

## NOTICE OF MEETING

### DICKINSON MANAGEMENT DISTRICT NO. 1

The Board of Directors of Dickinson Management District No. 1 will hold a regular meeting on Thursday, July 21, 2016, at 6:00 p.m., in Conference Room 2 at the City of Dickinson (the "City") City Hall, 4403 State Highway 3, Dickinson, Texas 77539, to discuss and, if appropriate, act upon the following items:

1. Public Comments.
2. Approve Minutes Of May 3, 2016.
3. Review, Revise and Approve Resolution Ratifying Execution of Agreement with Always In Season Decorating Services, Inc. for Custom Holiday Decorations by Executive Director.
4. Review, Revise and Approve Resolution Ratifying Execution of Agreement with Ambius for Custom Holiday Decorations by Executive Director.
5. Review, Discussion and Direction Regarding Draft Fiscal Year 2016-2017 Budget And Various Projects To Be Considered For Funding.



A handwritten signature in blue ink, which appears to read 'Julie M. Robinson', is written over a horizontal line.

Julie M. Robinson  
Executive Director

Persons with disabilities who plan to attend this meeting and would like to request auxiliary aids or services are requested to contact the District's Executive Director at (281) 337-6204 at least three business days prior to the meeting so that appropriate arrangements can be made.

**DICKINSON MANAGEMENT DISTRICT NO. 1  
ATTENDANCE LIST**

**MEETING DATE: July 21, 2016**

<u>CHAIRPERSON/BOARD MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
C. WAYNE BROWNE	_____	_____
RENEE CASEY	_____	_____
PERRY FULCHER	_____	_____
MARY DUNBAUGH	_____	_____
KIM WESTERLAGE	_____	_____

**MAKE NOTE ON RECORDING: THE FOLLOWING ALSO ARE IN ATTENDANCE:**

EXECUTIVE DIRECTOR, Julie M. Robinson	_____	_____
ADMINISTRATIVE SERVICES MANAGER, Stephanie Russell	_____	_____
Council Liaison Charles Suderman	_____	_____
Council Liaison William H. King	_____	_____
_____	_____	_____
_____	_____	_____

**TAB 1**



**TAB 2**

MINUTES  
DICKINSON MANAGEMENT DISTRICT NO. 1

May 3, 2016

The Board of Directors (the "Board") of Dickinson Management District No. 1 (the "District") met in regular session, open to the public, on the 3<sup>rd</sup> day of May, 2016, at the City of Dickinson (the "City") City Hall, 4403 State Highway 3, Dickinson, Texas, inside the boundaries of the District, and the roll was called of the members of the Board:

Perry Fulcher, M.D.	President
C. Wayne Browne, D.C.	Vice President
Mary Dunbaugh	Assistant Vice President
Renee Casey	Secretary
Kim Westerlage	Assistant Secretary

and all of the above were present, except Directors Fulcher and Westerlage, thus constituting a quorum.

Also present at the meeting were Julie M. Robinson, Executive Director for the District, Stephanie Russell, Bookkeeper and Investment Officer for the District, Council Liaison Council Member William H. King, III, and Stephanie E. Harris, CPA with Belt Harris Pechacek, LLLP.

PUBLIC COMMENTS

There were no comments from the public.

MINUTES

The Board considered approving the minutes of the August 20, 2015 meeting. After review and discussion, Director Dunbaugh moved to approve the minutes as submitted. Director Casey seconded the motion, and it passed by unanimous vote.

AUDIT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2015

Mrs. Stephanie Harris with Belt, Harris, Pachacek reviewed the District's audit for the fiscal year ending September 30, 2015. Following review and discussion, Director Casey made a motion to approve the audit for the fiscal year ending September 30, 2015, and direct that the final audit be filed appropriately and retained in the District's official records. Director Dunbaugh seconded the motion, and it passed by unanimous vote.

QUARTERLY INVESTMENT & FINANCIAL REPORTS FOR QUARTER ENDING DECEMBER 31, 2015

Mrs. Russell reviewed the investment and financial reports for the Quarter ending December 31, 2015 with the Board. She explained to the Board that this period was the first time the District had received interest on its accounts, thus triggering the need to prepare a Quarterly Investment Report pursuant to the Public Funds Investment Act. Following discussion, Director Dunbaugh moved to accept the reports with the correction of the transposed numbers for Legal Services and Legislative Services. Director Casey seconded the motion, and it passed by unanimous vote.

QUARTERLY INVESTMENT AND FINANCIAL REPORTS FOR QUARTER ENDING MARCH 31, 2016

Mrs. Russell reviewed the investment and financial reports for the Quarter ending March 31, 2016 with the Board. Following discussion, Director Casey moved to accept the reports as submitted. Director Dunbaugh seconded the motion, and it passed by unanimous vote.

ANNUAL REVIEW OF INVESTMENT POLICY AND APPROVE RESOLUTION REGARDING ANNUAL REVIEW OF INVESTMENT POLICY

Mrs. Robinson noted that the Public Funds Investment Act requires that the District annually review its investment policy. She stated that there were no proposed revisions to the Investment Policy adopted by the Board on March 7, 2012, and the recommendation is for the Board to reapprove such Investment Policy. Following the discussion, Director Casey moved to approve the Resolution Regarding Annual Review of Investment Policy and direct that the resolution be filed appropriately and retained in the District's official records. Director Dunbaugh seconded the motion, and it passed by unanimous vote.

ANNUAL DISCLOSURE STATEMENTS FOR INVESTMENT OFFICER AND BOOKKEEPER

Mrs. Robinson stated that the Public Funds Investment Act requires that any Investment Officer of the District disclose their relationships with banks and brokers who may seek to sell investments to the District. Consequently, Mrs. Robinson, as the District's Executive Director, and Mrs. Russell, as one of the District's Investment Officers and bookkeeper, must execute a Disclosure Statement on an annual basis. The Board reviewed Mrs. Robinson's and Mrs. Russell's disclosure statements. Following review and discussion, Director Dunbaugh made a motion to accept Mrs. Robinson's and Mrs. Russell's Disclosure Statements and direct that the Disclosure Statements be filed appropriately and retained in the District's official records. The motion was seconded by Director Casey, and it passed by unanimous vote.

APPROVAL OF FIRST AMENDED BUDGET FOR FISCAL YEAR 2015-2016

Mrs. Robinson and Mrs. Russell reviewed with the Board a proposed First Amended Budget for Fiscal Year 2015-2016 that would reflect several changes to the Adopted Budget based on actual numbers and to include additional projects for the Board's consideration. Following review and discussion, Director Dunbaugh made a motion to approve the proposed First Amended Budget for Fiscal Year 2015-2016 as presented. Director Casey seconded the motion, and it carried unanimously. A copy of the First Amended Budget for Fiscal Year 2015-2016 is attached.

RESOLUTION RATIFYING EXECUTION OF SPONSORSHIP AGREEMENT WITH DEL PAPA DISTRIBUTING CO. FOR 2016 RED, WHITE & BAYOU CRAWFISH AND TEXAS MUSIC FESTIVAL BY BOARD PRESIDENT

Ms. Robinson advised the Board that, in order to expedite the implementation of the Sponsorship Agreement and preparations for the 2016 Red, White & Bayou Crawfish and Texas Music Festival and based on the Board's previous approval of similar Sponsorship Agreements, Board President Fulcher had executed a Sponsorship Agreement with Del Papa Distributing Co. Therefore, she presented the Sponsorship Agreement to the Board for ratification of his actions in executing the Agreement. Following review and discussion, Director Dunbaugh made a motion to adopt the Resolution Ratifying Execution of Sponsorship Agreement with Del Papa Distributing Co. for the 2016 Red, White & Bayou Crawfish and Texas Music Festival by Board President Fulcher and direct that the resolution be filed appropriately and retained in the District's official records. Director Casey seconded the motion, and it passed by unanimous vote.

EXECUTIVE DIRECTOR'S REPORT REGARDING 2016 RED, WHITE AND BAYOU CRAWFISH AND TEXAS MUSIC FESTIVAL

Ms. Robinson reviewed with the Board the preparations for the 7<sup>th</sup> Annual Red, White & Bayou Crawfish & Texas Music Festival. No formal action was taken by the Board.

RESOLUTION RATIFYING EXECUTION OF AGREEMENT WITH ALWAYS IN SEASON DECORATING SERVICES, INC. FOR CUSTOM HOLIDAY DECORATIONS BY EXECUTIVE DIRECTOR

Mrs. Robinson advised the Board that, in order to implement the holiday decorations requested by the Board for the 2015 Holiday Season, she had executed an Agreement with Always In Season Decorating Services, Inc. for the Christmas Tree decorations that were placed at the four corners of the intersection of Interstate 45 and FM 517. Therefore, she presented the Agreement to the Board for ratification of her actions in executing the Agreement. Following review and discussion, Director Casey made a motion to adopt the Resolution Ratifying Execution of Agreement with Always In Season

Decorating Services, Inc. for Custom Holiday Decorations by Executive Director and direct that the resolution be filed appropriately and retained in the District's official records. Director Dunbaugh seconded the motion, and it passed by unanimous vote.

RESOLUTION RATIFYING EXECUTION OF AGREEMENT WITH AMBIUS FOR CUSTOM HOLIDAY DECORATIONS BY EXECUTIVE DIRECTOR

Mrs. Robinson advised the Board that, in order to implement the holiday decorations requested by the Board for the 2015 Holiday Season, she had executed an Agreement with Ambius for the shooting star decorations that were placed on utility poles along FM 517. Therefore, she presented the Agreement to the Board for ratification of her actions in executing the Agreement. Following review and discussion, Director Dunbaugh made a motion to adopt the Resolution Ratifying Execution of Agreement with Ambius for Custom Holiday Decorations by Executive Director and direct that the resolution be filed appropriately and retained in the District's official records. Director Casey seconded the motion, and it passed by unanimous vote.

2016 HOLIDAY DECORATIONS

Mrs. Robinson reviewed the holiday decorations that had been implemented for the 2015 Holiday Season with the Board and requested feedback from the Board concerning the decorations that were used and any changes that the Board wished to make for the 2016 Holiday Season. Following discussion, the Board requested that Mrs. Robinson obtain a quote for adding gift box decorations to the Christmas tree decorations at the intersection of I-45 and FM 517, and increase the number of shooting star decorations to be placed along FM 517. Additionally, the Board directed that the shooting stars be spread out more along FM 517 starting at Paul Hopkins Park and that a map reflecting the locations of the shooting stars be developed for the Board's review. No formal action was taken by the Board.

There being no further business to come before them, the Board concurred to adjourn the meeting.

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Secretary, Board of Directors

(SEAL)

LIST OF ATTACHMENTS

Financial Report For Period Ending December 31, 2015 .....6  
Financial Report For Period Ending March 31, 2016 .....10  
FY 2015-2016 First Amended Budget.....14

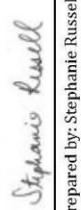
**Dickinson Management District #1**  
**Fiscal Year 2015-2016**  
**Quarterly Investment & Financial Report**  
**Period Ending December 31, 2015**

DICKINSON MANAGEMENT DISTRICT #1  
 INVESTMENT REPORT  
 PERIOD ENDING DECEMBER 31, 2015

Account	Interest Rate	Purchase Date	Due Date	Days to Maturity	Book Value	Beginning Market Value	Ending Market Value	Market Value Change	Interest Paid Year to Date
Capital One	0.35%	NA	Demand	1	\$ 528,628.58	\$ 481,231.48	\$ 528,628.58	\$ 47,397.10	\$ 460.59
<b>Total (all cash &amp; investments)</b>					<b>\$ 528,628.58</b>	<b>\$ 481,231.48</b>	<b>\$ 528,628.58</b>	<b>\$ 47,397.10</b>	<b>\$ 460.59</b>

Weighted Average Rate (WAR) 0.35%  
 Weighted Average Maturity (WAM) 1.00 days

  
 Julie M. Robinson, Executive Director  
 Date 4/26/2016

  
 Stephanie Russell, Administrative Services Manager  
 Date 4/25/2016

**DICKINSON MANAGEMENT DISTRICT #1**  
**FY2015-2016**  
**BUDGET VS. ACTUALS**  
**PERIOD ENDING DECEMBER 31, 2015\***

	<b>FY2015-16 Original Budget</b>	<b>FY2015-16 Actual PTD</b>	<b>Under/ (Over)</b>	<b>% of Budget</b>
<b>REVENUE</b>				
Sales Tax Revenue	2,790,000	765,622	2,024,379	27.4%
Interest Income	-	461	(461)	0.0%
<b>TOTAL REVENUE</b>	<u>2,790,000</u>	<u>766,082</u>	<u>2,023,918</u>	<u>27.5%</u>
<b>EXPENDITURES</b>				
380 Rebates	1,980,900	186,827	1,794,073	9.4%
Audit Services	5,500	-	5,500	0.0%
Connect CTY Service	8,363	2,091	6,272	25.0%
EMS - Cardiac Monitor	7,000	-	7,000	0.0%
EMS - Stretcher	40,000	-	40,000	0.0%
Expansion of City Demolition	50,000	12,500	37,500	25.0%
Expansion of EMS -Medic 2	370,014	-	370,014	0.0%
Financials Services	6,000	1,500	4,500	25.0%
Fixed Route Bus Service	25,000	25,000	-	100.0%
Holiday Decorations	20,000	23,424	(3,424)	117.1%
Insurance Expense	1,457	1,458	(1)	100.1%
Legal Services	5,000	-	5,000	0.0%
Legislative Services	18,000	4,500	13,500	25.0%
Local Match-Bus Stop Improv.	20,000	-	20,000	0.0%
Major ROW Mowing Service	38,005	9,501	28,504	25.0%
Office Supplies/Postage	500	-	500	0.0%
Red, White & Bayou Sponsorship	25,000	-	25,000	0.0%
Street Light Install	5,000	-	5,000	0.0%
Vehicles & Equipment Purchase	245,400	245,400	-	100.0%
<b>TOTAL EXPENDITURES</b>	<u>2,871,139</u>	<u>512,201</u>	<u>2,358,938</u>	<u>17.8%</u>
<b>REVENUE-EXPENDITURES</b>	<u>(81,139)</u>	<u>253,881</u>	<u>(335,020)</u>	

*\*Unaudited*  
Revised June 2016

**DICKINSON MANAGEMENT DISTRICT NO. 1  
BALANCE SHEET  
FISCAL YEAR 2015 - 2016  
AS OF DECEMBER 31, 2015**

<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Capital One - Operating Account	528,629
<b>Total Cash</b>	528,629
 <b>Accounts Receivable</b>	
Sales Tax Receivable	501,716
Accrued Interest	151
<b>Total Accounts Receivable</b>	501,867
 <b>Total Current Assets</b>	1,030,496
 <b>Total Assets</b>	<b>\$ 1,030,496</b>
 <b>Liabilities &amp; Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
380 Grants Payable	152,262
General Accounts Payable	91
<b>Total Accounts Payable</b>	152,353
 <b>Total Current Liabilities</b>	152,353
 <b>Total Liabilities</b>	152,353
 <b>Equity</b>	
Beginning Fund Balance	624,262
Net Income	253,881
<b>Total Equity</b>	878,143
 <b>Total Liabilities &amp; Equity</b>	<b>\$ 1,030,496</b>

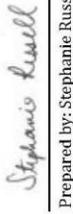
**Dickinson Management District #1**  
**Fiscal Year 2015-2016**  
**Quarterly Investment & Financial Report**  
**Period Ending March 31, 2016**

**DICKINSON MANAGEMENT DISTRICT #1  
INVESTMENT REPORT  
PERIOD ENDING MARCH 31, 2016**

Account	Interest Rate	Purchase Date	Due Date	Days to Maturity	Book Value	Beginning Market Value	Ending Market Value	Market Value Change	Interest Paid Year to Date
Capital One	0.35%	NA	Demand	1	\$ 547,186.43	\$ 528,628.58	\$ 547,186.43	\$ 18,557.85	\$ 846.33
<b>Total (all cash &amp; investments)</b>					<b>\$ 547,186.43</b>	<b>\$ 528,628.58</b>	<b>\$ 547,186.43</b>	<b>\$ 18,557.85</b>	<b>\$ 846.33</b>

Weighted Average Rate (WAR) 0.35%  
 Weighted Average Maturity (WAM) 1.00 days

  
 Julie M. Robinson, Executive Director

  
 Stephanie Russell, Administrative Services Manager

Prepared by: Stephanie Russell, Administrative Services Manager

**DICKINSON MANAGEMENT DISTRICT #1**  
**FY2015-2016**  
**BUDGET VS. ACTUALS**  
**PERIOD ENDING MARCH 31, 2016\***

	<b>FY2015-16 Original Budget</b>	<b>FY2015-16 Actual PTD</b>	<b>Under/ (Over)</b>	<b>% of Budget</b>
<b>REVENUE</b>				
Sales Tax Revenue	2,790,000	1,206,899	1,583,101	43.3%
Interest Income	-	846	(846)	0.0%
<b>TOTAL REVENUE</b>	<b>2,790,000</b>	<b>1,207,745</b>	<b>1,582,255</b>	<b>43.3%</b>
<b>EXPENDITURES</b>				
380 Rebates	1,980,900	667,264	1,313,636	33.7%
Audit Services	5,500	-	5,500	0.0%
Connect CTY Service	8,363	4,182	4,182	50.0%
EMS - Cardiac Monitor	7,000	-	7,000	0.0%
EMS - Stretcher	40,000	-	40,000	0.0%
Expansion of City Demolition	50,000	25,000	25,000	50.0%
Expansion of EMS -Medic 2	370,014	-	370,014	0.0%
Financials Services	6,000	3,000	3,000	50.0%
Fixed Route Bus Service	25,000	25,000	-	100.0%
Holiday Decorations	20,000	24,992	(4,992)	125.0%
Insurance Expense	1,457	1,413	44	97.0%
Legal Services	5,000	135	4,865	2.7%
Legislative Services	18,000	9,000	9,000	50.0%
Local Match-Bus Stop Improv.	20,000	-	20,000	0.0%
Major ROW Mowing Service	38,005	19,003	19,003	50.0%
Office Supplies/Postage	500	-	500	0.0%
Red, White & Bayou Sponsorship	25,000	25,000	-	100.0%
Street Light Install	5,000	-	5,000	0.0%
Vehicles & Equipment Purchase	245,400	245,400	-	100.0%
<b>TOTAL EXPENDITURES</b>	<b>2,871,139</b>	<b>1,049,389</b>	<b>1,821,750</b>	<b>36.5%</b>
<b>REVENUE-EXPENDITURES</b>	<b>(81,139)</b>	<b>158,356</b>	<b>(239,495)</b>	

*\*Unaudited*

**DICKINSON MANAGEMENT DISTRICT NO. 1  
BALANCE SHEET  
FISCAL YEAR 2015 - 2016  
AS OF MARCH 31, 2016**

<b>Assets</b>	
<b>Current Assets</b>	
<b>Cash</b>	
Capital One - Operating Account	547,186
<b>Total Cash</b>	547,186
 <b>Accounts Receivable</b>	
Sales Tax Receivable	235,377
Accrued Interest	146
<b>Total Accounts Receivable</b>	235,522
 <b>Total Current Assets</b>	 782,709
 <b>Total Assets</b>	 <b>\$ 782,709</b>
 <b>Liabilities &amp; Equity</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
380 Grants Payable	
General Accounts Payable	91
<b>Total Accounts Payable</b>	91
 <b>Total Current Liabilities</b>	 91
 <b>Total Liabilities</b>	 91
 <b>Equity</b>	
Beginning Fund Balance	624,262
Net Income	158,356
<b>Total Equity</b>	782,618
 <b>Total Liabilities &amp; Equity</b>	 <b>\$ 782,709</b>

**DICKINSON MANAGEMENT DISTRICT #1  
FY2015-2016 FIRST AMENDED BUDGET (Approved 05-03-2016)**

	<b>FY2013-14 Actual</b>	<b>FY2014-15 Actual</b>	<b>FY2015-16 Original Budget</b>	<b>FY2015-16 1st Amended Budget</b>	<b>Increase/ (Decrease)</b>
<b>REVENUE</b>					
Sales Tax Revenue	2,597,973	2,787,143	2,790,000	2,850,000	60,000
Interest Income	-	394	-	1,400	1,400
<b>TOTAL REVENUE</b>	<b>2,597,973</b>	<b>2,787,537</b>	<b>2,790,000</b>	<b>2,851,400</b>	<b>61,400</b>
<b>EXPENDITURES</b>					
380 Rebates	1,822,947	1,931,246	1,980,900	1,995,000	14,100
Audit Services	3,530	5,500	5,500	5,500	-
Connect CTY Service	8,363	8,363	8,363	8,363	-
EMS - Cardiac Monitor	36,684	-	7,000	-	(7,000)
EMS - Stretcher	-	-	40,000	42,631	2,631
EMS - Inventory Management Software	-	-	-	7,000	7,000
Expansion of City Demolition	35,000	35,000	50,000	50,000	-
Expansion of EMS -Medic 2	178,422	224,562	370,014	402,514	32,500
Financials Services	6,000	6,000	6,000	6,000	-
Fixed Route Bus Service	25,000	25,000	25,000	25,000	-
Holiday Decorations	-	-	20,000	25,000	5,000
Improv. at Paul Hopkins Park	-	-	-	-	-
Insurance Expense	1,478	1,478	1,457	1,413	(44)
Legal Services	639	5,633	5,000	5,000	-
Legislative Services	6,000	13,500	18,000	18,000	-
Local Match-Bus Stop Improv.	-	20,000	20,000	20,000	-
Major ROW Mowing Service	38,005	38,005	38,005	38,005	-
Map Layers - GIS	5,200	-	-	-	-
Office Supplies/Postage	43	126	500	500	-
Rain Barrel Workshop Sponsorship	-	1,200	-	-	-
Red, White & Bayou Sponsorship	25,000	25,000	25,000	25,000	-
Street Light Install	-	-	5,000	6,600	1,600
Survey Services	3,400	3,400	-	-	-
Website Redevelopment	23,258	-	-	-	-
Vehicles & Equipment Purchase	-	278,000	245,400	245,400	-
<b>TOTAL EXPENDITURES</b>	<b>2,218,969</b>	<b>2,622,013</b>	<b>2,871,139</b>	<b>2,926,926</b>	<b>55,787</b>
<b>REVENUE-EXPENDITURES</b>	<b>379,004</b>	<b>165,524</b>	<b>(81,139)</b>	<b>(75,526)</b>	
Beginning Fund Balance	79,734	458,738	624,262	624,262	
<b>ENDING FUND BALANCE</b>	<b>458,738</b>	<b>624,262</b>	<b>543,123</b>	<b>548,736</b>	

**TAB 3**

**Dickinson Management District Number 1  
Agenda Item Data Sheet**

**MEETING DATE** July 21, 2016

**TOPIC:** Review, Revise and Approve Resolution Ratifying Execution of Agreement with Always In Season for Custom Holiday Decorations Additions by Executive Director.

**BACKGROUND:** During the May 3, 2016 meeting, the Board directed that it wished to add gift boxes from Always In Season to the pencil cone Christmas trees at the intersection of I-45 and FM 517 for the 2016 Holiday Season. I contacted Always In Season and requested a quote for the gift boxes based on a budget of \$10,000.00. Once I received the quote and a graphic of the proposed gift boxes, I routed that information to Board Members Casey and Dunbaugh, and the consensus was that the gift boxes looked good.

In order to confirm the addition of the gift boxes for DMD #1, I executed a quote with Always In Season for \$10,780.23, and this amount has been included in the line item for Holiday Decorations in the FY 16-17 Proposed Budget.

This Resolution would ratify my execution of the Agreement with Always In Season.

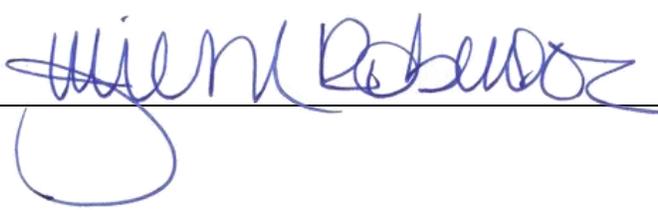
**RECOMMENDATION:** Staff recommends approval of the Resolution.

**ATTACHMENTS:**

- Resolution Ratifying Execution of Agreement With Always In Season for Custom Holiday Decorations Additions by Executive Director
- Gift Box Graphic

**FUNDING ISSUES**

Not applicable  
 Not budgeted  
 Amount already included in the FY 16-17 Budget  
 Funds to be transferred from Acct.# - -

<b>SUBMITTING STAFF MEMBER</b>	<b>EXECUTIVE DIRECTOR APPROVAL</b>
Julie M. Robinson, Executive Director	

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

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS           §  
  §  
COUNTY OF GALVESTON       §

I, the undersigned officer of the Board of Directors of Dickinson Management District No. 1 hereby certify as follows:

1.       The Board of Directors of Dickinson Management District No. 1 convened in regular session on the 21<sup>st</sup> day of July, 2016, inside the boundaries of the District, and the roll was called of the members of the Board:

- C. Wayne Browne, D.C.
- Renee Casey
- Mary Dunbaugh
- Perry Fulcher, M.D.
- Kim Westerlage

and all of said persons were present except Director(s) \_\_\_\_\_, thus constituting a quorum. Whereupon, among other business, the following was transacted at the meeting: a written

RESOLUTION RATIFYING EXECUTION OF AGREEMENT WITH  
ALWAYS IN SEASON FOR CUSTOM HOLIDAY DECORATIONS ADDITIONS BY  
EXECUTIVE DIRECTOR

was introduced for the consideration of the Board. It was then duly moved and seconded that the resolution be adopted, and, after due discussion, the motion, carrying with it the adoption of the resolution, prevailed and carried unanimously.

2.       A true, full, and correct copy of the aforesaid resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this certificate; the action approving the resolution has been duly recorded in the Board’s minutes of the meeting; the persons named in the above and foregoing paragraph are the duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the aforesaid meeting, and that the resolution would be introduced and considered for adoption at the meeting, and each of the officers and members consented, in advance, to the holding of the meeting for such purpose; the meeting was open to the public as required by law; and public notice of the time, place, and subject of the meeting was given as required by Chapter 551, Texas Government Code, and Section 49.063, Texas Water Code.

SIGNED AND SEALED the 21<sup>st</sup> day of July, 2016.

\_\_\_\_\_  
Secretary, Board of Directors

(SEAL)

RESOLUTION RATIFYING EXECUTION OF AGREEMENT WITH  
ALWAYS IN SEASON FOR CUSTOM HOLIDAY DECORATIONS ADDITIONS BY  
EXECUTIVE DIRECTOR

WHEREAS, Dickinson Management District No. 1 (the "District") has been legally created and operates pursuant to the general laws of the State of Texas applicable to municipal management districts; and

WHEREAS, in the Fiscal Year 2015-2016 Adopted Budget, the Board of Directors approved and funded holiday decorations to be placed within the District ("Program"); and

WHEREAS, in the Fiscal Year 2016-2017 Proposed Budget, the Board of Directors has directed that additional funding for the Program be included; and

WHEREAS, pursuant to such approval and in order to proceed with the Program for the 2016 Holiday Season, the Executive Director executed an Agreement for Custom Holiday Decorations Additions with Always In Season for the Program on July 8, 2016 ("Agreement"), a copy of which is attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, upon review and consideration of all matters attendant and related thereto, the Board of Directors finds and determines that the actions of the Executive Director related to executing the Agreement with Always In Season should be ratified in all respects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DICKINSON MANAGEMENT DISTRICT NO. 1 THAT:

The actions of the Executive Director taken for and on behalf of the District in executing, verifying, acknowledging, certifying to, filing and delivering the Agreement in order to effect the engagement of Always In Season are ratified in all respects.

PASSED AND APPROVED this 21<sup>st</sup> day of July, 2016.

\_\_\_\_\_  
President, Board of Directors

ATTEST:

\_\_\_\_\_  
Secretary, Board of Directors

(SEAL)

EXHIBIT "A"  
TO  
RESOLUTION  
RATIFYING EXECUTION  
OF AGREEMENT WITH  
AMBIUS FOR CUSTOM  
HOLIDAY  
DECORATIONS BY  
EXECUTIVE DIRECTOR

# ALWAYS IN SEASON DECORATING SERVICES, INC.



701 East 6<sup>1/2</sup> Street  
Houston, Texas 77007

(713) 681-1414  
(713) 681-2090 Fax  
contact@AlwaysInSeason.com

## Custom Holiday Decorations Additions

July 8, 2016

Ms. Julie Robinson  
Dickinson Management District #1  
4403 TX-3  
Dickinson, TX 77539

Dear Ms. Robinson:

Thank you for inviting Always In Season Decorating Services, Inc. to present our designs and concepts for your holiday decorating. It is our goal to provide services and products which exceed your expectations. We will coordinate all aspects of your program including, but not limited to, the following:

- Creative and original designs
- Highest quality materials
- Supervised professional preparation & decorating service for all decor
- On-site management to supervise all aspects of the program
- Final touches to provide an overall pleasing & finished look
- Competitive Pricing

Always In Season was founded twenty four years ago by a team of experienced professionals and has gained a city wide reputation for first quality service with over four hundred and fifty clients. A representative list of our clients include:

Houston Downtown District  
Hines  
Highland Village  
Sienna Plantation

Upper Kirby District  
IAH & Hobby Airports  
Gables West Ave  
The Woodlands Mall

Trademark Property Company  
Sugar Land Town Square  
Marathon Oil Tower  
BP

The total annual **Lease price**, as outlined in the attached inventory is : **\$10,000.00\***†

### **Prices Are Valid Until July 13, 2016**

\* Prices Do Not Include Sales Tax

† The lease price is based on a 3 year lease.  
(The Lease is a 3 Year Commitment.)

*.75% Due Upon Acceptance*

Ms. Julie Robinson, Dickinson Management District #1  
07/08/2016  
Holiday Decor Proposal  
Page 2 of 2

If this agreement is terminated prior to the initial term specified above, an early termination fee equal to 50% of the annual lease price is required for each remaining holiday season. This fee is to reimburse Always In Season Decorating Services, Inc. for the amortized costs of initial design and fabrication of leased holiday decorations.

Our prices take into consideration that electrical service will be in place for all decor, therefore our prices do not include any such service. We cannot run extension cords over any traffic area or over 15' in length. Any extension cords used will be billed as an additional cost. When power requirements are specified, they are quoted at exact amperage. No allowance has been made for maximum capacity of each circuit. Power to be provided in duplex outlet with "Wet Location" in use cover for exterior areas. Please note that we cannot be responsible for tripped breakers or GFCI receptacles.

As part of our service all tools and labor for your installation are included. Any and all hangers will be installed at the discretion of Always In Season Decorating Services, Inc. unless specifically noted otherwise. Once the program is installed, we cannot be responsible for vandalism, non-working light bulbs or force majeure. Requests for installation over the Thanksgiving weekend are taken on a first come first served basis and are subject to an additional fee.

Except as noted on the attached inventory, our prices do not include maintenance services. Maintenance will be performed on an "as requested" basis with a 24 hour response time. Charges will be \$40.00 per man hour plus lift rental if applicable. Supplies, including light bulbs, will be billed as an additional cost.

We would like you to know that we are very excited about the opportunity to work with Dickinson Management District #1 on this project and, if necessary, will do whatever we can to change or revise this proposal to meet your needs. Your satisfaction is our primary goal.

If you have any questions or require additional information, please do not hesitate to contact us at 713/681-1414 or email me at PFrancisco@AlwaysInSeason.com. Once again, thank you for inviting Always In Season Decorating Services, Inc. to present our proposal for your holiday decorating. We look forward to the opportunity to serve as your holiday decorating solution.

Sincerely,



Priscilla Francisco



Don G. Langston

Accepted by: \_\_\_\_\_ Date: 07-08-2016

Printed Name & Title: Julie M. Robinson, Executive Director

(Please sign and return via fax to 713-681-2090.)

This proposal is valid until 7/13/2016. Please see inventory for prices after this date

# PROPOSAL

## INVENTORY OF HOLIDAY DECORATIONS

JULY 8, 2016

PAGE 1

ALWAYS IN SEASON  
DECORATING SERVICES, INC.  
Custom Holiday Decorations Additions



**COMPANY NAME:** Dickinson Management District #1  
**ADDRESS:** 4403 TX-3  
Dickinson, TX 77539  
**CONTACT:** Ms. Julie Robinson

**CUSTOMER NUMBER**  
16949  
**CONTROL NUMBER**  
10391

### INVENTORY

#### LOCATION:

#### On Intersection Of I-45 and FM 517

##### Northeast Corner

##### 2 on each corner

<u>Qty</u>	<u>Decorations</u>	<u>New/Existing</u>	<u>Lease Price</u>
1	Gift Box-Metallic Tinsel 24"x7' (Red) With Metallic Tinsel Bow And Bands (Gold)	New	\$1,460.16
1	Gift Box-Metallic Tinsel 20"x5' (Gold) With Metallic Tinsel Bow And Bands (Red)	New	\$1,137.53
1	Self Standing Frame Base For (2) Tinsel Gift Boxes	New	\$140.91

##### Northwest Corner

##### 2 on each corner

<u>Qty</u>	<u>Decorations</u>	<u>New/Existing</u>	<u>Lease Price</u>
1	Gift Box-Metallic Tinsel 24"x7' (Gold) With Metallic Tinsel Bow And Bands (Red)	New	\$1,460.16
1	Gift Box-Metallic Tinsel 20"x5' (Red) With Metallic Tinsel Bow And Bands (Gold)	New	\$1,137.53
1	Self Standing Frame Base For (2) Tinsel Gift Boxes	New	\$140.91

##### Southeast Corner

##### 2 on each corner

<u>Qty</u>	<u>Decorations</u>	<u>New/Existing</u>	<u>Lease Price</u>
1	Gift Box-Metallic Tinsel 24"x7' (Red) With Metallic Tinsel Bow And Bands (Gold)	New	\$1,460.16
1	Gift Box-Metallic Tinsel 20"x5' (Gold) With Metallic Tinsel Bow And Bands (Red)	New	\$1,137.53
1	Self Standing Frame Base For (2) Tinsel Gift Boxes	New	\$140.91

##### Southwest Corner

##### 2 on each corner

<u>Qty</u>	<u>Decorations</u>	<u>New/Existing</u>	<u>Lease Price</u>
1	Gift Box-Metallic Tinsel 24"x7' (Gold) With Metallic Tinsel Bow And Bands (Red)	New	\$1,460.16
1	Gift Box-Metallic Tinsel 20"x5' (Red) With Metallic Tinsel Bow And Bands (Gold)	New	\$1,137.53
1	Self Standing Frame Base For (2) Tinsel Gift Boxes	New	\$140.91

#### LOCATION:

<u>Qty</u>	<u>Decorations</u>	<u>New/Existing</u>	<u>Lease Price</u>
1	Special Customer Discount Per EJ	New	-\$954.40

# PROPOSAL

## INVENTORY OF HOLIDAY DECORATIONS

JULY 8, 2016

PAGE 2

ALWAYS IN SEASON  
DECORATING SERVICES, INC.  
Custom Holiday Decorations Additions



**COMPANY NAME:** Dickinson Management District #1  
**ADDRESS:** 4403 TX-3  
Dickinson, TX 77539  
**CONTACT:** Ms. Julie Robinson

**CUSTOMER NUMBER**  
16949  
**CONTROL NUMBER**  
10391

### INVENTORY

	Lease Option*†
<b>Removal:</b>	Included
<b>Storage:</b>	Included
<b>Total:</b>	\$10,000.00

<i>Total After 07/13/2016</i>	\$10,780.25
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**This Proposal Expires After July 27, 2016**

\* Prices do not include sales tax.

† The lease price is based on a 3 year lease.  
(The Lease is a 3 Year Commitment.)

**DIVIDER PAGE**



**TAB 4**

**Dickinson Management District Number 1  
Agenda Item Data Sheet**

**MEETING DATE** July 21, 2016

**TOPIC:** Review, Revise and Approve Resolution Ratifying Execution of Agreement with Ambius for Custom Holiday Decorations by Executive Director.

**BACKGROUND:** During the May 3, 2016 meeting, the Board directed that it wished to continue using the shooting stars from Ambius and to add additional shooting stars for the 2016 Holiday Season. I immediately advised Ambius to reserve the shooting stars that DMD #1 used last year and inquired about additional stars for this year. Ambius had 10 additional stars, so I immediately reserved those for DMD #1.

In order to confirm the 26 shooting stars for DMD #1, I executed a quote with Ambius for \$10,250.00, and this amount has been included in the line item for Holiday Decorations in the FY 16-17 Proposed Budget.

The Board should note that, just like last year, there will be an additional cost to actually hang the shooting stars since Texas-New Mexico Power ("TNMP") requires the use of one of their approved contractors to install anything on TNMP's electric poles. I anticipate that the District will use MP Technologies again to do the installation, and the additional cost for the installation is anticipated to be approximately \$10,000.00. The additional cost has been included in the Proposed Budget for FY 16-17, and the District has the funds to cover that cost.

This Resolution would ratify my execution of the Agreement with Ambius.

**RECOMMENDATION:** Staff recommends approval of the Resolution.

**ATTACHMENTS:**

- Resolution Ratifying Execution of Agreement With Ambius for Custom Holiday Decorations by Executive Director
- Shooting Star Graphic

**FUNDING ISSUES**

Not applicable  
 Not budgeted  
 Amount already included in the FY 16-17 Budget  
 Funds to be transferred from Acct.# - -

<b>SUBMITTING STAFF MEMBER</b>	<b>EXECUTIVE DIRECTOR APPROVAL</b>
Julie M. Robinson, Executive Director	

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



RESOLUTION RATIFYING EXECUTION OF AGREEMENT WITH  
AMBIUS FOR CUSTOM HOLIDAY DECORATIONS BY EXECUTIVE DIRECTOR

WHEREAS, Dickinson Management District No. 1 (the "District") has been legally created and operates pursuant to the general laws of the State of Texas applicable to municipal management districts; and

WHEREAS, in the Fiscal Year 2015-2016 Adopted Budget, the Board of Directors approved and funded holiday decorations to be placed within the District ("Program"); and

WHEREAS, in the Fiscal Year 2016-2017 Proposed Budget, the Board of Directors has directed that additional funding for the Program be included; and

WHEREAS, pursuant to such approval and in order to proceed with the Program for the 2016 Holiday Season, the Executive Director executed an Agreement for Custom Holiday Decorations with Ambius for the Program on June 28, 2016 ("Agreement"), a copy of which is attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, upon review and consideration of all matters attendant and related thereto, the Board of Directors finds and determines that the actions of the Executive Director related to executing the Agreement with Ambius should be ratified in all respects.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DICKINSON MANAGEMENT DISTRICT NO. 1 THAT:

The actions of the Executive Director taken for and on behalf of the District in executing, verifying, acknowledging, certifying to, filing and delivering the Agreement in order to effect the engagement of Ambius are ratified in all respects.

PASSED AND APPROVED this 21<sup>st</sup> day of July, 2016.

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President, Board of Directors

ATTEST:

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Secretary, Board of Directors

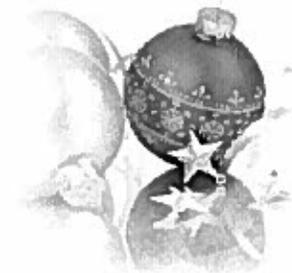
(SEAL)

EXHIBIT "A"  
TO  
RESOLUTION  
RATIFYING EXECUTION  
OF AGREEMENT WITH  
AMBIUS FOR CUSTOM  
HOLIDAY  
DECORATIONS BY  
EXECUTIVE DIRECTOR

# Quote



Attn Ms Robinson  
Dickinson Management District #1  
4403 Highway 3  
DICKINSON TX 77539



Quote            Q113095  
Date             June 23, 2016  
Product         Holiday  
Regarding       Holiday Rental

		<u>Amount</u>
1	<u>Street Level - Shooting Stars</u>	
	26 Holiday Quote-26 shooting stars	
	Short Term Hire amount per year	10,250.00
	Charge for Delivery and Installation	0.00

These prices exclude applicable taxes and are valid until 8/22/16

Presented by Andrea Alvarez • Sales and Design Consultant • [andrea.alvarez@ambius.com](mailto:andrea.alvarez@ambius.com) • (832) 829 4037

## ANNUAL RENTAL AGREEMENT

---

This agreement (the "Agreement") is made as of the date of acceptance indicated below, and is by and between Ambius, a registered trade name of Rentokil North America, Inc. ("Ambius" or the "Company") and the customer identified below (the "Customer" or "You") on the terms and conditions set forth in this Agreement.

Ambius will provide Dickinson Management District #1 with all service necessary to prepare, freshen, install and remove the holiday décor.

Ambius proposes:

Rent the attached listed holiday decor for \$10,250.00\* annually.

Charge for delivery and installation is \$\*.

(\* ) These prices exclude applicable taxes.

1. THE SERVICES. Ambius will provide You with the holiday decor, replicas and further items described and for the prices set forth on the attached Quote (the "Services").
2. PAYMENT TERMS. Ambius will provide You with an annual, one-time invoice for the Services and items set forth on Quote. You agree to pay the invoice within ten (10) days. You will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. You may pay these invoices by 1) Electronic Funds Transfer (please contact [eft.coordinator-us@ambius.com](mailto:eft.coordinator-us@ambius.com) for information); 2) direct debit ; 3) bank check; or 4) credit card.
3. TERM AND EXPIRATION. This Agreement will be for a 12 month term unless otherwise set forth on Quote. All property being provided to You under this Agreement will remain the property of Ambius, and You will be responsible for any property that is damaged beyond reasonable use or otherwise not able to be recovered by Ambius at the end of this term. To the extent that You cancel this Agreement prior to the expiration of the term or a renewal term for no fault of Ambius, You agree to pay Ambius for 50% of the amount to be invoiced for the remainder of that term or renewal term. This amount constitutes liquidated damages and not a penalty, and is in recognition of the difficulty of Ambius in establishing the amount of damages or costs for any such early termination.
4. INSURANCE AND LIMITATION OF LIABILITY. The Company will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs, whether incurred by You or a third party, to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages. Additionally, Ambius is not responsible for any damage or harm to walls or structures caused by removal of material therefrom.

Ambius accepts no responsibility for decorative containers supplied by You or by Ambius once outside their manufacturer's warranty.

5. CUSTOMER RESPONSIBILITIES. Ambius assumes all responsibility for the care and maintenance of the plants and associated material being provided under this Agreement. Further, Ambius is not responsible for damage to the plants and material related to temperature extremes, light levels changed since installation, catastrophic events such as fire, floods or unexpected freezes, malicious or accidental damage by third parties, or interference by Your employees in the maintenance of the provided plants. Ambius is also not responsible for any damage or harm to walls or structures to the extent any material is required to be removed or taken down after being attached thereto. You will provide Ambius access to water. You must allow unrestricted access to the plants during normal working hours.

6. FORCE MAJEURE. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.

7. ANTI-CORRUPTION AND BRIBERY. Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.

8. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.

9. ENTIRE AGREEMENT. This Agreement and its Quote constitute the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.

10. NOTICE. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.

11. BINDING. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.

Authorization of this agreement indicates acceptance of the terms and requirements.

**BILLING INFORMATION:**  
 Q113095  
 Dickinson Management District #1  
 4403 Highway 3  
 DICKINSON TX 77539

**SERVICE ADDRESS:**  
 Dickinson Management District #1  
 4403 Highway 3  
 DICKINSON TX 77539

AMBIUS

CUSTOMER

By: \_\_\_\_\_  
 Printed Name:  
 Title:  
 Electronic Mail:

By: JULIE M. ROBINSON  
 Printed Name: JULIE M. ROBINSON  
 Title: EXECUTIVE DIRECTOR  
 Electronic Mail: jrobinson@cc.dickinson.tx.us

\_\_\_\_\_  
 Address:

4403 Highway 3  
 Address:

\_\_\_\_\_  
 Date Accepted by Customer: 6-28-16

DICKINSON, TX 77539

**DIVIDER PAGE**



**TAB 5**

**Dickinson Management District Number 1  
Agenda Item Data Sheet**

**MEETING DATE** July 21, 2016

<b>TOPIC:</b>	Review, Discussion and Direction Regarding Proposed Fiscal Year 2016-2017 Budget And Various Projects To Be Considered For Funding
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<b>BACKGROUND:</b>	<p>The Proposed Fiscal Year 2016-2017 Budget was developed based on the Fiscal Year 2015-2016 First Amended Budget as well as current actuals. This Proposed Budget includes a projected increase in Sales Tax Revenue of \$79,000.00.</p> <p>With regard to expenditures:</p> <p><u>380 Rebates</u> Rebates are projected to increase in proportionally to the increase in sales tax.</p> <p><u>EMS Related Items</u> The City of Dickinson will be submitting a request for DMD#1 to assist with funding 50% of a new ambulance in its request for FY 2016-2017. The existing ambulance is now 7 years old with over 110,000 miles. A new ambulance with opticom, radio and router is estimated to cost \$184,000. The City is budgeting to fund 50% (\$92,000) and the other 50% will be requested from the District. As a component for a new ambulance, the City will also be requesting funding for a new stretcher in the amount of \$43,000.</p> <p>EMS has requested new tablets to replace their old Toughbook computers for reports and CAD dispatch. The current computers range from four to eight years old and need to be replaced. The total cost of the tablets and licensing is \$8,600.</p> <p>The Expansion of EMS – Medic 2 has been increased due to the proposed 3% increase in salaries per the City’s Multi-Year Financial Plan. While salaries have increased, the proposed impact to the Management District has been supplemented by an increase in revenue projections for Ambulance Services Charges and fees from the County.</p> <p><u>Fixed Route Bus Service</u> The District has received a request from Connect Transit, the mass transit provider for Galveston County and operator of the Gator Run Fixed Route Bus Service, to increase the contribution for the Fixed Bus Route Service by \$22,645. This represents a 90% increase in the contribution. Mrs. Robinson met with Barry Goodman with The Goodman Corporation concerning this</p>
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**ACTIONS TAKEN**

<b>APPROVAL</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>READINGS PASSED</b> <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	<b>OTHER</b>
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**Dickinson Management District Number 1  
Agenda Item Data Sheet**

requested increase, and, based on her meeting, Mr. Goodman has provided information on behalf of Connect Transit supporting its requested increase. The additional \$22,645 has been included in the proposed budget; however, Mrs. Robinson would like to discuss this particular item with the Board prior to final decisions on the request are made.

Holiday Decorations  
Holiday Decorations has been increased by \$20,000 to include additional shooting stars along FM 517 and new gift box decorations to accompany the pencil cone Christmas trees as the intersection of I-45 and FM 517.

Insurance Expense  
Insurance is anticipated to increase by \$87.

Vehicles and Equipment Maintenance  
The \$304,000 proposed for vehicle maintenance includes \$92,000 toward a new ambulance, four new Police vehicles (\$180,000), and one new Fire Marshal vehicle (\$32,000).

The remaining expenditures are identical or similar to that contained in the previous fiscal year's budget.

**RECOMMENDATION:** Staff seeks direction from the Board regarding the FY2016-2017 Proposed Budget.

**ATTACHMENTS:**

- FY2016-2017 Proposed Budget
- Information Provided by The Goodman Corporation on behalf of Connect Transit for the Requested Increase in the District's Contribution Toward Fixed Route Bus Service

**FUNDING ISSUES**

Not applicable  
 Not budgeted  
 Amount already included in the FY 16-17 Budget  
 Funds to be transferred from Acct.#            -       -

<b>SUBMITTING STAFF MEMBER</b>	<b>EXECUTIVE DIRECTOR APPROVAL</b>
Stephanie Russell, Administrative Services Manager	

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

**DICKINSON MANAGEMENT DISTRICT #1  
FY2016-2017 PROPOSED BUDGET**

	<u>FY2014-15 Actual</u>	<u>FY2015-16 Projected</u>	<u>FY2015-16 1st Amended Budget</u>	<u>FY2016-17 Proposed Budget</u>	<u>Increase/ (Decrease)</u>
<b>REVENUE</b>					
Sales Tax Revenue	2,787,143	2,850,000	2,850,000	2,929,000	79,000
Interest Income	394	1,400	1,400	1,400	-
<b>TOTAL REVENUE</b>	<u>2,787,537</u>	<u>2,851,400</u>	<u>2,851,400</u>	<u>2,930,400</u>	<u>79,000</u>
<b>EXPENDITURES</b>					
380 Rebates	1,931,246	1,995,000	1,995,000	2,050,300	55,300
Audit Services	5,500	5,500	5,500	5,500	-
Connect CTY Service	8,363	8,363	8,363	8,363	-
EMS - Cardiac Monitor	-	-	-	-	-
EMS - Stretcher	-	42,631	42,631	43,000	369
EMS - Tablets	-	-	-	8,600	8,600
EMS - Inventory Management Software	-	7,000	7,000	-	(7,000)
Expansion of City Demolition	35,000	50,000	50,000	50,000	-
Expansion of EMS -Medic 2	224,562	402,514	402,514	440,170	37,656
Financials Services	6,000	6,000	6,000	6,000	-
Fixed Route Bus Service	25,000	25,000	25,000	47,645	22,645
Holiday Decorations	-	25,000	25,000	45,000	20,000
Insurance Expense	1,478	1,413	1,413	1,500	87
Legal Services	5,633	5,000	5,000	5,000	-
Legislative Services	13,500	18,000	18,000	18,000	-
Local Match-Bus Stop Improv.	20,000	20,000	20,000	20,000	-
Major ROW Mowing Service	38,005	38,005	38,005	38,005	-
Map Layers - GIS	-	-	-	-	-
Office Supplies/Postage	126	500	500	500	-
Rain Barrel Workshop					
Sponsorship	1,200	-	-	-	-
Red, White & Bayou Sponsorship	25,000	25,000	25,000	25,000	-
Street Light Install	-	6,600	6,600	6,600	-
Survey Services	3,400	-	-	-	-
Website Redevelopment	-	-	-	-	-
Vehicles & Equipment Purchase	278,000	245,400	245,400	304,000	58,600
<b>TOTAL EXPENDITURES</b>	<u>2,622,013</u>	<u>2,926,926</u>	<u>2,926,926</u>	<u>3,123,183</u>	<u>196,257</u>
<b>REVENUE-EXPENDITURES</b>	<u>165,524</u>	<u>(75,526)</u>	<u>(75,526)</u>	<u>(192,783)</u>	
Beginning Fund Balance	458,738	624,262	624,262	548,736	
<b>ENDING FUND BALANCE</b>	<u>624,262</u>	<u>548,736</u>	<u>548,736</u>	<u>355,953</u>	
25% of Exp. less 380 Rebates	172,692	232,982	232,982	268,221	
Excess Fund Balance	451,570	315,755	315,755	87,732	

**DIVIDER PAGE**

## PUBLIC TRANSIT SERVICE IN DICKINSON, TX

### **Background**

Connect Transit (the transportation division of the Gulf Coast Center) began providing fixed route bus service in Galveston County in FY 2009, beginning with routes in Texas City and La Marque. In FY 2010 service was added in Dickinson, including a local route and a regional route connecting Dickinson and Texas City. FY 2010 also saw the addition of a route to serve the San Leon/Bacliff area.

### **Local Share Funding**

As a recipient of federal funding from the Federal Transit Administration (FTA) to support the provision of public transit service, Connect Transit is required to “match” federal funds with local funds in order to utilize the federal funds. Generally, operating funds require a 50/50 match (50% federal, 50% local), while capital funds require an 80/20 match (80% federal, 20% local). At the inception of fixed route transit service in Galveston County, the municipalities (Texas City, Dickinson, La Marque) and Galveston County (on behalf of San Leon and Bacliff) agreed to provide Connect Transit with a total of \$160,000 annually as local match funding to support the service. This amount was based on anticipated operating costs, and was divided among the local partners as shown in *Table 1*, with each municipality’s share based on projected ridership estimates.

In the more than seven years since fixed route service started in Galveston County, the \$160,000 local share amount has remained unchanged. However, demand for Connect Transit’s public transportation services has increased, operating costs have risen, and grant funding opportunities have become more competitive. Therefore, an increase in local match contribution from \$160,000 to \$200,000 annually is deemed appropriate to ensure the continued provision of quality transit service in Galveston County. The proposed share to be contributed by each municipality is shown in *Table 1*.

The methodology for determining the appropriate division of the total local share amount among the municipalities is as described in the associated handout, “Municipality Local Share Basis for Support of Connect Transit Services.” In short, four factors were equally weighted – fixed route ridership, utilization of demand response transit service, number of route miles provided in each area, and percentage of the municipality’s population that is within the Texas City/La Marque Urbanized Area (the Census-designated geography used to allocate FTA funds to Connect Transit).

**Table 1 – Current & Proposed Local Share Distribution, Based on Service, Utilization, & Demographic Factors**

Galv County Municipality	Fixed Route Trips*	Fixed Route Miles*	Demand Response Utilization	Population	Current Contribution	Proposed Contribution
Texas City	64.89%	37.30%	51.19%	48.28%	\$80,000	\$100,830
Dickinson	21.22%	32.03%	21.29%	20.75%	\$25,000	\$47,645
La Marque	8.78%	10.54%	23.06%	15.74%	\$40,000	\$29,060
San Leon/Bacliff	5.11%	20.13%	4.46%	15.23%	\$15,000	\$22,465
				<b>Total</b>	<b>\$160,000</b>	<b>\$200,000</b>

\*Ridership and route miles of connector route between Texas City and Dickinson is attributed 50% to each city.

**Ridership**

Ridership on the fixed route serving Dickinson, as well as the connector route between Dickinson and Texas City, has continued to grow since the inception of service in FY 2010.

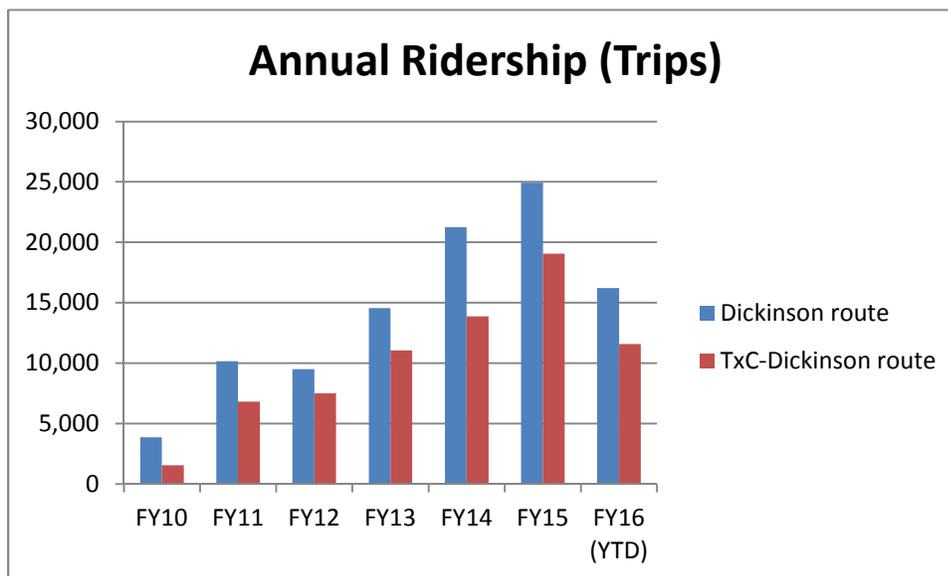


Table 2 shows the year-over-year percentage change in ridership that has occurred on both routes servicing Dickinson from FY 2010 to FY 2015.

**Table 2 – Year-Over-Year Percentage Change in Ridership**

	<b>FY</b>	<b>Ridership (Trips)</b>	<b>Change From Previous Year</b>
Dickinson Route	2010	3,862	---
	2011	10,166	163.2%
	2012	9,506	-6.5%
	2013	14,558	53.1%
	2014	21,241	45.9%
	2015	24,945	17.4%
TxC-Dickinson Route	2010	1,547	---
	2011	6,813	340.4%
	2012	7,500	10.1%
	2013	11,046	47.3%
	2014	13,857	25.4%
	2015	19,049	37.5%

**Bus Stops/Shelter**

There are currently 40 bus stops within the City of Dickinson, none of which are presently identified with a bus stop sign or shelter. An Invitation for Bids (IFB) package is currently “on the street” to procure a contractor to install bus stop signs at all 40 bus stops, as well as a bus shelter at the stop located at the Dickinson City Hall/Library complex. A recent ridership study showed that the City Hall/Library stop is one of the most highly utilized stops not only in Dickinson, but throughout the Galveston County fixed route system. This particular stop saw 61 boardings and 61 de-boardings on the weekday it was surveyed (third-highest utilized stop in the county on weekdays), and 34 boardings and 29 de-boardings on the Saturday it was surveyed (highest utilized stop in the county on Saturdays).

**Equipment**

Connect Transit is in the process of procuring four new fixed route buses, which will replace aging equipment and add capacity to the system.

**Technology Upgrades**

Connect Transit is in the process of implementing technology upgrades that will improve the transit experience for riders and make the use of transit easier. These include a fare card system that will allow riders to load money onto a card for fare payment, doing away with the necessity to carry cash, coins, or tickets. The fare card system will also make fare processing and accounting more efficient and accurate for Connect Transit. Additionally, Connect Transit is working toward the development of a “mobile app,” which will allow riders to secure route and schedule information from their smart phones, as well as eventual real-time “where’s the bus” tracking. As a first step in the process, Connect Transit is in the final stages of having route and schedule information integrated into Google Transit, which will allow riders to plan a trip from any computer or smart phone, independent of the availability of the mobile app.

**DIVIDER PAGE**

**MUNICIPALITY LOCAL SHARE BASIS FOR SUPPORT OF CONNECT TRANSIT SERVICES**

Local share contributions from each municipality should be based on an equitable formula that takes into account each municipality’s level of service and use of the fixed route transit system (fixed route trips and miles), use of the higher cost demand response service, and the municipality’s share of the UZA population.

The table below presents service statistics for each municipality as follows:

1. Percentage of Connect Transit fixed route trips;
2. Percentage of total fixed route system miles;
3. Percentage of demand response trips originating in each municipality;
4. Percentage of the Texas City/La Marque UZA population

Galv County Municipality	Fixed Route Trips*	Fixed Route Miles*	Demand Response	Population	Current contribution	Current contribution %	Proposed Contribution %	Proposed Contribution	Contribution Delta
Texas City	64.89%	37.30%	51.19%	48.28%	\$80,000	50.00%	50.42%	\$100,830	26.04%
Dickinson	21.22%	32.03%	21.29%	20.75%	\$25,000	15.63%	23.82%	\$47,645	90.58%
La Marque	8.78%	10.54%	23.06%	15.74%	\$40,000	25.00%	14.53%	\$29,060	-27.35%
San Leon/Bacliff	5.11%	20.13%	4.46%	15.23%	\$15,000	9.38%	11.23%	\$22,465	49.77%
*Ridership and route miles of connector route between Texas City and Dickinson is attributed 50% to each city.									
Total					\$160,000			\$200,000	

Fixed Route Trips Basis

FY15 Ridership:

<b>Route</b>	<b>Ridership</b>	<b>%</b>
Texas City Orange	75,881	46.71%
Texas City Green	20,010	12.32%
La Marque	14,271	8.78%
Dickinson	24,945	15.35%
Texas City/Dickinson	19,049	11.73%
San Leon/Bacliff	8,308	5.11%
<b>Total</b>	<b>162,464</b>	<b>100.00%</b>

“Texas City/Dickinson” is a connector route between Texas City and Dickinson, therefore 50% of its ridership is attributed to each city.

Fixed Route Miles Basis

<b>Route</b>	<b>Mileage</b>
San Leon/Bacliff	14.9
Texas City Orange	8.7
Texas City Green	12.95
Texas City/Dickinson	11.9
Dickinson	17.75
La Marque	7.8

“Texas City/Dickinson” is a connector route between Texas City and Dickinson, therefore 50% of its route mileage is attributed to each city.

Demand Response Basis

DR Trips (Oct-Nov 2015):

<b>City</b>	<b>DR Trips</b>	<b>%</b>
Texas City	1,274	51.19%
Dickinson	530	21.29%
La Marque	574	23.06%
San Leon/Bacliff	111	4.46%
<b>Total</b>	<b>2,489</b>	<b>100.00%</b>

Population Basis

2010 Census block data:

<b>City</b>	<b>Population within UZA</b>	<b>%</b>
La Marque	14,045	15.74%
Dickinson	18,511	20.75%
Texas City	43,073	48.28%
San Leon	4,970	5.57%
Bacliff	8,619	9.66%
<b>Total</b>	<b>89,218</b>	<b>100.00%</b>

**DIVIDER PAGE**

# Mainland Transit Ridership Study

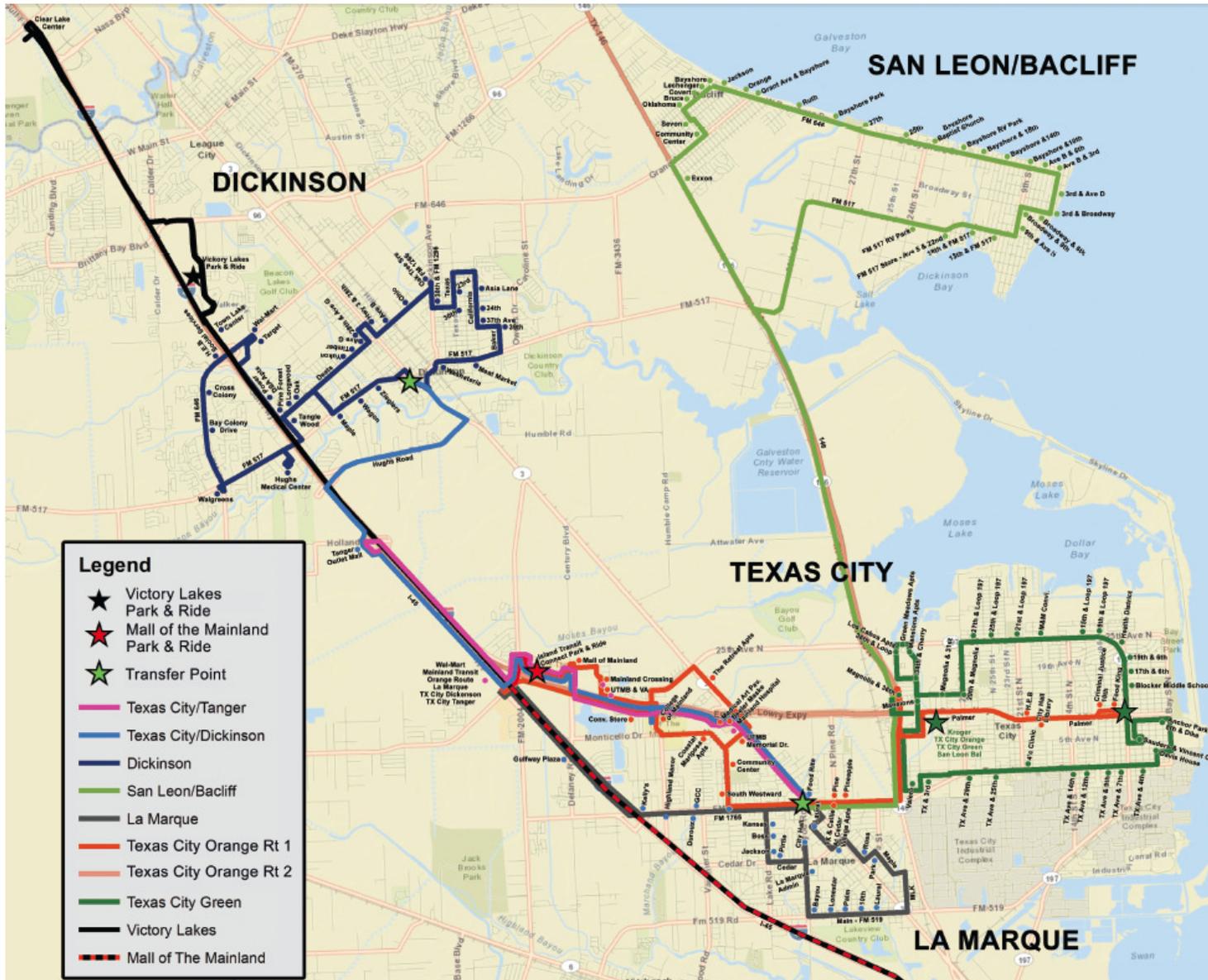
*Galveston County Transit District*

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*June 22, 2016*



# GALVESTON COUNTY FIXED ROUTES – CONNECT TRANSIT

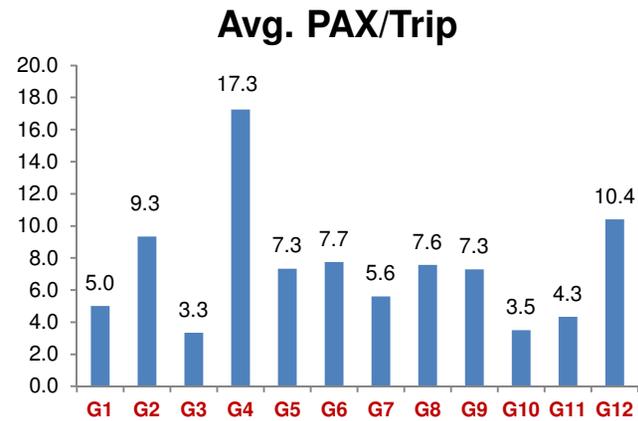


# RIDERSHIP BY ROUTE ON SURVEY DAY

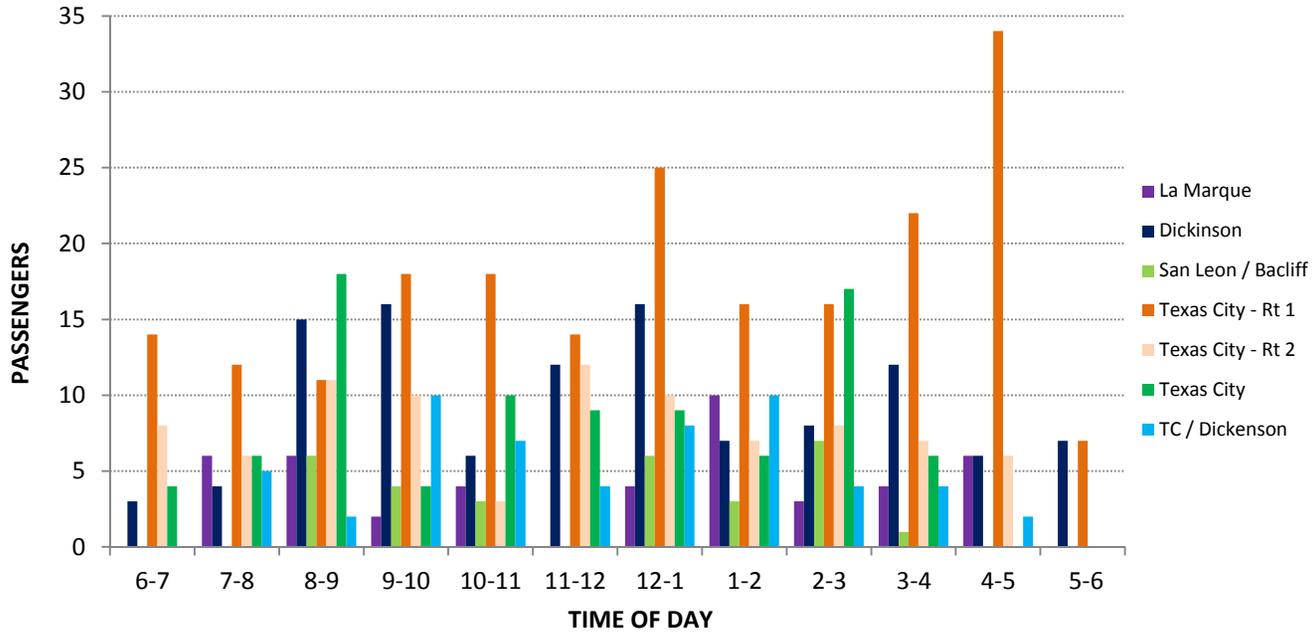
Weekday Routes		Boardings
G1	La Marque	45
G2	Dickinson	112
G3	San Leon / Bacliff	30
G4	Texas City - Route 1	207
G5	Texas City - Route 2	88
G6	Texas City	89
G7	TC / Dickinson	56
Total		627
Average per Route		90

Each route surveyed on ONE weekday and ONE Saturday (all trips throughout the day)

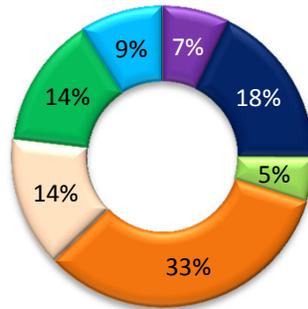
Saturday Routes		Boardings
G8	La Marque	44
G9	Dickinson	73
G10	TC / Dickinson	35
G11	San Leon / Bacliff	26
G12	TC Orange East - West	52
Total		230
Average per Route		46



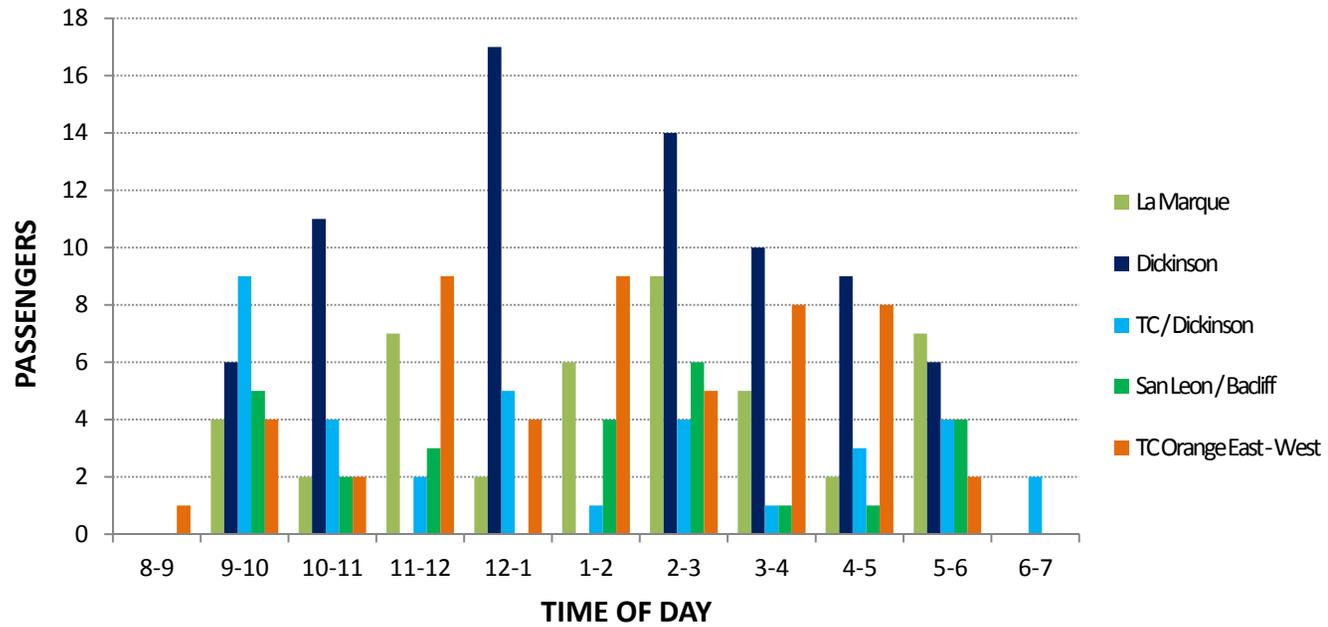
# RIDERSHIP BY TIME OF DAY - WEEKDAYS



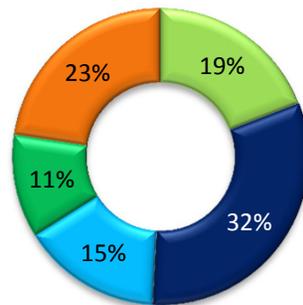
**Percentage of Weekday Ridership**



# RIDERSHIP BY TIME OF DAY - SATURDAYS



*Percentage of Saturday Ridership*



# HIGHEST UTILIZED STOPS - WEEKDAYS

Galveston County - Weekdays						
Rank	Route	Stop No.	Stop Name	PAX ON	PAX OFF	ACTIVITY
<b>1</b>	Multiple	Multiple	<b>Food Rite</b>	<b>124</b>	<b>117</b>	<b>241</b>
	g4	11	Food Rite & 1765	57	53	110
	g5	11	Food Rite	29	34	63
	g7	8	Food Rite	24	16	40
	g7	7	Food Rite - FM 1765	14	14	28
<b>2</b>	Multiple	Multiple	<b>Kroger</b>	<b>48</b>	<b>88</b>	<b>159</b>
	g4	14	Kroger	17	32	49
	g6	40	Kroger 9th & 146	7	21	28
	g6	1	Kroger 9th & 146	16	2	18
	g3	32	FM 146 & Kroger	8	12	20
	g4	8	Kroger 9th & 146	23	21	44
<b>3</b>	Multiple	Multiple	<b>Dickinson City Hall</b>	<b>61</b>	<b>61</b>	<b>122</b>
	g2	42	Dickinson City Hall	13	30	43
	g2	1	Dickinson City Hall	29	6	35
	g7	9	Dickinson City Hall	1	20	21
	g7	1	Dickinson City Hall	16	1	17
	g4	18	City Hall 9th	2	4	6
<b>4</b>	Multiple	Multiple	<b>Food King 10th &amp; 6th</b>	<b>53</b>	<b>58</b>	<b>111</b>
	g6	19	Food King 10th & 6th	16	31	47
	g4	1	Food King 10th Ave & 6th	37	0	37
	g4	21	Food King 10th Ave & 6th	0	27	27
<b>5</b>	Multiple	Multiple	<b>Walmart</b>	<b>50</b>	<b>42</b>	<b>92</b>
	g2	25	Walmart @ Outdoor Living	23	21	44
	g5	1	Walmart	14	0	14
	g5	17	Walmart	1	13	14
	g7	3	Walmart	3	8	11
	g1	1	Walmart - FM 1764	9	0	9
<b>6</b>	Multiple	Multiple	<b>College of the Mainland</b>	<b>22</b>	<b>19</b>	<b>41</b>
	g5	3	College of the Mainland	18	7	25
	g5	13	College of the Mainland	1	12	13
	g7	5	College of the Mainland	3	0	3

G1	LaMarque
G2	Dickinson
G3	San Leon / Bacliff
G4	Texas City - Route 1
G5	Texas City - Route 2
G6	Texas City
G7	TC / Dickinson

# HIGHEST UTILIZED STOPS - SATURDAYS

Galveston County - Saturdays						
Rank	Route	Stop No.	Stop Name	PAX ON	PAX OFF	ACTIVITY
<b>1</b>	Multiple	Multiple	Dickinson City Hall	34	29	63
	g9	42	Dickinson City Hall	14	14	28
	g10	9	Dickinson City Hall	5	12	17
	g10	1	Dickinson City Hall	8	3	11
	g9	1	Dickinson City Hall	7	0	7
<b>2</b>	Multiple	Multiple	Walmart	34	16	50
	g8	39	Walmart - FM 1764	16	6	22
	g10	3	Walmart	8	6	14
	g12	17	Walmart I-45 & 1764	10	4	14
<b>3</b>	Multiple	Multiple	Food Rite	30	20	50
	g10	8	Food Rite	11	10	21
	g12	9	Food Rite	10	5	15
	g12	26	Food Rite	8	5	13
<b>4</b>	g8	1	Food Rite	1	0	1
	<b>4</b>	<b>g9</b>	<b>25</b>	<b>Walmart @ Outdoor Living</b>	<b>22</b>	<b>16</b>
<b>5</b>	Multiple	Multiple	Kroger @ Palmer	17	17	34
	g8	32	Kroger @ Palmer	6	14	20
	g11	21	Kroger @ Palmer	11	3	14
<b>6</b>	Multiple	Multiple	Food King 10th Ave & 6th St	11	13	24
	g12	36	Food King 10th Ave & 6th St	1	6	7
	g11	27	Food King 10th Ave & 6th St	1	5	6
	g8	26	Food King 10th Ave & 6th St	6	1	7
	g12	1	Food King 10th Ave & 6th St	3	1	4

- G1  LaMarque
- G2  Dickinson
- G3  San Leon / Bacliff
- G4  Texas City - Route 1
- G5  Texas City - Route 2
- G6  Texas City
- G7  TC / Dickinson

# ON-TIME PERFORMANCE (OTP)

Galveston County								
Weekday Routes	Boardings	Timed Stops	Early	%	Late	%	On-time	%
G1 La Marque	45	54	24	● 44%	6	● 11%	24	44%
G2 Dickinson	112	96	34	● 35%	25	● 26%	37	39%
G3 San Leon / Bacliff	30	45	13	● 29%	6	● 13%	26	58%
G4 Texas City - Route 1	207	48	10	● 21%	19	● 40%	19	40%
G5 Texas City - Route 2	88	48	13	● 27%	26	● 54%	9	19%
G6 Texas City	89	71	16	● 23%	16	● 23%	39	55%
G7 TC / Dickinson	56	40	22	● 55%	3	● 8%	15	38%
<b>Total</b>	<b>627</b>	<b>402</b>	<b>132</b>	<b>● 33%</b>	<b>101</b>	<b>● 25%</b>	<b>169</b>	<b>42%</b>
Average per Route	90							
Saturday Routes	Boardings	Timed Stops	Early	%	Late	%	On-time	%
G8 La Marque	44	47	0	● 0%	45	● 96%	2	4%
G9 Dickinson	73	80	22	● 28%	7	● 9%	51	64%
G10 TC / Dickinson	35	40	6	● 15%	1	● 3%	33	83%
G11 San Leon / Bacliff	26	36	0	● 0%	35	● 97%	1	3%
G12 TC Orange East - West	52	65	34	● 52%	12	● 18%	19	29%
<b>Total</b>	<b>230</b>	<b>268</b>	<b>62</b>	<b>● 23%</b>	<b>100</b>	<b>● 37%</b>	<b>106</b>	<b>40%</b>
Average per Route	46							
<b>MT - Total</b>	<b>857</b>	<b>670</b>	<b>194</b>	<b>● 29%</b>	<b>201</b>	<b>● 30%</b>	<b>275</b>	<b>41%</b>

“Early” – bus arrived and departed before scheduled time

“Late” – bus departed stop more than 5 minutes after scheduled time

## RECOMMENDATIONS

- Analyze underperforming routes to identify potential means to improve ridership, cost effectiveness
  - San Leon/Bacliff
  - Texas City/Dickinson (Saturday)
- Address on-time performance issues
- Inventory most highly utilized stops for bus stop amenities, safety/security, pedestrian access, overall appearance
- Conduct follow-up *route analysis study*

# ADJOURN

TIME: \_\_\_\_\_

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE \_\_\_\_\_