

AGENDA

Dickinson Management District

REGULAR BOARD MEETING

July 15, 2021

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Management District #1, to be held **Thursday, July 15, 2021, at 7:00 p.m.** at 4403 Hwy. 3, Dickinson, Texas 77539, for the purpose of considering the following numbered items.

The Dickinson Management District will no longer allow telephone or video participation in the meeting; however, it will continue to broadcast the meetings via zoom. The public may use the following Uniform Resource Locator (URL) to view the meeting by video conference:

<https://zoom.us/j/92382344480?pwd=dU1yeWxsUGxpTTlabXArUEYxNE9nUT09>

The public may use any of the following toll-free dial-in numbers to participate telephonically in the meetings: 877-853-5257, 888-475-4499, 833-548-0276, or 833-548-0282 Meeting ID 923 8234 4480 Passcode 77539.

The Dickinson Management District 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.) INVOCATION & PLEDGE OF ALLEGIANCE

ITEM 3.) PUBLIC COMMENTS

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:

- A.** Approval of the Minutes of the Regular Meeting on May 20, 2021.
- B.** Approval of the Minutes of the Regular Meeting on June 17, 2021.

ITEM 5.) OATH OF OFFICE AND SWEARING IN OF BOARD MEMBERS:

- Johnnie Simpson, Jr.
- Brittany Bishop

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:

- A.** Approval of Financial Reports/Updates
- B.** Verification that all approved Management District Funding has been processed and paid.

ITEM 7.) REPORT: A report from Board Member Johnnie Simpson on his monthly presentation to City Council regarding DMD activities.

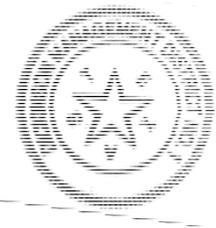
- ITEM 8.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** Dickinson Management District #1 Application for funding requests.
- ITEM 9.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** Dickinson Management District #1 Bylaws
- ITEM 10.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** 3514 Lobit Drive, Dickinson Texas, 77539
- ITEM 10.) EXECUTIVE SESSION:** The Dickinson Management District will now 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.
- ITEM 11.) RECONVENE**
- ITEM 12.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters Discussed in Executive Session.
- ITEM 13.) FUTURE AGENDA ITEMS**
- ITEM 14.) ADJOURN**

CERTIFICATION

This is to certify that a copy of the Notice of the Regular Meeting for DMD #1 for **Thursday, July 15**, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 12th day of July, 2021, prior to 7:00 p.m.

Kerilyn Bascle

Kerilyn Bascle, Interim City Secretary



In compliance with the Americans with Disabilities Act, the City of Dickinson will provide reasonable accommodations for disabled persons attending City Council Meetings. Requests should be received at least 24 hours prior to the scheduled meeting, by contacting the City Secretary's office at 281-337-6235, or by FAX at 281-337-6190.

ITEM 8

DICKINSON MANAGEMENT DISTRICT #1
Serving the City and Citizens of Dickinson

APPLICATION PROCESS FOR REQUESTING SPONSORSHIPS/GRANTS/FINANCIAL SUPPORT
Educational, Civic, Social, Business, Non-Profit Organizations

1. Eligibility – Project must benefit the city or citizens of Dickinson – Educational, Civic, Social, Business.
2. Applicant must fill out the application and sign the agreement form. If applicant is applying as a non-profit organization, must include proof of Non- Profit Status.
3. (Mail the completed application, with all appropriate forms, to the President, Dickinson Management District No. 1, 4403 Highway 3, Dickinson, Tx, 77539, who will assign the request to appear on the agenda of the next regular meeting of the District and applicant will be notified to attend to present his request.)

-OR-

3. Applications requesting financial support may be submitted to (a) any Board Member for placement on a future agenda for consideration during a regular "District" meeting according to instructions on the Request Form, or mailed to the Management District No. 1 at City Hall. Applicant will be notified to attend the meeting to present the request and answer questions.

4. The DMD #1 Board will approve or deny the application after an approval process that includes, but is not limited to:
 - A. Review and questioning of project application and agreements by the DMD #1 Board of Directors for a vote to accept or deny.
 - B. The DMD #1 Board will only consider applications that have been properly and fully completed and which contain all information requested on the application.
 - C. No applicant has a proprietary right to receive grant funds. DMD #1 shall consider any application within its discretionary authority to determine what grant amounts would be in the best interest of the Program, the Management District, the City of Dickinson and its citizens.
 - D. The DMD #1 has final discretion with regard to funding and reserves the right to recommend modifications or reject any project or elements of any project.
 - E. If necessary, the DMD #1 Board may recess into Executive Session for discussion and upon resumption of Open Meeting, vote to accept or deny each application.

APPLICATION FOR REQUESTING SPONSORSHIPS/GRANTS/FINANCIAL SUPPORT

Date: _____

Organization/Business Name: _____

Contact Person:

Relationship to Organization/Business:

Contact Information: (Address) _____

Phone No. (mobile) _____ **(Other)** _____

E Mail: _____

Non-Profit: (Y) (N) - Number: _____

Purpose of Funding/Grant Request:

Benefit to the Community: _____

Total Sponsorship/Grant/Funding Request: _____

The undersigned applicant affirms that:

1. The information in the application and all attachments are true and accurate.
2. I am not in arrears or delinquent to the DMD #1 or the City of Dickinson.
3. I fully understand the Funding Grant program procedures and requirements thereof, and agree to follow them.
4. I intend to use these funds, if awarded, for the project described in this application.

Signature of Applicant

Date:

Approved: _____

Denied: _____

Sponsorship/Grant/Funding Amount: \$ _____

Check No. _____ **Date:** _____

Documentation of Finished Project: _____

ITEM 9

**DICKINSON MANAGEMENT DISTRICT NO. 1
ORGANIZATIONAL BY LAWS
2021**

ARTICLE I

These Organizational By-Laws are adopted by the Board of Directors under the authority of Chapter 3853, Special District Local Laws Code, and Chapter 375, Local Government, to govern the operation of the Dickinson Management District No. 1.

ARTICLE II – Name

The Dickinson Management District No. 1 is a special district created under Section 59, Article XVI of the Texas Constitution and shall hereinafter be referred to as the “District”.

“Board” means the Board of Directors of the “District”.

ARTICLE III – Purpose

(a.) The creation of the “District” is essential to accomplish the purpose of Section 52 and 52-a, Article II and Section 59, Article XVI, Chapter 375, Local Government Code and Chapter 3853, Special District Local Laws (the “Act”).

(b.) To promote, develop, encourage, and maintain employment, commerce, transportation, housing, tourism, recreation, the arts, entertainment, economic development, safety, and the public welfare in the “District”.

(c.) The “District” is created to supplement and not to supplant the county or city services provided in the area of the “District”.

ARTICLE IV – Benefit and Public Purpose

(a.) The “District” is created to serve a public use and benefit.

(b.) All land and other property in the “District” will benefit from the improvements and services provided by the “District” under powers conferred by Sections 52 and 52-a, Article III, and Section 59, Article XVI, Texas Constitution, and other power granted under this chapter.

ARTICLE V – Board of Directors (Board)

The Board of Directors is governed by the provisions of Subchapter B of the Act.

ARTICLE VI – Administration/Operation

(a) The Board will operate on the same fiscal year the city adopts as their fiscal year.

(b). Meetings – a minimum of four (4) quarterly meetings to be held on the third Thursday of (the last month) a month in the designated quarter (or date to be agreed upon by Board) and no more than twelve (12) meetings a year, unless called for by the Board.

1st quarter – October to December – third Thursday

2nd quarter – January to March

3rd quarter – April to June

4th quarter – July to September

(c). Legal Assistance will be contracted out (preferably with the Law firm serving the City).

(d). Secretarial services for Posting meetings, agendas, and packets on City website, setting up meeting room, transcribing minutes, and maintaining files electronically will be through an assigned city employee at Board expense (as agreed to by City Administrator) through an interlocal agreement with the City.

(e). Financial obligations and transactions will be through Request for Payment or Reimbursement Forms to the assigned City Financial Officer/clerk who will maintain a record of such and all budget expenditures and funding at Board expense (as agreed to by City Administrator.) through an interlocal agreement with the City.

Board Terms of Office –

(a). “Board” terms of office are (limited to ((one)) two – four (4) year consecutive terms with a minimum of 8 consecutive years or two terms. Terms start and expire at the first regular meeting in June with elections for three members and two members in alternating odd years.

(b). Board members missing three (3) or more unexcused, consecutive meetings will be considered inactive; except (and removed from the Board.)

(1) Excused absences are considered for work related activities, family responsibilities and vacation and should be cleared with the Board President, except in the case of an unplanned emergency, in advance.

(2) (Removal from the Board will be automatically enforced, however, expelled) Board Members (is) are entitled to explain details for the absences to the Board at the next regular meeting who will then determine any action necessary.

(3) If the position is vacated, the Board will select a replacement nominee from the list of Board applicants to finish the unexpired term of office or until the next election (whichever comes first), to present to the City Council for approval.

Office Positions, Installation & Duties

(a). New Board Members will be installed during the Board's 3rd quarter monthly meeting in May and will assume office starting when they have complied with Oath/Statement requirements of Article 16, Section 1 of the Texas Constitution. (and executed a bond as required by the Act.)

(b). Board Officers (as listed below) will be selected by Board Members every two years at their first meeting in June of even numbered years. All Officers will conduct all Board business through the City Manager who will ensure that all requests are assigned to the appropriate contracted city employee.

1. (Chairman) President to conduct all Board meetings, set the meeting agendas and assume all responsibilities for the Board.

2. (Vice Chairman) Vice President will work with the (Chairman) President and assume those responsibilities in the absence of the (Chairman) President.

3. Secretary duties will include but are not limited to ensuring that the City Manager has all the information necessary for the City employee contracted (for secretarial services) to perform the Board's duties.

4. Finance Director duties will include but are not limited to ensuring that the City Manager has all the information, (documents and applications) necessary for the City employee contracted (for Board finances has all the information necessary) to perform the Board's duties.

5. Board Member At Large will be available to perform duties as assigned.

6. One Board member will be assigned as the DMD Board Representative to Council and report monthly Board activities at Council Meetings, as necessary and report back to the Board any comment or action by the Council.

Board Budget Process

1. Incoming and Outgoing Board members will start budget process at the 3rd quarter monthly meeting in May/June, after the installation of new members and will include:

a. Discussion of projects the Board would like to undertake according to the Act;

b. Determine status of previous year's projects – completed, on (track) schedule, or requires attention

c. Look over present year and last years' City budget requests;

d. Establish and maintain a Benefit Fund (not to exceed \$100,000.00) (in an amount to be determined annually by the Board) to assist local educational, civic, businesses and non-profit organizations for sponsorship, economic development or financial support with planned projects (see below).

2. At 4th quarter monthly meeting in July/August, present the Board final budget, including the City request for up-coming fiscal year, approved Benefit Fund (for financial assistance to local educational, civic, businesses and non-profit organizations), plus any other approved projects, for acceptance by the Board and submission to the City Council for approval.

ARTICLE VII – Application for Financial Support

1. Assisting educational, civic, businesses and non-profit organizations with funding for their projects that are in the scope of the Board's purveyance according to the Act, is observed and considered as being essential and productive to the events benefiting our citizens and community.

2. Therefor funds will be appropriated for these requests from a Benefit Fund established by the Board and carried in the yearly budget in an amount (not to exceed \$100,000.00) to be determined by the Board annually. Any non-appropriated funds from this account, at the end of the Fiscal Year, will carry over to the following year to ensure the account is maintained at that initial amount.

3. Applications requesting financial support may be submitted to a Board Member or mailed to the Board President for placement on agenda for

consideration during a regular “District” meeting according to instructions on the Request *Application* Form.

4. Information about application process will be posted on the city web site along with the application form and instructions. Forms will also be available at the Dickinson City Library.

ARTICLE VIII – CHANGES AND DISSOLUTION

These Organizational By-Laws may be changed by a majority vote of the sitting Board Members.