

June 28, 2016
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
Julie M. Robinson, City
Administrator

June 28, 2016

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, JUNE 28, 2016, 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

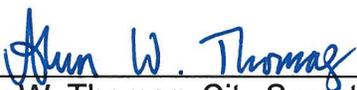
ITEM 2.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Proposed FY2016-2017 Vehicle and Equipment Purchases:

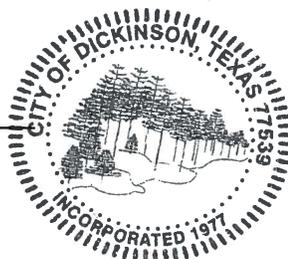
- A. Public Works
- B. EMS
- C. Police Department & Fire Marshal

ITEM 3.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the City Council Workshop Meeting for **TUESDAY, JUNE 28, 2016**, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 23rd day of June, 2016, 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.

City Council Meeting

CALL TO ORDER

Roll Call

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

MEETING DATE June 28, 2016

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 Julie M. Robinson	_____	_____
City Secretary Alun W. Thomas	_____	_____
Administrative Services Manager Stephanie Russell	_____	_____
Director of Community Dev. Zachary Meadows	_____	_____
Public Works Director Paul Booth	_____	_____
Library Director Vicki McAllister	_____	_____
Fire Marshal Lee Darrow	_____	_____
Police Chief Ron Morales	_____	_____
EMS Director Derek Hunt	_____	_____

**Dickinson City Council
Agenda Item Data Sheet**

MEETING DATE June 28, 2016

TOPIC	BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Proposed FY 2016-2017 Vehicle and Equipment Purchases for Public Works
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BACKGROUND	<p><u>Equipment for Road Stabilization Program</u> Numerous roads throughout the City have experienced road surface failures. Should these surface failures not be addressed in a timely manner, a complete road failure will result in a short period of time. To address this, City Council budgeted \$100,000 in the Street Maintenance Sales Tax Fund for Street Repair and Patching in FY2016.</p> <p>In order to make the necessary repairs, staff currently rents equipment. Additionally, nearly \$240,000 has been spent on rental equipment annually for street replacement projects. Staff recommends purchasing equipment that can be used for both road reconstruction and road stabilization which will greatly reduce the financial burden to the City in the long-term.</p> <p>One time purchases of pre-owned equipment, not to exceed \$300,000.00, will result in approximately \$1,136,100 in savings over the next five years. Attached is a cost analysis of the rental versus one-time capital purchase.</p> <p><u>Equipment for Slope Mowing Program</u> In 2014, the Public Works Department auctioned off the slope mower due to recurring mechanical failures and started contracting out services for all slope mowing needs. Currently, it cost about \$15,400 to contract out slope mowing of approximately 30 miles of ditch. For three rounds of mowing a year, the City spends over \$46,000 annually.</p> <p>Rather than continue to contract this service out, staff recommends bringing the service in-house to increase the service level and decrease costs in the long term. Staff proposes acquiring a new slope mower estimated to cost under \$70,000. Attached is a cost analysis of the contractor versus one-time capital purchase.</p> <p>City staff will be able to provide all labor associated with this program. Additionally, staff will implement a training program to operate and maintain the equipment. Bringing this service in-</p>
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ACTIONS TAKEN

APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER
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**Dickinson City Council
Agenda Item Data Sheet**

house will allow the City to mow and maintain all ditches, approximately 30 miles, on a quarterly basis and as-needed.

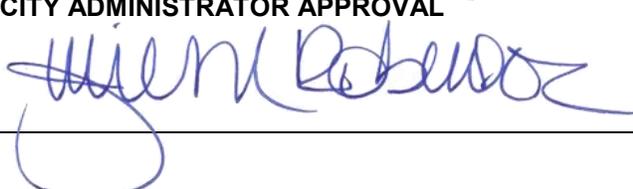
Funding for these one-time expenditures is available from FY2014-2015 unassigned fund balance which is approximately \$1.3 million.

RECOMMENDATION Staff seeks direction from Council regarding proposed FY 2016-2017 Vehicle and Equipment Purchases for Public Works

- ATTACHMENTS**
- Rental vs. One-Time Capital Costs – Road Stabilization Equipment
 - Contractor vs. One-Time Capital Costs – Slope Mowing

FUNDING ISSUES

Not applicable
 Not budgeted
 Full Amount already budgeted.
 Funds to be transferred from Acct.# - -

<p>SUBMITTING STAFF MEMBERS Paul Booth, Public Works Director & Stephanie Russell, Administrative Services Manager</p>	<p>CITY ADMINISTRATOR APPROVAL</p> 
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ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER

Rental vs. One-Time Capital Costs - Road Stabilization Program

Equipment	Current Method - Rent Equipment		Option 1 Purchase Used			Option 2 Purchase New		
	1 Year Rental (10 Mos.)	Cost Over 5 Years	One Time Capital Outlay	Savings in 1st Year	Savings Over 5 Years	One Time Capital Outlay	Savings in 1st Year	Savings Over 5 Years
Tiller / Recycler	120,000	600,000	100,000	20,000	500,000	340,000	(220,000)	260,000
Maintainer	38,970	194,850	50,000	(11,030)	144,850	160,000	(121,030)	34,850
10 Ton Steel Wheel Roller	49,450	247,250	20,000	29,450	227,250	125,000	(75,550)	122,250
Paving Machine	80,000	400,000	50,000	30,000	350,000	380,000	(300,000)	20,000
Bull Dozer	36,000	180,000	50,000	(14,000)	130,000	350,000	(314,000)	(170,000)
Total	\$ 324,420	\$ 1,622,100	\$ 270,000	\$ 54,420	\$ 1,352,100	\$ 1,355,000	\$ (1,030,580)	\$ 267,100
Annual Maintenance Cost				13,500	67,500		67,750	338,750
Total Savings				\$ 67,920	\$ 1,419,600		\$ (962,830)	\$ 605,850

Contractor vs. One-Time Capital Costs -Slope Mowing

Equipment	Current Method - Contractor			Purchase New Slope Mower		
	Cost per Cut (30 miles of ditch)	Cut 3 Times per Year	5-Year Total	One Time Capital Outlay	Savings in 1st Year	5-Year Savings
Slope Mower	15,343	46,027.50	230,138	65,690	(19,663)	164,448
Total	\$ 15,343	\$ 46,028	\$ 230,138	\$ 65,690	\$ (19,663)	\$ 164,448
Annual Maintenance Cost			-		3,285	16,423
Total Savings					\$ (16,378)	\$ 180,870

DIVIDER PAGE

**Dickinson City Council
Agenda Item Data Sheet**

MEETING DATE June 28, 2016

TOPIC	BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Proposed FY 2016-2017 Vehicle and Equipment Purchases for EMS
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BACKGROUND	<p>The existing ambulance is currently 7 years old with over 110,000 miles. Due to the age and years on this vehicle, it has served its purpose as the primary unit and is recommended to be moved to reserve status. A new ambulance with a larger chassis is recommended to be purchased to become the primary unit. After speaking with several other agencies, staff recommends the larger chassis which is able to handle the weight of the ambulance box better, reducing vehicle maintenance costs.</p> <p>A new ambulance with opticom, radio and router is estimated to cost \$183,300. Staff proposes the City fund 50% (\$91,960) and request the other 50% from Dickinson Management District No. 1. Funding for this one-time expenditure is available from FY 2014-2015 unassigned fund balance which is approximately \$1.3 million.</p> <p>If the direction is to move forward with a new ambulance, staff also recommends requesting funding (\$43,000) for a new stretcher from Dickinson Management District No. 1 as well.</p> <p>EMS staff currently use Toughbook computers for reports and CAD dispatch. The current computers range from four to eight years old and need to be replaced. Rather than replace the current Toughbooks with new models, staff recommends buying tablets instead. Funding for the tablets and software is proposed to be requested from Dickinson Management District No. 1. The recurring annual cost of \$4,000 for aircards is requested from the General Fund.</p>
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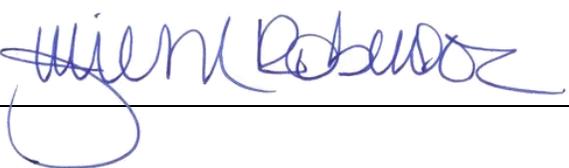
RECOMMENDATION	Staff seeks direction from Council regarding the proposed FY 2016-2017 Vehicle and Equipment Purchases for EMS
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ATTACHMENTS	• N/A
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FUNDING ISSUES	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Not budgeted <input type="checkbox"/> Full Amount already budgeted. <input type="checkbox"/> Funds to be transferred from Acct.# - -
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ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER

Dickinson City Council
Agenda Item Data Sheet

SUBMITTING STAFF MEMBERS Derek Hunt, EMS Director & Stephanie Russell, Administrative Services Manager	CITY ADMINISTRATOR APPROVAL 
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ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER

DIVIDER PAGE

**Dickinson City Council
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MEETING DATE June 28, 2016

TOPIC	BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Proposed FY 2016-2017 Vehicle and Equipment Purchases for Police and Fire Marshal
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BACKGROUND	<p>The Police Department is proposing to replace four vehicles next fiscal year. The vehicles being replaced have been in service for five years and have exceeded the mileage and mechanical limits established in the City's Capitalization Policy. The estimated amount of \$180,000 (\$45,000 each) includes all emergency equipment and installation costs.</p> <p>Additionally, the Fire Marshal's Office is proposing to replace its reserve vehicle. This vehicle is utilized by full time staff in the event a primary vehicle is out of service for repairs and/or maintenance. This vehicle is also utilized by the FMO part time inspector/investigator. The current vehicle has been in service for over eight years and has become unreliable which has resulted in increasing maintenance costs that will only continue to increase in the future. Staff proposes replacement with a crew cab pick-up to reduce the cost of replacement. The estimated amount is \$32,000.</p> <p>As done in previous years, funding for the proposed vehicles for the Police Department and the Fire Marshal's Office is recommended to be requested from the Dickinson Management District No. 1. The total amount requested for all five vehicles is \$212,000.</p>
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RECOMMENDATION	Staff seeks direction from Council regarding proposed FY 2016-2017 Vehicle and Equipment Purchases for Police and Fire Marshal.
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ATTACHMENTS	• N/A
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FUNDING ISSUES	<input type="checkbox"/> Not applicable <input checked="" type="checkbox"/> Not budgeted <input type="checkbox"/> Full Amount already budgeted. <input type="checkbox"/> Funds to be transferred from Acct.# - -
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SUBMITTING STAFF MEMBERS Stephanie Russell, Administrative Services Manager	CITY ADMINISTRATOR APPROVAL 
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ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER

ADJOURN

TIME: _____
MOTION: _____
SECOND: _____
VOTE _____