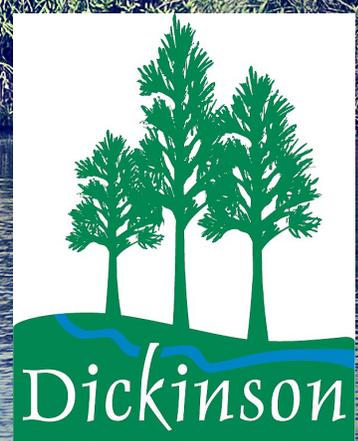


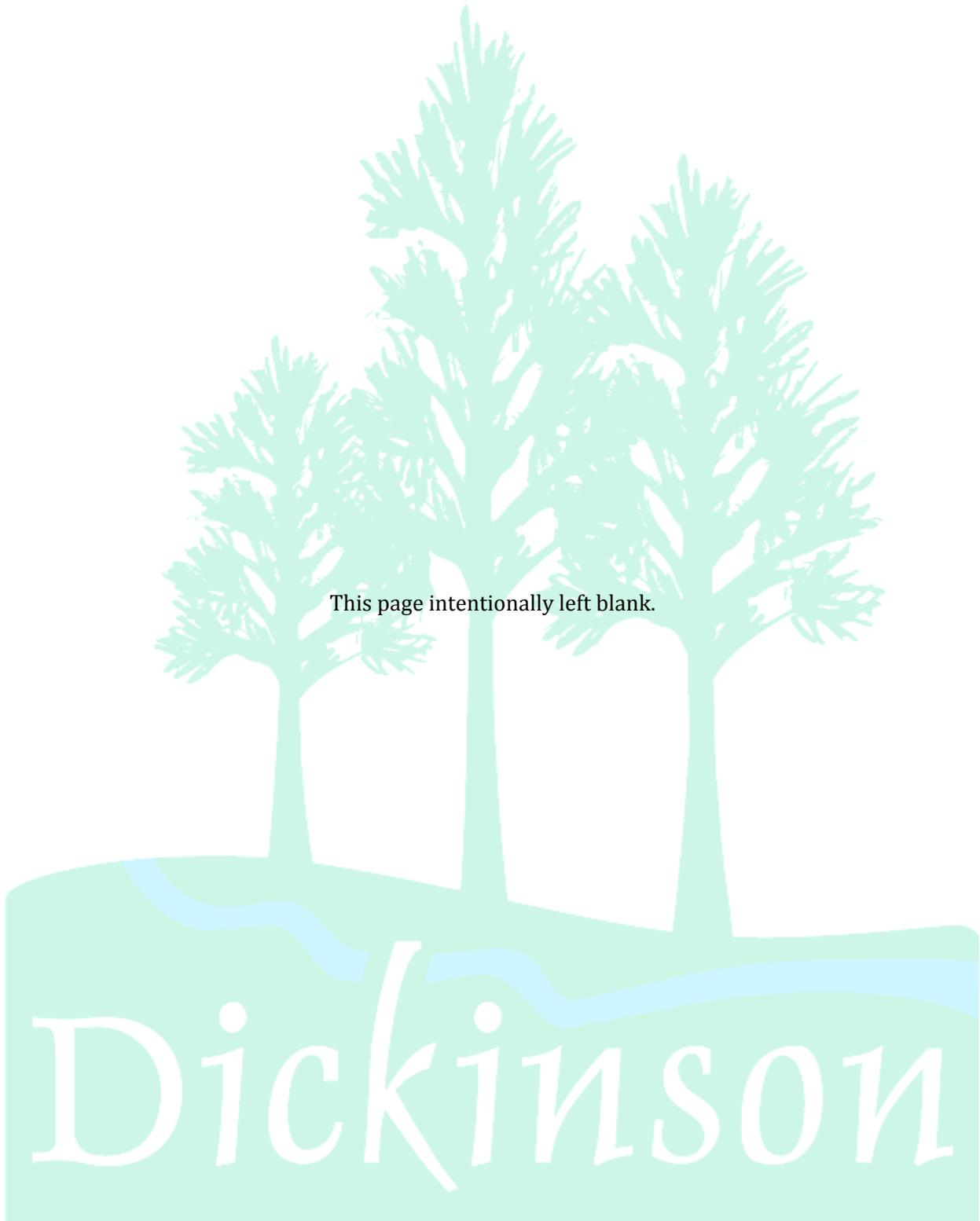
City of Dickinson

# Annual Budget

FY 2016-2017



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A stylized landscape illustration. At the bottom, a dark green rectangular area contains the name 'Dickinson' in a white, serif font. Above this, a light green area represents a hillside. A blue, wavy line representing a river flows across the hillside. Three green, stylized trees with dense, spiky foliage stand on the hillside. The background is white.

Dickinson

# CITY OF DICKINSON FY 2016-2017 ADOPTED BUDGET REQUIRED COVER PAGE

This budget will raise more revenue from property taxes than last year's budget by an amount of \$171,467, which is a 4.9 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$36,828.

The record vote of each member of the governing body that voted on the adoption of the budget is as follows:

Mayor Masters            N/A            (only votes in case of tie)

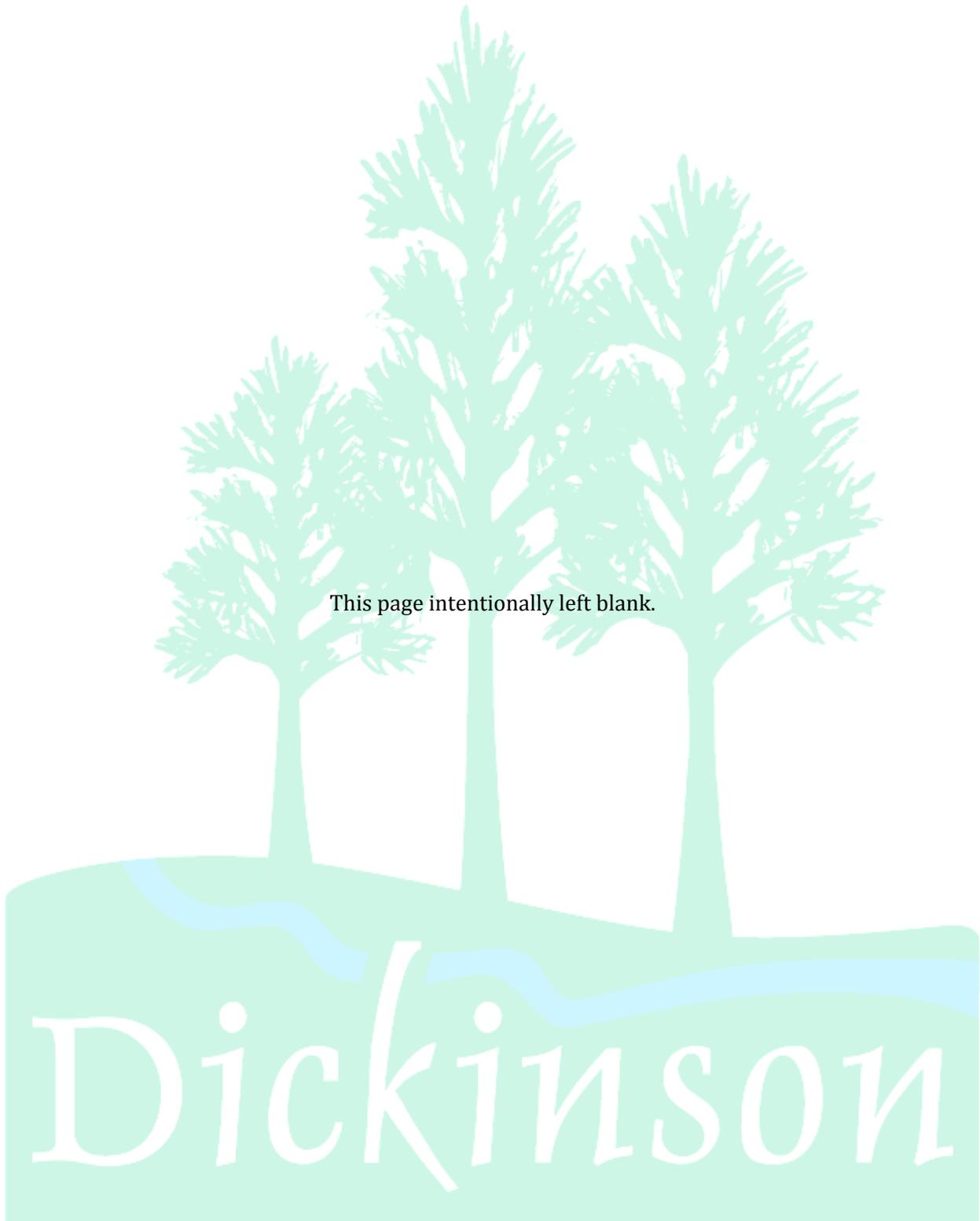
Council Members:

Deats	<u>      Aye      </u>	King	<u>      Aye      </u>
Decker	<u>      Aye      </u>	Suderman	<u>      Aye      </u>
Henderson	<u>      Aye      </u>	Wilson	<u>      Aye      </u>

<b><u>Property Tax Rate Comparison</u></b>	<b><u>FY 2015-2016</u></b>	<b><u>FY 2016-2017</u></b>
Adopted and Proposed Property Tax Rate	\$0.408610/100	\$0.408610/100
Effective Tax Rate	\$0.383825/100	\$0.396030/100
Effective Maintenance & Operations Tax Rate	\$0.309833/100	\$0.319685/100
Rollback Tax Rate	\$0.413389/100	\$0.421512/100
Debt Rate	\$0.078770/100	\$0.076253/100

For Fiscal Year 2016-2017, the total amount of municipal debt obligations secured by property taxes is \$691,067.

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Dickinson

# CITY OF DICKINSON, TEXAS

## PRINCIPAL OFFICIALS



### **Mayor**

Julie Masters

### **City Council**

Position 1	Charles Suderman
Position 2	Bruce Henderson
Position 3	Walter Wilson
Position 4	Wally Deats (Mayor Pro Tem)
Position 5	Louis Decker
Position 6	William King III

### **City Administrator**

Julie M. Robinson

### **City Secretary**

Alun Thomas

### **Administrative Services Manager**

Stephanie Russell

### **Court Administrator**

Irma Rivera

### **Fire Marshal**

Lee Darrow

### **Library Director**

Vicki McCallister

### **Economic Development Coordinator**

Angela Forbes

### **City Attorney**

David Olson, Olson & Olson

### **Community Development Director**

Zachary Meadows

### **Police Chief**

Ron Morales

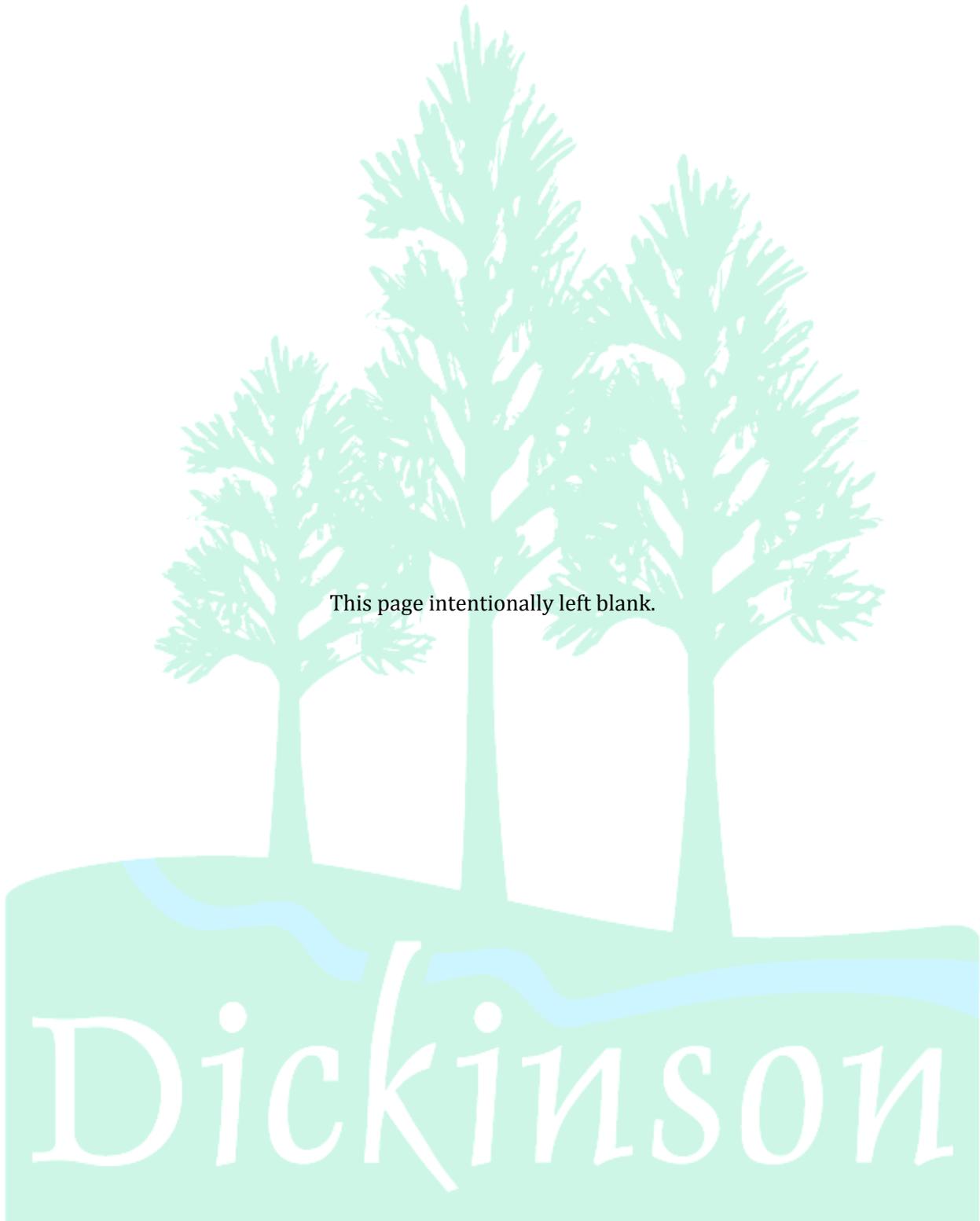
### **Public Works Director**

Paul Booth

### **EMS Director**

Derek Hunt

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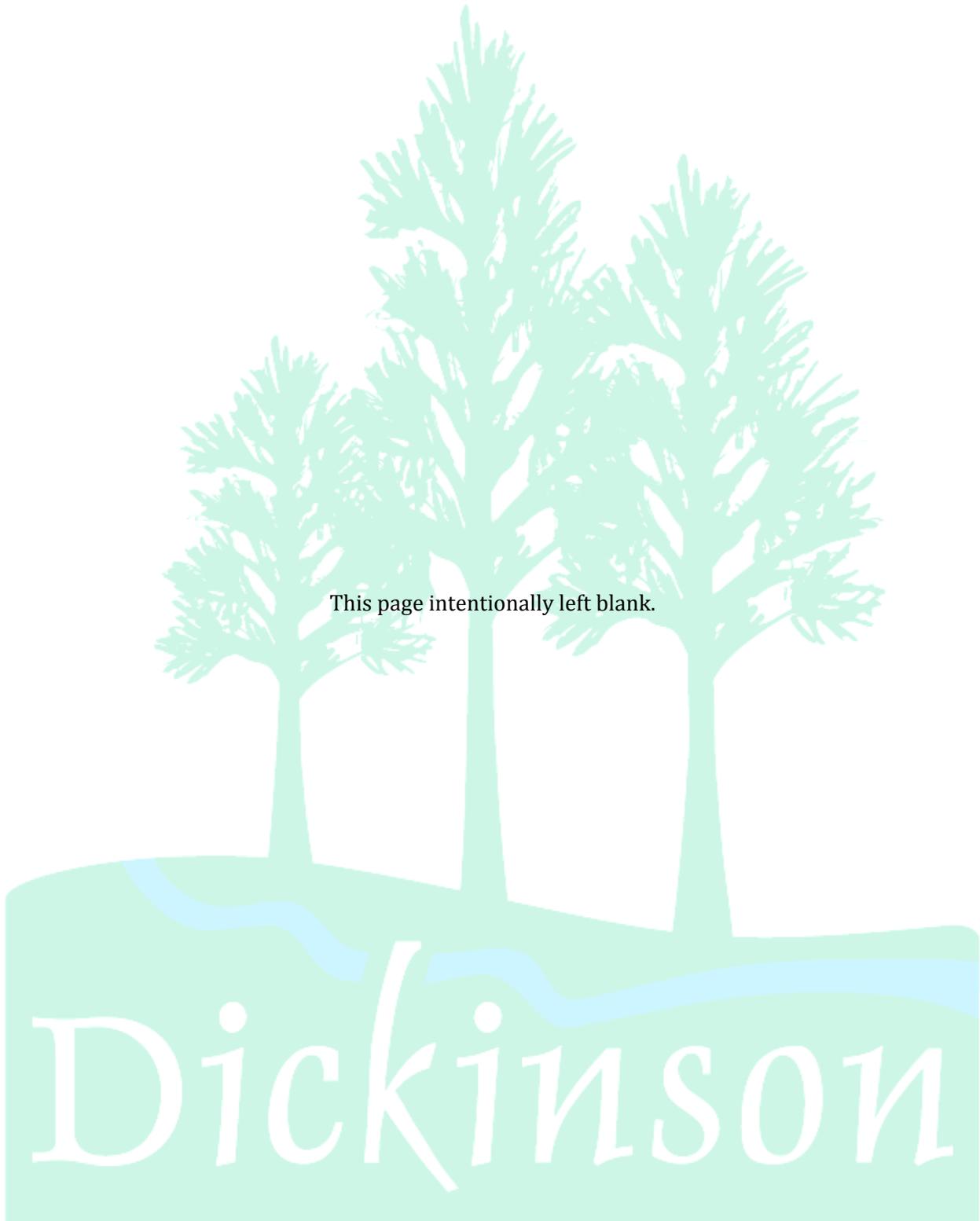
Dickinson

A stylized landscape illustration featuring three green trees of varying heights on a green hill. A blue wavy line representing a river flows across the base of the hill. The name 'Dickinson' is written in a white, serif font across the bottom of the illustration.

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Dickinson



July 26, 2016

Honorable Mayor and Members of City Council:

In accordance with our City Charter and State law, the Recommended City of Dickinson Annual Budget for Fiscal Year 2016-2017 is hereby presented. This Recommended Budget has been developed with Mayor Julie Masters, follows the guidelines established in the Multi-Year Financial Plan approved by Council, maintains existing service levels, and implements City Council priorities. The budget continues to maintain City services for residents and visitors to Dickinson, ensures continued financial strength by meeting all fund balance requirements, and is structurally balanced.

### **Financial Summary**

The Recommended Budget has been developed utilizing a proposed tax rate of \$0.40861 which is equal to the current tax rate and maintains current service levels throughout all Departments. Within the proposed tax rate, \$0.33105 is for Maintenance & Operation (M&O) and \$0.07756 is for Debt Service (I&S). At this time, the Recommended General Fund Budget has expected excess revenues over \$90,000. The total Recommended Budget (which includes all Funds) is approximately \$17.7 million.

There are several short-term factors that were taken into consideration during the development of this budget:

### Annexation

As the City grows through annexation, operations and maintenance will need to be addressed. The City annexed two sections during 2016 but will not receive property tax revenues from these properties until FY 2018. Until then, any maintenance will be absorbed within the current revenues.

### Street Maintenance & Rehabilitation

Street maintenance and rehabilitation continues to be an ongoing issue and priority for the City. To address this, the City completed a Pavement Assessment of all public streets to determine their condition. The recommendations of this assessment will begin to be implemented in FY 2017. Additionally, funding to purchase Public Works equipment has been included in the Vehicle Equipment Replacement Fund to reduce long-term costs for both road reconstruction and road stabilization.

## Transition of Animal Services

In FY 2015-2016 the City took over animal services and sheltering and established Bayou Animal Services, a non-profit local government Corporation. To account for employee salaries that will be reimbursed by the Corporation, a new department has been added to the General Fund. Additionally, the City's total allocation towards Animal Services has been adjusted based on the increase in population and Corporation expenditures.

## **Major Changes to General Fund Revenues**

- Sales Tax is projected to increase by 2% over actual previous year revenues per the Multi-Year Financial Plan.
- Property tax revenue is anticipated to increase in in the next fiscal year due to the overall increase in home valuations in 2016. Additionally, per the Multi-Year Financial Plan, the revenue estimate is based on a 97% collection rate.
- Other taxes have been increased due to the increase in Mixed Drink Tax actuals.
- Franchise Fees are each expected to increase by \$29,000 due to actual trends.
- Licenses & Permits and Court Fines & Fees have been decreased based on actual trends.
- Charges for Service have been increased due to increasing actuals for Ambulance Service Charges.
- Miscellaneous Income has been adjusted based on actual trends.
- Revenues received by the General Fund from other governmental agencies are expected to increase. The DMD#1 will transfer \$560,538 for financial services, legislative services, EMS services, Connect CTY Service, ROW mowing services, the expansion of the City Demolition Program, and the purchase of a new automated stretcher and a half of the funding towards a new ambulance. The Emergency Service County fee has been increased per the new contract. The transfer from the DEDC has increased to fund a new Executive Director for the DEDC; overall the DEDC will transfer \$309,076 for personnel and administrative services. Additionally, a new transfer from Bayou Animal Services Corporation has been added to cover the cost of personnel for \$187,090.
- Overall the projected revenues for the FY 2016-2017 General Fund are over \$12.8 million – over \$740,000 increase from FY 2015-2016.

## **Major Changes to General Fund Expenditures**

### Employee Compensation and Benefits

- Employee Group Insurance has been increased due to an anticipated 13% increase in medical healthcare benefits and a 5% increase in dental benefits. The costs of these increases have been partially offset by a decrease in Dependent Healthcare coverage from 30% to 15%.
- Base Salaries have been increased 3% per the City's Multi-Year Financial Plan.
- The City's contribution to the Texas Municipal Retirement System (TMRS) has been increased due to an increase in rates starting January 1, 2017.
- Utilities and Fuel have been adjusted based on previous year actuals and current year projections.

### Administration

- Cell Phone Allowance has been eliminated and replaced with the increase to Communication - Pagers & Phones.
- Advertising Legal Notices has been increased and Conference & Travel - Mayor and Local Meeting - Mayor & Council have been decreased based on prior year actuals.

### Finance

- Cell Phone Allowance has been added in accordance with the City's personnel policy.
- Office Supplies & Postage and Dues/Subscriptions/Books has been increased based on actuals and Bank Charges have been eliminated due to the new depository contract.
- Computer Equipment & Software has been increased to add a new module to the City's financial software.

### Community Development

- Uniforms & Apparel and Zoning Enforcement Supplies have been adjusted based on actuals.

### Municipal Court

- Other than the City-wide increase to Salary and Benefits, there are not any major changes in this Department.

### Police Department

- Overall, Salary & Benefits has increased by the two positions that were previously accounted for under the COPS Grant Fund moving under the General Fund. The COPS Grant funding ended in a previous fiscal year, and the separate accounting is no longer necessary. However, the financial impact is offset by the decrease to the Special Revenue Fund.

### Fire Marshal

- Office Supplies and Dues/Subscriptions/Books have been adjusted based on actuals.
- Uniforms & Apparel has been increased to purchase new bullet proof vests in FY17.
- Software Maintenance Contract has been added for annual software license fees.
- Furniture & Equipment have been increased to outfit the Fire Marshal vehicle that will be replaced in FY17

### Emergency Management

- Other than the City-wide increase to Salary and Benefits, there are not any major changes in this Department.

### Public Works

- While base salaries have been increased by 3% there is still a decrease due to employee transitions resulting in a salary savings.
- Fuel, Street Lighting, and Utilities have been increased based on actual trends.

### Information Technology

- Computer Equipment has been increased to replace UPS batteries and add a server at City Hall.

### Library

- The Youth/IT Librarian has been upgraded to a full time position and the net impact has been reduced in Collection Development and Materials Processing supplies. The funding for these items will come out of the Library Trust Fund.
- Office Supplies have been increased based on actual trends.

### Tourism & Economic Development

- A new Executive Director position for the DEDC has been added and will be fully funded by the Dickinson Economic Development Corporation.

### Animal Services

- This is a new department in the General Fund used to account for the Salary & Benefits of the employees working for Bayou Animal Services Corporation. The Corporation fully funds these employees' Salaries & Benefits.

### Emergency Medical Services (EMS)

- Communication - Pagers & Phones has been increased for the monthly air card fee for the new tablets.
- Utilities have been increased based on actual trends.
- Furniture & Equipment has been reduced due to the one-time purchases in FY16.

### Contractual & Government-Wide Services

- Animal Services has been increased due to the increase in transfer to Bayou Animal Services Corporation.
- DVFD - Pension Contribution has been increased to accommodate an increased rate per participant in the State's pension program.
- Grant Payments have increased proportionally to the increase in sales tax revenues.

### **Debt Service Fund**

- Property tax revenue is anticipated to increase next fiscal year. Additionally, per the Multi-Year Financial Plan, the revenue estimate is based on a 97% collection rate for FY 2016-2017.
- Due to the increasing property valuations, the City's I&S and M&O property tax rates have been adjusted to increase the portion of the property tax revenue going to the general fund. As a result, FY 2017 includes a negligible transfer from the General Fund to the Debt Service Fund.
- Expenditures have been decreased by \$3,150 per the City's debt service schedule.

### **Municipal Drainage Utility Fund**

- Revenues in FY 2017 were adjusted based on prior year actuals.
- Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salaries. Additionally, the city's portion of dependent healthcare has been reduced from 30% to 15% and Retirement (TMRS) has increased due to a increase in rates.
- There is one major project in FY 2017: FM 517 Hot Spot #1 (identified in the City's Comprehensive Drainage Study).
- City Council has a policy to maintain a Fund Balance of at least 25% of operating expenditures. Since the current Fund Balance far exceeds this requirement, the number of drainage projects has been increased per the Multi-Year Financial Plan. This is reflected by Expenditures exceeding Revenues in previous, current and future fiscal years.

### **Street Maintenance Sales Tax Fund**

- Sales Tax Revenues have been increased by 2% per the City's Multi-Year Financial Plan.
- FY 2017 expenditures include completion of reconstruction for FY 2016 projects and design and reconstruction for seven new streets: Winding Way, Pine Ln., Timber Ln., Chicago St., Holly Dr., Woodlawn, and Benson St.

### **Bayou Lakes Public Improvement District No. 1**

- No major changes have been proposed.

### **Bayou Lakes Public Improvement District No. 2**

- This is a new fund that was previously accounted for under Bayou Lakes Public Improvement District No. 1.
- The fund will run a deficit balance until the developer begins to sell the properties in this section - at that time the balance will be reimbursed.

### **Vehicle/Equipment Replacement Fund**

- Included in the FY 2017 Budget is the replacement of four Police vehicles, one Fire Marshal vehicle, one ambulance and stretcher, a new slope mower; and purchase of a used Tiller/Recycler, Maintainer, 10 Ton Steel Roller, Paving Machine, and Bull Dozer. The vehicles, stretcher and 50% of the ambulance are proposed to be funded by the Dickinson Management District No. 1.
- The annual payment towards the Motorola console and a new K9 partition enclosure have been included under Furniture & Equipment for the Police Department.

### **Building Maintenance Fund**

- Budgeted FY 2017 expenditures include repainting the interior and exterior of the Police Station and a new Marquee Sign at the Central Fire Station.
- Although expenditures are not budgeted for FY 2016-2017, a needs assessment is currently being completed for the Police Facility Renovation.

### **Special Revenue Funds**

- Expenditures regarding Salary & Benefits in the VOCA grant fund and Hotel/Motel Tax Fund have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15%. Unemployment and Retirement (TMRS) have been adjusted due to a change in rates. Other line items have been adjusted to mirror the grant for FY 2017.
- Expenditures under the Library Trust Fund will be used for book collection development and to replace UPS backup batteries for the IT Server.

### **Red, White & Bayou Crawfish & Texas Music Festival**

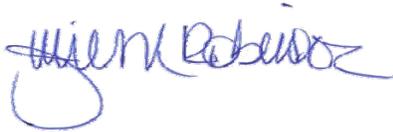
- Due to the decrease in revenues from the 2016 festival, the grant contribution has been decreased.
- Other expenditure adjustments have been made based on 2016 actuals.

The City works very hard to find ways to live within our means. The City's revenue limitations and continuous fluctuations in the market, regulatory and legislative mandates require continual examination of the types and levels of service we can provide to our citizens. The next budget year will offer additional challenges. Yet, we are committed to utilizing our resources in order to maintain or exceed the current level of services provided by the City over the next fiscal year and meeting the priorities established by the City Council.

The Department heads and I will continue to work diligently to keep the community's trust and support over the next year. We will explore options to include citizen input to the governing body on decisions involving resource allocation. My sincere thanks to City Staff for their dedicated efforts in the preparation of this year's Recommended Budget.

As a city government, we will meet the financial challenges and continue to provide a high level of service to this community.

Respectfully,

A handwritten signature in blue ink, appearing to read "Julie M. Robinson". The signature is fluid and cursive, with a large loop at the end.

Julie M. Robinson  
City Administrator

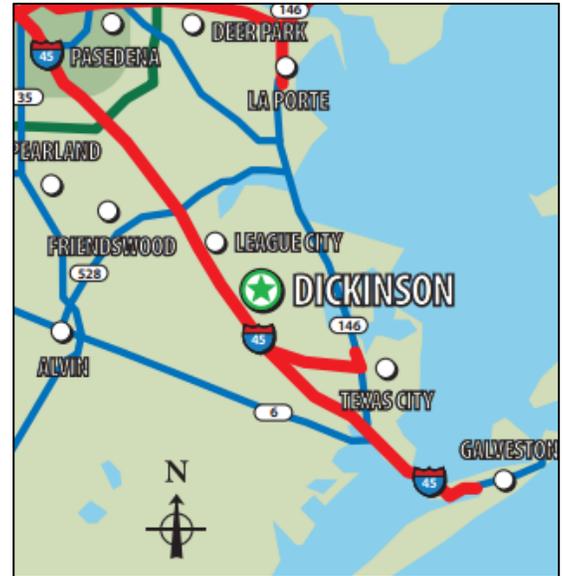
## Community Information & History

Located on the beautiful Dickinson Bayou, a pathway to Galveston Bay, Dickinson is a prime geographic location, situated halfway between Houston and Galveston on Interstate 45 and with easy access to numerous other major thoroughfares and methods of transportation.

### History

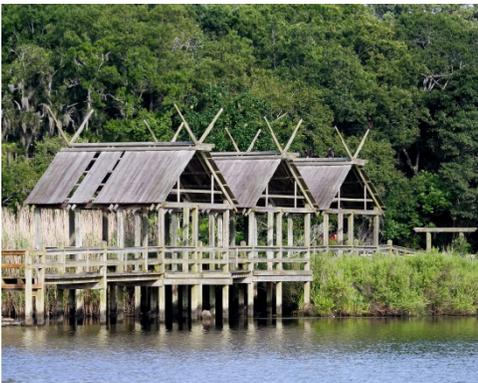
Dickinson's colorful past ranges from being inhabited by members of the Kawakawa tribe to being known as the "hub of Galveston County". Settled in 1824, through a land grant from the Mexican Government to John Dickinson, the City remains one of the oldest settlements on the mainland of Galveston County. The primary attraction that drew early settlers to the area was the soil's proven suitability for growing fruits and vegetables.

By 1860, the Galveston, Houston, Henderson ("GH&H") Railroad was built to connect the large cities of Galveston and Houston, and a stop in Dickinson gave farmers a



quicker, more convenient way to transport people and produce to Galveston and Houston. For decades, large groups came from Houston and Galveston to picnic and holiday on the Dickinson

Picnic grounds, a 40 acre park and harness racetrack on Dickinson Bayou. In 1911, the Galveston, Houston Electric Railway, known as the Interurban, had three stops in Dickinson, offering excellent opportunities for prominent Galvestonians to frequent the beautiful City where they dined, shopped, gambled, constructed a country club and built elegant homes along the Bayou's beautiful coastline.

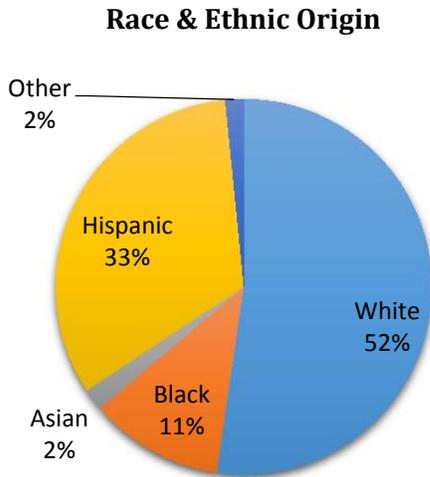


Industrialization and growth in the oil industry in the Houston-Galveston area after both World Wars contributed to Dickinson's growth as did the establishment of NASA's Lyndon

B. Johnson Space Center in 1962. By the 1970's, Texas City and League City, through aggressive annexation, encroached on Dickinson and after several failed attempts, residents of Dickinson voted to incorporate the City in 1977.

## Demographics

The estimated 2015 population was 19,895; the figures below provide historical population counts and demographic composition.



Population Growth	
Year	Population
1904	149
1914	250
1931	760
1933	1,000
1945	1,500
1952	3,500
1961	4,715
2002	17,688
2010	18,680
2015	19,895

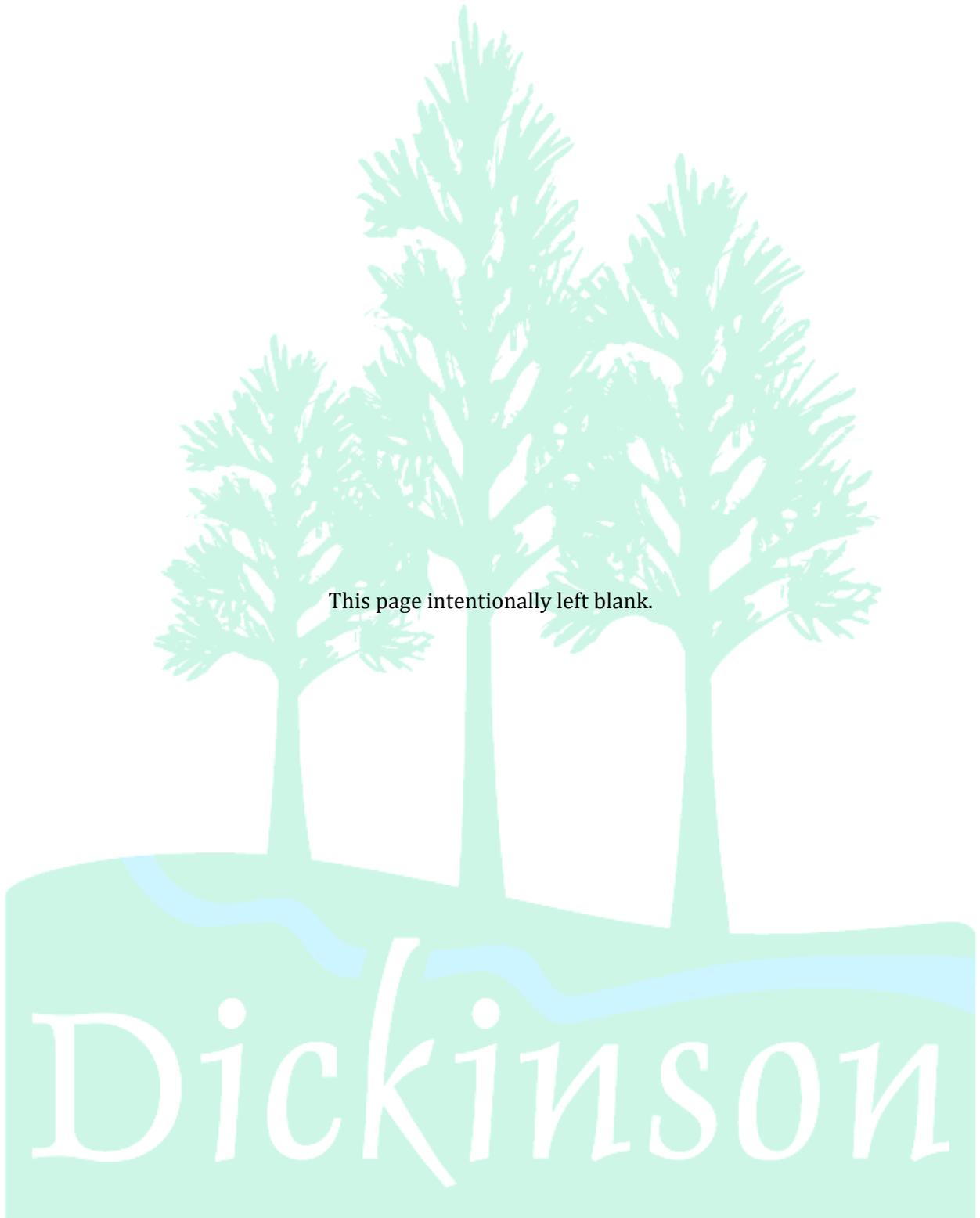
Dickinson has a total land area of about 6,400 acres. The majority of this land is primarily used for residential purposes, with approximately 70 percent of the City’s built-up land area being residential, or almost 2,400 acres. The second highest use within the City is commercial, comprising just under 8 percent. In 2015, Dickinson acquired approximately 580 acres of ETJ land from the City of Texas City. The City of Dickinson began annexing sections of the ETJ in late 2015, with more sections expected over the next few years.

### Top 10 Taxpayers from 2015

1. Calumet Penreco LLC
2. Texas- New Mexico Power Co
3. McRee Ford Inc.
4. Gay Buick GMC Inc
5. GTE Southwest Inc.
6. Dixie Partners II LP
7. SW Kirkwood LP
8. Kroger Texas LP
9. Pine Forest Apartment Inc.
10. Wentwood Investment Partnership



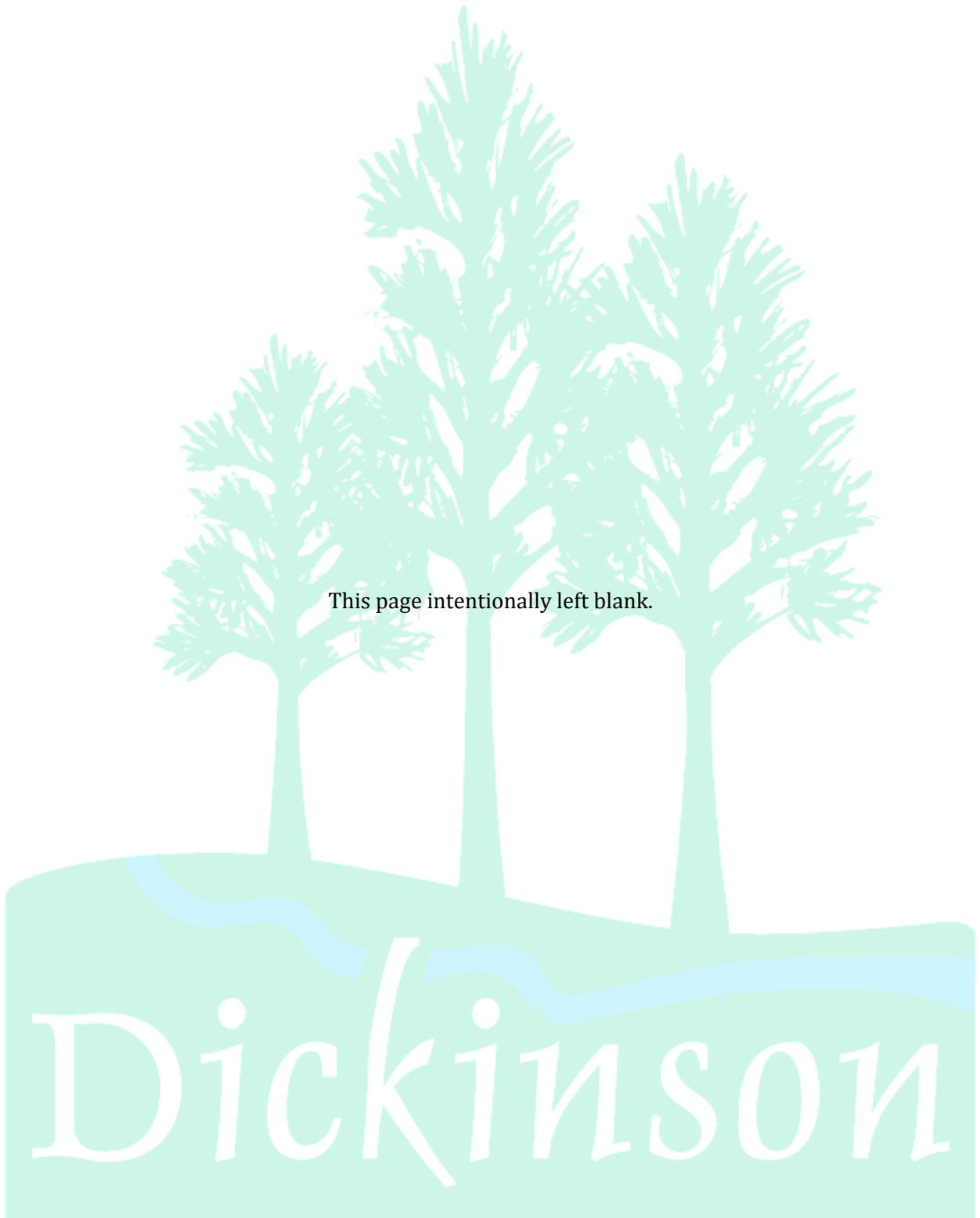
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# ORGANIZATIONAL CHART



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## **HOW TO USE THIS BUDGET DOCUMENT A READER'S GUIDE**

The City of Dickinson Budget Document provides comprehensive information about City policies, goals, objectives, financial structure, operations, and an organizational framework for the City. It provides the reader with estimates of revenue or resources available, and appropriations, or expenditures for the Fiscal Year 2016-2017.

This budget document includes mission statements, summaries, accomplishments, objectives, staffing levels and expenditures for each department.

### **BUDGET FORMAT**

The document is divided into 11 sections: Introduction, Summaries, General Fund, Debt Service Fund, Municipal Drainage Fund, Street Maintenance Sales Tax Fund, Internal Service Funds, Special Revenue Funds, Capital Expenditures, Financial Policies, and the Appendices.

The Introduction Section includes the budget message, which explains the major policies and issues along with the budget process and long range plans for the City. It also includes a reader's guide on how to use this document, community information, budget-fund structure and relationship, budget process and calendar.

The Summary Section contains various summaries of the budget. The City budget is organized into funds. Each fund is a separate accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities, residual equities, and the changes therein are segregated and recorded.

The next three sections are the Fund Sections and are organized as follows: fund summary, statement of revenues, and expenditures by department. The Debt Service Fund section includes the fund summary and scheduled payments for outstanding debt. It is followed by the Municipal Drainage Fund, Street Maintenance Sales Tax Fund, and Internal Service Funds (Building Maintenance and Vehicle Equipment Replacement Fund).

The Special Revenue Funds section consists of designated revenues. These revenues can only be used for specific purposes, some of which are mandated by state or federal regulations and/or laws.

The Capital Expenditures section includes the current projects from the five year CIP and other capital expenditures.

The Financial Policies section includes long standing financial policies and practices enforced by the City relating to various financial aspects of City operations.

The Appendices section includes reference items such as a glossary of terms, Dickinson Economic Development Corporation and Bayou Animal Services budgets along with the budget ordinance, and property tax rate ordinance.

If you need additional information you may contact Finance at 281-337-8839.

## Strategic Goals and Objections

In 2016, the Council approved the City's first Comprehensive Plan which identified the following organization-wide, strategic goals:

### Land Use

**Goal:** Achieve a balanced and desirable pattern of land uses within the City.

- **Objective:** Provide a range of different land use types in suitable locations, densities, and arrangements consistent with local values and sound land use planning principles and practices.

**Goal:** Preserve the integrity of existing neighborhoods to ensure quality residential areas.

- **Objective:** Protect existing and future residential development from encroaching or adjacent incompatible land uses.

### Economic Development

**Goal:** Encourage appropriate commercial and retail development in the City to expand the commercial tax base, increase sales tax revenues, and create jobs in a manner that supports the community character and quality of life, promotes a vigorous, diversified and regionally competitive economy and provides maximum tax relief for homeowners while still responding to demands for quality services.

- **Objective:** Guide location of commercial areas through land use planning.
- **Objective:** Attract desirable businesses to locate within appropriate commercial areas to complement the City's image and quality lifestyle and increase a sense of community.
- **Objective:** Support and promote existing businesses.
- **Objective:** Develop and improve community resources that contribute to a favorable business environment and encourage high-quality commercial development.
- **Objective:** Reduce the tax burden of residential property owners.
- **Objective:** Create an aggressive marketing program to encourage the attraction of targeted commercial and retail developments.

**Goal:** Promote and increase tourism.

- **Objective:** Market and promote activities that attract outside visitors to Dickinson in support of retail, service and hotel businesses

### Housing

**Goal:** Provide a diverse housing stock within the City, provide a full range of housing types and values to accommodate various income levels for existing and prospective Dickinson residents.

## Strategic Goals and Objections (Cont.)

- Objective: Encourage construction of a variety of housing opportunities to meet the 2030 long range growth projections found in the Chapter 1 and the needs of Dickinson's changing demographics.
- Objective: Ensure quality housing is built within the City
- Objective: Create new housing opportunities that compliment and support existing residential development.
- Objective: Encourage the development of higher-end neighborhoods and higher-end level housing options.
- Objective: Promote the increase of owner-occupied housing units from its current level of 69.7% to 75%.
- Objective: Encourage developers to build mixed-use developments.
- Objective: Allow for subdivisions with a mixture of different lot sizes and amenities.
- Objective: Actively encourage and support preservation of neighborhood and community character

## Community Facilities and Services

**Goal:** Provide and maintain City facilities and services that will adequately serve current and future generations.

- Objective: Expand the Dickinson Police Station to address current and future space requirements.
- Objective: Create a Building Maintenance Plan for all City facilities.
- Objective: In partnership with Dickinson Volunteer Fire Department, continue to provide appropriate and adequate fire protection and rescue services to all residents of Dickinson.
- Objective: Provide adequate parks and recreational facilities and open space to improve quality of life for residents and contribute to storm water mitigation.
- Objective: Ensure appropriate and adequate water and wastewater facilities are provided to all residents of Dickinson in an efficient and effective manner.
- Objective: Provide and maintain exceptional City services.

## Transportation

**Goal:** Improve citywide mobility to accommodate present and future transportation needs.

- Objective: Ensure adequate connectivity and access throughout the City.
- Objective: Reduce traffic congestion, improve safety of traveling public, and increase level of service in main traffic corridors.

**Goal:** Increase opportunities for multi-modal connectivity throughout the City and region.

- Objective: Promote citywide pedestrian mobility and livability.
- Objective: Enhance regional mobility and connectivity options through public transportation.

## **BUDGET PROCESS**

### **Budgetary Basis of Accounting**

Budgets for the General, Special Revenue and Debt Service funds are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). The budgetary basis of accounting is different than the basis of accounting for auditing purposes. We do not budget for all component units that are accounted for in the Comprehensive Annual Financial Report (CAFR).

### **Multi-Year Financial Plan**

The City of Dickinson's Multi-Year Financial Plan (FY 2015-FY 2019) is a roadmap for maintaining the fiscal health for the City. The Plan is designed to explore the City's current financial realities, analyze future financial circumstances, and provide direction on important policy issues facing the City over a 5-year period.

The goal of the Multi-Year Financial Plan is to provide guidance to the City on financial matters and to design a framework through which to manage financial decisions in order to achieve the City's strategic goals and objectives. The Plan includes both revenue and expenditure forecasts, detailed assumptions, and a financial representation of the impact of policy decisions. By developing and utilizing this plan, the City has prepared itself to meet operational and fiscal needs, reduce the impact of unforeseen financial hardships, and move into the next 5 years in a strong financial position. The Plan is used as a basis and guide for the development of the annual budget.

### **Budget Process**

The budget process starts many months before the adoption of the annual budget. In the month of May or June each year, the departments submit their budgetary needs to the City Administrator. On or before the first day of August each year, the mayor is required to submit a budget to the City Council for the ensuing fiscal year with an accompanying message. The budget and all supporting schedules must be filed with the City Secretary when submitted to the City Council and open for public inspection.

The City Council must analyze the budget, making any additions or deletions that they feel appropriate and must, at least ten days prior to the beginning of the next fiscal year, adopt the budget. On final adoption by the City Council, the budget takes effect for the next fiscal year.

Adoption of the budget constitutes adoption of an ordinance appropriating the amounts specified as proposed expenditures and an ordinance levying the property tax as the amount of the tax to be assessed and collected for the corresponding tax year. A separate ordinance is adopted to set the tax rate. Estimated expenditures cannot exceed proposed revenue plus any unencumbered fund balance. Unused appropriations may be transferred to any item required for the same general purpose, except when otherwise specified by the City's charter or state law.

Under conditions which may arise and which could not reasonably have been foreseen in the normal process of planning the budget, the City Council may amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments must be by ordinance, and become an attachment to the original budget.



# BUDGET CALENDAR

## FISCAL YEAR 2016-2017

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April 14	Initial Budget Meeting with Department Heads: Mission, Goals & Objectives
<b>May 10</b>	<b>Proposed Budget Calendar Presented to Council</b>
May 12	Department Mission, Goals & Objectives Due
<b>May 24</b>	<b>Budget Assumptions Reviewed with Council</b>
May 26	Departmental Budgets and Unfunded Supplemental Requests Due
June 6-10	Departmental Meetings regarding Unfunded Supplemental Requests (As Necessary)
<b>June 14</b>	<b>Budget Workshop with City Council</b>
<b>June 28</b>	<b>Budget Workshop with City Council (As Necessary)</b>
<b>July 12</b>	<b>Budget Workshop with City Council (As Necessary)</b>
<i>July 25</i>	<i>Deadline for chief appraiser to certify appraisal roll (Sec. 26.01).</i>
<b>July 26</b>	<b>Mayor &amp; City Administrator Present Proposed Budget</b> Proposed Budget Posted On the Web and Filed With City Secretary <i>City Charter, Article 7.02 (On or before the first day of the eleventh month of the fiscal year)</i> <i>Local Govt. Code §102.005 (Must be filed before the 30th day before tax rate adopted)</i>
<i>Aug 5</i>	<i>Publication of Effective &amp; Rollback Tax Rate, Statement &amp; Schedules</i> <i>Property Tax Code §26.04(e)</i>
<b>Aug 9</b>	<b>Budget Workshop with City Council to Review Revised Proposed Budget &amp; Proposed Tax Rate (As Needed)</b>  <b>Approve Certified Appraisal Roll</b>  <b>Acceptance of Effective and Rollback Tax Rates</b>  <b>Establish Proposed Tax Rate; Take Record Vote and Schedule Public Hearings On and Adoption Date for Budget and Tax Rate</b>

Publish Notice of Public Hearings on Tax Increase  
(Only applies if tax rate will exceed the lower of the rollback rate or effective tax rate)  
*Property Tax Code §26.05 (d)*  
*Property Tax Code §26.06(a) (no less than 7 days notice before hearing on tax rate increase - quarter page notice in newspaper, on TV and website)*

Continuous Internet Notice of Tax Rate Hearings Begins  
(Only applies if tax rate will exceed the lower of the rollback rate or effective tax rate)  
*Property Tax Code §26.06(c)*

Aug 19 72-hour notice for first public meeting (*Open Meetings Notice*)

**Aug 23 First Public Hearing on Proposed Tax Rate**  
(Only applies if tax rate will exceed the lower of the rollback rate or effective tax rate)

**Schedule and Announce Second Public Hearing If Necessary**  
*Property Tax Code §26.06 (a) & (e) (at least 3 days before 2<sup>nd</sup> hearing)*

Aug 26 72-hour notice for second public hearing (*Open Meetings Notice*)

**Aug 30 Second Public Hearing on Proposed Tax Rate**  
(Schedule and announce meeting to adopt tax rate)  
*Property Tax Code §26.06(a) and (e) (no more than 14 days before adoption of tax rate)*  
**(NOTE: This is a Special Council Meeting on Tuesday @ 6:00 PM)**

Sep 1 Publish Notice of Vote on Tax Rate  
*Property Tax Code §26.06(d) (at least 7 days before the meeting)*

Publish Notice of Public Hearing on Proposed Budget  
*Local Govt. Code §102.0065 (no later than 10 days or earlier than 30 days before budget hearing)*

Sept 9 72-hour notice for meeting to adopt tax rate (*Open Meetings Notice*)

**Sept 13 Council Holds Public Hearing On Proposed Budget and Tax Rate**  
*Local Govt. Code §102.006(b)*

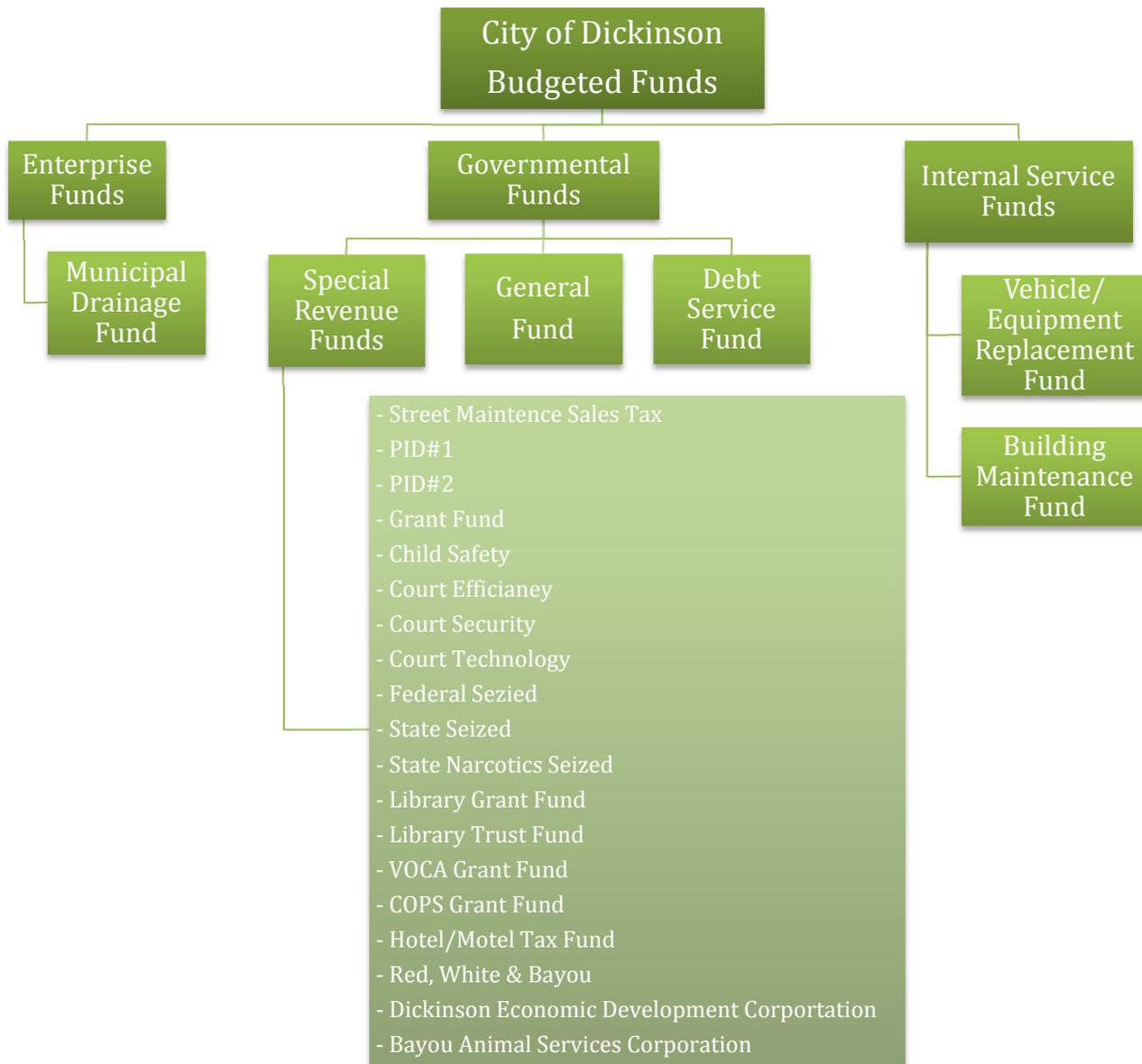
**Council Adopts Budget and Sets Tax Rate**  
(Separate actions with budget being adopted prior to tax rate)  
*Local Govt. Code §102.007 (Adopt by Sept. 30 or within 60 days of receiving certified appraisal roll, whichever is later)*  
*Property Tax Code §26.05*  
*City Charter, Article 7.05 (Adopt 10 days prior to beginning of next fiscal year)*

Adopted Budget Filed With City Secretary and Galveston County Clerk  
*Local Govt. Code §102.009(d)*

Sept 20-30 Filing and Distribution of Adopted Budget

**Oct 1 Begin New Fiscal Year**

# Budgeted Fund Structure



## FUND DESCRIPTIONS:

**General Fund:** Accounts for all financial resources of the general operations except for those required to be accounted for in another fund. The General Fund generates the majority of its revenues from taxes, charges for services and franchise fees.

**Debt Service Fund:** Used for the payment of principal and interest on debt issued by the City as well as other fees associated with the issuance of debt.

**Enterprise Fund:** Used to account for the provision of drainage services to the residents of the City. All activities necessary to provide such services are accounted for in this fund.

**Special Revenue Fund:** Used to account for proceeds of specific revenue sources or legally restricted funds.

**Internal Service Fund:** Used to account for operations that are financed by users of the fund.

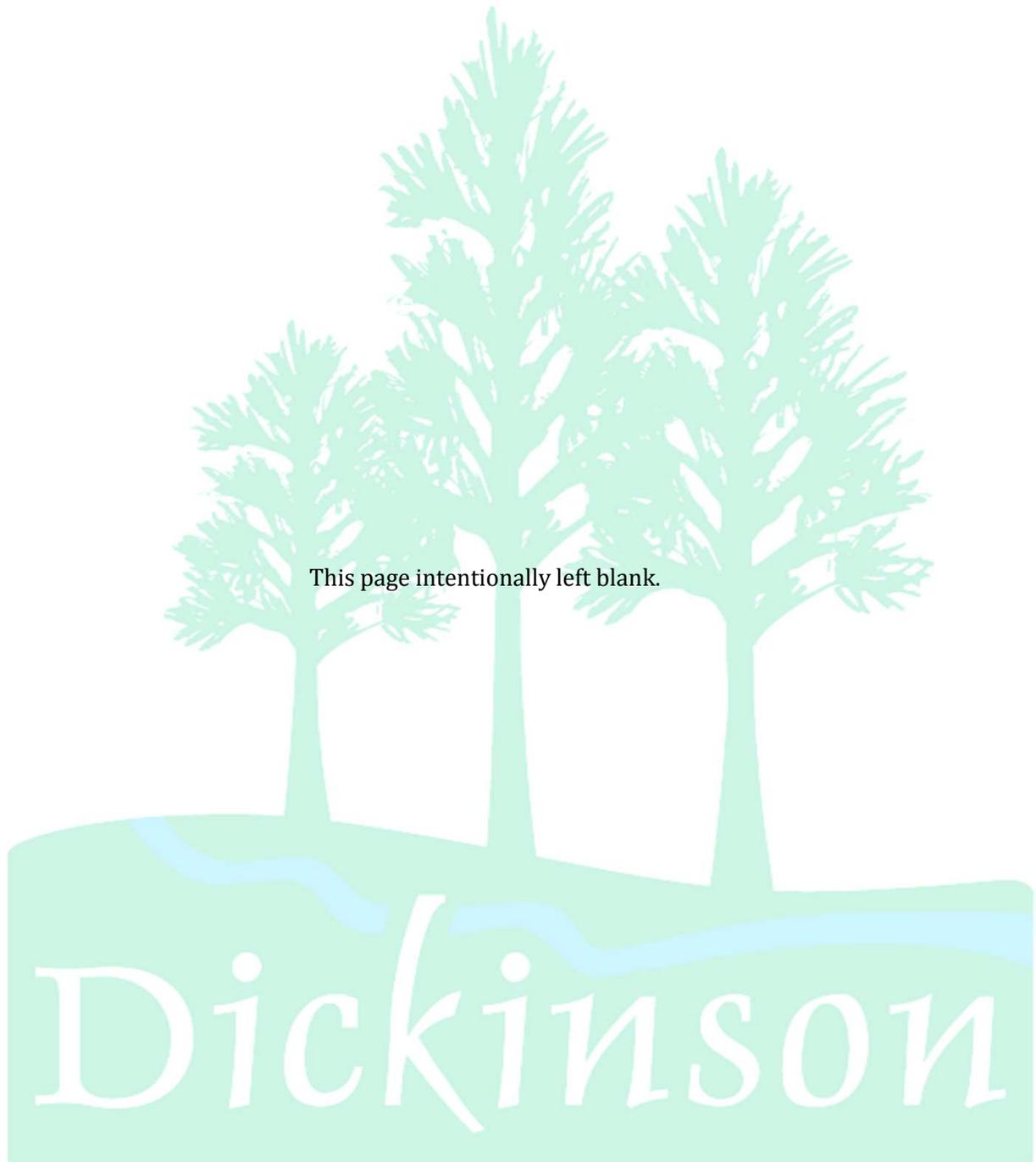
## Department/Fund Relationship

Department	General Fund	Municipal Drainage Fund	Debt Service Fund	Special Revenue Funds	Internal Service Funds
Administration	X		X	X	
Finance	X				
Community Development	X				
Municipal Court	X			X	
Police Department	X			X	X
Fire Marshal	X				X
Emergency Management	X				
Public Works	X	X			X
IT	X				
Library	X		X	X	
Tourism	X			X	
EMS	X				X

**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
CITY-WIDE SUMMARY**

	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>REVENUE</b>					
Sales Tax	11,430,477	8,665,174	8,602,200	7,565,498	(1,036,702)
Ad Valorem (Property) Tax	3,383,999	3,640,916	3,640,916	3,814,896	173,980
Other Taxes	87,518	80,000	70,000	77,600	7,600
Assessments	615,608	627,300	571,905	607,300	35,395
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	952,827	759,554	784,123	756,020	(28,103)
Charges for Service	954,997	427,600	390,000	400,000	10,000
Miscellaneous Income	272,739	194,465	216,610	202,400	(14,210)
Intergovernmental Income	1,205,832	749,665	955,724	1,296,116	340,392
Transfers & Other Sources	890,093	1,428,901	444,719	547,646	102,927
<b>TOTAL REVENUES</b>	<b>21,253,910</b>	<b>17,911,925</b>	<b>17,032,145</b>	<b>16,606,376</b>	<b>(425,769)</b>
<b>EXPENDITURES</b>					
<b>City Operating Funds</b>					
General Fund	14,746,611	12,129,360	12,003,155	12,928,926	925,771
Debt Service Fund	819,372	872,490	872,490	869,340	(3,150)
Municipal Drainage Fund	299,227	499,363	406,223	361,341	(44,882)
Street Maintenance Fund	1,106,947	1,804,563	1,365,878	3,178,974	1,813,096
Special Revenue Funds	202,425	246,140	182,874	197,578	14,705
Vehicle Replacement Fund	288,195	335,735	290,400	866,635	576,235
Building Maintenance Fund	63,303	30,000	-	114,000	114,000
PID#1	272,730	262,800	227,089	262,800	35,711
PID#2	3,900	3,900	-	3,900	3,900
<b>Total City Operating Funds</b>	<b>17,802,711</b>	<b>16,184,350</b>	<b>15,348,108</b>	<b>18,783,494</b>	<b>3,435,386</b>
<b>Non-Profits</b>					
Red, White & Bayou	153,261	142,685	144,784	151,260	8,575
<b>TOTAL EXPENDITURES</b>	<b>17,955,973</b>	<b>16,327,035</b>	<b>15,492,892</b>	<b>18,934,754</b>	<b>3,443,961</b>
<b>REVENUE - EXPENDITURES</b>	<b>3,297,938</b>	<b>1,584,890</b>	<b>1,539,253</b>	<b>(2,328,378)</b>	<b>(3,869,730)</b>

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**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**FUND BALANCE SUMMARY**

Fund balance measures the net financial resources available to finance expenditures of future periods. The City has a policy to maintain an undesignated General fund balance equal to 25% to 33% of budgeted expenditures for the General Operating Fund. In other operating funds, the City strives to maintain a positive unassigned fund balance (working capital) position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the City seeks to maintain a working capital (current assets minus current liabilities) balance equal to 25% to 33% of budgeted expenditures for the Enterprise fund. Fund balance is defined by the following categories:

**Nonspendable Fund Balance** is the portion of fund balance that is inherently nonspendable such as assets that will never convert to cash, assets that will not convert to cash soon enough to affect the current period, and resources that must be maintained intact pursuant to legal or contractual requirements.

**Restricted Fund Balance** is the portion of fund balance that reflects resources that are subject to externally enforceable legal restrictions.

**Committed Fund Balance** is the portion of fund balance that represents resources whose use is constrained by limitations that the City Council has imposed upon itself and that remain binding unless removed by the same action with which the limitations were imposed.

**Assigned Fund Balance** is the portion of fund balance that reflects the City Council's intended use of resources.

**Unassigned Fund Balance** is the portion of fund balance that is not categorized into one of the other categories of fund balance.

	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>TOTAL NON-MAJOR FUNDS</b>					
<b>General Fund</b>					
Beginning	4,068,430	5,249,036	5,249,036	5,191,938	(57,098)
Ending Fund Balance	5,249,036	5,191,938	5,397,845	5,239,101	(158,745)
Change in Fund Balance	1,180,606	(57,098)	148,809	47,162	(101,647)
<b>Debt Service Fund</b>					
Beginning	20,173	3,556	3,556	0	(3,556)
Ending Fund Balance	3,556	0	3,557	1	(3,557)
Change in Fund Balance	(16,617)	(3,556)	1	0	(1)
<b>Municipal Drainage Fund</b>					
Beginning	426,485	471,148	471,148	329,785	(141,363)
Ending Fund Balance	471,148	329,785	428,925	306,444	(122,481)
Change in Fund Balance	44,663	(141,363)	(42,223)	(23,341)	18,882
<b>Street Maintenance Fund</b>					
Beginning	1,676,328	2,100,420	2,100,420	2,168,031	67,611
Ending Fund Balance	2,100,420	2,168,031	2,168,742	503,157	(1,665,585)
Change in Fund Balance	424,092	67,611	68,322	(1,664,874)	(1,733,196)
<b>TOTAL NON-MAJOR FUNDS*</b>					
Beginning	1,049,046	1,104,349	1,457,726	1,752,564	294,838
Ending Fund Balance	1,434,518	1,759,364	1,377,869	1,069,138	(308,731)
Change in Fund Balance	385,472	655,015	(79,857)	(683,426)	(603,569)

\*Non-major funds include internal funds, special revenue funds, and Red, White & Bayou Crawfish & Musical Festival. These balances change depending on interfund transfers and specific grants and/or awarded funding.

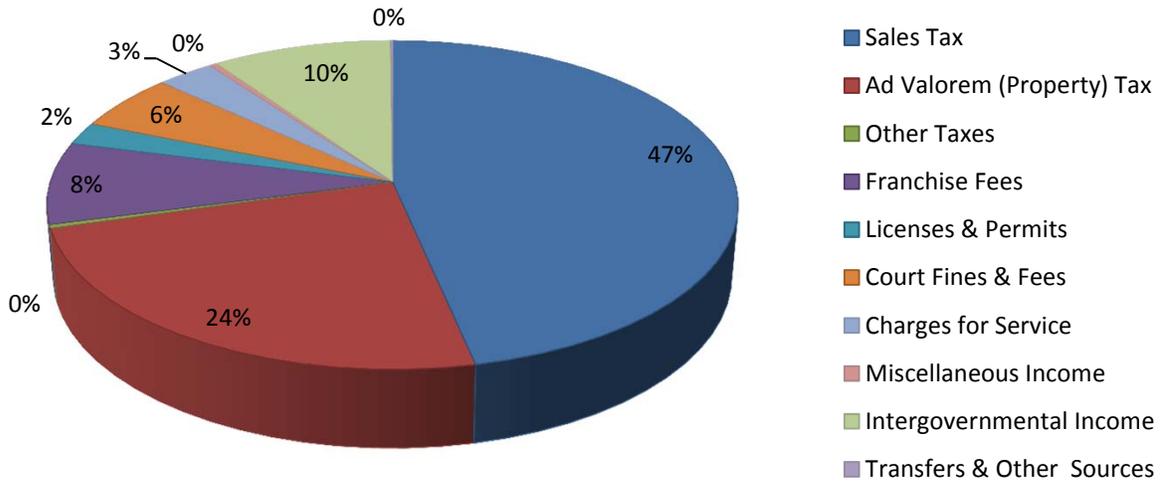
**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND SUMMARY**

	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Revenues</b>					
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	3,102,451	163,415
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	1,246,139	358,259
Transfers & Other Sources	26,217	133,214	15,000	15,000	-
<b>TOTAL REVENUES</b>	<b>15,927,218</b>	<b>12,072,262</b>	<b>12,151,964</b>	<b>12,976,088</b>	<b>824,124</b>
<b>Expenditures</b>					
Administration	579,317	523,390	524,390	531,965	7,575
Finance	208,289	218,512	217,613	243,818	26,205
Community Development	409,776	429,121	430,441	503,983	73,542
Municipal Court	278,724	316,459	316,459	317,722	1,262
Police Department	3,468,971	3,937,668	3,943,080	4,039,251	96,172
Fire Marshal	185,410	197,286	197,526	204,391	6,865
Emergency Management	84,354	91,311	91,359	117,583	26,224
Public Works	637,720	656,521	616,711	624,153	7,442
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	232,320	129,092
Animal Services	-	34,972	-	197,033	197,033
EMS	852,091	973,283	935,264	1,011,747	76,483
City-Wide Services	7,198,433	3,954,365	3,934,365	4,162,996	228,631
<b>TOTAL EXPENDITURES</b>	<b>14,746,611</b>	<b>12,129,360</b>	<b>12,003,155</b>	<b>12,928,926</b>	<b>925,771</b>
<b>REVENUE - EXPENDITURES</b>	<b>1,180,606</b>	<b>(57,098)</b>	<b>148,809</b>	<b>47,162</b>	<b>(101,647)</b>
<b>BEGINNING FUND BALANCE</b>	<b>4,068,430</b>	<b>5,249,036</b>	<b>5,249,036</b>	<b>5,191,938</b>	
<b>ENDING FUND BALANCE</b>	<b>5,249,036</b>	<b>5,191,938</b>	<b>5,397,845</b>	<b>5,239,101</b>	

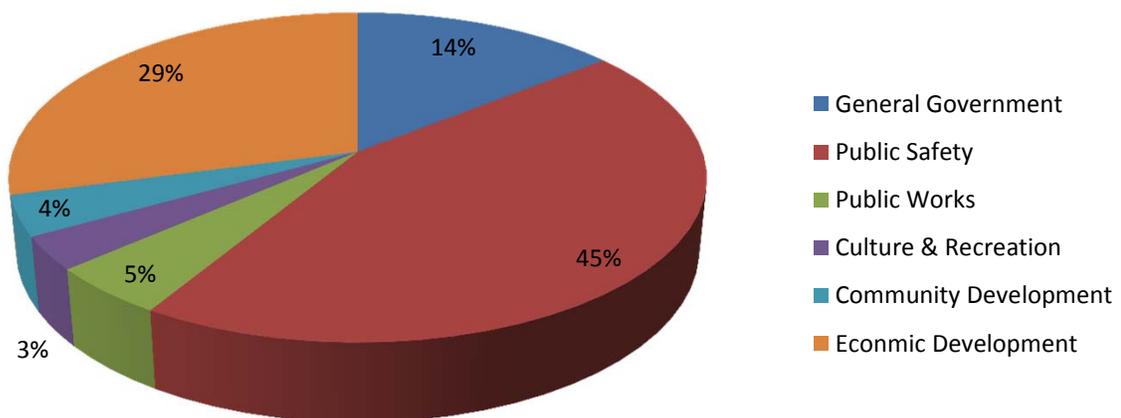
**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND SUMMARY**

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**FY17 General Fund Revenues**



**FY17 General Fund Expenditures**



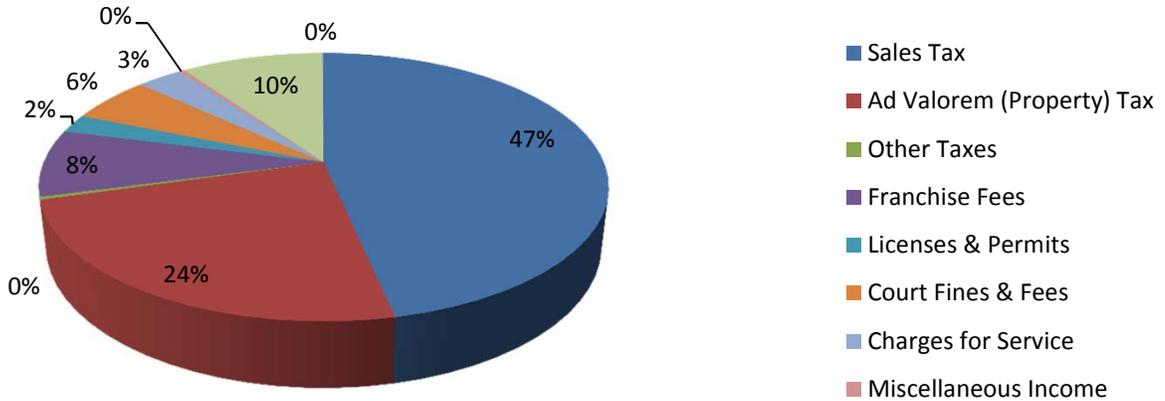
**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND REVENUE SUMMARY**

**OVERVIEW**

The General Fund revenues account for all of the funds coming into the General Fund from a variety of sources. General Fund revenues include Property Taxes, Sales Taxes, Franchise Fees, License and Permit Fees, Court Fines and Fees, Charges for Service, Interest Income, Intergovernmental Grants, Transfers, and some miscellaneous revenues. These revenues flow into the General Fund because they are not designated for a specific purpose, but instead can be used for the general operations of the City.

<b>SUMMARY</b>	<b>FY 14-15</b>	<b>FY 15-16</b>	<b>FY 15-16</b>	<b>FY 16-17</b>	<b>Increase/</b>
	<b>Actual</b>	<b>Projection</b>	<b>Original Budget</b>	<b>Budget</b>	<b>(Decrease)</b>
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	3,102,451	163,415
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	1,246,139	358,259
Transfers & Other Sources	26,217	133,214	15,000	15,000	-
<b>TOTAL REVENUES</b>	<b>15,927,218</b>	<b>12,072,262</b>	<b>12,151,964</b>	<b>12,976,088</b>	<b>824,124</b>

**GENERAL FUND REVENUES BY CATEGORY**



**MAJOR CHANGES IN FY2015-2016**

- Sales Tax in FY14-15 included revenue for Street Maintenance and DEDC. Starting in FY15-16, these revenues are no longer included in the General Fund since they are accounted for in the individual funds.
- Sales tax is projected to increase by 2% per the City's Multi-Year Financial Plan.
- The increase in Property Taxes is due to the overall increase in home valuations in 2016.
- Other taxes have been increased due to the increase in Mixed Drink Tax actuals.
- Franchise Fees have been increased based on actual trends.
- Licenses & Permits and Court Fines & Fees have been decreased based on actual trends.
- Charges for Service have been increased due to increasing actuals for Ambulance Service Charges.
- Miscellaneous Income has been adjusted based on actual trends.
- Under Intergovernmental, the transfer from the DEDC has increased to fund a new Executive Director for the DEDC; the transfer from DMD#1 has increased to fund the salary and benefit increases in EMS; and the Emergency Service County fee has been increased per the new contract. Additionally, a new transfer from Bayou Animal Services Corporation has been added to cover the cost of personnel.

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND REVENUES**

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>Sales Tax</b>						
01-7001-00-00	Sales Tax	8,572,857	5,734,800	5,734,800	6,052,398	317,598
<b>Subtotal Sales Tax</b>		<b>8,572,857</b>	<b>5,734,800</b>	<b>5,734,800</b>	<b>6,052,398</b>	<b>317,598</b>
<b>Ad Valorem (Property) Tax</b>						
01-7101-00-00	Property Tax	2,613,064	2,850,865	2,850,865	3,012,088	161,223
01-7102-00-00	Delinquent Property Tax	77,567	58,781	58,781	60,242	1,461
01-7103-00-00	Penalty & Int. On Del. Tax	40,441	29,390	29,390	30,121	731
<b>Subtotal Ad Valorem (Property) Tax</b>		<b>2,731,073</b>	<b>2,939,036</b>	<b>2,939,036</b>	<b>3,102,451</b>	<b>163,415</b>
<b>Other Taxes</b>						
01-7201-00-00	Retained Refuse Sales Tax	1,523	-	-	-	-
01-7203-00-00	Motel Occupancy Tax	38,894	-	-	-	-
01-7204-00-00	Mixed Drink Tax	47,101	46,000	40,000	45,600	5,600
<b>Subtotal Other Taxes</b>		<b>87,518</b>	<b>46,000</b>	<b>40,000</b>	<b>45,600</b>	<b>5,600</b>
<b>Franchise Fees</b>						
01-7206-00-00	CenterPoint Energy	11,563	9,400	10,000	10,000	-
01-7207-00-00	Verizon & Telecomm.	70,619	69,000	68,000	69,000	1,000
01-7208-00-00	CenterPoint Gas	69,175	59,000	70,000	69,000	(1,000)
01-7209-00-00	Time Warner Cable	242,600	249,000	216,000	240,000	24,000
01-7210-00-00	Texas-New Mexico Power	590,223	570,000	565,000	570,000	5,000
01-7503-00-00	Solid Waste	89,929	91,200	91,200	91,200	-
<b>Subtotal Franchise Fees</b>		<b>1,074,109</b>	<b>1,047,600</b>	<b>1,020,200</b>	<b>1,049,200</b>	<b>29,000</b>
<b>Licenses &amp; Permits</b>						
01-7301-00-00	Alcohol Bev. License	3,320	3,000	6,048	3,000	(3,048)
01-7302-00-00	Pawn Shop License	100	50	100	100	-
01-7303-00-00	Mobile Home Park License	1,100	800	800	800	-
01-7305-00-00	Electrical Permits	21,497	15,000	23,000	15,000	(8,000)
01-7306-00-00	Building Permits	186,443	130,000	173,000	130,000	(43,000)
01-7307-00-00	Mechanical Permits	21,209	17,000	18,000	17,000	(1,000)
01-7308-00-00	Re-Inspection Fees	1,960	1,000	1,400	1,000	(400)
01-7309-00-00	Plumbing Permits	31,068	20,000	30,000	20,000	(10,000)
01-7310-00-00	Mobile Home License	2,000	2,100	2,000	2,100	100
01-7311-00-00	Demolition Permits	790	1,000	1,000	1,000	-
01-7312-00-00	Fire Protection Permits	5,293	8,500	4,600	8,500	3,900
01-7313-00-00	Peddler/Vendor Permits	570	1,400	900	1,400	500
01-7315-00-00	Drainage-Culvert Fee	20,773	20,000	3,000	20,000	17,000
01-7316-00-00	Wrecker Permits	-	-	1,700	-	(1,700)
01-7318-00-00	Elec. Contractor Reg.	4,150	3,200	3,200	3,200	-
01-7320-00-00	Mech. Contractor Reg.	2,050	1,800	1,800	1,800	-
01-7321-00-00	Alarm License & Fees	12,755	11,800	11,500	11,800	300
01-7323-00-00	Storm Water Prmts./Insp.	3,295	3,000	5,000	3,000	(2,000)
01-7325-00-00	Coin Op. Machine Prmts.	1,035	700	900	700	(200)
01-7326-00-00	Prof. Svcs - Reimb Fees	-	-	1,000	1,000	-
01-7327-00-00	Ambulance Service Prmts.	2,930	1,400	2,800	1,400	(1,400)
01-7331-00-00	Gen. Contractor License	6,350	5,700	5,500	5,700	200
01-7340-00-00	Tree Removal Fees	12,150	8,900	5,200	8,900	3,700

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND REVENUES**

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
01-7341-00-00	Plat Filing/Plan Dev. Fees	10,903	7,000	4,700	7,000	2,300
01-7342-00-00	Other Business Permits	11,844	10,000	16,500	10,000	(6,500)
01-7343-00-00	Zoning Sign Fees	350	400	300	300	-
01-7346-00-00	Code Compliance Fees	21,777	17,000	11,800	15,000	3,200
<b>Subtotal Licenses &amp; Permits</b>		<b>385,711</b>	<b>290,750</b>	<b>335,748</b>	<b>289,700</b>	<b>(46,048)</b>
<b>Court Fines &amp; Fees</b>						
01-7401-00-00	Court Fines	777,185	611,834	630,000	610,000	(20,000)
01-7402-00-00	Warrant Fees	96,890	89,000	95,000	88,000	(7,000)
01-7403-00-00	Court Tax Fees	28,755	20,600	20,000	20,000	-
01-7407-00-00	Bond Forfeiture Fees	6,096	6,000	6,000	6,000	-
<b>Subtotal Court Fines &amp; Fees</b>		<b>908,925</b>	<b>727,434</b>	<b>751,000</b>	<b>724,000</b>	<b>(27,000)</b>
<b>Charges for Service</b>						
01-7501-00-00	Garbage Fees	370,595	-	-	-	-
01-7502-00-00	Garbage Fees-City Share	132,478	-	-	-	-
01-7506-00-00	Discounts On Sales Tax	184	-	-	-	-
01-7629-00-00	Ambulance Srv. Charges	451,741	427,600	390,000	400,000	10,000
<b>Subtotal Charges for Service</b>		<b>954,997</b>	<b>427,600</b>	<b>390,000</b>	<b>400,000</b>	<b>10,000</b>
<b>Miscellaneous Income</b>						
01-7601-00-00	Accident Report Fees	1,705	1,500	1,000	1,500	500
01-7603-00-00	Miscellaneous Income	9,619	3,000	-	-	-
01-7604-00-00	Rental Income	206	100	100	100	-
01-7607-00-00	Inmate Phone Comm.	604	500	2,200	500	(1,700)
01-7610-00-00	Credit Card Conven. Fee	17,322	9,800	9,800	9,800	-
01-7611-00-00	Library Fines & Fees	15,788	14,300	14,000	14,000	-
01-7614-00-00	Fingerprinting Fee	550	300	300	300	-
01-7621-00-00	Interest Income	6,027	15,000	9,500	14,000	4,500
01-7628-00-00	Service Fees-WCID#1 Fuel	1,118	1,700	1,400	1,400	-
01-7630-00-00	EMS Private Donations	10,090	10,000	-	10,000	10,000
01-7717-00-00	Library Donations	11,929	20	-	-	-
<b>Subtotal Miscellaneous Income</b>		<b>74,959</b>	<b>56,220</b>	<b>38,300</b>	<b>51,600</b>	<b>13,300</b>
<b>Intergovernmental Income</b>						
01-7702-00-00	Federal E.M.P.G. Grant	31,345	32,500	-	-	-
01-7711-00-00	Contract for Jail Services	7,025	9,000	10,000	9,000	(1,000)
01-7713-00-00	CDBG Reimb - Personnel	11,065	12,500	12,500	-	(12,500)
01-7725-00-00	Ambulance DHS Football	3,150	2,250	2,250	2,250	-
01-7726-00-00	Transfer From DEDC	601,948	154,092	195,231	317,991	122,760
01-7728-00-00	Transfer From DMD #1	325,430	325,430	537,382	563,865	26,483
	Transfer from BAS	-	-	-	197,033	197,033
01-7752-00-00	Reg. DWI Task Force Grant	-	7,836	4,518	-	(4,518)
01-7753-00-00	Library Edge Grant	4,887	-	-	-	-
01-7631-00-00	Emergency Service Co. Fee	126,000	126,000	126,000	156,000	30,000
<b>Subtotal Intergovernmental Income</b>		<b>1,110,850</b>	<b>669,608</b>	<b>887,880</b>	<b>1,246,139</b>	<b>358,259</b>

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND REVENUES**

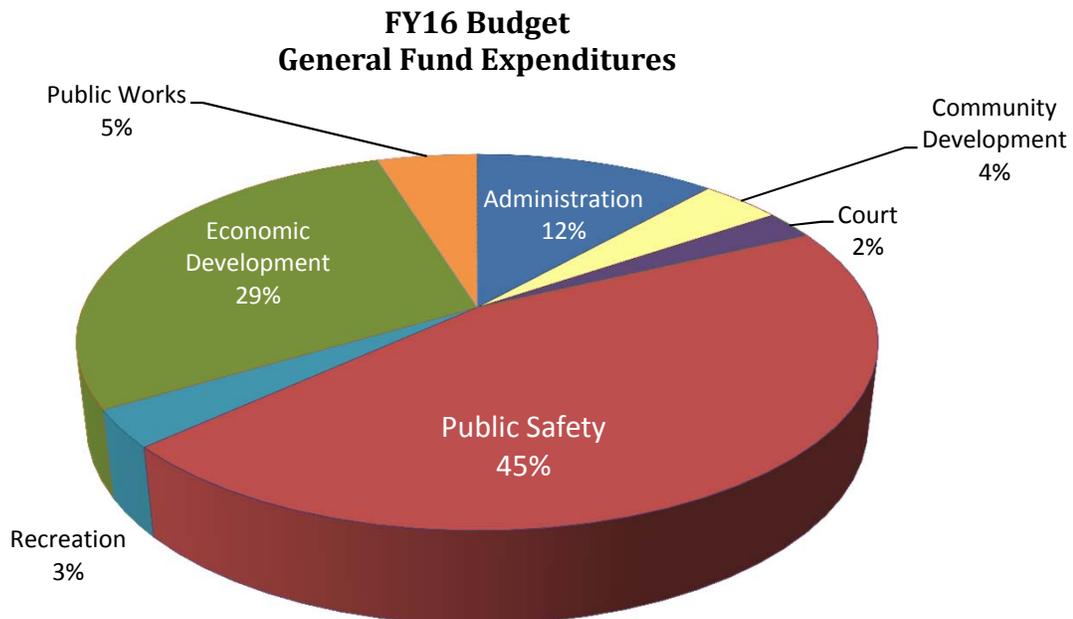
Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>Transfers &amp; Other Sources</b>						
01-7718-00-00	Transfer From PID#1	15,000	15,000	15,000	15,000	-
01-7730-00-00	Transfer from DEFC	-	50,000	-	-	-
01-7741-00-00	Transfer from Capital Proj.	10,876	-	-	-	-
01-7832-00-00	Library Revenue Sources	341	38,214	-	-	-
01-3600-00-00	Use of Fund Balance	-	30,000	-	-	-
<b>Subtotal Transfers &amp; Other Sources</b>		<b>26,217</b>	<b>133,214</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL GENERAL FUND REVENUES</b>		<b>15,927,218</b>	<b>12,072,262</b>	<b>12,151,964</b>	<b>12,976,088</b>	<b>824,124</b>

**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
SUMMARY**

**OVERVIEW**

The General Fund accounts for the major City departments: Administration, Finance, Community Development, Municipal Court, Police Department, Fire Marshal, Emergency Management, Public Works, Information Technology, Library, Tourism and Museum, Emergency Medical Services, and Government-Wide and Contractual Services. The difference between the General Fund and other governmental funds is that the revenues from the General Fund are not earmarked for a specific operation or function. Instead, the funds can be used to carry out any of the general functions of the City. Major expenditures from the General Fund include salaries and benefits and various operating expenditures.

<b>SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>Expenditures</b>					
Administration	579,317	523,390	524,390	531,965	7,575
Finance	208,289	218,512	217,612	243,818	26,206
Community Development	409,776	429,121	429,121	503,983	74,862
Municipal Court	278,724	316,459	316,459	317,722	1,262
Police Department	3,468,971	3,937,668	3,937,668	4,039,251	101,584
Fire Marshal	185,410	197,286	197,286	204,391	7,105
Emergency Management	84,354	91,311	91,311	117,583	26,272
Public Works	637,720	656,521	616,021	624,153	8,132
Information Technology	381,163	294,709	294,709	324,709	30,000
Library	373,300	398,431	398,431	417,255	18,824
Tourism & Economic Development	89,064	103,332	103,332	232,320	128,987
Animal Services	-	34,972	-	197,033	197,033
EMS	852,091	973,283	935,264	1,011,747	76,483
City-Wide Services	7,198,433	3,954,365	3,934,365	4,162,996	228,631
<b>TOTAL EXPENDITURES</b>	<b>14,746,611</b>	<b>12,129,360</b>	<b>11,995,969</b>	<b>12,928,926</b>	<b>932,957</b>



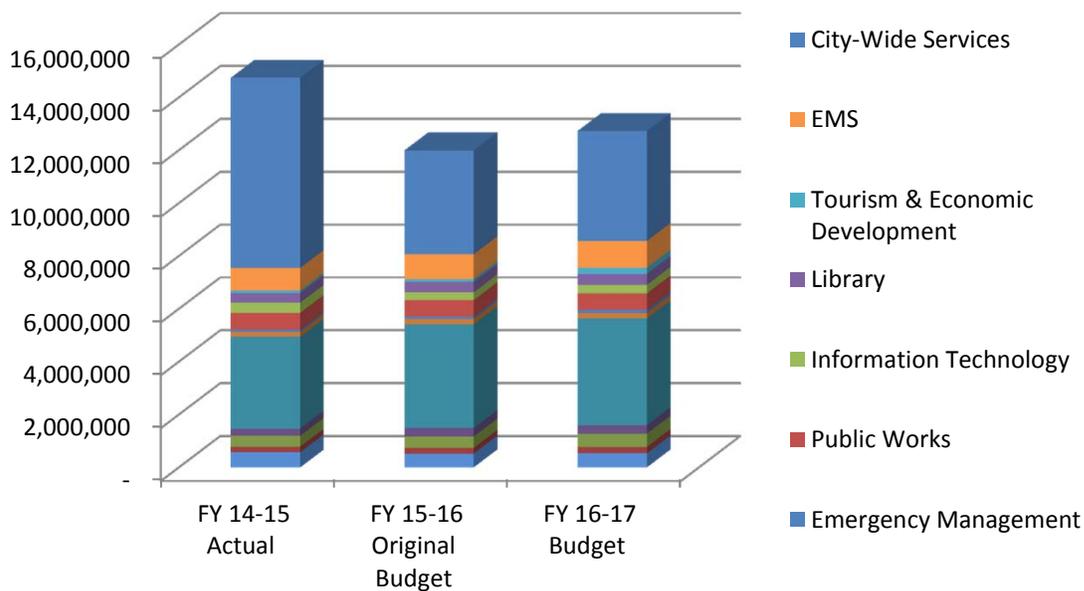
**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 SUMMARY**

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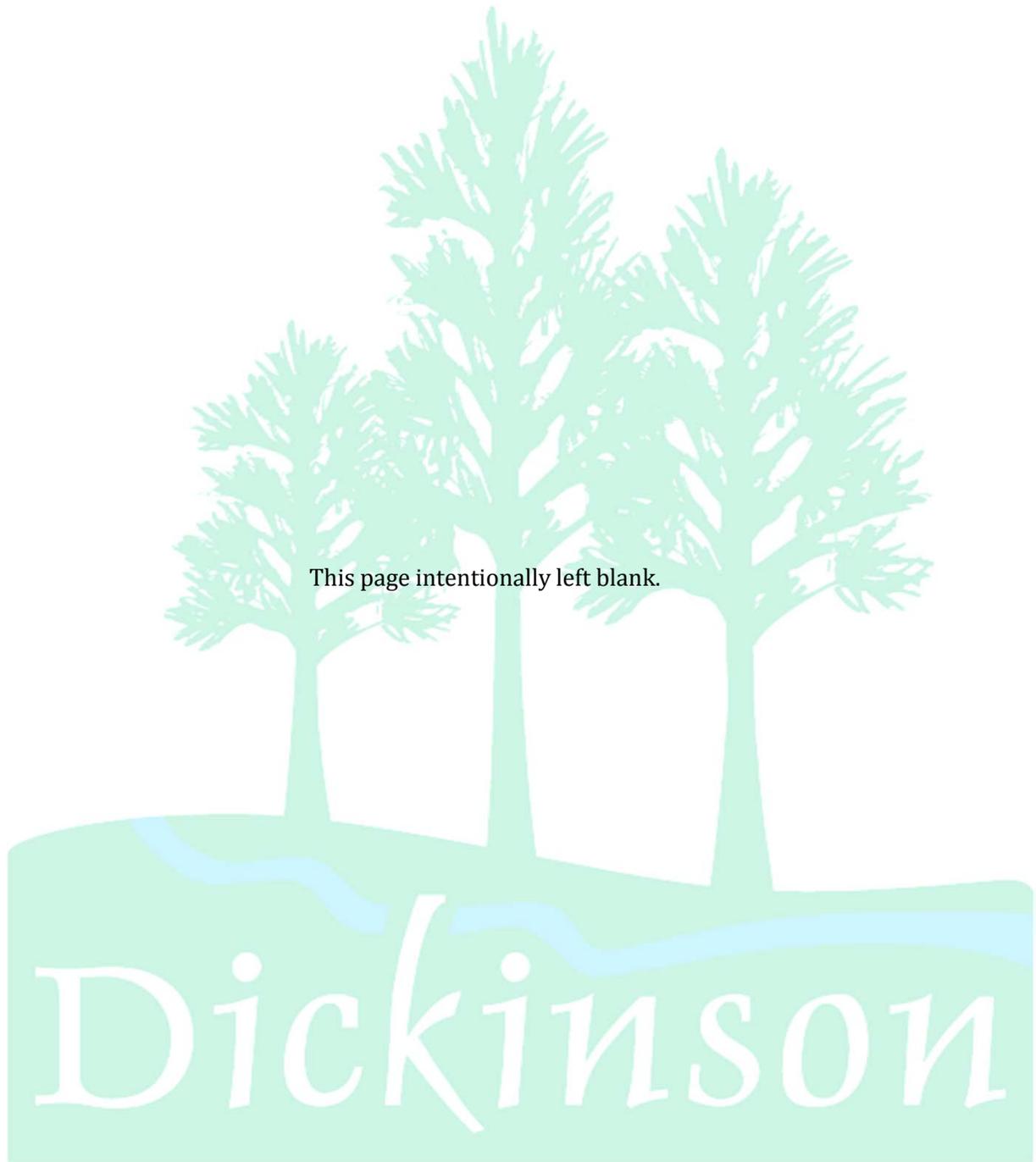
**MAJOR CHANGES IN FY2016-2017**

- Employee Group Insurance has been increased due to an anticipated 13% increase in medical healthcare benefits and a 5% increase in dental and vision benefits. The costs of these increases have been partially offset by a decrease in the portion of the City paid Dependent Healthcare coverage from 30% to 15%.
- Base Salaries have been increased 3% per the Multi-Year Financial Plan and Council direction.
- Utilities have been adjusted based on previous year actuals and current year projections.
- Fuel has been adjusted based on previous year actuals and current year projections.
- A new position has been added to Tourism & Economic Development; however, the new Executive Director is reimbursed by the Dickinson Economic Development Corporation.
- The Animal Services Department has been added to account for employee salaries in the General Fund; however, this expenditure is reimbursed by Bayou Animal Services Corporation.
- One-time funding has been added to IT, Computer Equipment to replace UPS batteries and add a redundancy server at City Hall.

**Changes in General Fund Expenditures**



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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 ADMINISTRATION: DEPARTMENT 01**

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**DEPARTMENT MISSION & OVERVIEW**

The Administration Department is composed of the City Administrator, City Secretary, and Management Assistant. The department is responsible for the implementation of City Council policies, managing the City's daily operations, records management, transportation, economic development, intergovernmental relations, and overseeing department heads in the administration and implementation of policies, programs and ordinances. The department is also responsible for making recommendations to Council regarding programs and policies and developing methods to ensure the effective and efficient operation of City services. The City Administrator also serves as Executive Director of Dickinson Management District No. 1 and provides services to the Fair Housing Work Group, Dickinson Education Finance Corporation and Bayou Animal Services Corporation.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Transitioned Animal Services.
- Worked with the Mayor, Council, Staff and Consultant to finalize development of Comprehensive Plan for the City by September of 2016.
- Worked with the Mayor and Staff to review and revise the Basic Plan and the Annexes that are set to expire in 2016 of the City's Emergency Management Plan by the end of August of 2016.
- Completed Asset Inventory for all City Departments by the end of September of 2016.

**GOALS FOR NEXT FISCAL YEAR**

- Update the City's Records Management Program and implement changes to the updated Program across departments.
- Work with the Mayor and Staff to review and revise the Basic Plan and the Annexes that are set to expire in 2019-2021 of the City's Emergency Management Plan by the end of September of 2017.
- Improve City's communication with community through the City's website, social media outlets, and development of a communication network.
- Work with the Mayor, Council, Staff and other organizations to increase current, and implement new, code enforcement activities.

<b>WORKLOAD MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Open Record Requests Received and Processed	210	221	240
Council Packets Prepared	33	51	51
Ordinances and Resolutions Passed	91	127	120

<b>PERFORMANCE MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Council Minutes Transcribed Within Three (3) Bus. Days	N/A	95%	100%
Training Sessions Completed	11	16	20

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 ADMINISTRATION: DEPARTMENT 01**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
City Administrator	1.0	1.0	1.0
City Secretary	1.0	1.0	1.0
Management Assistant	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	302,391	339,190	339,190	343,985	4,795
Supplies	12,677	10,900	10,900	10,900	-
Maintenance	23,992	21,000	20,000	22,000	2,000
Operational Expenses	133,434	142,900	144,900	145,680	780
Property & Equipment	6,823	9,400	9,400	9,400	-
Transfers	100,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>579,317</b>	<b>523,390</b>	<b>524,390</b>	<b>531,965</b>	<b>7,575</b>

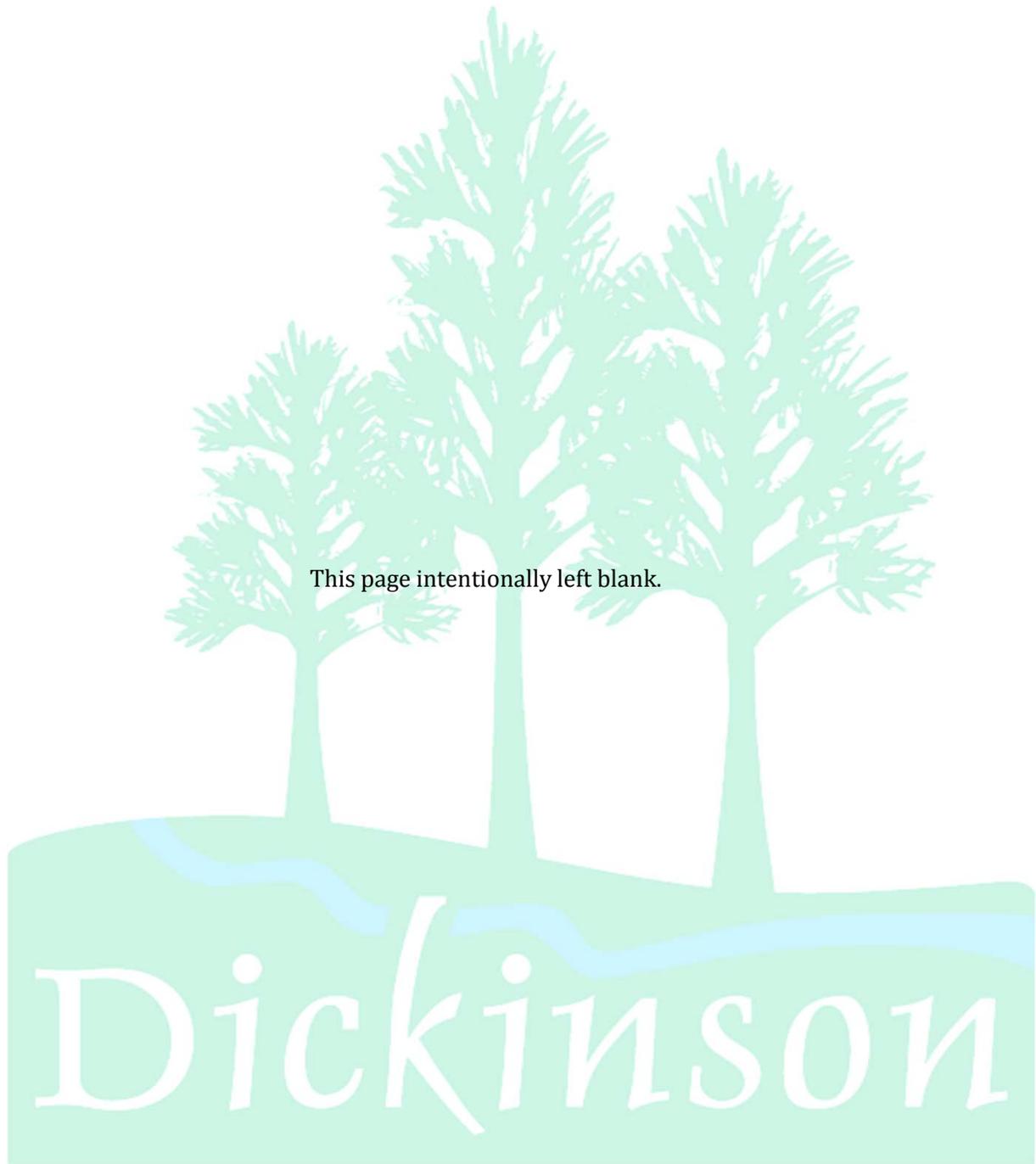
**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Cell Phone Allowance has been eliminated and replaced with the increase to Communication - Pagers & Phones.
- Advertising Legal Notices has been increased and Conference & Travel - Mayor and Local Meeting - Mayor & Council have been decreased based on prior year actuals.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**ADMINISTRATION: DEPARTMENT 01**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	240,354	268,957	268,957	270,275	1,319
8102	Overtime Pay	210	-	-	-	-
8105	Vehicle Allowance	7,200	7,200	7,200	7,200	-
8110	Cell Phone Allowance	420	420	420	-	(420)
8113	Certification/Edu. Pay	3,480	3,840	3,840	5,760	1,920
8114	Longevity Pay	695	1,105	1,105	980	(125)
8151	Payroll Tax	3,373	4,082	4,082	4,121	39
8152	Unemployment Tax	27	621	621	513	(108)
8153	Retirement (TMRS)	20,893	24,394	24,394	25,999	1,605
8155	Employee Group Insurance	25,170	27,841	27,841	28,400	559
8156	Worker's Comp. Insurance	570	730	730	737	7
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>302,391</b>	<b>339,190</b>	<b>339,190</b>	<b>343,985</b>	<b>4,795</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8203	Building & Kitchen Supplies	3,449	3,400	3,400	3,400	-
8210	Office Supplies & Postage	8,472	7,000	7,000	7,000	-
8213	Uniforms & Apparel	756	500	500	500	-
<b>Subtotal Supplies</b>		<b>12,677</b>	<b>10,900</b>	<b>10,900</b>	<b>10,900</b>	<b>-</b>
<b>Maintenance</b>						
8301	Building & Property Maint.	23,992	21,000	20,000	22,000	2,000
<b>Subtotal Maintenance</b>		<b>23,992</b>	<b>21,000</b>	<b>20,000</b>	<b>22,000</b>	<b>2,000</b>
<b>Operational Expenses</b>						
8401	Advertising Legal Notices	8,424	5,000	5,000	7,000	2,000
8402	Travel & Training - Staff	10,849	10,000	10,000	10,000	-
8403	Dues/Subscriptions/Books	11,567	8,500	8,500	8,500	-
8404	Election	6,562	7,000	7,000	7,000	-
8407	Comm.-Paggers & Phones	3,570	4,900	4,900	5,680	780
8417	Utilities	62,895	67,000	69,000	69,000	-
8422	Physicals & Drug Testing	5,516	7,000	7,000	7,000	-
8429	Conf. & Travel - Mayor	905	4,000	4,000	3,000	(1,000)
8431	Conf. & Travel - Council	6,024	6,000	6,000	6,000	-
8441	Local Mtg-Mayor & Council	2,845	5,000	5,000	4,000	(1,000)
8443	City Special Events	8,440	8,500	8,500	8,500	-
8445	Special Projects-City Admin	5,836	10,000	10,000	10,000	-
<b>Subtotal Other Services</b>		<b>133,434</b>	<b>142,900</b>	<b>144,900</b>	<b>145,680</b>	<b>780</b>
<b>Property &amp; Equipment</b>						
8615	Code/Ord. Codification	2,171	4,700	4,700	4,700	-
8651	Real Property Acquisition	4,652	4,700	4,700	4,700	-
<b>Subtotal Property &amp; Equip.</b>		<b>6,823</b>	<b>9,400</b>	<b>9,400</b>	<b>9,400</b>	<b>-</b>
8941	Transfer to Street Maint.	100,000	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>		<b>276,925</b>	<b>184,200</b>	<b>185,200</b>	<b>187,980</b>	<b>2,780</b>
<b>TOTAL EXPENDITURES</b>		<b>579,317</b>	<b>523,390</b>	<b>524,390</b>	<b>531,965</b>	<b>7,575</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 FINANCE: DEPARTMENT 02**

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**DEPARTMENT MISSION & OVERVIEW**

The Finance Department’s mission is to safeguard City assets and assure fiscal accountability. The Finance Department is composed of the Chief Financial Officer and two Administrative Services Coordinators. The department is responsible for monitoring the City’s finances, providing timely financial information, providing the City’s accounting services, processing payments, performing the human resources function, providing grants management for all City departments, and enforcing the City’s financial, purchasing, and personnel policies. In addition, the department also monitors the City’s debt and investments, manages the City’s annual budgeting process, and performs financial forecasts and analysis for the City. The department also provides support services to Dickinson Economic Development Corporation, Bayou Animal Services Corporation, and Dickinson Management District No. 1.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Transitioned animal services.
- Implemented Police Officers on STW Timesheets.
- Implemented new online employee application module for website.

**GOALS FOR NEXT FISCAL YEAR**

- Obtain Distinguished Budget Award from the Government Finance Officers Association
- Receive a Clean Audit without any material weaknesses noted by independent auditors.
- Continue to maximize the use of technology to improve the effectiveness and efficiency of accounting procedures citywide.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Update Purchasing Policy and Personnel Policy
- Implement formal year-end closing procedure for closing the books at the end of fiscal year.
- Implement new purchasing card program to maximize rebate returns for the City.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of invoices processed	3,523	3,699	3,884
Number of FTEs	109	110	110
Number of purchase orders processed	107	110	115

<b><u>PERFORMANCE MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Reconciliations complete within 15 days of month end	43%	93%	100%
Number of Material Weaknesses in Audit	2	1	-
Percent difference of Budgeted Revenues versus Actual	9%	5%	5%

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 FINANCE: DEPARTMENT 02**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Chief Financial Officer	-	-	1.0
Administrative Services Manager	1.0	1.0	-
Administrative Services Coordinator (HR & Payroll)	1.0	1.0	1.0
Administrative Services Coordinator (Purchasing/Grants)	1.0	1.0	1.0
<b>TOTAL FTE</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	183,166	198,962	198,062	225,168	27,106
Supplies	4,269	4,000	4,000	5,000	1,000
Operational Expenses	13,354	13,150	15,550	11,650	(3,900)
Contract Services	7,500	-	-	-	-
Property & Equipment	-	2,400	-	2,000	2,000
<b>TOTAL EXPENDITURES</b>	<b>208,289</b>	<b>218,512</b>	<b>217,612</b>	<b>243,818</b>	<b>26,206</b>

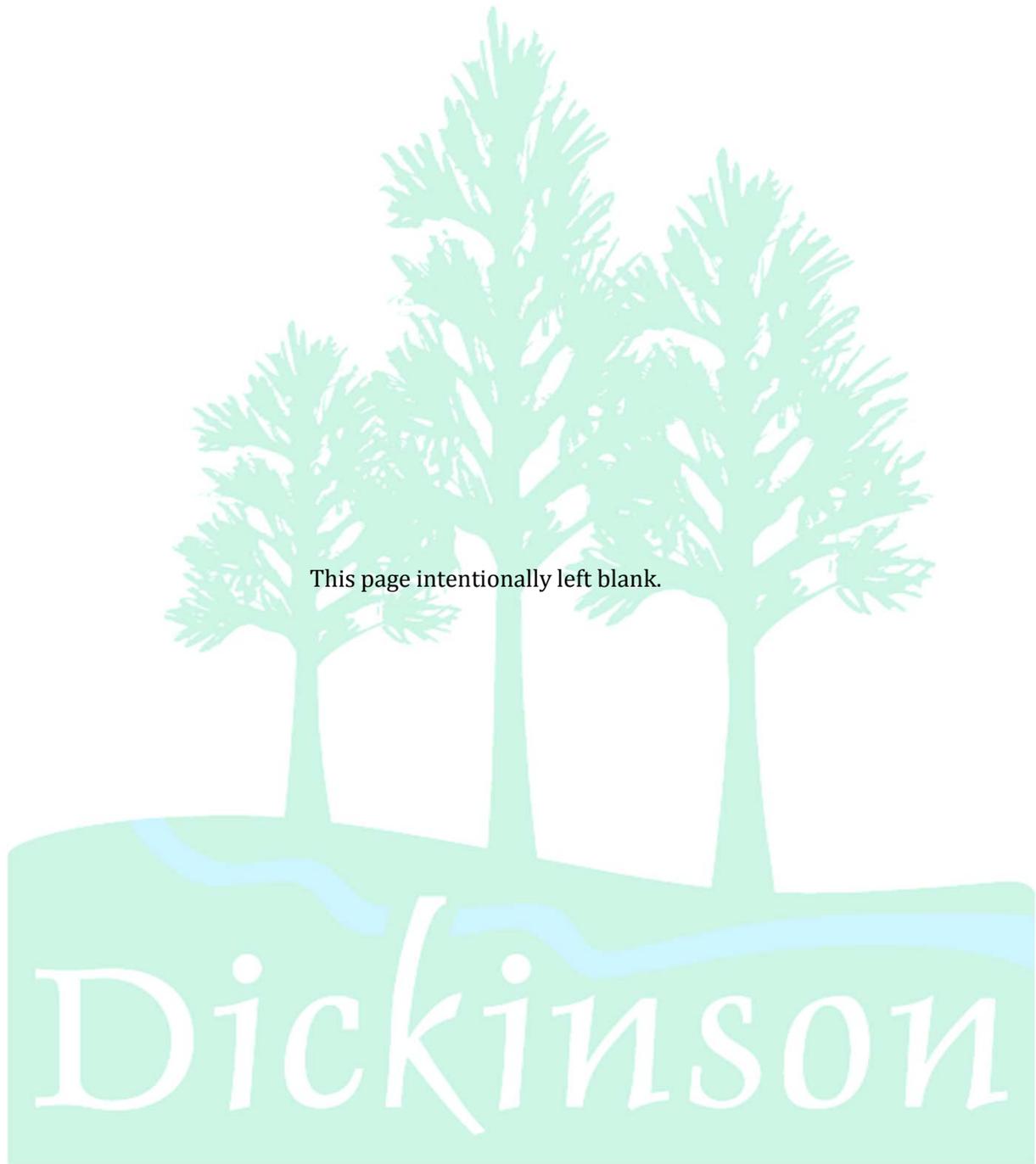
**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Cell Phone Allowance has been added in accordance with the City's personnel policy.
- Office Supplies & Postage and Dues/Subscriptions/Books has been increased based on actuals and Bank Charges have been eliminated due to the new depository contract.
- Computer Equipment & Software has been increased to add a new module to the City's financial software.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**FINANCE: DEPARTMENT 02**

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	147,873	159,932	159,932	181,076	21,144
8110	Cell Phone Allowance	-	900	-	900	900
8113	Certification/Edu. Pay	3,980	3,900	3,900	3,900	-
8114	Longevity Pay	1,180	1,065	1,065	1,225	160
8151	Payroll Tax	2,193	2,391	2,391	2,713	322
8152	Unemployment Tax	36	621	621	513	(108)
8153	Retirement (TMRS)	13,353	14,288	14,288	17,115	2,827
8155	Employee Group Insurance	14,148	15,438	15,438	17,240	1,802
8156	Worker's Comp. Insurance	403	427	427	485	58
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>183,166</b>	<b>198,962</b>	<b>198,062</b>	<b>225,168</b>	<b>27,106</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8210	Office Supplies & Postage	4,269	4,000	4,000	5,000	1,000
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	3,287	6,500	6,500	7,500	1,000
8403	Dues/Subscriptions/Books	2,554	3,500	3,500	3,600	100
8409	Shortage/Overage	(5)	-	-	-	-
8416	Tuition Reimb.	-	550	550	550	-
8442	Bank Charges	7,518	2,600	5,000	-	(5,000)
<b>Subtotal Other Services</b>		<b>13,354</b>	<b>13,150</b>	<b>15,550</b>	<b>11,650</b>	<b>(3,900)</b>
<b>Contract Services</b>						
8527	Contract Services	7,500	-	-	-	-
<b>Property &amp; Equipment</b>						
8602	Computer Equip. & Software	-	2,400	-	2,000	2,000
<b>TOTAL OPERATING EXPENSES</b>		<b>25,123</b>	<b>19,550</b>	<b>19,550</b>	<b>18,650</b>	<b>(900)</b>
<b>TOTAL EXPENDITURES</b>		<b>208,289</b>	<b>218,512</b>	<b>217,612</b>	<b>243,818</b>	<b>26,206</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 COMMUNITY DEVELOPMENT: DEPARTMENT 03**

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**DEPARTMENT MISSION & OVERVIEW**

The Community Development Department is composed of the Community Development Director, Building Official, Code Compliance Officer, and two Community Development Coordinators. The department is responsible for the development services of the City, including issuing commercial and residential permits and licenses, reviewing site plans, conducting inspections, enforcing the City’s zoning requirements and City codes, enforcing the signage and nuisance abatement ordinances of the City, and land planning. Staff also provides support services for the Planning and Zoning Commission, Building Standards Commission and the Board of Adjustments. The mission of Community Development is to "ensure safe, high quality development and construction through a streamlined permitting and inspection process, while also preserving the integrity of neighborhood and commercial developments through consistent and proactive code enforcement procedures."

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Worked with City Council to finalize and adopt City’s First Comprehensive Plan.
- Implemented updates to GIS system/software to ensure accurate zoning, parcel data, and additional useful information is provided to citizens.
- Implemented the use of tablets in the field to ensure faster and more efficient code enforcement and inspection services.

**GOALS FOR NEXT FISCAL YEAR**

- Implement New Community Rating System Program changes affecting development in the floodplain.
- Implement ways for contractors and homeowners to request inspections or check status of permitting and inspection process through online system.
- Compare current zoning regulations and Zoning Map to City's Comprehensive Plan, identify revisions thereto that are needed, and begin revisions.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Send code violations letters out within 24 hours of identification of violation.
- Conduct plan reviews within 10 business days of complete submission.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of plans reviewed	218	190	200
Number of permits issued	1,386	900	1,000
Number of code violation cases started	210	226	240

<b><u>PERFORMANCE MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Percent of complete submitted plans reviewed within 10 business days of receipt	N/A	60%	70%
Percent of contractors/homeowners registered for online permitting and inspection process	N/A	N/A	25%
Percent of code violation letters sent within 24 hours of violation identification	N/A	50%	60%

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 COMMUNITY DEVELOPMENT: DEPARTMENT 03**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Director of Community Development	1.0	1.0	1.0
Chief Building Official	1.0	1.0	1.0
Code Compliance Officer	1.0	1.0	2.0
Community Development Coordinator	1.0	1.0	2.0
Permit Technician	1.0	1.0	-
<b>TOTAL FTE</b>	<b>5.0</b>	<b>5.0</b>	<b>6.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	303,291	323,179	323,179	398,041	74,862
Supplies	10,422	13,600	13,600	13,600	-
Maintenance	14,828	13,200	13,200	13,200	-
Operational Expenses	63,985	74,142	74,142	74,142	-
Contract Services	17,250	5,000	5,000	5,000	-
<b>TOTAL EXPENDITURES</b>	<b>409,776</b>	<b>429,121</b>	<b>429,121</b>	<b>503,983</b>	<b>74,862</b>

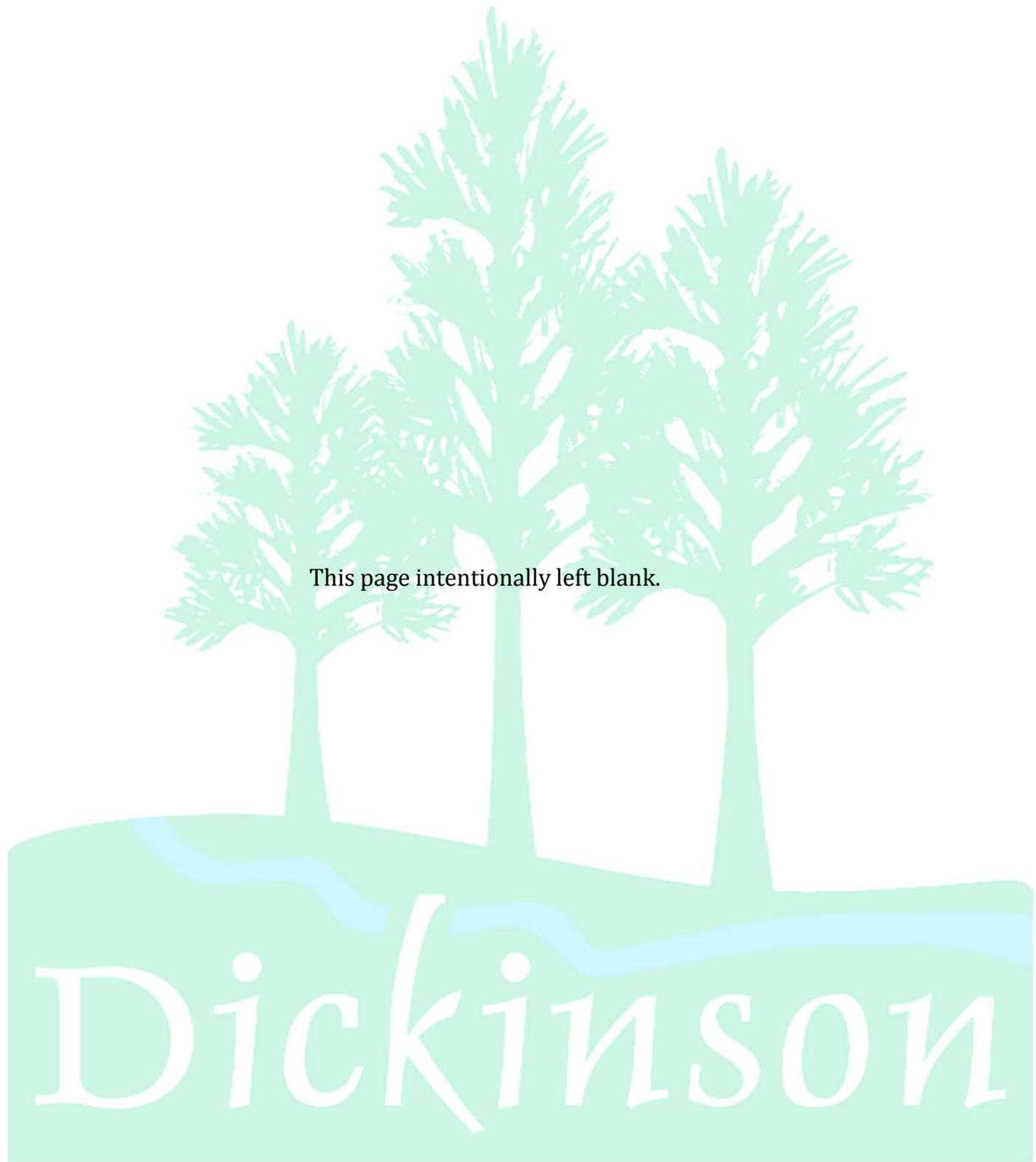
**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- A new Code Compliance Officer has been added in FY 2017.
- Uniforms & Apparel and Zoning Enforcement Supplies have been adjusted based on actuals.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**COMMUNITY DEVELOPMENT: DEPARTMENT 03**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	225,086	243,282	243,282	292,285	49,003
8102	Overtime Pay	940	2,060	2,060	2,060	-
8105	Vehicle Allowance	-	-	-	720	720
8110	Cell Phone Allowance	1,740	420	420	2,160	1,740
8113	Certification/Edu. Pay	5,090	4,980	4,980	5,160	180
8114	Longevity Pay	1,605	995	995	1,175	180
8150	FICA Tax	-	128	128	128	-
8151	Payroll Tax	3,263	3,669	3,669	4,402	732
8152	Unemployment Tax	56	1,035	1,035	1,026	(9)
8153	Retirement (TMRS)	20,448	21,749	21,749	27,580	5,831
8155	Employee Group Insurance	43,990	43,703	43,703	59,898	16,196
8156	Worker's Comp. Insurance	1,075	1,158	1,158	1,448	290
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>303,291</b>	<b>323,179</b>	<b>323,179</b>	<b>398,041</b>	<b>74,862</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8204	Fuel	3,908	7,500	7,500	7,500	-
8210	Office Supplies & Postage	5,177	4,150	4,150	4,150	-
8211	Small Tools	66	300	300	300	-
8213	Uniforms & Apparel	-	650	650	400	(250)
8215	Zoning Enforcement Supplies	1,270	1,000	1,000	1,250	250
<b>Subtotal Supplies</b>		<b>10,422</b>	<b>13,600</b>	<b>13,600</b>	<b>13,600</b>	<b>-</b>
<b>Maintenance</b>						
8303	Software Maint. Contract	14,079	12,000	12,000	12,000	-
8307	Vehicle Maintenance	749	1,200	1,200	1,200	-
<b>Subtotal Maintenance</b>		<b>14,828</b>	<b>13,200</b>	<b>13,200</b>	<b>13,200</b>	<b>-</b>
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	5,065	5,500	5,500	5,500	-
8403	Dues/Subscriptions/Books	2,208	2,500	2,500	2,500	-
8407	Comm.-Pagers & Phones	1,973	1,000	1,000	1,000	-
8409	Shortage/Overage	11	-	-	-	-
8410	Notary Bond	30	142	142	142	-
8427	Demolition	54,698	65,000	65,000	65,000	-
<b>Subtotal Other Services</b>		<b>63,985</b>	<b>74,142</b>	<b>74,142</b>	<b>74,142</b>	<b>-</b>
<b>Contract Services</b>						
8504	Contract Inspection Srcs.	1,540	2,500	2,500	2,500	-
8524	Professional Services	5,925	2,500	2,500	2,500	-
8527	Contract Services	9,786	-	-	-	-
<b>Subtotal Contract Services</b>		<b>17,250</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>106,485</b>	<b>105,942</b>	<b>105,942</b>	<b>105,942</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>409,776</b>	<b>429,121</b>	<b>429,121</b>	<b>503,983</b>	<b>74,862</b>

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**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
MUNICIPAL COURT: DEPARTMENT 04**

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**DEPARTMENT MISSION & OVERVIEW**

The mission of the Municipal Court is to provide efficient, effective, and impartial services in the promotion of justice through the facilitating the timely disposition of cases with prompt and courteous service. The Municipal Court is composed of the Court Administrator, 3 Court Clerks, and the Municipal Court Judge and Prosecutor. The department is responsible for the timely, impartial, and accurate processing of warrants and violations filed with the City of Dickinson Municipal Court as well as collecting assessed fines and fees and setting the dockets of cases for adjudication.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Implemented electronic ticket writing in conjunction with Dickinson Police Department.
- Utilized the collection of e-mails as an additional method of communicating with defendants, attorneys and bonding companies.
- Implemented program to contact defendants regarding their obligation to execute a payment agreement with the court upon being released from jail.

**GOALS FOR NEXT FISCAL YEAR**

- Provide additional online services for individuals and companies that interact with the Municipal Court, including the ability to sign up for Defensive Driving.
- Improve communication between the Municipal Court and defendants.
- Provide educational materials and information for defendants regarding how to correct issues with driving privileges, Indigence Programs that are available through the Texas Department of Public Safety, and how to obtain information about payment options regarding the Driving Responsibility Surcharge Program.
- Improve the efficiency with which citations are input into the Municipal Court system.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Develop educational materials regarding how to correct issues with driving privileges, Indigence Programs that are available through the Texas Department of Public Safety, and how to obtain information about payment options regarding the Driving Responsibility Surcharge Program.
- Input 100% of citations into the Municipal Court system within 1 day of receipt.
- Update the City's phone tree system script to provide easier access to the Municipal Court and other City departments.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of cases filed	6,983	3,117	5,340
Number of dispositions	6,443	2,879	4,935
Number of warrants issued	3,294	1,709	2,929

<b><u>PERFORMANCE MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Citations input into court system within 1 day of receipt	100%	100%	100%
Follow up on payment plans issued	90%	90%	95%
Warrant process started within 15 days of failure to appear	100%	100%	100%

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 MUNICIPAL COURT: DEPARTMENT 04**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Court Administrator	1.0	1.0	1.0
Senior Court Clerk	1.0	1.0	1.0
Court Clerk Entry Level	2.0	2.0	2.0
<b>TOTAL FTE</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	211,725	241,045	241,045	242,308	1,262
Supplies	9,487	6,214	6,214	6,214	-
Maintenance	4,095	4,000	4,000	4,000	-
Operational Expenses	(168)	-	-	-	-
Contract Services	53,585	65,200	65,200	65,200	-
<b>TOTAL EXPENDITURES</b>	<b>278,724</b>	<b>316,459</b>	<b>316,459</b>	<b>317,722</b>	<b>1,262</b>

**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.

**CITY OF DICKNSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
MUNICIPAL COURT: DEPARTMENT 04**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	158,948	182,409	182,409	183,071	662
8102	Overtime Pay	180	-	-	-	-
8104	PTE Base Salary	177	-	-	-	-
8110	Cell Phone Allowance	420	420	420	420	-
8113	Certification/Edu. Pay	1,895	2,220	2,220	1,740	(480)
8114	Longevity Pay	3,350	2,865	2,865	2,570	(295)
8150	FICA Tax	11	-	-	-	-
8151	Payroll Tax	2,289	2,725	2,725	2,723	(2)
8152	Unemployment Tax	38	828	828	684	(144)
8153	Retirement (TMRS)	14,370	16,283	16,283	17,179	896
8155	Employee Group Insurance	29,573	32,809	32,809	33,434	625
8156	Worker's Comp. Insurance	476	487	487	487	(0)
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>211,725</b>	<b>241,045</b>	<b>241,045</b>	<b>242,308</b>	<b>1,262</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8210	Office Supplies & Postage	9,487	6,214	6,214	6,214	-
<b>Maintenance</b>						
8303	S.E.T.C.I.C. Warrant Program	4,095	4,000	4,000	4,000	-
<b>Operational Expenses</b>						
8403	Dues/Subscriptions/Books	15	-	-	-	-
8409	Shortage/Overage	(183)	-	-	-	-
<b>Subtotal Other Services</b>		<b>(168)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Contract Services</b>						
8513	Municipal Judge Contract	40,635	52,600	52,600	52,600	-
8519	Prosecutor Contract	12,950	12,600	12,600	12,600	-
<b>Subtotal Contract Services</b>		<b>53,585</b>	<b>65,200</b>	<b>65,200</b>	<b>65,200</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>66,999</b>	<b>75,414</b>	<b>75,414</b>	<b>75,414</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>278,724</b>	<b>316,459</b>	<b>316,459</b>	<b>317,722</b>	<b>1,262</b>

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 POLICE DEPARTMENT: DEPARTMENT 05**

**DEPARTMENT MISSION & OVERVIEW**

The Police Department is under the management of the Chief of Police, and 3 Captains. The Department is charged with enforcing all applicable laws, protecting the citizens against the criminal activities of others, serving as a visible entity in the community, interacting with the public to facilitate the delivery of professional law enforcement services, while maintaining understanding and compassion for citizen needs and concerns. The department is responsible for ensuring that Dickinson is and remains a safe place in which to live, work, and visit.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Successfully completed the 4-year onsite re-certification process for the TPCA Best Practices Policy Program.
- Completed the purchase of the following capital assets: vehicles & associated equipment, Taser replacements, body worn camera replacements, ballistic vest replacements, 800mHz radio replacements and hand-held firearm additions.
- Continued to utilize the “Police One Academy” online training program to satisfy mandatory TCOLE training requirements.
- Updated the Safety Vision mobile video software system to enhance video transfer capabilities to the server & cloud storage areas.
- Worked with TPCA & IACP to reinstate the Federal Equitable Sharing Program (Seized Funds) for local law enforcement agencies.

**GOALS FOR NEXT FISCAL YEAR**

- Continue to maintain the “Recognition” status in the Best Practices Police Policies Program.
- Maintain or exceed current minimum mandated training standards.
- Reduce the number of Fleet Accident/Workers Compensation injuries by 1%.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Monitor all police personnel to ensure compliance with Best Practices policies.
- Continue to encourage personnel to attend training and provide interoffice training.
- Provide periodic roll call training targeted towards safe driving habits.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of employees completing field training	-	2	1
Number of training sessions provided	274	46	135
Number of calls for service	28,404	10,223	20,436

<b><u>PERFORMANCE MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Percent of TPCA Best Practices met	100.00%	100.00%	100.00%
Percent of authorized sworn positions filled	90.00%	100.00%	100.00%
Number of cases cleared per detective	36	62	130

**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
POLICE DEPARTMENT: DEPARTMENT 05**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Police Chief	0.7	0.7	0.7
Police Captain	2.7	2.7	2.7
Police Sergeant	5.0	5.0	5.0
Police Detective	5.5	5.5	5.5
Police Officer	18.0	18.0	20.0
Jailer	3.0	3.0	3.5
Communications Supervisor	1.0	1.0	1.0
Dispatcher	9.0	9.0	10.0
Administrative Secretary	1.0	1.0	1.0
Police Records Clerk	2.5	2.5	2.5
<b>TOTAL FTE</b>	<b>48.4</b>	<b>48.4</b>	<b>51.9</b>

\*The Police Chief and one Police Captain are split 70/30 between the Police Department and Emergency Management. Two Police Officers were moved from COPS Grant Fund.

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	2,976,248	3,376,027	3,376,027	3,589,629	213,601
Supplies	151,292	186,458	186,458	186,500	42
Maintenance	61,202	64,900	64,900	64,900	-
Operational Expenses	101,159	120,839	120,839	121,389	550
Contract Services	32,662	31,663	31,663	31,663	-
Property & Equipment	2,780	4,520	4,520	4,520	-
Insurance	24,083	20,000	20,000	20,000	-
Transfers	119,545	133,260	133,260	20,651	(112,610)
<b>TOTAL EXPENDITURES</b>	<b>3,468,971</b>	<b>3,937,668</b>	<b>3,937,668</b>	<b>4,039,251</b>	<b>101,584</b>

**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- A new Dispatcher has been added in FY 2017.
- Additionally, Salary & Benefits has increased by the two positions that were previously accounted for under the COPS Grant Fund moving under the General Fund. The COPS Grant funding ended in a previous fiscal year, and the separate accounting is no longer necessary. However, the financial impact is offset by the decrease to the Special Revenue Fund.
- Fuel and Utilities have been adjusted based on actual trends.

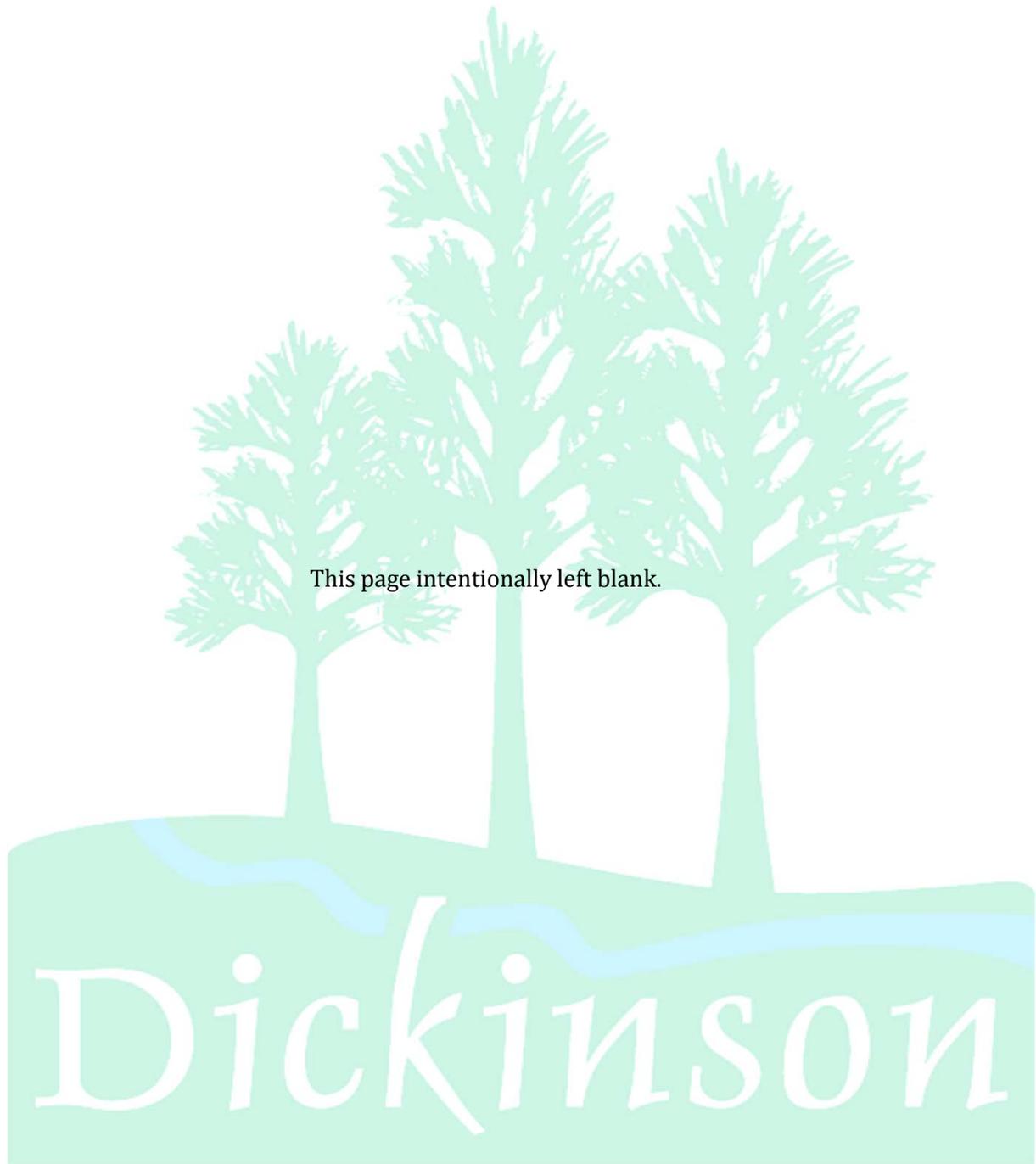
**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**POLICE DEPARTMENT: DEPARTMENT 05**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16	FY 16-17 Budget	Increase/ (Decrease)
				Original Budget		
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	2,000,115	2,228,412	2,228,412	2,343,826	115,414
8102	Overtime Pay	116,621	128,750	128,750	131,996	3,246
8104	PTE Base Salary	114,277	182,767	182,767	204,284	21,517
8108	Clothing Allowance	4,550	5,005	5,005	5,005	-
8110	Cell Phone Allowance	6,252	420	420	5,832	5,412
8113	Certification/Edu. Pay	52,205	63,060	63,060	67,560	4,500
8114	Longevity Pay	25,358	24,367	24,367	27,223	2,856
8115	Differential Pay	7,897	9,000	9,000	9,000	-
8150	FICA Tax	2,940	20,455	20,455	21,931	1,476
8151	Payroll Tax	32,273	38,138	38,138	40,516	2,378
8152	Unemployment Tax	1,351	11,440	11,440	9,551	(1,888)
8153	Retirement (TMRS)	200,507	212,727	212,727	254,729	42,002
8155	Employee Group Insurance	370,101	403,596	403,596	417,137	13,541
8156	Worker's Comp. Insurance	41,801	47,890	47,890	51,038	3,148
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>2,976,248</b>	<b>3,376,027</b>	<b>3,376,027</b>	<b>3,589,629</b>	<b>213,601</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8202	Video/Photo Supplies	775	2,000	2,000	2,000	-
8203	Building & Kitchen Supplies	2,639	2,300	2,300	2,300	-
8204	Fuel	94,570	120,358	120,358	120,400	42
8205	Safety Equipment & Supplies	5,108	6,000	6,000	6,000	-
8206	Investigational Supplies	3,488	9,500	9,500	9,500	-
8207	Janitorial Supplies	2,672	3,500	3,500	3,500	-
8210	Office Supplies & Postage	17,332	19,000	19,000	19,000	-
8213	Uniforms & Apparel	22,177	19,000	19,000	19,000	-
8216	Certificates & Awards	2,460	3,000	3,000	3,000	-
8217	Radio Supplies	71	1,800	1,800	1,800	-
<b>Subtotal Supplies</b>		<b>151,292</b>	<b>186,458</b>	<b>186,458</b>	<b>186,500</b>	<b>42</b>
<b>Maintenance</b>						
8301	Building & Property Maint.	18,426	21,900	21,900	21,900	-
8307	Vehicle Maintenance	31,703	35,000	35,000	35,000	-
8399	Machine & Equip. Maint.	11,073	8,000	8,000	8,000	-
<b>Subtotal Maintenance</b>		<b>61,202</b>	<b>64,900</b>	<b>64,900</b>	<b>64,900</b>	<b>-</b>
<b>Operational Expenses</b>						
8401	Advertising Legal Notices	600	4,000	4,000	4,000	-
8402	Travel & Training - Staff	18,820	19,000	19,000	19,000	-
8403	Dues/Subscriptions/Books	2,640	2,000	2,000	2,000	-
8405	Prisoner Support	5,671	7,289	7,289	7,289	-
8407	Comm.-Pagers & Phones	27,756	37,500	37,500	37,500	-
8416	Tuition Reimb.	-	2,200	2,200	2,200	-
8417	Utilities	35,826	39,450	39,450	40,000	550
8423	Local Meeting & Luncheon	82	400	400	400	-
8426	K-9 Units	4,048	3,000	3,000	3,000	-

**GENERAL FUND EXPENDITURES**  
**POLICE DEPARTMENT: DEPARTMENT 05**

Account	Account Name	FY 14-15	FY 15-16	FY 15-16	FY 16-17	Increase/
		Actual	Projection	Original Budget	Budget	(Decrease)
8431	Community Policing & DCPA	5,717	6,000	6,000	6,000	-
<b>Subtotal Other Services</b>		<b>101,159</b>	<b>120,839</b>	<b>120,839</b>	<b>121,389</b>	<b>550</b>
<b>Contract Services</b>						
8501	Law Enforcement Audit	6,900	5,800	5,800	5,800	-
8512	Janitorial Services	17,400	17,500	17,500	17,500	-
8527	Contract Services	8,362	8,363	8,363	8,363	-
<b>Subtotal Contract Services</b>		<b>32,662</b>	<b>31,663</b>	<b>31,663</b>	<b>31,663</b>	<b>-</b>
<b>Property &amp; Equipment</b>						
8616	Body Armor Vest	2,780	4,520	4,520	4,520	-
<b>Subtotal Property &amp; Equip.</b>		<b>2,780</b>	<b>4,520</b>	<b>4,520</b>	<b>4,520</b>	<b>-</b>
<b>Insurance</b>						
8707	Enforcement Insurance	24,083	20,000	20,000	20,000	-
<b>Transfers</b>						
8923	Transfer to Special Rev.Fund	119,545	133,260	133,260	20,651	(112,610)
<b>TOTAL OPERATING EXPENSES</b>		<b>492,723</b>	<b>561,640</b>	<b>561,640</b>	<b>449,623</b>	<b>(112,017)</b>
<b>TOTAL EXPENDITURES</b>		<b>3,468,971</b>	<b>3,937,668</b>	<b>3,937,668</b>	<b>4,039,251</b>	<b>101,584</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 FIRE MARSHAL: DEPARTMENT 10**

**DEPARTMENT MISSION & OVERVIEW**

The Fire Marshal’s Office is composed of the Fire Marshal, an Assistant Fire Marshal, and a part time Fire Inspector/Investigator. The department is responsible for enforcing the City’s Ordinances and State laws regarding fire prevention and safety, conducting fire and life safety inspections of all commercial buildings, reviewing construction plans, and investigating the origin and cause of fires. In addition, the department assists in code enforcement and emergency management, when necessary and appropriate.

The Fire Marshal’s Office is committed to Fire & Life Safety of the citizens of and visitors to the City of Dickinson. It is our mission to prevent fires, loss of life and property through public education and enforcement. Our Office is committed to holding accountable those who have been found to commit the crime of Arson. We will serve the community with honesty, integrity and respect.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Completed 90% of plan reviews within two weeks of receipt of complete submissions.
- Continued to evaluate ways to improve efficiency in conducting commercial structure inspections.
- Provided educational materials and information to business owners on fire code compliance.
- Recommended adoption of and, if approved, implement the 2012 International Fire Code.
- Actively participated in addressing code enforcement issues in conjunction with other City Departments.

**GOALS FOR NEXT FISCAL YEAR**

- Complete 100% of plan reviews within two weeks of receipt of complete submissions.
- Achieve 100% Fire Code compliance from business owners.
- Actively participate on the City’s cross-departmental code enforcement team.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Complete 100% of plan reviews within two weeks of receipt of complete submissions.
- Evaluate the progress of commercial business inspections on a monthly basis and provide the inspectors with a progress report.
- Develop and distribute educational materials regarding Fire Code compliance for business owners.
- Conduct 35 public education programs on fire prevention and safety.
- Increase the percentage of businesses that pass Fire Code compliance on first inspection from 68% to 80%.

<b>WORKLOAD MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of fire inspections performed	624	575	650
Number of plans reviewed	37	40	45
Number of public education programs provided	24	29	35

<b>PERFORMANCE MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Percent of complete submitted plans reviewed within 10 business days of receipt	87%	90%	100%
Percent of commercial structures inspected	73%	80%	85%
Fire code compliance rate upon 1st annual inspection	65%	68%	80%

**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
FIRE MARSHAL: DEPARTMENT 10**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Fire Marshal	1.0	1.0	1.0
Assistant Fire Marshal	1.0	1.0	1.0
Fire Inspector/Investigator	-	-	0.5
<b>TOTAL FTE</b>	<b>2.0</b>	<b>2.0</b>	<b>2.5</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	148,758	150,469	150,469	167,574	17,105
Supplies	7,242	14,354	14,354	13,854	(500)
Maintenance	2,536	3,000	3,000	3,300	300
Operational Expenses	7,750	11,172	11,172	10,400	(772)
Contract Services	11,075	10,000	10,000	-	(10,000)
Property & Equipment	6,892	6,892	6,892	7,864	972
Insurance	1,156	1,400	1,400	1,400	-
<b>TOTAL EXPENDITURES</b>	<b>185,410</b>	<b>197,286</b>	<b>197,286</b>	<b>204,391</b>	<b>7,105</b>

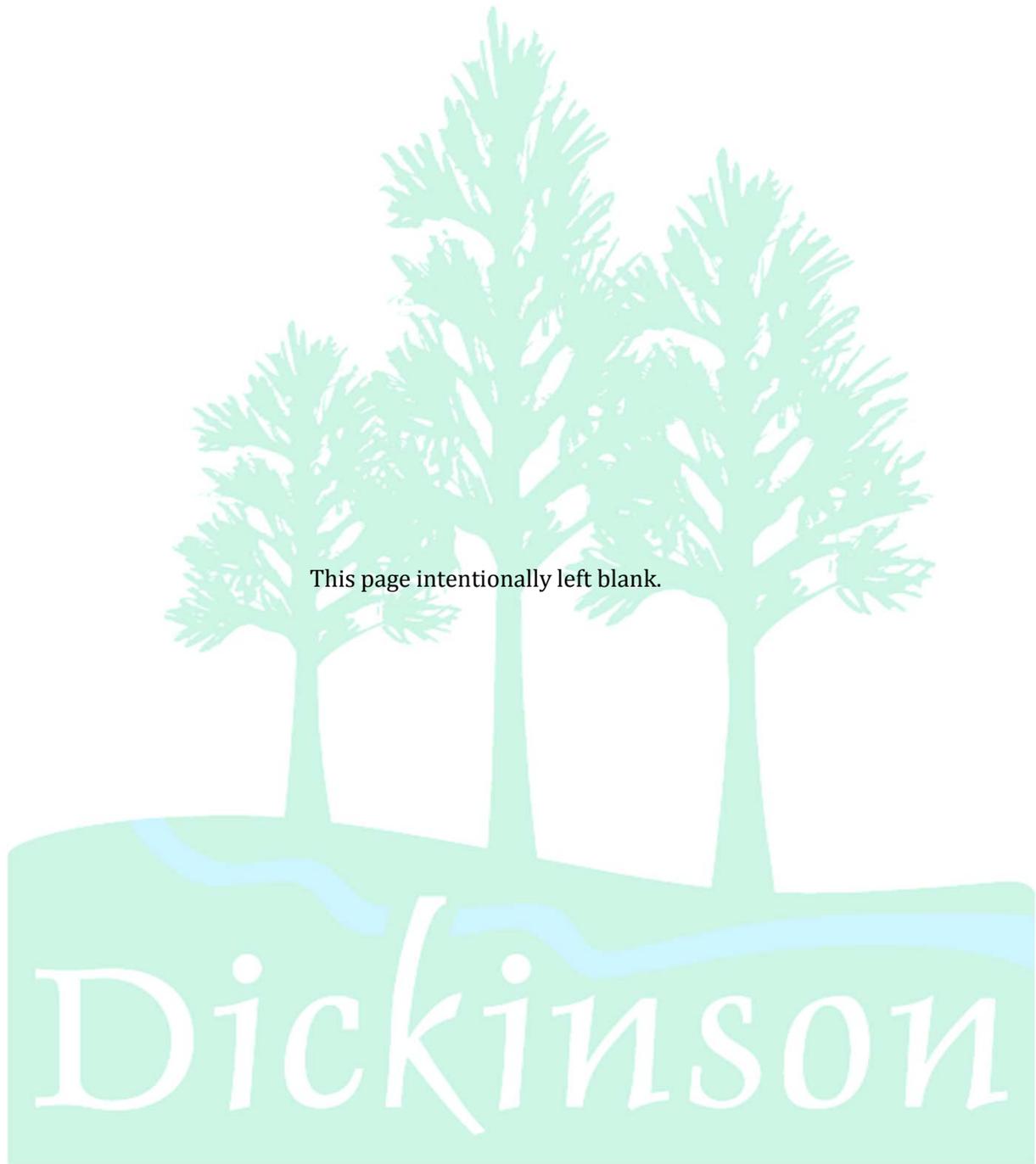
**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Additionally, Salary & Benefits have been increased and Contract Inspection Services has been decreased to move a contract inspector to part-time.
- Office Supplies and Dues/Subscriptions/Books have been adjusted based on actuals.
- Uniforms & Apparel has been increased to purchase new bullet proof vests in FY17.
- Software Maintenance Contract has been added for annual software license fees.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**FIRE MARSHAL: DEPARTMENT 10**

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	109,589	112,877	112,877	116,263	3,386
8102	Overtime Pay	302	515	515	515	-
8104	PTE Base Salary	-	-	-	9,080	9,080
8110	Cell Phone Allowance	660	420	420	660	240
8113	Certification/Edu. Pay	5,790	6,000	6,000	6,000	-
8114	Longevity Pay	300	420	420	585	165
8150	FICA Tax	-	-	-	595	595
8151	Payroll Tax	1,603	1,747	1,747	1,930	183
8152	Unemployment Tax	18	414	414	523	109
8153	Retirement (TMRS)	10,176	10,394	10,394	11,345	951
8155	Employee Group Insurance	19,509	16,974	16,974	19,297	2,323
8156	Worker's Comp. Insurance	812	708	708	782	74
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>148,758</b>	<b>150,469</b>	<b>150,469</b>	<b>167,574</b>	<b>17,105</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8202	Video/Photo Supplies	-	900	900	900	-
8204	Fuel	3,826	6,654	6,654	6,654	-
8206	Investigational Supplies	511	1,800	1,800	1,800	-
8210	Office Supplies & Postage	1,067	2,500	2,500	1,500	(1,000)
8213	Uniforms & Apparel	1,837	2,500	2,500	3,000	500
<b>Subtotal Supplies</b>		<b>7,242</b>	<b>14,354</b>	<b>14,354</b>	<b>13,854</b>	<b>(500)</b>
<b>Maintenance</b>						
8303	Software Maint. Contract	-	-	-	300	300
8307	Vehicle Maintenance	2,536	3,000	3,000	3,000	-
<b>Subtotal Maintenance</b>		<b>2,536</b>	<b>3,000</b>	<b>3,000</b>	<b>3,300</b>	<b>300</b>
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	3,867	4,500	4,500	4,500	-
8403	Dues/Subscriptions/Books	2,911	3,772	3,772	3,000	(772)
8407	Comm.-Pagers & Phones	960	2,400	2,400	2,400	-
8411	Investigation Support	11	500	500	500	-
<b>Subtotal Other Services</b>		<b>7,750</b>	<b>11,172</b>	<b>11,172</b>	<b>10,400</b>	<b>(772)</b>
<b>Contract Services</b>						
8504	Contract Inspection Srcs.	11,075	10,000	10,000	-	(10,000)
<b>Property &amp; Equipment</b>						
8603	Computer Equip.	4,502	-	4,502	-	(4,502)
8604	Furniture & Equip.	2,390	6,892	2,390	7,864	5,474
<b>Subtotal Property &amp; Equip.</b>		<b>6,892</b>	<b>6,892</b>	<b>6,892</b>	<b>7,864</b>	<b>972</b>
<b>Insurance</b>						
8707	Enforcement Insurance	1,156	1,400	1,400	1,400	-
<b>TOTAL OPERATING EXPENSES</b>		<b>36,652</b>	<b>46,818</b>	<b>46,818</b>	<b>36,818</b>	<b>(10,000)</b>
<b>TOTAL EXPENDITURES</b>		<b>185,410</b>	<b>197,286</b>	<b>197,286</b>	<b>204,391</b>	<b>7,105</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 EMERGENCY MANAGEMENT: DEPARTMENT 11**

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**DEPARTMENT MISSION & OVERVIEW**

The Emergency Management Department is under the direction of the City's Police Chief and is dedicated to providing the community with a planned and coordinated response to major natural or man-made disaster incidents in the City utilizing a comprehensive and integrated emergency management system.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Conducted disaster training exercises for local emergency response personnel from the Police, Fire and EMS departments.
- Participated with the Galveston County Emergency Management Office in mandatory countywide training.
- Began update of Emergency Management Plan and worked with City Administrator and City Departments to update Annexes that were set to expire in 2016.
- Provided training to all law enforcement personnel to ensure NIMS compliance.

**GOALS FOR NEXT FISCAL YEAR**

- Continue to work with City Administrator, City Departments, and outside agencies in updating the City's Emergency Management Basic Plan and all Annexes.
- Prepare a citizens response to emergencies by providing education, community outreach and training
- Collaborate with outside agencies to develop emergency plans, procedures and guidelines
- Train all emergency response personnel in the operation and function of the mobile Emergency Operations Center.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Continually review the City's Emergency Management Plan to ensure that it contains current information for quick implementation.
- Monitor severe weather watches and warnings issued by the National Weather Service and disseminate that information to the citizens
- Distribute the emergency operations plan and guidelines to the emergency response personnel
- Maintain and operate the mobile Emergency Operations Center.

<b><u>WORKLOAD MEASURES</u></b>	<b><u>Last Fiscal Year Actual</u></b>	<b><u>Current Fiscal Year Estimate</u></b>	<b><u>Next Fiscal Year Estimate</u></b>
Staff meetings and exercises for disaster preparedness	3	3	3

<b><u>PERFORMANCE MEASURES</u></b>	<b><u>Last Fiscal Year Actual</u></b>	<b><u>Current Fiscal Year Estimate</u></b>	<b><u>Next Fiscal Year Goal</u></b>
Percent of Employees NIMS certified	100.00%	100.00%	100.00%
Percent of Employees Who Receive Specialized NIMS Training for	50%	50%	100.00%

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 EMERGENCY MANAGEMENT: DEPARTMENT 11**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Police Chief	0.3	0.3	0.3
Police Captain	0.3	0.3	0.3
Police Officer	0.5	0.5	0.5
<b>TOTAL FTE</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	78,066	83,494	83,494	109,766	26,272
Supplies	741	1,275	1,275	1,275	-
Maintenance	-	2,000	2,000	2,000	-
Operational Expenses	4,622	4,542	4,542	4,542	-
Property & Equipment	926	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>84,354</b>	<b>91,311</b>	<b>91,311</b>	<b>117,583</b>	<b>26,272</b>

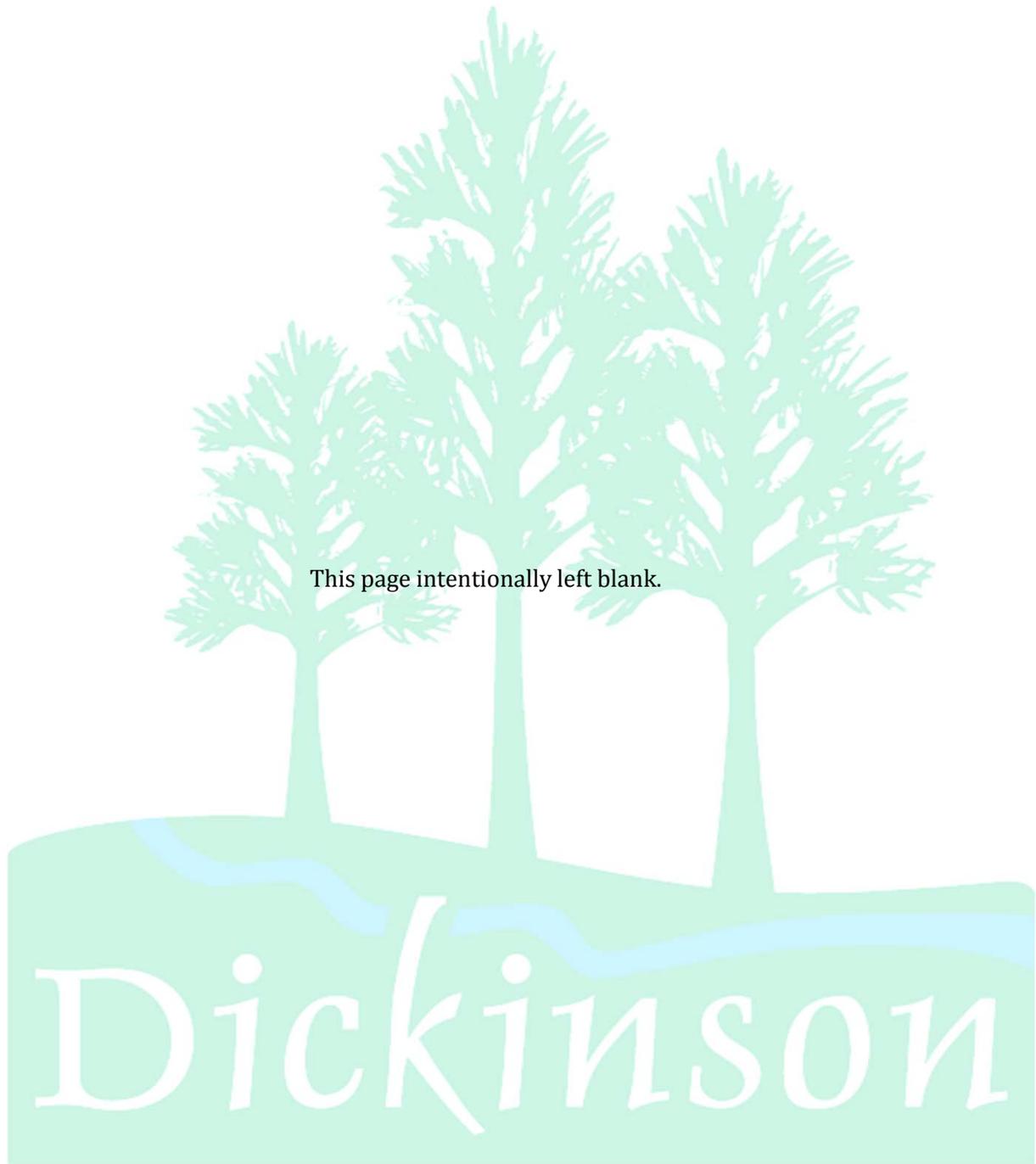
**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**EMERGENCY MANAGEMENT: DEPARTMENT 11**

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease )</b>
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	54,156	61,531	61,531	63,377	1,846
8104	PTE Base Salary	8,264	4,120	4,120	23,855	19,735
8108	Clothing Allowance	-	195	195	195	-
8110	Cell Phone Allowance	468	420	420	468	48
8113	Certification/Edu. Pay	1,294	1,620	1,620	1,620	-
8114	Longevity Pay	878	914	914	953	39
8150	FICA Tax	512	255	255	1,479	1,224
8151	Payroll Tax	919	998	998	1,312	313
8152	Unemployment Tax	44	219	219	274	55
8153	Retirement (TMRS)	4,954	5,609	5,609	8,276	2,667
8155	Employee Group Insurance	5,381	6,160	6,160	5,958	(203)
8156	Worker's Comp. Insurance	1,197	1,452	1,452	2,001	549
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>78,066</b>	<b>83,494</b>	<b>83,494</b>	<b>109,766</b>	<b>26,272</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8201	EOC Supplies	336	700	700	700	-
8202	Video/Photo Supplies	-	100	100	100	-
8210	Office Supplies & Postage	405	475	475	475	-
<b>Subtotal Supplies</b>		<b>741</b>	<b>1,275</b>	<b>1,275</b>	<b>1,275</b>	<b>-</b>
<b>Maintenance</b>						
8399	Machine & Equip. Maint.	-	2,000	2,000	2,000	-
<b>Subtotal Maintenance</b>		<b>-</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	3,662	3,132	3,132	3,132	-
8403	Dues/Subscriptions/Books	250	570	570	570	-
8407	Comm.-Pagers & Phones	710	840	840	840	-
<b>Subtotal Other Services</b>		<b>4,622</b>	<b>4,542</b>	<b>4,542</b>	<b>4,542</b>	<b>-</b>
8603	Computer Equip.	926	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>		<b>6,288</b>	<b>7,817</b>	<b>7,817</b>	<b>7,817</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>84,354</b>	<b>91,311</b>	<b>91,311</b>	<b>117,583</b>	<b>26,272</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 PUBLIC WORKS: DEPARTMENT 12**

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**DEPARTMENT MISSION & OVERVIEW**

The Public Works Department’s mission is to promote economic vitality of the City through the efficient operation, maintenance, design, and construction of safe, economical and effective public infrastructure including the public rights-of-way, drainage, and storm water drainage systems. The Public Works Department is split into two sub-departments for budgeting purposes, the Street Department (operated out of the General Fund) and the Drainage Department (operated out of the Municipal Drainage Utility Fund). Public Works is managed by the Public Works Director and the Assistant to the Public Works Director. The department is responsible for operating and maintaining the public infrastructure of the City, providing infrastructure improvements, and maintaining the City’s street system and rights-of-way, street signage, and flood/drainage system. The department is responsible for ensuring that Dickinson’s public infrastructure is and continues to be safe for public use.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Transitioned in new Public Works Director
- Began implementation of a Road Stabilization Program to provide temporary repair of streets pending complete street reconstruction.
- Actively participated in addressing code enforcement issues in conjunction with other City departments.

**GOALS FOR NEXT FISCAL YEAR**

- Establish a standardized street sweeping schedule for all curb gutter streets on a quarterly basis.
- Establish and implement a comprehensive and quantifiable work order tracking system to provide the necessary to data to fully evaluate the work load, productivity, and effectiveness of the Public Works Department.
- Develop and implement a comprehensive mowing schedule.
- Establish and implement a comprehensive and quantifiable vehicle maintenance program.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Reduce the number of days to close work orders from 49 to 7.
- Establish a comprehensive safety training program with 100% of Department employees participating.
- Actively participate on the City’s cross-departmental code enforcement team.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Major Street Rehabilitations/Reconstructions	6	7	7
Work orders processed	319	396	500
Linear feet of street stabilization	N/A	2,000	6,300
<b><u>PERFORMANCE MEASURES</u></b>			
Number of Days to Close Work Orders	11	49	7
Percent of street reconstructions completed within project timelines	60%	80%	100%
Linear feet of streets reconstructed	N/A	7,710	7,340

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 PUBLIC WORKS: DEPARTMENT 12**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Public Works Director	0.5	0.5	0.5
Assistant to Public Works Director	0.5	0.5	0.5
Street Foreman	1.0	1.0	1.0
Light Equipment Operator	5.0	5.0	5.0
<b>TOTAL FTE</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>

The Public Works Director and Assistant to the Public Works Director are split 50/50 between the General Fund and Municipal Drainage Utility Fund.

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	349,581	363,509	363,509	360,188	(3,322)
Supplies	21,510	34,647	34,647	34,700	53
Maintenance	33,135	20,000	20,000	20,000	-
Operational Expenses	131,636	121,310	116,810	128,210	11,400
Contract Services	77,974	117,055	81,055	81,055	-
Property & Equipment	23,885	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>637,720</b>	<b>656,521</b>	<b>616,021</b>	<b>624,153</b>	<b>8,132</b>

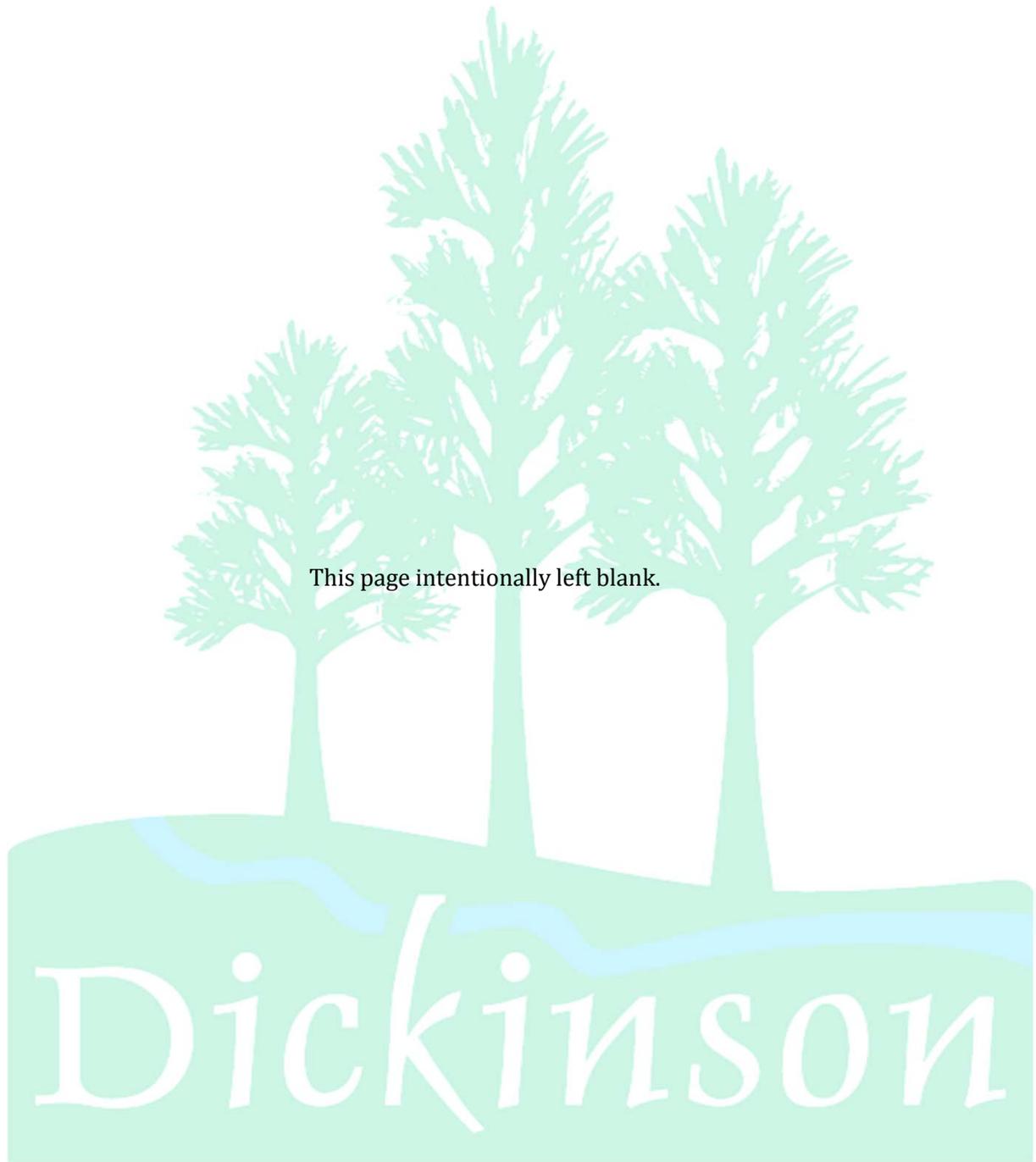
**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- While base salaries have been increased by 3% there is still a decrease due to employee transitions resulting in a salary savings.
- Fuel, Street Lighting, and Utilities have been increased based on actual trends.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**PUBLIC WORKS: DEPARTMENT 12**

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	246,494	252,071	252,071	251,390	(681)
8102	Overtime Pay	3,664	2,060	2,060	2,122	62
8110	Cell Phone Allowance	1,110	420	420	1,110	690
8113	Certification/Edu. Pay	1,234	810	810	900	90
8114	Longevity Pay	5,395	2,490	2,490	1,745	(745)
8151	Payroll Tax	3,619	3,749	3,749	3,730	(18)
8152	Unemployment Tax	127	1,496	1,496	1,152	(345)
8153	Retirement (TMRS)	22,485	22,224	22,224	23,533	1,309
8155	Employee Group Insurance	51,762	63,532	63,532	59,958	(3,574)
8156	Worker's Comp. Insurance	13,690	14,658	14,658	14,548	(110)
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>349,581</b>	<b>363,509</b>	<b>363,509</b>	<b>360,188</b>	<b>(3,322)</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8204	Fuel	14,217	24,847	24,847	24,900	53
8205	Safety Equipment & Supplies	1,217	1,800	1,800	1,800	-
8210	Office Supplies & Postage	1,475	2,000	2,000	2,000	-
8211	Small Tools	2,093	1,500	1,500	1,500	-
8212	Operational Supplies	2,509	4,500	4,500	4,500	-
<b>Subtotal Supplies</b>		<b>21,510</b>	<b>34,647</b>	<b>34,647</b>	<b>34,700</b>	<b>53</b>
<b>Maintenance</b>						
8301	Building & Property Maint.	1,668	1,500	1,500	1,500	-
8305	Street Striping	23,940	5,000	5,000	5,000	-
8307	Vehicle Maintenance	7,527	13,500	13,500	13,500	-
<b>Subtotal Maintenance</b>		<b>33,135</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	2,173	1,000	1,000	1,000	-
8403	Dues/Subscriptions/Books	264	500	500	500	-
8406	Street Lighting	113,455	108,500	104,000	115,000	11,000
8413	Landfill Debris Disposal	6,050	1,500	1,500	1,500	-
8417	Utilities	6,290	6,600	6,600	7,000	400
8421	Performance Incentive Prgm.	209	400	400	400	-
8438	Uniform Service	3,195	2,810	2,810	2,810	-
<b>Subtotal Other Services</b>		<b>131,636</b>	<b>121,310</b>	<b>116,810</b>	<b>128,210</b>	<b>11,400</b>
<b>Contract Services</b>						
8524	Professional Services	-	36,000	-	-	-
8527	Contract Services	40,394	39,050	39,050	39,050	-
8552	ROW/Facilities Mowing	34,725	38,005	38,005	38,005	-
8554	Street Signage Replacement	2,855	4,000	4,000	4,000	-
<b>Subtotal Contract Services</b>		<b>77,974</b>	<b>117,055</b>	<b>81,055</b>	<b>81,055</b>	<b>-</b>
<b>Property &amp; Equipment</b>						
8602	Computer Equip. & Software	23,885	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>		<b>288,140</b>	<b>293,012</b>	<b>252,512</b>	<b>263,965</b>	<b>11,453</b>
<b>TOTAL EXPENDITURES</b>		<b>637,720</b>	<b>656,521</b>	<b>616,021</b>	<b>624,153</b>	<b>8,132</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 INFORMATION TECHNOLOGY: DEPARTMENT 13**

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**DEPARTMENT MISSION & OVERVIEW**

The Information Technology department is under the direction of the Administrative Captain for the Dickinson Police Department who works closely with the City's contract IT company. The department is responsible for the proper care and maintenance of City technology and ensuring the effective and efficient use of available technology to carry out City functions and programs that will improve the service levels provided by the City.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Replaced outdated computer workstations
- Implemented a cloud backup system to store and maintain City data
- Replaced eight (8) computer workstations in the Municipal Court with use of the Court Technology Fund
- Replaced City Hall copy machine with an updated more efficient model – reducing the monthly operating cost by approximately 55%
- Migrated Central Fire Station, Historic Railroad Center and Public Works Facility over to the City's phone network.

**GOALS FOR NEXT FISCAL YEAR**

- Ensure that the computer network remains current, efficient and functional
- Propose cost-effective hardware and reduce overall maintenance costs
- Convert software to current version for continuous system expansion
- Work with City Administration and City's contract IT company to recommend and, upon approval, implement first phase of a content management system.
- Recommend and implement revisions to the City's IT policy to incorporate the City's approved content management system to ensure the continued security of the City's IT systems.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Deploy data protection and backup system with remote storage capabilities for disaster recovery
- Order all equipment identified for FY 2017 for replacement on the City's IT Inventory within the first quarter of FY 2017.
- Continue the deployment of updated versions of software that meets the needs of the City.
- Install all equipment purchased within 15 business days of receipt.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of employees served	127	127	127
Number of computers supported	138	138	138
Number of requests for service	477	425	450

<b><u>PERFORMANCE MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Percent of service requests cleared with 10 days of receipt	100%	100%	100%
Percent of system reliability	100%	100%	100%
Number of computers supported per full-time equivalent	1.08FE	1.08FE	1.08FE

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 INFORMATION TECHNOLOGY: DEPARTMENT 13**

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Supplies	4,506	4,769	4,769	4,769	-
Maintenance	187,583	182,100	182,100	182,100	-
Operational Expenses	111,344	74,100	74,100	74,100	-
Contract Services	19,364	17,740	17,740	17,740	-
Property & Equipment	58,366	16,000	16,000	46,000	30,000
<b>TOTAL EXPENDITURES</b>	<b>381,163</b>	<b>294,709</b>	<b>294,709</b>	<b>324,709</b>	<b>30,000</b>

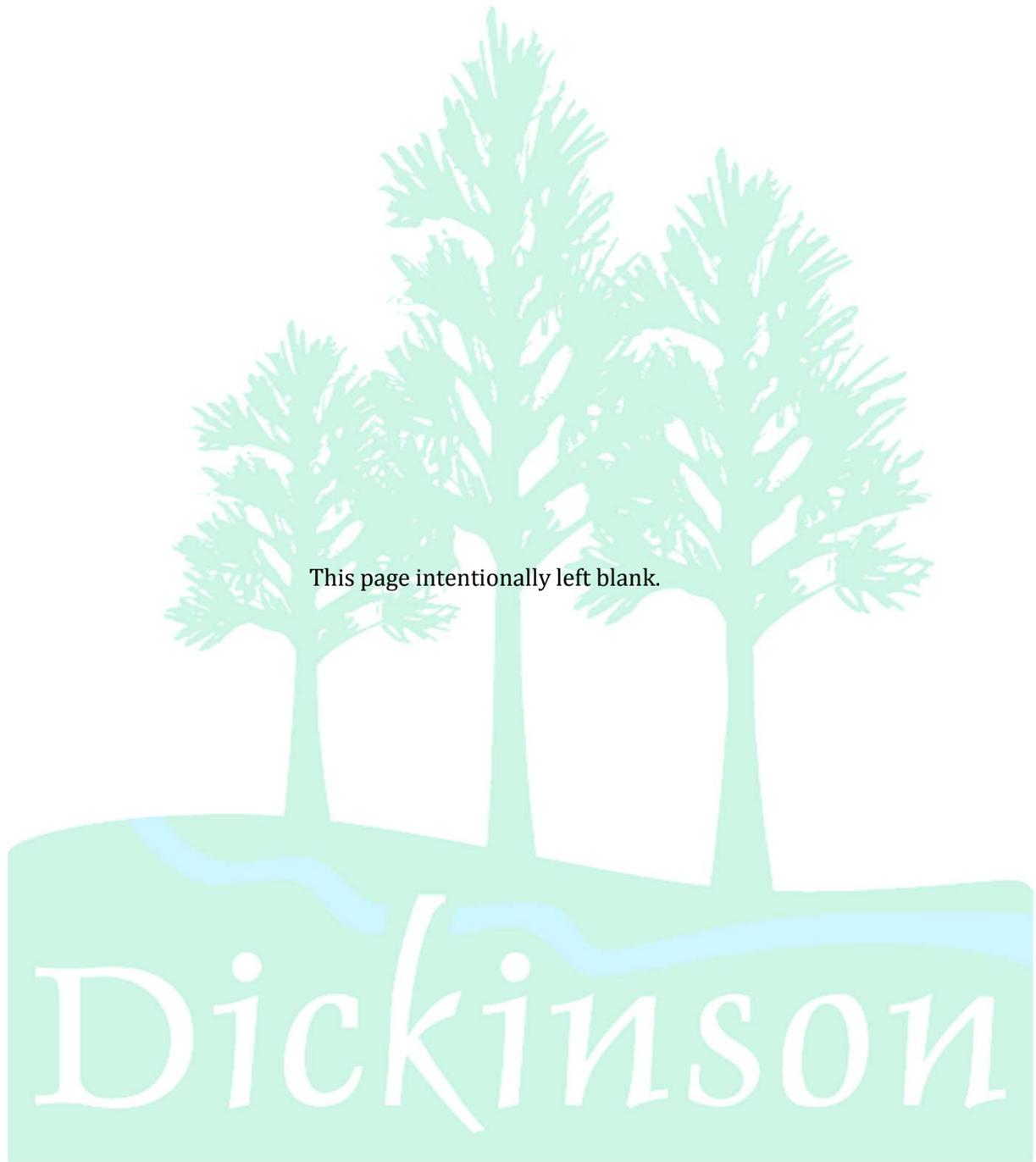
**MAJOR CHANGES IN FY 2016-2017**

- Computer Equipment has been increased to replace UPS batteries and add a server at City Hall.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**INFORMATION TECHNOLOGY: DEPARTMENT 13**

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease )</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8210	Office Supplies & Postage	25	100	100	100	-
8222	Computer Supplies	4,481	4,669	4,669	4,669	-
<b>Subtotal Supplies</b>		<b>4,506</b>	<b>4,769</b>	<b>4,769</b>	<b>4,769</b>	<b>-</b>
<b>Maintenance</b>						
8304	Software Service Contracts	93,834	102,600	102,600	102,600	-
8309	Computer & Network Maint.	81,652	74,500	74,500	74,500	-
8310	Library Comp. & Network	12,097	5,000	5,000	5,000	-
<b>Subtotal Maintenance</b>		<b>187,583</b>	<b>182,100</b>	<b>182,100</b>	<b>182,100</b>	<b>-</b>
<b>Operational Expenses</b>						
8407	Comm.-Pagers & Phones	111,145	74,100	74,100	74,100	-
8445	Complaint Tracking Software	199	-	-	-	-
<b>Subtotal Other Services</b>		<b>111,344</b>	<b>74,100</b>	<b>74,100</b>	<b>74,100</b>	<b>-</b>
<b>Contract Services</b>						
8530	Copier/Postage Rental	19,364	17,740	17,740	17,740	-
<b>Subtotal Contract Services</b>		<b>19,364</b>	<b>17,740</b>	<b>17,740</b>	<b>17,740</b>	<b>-</b>
<b>Property &amp; Equipment</b>						
8600	Computer Equipment	42,770	-	-	30,000	30,000
8603	Computer Workstation	15,596	16,000	16,000	16,000	-
<b>Subtotal Property &amp; Equip.</b>		<b>58,366</b>	<b>16,000</b>	<b>16,000</b>	<b>46,000</b>	<b>30,000</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>381,163</b>	<b>294,709</b>	<b>294,709</b>	<b>324,709</b>	<b>30,000</b>
<b>TOTAL EXPENDITURES</b>		<b>381,163</b>	<b>294,709</b>	<b>294,709</b>	<b>324,709</b>	<b>30,000</b>

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**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 LIBRARY: DEPARTMENT 15**

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**DEPARTMENT MISSION & OVERVIEW**

Dickinson Public Library is responsible for enriching the lives of people in the community by providing open access to a wide variety of materials, services and information in a responsive and friendly environment that promotes lifelong learning. Dickinson Public Library is composed of the Library Director, an Assistant Library Director, a Youth/IT Librarian, a Catalog/Processing Librarian and Library Assistants.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Created, implemented, and managed basic Genealogy Services for patrons including printed materials, databases and instructional programs
- Reviewed and revised 5-Year Strategic Goals and submitted to City Administrator, Library Board and City Council for consideration and approval.
- Partnered with DISD to participate as a site for the Summer Feeding Program
- Finalized complete Asset Inventory list for Dickinson Public Library by July 31, 2016.

**GOALS FOR NEXT FISCAL YEAR**

- Continue to expand Adult programming by creating, implementing, and managing at least one new ongoing Adult Program.
- Initiate, implement, and manage at least two new joint programs and/or services working in conjunction with other governmental entities and/or community organizations.
- Implement indexing of Local History material.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Partner with civic groups in Dickinson at least 6 times.
- Add one additional Summer feeding day during weeks of June and July of 2017.
- Add one additional Senior program on health concerns.
- Add two Intermediate level computer classes.

<b><u>WORKLOAD MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Total Circulation Transactions		26,400	27,000
Number of Visits		46,800	50,000
Number of programs presented per year		19	20

<b><u>PERFORMANCE MEASURES</u></b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
New Patrons Registered		840	900
Number of Program Attendees		7,200	7,500
People using public computers per year			100.00%

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 LIBRARY: DEPARTMENT 15**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Library Director	1.0	1.0	1.0
Assistant Library Director	1.0	1.0	1.0
Librarian (Catalog/Processing)	1.0	1.0	1.0
Youth/IT Librarian	0.5	0.5	1.0
Library Assistant	2.0	2.0	2.0
<b>TOTAL FTE</b>	<b>5.5</b>	<b>5.5</b>	<b>6.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	259,126	307,632	307,632	339,055	31,423
Supplies	27,261	28,349	28,349	15,750	(12,599)
Maintenance	17,710	13,000	13,000	13,000	-
Operational Expenses	43,592	49,450	49,450	49,450	-
Property & Equipment	25,013	-	-	-	-
Transfers	598	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>373,300</b>	<b>398,431</b>	<b>398,431</b>	<b>417,255</b>	<b>18,824</b>

**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- The Youth/IT Librarian has been upgraded to a full time position and the net impact has been reduced in Collection Development and Materials Processing supplies. The funding for these items will come out of the Library Trust Fund.
- Office Supplies have been increased based on actual trends.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**LIBRARY: DEPARTMENT 15**

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	111,734	196,414	196,414	210,533	14,119
8102	Overtime Pay	840	-	-	-	-
8104	PTE Base Salary	97,153	43,054	43,054	53,670	10,616
8110	Cell Phone Allowance	-	420	420	-	(420)
8113	Certification/Edu. Pay	5,366	5,760	5,760	6,960	1,200
8114	Longevity Pay	1,130	1,310	1,310	1,580	270
8150	FICA Tax	2,744	2,788	2,788	3,447	658
8151	Payroll Tax	3,141	3,575	3,575	3,955	380
8152	Unemployment Tax	391	1,553	1,553	1,239	(315)
8153	Retirement (TMRS)	15,106	17,466	17,466	23,486	6,020
8155	Employee Group Insurance	20,878	34,653	34,653	33,480	(1,173)
8156	Worker's Comp. Insurance	643	639	639	707	68
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>259,126</b>	<b>307,632</b>	<b>307,632</b>	<b>339,055</b>	<b>31,423</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8210	Office Supplies & Postage	10,618	9,000	9,000	10,000	1,000
8211	Summer Reading Supplies	1,550	750	750	750	-
8212	Materials Processing Sup.	1,998	6,000	6,000	5,000	(1,000)
8223	Collection Development	12,403	12,599	12,599	-	(12,599)
8225	Youth Programing	692	-	-	-	-
<b>Subtotal Supplies</b>		<b>27,261</b>	<b>28,349</b>	<b>28,349</b>	<b>15,750</b>	<b>(12,599)</b>
<b>Maintenance</b>						
8301	Building & Property Maint.	17,710	13,000	13,000	13,000	-
<b>Subtotal Maintenance</b>		<b>17,710</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	3,308	3,500	3,500	3,500	-
8403	Dues/Subscriptions/Books	507	750	750	750	-
8417	Utilities	39,777	45,200	45,200	45,200	-
<b>Subtotal Other Services</b>		<b>43,592</b>	<b>49,450</b>	<b>49,450</b>	<b>49,450</b>	<b>-</b>
<b>Property &amp; Equipment</b>						
8604	Furniture & Equip.	25,013	-	-	-	-
<b>Subtotal Property &amp; Equip.</b>		<b>25,013</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
8923	Transfer to Special Rev.Fund	598	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>		<b>114,174</b>	<b>90,799</b>	<b>90,799</b>	<b>78,200</b>	<b>(12,599)</b>
<b>TOTAL EXPENDITURES</b>		<b>373,300</b>	<b>398,431</b>	<b>398,431</b>	<b>417,255</b>	<b>18,824</b>

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 TOURISM & ECONOMIC DEVELOPMENT: DEPARTMENT 16**

**DEPARTMENT MISSION & OVERVIEW**

The Tourism & Economic Development Department is responsible for the operation and maintenance of the Dickinson Historical Railroad Center and Museum and working with the Dickinson Economic Development Corporation and the City Administrator to contribute to the economic well-being of the community. The Department is responsible for managing the Historical Railroad Center's rentals for special events and meetings as well as other tourism initiatives. The Dickinson Economic Development Corporation funds the Salary & Benefits of the positions included under this department.

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Executive Director of Economic Development	-	-	1.0
Economic Development Coordinator	1.0	0.75	0.75
Guest Services Assistant	1.5	2.0	2.0
<b>TOTAL FTE</b>	<b>2.5</b>	<b>2.75</b>	<b>3.75</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	89,064	103,332	103,332	232,320	128,987
<b>TOTAL EXPENDITURES</b>	<b>89,064</b>	<b>103,332</b>	<b>103,332</b>	<b>232,320</b>	<b>128,987</b>

**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- A new Executive Director position for the DEDC has been added and will be fully funded by the Dickinson Economic Development Corporation.

**CITY OF DICKNSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
TOURISM: DEPARTMENT 16**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	44,966	63,947	63,947	167,863	103,916
8102	Overtime Pay	261	-	-	-	-
8104	PTE Base Salary	28,308	16,788	16,788	21,494	4,706
8105	Vehicle Allowance	-	-	-	6,000	6,000
8110	Cell Phone Allowance	420	420	420	795	375
8113	Certification/Edu. Pay	-	-	-	1,920	1,920
8114	Longevity Pay	595	551	551	(179)	(730)
8150	FICA Tax	1,771	1,041	1,041	1,333	292
8151	Payroll Tax	1,077	1,183	1,183	2,123	939
8152	Unemployment Tax	260	660	660	630	(30)
8153	Retirement (TMRS)	4,010	5,616	5,616	12,620	7,004
8155	Employee Group Insurance	7,115	12,914	12,914	17,342	4,428
8156	Worker's Comp. Insurance	281	212	212	379	168
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>89,064</b>	<b>103,332</b>	<b>103,332</b>	<b>232,320</b>	<b>128,987</b>
<b>TOTAL EXPENDITURES</b>		<b>89,064</b>	<b>103,332</b>	<b>103,332</b>	<b>232,320</b>	<b>128,987</b>

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 ANIMAL SERVICES: DEPARTMENT 6**

**DEPARTMENT MISSION & OVERVIEW**

The Animal Services Department is under the management of the Shelter Manager. The department is responsible for the operation and maintenance of the Animal Shelter and animal control services. The Department is funded by Bayou Animal Services, a non-profit local government corporation.

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
Shelter Manager	-	-	1.0
Animal Control Officer	-	-	2.0
Kennel Tech	-	-	1.0
<b>TOTAL FTE</b>	-	-	<b>4.00</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	-	34,972	-	197,033	197,033
<b>TOTAL EXPENDITURES</b>	-	<b>34,972</b>	-	<b>197,033</b>	<b>197,033</b>

**MAJOR CHANGES IN FY 2016-2017**

- This is a new department in the General Fund used to account for the Salary & Benefits of the employees working for Bayou Animal Services Corporation. The Corporation fully funds these employees' Salaries & Benefits.

**CITY OF DICKNSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
ANIMAL SERVICES: DEPARTMENT 6**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	-	30,928	-	111,735	111,735
8102	Overtime Pay	-	-	-	10,000	10,000
8104	PTE Base Salary	-	-	-	32,973	32,973
8110	Cell Phone Allowance	-	550	-	660	660
8150	FICA Tax	-	-	-	2,664	2,664
8151	Payroll Tax	-	434	-	2,253	2,253
8152	Unemployment Tax	-	50	-	1,026	1,026
8153	Retirement (TMRS)	-	2,721	-	13,298	13,298
8155	Employee Group Insurance	-	-	-	21,511	21,511
8156	Worker's Comp. Insurance	-	289	-	913	913
<b>TOTAL SALARY &amp; BENEFITS</b>		-	<b>34,972</b>	-	<b>197,033</b>	<b>197,033</b>
<b>TOTAL EXPENDITURES</b>		-	<b>34,972</b>	-	<b>197,033</b>	<b>197,033</b>

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 EMERGENCY MEDICAL SERVICES: DEPARTMENT 17**

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**DEPARTMENT MISSION & OVERVIEW**

The Emergency Medical Services (EMS) Department is under the direction of the EMS Director and includes a staff of EMTs, Paramedics, and a part-time Administrative Assistant. The EMS department is responsible for providing emergency care and transport for the sick and injured citizens of or visitors to the City of Dickinson. The department also provides public health education to the community.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Finalized the City's acceptance into the Texas Ambulance Services Supplemental Payment Program ("TASSPP") through the Texas Department of Health & Human Services Commission.
- Reviewed and completed revisions to section(s) and/or annexes of the City's Emergency Management Plan for which Emergency Medical Services is responsible by August 1, 2016.
- Served on and actively participated with the City's cross-departmental code compliance team.

**GOALS FOR NEXT FISCAL YEAR**

- Implement all processes and reporting necessary for the City to receive reimbursements through the Texas Ambulance Services Supplemental Payment Program through Texas Health and Human Services Commission.
- Complete implementation of Operative IQ Inventory Management System for the Department.
- Continue to serve on and ensure the Department actively participates in the City's cross-departmental code compliance team.
- Work with City Secretary, City Administrator and City's IT contractor to implement electronic storage of records and content management system for the Department.

**OBJECTIVES FOR NEXT FISCAL YEAR**

- Improve the percentage of calls that have a response time to scene of 8 minutes or less from 76% to 78%.
- Working with the City Secretary, transfer a minimum of 25% of the Department's records into electronic format.

<b>WORKLOAD MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Number of Calls	2,550	2,560	2,600
Number of Patients Transported	1,370	1,410	1,450
Number of Public Education Programs Provided	8	12	24

<b>PERFORMANCE MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Goal</b>
Response Time to Scene within 8 minutes or less	75.22%	76.00%	78.00%
Response provided by Mutual Aid	13%	12%	11%
Percent reduction in supply purchases	N/A	N/A	15.00%

**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
GENERAL FUND EXPENDITURES  
EMERGENCY MEDICAL SERVICES: DEPARTMENT 17**

<b>PERSONNEL COUNTS</b>	<b>FY14-15 Actual</b>	<b>FY15-16 Original Budget</b>	<b>FY16-17 Budget</b>
EMS Director	1.0	1.0	1.0
Administrative Assistant - EMS	0.5	0.5	0.5
Paramedic	14.0	14.0	14.0
EMT - Intermediate	0.5	0.5	0.5
EMT - Basic	4.0	4.0	4.0
<b>TOTAL FTE</b>	<b>20.0</b>	<b>20.0</b>	<b>20.0</b>

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Salary & Benefits	669,978	728,683	690,664	809,997	119,333
Supplies	50,867	54,670	55,300	55,300	-
Maintenance	32,859	41,834	42,620	42,620	-
Operational Expenses	39,024	45,016	43,600	47,750	4,150
Contract Services	56,362	52,000	52,000	52,000	-
Property & Equipment	-	47,000	47,000	-	(47,000)
Insurance	3,000	4,080	4,080	4,080	-
<b>TOTAL EXPENDITURES</b>	<b>852,091</b>	<b>973,283</b>	<b>935,264</b>	<b>1,011,747</b>	<b>76,483</b>

**MAJOR CHANGES IN FY 2016-2017**

- In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary per the City's Multi-Year Financial Plan. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Communication - Pagers & Phones has been increased for the monthly air card fee for the new tablets.
- Utilities have been increased based on actual trends.
- Furniture & Equipment has been reduced due to the one-time purchases in FY16.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**  
**EMERGENCY MEDICAL SERVICES: DEPARTMENT 17**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16	FY 16-17	Increase/ (Decrease)
				Original Budget	Budget	
<b>SALARY &amp; BENEFITS</b>						
8101	Salary & Wages	216,056	219,319	219,319	237,928	18,609
8102	Overtime Pay	78,876	84,000	78,434	86,520	8,086
8104	PTE Base Salary	258,357	282,679	250,226	318,102	67,876
8113	Certification/Edu. Pay	4,816	10,200	10,200	9,600	(600)
8114	Longevity Pay	795	1,095	1,095	1,270	175
8150	FICA Tax	12,538	17,913	17,913	25,310	7,396
8151	Payroll Tax	7,788	8,109	8,109	9,475	1,365
8152	Unemployment Tax	2,227	4,848	4,848	4,733	(116)
8153	Retirement (TMRS)	31,136	34,114	34,114	45,489	11,375
8155	Employee Group Insurance	50,978	49,344	49,344	51,605	2,260
8156	Worker's Comp. Insurance	6,412	17,060	17,060	19,966	2,906
<b>TOTAL SALARY &amp; BENEFITS</b>		<b>669,978</b>	<b>728,683</b>	<b>690,664</b>	<b>809,997</b>	<b>119,333</b>
<b>OTHER EXPENDITURES</b>						
<b>Supplies</b>						
8204	Fuel	16,234	15,000	15,000	15,000	-
8206	Supplies	32,360	34,800	34,800	34,800	-
8210	Office Supplies & Postage	477	500	500	500	-
8213	Uniforms & Apparel	1,796	4,370	5,000	5,000	-
<b>Subtotal Supplies</b>		<b>50,867</b>	<b>54,670</b>	<b>55,300</b>	<b>55,300</b>	<b>-</b>
<b>Maintenance</b>						
8301	Building & Property Maint.	24,143	19,214	20,000	20,000	-
8304	Service Contract		9,620	9,620	9,620	-
8307	Vehicle Maintenance	8,717	13,000	13,000	13,000	-
<b>Subtotal Maintenance</b>		<b>32,859</b>	<b>41,834</b>	<b>42,620</b>	<b>42,620</b>	<b>-</b>
<b>Operational Expenses</b>						
8402	Travel & Training - Staff	2,705	4,000	4,000	4,000	-
8403	Dues/Subscriptions/Books	3,433	3,500	3,500	3,500	-
8407	Comm.-Pagers & Phones	3,677	4,416	3,000	7,000	4,000
8417	Utilities	27,959	30,850	30,850	31,000	150
8424	EMS - DISD Services	1,250	2,250	2,250	2,250	-
<b>Subtotal Other Services</b>		<b>39,024</b>	<b>45,016</b>	<b>43,600</b>	<b>47,750</b>	<b>4,150</b>
<b>Contract Services</b>						
8527	Contract Services	7,800	11,000	11,000	11,000	-
8541	EMS Patient Billing	48,562	41,000	41,000	41,000	-
<b>Subtotal Contract Services</b>		<b>56,362</b>	<b>52,000</b>	<b>52,000</b>	<b>52,000</b>	<b>-</b>
<b>Property &amp; Equipment</b>						
8604	Furniture & Equip.	-	47,000	47,000	-	(47,000)

**CITY OF DICKNSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 EMERGENCY MEDICAL SERVICES: DEPARTMENT 17**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>Insurance</b>						
8709	Public Officials E&O Ins.	3,000	4,080	4,080	4,080	-
<b>Subtotal Insurance</b>		<b>3,000</b>	<b>4,080</b>	<b>4,080</b>	<b>4,080</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>182,113</b>	<b>244,600</b>	<b>244,600</b>	<b>201,750</b>	<b>(42,850)</b>
<b>TOTAL EXPENDITURES</b>		<b>852,091</b>	<b>973,283</b>	<b>935,264</b>	<b>1,011,747</b>	<b>76,483</b>

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 GENERAL FUND EXPENDITURES  
 CONTRACTUAL & GOVERNMENT-WIDE SERVICES: DEPARTMENT 18**

**DEPARTMENT MISSION & OVERVIEW**

The Contractual Services and Government-Wide Expenditures department is the department in which the City budgets and accounts for expenditures that extend to all departments of the City and are related to the overall service-provision levels offered by the City. Expenditures of this fund include, but are not limited to, animal control and sheltering services, annual legal services retained by the City, real and personal property insurances, local economic development grants, and transfers made from the General Fund to other funds or other units of government that provide the City of Dickinson services through an established contract.

<b>EXPENDITURE SUMMARY</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
Maintenance	21,325	25,000	25,000	25,000	-
Contract Services	4,094,833	3,730,453	3,710,453	3,939,088	228,635
Insurance	180,048	198,912	198,912	198,908	(4)
Transfers	2,902,227	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,198,433</b>	<b>3,954,365</b>	<b>3,934,365</b>	<b>4,162,996</b>	<b>228,631</b>

**MAJOR CHANGES IN FY 2016-2017**

- Animal Services has been increased due to the increase in transfer to Bayou Animal Services Corporation.
- DVFD - Pension Contribution has been increased to accommodate an increased rate per participant in the State's pension program.
- Grant Payments have increased proportionally to the increase in sales tax revenues.

**CITY OF DICKNSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**GENERAL FUND EXPENDITURES**

**CONTRACTUAL & GOVERNMENT-WIDE SERVICES: DEPARTMENT 18**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16		Increase/ (Decrease)
				Original Budget	FY 16-17 Budget	
<b>OTHER EXPENDITURES</b>						
<b>Maintenance</b>						
8300	Bldg Alarm & Access Srvcs.	21,325	25,000	25,000	25,000	-
<b>Contract Services</b>						
8501	Finance & Audit	34,555	41,500	41,500	41,500	-
8502	Animal Services	48,856	82,928	82,928	126,399	43,471
8503	Animal Shelter	104,872	-	-	-	-
8510	DVFD Services	102,257	98,853	98,853	98,853	-
8510-1	DVFD - Pension Contribution	19,580	23,000	23,000	34,000	11,000
8510-2	DVFD - Fuel	3,575	9,370	9,370	9,370	-
8510-3	DVFD - Contract Employee	13,000	13,000	13,000	13,000	-
8511	Records Storage	5,358	14,000	14,000	14,000	-
8512	Janitorial Services	21,096	21,096	21,096	21,096	-
8515	Legal Fees	79,343	90,000	70,000	70,000	-
8517	Refuse Collection Contract	325,256	-	-	-	-
8518	Billing Services	27,882	-	-	-	-
8520	Tax Appraisal	26,893	28,870	28,870	28,870	-
8521	Tax Collection	2,953	3,000	3,000	3,000	-
8543	Grant Payments	3,242,999	3,268,836	3,268,836	3,443,000	174,164
8557	Consulting Svcs	36,356	36,000	36,000	36,000	-
<b>Subtotal Contract Services</b>		<b>4,094,833</b>	<b>3,730,453</b>	<b>3,710,453</b>	<b>3,939,088</b>	<b>228,635</b>
<b>Insurance</b>						
8704	Vehicle Insurance	40,040	50,050	50,050	50,050	-
8708	Property Insurance	135,145	142,577	142,577	142,577	-
8709	Public Officials E&O Ins.	3,897	5,300	5,300	5,300	-
8711	Employee Bond	966	985	985	980	(4)
<b>Subtotal Insurance</b>		<b>180,048</b>	<b>198,912</b>	<b>198,912</b>	<b>198,908</b>	<b>(4)</b>
	Transfer to Other Funds	44,608	-	-	-	-
8940	Transfer to DEDC	1,428,810	-	-	-	-
8941	Transfer to Street Maint.	1,428,810	-	-	-	-
<b>Subtotal Transfers</b>		<b>2,902,227</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>7,198,433</b>	<b>3,954,365</b>	<b>3,934,365</b>	<b>4,162,996</b>	<b>228,631</b>
<b>TOTAL EXPENDITURES</b>		<b>7,198,433</b>	<b>3,954,365</b>	<b>3,934,365</b>	<b>4,162,996</b>	<b>228,631</b>

**CITY OF DICKINSON  
FY 2016-2017 ORIGINAL BUDGET  
DEBT SERVICE FUND: FUND 02**

The Debt Service Fund is the mechanism through which the City of Dickinson accumulates resources for the payment of interest and principal on its long-term debts.

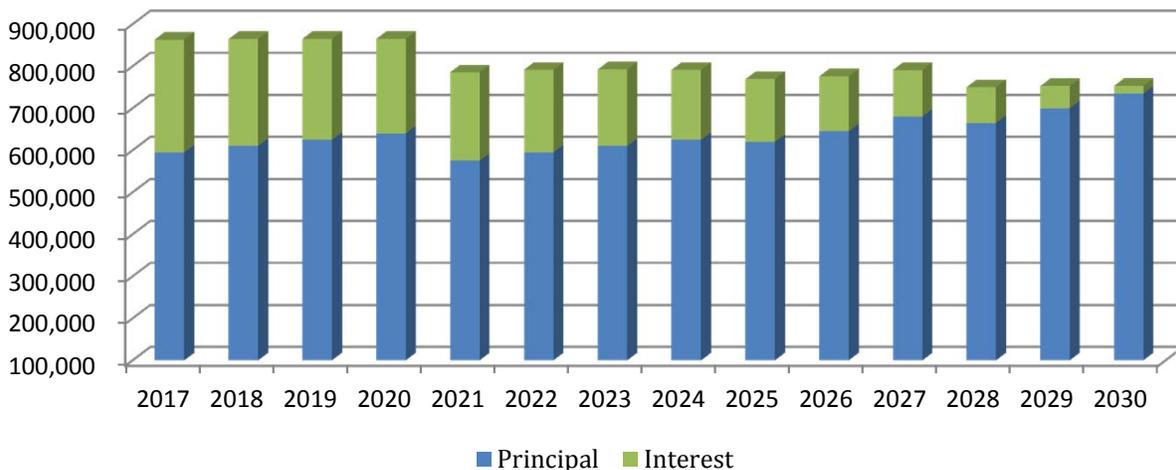
The Debt Service Fund receives the majority of its revenues through current property tax assessments collected through the Interest and Sinking (I&S) tax rate. This portion of the tax rate is typically equal to the tax rate that, when applied to total assessed value, provides revenue equal to the debt service payment. The City has no legal debt limits.

In addition to current property tax revenues, the Debt Service Fund also receives delinquent tax payments and penalties and interest on those delinquent payments, as well as contractual payments from Galveston County Water Control Improvement District No. 1 ("WCID") and the Dickinson Economic Development Corporation ("DEDC") for those entities' share of the debt.

**DEBT SERVICE SCHEDULE**

Fiscal Year	2009 CO's		2009 GOs		2014 GO's		TOTAL
	Principal	Interest	Principal	Interest	Principal	Interest	
2017		50,695	120,000	71,120	475,000	146,775	863,590
2018		50,695	110,000	66,958	500,000	137,025	864,678
2019		50,695	115,000	62,595	510,000	126,925	865,215
2020		50,695	115,000	57,765	525,000	116,575	865,035
2021		50,695	35,000	54,465	540,000	105,250	785,410
2022		50,695	30,000	53,035	565,000	92,819	791,549
2023		50,695	25,000	51,825	585,000	79,881	792,401
2024		50,695	25,000	50,725	600,000	65,050	791,470
2025		50,695		50,175	620,000	48,275	769,145
2026		50,695		50,175	645,000	30,075	775,945
2027		50,695		50,175	680,000	10,200	791,070
2028	325,000	43,058	340,000	42,185			750,243
2029	350,000	27,020	350,000	25,795			752,815
2030	380,000	9,310	355,000	8,698			753,008
<b>TOTAL</b>	<b>1,055,000</b>	<b>687,728</b>	<b>1,740,000</b>	<b>771,010</b>	<b>6,710,000</b>	<b>1,115,025</b>	<b>12,078,763</b>

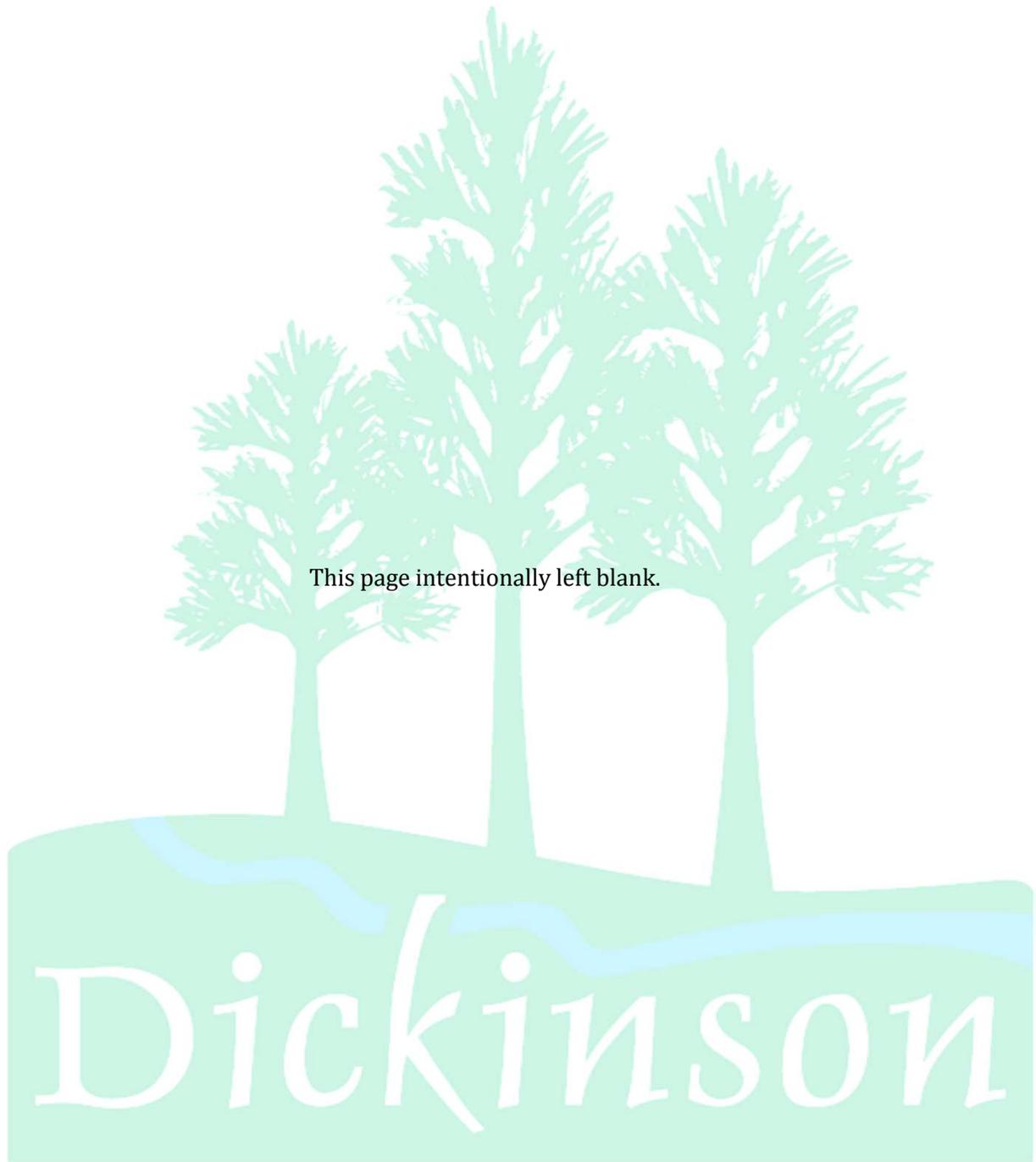
**Debt Service Payments through FY2030**



**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**DEBT SERVICE FUND: FUND 02**

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
<b>Property Taxes</b>						
7101	Current Property Tax	624,032	680,823	680,823	691,066	10,243
7102	Delinquent Property Tax	18,878	14,038	14,038	14,255	217
7103	Penalty & Int. On Del. Tax	10,016	7,019	7,019	7,124	105
<b>Total Property Taxes</b>		<b>652,926</b>	<b>701,880</b>	<b>701,880</b>	<b>712,445</b>	<b>10,565</b>
<b>Financing &amp; Interest Income</b>						
7621	Interest Income	159	-	-	500	500
<b>Total Financing &amp; Interest</b>		<b>159</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>Transfers &amp; Other Contributions</b>						
7726	DEDC Contribution	62,705	62,705	62,705	68,980	6,275
7727	WCID #1 Contribution	86,965	86,965	86,965	86,965	-
7730	Transfer from CIP Fund	-	-	-	-	-
7724	Transfer from GF Reserve	-	17,384	20,941	450	(20,491)
<b>Total Contributions</b>		<b>149,670</b>	<b>167,054</b>	<b>170,611</b>	<b>156,395</b>	<b>(14,216)</b>
<b>TOTAL REVENUE</b>		<b>802,755</b>	<b>868,934</b>	<b>872,491</b>	<b>869,340</b>	<b>(3,151)</b>
<b>EXPENDITURES</b>						
<b>Issue Costs &amp; Continuing Disclosure</b>						
8525	Issue Costs & Cont. Disclos.	5,750	5,300	5,300	5,750	450
<b>Principal</b>						
8909	2006 CO's, Principal	120,000	-	-	-	-
8911	2007 CO's, Principal	275,000	-	-	-	-
8917	2009 GO Refund., Principal	110,000	120,000	120,000	120,000	-
XXXX	2014 GO Refund., Principal	-	465,000	465,000	475,000	10,000
<b>Total Principal</b>		<b>505,000</b>	<b>585,000</b>	<b>585,000</b>	<b>595,000</b>	<b>10,000</b>
<b>Interest &amp; Issue Costs</b>						
8910	2006 CO's, Interest	3,000	-	-	-	-
8912	2007 CO's, Interest	7,220	-	-	-	-
8920	2009 GO Refund., Interest	79,070	75,320	75,320	50,695	(24,625)
8921	2009 CO's, Interest	50,695	50,695	50,695	71,120	20,425
8924	2014 GO Refund., Interest	168,637	156,175	156,175	146,775	(9,400)
<b>Total Interest &amp; Issue Costs</b>		<b>308,622</b>	<b>282,190</b>	<b>282,190</b>	<b>268,590</b>	<b>(13,600)</b>
<b>TOTAL EXPENDITURES</b>		<b>819,372</b>	<b>872,490</b>	<b>872,490</b>	<b>869,340</b>	<b>(3,150)</b>
<b>REVENUE - EXPENDITURES</b>		<b>(16,617)</b>	<b>(3,556)</b>	<b>1</b>	<b>0</b>	<b>(1)</b>
<b>BEGINNING FUND BALANCE</b>		<b>20,173</b>	<b>3,556</b>	<b>3,556</b>	<b>0</b>	
<b>ENDING FUND BALANCE</b>		<b>3,556</b>	<b>0</b>	<b>3,557</b>	<b>1</b>	

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**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**MUNICIPAL DRAINAGE UTILITY FUND: FUND 06**

The Municipal Drainage Utility Fund (“MDUF”) is the enterprise fund that accounts for the revenue and expenditures related to the maintenance of the City’s drainage infrastructure and related capital projects. The MDUF is self-funding, producing its own revenues to cover the required expenditures. Revenues for the MDUF are collected through residential and commercial drainage fees assessed each month on households, multi-family complexes, and commercial establishments in the City. Expenditures for the MDUF are largely driven by staff costs for the drainage crew, operating and capital expenditures for the department, and the costs associated with individual drainage projects undertaken in a given fiscal year.

City Council has a policy to maintain a Fund Balance of at least 25% of operating expenditures. Since the current Fund Balance far exceeds this requirement, the number of drainage projects has been increased per the Multi-Year Financial Plan. This is reflected by Expenditures exceeding Revenues for the previous, current and next fiscal years.

**ACHIEVEMENTS FOR CURRENT FISCAL YEAR**

- Completed Westside & Eastside Drainage Projects (CDBG Disaster Recovery Round 2.2 Project)
- Obtained new TPDES MS4 Permit for the City.
- Bayou Chantilly Outfall Repair
- Drainage Improvements to: Briar Glen drainage ditch, Bayou Chantilly, Oleander Right of Way, Casa Grande, Moore’s addition, Pabst Drive, and Church Street

**GOALS FOR NEXT FISCAL YEAR**

- FM 517 – Hot Spot # 1
- Mowing: Pabst Drive; Outfall Ditches: Spruce Drive and Country Club Drive West
- Establish a standardized open ditch cleaning schedule to provide for the cleaning of all open ditches (citywide) at least once every 4 years.

<b>WORKLOAD MEASURES</b>	<b>Last Fiscal Year Actual</b>	<b>Current Fiscal Year Estimate</b>	<b>Next Fiscal Year Estimate</b>
Major Drainage Projects	3	5	4
Linear feet of Open Ditch Cleaning	N/A	198	396

**PERFORMANCE MEASURES**

Number of Culvert installs	100	100	100
Percent of open ditches cleaned	N/A	15%	25%

<b>PERSONNEL COUNTS</b>	<b>FY 13-14 Actual</b>	<b>FY14-15 Amended Budget</b>	<b>FY15-16 Original Budget</b>
Public Works Director	0.50	0.50	0.50
Assistant to Public Works Director	0.50	0.50	0.50
Drainage Foreman	-	1.00	1.00
Light Equipment Operator	3.00	2.00	2.00
<b>TOTAL FTE</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

\*The Public Works Director and Assistant to the Public Works Director are split 50/50 between the General Fund and Municipal Drainage Utility Fund.

**MAJOR CHANGES IN FY 2016-2017**

- Revenues in FY 2017 were adjusted based on the Multi-Year Financial Plan.
- Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs, and a 3% increase to base salaries. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% and Retirement (TMRS) has decreased due to a reduction in rates.
- FY 2017 projects include FM 517 Hot Spot # 1 (identified in the City's Comprehensive Drainage Study).

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**MUNICIPAL DRAINAGE UTILITY FUND: FUND 06**

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
06-7110-00-00	Resident Drainage	255,324	250,000	281,000	250,000	(31,000)
06-7111-00-00	Commercial Drainage	45,154	45,000	24,000	45,000	21,000
06-7112-00-00	Multi-Family/Mobile Home	43,413	43,000	59,000	43,000	(16,000)
06-7102-00-00	Delinquent Drainage Fees	-	20,000	-	-	-
<b>TOTAL REVENUE</b>		<b>343,890</b>	<b>358,000</b>	<b>364,000</b>	<b>338,000</b>	<b>(26,000)</b>
<b>EXPENDITURES</b>						
<b>Salaries &amp; Benefits</b>						
06-8101-14-00	FTE Base Salary	110,934	138,385	153,228	149,279	(3,949)
06-8102-14-00	Overtime Pay	710	2,000	2,060	2,122	62
06-8110-14-00	Cell Phone Allowance	450	450	450	450	-
06-8113-14-00	Certification/Edu. Pay	356	540	450	360	(90)
06-8114-14-00	Longevity Pay	3,215	2,970	1,845	1,035	(810)
06-8151-14-00	Payroll Tax	1,621	2,079	2,291	2,222	(69)
06-8152-14-00	Unemployment Tax	89	876	875	639	(236)
06-8153-14-00	Retirement (TMRS)	8,478	12,600	13,694	13,824	130
06-8155-14-00	Employee Group Insurance	23,312	33,988	34,671	33,075	(1,596)
06-8156-14-00	Worker's Compensation Ins.	11,136	10,472	8,556	8,233	(323)
<b>Total Salaries &amp; Benefits</b>		<b>160,303</b>	<b>204,360</b>	<b>218,120</b>	<b>211,238</b>	<b>(6,882)</b>
<b>Other Operating Expenses</b>						
06-8204-14-00	Fuel	13,868	14,503	15,803	15,803	-
06-8205-14-00	Safety Supplies	606	800	800	800	-
06-8211-14-00	Supplies & Small Tools	2,042	2,000	2,000	2,000	-
06-8301-14-00	Building & Property Maint.	1,777	1,800	1,800	1,800	-
06-8302-14-00	Drainage, Culvert Maint.	4,084	45,000	45,000	45,000	-
06-8307-14-00	Vehicle & Equip.Maint.	6,839	15,000	15,000	15,000	-
06-8402-14-00	Travel & Training	1,404	1,300	1,300	1,300	-
06-8417-14-00	Utilities	6,290	6,600	6,600	6,600	-
06-8421-14-00	Performance Incentive Prgm	164	400	400	400	-
06-8438-14-00	Uniform Service Contract	1,811	2,000	2,000	2,000	-
06-8518-14-00	Drainage Billing Services	17,517	4,000	4,000	4,000	-
06-8524-14-00	Engineering & Surveying	1,170	5,000	5,000	5,000	-
06-8527-14-00	Contractual Services - Labor	42,664	12,800	12,800	12,800	-
06-8540-14-00	Phase II Storm Water Prgm	1,784	16,200	5,000	5,000	-
06-8620-14-00	Dickinson Bayou Watershed	-	500	500	500	-
06-8708-14-00	Property Insurance	45	100	100	100	-
06-8875-14-00	Casa Grande	7,082	-	-	-	-
06-8877-14-00	Gum Bayou	12,585	-	-	-	-
06-8865-14-00	Country Club Outfall Mowing	17,193	14,000	14,000	14,000	-
<b>Total Operating Expenses</b>		<b>138,925</b>	<b>142,003</b>	<b>132,103</b>	<b>132,103</b>	<b>-</b>

**CITY OF DICKINSON  
 FY 2016-2017 ORIGINAL BUDGET  
 MUNICIPAL DRAINAGE UTILITY FUND: FUND 06**

<b>Projects</b>						
	Moore's Addition	-	28,000	28,000	-	(28,000)
	Pabst Drive	-	10,000	10,000	-	(10,000)
	Church Street	-	8,000	8,000	-	(8,000)
	GreenLee	-	10,000	10,000	-	(10,000)
	Bayou Chantilly Outfall	-	97,000	-	-	-
1701	FM 517 (Hot Spot #1)	-	-	-	18,000	18,000
<b>Total Projects</b>		-	<b>153,000</b>	<b>56,000</b>	<b>18,000</b>	<b>(38,000)</b>
<b>TOTAL EXPENDITURES</b>		<b>299,227</b>	<b>499,363</b>	<b>406,223</b>	<b>361,341</b>	<b>(44,882)</b>
<b>REVENUE - EXPENDITURES</b>		<b>44,663</b>	<b>(141,363)</b>	<b>(42,223)</b>	<b>(23,341)</b>	<b>18,882</b>
<b>BEGINNING FUND BALANCE</b>		426,485	471,148	471,148	329,785	
<b>ENDING FUND BALANCE</b>		<b>471,148</b>	<b>329,785</b>	<b>428,925</b>	<b>306,444</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**STREET MAINTENANCE SALES TAX FUND: FUND 08**

The Street Maintenance Sales Tax Fund is the fund in which a portion of sales tax revenues collected by the City are dedicated solely to the maintenance and repair of existing City streets. After approval by the voters in May of 2011 and starting in FY 2011-2012, the City has dedicated 0.25 cents of its 1.5 cent sales tax directly into the Street Maintenance Sales Tax Fund. Expenditures out of the Fund are driven by the City's Street Prioritization Program, which guides City Council and staff when choosing street projects to undertake in a given year.

FY 2017 expenditures include completion of reconstruction for FY 2016 projects and design and reconstruction for seven new streets.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
08-7001-00-00	Sales Tax Revenue	1,428,810	1,471,674	1,433,700	1,513,100	79,400
	Trsfr from General Fund	100,000	400,000	-	-	-
08-7621-00-00	Interest Income	2,229	500	500	1,000	500
<b>TOTAL REVENUE</b>		<b>1,531,039</b>	<b>1,872,174</b>	<b>1,434,200</b>	<b>1,514,100</b>	<b>79,900</b>

**EXPENDITURES**

**Operating Expenses**

08-8306-12-00	Street Repair & Patching	24,736	80,000	100,000	100,000	-
08-8401-12-00	Advertising & Legal Notices	-	-	1,000	1,000	-
<b>Total Operating Expenses</b>		<b>24,736</b>	<b>80,000</b>	<b>101,000</b>	<b>101,000</b>	<b>-</b>

**Projects**

08-8800-12-00	42nd St (Missouri-CA)	-	-	-	-	-
08-8801-12-00	47th St (Minnesota to Plum)	-	-	-	-	-
08-8802-12-00	Oak Lane	-	-	-	-	-
08-8803-12-00	Yacht Club Dr	-	-	-	-	-
08-8804-12-00	28Th St (CA - KS)	-	-	-	-	-
08-8805-12-00	29Th St (West Of Hwy 3)	-	-	-	-	-
08-8806-12-00	36Th St (East Of Kansas)	-	-	-	-	-
08-8807-12-00	Ave G (South Of Falco)	-	-	-	-	-
08-8808-12-00	Ave H (South Of Deats)	-	-	-	-	-
08-8809-12-00	Imite St	-	-	-	-	-
08-8810-12-00	Pine Oak Drive	3,514	-	-	-	-
08-8811-12-00	48th Street (W of Hwy 3)	114,812	11,662	-	-	-
08-8812-12-00	Avenue L	468,169	24,263	-	-	-
08-8813-12-00	Dakota	22,004	274,591	-	-	-
08-8814-12-00	Desel Drive	227,740	3,362	-	-	-
08-8815-12-00	MLK (South of Salvato)	67,733	3,362	-	-	-
08-8816-12-00	48th Street (E of Hwy 3)	26,294	101,676	-	-	-
08-8817-12-00	33rd Street	19,143	314,499	-	-	-
08-8818-12-00	28th Street (W of Hwy 3)	19,143	308,883	-	-	-
08-8819-12-00	Leonetti	19,143	156,915	-	-	-
08-8820-12-00	Oleander (Palm to Bridge)	19,143	115,572	-	-	-
08-8821-12-00	Greenbriar Street	23,392	126,779	-	-	-
1601	35th.Street (E of Kansas)	7,426	60,000	419,796	626,282	206,486
1602	Nebraska Street	7,426	60,000	116,897	193,287	76,390

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**STREET MAINTENANCE SALES TAX FUND: FUND 08**

1603	Hollywood Street	7,426	26,000	226,044	269,044	43,000
1604	Gill Road	7,426	27,000	217,971	284,242	66,271
1605	Johnson Street	7,426	58,000	96,876	179,497	82,621
1606	Mariner's Way	7,426	26,000	96,876	178,246	81,370
1607	Pine Oak Cr.	7,426	26,000	90,418	152,132	61,714
1701	Winding Way	-	-	-	390,816	390,816
1702	Pine Ln.	-	-	-	91,190	91,190
1703	Timber Ln.	-	-	-	65,136	65,136
1704	Chicago St.	-	-	-	195,408	195,408
1705	Holly Dr.	-	-	-	205,178	205,178
1706	Woodlawn	-	-	-	130,272	130,272
1707	Benson St.	-	-	-	117,245	117,245
<b>Total Projects</b>		<b>1,082,211</b>	<b>1,724,563</b>	<b>1,264,878</b>	<b>3,077,974</b>	<b>1,813,096</b>
<b>TOTAL EXPENDITURES</b>		<b>1,106,947</b>	<b>1,804,563</b>	<b>1,365,878</b>	<b>3,178,974</b>	<b>1,813,096</b>
<b>REVENUE - EXPENDITURES</b>		<b>424,092</b>	<b>67,611</b>	<b>68,322</b>	<b>(1,664,874)</b>	<b>(1,733,196)</b>
<b>BEGINNING FUND BALANCE</b>		1,676,328	2,100,420	2,100,420	2,168,031	
<b>ENDING FUND BALANCE</b>		<b>2,100,420</b>	<b>2,168,031</b>	<b>2,168,742</b>	<b>503,157</b>	
<b>RESTRICTED FUND BALANCE*</b>		2,000,420	1,668,031	1,668,742	3,157	
<b>UNRESTRICTED FUND BALANCE**</b>		100,000	500,000	500,000	500,000	

\* Restricted Fund Balance is actual proceeds and interest from the Street Maintenance Sales Tax.

\*\* Unrestricted Fund Balance is transfers from the City's General Fund which may be used at the City Council's discretion.

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**BAYOU LAKES - PUBLIC IMPROVEMENT DISTRICT #1: FUND 15**

The Bayou Lakes Public Improvement District (PID) #1 is authorized by Chapter 372 of the Local Government Code. PIDs offer cities and counties a means for improving their infrastructure to promote economic growth in an area. The Public Improvement District Assessment Act allows cities and counties to levy and collect special assessments on properties that are within the City or its extraterritorial jurisdiction.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
15-7103-00-00	Penalty & Interest	2,768	2,700	4,000	2,700	(1,300)
15-7110-00-00	Residential PID Assessment	262,303	260,000	203,000	260,000	57,000
15-7406-00-00	Attorney Fees	1,212	1,200	810	1,200	390
15-7407-00-00	Refunds	5,435	5,400	95	5,400	5,305
15-7621-00-00	Interest Income	372	300	18,310	300	(18,010)
<b>Total Revenue</b>		<b>272,089</b>	<b>269,600</b>	<b>226,215</b>	<b>269,600</b>	<b>43,385</b>
<b>EXPENDITURES</b>						
15-8442-03-00	Bank Analysis Fees	-	-	-	-	-
15-8501-03-00	Audit & CAFR	3,600	3,600	3,600	3,600	-
15-8521-03-00	Collection Fees	7,800	7,500	3,950	7,500	3,550
15-8557-03-00	Reimburse Developer	239,558	230,000	204,239	230,000	25,761
15-8559-03-00	Homeowner Tax Refunds	6,772	6,700	300	6,700	6,400
15-8915-03-00	Tsfr to City-Gen. Fund	15,000	15,000	15,000	15,000	-
<b>TOTAL EXPENDITURES</b>		<b>272,730</b>	<b>262,800</b>	<b>227,089</b>	<b>262,800</b>	<b>35,711</b>
<b>REVENUE - EXPENDITURES</b>		<b>(641)</b>	<b>6,800</b>	<b>(874)</b>	<b>6,800</b>	<b>7,674</b>
<b>BEGINNING FUND BALANCE</b>		<b>4,774</b>	<b>4,133</b>	<b>4,133</b>	<b>4,133</b>	
<b>ENDING FUND BALANCE</b>		<b>4,133</b>	<b>10,933</b>	<b>3,259</b>	<b>10,933</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**BAYOU LAKES - PUBLIC IMPROVEMENT DISTRICT #2: FUND 25**

The Bayou Lakes Public Improvement District (PID) #2 is authorized by Chapter 372 of the Local Government Code. PIDs offer cities and counties a means for improving their infrastructure to promote economic growth in an area. The Public Improvement District Assessment Act allows cities and counties to levy and collect special assessments on properties that are within the City or its extraterritorial jurisdiction. PID#2 will run a deficit balance until the developer begins to sell the properties in this section - at that time the balance will be reimbursed.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>Revenue</b>						
25-7103-00-00	Penalty & Interest	-	-	-	-	-
25-7110-00-00	Residential PID Assessment	-	-	-	-	-
25-7406-00-00	Attorney Fees	-	-	-	-	-
25-7407-00-00	Refunds	-	-	-	-	-
25-7621-00-00	Interest Income	-	-	-	-	-
<b>Total Revenue</b>		-	-	-	-	-
<b>EXPENDITURES</b>						
25-8521-02-00	PID#2 - Collection Fees	3,900	3,900	-	3,900	3,900
25-8442-03-00	Bank Analysis Fees	-	-	-	-	-
25-8501-03-00	Audit & CAFR	-	-	-	-	-
25-8521-03-00	Collection Fees	-	-	-	-	-
25-8557-03-00	Reimburse Developer	-	-	-	-	-
25-8559-03-00	Homeowner Tax Refunds	-	-	-	-	-
25-8915-03-00	Tsfr to City-Gen. Fund	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>3,900</b>	<b>3,900</b>	-	<b>3,900</b>	<b>3,900</b>
<b>REVENUE - EXPENDITURES</b>		<b>(3,900)</b>	<b>(3,900)</b>	-	<b>(3,900)</b>	<b>(3,900)</b>
<b>BEGINNING FUND BALANCE</b>		(7,800)	(11,700)	(11,700)	(11,700)	
<b>ENDING FUND BALANCE</b>		<b>(11,700)</b>	<b>(15,600)</b>	<b>(11,700)</b>	<b>(15,600)</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**VEHICLE EQUIPMENT REPLACEMENT FUND: FUND 21**

The Vehicle Replacement Fund is used to replace City vehicles and major equipment. Included in the FY 2017 Budget is the replacement of four Police vehicles, one Fire Marshal vehicle, one ambulance and stretcher, a new slope mower; and purchase of a used Tiller/Recycler, Maintainer, 10 Ton Steel Roller, Paving Machine, and Bull Dozer. The vehicles, stretcher and 50% of the ambulance are proposed to be funded by the Dickinson Management District No. 1. Additionally, the annual payment towards the Motorola console and a new K9 partition enclosure have been included under Furniture & Equipment for the Police Department.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
<b>Auction Proceeds</b>		53,982	-	-	-	-
<b>Miscellaneous Income</b>		31,529	-	-	-	-
<b>Transfers</b>						
21-7902-00-00	TAN Proceeds	226,810	-	-	-	-
21-7903-00-00	Seized Funds	-	-	-	-	-
21-7600-00-00	DMD#1	278,000	245,400	245,400	355,600	110,200
21-7908-00-00	Drainage Fund	-	-	-	-	-
21-7901-00-00	General Fund	40,000	580,000	-	-	-
<b>Subtotal Transfers</b>		<b>544,810</b>	<b>825,400</b>	<b>245,400</b>	<b>355,600</b>	<b>110,200</b>
<b>TOTAL REVENUE</b>		<b>630,321</b>	<b>825,400</b>	<b>245,400</b>	<b>355,600</b>	<b>110,200</b>
<b>EXPENDITURES</b>						
<b>Furniture &amp; Equipment</b>						
21-8604-12-00	Public Works	-	-	-	300,000	300,000
21-8604-14-00	Drainage	-	-	-	70,000	70,000
21-8604-05-00	Police Department	45,334	45,335	-	49,035	49,035
21-8604-17-00	EMS	-	-	-	51,600	51,600
<b>Subtotal Furniture &amp; Equipment</b>		<b>45,334</b>	<b>45,335</b>	<b>-</b>	<b>470,635</b>	<b>470,635</b>
<b>Vehicle Acquisition</b>						
21-8660-05-00	Police Department	51,042	204,400	204,400	180,000	(24,400)
21-8660-10-00	Fire Marshal	-	41,000	41,000	32,000	(9,000)
21-8660-14-00	Drainage	191,819	45,000	45,000	-	(45,000)
21-8660-17-00	EMS	-	-	-	184,000	184,000
<b>Subtotal Vehicle Acquisition</b>		<b>242,861</b>	<b>290,400</b>	<b>290,400</b>	<b>396,000</b>	<b>105,600</b>
<b>TOTAL EXPENDITURES</b>		<b>288,195</b>	<b>335,735</b>	<b>290,400</b>	<b>866,635</b>	<b>576,235</b>
<b>REVENUE - EXPENDITURES</b>		<b>342,126</b>	<b>489,665</b>	<b>(45,000)</b>	<b>(511,035)</b>	<b>(466,035)</b>
<b>Beginning Fund Balance</b>		255,818	255,818	597,944	745,483	
<b>ENDING FUND BALANCE</b>		<b>597,944</b>	<b>745,483</b>	<b>552,944</b>	<b>234,448</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**BUILDING MAINTENANCE FUND: FUND 30**

The Building Maintenance Fund is used to fund incidental repairs to City facilities as well as the planning, design and construction for future projects. Budgeted FY 2017 expenditures include repainting the interior and exterior of the Police Station and a new Marquee Sign at the Central Fire Station. Additionally, although expenditures are not budgeted for FY 2016-2017, a needs assessment is currently being completed for the Police Facility Renovation.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
30-7724-00-00	Transfer from GF	5,703	290,000	-	-	-
30-7730-00-00	Transfer from CIP	152,600	-	-	-	-
<b>TOTAL REVENUE</b>		<b>158,303</b>	<b>290,000</b>	-	-	-
<b>EXPENDITURES</b>						
<b>Operating Expenses</b>						
30-8301-01-00	City Hall Maintenance	26,516	30,000	-	-	-
30-8301-05-00	Public Safety Maintenance	-	-	-	54,000	54,000
30-8301-12-00	Public Works Maintenance	-	-	-	-	-
30-8301-15-00	Library Maintenance	-	-	-	-	-
<b>Total Operating Expenses</b>		<b>26,516</b>	<b>30,000</b>	-	<b>54,000</b>	<b>54,000</b>
<b>Projects</b>						
30-8445-05-00	Police Facility Renovation	36,787	-	-	-	-
30-8445-17-00	Marquee Sign for Central FS	-	-	-	60,000	60,000
<b>Subtotal Projects</b>		<b>36,787</b>	-	-	<b>60,000</b>	<b>60,000</b>
<b>TOTAL EXPENDITURES</b>		<b>63,303</b>	<b>30,000</b>	-	<b>114,000</b>	<b>114,000</b>
<b>REVENUE - EXPENDITURES</b>		<b>95,000</b>	<b>260,000</b>	-	<b>(114,000)</b>	<b>(114,000)</b>
<b>BEGINNING FUND BALANCE</b>		298,124	393,124	393,124	653,124	
<b>ENDING FUND BALANCE</b>		<b>393,124</b>	<b>653,124</b>	<b>393,124</b>	<b>539,124</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUNDS SUMMARY**

The Special Revenue Funds are used to account for revenue that may only be used for a specific project or purpose, such as grants. Special revenue funds provide an extra level of accountability and transparency to ensure expenditures are only used for intended purpose. The following pages provide a detail of each specific fund and below is a summary of all the funds.

	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>					
Sales Tax	-	-	-	-	-
Ad Valorem (Property) Tax	-	-	-	-	-
Other Taxes	-	34,000	30,000	32,000	2,000
Assessments	-	-	-	-	-
Franchise Fees	-	-	-	-	-
Licenses & Permits	-	-	-	-	-
Court Fines & Fees	43,902	32,120	33,123	32,020	(1,103)
Charges for Service	-	-	-	-	-
Miscellaneous Income	341	-	-	-	-
Intergovernmental Income	94,983	80,057	67,844	49,976	(17,868)
Transfers & Other Sources	11,092	13,233	13,708	20,651	6,943
<b>TOTAL REVENUES</b>	<b>150,318</b>	<b>159,410</b>	<b>144,675</b>	<b>134,647</b>	<b>(10,028)</b>
<b>EXPENDITURES</b>					
Miscellaneous Grants	-	2,720	-	3,500	3,500
Child Safety	8,658	7,500	7,793	-	(7,793)
Court Efficiency	2,847	6,396	5,096	5,096	-
Court Security	2,291	11,541	11,541	14,285	2,744
Court Technology	14,292	18,650	6,150	18,100	11,950
Federal Seized	86,638	60,000	50,700	48,100	(2,600)
State Seized	15,956	-	-	-	-
Library Grant Fund	14,253	14,910	14,910	-	(14,910)
Library Trust Fund	3,049	38,214	-	17,100	17,100
VOCA Grant	54,442	66,167	66,642	70,627	3,985
Hotel/Motel Tax Fun	-	20,042	20,042	20,770	728
<b>TOTAL EXPENDITURES</b>	<b>202,425</b>	<b>246,140</b>	<b>182,874</b>	<b>197,578</b>	<b>14,705</b>
<b>REVENUE - EXPENDITURES</b>	<b>(52,107)</b>	<b>(86,730)</b>	<b>(38,199)</b>	<b>(62,931)</b>	<b>(24,732)</b>

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: MISCELLANOUS GRANTS FUND 3**

This fund is used to track miscellaneous grants as they arise. FY17 Expenditures are to be used from previously awarded Law Enforcement Officer Standards & Education (LEOSE) funds and will be used for training.

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>		-	-	-	-	-
<b>EXPENDITURES</b>						
	LEOSE Grant	-	2,720	-	3,500	3,500
<b>TOTAL EXPENDITURES</b>		-	2,720	-	3,500	3,500
<b>REVENUE - EXPENDITURES</b>		-	<b>(2,720)</b>	-	<b>(3,500)</b>	<b>(3,500)</b>
<b>BEGINNING FUND BALANCE</b>		51,344	51,344	51,344	48,624	
<b>ENDING FUND BALANCE</b>		<b>51,344</b>	<b>48,624</b>	<b>51,344</b>	<b>45,124</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: CHILD SAFETY FUND 31**

The Child Safety Fund is used to account for revenues and expenditures associated with legislatively restricted fees collected by the Municipal Court. There are not any planned expenditures for FY2017.

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>REVENUE</b>						
7411	Child Safety Fee	3,778	3,000	2,500	3,000	500
<b>TOTAL REVENUE</b>		<b>3,778</b>	<b>3,000</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>
<b>EXPENDITURES</b>						
8218	Fire Prev. & Child Safety Prgms	8,658	7,500	7,793	-	(7,793)
<b>TOTAL EXPENDITURES</b>		<b>8,658</b>	<b>7,500</b>	<b>7,793</b>	<b>-</b>	<b>(7,793)</b>
<b>REVENUE - EXPENDITURES</b>		<b>(4,879)</b>	<b>(4,500)</b>	<b>(5,293)</b>	<b>3,000</b>	<b>8,293</b>
<b>BEGINNING FUND BALANCE</b>		14,293	9,414	9,414	4,914	
<b>ENDING FUND BALANCE</b>		<b>9,414</b>	<b>4,914</b>	<b>4,121</b>	<b>7,914</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: COURT EFFICIENCY FUND 32**

The Court Efficiency Fund is used to account for revenues and expenditures associated with legislatively restricted fees collected by the Municipal Court. FY17 Revenues have been decreased based on current year actuals.

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>COURT EFFICIENCY FUND</b>						
<b>REVENUE</b>						
7409	Court Efficiency Fee	3,150	2,600	4,103	2,500	(1,603)
<b>TOTAL REVENUE</b>		<b>3,150</b>	<b>2,600</b>	<b>4,103</b>	<b>2,500</b>	<b>(1,603)</b>
<b>EXPENDITURES</b>						
8210	Office Supplies & Postage	-	250	250	250	-
8213	Uniform & Apparel	-	500	500	500	-
8402	Travel & Training	2,686	3,500	3,500	3,500	-
8403	Dues/Subscriptions/Books	-	95	95	95	-
8410	Notary Bond	-	288	288	288	-
8412	Jury Trials	161	463	463	463	-
8603	Computer Replacement	-	1,300	-	-	-
<b>TOTAL EXPENDITURES</b>		<b>2,847</b>	<b>6,396</b>	<b>5,096</b>	<b>5,096</b>	<b>-</b>
<b>REVENUE - EXPENDITURES</b>		<b>303</b>	<b>(3,796)</b>	<b>(993)</b>	<b>(2,596)</b>	<b>(1,603)</b>
<b>BEGINNING FUND BALANCE</b>		<b>20,191</b>	<b>20,493</b>	<b>20,493</b>	<b>16,697</b>	
<b>ENDING FUND BALANCE</b>		<b>20,493</b>	<b>16,697</b>	<b>19,500</b>	<b>14,101</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: COURT SECURITY FUND 33**

The Court Security Fund is used to account for revenues and expenditures associated with legislatively restricted fees collected by the Municipal Court. Included in the fund are the costs associated with the Court Bailiff. In FY 2017, Salary & Benefits have increased due to an anticipated 3% increase in base salary. Additionally, unemployment has been adjusted due to a change in rates.

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
7407	Court Security Fee	15,851	11,520	11,520	11,520	-
<b>TOTAL REVENUE</b>		<b>15,851</b>	<b>11,520</b>	<b>11,520</b>	<b>11,520</b>	<b>-</b>
<b>EXPENDITURES</b>						
<b>Salaries &amp; Benefits</b>						
8104	PTE Base Salary	878	5,150	5,150	7,086	1,936
8150	FICA Tax	36	319	319	439	120
8151	Payroll Tax	13	75	75	103	28
8152	Unemployment Tax	-	118	118	135	17
8153	Retirement (TMRS)	26	-	-	-	-
8156	Worker's Comp. Insurance	165	114	114	157	43
<b>Total Salaries &amp; Benefits</b>		<b>1,117</b>	<b>5,776</b>	<b>5,776</b>	<b>7,920</b>	<b>2,144</b>
<b>Other Operating Expenses</b>						
8213	Uniform & Apparel	294	665	665	665	-
8403	Dues/Subscriptions/Books	100	100	100	100	-
8420	Travel & Training	640	1,000	1,000	1,600	600
8433	Security	139	4,000	4,000	4,000	-
<b>Total Other Operating</b>		<b>1,174</b>	<b>5,765</b>	<b>5,765</b>	<b>6,365</b>	<b>600</b>
<b>TOTAL EXPENDITURES</b>		<b>2,291</b>	<b>11,541</b>	<b>11,541</b>	<b>14,285</b>	<b>2,744</b>
<b>REVENUE - EXPENDITURES</b>		<b>13,560</b>	<b>(21)</b>	<b>(21)</b>	<b>(2,765)</b>	<b>(2,744)</b>
<b>BEGINNING FUND BALANCE</b>		<b>42,715</b>	<b>56,275</b>	<b>56,275</b>	<b>56,254</b>	
<b>ENDING FUND BALANCE</b>		<b>56,275</b>	<b>56,254</b>	<b>56,254</b>	<b>53,490</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: COURT TECHNOLOGY FUND 34**

The Court Technology Fund is used to account for revenues and expenditures associated with legislatively restricted fees collected by the Municipal Court. Funds in FY2017 will be used to pay the annual software license fees and to purchase 2 new computers.

<b>Account</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>REVENUE</b>						
7410	Municipal Court Tech. Fee	21,123	15,000	15,000	15,000	-
	Transfer In	-	-	-	-	-
<b>TOTAL REVENUE</b>		<b>21,123</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>EXPENDITURES</b>						
8602	PC Equipment & Software	14,292	14,000	1,500	15,000	13,500
86030	Computer Equipment	-	4,650	4,650	3,100	(1,550)
<b>TOTAL EXPENDITURES</b>		<b>14,292</b>	<b>18,650</b>	<b>6,150</b>	<b>18,100</b>	<b>11,950</b>
<b>REVENUE - EXPENDITURES</b>		<b>6,831</b>	<b>(3,650)</b>	<b>8,850</b>	<b>(3,100)</b>	<b>(11,950)</b>
<b>BEGINNING FUND BALANCE</b>		-	6,831	6,831	3,181	
<b>ENDING FUND BALANCE</b>		<b>6,831</b>	<b>3,181</b>	<b>15,681</b>	<b>81</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: FEDERAL SEIZED FUND 11**

Chapter 59 Asset Seizures account is regulated by state law and may be used for various one-time expenses related to investigation. The Police Department administers the funds of these programs.

Account	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
7513	Awarded Fed. Seized Funds	37,368	12,213	-	-	-
	Interest Income					-
<b>TOTAL REVENUE</b>		<b>37,368</b>	<b>12,213</b>		-	-
<b>EXPENDITURES</b>						
8931	Transfer to GF	-	-	-	-	-
8921	Transfer to VERF	-	-	-	-	-
8513-19	Awarded Federal Expended	86,638	60,000	50,700	-	(50,700)
	Projects					-
1701	Replace Backup Server	-	-	-	20,000	20,000
1702	Ammo for Firearm Qualifications	-	-	-	3,500	3,500
1703	Taser Electronic Control Devices	-	-	-	4,600	4,600
1704	Solid State PC & Monitor	-	-	-	4,000	4,000
1705	800 mHz Portable Radios	-	-	-	6,000	6,000
1706	Investigative Support Funds	-	-	-	10,000	10,000
<b>TOTAL EXPENDITURES</b>		<b>86,638</b>	<b>60,000</b>	<b>50,700</b>	<b>48,100</b>	<b>(2,600)</b>
<b>REVENUE - EXPENDITURES</b>		<b>(49,270)</b>	<b>(47,787)</b>	<b>(50,700)</b>	<b>(48,100)</b>	<b>2,600</b>
<b>BEGINNING FUND BALANCE</b>		158,275	109,005	109,005	61,218	
<b>ENDING FUND BALANCE</b>		<b>109,005</b>	<b>61,218</b>	<b>58,305</b>	<b>13,118</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: STATE SEIZED FUND 13**

Chapter 59 Asset Seizures account is regulated by state law and may be used for various one-time expenses related to investigation. The Police Department administers the funds of these programs. This fund includes awarded State Seized Funds and State Narcotics Funds pending award.

Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>					
State Narcotics Seized Funds	7	-	-	-	-
Awarded State Seized Funds	4	-	-	-	-
Transfer from Narcotics	-	-	-	-	-
Interest Income	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>					
<b>Use of State Seized Funds</b>					
Investigation Support Funds	15,956	-	-	-	-
<b>Total State Seized Funds</b>	<b>15,956</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>15,956</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE - EXPENDITURES</b>	<b>(15,945)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>	<b>19,507</b>	<b>3,563</b>	<b>3,563</b>	<b>3,563</b>	
<b>ENDING FUND BALANCE</b>	<b>3,563</b>	<b>3,563</b>	<b>3,563</b>	<b>3,563</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: LIBRARY GRANT FUND 17**

The Library Grant Fund is used to track revenue and expenditures associated with Library grants and the Library Trust. The Impact Grants are administered by the Texas State Library and Archives Commission (TSLAC) and funded by the federal Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services (IMLS). FY 2017 will not be awarded until the Fall.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
17-7800-00-00	Impact Grant - Grant 15006	9,527	9,550	9,550	-	(9,550)
17-7801-00-00	Impact Grant - Grant 15007	4,129	5,360	5,360	-	(5,360)
	Transfer from Library Trust	598	-	-	-	-
<b>TOTAL REVENUE</b>		<b>14,253</b>	<b>14,910</b>	<b>14,910</b>	<b>-</b>	<b>(14,910)</b>
<b>EXPENDITURES</b>						
17-8227-15-01	Use of Grant Funds - 15006	9,527	9,550	9,550	-	(9,550)
17-8227-15-02	Use of Grant Funds - 15007	4,726	5,360	5,360	-	(5,360)
<b>TOTAL EXPENDITURE</b>		<b>14,253</b>	<b>14,910</b>	<b>14,910</b>	<b>-</b>	<b>(14,910)</b>
<b>REVENUE - EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: LIBRARY TRUST FUND 14**

The Dickinson Library was the recipient of a trust fund which restricts use to the Dickinson Library. FY 2017 Expenditures will be used for book collection development and to replace UPS backup batteries for the IT Server.

Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>					
Trust Proceeds	341	-	-	-	-
<b>TOTAL REVENUE</b>	<b>341</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES</b>					
Transfer to GF	2,451	38,214	-	-	-
Transfer to Library Grant Fu	598	-	-	-	-
Summer Reading Mate.	-	-	-	500	500
Collection Development	-	-	-	12,600	12,600
Computer & Equipment	-	-	-	4,000	4,000
<b>TOTAL EXPENDITURE</b>	<b>3,049</b>	<b>38,214</b>	<b>-</b>	<b>17,100</b>	<b>17,100</b>
<b>REVENUE - EXPENDITURES</b>	<b>(2,707)</b>	<b>(38,214)</b>	<b>-</b>	<b>(17,100)</b>	<b>(17,100)</b>
<b>BEGINNING FUND BALANCE</b>	<b>138,838</b>	<b>138,838</b>	<b>136,131</b>	<b>100,624</b>	
<b>ENDING FUND BALANCE</b>	<b>136,131</b>	<b>100,624</b>	<b>136,131</b>	<b>83,524</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: VOCA GRANT FUND 16**

The VOCA Grant fund is used to track the expenditures associated with Crime Victim Assistance Program partially funded by the Governor's Criminal Justice Division (CJD). The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process. Use of these funds are specified under the Governor's Criminal Justice Division's rules in Title I, Part I, Chapter 3, Texas Administrative Code.

In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15%. Unemployment and Retirement (TMRS) have been adjusted due to a change in rates. Other line items have been adjusted to mirror the grant for FY 2017.

Account No.	Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>						
16-7118-00-00	City Match	11,092	13,233	13,708	20,651	7,418
16-7119-00-00	Grant Proceeds	43,350	52,934	52,934	49,976	(2,958)
<b>TOTAL REVENUE</b>		<b>54,442</b>	<b>66,167</b>	<b>66,642</b>	<b>70,627</b>	<b>4,460</b>
<b>EXPENDITURES</b>						
<b>Salaries &amp; Benefits</b>						
16-8101-05-00	Base Salary	37,708	44,665	44,665	46,006	1,341
16-8105-05-00	Longevity Pay	-	-	475	-	-
16-8151-05-00	Payroll Tax	547	655	655	667	12
16-8152-05-00	Unemployment Tax	9	207	207	171	(36)
16-8153-05-00	Retirement (TMRS)	3,290	3,911	3,911	4,208	297
16-8155-05-00	Employee Group Insurance	6,631	7,444	7,444	8,288	844
16-8156-05-00	Worker's Compensation Ins.	112	117	117	119	2
<b>Total Salaries &amp; Benefits</b>		<b>48,297</b>	<b>56,999</b>	<b>57,474</b>	<b>59,459</b>	<b>2,460</b>
<b>Other Operating Expenses</b>						
16-8204-05-00	Fuel	1,294	2,968	2,968	2,968	-
16-8210-05-00	Office Supplies	3,308	4,000	4,000	6,000	2,000
16-8402-05-00	Training & Travel	1,543	2,200	2,200	2,200	-
16-8407-05-00	Communications	-	-	-	-	-
<b>Total Operating Expenses</b>		<b>6,145</b>	<b>9,168</b>	<b>9,168</b>	<b>11,168</b>	<b>2,000</b>
<b>TOTAL EXPENDITURES</b>		<b>54,442</b>	<b>66,167</b>	<b>66,642</b>	<b>70,627</b>	<b>4,460</b>
<b>REVENUE - EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>BEGINNING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**SPECIAL REVENUE FUND: HOTEL/MOTEL TAX FUND 35**

Use of hotel occupancy tax (HOT Tax) revenue is specified by Chapter 351 of the Texas Tax Code. HOT tax revenue may only be used to promote tourism and the local convention and hotel industry.

The Hotel/Motel Tax funds specific tourism initiatives and 25% of the Economic Development Coordinator who oversees the visitor center. In FY 2017, Salary & Benefits have increased due to an anticipated 13% increase in healthcare costs and a 3% increase in base salary. Additionally, the City's portion of dependent healthcare has been reduced from 30% to 15% Unemployment and Retirement (TMRS) have been adjusted due to a change in rates.

<b>Account No.</b>	<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>REVENUE</b>						
7203	Motel Occupancy Tax	-	34,000	30,000	32,000	2,000
<b>TOTAL REVENUE</b>		-	<b>34,000</b>	<b>30,000</b>	<b>32,000</b>	<b>2,000</b>
<b>EXPENDITURES</b>						
<b>Salary &amp; Benefits</b>						
8101	Salary & Wages	-	12,503	12,503	12,878	375
8110	Cell Phone Allowance	-	105	105	105	-
8114	Longevity Pay	-	164	164	179	15
8151	Payroll Tax	-	185	185	191	6
8152	Unemployment Tax	-	52	52	43	(9)
8153	Retirement (TMRS)	-	1,107	1,107	1,204	97
8155	Employee Group Insurance	-	1,873	1,873	2,116	243
8156	Worker's Comp. Insurance	-	33	33	34	1
<b>Total Salary &amp; Benefits</b>		-	<b>16,022</b>	<b>16,022</b>	<b>16,750</b>	<b>728</b>
<b>Operating Expenses</b>						
8401	Advertising	-	4,020	4,020	4,020	-
<b>Total Operating Expenses</b>		-	<b>4,020</b>	<b>4,020</b>	<b>4,020</b>	-
<b>TOTAL EXPENDITURES</b>		-	<b>20,042</b>	<b>20,042</b>	<b>20,770</b>	<b>728</b>
<b>REVENUE - EXPENDITURES</b>		-	<b>13,958</b>	<b>9,958</b>	<b>11,230</b>	<b>1,272</b>
<b>BEGINNING FUND BALANCE</b>		-	9,249	23,207	23,207	
<b>ENDING FUND BALANCE</b>		-	<b>23,207</b>	<b>33,166</b>	<b>34,437</b>	

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**RED, WHITE & BAYOU CRAWFISH & TEXAS MUSIC FESTIVAL FUND 44**

The Red, White and Bayou Crawfish and Texas Music Festival is an event of the City committed to helping our community succeed. Each year, proceeds from the Festival are put right back into the community through grants awarded to local non-profit organizations.

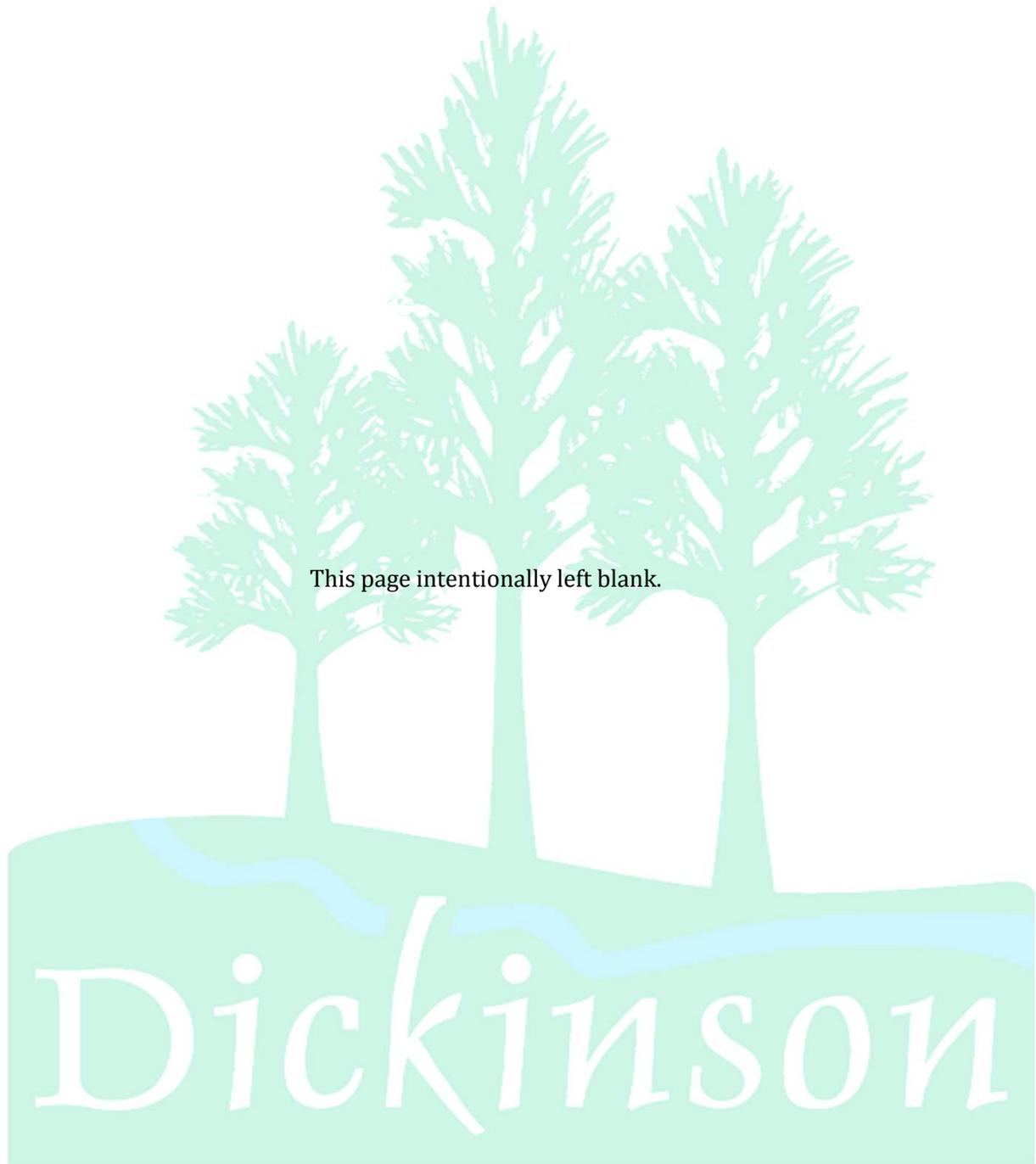
Due to the decrease in revenues from the 2016 festival, the grant contribution has been decreased. Other expenditure adjustments have been made based on 2016 actuals.

Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>					
Event Sponsorships	73,696	73,442	70,000	70,000	-
Admission Ticket Sales	25,070	17,715	25,000	25,000	-
Children's Activity Bracelet Sales	9,210	4,205	9,000	9,000	-
Beverage Ticket Sales	35,596	20,610	35,000	35,000	-
Merchandise Sales	1,075	608	1,000	1,000	-
Miscellaneous Income	33	-	-	-	-
Food Vendor Booths	3,225	4,575	3,000	3,000	-
Non-Food Vendor Booths	6,450	6,810	6,000	6,000	-
<b>TOTAL REVENUE</b>	<b>154,355</b>	<b>127,965</b>	<b>149,000</b>	<b>149,000</b>	<b>-</b>
<b>OPERATING EXPENDITURES</b>					
<b>Grants</b>					
Grants	35,000	35,000	36,000	30,000	(6,000)
<b>Business Expenses</b>					
Bank Service Charges	1,068	35	47	47	-
Room Expenses	1,113	-	879	879	-
<b>Children's Activities</b>					
Moonwalks, Bouncy House, etc.	10,345	9,820	10,000	9,000	(1,000)
<b>Entertainment</b>					
Entertainers/Performers	37,900	47,250	40,000	50,000	10,000
Stage Rental	2,500	2,850	2,500	2,500	-
Stage Sound	3,000	4,000	3,000	3,000	-
<b>Food &amp; Drink</b>					
Alcoholic Beverages	11,241	5,316	10,880	10,880	-
Green Room Catering	1,346	-	1,370	1,370	-
Ice	1,380	1,440	660	1,400	740
Volunteer Food & Drink	491	137	594	594	-
<b>Grounds Management</b>					
Detour Signage	-	-	-	-	-
Fencing	7,916	6,856	7,600	7,600	-
Light Rentals	2,851	2,063	2,894	2,894	-
Tents	2,915	2,980	2,915	2,915	-
Picnic Tables	4,758	-	1,000	1,000	-
<b>Insurance &amp; Permits</b>					
Independent Weather Observer	450	480	450	450	-
TABC License	231	231	231	231	-
Weather Insurance	5,400	4,900	5,400	5,400	-
<b>Merchandise</b>					
				-	-

**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**RED, WHITE & BAYOU CRAWFISH & TEXAS MUSIC FESTIVAL FUND 44**

Event Shirts	1,163	1,760	1,500	1,500	-
<b>Operations</b>				-	-
Supplies	3,667	1,959	1,904	2,000	96
<b>Publicity</b>				-	-
Print - Flyers, Posters, etc.	2,604	176	2,172	2,200	28
Print Advertisement	4,000	4,400	4,000	4,400	400
Digital Advertisements	4,000	7,500	5,000	7,500	2,500
Radio Advertisements	2,500	-	2,500	-	(2,500)
Website	3,563	1,775	70	1,500	1,430
<b>Security &amp; Public Safety</b>				-	-
DISD Bus Shuttle	1,860	1,757	1,218	2,000	782
<b>TOTAL EXPENDITURES</b>	<b>153,261</b>	<b>142,685</b>	<b>144,784</b>	<b>151,260</b>	<b>6,476</b>
<b>REVENUE - EXPENDITURES</b>	<b>1,094</b>	<b>(14,720)</b>	<b>4,216</b>	<b>(2,260)</b>	<b>(6,476)</b>
<b>BEGINNING FUND BALANCE</b>	45,167	46,261	46,261	31,541	
<b>ENDING FUND BALANCE</b>	<b>46,261</b>	<b>31,541</b>	<b>50,477</b>	<b>29,281</b>	

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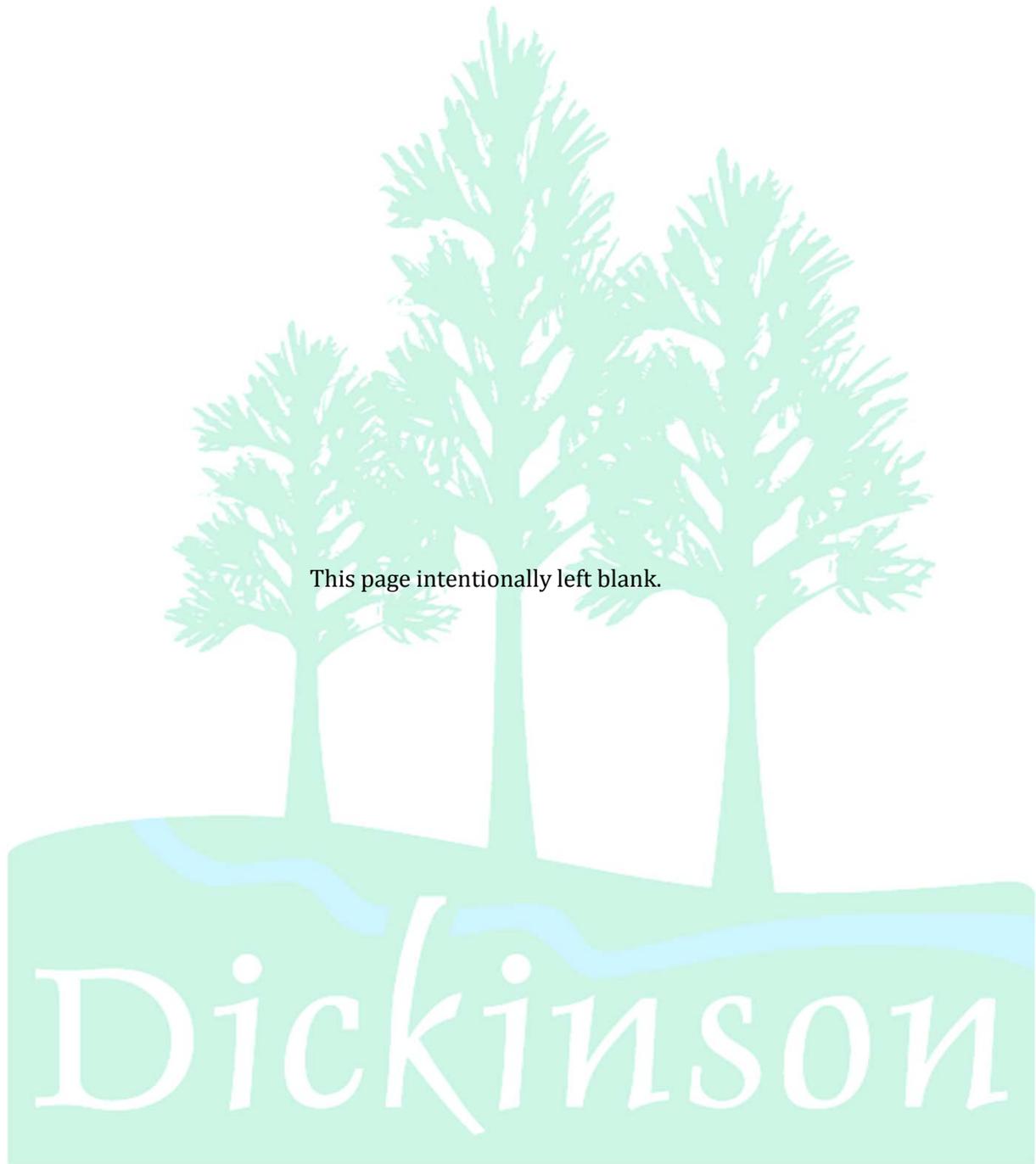
**CITY OF DICKINSON**  
**FY 2016-2017 ORIGINAL BUDGET**  
**CAPITAL EXPENDITURES**

In 2015, the City adopted a five- year Capital Improvement Program for FY 2016-2020 which includes Streets and Drainage projects. The CIP is currently funded by three major revenue sources: Municipal Drainage Fees, Street Maintenance Sales Tax, and Community Development Block Grant (CDBG) proceeds.

Total expenditures for the FY2016-2017 is approximately \$2.4 million with \$18,000 in Drainage projects and \$2.4 in Streets Projects. In addition to the CIP Program, a summary of the Vehicle Equipment & Replacement Acquisitions have been included to show total Capital Expenditures.

<b>Project Name</b>	<b>Summary</b>	<b>FY 16-17 Budget</b>
<b>CAPITAL IMPROVEMENT PROGRAM</b>		
<b>DRAINAGE PROJECTS</b>		
FM 517 (Hot Spot #1)	Inspect and Clean approximately 2,900 linear feet of storm sewer along FM 517 between Hanson Drive and White Oak Drive.	18,000
<b>STREET REHABILITATION PROJECTS</b>		
<b>FY2016 Projects that will be completed FY2017</b>		
35th St. (E Kansas)	Reconstruction of approximately 2,600 linear feet, installing concrete.	626,282
Nebraska St.	Reconstruction of approximately 600 linear feet, installing concrete.	193,287
Hollywood St.	Reconstruction of approximately 1,400 linear feet, installing concrete.	269,044
Gill Road	Reconstruction of approximately 1,350 linear feet, installing concrete.	284,242
Johnson St.	Reconstruction of approximately 600 linear feet, installing concrete.	179,497
Mariner's Way	Reconstruction of approximately 600 linear feet, installing concrete.	178,246
Pine Oak Cr.	Reconstruction of approximately 560 linear feet, installing concrete.	152,132
<b>FY2017 New Projects</b>		
Winding Way	Reconstruction of approximately 2,400 linear feet, installing concrete.	390,816
Pine Ln.	Reconstruction of approximately 560 linear feet, installing concrete.	91,190
Timber Ln.	Reconstruction of approximately 400 linear feet, installing concrete.	65,136
Chicago St.	Reconstruction of approximately 1,200 linear feet, installing concrete.	195,408
Holly Dr.	Reconstruction of approximately 1,260 linear feet, installing concrete.	205,178
Woodlawn	Reconstruction of approximately 800 linear feet, installing concrete.	130,272
Benson St.	Reconstruction of approximately 720 linear feet, installing concrete.	117,245
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM FOR FY 2017</b>		<b>3,095,974</b>
<b>VEHICLE EQUIPMENT ACQUISITIONS</b>		
Public Works Equipment	Purchase of used Tiller/Recycler, Maintainer, 10 Ton Steel Roller, Paving Machine, and Bull Dozer.	300,000
Drainage Equipment	Purchase of a new Slope Mower.	70,000
Public Safety Vehicles	Purchase of four Police vehicles and one Fire Marshal vehicle.	212,000
EMS	Purchase of a new ambulance and stretcher.	235,600
<b>TOTAL VEHICLE EQUIPMENT ACQUISITIONS FOR FY 2017</b>		<b>817,600</b>
<b>TOTAL CAPITAL EXPENDITURES FOR FY 2017</b>		<b>3,913,574</b>

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## FINANCIAL MANAGEMENT POLICIES

Resolution Number 1234-2011 established the following Financial Policies that address both short-term and long-term goals:

The City of Dickinson considers its goals, objectives and financial policy statements to be important integral parts of the budgetary process. The purpose of these policies is to ensure that financial resources are available to meet the present and future needs of the citizens of Dickinson. Specifically, this policy framework mandates the pursuit of the following fiscal objectives:

**I. Revenues**

Design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services.

**II. Expenditures**

Identify priority services, establish and define appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

**III. Fund Balance/Working Capital/ Net Assets**

Maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's credit worthiness as well as its financial position from emergencies.

**IV. Capital Expenditures and Improvements**

Annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

**V. Debt**

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

**VI. Investments**

Invest the City's operating cash to ensure its safety, provide for necessary liquidity and optimize yield.

**VII. Intergovernmental Relations**

Coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support appropriate favorable legislation at the state and federal level.

**VIII. Grants**

Aggressively investigate, pursue and effectively administer federal, state and foundation grants-in-aid, which address the City's current priorities and policy objectives.

**IX. Economic Development**

Initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

**X. Fiscal Monitoring**

Prepare and present reports for the current and multi-year periods that analyze, evaluate and forecast the City's financial performance and economic condition.

## **FINANCIAL MANAGEMENT POLICIES**

### **XI. Accounting, Auditing and Financial Reporting**

Comply with prevailing federal, state and local statutes and regulations. Conform to generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA).

### **XII. Operating Budget**

Develop and maintain a balance budget that presents a clear understanding of the goals of the City Council.

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## FINANCIAL MANAGEMENT POLICIES

### I. REVENUES

The City shall use the following guidelines to design, maintain and administer a revenue system that will assure a reliable, equitable, diversified and sufficient revenue stream to support desired City services

**A. Balance and Diversification in Revenue Sources**

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in economic conditions that adversely impact that source.

**B. User Fees**

For services that benefit specific users, where possible the City shall establish and collect fees to recover the cost of those services. Where feasible and desirable, the City shall seek to recover full direct and indirect costs. City staff shall review user fees on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure and to recommend adjustments where necessary to facilitate City Council's policy decision regarding the level of support to be provided.

**C. Property Tax Revenues/Tax Rate**

The City shall strive to reduce its reliance on property tax revenues by revenue diversification, implementation of user fees and economic development. The City shall also strive to minimize tax rate increases.

**D. Enterprise Funds User Fees**

Enterprise funds user fees shall be set at levels sufficient to cover operating expenditures, meet debt obligations, provide additional funding for capital improvements and provide adequate levels of working capital and debt coverage. The City shall seek to eliminate all forms of subsidization to enterprise funds from the General Fund and seek to reduce general fund support to enterprise funds.

**E. Administrative Services Charges**

The City shall prepare a cost allocation plan annually to determine the administrative services charges due to the General Fund from enterprise funds for overhead and staff support. Where appropriate, the enterprise funds shall pay the General Fund for direct services rendered.

**F. Revenue Estimates for Budgeting**

In order to maintain a stable level of service, the City shall use a conservative, objective and analytical approach when preparing revenue estimates for current and multi-year periods. The process shall include analysis of probable economic changes and their impacts on revenues, historical collection rates and trends in revenues. This approach should reduce the likelihood of actual revenues falling short of budget estimates during the year and should avoid mid-year service reductions.

**G. Revenue Collection and Administration**

The City shall maintain high collection rates for all revenues by keeping the revenue system as simple as possible in order to facilitate payment. In addition, since revenue should exceed the cost of producing it, the City shall strive to control administrative costs. The City shall pursue to the full extent allowed by state law all delinquent taxpayers and others overdue in payments to the City.

## FINANCIAL MANAGEMENT POLICIES

### II. EXPENDITURES

The City shall use the following guidelines to identify necessary services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

**A. Current Funding Basis**

The City shall operate on a current funding basis. Expenditures shall be budgeted and controlled so as not to exceed current revenues plus the planned use of fund balance accumulated through prior year savings.

**B. Avoidance of Operating Deficits**

The City shall take timely corrective action if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end.

**C. Maintenance of Capital Assets**

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at a sufficient level to protect the City's investment, to minimize future replacement and maintenance costs and to continue service levels.

**D. Purchasing**

The City shall make every effort to maximize any discounts offered by creditors/vendors individually or through aggregated cooperative purchasing with other governmental entities. Vendors with balances due the City will have payments due the vendor offset against the amount due the City. The City will follow state law as well as the Purchasing Policies adopted by the City Council concerning the amount of the purchase requiring formal bidding procedures and approval by the City Council. For purchases where competitive bidding is not required, the City shall seek to obtain the most favorable terms and pricing possible. Every effort will be made to include women and minority-owned by business enterprises in the bidding process.

## FINANCIAL MANAGEMENT POLICIES

### III. FUND BALANCE / WORKING CAPITAL / NET ASSETS

Fund balance measures the net financial resources available to finance expenditures of future periods. The City Council recognizes that good fiscal management comprises the foundational support of the entire City. The City shall use the following guidelines to maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from emergencies.

#### A. Definitions

*Nonspendable Fund Balance* is the portion of fund balance that is inherently nonspendable such as assets that will never convert to cash, assets that will not convert to cash soon enough to affect the current period, and resources that must be maintained intact pursuant to legal or contractual requirements.

*Restricted Fund Balance* is the portion of fund balance that reflects resources that are subject to externally enforceable legal restrictions.

*Committed Fund Balance* is the portion of fund balance that represents resources whose use is constrained by limitations that the City Council has imposed upon itself and that remain binding unless removed by the same action with which the limitations were imposed.

*Assigned Fund Balance* is the portion of fund balance that reflects the City Council's intended use of resources.

*Unassigned Fund Balance* is the portion of fund balance that is not categorized into one of the other categories of fund balance.

#### B. General Policy

Fund Balance should be used only for non-recurring expenditures, major capital purchases, or emergencies that cannot be accommodated through current year savings.

#### C. Fund Balance Classification

For purposes of fund balance classification, expenditures are to be spent from restricted fund balance first and then unrestricted fund balance. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

#### D. Committed Fund Balance

Fund Balance of the City must be committed for a specific source by formal action of the City Council. Amendments or modifications to the committed fund balance must also be approved by formal action of the City Council. Committed fund balance does not lapse at year-end. The formal action required to commit fund balance shall be either by resolution or majority vote.

#### E. General Fund Unassigned Fund Balance

The City shall strive to maintain an undesignated General fund balance equal to 25% to 33% of budgeted expenditures for the General Operating Fund. Maintaining the General Fund Unassigned Fund Balance at this level provides sufficient working capital and a margin of safety to address local emergencies without borrowing. If the General Fund Unassigned Fund Balance drops below 25%, it shall be recovered at a rate of 1% minimally each year.

## FINANCIAL MANAGEMENT POLICIES

At the end of the current fiscal year, the City anticipates a positive budget variance in the General Fund. After determining the desired fund balance in the General fund, the remainder of the positive budget balance will be transferred to other funds and/or projects as directed by the City Council. The General Fund Unassigned Fund Balance shall be appropriated by the City Council either by resolution or majority vote.

**F. Other Operating Funds Unassigned Fund Balance; Enterprise Working Capital**

In other operating funds, the City shall strive to maintain a positive unassigned fund balance (working capital) position to provide sufficient reserves for emergencies and revenue shortfalls. In addition, the city will seek to maintain a working capital (current assets minus current liabilities) balance equal to 25% to 33% of budgeted expenditures for the Enterprise fund.

### IV. CAPITAL IMPROVEMENTS

**A. Capital Expenditures and Improvements**

The City shall annually review and monitor the condition of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives and availability of resources.

**B. Capital Improvements Program**

The City shall annually review the Capital Improvements Program (CIP), potential new projects and the current status of the City's infrastructure, replacement and renovation needs, updating the program as appropriate. All projects, ongoing and proposed, shall be prioritized based on an analysis of current needs and resource availability. For every project, all operation, maintenance and replacement expenditures shall be fully at cost. The CIP shall also present the City's long-term borrowing plan, debt payment schedules and other debt

outstanding or planned, including general obligation bonds, revenue bonds, Certificates of obligation, lease/purchase agreements and certificates of participation.

**C. Replacement of Capital Assets on a Regular Schedule**

The Vehicle/Equipment Replacement Fund is the primary source of funds for all of the City's vehicle and equipment purchases, both replacements and additions. The City shall annually prepare a schedule for the replacement of its non-infrastructure capital assets. Within the resources available each fiscal year, the City shall replace these assets according to this schedule. The City desires to fund all vehicle and equipment purchases through donations, auction proceeds, grant proceeds, and budget transfer from General fund.

**D. Capital Expenditure Financing**

The City recognizes that there are several methods of financing capital requirements: (1) budget the funds from current revenues; (2) take the funds from fund balance/retained earnings as allowed by the Fund Balance Policy; (3) utilize funds from grants and foundations; or (4) borrow money through debt. Debt financing includes general obligation bonds, revenue bonds, Certificates of obligation, lease/purchase agreements and certificates of participation. The City Council will determine the appropriate use of financing for capital expenditures on an as-needed basis and during the budget development process each year. Guidelines for assuming debt are set forth in the Debt Policy Statements.

## FINANCIAL MANAGEMENT POLICIES

### V. DEBT

When the use of debt financing is determined by the City Council to be appropriate, the City shall use the following guidelines for debt financing which will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future revenues.

#### A. Use of Debt Financing

Debt financing, including general obligation bonds, revenue bonds, certificates of obligation, certificates of participation and lease/purchase agreements, shall only be used to purchase capital assets. Debt payments should be structured to provide that any capital assets that are funded by the debt have a longer life than the debt associated with those assets.

#### B. Amortization of Debt

The City shall structure new debt issue payment schedules to utilize the City's declining debt payment schedules to keep tax increases for debt to a minimum. Capital projects that, by their character or size, are outside the normal core service projects will require careful evaluation of financial feasibility.

#### C. Affordability Targets

The City shall use an objective analytical approach to determine whether it can afford to assume new debt beyond the amount it retires each year. This process shall compare generally accepted standards of affordability to the current values for the City. These standards shall include debt per capita, debt as a percent of taxable value, debt service payments as a percent of current revenues and current expenditures and the level of overlapping net debt of all local taxing jurisdictions. The process shall also examine the direct costs and benefits of the proposed expenditures as determined in the City's annual update of the Capital Improvements Program. The decision on whether or not to assume new debt shall be based on these costs and benefits and on the City's ability to "afford" new debt as determined by the aforementioned standards. The City shall use cities with similar bond ratings for debt ratio benchmarks.

#### D. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated bid.

#### E. Rating Agencies Presentations

Full disclosure of operations and open lines of communication shall be made to the rating agencies. City staff, with assistance of financial advisors, shall prepare the necessary materials and presentation to the rating agencies.

#### F. Continuing Disclosure

The City is committed to continuing disclosure of financial and pertinent credit information relevant to the City's outstanding securities.

#### G. Debt Refunding

City staff and the City's financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debt.

## FINANCIAL MANAGEMENT POLICIES

### VI. INVESTMENTS

As adopted by the City Council, it is the policy of the City of Dickinson that the administration and investment of funds be handled as its highest public trust. The City's available cash shall be invested according to the City's Investment Policy that is adopted by the City Council on an annual basis in accordance with the requirements of Chapter 2256 of the Texas Government Code. The primary objectives, in priority order, of the City's investment activities shall be preservation and safety of principal, liquidity and yield.

The earnings from investment will be used in a manner that best serves the public trust and interest of the City of Dickinson.

The investment policy applies to all financial assets of the City of Dickinson. These funds are accounted for in the City's comprehensive annual financial report and include the General, Special Revenue, Debt Service, Capital Projects, and Proprietary Funds. All cash of the various funds (excluding bond funds) are combined into the pooled cash fund for efficiency and maximum investment opportunity. Interest revenue derived from the pooled cash fund is allocated to the participating funds (annually) based on the relative cash balance of each fund. Bond funds are invested in separate investment pool accounts. Maintaining these funds in separate accounts simplifies the calculation necessary for the reporting of arbitrage earnings. All funds in the pooled cash fund are to be administered in accordance with this policy.

### VII. INTERGOVERNMENTAL RELATIONS

The City shall coordinate efforts with other governmental agencies to achieve common policy objectives, share the cost of providing government services on an equitable basis and support appropriate favorable legislation at the state and federal levels.

#### A. Interlocal Cooperation in Delivering Services

In order to promote the effective and efficient delivery of services, the City shall work with other local jurisdictions to share on an equitable basis the costs of services, to share facilities and to develop joint programs to improve service to its citizens.

#### B. Legislative Program

The City shall cooperate with other jurisdictions to actively oppose any state or federal regulation or proposal that erodes municipal authority, attempts to remove local control over city issues, services or programs, or mandates additional City programs or services and does not provide the funding for implementation.

### VIII. GRANTS

The City shall seek, apply for, obtain and effectively administer federal, state and foundation grants-in-aid that address the City's current and future priorities and policy objectives.

#### A. Grant Guidelines

The City shall seek, apply for and obtain those grants that are consistent with priority needs and objectives identified by Council.

## FINANCIAL MANAGEMENT POLICIES

### **B. Direct and Indirect Costs**

The City shall recover indirect costs to the maximum amount allowed by the funding source. The City may waive or reduce direct and indirect costs if doing so will significantly increase the effectiveness of the grant.

### **C. Grant Review**

The City shall review all grant submittals for their cash or in-kind match requirements, their potential impact on the operating budget and the extent to which they meet the City's policy objectives. If there are cash match requirements, the source of funding shall be identified and approved prior to application. An annual report on the status of grant programs shall also be prepared.

### **D. Grant Program Termination**

The City shall terminate grant-funded programs and associated positions as directed by the City Council when grant funds are no longer available unless alternate funding is identified.

## IX. ECONOMIC DEVELOPMENT

The City shall initiate, encourage and participate in economic development efforts to create job opportunities and strengthen the local economy and tax base.

### **A. Commitment to Expansion and Diversification**

The City shall encourage and participate in economic development efforts to expand Dickinson's economy and tax base, to increase local employment and to invest when there is a defined specific long-term return. These efforts shall focus not only on new areas but also on established sections of Dickinson where redevelopment can generate additional jobs and other economic benefits.

### **B. Tax Abatements**

The City shall follow the Guidelines for Tax Abatement adopted by the City Council to encourage commercial and/or industrial growth and development throughout Dickinson. The City shall balance the long-term benefits of tax abatements with the short-term loss of tax revenues prior to the granting of the abatement. Factors considered in evaluating proposed abatements for development include the location of the project, its size, the number of temporary and permanent jobs created, the costs and benefits for the City and the impact on Dickinson's economy and other factors specified in the City's Guidelines for Tax Abatement as well as applicable state laws.

### **C. Increase Non-Residential Share of Tax Base**

The City's economic development program shall seek to expand the non-residential share of the tax base to decrease the tax burden on residential property owners.

### **D. Coordinate Efforts with Other Jurisdictions**

The City's economic development program shall encourage close cooperation with other local jurisdictions to promote the economic well being of the area.

### **E. Use of Other Incentives**

The City shall use enterprise zones as allowed by law and shall seek new sources to encourage business expansion. The City shall also coordinate with state and federal agencies on offering any incentive programs they may provide for potential economic expansion.

## FINANCIAL MANAGEMENT POLICIES

### X. FISCAL MONITORING

Reports shall be prepared and presented on a regular basis to analyze, evaluate and forecast the City's financial performance and economic condition for the current year and for multi-years.

**A. Financial Status and Performance Reports**

Quarterly reports shall be prepared comparing expenditures and revenues to current budget for fiscal year-to-date, and to prior year actual fiscal year-to-date. Balance sheets and budget highlight notes are also provided. Timely information including comparisons of expenditures to budgeted amounts shall be provided to all department heads and directors on a monthly basis.

**B. Five-Year Forecast of Revenues and Expenditures**

A five-year forecast of revenues and expenditures, including a discussion of major trends affecting the City's financial position, shall be prepared. The forecast shall examine critical issues facing the City, economic conditions and the outlook for the upcoming budget year.

### XI. ACCOUNTING, AUDITING AND FINANCIAL REPORTING

The City shall comply with prevailing local, state and federal regulations. Its accounting practices and financial reporting shall conform to generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA) and the Government Finance Officers Association (GFOA). The City Council shall select an independent firm of certified public accountants to perform an annual audit of all operations. The City shall participate in the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting program.

### XIII. OPERATING BUDGET

The City shall establish an operating budget that links revenues and expenditures to the goals of the City Council. The City shall strive to participate in the Government Finance Officers Association's Distinguished Budget Presentation Award program.



**APPENDIX**

*Dickinson*

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION: FUND 40**  
**FY 2016-2017 ORIGINAL BUDGET**

The Dickinson Economic Development Corporation (DEDC) is a Type B economic development corporation authorized by the Development Corporation Act of 1979 which gives cities the ability to finance new and expanded business enterprises in their local communities. Chapters 501, 504 and 505 of the Local Government Code authorizes cities to adopt a sales tax to fund the corporations, outlines the characteristics of a Type B corporation, and defines projects corporations are allowed to undertake. The DEDC consists of a seven member board appointed by City Council. Its budget is also approved by City Council.

Account Name	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
<b>REVENUE</b>					
Sales Tax	1,428,810	1,458,700	1,433,700	1,499,800	66,100
Rental Income	6,725	7,300	9,000	7,000	(2,000)
Interest Income	2,069	2,180	1,500	2,000	500
Miscellaneous Income	257,181	490	-	-	-
<b>TOTAL REVENUE</b>	<b>1,694,784</b>	<b>1,468,670</b>	<b>1,444,200</b>	<b>1,508,800</b>	<b>64,600</b>
<b>EXPENDITURES</b>					
<b>Capital Outlays</b>					
Computers/Office Equipment	1,262	3,000	3,000	3,000	-
Contractual Payments	26,027	26,027	26,027	26,027	-
Real Property Acquisition	682,134	864,546	458,121	250,571	(207,550)
<b>Total Capital Outlays</b>	<b>709,424</b>	<b>893,573</b>	<b>487,148</b>	<b>279,598</b>	<b>(207,550)</b>
<b>Contract Services</b>					
ED Consulting	10,000	20,500	10,000	10,000	-
Financial & Auditing	1,000	1,000	1,000	1,000	-
GIS	3,000	2,900	2,900	2,900	-
Legal	1,050	7,500	7,500	7,500	-
Multimedia Services	179	500	500	500	-
Branding & Marketing Study	25,000	-	75,000	75,000	-
Demolition Services	54,525	54,525	54,525	75,000	20,475
<b>Total Contract Services</b>	<b>94,754</b>	<b>86,925</b>	<b>151,425</b>	<b>171,900</b>	<b>20,475</b>
<b>Debt Service</b>					
Interest	12,705	12,705	12,705	8,980	(3,725)
Principal	50,000	50,000	50,000	60,000	10,000
<b>Total Debt Service</b>	<b>62,705</b>	<b>62,705</b>	<b>62,705</b>	<b>68,980</b>	<b>6,275</b>
<b>Projects &amp; Programs</b>					
Cedar Oaks	30,907	75,000	75,000	75,000	-
Hughes Road	218	10,000	10,000	24,000	14,000
Hwy 3 Façade Improvement Prgm	-	28,000	28,000	28,000	-
Business Retention Prgm	-	1,000	1,000	1,000	-
Visual Improvement Prgm	-	40,000	40,000	40,000	-
Visitor Information Kiosk	-	25,000	25,000	-	(25,000)
Adopt-A-Street Program	-	3,820	3,820	3,820	-
Project & Property Design Fees	-	50,000	50,000	50,000	-
Retail Trade Center Project	-	20,000	-	200,000	200,000
Depot Storage Unit	-	-	-	25,000	25,000
ED Grants & Projects	55,930	125,000	57,500	75,000	17,500
<b>Total Projects &amp; Programs</b>	<b>87,055</b>	<b>377,820</b>	<b>290,320</b>	<b>521,820</b>	<b>231,500</b>

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION: FUND 40**  
**FY 2016-2017 ORIGINAL BUDGET**

**Museum-Tourism**

Building & Property Maintenance	27,630	32,000	35,950	60,950	25,000
Computer Maintenance & Network	-	-	-	-	-
Dues, Subscriptions & Books	900	900	900	900	-
Marketing & Advertising	766	5,000	5,000	5,000	-
Museum Exhibits	-	1,000	1,000	1,000	-
Office Supplies	6,309	5,500	5,500	5,500	-
Property/Liability Insurance	8,422	6,161	10,000	10,000	-
Storage Rental	1,080	2,400	2,400	1,200	(1,200)
Utilities	19,670	19,000	20,000	20,000	-

<b>Total Museum-Tourism</b>	<b>64,776</b>	<b>71,961</b>	<b>80,750</b>	<b>104,550</b>	<b>23,800</b>
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**DEDC Administration/Operations**

Building Maintenance	350	500	500	500	-
Bank Service Charges	598	367	367	367	-
Dues, Subscriptions & Books	5,737	5,500	5,500	5,500	-
Information Technology	10,360	13,850	13,850	13,850	-
Marketing & Promotions	18,433	20,000	20,000	20,000	-
Office Space Rental	3,000	3,000	3,000	3,000	-
Office Supplies & Postage	157	1,500	2,502	2,000	(502)
Personnel Services	143,092	184,231	184,231		(184,231)
Public Official/E&O Insurance	-	1,167	1,167	1,167	-
Travel & Training	6,599	20,000	11,489	15,000	3,511
Utilities	3,013	2,492	2,492	2,492	-

<b>Total Admin./Operations</b>	<b>191,339</b>	<b>252,607</b>	<b>245,098</b>	<b>63,876</b>	<b>(181,222)</b>
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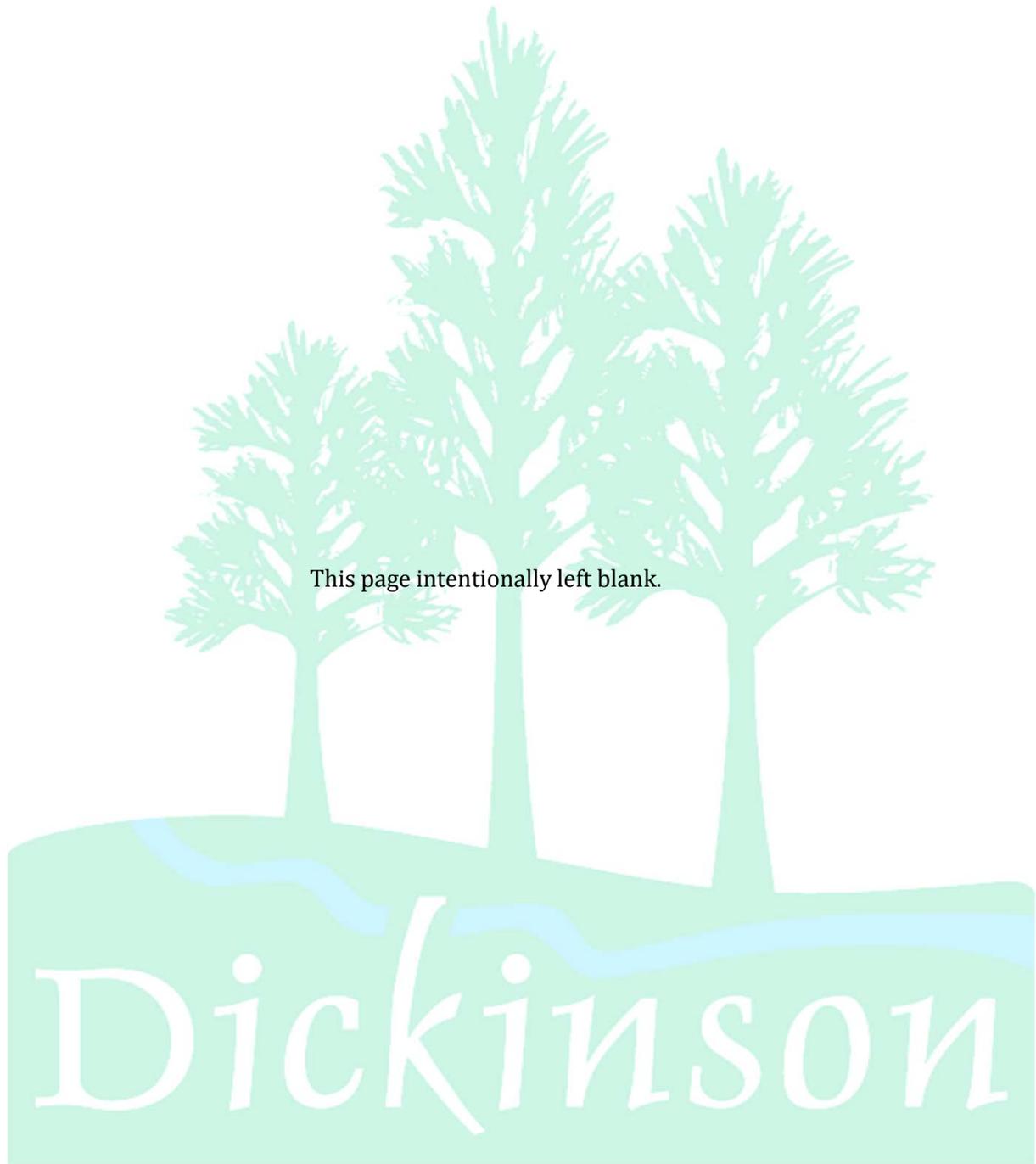
<b>TOTAL EXPENDITURES</b>	<b>1,210,053</b>	<b>1,745,591</b>	<b>1,317,446</b>	<b>1,210,724</b>	<b>(106,722)</b>
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<b>REVENUE - EXPENDITURES</b>	<b>484,731</b>	<b>(276,921)</b>	<b>126,754</b>	<b>298,076</b>	<b>574,997</b>
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<b>BEGINNING FUND BALANCE</b>	<b>1,169,808</b>	<b>1,654,539</b>	<b>1,654,539</b>	<b>1,377,618</b>	
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<b>ENDING FUND BALANCE</b>	<b>1,654,539</b>	<b>1,377,618</b>	<b>1,781,293</b>	<b>1,675,694</b>	
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**BAYOU ANIMAL SERVICES: FUND 42  
FY 2016-2017 BUDGET**

The Bayou Animal Services Corporation (BAS) is a non-profit local government corporation established in 2016 for animal control and sheltering services. Bayou Animal Services is currently funded primarily by three participating cities: Clear Lake Shores, Santa Fe, and Dickinson. The BAS consists of a seven member board appointed by City Council. Its budget is also approved by City Council.

<b>Account Name</b>	<b>FY 14-15 Actual</b>	<b>FY 15-16 Projection</b>	<b>FY 15-16 Original Budget</b>	<b>FY 16-17 Budget</b>	<b>Increase/ (Decrease)</b>
<b>REVENUE</b>					
<b>Fees &amp; Donations</b>					
Donations	-	3,500	-	3,500	3,500
Credit Card Conv. Fees	-	100	-	120	120
Adoption Fees	-	10,300	-	12,000	12,000
Impoundment Fees	-	4,700	-	6,000	6,000
Code Compliance Fees	-	300	-	480	480
Pet Registration Fees	-	300	-	360	360
<b>Subtotal Fees &amp; Donations</b>	-	<b>19,200</b>	-	<b>22,460</b>	<b>22,460</b>
<b>Transfer from Other Funds</b>	-	<b>30,000</b>	-	-	-
<b>Interlocal Contributions</b>					
Clear Lake Shores	-	4,887	-	6,785	6,785
Santa Fe	-	64,518	-	80,615	80,615
Dickinson	-	101,160	-	126,399	126,399
<b>Subtotal Interlocal</b>	-	<b>170,566</b>	-	<b>213,798</b>	<b>213,798</b>
<b>TOTAL REVENUE</b>	-	<b>219,766</b>	-	<b>236,258</b>	<b>236,258</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
Salary & Benefits	-	30,928	-	197,033	197,033
Contract Services	-	115,000	-	-	-
<b>Subtotal Salary &amp; Benefits</b>	-	<b>145,928</b>	-	<b>197,033</b>	<b>197,033</b>
<b>Operations</b>					
Fuel	-	3,700	-	5,000	5,000
Janitorial Supplies	-	1,000	-	1,500	1,500
Office Supplies	-	3,000	-	3,000	3,000
Operational Supplies	-	6,000	-	6,500	6,500
Uniforms & Apparel	-	810	-	900	900
Building & Property Maintenance	-	18,300	-	5,000	5,000
Vehicle Maintenance	-	2,400	-	2,500	2,500
Travel & Training	-	100	-	200	200
Dues/Subscriptions/Books	-	240	-	360	360
Comm.-Pagers/Phones	-	2,925	-	3,275	3,275
Utilities	-	1,020	-	1,050	1,050
Animal Food	-	600	-	1,360	1,360
Veterinarian Services	-	5,000	-	7,200	7,200
Building Lease	-	23,140	-	-	-
Computer Equipment & Software	-	285	-	380	380
Furniture & Equipment	-	9,300	-	1,000	1,000
<b>Subtotal Operations</b>	-	<b>77,820</b>	-	<b>39,225</b>	<b>39,225</b>
<b>TOTAL EXPENDITURES</b>	-	<b>223,748</b>	-	<b>236,258</b>	<b>236,258</b>
<b>REVENUE-EXPENDITURES</b>	-	<b>(3,983)</b>	-	-	-
<b>Beginning Fund Balance</b>	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	-	<b>(3,983)</b>	-	-	-

## GLOSSARY OF TERMS

A

**ACCOUNTS PAYABLE:** A liability account reflecting amounts on open accounts owing to private persons or organizations for goods and services received by a government (but not including amounts due to other funds of the same government or to other governments).

**ACCOUNTS RECEIVABLE:** An asset account reflecting amounts owing to open accounts from private persons or organizations for goods and services provided by a government.

**ACCRUAL ACCOUNTING:** The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).

**AD VALOREM:** Latin for “value of”. Refers to the property assessed and tax levied against real (land and buildings) and personal (equipment and furniture) property.

**APPROPRIATION:** A legal authorization granted by a legislative body (City Council) to make expenditures and incur obligations for designated purposes.

**ASSESSED VALUATION:** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**AUDIT:** An examination of an organization’s financial statements and the utilization of resources.

B

**BALANCE SHEET:** The basic financial statement which discloses the assets, liabilities, and equities of an entity at a specified date in conformity with GAAP.

**BALANCED BUDGET:** A balanced budget occurs when the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt interest.

**BASIS OF ACCOUNTING:** The modified accrual basis of accounting is followed by Governmental funds, Expendable Trust funds and Agency funds. Under the modified accrual basis of accounting revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the liability is incurred, if measurable, except for principal and interest on general long-term debt, which are recorded when due, and compensated absences, which are recorded when payable from currently available financial resources. Substantially all revenues are considered to be susceptible to accrual.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used for guidance. Intergovernmental revenues are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

The City’s Proprietary fund types are accounted for using the accrual basis of accounting, under which revenues are recorded when earned and expenses are recorded when liabilities are incurred.

**BOND:** A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified date.

**BUDGET:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**BUDGETARY CONTROL:** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

## GLOSSARY OF TERMS (Cont.)

**C** **CDBG:** Community Development Block Grant – An entitlement grant program authorized by the federal government. The entitlement program is based upon a formula, which includes the City’s population.

**CAPITAL EXPENDITURES:** Expenditures which result in the acquisition of or addition to fixed assets which are individually priced more than \$5,000.00.

**CAPITAL IMPROVEMENT PROGRAM:** A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the expected beginning and ending date for each project, the amount and the method of financing.

**CASH BASIS:** the method of accounting under which revenues are recorded when received in cash and expenditures are recorded when paid.

**CERTIFICATES OF OBLIGATION (CO’S):** Debt instruments secured by the ad valorem taxing power of a city. They do not require voter authorization and usually are issued to obtain short term financing.

**CONTINGENCY:** A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**CREDIT RATING:** The credit worthiness of a government unit as determined by an independent ratings agency.

**CURRENT ASSETS:** Those assets which are available or can be made readily available to finance current operations or to pay current liabilities. Those assets which will be used up or converted into cash within one year. Some examples are cash, temporary investments, and tax receivables which will be collected within one year.

**CURRENT LIABILITIES:** Debt or other legal obligation arising out of transactions in the past that must be liquidated, renewed, or refunded within one year.

**D** **DEBT:** An obligation resulting from borrowing of money or from the purchase of goods or services.

**DEBT LIMIT:** The maximum amount of gross or net debt legally permitted.

**DEBT SERVICE:** A cost category which typically reflects the repayment of short-term (less than 5 years) debt associated with the acquisition of capital equipment.

**DELINQUENT TAXES:** Taxes remaining unpaid on or after the date on which a penalty for nonpayment is attached.

**DEPRECIATION:** (1) Expiration in the service life of a capital asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence. (2) that portion of the cost of a capital asset which is charged as an expense during a particular period.

**E** **ENCUMBRANCES:** Commitments related to unperformed contracts for goods or services used in budgeting. Encumbrances are not expenditures or liabilities, but represent the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

**ENTERPRISE FUND:** A fund established to finance and account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPENDITURES:** Decrease in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

## GLOSSARY OF TERMS (Cont.)

F

**FISCAL YEAR:** A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. Dickinson's fiscal year begins each October 1st and ends the following September 30th. The term FY 2017 connotes the fiscal year beginning October 1, 2016 and ending September 30, 2017.

**FIXED ASSETS:** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery and equipment.

**FRANCHISE:** A special privilege granted by a government permitting the continuing use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

**FULL TIME EQUIVALENT (FTE):** A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full time employees. Full time employees work 2080 hours annually. A part-time employee working 1040 hours annually represents a .5 FTE.

**FUND:** A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**FUND BALANCE:** The difference between governmental fund assets and liabilities also referred to as fund equity.

G

**GAAP – GENERALLY ACCEPTED ACCOUNTING PRINCIPLES:** Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the GASB.

**GASB – GOVERNMENTAL ACCOUNTING STANDARDS BOARD:** The board is a private, nonprofit organization consisting of seven board members and a full-time staff. Like the Financial Accounting Standards Board (FASB) that sets accounting standards for private companies, GASB is funded by the Financial Accounting Foundation, a nonprofit entity that exercises general oversight over the financial reporting of public entities.

**GENERAL FUND:** The fund that is available for any legal authorized purpose and which is therefore used to account for all activities except those required to be accounted for in another fund. Note: The General Fund is used to finance the ordinary operations of a governmental unit.

**GENERAL OBLIGATION BONDS (GO's):** Bonds for the payment of which the full faith and credit of the issuing government are pledged. In issuing its general obligation bonds, the City of Dickinson pledges to levy whatever property tax is needed to repay the bonds for any particular year. Bonds cannot be issued without voter approval and are usually issued with maturities of between 15 and 25 years.

**GFOA:** Government Finance Officers Association. A professional association of state/provincial and local finance officers in the United States and Canada that has served the public finance profession since 1906.

**GOAL:** A statement that describes the purpose toward which an endeavor is directed.

**GOVERNMENTAL FUNDS:** Those funds through which most governmental functions typically are financed. The acquisition, use, and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, Capital Projects, and Debt Service Funds).

## GLOSSARY OF TERMS (Cont.)

**GRANT:** A contribution by one governmental unit to another. The contribution is usually made to aid in the support of a specified function.

**I** **INTEREST INCOME:** Revenue associated with the city's cash management activities of investing fund balances.

**I** **INTERFUND TRANSFERS:** Budgeted amounts transferred from one governmental accounting fund to another for work or services provided. As they represent a "double counting" of expenditures, these amounts are deducted from the total operating budget to calculate the "net" budget.

**INTERGOVERNMENTAL REVENUE:** Contributions received from the State and Federal Government in the form of grants and shared revenues.

**INTERNAL SERVICE FUND:** Internal Service Funds are used to account for the financing of goods or services provided by one department of the city to other departments on a cost reimbursement basis.

**INVESTMENTS:** Securities and real estate held for the production of income in the form of interest, dividends, rentals, or lease payments. The term does not include assets used in city operations.

**LEVY:** To impose taxes, special assessments or service charges for the support of city services.

**L** **LIABILITY:** Debt or other legal obligations, arising out of transactions in the past, which must be liquidated, renewed, or refunded at some future date. Note: the term does not include encumbrances.

**LONG-TERM DEBT:** Debt with a maturity of more than one year after the date of issuance.

**M** **MATURITIES:** The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

**M** **MAINTENANCE:** The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.

**MODIFIED ACCRUAL:** The method of accounting under which revenues are recognized when they are both measurable and available to finance expenditures of the current period. Expenditures are recognized when the liability is incurred.

**N** **NON-RECURRING:** In reference to a supplemental program, that portion of costs or revenues that will only be incurred in the first year of implementation of the program. -O- **ORDINANCE:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**O** **OPERATING BUDGET:** The plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

**ORDINANCES:** A formal legislative enactment by the governing board of a municipality. It is not in conflict with any higher form of law, such as state statute or constitutional provision; it has the full force and effect of law within the boundaries of the municipality to which it applies.

## GLOSSARY OF TERMS (Cont.)

P

**PERFORMANCE MEASURE:** A performance measure is a quantifiable<sup>1</sup> expression of the amount, cost, or result<sup>3</sup> of activities<sup>2</sup> that indicate how much, how well, and at what level, products or services are provided to customers during a given time period.

**PERSONNEL SERVICE:** The costs associated with compensating employees for their labor.

**PRINCIPAL OF BONDS:** The face value of the bonds.

**PROPRIETARY FUND:** A fund established to account for a government's continuing business-type organizations and activities. All assets, liabilities, equities, revenues, expenses and transfers pertaining to these business organizations and activities are accounted for through proprietary funds. Both Enterprise and Internal service funds are classified as proprietary funds.

**PROPERTY TAXES:** Taxes are levied on both real and personal property according to the property's valuation and tax rate.

**PURCHASE ORDER:** A document which authorizes the delivery of specified merchandise or the rendering of certain services and the making of a charge for them.

R

**RECURRING:** In reference to a supplemental program, that portion of revenues or costs that will occur each year the program is funded.

**REVENUES:** Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers.

**REVENUE BONDS:** Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

S

**SERVICES AND CHARGES:** That grouping of accounts on the general ledger that include such expenditures as professional and contracted services from organizations outside the City, printing and binding costs, utilities, training, etc.

**SPECIAL ASSESSMENT:** A compulsory levy made against certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those properties.

**SPECIAL REVENUE FUND:** A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

T

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**TAX BASE:** The total property valuations on which each taxing agency levies its tax rate.

**TAX LEVY:** The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

**TAX RATE:** The amount of tax levied for each \$100 of assessed valuation.

**TAX ROLL:** The certification of assessed/taxable values prepared by the Property Appraiser and presented to the taxing authority.

**TAXES:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

## GLOSSARY OF TERMS (Cont.)

**TMRS:** Texas Municipal Retirement System

**TXDOT:** Texas Department of Transportation

U

**USER FEES:** Charges for specific governmental services. These fees cover the cost of providing that service to the user (i.e. building permits). The key to effective utilization of user fees is being able to identify specific beneficiaries of services and then determine the full cost of the service they are consuming.

W

**WORKLOAD MEASURE:** Transactional measure to demonstrate workloads, capacity, and resource utilization. This type of reporting may include the number of transactions performed, hours expended, requests for assistance, number of people trained, etc.

Y

**WORKING CAPITAL:** The amount by which total current assets exceed total current liabilities.

**YIELD:** The rate earned on an investment based on the price paid for the investment, the interest earned during the period held, and the selling price or redemption value of the investment.

## Full-Time Equivalent Position Counts

Fund/Department/Position	FY 15-16		
	FY 14-15 Actual	Original Budget	FY 16-17 Budget
<b>General Fund</b>	<b>101.5</b>	<b>101.75</b>	<b>112.25</b>
<b>Administration</b>	<b>3</b>	<b>3</b>	<b>3</b>
City Administrator	1	1	1
City Secretary	1	1	1
Management Assistant	1	1	1
<b>Community Development</b>	<b>5</b>	<b>5</b>	<b>6</b>
Assistant Building Official	0	0	0
Chief Building Official	1	1	1
Code Compliance Officer	1	1	2
Director of Community Development	1	1	1
Permit Technician	1	1	0
Community Development Coordinator	1	1	2
<b>Emergency Management</b>	<b>1.1</b>	<b>1.1</b>	<b>1.1</b>
Police Captain	0.3	0.3	0.3
Police Chief	0.3	0.3	0.3
Police Officer	0.5	0.5	0.5
<b>Emergency Medical Services</b>	<b>20</b>	<b>20</b>	<b>20</b>
Administrative Assistant - EMS	0.5	0.5	0.5
EMS Director	1	1	1
EMT - Basic	4	4	4
EMT - Intermediate	0.5	0.5	0.5
Paramedic	14	14	14
<b>Finance</b>	<b>3</b>	<b>3</b>	<b>3</b>
Administrative Services Manager	1	1	0
Chief Financial Officer	0	0	1
Administrative Services Coordinator (HR & Payroll)	1	1	1
Administrative Services Coordinator (Purchasing/Grants)	1	1	1
<b>Fire Marshal</b>	<b>2</b>	<b>2</b>	<b>2.5</b>
Assistant Fire Marshal	1	1	1
Fire Marshal	1	1	1
Fire Inspector/Investigator	0	0	0.5
<b>Law Enforcement</b>	<b>48.4</b>	<b>48.4</b>	<b>51.9</b>
Administrative Secretary	1	1	1
Communications Supervisor	1	1	1
Dispatcher	9	9	10
Jailer	3	3	3.5
Police Captain	2.7	2.7	2.7
Police Chief	0.7	0.7	0.7
Police Detective	5.5	5.5	5.5
Police Officer	18	18	20
Police Records Clerk	2.5	2.5	2.5
Police Sergeant	5	5	5
<b>Library</b>	<b>5.5</b>	<b>5.5</b>	<b>6</b>

## Full-Time Equivalent Position Counts

Assistant Library Director	1	1	1
Librarian (Catalog/Processing)	1	1	1
Library Assistant	2	2	2
Library Director	1	1	1
Youth/IT Librarian	0.5	0.5	1
<b>Municipal Court</b>	<b>4</b>	<b>4</b>	<b>4</b>
Court Administrator	1	1	1
Court Clerk Entry Level	2	2	2
Senior Court Clerk	1	1	1
<b>Public Works</b>	<b>7</b>	<b>7</b>	<b>7</b>
Assistant to Public Works Director	0.5	0.5	0.5
Light Equipment Operator	5	5	5
Public Works Director	0.5	0.5	0.5
Street Foreman	1	1	1
<b>Tourism &amp; Museum Center</b>	<b>2.5</b>	<b>2.75</b>	<b>3.75</b>
Economic Development Coordinator	1	0.75	0.75
Guest Services Assistant	1.5	2	2
Executive Director of Economic Development	0	0	1
<b>Animal Services</b>	<b>0</b>	<b>0</b>	<b>4</b>
Shelter Manager	0	0	1
Animal Control Officer	0	0	2
Kennel Tech	0	0	1
<b>Municipal Drainage Fund</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Drainage</b>	<b>4</b>	<b>4</b>	<b>4</b>
Assistant to Public Works Director	0.5	0.5	0.5
Drainage Foreman	0	1	1
Light Equipment Operator	3	2	2
Public Works Director	0.5	0.5	0.5
<b>COPS Grant Fund</b>	<b>2</b>	<b>2</b>	<b>0</b>
<b>Law Enforcement</b>	<b>2</b>	<b>2</b>	<b>0</b>
Police Officer	2	2	0
<b>Court Security Fund</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Municipal Court</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
Jailer	0.5	0.5	0.5
<b>Hotel/Motel Tax Fund</b>	<b>0</b>	<b>0.25</b>	<b>0.25</b>
<b>Tourism &amp; Museum Center</b>	<b>0</b>	<b>0.25</b>	<b>0.25</b>
Economic Development Coordinator	0	0.25	0.25
<b>VOCA Fund</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Law Enforcement</b>	<b>1</b>	<b>1</b>	<b>1</b>
Police Officer	1	1	1
<b>Grand Total</b>	<b>109</b>	<b>109.5</b>	<b>118</b>