

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
JANUARY 11, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, January 11, 2018, 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
Dave Galbraith	Board Member

Board Members not in attendance:

Dr. Terry Smith	Board Member
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City Council Members Present: There were no City Council Members present.

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

Guest Present: Monte Anderson, CEO & President (Options Real Estate Investments, Inc.)

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

Mr. Galbraith offered the Invocation.

ITEM NO. 1. CITIZEN'S PUBLIC FORUM.

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

ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE BOARD METING HELD ON DECEMBER 14, 2017.

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

ITEM NO. 3. RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.

Mr. Anderson reported that it is pretty much business as usual at Main Station, except that the property is in the best health condition than it has ever been. The financials show \$87,000 in cash in the bank. That is before paid taxes, which were just under \$70,000. Main Station is paying an extra \$2,000 a month toward principal reduction, and then roughly gathering an extra \$2,000 a month also in addition to

that. Main Station might increase that amount if it keeps going like this. Main Station has no capital expenditures anticipated, and are 100 percent occupied. Mr. Anderson reported that he is not sure how long the Design Studio Committee (Inner.space) will stay at Main Station. He gave the Committee a year to figure out the direction they want to go; however, he believes they will never be able to pay rent. Inner.space has been good for the property, and it is fun to have them around. Main Station needs to go ahead and lease that space, which would add another \$12 – \$15 thousand dollars a year.

The Board had further questions and discussion.

ITEM NO. 4 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported that the submitted Summary appears to show an error comparing month-to-month from this period compared to the same time last year. It shows both percentages at 4.59%. Staff will address this issue, and bring it back to the Board at the next meeting.

ITEM NO. 5 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that the EDC collected \$199,750 in sales tax. Year-to-date, the EDC is at \$201,674. In terms of activity, the EDC is at \$10,431. That was one of the main expenditures, which covers miscellaneous expenses, some travel, insurance, and salaries. The Report also shows the \$5,000 paid to Leon Miller Commercial Properties, \$2,718 for Beautification efforts, and the \$28,500 paid to MD Multi-Services LLC (Dallas Heart and Vascular). The Total Expenditures for EDC are \$53,775 and that leaves a net profit of \$145,975.

Mr. Galbraith made a motion to approve the DCEDC Monthly Budget Report as presented, seconded by Mr. Smithey, the motion passed unanimously.

ITEM NO. 6 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE BUDGET STATUS REPORT.

Ms. James reported that Staff has not had a chance to review the numbers in debt with the Fieldhouse General Manager. However, she would be happy to answer any questions the Board may have.

ITEM NO. 7 RECEIVE AND CONSIDER APPROVAL OF THE 2017 DCEDC ANNUAL REPORT.

Ms. James presented the 2017 DCEDC Annual Report to the Board and welcomed any input from the Board. The 2017 DCEDC Annual Report as well as the 2018 DCEDC Community Enhancement Program will be presented to City Council. Ms. James reviewed the total dollars approved for Economic Development projects by the Board during 2017, which totaled \$309,401. She explained these dollars did include both incentive projects and Design Incentive Grants. In addition, Ms. James highlighted that the \$1,130,432 total dollars were approved for community development projects.

The Board had further questions and discussion regarding the 2017 DCEDC Annual Report. Staff will bring this Report back to the Board at the next meeting with the Board's suggested changes.

ITEM NO. 8 RECEIVE AND DISCUSS THE 2018 DCEDC COMMUNITY ENHANCEMENT PROGRAM.

Ms. James presented the 2018 DCEDC Community Enhancement Program to the Board and reported to the Board that this is another item that must be completed on a yearly basis per the Bylaws of the Corporation. Staff will make one presentation to City Council to include the Annual Report and the Community Enhancement Program.

The Board had further questions and discussion regarding the 2018 DCEDC Community Enhancement Program. Staff will bring the 2018 DCEDC Community Enhancement Program back to the Board at the next meeting with the Board's suggested changes, and the Board will also hold a public hearing.

ITEMNO. 9 DISCUSS AND CONSIDER CHANGING THE DCEDC BOARD MEETING DAY AND TIME.

Ms. James reported that at the DCEDC's last meeting, some Board Members suggested moving the date and time of the DCEDC meeting to another day.

After further discussion and consideration, Dr. Murrah made a motion to move the DCEDC meetings to the second Monday of the month at 6:00 PM, seconded by Mr. Galbraith, the motion passed unanimously.

ITEM NO. 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.

- RECEIVE AND DISCUSS APPRAISAL OF RAIL ROAD FLATS PROPERTY.

The Board began Executive Session at 9:17 PM.

ITEM NO. 11 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 9:34 PM.

ITEM NO. 12 TAKE ANY NECESSARY OR APPROPRIATE ACTION BECAUSE OF CLOSED EXECUTIVE SESSION.

The Board took no action.

ITEM NO. 13 RECEIVE STAFF AND BOARD REPORTS.

- ***RECEIVE UPDATE ON THE TIF.***

Ms. James provided the Board with an update on the TIF to include it's 2017Annual Report.

- ***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**
 - **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

The meeting adjourned at 9:53 PM.

APPROVED:



**BARRY GORDON
PRESIDENT**

ATTEST:



**CYNTHIA D WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**