

City of Dickinson

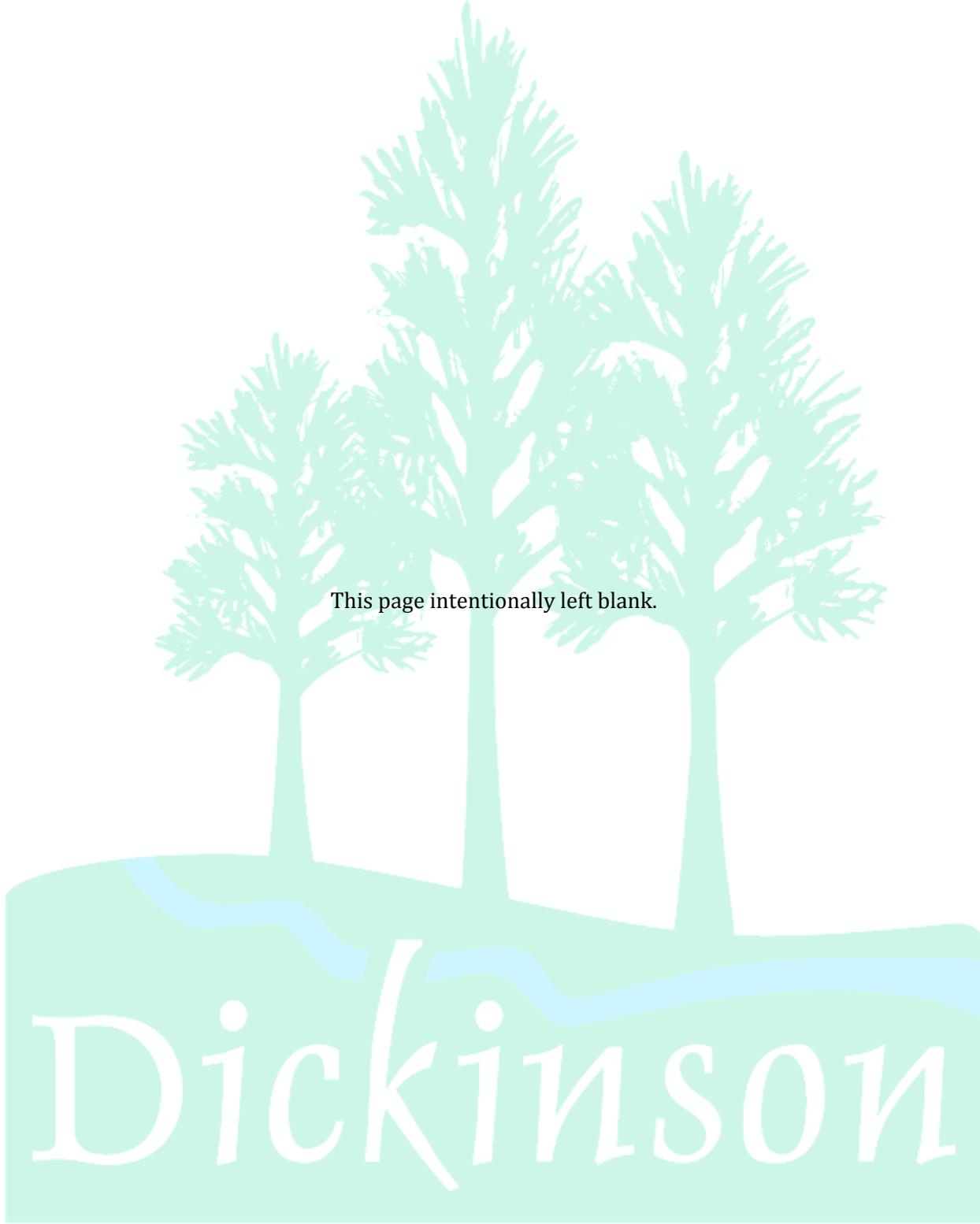
ANNUAL BUDGET

FY 2017-2018



Photo by D.A. Paulissen

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Dickinson

CITY OF DICKINSON



FY 2017-2018 ADOPTED BUDGET REQUIRED COVER PAGE

This budget will raise more revenue from property taxes than last year's budget by an amount of \$300,279, which is a 8.1 % 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 \$84,869.

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:

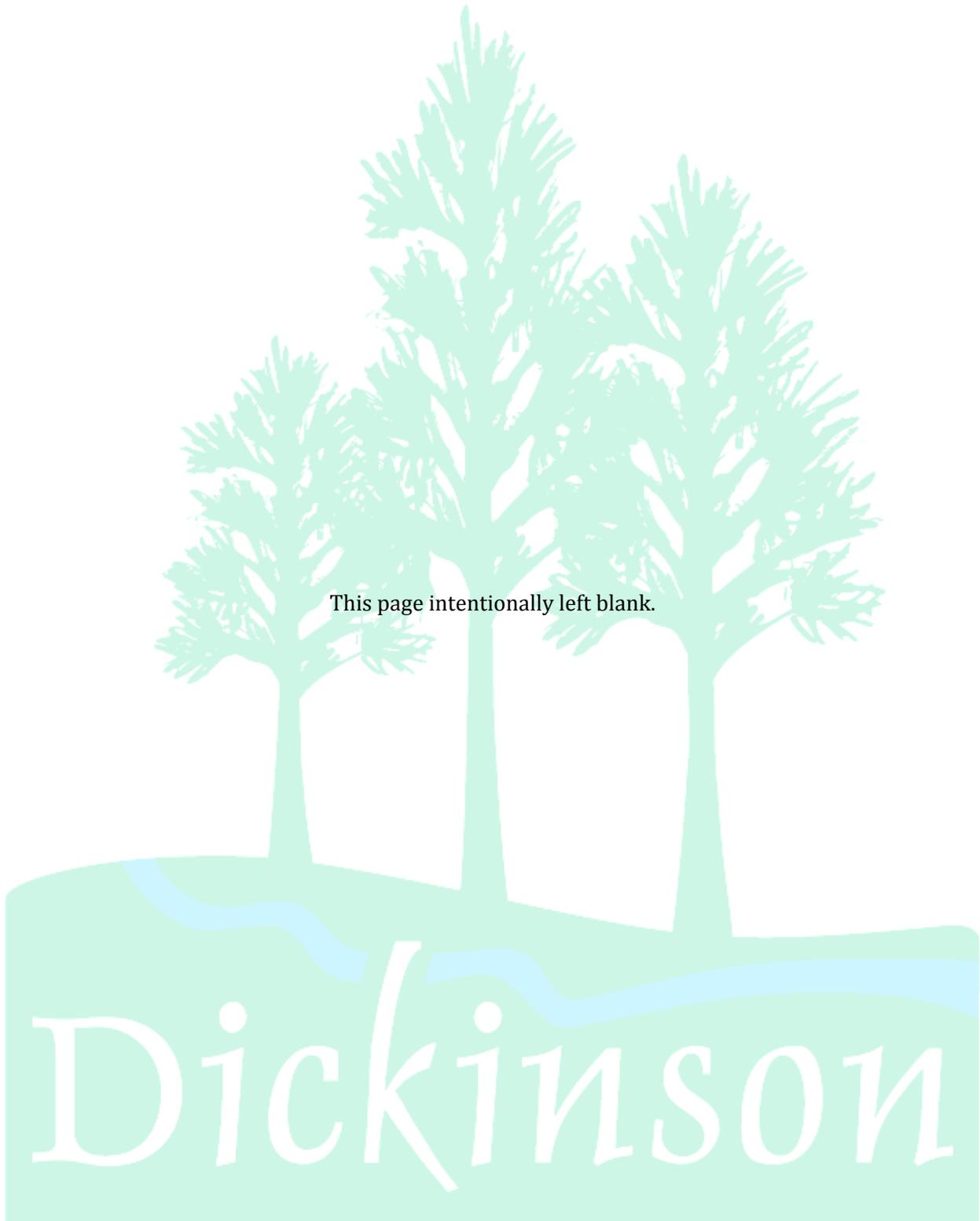
Deats	<u> Aye </u>	King	<u> Aye </u>
Decker	<u> Absent </u>	Suderman	<u> Aye </u>
Henderson	<u> Aye </u>	Wilson	<u> Aye </u>

Property Tax Rate Comparison

	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>
Adopted and Proposed Property Tax Rate	\$0.408610/100	\$0.408610/100
Effective Tax Rate	\$0.396030/100	\$0.382134/100
Effective Maintenance & Operations Tax Rate	\$0.319685/100	\$0.310821/100
Rollback Tax Rate	\$0.421512/100	\$0.413435/100
Debt Rate	\$0.076253/100	\$0.077749/100

For Fiscal Year 2017-2018, the total amount of municipal debt obligations secured by property taxes is \$691,533.

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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 dark green, stylized trees with dense, spiky foliage stand on the hillside. The background is white.

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

Interim City Administrator

Ron Morales

City Secretary

Alun Thomas

Assistant City Administrator/CFO

Stephanie Russell

Court Administrator

Irma Rivera

Fire Marshal

Lee Darrow

Library Director

Lindsay Henson

City Attorney

David Olson, Olson & Olson

Community Development Director

Zachary Meadows

Police Chief

Ron Morales

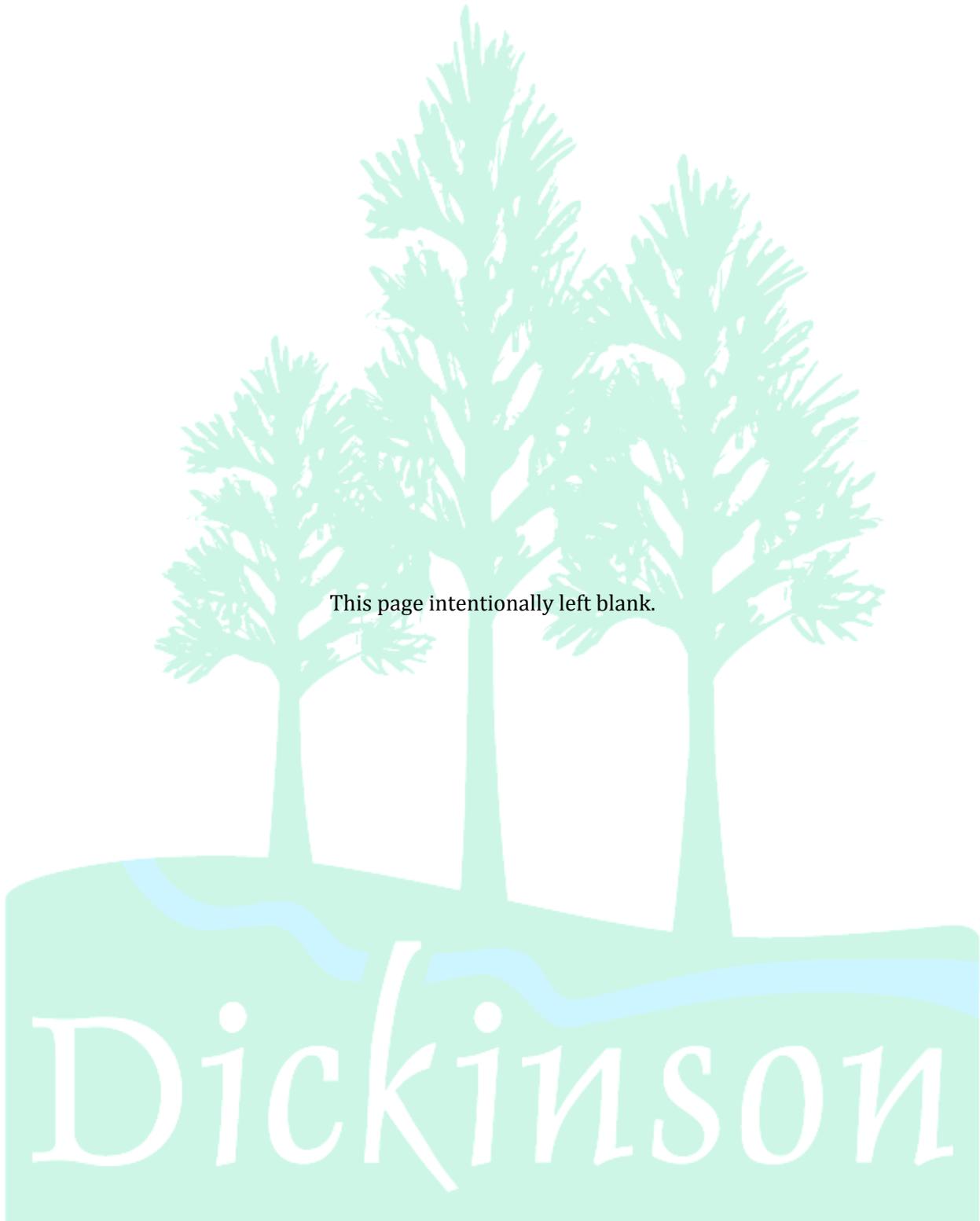
Public Works Director

Paul Booth

EMS Director

Derek Hunt

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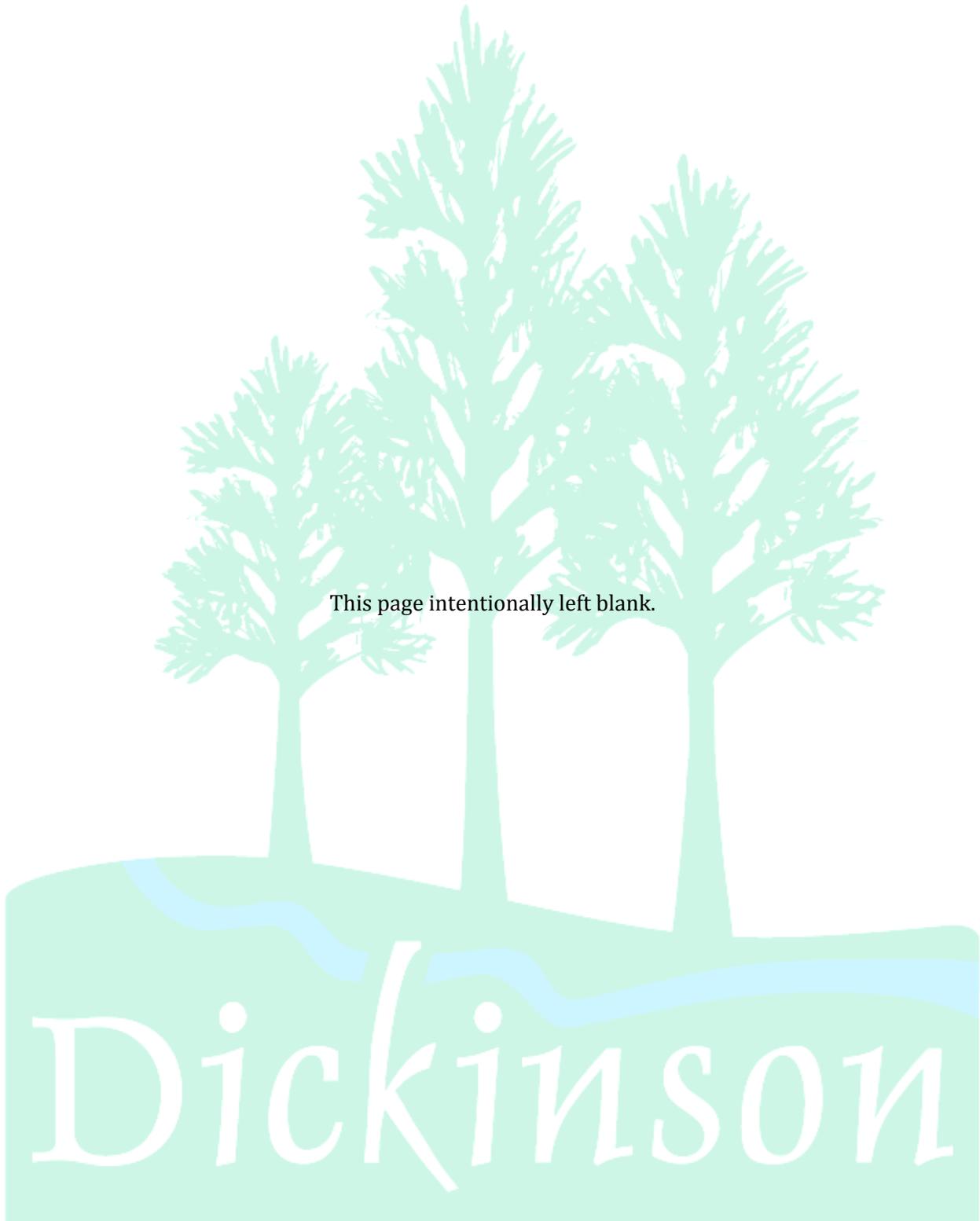


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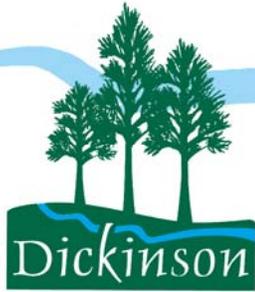
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A stylized landscape illustration featuring three green trees of varying heights on a green hill. A blue wavy line representing a river flows across the base of the hill. The name 'Dickinson' is written in a white, serif font across the bottom of the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

Dickinson



July 25, 2017

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 2017-2018 is hereby presented. This Recommended Budget, 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. At this time, the Recommended General Fund Budget has expected excess revenues over \$226,000. The total Recommended Budget (which includes all Funds) is approximately \$16.9 million.

Short Term Factors

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

New City Administrator

The City is in the process of hiring a new City Administrator. Transition for the new person and the organization will occur during the upcoming fiscal year.

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. Since then staff has implemented a Road Stabilization Program that has been added to the FY2017-2018.

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. Construction of a new animal shelter is a priority for FY2017-2018.

Expansion of Public Safety Building

An assessment of the current Public Safety Building has been completed and property acquisition efforts are underway. Once property is secured, the City may begin design and then plan for construction.

Economic Development

The Dickinson Economic Development Corporation has a project that will require assistance and collaboration with the City. Additionally, proactively protecting the City's ability to enter economic development agreements will be a priority leading up to the next Legislative session.

Salary & Benefits

The City is in the process of completing a salary market analysis. While, the impact of this study is still unknown, implementation will be a topic for conversation in FY2018. Additionally, the City's healthcare costs continue to increase due to an increase in claims. Initiatives to combat these increases will be a priority in the next fiscal year.

Implementation of Electronic Records

The City moved forward with procurement of an electronic record management system in FY2017. This city-wide project will be implemented over the course of the next few fiscal years.

Implementation of Legislative Changes

The last legislative session has had an impact on local government. The effects of this past session will start going into effect this fall. Adjustments to operations and budgets will be adjusted over the upcoming year as the impact is realized.

Long Term Factors

There are several long-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 one section during 2017 but will not receive property tax revenues from these properties until FY 2019. Until then, any maintenance will be absorbed within the current revenues.

Parks & Recreation

The City's comprehensive plan identified the desire to provide adequate parks and recreational facilities and open space to improve quality of life for residents and contribute to storm water mitigation. Over the next few year the City will analyze how to address this objective.

Street Rehabilitation

While staff has begun implementation of the Road Stabilization Program to address short-term concerns, future road projects will need to be addressed in the upcoming years as the Multi-Year Financial Plan will need to be updated during FY2019.

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 2017. 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 over \$97,000 due to actual trends.
- Licenses & Permits 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.
- The DMD#1 will transfer \$579,504 for financial services, legislative services, EMS services, Connect CTY Service, ROW mowing services, and the expansion of the City Demolition Program. The transfer from the DEDC has been reduced per the new interlocal agreement. Additionally, the transfer from Bayou Animal Services Corporation for personnel services is \$213,310.
- Overall the projected revenues for the FY 2017-2018 General Fund are over \$13.5 million – over \$611,000 increase from FY 2016-2017.

Major Changes to General Fund Expenditures

Employee Compensation and Benefits

- Employee Group Insurance has been increased due to an anticipated 20% increase. The costs of these increases have been partially offset by the elimination of Dependent Healthcare coverage.
- 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

- Salary & Wages has been decreased overall due to the removal of the contractual payments made to the previous City Administrator on-top of the base pay (retirement reimbursement and ICMA contribution). The base pay for the new City Administrator was held constant for budgeting purposes.
- Utilities have been adjusted based on actuals.

Community Development

- Fuel has been updated based on actuals.
- Conference/Travel was added for Board Members (Planning & Zoning, Building Standards, etc.) - funding for FY2017-2018 is proposed to be \$4,000.

Police Department

- Two part-time jailers have been increased to full-time due to the increasing staffing needs of the jail. The financial impact is minimal since the City had to offer these

employees healthcare benefits in FY2016-2017 as they were already over the maximum average hours allowed.

- Fuel, Uniforms & Apparel, Vehicle Maintenance, Communication (Pagers and phones), and utilities have been adjusted based on actuals.
- The transfer to the Special Revenue Funds has moved to the Department 89, Transfers.

Fire Marshal

- The part-time inspector hours have been increased but are offset by the decrease in Furniture & Equipment.
- Fuel, software maintenance contract, travel and training and enforcement insurance haven adjusted based on actuals and changes in contractual obligations.

Emergency Management

- Communication - Pagers and Phones has been increased by \$460 due to an increase in the phone contract.

Public Works

- Fuel, Street Lighting, and Utilities have been increased based on actual trends.
- Vehicle Maintenance has been increased by \$15,000 to cover the maintenance and repair associated with the new equipment acquired in FY2016-2017.
- Street Signage Replacement has been increased by \$5,000 to address regular sign maintenance.

Information Technology

- Software Service Contracts has been increased by \$29,280 to fund annual Radio Console Maintenance as required by Harris County Information Technology Center (\$13,500), the FY17 allocation for the new LaserFiche Content Management System (\$14,560), and an increase in the Office 365 email system (\$1,220).

Library

- Funding has been added under Advertising to promote Library resources and activities on social media.
- Funding has been added to cover materials and refreshments for Children and Adult Library Programs in which staff has been funding out-of-pocket.
- Utilities have been adjusted based on actuals.

Tourism & Economic Development

- This department has been removed as a result of the new interlocal with the Dickinson Economic Development Corporation.

Emergency Medical Services (EMS)

- Utilities have been increased based on actual trends.

Contractual & Government-Wide Services

- Bldg. Alarm & Access Services has been increased due to added security features throughout City facilities including additional cameras and access entry.
- Animal Services has been increased due to the increase in transfer to Bayou Animal Services Corporation.
- DVFD Services has been increased by \$75,000 per the one-time request from DVFD.
- 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.
- Consulting Services has been increased by \$1,000 to fund the City joining a coalition regarding anticipated sales tax issues during the next legislative session.
- Insurances have been increased by based on anticipated rate increases.

Transfers

- This department was added at the end of FY2017 to account for inter-fund transfers. The only budgeted transfer in FY2018 is the transfer to the VOCA Grant Fund (this expense used to be under the Police Department).

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 2017-2018.
- 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 2018 includes a negligible transfer from the General Fund to the Debt Service Fund.

Municipal Drainage Utility Fund

- Revenues in FY 2018 were adjusted based on prior year actuals.
- Salary & Benefits have increased due to an anticipated 20% increase in healthcare costs and a 3% increase in base salaries. Additionally, the city's portion of dependent healthcare has been eliminated and Retirement (TMRS) has increased due to a increase in rates.
- 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 2018 expenditures include completion of reconstruction for FY 2017 projects and design and reconstruction for seven new streets: Salvato Street, 45th Street (W of Hwy 3), Avenue F (20th to 25th St), 32nd Street (East), and Utah Street.

Bayou Lakes Public Improvement District No. 1

- No major changes have been proposed.

Bayou Lakes Public Improvement District No. 2

- No major changes have been proposed.
- 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 2018 Budget is the replacement of three Police vehicles and one EMS vehicle. The vehicles are proposed to be funded by the Dickinson Management District No. 1.
- The annual payment towards the Motorola console has been included under Furniture & Equipment for the Police Department.

Building Maintenance Fund

- Although expenditures are not budgeted for FY 2017-2018, 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 have increased due to an anticipated 20% increase in healthcare costs and a 3% increase in base salary. Additionally, the City's portion of dependent healthcare has been eliminated. 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 2018.
- Expenditures in the Hotel/Motel Tax Fund have been reduced due the elimination of partially funding an EDC employees.
- Expenditures under the Library Trust Fund will be used for book collection development, a new 3D printer, and a new public scanner.

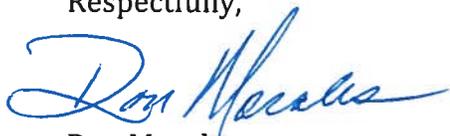
Red, White & Bayou Crawfish & Texas Music Festival

- Due to the decrease in revenues from the 2017 festival, the grant contribution has been decreased.
- Other expenditures have not been included in the recommended budget for FY2018.

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 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.

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

Respectfully,



Ron Morales
Interim 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.

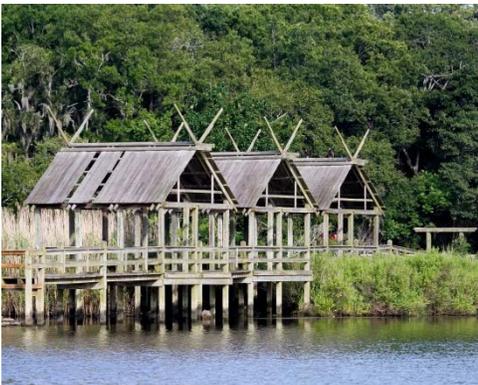
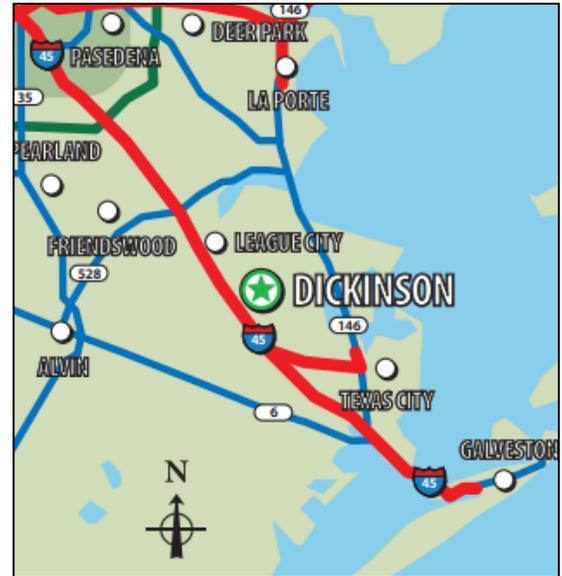
By 1860, the Galveston, Houston, Henderson ("GH&H") Railroad was built to connect the large cities of Galveston and Houston, and a stop in Dickinson gave farmers a

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.

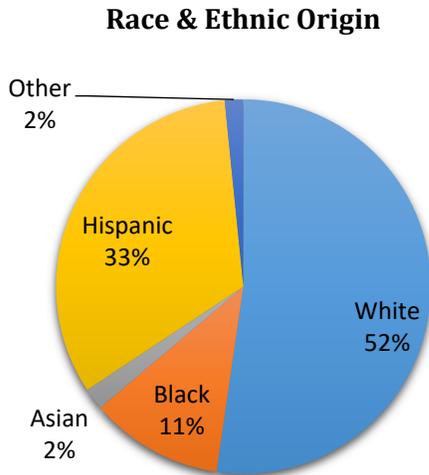
Industrialization and growth in the oil industry in the Houston-Galveston area after both World Wars contributed to Dickinson's growth as did the establishment of NASA's Lyndon

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 2016 population was 20,074; 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
2016	20,074

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.

Top 10 Taxpayers from 2016

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. Dicksinon Partners LTD
9. SR Gay Inc.
10. Beachball Shares LLC



ORGANIZATIONAL CHART



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 2017-2018.

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. The City does 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 PROCESS

FISCAL YEAR 2017-2018

-
- Apr 13 Initial Budget Meeting with Department Heads: Mission, Goals & Objectives
- Apr 25 Proposed Budget Calendar, Process and Assumptions Presented to Council**
- May 25 Department Budgets, Goals & Objectives, and Unfunded Supplemental Requests Due
- Jun 5-9 Departmental Meetings Regarding Unfunded Supplemental Requests (as necessary)
- Jun 13 Budget Workshop with City Council**
- Jun 27 Budget Workshop with City Council (As Necessary)**
- Jul 11 Budget Workshop with City Council (As Necessary)**
- Jul 25 Deadline for Chief Appraiser to Certify Appraisal Roll (Sec. 26.01).
- Jul 25 Mayor & City Administrator formally present Proposed Budget**
Proposed Budget Posted On the Web and Filed With City Secretary
City Charter, Article 7.02 (On or before the first day of the eleventh month of the fiscal year)
Local Govt. Code §102.005 (Must be filed before the 30th day before tax rate adopted)
- Aug 7 Publication of Effective & Rollback Tax Rate, Statement & Schedules
Property Tax Code §26.04(e)
- Aug 8 Budget Workshop with City Council to Review Revised Proposed Budget & Proposed Tax Rate (As Needed)**
- Approve Certified Appraisal Roll**
- Acceptance of Effective and Rollback Tax Rates**
- Establish Proposed Tax Rate; Take Record Vote and Schedule Public Hearings On and Adoption Date for Budget and Tax Rate**
- 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 18 72-hour notice for first public meeting (Open Meetings Notice)
- Aug 22 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 2nd hearing)
- Aug 25 72-hour notice for second public hearing (Open Meetings Notice)
- Aug 29 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)
- Local Govt. Code §102.0065 (not later than 10th day nor earlier than 30th day before the budget hearing)
- Sep 8 72-hour notice for meeting to adopt tax rate (Open Meetings Notice)
- Sep 12 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)
- Sep 25 Filing and Distribution of Adopted Budget
- Oct 1 Begin New Fiscal Year**



FY2017-2018 Budget Calendar

Regularly Scheduled
Council Meeting

Special Council Meeting

	SUN	MON	TUE	WED	THU	FRI	SAT
MAY		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25 Department Budgets, Goals & Objectives, and Unfunded Supplemental Requests Due	26	27
	28	29	30	31	1	2	3
JUNE	4	5	6 Departmental meetings regarding Unfunded Supplemental Requests (as necessary)				10
	11	12	13 Budget Workshop	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27 Budget Workshop	28	29	30	1
JULY	2	3	4	5	6	7	8
	9	10	11 Budget Workshop	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25 Deadline to Certify Appraisal Proposed Budget Presented	26	27	28	29



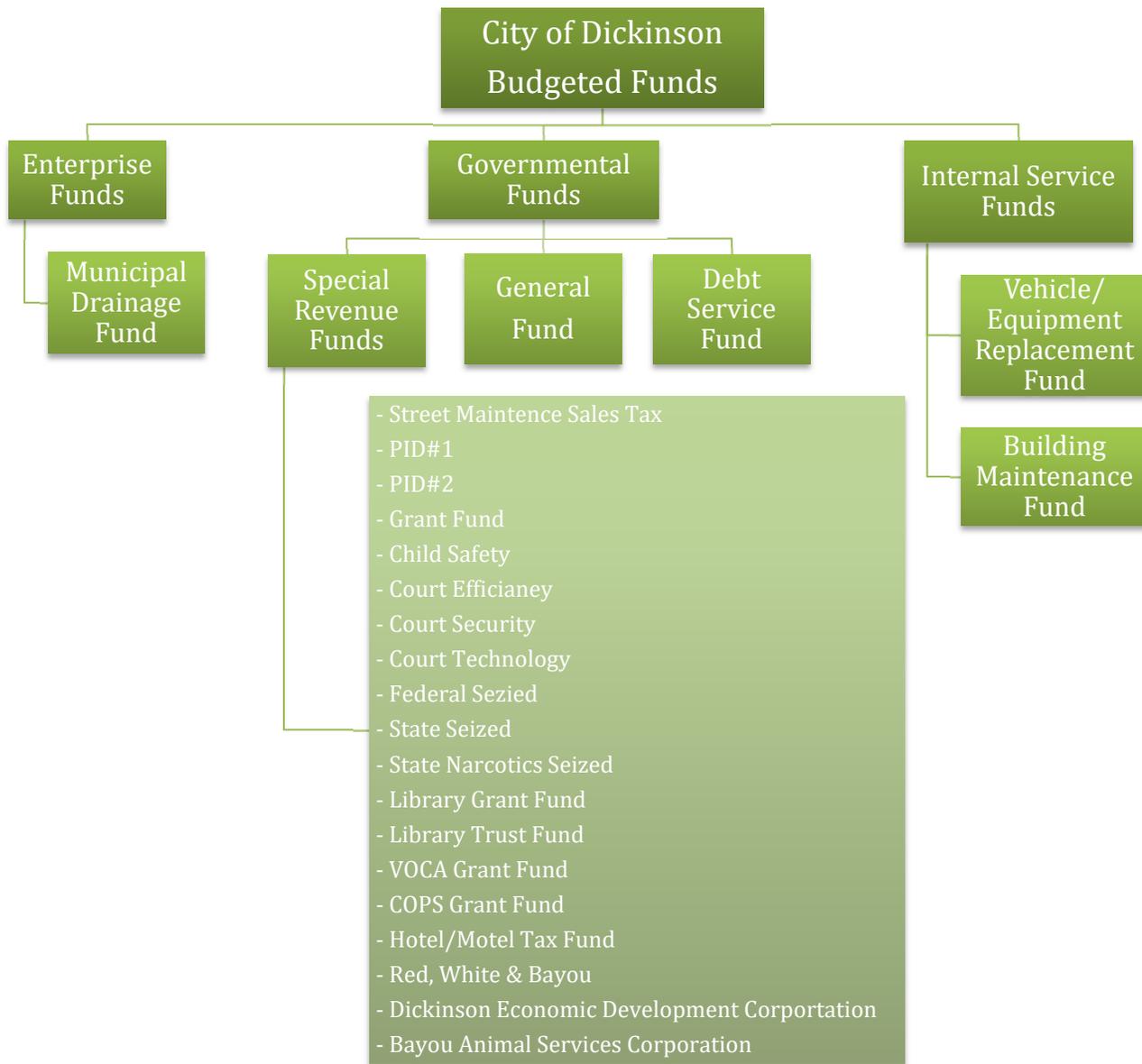
FY2017-2018 Budget Calendar

Regularly Scheduled
Council Meeting

Special Council Meeting

	SUN	MON	TUE	WED	THU	FRI	SAT
JUL	30	31	1	2	3	4	5
AUGUST	6	7 Publish Effective & Rollback Tax Rates	8 Budget Workshop Approve Certified Roll, Effective, Rollback, & Proposed Tax Rates	9	10	11	12
	13	14	15	16	17	18 72-hour notice for first public meeting (Open Meetings Notice)	19
	20	21	22 1st Public Hearing on Tax Rate	23	24	25 72-hour notice for second public hearing (Open Meetings Notice)	26
	27	28	29 2nd Public Hearing on Tax Rate	30	31	1 Publish Notice of Public Hearing on Proposed Budget	2
SEPTEMBER	3	4	5	6	7	8	9
	10	11	12 Adopt Budget & Tax Rate ***Attendance is Imperative***	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
OCTOBER	1 Start New Fiscal Year	2	3	4	5	6	7

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.

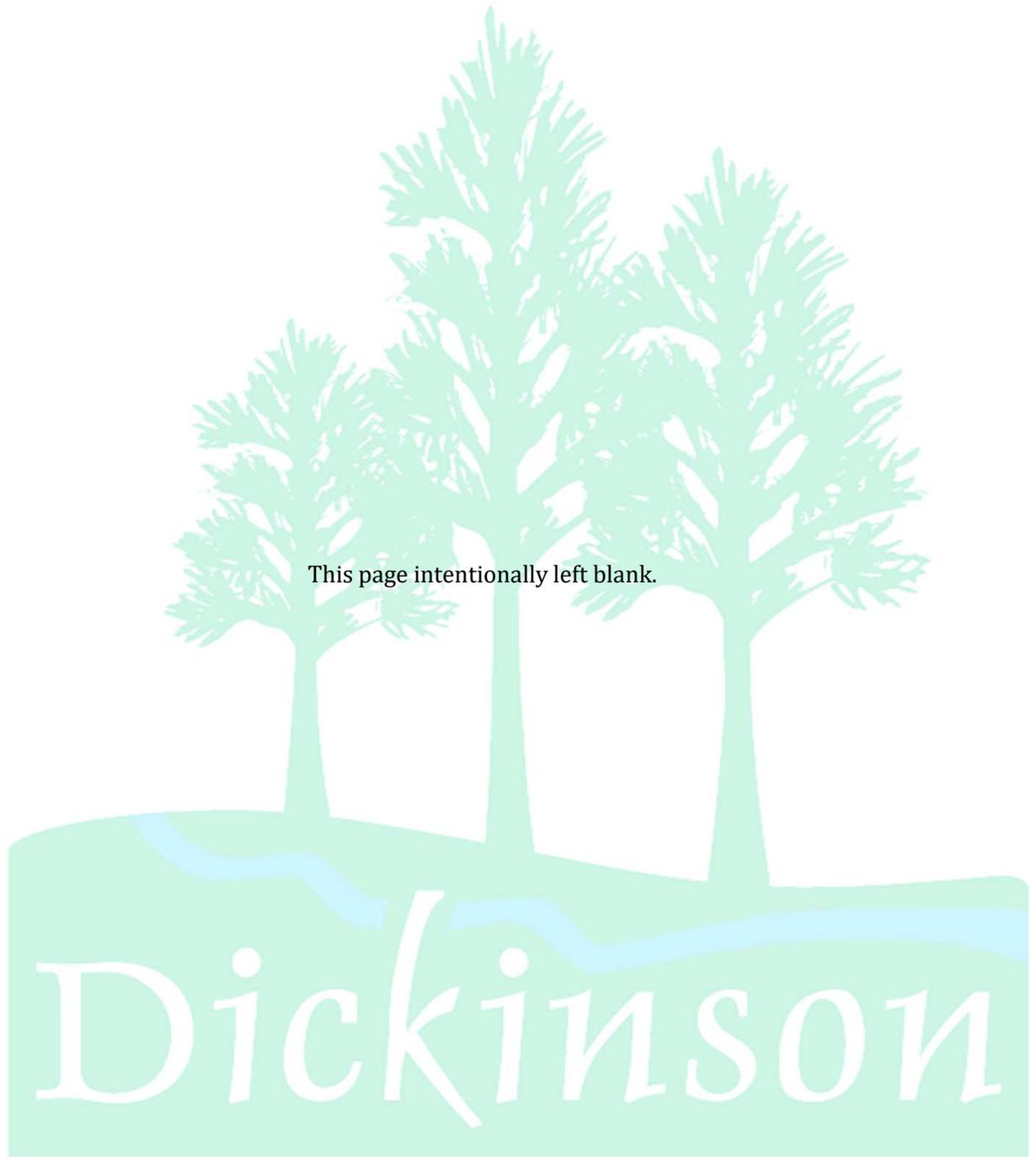
Department/Fund Relationship

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 2017-2018 RECOMMENDED BUDGET
CITY-WIDE SUMMARY

	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
Sales Tax	7,810,224	8,198,284	7,565,498	8,362,250	796,752
Ad Valorem (Property) Tax	3,614,793	3,814,896	3,814,896	4,115,633	300,737
Other Taxes	90,791	83,000	77,600	83,000	5,400
Assessments	711,252	658,640	607,300	667,300	60,000
Franchise Fees	1,077,883	1,126,200	1,049,200	1,146,590	97,390
Licenses & Permits	360,434	353,080	289,700	305,900	16,200
Court Fines & Fees	849,765	741,700	756,020	751,700	(4,320)
Charges for Service	449,358	438,000	400,000	430,000	30,000
Miscellaneous Income	371,288	153,424	202,400	51,400	(151,000)
Intergovernmental Income	1,352,928	1,376,010	1,296,115	1,051,050	(245,066)
Transfers & Other Sources	1,361,037	617,825	547,646	417,602	(130,044)
TOTAL REVENUES	18,049,753	17,561,059	16,606,375	17,382,425	776,050
EXPENDITURES					
City Operating Funds					
General Fund	12,023,113	12,928,926	12,928,926	13,508,607	579,681
Debt Service Fund	872,940	869,340	869,340	870,428	1,088
Municipal Drainage Fund	420,944	367,342	361,342	363,095	1,753
Street Maintenance Fund	2,823,916	1,849,992	3,178,974	1,664,393	(1,514,581)
Special Revenue Funds	200,617	249,168	197,578	182,914	(14,664)
Vehicle Replacement Fund	406,314	866,635	866,635	266,334	(600,301)
Building Maintenance Fund	70,133	114,000	114,000	26,500	(87,500)
PID#1	290,535	262,800	262,800	262,800	-
PID#2	2,925	3,900	3,900	3,900	-
Total City Operating Funds	17,111,437	17,512,103	18,783,495	17,148,971	(1,634,524)
Non-Profits					
Red, White & Bayou	143,345	114,977	151,260	15,576	(99,401)
TOTAL EXPENDITURES	17,254,782	17,627,080	18,934,755	17,164,547	(1,733,925)
REVENUE - EXPENDITURES	794,971	(66,021)	(2,328,380)	217,878	2,509,975

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CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
TOTAL NON-MAJOR FUNDS					
General Fund					
Beginning	5,202,774	4,649,979	4,649,979	4,530,799	(119,180)
Ending Fund Balance	4,649,979	4,530,799	4,697,141	4,679,948	(17,193)
Change in Fund Balance	(552,795)	(119,180)	47,162	149,149	101,987
Debt Service Fund					
Beginning	3,558	21	21	(0)	(21)
Ending Fund Balance	21	(0)	21	(0)	(21)
Change in Fund Balance	(3,537)	(21)	-	-	-
Municipal Drainage Fund					
Beginning	396,504	398,731	398,731	420,729	21,998
Ending Fund Balance	398,731	420,729	375,389	455,634	80,245
Change in Fund Balance	2,226	21,998	(23,342)	34,905	58,247
Street Maintenance Fund					
Beginning	2,100,420	1,245,607	1,245,607	1,238,272	(7,335)
Ending Fund Balance	1,245,607	1,238,272	(419,267)	1,249,329	1,668,596
Change in Fund Balance	(854,814)	(7,335)	(1,664,874)	11,057	1,675,931
TOTAL NON-MAJOR FUNDS*					
Beginning	1,520,462	2,065,656	2,077,886	1,460,421	(617,464)
Ending Fund Balance	2,319,812	1,467,221	1,394,460	1,336,381	(58,079)
Change in Fund Balance	799,350	(598,434)	(683,426)	(124,040)	559,386

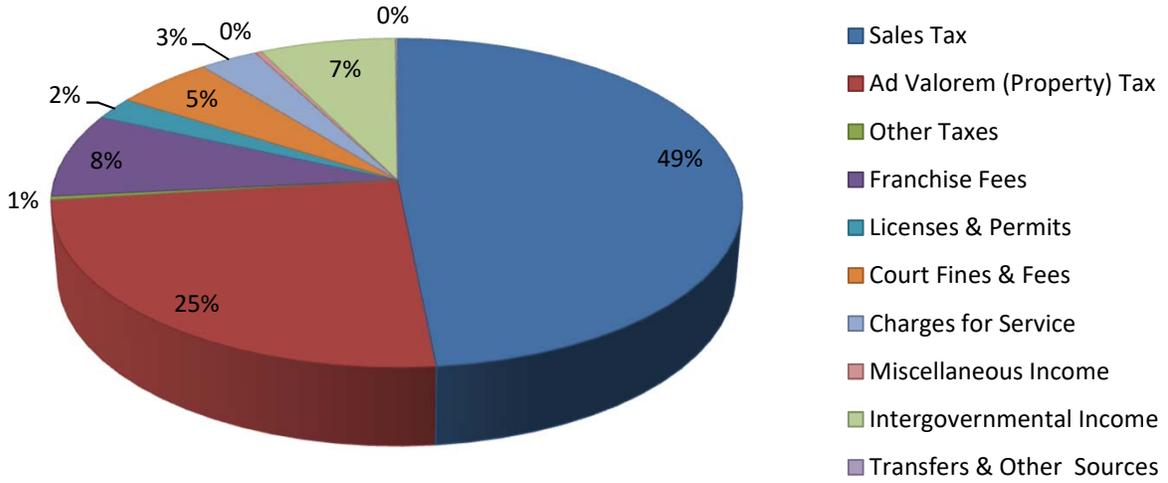
*Non-major funds include internal funds, special revenue funds, and Red, White & Bayou Crawfish & Musical Festival. These balances change depending on interfund transfers and specific grants and/or awarded funding.

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND SUMMARY

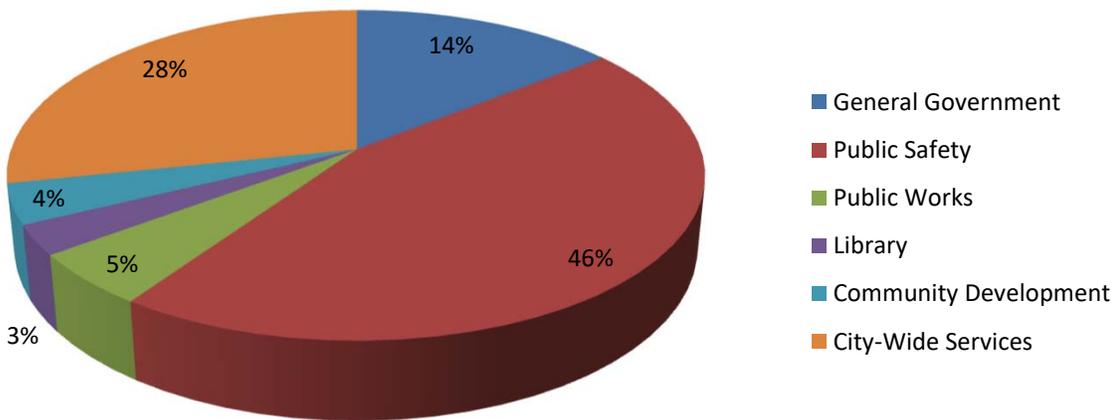
	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Revenues					
Sales Tax	6,248,180	6,558,627	6,052,398	6,689,800	637,402
Ad Valorem (Property) Tax	2,919,050	3,102,451	3,102,451	3,402,100	299,649
Other Taxes	50,564	50,000	45,600	50,000	4,400
Franchise Fees	1,077,883	1,126,200	1,049,200	1,146,590	97,390
Licenses & Permits	360,434	353,080	289,700	305,900	16,200
Court Fines & Fees	813,948	714,000	724,000	724,000	-
Charges for Service	449,358	438,000	400,000	430,000	30,000
Miscellaneous Income	93,211	47,100	51,600	47,600	(4,000)
Intergovernmental Income	1,215,352	1,246,139	1,246,139	1,000,973	(245,166)
Transfers & Other Sources	60,000	15,000	15,000	15,000	-
TOTAL REVENUES	13,287,980	13,650,597	12,976,088	13,811,963	835,875
Expenditures					
Administration	477,011	531,965	531,965	528,564	(3,401)
Finance	218,577	243,818	243,818	263,523	19,705
Community Development	426,804	503,983	503,983	531,984	28,000
Municipal Court	311,882	317,722	317,722	338,275	20,553
Police Department	3,612,358	4,039,251	4,039,251	4,111,508	72,256
Fire Marshal	179,746	204,391	204,391	220,182	15,790
Emergency Management	106,006	117,583	117,583	120,510	2,927
Public Works	616,336	624,153	624,153	702,044	77,891
Information Technology	313,283	324,709	324,709	374,489	49,780
Library	358,239	417,255	417,255	395,978	(21,278)
Tourism	106,394	232,320	232,320	-	(232,320)
Animal Services	36,823	197,033	197,033	223,689	26,655
EMS	988,091	1,011,747	1,011,747	1,055,582	43,836
City-Wide Services	4,271,563	4,162,996	4,162,996	4,642,282	479,286
TOTAL EXPENDITURES	12,023,113	12,928,926	12,928,926	13,508,607	579,681
REVENUE - EXPENDITURES	1,264,867	721,671	47,162	303,356	256,194
BEGINNING FUND BALANCE	5,202,774	4,649,979	4,649,979	4,530,799	
TRANSFERS	1,817,662	840,851	-	154,207	
ENDING FUND BALANCE	4,649,979	4,530,799	4,697,141	4,679,948	

**CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND SUMMARY**

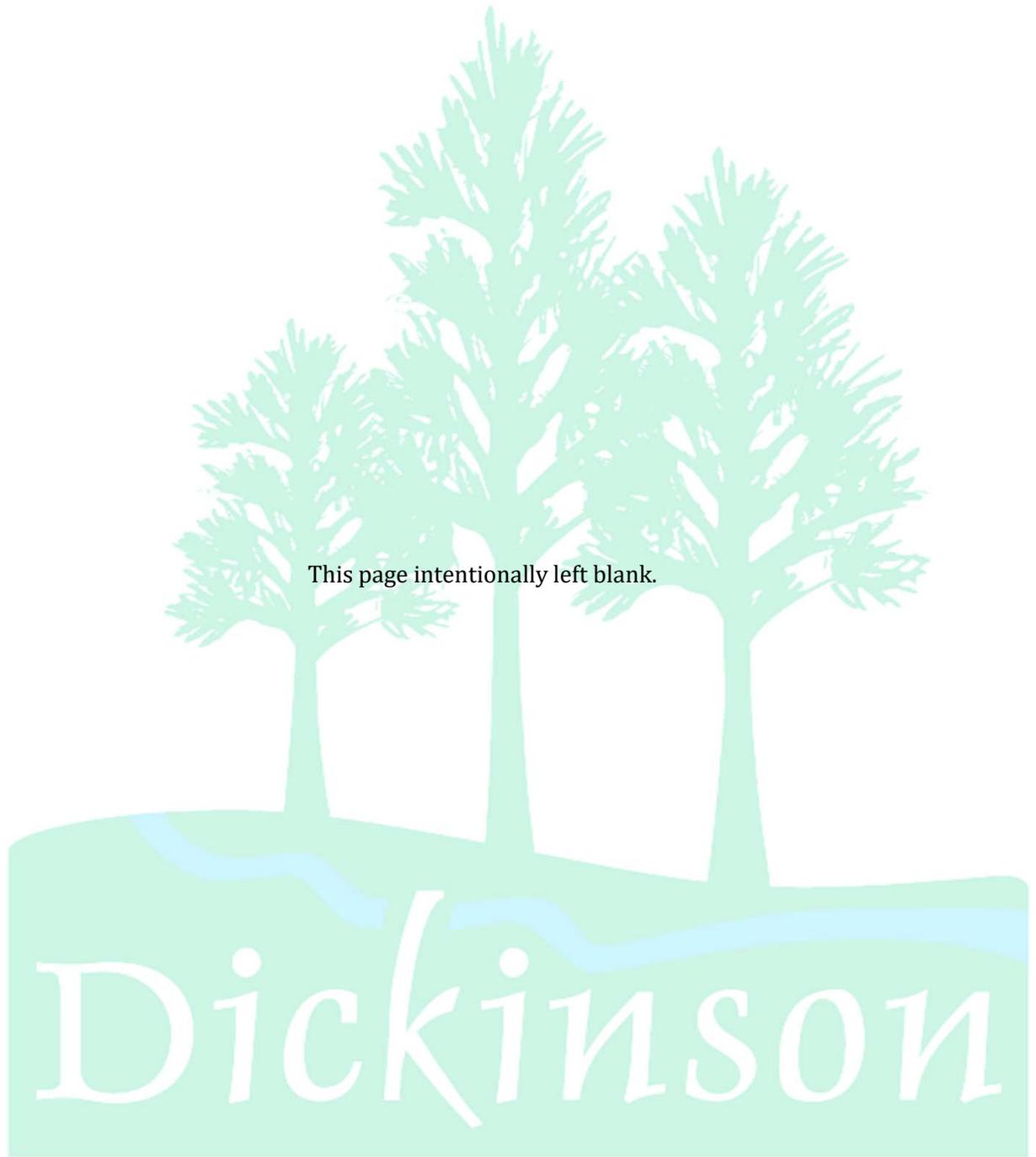
General Fund Revenues



General Fund Expenditures



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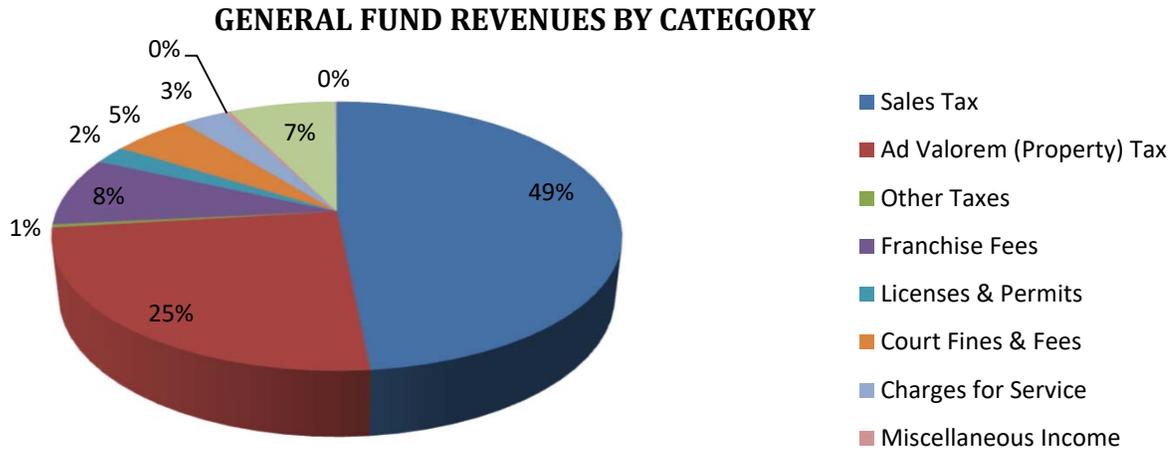


**CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND REVENUE SUMMARY**

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.

SUMMARY	FY 15-16	FY 16-17	FY 16-17	FY 17-18	Increase/ (Decrease)
	Actual	Projection	Original Budget	Budget	
Sales Tax	6,248,180	6,558,627	6,052,398	6,689,800	637,402
Ad Valorem (Property) Tax	2,919,050	3,102,451	3,102,451	3,402,100	299,649
Other Taxes	50,564	50,000	45,600	50,000	4,400
Franchise Fees	1,077,883	1,126,200	1,049,200	1,146,590	97,390
Licenses & Permits	360,434	353,080	289,700	305,900	16,200
Court Fines & Fees	813,948	714,000	724,000	724,000	-
Charges for Service	449,358	438,000	400,000	430,000	30,000
Miscellaneous Income	93,211	47,100	51,600	47,600	(4,000)
Intergovernmental Income	1,215,352	1,246,139	1,246,139	1,000,973	(245,166)
Transfers & Other Sources	60,000	15,000	15,000	15,000	-
TOTAL REVENUES	13,287,980	13,650,597	12,976,088	13,811,963	835,875



MAJOR CHANGES IN FY 2017-2018

- 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 the next fiscal year due to the overall increase in home valuations in 2017. 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 over \$97,000 due to actual trends.
- Licenses & Permits 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.
- Overall the projected revenues for the FY 2017-2018 General Fund are over \$13.5 million – over \$611,000 increase from FY 2016-2017.

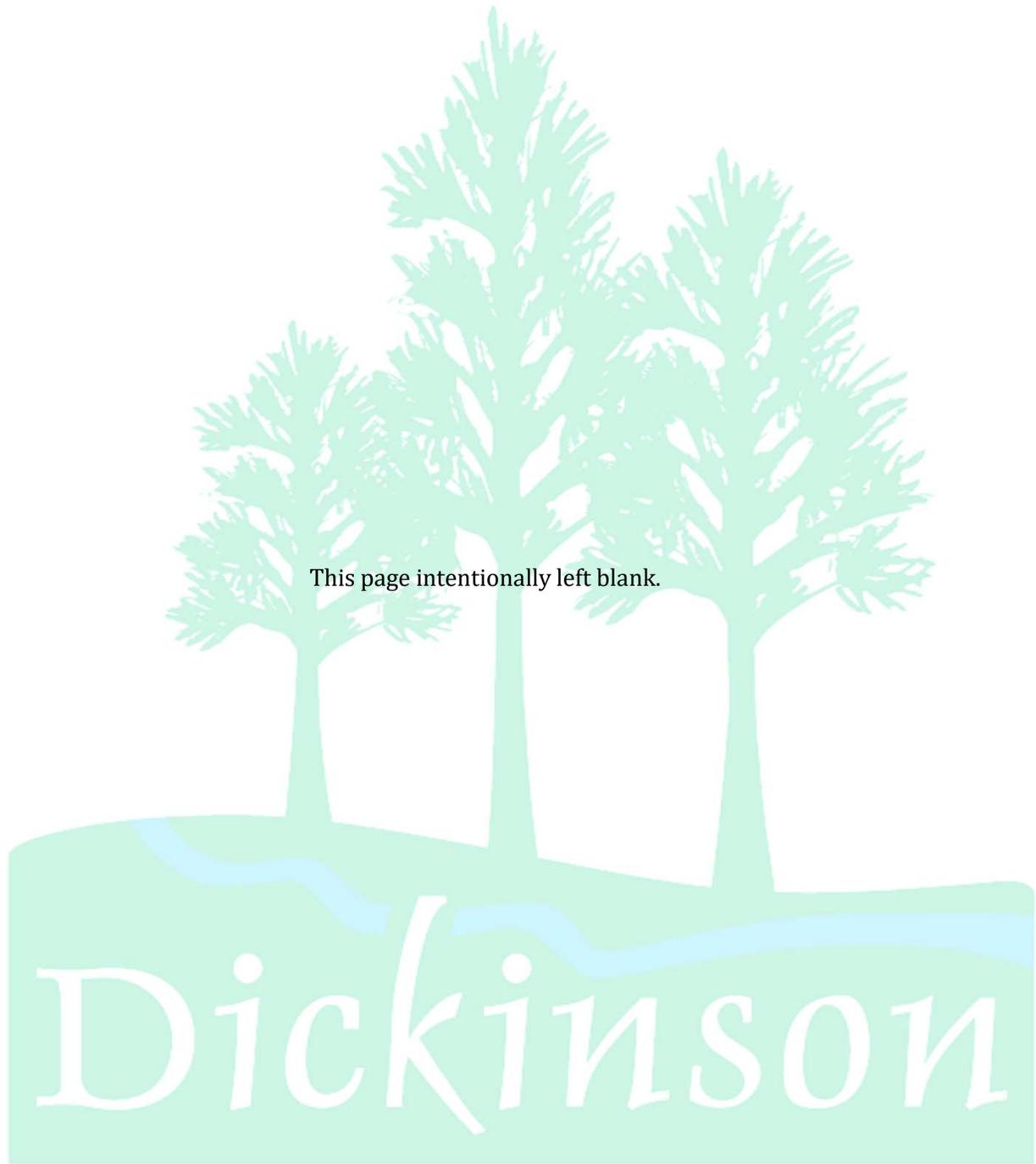
CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND REVENUES

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Sales Tax						
01-7001-00-00	Sales Tax	6,248,180	6,558,627	6,052,398	6,689,800	637,402
Subtotal Sales Tax		6,248,180	6,558,627	6,052,398	6,689,800	637,402
Ad Valorem (Property) Tax						
01-7101-00-00	Property Tax	2,827,599	3,012,088	3,012,088	3,311,900	299,812
01-7102-00-00	Delinquent Property Tax	60,881	60,242	60,242	60,000	(242)
01-7103-00-00	Penalty & Int. On Del. Tax	30,570	30,121	30,121	30,200	79
Subtotal Ad Valorem (Property) Tax		2,919,050	3,102,451	3,102,451	3,402,100	299,649
Other Taxes						
01-7204-00-00	Mixed Drink Tax	50,564	50,000	45,600	50,000	4,400
Subtotal Other Taxes		50,564	50,000	45,600	50,000	4,400
Franchise Fees						
01-7206-00-00	CenterPoint Energy	13,334	10,000	10,000	10,000	-
01-7207-00-00	Verizon & Telecomm.	75,448	80,000	69,000	82,400	13,400
01-7208-00-00	CenterPoint Gas	57,427	68,000	69,000	69,000	-
01-7209-00-00	Comcast Cable	260,035	274,000	240,000	284,960	44,960
01-7210-00-00	Texas-New Mexico Power	598,773	603,000	570,000	609,030	39,030
01-7503-00-00	Solid Waste	72,867	91,200	91,200	91,200	-
Subtotal Franchise Fees		1,077,883	1,126,200	1,049,200	1,146,590	97,390
Licenses & Permits						
01-7301-00-00	Alcohol Bev. License	3,893	3,000	3,000	3,000	-
01-7302-00-00	Pawn Shop License	100	100	100	100	-
01-7303-00-00	Mobile Home Park License	750	800	800	800	-
01-7305-00-00	Electrical Permits	18,122	18,000	15,000	18,000	3,000
01-7306-00-00	Building Permits	157,432	150,000	130,000	150,000	20,000
01-7307-00-00	Mechanical Permits	20,503	19,000	17,000	19,000	2,000
01-7308-00-00	Re-Inspection Fees	945	1,000	1,000	1,000	-
01-7309-00-00	Plumbing Permits	23,963	26,000	20,000	26,000	6,000
01-7310-00-00	Mobile Home License	2,700	2,100	2,100	2,100	-
01-7311-00-00	Demolition Permits	950	1,000	1,000	1,000	-
01-7312-00-00	Fire Protection Permits	11,085	8,500	8,500	8,500	-
01-7313-00-00	Peddler/Vendor Permits	1,740	1,400	1,400	1,400	-
01-7315-00-00	Drainage-Culvert Fee	28,147	20,000	20,000	-	(20,000)
01-7318-00-00	Elec. Contractor Reg.	4,475	3,200	3,200	-	(3,200)
01-7320-00-00	Mech. Contractor Reg.	2,350	1,800	1,800	1,800	-
01-7321-00-00	Alarm License & Fees	12,830	11,800	11,800	11,800	-
01-7322-00-00	Floodplain Dev. Permit	110	180	-	100	100
01-7323-00-00	Storm Water Prmts./Insp.	3,900	3,000	3,000	3,000	-
01-7325-00-00	Coin Op. Machine Prmts.	720	700	700	700	-
01-7326-00-00	Prof. Svcs - Reimb Fees	-	1,000	1,000	1,000	-
01-7327-00-00	Ambulance Service Prmts.	1,450	1,400	1,400	1,400	-
01-7331-00-00	Gen. Contractor License	7,775	7,400	5,700	7,000	1,300
01-7340-00-00	Tree Removal Fees	13,960	8,900	8,900	8,900	-
01-7341-00-00	Plat Filing/Plan Dev. Fees	10,442	13,000	7,000	10,000	3,000
01-7342-00-00	Other Business Permits	12,034	9,000	10,000	9,000	(1,000)

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND REVENUES

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
01-7343-00-00	Zoning Sign Fees	375	300	300	300	-
01-7346-00-00	Code Compliance Fees	19,684	40,500	15,000	20,000	5,000
Subtotal Licenses & Permits		360,434	353,080	289,700	305,900	16,200
Court Fines & Fees						
01-7401-00-00	Court Fines	698,246	600,000	610,000	610,000	-
01-7402-00-00	Warrant Fees	86,301	88,000	88,000	88,000	-
01-7403-00-00	Court Tax Fees	22,980	20,000	20,000	20,000	-
01-7407-00-00	Bond Forfeiture Fees	6,421	6,000	6,000	6,000	-
Subtotal Court Fines & Fees		813,948	714,000	724,000	724,000	-
Charges for Service						
01-7629-00-00	Ambulance Srv. Charges	449,358	438,000	400,000	430,000	30,000
Subtotal Charges for Service		449,358	438,000	400,000	430,000	30,000
Miscellaneous Income						
01-7601-00-00	Accident Report Fees	2,045	1,500	1,500	1,500	-
01-7603-00-00	Miscellaneous Income	6,427	-	-	-	-
01-7604-00-00	Rental Income	-	100	100	100	-
01-7607-00-00	Inmate Phone Comm.	488	500	500	500	-
01-7610-00-00	Credit Card Conven. Fee	15,726	9,800	9,800	9,800	-
01-7611-00-00	Library Fines & Fees	14,959	9,500	14,000	10,000	(4,000)
01-7614-00-00	Fingerprinting Fee	520	300	300	300	-
01-7621-00-00	Interest Income	17,446	14,000	14,000	14,000	-
01-7628-00-00	Service Fees-WCID#1 Fuel	1,141	1,400	1,400	1,400	-
01-7630-00-00	EMS Private Donations	34,439	10,000	10,000	10,000	-
01-7717-00-00	Library Donations	20	-	-	-	-
Subtotal Miscellaneous Income		93,211	47,100	51,600	47,600	(4,000)
Intergovernmental Income						
01-7702-00-00	Federal E.M.P.G. Grant	32,541	-	-	-	-
01-7711-00-00	Contract for Jail Services	11,600	9,000	9,000	9,000	-
01-7713-00-00	CDBG Reimb - Personnel	2,750	-	-	-	-
01-7725-00-00	Ambulance DHS Football	4,050	2,250	2,250	2,250	-
01-7726-00-00	Transfer From DEDC	419,159	317,991	317,991	32,334	(285,657)
01-7728-00-00	Transfer From DMD #1	568,347	563,865	563,865	571,700	7,835
01-7742-00-00	Transfer from BAS	36,823	197,033	197,033	223,689	26,655
01-7700-00-00	Bullet Proof Vest Grant	2,433	-	-	-	-
01-7631-00-00	Emergency Service Co. Fee	137,650	156,000	156,000	162,000	6,000
Subtotal Intergovernmental Income		1,215,352	1,246,139	1,246,139	1,000,973	(245,166)
Transfers & Other Sources						
01-7718-00-00	Transfer From PID#1	15,000	15,000	15,000	15,000	-
01-7730-00-00	Transfer from DEFC	45,000	-	-	-	-
Subtotal Transfers & Other Sources		60,000	15,000	15,000	15,000	-
TOTAL GENERAL FUND REVENUES		13,287,980	13,650,597	12,976,088	13,811,963	835,875

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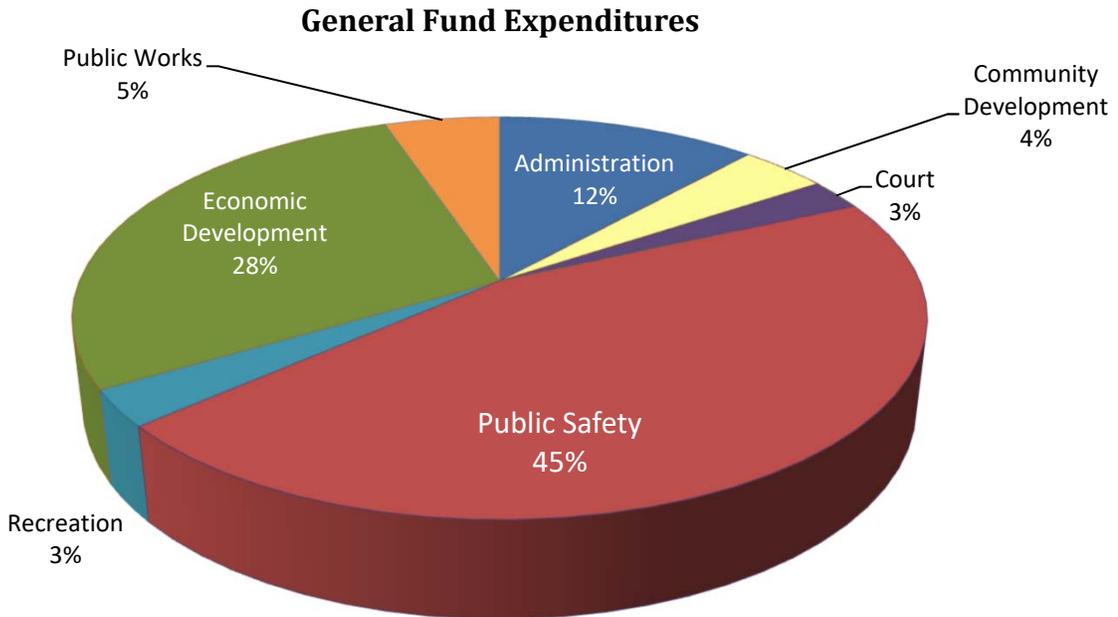


CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
SUMMARY

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.

SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Expenditures					
Administration	477,011	695,422	531,965	528,564	(3,401)
Finance	218,577	243,818	243,818	263,523	19,705
Community Development	426,804	503,983	503,983	531,984	28,000
Municipal Court	311,882	317,722	317,722	338,275	20,553
Police Department	3,612,358	4,018,601	4,039,251	4,111,508	72,256
Fire Marshal	179,746	204,391	204,391	220,182	15,790
Emergency Management	106,006	117,583	117,583	120,510	2,927
Public Works	616,336	653,653	624,153	702,044	77,891
Information Technology	313,283	324,709	324,709	374,489	49,780
Library	358,239	417,255	417,255	395,978	(21,278)
Tourism & Economic Development	106,394	86,715	232,320	-	(232,320)
Animal Services	36,823	34,972	197,033	223,689	26,655
EMS	988,091	969,804	1,011,747	1,055,582	43,836
City-Wide Services	4,271,563	4,518,948	4,162,996	4,642,282	479,286
TOTAL EXPENDITURES	12,023,113	13,107,576	12,928,926	13,508,607	579,681

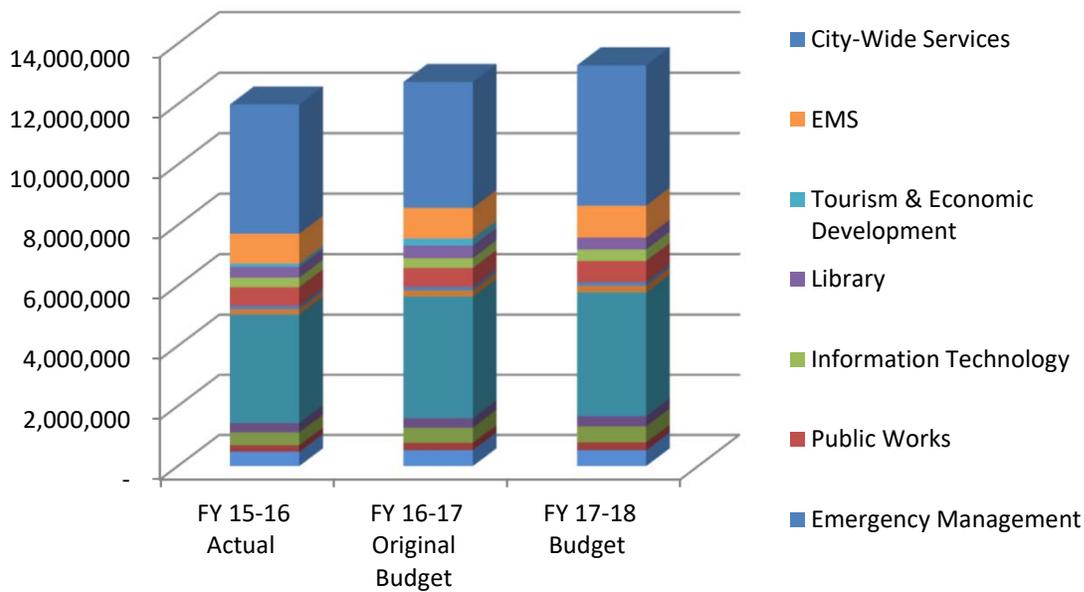


**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 SUMMARY**

MAJOR CHANGES IN FY2017-2018

- Employee Group Insurance has been increased due to a 15% increase. The costs of these increases have been partially offset by the elimination of Dependent Healthcare coverage.
- 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.
- The Tourism & Economic Development Department has been removed per the new interlocal with the Dickinson Economic Development Corporation.
- This department was added at the end of FY2017 to account for inter-fund transfers. The only budgeted transfer in FY2018 is the transfer to the VOCA Grant Fund (this expense used to be under the Police Department).

Changes in General Fund Expenditures



**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 ADMINISTRATION: DEPARTMENT 01**

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, elections, 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

- Received approval for and began implementation for the City's new Records Management System.
- Completed a Household Hazardous Waste Event with the City of League City that recycled over 80 tons of hazardous waste and 20 tons of electronic waste.
- Completed installation of bus shelter at the City Hall/Dickinson Public Library complex and the installation of signage at each of the city's bus stops.
- With input from Council and as required by the City's Comprehensive Plan, developed a Communications Plan for the City.

GOALS FOR NEXT FISCAL YEAR

- Update the City's Records Management Program and implement changes to the updated Program across departments in conjunction with the City's Electronic Content Management System Program.
- 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.

OBJECTIVES FOR NEXT FISCAL YEAR

- Begin implementing the City's Electronic Records Management software across the Administration, Community Development, Finance, and Police Departments.
- Seek out additional grant funding to further the City's goals and programs.

<u>WORKLOAD MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Open Record Requests Received and Processed	273	240	240
Council Packets Prepared	51	45	56
Ordinances and Resolutions Passed	102	111	120

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
Council Minutes Transcribed Within Three (3) Bus. Days	95%	100%	100%
Training Sessions Completed	16	30	20

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
ADMINISTRATION: DEPARTMENT 01

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
City Administrator	1.0	1.0	1.0
City Secretary	1.0	1.0	1.0
Management Assistant	1.0	1.0	1.0
TOTAL FTE	3.0	3.0	3.0

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	313,458	507,442	343,985	338,910	(5,074)
Supplies	9,856	10,900	10,900	10,900	-
Maintenance	21,351	22,000	22,000	22,000	-
Operational Expenses	126,087	145,680	145,680	147,354	1,674
Property & Equipment	6,259	9,400	9,400	9,400	-
Transfers	-	-	-	-	-
TOTAL EXPENDITURES	477,011	695,422	531,965	528,564	(3,401)

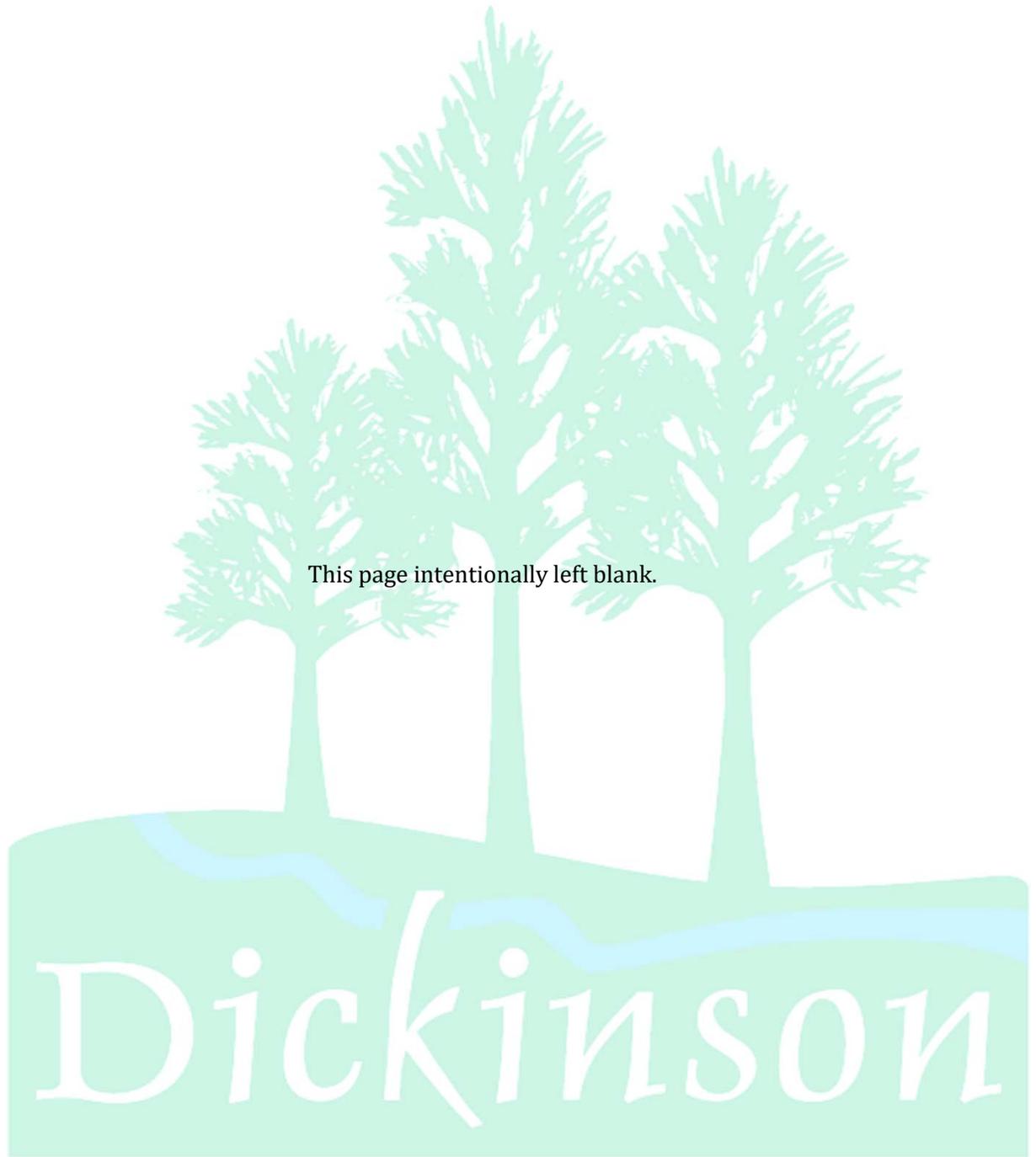
MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Salary & Wages has been decreased overall due to the removal of the contractual payments made to the previous City Administrator on-top of the base pay (retirement reimbursement and ICMA contribution). The base pay for the new City Administrator was held constant for budgeting purposes.
- Utilities have been adjusted based on actuals.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
ADMINISTRATION: DEPARTMENT 01

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	253,304	433,733	270,275	264,236	(6,040)
8105	Vehicle Allowance	7,200	7,200	7,200	7,200	-
8110	Cell Phone Allowance	280	-	-	-	-
8113	Certification/Edu. Pay	3,760	5,760	5,760	5,760	-
8114	Longevity Pay	1,380	980	980	1,180	200
8151	Payroll Tax	3,756	4,121	4,121	4,036	(85)
8152	Unemployment Tax	653	513	513	513	-
8153	Retirement (TMRS)	21,751	25,999	25,999	26,654	656
8155	Employee Group Insurance	20,743	28,400	28,400	28,829	430
8156	Worker's Comp. Insurance	631	737	737	501	(236)
TOTAL SALARY & BENEFITS		313,458	507,442	343,985	338,910	(5,074)
OTHER EXPENDITURES						
Supplies						
8203	Building & Kitchen Supplies	3,543	3,400	3,400	3,400	-
8210	Office Supplies & Postage	6,313	7,000	7,000	7,000	-
8213	Uniforms & Apparel	-	500	500	500	-
Subtotal Supplies		9,856	10,900	10,900	10,900	-
Maintenance						
8301	Building & Property Maint.	21,351	22,000	22,000	22,000	-
Subtotal Maintenance		21,351	22,000	22,000	22,000	-
Operational Expenses						
8401	Advertising Legal Notices	10,562	7,000	7,000	7,000	-
8402	Travel & Training - Staff	10,067	10,000	10,000	10,000	-
8403	Dues/Subscriptions/Books	11,613	8,500	8,500	8,500	-
8404	Election	-	7,000	7,000	7,000	-
8407	Comm.-Pagers & Phones	5,005	5,680	5,680	5,680	-
8417	Utilities	65,342	69,000	69,000	70,674	1,674
8422	Physicals & Drug Testing	6,676	7,000	7,000	7,000	-
8429	Conf/Travel-Mayor	490	3,000	3,000	3,000	-
8431	Conf/Travel-Council/Boards	425	6,000	6,000	6,000	-
8441	Local Mtg-Mayor & Council	2,990	4,000	4,000	4,000	-
8443	City Special Events	6,404	8,500	8,500	8,500	-
8445	Special Projects-City Admin	6,512	10,000	10,000	10,000	-
Subtotal Other Services		126,087	145,680	145,680	147,354	1,674
Property & Equipment						
8615	Code/Ord. Codification	2,399	4,700	4,700	4,700	-
8651	Real Property Acquisition	3,860	4,700	4,700	4,700	-
Subtotal Property & Equip.		6,259	9,400	9,400	9,400	-
TOTAL OPERATING EXPENSES		163,553	187,980	187,980	189,654	1,674
TOTAL EXPENDITURES		477,011	695,422	531,965	528,564	(3,401)

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 FINANCE: DEPARTMENT 02**

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, Accountant and Administrative Services Coordinator. 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, Dickinson Education Finance Corporation, Bayou Animal Services Corporation, and Dickinson Management District No. 1.

ACHIEVEMENTS FOR CURRENT FISCAL YEAR

- Obtained Distinguished Budget Presentation Award from Government Finance Officers Association.
- Received a Clean Audit without any material weaknesses noted by independent auditors.
- Implemented formal year-end closing procedure for closing the books at the end of fiscal year.

GOALS FOR NEXT FISCAL YEAR

- Obtain Distinguished Budget Award from the Government Finance Officers Association 2nd year in a row.
- Receive a clean audit without any material weaknesses note 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 Salary Market Survey.
- Implement new purchasing card program to maximize rebate returns for the City.

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

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
Reconciliations complete within 15 days of month end	93%	95%	100%
Number of Material Weaknesses in Audit	-	-	-
Percent difference of Budgeted Revenues versus Actual	9%	5%	5%

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
FINANCE: DEPARTMENT 02

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
Assistant City Administrator/CFO	-	1.0	1.0
Accountant	-	-	1.0
Administrative Services Manager	1.0	-	-
Administrative Services Coordinator (HR & Payroll)	1.0	1.0	1.0
Administrative Services Coordinator (Purchasing/Grants)	1.0	1.0	0.5
TOTAL FTE	3.0	3.0	3.5

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	200,176	225,168	225,168	239,973	14,805
Supplies	5,292	5,000	5,000	5,000	-
Operational Expenses	10,709	11,650	11,650	11,650	-
Property & Equipment	2,400	2,000	2,000	6,900	4,900
TOTAL EXPENDITURES	218,577	243,818	243,818	263,523	19,705

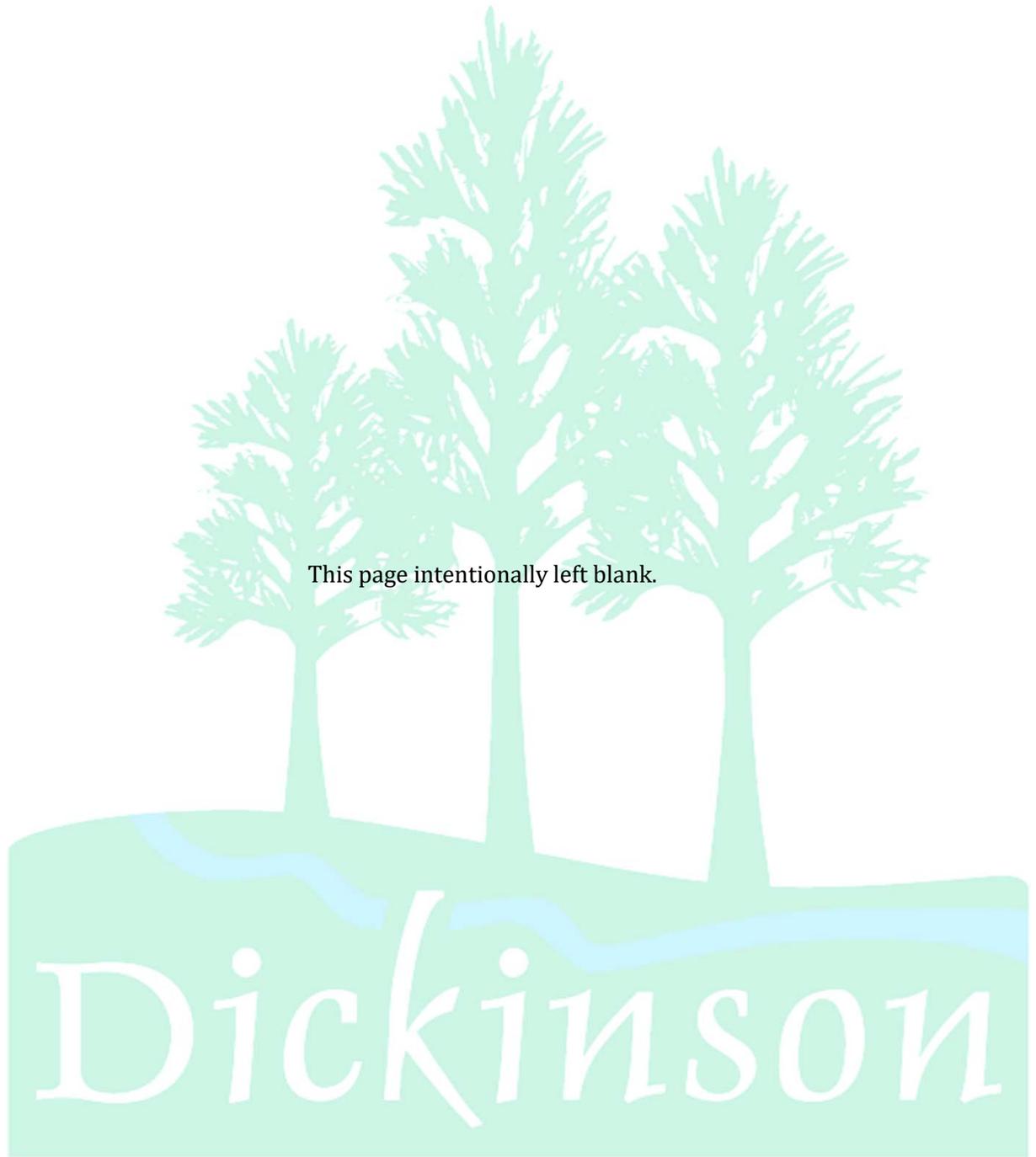
MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Funding (\$4,900) was been added under Computer Equipment & Software to add an Accounts Receivable Module within the City's existing financial system.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
FINANCE: DEPARTMENT 02

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	161,290	181,076	181,076	182,094	1,017
8110	Cell Phone Allowance	750	900	900	900	-
8113	Certification/Edu. Pay	3,738	3,900	3,900	3,720	(180)
8114	Longevity Pay	1,005	1,225	1,225	160	(1,065)
8151	Payroll Tax	2,494	2,713	2,713	3,079	366
8152	Unemployment Tax	513	513	513	684	171
8153	Retirement (TMRS)	14,445	17,115	17,115	20,333	3,218
8155	Employee Group Insurance	15,572	17,240	17,240	28,621	11,380
8156	Worker's Comp. Insurance	369	485	485	382	(103)
TOTAL SALARY & BENEFITS		200,176	225,168	225,168	239,973	14,805
OTHER EXPENDITURES						
Supplies						
8210	Office Supplies & Postage	5,292	5,000	5,000	5,000	-
Operational Expenses						
8402	Travel & Training - Staff	7,491	7,500	7,500	7,500	-
8403	Dues/Subscriptions/Books	3,051	3,600	3,600	3,600	-
8416	Tuition Reimb.	-	550	550	550	-
8442	Bank Charges	168	-	-	-	-
Subtotal Other Services		10,709	11,650	11,650	11,650	-
Contract Services						
Property & Equipment						
8602	Computer Equip. & Software	2,400	2,000	2,000	6,900	4,900
TOTAL OPERATING EXPENSES		18,402	18,650	18,650	23,550	4,900
TOTAL EXPENDITURES		218,577	243,818	243,818	263,523	19,705

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 COMMUNITY DEVELOPMENT: DEPARTMENT 03**

DEPARTMENT MISSION & OVERVIEW

The Community Development Department is composed of the Community Development Director, Building Official, two Code Compliance Officers, 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

- Implemented new ways for contractors and homeowners to request inspections electronically eliminating unneeded paper.
- Adopted two new zoning districts (Interstate Commercial & Light Industrial) per the Future Land Use Chapter of the City's Comprehensive Plan
- Implemented new tracking system for Code Enforcement Officers to use in the field and in the office.

GOALS FOR NEXT FISCAL YEAR

- Implement new Community Rating System Program changes affecting development in the floodplain.
- Identify and Create new GIS system/software updates and maps to make available for public viewing.
- Continue to 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.

<u>WORKLOAD MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Number of plans reviewed	278	340	400
Number of permits issued	1,075	1,200	1,100
Number of code violation cases started	318	565	600

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
Percent of complete submitted plans reviewed within 10 business days of receipt	N/A	65%	75%
Percent of contractors/homeowners registered for online permitting and inspection process	N/A	25%	50%
Percent of code violation letters sent within 24 hours of violation identification	75%	90%	100%

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
COMMUNITY DEVELOPMENT: DEPARTMENT 03

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
Director of Community Development	1.0	1.0	1.0
Chief Building Official	1.0	1.0	1.0
Code Compliance Officer	1.0	2.0	2.0
Community Development Coordinator	1.0	2.0	2.0
Permit Technician	1.0	-	-
TOTAL FTE	5.0	6.0	6.0

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	323,413	398,041	398,041	422,542	24,500
Supplies	8,839	13,600	13,600	13,100	(500)
Maintenance	16,710	13,200	13,200	13,200	-
Operational Expenses	57,364	74,142	74,142	78,142	4,000
Contract Services	20,479	5,000	5,000	5,000	-
TOTAL EXPENDITURES	426,804	503,983	503,983	531,984	28,000

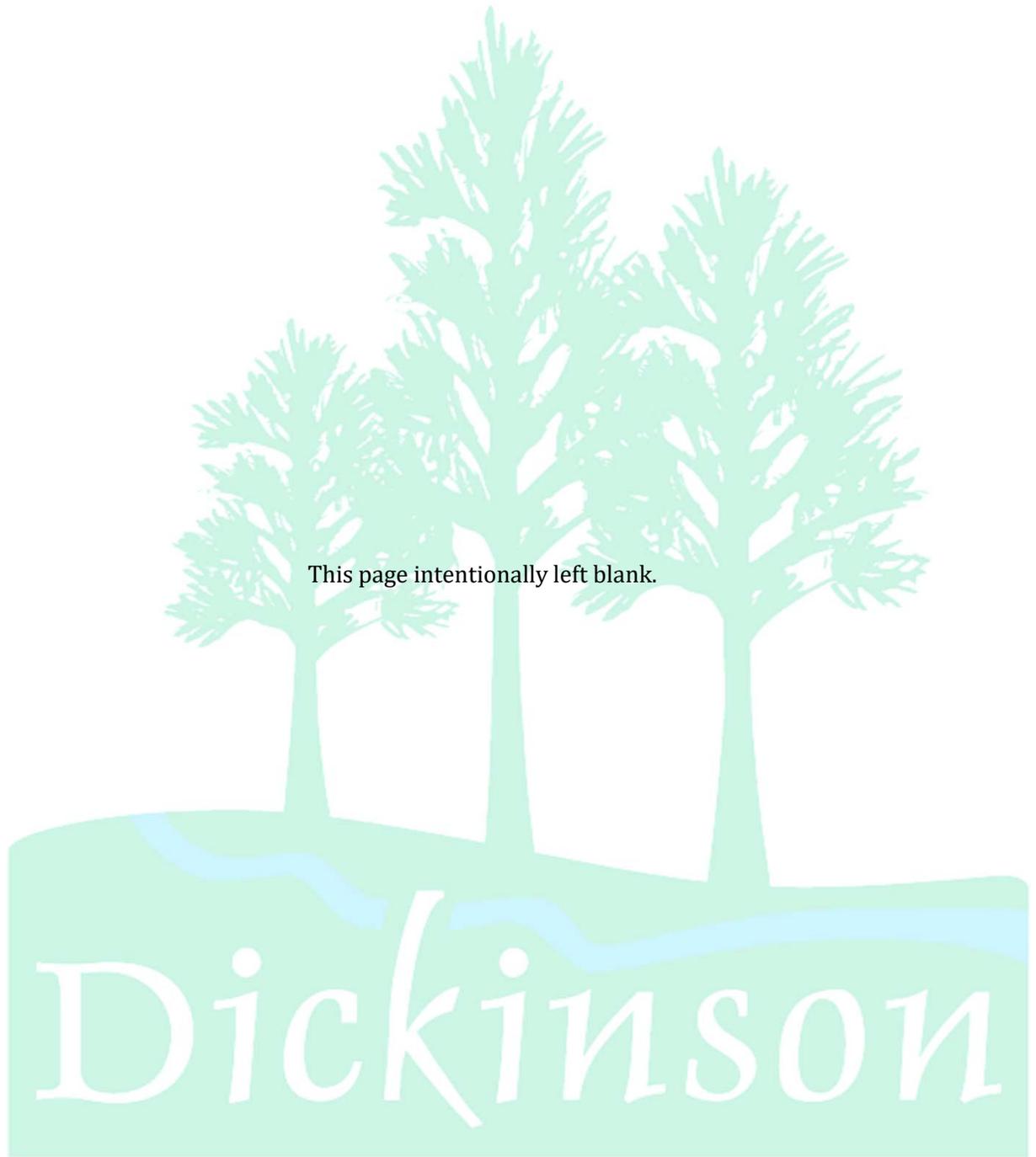
MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Fuel has been updated based on actuals.
- Conference/Travel was added for Board Members (Planning & Zoning, Building Standards, etc.) - funding for FY2017-2018 is proposed to be \$4,000.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
COMMUNITY DEVELOPMENT: DEPARTMENT 03

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	245,416	292,285	292,285	308,766	16,480
8102	Overtime Pay	558	2,060	2,060	-	(2,060)
8105	Vehicle Allowance	-	720	720	-	(720)
8110	Cell Phone Allowance	1,740	2,160	2,160	2,160	-
8113	Certification/Edu. Pay	4,773	5,160	5,160	6,720	1,560
8114	Longevity Pay	935	1,175	1,175	1,435	260
8150	FICA Tax	-	128	128	-	(128)
8151	Payroll Tax	3,590	4,402	4,402	4,627	225
8152	Unemployment Tax	855	1,026	1,026	1,026	-
8153	Retirement (TMRS)	21,943	27,580	27,580	30,552	2,972
8155	Employee Group Insurance	42,602	59,898	59,898	65,954	6,056
8156	Worker's Comp. Insurance	1,001	1,448	1,448	1,302	(146)
TOTAL SALARY & BENEFITS		323,413	398,041	398,041	422,542	24,500
OTHER EXPENDITURES						
Supplies						
8204	Fuel	2,389	7,500	7,500	7,000	(500)
8210	Office Supplies & Postage	5,380	4,150	4,150	4,150	-
8211	Small Tools	-	300	300	300	-
8213	Uniforms & Apparel	-	400	400	400	-
8215	Zoning Enforcement Supplies	1,070	1,250	1,250	1,250	-
Subtotal Supplies		8,839	13,600	13,600	13,100	(500)
Maintenance						
8303	Software Maint. Contract	16,171	12,000	12,000	12,000	-
8307	Vehicle Maintenance	539	1,200	1,200	1,200	-
Subtotal Maintenance		16,710	13,200	13,200	13,200	-
Operational Expenses						
8402	Travel & Training - Staff	6,810	5,500	5,500	5,500	-
8403	Dues/Subscriptions/Books	2,029	2,500	2,500	2,500	-
8407	Comm.-Pagers & Phones	960	1,000	1,000	1,000	-
8409	Shortage/Overage	(1)	-	-	-	-
8410	Notary Bond	84	142	142	142	-
8427	Demolition	47,481	65,000	65,000	65,000	-
8431	Conf/Travel-Council/Boards	-	-	-	4,000	4,000
Subtotal Other Services		57,364	74,142	74,142	78,142	4,000
Contract Services						
8504	Contract Inspection Srcs.	4,628	2,500	2,500	2,500	-
8524	Professional Services	1,400	2,500	2,500	2,500	-
8527	Contract Services	14,450	-	-	-	-
Subtotal Contract Services		20,479	5,000	5,000	5,000	-
TOTAL OPERATING EXPENSES		103,392	105,942	105,942	109,442	3,500
TOTAL EXPENDITURES		426,804	503,983	503,983	531,984	28,000

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 MUNICIPAL COURT: DEPARTMENT 04**

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, three 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.

<u>WORKLOAD MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
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

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
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 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 MUNICIPAL COURT: DEPARTMENT 04**

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
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
TOTAL FTE	4.0	4.0	4.0

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	223,434	242,308	242,308	262,861	20,553
Supplies	8,405	6,214	6,214	6,214	-
Maintenance	3,839	4,000	4,000	4,000	-
Operational Expenses	1,589	-	-	-	-
Contract Services	74,615	65,200	65,200	65,200	-
TOTAL EXPENDITURES	311,882	317,722	317,722	338,275	20,553

MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
MUNICIPAL COURT: DEPARTMENT 04

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	170,499	183,071	183,071	189,562	6,491
8102	Overtime Pay	9	-	-	-	-
8110	Cell Phone Allowance	420	420	420	420	-
8113	Certification/Edu. Pay	1,748	1,740	1,740	960	(780)
8114	Longevity Pay	3,275	2,570	2,570	2,695	125
8151	Payroll Tax	2,564	2,723	2,723	2,808	85
8152	Unemployment Tax	684	684	684	684	-
8153	Retirement (TMRS)	15,245	17,179	17,179	18,541	1,362
8155	Employee Group Insurance	28,570	33,434	33,434	46,842	13,408
8156	Worker's Comp. Insurance	421	487	487	349	(138)
TOTAL SALARY & BENEFITS		223,434	242,308	242,308	262,861	20,553
OTHER EXPENDITURES						
Supplies						
8210	Office Supplies & Postage	8,405	6,214	6,214	6,214	-
Maintenance						
8303	S.E.T.C.I.C. Warrant Program	3,839	4,000	4,000	4,000	-
Operational Expenses						
8409	Shortage/Overage	1,589	-	-	-	-
Subtotal Other Services		1,589	-	-	-	-
Contract Services						
8513	Municipal Judge Contract	51,015	52,600	52,600	52,600	-
8519	Prosecutor Contract	13,300	12,600	12,600	12,600	-
8527	Contract Services	10,300	-	-	-	-
Subtotal Contract Services		74,615	65,200	65,200	65,200	-
TOTAL OPERATING EXPENSES		88,447	75,414	75,414	75,414	-
TOTAL EXPENDITURES		311,882	317,722	317,722	338,275	20,553

**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED 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

- Completed the purchase of the following capital assets: vehicles & associated equipment, Taser replacements, in-car camera upgrades/replacements, ballistic vest replacements, 800MHz radio replacements, back-up server replacement and hand-held firearm transition.
- Continued to utilize the “Police One Academy” online training program to satisfy mandatory TCOLE training requirements.
- Created additional workspace for the Communications Supervisor and VOCA Liaison by converting the conference room.
- Successfully transitioned the Command Staff to their new positions.
- Completed the biennial review of the Department's Policy and Procedure Manual.
- 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.

<u>WORKLOAD MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Number of employees completing field training	2	3	1
Number of training sessions provided	274	185	317
Number of calls for service	19,557	11,879	20,364

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
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	72	79	135

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
POLICE DEPARTMENT: DEPARTMENT 05

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
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	20.0	20.0
Jailer	3.0	3.5	3.5
Communications Supervisor	1.0	1.0	1.0
Dispatcher	9.0	10.0	10.0
Administrative Secretary	1.0	1.0	1.0
Police Records Clerk	2.5	2.5	2.5
TOTAL FTE	48.4	51.9	51.9

*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.

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	3,234,206	3,589,629	3,589,629	3,685,299	95,670
Supplies	131,098	186,500	186,500	185,100	(1,400)
Maintenance	76,410	64,900	64,900	70,900	6,000
Operational Expenses	117,094	121,389	121,389	114,025	(7,364)
Contract Services	25,798	31,663	31,663	31,663	-
Property & Equipment	9,237	4,520	4,520	4,520	-
Insurance	18,514	20,000	20,000	20,000	-
Transfers	-	-	20,651	-	(20,651)
TOTAL EXPENDITURES	3,612,358	4,018,601	4,039,251	4,111,508	72,256

MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Additionally, two part-time jailers have been increased to full-time due to the increasing staffing needs of the jail. The financial impact is minimal since the City had to offer these employees healthcare benefits in FY2016-2017 as they were already over the maximum average hours allowed.
- Fuel, Uniforms & Apparel, Vehicle Maintenance, Communication (Pagers and phones), and utilities have been adjusted based on actuals.
- The Transfer to the Special Revenue Funds has moved to the Department 89, Transfers.

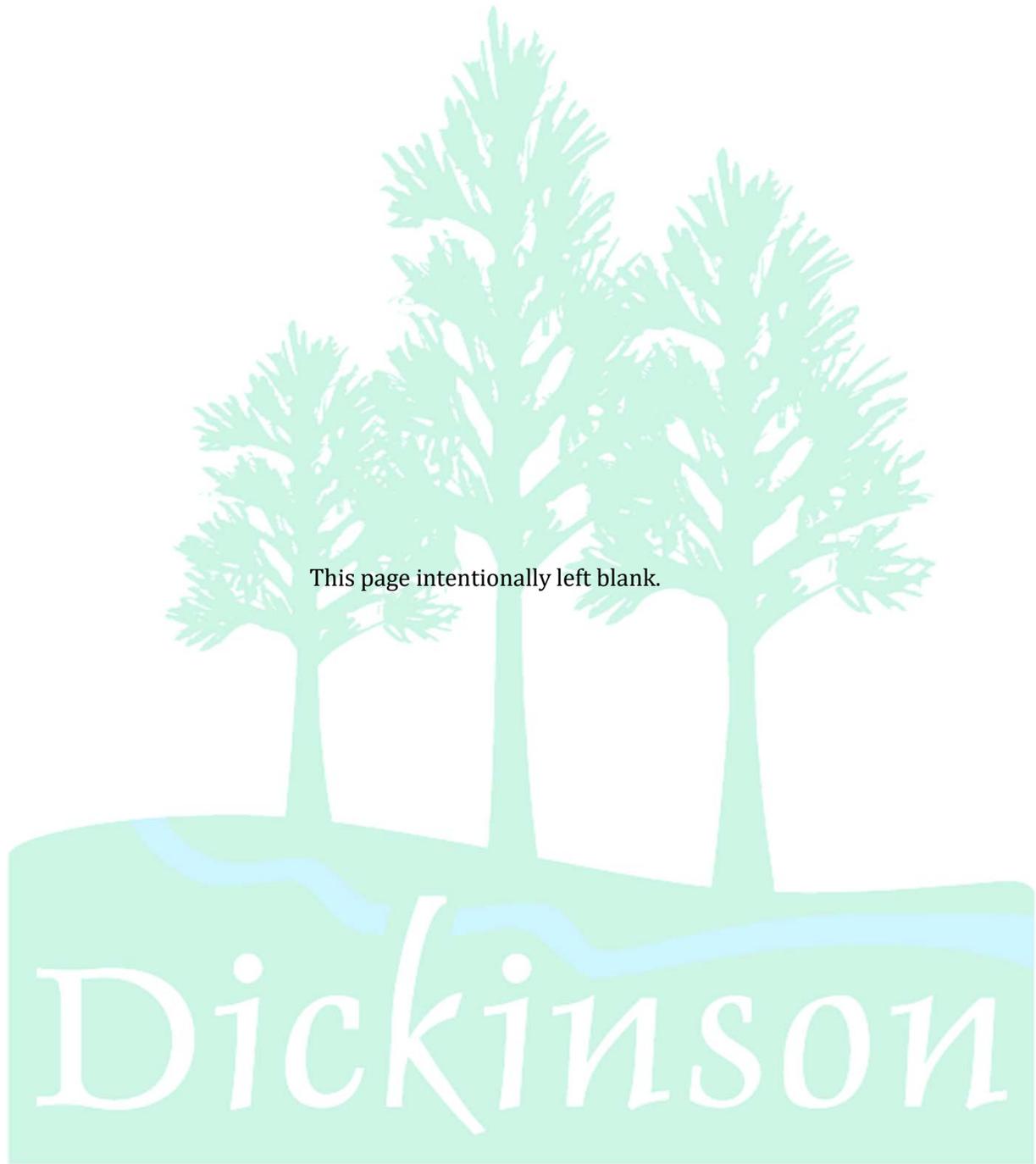
CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
POLICE DEPARTMENT: DEPARTMENT 05

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	2,180,768	2,343,826	2,343,826	2,453,984	110,158
8102	Overtime Pay	120,496	131,996	131,996	130,000	(1,996)
8104	PTE Base Salary	174,794	204,284	204,284	170,859	(33,426)
8108	Clothing Allowance	4,550	5,005	5,005	3,900	(1,105)
8110	Cell Phone Allowance	6,252	5,832	5,832	5,832	-
8113	Certification/Edu. Pay	61,451	67,560	67,560	62,180	(5,380)
8114	Longevity Pay	26,307	27,223	27,223	26,509	(714)
8115	Differential Pay	8,433	9,000	9,000	9,000	-
8150	FICA Tax	4,326	21,931	21,931	4,000	(17,931)
8151	Payroll Tax	37,376	40,516	40,516	41,028	513
8152	Unemployment Tax	8,432	9,551	9,551	8,618	(933)
8153	Retirement (TMRS)	219,173	254,729	254,729	270,314	15,585
8155	Employee Group Insurance	340,438	417,137	417,137	458,598	41,461
8156	Worker's Comp. Insurance	41,411	51,038	51,038	40,477	(10,561)
TOTAL SALARY & BENEFITS		3,234,206	3,589,629	3,589,629	3,685,299	95,670
OTHER EXPENDITURES						
Supplies						
8202	Video/Photo Supplies	567	2,000	2,000	2,000	-
8203	Building & Kitchen Supplies	2,689	2,300	2,300	2,300	-
8204	Fuel	74,878	120,400	120,400	115,000	(5,400)
8205	Safety Equipment & Supplies	4,132	6,000	6,000	6,000	-
8206	Investigational Supplies	6,997	9,500	9,500	9,500	-
8207	Janitorial Supplies	2,511	3,500	3,500	3,500	-
8210	Office Supplies & Postage	18,321	19,000	19,000	19,000	-
8213	Uniforms & Apparel	17,173	19,000	19,000	23,000	4,000
8216	Certificates & Awards	2,284	3,000	3,000	3,000	-
8217	Radio Supplies	1,547	1,800	1,800	1,800	-
Subtotal Supplies		131,098	186,500	186,500	185,100	(1,400)
Maintenance						
8301	Building & Property Maint.	18,916	21,900	21,900	21,900	-
8307	Vehicle Maintenance	46,557	35,000	35,000	41,000	6,000
8399	Machine & Equip. Maint.	10,938	8,000	8,000	8,000	-
Subtotal Maintenance		76,410	64,900	64,900	70,900	6,000
Operational Expenses						
8401	Advertising Legal Notices	475	4,000	4,000	4,000	-
8402	Travel & Training - Staff	19,827	19,000	19,000	19,000	-
8403	Dues/Subscriptions/Books	2,984	2,000	2,000	2,000	-
8405	Prisoner Support	6,849	7,289	7,289	7,289	-
8407	Comm.-Pagers & Phones	30,893	37,500	37,500	27,500	(10,000)
8416	Tuition Reimb.	-	2,200	2,200	2,200	-
8417	Utilities	37,946	40,000	40,000	42,636	2,636
8423	Local Meeting & Luncheon	281	400	400	400	-
8426	K-9 Units	12,420	3,000	3,000	3,000	-

GENERAL FUND EXPENDITURES
POLICE DEPARTMENT: DEPARTMENT 05

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
8431	Community Policing & DCPA	5,419	6,000	6,000	6,000	-
Subtotal Other Services		117,094	121,389	121,389	114,025	(7,364)
Contract Services						
8501	Law Enforcement Audit	650	5,800	5,800	5,800	-
8512	Janitorial Services	16,786	17,500	17,500	17,500	-
8527	Contract Services	8,362	8,363	8,363	8,363	-
Subtotal Contract Services		25,798	31,663	31,663	31,663	-
Property & Equipment						
8604	Furniture & Equip.	9,237	-	-	-	-
8616	Body Armor Vest	-	4,520	4,520	4,520	-
Subtotal Property & Equip.		9,237	4,520	4,520	4,520	-
Insurance						
8707	Enforcement Insurance	18,514	20,000	20,000	20,000	-
Transfers						
8923	Transfer to Special Rev.Fund	-	-	20,651	-	(20,651)
TOTAL OPERATING EXPENSES		378,152	428,972	449,623	426,208	(23,414)
TOTAL EXPENDITURES		3,612,358	4,018,601	4,039,251	4,111,508	72,256

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED 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 the adoption of 2015 International Fire Code.
- Consolidated the use of OSSO CAD software onto department issued iPads, eliminating the need for Mobile Laptops.
- Achieved a higher percentage of fire & life safety inspections conducted on commercial businesses.
- Conducted a successful smoke alarm campaign in conjunction with DVFD and the Red Cross.

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 72% to 80%.

WORKLOAD MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Number of fire inspections performed	586	800	700
Number of plans reviewed	34	40	45
Number of public education programs provided	25	30	35

PERFORMANCE MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
Percent of complete submitted plans reviewed within 10 business days of receipt	89%	90%	100%
Percent of commercial structures inspected	88%	90%	90%
Fire code compliance rate upon 1st annual inspection	72%	70%	80%

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
FIRE MARSHAL: DEPARTMENT 10

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
Fire Marshal	1.0	1.0	1.0
Assistant Fire Marshal	1.0	1.0	1.0
Fire Inspector/Investigator	-	0.5	0.5
TOTAL FTE	2.0	2.5	2.5

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	151,415	167,574	167,574	188,518	20,944
Supplies	7,670	13,854	13,854	13,200	(654)
Maintenance	2,080	3,300	3,300	3,450	150
Operational Expenses	8,159	10,400	10,400	10,900	500
Contract Services	5,625	-	-	-	-
Property & Equipment	3,508	7,864	7,864	2,614	(5,250)
Insurance	1,289	1,400	1,400	1,500	100
TOTAL EXPENDITURES	179,746	204,391	204,391	220,182	15,790

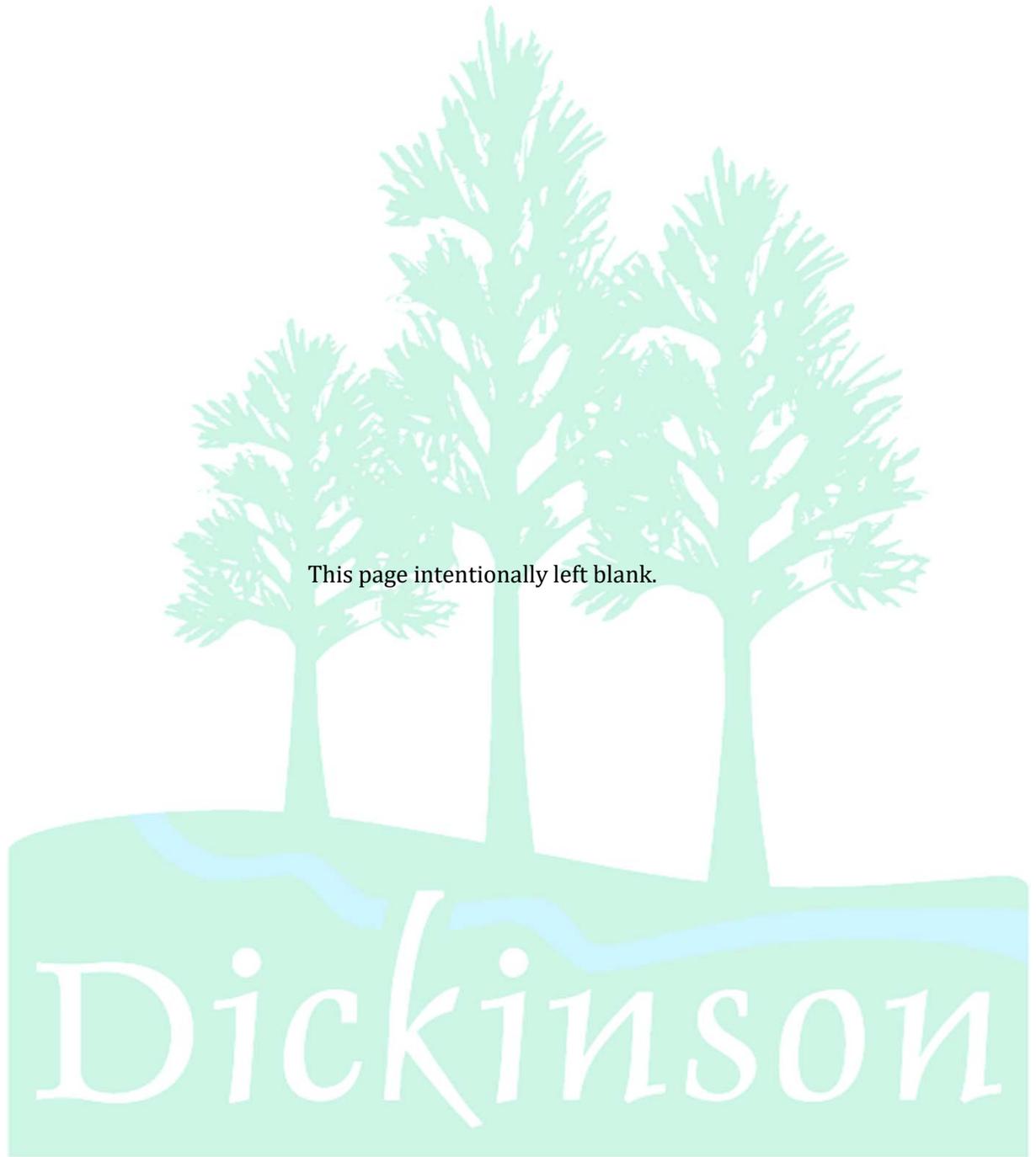
MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- The part-time inspector hours have been increased but are offset by the decrease in Furniture & Equipment.
- Fuel, software maintenance contract, travel and training and enforcement insurance haven adjusted based on actuals and changes in contractual obligations.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
FIRE MARSHAL: DEPARTMENT 10

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	113,779	116,263	116,263	121,374	5,111
8102	Overtime Pay	-	515	515	-	(515)
8104	PTE Base Salary	-	9,080	9,080	12,947	3,868
8110	Cell Phone Allowance	660	660	660	1,320	660
8113	Certification/Edu. Pay	5,750	6,000	6,000	6,000	-
8114	Longevity Pay	460	585	585	490	(95)
8150	FICA Tax	-	595	595	803	208
8151	Payroll Tax	1,725	1,930	1,930	2,061	131
8152	Unemployment Tax	342	523	523	513	(10)
8153	Retirement (TMRS)	10,449	11,345	11,345	12,369	1,024
8155	Employee Group Insurance	17,637	19,297	19,297	28,162	8,865
8156	Worker's Comp. Insurance	612	782	782	2,479	1,697
TOTAL SALARY & BENEFITS		151,415	167,574	167,574	188,518	20,944
OTHER EXPENDITURES						
Supplies						
8202	Video/Photo Supplies	1,523	900	900	900	-
8204	Fuel	2,831	6,654	6,654	6,000	(654)
8206	Investigational Supplies	787	1,800	1,800	1,800	-
8210	Office Supplies & Postage	1,093	1,500	1,500	1,500	-
8213	Uniforms & Apparel	1,437	3,000	3,000	3,000	-
Subtotal Supplies		7,670	13,854	13,854	13,200	(654)
Maintenance						
8303	Software Maint. Contract	300	300	300	450	150
8307	Vehicle Maintenance	1,780	3,000	3,000	3,000	-
Subtotal Maintenance		2,080	3,300	3,300	3,450	150
Operational Expenses						
8402	Travel & Training - Staff	4,211	4,500	4,500	5,000	500
8403	Dues/Subscriptions/Books	2,157	3,000	3,000	3,000	-
8407	Comm.-Pagers & Phones	1,360	2,400	2,400	2,400	-
8411	Investigation Support	431	500	500	500	-
Subtotal Other Services		8,159	10,400	10,400	10,900	500
Contract Services						
8504	Contract Inspection Srcs.	5,625	-	-	-	-
Property & Equipment						
8604	Furniture & Equip.	3,508	7,864	7,864	2,614	(5,250)
Subtotal Property & Equip.		3,508	7,864	7,864	2,614	(5,250)
Insurance						
8707	Enforcement Insurance	1,289	1,400	1,400	1,500	100
TOTAL OPERATING EXPENSES		28,331	36,818	36,818	31,664	(5,154)
TOTAL EXPENDITURES		179,746	204,391	204,391	220,182	15,790

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CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
EMERGENCY MANAGEMENT: DEPARTMENT 11

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.

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

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
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 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
EMERGENCY MANAGEMENT: DEPARTMENT 11

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
Police Chief	0.3	0.3	0.3
Police Captain	0.3	0.3	0.3
Police Officer	0.5	0.5	0.5
TOTAL FTE	1.1	1.1	1.1

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	100,057	109,766	109,766	112,233	2,467
Supplies	375	1,275	1,275	1,275	-
Maintenance	778	2,000	2,000	2,000	-
Operational Expenses	4,795	4,542	4,542	5,002	460
Property & Equipment	-	-	-	-	-
TOTAL EXPENDITURES	106,006	117,583	117,583	120,510	2,927

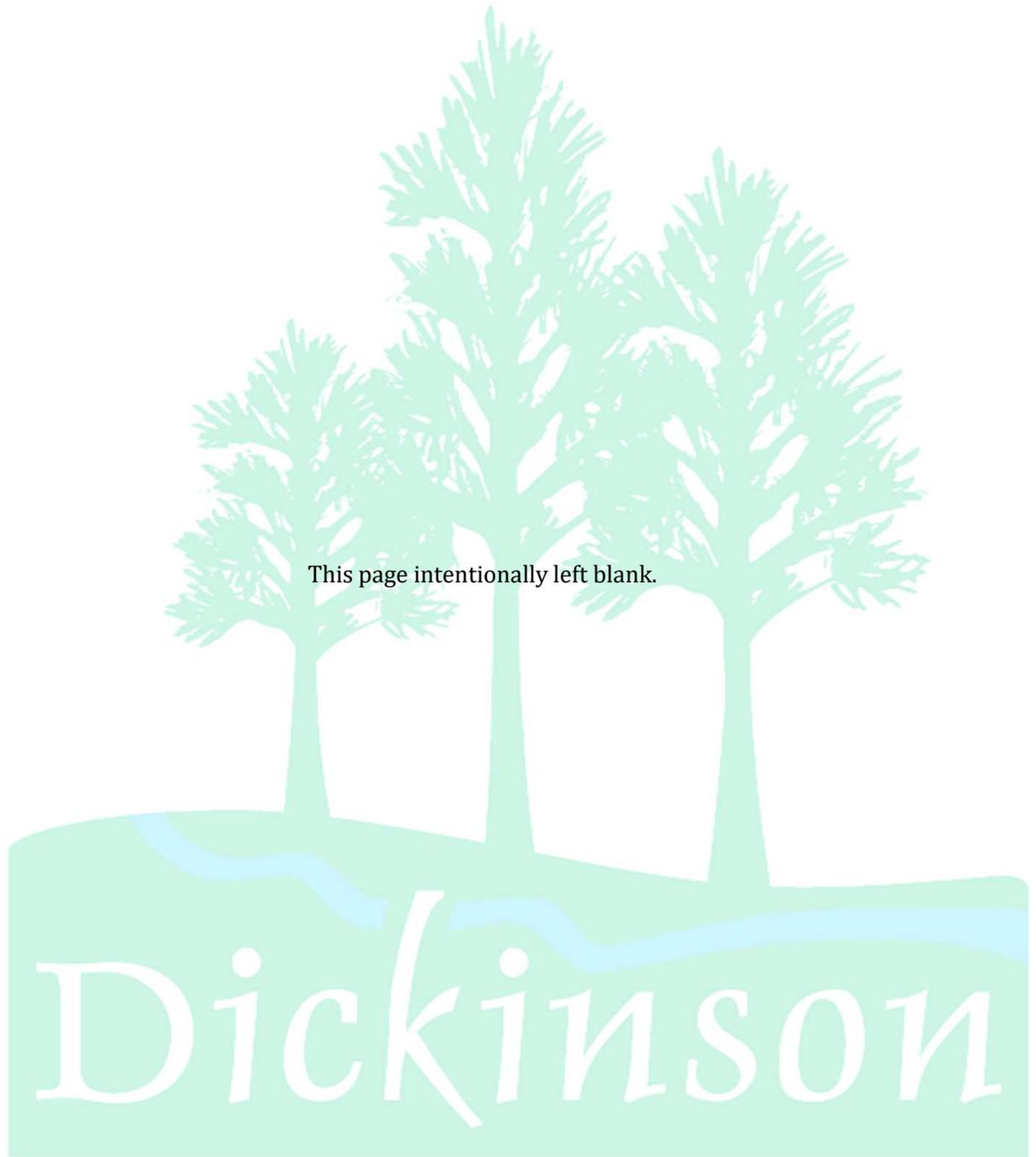
MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Communication - Pagers and Phones has been increased by \$460 due to an increase in the phone contract.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
EMERGENCY MANAGEMENT: DEPARTMENT 11

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	61,642	63,377	63,377	65,279	1,901
8104	PTE Base Salary	20,686	23,855	23,855	24,570	716
8108	Clothing Allowance	-	195	195	-	(195)
8110	Cell Phone Allowance	468	468	468	468	-
8113	Certification/Edu. Pay	1,553	1,620	1,620	1,620	-
8114	Longevity Pay	914	953	953	992	39
8150	FICA Tax	1,283	1,479	1,479	1,300	(179)
8151	Payroll Tax	1,216	1,312	1,312	1,347	36
8152	Unemployment Tax	276	274	274	274	-
8153	Retirement (TMRS)	5,594	8,276	8,276	8,898	622
8155	Employee Group Insurance	5,172	5,958	5,958	5,865	(93)
8156	Worker's Comp. Insurance	1,256	2,001	2,001	1,621	(380)
TOTAL SALARY & BENEFITS		100,057	109,766	109,766	112,233	2,467
OTHER EXPENDITURES						
Supplies						
8201	EOC Supplies	295	700	700	700	-
8202	Video/Photo Supplies	-	100	100	100	-
8210	Office Supplies & Postage	80	475	475	475	-
Subtotal Supplies		375	1,275	1,275	1,275	-
Maintenance						
8399	Machine & Equip. Maint.	778	2,000	2,000	2,000	-
Subtotal Maintenance		778	2,000	2,000	2,000	-
Operational Expenses						
8402	Travel & Training - Staff	3,029	3,132	3,132	3,132	-
8403	Dues/Subscriptions/Books	300	570	570	570	-
8407	Comm.-Pagers & Phones	1,466	840	840	1,300	460
Subtotal Other Services		4,795	4,542	4,542	5,002	460
TOTAL OPERATING EXPENSES		5,948	7,817	7,817	8,277	460
TOTAL EXPENDITURES		106,006	117,583	117,583	120,510	2,927

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CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
PUBLIC WORKS: DEPARTMENT 12

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. 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

- Implementation of a Road Stabilization Program to provide temporary repair of streets pending complete street reconstruction.
- Purchase of 7 pieces of equipment: Bull Dozer, Motor Grader, Asphalt Lay Down Machine, Steel Wheel Roller, Recycler/Milling Machine, Backhoe, Asphalt Hot Box.

GOALS FOR NEXT FISCAL YEAR

- Establish and implement a city wide street sign replacement program.
- 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.
- Establish and implement a cross training program for all Public Works staff to increase efficiency, productivity,

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.

WORKLOAD MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Major Street Rehabilitations/Reconstructions	7	7	5
Work orders processed	319	428	300
Linear feet of street stabilization	N/A	14,256	14,500
PERFORMANCE MEASURES			
Number of Days to Close Work Orders	49	30	7
Percent of street reconstructions completed within project timelines	60%	100%	100%
Linear feet of streets reconstructed	7,834	7,340	8,150

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
PUBLIC WORKS: DEPARTMENT 12

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
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
TOTAL FTE	7.0	7.0	7.0

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

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	347,629	360,188	360,188	387,418	27,230
Supplies	21,319	34,700	34,700	33,800	(900)
Maintenance	8,882	20,000	20,000	35,000	15,000
Operational Expenses	124,102	121,710	128,210	129,771	1,561
Contract Services	114,405	117,055	81,055	116,055	35,000
Property & Equipment	-	-	-	-	-
TOTAL EXPENDITURES	616,336	653,653	624,153	702,044	77,891

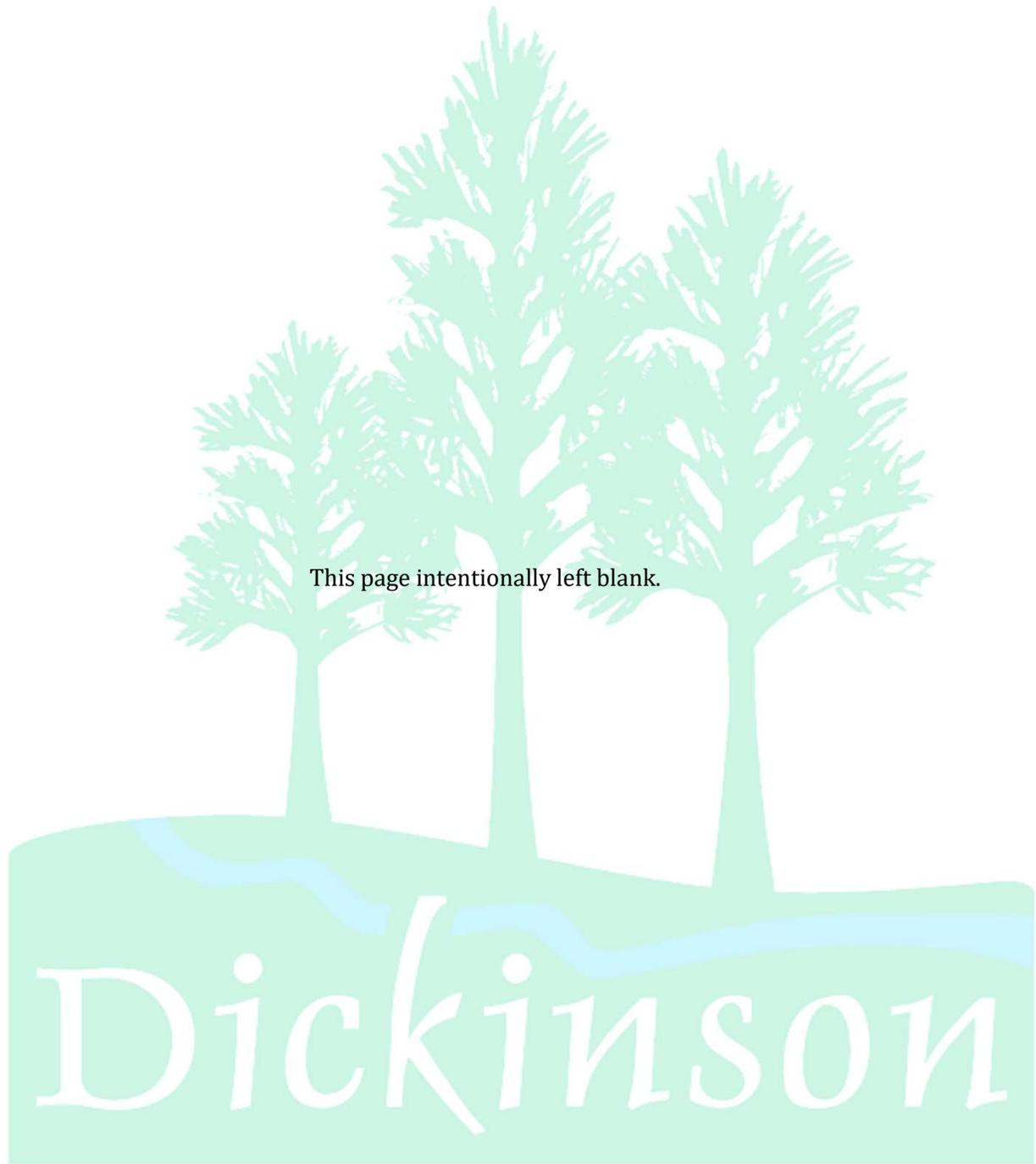
MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Fuel, Street Lighting, and Utilities have been increased based on actual trends.
- Vehicle Maintenance has been increased by \$15,000 to cover the maintenance and repair associated with the new equipment acquired in FY2016-2017.
- Street Signage Replacement has been increased by \$5,000 to address regular sign maintenance and \$30,000 was added for a new Street Sign Replacement Program.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
PUBLIC WORKS: DEPARTMENT 12

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	250,879	251,390	251,390	256,952	5,562
8102	Overtime Pay	1,962	2,122	2,122	2,500	378
8110	Cell Phone Allowance	960	1,110	1,110	660	(450)
8113	Certification/Edu. Pay	1,035	900	900	900	-
8114	Longevity Pay	3,335	1,745	1,745	2,120	375
8151	Payroll Tax	3,798	3,730	3,730	3,815	85
8152	Unemployment Tax	1,294	1,152	1,152	1,197	45
8153	Retirement (TMRS)	22,359	23,533	23,533	25,184	1,651
8155	Employee Group Insurance	49,885	59,958	59,958	83,703	23,745
8156	Worker's Comp. Insurance	12,121	14,548	14,548	10,387	(4,161)
TOTAL SALARY & BENEFITS		347,629	360,188	360,188	387,418	27,230
OTHER EXPENDITURES						
Supplies						
8204	Fuel	9,277	24,900	24,900	24,000	(900)
8205	Safety Equipment & Supplies	768	1,800	1,800	1,800	-
8210	Office Supplies & Postage	2,933	2,000	2,000	2,000	-
8211	Small Tools	7,212	1,500	1,500	1,500	-
8212	Operational Supplies	1,129	4,500	4,500	4,500	-
Subtotal Supplies		21,319	34,700	34,700	33,800	(900)
Maintenance						
8301	Building & Property Maint.	1,698	1,500	1,500	1,500	-
8305	Street Striping	-	5,000	5,000	5,000	-
8307	Vehicle Maintenance	7,184	13,500	13,500	28,500	15,000
Subtotal Maintenance		8,882	20,000	20,000	35,000	15,000
Operational Expenses						
8402	Travel & Training - Staff	638	1,000	1,000	1,000	-
8403	Dues/Subscriptions/Books	120	500	500	500	-
8406	Street Lighting	114,068	108,500	115,000	116,361	1,361
8413	Landfill Debris Disposal	615	1,500	1,500	1,700	200
8417	Utilities	5,601	7,000	7,000	7,000	-
8421	Performance Incentive Prgm.	-	400	400	400	-
8438	Uniform Service	3,059	2,810	2,810	2,810	-
Subtotal Other Services		124,102	121,710	128,210	129,771	1,561
Contract Services						
8524	Professional Services	33,860	36,000	-	-	-
8527	Contract Services	42,428	39,050	39,050	39,050	-
8552	ROW/Facilities Mowing	37,178	38,005	38,005	38,005	-
8554	Street Signage Replacement	939	4,000	4,000	39,000	35,000
Subtotal Contract Services		114,405	117,055	81,055	116,055	35,000
Property & Equipment						
TOTAL OPERATING EXPENSES		268,707	293,465	263,965	314,626	50,661
TOTAL EXPENDITURES		616,336	653,653	624,153	702,044	77,891

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 INFORMATION TECHNOLOGY: DEPARTMENT 13**

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.

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

PERFORMANCE MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
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 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 INFORMATION TECHNOLOGY: DEPARTMENT 13**

EXPENDITURE SUMMARY	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
Supplies	3,867	4,769	4,769	4,769	-
Maintenance	185,190	182,100	182,100	221,880	39,780
Operational Expenses	89,004	74,100	74,100	74,100	-
Contract Services	17,463	17,740	17,740	17,740	-
Property & Equipment	17,759	46,000	46,000	56,000	10,000
TOTAL EXPENDITURES	313,283	324,709	324,709	374,489	49,780

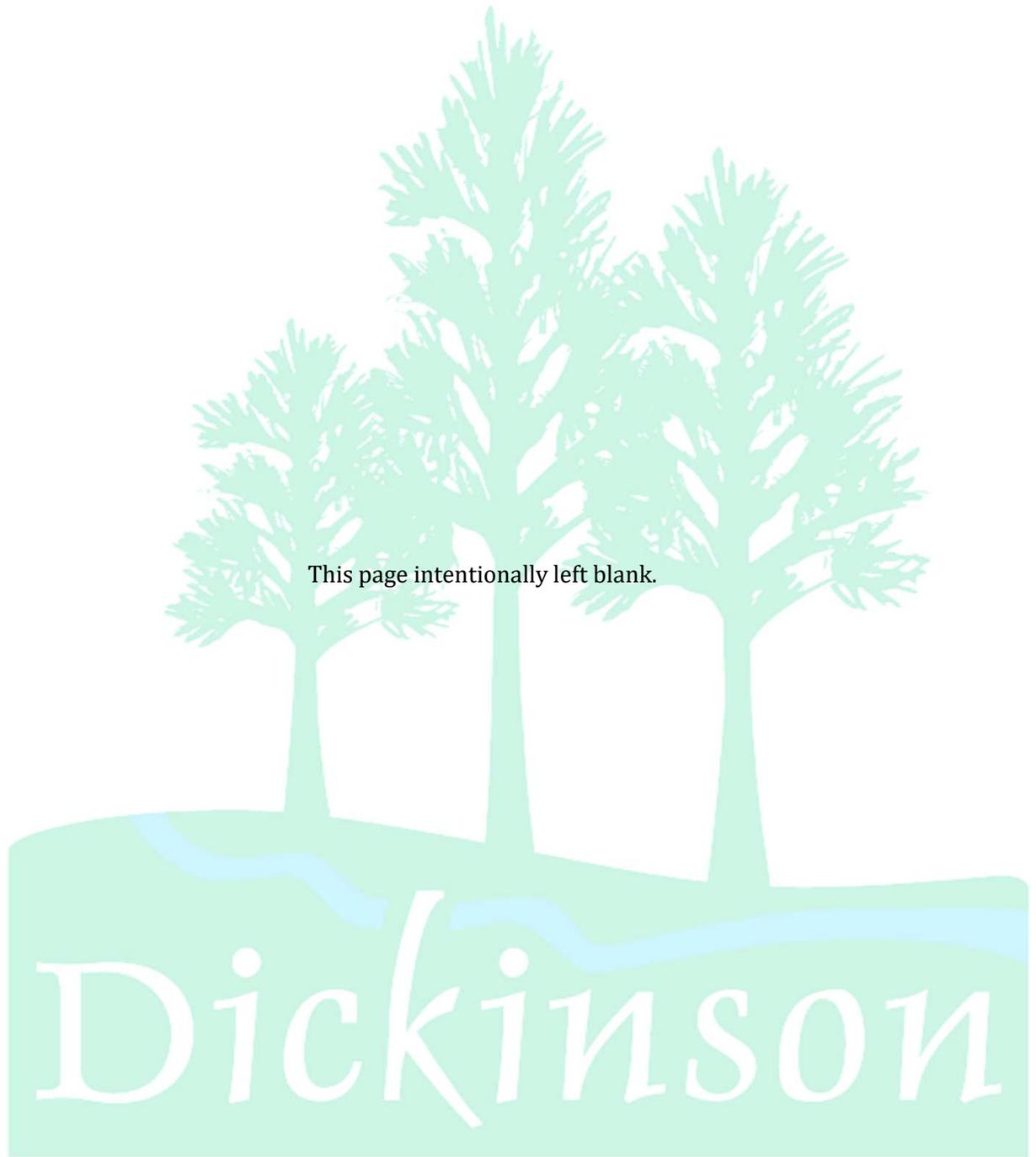
MAJOR CHANGES IN FY 2017-2018

- Software Service Contracts has been increased by \$29,280 to fund annual Radio Console Maintenance as required by Harris County Information Technology Center (\$13,500), the FY17 allocation for the new LaserFiche Content Management System (\$14,560), an increase in the Office 365 email system (\$1,220), a new work order system for Public Works (\$6,500), and a new citywide fleet management tracking system (\$4,000).
- Computer Workstations has been increased by \$10,000 to replace 10 additional computers.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
INFORMATION TECHNOLOGY: DEPARTMENT 13

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
OTHER EXPENDITURES						
Supplies						
8210	Office Supplies & Postage	-	100	100	100	-
8222	Computer Supplies	3,867	4,669	4,669	4,669	-
Subtotal Supplies		3,867	4,769	4,769	4,769	-
Maintenance						
8304	Software Service Contracts	107,355	102,600	102,600	142,380	39,780
8309	Computer & Network Maint.	76,942	74,500	74,500	74,500	-
8310	Library Comp. & Network	892	5,000	5,000	5,000	-
Subtotal Maintenance		185,190	182,100	182,100	221,880	39,780
Operational Expenses						
8407	Comm.-Pagers & Phones	89,004	74,100	74,100	74,100	-
Subtotal Other Services		89,004	74,100	74,100	74,100	-
Contract Services						
8530	Copier/Postage Rental	17,463	17,740	17,740	17,740	-
Subtotal Contract Services		17,463	17,740	17,740	17,740	-
Property & Equipment						
8600	Computer Equipment	-	30,000	30,000	30,000	-
8602	Computer Software	2,640	-	-	-	-
8603	Computer Workstations	15,119	16,000	16,000	26,000	10,000
Subtotal Property & Equip.		17,759	46,000	46,000	56,000	10,000
TOTAL OPERATING EXPENSES		313,283	324,709	324,709	374,489	49,780
TOTAL EXPENDITURES		313,283	324,709	324,709	374,489	49,780

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 LIBRARY: DEPARTMENT 15**

DEPARTMENT MISSION & OVERVIEW

Dickinson Public Library provides free and open access to information in order to develop an informed community. 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

- Expanded computer classes by offering Intermediate Level courses as well as adding an additional weekly class.
- Created and implemented a three year Strategic Plan.
- Partnered with Dickinson ISD to expand the Summer Feed Program to be offered four days a week in June.

GOALS FOR NEXT FISCAL YEAR

- Develop a Youth Advisory Board to provide the Library and City with insight to address the needs of youth in our community.
- Expand local Genealogy resources.
- Enhance technology offerings.
- Improve organizational health.

OBJECTIVES FOR NEXT FISCAL YEAR

- Appoint members to the Youth Advisory Board and begin holding regular meetings.
- Add a Genealogy database to enhance Genealogical research within the Library.
- Offer two classes or workshops to teach basic 3D modeling to use in conjunction with a 3D printer.
- Implement updated policies and procedures.
- Conduct an inventory of Library materials.

<u>WORKLOAD MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Total Circulation Transactions	45,201	38,400	40,000
Number of Visits	57,942	55,750	56,000
Number of programs presented per year	210	215	215

<u>PERFORMANCE MEASURES</u>	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
New Patrons Registered	1,246	1,130	1,200
Number of Program Attendees	4,344	4,445	4,500
People using public computers per year	16,112	16,500	16,700

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
LIBRARY: DEPARTMENT 15

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
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	1.0	1.0
Library Assistant	2.0	2.0	2.0
TOTAL FTE	5.5	6.0	6.0

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	282,277	339,055	339,055	313,856	(25,199)
Supplies	22,719	15,750	15,750	17,150	1,400
Maintenance	9,457	13,000	13,000	13,000	-
Operational Expenses	43,787	49,450	49,450	51,972	2,522
TOTAL EXPENDITURES	358,239	417,255	417,255	395,978	(21,278)

MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Funding has been added under Advertising to promote Library resources and activities on social media.
- Funding has been added to cover materials and refreshments for Children and Adult Library Programs in which staff has been funding out-of-pocket.
- Utilities have been adjusted based on actuals.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
LIBRARY: DEPARTMENT 15

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	160,314	210,533	210,533	195,414	(15,119)
8102	Overtime Pay	27	-	-	-	-
8104	PTE Base Salary	71,343	53,670	53,670	50,674	(2,997)
8113	Certification/Edu. Pay	3,765	6,960	6,960	83	(6,877)
8114	Longevity Pay	2,130	1,580	1,580	780	(800)
8150	FICA Tax	3,199	3,447	3,447	-	(3,447)
8151	Payroll Tax	3,456	3,955	3,955	3,581	(374)
8152	Unemployment Tax	1,222	1,239	1,239	1,368	129
8153	Retirement (TMRS)	16,128	23,486	23,486	23,646	160
8155	Employee Group Insurance	20,141	33,480	33,480	37,867	4,387
8156	Worker's Comp. Insurance	553	707	707	445	(262)
TOTAL SALARY & BENEFITS		282,277	339,055	339,055	313,856	(25,199)
OTHER EXPENDITURES						
Supplies						
8210	Office Supplies & Postage	8,437	10,000	10,000	10,000	-
8211	Summer Reading Supplies	1,300	750	750	750	-
8212	Materials Processing Sup.	4,412	5,000	5,000	4,000	(1,000)
8223	Collection Development	8,525	-	-	-	-
8225	Youth Programing	45	-	-	1,000	1,000
8226	Children's Programing	-	-	-	1,000	1,000
8227	Adult Programing	-	-	-	400	400
Subtotal Supplies		22,719	15,750	15,750	17,150	1,400
Maintenance						
8301	Building & Property Maint.	9,457	13,000	13,000	13,000	-
Subtotal Maintenance		9,457	13,000	13,000	13,000	-
Operational Expenses						
8401	Advertising Legal Notices	-	-	-	200	200
8402	Travel & Training - Staff	1,055	3,500	3,500	3,500	-
8403	Dues/Subscriptions/Books	438	750	750	750	-
8417	Utilities	42,294	45,200	45,200	47,522	2,322
Subtotal Other Services		43,787	49,450	49,450	51,972	2,522
Property & Equipment						
Subtotal Property & Equip.		-	-	-	-	-
TOTAL OPERATING EXPENSES		75,962	78,200	78,200	82,122	3,922
TOTAL EXPENDITURES		358,239	417,255	417,255	395,978	(21,278)

**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED 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.

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
Shelter Manager	-	1.0	1.0
Animal Control Officer	-	2.0	2.0
Kennel Tech	-	1.0	1.5
TOTAL FTE	-	4.00	4.50

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	36,823	34,972	197,033	223,689	26,655
TOTAL EXPENDITURES	36,823	34,972	197,033	223,689	26,655

MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
ANIMAL SERVICES: DEPARTMENT 6

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
SALARY & BENEFITS						
8101	Salary & Wages	32,474	30,928	111,735	116,159	4,423
8102	Overtime Pay	-	-	10,000	13,000	3,000
8104	PTE Base Salary	-	-	32,973	50,444	17,471
8110	Cell Phone Allowance	550	550	660	660	-
8114	Longevity Pay	-	-	-	230	230
8150	FICA Tax	-	-	2,664	-	(2,664)
8151	Payroll Tax	479	434	2,253	2,617	364
8152	Unemployment Tax	173	50	1,026	1,026	-
8153	Retirement (TMRS)	2,852	2,721	13,298	17,282	3,985
8155	Employee Group Insurance	295	-	21,511	19,123	(2,388)
8156	Worker's Comp. Insurance	-	289	913	3,148	2,235
TOTAL SALARY & BENEFITS		36,823	34,972	197,033	223,689	26,655
TOTAL EXPENDITURES		36,823	34,972	197,033	223,689	26,655

**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 GENERAL FUND EXPENDITURES
 EMERGENCY MEDICAL SERVICES: DEPARTMENT 17**

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.
- Reduce the Department's supply purchases by 15% through use of Operative IQ Inventory Management System.

WORKLOAD MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
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

PERFORMANCE MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Goal
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 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
EMERGENCY MEDICAL SERVICES: DEPARTMENT 17

PERSONNEL COUNTS	FY15-16 Actual	FY16-17 Budget	FY17-18 Budget
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
TOTAL FTE	20.0	20.0	20.0

EXPENDITURE SUMMARY	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Budget	FY 17-18 Budget	Increase/ (Decrease)
Salary & Benefits	759,570	772,054	809,997	856,832	46,836
Supplies	40,989	54,670	55,300	55,300	-
Maintenance	44,888	41,834	42,620	42,620	-
Operational Expenses	37,258	45,166	47,750	44,750	(3,000)
Contract Services	60,230	52,000	52,000	52,000	-
Property & Equipment	42,465	-	-	-	-
Insurance	2,691	4,080	4,080	4,080	-
TOTAL EXPENDITURES	988,091	969,804	1,011,747	1,055,582	43,836

MAJOR CHANGES IN FY 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.
- Utilities have been increased based on actual trends.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
EMERGENCY MEDICAL SERVICES: DEPARTMENT 17

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17	FY 17-18	Increase/ (Decrease)
				Original Budget	Budget	
SALARY & BENEFITS						
8101	Salary & Wages	230,753	237,928	237,928	254,349	16,421
8102	Overtime Pay	83,065	84,000	86,520	90,000	3,480
8104	PTE Base Salary	317,682	282,679	318,102	362,276	44,174
8113	Certification/Edu. Pay	4,407	9,600	9,600	10,000	400
8114	Longevity Pay	1,205	1,270	1,270	1,350	80
8150	FICA Tax	13,088	25,310	25,310	15,166	(10,144)
8151	Payroll Tax	9,123	9,475	9,475	10,411	936
8152	Unemployment Tax	4,203	4,733	4,733	4,503	(229)
8153	Retirement (TMRS)	37,006	45,489	45,489	45,325	(164)
8155	Employee Group Insurance	44,287	51,605	51,605	47,428	(4,177)
8156	Worker's Comp. Insurance	14,752	19,966	19,966	16,025	(3,941)
TOTAL SALARY & BENEFITS		759,570	772,054	809,997	856,832	46,836
OTHER EXPENDITURES						
Supplies						
8204	Fuel	10,910	15,000	15,000	15,000	-
8206	Supplies	26,670	34,800	34,800	34,800	-
8210	Office Supplies & Postage	1,341	500	500	500	-
8213	Uniforms & Apparel	2,068	4,370	5,000	5,000	-
Subtotal Supplies		40,989	54,670	55,300	55,300	-
Maintenance						
8301	Building & Property Maint.	22,615	19,214	20,000	20,000	-
8304	Service Contract	5,202	9,620	9,620	9,620	-
8307	Vehicle Maintenance	17,072	13,000	13,000	13,000	-
Subtotal Maintenance		44,888	41,834	42,620	42,620	-
Operational Expenses						
8402	Travel & Training - Staff	1,781	4,000	4,000	4,000	-
8403	Dues/Subscriptions/Books	4,383	3,500	3,500	3,500	-
8407	Comm.-Pagers & Phones	4,120	4,416	7,000	7,000	-
8417	Utilities	26,049	31,000	31,000	28,000	(3,000)
8424	EMS - DISD Services	925	2,250	2,250	2,250	-
Subtotal Other Services		37,258	45,166	47,750	44,750	(3,000)
Contract Services						
8527	Contract Services	10,800	11,000	11,000	11,000	-
8541	EMS Patient Billing	49,430	41,000	41,000	41,000	-
Subtotal Contract Services		60,230	52,000	52,000	52,000	-
Property & Equipment						
8604	Furniture & Equip.	42,465	-	-	-	-

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
EMERGENCY MEDICAL SERVICES: DEPARTMENT 17

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Insurance						
8709	Public Officials E&O Ins.	2,691	4,080	4,080	4,080	-
Subtotal Insurance		2,691	4,080	4,080	4,080	-
TOTAL OPERATING EXPENSES		228,521	197,750	201,750	198,750	(3,000)
TOTAL EXPENDITURES		988,091	969,804	1,011,747	1,055,582	43,836

**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED 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.

EXPENDITURE SUMMARY	FY 14-15 Actual	FY 15-16 Projection	FY 15-16 Original Budget	FY 16-17 Budget	Increase/ (Decrease)
Maintenance	20,962	25,000	25,000	30,000	5,000
Contract Services	4,084,929	4,222,040	3,939,088	4,400,166	461,078
Insurance	165,672	198,908	198,908	212,116	13,208
Transfers	-	-	-	-	-
TOTAL EXPENDITURES	4,271,563	4,518,948	4,162,996	4,642,282	479,286

MAJOR CHANGES IN FY 2017-2018

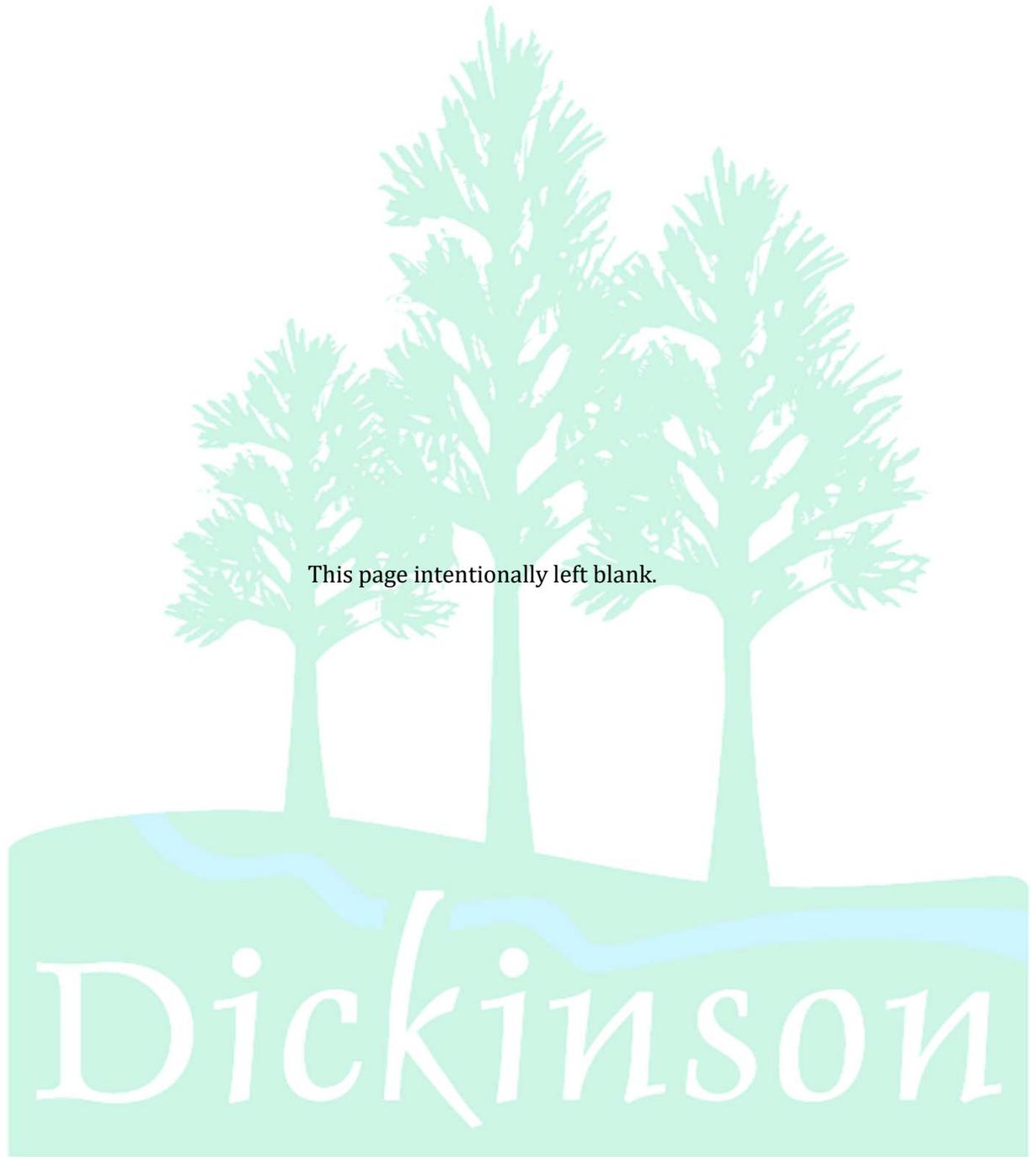
- Bldg. Alarm & Access Services has been increased due to added security features throughout City facilities including additional cameras and access entry.
- Animal Services has been increased due to the increase in transfer to Bayou Animal Services Corporation.
- DVFD Services has been increased by \$75,000 per the one-time request from DVFD.
- DVFD - Pension Contribution has been increased to accommodate an increased rate per participant in the State's pension program.
- \$10,000 has been included in Contract Services as the City's contribution to reconstruct the Boat ramp at Hwy 3 in Dickinson.
- Grant Payments have increased proportionally to the increase in sales tax revenues.
- Consulting Services has been increased by \$1,000 to fund the City joining a coalition regarding anticipated sales tax issues during the next legislative session.
- Insurances have been increased by based on anticipated rate increases.

CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES

CONTRACTUAL & GOVERNMENT-WIDE SERVICES: DEPARTMENT 18

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
OTHER EXPENDITURES						
Maintenance						
8300	Bldg Alarm & Access Srvcs.	20,962	25,000	25,000	30,000	5,000
Contract Services						
8501	Finance & Audit	37,461	41,500	41,500	41,500	-
8502	Animal Services	155,535	126,399	126,399	151,506	25,107
8510	DVFD Services	98,853	98,853	98,853	173,853	75,000
8510-1	DVFD - Pension Contribution	20,592	34,000	34,000	46,900	12,900
8510-2	DVFD - Fuel	3,773	9,370	9,370	9,370	-
8510-3	DVFD - Contract Employee	13,000	13,000	13,000	13,000	-
8511	Records Storage	4,801	14,000	14,000	14,000	-
8512	Janitorial Services	21,096	21,096	21,096	21,096	-
8515	Legal Fees	133,262	90,000	70,000	70,000	-
8520	Tax Appraisal	27,821	28,870	28,870	28,870	-
8521	Tax Collection	2,312	3,000	3,000	3,000	-
8527	Contract Services	-	-	-	10,000	10,000
8543	Grant Payments	3,530,422	3,705,952	3,443,000	3,780,071	337,071
8557	Consulting Svcs	36,000	36,000	36,000	37,000	1,000
Subtotal Contract Services		4,084,929	4,222,040	3,939,088	4,400,166	461,078
8651	Real Property Acquisition	-	73,000	-	-	-
Insurance						
8704	Vehicle Insurance	38,573	50,050	50,050	60,869	10,819
8708	Property Insurance	114,870	142,577	142,577	144,972	2,394
8709	Public Officials E&O Ins.	11,268	5,300	5,300	5,300	-
8711	Employee Bond	961	980	980	975	(5)
Subtotal Insurance		165,672	198,908	198,908	212,116	13,208
Transfers						
Subtotal Transfers		-	-	-	-	-
TOTAL OPERATING EXPENSES		4,271,563	4,518,948	4,162,996	4,642,282	479,286
TOTAL EXPENDITURES		4,271,563	4,518,948	4,162,996	4,642,282	479,286

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CITY OF DICKNSON
FY 2017-2018 RECOMMENDED BUDGET
GENERAL FUND EXPENDITURES
TRANSFERS: DEPT 89

The following transfers are budgeted for FY2017-2018:

- \$25,207 will be transferred to the VOCA Grant fund to cover the City's match.
- \$29,000 will be transferred to the Vehicle Equipment Replacement Fund to add opticoms in Patrol Vehicles.
- A \$25,000 placeholder has been added as a transfer to the Building Maintenance Fund to cover the cost of repairs to the Library's foundation.
- A \$75,000 placeholder has been added as a transfer to the Street Maintenance Fund to move up the construction of an additional street.

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Transfers						
	Library Trust Fund	138,582	-	-	-	
	VOCA Grant Fund	12,463	20,651	-	25,207	
	COPS Grant Fund	116,517	-	-	-	
	VERF Fund	580,000	-	-	29,000	
	Debt Service	20,217	-	-	-	
	Building Maint Fund	290,000	70,200	-	25,000	
	Hot Fund	229,883		-	-	
	Street Maint-Sales Tax	400,000	200,000	-	75,000	
	Bayou Animal Services	30,000	550,000	-	-	
TOTAL TRANSFERS		1,817,662	840,851	-	154,207	-

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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.

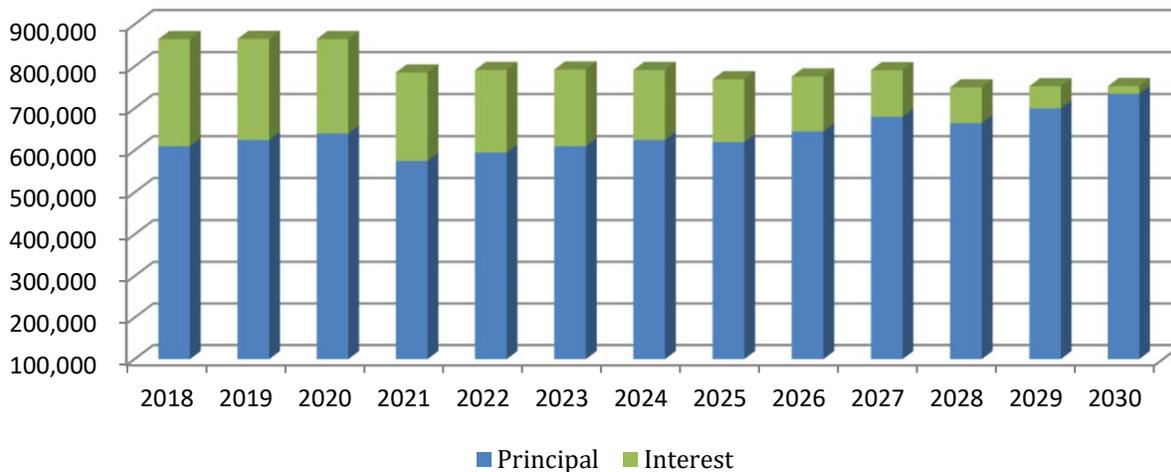
The Debt Service Fund receives the majority of its revenues through current property tax assessments collected through the Interest and Sinking (I&S) tax rate. This portion of the tax rate is typically equal to the tax rate that, when applied to total assessed value, provides revenue equal to the debt 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	
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
TOTAL	1,055,000	687,728	1,740,000	771,010	6,710,000	1,115,025	12,078,763

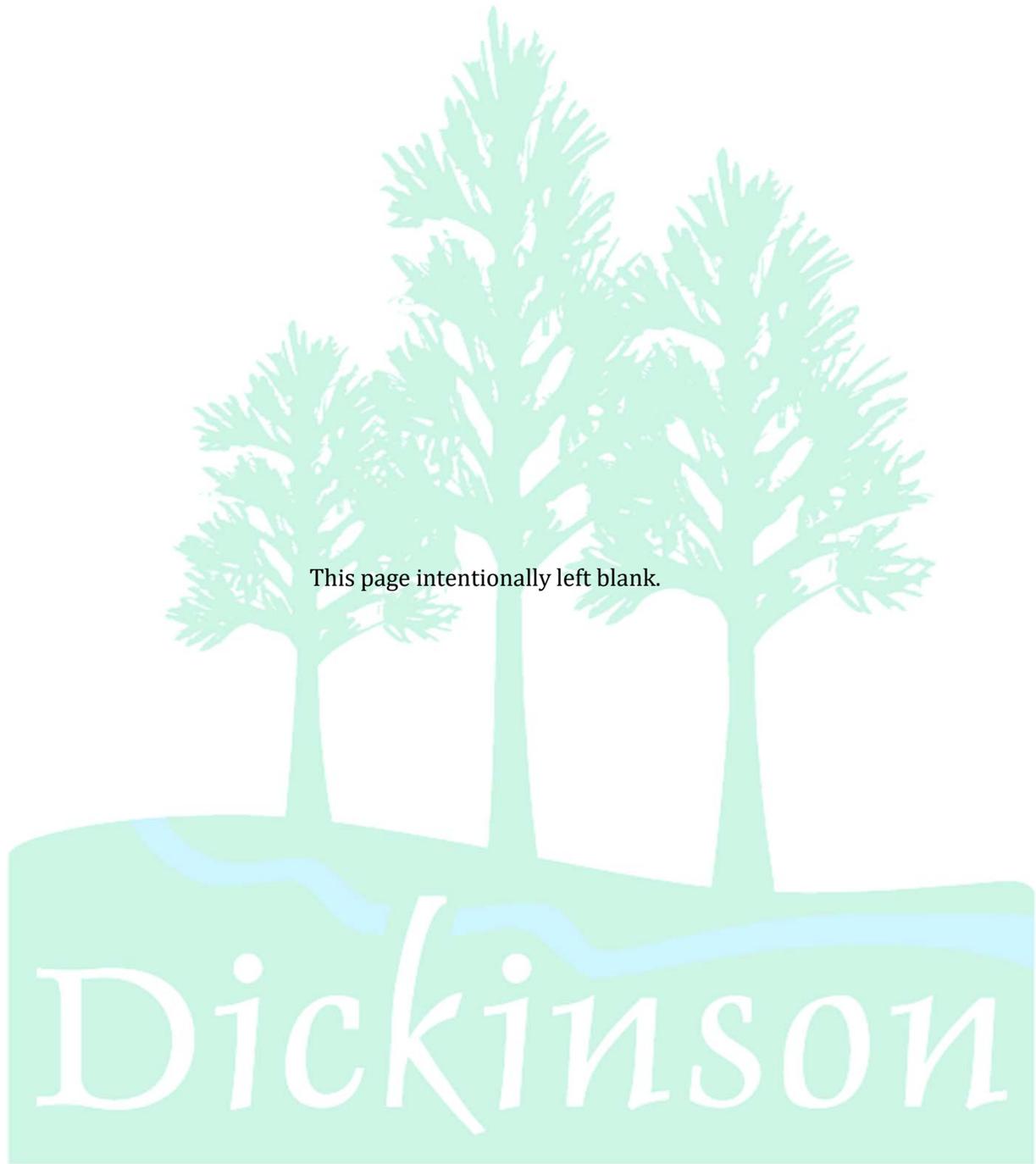
Debt Service Payments through FY2030



CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
DEBT SERVICE FUND: FUND 02

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
Property Taxes						
7101	Current Property Tax	673,656	691,066	691,066	691,533	467
7102	Delinquent Property Tax	14,664	14,255	14,255	14,000	(255)
7103	Penalty & Int. On Del. Tax	7,422	7,124	7,124	8,000	876
Total Property Taxes		695,743	712,445	712,445	713,533	1,088
Financing & Interest Income						
7621	Interest Income	487	500	500	500	-
Total Financing & Interest		487	500	500	500	-
Transfers & Other Contributions						
7726	DEDC Contribution	65,993	68,980	68,980	68,980	-
7727	WCID #1 Contribution	86,964	86,965	86,965	86,965	-
7724	Transfer from GF Reserve	20,217	429	450	450	-
Total Contributions		173,174	156,374	156,395	156,395	-
TOTAL REVENUE		869,403	869,319	869,340	870,428	1,088
EXPENDITURES						
Issue Costs & Continuing Disclosure						
8525	Issue Costs & Cont. Disclos.	5,750	5,750	5,750	5,750	-
Principal						
8920	2009 GO Refund., Principal	120,000	120,000	120,000	110,000	(10,000)
8923	2014 GO Refund., Principal	465,000	475,000	475,000	500,000	25,000
Total Principal		585,000	595,000	595,000	610,000	15,000
Interest & Issue Costs						
8922	2009 GO Refund., Interest	50,695	50,695	50,695	66,958	16,263
8921	2009 CO's, Interest	75,320	71,120	71,120	50,695	(20,425)
8924	2014 GO Refund., Interest	156,175	146,775	146,775	137,025	(9,750)
Total Interest & Issue Costs		282,190	268,590	268,590	254,678	(13,912)
TOTAL EXPENDITURES		872,940	869,340	869,340	870,428	1,088
REVENUE - EXPENDITURES		(3,537)	(21)	-	-	-
BEGINNING FUND BALANCE		3,558	21	21	(0)	
ENDING FUND BALANCE		21	(0)	21	(0)	

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CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 Southside Drainage Project (CDBG Disaster Recovery Round 2.2 Project)
- Filing of TPDES MS4 annual report.
- Implementation of a City Wide Slope/Ditch Mowing program
- Drainage Improvements to: Ecert Dr. and Oleander Dr.

GOALS FOR NEXT FISCAL YEAR

- Implementation of a City Wide Ditch Cleaning program
- 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 3 years.

WORKLOAD MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Major Drainage Projects	3	2	5
Linear feet of Open Ditch Cleaning	198	55,000	125,000

PERFORMANCE MEASURES	Last Fiscal Year Actual	Current Fiscal Year Estimate	Next Fiscal Year Estimate
Number of Culvert installs	100	64	70
Percent of open ditches cleaned	15%	15%	33%

PERSONNEL COUNTS	FY 15-16 Actual	FY15-16 Budget	FY17-18 Original Budget
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	1.00
Light Equipment Operator	2.00	2.00	2.00
TOTAL FTE	4.00	4.00	4.00

*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 2017-2018

- Salary & Benefits have increased due to an anticipated 20% 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 eliminated and Unemployment Tax and Retirement (TMRS) have been adjusted due to a change in rates.

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
MUNICIPAL DRAINAGE UTILITY FUND: FUND 06

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
06-7110-00-00	Resident Drainage	143,553	100,000	250,000	150,000	(100,000)
06-7111-00-00	Commercial Drainage	35,676	30,000	45,000	35,000	(10,000)
06-7112-00-00	Multi-Family/Mobile Home	23,816	20,000	43,000	23,000	(20,000)
	Delinquent Drainage Fees	125,088	56,599	-	100,000	100,000
	Deferred Revenue	95,037	182,741	-	90,000	90,000
TOTAL REVENUE		423,170	389,340	338,000	398,000	60,000
EXPENDITURES						
Salaries & Benefits						
06-8101-14-00	FTE Base Salary	158,492	149,279	149,279	152,343	3,064
06-8102-14-00	Overtime Pay	518	2,122	2,122	2,500	378
06-8110-14-00	Cell Phone Allowance	300	450	450	-	(450)
06-8113-14-00	Certification/Edu. Pay	413	360	360	360	-
06-8114-14-00	Longevity Pay	2,655	1,035	1,035	1,220	185
06-8151-14-00	Payroll Tax	2,297	2,222	2,222	2,268	46
06-8152-14-00	Unemployment Tax	772	639	639	684	45
06-8153-14-00	Retirement (TMRS)	14,066	13,824	13,824	14,562	738
06-8155-14-00	Employee Group Insurance	31,129	33,075	33,075	46,570	13,495
06-8156-14-00	Worker's Compensation Ins.	7,952	8,233	8,233	5,888	(2,345)
06-8160-14-00	Compensated Absences Exp	1,624	1,000	-	1,000	1,000
06-8169-14-00	Pension Expense	5,824	5,000	-	5,000	5,000
Total Salaries & Benefits		226,042	217,239	211,239	232,395	21,156
Other Operating Expenses						
06-8204-14-00	Fuel	9,277	15,803	15,803	15,000	(803)
06-8205-14-00	Safety Supplies	621	800	800	800	-
06-8211-14-00	Supplies & Small Tools	2,381	2,000	2,000	2,000	-
06-8301-14-00	Building & Property Maint.	2,019	1,800	1,800	1,800	-
06-8302-14-00	Drainage, Culvert Maint.	26,676	45,000	45,000	45,000	-
06-8307-14-00	Vehicle & Equip.Maint.	7,876	15,000	15,000	15,000	-
06-8402-14-00	Travel & Training	264	1,300	1,300	1,300	-
06-8417-14-00	Utilities	5,601	6,600	6,600	6,000	(600)
06-8421-14-00	Performance Incentive Prgm	-	400	400	400	-
06-8438-14-00	Uniform Service Contract	2,466	2,000	2,000	2,000	-
06-8518-14-00	Drainage Billing Services	6,937	4,000	4,000	4,000	-
06-8524-14-00	Engineering & Surveying	-	5,000	5,000	5,000	-
06-8527-14-00	Contractual Services - Labor	13,844	12,800	12,800	12,800	-
06-8540-14-00	Phase II Storm Water Prgm	12,323	5,000	5,000	5,000	-
06-8620-14-00	Dickinson Bayou Watershed	-	500	500	500	-
06-8708-14-00	Property Insurance	10	100	100	100	-
06-8879-14-00	Country Club Outfall Mowing	10,244	14,000	14,000	14,000	-
Total Operating Expenses		100,538	132,103	132,103	130,700	(1,403)

**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED BUDGET
 MUNICIPAL DRAINAGE UTILITY FUND: FUND 06**

Projects						
	Bayou Chantilly Outfall	94,364	-	-	-	-
1701	FM 517 (Hot Spot #1)	-	18,000	18,000	-	(18,000)
Total Projects		94,364	18,000	18,000	-	(18,000)
TOTAL EXPENDITURES		420,944	367,342	361,342	363,095	1,753
REVENUE - EXPENDITURES		2,226	21,998	(23,342)	34,905	58,247
BEGINNING FUND BALANCE		396,504	398,731	398,731	420,729	
ENDING FUND BALANCE		398,731	420,729	375,389	455,634	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 2018 expenditures include design and reconstruction for five new streets. Additionally, \$225,000 to fund the Road Stabilization Program - the amount included for FY2018 will resurface approximately 15,000 linear feet of roads.

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
08-7001-00-00	Sales Tax Revenue	1,562,045	1,639,657	1,513,100	1,672,450	159,350
	Trsfr from General Fund	400,000	200,000	-	-	-
08-7621-00-00	Interest Income	7,057	3,000	1,000	3,000	2,000
TOTAL REVENUE		1,969,102	1,842,657	1,514,100	1,675,450	161,350
EXPENDITURES						
Operating Expenses						
08-8306-12-00	Street Repair & Patching	55,703	200,000	100,000	100,000	-
08-8307-12-00	Road Stabilization Program	-	-	-	225,000	-
08-8401-12-00	Advertising & Legal Notices	-	-	1,000	1,000	-
Total Operating Expenses		55,703	200,000	101,000	326,000	-
Projects						
08-8811-12-00	48th Street (W of Hwy 3)	3,362	-	-	-	-
08-8812-12-00	Avenue L	6,405	-	-	-	-
08-8813-12-00	Dakota	247,590	-	-	-	-
08-8814-12-00	Desel Drive	3,362	-	-	-	-
08-8815-12-00	MLK (South of Salvato)	3,362	-	-	-	-
08-8816-12-00	48th Street (E of Hwy 3)	94,032	-	-	-	-
08-8817-12-00	33rd Street	307,993	-	-	-	-
08-8818-12-00	28th Street (W of Hwy 3)	199,610	-	-	-	-
08-8819-12-00	Leonetti	105,368	-	-	-	-
08-8820-12-00	Oleander (Palm to Bridge)	111,687	-	-	-	-
08-8821-12-00	Greenbriar Street	13,246	-	-	-	-
1601	35th.Street (E of Kansas)	301,162	366,206	626,282	-	(626,282)
1602	Nebraska Street	270,017	5,170	193,287	-	(193,287)
1603	Hollywood Street	237,281	93,988	269,044	-	(269,044)
1604	Gill Road	317,304	36,841	284,242	-	(284,242)
1605	Johnson Street	246,261	7,069	179,497	-	(179,497)
1606	Mariner's Way	114,661	107,228	178,246	-	(178,246)
1607	Pine Oak Cr.	185,508	18,817	152,132	-	(152,132)
1701	Winding Way	-	327,805	390,816	-	(390,816)
1702	Pine Ln.	-	76,488	91,190	-	(91,190)
1703	Timber Ln.	-	54,634	65,136	-	(65,136)
1704	Chicago St.	-	163,903	195,408	-	(195,408)
1705	Holly Dr.	-	184,231	205,178	-	(205,178)
1706	Woodlawn	-	109,268	130,272	-	(130,272)

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
STREET MAINTENANCE SALES TAX FUND: FUND 08

1707	Benson St.	-	98,342	117,245	-	(117,245)
1801	Salvato Street	-	-	-	216,770	216,770
1802	45th Street (W of Hwy 3)	-	-	-	259,468	259,468
1803	Avenue F (20th to 25th St)	-	-	-	303,807	303,807
1804	32nd Street (East)	-	-	-	484,449	484,449
1805	Utah Street	-	-	-	73,899	73,899
Total Projects		2,768,213	1,649,992	3,077,974	1,338,393	(1,739,581)
TOTAL EXPENDITURES		2,823,916	1,849,992	3,178,974	1,664,393	(1,739,581)
REVENUE - EXPENDITURES		(854,814)	(7,335)	(1,664,874)	11,057	1,900,931
BEGINNING FUND BALANCE		2,100,420	1,245,607	1,245,607	1,238,272	
ENDING FUND BALANCE		1,245,607	1,238,272	(419,267)	1,249,329	
RESTRICTED FUND BALANCE*		745,607	538,272	-	549,329	
UNRESTRICTED FUND BALANCE**		500,000	700,000	-	700,000	

* 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 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
15-7103-00-00	Penalty & Interest	1,284	2,700	2,700	2,700	-
15-7110-00-00	Residential PID Assessment	286,327	260,000	260,000	260,000	-
15-7406-00-00	Attorney Fees	470	1,200	1,200	1,200	-
15-7407-00-00	Refunds	0	5,400	5,400	5,400	-
15-7621-00-00	Interest Income	239	300	300	300	-
Total Revenue		288,320	269,600	269,600	269,600	-
EXPENDITURES						
15-8501-03-00	Audit & CAFR	7,350	3,600	3,600	3,600	-
15-8521-03-00	Collection Fees	7,800	7,500	7,500	7,500	-
15-8557-03-00	Reimburse Developer	249,285	230,000	230,000	230,000	-
15-8559-03-00	Homeowner Tax Refunds	11,100	6,700	6,700	6,700	-
15-8915-03-00	Tsfr to City-Gen. Fund	15,000	15,000	15,000	15,000	-
TOTAL EXPENDITURES		290,535	262,800	262,800	262,800	-
REVENUE - EXPENDITURES		(2,215)	6,800	6,800	6,800	-
BEGINNING FUND BALANCE		(3,667)	(5,882)	(5,882)	(5,882)	
ENDING FUND BALANCE		(5,882)	918	918	918	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Revenue						
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	-	-	-	-	-
Total Revenue		-	-	-	-	-
EXPENDITURES						
25-8442-03-00	Bank Analysis Fees	-	-	-	-	-
25-8501-03-00	Audit & CAFR	-	-	-	-	-
25-8521-03-00	Collection Fees	2,925	3,900	3,900	3,900	-
25-8557-03-00	Reimburse Developer	-	-	-	-	-
25-8559-03-00	Homeowner Tax Refunds	-	-	-	-	-
25-8915-03-00	Tsfr to City-Gen. Fund	-	-	-	-	-
TOTAL EXPENDITURES		2,925	3,900	3,900	3,900	-
REVENUE - EXPENDITURES		(2,925)	(3,900)	(3,900)	(3,900)	-
BEGINNING FUND BALANCE		-	(2,925)	(2,925)	(2,925)	
ENDING FUND BALANCE		(2,925)	(6,825)	(6,825)	(6,825)	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
VEHICLE EQUIPMENT REPLACEMENT FUND: FUND 21

The Vehicle Replacement Fund is used to replace City vehicles and major equipment. Included in the FY 2018 Budget is the replacement of three Police vehicles and one EMS vehicle. The vehicles are proposed to be funded by the Dickinson Management District No. 1. Additionally, the annual payment towards the Motorola console and opticoms for Patrol Vehicles have been included under Furniture & Equipment for the Police Department.

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
Auction Proceeds		6,864	-	-	-	-
Miscellaneous Income		6,598	-	-	-	-
Transfers						
21-7600-00-00	DMD#1	245,400	355,600	355,600	192,000	(163,600)
21-7901-00-00	General Fund	580,000	-	-	29,000	29,000
Subtotal Transfers		825,400	355,600	355,600	221,000	(134,600)
TOTAL REVENUE		838,862	355,600	355,600	221,000	(134,600)
EXPENDITURES						
Interest Expense		7,127	7,127	-	7,127	
Furniture & Equipment						
21-8604-12-00	Public Works	-	300,000	300,000	-	(300,000)
21-8604-14-00	Drainage	-	70,000	70,000	-	(70,000)
21-8604-05-00	Police Department	38,207	41,908	49,035	67,207	18,172
21-8604-17-00	EMS	-	51,600	51,600	-	(51,600)
21-8604-18-00	City-Wide	39,513	-	-		
Subtotal Furniture & Equipment		77,720	463,508	470,635	67,207	(403,428)
Vehicle Acquisition						
21-8660-05-00	Police Department	237,211	180,000	180,000	145,000	(35,000)
21-8660-10-00	Fire Marshal	41,435	32,000	32,000	-	(32,000)
21-8660-14-00	Drainage	42,822	-	-	-	-
21-8660-17-00	EMS	-	184,000	184,000	47,000	(137,000)
Subtotal Vehicle Acquisition		321,467	396,000	396,000	192,000	(204,000)
TOTAL EXPENDITURES		406,314	866,635	866,635	266,334	(607,428)
REVENUE - EXPENDITURES		432,548	(511,035)	(511,035)	(45,334)	472,828
Beginning Fund Balance		597,944	1,030,492	1,030,492	519,457	
ENDING FUND BALANCE		1,030,492	519,457	519,457	474,123	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 2018 expenditures include replacement of the security systems for City Hall, Library & Central Fire Station buildings. Additionally, although expenditures are not budgeted for FY 2017-2018, a needs assessment is currently being completed for the Police Facility Renovation.

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
30-7724-00-00	Transfer from GF	290,000	70,200	-	-	-
TOTAL REVENUE		290,000	70,200	-	-	-
EXPENDITURES						
Operating Expenses						
30-8301-01-00	City Hall Maintenance	31,168	-	-	15,000	15,000
30-8301-05-00	Public Safety Maintenance	3,079	54,000	54,000	-	(54,000)
30-8301-12-00	Public Works Maintenance	4,177	-	-	-	-
30-8301-15-00	Library Maintenance	677	-	-	5,000	5,000
30-8301-17-00	Central Fire Station	4,998	-	-	6,500	6,500
Total Operating Expenses		44,098	54,000	54,000	26,500	(27,500)
Projects						
30-8445-05-00-(Police Facility Renovation	10,462	-	-	-	-
30-8445-06-00-(Maintenance Bldg Upgrades	6,812	-	-	-	-
30-8445-06-00-(New Metal Bldg	8,761	-	-	-	-
30-8445-17-00	Marquee Sign for Central FS	-	60,000	60,000	-	(60,000)
Subtotal Projects		26,035	60,000	60,000	-	(60,000)
TOTAL EXPENDITURES		70,133	114,000	114,000	26,500	(87,500)
REVENUE - EXPENDITURES		219,867	(43,800)	(114,000)	(26,500)	87,500
BEGINNING FUND BALANCE		393,124	612,991	612,991	569,191	
ENDING FUND BALANCE		612,991	569,191	498,991	542,691	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
Other Taxes	40,227	33,000	32,000	33,000	1,000
Court Fines & Fees	35,817	27,700	32,020	27,700	(4,320)
Miscellaneous Income	138,582	-	-	-	-
Intergovernmental Income	137,576	129,871	49,976	50,076	100
Transfers & Other Sources	12,463	20,651	20,651	25,207	4,556
TOTAL REVENUES	364,666	211,222	134,647	135,984	1,337
EXPENDITURES					
Miscellaneous Grants	13,808	3,500	3,500	3,500	-
Child Safety	5,941	2,000	-	3,000	3,000
Court Efficiency	2,189	5,096	5,096	5,096	-
Court Security	8,589	14,285	14,285	15,885	1,600
Court Technology	17,083	16,000	18,100	16,000	(2,100)
Federal Seized	71,129	99,790	48,100	44,100	(4,000)
State Seized	2,195	-	-	-	-
Library Grant Fund	2,846	-	-	-	-
Library Trust Fund	-	17,100	17,100	20,150	3,050
VOCA Grant	60,881	70,627	70,627	75,184	4,557
Hotel/Motel Tax Fun	15,955	20,770	20,770	-	(20,770)
TOTAL EXPENDITURES	200,617	249,168	197,578	182,914	(14,664)
REVENUE - EXPENDITURES	164,049	(37,946)	(62,931)	(46,931)	16,000

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 16-17		Increase/ (Decrease)
		FY 15-16 Actual	FY 16-17 Projection	Original Budget	FY 17-18 Budget	
REVENUE						
03-7408-00-00	School Zone Fee	20	-	-	-	-
03-7612-00-00	LE Donations	500	-	-	-	-
03-7619-00-00	TCLEOSE Training Fund	2,564	-	-	3,500	3,500
03-7770-00-00-1601	BODY WORN CAMERA GRANT	250	-	-	-	-
TOTAL EXPENDITURES		3,334	-	-	3,500	3,500
EXPENDITURES						
03-8420-05-00	LEOSE Training Fund Expd.	2,170	3,500	3,500	3,500	-
03-8903-05-00	2009 FED JAG GRANT - EQUIP EXP	70	-	-	-	-
03-8970-05-00-1601	BODY WORN CAMERA GRANT	11,568	-	-	-	-
TOTAL EXPENDITURES		13,808	3,500	3,500	3,500	-
REVENUE - EXPENDITURES		(10,474)	(3,500)	(3,500)	-	-
BEGINNING FUND BALANCE		42,084	31,610	31,610	28,110	
ENDING FUND BALANCE		31,610	28,110	28,110	28,110	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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. FY 2017-2018 expenditures will be utilized for fire prevention.

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
7411	Child Safety Fee	3,591	2,200	3,000	2,200	(800)
TOTAL REVENUE		3,591	2,200	3,000	2,200	(800)
EXPENDITURES						
8218	Fire Prev. & Child Safety Prgms	5,941	2,000	-	3,000	3,000
TOTAL EXPENDITURES		5,941	2,000	-	3,000	3,000
REVENUE - EXPENDITURES		(2,350)	200	3,000	(800)	(3,800)
BEGINNING FUND BALANCE		9,414	7,064	7,064	7,264	
ENDING FUND BALANCE		7,064	7,264	10,064	6,464	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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.

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
COURT EFFICIENCY FUND						
REVENUE						
7409	Court Efficiency Fee	2,662	2,500	2,500	2,500	-
TOTAL REVENUE		2,662	2,500	2,500	2,500	-
EXPENDITURES						
8210	Office Supplies & Postage	-	250	250	250	-
8213	Uniform & Apparel	-	500	500	500	-
8402	Travel & Training	1,101	3,500	3,500	3,500	-
8403	Dues/Subscriptions/Books	-	95	95	95	-
8410	Notary Bond	-	288	288	288	-
8412	Jury Trials	102	463	463	463	-
8603	Computer Replacement	986	-	-	-	-
TOTAL EXPENDITURES		2,189	5,096	5,096	5,096	-
REVENUE - EXPENDITURES		473	(2,596)	(2,596)	(2,596)	-
BEGINNING FUND BALANCE		20,493	20,966	20,966	18,370	
ENDING FUND BALANCE		20,966	18,370	18,370	15,774	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
7407	Court Security Fee	12,679	10,000	11,520	10,000	(1,520)
TOTAL REVENUE		12,679	10,000	11,520	10,000	(1,520)
EXPENDITURES						
Salaries & Benefits						
8104	PTE Base Salary	6,450	7,086	7,086	8,554	1,468
8150	FICA Tax	400	439	439	530	91
8151	Payroll Tax	94	103	103	124	21
8152	Unemployment Tax	96	135	135	163	28
8153	Retirement (TMRS)	-	-	-	-	-
8156	Worker's Comp. Insurance	99	157	157	149	(8)
Total Salaries & Benefits		7,138	7,920	7,920	9,520	1,600
Other Operating Expenses						
8213	Uniform & Apparel	-	665	665	665	-
8403	Dues/Subscriptions/Books	140	100	100	100	-
8420	Travel & Training	1,311	1,600	1,600	1,600	-
8433	Security	-	4,000	4,000	4,000	-
Total Other Operating		1,451	6,365	6,365	6,365	-
TOTAL EXPENDITURES		8,589	14,285	14,285	15,885	1,600
REVENUE - EXPENDITURES		4,090	(4,285)	(2,765)	(5,885)	(3,120)
BEGINNING FUND BALANCE		56,275	60,365	60,365	56,080	
ENDING FUND BALANCE		60,365	56,080	57,600	50,196	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 FY2018 will be used to pay the annual software license fees and to purchase 1 new computers.

Account	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
7410	Municipal Court Tech. Fee	16,885	13,000	15,000	13,000	(2,000)
TOTAL REVENUE		16,885	13,000	15,000	13,000	(2,000)
EXPENDITURES						
8602	PC Equipment & Software	14,125	15,000	15,000	15,000	-
8603	Computer Equipment	2,959	1,000	3,100	1,000	(2,100)
TOTAL EXPENDITURES		17,083	16,000	18,100	16,000	(2,100)
REVENUE - EXPENDITURES		(198)	(3,000)	(3,100)	(3,000)	100
BEGINNING FUND BALANCE		6,831	6,633	6,633	3,633	
ENDING FUND BALANCE		6,633	3,633	3,533	633	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17		Increase/ (Decrease)
				Original Budget	FY 17-18 Budget	
REVENUE						
7513	Awarded Fed. Seized Funds	86,162	79,795	-	-	-
	Interest Income	149	100	-	100	-
TOTAL REVENUE		86,312	79,895		100	-
EXPENDITURES						
8931	Transfer to GF	-	-	-	-	-
8921	Transfer to VERF	-	-	-	-	-
8513-19	Awarded Federal Expended	71,129	-	-	-	-
	Projects					-
fy	Replace Backup Server	-	20,000	20,000	-	(20,000)
1702	Ammo for Firearm Qualifications	-	3,500	3,500	-	(3,500)
1703	Taser Electronic Control Devices	-	4,600	4,600	-	(4,600)
1704	Solid State PC & Monitor	-	4,000	4,000	-	(4,000)
1705	800 mHz Portable Radios	-	6,000	6,000	-	(6,000)
1706	Investigative Support Funds	-	10,000	10,000	-	(10,000)
1707	Personal Flotation Devices	-	865	-	-	-
1708	Glock Pistols	-	9,055	-	-	-
1709	DEA Detective Smartphone	-	360	-	-	-
1710	Ocean Systems Dctective Software	-	1,600	-	-	-
1711	In-Car Camera Systems	-	7,700	-	-	-
1712	New Workstations	-	1,925	-	-	-
1713	Crime Victim Liason PC	-	1,800	-	-	-
1714	Flex Sr Modem Upgrade	-	850	-	-	-
1715	K-9 Equipment	-	935	-	-	-
1716	Challenge Coins	-	1,830	-	-	-
1717	Evidence Server Upgrade	-	2,620	-	-	-
1718	In-Car Camera Systems	-	14,500	-	-	-
1719	Special Ops Communication	-	7,650	-	-	-
1801	Desktop Workstation	-	-	-	2,850	2,850
1802	Desktop Document Scanners	-	-	-	1,750	1,750
1803	Ammunition	-	-	-	3,500	3,500
1804	Communication Seating	-	-	-	4,000	4,000
1805	Electronic Control Devices (ECD)	-	-	-	22,000	22,000
1806	Investigative Support Funds	-	-	-	10,000	10,000
TOTAL EXPENDITURES		71,129	99,790	48,100	44,100	(4,000)
REVENUE - EXPENDITURES		15,182	(19,895)	(48,100)	(44,000)	4,000
BEGINNING FUND BALANCE		109,005	124,188	124,188	104,293	
ENDING FUND BALANCE		124,188	104,293	76,088	60,293	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
State Narcotics Seized Funds	-	-	-	-	-
Awarded State Seized Funds	-	-	-	-	-
Transfer from Narcotics	-	-	-	-	-
Interest Income	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-
EXPENDITURES					
Use of State Seized Funds					
Investigation Support Funds	2,195	-	-	-	-
Total State Seized Funds	2,195	-	-	-	-
TOTAL EXPENDITURES	2,195	-	-	-	-
REVENUE - EXPENDITURES	(2,195)	-	-	-	-
BEGINNING FUND BALANCE	3,563	1,368	1,368	1,368	
ENDING FUND BALANCE	1,368	1,368	1,368	1,368	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 2018 will not be awarded until the Fall.

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17		Increase/ (Decrease)
				Original Budget	FY 17-18 Budget	
REVENUE						
17-7802-00-00	Transfer from Library Trust	2,846	-	-	-	-
TOTAL REVENUE		2,846	-	-	-	-
EXPENDITURES						
17-7802-00-00	LIBRARY GRANT - IMPACT 16010	2,846	-	-	-	-
TOTAL EXPENDITURE		2,846	-	-	-	-
REVENUE - EXPENDITURES		-	-	-	-	-
BEGINNING FUND BALANCE		-	-	-	-	-
ENDING FUND BALANCE		-	-	-	-	-

**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED 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 2018 Expenditures will be used for book collection development, a new public scanner and a 3D printing machine.

Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
14-7640 Library Donations	-	-	-	-	-
Trust Proceeds	138,582	-	-	-	-
TOTAL REVENUE	138,582	-	-	-	-
EXPENDITURES					
Transfer to GF	-	-	-	-	-
Transfer to Library Grant Fund	-	-	-	-	-
14-8211-15 Summer Reading Mate.	-	500	500	500	-
14-8223-15 Collection Development	-	12,600	12,600	12,600	-
14-8604-15 Computer & Equipment	-	4,000	4,000	7,050	3,050
TOTAL EXPENDITURE	-	17,100	17,100	20,150	3,050
REVENUE - EXPENDITURES	138,582	(17,100)	(17,100)	(20,150)	(3,050)
BEGINNING FUND BALANCE	-	138,582	138,582	121,482	
ENDING FUND BALANCE	138,582	121,482	121,482	101,332	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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 2018, Salary & Benefits have increased due to an anticipated 20% 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 2018.

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
16-7118-00-00	City Match	12,463	20,651	20,651	25,207	4,556
16-7119-00-00	Grant Proceeds	48,418	49,976	49,976	49,976	0
TOTAL REVENUE		60,881	70,627	70,627	75,184	4,557
EXPENDITURES						
Salaries & Benefits						
16-8101-05-00	Base Salary	44,490	46,006	46,006	48,808	2,802
16-8151-05-00	Payroll Tax	645	667	667	719	52
16-8152-05-00	Unemployment Tax	171	171	171	171	-
16-8153-05-00	Retirement (TMRS)	3,854	4,208	4,208	4,748	540
16-8155-05-00	Employee Group Insurance	7,381	8,288	8,288	9,480	1,192
16-8156-05-00	Worker's Compensation Ins.	101	119	119	89	(30)
Total Salaries & Benefits		56,641	59,459	59,459	64,016	4,557
Other Operating Expenses						
16-8204-05-00	Fuel	1,090	2,968	2,968	2,968	-
16-8210-05-00	Office Supplies	3,105	6,000	6,000	6,000	-
16-8402-05-00	Training & Travel	45	2,200	2,200	2,200	-
16-8407-05-00	Communications	-	-	-	-	-
Total Operating Expenses		4,240	11,168	11,168	11,168	-
TOTAL EXPENDITURES		60,881	70,627	70,627	75,184	4,557
REVENUE - EXPENDITURES		(0)	-	-	-	(0)
BEGINNING FUND BALANCE		-	(0)	-	(0)	
ENDING FUND BALANCE		(0)	(0)	-	(0)	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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. Currently, there are not any expenditures planned for FY 2018.

Account No.	Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE						
7203	Motel Occupancy Tax	40,227	33,000	32,000	33,000	1,000
TOTAL REVENUE		40,227	33,000	32,000	33,000	1,000
EXPENDITURES						
Salary & Benefits						
8101	Salary & Wages	12,487	12,878	12,878	-	(12,878)
8110	Cell Phone Allowance	105	105	105	-	(105)
8114	Longevity Pay	164	179	179	-	(179)
8151	Payroll Tax	184	191	191	-	(191)
8152	Unemployment Tax	43	43	43	-	(43)
8153	Retirement (TMRS)	1,105	1,204	1,204	-	(1,204)
8155	Employee Group Insurance	1,839	2,116	2,116	-	(2,116)
8156	Worker's Comp. Insurance	29	34	34	-	(34)
Total Salary & Benefits		15,955	16,750	16,750	-	(16,750)
Operating Expenses						
8401	Advertising	-	4,020	4,020	-	(4,020)
Total Operating Expenses		-	4,020	4,020	-	(4,020)
TOTAL EXPENDITURES		15,955	20,770	20,770	-	(20,770)
REVENUE - EXPENDITURES		24,272	12,230	11,230	33,000	21,770
BEGINNING FUND BALANCE		239,133	9,249	21,479	21,479	
ENDING FUND BALANCE		263,405	21,479	32,709	54,479	

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED 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.

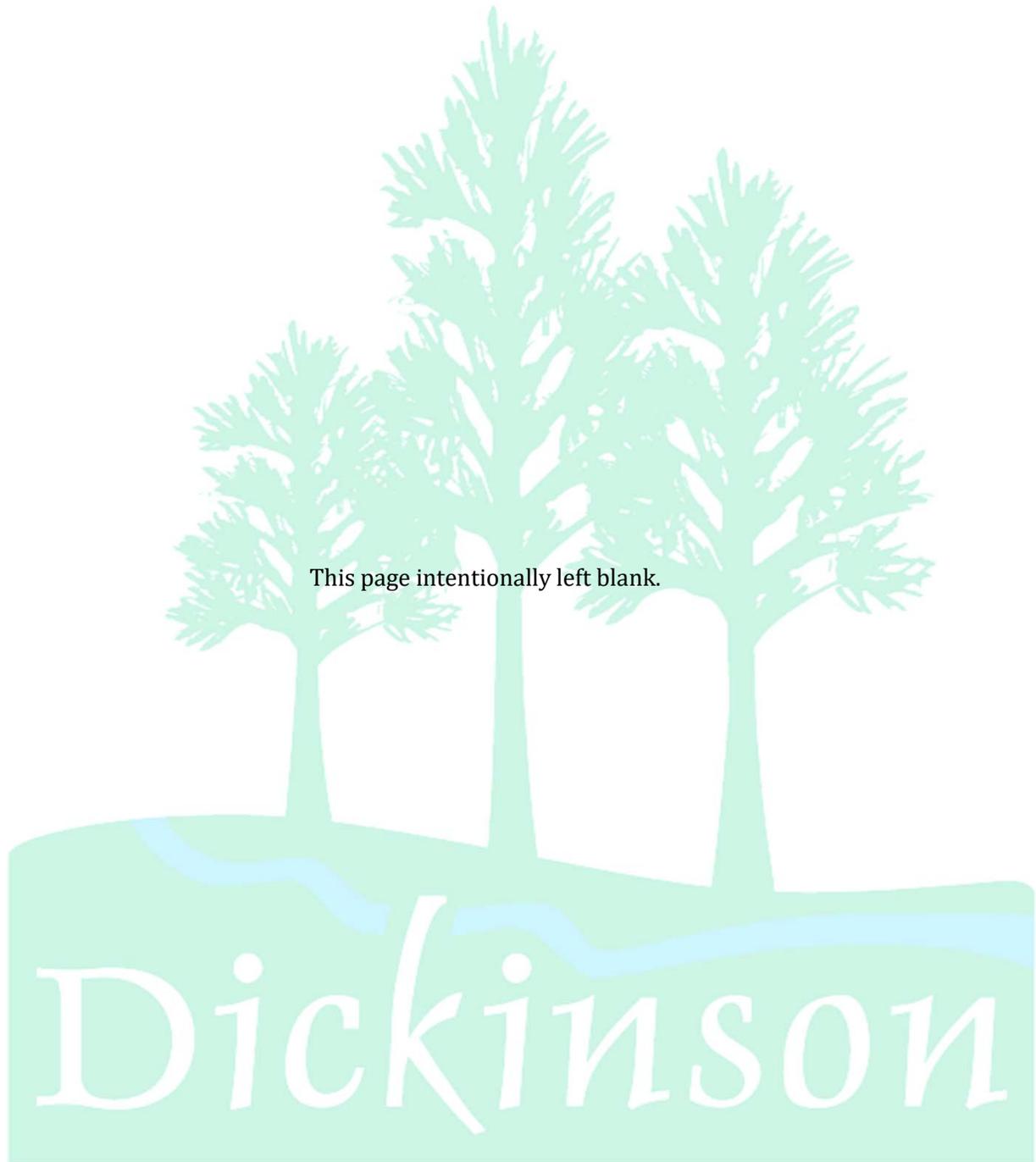
Due to the decrease in revenues from the 2017 festival, the grant contribution has been decreased.

Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
44-7644-00-00 Event Sponsorships	70,500	63,405	70,000	-	70,000
44-7645-00-00 Admission Ticket Sales	17,715	12,540	25,000	-	25,000
44-7646-00-00 Children's Activity Bracelet Sales	4,205	5,515	9,000	-	9,000
44-7647-00-00 Beverage Ticket Sales	20,610	13,619	35,000	-	35,000
44-7648-00-00 Merchandise Sales	623	493	1,000	-	1,000
Miscellaneous Income	-	1	-	-	-
44-7651-00-00 Food Vendor Booths	4,575	3,225	3,000	-	3,000
44-7652-00-00 Non-Food Vendor Booths	6,885	3,725	6,000	-	6,000
TOTAL REVENUE	125,113	102,524	149,000	-	149,000
OPERATING EXPENDITURES					
Grants					
44-8450-44-00 Grants	34,058	16,900	30,000	15,576	(14,424)
Business Expenses					
44-8451-44-00 Bank Service Charges	116	286	47	-	(47)
44-8452-44-00 Room Expenses	774	976	879	-	(879)
Children's Activities					
44-8453-44-00 Moonwalks, Bouncy House, etc.	9,820	8,205	9,000	-	(9,000)
Entertainment					
44-8454-44-00 Entertainers/Performers	46,200	29,050	50,000	-	(50,000)
44-8455-44-00 Stage Rental	2,850	2,800	2,500	-	(2,500)
44-8456-44-00 Stage Sound	4,000	3,500	3,000	-	(3,000)
Food & Drink					
44-8457-44-00 Alcoholic Beverages	5,480	4,988	10,880	-	(10,880)
44-8458-44-00 Green Room Catering	-	-	1,370	-	(1,370)
44-8459-44-00 Ice	1,440	1,125	1,400	-	(1,400)
44-8460-44-00 Volunteer Food & Drink	1,169	247	594	-	(594)
Grounds Management					
44-8462-44-00 Fencing	6,856	7,116	7,600	-	(7,600)
44-8463-44-00 Light Rentals	2,063	-	2,894	-	(2,894)
44-8464-44-00 Tents	2,980	2,980	2,915	-	(2,915)
44-8465-44-00 Picnic Tables	-	-	1,000	-	(1,000)
Insurance & Permits					
44-8466-44-00 Independent Weather Observer	480	480	450	-	(450)
44-8467-44-00 TABC License	231	231	231	-	(231)
44-8468-44-00 Weather Insurance	4,900	13,500	5,400	-	(5,400)
Merchandise					
44-8469-44-00 Event Shirts	1,760	1,988	1,500	-	(1,500)
Operations					
44-8472-44-00 Supplies	1,294	940	2,000	-	(2,000)
Publicity					
44-8473-44-00 Print - Flyers, Posters, etc.	1,842	1,963	2,200	-	(2,200)

CITY OF DICKINSON
FY 2017-2018 RECOMMENDED BUDGET
RED, WHITE & BAYOU CRAWFISH & TEXAS MUSIC FESTIVAL FUND 44

44-8474-44-00	Print Advertisement	4,000	4,000	4,400	-	(4,400)
44-8475-44-00	Digital Advertisements	7,500	9,500	7,500	-	(7,500)
44-8477-44-00	Website	1,775	2,202	1,500	-	(1,500)
Security & Public Safety						
44-8478-44-00	DISD Bus Shuttle	1,757	2,000	2,000	-	(2,000)
TOTAL EXPENDITURES		143,345	114,977	151,260	15,576	(135,684)
REVENUE - EXPENDITURES		(18,232)	(12,453)	(2,260)	(15,576)	284,684
BEGINNING FUND BALANCE		46,261	28,029	28,029	15,576	
ENDING FUND BALANCE		28,029	15,576	25,769	-	

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**CITY OF DICKINSON
 FY 2017-2018 RECOMMENDED 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 FY2017-2018 is approximately \$1.3 million 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.

Project Name	Summary	FY 17-18 Budget
CAPITAL IMPROVEMENT PROGRAM		
STREET REHABILITATION PROJECTS		
FY2018 New Projects		
Salvato Street	Reconstruction of approximately 1,320 linear feet, installing concrete.	216,770
45th Street (W of Hwy 3)	Reconstruction of approximately 1,580 linear feet, installing concrete.	259,468
Avenue F (20th to 25th St)	Reconstruction of approximately 1,850 linear feet, installing concrete.	303,807
32nd Street (East)	Reconstruction of approximately 2,950 linear feet, installing concrete.	484,449
Utah Street	Reconstruction of approximately 450 linear feet, installing concrete.	73,899
TOTAL CAPITAL IMPROVEMENT PROGRAM FOR FY 2018		1,338,393
VEHICLE EQUIPMENT ACQUISITIONS		
Public Safety Vehicles	Purchase of three Police vehicles.	145,000
EMS	Purchase of one EMS vehicle.	47,000
TOTAL VEHICLE EQUIPMENT ACQUISITIONS FOR FY 2018		192,000
TOTAL CAPITAL EXPENDITURES FOR FY 2018		1,530,393

Full-Time Equivalent Position Counts

Fund/Department/Position	FY15-16	FY16-17	FY17-18
	Actual	Budget	Budget
General Fund	101.75	112.25	109.5
Administration	3	3	3
City Administrator	1	1	1
City Secretary	1	1	1
Management Assistant	1	1	1
Community Development	5	6	6
Assistant Building Official	0	0	0
Chief Building Official	1	1	1
Code Compliance Officer	1	2	2
Director of Community Development	1	1	1
Permit Technician	1	0	0
Community Development Coordinator	1	2	2
Emergency Management	1.1	1.1	1.1
Police Captain	0.3	0.3	0.3
Police Chief	0.3	0.3	0.3
Police Officer	0.5	0.5	0.5
Emergency Medical Services	20	20	20
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
Finance	3	3	3.5
Administrative Services Manager	1	0	0
Administrative Services Coordinator (HR & Payroll)	1	1	1
Administrative Services Coordinator (Purchasing/Grants)	1	1	0.5
Accountant	0	0	1
Assistant City Administrator/CFO	0	1	1
Fire Marshal	2	2.5	2.5
Assistant Fire Marshal	1	1	1
Fire Marshal	1	1	1
Fire Inspector/Investigator	0	0.5	0.5
Law Enforcement	48.4	51.9	51.9
Administrative Secretary	1	1	1
Communications Supervisor	1	1	1
Dispatcher	9	10	10
Jailer	3	3.5	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	20	20
Police Records Clerk	2.5	2.5	2.5
Police Sergeant	5	5	5
Library	5.5	6	6

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	1	1
Municipal Court	4	4	4
Court Administrator	1	1	1
Court Clerk Entry Level	2	2	2
Senior Court Clerk	1	1	1
Public Works	7	7	7
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
Tourism & Museum Center	2.75	3.75	0
Economic Development Coordinator	0.75	0.75	0
Guest Services Assistant	2	2	0
Executive Director of Economic Development	0	1	0
Animal Services	0	4	4.5
Shelter Manager	0	1	1
Animal Control Officer	0	2	2
Kennel Tech	0	1	1.5
Municipal Drainage Fund	4	4	4
Drainage	4	4	4
Assistant to Public Works Director	0.5	0.5	0.5
Drainage Foreman	1	1	1
Light Equipment Operator	2	2	2
Public Works Director	0.5	0.5	0.5
COPS Grant Fund	2	0	0
Law Enforcement	2	0	0
Police Officer	2	0	0
Court Security Fund	0.5	0.5	0.5
Municipal Court	0.5	0.5	0.5
Jailer	0.5	0.5	0.5
Hotel/Motel Tax Fund	0.25	0.25	0
Tourism & Museum Center	0.25	0.25	0
Economic Development Coordinator	0.25	0.25	0
VOCA Fund	1	1	1
Law Enforcement	1	1	1
Police Officer	1	1	1
Grand Total	109.5	118	115

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

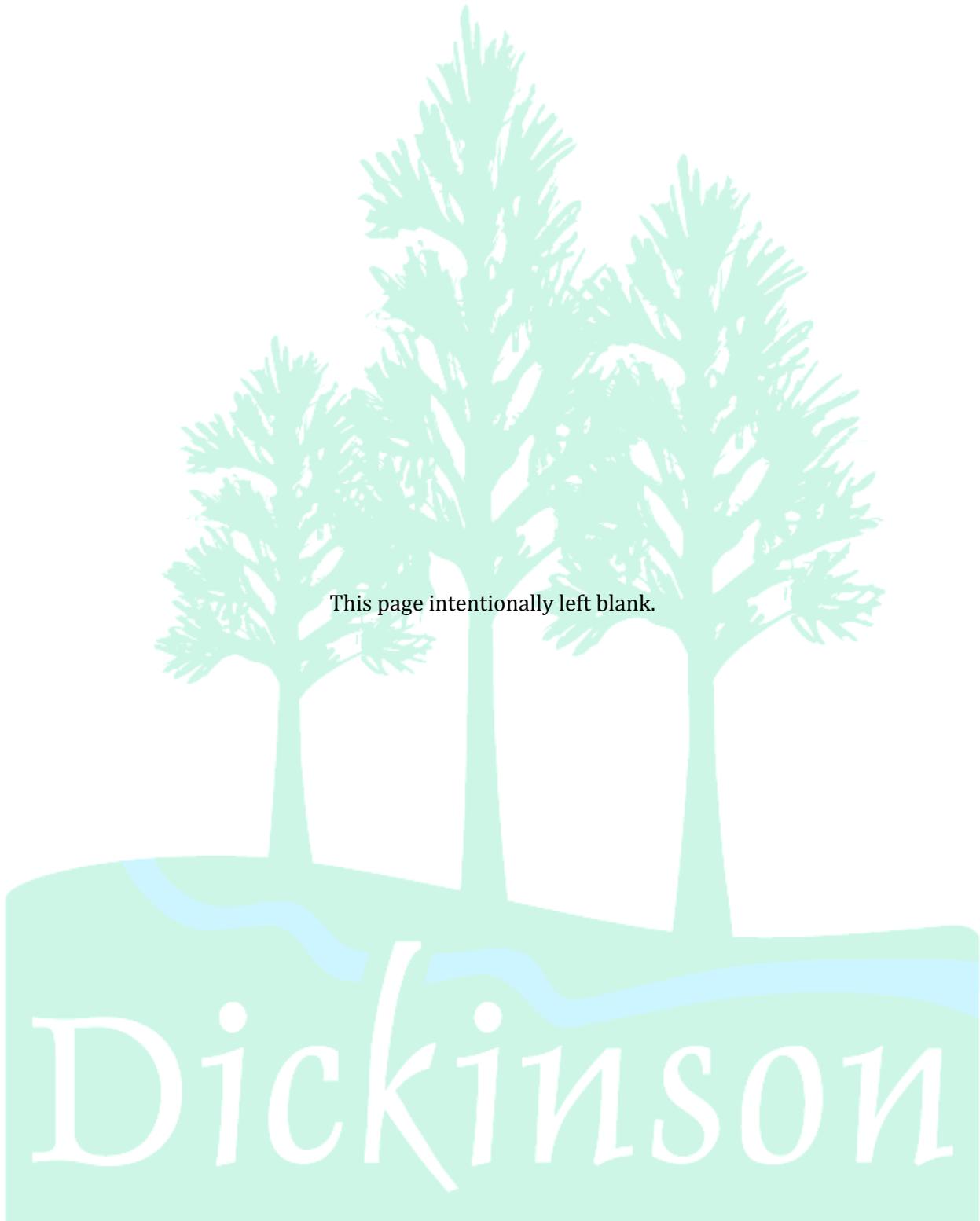
The City shall establish an operating budget that links revenues and expenditures to the goals of the City Council. The City shall strive to participate in the Government Finance Officers Association's Distinguished Budget Presentation Award program.



APPENDIX

Dickinson

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Dickinson

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 quantifiable¹ expression of the amount, cost, or result³ of activities² 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

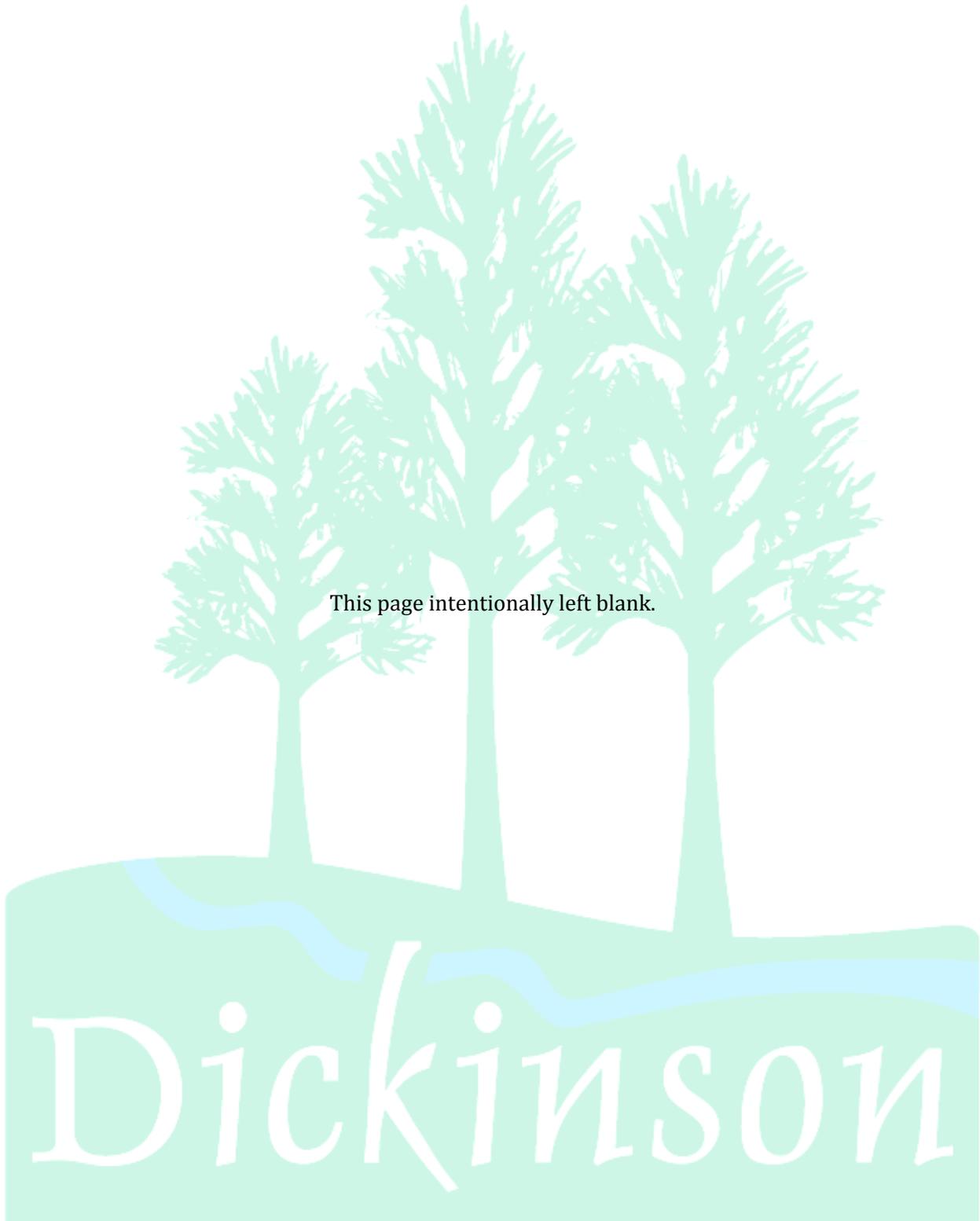
WORKING CAPITAL: The amount by which total current assets exceed total current liabilities.

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.

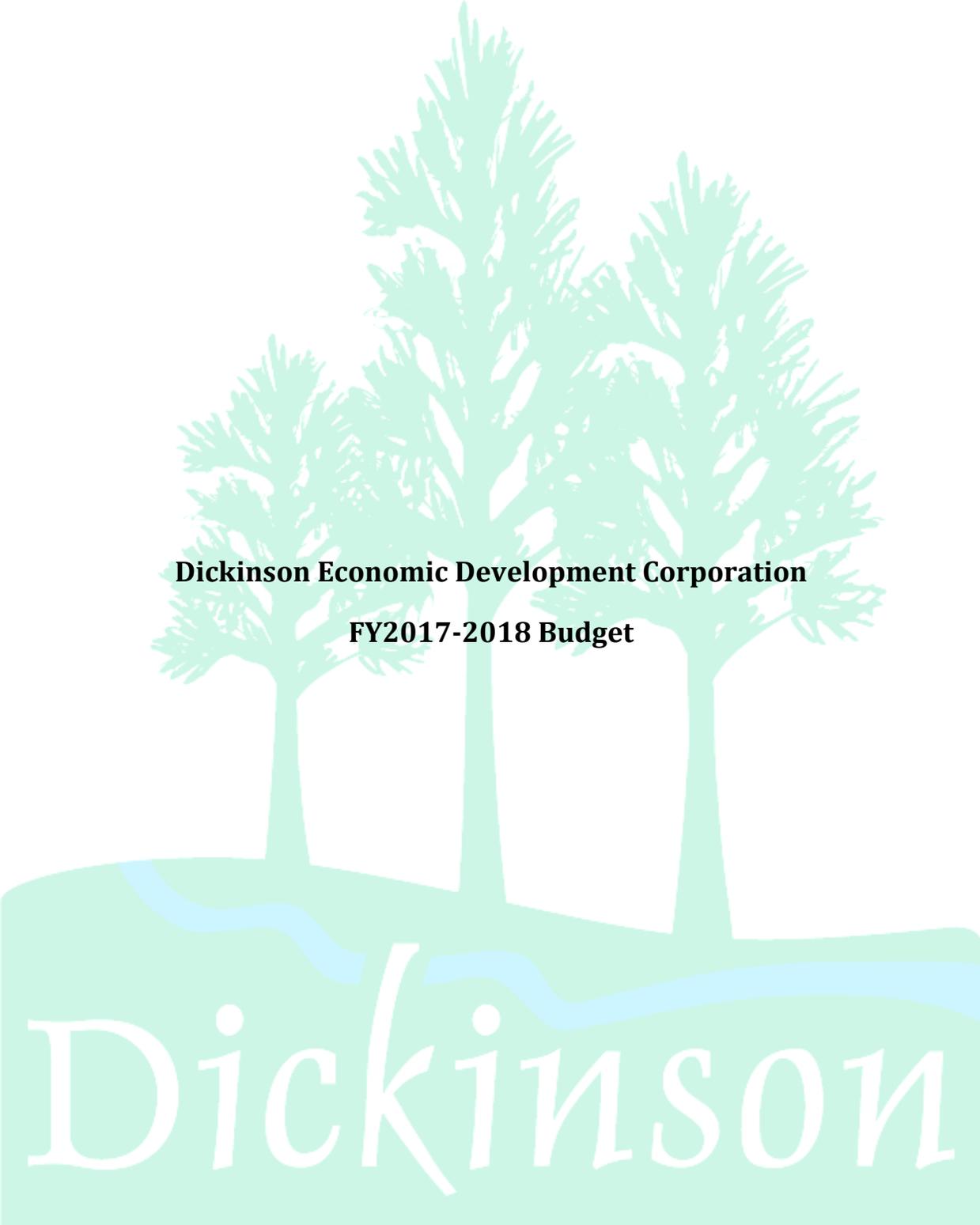
**BAYOU ANIMAL SERVICES CORPORATION
FY 2017-2018 BUDGET**

Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
Fees & Donations					
Donations	5,424	7,000	3,500	7,000	3,500
Credit Card Conv. Fees	89	-	120	-	(120)
Adoption Fees	12,980	10,000	12,000	10,000	(2,000)
Impoundment Fees	4,227	4,000	6,000	4,000	(2,000)
Code Compliance Fees	604	2,000	480	2,000	1,520
Pet Registration Fees	295	100	360	100	(260)
Subtotal Fees & Donations	23,619	23,100	22,460	23,100	640
Transfer from Other Funds	30,000	-	-	-	-
Interlocal Contributions					
Clear Lake Shores	5,999	7,358	7,358	8,684	1,326
Santa Fe	76,921	82,062	82,062	96,846	14,784
Dickinson	118,013	128,378	128,378	151,506	23,128
Subtotal Interlocal	200,934	217,798	217,798	257,036	39,238
TOTAL REVENUE	254,553	240,898	240,258	280,136	39,878
EXPENDITURES					
Personnel Services					
Salary & Benefits	36,823	192,060	197,033	225,988	28,955
Contract Services	125,415	11,444	-	-	-
Subtotal Salary & Benefits	162,237	203,504	197,033	225,988	28,955
Operations					
Fuel	3,670	4,000	5,000	5,000	-
Janitorial Supplies	762	1,500	1,500	1,500	-
Office Supplies	3,299	3,000	3,000	3,000	-
Operational Supplies	7,531	6,500	6,500	6,500	-
Uniforms & Apparel	808	900	900	900	-
Building & Property Maintenance	23,650	2,000	2,000	2,000	-
Vehicle Maintenance	5,212	2,500	2,500	2,500	-
Travel & Training	100	1,200	200	5,000	4,800
Dues/Subscriptions/Books	238	360	360	360	-
Comm.-Pagers/Phones	2,541	3,275	3,275	10,158	6,883
Utilities	10,967	-	8,050	8,050	-
Animal Food	402	500	1,360	600	(760)
Veterinarian Services	6,302	7,200	7,200	7,200	-
Building Lease	23,140	-	-	-	-
Computer Equipment & Software	172	380	380	380	-
Furniture & Equipment	360	1,000	1,000	1,000	-
Subtotal Operations	3,162	34,315	43,225	54,148	10,923
TOTAL EXPENDITURES	254,553	237,819	240,258	280,136	39,878
REVENUE-EXPENDITURES	-	3,079	-	-	-
Beginning Fund Balance	-	-	-	-	-
ENDING FUND BALANCE	-	3,079	-	-	-

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Dickinson



Dickinson Economic Development Corporation

FY2017-2018 Budget

Dickinson

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2017-2018 ORIGINAL BUDGET

Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
REVENUE					
Sales Tax Revenue	1,562,045	1,568,025	1,499,800	1,577,118	77,318
Miscellaneous Income	490	-	-	-	-
Rental Income	7,090	5,300	7,000	5,353	(1,647)
Interest Income	2,323	3,200	2,000	3,232	1,232
TOTAL REVENUE	1,571,948	1,576,525	1,508,800	1,585,703	76,903
EXPENDITURES					
Capital Outlays					
Computers/Office Equipment	5,311	3,316	3,000	3,000	-
Contractual Payments	1,400	26,027	26,027	26,027	-
Real Property Acquisition	458,121	250,571	250,571	234,193	(16,378)
Total Capital Outlays	464,832	279,914	279,598	263,220	(16,378)
Contract Services					
ED Consulting	20,477	10,000	10,000	15,000	5,000
Financial & Auditing	1,000	667	1,000	-	(1,000)
GIS	-	2,900	2,900	2,900	-
Legal	2,384	7,500	7,500	15,000	7,500
Multimedia Services	-	500	500	-	(500)
Branding & Marketing Study	-	75,000	75,000	75,000	-
Professional Services	-	23,000	-	20,000	20,000
Demolition Services	-	75,000	75,000	75,000	-
Administrative Services	-	13,034.67	-	32,333	32,333
Total Contract Services	23,861	207,602	171,900	235,233	63,333
Debt Service					
Interest	10,993	8,980	8,980	6,805	(2,175)
Principal	55,000	60,000	60,000	60,000	-
Total Debt Service	65,993	68,980	68,980	66,805	(2,175)
Projects & Programs					
Cedar Oaks	74,660	75,000	75,000	75,000	-
Hughes Road	4,255	24,000	24,000	24,000	-
Hwy 3 Façade Improv. Prgm	-	28,000	28,000	28,000	-
Business Retention Prgm	-	1,463	1,000	3,000	2,000
Visual Improvement Prgm	-	40,000	40,000	40,000	-
Adopt-A-Street Program	2,135	3,820	3,820	3,820	-
Project & Property Design Fees	-	50,000	50,000	50,000	-
Retail Trade Center	39,083	200,000	200,000	200,000	-
Depot Storage Unit	-	25,000	25,000	-	(25,000)
ED Grants & Projects	149,352	87,588	75,000	75,000	-
Total Projects & Programs	269,486	534,871	521,820	498,820	(23,000)

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2017-2018 ORIGINAL BUDGET

Account Name	FY 15-16 Actual	FY 16-17 Projection	FY 16-17 Original Budget	FY 17-18 Budget	Increase/ (Decrease)
Museum-Tourism					
Building & Property Maint.	60,837	60,950	60,950	60,950	-
Dues, Subscriptions & Books	420	900	900	900	-
Marketing & Advertising	4,310	5,000	5,000	5,000	-
Museum Exhibits	-	1,000	1,000	1,000	-
Office Supplies	5,807	5,500	5,500	5,500	-
Property/Liability Insurance	6,161	10,000	10,000	10,000	-
Storage Rental	-	1,200	1,200	1,200	-
Utilities	14,606	20,000	20,000	20,000	-
Total Museum-Tourism	92,141	104,550	104,550	104,550	-
DEDC Administration/Operations					
Building Maintenance	174	1,034	500	500	-
Bank Service Charges	335	367	367	367	-
Dues, Subscriptions & Books	3,749	5,500	5,500	5,500	-
Information Technology	9,722	10,517	13,850	8,850	(5,000)
Marketing & Promotions	19,940	20,000	20,000	20,000	-
Office Space Rental	3,000	2,000	3,000	-	(3,000)
Office Supplies & Postage	1,138	2,000	2,000	2,000	-
Personnel Services	184,231	125,703	298,076		(298,076)
Public Official/E&O Insurance	-	1,167	1,167	1,167	-
Travel & Training	23,253	15,000	15,000	15,000	-
Utilities	2,135	1,333	2,492	492	(2,000)
Total Admin./Operations	247,678	184,622	361,952	53,876	(308,076)
Salary & Benefits					
Base Salary	-	56,174	-	216,420	216,420
PTE Salary	-	12,586	-	26,542	26,542
Car Allowance	-	1,800	-	10,800	10,800
Cell Phone Allowance	-	290	-	1,200	1,200
Cert./Edu. Pay	-	480	-	1,920	1,920
Longevity Pay	-	-	-	900	900
FICA Tax (Social Security)	-	5,358	-	7,995	7,995
Payroll Tax (Medicare)	-	1,849	-	3,738	3,738
Unemployment Tax (TWC)	-	752	-	855	855
Retirement (TMRS)	-	3,829	-	15,933	15,933
Employee Group Insurance	-	20,728	-	26,844	26,844
Total Worker's Comp	-	330	-	464	464
Total Salary & Benefits	-	104,176	-	313,611	313,611
TOTAL EXPENDITURES	1,163,990	1,484,714	1,508,800	1,536,115	27,315
REVENUE - EXPENDITURES	407,957	91,811	-	49,588	49,588
BEGINNING FUND BALANCE	1,176,543	1,584,501	1,584,501	1,676,311	
ENDING FUND BALANCE	1,584,501	1,676,311	1,584,501	1,725,899	