

February 12, 2018
Dickinson Economic
Development Corporation,
Regular Meeting 7:00pm



Darrell Carney, President
Chris Tucker, Vice President
Libby Moreno, Secretary
Mark Townsend
Angela Forbes, Economic
Development Director

AGENDA
City of Dickinson
**Dickinson Economic
Development Corporation**
REGULAR MEETING

Robert Donley
Mike Reinschmidt
Mark Martelli
Dan Redd, Chief Executive
Officer

February 12, 2018

NOTICE is hereby given of an **REGULAR MEETING** of the Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, February 12, 2018, at 7:00 p.m.** at: The Dickinson Historic Railroad Center, 218 FM 517 West, Dickinson, Texas 77539 in the Community Room for the purpose of considering the following numbered items. The Dickinson Economic Development Corporation of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code. Regular

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

ITEM 2.) BRIEFING AND DISCUSSION CONCERNING:

- A. Chief Executive Officer Update
- B. Community Development Update
- C. Adopt-A-Street Program Update

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of Dickinson Economic Development Corporation of:

- A. January 22, 2018 Regular Board Meeting

ITEM 4.) BRIEFING AND DISCUSSION CONCERNING: Hurricane Harvey Small Business Recovery Grant Project.

ITEM 5.) BRIEFING AND DISCUSSION CONCERNING: Update of the Retail Trade Center Project also known at Gulf Coast Public Market.

ITEM 6.) EXECUTIVE (CLOSED) SESSION – The Dickinson Economic Corporation will hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Vernon's Texas Codes annotated, in accordance with the authority contained in:

- A. Section 551.087- Discuss or deliberate regarding commercial or financial information that the Dickinson Economic Development Corporation has received from a business prospect that the Dickinson Economic Development Corporation seeks to have locate, stay or expand in or near the City and which the Dickinson Economic Development Corporation is conducting economic development negotiations.
- B. Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.

C. Section 551.074 – Personnel Matters to Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline or Dismissal of a Chief Executive Officer and Director of Economic Development.

ITEM 7.) RECONVENE

ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters discussed in Executive Session.

ITEM 9.) FUTURE AGENDA ITEMS

ITEM 10.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Dickinson Economic Development Corporation Meeting for February 12, 2018, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on the 8th day of February 2018, prior to 7:00 p.m.

Angela R. Forbes

Angela Forbes, Economic Development Director

In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending Dickinson Economic Development Corporation Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6217, or by FAX at 281-337-6190

AGENDA

ITEM 1

**Dickinson Economic Development
Corporation Meeting**

CALL TO ORDER

Pledge of Allegiance

Given by:_____

ROLL CALL

**DICKINSON ECONOMIC DEVELOPMENT
CORPORATION MEETING
ATTENDANCE LIST**

**MEETING DATE: February 12, 2018
Regular Meeting**

<u>BOARD</u>	<u>PRESENT</u>	<u>ABSENT</u>
Darrell Carney	_____	_____
Mike Reinschmidt	_____	_____
Libby Moreno	_____	_____
Robert Donley	_____	_____
Chris Tucker	_____	_____
Mark Martelli	_____	_____
Mark Townsend	_____	_____

MAKE NOTE ON RECORDING: THE FOLLOWING ALSO ARE IN ATTENDANCE:

Chief Executive Officer, Dan Redd	_____	_____
Economic Development Director, Angela Forbes	_____	_____
Project Manager, Jodi Montemayor	_____	_____
Mayor, Julie Masters	_____	_____
Councilman Wally Deats	_____	_____

AGENDA

ITEM 2

AGENDA

ITEM 3

Darrell Carney, President
Chris Tucker, Vice President
Libby Moreno, Secretary
Mark Townsend
Angela Forbes, Economic
Development Director

MINUTES
City of Dickinson
**Dickinson Economic
Development Corporation**
REGULAR MEETING

Robert Donley
Mike Reinschmidt
Mark Martelli
Dan Redd, Chief Executive
Officer

January 15, 2018

NOTICE is hereby given of an **REGULAR MEETING** of the Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, January 15, 2018, at 6:30 p.m.** at: The Dickinson Historic Railroad Center, 218 FM 517 West, Dickinson, Texas 77539 in the Community Room for the purpose of considering the following numbered items. The Dickinson Economic Development Corporation of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code. Regular

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

President Darrell Carney called the meeting to order at 7:00 p.m. Economic Development Director Angela Forbes called roll and certified a quorum. Board Members present were as follows: Darrell Carney, Libby Moreno, Mark Townsend, Robert Donley, Mike Reinschmidt, Chris Tucker and Mark Martelli. Also present was the Chief Executive Officer Dan Redd, Economic Development Director Angela Forbes, Project Manager Jodi Montemayor and Mayor Masters

ITEM 2.) BRIEFING AND DISCUSSION CONCERNING:

- A. Chief Executive Officer Update
- B. Economic Development Update
- C. Hurricane Harvey Small Business Recovery Grant Project

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of Dickinson Economic Development Corporation of:

- A. December 11, 2017 Regular Board Meeting

Director Townsend made a motion to approve the Minutes of the December 11, 2017 Regular Board Meeting. The motion was seconded by Director Donley.

VOTE:

7 AYES (Carney, Donley, Martelli, Moreno, Reinschmidt, Townsend, Tucker)

0 NAYS

MOTION PASSED

ITEM 4.) EXECUTIVE (CLOSED) SESSION – The Dickinson Economic Corporation will hold a closed executive meeting pursuant to the provision of Chapter 551, Government

Code, Vernon's Texas Codes annotated, in accordance with the authority contained in:

President Carney recessed the regular meeting into a second Executive Session at 6:58 p.m.

- A. Section 551.087- Discuss or deliberate regarding commercial or financial information that the Dickinson Economic Development Corporation has received from a business prospect that the Dickinson Economic Development Corporation seeks to have locate, stay or expand in or near the City and which the Dickinson Economic Development Corporation is conducting economic development negotiations.
- B. Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.
- C. Section 551.074 – Personnel Matters To Deliberate The Appointment, Employment, Evaluation, Reassignment, Duties, Discipline Or Dismissal Of A Chief Executive Officer and Director of Economic Development.

ITEM 5.) RECONVENE

President Darrell Carney reconvened the meeting at 8:41 PM.

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters discussed in Executive Session.

No Action was taken.

ITEM 7.) FUTURE AGENDA ITEMS

No Action was taken.

ITEM 8.) ADJOURN

Director Townsend made a motion to adjourn the meeting at 8:42 p.m. The motion was seconded by Director Donley.

VOTE:

7 AYES (Carney, Donley, Martelli, Moreno, Reinschmidt, Townsend, Tucker)

0 NAYS

MOTION PASSED

Darrell Carney, President

AGENDA

ITEM 4

AGENDA

ITEM 5

AGENDA

ITEM 6

EXECUTIVE SESSION

RECESS TIME: _____

AGENDA

ITEM 7

RECONVENE

TIME: _____

AGENDA

ITEM 8

AGENDA

ITEM 9

AGENDA

ITEM 10

ADJOURN

TIME: _____

MOTION: _____

SECOND: _____

VOTE _____

FYI



DICKINSON ECONOMIC DEVELOPMENT CORPORATION

**FISCAL YEAR 2017-2018
FINANCIAL REPORT**

**Period Ending:
December 31, 2017**

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2017-2018**

**Budget vs. Actuals Period Ending*:
December 31, 2017**

Account Name	FY 17-18 2nd Amended Budget	FY 17-18 Actuals Period to Date	Actuals (Over)/ Under Budget	% of Budget
REVENUE				
Sales Tax Revenue	1,577,118	273,543	1,303,575	17.3%
Miscellaneous Income	260,341	203,780	56,561	78.3%
Rental Income	5,353	-	5,353	0.0%
Interest Income	3,232	1,796	1,436	55.6%
TOTAL REVENUE	1,846,044	479,119	1,366,925	
EXPENDITURES				
Capital Outlays				
Computers/Office Equipment	3,000	2,739	261	91.3%
Contractual Payments	26,027	-	26,027	0.0%
Real Property Acquisition	234,193	78,064	156,129	33.3%
Total Capital Outlays	263,220	80,803	182,417	
Contract Services				
ED Consulting	15,000	-	15,000	0.0%
Contract Services	2,900	6,132	(3,232)	211.4%
Legal	15,000	4,780	10,220	31.9%
Professional Services	20,000	819	19,181	4.1%
Demolition Services	10,000	93	9,907	0.9%
Administrative Services	32,333	8,083	24,250	25.0%
Total Contract Services	95,233	19,907	75,326	
Debt Service				
Interest	6,805	6,805	-	100.0%
Principal	60,000	60,000	-	100.0%
Total Debt Service	66,805	66,805	-	
Projects & Programs				
Cedar Oaks	75,000	4,010	70,990	5.3%
Hughes Road	24,000	510	23,490	2.1%
Hwy 3 Façade Improvement Prgm	28,000	-	28,000	0.0%
Business Retention Prgm	3,000	-	3,000	0.0%
Visual Improvement Prgm	80,000	-	80,000	0.0%
Adopt-A-Street Program	3,820	-	3,820	0.0%
Project & Property Design Fees	50,000	-	50,000	0.0%
Retail Trade Center	560,000	280,901	279,099	50.2%
Harvey Relief	200,000	1,913	198,088	1.0%
DVFD	50,000	50,000	-	100.0%
ED Grants & Projects	65,000	1,585	63,415	2.4%
Total Projects & Programs	1,138,820	338,919	799,901	

*Unaudited

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2017-2018

Budget vs. Actuals Period Ending*:

December 31, 2017

Account Name	FY 17-18 2nd Amended Budget	FY 17-18 Actuals Period to Date	Actuals (Over)/ Under Budget	% of Budget
Museum-Tourism				
Building & Property Maintenance	52,154	4,501	47,653	8.6%
Dues, Subscriptions & Books	900	-	900	0.0%
Marketing & Advertising	5,000	-	5,000	0.0%
Office Supplies	5,500	1,242	4,258	22.6%
Property/Liability Insurance	10,000	1,505	8,495	15.0%
Utilities	20,000	327	19,673	1.6%
Total Museum-Tourism	93,554	7,575	85,979	
DEDC Administration/Operations				
Building Maintenance	500	-	500	0.0%
Bank Service Charges	367	28	339	7.6%
Dues, Subscriptions & Books	5,500	350	5,150	6.4%
Information Technology	8,850	-	8,850	0.0%
Marketing & Promotions	20,000	14,517	5,483	72.6%
Office Supplies & Postage	2,000	13	1,987	0.6%
Special Projects - CEO	10,000	-	10,000	0.0%
Public Official/E&O Insurance	1,167	860	307	73.7%
Travel & Training	15,000	5,037	9,963	33.6%
Utilities	492	-	492	0.0%
Total Admin./Operations	63,876	20,805	43,071	
Salary & Benefits				
Base Salary	221,731	47,579	174,152	21.5%
PTE Salary	21,179	708	20,471	3.3%
Car Allowance	10,800	2,700	8,100	25.0%
Cell Phone Allowance	1,200	300	900	25.0%
Cert./Edu. Pay	1,920	-	1,920	0.0%
Longevity Pay	900	755	145	83.9%
FICA Tax (Social Security)	8,749	1,582	7,167	18.1%
Payroll Tax (Medicare)	3,737	719	3,019	19.2%
Unemployment Tax (TWC)	855	-	855	0.0%
Retirement (TMRS)	14,764	2,267	12,497	15.4%
Employee Group Insurance	26,874	7,457	19,417	27.7%
Worker's Comp	464	435	29	93.7%
Total Admin./Operations	313,173	64,502	248,671	
TOTAL EXPENDITURES	2,034,681	599,316	1,435,365	
REVENUE - EXPENDITURES	(188,637)	(120,198)	(68,440)	

*Unaudited

DICKINSON ECONOMIC DEVELOPMENT CORPORATION

FISCAL YEAR 2017-2018

Balance Sheet Period Ending*:

December 31, 2017

ASSETS

Current Assets

Cash & Investments

Capital One Operating Account	1,393,596
BBVA Checking Account	269,766
BBVA Money Market Account	285,827
TexPool	117,973

Total Cash 2,067,162

Accounts Receivable

Sales Tax Receivable	137,099
Interest Receivable	519

Total Accounts Receivable 137,617

Total Current Assets \$ 2,204,779

TOTAL ASSETS \$ 2,204,779

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Due to City of Dickinson	20,774
Accounts Payable	14
Payroll Payable	353
Rental Deposits	875

Total Accounts Payable \$ 22,016

Total Current Liabilities \$ 22,016

Total Liabilities \$ 22,016

Equity

Fund Balance	2,302,961
Net Income	(120,198)

Total Equity \$ 2,182,763

TOTAL LIABILITIES & EQUITY \$ 2,204,779

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2017-2018
Statement of Net Position Period Ending*:
December 31, 2017

ASSETS

Current Assets

Cash & Investments	2,067,162
Accounts Receivable	137,617

Total Current Assets	2,204,779
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Capital Assets

Land

Hughes Rd Tracts I & II	876,030
3014 E FM 517 (RR Tracks)	10,080
Rosenblad - Parcel 1	88,548
Rosenblad - Parcel 2	189,226
DISD Property (Block 345/346)	237,071
Interurban Gardens	414,781
Dickinson Square	895,712
Polydoros	451,556
Sussan Property	2,286,762

Total Land	5,449,766
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Other

LED (Atlas) Sign	17,507
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Total Capital Assets	5,467,273
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TOTAL ASSETS	\$ 7,672,052
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LIABILITIES

Liabilities

Current Liabilities

Accounts Payable	22,016
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Total Current Liabilities	\$ 22,016
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Long Term Liabilities

Notes Payable (Sussan Tract Principal)	\$ 1,182,812
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Notes Payable (TxDOT Payments)	\$ 182,192
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Total Long Term Liabilities	\$ 1,365,004
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Total Liabilities	\$ 1,387,021
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NET POSITION

Available Equity (Cash & Investments)	2,182,763
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Restricted Equity (Capital Assets)	4,102,269
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TOTAL NET POSITION	\$ 6,285,032
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*Unaudited