



Agenda

Dickinson Economic Development Corporation

4403 State Highway 3

Dickinson, TX 77539

Council Chambers

Monday, May 12, 2025 at 6:30 PM

**The presiding officer and a quorum of the Dickinson EDC will
be present at the physical location shown above.**

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

2. **INVOCATION AND PLEDGE OF ALLEGIANCE**

3. **STAFF REPORT**

David Funk & Kaitlyn McMillan

4. **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.

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 April 14th, 2025.

5.B Consideration and possible action to approve the March 2025 DEDC Financial and Investment Report.

5.C Consideration and possible action to approve the March 2025 DEDC Account Statement for Texas First Bank and TexPool.

5.D Consideration and possible action to approve the March 2025 Monthly Administrative Service Fee Transfer Request.

5.E Consideration and possible action to approve the April 2025 Payroll Transfer Request.

6. **OLD BUSINESS**

7. **NEW BUSINESS**

- 7.A Consideration and possible action to enter into a Memorandum of Understanding (MOU) with Collaborate for Bayou Village Phase 2.

8. **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 :

- 8.A Texas Government Code Section 551.072 - Deliberations About Real Property
Deliberate the purchase, exchange, lease, or value of real property.
- 8.B Texas Government Code Section 551.087: Deliberation Regarding Economic Development Negotiations
Deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.

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

- 9.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.B Texas Government Code Section 551.087: Deliberation Regarding Economic Development Negotiations
Consideration and possible action regarding the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.


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 8th day of May, 2020 at 3:00 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
5.A

MEETING DATE: May 12, 2025

TOPIC:	Consideration and possible action to approve the minutes from DEDC regular meeting held on April 14th, 2025.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:	• MINUTES APRIL 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

April 14, 2025

The Dickinson Economic Development Corporation met in a duly called and announced on **Monday, April 14, 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 the meeting to order at 6:31PM.

Board Members present were as follows: Collin Coker, Walter Wilson, Derek Corrick, Clinton Williams.

ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE

Clinton Williams 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.

Garland Copelin: Doesn't like the fact that we do staff report until the very end of the meeting.

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.

Walter Wilson motioned to Approve , and Clinton Williams seconded the motion.

VOTE:

4 AYES (Collin Coker, Walter Wilson, Derek Corrick, Clinton Williams)

0 NAYS

MOTION PASSED

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.

ITEM 5.) OLD BUSINESS

Dave Funk gave a brief update that a lot of elements were cut out of the park due to budget issues. After said cuts and redesign, we will be under budget and on track for starting construction in May of 2025. Derek Corrick wanted to confirm that the event center is what was eating up the majority of our costs. Collin Coker opened the floor up to the public for any comments and/or questions regarding this. Councilman Bill Schick asked if we were still maintaining the lighting. Asked if we are retaining the pickleball court/stage pad dance area.

- 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.

Walter Wilson motioned to Approve , and Derek Corrick seconded the motion.

VOTE:

4 AYES (Collin Coker, Walter Wilson, Derek Corrick, Clinton Williams)

0 NAYS

MOTION PASSED

ITEM 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.

Discussion regarding bringing on someone new to the board (non-voting capacity). Derek Corrick believes that Mayor Travis Magliolo would be a good choice. Walter Wilson commented on what exactly the charter outlines in regard to an appointment. Clinton Williams believes that this would add value to the board.

Derek Corrick motioned to Approve , and Clinton Williams seconded the motion.

VOTE:

4 AYES (Collin Coker, Walter Wilson, Derek Corrick, Clinton Williams)

0 NAYS

MOTION PASSED

- 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.

Dave Funk summarized that we will not have a motion to sign a contract today.

Introduced base bid and firm that submitted. Gerald Herd (project director for Flint Co.) came up and introduced himself, elaborated on the project. Some discussion of adding additional levels to the garage and what our options are after the initial is built.

Walter Wilson motioned to Approve , and Derek Corrick seconded the motion.

VOTE:

4 AYES (Collin Coker, Walter Wilson, Derek Corrick, Clinton Williams)

0 NAYS

MOTION PASSED

ITEM 7.) EXECUTIVE (CLOSED) SESSION(S) The time is now 7:58PM 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 7:58PM.

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

ITEM 8.) ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)
The board reconvened at 8:40PM. No action taken.

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.

ITEM 9.) STAFF UPDATE David Funk and Kaitlyn McMillan
STAFF UPDATE WAS DONE IN BETWEEN ITEM 5 & 6. Dave Funk gave updates regarding DEDC investments and there was a discussion had about the benefits of everything that the DEDC is doing. Other topics discussed include the closing of the Kroger, a fallen tree on some EDC property and the opening of Zeigler's. Kaitlyn McMillan announced the DEDC/SBA panel event that will be held in May and gave an update on the educational series.

ITEM 10.) BOARD MEMBER COMMENTS
Walter Wilson thanked Dave Funk and Kaitlyn McMillan for their work on the Dickinson Picnic Grounds.

ITEM 11.) FUTURE AGENDA ITEMS
None.

ITEM 12.) ADJOURNMENT

Meeting was adjourned at 8:41PM.

PASSED APPROVED, AND ADOPTED this _____.

Collin Coker, Board President

ATTEST:

Claude Oliver, City Secretary

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.B

MEETING DATE: May 12, 2025

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

RECOMMENDATION:	Staff recommends approval of March 2025 DEDC Financial and Investment Report.
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ATTACHMENTS:	• DEDC Financials FY24 2025-03.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:
March 31, 2025**

FY 2025 ADOPTED				
Account	Description	BUDGET	Mar 25 Actual	YTD Actuals
<u>Revenue</u>				
40-7001-00-000	SALES TAX REVENUE	2,167,100.00	159,400.76	917,829.57
40-7621-00-000	INTEREST INCOME	200,000.00	10,980.51	79,720.01
Revenue Total		2,367,100.00	170,381.27	997,549.58
<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	1,600.00
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	168,000.00
Total Contractual Services		620,000.00	28,400.00	171,900.00
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	63.98	771.04
40-8301-01-000	BUILDING/PROPERTY MAINTENANCE			126.31
40-8402-01-000	TRAVEL & TRAINING	60,000.00		7,155.53
40-8403-01-000	DUES/SUBSCRIPTIONS/BOOKS	6,500.00		20,553.82
40-8417-01-000	UTILITIES-GAS/ELECTITY/WATER	1,000.00	257.62	960.34
40-8425-01-000	SPECIAL EVENTS	25,000.00		0.00
40-8434-01-000	MARKETING & ADVERTISING	75,000.00	3,211.32	19,012.61
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	25,000.00	3,060.62	3,060.62
40-8441-01-000	LOCAL MEETINGS DEDC BOARD	3,500.00		1,272.83
40-8445-01-000	SPECIAL PROJECTS	0.00		176,949.21
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	6,593.54	229,862.31
Salary & Benefits				

40-8101-02-000	SALARY & WAGES	220,000.00	16,803.08	99,088.53
40-8105-02-000	CAR ALLOWANCE	0.00	400.00	1,600.00
40-8114-02-000	LONGEVITY PAY	240.00		0.00
40-8150-02-000	FICA TAX	10,241.00	331.36	994.80
40-8151-02-000	PAYROLL TAX	2,937.00	249.92	1616.49
40-8152-02-000	UNEMPLOYMENT TAX	774.00		499.85
40-8153-02-000	RETIREMENT (TMRS)	23,604.00	1,876.10	11,860.08
40-8155-02-000	EMPLOYEE GROUP INSURANCE	17,671.00	1,618.30	9,709.80
40-8156-02-000	WORKER'S COMP INSURANCE	12,276.00		84.44
Total Salary & Benefits		287,743.00	21,278.76	125,453.99
Total Expenditures		2,843,680.00	56,479.05	795,446.28
Total Revenue		2,367,100.00	170,381.27	997,549.58
Total Revenue less Total Expenditures		-476,580.00	113,902.22	202,103.30
BEGINNING FUND		4,390,732.00		3,813,524.56
ESTIMATED ENDING FUND BALANCE		3,914,152.00		4,015,627.86

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2024-2025
Check Register
March 31, 2025

Date	Vendor	Amount	Description
3/6/2025	Cirro Energy	\$ 41.48	Property Electric
3/6/2025	Galveston County Tax Assessor	\$ 1,109.06	Property Taxes
3/6/2025	WCID	\$ 70.20	Property Water Bill
3/20/2025	Amazon	\$ 168.70	Office Supplies
3/20/2025	AT&T	\$ 226.81	Monthly Wireless
3/20/2025	Corporate Quality Print	\$ 58.00	Comment Cards
		<hr/>	
		\$ 1,674.25	

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
INVESTMENT REPORT PERIOD ENDING:
March 31, 2025

<u>Account</u>	<u>Interest Rate</u>	<u>Purchase Date</u>	<u>Due Date</u>	<u>Days to Maturity</u>	<u>Book Value</u>	<u>Market Value Change</u>	<u>Interest Paid Year to Date</u>
Texas First Bank - Operating	4.21%	NA	Demand	1	3,781,488	73,797	42,976
TexPool - Investment	4.3488%	NA	Demand	1	139,820	515	2,625
Total (all cash & investments)					3,921,309	74,312	45,601

Weighted Average Rate (WAR) 4.215%

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
5.C

MEETING DATE: May 12, 2025

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

RECOMMENDATION:	Staff recommends approval of the March 2025 DEDC's Account Statement for Texas First Bank and TexPool
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ATTACHMENTS:	<ul style="list-style-type: none">• 202503 DEDC TEXPOOL.pdf• DEDC OPERATING (7418)- 202503.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 03/01/2025 - 03/31/2025

Page 1 of 2

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	\$139,803.86	\$0.00	\$0.00	\$514.70	\$140,318.56	\$139,820.46
Total Dollar Value	\$139,803.86	\$0.00	\$0.00	\$514.70	\$140,318.56	

Portfolio Value

Pool Name	Pool/Account	Market Value (03/01/2025)	Share Price (03/31/2025)	Shares Owned (03/31/2025)	Market Value (03/31/2025)
Texas Local Government Investment Pool	449/7938200001	\$139,803.86	\$1.00	140,318.560	\$140,318.56
Total Dollar Value		\$139,803.86			\$140,318.56

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$514.70	\$1,498.06
Total		\$514.70	\$1,498.06



Statement Period 03/01/2025 - 03/31/2025

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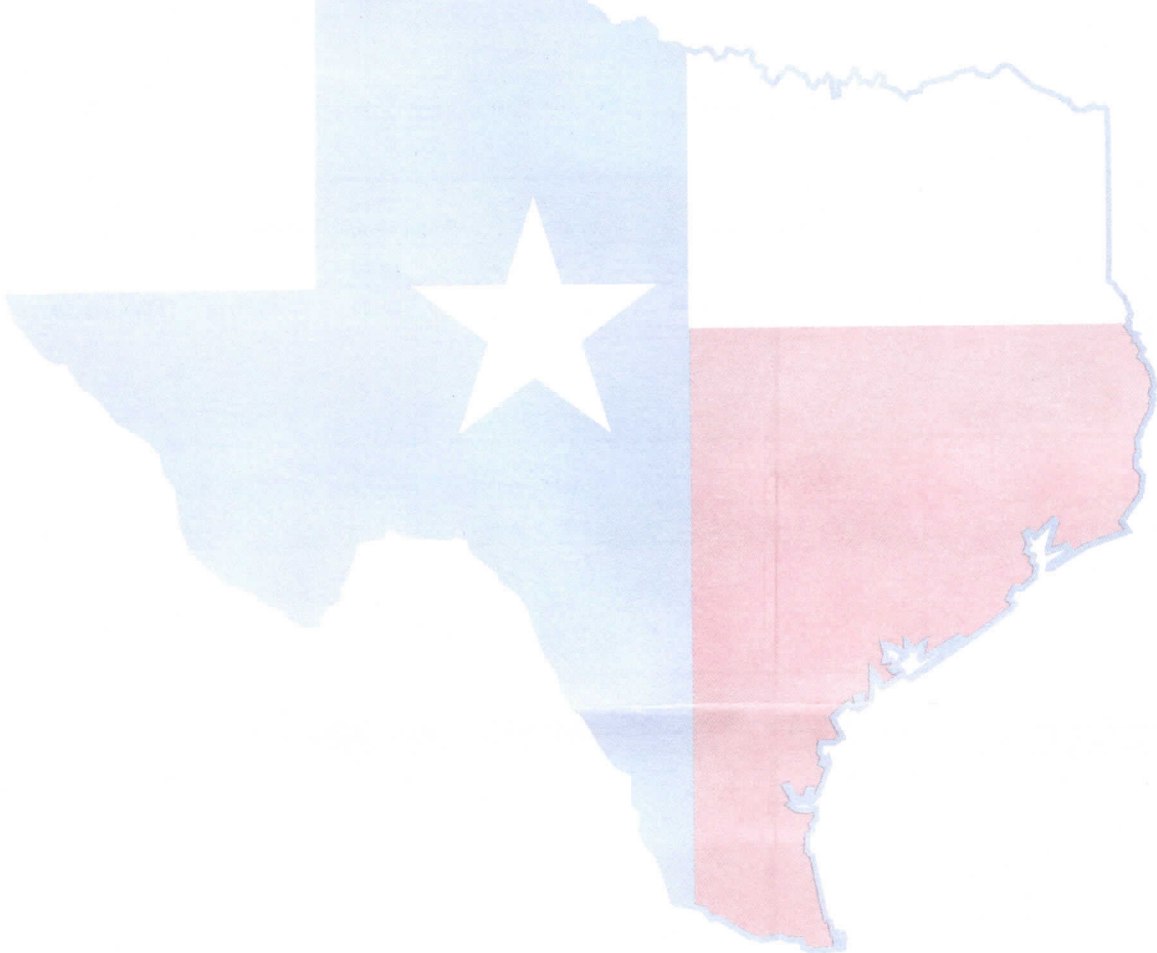
Transaction Detail

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
03/01/2025	03/01/2025	BEGINNING BALANCE	\$139,803.86	\$1.00		139,803.860
03/31/2025	03/31/2025	MONTHLY POSTING	\$514.70	\$1.00	514.700	140,318.560
Account Value as of 03/31/2025			\$140,318.56	\$1.00		140,318.560





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

1

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

Page 1 of 3

Account Number: ****7418
Date 03/31/25

EM

AA -PUBLIC FUNDS NOW DICKINSON ECONOMIC DEVELOPMENT

Acct XXXXXX7418

Summary of Activity Since Your Last Statement

Beginning Balance	3/01/25	3,707,690.83	
Deposits / Misc Credits	2	138,284.77	
Withdrawals / Misc Debits	8	64,487.37	
** Ending Balance	3/31/25	3,781,488.23	**
Service Charge		.00	
Average Balance		3,751,379	
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
3/12	10,465.81	Credit YTD Interest
3/19	127,818.96	Jan25 Sales Tax paid in March

Debits and Other Withdrawals

Date	Amount	Activity Description
3/20	168.70	ACH Payments Tracking ID:4321207
3/25	28,400.00	February24 ASA
3/25	32,109.03	Feb24 Payroll

Checks

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
3/03	4512	2,500.00	3/14	4514	13.60	3/11	4516	35.10
3/26	4513	151.88	3/17	4515	1,109.06			

* indicates a break in check number sequence



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

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

1

Page

2 of 3

Account Number:

****7418

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
3/03	3,705,190.83	3/14	3,715,607.94	3/20	3,842,149.14
3/11	3,705,155.73	3/17	3,714,498.88	3/25	3,781,640.11
3/12	3,715,621.54	3/19	3,842,317.84	3/26	3,781,488.23

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

03/31/2025

Page

3 of 3

THIS CHECK IS YOUR INSTRUMENT AND A PROPER PROMPT AND PROMPTING WILL BE REQUIRED TO BE PROMPTED BY THE BANK. PLEASE DO NOT SIGN OR WRITE ON THIS CHECK.

CITY OF DICKINSON
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Pay to the order of
CITY OF DICKINSON
CITY OF DICKINSON
DICKINSON, TX 75626

Amount: \$2,500.00

03/03/2025 4512 \$2,500.00

THIS CHECK IS YOUR INSTRUMENT AND A PROPER PROMPT AND PROMPTING WILL BE REQUIRED TO BE PROMPTED BY THE BANK. PLEASE DO NOT SIGN OR WRITE ON THIS CHECK.

CITY OF DICKINSON
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Pay to the order of
AT&T MOBILITY
3300 W. 10TH ST
DICKINSON, TX 75626

Amount: \$151.88

03/26/2025 4513 \$151.88

THIS CHECK IS YOUR INSTRUMENT AND A PROPER PROMPT AND PROMPTING WILL BE REQUIRED TO BE PROMPTED BY THE BANK. PLEASE DO NOT SIGN OR WRITE ON THIS CHECK.

CITY OF DICKINSON
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Pay to the order of
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Amount: \$13.60

03/14/2025 4514 \$13.60

THIS CHECK IS YOUR INSTRUMENT AND A PROPER PROMPT AND PROMPTING WILL BE REQUIRED TO BE PROMPTED BY THE BANK. PLEASE DO NOT SIGN OR WRITE ON THIS CHECK.

CITY OF DICKINSON
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Pay to the order of
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Amount: \$1,109.06

03/17/2025 4515 \$1,109.06

THIS CHECK IS YOUR INSTRUMENT AND A PROPER PROMPT AND PROMPTING WILL BE REQUIRED TO BE PROMPTED BY THE BANK. PLEASE DO NOT SIGN OR WRITE ON THIS CHECK.

CITY OF DICKINSON
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Pay to the order of
CITY OF DICKINSON
4100 W. 10TH ST
DICKINSON, TX 75626

Amount: \$35.10

03/11/2025 4516 \$35.10

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.D

MEETING DATE: May 12, 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_2504.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: 5/12/2025

RE: April 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 April 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
5.E

MEETING DATE: May 12, 2025

TOPIC:	Consideration and possible action to approve the April 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.

ATTACHMENTS:	• FY2025 Monthly AP Payroll Transfer Request_2504.pdf
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FUNDING ISSUES:	Full amount already budgeted in Acct/Project#
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FINANCE VERIFICATION OF FUNDING:	
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SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		



TRANSFER

Date: 5/12/2025

RE: Apr25 Payroll

CITY OF DICKINSON

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		21,464.76
40-1127-00-000 Credit		
99-1121-00-000 Debit		
SUBTOTAL: CITY OF DICKINSON GENERAL FUND		\$ - \$ 21,464.76

Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 5/12/2025

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.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
7.A

MEETING DATE: May 12, 2025

TOPIC:	Consideration and possible action to enter into a Memorandum of Understanding (MOU) with Collaborate for Bayou Village Phase 2.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:	• MOU DEDC and COLLABORATE Execution Phase I.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
8.A

MEETING DATE: May 12, 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.B

MEETING DATE: May 12, 2025

TOPIC:	Texas Government Code Section 551.087: Deliberation Regarding Economic Development Negotiations Deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
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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	READINGS PASSED	OTHER
NO		

Dickinson Economic Development Corporation
Agenda Item Data Sheet
9.A

MEETING DATE: May 12, 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

Dickinson Economic Development Corporation
Agenda Item Data Sheet
9.B

MEETING DATE: May 12, 2025

TOPIC:	Texas Government Code Section 551.087: Deliberation Regarding Economic Development Negotiations Consideration and possible action regarding the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.
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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