

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
MAY 31, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, May 31, 2018, at 6:30 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Steve Dial	Vice President
Derwin Broughton	Board Member
Dave Galbraith	Board Member
Dr. Terry Smith	Board Member
Dr. Matt Murrah	Board Member

Board Members not in attendance:

Grady Smithey	Board Member
Dr. Terry Smith	Board Member

City Council Members Present: Barry Gordon, Mayor

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

The meeting was called to order by Vice President Dial at 6:32 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 PRESIDENT.

The Duncanville Community and Economic Development Corporation (DCEDC), and Staff presented outgoing Board Member and President, Barry Gordon, with an award for his dedication and service to the DCEDC.

ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON APRIL 16, 2018.

Mr. Galbraith made a motion to approve the April 16, 2018, minutes as written, seconded by Mr. Broughton, the vote passed unanimously.

ITEM NO. 4 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE SPECIAL CALLED MEETING HELD ON MAY 7, 2018.

Mr. Broughton made a motion to approve the May 7, 2018, minutes as written, seconded by Mr. Galbraith, the vote passed unanimously.

ITEM NO. 5 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.

Ms. James reported that the Main Station Duncanville, LTD's Monthly Financials are in their packet for the Board Members to review. There is nothing special to note. Mr. Anderson did get the space leased that the Design Studio Group had occupied. Therefore, the EDC will start seeing the income from the rental on the monthly reports.

The Board had further questions/discussions.

ITEM NO. 6 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported that comparing last month to the previous time last year, the City is still collecting about 4.41% more. Year-to-date, the City is still up 4.73% from 2017 – 2018 payments.

The Board had further questions/discussions.

ITEM NO. 7 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that the EDC collected a total of \$190,370 in revenues for the month; \$188,663 in sales tax and the remainder is interest.

Under expenditures for the economic development activity, the EDC had expenses of \$19,076. This includes \$121 for miscellaneous supplies, i.e., food, etc. for the Board; \$795 for the EDC payment to ESRI, which is the business online analysis program that Staff uses; \$220 for travel and transportation, which is the cost for the Flavor of Duncanville; \$322 for rentals, which is the cost that the EDC must absorb for such things as the copier, etc.; and \$2,708 for advertising, which includes an ad that Staff placed in the Dallas Regional Chamber Magazine. The remaining balance is for insurance and salaries.

KDB expenditures for the period were \$3,992. Beautification expenditures were \$17,553 for plantings and mowing.

In addition, the EDC had a \$5,784 transfer to the General Fund for other administrative services.

The Design Incentive Grant's year-to-date expenditures includes \$5,000 to Leon Miller Commercial Properties for a paint grant, and the \$48,000 to Ten Hagen Excavating, Inc. for a fence grant.

The EDC total expenditures equal \$46,405 with a net profit of \$143,965 for the month. Year-to-Date, the EDC is at \$247,742.

The Board had further questions/discussion.

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

ITEM NO. 8 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.

Ms. James reported that at the last meeting, there were some questions from Board Members in terms of the Fieldhouse's projections of income and expenditures. The FY 17 - 18 year-to-date amount shows the Fieldhouse has a deficit of \$464,213. The revenues have increased this year; however, there has been staff hired to carry out duties that have not been performed in the past, i.e., the marketing individual, a person to run the Café or the grill, and the facilities. The extra staff members are an added cost, but the General Manager of the Fieldhouse is working to increase revenues to help offset these additional costs.

The Board had further questions/discussions.

ITEM NO. 9 DISCUSS AND CONSIDER HOLDING ELECTIONS OF PRESIDENT AND VICE PRESIDENT OFFICES.

Ms. James reported that the DCEDC Bylaws read that when a position is vacant, the Board shall elect a President and a Vice President for the positions. Tonight, the Board can either appoint an existing person that is in the Vice President position as President and elect a new Vice President, or the Board can do all new elections. The Board can also postpone the elections until all Board Members are in attendance. Since there are only four Board Members in attendance tonight, any motion voted on must be a unanimous vote for it to pass. Whomever is elected will be in office until October 2018 because these offices have a one-year term. There will be a reappointment at that time.

The Board had further questions/discussions.

Dr. Murrah made a motion to appoint Steve Dial as President and Derwin Broughton as Vice President through October so that the business of the DCEDC can continue, seconded by Mr. Galbraith, the vote passed unanimously.

ITEM NO. 10 RECEIVE AND CONSIDER APPROVAL OF THE PROPOSED DCEDC FY 2018 – 2019 BUDGET.

Ms. James discussed the changes in the FY 17 - 18 Adopted Budget and the FY 17 - 18 Revised Budget. She reported that the Finance Department is projecting the DCEDC sales tax collections to increase by \$3,000 for the current FY 17 - 18 Budget. This year, the DCEDC will complete the W&B Service Company grant. The largest portion of the increase to the current fiscal year budget, is \$1,075,000, which includes \$900,000 for the purchase of the property located at 730 East I-20 and \$175,000 for the demolition and asbestos abatement for the property. A \$100,000 was also added for the Demo / Rebuild Program as previously discussed with the Board. Additional Board approved grants added to the FY 17 - 18 Budget included the rollover of the Dallas Heart and Vascular grant for \$28,500, and the Ten Hagen Excavating, Inc. fence grant for \$48,000.

Additional FY 17 - 18 Budget reductions included: Miscellaneous expenses by \$2,129, computer hardware by \$3,404, computer software just under \$1,000, Travel and Transportation by \$2,465, Legal and Professional by \$4,500, and Contractual Services by \$8,000. There was also savings of just over \$16,000 in Beautification, because the Parks Department used less water. KDB did experience \$900 in savings as the National KDB Conference, which Staff attends annually, took place in Dallas this year.

Reviewing the proposed FY 18 - 19 Budget with Board, Ms. James noted there is about a 4% increase in the FY 18 - 19 projected expenditures for the economic development line item compared to the FY 17 - 18 Revised Budget. The increase is mainly attributed to the increase in building tracking software, contract services for a new website, and purchasing three tables for the Best Southwest and Chamber events instead of two. The KDB Budget did increase slightly to account for travel and transportation to their annual conference, as it is being held outside of the metroplex. The Beautification line item was also increased in anticipation of a 5% water rate increase.

Total expenditures for the budget decreased leaving the DCEDC with a projected net profit of \$902,000 and a fund balance of \$2,243,117.

The Board had further questions/discussions including increasing Sustainable Beautification year after year by \$5,000. An update in future years would be required from Staff to determine if these additional funds can be used efficiently.

Dr. Murrah made a motion to approve the proposed DCEDC FY 18 - 19 Budget with the revision of line 19 from \$10,000 to \$15,000, seconded by Mr. Broughton, the vote passed unanimously.

ITEM NO. 11 DISCUSS AND RECEIVE UPDATE ON PURCHASE OF PROPERTY LOCATED AT 730 E. INTERSTATE 20 OR I-20.

Ms. James reported that everything is moving along as scheduled. She anticipates the closing to be on June 19, 2018. Right now, the City Attorney is reviewing all the legal documents. The new President will be the person signing the closing documents.

The Board had further questions/discussion.

ITEM NO. 12 RECEIVE STAFF AND BOARD REPORTS.

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

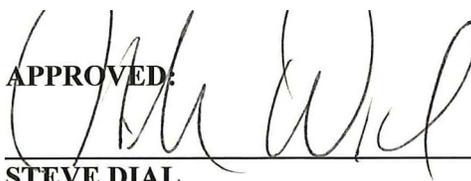
Ms. James discussed the Business and Events Activities for the previous month, which included new businesses, business expansions, and the list of Certificates of Occupancy. The Board had further questions and discussion.

- ***IMPORTANT DATES/UPCOMING EVENTS:***
 - ***BEST SOUTHWEST JUNETEENTH 2018 CELEBRATION***
 - ***JUNE 16, 2018, 5:00 PM – 9:00 PM, ARMSTRONG PARK (DUNCANVILLE, TX)***
 - ***DCEDC ANNUAL, AND REGULAR BOARD MEETING***
 - ***JUNE 25, 2018, 6:00 PM- 8:00 PM, CITY HALL; BRIEFING ROOM (DUNCANVILLE, TX)***

ADJOURNMENT

The meeting adjourned at 8:49 PM

APPROVED:



STEVE DIAL
PRESIDENT

ATTEST:



CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR