

**April 11, 2016**  
**Dickinson Economic**  
**Development Corporation,**  
**Regular Meeting**  
**7:00 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

**April 11, 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 **Monday, April 11, 2016, at 7:00 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**

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

A. March 7, 2016 Regular Board Meeting

**ITEM 3.) 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 Director of Economic Development and/or Executive Director.

**ITEM 4.) RECONVENE**

**ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters discussed in Executive Session

**ITEM 6.) FUTURE AGENDA ITEMS**

**ITEM 7.) ADJOURN**

**CERTIFICATION**

This is to certify that a copy of the Notice of the Dickinson Economic Development Corporation Meeting for April 11, 2016, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 7<sup>th</sup> day of April, 2016, prior to 7:00 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: April 11, 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

**March 7, 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 **Monday, March 7, 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**

President Darrell Carney called the meeting to order at 6:33 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, Jennifer Lawrence and Mark Martelli. Director Chris Tucker and Robert Donley was absent. Also present were Mayor Julie Masters, Council Member Wally Deats, Executive Director Julie Robinson and Economic Development Coordinator Angela Forbes

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

**A. February 8, 2016 Regular Board Meeting**

Director Moreno made a motion to approve the Minutes of the February 8, 2016 Regular Board Meeting. The motion was seconded by Director Reinschmidt.

**VOTE:**

5 AYES (Carney, Reinschmidt, Martelli, Moreno, Lawrence)

0 NAYS

MOTION PASSED

**ITEM 3.) BRIEFING AND DISCUSSION CONCERNING:**

**A. Economic Development Update**

Executive Director Julie Robinson and Economic Development Coordinator Angela Forbes provided a briefing on current economic development projects. Board members took no formal action in this matter.

**ITEM 4.) BRIEFING AND DISCUSSION CONCERNING:** Bay Area Houston Economic Partnership Monthly Update.

Marketing Manager Barbara Cutsinger with Bay Area Houston Economic Partnership provided a briefing on current projects around the area BAHEP serves. Board members took no formal action in this matter.

**ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 122-2016 - **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION (DEDC) AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT BY AND BETWEEN THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION AND KEEP DICKINSON BEAUTIFUL, INC. FOR FISCAL YEAR 2015-2016 TO PROMOTE PUBLIC INTEREST AND THE GENERAL IMPROVEMENT OF THE ENVIRONMENT OF THE CITY OF DICKINSON, TEXAS.**

Director Lawrence made a motion to approve Resolution Number 122-2015 as presented. The motion was seconded by Director Moreno.

VOTE:

5 AYES (Carney, Reinschmidt, Martelli, Moreno, Lawrence)

0 NAYS

MOTION PASSED

**ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 120-2016 - **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION (DEDC) AUTHORIZING THE PRESIDENT OF THE BOARD TO EXECUTE AN AGREEMENT BY AND BETWEEN THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION AND DICKINSON FESTIVAL OF LIGHTS SOCIETY, INC. FOR FISCAL YEAR 2015-2016 TO PROMOTE PUBLIC INTEREST, TOURISM, RECREATION AND THE GENERAL IMPROVEMENT OF THE COMMUNITY OF THE CITY OF DICKINSON, TEXAS.**

Director Reinschmidt made a motion to approve Resolution Number 120-2015 as presented. The motion was seconded by Director Martilli.

VOTE:

5 AYES (Carney, Reinschmidt, Martelli, Moreno, Lawrence)

0 NAYS

MOTION PASSED

**ITEM 7.) PUBLIC HEARING:** The Corporation will receive public comments regarding the following proposed project:

President Darrell Carney opened the Public Hearing at 7:03 p.m.

A. Presentation of the Project

Executive Director Julie Robinson presented the proposed Project.

B. Those in Favor  
No comments were made.

C. Those Opposed  
No Comments were made.

President Darrell Carney closed the Public Hearing at 7:04 p.m.

- ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Resolution Number 121-2016 - **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF DICKINSON, TEXAS APPROVING DEVELOPMENT OF A RETAIL TRADE CENTER AS A PROJECT OF THE CORPORATION; MAKING CERTAIN FINDINGS THAT SUCH PROJECT WILL PROMOTE OR DEVELOP NEW OR EXPANDED BUSINESS DEVELOPMENT THAT WILL CREATE OR RETAIN JOBS IN THE CITY OF DICKINSON; AND APPROVING EXPENDITURES FOUND BY THE BOARD OF DIRECTORS TO BE REQUIRED OR SUITABLE AND NECESSARY TO PROMOTE OR DEVELOP NEW OR EXPANDED BUSINESS DEVELOPMENT, INCLUDING LAND, BUILDINGS, EQUIPMENT, FACILITIES, EXPENDITURES, TARGETED INFRASTRUCTURE, AND IMPROVEMENTS.**

Director Moreno made a motion to approve Resolution Number 121-2015 as presented. The motion was seconded by Director Lawrence.

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

- 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:

President Darrell Carney recessed the regular meeting into a second Executive Session at 7:07 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 Director of Economic Development.

**ITEM 10.) RECONVENE**

President Darrell Carney reconvened the regular meeting at 8:34 p.m.

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

No Items discussed

**ITEM 12.) FUTURE AGENDA ITEMS**

No Items discussed

**ITEM 13.) ADJOURN**

Director Reinschmidt made a motion to adjourn the meeting at 8:35 p.m. The motion was seconded by Director Martilli.

VOTE:

5 AYES (Carney, Reinschmidt, Martelli, Moreno, Lawrence)

0 NAYS

MOTION PASSED

**PASSED, APPROVED AND ADOPTED** this the 11<sup>th</sup> day of April, 2016.

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Darrell Carney, President



# **AGENDA**

## **ITEM 3**

# EXECUTIVE SESSION

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

# **AGENDA**

## **ITEM 4**

# RECONVENE

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

# **AGENDA**

## **ITEM 5**



# **AGENDA**

## **ITEM 6**



# **AGENDA**

## **ITEM 7**

# ADJOURN

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

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

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

VOTE \_\_\_\_\_

**FYI**

**Dickinson Economic Development Corporation**

**Monthly Financial Report**

**Period Ending February 29, 2016**

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FISCAL YEAR 2015-2016**  
**BUDGET VS. ACTUALS**  
**PERIOD ENDING FEBRUARY 29, 2016**

Account Name	FY 15-16 Original Budget	FY 15-16 Actuals Year to Date	Actuals (Under)/Over Budget	% of Budget
<b>REVENUE</b>				
Sales Tax Revenue	1,433,700	495,226	(938,474)	34.5%
Rental Income	9,000	2,890	(6,110)	32.1%
Interest Income	1,500	1,037	(463)	69.2%
<b>TOTAL REVENUE</b>	<b>1,444,200</b>	<b>499,153</b>	<b>(945,047)</b>	<b>34.6%</b>
<b>EXPENDITURES</b>				
<b>Capital Outlays</b>				
Computers/Office Equipment	3,000	-	(3,000)	0.0%
Contractual Payments	26,027	1,400	(24,627)	5.4%
Real Property Acquisition	458,121	523,521	65,400	114.3%
<b>Total Capital Outlays</b>	<b>487,148</b>	<b>524,921</b>	<b>37,773</b>	<b>107.8%</b>
<b>Contract Services</b>				
ED Consulting	10,000	415	(9,585)	4.2%
Financial & Auditing	1,000	250	(750)	25.0%
GIS	2,900	-	(2,900)	0.0%
Legal	7,500	930	(6,570)	12.4%
Multimedia Services	500	-	(500)	0.0%
Branding & Marketing Study	75,000	-	(75,000)	0.0%
Demolition Services	54,525	-	(54,525)	0.0%
<b>Total Contract Services</b>	<b>151,425</b>	<b>1,595</b>	<b>(149,830)</b>	<b>1.1%</b>
<b>Debt Service</b>				
Interest	12,705	12,705	-	100.0%
Principal	50,000	50,000	-	100.0%
<b>Total Debt Service</b>	<b>62,705</b>	<b>62,705</b>	<b>-</b>	<b>100.0%</b>
<b>Projects &amp; Programs</b>				
Cedar Oaks	75,000	11,300	(63,700)	15.1%
Hughes Road	10,000	2,225	(7,775)	22.2%
Hwy 3 Façade Improvement Prgm	28,000	-	(28,000)	0.0%
Business Retention Prgm	1,000	-	(1,000)	0.0%
Visual Improvement Prgm	40,000	-	(40,000)	0.0%
Visitor Information Kiosk	25,000	-	(25,000)	0.0%
Adopt-A-Street Program	3,820	-	(3,820)	0.0%
Project & Property Design Fees	50,000	-	(50,000)	0.0%
ED Grants & Projects	57,500	54,596	(2,904)	94.9%
<b>Total Projects &amp; Programs</b>	<b>290,320</b>	<b>68,121</b>	<b>(222,199)</b>	<b>23.5%</b>

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FISCAL YEAR 2015-2016**  
**BUDGET VS. ACTUALS**  
**PERIOD ENDING FEBRUARY 29, 2016**

Account Name	FY 15-16 Original Budget	FY 15-16 Actuals Year to Date	Actuals (Under)/Over Budget	% of Budget
<b>Museum-Tourism</b>				
Building & Property Maintenance	35,950	26,432	(9,518)	73.5%
Dues, Subscriptions & Books	900	-	(900)	0.0%
Marketing & Advertising	5,000	-	(5,000)	0.0%
Museum Exhibits	1,000	-	(1,000)	0.0%
Office Supplies	5,500	1,986	(3,514)	36.1%
Property/Liability Insurance	10,000	-	(10,000)	0.0%
Storage Rental	2,400	-	(2,400)	0.0%
Utilities	20,000	5,801	(14,199)	29.0%
<b>Total Museum-Tourism</b>	<b>80,750</b>	<b>34,219</b>	<b>(46,531)</b>	<b>42.4%</b>
<b>DEDC Administration/Operations</b>				
Building Maintenance	500	-	(500)	0.0%
Bank Service Charges	367	189	(178)	51.5%
Dues, Subscriptions & Books	5,500	1,168	(4,332)	21.2%
Information Technology	13,850	5,972	(7,878)	43.1%
Marketing & Promotions	20,000	17,475	(2,525)	87.4%
Office Space Rental	3,000	750	(2,250)	25.0%
Office Supplies & Postage	2,502	400	(2,102)	16.0%
Personnel Services	184,231	46,058	(138,173)	25.0%
Public Official/E&O Insurance	1,167	-	(1,167)	0.0%
Travel & Training	11,489	10,020	(1,469)	87.2%
Utilities	2,492	500	(1,992)	20.1%
<b>Total Admin./Operations</b>	<b>245,098</b>	<b>82,533</b>	<b>(162,565)</b>	<b>33.7%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,317,446</b>	<b>774,094</b>	<b>(543,352)</b>	
<b>REVENUE - EXPENDITURES</b>	<b>126,754</b>	<b>(274,941)</b>	<b>(401,695)</b>	

**DICKINSON ECONOMIC DEVELOPMENT CORPORATION**  
**FISCAL YEAR 2015-2016\***  
**BALANCE SHEET**  
**PERIOD ENDING FEBRUARY 29, 2016**

**ASSETS**

**Current Assets**

**Cash & Investments**

BBVA Operating Account	340,840
BBVA Money Market Account	285,240
Hometown Bank - Checking	15,548
Hometown Bank - CD	250,000
Texas First Bank - CD	250,000
TexPool	116,596
<b>Total Cash</b>	<b>1,258,223</b>

**Accounts Receivable**

Sales Tax Receivable	104,917
Other Accounts Receivable	4,500
<b>Total Accounts Receivable</b>	<b>109,417</b>

**Total Current Assets**

**\$ 1,367,641**

**TOTAL ASSETS**

**\$ 1,367,641**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

Due to City of Dickinson	-
Accounts Payable	13,256
Rental Deposits	675
<b>Total Accounts Payable</b>	<b>\$ 13,931</b>

**Total Current Liabilities**

**\$ 13,931**

**Total Liabilities**

**\$ 13,931**

**Equity**

Fund Balance	1,628,651
Net Income	(274,941)
<b>Total Equity</b>	<b>\$ 1,353,710</b>

**TOTAL LIABILITIES & EQUITY**

**\$ 1,367,641**

*\*Unaudited*



Your input is very important to us. Please fill out this comment card.

Date: 2/23/2016

Business Name: Cup of "Chino" Coffee Shop

Address: 212 FM 517 E

City: Dickinson State: TX Zip: 77539

Phone: 832-340-7524 Fax: \_\_\_\_\_

Cell: (409) 539-2552

Email: cuellarml2@gmail.com

Website: www.cupofchino.coffee.shop.upweb.com

Let us know how we performed.

1. When opening your business, how was your permitting process?

Outstanding  Satisfactory  Below Satisfactory  N/A

2. How were you treated by staff during your permitting process?

Outstanding  Satisfactory  Below Satisfactory  N/A

3. What suggestions do you have for City staff in facilitating your operational needs?

We have no suggestions. We were very please  
with everything.

4. What made you choose to open or expand your business in Dickinson?

~~The husband~~ The decision to open our coffee shop in the  
Dickinson area was a truly a leap of faith. As a result of  
my husband's dedication as a volunteer with the Hughes Road  
Elementary School and the wonderful relationships he has  
established with the Parents and Staff, the decision →

was quite simple. We wanted to give back to the community for which we have become a part!