

**DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
REGULAR MEETING  
THURSDAY, APRIL 9, 2015**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, April 9, 2015 at 6:33 p.m. in the Council Chambers located at City Hall with a quorum present, to-wit:

Derwin Broughton	Board member
Mark Cooks	President
Steve Dial	Board member
Dave Galbraith	Board members
Barry Gordon	Vice President
Matt Murrah	Board member
Ron White	Board member

Staff Present: DCEDC Staff Liaison and Building Official Greg Contreras, Finance Director Richard Summerlin, and City Secretary Mary Jones.

***Item No. 1 Election of Duncanville Community and Economic Development Corporation Officers.***

Staff Liaison Contreras called the meeting to order and called for nominations for President of the Duncanville Community and Economic Development Board. Board member Dave Galbraith nominated Board member Mark Cooks for President. Board member Derwin Broughton seconded the nomination. There were no further nominations. Staff Liaison Contreras called for a vote. The vote was cast 7 for, 0 against, to elect Mark Cooks as President of the DCEDC Board. President Cooks called for nominations for Vice President of the Board. Board member Ron White nominated Board member Barry Gordon for Vice President. Board member Galbraith seconded the nomination. There were no further nominations. President Cooks called for a vote. The vote was cast 7 for, 0 against to elect Barry Gordon as Vice President of the Board.

Each of the Board members introduced themselves.

***Item No. 2 Receive and Discuss the Main Station Duncanville, LTD. Monthly Financials for the Two (2) Months Ending February 28, 2015.***

Monte Anderson, General Partner of Main Station Duncanville, LTD, presented the Main Station Financial Report for the two months ending February 28, 2015 noting that there was no urgent business to discuss, and the lofts are 100% leased, and one retail vacancy. Discussion followed including: fiscal year; history of the partnership; the Board's role vs the General Partner's role; initial investment returned in taxes paid but not cash; financially maintaining itself; intangible results, i.e. increased market value in the adjoining neighborhood, attraction of new retail; Duncanville's sustainable assets that make it unique; breeding ground for entrepreneurs; steady revenue and expenses; recent cash call for refinance and finish out necessary following the loss of a long-time tenant; taxes; long term capital improvements; durability of lofts; providing a tour for the Board; and Mr. Anderson's plans for further local development.

***Item No. 3 Receive and Discuss the DCEDC and Fieldhouse Budget Status Reports.***

Finance Director Summerlin discussed the budget process and the City's EON Reality Grant Agreement, and gave a detailed line-by-line review of the DCEDC Budget Status Report. Discussion followed including an analysis to determine reason for recent decline in sales tax revenues; mid-year revised budget process; the Boards' role in the budget process; Hilton Garden Inn and Costco incentive

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completion dates; update regarding the 111 E. Davis and 212 N. Main Street incentives; Beautification expenditure timeline; authority to move funds between line items but not changes overall budget without Council approval; Library Enhancements and Books; request for monthly budget status report to be included in meeting packet; fund balance used for contingency; restricted fund for enticement fund; City Manager's role in setting the budget; Economic Development Director's responsibility for the budget; and adopting a philosophy as a group to be reflected in the budget. Further discussion included the EON Reality incentive, loan payments, and lease revenues; timeliness of hiring an Economic Development Director; avoid a spending mentality; creativity in leveraging assets; responsibility to citizens; and solid waste disposal fees pledged as security for EON loan.

Due to time constraints Finance Director Summerlin gave a very brief review of the Fieldhouse Budget Status Report. Discussion included the annual transfer from the DCEDC funds, need for another session for in-depth discussion; a professional study of the Fieldhouse currently in process; and request for the management group to provide a report to Board.

[The Board recessed at 8:55 p.m. and reconvened at 9:05 p.m.]

***Item No. 4 Receive an Orientation by City Attorney Robert Hager.***

City Attorney Robert Hager gave an orientation to the Board including the Corporation Act of 1979, and lawful uses of 4B/Type B funds. He discussed the Boards' history with the Fieldhouse including initial bonds issued to build the Star Center leased to Dallas Stars on a term lease. The function of the facility changed and is currently the Fieldhouse and the DCEDC is in partnership with the City Council to be responsible for the debt payments. He explained the relationship between the Council and the DCEDC Board including that as a non-profit Texas Corporation, the DCEDC Board is appointed by City Council. The Council wrote the original Articles of Incorporation and the By-laws for the Board. Further discussion included the requirements for written grant agreements for incentives i.e. claw-back provisions, based on meeting certain sales tax requirements; City's ability to offer tax abatements; short-term and long-term incentives; increase in ad valorem and/or sales tax; competition with other 4B corporations i.e. development on I-45; trucking and railroad proximity; few large undeveloped tracts resulting in need for creativity and redevelopment; Economic Development Director as key for networking; and decisions to be made by Board regarding the type of economic development Duncanville should attract.

Further discussion included possibility of tearing down to build new, challenges of 1<sup>st</sup> tier suburb of Dallas, beautiful area and typography; role of the City Attorney; talent of the Board members and experience in the real business world; government budget process vs business; and importance of a qualified Economic Development Director. He discussed the relationship between the Board and the Economic Development Director; vision of the Board should follow the Council's; City Planner working hand in hand with Economic Development Director; Open Meetings Act; closed sessions; sensitive information, inviting businesses to come vs waiting on what comes; and history of Main Station. He added that although he generally doesn't attend the DCEDC Board meetings, the Agenda could be written to allow them to call appropriate Executive Sessions and contact him by phone as necessary. Mr. Hager left the meeting at 9:45 p.m.

***Item No. 5 Discuss Economic Development Director Skills and Characteristics.***

Staff Liaison Contreras led the discussion regarding the desired skills and characteristics for an Economic Development Director including requesting three Board member volunteers to participate in the interview process of the Director. He noted the importance of not having four or more board members on the committee in order to avoid a quorum. Following a discussion period the following were determined to be the five most important skills and characteristics – in no particular order:

- Innovative and creative
- Has had similar City experience
- Highly personable and a strong negotiator and communicator

- Demonstrated Success
- Visionary, Strategist and Tactician

The following Board members volunteered to participate in the interview process:

- Matt Murrah
- Barry Gordon
- Derwin Broughton

Board member Ron White volunteered to be an alternate if one of the three weren't available for an interview.

It was the consensus that due diligence should be considered more important than urgency and that the Board appreciates the City Manager's desire to include the Board in the process.

***Item No. 6 Consider Possible Dates for a Board Workshop and Bus Tour of the City of Duncanville.***

The Board discussed possible dates and items for discussion. The consensus of the Board was to schedule the following meetings:

- a workshop specifically to discuss the Fieldhouse Financials as well as a review of outstanding projects for Saturday, May 2, 2015 from 8:00 a.m. – 12:00 noon;
- to continue the regular monthly meeting on the second Thursday of each month beginning at 6:30 p.m. in the Council Chambers;
- and to schedule a budget workshop on Thursday, May 21, 2015 from 6:30p.m. - 9:30 p.m.

Following discussion it was the consensus of the Board to postpone planning of a city-wide tour for the Board members.

***Item No. 7 Citizens Public Forum***

No one spoke during the citizens Public Forum.


***Item No. 8 Receive Staff and Board Reports.***

The DCEDC Board received the following Staff and Board reports:

- City Sales and Use Tax Comparison Summary – Finance Director Summerlin reported that the Sales Tax Comparison Report showed an 8.05 decrease over the same period last year and 4.21 decrease over last year to date. He expressed concerns over the downturn in sales tax revenues and the aggressive proposed revenues budgeted for the coming year.
- DCEDC Board Reference Book – City Secretary Jones distributed a copy of the DCEDC Board Reference Book to the Board as requested during their Joint Meeting with City Council.

The meeting adjourned at 10:46 p.m.

APPROVED:

  
PRESIDENT

ATTEST:

  
CITY SECRETARY