

**DUNCANVILLE NEIGHBORHOOD VITALITY COMMISSION  
 REGULAR MEETING  
 COUNCIL BRIEFING ROOM, CITY HALL  
 203 E. WHEATLAND ROAD  
 FEBRUARY 24, 2016 @ 7:00 P.M.**

A meeting of the Duncanville Neighborhood Vitality Commission was held on Wednesday, February 24, 2016, at 7:00 p.m. with a quorum present to wit:

Brenda O'Brien	Commissioner	Absent
Jeff Burton	Commissioner	Absent
Ralo Thompson	Commissioner	Present
Dr. Michael Miner	Commissioner	Present
Walter J. Rhim	Commissioner	Present

The meeting convened in the Briefing Room and called to order at 7:04 PM

Regarding agenda item 1, a motion and second were made to approve the minutes from the January 27<sup>th</sup> Regular Meeting, passing 3 for – 0 against

Regarding agenda item 2, a standing item, Commissioners Thompson reported the following information:

1. Ken Weaver was voted in as the vice-chairman of the committee
2. The committee members were asked to come up with some questions to ask the RFQ finalists, during the interviews such as:
  - a. What is your vision of community;
  - b. Who are your former clients, both successful and unsuccessful; and
  - c. What is your approach to collecting unique, community data, to facilitate a proper “fit” for Duncanville
3. There is a budget of \$250,000 for the comprehensive plan, with some contingency available, if necessary
4. A tentative time-table was discussed
5. The presentation about the purpose for a comprehensive plan was given again

Regarding agenda item 3, a standing item, the Commission has nothing to put forward to the Comprehensive Planning Committee at this time.

Regarding agenda item 4, a standing item, the Commission has nothing to put forward regarding DIY Garland concept.

Regarding agenda item 5, the Secretary reported that he had received no information from any commission member regarding the presentation. In turn, he approached the City Manager who suggested that an official memorandum be written to City Council, discussing all the actions and information to date, and seeking any additional input and/or guidance. Absent objections, the plan will be to have all the items in the FY2017 budget. However, if sufficient savings are found in the FY2016 budget, there is a chance some of the less-expensive items could be implemented sooner, such as thermoplastic striping and the intersection stop arm. The Secretary reported, however, that due to the cost of the traffic signal, that would most probably need to wait until the new Fiscal Year budget.

Regarding agenda item 6, the Secretary shared a map of the potential locations for sign toppers in the city, as well as the cost breakdown for installation of 200 units. Based on these items, the Commission recommended that the Secretary seek three “models” of sign topper and return with those concepts, having only a “couple of colors and the subdivision name only.” The Commission would then vote of their favorite and forward that recommendation to Council, to be placed for every subdivision. The Secretary will try and return concepts by the next meeting in March.

Regarding agenda item 7, the Commission engaged in a conversation with the members of FUMC present, particularly focusing on what steps were needed to initiate the project.

1. Receive permission from the homeowners to
  - a. Walk/Inspect their property for the scope of work. This should be done in concert with the Building Official and the site manager for FUMC doing the work. This way, the city can begin the permitting process
  - b. Show photos of the buildings/work to members of the church to solicit volunteers
2. City secure a roll-off dumpster from Republic
3. City design flyers to be placed on the neighbor’s doors prior to work being conducted, advising of additional traffic in the area and noise
4. City design a yard sign, displaying something to the effect of, “PIP – a property improvement project in partnership with Duncanville First United Methodist Church (logo) and the Duncanville Neighborhood Vitality Commission (city logo)”
5. City secure a porta-potty
6. City secure one meal from Subway (April 30<sup>th</sup>)
7. City to evaluate and inspect all work during and upon completion (Building Official)
8. Project slated to be conducted over the weekend of April 29 and 30, with May 6 and 7 as a contingency

The Secretary indicated he will send a follow-up email to all parties to ensure all tasks were being tracked and progressing as expected

Regarding agenda item 8, the Secretary provided a list of the various boards and commissions, and discussed the times they met as well as their missions. The Commission was interested in:

1. The Park and Recreation Board
2. The Duncanville Community and Economic Development Corporation
3. The Keep Duncanville Beautiful Board
4. The Duncanville Multicultural Commission

The Secretary indicated that he will send an email to the Commission regarding the dates and times these groups meet in March.

Regarding agenda item 9(a), the Secretary reported on the development of the Hampton Inn on East Camp Wisdom Road, next to the Hilton Garden Inn.

Regarding agenda item 9(b), the Secretary delivered a compilation of all the HOA’s in the City of Duncanville, collected by Code Officer Nicole McKeon.

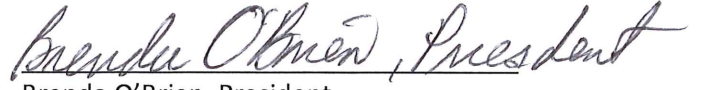
Regarding agenda item 9(c), the Secretary delivered a copy of an email from Jessica James, Economic Development Director, about the concept of a housing revitalization rebate program. The Commission members indicated they liked the concept and wanted the Secretary to reply back to Ms. James in a positive manner.

A motion and second were made to adjourn the meeting, passing 3 for – 0 against, at 8:37 PM.



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Charles Smith, Secretary



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Brenda O'Brien, President