



**Agenda**  
**Dickinson Economic Development Corporation**  
**4403 State Highway 3**  
**Dickinson, TX 77539**  
**Council Chambers**  
**Monday, August 25, 2025 at 6:30 PM**

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

2. **INVOCATION AND PLEDGE OF ALLEGIANCE**

3. **ANNOUNCEMENTS AND PRESENTATIONS**

Announcements concerning items of community interest. No action will be taken or discussed. Board member comments regarding items of community interest in accordance with Texas Government Code Section 551.0415.

3.A City Attorney Training for DEDC Board.

4. **STAFF UPDATE**

Dave Funk & Kaitlyn McMillan

5. **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.

6. **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.

6.A Consideration and possible action to approve the minutes from DEDC regular meeting held on June 16th, 2025.

6.B Consideration and possible action to approve the minutes from DEDC regular meeting held on July 14th, 2025.

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

6.D Consideration and possible action to approve the July 2025 Monthly Administrative

Service Fee Transfer Request.

6.E Consideration and possible action to approve the July 2025 Payroll Transfer Request.

6.F Consideration and possible action to approve the June 2025 DEDC Financial and Investment Report.

7. **OLD BUSINESS**

7.A Consideration and possible action to approve a contract with VisitWidget for website hosting services.

7.B Consideration and possible action to sponsor the Bayou Friends Forever Inc. Black Tie Texas Gala.

7.C Discussion and possible action regarding approval of the DEDC Fiscal Year 2025-2026 Budget

8. **NEW BUSINESS**

8.A Consideration and possible action to enter into a contract with Bay Area Houston Economic Partnership (BAHEP) for FY2026-2028.

8.B Consideration and possible action to approve an incentive request application for depot repairs for Keep Dickinson Beautiful.

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

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

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 21 day of August, 2025 at 2:45 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*

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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**  
**3.A**

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	City Attorney Training for DEDC Board.
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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> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve the minutes from DEDC regular meeting held on June 16th, 2025.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	• <a href="#">MINUTES JUNE 25.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> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

**MINUTES**  
City of Dickinson  
**ECONOMIC DEVELOPMENT CORPORATION**  
**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**

**June 16, 2025**

The Dickinson Economic Development Corporation met in a duly called and announced on **Monday, June 16, 2025, at 6:30 PM.** 4403 State Highway 3 Dickinson, TX 77539 in Council Chambers. The meeting was held for the purpose of considering the following items:

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

Collin Coker called the meeting to order at 6:30PM.

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

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

Matt Sabatier gave the invocation.

**ITEM 3.) STAFF REPORT** David Funk & Kaitlyn McMillan

Dave Funk gave updates on the following: Attended the TED training and is now certified. This week, he will be attending the TED Executive Leadership Conference in Rockwall, TX. A few people have reached out regarding the Penny's Beer Garden property. We are starting to work with finance regarding budget FY25-26. Have talked to several backfill tenants regarding the Kroger space. A group of us attended the LCRC May Luncheon. He has had several meetings regarding the Flintco contract, as well as meetings regarding Zeigler's. Attended a development showcase with BAHEP in Houston. Kaitlyn McMillan updated the board on the current status of the search for a website host.

**ITEM 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.

Joe Wilburn - Has watched La Marque slowly go downhill. This happens by giving to people.

David Lehman - Came to talk about his road. He lives on Texas Avenue and wants his roads to be fixed.

Garland Copelin - Concern with the Flintco contract. Dave answered his question, explained that the contract is mandated to us by the EDA (Economic Development Administration). Derek Corrick proposed having an overview of the total project cost at the next board meeting.

**ITEM 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.

Patrick Spies motioned to Approve , and Derek Corrick seconded the motion.

**VOTE:**

5 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Patrick Spies)

0 NAYS

**MOTION PASSED**

- 5.A Consideration and possible action to approve the minutes from DEDC regular meeting held on May 12th, 2025.
- 5.B Consideration and possible action to approve the April 2025 DEDC Financial and Investment Report.
- 5.C Consideration and possible action to approve the April 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.

**ITEM 6.) OLD BUSINESS**

No old business.

**ITEM 7.) NEW BUSINESS**

- 7.A Consideration and possible action to enter into a development agreement with Wellness First Medical Clinic.  
Dave Funk gave an explanation of the project given the public comments on the item. Collin Coker spoke as well, giving credit to the project to Councilman Bill Schick and saying that this project is a business retention initiative. David Lehman came back up to the podium. Walter Wilson spoke as well.

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

**VOTE:**

5 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Patrick Spies)

0 NAYS

**MOTION PASSED**

- 7.B Consideration and possible action to sponsor the Bayou Friends Forever Inc. Black Tie Texas Gala.  
Collin Coker recused himself from the vote. Jenna Simsen, board member of BFF, came up to give a presentation to the board regarding the sponsorship of the Black Tie Texas Gala and how it will benefit the shelter. Collin Coker explained a

little bit more about BFF and how it came to be. Walter Wilson asked about what specifically the ask was.

Walter Wilson motioned to Approve , and Matt Sabatier seconded the motion.

**VOTE:**

4 AYES (Matt Sabatier, Walter Wilson, Derek Corrick, Patrick Spies)

0 NAYS

**MOTION PASSED**

- 7.C Consideration and possible action to enter into a contract with Flintco for the construction of the Water Street Parking Garage.  
Dave Funk gave a brief overview of the project. Garland Copelin came up and gave Dave Funk a paper highlighted with questions, which Dave then read aloud. The representative from Flintco came up to speak to the question Garland had. Bill Schick then had questions.

Patrick Spies motioned to , and Derek Corrick seconded the motion.

**VOTE:**

5 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Patrick Spies)

0 NAYS

**MOTION**

- ITEM 8.) EXECUTIVE (CLOSED) SESSION(S)** The time is now 7:29 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 :  
Went into executive session at 7:29PM.

- 8.A Section 551.071. Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, to wit; ending the contract with StructureTone Southwest for the construction of the Dickinson Picnic Grounds.
- 8.B Section 551.071. Consultation with Attorney regarding pending litigation, to wit: Branch Construction Group v. Dickinson Economic Development Corporation.
- 8.C Section 551.072. Deliberate the purchase, exchange, lease, or value of real property.

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

Reconvened at 8:32PM

- 9.A Texas Government Code Section 551.071. Consideration and possible action on ending the contract with StructureTone Southwest for the construction of the Dickinson Picnic Grounds.

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

**VOTE:**

5 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Patrick Spies)

0 NAYS

**MOTION PASSED**

- 9.B Texas Government Code Section 551.071. Consideration and possible action regarding pending litigation, to wit: Branch Construction Group v. Dickinson Economic Development Corporation.

Patrick Spies motioned to Approve , and Derek Corrick seconded the motion.

**VOTE:**

5 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Patrick Spies)

0 NAYS

**MOTION PASSED**

- 9.C Texas Government Code Section 551.072. Consideration and possible action regarding the purchase, exchange, lease, or value of real property.  
No action.

**ITEM 10.) BOARD MEMBER COMMENTS**

None.

**ITEM 11.) FUTURE AGENDA ITEMS**

Next meeting, for the sake of clarity, we will review the WS parking garage project in total. This means all the costs.

**ITEM 12.) ADJOURNMENT**

Meeting was adjourned by Collin Coker at 8:34PM.

**PASSED APPROVED, AND ADOPTED** this \_\_\_\_\_.

\_\_\_\_\_  
Collin Coker, DEDC President

**ATTEST:**

\_\_\_\_\_  
Claude Oliver, City Secretary



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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve the minutes from DEDC regular meeting held on July 14th, 2025.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	• <a href="#">MINUTES JULY 25.pdf</a>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

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

**MINUTES**  
City of Dickinson  
**ECONOMIC DEVELOPMENT CORPORATION**  
**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**

**July 14, 2025**

The Dickinson Economic Development Corporation met in a duly called and announced on **Monday, July 14, 2025**, at **6:30 PM** at 4403 State Highway 3 Dickinson, TX 77539 in Council Chambers. The meeting was held for the purpose of considering the following items:

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

Called to order at 6:30PM.

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

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

Matt Sabatier gave the invocation.

**ITEM 3.) STAFF UPDATE** Dave Funk & Kaitlyn McMillan

Dave Funk and Kaitlyn McMillan gave a presentation about current DEDC projects, discussion between both the board members and Councilman Bill Schick (in the audience) ensued.

**ITEM 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 and limit their comments to three (3) minutes. No public comments at this meeting.

**ITEM 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.

Matt Sabatier motioned to Approve , and Walter Wilson seconded the motion.

**VOTE:**

6 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Ezreal Garcia, Patrick Spies)

0 NAYS

**MOTION PASSED**

5.A Consideration and possible action to approve the May 2025 DEDC Financial and Investment Report.

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

5.C Consideration and possible action to approve the June 2025 Monthly

Administrative Service Fee Transfer Request.

- 5.D Consideration and possible action to approve the June 2025 Payroll Transfer Request.

**ITEM 6.) OLD BUSINESS**

Walter Wilson made an original motion to approve, Patrick Spies seconded. City Attorney Nghiem Doan then went over a few changes to the agreement that need to be made and asked the board to vote on the agreement with said changes.

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

**VOTE:**

6 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Ezreal Garcia, Patrick Spies)

0 NAYS

**MOTION PASSED**

- 6.A Consideration and possible action to amend the development agreement with Wellness First Medical Clinic.

**ITEM 7.) NEW BUSINESS**

- 7.A Discussion regarding the FY2025-2026 Budget for the Dickinson EDC. Dave Fun ran through the proposed budget and a discussion ensued.

- 7.B Consideration and possible action to approve a contract with VisitWidget for website hosting services.  
Kaitlyn McMillan gave a presentation on VisitWidget and various other hosting options. Board wanted more details.

Collin Coker motioned to Postpone , and Ezreal Garcia seconded the motion.

**VOTE:**

6 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Derek Corrick, Ezreal Garcia, Patrick Spies)

0 NAYS

**MOTION PASSED**

- ITEM 8.) EXECUTIVE (CLOSED) SESSION(S)** 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 :  
Board went into executive session at 8:06PM.

- 8.A Section 551.072. Discussion regarding the purchase, exchange, lease, or value of real property.

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

Board reconvened at 8:45PM. No action was taken.

- 9.A Texas Government Code Section 551.072. Consideration and possible action regarding the purchase, exchange, lease, or value of real property.

**ITEM 10.) BOARD MEMBER COMMENTS**

Ezreal Garcia spoke about how it was good to see staff members at the BAHEP Legislative Updated in June.

Patrick Spies spoke about the budget and how the board will work on their communication with Council.

**ITEM 11.) FUTURE AGENDA ITEMS**

None.

**ITEM 12.) ADJOURNMENT**

**CERTIFICATE OF NOTICE**

Collin Coker adjourned the meeting at 8:47PM.

**PASSED APPROVED, AND ADOPTED** this \_\_\_\_\_.

\_\_\_\_\_  
Collin Coker, Board President

**ATTEST:**

\_\_\_\_\_  
Claude Oliver, City Secretary

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve the June 2025 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 June 2025 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="#">DEDC OPERATING (7418)- 202506.pdf</a></li><li>• <a href="#">202506 DEDC TEXPOOL.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 NO	READINGS PASSED	OTHER



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

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Account Number: \*\*\*\*\*7418  
Date 06/30/25

EM

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

**Acct XXXXXX7418**

**Summary of Activity Since Your Last Statement**

Beginning Balance	6/01/25	3,988,383.14	
Deposits / Misc Credits	2	188,097.25	
Withdrawals / Misc Debits	9	13,354.30	
** Ending Balance	6/30/25	4,163,126.09	**
Service Charge		.00	
Average Balance		4,094,835	
Enclosures		8	

	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
6/11	11,492.82	Credit YTD Interest
6/13	176,604.43	April25 Sales Tax paid in May

**Debits and Other Withdrawals**

Date	Amount	Activity Description
6/26	6.88	ACH Payments Tracking ID:4466659

**Checks**

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
6/02	4530	14.28	6/09	4535	79.21	6/18	4538	2,535.00
6/02	4533*	76.03	6/16	4536	58.09	6/25	4539	76.81
6/06	4534	4,350.00	6/20	4537	6,158.00			

\* indicates a break in check number sequence



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

1

Page

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Account Number:

\*\*\*\*7418

### Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
6/02	3,988,292.83	6/13	4,171,960.87	6/25	4,163,132.97
6/06	3,983,942.83	6/16	4,171,902.78	6/26	4,163,126.09
6/09	3,983,863.62	6/18	4,169,367.78		
6/11	3,995,356.44	6/20	4,163,209.78		

Please refer to the updated Funds Availability Disclosure included  
with your statement for changes effective July 1, 2025



Account Number

\*\*\*7418

Date 06/30/2025

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CITY OF DICKINSON  
REC OPERATING  
4530  
06/02/2025  
\$14.28

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL533P K113110256C 10337418P

06/02/2025 4530 \$14.28

CITY OF DICKINSON  
REC OPERATING  
4538  
06/18/2025  
\$2,535.00

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL533P K113110256C 10337418P

06/18/2025 4538 \$2,535.00

CITY OF DICKINSON  
REC OPERATING  
4533  
06/02/2025  
\$76.03

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL533P K113110256C 10337418P

06/02/2025 4533 \$76.03

CITY OF DICKINSON  
REC OPERATING  
4539  
06/25/2025  
\$76.81

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL533P K113110256C 10337418P

06/25/2025 4539 \$76.81

CITY OF DICKINSON  
REC OPERATING  
4534  
06/06/2025  
\$4,350.00

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL534P K113110256C 10337418P

06/06/2025 4534 \$4,350.00

CITY OF DICKINSON  
REC OPERATING  
4535  
06/09/2025  
\$79.21

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL535P K113110256C 10337418P

06/09/2025 4535 \$79.21

CITY OF DICKINSON  
REC OPERATING  
4536  
06/16/2025  
\$58.09

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL536P K113110256C 10337418P

06/16/2025 4536 \$58.09

CITY OF DICKINSON  
REC OPERATING  
4537  
06/20/2025  
\$6,158.00

PAY TO THE ORDER OF  
CITY OF DICKINSON  
P.O. BOX 60004  
DALLAS, TX 75260-0004

MDCL537P K113110256C 10337418P

06/20/2025 4537 \$6,158.00



## FUNDS AVAILABILITY POLICY DISCLOSURE



This disclosure describes your ability to withdraw funds at Texas First Bank. It only applies to the availability of funds in your transaction accounts (e.g., checking accounts). We reserve the right to delay the availability of funds deposited to these accounts for periods longer than those outlined in this disclosure. Please ask us if you have a question about which accounts are affected by our availability policy.

For purposes of this disclosure, the terms "you" or "your" mean customer and the terms "our," "we," or "us" mean Texas First Bank.

**YOUR ABILITY TO WITHDRAW FUNDS.** Our policy is to make funds from your cash and check deposits available to you on the first business day after the day we receive your deposit. Electronic direct deposits will be available on the day that we receive the deposit. During the delay, you may not withdraw the funds in cash, and we will not use the funds to pay checks that you have written. For determining the availability of your deposits, every day is a business day, except Saturdays, Sundays, and federal holidays. If you make a deposit before 6:00 p.m. on a business day that we are open, we will consider that day to be the day of your deposit. However, if you make a deposit after 6:00 p.m. or on a day that we are not open, we will consider the deposit made on the next business day we are open.

**DEPOSITS AT OTHER LOCATIONS.** This availability policy only applies to funds deposited at Texas First Bank. Please inquire for information about the availability of funds deposited at other locations.

**LONGER DELAYS MAY APPLY.** In some cases, we will not make all of the funds that you deposit by check available to you on the first business day after we receive your deposit. Depending on the type of check that you deposit, funds may not be available until the first business day after the day of your deposit. The first \$275.00 of your deposits, however, may be available on the first business day after the day of deposit. If we are not going to make all of the funds from your deposit available on the first business day, we will notify you at the time you make your deposit. We will also tell you when the funds will be available. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will send you the notice by the day after we receive your deposit. If you will need the funds from a deposit right away, you should ask us when the funds will be available.

In addition, funds you deposit by check may be delayed for a longer period under the following circumstances:

- (a) if we believe a check you deposit will not be paid;
- (b) if you deposit checks totaling more than \$6,725 on any one day;
- (c) if you redeposit a check that has been returned unpaid;
- (d) if you have overdrawn your account repeatedly in the last six months; or
- (e) if an emergency condition arises that would not enable us to make the funds available to you, such as the failure of computer or communications equipment.

We will notify you if we delay your ability to withdraw funds for any of these reasons, and we will tell you when the funds will be available. They will generally be available no later than the 7th business day after the day of your deposit.

**SPECIAL RULES FOR NEW ACCOUNTS.** If you are a new customer, the following special rules may apply during the first 30 days your account is open.

**Same-Day Availability.** Funds from electronic direct deposits to your account and checks drawn on Texas First Bank will be available on the day we receive the deposit. Funds from the following deposits will also be available on the same business day that we receive the deposit if the deposit meets certain conditions:

- Cash
- Wire transfers

**Next-Day Availability.** Funds from the following deposits are available on the first business day after the day of your deposit if the deposit meets certain conditions:

- U.S. Treasury checks
- U.S. Postal Service money orders
- Federal Reserve Bank or Federal Home Loan Bank checks
- State or Local Government checks
- Cashier's, Certified, or Teller's checks
- Traveler's checks

For example, the checks must be payable to you. The excess over \$6,725.00 of a day's total check deposits will be available on the 10th business day after the day of your deposit. If your deposit of these checks (other than a U.S. Treasury check) is not made in person to one of our employees, the first \$6,725.00 will not be available until the first business day after the day of deposit. Funds from all other check deposits will be available on the 10th business day after the day of deposit.

**HOLDS ON OTHER FUNDS FOR CHECK CASHING.** If we cash a check for you that is drawn on another financial institution, we may withhold the availability of a corresponding amount of funds that are already in your account. Those funds will be available at the time funds from the check we cashed would have been available if you had deposited it.

**HOLDS ON OTHER FUNDS IN ANOTHER ACCOUNT.** If we accept for deposit a check that is drawn on another financial institution, we may make funds from the deposit available for withdrawal immediately but delay your availability to withdraw a corresponding amount of funds that you have on deposit in another account with us. The funds in the other account would then not be available for withdrawal until the time periods that are described elsewhere in this disclosure for the type of check that you deposited.

**DEPOSITS AT PROPRIETARY AUTOMATED TELLER MACHINES (ATMs).** We only allow deposits to be made at ATMs that we own or operate. All ATMs that we own or operate are identified as our machines.



**CASH WITHDRAWAL LIMITATION.** We place certain limitations on withdrawals in cash. In general, \$275.00 of a deposit of checks is available for withdrawal in cash on the first business day after the day of deposit. All remaining funds will be available for withdrawal in cash on the 7th business day after the day of deposit.

For example, if you deposit a check of \$900 on a Monday, \$275.00 of the deposit is available to withdraw in cash on Tuesday. You may withdraw up to another \$550 of the deposit in cash at or after 5:00 p.m. on Wednesday. You may withdraw the rest in cash on Thursday.

**FOREIGN CHECKS.** Checks drawn on financial institutions outside of the U.S. (foreign checks) cannot be processed the same as checks drawn on U.S. financial institutions. Foreign checks are exempt from the policies outlined in this disclosure. Generally, the availability of funds from deposits of foreign checks will be delayed for the time it takes us to collect the funds from the financial institutions upon which they are drawn.



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

JN04435



# 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 06/01/2025 - 06/30/2025

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	\$141,333.76	\$0.00	\$0.00	\$499.12	\$141,832.88	\$141,350.40
<b>Total Dollar Value</b>	<b>\$141,333.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$499.12</b>	<b>\$141,832.88</b>	

## Portfolio Value

Pool Name	Pool/Account	Market Value (06/01/2025)	Share Price (06/30/2025)	Shares Owned (06/30/2025)	Market Value (06/30/2025)
Texas Local Government Investment Pool	449/7938200001	\$141,333.76	\$1.00	141,832.880	\$141,832.88
<b>Total Dollar Value</b>		<b>\$141,333.76</b>			<b>\$141,832.88</b>

## Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$499.12	\$3,012.38
<b>Total</b>		<b>\$499.12</b>	<b>\$3,012.38</b>



00151791



Statement Period 06/01/2025 - 06/30/2025

Page 2 of 2

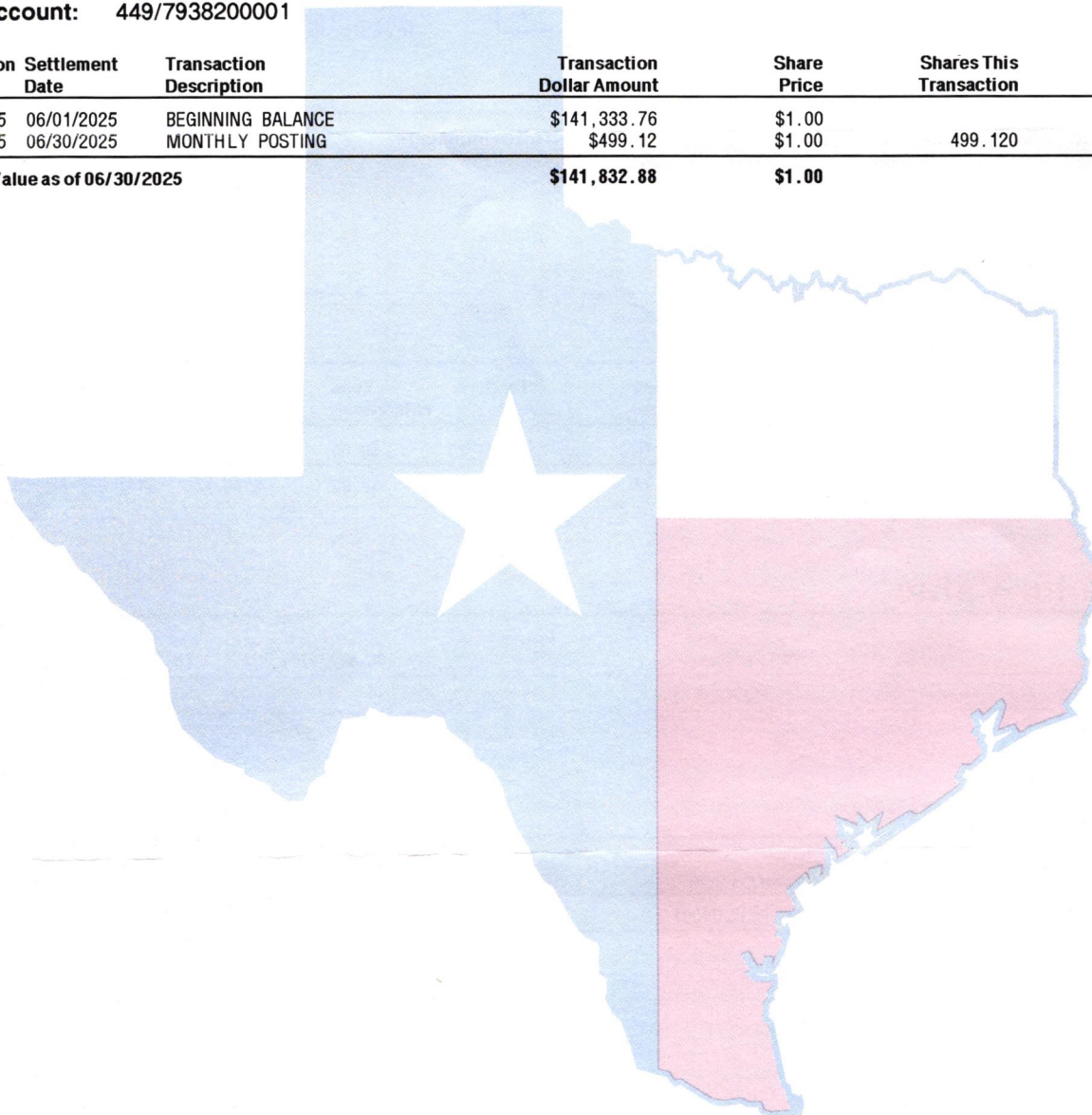
## Transaction Detail

### 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
06/01/2025	06/01/2025	BEGINNING BALANCE	\$141,333.76	\$1.00		141,333.760
06/30/2025	06/30/2025	MONTHLY POSTING	\$499.12	\$1.00	499.120	141,832.880
Account Value as of 06/30/2025			\$141,832.88	\$1.00		141,832.880



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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve the July 2025 Monthly Administrative Service Fee Transfer Request.
---------------	---

<b>BACKGROUND:</b>	<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>
--------------------	--

<b>RECOMMENDATION:</b>	Staff recommends approval of the July 2025 ASA Monthly Transfer Request.
------------------------	--

<b>ATTACHMENTS:</b>	• <a href="#">FY25 ASA_2507.pdf</a>
---------------------	-------------------------------------

<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

Payment Date: 8/18/2025

RE: July 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)			
<b>SUBTOTAL: CITY OF DICKINSON GENERAL FUND</b>	<b>\$ 340,000.00</b>	<b>\$ 28,400.00</b>	
OFF SET ENTRIES		BILLING	
99-1121-00-000 Cash GF Operating Fund (Debit)		28,400.00	
01-1310-00-000 Due from DEDC (Credit)			

<b>Total Interfund Transfers</b>		<b>\$ 28,400.00</b>
----------------------------------	--	---------------------

Prepared by: Sarah Clark, Finance Director

Signature: Sarah Clark

**Note: This request is for Admin Services Fee month of July 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**  
**6.E**

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve the July 2025 Payroll Transfer Request.
---------------	--

<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. 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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<b>RECOMMENDATION:</b>	Staff recommends approval.
------------------------	----------------------------

<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"><li>• <a href="#">FY2025 Monthly AP Payroll Transfer Request_2507.pdf</a></li><li>• <a href="#">2507 Payroll Backup.pdf</a></li></ul>
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<b>FUNDING ISSUES:</b>	Full amount already budgeted in Acct/Project#
------------------------	---

<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 NO	READINGS PASSED	OTHER



# TRANSFER

Date: 8/18/2025

RE: June 25 Payroll

## CITY OF DICKINSON

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		22,510.83
40-1127-00-000 Credit		
99-1121-00-000 Debit		
SUBTOTAL: CITY OF DICKINSON GENERAL FUND		\$ - \$ 22,510.83

Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 8/18/2025

### 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, TX

# Detail Report Account Detail

Date Range: 07/01/2025 - 07/31/2025

Account		Name				Beginning Balance	Module Activity	Ending Balance
Fund: 40 - DEDC Fund								
<a href="#">40-1130-00-000</a>		CLAIM ON CASH						
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	
07/01/2025	APPKT01712	DFT0001226		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-243.14	
07/01/2025	APPKT01712	DFT0001226		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-329.3	
07/01/2025	APPKT01712	DFT0001226		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-683.18	
07/11/2025	PYPKT00583	PYPKT00583 - 6/22/2025		Packet PYPKT00583: 6/22/2025-7/05/2025			-7912.87	
07/11/2025	APPKT01712	DFT0001230		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1508.7	
07/11/2025	APPKT01712	DFT0001230		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1580.02	
07/15/2025	APPKT01712	DFT0001227		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-742.73	
07/15/2025	APPKT01712	DFT0001227		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-254.74	
07/15/2025	APPKT01712	DFT0001227		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-329.3	
07/25/2025	PYPKT00591	PYPKT00591 - 7/6/25 - 7/19/25		Packet PYPKT00591: 7/6/25 - 7/19/25			-7671.23	
07/25/2025	APPKT01746	DFT0001257		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-243.14	
07/25/2025	APPKT01746	DFT0001257		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-329.3	
07/25/2025	APPKT01746	DFT0001257		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-683.18	
Grand Totals:						Beginning Balance:	-214107.96	Module Activity: -22510.83
						Ending Balance:	-236618.79	

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve the June 2025 DEDC Financial and Investment Report.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>	Staff recommends approval of June 2025 DEDC Financial and Investment Report.
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<b>ATTACHMENTS:</b>	• <a href="#">DEDC Financials FY24 2025-06.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 NO	READINGS PASSED	OTHER



**FISCAL YEAR 2024-2025  
FINANCIAL REPORT**

**Month Ending:  
June 30, 2025**

FY 2025 ADOPTED				
Account	Description	BUDGET	June 25 Actual	YTD Actuals
<b><u>Revenue</u></b>				
40-7001-00-000	SALES TAX REVENUE	2,167,100.00	164,841.03	1,420,603.28
40-7621-00-000	INTEREST INCOME	200,000.00	11,991.94	105,398.53
<b>Revenue Total</b>		<b>2,367,100.00</b>	<b>176,832.97</b>	<b>1,526,001.81</b>
<b><u>Expenditures</u></b>				
<b>Capital Outlay</b>				
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
<b>Total Capital Outlay</b>		<b>1,582,830.00</b>	<b>0.00</b>	<b>91,170.26</b>
<b>Contractual Services</b>				
40-8427-18-000	DEMOLITION SERVICES	10,000.00		0.00
40-8434-18-000	MARKETING & ADVERTISING	-	-	-
40-8501-18-000	FINANCE & AUDIT	4,000.00	400.00	2,800.00
40-8515-18-000	LEGAL	20,000.00		0.00
40-8526-18-000	PROFESSIONAL SERVICES	250,000.00		2,300.00
40-8527-18-000	CONTRACT SERVICES			2,111.93
40-8539-18-000	ADMINISTRATIVE SERVICES	336,000.00	28,000.00	252,000.00
40-8557-18-000	ED CONSULTING	0.00	0.00	0.00
<b>Total Contractual Services</b>		<b>620,000.00</b>	<b>28,400.00</b>	<b>259,211.93</b>
<b>Debt Service</b>				
40-8951-40-000	DEBT PAYMENT - INTEREST			0.00
40-8901-40-000	DEBT PAYMENT - PRINCIPAL			0.00
<b>Total Debt Service</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Project &amp; Programs</b>				
40-8445-41-022	BUSINESS RETENTION & DEV PROGRAM	75,000.00		110.51
40-8524-41-000	SITE PREPARATION	250,000.00	82,094.79	327,444.00
<b>Total Project &amp; Programs</b>		<b>325,000.00</b>	<b>82,094.79</b>	<b>327,554.51</b>
<b>Administration</b>				
40-8548-00-000	REFUND SALES TAX TO COMPTROLLER	116,850.00		0.00
40-8210-01-000	OFFICE & POSTAGE SUPPLIES	3,000.00	30.67	871.23
40-8301-01-000	BUILDING/PROPERTY MAINTENANCE			126.31
40-8402-01-000	TRAVEL & TRAINING	60,000.00	1,591.42	10,217.60
40-8403-01-000	DUES/SUBSCRIPTIONS/BOOKS	6,500.00	16.04	23,118.82
40-8417-01-000	UTILITIES-GAS/ELECTICITY/WATER	1,000.00	218.70	1,531.85
40-8425-01-000	SPECIAL EVENTS	25,000.00		0.00
40-8434-01-000	MARKETING & ADVERTISING	75,000.00		25,173.51
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	25,000.00	1,850.00	23,618.62
40-8441-01-000	LOCAL MEETINGS DEDC BOARD	3,500.00	108.70	2,206.33
40-8708-01-000	PROPERTY INSURANCE-REAL/PERSO	Need Budget		0.00
40-8709-01-000	PUBLIC OFFICIAL INSURANCE	Adjustment		-
<b>Total Administration</b>		<b>315,850.00</b>	<b>3,815.53</b>	<b>86,864.27</b>

**Salary & Benefits**

40-8101-02-000	SALARY & WAGES	220,000.00	16,923.06	158,259.28
40-8105-02-000	CAR ALLOWANCE	0.00	400.00	2,800.00
40-8114-02-000	LONGEVITY PAY	240.00		0.00
40-8150-02-000	OASDI	10,241.00	329.30	2,153.02
40-8151-02-000	MEDICARE	2,937.00	248.94	2487.96
40-8152-02-000	UNEMPLOYMENT TAX	774.00		126.00
40-8153-02-000	RETIREMENT (TMRS)	23,604.00	1,876.10	18,404.77
40-8155-02-000	EMPLOYEE GROUP INSURANCE	17,671.00	1,811.20	14,757.60
40-8156-02-000	WORKER'S COMP INSURANCE	12,276.00		84.44
<b>Total Salary &amp; Benefits</b>		<b>287,743.00</b>	<b>21,588.60</b>	<b>199,073.07</b>

<b>Total Expenditures</b>	<b>2,843,680.00</b>	<b>135,898.92</b>	<b>963,874.04</b>
<b>Total Revenue</b>	<b>2,367,100.00</b>	<b>176,832.97</b>	<b>1,526,001.81</b>
<b>Total Revenue less Total Expenditures</b>	<b>-476,580.00</b>	<b>40,934.05</b>	<b>562,127.77</b>

ESTIMATED	4,390,732.00		3,813,524.56
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ESTIMATED ENDING FUND BALANCE	3,914,152.00		4,375,652.33
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**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FISCAL YEAR 2024-2025**  
**Check Register**  
**June 30, 2025**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/6/2025	T-Mobile	\$ 58.09	Dialpad
6/13/2025	Kimley Horn	\$ 6,158.00	Proff Services - Water St Garage
6/13/2025	League City Regional Chamber of Commer	\$ 2,535.00	Membership Dues
6/18/2025	AT&T	\$ 76.81	Monthly Wireless
6/26/2025	Amazon	\$ 6.88	Office Supplies
6/26/2025	Cirro Energy	\$ 13.60	Property Electric
6/26/2025	Kimley Horn	\$ 6,550.00	Proff Services - Water St Garage
6/26/2025	WCID	\$ 35.10	Property Water Bill
		<hr/>	
		\$ 15,433.48	

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**INVESTMENT REPORT PERIOD ENDING:**  
**June 30, 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	4,163,126	174,743	77,094
TexPool - Investment	4.33%	NA	Demand	1	141,833	499	4,139
<b>Total (all cash &amp; investments)</b>					<b>4,304,959</b>	<b>175,242</b>	<b>81,233</b>

Weighted Average Rate (WAR) 4.233%

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

8/14/2025

Date

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve a contract with VisitWidget for website hosting services.
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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>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
NO		



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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to sponsor the Bayou Friends Forever Inc. Black Tie Texas Gala.
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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>
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<b>FINANCE VERIFICATION OF FUNDING:</b>
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<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Discussion and possible action regarding approval of the DEDC Fiscal Year 2025-2026 Budget
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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> Sarah Clark	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to enter into a contract with Bay Area Houston Economic Partnership (BAHEP) for FY2026-2028.
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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="#">BAHEP - City of Dickinson Proposal FY2026-FY2028.docx</a></li><li>• <a href="#">City of Dickinson-BAHEP FY2026-FY2028 Agreement.docx</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> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

# **Exhibit A**



**Proposal to the City of Dickinson**

**for**

**Economic Development Services**

**Submitted**

**by**

**Bay Area Houston  
Economic Partnership**

**July 15, 2025**

# **PROPOSAL TO THE CITY OF DICKINSON**

## **BAY AREA HOUSTON ECONOMIC PARTNERSHIP**

Bay Area Houston Economic Partnership is a 501 (c)(6) not for profit organization focusing on the growth of the region through retention, expansion, plus recruitment of high performance jobs and business. The region encompasses 19 cities which included the southeast portion of Houston and parts of Harris County and all of Galveston county. The 2025 population estimate for people that live in the Bay Area Houston region is 940,000.

Bay Area Houston Economic Partnership currently has more than 300 members employing over 175,000 people who reside in Harris and Galveston counties, including the economic partner cities of Clear Lake Shores, Deer Park, Dickinson, El Lago, Friendswood, Hitchcock, Houston, Kemah, La Marque, La Porte, League City, Morgan's Point, Nassau Bay, Pasadena, Santa Fe, Seabrook, Taylor Lake Village, Texas City, and Webster. Private and public partners include those in the aerospace and specialty chemical industries, as well as real estate brokers and developers, banks, healthcare and educational institutions.

## **PURPOSE**

As the City of Dickinson embarks upon a new economic development horizon, the Bay Area Houston Economic Partnership looks forward to partnering with the City of Dickinson and assisting in the development and implementation of an enhanced economic development strategy, to diversify and broaden the tax base.

## **ECONOMIC DEVELOPMENT SERVICES**

### *Economic Development Goals and Direction*

Bay Area Houston Economic Partnership will provide the following services:

- a. Assist the City of Dickinson in setting economic development goals and objectives, when requested.
- b. Recommend policies, processes, and procedures that enable City of Dickinson to successfully compete for new business within our target industries but not limited to Aerospace, Healthcare, and Specialty, Chemicals, Hotel Tourism, and Maritime and Logistics.
- c. Alert City of Dickinson of potential loss or addition of business due to changes in policy, State or federal law, or other impacts.
- d. Develop business linkages for City of Dickinson, given the City's economic development goals.
- e. Provide opportunities for City of Dickinson officials to participate on Bay Area Houston Economic Partnership committees.
- f. Consult with City of Dickinson officials or their designees on issues related to economic development.
- g. Create, expand, or nurture partnerships with other municipalities or agencies to promote and enhance the City of Dickinson's economic development strategy.

## **PROPOSAL TO THE CITY OF DICKINSON**

- h. Include the City of Dickinson in any and all discussions hosted by Bay Area Houston Economic Partnership with its allies that are related to regional economic development issues.

### *Economic Development Marketing and Sales*

Bay Area Houston Economic Partnership will provide the following services:

- a. Organize and conduct coordinated marketing and sales programs that build from the City of Dickinson's strengths to influence positively the national and international decision makers who decide where to locate, relocate, or expand.
- b. Target and recruit businesses and companies most likely to result in business location, relocation, and expansion.
- c. Solicit jobs from employers that result in a broader, more diversified tax base.
- d. Provide relevant background information about the City of Dickinson, the region, and the State of Texas, as appropriate to the business opportunity.
- e. Invite City of Dickinson officials to meetings with executives who are interested in business location, relocation, and expansion.
- f. Coordinate City of Dickinson in the Bay Area Houston comprehensive communications program geared to national and international business opportunities through conferences, advertising, and other means of disseminating information about the City of Dickinson's business climate and business activities.

### *Business Assistance Programs*

Bay Area Houston Economic Partnership will provide the following services:

- a. Include City of Dickinson officials and city personnel in initiatives, workshops, seminars, programs, and other educational programs designed to assist the City in promoting new business development, start-up business, entrepreneurship, business expansion, and other business assistance ventures.
- b. Include the City of Dickinson representatives in business development activities.
- c. Make available to the City of Dickinson's businesses free engineering services, as provided through the BAHEP's Space Alliance Technology Outreach Program (SATOP).

### *Special Services*

Bay Area Houston Economic Partnership will provide the following additional special services at no cost to the city:

- a. BAHEP will advocate for federal funding for the coastal storm surge protection system approved by Congress by working with federal and state elected officials, the Gulf Coast Protection District, the General Land Office, and the Bay Area Coastal Protection Alliance.
- b. BAHEP will collaborate with the Coalition for Sustainable Flood Insurance to monitor the National Flood Insurance Program and its reauthorization by the U.S. Congress.
- c. Collaborate with the economic development coordinator and other regional organizations to protect and grow the Ellington Airport assets. BAHEP will market Ellington Airport and perform economic development activities to protect and grow assets related to aerospace.

## **PROPOSAL TO THE CITY OF DICKINSON**

- d. BAHEP will collaborate with its affiliated Bay Area Houston Advanced Technology Consortium, or BayTech, to provide workforce development, retain the work force and knowledge base, and maximize future opportunities for the greater Houston region.

### **FUNDING USES**

Funding will be used specifically for the economic development services stated below:

#### **“Deliverables”**

1. Recruitment of new jobs should track with the community’s economic development goals and objectives, with a focus on identifying and attracting targeted business sectors to the city. This pursuit will include a goal of attracting diverse businesses and new jobs to the region.
2. Include the City of Dickinson in specific Bay Area Houston Economic Partnership communications, as follows:
  - Inclusion of City of Dickinson material on the Bay Area Houston Economic Partnership website.
  - Inclusion of the City of Dickinson in Bay Area Houston Economic Partnership printed materials and electronic newsletters.
  - If requested, advise the City of Dickinson in development of marketing materials for the city website and for print and video distribution.
3. Include the Mayor (along with other elected officials, city staff, as suggested by Mayor) in executive-level meetings.
4. Coordinate representation of the City of Dickinson at trade shows, with Bay Area Houston Economic Partnership staff working separately with city staff on the best methods to promote the City of Dickinson’s economic development objectives.
5. Include the City of Dickinson officials and personnel in four business workshops, seminars, or programs each year.
6. Coordinate meetings with Houston Region Economic Development Alliance, Governor’s Office of Economic Development and Tourism, and site selectors.
7. Inclusion of the City of Dickinson in a regional economic development exhibit.
8. Along with an annual written report documenting progress, Bay Area Houston Economic Partnership representatives will meet every six months with the Mayor of the City of Dickinson and/or a designated representative(s), upon request.

### **FUNDING REQUEST**

Bay Area Houston Economic Partnership is requesting a three-year funding partnership with the City of Dickinson, the investment level derived from a contracted membership fee of \$3,500, plus \$.30 per resident based on the City of Dickinson’s population. The total contracted amount for economic development services would be \$9,104 per year.

## **PROPOSAL TO THE CITY OF DICKINSON**

Our services agreement contract with the City of Dickinson allows economic development to be a consistent driving vehicle within the City that is not easily influenced by internal or external forces that could divert economic development resources away from its intended purposes. Consistency and long-term planning are key in developing a sound economic development basis on which to grow Dickinson's economic base and, at the same time, diversify its economic base.



# **AGREEMENT**

THIS AGREEMENT FOR ECONOMIC DEVELOPMENT SERVICES (“Agreement”), as described in PROPOSAL (Exhibit A) TO THE CITY OF DICKINSON is made effective as of the Effective Date (defined below) between the **City of Dickinson** (“City”) and the **Bay Area Houston Economic Partnership** (“Contractor”), a Texas 501 (c)(6) not for profit organization.

## **Contract Term:**

This Agreement is effective on the Effective Date and remains in effect for three (3) years thereafter, unless sooner terminated under this agreement.

## **Services:**

Contractor agrees to provide the services described in Exhibit A excluding the Optional Services.

## **Payment Term:**

The City shall pay \$9,104 per year, in annual installment, for Contractor’s economic development services rendered under this Agreement. Additional special services will be invoiced separately upon request by the City. Initial payment to Contractor is due within thirty- (30) days of the Effective Date.

## **Effective Date:**

This Agreement shall be effective as of October 1, 2025.

## **Termination for Convenience by the City:**

The City may terminate this Agreement at any time by giving 30 days’ written notice to Contractor. The City’s right to terminate this Agreement for convenience is cumulative of all rights and remedies, which exist now or in the future.

On receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement and cancel all existing orders and subcontracts that are chargeable to this Agreement. As soon as practicable after receiving the termination notice the City shall then honor payment terms for services rendered under this agreement unless the fees exceed the allocated funds remaining under this Agreement.

TERMINATION OF THIS AGREEMENT AND RECEIPT OF PAYMENT FOR SERVICES RENDERED ARE CONTRACTOR’S ONLY REMEDIES FOR THE CORPORATION’S TERMINATION FOR CONVENIENCE, WHICH DOES NOT

CONSTITUTE A DEFAULT OR BREACH OF THIS AGREEMENT. CONTRACTOR WAIVES ANY CLAIM (OTHER THAN ITS CLAIM FOR PAYMENT AS SPECIFIED IN THIS SECTION), IT MAY HAVE NOW OR IN THE FUTURE FOR FINANCIAL LOSSES OR OTHER DAMAGES RESULTING FROM THE CITY'S TERMINATION FOR CONVENIENCE.

**Termination for Cause by Contractor:**

Contractor may terminate its performance under this Agreement only if the City defaults and fails to cure the default after receiving written notice of it. Default by the City occurs if the City fails to perform one or more of its material duties under this Agreement. If a default occurs and Contractor wishes to terminate the Agreement, then Contractor must deliver a written notice to the Mayor describing the default and the proposed termination date. The date must be at least 30 days after the Mayor receives notice. Contractor, at its sole option, may extend the proposed termination date to a later date. If the City cures the default before the proposed termination date, then the proposed termination is ineffective. If the City does not cure the default before the proposed termination date, then Contractor may terminate its performance under this Agreement on the termination date. To effect final termination, the contractor must notify the Mayor in writing.

**Termination for Cause by City:**

If Contractor defaults under this Agreement, the Mayor may either terminate this Agreement or allow Contractor to cure the default as provided below. The City's right to terminate this Agreement for Contractor's default is cumulative of all rights and remedies, which exist now or in the future. Default by Contractor occurs if:

- (1) Contractor fails to perform any of its duties under this Agreement;
- (2) Contractor becomes insolvent;
- (3) all or a substantial part of Contractor's assets are assigned for the benefit of its creditors; or
- (4) a receiver or trustee is appointed for Contractor.

If a default occurs, the Mayor may, but is not obligated to, deliver a written notice to Contractor describing the default and the termination date. The Mayor, at his or her sole option may extend the termination date to a later date. If the Mayor allows Contractor to cure the default and Contractor does so to the Mayor's satisfaction before the termination date, then the termination is ineffective. If Contractor does not cure the default before the termination date, then the Mayor may terminate this Agreement on the termination date, at no further obligation of the Corporation.

To effect final termination, the Mayor must notify Contractor in writing. After receiving the notice, Contractor shall, unless the notice directs otherwise, immediately discontinue all services under this Agreement, and promptly cancel all orders or subcontracts chargeable to this Agreement.

**Signatures:**

The Parties have executed this Agreement in multiple copies, each of which is an original.

BAY AREA HOUSTON ECONOMIC  
PARTNERSHIP

By: \_\_\_\_\_  
Name: Bob Payne  
Title: Contracts Director

By: \_\_\_\_\_  
Brian Freedman  
President

CITY OF DICKINSON

By: \_\_\_\_\_  
Dave Funk, Executive Director  
Dickinson Economic Development Corp.

By: \_\_\_\_\_  
Collin Coker, President  
Dickinson Economic Development Corp.

## **EXHIBIT A**

1. Recruitment of new jobs should track with the community's economic development goals and objectives, with a focus on identifying and attracting targeted business sectors to the city. This pursuit will include a goal of attracting diverse businesses and new jobs to the region.
2. Include the City of Dickinson in specific Bay Area Houston Economic Partnership communications, as follows:
  - Inclusion of City of Dickinson material on the Bay Area Houston Economic Partnership website.
  - Inclusion of the City of Dickinson in Bay Area Houston Economic Partnership printed materials and electronic newsletters.
  - Advise the City of Dickinson in development of marketing materials for the city website and for print and video distribution, as required.
3. Include the Mayor (along with other elected officials, city staff, as suggested by Mayor) in executive-level meetings.
4. Coordinate representation of the City of Dickinson at trade shows, with Bay Area Houston Economic Partnership staff working separately with city staff on the best methods to promote the City of Dickinson's economic development objectives.
5. Include the City of Dickinson officials and personnel in four business workshops, seminars, or programs each year.
6. Coordinate meetings with HREDA, Governor's Office of Economic Development and Tourism, and site selectors each year.
7. Inclusion of the City of Dickinson in a regional economic development exhibit.
8. Make available to the City of Dickinson businesses free engineering services, as provided through the Provider's Space Alliance Technology Outreach Program.
9. Along with an annual written report documenting progress, Bay Area Houston Economic Partnership representatives will meet every six months with the Mayor of the City of Dickinson and/or the designated representative(s), if requested.

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

**MEETING DATE:** August 25, 2025

<b>TOPIC:</b>	Consideration and possible action to approve an incentive request application for depot repairs for Keep Dickinson Beautiful.
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<b>BACKGROUND:</b>
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<b>RECOMMENDATION:</b>
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<b>ATTACHMENTS:</b>	• <a href="#">DEDC Incentive Request Application.pdf</a>
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<b>FUNDING ISSUES:</b>
<b>FINANCE VERIFICATION OF FUNDING:</b>

<b>SUBMITTING STAFF MEMBERS:</b> Kaitlyn McMillan	<b>CITY MANAGER APPROVAL:</b>
--	-------------------------------

ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER



## Incentive Request Application

Please fill out the form to the best of your ability. The established guidelines stipulate that all projects must meet or exceed minimum threshold levels. **If these levels are not met, the project may be considered on a case-by-case basis.**

Deliver to:

Dickinson Economic Development Corporation  
4403 State Hwy 3  
Dickinson, TX 77539

**OR**

Email:

dfunk@dickinsontexas.gov

**Date of Application:** 8/20/2025

### Basic Company Information

**Company Name:** KEEP DICKINSON BEAUTIFUL

**Type of Business:** 501c3 promoting a clean and beautiful community

**North American Industry Classification System (NAICS) Code**  
(<https://www.census.gov/naics/>): \_\_\_\_\_

**Company Website (if applicable):** keepdickinsonbeautiful.org

**Company Facebook (if applicable):** Keep Dickinson Beautiful

**Company Instagram (if applicable):** \_\_\_\_\_

**Any Other Company Social Media Pages (if applicable):**  
\_\_\_\_\_

**Mailing Address:** 218 FM 517 Rd W, Dickinson

**City, State, ZIP Code:** \_\_\_\_\_

**Your Name & Title:** Julie Masters, Executive Director

**Email Address:** dbeautiful@dickinsontexas.gov

**Phone Number:** Cell 713-501-2225 Office 281-337-6293

## Current Company Details/Data

### Short Description of Company:

KDB was established in 1987 by Dickinson volunteers. Our mission is to engage citizens to take personal responsibility for improving our community environment through education, litter prevention, waste reduction, recycling, beautification and habitat protection. We partner with the public and private sector who are similarly committed to our vision to preserve our heritage of natural beauty, see the rejuvenation of our city, strengthen bonds between organizations and create positive community involvement in finding solutions to our problems.

### Number of CURRENT Employees:

Full Time: \_\_\_\_\_ Part-time: 1

Avg. Annual Salaries/Hourly Wages: \$ 7344

Current Total Annual Payroll: \$ 8600

### Type of Ownership:

Corporate: X Partnership: \_\_\_\_\_ Proprietorship: \_\_\_\_\_

### Name of Owners:

City of Dickinson

### Corporate Headquarters Address (if applicable):

4403 Hwy 3, Dickinson, TX 77539

**PLEASE ATTACH MOST RECENT ANNUAL FINANCIAL STATEMENT FOR THE PAST 3 YEARS.**

## Project Information

Project Address: 218 FM 517 Rd W, Dickinson

### Type of Facility:

Distribution: \_\_\_\_\_ Development: \_\_\_\_\_ Manufacturing: \_\_\_\_\_ Service: \_\_\_\_\_

Entertainment/Food Service: \_\_\_\_\_ Other (Specify): Small Event and Museum Tourism

### Project Description

New: Repair work on Depots Expansion: \_\_\_\_\_ Modernization: \_\_\_\_\_

Amount/Incentive Being Requested: \$10,500

Has the Applicant ever been loaned/granted funds by the DEDC? Yes If so, in what amount, when, and how were the funds spent?

\$25,000; August 2024; Rentals, supplies and equipment for the City's Bicentennial Festival

Is the Applicant contractually obligated to achieve the purpose above?

No

Owner's financial contribution to the project, if any: \$ \_\_\_\_\_ City \_\_\_\_\_

If this application is not approved, will the Applicant still pursue the project? \_\_\_\_\_

Yes, the project is imperative to the sustainability of this City amenity.

Please provide a detailed description of the project:

Repairs are needed to provide for the safety of visitors entering both buildings. Rotten handrails, rotten handicap ramp boards, decayed posts supporting handrails, all wobble and unstable. Two sets of stairs need rebuilding due to decay. Main ramp into the LC Depot was improperly installed or wasn't finished and needs additional supports. Ceilings in the Museum were damaged due to A/C leak and need repaired and repainted.

Floors in the Historical Society and adjoining office were addressed by the Society hiring a company to get beneath the structure and spray a material to seal beneath the hardwood floors as the critters had

removed all of the insulation, heat, cold, bugs and fleas were infesting the office. Society paid \$3000

Please explain in detail how DEDC funds will be applied to the project (a detailed budget may be attached):

Project: Remove damaged beadboard on ceiling in the Musuem, prep and repaint \$1500

Exterior power washing of handrails and decking ramps and stairs. Replace rotten deck boards and handrails.

Rebuild two sets of steps. Resupport large entry ramp where sagging. Replace all handrail caps with new 2x6 treated lumber. Repair bottom section of rotten battens around exterior of buildings, repaint or stain to match existing colors on all wood that's been replaced and power washed. Cost includes material, labor and debris removal.

Total cost for exterior work: \$9,500

Please provide a detailed summary of how the project would contribute to the economic prosperity of Dickinson, Texas:

In previous years, the Depot hosted Bridal Showers, a Wedding, Baby Showers, Training for local business, Christmas Train Show, Plant Swap, Pottery Show/Sale, Youth Action Council "Summer to Serve", community group meetings and events.

In addition to events, the number of people visiting the Museum: 2016 - 107; 2017 - 102; 2018 - 92; 2019 - 110; 2020 - 42; 2021 - 27; 2022 - 24; 2023 - 36; 2024 - 27. This is without publicity, mostly Historical Society website and in more recent years, Facebook.

The potential for tourism is exponential. Community room and property rental fees, admission fee (please know that I'm not suggesting a fee to tour museum unless its a Rented and/or Special Exhibit). If DEDC would like to enhance tourism and rental of this property, a new job could be created by the DEDC to promote rentals and special events.

### Economic Information

	New Jobs Created	Annual Payroll
At opening:	_____	_____
At 3 years:	_____	_____
At 5 years:	_____	_____



**New jobs filled by Dickinson residents**

**Full Time:** \_\_\_\_\_ **Part-time:** \_\_\_\_\_

**Estimated Annual Number of Visitors to Facility:** \_\_\_\_\_

**Estimated annual sales: \$** \_\_\_\_\_

**Estimated number of sales taxes to be paid annually: \$** \_\_\_\_\_

**Estimate increase in taxable sales as a result of the project:** \_\_\_\_\_ %

**Is this a job retention initiative? Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**If yes, describe the potential job loss without this project:**

\_\_\_\_\_  
\_\_\_\_\_

### **Operations**

**Total Annual Operating Budget: \$** \_\_\_\_\_

**Value of materials purchased for operations (excluding inventory): \$** \_\_\_\_\_

**Percentage of materials bought in Dickinson:** \_\_\_\_\_ %

**Average annual cost of each utility**

**a. Electricity: \$** \_\_\_\_\_

**b. Telephone: \$** \_\_\_\_\_

**c. Cable: \$** \_\_\_\_\_

**d. Natural Gas: \$** \_\_\_\_\_

**e. Sanitation: \$** \_\_\_\_\_

**f. Water & Sewer: \$** \_\_\_\_\_

### **Signatures**

**Authorized Company Representative**

**Name:** Julie Masters  
**Title:** Executive Director

**Address:** 218 FM 517 Rd W, Dickinson

**Email:** dbeautiful@dickinsontexas.gov

**Phone:** Cell 713-501-2225 Office 281-337-6293

**PLEASE ATTACH**

- A. Bank References**
- B. Last 3 years of business financial statements.**
- C. Detailed budget of funds to be spent (if applicable).**
- D. Any other supporting documentation you deem necessary.**