

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING MINUTES
DECEMBER 10, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, December 10, 2018, at 6:00 PM in the Library Meeting Rooms at the Duncanville Public Library located at 201 James Collins Blvd., Duncanville, TX 75116.

Board Members in attendance:

Steve Dial	President
Derwin Broughton	Vice President
Dave Galbraith	Board Member
Dr. Terry Smith	Board Member
Kenneth Govan	Board Member
Chan Williams	Board Member
Michael Grace	Board Member

Board Members not in attendance:

All Board Members were in attendance.

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

The Meeting was called to order by President Dial at 6:02 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 INTRODUCTION OF NEW DCEDC BOARD MEMBERS.

President Dial welcomed everyone to the DCEDC meeting. The new Board Members introduced themselves, and gave their professional/volunteer status, reason for joining the Board, and any special experience, interests, or skills.

ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON OCTOBER 29, 2018.

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

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

Ms. James reported that Sales tax collections show an increase of 8.66% 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.

The Board had further questions/discussion.

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

October DCEDC Monthly Budget Report:

Ms. James reported that Economic Development had \$7,160 in expenses for the month of October, which included salaries, and some small miscellaneous items for the Board. Expenses for KDB totaled \$166, and \$245 for Beautification. That leaves the EDC with expenditures totaling \$7,571; closing the month out with \$7,571 in total expenditures. The EDC still has the Sustainable Beautification Category at \$10,000; however, the Parks Department has not utilized any of those funds.

November DCEDC Monthly Budget Report:

Ms. James reported the EDC Sales tax revenue for the month of November totaled \$1,117 with no interest received. The EDC had an adjustment between the time the October DCEDC Monthly Budget Report came out and the November DCEDC Monthly Budget Report. Total recognized revenue for Year-to-Date is \$4,426. Economic Development had \$14,757 in expenses, which included salaries, miscellaneous, and conference charges. Expenses for KDB totaled \$904, and \$9,957 for Beautification. That leaves the EDC with expenditures totaling \$25,619; closing the month out with \$24,502.

Even though, the November report shows a loss, the EDC still has a Fund Balance totaling \$307,882. Unless the EDC provides some major incentives, the Finance Department projects that the EDC should end up with approximately a 1.2 million Fund Balance at the end of the year.

Mr. Galbraith made a motion to approve both the October and November DCEDC Monthly Budget Reports as presented, seconded by Mr. Broughton, the motion passed unanimously.

ITEM NO. 6 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.

Ms. James reported that due to the new financial software, which the City implemented October 1, 2018, the Finance Department is working with the Duncanville Fieldhouse Staff to develop this report. Therefore, Staff does not have the Fieldhouse report currently.

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 Mr. Monte Anderson is here tonight to visit with the Board. He has his budget for the upcoming year, as well as the Main Station Duncanville, LTD's Monthly Financials for September and October, for the Board to review.

Mr. Anderson reported that there is not much new on either report. Main Station has been running at full occupancy, and he is putting about \$2,000 extra against the principle to get the loan down quicker. He is also working on the renewal lease with the Rice Pot.

The Board had further questions/discussion.

ITEM NO. 8 RECEIVE AND DISCUSS THE 2019 MAIN STATION DUNCANVILLE, LTD BUDGET.

Please see Item No. 7.

ITEM NO. 9 HOLD ELECTIONS FOR THE PRESIDENT AND VICE PRESIDENT DCEDC OFFICES.

Mr. Broughton made a motion to re-elect Mr. Dial as President, seconded by Mr. Grace, the vote passed unanimously.

Dr. Smith made a motion to re-elect Mr. Broughton as Vice President, seconded by Ms. Chan Williams, the vote passed unanimously.

ITEM NO. 10 REVIEW AND DISCUSS BOARD MEMBER ATTENDANCE AND RESPONSIBILITIES.

Ms. James reminded the Board that regular attendance at the Board meetings is required of all Board Members. If a Board Member has three consecutive unexcused absences from meetings of the Board, that Board Member could be removed from the Board. If a Board Member is unable to attend the scheduled meeting, it is very important that Staff is notified as soon as possible. If Staff is notified, then the Board Member will receive an excused absence from that meeting. Otherwise, it will be counted as an unexcused absence.

When Economic Development items are placed on the City Council Meeting Agenda, Board Members are encouraged to attend those meetings. City Council would like to see Board Members at those meetings if possible.

If a Board Member is aware that he/she has a conflict of interest or potential conflict of interest, regarding any matter or vote coming before the Board, the Board Member shall bring this to the attention of the Board and shall abstain from the item.

If an email is sent by Staff to all Board Members, please remember to reply only back to the Staff. A "Reply to All" of the email could be a violation of the Open Meetings Act because the email ultimately involves a quorum of Board Members.

The Board had further questions/discussion.

ITEM NO. 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.

President Dial opened the Public Hearing at 6:37 PM. There were no citizens for the Public Hearing. Mr. Broughton made a motion, seconded by Mr. Govan to close the Public Hearing. President Dial closed the Public Hearing at 6:40 PM.

ITEM NO. 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.

Ms. James introduced Mr. Shawn Hames. She stated that Mr. Hames is the Owner of iDeal Floors. He is in attendance tonight to make an incentive request for signage for the property located at 1010 N. Duncanville Rd., Duncanville, TX.

Mr. Hames reported that in May, he and his sister purchased iDeal Floors from their father who owned the business for over 20 years. Mr. Hames has worked at iDeal Floors since the very beginning, and his sister has worked at iDeal Floors for about 12 – 13 years. The siblings received an SBA loan to purchase the business and decided to take those funds and start implementing high quality cabinets into the business. iDeal Floors has been at the current location on E. Highway 67 since 1992. This location is not large enough for iDeal Floors to expand into cabinets. So, iDeal Floors has leased the space located at 1010 N. Duncanville Rd. to expand their business. He is in the process of remodeling the building. The 1010 N. Duncanville Rd. location would be the main hub for the cabinets. The family decided to pursue getting a digital sign to help advertise the business, and hope that adding the cabinets will help their flooring business as well.

Ms. James reported that the initial iDeal Floors requests from the DCEDC was for a signage, and painting incentive. At this time, the request has changed to just signage, but iDeal Floors may potentially come back to the Board to request an incentive for painting.

The Board had further questions/discussion.

ITEM NO. 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.

President Dial reported that this Agenda Item will be pulled from tonight's meeting. Staff will bring this back to the Board later.

ITEM NO. 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.

The Board began Executive Session at 7:16 PM.

ITEM NO. 15 RECONCENEN INTO OPEN SESSION.

The Board reconvened into Open Session at 8:10 PM.

ITEM NO. 16 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.

Mr. Govan made a motion to approve the sign grant to iDeal Floors for 70% of the lowest of the three quotes not to exceed \$5,000 with the following stipulations including: The sign must meet all city codes and ordinances, iDeal Floors must receive a green tag prior to getting reimbursement, and the sign must be installed within one year of City Council approval. Also, the Board authorizes the Board President to sign any necessary documents, and that the budget will be amended to reflect this amount. The motion was seconded by Dr. Smith, to vote passed unanimously.

There was no action taken on the other two items.

ITEM NO. 17 RECEIVE STAFF AND BOARD REPORTS.

- ***RECEIVE AN UPDATE ON THE DCEDC PROPERTY LOCATED AT 730 E. INTERSTATE 20 OR I-20 FRONTAGE RD.***

Ms. James reported that currently, there is no update on the property located at 730 E. Interstate 20. Staff will be going out for an RFP for demolition next month.

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

Ms. James reported that representatives from Village Tech attended a recent City Council meeting, and that their SUP was approved by City Council. Village Tech will be able to build a new parking lot. Hopefully, this will help with some of the congestion. They are also looking at a new drainage plan to help with the drainage issues.

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

Ms. James reported that ESRI is not going to have our demographic information. Staff is looking at a third party, and there is money in the budget to cover the cost.

- ***RECEIVE BUSINESS AND EVENTS ACTIVTY 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.

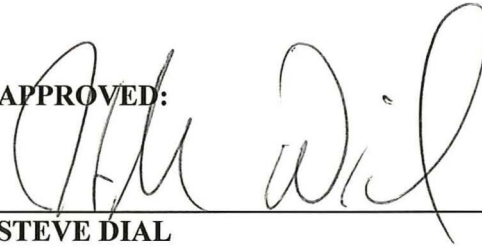
- ***CERTIFICATE OF OCCUPANCY – APPLICATIONS RECEIVED – MONTHLY (EDC) MONTH OF OCTOBER, AND NOVEMBER 2018.***
- ***CERTIFICATE OF OCCUPANCY – CERTIFICATES ISSUED – MONTHLY (EDC) MONTH OF OCTOBER AND NOVEMBER 2018.***
- ***IMPORTANT DATES/UPCOMING EVENTS.***
 - ***PAWS & READING TUTORS, DECEMBER 15, 2018, 2:00 – 3:00 PM, LIBRARY PROGRAMMING ROOM.***

- **DISCTICT 4 LUNCH & LEARN WITH COUNCIL EMBER COOKS, DECEMBER 27, 2018, 212:30 AM – 1:00 PM, LUBY'S CAFETERIA, DUNCANVILLE, TX.**

ADJOURNMENT

The meeting adjourned at 8:44 PM.

APPROVED:

A handwritten signature in black ink, appearing to read "Steve Dial", written over a horizontal line.

**STEVE DIAL
PRESIDENT**

ATTEST:

A handwritten signature in black ink, appearing to read "Cynthia D. Williams", written over a horizontal line.

**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**