

**September 10, 2018
Dickinson Economic
Development Corporation,
Regular Meeting 7:00pm**



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

September 10, 2018

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, September 10, 2018, at 7:00 p.m.** at: 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.

- ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM**
- ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Election of Officers for the remainder of Fiscal Year 2017-2018.
- A. President
 - B. Vice President
 - C. Secretary
- ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the Minutes of Dickinson Economic Development Corporation of:
- A. August 21, 2018 Regular Board Meeting
 - B. August 28, 2018 Special Board Meeting
- ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Designation of Signatories to the Dickinson Economic Development Corporation's Capital One Bank, NA. Operating Account.
- ITEM 5.) BRIEFING, DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Update on purchase of Texas Air Services 2626 45th Street.
- ITEM 6.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING:** Transfer possession of a fire suppression system to Harris County Fire Marshal's Office.
- ITEM 7.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING:** The Retail Trade Center Project also known as Gulf Coast Public Market Monthly Update.
- ITEM 8.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING:** Approval of **RESOLUTION NUMBER XXX-2018 - A RESOLUTION OF THE BOARD OF**

DIRECTORS OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION APPROVING A PROPOSED BUDGET FOR THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION FOR FISCAL YEAR 2018-2019; MAKING APPROPRIATIONS FOR THE CORPORATION FOR SUCH FISCAL YEAR AS REFLECTED IN SAID BUDGET; PROVIDING FOR THE INCORPORATION OF PREAMBLE; MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING AN EFFECTIVE DATE.

ITEM 9.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: The position of Chief Executive Officer.

- A. The Dickinson Economic Corporation will hold a closed executive meeting pursuant to the provision of Chapter 551, Government Code, Section 551.074, Personnel Matters regarding the position of Chief Executive Officer.
- B. Reconvene in Open Session
- C. Consideration and Possible Action regarding the position of Chief Executive Officer.

ITEM 10.) FUTURE AGENDA ITEMS

ITEM 11.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Dickinson Economic Development Corporation Meeting for September 10, 2018, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on the 7th day of September 2018, prior to 7:00 p.m.

Angela R. Forbes

Angela R. Forbes, Economic Development Director

In compliance with the Americans with Disabilities Act, the Dickinson Economic Development Corporation City 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 Economic Development Director's office at 281-337-0466, or by FAX at 281-534-4389

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: September 10, 2018
Regular Meeting**

<u>BOARD</u>	<u>PRESENT</u>	<u>ABSENT</u>
Mark Townsend	_____	_____
Robert Donley	_____	_____
Mark Martelli	_____	_____
Chris Heard	_____	_____
	_____	_____
	_____	_____
	_____	_____

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

Economic Development Coordinator, Angela Forbes	_____	_____
Mayor, Julie Master	_____	_____
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
Chris Heard
Mark Martelli

August 21, 2018

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, to be held on **MONDAY, August 13, 2018, at 7:00 p.m.** at: 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.

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

President Darrell Carney called the meeting to order at 7:01 p.m. Economic Development Director Angela Forbes called roll and certified a quorum. Board Members present were as follows: Darrell Carney, Libby Moreno, Chris Heard, Robert Donley, Chris Tucker, Mark Martelli and Mark Townsend. Also present was Mayor Masters, Councilman Wally Deats, Councilman Charles Suderman and Project Manager Jodi Montemayor.

ITEM 2.) BOARD TRAINING – An overview on 4B Sales Tax Laws Board of Director Responsibilities and Developing an Exceptional Team Training presented by Carlton Schwab with Texas Economic Development Council.

Carlton Schwab with Texas Economic Development Council presented an overview on 4B Sales Tax Laws Board of Director Responsibilities and Developing an Exceptional Team Training.

ITEM 3.) BOARD TRAINING – Texas Open Meeting Acts Training presented by Charlie Zech with Denton Navarro Rocha Bernal & Zech, P.C.

Charlie Zech with Denton Navarro Rocha Bernal & Zech, P.C presented the Texas Open Meeting Acts. All attendees received Certificates of Training if needed.

ITEM 4.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Approval of Resolution 141-2018. A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF DICKINSON, TEXAS RATIFYING THE ACTIONS OF THE BOARD PRESIDENT IN EXECUTING AN AGREEMENT FOR ARCHITECTURAL DESIGN SERVICES BETWEEN DICKINSON ECONOMIC DEVELOPMENT CORPORATION AND ENGBERG ANDERSON ARCHITECTS; PROVIDING FOR THE INCORPORATION OF PREAMBLE; AND PROVIDING AN EFFECTIVE DATE.

Director Martelli made a motion to approve Resolution Number 141-2018 ratifying the actions of the Board President in executing an agreement between Dickinson Economic Development Corporation and Engberg Anderson Architects for the amount of \$743,000 towards the development of a Retail Trade Center Project also known as the Gulf Coast Public Market. The Motion was seconded by Director Donley.

VOTE:

6 AYES (Carney, Donley, Martelli, Moreno, Heard, Tucker)

0 NAYS

MOTION PASSED

ITEM 5.) 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 Executive Session at 9:16p.m.

- A. Section 551.071 Consultation with Attorney regarding the role of the Board of Directors in the supervision of Corporation employees and implementation of policies and procedures.
- B. Section 551.074 – Personnel Matters and Section 551.071 – Consultation with Attorney regarding the position of Chief Executive Officer.
- C. Section 551.074 – Personnel Matters and Section 551.071 – Consultation with Attorney regarding the position of Economic Development Director.

President Darrell Carney reconvened the meeting at 10:54p.m.

ITEM 6.) ADJOURN

Director Tucker made a motion to adjourn the meeting at 10:55 p.m. The motion was seconded by Director Donley.

VOTE:

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

0 NAYS

MOTION PASSED

PASSED, APPROVED AND ADOPTED this the 10th day of September, 2018.

DEDC President

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**
SPECIAL MEETING

Robert Donley
Chris Heard
Mark Martelli

August 28, 2018

NOTICE is hereby given of a **SPECIAL MEETING** of the Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, to be held on **Tuesday, August 28, 2018, at 6:00 p.m.** at: 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.

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

President Darrell Carney called the meeting to order at 6:08 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, Chris Tucker, Chris Heard and Mark Martelli. Also present was Economic Development Director Angela Forbes.

ITEM 2.) 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 Executive Session at 6:09 p.m.

- A. Section 551.071 Consultation with Attorney regarding the role of the Board of Directors in the supervision of Corporation employees and implementation of policies and procedures.
- B. Section 551.074 – Personnel Matters and Section 551.071 – Consultation with Attorney regarding the position of Chief Executive Officer.
- C. Section 551.074 – Personnel Matters and Section 551.071 – Consultation with Attorney regarding the position of Economic Development Director.

ITEM 3.) RECONVENE

President Darrell Carney reconvened the meeting at 6:28p.m.

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters discussed In Executive Session.

President Carney named two subcommittees.

1. Director Donley and Director Moreno would serve on the Personnel Subcommittee.
2. Director Tucker and Director Townsend would serve on the Finance Subcommittee.

Director Tucker made a motion to approve Letter of Reprimand to Ms. Forbes as written and discussed. The motion was seconded by Director Townsend.

VOTE:

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

0 NAYS

MOTION PASSED

ITEM 5.) ADJOURN

Director Moreno made a motion to adjourn the meeting at 6:28 p.m. The motion was seconded by Director Martelli.

VOTE:

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

0 NAYS

MOTION PASSED

PASSED, APPROVED AND ADOPTED this the 10th day of September, 2018.

DEDC President

AGENDA

ITEM 4

AGENDA

ITEM 5

AGENDA

ITEM 6

**Dickinson EDC
Agenda Item Data
Sheet**

MEETING DATE: September 10, 2018

TOPIC: Transfer possession of a fire suppression system to Harris County Fire Marshal's Office.

BACKGROUND: In the course of removing debris at the Sussan's furniture site, staff recovered a fire suppression system from the building that it placed in the Annual City Auction. After several listings on the Public Surplus website, no bidders were found for the fire suppression system. Emergency Management Coordinator David Popoff spoke with Norman Williamson of the Harris County Fire Marshal's Office about the fire suppression system, and Mr. Williamson stated that the organization could benefit from use of the system in training exercises. This resolution facilitates the transfer of the fire suppression system to the Harris County Fire Marshal's Office.

RECOMMENDATION: Staff recommends approval of the transfer.

ATTACHMENTS: • Letter from Harris County Fire Marshal's Office

FUNDING ISSUES:

- Not applicable – no dollars are being spent or received.
- Full amount already budgeted in Acct/Project# _____
- Not budgeted

FINANCE VERIFICATION OF FUNDING:

<p>SUBMITTING STAFF MEMBER: Bryan Milward, Public Works Director</p>	<p>ECONOMIC DEVELOPMENT DIRECTOR APPROVAL: <i>Angela R. Forbes</i></p>
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ACTIONS TAKEN		
<p>APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>READINGS PASSED <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd</p>	<p>OTHER</p>



HCFMO

Harris County Fire Marshal

Laurie Christensen
Fire Marshal

Dear Mr. Popoff:

I wrote this request to Mr. Milward about property that you have at the City of Dickinson. We are interested in acquiring the "Fire Suppression Piping" that you have had on the Public surplus website. We are interested receiving the noted property as a *property transfer from The City of Dickinson to the Harris County Fire Marshal's office*. We have not yet heard anything regarding the request. If this request is granted, we plan to use the piping for training purposes only. We have a training program that trains new fire inspectors and investigators. With this suppression property, we will be able to help increase the "hands on" type training for both continuing education and new inspector candidates

If you and the City of Dickinson are able to meet our request for the transfer of property, please contact me by telephone at 713-274-1764 or by email at norman.williamson@fmo.hctx.net. We can pick up the property at your convenience.

Thank you for your time. I look forward to hearing from you.

Sincerely,

Norman Williamson

Training Coordinator Harris County fire Marshals' Office

AGENDA

ITEM 7

AGENDA

ITEM 8

**Dickinson Economic Development Corporation
Agenda Item Data Sheet**

MEETING DATE September 10, 2018

TOPIC: **BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING:** Approval of Resolution XXX-2018. **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION APPROVING A PROPOSED BUDGET FOR THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION FOR FISCAL YEAR 2018-2019; MAKING APPROPRIATIONS FOR THE CORPORATION FOR SUCH FISCAL YEAR AS REFLECTED IN SAID BUDGET; PROVIDING FOR THE INCORPORATION OF PREAMBLE; MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING AN EFFECTIVE DATE.**

BACKGROUND: Assistant City Administrator/CFO Stephanie Russell and Economic Development Director Angela Forbes have updated the preliminary budget for the Board's review and consideration. Below is a summary of all updates:

REVENUE

- Sales tax will be increased by 2% based on actuals to-date.
- Rental and Interest Income were adjusted based on current year projections and prior year actuals.
- Rental Income decreased to \$0 have not been renting the Community Room.

EXPENDITURES

Capital Outlays

- Contractual payments will include the annual amount (\$26,027) due to TxDOT for the Dickinson Historic Railroad Depot Restoration Project. These payments end after FY2023.
- Real Property Acquisition will include the annual amount (\$234,193) due for the Sussan Property. These payments end in FY2024.

Contract Services

- No changes.

Debt Service

- Debt Service has been increased to \$68,980 per the Sales Tax Remittance Agreement with the City which ends after

ACTIONS TAKEN

APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER
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**Dickinson Economic Development Corporation
Agenda Item Data Sheet**

FY2020.

Projects & Programs

- Hughes Road was decreased to \$12,000 based on actuals.
- Hwy 3 Façade Improvement Program decreased to \$25,000
- Business Retention Program decreased to \$2,000
- Visual Improvement Program decreased to \$50,000
- Project and Property Design Fees decreased to \$0
- Retail Trade Center increased to \$1,000,000 to move forward to next phase.
- Harvey Relief Program decreased to \$0
- DVFD Sponsorship decreased to \$0
- ED Grant & Projects decreased to \$50,000

DEDC Administration/Operations

- Expenditures from Museum-Tourism have been combined with DEDC Administration/Operations. The net difference is zero.

Salary & Benefits

- Salary & Benefits have been adjusted to reflect a 3% in base salaries per the City's multi-year financial plan.
- Employee Group Insurance has been increased by 15%.

FUND BALANCE

- At least 25% of operating expenditures will be kept in fund balance as a reserve.

RECOMMENDATION: Staff recommends approval of Resolution XXX-2018 FY 2018-2019 budget.

ATTACHMENTS: • Fiscal Year 2018-2019 Budget

FUNDING ISSUES Not applicable
 Not budgeted
 Full Amount already budgeted.

SUBMITTING STAFF MEMBER

Stephanie Russell, Assistant City Administrator/CFO

ECONOMIC DEVELOPMENT DIRECTOR APPROVAL

Angela R. Forbes

ACTIONS TAKEN

APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READINGS PASSED <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd	OTHER
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RESOLUTION NUMBER XXX-2018

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION APPROVING A PROPOSED BUDGET FOR THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION FOR FISCAL YEAR 2018-2019; MAKING APPROPRIATIONS FOR THE CORPORATION FOR SUCH FISCAL YEAR AS REFLECTED IN SAID BUDGET; PROVIDING FOR THE INCORPORATION OF PREAMBLE; MAKING CERTAIN FINDINGS AND CONTAINING CERTAIN PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, an annual budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019 has been duly created; and

WHEREAS, the Board has considered the proposed budget and has made such changes therein as in the Board’s judgment were warranted by law and were in the best interest of the citizens and taxpayers; and

WHEREAS, the Board now finds that the proposed budget for Fiscal Year 2018-2019 should be approved for submission to the City of Dickinson, Texas City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DICKINSON ECONOMIC DEVELOPMENT CORPORATION, THAT:

Section 1. The facts and recitations set forth in the preamble of this Resolution are hereby found to be true and correct and are incorporated herein and made a part hereof for all purposes.

Section 2. The annual budget for the Fiscal Year 2018-2019 (attached hereto as Exhibit “A” and incorporated herein by reference the same as if set forth verbatim), including adjustments, is hereby approved to be submitted to the City of Dickinson, Texas City Council for consideration and final approval. The Chief Executive Officer is hereby directed to place on said budget: “Proposed Budget of the Dickinson Economic Development Corporation for the Fiscal Year 2017-2018.”

Section 3. This resolution shall take effect immediately from and after its passage.

PASSED, APPROVED AND RESOLVED on this the _____ day of September, 2018.

President
Board of Directors

ATTEST:

Angela Forbes, Economic Development Director

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2018-2019 DRAFT BUDGET

Account Name	FY 16-17 Actual	FY 17-18 YTD	FY 17-18 Amended	FY 18-19 Budget	Increase/ (Decrease)
REVENUE					
Sales Tax Revenue	1,645,614	953,623	1,577,118	1,711,209	134,092
Miscellaneous Income	-	213,003	260,341	-	(260,341)
Rental Income	3,825	-	5,353	-	(5,353)
Interest Income	4,379	4,021	3,232	4,000	768
TOTAL REVENUE	1,653,818	1,170,647	1,846,044	1,715,209	(130,834)
EXPENDITURES					
Capital Outlays					
Computers/Office Equipment	3,929	2,739	3,000	3,000	-
Contractual Payments	26,027	-	26,027	26,027	-
Real Property Acquisition	235,143	175,644	234,193	234,193	-
Total Capital Outlays	265,099	178,384	263,220	263,220	-
Contract Services					
ED Consulting	10,000	2,500	15,000	15,000	-
Financial & Auditing	667	-	-	-	-
GIS	-	11,487	2,900	2,900	-
Legal	16,625	6,632	15,000	15,000	-
Multimedia Services	-	-	-	-	-
Branding & Marketing Study	635	17	-	-	-
Professional Services	22,010	7,647	20,000	20,000	-
Demolition Services	-	15,716	10,000	10,000	-
Administrative Services	13,035	16,167	32,333	32,333	-
Total Contract Services	62,972	60,166	95,233	95,233	-
Debt Service					
Interest	8,980	6,805	6,805	4,380	(2,425)
Principal	60,000	60,000	60,000	65,000	5,000
Total Debt Service	68,980	66,805	66,805	69,380	2,575
Projects & Programs					
Cedar Oaks	28,644	22,332	75,000	75,000	-
Hughes Road	5,883	2,550	24,000	12,000	(12,000)
Hwy 3 Façade Improv. Prgm	-	-	28,000	25,000	(3,000)
Business Retention Prgm	1,463	-	3,000	2,000	(1,000)
Visual Improvement Prgm	-	-	80,000	50,000	(30,000)
Adopt-A-Street Program	139	-	3,820	2,500	(1,320)
Project & Property Design Fees	-	-	50,000	-	(50,000)
Retail Trade Center	88,180	356,863	560,000	1,000,000	440,000
Depot Storage Unit	-	-	-	-	-
Harvey Relief	-	199,994	200,000	-	(200,000)
DVFD	-	50,000	50,000	-	(50,000)
ED Grants & Projects	93,052	34,085	65,000	50,000	(15,000)
Total Projects & Programs	217,360	665,824	1,138,820	1,216,500	77,680

DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2018-2019 DRAFT BUDGET

Account Name	FY 16-17 Actual	FY 17-18 YTD	FY 17-18 Amended	FY 18-19 Budget	Increase/ (Decrease)
Museum-Tourism					
Building & Property Maint.	25,903	14,665	52,154	-	(52,154)
Dues, Subscriptions & Books	1,315	-	900	-	(900)
Marketing & Advertising	-	3,735	5,000	-	(5,000)
Museum Exhibits	-	-	-	-	-
Office Supplies	5,728	4,481	5,500	-	(5,500)
Property/Liability Insurance	-	1,505	10,000	-	(10,000)
Storage Rental	1,200	-	-	-	-
Utilities	11,927	8,594	20,000	-	(20,000)
Total Museum-Tourism	46,073	32,979	93,554	-	(93,554)
DEDC Administration/Operations					
Building Maintenance	1,758	380	500	45,000	44,500
Bank Service Charges	249	147	367	367	-
Dues, Subscriptions & Books	5,170	1,345	5,500	6,400	900
Information Technology	3,646	-	8,850	8,850	-
Marketing & Promotions	14,251	17,650	20,000	25,000	5,000
Office Space Rental	2,000	-	-	-	-
Office Supplies & Postage	1,550	229	2,000	7,500	5,500
Personnel Services	124,549	-	-	-	-
Special Projects - CEO	-	1,500	10,000	10,000	-
Property/Liability Insurance	-	-	-	10,000	10,000
Public Official/E&O Insurance	-	860	1,167	1,167	-
Travel & Training	13,497	11,720	15,000	15,000	-
Utilities	1,333	-	492	20,492	20,000
Total Admin./Operations	168,004	33,831	63,876	149,776	85,900
Salary & Benefits					
Base Salary	86,253	138,928	221,731	226,115	4,384
Overtime	269	-	-	-	-
PTE Salary	2,414	2,236	21,179	13,589	(7,590)
Car Allowance	3,000	7,200	10,800	10,801	1
Cell Phone Allowance	341	800	1,200	1,800	600
Cert./Edu. Pay	-	-	1,920	1,920	-
Longevity Pay	-	900	900	1,095	195
FICA Tax (Social Security)	2,277	4,713	8,749	1,445	(7,304)
Payroll Tax (Medicare)	1,296	2,070	3,737	3,702	(35)
Unemployment Tax (TWC)	-	-	855	766	(89)
Retirement (TMRS)	4,936	6,434	14,764	21,386	6,622
Employee Group Insurance	6,085	22,832	26,874	32,709	5,835
Total Worker's Comp	-	435	464	460	(4)
Comp Absences Expense	13,888	-	-	-	-
Total Salary & Benefits	120,759	186,547	313,173	315,788	2,615
TOTAL EXPENDITURES	949,246	1,224,535	2,034,681	2,109,897	75,216
REVENUE - EXPENDITURES	704,572	(53,888)	(188,637)	(394,688)	(206,050)
BEGINNING FUND BALANCE	1,584,501	2,289,073	2,289,073	2,289,073	

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2018-2019 DRAFT BUDGET**

Account Name	FY 16-17 Actual	FY 17-18 YTD	FY 17-18 Amended	FY 18-19 Budget	Increase/ (Decrease)
ENDING FUND BALANCE	2,289,073	2,235,185	2,100,436	1,894,385	

AGENDA

ITEM 9

EXECUTIVE SESSION

RECESS TIME: _____

RECONVENE

TIME: _____

AGENDA

ITEM 10

AGENDA

ITEM 11

ADJOURN

TIME: _____

MOTION: _____

SECOND: _____

VOTE _____