

**DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
REGULAR MEETING  
THURSDAY, AUGUST 11, 2016**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors took place on Thursday, August 11, 2016, at 6:30 PM in the City Council Briefing Room located at City Hall.

Board Members Present:

Mark Cooks	President
Barry Gordon	Vice President
Dave Galbraith	Board Member
Steve Dial	Board Member
Dr. Matt Murrah	Board Member
Ron White	Board Member

Board Members Absent:

Derwin Broughton, AIA	Board Member
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Staff Present: City Manager Kevin Hugman, Economic Development Director Jessica James, City Planner Chasidy Allen, and Economic Development Coordinator Cynthia D. Williams

Guest Present: Shad Comeaux, AICP; Tiffany McLeod, AICP; and Corry McClellan (Freese and Nichols, Inc.), and Jason Clauch (Catalyst Commercial)

The Invocation was given by Board Member Steve Dial.

***Item No. 1 Participate in Comprehensive Master Plan Exercise.***

City Planner Chasidy Allen thanked the Board for the invitation to attend tonight's Board Meeting. She stated that they are very excited to be working on the City's Comprehensive Plan, and that tonight in attendance is our Consultant, Freese and Nichols who is present to give a presentation to the Board and conduct an exercise as well. Ms. Allen stated that Economic Development Director Jessica James included a flyer for the upcoming community meeting in the agenda packet, which is going to be on Wednesday. Check-in starts at 6:30 PM, and the meeting starts at 7:00 PM. She asked that the Board please come out, bring their family, and encourage others to come out as well; the City definitely wants to have full participation in the community meeting. Also, Ms. Allen asked the Board, if they have not already done so, to review the website, "Destination Duncanville", and complete the Survey.

Ms. Allen introduced Mr. Shad Comeaux with Freese and Nichols. Mr. Comeaux stated that he will serve as the Project Manager for the City's Comprehensive Plan. He allowed the other members of the team (Freese and Nichols and Catalyst Commercial) an opportunity to introduce themselves. Mr. Comeaux made a presentation to the Board including the history of Freese and Nichols, an overview of the Comprehensive Plan, the demographics of Duncanville, and the time frame of the Comprehensive

Plan.

The Board had further discussion on the various concepts of the Comprehensive Plan.

***Item No. 2 Consider Approval of the DCEDC Minutes for the Annual Meeting held on June 9, 2016.***

Board Member Dr. Matt Murrah made a motion to approve the minutes as written, seconded by Board Member Dave Galbraith, the vote passed unanimously.

***Item No. 3 Consider Approval of the DCEDC Minutes for the Meeting held on July 14, 2016.***

Board Member Dr. Matt Murrah made a motion to approve the minutes as written, seconded by Board Member Steve Dial, the vote passed unanimously.

***Item No. 4 Citizens Public Forum.***

Mr. Jimmy Gaston, President and CEO of Premier 360, introduced himself to the Board. He stated that he is a citizen of Duncanville, and would like to get more involved in economic development. He made no other comments to the Board.

No other citizens spoke during Citizens Public Forum.

***Item No. 5 Discuss and Consider Amending the Approved March 10, 2016, DCEDC Minutes Item No. 9.***

President Mark Cooks stated that this is the item the Board tabled from the last meeting. For the Board Members that were not in attendance at the March 10, 2016 meeting, he stated that he asked Staff to place this agenda item back on the agenda based upon the interpretation of the action that was taken with the Board's direction. At the March 10, 2016 meeting, the quorum had several conversations around the direction that the Board should take regarding the Lawsuit.

After further discussion, Mr. Cooks made a motion from the Table for the Addendum as stated in the Board Packet to be made as written, seconded by Mr. Galbraith.

Ms. James informed the Board that she spoke with the City Attorney yesterday and he said simply not being at the meeting is not just cause enough to abstain. If you were not there and you do not feel comfortable, you can vote no, but you must vote.

Mr. Gordon said that based on that information he would like to amend the motion because there is one individual not present tonight who was present in Executive Session who can give input for those that were not present, and that is the City Manager. He believes we should table this motion until the next meeting when the City Manager can be present and the Board can hear what his recollection is in terms of the accuracy of the minutes.

The City Manager joined the Meeting. Mr. Cooks asked if there was any further discussion.

Mr. Gordon asked the City Manager if he thought the minutes as approved were accurate. The City Manager reviewed the minutes. It is his opinion that the minutes are accurate. He does not recall what was exactly discussed during Executive Session itself, but what is presented in the minutes, he recalls in the end the census was the direction as stated in the minutes. In his opinion the minutes are accurate.

Mr. Cooks stated that the motion has been made, seconded, and asked for any other discussion. Mr. Gordon asked that Mr. Cooks restate the motion. Mr. Cooks read the Addendum as presented in the packet, and called for a vote.

The vote was cast 3 for, 3 against. A tie vote means that the motion failed.

***Item No. 6 Receive and Discuss the Main Station Duncanville, LTD's June Monthly Financials, as well as Duncanville Real Estate Updates.***

Ms. James reported the monthly financials were in the board packet. She reported that Mr. Anderson will be attending the October meeting to go over the report with the Board. She asked if the Board Members had any questions they would like her to take back to him to follow-up on.

The Board had further discussion including:

- Did we ever resolve his attendance here?
- The City Attorney will draft a simple letter that states that he only has to attend once a quarter, but the Board does encourage him to attend as much as possible. Mr. Anderson is aware of the letter.
- A Board Member inquired about repeated payments to the same individual and asked for clarification on these expenses.

***Item No. 7 Receive and Discuss City Sales and Use Tax Comparison Summary.***

Ms. James presented the City Sales and Use Tax Comparison Summary in the standard format and then she also presented the Board with a new version of the report. The new version provides a more detailed explanation of tax trends. For fiscal year-to-date, the City has collected 1.7% more than the previous year.

The new reports show that 48% of the City's, sales tax collections are from retail trade. It also details the City's top ten tax payers and indicates that the City's should be up approximately 4% at the end of the fiscal year.

The Board had further discussion on the new report's format.

***Item No. 8 Receive and Consider Approval of the DCEDC Monthly Budget Report.***

Ms. James reported that the Economic Development activity includes operations, KDB costs, and transfer to the General Fund. The DCEDC's ending fund balance was \$440,374.00. She noted the DCEDC is getting close to ending its incentive rebate with Costco, which will drop off in August. She also noted that the accumulation of the fund balance will increase for us to use on future worthy projects, which the Board feels like they would like to support. The Fieldhouse financials are in the

Budget as well.

The Board had further discussion in regards to the Costco incentive, and the Fieldhouse maintenance.

Board Member Ron White made a motion to approve the DCEDC Monthly Budget, seconded by Vice President Barry Gordon, the vote passed unanimously.

***Item No. 9 Receive and Consider Approval of the Revised Proposed FY 16 – 17 DCEDC Budget.***

Ms. James apologized to the Board for having to bring back a revised budget again. Maybe in the future, the Board should revisit the Bylaws and the date the budget needs to be filed as other departments make changes to the City budget at a later date, which ultimately changes our budget. There has been an increase from \$349,374.00 to \$358,538.00.

The Board had further discussion in regards to increasing the line item. In the future, the Board has requested Staff to supply previous copies of the Proposed Budget when there are modifications.

Board Member Dr. Matt Murrah made a motion to approve the Revised Proposed FY 16 – 17 DCEDC Budget, seconded by Vice President Barry Gordon, the vote passed unanimously.

***Item No. 10 Receive Staff Reports.***

- ***Business and Events Activity Updates.***

Ms. James discussed the Business and Events Activities for the previous month which included new businesses, business expansions, and the list of Certificates of Occupancy, the Design Studio Committee meeting, and the Chamber of Commerce upcoming events. The Board had further questions on business closures.

City Manager Report:

Mr. Hugman reported that the reason for his attendance tonight is at the direction of City Council. He stated that City Council has been going through the Boards and Commissions interview process and is looking at trying to slot people into the Boards. They had a couple of concerns and they asked him to come and speak to the Board. Mr. Hugman stated that City Council wanted the Board to know that they appreciate what they do, and feel that the DCEDC is doing a great job and that they work well together. But, they do have two specific concerns that they wanted him to specifically address with the Board tonight.

- The First thing City Council has a concern with is “attendance”. They get the Attendance Records for all the Boards and Commissions as they are interviewing people and they look at the attendance. While they recognize, and they specifically discussed and recognize the fact that they wanted a high caliber of people on this Board who they know will be involved in a number of other things as well. They certainly recognize and appreciate that, but at the same time the attendance did rise to their attention. The Bylaws refer to unexcused absences. Everyone’s absences are excused, under the Bylaws. That is ok, but they did want him to mention that. They will probably look at attendance again in about six months.
- The second concern is the role of the Board as a whole, the role of Board Members as

- individuals, the role of Staff, and the role of the City Attorney. They are concerned that there is some confusion on some things that have happened that was not in keeping with what they would expect as a Board or as a Board Member. They understand that the Board may have received some mixed signals, but that is a concern. He believes that it may be a good idea to schedule a time with the City Attorney where he can come to a Board Meeting and talk with the Board about the role of what the DCEDC does as a body and as a Board vs. what City Staff and what the City Attorney does.

The meeting adjourned at 8:59 PM.

APPROVED:

  
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MARK COOKS ~~MARK COOKS~~ *BARRY L. GORDON*  
PRESIDENT

ATTEST:

  
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CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR