



JEFF WAGNER
MAYOR

City of Pasadena, Texas Fiscal Year 2020 • Adopted Budget





City of Pasadena Fiscal Year 2020 Budget Cover Page

This budget has more revenue from property taxes than last year’s budget by an amount of \$1,139,649, which is a 2.08% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$1,266,786.

Above Public Notice is required by House Bill 3195.

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

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

Property Tax Comparison

	2019-2020	2018-2019
Property Tax Rate:	\$0.570342/100	\$0.615446/100
Effective Tax Rate:	\$0.570342/100	\$0.556430/100
Effective Maintenance & Operations Tax Rate:	\$0.445313/100	\$0.444935/100
Rollback Tax Rate:	\$0.600577/100	\$0.615446/100
Debt Rate:	\$0.119636/100	\$0.134917/100

Total debt obligation for City of Pasadena secured by property taxes: \$126,374,631.



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

October 1, 2019

To Members of City Council and Citizens of Pasadena:

It is with great pleasure that I present to you the City of Pasadena's Fiscal Year 2020 Adopted Budget. All of our major funds have healthy fund reserves, allowing us to provide the high level of services our community deserves. This budget provides a combined fund balance of approximately \$180.9 million, with a combined total of \$68.5 million in Governmental Funds:

- General Fund: \$55 million
- Special Revenue Funds: \$10.6 million
- Debt Service Fund: \$2.9 million

General Fund:

The budget's General Fund revenues and expenditures are in balance with a healthy fund balance. This budget includes the same levels of high-quality services that our citizens desire.

No additional funding for FEMA Flood Mitigation damage was included in FY 2020, resulting in a reduction in "Other Financing Uses" in FY20. If additional funds are needed, they will be appropriated by ordinance on a case-by-case basis.

CIP Annuals (paving, drainage and sidewalks) are budgeted at \$2 million for the General Fund.

Revenue Sources:

Our primary revenue sources remain stable as we look ahead at FY 2020.

Property Tax: Total property taxes were budgeted at \$59,926,228 for FY20 with the intention of adopting the rollback rate (\$0.615446 per \$100 assessed value). The effective tax rate (\$0.570342 per \$100 assessed value) was adopted instead after the passing of the FY20 Annual Budget. The FY20 Adopted Budget will be amended to reflect this reduction in property tax revenue anticipated to be received. With the adoption of the effective tax rate, property tax revenues are expected to increase by \$1,139,649 or 2.08% over the FY 2019 projected amount. The General Fund expenditures will also be reduced by the same amount so the FY20 Budget will continue to be balanced.

Industrial District: Industrial District contracts were completed and the FY 2020 Adopted Budget of \$19.4 million reflects an increase of \$1.5 million in revenue over FY 2019 Amended Budget. With our Industrial District partners and updated contracts, this provides for future growth and stability for our city.

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

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Certificates of Obligation: During FY 2018 and FY 2019, the issuance of \$56 million in Certificates of Obligation provided funding for General Fund projects. The new Municipal Court building and joint Police and Fire Training Academy are a few examples of projects funded by the Certificates of Obligation. Other proposed use of these funds include:

- Lafferty Road
- Pansy Street Phase II
- Wafer Street
- Browning Subdivision Drainage Project
- Fire Station 8
- Demolition of old City Hall
- Various improvements to city parks

The principal and interest expenses for this debt are included in the Adopted Budget, as reflected in the Debt Service Fund Summary (as shown on page 197).

System Fund:

The System Fund's fund balance is projected to increase by \$2 million with an estimated FY 2019 fund balance of \$28.7 million, allowing for strong reserves. Included in the FY 2020 Adopted Budget is \$1.37 million for the second installment payment for a \$4.1 million liability for the South East Water Purification Plant. 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.

CIP Annuals (sanitary sewer lines, water line improvement and fire hydrant replace/repair programs) are budgeted at \$3 million for the System Fund.

Maintenance Fund:

Projections for the Maintenance Fund indicate a surplus of \$4.2 million as of the end of FY 2019. Of these funds, \$2.5 million will be used to purchase/replace non-emergency vehicles and equipment for various city departments.

Personnel:

Compared to the FY 2019 Amended Budget, the net personnel increased by one position and would now total 1,159 positions citywide. The Adopted Budget includes one police cadet class of eight, which will be funded by the Crime Control District.

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

The General Fund personnel expenses increased by \$2.6 million:

- \$1.6 million is attributed to the addition of 11 police cadets becoming officers, the hiring of 6 modified police officers hired in FY 2019, and the addition of bilingual and FTO pay for police officers.
- \$37,000 for Police Service officers' step increases
- \$391,000 for increases in termination pay
- \$130,000 for additional overtime
- \$100,000 for pooled part time positions
- The addition of two inspectors in the Permit Department

Positions that changed:

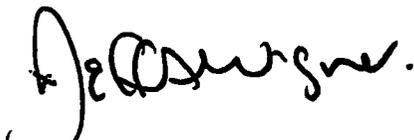
- A part time position was added to both Fire Prevention and Project Development Departments.
- Permit Department added three positions and eliminated one part-time pool position.
- Budget, Engineering and Convention Center each eliminated a part-time pool position.
- Recreation added five full-time positions and eliminated two part-time positions and benefits on part-time positions, avoiding an increase in budget base from FY 2019.
- Golf Course eliminated a Pro Shop Worker position and a part-time pool position and added a Senior Grounds Keeper position.
- Janitorial has a new custodian position, along with a new custodial position in Animal Control.

Health insurance costs will not increase for current employees. Funding has not been included for cost of living or market adjustments in the proposed budget; however, funding has been included for the compensation study in the amount of \$762,000 for potential adjustments.

When we receive the results of the study, we are anticipating adjustment recommendations. Attraction and retention of the best-qualified applicants will demonstrate the City's commitment to its workforce. Our City employees continue to provide quality services to our residents, and I am confident that the dedication and commitment shown by our employees and our City Council to our community will continue.

In summary, I am happy to report that the City is in very good fiscal condition and that we expect to be able to continue with high quality day-to-day programs and services that our residents expect and deserve.

Respectfully Submitted,



Jeff Wagner



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Pasadena
Texas**

For the Fiscal Year Beginning

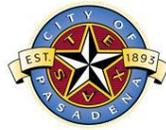
October 1, 2018

Christopher P. Morill

Executive Director



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**FY 2020 ADOPTED BUDGET
CITY OF PASADENA, TEXAS
PRINCIPAL OFFICIALS**

MAYOR

JEFF WAGNER

CHIEF OF STAFF

JAMES RODRIGUEZ

CITY COUNCIL

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

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

CITY CONTROLLER

JOMIE BLUMREICH

BUDGET & FINANCIAL PLANNING

SHERRY WOMACK

CITY SECRETARY

LINDA RORICK

DIRECTOR OF COMMUNITY RELATIONS

JOSEPH LINDBERG

CITY ATTORNEY

LEE CLARK

DIRECTOR OF PLANNING

DEANNA SCHMIDT

DIRECTOR OF PERSONNEL

DANIEL PENNINGTON

DIRECTOR OF HEALTH

KATHY PEREZ-ASHTON

DIRECTOR OF PUBLIC WORKS

ROBIN GREEN

DIRECTOR OF PARKS/RECREATION

JED APLACA

CHIEF OF POLICE

JOSHUA BRUEGGER

DIRECTOR OF ECONOMIC DEVELOPMENT

CARLOS GUZMAN

FIRE CHIEF

LANNY ARMSTRONG

PRESIDING JUDGE, MUNICIPAL COURTS

LESTER RORICK

FIRE MARSHALL

DAVID BRANNON

DIRECTOR OF MAINTENANCE SERVICES

ALLAN TEAGUE





CITY OF PASADENA, TEXAS

MISSION STATEMENT AND VALUES

Our mission is to inspire pride in Pasadena by

Protecting lives and resources;

Providing quality services; and

Planning for tomorrow.

Integrity:

We show strong character and constancy of action.

We deal honestly and reliably with others at all times.

Stewardship:

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

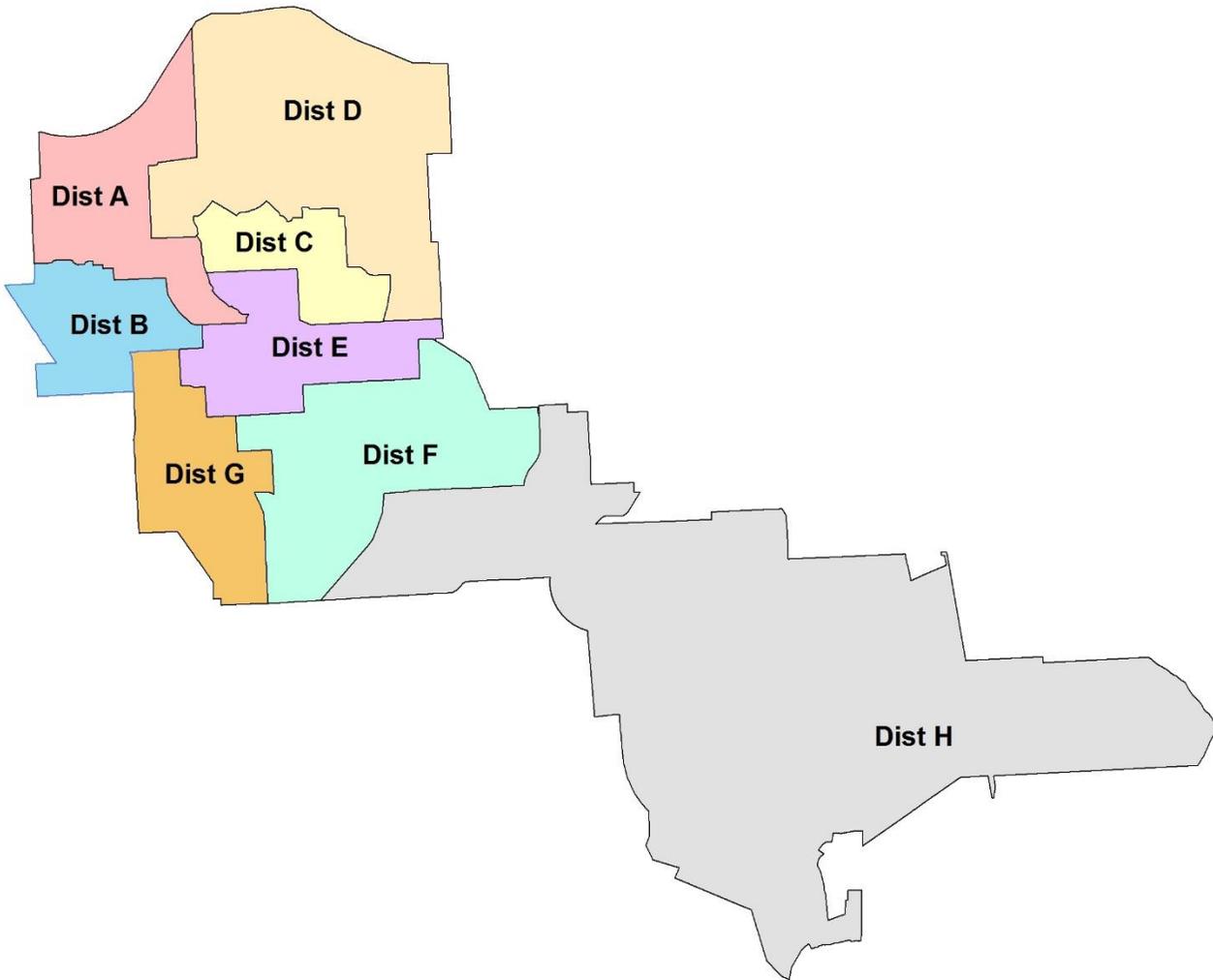
Respect:

We treat others the way we want to be treated.

Pride:

We gain personal fulfillment from doing our jobs well.

We display dignity in our appearance, behavior, and performance.



Council District

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



ORGANIZATION CHART

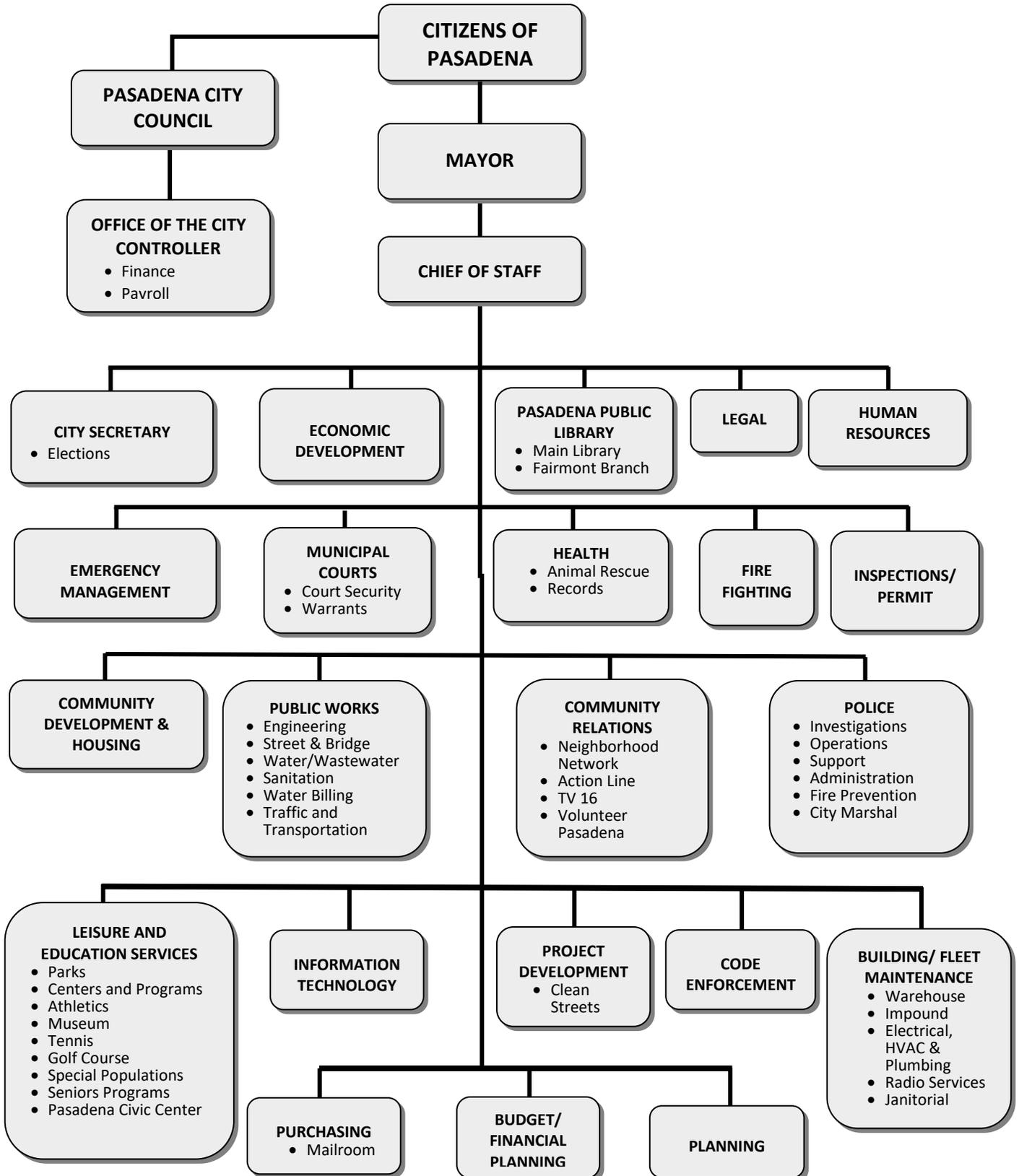




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Pasadena Economic Development Corporation

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(Board and Council Approved)
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**PROFILE OF PASADENA, TEXAS**

Welcome to the profile of the City of Pasadena. Although the fiscal year 2019-20 budget is necessarily a financial document, we also wish to acquaint you with some of the history, highlights and facilities of Pasadena, the great city in which we work and live.

CITY GOVERNMENT

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

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

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

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

HISTORY OF PASADENA

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

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



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

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

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

PASADENA TODAY

The City of Pasadena is the nineteenth largest city in Texas and the largest suburban city in the Houston metropolitan area. Pasadena is located in southeast Texas, bordering the Houston Ship Channel and currently has a land area of 59.2 total square miles divided into 15.5 square miles of industrial area and 43.7 square miles of residential/commercial area. Pasadena's 2018 population is estimated at 153,219 with the 2010 census population at 149,043.

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

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

**HOW TO USE THIS BUDGET DOCUMENT**

This document is the annual operating budget of the City of Pasadena for the fiscal year beginning October 1, 2019 and ending September 30, 2020. This is referred to throughout as the FY 2020 or FY20 Adopted Budget.

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

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

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

The City is required to make debt service payments to repay bonds sold to finance major capital improvement projects. Debt service payments are included in the Adopted Budget.

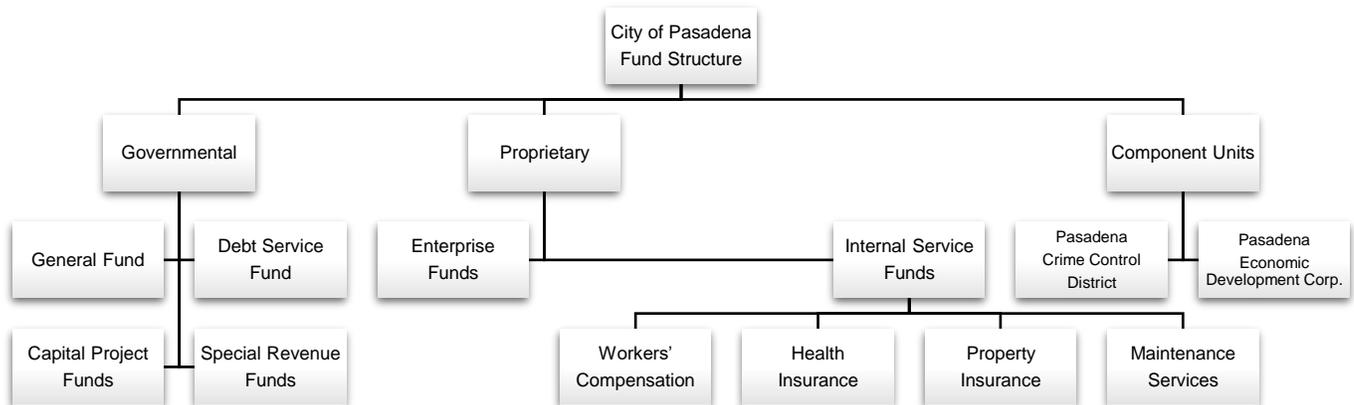
In accordance with governmental accounting and financial reporting standards, the City accounts for its revenues and expenditures in separate funds. This helps to ensure that taxes, fees, and charges intended for a specific purpose are in fact used for those purposes.

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



BUDGETING BY FUND

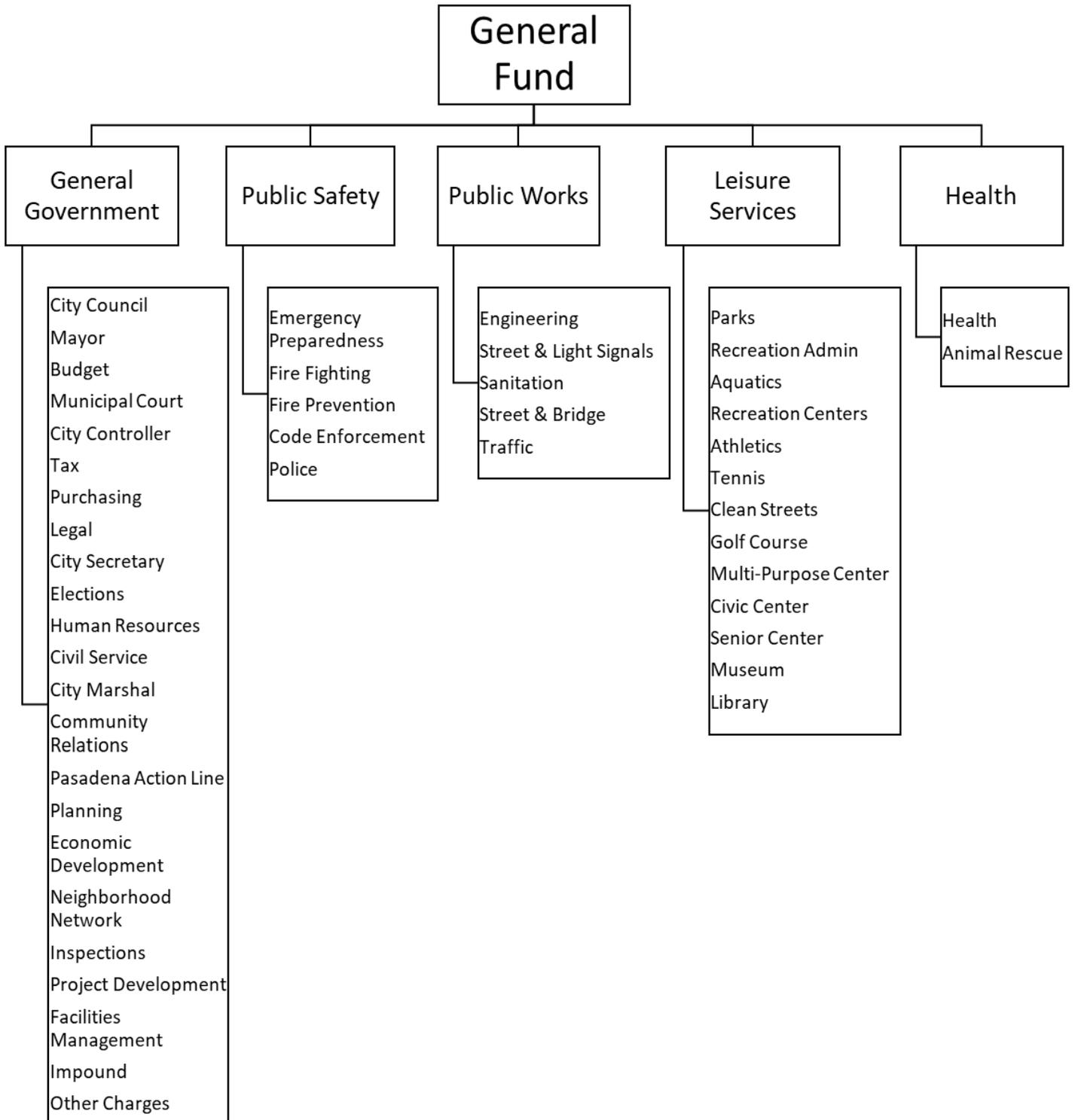
The City budget is organized into funds. For fiscal purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities and the changes therein are segregated and recorded. As depicted in the following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



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

Governmental Funds include:

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





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

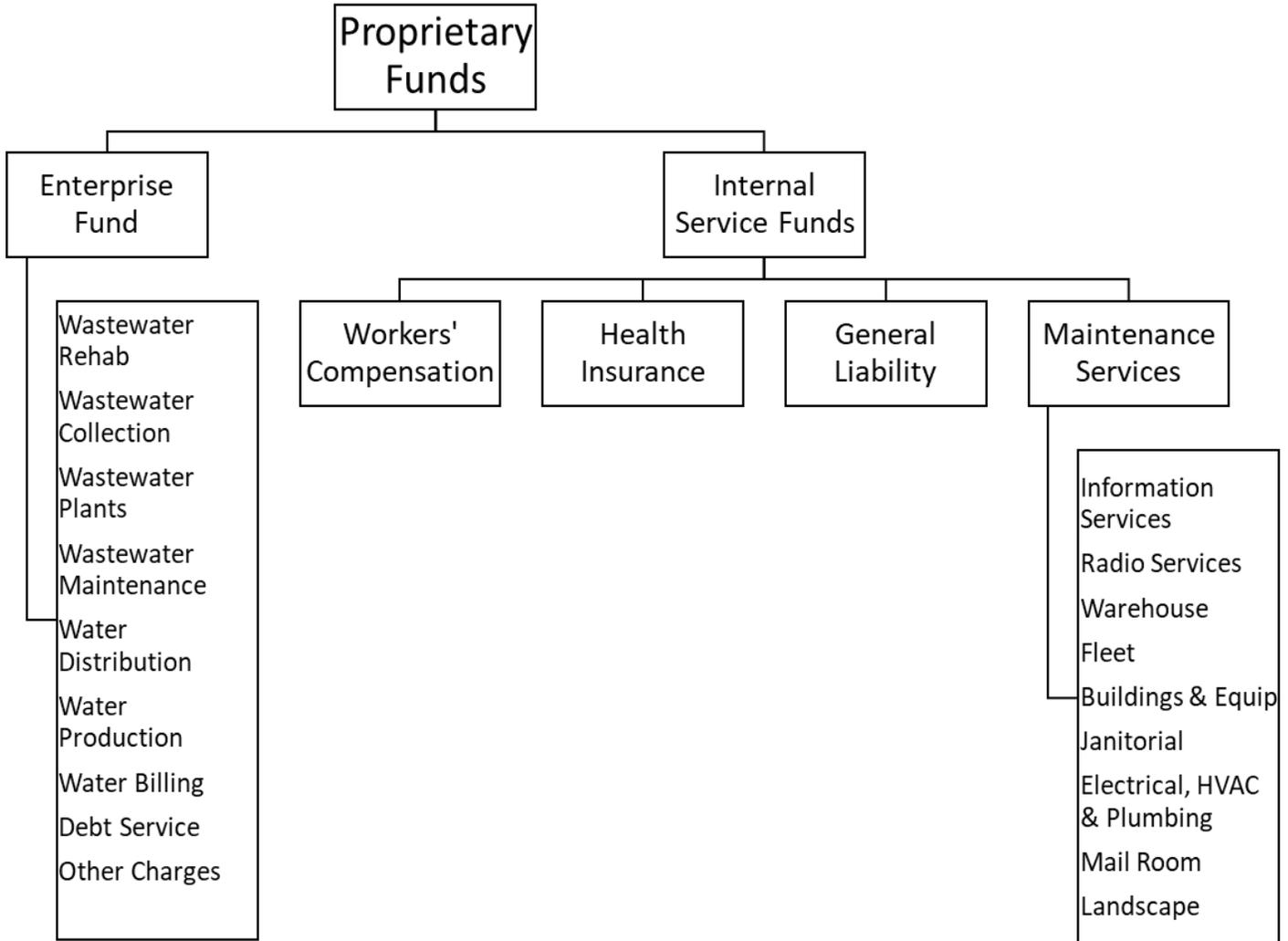
Debt Service Fund: The Debt Service Fund is budgeted for the repayment of general long-term debt being financed from tax-supported obligations. A specific portion of the property tax levy is set aside to pay legal debt obligations through this fund.

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

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

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

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



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

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

Pasadena Economic Development Corporation (PEDC) is an independent agency under state law and is a Type B Economic Development Corporation. The ½% sales tax is to be used for economic development which is administered by PEDC.

**BASIS OF ACCOUNTING**

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

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

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

BUDGET FORMAT

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

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

FY 2018 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2018. (Previous data has been updated.)

FY 2019 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2019.

FY 2019 Estimated – A projection (as of April 30, 2019) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2019.

FY 2020 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2020.

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 2020 Adopted Budget contains information about each fund and the departments within the fund. Summaries for each department include a mission statement, prior year accomplishments, budget year goals and objectives, performance indicators and funding levels.

The **Component Units** section includes the Pasadena Crime Control District and Pasadena Economic Development Corporation.

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

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

BUDGET PROCESS

The City Charter establishes the fiscal year which begins October 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 2019. After a review of the aforementioned projections, it was decided that FY 2020 expenditures would be proposed at FY 2019 approved levels. Departments were given the opportunity to submit additional employee requests. Once all additional requests were summarized, the Budget Office determined which requests would be incorporated into the proposed budget without causing a mismatch between revenues and expenditures. The combined data allowed for a preliminary or “draft” budget. This “draft” budget was presented to Council in late July. Shortly thereafter, one budget workshop was held. The final Adopted Budget for FY 2020 includes the results of these meetings and discussions.

BUDGET ADOPTION

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

**AMENDING THE BUDGET**

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

BUDGET POLICY

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

Operating Budget

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



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

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

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

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

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



FINANCIAL POLICIES

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A. Reporting Entity

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

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



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

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

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

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

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

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



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

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

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

Fund Financial Statements

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

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

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

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

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

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

Fund Financial Statements**Governmental Funds**

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

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



Proprietary Funds

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

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

Focus on Major Funds

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

The City reports the following major funds:

Governmental Funds

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

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

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



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

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

Proprietary Funds

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

Additionally, the City also reports the following fund type:

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

D. Assets, Liabilities, and Net Position or Fund Balance (Equity)

1. Cash, Cash Equivalents, and Investments

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



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

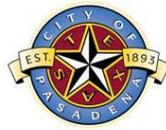
- 1) Obligations of the United States or its agencies and instrumentalities
- 2) Direct obligations of the State of Texas or its agencies
- 3) Other obligations, the principal of and interest on, which are unconditionally guaranteed or insured by the State of Texas or the United States
- 4) Obligations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

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

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

2. Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables/payables" or "advances to/from other funds". All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances". All trade and property taxes receivables are shown net of an allowance for uncollectible. The property tax receivable allowance is approximately equal to 70% of outstanding property taxes at September 30, 2019, less the revenues collected subsequently within 60 days after year end.



3. Inventories and Prepaid Items

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

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

4. Capital Assets

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

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

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

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

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



5. Deferred Outflows/Inflows of Resources

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

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



6. Pensions

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

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

7. Other Post-Employment Benefits

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

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



8. Compensated Absences

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

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

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

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

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

9. Bond Premiums/Discounts and Issuance Costs

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

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



10. Fund Balance (Equity)

a. Fund Balance Descriptions

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

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

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

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

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

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

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

**FY 2020 BUDGET SCHEDULE**

July 25, 2019	Fiscal year 2020 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 25, 2019	DRAFT Revenue/Expenditure Detail to Council
August 13, 2019	Council Workshop for Proposed FY 2020 Budget (after completion of regular council meeting)
August 20, 2019	Resolution calling for public hearing on the Proposed Budget for September 3, 2019
August 21, 2019	Notice of public hearing published in Pasadena Citizen (State law says must be published no longer than 30 days or 10 days before the public hearing)
September 3, 2019	Public hearing on FY 2020 Proposed Budget (held during council meeting)
September 3, 2019	Council vote on Fiscal 2020 Budget Ordinance (first reading)
September 3, 2019	Ordinance adopting assessments roll, first reading (schedule two public hearings on proposed tax rate if necessary)
September 17, 2019	Council vote on Fiscal 2020 Budget Ordinance (second reading) (City Charter requires budget to be approved by Sept. 27 th)
September 17, 2019	Ordinance adopting assessments roll, second reading. First public hearing on proposed 2019 property tax rate.
September 24, 2019	Second public hearing on proposed 2019 property tax rate.
October 1, 2019	First reading setting the 2019 property tax rate.
October 8, 2019	Second reading setting the 2019 property tax rate.



FY 2020 ADOPTED BUDGET CITYWIDE SUMMARY

OVERVIEW

Revenues and expenditures are presented both by fund and department/division. Funds include the General Fund, System Fund, Debt Service Fund, Special Revenue Funds and Component Unit Funds. In addition, the Internal Services Funds which include the Maintenance Fund, Worker’s Compensation Fund, Health Benefits Fund and the Property Insurance Fund are also reflected in this Adopted Budget. The City’s overall financial position is very sound. The reserves in the majority of funds are ample as seen below in the ending fund balance for FY20 of \$180.9 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2020 Adopted Budget includes expenditures of \$244.9 million for basic city services, an increase of \$3.4 million or 1.44% from the FY 2019 projected expenditures. The Budget also includes positions for approximately 1,159 full-time, part-time and seasonal staff positions.

BUDGET APPROACH

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

Last year, the City made key decisions that supported the budget throughout FY19. Those same strategies will continue to pay dividends into FY20. The FY20 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 2020 ADOPTED BUDGET

ADOPTED ENDING FUND BALANCES

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Governmental, water & sewer, crime control district, and pasadena economic dev corp. funds	\$ 125,285,748	\$ 148,423,122	\$ 147,880,890	\$ 162,813,932	\$ 168,958,394
Internal service funds	21,887,788	21,135,748	15,274,128	15,049,245	11,985,815
Total ending balances	\$ 147,173,536	\$ 169,558,870	\$ 163,155,018	\$ 177,863,177	\$ 180,944,209



FY 2020 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, SPECIAL FUNDS, AND COMPONENT UNITS

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 47,220,226	\$ 36,424,258	\$ 48,868,521	\$ 48,868,521	\$ 55,048,367
Debt service fund	1,493,541	2,060,784	2,339,765	2,339,765	2,606,765
Water and sewer fund	18,740,615	21,259,870	26,637,171	26,637,171	28,665,673
Special revenue funds	7,053,075	8,115,785	10,899,257	10,899,257	11,339,321
Crime control district fund	8,366,836	7,513,714	7,230,245	7,230,245	6,866,669
Pasadena economic dev corp	43,615,693	49,911,337	52,448,163	52,448,163	58,287,137
TOTAL	126,489,986	125,285,748	148,423,122	148,423,122	162,813,932
REVENUE					
General fund	106,255,800	113,745,864	120,839,807	124,814,191	126,316,230
Debt service fund	10,049,564	10,141,149	11,990,701	12,031,701	12,003,854
Water and sewer fund	42,108,912	44,996,234	43,110,000	43,732,810	43,465,650
Special revenue funds	3,191,927	4,638,481	2,811,000	3,470,350	2,783,950
Crime control district fund	10,296,652	11,164,783	10,500,000	10,920,000	10,730,000
Pasadena economic dev corp	10,947,517	12,273,314	11,168,035	12,874,127	11,974,200
TOTAL	182,850,372	196,959,825	200,419,543	207,843,179	207,273,884
EXPENDITURES					
General fund	117,051,768	101,301,601	121,278,174	118,634,345	126,316,230
Debt service fund	9,482,321	9,862,168	11,764,701	11,764,701	11,736,854
Water and sewer fund	39,589,657	39,618,933	42,861,484	41,704,308	43,465,650
Special revenue funds	2,129,217	1,855,009	3,440,454	3,030,286	3,481,332
Crime control district fund	11,149,774	11,448,252	11,827,682	11,283,576	10,730,000
Pasadena economic dev corp	4,651,873	9,736,488	9,789,280	7,035,153	5,399,356
TOTAL	184,054,610	173,822,451	200,961,775	193,452,369	201,129,422



	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	(10,795,968)	12,444,263	(438,367)	6,179,846	-
Debt service fund	567,243	278,981	226,000	267,000	267,000
Water and sewer fund	2,519,255	5,377,301	248,516	2,028,502	-
Special revenue funds	1,062,710	2,783,472	(629,454)	440,064	(697,382)
Crime control district fund	(853,122)	(283,469)	(1,327,682)	(363,576)	-
Pasadena economic dev corp	6,295,644	2,536,826	1,378,755	5,838,974	6,574,844
TOTAL	(1,204,238)	23,137,374	(542,232)	14,390,810	6,144,462
ENDING FUND BALANCE					
General fund	36,424,258	48,868,521	48,430,154	55,048,367	55,048,367
Debt service fund	2,060,784	2,339,765	2,565,765	2,606,765	2,873,765
Water and sewer fund	21,259,870	26,637,171	26,885,687	28,665,673	28,665,673
Special revenue funds	8,115,785	10,899,257	10,269,803	11,339,321	10,641,939
Crime control district fund	7,513,714	7,230,245	5,902,563	6,866,669	6,866,669
Pasadena economic dev corp	49,911,337	52,448,163	53,826,918	58,287,137	64,861,981
TOTAL	\$ 125,285,748	\$ 148,423,122	\$ 147,880,890	\$ 162,813,932	\$ 168,958,394


**FY 2020 ADOPTED BUDGET
INTERNAL SERVICE FUNDS**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 8,601,644	\$ 10,693,041	\$ 9,610,903	\$ 9,610,903	\$ 4,157,008
Health insurance fund	1,670,716	2,839,574	2,747,488	2,747,488	1,937,188
Workers' compensation fund	2,055,770	2,366,957	2,728,681	2,728,681	2,811,373
General liability insurance fund	5,994,610	5,807,871	6,048,676	6,048,676	6,143,676
TOTAL	18,322,740	21,707,443	21,135,748	21,135,748	15,049,245
REVENUE					
Maintenance fund	16,371,920	15,387,536	15,743,048	15,878,478	15,717,129
Health insurance fund	17,298,527	19,848,836	18,010,128	23,063,700	22,061,480
Workers' compensation fund	1,049,271	1,053,465	1,024,000	1,042,000	1,042,000
General liability insurance fund	1,828,610	1,957,814	1,985,000	1,960,000	1,960,000
TOTAL	36,548,328	38,247,651	36,762,176	41,944,178	40,780,609
EXPENDITURES					
Maintenance fund	14,280,523	16,469,674	22,542,467	21,332,373	18,037,718
Health insurance fund	16,129,669	19,940,922	17,319,000	23,874,000	23,040,000
Workers' compensation fund	738,084	691,741	897,329	959,308	901,321
General liability insurance fund	1,835,004	1,717,009	1,865,000	1,865,000	1,865,000
TOTAL	32,983,280	38,819,346	42,623,796	48,030,681	43,844,039
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	2,091,397	(1,082,138)	(6,799,419)	(5,453,895)	(2,320,589)
Health insurance fund	1,168,858	(92,086)	691,128	(810,300)	(978,520)
Workers' compensation fund	311,187	361,724	126,671	82,692	140,679
General liability insurance fund	(6,394)	240,805	120,000	95,000	95,000
TOTAL	3,565,048	(571,695)	(5,861,620)	(6,086,503)	(3,063,430)
ENDING FUND BALANCE					
Maintenance fund	10,693,041	9,610,903	2,811,484	4,157,008	1,836,419
Health insurance fund	2,839,574	2,747,488	3,438,616	1,937,188	958,668
Workers' compensation fund	2,366,957	2,728,681	2,855,352	2,811,373	2,952,052
General liability insurance fund	5,988,216	6,048,676	6,168,676	6,143,676	6,238,676
TOTAL	\$21,887,788	\$21,135,748	\$15,274,128	\$15,049,245	\$11,985,815

**FY 2020 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	\$ 55,048,367	\$ 126,316,230	\$ 126,316,230	\$ -	\$ 55,048,367	0.00%
Debt service fund							
041	Debt service fund	2,606,765	12,003,854	11,736,854	267,000	2,873,765	10.24%
Special revenue funds							
040	Equity sharing - treasury fund	499,481	7,600	125,000	(117,400)	382,081	-23.50%
042	Juvenile case manager fund	194,360	71,600	74,508	(2,908)	191,452	-1.50%
043	Child safety fund	1,038,921	274,000	419,904	(145,904)	893,017	-14.04%
044	Equity sharing - justice fund	1,238,342	24,000	377,000	(353,000)	885,342	-28.51%
045	Municipal courts security fund	7,263	100,350	78,899	21,451	28,714	295.35%
046	State forfeited and property fund	1,218,866	16,000	382,000	(366,000)	852,866	-30.03%
047	Law enforcement training fund	79,371	29,200	20,000	9,200	88,571	11.59%
048	Judicial efficiency fund	124,972	22,000	22,466	(466)	124,506	-0.37%
049	Court technology fund	62,282	134,000	149,200	(15,200)	47,082	-24.41%
064	Hotel and motel tax fund	5,533,031	1,500,000	932,426	567,574	6,100,605	10.26%
080	Preservation of vital statistics fun	71,363	6,400	23,493	(17,093)	54,270	-23.95%
081	1% public, ed and gov (peg) fund	800,715	260,000	364,000	(104,000)	696,715	-12.99%
200	Abandoned motor vehicle and prc	400,769	334,600	475,035	(140,435)	260,334	-35.04%
201	Sign removal fund	69,585	4,200	37,401	(33,201)	36,384	-47.71%
	Total special revenue funds	11,339,321	2,783,950	3,481,332	(697,382)	10,641,939	-6.15%
	Total governmental funds	68,994,453	141,104,034	141,534,416	(430,382)	68,564,071	-0.62%
Proprietary Funds:							
Enterprise fund							
003	Water and sewer fund	28,665,673	43,465,650	43,465,650	-	28,665,673	0.00%
Internal service funds							
002	Maintenance fund	4,157,008	15,717,129	18,037,718	(2,320,589)	1,836,419	-55.82%
067	Workers' compensation fund	2,811,373	1,042,000	901,321	140,679	2,952,052	5.00%
069	Health benefits fund	1,937,188	22,061,480	23,040,000	(978,520)	958,668	-50.51%
070	General liability insurance fund	6,143,676	1,960,000	1,865,000	95,000	6,238,676	1.55%
	Total internal service funds	15,049,245	40,780,609	43,844,039	(3,063,430)	11,985,815	-20.36%
	Total proprietary funds	43,714,918	84,246,259	87,309,689	(3,063,430)	40,651,488	-7.01%
Component Units:							
9950	Pasadena economic development	58,287,137	11,974,200	5,399,356	6,574,844	64,861,981	11.28%
210	Crime control district fund	6,866,669	10,730,000	10,730,000	-	6,866,669	0.00%
	Total component units	65,153,806	22,704,200	16,129,356	6,574,844	71,728,650	10.09%
	Total all funds	\$ 177,863,177	\$ 248,054,493	\$ 244,973,461	\$ 3,081,032	\$ 180,944,209	1.73%

**SIGNIFICANT CHANGES IN FUND BALANCES**

The **Debt Service Fund** balance is anticipated to increase 10.24% in FY20 due to more property taxes being collected than expenditures.

The **Equity Sharing – Treasury Fund** balance is anticipated to decrease 23.5% in FY20 due to the uncertain nature of federal seizure revenue to be collected. The fund's revenue is budgeted conservatively and will be adjusted if and when revenues are collected.

The **Child Safety Fund** balance is anticipated to decrease by 14.04% in FY20 due to expenditures exceeding anticipated revenues. These costs will be monitored and evaluated for efficiency.

The **Equity Sharing – Justice Fund** balance is anticipated to decrease 28.5% in FY20 due to the uncertain nature of federal seizure revenue to be collected. The fund's revenue is budgeted conservatively and will be adjusted if and when revenues are collected. Expenditures are also anticipated to be higher for FY20.

The **Municipal Courts Security Fund** balance is anticipated to increase 295.35% in FY20 due to a decrease in expenditures for FY20 personnel services.

The **State Forfeited and Property Fund** balance is anticipated to decrease 30% in FY20 due to the uncertain nature of state seizure revenue to be collected. The fund's revenue is budgeted conservatively and will be adjusted if and when revenues are collected.

The **Law Enforcement Training Fund** balance is anticipated to increase by 11.59% due to anticipated revenues being slightly higher than expenditures.

The **Court Technology Fund** balance is anticipated to decrease by 24.41% in FY20 due contractual services expenses exceeding revenues. These costs will be monitored and evaluated for efficiency.

The **Hotel and Motel Tax Fund** balance is anticipated to increase 10.26% in FY20 as revenue is projected to exceed expenditures.

The **Preservation of Vital Statistics Fund** balance is anticipated to decrease by 23.95% in FY20 due to increasing expenditures due to expanding vital statistics capabilities and technologies.

The **PEG fund** balance is anticipated to decrease nearly 13% in FY20 due to planned improvements to Pasadena Channel's facility upgrades.

The **Abandoned Motor Vehicle Fund** balance is anticipated to decrease by 35% in FY20. The revenues in this fund are unpredictable due to the unknown nature of seizures of abandoned vehicles. Expenditures have risen due to the expansion of the Code Enforcement Division's abandoned vehicle task force and the City's top priority getting abandoned vehicles off the streets.



The **Sign Removal Fund** balance is anticipated to decrease by 47.71% in FY20 due to increasing expenditures while the City is dedicating more resources to removing bandit signs.

The **Maintenance Fund** balance is anticipated to decrease 55.82% in FY20 due to expenditures exceeding revenues due to increasing materials and supplies costs.

The **Health Benefits Fund** balance is anticipated to decrease by 50.51% in FY20 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 Corporation's** fund balance is anticipated to increase by 11.28% as expenditures are anticipated to be down for the year.

**LONG-TERM DEBT**

The City's underlying bond ratings for Tax Supported Debt from Standard & Poor's is "AA" and from Fitch Ratings is "AA". The City's underlying bond ratings for Utility Supported Debt from Standard & Poor's is "AA-" and from Fitch Ratings is "AA". The City is limited to the amount of tax-supported debt it can incur by Article IX, Section 14 of the City Charter and state statutes which limits the City's total general obligation bonded indebtedness at any one time to 10% of assessed property value. The FY 2019 debt limitation for the City was \$797,945,135, which is significantly in excess of the City's outstanding general obligation debt. The FY 2020 debt limitation will be calculated in December 2019.

Government Activities**General Obligation Bonds, General Obligation Refunding Bonds and Certificates of Obligation**

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

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

	Interest %	Maturity	Purpose	Installments	Amount
\$20,030,000 GO Refunding, 2012	2.50 - 4.00	2/15/2023	Governmental type	\$435,000 to \$2,385,000	8,405,000
\$16,690,000 GO Refunding, 2012A	2.00 - 5.00	2/15/2025	Governmental type	\$145,000 to \$1,840,000	9,690,000
\$3,121,063 GO Refunding, 2014	3.00 - 4.00	2/15/2022	Governmental type	\$103,639 to \$778,142	1,170,611
\$12,525,000 GO Refunding, 2015	2.00 - 5.00	2/15/2027	Governmental type	\$755,000 to \$1,830,000	9,575,000
\$17,405,000 GO Refunding, 2016A	2.00 - 5.00	2/15/2028	Governmental type	\$265,000 to \$2,065,000	15,235,000
\$19,175,000 COB, 2017	2.00 - 4.00	2/15/2037	Governmental type	\$195,000 to \$1,635,000	18,710,000
\$33,945,000 COB, 2018	2.00 - 5.00	2/15/2038	Governmental type	\$400,000 to \$2,765,000	33,375,000
					<u>\$96,160,611</u>



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

Fiscal Year Ending September 30,	Principal	Interest	Total
2020	7,858,142	3,861,712	11,719,854
2021	8,183,830	3,537,119	11,720,949
2022	7,803,639	3,196,001	10,999,640
2023	6,930,000	2,868,863	9,798,863
2024	6,930,000	2,546,713	9,476,713
2025-2029	25,365,000	8,669,588	34,034,588
2030-2034	17,895,000	4,477,563	22,372,563
2035-2038	15,195,000	1,056,463	16,251,463
	\$96,160,611	\$30,214,022	\$126,374,633

Business-Type Activities

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

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

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

	Interest %	Maturity	Purpose	Installments	Amount
\$5,885,000 GOB Refunding Bonds, 2012A	2.00 - 5.00	2/15/2022	Refunding	\$275,000 to \$1,840,000	4,420,000
\$6,063,937 GOB Refunding Bonds, 2014	3.00 - 4.00	2/15/2022	Refunding	\$201,361 to \$1,511,858	2,274,389
\$50,210,000 GOB Refunding Bonds, 2016	2.00 - 5.00	2/15/2033	Refunding	\$440,000 to \$4,755,000	48,090,000
\$16,305,000 COB, 2017	2.00 - 4.00	2/15/2037		\$195,000 to \$1,635,000	15,175,000
					\$69,959,389

Debt service requirements to maturity are as follows:

Fiscal Year Ending September 30,	Principal	Interest	Total
2020	4,526,858	2,787,969	7,314,827
2021	4,551,170	2,601,387	7,152,557
2022	4,061,361	2,405,968	6,467,329
2023	3,745,000	2,232,544	5,977,544
2024	3,915,000	2,061,494	5,976,494
2025-2029	22,600,000	7,286,269	29,886,269
2030-2034	22,895,000	2,296,978	25,191,978
2035-2037	3,665,000	173,400	3,838,400
	\$69,959,389	\$21,846,009	\$91,805,398

**Changes in Long-Term Liabilities**

Long-term liability activity for the year ended September 30, 2019 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	\$ 51,068,224	\$ -	\$ (6,992,613)	\$ 44,075,611	\$ 7,263,142
Certificate of obligation bonds	18,905,000	33,945,000	(765,000)	52,085,000	595,000
	69,973,224	33,945,000	(7,757,613)	96,160,611	7,858,142
Add: Premiums on debt issuances	6,361,578	2,485,221	(1,013,184)	7,833,615	-
	76,334,802	36,430,221	(8,770,797)	103,994,226	7,858,142
Other Long-Term Debt					
Sales taxes revenue bonds payable	1,000,000	-	(1,000,000)	-	-
Add: Premiums on debt issuances	-	-	-	-	-
	1,000,000	-	(1,000,000)	-	-
Total Bonds Payable	77,334,802	36,430,221	(9,770,797)	103,994,226	7,858,142

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

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

Long-term liability activity for the year ended September 30, 2019 was as follows:

Business-Type Activities:

	Beginning	Additions/ Reclassification	Refunding/ Reductions	Ending	Due Within One Year
Bonds payable					
Revenue refunding bonds	\$ 2,355,000	\$ -	\$ (2,355,000)	\$ -	\$ -
General obligation refunding bonds	56,446,776	-	(1,662,387)	54,784,389	3,906,858
Certificate of Obligations	15,785,000	-	(610,000)	15,175,000	620,000
Add: Premiums on debt issuances	6,404,623	-	(591,243)	5,813,380	-
Total bonds payable	\$ 80,991,399	\$ -	\$ (5,218,630)	\$75,772,769	\$ 4,526,858

**STRATEGIES AND PLANS**

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

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

**FY 2020 ADOPTED BUDGET PRIORITIES**

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



FY 2020 ADOPTED BUDGET OVERVIEW OF THE ECONOMY

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

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

Significant indicators that impact the economic condition are the employment and unemployment statistics. In August 2019 the state's preliminary unemployment rate was at 3.4% ranking Texas as 25th in the nation according to the Bureau of Labor Statistics. While the Houston metro area had a preliminary unemployment rate of 3.8%, Pasadena's rate is slightly higher at 5.2%, which is following the state and nation downward trend.

The City's sales tax revenues, in the General Fund only, is anticipated to remain consistent at \$23,000,000 in FY20 like in FY19. The City's 2020 property tax collection is anticipated to remain the same in FY20 as FY19 due to City Council's adoption of the effective tax rate. The industrial district revenues are anticipated to remain at FY19 levels. FY19 industrial district revenues increased over previous years due to new negotiated and executed contracts with industrial district property owners.

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.

**FY 2020 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 shall levy two property tax rates: operations and maintenance and debt service. The debt service levy shall be sufficient for meeting all principal and interest payments associated with the City's outstanding tax-supported debt for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The operations and maintenance levy shall be accounted for in the General Fund.

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

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

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

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

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

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



**FY 2020 ADOPTED BUDGET
TOTAL REVENUES BY FUND**

FUND	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATED	FY 2020 ADOPTED	Increase/(Decrease) Over 2019 Estimated	
					AMOUNT	PERCENT
General fund	\$ 106,255,800	\$ 113,745,864	\$ 124,814,191	\$ 126,316,230	\$1,502,039	1.20%
Debt service fund	10,049,564	10,141,149	12,031,701	12,003,854	(27,847)	-0.23%
Water and sewer fund	42,108,912	44,996,234	43,732,810	43,465,650	(267,160)	-0.61%
Special revenue funds	3,191,927	4,638,481	3,470,350	2,783,950	(686,400)	-19.78%
Crime control district fund	10,296,652	11,164,783	10,920,000	10,730,000	(190,000)	-1.74%
Pasadena economic dev	10,947,517	12,273,314	12,874,127	11,974,200	(899,927)	-6.99%
Total revenues	\$182,850,372	\$196,959,825	\$207,843,179	\$207,273,884	\$ (569,295)	-0.27%

FY 2020 ADOPTED BUDGET

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

REVENUE CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATED	FY 2020 ADOPTED	Increase/(Decrease) Over 2019 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 45,307,747	\$ 50,169,950	\$ 54,291,092	\$ 59,926,228	5,635,136	10.38%
Sales taxes	42,034,610	45,415,998	45,700,000	44,650,000	(1,050,000)	-2.30%
Industrial district	17,283,049	17,947,752	19,403,000	19,403,000	-	0.00%
Utility taxes	9,039,680	9,103,244	10,306,600	10,367,600	61,000	0.59%
Other taxes	1,929,273	2,379,227	2,000,000	2,000,000	-	0.00%
Water and sewer	41,573,907	44,177,964	42,703,900	42,877,400	173,500	0.41%
Fees & permits	12,406,090	13,270,707	14,390,864	14,378,080	(12,784)	-0.09%
Fines	5,558,805	4,715,725	4,982,000	5,132,000	150,000	3.01%
Other	4,017,211	6,779,258	11,065,723	5,539,576	(5,526,147)	-49.94%
Other financing sources	3,700,000	3,000,000	3,000,000	3,000,000	-	0.00%
Total revenue by source	\$182,850,372	\$196,959,825	\$207,843,179	\$207,273,884	(569,295)	-0.27%



FY 2020 ADOPTED BUDGET REVENUE SUMMARY

Property Taxes

Total property taxes (including penalties and interest) were budgeted at \$59,926,228 for FY20 with the intention of adopting the rollback rate. City Council adopted the effective tax rate instead after the passing of the FY20 Annual Budget. The FY20 Budget will be amended to reflect this reduction in property tax revenue anticipated to be received. With the adoption of the effective tax rate, property tax revenues are expected to increase by \$1,139,649 or 2.08% over the FY 2019 projected amount. Property (ad valorem) taxes are assessed or levied on real and personal property as of January 1 of each year, however, the City did not receive a certified tax roll from the Harris County Appraisal District (HCAD) until after the budget had been proposed. City Council adopted a property tax rate of \$0.570342 per \$100 assessed value for the 2019 tax year; being lower than the 2018 property tax rate of \$0.615446 per \$100 assessed value.

The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.450703 or 79.02% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.119639 or 20.98% of the total rate) which is allocated to the debt service fund.

Sales Tax

Sales tax revenue included in the operating budget comes from three sources: a 1% tax that comes to the City of Pasadena’s General Fund, a ½% tax that goes to the Crime Control and Prevention District, and an additional ½% tax is garnered by the Pasadena Economic Development Corporation. Together these three portions of sales tax total 2% of retail sales for local purposes. The State of Texas receives income from a 6.25% sales tax on retail sales in Pasadena, bringing the total tax rate to 8.25%.

Sales tax revenue estimates are based largely on actual trends and a statistical model that helps identify key economic indicators tied to sales tax revenue. According to these efforts, it appears that regional economic base employment and inflation are key determinants of local retail sales. The sales tax statistical model is designed to replicate conditions in the marketplace as closely as possible. Projections are conservative due to the elastic nature of this economically sensitive revenue source. Sales tax revenue is the second largest source of income for the City (21.5%). Total sales taxes are anticipated to decrease by \$1,050,000 below the FY 2019 projections.

Industrial District Payments

Industrial District businesses and industry pay the City an amount in lieu of property taxes that would be paid were the District within City limits. These payments provide the fourth largest source of income for the City’s operating budget (9.3%). 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 FY20 Adopted Budget anticipates the same industrial revenue. The Industrial District includes properties along the Ship Channel and in the southern portion of the city east of Red Bluff Road, south of Fairmont Parkway and west of State Highway 146.

**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 2020 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will increase slightly in FY20.

Water and Sewer

FY20 water and sewer revenues for the City are budgeted at \$42.8 million, just slightly higher as compared to estimated revenues for FY19 of the amount of \$42.7 million. Adopted FY 2020 water revenues increase to \$22 million which is higher than the 2019 projected amount of \$21.9 million. Sewer revenues are budgeted at \$15 million in FY 2020. This is a \$102,900 increase as compared to FY19 estimate of \$14.97 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. FY20 permit revenue is expected to decrease by \$12,784.

Fines

Municipal Court fines are budgeted to have an increase of \$150,000 in FY20 over FY19.

Miscellaneous

This category includes other revenues from investment income, property sales, and recovery of costs from grants and a variety of sources. The significant decline from FY19 to FY20 is due to the one time payment of \$4.5 million received in FY19 from the Port of Houston for a renegotiation of an Industrial Agreement.

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

The priorities in the FY 2020 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 2020 Adopted Budget also emphasizes accountability for performance and results. Every city department continues to provide specific quantitative indicators against which they propose to be measured in the future. Those indicators appear in each budget unit’s presentation, and include measures of service demand, efficiency, and productivity.

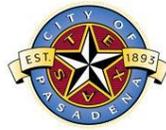
The General Fund includes half of city expenditures and provides the operating budget for most of the City’s basic services, including police, fire, streets, parks, health and libraries. The System Fund, the second largest fund, is home for water and wastewater services provided by the City. The System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

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

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

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

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


**FY 2020 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY FUND**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED	% OF TOTAL
General fund	\$ 117,051,768	\$ 101,301,601	\$ 121,278,174	\$ 118,634,345	\$ 126,316,230	51.6%
Debt service fund	9,482,321	9,862,168	11,764,701	11,764,701	11,736,854	4.8%
Maintenance fund	14,280,523	16,469,674	22,542,467	21,332,373	18,037,718	7.4%
Workers' compensation fund	738,084	691,741	897,329	959,308	901,321	0.4%
Health benefits fund	16,129,669	19,940,922	17,319,000	23,874,000	23,040,000	9.4%
General liability insurance fund	1,835,004	1,717,009	1,865,000	1,865,000	1,865,000	0.8%
Water and sewer fund	39,589,657	39,618,933	42,861,484	41,704,308	43,465,650	17.7%
Special revenue funds	2,129,217	1,855,009	3,440,454	3,030,286	3,481,332	1.4%
Crime control district fund	11,149,774	11,448,252	11,827,682	11,283,576	10,730,000	4.4%
Pasadena economic dev corp	4,651,873	9,736,488	9,789,280	7,035,153	5,399,356	2.2%
TOTAL	\$ 217,037,890	\$ 212,641,797	\$ 243,585,571	\$ 241,483,050	\$ 244,973,461	100.0%

**FY 2020 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY CATEGORY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED	% OF TOTAL
Personnel Services	\$ 91,290,415	\$ 91,196,501	\$ 99,920,024	\$ 97,667,184	\$ 101,959,380	41.6%
Contractual Services	25,122,476	24,422,307	33,698,480	29,297,468	34,156,045	13.9%
Materials & Supplies	10,646,828	11,073,500	14,421,574	12,134,294	14,376,627	5.9%
Maintenance Charges	13,834,847	13,540,779	14,307,453	14,464,958	14,632,099	6.0%
Other Charges	5,814,806	5,611,276	6,452,207	5,676,106	13,833,804	5.6%
Intergovernmental	63,700	96,721	70,000	70,000	70,000	0.0%
Capital Outlay	10,700,354	14,691,180	15,698,093	15,968,540	10,515,825	4.3%
Other Uses	34,648,857	39,604,889	41,338,417	47,038,177	44,824,681	18.3%
Other Financing Uses	24,915,607	12,404,644	17,679,323	19,166,323	10,605,000	4.3%
TOTAL	\$ 217,037,890	\$ 212,641,797	\$ 243,585,571	\$ 241,483,050	\$ 244,973,461	100.0%

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY****Personnel Expenses**

Personnel services is the largest city-wide expenditure accounting for approximately 42% of all expenditures. Total personnel expenses are expected to rise in FY20 which includes funding for approximately 1,159 positions.

Contractual Services

City-wide contractual services are expected to increase slightly in FY20 due to the increase in cost of professional services including trash services, project consulting, and utilities. Contractual services account for nearly 14% of the citywide expenditure budget.

Materials and Supplies

The cost of material and supplies is anticipated to increase in FY20 over FY19 budget due to the natural increase in cost of vehicle parts, minor equipment, and gasoline. Materials and supplies accounts for nearly 6% of the City's expenditure budget.

Maintenance Charges

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

Other Charges

Other charges is predominantly expenditures related to water purchases from the City of Houston. Water purchases have increased 4.8% from FY19. Other charges also consist of any contingencies if needed. Other charges shows a significant increase in FY20 because \$7,112,374 was set aside in a contingency account in the General Fund which is the additional revenue that the City would have received if City Council adopted the rollback tax rate. Since City Council approved the effective tax rate after the adoption of the FY20 budget, this line item will be amended to reflect that only \$1,139,649 will be collected in additional property tax revenue received from the adoption of the effective tax rate and new property added to the tax roll.

Capital Outlay

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

Other Uses

Other uses are expenditures that cover debt and interest payments. FY20 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 60).



INTERFUND TRANSFERS

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

Group Insurance

The City's contributions to the health benefits plan on behalf of employees are budgeted as expenditures in each operating department within the General, Maintenance and System funds. The Adopted Budget assumes that the current employee and retiree contribution rates established for the last three benefit plan years, which coincides with the calendar year, will remain the same for the 2019 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund have not been budgeted for FY20 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 2020 budget will transfer \$3 million as in FY19.

Maintenance Services

The Maintenance Fund provides services to all city departments primarily associated with operation and maintenance of City assets. Each operating budget includes expenditure amounts categorized as "Maintenance Services" that become income in the Maintenance fund. These amounts are based on a standard cost allocation to operating departments. Likewise, actual billings are based on actual costs and actual allocation criteria as described in the Maintenance fund summary. The full cost of replacing City vehicles each year from the Maintenance fund needs to be charged to the various operating funds to ensure sufficient funds exist in the Maintenance fund for future replacement of existing vehicles.

Other Transfers

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



**SUMMARY OF AMENDED AND ADOPTED POSITIONS
FISCAL YEAR 2018 THROUGH FISCAL YEAR 2020**

FUND/DEPARTMENT/DIVISION	FY 2018 AMENDED	FY 2019 AMENDED*	FY 2020 ADOPTED
GENERAL FUND PERSONNEL			
City Council	8	8	8
Mayor	4	4	4
Budget and Financial Planning	5	5	4
Municipal Court	37	36	36
City Controller's Office	18	18	18
Purchasing	5	5	5
Legal	8	9	9
City Secretary	5	5	5
Human Resources	10	9	9
City Marshal	11	11	11
Community Relations	9	9	9
Mayor's Action Line	6	6	6
Planning	5	5	5
Economic Development	4	5	5
Neighborhood Network	5	5	5
Inspections/Permit	19	19	21
Property Development	4	3	4
Impound	6	6	6
Engineering	17	16	15
Sanitation	40	42	42
Street and Bridge	32	31	31
Traffic and Transportation	12	12	12
Emergency Preparedness	6	6	6
Fire Department	9	8	8
Fire Prevention	12	12	13
Code Enforcement	11	12	12
<i>Police Department :</i>			
Administration	42	45	46
Investigations	51	55	53
Operations	231	236	232
Support	66	57	59
Police Department Subtotal	390	393	390



FUND/DEPARTMENT/DIVISION	FY 2018 AMENDED	FY 2019 AMENDED*	FY 2020 ADOPTED
Parks	40	40	40
Clean Streets	21	21	21
Recreation	34	34	37
Golf Course	9	10	9
Multi-Purpose Center	9	9	9
Convention Center	8	8	7
Senior Center	6	7	7
Museum	2	3	3
Health	15	15	15
Animal Control and Adoption	39	39	40
Library	46	43	43
GENERAL FUND TOTAL	927	929	930

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

SYSTEM FUND			
Wastewater Rehabilitation	17	17	17
Wastewater Collection	28	28	28
Wastewater Maintenance	10	10	10
Water Distribution	28	28	28
Water Production	11	11	11
Water Billing	28	26	26
SYSTEM FUND TOTAL	122	120	120

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



FUND/DEPARTMENT/DIVISION	FY 2018 AMENDED	FY 2019 AMENDED*	FY 2020 ADOPTED
COURT SECURITY FUND			
Municipal Court Security	1	1	1
COURT SECURITY FUND TOTAL	1	1	1

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

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

GRAND TOTAL	1,160	1,158	1,159
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* FY 2019 Amended as of 9/25/19

**CAPITAL IMPROVEMENT PROGRAM**

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

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

Impact on the Operating Budget

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

FY 2020 CAPITAL BUDGETED PROGRAMS

Program	Amount
Streets	\$ 17,650,000
Public Safety	\$ 1,300,000
Wastewater	\$ 9,121,617
Water	\$ 9,238,530
Municipal Facilities	\$ 6,136,925
Drainage	\$ 65,773,911
Parks	\$ 2,687,000
Traffic	\$ 800,000
TOTAL	\$ 112,707,983



Streets Program

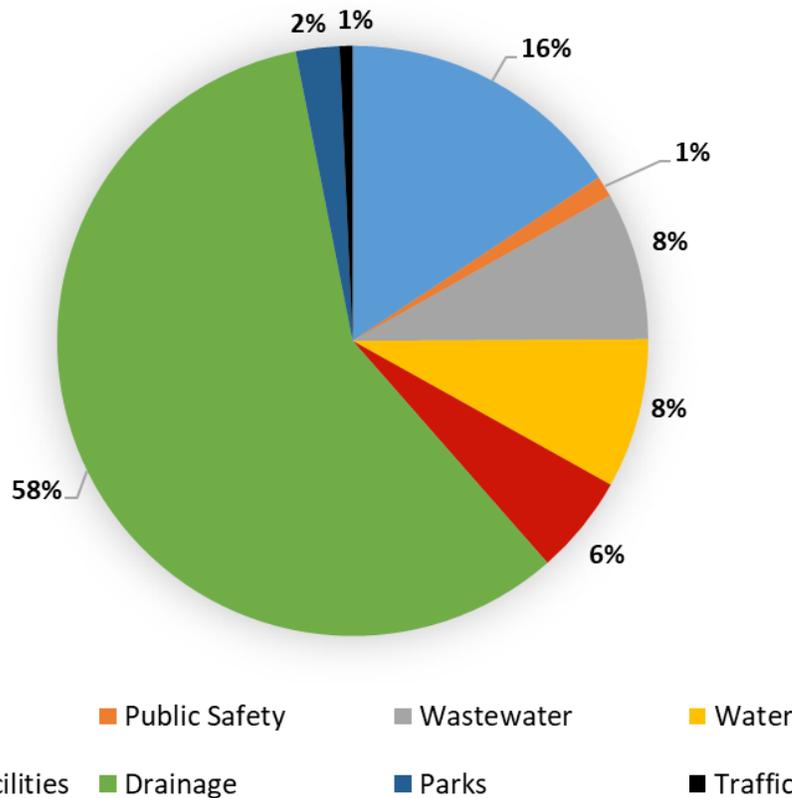
The CIP includes \$17.65 million for streets in FY 2020. Many street projects identified were not only included because of diminished road surface quality, but because of the need to replace water and sewer lines and/or address drainage issues. The Street Program includes collector streets, residential 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 \$65.7 million in funding for drainage projects for FY 2020. While virtually every proposed street project in the CIP includes a drainage component, there are many drainage problems that cannot be accomplished through a street project. Because Harris County Flood Control District (HCFCD) is responsible for the bayous and drainage ways into which Pasadena’s storm water eventually flows, the projects in the CIP reflect a conscious attempt to address the City’s major drainage problems in conjunction with HCFCD. FEMA is providing grant funds to complete \$49.5 million worth of drainage projects in FY20.

Traffic Program

The Traffic Program includes \$800,000 in the FY 2020 CIP. These projects include intersection redesign, continuation of upgrades to the City’s traffic signal system, and installation of a number of new traffic signals across the city.



**Public Safety**

The CIP includes \$1,300,000 for the Fire Department for FY 2020. This will fund improvements to Fire Station #8 and #9. Funding for these facilities is coming from issuing certificates of obligation.

Municipal Facilities

The Facilities Program includes \$6.1 million. Nearly \$4 million is budgeted for renovations and park conversion of the Old City Hall building. Nearly \$1 million is budgeted for improvements at City Hall including HVAC and generator improvements.

Park Improvements

The Park Improvements Program includes \$2.7 million approved for FY 2020. These projects will be funded with the issuance of certificates of obligation. These projects are a balanced effort to improve the City's park system, hike and bike trails, renovation or reconstruction of existing facilities, new park facilities, and beautification projects to enhance the City's image.

Water Improvements

The Water Program for FY 2020 includes \$9.2 million for various waterline improvements and installation of fire hydrants.

Wastewater Improvements

The Wastewater Program includes \$9.1 million for FY 2020. These projects will include sanitary sewer line rehabilitations and the construction of lift stations and force mains.

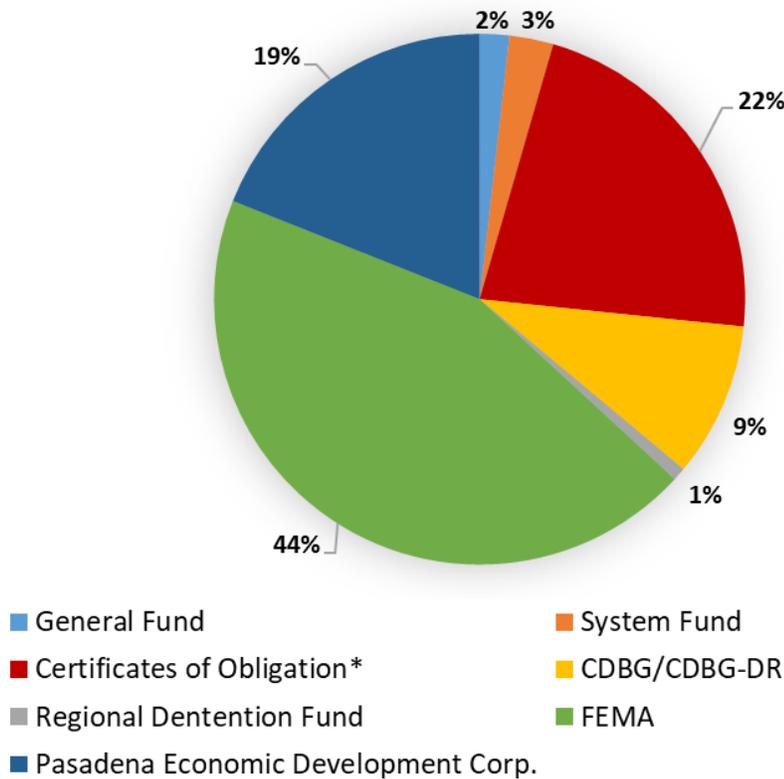


CIP FINANCING PLAN

FY 2020 capital improvement expenditures will be funded with a combination of funding sources including the General Fund, System Fund, Certificates of Obligations, Community Development Block Grant (CDBG) and Community Development Block Grant – Disaster Recovery (CDBG-DR) grant funds, Regional Detention Fund, FEMA, State Seizure Fund and the Pasadena Economic Development Corporation. The table and chart below provide a summary of funding sources for FY20 CIP expenditures.

Funding Source	Amount
General Fund	\$ 2,027,241
System Fund	\$ 3,000,000
Certificates of Obligation*	\$ 24,900,323
CDBG/CDBG-DR	\$ 10,572,578
Regional Detention Fund	\$ 900,000
FEMA	\$ 49,595,710
Pasadena Economic Development Corp.	\$ 21,300,000
State Seizure Fund	\$ 412,131
TOTAL	\$ 112,707,983

*\$12,502,500 from COs issued in FY18 and \$12,397,823 from COs issued in FY17

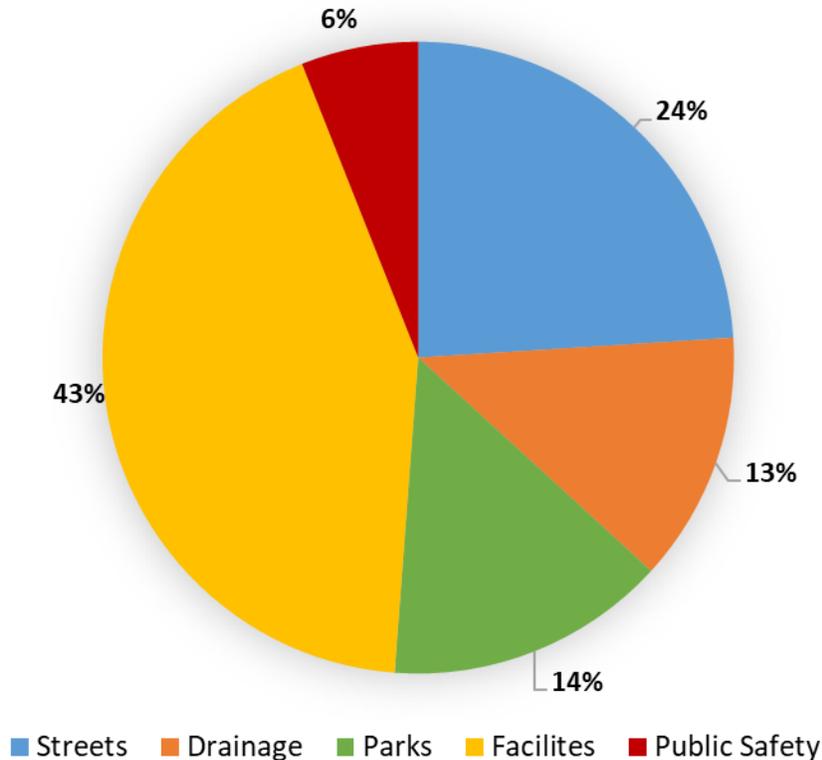




Certificates of Obligation

City Council authorized the issuance of certificates of obligation in the amount of \$36,000,000 on September 18, 2018. The projects listed below are to be funded in FY20 with remaining CO funds.

Program	Project	Amount
Streets	Pansy Street Phase II	\$ 1,000,000
Streets	Wafer Street Phase II	\$ 2,000,000
Drainage	Browning Subdivision Drainage Improvements	\$ 1,350,000
Drainage	Golden Acres Detention/Bliss Meadows Drainage Facility	\$ 250,000
Parks	Burke-Crenshaw Park	\$ 200,000
Parks	Golf Course Phase II	\$ 1,400,000
Parks	Strawberry Tennis Courts Renovation	\$ 200,000
Facilities	Old City Hall Abatement & Demolition	\$ 4,052,500
Facilities	City Hall Improvements	\$ 1,050,000
Facilities	Library Renovations	\$ 250,000
Public Safety	Fire Station #8	\$ 750,000
Total Certificates of Obligation		\$ 12,502,500





**FY 2020 ADOPTED BUDGET
GENERAL FUND SUMMARY**

OVERVIEW

The FY 2020 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$55 million. The General Fund provides the financing for all of the City of Pasadena’s basic services except water and wastewater, which are accounted for through the System Fund. General Fund services include all 9-1-1 services, including police and fire, and emergency medical services. Street, drainage and park maintenance are also provided through the General Fund, as are recreation, health and library programs. The City’s main governmental buildings are maintained and operated through the General Fund, including City Hall, the Police Station, Library, fire stations, and other facilities owned by the City. Also, the main governmental functions including the offices of the City’s Mayor and City Council, are operated through the General Fund.

**FY 2020 PROPOSED BUDGET
GENERAL FUND SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
BEGINNING FUND BALANCE	\$47,220,226	\$36,424,258	\$48,868,521	\$48,868,521	\$55,048,367
REVENUES	106,255,800	113,745,864	120,839,807	124,814,191	126,316,230
EXPENDITURES	117,051,768	101,301,601	121,278,174	118,634,345	126,316,230
REVENUES OVER/(UNDER) EXPENDITURES	(10,795,968)	12,444,263	(438,367)	6,179,846	-
ENDING FUND BALANCE	36,424,258	48,868,521	48,430,154	55,048,367	55,048,367
TWO MONTH RESERVE REQUIREMENT *	16,960,149	16,233,326	18,644,975	18,000,170	20,594,372
OVER/(UNDER) REQUIREMENT	\$19,464,109	\$32,635,195	\$29,785,179	\$37,048,197	\$34,453,995

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



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**FY 2020 ADOPTED BUDGET
GENERAL FUND REVENUE SUMMARY**

REVENUE CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
General property taxes	\$ 35,268,745	\$ 40,058,984	\$ 42,567,176	\$ 42,309,391	\$ 47,972,374
Industrial district fees	17,283,049	17,947,752	17,903,000	19,403,000	19,403,000
Sales tax	21,207,907	22,899,751	22,000,000	23,000,000	23,000,000
Utility taxes	9,039,680	9,103,244	9,087,600	10,306,600	10,367,600
Mixed drink tax	299,955	344,747	340,000	340,000	340,000
Bingo tax	33	3	-	-	-
Business licenses and permits	2,370,123	2,417,312	2,175,000	2,255,700	2,260,700
Occupational licenses and permits	109,437	100,012	96,650	107,230	107,030
Non-business licenses and permits	72,988	71,934	70,800	70,000	70,000
Municipal court fines and fees	5,187,787	4,399,050	4,904,000	4,662,000	4,812,000
Solid waste collection	6,915,695	7,604,510	9,037,300	9,034,300	9,034,300
Health services	386,668	403,039	393,000	397,000	397,000
Library services	43,953	39,268	45,000	40,000	40,000
Property management	344,332	341,845	337,680	341,584	324,000
Recreation	187,609	220,711	187,200	186,550	186,550
Golf	476,633	575,310	563,000	557,000	557,000
Swimming pools	285,347	266,133	272,000	252,000	252,000
Tennis	11,163	8,974	10,000	10,000	10,000
Other centers	72,833	92,496	79,100	79,500	79,500
Civic center	313,630	345,741	286,000	288,000	288,000
Miscellaneous	812,799	780,182	784,600	769,000	769,000
Intergovernmental revenues	234,794	217,361	220,946	214,265	214,946
Sale of capital assets	134,586	3,957	40,000	40,000	40,000
Other revenues	925,824	1,435,557	5,662,755	5,649,071	1,289,230
Investment income	570,230	1,067,991	777,000	1,502,000	1,502,000
Interfund transfers	3,700,000	3,000,000	3,000,000	3,000,000	3,000,000
TOTAL	\$ 106,255,800	\$ 113,745,864	\$ 120,839,807	\$ 124,814,191	\$ 126,316,230



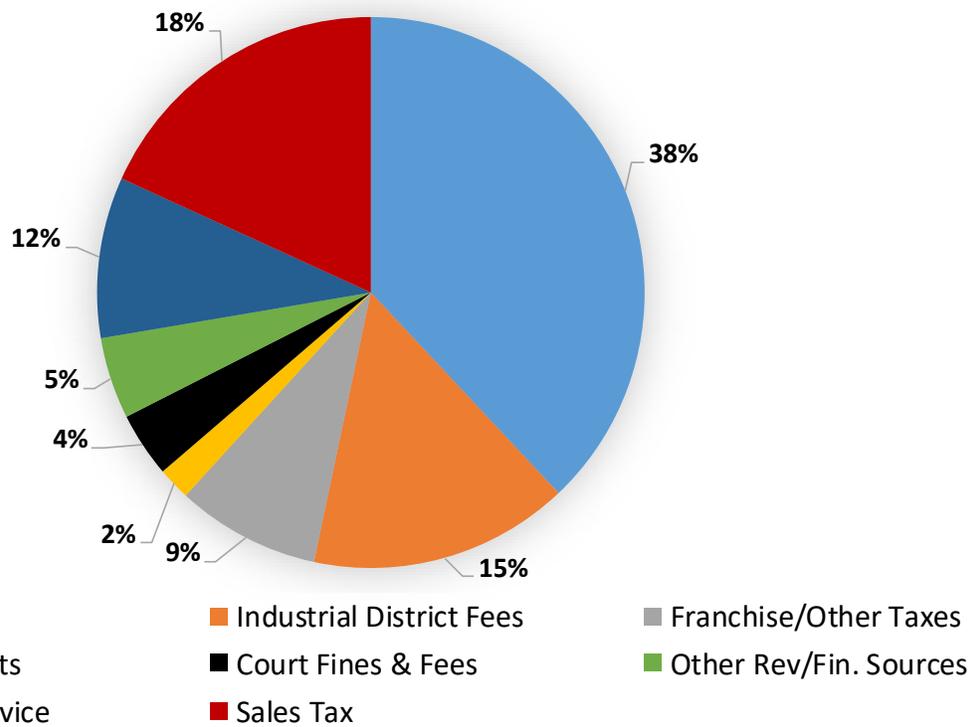
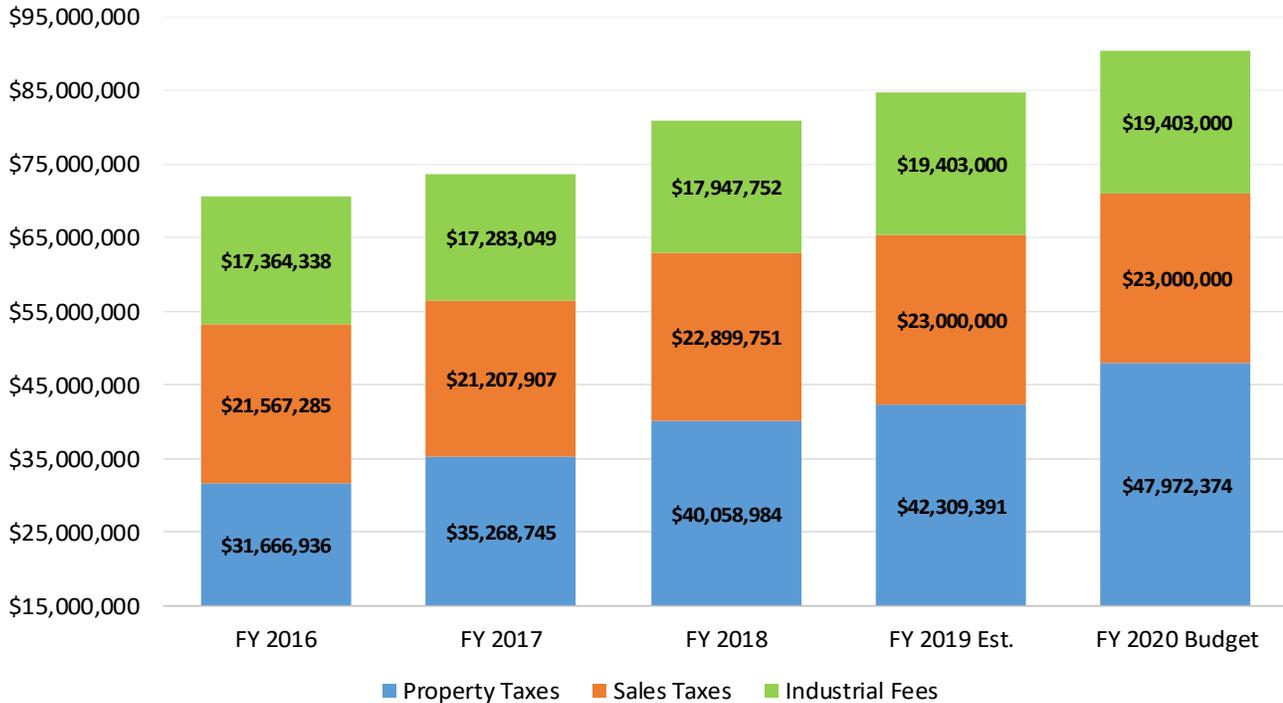
REVENUE CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATED	FY 2020 ADOPTED
TAXES					
General property taxes					
Ad valorem taxes	\$ 34,820,636	\$ 39,582,962	\$ 42,227,176	\$ 41,969,391	\$ 47,632,374
Penalty and interest	448,109	476,022	340,000	340,000	340,000
General property taxes	35,268,745	40,058,984	42,567,176	42,309,391	47,972,374
Business taxes					
Industrial district fees	17,283,049	17,947,752	17,903,000	19,403,000	19,403,000
Sales tax	21,207,907	22,899,751	22,000,000	23,000,000	23,000,000
Utility taxes					
Electric franchise	4,841,201	4,798,651	4,800,000	4,800,000	4,850,000
Gas franchise	604,238	710,533	800,000	709,000	710,000
Telecommunications franch	1,476,368	1,341,708	1,300,000	1,300,000	1,300,000
Cable TV franchise	967,848	933,314	930,000	940,000	940,000
Commerical services	894,260	1,044,983	1,000,000	2,300,000	2,300,000
Other franchises	255,765	274,055	257,600	257,600	267,600
Utility taxes	9,039,680	9,103,244	9,087,600	10,306,600	10,367,600
Other taxes					
Mixed drink tax	299,955	344,747	340,000	340,000	340,000
Bingo tax	33	3	-	-	-
Other taxes	299,988	344,750	340,000	340,000	340,000
Business taxes	47,830,624	50,295,497	49,330,600	53,049,600	53,110,600
TAXES TOTAL	83,099,369	90,354,481	91,897,776	95,358,991	101,082,974
LICENSES AND PERMITS					
Business types	2,370,123	2,417,312	2,175,000	2,255,700	2,260,700
Occupational types	109,437	100,012	96,650	107,230	107,030
Non-business types	72,988	71,934	70,800	70,000	70,000
LICENSES AND PERMITS TOTAL	2,552,548	2,589,258	2,342,450	2,432,930	2,437,730
MUNICIPAL COURT FINES AND FEES					
Fines	3,220,043	2,715,132	3,104,000	2,962,000	3,112,000
Administrative fees	1,967,744	1,683,918	1,800,000	1,700,000	1,700,000
MUNICIPAL COURT FINES TOTAL	5,187,787	4,399,050	4,904,000	4,662,000	4,812,000



REVENUE CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATED	FY 2020 ADOPTED
CHARGES FOR SERVICES					
Solid waste collection	6,915,695	7,604,510	9,037,300	9,034,300	9,034,300
Health services	386,668	403,039	393,000	397,000	397,000
Library services	43,953	39,268	45,000	40,000	40,000
Property management	344,332	341,845	337,680	341,584	324,000
Parks and recreation fees					
Recreation	187,609	220,711	187,200	186,550	186,550
Golf	476,633	575,310	563,000	557,000	557,000
Swimming pools	285,347	266,133	272,000	252,000	252,000
Tennis	11,163	8,974	10,000	10,000	10,000
Other centers	72,833	92,496	79,100	79,500	79,500
Parks and recreation fees subtotal	1,033,585	1,163,624	1,111,300	1,085,050	1,085,050
Civic center	313,630	345,741	286,000	288,000	288,000
Miscellaneous	812,799	780,182	784,600	769,000	769,000
CHARGES FOR SERVICES TOTAL	9,850,662	10,678,209	11,994,880	11,954,934	11,937,350
OTHER REVENUE					
Intergovernmental revenues	234,794	217,361	220,946	214,265	214,946
Sale of capital assets	134,586	3,957	40,000	40,000	40,000
Other revenues	925,824	1,435,557	5,662,755	5,649,071	1,289,230
Investment income	570,230	1,067,991	777,000	1,502,000	1,502,000
OTHER REVENUE TOTAL	1,865,434	2,724,866	6,700,701	7,405,336	3,046,176
OTHER FINANCING SOURCES					
Interfund transfers	3,700,000	3,000,000	3,000,000	3,000,000	3,000,000
OTHER FINANCING SOURCES TOTAL	3,700,000	3,000,000	3,000,000	3,000,000	3,000,000
TOTAL	\$ 106,255,800	\$ 113,745,864	\$ 120,839,807	\$ 124,814,191	\$ 126,316,230



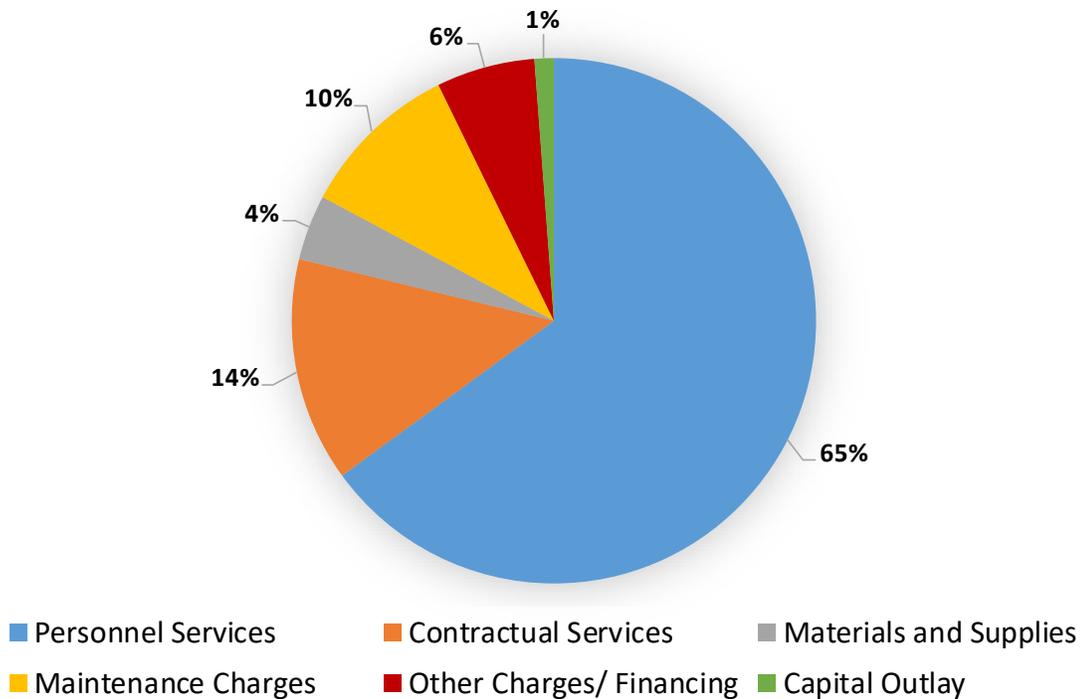
General Fund revenues come primarily from broad-based taxes, including property, sales and franchise taxes. Business taxes, including in lieu of tax payments made by industrial district companies that are outside the City, provide another major source of revenue. Below are graphical representations of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





**FY 2020 ADOPTED BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	70,494,378	68,812,853	77,073,836	75,900,268	79,129,430
Contractual services	15,046,887	13,003,077	16,387,341	15,176,337	16,993,376
Materials and supplies	4,054,764	4,015,061	4,772,540	3,675,792	4,589,357
Maintenance charges	10,854,526	10,583,317	11,548,890	11,636,567	11,735,936
Other charges	217,857	374,228	479,080	461,356	8,093,654
Other Uses	57,461	62,459	92,500	92,500	92,500
Other financing uses	15,290,872	3,901,644	9,408,323	10,633,323	2,750,000
Capital outlay	1,035,023	548,962	1,515,664	1,058,202	2,931,977
TOTAL	117,051,768	101,301,601	121,278,174	118,634,345	126,316,230





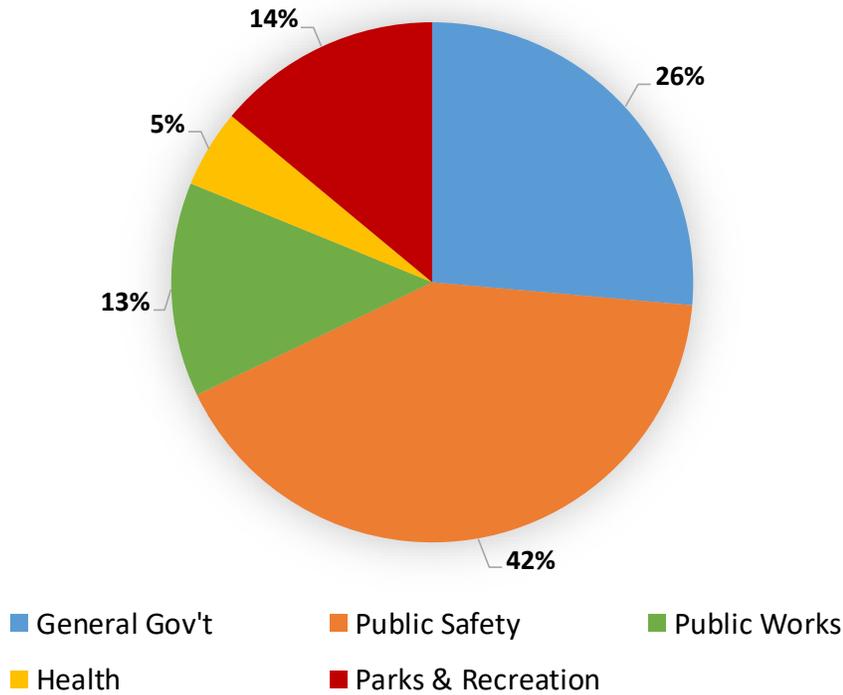
DEPT #	DEPARTMENT NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
General Government						
10100	City Council	185,809	183,275	232,191	234,867	231,475
10200	Mayor	733,953	629,208	648,135	647,409	662,051
10300	Budget and Financial Planning	841,662	427,371	683,108	480,278	587,888
10400	Municipal court	2,339,207	2,241,404	2,420,408	2,521,853	2,526,514
10500	City controller	2,262,273	1,963,251	2,248,292	2,194,776	2,279,930
10600	Tax	480,847	517,363	512,520	512,520	595,520
10700	Purchasing	462,562	509,096	526,383	522,685	537,162
10800	Legal	2,584,578	1,325,432	1,737,686	1,579,392	1,501,896
10900	City secretary	392,793	389,501	481,574	463,567	489,080
11000	Elections	63,559	67,210	67,150	58,400	5,650
11100	Human resources	886,385	764,478	1,098,893	906,033	1,041,749
11200	Civil service	21,283	40,555	58,400	55,700	58,400
11300	City marshal	1,227,341	1,153,315	1,315,290	1,328,816	1,355,034
11400	Community relations	1,100,513	1,134,533	1,270,795	1,219,550	1,265,741
11410	Pasadena action line	437,402	475,013	443,574	433,516	445,274
11500	Planning	1,376,173	540,192	668,947	658,646	704,170
11505	Economic development	293,348	475,393	620,157	549,022	639,524
11510	Neighborhood network	252,184	491,413	634,035	593,467	564,825
11600	Inspections	1,608,277	1,569,227	1,724,700	1,622,097	1,939,548
11700	Project development	1,176,405	1,391,279	1,831,199	1,372,384	1,735,761
11725	New city hall	1,257,296	590,484	731,829	1,074,329	835,864
11727	Facilities management	-	-	335,500	264,583	188,973
11740	Impound/storage	394,307	385,408	399,988	336,263	389,731
11800	Other charges	167,833	227,512	1,763,197	1,763,197	10,028,328
11801	Other charges\transfers out	15,290,872	3,901,644	9,408,323	10,633,323	2,750,000
TOTAL GENERAL GOVERNMENT		\$ 35,836,862	\$ 21,393,557	\$ 31,862,274	\$ 32,026,673	\$ 33,360,088
Public Safety						
13100	Emergency preparedness	880,600	961,926	941,826	949,181	1,011,020
13200	Fire fighting	3,265,588	3,166,250	3,750,812	3,439,123	5,054,131
13300	Fire prevention	1,668,472	1,584,240	1,708,643	1,822,211	1,749,901
13350	Code enforcement	661,923	661,070	821,213	717,874	808,138
13400	Police	38,989,559	37,858,977	42,450,399	42,574,322	43,753,720
TOTAL PUBLIC SAFETY		\$ 45,466,142	\$ 44,232,463	\$ 49,672,893	\$ 49,502,711	\$ 52,376,910



DEPT #	DEPARTMENT NAME	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Public Works						
14100	Engineering	2,287,035	2,319,272	2,125,464	2,112,039	2,202,753
14200	Street lighting and signals	1,306,092	1,277,345	1,418,000	1,300,000	1,418,000
14300	Sanitation	7,058,709	7,601,084	8,387,987	8,011,548	8,480,046
14400	Street and bridge	2,991,958	2,713,033	2,987,199	2,860,943	2,992,765
14500	Traffic and transportation	1,604,799	1,626,076	1,676,710	1,560,666	1,737,670
TOTAL PUBLIC WORKS		\$ 15,248,593	\$ 15,536,810	\$ 16,595,360	\$ 15,845,196	\$ 16,831,234
Health						
16100	Health	1,739,343	1,741,694	1,953,046	1,898,043	2,621,585
16200	Animal rescue and assistance	2,822,218	2,801,295	3,363,633	3,083,573	3,496,755
TOTAL HEALTH		\$ 4,561,561	\$ 4,542,989	\$ 5,316,679	\$ 4,981,616	\$ 6,118,340
Parks and Recreation						
15100	Parks	3,829,724	3,608,948	4,497,809	3,709,707	4,422,444
15200	Recreation	3,610,213	3,400,077	4,054,261	3,805,026	4,070,982
15300	Clean streets	1,686,571	1,699,602	1,971,241	1,831,539	1,963,575
15400	Golf course	902,609	911,623	992,880	993,771	1,018,596
15500	Multi-purpose center	539,132	556,443	590,686	604,758	626,921
15600	Civic center	739,191	752,816	795,395	749,165	770,540
15700	Senior center-Madison Jobe	568,993	616,277	764,122	649,846	693,393
15700	Museums	28,765	24,552	134,331	123,891	154,342
17010	Library	4,033,412	4,025,444	4,030,243	3,810,446	3,908,865
TOTAL CULTURE AND RECREATION		\$ 15,938,610	\$ 15,595,782	\$ 17,830,968	\$ 16,278,149	\$ 17,629,658
TOTAL EXPENDITURES		\$ 117,051,768	\$ 101,301,601	\$ 121,278,174	\$ 118,634,345	\$ 126,316,230



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



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


**FY 2020 ADOPTED BUDGET
GENERAL GOVERNMENT EXPENDITURE SUMMARY**

BY CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	12,805,361	12,371,940	15,175,723	14,843,839	15,923,915
Contractual services	4,958,735	2,324,598	3,994,463	3,557,213	3,886,304
Materials and supplies	705,240	786,088	791,083	507,420	674,741
Maintenance charges	1,809,573	1,689,698	1,808,682	1,813,378	1,784,254
Capital outlay	187,542	230,084	535,000	525,000	320,000
Other uses	79,539	89,505	149,000	146,500	8,020,874
Other financing uses	15,290,872	3,901,644	9,408,323	10,633,323	2,750,000
TOTAL	35,836,862	21,393,557	31,862,274	32,026,673	33,360,088
BY DEPARTMENT/DIVISION					
City council	185,809	183,275	232,191	234,867	231,475
Mayor	733,953	629,208	648,135	647,409	662,051
Budget	841,662	427,371	683,108	480,278	587,888
Municipal court	2,339,207	2,241,404	2,420,408	2,521,853	2,526,514
Controller's office	2,262,273	1,963,251	2,248,292	2,194,776	2,279,930
Tax	480,847	517,363	512,520	512,520	595,520
Purchasing	462,562	509,096	526,383	522,685	537,162
Legal	2,584,578	1,325,432	1,737,686	1,579,392	1,501,896
City secretary	392,793	389,501	481,574	463,567	489,080
Elections	63,559	67,210	67,150	58,400	5,650
Human resources	886,385	764,478	1,098,893	906,033	1,041,749
Civil service	21,283	40,555	58,400	55,700	58,400
City marshal	1,227,341	1,153,315	1,315,290	1,328,816	1,355,034
Communications	1,100,513	1,134,533	1,270,795	1,219,550	1,265,741
Pasadena action line	437,402	475,013	443,574	433,516	445,274
Planning	1,376,173	540,192	668,947	658,646	704,170
Economic development	293,348	475,393	620,157	549,022	639,524
Neighborhood network	252,184	491,413	634,035	593,467	564,825
Inspections/permit	1,608,277	1,569,227	1,724,700	1,622,097	1,939,548
Project development	1,176,405	1,391,279	1,831,199	1,372,384	1,735,761
New city hall	1,257,296	590,484	731,829	1,074,329	835,864
Facilities management	-	-	335,500	264,583	188,973
Impound/storage	394,307	385,408	399,988	336,263	389,731
Other charges	15,458,705	4,129,156	11,171,520	12,396,520	12,778,328
TOTAL	35,836,862	21,393,557	31,862,274	32,026,673	33,360,088



GENERAL GOVERNMENT CITY COUNCIL

MISSION STATEMENT

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	99,642	106,420	105,237	107,913	105,237
Contractual services	27,523	30,049	53,700	53,700	53,900
Materials and supplies	15,103	5,686	14,750	14,750	15,750
Maintenance charges	43,541	41,120	58,504	58,504	56,588
TOTAL	185,809	183,275	232,191	234,867	231,475

CITY COUNCIL STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	642,163	527,602	557,098	555,972	565,447
Contractual services	32,474	23,243	25,000	25,400	27,000
Materials and supplies	8,995	5,425	9,800	9,800	9,800
Maintenance charges	50,321	72,938	56,237	56,237	59,804
TOTAL	733,953	629,208	648,135	647,409	662,051

MAYOR'S OFFICE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1060	Administrative Aide	1	1	1
1412	Chief of Staff	1	1	1
2340	Mayor	1	1	1
2440	Office Assistant II	1	1	1
	TOTAL:	4	4	4



GENERAL GOVERNMENT BUDGET AND FINANCIAL PLANNING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Adopted the annual operating and capital budgets.
- Assisted departments with development of key performance metrics.
- Improved the budget process by standardization.
- Redesigned and improved the City's published adopted budget book according to GFOA's standards

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	786,277	385,597	571,060	447,930	520,920
Contractual services	32,837	23,430	90,000	15,500	42,591
Materials and supplies	3,488	843	7,950	2,750	7,200
Maintenance charges	19,060	17,501	14,098	14,098	17,177
TOTAL	841,662	427,371	683,108	480,278	587,888

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Department expenditures as a % of city expenses	0.39%	0.20%	0.20%	0.24%
General fund actual revenue as a % of budget	103%	105%	107%	100%
General fund actual expenditures as a % of budget	115%	94%	102%	100%

BUDGET AND FINANCIAL PLANNING STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1325	Budget Administrator	1	1	1
1720	Director of Financial Planning	1	1	1
1950	Performance Analyst	1	0	0
2380	Mgmt Analyst III	0	2	2
2382	Sr Mgmt. Analyst	1	0	0
8888	PT-Pooled	1	1	0
	TOTAL:	5	5	4



GENERAL GOVERNMENT MUNICIPAL COURT

MISSION STATEMENT

The mission of the Municipal Court is to provide fair notice to a person charged with an offense within the jurisdiction of the court and a meaningful opportunity for that person to be heard while ensuring appropriate dignity in court proceedings and to promote adherence to rules with sufficient flexibility to serve the ends of justice while processing cases without unnecessary expense, delay, or undue formalities.

ACHIEVEMENTS FOR FISCAL YEAR 2019

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	1,943,487	1,818,585	1,857,472	2,010,676	1,890,059
Contractual services	88,658	88,950	244,048	206,400	324,500
Materials and supplies	46,675	48,687	96,341	82,330	80,100
Maintenance charges	260,387	285,182	222,547	222,447	231,855
TOTAL	2,339,207	2,241,404	2,420,408	2,521,853	2,526,514

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of cases filed per fiscal year	64,912	58,597	59,882	59,882
Warrants Issued: Capias/Warrants	20,225	11,719	19,255	19,255
Number of traffic cases	55,916	52,802	52,279	52,279
Annual Gross Revenue	\$8,659,141	\$7,384,913	\$7,749,164	\$7,749,164
Number of cases on appearance dockets	75,132	66,040	77,311	77,311
Number of cases on motion dockets	21,764	19,052	20,703	20,703

MUNICIPAL COURT STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1140	Associate Judge	7	7	7
1490	Clerical Assistant II	2	0	0
1495	Collections Coordinator	1	1	1
1610	Court Clerk	1	1	1
1660	Deputy Clerk I	12	14	14
1670	Deputy Clerk II	7	7	7
2065	Juvenile Case Manager	1	1	1
2395	Municipal Court Coordinator	3	2	2
2400	Municipal Court Judge	1	1	1
2855	PT Office Assistant	1	1	1
2844	PT Pooled	1	1	1
TOTAL:		37	36	36



GENERAL GOVERNMENT CITY CONTROLLER'S OFFICE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Provided an annual financial report that fully disclosed the City's financial condition and contained an unqualified "clean" audit opinion and received the Certificate of Excellence in Financial Reporting for the 25th consecutive year.
- Maximized the use of financial resources by creating more efficient system to facilitate the transactions involving the collection, disbursement, and reporting of City funds and maintained an efficient system of billing and collecting of City funds.
- Met changing professional standards to receive the Governmental Finance Officers Association award for the Comprehensive Annual Financial Report (CAFR).
- Monitored Federal and State regulations to ensure compliance.
- Issuance of the \$36M COs, with the financial advisor, bond counsel, and rating agencies.
- Maintain complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Harvey.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- 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 26th consecutive year.
- Provide the best and most professional financial services available to the City of Pasadena.
- Review the City's procedures and its system of internal controls to preserve and protect resources and identify means of improving those controls and revising procedures as required while monitoring Federal and State regulations to ensure continued compliance.
- Continue to maintain complete documentation on reports for insurance and FEMA for recovering City assets from Hurricane Harvey.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	2,041,971	1,741,438	1,924,132	1,876,516	1,953,499
Contractual services	114,459	108,477	200,300	194,400	200,300
Materials and supplies	31,613	38,251	44,075	44,075	46,075
Maintenance charges	74,230	75,085	79,785	79,785	80,056
TOTAL	2,262,273	1,963,251	2,248,292	2,194,776	2,279,930

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of years received the GFOA award	23	24	25	26
CAFR awarded "clean Opinion"	Yes	Yes	Yes	Yes
Number of grants	41	46	38	38
Grants annual expenditures	\$ 12,042,085	\$ 12,375,028	\$ 14,993,780	\$ 14,993,780

CITY CONTROLLER'S OFFICE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1011	Accounts Payable Manager	1	1	1
1012	Acct Payable Asst	2	2	2
1030	Accountant III	2	2	2
1031	Accountant IV	3	3	3
1042	Sr. Accounting Assistant	1	1	1
1043	Central Cashier	1	1	1
1045	Assistant Central Cashier	1	1	1
1050	Accounting Manager	1	1	1
1070	Admin Asst	1	1	1
1100	Assistant City Controller	1	1	1
1440	City Controller	1	1	1
2510	Payroll Manager	1	1	1
2777	PT Pooled	1	1	1
3200	Financial Report Lead	1	1	1
	TOTAL:	18	18	18





**GENERAL GOVERNMENT
TAX**

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Contractual services	480,847	517,363	512,500	512,500	595,500
Materials and supplies	-	-	20	20	20
TOTAL	480,847	517,363	512,520	512,520	595,520



GENERAL GOVERNMENT PURCHASING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Solicited bids, proposals, and utilized co-operative purchasing resulting in over 60 new and renewed contracts
- Achieved an annual savings of nearly \$400,000 with lower electricity rate
- Continued to administer travel, ProCard, and cellular phone programs

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	396,493	452,149	466,498	463,690	470,902
Contractual services	26,544	13,470	13,838	13,908	14,313
Materials and supplies	3,832	4,111	7,345	6,155	7,570
Maintenance charges	35,693	39,366	38,702	38,932	44,377
TOTAL	462,562	509,096	526,383	522,685	537,162

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Total Purchase Orders Processed	3,415	3,505	3,629	3,800
Total Value of Purchase Orders	\$34,337,446	\$32,400,837	\$31,122,260	\$32,000,000
Total Procurement Card Purchases	\$1,783,333	\$1,819,434	\$2,281,374	\$1,800,000

PURCHASING STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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 and Legal Assistants) work to provide legal advice to the Mayor, City Council, Boards and Commissions, and the various City Departments. Our office is responsible for defending the City in civil matters and lawsuits, preparing many of the agreements and documents used by the City and its departments, and for preparation of the ordinances and resolutions that are placed on the City Council Agenda for consideration. Among the many responsibilities of the office, we provide support to City departments in matters related to open records requests, emergency disaster preparations and planning, capital improvement projects, and the handling of claims and recoveries that affect the City. Additionally, we have a dedicated full-time attorney who is responsible for the prosecution of all misdemeanor offenses that are brought before the City's Municipal Court.

ACHIEVEMENTS FOR FISCAL YEAR 2019

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continued representation of the City in legal and administrative matters, and in implementation of city policies and programs that benefit the City and its citizens.
- Implement appropriate file maintenance and management system to allow for records retention in an easily accessible and efficient manner.
- Evaluate and assist Code Enforcement division with neighborhood protection and integrity issues.
- Facilitate improved City contract administration.
- Continue legal education for attorneys to keep abreast of current law(s) related to municipal legal practices and to enhance representation and counsel in those matters described in 'Achievements for Fiscal Year 2019'.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	936,264	941,482	1,132,050	1,119,559	1,172,029
Contractual services	1,464,131	61,845	222,375	97,175	221,075
Materials and supplies	31,392	31,030	38,453	27,850	38,800
Maintenance charges	64,010	60,991	69,808	69,808	69,992
Other charges	88,781	230,084	275,000	265,000	-
TOTAL	2,584,578	1,325,432	1,737,686	1,579,392	1,501,896

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Ordinances	184	190	180	185
Resolutions	136	130	146	140
Non-jury cases handled	63,928	57,579	51,761	50,000
Non-jury trials	166	109	62	60
Jury Trails	12	15	6	5

LEGAL STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	2	3	3
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	2
	TOTAL:	8	9	9



GENERAL GOVERNMENT CITY SECRETARY

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Conducted the May 2019 General Election, in conjunction with Harris County, for election of eight Council positions.
- City Staff attended election law seminar(s) in preparation for May 2019 General Election.
- City Staff attended training class on Public Information Act.
- Completed Phase III of the recodification of City's Code of Ordinances consisting of working in conjunction with City Departments for final review and additions and/or revisions to the manuscript draft submitted to City from MuniCode.
- Processed, scanned and set up files on all Industrial District Agreements for retention in City Secretary's Office and for future reference.
- Processed, scanned and set up files on all Water Supply Agreements for retention in City Secretary's Office and for future reference.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Complete final phase of recodification of City's Code of Ordinances consisting of working in conjunction with Legal Department and MuniCode in order that the newly revised Code of Ordinances for the City can be adopted for printing and distribution.
- Schedule and conduct a shred day for all departments at City for purpose of discarding any documents no longer required to be retained, pursuant to state laws and any other laws applicable to records retention.
- Set up and implement a new scanning system for City's ordinances, resolutions and minutes into a new Laserfiche system.
- Transfer all microfilm records onto a new Laserfiche system in a government approved format.
- Work in conjunction with company to transfer minutes from 2009 to current year onto preservation paper designed for archival documents followed by transfer of those minutes into leather binders.



**FY 2020 ADOPTED BUDGET
EXPENDITURE BUDGET**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	312,243	319,830	380,544	377,287	383,566
Contractual services	27,446	22,174	47,950	35,000	46,000
Materials and supplies	8,219	3,144	7,000	5,200	7,500
Maintenance charges	44,885	44,353	46,080	46,080	52,014
TOTAL	392,793	389,501	481,574	463,567	489,080

PERFORMANCE INDICATORS

Council Meetings	31	Agendas	31	Minutes	31	Workshops & Agendas	6
Public Information Requests	1,032	Process Subpoenas	6	Records Management Shred Boxes	0	Scanned Ordinances, Resolutions, Minutes	446
Process City Contracts	422	Process Release of Liens	256	Publications	91	Public Notices	105
Process Claims	107	Bid Openings	42	Process Liquor License Applications	37	Lawsuits	22
Route and Process Ords & Resos following adoption by Council	376	Notarize Documents	226	Franchise Publications and Process Reimbursement Fees	9	Create Agenda Lists & Distribute to Departments	23
Microfilm Requests	5	Seminars	2	Process Bills & CPRs for <i>The Houston Chronicle</i>	70	Process Bills & CPRs for the <i>Daily Court Review</i>	22

CITY SECRETARY STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1070	Admin Asst	1	1	1
1460	City Secretary	1	1	1
2655	PT Pooled City Secretary	1	1	1
3280	Sr City Secretary Assistant	2	2	2
	TOTAL:	5	5	5





**GENERAL GOVERNMENT
CITY SECRETARY
ELECTIONS**

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Contractual services	62,642	67,210	65,200	57,200	3,700
Materials and supplies	917	-	1,950	1,200	1,950
TOTAL	63,559	67,210	67,150	58,400	5,650



GENERAL GOVERNMENT HUMAN RESOURCES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Completed the rewrite and passage of the Local Civil Service Rules
- Initiated the process to rewrite the entire Employee Handbook
- Began the process for a contracted citywide Compensation and Classification Study
- Began a Pharmacy Benefit Management audit estimated to save \$300K-\$400K annually
- Employees had no increase in their portion of their health insurance costs
- Brought in citywide sexual harassment training for employees and supervisors

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Increase citywide training opportunities for employees
- Complete the Employee Handbook rewrite
- Complete the Compensation and Classification Study
- Complete the Pharmacy Benefit Management audit
- Pass an ordinance outlining the procedures for retiree insurance



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	595,354	603,362	836,373	753,674	849,251
Contractual services	162,814	38,179	135,750	26,970	48,400
Materials and supplies	38,207	37,504	56,950	53,800	59,400
Maintenance charges	90,010	85,433	69,820	71,589	84,698
TOTAL	886,385	764,478	1,098,893	906,033	1,041,749

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Experience Modification Rate (EMR)	0.28	0.31	0.35	0.42
City employee turnover rate	8.81%	9.42%	9.22%	9.00%
Average number of applicants per job posting	270.37	246.74	106.44	100.00

HUMAN RESOURCES STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1222	Assistant HR Director	0	1	1
1263	Benefits Specialist	1	1	1
1989	HR Administrator I	1	2	2
1990	HR Administrator II	2	0	0
1991	HR Administrator III	1	0	0
2000	HR Assistant II	1	0	0
2001	PT Pooled HR	1	1	1
2005	Insurance Coordinator	1	1	1
2010	HR Director	1	1	1
3267	Sr. Admin Asst	1	1	1
3370	Sr Office Assistant	0	1	1
	TOTAL:	10	9	9



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**GENERAL GOVERNMENT
CIVIL SERVICE**

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Contractual services	21,085	33,245	54,400	54,400	54,400
Materials and supplies	198	7,310	4,000	1,300	4,000
TOTAL	21,283	40,555	58,400	55,700	58,400



GENERAL GOVERNMENT CITY MARSHAL

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Actively pursued violators with outstanding warrants; 18,028 warrants cleared.
- The ATV Park Patrol Unit assigned two officers for part-time park patrol.
- The assignment of a TCOLE Coordinator and Instructor to handle TCOLE mandated training requirements which assigns officers to mandated and required two-year cycle training hours.
- Provided training opportunities to all staff in order to meet required TCOLE requirements.
- Assigned a City Marshal to serve in the Code Enforcement Division to allow the Code Enforcement Officers to have the backing of a law enforcement officer to get compliance on violations.
- Improved the interagency relationship with the Police Department. The command structure changed and we now fall under the Pasadena Police Department command.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	1,066,251	957,885	1,083,514	1,100,314	1,124,955
Contractual services	12,058	14,601	26,809	23,535	18,125
Materials and supplies	7,528	34,828	45,884	45,884	50,726
Maintenance charges	141,504	146,001	159,083	159,083	161,228
TOTAL	1,227,341	1,153,315	1,315,290	1,328,816	1,355,034

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Warrants issued	20,225	11,719	18,028	19,667
Warrants served per marshal	18,598	12,063	13,624	16,650
Arrests	14,584	10,036	11,021	14,642
Arrests made per marshal	1,598	1,434	1,574	2,092

CITY MARSHAL STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1390	Chief City Marshal	1	1	1
1450	City Marshal	8	7	7
1453	Lt City Marshal	1	1	1
1455	Sgt City Marshal	0	1	1
2653	PT Pooled City Marshal	1	1	1
	TOTAL:	11	11	11

MUNICIPAL COURT SECURITY STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1450	City Marshal	1	1	1
	TOTAL:	1	1	1



GENERAL GOVERNMENT COMMUNITY RELATIONS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Launched new website with state-of-the-art, ADA compliant, more secure and interactive than any other website design in the City's history.
- Social media "likes" and "followers" grew by more than 20K across Facebook, Twitter and Instagram.
- Creation of new social media accounts for Code Enforcement and the Pasadena Historical Museum.
- Additional social media accounts on new platforms for Pasadena Parks & Recreation.
- Continued positive media relationships, resulting in several positive mentions and appearances on local TV news stations and several radio stations.
- Coordinated with KTRK-TV, Channel 13 in week-long feature campaign for Pasadena.
- Coordinated and organized Richey Street Groundbreaking with Pct. 2 Jack Morman's office.
- Coordinated and organized Municipal Court Groundbreaking with contractors.
- Coordinated and organized Police & Fire Academy groundbreaking.
- Coordinated and organized ceremonies for the implosion of First Pasadena State Bank Building, resulting in record-setting Facebook Live and broadcast TV audience of more than 1M views across multiple platforms.
- Another record-breaking attendance set at State of the City.
- Record-setting *Fill the Bus* school supply drive, with \$30K and 7 yellow school buses worth of donations.
- Second annual *Team Up to Clean Up* resulted in new record of 26 homes repaired for members of our most vulnerable populations.
- Contract with Archive Social to stay compliant in online open-records requests.
- Purchase of 4K mobile studio for Pasadena Channel Studio to meet updated professional audio/video technology needs.
- *Can-Do Food Drive* resulted in more than \$63K worth of food collected for local pantries.
- More than 45K hours of volunteer time saved the City hundreds of thousands of dollars.
- Purchase of a new Pasadena Channel server.
- Assisted Pasadena EDC on City marketing campaign and branding.
- Coordinated with Parks & Recreation on advertising and marketing for upgraded 4th Fest, featuring country music celebrity, Kevin Fowler.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Social Media Policies for all City accounts and profiles administrators and staffers.
- Social Media employee policy for Human Resources Employee Handbook.
- Upgrading of computers and equipment to merge better with today's technology.
- Implementation of Microsoft Outlook and additional software applications to allow divisions with Community Relations Department to stay organized and scheduled.
- New Pasadena Channel programming utilizing student productions and relationships with A/V classes from Pasadena ISD High Schools.
- Secure media partnership for 2020 4th Fest.
- Take State of the City 2020 to the next level, utilizing strengthened relationships with business, industry and leaders on all levels (local, state and federal).



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	896,918	893,418	937,684	922,989	940,829
Contractual services	65,890	95,022	132,600	111,800	133,400
Materials and supplies	28,925	34,486	51,850	36,100	51,400
Maintenance charges	108,780	111,607	148,661	148,661	140,112
TOTAL	1,100,513	1,134,533	1,270,795	1,219,550	1,265,741

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of social media subscribers	N/A	63,188	90,995	95,000
Online social media impressions	N/A	3,032,022	4,020,000	4,050,000
Pasadena Channel on-line views	N/A	158,042	175,525	190,000
Volunteer Pasadena Number of hours	61,182	46,899	58,000	60,000
City Website Visits (beginning 11/15/18)	N/A	N/A	1,306,950	1,800,000

COMMUNITY RELATIONS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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
3805	Webmaster	1	1	1
	TOTAL:	9	9	9



GENERAL GOVERNMENT MAYOR'S ACTION LINE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Processed and responded to approximately 21,052 citizen requests, achieving closure on approximately 18,916
- Improved the percentage of service requests completed
- Publicized and promoted the Action Line in an effort to increase citizens' knowledge of and access to city services
- Monitored call takers' service level to increase customer service and satisfaction levels.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	376,611	414,561	412,755	409,572	416,482
Contractual services	518	689	2,100	775	2,050
Materials and supplies	5,207	3,291	6,600	1,050	4,500
Maintenance charges	55,066	56,472	22,119	22,119	22,242
TOTAL	437,402	475,013	443,574	433,516	445,274

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of Service Requests	19,998	18,916	21,052	21,000

MAYOR'S ACTION LINE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1357	Call Center Manager	0	1	1
1632	Customer Service Asst I	5	5	5
1633	Sr Customer Service Asst	1	0	0
	TOTAL:	6	6	6



GENERAL GOVERNMENT PLANNING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Reviewed approximately 500 commercial site plans representing over \$115 million in new investment and approximately 300 residential units.
- Provided over fifty (50) pre-development meetings.
- Administered thirteen (13) Planning and Zoning Commission meetings. Presented approximately twenty-two (22) department reports to Commission.
- Provided two Planning Commission workshops and orientations materials to two new Planning Commissioners.
- Produced the City's online GIS map.
- Facilitated two voluntary annexations.
- Completed 56 Public Information Requests.
- Supported the City's first Safe Routes to School plan.
- Initiated the City's Complete Count Committee in the effort to increase the response rate for the 2020 Decennial Census.
- Initiated the City's first American with Disabilities Act (ADA) self-assessment and transition plan.
- Developed and released a Request for Qualifications for the Pasadena Strategic Plan.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Complete the Pasadena Strategic Plan, the City's first comprehensive plan.
- Continue to develop a more predictable and clear permitting process.
- Complete the Livable Center planning study to leverage redevelopment and identify opportunities to improve the quality of life in historic Pasadena.
- Support the City's Complete Count Committee through the 2020 Decennial Census.
- Complete the City's ADA self-assessment and transition plan.
- Support the Pasadena Economic Development Corporation with several planning initiatives including Pasadena Boulevard and Richey Street.
- Propose planning code updates to facilitate redevelopment and improve the appearance and environmental quality of the City.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	480,938	424,907	440,689	452,079	438,324
Contractual services	806,857	46,102	148,091	135,400	188,000
Materials and supplies	26,140	11,170	18,000	9,000	16,250
Maintenance charges	62,238	58,013	62,167	62,167	61,596
TOTAL	1,376,173	540,192	668,947	658,646	704,170

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Percentage of subdivision plats processed within 30 days	100%	100%	100%	100%
Number of residential lots and commercial reserves created	35	187	185	325
Number of annual site plan reviews	344	517	485	525
Number of TABC inspections	50	51	35	50
Number of annual inspections	755	874	1,000	1,025

PLANNING STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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

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

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- INEOS Styrolution America LLC
 - Assisted with nomination and submission of project application to the Office of the Governor Economic Development and Tourism through the Texas Economic Development Bank as an Enterprise Project, the new Acrylonitrile Styrene Acrylate (ASA) retained 95 F/T jobs, created 98 F/T jobs and had a \$349M capital investment.
- Chevron Phillips Chemical Company LLC
 - Assisted with nomination and submission of project application to the Office of the Governor Economic Development and Tourism through the Texas Economic Development Bank as an Enterprise Project, the expansion project retained 350 F/T jobs and had a \$150M capital investment.
- H+M Industrial EPC
 - Negotiated an incentive agreement not to exceed \$300,000 with H+M that will retain 35 F/T jobs, create a minimum of 43 F/T jobs and have a \$10M capital investment.
- Implementation of the Business Enhancement Program
 - ED Strategic plan recommends implementing a small matching grant program to support continued revitalization in major commercial corridors.
 - EDC implemented the Business Enhancement Program in March 2019 and awarded the first grant in May 2019.
- Demolition of First Pasadena State Bank Building
 - EDC acquired the bank building, took the proper steps to remediate the asbestos from the building, and after 20+ years of deterioration the building was imploded by D.H. Griffin of Texas, Inc. on July 21, 2019 making way for future redevelopment in the area.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- To develop initiatives/programs designed to encourage growth through business attraction, retention and expansion programs that result in the creation of jobs and capital investment.
- To cultivate relationships within the Regional Real Estate and National Site Selectors community to expand our network of contacts and market resources to meet real estate needs effectively and efficiently.
- To research the changing needs of industry/businesses to improve our economic development response to their individual needs.
- To measure the economic effect of locating potential commercial and industrial businesses to the City of Pasadena as well as the Industrial District.
- To review and recommend urban planning tools that will work with new economic development tools to encourage investment and redevelopment in specific areas targeted for development.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	242,519	404,734	584,363	511,690	589,071
Contractual services	26,153	20,976	7,000	5,200	7,500
Materials and supplies	4,144	9,629	2,000	5,338	8,500
Maintenance charges	20,532	40,054	26,794	26,794	34,453
TOTAL	293,348	475,393	620,157	549,022	639,524

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
New Business (Projects valued at \$1M+)	7	18	20	23
Business Retention/Expansion (Projects valued at \$1M+)	2	8	9	10
Job Creation	155	387	425	475
Job Retention	85	715	750	800

ECONOMIC DEVELOPMENT STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1681	Economic Devel Manager	1	1	1
1703	Director of Economic Development	1	1	1
2339	Marketing Manager	0	1	1
2654	PT Econ Development Pooled	1	0	0
3113	Redevelopment Manager	0	1	1
3370	Sr Office Asst	1	1	1
	TOTAL:	4	5	5



GENERAL GOVERNMENT NEIGHBORHOOD NETWORK

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Hosted a National Night Expo and have registered 50 neighborhood events.
- Hosted several informational workshops including;
 - Matching Grant Workshop – 40 in attendance
 - Networking and Mentoring Workshop – 57 in attendance
 - Apartment Networking Breakfast – 44 in attendance
- Approved 56 Neighborhood Matching Grant Projects with an estimated value to the city of \$213,754.00 in improvement projects.
- Two members of our team presented workshops at the Neighborhoods USA National Conference entitled;
 - Neighborhood Network Matching Grant Program
 - Team Up to Clean Up – Twenty Homes, Two Days, One Purpose
- Hosted a Veterans Appreciation Dinner for 100 Veterans and spouses
- We are working to rebuild inactive neighborhood organizations
- The Pasadena Industrial Community Network is hosting the 2nd Annual Team Up to Clean Up event on September 6th and 7th. With the help of various business and industry organizations, we are improving 26 homes in Pasadena belonging to Veterans, senior citizens, disabled persons and low-income homeowners. Habitat for Humanity has also taken an additional 4 projects, for a total of 30 projects. We anticipate approximately 400 volunteers over 2 days.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- We will work towards registering more National Night Out neighborhood events through the 2020 National Night Out Expo.
- We are in the initial stage of planning one of our 2020 informational workshops. We are working with Emergency Management to host a FEMA workshop on Mobilizing Faith Based Community Organizations in Preparing for Disaster.
- We are working on an initiative to reach out to inactive neighborhoods through Pop-Up Neighborhood meetings.
- We are also working to grow our Pasadena Industrial Community Network group.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	141,225	337,088	353,552	337,184	369,497
Contractual services	74,116	118,075	227,263	219,463	144,250
Materials and supplies	10,358	8,807	28,771	12,371	26,900
Maintenance charges	26,485	27,443	24,449	24,449	24,178
TOTAL	252,184	491,413	634,035	593,467	564,825

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Grant Projects	N/A	38	56	58
Grant Amount Awarded	N/A	\$ 73,754	\$ 106,877	\$ 110,000
Grant Project Value	N/A	\$ 150,200	\$ 213,754	\$ 220,000
PICN Projects	N/A	21	27	20
PICN Project Value	N/A	\$ 68,371	\$ 80,000	\$ 50,000

NEIGHBORHOOD NETWORK STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
2418	Neighborhood Network Specialist	2	2	2
2420	Neighborhood Program Manager	1	1	1
2698	PT Event Coordinator	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	5	5	5



GENERAL GOVERNMENT INSPECTIONS/PERMITS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Implemented a means for inspection scheduling online through the City's website
- Personnel events included the licensing of an Inspector as a State Plumbing Inspector and staff participation in the Houston Building Professionals Institute Training classes for their individual expertise.
- Modified the residential permitting process for new neighborhood development, to accommodate for a process to approve repetitive plans under an approved "Master Plan." The goal being, to expedite permit issuance for plans already reviewed and approved as Master plans.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2020

- Get one additional Service Representative certified as a Permit Technician
- Hire one additional Service Representative, one additional Inspector and one Plans Examiner
- Evaluate Chapter 31 – Standard Sign Code of the City of Pasadena Code of Ordinances for modifications and clarifications



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	1,338,894	1,315,356	1,478,973	1,404,290	1,682,603
Contractual services	55,905	40,083	53,950	37,950	53,700
Materials and supplies	15,665	15,785	31,120	19,300	31,100
Maintenance charges	197,813	198,003	160,657	160,557	172,145
TOTAL	1,608,277	1,569,227	1,724,700	1,622,097	1,939,548

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Inspections performed	21,544	22,430	23,549	22,508
Plans Reviewed	6,324	6,240	6,871	6,478
Permits Sold	10,850	11,004	11,203	11,019
Average Work Unit per Inspector	3,772	3,584	3,380	10,736

INSPECTIONS/PERMITS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
1498	Plans Examiner	0	0	1
2029	PT Pooled	1	1	0
2050	Inspector IV	1	1	1
2060	Inspector V	8	8	9
2430	Office Assistant I	2	2	2
2513	Permit Technician	1	1	2
2514	Permit Administrator	1	1	1
2515	Permit Services Superintendent	1	1	1
3370	Sr Office Assistant	2	2	2
	TOTAL:	19	19	21



GENERAL GOVERNMENT PROJECT DEVELOPMENT & MANAGEMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Design of the municipal court facility
- Design of the new police academy and fire training center
- Remediation and demolition of the First Pasadena State Bank
- Developed city wide real estate portfolio

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Construction of the municipal courts facility
- Construction of the police academy and fire training center
- Remediation and selective demolition of Old City Hall
- Feasibility study and design of Old City Hall north wing
- Design of a new municipal park on the site of Old City Hall



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	127,145	356,325	344,606	340,970	370,711
Contractual services	480,368	389,085	766,989	453,000	789,000
Materials and supplies	66,836	85,392	182,827	25,700	78,400
Maintenance charges	255,423	180,717	436,777	436,777	305,104
Capital outlay	98,761	-	100,000	100,000	170,000
TOTAL	1,028,533	1,011,519	1,831,199	1,356,447	1,713,215

PROJECT DEVELOPMENT STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1525	Construction Manager	1	1	1
1706	Director Project Devel & Mgmt	1	1	1
2060	Inspector V	1	1	1
2855	PT Office Assistant	0	0	1
3370	Sr. Office Assistant	1	0	0
	TOTAL:	4	3	4



**FY 2020 ADOPTED BUDGET****EXPENDITURE SUMMARY – MUNICIPAL SERVICES**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Contractual services	94,937	58,953	-	15,937	-
Materials and supplies	9,153	2,712	-	-	-
Maintenance charges	30,781	19,922	-	-	22,546
TOTAL	134,871	81,587	-	15,937	22,546

FY 2020 ADOPTED BUDGET**EXPENDITURE SUMMARY – NEW CITY HALL**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Contractual services	708,328	372,164	375,000	745,000	475,000
Materials and supplies	328,394	97,979	86,397	58,897	81,000
Maintenance charges	220,574	120,341	110,432	110,432	129,864
Capital outlay	-	-	160,000	160,000	150,000
TOTAL	1,257,296	590,484	731,829	1,074,329	835,864



GENERAL GOVERNMENT FACILITIES MANAGEMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Updated and relocated electrical room at City Hall
- Built-out improvements on 4th Floor of City Hall in the IT and Economic Development departments
- Renovated clubhouse and restrooms at the Golf Course

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue to renovate outdoor facilities at Golf Course (Restrooms, Maintenance Barn)
- Pasadena Storage Facility
- Install Sprinkler system at City Hall

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Contractual services	-	-	293,000	220,000	146,000
Materials and supplies	-	-	42,500	42,500	42,500
TOTAL	-	-	335,500	264,583	188,973

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET
# of Facilities Maintained	71	67	67	67
Facilities Maintained (Square Feet)	1,083,179	1,045,127	1,045,127	1,045,127



GENERAL GOVERNMENT IMPOUND/STORAGE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Organized the vehicles in the back of the Impound lot to create more space
- Disposed of burnt and wrecked vehicles
- Remarked the fuel tanks on the gas island to better identify the tanks
- Cleaned up the fence and parking lot in the impound lot
- Auctioned 649 Impounded vehicles and 61 retired City vehicle/ equipment that resulted in approximately \$853,860.00 of revenue for the City of Pasadena

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue to maintain a safe and clean fueling area for all City of Pasadena employees
- Work closely with the Records Department in order to dispose of wrecked and burnt vehicles
- Have the impound lot restriped and numbers remarked
- Have a canopy cover built for the impounded motorcycles



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	380,966	371,201	384,926	327,337	365,579
Contractual services	3,851	3,206	6,600	4,100	5,100
Materials and supplies	1,250	1,845	6,500	2,050	5,300
Maintenance charges	8,240	9,156	1,962	2,776	13,752
TOTAL	394,307	385,408	399,988	336,263	389,731

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Vehicles towed by City	2,305	2,060	2,381	2,402
Vehicles towed by Contractor	1,305	1,588	1,349	1,385
Number of vehicles impounded	3,610	3,648	3,729	3,787

IMPOUND/STORAGE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
2250	Maintenance Tech I	3	3	3
2260	Maintenance Tech II	3	3	3
	TOTAL:	6	6	6



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**GENERAL GOVERNMENT
OTHER CHARGES/FINANCING**

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	-	-	1,324,197	1,324,197	1,714,954
Contractual services	88,294	138,007	290,000	292,500	292,500
Other charges	22,078	27,046	56,500	54,000	7,928,374
Other uses	57,461	62,459	92,500	92,500	92,500
TOTAL	167,833	227,512	1,763,197	1,763,197	10,028,328

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY – FINANCING**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Other financing uses	15,290,872	3,901,644	9,408,323	10,633,323	2,750,000
TOTAL	15,290,872	3,901,644	9,408,323	10,633,323	2,750,000
GRAND TOTAL	15,458,705	4,129,156	11,171,520	12,396,520	12,778,328



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PUBLIC SAFETY

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

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

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

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



PUBLIC SAFETY

EMERGENCY PREPAREDNESS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- The City of Pasadena's Office of Emergency Management continued to maintain its "Advanced Level of Planning Preparedness" rating from the Texas Division of Emergency Management. An Advanced Level of Planning Preparedness is the highest level of planning preparedness, and demonstrates the greatest capability to respond to and manage emergencies and disasters.
- Conducted 3 major exercises (a Joint Deer Park, La Porte and Pasadena LPEC Chemical Exercise, a Hurricane Workshop, and an Emergency Housing Tabletop exercise) as well as responded to over a dozen major incidents including the ITC Fire, a barge-ship Collision in El Jardin and an F2 Tornado.
- Updated 8 Emergency Operations Plans and Annexes: Warning, Evacuation, Law Enforcement, Recovery, Utilities, Human Services, and Mass Care.
- Continued deployment of homeland security and Transtar Traffic Management cameras providing situational awareness to the City's Emergency Operation Center (EOC), 911 Communications Center, Bomb Squad and SWAT Team.
- Received 6 Grants totaling over \$3.6 million:
 - The 2019 Texas Division of Emergency Management, Emergency Management Performance Grant for \$48,585.21.
 - 2019 Urban Area Security Initiative (UASI) Program and UASI Law- Enforcement Terrorist Prevention Program Totaling \$573,301.
 - \$ 278,765 for Emergency Operations Center Enhancement Projects
 - \$128,536 for funding continuation of the Pasadena Regional Fusion Analyst
 - \$100,000 for a public safety video camera system at targeted locations
 - \$66,000 for equipment for Pasadena Police SWAT Team
 - \$2,966,696 H-GAC Vehicle Emissions Reduction Incentive Grant Program for the replacement of thirteen Sanitation Vehicles.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Training City employees, elected officials, the industrial-business sector, and citizens in emergency planning and operations
- Testing emergency plans and procedures through simulated disasters
- Responding to actual events as part of the city's emergency services
- Notifying the public of immediate threats using the City's emergency alert systems such as the SwiftReach, Alertus and the outdoor siren system
- The continued enhancement of the City's Emergency Operations Center
- The continued expansion of the City Homeland Security Camera System
- Educating all citizens about disasters and ways to protect themselves
- The continued support of the city's public safety radio system



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	585,426	615,823	636,547	649,812	648,565
Contractual services	53,929	90,611	83,730	86,370	83,700
Materials and supplies	10,946	17,124	23,350	14,800	22,750
Maintenance charges	230,299	238,368	198,199	198,199	256,005
TOTAL	880,600	961,926	941,826	949,181	1,011,020

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Drill/Exercise/Education Meeting – Personnel	210	210	225	225
Public Information/ Education Meeting Attendance	1,600	1,850	2,000	2,000
Tier II Facility Reports	319	244	300	300
Emergency Plans Updated	3	3	8	1
Hazardous Materials Incidents Reported				
Level 1 – Courtesy notification	393	307	315	320
Level 2 – Watch potential off site impact	14	8	12	7
Level 3 – Warning off site impact	3	4	3	3

EMERGENCY PREPAREDNESS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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 Volunteer Fire Department is to prevent the loss of life and protect the property of the Citizens of Pasadena from fire; to mitigate the consequences of natural and man-made emergencies efficiently and effectively; to impart emergency and non-emergency support services to the public; and to safeguard the environmental and economic base of our community.

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Achieved Class I rating for the Insurance Service Office (ISO) for the City of Pasadena
- Took delivery of two (2) Class I Pierce Engines for Stations 3 and 6
- Architectural design and construction contract awarded for Fire Station 8
- Architectural design and construction commenced for Fire Training Facility
- Completed renovation of Fire Training Facility Burn Building
- Replaced four (4) Command fleet vehicles
- Graduated Academy 2019 A and commenced Academy 2019 B
- Completed four (4) quarterly Officer Development courses
- Commenced feasibility study for architectural design and sight planning for Fire Stations 6 and 7

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Design specifications for two (2) Class I Engines
- Design specifications for one (1) Cascade/Rehab Apparatus
- Continued recruitment and retention initiatives
- Continued Officer Development program
- Architectural design and construction bids for Fire Stations 6 and 7



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	659,255	694,136	730,688	732,933	733,219
Contractual services	1,005,310	1,060,520	1,241,408	1,151,158	1,256,208
Materials and supplies	612,321	458,276	731,486	507,802	715,848
Maintenance charges	905,580	861,122	944,334	944,334	965,156
Capital outlay	83,122	92,196	102,896	102,896	1,383,700
TOTAL	3,265,588	3,166,250	3,750,812	3,439,123	5,054,131

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Total Emergency incidents	2,365	2,245	2,380	2,400
False alarms - (percent of responses)	43.3%	70.86%	31.46%	45.0%
Number of Volunteers Firefighters	168	170	171	180
ISO Required Equipment testing	yes	yes	yes	yes
Response time average	9.33	11.22	8.59	8.3

FIRE FIGHTING STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1210	PT Assistant Fire Chief	1	1	1
1508	Communications Admin	1	1	1
1850	Fire Chief	1	1	1
1861	PT Pooled Fire Dispatcher	1	0	0
1864	Fire Dispatcher III	4	4	4
3370	Sr Office Assistant	1	1	1
	TOTAL:	9	8	8



PUBLIC SAFETY

FIRE PREVENTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

The Fire Prevention Division, which encompasses Inspections, Public Education and Plan Review for Fiscal Year 2019 continued to meet our Mission Statement by conducting 6,543 annual Fire and Life Safety Inspections of commercial properties between January 1, 2019 and August 15, 2019, conducted 298 Construction Plan Reviews and provided Fire Prevention Programs targeting 2nd, 3rd and 4th grade students at every elementary school within the City of Pasadena as well as a multitude of community outreach projects involving Fire Prevention Programs such as providing and installing Smoke Detectors, Career Days at all schools and our Annual Fire Prevention Festival at Strawberry Park.

The Fire Prevention Division for Fiscal year 2019 finished the updating and amending of Chapter 13, titled, Fire Prevention and Protection under the Municipal Code of Ordinances which brought the ordinances in line with the current Fire Code. The current fee schedule that was adopted in 2018, generated an exuberant revenue base in 2019 compared to previous years.

The Arson Division, which encompasses Fire Investigations, Environmental Crimes, Code Compliance and Juvenile Fire Intervention for Fiscal Year 2019, has handled over 432 cases between January 1, 2019 and August 15, 2019 which is an increase of 132 cases from same period in 2018. These cases have resulted in several arrests for arson and the issuance of several citations for Code Violations.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue to follow our Mission Statement
- Continue to stay on top of new technology and training
- Continue to provide top of the line Fire Prevention Programs and Community Outreach Programs
- Assure that every Commercial Property receives an Annual Fire and Life Safety Inspection
- Continue to provide excellent customer service and a friendly atmosphere
- Maintain a Professional working relationship with other city departments and the community
- Through our Annual Fire and Life Safety Inspection fee schedule, we will continue to increase revenue



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	1,211,409	1,147,934	1,220,753	1,338,540	1,249,937
Contractual services	96,426	94,616	104,600	104,450	103,100
Materials and supplies	53,089	59,642	61,228	57,159	54,150
Maintenance charges	307,548	282,048	322,062	322,062	342,714
TOTAL	1,668,472	1,584,240	1,708,643	1,822,211	1,749,901

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of life safety & fire inspections	9,580.00	9,783.00	9,925.00	10,200.00
Public educational activities	175	250	325	375
Number of investigations	380	408	525	600

FIRE PREVENTION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1220	Lt Fire Marshal	1	1	1
1650	Deputy Fire Marshal	8	7	7
1870	Chief Fire Marshal	1	1	1
1875	Sgt Fire Marshal	0	1	1
2855	PT Office Assistant	0	0	1
2700	PT Pooled Dep Fire Marshal	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	12	12	13



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**PUBLIC SAFETY
POLICE DEPARTMENT**

MISSION STATEMENT

The mission of the Pasadena Police department is to lawfully safeguard the lives and liberties of our community. The department is separated into four sections. They are as follows:

- Administration
- Investigations
- Operations
- Support

**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

BY CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	34,537,416	33,505,171	37,162,638	37,284,349	38,413,354
Contractual services	499,999	494,270	551,135	548,757	550,390
Materials and supplies	379,169	334,816	348,490	349,351	348,890
Maintenance charges	3,572,975	3,524,720	4,335,777	4,339,506	4,441,086
TOTAL	38,989,559	37,858,977	42,450,399	42,574,322	43,753,720

BY DEPARTMENT/DIVISION

Administration	4,700,775	4,679,222	4,625,514	5,328,358	5,232,108
Investigations	5,417,293	5,936,275	6,109,348	6,207,661	6,281,043
Operations	23,666,614	22,815,725	26,926,471	25,902,941	27,760,020
Support	5,204,877	4,427,755	4,789,066	5,135,362	4,480,549
TOTAL	38,989,559	37,858,977	42,450,399	42,574,322	43,753,720

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Uniform crime report – property crimes	3,969	3,467	4,692*	4,880
Uniform crime report – person crimes	761	661	2,232*	2,366
Calls for Service	106,718	102,710	110,208	115,718
Response Time – Priority 1	2:44 minutes	3:30 minutes	3:25 minutes	3:16 minutes

* In May 2018, the Pasadena Police Department transitioned from UCR to IBR for reporting crime. UCR is a summary-based reporting system while IBR reports criminal offenses at the incident level. This gives more of a granular view of crime, though it gives the appearance of higher crime numbers.



PUBLIC SAFETY

POLICE ADMINISTRATION DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Graduated 11 Probationary police officers from one basic police academy and 6 Probationary police officers from 1 modified police academy
- Implemented Data-Driven Approaches to Crime and Traffic Safety (DDACTS) program, which involves strategic placement of police officers for the enforcement of laws in areas clearly identified as priority areas due to crime data
- Received \$94,317.00 in grant funding from the NCS-X grant program from the U.S. Bureau of Justice Statistics to assist our agency in the implementation of the F.B.I. National Incident-Based Reporting System (NIBRS) that is replacing the current F.B.I. Uniform Crime Reporting (UCR) standard for crime data collection
- Reached our 2019 goal of expanding access to grant funding through partnerships with corporations as we received \$2,000 from LyondellBasell to purchase equipment for our Bicycle Patrol Team as well as \$2,500 from the Walmart Community Grant Program to purchase safety equipment for our Community Services Unit Search Team

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue to improve public safety through the continued efforts of our newly implemented DDACTS program through consistent analysis of up to date crime data and the appropriate utilization of personnel based on said data
- Gain recognition from the Texas Police Chiefs Association Best Practice Program making Pasadena Police Department one of the largest recognized organizations in this region
- Continue working towards our goal of employing 300 or more police officers, which will enhance and add to the services to provide to the citizens of Pasadena. We are currently at 295 sworn personnel and will be planning for the start of the 78th Pasadena Police Academy for the early part of 2020.
- Look for new grant opportunities for funding such as the State Homeland Security Program through the Office of the Governor, the Texas Office of the Attorney General Victim Coordinator and Liaison grant, as well as through additional corporate partnerships such as the Albemarle Foundation.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	3,570,384	3,519,863	3,449,057	4,154,170	4,024,466
Contractual services	332,676	322,833	359,750	357,036	360,250
Materials and supplies	63,301	58,282	63,600	64,000	64,000
Maintenance charges	734,414	778,244	753,107	753,152	783,392
TOTAL	4,700,775	4,679,222	4,625,514	5,328,358	5,232,108

POLICE ADMINISTRATION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1160	Assistant Police Chief	3	3	3
1165	Police Civilian Director	0	1	1
1350	Bus System Analyst IV	1	0	0
1410	Police Chief	1	1	1
1615	Crime Analyst	1	1	2
1805	Evidence Tech	2	2	2
2015	Info Sys Coordinator	0	0	1
2062	Intelligence Analyst II	1	1	0
2064	Regional Intelligence Coordinator	1	1	1
2200	Lieutenant	1	2	2
2565	Police Admin II	1	1	1
2567	Police IT Manager	0	1	1
2570	Police Officer	19	19	19
2775	Pooled Police Civilian	1	1	1
2976	Public Safety Oper Manager	1	1	1
3220	Sergeant	5	6	6
3267	Sr. Administrative Assistant	1	1	1
3370	Sr. Office Assistant	1	1	1
3515	PD Systems Support	1	1	1
3521	Tech Support Analyst II	1	1	1
	TOTAL:	42	45	46



PUBLIC SAFETY

POLICE INVESTIGATION DIVISION

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

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

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

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

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

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

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

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



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

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

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

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

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



PUBLIC SAFETY

POLICE INVESTIGATION DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Identified members of a local criminal organization that resulted in two active Title III federal investigations
- All members of the Family Violence Unit obtained certification in Sexual Assault Family Violence Investigator Course (SAFVIC), which complies with the upcoming Texas State Senate Bill 986
- Investigators were able to streamline the criminal warrant application process by collaborating with the Harris County District Attorney's Office to establish a process of e-mailing probable cause statements to intake prosecutors. As a result, this new process has significantly decreased the wait time in the filing of "to-be" warrants.
- Established a unit to work with the United States Marshall Services within the Houston Metropolitan Area to arrest violent felony fugitives

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Auto Theft will assign investigators as liaisons to the surrounding agencies to improve relations and communication of information pertaining to suspects that often cross-jurisdictional boundary while committing crimes
- Increase local enforcement, especially in cases where nuisance drug locations are identified: such as underground pill mills, synthetic cannabinoids dealers, and locations where users congregate to use, trade, barter, and sell illegal substances. This can be accomplished by working with other city departments, such as Code Enforcement, Fire Marshall's Office and Animal Control.
- Obtain training in the use of the Domestic Abuse Lethality Evaluation (DA-LE) form. The unit will then seek to train all patrol officers in the proper use of the assessment prior to the end of the fiscal year.
- Obtain advanced training in the use of the 3D crime scene scanning with the use of the FARO software. This will allow the investigators to maximize the capabilities of the current equipment in order to better document crime scenes.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	4,855,301	5,392,364	5,539,091	5,635,426	5,700,587
Contractual services	23,536	27,614	29,600	29,600	29,600
Materials and supplies	17,511	18,654	21,350	21,350	21,350
Maintenance charges	520,945	497,643	519,307	521,285	529,506
TOTAL	5,417,293	5,936,275	6,109,348	6,207,661	6,281,043

POLICE INVESTIGATIONS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1472	Civilian Victim Liason	0	0	1
2200	Lieutenant	2	2	2
2440	Office Assistant II	2	2	2
2570	Police Officer	39	41	39
3220	Sergeant	7	9	8
3370	Sr Office Assistant	1	1	1
	TOTAL	51	55	53



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PUBLIC SAFETY

POLICE OPERATIONS DIVISION

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

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

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

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

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



PUBLIC SAFETY

POLICE OPERATIONS DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Implemented the DDACTS model department-wide. DDACTS (Data Driven Approaches to Crime and Traffic Solutions) uses crime stats and traffic crash records to identify and respond to the areas of the community that would benefit from additional marked police presence.
- Implemented our HOA Attendance Program, whereby Patrol Officers regularly attend neighborhood meetings, with one officer assigned as a liaison to all Home Owners Associations in the community. The Program seeks to connect uniformed patrol officers with the residents in their districts. The program continues to assist in developing mutually beneficial relations with our community that continue to bear fruit.
- Implemented the Homeless Outreach/Identification program in an effort to assess the community's needs with regard to the homeless population.
- Implemented the Mental Health Unit for enhancing our police response, outreach, and follow-up assistance to those in the community suffering from Mental Health conditions.
- We have continued the Warrant program to locate and apprehend wanted felony offenders that reside or work in Pasadena, as well as cases which a member of the Pasadena Police Department filed the criminal charge.
- We have increased staffing levels on all three shifts and trained numerous new officers through the Field Training Program.
- Restructured our Field Training Program to strengthen and enhance the unit's purpose of providing quality training to our newest members. The unit now includes a Mentor Program with the mission of providing continued guidance for new police officers beyond the Field Training period.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- We will continue the HOA Attendance program to more effectively understand the problems/concerns and collaborate on solutions. This will allow the officers working the geographic areas to be involved in the problem solving.
- We will continue the Homeless Outreach/Identification program, as well as the Mental Health unit to provide an enhanced response to calls for service involving these demographics.
- We will continue the success of the Warrant program as a proactive means of locating wanted persons and positively impacting public safety in the community.
- Continue to expand the Operations Division staffing levels so that officers can be more proactive and implement more broad strategies to address crime and public disorder offenses.
- Continue to implement new technologies to increase our efficiency and effectiveness.


**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	21,450,989	20,721,225	23,910,912	22,886,946	24,716,940
Contractual services	87,395	86,667	99,585	99,661	98,340
Materials and supplies	273,037	235,935	231,990	232,350	231,990
Maintenance charges	1,855,193	1,771,898	2,683,984	2,683,984	2,712,750
TOTAL	23,666,614	22,815,725	26,926,471	25,902,941	27,760,020

POLICE OPERATIONS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
2200	Lieutenant	4	4	4
2570	Police Officer	160	157	164
2578	PT Police Services Officer - Pool	1	1	1
2579	Police Services Officer I	20	7	7
2580	Police Services Officer II	6	19	19
2581	Police Services Officer III	9	9	9
2582	PSO Shift Supervisor	6	6	6
3220	Sergeant	25	23	22
	TOTAL:	231	226	232



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PUBLIC SAFETY

POLICE SUPPORT DIVISION

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

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

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

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



PUBLIC SAFETY POLICE SUPPORT DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Created and implemented a Media Relations division that has been instrumental in producing top-quality announcements and videos for the community; thereby, strengthening the department's image with the citizenry.
- Restructured the pay scale for Police Service Officers to aid in recruiting and retention.
- Continued to provide programs such as Coffee with a Cop, Police Trunk or Treat, and the annual National Night Out Expo and Registration event.
- Hosted 4 Rape Aggression Defense courses free-of-charge for the community.
- Conducted 191 in-service schools, providing 18,522 hours of instruction to 2,289 area police officers.
- Graduated 17 police cadets from the academy.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue unique and innovative recruiting strategies to hire additional police officers.
- Transition the Community Services Division from their current offices into a newly designed workspace located within City Hall.
- Continue to offer various crime prevention and community outreach programs.
- Continue to grow the department's social media platforms to increase the agency's effectiveness.
- Add an additional Crime Analyst to aid in the newly implemented DDACTS strategy, as well as provide internal support through the identification of crime trends by utilizing relevant data.
- Implement a new Body-worn and In-car camera system that will improve operational efficiency and officer safety - this will serve to replace existing outdated technology.
- Locate and select a long-term Computer Aided Dispatch and Records Management System that incorporates evidence and property management.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	4,660,742	3,871,719	4,263,578	4,607,807	3,971,361
Contractual services	56,392	57,156	62,200	62,460	62,200
Materials and supplies	25,320	21,945	31,550	31,651	31,550
Maintenance charges	462,423	476,935	379,379	381,085	415,438
Capital Outlay	-	-	52,359	52,359	-
TOTAL	5,204,877	4,427,755	4,789,066	5,135,362	4,480,549

POLICE SUPPORT STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1235	Asst Records Manager	1	1	1
1305	Police Facility Supervisor	1	1	1
1805	Evidence Tech	6	6	6
1808	Evidence Control Supervisor	1	1	1
2200	Lieutenant	2	1	1
2385	Motor Pool Attendant	1	1	1
2430	Office Assistant I	4	4	4
2440	Office Assistant II	5	5	5
2568	Police Coordinator	1	1	1
2570	Police Officer	20	22	20
2600	Police Cadet	14	15	8
3040	Record Manager	1	1	1
3220	Sergeant	3	3	3
3370	Sr Office Assistant	6	6	6
	TOTAL:	66	68	59



PUBLIC SAFETY CODE ENFORCEMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Staffed averaged 619 code violation investigations each month or approximately 7,429 investigations for the year. The Mayor's Action Line produced 1,690 complaints of the total investigations for the year. Staff issued 604 violation notifications via certified mail each month or approximately 7,247 violation letters for the year.
- Worked with property owners on the code violation cases which resulted in the voluntary correction of over 96% of the total violations. The City did remove 56 junk motor vehicles and boats from private property which were destroyed pursuant to State Law and impounded 74 abandoned vehicles from public streets which generated approximately \$41,602.64 in towing/storage fees and revenue from the sale of vehicles that remain unclaimed by the owner which were sold at the City Auctions.
- Procured and awarded contracts for the securing of 28 open, vacant structures, the cleanup of 104 overgrown and trash/debris cluttered properties and the demolition of 20 dilapidated houses. Code Enforcement received \$110,940 from property owners paying off liens that were filed on their property due to the City abating code violations.
- Dedicated a part-time code enforcement inspector to removing illegal "bandit signs" placed on City property easements or rights-of-way. This effort removed approximately 11,103 illegal signs.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- To fully investigate all citizen complaints and communicate the findings to the citizen in a timely manner. To take the required action to correct or abate the violations investigated from complaints through the Mayor's Action Line or identified during the Officer's survey of their districts.
- To improve public safety by ensuring that our neighborhood roadways within the City are kept free of obstructions from abandoned or illegally parked vehicles that may hinder the quick response of emergency vehicles.
- To assist in neighborhood improvement activities through code compliance by removing visible signs of blight, decay and disorder (such as junked vehicles, weeded lots, dilapidated buildings, illegal dump sites, litter and junk, etc.) within the community.
- To provide the necessary resources and opportunities for each staff member to participate in continuing education classes/seminars to maintain their State Code Enforcement Certification as well as to enhance their investigation abilities. The training also provides legislative updates concerning changes in applicable State Law.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	399,866	347,875	311,463	308,974	318,373
Contractual services	112,560	151,497	254,512	168,000	247,100
Materials and supplies	44,176	54,029	62,638	48,400	59,600
Maintenance charges	105,321	107,669	192,600	192,500	183,065
TOTAL	661,923	661,070	821,213	717,874	808,138

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Yearly Number of Investigations	5,893	7,667	7,429	7,680
Yearly Number of Violations	5,533	7,444	7,247	7,488
Monthly Investigations per Code Enforcement Officer	70	92	77	80
City Ordinances administered by code enforcement	21	21	21	21

CODE INSPECTION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1642	PT - Code Enforcement Officer	1	1	1
1644	Code Enforcement Supervisor	1	1	1
1645	Deputy Code Enforcement Inspc.	1	1	1
2040	Inspector III	7	7	7
3370	Sr Office Assistant	1	1	1
8888	PT-Pooled	0	1	1
	TOTAL:	11	12	12



**PUBLIC WORKS**

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

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

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

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

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

BY CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	7,482,626	7,339,798	7,310,119	7,092,905	7,412,305
Contractual services	5,806,228	6,412,654	7,182,244	6,940,869	7,297,300
Materials and supplies	927,116	795,086	1,099,601	799,714	1,136,457
Maintenance charges	1,016,943	899,027	910,396	918,708	925,172
Capital outlay	15,680	90,245	93,000	93,000	60,000
TOTAL	15,248,593	15,536,810	16,595,360	15,845,196	16,831,234
BY DEPARTMENT/DIVISION					
Engineering	2,287,035	2,319,272	2,125,464	2,112,039	2,202,753
Sanitation	7,058,709	7,601,084	8,387,987	8,011,548	8,480,046
Street and bridge	2,991,958	2,713,033	2,987,199	2,860,943	2,992,765
Traffic and transportation	1,604,799	1,626,076	1,676,710	1,560,666	1,737,670
Street lights and signals	1,306,092	1,277,345	1,418,000	1,300,000	1,418,000
TOTAL	15,248,593	15,536,810	16,595,360	15,845,196	16,831,234



PUBLIC WORKS ENGINEERING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Received approved contract from Texas General Land Office for 2016 Flood Allocation of approximately \$1.8M.
- Submitted Application and received conditional award from Harris County for Hurricane Harvey CDBG-DR Method of Distribution Allocation of \$8.2M.
- Received approval for FEMA Hazard Mitigation Grant Phase I of roughly \$16M for the Design and Environmental Services of approximately 25 miles of drainage work to be administered by the Texas Division of Emergency Management (TDEM).

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Submit all Phase I deliverables to TDEM and secure funding for Phase II of the Hazard Mitigation Grant which consists of construction.
- Continue to develop and manage Capital Improvement Projects and grant activities to maximize city resources.
- Continue to improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) Program.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	1,672,586	1,696,632	1,648,196	1,651,671	1,640,555
Contractual services	358,911	397,190	279,100	271,900	354,300
Materials and supplies	37,959	33,532	33,800	24,100	35,300
Maintenance charges	217,579	191,918	164,368	164,368	172,598
TOTAL	2,287,035	2,319,272	2,125,464	2,112,039	2,202,753

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Utility Availability/Flood Plain Letters	227	152	190	200
Construction Projects Inspected	33	36	38	50
Professional Contract Oversight	43	41	55	60
Map and data files maintained	3,788	3,241	3,200	3,200

ENGINEERING STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1230	Sr Asst Public Works Director	2	2	2
1400	Chief Construction Inspector	1	1	1
1683	Deputy Dir Public Works	1	1	1
1705	Director of Public Works	1	1	1
1765	Engineering Tech	2	1	1
1919	GIS Tech II	1	1	1
2040	Inspector III	1	1	1
2260	Maintenance Tech II	1	1	1
2380	Management Analyst III	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	1	1
2620	Sr Project Manager	1	1	1
2845	PT Pooled Engineering	1	1	0
2886	Project Manager	2	2	2
	TOTAL:	17	16	15



PUBLIC WORKS SANITATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Continued Recycle Center upgrades.
- Filled job vacancies for the department to operate as required.
- Continued to issue and deliver 64-gallon garbage carts and 64 gallon recycle carts.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue to explore other forms of recycling for entire City.
- Continue to issue and deliver 64-gallon garbage carts and 64 gallon recycle carts.
- Continue to explore other means for garbage pickup for efficiency.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	2,611,652	2,762,097	2,654,877	2,496,292	2,748,711
Contractual services	3,892,401	4,415,276	5,121,194	5,113,669	5,125,150
Materials and supplies	256,094	171,273	330,563	117,600	330,463
Maintenance charges	298,562	252,438	281,353	283,987	275,722
TOTAL	7,058,709	7,601,084	8,387,987	8,011,548	8,480,046

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Customers	31,997	31,991	32,042	32,500
Tons of refuse collected per month	3,903	3,551	4,163	4,200
Units served per month	330,605	330,583	331,125	335,834
Cost per unit per month	\$1.75	\$1.75	\$2.11	\$2.07

SANITATION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1790	Equipment Operator II	2	3	3
1800	Equipment Operator III	2	2	2
2040	Inspector III	1	1	1
2895	PT Pooled Sanitation	1	1	1
3010	Public Works Superintendent	1	1	1
3140	Sanitation Route Supervisor	2	2	2
3160	Sanitation Truck Driver	14	13	13
3170	Sanitation Worker I	16	16	16
3171	Sanitation Worker II	0	2	2
3370	Sr. Office Assistant	1	1	1
	TOTAL:	40	42	42



PUBLIC WORKS STREET/BRIDGE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- **Asphalt Overlay:** 3300 Hays, 3105 San Augustine, 2300 McNay, 3500 Federal, 1000 Duffer Ln, 7902 Fairmont, 5000 Burke
- **Major Street Repairs Blacktop:** 3403 Daisy, 709 Pauline, 3200 Lafferty
- **Major Section Repairs Concrete:** 1300 Blk Carpenter; 6210 Canada; 400–600 Blk Fresa; Watters & Vista; Bluebird & Oaks; 2610 & 2910 Burke; 3939 Red Bluff; Burke & Yellowstone
- **Special Projects:** Strawberry Park- Install concrete retaining walls for bathrooms; 5160 Burke- Install concrete pads at new dog park; 2615 Peach-install 10' of 4" PVC for drainage; 1149 Ellsworth- Demo old pad and pour new concrete pad for new electrical system; 3124 Red Bluff- pour concrete pad for A/C unit for Warehouse; 1000 Duffer Ln- tree & dirt removal, 3124 Red Bluff- building crushed rock storage yard, 6600 Genoa Red Bluff-built a crushed rock pad and relocating power polls and relocating ammo storage container, 1201 Jeff Ginn- removing awning and driveway, Strawberry & Fairmont- guardrail/walkway damage repair, Beltway 8 & 225 HWY chemical spill @ plant- freeway/road closures, 5160 Burke- resurface walking trail, 1000 Duffer Ln- removing collapsed building due to tornado, 500 Jackson (Memorial Park)- playground area repair
- **Major Drainage improvements:** Crenshaw- cleaned ditches from Preston to Strawberry, Burke- cleaned ditches Fairmont to Genoa Red Bluff, Crenshaw- cleaned ditches from Holly Bay to Baywood, 3500 Darling- cleaned ditch in rear easement

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Carry out annual street maintenance plan by maintaining and repairing street surfaces
- Reduce sidewalk maintenance with reconstruction
- 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 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	2,291,076	1,981,055	2,081,865	2,037,853	2,084,820
Contractual services	23,690	20,017	65,650	30,000	67,950
Materials and supplies	295,011	370,054	465,594	419,000	463,094
Maintenance charges	366,501	326,062	359,090	359,090	356,901
Capital Outlay	15,680	15,845	15,000	15,000	20,000
TOTAL	2,991,958	2,713,033	2,987,199	2,860,943	2,992,765

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Street Improvements (Linear feet)	16,760	17,618	17,000	20,000
Sidewalk Improvements (Linear feet)	5,120	5,226	6,500	8,000
Drainage Improvements (Linear feet)	24,280	15,499	20,000	20,000

STREET/BRIDGE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	5	5	5
1800	Equipment Operator III	2	2	2
1910	General Superintendent	1	0	0
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:	32	31	31



PUBLIC WORKS

TRAFFIC & TRANSPORTATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Upgraded communication system equipment at 9 intersections to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals
- Completed Mobility Project – Spencer Highway Phase III, upgrade of 5 traffic signal intersections at Lafferty, Strawberry, Sinclair, Dedman and Space Center Blvd
- Performed Pasadena Freeway Lighting maintenance from Scarborough to east City limits
- Installed speed cushions in high speed volume roadways throughout the City where warranted

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Upgrade communication system equipment at 14 intersections to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals
- Install battery backup systems at intersections with Pole Mount Cabinets
- Mobility Project – Upgrade of 6 traffic signal intersections (Allen Genoa @ Shaver, Fairmont @ Watters, Burke @ Cherrybrook, Red Bluff @ Center, Crenshaw @ Preston and Red Bluff @ Kingsdale).
- Install new foundation with signal pole and mast arm for the westbound approach and new service pole at the intersection of Bay Area Blvd and Boeing Way



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	907,312	900,014	925,181	907,089	938,219
Contractual services	225,134	302,826	298,300	225,300	331,900
Materials and supplies	338,052	220,227	269,644	239,014	307,600
Maintenance charges	134,301	128,609	105,585	111,263	119,951
Capital Outlay	-	74,400	78,000	78,000	40,000
TOTAL	1,604,799	1,626,076	1,676,710	1,560,666	1,737,670

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Lane-miles of streets striped	40%	32%	53%	55%
Traffic signs installed, replaced or removed	7%	5%	6%	10%
Controllers replaced	7%	5%	9%	8%

TRAFFIC & TRANSPORTATION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
2060	Inspector V	1	1	1
3230	Sign Markings Tech I	2	2	2
3240	Sign Markings Tech II	3	3	3
3370	Sr Office Assistant	1	1	1
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 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Contractual services	1,306,092	1,277,345	1,418,000	1,300,000	1,418,000
TOTAL	1,306,092	1,277,345	1,418,000	1,300,000	1,418,000

**PARKS & RECREATION**

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

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

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

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

BY CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	10,169,552	9,925,315	11,010,504	10,444,329	10,856,544
Contractual services	1,528,018	1,466,598	1,919,710	1,580,930	1,846,321
Materials and supplies	987,634	1,147,941	1,345,708	1,089,290	1,289,771
Maintenance charges	2,626,411	2,704,932	2,547,637	2,613,653	2,548,745
Capital outlay	626,995	350,996	1,007,409	549,947	1,088,277
TOTAL	15,938,610	15,595,782	17,830,968	16,278,149	17,629,658

BY DEPARTMENT/DIVISION	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Parks	3,426,496	3,397,320	3,809,294	3,619,760	3,823,875
Recreation	3,610,213	3,400,077	4,054,261	3,805,026	4,070,982
Clean streets	1,686,571	1,699,602	1,971,241	1,831,539	1,963,575
Golf course	902,609	911,623	992,880	993,771	1,018,596
Multi-purpose center	539,132	556,443	590,686	604,758	626,921
Civic center	739,191	752,816	795,395	749,165	770,540
Senior center - Madison Jobe	568,993	616,277	764,122	649,846	693,393
Museums	28,765	24,552	134,331	123,891	154,342
Library	4,033,412	4,025,444	4,030,243	3,810,446	3,908,865
Urban street projects	403,228	211,628	688,515	89,947	598,569
TOTAL	15,938,610	15,595,782	17,830,968	16,278,149	17,629,658



PARKS & RECREATION

PARKS

MISSION STATEMENT

To provide safe, well-maintained parks and facilities that supports a diverse variety of recreational and leisure activities while monitoring future trends and standards.

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Planted approximately 850 trees in parks
- Trail repaved at Burke-Crenshaw Park
- New play structure at Queens park
- New play structure at Memorial Park with the KaBOOM grant
- Dog Park project with grant funds behind the Animal Shelter
- Stayed on target for park maintenance and mowing schedules
- Worked with local sports leagues and kept up ballfield maintenance

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Install a new restroom at Burke-Crenshaw Park
- Assess and add new facilities at Holly Bay Park (restroom, splashpad, repave trail)
- Replace play structure at Red Bluff Park
- Continue to train staff on best management strategies and implementation
- Continue maintenance and mowing schedules on parks to best serve the public
- Continued success in the everyday maintenance of our parks, sports complexes, and trails system.
- Improve signage in parks to reduce the number of signs and improve the aesthetics of the parks
- Continue to replace aged out amenities and standardize amenities throughout parks



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	2,039,077	2,091,893	2,299,949	2,175,115	2,304,259
Contractual services	321,582	338,864	362,300	345,450	354,300
Materials and supplies	273,577	219,664	220,425	172,575	221,400
Maintenance charges	787,946	746,899	771,620	771,620	708,916
Capital outlay	4,314	0	155,000	155,000	235,000
TOTAL	3,426,496	3,397,320	3,809,294	3,619,760	3,823,875

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Acres mowed by Parks Weekly	280	280	274	280
Acres mowed per worker weekly	20	20	20	20
Sports fields maintained per week	73	58	58	58
Sports fields maintained per worker per week	18	19	19	19
Average mow cycle (days)	N/A	14	10	12

PARKS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1620	Custodian I	5	5	5
2260	Maintenance Technician II	1	1	1
2270	Maintenance Technician III	1	1	1
2430	Office Assistant I	1	1	1
2460	Parks Superintendent	1	1	1
2470	Parks Foreman	3	3	3
2480	Parks Worker I	18	18	18
2490	Parks Worker II	6	6	6
2500	Parks Worker III	2	2	2
2857	PT Pooled Parks	1	1	1
2858	PT Pooled Park Custodians	1	1	1
	TOTAL:	40	40	40



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PARKS & RECREATION

RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

Aquatics:

- Increased Attendance at Strawberry pool by 5000+ attendees thus increasing projected revenue.
- New Pool Tech received his CPO Certification.
- Resigned contract with American Red Cross Centennial Program.
- Increased revenue Strawberry concession stand and gift shop.
- All Fitness Programs are up 167.61%.
- Competed in the Gulf Coast Lifeguard Olympics.
- Two Splash pads converted to flow through to minimize maintenance costs and down time.
- Decreased pool closures due to implementation of a new water safety break at Strawberry Water Park

Recreation Centers:

- The division is responsible for 2 annual special events outside of the centers day to day operations including a Monster Mash and Easter Extravaganza. This year was the first year for an Outdoor Recreation Event in partnership with Texas Parks and Wildlife. These events served at least 800 youth and families
- The division participated in health fairs with community partners like Healthy Living Matters Walk/Bike to School Days and ABC Back to School Fair
- Exercise for Life in partnership with MD Anderson and YMCA continued free exercise classes at Odell Harrison and Peter C. Fogo Recreation Centers and expanded to Rusk and Golden Acres Recreation Center.
- Open Market was held at Campbell Hall and partnered with Breakfast with Santa. Recreation Centers also helped at the Kaboom build at Memorial Park including a Service Project after the build to touch up the new tables and helped facilitate Food Truck Fridays.
- Recreation Centers partnered with other City Departments. Centers hosted the after event for the 1st Team Up to Clean Up, had a booth at National Night Out workshop hosted by the Pasadena Police Department and participated in their Trunk or Treat.
- Center budget meetings showcased new programs including Trial by Food, Fogo Foodie and environmental responsibility at Rusk which is being funded in part by a grant. Centers also invested in iPads to help promote activities on social media.
- Centers also experienced an increase in participation at two of the centers, Odell Harrison and Peter C. Fogo.
- Centers also certified more people as Food Managers and now has three CPR/ First Aid/ AED American Red Cross instructors.

Athletics:

- Implemented a track program to replace Hershey Track & Field program that was discontinued.
- Increased participation in adult volleyball and basketball as well as youth soccer.
- Implemented middle school volleyball program.

**Tennis**

- Continued growing Juniors Tennis program
- We have our first player coming out of the Darkhorse Junior Advancement program and will start coaching at Harry Taylor Tennis Center (HTTC) in January 2020.
- We had two singles players and a doubles team advance to the State tournament in Waco, Texas.
- The Texas Association of Private and Parochial Schools (TAPPS) district tournament was held at HTTC. TAPPS has requested to hold the district tournament at HTTC yearly.
- Tennis Pro received certification as a Youth Fitness Specialist through the International Youth Conditioning Association.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020**Aquatics:**

- Increase recruiting of WSI's and BSI's.
- Implement identified aquatics programs such as water volleyball and water basketball tournaments.
- Develop a standardized training program for guards and WSI's to be implemented next season

Recreation Centers:

- Increase participation in all centers by 9% and individual centers by the following over the first nine months of calendar year 2020 by comparing against monthly reports of first nine months of 2019
Fogo 10 %- 256
Golden Acres 20%- 222
Odell 5%- 257
Rusk 15 %- 358
- Increase number of events occurring in local parks. (Movie in the Park, Pop-Up-Parks, etc.)
- Attend multiple trainings to increase knowledge of computers and iPad platforms.
- Have 4 full time staff attend Texas Recreation and Park Society (TRAPS) conference in Galveston.
- Recreation Manager to attend the National Recreation and Park Association (NRPA) conference in Orlando to gain knowledge of trends and threats in Parks and Recreation.
- Certify new and full time Recreation Attendants as food managers.

Athletics:

- Increase participation in Middle School Volleyball by 20%
- Increase participation in Adult Basketball by 20%.
- Increase participation in Adult Volleyball by 20%.
- Place practice soccer goals in 4 parks by end of fiscal year 2020.
- Implement new 7 on 7 Youth Flag Football program.
- Implement new Youth Indoor Soccer Program.

Tennis:

- Continue with implementation of a court sponsorship program. Businesses are able to get a court net banner placed on the court for one year. Funds raised will be used to purchase items for the tennis center.
- Implement a strength and conditioning and court agility workout in the Fall.
- Adding team tennis-based tournament.
- Explore interest in starting a Pickle Ball program at the tennis center.
- Begin hosting UTR (Universal Tennis Rating) tournaments at HTTC.
- Tennis Pro to get certified as a Tennis Performance Specialist through the International Tennis Performance Association and a certification with the Women's Tennis Coaching Association.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	2,429,344	2,153,685	2,471,674	2,425,127	2,561,433
Contractual services	347,975	316,657	509,745	370,545	437,350
Materials and supplies	306,469	423,842	524,322	457,600	451,100
Maintenance charges	453,009	491,868	488,520	491,754	505,699
Capital outlay	73,416	14,025	60,000	60,000	115,400
TOTAL	3,610,213	3,400,077	4,054,261	3,805,026	4,070,982

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Athletics unique participant - Annual	4,900	3,900	3,600	3,900
Athletics participant visits - Annual	52,000	39,266	35,000	37,000
Aquatics participation	34,815	22,346	30,500	31,000
Tennis participation - Annual	11,551	11,782	13,000	13,500

PARKS & RECREATION STAFFING

RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1704	Director of Parks and Recreation	1	1	1
1945	Grant Writer	1	1	1
2430	Office Assistant I	3	1	1
2440	Office Assistant II	1	3	3
2585	Pool Technician	2	2	2
2650	PT Athletic Pooled Position	1	1	1
2741	PT Recreation Attendant	12	12	10
2840	PT Aquatics Pooled Position	1	1	1
2851	PT Recreation Pooled Position	1	1	1
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant	1	1	6
3070	Recreation Manager	2	2	2
3071	Asst Rec Manager	2	1	1
3080	Recreation Specialist I	4	4	4
3100	Recreation Superintendent	1	1	1
8888	PT Tennis Pooled Position	0	1	1
	TOTAL:	34	34	37



PARKS & RECREATION CLEAN STREETS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Successfully maintained the assigned City's right of ways in a professional manner
- Outstanding performance and recognition for supporting City held special events
- Negotiated, managed and implemented improvements to the City Right of Way landscaping contract

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Provide support to City wide construction, renovation and upgrade projects
- Focus on making improvements to ensure safety and increase productivity
- Develop and implement City beautification and holiday projects



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	1,273,852	1,328,610	1,389,294	1,294,927	1,384,661
Contractual services	20,000	23,515	247,200	225,600	253,100
Materials and supplies	50,012	48,022	80,155	54,225	70,100
Maintenance charges	325,759	299,455	254,592	256,787	255,714
Capital outlay	16,948	-	-	-	-
TOTAL	1,686,571	1,699,602	1,971,241	1,831,539	1,963,575

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of participants worked Community Service	3,003	2,154	1,915	2,000
Quantity of trash removal (cubic feet)	104,745	86,028	72,740	73,000
Street sweepers - miles cleaned	2,648	2,926	2,958	3,000

CLEAN STREETS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1480	Clean Streets Manager	1	1	1
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	2	2	2
2100	Clean Streets Supervisor	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	1	1
2645	PT Pooled Clean Streets	1	1	1
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	10	10	10
	TOTAL:	21	21	21



PARKS & RECREATION MUNICIPAL GOLF COURSE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Established a relationship with the community and school kids that progressively developed the course and exposed a new generation to the game
- New siding on clubhouse
- Renovated outside restrooms
- Updated pump station for an improved irrigation system

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Increase concession sales by possible addition of grill to pro shop
- Renovate as many holes/greens as the budget will allow
- Continue to renovate or replace outdoor facilities (Restrooms, Maintenance Barn)



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel Services	568,932	409,466	565,656	557,686	549,758
Contractual services	132,970	101,470	111,800	98,600	121,600
Materials and supplies	103,061	218,709	194,900	161,850	198,100
Maintenance charges	97,646	181,978	120,524	175,635	149,138
TOTAL	902,609	911,623	992,880	993,771	1,018,596

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of rounds of golf played	12,000	22,773	24,531	24,000

GOLF COURSE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	3	3	3
2590	Pro Shop Specialist I	1	1	1
2765	PT Pooled Golf Course	1	1	0
2880	Pro Shop Worker I	3	3	2
3325	Sr Grounds Keeper	0	1	2
	TOTAL:	9	10	9



PARKS & RECREATION MULTI-PURPOSE CENTER

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Completed covered drop-off construction
- Wheelchair Softball team played in the National wheelchair softball tournament

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Increase 2020 domestic participation in Shootout by 2 teams
- Increase 2020 International participation in Shootout by 2 teams
- Increase 2020 attendance in the Pasabilities Festival / Expo by advertising in 2 new media outlets
- Develop plan and layout of backyard amenities to drive grant funding for increased outdoor programming



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	391,279	403,418	431,102	435,598	439,008
Contractual services	32,385	36,666	40,800	40,200	41,746
Materials and supplies	37,411	37,549	47,156	47,256	47,310
Maintenance charges	60,910	78,810	71,628	81,704	78,857
Capital outlay	17,147	-	-	-	20,000
TOTAL	539,132	556,443	590,686	604,758	626,921

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Annual participants	3,262	4,344	5,300	5,500
Participant hours	45,000	49,378	55,000	60,000

MULTI-PURPOSE CENTER STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Charging for electrical usage (as outlined on fee chart; was not being done before)
- Enforcing policies outlined in Ordinance (was not being done before)
- New operable walls in Convention Center
- New floor machines
- PCC Main Hall floor was resealed
- Painted Arena Suites
- Tiled hallway in Arena Suites
- New bull shoots in Arena
- Started working with company to make a new website for Convention Center
- Installed Audio System in Campbell Hall
- Purchased new power washing equipment
- Purchased new pipe and drape for Convention Center
- Installed new LED lighting in Convention Center Office and Parking Lots

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Replace bleacher seating in Convention Center
- Replace City Seal on top of building with a lighted one
- Select new caterers and a concessionaire
- Book more events on weekdays at the Convention Center
- Relocate emergency back-up batteries
- Install WiFi and cameras in Campbell Hall
- Install new fencing along Fairmont Parkway
- Install partitions in ladies restrooms



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	379,358	374,754	408,836	362,606	394,618
Contractual services	120,389	130,502	127,000	127,000	127,000
Materials and supplies	11,007	9,881	11,575	11,575	11,575
Maintenance charges	228,437	237,679	247,984	247,984	237,347
TOTAL	739,191	752,816	795,395	749,165	770,540

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of Events	187	190	299	300
Number of attendees per year	215,000	164,315	309,693	310,000
Number of days used - Convention Center	239	215	265	265
Number of days used - Fairgrounds	209	204	195	200

CIVIC CENTER OPERATIONS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1310	Director Convention Center	1	1	1
1820	Facility Worker I	2	2	2
1821	Facility Worker II	1	1	1
1830	Lead Facility Worker	1	1	1
2440	Office Assistant II	1	1	1
2933	PT Pooled Convention Center	1	1	0
3390	Manager of Sales and Events	1	1	1
	TOTAL:	8	8	7



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PARKS & RECREATION

MADISON JOBE SENIOR CENTER

MISSION STATEMENT FOR MADISON JOBE:

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

MISSION STATEMENT FOR RIDES PROGRAM:

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

MADISON JOBE:

- Increased participation and attendance at Senior Center
- Added an exercise class to the programs
- Added Salsa dance and Fall Festival as new events
- Added a new treadmill to the inventory to help the Seniors continue to be healthy
- More day trips for the Seniors added to the schedule
- More events with San Jacinto College
- A new piano for the Singing Seniors
- Trained staff members with the Chamber of Commerce supervisor training
- Sent staff to National Recreation and Parks Annual Conference to continue learning how to serve the senior population better
- Updated the storage unit
- Updated the air-conditioning units at the Senior Center
- Added 13 more booths and vendors to the Senior Expo
- Continue to add more sponsors to help with funding/partnering

RIDES PROGRAM:

- Received more funding for FY 2019
- Achieved budget goals for the grant
- Increased the number of clients served
- Improved, rewrote and significantly increased the Procedure Manual by more than 70 pages
- Made significant improvements to client filing system
- Completed and passed audit
- Developed new checklist for client files for certification in both English and Spanish
- Worked with Community Development and updated all documents for the RIDES Transportation program to comply with the requirements of CDBG
- Working with Harris County to improve response time and service to clients
- Attended various locations, programs and events to help market the program



PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2020

MADISON JOBE:

- Increase participation in programs and at the Senior Center
- Get Seniors involved in the census
- Continue to work with sponsors and look for new partners/sponsors
- Prepare better welcome packets for new Seniors
- Get more volunteer participation and more licensed as food handlers to help with events
- Increase social media outreach
- Survey the Seniors to identify new programs/events they may be interested in
- Build outdoor garden with Landscaping to give the Seniors an opportunity to get outside and garden
- Send employees to Texas Recreation and Parks Society Annual Institute in Galveston to help them network and enhance their training

RIDES PROGRAM:

- Meet our grant budget goal
- Work with CDBG to facilitate faster financial turnaround
- Continue to maintain newly organized filing system and prepare for any future audits
- Improve and make changes to the Procedure Manual as needed
- Work with Harris County to improve response time and service to clients
- Work to meet deadlines to both Harris County and CDBG
- Continue to attend and market the program to the public



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	375,167	388,603	519,505	437,379	444,588
Contractual services	24,650	43,971	52,900	36,250	49,950
Materials and supplies	53,069	54,957	54,489	43,489	76,350
Maintenance charges	116,107	128,746	122,228	117,728	122,505
Capital outlay	-	-	15,000	15,000	-
TOTAL	568,993	616,277	764,122	649,846	693,393

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Senior center annual participants	121,803	163,525	167,008	170,000
Special events performed each year	35	35	37	37
Transportation program rides per year	2,670	1,740	3,200	2,700

MADISON JOBE SENIOR CENTER STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1735	Director of Sr. Center	1	1	1
2430	Office Assistant I	1	1	1
2892	Rides Coordinator	1	1	1
3060	Recreation Assistant	1	1	1
3064	Rec Attendant I	1	1	1
3080	Recreation Specialist I	1	2	2
	TOTAL:	6	7	7



PARKS & RECREATION MUSEUMS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Painted and completed important repairs to 4 of the museum buildings
- Leveled the foundation on Pomeroy and Anna's house
- Documented and photographed museum's collection/inventory
- Began the process to create accession sheets for museum inventory
- Repaired the water drilling derrick
- Received donation of a green Sinclair dinosaur
- Treated the entire property and buildings for termites
- Removed the termite infested trees and wood on the property and continued to treat for termites in the ground and on the buildings
- Completed asbestos and lead abatement on Pomeroy house
- Recaulked and replaced glass on Anna's and Pomeroy house
- Replaced the access ramps on all houses
- Replaced all needed air conditioning units
- Replaced wall paper on twenty rooms with period appropriate wall paper
- Begun improvements and updates to the electrical system on the property
- Roof repairs to Strawberry house
- Attended events to help promote the museum
- Replaced the Stroll Down Memory Lane event with the first annual Hysterical Historical Dance at the Convention center with over 500 in attendance

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2020

- Increase public awareness of the Museum through website and social media presence
- Increase attendance by the public
- Increase volunteer participation to help document and photograph museum items
- Finish the electrical systems of the houses
- Remove and replace all sheetrock on Pomeroy, Anna's and Strawberry houses
- Repair the plumbing on Strawberry house
- Hire a new Part Time employee
- Continue the Hysterical Historical dance
- Add security cameras to the buildings and grounds and get a new agreement for security monitoring
- Continue documenting and photographing the museum's collection/inventory
- Research and find appropriate program/software to record Museum collection
- Attend conference/workshop to help train employees on Museum work
- Continue creating accession sheets for museum collection
- Update code of ordinances for the Museum
- Finish the interior painting and wallpaper throughout the houses



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	12,228	6,803	96,441	92,851	103,135
Contractual services	3,830	2,817	8,500	8,750	21,850
Materials and supplies	4,883	6,038	11,600	4,500	12,750
Maintenance charges	7,824	8,894	17,790	17,790	16,607
TOTAL	28,765	24,552	134,331	123,891	154,342

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Museum visitors per year	787	1,571	1,788	1,900
Special events performed each year	3	3	3	3

MUSEUMS STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
2414	Museum Specialist	0	1	1
2853	PT Museum Specialist	1	1	1
2850	PT Pooled Museum	1	1	1
	TOTAL:	2	3	3



PARKS & RECREATION MUNICIPAL PUBLIC LIBRARY

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Finished a collaborative sharing project with PISD, which gives students access to eBooks and eAudio books from PPL's K to 12 collection with vendor, Baker and Taylor. The project offers students an additional 1200 titles for check out with more titles added in the future.
- Funding secured for new flooring for the Central Branch Library to be installed in FY20. The Central Branch will close during this renovation with the Fairmont Branch library extending its hours.
- New doors with an ADA compliant wheelchair assist function at the Fairmont Branch library.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Develop a new five-year plan as required by the Texas State Library and Archives Commission.
- Extend hours of the library, which is currently open 54 hours a week to at least 60 hours and if feasible, add Sunday hours at the Fairmont Branch Library.
- Add Wi-Fi Hotspot checkouts at both branches.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	2,700,315	2,768,083	2,828,047	2,663,040	2,675,084
Contractual services	314,282	299,568	329,465	318,535	319,425
Materials and supplies	148,145	129,279	173,980	136,220	173,980
Maintenance charges	548,773	530,603	452,751	452,651	473,962
Capital outlay	321,897	297,911	246,000	240,000	266,414
TOTAL	4,033,412	4,025,444	4,030,243	3,810,446	3,908,865

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Library Visits	468,444	417,212	425,000	450,000
Checkouts	295,529	256,227	275,000	300,000
Reference Transactions	32,401	31,176	32,500	32,750
Program Attendance	30,029	20,850	25,500	28,000

LIBRARY STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1620	Custodian I	2	2	2
2128	PT Librarian I	1	1	1
2129	Librarian I	1	0	0
2130	Librarian II	5	6	6
2140	Librarian III	6	5	5
2150	Library Assistant I	7	6	6
2160	Library Assistant II	8	8	8
2170	Library Director	1	1	1
2180	Library Services Coordinator	2	1	1
2181	Library Services Coordinator II	1	1	1
2190	Library Services Manager	2	2	2
2686	PT Clerical Assistant I	2	2	2
2687	PT Clerical Assistant II	4	4	4
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	1	1	0
3350	Sr Library Assistant	2	2	2
3370	Sr Office Assistant	0	0	1
	TOTAL:	46	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.

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

FY 2020 ADOPTED BUDGET EXPENDITURE SUMMARY

19951 URBAN STREET PROJECT – GENERAL

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CONTRACTUAL SERVICES	0	0	30,000	10,000	20,000
MATERIALS & SUPPLIES	0	0	27,106	0	27,106
CAPITAL OUTLAY	0	0	2,578	0	2,578
TOTAL	0	0	59,684	10,000	49,684

19952 URBAN STREET PROJECT – STRAWBERRY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	0	0	25,747	0	25,747
TOTAL	0	0	25,747	0	25,747

19953 URBAN STREET PROJECT – CRENSHAW

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	22,665	0	0	0	0
TOTAL	22,665	0	0	0	0

**19954 URBAN STREET PROJECT – GATEWAY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	0	0	50,000	0	50,000
TOTAL	0	0	50,000	0	50,000

19955 URBAN STREET PROJECT – PRESTON

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	121,599	0	0	0	0
TOTAL	121,599	0	0	0	0

19956 URBAN STREET PROJECT – SPACE CENTER

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	0	0	50,852	0	50,852
TOTAL	0	0	50,852	0	50,852

19957 URBAN STREET PROJECT – BURKE

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	25,200.0	0	54,800	0	54,800
TOTAL	25,200.0	0	54,800	0	54,800

19958 URBAN STREET PROJECT – VISTA II

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	19,849	0	0	0	0
TOTAL	19,849	0	0	0	0

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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CONTRACTUAL SERVICES	209,955	172,568	100,000	-	100,000
TOTAL	209,955	172,568	100,000	-	100,000

19960 URBAN STREET PROJECT – FAIRMONT

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	\$ 3,960	\$ 5,405	127,154	79,947	47,208
TOTAL	\$ 3,960	\$ 5,405	127,154	79,947	47,208

19961 URBAN STREET PROJECT – PANSY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	0	33,655	21,345	0	21,345
TOTAL	0	33,655	21,345	0	21,345

19962 URBAN STREET PROJECT – DABNEY

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	0	0	80,000	0	80,000
TOTAL	0	0	80,000	0	80,000

19963 URBAN STREET PROJECT – RED BLUFF

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 BUDGET	FY 2019 ESTIMATE	FY 2020 ADOPTED
CAPITAL OUTLAY	0	0	118,933	0	118,933
TOTAL	0	0	118,933	0	118,933

GRAND TOTAL	403,228	211,628	688,515	89,947	598,569
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HEALTH DEPARTMENT

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

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



HEALTH DEPARTMENT HEALTH

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Vital Statistics converted from TER (Texas Electronic Registrar) to TxEVER (Texas Electronic Vital Events Record) mandated software platform for preservation of vital records
- Completed participation in Harris County Public Health's CDC grant program to create an educational toolkit to reduce foodborne illness risk factors in food establishments
- Participated in community events to promote public health awareness, including partnering with the Chamber of Commerce to host a Food Service Symposium for local business owners

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Recommend and adopt an ordinance to license and regulate Tattoo Establishments
- Maintain staff certifications for Registered Sanitarians and Code Enforcement Officers; maintain Vital Statistics Acknowledgement of Paternity certifications for Local and Deputy Registrars
- Review required fees for licenses issued by the department and make appropriate recommendations for increasing fee structures



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	852,652	940,521	1,089,433	1,038,230	1,097,660
Contractual services	677,333	603,565	737,550	733,850	1,383,158
Materials and supplies	95,655	84,150	18,650	18,650	18,650
Maintenance charges	113,703	113,458	107,413	107,313	122,117
TOTAL	1,739,343	1,741,694	1,953,046	1,898,043	2,621,585

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Vital Statistics - Birth and death records sold	5,409	5,416	5,573	5,573
General Sanitation & Business Licensing Inspections	8,426	7,141	8,833	8,833
Liens Filed	214	134	77	77
Business Licenses Issued	2,540	2,681	2,660	2,660
Revenues	\$444,185	\$454,779	\$532,759	\$532,759

HEALTH STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1370	Chief Health Inspector	1	1	1
1490	Clerical Assistant II	1	1	1
1897	Food Inspector	1	0	0
2040	Inspector III	4	3	3
2050	Inspector IV	0	1	1
2210	Local Registrar	1	1	1
2440	Office Assistant II	2	2	2
2770	Health/Medical Doctor	1	1	1
2960	Public Health Manager	1	1	1
3130	Sanitarian I	1	2	2
3131	Sanitarian II	1	1	1
3370	Sr Office Asst	1	1	1
	TOTAL:	15	15	15



HEALTH DEPARTMENT ANIMAL RESCUE & ASSISTANCE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Received second \$50,000 installment of \$100,000 Petco Foundation grant (initial \$50,000 received last year)
- Used Petco Foundation grant funds to erect special pens so that dog socializing groups can be implemented in order to enhance the possibility of adoption for dogs that otherwise might not be adoptable due to behavior issues
- Increased the amount of information available on the Shelter website regarding off- and on-site adoption events, as well as other special events and programs
- Instituted a “Doggie Date” program, whereby citizens may take a dog out for a portion of a day or overnight. This allows for socialization for the animal, gets it out of the shelter briefly to allow for destressing and provides an opportunity for a possible adoption as a result of the “date”
- Began larger out-of-state transports of dogs and cats to relieve the Shelter population
- Provided a capacity limit for dogs that prevents overworking staff and underserving the animals

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Institute Shelter on-site adoption events with games, vendors and contests modeled after our recent successful Clear the Shelters event
- Provide a capacity limit for cats that prevents overworking staff and underserving the animals
- Increase the number of dog socializing groups by training more staff in managing them
- Review Shelter standard operating procedures to incorporate current best practices
- Develop an educational program to increase the public’s knowledge of ordinances with emphasis on allowable number of pets and pet registration
- Erect new visiting pens to allow for more comfortable outside meet-and-greets for adopters



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	1,790,815	1,924,340	2,425,968	2,166,357	2,475,558
Contractual services	308,349	304,148	317,989	304,740	339,795
Materials and supplies	239,418	277,909	290,306	283,206	268,500
Maintenance charges	273,171	279,373	329,370	329,270	332,902
Capital Outlay	210,465	15,525	-	-	80,000
TOTAL	2,822,218	2,801,295	3,363,633	3,083,573	3,496,755

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Animal Live Releases	3,553	3,133	3,500	3,600
Animals Registered	967	1,019	1,020	1,500
# of offsite adoption events	29	24	32	35
Officer activities	10,455	9,111	8,300	8,200

ANIMAL RESCUE & ASSISTANCE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1070	Administrative Assistant	1	1	1
1076	Adoption Assistant	1	1	1
1077	Adoption Coordinator	1	1	1
1085	Animal Control Dispatcher	2	2	2
1090	Animal Control Officer	7	7	7
1095	Animal Care Technician II	13	13	13
1098	Animal Rescue and Foster	1	1	1
1099	Animal Health Technician	1	1	1
1203	Asst Mgr Animal Rescue	1	1	1
1620	Custodian I	0	0	1
2085	Kennel Supervisor	1	1	1
2096	Lead Animal Control Officer	1	1	1
2320	Manager Animal Rescue	1	1	1
2338	Mkting/Program Coordinator	1	1	1
2430	Office Assistant I	6	6	6
8888	PT Pooled - Animal Shelter	1	1	1
	TOTAL:	39	39	40



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**DEBT SERVICE FUND SUMMARY**

The Debt Service fund is a legally restricted fund utilized to account for primarily property tax revenues used to pay long-term debt principal and interest for the City's general obligation debt. General obligation bonds and tax-supported certificates of obligation are issued to finance major capital improvements, usually over twenty years. 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 2019 debt limitation for the City was \$797,945,135, which is significantly in excess of the City's outstanding general obligation debt. The FY 2020 debt limitation will be calculated in December 2019.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
BEGINNING FUND BALANCE	\$ 1,493,541	\$ 2,060,784	\$ 2,339,765	\$ 2,339,765	\$ 2,606,765
REVENUE					
Ad valorem taxes-current year	9,739,531	9,688,411	11,747,701	11,747,701	11,719,854
Ad valorem taxes-prior year	127,569	246,808	100,000	100,000	100,000
Penalties and interest	144,243	144,904	100,000	100,000	100,000
Special vehicle inventory tax	27,659	30,843	31,000	34,000	34,000
General Property Taxes	10,039,002	10,110,966	11,978,701	11,981,701	11,953,854
Interest earned	10,396	30,177	12,000	50,000	50,000
Investment Income	10,396	30,177	12,000	50,000	50,000
Transfer from capital project fund	166	6	-	-	-
Other Revenues	166	6	-	-	-
TOTAL REVENUE	10,049,564	10,141,149	11,990,701	12,031,701	12,003,854
PRINCIPAL AND INTEREST PAYMENTS					
Property Tax Supported Debt Service					
Principal	6,927,613	7,015,914	7,786,709	7,786,709	7,858,142
Interest	2,554,708	2,846,254	3,960,992	3,960,992	3,861,712
Subtotal Tax Supported Debt	9,482,321	9,862,168	11,747,701	11,747,701	11,719,854
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	9,482,321	9,862,168	11,764,701	11,764,701	11,736,854
Revenue Over Expenditures	567,243	278,981	226,000	267,000	267,000
ENDING FUND BALANCE	\$ 2,060,784	\$ 2,339,765	\$ 2,565,765	\$ 2,606,765	\$ 2,873,765



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SYSTEM FUND SUMMARY

The System fund is an enterprise fund that includes water and wastewater system operations. The fund is operated in a manner similar to private business enterprises, where costs of providing the services to the public are financed primarily through user charges. The City provides water and wastewater service to approximately 35,000 residential, commercial and industrial customers. Water and sewer revenues provide 98.6% of the total revenue generated in the System fund so the City must continually monitor costs so to ensure that the fund is self-supporting.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
BEGINNING AVAILABLE					
RESOURCES	\$ 18,740,615	\$ 21,259,870	\$ 26,637,171	\$ 26,637,171	\$ 28,665,673
REVENUES	42,108,912	44,996,234	43,110,000	43,732,810	43,465,650
EXPENDITURES	39,589,657	39,618,933	42,861,484	41,704,308	43,465,650
REVENUES OVER/(UNDER)					
EXPENDITURES	2,519,255	5,377,301	248,516	2,028,502	-
ENDING AVAILABLE					
RESOURCES	\$ 21,259,870	\$ 26,637,171	\$ 26,885,687	\$ 28,665,673	\$ 28,665,673
ENDING AVAILABLE RESOURCES	21,259,870	26,637,171	26,885,687	28,665,673	28,665,673
TWO MONTH RESERVE REQUIREMENT *	5,565,820	5,727,656	6,265,081	6,028,551	6,435,108
OVER/(UNDER) REQUIREMENT	\$ 15,694,050	\$ 20,909,515	\$ 20,620,606	\$ 22,637,122	\$ 22,230,565

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



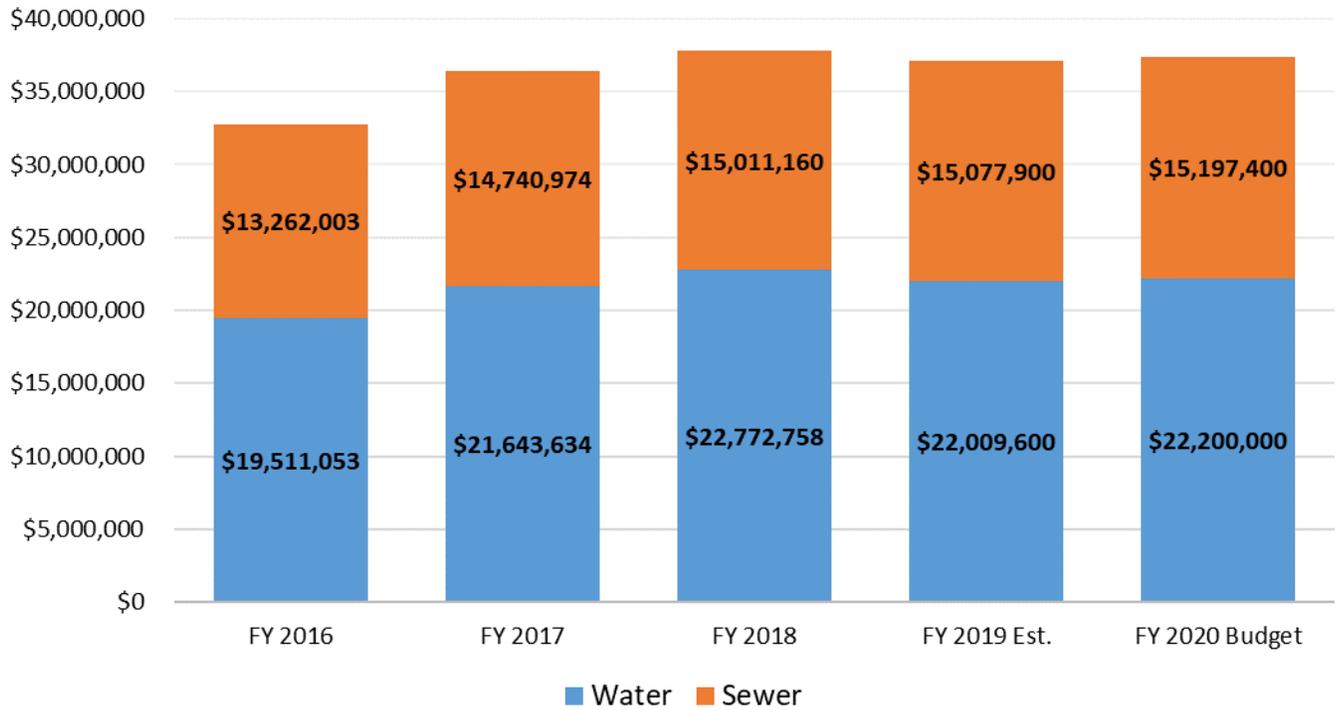
**FY 2020 ADOPTED BUDGET
SYSTEM FUND DETAIL**

REVENUE OVERVIEW

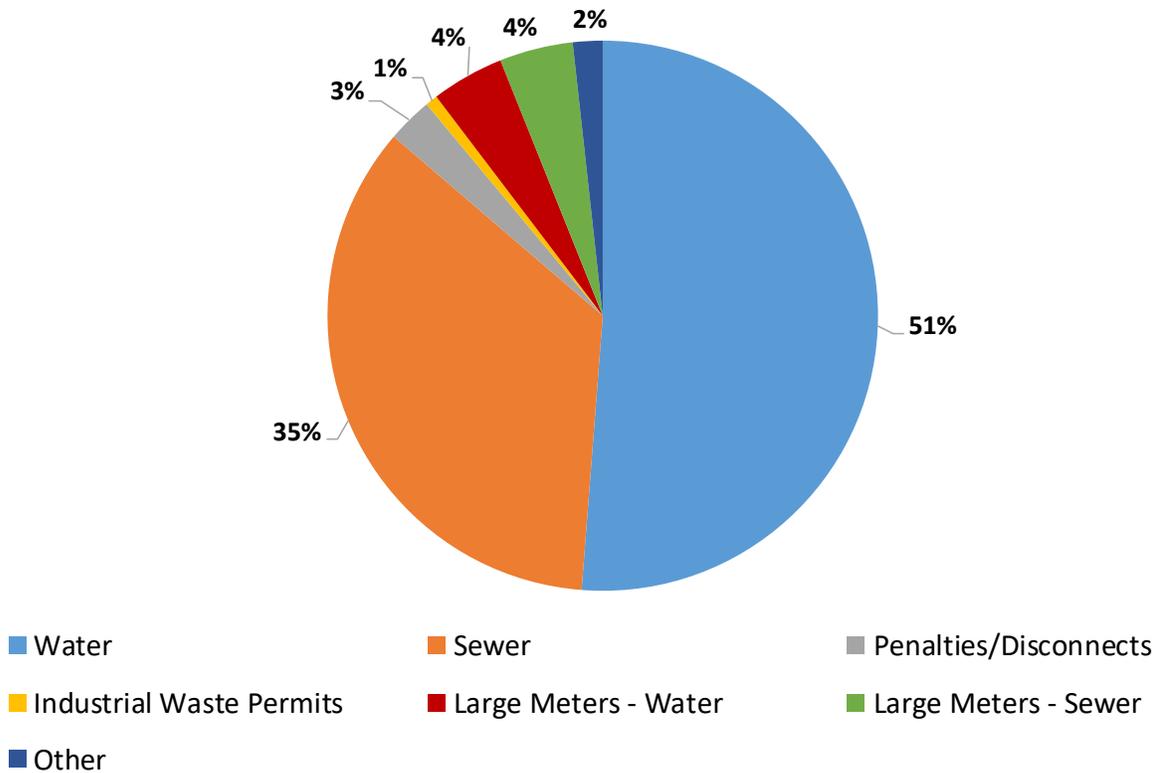
REVENUE CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Interest earned	\$ 164,287	\$ 414,341	\$ 275,000	\$ 688,560	\$ 475,000
INVESTMENT INCOME	164,287	414,341	275,000	688,560	475,000
Miscellaneous	50,994	41,172	35,000	500	500
CC processing fee	267,824	303,368	275,000	308,600	100,000
Prior year expense refund	-	30,058	10,000	1,000	2,500
OTHER REVENUE	318,818	374,598	320,000	310,100	103,000
Water revenues	21,643,634	22,772,758	21,970,000	22,009,600	22,200,000
Water connections	194,630	217,440	90,000	112,000	65,000
Sewer revenues	14,740,974	15,011,160	14,975,000	15,077,900	15,197,400
Sewer connections	76,850	81,150	40,000	55,900	40,000
Penalties	810,282	1,025,593	975,000	957,600	910,000
Miscellaneous water revenue	210,092	193,009	175,000	185,100	170,000
Disconnect fees	274,466	300,539	275,000	285,500	250,000
Industrial waste	335,213	300,936	310,000	310,100	310,000
Large meter revenues	3,525,085	3,678,933	3,665,000	3,710,200	3,735,000
Year end accrual revenues	(237,319)	596,446	-	-	-
OPERATING REVENUE	41,573,907	44,177,964	42,475,000	42,703,900	42,877,400
Donations	23,085	-	-	-	-
Sale of city property	28,300	12,543	20,000	5,000	5,000
Other	-	15,000	20,000	25,000	5,000
NON-OPERATING REVENUE	51,385	29,331	40,000	30,250	10,250
Capital project funds	515	-	-	-	-
INTERFUND TRANSFERS	515	-	-	-	-
SYSTEM FUND REVENUE TOTAL	\$ 42,108,912	\$ 44,996,234	\$ 43,110,000	\$ 43,732,810	\$ 43,465,650



FY 2020 WATER & SEWER REVENUES



FY 2020 SYSTEM FUND REVENUE SOURCES



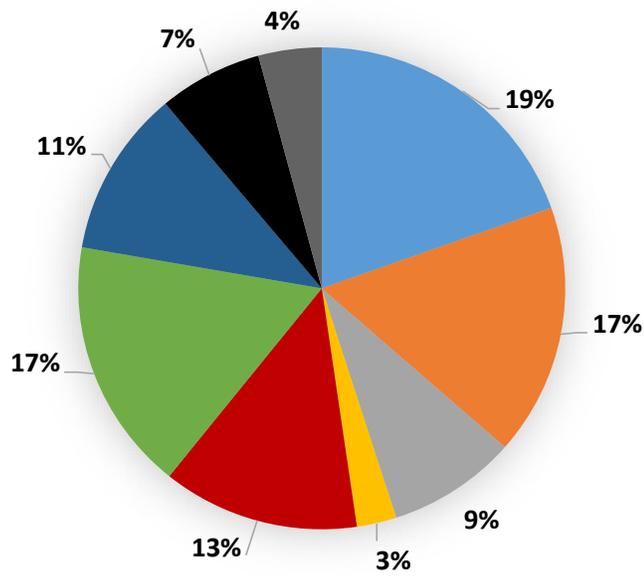


**FY 2020 ADOPTED BUDGET
SYSTEM FUND DETAIL**

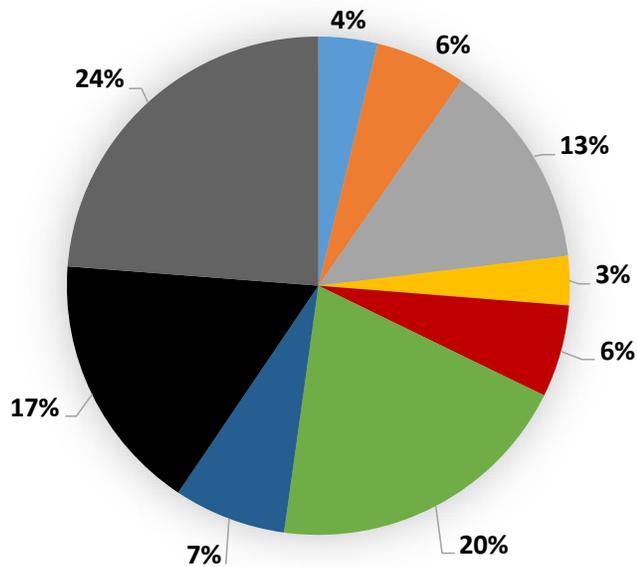
EXPENDITURE OVERVIEW

EXPENDITURE CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	\$ 7,597,267	\$ 7,410,712	\$ 8,470,071	\$ 7,930,558	\$ 8,511,611
Contractual services	6,019,107	6,475,233	7,074,695	6,913,000	7,332,445
Materials and supplies	2,873,919	3,020,158	3,799,486	3,551,681	3,736,940
Maintenance charges	1,387,641	1,363,178	1,195,544	1,204,149	1,148,670
Other charges	5,561,361	5,200,787	5,916,127	5,160,150	5,686,150
Other uses	6,701,259	7,637,914	7,630,816	7,630,816	7,369,827
Other financing	4,654,000	5,253,000	5,271,000	5,533,000	4,855,000
Capital improvement projects	4,540,735	3,000,000	3,000,000	3,000,000	3,000,000
Capital outlay	254,368	257,951	503,745	780,954	1,825,007
TOTALS	\$39,589,657	\$39,618,933	\$42,861,484	\$41,704,308	\$43,465,650

DEPARTMENT/DIVISION	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Wastewater rehabilitation	\$ 1,515,804	\$ 1,535,902	\$ 1,653,409	\$ 1,493,197	\$ 1,651,267
Wastewater collection	2,362,903	2,069,533	2,559,803	2,219,544	2,533,073
Wastewater plants	4,839,048	5,288,774	5,679,365	5,605,221	5,846,938
Wastewater maintenance	1,167,437	1,114,835	1,367,580	1,266,797	1,386,107
Water distribution	2,461,557	2,339,205	2,610,502	2,473,703	2,604,740
Water production	7,010,870	6,681,142	7,341,867	7,011,606	8,660,205
Water billing	2,802,801	2,916,332	3,183,877	3,143,136	3,139,251
Debt service	6,669,148	7,601,877	7,811,793	7,575,816	7,314,827
Other charges	10,760,089	10,071,333	10,653,288	10,915,288	10,329,242
TOTALS	\$39,589,657	\$39,618,933	\$42,861,484	\$41,704,308	\$43,465,650



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



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



SYSTEM FUND WASTEWATER REHABILITATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Replaced 1.4 miles of sanitary sewer main line and installed 11 new manholes/clean-out boots
- Televised 5.3 miles of sanitary sewer main line, 3.0 miles of sanitary sewer service line and 5.7 miles of storm drain line
- Cleaned 25.6 miles of sanitary sewer main line, 1.1 miles of sanitary sewer service line and 7.1 miles of storm drain line
- Cleaned/vacuumed 149 sanitary sewer manholes, 172 storm manholes/boxes and 20 sanitary sewer lift stations
- Performed 38 sanitary sewer dye tests and 13 storm drain line dye tests

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- To replace 1.8 miles of sanitary sewer main line and install 15 new manholes/clean-out boots
- To televise 5.8 miles of sanitary sewer main line, 3.3 miles of sanitary sewer service line and 6.2 miles of storm drain line
- To clean 31.0 miles of sanitary sewer main line, 1.5 miles of sanitary sewer service line and 7.5 miles of storm drain line
- To clean/vacuum 300 sanitary sewer manholes, 275 storm manholes/boxes and 40 sanitary sewer lift stations
- To perform 45 sanitary sewer dye tests and 25 storm drain line dye tests



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 1,018,412	\$ 1,027,632	\$ 1,101,131	\$ 992,894	\$ 1,107,909
Contractual services	1,670	21,918	26,175	8,800	25,175
Materials and supplies	186,471	176,937	227,850	193,250	227,500
Maintenance charges	301,751	293,466	248,253	248,253	240,683
Capital outlay	7,500	15,949	50,000	50,000	50,000
TOTAL	\$ 1,515,804	\$ 1,535,902	\$ 1,653,409	\$ 1,493,197	\$ 1,651,267

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Sanitary sewer main line replaced (miles)	1.8	1.8	1.4	1.8
Sanitary & Storm lines cleaned (miles)	25.4	36.7	33.8	40.0
Sanitary & Storm lines televised (miles)	5.0	10.2	14.0	15.3
Manholes/Lift Station cleaned & vacuumed	900	552	352	630

WASTEWATER REHABILITATION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1780	Equipment Operator I	2	2	2
1790	Equipment Operator II	1	1	1
3620	TV Crew Worker I	1	1	1
3640	TV Crew Worker IV	1	1	1
3670	Utility Maintenance Technician III	4	4	4
3690	Utility Worker I	1	1	1
3700	Utility Worker II	4	4	4
3705	Utility Worker III	2	2	2
2965	Pooled - WW Rehab	1	1	1
TOTAL:		17	17	17



SYSTEM FUND WASTEWATER COLLECTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Repaired 824 feet of sanitary sewer main line
- Repaired 3,531 feet of sanitary sewer service line
- Repaired 64 sanitary sewer taps
- Repaired 100 sanitary sewer manholes
- Installed 116 new sanitary sewer taps
- Installed 2,426 feet of new sanitary sewer service line
- Installed 329 new sanitary sewer clean-outs
- Responded to 2,375 service calls

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- To repair 1,000 feet of sanitary sewer main line
- To repair 4,000 feet of sanitary sewer service line
- To repair 75 sanitary sewer taps
- To repair 125 sanitary sewer manholes
- To install 200 new sanitary sewer taps
- To install 3,000 feet of new sanitary sewer service line
- To install 375 new sanitary sewer clean-outs
- To respond to 2,500 service calls



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 1,737,380	\$ 1,522,253	\$ 1,899,695	\$ 1,671,591	\$ 1,901,958
Contractual services	229,183	223,300	249,800	223,850	240,150
Materials and supplies	104,004	87,391	192,555	106,350	191,005
Maintenance charges	236,180	208,886	192,753	192,753	174,960
Capital outlay	56,156	27,703	25,000	25,000	25,000
TOTAL	\$ 2,362,903	\$ 2,069,533	\$ 2,559,803	\$ 2,219,544	\$ 2,533,073

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
San Sewer Main Line Replacement (Ft)	780	567	824	1,000
San Sewer Service Line Replacement (Ft)	4,620	4,035	3,531	4,000
Service calls	2,193	2,251	2,375	2,500

WASTEWATER COLLECTION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1780	Equipment Operator I	3	3	3
2430	Office Assistant I	1	1	1
3010	Public Works Superintendent	1	1	1
3690	Utility Worker I	3	3	3
3700	Utility Worker II	7	7	7
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	11	11	11
2965	Pooled - WW Collection	1	1	1
TOTAL:		28	28	28



SYSTEM FUND WASTEWATER PLANTS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Cleaned east plant aeration basins at Golden Acres W.W. Plant
- Installed new VFD's for Vince Bayou MCC controls for aerators
- Cleaned out #1 & #2 clarifiers & rebuilt #1 gear box for #1 clarifier at Vince Bayou W.W. Plant
- Installed new VT SCADA System to replace outdated Iconics system for SCADA
- Repaired & upgraded on UF for Vince Bayou W.W. Plant
- Rebuilt #3 gear box for aerator at Vince Bayou W.W. Plant

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Operate the treatment plants in compliance with all the parameters of permits from the TCEQ and EPA
- Clean out UF contact chamber at Vince Bayou W.W. Plant
- Rebuild vertical turbine pump for Golden Acres W.W. Plant headworks
- Install new automatic bar screens at Vince Bayou headworks
- Install new washer compactor at Vince Bayou headworks



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Contractual services	\$ 4,584,899	\$ 4,977,229	\$ 5,236,520	\$ 5,214,320	\$ 5,381,520
Materials and supplies	50,389	98,236	135,050	97,500	135,050
Maintenance charges	6,516	14,583	4,571	10,177	4,368
Other charges	110,964	149,184	180,000	160,000	186,000
Capital outlay	86,280	49,542	123,224	123,224	140,000
TOTAL	\$ 4,839,048	\$ 5,288,774	\$ 5,679,365	\$ 5,605,221	\$ 5,846,938

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Wastewater Plant (billion gallons)	4.396	4.500	4.700	5.000
Gallons treated per capita per day	75	82	83	84



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 2019

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

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Install new lift station at Red Bluff to eliminate Baywood lift station to gravity over to Red Bluff Rd.
- Rehabilitation of lift station at Pasadena Blvd., Alecia, Olson, Wyatt and Jana.
- New software upgrade on SCADA system with VT SCADA system
- Upgrade motor control center for West Pitts & North Main lift stations



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 729,023	\$ 696,788	\$ 763,910	\$ 730,951	\$ 764,500
Contractual services	56,008	88,421	174,700	170,300	184,300
Materials and supplies	127,099	99,413	176,950	111,900	176,950
Maintenance charges	177,547	162,157	152,150	153,776	170,357
Capital outlay	77,760	68,056	99,870	99,870	90,000
TOTAL	\$ 1,167,437	\$ 1,114,835	\$ 1,367,580	\$ 1,266,797	\$ 1,386,107

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Sewer Lift Stations	65	65	65	65
Pumps repaired or replaced	20	22	26	28
Lift Stations (ls) maintained per crew	9	8	8	8

WASTEWATER MAINTENANCE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
3010	Public Works Superintendent	1	1	1
3400	Sr Public Works Assistant	1	1	1
3650	Utility Maintenance Technician I	3	3	3
3660	Utility Maintenance Technician II	3	3	3
3670	Utility Maintenance Technician III	1	1	1
3680	Utility Maintenance Lead	1	1	1
TOTAL:		10	10	10



SYSTEM FUND WATER DISTRIBUTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Responded to and resolved 1100 leak service requests
- Responded to 475 line locate service requests
- Installed 175 new water meters
- Installed 125 new fire hydrants

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 1,744,553	\$ 1,663,191	\$ 1,843,834	\$ 1,759,928	\$ 1,874,946
Contractual services	25,067	42,907	33,200	17,850	33,200
Materials and supplies	488,252	430,869	543,685	506,085	543,685
Maintenance charges	203,685	202,238	189,783	189,840	152,909
TOTAL	\$ 2,461,557	\$ 2,339,205	\$ 2,610,502	\$ 2,473,703	\$ 2,604,740

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Number of leaks repaired	984	974	980	1,000
Waterline replaced (feet) - City	59,180	25,930	26,000	26,000

WATER DISTRIBUTION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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	1	1
3010	Public Works Superintendent	1	1	1
3660	Utility Maintenance Technician II	1	1	1
3670	Utility Maintenance Technician III	2	2	2
3671	Utility Maintenance Technician IV	2	2	2
3690	Utility Worker I	10	10	10
3700	Utility Worker II	4	4	4
2965	Pooled - Water Distribution	1	1	1
TOTAL:		28	28	28



SYSTEM FUND WATER PRODUCTION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Upgrade to the SCADA System
- Replacement of security perimeter fencing at Westside and Red Bluff tanks
- Replacement of roofs at Rodeo Grounds, Deepwater, Garner, Sycamore, Pasadena Blvd. and Westside pump buildings
- Inspection of 3 storage tanks and water towers

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Replace fencing at Rodeo Grounds and Pasadena Blvd. storage tanks
- Add additional pump to Sycamore Tank and install back fill system at Pansy and back fill valve at Sycamore tank
- Maintain a clean water supply and good pressure for the City of Pasadena and retain the Superior water rating with the State of Texas
- Continue to upgrade the water system pumps, towers and storage tanks to keep in compliance with TCEQ regulations



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 614,169	\$ 662,959	\$ 730,280	\$ 719,514	\$ 735,566
Contractual services	730,610	696,539	827,300	747,480	777,300
Materials and supplies	38,455	39,595	68,800	50,600	68,800
Maintenance charges	157,067	151,939	135,487	136,803	128,532
Other charges	5,450,397	5,051,623	5,500,000	5,000,000	5,500,000
Capital Outlay	20,172	78,487	80,000	357,209	1,450,007
TOTAL	\$ 7,010,870	\$ 6,681,142	\$ 7,341,867	\$ 7,011,606	\$ 8,660,205

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
South East Water Plant (billion gallons)	6.1	5.9	4.5	6.2
East Water Plant (billion gallons)	0.021	0.012	0.076	0.080
Pasadena Wells (billion gallons)	0.355	0.351	0.600	0.625
Gallons produced per capita per day	100	100	99	100

WATER PRODUCTION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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 purpose of the Water Billing Department is to provide accurate billings, collect payments fairly and equitably and meet customer needs for information and service. The Department strives to provide excellent customer service in a professional and courteous manner with a positive attitude towards our customers and other staff members whether by phone or in person. It is the fundamental mission of the Water Billing Department to uphold the regulations of the State of Texas and the City of Pasadena Code of Ordinances, to facilitate the extension of service that is required to sustain and improve the quality of life for the citizens of Pasadena and garner revenues for this service in an equitable, impartial and courteous manner.

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Installed two data collectors to begin transition from AMR (automatic meter reading) to AMI (automatic meter infrastructure) which has reduced amount of time required to read meters
- Received approval to sell up to 25 million gallons per month to an industrial customer which will increase revenue
- Outsourced the printing and mailing of bills; anticipated to save between \$26,000 and \$50,000 annually
- Administered new Water Supply Agreements with Industrial District customers

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 1,753,730	\$ 1,837,889	\$ 2,007,929	\$ 1,932,388	\$ 2,003,440
Contractual services	391,670	424,919	527,000	530,400	630,800
Materials and supplies	346,006	305,401	250,600	282,000	158,000
Maintenance charges	304,895	329,909	272,547	272,547	276,861
Other charges	-	-	150	150	150
Capital outlay	6,500	18,214	125,651	125,651	70,000
TOTAL	\$ 2,802,801	\$ 2,916,332	\$ 3,183,877	\$ 3,143,136	\$ 3,139,251

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Water Usage (billion gallons)	6.10	5.99	5.88	6.20
Number of water meters in the city	35,765	35,848	35,900	35,980
Gallons used per capita per day	100	100	99	100

WATER BILLING STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1250	Assistant Water Billing Manager	2	2	2
1265	Billing Coordinator	1	1	1
1495	Collections Coordinator	1	1	1
2360	Meter Services Coord	1	1	1
3460	Sr Water Billing Assistant	4	4	4
3650	Utility Maintenance Technician I	3	3	3
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	2	2	2
3700	Utility Worker II	1	1	1
3785	PT Pooled Water Billing Worker	1	1	1
3800	Water Billing Assistant II	8	6	6
3810	Utility Billing Director	1	1	1
3815	Utility Billing Manager	1	1	1
TOTAL:		28	26	26



SYSTEM FUND
DEBT SERVICES & OTHER CHARGES

FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY – DEBT SERVICE

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Other charges	\$ -	\$ (20)	\$ 235,977	\$ -	\$ -
Other uses	6,669,148	7,601,897	7,575,816	7,575,816	7,314,827
TOTAL	\$ 6,669,148	\$ 7,601,877	\$ 7,811,793	\$ 7,575,816	\$ 7,314,827

FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES

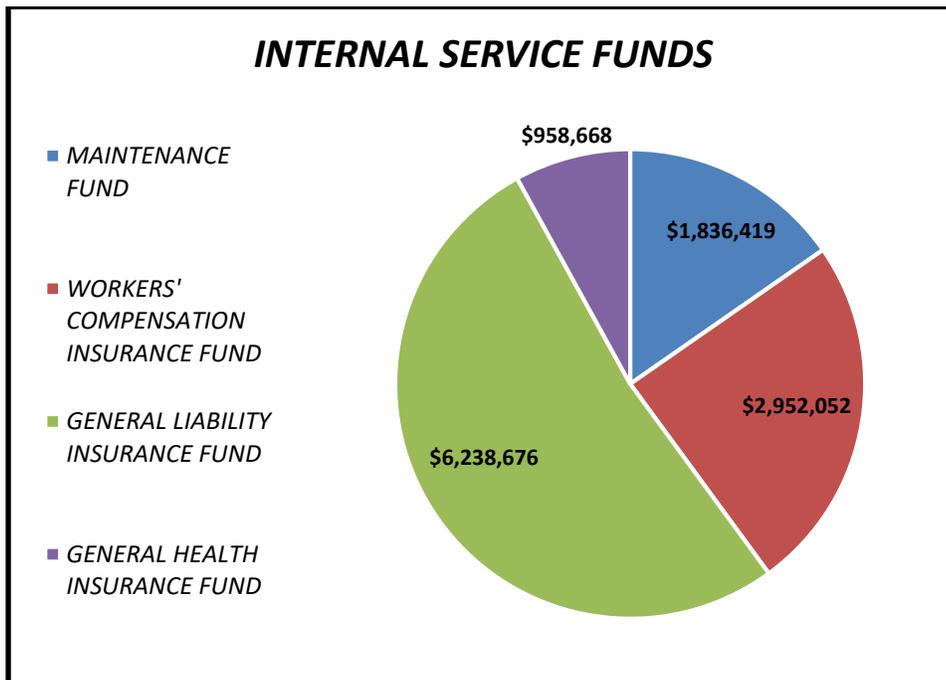
	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ -	\$ -	\$ 123,292	\$ 123,292	\$ 123,292
Contractual services	-	-	-	-	60,000
Materials and supplies	1,533,243	1,782,316	2,203,996	2,203,996	2,235,950
Other uses	32,111	36,017	55,000	55,000	55,000
Other financing uses	9,194,735	8,253,000	8,271,000	8,533,000	7,855,000
TOTAL	\$10,760,089	\$10,071,333	\$10,653,288	\$10,915,288	\$10,329,242



INTERNAL SERVICE FUNDS SUMMARY

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

The ending fund balance of these four funds provides a buffer to the City’s General and System fund balances. Unforeseen costs can be funded within the confines of these funds without unduly hampering City operations as conducted through the General and System funds. Although the cost of health care continues to grow, changes made to the plans available to employees have continued to help keep our costs down. However, the Maintenance fund projected ending fund balance of \$1,836,419 must be reviewed thoroughly so as to ensure the City has sufficient funding for replacing computers, computer network systems, equipment and vehicles. It is anticipated that ending fund balances for all these funds combined will be about \$11.9 million.





**FY 2020 ADOPTED BUDGET
INTERNAL SERVICE FUNDS SUMMARY**

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 4,157,008	\$ 2,811,373	\$6,143,676	\$1,937,188	\$15,049,245
REVENUE					
Interest earned	180,000	42,000	90,000	86,000	398,000
Charges for sales or services	14,662,129	1,000,000	1,750,000	21,975,480	39,387,609
Sale of capital assets	20,000	-	-	-	20,000
Other revenue/transfers	855,000	-	120,000	-	975,000
TOTAL REVENUES	15,717,129	1,042,000	1,960,000	22,061,480	40,780,609
EXPENDITURES					
Personnel services	6,909,703	133,671	-	-	7,043,374
Contractual services	2,052,622	35,000	-	130,000	2,217,622
Material & supplies	4,159,430	42,650	-	-	4,202,080
Maintenance charges	1,747,493	-	-	-	1,747,493
Capital outlay	3,168,470	-	-	-	3,168,470
Other uses/charges	-	690,000	1,865,000	22,910,000	25,465,000
TOTAL EXPENDITURES	18,037,718	901,321	1,865,000	23,040,000	43,844,039
REVENUES OVER/(UNDER)					
EXPENDITURES	(2,320,589)	140,679	95,000	(978,520)	(3,063,430)
ENDING FUND BALANCE	\$ 1,836,419	\$ 2,952,052	\$6,238,676	\$ 958,668	\$11,985,815



FY 2020 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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 8,601,644	\$ 10,693,041	\$ 9,610,903	\$ 9,610,903	\$ 4,157,008
REVENUES	16,371,920	15,387,536	15,743,048	15,878,478	15,717,129
EXPENDITURES	14,280,523	16,469,674	22,542,467	21,332,373	18,037,718
REVENUES OVER/(UNDER) EXPENDITURES	2,091,397	(1,082,138)	(6,799,419)	(5,453,895)	(2,320,589)
ENDING AVAILABLE RESOURCES	\$ 10,693,041	\$ 9,610,903	\$ 2,811,484	\$ 4,157,008	\$ 1,836,419



REVENUE BY CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Interest earned	\$ 78,905	\$ 169,230	\$ 140,000	\$ 180,000	\$ 180,000
Investment Income	78,905	169,230	140,000	180,000	180,000
Miscellaneous	8,905	2,601	2,300	23,000	23,000
Waste recycling revenues	9,251	9,685	2,000	7,000	7,000
Mailroom revenues	125,508	127,020	127,023	127,023	121,046
Motor pool equipment	6,074,400	5,803,416	5,974,244	5,974,244	5,958,723
Building maintenance	500,032	568,725	589,059	589,059	599,181
Information tech revenues	3,082,368	3,010,572	3,395,457	3,395,457	3,633,310
Electrical dept revenues	1,367,964	1,392,798	1,519,849	1,519,849	1,422,106
Radio equipment	541,692	466,944	456,715	456,715	629,715
Warehouse	413,284	248,236	330,731	330,731	345,348
Janitorial	861,852	968,124	954,122	954,122	975,572
Landscaping and beautification	923,100	921,960	960,248	960,248	947,098
Prior year expense/refund	64	246	300	30	30
Other Revenues	13,908,420	13,520,327	14,312,048	14,337,478	14,662,129
Sale of city property	354,095	444,979	20,000	90,000	20,000
Non-Operating Revenue	354,095	444,979	20,000	90,000	20,000
General fund	1,376,500	-	-	-	-
Water and sewer fund	654,000	1,253,000	1,271,000	1,271,000	855,000
Other Financing Sources	2,030,500	1,253,000	1,271,000	1,271,000	855,000
TOTAL REVENUE	\$16,371,920	\$15,387,536	\$15,743,048	\$15,878,478	\$15,717,129



EXPENDITURE BY CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Personnel services	\$ 5,956,240	\$ 6,460,666	\$ 6,976,915	\$ 6,564,960	\$ 6,909,703
Contractual services	1,640,737	1,619,003	2,045,510	1,814,271	2,052,622
Materials & supplies	2,653,318	2,991,412	3,899,916	3,271,793	4,159,430
Maintenance charges	1,592,680	1,594,284	1,563,019	1,624,242	1,747,493
Capital outlay	2,437,548	3,554,309	8,057,107	8,057,107	3,168,470
Other financing uses	-	250,000	-	-	-
TOTAL EXPENDITURE	\$ 14,280,523	\$ 16,469,674	\$ 22,542,467	\$ 21,332,373	\$ 18,037,718

BY DEPARTMENT/DIVISION	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
Technical Services					
Information services	\$ 2,854,129	\$ 2,881,765	\$ 3,827,175	\$ 3,698,050	\$ 3,689,811
Radio services	611,323	335,325	636,567	651,498	683,772
Subtotal Technical Services	3,465,452	3,217,090	4,463,742	4,349,548	4,373,583
Maintenance Services					
Fleet management	7,060,949	8,962,377	13,443,106	12,772,258	9,036,713
Building maintenance	536,142	644,972	590,627	600,674	608,450
Janitorial	699,004	709,177	960,835	871,338	967,448
Electrical	1,341,747	1,500,622	1,529,508	1,356,667	1,493,271
Landscaping and beautification	738,503	751,139	942,070	792,078	951,024
Subtotal Maintenance Services	10,376,345	12,568,287	17,466,146	16,393,015	13,056,906
Purchasing					
Mailroom	122,715	121,854	124,675	114,573	124,658
Warehouse	316,011	312,443	339,955	327,288	334,622
Subtotal Purchasing	438,726	434,297	464,630	441,861	459,280
Other	-	250,000	147,949	147,949	147,949
TOTAL	\$ 14,280,523	\$ 16,469,674	\$ 22,542,467	\$ 21,332,373	\$ 18,037,718



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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 FY20 Maintenance Fund budget includes a total of \$2,566,000 for vehicle and equipment replacements. 36 vehicles are to be purchased for \$1,311,000, 8 pieces of heavy equipment are to be purchased for \$1,170,000, and 4 pieces of miscellaneous and other equipment are to be purchased for \$85,000. A budget of \$519,500 has been set for new vehicle purchases that are not replacement vehicles. The following chart shows the FY20 Vehicle and Equipment Replacement Program items in more detail. Vehicle and equipment purchases are subject to change based on need and circumstances.



Vehicle & Equipment Replacement Program			
Replacement Purchase	Department	Equipment Replacing	Anticipated Cost
Vehicles			
2020 Ford Escape	Community Relations	Toyota Prius	\$ 20,500.00
2020 Ford F150	Permit	Ford F150	\$ 24,500.00
2020 Ford F150	Permit	Ford F150	\$ 24,500.00
2020 Ford F150 Crew Cab	Facilities Management	Ford F150	\$ 29,000.00
2020 Ford F150 Crew Cab XL Electric Package	Emergency Preparedness	Ford Expedition	\$ 26,000.00
2020 Ford Explorer	Fire Fighting	Ford Expedition	\$ 40,000.00
2020 Ford Explorer	Engineering	Chevrolet Tahoe	\$ 30,000.00
2020 Ford F150	Sanitation	Ford F150	\$ 24,500.00
2020 Ford F150	Sanitation	Chevrolet 1/2 Ton	\$ 24,500.00
2020 Ford F150	Parks	Ford F150	\$ 24,500.00
2020 Ford Van	Recreation	Ford Van	\$ 34,000.00
2020 Ford F250 Utility Bed	Recreation	Chevrolet 1/2 Ton	\$ 32,000.00
2020 Blue Bird Bus	Multi-Purpose Center	Bus	\$ 175,000.00
2020 Ford Van	Senior Center	Ford Van	\$ 35,000.00
2020 Ford Explorer	Animal Rescue	Ford Van	\$ 30,000.00
2020 Ford Sprinter Van	Library	Ford Van	\$ 30,000.00
2020 Ford Explorer	IT	Chevrolet Blazer	\$ 30,000.00
2020 Chevrolet Tahoe	Fleet	Ford Expedition	\$ 40,000.00
2020 Ford Explorer	Fleet	Ford F150	\$ 30,000.00
2020 Hino Fuel Truck	Fleet	Sterling Fuel Truck	\$ 100,000.00
2020 Ford F250 with Utility Bed	Building Maintenance	Ford F150	\$ 32,000.00
2020 Ford F250 Van	Janitorial	Ford F150	\$ 34,000.00
2020 Ford F250 Utility Bed	Electrical	Chevrolet 1/2 Ton	\$ 32,000.00
2020 Ford F450 Crew Cab Flat Bed	Landscaping	Ford F450	\$ 45,000.00
2020 Ford F150	Wastewater Rehab	Ford F150	\$ 24,500.00
2020 Ford F450 Crew Cab Flat Bed	Wastewater Rehab	Ford F450	\$ 45,000.00
2020 Ford F450 Crew Cab Flat Bed	Wastewater Collection	Ford F450	\$ 45,000.00
2020 Ford F150	Wastewater Maintenance	Ford F150	\$ 24,500.00
2020 Ford F450 Crew Cab Flat Bed	Water Distribution	Ford F450	\$ 45,000.00
2020 Ford F150	Water Distribution	Ford F150	\$ 24,500.00
2020 Ford F150	Water Production	Ford F150	\$ 24,500.00
2020 Ford F150	Water Production	Ford F150	\$ 24,500.00
2020 Ford F150	Water Production	Ford F150	\$ 24,500.00
2020 Ford F250	Water Billing	Ford F150	\$ 26,000.00
2020 Ford F250	Water Billing	Chevrolet 1500	\$ 26,000.00
2020 Ford Explorer	Water Billing	Ford F150	\$ 30,000.00
Vehicles Subtotal			\$ 1,311,000.00



Heavy Equipment			
2020 International Dump Truck	Street & Bridge	2008 Dump Truck	\$ 230,000.00
2020 Tymco Sweeper	Clean Streets	Tymco Sweeper	\$ 275,000.00
2020 Kubota Tractor	Clean Streets	New Holland Tractor	\$ 40,000.00
2020 John Deere Tractor	Golf Course	Ford Tractor	\$ 45,000.00
2020 Ditch Witch Trencher	Electrical	Case Trencher	\$ 120,000.00
2020 International Sewer Truck	Wastewater Rehab	Sewer Truck	\$ 250,000.00
2020 Cat Backhoe	Wastewater Collection	Case Backhoe	\$ 105,000.00
2020 Cat Backhoe	Water Distribution	Case Backhoe	\$ 105,000.00
Heavy Equipment Subtotal			\$ 1,170,000.00
Other Equipment			
2020 Toro Mower	Parks	Tor Mower	\$ 15,000.00
2020 Toro Mower	Parks	Tor Mower	\$ 15,000.00
2020 Toro Mower	Parks	Tor Mower	\$ 15,000.00
2020 Toro Greens Master	Golf Course	Toro Mower	\$ 40,000.00
Other Equipment Subtotal			\$ 85,000.00
Grand Total Capital Replacement Purchases			\$ 2,566,000.00

New Purchases		
Purchase	Department	Cost
2020 Kubota Slope Mower	Clean Streets	\$ 200,000.00
Misc Tools	Golf Course	\$ 7,500.00
Enterprise Vehicles	Fleet	\$ 95,000.00
2020 Ford F350 with Deer Skin	Animal Rescue	\$ 62,000.00
2020 Ford F350 with Deer Skin	Animal Rescue	\$ 62,000.00
2020 Ford F350 with Deer Skin	Animal Rescue	\$ 62,000.00
Mowing Equipment	Wastewater Maintenance	\$ 12,500.00
Traffic Message Board	Water Distribution	\$ 18,500.00
Grand Total New Purchases		\$ 519,500.00



MAINTENANCE FUND INFORMATION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Anti-virus software
- Windows 10 upgrade
- Cyber Security Awareness
- Microsoft Office 365 for email
- Apple product implementation
- Building security updates
- New courts system selection
- Upgrade to existing ERP systems
- Selection of new ERP system

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Tyler Technologies Court implementation
- Improving Cyber Security throughout the City with monitoring and protection
- Modernizing the Information Technology department and systems
- Implement new ERP system
- Training on new technologies
- Sunset old applications
- Eliminate duplicate systems and application
- Complete technological assessment and create Roadmap for IT



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 1,315,311	\$ 1,386,929	\$ 1,341,237	\$ 1,228,884	\$ 1,325,442
Contractual services	909,302	924,239	1,029,827	1,012,111	1,084,050
Materials and supplies	320,192	354,933	793,701	793,701	876,800
Maintenance charges	145,114	142,027	290,774	291,718	320,549
Capital outlay	164,210	73,637	371,636	371,636	82,970
TOTAL	\$ 2,854,129	\$ 2,881,765	\$ 3,827,175	\$ 3,698,050	\$ 3,689,811

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Help Desk Work Orders	2,977	4,038	3,906	4,000

INFORMATION SERVICES STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1200	Manager of Information Technology	1	0	0
1340	Business System Analyst III	4	3	3
1350	Business System Analyst IV	0	1	1
1700	Director Information Services	1	1	1
1957	Help Desk Support Analyst I	1	1	1
2014	IT Infrastructure Manager	0	1	1
2423	Asst. Network Admin. II	1	1	1
2424	Asst. Network Admin. III	1	1	1
2425	Network Admin IV	1	0	0
2430	Office Assistant	0	1	1
2887	Project Administrator	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
TOTAL:		14	14	14



MAINTENANCE FUND RADIO SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Installed and Programmed 15 Mobile Radios into Police, Marshal, Code Enforcement vehicles.
- Installed 1 Fire Mobile Radio in Fire truck because the original radio was lost in shipment to the installing vendor.
- Removed 150 old Computer Docks from Police, Marshal, Code Enforcement vehicles and installed 150 new Havis Computer docks into those vehicles.
- Removed 4 Knox Box Secure Key Box, 4 mobile radios, and handheld mounted chargers from old Fire Vehicles.
- Installed 4 Knox Box Secure Key box into New or different Fire vehicles.
- Removed 4 Knox Box Secure Key Box from old Arson vehicles and installed 4 new Knox Box Secure Key Box into those vehicles.
- Verified programming and then boxed up 30 Police mobile radios with all needed accessories such as speaker, mounting brackets, microphones, antennas, and power and accessory cables to be sent to vendor installation.
- Removed 15 radios, computer docks, and computer floorboards computer mounts, sirens, radar units and wiring from old Police cars going to Auction.
- Disassembled 400 old Analog Mobile Radios and around 100 portable Analog Radios. These radios were disassembled because they would no longer be legal to operate anywhere in the United States. The radios also contained System Information from Pasadena and Harris County and therefore the boards were removed from the radios to prevent legal liability issues with sensitive System Information.
- Performed 107 misc repairs to Police, WatchGuard video recorders, radar units, Mobile Radios, wiring and antenna issues, replacing Public Services portable radio batteries, replacing bad portable radios with good in shop radios.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue replacing old Police, City Marshal and Code Enforcement computer docks with new docks.
- Maintain, program and repair all radios, portables, computer docks, and video system in Police vehicles and other departments as needed.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 82,278	\$ 84,118	\$ 88,084	\$ 181,704	\$ 69,980
Contractual services	103,596	93,723	176,075	155,575	185,575
Materials and supplies	9,151	22,839	76,729	18,540	252,150
Maintenance charges	150,012	134,645	115,679	115,679	176,067
Capital outlay	266,286	-	180,000	180,000	-
TOTAL	\$ 611,323	\$ 335,325	\$ 636,567	\$ 651,498	\$ 683,772

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
# of installations	40	193	174	182
# of removals	55	91	673	191
# of repairs	120	188	107	127
# of equipment programming	65	86	45	73

RADIO SERVICES STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
3030	Radio Technician III	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND WAREHOUSE

MISSION STATEMENT

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

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Entered an on-site inventory management agreement to reduce product cost, holding costs, and labor costs. Creating a cost savings of more than \$20,000.00 estimated in the last quarter.
- Audited current inventory for value and usage and adjusted on hand stock to reflect department needs
- Added and consolidated items to incorporate new technology in maintenance and repair as well as streamline stocking procedures
- Assisted in the coordination of a more efficient records management system and condensed space allowing for other departments to make more effective use of their on-site storage
- Completed a full annual inventory showing a reduction in overstock items and no loss.
- Lowered the Warehouse Floor Value by \$70,000.00 while increasing usage \$122,000.00 showing potential rebates and cost savings of 6%.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Maximize the useable space in the warehouse for inventory while also providing secure temporary storage of records and emergency supplies
- Lower the amount of Capital Funds locked into the warehouse stock by 15% freeing funds for other city projects.
- Lower warehouse expenditures by 5% by using lean strategies in procurement and stocking to provide better value to the city
- Streamline a “just in time” delivery system for departments to lower inventory holding requirements and produce more accurate usage reporting; allowing for more financial transparency.
- Begin a partnership with leading vendors for added support in the process of material requests all the way to the end user including a more user friendly online catalog.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 214,118	\$ 224,032	\$ 234,242	\$ 233,970	\$ 231,949
Contractual services	4,764	9,415	13,800	6,000	9,650
Materials and supplies	6,078	3,933	14,569	7,069	14,625
Maintenance charges	91,051	75,063	77,344	80,249	78,398
TOTAL	\$ 316,011	\$ 312,443	\$ 339,955	\$ 327,288	\$ 334,622

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Line Items in Inventory	1,450	1435	1445	1475
Inventory Requests processed	114,500	113,000	119,388	125,000
Total Cost of Items Processed	\$ 1,189,116	\$1,042,097.00	\$1,164,690.00	\$1,200,000.00
Inventory Floor Value	\$ 538,000	\$496,000.00	\$426,000.00	\$320,000.00

WAREHOUSE STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
3450	Sr Warehouse Assistant	0	0	1
3759	Warehouse Assistant I	2	2	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 2019

- Replaced approximately 48 vehicles due to age, mileage, operational cost, or a combination of all.
- Replaced approximately 15 heavy duty equipment/ and other operational equipment due to age, operational hours, operational issues, or combination of all.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Continue to pursue a Safety First mentality throughout the entire facility.
- Continue the preventative maintenance, repairs, and inspections of all fleet vehicles / equipment that will ensure safe, effective, and reliable use.
- Fully staff the Garage / PM Shop with capable employee's that will facilitate timely and proper repairs of all vehicles / equipment.
- Update tools and repair equipment to reduce downtime of Fleet Vehicle / Equipment.
- Conduct cost studies of repair parts, outside services, and lubricants to reduce repair costs.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 1,906,962	\$ 2,031,116	\$ 2,146,552	\$ 2,024,482	\$ 2,146,130
Contractual services	435,947	409,963	609,985	526,385	578,700
Materials and supplies	2,186,571	2,483,277	2,745,735	2,266,698	2,745,835
Maintenance charges	535,325	557,349	446,363	460,222	480,548
Capital outlay	1,996,144	3,480,672	7,494,471	7,494,471	3,085,500
TOTAL	\$ 7,060,949	\$ 8,962,377	\$ 13,443,106	\$ 12,772,258	\$ 9,036,713

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Shop 1 - Heavy Fleet repairs	826	930	847	888
Shop 2 - Light Fleet repairs	1,946	2,061	2,137	2,144
Shop 3 - Body Repairs	438	435	403	427
Shop 6 - Tire Repairs	731	544	611	655
Total Rolling Stock	1,656	1,629	1,614	1,631

FLEET STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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	11	11	11
2440	Office Assistant II	1	1	1
2505	Parts Room Coord	1	1	1
2635	PT Administrative Coordinator	1	0	0
TOTAL:		29	28	28



MAINTENANCE FUND BUILDINGS & EQUIPMENT

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Built out improvements on 4th Floor of City Hall in the IT and Economic Development departments.
- Renovate clubhouse and restrooms at Golf Course.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Build out improvements at Fire Station #6
- Build out breakroom improvements on 4th floor of City Hall for IT Department.



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 385,422	\$ 413,817	\$ 430,442	\$ 404,906	\$ 426,697
Contractual services	8,278	5,584	10,400	7,000	10,200
Materials and supplies	6,541	8,185	11,800	10,700	11,800
Maintenance charges	135,901	217,386	137,985	178,068	159,753
TOTAL	\$ 536,142	\$ 644,972	\$ 590,627	\$ 600,674	\$ 608,450

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Service Requests	366	374	331	375
Service Requests per Building Tech	73	75	62	75

BUILDINGS & EQUIPMENT STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1290	Building Technician IV	1	1	1
1300	Building Technician V	4	4	4
2240	Maintenance Supervisor	1	1	1
TOTAL:		6	6	6



MAINTENANCE FUND JANITORIAL

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Took over additional 68,092 square feet of Fire Stations to clean and maintain after expiration of outsourcing contract.

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 551,786	\$ 565,033	\$ 748,037	\$ 701,786	\$ 765,553
Contractual services	100,395	97,643	85,450	43,250	70,750
Materials and supplies	18,221	20,473	40,328	35,850	41,100
Maintenance charges	28,602	26,028	87,020	90,452	90,045
TOTAL	\$ 699,004	\$ 709,177	\$ 960,835	\$ 871,338	\$ 967,448

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
# of facilities cleaned	17	17	23	25
Locations cleaned (square feet)	300,414	300,414	372,240	401,890
Square feet cleaned per custodian	37,551	37,551	46,530	44,654

JANITORIAL STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1620	Custodian I	11	11	9
1631	Custodian Lead	0	0	2
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
2778	PT Pooled Janitorial	1	0	0
TOTAL:		16	15	15



MAINTENANCE FUND ELECTRICAL, HVAC, AND PLUMBING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- CORRIGAN WEST – Parking and Soffit changed lighting to LED
- STRAWBERRY PARK – Build 800-AMP Service for Concession Stand and provided all electrical installation to new concession.
- POLICE DEPT. HOT HOUSE and GUN RANGE – Changed lighting to LED and provided power and service for installation to new target machine.
- Changed lighting to LED in these locations— VERN COX, PAL GYM and YES CENTER, GOLF COURSE CLUB HOUSE and CART BARN, CAMPBELL HALL and RODEO OFFICES, CITY HALL PARKING GARAGE, ODELL CENTER
- Upgraded the plumbing and HVAC system at new City Hall
- Replaced old HVAC systems on multiple locations throughout the City
- Installed new water efficient automatic flush valves throughout the City

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 907,956	\$ 1,135,754	\$ 1,152,862	\$ 1,014,769	\$ 1,101,021
Contractual services	7,684	8,960	12,573	5,700	12,550
Materials and supplies	20,568	12,366	45,475	17,600	45,100
Maintenance charges	405,539	343,542	318,598	318,598	334,600
TOTAL	\$ 1,341,747	\$ 1,500,622	\$ 1,529,508	\$ 1,356,667	\$ 1,493,271

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 BUDGET
Electrical Service Requests	360	344	361	365
HVAC Service Requests	290	347	253	253
Plumbing Service Requests	300	251	292	292
Service Requests Per Technician	122	118	120	120

ELECTRICAL STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
1228	Assistant Maintenance Supervisor	1	1	0
1290	Building Technician IV	1	1	1
1300	Building Technician V	7	7	8
1749	Electrical Supervisor	1	1	1
1817	Facility Superintendent	1	1	1
2012	HVAC Supervisor	1	1	1
3370	Sr. Office Assistant	1	1	1
TOTAL:		13	13	13



MAINTENANCE FUND MAIL/REPRODUCTION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Began handling more mailing jobs for various City departments
- Processed approximately 437 print/fold jobs
- Processed approximately 127,000 pieces of mail

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

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



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 41,214	\$ 48,670	\$ 50,339	\$ 49,977	\$ 50,701
Contractual services	51,294	41,617	47,300	41,000	41,547
Materials and supplies	4,227	5,215	5,375	1,935	5,920
Maintenance charges	25,980	26,352	21,661	21,661	26,490
TOTAL	\$ 122,715	\$ 121,854	\$ 124,675	\$ 114,573	\$ 124,658

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Total Print Jobs Processed	344	436	427	430
Total Pages in Print Jobs	952,839	1,380,921	1,079,779	1,100,000
Total Mail Units Processed	N/A	123,965	126,900	130,000
Total Postage Expenditure	\$89,920	\$110,931	\$107,400	\$115,000

MAIL/REPRODUCTION SERVICES STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
2430	Office Assistant I	1	1	1
TOTAL:		1	1	1



MAINTENANCE FUND LANDSCAPE & BEAUTIFICATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2019

- Helped complete dog park behind the Animal Shelter
- Helped plant and maintain approximately 850 trees in Parks with Parks Division
- Renovated landscaping at Convention Center to make it more appealing and easier to maintain and updated irrigation system to accommodate the new plants
- Installed some landscape beds and renovated irrigation around pro shop and putting green at Golf Course
- Helped remove termite infested trees at the Heritage Museum
- Kept city landscapes clean and well-maintained
- Repaired irrigation problems within 3 days

PRIORITIES, GOALS AND OBJECTIVES FOR 2020

- Assess landscapes and irrigation to become more efficient and water-wise and continue to help beautify the City
- Help construct plant and educate Recreation Center staff and attendees on vegetable gardening at 3 centers
- Renovate new City Hall and Parks Main office landscapes
- Plant new trees and renovate the rose garden at Heritage Museum
- Renovate irrigation around the Strawberry Water Park to make it more water efficient and easier to maintain
- Become more efficient on irrigation checks throughout the City to help detect major problems quicker
- Better utilize staff to become more efficient in daily operations
- Work to better relationships with departments we serve
- Work within budget constraints and better prioritize spending



**FY 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ 551,193	\$ 571,197	\$ 637,171	\$ 576,533	\$ 644,281
Contractual services	19,477	27,859	60,100	17,250	59,600
Materials and supplies	81,769	80,191	166,204	119,700	166,100
Maintenance charges	75,156	71,892	67,595	67,595	81,043
Capital Outlay	10,908	-	11,000	11,000	-
TOTAL	\$ 738,503	\$ 751,139	\$ 942,070	\$ 792,078	\$ 951,024

PERFORMANCE INDICATORS

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ESTIMATE	FY 2020 BUDGET
Irrigation heads maintained	1,850	1,850	1,700	1,700
Irrigation heads maintained per worker	185	185	170	170
Plant material maintained (ft ²)	389,480	389,480	390,000	400,000
Plant material maintained per worker (ft ²)	38,948	38,948	39,000	40,000
Average mow/maintenance cycle (days)	N/A	12	12	12

LANDSCAPE & BEAUTIFICATION STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 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 2020 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Personnel services	\$ -	\$ -	\$ 147,949	\$ 147,949	\$ 147,949
TOTAL	\$ -	\$ 250,000	\$ 147,949	\$ 147,949	\$ 147,949



**FY 2020 ADOPTED BUDGET
WORKERS' COMPENSATION FUND (067)**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
REVENUE					
Interest earned	\$ 13,906	\$ 34,502	\$ 24,000	\$ 42,000	\$ 42,000
Investment Income	13,906	34,502	24,000	42,000	42,000
Insurance recovery	7,740	-	-	-	-
Expense/Recovery Income	7,740	-	-	-	-
Contributions - city	1,027,625	1,018,963	1,000,000	1,000,000	1,000,000
Contribution Income	1,027,625	1,018,963	1,000,000	1,000,000	1,000,000
Total Revenue	1,049,271	1,053,465	1,024,000	1,042,000	1,042,000
EXPENDITURES					
Personnel services	127,097	128,338	129,679	131,548	133,671
Contractual services	22,757	26,618	35,000	35,000	35,000
Materials & supplies	26,096	31,814	42,650	38,000	42,650
Other uses	562,134	504,971	690,000	754,760	690,000
Total Expenditures	738,084	691,741	897,329	959,308	901,321
Revenue Over/(Under) Expend	311,187	361,724	126,671	82,692	140,679
Beginning Fund Balance	2,055,770	2,366,957	2,728,681	2,728,681	2,811,373
Ending Fund Balance	\$ 2,366,957	\$ 2,728,681	\$ 2,855,352	\$ 2,811,373	\$ 2,952,052

WORKERS' COMPENSATION FUND STAFFING

Job Code	Job Title	2018 Amended	2019 Amended	2020 Adopted
3120	Safety Coordinator	1	1	1
	TOTAL:	1	1	1



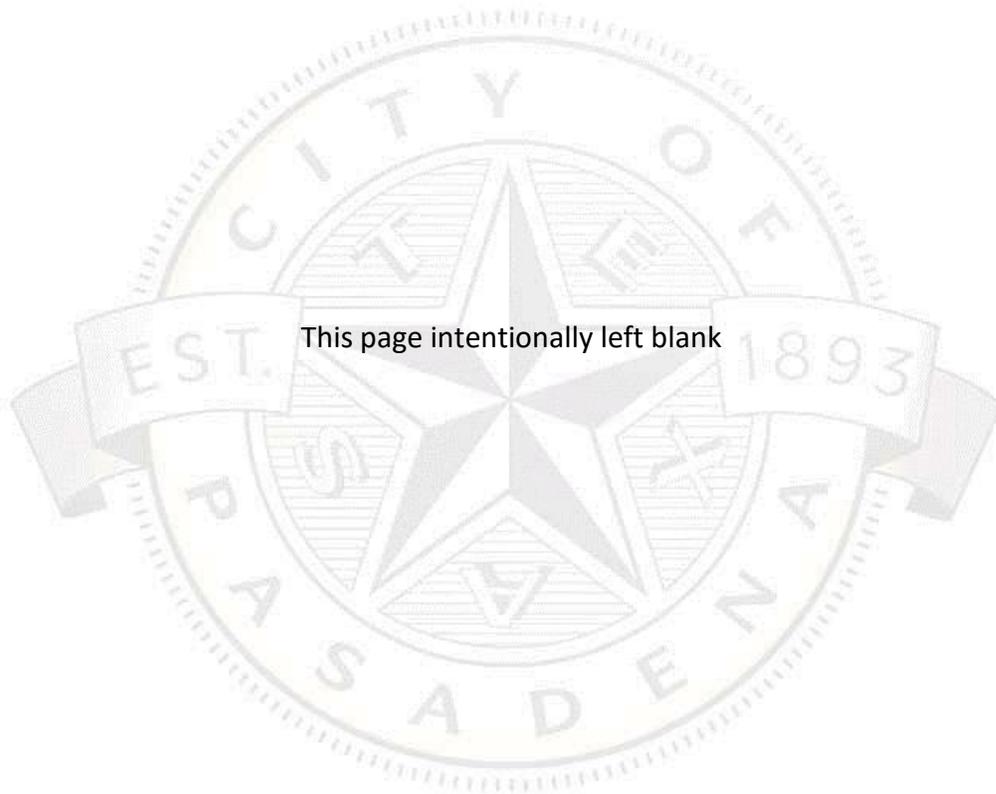
FY 2020 ADOPTED BUDGET HEALTH INSURANCE FUND (069)

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
REVENUES					
Interest earned	\$ 33,184	\$ 74,717	\$ 64,000	\$ 91,000	\$ 86,000
Investment Income	33,184	74,717	64,000	91,000	86,000
Prior year expense refund	30,470	79,961	30,000	27,000	10,000
Pharmacy Rebates	241,978	537,960	375,000	450,000	400,000
City health contributions	13,109,354	13,471,977	14,056,128	13,700,000	14,676,480
Retiree health contribution	536,242	567,447	565,000	504,000	504,000
Cobra health contribution	2,665	10,328	5,000	24,700	14,000
Employee health deduction	1,627,146	1,692,633	1,550,000	1,680,000	1,600,000
Flex spending	521,672	542,133	475,000	520,000	491,000
Insurance recovery	733,680	2,396,266	450,000	4,100,000	3,800,000
Dental - EE deduction	225,512	231,222	215,000	240,000	240,000
Dental - retiree contribution	93,793	102,567	95,000	100,000	100,000
Life-EE additional life ins	142,831	141,625	130,000	140,000	140,000
Contributions	17,265,343	19,774,119	17,946,128	21,485,700	21,975,480
TOTAL REVENUE	17,298,527	19,848,836	18,010,128	23,063,700	22,061,480
EXPENDITURES					
Personnel services	3,356	7,732	-	-	-
Contractual services	126,000	141,000	130,000	130,000	130,000
Other uses:					
Claims/claims related expenses	8,159,353	11,281,140	8,700,000	14,000,000	13,500,000
Prescription drugs	3,040,530	3,370,023	3,000,000	4,000,000	3,800,000
Administration fees	728,526	604,598	770,000	609,000	605,000
Dental insurance	521,944	516,155	550,000	550,000	540,000
Other	3,949,467	4,301,544	4,169,000	4,585,000	4,465,000
IBNR accrual adjustment	(399,507)	(281,270)	-	-	-
TOTAL EXPENDITURES	16,129,669	19,940,922	17,319,000	23,874,000	23,040,000
Revenue Over/(Under) Expenditures	1,168,858	(92,086)	691,128	(810,300)	(978,520)
Beginning Fund Balance	1,670,716	2,839,574	2,747,488	2,747,488	1,937,188
Ending Fund Balance	\$2,839,574	\$2,747,488	\$3,438,616	\$1,937,188	\$ 958,668



**FY 2020 ADOPTED BUDGET
GENERAL LIABILITY INSURANCE FUND (070)**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
REVENUES					
Interest earned	\$ 41,238	\$ 94,536	\$ 75,000	\$ 90,000	\$ 90,000
Investment Income	41,238	94,536	75,000	90,000	90,000
Recovery of damage claims	7,653	-	-	-	-
Insurance recovery	273,759	113,278	160,000	120,000	120,000
Prior year expense refund	5,960	-	-	-	-
Other Revenues	287,372	113,278	160,000	120,000	120,000
Contributions - general fund	500,000	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	1,500,000	1,750,000	1,750,000	1,750,000	1,750,000
Total Revenue	1,828,610	1,957,814	1,985,000	1,960,000	1,960,000
EXPENDITURES					
Other uses	1,835,004	1,717,009	1,865,000	1,865,000	1,865,000
Total Expenditures	1,835,004	1,717,009	1,865,000	1,865,000	1,865,000
Capital project fund	180,345	-	-	-	-
Total Other Financing Uses	180,345	-	-	-	-
Revenue Over/(Under)Expenditu	(186,739)	240,805	120,000	95,000	95,000
Beginning Fund Balance	5,994,610	5,807,871	6,048,676	6,048,676	6,143,676
Ending Fund Balance	\$ 5,807,871	\$ 6,048,676	\$ 6,168,676	\$ 6,143,676	\$ 6,238,676



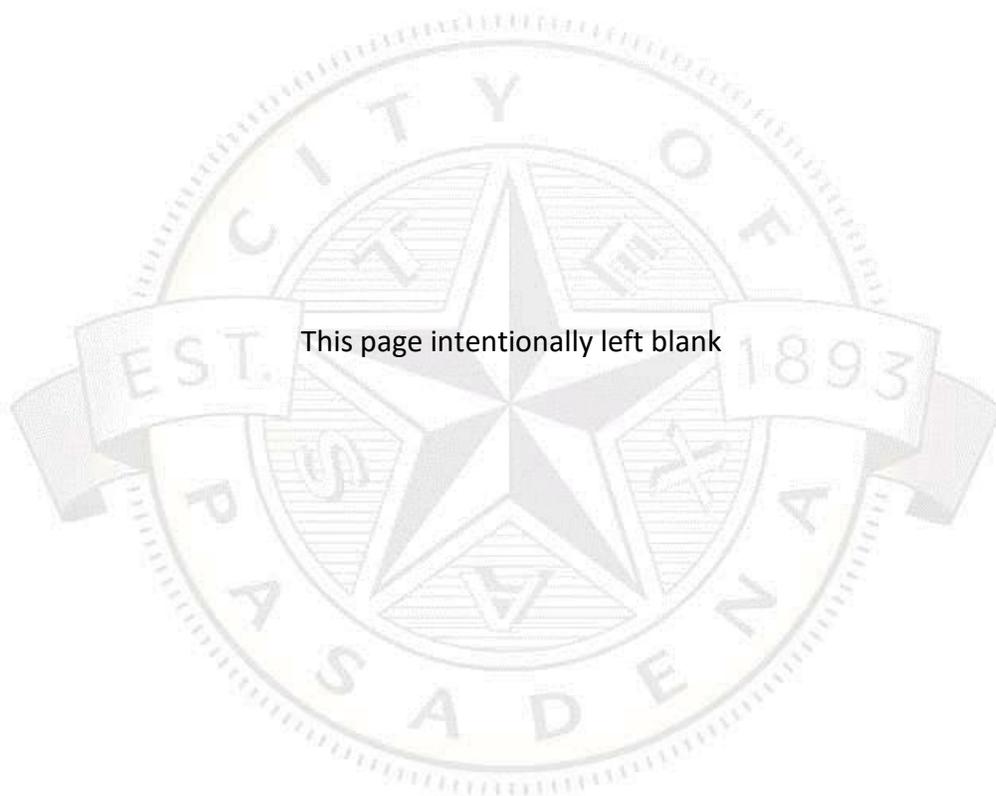


SPECIAL REVENUE FUNDS

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

**FY 2020 ADOPTED BUDGET
SPECIAL REVENUE FUNDS**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
BEGINNING FUND BALANCE	\$ 7,053,075	\$ 8,115,785	\$ 10,899,257	\$ 10,899,257	\$ 11,339,321
REVENUES	3,191,927	4,638,481	2,811,000	3,470,350	2,783,950
EXPENDITURES	2,129,217	1,855,009	3,440,454	3,030,286	3,481,332
REVENUE OVER/(UNDER) EXPENDITURES	1,062,710	2,783,472	(629,454)	440,064	(697,382)
ENDING FUND BALANCE	\$ 8,115,785	\$ 10,899,257	\$ 10,269,803	\$ 11,339,321	\$ 10,641,939



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**ALL SPECIAL REVENUE FUNDS
TOTAL REVENUE SUMMARY**

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED	% OF TOTAL
Franchise tax	\$ 287,435	\$ 261,898	\$ 275,000	\$ 260,000	\$ 260,000	9.3%
Hotel and motel tax	1,341,850	1,772,579	1,500,000	1,400,000	1,400,000	50.3%
Licenses and permits	2,880	3,240	3,000	3,000	3,000	0.1%
Drug/property seizures	493,160	1,325,319	-	686,400	-	0.0%
Court fines	371,018	316,675	338,000	320,000	320,000	11.5%
Sale of property	356,393	544,670	300,000	325,000	325,000	11.7%
Miscellaneous/grants/interest	339,191	414,100	395,000	475,950	475,950	17.1%
TOTAL REVENUE	\$3,191,927	\$4,638,481	\$2,811,000	\$3,470,350	\$2,783,950	100.0%

**ALL SPECIAL REVENUE FUNDS
TOTAL EXPENDITURE SUMMARY**

CATEGORY	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED	% OF TOTAL
Personnel services	\$ 356,754	\$ 311,847	\$ 573,007	\$ 548,237	\$ 540,789	15.5%
Contractual services	800,665	771,934	1,028,558	872,960	1,076,593	30.9%
Materials and supplies	336,850	403,048	647,378	469,978	694,450	19.9%
Other charges	99,288	132,982	115,000	112,600	112,000	3.2%
Other uses	1,604	-	157,500	157,500	157,500	4.5%
Capital outlay	534,056	235,198	919,011	869,011	900,000	25.9%
TOTAL EXPENDITURES	\$2,129,217	\$1,855,009	\$3,440,454	\$3,030,286	\$3,481,332	100.0%


**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
DETAIL OF BEGINNING BALANCE					
Equity sharing - treasury	\$ 482,911	\$ 418,852	\$ 392,181	\$ 392,181	\$ 499,481
Juvenile case mgr fund	144,152	188,844	190,007	190,007	194,360
Child safety fund	819,326	913,766	1,008,018	1,008,018	1,038,921
Equity sharing - justice	604,945	669,413	1,303,342	1,303,342	1,238,342
Municipal courts security	10,894	33,295	24,877	24,877	7,263
State seizure fund	584,526	643,027	968,344	968,344	1,218,866
Law enforcement training	52,640	63,960	70,171	70,171	79,371
Judicial efficiency fund	66,987	89,987	107,438	107,438	124,972
Court technology fund	151,333	131,807	98,292	98,292	62,282
Hotel and motel tax fund	2,880,794	3,883,508	5,224,337	5,224,337	5,533,031
Preservation of vital statistics	76,874	77,243	74,713	74,713	71,363
1% Public, ed and gov (peg)	953,087	703,185	877,715	877,715	800,715
Abandoned motor vehicles	137,249	222,916	479,595	479,595	400,769
Sign removal fund	87,357	75,982	80,227	80,227	69,585
TOTAL	\$ 7,053,075	\$ 8,115,785	\$ 10,899,257	\$ 10,899,257	\$ 11,339,321

DETAIL OF REVENUES

Equity sharing - treasury	\$ 35,730	\$ 52,215	\$ 5,000	\$ 134,000	\$ 7,600
Juvenile case mgr fund	77,050	68,439	70,400	71,600	71,600
Child safety fund	270,667	270,224	275,000	274,000	274,000
Equity sharing - justice	162,826	726,324	10,000	97,000	24,000
Municipal courts security	116,787	100,959	100,350	100,350	100,350
State seizure fund	306,194	578,257	7,800	503,000	16,000
Law enforcement training	22,166	22,165	28,900	29,200	29,200
Judicial efficiency fund	23,750	18,121	21,100	22,000	22,000
Court technology fund	156,402	135,850	151,600	134,000	134,000
Hotel and motel tax fund	1,365,806	1,841,792	1,552,000	1,500,000	1,500,000
Preservation of vital statistics	5,963	6,577	5,950	6,400	6,400
1% Public, ed and gov (peg)	287,435	261,898	275,000	260,000	260,000
Abandoned motor vehicles	357,695	551,221	304,000	334,600	334,600
Sign removal fund	3,456	4,439	3,900	4,200	4,200
TOTAL	\$ 3,191,927	\$ 4,638,481	\$ 2,811,000	\$ 3,470,350	\$ 2,783,950


**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
DETAIL OF EXPENDITURES					
Equity sharing - treasury	\$ 99,789	\$ 78,886	\$ 125,000	\$ 26,700	\$ 125,000
Juvenile case mgr fund	32,358	67,276	74,637	67,247	74,508
Child safety fund	176,227	175,972	324,904	243,097	419,904
Equity sharing - justice	98,358	92,395	212,000	162,000	377,000
Municipal courts security	94,386	109,377	104,079	117,964	78,899
State seizure fund	247,693	252,940	288,243	252,478	382,000
Law enforcement training	10,846	15,954	20,000	20,000	20,000
Judicial efficiency fund	750	670	22,366	4,466	22,466
Court technology fund	175,928	169,365	170,010	170,010	149,200
Hotel and motel tax fund	363,092	500,963	1,191,313	1,191,306	932,426
Preservation of vital statistics	5,594	9,107	23,493	9,750	23,493
1% Public, ed and gov (peg)	537,337	87,368	364,000	337,000	364,000
Abandoned motor vehicles	272,028	294,542	476,094	413,426	475,035
Sign removal fund	14,831	194	44,315	14,842	37,401
TOTAL	\$ 2,129,217	\$ 1,855,009	\$ 3,440,454	\$ 3,030,286	\$ 3,481,332

ENDING BALANCE

Equity sharing - treasury	\$ 418,852	\$ 392,181	\$ 272,181	\$ 499,481	\$ 382,081
Juvenile case mgr fund	188,844	190,007	185,770	194,360	191,452
Child safety fund	913,766	1,008,018	958,114	1,038,921	893,017
Equity sharing - justice	669,413	1,303,342	1,101,342	1,238,342	885,342
Municipal courts security	33,295	24,877	21,148	7,263	28,714
State seizure fund	643,027	968,344	687,901	1,218,866	852,866
Law enforcement training	63,960	70,171	79,071	79,371	88,571
Judicial efficiency fund	89,987	107,438	106,172	124,972	124,506
Court technology fund	131,807	98,292	79,882	62,282	47,082
Hotel and motel tax fund	3,883,508	5,224,337	5,585,024	5,533,031	6,100,605
Preservation of vital statistics	77,243	74,713	57,170	71,363	54,270
1% Public, ed and gov (peg)	703,185	877,715	788,715	800,715	696,715
Abandoned motor vehicles	222,916	479,595	307,501	400,769	260,334
Sign removal fund	75,982	80,227	39,812	69,585	36,384
TOTAL	\$ 8,115,785	\$ 10,899,257	\$ 10,269,803	\$ 11,339,321	\$ 10,641,939



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 3,215	\$ 5,914	\$ 5,000	\$ 7,600	\$ 7,600
Investment Income	3,215	5,914	5,000	7,600	7,600
Federal seizure revenue	32,515	45,366	-	126,400	-
Sale of assets	-	935	-	-	-
Other Revenue	32,515	46,301	-	126,400	-
Total Revenue	35,730	52,215	5,000	134,000	7,600
Expenditures					
Contractual services	43,574	30,596	52,000	10,700	52,000
Materials and supplies	56,215	48,290	73,000	16,000	73,000
Total Expenditures	99,789	78,886	125,000	26,700	125,000
Revenue Over/(Under)					
Expenditures	(64,059)	(26,671)	(120,000)	107,300	(117,400)
Beginning Fund Balance	482,911	418,852	392,181	392,181	499,481
Ending Fund Balance	\$ 418,852	\$ 392,181	\$ 272,181	\$ 499,481	\$ 382,081



**SPECIAL REVENUE FUND
JUVENILE CASE MANAGER FUND (042)**

MISSION STATEMENT

The Juvenile Case Manager Fund was created pursuant to City Ordinance No. 2005-309 that authorized the imposition of an additional court cost of \$5.00 to each fine-only misdemeanor to fund the salary and benefits of a juvenile case manager in the Municipal Court Department. The creation of the fund and the position of juvenile case manager help the Municipal Court deal with the extensive additional work required to process juvenile cases.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 1,183	\$ 2,901	\$ 2,400	\$ 3,600	\$ 3,600
Investment Income	1,183	2,901	2,400	3,600	3,600
Juvenile case mgr fee	38,655	33,408	35,000	35,000	35,000
Tpdf city	37,212	32,130	33,000	33,000	33,000
Municipal Court Fines	75,867	65,538	68,000	68,000	68,000
Total Revenue	77,050	68,439	70,400	71,600	71,600
Expenditures					
Personnel services	31,965	66,797	67,017	65,997	66,908
Contractual services	125	-	1,620	-	3,650
Materials and supplies	268	479	6,000	1,250	3,950
Total Expenditures	32,358	67,276	74,637	67,247	74,508
Revenue Over/(Under)					
Expenditures	44,692	1,163	(4,237)	4,353	(2,908)
Beginning Fund Balance	144,152	188,844	190,007	190,007	194,360
Ending Fund Balance	\$ 188,844	\$ 190,007	\$ 185,770	\$ 194,360	\$ 191,452

**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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 6,072	\$ 14,737	\$ 10,000	\$ 19,000	\$ 19,000
Investment Income	6,072	14,737	10,000	19,000	19,000
Child safety fee	264,595	255,487	265,000	255,000	255,000
Other Revenues	264,595	255,487	265,000	255,000	255,000
Total Revenue	270,667	270,224	275,000	274,000	274,000
Expenditures					
Personnel services	45,713	49,297	86,304	89,497	86,304
Contractual services	76,557	73,932	142,000	86,000	182,000
Materials and supplies	34,073	43,815	51,600	47,600	51,600
Capital Outlay	19,884	8,928	45,000	20,000	100,000
Total Expenditures	176,227	175,972	324,904	243,097	419,904
Revenue Over/(Under)					
Expenditures	94,440	94,252	(49,904)	30,903	(145,904)
Beginning Fund Balance	819,326	913,766	1,008,018	1,008,018	1,038,921
Ending Fund Balance	\$ 913,766	\$ 1,008,018	\$ 958,114	\$ 1,038,921	\$ 893,017



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 4,468	\$ 15,348	\$ 10,000	\$ 24,000	\$ 24,000
Investment Income	4,468	15,348	10,000	24,000	24,000
Federal seizure revenue	145,658	710,976	-	73,000	-
Miscellaneous	12,700	-	-	-	-
Other Revenues	158,358	710,976	-	73,000	-
Total Revenue	162,826	726,324	10,000	97,000	24,000
Expenditures					
Personnel services	-	-	-	-	-
Contractual services	78,169	71,610	88,000	94,000	123,000
Materials and supplies	20,189	20,785	124,000	68,000	174,000
Total Expenditures	98,358	92,395	212,000	162,000	377,000
Revenue Over/(Under)					
Expenditures	64,468	633,929	(202,000)	(65,000)	(353,000)
Beginning Fund Balance	604,945	669,413	1,303,342	1,303,342	1,238,342
Ending Fund Balance	\$ 669,413	\$ 1,303,342	\$ 1,101,342	\$ 1,238,342	\$ 885,342



SPECIAL REVENUE FUND

MUNICIPAL COURTS SECURITY FUND (045)

MISSION STATEMENT

The Municipal Court Building Security Fund is a creature of statute (TEX. REV. CIV. STAT. ANN., *Code of Criminal Procedure*, Art. 102.017) and its implementing City Ordinance (95-153). The purposes and, therefore, the mission of the fund are delineated by law and include the following: purchase or repair of X-ray machines and conveying systems; handheld and walkthrough metal detectors; identification cards and systems; electronic locking and surveillance equipment; bailiffs, deputy sheriffs, deputy constables, or contract security personnel during times when they are providing appropriate security services; signage; confiscated weapon inventory and tracking systems; locks, chains, alarms or similar security devices; purchase or repair of bullet-proof glass; and continuing education on security issues for court personnel and security personnel. It is funded by a \$4.90 security fee that is a cost of court.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 199	\$ 418	\$ 350	\$ 350	\$ 350
Investment Income	199	418	350	350	350
Municipal court - security	116,588	100,541	100,000	100,000	100,000
Other Court Fee	116,588	100,541	100,000	100,000	100,000
Total Revenue	116,787	100,959	100,350	100,350	100,350
Expenditures					
Personnel services	94,386	108,359	102,279	117,064	78,899
Contractual services	-	990	1,300	900	-
Materials and supplies	-	28	500	-	-
Total Expenditures	94,386	109,377	104,079	117,964	78,899
Revenue Over/(Under)					
Expenditures	22,401	(8,418)	(3,729)	(17,614)	21,451
Beginning Fund Balance	10,894	33,295	24,877	24,877	7,263
Ending Fund Balance	\$ 33,295	\$ 24,877	\$ 21,148	\$ 7,263	\$ 28,714



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 3,907	\$ 10,215	\$ 7,800	\$ 16,000	\$ 16,000
Investment Income	3,907	10,215	7,800	16,000	16,000
Asset forfeitures - state	302,287	568,042	-	487,000	-
Other Revenues	302,287	568,042	-	487,000	-
Total Revenue	306,194	578,257	7,800	503,000	16,000
Expenditures					
Contractual services	93,535	71,709	97,265	92,000	97,000
Materials and supplies	90,458	84,510	120,978	90,478	120,000
Other charges	63,700	96,721	70,000	70,000	70,000
Total Expenditures	247,693	252,940	288,243	252,478	382,000
Revenue Over/(Under)					
Expenditures	58,501	325,317	(280,443)	250,522	(366,000)
Beginning Fund Balance	584,526	643,027	968,344	968,344	1,218,866
Ending Fund Balance	\$ 643,027	\$ 968,344	\$ 687,901	\$ 1,218,866	\$ 852,866



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 425	\$ 1,117	\$ 900	\$ 1,200	\$ 1,200
Investment Income	425	1,117	900	1,200	1,200
Law officer - warrant	1,153	1,144	2,000	2,000	2,000
Law officer - fire marshal	2,136	1,464	3,000	3,000	3,000
Law officer - police	18,452	18,440	23,000	23,000	23,000
Other Revenues	21,741	21,048	28,000	28,000	28,000
Total Revenue	22,166	22,165	28,900	29,200	29,200
Expenditure					
Contractual services	10,846	15,954	20,000	20,000	20,000
Total Expenditures	10,846	15,954	20,000	20,000	20,000
Revenue Over/(Under)					
Expenditures	11,320	6,211	8,900	9,200	9,200
Beginning Fund Balance	52,640	63,960	70,171	70,171	79,371
Ending Fund Balance	\$ 63,960	\$ 70,171	\$ 79,071	\$ 79,371	\$ 88,571



SPECIAL REVENUE FUND JUDICIAL EFFICIENCY FUND (048)

MISSION STATEMENT

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

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 555	\$ 1,500	\$ 1,100	\$ 2,000	\$ 2,000
Investment Income	555	1,500	1,100	2,000	2,000
Judicial Eff (TP-J) crt fee	23,195	16,621	20,000	20,000	20,000
Municipal Court Fines	23,195	16,621	20,000	20,000	20,000
Total Revenue	23,750	18,121	21,100	22,000	22,000
Expenditures					
Personnel services	-	-	2,466	2,466	2,466
Contractual services	-	-	14,000	1,000	13,500
Materials and supplies	750	670	5,900	1,000	6,500
Total Expenditures	750	670	22,366	4,466	22,466
Revenue Over/(Under)					
Expenditures	23,000	17,451	(1,266)	17,534	(466)
Beginning Fund Balance	66,987	89,987	107,438	107,438	124,972
Ending Fund Balance	\$ 89,987	\$ 107,438	\$ 106,172	\$ 124,972	\$ 124,506



SPECIAL REVENUE FUND MUNICIPAL COURT TECHNOLOGY FUND (049)

MISSION STATEMENT

The Municipal Court Building Technology Fund is a creation of statute (TEX. REV. CIV. STAT. ANN., *Code of Criminal Procedure*, Art. 102.0172) and implementation of City Ordinances (99-154 and 2003-176.) The purposes and, therefore, the mission of the fund are delineated by law. The Municipal Court Technology Fund may be used to finance the purchase of or to maintain technological enhancements for the Municipal Court, including: Computer systems, networks, hardware and software, imaging systems, electronic kiosks, electronic ticket writers and electronic management systems. It is funded by a \$4.00 technology fee that is a cost of court.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 1,034	\$ 1,875	\$ 1,600	\$ 2,000	\$ 2,000
Investment Income	1,034	1,875	1,600	2,000	2,000
Municipal court - technology fee	155,368	133,975	150,000	132,000	132,000
Other Revenues	155,368	133,975	150,000	132,000	132,000
Total Revenue	156,402	135,850	151,600	134,000	134,000
Expenditures					
Contractual services	165,769	157,110	170,010	170,010	149,200
Materials and supplies	10,159	12,255	-	-	-
Total Expenditures	175,928	169,365	170,010	170,010	149,200
Revenue Over/(Under)					
Expenditures	(19,526)	(33,515)	(18,410)	(36,010)	(15,200)
Beginning Fund Balance	151,333	131,807	98,292	98,292	62,282
Ending Fund Balance	\$ 131,807	\$ 98,292	\$ 79,882	\$ 62,282	\$ 47,082



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
REVENUE					
Hotel-motel tax	\$ 1,341,850	\$ 1,772,579	\$ 1,500,000	\$ 1,400,000	\$ 1,400,000
Other Taxes	1,341,850	1,772,579	1,500,000	1,400,000	1,400,000
Interest earned	23,956	69,213	52,000	100,000	100,000
Investment Income	23,956	69,213	52,000	100,000	100,000
Total Revenue	1,365,806	1,841,792	1,552,000	1,500,000	1,500,000
EXPENDITURES					
Personnel services	169,859	84,462	149,232	154,145	147,776
Contractual services	116,331	117,151	159,670	155,250	151,250
Materials and supplies	75,298	120,266	100,900	100,400	100,900
Capital outlay	-	179,084	624,011	624,011	375,000
Other uses	1,604	-	157,500	157,500	157,500
Total Expenditures	363,092	500,963	1,191,313	1,191,306	932,426
Revenue Over/(Under)					
Expenditures	1,002,714	1,340,829	360,687	308,694	567,574
Beginning Fund Balance	2,880,794	3,883,508	5,224,337	5,224,337	5,533,031
Ending Fund Balance	\$ 3,883,508	\$ 5,224,337	\$ 5,585,024	\$ 5,533,031	\$ 6,100,605

**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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 554	\$ 1,163	\$ 950	\$ 1,400	\$ 1,400
Investment Income	554	1,163	950	1,400	1,400
Preservation of vital statistics	5,409	5,414	5,000	5,000	5,000
Other Revenues	5,409	5,414	5,000	5,000	5,000
Total Revenue	5,963	6,577	5,950	6,400	6,400
EXPENDITURES					
Contractual services	5,594	9,107	22,493	9,500	22,493
Materials and supplies	-	-	1,000	250	1,000
Total Expenditures	5,594	9,107	23,493	9,750	23,493
Revenue Over/(Under)					
Expenditures	369	(2,530)	(17,543)	(3,350)	(17,093)
Beginning Fund Balance	76,874	77,243	74,713	74,713	71,363
Ending Fund Balance	\$ 77,243	\$ 74,713	\$ 57,170	\$ 71,363	\$ 54,270



**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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Preservation of vital statistics	\$ 287,258	\$ 261,898	\$ 275,000	\$ 260,000	\$ 260,000
Miscellaneous	177	-	-	-	-
Other Revenues	287,435	261,898	275,000	260,000	260,000
Total Revenue	287,435	261,898	275,000	260,000	260,000
EXPENDITURES					
Contractual services	10,000	-	-	-	-
Materials and supplies	13,165	40,182	114,000	112,000	114,000
Capital outlay	514,172	47,186	250,000	225,000	250,000
Total Expenditures	537,337	87,368	364,000	337,000	364,000
Revenue Over/(Under)					
Expenditures	(249,902)	174,530	(89,000)	(77,000)	(104,000)
Beginning Fund Balance	953,087	703,185	877,715	877,715	800,715
Ending Fund Balance	\$ 703,185	\$ 877,715	\$ 788,715	\$ 800,715	\$ 696,715



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
Revenue					
Interest earned	\$ 1,302	\$ 6,551	\$ 4,000	\$ 9,600	\$ 9,600
Investment Income	1,302	6,551	4,000	9,600	9,600
Abandoned auto fund	356,393	544,670	300,000	325,000	325,000
Other Revenues	356,393	544,670	300,000	325,000	325,000
Total Revenue	357,695	551,221	304,000	334,600	334,600
EXPENDITURES					
Personnel services	-	2,738	141,394	104,226	141,035
Contractual services	200,165	223,775	250,200	233,600	252,500
Materials and supplies	36,275	31,768	39,500	33,000	39,500
Other charges	35,588	36,261	45,000	42,600	42,000
Total Expenditures	272,028	294,542	476,094	413,426	475,035
Revenue Over/(Under)					
Expenditures	85,667	256,679	(172,094)	(78,826)	(140,435)
Beginning Fund Balance	137,249	222,916	479,595	479,595	400,769
Ending Fund Balance	\$ 222,916	\$ 479,595	\$ 307,501	\$ 400,769	\$ 260,334



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 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATE	FY 2020 ADOPTED
REVENUE					
Sign removal fee	\$ 2,880	\$ 3,240	\$ 3,000	\$ 3,000	\$ 3,000
Business License and Permits	2,880	3,240	3,000	3,000	3,000
Interest earned	576	1,199	900	1,200	1,200
Investment Income	576	1,199	900	1,200	1,200
Total Revenue	3,456	4,439	3,900	4,200	4,200
EXPENDITURES					
Personnel services	14,831	194	24,315	14,842	17,401
Contractual services	-	-	10,000	-	10,000
Materials and supplies	-	-	10,000	-	10,000
Total Expenditures	14,831	194	44,315	14,842	37,401
Revenue Over/(Under)					
Expenditures	(11,375)	4,245	(40,415)	(10,642)	(33,201)
Beginning Fund Balance	87,357	75,982	80,227	80,227	69,585
Ending Fund Balance	\$ 75,982	\$ 80,227	\$ 39,812	\$ 69,585	\$ 36,384





COMPONENT UNIT PASADENA ECONOMIC DEVELOPMENT CORPORATION

In December 1998, the City Council of Pasadena, Texas proposed the creation of the Pasadena Second Century Corporation (PSCC). In November 1998, voters authorized the creation of PSCC and approved the adoption of the proposed sales and use tax at a rate of one-half of one percent (1/2 cents). PSCC is a non-profit industrial development corporation. It is exclusively for the purpose of benefiting and accomplishing public purposes on behalf of the City by promoting, assisting and enhancing economic development activities to eliminate unemployment and underemployment and to promote and encourage employment and the public welfare. In 2019, PSCC rebranded and legally changed its name to the Pasadena Economic Development Corporation (PEDC). The affairs of PEDC are managed by a Board of Directors of seven persons appointed by the City Council.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
REVENUE					
City sales tax	\$10,603,953	\$11,450,742	\$10,500,000	\$11,900,000	\$11,000,000
Sales Taxes	10,603,953	11,450,742	10,500,000	11,900,000	11,000,000
Interest earned	321,800	755,013	668,035	974,116	974,200
Miscellaneous	21,764	67,559	-	11	-
Investment/Other Income	343,564	822,572	668,035	974,127	974,200
Transfers in	433,355	1,414,309	9,789,280	4,391,450	5,399,356
Other financing sources	433,355	1,414,309	9,789,280	4,391,450	5,399,356
Revenue before Elimination	11,380,872	13,687,623	20,957,315	17,265,577	17,373,556
Transfers in elimination	(433,355)	(1,414,309)	(9,789,280)	(4,391,450)	(5,399,356)
Net Revenue	10,947,517	12,273,314	11,168,035	12,874,127	11,974,200
EXPENDITURES					
Contractual services	424,112	1,390,438	5,740,680	3,293,500	5,312,556
Materials and supplies	482	4,193	67,700	57,050	71,800
Debt service/other charges	8,761	28,178	1,960,900	1,040,900	15,000
Capital outlay	3,788,518	8,313,679	2,020,000	2,643,703	-
Transfers out	863,355	1,414,309	9,789,280	4,391,450	5,399,356
Expenditures before Elimination	5,085,228	11,150,797	19,578,560	11,426,603	10,798,712
Transfers out elimination	(433,355)	(1,414,309)	(9,789,280)	(4,391,450)	(5,399,356)
Net Expenditures	4,651,873	9,736,488	9,789,280	7,035,153	5,399,356
Revenue Over/(Under) Expenditures	6,295,644	2,536,826	1,378,755	5,838,974	6,574,844
Beginning Fund Balance	43,615,693	49,911,337	52,448,163	52,448,163	58,287,137
Ending Fund Balance	\$49,911,337	\$52,448,163	\$53,826,918	\$58,287,137	\$64,861,981



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**COMPONENT UNIT
PASADENA CRIME CONTROL AND PREVENTION DISTRICT**

In September 1998, the City Council of the City of Pasadena, Texas proposed the creation of the City of Pasadena, Texas Crime Control and Prevention District (the “District”). In November 1998, voters authorized the creation of the District and approved the adoption of the proposed sales and use tax at a rate of one-half of one percent (1/2 cents). The District is governed by a seven-member board appointed by the Mayor and approved by the City Council. Pursuant to the District’s by-laws, the budget must be approved as follows: 1) the District Board must hold a public hearing 75 days before the end of fiscal year or July 15; and 2) the District Board must adopt the proposed budget 60 days before the end of fiscal year or August 1.

	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 AMENDED	FY 2019 ESTIMATED	FY 2020 ADOPTED
REVENUE					
City sales tax	\$10,222,750	\$11,065,505	\$10,425,000	\$10,800,000	\$10,650,000
Sales Taxes	10,222,750	11,065,505	10,425,000	10,800,000	10,650,000
Other income	23,649	-	-	-	-
Interest earned	50,253	99,278	75,000	120,000	80,000
Investment/Other Income	73,902	99,278	75,000	120,000	80,000
Total Revenue	10,296,652	11,164,783	10,500,000	10,920,000	10,730,000
EXPENDITURES					
Personnel services	6,755,323	8,064,353	6,696,516	6,591,613	6,734,176
Contractual services	1,042,211	995,004	1,256,696	1,062,400	1,223,453
Materials and supplies	701,399	607,814	1,191,904	1,070,000	1,082,000
Capital outlay	2,650,841	1,781,081	2,682,566	2,559,563	1,690,371
Total Expenditures	11,149,774	11,448,252	11,827,682	11,283,576	10,730,000
Revenue Over/(Under) Expenditures	(853,122)	(283,469)	(1,327,682)	(363,576)	-
Beginning Fund Balance	8,366,836	7,513,714	7,230,245	7,230,245	6,866,669
Ending Fund Balance	\$ 7,513,714	\$ 7,230,245	\$ 5,902,563	\$ 6,866,669	\$ 6,866,669



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**PROFILE OF PASADENA, TEXAS**

Date of Incorporation	December 26, 1928
Original Charter	December 12, 1964
Second Charter	March 4, 1975
Third Charter	August 8, 1992
Fourth & Latest Revision	November 5, 2013
Form of Government	Mayor-Council
Population:	
1980 Census	112,560
1990 Census	119,363
2000 Census	141,674
2010 Census	149,043
Area	
Residential/Commercial Area	59.5 square miles
Industrial Area	44.5 square miles
	15 square miles
Fire Protection:	
Number of stations	9
Number of personnel	162
Number of fire vehicles	40
Police Protection:	
Number of stations	2
Number of sworn officers	291
Officers per 1,000 population	1.91
Number of police vehicles	346
Municipal Water & Wastewater System:	
Number of gallons of water sold	5,582,001,606
Meters in service	35,808
Number of units served	56,679
Number of residential customers	31,315
Number of commercial customers	2,973



Parks:

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

Pasadena Library System:

Number of public libraries	2
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County:

Government type	Harris Commissioners Court
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Schools:

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

**DEMOGRAPHIC STATISTICS**

	<u>2000 Census</u>	<u>2010 Census</u>	<u>2017 Estimates</u>
Total population	141,674	149,043	153,909
Total housing units	50,367	53,899	53,817
Total households	47,031	48,471	48,931
Owner occupied	26,385	27,425	26,079
Owned with a mortgage		17,896	13,956
Owned free and clear		9,529	12,123
Renter occupied	20,646	21,046	22,852
Average household size	2.99	3.06	3.25
Median household income	\$ 40,690	\$ 44,099	\$ 50,207
Population by race:			
White	101,219	112,253	131,802
Black	2,316	3,485	4,050
Asian	2,589	3,150	2,884
American Indian	957	1,110	1,719
Native Hawaiian/Pacific Islander	58	88	85
Other	30,173	24,577	10,390
Two or more races	4,362	4,380	2,979
Hispanic Ethnicity (of any race)	68,348	92,692	104,130



	<u>2000 Census</u>	<u>2010 Census</u>	<u>2017 Estimates</u>
Population by age:			
Under 5 years	13,148	13,032	13,424
5 to 9 years	12,811	12,680	12,873
10 to 14 years	11,877	12,483	12,938
15 to 19 years	11,520	12,405	11,846
20 to 24 years	11,592	11,357	11,211
25 to 34 years	22,403	21,601	22,966
35 to 44 years	21,795	19,898	18,795
45 to 54 years	16,109	19,680	18,974
55 to 59 years	5,180	7,686	9,297
60 to 64 years	4,026	5,795	7,039
65 to 74 years	6,382	6,844	8,664
75 to 84 years	3,800	4,170	4,270
85 years and over	1,031	1,412	1,612
Population 25 years and over:			
Less than high school graduate	26,514	26,700	26,400
High school graduate	22,497	26,359	27,692
Some college, no degree	17,616	16,688	18,692
Associate's degree	3,769	4,536	5,612
Bachelor's degree	6,552	7,959	9,273
Graduate or professional degree	3,666	3,338	3,948

**FY 2020 ADOPTED BUDGET
GLOSSARY OF TERMS**

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

DARE: Drug Abuse Resistance Education.

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

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

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

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

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

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

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



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

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

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

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

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

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

FISCAL YEAR: The twelve-month period beginning October 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 for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include assets used in city operations.

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

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

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



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

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

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

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

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

OBJECTIVE: A defined method to accomplish an established goal.

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

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

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

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

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

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



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

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

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

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

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

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

ROW: Right-of-Way.

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

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

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

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

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

TAXES: Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. The term also does not include charges for services rendered only to those paying such charges, for example, sanitation service charges.

TMRS: Texas Municipal Retirement System.



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

TXDOT: Texas Department of Transportation.

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

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



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9-3-19 Agenda

AGENDA REQUEST

2M NO: 2019-157

ORDINANCE RESOLUTION

CAPTION: Adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and appropriating those amounts to those object accounts, containing a repealing clause, containing a savings clause and containing a severability clause.

RECOMMENDATIONS & JUSTIFICATION: Recommend adoption of the Proposed FY 2020 Budget.

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

BUDGETED:
REQUIRES APPROPRIATION:
See attached Certification

COUNCIL DISTRICT(S) AFFECTED: ALL

		COUNCIL ACTION	
		FIRST READING:	FINAL READING:
<p><i>Sherry Womack</i> Sherry Womack DATE: 8/22/2019 REQUESTING PARTY (TYPED)</p>			
<p>_____</p> BUDGET DEPARTMENT		<p><i>Cayten</i> MOTION</p>	<p><i>Wheeler</i> MOTION</p>
<p>_____</p> PURCHASING DEPARTMENT		<p><i>Schoenbein</i> SECOND</p>	<p><i>Heaman</i> SECOND</p>
APPROVED:			
<p><i>W. Beckmark</i> CITY ATTORNEY</p>		<p><i>9-3-19</i> DATE</p>	<p><i>9-17-19</i> DATE</p>
<p><i>DeChavez</i> MAYOR</p>		<p>Nays: <i>Ybarra</i> DEFERRED: _____</p>	<p>Nays: <i>Ybarra</i> <i>Harrison</i></p>
		<p><i>Harrison</i> <i>Casados</i> <i>Wheeler</i></p>	<p><i>Casados</i> <i>Wheeler</i></p>

ORDINANCE NO. 2019- 157

An Ordinance adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2019 and ending September 30, 2020; and appropriating those amounts to those object accounts.

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

SECTION 1. That subject to the applicable provisions of the State Law and the City Charter, the budget, attached hereto as Exhibit "A", and the amendments attached hereto as Exhibit "B", for the fiscal year beginning October 1, 2019, and ending September 30, 2020, as filed and submitted by the Mayor and adjusted by City Council, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures as reflected by major divisions of object code accounts for each department is hereby approved and adopted.

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

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

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

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

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

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

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

(SIGNATURE AND APPROVAL - NEXT PAGE)

PASSED ON FIRST READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 3rd day of September, A.D., 2019.

APPROVED this the 3rd day of September, A.D., 2019.

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

ATTEST:

Linda Rorick
LINDA RORICK
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:

Lee Clark
LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 17th day of September, A.D., 2019.

APPROVED this the 17th day of September, A.D., 2019.

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

ATTEST:

Linda Rorick
LINDA RORICK
CITY SECRETARY
CITY OF PASADENA, TEXAS

APPROVED:

Lee Clark
LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

Budget & Finance Department

Interoffice Memorandum

TO: Mayor and Members of City Council

DATE: 08/26/2019

CC: City Controller

FROM: Sherry Womack – Director of Financial Planning

SUBJECT: Proposed 2020 fiscal year budget

Since the Budget Workshop on August 13, circumstances and events have occurred which have affected our proposed fiscal 2020 budget. These changes will be reflected in the exhibit included in the ordinance you will consider on September 3 and are summarized below:

TAX RATE

At the time of the workshop, we did not have a certified tax roll from HCAD. The City Controller computed the various tax rates as per state law, and the Mayor has recommended that you consider adopting the rollback tax rate of \$0.60057 per \$100 of value. This rate is lower than last year's rate of \$0.615446 per \$100 of value.

PROPOSED REVENUE ADJUSTMENTS – GENERAL FUND

If the proposed roll back rate is adopted, Property Tax Revenue would increase by \$7,112,374.

Proposed uses if the Rollback Tax Rate is adopted:

- \$0.900M – Salary adjustment (2% cost-of-living increase) in December or later (General Fund only, Other funds usually have to come from Fund Balance of those funds)
- \$1.397M – Insurance Fund (to be used if the current trend continues)
- \$0.5M – Purchase of one additional fire truck
- \$1.0M – Increase in CIP Annuals – District(s): All
- \$1.0M – Thomas Avenue – Construction – District(s): D
- \$1.6M – Burke Rd between Cherrybrook & Pasadena – Design and Construction – District(s): E
- \$0.715M – Dabney – Sewer interconnect – District(s): B, E, G

PROPOSED EXPENDITURE ADJUSTMENTS – GENERAL FUND

- We have removed bilingual pay for police officers, as the Police Department has requested to receive compensatory time instead. This is a reduction of budget in the amount of \$173,647.
- The remainder of the General Fund reductions (in the amount of \$313,050) for the Police Department are from terminations, certification pay and transfers.
- The amount saved from the Police Department's budget reductions mentioned above (a total of \$486,697) was added to the Health Department Professional Services. This is in anticipation of an increase in ambulance service with CLEMC termination.
- Human Resources changes are due to a promotion. A modification to the pooled position allowed for a net change of zero to the budget.
- Other Charges Contingency (11800-7415) has been increased by \$7,112,374, which would be the tax increase if the Rollback Tax Rate is adopted. If the proposed tax rate is passed, a budget amendment will be done to move these funds.

PROPOSED EXPENDITURE ADJUSTMENTS – CRIME CONTROL

- Crime Control Fund changes are to reflect the budget that was passed by the Board.
- A Crime Analyst position was added to the Police Department and will be charged to the Crime Control Fund.

CORRECTIONS TO THE PROPOSED FY 2020 BUDGET BOOK DUE TO DATA ENTRY ERRORS::

- On page 9 - Total for Civic Center Revenue under the FY 2020 Proposed Budget Column should be \$288,000 instead of \$28,800. This is only an incorrect sub-total, the totals are correct.
- On Page 163 – Total Buildings under the FY 2020 Proposed Budget Column should be \$1,420,007 instead of \$142,007. This is an incorrect sub-total, the totals are correct.
- On Page 1 – Total Component Units line should be \$65,153,806, \$22,704,200, \$6,574,844 instead of \$66,653,806, \$23,604,116, and \$7,474,760. This is an incorrect sub-total and the Ending Estimated Balance is correct.
- On Page 1 – Total All Funds should be \$177,863,177, \$248,054,493, \$3,081,032 instead of \$179,678,177, \$241,842,035, and \$3,980,948. This is an incorrect total and the Ending Estimated Balance is correct.

SUMMARY

- The changes described above are included in the 2020 budget. The \$7,112,374 is in the General Fund Other Charges Contingency account until after adoption of the proposed tax rate.

- A 2% salary adjustment is being considered, but it is dependent on the adoption of the tax rate. The expectation is that the adjustment will happen in December or later. If the salary study is nearly complete by that time, then the adjustment might take place after the study.
- We have not yet increased the minimum wage to \$15 per hour. During the salary study, this will be reviewed for cost and how to best implement the changes in order to keep classifications in line.
- Compressing the Police Step table is under review with the Police Administration. If/when we do a salary adjustment, this will be addressed at that time.

Thank you for your consideration of the proposed fiscal 2020 budget. If you have any questions or if I can be of assistance, please let me know.

Sincerely,


Sherry Womack

City of Pasadena, Texas
Budget Summary and Changes
FY 2020 Proposed Budget

Fund	Sources	Original Budget	Changes +(-)	Revised Budget	Explanation of Chg
General	Revenues	119,203,856	7,112,374	126,316,230	Proposed increase in property taxes with Roll-Back rate
	Expenditures	119,203,856	7,112,374	126,316,230	
	Revenues over/(under) expenditures	-	-	-	
Debt Service	Revenues	12,003,854	-	12,003,854	No change to FY 2020 from original submission
	Expenditures	11,736,854	-	11,736,854	
	Revenues over/(under) expenditures	267,000	-	267,000	
Water and Sewer	Revenues	43,465,650	-	43,465,650	No change to FY 2020 from original submission
	Expenses	43,465,650	-	43,465,650	
	Revenues over/(under) expenses	-	-	-	
Maintenance	Revenues	15,717,129		15,717,129	No change to FY 2020 from original submission
	Expenses	18,037,718		18,037,718	
	Revenues over/(under) expenses	(2,320,589)	-	(2,320,589)	
Workers' compensation	Revenues	1,042,000		1,042,000	No change to FY 2020 from original submission
	Expenses	901,321		901,321	
	Revenues over/(under) expenses	140,679	-	140,679	
Health benefits	Revenues	22,061,480		22,061,480	No change to FY 2020 from original submission
	Expenses	23,040,000		23,040,000	
	Revenues over/(under) expenses	(978,520)	-	(978,520)	
General liability insurance	Revenues	1,960,000		1,960,000	No change to FY 2020 from original submission
	Expenses	1,865,000		1,865,000	
	Revenues over/(under) expenses	95,000	-	95,000	
Special revenues	Revenues	2,783,950		2,783,950	No change to FY 2020 from original submission
	Expenditures	3,481,332		3,481,332	
	Revenues over/(under) expenditures	(697,382)	-	(697,382)	
Pasadena EDC	Revenues	11,974,200		11,974,200	No change to FY 2020 from original submission
	Expenditures	5,399,356		5,399,356	
	Revenues over/(under) expenditures	6,574,844	-	6,574,844	
Crime Control District	Revenues	10,730,000		10,730,000	No change to FY 2020 from original submission
	Expenditures	10,730,000		10,730,000	
	Revenues over/(under) expenditures	-	-	-	
Total all funds	Revenues	240,942,119	7,112,374	248,054,493	
	Expenditures	237,861,087	7,112,374	244,973,461	
	Revenues over/(under) expenditures	3,081,032	-	3,081,032	

City of Pasadena, Texas
Explanation of Budget Changes - Detailed
FY 2020 Proposed Budget

Fund	Sources	Dept. No./Fund No.	Department/Fund Title	Acct. No.	Acct. Name	Original Budget	Revised Budget	Changes +(-)	Explanation of Changes
General fund	Revenues	001	General Fund	4011	Ad Val Taxes	40,000,000	47,112,374	7,112,374	Proposed increase to Ad Val Taxes with adoption of Roll-back tax rate
General fund	Expenditures	11800	Other Charges	7415	Contingency	2,915,954	10,028,328	7,112,374	Proposed increase to General Fund Expenditures with adoption of Roll-back tax rate
General fund	Expenditures	13411	Police Administration	7001	Salaries - Reg	1,464,485	1,542,738	78,253	Reduce funds for bilingual pay (\$173,647) and terminations, certification pay and transfers (\$313,050)
General fund	Expenditures	13411	Police Administration	7009	FICA	92,813	97,456	4,643	
General fund	Expenditures	13411	Police Administration	7011	Medicare	22,328	23,391	1,063	
General fund	Expenditures	13411	Police Administration	7015	TMRS - Retirement	212,017	222,119	10,102	
General fund	Expenditures	13411	Police Administration	7017	Group Ins	188,160	201,600	13,440	
General fund	Expenditures	13411	Police Administration	7019	Worker's Comp	27,479	28,789	1,310	
General fund	Expenditures	13411	Police Administration	7021	Longevity	17,460	17,880	420	
General fund	Expenditures	13411	Police Administration	7023	Certification Pay	46,799	50,399	3,600	
General fund	Expenditures	13411	Police Administration	7026	Bilingual Pay	9,000	-	(9,000)	
General fund	Expenditures	13414	Narcotics	7009	FICA	63,826	62,710	(1,116)	
General fund	Expenditures	13414	Narcotics	7011	Medicare	14,927	14,666	(261)	
General fund	Expenditures	13414	Narcotics	7015	TMRS - Retirement	141,771	139,290	(2,481)	
General fund	Expenditures	13414	Narcotics	7019	Worker's Comp	18,321	18,000	(321)	
General fund	Expenditures	13414	Narcotics	7026	Bilingual Pay	18,000	-	(18,000)	
General fund	Expenditures	13421	Patrol	7001	Salaries - Reg	14,857,711	14,917,098	59,387	
General fund	Expenditures	13421	Patrol	7009	FICA	961,402	959,933	(1,469)	
General fund	Expenditures	13421	Patrol	7011	Medicare	224,844	224,501	(343)	
General fund	Expenditures	13421	Patrol	7015	TMRS - Retirement	2,130,825	2,127,531	(3,294)	
General fund	Expenditures	13421	Patrol	7019	Worker's Comp	271,870	271,443	(427)	
General fund	Expenditures	13421	Patrol	7021	Longevity	131,224	133,744	2,520	
General fund	Expenditures	13421	Patrol	7023	Certification Pay	333,296	340,495	7,199	
General fund	Expenditures	13421	Patrol	7026	Bilingual Pay	93,000	-	(93,000)	
General fund	Expenditures	13431	Detectives	7001	Salaries - Reg	1,672,858	1,588,416	(84,442)	
General fund	Expenditures	13431	Detectives	7009	FICA	110,067	103,961	(6,106)	
General fund	Expenditures	13431	Detectives	7011	Medicare	25,741	24,314	(1,427)	
General fund	Expenditures	13431	Detectives	7015	TMRS - Retirement	244,518	230,948	(13,570)	
General fund	Expenditures	13431	Detectives	7017	Group Ins	255,360	241,920	(13,440)	
General fund	Expenditures	13431	Detectives	7019	Worker's Comp	31,515	29,756	(1,759)	
General fund	Expenditures	13431	Detectives	7021	Longevity	19,920	19,140	(780)	
General fund	Expenditures	13431	Detectives	7023	Certification Pay	58,800	57,600	(1,200)	
General fund	Expenditures	13431	Detectives	7026	Bilingual Pay	12,000	-	(12,000)	
General fund	Expenditures	13432	Juvenile	7001	Salaries - Reg	1,597,677	1,410,727	(186,950)	
General fund	Expenditures	13432	Juvenile	7009	FICA	105,155	92,531	(12,624)	
General fund	Expenditures	13432	Juvenile	7011	Medicare	24,593	21,640	(2,953)	

City of Pasadena, Texas
Explanation of Budget Changes - Detailed
FY 2020 Proposed Budget

Fund	Sources	Dept. No./Fund No.	Department/Fund Title	Acct. No.	Acct. Name	Original Budget	Revised Budget	Changes +/-	Explanation of Changes
General fund	Expenditures	13432	Juvenile	7015	TMRS - Retirement	233,549	205,523	(28,026)	Reduce funds for bilingual pay (\$173,647) and terminations, certification pay and transfers (\$313,050)
General fund	Expenditures	13432	Juvenile	7017	Group Ins	241,920	215,040	(26,880)	
General fund	Expenditures	13432	Juvenile	7019	Worker's Comp	30,088	26,456	(3,632)	
General fund	Expenditures	13432	Juvenile	7021	Longevity	21,240	18,120	(3,120)	
General fund	Expenditures	13432	Juvenile	7023	Certification Pay	58,799	51,599	(7,200)	
General fund	Expenditures	13432	Juvenile	7026	Bilingual Pay	6,000	-	(6,000)	
General fund	Expenditures	13444	Academy	7001	Salaries - Reg	818,181	733,739	(84,442)	
General fund	Expenditures	13444	Academy	7009	FICA	53,704	47,997	(5,707)	
General fund	Expenditures	13444	Academy	7011	Medicare	12,560	11,225	(1,335)	
General fund	Expenditures	13444	Academy	7015	TMRS - Retirement	119,292	106,608	(12,684)	
General fund	Expenditures	13444	Academy	7017	Group Ins	120,960	107,520	(13,440)	
General fund	Expenditures	13444	Academy	7019	Worker's Comp	15,462	13,817	(1,645)	
General fund	Expenditures	13444	Academy	7021	Longevity	11,640	10,680	(960)	
General fund	Expenditures	13444	Academy	7023	Certification Pay	32,400	28,800	(3,600)	
General fund	Expenditures	13444	Academy	7026	Bilingual Pay	3,000	-	(3,000)	
General fund	Expenditures	16100	Health	7107	Professional Svcs	817,151	1,303,848	486,697	Increase funds for ambulance services

General Fund Sub-totals

Revenue Increase/(Decrease) 7,112,374
Expenditures Increase/(Decrease) 7,112,374
Fund Balance - 001 0

CCD	Expenditures	210	Crime Control District	7001	Salaries - Reg	3,432,344	3,419,004	(13,340)	
CCD	Expenditures	210	Crime Control District	7009	FICA	310,902	309,008	(1,894)	
CCD	Expenditures	210	Crime Control District	7011	Medicare	72,711	72,262	(449)	
CCD	Expenditures	210	Crime Control District	7015	TMRS - Retirement	684,224	675,099	(9,125)	
CCD	Expenditures	210	Crime Control District	7019	Worker's Comp	49,895	89,066	39,171	
CCD	Expenditures	210	Crime Control District	7021	Longevity	35,700	37,177	1,477	
CCD	Expenditures	210	Crime Control District	7023	Certification Pay	84,000	83,160	(840)	
CCD	Expenditures	210	Crime Control District	7026	Bilingual Pay	15,000	-	(15,000)	

CCD Sub-totals

Revenue Increase/(Decrease) 0
Expenditures Increase/(Decrease) 0
Fund Balance - 210 0

City of Pasadena, Texas
Explanation of Budget Changes - Detailed
FY 2019 Estimates

Fund	Sources	Dept. No./Fund No.	Department/Fund Title	Acct. No.	Acct. Name	Original Estimate	Revised Estimate	Changes +/-	Explanation of Changes
General fund	Expenditures	13200	Fire Fighting	7153	Contributions - Firemen Retirement	35,000	350,000	315,000	Entered incorrectly, will increase total FY2019 estimated expenditures

General Fund Sub-totals
 Revenue Increase/(Decrease) 0.00
 Expenditures Increase/(Decrease) 315,000.00
 Fund Balance - (00) (315,000.00)

Note : The above change will alter totals on page 3 to reflect the following:

FY19 Expenditures 118,634,345
 Revenues over/(Under) 6,179,846
 Expenditures 55,048,367
 FY 2019 Ending Fund Balance 18,000,170
 2 Month Reserve 37,048,197
 FY19 Over/(Under) Requirement 55,048,367
 FY 20 Beginning Fund Balance 55,048,367
 FY 20 Ending Fund Balance 55,048,367

This change will not effect FY 2020 Operating Budget.

PEDC	Component Unit	9949	PEDC - Operating	66950	CIP - Project Fund	2,891,450	4,391,450	1,500,000	Entered incorrectly, No effect on FY20 Budget
				PEDC Sub-totals					
				Revenue Increase/(Decrease)				1,500,000.00	
				Expenditures Increase/(Decrease)				0.00	
				Fund Balance - 9949				1,500,000.00	
PEDC	Component Unit	9950	PEDC - Capital	59949	Transfers Out	2,891,450	4,391,450	1,500,000	Entered incorrectly, No effect on FY20 Budget
				PEDC Sub-totals					
				Revenue Increase/(Decrease)				0.00	
				Expenditures Increase/(Decrease)				1,500,000.00	
				Fund Balance - 9949				(1,500,000.00)	

NOTE: The Pasadena EDC Transfers between the Operating Fund to Capital Fund were not updated with corrections to estimates. The Net change to Fund Balance is zero.

10-1-19
Agenda

AGENDA REQUEST

2F NO: 2019-172

ORDINANCE

RESOLUTION

CAPTION: An Ordinance proposing the adoption of a property tax rate for the 2019 tax year of \$0.570342/\$100 value for the City of Pasadena, Harris County, Texas, being the 2019 effective tax rate and lower than the 2018 property tax rate of \$0.615446/\$100; authorizing the levy, assessment and collection of ad valorem taxes based upon the established rate; declaring distribution of said tax rate in the general fund and the debt service fund of the City; and providing for a severability clause.

RECOMMENDATIONS & JUSTIFICATION: This ordinance will adopt a property tax rate for the 2019 tax year of \$0.570342/\$100 of assessed value in accordance with the specific requirements provided under the Tex.Tax Code. When compared to the 2018 property tax rate of \$.615446/\$100, the total tax rate is lower by \$.045104/\$100 value or 7.33 percent.

Eventhough the 2019 maintence and operation (M&O)rate of \$0.450703/\$100 value is lower than the 2018 M&O rate of \$0.480529/\$100 value by \$0.029826/\$100 value, it will will raise more taxes to fund City's maintenance and operations due to the 2019 Debt rate of \$0.119639/\$100 value being lower than the 2018 Debt rate of \$0.134917/\$100 value by \$0.015278/\$100 and due to an increase in total taxable value. Therefore, the ordinance (see Section 2) includes language as required under Section 26.05(b)(1) of the Tex. Tax Code.

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

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

	COUNCIL ACTION	
<u>Sherry Womack</u> Sherry Womack DATE: 09/18/19 REQUESTING PARTY (Type)	FIRST READING:	FINAL READING:
PURCHASING DEPARTMENT	<u>Bass</u> MOTION	<u>Bass</u> MOTION
APPROVED:		
CONTROLLER CERTIFICATION	<u>Ybarra</u> SECOND	<u>Ybarra</u> SECOND
<u>VECLARK</u> CITY ATTORNEY	<u>10-1-19</u> DATE	<u>10-8-19</u> DATE
<u>[Signature]</u> MAYOR	DEFERRED: _____	

ORDINANCE NO. 2019- 172

An Ordinance proposing the adoption of a property tax rate for 2019 tax year of \$0.570342/\$100 value for the City of Pasadena, Harris County, Texas; being the 2019 effective tax rate and lower than the 2018 property tax rate of \$0.615446/\$100; authorizing the levy, assessment and collection of ad valorem taxes based upon the established rate; declaring distribution of said tax rate in the general fund and the debt service fund of the City; and providing for a severability clause.

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

SECTION 1. That the property taxes of the City of Pasadena, Harris County, Texas, for the current 2019 tax year is, by the adoption of a tax rate of \$0.570342/\$100 value established at:

\$0.450703/\$100 for the purpose of maintenance and operation, to be distributed in the general fund;

\$0.119639/\$100 for the payment of principal and interest on debt, to be distributed in the debt service fund;

\$0.570342/\$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 1.21 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-29.83.

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 2019 tax year has been provided by Harris County Tax Office as 100.00% calculated under Section 26.012(2) of Tex.Tax Code.

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

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

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

(SIGNATURE AND APPROVAL - NEXT PAGE)

PASSED ON FIRST READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 1st day of October, A.D., 2019.

APPROVED this the 1st day of October, A.D., 2019.

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

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

APPROVED:
Lee Clark
LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 8th day of October, A.D., 2019.

APPROVED this the 8th day of October, A.D., 2019.

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

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

APPROVED:
Lee Clark
LEE CLARK
CITY ATTORNEY
CITY OF PASADENA, TEXAS

City of Pasadena

1149 Ellsworth

Pasadena, Texas 77506

713-477-1511

www.pasadenatx.gov

Jeff Wagner, Mayor

Ornaldo Ybarra, District A
Bruce Leamon, District B
Don Harrison, District C
Sammy Casados, District D

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



JEFF WAGNER
MAYOR