

Agenda Dickinson Economic Development Corporation 4403 Highway 3 Dickinson, TX 77539 Monday, June 10, 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. <u>CONSENT AGENDA</u>

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 May 22, 2024.
- 4.B Consideration and possible action to approve the April 2024 DEDC Account Statement for Texas First Bank and TexPool
- 4.C Consideration and possible action to approve the May 2024 Monthly Administrative Service Fee Transfer Request
- 4.D Consideration and possible action to approve April 2024 DEDC's Financial and Investment Report.

5. <u>ITEMS REMOVED FROM CONSENT AGENDA</u>

6. EXECUTIVE (CLOSED) SESSION(S)

- 6.A Texas Government Code Section 551.072- Deliberation regarding real property.
- 6.B Texas Government Code Section 551.087- Discussion regarding Economic

Development negotiations and opportunities.

7. ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)

- 7.A Consideration and possible action regarding the acquisition or transfer of real property.
- 7.B Consultation and possible action regarding Economic Development negotiation and opportunities.
- 8. STAFF REPORT David Funk
- 9. BOARD MEMBER COMMENTS
- 10. FUTURE AGENDA ITEMS
- 11. <u>ADJOURNMENT</u>

Thu Ramas, Interim 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.

Dickinson Economic Development Corporation Agenda Item Data Sheet 4.A

MEETING DATE:	June 10, 2024			
TOPIC:	Consideration and possible action to approve the Minutes from DEDC Regular Meeting held on May 22, 2024.			
BACKGROUND:				
RECOMMENDATION	V:			
ATTACHMENTS:	DEDC May 22 Minutes.pdf			
FUNDING ISSUES:				
FINANCE VERIFICA	ΓΙΟΝ OF FUNDING:			
SUBMITTING STAFF Fran Scgers	MEMBERS: CITY MANAGER APPROVAL:			

	ACTIONS TAKEN	
APPROVAL NO	READINGS PASSED	OTHER

MINUTES

City of Dickinson DICKINSON ECONOMIC DEVELOPMENT CORPORATION SPECIAL MEETING

The Dickinson Economic Development Corporation met in a duly called and announced the Special Meeting on, May 22, 2024, at 7:00PM. 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 7:00 p.m.

Board members present were as follows: Collin Coker, Matt Sabatier, Ezreal Garcia, Walter Wilson.

Board members absent were as follows: Sean Skipworth, Clinton Williams.

(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 April 15, 2024.

- **4.B** Consideration and possible action to approve the April 2024 Monthly Administrative Service Fee Transfer Request.
- **4.C** Consideration and possible action to approve the March 2024 DEDC Account Statement for Texas First Bank and TexPool.
- **4.D** Consideration and possible action to approve March 2024 DEDC's Financial and Investment Report.

1st Motion- Walter Wilson

2nd Motion- Ezreal Garcia

4 AYES (Coker, Wilson, Garcia, Sabatier)

MOTION PASSES

(ITEM 5.) <u>ITEMS REMOVED FROM CONSENT AGENDA</u>

No Items Removed

(ITEM 6.) CONSIDERATION AND POSSIBLE ACTION

6.A Consideration and possible action to recommend that the City Council appoint Patrick Spies and Derek Corrick as voting members to the Dickinson Economic Development Corporation Board of Directors.

1st Motion-Walter Wilson

2nd Motion- Matt Sabatier

4 AYES (Coker, Wilson, Sabatier, Garcia)

MOTION PASSES

6.B Consideration and possible action to approve an amended Administrative Services Contract with the City of Dickinson.

ITEM PULLED

6.C Conduct a public hearing on the proposed ELS Construction project.

Public Hearing open at 7:06 p.m.

Public Hearing closed at 7:31 p.m.

6.D Consideration and possible action to approve a performance agreement between the DEDC and ELS Construction.

1st Motion-Walter Wilson

2nd Motion- Ezreal Garcia

4 AYES (Coker, Wilson, Garcia, Sabatier)

MOTION PASSES

(ITEM 7.) EXECUTIVE (CLOSED) SESSION(S)

- **7.A** Texas Government Code Session 551.071- Consultation with Attorney regarding pending litigation.
- **7.B** Texas Government Code Session 551-072- Deliberation regarding real property.
- **7.C** Texas Government Code Session 551.087- Discussion regarding Economic Development negotiations and opportunities.

(ITEM 8) ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)

- **8.A** Consideration and possible action regarding Consultation with Attorney regarding pending litigation.
- **8.B** Consideration and possible action regarding the acquisition or transfer of real property.
- **8.C** Consultation and possible action regarding Economic Development negotiations and opportunities.

(ITEM 9.) STAFF REPORT

No Staff Report

(ITEM 10.) BOARD MEMBER COMMENTS

Matt Sabatier spoke on the Dickinson Girls Softball League

(ITEM 11.) FUTURE AGENDA ITEMS

No Future Agenda Items

(ITEM 12.) ADJOURNMENT

was adjourned at 9:17p.m

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Thu Ramos, Interim City Secretary

MEETING DATE: June 10, 2024

TOPIC: Consideration and possible action to approve the April 2024 DEDC Account Statement for Texas First Bank and TexPool

BACKGROUND:

RECOMMENDATION: Staff recommends approval of the April 2024 DEDC's Account Statement

for Texas First Bank and TexPool

ATTACHMENTS: • TexPool Participant Statement 2404.pdf

• TEXAS FIRST DEDC OPER 2404 (7418).pdf

FUNDING ISSUES: Not applicable - no dollars are being spent or received.

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: CITY MANAGER APPROVAL:

Sarah Clark

ACTIONS TAKEN					
APPROVAL	READINGS PASSED	OTHER			
NO					

PREFERRED MONEY MARKET FOR BUSINESS





Participant Statement

Statement Period

04/01/2024 - 04/30/2024

Page 1 of 2

Customer Service

1-866-TEX-POOL

Location ID Investor ID

000079382 000020866

TexPool Update

ATTN HARRISON NICHOLSON

1621 FM 517 RD E STE A DICKINSON TX 77539-8650

DICKINSON EDC

Based on participant feedback, effective December 1, 2023, TexPool now offers direct check purchases into TexPool and TexPool Prime. Please contact TexPool Participant Services to learn more.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$133,596.19	\$0.00	\$0.00	\$583.53	\$134,179.72	\$133,615.64
Total Dollar Value	\$133,596.19	\$0.00	\$0.00	\$583.53	\$134,179.72	

Portfolio Value

Pool Name	Pool/Account	Market Value (04/01/2024)	Share Price (04/30/2024)	Shares Owned (04/30/2024)	Market Value (04/30/2024)
Texas Local Government Investment Pool	449/7938200001	\$133,596.1 <mark>9</mark>	\$1.00	134,179.720	\$134,179.72
Total Dollar Value		\$133,596.19		\ \lambda	\$134,179.72

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$583.53	\$2,342.81
Total		\$583.53	\$2,342.81



Statement Period

04/01/2024 - 04/30/2024

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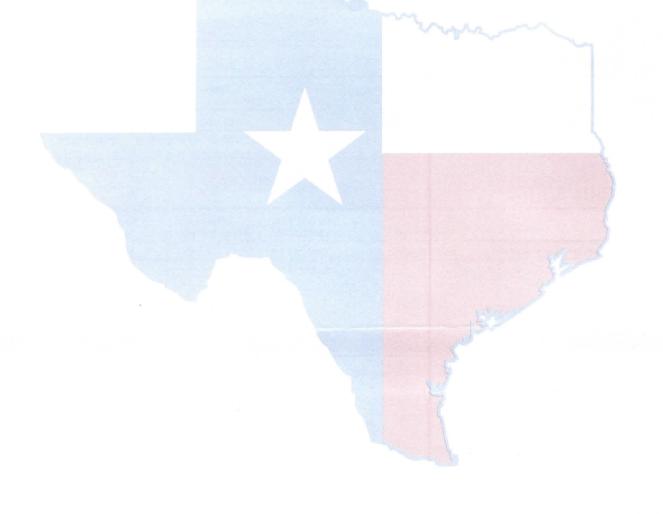
Transaction Detail

Texas Local Government Investment Pool

Participant: DICKINSON EDC

Pool/Account: 449/7938200001

Transaction	Settlement	Transaction	Transaction	Share	Shares This	Shares
Date	Date	Description	Dollar Amount	Price	Transaction	Owned
04/01/2024	04/01/2024	BEGINNING BALANCE	\$133,596.19	\$1.00	583.530	133,596.190
04/30/2024	04/30/2024	MONTHLY POSTING	\$583.53	\$1.00		134,179.720
Account Va	lue as of 04/30/	2024	\$134,179.72	\$1.00		134,179.720



TELEPHONE BANKING (409) 945-9889 (281) 538-2226 (855) 355-TFB1 (8321) BOOKKEEPING (409) 948-1993

Helping Texans Build Texas
www.texasfirst.bank
3000 FM 1764 • La Marque, TX 77568-2452
Return Service Requested

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

Page 1 of 3

Account Number: 10337418

Date 04/30/24

EΜ

AA -PUBLIC FUNDS NOWHORINSON ECONOMIC DEVELOPMENT	Acct	10337418	

Summary of Activity Since Your Last Statement

Beginning Balance 4/01/24 3,779,260.65 Deposits / Misc Credits 16,984.63 1 Withdrawals / Misc Debits 7 38,573.66 **Ending Balance** 4/30/24 3,757,671.62 Service Charge .00 Average Balance 3,766,912 **Enclosures** 5

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

Deposits and Other Credits

Date	Amount	Activity Description	
4/17	16,984.63	Credit YTD Interest	

Debits and Other Withdrawals

Date	Amount	Activity Description	
4/01	10,430.88	ACH Payments Tracking ID:3819805	
4/01	1,941.16	BENE:SOUTH LAND TITLE	
		TRN:P202404010155044	

Checks

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
4/09	4444	38.44	4/04	4446	27.72	4/23	4448	13.60
4/03	4445	2 500 00	4/24	4447	23 621 86			

^{*} indicates a break in check number sequence



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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 3

Account Number: 10337418

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
4/01	3,766,888.61	4/09	3,764,322.45	4/24	3,757,671.62
4/03	3,764,388.61	4/17	3,781,307.08		
4/04	3,764,360.89	4/23	3,781,293.48		

Account Number

10337418

Date 04/30/2024

Page

3 of 3



04/09/2024 4444 \$38.44



04/03/2024 4445 \$2,500.00



04/04/2024 4446 \$27.72



04/24/2024 4447 \$23,621.86



04/23/2024 4448 \$13.60

MEETING DATE:	June 10, 2024

TOPIC:	Consideration and possible action to approve the May 2024 Monthly
	Administrative Service Fee Transfer Request

BACKGROUND:

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.

The attachment to this item contains the request.

RECOMMENDATION: Staff recommends approval of the May 2024 ASA Monthly Transfer Request.

ATTACHMENTS: • May24 ASA signed.pdf

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: CITY MANAGER APPROVAL:
Sarah Clark

ACTIONS TAKEN APPROVAL READINGS PASSED OTHER YES



CITY OF DICKINSON

MONTHLY TRANSFER

Date: 6/5/2024

RE: May ASA

From: Dickinson Economic Development Corporation

275,000.00	\$ 22,916.67 \$ 22,916.67 BILLING 22,916.67 22,916.67
	BILLING 22,916.67
	BILLING 22,916.67
	BILLING 22,916.67
	22,916.67
	•
	22,916.67
22,916.67	
/E 922 22	\$ 45,833.33
43,833.33	7 73,033.33
Date:	6/5/2024
	45,833.33 Date:

Note: This request is for Administrative Services Fee month of May 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 May 2024.

4.D

MEETING DATE: June 10, 2024

TOPIC: Consideration and possible action to approve April 2024 DEDC's Financial

and Investment Report.

BACKGROUND:

RECOMMENDATION: Staff recommends approval of April 2024 DEDC's Financial and Investment

Report.

ATTACHMENTS: • DEDC Financials FY24 2024-04.pdf

FUNDING ISSUES: Not applicable - no dollars are being spent or received.

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: CITY MANAGER APPROVAL:

Sarah Clark

ACTIONS TAKEN						
APPROVAL	READINGS PASSED	OTHER				
NO						



DICKINSON ECONOMIC DEVELOPMENT CORPORATION

FISCAL YEAR 2023-2024 FINANCIAL REPORT

Month Ending: April 30, 2024

FY20)24	AD	o	PΤ	ΈD
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Account	Description	BUDGET	Apr 24 Actual	YTD Actuals
Account	Description	BODGLI	Api 24 Actuai	11D Actuals
<u>Revenue</u>				
40-7001-00-000	SALES TAX REVENUE	2,756,250.00	154,678.54	1,184,911.30
40-7603-00-000	MISCELLANEOUS INCOME	-	-	-
40-7604-00-000	FACILITY RENTAL INCOME	-	-	-
40-7621-00-000	INTEREST INCOME	315,000.00	17,568.16	140,967.26
Revenue Total		3,071,250.00	172,246.70	1,325,878.56
Expenditures				
Capital Outlay				
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	-	833,004
Total Capital Outla	ау	582,500.00	0.00	935,346.73
Contractual Service	res			
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		121,869.33
40-8527-18-000	CONTRACT SERVICES	70,000.00		23,212.48
40-8539-18-000	ADMINISTRATIVE SERVICES	275,000.00		114,583.35
Total Contractual	Services	874,000.00	0.00	280,839.16
Debt Service				
40-8951-40-000	DEBT PAYMENT - INTEREST	234,000.00	-	-
40-8901-40-000	DEBT PAYMENT - PRINCIPAL	500,000.00	-	-
Total Debt Service	•	734,000.00	0.00	0.00
Project & Program				
40-8445-41-00-04		690,000.00		
40-8445-41-022	BUSINESS RETENTION & DEV PROGRAM	200,000.00		1,500.00
40-8524-41-000	SITE PREPARATION	250,000.00	-	-
Total Project & Pr	rograms	1,140,000.00	0.00	1,500.00
Administration				
40-8548-00-000	REFUND SALES TAX TO COMPTROLLER	116,850.00	-	-
40-8210-01-000	OFFICE & POSTAGE SUPPLIES	4,500.00	-	1,367.13
40-8402-01-000	TRAVEL & TRAINING	61,500.00	-	581.40
40-8403-01-000	DUES/SUBSCRIPTIONS/BOOKS	6,400.00	-	4,513.96
40-8417-01-000	UTILITIES-GAS/ELECTITY/WATER	11,100.00	79.74	794.80
40-8425-01-000	SPECIAL EVENTS	50,000	-	-
40-8434-01-000	MARKETING & ADVERTISING	200,000.00	FF0.46	29,701.57
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	-	550.16	12,550.16

FY2024 ADOPTED

		1 12024 ADOI 11D		
Account	Description	BUDGET	Apr 24 Actual	YTD Actuals
				_
40-8441-01-000	LOCAL MEETINGS DEDC BOARD	3,500	-	726.78
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	-	-
Total Administrat	tion	465,250.00	629.90	50,235.80
Salary & Benefits				
40-8101-02-000	SALARY & WAGES	215,250.00	-	44,698.00
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	-	653.65
40-8152-02-000	UNEMPLOYMENT TAX	550.00	-	8.97
40-8153-02-000	RETIREMENT (TMRS)	22,650.00	-	4,870.74
40-8155-02-000	EMPLOYEE GROUP INSURANCE	22,500.00	-	3,126.92
40-8156-02-000	WORKER'S COMP INSURANCE	750.00		637.00
Total Salary & Be	nefits	269,800.00	0.00	56,003.28
Total Expenditure	25	4,065,550.00	629.90	1,323,924.97
Total Revenue		3,071,250.00	172,246.70	1,325,878.56
	ss Total Expenditures	-994,300.00	171,616.80	1,953.59
	•	,	•	•
ESTIMATED BEGIN	NNING FUND BALANCE	6,367,649.00		6,367,649.00
Note FY21-22 Act	uals are not audited actuals			
ESTIMATED ENDI	NG FUND BALANCE	5,373,349.00		6,369,602.59

DICKINSON ECONOMIC DEVELOPMENT CORPORATION

FISCAL YEAR 2023-2024

Check Register April 30, 2024

Date	Vendor	Amount	Description
4/5/2024	Prosource Technologies	\$ 23,621.86	Professional Services rendered through March 2, 2024
4/19/2024	Cirro Energy	\$ 13.60	Mar23 Electric
4/25/2024	AT&T	\$ 38.42	Apr24 Monthly Wireless
4/25/2024	WCID	\$ 27.72	DEDC Property Water Bill
			_
		\$ 23,701.60	

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

Account	Interest Rate	Purchase Date	Due Date	Days to Maturity	Book Value	Market Value Change	Interest Paid Year to Date
Texas First Bank - Operating	5.23%	NA	Demand	1	3,757,672	(21,589)	125,243
TexPool - Investment	5.3233%	NA	Demand	1	133,616	584	4,109
Total (all cash & investments)					3,891,287	(21,005)	129,352
Weighted Average Rate (WAR)	5.233%						
Weighted Average Maturity (WAM)				1.00 d	ays		

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

Director of Finance

Date

^{*}Interest rate based on excess bank balance.

MEETING DATE:	June 10, 2024					
TOPIC:	Texas Government property.	nt Code Section 551.072- D	eliberation regarding real			
BACKGROUND:						
RECOMMENDATIO	N:					
ATTACHMENTS:						
FUNDING ISSUES:						
FINANCE VERIFICA	TION OF FUNDING:		_			
SUBMITTING STAFF Fran Scgers	MEMBERS:	CITY MANAGER	APPROVAL:			
	A	CTIONS TAKEN				
APPROVA NO		EADINGS PASSED	OTHER			

MEETING DATE:	June 10, 20	June 10, 2024				
TOPIC:		Texas Government Code Section 551.087- Discussion regarding Economic Development negotiations and opportunities.				
BACKGROUND:						
RECOMMENDATION	N:					
ATTACHMENTS:						
FUNDING ISSUES:						
FINANCE VERIFICA	TION OF FUN	DING:				
SUBMITTING STAFF MEMBERS: CITY MANAGER APPROVAL: Fran Scgers				R APPROVAL:		
ACTIONS TAKEN						
APPROVA NO	L	READINGS PASSED OTHER				

Dickinson Economic Development Corporation Agenda Item Data Sheet 7.A

MEETING DATE:	June 10, 2024				
TOPIC:	Consideration and possible action regarding the acquisition or transfer of real property.				
BACKGROUND:					
RECOMMENDATIO	N:				
ATTACHMENTS:					
FUNDING ISSUES:					
FINANCE VERIFICA	TION OF FUNDING	G:			
SUBMITTING STAFF Fran Scgers	`MEMBERS:	CITY MANAGE	ER APPROVAL:		
		ACTIONS TAKEN			
APPROVA No	L I	READINGS PASSED	OTHER		

MEETING DATE:	June 10, 2024	June 10, 2024					
TOPIC:		Consultation and possible action regarding Economic Development negotiation and opportunities.					
BACKGROUND:							
RECOMMENDATIO	ON:						
ATTACHMENTS:							
FUNDING ISSUES:							
FINANCE VERIFIC	ATION OF FUNDING	3 :					
SUBMITTING STAF	E MEMDEDS.	CITY MANAGE	D ADDDOVAL.				
Fran Scgers	r membeks:	CITY WANAGE	ar approval:				
		ACTIONS TAKEN					
APPROVA NO	AL I	READINGS PASSED	OTHER				