

July 26, 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

July 26, 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, JULY 26, 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.

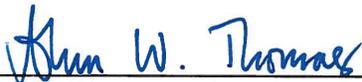
ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

ITEM 2.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Salary Increase and Proposed New Positions For FY 2016-2017 Recommended Budget.

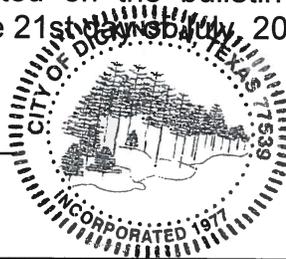
ITEM 3.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the City Council Workshop Meeting for **TUESDAY, JULY 26, 2016**, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 21st day of July, 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 July 26, 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	_____	_____

MEETING DATE July 26, 2016

TOPIC	BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Salary Increase and Proposed New Positions For FY 2016-2017 Recommended Budget
BACKGROUND	<p><u>SALARY INCREASE</u></p> <p><u>COLA vs. Merit</u> The FY 2016-2017 Recommended Budget includes a 3% increase in salaries for all employees hired before October 1, 2015 and a pro-rated increase for employees hired after October 1, 2015. Council decided that the 3% increase implemented in FY 2015-2016 would be a Cost of Living Adjustment (COLA) rather than a merit increase. Staff seeks direction from Council regarding whether the 3% salary increase will be a COLA versus merit increase for FY 2016-2017.</p> <p><u>Lump Sum Payments</u> Per the direction received from Council last year, employees who were receiving a salary that is over the Market Max salary for their position pursuant to the City's "Pay Classification Structure for All Employees" received a lump sum payment equal to the 3% increase in FY 2015-2016. The lump sum payment did not attach to their base salary. The full lump sum payment was paid out in October separate from the employee's regular pay checks.</p> <p>A 3% percent lump sum has been included for all full-time employees in the FY2016-2017 Recommended Budget. Staff would like direction from Council regarding whether to continue the lump sum payment equal to the 3% salary increase for those employees who are receiving a salary that is over the Market Max salary for their position, with the lump sum payment not attaching to the base salary, and when the lump sum payment should be paid out.</p> <p><u>PROPOSED NEW POSITIONS</u></p> <p>Staff has requested two new positions that are currently not included in the Recommended Budget. While there is not sufficient revenue to fund both positions for the entire year in FY 2016-2017, property tax revenues from the newly annexed properties should accommodate the positions moving forward.</p> <p><u>Full-Time Dispatcher</u> The Police Department is requesting a new full-time dispatcher.</p>

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**

The existing manpower in the Communications Center is lacking in order to provide two dispatchers for each 12-hour shift. The Communications Supervisor is currently filling one of these shifts. Due to the increased workload, she is experiencing difficulty in performing her supervisory duties. The total annual recurring cost for this new position is estimated to be \$50,100.

Full-Time Code Compliance Officer
Community Development is requesting a new full-time Code Compliance Officer position. In order to meet continued demand of increasing code violations, a new Code Compliance Officer is needed. The housing chapter of the new Comprehensive Plan has also identified possible increases in staff in order to tackle the goals of that chapter. The annual recurring cost for this new position is estimated to be \$52,100.

For the FY 2016-2017, Council may choose to fund only one position or both positions starting April 1, 2017 (mid-way through the fiscal year). Another option to consider is supplementing the Code Compliance Officer's salary from the Dickinson Management District No. 1.

RECOMMENDATION Staff seeks direction from Council regarding:

(1) whether the 3% salary increase will be a COLA or a merit increase;

(2) whether to continue the lump sum payment equal to the 3% salary increase for employees who are receiving a salary that is over the Market Max of the salary range, with the lump sum payment not attaching to the base salary, and when the lump sum payment should be paid out; and

(3) the proposed new positions for FY 2016-2017.

ATTACHMENTS

- FY 2016-2017 Recommended Budget, General Fund Summary

FUNDING ISSUES

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

SUBMITTING STAFF MEMBER
Stephanie Russell, Administrative Services Manager

CITY ADMINISTRATOR APPROVAL


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

CITY OF DICKINSON
FY 2016-2017 RECOMMENDED BUDGET
GENERAL FUND SUMMARY

	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
Revenues					
Sales Tax	8,572,857	5,734,800	5,734,800	6,052,398	317,598
Ad Valorem (Property) Tax	2,731,073	2,939,036	2,939,036	3,040,986	101,950
Other Taxes	87,518	46,000	40,000	45,600	5,600
Franchise Fees	1,074,109	1,047,600	1,020,200	1,049,200	29,000
Licenses & Permits	385,711	290,750	335,748	289,700	(46,048)
Court Fines & Fees	908,925	727,434	751,000	724,000	(27,000)
Charges for Service	954,997	427,600	390,000	400,000	10,000
Miscellaneous Income	74,959	56,220	38,300	51,600	13,300
Intergovernmental Income	1,110,850	669,608	887,880	1,223,954	336,074
Transfers & Other Sources	26,217	133,214	15,000	15,000	-
TOTAL REVENUES	15,927,218	12,072,262	12,151,964	12,892,438	740,474
Expenditures					
Administration	579,317	523,390	524,390	539,188	14,798
Finance	208,289	218,512	217,613	243,818	26,205
Community Development	409,776	429,121	430,441	452,048	21,607
Municipal Court	278,724	316,459	316,459	317,722	1,262
Police Department	3,468,971	3,937,668	3,943,080	3,968,869	25,789
Fire Marshal	185,410	197,286	197,526	204,351	6,825
Emergency Management	84,354	91,311	91,359	117,583	26,224
Public Works	637,720	656,521	616,711	624,722	8,011
Information Technology	381,163	294,709	294,709	324,709	30,000
Library	373,300	398,431	398,011	417,255	19,244
Tourism	89,064	103,332	103,227	223,405	120,178
Animal Services	-	34,972	-	187,090	187,090
EMS	852,091	973,283	935,264	1,011,747	76,483
City-Wide Services	7,198,433	3,954,365	3,934,365	4,169,533	235,167
TOTAL EXPENDITURES	14,746,611	12,129,360	12,003,155	12,802,039	798,884
REVENUE - EXPENDITURES	1,180,606	(57,098)	148,809	90,399	(58,410)
BEGINNING FUND BALANCE	4,068,430	5,249,036	5,249,036	5,191,938	
ENDING FUND BALANCE	5,249,036	5,191,938	5,397,845	5,282,337	

ADJOURN

TIME: _____

MOTION: _____

SECOND: _____

VOTE _____