

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

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, July 9, 2015 at 6:30 p.m. in the Council Briefing Room located at City Hall with a quorum present, to-wit:

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

Staff Present: Economic Development Director Jessica James, Finance Director Richard Summerlin, Assistant Director of Public Works Mike Brownlee, and City Secretary Mary Jones.

The Invocation was led by Board member Derwin Broughton.

[The Board agreed to address Item No. 5 first]

Item No. 5 Receive and Discuss the DCEDC and Fieldhouse Budget Status Reports.

Finance Director Summerlin reviewed the DCEDC Budget Status Report including a 17.58% decrease for the month compared to the same period last year and a decrease of 2.54% year to date over last year as reported on the Sales Tax Comparison Report. Discussion followed including: Duncanville's sales tax compared to other Best Southwest Cities'; impact of building industry; comparison to last year's upward trend; small gains reported by County and State; W&B Service Company sales tax and incentive; Fieldhouse debt service, and the pending consultant study and report.

Finance Director Summerlin reviewed the Fieldhouse Budget Status Report including the total revenue and expenditures, funds from the Innovation Fund for repairs, pending consultant study intended to be proactive in order to make positive changes, regional competition for like facilities, the City Council's and City Manager's responsibility in management choices; current management agreement and employees; and intangible benefits i.e. hotels, restaurants, fuel, retail. Following discussion, ED Director James suggested that the Board members attend the July 21, 2015 City Council meeting to hear the Consultant's Report.

Item No. 1 Introduction of New Economic Development Director, Jessica James

President Cooks re-introduced Jessica James the new Economic Development Director.

Item No. 2 Consider approval of the Minutes for the June 11, 2015 Annual Meeting, the June 11, 2015 Regular Meeting, and the June 27, 2015 Special Meeting.

A correction to the June 11, 2015 Regular Meeting minutes was noted. Vice President Gordon made a motion, seconded by Board member Broughton, to approve the Minutes for the June 11, 2015 Annual Meeting, the June 11, 2015 Regular Meeting with the correction as noted, and the June 27, 2015 Special Meeting. The vote was cast 6 for, 0 against.

Item No. 3 Citizens Public Forum

No one spoke during the Citizens Public Forum.

Item No. 4 Receive and Discuss the Main Station Duncanville, LTD. Monthly Financials for the Five (5) Months Ending May 31, 2015 as well as updates on 111 E. Davis and 212 N. Main Street Projects.

Monte Anderson, General Partner of Main Station Duncanville, LTD, was unable to attend the meeting. The Board asked staff to request that he include the May report at the next meeting.

Item No. 6 Receive and Discuss a presentation and request from Randy Gaubert, President of RPG Capital Management, LLC, for an incentive in an amount not to exceed \$75,000 to assist with the infrastructure for a professional office development located at Daniieldale and Cedar Hill Road.

President Cooks read the item into record and the Board members, Staff, and Mr. Gaubert introduced themselves. Mr. Gaubert presented a request for an incentive to assist with the infrastructure costs of a professional office development to include three buildings being built by RPG Capital Management, LLC located at the northeast corner of the intersection of Daniieldale Road and Cedar Hill Road in Duncanville, also known as 407 Daniieldale Road. Items discussed included: RPG's previous developments in Duncanville; challenges of developing the property; lease rate cap and increased development costs; RPG's intention to build and maintain ownership of the second two buildings; attractive design; additional 30-45 total employees; requirement for fire lane, water lines, and masonry wall; and plans for future projects in Duncanville. Discussion followed including: non-controversial variances necessary; approved Planned Development; masonry wall requirement; importance of aesthetics; Public Works efforts; potential tenant; cost analysis; discussion of the previous incentive approved for the Dallas Heart & Vascular project; and suggested requirements before incentive is to be paid.

Item No. 7 Hold a Public Hearing regarding a request from Randy Gaubert, President of RPG Capital Management, LLC, for an incentive in an amount not to exceed \$75 to assist with the infrastructure for a professional office development located at Daniieldale and Cedar Hill Road.

President Cooks opened the Public Hearing. No one spoke in favor or against the request. Board member Galbraith made a motion, seconded by Board member Dial, to close the Public Hearing. The vote was cast 6 for, 0 against.

Item No. 8 Consider a request from Randy Gaubert, President of RPG Capital Management, LLC, for an incentive in an amount not to exceed \$75,000.00 to assist with the infrastructure for a professional office development located at Daniieldale and Cedar Hill Road.

ED Director James reviewed the financial impact of the project including a \$637,000 current value per tax roll and a seven year pay-back from ad valorem taxes. Following further discussion of the incentive request, Board member Dial made a motion, seconded by Vice President Gordon, to approve a DCEDC grant reimbursement for the completion of the costs of construction in the amount not to exceed \$75,000 as follows:

- a) All City codes and ordinances must be followed; and
- b) RPG must retain ownership of the entire development for a minimum of three year from the time the agreement becomes effective; and
- c) Phase 2's and Phase 3's screening wall, plumbing/utility infrastructure, fire lane and approach paving, as well as the shell of Phase 2's building all must be completed within one year; and
- d) 75% of actual costs not to exceed \$56,250 dollars will be paid to RPG upon construction completion and issuance of a City of Duncanville Building Inspection's Green Tag for Phase 2's and Phase 3's screening wall, plumbing/utility infrastructure, fire lane and approach paving, as well as the shell of Phase 2's building; and
- e) 25% of actual costs not to exceed \$18,750 dollars will be paid to RPG upon the issuance of a City of Duncanville Certificate of Occupancy and a portion or entire occupancy of Phase 2's building.

The vote was cast 6 for, 0 against. ED Director James noted that the incentive will require City Council approval as well.

[The Board recessed the meeting at 8:55 p.m. and reconvened at 9:03 p.m.]

Item No. 9 Discuss and Consider action as a result of the DCEDC Bus Tour held on June 27, 2015.

The Board expressed appreciation for Building Official Greg Contreras' work in planning and guiding the bus tour.

Item No. 10 Discuss the TEDC Economic Development Sales Tax Workshop held June 26, 2015.

The Board members that attended the TEDC Economic Development Sales Tax Workshop agreed that it was very beneficial and encouraged the other members to attend.

Item No. 11 Discuss and Consider Obtaining Retail Gap Analysis Request for Proposal.

Economic Development Director James distributed a copy of a retail gap analysis and discussed the purpose as a critical tool in providing information and validation to potential businesses, the cost of a quality analysis from \$30,000 - \$50,000; and companies such as Buxton, Catalyst, and Retail Connection that provide a quality product. She asked for the Board's support for Staff to submit an RFP for quotes. Board member Dial made a motion, seconded by Board member Broughton, to obtain an RFP for a Retail Gap Analysis. The vote was cast 6 for, 0 against.

Item No. 12 Discuss and Consider scheduling a Board Planning Session.

Economic Development Director James discussed the need for a Board Planning Session. Discussion followed regarding a facilitator, compression planning, and setting a date. Following a discussion of possible dates, Board member Murrah made a motion, seconded by Board member Broughton, to hold a Board Planning Session with Best PLC as consultant to guide the discussion on Monday, August 27, 2015 at 6:30 p.m. with Tuesday, August 28, 2015 as an alternate date. The vote was cast 6 for, 0 against.

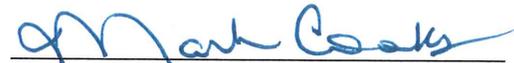
Item No. 13 Receive Staff and Board Reports.

The DCEDC Board received the following Staff and Board reports:

- ***City Sales and Use Tax Comparison Summary*** -- Finance Director Summerlin had reported earlier in the meeting that the Sales Tax Comparison Report showed a decrease of 17% decrease for the month compared to the same period last year and a decrease of 2.54% year to date over last year.
- ***Business Activity Update*** -- Economic Development Director James distributed and reviewed the Business Activity Update listing all business contacts made by Staff and that it will be provided to the Board each month.
- ***Economic Impact Data Sheets*** -- Economic Development Director James introduced the Economic Impact Data Sheets from Impact Data Sources, a rating sheet for incentive requests, and discussed the cost at \$750 per analysis or the option of unlimited analyses for \$3,500 per year, and the importance of rating the incentives in order to justify incentive offers. Following discussion, the Board requested the item will be brought back to the Board for further discussion and to consider purchasing the annual option for unlimited analyses.
- ***Redevelopment of property on Wes Jespersen Way*** -- Economic Development Director James discussed the property on Wes Jespersen Way owned by Donna Harris and the possibility for redevelopment including a possible 380 agreement by the City for utilities only, to be rebated for three years, and based on performance.

The meeting adjourned at 10:04 p.m.

APPROVED:


PRESIDENT

ATTEST:


CITY SECRETARY