



Agenda
Dickinson Economic Development Corporation
4403 State Highway 3
Dickinson, TX 77539
Council Chambers
Monday, April 14, 2025 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. 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 March 24th, 2025.
- 4.B Consideration and possible action to approve the February 2025 DEDC Financial and Investment Report.
- 4.C Consideration and possible action to approve the February 2025 DEDC Account Statement for Texas First Bank and TexPool.
- 4.D Consideration and possible action to approve the March 2025 Monthly Administrative Service Fee Transfer Request.
- 4.E Consideration and possible action to approve the March 2025 Payroll Transfer Request.

5. OLD BUSINESS

- 5.A Consideration and possible action to authorize the DEDC Executive Director to provide Structure Tone Southwest a Notice to Proceed upon receipt of GMP (Guaranteed Maximum Price) at or below the authorized budget of \$2.2 million and start construction in May 2025 on the Dickinson Picnic Grounds.

6. NEW BUSINESS

- 6.A Consideration and possible action to approve a resolution to recommend that the City Council appoint one of its own members as a non-voting member of the DEDC board.
- 6.B Consideration and possible action regarding the competitive sealed bid(s) received for the Water Street Parking Garage Project, and possible action to award a contract for same.

7. EXECUTIVE (CLOSED) SESSION(S)

The time is now _____ p.m. and the Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in :

- 7.A Texas Government Code Section 551.072 - Deliberations About Real Property
Deliberate the purchase, exchange, lease, or value of real property.

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

- 8.A Texas Government Code Section 551.072 - Deliberations About Real Property
Consideration and possible action regarding the purchase, exchange, lease, or value of real property.

9. STAFF UPDATE

David Funk and Kaitlyn McMillan

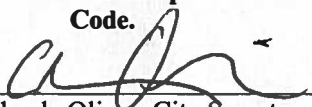
10. BOARD MEMBER COMMENTS

11. FUTURE AGENDA ITEMS

12. 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 16th day of April, 20 25 at 3:35 A.M. / P.M. as well as the City's public internet webpage, 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.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
4.A

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to approve the minutes from DEDC Regular Meeting held on March 24th, 2025.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:	• MINUTES MARCH 25.pdf
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FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

MINUTES
City of Dickinson
ECONOMIC DEVELOPMENT CORPORATION
DICKINSON ECONOMIC DEVELOPMENT CORPORATION

March 24, 2025

The Dickinson Economic Development Corporation met in a duly called and announced on **Monday, March 24, 2025, at 6:30 PM.** 4403 State Highway 3 Dickinson, TX 77539. The meeting was held for the purpose of considering the following items:

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

President Collin Coker called to order at 6:30PM.

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

ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE

Matt Sabatier gave the invocation.

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.

Cindy Palermo is a member of the Dickinson Pilot Club. She explained the "Reindeer Run" and how the DEDC's sponsorship would help them put it on.

Gaylin Naiser talked about how she disagrees with the original direction of the Dickinson Picnic Grounds. She believes that we need to give something to the community, even if it's not the original plan.

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.

Matt Sabatier motioned to Approve , and Patrick Spies seconded the motion.

VOTE:

4 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Patrick Spies)

0 NAYS

MOTION PASSED

4.A Consideration and possible action to approve the minutes from DEDC Regular Meeting held on February 10th, 2025.

- 4.B Consideration and possible action to approve the January 2025 DEDC Financial and Investment Report.
- 4.C Consideration and possible action to approve the January 2025 DEDC Account Statement for Texas First Bank and TexPool.
- 4.D Consideration and possible action to approve the February 2025 Monthly Administrative Service Fee Transfer Request.
- 4.E Consideration and possible action to approve the February 2025 Payroll Transfer Request.

ITEM 5.) OLD BUSINESS

- 5.A Consideration and possible action to revise the budget for the Dickinson Picnic Grounds.
Dave Funk gave an update on the costs associated with the current Dickinson Picnic Grounds budget. Gaylin Naiser asked if the current budget includes the cost of a playground and asked about ELS Construction and whether or not he will be building an event space. Mayor Magliolo spoke and wanted to clarify how the process works to begin with. He wanted to know what his options are regarding the Dickinson Picnic Grounds moving forward. Councilman Jessie Brantley spoke on how we will be doing a disservice to the community if we fail to give them what was originally promised. Councilman Bill Schick said that he disagrees with the amount of money that may be spent on it and feels that we need to have something similar. Collin Coker followed up by thanking everyone for their input and said that we are going to consider those avenues. Walter Wilson, Patrick Spies and Matt Sabatier made comments regarding how they are listening to every side and want to make the best decision possible for everyone involved.

NO ACTION WAS TAKEN.

ITEM 6.) NEW BUSINESS

- 6.A Conduct a public hearing on street and driveway improvements to enhance access to Wellness First Medical Center located at 350 FM 517 W.

PUBLIC HEARING BEGAN AT 7:33PM.

Dave Funk gave a summary of the proposed project. Dr. Donna Sanders (owner of the business) spoke to the challenges that she's facing regarding the medians and thanked the board for considering helping her out. Mayor Magliolo spoke to the issue as well as his business is right next door to Dr. Sanders'.

PUBLIC HEARING ADJOURNED AT 7:44PM. NO ACTION WAS TAKEN.

- 6.B Consideration and possible action to sponsor the Dickinson Pilot Club's Fun Run.

Patrick Spies motioned to Approve , and Walter Wilson seconded the motion.

VOTE:

4 AYES (Patrick Spies, Collin Coker, Matt Sabatier, Walter Wilson)

0 NAYS

MOTION PASSED

ITEM 7.) **EXECUTIVE (CLOSED) SESSION(S)** The time is now _____ p.m. and the Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in :
The Board went into Executive Session at 7:45PM.

7.A Texas Government Code Section 551.072 - Deliberations About Real Property
Deliberate the purchase, exchange, lease or value of real property.

7.B Texas Government Code Section 551.074 - Personnel Matters
Deliberate the appointment of a public officer.

7.C Texas Government Code Section 551.071 - Consultation with Attorney
Consultation with attorney on a matter in which the duty of the attorney to the DEDC board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act.

ITEM 8.) **ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)**
The Board reconvened at 8:50PM. Collin Coker explained that we will be going back to the contractor for updated drawings of the picnic grounds.

8.A Texas Government Code 551.072 - Deliberations About Real Property
Consideration and possible action regarding the purchase, exchange, lease, or value of real property.
No action taken.

8.B Texas Government Code 551.074 - Personnel Matters
Consideration and possible action regarding the appointment of a public officer.
No action taken.

8.C Texas Government Code Section 551.071 - Consultation with Attorney
Consideration and possible action regarding the matter discussed with the attorney.
No action taken.

ITEM 9.) **STAFF REPORT** David Funk & Kaitlyn McMillan
Dave Funk gave various updates, including the bid for the WS Parking Garage, our partnership with the SBA/Amegy Bank, grant applications, and several different property statuses. Kaitlyn McMillan gave an update on the DEDC Educational Series and the launch of the new DEDC website.

ITEM 10.) **BOARD MEMBER COMMENTS**
None.

ITEM 11.) **FUTURE AGENDA ITEMS**

None.

ITEM 12.) ADJOURNMENT

Collin Coker adjourned the meeting at 8:58PM

PASSED APPROVED, AND ADOPTED this _____.

Collin Coker, Board President

ATTEST:

Claude Oliver, City Secretary

Dickinson Economic Development Corporation
Agenda Item Data Sheet
4.B

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to approve the February 2025 DEDC Financial and Investment Report.
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BACKGROUND:

RECOMMENDATION: Staff recommends approval of February 2025 DEDC Financial and Investment Report.

ATTACHMENTS:	• DEDC Financials FY24 2025-02.pdf
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FUNDING ISSUES:	Not applicable - no dollars are being spent or received.
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FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER



**FISCAL YEAR 2024-2025
FINANCIAL REPORT**

**Month Ending:
February 28, 2025**

FY 2025 ADOPTED				
Account	Description	BUDGET	Feb 25 Actual	YTD Actuals
<u>Revenue</u>				
40-7001-00-000	SALES TAX REVENUE	2,167,100.00	154,678.00	800,404.44
40-7621-00-000	INTEREST INCOME	200,000.00	12,305.85	57,758.99
Revenue Total		2,367,100.00	166,983.85	858,163.43
<u>Expenditures</u>				
Capital Outlay				
40-8527-22-000	LAND CONT SVS/CONT PAYMENTS			2,111.93
40-8612-22-000	COMPUTER EQUIP & SOFTWARE			1,395.69
40-8619-22-000	PROPERTY ACQUISITION	1,582,830.00		87,662.64
Total Capital Outlay		1,582,830.00	0.00	91,170.26
Contractual Services				
40-8427-18-000	DEMOLITION SERVICES	10,000.00		0.00
40-8501-18-000	FINANCE & AUDIT	4,000.00	400.00	1,200.00
40-8515-18-000	LEGAL	20,000.00		0.00
40-8526-18-000	PROFESSIONAL SERVICES	250,000.00		2,300.00
40-8539-18-000	ADMINISTRATIVE SERVICES	336,000.00	28,000.00	140,000.00
Total Contractual Services		620,000.00	28,400.00	143,500.00
Debt Service				
40-8951-40-000	DEBT PAYMENT - INTEREST			0.00
40-8901-40-000	DEBT PAYMENT - PRINCIPAL			0.00
Total Debt Service		0.00	0.00	0.00
Project & Programs				
40-8445-41-022	BUSINESS RETENTION & DEV PROGRAM	75,000.00	110.51	110.51
40-8524-41-000	SITE PREPARATION	250,000.00	21,375.00	176,949.21
Total Project & Programs		325,000.00	21,485.51	177,059.72
Administration				
40-8548-00-000	REFUND SALES TAX TO COMPTROLLER	116,850.00		0.00
40-8210-01-000	OFFICE & POSTAGE SUPPLIES	3,000.00	46.50	707.06
40-8301-01-000	BUILDING/PROPERTY MAINTENANCE			126.31
40-8402-01-000	TRAVEL & TRAINING	60,000.00	3,028.77	7,155.53
40-8403-01-000	DUES/SUBSCRIPTIONS/BOOKS	6,500.00	20.00	20,553.82
40-8417-01-000	UTILITIES-GAS/ELECTITY/WATER	1,000.00	124.08	702.72
40-8425-01-000	SPECIAL EVENTS	25,000.00		0.00
40-8434-01-000	MARKETING & ADVERTISING	75,000.00	3,599.48	15,801.29
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	25,000.00		0.00
40-8441-01-000	LOCAL MEETINGS DEDC BOARD	3,500.00	270.40	1,272.83
40-8442-01-000	BANK CHARGES			0.00
40-8708-01-000	PROPERTY INSURANCE-REAL/PERSO	Need Budget		0.00
40-8709-01-000	PUBLIC OFFICIAL INSURANCE	Adjustment		-
Total Administration		315,850.00	7,089.23	46,319.56
Salary & Benefits				

40-8101-02-000	SALARY & WAGES	220,000.00	16,863.07	91,394.30
40-8105-02-000	CAR ALLOWANCE	0.00	400.00	1,200.00
40-8110-02-000	CELL PHONE ALLOWANCE	0.00		0.00
40-8114-02-000	LONGEVITY PAY	240.00		0.00
40-8150-02-000	FICA TAX	10,241.00	331.36	662.72
40-8151-02-000	PAYROLL TAX	2,937.00	249.92	1366.57
40-8152-02-000	UNEMPLOYMENT TAX	774.00	47.00	499.85
40-8153-02-000	RETIREMENT (TMRS)	23,604.00	1,876.10	9,983.98
40-8155-02-000	EMPLOYEE GROUP INSURANCE	17,671.00	1,618.30	8,091.50
40-8156-02-000	WORKER'S COMP INSURANCE	12,276.00		84.44
Total Salary & Benefits		287,743.00	21,385.75	113,283.36
Total Expenditures		2,843,680.00	56,974.74	571,332.90
Total Revenue		2,367,100.00	166,983.85	858,163.43
Total Revenue less Total Expenditures		-476,580.00	110,009.11	286,830.53
BEGINNING FUND		4,390,732.00		3,813,524.56
ESTIMATED ENDING FUND BALANCE		3,914,152.00		4,100,355.09

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2024-2025
Check Register
February 28, 2025

Date	Vendor	Amount	Description
2/6/2025	Structure Tone Southwest	\$ 3,080.00	Design Fees for Picnic Grounds
2/6/2025	T-Mobile	\$ 57.96	Dialpad
2/6/2025	WCID	\$ 35.10	Property Water Bill
2/14/2025	Amazon	\$ 9.23	Office Supplies
2/20/2025	AT&T	\$ 75.38	Monthly Wireless
2/20/2025	Bay Area Houston Economic	\$ 336.20	ICSC Booth
2/20/2025	Cirro Energy	\$ 13.60	Property Electric
2/20/2025	Corporate Quality Print	\$ 176.00	Comment Cards
2/27/2025	Dickinson Education Foundation	\$ 2,500.00	DISD Foundation - Gala Sponsorship
		<hr/>	
		\$ 6,283.47	

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
INVESTMENT REPORT PERIOD ENDING:
February 28, 2025

Account	Interest Rate	Purchase Date	Due Date	Days to Maturity	Book Value	Market Value Change	Interest Paid Year to Date
Texas First Bank - Operating	4.23%	NA	Demand	1	3,707,691	66,310	42,976
TexPool - Investment	4.3653%	NA	Demand	1	139,804	466	2,110
Total (all cash & investments)					3,847,495	66,775	45,086

Weighted Average Rate (WAR) 4.235%

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

3/5/2025

Date

Dickinson Economic Development Corporation
Agenda Item Data Sheet
4.C

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to approve the February 2025 DEDC Account Statement for Texas First Bank and TexPool.
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BACKGROUND:

RECOMMENDATION:	Staff recommends approval of the February 2025 DEDC's Account Statement for Texas First Bank and TexPool
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ATTACHMENTS:	<ul style="list-style-type: none">• 202502 DEDC TEXPOOL.pdf• DEDC OPERATING (7418)- 202502.pdf
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FUNDING ISSUES:	Not applicable - no dollars are being spent or received.
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FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002



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 02/01/2025 - 02/28/2025

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

TexPool Update

Keep up to date with the latest market talk from our portfolio managers and strategists by visiting the Insights page of TexPool.com.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$139,338.33	\$0.00	\$0.00	\$465.53	\$139,803.86	\$139,354.96
Total Dollar Value	\$139,338.33	\$0.00	\$0.00	\$465.53	\$139,803.86	

Portfolio Value

Pool Name	Pool/Account	Market Value (02/01/2025)	Share Price (02/28/2025)	Shares Owned (02/28/2025)	Market Value (02/28/2025)
Texas Local Government Investment Pool	449/7938200001	\$139,338.33	\$1.00	139,803.860	\$139,803.86
Total Dollar Value		\$139,338.33			\$139,803.86

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$465.53	\$983.36
Total		\$465.53	\$983.36



00151791

Statement Period 02/01/2025 - 02/28/2025

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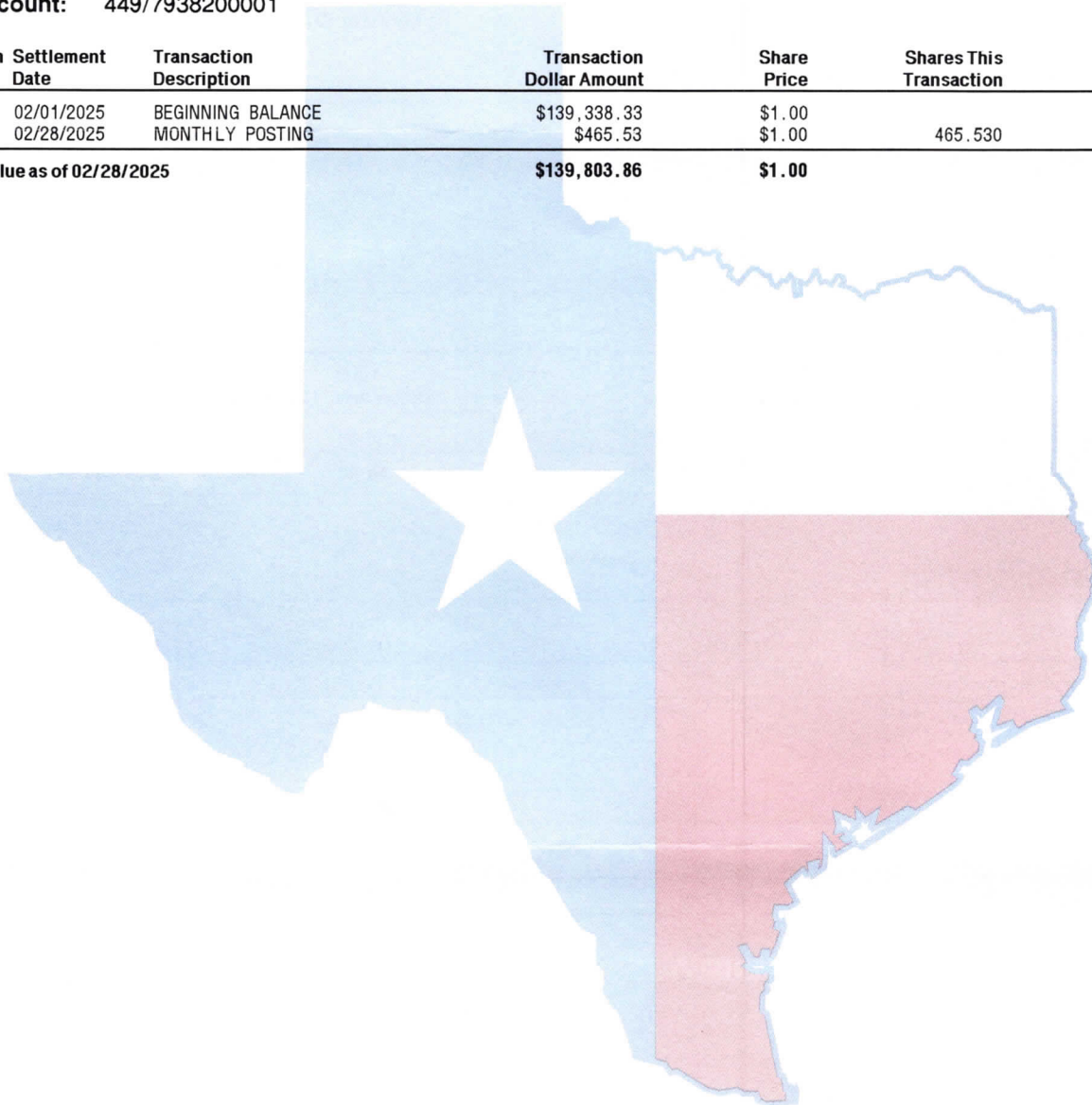
Transaction Detail

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
02/01/2025	02/01/2025	BEGINNING BALANCE	\$139,338.33	\$1.00		139,338.330
02/28/2025	02/28/2025	MONTHLY POSTING	\$465.53	\$1.00	465.530	139,803.860
Account Value as of 02/28/2025			\$139,803.86	\$1.00		139,803.860





Helping Texans Build Texas®

www.texasfirst.bank

600 Gulf Freeway, Texas City, TX 77591

Return Service Requested

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

CUSTOMER SERVICE
(409) 948-1993

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

Page 1 of 3

Account Number: *****7418
Date 02/28/25

EM

AA -PUBLIC FUNDS NOW WITH DICKINSON ECONOMIC DEVELOPMENT

Acct XXXXXX7418

Summary of Activity Since Your Last Statement

Beginning Balance	2/01/25	3,641,381.04	
Deposits / Misc Credits	2	188,825.34	
Withdrawals / Misc Debits	16	122,515.55	
** Ending Balance	2/28/25	3,707,690.83	**
Service Charge		.00	
Average Balance		3,639,670	
Enclosures		7	

	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
2/10	11,840.32	Credit YTD Interest
2/19	176,985.02	Dec24 Sales Tax paid in Feb

Debits and Other Withdrawals

Date	Amount	Activity Description
2/06	400.00	Dec24 ASA Auditing
2/06	3,600.68	FY24Q1 Comdata
2/06	17,882.48	Dec24 Payroll
2/06	28,000.00	Dec24 ASA
2/07	10,937.61	ACH Payments Tracking ID:4261918
2/14	9.23	ACH Payments Tracking ID:4271527
2/20	336.20	ACH Payments Tracking ID:4279662
2/21	20,126.96	Jan24 Payroll
2/21	28,400.00	Jan24 ASA



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600 Gulf Freeway, Texas City, TX 77591

Return Service Requested

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

CUSTOMER SERVICE
(409) 948-1993

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

1

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Account Number:

****7418

Checks

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
2/03	4502	4,594.54	2/13	4506	3,080.00	2/28	4511*	176.00
2/07	4504*	75.08	2/13	4507	57.96			
2/10	4505	4,803.71	2/11	4508	35.10			

* indicates a break in check number sequence

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
2/03	3,636,786.50	2/11	3,582,892.16	2/20	3,756,393.79
2/06	3,586,903.34	2/13	3,579,754.20	2/21	3,707,866.83
2/07	3,575,890.65	2/14	3,579,744.97	2/28	3,707,690.83
2/10	3,582,927.26	2/19	3,756,729.99		

Please review the Account Agreement for updates on our website
www.texasfirst.bank under Disclosure. Direct link is available at
texasfirst.bank/wp-content/uploads/2024/12/Account-Agreement.pdf



Account Number

****7418

Date 02/28/2025

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CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay Four Thousand Five Hundred Ninety Four Dollars and 54/100 Cents

TO THE ORDER OF
CITY OF DICKINSON COUNTY TAX OFFICE
P.O. BOX 1385
DICKINSON, TX 75705

02/03/2025 4502 \$4,594.54

CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay One Hundred Seventy Six Dollars and 00/100 Cents

TO THE ORDER OF
CITY OF DICKINSON COUNTY TAX OFFICE
P.O. BOX 1385
DICKINSON, TX 75705

02/28/2025 4511 \$176.00

CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay Seventy Five Dollars and 00/100 Cents

TO THE ORDER OF
AT&T MOBILITY
P.O. BOX 1463
CAROL STREAM, IL 60619-0463

02/07/2025 4504 \$75.08

CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay Four Thousand Eight Hundred Three Dollars and 71/100 Cents

TO THE ORDER OF
LOGITECH
140 BEND JAIL DRIVE
CHENOWETH, OH 43024-1009

02/10/2025 4505 \$4,803.71

CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay Three Thousand Eighty Dollars and 00/100 Cents

TO THE ORDER OF
STRUCTURAL TONS SOUTHWEAST LLC
3500 MARBLE AVE
SUITE 100
DALLAS, TX 75225

02/13/2025 4506 \$3,080.00

CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay Five Seven Dollars and 99/100 Cents

TO THE ORDER OF
TANCOBEE
P.O. BOX 12758
CHICKENADE, OH 43024-0258

02/13/2025 4507 \$57.96

CITY OF DICKINSON
5000 OPERATING
4400 HENDERSON ST
DICKINSON, TX 75705

Pay Thirty Five Dollars and 00/100 Cents

TO THE ORDER OF
WELLS FARGO
P.O. BOX 337
DICKINSON, TX 75705

02/11/2025 4508 \$35.10

Dickinson Economic Development Corporation
Agenda Item Data Sheet
4.D

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to approve the March 2025 Monthly Administrative Service Fee Transfer Request.
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BACKGROUND:	<p>The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$28,000. The new ASA was approved as a part of the budget by the EDC board at the 9/11/24 DEDC Meeting and by City Council at the 10/11/24 City Council Meeting.</p> <p>Also included on the monthly transfer is the annual amount of \$4,000 for DEDC's portion of the fiscal year audit and financial reports.</p> <p>The attachment to this item contains the request.</p>
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RECOMMENDATION:	Staff recommends approval of the March 2025 ASA Monthly Transfer Request.
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ATTACHMENTS:	• FY25 ASA_2503.pdf
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FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL YES	READINGS PASSED	OTHER



CITY OF DICKINSON

MONTHLY TRANSFER

Payment Date: 4/14/2025

RE: March 2025 ASA

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON GF	INTERLOCAL	Monthly BILLING	
Administrative Services (Accrued)	336,000.00	28,000.00	*
Audit (Accrued)	4,000.00	400.00	**
40-1127-00-000 Cash DEDC Operating Fund (Credit)			
40-2300-00-000 Due to GF (Debit)			
SUBTOTAL: CITY OF DICKINSON GENERAL FUND	\$ 340,000.00	\$ 28,400.00	

OFF SET ENTRIES	BILLING
99-1121-00-000 Cash GF Operating Fund (Debit)	28,400.00
01-1310-00-000 Due from DEDC (Credit)	

Total Interfund Transfers		\$ 28,400.00
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Prepared by: Sarah Clark, Finance Director

Signature: 

Note: This request is for Admin Services Fee month of March 2025.

* The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$28,000. The new ASA was approved as a part of the budget by the EDC board at the 9/11/24 DEDC Meeting and by City Council at the 10/11/24 City Council Meeting

** Prorated for 10 months. Was included on quarterly transfer in FY24 but added to monthly transfer for efficiency.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
4.E

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to approve the March 2025 Payroll Transfer Request.
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BACKGROUND:	<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 1st Operating account to the City of Dickinson TX 1st Operating account for the previous month's DEDC related payroll.</p> <p>David Funk was hired 5/13/24 as the DEDC Director. Kaitlyn McMillian was hired 7/22/24 as the DEDC Marketing and Communications Manager.</p> <p>The attachment to this item contains the request and the support to back up the amount requested.</p>
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RECOMMENDATION:	Staff recommends approval.
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ATTACHMENTS:	<ul style="list-style-type: none">• FY2025 Monthly AP Payroll Transfer Request_2503.pdf• 2503 Payroll Backup.pdf
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FUNDING ISSUES:	Full amount already budgeted in Acct/Project#
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FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER



TRANSFER

Date: 4/14/2025

RE: Mar25 Payroll

CITY OF DICKINSON

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		21,278.76
40-1127-00-000 Credit		
99-1121-00-000 Debit		
SUBTOTAL: CITY OF DICKINSON GENERAL FUND		\$ - \$ 21,278.76

Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 4/14/2025

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.

Account				Total Activity	
Fund: 40 - DEDC Fund					
40-1130-00-000					
Post Date	Packet Number	Source Transaction	Description	Vendor	Amount
03/07/2025	PYPKT00548	PYPKT00548 - 2/16/2025-3/1/2025 PAYROLL SKC: 2/16/2025-3/1/2025	Packet PYPKT00548: 2/16/2025-3/1/2025 PAYROLL SKC - IFT		-8019.64
03/21/2025	PYPKT00550	PYPKT00550 - 3/02/2025-3/15/2025 PAYROLL SKC: 3/2/2025-3/15/2025	PYPKT00550 - 3/02/2025-3/15/2025 PAYROLL SKC - Pay 3/21/2025		-7568.95
03/05/2025	APPKT01344	DFT0001087	TEXAS MUNICIPAL RETIREMENT SYSTEM SEC REI PMT	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM	-1508.7
03/05/2025	APPKT01344	DFT0001087	TEXAS MUNICIPAL RETIREMENT SYSTEM SEC REI PMT	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM	-1580.02
03/12/2025	APPKT01344	DFT0001088	U.S. TREASURY, DEBT MGMT SERV SEC REI PMT	1015 - U.S. TREASURY, DEBT MGMT SERV	-255.72
03/12/2025	APPKT01344	DFT0001088	U.S. TREASURY, DEBT MGMT SERV SEC REI PMT	1015 - U.S. TREASURY, DEBT MGMT SERV	-750.05
03/12/2025	APPKT01344	DFT0001088	U.S. TREASURY, DEBT MGMT SERV SEC REI PMT	1015 - U.S. TREASURY, DEBT MGMT SERV	-331.36
03/21/2025	APPKT01379	DFT0001098	U.S. TREASURY, DEBT MGMT SERV SEC REI PMT	1015 - U.S. TREASURY, DEBT MGMT SERV	-331.36
03/21/2025	APPKT01379	DFT0001098	U.S. TREASURY, DEBT MGMT SERV SEC REI PMT	1015 - U.S. TREASURY, DEBT MGMT SERV	-688.84
03/21/2025	APPKT01379	DFT0001098	U.S. TREASURY, DEBT MGMT SERV SEC REI PMT	1015 - U.S. TREASURY, DEBT MGMT SERV	-244.12
40-1130-00-000					-21278.76

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.A

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to authorize the DEDC Executive Director to provide Structure Tone Southwest a Notice to Proceed upon receipt of GMP (Guaranteed Maximum Price) at or below the authorized budget of \$2.2 million and start construction in May 2025 on the Dickinson Picnic Grounds.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

Dickinson Economic Development Corporation
Agenda Item Data Sheet
6.A

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action to approve a resolution to recommend that the City Council appoint one of its own members as a non-voting member of the DEDC board.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:	• Resolution Recommending Board Appointment.pdf
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FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

Dickinson Economic Development Corporation
Agenda Item Data Sheet
6.B

MEETING DATE: April 14, 2025

TOPIC:	Consideration and possible action regarding the competitive sealed bid(s) received for the Water Street Parking Garage Project, and possible action to award a contract for same.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

Dickinson Economic Development Corporation
Agenda Item Data Sheet
7.A

MEETING DATE: April 14, 2025

TOPIC:	Texas Government Code Section 551.072 - Deliberations About Real Property Deliberate the purchase, exchange, lease, or value of real property.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

Dickinson Economic Development Corporation
Agenda Item Data Sheet
8.A

MEETING DATE: April 14, 2025

TOPIC:	Texas Government Code Section 551.072 - Deliberations About Real Property Consideration and possible action regarding the purchase, exchange, lease, or value of real property.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER