

Fiscal Year

2004

**CITY OF DICKINSON**

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# Adopted Budget

Year Ending  
September 30, 2004

Prepared by:  
The Finance Department

General Fund  
By  
Department

1	501	Administration
2	502	Finance
3	503	Community Development
4	504	Judiciary
5	505	Law Enforcement
6	507	Parks & Recreation
7	510	Public Safety & Code Enforcement
8	511	Emergency Management
9	512	Public Works – Street
10	513	Information Technology
11	514	Public Works – Drainage
12	515	Library
13		
14		(Under Special Assessment Fund) Fund 06 – Drainage Utility
15		(Under Special Assessment Fund) Fund 15 – P. I. D. #1 – Drainage Utility

# General Operating Fund

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## Revenues

	<b>Fiscal 2004 Adopted</b>
<b><u>Ad Valorem Tax</u></b>	
7101 Current Property Tax	<u>1,676,710</u>
7102 Delinquent Property Tax	<u>32,500</u>
7103 Penalty and Interest	<u>20,390</u>
7104 Special Inventory Tax	<u>400</u>
	<b>1,730,000</b>
<b><u>Franchise and Local Tax</u></b>	
7201 Retained Refuse Sales Tax	<u>10,000</u>
7202 Bingo Tax	<u>2,000</u>
7204 Mixed Drink Tax	<u>49,500</u>
7206 CenterPoint - Entex Franchise	<u>49,500</u>
7207 Verizon & Telecomm R.O.W. Fee	<u>92,500</u>
7208 CenterPoint - HL&P Franchise	<u>5,000</u>
7209 Time warner Cable Franchise	<u>112,500</u>
7210 TNP Franchise	<u>520,000</u>
	<b>841,000</b>
<b><u>Community Development Fees</u></b>	
7301 Alcohol Beverage License	<u>3,000</u>
7302 Pawn Shop License	<u>50</u>
7303 Mobile Home Park License	<u>750</u>
7304 Electrical License	<u>7,000</u>
7305 Electrical Permit	<u>20,000</u>
7306 Building Permit	<u>90,600</u>
7307 Mechanical Permit	<u>5,000</u>
7308 Reinspection Fee	<u>1,500</u>
7309 Plumbing Permit	<u>30,000</u>
7310 Mobile Home License	<u>400</u>
7311 Demolition Permit	<u>750</u>
7312 Fire Protection Permit	<u>100</u>
7313 Peddler/Vendor Permit	<u>750</u>
7314 Plat Filing Fee	<u>100</u>

7315	Drainage Permit	18,000
7316	Wrecker Permit	400
7319	House Moving Permit	200
7321	Alarm License	5,000
7325	Coin-Operated Machine Permit	500
7331	General Contractor License	2,500
7340	Tree Removal Fee	300
7341	Planning Development Fee	2,000
7343	Sign Fees for Zoning	1,000
		<b>189,900</b>

**Court Fines and Fees**

7401	Court Fines	309,400
7402	Warrant Fee	71,076
7404	Warrant Fines & Fees	179,524
		<b>560,000</b>

**Charges for Services**

7501	Garbage Fees - Residential	600,000
7502	City Fees - Residential	112,800
7503	City Fees - Commercial	70,000
7506	Disc on Sales Tax	200
		<b>783,000</b>

**Miscellaneous Income**

7601	Accident Report Fee	2,500
7603	Miscellaneous Income	4,000
7607	Inmate Phone Commissions	1,000
7610	Credit Card Convenience Fees	1,100
7621	Interest Income	37,500
7622	Recycling Program Rebate	2,900
		<b>49,000</b>

**Intergovernmental**

7701	DISD Contract	104,691
7704	WCID#1 Dispatch Contract	11,000
7710	Dickinson Education Finance Corp	15,000
7716	Historical Society P/R Reimb	9,500
7718	WCID#1 Interlocal - Finance GASB 34	23,545
7720	GFOA Grant - Finance Department	10,000
7722	Auto Crimes Force Grant	33,255
7723	Transfer from Spec.Rev - I/T Fund	10,265
7725	Transfer from Drainage Utility System	320,000
7726	Transfer from 4B DEDC	1,036,764

7727 Transfer Sales Tax Fund	<u>829,200</u>
	<b>2,403,220</b>
<b><u>Library Revenue Sources</u></b>	
7832 Library Revenues	<u>50,000</u>
	<b>50,000</b>
<b><u>Other Financing Sources</u></b>	
7926 Notes Payable Proceeds	<u>279,000</u>
	<b>279,000</b>
<b>Total Revenues for General Operating Fund</b>	<b><u><u>6,885,120</u></u></b>

# Administration

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## Department Overview

Administration is responsible for carrying out the policies established by the City Council and ensures the efficient delivery of city services. Recommendations are made to the City Council concerning policies and programs through this department.

Administration is responsible for preparation for the annual city budget. The department oversees the administration of the City's personnel policies, maintains personnel records and secures official city records.

The department also administers the records retention program and prepares City Council meeting agendas and minutes.

## Achievements for 2003

- Finalized update on Personnel Manual for the City of Dickinson
- Investigated the cost savings of an Imaging System for the City records for inventory control
- Explored the latest technology regarding voting systems
- Have engaged Architect to bring City Hall renovations to City Council

## Goals for 2004

- Organization of all Legal Documentation of the City, including City Property Deeds
- Incorporate the latest legislative changes into the City Ordinances
- Include more information on the City Web Page on behalf of our citizens
- Quality newsletter to be delivered to our Citizens
- Continue City Hall complex renovations

## Personnel Summary

<u>Title</u>	<u>Positions</u>			
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
City Administrator	1.00	0.50	0.50	0.50
City Secretary	1.00	1.00	1.00	1.00
Part-Time Clerk	0.50	0.50	0.00	0.65
Full-Time Clerk	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>
<b>Department Total</b>	<b>2.50</b>	<b>3.00</b>	<b>2.50</b>	<b>2.15</b>

# Administration

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	67,158
8114 Longevity Pay	324
8151 Payroll Tax	1,623
8152 Unemployment Tax	257
8153 Retirement (TMRS)	5,463
8155 Employee Group	12,295
8156 worker Compensation	122
	<b>87,242</b>
<b><u>Supplies</u></b>	
8209 Miscellaneous	400
8210 Office Supplies & Postage	11,000
8221 City Newsletter	7,500
	<b>18,900</b>
<b><u>Maintenance</u></b>	
8301 Building & Property	10,000
	<b>10,000</b>
<b><u>Operating Services</u></b>	
8401 Advertising & Legal Notices	3,500
8402 Conference & Travel	6,000
8403 Dues/Subscriptions/Books	9,000
8404 Election	4,000
8407 Communication	5,000
8410 Notary Bond	150
8417 Utilities	16,000
8420 School & Training	250
8422 Employment Expenses	7,500
8429 Administrative Expenses - Mayor	1,000
8431 Conference & Travel - Council	5,000
8436 City Events	1,500

8441 Local Mtg - Mayor & Council	2,000
8445 Special Projects - City Administrator	<u>15,000</u>
	<b>75,900</b>

**Contract Services**

8512 Janitorial	<u>5,400</u>
8515 Legal	<u>70,000</u>
8525 WCID Interlocal/City Administrator	<u>57,474</u>
	<b>132,874</b>

**Capital Outlay**

8615 Code Codification	<u>3,000</u>
	<b>3,000</b>

**Insurance**

8708 Real & Personal Property	<u>11,155</u>
8709 Public Official	<u>3,450</u>
8711 Employee Bond	<u>350</u>
	<b>14,955</b>

<b>Total Administration</b>	<b><u><u>342,871</u></u></b>
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# Finance

## Department Overview

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The Finance Department is primarily responsible for all aspects of accounting and financial reporting in conformity with the City Charter and with generally accepted accounting principles. The department is also in charge of managing investments, cash and outstanding debt; and tracking fixed assets. Internal controls are established with the objective of assisting management in the effective discharge of its responsibilities while providing a system of safeguarding assets. Finance department is responsible for all Accounts Payables and Payroll disbursements for products and services. Finance department is responsible for management of workers compensation claims.

### Achievements for 2003

- Implemented procedures for capital asset additions and retirements
- Compliance with reports involving grant funds (state and federal financial status reports for approved draw downs of revenues)
- Compliance with General Service Commission purchases
- Developed formal purchasing policy for City
- Developed formal investment policy for City
- Prepared monthly financial reports within 20 days after month end
- Prepared monthly bank reconciliation's for all cash accounts
- Reconciled tax receipts with the general ledger
- Reconciled accounts receivable on a monthly basis
- Reconciled cash receipts report, court deposits and general ledger on daily basis
- Reconciled payroll reports with general ledger
- Reconciled cash receipts report, permit deposits and general ledger on daily basis

### Goals for 2004

- Developed fixed asset capitalization policy for assets in compliance with GASB 34
- Compliance with reports involving grant funds (state and federal financial status reports for approved draw downs of revenues)
- Internal auditing of city revenue sources (property taxes, sales tax and franchise fees)
- Emergency Management education seminar for Finance department staff
- Complete conversion of financial software, general ledger, payroll, budgeting, and accounts payable to new hardware and software system

### Personnel Summary

<u>Title</u>	<u>Positions</u>			
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Chief Financial Officer	0.50	0.50	0.50	0.50
Accounting Assistant	0.50	0.50	0.50	0.00
Accounting Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Department Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>1.50</b>

# Finance

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## Expenditures

	<u>Fiscal 2004 Adopted</u>
<b><u>Personnel Services</u></b>	
8101 Salary and wages	71,742
8102 Overtime	1,000
8114 Longevity Pay	480
8151 Payroll Tax	1,062
8152 Unemployment Tax	270
8153 Retirement (TMRS)	7,007
8155 Employee Group Insurance	11,023
8156 Worker Compensation	133
	<b>92,717</b>
<b><u>Supplies</u></b>	
8210 Office Supplies	4,500
	<b>4,500</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	1,000
8403 Dues/Subscriptions/Books	250
8407 Communication	1,800
8442 Bank Charges	800
	<b>3,850</b>
<b><u>Contract Services</u></b>	
8501 Finance & Audit	20,000
8520 Tax Appraisal	22,500
8521 Tax Collection	5,000
8525 Interlocal Agreement (WCID #1)	63,181
	<b>110,681</b>
<b><u>Insurance</u></b>	
8708 Real & Personal Property	150
	<b>150</b>
<b>Total Finance</b>	<b><u>211,898</u></b>

# Community Development

## Department Overview

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Community Development is responsible for ensuring consistent, orderly development of Dickinson through the issuance of permits and licenses, inspection services, review of building and development plans, administration of all planning, zoning, development and subdivision regulations, coordinating engineering reviews and conducting economic development activities to encourage expansion and diversification.

### Achievements for 2003

- Improved communications to the public with additional brochures and handouts
- Increased the speed at which plans are reviewed.
- Developed policies to improve plans review processing and streamline the development process
- Secured economic development agreements and worked with commercial and residential developers
- Successfully upgraded to a Windows-based permitting software
- Produced the first "Comprehensive Fee Schedule" for the City of Dickinson

### Goals for 2004

- Establish a program to monitor customer satisfaction and quality control.
- Continue integration of planning, zoning, development, inspections, fire prevention and code enforcement services through cross training and the use of multi-disciplinary employees.
- Adoption of 2000 International Building Code, International Plumbing Code, International Mechanical Code and International Property Maintenance Code.
- Complete the review and update of all development related codes and ordinances including Subdivision, Landscaping and Zoning.
- Improve communication with builders and developers through expanded use of online services and additional published information.

### Personnel Summary

<u>Title</u>	<u>Positions</u>			
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Building Inspector	1.00	1.00	1.00*	1.00*
Plumbing Inspector	0.25	0.25	0.50*	0.50*
Development Assistant	1.00	1.00	1.00	1.00
Planner	<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Department Total</b>	<b>3.25</b>	<b>3.25</b>	<b>2.50</b>	<b>2.50</b>

\*Contractual Services

# Community Development

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	<u>97,598</u>
8102 Overtime	<u>500</u>
8113 Certification/Education Pay	<u>1,975</u>
8114 Longevity Pay	<u>102</u>
8151 Payroll Tax	<u>2,885</u>
8152 Unemployment Tax	<u>385</u>
8153 Retirement (TMRS)	<u>7,376</u>
8155 Employee Group	<u>14,356</u>
8156 Worker Compensation	<u>449</u>
	<b>125,626</b>
<b><u>Supplies</u></b>	
8204 Fuel	<u>1,500</u>
8210 Office Supplies	<u>3,500</u>
8211 Shop Supplies & Tools	<u>500</u>
8213 Uniform & Apparel	<u>500</u>
	<b>6,000</b>
<b><u>Maintenance</u></b>	
8307 Vehicle	<u>1,000</u>
8399 Machine & Equipment	<u>300</u>
	<b>1,300</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	<u>3,000</u>
8403 Dues/Subscriptions/Books	<u>1,000</u>
8407 Communication	<u>2,000</u>
8409 Refunds	<u>0</u>
8410 Notary Bond	<u>200</u>
	<b>6,200</b>
<b><u>Contractual Services</u></b>	
8504 Contract Inspections	<u>30,000</u>

8526	Professional Services - Zoning	<u>2,000</u>
8524	Professional Services - Engineering	<u>12,000</u>
		<b>44,000</b>

**Capital Outlay**

8604	Furniture	<u>500</u>
		<b>500</b>

**Insurance**

8704	Vehicle	<u>700</u>
8708	Real & Personal Property	<u>150</u>
		<b>850</b>

<b>Total Community Development</b>		<b><u><u>184,476</u></u></b>
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# Judiciary

## Department Overview

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The City of Dickinson Municipal Court is the Judicial Branch of city government, it provides forum for individuals charged with violation of state law and or city ordinances.

*The mission of the Municipal Court is:*

“To provide efficient, effective and impartial services through the promotion of justice. The court also strives to facilitate the timely disposition of cases with prompt and courteous service.”

### Achievements for 2002

- Upgraded InCode software to InVision
- Provided credit card service to the Judicial and Police Department
- Implemented court website

### Goals for 2003

- Establish a contract with a Warrant Collection Company
- Purchase or lease a imaging system
- Upgrade court website
- Attend Mass and Shelter Care Classes
- Purchase Insite Court Online Software

### Personnel Summary

<u>Title</u>	<u>Positions</u>			
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Court Administrator	0.90	0.90	0.90	1.00
Deputy Court Clerk	0.50	1.00	1.00	1.00
Part-time Clerk	0.50	0.00	0.50	0.50
Full-time Clerk	1.00	1.00	0.00	0.00
Warrant/Bailiff Officer	0.00	0.00	0.75	1.00
Bailiff Officer*	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.00</u>
<b>Department Total</b>	<b>3.15</b>	<b>3.15</b>	<b>3.40</b>	<b>3.50</b>

\* Paid from Court Security Fund 25%

Municipal Judge (3 year Contract to run concurrently with that of the Mayor)  
Prosecutor (Annual Contract)  
Magistrate (Annual Contract)

# Judiciary

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>	
8101 Salary and wages	88,681
8102 Overtime	1,200
8114 Longevity Pay	654
8151 Payroll Tax	2,915
8152 Unemployment Tax	392
8153 Retirement (TMRS)	6,190
8155 Employee Group	10,255
8156 Worker Compensation	164
	<b>110,451</b>
<b><u>Supplies</u></b>	
8210 Office Supplies	3,500
8213 Uniform & Apparel	250
	<b>3,750</b>
<b><u>Maintenance</u></b>	
8399 Machine & Equipment	250
	<b>250</b>
<b><u>Operating Services</u></b>	
8403 Dues/Subscriptions/Books	100
8407 Communication	550
8409 Court Refunds/Reimbursements	100
8410 Notary Bond	150
8412 Jury Trials	500
	<b>1,400</b>
<b><u>Contractual Services</u></b>	
8513 Judicial	30,490
8519 Prosecutor	9,425
	<b>39,915</b>
<b><u>Insurance</u></b>	
8708 Real & Personal Property	164
	<b>164</b>
<b>Total Judiciary</b>	<b><u>155,930</u></b>

# Law Enforcement

## Department Overview

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Law Enforcement's primary function is to provide protection of life and property through the enforcement of city, state and federal laws. The officers respond to emergencies from the public's request for service to resolve identified problems. This department is also responsible for dispatching after-hour, weekend and holiday calls for the Street and Drainage Department, Fire Department, Emergency Medical Service and the Water Company.

### Achievements for 2003

- Implemented Field Reporting in the line patrol units utilizing Tiburon software
- Implemented a Computer Aided Dispatch (CAD) system utilizing Tiburon Software
- Implemented Records Management System (RMS) utilizing Tiburon Software
- Maintain a five minute response time for Calls for Service
- Continue to maintain mandatory TCLEOSE training for Police Officers and Communications Operators
- Continue traffic enforcement in school zones
- Maintained a -0- preventable/non preventable employee traffic accident
- Maintained a -0- preventable/non preventable employee injury/accident
- Complete employee evaluations semi-annually
- Hosted an annual DPD Christmas luncheon for area Law Enforcement agencies and municipalities with donations
- Patrol officers attended a driver's safety course put on by TML
- Increased the number of warrants being served by 76%
- Applied for the COPS Universal Hiring Grant, Homeland Security Overtime Program grant, and the COPS in Schools grant
- Held (1) Junior Police Academy
- Maintained mandatory TCLEOSE training for Police Officers and Communications Operators
- Purchased a software system capable of recording analytical activity as it relates to the Racial Profiling Law

### Goals for 2004

- Each Executive Staff member to work a minimum of (1) patrol shift per month
- Form a neighborhood community monthly meeting in the Nicholstone subdivision
- Perform a semi-annual operational report to City Council at a Law Enforcement workshop
- Attend educational programs that relate to Federal Emergency Management Agency's programs
- Reduce energy cost in the police station by 5%

**Personnel Summary**  
**Title**

**Positions**

	<b><u>2004</u></b>	<b><u>2003</u></b>	<b><u>2002</u></b>	<b><u>2001</u></b>
Chief of Police	0.90	0.90	0.90	0.75
Captains	1.75	1.75	1.75	1.75
Lieutenants	1.00	1.00	1.00	1.00
Sergeants	5.00	5.00	4.00	4.00
Patrol Officers	17.00	17.00	14.00	14.00
CID Detectives	4.00	4.00	3.00	3.00
Communications Supervisor	0.00	0.00	1.00	1.00
Dispatchers	7.00	7.00	6.00	6.00
Records Manager	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00
Part-Time Clerk	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.50</u>
Department Totals	38.65	37.65	33.65	33.00

# Law Enforcement

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>	
8101 Salary and wages	1,347,745
8102 Overtime Pay	29,500
8106 Holiday Pay	16,000
8107 WCID Dispatch Service	10,000
8111 Special Overtime Pay	2,000
8113 Certification/Education Pay	30,174
8114 Longevity Pay	12,029
8151 Payroll Tax	23,845
8152 Unemployment Tax	5,454
8153 Retirement (TMRS)	136,657
8155 Employee Group	285,655
8156 Worker Compensation	29,512
	<b>1,928,571</b>
<b><u>Supplies</u></b>	
8202 Video & Photo	1,400
8203 Kitchen	1,400
8204 Fuel	32,000
8205 Safety	1,000
8206 Investigational	2,500
8207 Janitorial	1,500
8209 Miscellaneous	1,500
8210 Office Supplies	16,000
8213 Uniform & Apparel	13,000
8216 Certificate & Award	500
8217 Communication	2,000
	<b>72,800</b>
<b><u>Maintenance</u></b>	
8301 Building & Property	8,100
8304 Service Contract	5,400

8307 Vehicle & Equipment	25,000
8309 Machinery & Equipment	5,500
	<u>44,000</u>

**Operating Services**

8401 Advertising & Legal Notices	3,750
8402 Conference & Travel	4,000
8403 Dues/Subscriptions/Books	1,500
8405 Prisoner Support	4,000
8407 Communication	27,200
8410 Notary Bond	400
8411 Investigation Funds	1,000
8417 Electricity	30,000
8418 Gas & Water	3,720
8420 Training	4,000
8423 Local Meetings & Luncheons	750
8426 K-9 Units	1,200
8429 Crime Stoppers	1,200
8431 Community Policing	6,000
	<u>88,720</u>

**Contractual Services**

8512 Janitorial	16,700
8513 Motorcycle Lease	16,800
	<u>33,500</u>

**Capital Outlay**

8604 Furniture & Office Equip	500
8610 Vehicle Accessories Install	9,580
8660 Vehicle	117,500
	<u>127,580</u>

**Insurance**

8704 Vehicle	20,356
8707 Law Enforcement	15,322
8708 Real & Personal Property	22,812
	<u>58,490</u>

<b>Total Law Enforcement</b>	<u><u>2,353,661</u></u>
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# Parks and Recreation

## Department Overview

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The Street Department is responsible for maintaining the grounds and buildings of the Village Green Park and Railroad Depot Museum. There are no employees in this department. Keep Dickinson Beautiful receives funding through this department.

The City Council created a new Parks and Recreation Board in 2002. The Board met ten times in 2003. The primary focus in 2003 was evaluating and planning future projects for the Dickinson community. Several activities, Music at the Gazebo, Basketball Tournament, Bicycle Tour, Grant Application Training, Park Facility Planning, etc., were planned for 2003. Due to a late start and lack of funding, all of the activities were not accomplished.

### Achievements for 2003

- The City is the recipient of a Texas Department of Transportation Enhancement Grant that will be used to fund the historical renovation to the century old Dickinson Railroad Depot
- Provided assistance to the Dickinson Festival of Lights
- Provided assistance to the annual Holiday Parade
- Held four summer Music at the Gazebo events. All of these were well attended and appreciated by the community
- Reviewed and discussed potential park sites. Toured some potential sites
- Met with a professional grant writer to consider services offered
- Several discussions held with Texas Parks and Wildlife representatives concerning various grants available
- Contacts made with other city Park Boards to establish lines of communication that will assist the Board in planning for success
- Discussions held with property owner concerning a possible purchase/donation of park property
- Prepared and submitted a 2004 budget request

### Goals for 2004

- To preserve the City's exceptional quality of life through the beautification of Village Green Park.
- Assist the Historical Society in maintaining and promoting the historical landmarks in Dickinson.
- Work with Texas Department of Transportation to continue grant funding of Railroad Depot restoration.
- Assist the Historical Society with raising matching grant funds.
- Assist with the fifth annual Festival of Lights.
- Assist with Annual Holiday Parade

In 2004, the Board will continue and expand recreation activities for the community and develop a community supported direction and plan for parks. To have a successful

Park Board, part of this effort has to be training, development and experience exposure for as many Board members as possible.

- Hold eight (two per month) summer Music at the Gazebo events. Emphasis will continue to be on using groups/individuals that do not charge. If the Board can locate a sound system that can be loaned for some of these events, the potential number of performers is much larger.
- Hold a “Hoops over Dickinson” basketball tournament in early summer. Sponsors and donations will be solicited.
- Hold a Bicycle Tour in the fall. Sponsors and donations will be solicited.
- Conduct a community survey to evaluate the community desire and support for parks and recreation. This survey will be used by the Board for planning purposes.
- Obtain Texas Parks and Wildlife grant assistance in evaluating the survey and in developing a long-range plan for parks.
- Continue evaluation of potential park sites and grant availability.
- Send at least two Board members to grant application workshops.
- Continue discussions regarding a purchase/donation arrangement for park property. If the agreement looks feasible, a recommendation will be made to the 4b Corporation for funding and to council for a grant application.
- Evaluate the potential for funding benches along Deats Rd. and Pine Dr. at some future date.
- Visit with other city Park Boards to gain a better understanding of their operations. Personal visits will be made where possible and phone/email for long distances.

# Parks and Recreation

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Maintenance</u></b>	
8304 Service Contract	<u>300</u>
	<b>300</b>
<b><u>Operating Services</u></b>	
8407 Communication	<u>775</u>
8417 Utilities	<u>1,000</u>
8425 Parade & Festivities	<u>3,000</u>
8439 Landscaping	<u>250</u>
	<b>5,025</b>
<b><u>Contractual Services</u></b>	
8506 Dickinson Beautiful	<u>5,000</u>
8508 Festival of Lights	<u>3,000</u>
8435 Annual City Festival	<u>2,000</u>
	<b>10,000</b>
<b>Total Parks &amp; Recreation</b>	<b><u><u>15,325</u></u></b>

# Public Safety

## Department Overview

---

Dickinson Public Safety combines the functions of the Fire Marshal's Office, Code Enforcement and Public Health within one Department. The Public Safety team is responsible for the safety & quality of life for citizens, visitors and employees of the City of Dickinson. Specifically, the Department is responsible for:

- Investigation of all fires to determine the cause and origin
- Criminal investigation and prosecution of arson, including explosions and explosive devices, and other crimes
- Environmental law enforcement
- Inspection of all new and existing commercial, home care, non-profit and multi-family occupancies
- Plan review of all new construction and renovations
- Public fire and safety education for adults and youth
- Employee training
- Occupational health and safety training, investigations, inspections and review
- Fire and emergency medical response
- Code enforcement
- Supervision of the contracted services of the Dickinson VFD and Rural/Metro EMS
- Coordinating the submission of all appropriate reports to the State of Texas

### ***Achievements for 2003***

- Conducted fire prevention and safety education programs for over 3000 children and adults
- Completed fire and life safety inspections on 80% of all commercial buildings in the City
- Conducted hazard inspections on all complaints within 48 hours
- Actively enforced local codes related to the environment and nuisance abatement
- Conducted investigations on all employee accidents involving injury or property damage
- Attended advanced continuing education classes in Fire, Police, EMS, Safety and Environmental Crimes
- Continued fire prevention efforts including the Knox Box program for rapid entry
- Assisted other agencies with fire, arson and related investigations
- Coordinated an ISO Rating survey and received advanced training on the Fire Protection Rating Schedule from ISO

### **Goals for 2004**

- Respond to all nuisance complaints within 3 business days and resolve 90% of all investigations within 30 days.
- Fully integrate code enforcement and building parcel information within the computer database and hard copy files.
- Complete a minimum of 20 pro-active (not complaint initiated) code enforcement investigations per month.
- Conduct fire & life safety inspections of all commercial properties within the City.
- Conduct fire prevention programs for 2000 people throughout the year.

- Adoption of 2000 International Fire Code.

Personnel Summary

Title	Positions			
	2004	2003	2002	2001
Fire Marshal	1.00	1.00	1.00	1.00
Assistant Fire Marshal*	1.00	1.00	1.00	1.00
PT Code Enforcement Officers (2)	0.50	0.50	0.00	0.00
PT Fire Dept. Administrator	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
<b>Department Total</b>	<b>2.75</b>	<b>2.75</b>	<b>2.25</b>	<b>2.25</b>
*Formerly "Public Safety Officer" in Code Enforcement				

# Public Safety & Code Enforcement

## Expenditures

	<u>Fiscal 2004 Adopted</u>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	<u>137,698</u>
8113 Certification/Education Pay	<u>4,440</u>
8114 Longevity	<u>522</u>
8151 Payroll Tax	<u>4,383</u>
8152 Unemployment Tax	<u>527</u>
8153 Retirement (TMRS)	<u>10,080</u>
8155 Employee Group	<u>9,998</u>
8156 Worker Compensation	<u>2,886</u>
	<b>170,534</b>
<b><u>Supplies</u></b>	
8202 Video & Photo	<u>500</u>
8204 Fuel	<u>3,250</u>
8206 Investigational	<u>2,200</u>
8210 Office Supplies	<u>3,800</u>
8213 Uniform & Apparel	<u>1,800</u>
8218 Fire Prevention & Safety	<u>3,500</u>
	<b>15,050</b>
<b><u>Maintenance</u></b>	
8307 Vehicle & Equipment	<u>3,300</u>
	<b>3,300</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	<u>5,200</u>
8403 Dues/Subscriptions/Books	<u>1,900</u>
8407 Communication	<u>3,300</u>
8411 Investigational Funds	<u>900</u>
8427 Demolition	<u>10,000</u>
8432 Legal Publications	<u>500</u>
	<b>21,800</b>
<b><u>Contractual Services</u></b>	

8502	Animal Control	<u>48,200</u>
8503	Animal Shelter	<u>25,180</u>
8507	E.M.S.	<u>85,000</u>
8510	Volunteer Fire Dept.	<u>114,000</u>
8552	Mowing - Private Property	<u>4,000</u>
8553	Junk Car Removal	<u>1,000</u>
8554	Professional Services	<u>7,000</u>
		<b>284,380</b>

**Capital Outlay**

8602	Computer Equip & Software	<u>1,000</u>
8604	Furniture & Office Equipment	<u>400</u>
8610	Vehicle	<u>26,500</u>
		<b>27,900</b>

**Insurance**

8704	Vehicle	<u>1,700</u>
8707	Law Enforcement	<u>1,900</u>
8708	Real & Personal Property	<u>250</u>
		<b>3,850</b>

**Total Public Safety & Code Enforcement** 526,814

# Emergency Management

## Department Overview

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The Office of Emergency Management participates in the Federal Emergency Management Agency's EMPG (Emergency Management Program Grant) program. The City has not received official word from FEMA if funding for FY '04 will be available. Historically, the City has received an annual federal matching grant funding in the amount of \$19,500 to support the City's emergency preparedness operations. The Office of Emergency Management (OEM) assists in coordinating activities prior to, during and after all emergency scenarios.

### Achievements for 2003

- Participated in the annual FEMA mandated "Hurricane Greg" tabletop training exercise.
- The City continued its membership with the First-Call Interactive Network Emergency Alert system (program funded by Galveston County with activation costs being paid by the City).
- Continued participation and cooperation with the Galveston County Emergency Management Cooperative Group.
- Actively participated with the LEPC Hazardous Material Routing committee.
- Completed update of all 22 of the City's Emergency Management Plan Annexes.
- Activated the City's Emergency Operation Center for one Hazardous Material Spill and three severe weather conditions.

### Goals for 2004

- Complete the FEMA required Mitigation Action Plan through a cooperative effort with the Galveston County office of Emergency Management and the Houston – Galveston Area Council.
- Ensure support staff and volunteers obtain required training.
- Update and distribute educational pamphlets/brochures for public awareness.
- Continue active participation in the Galveston County Emergency Management Cooperative Group.
- Continue participation in the LEPC Hazardous Material Routing committee to update the HAZMAT routes within Galveston County.

## Personnel Summary

<u>Title</u>	<u>Positions</u>				
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>	<u>2000</u>
City Administrator/E.M. Coord	0.10	0.10	0.25	0.25	0.00
City Secretary	0.10	0.10	0.00	0.00	0.00
Chief of Police	0.10	0.10	0.00	0.00	0.00
Fire Marshal	0.10	0.10	0.00	0.00	0.00
Street Superintendent	0.10	0.10	0.00	0.00	0.00
Municipal Court Clerk	0.10	0.10	0.00	0.00	0.00
Finance Director	0.10	0.10	0.00	0.00	0.00
Summer Intern	0.25	0.25	0.00	0.00	0.00
Deputy Coordinator	<u>0.00</u>	<u>0.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Department Total (Funded)</b>	<b>0.95</b>	<b>0.95</b>	<b>1.25</b>	<b>1.25</b>	<b>1.00</b>
<b>Non-Funded Personnel</b>					
E. Mngmnt Director <small>(Mayor)</small>	1.00	1.00	1.00	1.00	1.00
Volunteer Operations	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>10.00</u>	<u>10.00</u>
<b>Dept Total) (Non-Funded)</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>14.00</b>	<b>11.00</b>

# Emergency Management

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## Expenditures

	<u>Fiscal 2004 Adopted</u>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	<u>31,434</u>
8113 Certification/Education Pay	<u>306</u>
8114 Longevity Pay	<u>270</u>
8151 Payroll Tax	<u>743</u>
8152 Unemployment Tax	<u>203</u>
8153 Retirement (TMRS)	<u>2,633</u>
8155 Employee Group	<u>4,538</u>
8156 worker Compensation	<u>591</u>
	<b>40,718</b>
<b><u>Supplies</u></b>	
8201 Emergency	<u>150</u>
8202 Video & Photo	<u>100</u>
8210 Office Supplies	<u>500</u>
	<b>750</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	1,500
8403 Dues/Subscriptions/Books	<u>100</u>
8407 Communication	<u>2,000</u>
	<b>3,600</b>
<b><u>Contractual Service</u></b>	
8525 Interlocal Agreement - WCID #1	<u>10,764</u>
	<b>10,764</b>
<b>Total Emergency Management</b>	<b><u><u>55,832</u></u></b>

# Public Works - Streets

## Department Overview

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The Street Department has a multi-faceted mission which is comprised of the following components:

- Provide prompt, friendly, cost effective services for our customers and taxpayers
- Continue to strive to enhance the quality of our services throughout the community
- Maintain an active role in community and civic affairs
- Maintain the City's streets at a level so that none of the estimated 15,000 vehicles which traverse the City's streets every day are not delayed or damaged due to pavement failure
- Ensure all traffic signs and markers are properly maintained
- Maintain City right-of-way in a neat and appropriate manner

### Achievements for 2002/2003

- Major roadway construction on Nicolini, Royal Oak, Ash, Cherry, Nevada, Falco, Illinois and Avenue L.
- Chip and Seal Magnolia, Church, Nichols, Leonetti, Georgia, Shadow Lane, Beatrice and Victoria.

### Goals for 2003/2004

- Complete a Debris Management course as part of our Emergency Preparedness Plan.
- Perform street sweeping of FM 517 and HWY 3 curbs & gutters twice a year, by contract.
- Perform major roadway construction on California ( FM 517 to 34th), Yupon (FM 517 to Deats), Oak (FM517 to Oakridge), St. Goar, Video, Timber and Bayou Drive. All streets except for Bayou Drive as approved and funded by Dickinson Economic Development Corporation.
- Chip and Seal Tanglebriar, Mariner Way, Anchor Way, 45th, W. Deats, Colorado, Casa Grande, Melvin Utley, Rodeo Bend, Pine Crest, Bruce and 48<sup>th</sup> street (Hwy 3 to Nebraska) Streets.
- Improve communications with our customers with response calls and notices, keeping them involved.
- Improve customer confidence regarding our services by giving target response times for work and striving to meet those timelines.
- Insure the proper notification of customers regarding planned construction and maintenance by utilizing door hanger notices created in 2002.
- Improve work order response time to our customers by creating an improved system of classifying complaints by priority and department. Scheduling work with the proper crew and following up on work orders until completion of job.

## Personnel Summary

<u>Title</u>	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Public Works Director	0.00	0.00	0.15	0.20
Street Superintendent	0.50	0.50	0.50	0.50
Street Foreman	1.00	1.00	1.00	1.00
Public Works Secretary	0.50	0.50	0.50	0.50
Crew Leader	0.00	1.00	1.00	2.00
Laborer	0.00	0.00	0.00	1.00
Mechanic	0.00	0.00	0.00	1.00
Light Equipment Operator	6.00	7.00	5.00	4.00
Part Time (Seasonal)	<u>0.00</u>	<u>1.00</u>	<u>2.00</u>	<u>1.00</u>
Department Total	8.00	11.00	10.15	11.20

<u>Program Statistics</u>	<u>Proposed FY 2003-2004</u>	<u>Actual FY 2002 - 2003</u>	<u>Actual FY 2001-002</u>
Street Replacement	11,316'	6,724'	12,800'
Mowing of City right of way	384 miles	96 miles	
1). # of Potholes	1200	1936	1000
2). Crack Seal Repairs	1200'	636'	800'
3). Section Patches	2000'	281'	2000'
Street Light Installation	10	10	10
Sign Assembly	60	180	60
Street Sweeping	16 miles	16 miles	16 miles
Chip and Seal Streets	18,832'	8972'	8000'

# Public Works – Streets

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## Expenditures

	<u>Fiscal 2004 Adopted</u>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	<u>231,094</u>
8102 Overtime Pay	<u>3,000</u>
8113 Certification/Education Pay	<u>1,200</u>
8114 Longevity Pay	<u>1,563</u>
8151 Payroll Tax	<u>3,434</u>
8152 Unemployment Tax	<u>1,208</u>
8153 Retirement (TMRS)	<u>22,667</u>
8155 Employee Group	<u>59,412</u>
8156 Worker Compensation	<u>13,107</u>
	<b>336,685</b>
<b><u>Supplies</u></b>	
8204 Fuel	<u>15,500</u>
8205 Safety Equipment	<u>3,500</u>
8210 Office Supplies	<u>1,000</u>
8211 Shop Supplies & Tools	<u>3,500</u>
8212 Traffic Marker	<u>12,000</u>
	<b>35,500</b>
<b><u>Maintenance</u></b>	
8301 Building & Property	<u>1,200</u>
8306 Street & Roadway	<u>30,000</u>
8307 Vehicle	<u>15,000</u>
	<b>46,200</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	<u>2,000</u>
8406 Street Light	<u>65,000</u>
8407 Communication	<u>2,850</u>
8413 Disposal	<u>6,000</u>
8414 Equipment Rental	<u>1,500</u>
8417 Utilities	<u>2,500</u>
8438 Uniform Service	<u>3,200</u>

83,050

**Contractual Services**

8517	Garbage Collection	590,000
8518	Garbage Billing	30,500
8552	Landscaping & Maintenance	47,000
8554	Street Sweeping	2,000
8555	Contract Mowing	25,000
		<b>694,500</b>

**Capital Outlay**

8660	Vehicles/Equipment	135,000
		<b>135,000</b>

**Insurance**

8704	Vehicle	5,800
8708	Real & Personal Property	1,300
		<b>7,100</b>

**Capital Projects**

8800	Street Construction - DEDC 4B	773,982
8801	Chip and Seal	125,000
		<b>898,982</b>

**Total Public Works - Street** 2,237,017

# Information Technology

## Department Overview

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The Information Technology Department will strive to provide all departments with the latest in hardware and software applications providing an efficient and timely environment through the maximization of technological capabilities, increasing employee productivity and enhancing the delivery of services used to support internal and external communications.

### Achievements for 2003

- Upgraded in-house e-mail server to Exchange Server
- Upgraded the Municipal Court's software operating system to Incode's "Invision" software
- Upgraded all Municipal Court's PC workstations to Dell Optiplex Windows 2000
- Installed and configured an AS400 server for the Finance Department to include the new "STW" software
- Installed the new "PT Windows" Community Development software for building permits, inspections, etc.
- Provided timely technical support to all city departments to include: Historical Society, Dickinson Beautiful, and Dickinson Volunteer Fire Department
- Continued to follow PC replacement program
- Created a City web page to provide the citizens of Dickinson with on-line information access to departmental operations, i.e., City Hall, Police Department, Fire Department, Community Development, Finance Department, and other related links

### Goals for 2004

- Continue to follow PC replacement program
- Develop an inventory system for software & PC management
- Develop a more efficient system of providing technical support to PC users
- Upgrade remaining Windows 98 PC operating systems to Windows XP Pro
- Connect the main Fire Station and the Police Department with a fiber optic connection
- Complete the software migration/upgrade implementation of the Finance Department's software
- Research, purchase, and implement a system to "image" city records into an electronic format
- Research, purchase, and implement a new Windows-based time-card program for hourly employees

### Personnel Summary

<u>Title</u>	<u>Positions</u>			
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Information Technology Technician	0.25	0.25	0.25	0.25
<b>Department Total</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>

# Information Technology

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## Expenditures

	<u>Fiscal 2004 Adopted</u>
<b><u>Personnel Services</u></b>	
8101 Salary and wages	<u>14,391</u>
8113 Certification/Education Pay	<u>270</u>
8114 Longevity Pay	<u>240</u>
8151 Payroll Tax	<u>216</u>
8152 Unemployment Tax	<u>34</u>
8153 Retirement (TMRS)	<u>1,426</u>
8155 Employee Group	<u>2,723</u>
8156 Worker Compensation	<u>331</u>
	<b>19,631</b>
<b><u>Supplies</u></b>	
8210 Office supplies	<u>500</u>
8222 Peripheral Computer Supplies	<u>3,000</u>
	<b>3,500</b>
<b><u>Maintenance</u></b>	
8304 Service Contract - Tiburon	<u>12,760</u>
8304 Service Contract - Finance	<u>25,000</u>
8304 Service Contract - Community Dev	<u>2,000</u>
8309 Machinery & Equipment	<u>15,000</u>
	<b>54,760</b>
<b><u>Operating Services</u></b>	
8403 Dues/Subscriptions/Books	<u>100</u>
8407 Communication	<u>8,200</u>
8420 School & Training	<u>1,000</u>
	<b>9,300</b>
<b><u>Contractual Services</u></b>	
8510 Document Imaging	<u>10,000</u>
8530 Equipment Rental	<u>7,200</u>
	<b>17,200</b>

**Capital Outlay**

8602	Computer Software	<u>7,000</u>
8603	Computer Hardware	<u>30,000</u>
8604	Computer Software - Time Tracker	<u>3,000</u>
		<b>40,000</b>

**Total Information Technology** 144,391

# Drainage Utility System

## Department Overview

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The Drainage Utility Department has a multi-faceted mission which is comprised of the following components:

- Provide prompt, friendly, cost effective services for our customers and taxpayers
- Continue to enhance the quality of our services throughout the community
- Maintain an active role in community and civic affairs
- Maintain the City's drainage system to remove storm water at peak levels

### Goals for 2004

- Improve communications with our customers with response calls and notices, keeping them involved
- Improve customer confidence regarding our services by giving target response times for work and striving to meet those timelines
- Insure proper notification of customers regarding planned drainage utility maintenance by utilizing door hanger notices created in 2002
- Improve work order response time to our customers by creating an improved system of classifying complaints by priority and department. Scheduling work with the proper department and following up on work orders until completion of job
- Improve drainage on Pin Oak (southside), 42<sup>nd</sup>, Oakridge and Tanglebriar

### Achievements for 2003

- Improved drainage at Sunset and Timber area, Baker and 39<sup>th</sup> and Church Street.

### Personnel Summary

<u>Title</u>	<u>Positions</u>			
	<u>2004</u>	<u>2003</u>	<u>2002</u>	<u>2001</u>
Public Works Director	0.00	0.10	0.15	0.15
Street Superintendent	0.50	0.50	0.50	0.50
Crew Leader	1.00	1.00	1.00	1.00
Drainage Surveyor	1.00	1.00	0.00	0.00
Truck Driver	2.00	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Light Equipment Operator	<u>1.00</u>			
Department Total	5.50	4.60	3.65	3.65

<b><u>Program Statistics</u></b>	<b><u>Proposed FY2003-2004</u></b>	<b><u>Actual FY 2002-2003</u></b>	<b><u>Actual FY 2001-2002</u></b>
<i>Drainage Maintenance</i>			
1). Ditch Cut	2,500'	2500'	2500'
2). Culverts Cleaned	1,200'	1000'	0
3). Drainage Outfalls	3	3	1

# Public Works – Drainage

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	<u>118,225</u>
8102 Overtime Pay	<u>3,000</u>
8114 Longevity Pay	<u>1,233</u>
8151 Payroll Tax	<u>1,776</u>
8152 Unemployment Tax	<u>601</u>
8153 Retirement (TMRS)	<u>11,719</u>
8155 Employee Group	<u>45,131</u>
8156 worker Compensation	<u>7,125</u>
	<b>188,810</b>
<b><u>Supplies</u></b>	
8204 Fuel	<u>5,500</u>
8205 Safety Equipment	<u>1,500</u>
8210 Office Supplies	<u>500</u>
8211 Shop Supplies & Tools	<u>1,000</u>
	<b>8,500</b>
<b><u>Maintenance</u></b>	
8301 Building & Property	<u>750</u>
8302 Drainage Maintenance	<u>6,500</u>
8307 vehicle	<u>12,000</u>
	<b>19,250</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	<u>500</u>
8407 Communication	<u>1,200</u>
8414 Equipment Rental	<u>500</u>
8417 Utilities	<u>1,500</u>
8420 School & Training	<u>250</u>
8438 Uniform Service	<u>1,400</u>
	<b>5,350</b>
<b><u>Contractual Services</u></b>	

8535	Outfall Ditch Spraying	<u>5,790</u>
8540	Phase II Storm Water Program	<u>37,000</u>
		<b>42,790</b>

**Capital Outlay**

8615	Special Drainage Projects	<u>73,800</u>
		<b>73,800</b>

<b>Total Public Works - Drainage</b>		<b><u>338,500</u></b>
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# Mares Memorial Library

## Department Overview

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The Mares Memorial Library has served as Dickinson's Public Library since 1967. In 2003, the City of Dickinson and Dickinson Library Association made significant changes in the relationship between the two entities. Library employees are now employees of the City and the Library has become a Department of the City. The full service library serves residents of Dickinson, Bacliff, San Leon and the surrounding area. The library is a member of the Galveston County Library System and the Houston Area Library System. The library provides materials and services to help patrons obtain information for personal, recreational and educational needs.

### Achievements for 2003

- Circulation increase of 13.9%
- Library customer visit increase of 24%
- Customers utilizing free internet services up 71%

### Goals for 2004

- Increase circulation of printed materials and decrease video and movie circulation
- Improve Spanish language collection, programs and signage
- Increase the number of volunteers and the total volunteer hours
- Sustained high quality service while undergoing a 58% turnover in staff
- Increase children's programming, including paid programs
- Increase fundraising activities
- Successfully integrate facilities, staff and programs with the City of Dickinson

### Personnel Summary

<b>Title Positions</b>	<b>2004</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>
Library Director	1.00	*	*	*
Assistant Director	0.75	*	*	*
Library Technician (3)	2.00	*	*	*
Library Page	0.40	*	*	*
<b>Department Total</b>	<b>4.15</b>	*	*	*

\*Formerly employees of the Dickinson Library Association

# Library

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	99,103
8151 Payroll Tax	5,354
8152 Unemployment Tax	810
8153 Retirement (TMRS)	3,438
8155 Employee Group	5,232
8156 Worker Compensation	665
	<b>114,602</b>
<b><u>Supplies</u></b>	
8210 Office Supplies	2,000
8211 Postage	1,400
8212 Materials Processing Supplies	5,350
8211 Janitorial & Maintenance Supplies	1,275
	<b>10,025</b>
<b><u>Maintenance</u></b>	
8300 Building & Property (City Share)	3,500
8301 Building & Property (Library share)	1,000
8302 Equipment Maintenance	750
	<b>5,250</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	1,000
8407 Communication	5,782
8417 Utilities	9,500
	<b>16,282</b>
<b><u>Contract Services</u></b>	
8501 Finance & Audit	1,100
8512 Janitorial Services	5,480
8515 Computer Maintenance & Network	10,000
	<b>16,580</b>
<b><u>Insurance</u></b>	
8708 Real & Personal Property	2,000
	<b>2,000</b>
<b>Total Library</b>	<b><u>164,739</u></b>

# Debt Service Fund

**2004  
Adopted**

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**Revenues**

**Ad Valorem Tax**

Current Property Tax	\$469,855
Delinquent Property Tax	7,500
Penalty and Interest	5,000
	<b>482,355</b>

**Miscellaneous Income**

Interest Income	1,200
	<b>1,200</b>

**Other Financing Sources**

Transfer from 4B	76,681
	<b>76,681</b>

<b>Total Revenues for Debt Service Fund</b>	<b>560,236</b>
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**Expenditures**

**Debt Service Payments**

Principal	229,700
Interest	264,884

**Contractual Cost**

Issue Costs	2,500
	<b>497,084</b>

<b>Total Expenditures</b>	<b>497,084</b>
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# Special Revenue Fund

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## Revenues

		<b>Fiscal 2004 Adopted</b>
7203	Hotel/Motel Tax	1,500
		<b>1,500</b>
7407	Court Security Fee	13,000
7409	Judicial Efficiency Fee	2,600
7410	Municipal Ct Technology Fee	17,000
		<b>32,600</b>
7618	Forfeited Seized Funds	2,500
7619	LE LEOSE Training Funds	2,500
7621	Interest Income	2,000
		<b>7,000</b>
7710	Texas Home Grant	500,000
7720	Tobacco Compliance Grant	3,000
		<b>503,000</b>
7805	Transfer from DEDC 4B	117,000
		<b>117,000</b>
		<b>661,100</b>

# Administration

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## Expenditures

	<u>Fiscal 2004 Adopted</u>
<b><u>Operating Services</u></b>	
7203 Dickinson Historical Society	<u>1,000</u>
	<b>1,000</b>
<b><u>Contractural Services</u></b>	
8520 Texas Home Grant	<u>500,000</u>
8521 HOME Grant Match	<u>117,000</u>
	<b>617,000</b>
<b>Total Administration</b>	<b><u><u>618,000</u></u></b>

# Judiciary – Security

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## Expenditures

		<b>Fiscal 2004 Adopted</b>
<b><u>Personnel Services</u></b>		
8112	Court Security Pay	9,357
8113	Certification/Education Pay	570
8114	Longevity	75
8151	Medicare Payroll Tax	145
8152	Unemployment Tax	34
8153	Retirement	957
8154	Group Insurance	1,322
8155	Worker Compensation	215
		<b>12,675</b>
<b><u>Operating Services</u></b>		
8420	Conference & Travel - Security	750
8433	Security	1,650
		<b>2,400</b>
<b>Total Judiciary - Security</b>		<b><u>15,075</u></b>

# Judiciary – Efficiency Fund

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## Expenditures

		<u>Fiscal 2004 Adopted</u>
<b><u>Operating Services</u></b>		
8420	Conference & Travel	<u>2,800</u>
		<b>2,800</b>
<b><u>Maintenance</u></b>		
8304	Service Contract	<u>3,600</u>
		<b>3,600</b>
<b>Total Judiciary - Efficiency Fund</b>		<b><u><u>6,400</u></u></b>

# Municipal Technology Fund

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Capital Outlay</u></b>	
8602 Computer Equip & Software	<u>9,100</u>
8609 Transfer to G/F for IT	<u>10,265</u>
	<b>19,365</b>
<b>Total Municipal Technology Fund</b>	<b><u><u>19,365</u></u></b>

# Law Enforcement

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## Expenditures

		<u>Fiscal 2004 Adopted</u>
<b><u>Operating Services</u></b>		
8102	Overtime - Tobacco Grant	<u>3,000</u>
8505	Training (LEOSE)	<u>2,500</u>
		<b>5,500</b>
<b>Total Law Enforcement</b>		<b><u><u>5,500</u></u></b>

# Drainage Utility Fund

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## Revenues

		<u>Fiscal 2004 Adopted</u>
<b><u>Revenues</u></b>		
7110	Residential Drainage Assessment	<u>299,700</u>
7111	Commercial Drainage Assessment	<u>30,100</u>
7112	Miscellaneous Drainage Assessment	<u>5,200</u>
		<b>335,000</b>
<b>Total Revenues for Drainage Utility Fund</b>		<b><u><u>335,000</u></u></b>

# Drainage Utility Fund

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## Expenditures

		<u>Fiscal 2004 Adopted</u>
<b><u>Transfers</u></b>		
7925	Transfer to General fund	<u>320,000</u>
		<b>320,000</b>
<b><u>Contractual Services</u></b>		
8518	Drainage Billing Services Fee	<u>15,000</u>
		<b>15,000</b>
<b>Total Drainage Utility Fund</b>		<b><u><u>335,000</u></u></b>

# Dickinson PID #1

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## Revenues

	<u>Fiscal 2004 Adopted</u>
<u>Revenues</u>	
7110 Residential PID Assessment	<u>20,750</u>
	20,750
<b>Total Revenues for Dickinson PID #1</b>	<b><u>20,750</u></b>

# Dickinson PID #1

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## Expenditures

	<b>Fiscal 2004 <u>Adopted</u></b>
<b><u>Personnel Services</u></b>	
8101 Salary and Wages	<u>6,150</u>
8113 Certification/Education Pay	<u>225</u>
8114 Longevity Pay	<u>18</u>
8151 Payroll Tax	<u>93</u>
8152 Unemployment Tax	<u>20</u>
8153 Retirement (TMRS)	<u>641</u>
8155 Employee Group	<u>1,367</u>
8156 Worker Compensation	<u>152</u>
	<b>8,666</b>
<b><u>Operating Services</u></b>	
8402 Conference & Travel	<u>750</u>
8407 Communication	<u>200</u>
	<b>950</b>
<b><u>Contractual Services</u></b>	
8504 Contract Inspections	<u>6,000</u>
8515 Legal	<u>2,000</u>
8524 Professional Services - Engineering	<u>2,500</u>
	<b>10,500</b>
<b>Total Dickinson PID #1</b>	<b><u>20,116</u></b>

# 4-B Economic Development Corp.

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## Revenues

	<u>Fiscal 2004 Adopted</u>
<b><u>Intergovernmental Transfers</u></b>	
3500 Use of Fund Balance	<u>437,250</u>
8802 Transfer From Sales Tax Fund	<u>440,500</u>
8803 Transfer From 380 Sales Tax Fund	<u>640,500</u>
	<b>1,518,250</b>
<b>Total Dickinson 4-B Economic Development Corp. Revenues</b>	<b><u><u>1,518,250</u></u></b>

## 4-B Economic Development Corp.

### Expenditures

	Fiscal 2004 Adopted
Personnel Services	
8101 Salary and Wages - Administration	<u>3,293</u>
8188 Salary and Wages - Marketing	<u>7,723</u>
8189 Salary and Wages - Project	<u>7,723</u>
8190 Salary and Wages - Streets	<u>17,569</u>
	36,309
Supplies	
8210 Office Supplies & Postage	<u>300</u>
	300
Operating Services	
8402 Conference & Travel	<u>10,000</u>
8403 Dues/Subscriptions/Books	<u>1,000</u>
8407 Communication	<u>750</u>
8434 Economic Development - Marketing	<u>20,000</u>
8435 Economic Development - Grants/Loans	<u>150,000</u>
8436 Economic Development - HOME Grant Project	<u>117,000</u>
	298,750
Contract Services	
8501 Audit Fees	<u>3,000</u>
8515 Legal	<u>40,000</u>
8524 Engineering/Professional Services	<u>65,000</u>
8525 Interlocal (10%)	<u>10,764</u>
	118,764
Capital Outlay	
8602 Computer Equipment & Software	<u>4,000</u>
	4,000
Insurance	
8709 Public Official	<u>3,500</u>
	3,500
Capital Projects	
8806 Spruce North	<u>53,286</u>
8807 Spruce - Indirect	<u>19,965</u>
8838 Timber - Direct	<u>276,474</u>
8839 Timber - Indirect	<u>103,587</u>

8844 California (North of 517)	<u>94,490</u>
8845 California (North of 517) - Indirect	<u>35,403</u>
8846 Yupon (South of Deats)	<u>70,057</u>
8847 Yupon (South of Deats) - Indirect	<u>26,249</u>
8848 Oak (517 to Oakridge)	<u>95,180</u>
8849 Oak (517 to Oakridge) - Indirect	<u>35,662</u>
8850 St. Goar	<u>33,925</u>
8851 St. Goar - Indirect	<u>12,711</u>
8852 Video	<u>91,043</u>
8853 Video - Indirect	<u>34,111</u>
	982,142
Debt Service - Owens Drive Project	
8901 Debt Payment - Principal	<u>30,000</u>
8951 Debt Payment - Interest	<u>46,103</u>
	76,103
Total Dickinson 4-B Economic Development Corp.	<u><u>1,519,868</u></u>

# Sales Tax Fund

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## Revenues

	<u>Fiscal 2004 Adopted</u>
<b><u>Miscellaneous Income</u></b>	
7201 Sales Tax - City	<u>829,200</u>
7202 Sales Tax - 4B	<u>408,500</u>
7203 380 Sales Tax - 4B	<u>563,500</u>
7205 380 Sales Tax - Reserve	<u>1,145,000</u>
	<b>2,946,200</b>
<b>Total Revenues from Sales Tax</b>	<b><u><u>2,946,200</u></u></b>

# Sales Tax Fund

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## Expenditures

	<b>Fiscal 2004 Adopted</b>
<b><u>Administration 501</u></b>	
8801 Transfer to General Fund	<u>829,200</u>
8802 Transfer to 4 B	<u>408,500</u>
8803 380 Sales Tax Transfer 4B	<u>583,500</u>
8804 380 Sales Tax Reserve	591,500
	<b>2,412,700</b>
<b>Total Sales Tax</b>	<b><u><u>2,412,700</u></u></b>