

MEMORANDUM

Date: December 7, 2024
To: Chairman Kevin Mosher and Members of the Caddo Mills EDC
From: John R. Hubbard, Ph.D., CEcD
SUBJECT: **Receive a report from John Hubbard and Guy Brown on Economic Development Corporation activities.**

November Activity Report

Prepared by: Guy Brown and John Hubbard

1. Annexation Planning

- Developed an annexation map to guide future expansions.
- Compiled a detailed list of property owners in the proposed annexation areas for stakeholder engagement and planning purposes.

2. On-Site Work in Caddo Mills

- Spent eight days in the city.

3. EDC Specialist Hiring Process

- Reviewed applications for the Economic Development Corporation (EDC) Specialist position to identify qualified candidates.
- Coordinated and conducted interviews with two selected candidates to assess their suitability for the role.

4. Virtual Meetings

- Held discussions with Greg Johnson, DPT, regarding a potential Physical Therapy project, exploring opportunities and project feasibility.
- Met virtually with Jesse Gomez to discuss relocating his business from Garland to Caddo Mills, addressing his requirements and incentives.
- Conducted a virtual meeting with Eventzee staff to set up a QR Code game for the Holiday Parade, adding an interactive element to the event.

5. Financial Reconciliation

- Worked with Stacy Smith to recover missing receipts necessary for reconciling books managed by Ray Dunlap.
- Successfully recovered or replaced approximately 80% of the missing receipts through coordination with vendors. We expect to receive all receipts by December 12, 2024.

6. Event Preparation

- Collected prizes for the upcoming Holiday Parade to ensure the event is well-supported and engaging for participants.
- Completed coordination tasks for the parade, enhancing its organization and success.

7. EDC House Repairs

- Coordinated necessary repairs to the EDC House to bring it up to code and ensure it meets operational standards.

8. Administrative Duties

- Finalized the agenda and minutes for meetings, maintaining clear and organized records for EDC activities.

9. Drafted Tax Abatement and Incentive Guidelines

- Created a draft policy for structured Tax Abatements and Incentives, including a detailed application process, to attract and support businesses.

Summary:

This month's activities focused on strategic planning, operational efficiency, event preparation, and community engagement. Significant progress was made in annexation planning, business recruitment, financial reconciliation, and preparations for the Holiday Parade. These efforts contribute to fostering economic growth and improving the quality of life in Caddo Mills.