

**THE DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
JUNE 24, 2019**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, June 24, 2019, at 7:30 PM at the D.L. Hopkins, Jr. Senior Center Northside Room located at 206 James Collins Blvd., Duncanville, Texas.

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 Council Members present at this meeting.

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

Guest Present: Waylon Longino, Owner of Noble Real Estate

CALL TO ORDER

The meeting was called to order by President Dial at 7:31 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 DCEDC MINUTES FOR THE PLANNING SESSION HELD ON MARCH 18, 2019.

Mr. Broughton made a motion to approve the minutes for the Planning Session held on March 18, 2019, seconded by Mr. Govan, the motion passed unanimously.

ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON APRIL 22, 2019.

Ms. James reported that Mr. Galbraith sent Staff an email regarding the accuracy of the minutes. Staff reviewed the tape and discovered that comments and the distribution of his Personal Site Assessment information on the property located at 730 E. IH20 was discussed in Executive Session. Because items in Executive Session are not discussed in open session, that information is not recorded or placed in the minutes.

Mr. Broughton made a motion to approve the minutes for the Regular Meeting held on April 22, 2019, seconded by Ms. Chan Williams, the motion passed unanimously.

Mr. Galbraith believes that his Personal Site Assessment of the 730 E. IH20 property should be noted in tonight's meeting minutes or brought back for further discussion at the next DCEDC meeting.

The Board had further questions/discussion. At the consensus of the Board, Staff will add it as an agenda item at the next meeting.

ITEM NO. 4 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE SPECIAL CALLED MEETING HELD ON MAY 16, 2019.

Mr. Broughton made a motion to approve the minutes for the Special Called Meeting held on May 16, 2019, seconded by Ms. Chan Williams, the motion passed unanimously.

ITEM NO. 5 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported that Sales tax collections for June sales (August payment) shows a decrease of -1.54% over the same period last year, with an overall decrease YTD for FY 19 sales tax collections of -1.46% compared to FY 18 sales tax revenue YTD.

The Board had further questions/discussion.

ITEM NO. 6 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that the EDC collected \$267,313 in sales tax revenue. The EDC had expenses of \$32,002, which included memberships, travel, salaries, and equipment rentals. The KDB had expenses of \$1,028. The \$6,090 Transfer to the General Fund includes supportive service charges. The \$15,561 for Beautification efforts includes water and ground maintenance.

The Total Expenditures for EDC for the month were \$54,681, which leaves the EDC with a net profit of \$212,632 for the month. Year-to-Date, the EDC has a net profit of \$545,812.

Staff has not adjusted the Fund Balance, but will continue to monitor. HAV-R Properties, Redbird Skateland, and Cox Farms have completed their projects. The payments for these projects will be reflected in future DCEDC Monthly Budget Reports.

Mr. Grace made a motion to approve the DCEDC Monthly Budget Report as presented, seconded by Ms. Chan Williams, the motion passed unanimously.

ITEM NO. 7 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.

Ms. James reported that revenues equaled \$169,625.80 for the month of May. The Fieldhouse had \$135,445.40 worth of expenses and is finally in the black. The year-to-date revenues for the Fieldhouse are \$1,889,734, and the expenses are still lower.

The Board had further questions/discussion.

ITEM NO. 8 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES

Ms. James reported that Bryan Kaeser, the Founder of Black & Bitter Coffee and Books, was at this meeting earlier, but had to leave. The Coffee Shop seems to be doing very well. Mr. Kaeser will open MudHook, a burger bar, within the next month or so. It will be a good addition to the Main Station.

Ms. James gave the Board time to review the financials. If the Board has any questions, Staff will refer them to Mr. Anderson for answers.

The Board had further questions/discussion, but no specific questions for Mr. Anderson.

ITEM NO. 9 DISCUSS AND CONSIDER REQUESTED DEMOLITION/REBUILD PROGRAM INCENTIVE FROM THE DCEDC TO RUSSELL GLEN COMPANY IN THE AMOUNT OF \$246,750 TO ASSIST WITH THE REPURPOSING OF THE BUILDING LOCATED AT 106 E. HIGHWAY 67, DUNANVILLE, TX 75137.

Mr. Longino with Noble Real Estate provided the Board with background information as well as what their plan is for the property. Terrence Maiden with Russell Glen Company and Mr. Longino are in partnership with this project. They are purchasing the property and would like to redevelop it. Mr. Maiden originally came up with the idea. They would like to add some value to the area and the property as well as help recruit some national tenants. Mr. Longino is with a preferred development company with a national chain. The national chain has seen, approved, and told Mr. Longino and Mr. Maiden what they want to see there. The requested grant from the DCEDC is focused solely on the exterior, i.e., repainting, new roofs, etc. They will spend additional money on the inside at their expense. The total expense of the project is about \$2.7 million. They are requesting a total of \$246,750 to help bridge the gap.

The Board had further questions/discussion.

ITEM NO. 10 HOLD A PUBLIC HEARING REGARDING A PROPOSED DEMOLITION/REBUILD PROGRAM INCENTIVE FROM THE DCEDC TO RUSSELL GLEN COMPANY IN THE AMOUNT OF \$246,750 TO ASSIST WITH THE REPURPOSING OF THE BUILDING LOCATED AT 106 E. HIGHWAY 67, DUNANVILLE, TX 75137.

President Dial opened the Public Hearing at 8:26 PM.

No one spoke during the Public Hearing.

Mr. Govan made a motion, seconded by Mr. Grace to close the Public Hearing.

President Dial closed the Public Hearing at 8:27 PM.

ITEM NO. 11 RECEIVE AND CONSIDER APPROVAL OF THE PROPOSED FISCAL YEAR 2019 – 2020 DCEDC BUDGET.

Ms. James reported that there is a slight decrease projected on the sales tax collections. The total revenues are slightly down. The proposed fiscal year 2019 – 2020 DCEDC budget will increase because currently the DCEDC pays two parties to supply us with demographic information. Since Xceligent is no longer available, Staff plans to hire another company to assist the DCEDC. Staff also plans to hire a part time intern to help develop a building database. Staff will also use the intern to distribute incentive packets Duncanville businesses. This database will be available for other departments in the city to use as well, i.e., the Fire Department. Currently, the other departments do not have the funds to partner with the DCEDC. Ms. James reminded the Board that each Board Member receives \$500 per year for workshops, conferences, and webinars. If there is a conference, etc. that a Board Member would like to attend, they should inform Staff. The Texas Economic Development Council (TEDC) has annual Economic Development Sales Tax Workshops. The State recommends that Board Members attend at least every two years. The next local Economic Development Sales Tax Workshop is scheduled to take place on November 22, 2019 in Mesquite, TX.

In the DCEDC proposed budget, in order to be more conservative, Staff decreased the Miscellaneous Line Item. This line item is used to purchase items such as dinner for the Board at monthly meetings. Unfortunately, the Board has almost depleted last year's fund balance, which was higher. Therefore, Staff recommends increasing that line item by another \$300 for the FY 19 – 20 budget.

Staff would also like to increase the Design Incentive Grants amount by another \$25,000. This will help with the reimbursement for Façade Grants.

The Board had further questions/discussion.

Mr. Broughton made a motion to approve the proposed fiscal year 2019 – 2020 DCEDC Budget with the following revisions of increasing line item number eight in the amount of \$300, which includes the cost of an intern for DCEDC, seconded by Mr. Grace, the vote passed unanimously.

ITEM NO. 12 EXECUTIVE SESSION.

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.087 (1) – Deliberation Regarding Economic Development Negotiations, to discuss or deliberate commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.

- DISCUSS REQUESTED ASSISTANCE FROM RUSSELL GLEN COMPANY.

The DCEDC began Executive Session at 9:38 PM.

ITEM NO. 13 RECONVENE INTO OPEN SESSION.

The DCEDC reconvened into Open Session at 10:27 PM.

ITEM NO. 14 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.

No action was taken by the DCEDC.

ITEM NO. 15 RECEIVE STAFF AND BOARD REPORTS.

- **RECEIVE KDB AND BEAUTIFICATION UPDATE.**

Timothy Hamilton, Parks Superintendent, provided the Board with a presentation on the Park Department's beautification efforts, which are funded by the DCEDC budget. Mr. Hamilton's presentation specifically addressed the sustainable plantings line item in the budget and how the Parks Department is striving to achieve this goal of the DCEDC.

The Board had further questions/discussion.

- **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.

Officers with the Duncanville Police Department came to Staff requesting funding for a trailer mounted system with two PTZ cameras. The quote for a complete system is \$26,000. This type of camera system will benefit our local businesses and their patrons.

The Board had further questions/discussion.

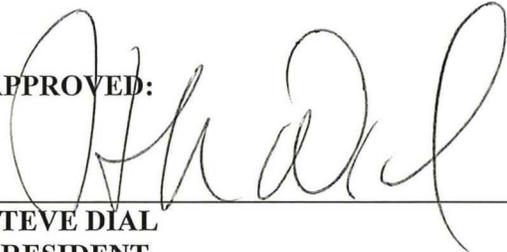
Staff will place this request on the next DCEDC meeting agenda as an item for further consideration and discussion.

- **IMPORTANT DATES/UPCOMING EVENTS:**
 - **DISTRICT 4 LUNCH & LEARN WITH COUNCIL MEMBER COOKS; JUNE 27, 2019 AT 6:00 PM – 7:00 PM, LUBY'S CAFETERIA, 926 HIGHWAY 67, DUNANVILLE, TX.**
 - **ECONOMIC DEVELOPMENT SALES TAX WORKSHOP; NOVEMBER 22, 2019, HAMPTON INN, 1700 RODEO DR., MESQUITE TX.**

ADJOURNMENT

The meeting adjourned at 10:42 PM.

APPROVED:



STEVE DIAL
PRESIDENT

ATTEST:



CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR