

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
FEBRUARY 18, 2019**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, February 18, 2019, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in Attendance:

Steve Dial	President
Derwin Broughton, AIA	Vice President
Dave Galbraith	Board Member
Michael Grace	Board Member
Kenneth Govan	Board Member
Chan Williams	Board Member

Board Members Not in Attendance:

Dr. Terry Smith	Board Member
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City Council Members Present: There were no City Council Members in attendance.

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

Guest Present: Mrs. Russell with HAV-R Properties, and Mr. Patrick Harvey

CALL TO ORDER

The meeting was called to order by President Dial at 6:03 PM.

INVOCATION

Mr. Galbraith offered the Invocation.

ITEM NO. 1 CITIZEN'S PUBLIC FORUM.

No citizen's spoke during Citizen's Public Forum.

***ITEM NO. 2 CONSIDER APPROVAL OF THE DUNCANVILLE CITY COUNCIL AND
DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT
CORPORATION (DCEDC) MINUTES FOR THE JOINT MEETING HELD ON
JANUARY 28, 2019.***

Mr. Broughton made a motion to approve the minutes with one modification, seconded by Mr. Govan, the motion passed unanimously.

ITEM NO. 3 CONSIDER APPROVAL OF THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC) MINUTES FOR THE REGULAR MEETING HELD ON JANUARY 28, 2019.

Mr. Govan made a motion to approve the minutes as presented, seconded by Mr. Grace, the motion passed unanimously.

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

Ms. James reported that the Sales Tax Summary's numbers for the month-to-month comparison and the year-to-date comparison both show a -0.86%. So, the City's sales tax collections are down just under 1%. Staff will continue to monitor.

The Board had further questions/discussion.

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

Ms. James reported that the EDC collected \$195,837 in sales tax revenue for the month. Year-to-date, EDC has collected \$401,269. The EDC had expenses of \$21,064, which included memberships, travel, salaries, and equipment rentals. The KDB had expenses of \$274. The \$6,090 Transfer to the General Fund includes supportive service charges. The \$404 for Beautification efforts includes water and ground maintenance.

The Total Expenditures for EDC were \$27,833, and that leaves a net profit of \$168,004 for the month. Year-to-Date, the EDC has a net profit of \$298,000.

The Board had further questions/discussion.

Mr. Govan made a motion to approve the DCEDC Monthly Budget Report 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 Staff is still working with the Fieldhouse Staff to get this Report finalized. Year-to-Date, the Fieldhouse has a Total Revenue of \$307,089.08, and Total Expenses of \$313,080.26. Currently, it is a loss Year-to-Date of \$62,526.10. This is due to the winter months being a slow time for the Fieldhouse. The active season for the Fieldhouse starts next month, and then the facility is booked throughout the year. The Board will see an increase in future revenues. The Fieldhouse Staff is projecting to be about \$15,000 - \$20,000 in the black this year. The EDC still has the debt service payment. This is just the O&M portion.

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 gave the Board an opportunity to review the Main Station Duncanville, LTD's Monthly Financials from Mr. Anderson. Mr. Anderson attends on a quarterly basis to provide an update, and this is not one of the quarters that he must attend a meeting. After review, if the Board has any questions, Staff will follow-up with Mr. Anderson.

The Board had further questions/discussion.

ITEM NO. 8 HOLD A PUBLIC HEARING REGARDING PROPOSED INCENTIVES FROM THE DCEDC TO HAV-R PROPERTIES IN AN AMOUNT NOT TO EXCEED \$3,700.18 FOR A PAINT GRANT, AND AN AMOUNT NOT TO EXCEED \$11,534.41 FOR A FAÇADE AND ARCHITECTURAL IMPROVEMENT GRANT FOR THE PROPERTY LOCATED AT 606 S. CLARK RD., DUNCANVILLE, TX 75137.

The Public Hearing opened at 6:07 PM with President Dial reading the item into record. State law requires that a public hearing be held for Type B projects and that a public hearing is advertised for the project listed above. No one spoke during the Public Hearing. The Public Hearing closed at 6:10 PM.

ITEM NO. 9 RECEIVE AND CONSIDER APPROVAL OF A PROPOSED PAINT GRANT REQUEST FOR HAV-R PROPERTIES LOCATED AT 606 S. CLARK RD., DUNCANVILLE, TEXAS IN THE AMOUNT OF \$3,700.18.

Ms. James reported that Mr. Harold Russell, owner of HAV-R Properties is traveling, and could not be present at the meeting; however, Mrs. Russell is here to present their request to the Board for a paint grant for the property located at 606 S. Clark Rd., Duncanville, TX.

Estimates for the project were distributed to the Board at the meeting for review. Staff had Mr. Russell verify with the contractors that the quotes submitted are good and will not expire in 30 days.

The Board had further questions/discussion.

ITEM NO. 10 RECEIVE AND CONSIDER APPROVAL OF A PROPOSED FAÇADE AND ARCHITECTURAL IMPROVEMENT GRANT REQUEST FOR HAV-R PROPERTIES LOCATED AT 606 S. CLARK RD., DUNCANVILLE, TEXAS IN THE AMOUNT OF \$11,534.41.

As previously stated, Mr. Harold Russell, owner of HAV-R Properties is traveling, and could not be present at the meeting; however, Mrs. Russell is here to present their request to the Board for a façade and architectural improvement grant for the property located at 606 S. Clark Rd., Duncanville, TX.

Estimates for the project were distributed to the Board at the meeting for review. Staff had Mr. Russell verify with the contractors that the quotes submitted are good and will not expire in 30 days.

The Board had further questions/discussion.

ITEM NO. 11 EXECUTIVE SESSION.

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.072 – Deliberations about Real Property, to deliberate the purchase, exchange, lease, or value of real property.

- DISCUSS THE POTENTIAL DEVELOPMENT OF THE RAIL ROAD FLATS PROPERTY OWNED BY THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC).

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.087 (2) - Deliberation Regarding Economic Development Negotiations, to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- DISCUSS HAV-R PROPERTIES PAINT GRANT REQUEST.
- DISCUSS HAV-R PROPERTIES FAÇADE AND ARCHITECTURAL IMPROVEMENT GRANT REQUEST.

The Board began Executive Session at 7:00 PM.

ITEM NO. 12 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 8:20 PM.

ITEM NO. 13 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.

Mr. Govan made a motion to award HAV-R Properties a paint grant based on the colors submitted to the Board in the amount not to exceed 70% of the lowest of the three bids or \$3,700.18 with the following requirements: Project must be completed within six months of City Council approval and all stucco must be appropriately prepared prior to being painted. 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 Mr. Broughton, the vote passed unanimously.

Ms. Chan Williams made a motion to award HAV-R Properties a façade and architectural improvement grant based on the colors provided to the Board for a 24-gauge standing seam preformed metal walkway cover in the amount not to exceed 50% of the lowest of the three bids or \$5,767.21. The project must be completed within six months 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 Mr. Broughton, the vote passed unanimously.

ITEM NO. 14 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.***
 - ***DISTRICT 4 LUNCH & LEARN WITH COUNCIL MEMBER COOKS, FEBRUARY 28, 2019, 6:00 PM – 7:00 PM, LUBY'S, 926 HIGHWAY 67, DUNCANVILLE, TX***

ADJOURNMENT

The meeting adjourned at 8:40 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 blue ink, appearing to read "Cynthia D. Williams", written over a horizontal line.

CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR