



Agenda
Dickinson Economic Development Corporation 4403
State Highway 3
Dickinson, TX 77539
Council Chambers
Tuesday, December 2, 2025 at 7:00 PM

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

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

2. **INVOCATION AND PLEDGE OF ALLEGIANCE**

3. **STAFF UPDATE**

Dave Funk and 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 November 4th, 2025.

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

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

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

5.E Consideration and possible action to approve FY25 Transfer Request.

5.F Consideration and possible action to approve the November 2025 Payroll Transfer Request.

6. **OLD BUSINESS**

7. **NEW BUSINESS**

7.A

Approval of proposed updates to the Texas First Bank and TexPool accounts to change authorized signers and account inquiry access and authorize the DEDC President to execute any and all documents necessary to effectuate such changes and provide an effective date.

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 Regarding Real Property
Deliberate the purchase, exchange, lease, or value of real property.

8.B Texas Government Code Section 551.071 - Consultation with Attorney
Consultation with attorney regarding pending litigation.

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

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

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

9.B Texas Government Code Section 551.071
Consideration and possible action regarding pending litigation.

9.C Texas Government Code Section 551.071 - Consultation with Attorney
Consideration and possible action regarding the matter discussed with the attorney.

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 25th day of November, 2025 at 2:30 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

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: December 2, 2025

TOPIC:	Consideration and possible action to approve the minutes from DEDC Regular Meeting held on November 4th, 2025.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:	• NOV MINUTES 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

November 4, 2025

The Dickinson Economic Development Corporation met in a duly called and announced on **Tuesday, November 4, 2025, at 7:00 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

President Patrick Spies called the meeting to order at 7:03PM. Board Members present were as follows: Matt Sabatier, Derek Corrick, Clinton Williams, Patrick Spies.

ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE

Derek Corrick gave the invocation.

ITEM 3.) STAFF UPDATE Dave Funk & Kaitlyn McMillan

There was no staff update due to a time restraint.

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.

No public comments.

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 Clinton Williams seconded the motion.

VOTE:

4 AYES (Matt Sabatier, Derek Corrick, Clinton Williams, Patrick Spies)

0 NAYS

MOTION PASSED

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

5.B Consideration and possible action to approve the minutes from DEDC Regular Meeting held on October 7th, 2025.

- 5.C Consideration and possible action to approve the August 2025 DEDC Account Statement for Texas First Bank and TexPool.
- 5.D Consideration and possible action to approve the October 2025 Monthly Administrative Service Fee and Audit Transfer Request.
- 5.E Consideration and possible action to approve the October 2025 Payroll Transfer Request.

ITEM 6.) OLD BUSINESS

2 people from the Dickinson Historical Society gave a presentation on the Dickinson Railroad Museum.

- 6.A Discussion regarding the future of the Dickinson Railroad Museum.
No action taken.

ITEM 7.) NEW BUSINESS

- 7.A Consideration and possible action to enter into an Administrative Services Agreement with the City of Dickinson.

Clinton Williams motioned to , and Matt Sabatier seconded the motion.

VOTE:

4 AYES (Matt Sabatier, Derek Corrick, Clinton Williams, Patrick Spies)

0 NAYS

MOTION

- 7.B Discussion and review of Dickinson EDC Board applications.

Jo Muse

Brian Beck

Christopher Tucker

Callen Hajda

Angela Schaub

Lindsay Reyes

Taylor Humphrey

Justin Leal

David Floyd

Item was skipped over due to time restraints.

- 7.C Consideration and possible action to enter into a lease agreement with the Dickinson Music Enrichment Center for use of 4512 Hwy 3, Dickinson, TX 77539 for festival parking.

Derek Corrick motioned to , and Matt Sabatier seconded the motion.

VOTE:

4 AYES (Matt Sabatier, Derek Corrick, Clinton Williams, Patrick Spies)

0 NAYS

MOTION

ITEM 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 :
Moved into Executive Session at 7:21PM.

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

ITEM 9.) ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)
Reconvened at 7:46PM. No action 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
None.

ITEM 11.) FUTURE AGENDA ITEMS
None.

ITEM 12.) ADJOURNMENT

PASSED APPROVED, AND ADOPTED this _____.

ATTEST:

Patrick Spies, Board President

Claude Oliver, City Secretary

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.B

MEETING DATE: December 2, 2025

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

RECOMMENDATION: Staff recommends approval of September 2025 DEDC Financial and Investment Report.
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ATTACHMENTS:	• DEDC Financials FY24 2025-09.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:
September 30, 2025**

Account	Description	FY 2025 ADOPTED BUDGET	September 2025 Actual	YTD Actuals
<u>Revenue</u>				
40-7001-00-000	SALES TAX REVENUE	2,167,100.00	145,541.08	1,868,845.95
40-7603-00-000	MISCELLANEOUS INCOME	-	208,192	208,192
40-7604-00-000	FACILITY RENTAL INCOME	-	-	-
40-7620-00-000	INOME FROM REAL PROPERTY SALE	-	-	-
40-7621-00-000	INTEREST INCOME	200,000.00	13,248.18	145,628.32
Revenue Total		2,367,100.00	366,981.37	2,222,666.27
<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		88,771.70
Total Capital Outlay		1,582,830.00	0.00	92,279.32
Contractual Services				
40-8427-18-000	DEMOLITION SERVICES	10,000.00	-	-
40-8501-18-000	FINANCE & AUDIT	4,000.00	400.00	4,000.00
40-8515-18-000	LEGAL	20,000.00	1,305.00	5,235.00
40-8526-18-000	PROFESSIONAL SERVICES	250,000.00		2,300.00
40-8539-18-000	ADMINISTRATIVE SERVICES	336,000.00	28,000.00	336,000.00
Total Contractual Services		620,000.00	29,705.00	347,535.00
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				
40-8445-41-000	SPECIAL PROJECTS			10,500.00
40-8445-41-005	WATER STREET PROJECT	0.00		2,102,042.20
40-8445-41-022	BUSINESS RETENTION & DEV PROGRAM	75,000.00		110.51
40-8524-41-000	SITE PREPARATION	250,000.00		407,628.50
Total Project & Programs		325,000.00	0.00	2,520,281.21
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		1,399.28
40-8301-01-000	BUILDING/PROPERTY MAINTENANCE			126.31
40-8402-01-000	TRAVEL & TRAINING	60,000.00	450.00	11,937.60
40-8403-01-000	DUES/SUBSCRIPTIONS/BOOKS	6,500.00	16,651.40	39,810.22
40-8417-01-000	UTILITIES-GAS/ELECTITY/WATER	1,000.00	143.54	2,037.66
40-8425-01-000	SPECIAL EVENTS	25,000.00		0.00
40-8434-01-000	MARKETING & ADVERTISING	75,000.00	10,000.00	40,213.48
40-8435-01-000	ECONOMIC DEVELOPMENT GRANTS	25,000.00	11,500.00	60,166.29
40-8441-01-000	LOCAL MEETINGS DEDC BOARD	3,500.00	123.12	3,354.30

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	38,868.06	159,045.14
Salary & Benefits				
40-8101-02-000	SALARY & WAGES	220,000.00	27,453.62	219,559.05
40-8105-02-000	CAR ALLOWANCE	0.00	800.00	4,400.00
40-8114-02-000	LONGEVITY PAY	240.00		0.00
40-8150-02-000	OASDI	10,241.00	494.21	3,305.83
40-8151-02-000	MEDICARE	2,937.00	376.49	3362.33
40-8152-02-000	UNEMPLOYMENT TAX	774.00	0.29	126.29
40-8153-02-000	RETIREMENT (TMRS)	23,604.00	2,835.81	24,992.78
40-8155-02-000	EMPLOYEE GROUP INSURANCE	17,671.00	2,338.34	20,402.75
40-8156-02-000	WORKER'S COMP INSURANCE	12,276.00		84.44
Total Salary & Benefits		287,743.00	34,298.76	276,233.47
Total Expenditures		3,131,423.00	102,871.82	3,395,374.14
Total Revenue		2,367,100.00	366,981.37	2,222,666.27
Total Revenue less Total Expenditures		-764,323.00	264,109.55	-1,172,707.87
BEGINNING FUND		4,390,732.00		3,813,524.56
ESTIMATED ENDING FUND BALANCE		3,626,409.00		2,640,816.69

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2024-2025
Check Register
September 30, 2025

Date	Vendor	Amount	Description
7/25/2025	McDowell Hetherington LLP		Legal Fees
7/25/2025	WCID		Property Water Bill
7/31/2025	Structure Tone Southwest		Design Fees for Picnic Grounds
9/4/2025	Kimley Horn	\$ 13,047.97	Proff Services - Water St Garage
9/4/2025	T-Mobile	\$ 58.06	Dialpad
9/19/2025	Amazon	\$ 33.74	Office Supplies
9/19/2025	AT&T	\$ 35.73	Monthly Wireless
9/19/2025	Cirro Energy	\$ 14.28	Property Electric
9/19/2025	Flintco	\$ 1,011,620.99	Water Street Parking Gargage Construction
9/19/2025	Keep Dickinson Beautiful	\$ 10,500.00	Depot Repair Approve 9/15 meeting
9/19/2025	WCID	\$ 35.10	Property Water Bill
9/25/2025	Bayou Friends Forever	\$ 10,000.00	Event Sponsorship
9/25/2025	Kimley Horn	\$ 12,000.00	Proff Services - Water St Garage
		<u>\$ 1,057,345.87</u>	

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
INVESTMENT REPORT PERIOD ENDING:
September 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	4.18%	NA	Demand	1	3,421,479	(669,354)	115,784
TexPool - Investment	3.87%	NA	Demand	1	143,372	521	5,678
Total (all cash & investments)					3,564,852	(668,834)	121,463

Weighted Average Rate (WAR) 4.166%

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

11/25/2025

Date

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.C

MEETING DATE: December 2, 2025

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

RECOMMENDATION:	Staff recommends approval of the September 2025 DEDC's Account Statement for Texas First Bank and TexPool
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ATTACHMENTS:	<ul style="list-style-type: none">• DEDC OPERATING (7418) - 202509.pdf• 79382- September2025.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



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www.texasfirst.bank

600 Gulf Freeway, Texas City, TX 77591

Return Service Requested

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(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 4

Account Number: ****7418
Date 09/30/25

EM

AA -PUBLIC FUNDS NOW DICKINSON ECONOMIC DEVELOPMENT

Acct XXXXXX7418

Summary of Activity Since Your Last Statement

Beginning Balance	9/01/25	4,142,254.48	
Deposits / Misc Credits	3	373,035.46	
Withdrawals / Misc Debits	10	1,093,810.47	
** Ending Balance	9/30/25	3,421,479.47	**
Service Charge		.00	
Average Balance		4,181,940	
Enclosures		6	

	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
9/08	208,192.11	NOAA TREAS 310/MISC PAY 752842107132000 DICKINSON ECONOM
9/15	152,094.47	July25 Sales Tax paid in June
9/15	12,748.88	Credit YTD Interest

Debits and Other Withdrawals

Date	Amount	Activity Description
9/15	20,064.60	August25 Payroll
9/15	28,400.00	August 25 ASA
9/26	10,000.00	ACH Payments Tracking ID:4603574
9/26	1,011,654.73	ACH Payments Tracking ID:4603592



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Return Service Requested

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CUSTOMER SERVICE
(409) 948-1993

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

1

Page 2 of 4

Account Number: ****7418

Checks

Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
9/09	4555	13,047.97	9/26	4557	35.73	9/25	4559	10,500.00
9/11	4556	58.06	9/30	4558	14.28	9/25	4560	35.10

* indicates a break in check number sequence

Daily Balance Summary

Date	Balance	Date	Balance	Date	Balance
9/08	4,350,446.59	9/15	4,453,719.31	9/30	3,421,479.47
9/09	4,337,398.62	9/25	4,443,184.21		
9/11	4,337,340.56	9/26	3,421,493.75		

Please refer to the attached PDF behind your statement of
upcoming ACH changes effective October 1, 2025 and
Wire changes effective November 1, 2025.



Good news! Starting October 1, 2025, you may receive your paycheck up to two days early. If your employer sends your payroll direct deposit through ACH, we'll make those payroll funds available sooner—so you can access your money when you need it, not just on payday. If you have any questions, please contact us at 888-TFB-PALS (832-7257).

Amendment to Wire Transfer Agreements:

Please note, in an effort to reduce your risk of fraud loss, effective November 1, 2025, phone-initiated wire requests will no longer be accepted. You will still be able to initiate wires via Online Banking, via email, or in-person.

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



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

Participant Statement

Statement Period 09/01/2025 - 09/30/2025

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

TexPool Update

TexPool Participant Services is excited to announce that as of August 18, 2025, TexPool Prime's transaction cutoff time has been extended from 2:00 p.m. CT to 3:00 p.m. CT.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$142,872.86	\$0.00	\$0.00	\$499.30	\$143,372.16	\$142,889.50
Total Dollar Value	\$142,872.86	\$0.00	\$0.00	\$499.30	\$143,372.16	

Portfolio Value

Pool Name	Pool/Account	Market Value (09/01/2025)	Share Price (09/30/2025)	Shares Owned (09/30/2025)	Market Value (09/30/2025)
Texas Local Government Investment Pool	449/7938200001	\$142,872.86	\$1.00	143,372.160	\$143,372.16
Total Dollar Value		\$142,872.86			\$143,372.16

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7938200001	\$499.30	\$4,551.66
Total		\$499.30	\$4,551.66

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
09/01/2025	09/01/2025	BEGINNING BALANCE	\$142,872.86	\$1.00		142,872.860
09/30/2025	09/30/2025	MONTHLY POSTING	\$499.30	\$1.00	499.300	143,372.160
Account Value as of 09/30/2025			\$143,372.16	\$1.00		143,372.160

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.D

MEETING DATE: December 2, 2025

TOPIC:	Consideration and possible action to approve the November 2025 Monthly Administrative Service Fee and Audit 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 by the EDC board at the 11/4/25 DEDC 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 November 2025 ASA Monthly Transfer Request.
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ATTACHMENTS:	• FY26 ASA_2511.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



MONTHLY TRANSFER

Payment Date: 12/2/2025

RE: November 2025 ASA

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON GF	INTERLOCAL	Monthly BILLING
40-8539-18-00 Administrative Services - Oct (Debit)	336,000.00	28,000.00
40-8501-18-000 Audit (Debit)	4,000.00	333.33
SUBTOTAL: CITY OF DICKINSON GENERAL FUND	\$ 340,000.00	\$ 28,333.33

OFF SET ENTRIES	BILLING
40-1127-00-00 DEDC TX 1st Oper (Credit)	28,333.33
99-1121-00-00 TX 1st Operating (Debit)	28,333.33
01-7726-00-00 Transfer from DEDC (Credit)	28,333.33

Total Interfund Transfers	\$ 56,666.67	\$ 56,666.67
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Prepared by: Sarah Clark, Finance Director

Signature: 

Date: 12/2/2025

Note: This request is for Admin Services Fee month of November 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 by the EDC board at the 11/4/25 DEDC Meeting. 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.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.E

MEETING DATE: December 2, 2025

TOPIC:	Consideration and possible action to approve FY25 Transfer Request.
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BACKGROUND:	<p>FY25 transfer request will contain amounts paid by the City of Dickinson from the City's operating account.</p> <p>The attachment to this item contains the request with detailed items.</p>
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RECOMMENDATION:	Staff recommends approval of the FY25 Transfer Request.
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ATTACHMENTS:	<ul style="list-style-type: none">• FY2025 Cash Transfer Request.pdf• FY2025 Cash Transfer Request Backup.pdf
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FUNDING ISSUES:	Not applicable - no dollars are being spent or received.
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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 NO	READINGS PASSED	OTHER



TRANSFER

Date: 12/2/2025

RE: DEDC Payments

CITY OF DICKINSON

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON GF		Total Amount
Comdata (CorPay) Activity Dec'24-Sep'25		17,555.11
SHI Government Solutions DEDC portion of Adobe		1,050.61
McDowell Legal Fees for Branch Construction Law Suit		2,692.50
TOTAL 40-1127-00-000 DEDC Account (Credit)		\$ 21,298.22

OFF SET ENTRIES

99-1121-00-000 Cash Operating Fund (Debit) 21,298.22

Total Interfund Transfers	\$ -
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Sarah Clark, Finance Director

Signature: 

Date: 11/26/2025

Note: This request is for remaining FY 2025 Transfer for payments made by the City of Dickinson out the City's operating bank account on behalf of the DEDC. A detailed trail balance is included with this request to support the total noted above.



Dickinson, TX

Detail Report

Account Detail

Date Range: 12/01/2024 - 09/30/2025

Account		Name		Module Activity		
Fund: 40 - DEDC Fund						
<u>40-1130-00-000</u>		CLAIM ON CASH				
						-21298.22
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Amount
12/10/2024	APPKT01038	DFT0000919		COMDATA SEC REI PMT	VEN01080 - COMDATA	-279
12/10/2024	APPKT01038	DFT0000919		COMDATA SEC REI PMT	VEN01080 - COMDATA	-12.74
12/10/2024	APPKT01038	DFT0000919		COMDATA SEC REI PMT	VEN01080 - COMDATA	10.8
12/10/2024	APPKT01038	DFT0000919		COMDATA SEC REI PMT	VEN01080 - COMDATA	-13.94
12/10/2024	APPKT01038	DFT0000919		COMDATA SEC REI PMT	VEN01080 - COMDATA	-360
12/10/2024	APPKT01038	DFT0000919		COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-500
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-146.26
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-337.5
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	11.34
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-500
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-27.01
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-259.19
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	27.01
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-38.69
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-625
01/09/2025	APPKT01132	DFT0000971		COMDATA SEC REI PMT	VEN01080 - COMDATA	-21
01/17/2025	APPKT01155	1782		SHI GOVERNMENT SOLUTIONS SEC REI PI	100323 - SHI GOVERNMENT SOLUTIONS	-509.81
01/17/2025	APPKT01155	1782		SHI GOVERNMENT SOLUTIONS SEC REI PI	100323 - SHI GOVERNMENT SOLUTIONS	-540.8
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-658.06
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-102.19
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-396.39
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-68.2
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-13.69
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-36.51
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-98.04
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-625
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-175
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-90.78
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-9.09
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-69.29
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-5
02/11/2025	APPKT01193	DFT0001017		COMDATA SEC REI PMT	VEN01080 - COMDATA	-258.74
03/11/2025	APPKT01302	DFT0001056		COMDATA SEC REI PMT	VEN01080 - COMDATA	-46.5
03/11/2025	APPKT01302	DFT0001056		COMDATA SEC REI PMT	VEN01080 - COMDATA	1.04

03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	5.2
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	43.99
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	750
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	43.99
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	750
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-615.42
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-21.17
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-89.34
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-116.55
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-825
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-43.99
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-51.99
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-18.93
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-607.62
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-646.6
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-22
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-23.54
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-270.4
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-389.92
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-850
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-43.99
03/11/2025	APPKT01302	DFT0001056	COMDATA SEC REI PMT	VEN01080 - COMDATA	-850
04/09/2025	APPKT01409	DFT0001103	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
04/09/2025	APPKT01409	DFT0001103	COMDATA SEC REI PMT	VEN01080 - COMDATA	-175
04/09/2025	APPKT01409	DFT0001103	COMDATA SEC REI PMT	VEN01080 - COMDATA	-280.8
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-800
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-67.37
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-175
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-600
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-60.24
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-183.99
05/09/2025	APPKT01528	DFT0001144	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-30.21
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	175
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-61.91
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-51.31
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-44.38
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-185.78
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-230.65
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-280.8
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-15
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-63.96
06/10/2025	APPKT01600	DFT0001194	COMDATA SEC REI PMT	VEN01080 - COMDATA	-211
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-45.39
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-31.5
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-697.86

07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-766.12
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-25.98
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-24.57
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	14.16
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	3.96
07/09/2025	APPKT01725	DFT0001232	COMDATA SEC REI PMT	VEN01080 - COMDATA	-108.7
07/25/2025	APPKT01737	17375	MCDOWELL HETHERINGTON LLP SEC REI	VEN01352 - MCDOWELL HETHERINGTON LLI	-1215
08/11/2025	APPKT01789	DFT0001271	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
08/11/2025	APPKT01789	DFT0001271	COMDATA SEC REI PMT	VEN01080 - COMDATA	-209.96
08/11/2025	APPKT01789	DFT0001271	COMDATA SEC REI PMT	VEN01080 - COMDATA	-39.97
08/11/2025	APPKT01789	DFT0001271	COMDATA SEC REI PMT	VEN01080 - COMDATA	-90.49
08/29/2025	APPKT01838	2403	MCDOWELL HETHERINGTON LLP SEC REI	VEN01352 - MCDOWELL HETHERINGTON LLI	-937.5
08/29/2025	APPKT01838	2403	MCDOWELL HETHERINGTON LLP SEC REI	VEN01352 - MCDOWELL HETHERINGTON LLI	-540
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-100
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-45
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-220.15
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-1225
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-298
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-20
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-404.25
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	298
09/09/2025	APPKT01898	DFT0001327	COMDATA SEC REI PMT	VEN01080 - COMDATA	-379.99

Total Fund: 40 - DEDC Fund:	Beginning Balance:	-256621.09	Module Activity:	Ending Balance:
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Grand Totals:	Beginning Balance:	-256621.09	Module Activity:	Ending Balance:
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SHI GOVERNMENT	1050.61
COMDATA SEC REI	17555.11
MCDOWELL HETHE	2692.5

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.F

MEETING DATE: December 2, 2025

TOPIC:	Consideration and possible action to approve the November 2025 Payroll Transfer Request.
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BACKGROUND:	<p>At each monthly Dickinson Economic Development Corporation (DEDC) Board meeting, the DEDC Board is presented with a request to transfer funds from the DEDC TX 1st Operating account to the City of Dickinson TX 1st Operating account for the previous month's DEDC related payroll.</p> <p>David Funk was hired 5/13/24 as the DEDC Director. Kaitlyn McMillian was hired 7/22/24 as the DEDC Marketing and Communications Manager.</p> <p>The attachment to this item contains the request and the support to back up the amount requested.</p>
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RECOMMENDATION:	Staff recommends approval.
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ATTACHMENTS:	<ul style="list-style-type: none">• 2511 Payroll Backup.pdf• FY2026 Monthly AP Payroll Transfer Request_2511.pdf
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FUNDING ISSUES:	Full amount already budgeted in Acct/Project#
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FINANCE VERIFICATION OF FUNDING:

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



Dickinson, TX

Detail Report

Account Detail

Date Range: 11/01/2025 - 11/30/2025

Account		Name			Beginning Balance		Total Activity	Ending Balance
Fund: 40 - DEDC Fund								
40-1130-00-000		CLAIM ON CASH			-173406.6		-23164.51	-176799.21
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
11/03/2025	APPKT02082	DFT0001411		U.S. TREASURY, DEBT MGMT SERV SEC R	1015 - U.S. TREASURY, DEBT MGMT SERV		-780.25	-174186.85
11/03/2025	APPKT02082	DFT0001411		U.S. TREASURY, DEBT MGMT SERV SEC R	1015 - U.S. TREASURY, DEBT MGMT SERV		-259.74	-174446.59
11/03/2025	APPKT02082	DFT0001411		U.S. TREASURY, DEBT MGMT SERV SEC R	1015 - U.S. TREASURY, DEBT MGMT SERV		-353.36	-174799.95
11/12/2025	APPKT02083	DFT0001412		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1580.02	-156608.07
11/12/2025	APPKT02083	DFT0001412		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1599.22	-158207.29
11/13/2025	APPKT02114	DFT0001428		TEXAS WORKFORCE COMMISSION SEC R	180 - TEXAS WORKFORCE COMMISSION		-0.29	-158207.58
11/14/2025	PYPKT00625	PYPKT00625 - PR 10/26		Packet PYPKT00625: PR 10/26/25 - 11/08			-8503.62	-166711.2
11/17/2025	APPKT02116	DFT0001429		U.S. TREASURY, DEBT MGMT SERV SEC R	1015 - U.S. TREASURY, DEBT MGMT SERV		-276.42	-166987.62
11/17/2025	APPKT02116	DFT0001429		U.S. TREASURY, DEBT MGMT SERV SEC R	1015 - U.S. TREASURY, DEBT MGMT SERV		-885.28	-167872.9
11/17/2025	APPKT02116	DFT0001429		U.S. TREASURY, DEBT MGMT SERV SEC R	1015 - U.S. TREASURY, DEBT MGMT SERV		-363.22	-168236.12
11/28/2025	PYPKT00629	PYPKT00629 - PR 11/9/		Packet PYPKT00629: PR 11/9/25 - 11/22/			-8563.09	-176799.21
Total Fund: 40 - DEDC Fund:				Beginning Balance:	-173406.6	Total Activity:	-23164.51	Ending Balance: -176799.21
Grand Totals:				Beginning Balance:	-173406.6	Total Activity:	-3392.61	Ending Balance: -176799.21

Fund	Beginning Balance	Total Activity	Ending Balance
40 - DEDC Fund	-173406.6	-3392.61	-176799.21
Grand Total:	-173406.6	-3392.61	-176799.21



TRANSFER

Date: 12/2/2025

RE: Nov 25 Payroll

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		23,164.51
40-1127-00-000 Credit		
99-1121-00-000 Debit		
SUBTOTAL: CITY OF DICKINSON GENERAL FUND		\$ - \$ 23,164.51

Prepared by: Sarah Clark, Finance Director

Signature: Sarah Clark

Date: 11/25/2025

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: December 2, 2025

TOPIC:	Approval of proposed updates to the Texas First Bank and TexPool accounts to change authorized signers and account inquiry access and authorize the DEDC President to execute any and all documents necessary to effectuate such changes and provide an effective date.
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BACKGROUND:

RECOMMENDATION: Staff Recommends Approval
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ATTACHMENTS:	• Resolution Amending Authorized Representatives 11521- TEXPOOL.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 NO	READINGS PASSED	OTHER



This document supersedes all prior Authorized Representative forms.

1. Resolution

Participant Name*

(“Participant”) is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool/ Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Name Title

Phone Fax Email

Signature

2. Name Title

Phone Fax Email

Signature

3. Name Title

Phone Fax Email

Signature

1. Resolution (continued)

4.

Name	Title	
Phone	Fax	
		Email
Signature		

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Name

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. This limited representative cannot perform transactions. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

Name	Title	
Phone	Fax	
		Email

- D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

 day of

, **20**

.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

Name of Participant*

SIGNED

Signature*
Printed Name*
Title*

ATTEST

Signature*
Printed Name*
Title*

2. Mailing Instructions

The completed Resolution Amending Authorized Representatives can be faxed to TexPool Participant Services at 1-866-839-3291, and mailed to:

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

Dickinson Economic Development Corporation
Agenda Item Data Sheet
8.A

MEETING DATE: December 2, 2025

TOPIC:	Texas Government Code Section 551.072 - Deliberations Regarding 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
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CITY MANAGER APPROVAL:

ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

Dickinson Economic Development Corporation
Agenda Item Data Sheet
8.B

MEETING DATE: December 2, 2025

TOPIC:	Texas Government Code Section 551.071 - Consultation with Attorney Consultation with attorney regarding pending litigation.
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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
8.C

MEETING DATE: December 2, 2025

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

MEETING DATE: December 2, 2025

TOPIC:	Texas Government Code Section 551.072 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:

ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

Dickinson Economic Development Corporation
Agenda Item Data Sheet
9.B

MEETING DATE: December 2, 2025

TOPIC:	Texas Government Code Section 551.071 Consideration and possible action regarding pending litigation.
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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.C

MEETING DATE: December 2, 2025

TOPIC:	Texas Government Code Section 551.071 - Consultation with Attorney Consideration and possible action regarding the matter discussed with the attorney.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan
--

CITY MANAGER APPROVAL:

ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		