

# **AGENDA**

## **Dickinson Management District**

### **REGULAR BOARD MEETING**

**August 19, 2021**

**NOTICE** is hereby given of a **REGULAR MEETING** of the Dickinson Management District #1, to be held **Thursday, August 19, 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/97549810394?pwd=N2xrUzlpVmdKREFCQTU2SDBXekZPQT09>

The public may use any of the following toll-free dial-in numbers to attend the meeting telephonically: 877-853-5257, 888-475-4499, 833-548-0276, or 833-548-0282 Meeting ID 975 4981 0394 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 July 15, 2021.

**ITEM 5.) 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 6.) REPORT:** A report from Board Member Johnnie Simpson on his monthly presentation to City Council regarding DMD activities.

**ITEM 7.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** Request for funding – Dickinson Police Department.

- ITEM 8.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** Request for funding – Dickinson Volunteer Fire Department.
- ITEM 9.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** Dickinson Management District #1 Bylaws
- ITEM 10.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** FY 2021-2022 Budget Items
- ITEM 11.) DISCUSSION AND POSSIBLE ACTION CONCERNING:** 3514 Lobit Drive, Dickinson, Texas 77539
- ITEM 12.) 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 13.) RECONVENE**
- ITEM 14.) CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Matters Discussed in Executive Session.
- ITEM 15.) FUTURE AGENDA ITEMS**
- ITEM 16.) ADJOURN**

**CERTIFICATION**

This is to certify that a copy of the Notice of the Regular Meeting for DMD #1 for **Thursday, August 19**, was posted on the bulletin board at City Hall, 4403 Highway 3, Dickinson, Texas, on this the 16<sup>th</sup> day of August, 2021, prior to 7:00 p.m.

  
\_\_\_\_\_  
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 5A

**DICKINSON MANAGEMENT DISTRICT #1**  
**FY2020-2021**  
**REVENUE & EXPENDITURES**  
**PERIOD ENDING JULY 31, 2021**

	FY2020-21 Original Budget	Actuals Period to Date	Under/ (Over)	Percent
<b>REVENUE</b>				
Sales Tax Revenue	3,600,000	3,811,135	(211,135)	105.9%
Misc Income	-	988	(988)	#DIV/0!
Interest Income	1,500	1,529	(29)	101.9%
<b>TOTAL REVENUE</b>	<b>3,601,500</b>	<b>3,813,652</b>	<b>(212,152)</b>	<b>105.9%</b>
<b>EXPENDITURES</b>				
<b>Contractual &amp; Operating</b>				
380 Rebates	2,500,000	2,373,510	126,490	94.9%
Capital Expenditures	500,000	197,562	302,438	39.5%
Endowment	-	301,576	(301,576)	#DIV/0!
Sponsorship	-	55,000	(55,000)	#DIV/0!
Audit Services	3,000	-	3,000	0.0%
Financials Services	6,000	4,500	1,500	75.0%
Insurance Expense	1,500	2,281	(781)	152.1%
Legal Services	5,000	18,288	(13,288)	365.8%
Professional Services	15,000	28,726	(13,726)	100.0%
Legislative Services	20,000	10,000	10,000	50.0%
Office Supplies/Postage	500	890	(390)	177.9%
<b>Subtotal Contractual &amp; Operating</b>	<b>3,051,000</b>	<b>2,992,332</b>	<b>58,668</b>	<b>98.1%</b>
<b>Programs</b>				
Connect CTY Service	8,400	4,200	4,200	50.0%
Expansion of City Demolition	25,000	12,500	12,500	50.0%
Major ROW Mowing Service	20,000	10,000	10,000	50.0%
Fixed Route Bus Service	47,600	137,069	(89,469)	288.0%
Local Match-Bus Stop Improv.	20,000	-	20,000	0.0%
Holiday Decorations	50,000	40,801	9,199	81.6%
<b>Subtotal Programs</b>	<b>171,000</b>	<b>204,570</b>	<b>(33,570)</b>	<b>119.6%</b>
<b>Capital</b>				
Transfer to Streets Maintenance	-	-	-	#DIV/0!
Transfer to General Fund	250,000	125,000	125,000	50.0%
<b>Subtotal Capital</b>	<b>250,000</b>	<b>125,000</b>	<b>125,000</b>	<b>50.0%</b>
<b>TOTAL EXPENDITURES</b>	<b>3,472,000</b>	<b>3,321,902</b>	<b>150,098</b>	<b>95.7%</b>
<b>REVENUE-EXPENDITURES</b>	<b>129,500</b>	<b>491,751</b>		

**DICKINSON MANAGEMENT DISTRICT  
INVESTMENT REPORT QUARTER ENDING:  
July 31, 2021**

<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>Interest Paid Year to Date</b>
Capital One - Operating	0.10%	NA	Demand	1	4,175,200	4,175,200	4,175,200	1,529
<b>Total (all cash &amp; investments)</b>					<b>4,175,200</b>	<b>4,175,200</b>	<b>4,175,200</b>	<b>1,529</b>

**DICKINSON MANAGEMENT DISTRICT #1**  
**FISCAL YEAR 2020-2021**  
**Check Register**  
**July 31, 2021**

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
6/22/2021	ARCHROCK PARTNERS	\$ 33,631.20	SALES TAX REBATE
6/22/2021	ARCHROCK SERVICES	\$ 2,114.23	SALES TAX REBATE
6/22/2021	BH BUILDING	\$ 43,014.76	SALES TAX REBATE
6/22/2021	CIL PROCUREMENT	\$ 32,056.68	SALES TAX REBATE
6/22/2021	CIL PROCUREMENT	\$ 64,318.59	SALES TAX REBATE
6/15/2021	CITIBANK	\$ 95.05	CREDIT CARD CHARGE
6/29/2021	ELLIS SURVEYING	\$ 3,600.00	SURVEYS
6/22/2021	GH PROCUREMENT	\$ 32,448.16	SALES TAX REBATE
6/22/2021	HOMECO PURCHASING	\$ 43,389.37	SALES TAX REBATE
6/22/2021	OLSON & OLSON	\$ 8,356.00	LEGAL SERVICES
6/22/2021	PRIORITY PURCHASING	\$ 107,061.92	SALES TAX REBATE
6/22/2021	TAS PROCO	\$ 52,261.19	SALES TAX REBATE
		<u>\$ 422,347.15</u>	

**DICKINSON MANAGEMENT DISTRICT  
INVESTMENT REPORT QUARTER ENDING:  
July 31, 2021**

Beginning Balance			\$ 3,699,315.99
Expenses	ARCHROCK PARTNERS	\$ 36,007.88	
	ARCHROCK SERVICES	\$ 1,862.15	
	BH BUILDING	\$ 45,938.84	
	CIL PROCUREMENT	\$ 49,115.55	
	DICKINSON GIRLS SOFTBALL	\$ 20,000.00	
	DICKINSON LITTLE LEAGUE	\$ 25,000.00	
	GH PROCUREMENT	\$ 31,460.19	
	HOMECO PURCHASING	\$ 44,617.66	
	OLSON & OLSON	\$ 1,272.00	
	PRIORITY PURCHASING	\$ 100,968.50	
	TAS PROCO	<u>\$ 50,504.61</u>	\$ (406,747.38)
Income	Sales Tax	\$ 475,654.28	\$ 475,654.28
Ending Balance			\$ 3,768,222.89

Account	Description	DEBIT	CREDIT	YTD Actuals
41-7001-00-00	SALES TAX REVENUE			(3,811,134.76)
41-7603-00-00	MISC INCOME			(988.34)
41-7621-00-00	INTEREST INCOME			(1,529.23)
41-8206-41-00	HOLIDAY DECORATIONS			40,801.17
41-8210-41-00	OFFICE SUPPLIES & POSTAGE			889.50
41-8427-41-00	DEMOLITION SERVICES			12,500.00
41-8451-41-00	ENDOWMENT			301,576.00
41-8452-41-00	SPONSORSHIP			55,000.00
41-8515-41-00	LEGAL FEES			18,288.00
41-8524-41-00	PROFESSIONAL SERVICES			28,725.50
41-8527-41-00	CONNECT CTY SERVICE			4,200.00
41-8543-41-00	380 GRANT PAYMENTS			2,373,509.62
41-8552-41-00	ROW MOWING			10,000.00
41-8557-41-00	LEGISLATIVE SERVICES			10,000.00
41-8709-41-00	INSURANCE			2,281.00
41-8801-41-00	TRNSFR TO GENERAL FUND			125,000.00
41-8501-41-01	AUDIT SERVICES			-
41-8501-41-02	FINANCE SERVICES			4,500.00
41-8450-41-03	FIXED ROUTE BUS SERVICE			137,069.00
41-8450-41-04	LOCAL MATCH-BUS STOP IMP			-
41-8435-41-09	CAP EXPENSE			197,562.00



# ITEM 7

**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)** \_\_\_\_\_

**EMail:** \_\_\_\_\_

**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.

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**Signature of Applicant**

**Date:**

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Sponsorship/Grant/Funding Amount: \$** \_\_\_\_\_

**Check No.** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Documentation of Finished Project:** \_\_\_\_\_

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# ITEM 8



# Dickinson Volunteer Fire Department, Inc.

P. O. Box 1066

Dickinson, Texas 77539

Office: 281-534-3031, Ext. 3104 – FAX: 281-534-2796

E-mail: [dvfd@ci.dickinson.tx.us](mailto:dvfd@ci.dickinson.tx.us)

Website: [www.DickinsonVFD.org](http://www.DickinsonVFD.org)

June 21, 2021

To: Dickinson Management District Members;

DVFD would ask that you consider funding the following items.

- New First Responder Vehicle for Station #1 - \$60,000.00
- 2 – Sets Electrical Rescue Tools - \$68,000.00
- New Generator for Station #2 - \$28,000.00
- High Pressure Air Bags for rescue - \$9,400.00
- Low Pressure Air Bags for rescue - \$6,200.00

Our current First Responder vehicle is a 2008 vehicle which was donated to us by the City after their use.

The current rescue tools (JAW'S) on the first out engines are 15 and 20 years old.

Our Generator at Station #2 was purchased used when the Station was built and will not run the entire station.

The Air Bags on our rescue truck are expired and need to be replaced.

We recently purchased (40) new Air-Pac's at a cost of \$300,000.00 and we are now putting some funds aside to purchase a new pumper to replace a 1992 pumper.

We appreciate you taking the time to consider our request that will help DVFD in serving the Citizens of Dickinson.

In the near future, DVFD will need to obtain additional storage for equipment, which may include adding to an existing structure or building a new standalone structure.

Depending on membership, we may also need to consider adding a paid Day Crew to serve the City & help maintain equipment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Morgan", with a long, sweeping flourish extending to the right.

Keith Morgan  
Fire Chief  
Dickinson Volunteer Fire Department

**APPLICATION FOR REQUESTING SPONSORSHIPS/GRANTS/FINANCIAL SUPPORT**

**Date:** 7/28/2021

**Organization/Business Name:** Dickinson Volunteer Fire Department

**Contact Person:**  
Keith Morgan

**Relationship to Organization/Business:**  
Fire Chief

**Contact Information: (Address)** P.O. BOX 1066, Dickinson, Tx. 77539

**Phone No. (mobile)** 281-330-7340 **(Other)** 281-330-8767

**E Mail:** dvfd@ci.dickinson.tx.us kmorgan@wcid1.com

**Non-Profit:**  (N) - **Number:** 74-6060572

**Purpose of Funding/Grant Request:**

Replace 2008 City donated First Responder Vehicle & a 2009 First Responder Vehicle with associated equipment: \$60,000 ea.

2-Sets of battery operated Rescue Tools (JAWS) to replace 2 current gasoline powered sets 15 & 20 years old: \$68,000

Replace Back-up generator at Fire Sta #2, purchased used when station was built (1992) & undersized: \$28,000

Replace out dated (19 y/o) High Pressure Rescue Air Bags: \$9,400 & ADD Low Pressure set lifting Air Bags: \$6,200

**Benefit to the Community:** To maintain & improve the level of service DVFD provides to the Citizens of Dickinson

and it's visitors in addition to the safety of it's Firefighters and Citizens by having safe up to date & reliable

equipment to last into the future. The battery operated Rescue Tools will be able to be deployed quicker, more reliable vs. gasoline and

add flexibility to be used anywhere and not be restrained by hose length. The addition of the Low pressure air bags will improve our ability to lift and stabilize heavy objects.

**Total Sponsorship/Grant/Funding Request:** \$231,600.00



**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.

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**Signature of Applicant**



**Date:** 7/28/2021

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

**Sponsorship/Grant/Funding Amount:** \$ \_\_\_\_\_

**Check No.** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Documentation of Finished Project:** \_\_\_\_\_

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# ITEM 9

DICKINSON MANAGEMENT DISTRICT NO. 1  
ORGANIZATIONAL BY LAWS  
2021

~~ARTICLE I—An Act~~

~~BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:~~

~~Subtitle C, Title 4, Special District Local Laws Code, is amended by adding Chapter 3853 relating to the creation of the Dickinson Management District No. 1; providing authority to impose an assessment, impose a tax and issue bonds.~~

~~ARTICLE II—Name~~

**ARTICLE I  
THE DISTRICT (THE “DISTRICT”)**

The Dickinson Management District No. 1 was created under Section 59, Article XVI of the Texas Constitution, by an amendment to the Special District Local Laws Code, by Acts 2005, 79th Leg., Ch. 458 (S.B. 1866), Sec. 1, eff. June 17, 2005 (the “Act”)

**ARTICLE II  
PURPOSE AND DEFINITIONS**

(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, Sections 3853, Texas Constitution.

(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 III  
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 IV  
BOARD OF DIRECTORS (BOARD)**

As used herein, the “Board” means the Board of Directors of the District. The Board is governed by Sections 3853.051 – 055 of the Act, for the purpose of establishing and implementing procedures under the Act.

**ARTICLE V  
ADMINISTRATION/OPERATION**

(a.) The Board will operate on the same fiscal year that 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 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

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 District expense as agreed to by City Administrator.

(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.

(f.) Board Terms of Office – Board terms of office are limited to two - four (4) year terms. Terms start and expire June 1 in alternating odd years. Nominees for expiring terms of Board members will be selected by the Board during the March meeting and presented to Council for approval at their April meeting. Board members appointed to complete an unexpired term will not have that term counted against their term limits. Board members who have reached their term limits may reapply to be on the Management District after a two (2) year period of being off the board. Nominations to replace will be submitted to Council for approval. As provided by Section 375.065, Local Government Code)

(g.) Installation & Officers - New Board Members will be installed during the Board’s 3rd quarter monthly meeting in May and will assume office starting immediately. Officers will consist of a Chairman (President), Vice Chairman (Vice President), Secretary, Finance Director and Member At-Large and will assume positions immediately or as needed. One Board Member

will be assigned as a District Representative and report monthly activities at Council Meetings, as necessary.

(h.) Budget Process - Incoming and Outgoing Board members will start budget process at the 3rd quarter monthly meeting in May/June, after installation of new members, including discussion of projects Board would like to undertake according to the Act ; inspect previous year's projects to determine if they were finished, on-track for completion or need to be carried over; look over last city budget requests; assist local educational, civic, business and non-profit organizations for sponsorship or financial support with planned projects (see Art. below).

(i.) At 4th quarter monthly meeting in September, present the Board budget, including the City Budget request for up-coming fiscal year, and approved Benefit Fund for financial assistance to local educational, civic, and non-profit organizations, plus any other approved projects, for acceptance.

## **ARTICLE VI APPLICATION FOR FINANCIAL SUPPORT**

(a.) Assisting educational, civic, 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.

(b.) Applications for Dickinson organizations requesting financial support must be submitted during a regular "District" meeting according to instructions on the Request Form.

(c.) Information will be posted on the city web site along with the application form and instructions and will be available from City Hall or the Dickinson City Library.

## **ARTICLE VII CHANGES AND DISSOLUTION**

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

DICKINSON MANAGEMENT DISTRICT No. 1  
ORGANIZATIONAL BY LAWS  
2021

ARTICLE I – An Act

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

Subtitle C, Title 4, Special District Local Laws Code, is amended by adding Chapter 3853 relating to the creation of the Dickinson Management District No. 1; providing authority to impose an assessment, impose a tax and issue bonds.

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, Sections 3853, Texas Constitution

(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 is governed by the conditions described in Sec. 3853.051 – 055 of the Act. for the purpose of establishing and implementing procedures for the purpose of the Act.

## ARTICLE VI – Administration/Operation

The Board will operate on the same fiscal year that the City adopts as their fiscal year.

Meetings – a minimum of four (4) quarterly meetings to be held on the third Thursday of the last 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.

1<sup>st</sup> quarter – October to December

2<sup>nd</sup> quarter – January to March

3<sup>rd</sup> quarter – April to June

4<sup>th</sup> quarter – July to September

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

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.

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.

Board Terms of Office – Board terms of office are limited to two - four (4) year terms. Terms start and expire June 1 in alternating odd years. Nominees for expiring terms of Board members will be selected by the Board during the March meeting and presented to Council for approval at their April meeting. Board members appointed to complete an unexpired term will not have that term counted against their term limits. Board members who have reached their term limits may reapply to be on the Management District after a two (2) year period of being off the board. Nominations to replace will be submitted to Council for approval. (Section 375.065)

Installation & Officers - New Board Members will be installed during the Board's 3<sup>rd</sup> quarter monthly meeting in May and will assume office starting immediately. Officers will consist of a Chairman (President), Vice Chairman (Vice President), Secretary, Finance Director and Member At-Large and will assume positions immediately or as needed. One Board Member will be assigned as a District Representative and report monthly activities at Council Meetings, as necessary.

Budget Process - Incoming and Outgoing Board members will start budget process at the 3<sup>rd</sup> quarter monthly meeting in May/June, after installation of new members, including discussion of projects Board would like to undertake according to the Act. ; inspect previous year's projects to determine if they were finished, on-track for completion or need to be carried over; look over last city budget requests; assist local educational, civic, business and non-profit organizations for sponsorship or financial support with planned projects (see below).

At 4<sup>th</sup> quarter monthly meeting in September, present the Board budget, including the City Budget request for up-coming fiscal year, and approved Benefit Fund for financial assistance to local educational, civic, and non-profit organizations, plus any other approved projects, for acceptance.

#### ARTICLE VII – Application for Financial Support

Assisting educational, civic, 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.

Applications for Dickinson organizations requesting financial support must be submitted during a regular "District" meeting according to instructions on the Request Form.

Information will be posted on the city web site along with the application form and instructions and will be available from City Hall or 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.