | 155,000 | 235,000 |
| Insurance recovery | 13,747 | - | - | - | - |
| Expense/Recovery Income | 13,747 | - | - | - | - |
| Contributions - city | 1,385,207 | 1,072,306 | 1,450,000 | 1,130,000 | 1,170,000 |
| Contribution Income | 1,385,207 | 1,072,306 | 1,450,000 | 1,130,000 | 1,170,000 |
| Transfer from general fund | - | - | - | - | - |
| Total Revenue | 1,400,346 | 1,138,606 | 1,456,500 | 1,410,000 | 1,535,000 |
| EXPENDITURES | | | | | |
| Personnel services | 115,968 | 78,492 | 106,126 | 107,249 | 112,149 |
| Contractual services | 18,254 | 30,825 | 59,300 | 71,029 | 69,000 |
| Materials & supplies | 24,676 | 33,434 | 173,775 | 198,021 | 376,500 |
| Other uses | 1,045,779 | 773,055 | 950,000 | 950,000 | 950,000 |
| Total Expenditures | 1,204,677 | 915,806 | 1,289,201 | 1,326,299 | 1,507,649 |
| Revenue Over/(Under) Expenditures | 195,669 | 222,800 | 167,299 | 83,701 | 27,351 |
| Beginning Fund Balance | 3,161,460 | 3,357,129 | 3,579,929 | 3,579,929 | 3,663,630 |
| Ending Fund Balance | \$ 3,357,129 | \$ 3,579,929 | \$ 3,747,228 | \$ 3,663,630 | \$ 3,690,981 |

WORKERS' COMPENSATION FUND STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|--------------------|-----------------|-----------------|-----------------|
| 3120 | Safety Coordinator | 1 | 1 | 1 |
| | TOTAL: | 1 | 1 | 1 |



FY 2024 ADOPTED BUDGET

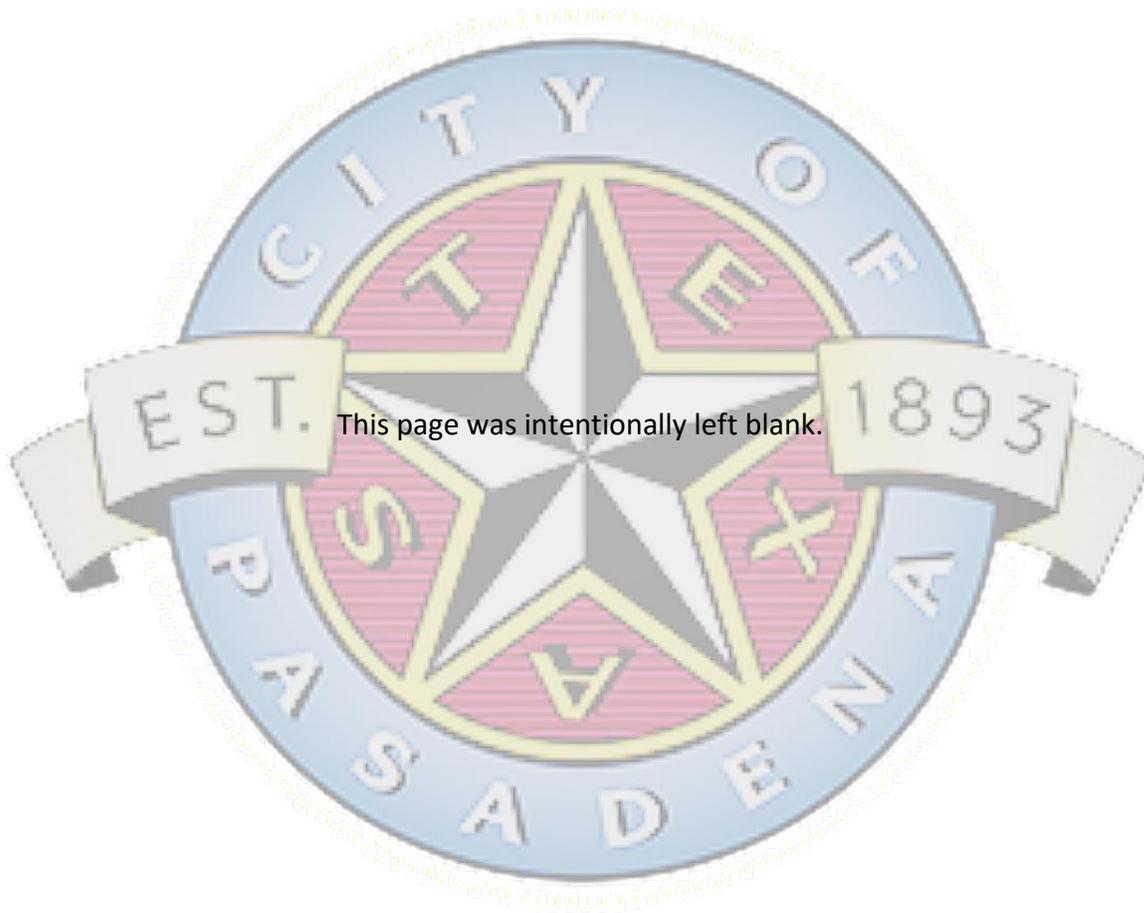
HEALTH INSURANCE FUND (069)

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| REVENUES | | | | | |
| Interest earned | \$ 3,663 | \$ 48,408 | \$ 20,400 | \$ 315,000 | \$ 320,000 |
| Investment Income | 3,663 | 48,408 | 20,400 | 315,000 | 320,000 |
| Miscellaneous | - | - | 11,600 | - | - |
| Prior year expense refund | 1,726 | 34,664 | 5,000 | 5,000 | 5,000 |
| Pharmacy rebates | 1,008,703 | 1,354,857 | 1,300,000 | 1,400,000 | 1,400,000 |
| City health contributions | 14,412,563 | 13,966,870 | 15,000,000 | 14,125,000 | 14,150,000 |
| Retiree health contribution | 625,057 | 598,681 | 630,000 | 595,000 | 605,000 |
| Cobra health contribution | 12,938 | 23,700 | 14,000 | 42,500 | 18,000 |
| Retiree - vision | - | 14,387 | 11,000 | 20,000 | 20,000 |
| Employee health deduction | 1,570,997 | 1,505,159 | 1,600,000 | 1,550,000 | 1,600,000 |
| Flex spending | 477,610 | 489,445 | 500,000 | 490,000 | 495,000 |
| Insurance recovery | 2,771,285 | 3,070,911 | 3,000,000 | 2,000,000 | 2,300,000 |
| Insurance reimbursement - well | - | 44,910 | - | 24,000 | 24,000 |
| Dental - EE deduction | 246,687 | 237,459 | 240,000 | 240,000 | 245,000 |
| Dental - retiree contribution | 112,726 | 102,439 | 107,000 | 100,000 | 105,000 |
| Life-EE additional life ins | 180,518 | 173,033 | 175,000 | 175,000 | 175,000 |
| Contributions | 21,420,810 | 21,616,515 | 22,593,600 | 20,766,500 | 21,142,000 |
| Transfer from general fund | - | - | - | - | - |
| TOTAL REVENUE | 21,424,473 | 21,664,923 | 22,614,000 | 21,081,500 | 21,462,000 |
| EXPENDITURES | | | | | |
| Personnel services | 7,087 | - | - | 4,913 | - |
| Contractual services | 128,364 | 126,000 | 141,600 | 126,000 | 141,600 |
| Other uses: | | | | | |
| Claims/claims related expe | 10,457,238 | 10,788,390 | 12,000,000 | 12,000,000 | 12,000,000 |
| Prescription drugs | 4,347,304 | 4,690,931 | 4,500,000 | 3,800,000 | 4,200,000 |
| Administration fees | 611,390 | 539,788 | 611,000 | 540,000 | 575,000 |
| Dental insurance | 578,407 | 534,198 | 700,000 | 540,000 | 545,000 |
| Other | 5,283,075 | 5,357,135 | 5,497,489 | 5,713,000 | 5,782,000 |
| IBNR accrual adjustment | 537,100 | (151,000) | - | - | - |
| TOTAL EXPENDITURES | 21,949,965 | 21,885,442 | 23,450,089 | 22,723,913 | 23,243,600 |
| Revenue Over/(Under) | | | | | |
| Expenditures | (525,492) | (220,519) | (836,089) | (1,642,413) | (1,781,600) |
| Beginning Fund Balance | 5,245,068 | 4,719,576 | 4,499,057 | 4,499,057 | 2,856,644 |
| Ending Fund Balance | \$ 4,719,576 | \$ 4,499,057 | \$ 3,662,968 | \$ 2,856,644 | \$ 1,075,044 |



FY 2024 ADOPTED BUDGET
GENERAL LIABILITY INSURANCE FUND (070)

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|---|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| REVENUES | | | | | |
| Interest earned | \$ 3,132 | \$ 35,547 | \$ 30,000 | \$ 232,000 | \$ 250,000 |
| Investment Income | 3,132 | 35,547 | 30,000 | 232,000 | 250,000 |
| Recovery of damage claims | 22,333 | 4,303 | - | 3,250 | - |
| Insurance recovery | 226,518 | 215,370 | 250,000 | 1,210,000 | 220,000 |
| Prior year expense refund | - | 60,883 | - | - | - |
| Other Revenues | 248,851 | 280,556 | 250,000 | 1,213,250 | 220,000 |
| 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 |
| Contributions | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 | 1,750,000 |
| Total Revenue | 2,001,983 | 2,066,103 | 2,030,000 | 3,195,250 | 2,220,000 |
| EXPENDITURES | | | | | |
| Other uses | 2,612,812 | 2,871,318 | 2,335,000 | 2,901,000 | 3,160,000 |
| Total Expenditures | 2,612,812 | 2,871,318 | 2,335,000 | 2,901,000 | 3,160,000 |
| Revenue Over/(Under)Expenditures | (610,829) | (805,215) | (305,000) | 294,250 | (940,000) |
| Beginning Fund Balance | 6,715,052 | 6,104,223 | 5,299,008 | 5,299,008 | 5,593,258 |
| Ending Fund Balance | \$ 6,104,223 | \$ 5,299,008 | \$ 4,994,008 | \$ 5,593,258 | \$ 4,653,258 |



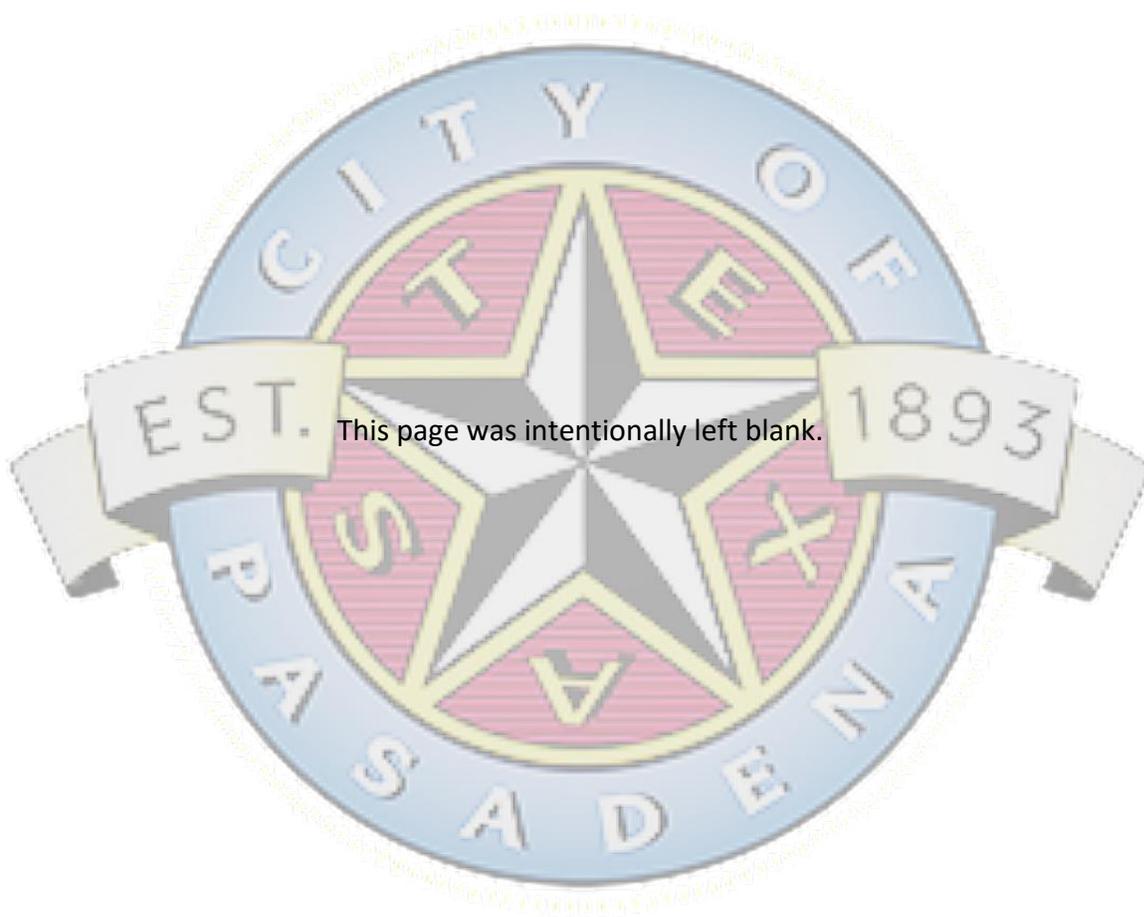


SPECIAL REVENUE FUNDS

The City has several 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 2024 ADOPTED BUDGET
SPECIAL REVENUE FUNDS**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| BEGINNING FUND BALANCE | \$ 13,033,731 | \$ 11,812,574 | \$ 13,254,251 | \$ 13,254,251 | \$ 13,780,281 |
| REVENUES | 2,751,964 | 3,573,165 | 2,443,092 | 3,662,232 | 3,351,750 |
| EXPENDITURES | 3,973,121 | 2,131,488 | 3,593,668 | 3,136,202 | 3,496,830 |
| REVENUE OVER/(UNDER) | | | | | |
| EXPENDITURES | (1,221,157) | 1,441,677 | (1,150,576) | 526,030 | (145,080) |
| ENDING FUND BALANCE | \$ 11,812,574 | \$ 13,254,251 | \$ 12,103,675 | \$ 13,780,281 | \$ 13,635,201 |





ALL SPECIAL FUNDS SUMMARY

TOTAL REVENUE SUMMARY

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED | % OF TOTAL |
|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|-----------------------|
| Franchise tax | \$ 229,407 | \$ 211,211 | \$ 215,000 | \$ 200,000 | \$ 200,000 | 6.0% |
| Hotel and motel tax | 1,295,801 | 1,610,948 | 1,258,000 | 1,450,000 | 1,575,000 | 47.0% |
| Licenses and permits | 2,820 | 2,630 | 2,500 | 2,600 | 2,600 | 0.1% |
| Drug/property seizures | 278,989 | 498,490 | - | 536,952 | - | 0.0% |
| Court fines | 295,109 | 327,868 | 308,200 | 336,100 | 341,100 | 10.2% |
| Sale of property | 390,886 | 594,873 | 405,000 | 400,000 | 450,000 | 13.4% |
| Miscellaneous/grants/interest | 258,952 | 327,145 | 254,392 | 736,580 | 783,050 | - |
| TOTAL REVENUE | \$ 2,751,964 | \$ 3,573,165 | \$ 2,443,092 | \$ 3,662,232 | \$ 3,351,750 | 76.6% |

ALL SPECIAL FUNDS SUMMARY

TOTAL EXPENDITURE SUMMARY

| CATEGORY | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED | % OF TOTAL |
|---------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|-----------------------|
| Personnel services | \$ 476,332 | \$ 393,991 | \$ 462,841 | \$ 484,078 | \$ 486,310 | 13.9% |
| Contractual services | 710,717 | 858,306 | 1,066,421 | 976,433 | 1,122,800 | 32.1% |
| Materials and supplies | 448,389 | 441,897 | 1,058,792 | 844,352 | 968,370 | 27.7% |
| Other charges | 51,958 | 76,731 | 165,000 | 112,521 | 165,000 | 4.7% |
| Other uses | 46,335 | 6,419 | 154,350 | 154,350 | 154,350 | 4.4% |
| Capital outlay | 2,239,390 | 354,144 | 686,264 | 564,468 | 600,000 | 17.2% |
| TOTAL EXPENDITURES | \$ 3,973,121 | \$ 2,131,488 | \$ 3,593,668 | \$ 3,136,202 | \$ 3,496,830 | 100.0% |



**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

| DETAIL OF BEGINNING BALANCE | FY 2021 | FY 2022 | FY 2023 | FY 2023 | FY 2024 |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | ACTUAL | ACTUAL | AMENDED | ESTIMATED | ADOPTED |
| Municipal Jury Fund | \$ 677 | \$ 2,296 | \$ 4,141 | \$ 4,141 | \$ 5,941 |
| Equity sharing - treasury | 552,550 | 573,969 | 560,628 | 560,628 | 481,028 |
| Juvenile case mgr fund | 187,357 | 207,549 | 236,319 | 236,319 | 268,221 |
| Child safety fund | 1,047,292 | 1,028,991 | 1,009,693 | 1,009,693 | 701,352 |
| Equity sharing - justice | 2,003,037 | 2,011,147 | 2,246,051 | 2,246,051 | 2,531,845 |
| Municipal courts security | (15,885) | (60,035) | 41,580 | 41,580 | 149,680 |
| State seizure fund | 1,004,255 | 954,255 | 851,111 | 851,111 | 623,534 |
| Law enforcement training | 87,765 | 91,332 | 92,130 | 92,130 | 95,250 |
| Judicial efficiency fund | 146,120 | 174,534 | 214,140 | 214,140 | 255,108 |
| Court technology fund | 119,763 | 170,754 | 148,591 | 148,591 | 105,591 |
| Hotel and motel tax fund | 6,347,462 | 5,020,102 | 5,930,849 | 5,930,849 | 6,772,901 |
| Preservation of vital statistics | 75,149 | 75,979 | 71,894 | 71,894 | 70,931 |
| 1% Public, ed and gov (peg) | 1,024,690 | 1,121,136 | 1,244,570 | 1,244,570 | 1,159,868 |
| Abandoned motor vehicles | 412,411 | 419,665 | 580,888 | 580,888 | 535,365 |
| Sign removal fund | 41,088 | 20,900 | 21,666 | 21,666 | 23,666 |
| TOTAL | \$ 13,033,731 | \$ 11,812,574 | \$ 13,254,251 | \$ 13,254,251 | \$ 13,780,281 |

DETAIL OF REVENUES

| | | | | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Municipal Jury Fund | \$ 1,619 | \$ 1,845 | \$ - | \$ 1,800 | \$ 1,800 |
| Equity sharing - treasury | 49,453 | 47,329 | 750 | 22,400 | 23,000 |
| Juvenile case mgr fund | 89,044 | 100,545 | 91,250 | 116,000 | 121,250 |
| Child safety fund | 229,791 | 230,400 | 221,800 | 260,800 | 271,750 |
| Equity sharing - justice | 147,032 | 342,195 | 3,300 | 585,084 | 119,000 |
| Municipal courts security | 14,183 | 101,615 | 13,300 | 108,100 | 108,800 |
| State seizure fund | 84,299 | 134,630 | 1,380 | 91,368 | 35,000 |
| Law enforcement training | 17,005 | 16,805 | 17,400 | 18,380 | 21,150 |
| Judicial efficiency fund | 29,108 | 40,290 | 40,200 | 46,200 | 47,100 |
| Court technology fund | 163,009 | 90,529 | 164,300 | 95,600 | 95,750 |
| Hotel and motel tax fund | 1,299,108 | 1,649,614 | 1,261,300 | 1,690,000 | 1,830,000 |
| Preservation of vital statistics | 4,994 | 5,851 | 5,090 | 8,000 | 8,100 |
| 1% Public, ed and gov (peg) | 229,407 | 211,211 | 215,000 | 200,000 | 200,000 |
| Abandoned motor vehicles | 391,074 | 597,529 | 405,500 | 415,000 | 465,500 |
| Sign removal fund | 2,838 | 2,777 | 2,522 | 3,500 | 3,550 |
| TOTAL | \$ 2,751,964 | \$ 3,573,165 | \$ 2,443,092 | \$ 3,662,232 | \$ 3,351,750 |



**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| DETAIL OF EXPENDITURES | | | | | |
| Municipal Jury Fund | \$ - | \$ - | \$ - | \$ - | \$ - |
| Equity sharing - treasury | 28,034 | 60,670 | 131,000 | 102,000 | 131,000 |
| Juvenile case mgr fund | 68,852 | 71,775 | 80,076 | 84,098 | 85,049 |
| Child safety fund | 248,092 | 249,698 | 602,806 | 569,141 | 571,513 |
| Equity sharing - justice | 138,922 | 107,291 | 467,469 | 299,290 | 332,000 |
| Municipal courts security | 58,333 | - | - | - | - |
| State seizure fund | 134,299 | 237,774 | 394,476 | 318,945 | 394,000 |
| Law enforcement training | 13,438 | 16,007 | 17,500 | 15,260 | 17,500 |
| Judicial efficiency fund | 694 | 684 | 18,832 | 5,232 | 17,670 |
| Court technology fund | 112,018 | 112,692 | 132,000 | 138,600 | 143,500 |
| Hotel and motel tax fund | 2,626,468 | 738,867 | 979,145 | 847,948 | 883,891 |
| Preservation of vital statistics | 4,164 | 9,936 | 13,000 | 8,963 | 13,000 |
| 1% Public, ed and gov (peg) | 132,961 | 87,777 | 284,702 | 284,702 | 416,000 |
| Abandoned motor vehicles | 383,820 | 436,306 | 471,162 | 460,523 | 490,207 |
| Sign removal fund | 23,026 | 2,011 | 1,500 | 1,500 | 1,500 |
| TOTAL | \$ 3,973,121 | \$ 2,131,488 | \$ 3,593,668 | \$ 3,136,202 | \$ 3,496,830 |

ENDING BALANCE

| | | | | | |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Municipal Jury Fund | \$ 2,296 | \$ 4,141 | \$ 4,141 | \$ 5,941 | \$ 7,741 |
| Equity sharing - treasury | 573,969 | 560,628 | 430,378 | 481,028 | 373,028 |
| Juvenile case mgr fund | 207,549 | 236,319 | 247,493 | 268,221 | 304,422 |
| Child safety fund | 1,028,991 | 1,009,693 | 628,687 | 701,352 | 401,589 |
| Equity sharing - justice | 2,011,147 | 2,246,051 | 1,781,882 | 2,531,845 | 2,318,845 |
| Municipal courts security | (60,035) | 41,580 | 54,880 | 149,680 | 258,480 |
| State seizure fund | 954,255 | 851,111 | 458,015 | 623,534 | 264,534 |
| Law enforcement training | 91,332 | 92,130 | 92,030 | 95,250 | 98,900 |
| Judicial efficiency fund | 174,534 | 214,140 | 235,508 | 255,108 | 284,538 |
| Court technology fund | 170,754 | 148,591 | 180,891 | 105,591 | 57,841 |
| Hotel and motel tax fund | 5,020,102 | 5,930,849 | 6,213,004 | 6,772,901 | 7,719,010 |
| Preservation of vital statistics | 75,979 | 71,894 | 63,984 | 70,931 | 66,031 |
| 1% Public, ed and gov (peg) | 1,121,136 | 1,244,570 | 1,174,868 | 1,159,868 | 943,868 |
| Abandoned motor vehicles | 419,665 | 580,888 | 515,226 | 535,365 | 510,658 |
| Sign removal fund | 20,900 | 21,666 | 22,688 | 23,666 | 25,716 |
| TOTAL | \$ 11,812,574 | \$ 13,254,251 | \$ 12,103,675 | \$ 13,780,281 | \$ 13,635,201 |



**SPECIAL REVENUE FUND
MUNICIPAL JURY FUND (030)**

MISSION STATEMENT

The Municipal Jury Fund is a new local cost. Currently, the City pays its jurors six dollars and this fee is set by ordinance. The percentage of the consolidated local court cost now allocated will amount to \$.10 per local (0.7143 percent) consolidated fee collected.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Miscellaneous | \$ 1,619 | \$ 1,845 | \$ - | \$ 1,800 | \$ 1,800 |
| Total Revenue | 1,619 | 1,845 | - | 1,800 | 1,800 |
| Expenditures | | | | | |
| Personnel services | - | - | - | - | - |
| Contractual services | - | - | - | - | - |
| Materials and supplies | - | - | - | - | - |
| Other charges | - | - | - | - | - |
| Capital outlay | - | - | - | - | - |
| Total Expenditures | - | - | - | - | - |
| Revenue Over/(Under) | | | | | |
| Expenditures | 1,619 | 1,845 | - | 1,800 | 1,800 |
| Beginning Fund Balance | 677 | 2,296 | 4,141 | 4,141 | 5,941 |
| Ending Fund Balance | \$ 2,296 | \$ 4,141 | \$ 4,141 | \$ 5,941 | \$ 7,741 |



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 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 284 | \$ 4,193 | \$ 750 | \$ 22,400 | \$ 23,000 |
| Investment Income | 284 | 4,193 | 750 | 22,400 | 23,000 |
| Federal seizure revenue | 49,169 | 43,136 | - | - | - |
| Sale of assets | - | - | - | - | - |
| Other Revenue | 49,169 | 43,136 | - | - | - |
| Total Revenue | 49,453 | 47,329 | 750 | 22,400 | 23,000 |
| Expenditures | | | | | |
| Contractual services | 24,102 | 57,248 | 58,000 | 63,000 | 58,000 |
| Materials and supplies | 3,932 | 3,422 | 73,000 | 39,000 | 73,000 |
| Total Expenditures | 28,034 | 60,670 | 131,000 | 102,000 | 131,000 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 21,419 | (13,341) | (130,250) | (79,600) | (108,000) |
| Beginning Fund Balance | 552,550 | 573,969 | 560,628 | 560,628 | 481,028 |
| Ending Fund Balance | \$ 573,969 | \$ 560,628 | \$ 430,378 | \$ 481,028 | \$ 373,028 |



SPECIAL REVENUE FUND JUVENILE CASE MANAGER FUND (042)

MISSION STATEMENT

The Juvenile Case Manager Fund was created pursuant to state law and Ordinance No. 2005-309 that authorized the imposition of an additional court cost of \$1.00 to each fine-only misdemeanor to fund the salary and benefits and necessary expenses relating to the expenses of the position 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 administer juvenile cases after the comprehensive juvenile reform legislation of 2003. The \$1.00 cost will continue to apply to violations occurring before January 1, 2020.

For violations occurring on and after January 1, 2020, the Juvenile Case Manager Fund will be redesignated as the Local Truancy Prevention and Diversion Fund. It will no longer be controlled by local ordinance but by an allocation of 35.7143% or \$5.00 from the Local Consolidated Fee of \$14.00 provided by TEX. REV. CIV. STAT. ANN., *Local Government Code*, Sections 134.103 and 134.156. Any surplus funds may be redirected by the council on approval by the court and at the direction of the juvenile case manager to various programs as specified in Section 134.156 including implementation of programs directly related to the duties of the juvenile case manager, including juvenile alcohol and substance abuse programs, and any other projects designed to prevent or reduce the number of juvenile referrals to the court.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Continued to fund the salary and benefits of the juvenile case manager and necessary expenses
- Implemented legislation related to Juvenile Case Manager function
- Initiate Zoom hearings to deal with juveniles who could not come to court
- Continued with our successful teen court program in cooperation with the Dr. Kirk Lewis Career & Technical High School of the Pasadena Independent School District



PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- To ensure that justice is done in juvenile cases in a fair and efficient manner.
- Continue to fund the salary and benefits of the juvenile case manager and necessary expenses
- Redirect funds as authorized by the council to implement programs related to the duties of the juvenile case manager.
- Fund continuing education for juvenile case manager.
- Continue with our successful teen court program in cooperation with the Dr. Kirk Lewis Career & Technical High School of the Pasadena Independent School District.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 93 | \$ 1,594 | \$ 350 | \$ 10,500 | \$ 10,750 |
| Investment Income | 93 | 1,594 | 350 | 10,500 | 10,750 |
| Juvenile case mgr fee | 4,769 | 3,656 | 4,300 | 3,000 | 3,000 |
| Tpdf city | 35,915 | 3,267 | 3,600 | 2,500 | 2,500 |
| Local Trncy Pre Lc-2 \$5.0 | 48,267 | 92,028 | 83,000 | 100,000 | 105,000 |
| Municipal Court Fines | 88,951 | 98,951 | 90,900 | 105,500 | 110,500 |
| Total Revenue | 89,044 | 100,545 | 91,250 | 116,000 | 121,250 |
| Expenditures | | | | | |
| Personnel services | 68,852 | 71,375 | 73,926 | 76,691 | 76,499 |
| Contractual services | - | 400 | 3,050 | 4,450 | 4,450 |
| Materials and supplies | - | - | 3,100 | 2,957 | 4,100 |
| Total Expenditures | 68,852 | 71,775 | 80,076 | 84,098 | 85,049 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 20,192 | 28,770 | 11,174 | 31,902 | 36,201 |
| Beginning Fund Balance | 187,357 | 207,549 | 236,319 | 236,319 | 268,221 |
| Ending Fund Balance | \$ 207,549 | \$ 236,319 | \$ 247,493 | \$ 268,221 | \$ 304,422 |



**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 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|---------------------|---------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 505 | \$ 7,088 | \$ 1,800 | \$ 40,800 | \$ 41,750 |
| Investment Income | 505 | 7,088 | 1,800 | 40,800 | 41,750 |
| Child safety fee | 229,286 | 223,312 | 220,000 | 220,000 | 230,000 |
| Prior Year Expense/Refund | - | - | - | - | - |
| Other Revenues | 229,286 | 223,312 | 220,000 | 220,000 | 230,000 |
| Total Revenue | 229,791 | 230,400 | 221,800 | 260,800 | 271,750 |
| Expenditures | | | | | |
| Personnel services | 41,306 | 33,206 | 86,181 | 87,852 | 88,513 |
| Contractual services | 82,671 | 111,462 | 186,715 | 181,923 | 205,000 |
| Materials and supplies | 75,875 | 105,030 | 238,410 | 217,793 | 228,000 |
| Capital Outlay | 48,240 | - | 91,500 | 81,573 | 50,000 |
| Total Expenditures | 248,092 | 249,698 | 602,806 | 569,141 | 571,513 |
| Revenue Over/(Under) | | | | | |
| Expenditures | (18,301) | (19,298) | (381,006) | (308,341) | (299,763) |
| Beginning Fund Balance | 1,047,292 | 1,028,991 | 1,009,693 | 1,009,693 | 701,352 |
| Ending Fund Balance | \$ 1,028,991 | \$ 1,009,693 | \$ 628,687 | \$ 701,352 | \$ 401,589 |



SPECIAL REVENUE FUND

EQUITY SHARING – JUSTICE FUND (044)

MISSION STATEMENT

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| Revenue | | | | | |
| Interest earned | \$ 1,032 | \$ 15,560 | \$ 3,300 | \$ 106,000 | \$ 119,000 |
| Investment Income | 1,032 | 15,560 | 3,300 | 106,000 | 119,000 |
| Federal seizure revenue | 146,000 | 326,635 | - | 479,084 | - |
| Other Revenues | 146,000 | 326,635 | - | 479,084 | - |
| Total Revenue | 147,032 | 342,195 | 3,300 | 585,084 | 119,000 |
| Expenditures | | | | | |
| Contractual services | 66,393 | 41,628 | 123,000 | 40,488 | 123,000 |
| Materials and supplies | 72,529 | 65,663 | 199,196 | 113,529 | 159,000 |
| Capital outlay | - | - | 145,273 | 145,273 | 50,000 |
| Total Expenditures | 138,922 | 107,291 | 467,469 | 299,290 | 332,000 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 8,110 | 234,904 | (464,169) | 285,794 | (213,000) |
| Beginning Fund Balance | 2,003,037 | 2,011,147 | 2,246,051 | 2,246,051 | 2,531,845 |
| Ending Fund Balance | \$ 2,011,147 | \$ 2,246,051 | \$ 1,781,882 | \$ 2,531,845 | \$ 2,318,845 |



SPECIAL REVENUE FUND
MUNICIPAL COURTS SECURITY FUND (045)**MISSION STATEMENT**

The Municipal Court Building Security Fund was created pursuant to state law (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 consideration of the following: Purchase or repair of X-ray machines and conveying systems; handheld metal detectors; walkthrough metal detectors; identification cards and systems; electronic locking and surveillance equipment; bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services; signage; confiscated weapon inventory and tracking systems; locks, chains, alarms or similar security devices; purchase or repair of bullet-proof glass; and continuing education on security issues for court personnel and security personnel

For violations occurring before January 1, 2020, it is funded by a \$3.00 security fee that is a cost of court.

For violations occurring on and after January 1, 2020 the security fund is no longer be controlled by local ordinance but by an allocation of 35% or \$4.90 from the Local Consolidated Fee of \$14.00 found at TEX. REV. CIV. STAT. ANN, *Local Government Code*, Sec.134.103. The purposes to which the fund may be put remain unchanged. Noteworthy is the increase of \$1.90 (from \$3.00 by ordinance to \$4.90 by statute.) The increase reflects the increased emphasis on court security ushered in by the 2017 legislature. Whatever additional money may be derived during the coming fiscal year will be well spent in any future security needs in the new court building.



MUNICIPAL COURTS SECURITY FUND

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ - | \$ 155 | \$ - | \$ 3,100 | \$ 3,800 |
| Investment Income | - | 155 | - | 3,100 | 3,800 |
| Municipal court - security | 14,183 | 101,460 | 13,300 | 105,000 | 105,000 |
| Other Court Fee | 14,183 | 101,460 | 13,300 | 105,000 | 105,000 |
| Total Revenue | 14,183 | 101,615 | 13,300 | 108,100 | 108,800 |
| Expenditures | | | | | |
| Personnel services | 58,333 | - | - | - | - |
| Contractual services | - | - | - | - | - |
| Materials and supplies | - | - | - | - | - |
| Total Expenditures | 58,333 | - | - | - | - |
| Revenue Over/(Under) | | | | | |
| Expenditures | (44,150) | 101,615 | 13,300 | 108,100 | 108,800 |
| Beginning Fund Balance | (15,885) | (60,035) | 41,580 | 41,580 | 149,680 |
| Ending Fund Balance | \$ (60,035) | \$ 41,580 | \$ 54,880 | \$ 149,680 | \$ 258,480 |

MUNICIPAL COURTS SECURITY STAFFING

| Job Code | Job Title | 2022 Amended | 2023 Amended | 2024 Adopted |
|----------|---------------|--------------|--------------|--------------|
| 1450 | City Marshal | 0 | 0 | 0 |
| | TOTAL: | 0 | 0 | 0 |

*Due to a negative beginning fund balance, no expenditures will be budgeted until there is a positive fund balance.



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 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-----------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 479 | \$ 5,911 | \$ 1,380 | \$ 33,500 | \$ 35,000 |
| Investment Income | 479 | 5,911 | 1,380 | 33,500 | 35,000 |
| Asset forfeitures - state | 83,820 | 128,719 | - | 57,868 | - |
| Miscellaneous | - | - | - | - | - |
| Other Revenues | 83,820 | 128,719 | - | 57,868 | - |
| Total Revenue | 84,299 | 134,630 | 1,380 | 91,368 | 35,000 |
| Expenditures | | | | | |
| Contractual services | 56,797 | 86,500 | 96,000 | 84,485 | 96,000 |
| Materials and supplies | 66,447 | 76,078 | 128,476 | 127,787 | 128,000 |
| Other charges | 11,055 | 32,550 | 120,000 | 75,000 | 120,000 |
| Capital outlay | - | 42,646 | 50,000 | 31,673 | 50,000 |
| Total Expenditures | 134,299 | 237,774 | 394,476 | 318,945 | 394,000 |
| Revenue Over/(Under) | | | | | |
| Expenditures | (50,000) | (103,144) | (393,096) | (227,577) | (359,000) |
| Beginning Fund Balance | 1,004,255 | 954,255 | 851,111 | 851,111 | 623,534 |
| Ending Fund Balance | \$ 954,255 | \$ 851,111 | \$ 458,015 | \$ 623,534 | \$ 264,534 |



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 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 44 | \$ 652 | \$ 100 | \$ 4,000 | \$ 4,300 |
| Investment Income | 44 | 652 | 100 | 4,000 | 4,300 |
| Law officer - warrant | 1,136 | 983 | 1,100 | 986 | 1,150 |
| Law officer - fire marshal | 1,084 | 939 | 1,300 | 944 | 1,200 |
| Law officer - police | 14,741 | 14,231 | 14,900 | 12,450 | 14,500 |
| Other Revenues | 16,961 | 16,153 | 17,300 | 14,380 | 16,850 |
| Total Revenue | 17,005 | 16,805 | 17,400 | 18,380 | 21,150 |
| Expenditure | | | | | |
| Contractual services | 13,438 | 16,007 | 17,500 | 15,260 | 17,500 |
| Total Expenditures | 13,438 | 16,007 | 17,500 | 15,260 | 17,500 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 3,567 | 798 | (100) | 3,120 | 3,650 |
| Beginning Fund Balance | 87,765 | 91,332 | 92,130 | 92,130 | 95,250 |
| Ending Fund Balance | \$ 91,332 | \$ 92,130 | \$ 92,030 | \$ 95,250 | \$ 98,900 |



**SPECIAL REVENUE FUND
JUDICIAL EFFICIENCY FUND (048)**

MISSION STATEMENT

The Municipal Court Judicial Efficiency Fund finds its source in two separate statutes. (TEX. REV. CIV. STAT. ANN., *Local Government Code*, Sec. 133.103) applies to violations occurring before January 1, 2020 and TEX. REV. CIV. STAT. ANN. *Code Crim. Pro.*, Sec. 102.030 applies to violations occurring on and after January 1, 2020. The purposes and the mission of the fund are delineated by law.

For violations occurring before January 1, 2020, the fee is 25.00 and applicable to fines and costs not paid within 30 days. The State is entitled to one half of this fee. Of the remaining \$12.50, \$10.00 is goes to the general fund and the balance (\$2.50) goes into the Judicial Efficiency Fund for the purpose of improving the efficiency and administration of justice in the municipality

For violations occurring on and after January 1, 2020, the fee has been reduced to \$15.00, but the entire amount is retained by the city. This fund is also used for the purpose of improving the efficiency of the administration of justice but an additional purpose has been added: the fee may also be used for improving the collection of outstanding court costs, fines and/or reimbursement fees.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 74 | \$ 1,435 | \$ 200 | \$ 9,500 | \$ 10,400 |
| Investment Income | 74 | 1,435 | 200 | 9,500 | 10,400 |
| Judicial Eff (TP-J) crt fee | 29,034 | 38,855 | 40,000 | 36,700 | 36,700 |
| Municipal Court Fines | 29,034 | 38,855 | 40,000 | 36,700 | 36,700 |
| Total Revenue | 29,108 | 40,290 | 40,200 | 46,200 | 47,100 |
| Expenditures | | | | | |
| Personnel services | - | - | 2,462 | 2,462 | - |
| Contractual services | - | - | 4,850 | 850 | 4,850 |
| Materials and supplies | 694 | 684 | 11,520 | 1,920 | 12,820 |
| Total Expenditures | 694 | 684 | 18,832 | 5,232 | 17,670 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 28,414 | 39,606 | 21,368 | 40,968 | 29,430 |
| Beginning Fund Balance | 146,120 | 174,534 | 214,140 | 214,140 | 255,108 |
| Ending Fund Balance | \$ 174,534 | \$ 214,140 | \$ 235,508 | \$ 255,108 | \$ 284,538 |



SPECIAL REVENUE FUND

MUNICIPAL COURT TECHNOLOGY FUND (049)

MISSION STATEMENT

The Municipal Court Building Technology Fund was created pursuant to the state law (TEX. REV. CIV. STAT. ANN., *Code of Criminal Procedure*, Art. 102.0172) and its implementing City Ordinances (99-154 and 2003-176. The purposes and, therefore, the mission of the fund 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.

For violations occurring before January 1, 2020, it is funded by a \$4.00 technology fee that is a cost of court.

For violations occurring on or after January 1, 2020, the technology funding in the amount of \$4.00 will no longer be pursuant to local ordinance, but, instead, will be pursuant to a statutorily mandated percentage (28.5714 percent, \$4.00) of the Local Consolidated Fee found TEX. REV. CIV. STAT. ANN. *Local Government Code*, Sec. 134.103. The purposes will, however, remain unchanged.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 68 | \$ 1,927 | \$ 300 | \$ 6,700 | \$ 6,850 |
| Investment Income | 68 | 1,927 | 300 | 6,700 | 6,850 |
| Municipal court - technology fee | 162,941 | 88,602 | 164,000 | 88,900 | 88,900 |
| Other Revenues | 162,941 | 88,602 | 164,000 | 88,900 | 88,900 |
| Total Revenue | 163,009 | 90,529 | 164,300 | 95,600 | 95,750 |
| Expenditures | | | | | |
| Contractual services | 112,018 | 112,692 | 132,000 | 138,600 | 143,500 |
| Total Expenditures | 112,018 | 112,692 | 132,000 | 138,600 | 143,500 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 50,991 | (22,163) | 32,300 | (43,000) | (47,750) |
| Beginning Fund Balance | 119,763 | 170,754 | 148,591 | 148,591 | 105,591 |
| Ending Fund Balance | \$ 170,754 | \$ 148,591 | \$ 180,891 | \$ 105,591 | \$ 57,841 |



**SPECIAL REVENUE FUND
HOTEL/MOTEL TAX FUND (064)**

MISSION STATEMENT

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|---------------------------|---------------------------|----------------------------|------------------------------|----------------------------|
| REVENUE | | | | | |
| Hotel-motel tax | \$ 1,295,801 | \$ 1,610,948 | \$ 1,258,000 | \$ 1,450,000 | \$ 1,575,000 |
| Other Taxes | 1,295,801 | 1,610,948 | 1,258,000 | 1,450,000 | 1,575,000 |
| Interest earned | 3,307 | 38,666 | 3,300 | 240,000 | 255,000 |
| Investment Income | 3,307 | 38,666 | 3,300 | 240,000 | 255,000 |
| Total Revenue | 1,299,108 | 1,649,614 | 1,261,300 | 1,690,000 | 1,830,000 |
| EXPENDITURES | | | | | |
| Personnel services | 139,580 | 140,206 | 145,610 | 152,893 | 152,591 |
| Contractual services | 177,300 | 199,064 | 190,806 | 193,145 | 216,000 |
| Materials and supplies | 132,855 | 95,469 | 259,338 | 212,061 | 210,950 |
| Capital outlay | 2,130,398 | 297,709 | 229,041 | 135,499 | 150,000 |
| Other uses | 46,335 | 6,419 | 154,350 | 154,350 | 154,350 |
| Total Expenditures | 2,626,468 | 738,867 | 979,145 | 847,948 | 883,891 |
| Revenue Over/(Under) | | | | | |
| Expenditures | (1,327,360) | 910,747 | 282,155 | 842,052 | 946,109 |
| Beginning Fund Balance | 6,347,462 | 5,020,102 | 5,930,849 | 5,930,849 | 6,772,901 |
| Ending Fund Balance | \$ 5,020,102 | \$ 5,930,849 | \$ 6,213,004 | \$ 6,772,901 | \$ 7,719,010 |



SPECIAL REVENUE FUND
PRESERVATION OF VITAL STATISTICS FUND (080)

MISSION STATEMENT

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 37 | \$ 503 | \$ 90 | \$ 2,900 | \$ 3,000 |
| Investment Income | 37 | 503 | 90 | 2,900 | 3,000 |
| Preservation of vital statistics | 4,957 | 5,348 | 5,000 | 5,100 | 5,100 |
| Other Revenues | 4,957 | 5,348 | 5,000 | 5,100 | 5,100 |
| Total Revenue | 4,994 | 5,851 | 5,090 | 8,000 | 8,100 |
| EXPENDITURES | | | | | |
| Contractual services | 3,164 | 9,936 | 12,500 | 8,463 | 12,500 |
| Materials and supplies | 1,000 | - | 500 | 500 | 500 |
| Total Expenditures | 4,164 | 9,936 | 13,000 | 8,963 | 13,000 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 830 | (4,085) | (7,910) | (963) | (4,900) |
| Beginning Fund Balance | 75,149 | 75,979 | 71,894 | 71,894 | 70,931 |
| Ending Fund Balance | \$ 75,979 | \$ 71,894 | \$ 63,984 | \$ 70,931 | \$ 66,031 |



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

MISSION STATEMENT

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|----------------------------------|---------------------|---------------------|---------------------|----------------------|--------------------|
| Revenue | | | | | |
| Preservation of vital statistics | \$ 229,407 | \$ 211,211 | \$ 215,000 | \$ 200,000 | \$ 200,000 |
| Other Revenues | 229,407 | 211,211 | 215,000 | 200,000 | 200,000 |
| Total Revenue | 229,407 | 211,211 | 215,000 | 200,000 | 200,000 |
| EXPENDITURES | | | | | |
| Materials and supplies | 72,209 | 73,988 | 114,252 | 114,252 | 116,000 |
| Capital outlay | 60,752 | 13,789 | 170,450 | 170,450 | 300,000 |
| Total Expenditures | 132,961 | 87,777 | 284,702 | 284,702 | 416,000 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 96,446 | 123,434 | (69,702) | (84,702) | (216,000) |
| Beginning Fund Balance | 1,024,690 | 1,121,136 | 1,244,570 | 1,244,570 | 1,159,868 |
| Ending Fund Balance | \$ 1,121,136 | \$ 1,244,570 | \$ 1,174,868 | \$ 1,159,868 | \$ 943,868 |



SPECIAL REVENUE FUND ABANDONED MOTOR VEHICLES FUND (200)

MISSION STATEMENT

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| Revenue | | | | | |
| Interest earned | \$ 188 | \$ 2,656 | \$ 500 | \$ 15,000 | \$ 15,500 |
| Investment Income | 188 | 2,656 | 500 | 15,000 | 15,500 |
| Abandoned auto fund | 390,886 | 594,873 | 405,000 | 400,000 | 450,000 |
| Other Revenues | 390,886 | 594,873 | 405,000 | 400,000 | 450,000 |
| Total Revenue | 391,074 | 597,529 | 405,500 | 415,000 | 465,500 |
| EXPENDITURES | | | | | |
| Personnel services | 145,235 | 147,193 | 154,662 | 164,180 | 168,707 |
| Contractual services | 174,834 | 223,369 | 241,000 | 244,769 | 241,000 |
| Materials and supplies | 22,848 | 21,563 | 30,500 | 14,053 | 35,500 |
| Other charges | 40,903 | 44,181 | 45,000 | 37,521 | 45,000 |
| Total Expenditures | 383,820 | 436,306 | 471,162 | 460,523 | 490,207 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 7,254 | 161,223 | (65,662) | (45,523) | (24,707) |
| Beginning Fund Balance | 412,411 | 419,665 | 580,888 | 580,888 | 535,365 |
| Ending Fund Balance | \$ 419,665 | \$ 580,888 | \$ 515,226 | \$ 535,365 | \$ 510,658 |



SPECIAL REVENUE FUND SIGN REMOVAL FUND (201)

MISSION STATEMENT

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

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|-------------------------------------|-------------------|-------------------|--------------------|----------------------|--------------------|
| REVENUE | | | | | |
| Sign removal fee | \$ 2,820 | \$ 2,630 | \$ 2,500 | \$ 2,600 | \$ 2,600 |
| Business License and Permits | 2,820 | 2,630 | 2,500 | 2,600 | 2,600 |
| Interest earned | 18 | 147 | 22 | 900 | 950 |
| Investment Income | 18 | 147 | 22 | 900 | 950 |
| Total Revenue | 2,838 | 2,777 | 2,522 | 3,500 | 3,550 |
| EXPENDITURES | | | | | |
| Personnel services | 23,026 | 2,011 | - | - | - |
| Contractual services | - | - | 1,000 | 1,000 | 1,000 |
| Materials and supplies | - | - | 500 | 500 | 500 |
| Total Expenditures | 23,026 | 2,011 | 1,500 | 1,500 | 1,500 |
| Revenue Over/(Under) | | | | | |
| Expenditures | (20,188) | 766 | 1,022 | 2,000 | 2,050 |
| Beginning Fund Balance | 41,088 | 20,900 | 21,666 | 21,666 | 23,666 |
| Ending Fund Balance | \$ 20,900 | \$ 21,666 | \$ 22,688 | \$ 23,666 | \$ 25,716 |



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.

MISSION STATEMENT

Pasadena's business-friendly policies and Capital Improvement Program (CIP) aim to promote quality growth and improve infrastructure, ultimately enhancing the Quality of Life (QOL) for all residents. The Pasadena Economic Development Corporation (PEDC) works to attract and retain businesses, providing resources for commercial and industrial development that benefit the dynamic economy, growing labor force, and advanced medical care in Pasadena, Texas.



ACHIEVEMENTS FOR FISCAL YEAR 2023

- Kao Corporation
 - Collaborated with Economic Alliance Houston Port Region to make possible construction of a tertiary amine production plant expanding operations; The new facility had a capital investment of \$250M and is expected to create 60 new F/T jobs and 300 construction jobs.
- CHCA Bayshore, L.P. (HCA Houston Healthcare Southeast)
 - 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 facilities retained 612 F/T jobs, created 20, and had a capital investment of \$18.3M.



ACHIEVEMENTS FOR FISCAL YEAR 2023 (Cont.)

- Albemarle Corporation
 - Assisted with nomination and submission of project application to the Office of the Governor of Economic Development and Tourism through the Texas Economic Development Bank as an Enterprise Project; The expansion project had a capital investment of \$500M over the next five years and expects to retain 425 F/T jobs and add 13 new F/T jobs.
 - Assisted with nomination and submission of project application to the Office of the Governor of Economic Development and Tourism through the Texas Economic Development Bank as an Enterprise Project; The expansion project had a capital investment of \$500M over the next five years and expects to retain 425 F/T jobs and add 13 new F/T jobs.
- Arkema Inc.
 - Assisted Arkema Inc. by pledging to work closely and utilize public engagement activities to help them solicit community feedback for a grant from the US Department of Energy; The project aimed at reducing carbon emissions has a capital investment of \$500M and will retain 160 F/T jobs.

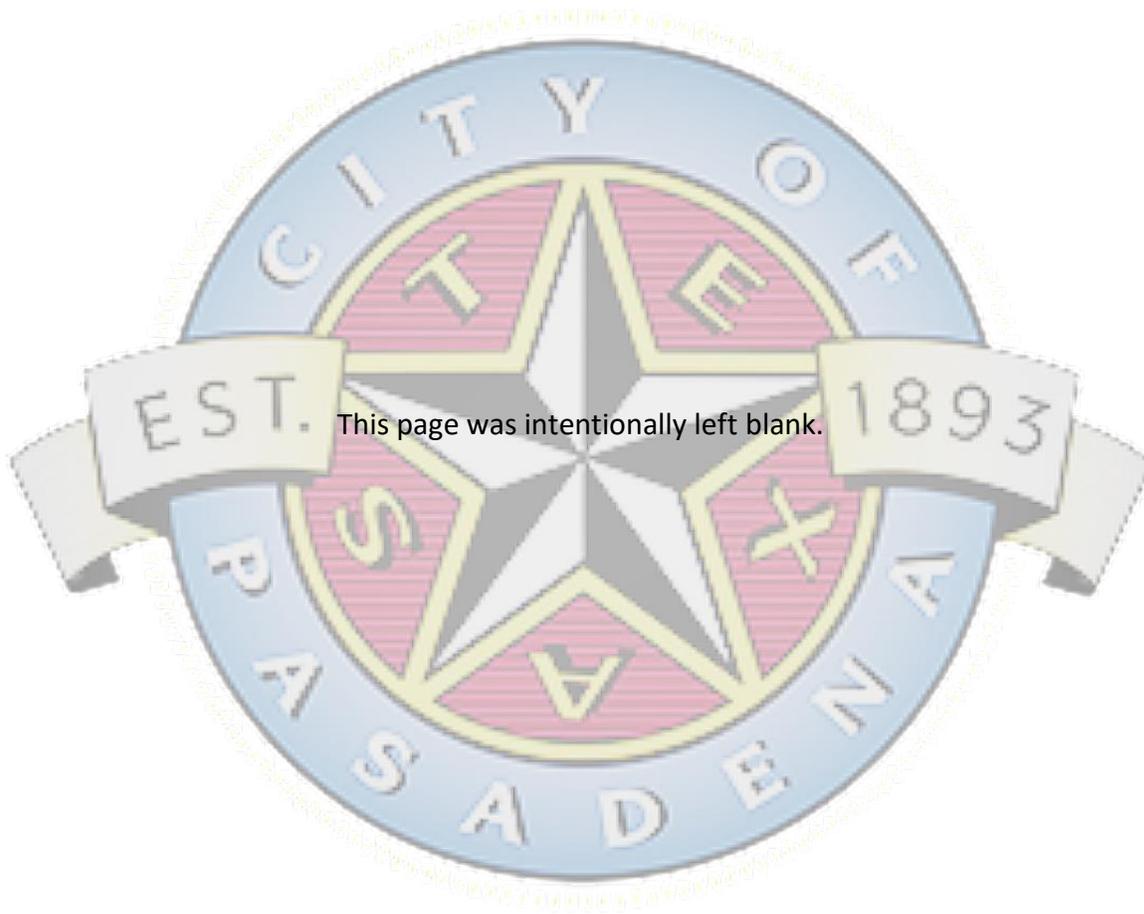


PRIORITIES, GOALS, AND OBJECTIVES FOR 2024

- Develop initiatives/programs designed to encourage growth through business attraction, retention, and expansion programs that result in the creation of jobs and capital investment.
- Find innovative ways to support small businesses via the Pasadena Loves Local campaign.
- 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.
- Prioritize the renovation and expansion of the proposed Convention Center Arena which is identified as a catalyst project as well as an economic development driver for the City of Pasadena.

**PASADENA ECONOMIC DEVELOPMENT CORPORATION**

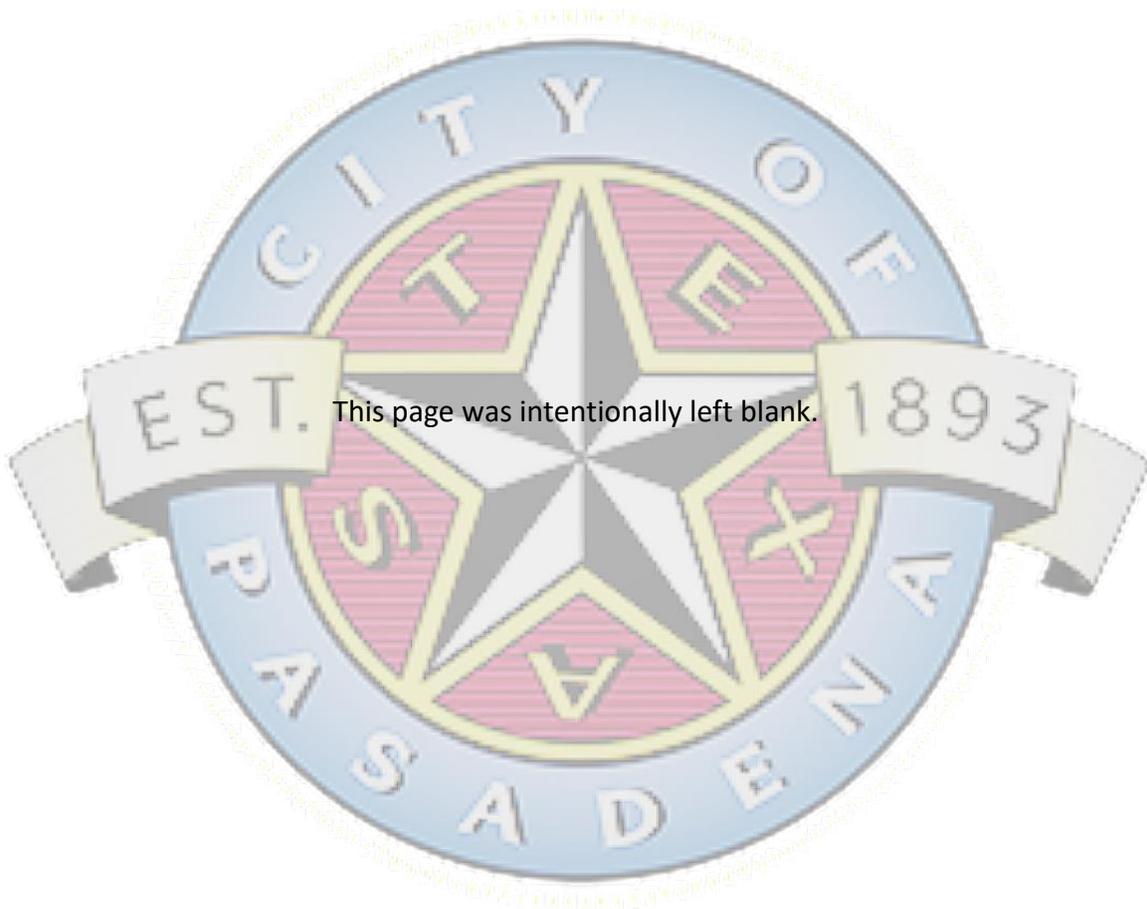
| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|----------------------|----------------------|----------------------|----------------------|-----------------------|
| REVENUE | | | | | |
| City sales tax | \$ 13,299,647 | \$ 14,369,530 | \$ 14,109,596 | \$ 14,435,000 | \$ 14,450,000 |
| Sales Taxes | 13,299,647 | 14,369,530 | 14,109,596 | 14,435,000 | 14,450,000 |
| Interest earned | 30,976 | 527,769 | 45,076 | 3,100,225 | 3,200,300 |
| Miscellaneous | 20,808 | 30,140 | - | - | - |
| Investment/Other Income | 51,784 | 557,909 | 45,076 | 3,100,225 | 3,200,300 |
| Transfers in | 1,499,173 | 1,286,407 | 4,205,476 | 2,036,750 | 4,035,157 |
| Other financing sources | 1,499,173 | 1,286,407 | 4,205,476 | 2,036,750 | 4,035,157 |
| Revenue before Elimination | 14,850,604 | 16,213,846 | 18,360,148 | 19,571,975 | 21,685,457 |
| Transfers in elimination | (698,160) | (1,286,407) | (4,205,476) | (2,036,750) | (4,035,157) |
| Net Revenue | 14,152,444 | 14,927,439 | 14,154,672 | 17,535,225 | 17,650,300 |
| EXPENDITURES | | | | | |
| Contractual services | 1,458,100 | 1,242,486 | 4,117,776 | 1,978,200 | 3,981,157 |
| Materials and supplies | 28,801 | 32,554 | 72,700 | 44,550 | 39,000 |
| Debt service/other charges | 12,272 | 11,367 | 15,000 | 14,000 | 15,000 |
| Capital outlay | 4,798,006 | 4,874,013 | - | 3,588,788 | - |
| Transfers out | 1,499,173 | 1,286,407 | 4,205,476 | 2,036,750 | 4,035,157 |
| Expenditures before Elimination | 7,796,352 | 7,446,827 | 8,410,952 | 7,662,288 | 8,070,314 |
| Transfers out elimination | (698,160) | (1,286,407) | (4,205,476) | (2,036,750) | (4,035,157) |
| Net Expenditures | 7,098,192 | 6,160,420 | 4,205,476 | 5,625,538 | 4,035,157 |
| Revenue Over/(Under) Expenditures | 7,054,252 | 8,767,019 | 9,949,196 | 11,909,687 | 13,615,143 |
| Beginning Fund Balance | 61,794,670 | 68,848,922 | 77,615,941 | 77,615,941 | 89,525,628 |
| Ending Fund Balance | \$ 68,848,922 | \$ 77,615,941 | \$ 87,565,137 | \$ 89,525,628 | \$ 103,140,771 |



**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.

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 ADOPTED |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| REVENUE | | | | | |
| City sales tax | \$ 13,047,055 | \$ 14,180,303 | \$ 14,110,390 | \$ 14,200,000 | \$ 14,200,000 |
| Sales Taxes | 13,047,055 | 14,180,303 | 14,110,390 | 14,200,000 | 14,200,000 |
| Other income | 709 | - | - | - | - |
| Interest earned | 4,266 | 93,767 | 6,196 | 580,000 | 500,000 |
| Investment/Other Income | 4,975 | 93,767 | 6,196 | 580,000 | 500,000 |
| Total Revenue | 13,052,030 | 14,274,070 | 14,116,586 | 14,780,000 | 14,700,000 |
| EXPENDITURES | | | | | |
| Personnel services | 6,771,706 | 7,560,924 | 10,347,681 | 8,808,553 | 7,235,933 |
| Contractual services | 895,305 | 1,230,398 | 1,853,638 | 1,539,000 | 1,614,868 |
| Materials and supplies | 705,694 | 941,708 | 959,000 | 1,003,614 | 1,149,000 |
| Capital outlay | 1,620,577 | 1,465,728 | 3,457,931 | 2,669,120 | 3,202,069 |
| Total Expenditures | 9,993,282 | 11,198,758 | 16,618,250 | 14,020,287 | 13,201,870 |
| Revenue Over/(Under) Expenditures | 3,058,748 | 3,075,312 | (2,501,664) | 759,713 | 1,498,130 |
| Beginning Fund Balance | 8,650,969 | 11,709,717 | 14,785,029 | 14,785,029 | 15,544,742 |
| Ending Fund Balance | \$ 11,709,717 | \$ 14,785,029 | \$ 12,283,365 | \$ 15,544,742 | \$ 17,042,872 |



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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 | 149,722 |
| 2020 Census | 152,537 |

| | |
|-----------------------------|-------------------|
| Area | 59.2 square miles |
| Residential/Commercial Area | 43.7 square miles |
| Industrial Area | 15.5 square miles |

Fire Protection:

| | |
|-------------------------|-----|
| Number of stations | 9 |
| Number of personnel | 142 |
| Number of fire vehicles | 46 |

Police Protection:

| | |
|-------------------------------|------|
| Number of stations | 2 |
| Number of sworn officers | 274 |
| Officers per 1,000 population | 1.78 |
| Number of police vehicles | 337 |

Municipal Water & Wastewater System:

| | |
|---------------------------------|---------------|
| Number of gallons of water sold | 5,850,000,000 |
| Meters in service | 36,276 |
| Number of units served | 22,335 |
| Number of residential customers | 31,239 |
| Number of commercial customers | 2,975 |



Parks:

| | |
|------------------------------|-------|
| Number of parks | 44 |
| Acres | 3,100 |
| Number of recreation centers | 8 |
| Number of pools | 3 |
| Number of splash pads | 3 |

Pasadena Library System:

| | |
|----------------------------|---|
| Number of public libraries | 2 |
|----------------------------|---|

County:

| | |
|-----------------|---------------------|
| | Harris |
| Government type | Commissioners Court |

Schools:

| | |
|-----------------------------|----|
| Elementary | 36 |
| Middle | 11 |
| Intermediate | 10 |
| High schools & Alternatives | 17 |
| Colleges | 3 |

DEMOGRAPHIC STATISTICS

| | <u>2010 Census</u> | <u>2020 Census</u> | <u>2022 Estimates</u> |
|-------------------------|--------------------|--------------------|-----------------------|
| Total population | 149,722 | 152,537 | 147,665 |
| Total housing units | 53,899 | 53,220 | 53,550 |
| Total households | 48,471 | 49,352 | 49,541 |
| Average household size | 3.06 | 3.10 | 3.02 |
| Median household income | \$ 44,099 | \$ 57,078 | \$ 64,698 |

Population by race:

| | | | |
|----------------------------------|--------|---------|--------|
| White | 46,557 | 36,111 | 33,999 |
| Black | 4,306 | 3,564 | 8,603 |
| Asian | 3,539 | 2,427 | 2,276 |
| American Indian | 184 | 153 | 149 |
| Native Hawaiian/Pacific Islander | - | 13 | - |
| Other | - | 44 | 774 |
| Two or more races | 1,373 | 2,369 | 2,253 |
| Hispanic Ethnicity (of any race) | 93,763 | 107,856 | 99,611 |



| | <u>2010 Census</u> | <u>2020 Census</u> | <u>2022 Estimates</u> |
|---------------------------------|--------------------|--------------------|-----------------------|
| Population by age: | | | |
| Under 5 years | 13,032 | 12,790 | 10,994 |
| 5 to 9 years | 12,680 | 12,151 | 12,066 |
| 10 to 14 years | 12,483 | 13,322 | 14,184 |
| 15 to 19 years | 12,405 | 12,596 | 10,975 |
| 20 to 24 years | 11,357 | 11,033 | 13,465 |
| 25 to 34 years | 21,601 | 22,179 | 19,957 |
| 35 to 44 years | 19,898 | 19,078 | 17,801 |
| 45 to 54 years | 19,680 | 18,846 | 15,302 |
| 55 to 59 years | 7,686 | 9,370 | 8,307 |
| 60 to 64 years | 5,795 | 6,513 | 6,628 |
| 65 to 74 years | 6,844 | 9,427 | 9,826 |
| 75 to 84 years | 4,170 | 3,831 | 6,209 |
| 85 years and over | 1,412 | 1,401 | 1,951 |
| Population 25 years and over: | | | |
| Less than high school graduate | 26,700 | 14,059 | 13,336 |
| High school graduate | 26,359 | 28,780 | 27,299 |
| Some college, no degree | 16,688 | 23,250 | 22,054 |
| Associate's degree | 4,536 | 6,653 | 6,311 |
| Bachelor's degree | 7,959 | 9,146 | 8,675 |
| Graduate or professional degree | 3,338 | 4,442 | 4,213 |

**FY 2024 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 cash is received at the time) and expenditures are recorded when goods and services are received (whether 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 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 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 1st and ending the following September 30th.

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

FLSA: Fair Labor Standards Act.

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

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

FULL TIME EQUIVALENT (FTE): A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal, or temporary employees into hours worked by full time employees. Full time employees work 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 to produce 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.

NO-NEW-REVENUE TAX RATE: The benchmark tax rate needed to raise the same amount of maintenance and operations property taxes on existing property as the previous year.

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 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 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.

TEU or Twenty-foot Equivalent Unit: An exact unit of measurement used to determine cargo capacity for container ships and terminals.

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.

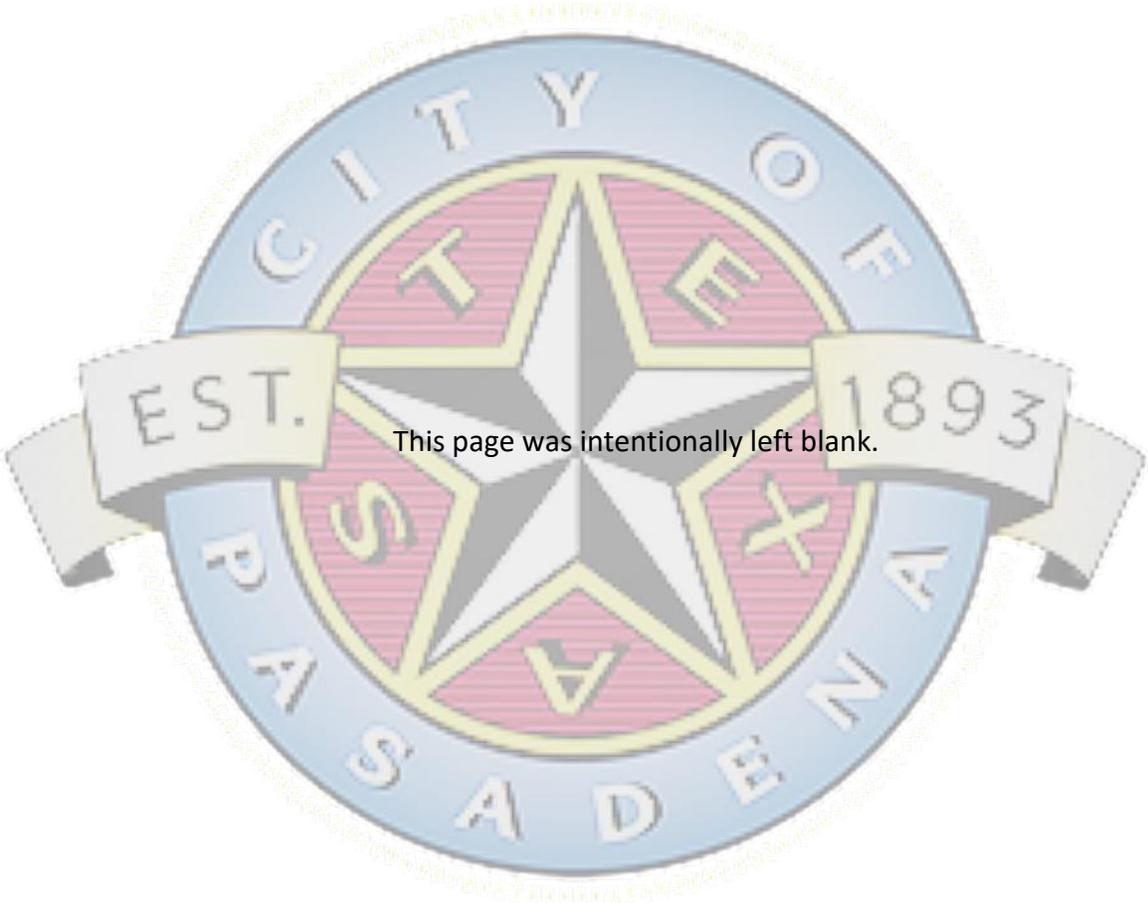
TXDOT: Texas Department of Transportation.

UNUSED INCREMENT RATE: The three-year rolling sum of the difference between the adopted tax rate and voter-approval rate.

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.

VOTER-APPROVAL TAX RATE: A calculated maximum tax rate allowed by law without voter approval.

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



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9-5-23
Agenda

AGENDA REQUEST

ORDINANCE RESOLUTION

2A

NO: 2023-145

CAPTION: Adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024; 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 2024 Budget as required by Local Government Code 102.007.

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

BUDGETED: COUNCIL DISTRICT(S) AFFECTED: ALL

REQUIRES APPROPRIATION:
See attached Certification

COUNCIL ACTION

Sherry Womack
Sherry Womack DATE: 08/3/2023
REQUESTING PARTY (TYPED)

FIRST READING:

FINAL READING:

BUDGET DEPARTMENT

Valerio
MOTION

Ybarra
MOTION

PURCHASING DEPARTMENT

Ybarra
SECOND

Guerreiro
SECOND

APPROVED: _____

[Signature]
CITY ATTORNEY

9-5-23
DATE

9-19-23
DATE

[Signature]
MAYOR

DEFERRED: _____

ORDINANCE NO. 2023- 145

An Ordinance adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024; 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.

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, 2023, and ending September 30, 2024, 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 as shown on the attached Exhibit "A" incorporated herein for all purposes 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

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.

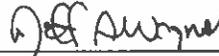
SECTION 6. That the City Secretary shall publish such budget summaries as are required by State and Federal Law.

SECTION 7. 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 5th day of September, A.D., 2023.

APPROVED this the 5th day of September, A.D., 2023.



JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:



AMANDA F. MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

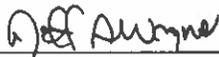
APPROVED:



JAY W. DALE
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 19th day of September, A.D., 2023.

APPROVED this the 19th day of September, A.D., 2023.



JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:



AMANDA F. MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:



JAY W. DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

City of Pasadena
 FY 2024 Proposed Budget - Detail of Budget Adjustments

| Fund | Sources | Fund/Dept No. | Fund/Dept Description | Acct. No. | Acct. Description | Original Proposed Budget | Revised Proposed Budget | Difference | Explanation of Adjustments |
|---|-------------|---------------|-----------------------|-----------|---------------------------|--------------------------|-------------------------|------------------|--|
| General | Revenue | 001 | General Fund | 4011 | Ad Val Taxes - Current Yr | 51,619,632 | 53,554,541 | 1,934,909 | Increase property tax revenue due to VAR |
| General | Expenditure | 10600 | Tax | 7107 | Professional Services | 633,000 | 716,000 | 83,000 | Increase in Fees from Appraisal District |
| General | Expenditure | 11800 | Other Charges | 741501 | Budget Contingency | 1,000,000 | 2,851,909 | 1,851,909 | For increases in annuals, fire run reimbursement and pension payments, double longevity, additional 1% COLA and 12 year compressed Police step |
| | | | | | | <u>1,633,000</u> | <u>3,567,909</u> | <u>1,934,909</u> | |
| Total Adjustments - General Fund Increase/(Decrease) | | | | | | | | | General Fund Net Change |
| | | | | | | | | | |
| Worker's Comp | Revenue | 00067 | Worker's Comp | 4511 | Miscellaneous | 146,000 | 235,000 | 89,000 | Increase for payroll entry correction |
| | | | | | | <u>146,000</u> | <u>235,000</u> | <u>89,000</u> | |
| Total Adjustments - Worker's Comp Fund Increase/(Decrease) | | | | | | | | <u>89,000</u> | Worker's Comp Fund Net Change |

**CITY OF PASADENA
PROPOSED ENDING FUND BALANCES**

| Fund # | Fund Title | Estimated Beginning Balance | Revenues and Transfers In | Expenditures and Transfers Out | Revenues Over/(Under) Expenditures | Estimated Ending Balance |
|----------------------------|--|-----------------------------------|---------------------------------|--------------------------------------|--|--------------------------------|
| Governmental Funds: | | | | | | |
| General fund | | | | | | |
| 001 | General fund | 100,793,363 | 150,345,966 | 150,345,966 | 0 | 100,793,363 |
| Debt service fund | | | | | | |
| 041 | Debt service fund | 4,682,874 | 12,643,263 | 12,279,763 | 363,500 | 5,046,374 |
| Special revenue funds | | | | | | |
| 030 | Municipal jury fund | 5,941 | 1,800 | 0 | 1,800 | 7,741 |
| 040 | Equity sharing - treasury fund | 481,028 | 23,000 | 131,000 | (108,000) | 373,028 |
| 042 | Juvenile case manager fund | 268,221 | 121,250 | 85,049 | 36,201 | 304,422 |
| 043 | Child safety fund | 701,352 | 271,750 | 571,513 | (299,763) | 401,589 |
| 044 | Equity sharing - justice fund | 2,531,845 | 119,000 | 332,000 | (213,000) | 2,318,845 |
| 045 | Municipal courts security fund | 149,680 | 108,800 | 0 | 108,800 | 258,480 |
| 046 | State forfeited and property fund | 623,534 | 35,000 | 394,000 | (359,000) | 264,534 |
| 047 | Law enforcement training fund | 95,250 | 21,150 | 17,500 | 3,650 | 98,900 |
| 048 | Judicial efficiency fund | 255,108 | 47,100 | 17,670 | 29,430 | 284,538 |
| 049 | Court technology fund | 105,591 | 95,750 | 143,500 | (47,750) | 57,841 |
| 064 | Hotel and motel tax fund | 6,772,901 | 1,830,000 | 883,891 | 946,109 | 7,719,010 |
| 080 | Preservation of vital statistics fund | 70,931 | 8,100 | 13,000 | (4,900) | 66,031 |
| 081 | 1% public, ed and gov (peg) fund | 1,159,868 | 200,000 | 416,000 | (216,000) | 943,868 |
| 200 | Abandoned motor vehicle and property fund | 535,365 | 465,500 | 490,207 | (24,707) | 510,658 |
| 201 | Sign removal fund | 23,666 | 3,550 | 1,500 | 2,050 | 25,716 |
| | Total special revenue funds | 13,780,281 | 3,351,750 | 3,496,830 | (145,080) | 13,635,201 |
| | Total governmental funds | 119,256,518 | 166,340,979 | 166,122,559 | 218,420 | 119,474,938 |
| Proprietary Funds: | | | | | | |
| Enterprise fund | | | | | | |
| 003 | Water and sewer fund | 41,825,138 | 54,188,150 | 54,188,150 | 0 | 41,825,138 |
| Internal service funds | | | | | | |
| 002 | Maintenance fund | 3,305,575 | 23,087,758 | 20,993,481 | 2,094,277 | 5,399,852 |
| 067 | Workers' compensation fund | 3,663,630 | 1,535,000 | 1,507,649 | 27,351 | 3,690,981 |
| 069 | Health benefits fund | 2,856,644 | 21,462,000 | 23,243,600 | (1,781,600) | 1,075,044 |
| 070 | General liability insurance fund | 5,593,258 | 2,220,000 | 3,160,000 | (940,000) | 4,653,258 |
| | Total internal service funds | 15,419,107 | 48,304,758 | 48,904,730 | (599,972) | 14,819,135 |
| | Total proprietary funds | 57,244,245 | 102,492,908 | 103,092,880 | (599,972) | 56,644,273 |
| Component Units: | | | | | | |
| 9950 | Pasadena economic development corporation fund | 90,326,641 | 17,650,300 | 4,035,157 | 13,615,143 | 103,941,784 |
| 210 | Crime control district fund | 15,544,742 | 14,700,000 | 13,201,870 | 1,498,130 | 17,042,872 |
| | Total component units | 105,871,383 | 32,350,300 | 17,237,027 | 15,113,273 | 120,984,656 |
| Total all funds | | 282,372,146 | 301,184,187 | 286,452,466 | 14,731,721 | 297,103,867 |

**FY 2024 PROPOSED BUDGET
GENERAL FUND SUMMARY**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|---------------------------------------|---------------------------|---------------------------|---------------------------------------|------------------------------|-----------------------------|
| BEGINNING FUND BALANCE | 76,677,053 | 86,643,362 | 97,993,399 | 97,993,399 | 100,793,363 |
| REVENUES | 132,533,437 | 133,351,493 | 138,711,424 | 152,002,840 | 150,345,966 |
| EXPENDITURES | 122,567,128 | 122,001,456 | 156,557,594 | 149,202,876 | 150,345,966 |
| REVENUES OVER/(UNDER) EXPENDITURES | 9,966,309 | 11,350,037 | (17,846,170) | 2,799,964 | 0 |
| ENDING FUND BALANCE | 86,643,362 | 97,993,399 | 80,147,229 | 100,793,363 | 100,793,363 |
| RESERVE REQUIREMENT * | 18,106,993 | 18,399,165 | 30,899,546 | 29,086,054 | 33,610,563 |
| OVER/(UNDER) REQUIREMENT | 68,536,369 | 79,594,234 | 49,247,683 | 71,707,309 | 67,182,800 |

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

**FY 2024 PROPOSED BUDGET
DEBT SERVICE FUND SUMMARY**

| | FY 2021 | FY 2022 | FY 2023 AMENDED | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|--|-------------------|-------------------|--------------------|----------------------|---------------------|
| | ACTUAL | ACTUAL | BUDGET | | |
| BEGINNING FUND BALANCE | 3,490,412 | 4,116,848 | 3,655,356 | 3,655,356 | 4,682,874 |
| REVENUE | | | | | |
| Ad valorem taxes-current year | 12,096,769 | 10,695,183 | 12,585,863 | 13,254,381 | 12,262,763 |
| Ad valorem taxes-prior year | 63,998 | (428,363) | 75,000 | 45,000 | 55,000 |
| Penalties and interest | 149,705 | 127,247 | 70,000 | 135,000 | 135,000 |
| Special vehicle inventory tax | 35,156 | 32,107 | 35,000 | 40,000 | 33,500 |
| General Property Taxes | 12,345,628 | 10,426,174 | 12,765,863 | 13,474,381 | 12,486,263 |
| Interest earned | 1,757 | 25,756 | 4,000 | 156,000 | 157,000 |
| Investment Income | 1,757 | 25,756 | 4,000 | 156,000 | 157,000 |
| Transfer from capital project fund | 0 | 1,121 | 0 | 0 | 0 |
| Other Revenues | 0 | 1,121 | 0 | 0 | 0 |
| TOTAL REVENUE | 12,347,385 | 10,453,051 | 12,769,863 | 13,630,381 | 12,643,263 |
| PRINCIPAL AND INTEREST PAYMENTS | | | | | |
| Principal | 8,183,830 | 7,803,639 | 6,930,000 | 6,930,000 | 7,640,000 |
| Interest | 3,537,119 | 3,110,904 | 5,655,863 | 5,655,863 | 4,622,763 |
| SUBTOTAL PRINCIPAL AND INTEREST | 11,720,949 | 10,914,543 | 12,585,863 | 12,585,863 | 12,262,763 |
| OTHER EXPENDITURES | | | | | |
| Arbitrage | 0 | 0 | 12,000 | 12,000 | 12,000 |
| Fiscal charges | 0 | 0 | 5,000 | 5,000 | 5,000 |
| SUBTOTAL OTHER COSTS | 0 | 0 | 17,000 | 17,000 | 17,000 |
| TOTAL EXPENDITURES | 11,720,949 | 10,914,543 | 12,602,863 | 12,602,863 | 12,279,763 |
| Revenue Over Expenditures | 626,436 | (461,492) | 167,000 | 1,027,518 | 363,500 |
| ENDING FUND BALANCE | 4,116,848 | 3,655,356 | 3,822,356 | 4,682,874 | 5,046,374 |

**FY 2024 PROPOSED BUDGET
SYSTEM FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|--|-----------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | 16,284,053 | 26,078,918 | 33,921,298 | 33,921,298 | 41,825,138 |
| Revenues | 49,467,240 | 51,495,804 | 49,005,200 | 54,764,616 | 54,188,150 |
| Expenses | 39,985,972 | 43,653,424 | 50,808,638 | 46,860,776 | 54,188,150 |
| Net Increase (Decrease) in Net Assets | 9,481,268 | 7,842,380 | (1,803,438) | 7,903,840 | 0 |
| Ending Unrestricted Net Assets (Budget) | \$ 25,765,321 | \$ 33,921,298 | \$ 32,117,860 | \$ 41,825,138 | \$ 41,825,138 |
| Two Month Reserve Requirement * | 6,049,995 | 5,556,949 | 7,060,638 | 6,402,661 | 7,700,091 |
| Over(Under) Requirement | 19,715,326 | 28,364,349 | 28,246,126 | 38,611,381 | 37,313,951 |
| | | | | | |
| * The reserve requirement is reduced by the interfund transfers amount after the computation of the reserve requirement amount. | | | | | |
| | | | | | |
| Reconciliation to GAAP | | | | | |
| Ending Unrestricted Net Assets (Budget) | \$ 25,765,321 | \$ 33,921,298 | \$ 32,117,860 | \$ 41,825,138 | \$ 41,825,138 |
| Adjustments | 313,597 | 3,188,904 | - | - | - |
| Unrestricted Net Assets (GAAP) | 26,078,918 | 37,110,202 | 32,117,860 | 41,825,138 | 41,825,138 |
| Restricted Net Assets (GAAP) | 2,538,409 | 2,345,258 | 2,538,409 | 2,538,409 | 2,538,409 |
| Net Investment in Capital Assets (GAAP) | 247,130,956 | 251,190,759 | 249,407,454 | 249,407,454 | 253,362,454 |
| Total Fund Balance (GAAP) | \$ 275,748,283 | \$ 290,646,219 | \$ 284,063,723 | \$ 293,771,001 | \$ 297,726,001 |

**FY 2024 PROPOSED BUDGET
MAINTENANCE FUND REVENUES, EXPENDITURES,
AND ENDING AVAILABLE RESOURCES**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|---|----------------------|----------------------|------------------------------|----------------------|----------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | 636,977 | (763,481) | 3,277,921 | 3,277,921 | 3,305,575 |
| Revenues | 15,915,369 | 20,291,560 | 20,708,107 | 21,338,035 | 23,087,758 |
| Expenses | 17,417,896 | 16,250,158 | 22,826,686 | 21,310,381 | 20,993,481 |
| Net Increase (Decrease) in Net Assets | (1,502,527) | 4,041,402 | (2,118,579) | 27,654 | 2,094,277 |
| Ending Unrestricted Net Assets (Budget) | \$ (865,550) | \$ 3,277,921 | \$ 1,159,342 | \$ 3,305,575 | \$ 5,399,852 |
| Reconciliation to GAAP | | | | | |
| Ending Unrestricted N/A (Budget) | \$ (865,550) | \$ 3,277,921 | \$ 1,159,342 | \$ 3,305,575 | \$ 5,399,852 |
| Adjustments | 102,069 | 1,153,902 | - | - | - |
| Unrestricted Net Assets (GAAP) | (763,481) | 4,431,823 | 1,159,342 | 3,305,575 | 5,399,852 |
| Restricted Net Assets (GAAP) | - | - | - | - | - |
| Net Investment in Capital Assets (GAAP) | 29,913,287 | 31,512,893 | 34,264,254 | 34,264,254 | 37,950,754 |
| Total Fund Balance (GAAP) | \$ 29,149,806 | \$ 35,944,716 | \$ 35,423,596 | \$ 37,569,829 | \$ 43,350,606 |

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|--------------------------------|-------------------|-------------------|------------------------------|----------------------|---------------------|
| REVENUE BY CATEGORY | | | | | |
| Interest earned | 3,002 | 47,504 | 18,500 | 570,000 | 600,000 |
| Investment Income | 3,002 | 47,504 | 18,500 | 570,000 | 600,000 |
| Miscellaneous | 1,255 | 9,130 | 1,000 | 75,000 | 5,000 |
| Waste recycling revenues | 37,518 | 17,939 | 25,000 | 9,000 | 25,000 |
| Mailroom revenues | 122,305 | 122,458 | 100,208 | 100,208 | 95,652 |
| Motor pool equipment | 6,002,839 | 5,918,558 | 7,047,420 | 7,047,420 | 7,833,471 |
| Building maintenance | 635,330 | 520,968 | 357,396 | 357,396 | 373,131 |
| Edp Revenues | 3,769,296 | 3,841,873 | 3,853,746 | 3,853,746 | 3,908,244 |
| Electrical dept revenues | 1,528,684 | 1,509,668 | 1,178,089 | 1,178,089 | 1,173,506 |
| Radio equipment | 682,124 | 690,505 | 499,725 | 499,725 | 556,558 |
| Warehouse | 301,968 | 0 | 279,937 | 279,937 | 295,653 |
| Janitorial | 991,572 | 936,448 | 867,008 | 867,008 | 894,239 |
| Landscaping and beautification | 973,408 | 1,027,861 | 968,578 | 968,578 | 1,028,241 |
| Prior year expense/refund | 0 | 5,001 | 0 | 4,722 | 0 |
| Other Revenues | 15,046,299 | 14,600,409 | 15,178,107 | 15,240,829 | 16,188,695 |
| Sale of city property | 480,068 | 990,647 | 125,000 | 140,706 | 125,000 |
| Non-Operating Revenue | 480,068 | 990,647 | 125,000 | 140,706 | 125,000 |
| General fund | 0 | 2,200,000 | 3,390,500 | 3,390,500 | 5,186,459 |
| Water and sewer fund | 386,000 | 2,453,000 | 1,996,000 | 1,996,000 | 987,604 |
| Other Financing Sources | 386,000 | 4,653,000 | 5,386,500 | 5,386,500 | 6,174,063 |
| TOTAL REVENUE | 15,915,369 | 20,291,560 | 20,708,107 | 21,338,035 | 23,087,758 |

**FY 2024 PROPOSED BUDGET
WORKERS' COMPENSATION FUND (067)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|---|---------------------|---------------------|------------------------------|----------------------|---------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | 3,161,460 | 3,357,129 | 3,579,929 | 3,579,929 | 3,663,630 |
| Revenues | 1,400,346 | 1,138,606 | 1,456,500 | 1,410,000 | 1,535,000 |
| Expenses | 1,204,677 | 915,806 | 1,289,201 | 1,326,299 | 1,507,649 |
| Net Increase (Decrease) in Net Assets | \$ 195,669 | \$ 222,800 | \$ 167,299 | \$ 83,701 | \$ 27,351 |
| Ending Unrestricted Net Assets (Budget) | \$ 3,357,129 | \$ 3,579,929 | \$ 3,747,228 | \$ 3,663,630 | \$ 3,690,981 |
| Reconciliation to GAAP | | | | | |
| Ending Unrestricted N/A (Budget) | \$ 3,357,129 | \$ 3,579,929 | \$ 3,747,228 | \$ 3,663,630 | \$ 3,690,981 |
| Adjustments | - | - | - | - | - |
| Unrestricted Net Assets (GAAP) | 3,357,129 | 3,579,929 | 3,747,228 | 3,663,630 | 3,690,981 |
| Net Investment in Capital Assets (GAAP) | - | - | - | - | - |
| Total Fund Balance (GAAP) | \$ 3,357,129 | \$ 3,579,929 | \$ 3,747,228 | \$ 3,663,630 | \$ 3,690,981 |

**FY 2024 PROPOSED BUDGET
HEALTH INSURANCE FUND (069)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|---|---------------------|---------------------|------------------------------|----------------------|---------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | 5,245,068 | 4,719,576 | 4,499,057 | 4,499,057 | 2,856,644 |
| Revenues | 21,424,473 | 21,664,923 | 22,614,000 | 21,081,500 | 21,462,000 |
| Expenses | 21,949,965 | 21,885,442 | 23,450,089 | 22,723,913 | 23,243,600 |
| Net Increase (Decrease) in Net Assets | (525,492) | (220,519) | (836,089) | (1,642,413) | (1,781,600) |
| Ending Unrestricted Net Assets (Budget) | \$ 4,719,576 | \$ 4,499,057 | \$ 3,662,968 | \$ 2,856,644 | \$ 1,075,044 |
| Reconciliation to GAAP | | | | | |
| Ending Unrestricted N/A (Budget) | \$ 4,719,576 | \$ 4,499,057 | \$ 3,662,968 | \$ 2,856,644 | \$ 1,075,044 |
| Adjustments | - | - | - | - | - |
| Unrestricted Net Assets (GAAP) | 4,719,576 | 4,499,057 | 3,662,968 | 2,856,644 | 1,075,044 |
| Restricted Net Assets (GAAP) | - | - | - | - | - |
| Net Investment in Capital Assets (GAAP) | - | - | - | - | - |
| Total Fund Balance (GAAP) | \$ 4,719,576 | \$ 4,499,057 | \$ 3,662,968 | \$ 2,856,644 | \$ 1,075,044 |

**FY 2024 PROPOSED BUDGET
GENERAL LIABILITY INSURANCE FUND (FUND 070)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|---|---------------------|---------------------|------------------------------|----------------------|---------------------|
| Budget Basis: | | | | | |
| Beginning Unrestricted Net Assets (GAAP) | 6,715,052 | 6,104,223 | 5,299,008 | 5,299,008 | 5,593,258 |
| Revenues | 2,001,983 | 2,066,103 | 2,030,000 | 3,195,250 | 2,220,000 |
| Expenses | 2,612,812 | 2,871,318 | 2,335,000 | 2,901,000 | 3,160,000 |
| Net Increase (Decrease) in Net Assets | (610,829) | (805,215) | (305,000) | 294,250 | (940,000) |
| Ending Unrestricted Net Assets (Budget) | \$ 6,104,223 | \$ 5,299,008 | \$ 4,994,008 | \$ 5,593,258 | \$ 4,653,258 |
| Reconciliation to GAAP | | | | | |
| Ending Unrestricted N/A (Budget) | \$ 6,104,223 | \$ 5,299,008 | \$ 4,994,008 | \$ 5,593,258 | \$ 4,653,258 |
| Unrestricted Net Assets (GAAP) | 6,104,223 | 5,299,008 | 4,994,008 | 5,593,258 | 4,653,258 |
| Total Fund Balance (GAAP) | \$ 6,104,223 | \$ 5,299,008 | \$ 4,994,008 | \$ 5,593,258 | \$ 4,653,258 |

**FY 2024 PROPOSED BUDGET
SPECIAL REVENUE FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCES BY FISCAL YEAR**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 | | FY 2024 PROPOSED |
|-------------------------------|-------------------|-------------------|-------------------|----------------------|---------------------|
| | | | AMENDED BUDGET | FY 2023 ESTIMATED | |
| BEGINNING FUND BALANCE | 13,033,731 | 11,812,574 | 13,254,251 | 13,254,251 | 13,780,281 |
| REVENUES | 2,751,964 | 3,573,165 | 2,443,092 | 3,662,232 | 3,351,750 |
| EXPENDITURES | 3,973,121 | 2,131,488 | 3,593,668 | 3,136,202 | 3,496,830 |
| REVENUE OVER/(UNDER) | | | | | |
| EXPENDITURES | (1,221,157) | 1,441,677 | (1,150,576) | 526,030 | (145,080) |
| ENDING FUND BALANCE | 11,812,574 | 13,254,251 | 12,103,675 | 13,780,281 | 13,635,201 |

DETAIL OF BEGINNING BALANCE

| | | | | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Municipal Jury Fund | 677 | 2,296 | 4,141 | 4,141 | 5,941 |
| Equity sharing - treasury | 552,550 | 573,969 | 560,628 | 560,628 | 481,028 |
| Juvenile case mgr fund | 187,357 | 207,549 | 236,319 | 236,319 | 268,221 |
| Child safety fund | 1,047,292 | 1,028,991 | 1,009,693 | 1,009,693 | 701,352 |
| Equity sharing - justice | 2,003,037 | 2,011,147 | 2,246,051 | 2,246,051 | 2,531,845 |
| Municipal courts security | (15,885) | (60,035) | 41,580 | 41,580 | 149,680 |
| State seizure fund | 1,004,255 | 954,255 | 851,111 | 851,111 | 623,534 |
| Law enforcement training | 87,765 | 91,332 | 92,130 | 92,130 | 95,250 |
| Judicial efficiency fund | 146,120 | 174,534 | 214,140 | 214,140 | 255,108 |
| Court technology fund | 119,763 | 170,754 | 148,591 | 148,591 | 105,591 |
| Hotel and motel tax fund | 6,347,462 | 5,020,102 | 5,930,849 | 5,930,849 | 6,772,901 |
| Preservation of vital statistics | 75,149 | 75,979 | 71,894 | 71,894 | 70,931 |
| 1% Public, ed and gov (peg) | 1,024,690 | 1,121,136 | 1,244,570 | 1,244,570 | 1,159,868 |
| Abandoned motor vehicles | 412,411 | 419,665 | 580,888 | 580,888 | 535,365 |
| Sign removal fund | 41,088 | 20,900 | 21,666 | 21,666 | 23,666 |
| TOTAL | 13,033,731 | 11,812,574 | 13,254,251 | 13,254,251 | 13,780,281 |

DETAIL OF REVENUES

| | | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|
| Municipal Jury Fund | 1,619 | 1,845 | 0 | 1,800 | 1,800 |
| Equity sharing - treasury | 49,453 | 47,329 | 750 | 22,400 | 23,000 |
| Juvenile case mgr fund | 89,044 | 100,545 | 91,250 | 116,000 | 121,250 |
| Child safety fund | 229,791 | 230,400 | 221,800 | 260,800 | 271,750 |
| Equity sharing - justice | 147,032 | 342,195 | 3,300 | 585,084 | 119,000 |
| Municipal courts security | 14,183 | 101,615 | 13,300 | 108,100 | 108,800 |
| State seizure fund | 84,299 | 134,630 | 1,380 | 91,368 | 35,000 |
| Law enforcement training | 17,005 | 16,805 | 17,400 | 18,380 | 21,150 |
| Judicial efficiency fund | 29,108 | 40,290 | 40,200 | 46,200 | 47,100 |
| Court technology fund | 163,009 | 90,529 | 164,300 | 95,600 | 95,750 |
| Hotel and motel tax fund | 1,299,108 | 1,649,614 | 1,261,300 | 1,690,000 | 1,830,000 |
| Preservation of vital statistics | 4,994 | 5,851 | 5,090 | 8,000 | 8,100 |
| 1% Public, ed and gov (peg) | 229,407 | 211,211 | 215,000 | 200,000 | 200,000 |
| Abandoned motor vehicles | 391,074 | 597,529 | 405,500 | 415,000 | 465,500 |
| Sign removal fund | 2,838 | 2,777 | 2,522 | 3,500 | 3,550 |
| TOTAL | 2,751,964 | 3,573,165 | 2,443,092 | 3,662,232 | 3,351,750 |

**FY 2024 PROPOSED BUDGET
SPECIAL REVENUE FUNDS
REVENUES, EXPENDITURES, AND FUND BALANCES BY FISCAL YEAR**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|----------------------------------|-------------------|-------------------|------------------------------|----------------------|---------------------|
| DETAIL OF EXPENDITURES | | | | | |
| Municipal Jury Fund | 0 | 0 | 0 | 0 | 0 |
| Equity sharing - treasury | 28,034 | 60,670 | 131,000 | 102,000 | 131,000 |
| Juvenile case mgr fund | 68,852 | 71,775 | 80,076 | 84,098 | 85,049 |
| Child safety fund | 248,092 | 249,698 | 602,806 | 569,141 | 571,513 |
| Equity sharing - justice | 138,922 | 107,291 | 467,469 | 299,290 | 332,000 |
| Municipal courts security | 58,333 | 0 | 0 | 0 | 0 |
| State seizure fund | 134,299 | 237,774 | 394,476 | 318,945 | 394,000 |
| Law enforcement training | 13,438 | 16,007 | 17,500 | 15,260 | 17,500 |
| Judicial efficiency fund | 694 | 684 | 18,832 | 5,232 | 17,670 |
| Court technology fund | 112,018 | 112,692 | 132,000 | 138,600 | 143,500 |
| Hotel and motel tax fund | 2,626,468 | 738,867 | 979,145 | 847,948 | 883,891 |
| Preservation of vital statistics | 4,164 | 9,936 | 13,000 | 8,963 | 13,000 |
| 1% Public, ed and gov (peg) | 132,961 | 87,777 | 284,702 | 284,702 | 416,000 |
| Abandoned motor vehicles | 383,820 | 436,306 | 471,162 | 460,523 | 490,207 |
| Sign removal fund | 23,026 | 2,011 | 1,500 | 1,500 | 1,500 |
| TOTAL | 3,973,121 | 2,131,488 | 3,593,668 | 3,136,202 | 3,496,830 |

ENDING BALANCE

| | | | | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Municipal Jury Fund | 2,296 | 4,141 | 4,141 | 5,941 | 7,741 |
| Equity sharing - treasury | 573,969 | 560,628 | 430,378 | 481,028 | 373,028 |
| Juvenile case mgr fund | 207,549 | 236,319 | 247,493 | 268,221 | 304,422 |
| Child safety fund | 1,028,991 | 1,009,693 | 628,687 | 701,352 | 401,589 |
| Equity sharing - justice | 2,011,147 | 2,246,051 | 1,781,882 | 2,531,845 | 2,318,845 |
| Municipal courts security | (60,035) | 41,580 | 54,880 | 149,680 | 258,480 |
| State seizure fund | 954,255 | 851,111 | 458,015 | 623,534 | 264,534 |
| Law enforcement training | 91,332 | 92,130 | 92,030 | 95,250 | 98,900 |
| Judicial efficiency fund | 174,534 | 214,140 | 235,508 | 255,108 | 284,538 |
| Court technology fund | 170,754 | 148,591 | 180,891 | 105,591 | 57,841 |
| Hotel and motel tax fund | 5,020,102 | 5,930,849 | 6,213,004 | 6,772,901 | 7,719,010 |
| Preservation of vital statistics | 75,979 | 71,894 | 63,984 | 70,931 | 66,031 |
| 1% Public, ed and gov (peg) | 1,121,136 | 1,244,570 | 1,174,868 | 1,159,868 | 943,868 |
| Abandoned motor vehicles | 419,665 | 580,888 | 515,226 | 535,365 | 510,658 |
| Sign removal fund | 20,900 | 21,666 | 22,688 | 23,666 | 25,716 |
| TOTAL | 11,812,574 | 13,254,251 | 12,103,675 | 13,780,281 | 13,635,201 |

**FY 2024 PROPOSED BUDGET
PASADENA ECONOMIC DEVELOPMENT CORPORATION
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

| | FY 2021 ACTUAL | FY 2022 ACTUAL | FY 2023 AMENDED BUDGET | FY 2023 ESTIMATED | FY 2024 PROPOSED |
|--|-------------------|-------------------|------------------------------|----------------------|---------------------|
| REVENUE | | | | | |
| City sales tax | 13,299,647 | 14,369,530 | 14,109,596 | 14,435,000 | 14,450,000 |
| Sales Taxes | 13,299,647 | 14,369,530 | 14,109,596 | 14,435,000 | 14,450,000 |
| Interest earned | 31,253 | 527,769 | 45,076 | 3,100,225 | 3,200,300 |
| Miscellaneous | 20,808 | 30,140 | 0 | 0 | 0 |
| Investment/Other Income | 52,061 | 557,909 | 45,076 | 3,100,225 | 3,200,300 |
| Transfers in | 1,499,173 | 1,286,407 | 4,205,476 | 2,036,750 | 4,035,157 |
| Other financing sources | 1,499,173 | 1,286,407 | 4,205,476 | 2,036,750 | 4,035,157 |
| Revenue before Elimination | 14,850,881 | 16,213,846 | 18,360,148 | 19,571,975 | 21,685,457 |
| Transfers in elimination | (1,499,173) | (1,286,407) | (4,205,476) | (2,036,750) | (4,035,157) |
| Net Revenue | 13,351,708 | 14,927,439 | 14,154,672 | 17,535,225 | 17,650,300 |
| EXPENDITURES | | | | | |
| Contractual services | 1,458,100 | 1,242,486 | 4,117,776 | 1,978,200 | 3,981,157 |
| Materials and supplies | 28,801 | 32,554 | 72,700 | 44,550 | 39,000 |
| Debt service/other charges | 12,272 | 11,367 | 15,000 | 14,000 | 15,000 |
| Capital outlay | 4,798,006 | 4,874,013 | 0 | 3,588,788 | 0 |
| Transfers out | 1,499,173 | 1,286,407 | 4,205,476 | 2,036,750 | 4,035,157 |
| Expenditures before Elimination | 7,796,352 | 7,446,827 | 8,410,952 | 7,662,288 | 8,070,314 |
| Transfers out elimination | (1,499,173) | (1,286,407) | (4,205,476) | (2,036,750) | (4,035,157) |
| Net Expenditures | 6,297,179 | 6,160,420 | 4,205,476 | 5,625,538 | 4,035,157 |
| Revenue Over/(Under) | | | | | |
| Expenditures | 7,054,529 | 8,767,019 | 9,949,196 | 11,909,687 | 13,615,143 |
| Beginning Fund Balance | 62,595,406 | 69,649,935 | 78,416,954 | 78,416,954 | 90,326,641 |
| Ending Fund Balance | 69,649,935 | 78,416,954 | 88,366,150 | 90,326,641 | 103,941,784 |

Ending Fund balance includes outstanding CIP projects totaling \$39,587,896

Budget was Board approved on June 22, 2023
Council Approved on July 18, 2023

**FY 2024 PROPOSED BUDGET
CRIME CONTROL AND PREVENTION DISTRICT (FUND 210)
REVENUES, EXPENDITURES, AND ENDING FUND BALANCE**

| | FY 2021 | FY 2022 | FY 2023 | FY 2023 | FY 2024 |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| | ACTUAL | ACTUAL | AMENDED BUDGET | ESTIMATED | PROPOSED |
| REVENUE | | | | | |
| City sales tax | 13,047,055 | 14,180,303 | 14,110,390 | 14,200,000 | 14,200,000 |
| Sales Taxes | 13,047,055 | 14,180,303 | 14,110,390 | 14,200,000 | 14,200,000 |
| Other income | 709 | 0 | 0 | 0 | 0 |
| Interest earned | 4,266 | 93,767 | 275,000 | 580,000 | 500,000 |
| Investment/Other Income | 4,975 | 93,767 | 275,000 | 580,000 | 500,000 |
| Total Revenue | 13,052,030 | 14,274,070 | 14,385,390 | 14,780,000 | 14,700,000 |
| EXPENDITURES | | | | | |
| Personnel services | 6,771,706 | 7,560,924 | 8,791,807 | 8,808,553 | 7,235,933 |
| Contractual services | 895,305 | 1,230,398 | 1,734,253 | 1,539,000 | 1,614,868 |
| Materials and supplies | 705,694 | 941,708 | 1,054,000 | 1,003,614 | 1,149,000 |
| Capital outlay | 1,620,577 | 1,465,728 | 3,330,000 | 2,669,120 | 3,202,069 |
| Total Expenditures | 9,993,282 | 11,198,758 | 14,910,060 | 14,020,287 | 13,201,870 |
| Revenue Over/(Under) Expenditures | 3,058,748 | 3,075,312 | (524,670) | 759,713 | 1,498,130 |
| Beginning Fund Balance | 8,650,969 | 11,709,717 | 14,785,029 | 14,785,029 | 15,544,742 |
| Ending Fund Balance | 11,709,717 | 14,785,029 | 14,260,359 | 15,544,742 | 17,042,872 |

Budget was Board approved on June 7, 2023

Council Approved July 18, 2023

City Controller Department

Interoffice Memorandum

First Reading 09/05/23

TO: City Secretary

DATE: August 24, 2023

FROM: Julie St. Jean, City Controller

SUBJECT: Roll Call Vote for Ratifying property tax increase in Annual Budget

COUNCIL MEETING DATE: Tuesday, September 5, 2023

Adopting the Annual Budget for the City of Pasadena, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024; 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.

| | Name | Yea/Nay |
|---|-------------------------------------|------------|
| • | <u>Mayor Jeff Wagner</u> | <u>Yea</u> |
| • | <u>District A Ruben Villarreal</u> | <u>Yea</u> |
| • | <u>District B Bianca Valerio</u> | <u>Yea</u> |
| • | <u>District C Emmanuel Guerrero</u> | <u>Yea</u> |
| • | <u>District D Pat Van Houte</u> | <u>Yea</u> |
| • | <u>District E Jonathan Estrada</u> | <u>Yea</u> |
| • | <u>District F Dolan Dow</u> | <u>Yea</u> |
| • | <u>District G Ornaldo Ybarra</u> | <u>Yea</u> |
| • | <u>District H Thomas Schoenbein</u> | <u>Yea</u> |

City Controller Department

Interoffice Memorandum

Final Reading 09/19/23

TO: City Secretary

DATE: August 24, 2023

FROM: Julie St. Jean, City Controller

SUBJECT: Roll Call Vote for Ratifying property tax increase in Annual Budget

COUNCIL MEETING DATE: Tuesday, September 19, 2023

Adopting the Annual Budget for the City of Pasadena, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024; 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.

| | Name | Yea/Nay |
|---|-------------------------------------|---------------|
| • | <u>Mayor Jeff Wagner</u> | <u>Yea</u> |
| • | <u>District A Ruben Villarreal</u> | <u>Yea</u> |
| • | <u>District B Bianca Valerio</u> | <u>Yea</u> |
| • | <u>District C Emmanuel Guerrero</u> | <u>Yea</u> |
| • | <u>District D Pat Van Houte</u> | <u>Yea</u> |
| • | <u>District E Jonathan Estrada</u> | <u>Absent</u> |
| • | <u>District F Dolan Dow</u> | <u>Yea</u> |
| • | <u>District G Orinaldo Ybarra</u> | <u>Yea</u> |
| • | <u>District H Thomas Schoenbein</u> | <u>Yea</u> |

AGENDA REQUEST

ORDINANCE RESOLUTION

2B NO: 2023-46

CAPTION: An Ordinance ratifying the property tax increase reflected in the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024; A roll call vote is required for adoption.

RECOMMENDATIONS & JUSTIFICATION: A ratification vote to adopt any budget that will raise total property tax revenue as required by Texas Local Government Code 102.007(c).

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

BUDGETED:
ALL

COUNCIL DISTRICT(S) AFFECTED:

REQUIRES APPROPRIATION:
See attached Certification

| | COUNCIL ACTION | |
|---|-------------------------------------|-------------------------------------|
| <p><i>Sherry Womack</i> _____ Sherry Womack DATE: <u>08/3/2023</u> REQUESTING PARTY (TYPED)</p> | <p>FIRST READING:</p> | <p>FINAL READING:</p> |
| <p>_____</p> <p>BUDGET DEPARTMENT</p> | <p><u>Valerio</u> MOTION</p> | <p><u>Schoenbein</u> MOTION</p> |
| <p>_____</p> <p>PURCHASING DEPARTMENT</p> | <p><u>Villarreal</u> SECOND</p> | <p><u>Dow</u> SECOND</p> |
| <p>APPROVED: _____</p> <p><i>[Signature]</i> _____ CITY ATTORNEY</p> | <p><u>9-5-23</u> DATE</p> | <p><u>9-19-23</u> DATE</p> |
| <p><i>[Signature]</i> _____ MAYOR</p> | <p>DEFERRED: _____</p> | |

*Nays: Guerrero
Ybarra
Schoenbein*

ORDINANCE NO. 2023- 146

An Ordinance ratifying the property tax increase reflected in the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024; A roll call vote is required for adoption.

WHEREAS, the 2007 Texas Legislature passed H.B. 3195 requiring the governing body to ratify any property tax revenue increase reflected in a city's operating budget; and

WHEREAS, in accordance with H.B. 3195 the City Council in review of the budget notes that there is no proposed tax rate increase, but revenues from increased assessed values for new and existing development will be higher than in the current year; NOW, THEREFORE,

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

SECTION 1. That the City Council hereby finds and adopts the preamble to this Ordinance.

SECTION 2. That the property tax revenue increase projected in the FY 2023-2024 Budget for the City of Pasadena, Texas is hereby ratified.

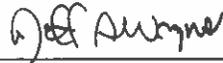
SECTION 3. That the City Council officially determines that a sufficient written notice of the date, hour, place and subject of this meeting of the City Council was posted at a place convenient to the public at the City Hall of the City for the time required by law preceding this meeting, as required 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)

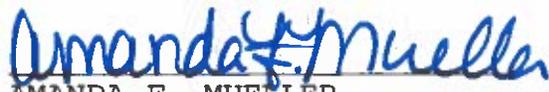
PASSED ON FIRST READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 5th day of September, A.D., 2023.

APPROVED this the 5th day of September, A.D., 2023.

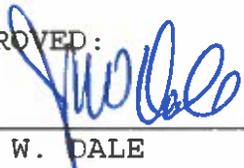


JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:


AMANDA F. MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:



JAY W. DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

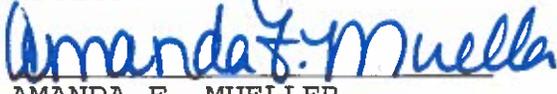
PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 19th day of September, A. D., 2023.

APPROVED this the 19th day of September, A.D., 2023.

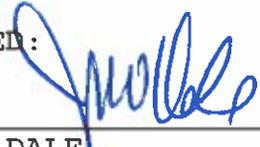


JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:


AMANDA F. MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:



JAY W. DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

City Controller Department

Interoffice Memorandum

First Reading 09/05/23

TO: City Secretary

DATE: August 24, 2023

FROM: Julie St. Jean, City Controller

SUBJECT: Roll Call Vote for Ratifying property tax increase in Annual Budget

COUNCIL MEETING DATE: Tuesday, September 5, 2023

Ratifying the property tax increase reflected in the Annual Budget for the City of Pasadena, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024; A roll call vote is required for adoption.

| | Name | Yea/Nay |
|---|------------------------------|---------|
| • | Mayor Jeff Wagner | Yea |
| • | District A Ruben Villarreal | Yea |
| • | District B Bianca Valerio | Yea |
| • | District C Emmanuel Guerrero | Nay |
| • | District D Pat Van Houte | Yea |
| • | District E Jonathan Estrada | Yea |
| • | District F Dolan Dow | Yea |
| • | District G Ornaldo Ybarra | - Nay |
| • | District H Thomas Schoenbein | Nay |

City Controller Department

Interoffice Memorandum

Second Reading 09/19/23

TO: City Secretary

DATE: August 24, 2023

FROM: Julie St. Jean, City Controller

SUBJECT: Roll Call Vote for Ratifying property tax increase in Annual Budget

COUNCIL MEETING DATE: Tuesday, September 19, 2023

Ratifying the property tax increase reflected in the Annual Budget for the City of Pasadena, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024; A roll call vote is required for adoption.

| | Name | Yea/Nay |
|---|-------------------------------------|---------------|
| • | <u>Mayor Jeff Wagner</u> | <u>Yea</u> |
| • | <u>District A Ruben Villarreal</u> | <u>Yea</u> |
| • | <u>District B Bianca Valerio</u> | <u>Yea</u> |
| • | <u>District C Emmanuel Guerrero</u> | <u>Yea</u> |
| • | <u>District D Pat Van Houte</u> | <u>Yea</u> |
| • | <u>District E Jonathan Estrada</u> | <u>Absent</u> |
| • | <u>District F Dolan Dow</u> | <u>Yea</u> |
| • | <u>District G Orinaldo Ybarra</u> | <u>Yea</u> |
| • | <u>District H Thomas Schoenbein</u> | <u>Yea</u> |

AGENDA REQUEST

ORDINANCE RESOLUTION

2A NO: 2023-175

CAPTION: AN ORDINANCE ACCEPTING, APPROVING AND ADOPTING THE VALUATION AND ASSESSMENT OF ALL REAL AND PERSONAL PROPERTY IN THE CITY OF PASADENA, HARRIS COUNTY, TEXAS FOR THE 2023 TAX YEAR; PROVIDING FOR A REPEALING CLAUSE; CONTAINING A SEVERABILITY CLAUSE.

RECOMMENDATIONS & JUSTIFICATION: The Harris County Appraisal District has certified the City's Appraisal Roll, as well as estimated value of the property expected to be certified and therefore taxable, but not yet certified by the HCAD Appraisal Review Board. The certified values to date, as well as the Supplemental Rolls to be delivered at later dates, constitute the Appraisal Roll. The ordinance includes two exhibits: Exhibit A: Letter from Harris County Appraisal District determining the amount of taxable property, and Exhibit B: Certified Appraisal Roll for the 2023 Tax Year.

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

BUDGETED: COUNCIL DISTRICT(S) AFFECTED: _____

REQUIRES APPROPRIATION:
See attached Certification

| | COUNCIL ACTION | |
|--|--|--|
| <p><u>Sherry Womack</u> Sherry Womack DATE: 09/11/23 REQUESTING PARTY (TYPED)</p> | <p>FIRST READING:</p> <p><u>Schoenbein</u> MOTION</p> | <p>FINAL READING:</p> <p><u>Ybarra</u> MOTION</p> |
| <p>_____</p> <p>BUDGET DEPARTMENT</p> | <p><u>Dow</u> SECOND</p> | <p><u>Schoenbein</u> SECOND</p> |
| <p>_____</p> <p>PURCHASING DEPARTMENT</p> | <p><u>09-20-23</u> DATE</p> | <p><u>9-27-23</u> DATE</p> |
| <p>APPROVED:</p> <p><u>[Signature]</u> CITY ATTORNEY</p> | <p>DEFERRED: _____</p> | |
| <p><u>[Signature]</u> MAYOR</p> | | |

ORDINANCE NO. 2023- 175

An Ordinance accepting, approving and adopting the valuation and assessment of all real and personal property in the City of Pasadena, Harris County, Texas for the 2023 tax year; providing for a repealing clause; and containing a severability clause.

WHEREAS, the Harris County Appraisal District has certified the value of all real and personal property within the City of Pasadena, Harris County, Texas, subject to ad valorem taxes for the year 2023 to be Fourteen Billion Two Hundred Fifty-Six Million Seventy-Four Thousand Twenty-Four Dollars and No/100 Dollars (\$14,256,074,024); and

WHEREAS, the Harris County Appraisal District has also provided estimated total taxable value of properties under protest or not included on certified appraised roll to be One Billion Four Hundred Three Million Five Hundred Eighty-One Thousand Two Hundred Thirty-Eight Dollars and No/100 Dollars (\$1,403,581,238); and

WHEREAS, the Harris County Tax Assessor-Collector has determined that the total assessed real and personal property value is Fifteen Billion Six Hundred Fifty-Nine Million Six Hundred Fifty-Five Thousand Two Hundred Sixty-Two Dollars and No/100 Dollars (\$15,659,655,262); NOW, THEREFORE,

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

SECTION 1. That the determination by the Harris County Tax Assessor and Collector of the total real and personal property within the City of Pasadena subject to ad valorem taxation for the

year 2023 to be Fourteen Billion Two Hundred Fifty-Six Million Seventy-Four Thousand Twenty-Four Dollars and No/100 (\$14,256,074,024) as shown at Exhibits "A" and "B", attached hereto and incorporated herein for all purposes, is hereby in all things accepted, affirmed, approved, and adopted.

SECTION 2. That the remaining uncertified taxable property will be accepted, affirmed, approved, and adopted as it is certified by the Harris County Appraisal District on supplemental appraisal rolls. The appraisal roll with amounts of tax entered thereon on file in the office of the Harris County Tax Assessor-Collector is approved. That the ad valorem tax assessment thereof shall be one hundred percent (100%) as previously established by Ordinance No. 80-110.

SECTION 3. 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 4. That the City Council of the City of Pasadena, Texas does hereby declare that if any Section, subsection, paragraph, sentence, clause, phrase, word or portion of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the City Council would have passed and ordained any and all remaining portions of this Ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to

make no portion of this Ordinance dependent upon the validity of any other portion thereof, and that all said remaining portions shall continue in full force and effect.

SECTION 5. 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 20th day of September, A.D., 2023.

APPROVED this the 20th day of September, A.D., 2023.



JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:



AMANDA MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

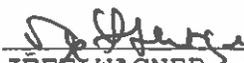
APPROVED:



JAY DALE
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 27th day of September, A.D., 2023.

APPROVED this the 27th day of September, A.D., 2023.



JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:



AMANDA MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:



JAY DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

Exhibit A

**Letter from Harris Count Appraisal District
determining the amount of taxable property**

HARRIS CENTRAL APPRAISAL DISTRICT
HOUSTON, TEXAS

THE STATE OF TEXAS,)
COUNTY OF HARRIS. }

2023
CERTIFICATION OF APPRAISAL ROLL AND
LISTING OF PROPERTIES UNDER SECS. 26.01(c) AND (d)
FOR
City of Pasadena

Pursuant to Section 26.01(a), Texas Tax Code, I hereby certify the 2023 appraisal roll of properties taxable by City of Pasadena. The roll is delivered in electronic form.

The total appraised value now on the appraisal roll for this unit is: \$17,091,513,449

The taxable value now on the appraisal roll for this unit is: \$14,256,074,024

As required by Section 26.01(c), Texas Tax Code, I have included with your roll a listing of those properties which are taxable by the unit but which are under protest and are therefore not included in the appraisal roll values approved by the appraisal review board and certified above. My estimate of the total taxable value which will be assigned to such properties if the owners' claims are upheld by the appraisal review board is: \$1,037,197,596

Pursuant to Section 26.01(d), Texas Tax code, the estimated value of taxable property not under protest and not yet included on the certified appraisal roll, after hearing loss, is \$366,383,642

Signed this 1st day of September, 2023



Roland Altinger

Roland Altinger, CAE, RPA, CTA
Chief Appraiser

ASSESSOR'S ACKNOWLEDGEMENT

As tax assessor/collector of the above-named taxing unit, I hereby acknowledge receipt of the certified 2023 appraisal roll on this the _____ day of _____, 2023

City of Pasadena
Summary of Harris County Appraisal District Letter Dated September 1, 2023

| | |
|--|---|
| 2023 Taxable Value on the 2023 Certified Appraisal Roll | <u>Taxable Value</u> \$ 14,256,074,024 |
| 2023 Taxable Value not on the 2023 Certified Appraisal Roll | |
| Estimated Taxable Value of Properties under Protest | \$ 1,037,197,596 |
| Estimated Taxable Value of Properties Not under Protest nor Included on Certified Appraisal Roll | <u>366,383,642</u> |
| | <u>\$ 15,659,655,262</u> |

| PROPERTY USE CATEGORY | YEAR | UNITS | ACREAGE | APPRAISED | PRODUCTIVITY | EXEMPTIONS | TAXABLE VALUE |
|---|------|--------|------------|---------------|--------------|---------------|---------------|
| A1 Real Residential, Single-Family | 2023 | 30,942 | 5,413.9863 | 6,733,002,614 | 0 | 1,194,282,786 | 5,538,719,828 |
| | 2022 | 33,317 | 5,874.2578 | 6,532,433,899 | 0 | 1,206,011,507 | 5,326,422,392 |
| | | -0.07% | -0.08% | 0.03% | 0.00% | -0.01% | 0.04% |
| A2 Real Residential, Mobile Homes | 2023 | 394 | 105,6607 | 32,688,153 | 0 | 5,596,626 | 27,091,527 |
| | 2022 | 433 | 119,8919 | 31,639,139 | 0 | 5,696,177 | 25,942,962 |
| | | -0.09% | -0.12% | 0.03% | 0.00% | -0.02% | 0.04% |
| B1 Real Residential, Multi-Family | 2023 | 171 | 824,8452 | 1,643,291,776 | 0 | 10,646,638 | 1,632,645,138 |
| | 2022 | 199 | 835,9328 | 1,373,768,558 | 0 | 201,782 | 1,373,566,776 |
| | | -0.14% | -0.01% | 0.20% | 0.00% | 51.76% | 0.19% |
| B2 Real Residential, Two-Family | 2023 | 162 | 24,0839 | 36,912,923 | 0 | 599,303 | 36,313,620 |
| | 2022 | 196 | 31,6390 | 38,859,800 | 0 | 916,937 | 37,942,863 |
| | | -0.17% | -0.24% | -0.05% | 0.00% | -0.35% | -0.04% |
| B3 Real Residential, Three-Family | 2023 | 8 | 1,3807 | 1,673,370 | 0 | 0 | 1,673,370 |
| | 2022 | 7 | 1,1656 | 1,089,068 | 0 | 0 | 1,089,068 |
| | | 0.14% | 0.16% | 0.54% | 0.00% | 0.00% | 0.54% |
| B4 Real Residential, Four- or More-Family | 2023 | 2 | 0,4990 | 861,702 | 0 | 0 | 861,702 |
| | 2022 | 1 | 0,4990 | 480,000 | 0 | 0 | 480,000 |
| | | 1.00% | 0.00% | 0.80% | 0.00% | 0.00% | 0.80% |
| C1 Real Vacant Lots/Tracts | 2023 | 1,101 | 382,5048 | 49,063,056 | 0 | 855,188 | 48,207,868 |
| | 2022 | 1,364 | 427,1032 | 56,968,913 | 0 | 774,862 | 56,194,051 |
| | | -0.19% | -0.10% | -0.14% | 0.00% | 0.10% | -0.14% |
| C2 Real Vacant Commercial | 2023 | 604 | 761,9209 | 107,780,458 | 0 | 19,762 | 107,760,696 |
| | 2022 | 839 | 1,078,5830 | 131,806,423 | 0 | 19,762 | 131,786,661 |
| | | -0.28% | -0.29% | -0.18% | 0.00% | 0.00% | -0.18% |
| C3 Real Vacant | 2023 | 31 | 6,5441 | 2,110,175 | 0 | 11,681 | 2,098,494 |
| | 2022 | 34 | 15,0393 | 2,164,354 | 0 | 10,619 | 2,153,735 |
| | | -0.09% | -0.56% | -0.03% | 0.00% | 0.10% | -0.03% |
| D1 Real Qualified Agricultural Land | 2023 | 25 | 1,174,6552 | 0 | 172,626 | 0 | 172,626 |
| | 2022 | 30 | 1,342,6185 | 0 | 222,428 | 0 | 222,428 |
| | | -0.17% | -0.13% | 0.00% | -0.22% | 0.00% | -0.22% |
| D2 Real Unqualified Agricultural Land | 2023 | 31 | 361,4705 | 27,105,835 | 0 | 0 | 27,105,835 |
| | 2022 | 40 | 431,7259 | 35,726,602 | 0 | 112,688 | 35,613,914 |
| | | -0.23% | -0.16% | -0.24% | 0.00% | 0.00% | -0.24% |

| PROPERTY USE CATEGORY | YEAR | UNITS | ACREAGE | APPRAISED | PRODUCTIVITY | EXEMPTIONS | TAXABLE VALUE |
|-------------------------------------|------|-------|----------|---------------|--------------|-------------|---------------|
| J4 Telephone Companies | 2023 | 13 | 8,279.1 | 12,030,328 | 0 | 0 | 12,030,328 |
| | 2022 | 13 | 8,279.1 | 12,227,491 | 0 | 0 | 12,227,491 |
| | | | 0.00% | -0.02% | 0.00% | 0.00% | -0.02% |
| J5 Railroads | 2023 | 4 | 8,935.3 | 3,439,740 | 0 | 0 | 3,439,740 |
| | 2022 | 4 | 8,935.3 | 3,096,250 | 0 | 0 | 3,096,250 |
| | | | 0.00% | 0.11% | 0.00% | 0.00% | 0.11% |
| J6 Pipelines | 2023 | 310 | 10,329.7 | 75,492,217 | 0 | 535,380 | 74,956,837 |
| | 2022 | 320 | 3,419.9 | 71,322,062 | 0 | 485,710 | 70,836,352 |
| | | | -0.03% | 0.06% | 0.00% | 0.10% | 0.06% |
| J7 Major Cable Television Systems | 2023 | 2 | 0.0000 | 23,995,680 | 0 | 0 | 23,995,680 |
| | 2022 | 2 | 0.0000 | 23,798,750 | 0 | 0 | 23,798,750 |
| | | | 0.00% | 0.01% | 0.00% | 0.00% | 0.01% |
| L1 Tangible, Commercial | 2023 | 3,004 | 0.0000 | 722,485,262 | 0 | 14,666,511 | 707,828,751 |
| | 2022 | 5,156 | 0.0000 | 917,540,903 | 0 | 24,542,315 | 892,998,588 |
| | | | -0.42% | -0.21% | 0.00% | -0.40% | -0.21% |
| L2 Tangible, Industrial | 2023 | 465 | 0.0000 | 1,398,832,351 | 0 | 156,399,399 | 1,242,432,952 |
| | 2022 | 563 | 0.0000 | 1,301,871,413 | 0 | 134,783,725 | 1,167,087,688 |
| | | | -0.17% | 0.07% | 0.00% | 0.15% | 0.06% |
| M1 Tangible, Nonbusiness Watercraft | 2023 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| M2 Tangible, Nonbusiness Aircraft | 2023 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| M3 Tangible, Mobile Homes | 2023 | 1,481 | 0.0000 | 21,245,758 | 0 | 2,447,485 | 18,798,273 |
| | 2022 | 1,529 | 0.0000 | 17,789,731 | 0 | 2,378,646 | 15,411,085 |
| | | | -0.03% | 0.19% | 0.00% | 0.03% | 0.22% |
| M4 Tangible, Miscellaneous | 2023 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| N1 Intangibles | 2023 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |

074 CITY OF PASADENA

CERTIFIED YEAR COMPARE REPORT

LAST UPDATED 08/18/2023

2023 CERTIFIED APPRAISAL ROLL 00

PROPERTY USE CATEGORY RECAP

DELV DATE 09/01/2023

| PROPERTY USE CATEGORY | YEAR | UNITS | ACREAGE | APPRAISED | PRODUCTIVITY | EXEMPTIONS | TAXABLE VALUE |
|--|------|--------|-------------|------------------|--------------|-----------------|------------------|
| XT Limitation on Taxes in Certain Municipalities | 2023 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0.0000 | 0 | 0 | 0 | 0 |
| | | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% | 0.00% |
| XU Miscellaneous Exemptions | 2023 | 1 | 3.2820 | 1,350,876 | 0 | 1,350,878 | 0 |
| | 2022 | 1 | 3.2820 | 860,787 | 0 | 860,787 | 0 |
| | | 0.00% | 0.00% | 0.57% | 0.00% | 0.57% | 0.00% |
| XV Other Exempt (Incl Public, Religious, Charitable) | 2023 | 2,137 | 8,042,4293 | 1,338,989,951 | 0 | 1,338,989,951 | 0 |
| | 2022 | 2,147 | 8,114,2074 | 1,261,508,484 | 0 | 1,261,099,756 | 408,728 |
| | | 0.00% | -0.01% | 0.06% | 0.00% | 0.06% | 0.00% |
| JURISDICTION TOTALS: | | | | | | | |
| | 2023 | 43,080 | 23,019,8532 | \$17,091,340,823 | \$172,626 | \$2,835,439,425 | \$14,256,074,024 |
| | 2022 | 49,150 | 24,686,4438 | \$16,367,310,471 | \$222,428 | \$2,770,897,661 | \$13,596,635,238 |

2023 Tax Rate Calculation Worksheet

Taxing Units Other Than School Districts or Water Districts

Form 50-856

City of Pasadena

713-477-1511

Taxing Unit Name

Phone (area code and number)

Pasadena City Hall 1149 Ellsworth Drive Pasadena, TX 77506

https://www.pasadenatx.gov/

Taxing Unit's Address, City, State, ZIP Code

Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

| Line | No-New-Revenue Tax Rate Worksheet | Amount/Rate |
|------|--|--------------------|
| 1. | 2022 total taxable value. Enter the amount of 2022 taxable value on the 2022 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17). ¹ | \$ 11,304,473,699 |
| 2. | 2022 tax ceilings. Counties, cities and junior college districts. Enter 2022 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ² | \$ 1,105,986,782 |
| 3. | Preliminary 2022 adjusted taxable value. Subtract Line 2 from Line 1. | \$ 10,198,486,917 |
| 4. | 2022 total adopted tax rate. | \$ 0.497583 /\$100 |
| 5. | 2022 taxable value lost because court appeals of ARB decisions reduced 2022 appraised value. | |
| | A. Original 2022 ARB values: | \$ 1,724,476,806 |
| | B. 2022 values resulting from final court decisions: | - \$ 1,548,907,607 |
| | C. 2022 value loss. Subtract B from A. ³ | \$ 175,569,199 |
| 6. | 2022 taxable value subject to an appeal under Chapter 42, as of July 25. | |
| | A. 2022 ARB certified value: | \$ 2,335,493,893 |
| | B. 2022 disputed value: | - \$ 241,131,984 |
| | C. 2022 undisputed value. Subtract B from A. ⁴ | \$ 2,094,361,909 |
| 7. | 2022 Chapter 42 related adjusted values. Add Line 5C and Line 6C. | \$ 2,269,931,108 |

¹ Tex. Tax Code §26.012(14)

² Tex. Tax Code §26.012(14)

³ Tex. Tax Code §26.012(13)

⁴ Tex. Tax Code §26.012(13)

| Line | No-New-Revenue Tax Rate Worksheet | Amount/Rate |
|------|--|-------------------|
| 8. | 2022 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7. | \$ 12,468,418,025 |
| 9. | 2022 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2022. Enter the 2022 value of property in deannexed territory. ⁵ | \$ 0 |
| 10. | <p>2022 taxable value lost because property first qualified for an exemption in 2023. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2023 does not create a new exemption or reduce taxable value.</p> <p>A. Absolute exemptions. Use 2022 market value: \$ 485,654</p> <p>B. Partial exemptions. 2023 exemption amount or 2023 percentage exemption times 2022 value: + \$ 23,327,198</p> <p>C. Value loss. Add A and B.⁶</p> | \$ 23,812,852 |
| 11. | <p>2022 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2023. Use only properties that qualified in 2023 for the first time; do not use properties that qualified in 2022.</p> <p>A. 2022 market value: \$ 0</p> <p>B. 2023 productivity or special appraised value: - \$ 0</p> <p>C. Value loss. Subtract B from A.⁷</p> | \$ 0 |
| 12. | Total adjustments for lost value. Add Lines 9, 10C and 11C. | \$ 23,812,852 |
| 13. | 2022 captured value of property in a TIF. Enter the total value of 2022 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2022 taxes were deposited into the tax increment fund. ⁸ If the taxing unit has no captured appraised value in line 18D, enter 0. | \$ 0 |
| 14. | 2022 total value. Subtract Line 12 and Line 13 from Line 8. | \$ 12,444,605,173 |
| 15. | Adjusted 2022 total levy. Multiply Line 4 by Line 14 and divide by \$100. | \$ 61,922,239 |
| 16. | Taxes refunded for years preceding tax year 2022. Enter the amount of taxes refunded by the taxing unit for tax years preceding tax year 2022. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. ⁹ | \$ 1,625,516 |
| 17. | Adjusted 2022 levy with refunds and TIF adjustment. Add Lines 15 and 16. ¹⁰ | \$ 63,547,755 |
| 18. | <p>Total 2023 taxable value on the 2023 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.¹¹</p> <p>A. Certified values: \$ 0</p> <p>B. Counties: Include railroad rolling stock values certified by the Comptroller's office: + \$</p> <p>C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: - \$ 0</p> <p>D. Tax increment financing: Deduct the 2023 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2023 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.¹² - \$ 0</p> <p>E. Total 2023 value. Add A and B, then subtract C and D.</p> | \$ 0 |

⁵ Tex. Tax Code §26.012(15)

⁶ Tex. Tax Code §26.012(15)

⁷ Tex. Tax Code §26.012(15)

⁸ Tex. Tax Code §26.03(c)

⁹ Tex. Tax Code §26.012(13)

¹⁰ Tex. Tax Code §26.012(13)

¹¹ Tex. Tax Code §26.012, 26.04(c-2)

¹² Tex. Tax Code §26.03(c)

| Line | No-New-Revenue Tax Rate Worksheet | Amount/Rate |
|------|---|---------------------------|
| 19. | <p>Total value of properties under protest or not included on certified appraisal roll. ¹³</p> <p>A. 2023 taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district’s value and the taxpayer’s claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. ¹⁴ \$ <u>3,420,606,133</u></p> <p>B. 2023 value of properties not under protest or included on certified appraisal roll. The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. ¹⁵ + \$ <u>12,252,417,867</u></p> <p>C. Total value under protest or not certified. Add A and B. \$ <u>15,673,024,000</u></p> | |
| 20. | 2023 tax ceilings. Counties, cities and junior colleges enter 2023 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2022 or a prior year for homeowners age 65 or older or disabled, use this step. ¹⁶ | \$ <u>1,224,005,105</u> |
| 21. | 2023 total taxable value. Add Lines 18E and 19C. Subtract Line 20. ¹⁷ | \$ <u>14,449,018,895</u> |
| 22. | Total 2023 taxable value of properties in territory annexed after Jan. 1, 2022. Include both real and personal property. Enter the 2023 value of property in territory annexed. ¹⁸ | \$ <u>196,036,110</u> |
| 23. | Total 2023 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2022. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2022 and be located in a new improvement. New improvements do include property on which a tax abatement agreement has expired for 2023. ¹⁹ | \$ <u>176,062,574</u> |
| 24. | Total adjustments to the 2023 taxable value. Add Lines 22 and 23. | \$ <u>372,098,684</u> |
| 25. | Adjusted 2023 taxable value. Subtract Line 24 from Line 21. | \$ <u>14,076,920,211</u> |
| 26. | 2023 NNR tax rate. Divide Line 17 by Line 25 and multiply by \$100. ²⁰ | \$ <u>0.451432</u> /\$100 |
| 27. | COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2023 county NNR tax rate. ²¹ | \$ _____ /\$100 |

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

- Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
- Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit’s debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit’s debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|------|--|---------------------------|
| 28. | 2022 M&O tax rate. Enter the 2022 M&O tax rate. | \$ <u>0.394344</u> /\$100 |
| 29. | 2022 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ <u>12,468,418,025</u> |

¹³ Tex. Tax Code §26.01(c) and (d)
¹⁴ Tex. Tax Code §26.01(c)
¹⁵ Tex. Tax Code §26.01(d)
¹⁶ Tex. Tax Code §26.012(6)(B)
¹⁷ Tex. Tax Code §26.012(6)
¹⁸ Tex. Tax Code §26.012(17)
¹⁹ Tex. Tax Code §26.012(17)
²⁰ Tex. Tax Code §26.04(c)
²¹ Tex. Tax Code §26.04(d)

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|------|---|--------------------|
| 30. | Total 2022 M&O levy. Multiply Line 28 by Line 29 and divide by \$100 | \$ 49,168,458 |
| 31. | <p>Adjusted 2022 levy for calculating NNR M&O rate.</p> <p>A. M&O taxes refunded for years preceding tax year 2022. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2022. This line applies only to tax years preceding tax year 2022. + \$ 1,288,252</p> <p>B. 2022 taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2023 captured appraised value in Line 18D, enter 0. - \$ 0</p> <p>C. 2022 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0. +/- \$ 0</p> <p>D. 2022 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function. \$ 1,288,252</p> <p>E. Add Line 30 to 31D.</p> | \$ 50,456,710 |
| 32. | Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 14,076,920,211 |
| 33. | 2023 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by \$100. | \$ 0.358435 /\$100 |
| 34. | <p>Rate adjustment for state criminal justice mandate. ²³ If not applicable or less than zero, enter 0.</p> <p>A. 2023 state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. \$ 0</p> <p>B. 2022 state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p> | \$ 0.000000 /\$100 |
| 35. | <p>Rate adjustment for indigent health care expenditures. ²⁴ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state assistance received for the same purpose. \$ 0</p> <p>B. 2022 indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state assistance received for the same purpose. - \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100. \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p> | \$ 0.000000 /\$100 |

²² [Reserved for expansion]

²³ Tex. Tax Code §26.044

²⁴ Tex. Tax Code §26.0441

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|------|--|---------------------------|
| 36. | <p>Rate adjustment for county indigent defense compensation. ²⁵ If not applicable or less than zero, enter 0.</p> <p>A. 2023 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2022 and ending on June 30, 2023, less any state grants received by the county for the same purpose..... \$ <u>0</u></p> <p>B. 2022 indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2021 and ending on June 30, 2022, less any state grants received by the county for the same purpose..... \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p> | \$ <u>0.000000</u> /\$100 |
| 37. | <p>Rate adjustment for county hospital expenditures. ²⁶ If not applicable or less than zero, enter 0.</p> <p>A. 2023 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2022 and ending on June 30, 2023. \$ <u>0</u></p> <p>B. 2022 eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2021 and ending on June 30, 2022. \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ <u>0.000000</u> /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.</p> | \$ <u>0.000000</u> /\$100 |
| 38. | <p>Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.</p> <p>A. Amount appropriated for public safety in 2022. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year \$ <u>0</u></p> <p>B. Expenditures for public safety in 2022. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year \$ <u>0</u></p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 \$ <u>0.000000</u> /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p> | \$ <u>0.000000</u> /\$100 |
| 39. | <p>Adjusted 2023 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.</p> | \$ <u>0.358435</u> /\$100 |
| 40. | <p>Adjustment for 2022 sales tax specifically to reduce property taxes. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2022 should complete this line. These entities will deduct the sales tax gain rate for 2023 in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&O expenses in 2022, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent \$ <u>0</u></p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 \$ <u>0.000000</u> /\$100</p> <p>C. Add Line 40B to Line 39.</p> | \$ <u>0.358435</u> /\$100 |
| 41. | <p>2023 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below.</p> <p>Special Taxing Unit. If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p>- or -</p> <p>Other Taxing Unit. If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p> | \$ <u>0.370980</u> /\$100 |

²⁵ Tex. Tax Code §26.0442
²⁶ Tex. Tax Code §26.0443

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|------|--|--------------------|
| D41. | <p>Disaster Line 41 (D41): 2023 voter-approval M&O rate for taxing unit affected by disaster declaration. If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of</p> <p>1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or</p> <p>2) the third tax year after the tax year in which the disaster occurred</p> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08. ²⁷ If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p> | \$ 0.000000 /\$100 |
| 42. | <p>Total 2023 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that:</p> <p>(1) are paid by property taxes,</p> <p>(2) are secured by property taxes,</p> <p>(3) are scheduled for payment over a period longer than one year, and</p> <p>(4) are not classified in the taxing unit’s budget as M&O expenses.</p> <p>A. Debt also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. ²⁸</p> <p>Enter debt amount \$ 12,262,763</p> <p>B. Subtract unencumbered fund amount used to reduce total debt. - \$ 0</p> <p>C. Subtract certified amount spent from sales tax to reduce debt (enter zero if none) - \$ 0</p> <p>D. Subtract amount paid from other resources - \$ 0</p> <p>E. Adjusted debt. Subtract B, C and D from A. \$ 12,262,763</p> | \$ 12,262,763 |
| 43. | Certified 2022 excess debt collections. Enter the amount certified by the collector. ²⁹ | \$ 342,709 |
| 44. | Adjusted 2023 debt. Subtract Line 43 from Line 42E. | \$ 11,920,054 |
| 45. | <p>2023 anticipated collection rate.</p> <p>A. Enter the 2023 anticipated collection rate certified by the collector. ³⁰ 97.59 %</p> <p>B. Enter the 2022 actual collection rate. 97.59 %</p> <p>C. Enter the 2021 actual collection rate. 95.97 %</p> <p>D. Enter the 2020 actual collection rate. 98.53 %</p> <p>E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. ³¹</p> | 97.59 % |
| 46. | 2023 debt adjusted for collections. Divide Line 44 by Line 45E. | \$ 12,214,421 |
| 47. | 2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 14,449,018,895 |
| 48. | 2023 debt rate. Divide Line 46 by Line 47 and multiply by \$100. | \$ 0.084534 /\$100 |
| 49. | 2023 voter-approval tax rate. Add Lines 41 and 48. | \$ 0.455514 /\$100 |
| D49. | <p>Disaster Line 49 (D49): 2023 voter-approval tax rate for taxing unit affected by disaster declaration. Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.</p> | \$ _____ /\$100 |

²⁷ Tex. Tax Code §26.042(a)
²⁸ Tex. Tax Code §26.012(7)
²⁹ Tex. Tax Code §26.012(10) and 26.04(b)
³⁰ Tex. Tax Code §26.04(b)
³¹ Tex. Tax Code §§26.04(h), (h-1) and (h-2)

| Line | Voter-Approval Tax Rate Worksheet | Amount/Rate |
|------|---|--------------------|
| 50. | COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2023 county voter-approval tax rate. | \$ 0.000000 /\$100 |

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

| Line | Additional Sales and Use Tax Worksheet | Amount/Rate |
|------|---|--------------------|
| 51. | Taxable Sales. For taxing units that adopted the sales tax in November 2022 or May 2023, enter the Comptroller’s estimate of taxable sales for the previous four quarters. ³² Estimates of taxable sales may be obtained through the Comptroller’s Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2022, enter 0. | \$ 0 |
| 52. | Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. ³³ Taxing units that adopted the sales tax in November 2022 or in May 2023. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. ³⁴ - or - Taxing units that adopted the sales tax before November 2022. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95. | \$ 0 |
| 53. | 2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 14,449,018,895 |
| 54. | Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by \$100. | \$ 0.000000 /\$100 |
| 55. | 2023 NNR tax rate, unadjusted for sales tax. ³⁵ Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 0.451432 /\$100 |
| 56. | 2023 NNR tax rate, adjusted for sales tax. Taxing units that adopted the sales tax in November 2022 or in May 2023. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2022. | \$ 0.451432 /\$100 |
| 57. | 2023 voter-approval tax rate, unadjusted for sales tax. ³⁶ Enter the rate from Line 49, Line D49 (disaster) or Line 50 (counties) as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i> . | \$ 0.455514 /\$100 |
| 58. | 2023 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57. | \$ 0.455514 /\$100 |

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit’s expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

| Line | Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet | Amount/Rate |
|------|--|--------------------|
| 59. | Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ. ³⁷ The taxing unit shall provide its tax assessor-collector with a copy of the letter. ³⁸ | \$ 0 |
| 60. | 2023 total taxable value. Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 14,449,018,895 |
| 61. | Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by \$100. | \$ 0.000000 /\$100 |
| 62. | 2023 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax). | \$ 0.455514 /\$100 |

³² Tex. Tax Code §26.041(d)
³³ Tex. Tax Code §26.041(i)
³⁴ Tex. Tax Code §26.041(d)
³⁵ Tex. Tax Code §26.04(c)
³⁶ Tex. Tax Code §26.04(c)
³⁷ Tex. Tax Code §26.045(d)
³⁸ Tex. Tax Code §26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate adjusted to remove the unused increment rate for the prior three years.³⁹ In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the portion of the unused increment rate must be backed out of the calculation for that year.

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020;⁴⁰
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);⁴¹ or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.⁴²

Individual components can be negative, but the overall rate would be the greater of zero or the calculated rate.

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.⁴³

| Line | Unused Increment Rate Worksheet | Amount/Rate |
|------------|---|---------------------|
| 63. | Year 3 component. Subtract the 2022 actual tax rate and the 2022 unused increment rate from the 2022 voter-approval tax rate. | |
| A. | Voter-approval tax rate (Line 67)..... | \$ 0.497583 /\$100 |
| B. | Unused increment rate (Line 66)..... | \$ 0.000000 /\$100 |
| C. | Subtract B from A..... | \$ 0.497583 /\$100 |
| D. | Adopted Tax Rate..... | \$ 0.497583 /\$100 |
| E. | Subtract D from C..... | \$ 0.000000 /\$100 |
| 64. | Year 2 component. Subtract the 2021 actual tax rate and the 2021 unused increment rate from the 2021 voter-approval tax rate. | |
| A. | Voter-approval tax rate (Line 67)..... | \$ 0.515909 /\$100 |
| B. | Unused increment rate (Line 66)..... | \$ 0.014181 /\$100 |
| C. | Subtract B from A..... | \$ 0.501728 /\$100 |
| D. | Adopted Tax Rate..... | \$ 0.515909 /\$100 |
| E. | Subtract D from C..... | \$ -0.014181 /\$100 |
| 65. | Year 1 component. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. | |
| A. | Voter-approval tax rate (Line 65)..... | \$ 0.547858 /\$100 |
| B. | Unused increment rate (Line 64)..... | \$ 0.000000 /\$100 |
| C. | Subtract B from A..... | \$ 0.547858 /\$100 |
| D. | Adopted Tax Rate..... | \$ 0.533677 /\$100 |
| E. | Subtract D from C..... | \$ 0.014181 /\$100 |
| 66. | 2023 unused increment rate. Add Lines 63E, 64E and 65E. | \$ 0.000000 /\$100 |
| 67. | Total 2023 voter-approval tax rate, including the unused increment rate. Add Line 66 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control). | \$ 0.455514 /\$100 |

³⁹ Tex. Tax Code §26.013(a)

⁴⁰ Tex. Tax Code §26.013(c)

⁴¹ Tex. Tax Code §§26.0501(a) and (c)

⁴² Tex. Local Gov't Code §120.007(d), effective Jan. 1, 2022

⁴³ Tex. Tax Code §26.063(a)(1)

⁴⁴ Tex. Tax Code §26.012(8-a)

⁴⁵ Tex. Tax Code §26.063(a)(1)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.⁴⁴

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.⁴⁵

| Line | De Minimis Rate Worksheet | Amount/Rate |
|------|--|--------------------|
| 68. | Adjusted 2023 NNR M&O tax rate. Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> | \$ 0.358435 /\$100 |
| 69. | 2023 total taxable value. Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 14,449,018,895 |
| 70. | Rate necessary to impose \$500,000 in taxes. Divide \$500,000 by Line 69 and multiply by \$100. | \$ 0.003460 /\$100 |
| 71. | 2023 debt rate. Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> . | \$ 0.084534 /\$100 |
| 72. | De minimis rate. Add Lines 68, 70 and 71. | \$ 0.000000 /\$100 |

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.⁴⁶

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.⁴⁷

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago. This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

| Line | Emergency Revenue Rate Worksheet | Amount/Rate |
|------|---|--------------------|
| 73. | 2022 adopted tax rate. Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 0.497583 /\$100 |
| 74. | Adjusted 2022 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2022 and the taxing unit calculated its 2022 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2022 worksheet due to a disaster, complete the applicable sections or lines of Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet. - or - If a disaster occurred prior to 2022 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2022, complete the separate <i>Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet</i> to recalculate the voter-approval tax rate the taxing unit would have calculated in 2022 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster. ⁴⁸ Enter the final adjusted 2022 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2022 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet. | \$ 0.000000 /\$100 |
| 75. | Increase in 2022 tax rate due to disaster. Subtract Line 74 from Line 73. | \$ 0.000000 /\$100 |
| 76. | Adjusted 2022 taxable value. Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 12,444,605,173 |
| 77. | Emergency revenue. Multiply Line 75 by Line 76 and divide by \$100. | \$ 0 |
| 78. | Adjusted 2023 taxable value. Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> . | \$ 14,076,920,211 |
| 79. | Emergency revenue rate. Divide Line 77 by Line 78 and multiply by \$100. ⁴⁹ | \$ 0.000000 /\$100 |

⁴⁶ Tex. Tax Code §26.042(b)

⁴⁷ Tex. Tax Code §26.042(f)

⁴⁸ Tex. Tax Code §26.042(c)

⁴⁹ Tex. Tax Code §26.042(b)

| Line | Emergency Revenue Rate Worksheet | Amount/Rate |
|------------|--|---------------------------|
| 80. | 2023 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate). | \$ <u>0.455514</u> /\$100 |

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. \$ 0.451432 /\$100
 As applicable, enter the 2023 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
 Indicate the line number used: 26

Voter-approval tax rate. \$ 0.455514 /\$100
 As applicable, enter the 2023 voter-approval tax rate from: Line 49, Line D49 (disaster), Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
 Indicate the line number used: 27

De minimis rate. \$ 0.000000 /\$100
 If applicable, enter the 2023 de minimis rate from Line 72.

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code.⁵⁰

print here ▶ Ann Harris Bennett
 Harris County Tax Assessor-Collector

 Printed Name of Taxing Unit Representative

sign here ▶ *Ann Harris Bennett*

 Taxing Unit Representative

8/15/2023

 Date

⁵⁰ Tex. Tax Code §§26.04(c-2) and (d-2)

AGENDA REQUEST

2B NO: 2023-176

ORDINANCE RESOLUTION

CAPTION: An Ordinance, by roll call vote, proposing the adoption of a property tax rate for the 2023 tax year of \$0.455514/\$100 value for the City of Pasadena, Harris County, Texas, consisting of \$0.370980/\$100 value maintenance and operation rate and \$0.084534/\$100 value debt rate, per the specific requirements provided under Tex. Property Tax Code; 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 2023 tax year of \$0.455514/\$100, the same as the voter-approval tax rate and lower than the 2022 adopted tax rate of \$0.497583/\$100 value.

The proposed \$0.370980/\$100 maintenance and operation rate is effectively higher than the calculated 2023 no-new-revenue maintenance and operation tax rate of \$0.358435 by \$0.012545 or 3.50%. When comparing the proposed vs. 2022 adopted maintenance and operation rate of \$0.394344/\$100, the taxes raised for maintenance and operation will decrease by \$23.36 on a \$100,000 home. The ordinance (see Section 2) 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)

BUDGETED: COUNCIL DISTRICT(S) AFFECTED:

REQUIRES APPROPRIATION:
See attached Certification

| | COUNCIL ACTION | |
|---|-------------------------------------|-----------------------------------|
| <p><u>Sherry Womack</u> DATE: <u>09/11/23</u> REQUESTING PARTY (TYPED)</p> | <p>FIRST READING:</p> | <p>FINAL READING:</p> |
| <p>_____</p> <p>BUDGET DEPARTMENT</p> | <p><u>Van Houfte</u> MOTION</p> | <p><u>Estrada</u> MOTION</p> |
| <p>_____</p> <p>PURCHASING DEPARTMENT</p> | <p><u>Dow</u> SECOND</p> | <p><u>Guerrero</u> SECOND</p> |
| <p>APPROVED:</p> | | |
| <p><u>[Signature]</u> CITY ATTORNEY</p> | <p><u>09-20-23</u> DATE</p> | <p><u>09-27-23</u> DATE</p> |
| <p><u>[Signature]</u> MAYOR</p> | <p>DEFERRED: _____</p> | |

ORDINANCE NO. 2023- 176

An Ordinance, by roll call vote, proposing the adoption of a property tax rate for 2023 tax year of \$0.455514/\$100 value for the City of Pasadena, Harris County, Texas, consisting of \$0.370980/\$100 value maintenance and operation rate and \$0.084534/\$100 value debt rate, per the specific requirements provided under Tex. Property Tax Code; 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 2023 tax year is, by the adoption of a tax rate of \$0.455514/\$100 value established at:

\$0.370980/\$100 for the purpose of maintenance and operation, to be distributed in the general fund;

\$0.084534/\$100 for the payment of principal and interest on debt, to be distributed in the debt service fund;

\$0.455514/\$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 3.50 PERCENT AND WILL RAISE TAXES FOR MAINTENACE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-23.36.

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 2023 tax year has been provided by Harris County Tax Office as 97.59% calculated under Section 26.012(2) of Tex. Property Tax Code.

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

SECTION 7. That the City Council of the City of Pasadena, Texas does hereby declare that if any Section, subsection, paragraph, sentence, clause, phrase, word or portion of this Ordinance is declared invalid or unconstitutional by a court of competent jurisdiction, the City Council would have passed and ordained any and all remaining portions of this Ordinance without the inclusion of that portion or portions which may be so found to be unconstitutional or invalid, and declares that its intent is to

make no portion of this Ordinance dependent upon the validity of any other portion thereof, and that all said remaining portions shall continue in full force and effect.

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

(SIGNATURE AND APPROVAL - NEXT PAGE)

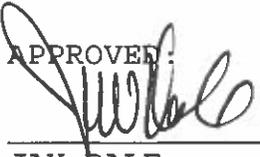
PASSED ON FIRST READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 20th day of September, A.D., 2023.

APPROVED this the 20th day of September, A.D., 2023.


JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:

AMANDA MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:

JAY DALE
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 27th day of September, A.D., 2023.

APPROVED this the 27th day of September, A.D., 2023.


JEFF WAGNER, MAYOR
OF THE CITY OF PASADENA, TEXAS

ATTEST:

AMANDA MUELLER
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:

JAY DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

City Controller Department

Interoffice Memorandum

First Reading 09/20/2023

TO: City Secretary

DATE: September 8, 2023

FROM: Julie St. Jean, City Controller

SUBJECT: Roll Call Vote for Adopting 2023 Tax Rate

COUNCIL MEETING DATE: Wednesday, September 20, 2023 & Wednesday September 27, 2023

CALLING A ROLL CALL VOTE FOR THE PURPOSE OF ADOPTING A 2023 TAX RATE OF \$0.455514/\$100 VALUE FOR THE CITY OF PASADENA, TEXAS.

| | Name | Aye/Nay |
|---|-------------------------------------|------------|
| • | <u>Mayor Jeff Wagner</u> | <u>Aye</u> |
| • | <u>District A Ruben Villarreal</u> | <u>Aye</u> |
| • | <u>District B Bianca Valerio</u> | <u>Aye</u> |
| • | <u>District C Emmanuel Guerrero</u> | <u>Aye</u> |
| • | <u>District D Pat Van Houte</u> | <u>Aye</u> |
| • | <u>District E Jonathan Estrada</u> | <u>Aye</u> |
| • | <u>District F Dolan Dow</u> | <u>Aye</u> |
| • | <u>District G Orinaldo Ybarra</u> | <u>Aye</u> |
| • | <u>District H Thomas Schoenbein</u> | <u>Aye</u> |

City Controller Department

Interoffice Memorandum

Final Reading 09/27/23

TO: City Secretary

DATE: September 8, 2023

FROM: Julie St. Jean, City Controller

SUBJECT: Roll Call Vote for Adopting 2023 Tax Rate

COUNCIL MEETING DATE: Wednesday, September 20, 2023 & Wednesday September 27, 2023

CALLING A ROLL CALL VOTE FOR THE PURPOSE OF ADOPTING A 2023 TAX RATE OF \$0.455514/\$100 VALUE FOR THE CITY OF PASADENA, TEXAS.

| | Name | Aye/Nay |
|---|-------------------------------------|---------------|
| • | <u>Mayor Jeff Wagner</u> | <u>Aye</u> |
| • | <u>District A Ruben Villarreal</u> | <u>Aye</u> |
| • | <u>District B Bianca Valerio</u> | <u>Absent</u> |
| • | <u>District C Emmanuel Guerrero</u> | <u>Aye</u> |
| • | <u>District D Pat Van Houte</u> | <u>Aye</u> |
| • | <u>District E Jonathan Estrada</u> | <u>Aye</u> |
| • | <u>District F Dolan Dow</u> | <u>Aye</u> |
| • | <u>District G Orinaldo Ybarra</u> | <u>Aye</u> |
| • | <u>District H Thomas Schoenbein</u> | <u>Aye</u> |

CITY OF PASADENA

1149 Ellsworth
Pasadena, Texas 77506
713-477-1511
www.pasadenatx.gov



JEFF WAGNER
MAYOR

JEFF WAGNER, MAYOR

Ruben Villarreal, District A
Bianca Valerio, District B
Emmanuel Guerrero, District C
Pat Van Houte, District D

Jonathan Estrada, District E
Dolan Dow District F
Ornaldo Ybarra, District G
Thomas Schoenbein District H
