

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
JANUARY 12, 2017**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, January 12, 2017, at 6:30 PM in the Council Briefing Room located at City Hall.

Board Members in attendance:

Barry Gordon	President
Steve Dial	Vice President
Dave Galbraith	Board Member
Derwin Broughton	Board Member
Dr. Matt Murrah	Board Member

Board Members not in attendance:

Grady Smithey	Board Member
Dr. Terry Smith	Board Member

Staff Present: Economic Development Director Jessica James, and Economic Development Coordinator Cynthia D. Williams

The meeting was called to order by President Barry Gordon at 6:32 PM.

Board Member Dave Galbraith offered the Invocation.

ITEM NO. 1 CITIZENS PUBLIC FORUM.

No citizen spoke during Citizens Public Forum.

ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE MEETING HELD ON OCTOBER 13, 2016.

Mr. Dial made a motion to approve the minutes as presented, seconded by Mr. Galbraith, the vote passed unanimously.

ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE SPECIAL CALLED MEETING HELD ON NOVEMBER 21, 2016.

Mr. Galbraith made a motion to approve the minutes as presented, seconded by Mr. Dial, the vote passed unanimously.

ITEM NO. 4 RECEIVE AND CONSIDER A PRESENTATION AND REQUEST FROM NATAUSHA FAIN WITH SALON 921 FOR A SIGNAGE GRANT FOR PROPERTY LOCATED AT 739 W. WHEATLAND RD. IN THE AMOUNT OF \$2,706.25.

Natausha Fain, Owner of Salon 921 presented her request to the Board for a sign grant for property located at 739 W. Wheatland Rd. Estimates for the project were included in the Board packet.

The Board had further discussions with Ms. Fain including: Are you already open? How is business? Does Salon 921 have former customers from your previous location? Are you taking care of clients yourself? How many staff members do you have? Are any of your staff member's residents of Duncanville? Are any of your client's residents of Duncanville? Do you anticipate people having a backlog wanting to get a station? Do you have any plans to visit the cosmetology students at the High School to see if they would like to participate in an intern program? Do you provide services for men? Is there a reason you picked EZSignworks for an estimate? Is there power already there?

Staff received another quote from Ms. Fain from EZSignworks in the amount of \$2,596.54, which is the lowest bid after the packet was already presented to the Board. This quote is the lowest of the three bids required.

After a brief discussion, the Board agreed to waive Executive Session and to accept a motion on Ms. Fain's request. Mr. Murrah made a motion to approve the request from Natausha Fain with Salon 921 for a signage grant for property located at 739 W. Wheatland Rd. in the amount of \$1,817.58; the sign must meet all City ordinances for a sign grant, seconded by Mr. Broughton, the vote passed unanimously.

ITEM NO. 5 RECEIVE AND DISCUSS THE DUNCANVILLE CHAMBER OF COMMERCE UPDATE.

Duncanville Chamber of Commerce President Steve Martin reported that the Board should have already received their invitation to one of the biggest nights in Duncanville. That is the "Celebrate Duncanville"; Mayor's State of the City Address. The Chamber will also recognize the Man and Woman of the Year at this event. The event will take place on Thursday, January 19, 2017, at the Hilton Garden Inn in Duncanville, TX.

The Chamber has finally completed the major renovation part with the water damage at the end of 2015 and the beginning of 2016. The Chamber now has a different look. The cost was over \$100,000. The Chamber was honored by the KDB as the "Business Property of the Month", and is now the active Visitor Center for the City. The Chamber will do more remodeling to include a new fence, lighting, security cameras, etc. Mr. Martin reported that for the last three months (October, November, and December 2016), the Visitor Center completed over 700 contacts, visitors, relocation requests, etc.

DuncanSwitch is scheduled to take place this weekend. DuncanSwitch finished the year in great shape. In April, DuncanSwitch will celebrate a three-year anniversary. The Chamber, through DuncanSwitch, has helped several vendors launch their own business. DuncanSwitch still averages 30+ vendors at each monthly event.

Mr. Martin also reported that the Chamber is now doing DuncanSwitch Dollars. These dollars will help the Chamber continue to track visitors that attend DuncanSwitch. The Chamber will do these dollars throughout the Chamber as well as at other functions. The Chamber takes a little bit of a hit (20%), but it generates dollars back into the market.

ITEM NO. 6 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.

Monte Anderson, General Partner of Main Station Duncanville, LTD, reported that the November Statement is consistent with what the Board sees each month; not much has changed. Further updates included: The Wine Store (Bubbleheads) has closed and the space is available. The Rice Pot is doing good business. It is take out and pick up. They are 3500 square feet, but can get by on 1000. Mr. Anderson is trying to get the owners of the Rice Pot to let him take the end space between the Community Theatre and put a bar in there; lease that to a bar. Mr. Anderson is working on getting the Design Arts Studio group in that space. He would like to let the group use the end space where the bar use to be and set up an art gallery in there. 3R's Cigars added a canopy in the back because so many people go there at night. Mr. Anderson has a waiting list for the loft apartments. The refinancing is complete. Main Station received a better interest rate; therefore, payments went down to \$29,000 a month. Mr. Anderson has a bakery coming in at 212 N. Main. The owner will have coffee in there as well.

The Board had further discussions with Mr. Anderson including: White Rhino in Cedar Hill; it would be good if we can find the Duncanville version of White Rhino. Any interest in the efficiency apartments? What is the balloon payment on the refinancing loan? Can you provide us with the Amortization Schedule? Do you see a vision or a plan so that another extension of that loan is not necessary in five years so we can pay that off? What is the future of not having to continue to refinance Main Station on your part as a developer? Do you have any pertinent replacement plans for 2017? How old is Main Station? Have you replaced the air conditioners, hot water heaters, etc.?

ITEM NO. 7 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported that Duncanville is doing well with Sales Tax. In January, the City was up 13.69%. At this point, Staff does not anticipate any adjustments, but will continue to monitor collections. In December and November, the City finished the year up over 4%. The Sales Tax Consultants believe that the City will be up this year 4% as well. This shows that the economy is healthy in Duncanville and moving forward.

The Board had further discussions including becoming a cheerleader for our small businesses; making sure that the people's money is well spent; making sure to get a picture with Salon 921 sign; and adding additional communities to the Spreadsheet to include Southlake, Grapevine, and Grand Prairie.

ITEM NO. 8 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that there are some highlights this year which are unique. DCEDC had two large incentives that dropped off (Hilton Garden Inn, and Costco), and ended the year with a Fund Balance of \$839,492. In addition, the projection was over \$1.4 million, and the YTD amount was \$92,566. Staff added some expenses dealing with the TIF as well as for beautification to the Report.

The Board had further questions and discussion.

Mr. Broughton made a motion to approve the DCEDC Monthly Budget, seconded by Mr. Galbraith, the vote passed unanimously.

ITEM NO. 9 EXECUTIVE SESSION.

Executive Session was not held.

In accordance with the Texas Government Code Section 551.087 (2) Declarations Regarding Economic Development Negotiations, to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- DISCUSS NATAUSHA FAIN, OWNER OF SALON 921, GRANT REQUEST.

ITEM NO. 10 RECONVENE INTO OPEN SESSION.

Executive Session was not held.

ITEM NO. 11 TAKE ANY NECESSARY OR APPROPRIATE ACTION BECAUSE OF THE CLOSED EXECUTIVE SESSION.

Executive Session was not held.

ITEM NO. 12 RECEIVE STAFF AND BOARD REPORTS:

- ***Receive Update on Comprehensive Plan Steering Committee.***

Mr. Broughton reported from the November 2016 meeting. The Consultants had the Committee review some large maps. From the Surveys, the Consultants are trying to establish what the outcome will be. Mr. Gordon reported on the last meeting. The Consultants divided the City into 11 units, showed the average price of homes, and came up with an update of data. The next meeting will take place in March.

The Board had further discussions regarding the plan to include the DCEDC's Railroad Flats property into the Downtown District and its implications. Does the plan include the Railroad Flats? Does anyone have a copy of the PD? How would the City lose the PD? What is the process? Does City Council have an obligation to brief the Board on this land as well as any other land? How does the Board approach that? Who will rewrite the ordinances, etc.?

- ***Receive Presentation on DCEDC Website.***

Ms. James presented a review of the DCEDC new Website. She reported that the Website will go live tomorrow. Staff will change/update pictures, etc. as needed. The Website is very competitive with other websites. Ms. James asked the Board to send any comments to her via email.

The Board held further discussion on the Website's mobile platforms search ability, and individual pages.

- ***Receive Update on Development of the TIF.***

Ms. James reported that City Council did approve the TIF. The TIF will run up into the north side to include DeFord's property line per their request. However, City Council did not elect to include property all the way to Red Bird. There has been some talk from family members to sell that property. Dallas County chose not to participate in the TIF. Once it becomes a success, Dallas County would like to participate. Dallas County also suggested that DCEDC put some seed money into the Fund. The Board would be repaid.

The Board had further discussions including the TIF and Red Bird Mall. Has the City had any discussions with the redevelopers of Red Bird Mall? What would be the first spend? In terms of membership, what comes first? Is the City considering any seed money?

- ***Receive 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 Board had further discussions including: What is the status of Calloway's and Hanging Gardens? Is there any discussion on what to do with the Hanging Gardens property?

- ***Discuss and Consider Scheduling DCEDC Planning Session.***

Ms. James reported that the Board needs to look at the goals from last year and update them. Staff will look at setting a date, but it needs to take place in line with the budget. March is the timeframe to do this. Ms. James asked the Board Members to send her any blackout dates for the Planning Session.

The Board had further discussions including: There is no need to hire a consultant to help with the Planning Session. A facilitator may be a good idea instead; a local facilitator.

- ***Important Dates:***
 - ***January 19, 2017 – "Celebrate Duncanville" (Mayor's State of the City Address and Awards of Excellence); Hilton Garden Inn.***

Ms. James reported that the Board has or already has received an invitation from the Chamber of Commerce for the Celebrate Duncanville event scheduled to take place on Thursday, January 19, 2017. The DCEDC does purchase a table for the Board Members and will pay for each Board Member's dinner. However, if the Board Member elects to bring their spouse, that Member will need to pay for them. She stated that Staff received RSVP's from every Member except Mr. Murrah. Mr. Murrah stated that he will not be able to attend.

- ***February 9, 2017 – DCEDC & Staff Headshots and Group Portrait; Duncanville City Council Chambers.***

Ms. James reported that Staff hired a photographer to take DCEDC Board Members and Staff portraits for the new Website. Staff will send out a reminder regarding times, dress, etc.

- ***TEDC Economic Development Sales Tax Workshop:***
 - ***August 25, 2017 – Hilton Garden Inn, Abilene, TX; or***
 - ***October 27, 2017 – Hampton Inn, Mesquite, TX.***

Ms. James reported that there are two local dates available for the TEDC Economic Development Sales Tax Workshops. The workshops include information about economic and community development in general and changes to the Economic Development Sales Tax Law.

Ms. James also reported that Staff and the DCEDC have been tasked to look at future opportunities with Main Station. Staff met with City Attorney Bob Hager. The Board will have an Executive Session next time and Mr. Hager will be in attendance. City Council wants very much for the Board to act.

ITEM NO. 13 ADJOURNMENT

The meeting was adjourned at 9:26 PM.

APPROVED:



BARRY GORDON
PRESIDENT

ATTEST:



CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR