

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
THURSDAY, JUNE 11, 2015**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, June 11, 2015 at 6:44 p.m. in the Council Chambers 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	Absent
Matt Murrah	Board member	
Ron White	Board member	

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

Following the meeting being called to order, President Mark Cooks recognized Mrs. Ann Hubener, a long-time Duncanville resident, who recently passed away.

The Invocation was given by Board member Matt Murrah.

Item No. 1 Consider approval of the Minutes for the May 14, 2015 Regular Meeting.

Board member Ron White made a motion, seconded by Vice President Barry Gordon, to approve the Minutes for the May 14, 2015 Regular Meeting. The vote was cast 6 for, 0 against.

Item No. 2 Citizens Public Forum

No one spoke during the citizens Public Forum.

Item No. 3 Receive and Discuss the Main Station Duncanville, LTD. Monthly Financials for the Four (4) Months Ending April 30, 2015.

Monte Anderson, General Partner of Main Station Duncanville, LTD, presented the Main Station Financial Report for the four months ending April 30, 2015 noting that there was no urgent business to discuss and that there are two lofts vacant with one lease pending. Discussion followed including the HVAC charge to 3R Cigars to remove the smoke odor; and reporting of rent income vs. sales tax. There were no further questions.

Mr. Anderson provided an update on the progress of construction at 212 N. Main Street. A request was made for Mr. Anderson to provide an update on 111 E. Davis and 212 N. Main Street at future meetings. Mr. Anderson also reported that the Congress on New Urbanism will hold a conference in Duncanville on August 14-15, 2015 with developers from all over the nation attending. Following his presentation, Mr. Anderson left the meeting at 6:53 p.m.

Item No. 4 Receive and Discuss the DCEDC and Fieldhouse Budget Status Reports.

Finance Director Summerlin reviewed the DCEDC Budget Status Report. Discussion followed including the sales tax revenue being driven by industry vs. seasonality.

Finance Director Summerlin reviewed the Fieldhouse Budget Status Report including a higher year to date loss over last year, transfer of funds to the Fieldhouse from the Innovation fund, and the trend in increase in income.

The Board agreed to address the City Sales and Use Tax Comparison Summary next.

Item No. 8 Receive Staff and Board Reports.

- ***City Sales and Use Tax Comparison Summary*** -- Finance Director Summerlin reported that the Sales Tax Comparison Report showed an increase of 16.22% including an audit amount of \$23,000 which he had expected to be higher. An RFQ is being developed for an outside firm to perform a sales tax audit.

Item No. 5 Discuss the DCEDC's role in Fulfilling the City of Duncanville Organizational Workplan FY 2015-2016.

The Board discussed the City of Duncanville organizational Workplan FY 2015-2016 Objectives that the DCEDC is fully and/or partially responsible for accomplishing including: Marketing Plan/Branding; role in developing the Comprehensive Plan for the City; role in the iDome and Edutainment. City Manager Hugman discussed others as well including Housing Values and partnering with the Neighborhood Vitality Commission to achieve the goals.

Item No. 6 Consider the Duncanville Community and Economic Development Corporation Revised Budget for FY 2014-2015 and Proposed Budget for FY 2015-2016.

Finance Director Summerlin reminded the Board that a vote would be required at the meeting in order to meet the DCEDC By-Law requirements. Following a review of the budget the budgets, discussion included: conservatism, reducing beautification costs by use of sustainable plants; marketing funds for rebranding including design and printing of promotional materials and redevelopment of the City's website; encouraging business retention; marketing strengths of the new Director; moving money between line items as long as it doesn't affect overall budget; setting new standards for awarding the Design Incentive Grants in order to help grow small businesses; being proactive in business retention and encouraging growth; available fund balance for new stand along projects/incentives; objective guidelines to include performance criteria; strengths of the new Director; and a possible workshop in late summer or early fall with an Economic Development Consulting firm to provide detailed analysis. Further discussion included: the Board's work plan to be based on the City Council Goals; the Board's crucial role in the Comprehensive Plan for Main Street; and direction for Main Station Railroad Flats property. President Cooks called for a motion. Board member White made a motion, seconded by Board member Murrah, to approve the Duncanville Community and Economic Development Corporation Revised Budget for FY 2014-2015 and Proposed Budget for FY 2015-2016. The vote was cast 6 for, 0 against.

Item No. 7 Consider DCEDC Board Bus Tour of the City.

Staff Liaison Contreras discussed the proposed bus tour for the DCEDC Board including transportation, date and time, and length. It was the consensus of the Board to hold the tour on Saturday, June 27, 2015 at 8:00 a.m. and will meet in the City Hall parking lot.


Item No. 8 Receive Staff and Board Reports. (Cont.)

The DCEDC Board received the following Staff and Board reports:

- City Sales and Use Tax Comparison Summary – Discussed earlier in the meeting
- Certificate of Occupancy Monthly Report – City Secretary Jones noted that the report was being provided at the request of the Board. President Cooks requested a report on business closings as well for future meetings.
- TEDC Economic Development Sales Tax Workshop – June 26, 2015 – City Secretary Jones provided a copy of the Workshop schedule.
- Staff Liaison Contreras distributed timeline information on the North Central Texas Council of Government grant for the development of Main Street including 111 E. Davis and 212 N. Main.

The meeting adjourned at 8:20 p.m.

APPROVED:



PRESIDENT

ATTEST:



CITY SECRETARY