

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
THURSDAY, AUGUST 13, 2015**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, August 13, 2015 at 6:30 PM 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

Council Liaison Present: Mayor Pro Tem Patrick Harvey

Staff Present: Economic Development Director Jessica James, Finance Director Richard Summerlin, and City Secretary Mary Jones.

Guests: Chamber President Steve Martin

The Invocation was led by Vice President Barry Gordon.

Item No. 1 Consider Approval of the Minutes for the July 9, 2015 Regular Meeting.

Vice President Gordon made a motion, seconded by Board Member Broughton, to approve the July 9, 2015 Regular Meeting minutes with the corrections as noted. The vote passed unanimously.

Item No. 2 Citizens Public Forum

Chamber President Steve Martin spoke regarding his previous roles on the DCEDC both as a voting member and as an ex-officio member as Chamber President; DuncanSwitch i.e. working relationship between City and the Chamber, Incubator for small businesses; upcoming Chamber events; HOT (Hotel Occupancy Tax) Grant approved by the Council for the Chamber capital improvements in order to serve as Duncanville's Visitor Center; and the Community Profile with street map soon to be distributed.

Item No. 3 Receive and Discuss the Main Station Duncanville, LTD. Monthly Financials for the Six (6) Months Ending June, 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 June report at the next meeting.

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

Finance Director Richard Summerlin reviewed the DCEDC and Fieldhouse Budget Status Reports including: the revised budget column; future agenda item to approve the revised budget including \$75K for the RPG incentive as well as the adjustment to the EON grant. Discussion followed regarding the Fieldhouse including: coordinating the Fieldhouse and Recreation Center activities; quality of the Fieldhouse Consultant's report; possible City Council and DCEDC joint meeting; the DCEDC's role in Fieldhouse operations; the consultant's recommendations didn't incorporate the existing \$6.2 million Fieldhouse debt; and refinancing.

Item No. 5 Discuss and Consider Purchasing an Annual Xceligent Software License for \$7200.

Economic Development Director Jessica James presented the item including the cost of \$7,200 plus a one-time set up fee of \$600; i.e. access to an inventory of all buildings; enabling Duncanville to compete with neighboring cities, detailed site searches for prospective and existing businesses, thorough and easy to use, provides tools to be successful, allows unlimited seats for use by other departments, and possible cost sharing. Following discussion, Board Member Dr. Matt Murrah made a motion to purchase an annual Xceligent Software License plus one-time set up fee for \$7,800. Board Member Ronald White seconded the motion. The vote passed unanimously.

Item No. 6 Discuss and Consider Utilizing Impact Datasource, LLC for DCEDC's Impact Analysis Reports.

Economic Development Director Jessica James presented the item including the benefits of using the web based version vs the desktop, cost of each, and the soon to be added "number of employees" feature. Vice President Gordon made a motion to initiate the license with Impact Datasource, LLC pending the employee numbers feature being added. Board Member Steve Dial seconded the motion. The vote passed unanimously.

Item No. 7 Discuss Business Retention and Expansion Program.

Economic Development Director Jessica James distributed and reviewed the Business Retention and Expansion Program including: correlating with the City Master Plan; short term and long term goals; critical due to 91.94% of Duncanville being built out; business retention; future discussion during planning session; taking photo for website, visiting businesses and civic organizations; and celebrating successes.

Item No. 8 Discuss and Consider Incentive Policy.

Economic Development Director Jessica James introduced the item and asked for direction from the Board. Discussion followed including: more focus needed; the Board shouldn't be encumbered by the past; and developing an updated philosophy. Economic Development Director Jessica James will bring policy suggestions to the Board for further discussion and consideration. Further discussion included being able to defend the policy, accountability, solving apprehensions, and the critical role of the impact analysis.

Item No. 9 Receive Staff and Board Updates and Reports.

The DCEDC Board received the following Staff and Board reports:

- ***City Sales and Use Tax Comparison Summary*** -- Finance Director Richard Summerlin reported a 14.49% increase in sales tax over the same period last year and future allocations responsible for the large increase.
- ***Business Activity Update*** -- Economic Development Director Jessica James distributed and reviewed the Business Activity Update listing all business contacts made by staff, and reported thefts at businesses located on the north side of Duncanville. Discussion included cycle of a hotel brand, shopping Duncanville, and purchasing tables at events including Chamber luncheons for the Board members.
- ***Retail Gap Analysis Update*** -- Economic Development Director Jessica James updated the Board on the cost of ESRI being lowered to only \$500 since the City currently has another agreement with them.
- ***Board Planning Session Update*** -- The Board discussed the Board Planning Session scheduled for August 27, 2015.


The meeting adjourned at 9:06 PM

APPROVED:



MARK COOK
PRESIDENT

ATTEST:



MARY JONES
CITY SECRETARY