



**Agenda**  
**Dickinson Economic Development Corporation**  
**4403 Highway 3**  
**Dickinson, TX 77539**  
**Monday, August 19, 2024 at 6:30 PM**

1. **CALL TO ORDER AND CERTIFICATION OF A QUORUM**

2. **INVOCATION AND PLEDGE OF ALLEGIANCE**

3. **PUBLIC COMMENTS**

At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not appearing on the agenda but may consider placing an item on a future agenda if deliberation is necessary.

4. **PRESENTATIONS**

4.A Presentation of Integrated Marketing Campaign for Dickinson Picnic Grounds

4.B Presentation for DEDC Communications Plan

5. **CONSENT AGENDA**

The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.

5.A Consideration and possible action to approve the Minutes from DEDC Regular Meeting held on July 22, 2024.

5.B Consideration and possible action to approve FY24 3rd Quarter Transfer Request.

5.C Consideration and possible action to approve the June 2024 Monthly Administrative Service Fee Transfer Request

5.D Consideration and possible action to approve the July 2024 Monthly Administrative Service Fee Transfer Request

5.E Consideration and possible action to approve the May and June 2024 Payroll Transfer Request

5.F Consideration and possible action to approve the May 2024 DEDC Account Statement

for Texas First Bank and TexPool

5.G Consideration and possible action to approve the June 2024 DEDC Account Statement for Texas First Bank and TexPool

5.H Consideration and possible action to approve May2024 DEDC's Financial and Investment Report.

6. **ITEMS REMOVED FROM CONSENT AGENDA**

7. **NEW BUSINESS**

7.A Discussion of the Reimbursement Policy

8. **EXECUTIVE (CLOSED ) SESSION(S)**

8.A Texas Government Code Section 551.072- Deliberation regarding real property.

8.B Texas Government Code Section 551.087- Discussion regarding Economic Development negotiations and opportunities.

9. **ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)**

9.A Consideration and possible action regarding the acquisition or transfer of real property.

9.B Consultation and possible action regarding Economic Development negotiation and opportunities.

10. **STAFF REPORT**

David Funk

11. **BOARD MEMBER COMMENTS**

12. **FUTURE AGENDA ITEMS**

13. **ADJOURNMENT**

**CERTIFICATE OF NOTICE**

This is to certify that the above Notice of Meeting was posted on the bulletin board of City Hall of the City of Dickinson, Texas, on or before the 14<sup>th</sup> day of August, 2024 at 3:30 A.M. / P.M. as well as the City's public internet webpage, [www.dickinsontexas.gov](http://www.dickinsontexas.gov) and was posted in accordance with the Texas Open Meetings Act, Chapter 551, Government Code.

  
Claude Oliver, City Secretary



NOTE: In compliance with the Americans with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for special accommodations or interpretive services must be made at least 48 hours prior to this meeting. Please contact the City Secretary's Office at 281-337-6217 or by email at [agenda@dickinsontexas.gov](mailto:agenda@dickinsontexas.gov).

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**4.A**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Presentation of Integrated Marketing Campaign for Dickinson Picnic Grounds
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Integrated Marketing Campaign- Dickinson Picnic Grounds V2.pptx</a></li> </ul>
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<b>FUNDING ISSUES:</b>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		



Integrated Marketing Campaign

**Dickinson Picnic Grounds:  
A Place for Family, Fun  
& Food!**

# Dickinson Picnic Grounds



The Dickinson Picnic Grounds is going to be the first city-owned park in Dickinson, Texas. It is a place where people can come together and form meaningful connections with one another through activities centered around family, fun and food. The grounds are located right across from City Hall on Hwy 3 and is a total of 5.58 acres.

The location pays homage to the original Picnic Grounds in the G&H railroad era. It will have an educational area, indoor & outdoor event venue, stage area, vendor area, and a food truck venue. The hope is to be a destination spot for both community members and visitors, serving as a gathering space for events, festivals, entertainment, and general recreation for years to come. The anticipated end date of construction is Spring 2025. In addition to the amenities listed above, there will also be permanent bathrooms, a walking trail, and pickleball courts.

# Goal of IMC

The goal of this integrated marketing campaign is to promote the creation of Dickinson's first city-owned park. We want all citizens and visitors to be excited about this new addition to the community. There are several ways to achieve this, and it is our hope that the entire community will come together to see the significance of this new destination. In Dickinson currently, there is no "event space" for the public to hold events or gatherings of any kind. The picnic grounds will provide that and more for our community, and our goal is to get people excited about that. In addition, we want to emphasize to the public that this is also a historically significant spot, as the location is where the first Picnic Grounds was located during the G&H railroad era.

# SMART Goal Table

S: SPECIFIC	Our goal is to promote the creation of the Dickinson Picnic Grounds to citizens and visitors. We want everyone to be excited about this newest addition.
M: MEASURABLE	We will track progress through analytics. Important analytics include reach, content interaction, follower growth, and link clicks.
A: ACHIEVABLE	This is achievable by developing a social media plan that is engaging and exciting. Content such as compelling graphics, drone footage, and reels/videos will contribute to this. Getting with local media to promote as well as possibly having a monthly newsletter and/or weekly email blasts with updates will also help us achieve our goal.
R: RELEVANT	This is relevant, as the goal of the DEDC is to contribute to the betterment of Dickinson through increased economic opportunity and improving the business environment. The addition of the picnic grounds contributes to this, especially through the food truck venue, and therefore, a plan promoting it is relevant to our current overarching strategic plan.
T: TIMELY	We have about 10 months before the project is scheduled to be completed.



# Title of Campaign/Message

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The title of this campaign is "Dickinson Picnic Grounds: A Place for Family, Fun & Food!" This slogan best encompasses all that the Dickinson Picnic Grounds is set to be. A place where families within the community can come together and enjoy fun events and great food. Through this message, we want our target audience to understand exactly what the picnic grounds are all about.

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# Target Audience

The entire population of Dickinson as a whole is our target audience, although, there are specific groups that may need more attention than others. Some information about these groups is listed below.

## 1. Urban Edge Families

- These are young, married couples with children who live far from the city. Part of their expenses are focused on family and outdoor activities. The median age of this group is 35.2.

## 2. Up and Coming Families

- These are younger families that are more mobile than previous generations. This group is extremely fast growing, and the median age is 31.4.

These key demographic groups make up more than 44% of households in Dickinson.

## 3. Long-term Residents

- While the younger demographic is important, we can't forget our

# Fostering Enthusiasm

While we recognize that there are some community members who have concerns about the new picnic grounds, we understand that change can be challenging. These individuals have been sharing their thoughts on social media, and we value their input. Given the importance of our social media plan to our overall marketing campaign, we've outlined some strategies to address these concerns and build excitement among all community members.

## 1. Transparent Communication

- Providing the community with regular updates and information helps to garner a better understanding of what is going on. People tend to feel more at ease when they have information regarding timelines, benefits and scope surrounding the project.

## 2. Highlight Benefits

- To promote acceptance about the picnic grounds, giving the community a full scope of the benefits it will offer is necessary. How will the project improve quality of life? What will it offer residents that we don't already have? How will it boost the community and local economy? These are just a few examples of questions that can be answered.

## 3. Address Specific Concerns

- In our case, there seems to be a few specific issues that part of the community has with the project. Presenting plans that mitigate the negative impacts they are concerned about can help ease the tension. We also must be prepared for more feedback and additional comments/concerns.

## 4. Highlight Project Support

- While we do have negative groups, there are many people who are excited about the picnic

# Social Media Plan: Objectives

Before we get into the outline of a potential social media plan, we must discuss the basics of a good social media plan. The following are objectives that we want to base our plan on.

1. Awareness: Increase awareness about the new picnic grounds.
2. Engagement: Encourage community feedback and participation.
3. Information: Provide construction updates.
4. Advocacy: Build support and excitement for the project.

# Social Media Plan

It will take some time to nail down a specific calendar, but to start, here is a table of content ideas, associated platforms, posting frequency, etc.

Content Idea	Details	Platform	Frequency	Purpose (or why)
Construction Updates	Pictures of the site will be taken and posted.	Instagram, Facebook, LinkedIn, & Nextdoor	Bi weekly *Dependent on construction pace	The purpose of construction updates is to keep the community informed of progress being made on the project.
Drone Footage	Drone footage will be made into video form and posted.	Instagram, Facebook, LinkedIn, & Nextdoor	Monthly	The purpose of these videos is to provide the community with something other than static images of the progress being made on the project.
"Did You Know?" Posts	A "Did You Know?" post highlighting a certain aspect (stage, pickleball courts, etc.) of the grounds. Example: "Did you know the Dickinson Picnic Grounds will have Pickleball courts?!" Include a picture of the feature or where it will go for visual representation.	Instagram, Facebook, LinkedIn, & Nextdoor	Monthly *May change with scope	Details are important! To get the community excited, posting the exciting features the park will offer is key.
Community Testimonials	Contact a member of the community (someone positive) and get their	Instagram, Facebook, LinkedIn, & Nextdoor	Every other month	This ties back into the "highlight project support" bullet on the pain

Content Idea	Details	Platform	Frequency	Purpose (or why)
Polls/Surveys	Put out a poll or survey and ask questions such as "What are you most excited about upon opening of the grounds?" Give them options to choose from!	Instagram & Facebook	Monthly	Polls and surveys are a fun way for people to be able to give their input on something. Letting the community answer certain questions will help foster a sense of involvement and get people excited.
Q/As	Open a Q/A session for community members to ask questions about the project.	Instagram, Facebook & Nextdoor	Every few months or so	This is yet another way to help the community give their input. Due to the negativity, this may not be a great idea, but there are ways in which it can help.
Prize/Giveaway Opportunities	Closer to the opening of the park, we can partner with local businesses and put on giveaways or prize opportunities. For example, if you share a post about the grounds or follow the DEDC, you get entered in a giveaway or win a voucher to a local restaurant.	Instagram, Facebook, Nextdoor, & LinkedIn	Every few months or so	These are a great way to increase following and engagement on our social pages. It's also fun and exciting for people to win things!

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Content Idea	Details	Platform	Frequency	Purpose (or why)
Food Truck Features	As the opening date gets closer, we want to feature the food trucks that will take residency at the grounds.	Instagram, Facebook, LinkedIn, & Nextdoor	Dependent on how many food trucks there will be.	Excitement! A huge part of the grounds is going to be the food trucks, so we want to build up the anticipation of what is going to be there.

It's important to note that on each post we make regarding the grounds, we want to include the hashtags #dickinsonsx, #dickinsonpicnigrounds, and #familyfunandfood. These are an integral part of the marketing campaign as they offer the potential for broader reach, brand awareness, and consistency.

# Local Media Partnerships

Local media partnerships are important for several reasons.

1. **Local Reach/Audience:** News stations have a dedicated audience that are engaged with community issues and events. They serve a wide range of people who are stakeholders in this project.
2. **Amplification of Messages:** News stations are multifaceted. They include various channels such as broadcast TV, print media, social media, and online platforms like blogs and websites.
3. **Highlighting Community Benefits:** This is huge for us. Local media creates feature stories that showcase the positive benefits of a project on the community, such as economic benefits, job creation, and quality of life.
4. **Cost-Effective Marketing:** Partnering with local media is advantageous as it is offered at little to no cost.

Media Contact Information

Outlet	Category	Potential Contact	Phone	Email
I 45 Now	FB/Instagram, Online	N/A	833-445-6691	news@i45NOW.com
KHOU	Broadcast/Online	N/A	713-526-1111	Form Located on website
The Daily News-Galveston County	Newspaper/Online	Laura Elder	409-683-5248	N/A OR Form Located on website
ABC13	Broadcast/Online	Keaton Fox	713-666-0713	email newstips@abc13.com OR Form Located on website
KPRC 2	Broadcast/Online	N/A	713-222-6397	Form Located on website
Houston Chronicle	Print/Online	Roberto Villalpando	713-220-7171	citydesk@houstonchronicle.com
FOX26 Houston	Broadcast/Online	N/A	713-479-2801	Form Located on

# Email Marketing

Creating a DEDC E-Club is yet another way we can market things to our audience. Some people don't have social media but are frequent email users.

This E-Club will be beneficial to us in the long-term, but when it comes to the grounds, we will provide quarterly updates to those who are subscribed and seeking information. The platform used will be MailChimp.

# Event Pitch List

The following are potential events we can have upon the opening of the grounds.

1. Opening Day: The day the grounds open, we will have a ribbon cutting to celebrate! There will be live music, introductions of the food trucks that will be doing their "residency" at the park, and much more.
2. Dickinson Carnival: Families are invited out to the first annual Dickinson Carnival, hosted at the new picnic grounds. Games such as ring toss, dunk tank, cornhole, and darts will be available, as well as a face painting booth. Food trucks will be there, as well as other snacks/drinks for purchase. Entry is free, but tickets to play games and attend the different booths is required. The potential for a silent auction with donations from local businesses is also high.
3. Dog's Day Out: Partnering with Bayou Animal Services for a dog's day out! They will bring some of their dogs/puppies that are up for adoption to the grounds for the public to see. This not only will get some of the dogs potentially adopted but raise awareness for the shelter and their mission. There will also be a space for people to donate to the shelter, either in the form of toys, treats, food, or monetarily.
4. Movie Nights: Weekly on Thursdays, Fridays, or Saturdays, a new kid friendly movie will be shown. Families are invited to bring chairs, blankets, and pillows to the grounds. Snacks such as popcorn, candy, and soda will be available for purchase, with the option to have the funds donated to a non-profit we partner with.

# Event Posts

The following are samples of posts that can be scheduled for these events.

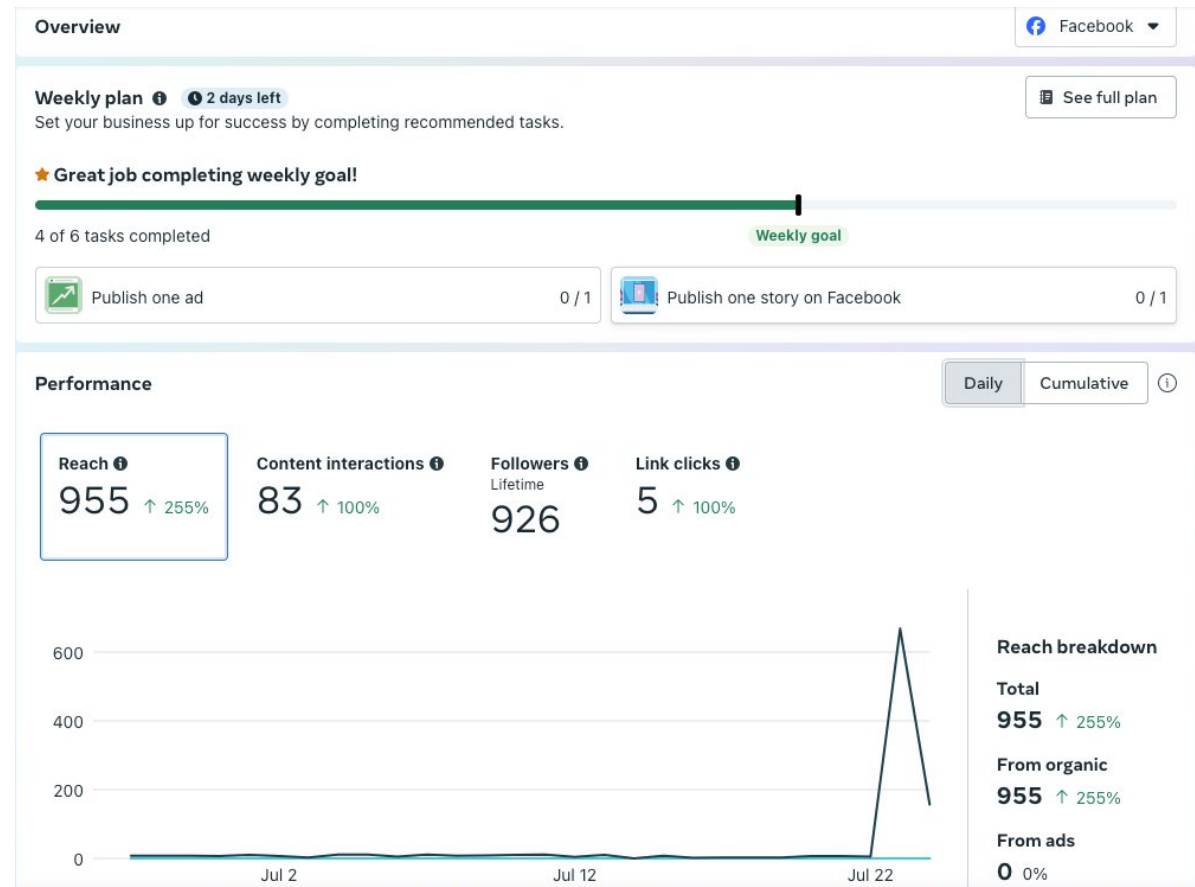


# Key Performance Indicators (KPIs)

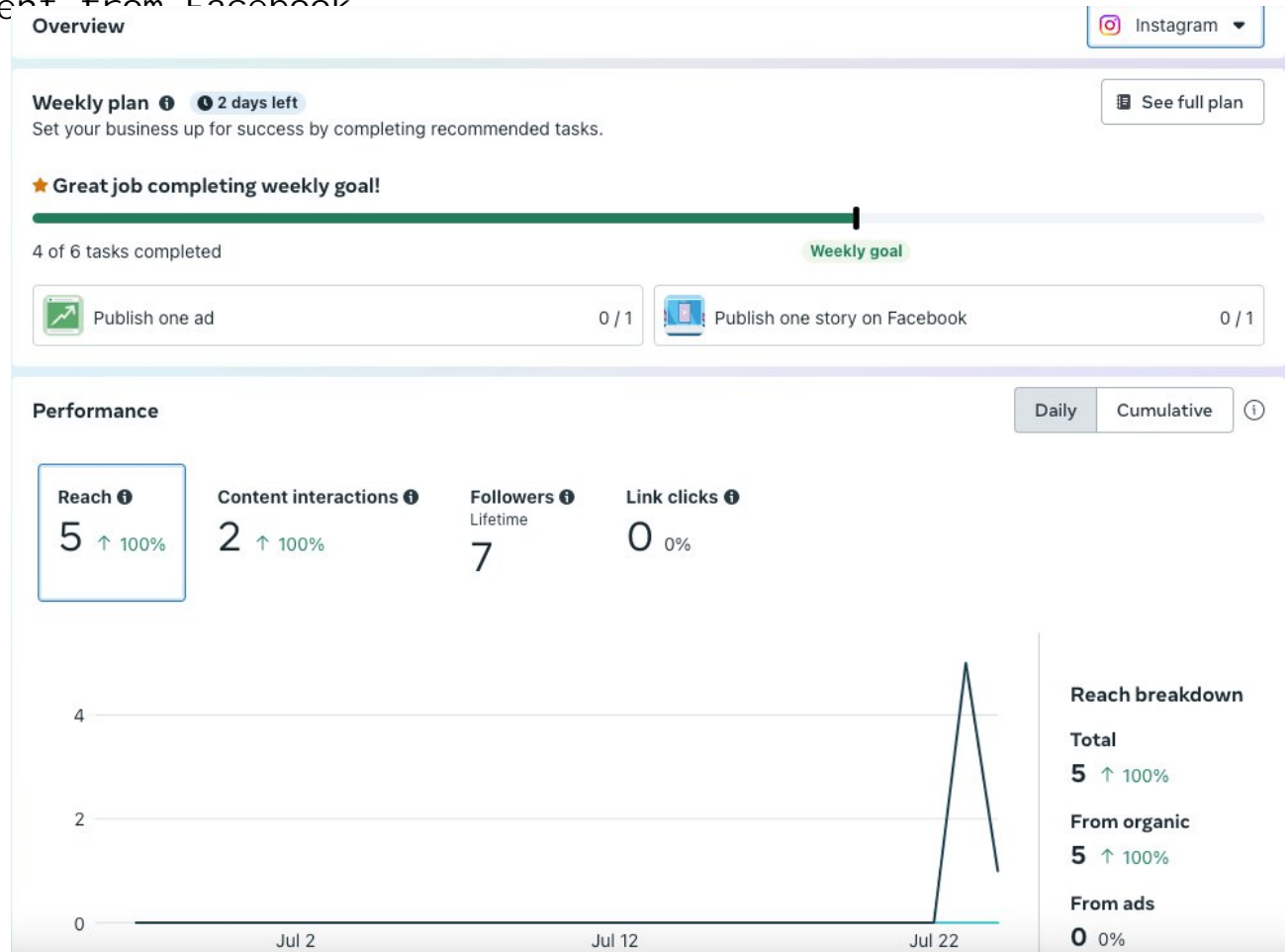
KPIs are measurable values that demonstrate how well an organization or campaign is achieving its goals. For us, we will use the following KPIs via a Meta Business Suite to track our progress.

- Reach: This is the metric that counts reach for both organic and paid distribution of content including posts, stories and ads.
- Content Interactions: This is the number of likes or reactions, saves, comments, shares, and replies on content.
- Link Clicks: This is the number of taps, clicks, or swipes on links we post.
- Followers

Here is what our current Meta Analytics is reporting for Facebook from the last 28 days.



Here is what our current Meta Analytics is reporting for Instagram from the last 28 days. Obviously, we just started on Instagram so the data there will be much different from Facebook



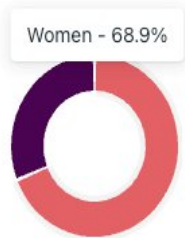


Meta also shows us the demographics of our current audience in full detail for both Instagram and Facebook.

Facebook followers ⓘ

926

Age & gender ⓘ



Instagram followers ⓘ

7

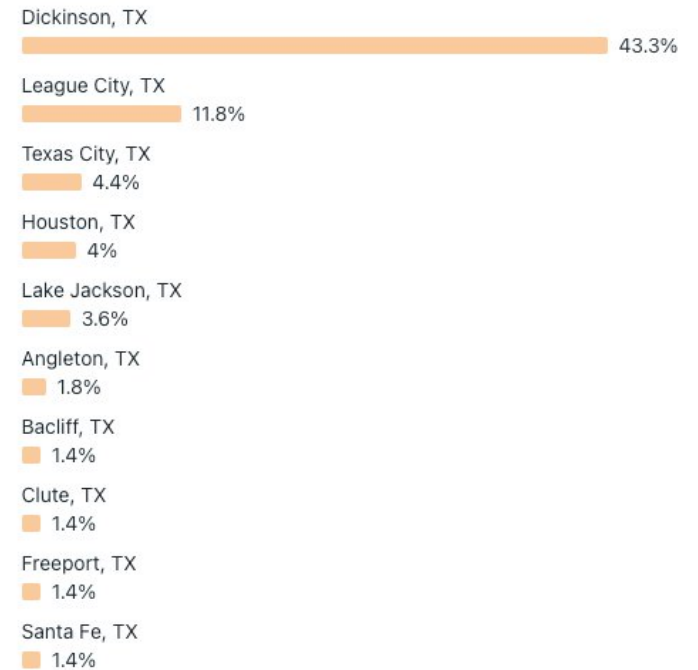
Age & gender ⓘ



**You need 100 followers to see this demographic data**

To protect the privacy of people who follow your account, there needs to be at least 100 Instagram followers to see these insights.

Top cities



**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**4.B**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Presentation for DEDC Communications Plan
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	• <a href="#">2024 DEDC Communications Plan.pptx</a>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		



# 2024 DEDC Communications Plan

*Discover the difference in Dickinson a place made for more.*



## WHAT IS THE DEDC & WHAT IS OUR GOAL?

The Dickinson Economic Development Corporation (DEDC) is an organization that works to improve the business environment and increase economic opportunities in Dickinson through targeted business attraction, real estate development, and community promotion. Our focus is on keeping business local and creating an environment where those both new and old can thrive.



# THE DEDC'S MISSION STATEMENT



To grow the economic ecosystem in Dickinson and show that we are more than just a location. We are prosperous, and possess the resources, leadership, and commitment needed to help businesses flourish.

## WHAT IS THE GOAL OF THIS COMMUNICATIONS PLAN?

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The goal of this communications plan is to showcase the DEDC's initiatives and position the City of Dickinson as an exceptional place to do business, reside, and unwind.

## SMART GOALS CHART

S: SPECIFIC	Our goal is to keep all stakeholders informed of our plans to improve the plans to improve the business environment and to change the current change the current perception of the city from a “bedroom community” to a “bedroom community” to a place where all can thrive.
M: MEASUREABLE	We can measure success in two ways. One being social media engagement and media engagement and following. We can track this through Meta Business through Meta Business Suite. The second way is the business we glean. Do we business we glean. Do we have people coming to us for new business? Are we new business? Are we building partnerships? Are projects getting feedback? If projects getting feedback? If the answer to these questions is ‘yes’, then we’re questions is ‘yes’, then we’re on the right track.
A: ACHIEVABLE	This plan is achievable if we utilize our resources, follow actionable steps when actionable steps when necessary, and keep our eyes on our clearly defined our clearly defined goals.
R: RELEVANT	This plan is extremely relevant. With projects underway and the hope for more and the hope for more expansion/redevelopment, keeping stakeholders keeping stakeholders informed is of utmost importance.
T: TIMELY	As far as timeliness goes, if the DEDC is an entity, the plan should be in place. plan should be in place. Tweaks can and will be made due to the changing due to the changing nature of the business environment.

# SWOT ANALYSIS

S: Strengths	W: Weaknesses	O: Opportunities	T: Threats
<ul style="list-style-type: none"> <li>• Great leadership</li> <li>• Excellent strategic plan</li> <li>• Access to technology</li> <li>• Large Facebook following</li> <li>• Understanding of key stakeholders               <ul style="list-style-type: none"> <li>• Small/agile</li> <li>• Healthy budget</li> </ul> </li> <li>• Geographical location</li> </ul>	<ul style="list-style-type: none"> <li>• Small following on Instagram</li> <li>• Small following on LinkedIn, which is a key platform</li> <li>• Don't have a great brand presence</li> <li>• General lack of understanding of what an EDC does</li> <li>• Not known as a business-friendly city</li> </ul>	<ul style="list-style-type: none"> <li>• Grow following on both Instagram and LinkedIn               <ul style="list-style-type: none"> <li>• Increase transparency/understanding through our communication                   <ul style="list-style-type: none"> <li>• DEDC E-Club</li> </ul> </li> </ul> </li> <li>• Great partnership opportunities with existing businesses</li> <li>• Dickinson Picnic Grounds is a great jumping off point</li> <li>• Opportunity to communicate that Dickinson is a hidden gem, one that has a small-town feel, a great sense of community, and is centered around family, faith, and fun</li> </ul>	<ul style="list-style-type: none"> <li>• Political turmoil</li> <li>• Negative perception and lack of trust</li> <li>• Natural disaster potential               <ul style="list-style-type: none"> <li>• In between two major municipalities (League City and Texas City)</li> </ul> </li> <li>• Confidentiality issues can get in the way of communication and timeliness</li> </ul>



# Key Stakeholders

1. **Dickinson Citizens/General Public:** Supporting and communicating with the people who currently call Dickinson home is important. This group presents the biggest opportunity for transparency and increased trust. Making them aware of current projects through specific Integrated Marketing Campaigns will help with involvement and a sense of pride for the community they live in.
2. **Current Business:** While expansion is the goal, current businesses and their owners are extremely important. We want to make it known that we are a resource and partner for these people and that we want to work with them for improvement and to address concerns. Keeping it local is the goal!
3. **Potential Future Business:** To improve the business environment, there needs to be a push for new business and redevelopment, both large and small in scale. Communicating to potential future businesses, entrepreneurs, and partners that Dickinson is a wonderful place where they can thrive and succeed is of utmost importance.
4. **The City of Dickinson:** Our objective is to increase tax revenue for the city, so they are the fourth and final stakeholder targeted in this plan.

## So, how will we communicate our Mission Statement?

Channel	What?	Why?
Social Media Platforms: Instagram, Facebook & LinkedIn	Project updates, community engagement surveys, general surveys, general information/news, partnership announcements, announcements, giveaways, DEDC FAQs, etc.	Social media platforms provide direct and real-time engagement with time engagement with stakeholders. Content can be posted regularly be posted regularly and efficiently, which helps drive transparency. drive transparency.
Email Newsletters (E-Club)	Quarterly email newsletters that will have project and data updates, and data updates, economic updates for the region, positive region, positive community stories, highlights of a local business, etc. local business, etc.	Email newsletters provide a direct line of communication to inboxes, communication to inboxes, offering a more personalized experience. personalized experience. They are great for sharing more in-depth sharing more in-depth updates, stories, and help build a loyal, build a loyal, consistent audience.
Organization Website *soon to be under construction*	General DEDC information, including how to contact us, current contact us, current projects, about us, an inquiry form, statistics, etc. form, statistics, etc.	A company website serves as a central hub for all information about information about an organization. They provide detailed content, detailed content, resources, and updates that stakeholders can stakeholders can access at any time.
Print Products	Types of print media include business cards, brochures, flyers, brochures, flyers, infographics, etc.	Print media appeals to the parts of our audience that may not have that may not have internet access or aren't active online. It is a online. It is a tangible record of information that appeals to a appeals to a traditional audience.
Community Events	Partnership events with other government entities and businesses in and businesses in town, fundraisers, a 5K, etc.	Events that are sponsored/put on by us helps build personal build personal connections with stakeholders. They allow for direct They allow for direct interaction and collaboration.
Local Media	Submitting news tips to different media outlets in the area and the area and connecting with online only news groups, etc. groups, etc.	There are several reasons why this is important. Local media Local media understands the nuances and interests of their audience interests of their audience and have a large reach. They are also a reach. They are also a trusted source that many people in the people in the community are loyal to.



## INTEGRATED MARKETING CAMPAIGNS

Integrated Marketing Campaigns (IMCs) are an essential component of any communications plan. For a specific project, event, or initiative, having a well-crafted IMC ensures a cohesive and consistent message across all channels and touchpoints. The upcoming slide outlines the various elements of the IMCs we will be implementing at the DEDC.

# ELEMENTS OF AN IMC

## #1: Summary

The summary should include all relevant details about the project, initiative or event.

## #2: Goal of IMC

Describe exactly what you want the campaign to achieve, whether that's to inform, foster enthusiasm, educate, etc.

## #3: SMART Goal Chart

This chart helps to provide a clear, structured framework for setting and achieving your proposed goals. It also acts as a great brainstorming session to help with the start of the IMC process.

## #4: Title/Message of IMC

The title/message of any IMC should be established so that there is consistency across all efforts. It must speak to the nature of the project or initiative without being too convoluted.

## #5: Target Audience Summary

Perhaps the most important part of any IMC is a clear understanding of your target audience. This must be completed before you pick what platforms you're going to utilize and all content types.

## #6: Social Media Plan

A good social media plan includes the platform, type of content/post, frequency, and the purpose. A specific calendar with dates and times is important for organization and planning purposes.

## #7: Any Other Efforts

A description of any other proposed efforts for marketing the initiative should be included in the IMC. This can be things such as email marketing, print materials, etc.

## #8: KPIs

Track your progress! To see your success develop, utilize key point indicators (KPIs) reported by the platform you're using. Both Meta Business Suite and LinkedIn have an easy access analytics page to track these

# IN SUMMARY

## THE GOAL

The goal of The 2024 DEDC Communications Plan is to showcase the DEDC, our initiatives, and the City of Dickinson as an exceptional place to do business, reside, and unwind.

## THE PLAN

To utilize and integrate several different communications channels to inform key stakeholders of our Mission Statement, which aligns with our goal. This is included, but not limited to, social media platforms, email marketing, website redesign, and print products.

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.A**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve the Minutes from DEDC Regular Meeting held on July 22, 2024.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	• <a href="#">DEDC July 22 Meeting Minutes.pdf</a>
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<b>FUNDING ISSUES:</b>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

# MINUTES

## DICKINSON ECONOMIC DEVELOPMENT CORPORATION

The Dickinson Economic Development Corporation met in duly called and announced the Meeting held on Monday, July 22, 2024, at 6:30 p.m. 4403 Highway 3. Dickinson, Tx 77539 for the purpose of considering the following numbered items:

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

The meeting was called to order at 6:30 p.m.

Board Members present were as follows: Collin Coker, Clinton Williams, Walter Wilson, Patrick Spies, Sean Skipworth, Matt Sabatier.

Board Member absent were as follows: Ezreal Garcia

### ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE

**Matt Sabatier gave the Invocation and Collin Coker led the Pledge of Allegiance.**

ITEM 3.) PUBLIC COMMENTS At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the board may not deliberate or take action on items not appearing on the agenda but may consider placing an Item on a future agenda if deliberation is necessary.

**No Public Comments**

ITEM 4.) CONSENT AGENDA The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.

4.A Consideration and possible action to approve the Minutes from DEDC Regular Meeting held on June 10, 2024.

4.B Consideration and possible action to approve FY24 3<sup>RD</sup> Quarter Transfer Request.

4.C Consideration and possible action to approve the June 2024 Monthly Administrative Service Fee Transfer Request.

4.D Consideration and possible action to approve May 2024 DEDC's Financial and Investment Report.

4.E Consideration and possible action to approve the May and June 2024 Payroll Transfer Request.

4.F Consideration and possible action to approve the May 2024 DEDC Account Statement for Texas First Bank and TexPool.

**1<sup>st</sup> Motion- Sean Skipworth**

**2<sup>nd</sup> Motion- Walter Wilson**

**6 Ayes**

**0 Nays**

**Motion Passes**

ITEM 5.) ITEMS REMOVED FROM CONSENTAGENDA

**No Items removed from Consent Agenda**

(ITEM 6.) ACTION ITEMS FOR CONSIDERATION

6.A Consideration and possible action for using DEDC Property for Debris Management post Beryl

**Theo Melancon spoke on the Debris from Hurricane Beryl, the debris pickup and the use of Waterstreet.**

**1<sup>st</sup> Motion- Sean Skipworth**

**2<sup>nd</sup> Motion- Walter Wilson**

**6 Ayes**

**0 Nays**

**Motion Passes**



6.B Consideration and possible action on Selection of Design-Built Firm and Entering into a Contract for Services and Construction of the Dickinson Picnic Grounds.

- **Structone- Presented a Presentation**
- **Speed Fab-Crete- Presented a Presentation**

**Board Members Company of Choice is Structone.**

**1<sup>ST</sup> Motion- Sean Skipworth**

**2<sup>nd</sup> Motion- Walter Wilson**

**6 Ayes**

**0 Nays**

**Motion Passes**

6.C Consideration and possible action for Dickinson Bicentennial Festival.

**Walter Wilson motioned to approve \$25,000 for the Dickison Bicentennial Festival. Funds will come from the Marketing Budget.**

**1<sup>st</sup> Motion-Walter Wilson**

**2<sup>nd</sup> Motion- Patrick Spies**

**6 Ayes**

**0 Nays**

**Motion Passes**

**Mayor Sean Skipworth to donate \$1000**

**ITEM 7.) EXECUTIVE (CLOSED) SESSION(\$)**

7.A Texas Government Code Section 551.072- Deliberation regarding Real Property.

7.B Texas Government Code Section 551.087- Discussion regarding Economic Development negotiations and opportunities.

ITEM 8.) ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(\$)

8.A Consideration and possible action regarding the acquisition or transfer of real property.

8.B Consultation and possible action regarding Economic Development negotiation and opportunities.

ITEM 9.) STAFF REPORT

**David Funk welcomed Kaitlyn McMillan**

ITEM 10.) BOARD MEMBER COMMENTS

**Sean Skipworth- P&Z Meeting**

**Collin Coker- Recognized David Funk**

ITEM 11.) FUTURE AGENDA ITEMS

**None**

ITEM 12.) ADJOURNMENT

**The meeting was adjourned at 9:04 p.m.**

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Collin Coker, President

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Claude A. Allen, City Secretary

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.B**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve FY24 3rd Quarter Transfer Request.
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<b>BACKGROUND:</b>	<p>The Dickinson Economic Development Corporation (DEDC) approved, during the FY2021/2022 budget process, two expenditures which are paid via quarterly transfers to the City of Dickinson. These items are: 40-8526-18-00 Professional Services specifically related to the work performed by Goodman Corporation and Kendig Keast in a yearly amount of \$319,477.33 – quarterly \$79,869.33, and 40-8501-18-00 Auditing yearly amount of \$4,000 – quarterly \$1,000.</p> <p style="text-align: center;">The attachment to this item contains the request.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the Q3 FY24 Transfer Request.
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<b>ATTACHMENTS:</b>	• <a href="#">24Q3.pdf</a>
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<b>FUNDING ISSUES:</b>	Not applicable - no dollars are being spent or received.
<b>FINANCE VERIFICATION OF FUNDING:</b>	

<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		



**CITY OF DICKINSON**

**TRANSFER**

Date: 7/1/2024

RE: FY2024 Q3

**From: Dickinson Economic Development Corporation**

TRANSFER TO CITY OF DICKINSON GF	INTERLOCAL	QTR BILLING
40-8526-18-00 Prof Services - Kendig/Goodman FY23 (Debit)	319,477.33	79,869.33
40-8501-18-00 Auditing Q3 (Debit)	4,000.00	1,000.00
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>	<b>\$ 323,477.33</b>	<b>\$ 80,869.33</b>

\*

OFF SET ENTRIES		BILLING
40-1127-00-00 DEDC TX 1st Oper (Credit)		80,869.33
01-1130-00-00 Claim on Cash (Debit)	80,869.33	
01-7726-00-00 Transfer from DEDC (Credit)		80,869.33
99-1121-00-00 TX 1st Operating (Debit)	80,869.33	
99-1340-00-00 Claim on Cash DEDC (Credit)		80,869.33

<b>Total Interfund Transfers</b>	<b>\$ 242,608.00</b>	<b>\$ 242,608.00</b>
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Prepared by: Sarah Clark, Finance Director

Signature: *Sarah Clark*

Date: 7/1/2024

**Note: This request is for; Q3 of FY 2024 Transfer.**

\* During the FY23 Budget process, the DEDC Board approved DEDC funding related to Goodman Corporation and Kendig Keast Collaborative work relating to the City's Performance based mobility improvement strategy, creation of an Unified Development Code and Park, Trails, City master plan. The total was \$958,432 to be transferred to the City over three fiscal years beginning in FY 22. FY 23 and FY24 will be transferred as part of the quarterly transfer request. The yearly amount is \$319,477.33 or \$79,869.33 a quarter.

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.C**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve the June 2024 Monthly Administrative Service Fee Transfer Request
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<b>BACKGROUND:</b>	<p>On 6/16/22 a new Administrative Services Agreement (ASA) was executed with a beginning date of 6/1/22. The new ASA was approved by Council on 5/31/22 and the DEDC Board on 6/13/22. The new ASA is for a term of 40 months, 4 months of FY22 and the three following fiscal years. The ASA calls for monthly payments in the amount of \$22,916.67 to be paid each month for the preceding month. The total for Fiscal Year 2024 based on the 12 monthly payments equal \$275,000.</p> <p style="text-align: center;">The attachment to this item contains the request.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the June 2024 ASA Monthly Transfer Request.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">June24 ASA signed.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	
<b>FINANCE VERIFICATION OF FUNDING:</b>	

<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL YES	READINGS PASSED	OTHER



**CITY OF DICKINSON**

**MONTHLY TRANSFER**

Date: 7/1/2024

RE: June ASA

**From: Dickinson Economic Development Corporation**

**TRANSFER TO CITY OF DICKINSON GF INTERLOCAL Monthly BILLING**

40-8539-18-00 Administrative Services - June (Debit)	275,000.00	22,916.67	*
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>	<b>\$ 275,000.00</b>	<b>\$ 22,916.67</b>	

**OFF SET ENTRIES BILLING**

40-1127-00-00 DEDC TX 1st Oper (Credit)		22,916.67
01-7726-00-00 Transfer from DEDC (Credit)		22,916.67
99-1121-00-00 TX 1st Operating (Debit)	22,916.67	

<b>Total Interfund Transfers</b>	<b>\$ 45,833.33</b>	<b>\$ 45,833.33</b>
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Prepared by: Sarah Clark, Finance Director

Signature: Sarah Clark

Date: 7/1/2024

**Note: This request is for; Admin Services Fee month of June 2024.**

\* The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$22,916.67. The ASA was approved by City Council on 5/31/22, DEDC Board at the regular June DEDC Board meeting, and executed on 6/16/22. The new ASA begins on 6/1/22 and runs for 40 months, at an amount of \$22,916.67 a month, \$91,666.68 for June - September 2022, and \$275,000 for the following 3 fiscal years. This request is for June 2024.

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.D**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve the July 2024 Monthly Administrative Service Fee Transfer Request
---------------	--

<b>BACKGROUND:</b>	<p>On 6/16/22 a new Administrative Services Agreement (ASA) was executed with a beginning date of 6/1/22. The new ASA was approved by Council on 5/31/22 and the DEDC Board on 6/13/22. The new ASA is for a term of 40 months, 4 months of FY22 and the three following fiscal years. The ASA calls for monthly payments in the amount of \$22,916.67 to be paid each month for the preceding month. The total for Fiscal Year 2024 based on the 12 monthly payments equal \$275,000.</p> <p style="text-align: center;">The attachment to this item contains the request.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the July 2024 ASA Monthly Transfer Request.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">July24 ASA signed.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	
<b>FINANCE VERIFICATION OF FUNDING:</b>	

<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL YES	READINGS PASSED	OTHER



**CITY OF DICKINSON**

**MONTHLY TRANSFER**

Date: 8/8/2024

RE: July ASA

**From: Dickinson Economic Development Corporation**

**TRANSFER TO CITY OF DICKINSON GF INTERLOCAL Monthly BILLING**

40-8539-18-00 Administrative Services - July (Debit)	275,000.00	22,916.67	*
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>	<b>\$ 275,000.00</b>	<b>\$ 22,916.67</b>	

**OFF SET ENTRIES BILLING**

40-1127-00-00 DEDC TX 1st Oper (Credit)		22,916.67
01-7726-00-00 Transfer from DEDC (Credit)		22,916.67
99-1121-00-00 TX 1st Operating (Debit)	22,916.67	

<b>Total Interfund Transfers</b>	<b>\$ 45,833.33</b>	<b>\$ 45,833.33</b>
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Prepared by: Sarah Clark, Finance Director

Signature: *Sarah Clark*

Date: 8/8/2024

**Note: This request is for; Admin Services Fee month of July 2024.**

\* The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$22,916.67. The ASA was approved by City Council on 5/31/22, DEDC Board at the regular June DEDC Board meeting, and executed on 6/16/22. The new ASA begins on 6/1/22 and runs for 40 months, at an amount of \$22,916.67 a month, \$91,666.68 for June - September 2022, and \$275,000 for the following 3 fiscal years. This request is for July 2023.



**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.E**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve the May and June 2024 Payroll Transfer Request
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<b>BACKGROUND:</b>	<p>At each monthly Dickinson Economic Development Corporation (DEDC) Board meeting, the DEDC Board is presented with a request to transfer funds from the DEDC TX 1<sup>st</sup> Operating account to the City of Dickinson TX 1<sup>st</sup> Operating account for the previous month's DEDC related payroll.</p> <p>David Funk was hired 5/13/24 as the DEDC Director.</p> <p>The attachment to this item contains the request and the support to back up the amount requested.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">FY2024 Monthly AP Payroll Transfer Request-JUNE.pdf</a></li> <li>• <a href="#">FY2024 Monthly AP Payroll Transfer Request-MAY.pdf</a></li> <li>• <a href="#">May &amp; June Backup.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	Full amount already budgeted in Acct/Project#
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<b>FINANCE VERIFICATION OF FUNDING:</b>	
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<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		



# CITY OF DICKINSON

# TRANSFER

Date: 7/1/2024

RE: June Payroll

**From: Dickinson Economic Development Corporation**

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		11,108.08
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>	\$ -	\$ 11,108.08

Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 7/1/2024

**Notes**

Amount requested above relates to payments made by the City of Dickinson, out of the City's operating bank account, on behalf of the DEDC. The total noted above relates to normal payroll related items during the month. A detailed individual account trial balance for the month is included with this request to support the total noted above.

Approval of this request, authorizes the City to transfer the above noted amount from the DEDC operating bank account to the City operating bank account.

**Please sign, date, and return this request to City finance department so the transfer can be processed.**



# CITY OF DICKINSON

# TRANSFER

Date: 7/1/2024

RE: June Payroll

**From: Dickinson Economic Development Corporation**

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		11,108.08
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>		<b>\$ - \$ 11,108.08</b>

Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 7/1/2024

**Notes**

Amount requested above relates to payments made by the City of Dickinson, out of the City's operating bank account, on behalf of the DEDC. The total noted above relates to normal payroll related items during the month. A detailed individual account trial balance for the month is included with this request to support the total noted above.

Approval of this request, authorizes the City to transfer the above noted amount from the DEDC operating bank account to the City operating bank account.

**Please sign, date, and return this request to City finance department so the transfer can be processed.**



Dickinson, TX

# Detail Report Account Detail

Date Range: 05/14/2024 - 06/30/2024

Account	Name				Beginning Balance	Total Activity	Ending Balance	
<b>Fund: 40 - DEDC Fund</b>								
<u>40-1130-00-000</u>	CLAIM ON CASH				769,996.09	180,095.45	950,091.54	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
05/31/2024	PYPKT00416	PYPKT00416 - 5/12/20		Packet PYPKT00416: 5/12/2024-5/25/2			-5,962.80	764,033.29
06/05/2024	APPKT00719	DFT0000611		TEXAS MUNICIPAL RETIREMENT SYS SE	3 - TEXAS MUNICIPAL RETIREMENT SYS		-835.59	763,197.70
06/06/2024	APPKT00707	DFT0000602		U.S. TREASURY, DEBT MGMT SERV SEC	1015 - U.S. TREASURY, DEBT MGMT SERV		-137.10	763,060.60
06/06/2024	APPKT00707	DFT0000602		U.S. TREASURY, DEBT MGMT SERV SEC	1015 - U.S. TREASURY, DEBT MGMT SERV		-366.63	762,693.97
06/14/2024	PYPKT00420	PYPKT00420 - 5/26/20		Packet PYPKT00420: 5/26/2024-6/8/20			-5,308.28	757,385.69
<b>06/14/2024</b>	<b>GLPKT01122</b>	<b>JN02393</b>		<b>APR '24 SALES TAX RECVD</b>			<b>198,505.65</b>	<b>955,891.34</b>
06/18/2024	APPKT00719	DFT0000612		U.S. TREASURY, DEBT MGMT SERV SEC	1015 - U.S. TREASURY, DEBT MGMT SERV		-154.42	955,736.92
06/18/2024	APPKT00719	DFT0000612		U.S. TREASURY, DEBT MGMT SERV SEC	1015 - U.S. TREASURY, DEBT MGMT SERV		-427.22	955,309.70
06/28/2024	PYPKT00426	PYPKT00426 - 6/09/20		Packet PYPKT00426: 6/09/2024-06/22/			-5,218.16	950,091.54

**Total Fund: 40 - DEDC Fund: Beginning Balance: 769,996.09 Total Activity: 180,095.45 Ending Balance: 950,091.54**

**Grand Totals: Beginning Balance: 769,996.09 Total Activity: 180,095.45 Ending Balance: 950,091.54**

Less \$198,505.65 Sales Tax

TOTAL \$18,410.20

### Fund Summary

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Activity</b>	<b>Ending Balance</b>
40 - DEDC Fund	769,996.09	180,095.45	950,091.54
<b>Grand Total:</b>	<b>769,996.09</b>	<b>180,095.45</b>	<b>950,091.54</b>

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.F**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve the May 2024 DEDC Account Statement for Texas First Bank and TexPool
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the May2024 DEDC's Account Statement for Texas First Bank and TexPool
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">TexPool Participant Statement 2405.pdf</a></li> <li>• <a href="#">TEXAS FIRST DEDC OPER 2405 (7418).pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	Not applicable - no dollars are being spent or received.
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		



# Participant Statement

DICKINSON EDC  
 PREFERRED MONEY MARKET FOR BUSINESS  
 ATTN HARRISON NICHOLSON  
 1621 FM 517 RD E STE A  
 DICKINSON TX 77539-8650

**Statement Period** 05/01/2024 - 05/31/2024

Page 1 of 2

**Customer Service** 1-866-TEX-POOL  
**Location ID** 000079382  
**Investor ID** 000020866

## TexPool Update

With cyber-crime and other social engineering attacks on the rise, TexPool offers tips, resources, and other suggestions to help protect your participating entity from potential financial fraud. Please visit the Financial Fraud Prevention page on [TexPool.com](http://TexPool.com) to learn more. We also encourage you to complete the Phishing and Cybersecurity Awareness course that is available through TexPool Academy.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$134,179.72	\$0.00	\$0.00	\$605.80	\$134,785.52	\$134,199.26
<b>Total Dollar Value</b>	<b>\$134,179.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$605.80</b>	<b>\$134,785.52</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (05/01/2024)	Share Price (05/31/2024)	Shares Owned (05/31/2024)	Market Value (05/31/2024)
Texas Local Government Investment Pool	449/7938200001	\$134,179.72	\$1.00	134,785.520	\$134,785.52
<b>Total Dollar Value</b>		<b>\$134,179.72</b>			<b>\$134,785.52</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$605.80	\$2,948.61
<b>Total</b>		<b>\$605.80</b>	<b>\$2,948.61</b>



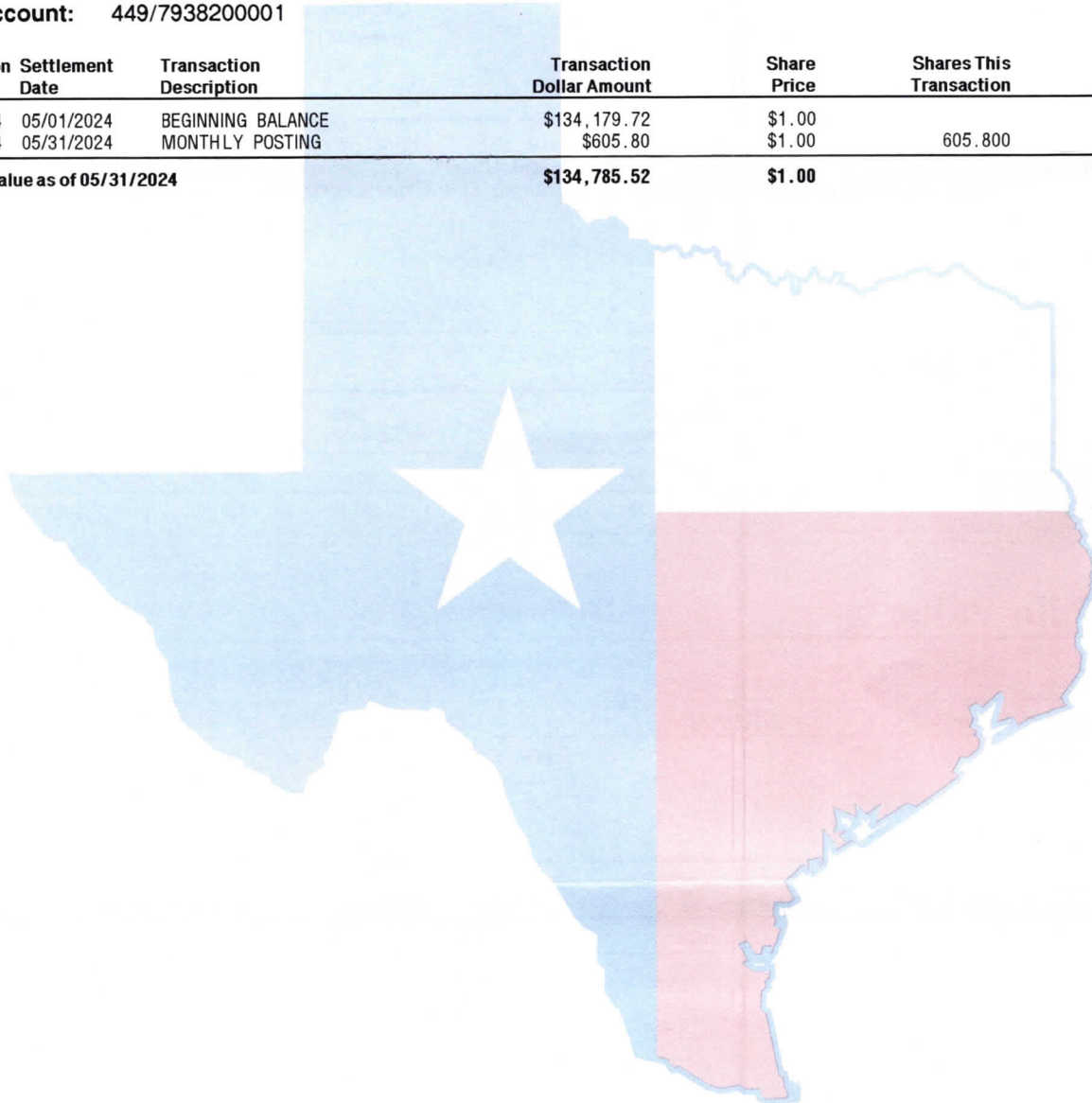
## Transaction Detail

**Texas Local Government Investment Pool**

**Participant:** DICKINSON EDC

**Pool/Account:** 449/7938200001

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
05/01/2024	05/01/2024	BEGINNING BALANCE	\$134,179.72	\$1.00		134,179.720
05/31/2024	05/31/2024	MONTHLY POSTING	\$605.80	\$1.00	605.800	134,785.520
<b>Account Value as of 05/31/2024</b>			<b>\$134,785.52</b>	<b>\$1.00</b>		<b>134,785.520</b>





1

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION  
OPERATING ACCOUNT  
4403 HIGHWAY 3  
DICKINSON TX 77539-6840**

Page 1 of 3

Account Number: 10337418  
Date 05/31/24

EM

<b>AA -PUBLIC FUNDS NOW WITHDRAWN</b>	<b>DICKINSON ECONOMIC DEVELOPMENT</b>	<b>Acct 10337418</b>
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**Summary of Activity Since Your Last Statement**

Beginning Balance	5/01/24	3,757,671.62	
Deposits / Misc Credits	3	200,019.07	
Withdrawals / Misc Debits	10	127,401.37	
** Ending Balance	5/31/24	3,830,289.32	**
Service Charge		.00	
Average Balance		3,801,971	
Enclosures	6		

	Total for this period	Total year-to-date
<b>Total Overdraft Fees</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>Total Returned Item Fees</b>	<b>\$ .00</b>	<b>\$ .00</b>

**Deposits and Other Credits**

Date	Amount	Activity Description
5/13	185,370.91	Sept23 Sales Tax Transfer Received Nov23
5/13	14,474.15	Credit YTD Interest
5/14	174.01	Deposit

**Debits and Other Withdrawals**

Date	Amount	Activity Description
5/08	22,916.67	Feb23 ASA
5/14	22,916.67	March24 ASA
5/14	80,869.33	FY24Q2
5/17	241.50	ACH Payments Tracking ID:3887161
5/31	108.24	ACH Payments Tracking ID:3905480

**DICKINSON ECONOMIC DEVELOPMENT  
CORPORATION  
OPERATING ACCOUNT  
4403 HIGHWAY 3  
DICKINSON TX 77539-6840****1**

Page

2 of 3

Account Number:

10337418

**Checks**

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
5/01	4449	38.42	5/29	4451	13.60	5/31	4455*	27.72
5/01	4450	27.72	5/20	4452	241.50			

\* indicates a break in check number sequence

**Daily Balance Summary**

Date	Balance	Date	Balance	Date	Balance
5/01	3,757,605.48	5/14	3,830,921.88	5/29	3,830,425.28
5/08	3,734,688.81	5/17	3,830,680.38	5/31	3,830,289.32
5/13	3,934,533.87	5/20	3,830,438.88		



**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.G**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve the June 2024 DEDC Account Statement for Texas First Bank and TexPool
---------------	--

<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the June 2024 DEDC's Account Statement for Texas First Bank and TexPool
------------------------	--

<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• <a href="#">TEXAS FIRST DEDC OPER 2406 (7418).pdf</a></li> <li>• <a href="#">TexPool Participant Statement 2406.pdf</a></li> </ul>
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<b>FUNDING ISSUES:</b>	Not applicable - no dollars are being spent or received.
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

1

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION  
OPERATING ACCOUNT  
4403 HIGHWAY 3  
DICKINSON TX 77539-6840**

Page 1 of 4

Account Number: 10337418  
Date 06/28/24

EM

**AA -PUBLIC FUNDS NOW WITH DICKINSON ECONOMIC DEVELOPMENT Acct XXXXXX7418**

**Summary of Activity Since Your Last Statement**

Beginning Balance	6/01/24	3,830,289.32	
Deposits / Misc Credits	1	15,177.93	
Withdrawals / Misc Debits	8	846,612.01	
** Ending Balance	6/30/24	2,998,855.24	**
Service Charge		.00	
Average Balance		3,086,973	
Enclosures		5	

	Total for this period	Total year-to-date
<b>Total Overdraft Fees</b>	<b>\$ .00</b>	<b>\$ .00</b>
<b>Total Returned Item Fees</b>	<b>\$ .00</b>	<b>\$ .00</b>

**Deposits and Other Credits**

Date	Amount	Activity Description
6/14	15,177.93	Credit YTD Interest

**Debits and Other Withdrawals**

Date	Amount	Activity Description
6/03	750,000.00	BENE:FIRST AMERICAN TITLE INSURANCE CO. TRN:P202406030142311
6/13	22,916.67	April24 ASA
6/21	22,916.67	May24 ASA

**Checks**

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
6/04	4453	241.50	6/05	4456*	5,550.16	6/28	4459*	13.60
6/03	4454	38.41	6/14	4457	44,935.00			

\* indicates a break in check number sequence



Helping Texans Build Texas

www.texasfirst.bank

3000 FM 1764 • La Marque, TX 77568-2452

Return Service Requested

TELEPHONE BANKING  
(409) 945-9889 (281) 538-2226  
(855) 355-TFB1 (8321)

BOOKKEEPING  
(409) 948-1993

**DICKINSON ECONOMIC DEVELOPMENT  
CORPORATION  
OPERATING ACCOUNT  
4403 HIGHWAY 3  
DICKINSON TX 77539-6840**

**1**

Page

2 of 4

Account Number:

10337418

**Daily Balance Summary**

Date	Balance	Date	Balance	Date	Balance
6/03	3,080,250.91	6/13	3,051,542.58	6/28	2,998,855.24
6/04	3,080,009.41	6/14	3,021,785.51		
6/05	3,074,459.25	6/21	2,998,868.84		

Account Number 10337418

Date 06/28/2024

Page

3 of 4

CITY OF DICKINSON  
5002 OPERATING  
4003 W. 9TH ST  
DICKINSON, TX 75729

TO THE ORDER OF  
100104 BOST  
4803 1907 3  
DICKINSON, TX 75729

06/04/2024 241.50

0604453 01131102560 10337418

06/04/2024 4453 \$241.50

CITY OF DICKINSON  
5002 OPERATING  
4003 W. 9TH ST  
DICKINSON, TX 75729

TO THE ORDER OF  
ATEX MOBILITY  
P.O. BOX 6513  
CARROLLTON, TX 75006-4463

06/03/2024 38.41

0604454 01131102560 10337418

06/03/2024 4454 \$38.41

CITY OF DICKINSON  
5002 OPERATING  
4003 W. 9TH ST  
DICKINSON, TX 75729

TO THE ORDER OF  
KIM FARMER & ASSOCIATES, INC.  
P.O. BOX 95140  
DALLAS, TX 75295-1400

06/05/2024 5550.16

0604456 01131102560 10337418

06/05/2024 4456 \$5,550.16

CITY OF DICKINSON  
5002 OPERATING  
4003 W. 9TH ST  
DICKINSON, TX 75729

TO THE ORDER OF  
FRANK FISHER & ASSOCIATES, INC.  
P.O. BOX 55140  
DALLAS, TX 75295-1400

06/14/2024 44935.00

0604457 01131102560 10337418

06/14/2024 4457 \$44,935.00

CITY OF DICKINSON  
5002 OPERATING  
4003 W. 9TH ST  
DICKINSON, TX 75729

TO THE ORDER OF  
CERBI SERVICES  
P.O. BOX 62000  
DALLAS, TX 75268-0200

06/28/2024 13.60

0604459 01131102560 10337418

06/28/2024 4459 \$13.60



## Kasasa Deposit Account Changes in Terms Notice

Changes effective August 1, 2024

Thank you for being a valued customer of Texas First Bank. This notice highlights important changes to the terms of our Kasasa® Checking and Savings products that will be effective August 1, 2024. Please review this notice and keep a copy for your records. If you have any questions, please call your nearest banking center for details.

### Kasasa Cash Back® and Kasasa Cash Back with Saver Checking Accounts:

NEW ACCOUNT STRUCTURE (effective 8/1/2024)	OLD ACCOUNT STRUCTURE
<b>Level 1: Earn 3.00% Cash Back</b> on purchases up to \$200 when you have <u>15 debit card transactions</u> post and clear each qualifying month, up to \$6.00 a month and \$72 a year.	<b>Level 1: Earn 3.00% Cash Back</b> on purchases up to \$250 when you have <u>15 debit card transactions</u> post and clear each qualifying month, up to \$7.50 a month and \$90 a year.
<b>Level 2: Earn 4.00% Cash Back</b> on purchases up to \$200 when you have <u>30 debit card transactions</u> post and clear each qualifying month, up to \$8.00 a month and \$96 a year.	<b>Level 2: Earn 4.00% Cash Back</b> on purchases up to \$250 when you have <u>30 debit card transactions</u> post and clear each qualifying month, up to \$10.00 a month and \$120 a year.

ATM withdrawal fee refunds on all Kasasa Cash Back, Kasasa Cash, Kasasa Cash Back with Saver, and Kasasa Cash with Saver checking accounts will be lowered from a maximum of \$39 per month to \$25 per month.

**If you have any questions or would like a copy of the full Kasasa account Truth in Savings Act (TISA) disclosure, please contact your local banking centers. Locations and hours may be found at [www.texasfirst.bank/locations](http://www.texasfirst.bank/locations).**





# Participant Statement

DICKINSON EDC  
 PREFERRED MONEY MARKET FOR BUSINESS  
 ATTN HARRISON NICHOLSON  
 1621 FM 517 RD E STE A  
 DICKINSON TX 77539-8650

**Statement Period** 06/01/2024 - 06/30/2024

Page 1 of 2

**Customer Service** 1-866-TEX-POOL  
**Location ID** 000079382  
**Investor ID** 000020866

## TexPool Update

With cyber-crime and other social engineering attacks on the rise, TexPool offers tips, resources, and other suggestions to help protect your participating entity from potential financial fraud. Please visit the Financial Fraud Prevention page on [TexPool.com](http://TexPool.com) to learn more. We also encourage you to complete the Phishing and Cybersecurity Awareness course that is available through TexPool Academy.

## TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$134,785.52	\$0.00	\$0.00	\$588.45	\$135,373.97	\$134,844.37
<b>Total Dollar Value</b>	<b>\$134,785.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$588.45</b>	<b>\$135,373.97</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (06/01/2024)	Share Price (06/30/2024)	Shares Owned (06/30/2024)	Market Value (06/30/2024)
Texas Local Government Investment Pool	449/7938200001	\$134,785.52	\$1.00	135,373.970	\$135,373.97
<b>Total Dollar Value</b>		<b>\$134,785.52</b>			<b>\$135,373.97</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$588.45	\$3,537.06
<b>Total</b>		<b>\$588.45</b>	<b>\$3,537.06</b>



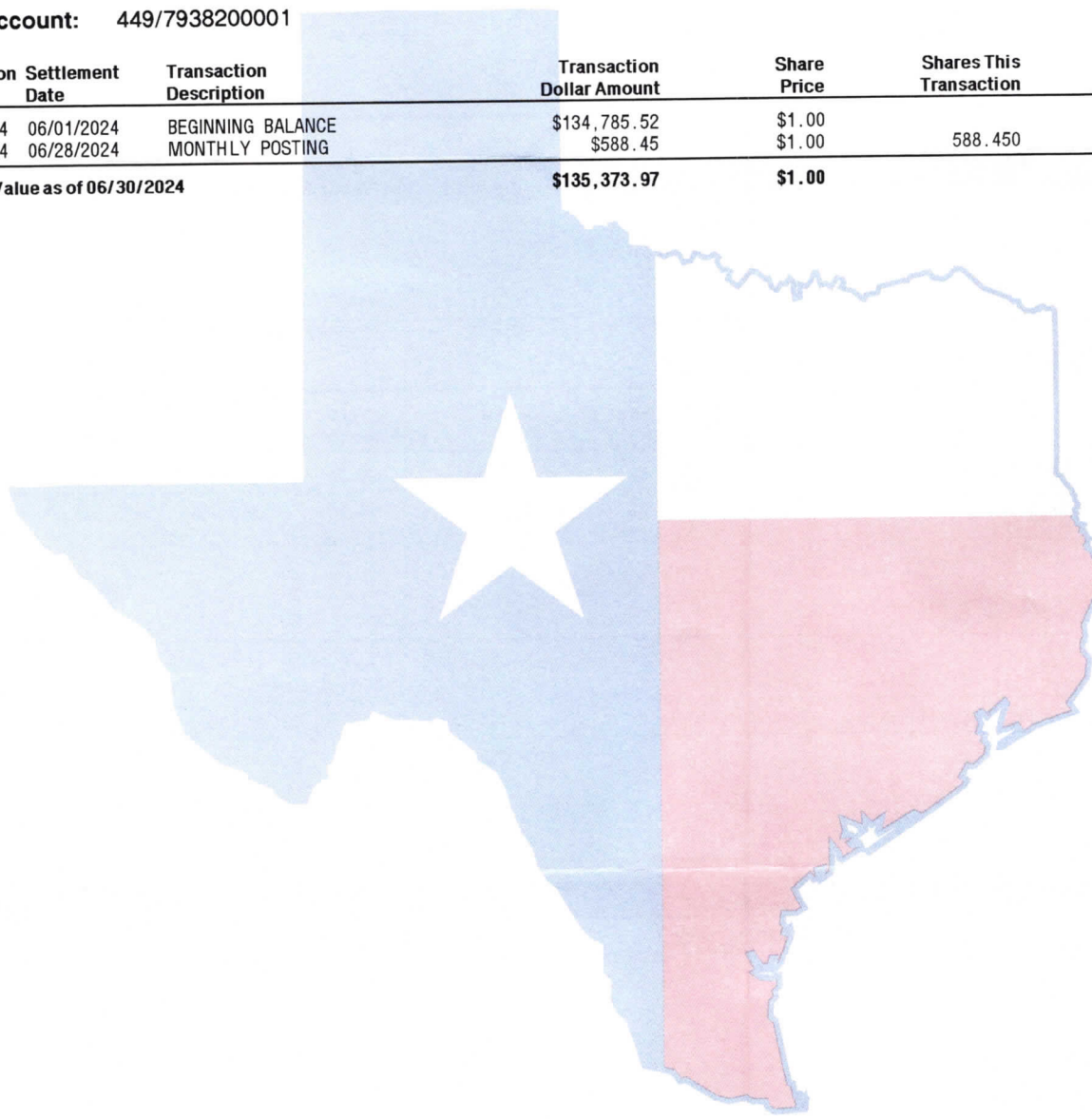
## Transaction Detail

### Texas Local Government Investment Pool

Participant: DICKINSON EDC

Pool/Account: 449/7938200001

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
06/01/2024	06/01/2024	BEGINNING BALANCE	\$134,785.52	\$1.00		134,785.520
06/28/2024	06/28/2024	MONTHLY POSTING	\$588.45	\$1.00	588.450	135,373.970
<b>Account Value as of 06/30/2024</b>			<b>\$135,373.97</b>	<b>\$1.00</b>		<b>135,373.970</b>



**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**5.H**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action to approve May2024 DEDC's Financial and Investment Report.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>	Staff recommends approval of May 2024 DEDC's Financial and Investment Report.
------------------------	---

<b>ATTACHMENTS:</b>	• <a href="#">DEDC Financials FY24 2024-06.pdf</a>
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<b>FUNDING ISSUES:</b>	Not applicable - no dollars are being spent or received.
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		



**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**

**FISCAL YEAR 2023-2024  
FINANCIAL REPORT**

**Month Ending:  
June 30, 2024**

Account	Description	FY2024 ADOPTED		
		BUDGET	June 24 Actual	YTD Actuals
<b>Revenue</b>				
40-7001-00-000	SALES TAX REVENUE	2,756,250.00	198,505.65	1,571,316.33
40-7603-00-000	MISCELLANEOUS INCOME	-		-
40-7604-00-000	FACILITY RENTAL INCOME	-		-
40-7621-00-000	INTEREST INCOME	315,000.00	15,766.38	171,813.59
<b>Revenue Total</b>		<b>3,071,250.00</b>	<b>214,272.03</b>	<b>1,743,129.92</b>
<b>Expenditures</b>				
<b>Capital Outlay</b>				
40-8527-22-000	LAND CONT SVS/CONT PAYMENTS	80,000.00		102,342.26
40-8612-22-000	COMPUTER EQUIP & SOFTWARE	2,500.00		0.00
40-8619-22-000	PROPERTY ACQUISITION	500,000	750,000	1,582,830
<b>Total Capital Outlay</b>		<b>582,500.00</b>	<b>750,000.00</b>	<b>1,685,172.72</b>
<b>Contractual Services</b>				
40-8427-18-000	DEMOLITION SERVICES	15,000.00		-
40-8501-18-000	FINANCE & AUDIT	4,000.00		2,000.00
40-8515-18-000	LEGAL	155,000.00		19,174.00
40-8526-18-000	PROFESSIONAL SERVICES	355,000.00		201,738.70
40-8527-18-000	CONTRACT SERVICES	70,000.00		23,212.48
40-8539-18-000	ADMINISTRATIVE SERVICES	275,000.00		160,416.70
<b>Total Contractual Services</b>		<b>874,000.00</b>	<b>0.00</b>	<b>406,541.88</b>
<b>Debt Service</b>				
40-8951-40-000	DEBT PAYMENT - INTEREST	234,000.00		-
40-8901-40-000	DEBT PAYMENT - PRINCIPAL	500,000.00		-
<b>Total Debt Service</b>		<b>734,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Project &amp; Programs</b>				
40-8445-41-00-04	PUBLIC IMPROVEMENT GRANTS	690,000.00		
40-8445-41-022	BUSINESS RETENTION & DEV PROGRAM	200,000.00		2,100.00
40-8524-41-000	SITE PREPARATION	250,000.00	-	2,900
<b>Total Project &amp; Programs</b>		<b>1,140,000.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>Administration</b>				
40-8548-00-000	REFUND SALES TAX TO COMPTROLLER	116,850.00		-
40-8210-01-000	OFFICE & POSTAGE SUPPLIES	4,500.00	177.98	2,105.35
40-8402-01-000	TRAVEL & TRAINING	61,500.00		1,605.90
40-8403-01-000	DUES/SUBSCRIPTIONS/BOOKS	6,400.00		4,545.94
40-8417-01-000	UTILITIES-GAS/ELECTICITY/WATER	11,100.00	79.56	954.09
40-8425-01-000	SPECIAL EVENTS	50,000		-
40-8434-01-000	MARKETING & ADVERTISING	200,000.00		30,245.39
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	-	26,600.00	108,035.16
40-8441-01-000	LOCAL MEETINGS DEDC BOARD	3,500		1,013.12

\*Unaudited

Account	Description	FY2024 ADOPTED		
		BUDGET	June 24 Actual	YTD Actuals
40-8442-01-000	BANK CHARGES	200.00		-
40-8708-01-000	PROPERTY INSURANCE-REAL/PERSO	10,000.00		-
40-8709-01-000	PUBLIC OFFICIAL INSURANCE	1,200.00		-
<b>Total Administration</b>		<b>465,250.00</b>	<b>26,857.54</b>	<b>148,504.95</b>
<b>Salary &amp; Benefits</b>				
40-8101-02-000	SALARY & WAGES	215,250.00	10,697	60,202.81
40-8102-02-000	OVERTIME	0.00		-
40-8104-02-000	PTE BASE SALARY	0.00		-
40-8105-02-000	CAR ALLOWANCE	4,800.00		1,600.00
40-8110-02-000	CELL PHONE ALLOWANCE	0.00		-
40-8114-02-000	LONGEVITY PAY	100.00		408.00
40-8150-02-000	FICA TAX	0.00		-
40-8151-02-000	PAYROLL TAX	3,200.00	154	876.62
40-8152-02-000	UNEMPLOYMENT TAX	550.00	55	125.97
40-8153-02-000	RETIREMENT (TMRS)	22,650.00	1,110	6,480.14
40-8155-02-000	EMPLOYEE GROUP INSURANCE	22,500.00	826	5,538.34
40-8156-02-000	WORKER'S COMP INSURANCE	750.00	760.56	1,739.39
<b>Total Salary &amp; Benefits</b>		<b>269,800.00</b>	<b>13,603.38</b>	<b>76,971.27</b>
<b>Total Expenditures</b>		<b>4,065,550.00</b>	<b>790,460.92</b>	<b>2,322,190.82</b>
<b>Total Revenue</b>		<b>3,071,250.00</b>	<b>214,272.03</b>	<b>1,743,129.92</b>
<b>Total Revenue less Total Expenditures</b>		<b>-994,300.00</b>	<b>(576,188.89)</b>	<b>(579,060.90)</b>
ESTIMATED BEGINNING FUND BALANCE		6,367,649.00		6,367,649.00
Note FY21-22 Actuals are not audited actuals				
ESTIMATED ENDING FUND BALANCE		5,373,349.00		5,788,588.10

\*Unaudited

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FISCAL YEAR 2023-2024**  
**Check Register**  
**June 30, 2024**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/7/2024	Kimley Horn	\$ 44,935.00	Proff Services - Water St Garage
6/21/2024	AT&T	\$ 38.24	June 24 Monthly Wireless
6/21/2024	Cirro Energy	\$ 13.60	May 23 Electric
6/21/2024	Corporate Quality Print	\$ 562.00	Brochures
6/28/2024	WCID	\$ 27.72	DEDC Property Water Bill
		<hr/>	
		\$ 45,576.56	

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**INVESTMENT REPORT PERIOD ENDING:**  
**June 30, 2024**

<b>Account</b>	<b>Interest Rate</b>	<b>Purchase Date</b>	<b>Due Date</b>	<b>Days to Maturity</b>	<b>Book Value</b>	<b>Market Value Change</b>	<b>Interest Paid Year to Date</b>
Texas First Bank - Operating	5.24%	NA	Demand	1	2,998,855	(758,817)	140,421
TexPool - Investment	5.3249%	NA	Demand	1	134,844	588	5,304
<b>Total (all cash &amp; investments)</b>					<b>3,133,700</b>	<b>(758,228)</b>	<b>145,724</b>

Weighted Average Rate (WAR) 5.244%

Weighted Average Maturity (WAM) 1.00 days

Investment schedules presented per the provisions of the Texas Code Chapter 2256 (Public Funds Investment Act) and the Corporation's Investment Policy.

\*Interest rate based on excess bank balance.



Director of Finance

8/8/2024

Date



**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**7.A**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Discussion of the Reimbursement Policy
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
---	-------------------------------

<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**8.A**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Texas Government Code Section 551.072- Deliberation regarding real property.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
---	-------------------------------

<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**8.B**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Texas Government Code Section 551.087- Discussion regarding Economic Development negotiations and opportunities.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**9.A**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consideration and possible action regarding the acquisition or transfer of real property.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
---	-------------------------------

<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		

**Dickinson Economic Development Corporation**  
**Agenda Item Data Sheet**  
**9.B**

**MEETING DATE:** August 19, 2024

<b>TOPIC:</b>	Consultation and possible action regarding Economic Development negotiation and opportunities.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Fran Scgers	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<b>NO</b>		