

**August 21, 2018
City Council
Workshop Meeting
6:00 p.m.**



Julie Masters, Mayor
Charles Suderman
Bruce Henderson
Walter Wilson

AGENDA
City of Dickinson
CITY COUNCIL
SPECIAL WORKSHOP
MEETING

Wally Deats, Mayor Pro Tem
Louis Decker
William H. King III
Chris Heard, City Administrator

August 21, 2018

NOTICE is hereby given of a **SPECIAL WORKSHOP MEETING** of the City Council for the City of Dickinson, County of Galveston, State of Texas, to be held on **TUESDAY, August 21, 2018, at 6:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 for the purpose of considering the following numbered items. The City Council of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

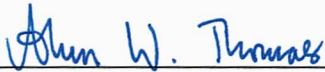
ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

ITEM 2.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: FY 2018-2019 Recommended Budget.

ITEM 3.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the City Council Workshop Meeting for **Tuesday, August 21, 2018**, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 16th day of August, 2018, prior to 6:00 p.m.



Alun W. Thomas, City Secretary



In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending City Council Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6217, or by FAX at 281-337-6190.

WORKSHOP

ITEM 1

City Council Meeting

CALL TO ORDER

Roll Call

**CITY OF DICKINSON, TEXAS
CITY COUNCIL MEETING
ATTENDANCE LIST**

**MEETING DATE: August 21, 2018
Workshop Meeting**

<u>MAYOR/COUNCIL</u>	<u>PRESENT</u>	<u>ABSENT</u>
MAYOR JULIE MASTERS	_____	_____
POS. 1: COUNCILMEMBER CHARLES SUDERMAN	_____	_____
POS. 2: COUNCILMEMBER BRUCE HENDERSON	_____	_____
POS. 3: COUNCILMEMBER WALTER WILSON	_____	_____
POS. 4: COUNCILMEMBER WALLY DEATS	_____	_____
POS. 5: COUNCILMEMBER LOUIS DECKER	_____	_____
POS. 6: COUNCILMEMBER WILLIAM KING	_____	_____
 <u>ALSO IN ATTENDANCE:</u>		
City Attorney David W. Olson	_____	_____
City Administrator Chris Heard	_____	_____
Assistant City Administrator/CFO Stephanie Russell	_____	_____
City Secretary Alun W. Thomas	_____	_____
Management Assistant Gabrielle Bernal	_____	_____
Director of Community Dev. Zachary Meadows	_____	_____
Public Works Director Bryan Milward	_____	_____
Police Chief Ron Morales	_____	_____
EMS Director Derek Hunt	_____	_____
Fire Marshal _____	_____	_____
Court Administrator Irma Rivera	_____	_____
Library Director _____	_____	_____
Bayou Animal Services Manager Melvin Trover	_____	_____

**Dickinson City Council
Agenda Item Data Sheet**

MEETING DATE: August 21, 2018

TOPIC:	BRIEFING, DISCUSSION AND DIRECTION CONCERNING: FY 2018-2019 Recommended Budget
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BACKGROUND:	<p>Council was presented the FY2018-2019 Recommended Budget during the July 24, 2018 Council Meeting. During the August 14, 2018 Council Workshop and Meeting, Council directed staff to revise the budget accordingly:</p> <ul style="list-style-type: none"> ▪ Change the increase in base salaries from 2.4% to 3% across the board – an increase of \$32,907 ▪ Update the health insurance based on the actual renewal rates – a decrease of \$68,279 ▪ Increase the property tax rate to \$0.455 as proposed during the Regular Meeting – a fiscal impact of ▪ Assume the drainage fee is removed and all operations are absorbed in the General Fund – a fiscal impact of \$313,000. Additionally, since fund will be phased out, the \$500,000 in grant revenue and expenditures have been moved to the General Fund. <p>The purpose of this workshop is to continue the in-depth review of the recommended budget with the above revisions.</p>
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RECOMMENDATION:	Staff seeks direction from Council regarding the Recommended Budget.
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ATTACHMENTS:	<ul style="list-style-type: none"> • Revised General Fund Summary for FY 2018-2019 Recommended Budget • Revised Public Works Department Sheets for FY 2018-2019 Recommended Budget • Revised Drainage Fund for FY 2018-2019 Recommended Budget
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FUNDING ISSUES:	<input checked="" type="checkbox"/> Not applicable – no dollars are being spent or received. <input type="checkbox"/> Full amount already budgeted in Acct/Project# _____ <input type="checkbox"/> Not budgeted.
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FINANCE VERIFICATION OF FUNDING:	<i>Stephanie Russell</i>
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SUBMITTING STAFF MEMBER:	CITY ADMINISTRATOR APPROVAL:
Stephanie Russell, Assistant City Administrator/ CFO	

ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	

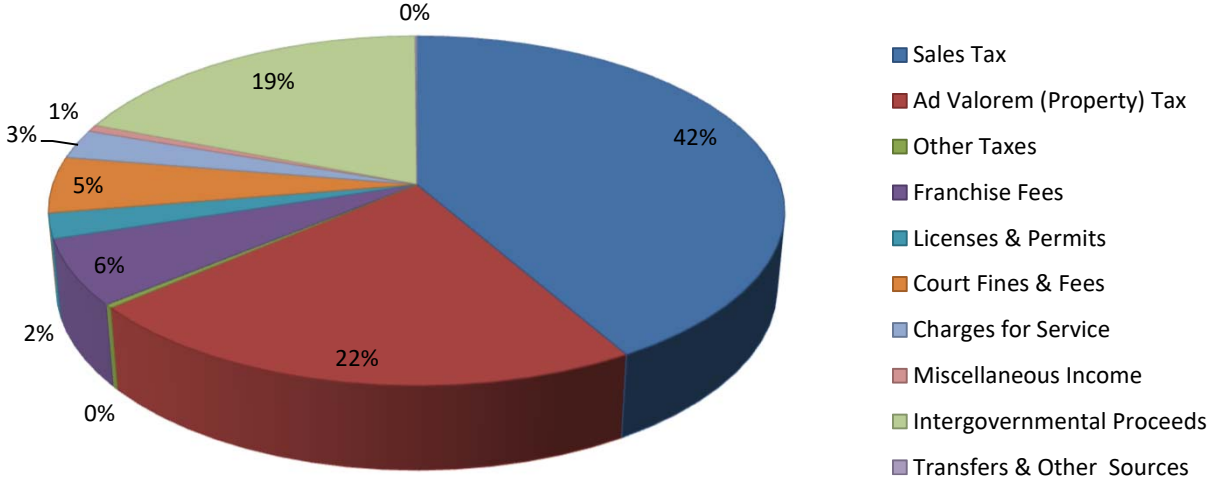
CITY OF DICKINSON
FY 2018-2019 RECOMMENDED BUDGET-UPDATED
GENERAL FUND SUMMARY

	FY 16-17 Actual	FY 17-18 Projection	FY 17-18 Original Budget	FY 18-19 Budget	Increase/ (Decrease)
Revenues					
Sales Tax	6,582,456	6,539,130	6,689,800	6,844,800	155,000
Ad Valorem (Property) Tax	3,063,670	3,350,975	3,402,100	3,625,904	223,804
Other Taxes	60,777	57,000	50,000	52,800	2,800
Franchise Fees	1,103,462	874,429	1,146,590	996,000	(150,590)
Licenses & Permits	396,362	748,030	305,900	380,800	74,900
Court Fines & Fees	843,133	831,762	724,000	855,400	131,400
Charges for Service	436,898	353,962	430,000	446,000	16,000
Miscellaneous Income	76,319	121,504	47,600	103,400	55,800
Intergovernmental Proceeds	1,297,704	223,790	1,000,973	3,117,100	2,116,127
Transfers & Other Sources	40,000	15,000	15,000	15,000	-
TOTAL REVENUES	13,900,782	13,115,585	13,811,963	16,437,204	2,625,241
Expenditures					
Administration	757,397	358,912	528,564	471,100	(57,464)
Finance	282,049	247,441	263,523	260,500	(3,023)
Community Development	451,692	447,646	531,984	533,500	1,516
Municipal Court	332,503	296,713	338,275	336,300	(1,975)
Police Department	4,063,519	3,841,191	4,111,508	4,151,000	39,492
Fire Marshal	197,220	183,801	220,182	179,800	(40,382)
Emergency Management	110,740	119,658	120,510	187,800	67,290
Public Works	659,319	551,089	702,044	1,547,300	845,256
Information Technology	419,985	338,518	374,489	438,100	63,611
Library	329,401	315,430	395,978	348,000	(47,978)
Tourism	86,823	-	-	-	-
Animal Services	216,106	223,689	223,689	-	(223,689)
EMS	1,051,502	945,582	1,055,582	621,100	(434,482)
Economic Development	-	-	-	3,937,500	3,937,500
City-Wide Services	4,697,220	3,661,826	4,642,282	1,129,500	(3,512,782)
TOTAL EXPENDITURES	13,655,475	11,531,496	13,508,610	14,141,500	632,890
REVENUE - EXPENDITURES	245,307	1,584,089	303,353	2,295,704	1,992,351
BEGINNING FUND BALANCE	4,649,979	4,048,775	4,048,775	4,332,000	
TRANSFERS	846,511	1,300,892	154,207	23,800	
CAPITAL***					
Police	-	-	-	249,000	
Public Works	-	-	-	565,000	
Disaster Rebuild	-	-	-	1,000,000	
TOTAL CAPITAL	-	-	-	1,814,000	
ENDING FUND BALANCE	4,048,775	4,331,971	4,197,921	4,789,904	
REQUIRED PER CHARTER	3,427,500	2,894,400	3,390,700	3,549,500	
EXCESS FUND BALANCE	621,275	1,437,571	807,221	1,240,404	

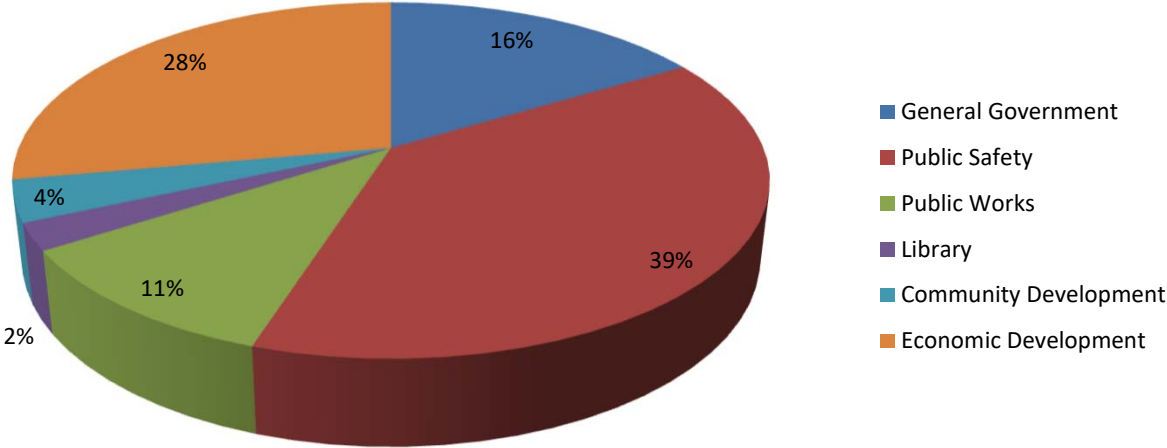
***All Capital Expenses will be brought back to Council prior to implementation.

**CITY OF DICKINSON
 FY 2018-2019 RECOMMENDED BUDGET-UPDATED
 GENERAL FUND SUMMARY**

General Fund Revenues



General Fund Expenditures



CITY OF DICKNSON
FY 2018-2019 RECOMMENDED BUDGET-UPDATED
GENERAL FUND EXPENDITURES
PUBLIC WORKS: DEPARTMENT 12

Account	Account Name	FY 16-17 Actual	FY 17-18 Projection	FY 17-18 Original Budget	FY 18-19 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	255,739	233,012	256,952	420,100	163,148
8102	Overtime Pay	6,022	4,454	2,500	5,000	2,500
8103	Natural Disaster Pay	25,627	-	-	-	-
8110	Cell Phone Allowance	605	660	660	-	(660)
8113	Certification/Edu. Pay	919	1,577	900	2,400	1,500
8114	Longevity Pay	1,730	4,247	2,120	3,900	1,780
8151	Payroll Tax	4,059	3,503	3,815	2,300	(1,515)
8152	Unemployment Tax	159	2,333	1,197	4,700	3,503
8153	Retirement (TMRS)	26,689	23,321	25,184	16,100	(9,084)
8155	Employee Group Insurance	50,586	59,623	83,703	74,400	(9,303)
8156	Worker's Comp. Insurance	11,797	14,596	10,387	76,200	65,813
TOTAL SALARY & BENEFITS		383,932	347,326	387,418	605,100	217,682
OTHER EXPENDITURES						
Supplies						
8204	Fuel	12,324	19,510	24,000	39,000	15,000
8205	Safety Equipment & Supplies	924	1,370	1,800	1,900	100
8210	Office Supplies & Postage	3,605	1,875	2,000	3,600	1,600
8211	Small Tools	2,167	1,786	1,500	9,300	7,800
8212	Operational Supplies	2,329	595	4,500	2,500	(2,000)
Subtotal Supplies		21,348	25,135	33,800	56,300	22,500
Maintenance						
8301	Building & Property Maint.	1,627	1,318	1,500	3,500	2,000
8302	Culvert Maintenance	-	-	-	27,300	
8305	Street Striping	38	-	5,000	23,900	18,900
8307	Vehicle Maintenance	18,848	10,052	28,500	25,200	(3,300)
Subtotal Maintenance		20,513	11,370	35,000	79,900	17,600
Operational Expenses						
8402	Travel & Training - Staff	1,533	-	1,000	3,000	2,000
8403	Dues/Subscriptions/Books	-	-	500	300	(200)
8406	Street Lighting	113,910	77,105	116,361	114,100	(2,261)
8407	Comm.-Pagers & Phones	246	266	-	400	400
8413	Landfill Debris Disposal	720	-	1,700	6,100	4,400
8417	Utilities	8,379	5,562	7,000	16,800	9,800
8421	Performance Incentive Prgm.	207	396	400	300	(100)
8438	Uniform Service	2,998	2,509	2,810	5,400	2,590
Subtotal Other Services		127,994	85,837	129,771	146,400	16,629
Contract Services						
8524	Professional Services	25,049	296	-	1,100	1,100
8527	Contract Services	36,161	43,486	39,050	65,900	26,850
8540	Phase II Storm Water	-	-	-	5,200	5,200
8550	Grant Expenditures	-	-	-	500,000	500,000
8552	ROW/Facilities Mowing	44,120	37,638	38,005	48,400	10,395
8554	Street Signage Replacement	203	-	39,000	39,000	-

Subtotal Contract Services	105,532	81,420	116,055	659,600	543,545
TOTAL OPERATING EXPENSES	659,319	551,089	702,044	1,547,300	817,956
CAPITAL EXPENSES					
Vehicles & Equipment	-	-	-	565,000	565,000
TOTAL CAPITAL	-	-	-	565,000	565,000
DEPARTMENT TOTAL	659,319	551,089	702,044	2,112,300	1,382,956

CITY OF DICKNSON
FY 2018-2019 RECOMMENDED BUDGET-UPDATED
GENERAL FUND EXPENDITURES
PUBLIC WORKS: DEPARTMENT 12 - STREETS DIVISION

Account	Account Name	FY 16-17 Actual	FY 17-18 Projection	FY 17-18 Original Budget	FY 18-19 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	255,739	233,012	256,952	264,600	7,648
8102	Overtime Pay	6,022	4,454	2,500	2,500	-
8103	Natural Disaster Pay	25,627	-	-	-	-
8110	Cell Phone Allowance	605	660	660	-	(660)
8113	Certification/Edu. Pay	919	1,577	900	700	(200)
8114	Longevity Pay	1,730	4,247	2,120	2,500	380
8151	Payroll Tax	4,059	3,503	3,815	-	(3,815)
8152	Unemployment Tax	159	2,333	1,197	4,000	2,803
8153	Retirement (TMRS)	26,689	23,321	25,184	1,200	(23,984)
8155	Employee Group Insurance	50,586	59,623	83,703	25,100	(58,603)
8156	Worker's Comp. Insurance	11,797	14,596	10,387	69,400	59,013
TOTAL SALARY & BENEFITS		383,932	347,326	387,418	370,000	(17,418)
OTHER EXPENDITURES						
Supplies						
8204	Fuel	12,324	19,510	24,000	24,000	-
8205	Safety Equipment & Supplies	924	1,370	1,800	1,200	(600)
8210	Office Supplies & Postage	3,605	1,875	2,000	3,600	1,600
8211	Small Tools	2,167	1,786	1,500	7,200	5,700
8212	Operational Supplies	2,329	595	4,500	2,500	(2,000)
Subtotal Supplies		21,348	25,135	33,800	38,500	4,700
Maintenance						
8301	Building & Property Maint.	1,627	1,318	1,500	1,700	200
8305	Street Striping	38	-	5,000	23,900	18,900
8307	Vehicle Maintenance	18,848	10,052	28,500	18,800	(9,700)
Subtotal Maintenance		20,513	11,370	35,000	44,400	9,400
Operational Expenses						
8402	Travel & Training - Staff	1,533	-	1,000	2,200	1,200
8403	Dues/Subscriptions/Books	-	-	500	300	(200)
8406	Street Lighting	113,910	77,105	116,361	114,100	(2,261)
8407	Comm.-Pagers & Phones	246	266	-	200	200
8413	Landfill Debris Disposal	720	-	1,700	6,100	4,400
8417	Utilities	8,379	5,562	7,000	8,400	1,400
8421	Performance Incentive Prgm.	207	396	400	200	(200)
8438	Uniform Service	2,998	2,509	2,810	3,200	390
Subtotal Other Services		127,994	85,837	129,771	134,700	4,929
Contract Services						
8524	Professional Services	25,049	296	-	-	-
8527	Contract Services	36,161	43,486	39,050	42,400	3,350
8540	Phase II Storm Water	-	-	-	-	-
8552	ROW/Facilities Mowing	44,120	37,638	38,005	44,100	6,095
8554	Street Signage Replacement	203	-	39,000	39,000	-
Subtotal Contract Services		105,532	81,420	116,055	125,500	9,445

TOTAL OPERATING EXPENSES	659,319	551,089	702,044	713,100	11,056
CAPITAL EXPENSES					
Vehicles & Equipment	-	-	-	565,000	565,000
TOTAL CAPITAL	-	-	-	565,000	565,000
DEPARTMENT TOTAL	659,319	551,089	702,044	1,278,100	576,056

CITY OF DICKNSON
FY 2018-2019 RECOMMENDED BUDGET-UPDATED
GENERAL FUND EXPENDITURES
PUBLIC WORKS: DEPARTMENT 12 - DRAINAGE DIVISION

Account	Account Name	FY 16-17 Actual	FY 17-18 Projection	FY 17-18 Original Budget	FY 18-19 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	-	-	-	155,500	155,500
8102	Overtime Pay	-	-	-	2,500	2,500
8113	Certification/Edu. Pay	-	-	-	1,700	1,700
8114	Longevity Pay	-	-	-	1,400	1,400
8151	Payroll Tax	-	-	-	2,300	2,300
8152	Unemployment Tax	-	-	-	700	700
8153	Retirement (TMRS)	-	-	-	14,900	14,900
8155	Employee Group Insurance	-	-	-	49,300	49,300
8156	Worker's Comp. Insurance	-	-	-	6,800	6,800
TOTAL SALARY & BENEFITS		-	-	-	235,100	235,100
OTHER EXPENDITURES						
Supplies						
8204	Fuel	-	-	-	15,000	15,000
8205	Safety Equipment & Supplies	-	-	-	700	700
8211	Small Tools	-	-	-	2,100	2,100
Subtotal Supplies		-	-	-	17,800	17,800
Maintenance						
8301	Building & Property Maint.	-	-	-	1,800	1,800
8302	Culvert Maintenance	-	-	-	27,300	27,300
8307	Vehicle Maintenance	-	-	-	6,400	6,400
Subtotal Maintenance		-	-	-	35,500	35,500
Operational Expenses						
8402	Travel & Training - Staff	-	-	-	800	800
8407	Comm.-Pagers & Phones	-	-	-	200	200
8417	Utilities	-	-	-	8,400	8,400
8421	Performance Incentive Prgm.	-	-	-	100	100
8438	Uniform Service	-	-	-	2,200	2,200
Subtotal Other Services		-	-	-	11,700	11,700
Contract Services						
8524	Professional Services	-	-	-	1,100	1,100
8527	Contract Services	-	-	-	23,500	23,500
8540	Phase II Storm Water Prog	-	-	-	5,200	5,200
8550	Grant Expenditures	-	-	-	500,000	500,000
8552	ROW/Facilities Mowing	-	-	-	4,300	4,300
Subtotal Contract Services		-	-	-	534,100	534,100
TOTAL OPERATING EXPENSES		-	-	-	834,200	834,200
TOTAL CAPITAL		-	-	-	-	-
DEPARTMENT TOTAL		-	-	-	834,200	834,200

CITY OF DICKINSON
FY 2018-2019 RECOMMENDED BUDGET-UPDATED
MUNICIPAL DRAINAGE UTILITY FUND: FUND 06

Account No.	Account Name	FY 16-17 Actual	FY 17-18 Projection	FY 17-18 Original Budget	FY 18-19 Budget	Increase/ (Decrease)
REVENUE						
Delinquent Drainage Fees						
06-7010-00-00	DLQ RESIDENTIAL	24,609	9,000		-	-
06-7011-00-00	DLQ COMMERCIAL	2,068	7,300		-	-
06-7012-00-00	DLQ MULTI-FAMILY/MH	2,652	3,500		-	-
06-7102-00-00	DELINQUENT PY COLLEC	39,150	-		-	-
Subtotal Delinquent Drainage Fees		68,479	19,800	100,000	-	-
Deferred Revenue From Prior Year						
06-7101-00-00	DEFERRED REVENUE	80,218	-		-	-
06-7210-00-00	DEFERRED RESIDENTIAL	72,636	-		-	-
06-7211-00-00	DEFERRED COMMERCIAL	12,921	-		-	-
06-7212-00-00	DEFERRED MULTI-FAMILY	15,966	-		-	-
Subtotal Deferred Revenue		181,741	-	90,000	-	(90,000)
06-7110-00-00	Resident Drainage Assessment	-	144,000	150,000	-	(150,000)
06-7111-00-00	Commercial Drainage Assessment	-	34,500	35,000	-	(35,000)
06-7112-00-00	Multi.Family/Mobile Home Drng	-	3,700	23,000	-	(23,000)
06-7315-00-00	Culvert Applications	41,024	20,000	-	-	-
06-7603-00-00	Returned Check Fee	25	-	-	-	-
	Grant Proceeds	-	-	-	-	-
TOTAL REVENUE		291,269	222,000	398,000	-	(298,000)
EXPENDITURES						
Salaries & Benefits						
06-8101-14-00	FTE Base Salary	140,632	113,973	152,343	-	(152,343)
06-8102-14-00	Overtime Pay	1,860	1,568	2,500	-	(2,500)
06-8103-14-00	Natural Disaster Pay	3,733	-	-	-	-
06-8113-14-00	Certification/Edu. Pay	341	174	360	-	(360)
06-8114-14-00	Longevity Pay	1,165	1,538	1,220	-	(1,220)
06-8151-14-00	Payroll Tax	2,104	1,671	2,268	-	(2,268)
06-8152-14-00	Unemployment Tax	27	714	684	-	(684)
06-8153-14-00	Retirement (TMRS)	13,519	11,173	14,562	-	(14,562)
06-8155-14-00	Employee Group Insurance	31,629	31,187	46,570	-	(46,570)
06-8156-14-00	Worker's Compensation Ins.	6,676	5,516	5,888	-	(5,888)
06-8160-14-00	Compensated Absences Exp	(144)	-	1,000	-	(1,000)
06-8169-14-00	Pension Expense	6,885	-	5,000	-	(5,000)
Total Salaries & Benefits		208,426	167,514	232,395	-	(232,395)
Other Operating Expenses						
06-8204-14-00	Fuel	8,945	8,000	15,000	-	(15,000)
06-8205-14-00	Safety Supplies	776	880	800	-	(800)
06-8211-14-00	Supplies & Small Tools	1,792	2,540	2,000	-	(2,000)
06-8301-14-00	Building & Property Maint.	1,628	1,449	1,800	-	(1,800)
06-8302-14-00	Drainage, Culvert Maint.	27,302	19,351	45,000	-	(45,000)
06-8307-14-00	Vehicle & Equip.Maint.	4,449	5,051	15,000	-	(15,000)
06-8402-14-00	Travel & Training	610	800	1,300	-	(1,300)
06-8407-14-00	Communications - Phones	246	266	-	-	-

CITY OF DICKINSON
FY 2018-2019 RECOMMENDED BUDGET-UPDATED
MUNICIPAL DRAINAGE UTILITY FUND: FUND 06

06-8417-14-00	Utilities	8,379	8,400	6,000	-	(6,000)
06-8421-14-00	Performance Incentive Prgm	-	400	400	-	(400)
06-8438-14-00	Uniform Service Contract	2,397	2,541	2,000	-	(2,000)
06-8518-14-00	Drainage Billing Services	2,891	20,000	4,000	-	(4,000)
06-8524-14-00	Engineering & Surveying	1,982	1,000	5,000	-	(5,000)
06-8527-14-00	Contractual Services - Labor	13,863	43,043	12,800	-	(12,800)
06-8540-14-00	Phase II Storm Water Prgm	1,445	817	5,000	-	(5,000)
06-8708-14-00	Property Insurance	13	15	100	-	(100)
06-8865-14-00	Country Club Outfall Mowing	9,799	-	14,000	-	(14,000)
	Grant Expenditures	-	-	-	-	-
Total Operating Expenses		86,517	114,551	130,200	-	(130,200)
TOTAL EXPENDITURES		294,943	282,065	362,595	-	(362,595)
REVENUE - EXPENDITURES		(3,674)	(60,065)	35,405	-	64,595
BEGINNING FUND BALANCE		398,731	395,057	395,057	334,991	
ENDING FUND BALANCE		395,057	334,991	430,462	334,991	
25% of Operating Expenditures		73,736	70,516	90,649	-	
Excess Fund Balance		321,321	264,475	339,813	334,991	

WORKSHOP

ITEM 3

ADJOURN

TIME: _____
MOTION: _____
SECOND: _____
VOTE: _____