



**DUNCANVILLE COMMUNITY AND  
ECONOMIC DEVELOPMENT CORPORATION (DCEDC)  
REGULAR MEETING  
MEETING ROOMS, DUNCANVILLE PUBLIC LIBRARY  
201 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116  
DECEMBER 10, 2018 @ 6:00 PM**

*\*DCEDC MISSION STATEMENT\*  
TO SERVE AS A CATALYST FOR COMMUNITY DEVELOPMENT  
AND ECONOMIC OPPORTUNITY.*

**AGENDA**

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**CALL TO ORDER**

**INVOCATION**

1. CITIZEN'S PUBLIC FORUM.
2. INTRODUCTION OF NEW DCEDC BOARD MEMBERS.
3. CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON OCTOBER 29, 2018.
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 SPORTS FACILITY FINANCIAL STATUS REPORT.
7. RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.
8. RECEIVE AND DISCUSS THE 2019 MAIN STATION DUNCANVILLE, LTD BUDGET.
9. HOLD ELECTIONS FOR THE PRESIDENT AND VICE PRESIDENT DCEDC OFFICES.
10. REVIEW AND DISCUSS BOARD MEMBER ATTENDANCE AND RESPONSIBILITIES.
11. HOLD A PUBLIC HEARING REGARDING A PROPOSED INCENTIVE FROM THE DCEDC TO OBADIAH, INC. DBA IDEAL FLOORS IN AN AMOUNT NOT TO EXCEED \$6,081.50 TO ASSIST WITH PAINTING AND SIGNAGE FOR THE PROPERTY LOCATED AT 1010 N. DUNCANVILLE RD., DUNCANVILLE, TX.
12. RECEIVE AND CONSIDER APPROVAL OF AN INCENTIVE REQUEST BY OBADIAH, INC. DBA IDEAL FLOORS IN THE AMOUNT OF \$6,081.50 FOR PAINTING AND SIGNAGE FOR THE PROPERTY LOCATED AT 1010 N. DUNCANVILLE RD., DUNCANVILLE, TX.
13. RECEIVE AND CONSIDER AMENDING AND ADOPTING THE CITY OF DUNCANVILLE AND DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC)

POLICY STATEMENT AND GUIDELINES FOR ECONOMIC DEVELOPMENT GRANTS AND TAX ABATEMENTS TO INCLUDE THE COMMERCIAL DEMOLITION/REBUILD PROGRAM.

14. EXECUTIVE SESSION.

In accordance with the 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 OBADIAH, INC. DBA IDEAL FLOORS GRANT REQUEST.

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 PROPERTY GENERALLY LOCATED EAST OF CLARK ROAD, WEST OF US HIGHWAY 67, AND SOUTH OF WHEATLAND ROAD.
- DISCUSS RAIL ROAD FLATS.

15. RECONVENE INTO OPEN SESSION.

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

17. RECEIVE STAFF AND BOARD REPORTS.

- RECEIVE AN UPDATE ON THE DCEDC PROPERTY LOCATED AT 730 E. INTERSTATE 20 OR I-20 FRONTAGE RD.
- RECEIVE AN UPDATE ON VILLAGE TECH SCHOOLS.
- RECEIVE AN UPDATE ON OPTIONS FOR DEMOGRAPHIC INFORMATION.
- RECEIVE BUSINESS AND EVENTS ACTIVITY UPDATES.
  - CERTIFICATE OF OCCUPANCY - APPLICATIONS RECEIVED – MONTHLY (EDC) MONTH OF OCTOBER, AND NOVEMBER 2018.
  - CERTIFICATE OF OCCUPANCY - CERTIFICATES ISSUED – MONTHLY (EDC) MONTH OF OCTOBER AND NOVEMBER 2018.
- IMPORTANT DATES/UPCOMING EVENTS.
  - PAWS & READING TUTORS, DECEMBER 15, 2018, 2:00 – 3:00 PM, LIBRARY PROGRAMMING ROOM.
  - DISTRICT 4 LUNCH & LEARN WITH COUNCIL MEMBER COOKS, DECEMBER 27, 2018, 11:30 AM – 1:00 PM, LUBY'S CAFETERIA, DUNCANVILLE, TX.

**ADJOURNMENT**

**POSTED BY TUESDAY,  
DECEMBER 6, 2018 BY 5:00 PM**



**CYNTHIA D. 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.*



# AGENDA BACKGROUND

ITEM NO. 1

**MEETING DATE:** Monday, December 10, 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:** Monday, December 10, 2018

**TITLE:** Introduction of New DCEDC Board Members.

**BACKGROUND/HISTORY:** Ms. James will introduce the new DCEDC Board Members.



# AGENDA BACKGROUND

**ITEM NO. 3**

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Consider Approval of the DCEDC Minutes for the Regular Meeting held on October 29, 2018.

**BACKGROUND/HISTORY:** Copies of the draft minutes for the Regular Meeting on October 29, 2018.

**ATTACHMENT(S):** Draft DCEDC Regular Meeting Minutes from October 29, 2018.

**DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
REGULAR MEETING MINUTES  
OCTOBER 29, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, October 29, 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
Dr. Matt Murrah	Board Member

Board Members not in attendance:

All Board Members were in attendance.

Board Member vacancies:

One (1)

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

The Meeting was called to order by President Dial at 6:04 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 THANK YOU TO OUTGOING DCEDC BOARD MEMBERS.***

The Board presented Dr. Murrah and Mr. Smithey with a token of appreciation for their dedication and service to the DCEDC Board.

***ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON SEPTEMBER 24, 2018.***

Mr. Galbraith made a motion to approve the DCEDC Minutes for the Regular Meeting held on September 24, 2018, as presented, seconded by Mr. Smithey. The vote was cast 5 for, 1 abstained.

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

Ms. James reported that Sales tax collections for October sales (December payment) show an increase of 10.70% over the same period last year, and an overall increase for FY 18 sales tax collections of 8.75% over FY 17 sales tax revenue. Staff had some concerns that the rain could have an impact on sales tax; however, it did not.

The Board had further discussions.

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

Ms. James noted for the Board that both the DCEDC Monthly Budget Report, and the Duncanville Fieldhouse Sports Facility Financial Status Report are marked "UNAUDITED". She reported that it takes 30 – 60 days for the City to close out the fiscal year, and that these numbers will potentially change based on some expenditures that will come in after this report.

The EDC Sales tax revenue for September totaled \$227,896, and the interest income totaled \$2,060. The ED activity included salaries, some dues and subscriptions, and travel and transportation expenses. The EDC also had contract services charges for the logo portion that the EDC budgeted for over a year ago. The KDB had \$375 in expenses, and Beautification had \$9,720 in expenses. That leaves the EDC with expenditures totaling \$36,739, closing the month out with \$193,217 in net profit. The year-to-date total does include the purchase of the Toyota Property, which leaves the EDC with an ending total of \$385,722. This total does not include the Fund Balance. Staff will bring that information back to the Board at the next DCEDC meeting.

Again, these are unaudited numbers.

Dr. Murrah 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. 6 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.**

Ms. James reported that Staff initially projected that the Fieldhouse would end the fiscal year \$25,000 in the black. However, the Fieldhouse will end the fiscal year with a loss of \$14,544. There were sponsorships that were supposed to be in the totals, but the City did not receive them in time to close out the fiscal year budget. The contracts/agreements have been signed, but the Fieldhouse cannot recognize revenue not yet received.

The Fieldhouse Staff will make a presentation at the next City Council meeting. Richard Summerlin, Finance Director, and Craig Brasfield, General Manager of the Fieldhouse, will be in attendance and provide further discussion about the Fieldhouse Budget.

The Board had further questions/discussion.

***ITEM NO. 7 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.***

Ms. James reported that the Board has the Financials for review. At the August 27, 2018, DCEDC meeting, Mr. Anderson spoke to the Board regarding proposals he has in mind for Main Station. He is still attempting to move forward with his proposals, and at some point this information will come back to the Board for input.

The Board had further discussions.

***ITEM NO. 8 RECEIVE AND DISCUSS CROWDFUNDING FOR SMALL STARTUP COMPANIES PRESENTATION.***

Ms. James introduced Mr. John Lowe; Principal at NextSeed. NextSeed creates new opportunities for businesses and everyday investors to grow together as well as crowdfunding for small businesses. Staff met him at a BISNOW Conference in September and invited him tonight to explain what his company can potentially offer startup businesses in Duncanville.

The Board had further questions/discussion.

Mr. Lowe will provide Staff with a couple of references.

***ITEM NO. 9 RECEIVE AND DISCUSS 2018 BOND INFORMATION.***

Ms. James reported that the Assistant City Manager planned to be here tonight to provide an update to the Board; however, could not because of a conflicting meeting. He did want to make sure that the Board had the Proposed 2018 Bond Program Information Guide, which explains the details of the Bond.

Ms. James reported that Staff will take back any questions the Board might have and present them to the Assistant City Manager. Staff can provide answers to those questions to the Board via email.

The Board had further discussion.

***ITEM NO. 10 RECEIVE STAFF AND BOARD REPORTS:***

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

Ms. James reported that the Nance property is still for sale, and there are developers interested. The Soccer Plaza, located at 1415 S. Alexander Ave. is looking at some of the property.

The Board had further questions/discussion.

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

Ms. James reported that Village Tech Schools is working with the Duncanville Police Department and they have a new stacking order for the cars. Village Tech is also putting down temporary gravel to assist with this new traffic plan. The hope is that this will alleviate some of the traffic concerns. The school is also working with the parents.

The Board had further questions/discussion.

- **RECEIVE AN UPDATE ON OPTIONS FOR DEMOGRAPHIC SOFTWARE.**

Ms. James reported that the ESRI representative went back and visited with her staff to see what other options were available to the EDC. At this point, ESRI does not have any options.

Staff will be contracting with a third party. Catalyst is one company the Staff is considering as they can provide the data the EDC needs. Staff will be able to utilize their contacts as well. Catalyst assisted the City with our Comprehensive Plan.

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

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:**
  - Tail Waggin' Tutors, November 12, 2018, 2:00 PM – 3:00 PM (Recurring Event), Library Programming Room.
  - Thanksgiving Camp – 2018, November 19 – 23, 2018, 7:30 AM - 6:00 PM, Duncanville Recreation Center.
  - District 4 Lunch & Learn with Council Member Cooks, November 22, 2018, 8:00 AM - 5:00 PM (Recurring Event) – for more information contact Council Member Cooks at [mcooks@duncanville.com](mailto:mcooks@duncanville.com) or 972.974.7643.
  - DCEDC Regular Meeting, November 27, 2018, 6:00 PM, City Council Briefing Room.

#### **ADJOURNMENT**

*The meeting adjourned at 7:47 PM.*

**APPROVED:**

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**STEVE DIAL  
PRESIDENT**

**ATTEST:**

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**CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR**



# AGENDA BACKGROUND

**ITEM NO. 4**

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive and Discuss City Sales and Use Tax Comparison Summary.

**PRESENTED BY:** Director of Economic Development, Jessica James

**BACKGROUND/HISTORY:** The City Sales and Use Tax Comparison Summary for November 2018 is attached for the Board's review. The City has not received the Sales and Use Tax Report from the State Comptroller for December 2018. Staff will provide the December 2018 comparison summary to the Board at the meeting for review and discussion, or earlier if it becomes available.

STATE OF TEXAS  
 COMPTROLLER OF PUBLIC ACCOUNTS - CITY SALES AND USE TAX COMPARISON SUMMARY - November 2018

County/City	Rate	Net Payment	Comparable Payment	% Change	2018 Payments	2017 Payments	% Change
<b>Dallas</b>							
Addison	1.00%	\$ 1,294,332.03	\$ 1,150,889.96	12.46%	\$ 14,951,964.10	\$ 12,645,954.67	18.24%
Balch Springs	2.00%	\$ 701,586.90	\$ 668,348.93	4.97%	\$ 7,267,634.67	\$ 6,823,536.53	6.51%
Carrollton	1.00%	\$ 3,651,964.40	\$ 3,180,133.73	14.84%	\$ 36,914,042.53	\$ 33,567,977.90	9.97%
Cedar Hill	1.88%	\$ 1,419,934.72	\$ 1,332,125.01	6.59%	\$ 14,011,133.36	\$ 13,630,954.73	2.79%
Cockrell Hill	1.00%	\$ 43,639.00	\$ 35,424.67	23.19%	\$ 431,093.32	\$ 344,361.22	25.19%
Coppell	1.75%	\$ 3,506,025.69	\$ 3,286,624.51	6.68%	\$ 35,623,068.45	\$ 32,932,540.45	8.17%
Dallas	1.00%	\$ 27,783,917.70	\$ 26,463,334.45	4.99%	\$ 279,984,056.02	\$ 269,627,990.58	3.84%
De Soto	2.00%	\$ 1,298,006.09	\$ 1,124,565.76	15.42%	\$ 12,539,027.46	\$ 11,318,499.58	10.78%
Duncanville	2.00%	\$ 1,027,247.60	\$ 945,418.23	8.66%	\$ 9,992,946.38	\$ 9,189,105.44	8.75%
Farmers Branch	1.00%	\$ 1,282,484.45	\$ 1,277,266.60	0.41%	\$ 13,503,348.03	\$ 13,249,383.19	1.92%
Garland	1.00%	\$ 2,607,951.27	\$ 2,490,994.59	4.70%	\$ 26,415,169.61	\$ 26,321,952.13	0.35%
Glenn Heights	1.00%	\$ 60,795.62	\$ 50,404.57	20.62%	\$ 557,273.51	\$ 493,398.75	12.95%
Highland Park	1.00%	\$ 350,197.67	\$ 274,106.01	27.76%	\$ 3,717,767.70	\$ 3,178,924.35	16.95%
Hutchins	2.00%	\$ 219,226.12	\$ 251,400.12	-12.80%	\$ 2,382,960.65	\$ 2,329,257.09	2.31%
Irving	1.00%	\$ 6,370,891.18	\$ 6,111,286.59	4.25%	\$ 62,301,748.43	\$ 61,227,808.70	1.75%
Lancaster	2.00%	\$ 1,139,833.59	\$ 894,023.38	27.49%	\$ 10,654,489.38	\$ 9,121,686.49	16.80%
Mesquite	2.00%	\$ 4,094,432.36	\$ 4,198,190.62	-2.47%	\$ 40,497,985.41	\$ 40,434,017.83	0.16%
Richardson	1.00%	\$ 3,744,429.71	\$ 3,263,189.84	14.75%	\$ 34,459,892.79	\$ 33,122,952.17	4.04%
Rowlett	1.00%	\$ 775,093.83	\$ 653,830.35	18.55%	\$ 6,784,060.47	\$ 6,322,919.48	7.29%
Sachse	1.75%	\$ 295,676.62	\$ 419,138.99	-29.46%	\$ 2,615,581.24	\$ 2,566,879.42	1.90%
Seagoville	2.00%	\$ 346,114.89	\$ 285,415.48	21.27%	\$ 3,093,989.13	\$ 2,929,473.23	5.62%
Sunnyvale	2.00%	\$ 273,136.00	\$ 232,268.47	17.59%	\$ 3,053,056.09	\$ 2,392,866.85	27.59%
University Park	1.00%	\$ 470,955.34	\$ 544,248.37	-13.47%	\$ 3,957,650.15	\$ 3,879,813.32	2.01%
Wilmer	2.00%	\$ 361,952.12	\$ 332,422.49	8.88%	\$ 3,527,458.09	\$ 3,467,733.55	1.72%
<b>County Total</b>		<b>\$ 63,119,824.90</b>	<b>\$ 59,465,051.72</b>	<b>6.15%</b>	<b>\$ 629,237,396.97</b>	<b>\$ 601,119,987.65</b>	<b>4.68%</b>
<b>Tarrant</b>							
Bedford	2.00%	\$ 1,091,931.84	\$ 1,027,032.41	6.32%	\$ 10,310,183.05	\$ 9,594,232.38	7.46%
Hurst	1.50%	\$ 1,370,232.07	\$ 1,410,818.30	-2.88%	\$ 14,682,881.72	\$ 14,647,264.08	0.24%
Grand Prairie	1.75%	\$ 5,533,356.16	\$ 4,973,261.76	11.26%	\$ 53,464,451.06	\$ 49,592,396.08	7.81%
Grapevine	1.50%	\$ 3,584,303.89	\$ 3,607,104.57	-0.63%	\$ 39,008,609.98	\$ 37,386,622.97	4.34%
Southlake	1.88%	\$ 2,316,266.30	\$ 2,487,817.92	-6.90%	\$ 26,246,224.92	\$ 25,806,994.11	1.70%
Mansfield	2.00%	\$ 2,365,816.93	\$ 2,077,576.82	13.87%	\$ 21,794,527.53	\$ 20,058,779.26	8.65%
<b>Denton</b>							
Corinth	1.75%	\$ 279,010.09	\$ 279,238.86	-0.08%	\$ 2,558,444.48	\$ 2,463,167.30	3.87%
<b>Ellis</b>							
Midlothian	2.00%	\$ 992,186.85	\$ 743,219.90	33.50%	\$ 8,015,949.25	\$ 6,989,609.75	14.68%



# AGENDA BACKGROUND

ITEM NO. 5

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive and Consider Approval of the DCEDC Monthly Budget Report.

**PRESENTED BY:** Director of Economic Development, Jessica James

**BACKGROUND/HISTORY:** Ms. James, will present the DCEDC Monthly Budget Report to the Board at the meeting.



# AGENDA BACKGROUND

ITEM NO. 6

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive and Discuss the Duncanville Fieldhouse Sports Facility Financial Status Report.

**PRESENTED BY:** Director of Economic Development, Jessica James

**BACKGROUND/HISTORY:** Ms. James, will present the Duncanville Fieldhouse Sports Facility Financial Status Report to the Board at the meeting.



# AGENDA BACKGROUND

ITEM NO. 7

**MEETING DATE:** Monday, December 10, 2018

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

**PRESENTED BY:** Director of Economic Development, Jessica James

**BACKGROUND/HISTORY:** The Main Station Duncanville LTD's monthly statements will be provided to the Board at the meeting. Mr. Anderson will provide an update to the Board.



# AGENDA BACKGROUND

ITEM NO. 8

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive and Discuss the 2019 Main Station Duncanville, LTD Budget.

**BACKGROUND/HISTORY:** Mr. Anderson will provide an update to the Board.



# AGENDA BACKGROUND

ITEM NO. 9

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Hold Elections for the President and Vice President DCEDC Offices.

**BACKGROUND/HISTORY:** The President and Vice President Offices are elected in October. These offices hold a one-year term.



# AGENDA BACKGROUND

ITEM NO. 10

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Review and Discuss Board Member Attendance and Responsibilities.

**BACKGROUND/HISTORY:** The DCEDC Bylaws state that the directors must be present to vote at any meeting. Regular attendance at the Board meetings is required of all directors. The following number of absences shall constitute the basis for replacement of a director. Three (3) consecutive unexcused absences from meetings of the Board shall cause the position to be considered vacant. In addition, the position of any director who has four (4) unexcused absences in a twelve (12) month period shall be considered vacant.

Ms. James will review Board Member attendance and responsibilities with the Board.



# AGENDA BACKGROUND

ITEM NO. 11

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Hold a Public Hearing Regarding a Proposed Incentive from the DCEDC to Obadiah, Inc. dba iDeal Floors in an Amount Not to Exceed \$6,081.50 to Assist with Painting and Signage for the Property Located at 1010 N. Duncanville Rd., Duncanville, TX.

**BACKGROUND/HISTORY:** Generally, a Type B corporation must hold at least one (1) public hearing on a proposed project. In 2007, the Texas Legislature amended the Development Corporation Act applicable to Type B cities with a population of less than 20,000. A Type B corporation in a city with a population of less than 20,000 is not required to hold a public hearing if the proposed project is contained in Subchapter C of Chapter 501 of the Texas Local Government Code. Additionally, the Type B corporation must obtain city council approval of the expenditure. When required, a Type B corporation could conduct one (1) public hearing to consider several projects. Nonetheless, notice of the project or projects must be published in a newspaper of general circulation in the city. After the projects have been considered at a public hearing, as necessary, and once sixty (60) days have passed since the first published notice of the projects, the Type B corporation is authorized to make expenditures related to the projects.

Obadiah, Inc. dba iDeal Floors, will provide the Board with an overview of the business, which will include its number of employees, information regarding the proposed painting and signage for 1010 N. Duncanville Rd., Duncanville, TX, a summary of the upgrades needed, and the reason for the request of funds from the DCEDC.



# AGENDA BACKGROUND

ITEM NO. 12

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive and Consider Approval of an Incentive Request by Obadiah, Inc. dba iDeal Floors in the Amount of \$6,081.50 for Painting and Signage for the Property Located at 1010 N. Duncanville Rd., Duncanville, TX.

**PRESENTED BY:** Shawn Hames, Obadiah, Inc. dba iDeal Floors.

**BACKGROUND/HISTORY:** iDeal Floors was founded in 2011 in Duncanville, Texas and was formerly known as Big Bobs Flooring for over twenty years. At that time, the Hames family felt there was a need for quality flooring at a price that families could afford. They did not believe that families should have to choose between quality floors that would last and developed a product line that could cater to all price points.

**ATTACHMENT(S):** Additional detailed information will be provided during the Executive Session to review with the Board.



# AGENDA BACKGROUND

ITEM NO. 13

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive and Consider Amending and Adopting the City of Duncanville and Duncanville Community and Economic Development Corporation (DCEDC) Policy Statement and Guidelines for Economic Development Grants and Tax Abatements to Include the Commercial Demolition/Rebuild Program.

**BACKGROUND/HISTORY:** At the January 14, 2016, DCEDC meeting, the DCEDC adopted the current City of Duncanville and Duncanville Community and Economic Development Corporation (DCEDC) Policy Statement and Guidelines for Economic Development Grants and Tax Abatements with the current incentives.

The DCEDC Board budgeted \$100,000 for a new commercial Demolition/Rebuild Program, which will focus on repurposing distressed properties into their highest and best use. These incentives will be used to recruit new economic development to the community, allowing Duncanville to be more competitive with other cities.

In order for this program to officially begin, the Board must amend and adopt the current City of Duncanville and Duncanville Community and Economic Development Corporation (DCEDC) Policy Statement and Guidelines for Economic Development Grants and Tax Abatements to include the commercial Demolition/Rebuild Program.

**ATTACHMENT(S):** A current copy of the City of Duncanville Policy Statement and Guidelines for Economic Development Grants and Tax Abatements is attached for your review.

**CITY OF DUNCANVILLE  
POLICY STATEMENT AND GUIDELINES  
FOR  
ECONOMIC DEVELOPMENT GRANTS  
AND TAX ABATEMENTS**

**I. GENERAL PURPOSE AND OBJECTIVES**

The City of Duncanville is committed to the promotion and retention of high quality development in all parts of the City; and particularly for the enhancement of the Main Street Corridor, Camp Wisdom Rd., Cedar Ridge Dr., IH-20 Service Road Commercial Area, and US Hwy 67. Insofar as these objectives are generally served by the enhancement and expansion of the local economy, the City of Duncanville will, on a case-by-case basis, give consideration to providing grants and tax abatements as an incentive for economic development in Duncanville. It is the policy of the City of Duncanville that said consideration will be provided in accordance with the procedures and criteria outlined in this document. Nothing herein shall imply or suggest that neither the City of Duncanville nor the Duncanville Community and Economic Development Corporation (DCEDC) is under any obligation to provide a grant or tax abatement to any applicant. All applicants shall be considered on a case-by-case basis.

**II. DEFINITIONS**

- A. "Abatement" means the full or partial exemption of ad valorem taxes for eligible properties in a reinvestment zone designated as such for economic development purposes.
- B. "Agreement" means a contractual agreement between a property owner and a taxing jurisdiction for the purpose of tax abatement.
- C. "Base Year Value" means the assessed value of the applicant's property located in a designated reinvestment zone, on January 1 of the agreement year, plus the agreed upon value of property improvements made after January 1, but before execution of the agreement.
- D. "Economic Life" means the number of years a property improvement is expected to be in service in a facility.
- E. "Expansion" means the addition of buildings, structures, fixed machinery, or equipment to be in service in a facility.
- F. "Facility" means property improvements completed or in the process of construction, which together comprise an integral whole.

- G. "Modernization" means the replacement and upgrading of existing facilities, which increases the productive input or output, updates the technology, or substantially lowers the unit cost of operation, and extends the economic life of the facility. Modernization may result from the construction, alteration, or installation of buildings, structures, fixed machinery, or equipment. It shall not be for the purpose of reconditioning, repairing, refurbishing, or completion of deferred maintenance.
- H. "New facility" means a property previously undeveloped that is placed into service by means other than expansion or modernization.
- I. "Reinvestment Zone" is an area designated as such for the purpose of tax abatement as authorized by Texas Property Tax Code (V.T.C.A. TX '312.001 et seq).
- J. "Full Time Job" means employment is presumed to be at least 35 hours per week.
- K. "Cash Grant" is money given through a contractual performance or 380 agreement from the DCEDC or City to new, expanding, and relocating companies, which are planning to make a new investment in Duncanville.
- L. "Incentive" is any payment or concession used to stimulate business expansion, modernization, redevelopment, or attraction of new businesses.
- M. "Sales and Use Tax" means the City's 1.5% and the DCEDC's 0.5% sales and use tax.
- N. "Sales Tax Receipts" means the City's and DCEDC's receipts from the State of Texas from the collection of sales and use tax by Duncanville businesses.
- O. "Capital Cost" means fixed, one-time expenses incurred on the purchase of land, buildings, construction, and equipment used in the production of goods or in the rendering of services.

### **III. AUTHORIZATION**

Any request for a grant or tax abatement shall be reviewed and approved by the City Council. Duncanville Community and Economic Development Corporation (DCEDC) will make recommendations to the City Council when appropriate as set forth in the following document.

#### **IV. EVALUATION CRITERIA**

DCEDC's recommendations and the City Council's approval shall be based upon, but not necessarily limited to, a subjective evaluation of the following criteria, which each applicant will be requested to address in a narrative format.

##### Employment Impact

- How many jobs will be brought to Duncanville?
- What types of jobs will be created?
- What will the total annual payroll be?
- What will be the average salaries of the employees and management?

##### Fiscal Impact

- How much real and personal property value will be added to the tax rolls?
- How much direct sales tax and hotel occupancy tax will be generated?
- How will this project affect existing businesses and/or office facilities?
- What infrastructure construction would be required?
- What is the total annual operating budget of the facility?

##### Community Impact

- What effect will the project have on the local housing market?
- What environmental impact, if any, will be created by the project?
- How compatible is the project with the City's comprehensive plan?
- How compatible is the project with the Main Street Vision?
- Does the project follow sustainable development principles?

##### Additional DCEDC Considerations

- What funds are available to the DCEDC for the current year as well as future years?
- Does the project support the mission of the DCEDC?
- What other future projects are being proposed?

#### **V. TYPES OF INCENTIVES**

It is the policy of the City of Duncanville and DCEDC to provide economic development incentives on a case-by-case basis. The design of a total incentive package is intended to allow maximum flexibility in addressing the unique aspects of each applicant while enabling the City to better respond to the changing demands and needs of the community. The City and the DCEDC will consider providing any type of economic development incentives not prohibited by state or federal law including, but not limited to, tax abatements, cash in-lieu-of tax abatements, sales tax rebates, infrastructure grants, waiver of development fees, façade and architectural improvement grants, and grants for environmental remediation. Tax abatement and economic development incentives will be provided by contract with the applicant, and shall be subject to procedural and other requirements set forth in such contract as well as applicable federal, state and local law.

Nothing in these guidelines shall imply or suggest that neither the City nor the DCEDC is under any obligation to provide tax abatements or any economic development incentive to any applicant. All applicants will be considered on a case by case basis.

**VI. VALUE OF INCENTIVES**

After review of the application, for tax abatements and/or other economic development incentives, the City Council will determine whether it is in the best interests of the City of Duncanville to provide the incentive to the applicant. The City Council and/or DCEDC may consider criteria other than that set forth in these guidelines, including but not limited to, such matters as the relative degree to which the project/applicant furthers the goals and objectives of the community or meets or compliments a special need identified by the City or the DCEDC.

A. Tax Abatements

The subjective criteria outlined in Section IV will be used by the City Council in determining whether or not it is in the best interest of the city to offer a tax abatement to a particular applicant. Specific considerations will include the degree to which the individual project furthers the goals and objectives of the community, as well as the relative impact of the project.

Tax abatements will be available for both new facilities and structures and for expansion or modernization of existing facilities and structures per the table below.

Once a determination has been made that tax abatement should be offered, the eligible property and term of the abatement will be guided by referencing the following table; however, the following table is not controlling. The City Council has full power to determine eligibility and length of abatements on a case-by-case basis depending on the full circumstances.

**TAX ABATEMENT TABLE**

CAPITAL COST	OR	NEW FULL TIME JOBS CREATED	PERCENT OF ABATEMENT	MAXIMUM YEARS OF ABATEMENT
\$250,000-\$999,000		0-10	Up to 25%	1
\$1,000,000-\$2,500,000		11-20	Up to 50 %	3
\$2,500,001-\$5,000,000		21-40	Up to 55%	5
\$5,000,001-\$10,000,000		41-60	Up to 65%	5
\$10,000,001-\$25,000,000		61-80	Up to 70%	7
Over \$25,000,000		81-100	Up to 75%	10

B. Sales Tax Grants

For new Duncanville businesses or business expansions, the City and/or the DCEDC may contract with an applicant to provide an economic development incentive consisting of annual grants based on a percentage of the sales and use tax receipts received by the City and the DCEDC from the sale of taxable items. The City is authorized by Section 380.001, Local Government Code to provide such grants. The DCEDC is authorized by the Development Corporation Act to provide such grants.

The applicant by contract will be required to provide a sales tax certificate setting forth the applicant's collection of sales and use tax for the sale of taxable items at the applicant's Duncanville business for the previous ending twelve calendar month period, together with such supporting documentation as required by the City and the DCEDC.

Once a determination has been made that a sales tax grant should be offered, the sales tax grant shall be guided by referencing the following table; however, the following table is not controlling. The DCEDC will make a recommendation for a sales tax grant to City Council. The City Council will have final approval of the grant.

Sales tax grants are for a maximum period of five (5) years in an amount equal to a percentage of the received applicant's Duncanville sales tax receipts in accordance with the schedule below, provided there is a minimum of \$1 Million Dollars in taxable sales for each twelve calendar month ending period. The City and DCEDC may grant an option to renew the contract for an additional five (5) year period. Sales tax grants are paid in annual installments within ninety (90) days after the end of each twelve calendar month period following the issuance of the certificate of occupancy for the facility, or other commencement date if no certificate of occupancy is required.

<b>Taxable Sales</b>	<b>Percentage of Sales Tax Receipts</b>
1 Million Dollars	20%
2 Million Dollars	25%
3 Million Dollars	30%
4 Million Dollars	35%
5 Million Dollars	40%
6 Million Dollars	45%
7 Million Dollars	50%
8 Million Dollars or more	55%

C. Cost Participation in Infrastructure and Waiver of Development Fees

The City and/or the DCEDC may, by contract, agree to participate in the cost of the extension, construction, or reconstruction of public infrastructure necessary for the development of a project. In addition, the City may approve the waiver of permit and development fees. Grants will be screened by the incentive application submitted and a return on investment analysis.

D. Economic Development Cash Grants

The City and/or the DCEDC may, by contract, make available cash grants to new, expanding, and relocating companies which are planning to make a new investment in Duncanville. Grants will be screened by the incentive application submitted and a return on investment analysis. These grants may be used for facility renovation, site preparation, engineering studies, or any other use needed by a new, expanding or relocating business.

E. Freeport Exemption Incentive

The City Of Duncanville has not adopted the Freeport Exemption as provided by the Texas Constitution, Article VIII, Section 1-j and section 11.251 of the Tax Code. The City instead adopted a model form of the agreement. The City may grant a new business that relocates to the City of Duncanville an equivalent of the Freeport Exemption for its property if the business receives a Freeport Exemption from Dallas County and/or the Duncanville Independent School District. Under the form model, the City contracts with the applicant to provide an annual grant in the amount equal to the ad valorem taxes that the recipient would have received if the City had adopted the Freeport Exemption for the tax year. The City may condition the incentive upon the creation of employment, construction of improvements, certain development, continued operations for a stated period, or other public considerations.

F. Design Incentive Program

The Design Incentive Program was established to encourage redevelopment of maturing business corridors by providing financial resources to small business owners for exterior property improvements. The Program consists of four different grants including paint, signage, landscaping, and façade. In order to qualify for any one of these grants, a business owner or building owner must meet the general participation program requirements as well as the individual grant requirements. The DCEDC will evaluate each application and make recommendations to the City Council. The City Council will make the final approval on all grants.

### General Participation Requirements

1. Applicant's buildings must be subject to property taxes.
2. Non-profit entities and residential property do not qualify.
3. All applications must be submitted with three bids and one bid must be from a Duncanville business if service is offered locally.
4. Applications must be submitted and approved by the DCEDC and City Council before projects are started.
5. The approved project must be completed within six (6) months of City Council approval date, or the applicant will be required to present a project update to the DCEDC Board.
6. All projects must comply with all local ordinances and state and federal laws.
7. All applications must include rendering, swatches, and/or samples.

### Paint Grants

The Paint Grants were established to assist small business owners with refurbishing the exterior of a commercial building in need of fresh paint. The following details outline the grant specifics.

1. Grants may be approved for up to 70% of the lowest of the three bids, up to \$5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include: Supplies, cost to appropriately prepare surfaces of the building, and labor costs.
4. Only buildings that have been previously painted and need to be repainted qualify for a grant unless special circumstances arise, and then the DCEDC will evaluate the application on a case-by-case basis.
5. New construction projects are not eligible.
6. Buildings can only qualify every seven (7) years for a paint grant unless special circumstances arise and then the DCEDC will evaluate the application on a case-by-case basis.

### Signage Grants

Signage Grants were established to assist small existing business owners with the costs associated with replacing and updating nonconforming signs to the City's current standards, or new signs for existing businesses that have been at the current location for a minimum of one (1) year, or for new businesses that have been in business outside the city limits for a minimum of three (3) years.

1. Grants may be approved for up to 70% of the lowest of the three bids, up to \$5,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include: Sign, labor costs, sign permit fee.

### Landscape Grants

Landscape Grants were established to broaden the City's focus on curb appeal and encompass Duncanville's business corridors.

1. Grants may be approved for up to 70% of the lowest of the three bids up to \$6,000.
2. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved.
3. Eligible costs include: Materials, labor costs, permit/tap fees.
4. Plants must be non-annuals.
5. Drought tolerant and/or Texas native plants are encouraged.
6. Properties can only qualify every seven (7) years for a landscaping grant unless special circumstances arise and then the DCEDC will evaluate the application on a case-by-case basis.

### Façade and Architectural Improvement Grants

The DCEDC will consider all Façade and Architectural Improvement Grants on a case-by-case basis.

## **VI. NO INCENTIVES ARE AVAILABLE FOR PROJECTS THAT HAVE ALREADY STARTED**

## **VII. APPLICATION PROCEDURE**

Any person, organization, or corporation desiring the City or DCEDC consider providing tax abatements or other incentives to encourage location or expansion of operations within the city limits of Duncanville shall be required to comply with the following procedural guidelines. Nothing within these guidelines shall imply or suggest that City or DCEDC is under any obligation to provide a tax abatement or incentive in any amount or value to any applicant.

### **Preliminary Application Steps**

1. Applicant shall complete the attached “Economic Development Incentive Application.”
2. Applicant shall answer all application questions and provide additional information in a letter format.
3. Applicant shall prepare a plat showing the precise location of the property, all roadways within 500 feet of this site, and all existing land uses and zoning within 500 feet of the site.
4. If the property is described by metes and bounds, a complete legal description must be provided.
5. Applicant must complete the entire application and submit it to the Director of Economic Development, City of Duncanville, P.O. Box 380280, Duncanville, TX 75138-0280, or deliver it to 203 E. Wheatland, Duncanville, TX 75138.

### **Application Review Steps**

1. All information in the application package detailed above will be reviewed for completeness and accuracy. Additional information may be requested as needed.
2. The application will be distributed to the appropriate City departments for internal review and comments. Additional information may be requested as needed.
3. Once the Economic Development Department receives all needed information and it is determined the project qualifies for the consideration of an incentive, copies of the completed application and staff comments will be provided to the City Council and the DCEDC as specified in this policy.

### **Consideration of the Application**

1. The DCEDC may consider making a recommendation to the City Council for the consideration of Sales Tax Grants as outlined in this policy.

2. The City Council of Duncanville may consider a resolution calling a public hearing to consider the establishment of a tax reinvestment zone.
3. The Duncanville City Council may hold the public hearing and determine whether the project is “feasible and practical and would be of benefit to the land to be included in the zone and to the municipality”.
4. The Duncanville City Council may consider adoption of an ordinance designating the area description of the proposed project as a commercial/industrial tax abatement zone.
5. The Duncanville City Council may consider adoption of a resolution approving the terms and conditions of a contract between the City and the applicant as outlined in this policy.
6. The governing bodies of Duncanville Independent School District, Dallas County, and Dallas County Community College may consider participation in the tax abatement agreement between the City of Duncanville and the applicant.
7. Information provided to the City Council in connection with an application or request for tax abatement is confidential and not subject to public disclosure until the tax abatement agreement is executed.
8. If the tax abatement agreement is approved by the four taxing units, the City of Duncanville will send copies of said agreement to the Texas Department of Commerce and to the State Property Tax Board each April.

**Adopted:**  
**1/14/16 DCEDC**  
**2/2/16 City Council**



# AGENDA BACKGROUND

ITEM NO. 14

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Executive Session.

**BACKGROUND/HISTORY:** 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 OBADIAH, INC. DBA IDEAL FLOORS GRANT REQUEST.

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 PROPERTY GENERALLY LOCATED EAST OF CLARK ROAD, WEST OF US HIGHWAY 67, AND SOUTH OF WHEATLAND ROAD.
- DISCUSS RAIL ROAD FLATS.



# AGENDA BACKGROUND

ITEM NO. 15

**MEETING DATE:** Monday, December 10, 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. 16

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Take any Necessary or Appropriate Action Because of Closed Executive Session.

**BACKGROUND/HISTORY:** The Board will take any necessary action in Open Session because of Executive Session.



# AGENDA BACKGROUND

ITEM NO. 17

**MEETING DATE:** Monday, December 10, 2018

**TITLE:** Receive Staff and Board Reports.

- Receive an Update on the DCEDC Property Located at 730 E. Interstate 20 or I-20 Frontage Rd.
- Receive an Update on Village Tech Schools.
- Receive an Update on Options for Demographic Information.
- Receive Business and Events Activity Updates.
  - Certificate of Occupancy – Applications Received – Monthly (EDC) Month of October and November 2018 (Attached).
  - Certificate of Occupancy – Certificates Issued – Monthly (EDC) Month of October and November 2018 (Attached).
- Important Dates/Upcoming Events.
  - Paws & Reading Tutors, December 15, 2018, 2:00 – 3:00 PM, Library Programming Room.
  - District 4 Lunch & Learn with Council Member Cooks, December 27, 2018, 11:30 AM- 1:00 PM, Luby's Cafeteria, Duncanville, TX.

**PRESENTED BY:** Director of Economic Development, Jessica James

**BACKGROUND/HISTORY:** Ms. James will provide an update 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 important dates/upcoming events.

**ATTACHMENT(S):** Flyers of Important Dates/Upcoming Events.



City of Duncanville's  
**Certificate of Occupancy -  
 Applications Received - MONTHLY  
 (EDC)**  
 Month of October, 2018

Project Description	Project Start Date	Short Address	Tenant Name	Tenant Name / Contact	Square Footage	Total Fees	Applicant Name	Applicant/Tenant Business Number	Reason for Application
dental for special needs (change in name)	10/10/2018	107 N Cedar Ridge Dr. Suite # 100	Disability Dental Services	Disability Dental Services Phone: (972) 296-0101	3,495	\$7.50	Frank E Ford	(972) 296-1010	Change of Name
women's retail	10/15/2018	716 N Main St. Suite # C	Rose Gold South	Rose Gold South Phone: (214) 682-8893	1,000	\$75.00	Shakayla Crawford		New Occupancy
Restaurant Equipment Sales (change in ownership)	10/16/2018	633 E Hwy 67 Suite # B	4 Your Convenience Appliances	4 Your Convenience Appliances Phone: (318) 200-4975	3,000	\$122.00	LaKeith Hall		Change of Ownership Change of Name
<b>TOTALS:</b>									
	Square Footage:	<b>7,495.00</b>		(Avg.: 2,498.33)					
	Total Projects:	<b>3</b>							
	Total Fees:								<b>\$204.50</b>



City of Duncanville's  
**Certificate of Occupancy - Certificates  
 Issued - MONTHLY (EDC)**  
 Month of October, 2018

Project Description	CO Issue Date	Short Address	Tenant Name	Square Footage	Applicant Name	Reason for Application
Insurance Sales & Service	10/04/2018	214 S Main St. Suite # 101-C	Fry-Integra Insurance Services	1,082	Todd Fry	Change of Location
Fast Food Pizza Bakery- change in ownership	10/01/2018	402 E WHEATLAND RD	Domino's	1,750	Brian Bailey	Change of Ownership
auto repair and detail	10/01/2018	214 Woodhaven Blvd. Suite # # N	Figueroa Fausto	1,260	Fausto Figueroa	New Occupancy
apartment complex (change of ownership)	10/09/2018	800 Link Dr.	TMIF 800 Link LP	358,312	Yanira Mendoza	Change of Ownership
restaurant	10/11/2018	1540 S Clark Rd.	Celia's Cocina	2,800	Shawn Hayes	New Occupancy
personal storage	10/08/2018	1142 S Cedar Ridge Dr. Suite # B	Sergio Sanchez (Personal Storage)	1,600	Sergio Sanchez	New Occupancy
draperies, re-upholstery, and repair of broken furniture (change in ownership)	10/23/2018	424 N Main St.	Draperies, Upholstery By Bonilla	5,000	Sara Bonilla	Change of Ownership
physical therapy services	10/04/2018	607 S Cedar Ridge Dr. Suite # 102	ATI Physical Therapy	2,031	Louis Morello	New Occupancy
child development/ CPR Training for Adult Learners (training facility)	10/01/2018	219 S Cedar Ridge Suite # 219	The Key Is Me	3,920	Pictra Payne	New Occupancy
beauty and barber salon	10/10/2018	428 N Main St.	Eccentric Elegance Studio	1,000	Mavel Hanson	New Occupancy
restaurant	10/23/2018	630 Oriole Blvd.	Nick's Pizza & Pasta	1,632	Mefat Gjocaj	New Occupancy
church	10/11/2018	610 N Cedar Ridge Dr.	Nueva Vida/New Life Assembly	11,586	Vicente Delgado Jr	New Occupancy
dentist office	10/11/2018	1459 Acton Ave.	Absolute Smile	1,639	Terry Do	New Occupancy

			Dental Duncanville			
home health care agency office	10/08/2018	607 N Cedar Ridge Suite # 102	VCP Home Health Care Agency Inc	11,880	Phina Emuakhagbon	New Occupancy
therapy office, office only	10/09/2018	326 E Camp Wisdom Rd.	Dynamic Therapy Service DBA Life Skills Center for	4,200	Telese Clarke	New Occupancy
BEAUTY	10/23/2018	444 E Hwy 67	NU Impression	1,300	Sharonda Allen	Change of Ownership
food pantry	10/11/2018	202 W Center St. Suite # C-D	Southwest Harvest Church Bethlehem House	400	Reba Sharp	Change of Location
hair removal salon	10/11/2018	210 S Main Suite # 27	Uniq Radiance	353	Sheniqua Ned	New Occupancy
General automotive services - mechanic shop, state inspections	10/01/2018	107 Carder St. Suite # A	Duncanville Automotive Service	3,000	Walter Posadas	Replacement
Type 2 Service Restaurant (change in ownership, change in name)	10/11/2018	434 E Hwy 67	Hardaway Enterprise LLC DBA Smokin' BBQ	2,750	Laboore Michelle Terrell	Change of Ownership Change of Name
auto repair shop	10/08/2018	1414 N Main Suite # C	Castaloma Auto Repair	1,250	Carlos Moises Castaneda	New Occupancy
retail sales of apparel - clothes, hats, millinery, accessories	10/11/2018	928 S Cedar Ridge Dr. Suite # A	Eleganza Boutique	1,400	Olivia James	New Occupancy
custom t shirt shop	10/23/2018	1206 S Main St.	Graphic Factory	1,400	Manuel Fernando Gomez Nevarez	New Occupancy

**TOTALS:**

Square Footage:	<b>421,545.00</b>	(Avg.: 18,328.04)
Total Projects:	<b>23</b>	
CO's Issued:	<b>23</b>	



**City of Duncanville's  
Certificate of Occupancy -  
Applications Received - MONTHLY  
(EDC)**

**Month of November, 2018**

Project Description	Project Start Date	Short Address	Tenant Name	Tenant Name / Contact	Square Footage	Total Fees	Applicant Name	Applicant/Tenant Business Number	Reason for Application
FSQR LLC (Kentucky Fried Chicken) - Fast Food (change of ownership)	11/06/2018	243 S Cedar Ridge Dr.	Kentucky Fried Chicken	Kentucky Fried Chicken Phone: (913) 428-3635	1,800	\$75.00	Alan Schultz		Change of Ownership
CPR Training Company - CPR Training and First Aid Training	11/07/2018	402 W Wheatland Rd. Suite # 128	Absolute CPR Training	Absolute CPR Training Phone: (469) 254-5346	300	\$75.00	Michele Gomez	(469) 254-5346	New Occupancy
non profit clinic and resource office (change in ownership and name); suite #662 is for storage only	11/07/2018	650 Big Stone Gap Rd.	Living Choice	Living Choice Phone: (972) 572-1633	6,550	\$75.00	Jamie Stanley	(972) 572-1633	Change of Ownership Change of Name
art graphics studio	11/08/2018	606 Oriole Blvd. Suite # 202 Bldg. B	Body Banger Art Studio	Body Banger Art Studio Phone: (214) 577-2648	708	\$75.00	Lovodges Heggins	(214) 577-2648	New Occupancy
Apartment Complex (change in ownership)	11/08/2018	713 W Center	Parkwood Plaza Townhomes	Parkwood Plaza Townhomes Phone: (972) 224-1096	78,400	\$75.00	Joseph Kemp	(972) 224-1096	Change of Ownership
convenience store (change in ownership)	11/08/2018	615 S Main St.	7 Eleven Convenience Store #24039J	7 Eleven Convenience Store #24039J Phone: (214) 321-8200	2,000	\$75.00	Tessa Llaoa	(214) 321-8200	Change of Ownership
day hab for individuals with dependent disabilities	11/12/2018	707 Center Ridge Dr.	Family Faith Day Hab	Family Faith Day Hab Phone: (972) 523-5043	5,900	\$75.00	LaTonia Jennings		Change of Location
computer	11/13/2018	125 W	Tex Star	Tex Star	2,800	\$75.00	Randall		New

repair services and auto sales		Fairmeadows Dr.	Computers, Inc./XYZ Auto Sales	Computers, Inc./XYZ Auto Sales Phone: (972) 298-9596			Eubank & Juan Serrano		Occupancy
resell of printing and promotional items	11/13/2018	214 S Main St. Suite # 102-A & B	Proforma A-Z Specialites	Proforma A-Z Specialites Phone: (972) 709-0015	2,618	\$75.00	Sherry Kennedy	(972) 709-0015	Business Expansion
HEALTHCARE OFFICE (office only)	11/14/2018	1106 S Santa Fe Trl. Suite # 4	STARLIGHT HOSPICE INC	STARLIGHT HOSPICE INC Phone: (469) 279-6528	200	\$75.00	ROSIE M JACKSON		New Occupancy
Beer and Wine Stop (change in ownership, name change)	11/15/2018	1417 N Duncanville Rd.	BEER & WINE STOP	BEER & WINE STOP Phone: (214) 663-4870	4,900	\$75.00	Bishal Acharja		Change of Name
church	11/15/2018	903 West Ridge Dr.	Centro Familiar Cristiano de Dallas	Centro Familiar Cristiano de Dallas Phone: (972) 296-1590	27,672	\$25.00	Silvia Ramirez	(972) 296-1590	New Building
professional make up service	11/16/2018	128 Oak Villages Cir. Suite # 128	Unfiltered By Taye	Unfiltered By Taye Phone: (469) 835-6580	700	\$75.00	Mantee Hyder		New Occupancy
central kitchen for Duncanville ISD	11/16/2018	511 E Camp Wisdom Rd. Suite # C	Sodexo Kipp DFW	Sodexo Kipp DFW Phone: (214) 843-4833	4,000	\$75.00	Natasha Austin		New Occupancy
volleyball skills development	11/19/2018	1700 S Main St. Suite # 103	Airell's Courts Club Volleyball (ACCV)	Airell's Courts Club Volleyball (ACCV) Phone: (214) 538-6723	400	\$75.00	Terri Thomas	(214) 538-6723	New Occupancy
convenience store (change in ownership and change in name)	11/19/2018	602 S CLARK RD	Richland Fuel Interests, LLC	Richland Fuel Interests, LLC Phone: (832) 513-0458	2,187	\$75.00	Shafiq Tejani	(832) 513-0458	Change of Ownership Change of Name
basketball skills development	11/21/2018	1700 S Main St.	Bridge Basketball Academy	Bridge Basketball Academy Phone: (214) 347-7107	800	\$75.00	Tony Hobbs	(214) 347-7107	New Occupancy
body shop (no painting)	11/26/2018	602 E Red Bird Ln. Suite # C	The Shop	The Shop Phone: (214) 791-4857	1,250	\$75.00	Rodolfo Cruz		New Occupancy

collision repair/body shop, specializing in car repairs/paint repairs	11/27/2018	1143 S Cedar Ridge Dr.	D - Autoworks Collision	D - Autoworks Collision Phone: (214) 432-4334	13,400	\$75.00	Estevan P. Dominguez	(214) 432-4334	Change of Location
art gallery	11/28/2018	210 S Main St. Suite # 14	Redic & Banks Distribution LLC's (Annie Earl's Art Gallery)	Redic & Banks Distribution LLC's (Annie Earl's Art Gallery) Phone: (214) 403-0635	430	\$75.00	Harold Banks		New Occupancy
counseling office	11/30/2018	210 S Cedar Ridge Dr. Suite # 202 Bldg. B	Ohana Ministries	Ohana Ministries Phone: (972) 338-0004	600	\$75.00	Cheryl Hames		Change of Location
Brady Willis Allstate Insurance	11/30/2018	207 E Camp Wisdom Rd. Suite # D	BRADY WILLIS ALLSTATE INSURANCE	BRADY WILLIS ALLSTATE INSURANCE Phone: (469) 779-6170	840	\$75.00	BRADY WILLIS	(972) 780-8100	New Occupancy

<b>TOTALS:</b>	Square Footage:	<b>158,455.00</b>	(Avg.: 7,202.50)
	Total Projects:	<b>22</b>	
	Total Fees:		<b>\$1,600.00</b>



City of Duncanville's  
**Certificate of Occupancy - Certificates  
 Issued - MONTHLY (EDC)**  
 Month of November, 2018

Project Description	CO Issue Date	Short Address	Tenant Name	Square Footage	Applicant Name	Reason for Application
auto repair	11/06/2018	207 Woodhaven	MYI Auto Repair	1,200	Raul Guerrero	New Occupancy
hair braiding (salon)	11/06/2018	446 E Wheatland Rd.	Shekina Hair Braids	800	Ayoh M Lucas	New Occupancy
property management office	11/07/2018	1106 S Santa Fe Trail Suite # 12	CNCS Properties	150	Tom Rockwell	Change of Location
storage for equipment	11/06/2018	1184 Explorer Suite # B	Grillo's BBQ (Personal Storage)	1,000	Mike Greer	New Occupancy
office for mortgage company	11/05/2018	1318 S Main St. Suite # 103	Affiliated Bank Mortgage	940	Harlan M. Cooper	New Occupancy
body work in unit A, office and storage of vehicles in unit B and C	11/05/2018	1111 Explorer St. Suite # A - C	Lifestyle Automotive	3,000	Homar Gracia	New Occupancy
retail home decor and furniture	11/28/2018	712 N Main St. Suite # A	Decor Attic	600	Angela Lockett	New Occupancy
retail - sale of cigars and accessories - lighters, ash trays, etc. (change in ownership)	11/28/2018	100 S Main St. Suite # 116	3 R's Cigars	1,000	Jeffrey d Stroup	New Occupancy
tax office and insurance agency	11/05/2018	415 E Camp Wisdom	AMA Mercury Investment Corp.	1,275	Latonya Jordan	New Occupancy
Japanese Restaurant (change of ownership, change in name)	11/28/2018	749 W Wheatland Rd.	Osaki Sushi Cuisine LLC	3,100	Muigin Li	Change of Ownership Change of Name
used car dealership	11/05/2018	703 Big Stone Gap Rd. Suite # A	Traylor Automotive Group & Ikenberg Enterprise LLC	4,000	Jacob Traylor	New Occupancy
private school for	11/28/2018	202 W Center	DLT and On The	2,400	Carla Mitchell	New Occupancy

pre-k3 through 1st grades		Suite # G-H	Path to Success Private School			
used car lot & repair shop	11/05/2018	606 E Red Bird Ln. Suite # G	Texas Independent Auto Services	2,500	Oscar Robledo	New Occupancy
mechanic work and some body repair	11/05/2018	214 Woodhaven Blvd. Suite # H	Maldonados Body Repair	1,200	Denise Maldonado	Change of Name Business Expansion
Baseball practice facility (SUP approved by council 03-21-17; Ord 2308)	11/28/2018	410 E Red Bird Ln.	Free Agents Baseball Training Facility	7,000	Ray Torrez	Change of Ownership
apartment complex (change of name, change of ownership)	11/05/2018	800 N Merrill	Meadows on Merrill	169,436	Sandra Perales	Change of Ownership Change of Name
fitness (sports performance, indoor cycling studio)	11/28/2018	1700 S Main St.	360 Performance/360 Cycle	4,684	Clarence Nevels	New Occupancy
hair salon	11/28/2018	215 E Freeman St. Suite # 103	Ashley Nycole's Hair Boutique	400	Ashley Ingram	New Occupancy Change of Location
hair braiding only	11/28/2018	1019 S Main St. Suite # 125	Braids by Kie & Bonds & Beads Bro	500	Nakedra McCery	New Occupancy Change of Ownership
medical office & clinic; suite #208 is for storage	11/19/2018	315 S Cockrell Hill Rd.	S.Y. Turng, MD and L.R. Hsu MD, PA	2,506	Shu Ying Turng	Business Expansion
healthcare services organization office	11/19/2018	402 W Wheatland Rd. Suite # 116	Abundant Treasures	600	Tynisha Jeffery	Change of Location
trucking company (office only)	11/19/2018	550 N Main Suite # 201	Creek Trucking LLC	350	Michael Jackson	New Occupancy
pharmacy	11/28/2018	1427 Oak Ridge Dr. Suite # B	Sky Pharmacy	1,497	Fiona Bui	New Occupancy
manufacturing warehouse for iron doors	11/28/2018	711 Woodhaven Blvd. Suite # E	Bella Custom Metal Works	1,000	Jose Estrada	New Occupancy
auto & body repair	11/28/2018	602 E Red Bird Ln. Suite # F	5 Lunas Body Repair	1,200	Ruben Escobar	New Occupancy
dry cleaning pick up store (co replacement)	11/19/2018	700 N Clark Rd. Suite # # 156	Midas Touch Dry Cleaners	832	Uriel Herrera	Replacement

<b>TOTALS:</b>	Square Footage:	<b>213,169.90</b>	(Avg.: 8,198.84)
	Total Projects:	<b>26</b>	
	CO's Issued:	<b>26</b>	