

**January 19, 2016  
Dickinson Economic  
Development Corporation,  
Regular Meeting  
6:30 p.m.**



Darrell Carney, President  
Mike Reinschmidt, Vice President  
Libby Moreno, Secretary  
Jennifer Lawrence

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

Robert Donley  
Chris Tucker  
Mark Martelli  
Julie M. Robinson, Executive  
Director

**January 19, 2016**

**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 **Tuesday, January 19, 2016, at 6:30 p.m.** at: Dickinson City Hall, 4403 Highway 3, Dickinson, Texas 77539 in the Council Chambers 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.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the Minutes of Dickinson Economic Development Corporation of:
  - A. December 14, 2015 Regular Board Meeting
- ITEM 3.) BRIEFING AND DISCUSSION CONCERNING:** Executive Director's Briefing
  - A. Economic Development Update
- ITEM 4.) BRIEFING AND DISCUSSION CONCERNING:** Bay Area Houston Economic Partnership Monthly Update.
- ITEM 5.) BRIEFING AND DISCUSSION CONCERNING:** Update on the Adopt-A-Street Program.
- ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Proposed Changes to Financial System Used for DEDC's Accounting and Finances.
- ITEM 7.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Quarterly Financial And Investment Report For Quarter Ending September 30, 2015.
- ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Dickinson Economic Development Corporation's Sponsorship For 2016 Red, White & Bayou Crawfish And Texas Music Festival.
- ITEM 9.) 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.

**ITEM 10.) RECONVENE**

**ITEM 11.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters discussed in Executive Session

**ITEM 12.) FUTURE AGENDA ITEMS**

**ITEM 13.) ADJOURN**

**CERTIFICATION**

This is to certify that a copy of the Notice of the Dickinson Economic Development Corporation Meeting for January 19, 2016, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 14<sup>TH</sup> day of January, 2016, prior to 6:30 p.m.



Angela Forbes, Economic Development Coordinator

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: January 19, 2016  
Regular Meeting**

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

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

Executive Director, Julie M. Robinson	_____	_____
Economic Development Coordinator, Angela Forbes	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# **AGENDA**

## **ITEM 2**

Darrell Carney, President  
Mike Reinschmidt, Vice President  
Libby Moreno, Secretary  
Jennifer Lawrence

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

Robert Donley  
Chris Tucker  
Mark Martelli  
Julie M. Robinson, Executive  
Director

**December 14, 2015**

**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, December 14, 2015, at 6:00 p.m.** at: Dickinson City Hall, 4403 Highway 3, Dickinson, Texas 77539 in the Council Chambers 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 6:00 p.m. Economic Development Coordinator Angela Forbes called roll and certified a quorum. Board Members present were as follows: Darrell Carney, Mike Reinschmidt, Libby Moreno, Robert Donley, Jennifer Lawrence and Mark Martelli. Director Chris Tucker was absent. Also present were Executive Director Julie Robinson, Economic Development Coordinator Angela Forbes and Administrative Services Manager Stephanie Russell.

**ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Approval of the Minutes of Dickinson Economic Development Corporation of:

- A.** October 12, 2015 Annual Board Meeting
- B.** November 16, 2015 Special Board Meeting

Director Reinschmidt made a motion to approve the Minutes of the October 12, 2015 Regular Board Meeting. The motion was seconded by Director Donley.

VOTE:  
6 AYES (Carney, Reinschmidt, Moreno, Martelli, Lawrence, Donley)  
0 NAYS  
MOTION PASSED

Director Moreno made a motion to approve the Minutes of the November 16, 2015 Regular Board Meeting. The motion was seconded by Director Donley.

VOTE:  
6 AYES (Carney, Reinschmidt, Moreno, Martelli, Lawrence, Donley)  
0 NAYS  
MOTION PASSED

**ITEM 3.) PUBLIC HEARING:** The Corporation will receive public comments regarding the following proposed project:

President Darrell Carney opened the Public Hearing at 6:05 p.m.

- A. The Reimbursement Of \$107,000.00 To Lilley Entertainment LLC d/b/a Marais Restaurant For Bulkheading Work To Be Done For Marais Restaurant.

A. Presentation of the Project

Terri Laird representing Lilley Investments LLC presented the proposed Project. The property is located at 2015 FM 517 East, in the west side of Dickinson Bar-B-Que & Steakhouse and is adjacent to Borden's Gully. Bulkheading is required in order to develop the property for Marais Restaurant as designed.

B. Those in Favor

Wally Deats, resident at 3703 Rau Drive spoke in favor of the project stating he believes this would be a good example of public/private partnership for the Dickinson Economic Development Corporation.

C. Those Opposed

Elizabeth Harris, resident at 2114 Holly Drive, spoke against this project stating the development had created and will continue to create drainage problems on her property.

President Darrell Carney closed the Public Hearing at 6:16 p.m.

**ITEM 4.) EXECUTIVE SESSION:** President Darrell Carney recessed the meeting into Executive Session at 6:18 PM. to discuss Item A. pursuant to Section 551.087 of the Texas Government Code.

- 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.

**ITEM 5.) RECONVENE**

President Darrell Carney reconvened the regular meeting at 6:45 PM.

**ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 119-2015 - **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF DICKINSON, TEXAS APPROVING AS A PROJECT OF THE CORPORATION THE REIMBURSEMENT OF \$107,000.00 TO LILLEY ENTERTAINMENT LLC d/b/a MARAIS RESTAURANT FOR BULKHEADING WORK TO BE DONE FOR MARAIS RESTAURANT, A PROJECT THAT PROMOTES OR DEVELOPS NEW OR EXPANDED BUSINESS ENTERPRISES THAT CREATE OR RETAIN PRIMARY JOBS IN THE CITY OF DICKINSON AND THE ENTIRE DICKINSON REGION INCLUDING LAND, BUILDINGS, EQUIPMENT, FACILITIES, EXPENDITURES, TARGETED INFRASTRUCTURE, AND IMPROVEMENTS; AND APPROVING EXPENDITURES FOUND BY THE BOARD OF DIRECTORS TO BE REQUIRED OR SUITABLE AND NECESSARY TO PROMOTE OR DEVELOP NEW OR EXPANDED BUSINESS ENTERPRISES INCLUDING LAND, BUILDINGS, EQUIPMENT, FACILITIES, EXPENDITURES, TARGETED INFRASTRUCTURE, AND IMPROVEMENTS.**

Director Donley made a motion to approve Resolution Number 119-2015 as presented. The motion was seconded by Director Lawrence.

After discussion, Mr. Lilley advised that Lilley Entertainment LLC needs to be changed to Lilley Investments LLC to accurately reflect the entity for the project.

Director Donley made a motion to his motion to accept the amendment to the name change from Lilley Entertainment LLC. to Lilley Investment LLC. Director Lawrence seconded her motion to accept the amendment.

VOTE:

6 AYES (Carney, Reinschmidt, Moreno, Martelli, Lawrence, Donley)

0 NAYS

MOTION PASSED

**ITEM 7.) 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 Darrell Carney recessed the regular meeting into a second Executive Session at 7:00 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 551.087- 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.

C. Section 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.

**ITEM 8.) RECONVENE**

President Darrell Carney reconvened the regular meeting at 8:45 p.m.

**ITEM 9.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters discussed in Executive Session.

No action was taken.

**ITEM 10.) FUTURE AGENDA ITEMS**

**ITEM 11.) ADJOURN**

Director Moreno made a motion to adjourn the meeting at 8:46 p.m. The motion was seconded by Director Donley.

VOTE:

6 AYES (Carney, Reinschmidt, Moreno, Martelli, Lawrence, Donley)

0 NAYS

MOTION PASSED

**PASSED, APPROVED AND ADOPTED** this the 19<sup>th</sup> day of January, 2016.

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Darrell Carney, President



# **AGENDA**

## **ITEM 3**



# **AGENDA**

## **ITEM 4**



# **AGENDA**

## **ITEM 5**

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

**MEETING DATE**      January 19, 2016

**TOPIC:**                      Update On The Adopt-A-Street Program.

**BACKGROUND:**      During the Board's Regular Meeting on June 22, 2015, the Board discussed and approved the Adopt-A-Street Program proposed by staff. The Guidelines, Application, Adoption Agreement, and Waiver of Liability forms have been developed and approved by the City Attorney. Staff is scheduled to make presentations to several local civic organizations, and a copy of the PowerPoint presentation is provided with this agenda item. The current schedule for presentations is:

Keep Dickinson Beautiful - January 21, 2016  
Dickinson Optimist Club - January 25, 2016  
Dickinson Historical Society - February 1, 2016

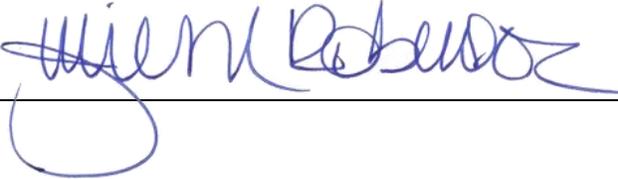
Staff is working to get scheduled for presentations to additional civic and non-profit organizations in February and March to continue the roll-out of the Program.

**RECOMMENDATION:**    None

- ATTACHMENTS:**
- Adopt-A-Street Program PowerPoint Presentation
  - Adopt-A-Street Program Location Map
  - Adopt-A-Street Program Guidelines and Application
  - Adopt-A-Street Program Adoption Agreement
  - Adopt-A-Street Program Waiver of Liability

**FUNDING ISSUES**

Not applicable  
 Not budgeted  
 Full Amount already budgeted.

<p><b>SUBMITTING STAFF MEMBER</b></p> <p>Angela Forbes, Economic Development Coordinator</p>	<p><b>EXECUTIVE DIRECTOR APPROVAL</b></p> 
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<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	

**DIVIDER PAGE**



# Dickinson Economic Development Corporation Adopt-A-Street Program



# Why start an Adopt-A-Street Program?

- Like many other social problems, litter is caused by human behavior. Whether intentional or accidental, litter begins with the individual. People start it, people can stop it!
- Keep Dickinson Beautiful has a saying “A clean city is good business”. Litter-Free streets say “Welcome” to visitors, residents, business owners and prospective investors . A clean city conveys pride, safety and a culture of caring, responsible citizens.
- Adopt-A-Street Program is an excellent way for local residents, organizations, and businesses to take personal responsibility in the improvement of their community.



# Why is the program important to our City?

- **Curb Appeal or community aesthetics** is what potential home buyers, shoppers, businesses, site selectors and developers tend to judge when deciding to invest in a community. Whether considering to purchase a home, dine in a restaurant, shop or build a business, a clean community indicates to residents and visitors alike that the city is safe, caring and committed to protecting people and property.
- Volunteers **save taxpayers money** by the City not having to contract the job out to private companies or hire additional employees.
- Adopt-A-Street Program encourages participation from the entire community which will boost their “**pride of place**”, conveying ownership and incentive to litter less and pick up litter even if it’s not their own.
- A cleaner, greener Dickinson will be seen as a **safer, more desirable community** in which to live, work, visit and invest.



# Steps to Success

- **Advertise Adopt-A-Street Program** to the community.
- **Educate and promote** the program to local non-profit and civic organizations, as well as businesses, families and individuals who are interested and committed to making Dickinson a cleaner, more beautiful place.
- **Recruit** volunteer groups to adopt any one of the **15 focus areas** along Hwy 3 and FM 517.
- **Acknowledge and support** volunteer groups participating in the program by providing signage and supplies.
- **Quantify and Report** results for the program annually to the Dickinson Economic Development Corporation, Dickinson City Council and Community.



# Interested In Participating?

Contact: Dickinson Economic Development Corporation

Tina Hernandez - Guest Services Assistant

Phone: 281-337-0466

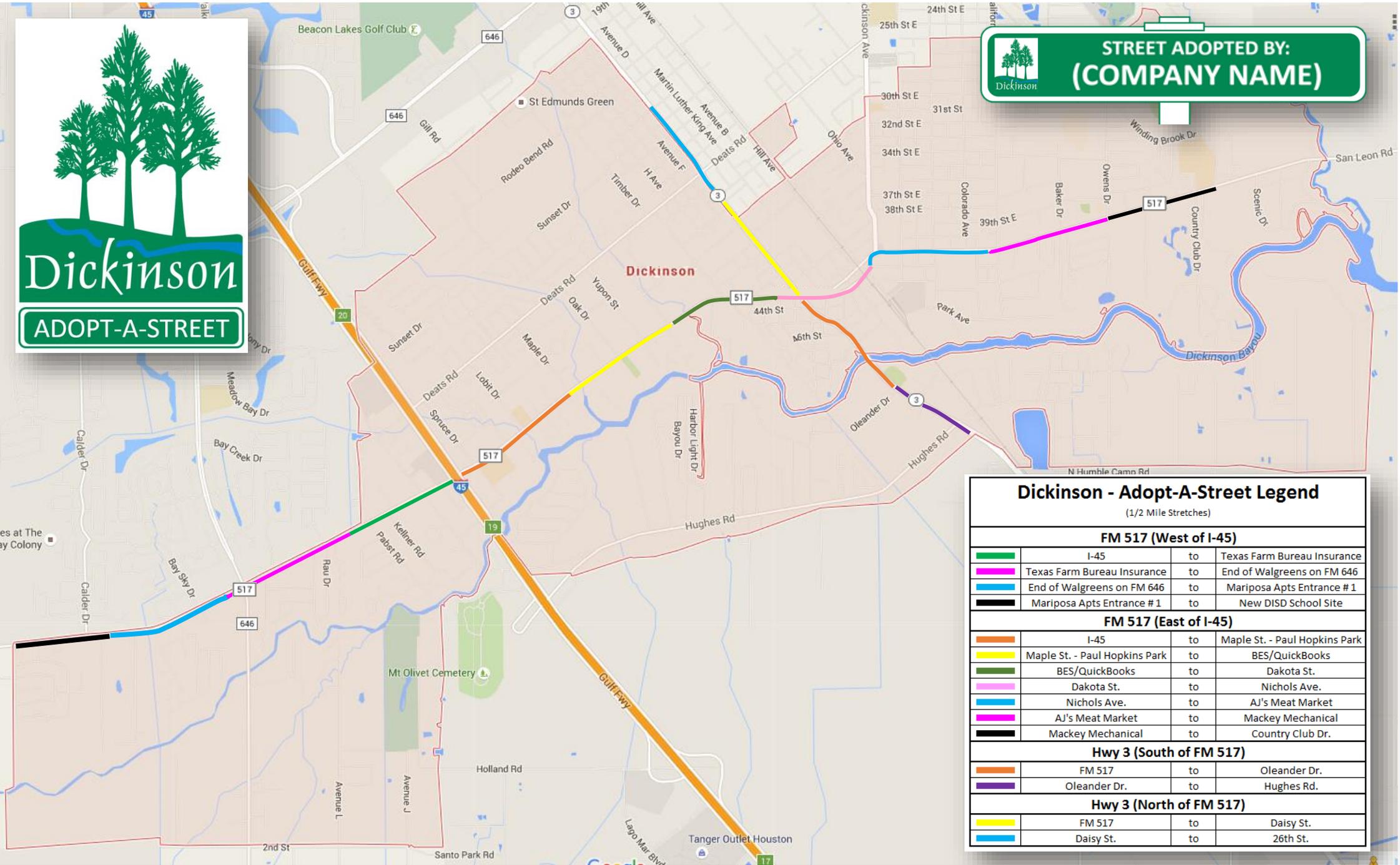
Email: [thernandez@ci.dickinson.tx.us](mailto:thernandez@ci.dickinson.tx.us)



**DIVIDER PAGE**



STREET ADOPTED BY:  
**(COMPANY NAME)**



Dickinson - Adopt-A-Street Legend			
(1/2 Mile Stretches)			
FM 517 (West of I-45)			
	I-45	to	Texas Farm Bureau Insurance
	Texas Farm Bureau Insurance	to	End of Walgreens on FM 646
	End of Walgreens on FM 646	to	Mariposa Apts Entrance # 1
	Mariposa Apts Entrance # 1	to	New DISD School Site
FM 517 (East of I-45)			
	I-45	to	Maple St. - Paul Hopkins Park
	Maple St. - Paul Hopkins Park	to	BES/QuickBooks
	BES/QuickBooks	to	Dakota St.
	Dakota St.	to	Nichols Ave.
	Nichols Ave.	to	AJ's Meat Market
	AJ's Meat Market	to	Mackey Mechanical
	Mackey Mechanical	to	Country Club Dr.
Hwy 3 (South of FM 517)			
	FM 517	to	Oleander Dr.
	Oleander Dr.	to	Hughes Rd.
Hwy 3 (North of FM 517)			
	FM 517	to	Daisy St.
	Daisy St.	to	26th St.

**DIVIDER PAGE**



## Dickinson Economic Development Corporation

### Adopt-A-Street Program

#### Guidelines

The Dickinson Economic Development Corporation (DEDC) provides opportunities for residents and civic organizations to take ownership in their community by adopting section(s) or the City of Dickinson's Streets. Keeping our streets litter free and promoting cleaner, stronger, safer and healthier neighborhoods.

By adopting a designated section of a City street(s), volunteers assume the responsibility of picking up litter in the public right-of-way and adhere to the following guidelines:

1. Each volunteer group must sign an Adopt-A-Street Agreement for two years. The length of the street adopted may vary from 0.5 miles to 2.0 miles. The agreement will be between the DEDC and the volunteer group. Groups not meeting the conditions of the agreement will be released from the agreement.
2. Each volunteer group is responsible for cleaning the adopted street at least 4 times a year. The first clean-up activity is required within the first 30 days after the effective date of the agreement.
3. Each volunteer group is responsible for appointing a group leader to ensure that all guidelines are followed, including the "Safety Guidelines" list.
4. The group leader will keep record of the following information within the "Adopt-A-Street Volunteer Participation Form" – *name of organization, name of adopted street, name of each participants, total hours contributed, total numbers of bags collected*. Documentation forms must be e-mailed, delivered in person, or faxed to the Adopt-A-Street Coordinator.
5. If there are any changes in contact information for the group, the group leader is responsible for notifying the Adopt-A-Street Coordinator.
6. The Adopt-A-Street Coordinator must be notified prior to each clean up. Approval must be given by the coordinator in order to arrange collection of bags.
7. Every participant, including minors, must sign in on the "Adopt-A-Street Volunteer Participation Form" at every clean up.
8. The volunteer group shall be responsible for furnishing adequate adult supervision for participants who are 17 and under. There must be 1 adult per 5 minors.
9. Litter shall be removed from both sides of the street.
10. Each volunteer group is required to use litter bags provided by the DEDC. The bags must be stacked in an approved location along the public right-of-way for collection. The DEDC will coordinate the collection of bags, tires, and any large or hazardous items.
11. We recommend volunteers wear safety vests or shirts.
12. Each volunteer group is encouraged to maintain a first-aid kit and adequate water while participating in the litter clean-up.
13. Possession or consumption of alcoholic beverages is prohibited during an Adopt-A-Street clean-up event.
14. Volunteer groups are prohibited from sub-contracting or assigning duties and/or responsibilities to any other group, organization or individual(s).
15. The DEDC shall in no event have the right to control the group in performing the details of litter pick-up from the section of the roadway adopted, and in picking up litter. The group shall act as an independent contractor during the clean-up events.

**Please call 281-337-0466 or send an email to [thernandez@ci.dickinson.tx.us](mailto:thernandez@ci.dickinson.tx.us) to discuss the streets available for adoption. We look forward to hearing from you!**



**ADOPT-A-STREET  
Dickinson Economic Development Corporation**

218 FM 517 W  
Dickinson, TX 77539  
281-337-0466

**APPLICATION**

The **Dickinson Economic Development Corporation** will work with the adopting group to determine the specific section of town to be adopted.

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Contact Person)

\_\_\_\_\_  
(Day Phone Number)

\_\_\_\_\_  
(Evening Phone Number)

\_\_\_\_\_  
(Email address)

\_\_\_\_\_  
(Mailing Address if different than above)

\_\_\_\_\_  
(City, State, Zip)

Approximate number of people participating in cleanup \_\_\_\_\_

Area of town you are interesting in adopting: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Date of Application)

Mail or FAX this form to: **Dickinson Economic Development Corporation**, ATTN: Adopt-A-Street, 218 FM 517 W Dickinson, TX 77539 **OR FAX 281-534-4389**

**FOR STAFF USE ONLY**

- |   |   |
|---|---|
| _____ 1. Signed the agreement           | _____ 4. Added to Adopt-A-Street Contact List |
| _____ 2. Done their first clean up      | _____ 5. Sign is ordered                      |
| _____ 3. Completed first wrap up report | _____ 6. Sign is up                           |

**DIVIDER PAGE**



# *Dickinson Economic Development Corporation* *Adopt-A-Street*

## Adoption Agreement

## Terms and Conditions

**Dickinson Economic Development Corporation (DEDC)** and \_\_\_\_\_ hereinafter called the "Group" recognize the need and the desirability of a litter-free town and are entering this Agreement to permit the Group to contribute toward the effort of maintaining litter-free streets, ditches and grounds.

By signature below, the Group, both jointly and severally, acknowledges the hazardous nature of the work and agree, both jointly and severally, to the following terms and conditions:

- \* Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the **DEDC** for special conditions on a particular adopted section.
- \* When participants are 15 years of age or younger, the Group shall furnish adequate supervision by one or more adults.
- \* Each youth Group, 15 years of age or younger, shall conduct a safety meeting prior to the clean up activity. Participants must attend a safety meeting conducted by the Group before participating in a cleanup.
- \* Youth groups, 15 years or younger, shall notify **DEDC** prior to their designated clean up activity so **DEDC** can confirm that adequate safety measures are taken.
- \* Groups shall adopt a section of town - distance to be determined by agreement of Group and **DEDC**, according to age of group and area to be adopted.
- \* Groups shall be required to adopt for a minimum period of two (2) years. One clean up day of each year shall be held to coincide with the **City of Dickinson** Community Clean Up Day during **TRASH BASH** in the month of April.
- \* To maintain signage the groups shall pick up litter and file a report a minimum of four (4) times a year with **DEDC**.
- \* The Group shall appoint or select a chairperson to serve as spokesperson/contact person for the Group.
- \* Each Group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages while on the adopted section.
- \* Each Group shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in litter pickup on the adopted section.

- \* The Group shall have the option of renewing the agreement subject to the approval of the **Adopt-A-Street** Board of Directors if the group has reported a minimum of four cleanups during the year.

The **DEDC** agrees to accomplish the following:

- \* Signage recognition of the adopted section with the Group's name displayed. The Group must clean the "adopted" area and submit a clean-up report to the **DEDC** before the Adopt-A-Street sign will be installed.
- \* Work with the Group to determine the specific section of town to be adopted for half a mile (.5) or more.
- \* Public recognition for section adopted.

ADDITIONAL TERMS AND CONDITIONS:

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Signature of Group Representative

Date:

**DIVIDER PAGE**



WAIVER OF LIABILITY I, \_\_\_\_\_, for and in consideration of the Dickinson Economic Development Corporation's permission to participate in the Adopt-A-Street Program coordinated by the Dickinson Economic Develop Corporation (DEDC), whereby volunteers from the community collect trash along roadways throughout the City of Dickinson, do hereby agree to defend, indemnify and hold harmless the DEDC, its elected officials, officers and employees and volunteers from any and all claims, liabilities, demands, damages, actions or causes of action of any kind or character (including, without limitation, attorney's fees, costs and expenses) that may arise in any manner by reason of death, injury, damage to my person or property or both as a result of my participation in the Adopt-A-Street Program. I understand that during my participation in the Adopt-A-Street Program, I am subject to the rules and regulations of the Program and the DEDC. I also understand and agree that this Waiver of Liability is binding upon my executors, administrators, personal representatives, collectors, heirs, successors and assigns.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Signature of Parent or Guardian  
if under 18

\_\_\_\_\_  
Printed Full Name



# **AGENDA**

## **ITEM 6**

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

**MEETING DATE**      January 19, 2016

<b>TOPIC:</b>	Proposed Changes to Financial System Used for DEDC's Accounting and Finances.
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<b>BACKGROUND:</b>	<p>In order to safeguard internal controls and streamline processes, staff recommends moving the Corporation's financials from QuickBooks to the STW Financial Management System.</p> <p>The STW Financial Management System streamlines processes using a highly integrated financial accounting and reporting system. This application meets and exceeds the standards recommended by the Generally Accepted Accounting Principals (GAAP), the uniform standards and guidelines for financial accounting and governmental reporting. STW is a browser-based solution that can be accessed from any operating system utilizing the web.</p> <p>STW allows staff to set full security on specific funds, departments, and program / activities. These security functions ensure that internal controls are in place to prevent invalid or inappropriate transactions from occurring. The current QuickBooks system does not have internal controls.</p> <p>Working within one system allows staff to work more efficiently by eliminating duplicate, recurring journal entries. This also reduces the chance for errors and duplications.</p> <p>Another benefit of STW is its program and project accounting which will allow us to better track expenditures over the life of a program and/or project.</p> <p>There is not a cost associated with adding the Corporation's financials to STW. However, it is estimated to have an annual cost savings of \$1,610.00 – the annual cost for the current system, QuickBooks. Additionally, STW allows multiple users at no additional cost; QuickBooks charges extra for each additional user.</p> <p>The proposed change to the financial system used for DEDC's accounting and finances does not impact the Corporation's actual bank accounts. However, the change would enable the use of banking features, such as positive pay check security and batch electronic fund transfers/ACH should the Board desire to add</p>
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**ACTIONS TAKEN**

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

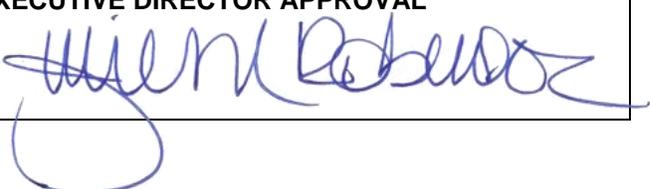
these in the future. Additionally, although the Corporation's financials will be housed in the same system as the City's – they will be completely segregated by fund. The uniform accounting structure will eliminate any confusion or additional work during the annual audit and Comprehensive Annual Financial Report.

The monthly and quarterly financial reports will remain the same, however; staff will be able to produce them more efficiently due to the uniform accounting and export functions within STW.

**RECOMMENDATION:** Staff requests additional direction from the Board.

**ATTACHMENTS:** • No Attachments

**FUNDING ISSUES**     Not applicable  
 Not budgeted  
 Full Amount already budgeted.

<b>SUBMITTING STAFF MEMBER</b>	<b>EXECUTIVE DIRECTOR APPROVAL</b>
Stephanie Russell, Administrative Services Manager	

<b>ACTIONS TAKEN</b>		
<b>APPROVAL</b>	<b>READINGS PASSED</b>	<b>OTHER</b>
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	



# **AGENDA**

## **ITEM 7**

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

**MEETING DATE**            January 19, 2016

<b>TOPIC:</b>	<b>QUARTERLY INVESTMENT REPORT &amp; FINANCIALS FOR PERIOD ENDING SEPTEMBER 30, 2015.</b>
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<b>BACKGROUND:</b>	Per the Corporation's Investment Policy, the Investment Officer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter.
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<b>RECOMMENDATION:</b>	Staff recommends approval of the Quarterly Investment Report & Financials.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>Quarterly Investment and Financial Report For Quarter Ending September 30, 2015</li> </ul>
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<b>FUNDING ISSUES</b>	<input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Not budgeted <input type="checkbox"/> Full Amount already budgeted. <input type="checkbox"/> Funds to be transferred from Acct.#                    -                    -
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<b>SUBMITTING STAFF MEMBER</b>	<b>CITY ADMINISTRATOR APPROVAL</b>
Stephanie Russell, Administrative Services Manager	

**ACTIONS TAKEN**

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

**Quarterly Investment & Financial Report**

**Period Ending September 30, 2015**

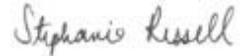
**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**INVESTMENT REPORT**  
September 30, 2015

<b>Account</b>	<b>Interest Rate</b>	<b>Purchase Date</b>	<b>Due Date</b>	<b>Days to Maturity</b>	<b>Book Value</b>	<b>Beginning Market Value</b>	<b>Ending Market Value</b>	<b>Market Value Change</b>	<b>Interest Paid Year to Date</b>
BBVA Compass - Operating	0.00%	4/7/2009	Demand	1	492,915.33	314,384.61	492,915.33	178,530.72	-
BBVA Compass - MMA	0.20%	4/7/2009	Demand	1	285,000.91	284,857.29	285,000.91	143.62	226.07
Hometown - Checking	0.00%	8/8/2013	Demand	1	15,023.99	14,708.93	15,023.99	315.06	-
TexPool - Investment	0.03%	7/31/2013	Demand	1	116,502.79	116,481.40	116,502.79	21.39	60.17
Hometown - CD	0.50%	8/7/2015	8/7/2016	312	250,000.00	250,000.00	250,000.00	-	1,249.97
Texas 1st - CD	0.20%	8/6/2015	8/6/2016	311	250,000.00	250,000.00	250,000.00	-	395.30
<b>Total (all cash &amp; investments)</b>					<b>\$ 1,409,443.02</b>	<b>\$ 1,230,432.23</b>	<b>\$ 1,409,443.02</b>	<b>\$ 179,010.79</b>	<b>\$ 1,931.51</b>

Weighted Average Rate (WAR) 0.17%

Weighted Average Maturity (WAM) 111.15 days

  
\_\_\_\_\_  
Julie M. Robinson, Executive Director 1/13/2016  
Date

  
\_\_\_\_\_  
Prepared by: Stephanie Russell, Administrative Services Manager 1/13/2016  
Date

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FY 2014-2015 BUDGET VS. ACTUALS**  
**AS OF SEPTEMBER 31, 2015\***

	<b>FY 2014-2015 1ST AMENDED BUDGET</b>	<b>FY2014-2015 ACTUALS YEAR TO DATE</b>	<b>ACTUALS (UNDER)/OVER BUDGET</b>	<b>% OF BUDGET</b>
<b>REVENUE</b>				
Sales Tax Revenue	1,333,132	1,428,810	95,678	107.2%
Rental Income	9,000	6,725	(2,275)	74.7%
Interest Income	1,500	1,976	476	131.7%
Misc. Income (Property Tax Rebate)	267,217	270,647	3,430	101.3%
<b>TOTAL REVENUES</b>	<b>\$ 1,610,849</b>	<b>\$ 1,708,158</b>	<b>\$ 97,309</b>	<b>106.0%</b>
<b>EXPENDITURES</b>				
<b>Debt Service</b>				
Principal	50,000	50,000	-	100.0%
Interest	12,705	12,705	-	100.0%
<b>Total Debt Service</b>	<b>\$ 62,705</b>	<b>\$ 62,705</b>	<b>\$ -</b>	<b>100.0%</b>
<b>Historical Railroad Center</b>				
Building & Property Maintenance	35,950	27,600	(8,350)	76.8%
Dues, Subscriptions & Books	900	900	-	100.0%
Marketing & Advertising	5,000	766	(4,234)	15.3%
Museum Exhibits	1,000	-	(1,000)	0.0%
Office Supplies	5,500	6,267	767	113.9%
Property/Liability Insurance	10,000	8,422	(1,578)	84.2%
Storage Rental	2,400	1,080	(1,320)	45.0%
Utilities - Electric, Gas & Water	20,000	19,670	(330)	98.4%
<b>Total Historical Railroad Center</b>	<b>\$ 80,750</b>	<b>\$ 64,704</b>	<b>\$ (16,046)</b>	<b>80.1%</b>
<b>Contract Services</b>				
ED Consulting	10,000	10,000	-	100.0%
Financial & Auditing	1,000	1,000	-	100.0%
GIS	5,600	3,000	(2,600)	53.6%
Legal	7,500	958	(6,542)	12.8%
Multimedia Services	500	179	(321)	35.8%
Branding & Marketing Study	25,000	25,000	-	100.0%
Demolition Services	54,525	54,525	-	100.0%
<b>Total Contract Services</b>	<b>\$ 104,125</b>	<b>\$ 94,662</b>	<b>\$ (9,463)</b>	<b>90.9%</b>

\*Unaudited, as of 1/13/16

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FY 2014-2015 BUDGET VS. ACTUALS**  
**AS OF SEPTEMBER 31, 2015\***

	<b>FY 2014-2015 1ST AMENDED BUDGET</b>	<b>FY2014-2015 ACTUALS YEAR TO DATE</b>	<b>ACTUALS (UNDER)/OVER BUDGET</b>	<b>% OF BUDGET</b>
<b>DEDC Administration/Operations</b>				
Building Maintenance	500	350	(150)	70.0%
Bank Service Charges	367	598	231	163.0%
Dues, Subscriptions & Books	5,500	5,737	237	104.3%
Information Technology	10,350	10,360	10	100.1%
Marketing & Promotions	20,000	18,433	(1,567)	92.2%
Office Space Rental	3,000	3,000	-	100.0%
Office Supplies & Postage	2,502	157	(2,345)	6.3%
Personnel Services	143,092	143,092	(0)	100.0%
Public Official/E&O Insurance	1,167	-	(1,167)	0.0%
Travel & Training	11,489	6,599	(4,890)	57.4%
Utilities	2,492	3,013	521	120.9%
<b>Total DEDC Administration/Operations</b>	<b>\$ 200,459</b>	<b>\$ 191,339</b>	<b>\$ (9,120)</b>	<b>95.5%</b>
<b>ED Projects &amp; Programs</b>				
Hughes Rd.	10,000	218	(9,783)	2.2%
Cedar Oaks	25,000	30,907	5,907	123.6%
Hwy 3 Façade Improvement Program	28,000	-	(28,000)	0.0%
Shop in Dickinson Program	1,000	-	(1,000)	0.0%
ED Grants & Projects	57,500	59,780	2,280	104.0%
<b>Total ED Projects &amp; Programs</b>	<b>\$ 121,500</b>	<b>\$ 90,905</b>	<b>\$ (30,595)</b>	<b>74.8%</b>
<b>Capital Outlays</b>				
Computers/Office Equipment	3,000	1,262	(1,738)	42.1%
Contractual Payments-RR Depot	26,027	26,027	-	100.0%
Real Property Acquisition	682,062	682,134	72	100.0%
<b>Total Capital Outlays</b>	<b>\$ 711,089</b>	<b>\$ 709,424</b>	<b>\$ (1,666)</b>	<b>99.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,280,628</b>	<b>\$ 1,213,739</b>	<b>\$ (66,890)</b>	<b>94.8%</b>
<b>NET INCOME</b>	<b>\$ 330,221</b>	<b>\$ 494,420</b>		

\*Unaudited, as of 1/13/16

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**BALANCE SHEET**  
**FISCAL YEAR 2014-2015**  
**AS OF SEPTEMBER 30, 2015**

**ASSETS**

**Current Assets**

**Cash & Investments**

BBVA Operating Account	480,280
BBVA Money Market Account	285,049
Hometown Bank - Checking	15,024
Hometown Bank - CD	250,000
Texas First Bank - CD	250,000
TexPool	116,503

**Total Cash** 1,396,856

**Accounts Receivable**

Sales Tax Receivable	254,450
Other Accounts Receivable	4,500

**Total Accounts Receivable** 258,950

**Total Current Assets** \$ 1,655,806

**TOTAL ASSETS** \$ 1,655,806

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Due to City of Dickinson	-
Accounts Payable	35,727
Rental Deposits	600

**Total Accounts Payable** \$ 36,327

**Total Current Liabilities** \$ 36,327

**Total Liabilities** \$ 36,327

**Equity**

Fund Balance	1,125,059
Net Income	494,420

**Total Equity** \$ 1,619,479

**TOTAL LIABILITIES & EQUITY** \$ 1,655,806

*\*Unaudited as of 1/13/16*



# **AGENDA**

## **ITEM 8**

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

**MEETING DATE**            January 19, 2016

<b>TOPIC:</b>	Dickinson Economic Development Corporation's Sponsorship For 2016 Red, White & Bayou Crawfish And Texas Music Festival.
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<b>BACKGROUND:</b>	<p>During the budget preparation for Fiscal Year 2014-2015, the Board decided to consolidate the funding for the sub-line items under ED Grants and Projects into one line item. This included the \$10,000.00 sponsorship for Red, White &amp; Bayou Crawfish and Texas Music Festival.</p> <p>Included with this agenda item is the City of Dickinson 1-Day Event Impact Assessment Report that was completed for the 2015 Red, White &amp; Bayou Crawfish and Texas Music Festival. The estimated total attendees in 2015 was approximately 5,800, and the Total Spending Impact was \$372,207.00.</p> <p>Since the City is in full planning mode for the 2016 Festival which is scheduled for Saturday, May 21, 2016, it is important for the City to know which sponsorships have been approved. I would appreciate approval from the Board for the \$10,000.00 sponsorship for this year's Festival.</p>
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<b>RECOMMENDATION:</b>	Staff recommends approval of the \$10,000.00 sponsorship.
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<b>ATTACHMENTS:</b>	<ul style="list-style-type: none"> <li>• Copy of City of Dickinson 1-Day Event Impact Assessment for 2015 Red, White &amp; Bayou Crawfish and Texas Music Festival</li> </ul>
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<b>FUNDING ISSUES</b>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Not budgeted <input checked="" type="checkbox"/> Full Amount already budgeted.
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<b>SUBMITTING STAFF MEMBER</b>	<b>EXECUTIVE DIRECTOR APPROVAL</b>
Julie M. Robinson, Executive Director	

ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	

## City of Dickinson 1-Day Event Impact Assessment 2015

### Sixth Annual Red, White and Bayou Crawfish and Texas Music Festival

The impact estimates presented below from selected summary survey results reflect the estimated direct and indirect spending impact by attendees at the *Sixth Annual Red, White and Bayou Crawfish and Texas Music Festival*, a one-day event held in the City of Dickinson. The base impact data come from 170 completed surveys at and following the event and represent 5,700 attendees on that day in 2015. An estimated 75 percent of the event's attendees came from the City of Dickinson and surrounding area, suggesting that 25 percent of the spending impact came from outside the Dickinson area.

Select survey items, such as local direct spending, provided ranges, so the mid-point value in each range was used to estimate the impact. To scale the survey-based impact, estimated median per capita spending was multiplied by the estimated attendance of 5,700. A local area multiplier factor was applied to the direct spending estimates to account for area re-spending effects and derive the total spending impact. The multiplier factor is based on the nature of the event (entertainment industry) and the scope of the geography (City of Dickinson and surrounding area). ***The estimated total spending impact for the 1-day event is \$372,207.***

<b>City of Dickinson 1-Day Event Impact Statement 2015</b>	
a. 92% of adults responding to survey arrived by auto	
b. Modal party size = 2	
c. 75% of attendees came from the Dickinson Area	
d. 48% of survey respondents attended last year's event	
e. Estimated total event attendees = 5,700	
<b>Direct spending estimate</b>	<b>\$248,138</b>
<b>Total (direct plus indirect) Spending Impact Estimate</b>	<b>\$ 372,207</b>



# **AGENDA**

## **ITEM 9**

# EXECUTIVE SESSION

RECESS TIME: \_\_\_\_\_

# **AGENDA**

## **ITEM 10**

# RECONVENE

**TIME:** \_\_\_\_\_

# **AGENDA**

## **ITEM 11**



# **AGENDA**

## **ITEM 12**



# **AGENDA**

## **ITEM 13**

# ADJOURN

TIME: \_\_\_\_\_

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

VOTE \_\_\_\_\_