

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
APRIL 16, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, April 16, 2018, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Barry Gordon	President
Steve Dial	Vice President
Derwin Broughton	Board Member
Dave Galbraith	Board Member
Dr. Terry Smith	Board Member

Board Members not in attendance:

Grady Smithey	Board Member
Dr. Matt Murrah	Board Member

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

Staff Present: Economic Development Director, Jessica James; Parks Superintendent, Timothy Hamilton; 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 6:05 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 MEETING HELD ON MARCH 19, 2018.

Mr. Dial made a motion to approve the minutes with corrections to Item No. 8 and Item No. 10. The motion was seconded by Mr. Broughton, and 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 has been pretty much business as usual. He continues to put an additional \$2,000 a month towards the principal payment, which is in the Budget. The rent roll has not changed.

ITEM NO. 4 RECEIVE AND DISCUSS THE 2018 MAIN STATION DUNCANVILLE, LTD'S BUDGET.

Mr. Anderson reported that on the first page of the Budget, the "Other R & M-Non-Recoverable", increased from \$350 to \$14,000 for the month of August. The reason for the increase is to have work performed on water proofing of some parts of the building, which will take place sometime between now and August. This is needed because of water penetrations around the caulk.

On the last page, "Changes in Balance Sheet Accounts – Change in Mortgages Payable", Mr. Anderson reported that the \$4,600 principal payment includes the \$2,000 mentioned in Item No. 3.

Mr. Anderson also reported on the Design Studio Group. He has given the Group a rental rate of \$1 per month. However, he needs to decide what he will do, and if he wants to go another year with the Group.

The Board had further questions/discussion.

Mr. Anderson will forward Staff his Amortization Schedule.

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

Ms. James reported that Year-to-Date, Duncanville is up 3%, and comparing last month to the same time last year, the City is up 4.83%. The trend of continuing to see that increase, and stay at an increase, has been consistent throughout the year. There is no anticipation that the weather this month will have an impact.

The Board had further questions/discussion.

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

Ms. James reported that Staff made the modification/adjustment that the Board approved at the last meeting. Line Item Number 42 did not populate to the Year-to-Date column on the Report last month. That number has been adjusted. The \$95,139 for Net Profit is correct.

For the current month for sales tax collections, the EDC is at \$190,803. The EDC (Activity) includes office supplies, miscellaneous supplies that were attributed to the Flavor of Duncanville as well as the 2018 R.E.D. Summit, some renewed memberships, salaries, and benefits. Beautification includes the planting change outs seen throughout the community. The Board will start to see some trash service clean up in that line item as well. The Total Expenditures for the month equal \$34,954 with a Net Profit of \$155,849. Staff still anticipates that for sales tax revenue, the EDC should still have about 1.7 million coming in over the next few months to round out the year. Staff anticipates that the EDC should have a fund balance around 1.2 million at the end of this year. However, if the EDC does a large project, that number will be a lot lower.

The Board had further questions/discussion.

The City is in the budget process right now. Staff will review the proposed FY 18-19 Budget with the Board either in May or June.

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

ITEM NO. 7 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.

Ms. James gave the Board a minute to review the current report and to see if the Board Members had any questions.

The Board had further questions/discussion to include the General Manager's recent Quarterly Report to City Council and customer service issues one Board member experienced.

ITEM NO. 8 RECEIVE UPDATE ON WEITZMAN GROUP FAÇADE AND ARCHITECTURAL IMPROVEMENT INCENTIVE GRANT.

Ms. James reported that Staff visited with the shopping center owner after the Board approved the grant. Unfortunately, Weitzman is looking at different fence options and Staff does not anticipate them accepting the grant.

The Board had further questions/discussion.

ITEM NO. 9 DISCUSS AND CONSIDER CHANGING THE DCEDC BOARD MEETING DAY AND TIME.

Ms. James discussed moving the date of the Board meeting from the third Monday to the fourth Monday of the month. There are other schedules and meetings that conflict with the third Monday.

The Board had further questions/discussion regarding if the date worked for the Board members. The Board members agreed to move the meeting to the fourth Monday of the month.

However, the Board will meet on Tuesday, May 29, 2018, at 6:00 PM. as the fourth Monday falls on Memorial Day.

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.

- DISCUSS REAL PROPERTY GENERALLY LOCATED WEST OF SH67, SOUTH OF I-20, EAST OF CEDAR RIDGE ROAD, AND NORTH OF WHEATLAND RD.

Ms. James reported that Staff does not have any further information to report at this time. Therefore, the Board did not go into Executive Session. Staff will provide a status update to the Board as soon as there is information to report. Because of this, the Board will forgo item 11 and 12.

ITEM NO. 11 RECONVENE INTO OPEN SESSION.

The Board did not go into Executive Session. See Item No. 10.

ITEM NO. 12 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.

The Board did not go into Executive Session. See Item No. 10.

ITEM NO. 13 RECEIVE STAFF AND BOARD REPORTS.

Timothy Hamilton, Parks Superintendent, provided the Board with a presentation on the Park Department's beautification efforts, which are funded by the DCEDC budget. Mr. Hamilton's presentation specifically addressed the sustainable plantings line item in the budget and how the Parks Department is striving to achieve this goal of the DCEDC. He provided pictures of the different plantings.

The Board had further questions/discussion.

- **RECEIVE BUSINESS AND EVENTS ACTIVITY UPDATES.**

Ms. James reported that Sarah Chadderdon, North Central Texas Council of Governments Project Manager, will provide City Council with a briefing of the Mobility 2045 Plan at the next City Council meeting. Staff will receive direction from City Council on creating a resolution of support for the plan. Ms. James noted that is one of the Board's goals and she encouraged the Board to attend the briefing.

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/discussion.

- **IMPORTANT DATES/UPCOMING EVENTS.**

- TxDOT I-20 Service Road Sound Wall Public Meeting
 - April 24, 2018, 6:30 PM, D.L. Hopkins, Jr. Senior Center
- City Elections
 - May 5, 2018, 7:00 AM – 7:00 PM, Polling Venues
- 2018 National Police Memorial Day
 - May 15, 2018, 10:00 AM – 10:30 AM, Duncanville Police Station

ADJOURNMENT

The meeting adjourned at 8:32 PM.

APPROVED:



**STEVE DIAL
PRESIDENT**

ATTEST:



**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**