



**SOUTHLAKE COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION
BOARD MEETING MINUTES: April 23, 2019**

LOCATION: The Marq Southlake
Legends Hall – Boardroom
285 Shady Oaks Drive
Southlake, Texas 76092

TIME: 6:00 p.m.

**COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION BOARD
MEMBERS PRESENT:** Board Secretary (Acting Board President) Suzanne Maisto, Tom DeCaro, Bob Mundlin, Craig Sturtevant (Acting Board Secretary) and Jeff Wang.

**COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION BOARD
MEMBERS ABSENT:** Board President Martin Schelling, and Board Vice-President Brandon Bledsoe

STAFF PRESENT: Assistant City Manager Alison Ortowski, Assistant City Manager Ben Thatcher, Chief Financial Officer & Board Treasurer Sharen Jackson, Director of Community Services Chris Tribble, Director of Public Works Rob Cohen, and Deputy Director of Economic Development Daniel Cortez.

1. Call to order

Acting Board President Suzanne Maisto called the meeting to order at 6:02 p.m.

2. Consider approving the minutes from the February 26, 2019 Community Enhancement and Development Corporation meeting

A motion was made to approve the minutes from the February 26, 2019 meeting as presented.

Motion: Wang
Second: DeCaro
Ayes: DeCaro, Maisto, Mundlin, Sturtevant and Wang
Nays: None
Abstain: None
Vote: 5-0
Motion Carried – APPROVED

3. Economic Development:

a. Review Commercial Site Assessment – Gateway Plaza

Deputy Director of Economic Development Daniel Cortez presented a site assessment for Gateway Plaza, the first commercial center that underwent the department's vitality assessment. City staff recently met with the property ownership/management of Gateway Plaza. Retail Properties of America, Inc. (RPAI) representative, Jason Kasal, provided feedback and context to these assessment areas.

After the presentation the board provided feedback on the assessment results.

4. The Marq Southlake:

- a. Consider funding for the purchase of equipment and services from Ford A/V to upgrade The Marq Legends Hall audio/video in an amount not to exceed \$90,502.**

Chief Financial Officer and Board Treasurer Jackson informed the board upon completion of Legends Hall, there were a few items that were not completed due to budgetary constraints, but necessary for optimum facility usage. Since Legends Hall is a premier activity and event venue for Southlake residents, as well as customers within the Dallas-Fort Worth Metroplex staff sought proposals to provide the following items:

- Build out four (4) current floor boxes to include XLR audio inputs.
- Build out stage right floor box to include audio and video input/output.
- Install one (1) wall box with audio, video, and camera input/out.
- Augment existing rack in a/v closet and add equipment to more than double the input/output capacity of the system.
- Add audio and video recording capabilities.
- Reprogram the control system to incorporate all existing input/output wall plates throughout the building.
- Reprogram the control system to allow for building-wide audio paging.
- Upgrade Air Media wireless presentation system.
- Provide a/v adapters to enable easy integration of a variety of user devices (laptops, tablets, etc.) for external customers.

Chief Financial Officer and Board Treasurer Jackson let the board know that the 2019 fiscal year CEDC budget had approved \$65,000 for audio-video upgrades at Legends Hall. The remaining portion of this request will be funded through residual money from the furniture, fixtures and equipment budget through the CEDC fund.

A motion was made to approve the purchase request as presented.

Motion: Mundlin
Second: DeCaro
Ayes: DeCaro, Maisto, Mundlin, Sturtevant and Wang
Nays: None
Abstain: None
Vote: 5-0
Motion Carried – APPROVED

b. Review and discuss mid-year report on financial performance of The Marq Southlake

Chief Financial Officer and Board Treasurer Jackson presented the monthly dashboard status for the Marq and noted the following for the board:

- Current cost recovery for The Marq is 15.07% (both Legends Hall and Champions Club)
- Year-to-date revenue is \$270,114
- Year-to-date expenses is \$1,792,301

5. Staff reports:

a. Financial reports

i. Sales tax report

Chief Financial Officer and Board Treasurer Jackson informed the Board that the Corporation brought in \$412,964 in revenue for the month of February 2019, which is 3.69% above what was budgeted for the same month. The total revenue for the year is over \$2.3m (\$2,313,809).

b. Economic and development activity report

i. Business Engagement Program Q2 Report

Deputy Director of Economic Development Daniel Cortez also gave the board an update on the business engagement program. He noted that for Q2 15 businesses were interviewed and 18 new businesses were visited.

c. Construction management report

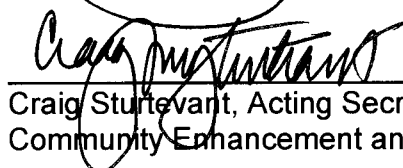
Director Cohen provided a brief update on the construction status of Champions Club. He noted that \$30.9 million has been paid to the contractor thus far, and that the focus of work is on punch list corrections.

6. ADJOURNMENT

Acting Board President Maisto adjourned the meeting at 7:03 p.m.



Suzanne Maisto, Acting President
Community Enhancement and Development Corporation Board



Craig Sturtevant, Acting Secretary
Community Enhancement and Development Corporation Board