

Darrell Carney
Mike Reinschmidt
Ira Alexander
Libby Moreno

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

John Simsen
Myron Smith
Chris Tucker

July 11, 2011

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Economic Development Corporation with the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, July 11, 2011, at 7:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 in the Community Development Conference 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:** Approval of the Minutes of Dickinson Economic Development Corporation Regular Scheduled meeting.
- A. June 6, 2011 Regular Meeting Minutes
 - B. June 20, 2011 Special Workshop Minutes
- ITEM 3.) BRIEFING AND DISCUSSION CONCERNING:** Legislative Update.
- ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** 2011 and 2012 Red, White & Bayou Crawfish and Texas Music Festivals.
- ITEM 5.) BRIEFING AND DISCUSSION CONCERNING:** Status of Fiscal Year 2010-2011 Street Projects.
- ITEM 6.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING:** Award of Bid for Timber Drive, Birch Street, Elm Street, and Water Street Reconstruction.
- ITEM 7.) BRIEFING AND DISCUSSION CONCERNING:** Bay Area Houston Economic Partnership 5 Year Strategic Planning Workshop.
- ITEM 8.) BRIEFING AND DISCUSSION CONCERNING:** Fiscal Year 2011-2012 Draft Budget and Projects.
- 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 551.072 – Deliberation Regarding Real Property – Discussion Regarding the Purchase, Exchange, Lease or Value of Real Property.
- 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 551.074 – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of the Executive Director.

ITEM 10.) RECONVENE

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

ITEM 12.) ADJOURN

CERTIFICATION

This is to certify that a copy of the Notice of the Dickinson Economic Development Corporation Meeting for July 11, 2011, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this 7th day of July, 2011, prior to 7:00 p.m.



Carol L. McLemore, City Secretary



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.

Darrell Carney
Mike Reinschmidt
Ira Alexander
Libby Moreno

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

John Simsen
Myron Smith
Chris Tucker

June 20, 2011

NOTICE is hereby given of a **SPECIAL WORKSHOP MEETING** of the Dickinson Economic Development Corporation with the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, June 20, 2011**, at **7:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 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 7:03 p.m. Executive Director Angela Forbes called roll and certified a quorum. Members present were as follows: Darrell Carney, Libby Moreno, John Simsen and Chris Tucker, Myron Smith. Absent were Mike Reinschmidt and Ira Alexander. Also present was City Administrator Julie Johnston.

ITEM 2.) BRIEFING, DISCUSSION AND DIRECTION CONCERNING: Fiscal Year 2011-2012 Draft Budget and Projects.

City Administrator Julie Johnston gave a brief description of each line item in Fiscal Year 2011-2012 Draft Budget and Projects. The Board discussed different line items as well as the draft Inter-Fund Transfer Details provided as part of the packet. The Board directed that the items included in the Inter-Fund Transfer Details dated June 16, 2011 be utilized in the development of the Fiscal Year 2011-2012 draft budget. The Board further directed that the line items for specific contributions to different community organizations and programs be consolidated in the "ED Grants & Projects" line item to provide clarification as to the different specific projects and programs that are being funded. The Board will discuss the Fiscal Year 2011-2012 Draft Budget and Projects again at the July 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:

President Darrell Carney recessed the meeting into Executive Session at 7:42 p.m.

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

ITEM 4.) RECONVENE

President Darrell Carney reconvened the meeting at 8:09 p.m.

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

No action was taken.

ITEM 6.) ADJOURN

John Simsen made a motion to adjourn the meeting at 8:10 p.m. The motion was seconded by Myron Smith.

VOTE:

6 AYES (Carney, Smith, Moreno, Simsen, Tucker, Reinschmidt)

0 NAYS

MOTION PASSED.

PASSED, APPROVED AND ADOPTED this the 11th day of July, 2011.

Darrell Carney, President

Darrell Carney
Mike Reinschmidt
Ira Alexander
Libby Moreno

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

John Simsen
Myron Smith
Chris Tucker

June 6, 2011

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Economic Development Corporation with the City of Dickinson, County of Galveston, State of Texas, to be held on **Monday, June 6, 2011**, at **7:00 p.m.** at: 4403 Highway 3, Dickinson, Texas 77539 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 7:02 p.m. Executive Director Angela Forbes called roll and certified a quorum. Members present were as follows: Darrell Carney, Libby Moreno, and Chris Tucker, Myron Smith, Mike Reinschmidt. John Simsen joined the meeting at 7:38. Ira Alexander was absent. Also present were City Administrator Julie Johnston and Finance Director Mary Young.

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

A. May 2, 2011 Regular Scheduled Meeting Minutes

Chris Tucker made a motion to approve the May 2, 2011 Meeting Minutes. The motion was seconded by Libby Moreno. The motion passed unanimously.

VOTE:

5 AYES (Carney, Smith, Moreno, Reinschmidt, Tucker)

0 NAYS

MOTION PASSED.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Rescheduling of the July 4, 2011 Meeting.

Mike Reinschmidt made a motion to reschedule the July 4th 2011 meeting to July 11, 2011 and also schedule a FY 2010 -2011 budget workshop on June 20, 2011.

The motion was seconded by Libby Moreno. The motion passed unanimously.

VOTE:

5 AYES (Carney, Smith, Moreno, Reinschmidt, Tucker)

0 NAYS

MOTION PASSED.

ITEM 4.) BRIEFING AND DISCUSSION CONCERNING: Update on 2011 Red, White & Bayou Crawfish and Texas Music Festival.

City Administrator Julie Johnston briefed the Board on the 2011 Red, White & Bayou Crawfish and Texas Music Festival.

ITEM 5.) BRIEFING AND DISCUSSION CONCERNING: Legislative Update.

City Administrator Julie Johnston indicated that since the Legislature had adjourned the week prior to the meeting and the status of several pieces of legislation was unknown at the time of the meeting, a Legislative Update would be provided at a following meeting.

ITEM 6.) BRIEFING AND DISCUSSION CONCERNING: Status of Fiscal Year 2010-2011 Street Projects.

Angela Forbes briefed the Board on the Status of Fiscal Year 2010-2011 Street Projects.

ITEM 7.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Reconstruction of 44th Street from Timber Drive to Highway 3.

Mike Reinschmidt made a motion to table the reconstruction of 44th Street from Timber Drive to Highway 3 until staff can gather additional information concerning existing right-of-way easements and encroachments into the rights-of-way. The motion was seconded by Chris Tucker.

VOTE:

5 AYES (Carney, Smith, Moreno, Reinschmidt, Tucker)

0 NAYS

MOTION PASSED.

ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Fiscal Year 2010-2011 Budget Amendment.

Mike Reinschmidt made a motion to approve Fiscal Year 2010-2011 Budget Amendment as presented. The motion was seconded by Myron Smith.

VOTE:

5 AYES (Carney, Smith, Moreno, Reinschmidt, Tucker)

0 NAYS

MOTION PASSED.

ITEM 9.) BRIEFING AND DISCUSSION CONCERNING: 2nd Quarterly Financial and Investment Report.

Finance Director Mary Young presented the 2nd Quarterly Financial and Investment Report.

ITEM 10.) BRIEFING AND DISCUSSION CONCERNING: Development of Fiscal Year 2011-2012 Budget.

City Administrator Julie Johnston explained the process being used to develop a draft Fiscal Year 2011-2012 budget for the DEDC and indicated that a draft budget would be provided to the Board with the packet for the June 20 budget workshop.

ITEM 11.) 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 meeting into Executive Session at 7:41 p.m.

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

ITEM 12.) RECONVENE

President Darrell Carney reconvened the meeting at 8:19 p.m.

ITEM 13.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Matters discussed in Executive Session.

No action was taken.

ITEM 14.) ADJOURN

Mike Reinschmidt made a motion to adjourn the meeting at 8:20 p.m. The motion was seconded by Myron Smith.

VOTE:

6 AYES (Carney, Smith, Moreno, Simsen, Tucker, Reinschmidt)

0 NAYS

MOTION PASSED.

PASSED, APPROVED AND ADOPTED this the 11th day of July, 2011.

Darrell Carney, President

DRAFT BUDGET OF THE DICKINSON ECONOMIC DEVELOPMENT CORPORATION
FISCAL YEAR 2011-2012 (Revised 7-6-2011)

DESCRIPTION	2011 Amended Budget	FY 2011 -12 Proposed Budget	Amended VS Proposed
Revenue			
Sales Tax Revenue	\$ 1,131,810	\$ 565,905	\$ (565,905)
Rental Income- Railroad Museum	\$ 3,000	\$ 3,000	\$ -
Train Show Revenue	\$ 8,561	\$ 8,561	\$ -
Interest Income	\$ 22,000	\$ 11,000	\$ (11,000)
Use of Beginning Fund Balance			\$ -
TOTAL REVENUE	\$ 1,165,371	\$ 588,466	\$ (576,905)
Expenses			
Notes Payable-DEBT SERVICE			
Principal	\$ 45,000	\$ 51,333	\$ 6,333
Interest	\$ 30,123	\$ 13,085	\$ (17,038)
Total Debt Service	\$ 75,123	\$ 64,418	\$ (10,705)
Museum-Tourism			
Building & Property Maintenance	\$ 15,000	\$ 15,000	\$ -
Bank Services Charges	\$ 300	\$ 300	\$ -
Communications/Phones	\$ 3,600	\$ 3,600	\$ -
Computer/Networking Maintenance	\$ 1,000	\$ 1,000	\$ -
Dues & Subscriptions	\$ 900	\$ 900	\$ -
Marketing & Advertising	\$ 5,000	\$ 5,000	\$ -
Museum Renovations & Upgrades	\$ 20,000	\$ 20,000	\$ -
Office Supplies	\$ 5,500	\$ 5,500	\$ -
Personnel Services	\$ 48,202	\$ 48,202	\$ -
Property/Liability Insurance	\$ 10,000	\$ 10,000	\$ -
Storage Rental	\$ 1,800	\$ 1,800	\$ -
Travel & Training	\$ 4,000	\$ 4,000	\$ -
Replacement of Roof RR Depot	\$ 83,561	\$ -	\$ (83,561)
Utilities	\$ 23,300	\$ 20,000	\$ (3,300)
Total Museum-Tourism	\$ 222,163	\$ 135,302	\$ (86,861)

Contract Services			
Connect CTY Services	\$ 8,363	\$ -	\$ (8,363)
ED Consulting	\$ 45,000	\$ 20,000	\$ (25,000)
Financial/Auditing	\$ 5,000	\$ 5,000	\$ -
GIS	\$ 3,600	\$ 3,600	\$ -
Legal	\$ 7,500	\$ 7,500	\$ -
Multimedia Services	\$ 1,000	\$ 1,000	\$ -
ROW & Facilities-Mowing Costs	\$ 26,000	\$ -	\$ (26,000)
Total Contract Services	\$ 96,463	\$ 37,100	\$ (59,363)
Administration/Operations			
Bulding Maintenance	\$ 500	\$ 500	\$ -
Bank Service Charges	\$ 67	\$ 67	\$ -
Communications	\$ 750	\$ 750	\$ -
Dues & Subscriptions	\$ 5,500	\$ 5,500	\$ -
ED Grants & Projects	\$ 15,652	\$ 20,652	\$ 5,000
* Festival of Lights	\$ 15,000	\$ 15,000	\$ -
* Keep Dickinson Beautiful	\$ 5,000	\$ 5,000	\$ -
* DISD Summer Rec	\$ 7,500	\$ 7,500	\$ -
Information Technology	\$ 5,000	\$ 5,000	\$ -
Marketing & Promotions	\$ 20,000	\$ 20,000	\$ -
Office Space Rental	\$ 3,000	\$ 3,000	\$ -
Office Supplies/Postage	\$ 2,502	\$ 2,502	\$ -
Personnel Services	\$ 81,057	\$ 81,057	\$ -
Public Official /E & O Insurance	\$ 1,167	\$ 1,167	\$ -
Travel & Training	\$ 7,541	\$ 7,541	\$ -
Utilities	\$ 2,238	\$ 2,492	\$ 254
Total Administration/Operations	\$ 172,474	\$ 177,728	\$ 5,254
Expenses	\$ 566,223	\$ 414,548	\$ (151,675)

Capital Improvements-Reimbursement			
Birch Street 1/2 - Street Reconstruction	\$ 43,388	\$ -	\$ (43,388)
Elm Street 1/2 - Street Reconstruction	\$ 39,865	\$ -	\$ (39,865)
Water Street - Street Reconstruction	\$ 121,895	\$ -	\$ (121,895)
Timber Drive - Street Reconstruction	\$ 162,299	\$ -	\$ (162,299)
Additonal Parking	\$ 100,000	\$ -	\$ (100,000)
Total Capital Improvements-Reimb	\$ 467,447	\$ -	\$ (467,447)
Capital Outlays			
Computer/Office Equipment	\$ 3,000	\$ 3,000	\$ -
Real Property Acquired	\$ 128,701	\$ 100,000	\$ (28,701)
Total Capital Outlays	\$ 131,701	\$ 103,000	\$ (28,701)
Total Expenses			
	\$ 1,165,371	\$ 517,548	\$ (647,823)
Excess (Deficiency) of Revenues Over Expenses			
	\$ -	\$ 70,918	\$ 70,918
DEDC Approved 6/2/2011			

Dickinson Economic Development Corporation

FY 2011-2012 Draft Budget
Inter-Fund Transfer Details
June 16, 2011

PERSONNEL SERVICES

City Administrator	25%	\$34,371.00
Chief Financial Officer	10%	\$ 8,802.00
Public Works Director	30%	\$29,565.00
City Secretary	10%	\$7,799.00
Administrative Assistant (Tourism & Museum)	100%	\$17,045.00
Tourism & Museum Coordinator	60%	\$32,129.00

Total Personnel Services **\$129,711.00**

MAINTENANCE & OPERATION EXPENSES

ROW Maintenance	Transfer to General Fund	Deleted: \$26,000.00
Utilities-Prorate for City Hall @ 5%	\$2,000.00	Deleted: 1
Rental of City Hall - (Use of City Administrators Office, Director of Finance and City Secretary's Office)	\$3,000.00	
IT Services	\$5,000.00	
Audit Fees	\$5000.00	
<u>Total Maintenance & Operation Expenses</u>	<u>\$15,000.00</u>	Deleted: <u>41,000.00</u>
<u>TRANSFER IN FROM DICKINSON ECO. DEV. CORP.</u>	<u>\$144,711.00</u>	Deleted: <u>170,711.00</u>