

**DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
REGULAR MEETING MINUTES  
SEPTEMBER 24, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, September 24, 2018, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Steve Dial	President
Derwin Broughton	Vice President
Dave Galbraith	Board Member
Dr. Terry Smith	Board Member
Grady Smithey	Board Member

Board Members not in attendance:

Dr. Matt Murrah	Board Member
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Board Member vacancies:

One (1)

City Council Members Present: District 4; Mark Cooks

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

The Meeting was called to order by President Dial at 6:05 PM.

Mr. Broughton 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 REGULAR MEETING HELD ON AUGUST 27, 2018.***

Mr. Galbraith made a motion to approve the DCEDC Minutes for the Regular Meeting held on August 27, 2018, as presented, seconded by Mr. Smithey, the vote passed unanimously.

***ITEM NO. 3 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.***

Ms. James reviewed the City Sales and Use Tax Comparison Summary with the Board. Comparing last months to the same time last year, the City is up 16.84%. Year-to-date, for the current period, the City is up 8.55% from the previous year. For the last three months, the City has seen that steady increase.

The Board had further questions/discussion.

***ITEM NO. 4 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.***

Ms. James reported that the EDC received \$255,547 in sales tax revenues. Total expenditures for the month of August was \$39,819, which left the EDC with a net profit of \$215,728. The EDC is still making up for the purchase of the Toyota Property. Year-to-date, the EDC is at \$190,517. That does not include the Fund Balance of the EDC. The EDC expenditures, from what was projected, are slightly higher because of the purchase of that property. The EDC will probably end the year closer to \$1.9 million in Fund Balance compared to what was projected.

The EDC had some economic development activity, which included some minor office supply purchases as well as costs associated with salaries. The EDC had the standard transfer to the general fund, and beautification efforts, which is \$11,383. The EDC does have the last payment for the debt service for the park bonds and that equals just over \$7500.

The Board had further questions/discussion.

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

***ITEM NO. 5 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.***

Ms. James reported that the Duncanville Fieldhouse Staff anticipates being in the black at the end of the fiscal year. In comparing the years, the big expenses seen by Staff are salaries; however, Staff has also seen an increase in sponsorships as well.

Ms. James gave the Board time to review the Report.

On September 20, 2018, the Duncanville Fieldhouse Staff along with the Chamber of Commerce hosted the Fun After Five event at the Fieldhouse. Staff highlighted some of the different activities/programs offered at the Fieldhouse.

The Board had further questions/discussion.

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

Ms. James reported that Mr. Anderson provided all the paperwork on the monthly financials for the Board's review. Ms. James gave the Board time to review the report and will take back to him any questions.

The Board had further questions/discussion for Staff.

***ITEM NO. 7 HOLD A PUBLIC HEARING REGARDING A PROPOSED INCENTIVE FROM THE DCEDC TO COX FARMS NURSERY, LLC IN AN AMOUNT NOT TO EXCEED \$22,975 TO ASSIST WITH THE FUNDING OF DRY STACK FIRE HYDRANTS, WHICH ARE REQUIRED BY THE CITY TO OPERATE THE GREENHOUSES.***

Ms. James commented that Mr. Cox provided Staff with updated quotes from all the companies, which Staff passed out to the Board. The quotes did not go down; there was a slight increase on one of the quotes. Staff provided the Board copies of the new as well as the old quotes. Even though there was an increase in one of the quotes, that does not change the amount already approved by the Board.

President Dial opened the Public Hearing at 6:25 PM. There were no citizens for the Public Hearing.

The Board had further questions/discussion.

Mr. Smithey made a motion, seconded by Mr. Galbraith to close the Public Hearing.

President Dial closed the Public Hearing at 6:34 PM.

***ITEM NO. 8 CONSIDER APPROVAL OF A REVISED 2018 – 2019 DCEDC BUDGET TO INCLUDE THE \$22,975 INCENTIVE TO COX FARMS NURSERY, LLC TO ASSIST WITH THE FUNDING OF DRY STACK FIRE HYDRANTS, WHICH ARE REQUIRED BY THE CITY TO OPERATE THE GREENHOUSES.***

Mr. Smithey made a motion to approve to amend the FY 2018 – 2019 DCEDC Budget to include the \$22,975 incentive grant awarded to Cox Farms Nursery, LLC during the August 27, 2018, Board meeting, seconded by Mr. Galbraith, motion passed unanimously.

***ITEM NO. 9 RECEIVE STAFF AND BOARD REPORTS:***

- ***RECEIVE AN UPDATE ON THE NANCE PROPERTY.***

Ms. James reported that the Nance Property has been placed on the market, and that the family has a representative listing that property. It is just over 19 acres. The family is looking at all possible options. There is a developer interested in developing a small industrial park on the property. Ms. Nance would like to keep her property until she passes. The family is asking approximately \$4.00 a square foot. Staff will keep the Board abreast.

The Board had further questions/discussion.

- ***RECEIVE AN UPDATE ON VILLAGE TECH SCHOOL.***

Mr. Smithey asked Staff for an update on the traffic flow issues. Staff will meet with Public Works and provide the Board with an update.

- ***RECEIVE AN UPDATE ON THE DCEDC PRESIDENT AND VICE PRESIDENT ELECTIONS.***

Ms. James reported that after the interviews and the selection of the new candidates, the Board will hold elections for the DCEDC President and Vice President.

The Board had further questions/discussion.

- ***RECEIVE AND DISCUSS OPTIONS FOR DEMOGRAPHIC SOFTWARE.***

Ms. James reported that Staff met with a representative from ESRI last week. She will go back and visit with her staff to see what other options are available to the EDC.

The Board had further questions/discussion.

- **RECEIVE BUSINESS AND EVENTS ACTIVITY UPDATES:**
  - *CERTIFICATE OF OCCUPANCY – APPLICATIONS RECEIVED – MONTHLY (EDC) MONTH OF AUGUST 2018.*
  - *CERTIFICATE OF OCCUPANCY – CERTIFICATES ISSUED – MONTHLY (EDC) MONTH OF AUGUST 2018.*

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/UPCOMING EVENTS:**
  - Economic Development Sales Tax Workshop, September 28, 2018, 8:00 AM – 4:00 PM, Hyatt Place, 5101 N. President George Bush Hwy., Garland, TX 75040
  - Concert in the Park, September 29, 2018, 6:00 PM – 8:00 PM, Armstrong Park at Dusk
  - National Night Out (NNO), October 2, 2018, 5:00 PM – 8:00 PM, Duncanville Recreation Center
  - MASCO Cabinets Manufacturing Day Open House, October 5, 2018, 9:30 AM – 3:00 PM, 520 Big Stone Gap Rd., Duncanville, TX 75137
  - Heart of Duncanville 5K, October 13, 2018, 8:00 AM – 11:00 AM, Ben Franklin Apothecary
  - Sweep it Out Saturday, October 13, 2018, 8:00 AM – 1:00 PM, James Collins Blvd.
  - 2018 Smokin' Blues & BBQ Festival, October 19, 2018, 12:00 Noon – 11:00 PM, Armstrong Park
  - 2018 Smokin' Blues & BBQ Festival, October 20, 2018, 7:00 AM - 11:00 PM, Armstrong Park
  - Lace Up Against Domestic Violence, October 21, 2018, 2:00 PM – 5:00 PM, Red Bird Skateland
  - BOO Bash 2018, October 26, 2018, 7:00 PM – 9:00 PM, Duncanville Recreation Center
  - Tail Waggin' Tutors, October 29, 2018, 2:00 PM – 3:00 PM, Library Programming Room

#### **ADJOURNMENT**

*The meeting adjourned at 7:39 PM.*

**APPROVED:**




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**STEVE DIAL**  
**PRESIDENT**

**ATTEST:**




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**CYNTHIA D. WILLIAMS**  
**ECONOMIC DEVELOPMENT COORDINATOR**