



JEFF WAGNER
MAYOR

CITY OF PASADENA, TEXAS

Fiscal Year 2022 • Adopted Budget



**City of Pasadena
Fiscal Year 2022
Budget Cover Page**

This budget will raise more revenue from property taxes than last year’s budget by an amount of \$2,960,082, which is a 5.36 percent increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$747,040.

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

FOR:

Jeff Wagner, Mayor	Jonathan Estrada, District E
Ornaldo Ybarra, District A	Phil Cayten, District F
Bianca Valerio, District B	Cary Bass, District G
Don Harrison, District C	Thomas Shoenbein, District H
Pat Van Houte, District D	

AGAINST:

Property Tax Rate Comparison:

	2021-2022	2020-2021
Property Tax Rate:	\$0.515909/100	\$0.533677/100
No-New-Revenue Tax Rate:	\$0.494629/100	\$0.533677/100
No-New-Revenue Maintenance & Operations Tax Rate:	\$0.393442/100	\$0.423310/100
Voter-Approval Tax Rate:	\$0.515909/100	\$0.547858/100
Debt Rate:	\$0.094516/100	\$0.110367/100

Municipal Debt Obligations:

Total debt obligation for City of Pasadena secured by property taxes: \$10,999,641.



FY 2022 ADOPTED BUDGET
Required by Texas Local Government Code 140.0045

	FY 2020 ACTUALS	FY 2021 ESTIMATE	FY 2022 BUDGET
Notices required to be published in a newspaper			
City Budget	28,686	36,040	44,854
PEDC Budget	-	-	2,000
Directly or indirectly influencing or attempting to influence the outcome of legislation or administrative action	90,000	90,000	90,000
TOTAL	\$ 118,686	\$ 126,040	\$ 136,854



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

October 1, 2021

To Members of City Council and Citizens of Pasadena:

I am pleased to present the Fiscal Year 2022 Adopted Budget. The budget process began in March with estimates of projected revenue and expenditures for FY 2021. Due to COVID-19 and the uncertainty of forecasted revenues, it was decided that FY 2022 expenditures would be proposed at FY21 levels but with slight reductions where possible. Departments were given the opportunity to submit operating budget requests and capital requests with the intent to reduce operating expenditures by 2%. Once all requests were summarized, the Budget Office incorporated the requests in the FY 2022 Proposed Budget with city services remaining at current levels as in the prior year. The Proposed Budget was presented to City Council in July and was adopted on September 14, 2021.

All of our major funds have healthy fund reserves, allowing us to provide a high level of service to our community. This budget provides a combined fund balance of approximately \$213.8 million, which includes a combined total of \$86.7 million in Governmental Funds:

- General Fund: \$71.2 million
- Special Revenue Funds: \$11.4 million
- Debt Service Fund: \$4.1 million

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

General Fund:

In the FY 2022 Adopted Budget, the General Fund revenues and expenditures are in balance with a total revenue/expenditure budget of \$122.8 million. This represents a 5.14% decrease over the current FY 2021 Amended Budget.

The General Fund includes \$3 million for Capital Improvement Plan (CIP) Annual projects for paving, drainage and sidewalk improvements.

Revenue Sources:

Our primary revenue sources remain stable as we look ahead at FY 2022.

Property Tax: The FY 2021 tax rate adopted was \$0.533677/\$100. The FY 2022 Adopted Budget is based on a property tax rate of \$0.515909/\$100. The FY 2022 tax rate is the voter-approval

JEFF WAGNER, MAYOR
CITY OF PASADENA
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rate plus the prior-year unused increment rate. By selecting this rate, it allows the City to keep the same level of service as in prior years.

The new tax rate of \$0.515909/\$100 will provide a tax levy of \$58,159,548 in FY 2022. However, the FY 2021 tax levy was \$57,521,726 when last year's tax rate of \$0.533677/\$100 was passed. Based on the new Senate Bill 2 and Tax Code calculations, the *adjusted* last year's tax levy was reduced to **\$55,199,466**, which is about \$2.3 million less than last year's *actual* tax levy. The lower *adjusted* last year's tax levy is what we are required to use as a starting point when beginning to calculate next year's *No New Tax Revenue Rate*. Because of this, the FY 2022 Adopted Budget has been prepared with a tax rate that will be raising about \$2.9 million in more revenue than last year (**\$58,159,548**), but the Adopted Budget will only recognize an increase of \$637,822 in property tax revenue. The adopted FY 2022 property tax rate of \$0.515909/\$100 is approximately 3.3% lower than the current tax rate of \$0.533677/\$100.

Industrial District: The FY 2022 Adopted Budget of \$22.9 million reflects an increase of \$1.5 million in revenue over the FY 2021 Amended Budget. With our Industrial District partners and updated contracts, this provides for future growth and stability for our city.

Sales Tax: Recent trends show a small increase in sales tax revenue compared to prior year figures during the COVID-19 pandemic. The FY 2022 estimate for sales tax revenue is projected at \$22.5 million, which is an increase of \$1.5 million from the FY 2021 Amended Budget. The pandemic's federal government's economic stimulus long-term effect on sales tax revenue is unknown at this time but the Adopted Budget reflects a conservative estimate and we hope the trend continues to show an increase in sales tax revenues to pre-pandemic levels.

Enterprise/System Fund:

The System Fund's fund balance is projected to be approximately \$20.5 million at the end of FY 2021. The FY 2022 Adopted Budget's revenues and expenditures are in balance, with a total expenditure budget of \$45.1 million. Included in the FY 2022 Adopted Budget is \$2.5 million for FY 21-22 SEWPP CIP True-Up and FY 22-23 SEWPP Estimated CIP, which is being paid monthly to the City of Houston. We anticipate that some water and/or sewer projects will draw on those funds during the year, as the Public Works Department identifies needed improvements. We also still have \$4.7 million in the 2017 Certificate of Obligation Fund Balance Account, dedicated to water and sanitary sewer line projects.

The System Fund includes \$3 million for CIP Annual projects for the replacement/improvements for sanitary sewer lines and water lines.

JEFF WAGNER, MAYOR
CITY OF PASADENA
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Maintenance Fund:

Projections for the Maintenance Fund indicate a fund balance of \$2.1 million as of the end of FY 2021. The FY 2022 Adopted Budget includes \$2.7 million be used to purchase/replace vehicles and equipment for various city departments, including one new fire truck at a cost of approximately \$785,000.

Personnel:

The City's most valuable asset is our employees and the Adopted Budget is a reflection of our commitment to workforce development, retention and world class customer service. Across all funds, the FY 2022 Adopted Personnel Budget has decreased by \$1 million with the deletion of some vacant positions and 14 police officer retirements. This Budget also includes a \$1.2 million 2% cost of living or market adjustment to begin in January 2022 for employees and the addition of 10 new police officer cadets and 10 modified officer positions.

In summary, I am pleased to report that the City is in very good fiscal condition and is financially sustainable which can be seen in the FY 2022 Adopted Budget to follow. We expect to be able to continue with high quality day-to-day programs and services that our community expects and deserves. I would like to thank our City Council, staff members and citizens for your on-going support in making Pasadena a great place to live, work and play.

Respectfully Submitted,



Jeff Wagner

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Pasadena
Texas**

For the Fiscal Year Beginning

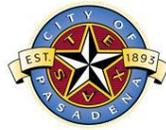
October 01, 2020

Christopher P. Morill

Executive Director



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**FY 2022 ADOPTED BUDGET
CITY OF PASADENA, TEXAS
PRINCIPAL OFFICIALS**

MAYOR

JEFF WAGNER

CHIEF OF STAFF

DANIEL PENNINGTON

CITY COUNCIL

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

ORNALDO YBARRA
BIANCA VALERIO
DON HARRISON
PAT VAN HOUTE
JONATHAN ESTRADA
PHIL CAYTEN
CARY BASS
THOMAS SCHOENBEIN

CITY CONTROLLER

JULIE ST. JEAN

CITY SECRETARY

LINDA RORICK

CITY ATTORNEY

JAY DALE

DIRECTOR OF PERSONNEL

TRENA WHITE

DIRECTOR OF PUBLIC WORKS

ROBIN GREEN

CHIEF OF POLICE

JOSHUA BRUEGGER

FIRE CHIEF

LANNY ARMSTRONG

FIRE MARSHALL

DAVID BRANNON

BUDGET & FINANCIAL PLANNING

SHERRY WOMACK

DIRECTOR OF COMMUNITY RELATIONS

JOSEPH LINDBERG

DIRECTOR OF PLANNING

DEANNA SCHMIDT

DIRECTOR OF HEALTH

KATHY PEREZ

DIRECTOR OF PARKS/RECREATION

JED APLACA

DIRECTOR OF ECONOMIC DEVELOPMENT

CARLOS GUZMAN

PRESIDING JUDGE, MUNICIPAL COURTS

RICHARD RISINGER

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.

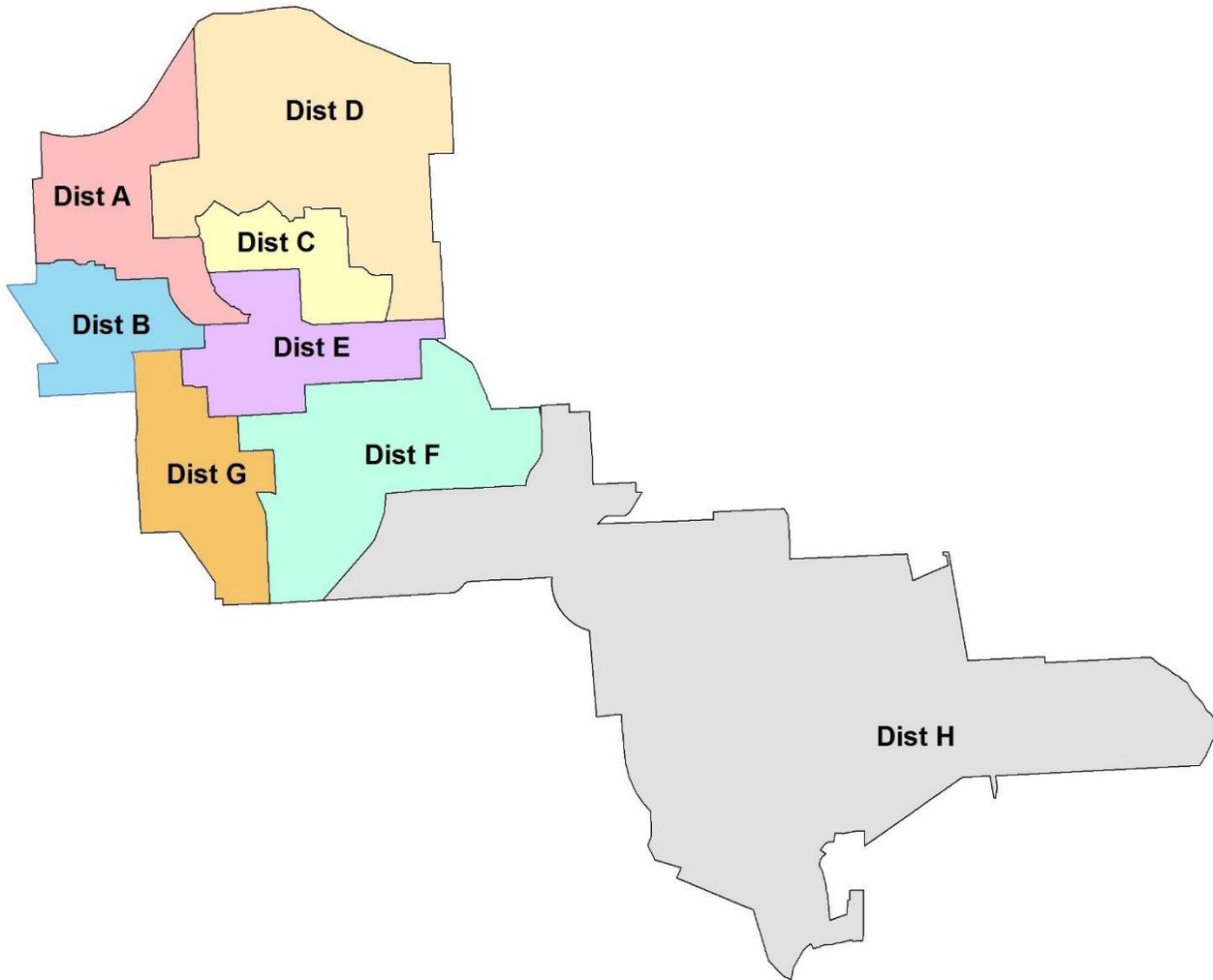
Respect:

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 - Pat Van Houte	 District G - Cary Bass
 District B - Bianca Valerio	 District E - Jonathan Estrada	 District H - Thomas Schoenbein
 District C - Don Harrison	 District F - Phil Cayten	



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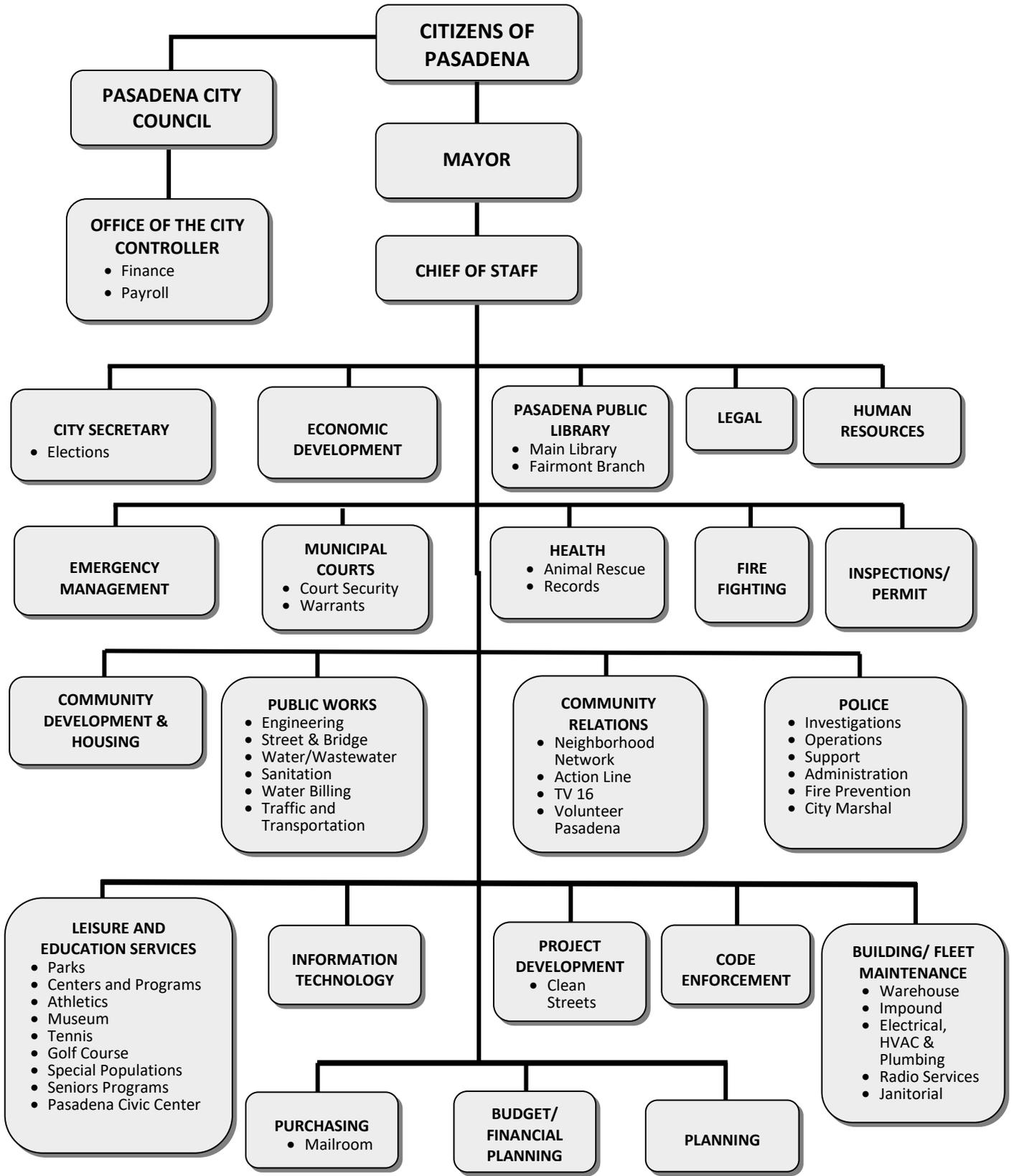
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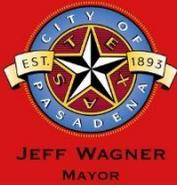


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ORGANIZATION CHART





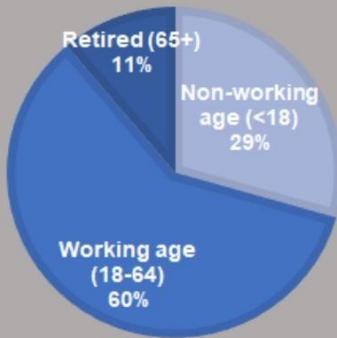
PASADENA BY THE NUMBERS

POPULATION: 151,950

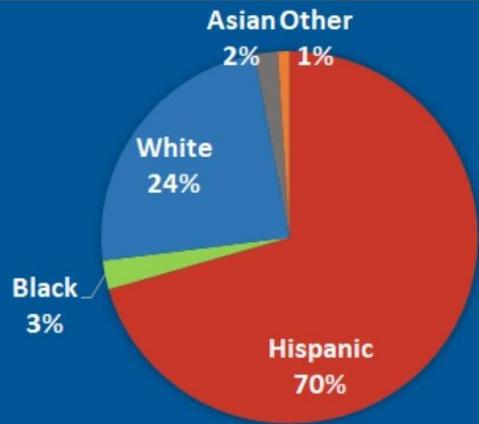
Pasadena is the 2nd largest city in Harris County and the 20th largest in Texas.



AGE



RACE



HOUSEHOLDS

Number of households: 47,706
 Average household size: 3.15
 Median household income: \$53,819



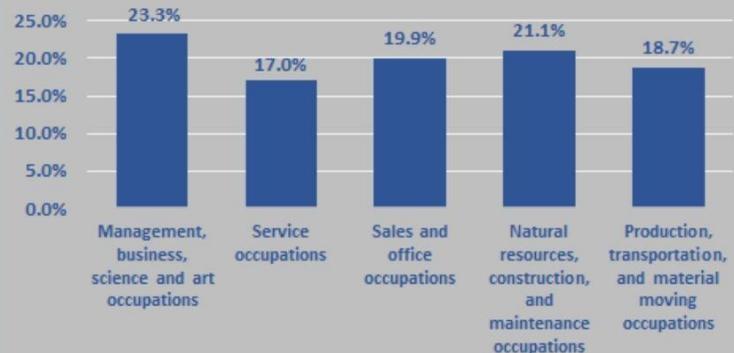
EDUCATION

Bachelor's degree or higher: 15.9%
 High school graduate or higher: 72.2%



WORKFORCE

6.9% unemployment rate



**PROFILE OF PASADENA, TEXAS**

Welcome to the profile of the City of Pasadena. Although the fiscal year 2021-22 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, except in instances where such privilege of vote is specifically denied by the Charter. The Mayor 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.

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 twentieth 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 2020 population is estimated at 151,950.

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 Pasadenians 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, 2021 and ending September 30, 2022. This is referred to throughout as the FY 2022 or FY22 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.

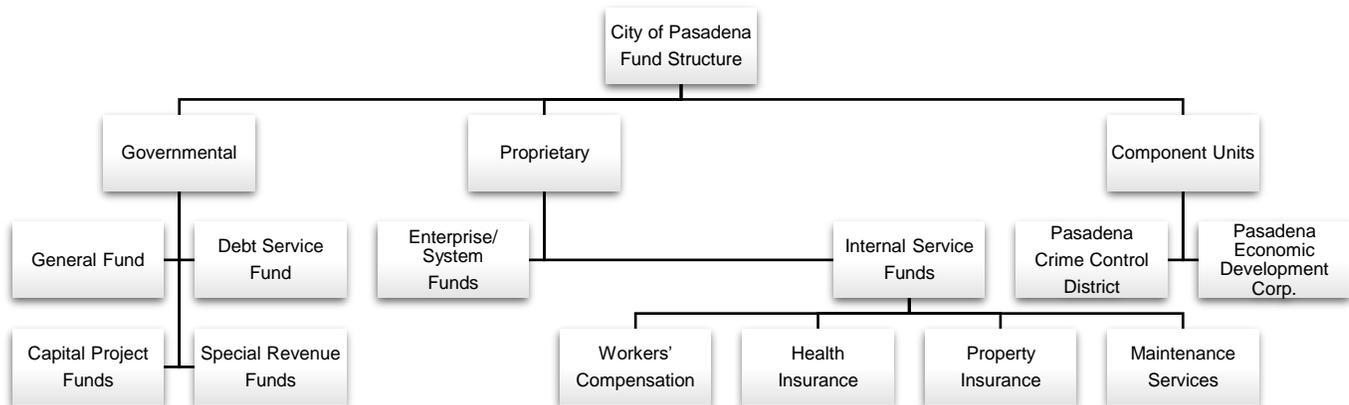
In accordance with governmental accounting and financial reporting standards, the City accounts for its revenues and expenditures in separate funds. This helps to ensure that taxes, fees, and charges intended for a specific purpose are in fact used for those purposes.

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

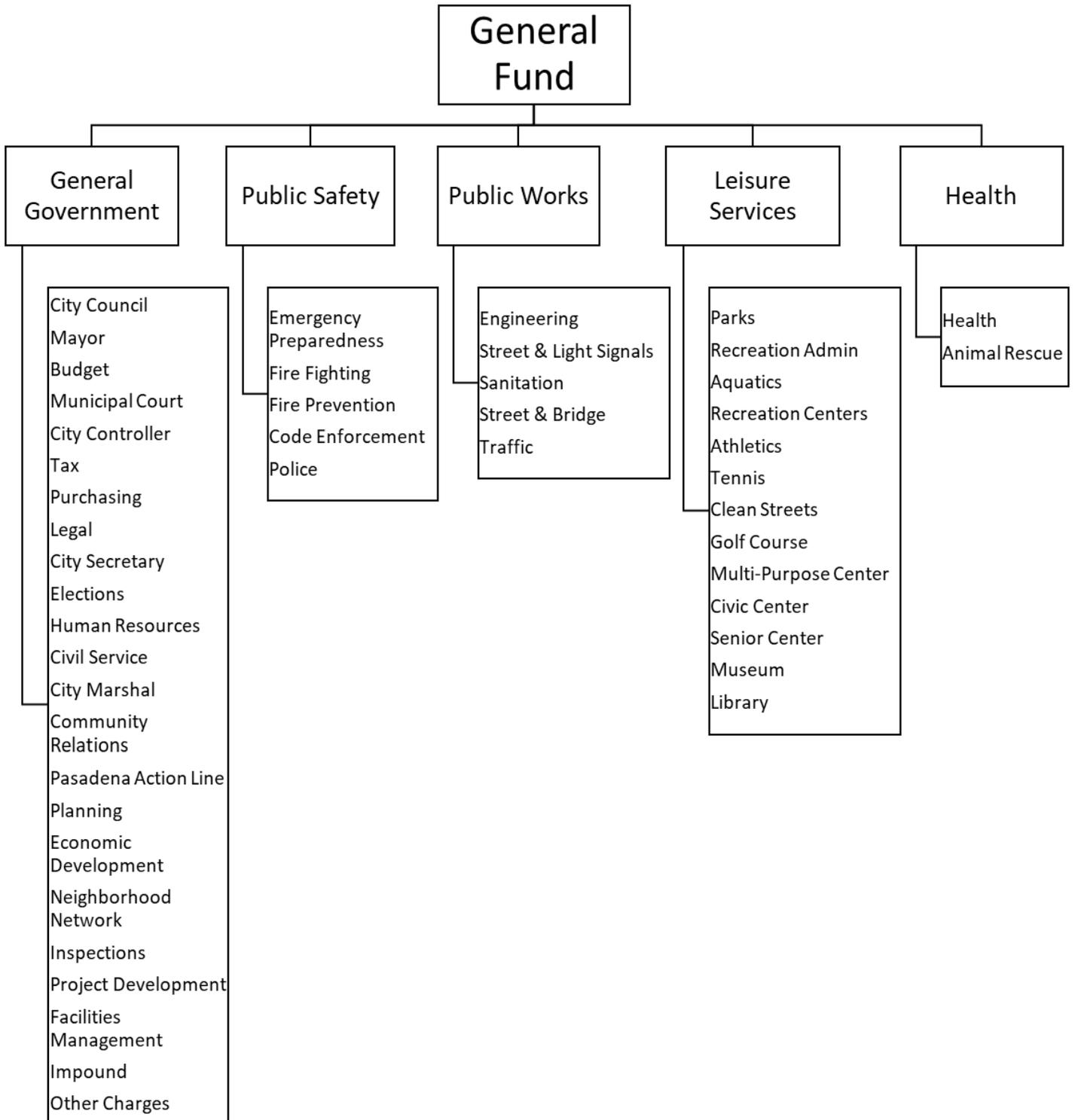
The City budget is organized into funds. For fiscal purposes, a fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities and the changes therein are segregated and recorded. As depicted in the following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

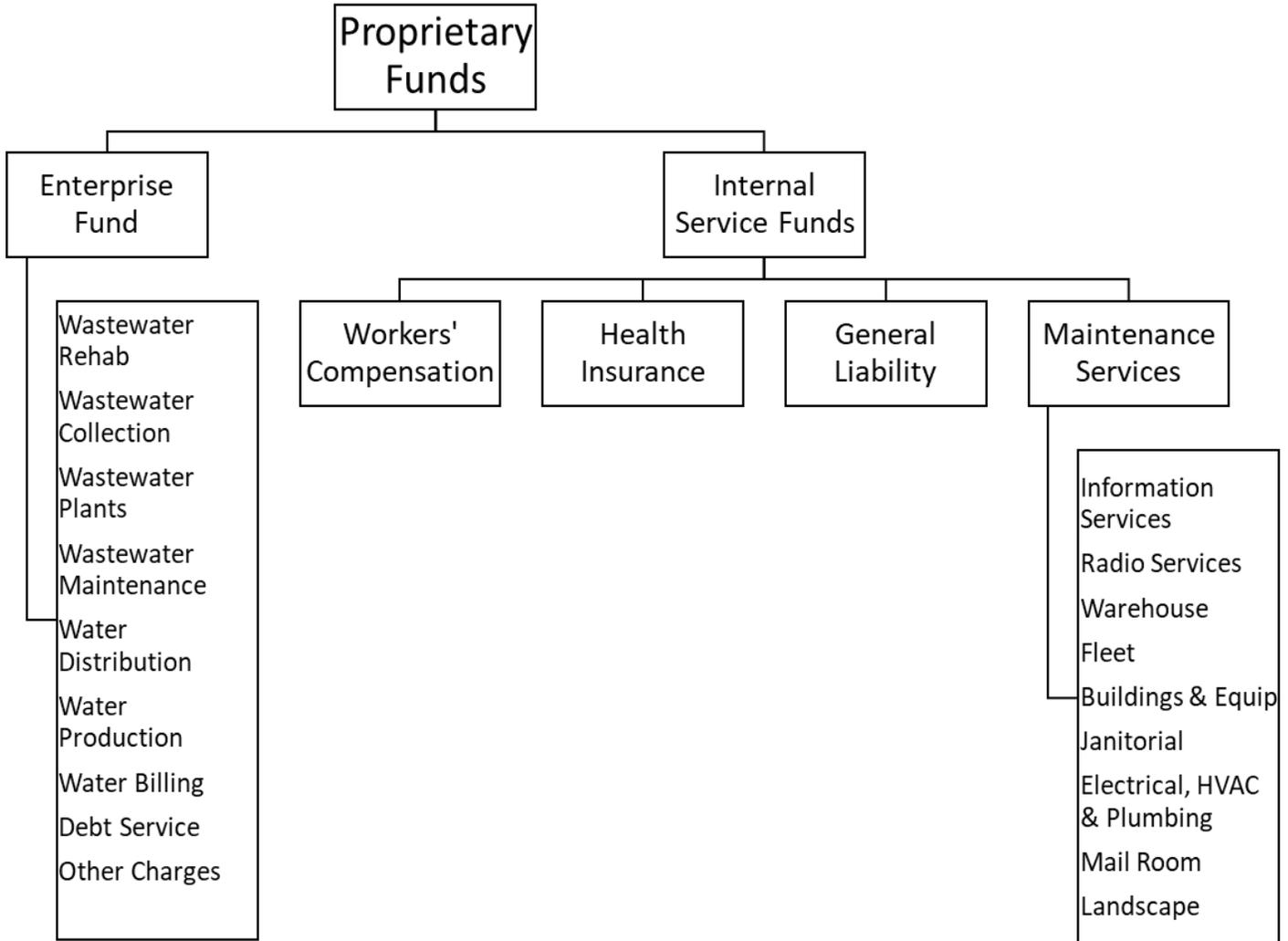
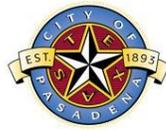
Debt Service Fund: The Debt Service Fund is budgeted for the repayment of general long-term debt being financed from tax-supported obligations. A specific portion of the property tax levy is set aside to pay legal debt obligations through this fund.

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/System 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 2019 Actual - Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2019.

FY 2020 Actual – Actual revenues, expenditures and fund balances recorded for the period ended September 30, 2020.

FY 2021 Amended Budget – Authorized revenues, expenditures and projects fund balances for the period ending September 30, 2021.

FY 2021 Estimated – A projection (as of March 31, 2021) of revenues, expenditures and fund balances for the current fiscal year ending September 30, 2021.

FY 2022 Adopted – Estimated revenues, expenditures and projected fund balances for the period ending September 30, 2022.

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 2022 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 2021. Due to COVID-19 and the uncertainty of forecasted revenues, it was decided that FY 2022 expenditures would be proposed at FY21 levels but with a slight reduction where possible. Departments were given the opportunity to submit operating budget requests and capital requests with the intent to reduce operating expenditures by 2%. Once all requests were summarized, the Budget Office incorporated the requests in the FY2022 Proposed Budget with city services staying the same as in the prior year. The Proposed Budget was presented to City Council in July. There was a City Council workshop held on August 17th where Councilmembers were able to ask questions to the Budget Department. The final Adopted Budget for FY 2022 includes the results of these discussions.

BUDGET ADOPTION

State law requires that the budget officer file the proposed budget with the City Secretary at least 15 days before the public hearing. The City is also required to hold a public hearing on the proposed budget where any taxpayer of the municipality may attend and participate in the hearing. The hearing must be set for a date occurring after the 15th day after the date the proposed budget is filed with the City Secretary. A notice of the hearing must be published in the local newspaper not later than the 10th day before the budget hearing. At the conclusion of the public hearing, City Council must 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's revenues equal expenditures. The City further considers the budget balanced if the ending fund balances projected for the end of the next fiscal year generally meet the requirements delineated herein. (This objective is achieved in this budget.)
2. Undesignated Reserve Fund Balance. Fund balances will be maintained sufficient to provide for temporary financing of unforeseen needs of an emergency nature.
 - a. The City's policy is to maintain a level of undesignated fund balance in the General Fund at a minimum two months of regular operating expenditures.
 - b. The City will strive to maintain special revenue fund balances so as to cover at least two month's expenditures at approved budget levels.
 - c. Balances in Internal Service funds established for insurance purposes will be maintained at sufficient levels to provide for current liabilities and incurred but not repeated claims.
 - d. Ending balances in the Maintenance Fund will be maintained at a level equal to one year's equipment replacements and two months of operating expenses.
 - e. System Fund equity shall be maintained at sufficient levels to provide for two-month operating expenses in addition to an amount necessary to cover applicable revenue bond covenants.
 - f. The General Debt Service Fund Balance shall be maintained at a level sufficient to pay expenses of the Fund between October 1 and January 31 each fiscal year.
3. One-Time Revenues. One-time income generally will be budgeted for one-time expenses.



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

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

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

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

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



FINANCIAL POLICIES

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A. Reporting Entity

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

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



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

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

B. Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

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

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

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



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

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

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

Fund Financial Statements

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

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

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



C. Measurement Focus, Basis of Accounting and Financial Statement Presentation

Government-Wide Financial Statements

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

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

Fund Financial Statements

Governmental Funds

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

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



Proprietary Funds

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

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

Focus on Major Funds

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

The City reports the following major funds:

Governmental Funds

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

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

Pasadena Economic Development Corporation fund accounts for the resources accumulated and payments made for the City's capital improvement projects. Its sole purpose is to provide economic resources to fund the City's capital projects such as repair and improvement of streets, sidewalks, sewer and water lines, drainage systems, and parks that stimulate the City's business climate, promote



new and expanded business enterprises, and improve residential quality of life. All completed projects are recorded as the City's capital assets. The Corporation is considered a major fund for reporting purposes.

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

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

Proprietary Funds

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

Additionally, the City also reports the following fund type:

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

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

1. Cash, Cash Equivalents, and Investments

Cash and cash equivalents include cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of



acquisition. It is the policy of the City to require a full collateralization of all City funds on deposit with a depository bank.

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

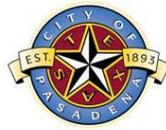
- 1) Obligations of the United States or its agencies and instrumentalities
- 2) Direct obligations of the State of Texas or its agencies
- 3) Other obligations, the principal of and interest on, which are unconditionally guaranteed or insured by the State of Texas or the United States
- 4) Obligations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

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

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

2. Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "interfund receivables/payables" or "advances to/from other funds". All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances". All trade and property taxes receivables are shown net of an allowance for uncollectible. The property tax receivable allowance is approximately equal to 70% of outstanding property taxes at September 30, 2020, 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.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Deferred outflows/inflows of resources are amortized as follows:

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

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

At the fund level, the City has only one type of item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, unavailable revenue, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes plus other revenues.

This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available



6. Pensions

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

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

7. Other Post-Employment Benefits

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

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



8. Compensated Absences

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

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

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

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

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

9. Bond Premiums/Discounts and Issuance Costs

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

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



10. Fund Balance (Equity)

a. Fund Balance Descriptions

- 1. Non-spendable** – indicates the portion of a fund balance that cannot be spent because it is (1) not in a spendable form (such as inventories and prepaid amounts) or (2) legally or contractually required to be maintained intact.
- 2. Restricted** – indicates that portion of a fund balance for which external constraints are placed on the use of resources that are either (1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.
- 3. Committed** – indicates the portion of a fund balance that is internally imposed by the local governmental officials. The highest level of decision-making authority for the City is the Mayor and City Council. The commitment must be made prior to year-end and is through an ordinance.
- 4. Assigned** – indicates the portion of a fund balance that sets limits as a result of the intended use of the funds. This can be expressed by the City Council and/or by department directors to which the City Council delegated the authority through approval of budget appropriation. Assignments can be made at any time.
- 5. Unassigned** – represents amounts that are available for any purpose; residual net resources. The general fund is the only fund that reports a positive unassigned fund balance.

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

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



FY 2022 BUDGET SCHEDULE

July 30, 2021	Fiscal Year 2022 Proposed Budget filed with City Secretary (State law says must be to City Secretary 15 days before public hearing)
July 30, 2021	DRAFT Revenue/Expenditure Detail to Council
August 17, 2021	Resolution calling for public hearing on the FY22 Proposed Budget for September 7, 2021
August 18, 2021 August 25, 2021 September 1, 2021	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 7, 2021	Public hearing on FY 2022 Proposed Budget (held during council meeting)
September 7, 2021	First reading on FY 2022 Budget Ordinance
September 7, 2021	First reading on ordinance adopting assessments roll
September 7, 2021	First reading on ordinance setting the 2021 property tax rate.
September 14, 2021	Second reading on FY 2022 Budget Ordinance (City Charter requires budget to be approved by Sept. 27 th)
September 14, 2021	Second reading on ordinance adopting assessments roll.
September 14, 2021	Second reading on ordinance setting the 2021 property tax rate.



**FY 2022 ADOPTED BUDGET
CITYWIDE SUMMARY**

OVERVIEW

Revenues and expenditures are presented both by fund and department/division. Funds include the General Fund, System Fund, Debt Service Fund, Special Revenue Funds and Component Unit Funds. In addition, the Internal Services Funds which include the Maintenance Fund, Worker’s Compensation Fund, Health Insurance Fund and the Property Insurance Fund are also reflected in this Adopted Budget. The City’s overall financial position is very sound. The reserves in the majority of funds are ample as seen below in the ending fund balance for FY22 of \$213.8 million. In spite of these reserves, revenues and expenditures in all funds will be closely monitored.

The FY 2022 Adopted Budget includes expenditures of \$243 million for basic city services, an increase of \$3.5 million or 1.4% from the FY 2021 projected expenditures. The Budget also includes positions for approximately 1,141 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 FY21. Those same strategies will continue to pay dividends into FY22. The FY22 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 2022 ADOPTED BUDGET
ADOPTED ENDING FUND BALANCES**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Governmental, water and sewer, crime control district, and pasadena economic dev	\$ 167,378,152	\$ 185,693,368	\$ 184,039,347	\$ 193,884,623	\$ 197,613,892
Internal service funds	20,093,193	21,568,290	16,283,938	19,445,993	16,214,264
Total ending balances	\$ 187,471,345	\$ 207,261,658	\$ 200,323,285	\$ 213,330,616	\$ 213,828,156



FY 2022 ADOPTED BUDGET
GOVERNMENTAL, WATER AND SEWER, SPECIAL FUNDS, AND COMPONENT UNITS

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING FUND BALANCE					
General fund	\$ 48,868,521	\$ 62,914,003	\$ 73,242,957	\$ 73,242,957	\$ 71,212,468
Debt service fund	2,339,765	3,039,922	3,490,412	3,490,412	3,990,503
Water and sewer fund	26,637,170	23,920,374	24,960,071	24,960,071	27,164,277
Special revenue funds	10,899,257	12,752,133	13,033,731	13,033,731	12,800,649
Crime control district fund	7,230,245	7,913,217	8,650,969	8,650,969	8,184,765
Pasadena economic dev corp	52,448,163	56,838,503	62,315,228	62,315,228	70,531,961
TOTAL	148,423,121	167,378,152	185,693,368	185,693,368	193,884,623
REVENUE					
General fund	129,818,046	132,086,351	124,693,051	123,130,588	122,839,453
Debt service fund	12,382,123	12,170,344	12,054,949	12,237,800	11,187,441
Water and sewer fund	46,651,732	45,303,195	43,570,800	46,095,464	45,105,100
Special revenue funds	4,367,534	3,360,705	2,739,250	2,287,237	2,063,645
Crime control district fund	11,843,310	11,974,827	10,710,000	10,904,609	9,805,000
Pasadena economic dev corp	13,267,687	13,586,275	11,052,100	10,779,433	10,202,100
TOTAL	218,330,432	218,481,697	204,820,150	205,435,131	201,202,739
EXPENDITURES					
General fund	115,772,564	121,757,397	129,500,106	125,161,077	122,839,453
Debt service fund	11,681,966	11,719,854	11,737,709	11,737,709	11,016,066
Water and sewer fund	49,368,528	44,263,498	44,373,239	43,891,258	45,105,100
Special revenue funds	2,514,658	3,079,107	3,719,719	2,520,319	3,447,384
Crime control district fund	11,160,338	11,237,075	11,858,997	11,370,813	10,617,245
Pasadena economic dev corp	8,877,347	8,109,550	5,284,401	2,562,700	4,448,222
TOTAL	199,375,401	200,166,481	206,474,171	197,243,876	197,473,470



	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUES OVER/(UNDER) EXPENDITURES					
General fund	14,045,482	10,328,954	(4,807,055)	(2,030,489)	-
Debt service fund	700,157	450,490	317,240	500,091	171,375
Water and sewer fund	(2,716,796)	1,039,697	(802,439)	2,204,206	-
Special revenue funds	1,852,876	281,598	(980,469)	(233,082)	(1,383,739)
Crime control district fund	682,972	737,752	(1,148,997)	(466,204)	(812,245)
Pasadena economic dev corp	4,390,340	5,476,725	5,767,699	8,216,733	5,753,878
TOTAL	18,955,031	18,315,216	(1,654,021)	8,191,255	3,729,269
ENDING FUND BALANCE					
General fund	62,914,003	73,242,957	68,435,902	71,212,468	71,212,468
Debt service fund	3,039,922	3,490,412	3,807,652	3,990,503	4,161,878
Water and sewer fund	23,920,374	24,960,071	24,157,632	27,164,277	27,164,277
Special revenue funds	12,752,133	13,033,731	12,053,262	12,800,649	11,416,910
Crime control district fund	7,913,217	8,650,969	7,501,972	8,184,765	7,372,520
Pasadena economic dev corp	56,838,503	62,315,228	68,082,927	70,531,961	76,285,839
TOTAL	\$ 167,378,152	\$ 185,693,368	\$ 184,039,347	\$ 193,884,623	\$ 197,613,892


**FY 2022 ADOPTED BUDGET
INTERNAL SERVICE FUNDS**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING FUND BALANCE					
Maintenance fund	\$ 9,610,903	\$ 7,837,276	\$ 6,446,710	\$ 6,446,710	\$ 2,132,911
Health insurance fund	2,747,488	3,122,389	5,245,068	5,245,068	7,361,631
Workers' compensation fund	2,728,681	2,948,107	3,161,460	3,161,460	3,171,948
General liability insurance fund	6,048,676	6,185,421	6,715,052	6,715,052	6,779,503
TOTAL	21,135,748	20,093,193	21,568,290	21,568,290	19,445,993
REVENUE					
Maintenance fund	16,190,669	15,945,662	15,724,509	15,642,859	16,545,779
Health insurance fund	24,293,119	24,293,178	23,074,000	21,415,000	22,497,600
Workers' compensation fund	1,130,513	1,246,487	1,092,000	1,065,147	1,051,650
General liability insurance fund	2,034,683	2,718,478	2,740,000	2,008,000	2,253,500
TOTAL	43,648,984	44,203,805	42,630,509	40,131,006	42,348,529
EXPENDITURES					
Maintenance fund	17,964,296	17,336,228	21,124,766	19,956,658	18,540,428
Health insurance fund	23,918,218	22,170,499	24,040,000	19,298,437	24,157,600
Workers' compensation fund	911,087	1,033,134	885,095	1,054,659	922,230
General liability insurance fund	1,897,938	2,188,847	1,865,000	1,943,549	1,960,000
TOTAL	44,691,539	42,728,708	47,914,861	42,253,303	45,580,258
REVENUES OVER/(UNDER) EXPENDITURES					
Maintenance fund	(1,773,627)	(1,390,566)	(5,400,257)	(4,313,799)	(1,994,649)
Health insurance fund	374,901	2,122,679	(966,000)	2,116,563	(1,660,000)
Workers' compensation fund	219,426	213,353	206,905	10,488	129,420
General liability insurance fund	136,745	529,631	875,000	64,451	293,500
TOTAL	(1,042,555)	1,475,097	(5,284,352)	(2,122,297)	(3,231,729)
ENDING FUND BALANCE					
Maintenance fund	7,837,276	6,446,710	1,046,453	2,132,911	138,262
Health insurance fund	3,122,389	5,245,068	4,279,068	7,361,631	5,701,631
Workers' compensation fund	2,948,107	3,161,460	3,368,365	3,171,948	3,301,368
General liability insurance fund	6,185,421	6,715,052	7,590,052	6,779,503	7,073,003
TOTAL	\$ 20,093,193	\$ 21,568,290	\$ 16,283,938	\$ 19,445,993	\$ 16,214,264



FY 2022 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	\$ 71,212,468	\$ 122,839,453	\$ 122,839,453	\$ -	\$ 71,212,468	0.00%
Debt service fund							
041	Debt service fund	3,990,503	11,187,441	11,016,066	171,375	4,161,878	4.29%
Special revenue funds							
030	Municipal jury fund	1,977	1,000	-	1,000	2,977	50.58%
040	Equity sharing - treasury fund	559,194	500	141,000	(140,500)	418,694	-25.13%
042	Juvenile case manager fund	155,864	50,120	75,221	(25,101)	130,763	-16.10%
043	Child safety fund	882,659	233,125	465,158	(232,033)	650,626	-26.29%
044	Equity sharing - justice fund	1,987,999	1,500	232,000	(230,500)	1,757,499	-11.59%
045	Municipal courts security fund	(60,714)	20,200	-	20,200	(40,514)	-33.27%
046	State forfeited and property fund	943,490	750	386,000	(385,250)	558,240	-40.83%
047	Law enforcement training fund	87,556	17,575	17,500	75	87,631	0.09%
048	Judicial efficiency fund	163,111	20,120	19,482	638	163,749	0.39%
049	Court technology fund	229,838	165,100	100,000	65,100	294,938	28.32%
064	Hotel and motel tax fund	6,315,723	1,005,000	1,160,097	(155,097)	6,160,626	-2.46%
080	Preservation of vital statistics fund	76,749	5,400	13,000	(7,600)	69,149	-9.90%
081	1% public, ed and gov (peg) fund	1,106,190	225,000	360,000	(135,000)	971,190	-12.20%
200	Abandoned motor vehicle fund	330,359	315,225	473,662	(158,437)	171,922	-47.96%
201	Sign removal fund	20,654	3,030	4,264	(1,234)	19,420	-5.97%
	Total special revenue funds	12,800,649	2,063,645	3,447,384	(1,383,739)	11,416,910	-10.81%
	Total governmental funds	88,003,620	136,090,539	137,302,903	(1,212,364)	86,791,256	-1.38%
Proprietary Funds:							
Enterprise fund							
003	Water and sewer fund	27,164,277	45,105,100	45,105,100	-	27,164,277	0.00%
Internal service funds							
002	Maintenance fund	2,132,911	16,545,779	18,540,428	(1,994,649)	138,262	-93.52%
067	Workers' compensation fund	3,171,948	1,051,650	922,230	129,420	3,301,368	4.08%
069	Health benefits fund	7,361,631	22,497,600	24,157,600	(1,660,000)	5,701,631	-22.55%
070	General liability insurance fund	6,779,503	2,253,500	1,960,000	293,500	7,073,003	4.33%
	Total internal service funds	19,445,993	42,348,529	45,580,258	(3,231,729)	16,214,264	-16.62%
	Total proprietary funds	46,610,270	87,453,629	90,685,358	(3,231,729)	43,378,541	-6.93%
Component Units:							
9950	Pasadena economic dev corp fund	70,531,961	10,202,100	4,448,222	5,753,878	76,285,839	8.16%
210	Crime control district fund	8,184,765	9,805,000	10,617,245	(812,245)	7,372,520	-9.92%
	Total component units	78,716,726	20,007,100	15,065,467	4,941,633	83,658,359	6.28%
	Total all funds	\$ 213,330,616	\$ 243,551,268	\$ 243,053,728	\$ 497,540	\$ 213,828,156	0.23%

**SIGNIFICANT CHANGES IN FUND BALANCES**

The **Municipal Jury Fund** balance is anticipated to increase 50.58% in FY22 due to this being a new fund established by new legislation and because of the low beginning fund balance, no expenditures have been budgeted for this fiscal year.

The **Equity Sharing – Treasury Fund** balance is anticipated to decrease 25.13% in FY22 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 **Juvenile Case Manager Fund** balance is anticipated to decrease by 16.1% in FY22 due to expenditures exceeding anticipated revenues. These expenditures will be monitored and evaluated for efficiency.

The **Child Safety Fund** balance is anticipated to decrease by 26.9% in FY22 due to expenditures exceeding anticipated revenues. These expenditures will be monitored and evaluated for efficiency.

The **Equity Sharing – Justice Fund** balance is anticipated to decrease 11.59% in FY22 due to the uncertain nature of federal seizure revenue to be collected. The fund's revenue is budgeted conservatively and will be adjusted if and when revenues are collected.

The **Municipal Courts Security Fund** balance is anticipated to increase 33.27% in FY22 due to revenue exceeding expenditures for FY22. This fund has a negative beginning fund balance and therefore no expenditures have been budgeted for this fiscal year.

The **State Forfeited and Property Fund** balance is anticipated to decrease 40.83% in FY22 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 **Court Technology Fund** balance is anticipated to increase 28.32% in FY22 due to revenue exceeding expenditures for FY22.

The **Preservation of Vital Statistics Fund** balance is anticipated to decrease by 9.9% in FY22 due to increasing expenditures due to expanding vital statistics capabilities and technologies.

The **PEG Fund** balance is anticipated to decrease 12.2% in FY22 due to planned one-time improvements to Pasadena Channel's facility and equipment upgrades.

The **Abandoned Motor Vehicle Fund** balance is anticipated to decrease by 47.96% in FY22. 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 **Maintenance Fund** balance is anticipated to decrease 93.52% in FY22 due to expenditures exceeding revenues due to increasing materials and supplies costs and the investment in vehicle and capital equipment purchases.

The **Health Benefits Fund** balance is anticipated to decrease 22.55% in FY22 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 **Crime Control District Fund** balance is anticipated to decrease 9.92% in FY22 due to conservative estimates for sales tax revenue and expenditures exceeding revenues. Sales tax revenues will be monitored throughout the year as they are received and revenues will be reevaluated if needed.

**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 2022 ADOPTED BUDGET PRIORITIES**

1. The City's top priority is its citizens and how they can be better served. This budget's top priority is targeting efficiencies and savings city-wide that free up resources necessary for delivery of the high-quality services our citizens expect and deserve.
2. Practice conservative budget strategies city-wide due to the COVID-19 pandemic and the uncertainty of future revenue sources.
3. Prioritize employee compensation and benefits to attract and retain the best qualified applicants and employees to demonstrate the City's commitment to its workforce. The City is currently under contract with a consulting firm to evaluate current positions within the organization, make comparisons to other comparative entities, and make recommendations on pay structures and compensation.
4. Prioritize personnel efficiencies by eliminating vacant positions and monitoring and evaluating part-time employee utilization and convert to full-time if deemed necessary.
5. The City will continue its vehicle and equipment replacement program, ensuring that the general condition of fleet, communications and computer equipment is kept at a serviceable level.
6. The City will maintain its financial reserves at the current level to ensure that each city fund has sufficient cash to continue operating for two months without the ability to receive income. This is to ensure our ability to provide uninterrupted services during times when our citizens would need us most.
7. Prioritize capital improvement funding strategies through issuance of certificates of obligation, grant funding, and inter-local agreements with Harris County for much needed infrastructure improvements to streets and drainage facilities, new municipal facilities, and various improvements to City parks. As a result of Hurricane Harvey, the City is aggressive in providing improved flooding mitigation to protect its citizens and property owners.
8. Provide transparency in all budget documents, proposals and activities to ensure public trust.



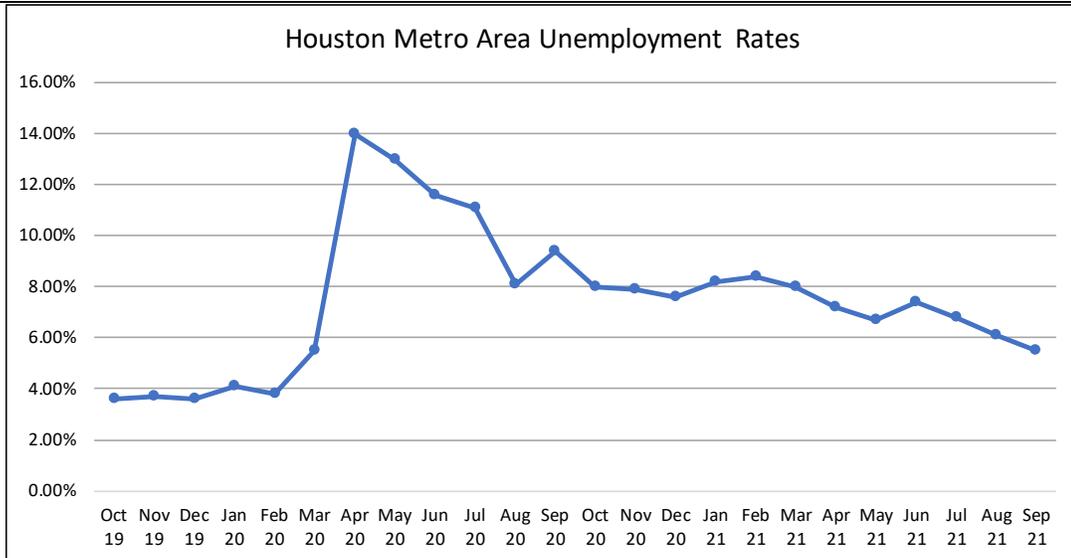
FY 2022 ADOPTED BUDGET OVERVIEW OF THE ECONOMY

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

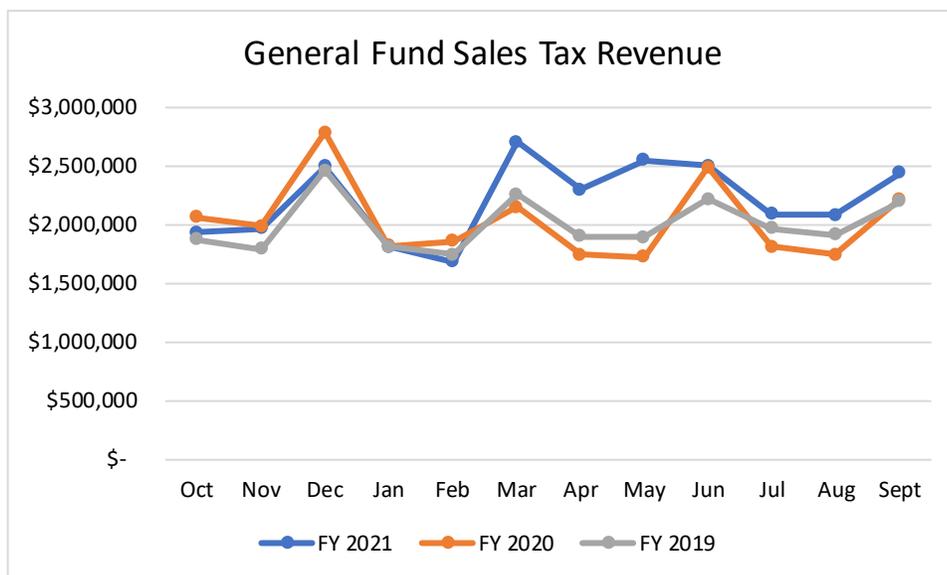
The Port of Houston is the Gulf Coast's leading gateway to North America's fast-growing markets between the Mississippi River and the Rocky Mountains. The Port of Houston is the nation's largest port for foreign waterborne tonnage; first in U.S. petroleum, steel and project cargo; sixth in U.S. container port by loaded TEUs and the sixteenth busiest port in world by tonnage. The modern container terminals and multipurpose facilities can handle virtually any size and type of cargo, connecting world markets to America's heartland quickly and efficiently. It is an essential economic engine for the Houston region, the state of Texas, and the nation. It supports the creation of nearly 1.35 million jobs in Texas and 3.2 million jobs nationwide, and economic activity is totaling almost \$339 billion in Texas and more than \$801.9 billion in economic impact across the nation.

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

Significant indicators that impact the economic condition are the employment and unemployment statistics. In September 2021 the state's preliminary unemployment rate was at 5.6%, while the Houston metro area had an unemployment rate of 5.5%. COVID-19 has had a significant impact on the unemployment rate but trending shows that unemployment rates are declining and hopefully continue.



COVID-19 business disruptions and high unemployment rates affect Pasadena’s sales tax collections. Before COVID-19, FY20 monthly sales tax collections were exceeding FY19 collections by 10%+ in the months October, November and December. January and February 2020 did not see much growth but still surpassed prior year figures. Once the pandemic hit in March 2020, sales tax revenue has been lower than anticipated every month. June is the only exception and we attribute the rise in sales tax collection due to the federal stimulus package passed by Congress for COVID-19 relief. Pasadena did not see significant sales tax growth until March 2021. Since then, sales tax has been trending upward.



FY 2022 projections for sales tax were conservatively budgeted at FY 2021 levels because of the uncertainty of how the pandemic will affect sales tax long-term. We are hopeful that sales tax will continue to trend upward. But due to the uncertainty, General Fund expenditures have been reduced slightly to be consistent with this trend. These trends will be monitored closely as we go through the fiscal year. For now, the City will maintain steady service levels and will adapt as needed.

**FY 2022 ADOPTED BUDGET****REVENUE SUMMARY**

Revenues include property taxes, sales taxes, industrial district payments, charges for service, fines, interest revenue and other miscellaneous revenues.

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

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

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

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

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

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

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



**FY 2022 ADOPTED BUDGET
TOTAL REVENUES BY FUND**

FUND	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATED	FY 2022 ADOPTED	Increase/(Decrease) Over 2021 Estimated	
					AMOUNT	PERCENT
General fund	\$ 129,818,046	\$ 132,086,351	\$ 123,130,588	\$ 122,839,453	\$ (291,135)	-0.24%
Debt service fund	12,382,123	12,170,344	12,237,800	11,187,441	(1,050,359)	-8.58%
Water and sewer fund	46,651,732	45,303,195	46,095,464	45,105,100	(990,364)	-2.15%
Special revenue funds	4,367,534	3,360,705	2,287,237	2,063,645	(223,592)	-9.78%
Crime control district fund	11,843,310	11,974,827	10,904,609	9,805,000	(1,099,609)	-10.08%
Pasadena economic dev corp	13,267,687	13,586,275	10,779,433	10,202,100	(577,333)	-5.36%
Total revenues	\$218,330,432	\$218,481,697	\$205,435,131	\$201,202,739	\$(4,232,392)	-2.06%

**FY 2022 ADOPTED BUDGET
TOTAL REVENUE BY SOURCE (GOVERNMENTAL, WATER AND SEWER, PEDC, AND CCD FUNDS)**

REVENUE CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATED	FY 2022 ADOPTED	Increase/(Decrease) Over 2021 Estimated	
					AMOUNT	PERCENT
Property taxes	\$ 56,308,920	\$ 58,070,473	\$ 59,327,600	\$ 59,187,148	(140,452)	-0.24%
Sales taxes	47,776,932	48,572,595	42,650,000	42,450,000	(200,000)	-0.47%
Industrial district	19,626,203	22,141,278	22,920,000	22,915,000	(5,000)	-0.02%
Utility taxes	10,360,998	8,743,088	7,634,600	7,737,600	103,000	1.35%
Other taxes	2,170,772	1,593,078	1,480,000	1,525,025	45,025	3.04%
Water and sewer	43,484,529	44,737,059	45,890,300	44,925,000	(965,300)	-2.10%
Fees & permits	15,492,277	13,699,312	12,707,512	14,361,375	1,653,863	13.01%
Fines	5,037,628	4,027,583	2,759,600	2,865,100	105,500	3.82%
Other	15,072,173	12,647,541	7,065,519	2,236,491	(4,829,028)	-68.35%
Other financing sources	3,000,000	4,249,690	3,000,000	3,000,000	-	0.00%
Total revenue by source	\$218,330,432	\$218,481,697	\$205,435,131	\$201,202,739	(4,232,392)	-2.06%



FY 2022 ADOPTED BUDGET REVENUE SUMMARY

Property Taxes

Total property taxes (including penalties and interest) are budgeted at \$59,187,148 for FY22. The FY22 property tax rate is the voter-approval rate plus the prior year unused increment rate. Property (ad valorem) taxes are assessed or levied on real and personal property as of January 1 of each year. City Council adopted a property tax rate of \$0.515909 per \$100 assessed value for the 2021 tax year; being lower than the 2020 property tax rate of \$0.533677 per \$100 assessed value.

The tax rate is comprised of a “maintenance and operations” (M&O) component (\$0.421393 or 81.68% of the total rate) which is allocated to the general fund and a “debt service” component (\$0.094516 or 18.32% of the total rate) which is allocated to the debt service fund.

Fiscal Year		M&O Rate		Debt Service Rate		Total Tax Rate
2015	\$	0.4253	\$	0.1515	\$	0.5768
2016	\$	0.4336	\$	0.1417	\$	0.5753
2017	\$	0.4483	\$	0.1276	\$	0.5759
2018	\$	0.4483	\$	0.1270	\$	0.5753
2019	\$	0.4805	\$	0.1349	\$	0.6154
2020	\$	0.4507	\$	0.1196	\$	0.5703
2021	\$	0.4233	\$	0.1103	\$	0.5336
2022	\$	0.4214	\$	0.0945	\$	0.5159

Sales Tax

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

Sales tax revenue estimates are based largely on historical trends and key economic indicators tied to sales tax revenue. According to these efforts, it appears that regional economic base employment and inflation are key determinants of local retail sales. Projections are conservative due to the elastic nature of this economically sensitive revenue source. Sales tax revenue is the third largest source of income for the City (21%). Sales tax has been budgeted conservatively despite growth in prior years due to current trends and the uncertainty of the economy in the coming months.

**Industrial District Payments**

Industrial District businesses and industry pay the City an amount in lieu of property taxes that would be paid were the District within City limits. These payments provide the fourth largest source of income for the City's operating budget (11.4%). The District's status as a separate entity outside of the city's boundaries is predicated on agreements that use an assessment and appraisal process similar to that used for property taxes to calculate payment amounts due from each facility located inside the District. The Industrial District includes properties along the Ship Channel and in the southern portion of the city east of Red Bluff Road, south of Fairmont Parkway and west of State Highway 146. Revenues have steadily grown in prior fiscal years. The FY22 Adopted Budget anticipates receiving nearly the same industrial revenue as FY21 as a conservative estimate due to the uncertainty of economic impacts from COVID-19.

Utility and Other Taxes

These categories primarily include franchise taxes (electricity, telephone, gas and cable television) and hotel/motel taxes. Utility companies that use the City's streets and rights-of-way in the course of conducting their business pay franchise fees to the City. The fee is generally computed as a percentage of gross receipts and the percentages vary among the franchisees. FY 2022 revenues are projected using the current year's receipts as a benchmark. It is anticipated that utility and other taxes will increase slightly in FY22.

Water and Sewer

Water and sewer revenues are the second largest source of income for the City (22.3%). FY22 water and sewer revenues for the City are budgeted at \$44.9 million, which is lower compared to estimated revenues for FY21 in the amount of \$45.9 million. Adopted FY 2022 water revenues are projected to decrease to \$23.75 million which is lower than the FY 2021 projected amount of \$24.6 million. Sewer revenues are budgeted at \$15.8 million in FY 2022. This is a \$485,000 increase as compared to the FY21 estimate of \$15.3 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. FY22 permit revenue is expected to increase slightly compared to the FY21 budgeted amount as these services have started to pick back up to pre-pandemic levels.

Fines

Municipal Court fines have decreased since the pandemic and have not bounced back to pre-pandemic levels. FY22 fines are budgeted slightly higher than FY21 estimated revenues with the hopes that court revenue will begin to return to pre-pandemic levels.

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 FY21 to FY22 is due to no grant related funds expected to be received related to COVID-19.

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

The priorities in the FY 2022 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 2022 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/Insurance Fund, and General Liability Insurance Fund. These funds provide the City the ability for charging citywide costs to other funds.

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

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



**FY 2022 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY FUND**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED	FY22 vs. FY21 EST	% OF TOTAL
General fund	\$ 115,772,564	\$ 121,757,397	\$ 129,500,106	\$ 125,161,077	\$ 122,839,453	-1.9%	50.5%
Debt service fund	11,681,966	11,719,854	11,737,709	11,737,709	11,016,066	-6.1%	4.5%
Maintenance fund	17,964,296	17,336,228	21,124,766	19,956,658	18,540,428	-7.1%	7.6%
Workers' compensation fund	911,087	1,033,134	885,095	1,054,659	922,230	-12.6%	0.4%
Health benefits fund	23,918,218	22,170,499	24,040,000	19,298,437	24,157,600	25.2%	9.9%
General liability insurance fund	1,897,938	2,188,847	1,865,000	1,943,549	1,960,000	0.8%	0.8%
Water and sewer fund	49,368,528	44,263,498	44,373,239	43,891,258	45,105,100	2.8%	18.6%
Special revenue funds	2,514,658	3,079,107	3,719,719	2,520,319	3,447,384	36.8%	1.4%
Crime control district fund	11,160,338	11,237,075	11,858,997	11,370,813	10,617,245	-6.6%	4.4%
Pasadena economic dev corp	8,877,347	8,109,550	5,284,401	2,562,700	4,448,222	73.6%	1.8%
TOTAL	\$ 244,066,940	\$ 242,895,189	\$ 254,389,032	\$ 239,497,179	\$ 243,053,728	1.5%	100.0%

**FY 2022 ADOPTED BUDGET
CITYWIDE EXPENDITURES BY CATEGORY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED	% OF TOTAL
Personnel Services	\$ 96,561,625	\$ 108,184,229	\$ 106,449,766	\$ 103,797,087	\$ 106,276,605	43.7%
Contractual Services	26,458,555	28,200,729	36,450,439	30,659,034	35,392,311	14.6%
Materials & Supplies	11,101,907	10,587,987	13,365,697	11,574,931	12,998,576	5.3%
Maintenance Charges	14,307,458	14,632,095	15,068,309	15,248,364	14,936,779	6.1%
Other Charges	6,254,409	4,913,231	5,591,741	5,416,763	6,067,887	2.5%
Capital Outlay	22,922,908	18,802,872	15,591,409	15,404,226	9,681,500	4.0%
Other Uses	46,927,905	44,347,103	45,663,506	41,188,609	44,497,070	18.3%
Other Financing Uses	19,532,173	13,226,943	16,208,165	16,208,165	13,203,000	5.4%
TOTAL	\$ 244,066,940	\$ 242,895,189	\$ 254,389,032	\$ 239,497,179	\$ 243,053,728	100.0%

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY****Personnel Services**

Personnel services is the largest city-wide expenditure accounting for approximately 43.7% of all city expenditures. Across all funds, the FY22 Personnel Budget has remained at FY21 levels. The FY22 budget includes a 2% cost of living adjustment to begin in January 2022 for all employees and also includes the deletion of some vacant positions and 14 police officer retirements.

Contractual Services

City-wide contractual services are expected to decrease in FY22 due to the intent of reducing expenditures due to the COVID-19 pandemic and the uncertainty of future revenue sources. Contractual services account for 14.6% of the citywide expenditure budget.

Materials and Supplies

Material and supplies expenditures are anticipated to decrease in FY22 due to the intent of reducing expenditures. Materials and supplies accounts for nearly 5.3% 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 6.1% of the city-wide expenditure budget and is anticipated to increase slightly as seen in prior years' trends.

Other Charges

Other charges is predominantly expenditures related to water purchases from the City of Houston. Water purchases account for 90.6% of Other Charges. Other charges also consist of any contingencies if needed.

Capital Outlay

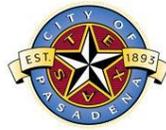
Capital outlay are expenditures for the acquisition of fixed assets which by definition have a useful life of more than two years and a purchase cost greater than \$5,000. Capital outlay includes the City's vehicle and equipment replacement program, new and replacement computer equipment, cost of land,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

Other Uses

Other uses are expenditures that cover debt and interest payments. FY22 Other Uses expenditures consists of debt and interest payments for the System Fund, Debt Service Fund, and Pasadena Economic Development Corporation. Other Uses also encompasses employee health insurance related expenditures.

Other Financing Uses

Other Financing Uses are predominantly interfund transfers (see page 61).



INTERFUND TRANSFERS

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

Group Insurance

The City's contributions to the health benefits plan on behalf of employees are budgeted as expenditures in each operating department within the General, Maintenance and System funds. The Adopted Budget assumes that the current employee and retiree contribution rates established for the last four benefit plan years, which coincides with the calendar year, will remain the same for the 2022 plan year. The result shows in the Health Insurance Fund as "City Contributions." Transfers to the Health Insurance Fund have not been budgeted for FY22 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 FY22 budget will transfer \$3 million as in FY21.

Maintenance Services

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

Other Transfers

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



**SUMMARY OF AMENDED AND ADOPTED POSITIONS
FISCAL YEAR 2020 THROUGH FISCAL YEAR 2022**

FUND/DEPARTMENT/DIVISION	FY 2020 AMENDED	FY 2021 AMENDED	FY 2022 ADOPTED
GENERAL FUND PERSONNEL			
City Council	8	8	8
Mayor	4	4	4
Budget and Financial Planning	4	5	6
Municipal Court	36	37	37
City Controller's Office	18	17	17
Purchasing	5	5	5
Legal	9	9	7
City Secretary	5	4	4
Human Resources	9	9	9
City Marshal	11	11	11
Community Relations	9	8	8
Mayor's Action Line	6	6	6
Planning	5	5	5
Economic Development	5	5	4
Neighborhood Network	5	5	5
Inspections/Permit	21	21	17
Property Development	4	4	3
Impound	6	6	5
Engineering	15	15	16
Sanitation	42	42	42
Street and Bridge	31	31	31
Traffic and Transportation	12	12	12
Emergency Preparedness	6	6	6
Fire Department	4	3	3
Fire Prevention	13	13	13
Code Enforcement	12	12	11
<i>Police Department :</i>			
Administration	42	44	38
Investigations	61	60	60
Operations	234	230	215
Support	66	66	79
Police Department Subtotal	403	400	392



FUND/DEPARTMENT/DIVISION	FY 2020 AMENDED	FY 2021 AMENDED	FY 2022 ADOPTED
Parks	40	38	39
Clean Streets	21	20	19
Recreation	37	38	38
Golf Course	9	9	8
Multi-Purpose Center	9	9	9
Convention Center	8	8	8
Senior Center	7	8	8
Museum	3	3	3
Health	16	16	15
Animal Control and Adoption	40	39	40
Library	43	43	43
GENERAL FUND TOTAL	941	934	917

MAINTENANCE FUND			
Information Services	14	15	16
Radio Services	1	1	1
Warehouse	3	3	3
Fleet	28	28	27
Building & Equipment Maintenance	6	6	4
Janitorial	15	15	14
Electrical	13	13	12
Mail Room	1	1	1
Landscaping & Beautification	11	11	11
MAINTENANCE FUND TOTAL	92	93	89

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

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



FUND/DEPARTMENT/DIVISION	FY 2020 AMENDED	FY 2021 AMENDED	FY 2022 ADOPTED
COURT SECURITY FUND			
Municipal Court Security	1	1	0
COURT SECURITY FUND TOTAL	1	1	0

HOUSING FUND			
Section 8/Housing Assistance	10	10	10
HOUSING FUND TOTAL	10	10	10

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

GRAND TOTAL	1,171	1,163	1,141
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**CAPITAL IMPROVEMENT PROGRAM**

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

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

Impact on the Operating Budget

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

Funded Project Selection

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

FY 2022 CAPITAL BUDGETED PROGRAMS

Program	Amount
Streets	\$ 21,640,857
Public Safety	\$ 4,238,383
Wastewater	\$ 16,349,391
Water	\$ 14,193,000
Municipal Facilities	\$ 2,529,921
Drainage	\$ 21,591,847
Parks	\$ 3,940,649
Traffic	\$ -
TOTAL	\$ 84,484,048



Streets Program

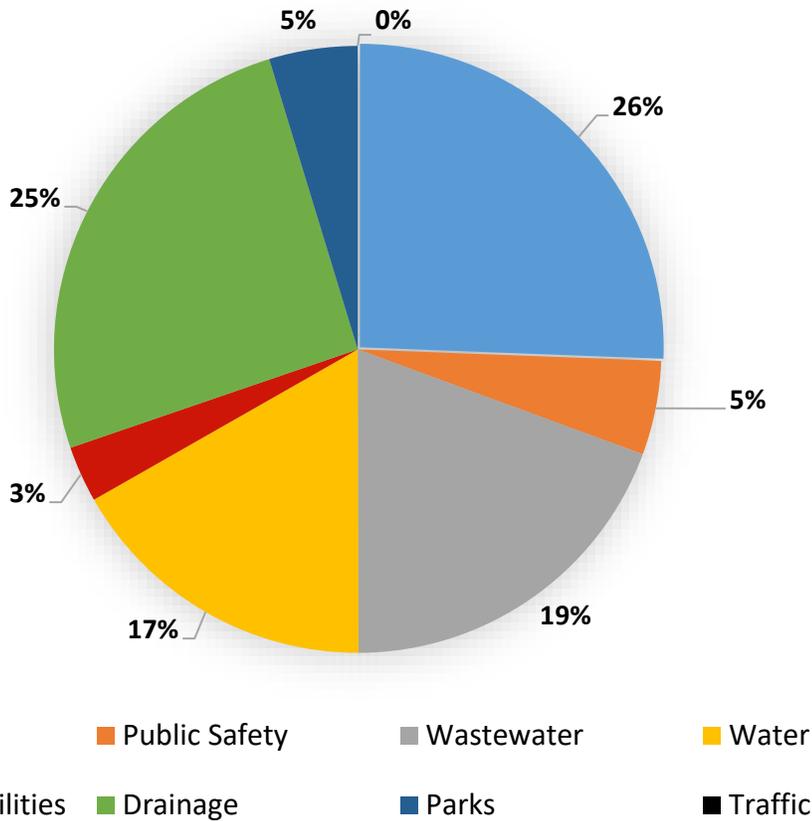
The CIP includes \$21.6 million for streets in FY 2022. Many street projects identified were not only included because of diminished road surface quality, but because of the need to replace water and sewer lines and/or address drainage issues. The Street Program includes collector streets, residential 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 \$21.6 million in funding for drainage projects for FY 2022. 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. Community Development Block Grant (CDBG) for Disaster Recovery (DR) and Mitigation (MIT) programs are providing grant funds to complete \$17.7 million worth of drainage projects in FY22.

Traffic Program

The Traffic Program includes no funding in the FY 2022 CIP. Annual mobility projects are included in future fiscal years in the 5-year plan. These projects typically include intersection redesign, continuation of upgrades to the City’s traffic signal system, and installation of a number of new traffic signals.



**Public Safety**

The CIP includes \$4.2 million for the Police and Fire Departments for FY 2022. This will fund the design of a property room for the Police Department, improvements to Fire Station #9 and one ladder and two pumper trucks.

Municipal Facilities

The Facilities Program includes \$2.5 million. Nearly \$1.2 million is budgeted for the installation of a 750 kw Emergency Generator at City Hall. The remainder is budgeted for improvements at the Convention Center and City Hall.

Park Improvements

The Park Improvements Program includes \$3.9 million approved for FY 2022. 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 2022 includes \$14.2 million for various waterline improvements.

Wastewater Improvements

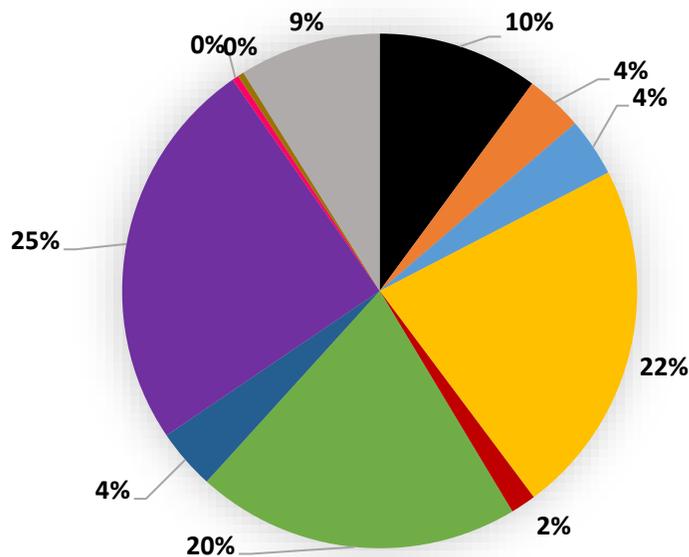
The Wastewater Program includes nearly \$16.3 million for FY 2022. These projects will include sanitary sewer line rehabilitations and the construction of lift stations and force mains.



CIP FINANCING PLAN

FY 2022 capital improvement expenditures will be funded with a combination of funding sources including the General Fund, System Fund, Certificates of Obligations, Community Development Block Grant (CDBG), Community Development Block Grant – Disaster Recovery (CDBG-DR), Community Development Block Grant – Mitigation (CDBG-MIT), FEMA, the Pasadena Economic Development Corporation, Harris County, TXDOT, the American Rescue Plan Act (ARPA), SB7 and the Hotel-Motel Fund. The table and chart below provides a summary of funding sources for FY22 CIP expenditures.

Funding Source	Amount
General Fund	\$ 8,526,751
System Fund	\$ 3,060,000
Certificates of Obligation	\$ 3,106,770
CDBG/CDBG-DR/CDBG-MIT	\$ 18,923,260
FEMA	\$ 1,350,000
Pasadena Economic Development Corp.	\$ 17,178,842
Harris County/TXDOT	\$ 3,200,000
American Rescue Plan Act (ARPA)	\$ 20,967,850
Senate Bill 7 (SB7)	\$ 337,500
Hotel-Motel Fund	\$ 335,000
TBD	\$ 7,498,075
TOTAL	\$ 84,484,048



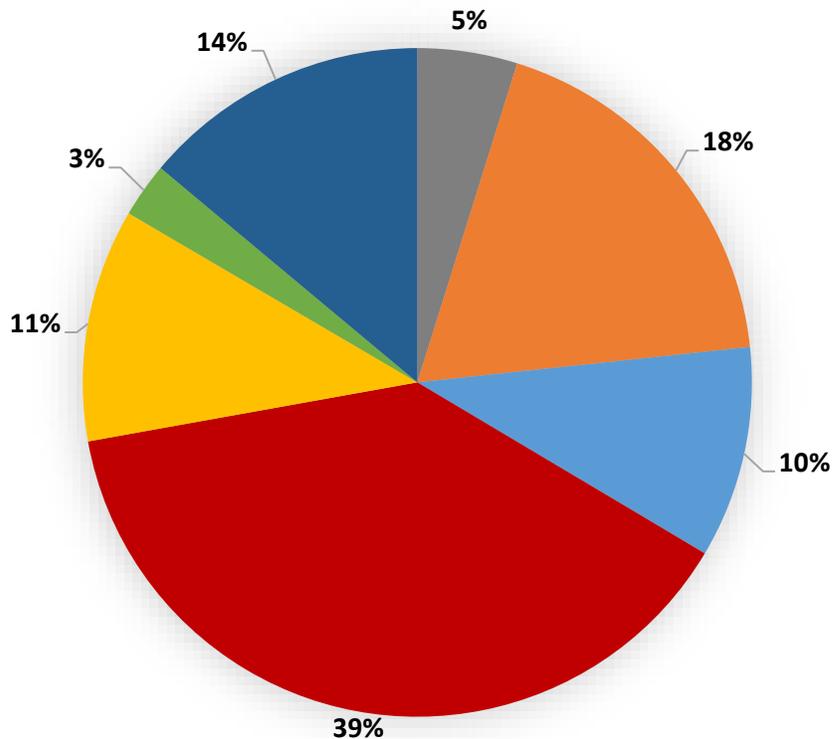
- General Fund
- System Fund
- Certificates of Obligation
- CDBG/CDBG-DR/CDBG-MIT
- FEMA
- Pasadena Economic Development Corp.
- Harris County/TXDOT
- American Rescue Plan Act (ARPA)
- Senate Bill 7 (SB7)
- Hotel-Motel Fund
- TBD



Certificates of Obligation

City Council authorized the issuance of certificates of obligation in the amount of \$37,000,000 in 2017 and \$36,000,000 in 2018. The projects listed below are to be funded in FY22 with CO funds.

Program	Project	Amount
Drainage	Armand Bayou Upper Reaches	\$ 180,000
Drainage	Red Bluff Rd Drainage Improvements	\$ 244,144
Drainage	Browning Subdivision Drainage Improvements	\$ 150,000
Public Safety	Fire Station #9 Renovations	\$ 100,000
Public Safety	Pasadena Municipal Complex Ph I	\$ 250,000
Facilities	City Hall Emergency Generator	\$ 1,200,000
Parks	Golf Course Pavilion	\$ 40,000
Parks	Burke/Crenshaw Restroom	\$ 200,000
Parks	Golf Course Entrance Improvements	\$ 78,085
Streets	Pansy Street Paving Ph II	\$ 150,000
Water	Crenshaw PRV Building	\$ 82,000
Wastewater	Golden Acres WWTP Influent Lift Station	\$ 196,935
Wastewater	Vince Bayou WWTP UV Disinfection	\$ 235,606
Total Certificates of Obligation		\$ 3,106,770



Streets Drainage Parks Facilities Public Safety Water Wastewater



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FY 2022 ADOPTED BUDGET GENERAL FUND SUMMARY

OVERVIEW

The FY 2022 Adopted Budget for the General Fund provides sufficient services to meet emergency and unforeseen contingencies with a projected ending fund balance of \$71.2 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 2022 ADOPTED BUDGET GENERAL FUND SUMMARY

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING FUND BALANCE	\$ 48,868,521	\$ 62,914,003	\$ 73,242,957	\$ 73,242,957	\$ 71,212,468
REVENUES	129,818,046	132,086,351	124,693,051	123,130,588	122,839,453
EXPENDITURES	115,772,564	121,757,397	129,500,106	125,161,077	122,839,453
REVENUES OVER/(UNDER) EXPENDITURES	14,045,482	10,328,954	(4,807,055)	(2,030,489)	-
ENDING FUND BALANCE	62,914,003	73,242,957	68,435,902	71,212,468	71,212,468
TWO MONTH RESERVE REQUIREMENT *	17,462,765	19,419,570	19,996,324	19,273,152	19,681,576
OVER/(UNDER) REQUIREMENT	\$ 45,451,238	\$ 53,823,387	\$ 48,439,578	\$ 51,939,316	\$ 51,530,892

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



FY 2022 ADOPTED BUDGET
GENERAL FUND REVENUE SUMMARY

REVENUE CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
General property taxes	\$ 44,006,886	\$ 45,930,879	\$ 45,044,473	\$ 47,092,000	\$ 48,001,907
Industrial district fees	19,626,203	22,141,278	21,356,200	22,920,000	22,915,000
Sales tax	24,068,010	24,445,944	21,000,000	21,000,000	22,500,000
Utility taxes	10,360,998	8,743,088	9,097,600	7,634,600	7,737,600
Mixed drink tax	342,933	253,798	300,000	255,000	300,000
Bingo tax	3	47	40	-	25
Business licenses and permits	3,128,833	2,070,155	2,067,250	2,056,450	2,118,250
Occupational licenses/permits	118,628	88,333	106,525	81,050	103,325
Non-business licenses/permits	71,186	66,049	65,000	65,550	69,000
Municipal court fines and fees	4,713,743	3,749,053	4,826,000	2,531,600	2,610,100
Solid waste collection	9,014,044	9,195,670	9,014,500	8,041,250	9,044,000
Health services	432,028	376,049	427,000	372,850	416,500
Library services	29,955	11,094	30,000	4,500	10,000
Property management	344,984	358,903	360,000	353,460	351,000
Recreation	211,815	72,134	125,050	102,500	127,050
Golf	580,145	409,279	585,000	703,000	785,000
Swimming pools	300,245	894	252,000	32,602	278,000
Tennis	7,804	3,028	10,000	7,500	7,500
Other centers	92,679	62,090	78,000	35,750	75,250
Civic center	389,099	309,225	338,000	326,500	352,500
Miscellaneous	767,542	673,849	772,500	521,800	621,000
Intergovernmental revenues	231,468	7,271,253	3,425,913	3,470,392	239,946
Sale of capital assets	3,001	1,465	10,000	1,250,439	10,000
Other revenues	6,037,710	1,398,282	1,101,000	1,173,695	1,065,000
Investment income	1,938,104	1,005,835	1,301,000	98,100	101,500
Insurance recovery	-	444,355	-	-	-
Interfund transfers	3,000,000	3,004,322	3,000,000	3,000,000	3,000,000
TOTAL	\$ 129,818,046	\$ 132,086,351	\$ 124,693,051	\$ 123,130,588	\$ 122,839,453



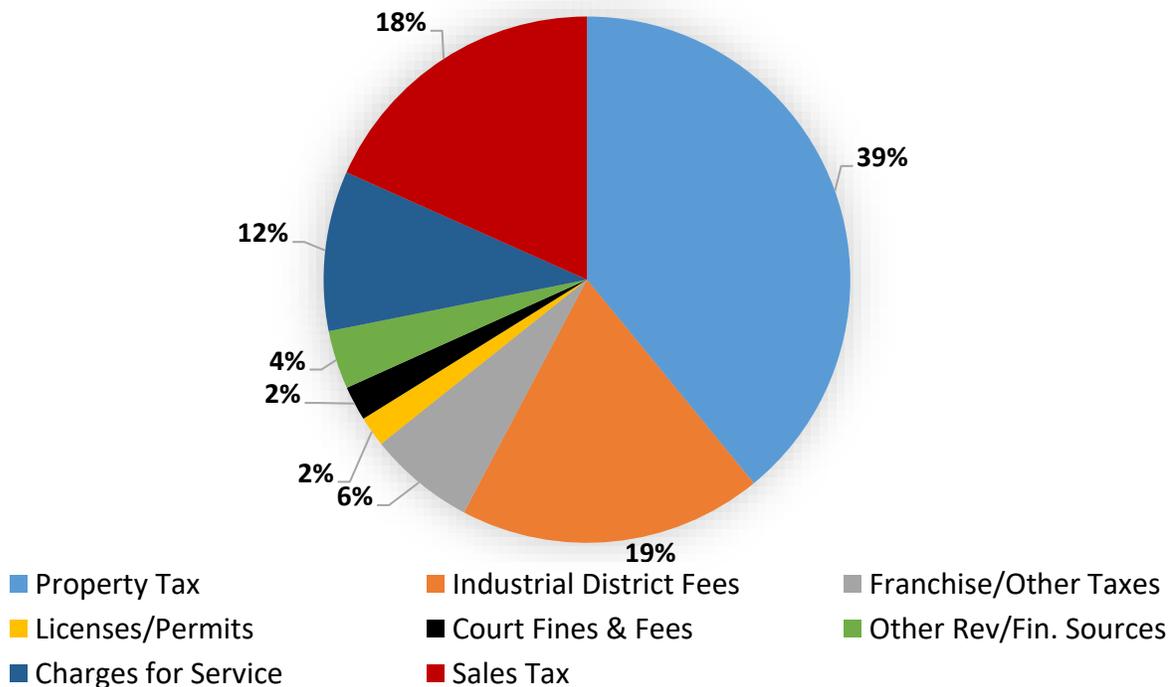
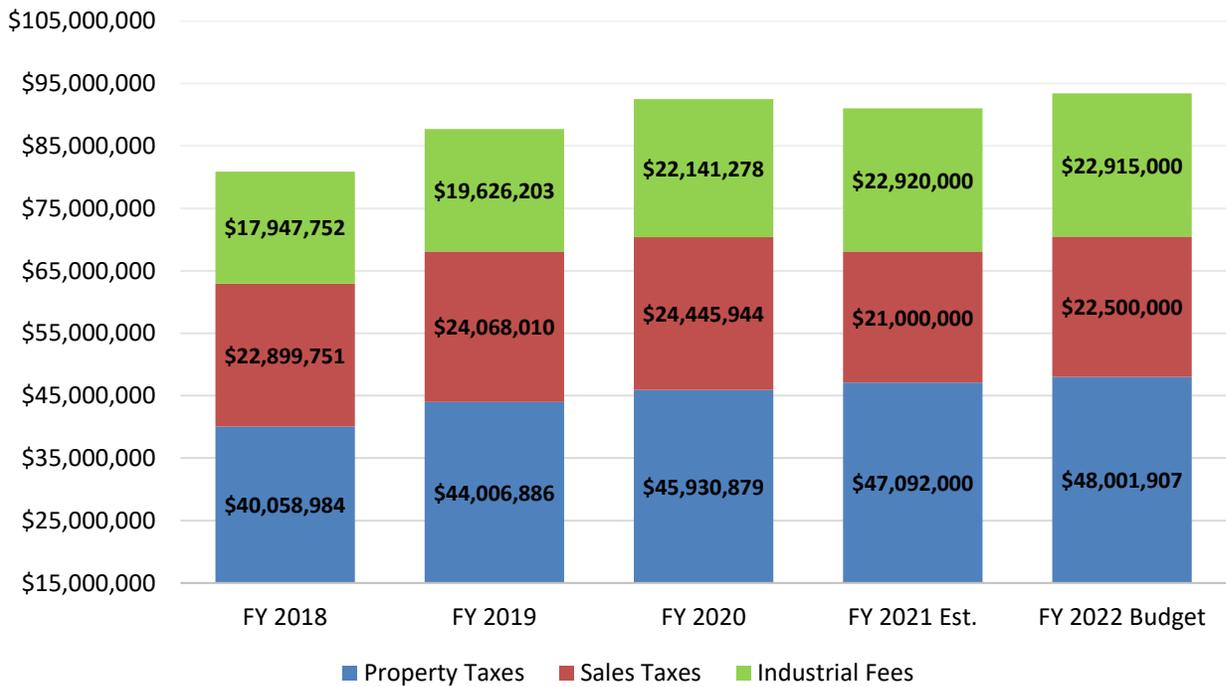
REVENUE CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
TAXES					
General property taxes					
Ad valorem taxes	\$ 43,491,690	\$ 45,440,826	\$ 44,689,473	\$ 46,727,000	\$ 47,641,907
Penalty and interest	515,196	490,053	355,000	365,000	360,000
General property taxes	44,006,886	45,930,879	45,044,473	47,092,000	48,001,907
Business taxes					
Industrial district fees	19,626,203	22,141,278	21,356,200	22,920,000	22,915,000
Sales tax	24,068,010	24,445,944	21,000,000	21,000,000	22,500,000
Utility taxes					
Electric franchise	4,830,885	4,880,717	4,850,000	4,700,000	4,700,000
Gas franchise	705,977	629,722	650,000	600,000	600,000
Telecommunications franchi	1,321,064	722,871	1,300,000	370,000	370,000
Cable TV franchise	912,114	883,288	940,000	752,000	800,000
Commerical services	2,362,053	1,363,015	1,100,000	935,000	1,000,000
Other franchises	228,905	263,475	257,600	277,600	267,600
Utility taxes	10,360,998	8,743,088	9,097,600	7,634,600	7,737,600
Other taxes					
Mixed drink tax	342,933	253,798	300,000	255,000	300,000
Bingo tax	3	47	40	-	25
Other taxes	342,936	253,845	300,040	255,000	300,025
Business taxes	54,398,147	55,584,155	51,753,840	51,809,600	53,452,625
TAXES TOTAL	98,405,033	101,515,034	96,798,313	98,901,600	101,454,532
LICENSES AND PERMITS					
Business types	3,128,833	2,070,155	2,067,250	2,056,450	2,118,250
Occupational types	118,628	88,333	106,525	81,050	103,325
Non-business types	71,186	66,049	65,000	65,550	69,000
LICENSES AND PERMITS TOTAL	3,318,647	2,224,537	2,238,775	2,203,050	2,290,575
MUNICIPAL COURT FINES AND FEES					
Fines	2,961,976	2,599,925	3,126,000	2,361,600	2,410,100
Administrative fees	1,751,767	1,149,128	1,700,000	170,000	200,000
MUNICIPAL COURT FINES TOTAL	4,713,743	3,749,053	4,826,000	2,531,600	2,610,100



REVENUE CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CHARGES FOR SERVICES					
Solid waste collection	9,014,044	9,195,670	9,014,500	8,041,250	9,044,000
Health services	432,028	376,049	427,000	372,850	416,500
Library services	29,955	11,094	30,000	4,500	10,000
Property management	344,984	358,903	360,000	353,460	351,000
Parks and recreation fees					
Recreation	211,815	72,134	125,050	102,500	127,050
Golf	580,145	409,279	585,000	703,000	785,000
Swimming pools	300,245	894	252,000	32,602	278,000
Tennis	7,804	3,028	10,000	7,500	7,500
Other centers	92,679	62,090	78,000	35,750	75,250
Parks and recreation fees subtotal	1,192,688	547,425	1,050,050	881,352	1,272,800
Civic center	389,099	309,225	338,000	326,500	352,500
Miscellaneous	767,542	673,849	772,500	521,800	621,000
CHARGES FOR SERVICES TOTAL	12,170,340	11,472,215	11,992,050	10,501,712	12,067,800
OTHER REVENUE					
Intergovernmental revenues	231,468	7,271,253	3,425,913	3,470,392	239,946
Sale of capital assets	3,001	1,465	10,000	1,250,439	10,000
Other revenues	6,037,710	1,398,282	1,101,000	1,173,695	1,065,000
Investment income	1,938,104	1,005,835	1,301,000	98,100	101,500
OTHER REVENUE TOTAL	8,210,283	9,676,835	5,837,913	5,992,626	1,416,446
OTHER FINANCING SOURCES					
Insurance recovery	-	444,355	-	-	-
Interfund transfers	3,000,000	3,004,322	3,000,000	3,000,000	3,000,000
OTHER FINANCING SOURCES TOTAL	3,000,000	3,448,677	3,000,000	3,000,000	3,000,000
TOTAL	\$ 129,818,046	\$ 132,086,351	\$ 124,693,051	\$ 123,130,588	\$ 122,839,453



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.

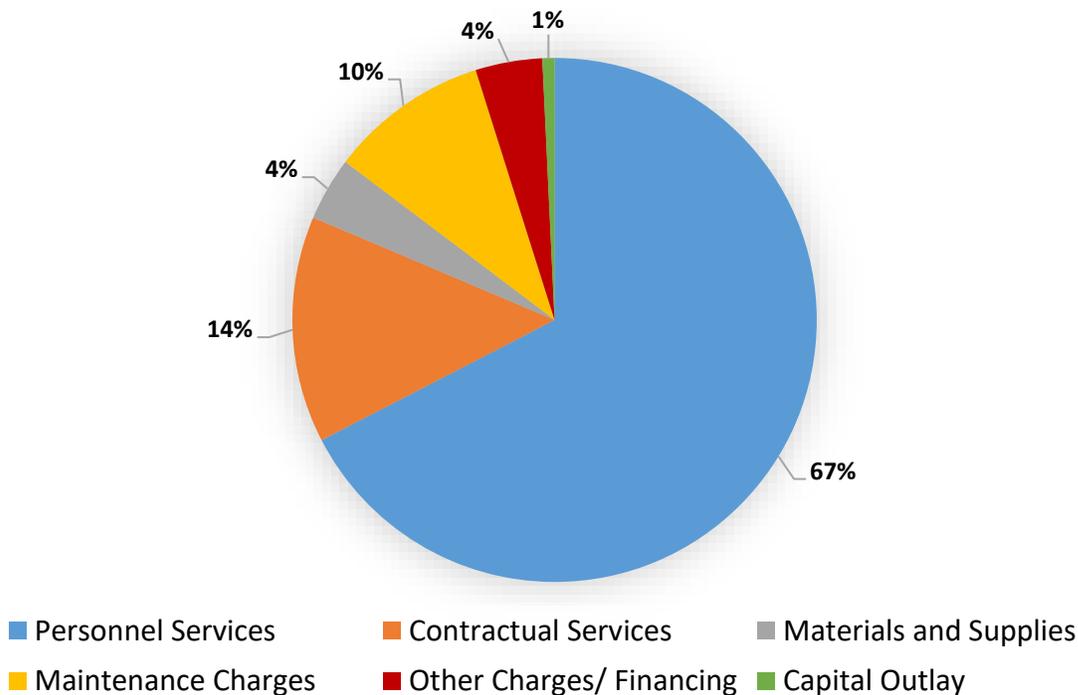




**FY 2022 ADOPTED BUDGET
GENERAL FUND EXPENDITURE SUMMARY**

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	75,061,324	84,780,201	82,473,229	80,871,401	82,813,689
Contractual services	13,976,132	14,410,588	17,917,122	16,426,685	17,166,652
Materials and supplies	3,430,642	3,206,665	4,398,125	3,555,504	4,809,538
Maintenance charges	11,341,034	11,608,531	12,077,217	12,248,111	12,072,962
Other charges	422,362	104,486	255,836	190,858	216,262
Other Uses	64,814	68,260	92,500	92,500	97,350
Other financing uses	10,995,977	5,239,979	9,522,165	9,522,165	4,750,000
Capital outlay	480,279	2,338,687	2,763,912	2,253,853	913,000
TOTAL	115,772,564	121,757,397	129,500,106	125,161,077	122,839,453

FY 2022 GENERAL FUND EXPENDITURES BY CATEGORY





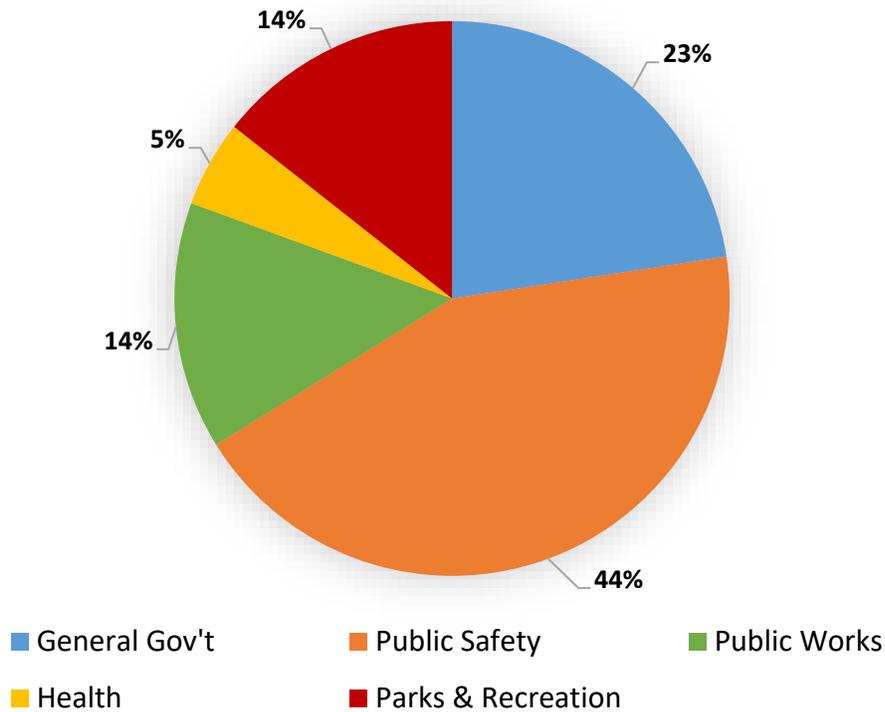
DEPT #	DEPARTMENT NAME	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
General Government						
10100	City Council	190,060	179,797	231,998	211,783	230,573
10200	Mayor	618,947	713,908	680,520	709,599	702,679
10300	Budget and Financial Planning	418,519	643,506	730,143	681,308	845,167
10400	Municipal court	2,463,011	2,535,616	2,537,179	2,512,504	2,563,989
10500	City controller	2,074,975	2,279,221	2,342,879	2,389,683	2,367,730
10600	Tax	586,251	575,477	635,470	635,470	635,470
10700	Purchasing	523,700	551,764	570,169	558,742	579,942
10800	Legal	1,583,154	2,211,092	1,513,785	1,403,322	1,303,706
10900	City secretary	441,225	465,275	497,423	490,991	507,106
11000	Elections	63,342	-	75,540	75,540	1,500
11100	Human resources	926,598	1,211,534	1,086,244	1,017,364	1,048,534
11200	Civil service	54,642	42,765	70,720	65,800	56,076
11300	City marshal	1,304,535	1,466,929	1,419,699	1,390,086	1,527,935
11400	Community relations	1,239,946	1,293,736	1,217,300	1,213,335	1,267,742
11410	Pasadena action line	433,177	483,264	463,371	456,489	470,956
11500	Planning	610,254	660,092	751,554	761,210	657,060
11505	Economic development	563,349	644,075	653,725	641,233	551,174
11510	Neighborhood network	530,600	439,135	589,772	484,309	577,215
11600	Inspections	1,571,669	1,697,023	2,725,323	2,445,296	1,916,355
11700	Project development	768,948	1,078,826	1,652,844	1,328,578	1,239,254
11720	Municipal Services	33,069	21,605	-	-	-
11725	New city hall	904,626	579,589	934,165	880,834	690,160
11727	Facilities management	175,403	134,041	328,081	249,141	240,831
11740	Impound/storage	331,785	419,999	404,227	317,172	342,797
11800	Other charges	249,017	480,578	4,178,644	4,052,999	2,665,060
11801	Other charges\transfers out	10,995,977	5,108,015	7,722,165	7,722,165	4,750,000
00920	Hurricane Harvey (FEMA)	-	235,214	-	-	-
00099	COVID-19 (FEMA)	-	129,734	-	-	-
00006	Special Purpose	305,210	147,627	-	-	-
TOTAL GENERAL GOVERNMENT		\$ 29,961,989	\$ 26,429,437	\$ 34,012,940	\$ 32,694,953	\$ 27,739,011
Public Safety						
13100	Emergency preparedness	942,034	1,155,916	1,056,611	1,107,051	1,050,733
13200	Fire fighting	3,103,393	4,098,975	3,396,419	3,190,421	3,381,809
13300	Fire prevention	1,794,764	1,792,081	1,786,388	1,768,113	1,821,455
13350	Code enforcement	740,767	729,647	819,093	807,814	758,312
13400	Police	43,036,171	49,135,251	46,407,172	45,893,192	46,525,315
TOTAL PUBLIC SAFETY		\$ 49,617,129	\$ 56,911,870	\$ 53,465,683	\$ 52,766,591	\$ 53,537,624



DEPT #	DEPARTMENT NAME	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Public Works						
14100	Engineering	2,098,301	2,349,600	2,307,872	2,252,498	2,303,492
14200	Street lighting and signals	1,203,030	1,118,430	1,350,000	1,350,000	1,350,000
14300	Sanitation	8,006,256	8,954,970	8,998,409	8,860,913	9,154,594
14400	Street and drainage	2,919,126	3,169,548	3,052,319	2,915,570	3,105,150
14500	Traffic and transportation	1,431,621	1,811,189	1,845,055	1,764,082	1,792,899
TOTAL PUBLIC WORKS		\$ 15,658,334	\$ 17,403,737	\$ 17,553,655	\$ 17,143,063	\$ 17,706,135
Health						
16100	Health	1,771,272	2,474,548	2,633,523	2,562,408	2,626,349
16200	Animal rescue and assistance	3,064,185	3,351,251	3,523,391	3,226,456	3,576,929
TOTAL HEALTH		\$ 4,835,457	\$ 5,825,799	\$ 6,156,914	\$ 5,788,864	\$ 6,203,278
Culture and Recreation						
15100	Parks	3,336,368	3,613,265	4,170,606	4,064,507	3,881,918
15200	Recreation	3,548,209	3,116,947	4,058,070	3,660,822	4,103,991
15300	Clean streets	1,801,149	1,865,347	2,003,659	1,913,713	1,975,410
15400	Golf course	1,079,121	894,651	1,143,697	973,512	1,285,604
15500	Multi-purpose center	603,656	535,528	716,668	585,359	614,392
15600	Civic center	705,769	741,077	805,911	799,424	807,120
15710	Senior center-Madison Jobe	664,669	595,001	689,227	583,960	763,176
15730	Museums	106,854	129,172	163,470	132,961	168,158
17110	Library	3,768,913	3,685,498	3,966,105	3,907,579	3,933,089
	Urban Street Projects	84,947	10,068	593,501	145,769	120,547
TOTAL CULTURE AND RECREATION		\$ 15,699,655	\$ 15,186,554	\$ 18,310,914	\$ 16,767,606	\$ 17,653,405
TOTAL EXPENDITURES		\$ 115,772,564	\$ 121,757,397	\$ 129,500,106	\$ 125,161,077	\$ 122,839,453



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



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



GENERAL GOVERNMENT CITY COUNCIL

MISSION STATEMENT

The City Council is responsible for providing representative leadership to the citizens of Pasadena ensuring that the City 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 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CITY COUNCIL					
Personnel services	109,576	104,085	105,048	104,854	105,305
Contractual services	27,500	20,215	53,050	32,500	52,565
Materials and supplies	7,205	10,439	15,350	11,850	15,043
Maintenance charges	45,779	45,058	58,550	62,579	57,660
TOTAL	190,060	179,797	231,998	211,783	230,573

CITY COUNCIL STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
MAYOR					
Personnel services	549,648	621,506	581,761	615,250	600,298
Contractual services	19,393	15,462	27,210	22,800	32,502
Materials and supplies	3,692	4,590	9,604	9,604	9,412
Maintenance charges	46,214	72,350	61,945	61,945	60,467
TOTAL	618,947	713,908	680,520	709,599	702,679

MAYOR'S OFFICE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2021

- Adopted the annual operating and capital budgets.
- Assisted departments with development of key performance metrics.
- Improved the budget process by standardization.
- Received GFOA's Budget Presentation Award
- Adopted the first 5-year Capital Improvement Plan in several years

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

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



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BUDGET AND FINANCIAL PLANNING					
Personnel services	392,310	613,974	656,324	631,726	773,095
Contractual services	12,742	7,543	49,150	25,050	39,700
Materials and supplies	646	4,943	7,030	6,880	14,969
Maintenance charges	12,821	17,046	17,639	17,652	17,403
TOTAL	418,519	643,506	730,143	681,308	845,167

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Department expenditures as a % of city expenses	0.17%	0.26%	0.28%	0.35%
General fund actual revenue as a % of budget	112%	105%	101%	100%
General fund actual expenditures as a % of budget	100%	92%	103%	100%

BUDGET AND FINANCIAL PLANNING STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1325	Budget Administrator	1	1	1
1515	Compliance Officer	0	1	1
1720	Director of Financial Planning	1	1	1
2380	Management Analyst III	2	2	2
2441	Operations Compliance Officer	0	0	1
	TOTAL:	4	5	6



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 2021

- Completed construction of new Municipal Court building.
- Completed migration of new software.
- Completed one month software training with Tyler Technology.
- Completed move in to the new Municipal Court building.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- To resolve back log of cases from COVID shut down.
- Training for Judges and Clerks.
- Plan and prioritize the general expenses.
- Work towards enhanced levels of compliance with the orders of the court.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
MUNICIPAL COURT					
Personnel services	2,039,903	2,119,891	2,014,244	2,008,686	1,999,702
Contractual services	133,171	148,792	224,787	214,270	254,030
Materials and supplies	63,800	39,681	57,360	47,860	57,213
Maintenance charges	226,137	227,252	240,788	241,688	253,044
TOTAL	2,463,011	2,535,616	2,537,179	2,512,504	2,563,989

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of cases filed per fiscal year	62,322	50,120	46,615	62,322
Warrants Issued: Capias/Warrants	19,540	10,653	256	19,540
Number of traffic cases	54,523	44,442	31,768	54,523
Annual Gross Revenue	\$7,710,273	\$6,350,050	\$5,769,482	\$7,710,273
Number of cases on appearance dockets	80,091	84,224	17,588	80,091
Number of cases on motion dockets	21,110	17,985	3,698	21,110

MUNICIPAL COURT STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1140	Associate Judge	7	8	8
1495	Collections Coordinator	1	1	0
1610	Court Clerk	1	1	1
1660	Deputy Clerk I	14	14	14
1670	Deputy Clerk II	7	7	8
2065	Juvenile Case Manager	1	1	1
2395	Municipal Court Coordinator	2	2	2
2400	Municipal Court Judge	1	1	1
2731	PT Deputy Clerk I	1	1	2
2844	PT Pooled	1	1	0
	TOTAL:	36	37	37



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 2021

- Provided an annual financial report that fully discloses the City's financial condition and contains an unqualified "clean" audit opinion in a timely manner.
- Received the Certificate of Excellence in Financial Reporting for the 27th consecutive year.
- Provided the best and most professional financial services available to the City of Pasadena.
- Reviewed the City's procedures and its system of internal controls to preserve and protect resources and identify means of improving those controls and revising procedures as required while monitoring Federal and State regulations to ensure continue compliance.
- Completed City-wide implementation of payment methods with Paymentus to have a consistent collection of credit card receipts for all City departments including online quick pay, pay-by-email, IVR payments, autopay, pay-by-text, mobile and Kiosk.
- Completed the Finance Plus and Community Plus software upgrade.
- Continued to maintain complete documentation on reports for insurance and FEMA for recovering City assets from Covid-19 Emergency.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- 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 28th consecutive year.
- Provide the best and most professional financial services available to the City of Pasadena.
- Continue the ongoing review of the City's procedures and its system of internal controls to preserve and protect resources and identify means of improving those controls and revising procedures as required while monitoring Federal and State regulations to ensure continue compliance.
- Maintain City-wide implementation of payment methods with Paymentus to have a consistent collection of credit card receipts for all City departments including online quick pay, pay-by-email, IVR payments, autopay, pay-by-text, mobile and Kiosk.
- Maintain the Finance Plus and Community Plus software upgrade.
- Continue to maintain complete documentation on reports for Federal Grants.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CITY CONTROLLER					
Personnel services	1,859,946	2,072,389	2,018,830	2,127,055	2,043,795
Contractual services	109,388	94,168	196,310	124,968	192,409
Materials and supplies	29,356	27,391	45,154	36,598	44,251
Maintenance charges	76,285	85,273	82,585	101,062	87,275
TOTAL	2,074,975	2,279,221	2,342,879	2,389,683	2,367,730

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of years received the GFOA award	25	26	27	28
CAFR awarded "clean Opinion"	Yes	Yes	Yes	Yes
Number of grants	42	39	40	40
Grants annual expenditures	\$ 20,414,654	\$ 22,577,563	\$ 24,000,000	\$ 24,000,000

CITY CONTROLLER'S OFFICE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	0	0
3200	Financial Report Lead	1	1	1
	TOTAL:	18	17	17



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**GENERAL GOVERNMENT
TAX**

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
TAX					
Contractual services	586,251	575,477	635,450	635,450	635,450
Materials and supplies	-	-	20	20	20
TOTAL	586,251	575,477	635,470	635,470	635,470



GENERAL GOVERNMENT PURCHASING

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Solicited bids, proposals, and utilized co-operative purchasing resulting in over 40 new and renewed contracts.
- Continued to administer Xerox, travel, ProCard, and cellular phone programs.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- 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.
- Work towards becoming paperless.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PURCHASING					
Personnel services	465,853	495,724	488,132	482,301	497,923
Contractual services	13,482	7,063	29,033	23,437	23,669
Materials and supplies	6,790	6,257	7,385	7,385	7,230
Maintenance charges	37,575	42,720	45,619	45,619	51,120
TOTAL	523,700	551,764	570,169	558,742	579,942

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Total Purchase Orders Processed	3,542	3,351	3,407	3,500
Total Value of Purchase Orders	\$28,099,295	\$33,847,726	\$29,217,060	\$31,000,000
Total Procurement Card Purchases	\$2,281,375	\$1,424,009	\$1,439,240	\$1,500,000

PURCHASING STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1355	Buyer III	2	2	2
2440	Office Asst II	1	1	1
2995	Purchasing Coord	1	1	1
3000	Purchasing Manager	1	1	1
	TOTAL:	5	5	5



GENERAL GOVERNMENT

LEGAL

MISSION STATEMENT

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

The City Attorney and his supporting staff (Assistant City Attorneys, Administrative Coordinator and Legal Assistants) work to provide legal advice to the Mayor, City Council, Boards & Commissions, and the various City Departments. Our office is responsible for defending the City in civil matters and lawsuits, preparing many of the agreements and documents used by the City and its departments, and for preparation of the ordinances and resolutions that are placed on the City Council Agenda for consideration. Among the many responsibilities of the office, we provide support to City departments in matters related to open records requests, emergency disaster preparation & planning, capital improvement projects, and the handling of claims & recoveries that affect the City. Additionally, we have 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 2021

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

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- 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.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
LEGAL					
Personnel services	1,124,646	2,031,941	1,187,555	1,079,911	962,522
Contractual services	98,123	90,790	216,685	213,911	232,362
Materials and supplies	31,573	22,419	38,000	37,955	37,240
Maintenance charges	64,542	65,942	71,545	71,545	71,582
Other charges	264,270	-	-	-	-
TOTAL	1,583,154	2,211,092	1,513,785	1,403,322	1,303,706

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Ordinances	219	178	198	225
Resolutions	194	155	175	200
Non-jury cases handled	51,476	50,120	37,292	51,476
Non-jury trials	68	21	10	68
Jury Trails	6	6	-	6

LEGAL STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1000	1st Assistant City Attorney	1	1	1
1075	Administrative Coordinator	1	1	1
1180	Assistant City Attorney II	3	3	2
1182	Assistant City Attorney III	1	1	1
1430	City Attorney	1	1	1
3340	Sr Legal Assistant	2	2	1
	TOTAL:	9	9	7



GENERAL GOVERNMENT CITY SECRETARY

MISSION STATEMENT

The City Secretary's mission is to serve as the custodian for all official and permanent records for the City of Pasadena. 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 2021

- Prepared for and conducted the 2021 General Election for election of Mayor and eight Council positions, in conjunction with Harris County.
- Prepared for and conducted the 2021 Runoff Election for election of Councilmembers for Districts B and E, in conjunction with Harris County.
- Attended Election Seminar in preparation for 2021 City Elections.
- Conducted a shred day for all departments at the City for the purpose of discarding any documents no longer required to be retained, pursuant to state laws and any other laws applicable to record retention.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Complete final phase of recodification of City's Code of Ordinances consisting of working in conjunction with Legal Department and MuniCode so that the newly revised Code of Ordinances for the City can be adopted for printing and distribution.
- Review all files maintained in City Secretary's Office and purge those documents no longer required by the Texas State Library and Archives Commission or any state law to be retained.
- Schedule and conduct a shred day for all departments at the 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.
- City Staff to attend Public Information Act seminar(s).



**FY 2022 ADOPTED BUDGET
EXPENDITURE BUDGET**

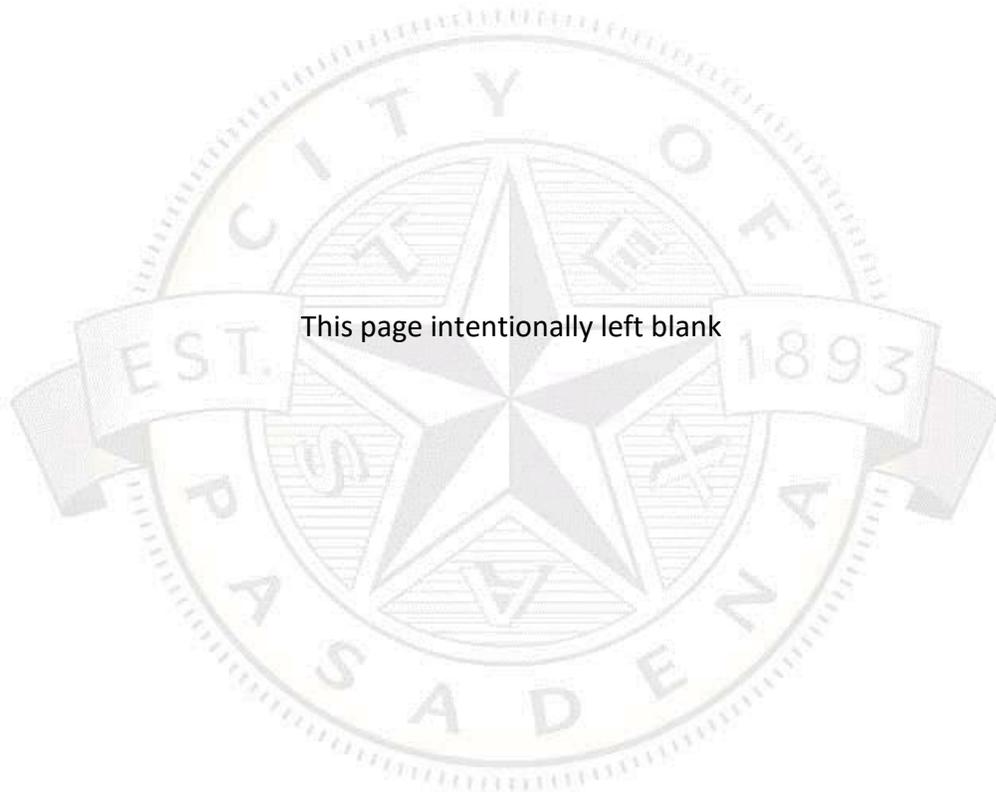
	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CITY SECRETARY					
Personnel services	372,211	401,409	392,457	388,719	399,707
Contractual services	25,180	14,571	44,094	42,344	48,500
Materials and supplies	3,740	2,457	7,345	6,401	5,330
Maintenance charges	40,094	46,838	53,527	53,527	53,569
TOTAL	441,225	465,275	497,423	490,991	507,106

PERFORMANCE INDICATORS

Council Meetings	28	Agendas	28	Minutes	28	Workshops & Agendas	5
Public Information Requests	1,140	Process Subpoenas	13	Records Management Shred Boxes	269 BX	Scanned Ordinances, Resolutions, Minutes	O 288 R 167 M 28
Process City Contracts	365	Process Release of Liens	238	Publications	76	Public Notices	155
Process Claims	77	Bid Openings	44	Process Liquor License Applications	52	Lawsuits	33
Route and Process Ords & Resos following adoption by Council	280 ORDS 166 RESOS	Notarize Documents	149	Franchise Publications and Process Reimbursement Fees for the City	29 7	Create Agenda Lists & Distribute to Departments	28

CITY SECRETARY STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1070	Admin Asst	1	1	1
1460	City Secretary	1	1	1
2655	PT Pooled City Secretary	1	0	0
3280	Sr City Secretary Assistant	2	2	2
	TOTAL:	5	4	4



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**GENERAL GOVERNMENT
ELECTIONS**

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
ELECTIONS					
Contractual services	62,846	-	73,625	73,625	1,000
Materials and supplies	496	-	1,915	1,915	500
TOTAL	63,342	-	75,540	75,540	1,500



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 2021

- Kept the active employees and pre-65 retiree insurance rates affordable.
- Completed the dependent audit to ensure accuracy of member eligibility.
- Completed the compensation study and initiated the process to address the findings.
- Partnered with Emergency Management and Care ATC to host a COVID-19 vaccination event for eligible employees, retirees, and dependents.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Establish a Wellness committee and enhance the wellness program.
- Launch compliance training for supervisors as well as offer needs-based training and development.
- Transition from a paper filing management system to Laserfiche for easier access to needed documents.
- Streamline HR processes and procedures by implementing more efficient and innovation methods.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

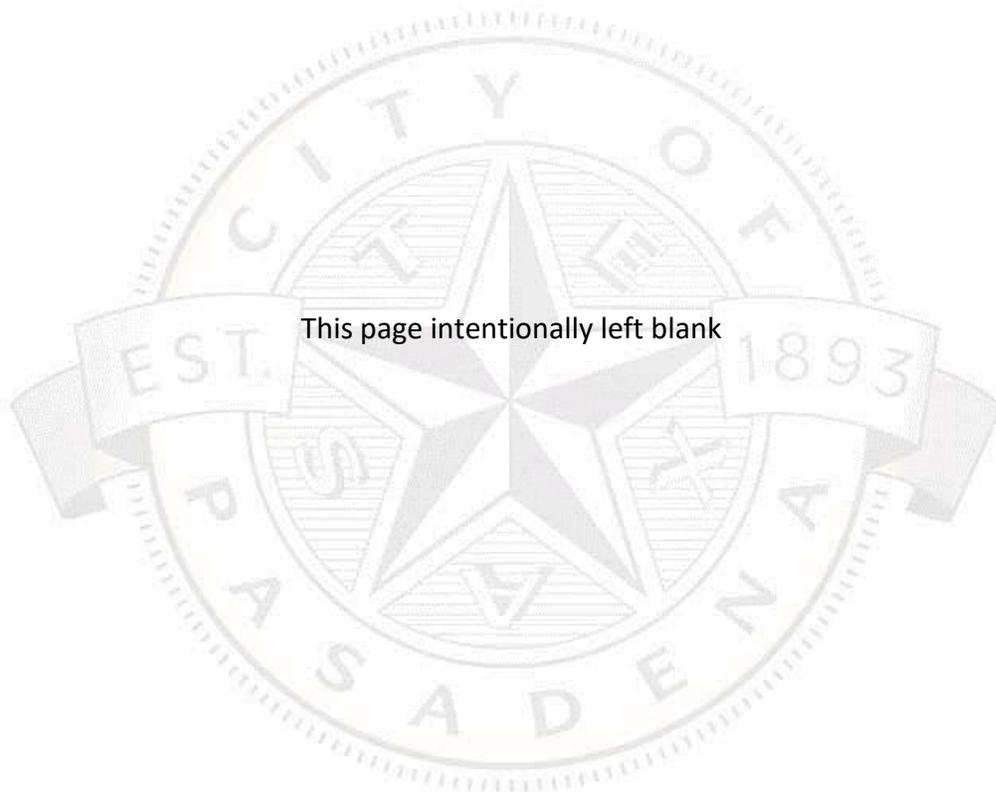
	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
HUMAN RESOURCES					
Personnel services	748,138	992,537	828,412	783,737	839,782
Contractual services	52,892	80,104	101,575	89,440	64,653
Materials and supplies	49,803	55,349	69,291	57,221	57,040
Maintenance charges	75,765	83,544	86,966	86,966	87,059
TOTAL	926,598	1,211,534	1,086,244	1,017,364	1,048,534

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Experience Modification Rate (EMR)	0.42	0.42	0.45	0.35
City employee turnover rate	10.58%	5.59%	4.06%	7.04%
Average number of applicants per job posting	92.55	99.10	97.56	96.00

HUMAN RESOURCES STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1222	Assistant HR Director	1	1	1
1263	Benefits Manager	1	1	1
1989	HR Generalist	2	2	2
1999	HR Assistant I	0	1	1
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
3370	Sr Office Asst	1	1	1
	TOTAL:	9	9	9



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**GENERAL GOVERNMENT
CIVIL SERVICE**

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CIVIL SERVICE					
Contractual services	54,102	38,085	66,800	64,300	52,234
Materials and supplies	540	4,680	3,920	1,500	3,842
TOTAL	54,642	42,765	70,720	65,800	56,076



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 2021

- Continued support for Municipal Court and City Hall Security.
- Conducted proactive patrol during the pandemic and assisted in patrolling city-wide operations.
- Park patrol operations on A.T.V. and bicycle patrol.
- Assisted in Class A & B Warrant Execution.
- Advancement of T.C.O.L.E. licensing status for marshals.
- Adjustment of shifts for warrant execution to evening hours.
- Completion of Field Training Program training for personnel.
- Partnership with Citizens Police Academy for phone banking of defendants with outstanding city warrants.
- Provided proactive patrol in high crimes areas identified by departmental Crime Analyst.

PRIORITIES, GOALS AND OBJECTIVES FOR 2022

- Execute warrants issued by the City of Pasadena Municipal Court.
- Transport individuals in custody, while providing a safe, secure environment for all individuals, utilizing professionalism and respect.
- Expand park patrol program by the continuing presence of city parks and bike trails.
- Proactive patrol in high crime areas as identified by Crime Analyst.
- Support of other divisions as necessary.
- Obtain training for the advancement of personnel as required by T.C.O.L.E. and department policy.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CITY MARSHAL					
Personnel services	1,096,881	1,278,122	1,163,994	1,145,345	1,274,127
Contractual services	19,612	10,919	18,070	14,990	22,405
Materials and supplies	29,663	17,257	72,268	64,384	44,002
Maintenance charges	158,379	160,631	165,367	165,367	187,401
TOTAL	1,304,535	1,466,929	1,419,699	1,390,086	1,527,935

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Warrants issued	21,306	10,656	11,721	23,436
Warrants served per marshal	16,590	1,776	1,953	18,249
Arrests	16,590	10,656	11,721	12,893
Arrests made per marshal	2,079	1,776	1,953	2,286

CITY MARSHAL STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1390	Chief City Marshal	1	1	1
1450	City Marshal	7	7	8
1453	Lt City Marshal	1	1	1
1455	Sgt City Marshal	1	1	1
2653	PT Pooled City Marshal	1	1	0
	TOTAL:	11	11	11



GENERAL GOVERNMENT COMMUNITY RELATIONS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Pasadena Channel Studio completed and first multi-camera program produced.
- Fill the Bus School Supply Drive and Pasadena Food Drive successfully completed despite COVID-19 limitations.
- Social Media User Agreement Approved by Legal Department and successfully implemented online.
- Continuous public messaging throughout pandemic and Winter Storm Uri, despite reduced staffing and utility limitations.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Successful return of regular and special programming such as: Neighborhood Network Association Meetings, Pasadena Industrial Community Network, Team Up to Clean Up, Fill the Bus, Pasadena Food Drive and multiple volunteer opportunities.
- Drone licensing for media department.
- More in-studio programming utilizing Pasadena Channel Studio.
- Development of City of Pasadena Mobile App.
- Increase in online registration capabilities and payments through website portals.
- Best Practices Training for social media administrators across city departments.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
COMMUNITY RELATIONS					
Personnel services	951,399	1,029,850	892,724	886,136	930,662
Contractual services	120,336	108,429	137,265	132,265	127,659
Materials and supplies	21,255	18,712	42,970	43,069	48,970
Maintenance charges	146,956	136,745	144,341	151,865	160,451
TOTAL	1,239,946	1,293,736	1,217,300	1,213,335	1,267,742

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of social media subscribers	67,000	68,742	72,013	75,000
Online (social media & web) views & impressions	3,050,000	3,099,100	3,856,402	3,875,000
Pasadena Channel on-line views	165,000	185,000	1,123,599	1,150,000
Volunteer Pasadena Number of hours	70,000	25,000	38,119	50,000

COMMUNITY RELATIONS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	0	0
	TOTAL:	9	8	8



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 2021

- Processed and responded to approximately 10,702 citizen requests, achieving closure on approximately 14,016.
- Monitored call takers' service level to increase customer service and satisfaction levels.
- Publicized and promoted the Action Line in an effort to increase citizens' knowledge of and access to city services.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Work with the 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 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PASADENA ACTION LINE					
Personnel services	410,537	460,034	433,984	429,802	440,866
Contractual services	801	570	1,975	537	1,928
Materials and supplies	439	702	4,425	1,700	4,342
Maintenance charges	21,400	21,958	22,987	24,450	23,820
TOTAL	433,177	483,264	463,371	456,489	470,956

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of Service Requests	21,052	14,016	10,702	15,500

MAYOR'S ACTION LINE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1357	Call Center Manager	1	1	1
1358	Asst Call Center Supr	1	1	1
1632	Customer Service Asst I	4	4	4
	TOTAL:	6	6	6



GENERAL GOVERNMENT PLANNING

MISSION STATEMENT

The Planning Department 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 2021

- Reviewed approximately 500 commercial site plans representing over \$70 million in new investment.
- Provided over thirty-five (35) pre-development meetings.
- Facilitated seven (7) Planning and Zoning Commission meetings and presented approximately eleven (11) department reports to Commission.
- Completed over sixty (60) Public Information Requests.
- Completed and began implementation of the Pasadena Livable Centers study.
- Completed the Pasadena Redevelopment Action Plan (formerly the Strategic Plan).
- Continued to support the City's online GIS map.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Implementation of EnerGov electronic permitting.
- Continue to implement the Pasadena Livable Centers Study and initiate the HCA / Pasadena Livable Centers Study.
- Continue to develop a more predictable and clear permitting process by implementing an online permitting system.
- Support the Pasadena Economic Development Corporation with several planning initiatives including the mall redevelopment, Vince Bayou Greenway, Pasadena Boulevard, Shaw Avenue, and Richey Street Phase II.
- Propose planning code updates to facilitate redevelopment and improve the appearance and environmental quality of the City.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PLANNING					
Personnel services	441,201	505,445	454,553	483,387	463,543
Contractual services	110,469	94,896	218,303	202,065	115,971
Materials and supplies	8,944	8,170	15,440	12,500	15,440
Maintenance charges	49,640	51,581	63,258	63,258	62,106
TOTAL	610,254	660,092	751,554	761,210	657,060

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Percentage of subdivision plats processed within 30 days	100%	100%	100%	100%
Number of residential lots and commercial reserves created	179	417	345	315
Number of site plan reviews	507	361	505	525
Number of TABC inspections	33	29	35	40
Number of inspections	994	800	855	870
Number of land use compliance reviews	-	172	415	500

PLANNING STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 (PEDC) focuses on the 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 2021

- Petroleum Service Corporation
 - Assisted with project to expand office building on new site. The new building will be approximately 30,000 sq. ft. with a capital investment of \$7.7M, creating 5 new jobs and retaining 49 F/T jobs.
- Assisted 168 small businesses by awarding them \$1,000 grants through the Pasadena Loves Local campaign.
- Began Phase 2 of Pasadena Loves Local in partnership with the Pasadena Chamber of Commerce to aid in reaching and assisting Pasadena businesses by developing a business engagement and visitation program.
- Received the Gold Media Award from the International Economic Development Council for The Pasadena Pulse E-Newsletter.
- Redevelopment Initiatives and Projects
 - Completed design and implementation of SH 225 monument sign; construction to be completed end of FY 21.
 - Assisted with the completion and adoption of the Pasadena Livable Centers Plan to create a vision for future redevelopment of North Pasadena.
 - Collaborated with the Houston Parks Board to complete the planning and program analysis for the Vince Bayou Greenway.
 - Shaw Ave. Revitalization
 - Piloted a Mural Arts project to spur the revitalization of Shaw Avenue.
 - \$4.2M infrastructure improvements from Carl St. to McMasters Ave.
 - Richey Street Phase II
 - Awarded \$85k in grants through the Business Enhancement Program.
 - Planning and design work completed for Richey St; construction slated to begin Q4 of 2021.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

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



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
ECONOMIC DEVELOPMENT					
Personnel services	507,690	609,217	602,347	598,917	498,906
Contractual services	4,618	3,727	7,500	4,388	5,500
Materials and supplies	4,772	927	8,500	2,550	6,500
Maintenance charges	46,269	30,204	35,378	35,378	40,268
TOTAL	563,349	644,075	653,725	641,233	551,174

ECONOMIC DEVELOPMENT STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1681	Economic Devel Manager	1	1	1
1703	Director of Economic Development	1	1	1
2339	Marketing Manager	1	1	1
3113	Redevelopment Manager	1	1	0
3370	Sr Office Asst	1	1	1
	TOTAL:	5	5	4



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 2021

- Hosted informational workshops including; Matching Grant Workshop, HOA Networking and Mentoring Workshop, and Apartment Networking.
- Staff attended continuing education workshops, zoom meetings, seminars and other educational activities within the community to stay connected with community needs.
- Neighborhood Network Matching Grant Review Board met and approved 40 Neighborhood Matching Grant Projects with an estimated value to the city of \$187,130 in improvement projects.
- Hosted a Community Shred Day to provide on-site shredding of sensitive documents. In October we collected 2.9 tons and April 4.1 tons.
- Staff participated in Hurricane Workshop.
- Staff volunteered with Pasadena Chamber at the Taste of the Town and Industrial Golf Tournament.
- Staff participated in Harris Country Food Drive and community outreach programs.
- Staff participated in EDC Grant Check Distribution, business and community engagement programs and focus groups.
- Facilitated Deepwater Christmas Lights installation/removal with United Rental & Parks Dept.
- Staff facilitated and executed donations from Callon Petroleum to benefit Fill the Bus, the City and local non-profit organizations.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue building relationships with Business and Industry partners-Pasadena Industrial Community Network while continuing to grow our neighborhood beautification Team Up to Clean Up program.
- Continue to build working relationships with our neighborhood and apartment communities by establishing open communication and informing them of City resources and utilizing social media with a focus on improving community relations.
- Attend and speak at local meetings, assist with City and/or community events, engage and network with Community Service and Liaison Officers to assist with PPD events, establish new neighborhoods, refer homeless or domestic violence individuals to appropriate shelters and other community services.
- Continue to engage and rebuild inactive neighborhood organizations.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
NEIGHBORHOOD NETWORK					
Personnel services	348,194	302,041	353,214	275,862	382,750
Contractual services	150,849	111,369	185,041	175,300	143,130
Materials and supplies	7,062	3,306	26,470	8,100	25,941
Maintenance charges	24,495	22,419	25,047	25,047	25,394
TOTAL	530,600	439,135	589,772	484,309	577,215

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Grant Projects	52	35	40	65
Grant Amount Awarded	\$ 98,244	\$ 102,512	\$ 93,565	\$ 123,000
Grant Project Value	\$ 196,488	\$ 205,024	\$ 187,130	\$ 246,000
PICN	27	0	15	20
PICN Project Value	\$ 80,000	\$ 0.00	\$ 15,000	\$ 40,000

NEIGHBORHOOD NETWORK STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2021

- Selected and purchased e-permitting software.
- Began the building process for the e-permitting software.
- Maintained consistent customer service levels during 50% staff reduction due to COVID 19 protocols.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Get one additional Service Representative certified as a Permit Technician.
- Get two inspectors certified in an additional discipline for use as back-up inspectors.
- Train staff and implement new permitting software.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
INSPECTIONS					
Personnel services	1,358,019	1,465,807	1,734,517	1,470,435	1,452,275
Contractual services	39,664	32,911	251,650	233,401	246,959
Materials and supplies	14,989	23,596	18,950	17,150	18,229
Maintenance charges	158,997	174,709	176,654	180,758	198,892
Capital outlay	-	-	543,552	543,552	-
TOTAL	1,571,669	1,697,023	2,725,323	2,445,296	1,916,355

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Inspections performed	23,442	19,546	23,030	22,006
Plans Reviewed	6,240	5,174	6,188	5,867
Permits Sold	11,203	9,433	10,665	10,434
Average Work Unit per Inspector	3,380	3,090	3,652	3,374

INSPECTIONS/PERMITS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1150	Assistant Building Official	1	1	1
1330	Building Official	1	1	1
1498	Comm Plans Examiner	1	1	0
2050	Inspector IV	1	1	1
2060	Inspector V	9	9	7
2430	Office Assistant I	2	2	2
2513	Permit Technician	2	2	1
2514	Permit Administrator	1	1	1
2515	Permit Services Superintendent	1	1	1
3370	Sr Office Assistant	2	2	2
	TOTAL:	21	21	17



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 2021

- Construction of the Municipal Court Building.
- Construction of the Police Academy and Fire Training Center.
- Design of the Police Annex Building.
- Renegotiation of city-wide building insurance.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Construction of the Police Annex Building.
- Design and construction of the Municipal Golf Course Maintenance Barn.
- Design and construction of the Municipal City Campus Park.
- Design of the Fire Service Administration Building.

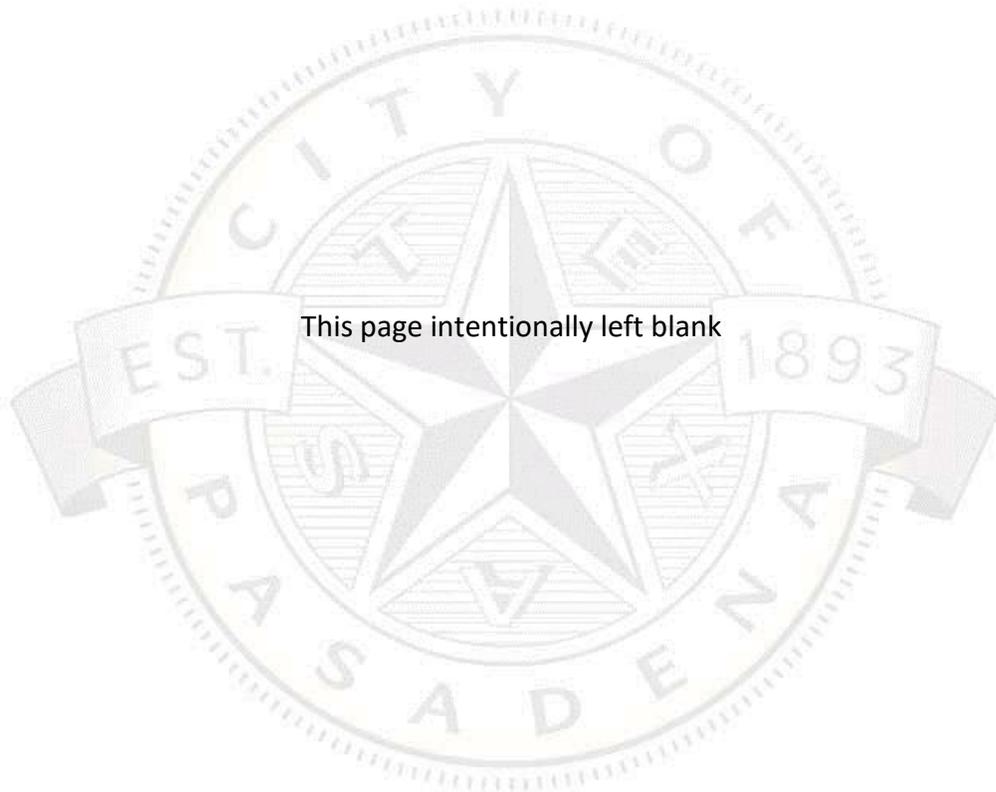


**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PROJECT DEVELOPMENT					
Personnel services	341,759	398,508	382,243	366,955	372,745
Contractual services	348,958	484,292	811,778	537,250	527,000
Materials and supplies	14,594	12,670	58,000	23,550	56,800
Maintenance charges	63,637	54,022	280,823	280,823	282,709
Capital outlay	-	129,334	120,000	120,000	-
TOTAL	768,948	1,078,826	1,652,844	1,328,578	1,239,254

PROJECT DEVELOPMENT STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	1	1	0
	TOTAL:	4	4	3



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**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – MUNICIPAL SERVICES**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
MUNICIPAL SERVICES					
Contractual Services	33,069	21,605	-	-	-
TOTAL	33,069	21,605	-	-	-

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – NEW CITY HALL**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
NEW CITY HALL					
Personnel services	-	-	-	-	-
Contractual services	622,919	370,844	497,241	471,990	485,002
Materials and supplies	43,007	55,539	79,380	51,300	77,792
Maintenance charges	228,402	153,206	137,544	137,544	127,366
Capital outlay	10,298	-	220,000	220,000	-
TOTAL	904,626	579,589	934,165	880,834	690,160



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 2021

- COVID-19 precautionary measures throughout City buildings – Plexiglas installation, touchless water faucets, touchless sanitizer dispensers.
- New metal roof installation at the Golf Course Pro Shop clubhouse and cart barn reskinned.
- Installation of netting around the entire Golf Course driving range.
- Installation of security cameras at the Golf Course inside, outside of clubhouse and parking lot area.
- Completed phase 1 of Golf Course drainage project that crosses #10 fairway.
- Beautification project on #18 pond for Golf Course.
- Upgraded electrical system at Golf Course
- Installation of new package units and duct work at Fleet Services.
- Installation of water saving fixtures at the Pasadena Fairgrounds.
- Upgraded electrical power at Maintenance Services.
- New electrical service at the new Narcotics building.
- Upgraded lights to LED at Convention Center main hall of A,B,C,D and E sections.
- Improvements of various City Buildings – Police Station sergeants offices, new Narcotics building IT room, Central Library youth area remodeled, Emergency Management TV wall, Finance department new waiting area.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- New pavilion for outdoor events at Golf Course.
- Purchase and install new watering system for Golf Course fairways.
- Update the front gate and fencing at Golf Course entrance.
- Continue drainage improvements at Golf Course.
- Air handling units and energy saving automation controls installation at City Hall.
- Retrofit antiquated HVAC systems throughout City buildings.
- Continue to improve City buildings as needed.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
FACILITIES MANAGEMENT					
Contractual services	145,004	51,413	190,055	131,065	140,218
Materials and supplies	22,673	23,323	45,650	25,700	40,817
Maintenance charges	7,726	59,305	67,376	67,376	59,796
Capital outlay	-	-	25,000	25,000	-
TOTAL	175,403	134,041	328,081	249,141	240,831

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
# of Facilities Maintained	67	67	67	67
Facilities Maintained (Square Feet)	1,045,127	1,045,127	1,045,127	1,045,127



GENERAL GOVERNMENT IMPOUND/STORAGE

MISSION STATEMENT

The goal of the fuel island and impound/storage facility is to provide a safe and 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 2021

- Made repairs to the asphalt in the Impound lot.
- Auctioned several impounded vehicles and organized the vehicles in the back of the Impound lot.
- Had the Impound lot restriped and renumbered.
- Auctioned 340 impounded vehicles and 80 retired City vehicles/equipment that resulted in approximately \$749,197.73 of revenue for the City of Pasadena.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- 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.
- Make more repairs to the asphalt in the Impound lot.
- Buy a new medium duty wrecker.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
IMPOUNDED VEHICLES					
Personnel services	320,298	391,608	379,905	293,580	319,303
Contractual services	3,735	3,817	5,010	4,280	4,909
Materials and supplies	3,273	4,069	5,190	5,190	5,086
Maintenance charges	4,479	20,505	14,122	14,122	13,499
TOTAL	331,785	419,999	404,227	317,172	342,797

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Vehicles towed by City	1,822	1,162	1,725	1,989
Vehicles towed by Contractor	1,658	1,024	1,508	1,640
Number of vehicles impounded	3,480	2,186	3,233	3,629

IMPOUND/STORAGE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
2250	Maintenance Tech I	3	3	2
2260	Maintenance Tech II	3	3	3
	TOTAL:	6	6	5



**GENERAL GOVERNMENT
OTHER CHARGES/FINANCING**

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
OTHER CHARGES					
Personnel services	-	-	1,899,644	1,899,644	2,065,715
Contractual services	153,612	255,675	292,500	177,500	292,500
Materials and supplies	-	-	-	-	155,495
Other charges	30,591	24,679	94,000	83,355	54,000
Other uses	64,814	68,260	92,500	92,500	97,350
Other financing uses		131,964	1,800,000	1,800,000	-
TOTAL	249,017	480,578	4,178,644	4,052,999	2,665,060

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – FINANCING**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
FINANCING					
Other financing uses	10,995,977	5,108,015	7,722,165	7,722,165	4,750,000
TOTAL	10,995,977	5,108,015	7,722,165	7,722,165	4,750,000

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY - FEMA (COVID-19)**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
FEMA (COVID-19)					
Contractual services	-	42,780	-	-	-
Materials and supplies	-	86,954	-	-	-
TOTAL	-	129,734	-	-	-

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – HARVEY FEMA**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
HARVEY FEMA					
Capital Outlay	-	235,214	-	-	-
TOTAL	-	235,214	-	-	-


**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – SPECIAL FUNDS**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
GEN GOVT SPECIAL					
Materials and supplies	59,930	12,576	-	-	-
TOTAL	59,930	12,576	-	-	-

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PUB SFTY SPECIAL					
Materials and supplies	5,364	35,173	-	-	-
TOTAL	5,364	35,173	-	-	-

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PR & REC SPECIAL					
Materials and supplies	111,585	48,151	-	-	-
TOTAL	111,585	48,151	-	-	-

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
HEALTH SPECIAL					
Materials and supplies	126,954	51,727	-	-	-
TOTAL	126,954	51,727	-	-	-

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
LIBRARY SPECIAL					
Materials and supplies	1,377	-	-	-	-
TOTAL	1,377	-	-	-	-



PUBLIC SAFETY

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

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

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

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



PUBLIC SAFETY

EMERGENCY PREPAREDNESS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- 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 (TDEM). An Advanced Level of Planning Preparedness is the highest level of planning preparedness, and demonstrates the greatest capability to respond to and manage emergencies and disasters.
- OEM partnered with the SERLEPC and resumed the annual Pasadena Safety Fair and Hurricane Workshop which was held 6/5/21.
- The OEM partnered with the Pasadena Public Health Department to mitigate the transmission of COVID-19. Together, we developed several policies and procedures to address and adhere to the various Federal and State executive orders and CDC recommendations in regards to: face coverings, social distancing, hygiene practices, event planning and return to work guidance. In addition, we partnered with Harris County Public Health (HCPH) and CareATC to host multiple COVID-19 vaccination and testing clinics for our employees and the citizens of Pasadena.
- In May, the OEM completed Phase 2 of the Emergency Operations Center enhancements.
- Awarded five (5) grants totaling \$415,889.81:
 - The Texas Division of Emergency Management
 - Emergency Management Performance Grant (FFY – 2020, \$46,004.81)
 - 2021 Urban Area Security Initiative (UASI) Law Enforcement Terrorist Prevention Program
 - Pasadena SWAT Sustainment - \$14,828.00
 - Combating Domestic Violent Extremism - \$229,113.00
 - Houston Regional Intelligence Center Analyst - \$107,450.00
 - Management and Administration - \$18,494.00

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Apply for UASI grant funding to update the computers and laptops within the EOC.
- Expand the current Homeland Security camera system.
- Research and develop a plan to create a Real Time Crime Center.
- Update the City's emergency alert systems: SwiftReach, Alertus and the outdoor siren system.
- Enhance the City's public safety communication and technology capabilities.
- Teach new City employees the National Incident Command System (100, 200, 700).



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
EMERGENCY PREPAREDNESS					
Personnel services	646,999	822,166	688,090	747,831	678,770
Contractual services	80,822	58,320	82,340	66,664	80,692
Materials and supplies	18,421	21,664	22,295	17,230	21,850
Maintenance charges	195,792	253,766	263,886	275,326	269,421
TOTAL	942,034	1,155,916	1,056,611	1,107,051	1,050,733

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Training				
NIMS New Hire Training	124	69	100	115
Drill/Exercise/Training – Personnel	225	13	-	120
Public Information/Public Outreach	2,000	-	1,000	2,000
Tier II Facility Reports	160	175	160	170
Emergency Plans Updated	8	1	8	4
Hazardous Materials Incidents Reported				
Level 1 – Courtesy notification	320	290	300	315
Level 2 – Watch potential off site impact	11	8	10	10
Level 3 – Warning off site impact	4	4	1	2
EOC Activations				
Partial	0	0	1	1
Full	1	2	0	1

EMERGENCY PREPAREDNESS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2021

- Maintained Class I rating for the Insurance Service Office (ISO) for the City of Pasadena.
- Took delivery of two (2) Class I Pierce Engines for Fire Station 6 and 8.
- Design and specification for replacement cascade/rehab apparatus and an aerial apparatus.
- Delivery of Cascade/Rehab Apparatus for Fire Station 8.
- Replaced two (2) Booster Trucks for Fire Stations 5 and 7.
- Graduated Academy 2021 A.
- Completed four (4) quarterly Officer Development courses.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Replace (3) Command fleet vehicles.
- Delivery of Aerial for Station 8.
- Continued maintenance of City's Class I ISO rating.
- Continued recruitment and retention initiatives.
- Increased regional training collaboration and enhanced advanced training for all members at the new training facility.
- Continued Officer Development program.
- Architectural design and construction bids for Fire Stations 6 and 7.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
FIRE FIGHTING					
Personnel services	738,253	443,421	334,620	327,100	336,969
Contractual services	1,052,769	961,342	1,414,066	1,281,140	1,362,405
Materials and supplies	319,206	289,252	587,627	507,700	531,914
Maintenance charges	948,374	1,013,473	991,056	1,005,431	982,116
Capital outlay	44,791	1,391,487	69,050	69,050	168,405
TOTAL	3,103,393	4,098,975	3,396,419	3,190,421	3,381,809

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Total Emergency incidents	2,252	2,234	2,310	2,341
False alarms - (percent of responses)	70.9%	70.86%	31.46%	45.0%
Number of Volunteers Firefighters	177	161	175	180
ISO Required Equipment testing	yes	yes	yes	yes
Response time average	11.22	11.22	10.1	9.8

FIRE FIGHTING STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1210	PT Assistant Fire Chief	1	1	1
1508	Communications Admin	1	0	0
1850	Fire Chief	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	4	3	3



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 2021

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

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- 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.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

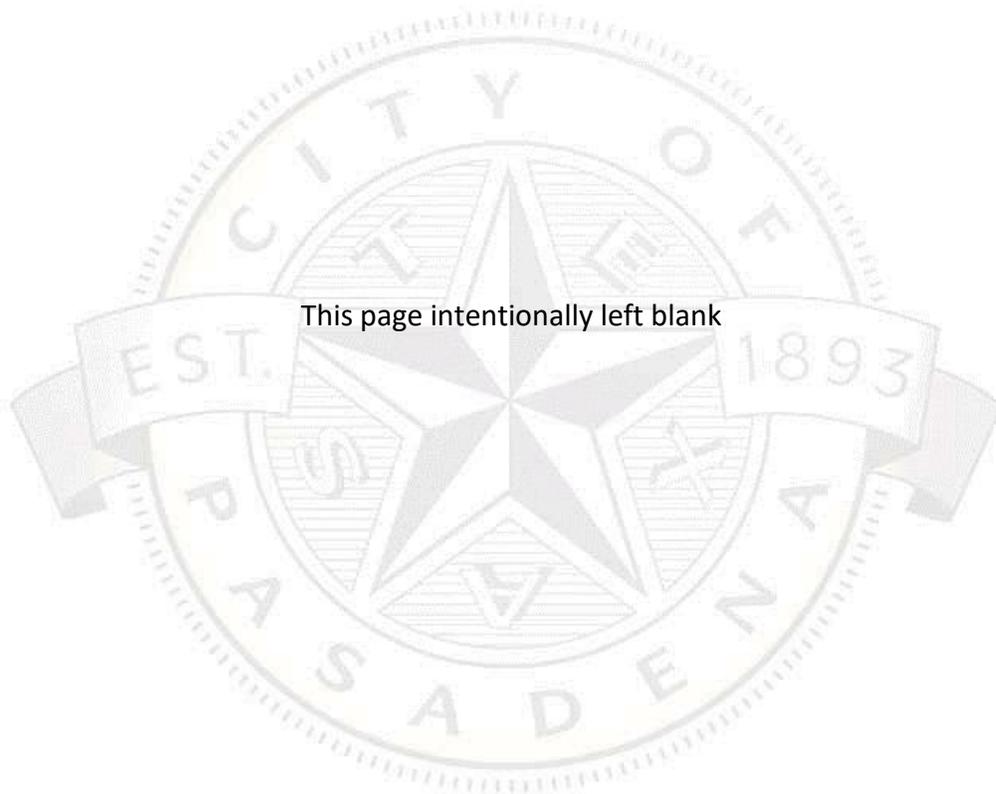
	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
FIRE PREVENTION					
Personnel services	1,332,150	1,329,809	1,274,341	1,264,685	1,301,484
Contractual services	105,860	83,318	100,540	95,921	98,529
Materials and supplies	50,975	46,202	59,764	55,764	52,979
Maintenance charges	305,779	332,752	351,743	351,743	348,463
Capital outlay	-	-	-	-	20,000
TOTAL	1,794,764	1,792,081	1,786,388	1,768,113	1,821,455

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of life safety & fire inspections	7,133	4,850	4000 +/-	4000 +/-
Inspections per inspector	7,133	4,850	4000 +/-	4000 +/-
Public educational activities	110	-	25 +/-	30 +/-
Number of investigations	647	714	760	780

FIRE PREVENTION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1220	Lt Fire Marshal	1	1	1
1650	Deputy Fire Marshal	7	7	7
1870	Chief Fire Marshal	1	1	1
1875	Sgt Fire Marshal	1	1	1
2855	PT Office Assistant	1	1	1
2700	PT Pooled Dep Fire Marshal	1	1	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	13	13	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 divisions: Administration, Investigations, Operations, and Support.

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

BY CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	37,954,501	44,059,237	40,963,382	40,491,660	41,131,611
Contractual services	432,556	414,540	541,694	488,408	530,082
Materials and supplies	303,964	265,550	344,806	315,942	335,373
Maintenance charges	4,292,781	4,395,924	4,557,290	4,597,182	4,528,249
Capital outlay	52,369	-	-	-	-
TOTAL	43,036,171	49,135,251	46,407,172	45,893,192	46,525,315

BY DEPARTMENT/DIVISION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Administration	5,310,313	5,305,332	4,934,044	5,193,710	4,794,130
Investigations	6,183,965	7,146,584	6,871,649	7,419,182	6,804,480
Operations	26,358,050	31,849,878	29,954,773	28,380,621	28,618,561
Support	5,183,843	4,833,457	4,646,706	4,899,679	6,308,144
TOTAL	43,036,171	49,135,251	46,407,172	45,893,192	46,525,315

PERFORMANCE INDICATORS

CATEGORY	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Incident-Based Reporting - Crimes Against Persons	2,456	2,438	2,350	2,415	2,414
Incident-Based Reporting - Crimes Against Property	5,362	5,545	5,126	5,344	5,344
Incident-Based Reporting - Crimes Against Society	516	654	1,040	737	736
Calls for Service	102,270	135,974	132,163	123,469	123,469
Response Time – Priority 1	3:30 minutes	3:24 minutes	3:15 minutes	3:16 minutes	3:21 minutes



PUBLIC SAFETY

POLICE ADMINISTRATION DIVISION

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Patrol Commanders have been working with City Marshals, Proactive Policing Unit, Narcotics Division, Community Services, Code Enforcement, and Auto Theft Division, in order to combat problem addresses, identified with the help of the Crime Analysis Unit, within the City with all available resources.
- Although Covid restrictions severely hampered any extra interactions with the City's youth, once the restrictions were lifted, the Community Services Division started sponsoring events like officers walking children home from school in some of our problem areas. City Marshals also started interacting with citizens in crime hot spots by being visible on bikes and ATVs, all of which garnered attention from the younger demographics.
- Several alternative CAD and RMS systems are being considered for the near future. Demonstrations have been attended on Motorola and Tyler systems.
- Training has been provided to officers regarding de-escalation in the mandatory 40-hour block. Also, a voluntary 40-hour block on Crisis Negotiation was offered, which was completely full. The introduction of the WRAP system provided officers with a safer option when handling combative subjects, while reducing risk of injury to both officers and civilians.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Commence Chief's Advisory Board meetings on a quarterly basis as another means to engage the community. Also consider implementing a similar advisory board with high school aged members to meet on a biannual basis.
- Implement and organize a tracking system to keep in compliance with the Texas Police Chief's Association Best Practice Program in order to more easily comply with required annual and quarterly reporting and record keeping requirements.
- Continue the search for a new computer-aided dispatch (CAD) system, records management system (RMS), and jail software system which will also include a user-friendly platform to digitalize the numerous paper forms currently in use. A system which also includes personnel management (training, evaluations, and calendars) and an Internal Affairs module should be considered.
- Expand the role of the Crime Analysis Unit from a reactive, report-creating one, to a more pro-active, strategic and tactical one that works in conjunction with patrol and investigative divisions to support the department's overall mission of crime reduction. Also create and implement a monthly report, which could be disseminated to the public on the department's social media platforms regarding the department's efforts the previous month to include crime statistics, arrests and charges filed.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
ADMINISTRATION					
Personnel services	4,210,580	4,156,441	3,711,993	3,967,566	3,581,789
Contractual services	274,479	271,477	353,045	324,990	345,984
Materials and supplies	64,100	53,269	62,740	62,470	61,465
Maintenance charges	761,154	824,145	806,266	838,684	804,892
TOTAL	5,310,313	5,305,332	4,934,044	5,193,710	4,794,130

POLICE ADMINISTRATION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1160	Assistant Police Chief	3	3	3
1165	Police Civilian Director	1	1	1
1410	Police Chief	1	1	1
1615	Crime Analyst	2	2	2
1805	Evidence Tech	2	2	0
2015	Info Sys Coordinator	1	1	1
2064	Regional Intelligence Coordinator	1	1	1
2200	Lieutenant	2	1	1
2430	Office Assistant I	0	1	1
2440	Office Assistant II	0	0	0
2565	Police Admin II	1	1	1
2567	Police IT Manager	1	1	1
2570	Police Officer	18	18	15
2775	Pooled Police Civilian	1	1	1
2976	Public Safety Oper Manger	1	1	1
3220	Sergeant	3	5	5
3267	Sr. Administrative Assistant	1	1	0
3370	Sr. Office Assistant	1	1	1
3515	PD Systems Support	1	1	1
3521	Tech Support Analyst II	1	1	1
	TOTAL:	42	44	38



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 2021

- The Proactive Policing Unit successfully removed 30 unlawful firearms from the streets of Pasadena.
- The Narcotic Division closed a large methamphetamine operation that was operating out of a home in Pasadena.
- Two 1993 Aggravated Sexual Assault cases were solved through efforts of our Cold Case Unit.
- Through Extensive efforts of members of the Violent Crime Unit a crime spree being perpetrated by a single individual (to include two shootings, two auto thefts and one homicide) was stopped and Capital Murder charges were filed on the suspect.
- The Family Violence Unit was awarded a \$72,000 grant to assist the Crime Victim Liaison in purchasing equipment. The Crime Victim Liaison has assisted 26 families with Crime Victim's compensation this past year.

PRIORITIES, GOALS, AND OBJECTIVES FOR FISCAL YEAR 2022

- The Burglary and Theft Unit will develop training for local retail loss prevention in how to better prosecute shoplifters.
- The addition of two Crime Scene Investigators trained in the operation of drones.
- Coordinate target response to crime and quality of life issues for the department.
- Expand the outreach of the Crime Victim Liaison by developing a part time assistant position funded by our current grant programs.
- The Family Violence Unit, in collaboration with the District Attorneys' Office will create a web-based Danger Assessment for Law Enforcement form that will replace the manual written form presently used.

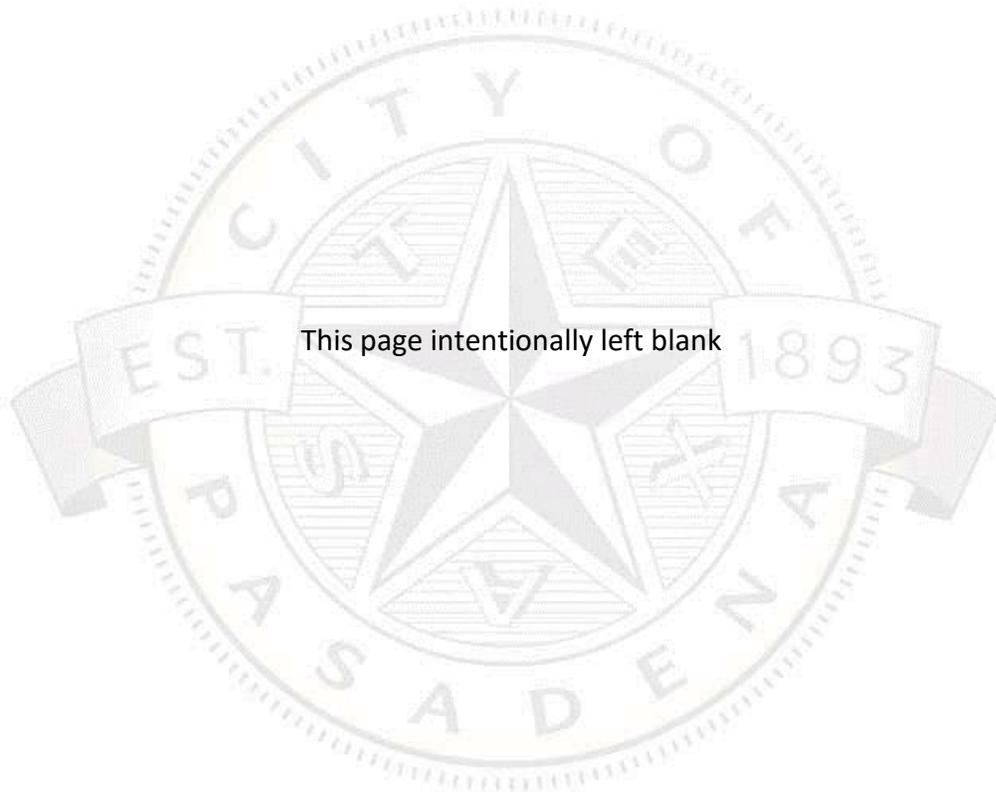


**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
INVESTIGATIONS					
Personnel services	5,622,998	6,578,993	6,282,009	6,829,914	6,223,200
Contractual services	26,696	25,618	29,008	26,698	28,428
Materials and supplies	15,381	15,254	20,923	18,058	20,504
Maintenance charges	518,890	526,719	539,709	544,512	532,348
TOTAL	6,183,965	7,146,584	6,871,649	7,419,182	6,804,480

POLICE INVESTIGATIONS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1472	Civilian Victim Liason	1	1	1
2200	Lieutenant	2	2	2
2440	Office Assistant II	2	2	2
2570	Police Officer	46	45	45
3220	Sergeant	9	9	9
3370	Sr Office Assistant	1	1	1
	TOTAL	61	60	60



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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 2021

- Officers met or exceeded professional standard for training.
- Continue the implementation of a compliment/complaint tracking mechanism for monitoring improvements in the area of professionalism.
- Improve patrol efficiency and workload distribution through redistricting.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Reduce traffic crashes through data collection, officer observations and citizen requests.
- Increase roadway safety through citizen education and voluntary compliance.
- Reduce crime and disorder through directed patrols.

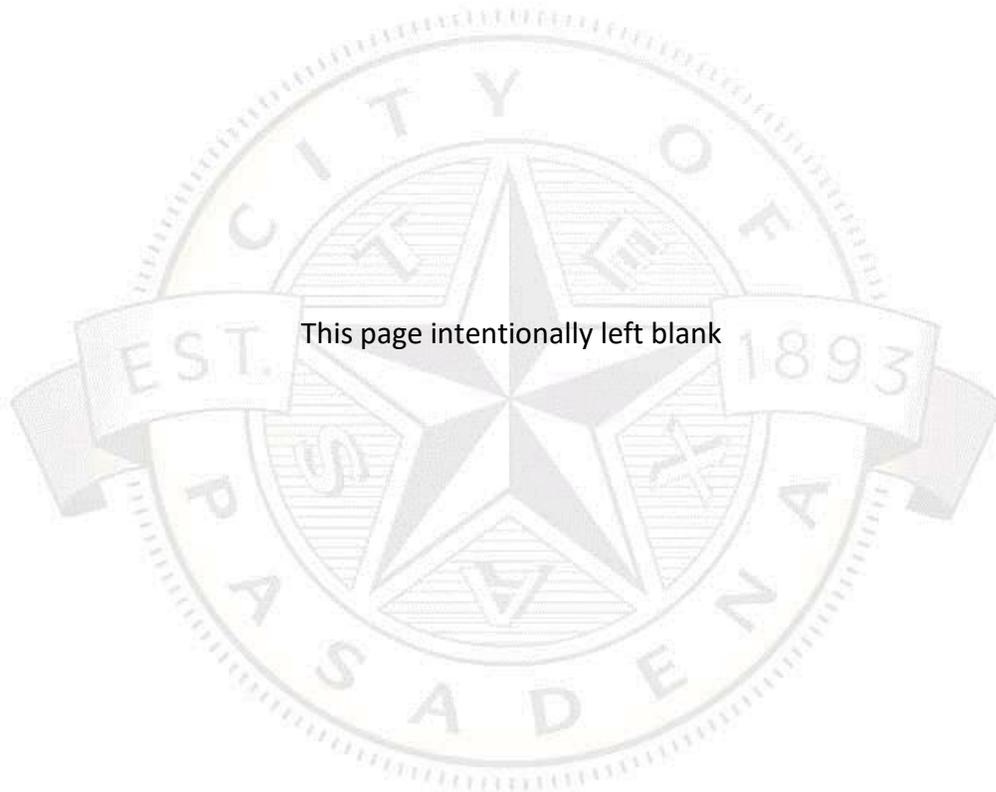


**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
OPERATIONS					
Personnel services	23,408,659	28,910,373	26,846,011	25,300,713	25,530,604
Contractual services	90,229	77,142	97,165	90,940	94,445
Materials and supplies	199,392	173,307	230,224	207,595	223,103
Maintenance charges	2,659,770	2,689,056	2,781,373	2,781,373	2,770,409
TOTAL	26,358,050	31,849,878	29,954,773	28,380,621	28,618,561

POLICE OPERATIONS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
2200	Lieutenant	4	4	4
2570	Police Officer	158	156	141
2575	PSO Manager	1	1	1
2578	PT Police Services Officer - Pool	1	1	1
2579	Police Services Officer I	8	12	16
2580	Police Services Officer II	20	16	12
2581	Police Services Officer III	11	11	11
2582	PSO Shift Supervisor	6	6	6
3220	Sergeant	25	23	23
	TOTAL:	234	230	215



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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 2021

- The Pasadena Police Academy processed over 1,000 Applicants – testing 300, conducting backgrounds and hiring 15 Police Cadets. The Academy also processed 577 Police Service Officer (PSO) Applicants – testing 129, conducted 39 backgrounds, and hiring 7 PSOs.
- Launched first week long Department PSO Orientation for new hires; yielded very favorable feedback from candidates and division participants.
- The Community Services Division facilitated the donations of 89 children’s winter coats from an independent business owner and distributed these coats to Sarah’s House shelter and Baker-Ripley Community Center on the week prior to the Arctic Blast which immobilized most of the residents of Pasadena.
- The Community Services Division acquired the first Community Engagement Vehicle, through utilizing the Child Safety Fund, a 2020 Ford Mustang GT for a vast variety of Community Events. Subsequently, the CEV has been displayed for the contact of several thousand students and residents.
- The Pasadena Police Dept. Chaplain Corps has expanded from 4 Active Volunteer participating Chaplains to a total of 10 Active Volunteer Chaplains.
- Continued to grow the department’s social media platforms to increase the agency’s effectiveness, including growing our Spanish pages.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- To transition the hiring of Police Service Officers to the Jail and Dispatch Command. This will be conducted through a process of training current PSO staff to assume these duties.
- Develop an incentive program to implement the Gracie Survival Tactics (GST) integrated Law Enforcement Defensive Tactics program that is supported by the Executive Staff, City Leaders, and Department Commanders. To support this initiative the Academy staff will provide trained instructors and scheduled times for officers to learn and practice GST.
- Increase staffing of sworn police officers and fill eight open Police Service Officer Positions. Enhance recruiting and retention efforts by establishing partnerships and relationships with local schools and colleges.
- Expand community engagement opportunities by enhancing relationships with our local partnerships including the Citizen’s Police Academy Alumni Association, Neighborhood Networks, area churches and other community organizations.
- The Community Services Division officers will continue and enhance the self-initiated program of escorting/ walking elementary school age children, who reside in high volume Police Calls for Service areas, from their schools to their homes/ apartment complexes.
- Increase the staff of the Pasadena Police Dept. Chaplain Corps from 10 Active Chaplains to 15 Chaplains through active recruitment selection and training.
- Improve the fleet and safety of our officers by adding new technology relating to autonomous braking, lane departure warnings, and other integrated safety features offered by General Motors.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
SUPPORT					
Personnel services	4,712,264	4,413,430	4,123,369	4,393,467	5,796,018
Contractual services	41,152	40,303	62,476	45,780	61,225
Materials and supplies	25,091	23,720	30,919	27,819	30,301
Maintenance charges	352,967	356,004	429,942	432,613	420,600
Capital Outlay	52,369	-	-	-	-
TOTAL	5,183,843	4,833,457	4,646,706	4,899,679	6,308,144

POLICE SUPPORT STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1305	Police Facility Supervisor	1	1	1
1306	Police Records Supervisor	0	1	1
1805	Evidence Tech	6	6	8
1808	Evidence Control Supervisor	1	0	0
2200	Lieutenant	1	2	2
2385	Motor Pool Attendant	1	1	1
2386	Motor Pool Supervisor	0	0	1
2430	Office Assistant I	4	4	4
2440	Office Assistant II	5	5	5
2568	Police Coordinator	1	1	1
2570	Police Officer	21	21	21
2600	Police Cadet	15	15	25
3040	Record Manager	1	1	1
3220	Sergeant	3	3	3
3370	Sr Office Assistant	6	5	5
	TOTAL:	66	66	79



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 2021

- Staff is on track to average 396 code violation inspections each month or approximately 4,747 inspections for the year. The Mayor's Action Line is on pace to submit 1,073 complaints of the 4,747 inspections performed, the staff anticipates 2,601 proactive inspections in the community.
- As voluntary compliance is our main objective, our staff will coordinate with property owners on approximately 96% of all violations. The City will remove around 21 junk motor vehicles and boats from private property which will be demolished according to State law and will impound an estimated 90 abandoned vehicles from public streets.
- We anticipate procuring and awarding contracts for the securing of approximately 11 open, vacant structures, the cleanup of 36 overgrown and/or trash and debris cluttered properties, and the demolition of 5 dilapidated houses. Our dangerous building program so far, this fiscal year has led to the repair and rehab by the owner of 12 unsafe structures, and another 11 unsafe structures were demolished by the owner. Code Enforcement anticipates 212 lien/lien releases. The staff has issued 16 taxi driver permits and inspected each taxi for compliance with the applicable city ordinance this fiscal year so far. Staff is on pace to respond to 176 public information requests (PIR) from the City Secretary.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- To fully investigate all citizen complaints and communicate the findings to the citizen promptly. To take the required action to correct or abate the violations investigated from complaints through the Mayor's Action Line or identified during the Code Enforcement's Officers proactive enforcement throughout their assigned areas.
- To improve public safety by ensuring that our neighborhood roadways within the City are kept free of obstructions including abandoned or illegally parked vehicles that may hinder the response times for emergency vehicles.
- To assist in neighborhood improvement activities through code compliance by removing any signs of blight, decay, and disorder (such as junk vehicles, high weeds/grass, dilapidated structures, accumulations of refuse, etc) within the community.
- Attend Homeowners and Civic Club meetings to establish a consistent presence within the community and educate residents about the functions and activities of Code Enforcement.
- To provide the necessary resources and opportunities for each staff member to participate in continuing education classes to maintain their State Code Enforcement Certifications as well as to enhance their abilities as Code Enforcement Officers. The training also provides legislative updates concerning changes in applicable State law.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CODE ENFORCEMENT					
Personnel services	320,501	348,083	328,298	350,794	267,764
Contractual services	176,772	172,687	240,285	213,038	246,452
Materials and supplies	49,174	26,653	58,999	52,120	45,230
Maintenance charges	194,320	182,224	191,511	191,862	198,866
TOTAL	740,767	729,647	819,093	807,814	758,312

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Yearly Number of Investigations	7,678	5,608	4,747	5,178
Yearly Number of Violations	7,483	5,440	4,494	4,967
Monthly Investigations per Code Enforcement Officer	92	66	57	61
City Ordinances administered by code enforcement	21	21	21	21

CODE ENFORCEMENT STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1642	PT - Code Enforcement Officer	1	1	1
1644	Code Enforcement Supervisor	1	1	0
1645	Deputy Code Enforcement Inspc.	1	1	1
2040	Inspector III	7	7	7
2440	Office Assistant II	0	0	1
3370	Sr Office Assistant	1	1	1
8888	PT-Pooled	1	1	0
	TOTAL:	12	12	11



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**PUBLIC WORKS**

Public Works is accountable for the planning, design, development, construction and maintenance of the City's infrastructure which includes: roadways, storm water, traffic mobility and utilities. The Department is responsible for overseeing all Capital Improvement Projects as well as the divisions that provide everyday maintenance such as: Engineering, 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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	7,237,033	8,257,304	7,668,023	7,478,644	7,790,448
Contractual services	6,756,015	7,284,178	7,695,548	7,653,645	7,795,423
Materials and supplies	728,813	879,530	1,147,105	969,160	1,047,150
Maintenance charges	919,137	923,550	942,979	958,614	928,114
Capital outlay	17,336	59,175	100,000	83,000	145,000
TOTAL	15,658,334	17,403,737	17,553,655	17,143,063	17,706,135
BY DEPARTMENT/DIVISION					
Engineering	2,098,301	2,349,600	2,307,872	2,252,498	2,303,492
Sanitation	8,006,256	8,954,970	8,998,409	8,860,913	9,154,594
Street and bridge	2,919,126	3,169,548	3,052,319	2,915,570	3,105,150
Traffic and transportation	1,431,621	1,811,189	1,845,055	1,764,082	1,792,899
Street lights and signals	1,203,030	1,118,430	1,350,000	1,350,000	1,350,000
TOTAL	15,658,334	17,403,737	17,553,655	17,143,063	17,706,135



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 2021

- Awarded design and administration funding from the FEMA Hazard Mitigation Grant Program (HMGP) for the City Hall Emergency Power Generator project.
- Received application approval of \$47.2 million from the Texas General Land Office (TXGLO) for the Community Development Block Grant – Mitigation (CDBG-MIT) program. Project will consist of alleviating severe coastal flooding impacts in North Pasadena.
- Received application approval from Community Development in the amount of \$1,224,399.00 from Community Development Block Grant (CDBG) funds for the Llano Street Paving & Drainage Improvements Phase II project.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Receive approval of Phase II of the Hazard Mitigation Grant Program (HMGP) by TDEM/FEMA and begin construction of approximate 25 miles of roadways.
- Continue to develop and manage Capital Improvement Projects and grant activities to maximize city resources.
- Continue to improve activities in meeting all requirements for Municipal Storm Sewer Separate System (MS4) permit and Community Rating System (CRS) Program.
- Award engineering and construction agreements for the American Rescue Plan (ARP) Act of 2021 – Coronavirus Local Fiscal Recovery Fund (CLFRF).



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
ENGINEERING					
Personnel services	1,646,088	1,787,809	1,680,742	1,624,139	1,758,921
Contractual services	262,562	355,469	415,325	408,400	342,357
Materials and supplies	28,199	27,295	35,100	32,000	27,050
Maintenance charges	161,452	170,727	176,705	187,959	175,164
Capital outlay	-	8,300	-	-	-
TOTAL	2,098,301	2,349,600	2,307,872	2,252,498	2,303,492

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Utility Availability/Flood Plain Letters	190	182	193	190
Construction Projects Inspected	38	32	34	50
Professional Contract Oversight	55	41	45	48
Map and data files maintained	3,200	3,364	3,400	3,500

ENGINEERING STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1230	Sr Asst Public Works Director	2	2	2
1400	Construction Inspector	1	0	0
1525	Construction Manager	0	1	1
1683	Deputy Dir Public Works	1	1	1
1705	Director of Public Works	1	1	1
1764	Engineering Coordinator	1	1	1
1765	Engineering Tech	1	1	1
1918	GIS Tech I	1	1	1
1919	GIS Tech II	1	1	1
2040	Inspector III	1	1	1
2050	Inspector IV	0	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	0	0	1
2525	Plan Review Tech	1	1	1
2620	Sr Project Manager	1	0	0
2886	Project Manager	2	2	2
	TOTAL:	15	15	16



PUBLIC WORKS SANITATION

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Continue Recycle Center Upgrades.
- Utilize other forms to manage garbage and heavy trash pickup.
- Continue to issue and deliver 64-gallon garbage carts.
- Continue to issue and deliver 64 gallon recycle carts.
- Utilize resources to continue operating the department as required.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

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



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
SANITATION					
Personnel services	2,489,630	2,992,701	2,871,438	2,814,145	2,880,063
Contractual services	5,094,059	5,451,071	5,517,403	5,504,625	5,671,440
Materials and supplies	134,698	238,513	329,500	262,070	329,500
Maintenance charges	287,869	272,685	280,068	280,073	273,591
TOTAL	8,006,256	8,954,970	8,998,409	8,860,913	9,154,594

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Customers	32,042	32,180	32,283	32,500
Tons of refuse collected per month	4,163 TONS	4,573 TONS	4,689 TONS	4,200 TONS
Units served per month	331,125	332,527	333,602	335,834
Cost per unit per month	\$1.75	\$2.23	\$2.24	\$2.26

SANITATION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1790	Equipment Operator II	3	3	3
1800	Equipment Operator III	2	2	2
2040	Inspector III	1	1	1
2430	Office Asst I	1	1	1
2895	PT Pooled Sanitation	1	1	1
3010	Public Works Superintendent	1	1	1
3140	Sanitation Route Supervisor	2	2	2
3160	Sanitation Truck Driver	13	13	13
3170	Sanitation Worker I	15	15	15
3171	Sanitation Worker II	2	2	2
3370	Sr. Office Assistant	1	1	1
	TOTAL:	42	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 2021

- **Asphalt Overlay:** 5000 Burke (Crenshaw Park); 6062 Genoa Red Bluff (PD)
- **Major Street Repairs Blacktop:** 3021 Beverly; 2910 Southmore (Pal Gym)
- **Major Section Repairs Blacktop:** 623 Fox Hollow; 100 Preston; 4203 Fernside; 4730 Royal Dornoch; 3600 Red Bluff; Vista & Pansy; 3601 Preston; 4913 Holly Park; Barbara & Jane; 3940 Preston; 2400 Juliet; 2600 Red Bluff
- **Special Projects:** Fairmont & Center – Install retaining wall at park; 5000 Oaks – Install concrete pad for parks; 1000 Duffer – Install 8 concrete pads and built retaining wall at Golf Course; 1201 Davis – Install 4 concrete pads for lighting at Police Station; 3124 Red Bluff – Install 4 concrete pads for Fleet Maintenance; February Ice Storm; 5202 Red Bluff-Demo Building Major Fire.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Work with the IT Department to utilize the City Works program in responding to citizen requests for street and drainage repairs or maintenance and to improve customer service.
- Improve Employee safety knowledge on equipment through training.
- Carry out annual street maintenance plan by maintainING and repairing street surfaces.
- Maintain safe citywide flood control water flows by increasing frequency of storm drain, conduit, and inlet cleaning.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
STREET AND BRIDGE					
Personnel services	2,186,985	2,409,277	2,150,459	2,101,577	2,174,175
Contractual services	26,948	35,130	67,060	49,360	65,700
Materials and supplies	330,279	346,039	451,250	378,720	442,350
Maintenance charges	362,914	360,727	363,550	367,913	357,925
Capital Outlay	12,000	18,375	20,000	18,000	65,000
TOTAL	2,919,126	3,169,548	3,052,319	2,915,570	3,105,150

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Street Improvements (Linear feet)	15,932	6,958	20,000	20,000
Sidewalk Improvements (Linear feet)	5,417	4,085	8,000	8,000
Drainage Improvements (Linear feet)	14,158	6,832	20,000	20,000

STREET & BRIDGE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1780	Equipment Operator I	4	4	4
1790	Equipment Operator II	5	5	5
1800	Equipment Operator III	2	2	2
2955	PT Pooled Street & Bridge	1	1	1
3010	PW Superintendent	1	1	1
3370	Sr Office Assistant	1	1	1
3690	Utility Worker I	7	7	7
3700	Utility Worker II	6	6	6
3705	Utility Worker III	2	2	2
3710	Utility Worker IV	2	2	2
	TOTAL:	31	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 2021

- Upgraded communications system equipment at 1 intersection to improve operations reliability and reduce overall delay, congestion and collisions at traffic signals.
- Performed Pasadena Freeway Lighting maintenance from Scarborough to east city limits.
- Completed TX-DOT traffic signal intersection maintenance along Beltway 8 and Pasadena Freeway.
- Had Traffic Engineer apply new coordination numbers along Spencer Highway.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Upgrade communications system equipment at 12 intersections to improve operations reliability and reduce overall delay, congestion, and collisions at traffic signals.
- Reconstruction of 5 traffic signal intersections (Red Bluff @ Kingsdale, Pasadena Blvd. & Houston, Shaver @ West, Fairmont @ Burke and Queens & So. Houston.) New traffic signal design at Pasadena Blvd. @ Curtis, Strawberry @ Crenshaw and Red Bluff @ Jana.
- Continue intersection maintenance on TX-DOT signals along Beltway 8 and Pasadena Freeway.
- Continue remarking streets, curbs, medians and city parking lots.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
TRAFFIC AND TRANSPORTATION					
Personnel services	914,330	1,067,517	965,384	938,783	977,289
Contractual services	169,416	324,078	345,760	341,260	365,926
Materials and supplies	235,637	267,683	331,255	296,370	248,250
Maintenance charges	106,902	119,411	122,656	122,669	121,434
Capital Outlay	5,336	32,500	80,000	65,000	80,000
TOTAL	1,431,621	1,811,189	1,845,055	1,764,082	1,792,899

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Lane-miles of streets striped	53%	34%	40%	35%
Traffic signs installed, replaced or removed	6%	5%	8%	7%
Controllers replaced	9%	17%	10%	10%

TRAFFIC & TRANSPORTATION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
3230	Sign Markings Tech I	2	2	2
3240	Sign Markings Tech II	2	2	2
3250	Sign Markings Tech IV	2	2	2
3370	Sr Office Assistant	1	1	1
3601	Traffic Signal Tech III	3	3	3
3605	Lead Traffic Sign Tech	1	1	1
3610	Traffic Superintendent	1	1	1
	TOTAL:	12	12	12



PUBLIC WORKS
STREET LIGHTS/SIGNALS

FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
STREET LIGHTS AND SIGNALS					
Contractual services	1,203,030	1,118,430	1,350,000	1,350,000	1,350,000
TOTAL	1,203,030	1,118,430	1,350,000	1,350,000	1,350,000

**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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	10,233,546	9,963,754	10,989,709	10,696,964	11,083,531
Contractual services	1,466,279	1,354,690	1,829,592	1,426,133	1,656,839
Materials and supplies	986,513	841,112	1,243,928	887,566	1,736,349
Maintenance charges	2,657,832	2,566,916	2,621,375	2,619,884	2,597,091
Capital outlay	355,485	460,082	1,626,310	1,137,059	579,595
TOTAL	15,699,655	15,186,554	18,310,914	16,767,606	17,653,405
BY DEPARTMENT/DIVISION					
Parks	3,336,368	3,613,265	4,170,606	4,064,507	3,881,918
Recreation	3,548,209	3,116,947	4,058,070	3,660,822	4,103,991
Clean streets	1,801,149	1,865,347	2,003,659	1,913,713	1,975,410
Golf course	1,079,121	894,651	1,143,697	973,512	1,285,604
Multi-purpose center	603,656	535,528	716,668	585,359	614,392
Civic center	705,769	741,077	805,911	799,424	807,120
Senior center - Madison Jobe	664,669	595,001	689,227	583,960	763,176
Museums	106,854	129,172	163,470	132,961	168,158
Library	3,768,913	3,685,498	3,966,105	3,907,579	3,933,089
Urban Street Projects	84,947	10,068	593,501	145,769	120,547
TOTAL	15,699,655	15,186,554	18,310,914	16,767,606	17,653,405



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 2021

- Maintained mowing and general maintenance of parks and trails with limited staff this year even when off during COVID-19 breaks.
- A new grant funded playground replaced the old playgrounds at Red Bluff and Gardens Parks.
- Swings were added to Queens Park.
- Hosted the Texas Recreation and Parks 2021 Maintenance Rodeo at the Pasadena Convention Center and won the overall team award.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue in doing our best maintaining parks, trails, and facilities while controlling spending and operational cost.
- Add restroom at Crenshaw Park.
- Add new skate structures to skatepark at Memorial Park.
- New Splash pad at Holly Bay Park.
- Community Garden and new Vince Bayou Park development.
- Add swings at Memorial Park play area.
- Add new restrooms at Holly Bay Park.
- Development of Preston Park.
- Follow goals from Healthy Parks Plan to add additional drinking fountains and continue to look for adding additional greenspace to the City.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
PARKS					
Personnel services	2,058,160	2,290,283	2,257,215	2,217,186	2,279,471
Contractual services	336,629	265,100	347,214	280,375	306,060
Materials and supplies	167,039	186,744	211,691	212,460	207,400
Maintenance charges	732,312	722,411	725,701	725,701	718,987
Capital outlay	42,228	148,727	628,785	628,785	370,000
TOTAL	3,336,368	3,613,265	4,170,606	4,064,507	3,881,918

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Acres mowed by Parks Weekly	274	280	387	450
Acres mowed per worker weekly	20	20	20	20
Sports fields maintained per week	58	58	58	58
Sports fields maintained per worker per week	19	19	19	19
Average mow cycle (days)	10	12	11	10

PARKS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	0	0
2460	Parks Superintendent	1	1	1
2470	Parks Foreman	3	3	3
2480	Parks Worker I	18	17	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	38	39



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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 2021

Recreation Admin

- Completed Healthy Parks Plan and secured council for approval.
- Increased our online presence and increased likes and interaction from public.
- Continued to provide programming to residents through creative online and outside programming during the Covid-19 pandemic.
- Completed 3-year grant process with MD Anderson resulting in over \$423,000 in grant monies and took control of the Partnership for a Healthy Pasadena cooperative established with MD Anderson to continue collaborative relationships with member entities to continue to work on health and wellbeing issues in Pasadena.
- Hosted Texas Recreation and Parks Society East Region Virtual Workshop via Zoom. Had over 300 participants and 24 learning sessions as well as Keynote Speaker.
- Placed 7 shade structures at multiple splash pads and Verne Cox universal playground utilizing grant funding.

Aquatics:

- Re-opened Red Bluff and Sunset pools to full capacity on Memorial Day 2021.
- Opened Strawberry pool for exercise classes and lap swim only due to pandemic related recruiting limitations.
- 3 full time staff received certification as Aquatics Facility Operators.

Athletics:

- Able to continue limited youth and adult programming implementing Covid-19 restrictions as approved by the Pasadena Health Department and following CDC guidelines.
- Project over 2,500 youth participated in Soccer programming.
- Project over 300 youth participated in Basketball programming

Recreation Centers:

- Completed goal of certifying all PT Recreation Attendants as Food Handlers
- Staff participated in hosting TRAPS Equipment Rodeo
- Created tentative programming calendar for Fall 2021-2022 to increase events
- Full time staff trained in Park Assessments
- Full time staff trained in SOPARC

Tennis

- Utilizing an agility, as well as strength and conditioning program in our junior academy group.
- Running monthly UTR tournaments.
- Currently studying for certification as personal trainer and nutritionist through ISSA.



PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

Recreation Admin

- Implement use of RecDesk system for all applicable programs and rentals.
- Continue to implement recommendations from Healthy Parks Plan
- Complete review of and revision of all recreation policies and procedures.
- Submit new fee recommendations to Council for approval.

Aquatics:

- Implement use of RecDesk software for all applicable programming.
- Increase WSI and BSI recruiting and training to allow an increase in number of swim lessons available to the public.
- Develop and go out for bid on outsourcing lifeguard staff at all 3 pools.
- Implement new programming such as water volleyball, water basketball, and log rolling program that was delayed due to Covid-19.
- Assume management of Holly Bay splash pad once construction is completed.
- Develop preventive maintenance plan for all pools.

Athletics:

- Implement use of RecDesk software for all applicable programming.
- Bring participation numbers back to pre-Covid-19 levels.
- Carry over goal to implement new 7-on-7 Youth Flag Football.
- Look at feasibility of implementing new indoor youth soccer program.
- Increase participation in Pickleball program

Recreation Centers:

- Implement use of RecDesk software for all applicable programming.
- Attend multiple trainings to increase knowledge of computers, iPad platforms, Adobe, etc.
- Hold Open Houses to register participants using new recreation software and increase participation in all centers.
- Increase number of events occurring in local parks (Movie in the Park, Pop-Up-Parks, etc.)
- Work to add partnerships for events.

Tennis

- Begin hosting USTA tournaments.
- Hosting Friday night socials.
- Get at least ten court sponsors in our sponsorship program.
- Get more tennis racquets to junior players in need.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
RECREATION					
Personnel services	2,354,518	2,029,266	2,601,629	2,591,857	2,613,200
Contractual services	323,047	301,108	443,538	345,780	478,018
Materials and supplies	394,016	273,266	433,185	247,607	426,627
Maintenance charges	476,628	450,937	512,718	475,578	517,017
Capital outlay	-	62,370	67,000	-	69,129
TOTAL	3,548,209	3,116,947	4,058,070	3,660,822	4,103,991

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Athletics unique participant - Annual	3,600	1,650	3,300	4,000
Athletics participant visits - Annual	35,000	17,747	32,000	35,000
Aquatics participation	30,500	-	6,000	32,500
Tennis participation - Annual	13,000	1,500	3,000	15,000

PARKS & RECREATION STAFFING

RECREATION ADMINISTRATION, AQUATICS, RECREATION CENTERS, ATHLETICS AND TENNIS

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1704	Director of Parks and Recreation	1	1	1
1945	Grant Writer	1	1	1
2337	Marketing Specialist	0	1	1
2430	Office Assistant I	1	2	2
2440	Office Assistant II	3	2	2
2585	Pool Technician	2	2	2
2650	PT Athletic Pooled Position	1	1	1
2741	PT Recreation Attendant	10	10	10
2840	PT Aquatics Pooled Position	1	1	1
2851	PT Recreation Pooled Position	1	1	1
3060	Recreation Assistant	1	1	1
3064	Recreation Attendant	6	6	6
3070	Recreation Manager	2	2	2
3071	Asst Rec Manager	1	1	1
3080	Recreation Specialist I	4	4	4
3100	Recreation Superintendent	1	1	1
8888	PT Tennis Pooled Position	1	1	1
	TOTAL:	37	38	38



PARKS & RECREATION CLEAN STREETS

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

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

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

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



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CLEAN STREETS					
Personnel services	1,276,696	1,319,772	1,428,239	1,342,468	1,374,146
Contractual services	222,748	248,006	247,400	233,750	247,300
Materials and supplies	38,979	42,204	68,600	61,292	67,000
Maintenance charges	262,726	255,365	259,420	276,203	252,964
Capital outlay	-	-	-	-	34,000
TOTAL	1,801,149	1,865,347	2,003,659	1,913,713	1,975,410

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of participants worked Community	1,978	1,002	664	900
Quantity of trash removal (cubic feet)	74,768	54,692	78,420	75,000
Street sweepers - miles cleaned	3,065	3,494	3,951	3,500

CLEAN STREETS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1480	Clean Streets Manager	1	1	1
1482	Clean Streets Foreman	0	0	2
1780	Equipment Operator I	2	2	3
1790	Equipment Operator II	4	4	2
2100	Clean Streets Supervisor	1	1	0
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	1	1
2645	PT Pooled Clean Streets	1	0	0
3470	Street Cleaner I	2	2	2
3480	Street Cleaner II	8	7	6
3481	Street Cleaner III	0	1	1
	TOTAL:	21	20	19



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 2021

- New Metal roof installed on Pro Shop Club House and Cart Barn reskinned.
- Installed netting around the entire Driving Range.
- Installed security cameras inside the clubhouse, outside the clubhouse, and parking lot area.
- Completed phase 1 of drainage project that crosses #10 fairway.
- Renovated the Maintenance Barn.
- Upgraded electrical system.
- Installed new system in order to receive internet access.
- Beautification project on #18 pond.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Install new POS system for golf course transactions.
- Receive TABC license for beer and wine sales.
- Build new pavilion for outdoor events.
- Purchase and install new watering system for golf course fairways.
- Update the front gate and fencing at golf course entrance.
- Continue drainage improvements as the budget allows.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
GOLF COURSE					
Personnel Services	596,990	472,594	555,285	483,645	548,297
Contractual services	84,952	83,977	151,169	158,775	125,477
Materials and supplies	142,408	120,400	231,229	169,900	465,571
Maintenance charges	254,771	217,680	154,014	161,192	146,259
Capital outlay	-	-	52,000	-	-
TOTAL	1,079,121	894,651	1,143,697	973,512	1,285,604

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of rounds of golf played	24,531	19,190	28,745	28,745

GOLF COURSE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1930	Golf Course Superintendent	1	1	1
1932	Golf Course Worker I	3	3	2
1934	Golf Course Worker III	1	1	1
2590	Pro Shop Specialist I	1	1	1
2880	Pro Shop Worker I	2	2	2
3325	Sr Grounds Keeper	1	1	1
	TOTAL:	9	9	8



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 2021

- Developed a wide variety of virtual and outside programming for participants following CDC and state and local guidelines for Covid-19.
- Worked to complete a grant project adding shade structures to the softball field, for each set of spectator bleachers.
- Secured new fencing for the pool.
- Secured a new stage for the gym.
- Installed wall guards on the gym pillars.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Increase special event programming by adding one new wheelchair sports event.
- Increase 2022 International participation in Shootout by 1 team.
- Increase 2022 participation in Wind-Up by 2 teams.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
MULTI-PURPOSE CENTER					
Personnel services	436,248	394,342	441,897	415,158	449,122
Contractual services	36,048	29,447	41,086	30,245	40,209
Materials and supplies	42,792	29,136	46,364	22,991	44,870
Maintenance charges	88,568	62,619	87,321	87,995	80,191
Capital outlay	-	19,984	100,000	28,970	-
TOTAL	603,656	535,528	716,668	585,359	614,392

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Multipurpose center participation - Annual	4,361	2,390	2,000	4,500
Multipurpose center participation - Hours	49,873	8,295	5,000	45,175

MULTI-PURPOSE CENTER STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 guest experiences that exceed expectations through attention to detail, customer service and satisfaction by anticipating and meeting our clients' needs.

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Upgraded lights inside Convention Center to energy efficient LED.
- Painted walls inside Convention center/change rooms/kitchen/break rooms, ceiling and baseboards.
- Replaced asphalt south and north of Campbell Hall and Rodeo Arena with concrete. Installed asphalt parking lot for BBQ Pavilion and additional parking lot for Campbell Hall. Installed asphalt for RV parking next to BBQ Pavilion & Campbell Hall.
- Installed 2 sewer dumps for RV's.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Install Wifi in Campbell Hall.
- Upgrade security cameras in Convention Center.
- Install security cameras inside and outside of Campbell Hall/Rodeo Arena/FFA.
- Replace gates/fencing in front of Convention Center with wrought iron.
- Replace sound proof baffles on walls in Convention Center.
- Replace plastic and padded chairs.
- Purchase new stage with handicap ramp.
- Purchase round and rectangular tables.
- Install new phone system.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
CIVIC CENTER					
Personnel services	358,206	374,699	439,721	439,663	443,999
Contractual services	110,568	126,281	106,200	100,775	107,000
Materials and supplies	9,582	12,148	11,763	10,759	11,528
Maintenance charges	227,413	227,949	248,227	248,227	244,593
TOTAL	705,769	741,077	805,911	799,424	807,120

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of events	299	168	200	240
Number of attendees per year	309,693	200,000	300,000	400,000
Number of days used - Convention Center	265	196	248	300
Number of days used - Fairgrounds	195	176	228	260

CIVIC CENTER OPERATIONS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1310	Director Convention Center	1	1	1
1820	Facility Worker I	3	3	3
1821	Facility Worker II	1	1	1
1830	Lead Facility Worker	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	1	1	1
	TOTAL:	8	8	8



PARKS & RECREATION MADISON JOBE SENIOR CENTER

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 2021

- Drive-by goodie bags/food giveaways
- Calling and keeping up with senior members.
- Painted interior of Madison Jobe Senior Center.
- Had dining room floor refurbished.
- New park benches installed outside main doors.
- Various improvements inside of the facility such as cleaning and organizing, restroom renovations, office furniture, floors refurbished and new ceiling fans to help provide a much better experience in the center.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Return to regular programming inside the Center.
- Begin field trip schedule again, such as Theater Under the Stars trips.
- Start Yoga instructor
- Senior education classes
- Prepare to have larger events and activities in the center again.
- Senior Expo
- Keynote speaker for our main event



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
SENIOR CENTER					
Personnel services	433,950	425,818	447,018	403,291	524,250
Contractual services	46,121	27,016	59,825	24,435	58,576
Materials and supplies	53,837	29,807	57,500	31,350	55,860
Maintenance charges	122,400	112,360	124,884	124,884	124,490
Capital outlay	8,361	-	-	-	-
TOTAL	664,669	595,001	689,227	583,960	763,176

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Senior center participation - Annual	31,507	16,000	14,000	35,000
Special events performed each year	35	17	14	35
Transportation program rides per year	1818	1199	1800	1800

MADISON JOBE SENIOR CENTER STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1735	Director of Sr. Center	1	0	0
2430	Office Assistant I	1	1	1
2892	Rides Coordinator	1	1	1
3060	Recreation Assistant	1	0	0
3064	Rec Attendant I	1	2	1
3065	Rec Attendant II	0	1	1
3070	Recreation Manager	0	1	1
3080	Recreation Specialist I	2	2	2
3395	Senior Center Supervisor	0	0	1
	TOTAL:	7	8	8



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 2021

- New steel roof on Edna house.
- New roof on Pomeroy house, Archive Barn and Restrooms.
- The museum society received the original Gilly's sign.
- Reopen museum to the public after pandemic closing and renovations.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- New windows for Strawberry house.
- Shades for all the museums windows.
- Replace gutters.
- New linoleum flooring for Strawberry House.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
MUSEUMS					
Personnel services	71,521	103,304	108,316	109,482	116,246
Contractual services	8,014	5,600	21,725	7,000	18,925
Materials and supplies	9,789	8,333	16,550	3,850	14,100
Maintenance charges	17,530	11,935	16,879	12,629	18,887
TOTAL	106,854	129,172	163,470	132,961	168,158

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Museum visitors per year	994	25	30	1,200
Special events performed each year	15	3	1	10

MUSEUMS STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
2414	Museum Specialist	1	1	1
2853	PT Museum Specialist	1	1	1
2850	PT Pooled Museum	1	1	1
	TOTAL:	3	3	3



PARKS & RECREATION MUNICIPAL PUBLIC LIBRARY

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Renovation of the Central Branch Library was complete in five weeks during a global pandemic. The Renovation included new flooring, paint, and a new layout of the branch's book ranges, which improved the collection's browsability, lighting, and aesthetics.
- The library replaced T-1 Line with Fiber for the Public Network at both branches. The upgrade increased broadband from 100 Mbps to 1 Gbps.
- The Public Wi-Fi network upgraded to take advantage of the increased broadband. A total of 20 Access Points (APs) that broadcast the Wi-Fi signal were added between the two branches, increasing the coverage, signal strength, and device capacity.
- A new HVAC system was installed at the Fairmont Branch Library.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Replace the flooring at the Fairmont Branch Library in time for the 30th Anniversary of the building in 2022.
- Replace all the employee access electronic locks from the legacy system at the Central Library to the DATAVOX system used by the rest of the City of Pasadena, Texas.
- Establish a Data Sharing Agreement between Pasadena Public Library and Pasadena Independent School District, which will allow students to use their school ID as library cards at both PPL locations.
- Upgrade the broadband from 1 Gbps to 2 Gbps at both locations in anticipation of increased use of personal devices.
- Celebrate the 100th Anniversary of a library in Pasadena, TX, in 2022, with events, programming, and archived digital content.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
LIBRARY					
Personnel services	2,647,257	2,553,676	2,710,389	2,694,214	2,734,800
Contractual services	293,152	268,155	286,435	239,998	255,274
Materials and supplies	128,071	139,074	139,940	127,357	403,393
Maintenance charges	475,484	505,660	492,211	507,475	493,703
Capital outlay	224,949	218,933	337,130	338,535	45,919
TOTAL	3,768,913	3,685,498	3,966,105	3,907,579	3,933,089

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Library Visits	177,736	94,045	71,245	213,283
Checkouts	232,736	141,001	275,624	279,283
Reference Transactions	19,503	8,511	16,956	23,403
Program Attendance	38,816	9,928	10,694	46,579

LIBRARY STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1620	Custodian I	2	2	2
2129	Librarian I	0	1	2
2130	Librarian II	6	5	5
2140	Librarian III	3	3	3
2150	Library Assistant I	7	7	6
2160	Library Assistant II	8	8	9
2170	Library Director	1	1	1
2180	Library Services Coordinator	1	1	1
2181	Library Services Coordinator II	1	1	1
2190	Library Services Manager	3	3	3
2686	PT Clerical Assistant I	2	2	2
2687	PT Clerical Assistant II	5	5	5
2835	PT Pooled Library	1	1	1
2854	PT Sr Office Asst	0	0	0
3350	Sr Library Assistant	2	2	1
3370	Sr Office Assistant	1	1	1
	TOTAL:	43	43	43



**PARKS & RECREATION
URBAN STREET PROJECTS**

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

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 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

19951 URBAN STREET PROJECT – GENERAL

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CONTRACTUAL SERVICES	5,000	0	25,000	5,000	20,000
MATERIALS & SUPPLIES	0	0	27,106	0	40,000
CAPITAL OUTLAY	0	0	2,578	1,585	60,547
TOTAL	5,000	0	54,684	6,585	120,547

19952 URBAN STREET PROJECT – STRAWBERRY

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	0	25,747	0	0
TOTAL	0	0	25,747	0	0

19954 URBAN STREET PROJECT – GATEWAY

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	0	50,000	13,540	0
TOTAL	0	0	50,000	13,540	0

**19956 URBAN STREET PROJECT – SPACE CENTER**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	4,333	46,519	0	0
TOTAL	0	4,333	46,519	0	0

19957 URBAN STREET PROJECT – BURKE

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	4,520	50,280	5,050	0
TOTAL	0	4,520	50,280	5,050	0

19959 URBAN STREET PROJECT – LANDSCAPING (PEDC FUNDED)

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CONTRACTUAL SERVICES	0	0	100,000	0	0
TOTAL	0	0	100,000	0	0

19960 URBAN STREET PROJECT – FAIRMONT

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	79,947	1,215	45,993	1,661	0
TOTAL	79,947	1,215	45,993	1,661	0

19961 URBAN STREET PROJECT – PANSY

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	0	21,345	0	0
TOTAL	0	0	21,345	0	0

19962 URBAN STREET PROJECT – DABNEY

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	0	80,000	0	0
TOTAL	0	0	80,000	0	0



19963 URBAN STREET PROJECT – RED BLUFF

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 BUDGET	FY 2021 ESTIMATED	FY 2022 ADOPTED
CAPITAL OUTLAY	0	0	118,933	118,933	0
TOTAL	0	0	118,933	118,933	0
TOTAL	84,947	10,068	593,501	145,769	120,547



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 2021

- Sars-Cov-2/COVID-19 Response
 - Coordinated response with Emergency Management, HR and E.M.S. to prepare, monitor and respond to community impacts of Sars-Cov-2 virus, including development of daily Screening protocols, Isolation/Quarantine protocols and Return to Work protocols for City employees in accordance with ongoing changes in Governor's Orders and CDC guidance.
 - Conducted contract tracing for City employees to determine Isolation/Quarantine protocols and Return to Work guidance.
 - Educated citizens and businesses on Governor, County and Municipal orders and policies; conducted enforcement activities pertaining to orders and policies when performing complaint and routine business inspections.
 - In coordination with Emergency Management, established Harris County Health Department and private testing sites in Pasadena; coordinated vaccinations for first responders, employees and community through Harris County Health Department, local hospitals, and other vaccination providers.
 - Maintained vital statistics and community data indicators for tracking community data to keep Administration apprised of virus activity.
- Trained with Tyler Technologies to build work-flow interfaces for department functions for software transition to Energov.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Maintain staff certifications for Registered Sanitarians and Code Enforcement Officers; maintain Vital Statistics Acknowledgement of Paternity certifications for Local and Deputy Registrars.
- Continue local community response to COVID-19 and perform contact tracing for City employees.
- Monitor current guidance as developed and distributed by CDC and Texas Department of State Health Services.
- Complete build-out of work-flow interfaces for software transition to Energov.
- Conduct permit fee survey for purpose of proposing increased permit fees as rates have not been increased since 1994.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
HEALTH DEPARTMENT					
Personnel services	1,031,696	1,190,106	1,135,605	1,091,218	1,154,570
Contractual services	613,013	1,149,352	1,355,495	1,333,155	1,328,550
Materials and supplies	19,972	14,350	18,280	13,945	17,914
Maintenance charges	106,591	120,740	124,143	124,090	125,315
TOTAL	1,771,272	2,474,548	2,633,523	2,562,408	2,626,349

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Vital Statistics - Birth and death records sold	5,723	3,442	4,668	4,668
General Sanitation & Business Licensing Inspections	11,122	9,802	11,917	11,917
Liens Filed	79	85	87	87
Business Licenses Issued	2,481	2,157	2,319	2,319
Revenues	498,650	420,764	459,707	459,707

HEALTH STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1370	Chief Health Inspector	1	1	1
2040	Inspector III	3	3	3
2050	Inspector IV	1	1	1
2210	Local Registrar	1	1	1
2430	Office Assistant I	1	1	1
2440	Office Assistant II	2	2	2
2770	Health/Medical Doctor	2	2	1
2960	Public Health Director	1	1	1
3130	Sanitarian I	2	2	2
3131	Sanitarian II	1	1	1
3370	Sr Office Asst	1	1	1
	TOTAL:	16	16	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 2021

- Replaced remaining shelter flooring not replaced in FY20.
- Three supervisory employees completed Southern Utah University's Principles of Contemporary Animal Services course
- Successfully adapted to limitations placed upon us by the COVID-19 pandemic, in order to continue to provide expected services to citizens and effective care for the animals
- Installed artificial turf in the dog runs at the Shelter to prevent standing water and lack of use

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Replace dog kennel trench covers.
- Erect new visiting pens to allow for more comfortable outside meet-and-greets for adopters
- Implement online document signing and payment options for adoptions and dog registration
- Apply for a Petco Foundation grant to fund adoption promotions
- Apply for a grant in partnership with the City's Emergency Operations Center to partially fund the installation of an emergency generator for the Animal Shelter



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
ANIMAL RESCUE AND ASSISTANCE					
Personnel services	2,128,436	2,472,233	2,521,273	2,350,203	2,645,521
Contractual services	343,330	246,644	323,405	221,455	325,425
Materials and supplies	280,082	241,294	275,704	255,695	269,275
Maintenance charges	312,337	327,685	343,009	342,911	336,708
Capital Outlay	-	63,395	60,000	56,192	-
TOTAL	3,064,185	3,351,251	3,523,391	3,226,456	3,576,929

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Animal Live Releases	3,676	2,999	3,200	3,500
Animals Registered	1,060	670	750	900
# of offsite adoption events	33	18	19	30
Officer activities	8,533	6,674	7,900	8,200

ANIMAL RESCUE & ASSISTANCE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	1	1	1
2085	Kennel Supervisor	1	1	1
2096	Lead Animal Control Officer	1	1	1
2320	Manager Animal Rescue	1	1	1
2338	Mkting/Program Coordinator	1	1	1
2430	Office Assistant I	6	6	6
3267	Senior Admin Asst	0	0	1
8888	PT Pooled - Animal Shelter	1	0	0
TOTAL:		40	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.

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING FUND BALANCE	\$ 2,339,765	\$ 3,039,922	\$ 3,490,412	\$ 3,490,412	\$ 3,990,503
REVENUE					
Ad valorem taxes-current year	12,007,359	11,923,537	11,720,949	12,070,000	10,999,641
Ad valorem taxes-prior year	119,277	61,287	120,000	30,000	50,000
Penalties and interest	140,738	120,449	140,000	100,000	100,000
Special vehicle inventory tax	34,660	34,321	34,000	35,600	35,600
General Property Taxes	12,302,034	12,139,594	12,014,949	12,235,600	11,185,241
Interest earned	80,089	30,750	40,000	2,200	2,200
Investment Income	80,089	30,750	40,000	2,200	2,200
TOTAL REVENUE	12,382,123	12,170,344	12,054,949	12,237,800	11,187,441
PRINCIPAL AND INTEREST PAYMENTS					
Property Tax Supported Debt Service					
Principal	7,757,613	7,858,142	8,183,830	8,183,830	7,803,639
Interest	3,924,353	3,861,712	3,537,119	3,537,119	3,196,002
Subtotal Tax Supported Debt	11,681,966	11,719,854	11,720,949	11,720,949	10,999,641
PRINCIPAL AND INTEREST					
Principal	7,757,613	7,858,142	8,183,830	8,183,830	7,803,639
Interest	3,924,353	3,861,712	3,537,119	3,537,119	3,196,002
TOTAL PRINCIPAL AND INTEREST	11,681,966	11,719,854	11,720,949	11,720,949	10,999,641
OTHER EXPENDITURES					
Arbitrage	-	-	11,760	11,760	11,525
Fiscal charges	-	-	5,000	5,000	4,900
SUBTOTAL OTHER COSTS	-	-	16,760	16,760	16,425
TOTAL EXPENDITURES	11,681,966	11,719,854	11,737,709	11,737,709	11,016,066
Revenue Over Expenditures	700,157	450,490	317,240	500,091	171,375
ENDING FUND BALANCE	\$ 3,039,922	\$ 3,490,412	\$ 3,807,652	\$ 3,990,503	\$ 4,161,878

**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 2021 debt limitation for the City was \$954,523,797, which is significantly in excess of the City's outstanding general obligation debt. The FY 2022 debt limitation will be calculated in December 2021.

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	3,745,000
\$16,690,000 GO Refunding, 2012A	2.00 - 5.00	2/15/2025	Governmental type	\$145,000 to \$1,840,000	6,310,000
\$3,121,063 GO Refunding, 2014	3.00 - 4.00	2/15/2022	Governmental type	\$103,639 to \$778,142	103,639
\$12,525,000 GO Refunding, 2015	2.00 - 5.00	2/15/2027	Governmental type	\$755,000 to \$1,830,000	5,945,000
\$17,405,000 GO Refunding, 2016A	2.00 - 5.00	2/15/2028	Governmental type	\$265,000 to \$2,065,000	13,150,000
\$19,175,000 COB, 2017	2.00 - 4.00	2/15/2037	Governmental type	\$195,000 to \$1,635,000	18,310,000
\$33,945,000 COB, 2018	2.00 - 5.00	2/15/2038	Governmental type	\$400,000 to \$2,765,000	32,555,000
					\$80,118,639

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
2022	7,803,639	3,196,001	10,999,640
2023	6,930,000	2,868,863	9,798,863
2024	6,930,000	2,546,713	9,476,713
2025	6,245,000	2,233,138	8,478,138
2026	5,625,000	1,953,363	7,578,363
2027-2031	20,250,000	6,675,113	26,925,113
2032-2036	19,275,000	3,107,722	22,382,722
2037-2038	7,060,000	234,278	7,294,278
	\$80,118,639	\$22,815,191	\$102,933,830

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	785,000
\$6,063,937 GOB Refunding Bonds, 2014	3.00 - 4.00	2/15/2022	Refunding	\$201,361 to \$1,511,858	201,361
\$50,210,000 GOB Refunding Bonds, 2016	2.00 - 5.00	2/15/2033	Refunding	\$440,000 to \$4,755,000	45,340,000
\$16,305,000 COB, 2017	2.00 - 4.00	2/15/2037		\$195,000 to \$1,635,000	14,555,000
					\$ 60,881,361

Debt service requirements to maturity are as follows:

Fiscal Year Ending September 30,	Principal	Interest	Total
2021	4,061,361	2,405,968	6,467,329
2022	3,745,000	2,232,544	5,977,544
2023	3,915,000	2,061,494	5,976,494
2024	4,110,000	1,867,894	5,977,894
2025	4,315,000	1,664,669	5,979,669
2025-2029	24,635,000	5,251,994	29,886,994
2030-2034	14,840,000	952,403	15,792,403
2035-2037	1,260,000	19,688	1,279,688
	\$60,881,361	\$16,456,654	\$77,338,015

**Changes in Long-Term Liabilities**

Long-term liability activity for the year ended September 30, 2021 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	\$ 36,812,470	\$ -	\$ (7,558,830)	\$ 29,253,640	\$ 6,918,639
Certificate of obligation bonds	51,490,000	-	(625,000)	50,865,000	885,000
	88,302,470	-	(8,183,830)	80,118,640	7,803,639
Add: Premiums on debt issuances	6,820,433	-	(1,013,184)	5,807,249	-
Total Bonds Payable	\$ 95,122,903	\$ -	\$ (9,197,014)	\$85,925,889	\$7,803,639

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, 2021 was as follows:

Business-Type Activities:

	Beginning	Additions/ Reclassification	Refunding/ Reductions	Ending	Due Within One Year
General obligation refunding bonds	\$ 50,877,531	\$ -	\$ (4,551,170)	\$ 46,326,361	\$ 4,061,361
Certificate of Obligations	14,555,000	-	-	14,555,000	-
Add: Premiums on debt issuances	5,318,799	-	(456,850)	4,861,949	-
Total bonds payable	\$ 70,751,330	\$ -	\$ (5,008,020)	\$ 65,743,310	\$ 4,061,361



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 87.6% 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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING AVAILABLE					
RESOURCES	\$ 26,637,170	\$ 23,920,374	\$ 24,960,071	\$ 24,960,071	\$ 27,164,277
REVENUES	46,651,732	45,303,195	43,570,800	46,095,464	45,105,100
EXPENDITURES	49,368,528	44,263,498	44,373,239	43,891,258	45,105,100
REVENUES OVER/(UNDER)					
EXPENDITURES	(2,716,796)	1,039,697	(802,439)	2,204,206	-
ENDING AVAILABLE					
RESOURCES	\$ 23,920,374	\$ 24,960,071	\$ 24,157,632	\$ 27,164,277	\$ 27,164,277
ENDING AVAILABLE RESOURCES	23,920,374	24,960,071	24,157,632	27,164,277	27,164,277
TWO MONTH RESERVE REQUIREMENT *	7,305,921	6,568,083	6,781,207	6,700,876	6,608,683
OVER/(UNDER) REQUIREMENT	\$ 16,614,453	\$ 18,391,988	\$ 17,376,425	\$ 20,463,401	\$ 20,555,594

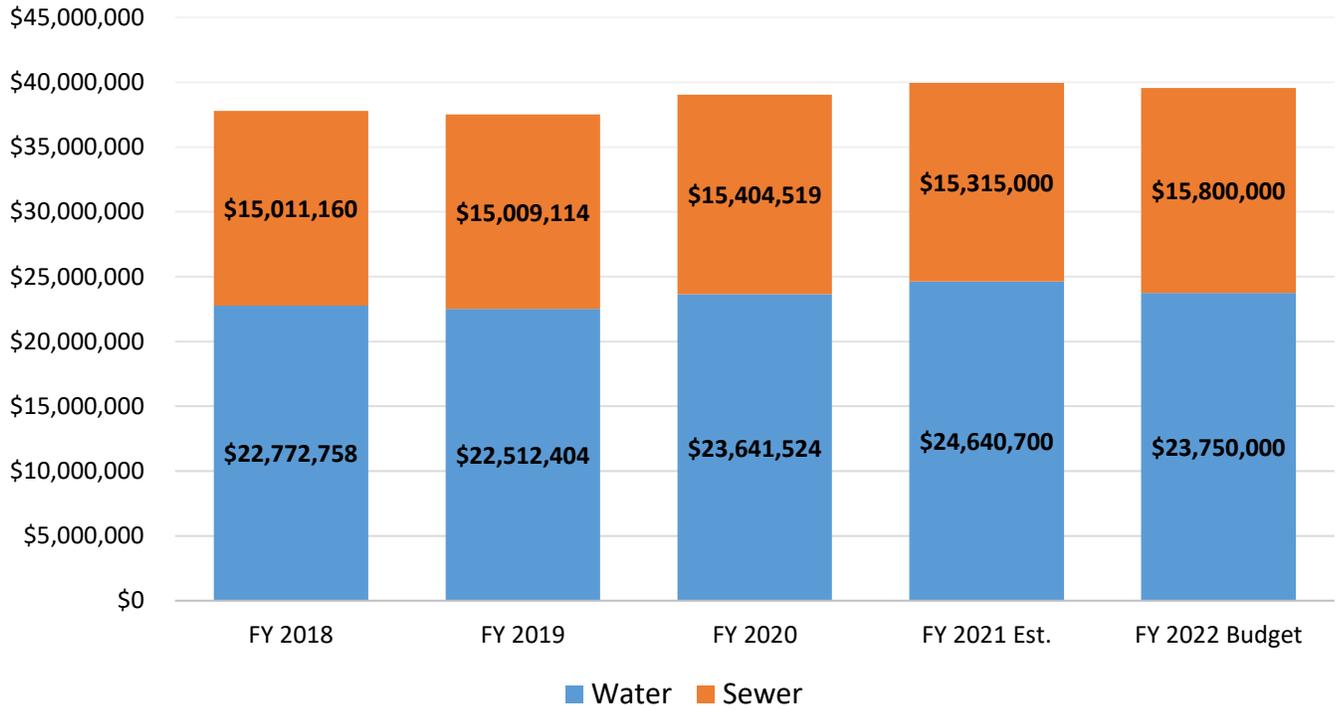
* The reserve requirement is reduced by the interfund transfers amount after the computation of the reserve requirement amount.


**FY 2022 ADOPTED BUDGET
SYSTEM FUND DETAIL**
REVENUE OVERVIEW

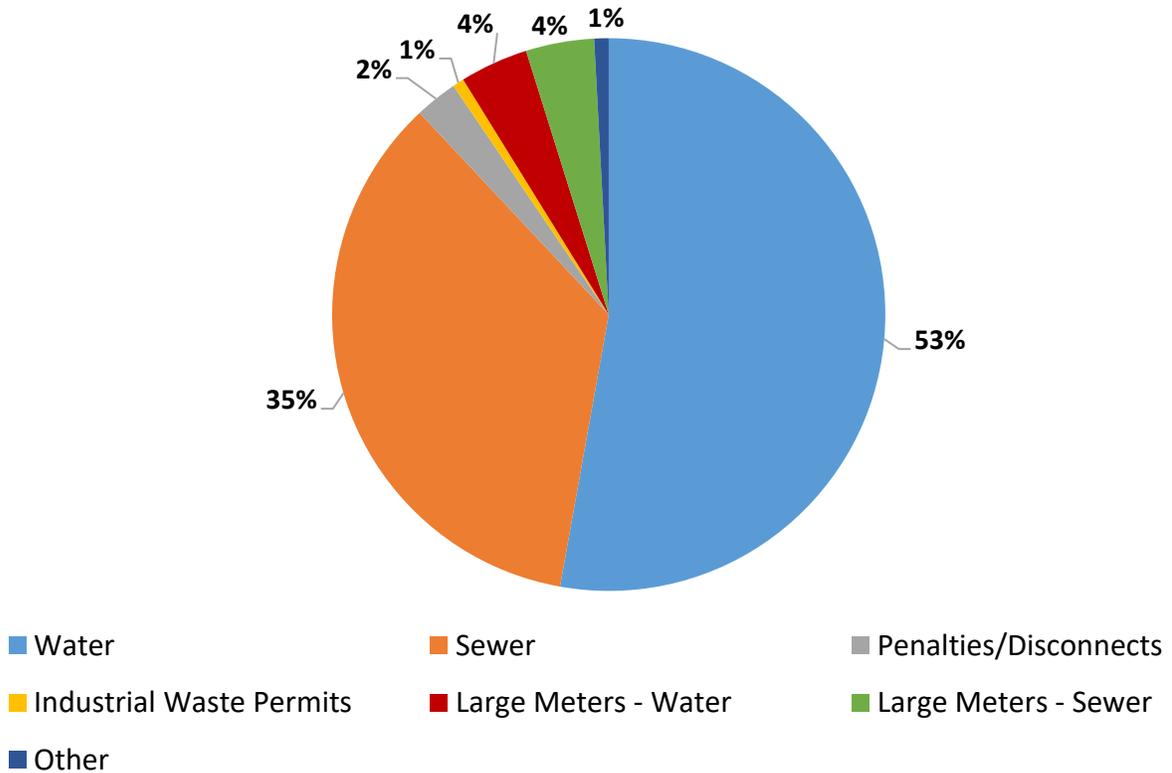
REVENUE CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Interest earned	\$ 767,276	\$ 308,610	\$ 142,800	\$ 22,064	\$ 25,000
INVESTMENT INCOME	767,276	308,610	142,800	22,064	25,000
Miscellaneous	9,541	71	100	100	100
CC processing fee	338,484	256,938	100,000	180,000	150,000
Waste recycling revenues	-	17	-	-	-
OTHER REVENUE	348,025	257,026	100,100	180,100	150,100
Water revenues	22,512,404	23,641,524	22,503,000	24,640,700	23,750,000
Water connections	195,790	180,650	63,300	185,000	75,000
Sewer revenues	15,009,114	15,404,519	15,275,000	15,315,000	15,800,000
Sewer connections	132,004	119,600	76,500	189,000	75,000
Penalties	1,013,611	941,860	950,000	1,060,000	950,000
Miscellaneous water revenue	212,980	206,604	175,000	195,300	200,000
Disconnect fees	332,370	172,265	250,000	171,000	175,000
Industrial waste	306,547	253,767	305,000	276,000	300,000
Large meter revenues	3,772,992	3,822,283	3,725,000	3,858,300	3,600,000
Year end accrual revenues	(3,283)	(6,013)	-	-	-
OPERATING REVENUE	43,484,529	44,737,059	43,322,800	45,890,300	44,925,000
Recovery of damage claims	-	-	100	-	-
Other	30,000	500	5,000	3,000	5,000
COH operating and maintenance	900,604	-	-	-	-
COH water and wastewater settle	776,432	-	-	-	-
COH excess reserve	316,366	-	-	-	-
NON-OPERATING REVENUE	2,051,902	500	5,100	3,000	5,000
SYSTEM FUND REVENUE TOTAL	\$ 46,651,732	\$ 45,303,195	\$ 43,570,800	\$ 46,095,464	\$ 45,105,100



FY 2022 WATER & SEWER REVENUES



FY 2022 SYSTEM FUND REVENUE SOURCES



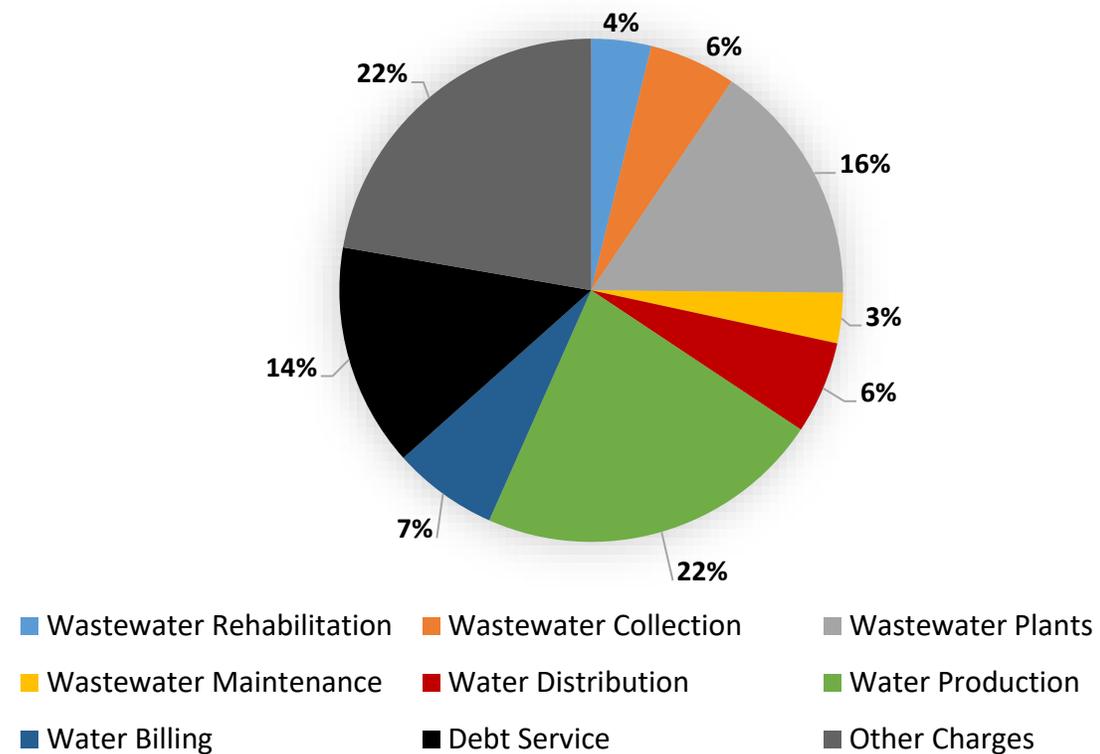
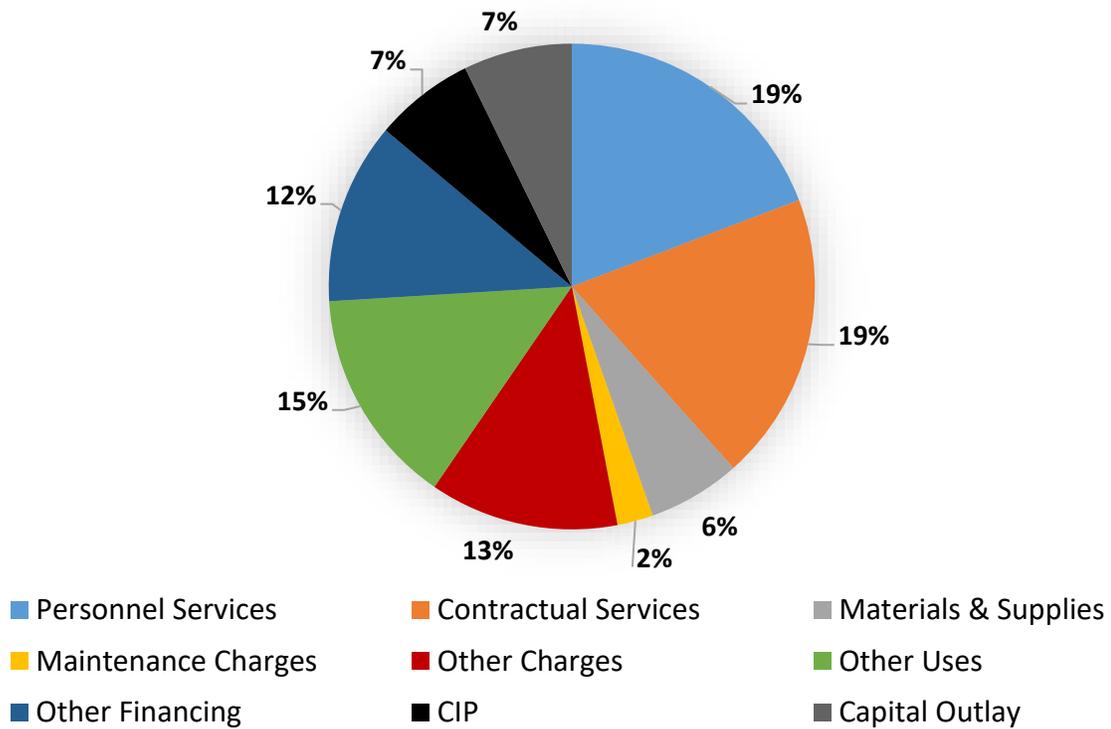


**FY 2022 ADOPTED BUDGET
SYSTEM FUND DETAIL**

EXPENDITURE OVERVIEW

BY CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 7,718,114	\$ 8,801,465	\$ 8,668,979	\$ 8,699,602	\$ 8,663,930
Contractual services	7,027,591	7,780,953	8,424,895	8,103,994	8,669,778
Materials and supplies	2,827,256	2,680,210	2,738,512	2,545,370	2,780,897
Maintenance charges	1,192,453	1,171,904	1,158,168	1,162,047	1,078,066
Other charges	5,633,399	4,748,463	5,162,145	5,150,145	5,675,100
Other uses	7,613,708	7,353,970	7,207,557	7,207,557	6,524,329
Other financing	8,533,000	7,855,000	6,686,000	6,686,000	8,453,000
Capital outlay	8,823,007	3,871,533	4,326,983	4,336,543	3,260,000
TOTALS	\$ 49,368,528	\$ 44,263,498	\$ 44,373,239	\$ 43,891,258	\$ 45,105,100

BY DEPARTMENT/DIVISION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Wastewater rehabilitation	\$ 1,398,253	\$ 1,710,430	\$ 1,645,851	\$ 1,539,794	\$ 1,736,832
Wastewater collection	2,124,239	2,481,211	2,520,145	2,530,369	2,513,915
Wastewater plants	5,757,259	6,494,027	6,777,372	6,580,067	7,097,126
Wastewater maintenance	1,260,581	1,210,791	1,346,885	1,206,677	1,455,924
Water distribution	2,295,752	2,484,767	2,640,302	2,957,156	2,688,056
Water production	15,610,652	9,796,618	10,938,716	10,782,418	10,053,398
Water billing	3,048,108	3,130,716	3,190,605	2,981,414	3,048,318
Debt service	7,575,816	7,314,827	7,152,557	7,152,557	6,467,329
Other charges	10,297,868	9,640,111	8,160,806	8,160,806	10,044,202
TOTALS	\$ 49,368,528	\$ 44,263,498	\$ 44,373,239	\$ 43,891,258	\$ 45,105,100





SYSTEM FUND WASTEWATER REHABILITATION

MISSION STATEMENT

The Purpose of the Wastewater Rehabilitation Division is to replace deteriorating sanitary sewer mainlines from manhole to manhole, usually via pipe bursting method; evaluate pipe condition and to locate problems such as line breaks, grade problems, or faulty connections through televising and/or dye test on sanitary sewer main lines and service lines. This division is also responsible for the cleaning of sanitary sewer lines and manholes as well as storm sewer lines and manholes/boxes. Our goal of utmost importance is to provide the citizens of Pasadena with the best possible customer service in the most expeditious manner possible.

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Repaired/replaced 1.2 miles of sanitary sewer main line via total MH to MH replacement.
- Installed 19 new manholes/clean-out boots.
- Televised 4.4 miles of sanitary sewer main line.
- Cleaned 33.2 miles of sanitary sewer main line.
- Cleaned/vacuumed 204 sanitary sewer manholes/septic tanks.
- Televised 3.5 miles of sanitary sewer service line.
- Cleaned 2.7 miles of sanitary sewer service line.
- Televised 1.3 miles of storm drain line.
- Cleaned 7.6 miles of storm drain line.
- Cleaned/vacuumed 246 storm manholes/boxes.
- Cleaned/vacuumed 33 sanitary sewer lift stations.
- Performed 17 sanitary line and 7 storm line dye tests.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- To repair/replace 2.0 miles of sanitary sewer main line.
- To install 23 new manholes/clean-out boots.
- To televise 5.5 miles of sanitary sewer main line.
- To clean 35.0 miles of sanitary sewer main line.
- To clean/vacuum 275 sanitary sewer manholes/septic tanks.
- To televise 4.0 miles of sanitary sewer service line.
- To clean 3.2 miles of sanitary sewer service line.
- To televise 2.0 miles of storm drain line.
- To clean 8.0 miles of storm drain line.
- To clean/vacuum 275 storm manholes/boxes.
- To clean/vacuum 40 sanitary sewer lift stations.
- To perform 25 sanitary line and 10 storm line dye tests.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 953,892	\$ 1,204,402	\$ 1,130,402	\$ 1,059,927	\$ 1,154,972
Contractual services	4,223	1,601	19,100	8,800	22,250
Materials and supplies	179,662	190,481	227,522	199,400	241,100
Maintenance charges	248,088	238,441	243,827	246,667	238,510
Capital outlay	12,388	75,505	25,000	25,000	80,000
TOTAL	\$ 1,398,253	\$ 1,710,430	\$ 1,645,851	\$ 1,539,794	\$ 1,736,832

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Sanitary sewer main line replaced (miles)	1.4	2.1	1.2	2.0
Sanitary & Storm lines cleaned (miles)	32.7	32.5	40.8	43.0
Sanitary & Storm lines televised (miles)	11.0	8.6	5.7	7.5
Sanitary & Storm Manholes/Septic Tanks/Boxes cleaned	321	471	450	550

WASTEWATER REHABILITATION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1130	Asst Superintendant	0	0	1
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	0
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, via point repairs, 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. Our goal of utmost importance is to provide the citizens of Pasadena with the best possible customer service in the most expeditious manner possible.

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Repaired/replaced 900 feet of sanitary sewer main line via point repairs.
- Repaired/replaced 3,108 feet of sanitary sewer service line via point repairs.
- Repaired 51 sanitary sewer taps.
- Repaired 118 sanitary sewer manholes/clean-out boots.
- Installed 130 new sanitary sewer taps.
- Installed 2,487 feet of new sanitary sewer service line.
- Installed 321 new sanitary sewer clean-outs.
- Installed 6 residential check valves.
- Repaired 19 clean-outs/check valves.
- Performed 1,547 grease trap inspections.
- Reported 39 sanitary sewer overflows to Texas Railroad Commission.
- Responded to 2,757 service calls.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- To repair/replace 1,000 feet of sanitary sewer main line via point repairs.
- To repair/replace 3,500 feet of sanitary sewer service line via point repairs.
- To repair 60 sanitary sewer taps.
- To repair 150 sanitary sewer manholes/clean-out boots.
- To install 150 new sanitary sewer taps.
- To install 3,000 feet of new sanitary sewer service line.
- To install 400 new sanitary sewer clean-outs.
- To install 3 residential check valves.
- To repair 25 clean-outs/check valves.
- To perform 1,600 grease trap inspections.
- To report 30 sanitary sewer overflows to Texas Railroad Commission.
- To respond to 2,850 service calls.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 1,612,969	\$ 2,027,618	\$ 1,927,798	\$ 1,985,522	\$ 1,914,397
Contractual services	205,032	205,576	237,270	229,420	236,705
Materials and supplies	105,456	78,402	163,850	124,200	187,625
Maintenance charges	187,902	169,615	178,188	178,188	175,188
Capital outlay	12,880	-	13,039	13,039	-
TOTAL	\$ 2,124,239	\$ 2,481,211	\$ 2,520,145	\$ 2,530,369	\$ 2,513,915

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
San Sewer Main Line Replacement (Ft)	824	829	900	1,000
San Sewer Service Line Replacement (Ft)	3,531	3,540	3,108	3,500
City Works Service Requests	2,375	2,400	2,757	2,850
New Sanitary Service Line Installed	2,426	3,068	2,487	3,000

WASTEWATER COLLECTION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1130	Asst Superintendant	0	0	1
1780	Equipment Operator I	3	3	3
2430	Office Assistant I	1	1	1
3010	Public Works Superintendent	1	1	1
3690	Utility Worker I	3	3	3
3700	Utility Worker II	7	7	8
3705	Utility Worker III	1	1	1
3710	Utility Worker IV	11	11	8
3820	WW Field Supervisor	0	0	1
2965	Pooled - WW Collection	1	0	0
TOTAL:		28	27	27



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 2021

- Renewed Vince Bayou Permit.
- Repaired damaged 24" gravity line at Golden Acres.
- Repaired partial collapse of 30" line at Golden Acres.
- Replacing screw pumps with centrifugal pumps and a new control room at Golden Acres.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Update the Vince Bayou Trojan UV 4000 model to a newer and more efficient UV system.
- Replace 30" underground line at Golden Acres.
- Improved screening at Golden Acres.
- Generator for Golden Acres Plant.

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Contractual services	\$ 5,473,324	\$ 6,155,285	\$ 6,436,720	\$ 6,292,720	\$ 6,643,720
Materials and supplies	66,204	79,818	124,050	82,050	123,885
Maintenance charges	10,405	5,173	4,602	5,297	4,521
Other charges	145,480	114,589	162,000	150,000	175,000
Capital outlay	61,846	139,162	50,000	50,000	150,000
TOTAL	\$ 5,757,259	\$ 6,494,027	\$ 6,777,372	\$ 6,580,067	\$ 7,097,126

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Wastewater Plant (billion gallons)	4.700	4.385	4.550	4.500
Gallons treated per capita per day	83	75	80	79



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 2021

- Replacement of pumps for Vista, Llano, Burke, W. Ellaine, and various other lift stations.
- Replacement of check valves and gate valves for Clearpoint, Burke and Pasadena Boulevard lift stations.
- Upgraded the West Pitts lift station with Variable Frequency Drives (VFD) for the control and monitoring of the pumps within.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- The rehabilitation of West Pitts wet well.
- Check valve replacement for all three discharge lines at Jana lift station.
- Panel replacement for Fairmont Bayou lift station.
- Complete replacement of Olson, El Jardin, Red Bluff and Pasadena Boulevard lift stations.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 735,708	\$ 743,139	\$ 764,566	\$ 659,748	\$ 735,766
Contractual services	150,036	96,375	159,033	134,992	213,960
Materials and supplies	125,297	120,812	148,316	136,776	132,550
Maintenance charges	153,888	182,753	174,970	175,161	173,648
Capital outlay	95,652	67,712	100,000	100,000	200,000
TOTAL	\$ 1,260,581	\$ 1,210,791	\$ 1,346,885	\$ 1,206,677	\$ 1,455,924

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Sewer Lift Stations	65	64	64	65
Pumps repair or replaced	26	26	35	30
Lift Stations (ls) maintained per crew	8	64	64	65

WASTEWATER MAINTENANCE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1130	Asst Superintendent	1	1	1
2440	Office Asst II	1	1	1
3010	Public Works Superintendent	1	1	1
3650	Utility Maintenance Technician I	3	3	3
3660	Utility Maintenance Technician II	3	3	3
3670	Utility Maintenance Technician III	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 2021

- Anticipate to have repaired 1,250 leaks.
- Approximately 400 meters installed.
- 600 line locates completed.
- Approximately 125 hydrant repairs.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Our priorities will be to minimize leaks and increase water line replacements.
- Our goal will be to have slow water breaks repaired within 48 hours and emergency repairs completed within one business day.
- Keep our water loss at 10% or less.
- Replace aging equipment to provide a better service to the City of Pasadena.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 1,788,397	\$ 2,001,210	\$ 1,918,422	\$ 2,296,873	\$ 1,915,529
Contractual services	13,400	10,169	31,370	21,800	30,743
Materials and supplies	308,635	316,690	535,300	483,120	524,594
Maintenance charges	185,320	156,698	155,210	155,363	152,190
Capital outlay	-	-	-	-	65,000
TOTAL	\$ 2,295,752	\$ 2,484,767	\$ 2,640,302	\$ 2,957,156	\$ 2,688,056

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Number of leaks repaired	1,000	900	1,250	1,500
Waterline replaced (feet) - City	26,000	26,000	26,000	26,000

WATER DISTRIBUTION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	0	0
TOTAL:		28	27	27



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 2021

- Upgraded the VFD Control System.
- Installed generator at Rodeo Grounds.
- 3 storage tanks and water towers inspected.
- Put a 5-million-gallon tank in service at Crenshaw Pump Station and installed four new pumps at same location.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue to upgrade the Scada system and add Garner and Pansy to the system.
- 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 maintain a 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 and towers and storage tanks to come into compliance with TCEQ regulations.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 709,844	\$ 738,099	\$ 740,152	\$ 676,904	\$ 751,490
Contractual services	635,104	697,926	933,752	830,892	847,300
Materials and supplies	53,291	54,558	92,300	92,550	124,754
Maintenance charges	139,616	152,106	131,092	131,092	129,854
Other charges	5,487,622	4,633,694	5,000,000	5,000,000	5,500,000
Capital Outlay	8,585,175	3,520,235	4,041,420	4,050,980	2,700,000
TOTAL	\$ 15,610,652	\$ 9,796,618	\$ 10,938,716	\$ 10,782,418	\$ 10,053,398

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
South East Water Plant (billion gallons)	5801.8	6379.3	6470.6	6483.5
East Water Plant (billion gallons)	75.796	14.144	285.500	15.000
Pasadena Wells (billion gallons)	606.608	455.693	455.000	456.500
Gallons produced per capita per day	26	27	28	29

WATER PRODUCTION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1130	Assistant Superintendent	1	1	1
2050	Inspector IV	1	1	1
3650	Utility Maintenance Technician I	4	4	4
3660	Utility Maintenance Technician II	2	2	2
3670	Utility Maintenance Technician III	3	3	3
TOTAL:		11	11	11



SYSTEM FUND WATER BILLING

MISSION STATEMENT

The mission of the Water Billing Department is to provide excellent, friendly, and professional customer service to the citizens and customers of Pasadena while maintaining an accurate and efficient utility billing and collection system.

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Implemented a new website payment portal and an Interactive Voice Response (IVR) phone payment system allowing customers access to account information and payment options 24/7.
- Installed two more data collectors to phase in transition from AMR (automatic meter reading) to AMI (automatic meter infrastructure) which will significantly decrease the amount of time required to read meters.
- Implemented paperless statements (e-billing) which will reduce operating expenses.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Conduct a water and sewer rate study to guide City through rate decisions.
- Complete water meter replacement program.
- Fully transition to Automated Meter Infrastructure (AMI) meter reads which will reduce operating expenses.
- Continue staff development through customer service training.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 1,917,304	\$ 2,086,997	\$ 2,066,320	\$ 1,899,309	\$ 2,070,263
Contractual services	546,472	614,021	607,650	585,370	575,100
Materials and supplies	261,735	93,481	148,687	128,787	133,700
Maintenance charges	267,234	267,118	270,279	270,279	204,155
Other charges	297	180	145	145	100
Capital outlay	55,066	68,919	97,524	97,524	65,000
TOTAL	\$ 3,048,108	\$ 3,130,716	\$ 3,190,605	\$ 2,981,414	\$ 3,048,318

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Consumption Billed (billion gallons)	5.83	5.86	5.90	5.95
Number of water meters in the city	35,810	36,159	36,300	36,700
Number of new service connections & service transfer	4,027	3,737	4,200	4,000
Number of Accounts Closed	3,859	3,667	3,900	3,700

WATER BILLING STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	6	6	6
3810	Utility Billing Director	1	1	1
3815	Utility Billing Manager	1	1	1
TOTAL:		26	26	26

**SYSTEM FUND
DEBT SERVICES & OTHER CHARGES****FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – DEBT SERVICE**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Other uses	\$ 7,575,816	\$ 7,314,827	\$ 7,152,557	\$ 7,152,557	\$ 6,467,329
TOTAL	\$ 7,575,816	\$ 7,314,827	\$ 7,152,557	\$ 7,152,557	\$ 6,467,329

**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY – OTHER CHARGES**

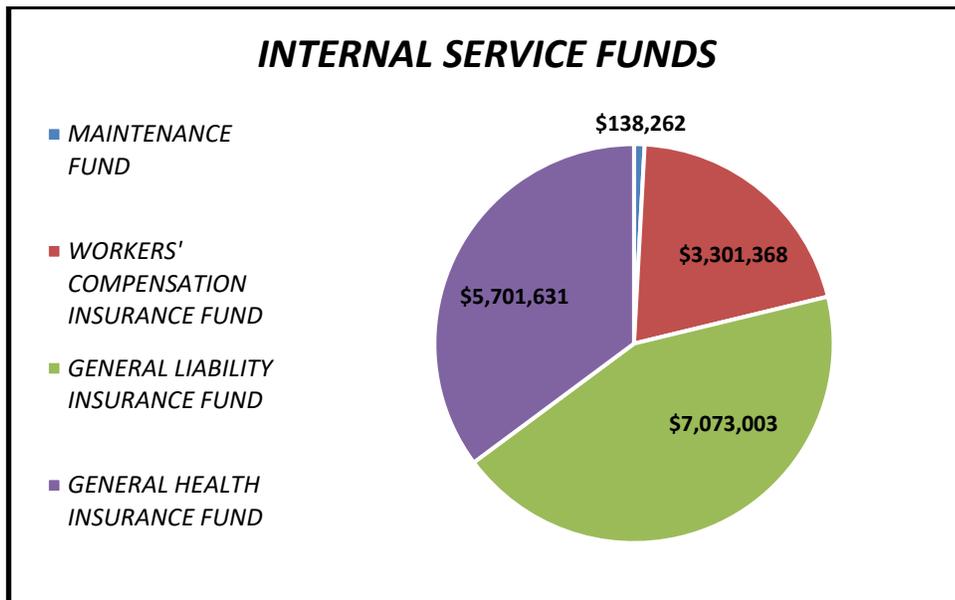
	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ -	\$ -	\$ 121,319	\$ 121,319	\$ 121,513
Contractual services	-	-	-	-	100,000
Materials and supplies	1,726,976	1,745,968	1,298,487	1,298,487	1,312,689
Other uses	37,892	39,143	55,000	55,000	57,000
Other financing uses	8,533,000	7,855,000	6,686,000	6,686,000	8,453,000
TOTAL	\$10,297,868	\$ 9,640,111	\$ 8,160,806	\$ 8,160,806	\$10,044,202



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 \$138,262 must be reviewed thoroughly so as to ensure the City has sufficient funding for replacing computers, computer network systems, equipment and vehicles. It is anticipated that ending fund balances for all these funds combined will be about \$16.2 million.





**FY 2022 ADOPTED BUDGET
INTERNAL SERVICE FUNDS SUMMARY**

	MAINTENANCE FUND	WORKERS' COMPENSATION INSURANCE FUND	GENERAL LIABILITY INSURANCE FUND	HEALTH INSURANCE FUND	TOTALS
BEGINNING FUND BALANCE	\$ 2,132,911	\$ 3,171,948	\$6,779,503	\$7,361,631	\$19,445,993
REVENUE					
Interest earned	5,000	1,650	3,500	4,500	14,650
Charges for sales or services	14,962,779	1,050,000	1,750,000	22,493,100	40,255,879
Sale of capital assets	125,000	-	-	-	125,000
Other revenue/transfers	1,453,000	-	500,000	-	1,953,000
TOTAL REVENUES	16,545,779	1,051,650	2,253,500	22,497,600	42,348,529
EXPENDITURES					
Personnel services	7,056,473	120,030	-	-	7,176,503
Contractual services	2,494,090	34,300	-	141,600	2,669,990
Material & supplies	3,553,614	42,400	-	-	3,596,014
Maintenance charges	1,785,751	-	-	-	1,785,751
Capital outlay	3,650,500	-	-	-	3,650,500
Other uses/charges	-	725,500	1,960,000	24,016,000	26,701,500
TOTAL EXPENDITURES	18,540,428	922,230	1,960,000	24,157,600	45,580,258
REVENUES OVER/(UNDER)					
EXPENDITURES	(1,994,649)	129,420	293,500	(1,660,000)	(3,231,729)
ENDING FUND BALANCE	\$ 138,262	\$ 3,301,368	\$ 7,073,003	\$ 5,701,631	\$ 16,214,264



FY 2022 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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING AVAILABLE RESOURCES	\$ 9,610,903	\$ 7,837,276	\$ 6,446,710	\$ 6,446,710	\$ 2,132,911
REVENUES	16,190,669	15,945,662	15,724,509	15,642,859	16,545,779
EXPENDITURES	17,964,296	17,336,228	21,124,766	19,956,658	18,540,428
REVENUES OVER/(UNDER) EXPENDITURES	(1,773,627)	(1,390,566)	(5,400,257)	(4,313,799)	(1,994,649)
ENDING AVAILABLE RESOURCES	\$ 7,837,276	\$ 6,446,710	\$ 1,046,453	\$ 2,132,911	\$ 138,262



REVENUE BY CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Interest earned	\$ 233,593	\$ 72,322	\$ 140,000	\$ 2,850	\$ 5,000
Investment Income	233,593	72,322	140,000	2,850	5,000
Miscellaneous	7,862	3,443	10,000	700	1,000
Recovery of damage claims	442	-	-	-	-
Waste recycling revenues	21,567	16,361	20,000	35,000	25,000
Mailroom revenues	127,025	121,046	122,305	122,305	122,459
Motor pool equipment	5,974,241	5,958,723	6,002,839	6,002,839	5,918,558
Building maintenance	589,056	599,181	635,330	635,330	520,868
Information tech revenues	3,395,464	3,633,310	3,769,296	3,769,296	3,841,873
Electrical dept revenues	1,519,856	1,422,106	1,528,684	1,528,684	1,509,666
Radio equipment	456,716	629,714	682,125	682,125	690,504
Warehouse	377,300	406,349	362,750	362,750	368,542
Janitorial	954,120	975,572	991,572	991,572	936,447
Landscaping and beautificati	960,247	947,098	973,408	973,408	1,027,862
Prior year expense/refund	-	2,506	200	-	-
Other Revenues	14,383,896	14,715,409	15,098,509	15,104,009	14,962,779
Sale of city property	302,180	302,931	100,000	150,000	125,000
Non-Operating Revenue	302,180	302,931	100,000	150,000	125,000
Water and sewer fund	1,271,000	855,000	386,000	386,000	1,453,000
Other Financing Sources	1,271,000	855,000	386,000	386,000	1,453,000
TOTAL REVENUE	\$16,190,669	\$15,945,662	\$15,724,509	\$15,642,859	\$16,545,779

**EXPENDITURE SUMMARY**

BY CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	6,220,169	6,960,134	7,228,571	6,652,333	7,056,473
Contractual services	1,860,819	1,868,764	2,111,652	2,086,384	2,494,090
Materials and supplies	3,328,487	3,126,371	4,193,652	3,814,052	3,553,614
Maintenance charges	1,773,971	1,851,660	1,832,924	1,838,206	1,785,751
Capital outlay	4,777,654	3,529,299	5,757,967	5,565,683	3,650,500
Other financing uses	3,196	-	-	-	-
TOTAL	17,964,296	17,336,228	21,124,766	19,956,658	18,540,428

BY DEPARTMENT/DIVISION

Technical Services					
Information services	3,112,313	3,528,340	4,463,389	3,991,646	4,033,313
Radio services	402,154	650,528	706,697	550,941	687,852
Subtotal Technical Services	3,514,467	4,178,868	5,170,086	4,542,587	4,721,165
Maintenance Services					
Fleet management	10,440,956	8,814,227	11,200,934	10,945,435	9,287,496
Building maintenance	607,560	551,841	640,670	543,175	495,618
Janitorial	893,381	908,712	989,088	923,165	924,109
Electrical	1,409,614	1,592,226	1,551,597	1,474,623	1,491,088
Landscaping and beautifica	660,029	809,924	966,396	927,691	1,017,539
Subtotal Maintenance Servi	14,011,540	12,676,930	15,348,685	14,814,089	13,215,850
Purchasing					
Mailroom	113,861	118,109	121,940	124,535	121,461
Warehouse	321,232	362,321	362,736	354,128	360,440
Subtotal Purchasing	435,093	480,430	484,676	478,663	481,901
Other	3,196	-	121,319	121,319	121,512
TOTAL	\$ 17,964,296	\$ 17,336,228	\$ 21,124,766	\$ 19,956,658	\$ 18,540,428

**VEHICLE & EQUIPMENT REPLACEMENT PROGRAM**

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

The FY21 Maintenance Fund budget includes a total of \$3,364,500 for vehicle and equipment replacements. 23 vehicles are to be purchased for \$891,500 and 8 pieces of heavy equipment are to be purchased for \$2,335,000. The following chart shows the FY21 Vehicle and Equipment Replacement Program items in more detail. Vehicle and equipment purchases are subject to change based on need and circumstances.

New Purchases		
Purchase	Department	Cost
2022 Digital Message Board	Traffic	\$ 21,000.00
2022 Ford Transit Connect Van	Janitorial	\$ 26,000.00
	Grand Total New Purchases	\$ 47,000.00



Vehicle & Equipment Replacement Program			
Replacement Purchase	Department	Equipment Replacing	Anticipated Cost
Vehicles			
2022 Ford Explorer	City Marshal	Chevrolet Tahoe	\$ 46,500.00
2022 Ford F-150	Permit	Ford F-150	\$ 25,000.00
2022 Ford Explorer	Fire Fighting	Chevrolet Tahoe	\$ 45,500.00
2022 Toyota Tacoma Ext Cab	Code Enforcement	Ford F-150	\$ 26,500.00
2022 Ford F-450 Flatbed	Sanitation	Ford F-450	\$ 45,000.00
2022 Ford F-450	Street & Bridge	Ford F-450	\$ 45,000.00
2022 Ford F-450	Street & Bridge	Ford F-450	\$ 45,000.00
2022 Ford F-450	Traffic	Ford F-350	\$ 45,000.00
2022 Ford F-150	Traffic	Ford F-150	\$ 25,000.00
2022 Ford F-350 Cab/Deer Skin	Animal Control	Ford F-250	\$ 52,000.00
2022 Ford F-350 Cab/Deer Skin	Animal Control	Ford F-250	\$ 52,000.00
2022 Ford Transit Connect Van	Library	Ford Van	\$ 26,000.00
2022 Ford F-450	Landscaping	Ford F-450	\$ 45,000.00
2022 Ford F-450 Flatbed	Wastewater Rehab	Ford F-450	\$ 45,000.00
2022 Ford F-450 Flatbed	Wastewater Collection	Ford F-450	\$ 45,000.00
2022 Ford F-150	Wastewater Maintenance	Ford F-150	\$ 25,000.00
2022 Ford F-150	Wastewater Maintenance	Ford F-150	\$ 25,000.00
2022 Ford F-450 Flatbed	Water Distribution	Ford F-450	\$ 45,000.00
2022 Ford F-450 Crew Cab	Water Distribution	Ford F-450	\$ 45,000.00
2022 Ford F-150	Water Production	Ford F-150	\$ 25,000.00
2022 Ford F-450 Crew Cab	Water Production	Ford F-450	\$ 45,000.00
2022 Ford F-250	Water Billing	Ford F-150	\$ 34,000.00
2022 Ford F-250	Water Billing	Ford F-150	\$ 34,000.00
Vehicles Subtotal			\$ 891,500.00
Heavy Equipment			
2022 Pierce Pumper	Fire Fighting	1998 Spartan Pumper	\$ 785,000.00
2022 Cat Backhoe	Street & Bridge	Case Backhoe	\$ 115,000.00
Gradall Excavator	Fleet	Gradall Excavator	\$ 350,000.00
2022 International Sewer Truck	Wastewater Rehab	International Sewer Truck	\$ 275,000.00
2022 International Sewer Truck	Wastewater Collection	International Sewer Truck	\$ 275,000.00
2022 Cat Backhoe	Wastewater Collection	Case Backhoe	\$ 115,000.00
2022 International Dump Truck	Water Distribution	Dump Truck	\$ 210,000.00
2022 International Dump Truck	Water Production	Freightliner Dump Truck	\$ 210,000.00
Heavy Equipment Subtotal			\$ 2,335,000.00
Other Equipment			
2022 John Deere Zero Turn Mower	Parks	Toro Groundsmaster	\$ 19,000.00
2022 John Deere Zero Turn Mower	Parks	Toro Groundsmaster	\$ 19,000.00
John Deere Greens Mower	Golf Course	Toro Mower	\$ 35,000.00
Shop Compressors	Fleet	Compressors	\$ 30,000.00
Ditch Witch Trencher	Electrical	Case Trencher	\$ 35,000.00
Other Equipment Subtotal			\$ 138,000.00
Grand Total Capital Replacement Purchases			\$ 3,364,500.00



MAINTENANCE FUND INFORMATION SERVICES

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Completed migration for email to O365.
- Implemented a new software application for Municipal Courts.
- Implemented Microsoft solutions for meetings, document storage and sharing.
- Migrated Phone system to VOIP at Municipal Courts.
- Implemented a new security system at the Jail.
- Implemented new online payment solution for Water Billing.
- Implemented Cybersecurity solutions to safeguard the City against hackers.
- Implemented a new software application for Help Desk.
- Completed upgrade of City's Internet bandwidth.
- Completed migration to Network on Demand at remote locations.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Complete implementation of new software application for Permitting, Code Enforcement, Fire Marshall, Health and Public Work Departments.
- Complete migration of archived email to a new cloud provider.
- Complete the implementation of City Mobile App.
- Complete migration of Intranet to SharePoint.
- Start implementation of Hyper Convergence solution for Data Center.
- Start implementation of Back up/Disaster Recovery solutions.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 1,214,014	\$ 1,416,417	\$ 1,460,840	\$ 1,416,697	\$ 1,558,358
Contractual services	1,022,494	1,119,507	1,168,621	1,237,800	1,517,800
Materials and supplies	461,204	639,549	966,176	653,769	402,140
Maintenance charges	309,834	327,286	332,404	333,380	336,015
Capital outlay	104,767	25,581	535,348	350,000	219,000
TOTAL	\$ 3,112,313	\$ 3,528,340	\$ 4,463,389	\$ 3,991,646	\$ 4,033,313

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Help Desk Work Orders	3,460	5,828	4,800	5,000

INFORMATION SERVICES STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1338	Business System Analyst I	0	0	1
1340	Business System Analyst III	2	2	2
1700	Director Information Services	1	1	1
1957	Help Desk Support Analyst I	1	1	1
2021	IT Applications Manager	1	1	1
2022	IT Admin Manager	1	1	1
2023	IT Information Secure Mgr	1	1	1
2024	IT Operations Manager	1	1	1
2423	Asst. Network Admin. II	1	1	1
2424	Asst. Network Admin. III	1	1	1
2430	Office Assistant	1	1	1
3495	Support Analyst	1	1	1
3521	Tech Support Analyst II	1	1	1
3540	Tech Support Analyst IV	1	1	1
3805	Digital Manager	0	1	1
TOTAL:		14	15	16



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 2021

- Installed and programmed 10 mobile radios in Police unmarked vehicles.
- Removed 2 outdated Thermal Imagers and installed 1 new Thermal Imager in a fire truck.
- Removed 21 old Computer Docks from Police and Fire Marshal vehicles.
- Installed 27 new Havis computer docks in Police vehicles and 1 in Arson vehicle.
- Removed and replaced 35 Knox secure key boxes from Fire Department and Fire Marshal vehicles.
- Verified programming and boxed up 10 Police mobile radios with all needed accessories such as speakers, mounting brackets, microphones, antennas, power and accessory cables to be sent to vendor for installation.
- Removed 21 digital radios, 10 analog radios, 6 new rocket video systems, 21 video systems and sirens, 21 computer floorboard mounts, 21 radar units and wiring from Police vehicles being auctioned or that were totaled.
- 124 miscellaneous repairs to Police, Watchguard video recorders, radar units, mobile radios, wiring, fusing and antenna issues.
- Replaced Public Services portable radio batteries, housings, defective displays, broken or missing knobs, antennas, with repaired radios.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue replacing outdated computer docks in Police, City Marshal, Code Enforcement and various City vehicles as needed.
- Install, maintain, program and repair all radios, portables, and video systems in Police and City vehicles as needed.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 154,095	\$ -	\$ 69,398	\$ 20,833	\$ 69,549
Contractual services	102,210	100,325	184,664	129,000	178,227
Materials and supplies	30,457	194,423	257,674	206,147	242,165
Maintenance charges	115,392	175,787	194,961	194,961	197,911
Capital outlay	-	179,993	-	-	-
TOTAL	\$ 402,154	\$ 650,528	\$ 706,697	\$ 550,941	\$ 687,852

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
# of installations	174	184	80	70
# of removals	673	196	170	150
# of repairs	107	133	140	140
# of Equipment programming	45	76	65	65

RADIO SERVICES STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2021

- Maintained a steady and continuous supply chain of critical inventory during unprecedented times.
- Secured a plan of delivery for rebate check with onsite vendor.
- Launched a large-scale health project with GOJO that will result in cost-savings for city facilities.
- Secured new and innovative Covid-19 fighting sanitizer and applicator in the early onset of the pandemic allowing city services to function.
- Secured PPE throughout numerous global supply chain shortages to maintain city employee's health and safety.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Lower the overall floor value of the warehouse while simultaneously decreasing the ratio of days in v. days out of inventory.
- Work with Gojo contractors to implement new soap, sanitizer and shower dispenser throughout all city facilities.
- Continuity update and modify the warehouse catalog to accurately reflect current inventory.
- Organize new training opportunity for entering requisitions via Finance Plus to ensure accurate and effective ordering.
- Implement biannually warehouse survey to better ensure the needs of each department are consolidated for easy ordering the warehouse.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 234,160	\$ 286,338	\$ 257,897	\$ 250,501	\$ 261,177
Contractual services	7,557	5,306	9,470	8,258	9,293
Materials and supplies	7,334	7,276	14,333	14,333	14,046
Maintenance charges	72,181	63,401	81,036	81,036	75,924
TOTAL	\$ 321,232	\$ 362,321	\$ 362,736	\$ 354,128	\$ 360,440

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Line Items in Inventory	1,445	975	1,180	1,225
Inventory Request processed	119,388	110,000	98,000	122,500
Total Cost of Items Processed	\$1,164,690	\$1,052,000	\$1,122,000	\$1,252,000
Inventory Floor Value	\$426,000	\$430,000	\$517,000	\$445,000

WAREHOUSE STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
3450	Sr Warehouse Assistant	1	1	1
3759	Warehouse Assistant I	1	1	1
3780	Warehouse Superintendent	1	1	1
TOTAL:		3	3	3



MAINTENANCE FUND FLEET MAINTENANCE

MISSION STATEMENT

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

ACHIEVEMENTS FOR FISCAL YEAR 2021

- Replaced approximately 61 vehicles due to age, mileage, operational cost, or a combination of all.
- Replaced approximately 16 heavy duty equipment/and other operational equipment due to age, operational hours, operational issues, or a combination of all.
- Installed central air/heat in Garage, Body Shop, and PM Shop.
- Completed grant project which put 13 new CNG Trucks on the road.
- New equipment installed to assist with productivity and create a safer working environment.
- Completed 3,297 work orders on 966 various pieces of equipment.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue to pursue a safety-first mentality throughout the entire facility.
- Continue preventive maintenance, repairs, and inspections of all fleet vehicles and equipment that will ensure safe, reliable, and effective use.
- Provide the proper training and education to all employees to become more proficient in their abilities to maintain, diagnose, and repair all fleet vehicles/equipment.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 1,998,195	\$ 2,323,907	\$ 2,226,699	\$ 2,012,318	\$ 2,184,082
Contractual services	578,381	519,715	567,126	532,944	555,784
Materials and supplies	2,690,811	2,110,111	2,690,918	2,690,918	2,637,100
Maintenance charges	500,682	536,769	493,572	493,572	479,030
Capital outlay	4,672,887	3,323,725	5,222,619	5,215,683	3,431,500
TOTAL	\$ 10,440,956	\$ 8,814,227	\$ 11,200,934	\$ 10,945,435	\$ 9,287,496

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Shop 1 - Heavy Fleet	826	844	761	810
Shop 2 - Light Fleet	2,137	2,077	2,355	2,186
Shop 3 - Body Repair	403	440	369	412
Shop 6 - Tire Repair	477	525	444	505
Total Rolling Stock	1,614	1,630	1,644	1,650

FLEET STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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	10
2440	Office Assistant II	1	1	1
2505	Parts Room Coord	1	1	1
TOTAL:		28	28	27



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 2021

- COVID-19 precautionary measures throughout City buildings.
- Improvement at Police Station – sergeant offices built-out.
- Improvement at New Narcotics building - IT room built-out.
- Improvements at the Central Library – remodel youth area by cutting wall to make pony wall, move shelves, fix walls, paint and fix grids, and new ceiling tiles.
- Improvements at Finance department – shelves, new entrance area/waiting area.
- Improvements at Madison Jobe Senior Center – countertops and restroom.
- Improvement at Emergency Management- reinforce wall for multiple TVs.
- Improvement at Fire Training – new classroom put OSB on wall, fix walls and floor inside, fix outside wall and add insulation.
- Improvements at Engineering - pigeon cabinet hole, new window.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue to improve City building as needed.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 378,765	\$ 364,858	\$ 448,821	\$ 353,344	\$ 325,226
Contractual services	5,774	6,116	9,996	9,800	9,795
Materials and supplies	8,608	8,003	11,564	9,742	11,332
Maintenance charges	214,413	172,864	170,289	170,289	149,265
TOTAL	\$ 607,560	\$ 551,841	\$ 640,670	\$ 543,175	\$ 495,618

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Service Requests	331	375	234	250
Service Requests per Carpenter	62	75	60	63

BUILDINGS & EQUIPMENT STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1290	Building Technician IV	1	1	0
1300	Building Technician V	4	4	3
2240	Maintenance Supervisor	1	1	1
TOTAL:		6	6	4



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 2021

- The Janitorial department added an additional 34,000 square feet to clean and maintain with the new Fire Academy building.
- Disinfected around 435,890 square feet of city facilities during pandemic.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Continue to clean and disinfect City Facilities with the highest level of cleaning standard on a daily basis.
- Willingly and productively taking on additional responsibilities as needed.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 692,929	\$ 742,007	\$ 792,381	\$ 722,887	\$ 729,835
Contractual services	77,355	40,839	64,835	64,100	67,948
Materials and supplies	32,822	38,033	40,278	40,278	39,472
Maintenance charges	90,275	87,833	91,594	95,900	86,854
TOTAL	\$ 893,381	\$ 908,712	\$ 989,088	\$ 923,165	\$ 924,109

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
# of Facilities Cleaned	23	25	25	26
Locations cleaned (Square Feet)	372,240	401,890	401,890	435,890
Square Feet cleaned per custodian	46,530	44,654	44,654	43,589

JANITORIAL STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1620	Custodian I	9	9	9
1631	Custodian Lead	2	2	1
2445	Janitorial Supervisor	1	1	1
2695	PT Custodian I	3	3	3
TOTAL:		15	15	14



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 2021

- Installed four new package units and duct work for Fleet services.
- New DX Split System Installed for Library Annex.
- Water saving fixtures installed at the Pasadena Fairgrounds.
- Placed several touchless water faucets in various locations for COVID-19.
- Installed UV Lights in various locations for COVID-19.
- Installed new package unit for Vern Cox Recreation Center.
- Police dept. color changing lights.
- Lights in main hall of A,B,C,D, and E section of Conv. Center changed to LED.
- Fire Stations 2,3 and 4 received all new LED bay lights.
- OEM ran electrical for video wall.
- Golf Course fountain project and main power pole cross arms.
- Upgraded power for Maintenance Service AC project.
- Upgraded service along Eddie Dansby Ln to 200amp.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Replace all Air Handling Units in City Hall Building.
- Install energy saving automation controls for City Hall.
- Provide more technical training for HVAC employees.
- Continue to retrofit antiquated HVAC systems.
- New tennis courts lights to LED.
- Walking trail lights around Strawberry Park.
- Color changing LED lights at City Hall.
- New LED lights around Crenshaw Park and around all water towers.
- Take down old pole and lights at Stuckey Field.
- New LED walking trail lights around Holly bay and Deep Water Parks.
- New LED parking lot and park lights at Red Bluff Park.
- Run power for starter shack and gate opener at Golf Course.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 1,001,543	\$ 1,188,620	\$ 1,135,150	\$ 1,068,594	\$ 1,082,098
Contractual services	8,381	7,100	12,312	10,362	12,068
Materials and supplies	17,414	16,159	44,198	35,730	43,314
Maintenance charges	382,276	380,347	359,937	359,937	353,608
TOTAL	\$ 1,409,614	\$ 1,592,226	\$ 1,551,597	\$ 1,474,623	\$ 1,491,088

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Electrical Service Requests	361	365	319	300
HVAC Service Requests	253	253	115	200
Plumbing Service Requests	292	292	316	250
Service Requests Per Technician	120	120	94	94

ELECTRICAL STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1290	Building Technician IV	1	1	1
1300	Building Technician V	8	8	7
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	12



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 2021

- Increased mailing jobs for various City departments.
- Processed approximately 215 copy/print and fold/stuff jobs.
- Processed over 98,000 pieces of mail.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Refresh fleet of 100 Xerox units.
- Increase services offered to City departments.
- Identify ways to cut costs on printing and mailing for City departments.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 49,700	\$ 55,004	\$ 52,861	\$ 53,388	\$ 53,239
Contractual services	38,326	35,468	36,220	38,964	35,945
Materials and supplies	4,512	1,307	5,733	5,057	5,155
Maintenance charges	21,323	26,330	27,126	27,126	27,122
TOTAL	\$ 113,861	\$ 118,109	\$ 121,940	\$ 124,535	\$ 121,461

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Total copy/print jobs processed	427	223	220	250
Total pages in copy/print jobs	1,079,779	236,057	202,550	300,000
Total mail units processed	129,681	99,727	98,828	97,600
Total Postage Expenditure	\$109,272	\$78,734	\$88,096	\$87,840

MAIL/REPRODUCTION SERVICES STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2021

- Cross-trained staff on landscaping and irrigation.
- Kept City landscapes maintained even throughout COVID restrictions.
- Renovation of esplanade landscapes on Strawberry, Fairmont and Vista.
- Begin construction of Vince Bayou Community Garden.
- Beautified the landscapes at the Golf Course.
- Began renovation on Strawberry pool landscape.
- Cleaned out landscapes after February 2021 freeze.

PRIORITIES, GOALS AND OBJECTIVES FOR FISCAL YEAR 2022

- Complete Vince Bayou Community Garden and help engage the community there.
- Look for more options to add trees to city landscapes.
- Create more pollinator gardens throughout the City.
- Improve freeze damaged landscapes.
- Continue to cross-train all landscape staff.
- Keep all landscape and irrigation in city well-maintained.
- Work within budget constraints and better prioritize spending.



**FY 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ 496,768	\$ 582,983	\$ 663,205	\$ 632,452	\$ 671,397
Contractual services	20,341	34,388	58,408	55,156	107,230
Materials and supplies	75,325	111,510	162,778	158,078	158,890
Maintenance charges	67,595	81,043	82,005	82,005	80,022
TOTAL	\$ 660,029	\$ 809,924	\$ 966,396	\$ 927,691	\$ 1,017,539

PERFORMANCE INDICATORS

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ESTIMATE	FY 2022 BUDGET
Irrigation heads maintained	1,750	1,850	1,900	2,000
Irrigation heads maintained per worker	170	185	190	200
Plant material maintained (ft ²)	390,000	450,000	750,000	950,000
Plant material maintained per worker (ft ²)	39,000	45,000	75,000	95,000
Average mow/maintenance cycle (days)	12	11	11	11

LANDSCAPE & BEAUTIFICATION STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 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 2022 ADOPTED BUDGET
EXPENDITURE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Personnel services	\$ -	\$ -	\$ 121,319	\$ 121,319	\$ 121,512
Other Financing	3,196	-	-	-	-
TOTAL	\$ 3,196	\$ -	\$ 121,319	\$ 121,319	\$ 121,512



**FY 2022 ADOPTED BUDGET
WORKERS' COMPENSATION FUND (067)**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUE					
Interest earned	\$ 56,144	\$ 22,383	\$ 40,000	\$ 1,400	\$ 1,650
Investment Income	56,144	22,383	40,000	1,400	1,650
Insurance recovery	-	-	-	13,747	-
Expense/Recovery Income	-	-	-	13,747	-
Contributions - city	1,074,369	1,224,104	1,052,000	1,050,000	1,050,000
Contribution Income	1,074,369	1,224,104	1,052,000	1,050,000	1,050,000
Total Revenue	1,130,513	1,246,487	1,092,000	1,065,147	1,051,650
EXPENDITURES					
Personnel services	179,206	128,403	117,605	117,605	120,030
Contractual services	22,882	15,895	35,000	23,000	34,300
Materials & supplies	29,240	29,550	42,490	30,000	42,400
Other uses	679,759	859,286	690,000	884,054	725,500
Total Expenditures	911,087	1,033,134	885,095	1,054,659	922,230
Revenue Over/(Under) Expe	219,426	213,353	206,905	10,488	129,420
Beginning Fund Balance	2,728,681	2,948,107	3,161,460	3,161,460	3,171,948
Ending Fund Balance	\$ 2,948,107	\$ 3,161,460	\$ 3,368,365	\$ 3,171,948	\$ 3,301,368

WORKERS' COMPENSATION FUND STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
3120	Safety Coordinator	1	1	1
	TOTAL:	1	1	1



FY 2022 ADOPTED BUDGET HEALTH INSURANCE FUND (069)

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUES					
Interest earned	\$ 96,115	\$ 47,104	\$ 20,000	\$ 3,500	\$ 4,500
Investment Income	96,115	47,104	20,000	3,500	4,500
Miscellaneous	-	-	-	-	11,600
Prior year expense refund	27,371	4,586	10,000	5,000	10,000
Pharmacy rebates	710,173	864,159	400,000	750,000	750,000
City health contributions	13,751,482	13,735,726	15,000,000	14,420,000	15,000,000
Retiree health contribution	529,824	580,695	540,000	600,000	600,000
Cobra health contribution	25,277	7,591	10,000	12,500	12,500
Employee health deduction	1,671,544	1,601,367	1,604,000	1,604,000	1,604,000
Flex spending	528,935	515,816	500,000	500,000	500,000
Insurance recovery	4,961,066	5,409,665	4,500,000	3,000,000	3,500,000
Dental - EE deduction	245,275	249,526	240,000	240,000	240,000
Dental - retiree contribution	102,720	108,814	100,000	100,000	100,000
Life-EE additional life ins	156,337	168,129	150,000	180,000	165,000
Contributions	22,710,004	23,246,074	23,054,000	21,411,500	22,493,100
Transfer from general fund	1,225,000	1,000,000	-	-	-
Transfer from maintenance fund	262,000	-	-	-	-
TOTAL REVENUE	24,293,119	24,293,178	23,074,000	21,415,000	22,497,600
EXPENDITURES					
Personnel services	(8,360)	5,893	-	5,937	-
Contractual services	126,004	173,491	130,000	130,000	141,600
Other uses:					
Claims/claims related expens	14,004,016	11,884,594	14,500,000	8,750,000	14,000,000
Prescription drugs	3,985,724	4,294,792	3,800,000	4,250,000	4,000,000
Administration fees	612,002	609,707	605,000	617,500	611,000
Dental insurance	556,045	579,233	540,000	820,000	800,000
Other	4,583,287	4,744,889	4,465,000	4,725,000	4,605,000
IBNR accrual adjustment	59,500	(122,100)	-	-	-
TOTAL EXPENDITURES	23,918,218	22,170,499	24,040,000	19,298,437	24,157,600
Revenue Over/(Under)					
Expenditures	374,901	2,122,679	(966,000)	2,116,563	(1,660,000)
Beginning Fund Balance	2,747,488	3,122,389	5,245,068	5,245,068	7,361,631
Ending Fund Balance	\$ 3,122,389	\$ 5,245,068	\$ 4,279,068	\$ 7,361,631	\$ 5,701,631

**FY 2022 ADOPTED BUDGET
GENERAL LIABILITY INSURANCE FUND (070)**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2022 ESTIMATED	FY 2022 ADOPTED
REVENUES					
Interest earned	\$ 127,062	\$ 63,707	\$ 90,000	\$ 3,000	\$ 3,500
Investment Income	127,062	63,707	90,000	3,000	3,500
Insurance recovery	157,621	896,971	900,000	255,000	500,000
Prior year expense refund	-	7,800	-	-	-
Other Revenues	157,621	904,771	900,000	255,000	500,000
Contributions - general fund	750,000	750,000	750,000	750,000	750,000
Contributions - system fund	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Contributions	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000
Total Revenue	2,034,683	2,718,478	2,740,000	2,008,000	2,253,500
EXPENDITURES					
Other uses	1,897,938	2,188,847	1,865,000	1,943,549	1,960,000
Total Expenditures	1,897,938	2,188,847	1,865,000	1,943,549	1,960,000
Revenue Over/(Under)Expendi	136,745	529,631	875,000	64,451	293,500
Beginning Fund Balance	6,048,676	6,185,421	6,715,052	6,715,052	6,779,503
Ending Fund Balance	\$ 6,185,421	\$ 6,715,052	\$ 7,590,052	\$ 6,779,503	\$ 7,073,003



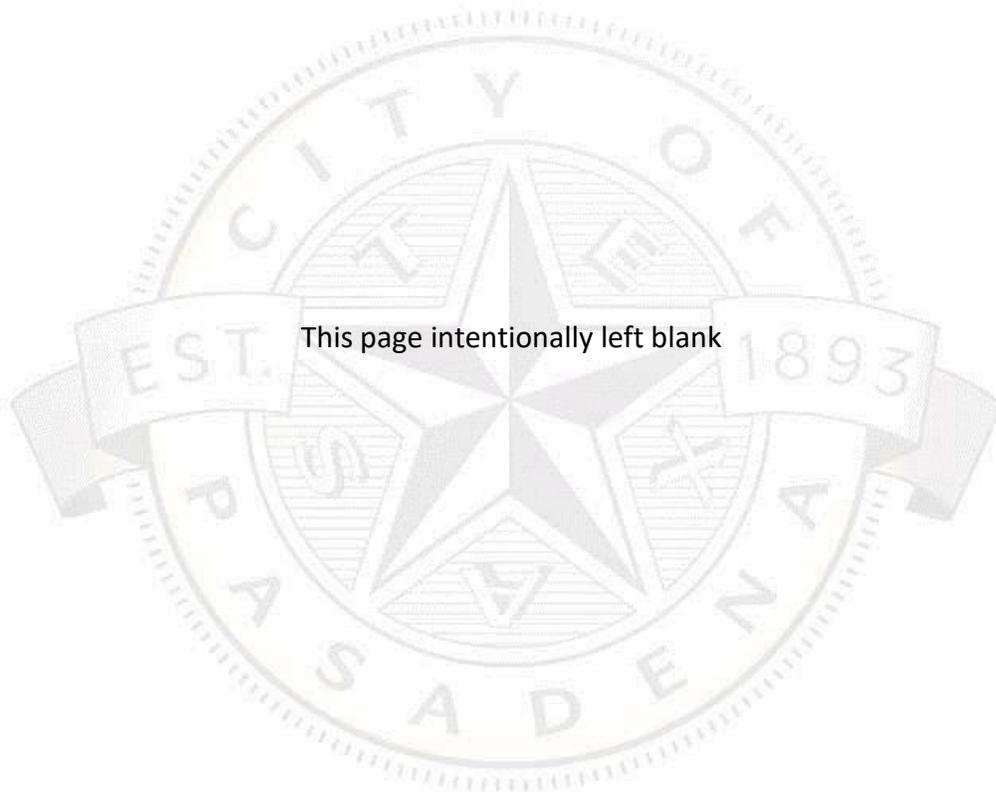
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**SPECIAL REVENUE FUNDS**

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

**FY 2022 ADOPTED BUDGET
SPECIAL REVENUE FUNDS**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
BEGINNING FUND BALANCE	\$ 10,899,257	\$ 12,752,133	\$ 13,033,731	\$ 13,033,731	\$ 12,800,649
REVENUES	4,367,534	3,360,705	2,739,250	2,287,237	2,063,645
EXPENDITURES	2,514,658	3,079,107	3,719,719	2,520,319	3,447,384
REVENUE OVER/(UNDER)					
EXPENDITURES	1,852,876	281,598	(980,469)	(233,082)	(1,383,739)
ENDING FUND BALANCE	\$ 12,752,133	\$ 13,033,731	\$ 12,053,262	\$ 12,800,649	\$ 11,416,910





**ALL SPECIAL REVENUE FUNDS
TOTAL REVENUE SUMMARY**

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED	% OF TOTAL
Franchise tax	\$ 257,614	\$ 243,705	\$ 260,000	\$ 225,000	\$ 225,000	10.9%
Hotel and motel tax	1,570,222	1,095,528	1,400,000	1,000,000	1,000,000	48.5%
Licenses and permits	3,290	2,560	3,000	2,750	3,000	0.1%
Drug/property seizures	1,320,064	1,029,279	-	264,966	-	0.0%
Court fines	323,885	278,530	330,000	228,000	255,000	12.4%
Sale of property	378,011	357,036	320,000	310,425	315,000	15.3%
Miscellaneous/grants/interest	514,448	354,067	426,250	256,096	265,645	12.9%
TOTAL REVENUE	\$4,367,534	\$3,360,705	\$2,739,250	\$2,287,237	\$2,063,645	100.0%

**ALL SPECIAL REVENUE FUNDS
TOTAL EXPENDITURES SUMMARY**

CATEGORY	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED	% OF TOTAL
Personnel services	\$ 532,901	\$ 555,189	\$ 547,561	\$ 524,572	\$ 449,624	13.0%
Contractual services	788,591	710,523	1,205,298	730,150	1,052,583	30.5%
Materials and supplies	364,315	606,956	786,473	458,210	797,827	23.1%
Other charges	198,648	60,282	162,000	64,000	165,000	4.8%
Other uses	152,908	154,870	157,500	157,500	154,350	4.5%
Capital outlay	477,295	991,287	860,887	585,887	828,000	24.0%
TOTAL EXPENDITURES	\$2,514,658	\$3,079,107	\$3,719,719	\$2,520,319	\$3,447,384	100.0%

**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
DETAIL OF BEGINNING BALANCE					
Municipal Jury Fund	\$ -	\$ -	\$ 677	\$ 677	\$ 1,977
Equity sharing - treasury	392,181	539,881	552,550	552,550	559,194
Juvenile case mgr fund	190,007	190,030	187,357	187,357	155,864
Child safety fund	1,008,018	1,085,713	1,047,292	1,047,292	882,659
Equity sharing - justice	1,303,342	1,451,010	2,003,037	2,003,037	1,987,999
Municipal courts security	24,877	13,989	(15,885)	(15,885)	(60,714)
State seizure fund	968,344	1,575,626	1,004,255	1,004,255	943,490
Law enforcement training	70,171	74,784	87,765	87,765	87,556
Judicial efficiency fund	107,438	130,719	146,120	146,120	163,111
Court technology fund	98,292	111,779	119,763	119,763	229,838
Hotel and motel tax fund	5,224,337	5,934,062	6,347,462	6,347,462	6,315,723
Preservation of vital statistics	74,713	75,996	75,149	75,149	76,749
1% Public, ed and gov (peg)	877,715	1,054,146	1,024,690	1,024,690	1,106,190
Abandoned motor vehicles	479,595	447,926	412,411	412,411	330,359
Sign removal fund	80,227	66,472	41,088	41,088	20,654
TOTAL	\$ 10,899,257	\$ 12,752,133	\$ 13,033,731	\$ 13,033,731	\$ 12,800,649

DETAIL OF REVENUES

Municipal Jury Fund	\$ -	\$ 677	\$ -	\$ 1,300	\$ 1,000
Equity sharing - treasury	161,052	68,664	7,300	49,644	500
Juvenile case mgr fund	70,614	72,624	69,000	38,095	50,120
Child safety fund	268,570	232,527	268,000	226,480	233,125
Equity sharing - justice	297,619	822,192	20,000	142,712	1,500
Municipal courts security	101,918	57,047	100,250	15,000	20,200
State seizure fund	927,905	170,812	14,000	74,585	750
Law enforcement training	20,169	19,649	29,000	17,291	17,575
Judicial efficiency fund	23,932	16,189	21,500	20,080	20,120
Court technology fund	137,673	136,909	145,500	155,075	165,100
Hotel and motel tax fund	1,698,458	1,150,869	1,470,000	1,003,500	1,005,000
Preservation of vital statistics	7,457	4,990	5,900	5,100	5,400
1% Public, ed and gov (peg)	257,614	243,705	260,000	225,000	225,000
Abandoned motor vehicles	389,581	360,737	325,000	310,605	315,225
Sign removal fund	4,972	3,114	3,800	2,770	3,030
TOTAL	\$ 4,367,534	\$ 3,360,705	\$ 2,739,250	\$ 2,287,237	\$ 2,063,645

**SPECIAL REVENUE FUNDS
FUND BALANCE SUMMARY**

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
DETAIL OF EXPENDITURES					
Municipal Jury Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Equity sharing - treasury	13,352	55,995	146,250	43,000	141,000
Juvenile case mgr fund	70,591	75,297	74,009	69,588	75,221
Child safety fund	190,875	270,948	511,326	391,113	465,158
Equity sharing - justice	149,951	270,165	270,827	157,750	232,000
Municipal courts security	112,806	86,921	81,612	59,829	-
State seizure fund	320,623	742,183	388,000	135,350	386,000
Law enforcement training	15,556	6,668	20,000	17,500	17,500
Judicial efficiency fund	651	788	19,829	3,089	19,482
Court technology fund	124,186	128,925	175,395	45,000	100,000
Hotel and motel tax fund	988,733	737,469	1,120,410	1,035,239	1,160,097
Preservation of vital statistics	6,174	5,837	21,000	3,500	13,000
1% Public, ed and gov (peg)	81,183	273,161	365,699	143,500	360,000
Abandoned motor vehicles	421,250	396,252	479,360	392,657	473,662
Sign removal fund	18,727	28,498	46,002	23,204	4,264
TOTAL	\$ 2,514,658	\$ 3,079,107	\$ 3,719,719	\$ 2,520,319	\$ 3,447,384
ENDING BALANCE					
Municipal Jury Fund	\$ -	\$ 677	\$ 677	\$ 1,977	\$ 2,977
Equity sharing - treasury	539,881	552,550	413,600	559,194	418,694
Juvenile case mgr fund	190,030	187,357	182,348	155,864	130,763
Child safety fund	1,085,713	1,047,292	803,966	882,659	650,626
Equity sharing - justice	1,451,010	2,003,037	1,752,210	1,987,999	1,757,499
Municipal courts security	13,989	(15,885)	2,753	(60,714)	(40,514)
State seizure fund	1,575,626	1,004,255	630,255	943,490	558,240
Law enforcement training	74,784	87,765	96,765	87,556	87,631
Judicial efficiency fund	130,719	146,120	147,791	163,111	163,749
Court technology fund	111,779	119,763	89,868	229,838	294,938
Hotel and motel tax fund	5,934,062	6,347,462	6,697,052	6,315,723	6,160,626
Preservation of vital statistics	75,996	75,149	60,049	76,749	69,149
1% Public, ed and gov (peg)	1,054,146	1,024,690	918,991	1,106,190	971,190
Abandoned motor vehicles	447,926	412,411	258,051	330,359	171,922
Sign removal fund	66,472	41,088	(1,114)	20,654	19,420
TOTAL	\$ 12,752,133	\$ 13,033,731	\$ 12,053,262	\$ 12,800,649	\$ 11,416,910



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

MISSION STATEMENT

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Miscellaneous	\$ -	\$ 677	\$ -	\$ 1,300	\$ 1,000
Total Revenue	-	677	-	1,300	1,000
Expenditures					
Personnel services	-	-	-	-	-
Contractual services	-	-	-	-	-
Materials and supplies	-	-	-	-	-
Other charges	-	-	-	-	-
Capital outlay	-	-	-	-	-
Total Expenditures	-	-	-	-	-
Revenue Over/(Under)					
Expenditures	-	677	-	1,300	1,000
Beginning Fund Balance	-	-	677	677	1,977
Ending Fund Balance	\$ -	\$ 677	\$ 677	\$ 1,977	\$ 2,977



**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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 10,408	\$ 4,930	\$ 7,300	\$ 475	\$ 500
Investment Income	10,408	4,930	7,300	475	500
Federal seizure revenue	147,844	63,734	-	49,169	-
Sale of assets	2,800	-	-	-	-
Other Revenue	150,644	63,734	-	49,169	-
Total Revenue	161,052	68,664	7,300	49,644	500
Expenditures					
Contractual services	8,624	4,338	73,250	35,000	68,000
Materials and supplies	4,728	51,657	73,000	8,000	73,000
Total Expenditures	13,352	55,995	146,250	43,000	141,000
Revenue Over/(Under)					
Expenditures	147,700	12,669	(138,950)	6,644	(140,500)
Beginning Fund Balance	392,181	539,881	552,550	552,550	559,194
Ending Fund Balance	\$ 539,881	\$ 552,550	\$ 413,600	\$ 559,194	\$ 418,694



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 4,455	\$ 1,738	\$ 3,000	\$ 95	\$ 120
Investment Income	4,455	1,738	3,000	95	120
Juvenile case mgr fee	33,701	18,849	34,000	5,000	20,000
Tpdf city	32,458	18,215	32,000	33,000	30,000
Local Trncy Pre Lc-2 \$5.0	-	33,822	-	-	-
Municipal Court Fines	66,159	70,886	66,000	38,000	50,000
Total Revenue	70,614	72,624	69,000	38,095	50,120
Expenditures					
Personnel services	68,598	74,226	69,529	68,888	70,831
Contractual services	712	432	2,450	-	2,401
Materials and supplies	1,281	639	2,030	700	1,989
Total Expenditures	70,591	75,297	74,009	69,588	75,221
Revenue Over/(Under)					
Expenditures	23	(2,673)	(5,009)	(31,493)	(25,101)
Beginning Fund Balance	190,007	190,030	187,357	187,357	155,864
Ending Fund Balance	\$ 190,030	\$ 187,357	\$ 182,348	\$ 155,864	\$ 130,763



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 23,899	\$ 9,916	\$ 13,000	\$ 480	\$ 125
Investment Income	23,899	9,916	13,000	480	125
Child safety fee	244,671	220,630	255,000	226,000	233,000
Prior Year Expense/Refund	-	1,981	-	-	-
Other Revenues	244,671	222,611	255,000	226,000	233,000
Total Revenue	268,570	232,527	268,000	226,480	233,125
Expenditures					
Personnel services	74,626	58,092	84,986	86,773	85,058
Contractual services	71,414	78,462	182,000	119,500	182,000
Materials and supplies	44,835	134,394	146,100	136,600	148,100
Capital Outlay	-	-	98,240	48,240	50,000
Total Expenditures	190,875	270,948	511,326	391,113	465,158
Revenue Over/(Under)					
Expenditures	77,695	(38,421)	(243,326)	(164,633)	(232,033)
Beginning Fund Balance	1,008,018	1,085,713	1,047,292	1,047,292	882,659
Ending Fund Balance	\$ 1,085,713	\$ 1,047,292	\$ 803,966	\$ 882,659	\$ 650,626



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 30,758	\$ 14,239	\$ 20,000	\$ 1,000	\$ 1,500
Investment Income	30,758	14,239	20,000	1,000	1,500
Federal seizure revenue	266,861	807,953	-	141,712	-
Other Revenues	266,861	807,953	-	141,712	-
Total Revenue	297,619	822,192	20,000	142,712	1,500
Expenditures					
Contractual services	91,203	73,247	135,803	96,500	123,000
Materials and supplies	58,748	117,222	135,024	61,250	109,000
Capital outlay	-	79,696	-	-	-
Total Expenditures	149,951	270,165	270,827	157,750	232,000
Revenue Over/(Under)					
Expenditures	147,668	552,027	(250,827)	(15,038)	(230,500)
Beginning Fund Balance	1,303,342	1,451,010	2,003,037	2,003,037	1,987,999
Ending Fund Balance	\$ 1,451,010	\$ 2,003,037	\$ 1,752,210	\$ 1,987,999	\$ 1,757,499



**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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 500	\$ 174	\$ 250	\$ -	\$ 200
Investment Income	500	174	250	-	200
Municipal court - security	101,418	56,873	100,000	15,000	20,000
Other Court Fee	101,418	56,873	100,000	15,000	20,000
Total Revenue	101,918	57,047	100,250	15,000	20,200
Expenditures					
Personnel services	112,194	86,921	81,612	59,829	-
Contractual services	604	-	-	-	-
Materials and supplies	8	-	-	-	-
Total Expenditures	112,806	86,921	81,612	59,829	-
Revenue Over/(Under)					
Expenditures	(10,888)	(29,874)	18,638	(44,829)	20,200
Beginning Fund Balance	24,877	13,989	(15,885)	(15,885)	(60,714)
Ending Fund Balance	\$ 13,989	\$ (15,885)	\$ 2,753	\$ (60,714)	\$ (40,514)

MUNICIPAL COURTS SECURITY STAFFING

Job Code	Job Title	2020 Amended	2021 Amended	2022 Adopted
1450	City Marshal	1	1	0
	TOTAL:	1	1	0

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



SPECIAL REVENUE FUND STATE SEIZURE FUND (046)

MISSION STATEMENT

It is the primary mission of the State Seizure Fund to utilize asset forfeiture from cases filed in State courts to further local law enforcement. This is accomplished by providing equipment in excess of what local funding levels would support.

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 25,346	\$ 13,220	\$ 14,000	\$ 500	\$ 750
Investment Income	25,346	13,220	14,000	500	750
Asset forfeitures - state	887,309	157,592	-	74,085	-
Miscellaneous	15,250	-	-	-	-
Other Revenues	902,559	157,592	-	74,085	-
Total Revenue	927,905	170,812	14,000	74,585	750
Expenditures					
Contractual services	73,123	59,175	98,000	50,500	96,000
Materials and supplies	77,497	59,283	120,000	62,850	120,000
Other charges	154,753	33,046	120,000	22,000	120,000
Capital outlay	15,250	590,679	50,000	-	50,000
Total Expenditures	320,623	742,183	388,000	135,350	386,000
Revenue Over/(Under)					
Expenditures	607,282	(571,371)	(374,000)	(60,765)	(385,250)
Beginning Fund Balance	968,344	1,575,626	1,004,255	1,004,255	943,490
Ending Fund Balance	\$ 1,575,626	\$ 1,004,255	\$ 630,255	\$ 943,490	\$ 558,240



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 1,620	\$ 706	\$ 1,000	\$ 50	\$ 75
Investment Income	1,620	706	1,000	50	75
Law officer - warrant	1,196	1,241	2,000	1,100	1,100
Law officer - fire marshal	1,424	1,407	3,000	1,400	1,400
Law officer - police	15,929	16,295	23,000	14,741	15,000
Other Revenues	18,549	18,943	28,000	17,241	17,500
Total Revenue	20,169	19,649	29,000	17,291	17,575
Expenditure					
Contractual services	15,556	6,668	20,000	17,500	17,500
Total Expenditures	15,556	6,668	20,000	17,500	17,500
Revenue Over/(Under)					
Expenditures	4,613	12,981	9,000	(209)	75
Beginning Fund Balance	70,171	74,784	87,765	87,765	87,556
Ending Fund Balance	\$ 74,784	\$ 87,765	\$ 96,765	\$ 87,556	\$ 87,631



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 2,729	\$ 1,232	\$ 1,500	\$ 80	\$ 120
Investment Income	2,729	1,232	1,500	80	120
Judicial Eff (TP-J) crt fee	21,203	14,957	20,000	20,000	20,000
Municipal Court Fines	21,203	14,957	20,000	20,000	20,000
Total Revenue	23,932	16,189	21,500	20,080	20,120
Expenditures					
Personnel services	-	-	2,429	2,429	2,430
Contractual services	-	-	11,950	-	11,711
Materials and supplies	651	788	5,450	660	5,341
Total Expenditures	651	788	19,829	3,089	19,482
Revenue Over/(Under)					
Expenditures	23,281	15,401	1,671	16,991	638
Beginning Fund Balance	107,438	130,719	146,120	146,120	163,111
Ending Fund Balance	\$ 130,719	\$ 146,120	\$ 147,791	\$ 163,111	\$ 163,749



**SPECIAL REVENUE FUND
MUNICIPAL COURT TECHNOLOGY FUND (049)**

MISSION STATEMENT

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

	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 2,568	\$ 1,095	\$ 1,500	\$ 75	\$ 100
Investment Income	2,568	1,095	1,500	75	100
Municipal court - technology fee	135,105	135,814	144,000	155,000	165,000
Other Revenues	135,105	135,814	144,000	155,000	165,000
Total Revenue	137,673	136,909	145,500	155,075	165,100
Expenditures					
Contractual services	124,186	128,925	175,395	45,000	100,000
Total Expenditures	124,186	128,925	175,395	45,000	100,000
Revenue Over/(Under)					
Expenditures	13,487	7,984	(29,895)	110,075	65,100
Beginning Fund Balance	98,292	111,779	119,763	119,763	229,838
Ending Fund Balance	\$ 111,779	\$ 119,763	\$ 89,868	\$ 229,838	\$ 294,938



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUE					
Hotel-motel tax	\$ 1,570,222	\$ 1,095,528	\$ 1,400,000	\$ 1,000,000	\$ 1,000,000
Other Taxes	1,570,222	1,095,528	1,400,000	1,000,000	1,000,000
Interest earned	128,236	55,341	70,000	3,500	5,000
Investment Income	128,236	55,341	70,000	3,500	5,000
Total Revenue	1,698,458	1,150,869	1,470,000	1,003,500	1,005,000
EXPENDITURES					
Personnel services	154,580	175,996	137,643	139,042	140,379
Contractual services	158,814	136,159	223,950	175,150	197,471
Materials and supplies	116,308	124,804	138,670	100,900	189,897
Capital outlay	406,123	145,640	462,647	462,647	478,000
Other uses	152,908	154,870	157,500	157,500	154,350
Total Expenditures	988,733	737,469	1,120,410	1,035,239	1,160,097
Revenue Over/(Under)					
Expenditures	709,725	413,400	349,590	(31,739)	(155,097)
Beginning Fund Balance	5,224,337	5,934,062	6,347,462	6,347,462	6,315,723
Ending Fund Balance	\$ 5,934,062	\$ 6,347,462	\$ 6,697,052	\$ 6,315,723	\$ 6,160,626



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 1,738	\$ 697	\$ 900	\$ 100	\$ 100
Investment Income	1,738	697	900	100	100
Preservation of vital statistics	5,719	4,293	5,000	5,000	5,300
Other Revenues	5,719	4,293	5,000	5,000	5,300
Total Revenue	7,457	4,990	5,900	5,100	5,400
EXPENDITURES					
Contractual services	5,974	5,837	20,000	3,500	12,500
Materials and supplies	200	-	1,000	-	500
Total Expenditures	6,174	5,837	21,000	3,500	13,000
Revenue Over/(Under)					
Expenditures	1,283	(847)	(15,100)	1,600	(7,600)
Beginning Fund Balance	74,713	75,996	75,149	75,149	76,749
Ending Fund Balance	\$ 75,996	\$ 75,149	\$ 60,049	\$ 76,749	\$ 69,149



**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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Preservation of vital statistics	\$ 257,614	\$ 243,705	\$ 260,000	\$ 225,000	\$ 225,000
Other Revenues	257,614	243,705	260,000	225,000	225,000
Total Revenue	257,614	243,705	260,000	225,000	225,000
EXPENDITURES					
Materials and supplies	25,261	97,889	115,699	68,500	110,000
Capital outlay	55,922	175,272	250,000	75,000	250,000
Total Expenditures	81,183	273,161	365,699	143,500	360,000
Revenue Over/(Under)					
Expenditures	176,431	(29,456)	(105,699)	81,500	(135,000)
Beginning Fund Balance	877,715	1,054,146	1,024,690	1,024,690	1,106,190
Ending Fund Balance	\$ 1,054,146	\$ 1,024,690	\$ 918,991	\$ 1,106,190	\$ 971,190



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
Revenue					
Interest earned	\$ 11,570	\$ 3,701	\$ 5,000	\$ 180	\$ 225
Investment Income	11,570	3,701	5,000	180	225
Abandoned auto fund	378,011	357,036	320,000	310,425	315,000
Other Revenues	378,011	357,036	320,000	310,425	315,000
Total Revenue	389,581	360,737	325,000	310,605	315,225
EXPENDITURES					
Personnel services	104,176	131,456	145,360	144,407	148,162
Contractual services	238,381	217,280	252,500	187,500	241,000
Materials and supplies	34,798	20,280	39,500	18,750	39,500
Other charges	43,895	27,236	42,000	42,000	45,000
Total Expenditures	421,250	396,252	479,360	392,657	473,662
Revenue Over/(Under)					
Expenditures	(31,669)	(35,515)	(154,360)	(82,052)	(158,437)
Beginning Fund Balance	479,595	447,926	412,411	412,411	330,359
Ending Fund Balance	\$ 447,926	\$ 412,411	\$ 258,051	\$ 330,359	\$ 171,922



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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUE					
Sign removal fee	\$ 3,290	\$ 2,560	\$ 3,000	\$ 2,750	\$ 3,000
Business License and Permits	3,290	2,560	3,000	2,750	3,000
Interest earned	1,682	554	800	20	30
Investment Income	1,682	554	800	20	30
Total Revenue	4,972	3,114	3,800	2,770	3,030
EXPENDITURES					
Personnel services	18,727	28,498	26,002	23,204	2,764
Contractual services	-	-	10,000	-	1,000
Materials and supplies	-	-	10,000	-	500
Total Expenditures	18,727	28,498	46,002	23,204	4,264
Revenue Over/(Under)					
Expenditures	(13,755)	(25,384)	(42,202)	(20,434)	(1,234)
Beginning Fund Balance	80,227	66,472	41,088	41,088	20,654
Ending Fund Balance	\$ 66,472	\$ 41,088	\$ (1,114)	\$ 20,654	\$ 19,420



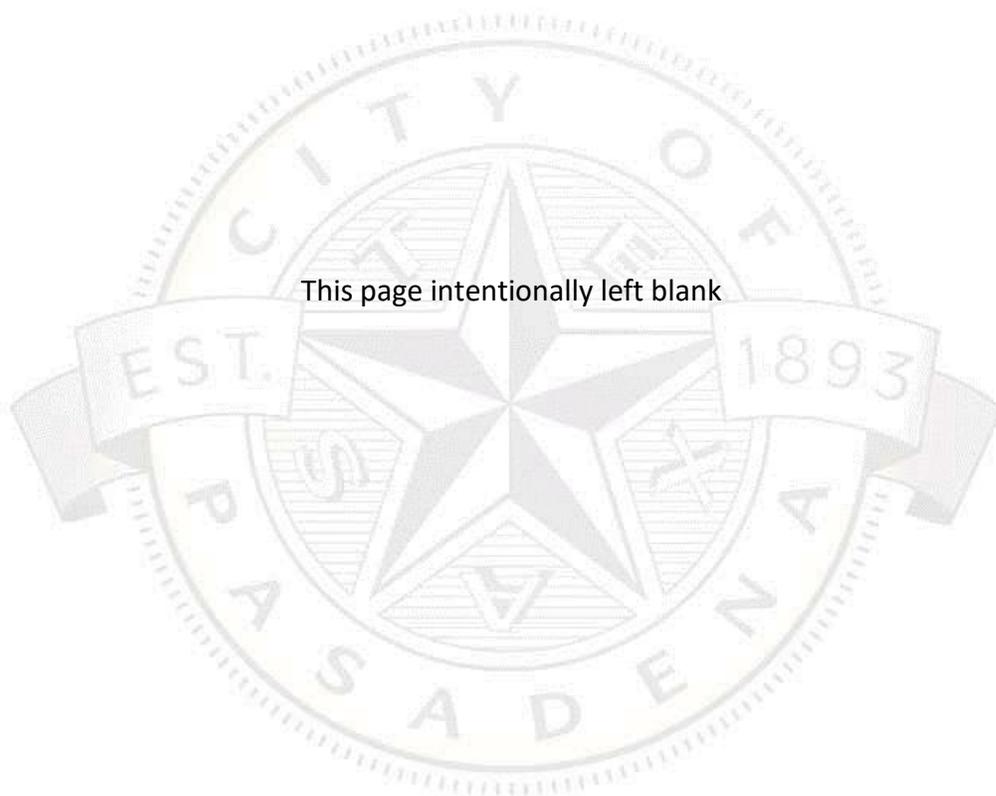
COMPONENT UNIT PASADENA ECONOMIC DEVELOPMENT CORPORATION

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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUE					
City sales tax	\$12,034,005	\$12,222,972	\$10,800,000	\$10,750,000	\$10,152,000
Sales Taxes	12,034,005	12,222,972	10,800,000	10,750,000	10,152,000
Interest earned	1,215,581	510,098	252,100	28,625	50,100
Miscellaneous	18,101	52,192	-	808	-
Investment/Other Income	1,233,682	562,290	252,100	29,433	50,100
Transfers in	2,790,511	3,225,391	5,284,401	1,782,100	4,448,222
Other financing sources	2,790,511	3,225,391	5,284,401	1,782,100	4,448,222
Revenue before Elimination	16,058,198	16,010,653	16,336,501	12,561,533	14,650,322
Transfers in elimination	(2,790,511)	(2,424,378)	(5,284,401)	(1,782,100)	(4,448,222)
Net Revenue	13,267,687	13,586,275	11,052,100	10,779,433	10,202,100
EXPENDITURES					
Contractual services	1,708,012	2,375,409	5,191,951	1,724,300	4,360,922
Materials and supplies	46,260	38,068	77,450	42,800	72,300
Debt service/other charges	1,036,238	10,901	15,000	15,000	15,000
Capital outlay	6,086,837	5,685,172	-	780,600	-
Transfers out	2,790,511	2,424,378	5,284,401	1,782,100	4,448,222
Expenditures before Elimination	11,667,858	10,533,928	10,568,802	4,344,800	8,896,444
Transfers out elimination	(2,790,511)	(2,424,378)	(5,284,401)	(1,782,100)	(4,448,222)
Net Expenditures	8,877,347	8,109,550	5,284,401	2,562,700	4,448,222
Revenue Over/(Under) Expenditures	4,390,340	5,476,725	5,767,699	8,216,733	5,753,878
Beginning Fund Balance	52,448,163	56,838,503	62,315,228	62,315,228	70,531,961
Ending Fund Balance	\$56,838,503	\$62,315,228	\$68,082,927	\$70,531,961	\$76,285,839



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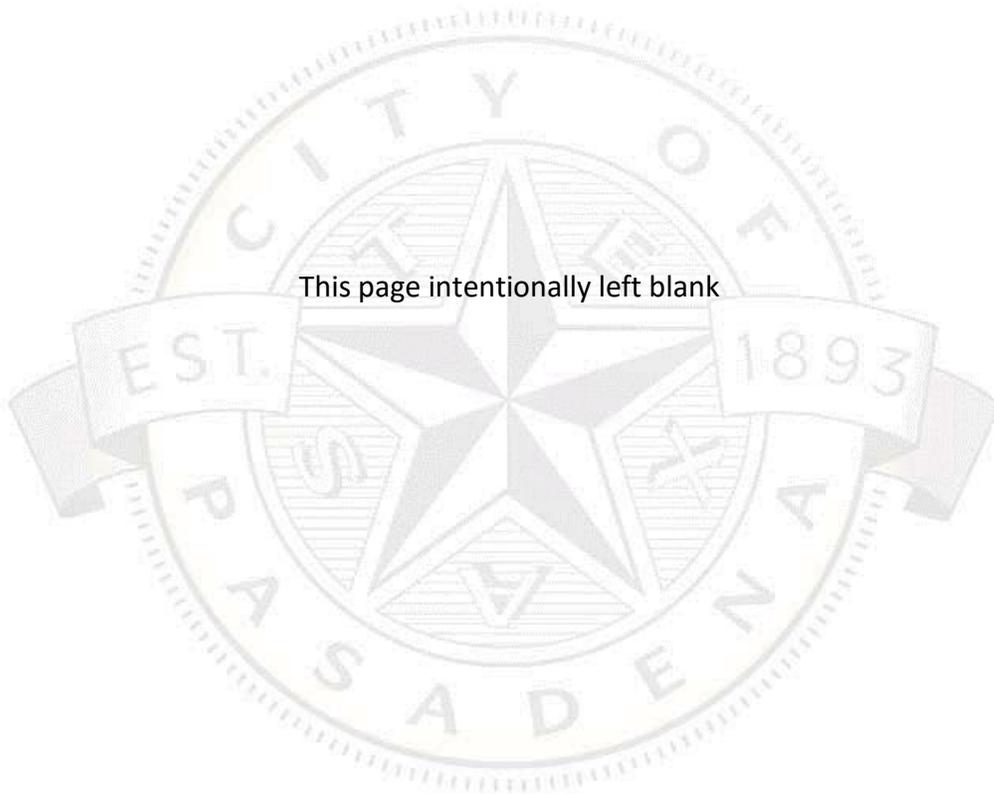
COMPONENT UNIT PASADENA CRIME CONTROL AND PREVENTION DISTRICT

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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 AMENDED	FY 2021 ESTIMATED	FY 2022 ADOPTED
REVENUE					
City sales tax	\$11,674,917	\$11,903,679	\$10,650,000	\$10,900,000	\$ 9,798,000
Sales Taxes	11,674,917	11,903,679	10,650,000	10,900,000	9,798,000
Other income	-	-	-	709	-
Interest earned	168,393	71,148	60,000	3,900	7,000
Investment/Other Income	168,393	71,148	60,000	4,609	7,000
Total Revenue	11,843,310	11,974,827	10,710,000	10,904,609	9,805,000
EXPENDITURES					
Personnel services	6,858,271	6,952,944	7,413,821	6,925,637	7,172,859
Contractual services	948,524	865,106	1,434,521	1,434,521	1,472,386
Materials and supplies	1,075,707	900,167	1,128,995	1,128,995	942,000
Capital outlay	2,277,836	2,518,858	1,881,660	1,881,660	1,030,000
Total Expenditures	11,160,338	11,237,075	11,858,997	11,370,813	10,617,245
Revenue Over/(Under) Expenditures	682,972	737,752	(1,148,997)	(466,204)	(812,245)
Beginning Fund Balance	7,230,245	7,913,217	8,650,969	8,650,969	8,184,765
Ending Fund Balance	\$ 7,913,217	\$ 8,650,969	\$ 7,501,972	\$ 8,184,765	\$ 7,372,520



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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	59.2 square miles
Industrial Area	43.7 square miles
Industrial Area	15.5 square miles
Fire Protection:	
Number of stations	9
Number of personnel	142
Number of fire vehicles	46
Police Protection:	
Number of stations	2
Number of sworn officers	274
Officers per 1,000 population	1.78
Number of police vehicles	337
Municipal Water & Wastewater System:	
Number of gallons of water sold	5,850,000,000
Meters in service	36,276
Number of units served	22,335
Number of residential customers	31,239
Number of commercial customers	2,975



Parks:

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

Pasadena Library System:

Number of public libraries	2
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County:

	Harris
Government type	Commissioners Court

Schools:

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

**DEMOGRAPHIC STATISTICS**

	<u>2000 Census</u>	<u>2010 Census</u>	<u>2019 Estimates</u>
Total population	141,674	149,043	151,230
Total housing units	50,367	53,899	55,994
Total households	47,031	48,471	47,706
Average household size	2.99	3.06	3.15
Median household income	\$ 40,690	\$ 44,099	\$ 53,819
Population by race:			
White	101,219	112,253	66,033
Black	2,316	3,485	5,468
Asian	2,589	3,150	3,468
American Indian	957	1,110	1,870
Native Hawaiian/Pacific Islander	58	88	73
Other	30,173	24,577	37,428
Two or more races	4,362	4,380	37,610
Hispanic Ethnicity (of any race)	68,348	92,692	103,037



	<u>2000 Census</u>	<u>2010 Census</u>	<u>2019 Estimates</u>
Population by age:			
Under 5 years	13,148	13,032	12,281
5 to 9 years	12,811	12,680	12,168
10 to 14 years	11,877	12,483	13,267
15 to 19 years	11,520	12,405	11,397
20 to 24 years	11,592	11,357	10,279
25 to 34 years	22,403	21,601	20,987
35 to 44 years	21,795	19,898	17,828
45 to 54 years	16,109	19,680	20,030
55 to 59 years	5,180	7,686	9,465
60 to 64 years	4,026	5,795	6,745
65 to 74 years	6,382	6,844	9,759
75 to 84 years	3,800	4,170	4,853
85 years and over	1,031	1,412	2,171
Population 25 years and over:			
Less than high school graduate	26,514	26,700	25,864
High school graduate	22,497	26,359	29,992
Some college, no degree	17,616	16,688	14,596
Associate's degree	3,769	4,536	6,741
Bachelor's degree	6,552	7,959	9,615
Graduate or professional degree	3,666	3,338	5,030

**FY 2022 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.

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

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

OBJECTIVE: A defined method to accomplish an established goal.

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

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

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

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

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



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

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

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

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

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

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

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

ROW: Right-of-Way.

SPECIAL REVENUE FUNDS: Funds which account for revenues from specific taxes or other revenue sources which by law, or other agreement such as Trust, are designated to finance 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.



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

TMRS: Texas Municipal Retirement System.

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

TXDOT: Texas Department of Transportation.

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

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

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

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



9-7-21 Agenda

AGENDA REQUEST

2P

ORDINANCE RESOLUTION

NO: 2021-145

CAPTION: Adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and appropriating those amounts to those object accounts, containing a repealing clause, containing a savings clause and containing a severability clause. A roll call vote is required for adoption.

RECOMMENDATIONS & JUSTIFICATION: Recommend adoption of the Proposed FY 2022 Budget.

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

BUDGETED:

COUNCIL DISTRICT(S) AFFECTED: ALL

REQUIRES APPROPRIATION:
See attached Certification

		COUNCIL ACTION	
<u>Sherry Womack</u>		<u>Roll Call Vote</u>	<u>Roll Call Vote</u>
Sherry Womack	DATE: <u>08/25/2021</u>	FIRST READING:	FINAL READING:
REQUESTING PARTY (TYPED)			
BUDGET DEPARTMENT		<u>—</u>	<u>Cayten</u>
		MOTION	MOTION
PURCHASING DEPARTMENT		<u>—</u>	<u>Bass</u>
		SECOND	SECOND
APPROVED:			
<u>[Signature]</u>		<u>09-07-21</u>	<u>09-14-21</u>
CITY ATTORNEY		DATE	DATE
<u>[Signature]</u>		Ayes: Ybarra Bass	Ayes: Valerio Schoenbein
MAYOR		DEFERRED: Harrison Wagner	Van Harte Wagner
		Van Harte	Estroda
		Estroda	Cayten
		Cayten	Bass

ORDINANCE NO. 2021- 145

An Ordinance adopting the Annual Budget for the City of Pasadena, Texas for the fiscal year beginning October 1, 2021 and ending September 30, 2022; and appropriating those amounts to those object accounts, containing a severability clause. A roll call vote is required for adoption.

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

SECTION 1. That subject to the applicable provisions of the State Law and the City Charter, the budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022, as filed and submitted by the Mayor and adjusted by City Council, containing estimates of resources and revenues for the year from all of the various sources, and the projects, operations, activities and purchases proposed to be undertaken during the year, together with the estimated costs thereof, and estimated amounts of all other proposed expenditures as reflected by major divisions of object code accounts for each department as shown on the attached Exhibit "A" incorporated herein for all purposes is hereby approved and adopted.

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

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 7th day of September, A.D., 2021.

APPROVED this the 7th day of September, A.D., 2021.

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:
Jay W. Dale
JAY W. DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 14th day of September, A.D., 2021.

APPROVED this the 14th day of September, A.D., 2021.

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:
Jay W. Dale
JAY W. DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

City of Pasadena
FY 2022 Proposed Budget - Detail of Budget Adjustments

Fund	Sources	Fund/Dept No.	Fund/Dept Description	Acct. No.	Acct. Description	Original Proposed	Revised Proposed	Difference	Explanation of Adjustments
General	Revenue	001	General Fund	4441	Residential Services	8,000,000	9,000,000	1,000,000	Increase - Trash Collection Revenue
General	Expenditure	10300	Budget	7001	Salaries - Regular	490,170	561,537	71,367	
	Expenditure	10300	Budget	7009	FICA	30,544	34,968	4,424	
	Expenditure	10300	Budget	7011	Medicare	7,153	8,188	1,035	
	Expenditure	10300	Budget	7015	TMRS	68,297	78,190	9,893	
	Expenditure	10300	Budget	7017	Group Insurance	72,240	86,688	14,448	Increase - Add Operational Compliance Officer position
	Expenditure	10300	Budget	7019	Worker's Compensation	877	1,004	127	
	Expenditure	10300	Budget	7210	Computers	1,960	3,000	1,040	
	Expenditure	10300	Budget	7207	Minor Equipment & Tools	1,960	9,000	7,040	
						673,201	782,575	109,374	
	Expenditure	10400	Municipal Courts	7001	Salaries - Regular	1,276,304	1,276,773	469	
	Expenditure	10400	Municipal Courts	7009	FICA	84,167	84,330	163	
	Expenditure	10400	Municipal Courts	7011	Medicare	19,684	19,722	38	
	Expenditure	10400	Municipal Courts	7015	TMRS	157,716	158,030	314	Increase - Add Longevity and minor adjustment to Municipal Court Judge position
	Expenditure	10400	Municipal Courts	7019	Worker's Compensation	2,292	2,296	4	
	Expenditure	10400	Municipal Courts	7021	Longevity	11,100	12,900	1,800	
						1,551,263	1,554,051	2,788	
	Expenditure	10800	Legal	7001	Salaries - Regular	827,524	702,839	(124,685)	
	Expenditure	10800	Legal	7009	FICA	48,682	40,691	(7,991)	
	Expenditure	10800	Legal	7011	Medicare	12,194	10,305	(1,889)	
	Expenditure	10800	Legal	7015	TMRS	116,322	98,506	(17,816)	
	Expenditure	10800	Legal	7017	Group Insurance	115,584	101,136	(14,448)	
	Expenditure	10800	Legal	7019	Worker's Compensation	1,493	1,265	(228)	
	Expenditure	10800	Legal	7021	Longevity	6,720	2,880	(3,840)	
	Expenditure	10800	Legal	7107	Professional Services	188,846	208,846	20,000	Increase - For additional consulting
						1,317,365	1,166,468	(150,897)	
	Expenditure	11600	Inspections	7001	Salaries - Regular	1,038,026	977,326	(60,700)	
	Expenditure	11600	Inspections	7009	FICA	65,208	61,445	(3,763)	
	Expenditure	11600	Inspections	7011	Medicare	15,250	14,370	(880)	
	Expenditure	11600	Inspections	7015	TMRS	145,663	137,248	(8,415)	
	Expenditure	11600	Inspections	7017	Group Insurance	260,066	245,618	(14,448)	
	Expenditure	11600	Inspections	7019	Worker's Compensation	3,753	3,488	(265)	
						1,527,966	1,439,495	(88,471)	
	Expenditure	11801	Other Financing	9190	General Fund CIP	3,000,000	4,000,000	1,000,000	Increase - Add Additional Funding to Annual CIP Fund
	Expenditure	14100	Engineering	7001	Salaries - Regular	1,202,015	1,237,156	35,141	
	Expenditure	14100	Engineering	7009	FICA	73,503	75,682	2,179	

Fund	Sources	Fund/Dept No.	Fund/Dept Description	Acct. No.	Acct. Description	Original Proposed	Revised Proposed	Difference	Explanation of Adjustments
Health Insurance Fund	Revenue	00069	Health Insurance Fund	4511	Miscellaneous Income	-	11,600	11,600	Increase -Service to provide video of benefits to employee and will be reimbursed by United Health Care
	Expenditure	00069	Health Insurance Fund	7107	Professional Services	130,000	141,600	11,600	
Total Adjustments - Health Insurance Fund									
Increase/(Decrease)									Health Insurance Fund Net Change
								-	

**CITY OF PASADENA
PROPOSED ENDING FUND BALANCES**

Fund #	Fund Title	Estimated Beginning Balance	Revenues and Transfers In	Expenditures and Transfers Out	Revenues Over/(Under) Expenditures	Estimated Ending Balance
Governmental Funds:						
General fund						
001	General fund	71,212,468	122,839,453	122,839,453	0	71,212,468
Debt service fund						
041	Debt service fund	3,990,503	11,187,441	11,016,066	171,375	4,161,878
Special revenue funds						
030	Municipal jury fund	1,977	1,000	0	1,000	2,977
040	Equity sharing - treasury fund	559,194	500	141,000	(140,500)	418,694
042	Juvenile case manager fund	155,864	50,120	75,221	(25,101)	130,763
043	Child safety fund	882,659	233,125	465,158	(232,033)	650,626
044	Equity sharing - justice fund	1,987,999	1,500	232,000	(230,500)	1,757,499
045	Municipal courts security fund	(60,714)	20,200	0	20,200	(40,514)
046	State forfeited and property fund	943,490	750	386,000	(385,250)	558,240
047	Law enforcement training fund	87,556	17,575	17,500	75	87,631
048	Judicial efficiency fund	163,111	20,120	19,482	638	163,749
049	Court technology fund	229,838	165,100	100,000	65,100	294,938
064	Hotel and motel tax fund	6,315,723	1,005,000	1,160,097	(155,097)	6,160,626
080	Preservation of vital statistics fund	76,749	5,400	13,000	(7,600)	69,149
081	1% public, ed and gov (peg) fund	1,106,190	225,000	360,000	(135,000)	971,190
200	Abandoned motor vehicle and property fund	330,359	315,225	473,662	(158,437)	171,922
201	Sign removal fund	20,654	3,030	4,264	(1,234)	19,420
	Total special revenue funds	12,800,649	2,063,645	3,447,384	(1,383,739)	11,416,910
	Total governmental funds	88,003,620	136,090,539	137,302,903	(1,212,364)	86,791,256
Proprietary Funds:						
Enterprise fund						
003	Water and sewer fund	27,164,277	45,105,100	45,105,337	0	27,164,277
Internal service funds						
002	Maintenance fund	2,132,911	16,545,779	18,540,428	(1,994,649)	138,262
067	Workers' compensation fund	3,171,948	1,051,650	922,230	129,420	3,301,368
069	Health benefits fund	7,361,631	22,497,600	24,157,600	(1,660,000)	5,701,631
070	General liability insurance fund	6,779,503	2,253,500	1,960,000	293,500	7,073,003
	Total internal service funds	19,445,993	42,348,529	45,580,258	(3,231,729)	16,214,264
	Total proprietary funds	46,610,270	87,453,629	90,685,595	(3,231,729)	43,378,541
Component Units:						
9950	Pasadena economic development corporation fund	70,531,961	10,202,100	4,448,222	5,753,878	76,285,839
210	Crime control district fund	8,184,765	9,805,000	10,617,245	(812,245)	7,372,520
	Total component units	78,716,726	20,007,100	15,065,467	4,941,633	83,658,359
	Total all funds	213,330,616	243,551,268	243,053,965	497,540	213,828,156

City of Pasadena
Fund Budget Revenue Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2021	FY 2021	FY 2022	
		FY 2020 ACTUAL	AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
4011	AD VAL TAXES-CURRENT	44,918,278	44,149,473	46,400,000	47,159,907
4013	AD VAL TAXES-PRIOR Y	198,508	300,000	85,000	250,000
4014	PY RENDITION PENALTI	71,344	55,000	65,000	60,000
4015	PENALTIES AND INTERE	418,709	300,000	300,000	300,000
4021	HCTO TAX REVENUE-MIS	90,838	40,000	32,000	35,000
4022	COMMISSIONS PAID TO	69,372	70,000	70,000	67,000
4023	HCTO SPECIAL VEH INV	129,295	130,000	140,000	130,000
4024	INT & MISC ALLOC -	34,535	0	0	0
TOTAL GENERAL PROPERTY TAX		45,930,879	45,044,473	47,092,000	48,001,907
4051	ALL INDUSTRIAL DIST	21,773,843	20,950,000	22,500,000	22,500,000
4052	INDUSTRIAL DIST. INT	6,173	6,200	20,000	15,000
407901	PMT IN-LIEU TAX -POR	361,262	400,000	400,000	400,000
TOTAL INDUSTRIAL DIST FEES		22,141,278	21,356,200	22,920,000	22,915,000
4101	ELECTRICAL FRANCHISE	4,880,717	4,850,000	4,700,000	4,700,000
4103	GAME MACHINE OCCUPAT	6,175	7,500	7,500	7,500
4105	GAS FRANCHISE	629,722	650,000	600,000	600,000
4107	TAXICAB FRANCHISE	10,100	10,100	10,100	10,100
4109	TELEPHONE FRANCHISES	722,871	1,300,000	370,000	370,000
4111	TRANSMISSION LINE FR	247,200	240,000	260,000	250,000
4113	CABLE FRANCHISE	883,288	940,000	752,000	800,000
4443	COMMERCIAL SERVICES	1,363,015	1,100,000	935,000	1,000,000
TOTAL FRANCHISE TAXES		8,743,088	9,097,600	7,634,600	7,737,600
4151	CITY SALES TAXES	24,445,944	21,000,000	21,000,000	22,500,000
4153	MIXED DRINK TAX	253,798	300,000	255,000	300,000
4155	BINGO TAX	47	40	0	25
TOTAL OTHER TAXES		24,699,789	21,300,040	21,255,000	22,800,025
TOTAL TAXES		101,515,034	96,798,313	98,901,600	101,454,532
4215	GARAGE SALE PERMITS	17,000	30,000	18,500	25,000
4217	ALARM SYS PERMITS-BU	27,313	30,000	27,000	29,000
421701	ALARM SYS BUSINESS-	42,925	40,000	32,500	35,000
4219	APARTMENT OPERATING	101,308	120,000	148,000	140,000
4221	AIR CONDITION & HEAT	178,196	170,000	136,000	140,000
4223	ALCOHOLIC BEVERAGE L	38,658	35,000	45,000	40,000
4224	OVERTIME INSPECTIONS	6,720	10,000	8,000	9,000
4225	BUILDING PERMITS	584,920	600,000	685,000	650,000

City of Pasadena
Fund Budget Revenue Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2021	FY 2021	FY 2022	
		FY 2020 ACTUAL	AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
4226	OCCUPANCY PERMITS	55,425	62,000	52,700	60,000
4227	ELECTRICAL PERMITS	287,026	205,000	194,750	215,000
4228	DEMOLITION PERMITS	4,150	5,000	4,500	5,000
4229	PLUMBING PERMITS	204,600	200,000	190,000	225,000
4230	NODE PERMIT	9,496	10,000	10,000	10,000
4231	SIGN PERMITS	240,221	250,000	225,000	230,000
4232	FIRE ALARM PERMT BUS	14,266	15,000	15,000	15,000
423201	FIRE ALARM FALSE ALM	19,850	20,000	27,500	25,000
4233	ELECTRIC SIGN CONTRA	22,955	20,000	17,000	20,000
4234	OCCUPANCY LIC.HEALTH	0	200	0	200
4235	SIGN REMOVAL FEE	30	30	0	30
4236	BUSINES LIC PERMT MI	20	20	0	20
4237	ANNUAL FIRE & LF SFT	95,215	75,000	75,000	75,000
423701	FIRE & LIFE SFTY INS	50,460	100,000	85,000	100,000
4238	SPECIAL USE OPER PER	8,066	5,000	5,000	5,000
4239	MISC. PERMIT AND INS	57,190	60,000	54,000	60,000
4241	SEWER ASSESSMENT LIE	4,145	5,000	1,000	5,000
TOTAL BUSINESS LIC & PERMI		2,070,155	2,067,250	2,056,450	2,118,250
4253	AUTO DEALERS	36,600	35,000	29,750	35,000
4254	RIGHT-OF-WAY PERMIT	350	0	0	0
4257	WRECKER LICENSES	4,235	6,000	3,850	5,000
4259	TAXICAB PERMITS	818	10,500	5,250	10,000
4261	VENDOR LICENSES	445	1,000	750	1,000
4263	AUTO SALESMAN LICENS	3,650	3,000	4,100	3,000
4265	DANCE HALL LICENSES	500	500	375	500
4267	JUNKYARD LICENSES	75	75	75	75
426701	SECONDHAND METAL DEA	1,500	2,000	2,000	2,000
426703	PRECIOUS METALS DEAL	1,075	1,000	1,000	1,000
426704	AUTO WRECKING YARDS	1,400	500	500	750
426705	USED TIRE GENERATORS	3,925	5,000	4,000	4,000
4268	WILD ANIMAL PERMIT	1,000	950	0	0
4269	KENNEL LICENSES	150	1,000	400	1,000
4271	TRAILER PARK LICENSE	2,350	3,000	1,200	3,000
4273	DUPLICATING COPIES	870	1,200	1,575	1,200
4277	GAME ROOM OPERATORS	800	800	800	800
4278	LIQUIDE WASTE/TRANSP	15,175	10,000	3,000	10,000
4279	AMBULANCE PERMITS	4,700	25,000	20,000	25,000
4280	MISCELLANEOUS	8,715	0	2,425	0
TOTAL OCCUPATIONAL LIC & P		88,333	106,525	81,050	103,325

City of Pasadena
Fund Budget Revenue Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2020	FY 2021	FY 2021	FY 2022
		ACTUAL	AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
4291	CURB PERMITS	11,740	13,000	15,000	15,000
4293	DOG LICENSES	13,664	11,000	12,500	11,000
4295	FENCE PERMITS	4,640	4,000	4,500	4,500
4296	FIRE PERMIT - RESIDE	1,975	1,000	1,300	1,000
4297	ALARM SYS PERMITS-RE	33,105	35,000	29,750	35,000
429701	ALARM SYS RESIDENT F	925	1,000	2,500	2,500
	TOTAL NON-BUSINESS LIC & P	66,049	65,000	65,550	69,000
TOTAL LICENSES & PERMITS		2,224,537	2,238,775	2,203,050	2,290,575
4315	GOLF CART FEES	139,379	200,000	265,000	300,000
4317	DRINK & FOOD SALES	10,211	20,000	20,000	35,000
4319	RECREATIONAL SUPPLY	16,645	30,000	30,000	35,000
4323	GREEN FEES	220,914	300,000	340,000	365,000
4325	RANGE FEES	22,130	35,000	48,000	50,000
	TOTAL ELLINGTON GOLF COURS	409,279	585,000	703,000	785,000
4331	CENTERS	7,825	20,000	10,000	20,000
4333	ATHLETICS	62,844	100,000	90,000	100,000
433301	ATHLETICS TEAM SUPPL	200	50	0	50
4334	MULTI-PURPOSE	1,265	5,000	2,500	7,000
	TOTAL RECREATIONAL ACTIVIT	72,134	125,050	102,500	127,050
4341	STRAWBERRY	694	180,000	600	180,000
434101	STRAWBERRY PL CONCES	0	50,000	2	60,000
4343	RED BLUFF	0	10,000	15,000	18,000
4345	SUNSET	200	12,000	17,000	20,000
	TOTAL SWIMMING POOLS	894	252,000	32,602	278,000
4361	TENNIS COURT FEES	3,028	10,000	7,500	7,500
	TOTAL TENNIS	3,028	10,000	7,500	7,500
4371	CIVIC CENTER FEES	209,032	230,000	215,000	230,000
4373	CONCESSIONS	12,021	15,000	12,000	15,000
437301	CATERING	2,579	8,000	2,000	7,500
4377	RODEO ARENA	85,593	85,000	97,500	100,000
	TOTAL CIVIC CENTER REVENUE	309,225	338,000	326,500	352,500

City of Pasadena
Fund Budget Revenue Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021	FY 2021	FY 2022
			AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
4378	EL JARDIN CITY PARK	45,254	15,000	22,500	25,000
4381	GOLDEN ACRES	3,667	12,000	3,000	9,000
4383	STRAWBERRY	1,830	3,000	1,000	2,250
4385	PETER C FOGO (SUNSET	2,684	11,000	2,000	8,250
4393	RUSK PARK MULTI-PURP	2,271	7,000	1,000	5,250
4395	ODELL HARRIS (RED BL	4,120	13,000	1,500	9,750
4398	MADISON JOBE	2,129	11,000	2,000	11,250
4399	BURKE/CRENSHAW (GAZE	135	6,000	2,750	4,500
TOTAL CENTERS		62,090	78,000	35,750	75,250
TOTAL RECREATIONAL		856,650	1,388,050	1,207,852	1,625,300
4411	FINES	1,960,577	2,500,000	2,125,000	2,000,000
441101	FINES FR NISI FEE	18,510	15,000	0	5,000
441103	CONTEMPT (JUVENILE)	5,328	14,000	4,000	10,000
4412	FINE FROM DOT AND WE	324,298	250,000	40,000	150,000
441201	CHILD SAFETY/TERTIAR	4,308	7,000	0	5,000
4413	STATE COURT REVENUE	182,379	200,000	150,000	150,000
4414	JUDICIAL EFF. (TP-C)	60,666	80,000	25,000	50,000
4415	ADMINISTRATIVE FEE	1,149,128	1,700,000	170,000	200,000
4416	JUDICIAL SUPPORT	11,196	20,000	8,500	15,000
441802	TPWC CITY (40%)	83	0	100	100
4419	DISMISSAL FEES	32,580	40,000	9,000	25,000
TOTAL MUNICIPAL COURT FINE		3,749,053	4,826,000	2,531,600	2,610,100
4423	VITAL STATISTICS	77,047	100,000	85,000	100,000
4425	PLANNING FEES & PLAN	16,950	25,000	9,500	20,000
4427	MOBILE HOME INSPECTI	1,400	1,500	800	1,000
4431	POLICE ACCIDENT REPO	8,316	10,000	9,000	10,000
4435	TOWING	371,496	410,000	270,000	300,000
4436	PRESERVATION FEE	51,995	56,000	32,500	40,000
4437	STORAGE	146,645	170,000	115,000	150,000
TOTAL CHARGES FOR CURRENT		673,849	772,500	521,800	621,000
4441	RESIDENTIAL SERVICES	9,149,499	8,965,000	8,000,000	9,000,000
4444	GARBAGE BAGS	39,529	45,000	38,250	40,000
4445	SALES TAX ADMIN FEES	3,317	2,500	2,500	2,500
4541	WASTE RECYCLING REVE	3,325	2,000	500	1,500
TOTAL SOLID WASTE COLLECTI		9,195,670	9,014,500	8,041,250	9,044,000

City of Pasadena
Fund Budget Revenue Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021	FY 2021	FY 2022
			AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
4451	LOT MOWING INTEREST	41,903	40,000	45,000	45,000
4453	HEALTH INSPECT FEES-	187,871	195,000	200,000	200,000
4455	LOT MOWINGS	59,330	73,000	69,350	70,000
4457	SHELTER FEES	18,421	27,000	15,000	25,000
4459	SWIMMING POOL LICENS	15,120	16,000	12,500	15,000
4461	ANIMAL DISPOSAL FEES	10,262	15,000	13,500	15,000
4464	MISCELLANEOUS-HEALTH	1,195	1,000	2,500	1,500
4466	ANIMAL CARE SPAY & N	41,947	60,000	15,000	45,000
	TOTAL HEALTH SERVICES	376,049	427,000	372,850	416,500
4471	LIBRARY SERVICES	11,094	30,000	4,500	10,000
	TOTAL LIBRARY SERVICES	11,094	30,000	4,500	10,000
4482	RENT REV/HARRIS CTY	137,381	140,000	139,860	141,000
4483	LEASE RENTALS	221,522	220,000	213,600	210,000
	TOTAL PROPERTY MANAGEMENT	358,903	360,000	353,460	351,000
4491	INTEREST EARNED	1,004,141	1,300,000	97,000	100,000
4493	INTEREST EARNED-CHEC	1,694	1,000	1,100	1,500
	TOTAL INVESTMENT INCOME	1,005,835	1,301,000	98,100	101,500
4511	MISCELLANEOUS	173,445	200,000	125,043	100,000
451102	CC PROCESS FEE COURT	126,887	0	100,000	50,000
451104	CC PROCESS FEE PERMI	30,047	0	32,500	16,000
451105	CC PROCESS FEE RECRE	1,550	0	1,500	0
451106	CC PROCESS FEE CONV	1,589	0	2,000	0
451108	CC PROCESS FEE RECOR	7,445	0	5,000	0
451109	CC PROCESS FEE LIBRA	143	0	75	0
451110	CC PROCESS FEE ANIMA	2,507	0	2,000	0
451111	CC PROCESS FEE CONTR	582	0	750	0
451112	CC PROCESS FEE SANIT	306	0	300	0
451113	CODE ENFORCEMENT FIN	131,583	180,000	162,000	180,000
451114	CC PROCESS FEE STRAW	0	0	0	0
451115	CC PROCESS FEE HEALT	2,808	0	2,500	0
451116	CC PROCESS FEE FIRE	1,654	0	1,500	0
4515	SALE OF CITY PROPERT	1,465	10,000	1,250,439	10,000
4517	RECOVERY OF DAMAGE C	21,501	0	0	0
4529	FIRE PROTECTION REVE	86,848	85,000	100,000	100,000
4531	ELECTION FEES	0	0	2,200	0
4533	UTILITY AVAILABILITY	5,720	7,000	3,000	5,000
4537	POLICE ACADEMY FEES/	1,400	4,000	4,000	4,000

City of Pasadena
Fund Budget Revenue Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2021		FY 2022	
		FY 2020 ACTUAL	AMENDED BUDGET	FY 2021 ESTIMATE	PROPOSED BUDGET
4563	PRIOR YEAR EXPENSE/R	40,981	10,000	29,327	10,000
4576	PASADENA 2ND CENT AD	700,507	700,000	700,000	700,000
TOTAL OTHER REVENUES		1,338,968	1,196,000	2,524,134	1,175,000
TOTAL OTHER REVENUES		16,709,421	17,927,000	14,447,694	14,329,100
4747	EMER MGMT PERFORMANC	46,005	55,000	55,000	55,000
4748	RESTITUTION/HARRIS C	4,658	1,000	3,127	1,000
4791	POLICE REIMB OTHER A	118,242	50,000	77,352	50,000
4793	FIRE REIMB OTHER AGE	0	3,000	3,000	3,000
4796	REIMB-TRAFF SIGNAL M	30,495	30,946	30,946	30,946
TOTAL INTERGOVERNMENTAL		199,400	139,946	169,425	139,946
TOTAL INTERGOVERNMENTAL		199,400	139,946	169,425	139,946
6190	T/I - FUND 190	4,322	0	0	0
TOTAL INTERFUND TRANSFER I		4,322	0	0	0
6030	FRANCHISE FEE	3,000,000	3,000,000	3,000,000	3,000,000
TOTAL FRANCHISE FEE		3,000,000	3,000,000	3,000,000	3,000,000
TOTAL OTHER FINANCING SOUR		3,004,322	3,000,000	3,000,000	3,000,000
TOTAL GENERAL FUND		124,509,364	121,492,084	119,929,621	122,839,453

FUND: 006 - SPECIAL PURPOSE (006*)

ACCT	TITLE	FY 2021		FY 2022	
		FY 2020 ACTUAL	AMENDED BUDGET	FY 2021 ESTIMATE	PROPOSED BUDGET
451010	OTHER REVENUES - GEN	12,576	0	0	0
451013	OTHER REVENUES - PUB	35,173	0	0	0
451015	OTHER REVENUES - PR	48,151	0	0	0
451016	OTHER REVENUES - HEA	51,727	0	0	0
TOTAL OTHER REVENUES		147,627	0	0	0
TOTAL SPECIAL PURPOSE (006*)		147,627	0	0	0

City of Pasadena
Fund Budget Revenue Status Report

FUND: 099 - FEMA (COVID-19)

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
478231	GRT REV - COVID HC S	5,352,319	3,074,726	3,074,726	0
	TOTAL INTERGOVERNMENTAL	5,352,319	3,074,726	3,074,726	0
TOTAL INTERGOVERNMENTAL		5,352,319	3,074,726	3,074,726	0
TOTAL FEMA (COVID-19)		5,352,319	3,074,726	3,074,726	0

FUND: 920 - HARVEY FEMA (97.036,920*)

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
474606	HARVEY - FEMA SHARE	1,558,326	126,057	126,057	0
474607	HARVEY- STATE CAT A	14,368	0	0	0
474608	HARVEY - STATE SB7-	59,992	184	184	0
	TOTAL INTERGOVERNMENTAL	1,632,686	126,241	126,241	0
TOTAL INTERGOVERNMENTAL		1,632,686	126,241	126,241	0
TOTAL CAT B - EMER PRTECTI		1,632,686	126,241	126,241	0

**City of Pasadena
Fund Budget Revenue Status Report**

FUND: 925 - HARVEY INS CLAIMS (925*)

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
4574	INSURANCE RECOVERY	444,355	0	0	0
	TOTAL OTHER REVENUES	444,355	0	0	0
TOTAL OTHER REVENUES		444,355	0	0	0
TOTAL HURRICANE HARVEY - I		444,355	0	0	0
TOTAL GENERAL FUND AND SPECIAL PURPOSE FUNDS		132,086,351	124,693,051	123,130,588	122,839,453

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 001 - GENERAL FUND		FY 2021		FY 2022	
ACCT	TITLE	FY 2020 ACTUAL	AMENDED BUDGET	FY 2021 ESTIMATE	PROPOSED BUDGET
7001	SALARIES - REGULAR	42,739,037	53,699,683	50,475,790	53,380,293
700101	SALARIES - VAC TERM	603,344	938,000	1,604,369	1,000,000
700102	SALARIES - SICK TERM	1,113,662	700,000	2,199,548	700,009
700103	SALARIES - HOL TERM	109,194	0	232,027	0
700104	SALARIES-COMPTIME TE	18,512	0	77,722	0
7003	SALARIES - OVERTIME	14,444,870	1,156,652	1,502,958	817,900
7005	SALARIES - SHIFT	42,317	49,031	49,031	49,031
7009	FICA	3,565,791	3,546,424	3,328,497	3,533,602
7011	MEDICARE	852,420	835,387	972,918	832,027
7013	TWC - UNEMPLOYMENT	34,531	0	0	0
7015	TMRS - RETIREMENT	8,164,081	7,583,727	7,438,916	7,711,211
7017	GROUP INSURANCE	10,221,718	11,748,904	10,908,669	11,506,679
7019	WORKER'S COMP	920,197	791,358	682,334	777,961
7021	LONGEVITY	519,571	518,159	520,044	512,270
7023	CERTIFICATION PAY	658,172	656,095	664,723	644,394
7027	RENTALS - AUTOS	16,230	14,820	17,850	17,160
7041	CAR ALLOWANCE - TAXA	111,700	106,200	105,400	106,200
7043	MOTORCYCLE ALLOWANCE	39,528	39,528	39,528	39,528
7045	CLOTHING ALLOWANCE-T	29,050	25,050	30,950	25,050
7099	YEAR END ACCRUAL ADJ	549,000	0	0	0
703101	MODIFIED POLICE ACAD	0	0	0	1,125,373
7055	FTO PAY	27,276	64,211	20,127	35,001
TOTAL PERSONNEL SERVICES		84,780,201	82,473,229	80,871,401	82,813,689
7101	RENTALS	492,061	411,836	342,675	288,657
7102	CELLULAR COMMUNICATI	174,862	188,386	181,695	203,594
7103	BLDG & EQUIP MAINT	751,071	1,372,776	1,082,695	1,218,125
7105	PRINTING & ADVERTISI	135,682	160,742	99,050	148,427
7107	PROFESSIONAL SERVICE	8,814,621	10,374,883	9,886,099	10,080,106
710716	EMERGENCY FOOD SVC	42,600	105,000	0	105,000
7108	BUSINESS TRAVEL	16,340	39,591	16,425	36,126
7109	MEMBERSHIP & DUES	80,664	127,441	108,258	124,925
7111	TRAINING & RELATED T	120,804	330,648	184,149	353,814
7112	EMPLOYEE EDUC & INCE	35,739	35,000	35,000	35,000
7113	TELEPHONE	146,393	160,642	139,340	152,424
7115	UTILITIES	2,038,000	2,544,554	2,474,580	2,514,415
711601	LANDSCAPE DESIGN (PS	0	100,000	0	0
7121	BANK CHARGES	46,962	57,330	57,330	56,232
7122	CREDIT CARD CHG EXPE	1,442	1,960	1,960	1,921
71221	CHASE MERCHANT SVCS	68,732	92,950	85,280	100,308
7127	WEED PROGRAM	61,637	92,900	75,000	92,120
7131	TESTING	3,624	7,000	5,500	6,000
713802	COUNCIL EXP-D HARRIS	1,716	3,600	3,600	3,600
714001	COUNCIL EXP - O YBAR	3,569	3,600	3,600	3,600

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021	FY 2021	FY 2022
			AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
714002	COUNCIL - P VAN HO	0	0	0	3,600
714201	COUNCIL EXP-S CASADO	300	3,600	0	0
714202	COUNCIL EXP-C BASS	250	3,600	3,600	3,600
714804	COUNCIL EXP- B VALER	0	0	0	3,600
7149	COUNCIL EXP-P CAYTEN	2,615	3,600	3,600	3,600
714902	COUNCIL EXP-J GUTHRI	250	0	0	0
7151	CONTRIB VOLUNTARY FI	305,000	429,000	429,000	429,000
7153	CONTRIB FIREMENS RET	347,147	425,000	425,000	425,000
7155	DISABILITY INSURANCE	15,801	18,700	17,000	18,700
7163	CONTRACT EMPLOYMENT	500,040	680,218	633,009	616,104
710303	EMERGENCY BLDG MAINT	38,118	0	0	0
710501	PUBLIC NOTICES	28,686	41,765	36,040	41,854
710718	PROF SERV - POLITICA	90,000	90,000	90,000	90,000
7140902	COUNCIL EXP - B LEAM	2,087	3,600	3,600	0
714805	COUNCIL EXP - J ESTR	0	0	0	3,600
714901	COUNCIL EXP - C WHEE	200	3,600	0	0
714903	COUNCIL EXP - T SCHO	795	3,600	3,600	3,600
TOTAL CONTRACTUAL SERVICES		14,367,808	17,917,122	16,426,685	17,166,652
7201	POSTAGE	73,233	108,242	80,378	108,362
7203	OFFICE SUPPLIES	206,653	299,657	240,559	291,895
7205	MAINTENANCE MATERIAL	882,089	1,043,339	929,311	943,866
7206	COMPUTER SOFTWARE	48,858	63,823	39,804	51,010
7207	MINOR EQUIP & TOOLS	486,576	930,443	738,806	876,627
7209	PERIODICALS & SUBSCR	27,096	45,218	41,374	36,232
7210	COMPUTER HARDWARE	69,123	123,494	109,074	60,944
7211	FOOD & FOOD SUPPLIES	77,969	209,218	119,275	499,610
7213	PHOTOGRAPHY & BLUEPR	1,200	11,786	4,600	11,553
7217	CLOTHING	219,481	274,255	234,092	263,548
721701	PROTECTIVE CLOTHINGS	132,206	193,050	178,850	191,584
7219	CHEMICALS	156,756	226,248	176,846	219,042
7220	SAFETY VESTS	25,870	36,125	35,000	32,586
7221	FERTILIZER & NURSERY	47,716	54,657	50,384	40,966
7223	GARBAGE BAGS	56,104	121,000	75,000	121,000
7227	PIPE & PIPE FITTINGS	13,933	32,361	25,300	31,016
7229	CONCRETE & AGGREGATE	275,774	395,006	306,050	386,609
7231	MEDICAL SUPPLIES	3,530	7,306	1,250	6,638
7233	RECR. SUPPLIES & TRO	104,119	150,535	105,496	158,217
7237	PETROLEUM PRODUCTS	1,503	1,470	1,000	1,470
7239	METER SERVICE CONNEC	100	298	55	235
7245	MISCELLANEOUS	0	7,594	0	155,495
7261	COLLECTION MATERIALS	62,195	63,000	63,000	321,033
TOTAL MATERIALS & SUPPLIES		2,972,084	4,398,125	3,555,504	4,809,538

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2020	FY 2021	FY 2021	FY 2022
		ACTUAL	AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
7301	MAILROOM CHARGES	41,931	54,622	54,622	116,804
7303	VEHICLE CHARGES	4,670,856	4,705,108	4,705,108	4,658,411
7305	BLDG MAINT CHARGES	395,286	504,297	630,274	418,251
7307	EDP CHARGES	3,224,596	3,344,209	3,344,209	3,408,048
7309	ELECTRICAL CHARGES	969,639	1,083,832	1,128,749	1,071,593
7311	RADIO EQUIP CHARGES	417,343	447,513	447,513	452,339
7315	WAREHOUSE CHARGES	257,390	270,360	270,360	274,674
7317	JANITORIAL CHARGES	786,226	798,647	798,647	755,858
7318	LANDSCAPE CHARGES	845,264	868,629	868,629	916,984
TOTAL MAINTENANCE CHARGES		11,608,531	12,077,217	12,248,111	12,072,962
7411	AUCTION EXPENSES	24,679	42,500	42,500	42,500
7417	BAD DEBT EXPENSE	0	41,500	40,855	1,500
7418	OVER/SHORT	(511)	1,017	1,953	904
7420	P & R SPECIAL EVENTS	67,995	148,199	93,550	143,110
7422	CAMP LOTS OF FUN	12,323	12,620	12,000	18,248
7423	PASA SISTER CITY PRO	0	10,000	0	10,000
TOTAL OTHER CHARGES		104,486	255,836	190,858	216,262
7903	BUILDINGS	10,644	288,022	216,905	220,000
TOTAL BUILDINGS		10,644	288,022	216,905	220,000
7905	IMPR OTHER THAN BLDG	325,654	872,578	816,770	415,048
TOTAL IMPR OTHER THAN BLDGS		325,654	872,578	816,770	415,048
790709	URBAN ST PROJ - GENE	0	2,578	1,585	60,547
790710	URBAN ST PROJ - STRA	0	25,747	0	0
790712	URBAN ST PROJ - GATE	0	50,000	13,540	0
790716	URBAN ST PROJ - SPAC	4,333	46,519	0	0
790717	URBAN ST PROJ - BURK	4,520	50,280	5,050	0
790719	URBAN ST PROJ - FAIR	1,215	45,993	1,661	0
790720	URBAN ST PROJ-PANSY	0	21,345	0	0
790721	URBAN ST PROJ-DABNEY	0	80,000	0	0
790722	URBAN ST PROJ-RED BL	0	118,933	118,933	0
TOTAL STREET IMPROVEMENT		10,068	441,395	140,769	60,547
790809	PLAYGROUND SYSTEM	0	2,200	2,200	0
TOTAL PARK IMPROVEMENTS		0	2,200	2,200	0

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 001 - GENERAL FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021	FY 2021	FY 2022
			AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
7910	EQUIPMENT	0	6,192	6,192	0
7916	HEAVY EQUIPMENT	1,298,648	0	0	0
7921	COMPUTERS	0	576,552	543,552	0
7925	OTHER EQUIPMENT	239,526	340,785	287,465	217,405
TOTAL EQUIPMENT		1,538,174	923,529	837,209	217,405
7927	BOOKS	218,933	236,188	240,000	0
TOTAL BOOKS		218,933	236,188	240,000	0
TOTAL CAPITAL OUTLAY		2,103,473	2,763,912	2,253,853	913,000
8809	AUDITORS FEES	61,510	85,000	85,000	90,000
8815	AGENT FEES	6,750	7,500	7,500	7,350
TOTAL OTHER USES		68,260	92,500	92,500	97,350
9069	HEALTH INSURANCE FUN	1,000,000	0	0	0
9070	INSURANCE FUND	750,000	750,000	750,000	750,000
9190	GENERAL CIP FUND	3,371,461	8,772,165	8,772,165	4,000,000
9099	COVID-19 FUND	118,518	0	0	0
TOTAL OTHER FINANCING USES		5,239,979	9,522,165	9,522,165	4,750,000
TOTAL GENERAL FUND		121,244,822	129,500,106	125,161,077	122,839,453

FUND: 006 - SPECIAL PURPOSE (006*)

724510	MISCELLANEOUS - GEN	12,576	0	0	0
724513	MISCELLANEOUS - PUB	35,173	0	0	0
724515	MISCELLANEOUS - PR &	48,151	0	0	0
724516	MISCELLANEOUS - HEAL	51,727	0	0	0
TOTAL MATERIALS & SUPPLIES		147,627	0	0	0
TOTAL SPECIAL PURPOSE (006*)		147,627	0	0	0

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 099 -FEMA (COVID-19)

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
7101	RENTALS	9,535	0	0	0
7102	CELLULAR COMMUNICATI	96	0	0	0
7105	PRINTING & ADVERTISI	3,183	0	0	0
7107	PROFESSIONAL SERVICE	11,641	0	0	0
7163	CONTRACT EMPLOYMENT	18,325	0	0	0
TOTAL CONTRACTUAL SERVICES		42,780	0	0	0
7203	OFFICE SUPPLIES	210	0	0	0
7205	MAINTENANCE MATERIAL	37,857	0	0	0
7207	MINOR EQUIP & TOOLS	31,814	0	0	0
7211	FOOD & FOOD SUPPLIES	12,824	0	0	0
7217	CLOTHING	521	0	0	0
7219	CHEMICALS	3,728	0	0	0
TOTAL MATERIALS & SUPPLIES		86,954	0	0	0
TOTAL FEMA (COVID-19)		129,734	0	0	0

FUND: 920 - HARVEY FEMA (97.036,920*)

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
790817	RED BLUFF HIKE/BIKE	235,214	0	0	0
TOTAL PARK IMPROVEMENTS		235,214	0	0	0
TOTAL CAPITAL OUTLAY		235,214	0	0	0
TOTAL CAT B - EMER PRTECTI		235,214	0	0	0
TOTAL GENERAL FUNDS AND SPECIAL PURPOSE FUNDS		121,757,397	129,500,106	125,161,077	122,839,453

City of Pasadena
Fund Budget Revenue Status Report

FUND: 003 - SYSTEM FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
4541	WASTE RECYCLING REVE	17	0	0	0
	TOTAL SOLID WASTE COLLECTI	17	0	0	0
4491	INTEREST EARNED	308,610	142,800	22,064	25,000
	TOTAL INVESTMENT INCOME	308,610	142,800	22,064	25,000
4511	MISCELLANEOUS	71	100	100	100
451103	CC PROCESS FEE WTR B	256,938	100,000	180,000	150,000
4517	RECOVERY OF DAMAGE C	0	100	0	0
	TOTAL OTHER REVENUES	257,009	100,200	180,100	150,100
4601	WATER REVENUES	23,641,524	22,503,000	24,640,700	23,750,000
4603	WATER CONNECTIONS	180,650	63,300	185,000	75,000
4605	SEWER REVENUES	15,404,519	15,275,000	15,315,000	15,800,000
4607	SEWER CONNECTIONS	119,600	76,500	189,000	75,000
4611	PENALTIES	941,860	950,000	1,060,000	950,000
4612	MISCELLANEOUS WTR REV	206,604	175,000	195,300	200,000
461202	DISCONNECT FEE	172,265	250,000	171,000	175,000
4613	INDUSTRIAL WASTE PER	253,767	305,000	276,000	300,000
461801	LARGE METERS - WATER	1,891,627	1,850,000	1,925,000	1,800,000
461802	LARGE METERS - SEWER	1,930,656	1,875,000	1,933,300	1,800,000
4620	YR END ACCRUAL REVEN	(6,013)	0	0	0
	TOTAL OPERATING REVENUES	44,737,059	43,322,800	45,890,300	44,925,000
4643	JOINING FEE (IND DSC)	500	5,000	3,000	5,000
	TOTAL NON-OPERATING REVENU	500	5,000	3,000	5,000
	TOTAL OTHER REVENUES	45,303,195	43,570,800	46,095,464	45,105,100
	TOTAL SYSTEM FUND	45,303,195	43,570,800	46,095,464	45,105,100

**City of Pasadena
Fund Budget Expenditure Status Report**

FUND: 003 - SYSTEM FUND

ACCT	TITLE	FY 2020	FY 2021	FY 2021	FY 2022
		ACTUAL	AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
7001	SALARIES - REGULAR	3,838,443	5,168,515	4,747,476	5,185,242
700101	SALARIES - VAC TERM	24,982	50,000	268,079	50,000
700102	SALARIES - SICK TERM	68,359	50,000	428,046	50,001
7003	SALARIES - OVERTIME	1,862,090	260,203	260,203	238,000
7005	SALARIES - SHIFT	0	1,400	1,400	1,400
7009	FICA	352,020	349,654	332,803	348,667
7011	MEDICARE	82,327	81,776	80,355	81,543
7015	TMRS - RETIREMENT	800,125	755,168	765,877	768,618
7017	GROUP INSURANCE	1,440,923	1,690,427	1,549,576	1,690,426
7019	WORKER'S COMP	173,214	154,257	162,117	152,894
7021	LONGEVITY	97,175	91,380	89,495	84,240
7023	CERTIFICATION PAY	0	0	129	0
7025	LICENSE PAYMENT	617	599	366	419
7027	RENTALS - AUTOS	15,660	15,600	13,680	12,480
7099	YEAR END ACCRUAL ADJ	45,530	0	0	0
TOTAL PERSONNEL SERVICES		8,801,465	8,668,979	8,699,602	8,663,930
7101	RENTALS	21,860	56,000	42,900	54,590
7102	CELLULAR COMMUNICATION	18,690	28,720	19,150	20,850
7103	BLDG & EQUIP MAINT	153,905	273,673	223,500	296,130
7105	PRINTING & ADVERTISING	1,934	2,600	1,900	3,170
7107	PROFESSIONAL SERVICES	6,577,421	6,906,192	6,766,192	7,174,850
7109	MEMBERSHIP & DUES	1,356	6,400	4,200	5,860
7111	TRAINING & RELATED TRAVEL	5,504	22,050	11,000	18,668
7113	TELEPHONE	5,516	6,260	5,480	6,160
7115	UTILITIES	647,116	773,000	725,000	769,500
7117	REPAIRS	0	5,000	1,500	5,000
7121	BANK CHARGES	55,086	60,000	55,000	60,000
71221	CHASE MERCHANT SVCS	142,947	120,000	120,000	110,000
7131	TESTING	50,720	90,000	61,500	85,000
7133	SUBSIDENCE TAXES	14,300	20,000	15,600	20,000
7163	CONTRACT EMPLOYMENT	84,598	55,000	51,072	40,000
TOTAL CONTRACTUAL SERVICES		7,780,953	8,424,895	8,103,994	8,669,778
7201	POSTAGE	3,114	6,500	6,380	3,708
7203	OFFICE SUPPLIES	12,090	20,200	18,450	19,136
7205	MAINTENANCE MATERIALS	221,741	327,016	279,016	332,625
7206	COMPUTER SOFTWARE	5,025	4,700	3,400	3,500
7207	MINOR EQUIP & TOOLS	111,463	124,787	105,787	146,840
7210	COMPUTER HARDWARE	458	9,400	5,500	7,405
7211	FOOD & FOOD SUPPLIES	6,898	13,900	10,150	12,024

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 003 - SYSTEM FUND

ACCT	TITLE	FY 2021		FY 2022	
		FY 2020 ACTUAL	AMENDED BUDGET	FY 2021 ESTIMATE	PROPOSED BUDGET
7217	CLOTHING	28,891	35,400	30,000	35,650
7219	CHEMICALS	50,182	88,800	79,000	105,134
7221	FERTILIZER & NURSERY	33	1,500	400	1,470
7227	PIPE & PIPE FITTINGS	298,225	449,300	405,200	447,300
7229	CONCRETE & AGGREGATE	74,735	182,322	149,800	189,286
7239	METER SERVICE CONNEC	105,820	141,200	125,800	129,830
7240	METER REPLACEMENT FU	1,745,968	1,298,487	1,298,487	500,000
7243	FIRE HYDRANT PARTS &	15,567	35,000	28,000	34,300
7245	MISCELLANEOUS	0	0	0	812,689
TOTAL MATERIALS & SUPPLIES		2,680,210	2,738,512	2,545,370	2,780,897
7301	MAILROOM CHARGES	78,657	67,269	67,269	4,983
7303	VEHICLE CHARGES	735,006	740,395	740,395	719,356
7305	BLDG MAINT CHARGES	11,488	6,171	9,355	5,120
7307	EDP CHARGES	94,948	98,470	98,470	100,350
7309	ELECTRICAL CHARGES	53,377	38,214	38,909	37,777
7311	RADIO EQUIP CHARGES	45,642	48,943	48,943	49,470
7315	WAREHOUSE CHARGES	87,958	92,390	92,390	93,866
7317	JANITORIAL CHARGES	25,803	26,210	26,210	24,807
7318	LANDSCAPE CHARGES	39,025	40,106	40,106	42,337
TOTAL MAINTENANCE CHARGES		1,171,904	1,158,168	1,162,047	1,078,066
7418	OVER/SHORT	180	145	145	100
7433	SEWER PAYMENTS	114,589	162,000	150,000	175,000
7435	WATER PURCHASES	4,633,694	5,000,000	5,000,000	5,500,000
TOTAL OTHER CHARGES		4,748,463	5,162,145	5,150,145	5,675,100
790580	COH FY12-17 CIP TRUE	0	1,370,007	1,370,007	0
7905819	COH FY19 CIP TRUE UP	3,495,587	0	0	0
7905821	COH FY21 CIP TRUE UP	0	1,965,893	1,980,973	500,000
7905822	COH FY22 CIP TRUE UP	0	675,000	675,000	1,500,000
7905823	COH FY23 CIP TRUE UP	0	0	0	500,000
TOTAL IMPR OTHER THAN BLDGS		3,495,587	4,010,900	4,025,980	2,500,000
7921	COMPUTERS	0	0	0	15,000
7925	OTHER EQUIPMENT	375,946	316,083	310,563	745,000
TOTAL EQUIPMENT		375,946	316,083	310,563	760,000
TOTAL CAPITAL OUTLAY		3,871,533	4,326,983	4,336,543	3,260,000

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 003 - SYSTEM FUND

ACCT	TITLE	FY 2020	FY 2021	FY 2021	FY 2022
		ACTUAL	AMENDED BUDGET	ESTIMATE	PROPOSED BUDGET
8809	AUDITORS FEES	39,143	55,000	55,000	57,000
8811	DEBT PRINCIPAL EXPEN	4,526,858	4,551,170	4,551,170	4,061,361
8813	DEBT INTEREST EXPENS	2,787,969	2,601,387	2,601,387	2,405,968
TOTAL OTHER USES		7,353,970	7,207,557	7,207,557	6,524,329
9001	GENERAL FUND	3,000,000	3,000,000	3,000,000	3,000,000
9002	MAINTENANCE FUND	855,000	386,000	386,000	1,453,000
9070	INSURANCE FUND	1,000,000	1,000,000	1,000,000	1,000,000
9390	SYSTEM CIP FUND	3,000,000	2,300,000	2,300,000	3,000,000
TOTAL OTHER FINANCING USES		7,855,000	6,686,000	6,686,000	8,453,000
TOTAL SYSTEM FUND		44,263,498	44,373,239	43,891,258	45,105,100

**City of Pasadena
Fund Budget Revenue Status Report**

FUND: 069 - HEALTH INSURANCE FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
4491	INTEREST EARNED	47,104	20,000	3,500	4,500
	TOTAL INVESTMENT INCOME	47,104	20,000	3,500	4,500
4511	MISCELLANEOUS	0	0	0	11,600
4563	PRIOR YEAR EXPENSE/R	4,586	10,000	5,000	10,000
4565	PRIOR YEAR SURPLUS	0	0	0	0
4568	PHARMACY REBATES	864,159	400,000	750,000	750,000
4570	CITY HEALTH CONTRIBU	13,735,726	15,000,000	14,420,000	15,000,000
457001	RETIRE HEALTH CONTRI	580,695	540,000	600,000	600,000
457002	COBRA HEALTH CONTRIB	7,591	10,000	12,500	12,500
4571	EMPLOYEE HEALTH DEDU	1,601,367	1,604,000	1,604,000	1,604,000
4572	FLEX SPENDING	515,816	500,000	500,000	500,000
4574	INSURANCE RECOVERY	5,409,665	4,500,000	3,000,000	3,500,000
4583	DENTAL-EMPLOYEE DEDU	249,526	240,000	240,000	240,000
4584	DENTAL-RETIREE CONTR	108,814	100,000	100,000	100,000
4585	LIFE-EMPLOYEE ADDL O	168,129	150,000	180,000	165,000
	TOTAL OTHER REVENUES	23,246,074	23,054,000	21,411,500	22,493,100
	TOTAL OTHER REVENUES	23,293,178	23,074,000	21,415,000	22,493,100
6001	GENERAL FUND (001)	1,000,000	0	0	0
	TOTAL INTERFUND TRANSFER IN	1,000,000	0	0	0
	TOTAL OTHER FINANCING SOURCE	1,000,000	0	0	0
	TOTAL HEALTH INSURANCE	24,293,178	23,074,000	21,415,000	22,497,600

City of Pasadena
Fund Budget Expenditure Status Report

FUND: 069 - HEALTH INSURANCE FUND

ACCT	TITLE	FY 2020 ACTUAL	FY 2021 AMENDED BUDGET	FY 2021 ESTIMATE	FY 2022 PROPOSED BUDGET
7009	FICA	0	0	0	0
7011	MEDICARE	0	0	0	0
7017	GROUP INSURANCE	0	0	5,937	0
7099	YEAR END ACCRUAL ADJ	5,893	0	0	0
TOTAL PERSONNEL SERVICES		5,893	0	5,937	0
7101	RENTALS	1	0	0	0
7107	PROFESSIONAL SERVICE	173,490	130,000	130,000	141,600
TOTAL CONTRACTUAL SERVICES		173,491	130,000	130,000	141,600
8801	MED CLAIMS & RELATED	11,884,594	14,500,000	8,750,000	14,000,000
880199	YR END CLM/IBNR ACCR	(122,100)	0	0	0
8803	INSURANCE PREMIUMS	345,915	275,000	350,000	325,000
8804	DENTAL-PPO/DHMO INS	579,233	540,000	820,000	800,000
8807	SPENDING ACCOUNTS	476,073	560,000	500,000	525,000
8808	ST DISB BENEFITS	257,167	300,000	275,000	300,000
8810	RETIREE SUPPLEMT INS	606,483	600,000	600,000	600,000
8817	ADMINISTRATION FEES	565,633	560,000	567,500	562,500
881701	OTHER ADMINISTRATION	44,074	45,000	50,000	48,500
8818	REINSURANCE	2,164,635	1,825,000	2,100,000	1,950,000
881801	PRESCRIPTIONS	4,294,792	3,800,000	4,250,000	4,000,000
8822	WELLNESS FAIR	0	5,000	0	5,000
882202	HEALTH/WELLNESS CLIN	894,616	900,000	900,000	900,000
TOTAL OTHER USES		21,991,115	23,910,000	19,162,500	24,016,000
TOTAL HEALTH INSURANCE FUND		22,170,499	24,040,000	19,298,437	24,157,600

AGENDA REQUEST

ORDINANCE RESOLUTION

2B NO: 2021-131

CAPTION: An Ordinance proposing the adoption of a property tax rate for the 2021 tax year of \$0.515909/\$100 value for the City of Pasadena, Harris County, Texas, consisted of \$0.421393/\$100 value maintenance and operation rate and \$0.094516/\$100 value debt rate, per the specific requirements provided under Tex. Property Tax Code; authorizing the levy, assessment and collection of ad valorem taxes based upon the established rate; declaring distribution of said tax rate in the general fund and the debt service fund of the City; and providing for a severability clause.

RECOMMENDATIONS & JUSTIFICATION: This ordinance will adopt a property tax rate for the 2021 tax year of \$0.515909/\$100, the same as the voter-approval tax rate and lower than the 2020 adopted tax rate of \$0.533677/\$100 value.

The proposed \$0.421393/\$100 maintenance and operation rate is effectively higher than the calculated 2021 no-new-revenue maintenance and operation tax rate of \$0.393442 by \$0.027951 or 7.10%. When comparing the proposed vs. 2020 adopted maintenance and operation rate of \$0.423310/\$100, the taxes raised for maintenance and operation will decrease by \$1.92 on a \$100,000 home. The ordinance (see Section 2) includes language to state the above facts as required under Section 26.05 (b) (1) of Tex. Property Tax Code.

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

BUDGETED: COUNCIL DISTRICT(S) AFFECTED: _____
 REQUIRES APPROPRIATION:
 See attached Certification

	COUNCIL ACTION	
<p><u>Sherry Womack</u> Sherry Womack DATE: 08/24/21 REQUESTING PARTY (TYPED)</p>	<p>Roll Call Vote FIRST READING: <u>Bass</u> MOTION</p>	<p>Roll Call Vote FINAL READING: <u>Valerio</u> MOTION</p>
<p>_____</p> <p>BUDGET DEPARTMENT</p>	<p>_____</p> <p>SECOND</p>	<p>_____</p> <p>SECOND</p>
<p>_____</p> <p>PURCHASING DEPARTMENT</p>	<p>_____</p> <p>DATE</p>	<p>_____</p> <p>DATE</p>
<p>APPROVED:</p> <p><u>Jeff Auvine</u> MAYOR</p>	<p>Ayes: Valerio, Schoenbein, Harrison, Wagner, Van Hoate, Coyten, Bass</p> <p>Deferred: Wagner</p> <p>Nays: Ybarra</p>	<p>Ayes: Valerio, Schoenbein, Wagner, Van Hoate, Coyten, Bass, Schoenbein</p> <p>Nays: K...</p>

ORDINANCE NO. 2021- 131

An Ordinance proposing the adoption of a property tax rate for 2021 tax year of \$0.515909/\$100 value for the City of Pasadena, Harris County, Texas, consisted of \$0.421393/\$100 value maintenance and operation rate and \$0.094516/\$100 value debt rate, per the specific requirements provided under Tex. Property Tax Code; authorizing the levy, assessment and collection of ad valorem taxes based upon the established rate; declaring distribution of said tax rate in the general fund and the debt service fund of the City; and providing for a severability clause.

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

SECTION 1. That the property taxes of the City of Pasadena, Harris County, Texas, for the current 2021 tax year is, by the adoption of a tax rate of \$0.515909/\$100 value established at:

\$0.421393/\$100 for the purpose of maintenance and operation, to be distributed in the general fund;

\$0.094516/\$100 for the payment of principal and interest on debt, to be distributed in the debt service fund;

\$0.515909/\$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 7.10 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-1.92.

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 2021 tax year has been provided by Harris County Tax Office as 98.53% calculated under Section 26.012(2) of Tex. Propert Tax Code.

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

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

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 7th day of September, A.D., 2021.

APPROVED this the 7th day of September, A.D., 2021.

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

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

APPROVED:
Jay Dale
JAY DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

PASSED ON SECOND AND FINAL READING by the City Council of the City of Pasadena, Texas in regular meeting in the City Hall this the 14th day of September, A.D., 2021.

APPROVED this the 14th day of September, A.D., 2021.

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

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

APPROVED:
Jay Dale
JAY DALE
CITY ATTORNEY
CITY OF PASADENA, TEXAS

CITY OF PASADENA

1149 Ellsworth
Pasadena, Texas 77506
713-477-1511
www.pasadenatx.gov



JEFF WAGNER
MAYOR

JEFF WAGNER, MAYOR

Ornaldo Ybarra, District A
Bianca Valerio, District B
Don Harrison, District C
Pat Van Houte, District D

Jonathan Estrada, District E
Phil Cayten, District F
Cary Bass, District G
Thomas Schoenbein, District H
