



**DUNCANVILLE COMMUNITY AND  
ECONOMIC DEVELOPMENT CORPORATION (DCEDC)  
REGULAR MEETING  
BRIEFING ROOM, DUNCANVILLE CITY HALL  
203 E. WHEATLAND RD., DUNCANVILLE, TX  
JANUARY 11, 2018 @ 6:30 PM**

***\*DCEDC MISSION STATEMENT\****

***TO SERVE AS A CATALYST FOR COMMUNITY DEVELOPMENT AND ECONOMIC OPPORTUNITY THAT ENHANCES THE COMPETITIVENESS OF DUNCANVILLE AND INCREASES PROPERTY VALUES, SALES TAX REVENUES, JOB OPPORTUNITIES AND QUALITY OF LIFE.***

**AGENDA**

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**CALL TO ORDER**

**INVOCATION**

1. CITIZEN'S PUBLIC FORUM.
2. CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE BOARD MEETING HELD ON DECEMBER 14, 2017.
3. RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.
4. RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.
5. RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.
6. RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE BUDGET STATUS REPORT.
7. RECEIVE AND CONSIDER APPROVAL OF THE 2017 DCEDC ANNUAL REPORT.
8. RECEIVE AND DISCUSS THE 2018 DCEDC COMMUNITY ENHANCEMENT PROGRAM.
9. DISCUSS AND CONSIDER CHANGING THE DCEDC BOARD MEETING DAY AND TIME.
10. EXECUTIVE SESSION.

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.072 – Deliberations about Real Property, to deliberate the purchase, exchange, lease, or value of real property.

- DISCUSS REAL PROPERTY GENERALLY LOCATED WEST OF SH 67, SOUTH OF I-20, EAST OF CEDAR RIDGE ROAD, AND NORTH OF WHEATLAND RD.

11. RECONVENE INTO OPEN SESSION.

12. TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.

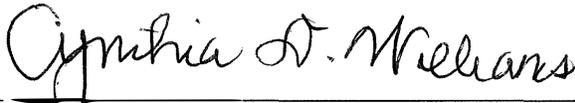
13. RECEIVE STAFF AND BOARD REPORTS

- RECEIVE UPDATE ON THE TIF.
- RECEIVE BUSINESS AND EVENTS ACTIVITY UPDATES.
- IMPORTANT DATES
  - MAYOR'S STATE OF THE CITY ADDRESS AND AWARDS OF EXCELLENCE
    - HILTON GARDEN INN
      - JANUARY 18, 2018 – 6:00 PM
  - TOWN HALL MEETING
    - D.L. HOPKINS, JR. SENIOR CENTER
      - JANUARY 23, 2018 – 6:00 PM

## ADJOURNMENT

**POSTED BY MONDAY**

**JANUARY 8, 2018 BY 5:00 PM**



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**CYNTHIA WILLIAMS**  
**ECONOMIC DEVELOPMENT COORDINATOR**

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*Members of the City Council, including a possible quorum, might be present in the audience and some of the City Council members might make comments or participate in the discussion as audience members. There will be no deliberation, vote, or action by the City Council.*

*The City of Duncanville does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. If you have a request for services that will make this program accessible to you, please contact the City of Duncanville at least 72 hours in advance at (972) 780-5012. (TDD Access 1-800-RELAY-TX)*

*Pursuant to section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this meeting room with a handgun that is carried openly.*

*De conformidad con la sección 30.07 del código penal (prevaricación por licenciario con una arma de mano llevada abiertamente), una persona con licencia bajo el subcapítulo h, capítulo 411, código de gobierno (ley de licencias para portar armas), no pueden entrar a la sala de reuniones con una arma de mano que se practica abiertamente.*

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# AGENDA BACKGROUND

## ITEM NO. 1

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Citizen's Public Forum.

**BACKGROUND/HISTORY:**

The Duncanville Community and Economic Development Corporation Bylaws provide there be a Public Forum as part of the regular meetings. The purpose of the Public Forum is to allow public comment to be made by citizens regarding Board matters. The format of the Public Forum is subject to the President's discretion. When recognized to speak, the citizen is asked to please state his/her name and address for the record. Comments will be limited to two minutes per speaker.

Citizens wishing to speak on a Public Hearing Agenda item shall not address the Board during the Public Forum. Time is allowed for proponents and opponents to speak on a public hearing item during the set Public Hearing.



# AGENDA BACKGROUND

## ITEM NO. 2

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Consider Approval of the DCEDC Minutes for the Board Meeting Held on December 14, 2017.

**BACKGROUND/HISTORY:**

Copies of the draft minutes for the Regular Meeting on December 14, 2017, are attached for review.

**ATTACHMENTS:**

DCEDC Minutes from Thursday, December 14, 2017.

**DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
REGULAR MEETING  
DECEMBER 14, 2017**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, December 14, 2017, at 6:30 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Barry Gordon	President
Steve Dial	Vice President
Grady Smithey	Board Member
Dr. Matt Murrah	Board Member
Derwin Broughton	Board Member

Board Members not in attendance:

Dr. Terry Smith	Board Member
Dave Galbraith	Board Member

City Council Members President: There were no City Council Members present.

Staff Present: City Manager Kevin Hugman, Economic Development Director Jessica James, and Economic Development Coordinator Cynthia D. Williams

The meeting was called to order by President Gordon at 6:30 PM.

Dr. Murrah offered the Invocation.

***ITEM NO. 1. CITIZEN'S PUBLIC FORUM.***

No citizen's spoke during Citizen's Public Forum.

***ITEM NO. 2 HOLD ELECTIONS FOR THE PRESIDENT AND VICE PRESIDENT DCEDC OFFICES.***

Mr. Smithey made a motion to re-elect Mr. Gordon as President, seconded by Mr. Broughton the vote passed unanimously.

Dr. Murrah made a motion to re-elect Mr. Dial as Vice President, seconded by Mr. Smithey, the vote passed unanimously.

***ITEM NO. 3. CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON NOVEMBER 9, 2017.***

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

***ITEM NO. 4 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.***

Ms. James reported that Mr. Anderson will provide an update to the Board at the next DCEDC Meeting. The Board did authorize Mr. Anderson to be in attendance once a quarter. At this time, Staff is not aware of any changes that have taken place at Main Station.

Mr. Gordon noted that the report does show an outstanding debt of \$1.457 million dollars on the outstanding loan, and monthly payments of \$4,700 indicated in the submitted financials to the Board.

***ITEM NO. 5 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.***

Ms. James reported comparing month-to-month from this period compared to the same time last year, Duncanville is up 4.92%. Overall, year-to-date, Duncanville is up 6.84%. Staff continues to incorporate the other cities in the Summary at the Board's request.

***ITEM NO. 6 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.***

Ms. James reported that Staff would like to review Agenda Items No. 6 and 7 together since they go hand in hand. Line 33 on the Report shows \$28,500 for MD Multi Services, LLC (Dallas Heart and Vascular). That was a grant approved back in 2013. Unfortunately, when the FY 2017 - 2018 Budget was passed by City Council, it did not include this amount. Staff originally thought that the building was going to be finished last year; however, it was not. Staff did not anticipate having to carry over that \$28,500, but the EDC does because MD Multi Services, LLC just received the green tag on their building shell. This does need to be included in the budget as the Board has already approved the grant.

Ms. James, as reported at last month's meeting, reminded the Board that in the next month to two months the Board can expect to see some changes in those close out numbers for last fiscal year. Finance is closing out the year, and those numbers are subject to change.

EDC's net profit at this point shows a loss of \$41,554 for the current month. However, once the sales tax dollars catch up, that will change. EDC's fund balance is \$2.4 million dollars.

There were further questions/discussion.

Dr. Murrah made a motion to approve the DCEDC Monthly Budget Report as presented, seconded by Mr. Dial, the vote passed unanimously.

***ITEM NO. 7 CONSIDER APPROVAL OF AN AMENDMENT TO THE FY 17 – 18 DCEDC BUDGET TO INCLUDE THE PREVIOUSLY APPROVED GRANT TO MD MULTI SERVICES, LLC IN THE AMOUNT OF \$28,500.***

Dr. Murrah made a motion to approve the amendment to the FY 17 – 18 DCEDC Budget to include the previously approved grant to MD Multi Services, LLC in the amount of \$28,500, seconded by Mr. Broughton, the vote passed unanimously.

***ITEM NO. 8 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE BUDGET STATUS REPORT.***

Ms. James reported that Accounting and the Fieldhouse Staff monitor the Fieldhouse budget. The Fieldhouse is booked every weekend from now to the end of the year. Staff is still working on the façade renovations, and hope these improvements will increase the revenues as well as the branding. General Manager, Craig Brasfield will come back to the Board with an update when the renovations are complete.

There were further questions/discussion.

***ITEMNO. 9 RECEIVE AND DISCUSS REGIONAL RAIL AND EXPANSION OF PASSENGER RAIL SOUTH OF THE EXISTING WESTMORELAND DALLAS AREA RAPID TRANSIT STATION TO DUNCANVILLE.***

City Manager Kevin Hugman provided the Board with an update on the regional rail and expansion of passenger rail service in Duncanville. One of City Council's six major goals for the last two years has been to provide multi-mobile transportation in Duncanville. City Council had their retreat again this year, about six weeks ago, and revisited those six goals to discuss keeping, tweaking, or changing those goals. City Council made a few changes, but that is still one of the major goals. City Council recognizes that that is a longer-term objective that will not be achieved immediately. Staff is working on trying to initiate some discussions. The Best Southwest Partnership has a transportation subcommittee. The Best Southwest Partnership encompasses many of the cities in the Best Southwest. Each city has different needs. That has been one of the discussions. The Partnership cannot advocate one city over the other. Marcus Knight, Mayor of Lancaster, heads that committee. The committee is looking at a few different options. On November 2, 2017, Staff and members of City Council attended the Proposed Improvements to I-635/I-20 from US 80 to SH 161 - Public Meeting in Cedar Hill, Texas. One of the panelist was Michael Morris, Director of Transportation – NCTCOG. He discussed perhaps NCTCOG working with Burlington Northern with some type of rail option such as a rail system running twice a day. Mr. Hugman and Greg Porter, City Manager of Cedar Hill, Texas spoke with Mr. Morris, but to date, have not received a response back. Both cities do plan to keep pressuring Mr. Morris. The Best Southwest is also working with NCTCOG to address the transportation issue within the Best Southwest, and this is still very high on the City of Duncanville's radar.

There were further questions/discussion.

***ITEM NO. 10 CONSIDER APPROVING A RESOLUTION EXPRESSING SUPPORT FOR REGIONAL RAIL AND EXPANSION OF PASSENGER RAIL SOUTH OF THE EXISTING WESTMORELAND DALLAS AREA RAPID TRANSIT STATION TO DUNCANVILLE.***

Mr. Gordon read the proposed resolution to the Board. Mr. Smithey made a motion to approve a resolution expressing support for regional rail and expansion of passenger rail south of the existing Westmoreland Dallas Area Rapid Transit Station to Duncanville, seconded by Mr. Dial, the vote passed unanimously.

***ITEM NO. 11 DISCUSS AND CONSIDER APPROVAL OF A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC), APPROVING AN AMENDMENT TO THE BYLAWS BY AMENDING ARTICLE IV (FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS), SECTION 4 (PARTICIPATION IN BOARD MEETINGS).***

Mr. Gordon reported that the Board deferred action on this Agenda Item at the last DCEDC meeting because the full board was not in attendance. Even though, there is greater participation tonight, there are a couple of members not in attendance. After discussion, the Board agreed to continue to move forward with consideration and discussion tonight.

Mr. Gordon read the Current and Proposed Bylaws for Article IV (Functional Corporate Duties and Requirements), Section 4 (Participation in Board Meetings) to the Board.

**Current Bylaws:**

ARTICLE IV  
FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

SECTION 4. PARTICIPATION IN BOARD MEETINGS.

The City Manager, Secretary, Mayor and Councilmembers, shall have the right to take part in any discussion of the Board, or committees thereof, including attendance of executive sessions, but shall not have the power to vote in any meetings attended.

**Proposed Bylaws:**

ARTICLE IV  
FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

SECTION 4. PARTICIPATION IN BOARD MEETINGS.

The City Manager, Secretary, Mayor, and Councilmembers, shall have the right to attend and take part in any discussion of the Board, or committees thereof, except executive sessions, unless specifically invited by the Board of Directors, but shall not have the power to vote.<sup>1</sup>

fn 1. The Attorney General of the State of Texas has ruled that only members of the governing body, to wit: The DCEDC, have the inherent right to participate or to be included in a closed executive session (Attorney General Opinion No. JC-0375 (2001) and Attorney General Opinion GA-0277 (2004)). There was further questions/discussion.

Mr. Smithey made a motion to approve the proposed changes to the DCEDC Bylaws for Article IV (Functional Corporate Duties and Requirements), Section 4 (Participation in Board Meetings), seconded by Mr. Dial, the vote passed unanimously.

Ms. James noted this agenda item will go before City Council for final approval, and will include the City Attorney's Footnote regarding the proposed change.

***ITEM NO. 12 EXECUTIVE SESSION.***

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.072 – Deliberations about Real Property, to deliberate the purchase, exchange, lease, or value of real property.

- RECEIVE AND DISCUSS APPROVAL OF RAIL ROAD FLATS PROPERTY.

The Board began Executive Session at 7:32 PM.

**ITEM NO. 13 RECONVENE INTO OPEN SESSION.**

The Board reconvened into Open Session at 7:53 PM.

**ITEM NO. 14 TAKE ANY NECESSARY OR APPROPRIATE ACTION BECAUSE OF CLOSED EXECUTIVE SESSION.**

The Board took no action.

**ITEM NO. 15 RECEIVE STAFF AND BOARD REPORTS.**

- **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 questions and discussion.

- **IMPORTANT DATES.**
  - **DCEDC BOARD PHOTOS.**
    - **JANUARY 11, 2018 – 6:00 PM**

Staff will schedule January 11, 2018 to take Board photos.

**ADJOURNMENT**

*The meeting adjourned at 8:15 PM.*

**APPROVED:**

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**BARRY GORDON  
PRESIDENT**

**ATTEST:**

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**CYNTHIA D WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR**



# AGENDA BACKGROUND

## ITEM NO. 3

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive and Discuss the Main Station Duncanville LTD's Monthly Financials, as well as Duncanville Real Estate Updates.

**BACKGROUND/HISTORY:**

The Main Station Duncanville LTD's monthly statements will be provided to you at the meeting. Mr. Anderson will be in attendance to provide an update to the Board.



# AGENDA BACKGROUND

**ITEM NO. 4**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive and Discuss City Sales and Use Tax Comparison Summary.

**PRESENTED BY:**

Economic Development Director Jessica James

**BACKGROUND/HISTORY:**

The City has not yet received the Sales and Use Tax Report from the State Comptroller. The comparison summary will be provided to the Board at the meeting for review and discussion. The report will be provided earlier if it becomes available.



# AGENDA BACKGROUND

## ITEM NO. 5

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive and Consider Approval of the DCEDC Monthly Budget Report.

**PRESENTED BY:**

Economic Development Director Jessica James

**BACKGROUND/HISTORY:**

Jessica James, Economic Development Director, will present the DCEDC Monthly Budget Report to the Board at the meeting.



# AGENDA BACKGROUND

**ITEM NO. 6**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive and Discuss the Duncanville Fieldhouse Budget Status Report.

**PRESENTED BY:**

Economic Development Director Jessica James

**BACKGROUND/HISTORY:**

Jessica James, Economic Development Director, will present the Duncanville Fieldhouse Budget Status Report to the Board at the meeting.



# AGENDA BACKGROUND

## ITEM NO. 7

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive and Consider Approval of the 2017 DCEDC Annual Report.

**BACKGROUND/HISTORY:**

The DCEDC presents a yearly annual report to the City Council, which highlights the activities of the Board and the Economic Development Department.

**ATTACHMENT(S):**

A copy of the 2017 DCEDC Annual Report will be provided to the Board at the meeting.



# AGENDA BACKGROUND

## ITEM NO. 8

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive and Discuss the 2018 DCEDC Community Enhancement Program (CEP).

**BACKGROUND/HISTORY:**

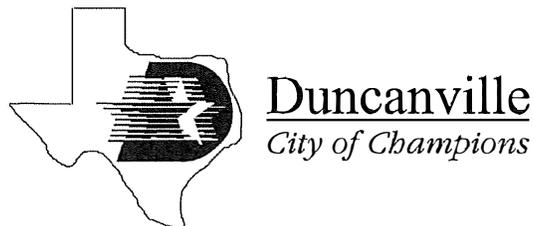
Per the DCEDC Bylaws, the DCEDC must adopt a yearly Community Enhancement Program that includes the goals set by the Board for the year.

**ATTACHMENT(S):**

A copy of the 2017 DCEDC CEP is attached. The proposed 2018 CEP will be provided to the Board at the meeting.

DCEDC  
Community  
Enhancement Program

2017



**Vision Statement:** To be a progressive City with a thriving business environment, high quality of life, and a strong sense of community.

**Mission Statement:** To serve as a catalyst for community development and economic opportunity that enhances the competitiveness of Duncanville and increases property values, sales tax revenues, job opportunities, and quality of life.

**The Corporation is Committed to the Following:**

- Ethics:** Qualities of honesty, integrity, fairness & impartiality will govern the conduct of the Board.
- Judgement:** The decisions made and actions taken will reflect favorably on the Board, City Council, and the City of Duncanville.
- Responsibility:** Members will carry out their tasks in a professional manner that reflects favorably on the Board, City Council, and the City of Duncanville.
- Unity of Purpose:** Interaction with citizens and staff will present a cohesive, unified and positive image of the Corporation.
- Disclaimer:** Nothing within this Community Enhancement Program delegates to anyone the authority or power that is alone vested in the DCEDC through its Bylaws and State law. The DCEDC will approve a yearly budget for expenditures and any amendments to the budget will be approved by the DCEDC Board as well as the City Council.

## **Short Term Goals and Objectives**

(Goal numbers listed below correlate with the goals and objectives established by the Board during its 2015 Retreat.)

### **1.0 Retain and support the existing businesses in the Town**

#### **Objective**

- A. Develop and Implement a Business Retention and Expansion Program (BREP)

### **3.0 Update and / or enhance economic development policies and plans**

#### **Objective**

- A. Develop Redevelopment Plan / Policy
- B. Support progress on Master Plan development

### **4.0 Enhance the marketing / promotion efforts of the Town**

#### **Objective**

- A. Attract new businesses that generate sales taxes
- B. Identify opportunities for new businesses and market appropriately
- C. Develop and implement a Marketing Plan

### **5.0 Enhance administration, management and reporting efforts**

#### **Objective**

- A. Develop “short-list” of E.D. metrics
- B. Complete the 2015 Retreat and implement objectives
- C. Continue CMO/Director involvement with the Board
- D. Present Goals & Objectives Summary to Council for discussion
- E. Engage Board Members in E.D. programs

### **6.0 Increase the education and training of Staff and Board Members**

#### **Objective**

- A. Provide training on the E.D. process
- B. Identify and develop Board Member skills

### **7.0 Enhance relationships with partners, allies and stakeholders**

#### **Objective**

- A. Develop plans to enhance sustainable diversity in businesses
- B. Continue efforts to enhance relationships with City Council / Staff / Board Members
- C. Support Council’s Engagement Plan
- D. Support “small-town” community events & facilities
- E. Support Neighborhood Vitality Commission
- F. Continue engagement of Workforce Commission

## **Long Term Goals and Objectives**

(Goal numbers listed below correlate with the goals and objectives established by the Board during its 2015 Retreat.)

### **2.0 Provide public infrastructure to support business development**

#### **Objective**

- A. Enhance visibility of commercial uses along corridors
- B. Work with comp plan to help meet its suggested needs for city development

### **4.0 Enhance the marketing / promotion efforts of the Town**

#### **Objective**

- D. Review and develop the appropriate identity
- E. Develop community “buy-in” regarding DCEDC efforts
- F. Develop awareness programs for DEDC successes
- G. Embrace continued marketing of the “City of Champions” brand

### **6.0 Increase the education and training of Staff and Board Members**

#### **Objective**

- C. Continue Board education on E.D.
- D. Continue training on roles & responsibilities

### **7.0 Enhance relationships with partners, allies and stakeholders**

#### **Objective**

- G. Engage and support the efforts of Keep Duncanville Beautiful



# AGENDA BACKGROUND

**ITEM NO. 9**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Discuss and Consider Changing the DCEDC Board Meeting Day and Time.

**PRESENTED BY:**

Economic Development Director Jessica James

**BACKGROUND/HISTORY:**

There was input from some Board Members during the last meeting to consider changing the day and time.



# AGENDA BACKGROUND

**ITEM NO. 10**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**  
Executive Session.

**BACKGROUND/HISTORY:**

The DCEDC shall convene into closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate the sale, purchase or exchange of real property.

- DISCUSS REAL PROPERTY GENERALLY LOCATED WEST OF SH 67, SOUTH OF I-20, EAST OF CEDAR RIDGE ROAD, AND NORTH OF WHEATLAND RD.



# AGENDA BACKGROUND

**ITEM NO. 11**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Reconvene into Open Session.

**BACKGROUND/HISTORY:**

After closed session, the Board shall reconvene into an open session prior to adjournment and shall make specific disclosures of actions that were taken in closed session.



# AGENDA BACKGROUND

**ITEM NO. 12**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Take any Necessary or Appropriate Action as A Result of Closed Executive Session.

**BACKGROUND/HISTORY:**

The Board will take any necessary action in Open Session as a result of Executive Session.



# AGENDA BACKGROUND

**ITEM NO. 13**

**MEETING DATE:** Thursday, January 11, 2018

**TITLE:**

Receive Staff and Board Reports.

- Receive Update on the TIF.
- Receive Business and Events Activity Updates.
- Important Dates
  - Mayor's State of the City Address and Awards of Excellence
    - Hilton Garden Inn
      - January 18, 2018 – 6:00 PM
    - Town Hall Meeting
      - D.L. Hopkins, Jr. Senior Center
        - January 23, 2018 – 6:00 PM

**PRESENTED BY:**

Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:**

Staff will provide the Board with a TIF update.

Ms. James will present the DCEDC Business and Events Activity Updates to the Board at the meeting. The Business and Events Activity Updates are presented monthly to provide progress reports, development updates, and business updates.

Staff and the Board will discuss upcoming events.

**ATTACHMENT(S):**

- City of Duncanville's Certificate of Occupancy – Applications Received for the Month December (EDC)
- City of Duncanville's Certificate of Occupancy – Certificates Issued for the Month of December (EDC)



**City of Duncanville's  
Certificate of Occupancy - Applications  
Received - WEEKLY (EDC)  
Month of December, 2017**

Project Description	Project Start Date	Short Address	Tenant Name	Square Footage	Applicant Name	Applicant/Tenant Business Number	Reason for Application
Medical Office	12/04/2017	408-B E Camp Wisdom Rd.	Medex Family Health Clinic	1,850	Francisca Aninye		New Occupancy
barber shop	12/08/2017	603 E Hwy 67 Suite # 101	The Prophet's Corner	1,200	Christopher Knight	(405) 882-1867	New Occupancy
used car sales and mechanic shop	12/11/2017	214 Woodhaven Blvd. Suite # B	GC Motor Auto Sales	2,500	Gary Adams	(214) 938-5752	New Occupancy
state inspection and auto mechanic repair	12/12/2017	214 Woodhaven Blvd. Suite # A	JT Mack Auto Care LLC	2,000	Jimmie McNeal	(469) 802-6585	New Occupancy
Insurance Sales & Service	12/15/2017	214 S Main St. Suite # 101-C	Fry-Integra Insurance Services	1,082	Todd Fry	(972) 296-9786	Change of Location
barber and beauty salon	12/20/2017	211 S Cedar Ridge Dr. Suite # 211	KMS Glam Studio	1,200	KEARA STANLEY	(214) 601-5416	New Occupancy
storage for cars	12/22/2017	1303 Alexander Ave. Suite # C	Personal Storage	1,250	Eric Ealba	(214) 779-4591	New Occupancy
Fast Food Pizza Bakery-change in ownership	12/29/2017	402 E Wheatland Rd.	Domino's	1,750	Brian Bailey	(575) 637-3030	Change of Ownership
Pharmacy	12/29/2017	700 S Cockrell Hill Rd. Suite # 188	vacant	1,538	Adekunle Tometi	(972) 283-5757	New Business
<b>TOTALS:</b>	Square Footage:		<b>14,370.00</b>	(Avg.: 1,596.67)			
	Total Projects:		<b>9</b>				



**City of Duncanville's  
Certificate of Occupancy - Certificates  
Issued - MONTHLY (EDC)  
Month of December, 2017**

Project Description	CO Issue Date	Short Address	Tenant Name	Square Footage	Applicant Name	Reason for Application
Non Profit church offices with meeting/training rooms and recording studio (Occupancy Load: Recording/Training Room = 77; Recording Studio = 12; Kids Room = 18; Office = 3; Reception Area = 6) MAX OCCUPANCY LOAD: 116)	12/22/2017	134 N Main St.	Amistad Cristiana Internacional, Inc.	4,376	Mary Garza	New Occupancy
Insurance Sales office.	12/22/2017	118 W Camp Wisdom Rd.	Baja Insurance	1,213	Judy Lovelady	New Business
Dental Office	12/22/2017	403 W Wheatland Rd.	Minty Smiles	1,464	Syed Ighal	Change of Location
Retail Business-Kitchen Accessories.	12/22/2017	1427 Oak Ridge Dr. Suite # C	Agape Cooking System	1,400	Leonard Coronel	New Occupancy
Medical Office-Sub Lease	12/22/2017	726 S Cockrell Hill Rd.	Oakland Medical Services- Capstone Pain and Spine	3,750	William Moore	New Business
Barbershop ( Change in Location)	12/22/2017	101 W Camp Wisdom Rd. Suite # A	Top Notch Barbershop	800	Esteban Campos	Change of Location
Fast Food Restaurant	12/22/2017	626 S Cedar Ridge Dr.	Wing Factory, LLC	1,250	Gerard Haynes	New Business
Use Auto Sales	12/22/2017	714 Spaceway Dr.	XYZ Auto Sales	4,000	Juan Serrano	Change of Location
Barbershop and Beauty Salon	12/22/2017	124 E Hwy 67	Persona Lounge	1,400	Melvin Taylor	Change of Location
Equipment Storage and Office for Commercial and	12/22/2017	1126 S Cedar Ridge Dr. Suite # 111	LFO Contractors, LLC	1,800	Luis F. Olvera	New Occupancy

Industrial Mechanical Insulation.						
Funeral Home- (Change of Ownership)	12/22/2017	200 W Center St.	David Clayton & Sons Funeral Home	7,512	Terry Edgar	Change of Ownership
Retail Store/non-perishabl food	12/22/2017	111 S Cedar Ridge Dr. Suite # 120	Maxx Save	22,695	Arleen Macias	New Business
Medical Office	12/22/2017	210 S Main St. Suite # 5	P D Laws & Associates, LLC	1,316	Phyllis D Laws-Dukes	Business Expansion

<b>TOTALS:</b>	Square Footage:	<b>52,976.00</b>	(Avg.: 4,075.08)
	Total Projects:	<b>13</b>	
	CO's Issued:	<b>13</b>	