

**THE DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
MINUTES  
REGULAR MEETING  
DECEMBER 16, 2019**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, December 16, 2019, at 6:00 PM in the Library Meeting Rooms, located at the Duncanville Public Library, 206 James Collins Blvd., Duncanville, TX 75116.

Board Members in Attendance:

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

Board Members Not in Attendance:

All Board Members were in attendance.

City Council Members Present: There were no members of the Duncanville City Council present at this meeting.

Guest(s) Present: Diane and Israel Clark; Owners of Lady Love Tax Services.

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

***CALL TO ORDER***

The meeting was called to order by President Dial at 6:10 PM.

***INVOCATION***

Mr. Govan offered the Invocation.

***ITEM NO. 1 CITIZEN'S PUBLIC FORUM.***

No citizens spoke during Citizen's Public Forum.

***ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON OCTOBER 29, 2019.***

Mr. Broughton made a motion to approve the minutes of the DCEDC regular meeting held on October 29, 2019, seconded by Mr. Govan; the motion passed unanimously.

It was the consensus of the Board that moving forward, Staff will note in the minutes when a Regular DCEDC Board Meeting is rescheduled to another date. The Regular Meeting for the month of December was December 23, 2019; however, the meeting was rescheduled to December 16, 2019 because of the Christmas Holiday.

***ITEM NO. 3 HOLD ELECTIONS FOR THE PRESIDENT AND VICE PRESIDENT DCEDC OFFICES.***

Mr. Govan made a motion to retain Mr. Steve Dial as President and Mr. Derwin Broughton as Vice President of the DCEDC, seconded by Chan Williams; the motion passed unanimously.

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

Ms. James reported that Sales Tax collections for December sales (October payment) show a positive of 11.36% over the same period last year, with an overall decrease YTD for FY 19 Sales Tax collections of -0.53% compared to FY 18 sales tax revenues.

An audit of sales tax payers in Duncanville also found some sales taxes not being reported correctly or being allocated incorrectly.

The Board had further questions/discussion.

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

Ms. James reminded the Board that the City runs two months in the rear in reporting sales tax collections, and that usually around January or February time, reporting will catch back up.

She reported that the EDC collected \$1,142 in sales tax revenues, \$1,085 in interest income, and \$1,473 in miscellaneous income. The Total Revenues collected for the month is \$3,700.

The EDC had expenses of \$17,207. Keep Duncanville Beautiful had expenses of \$886. There was a \$6,369 Transfer to the General Fund for supportive services. Beautification had expenses of \$12,49.

The Total Expenditures for EDC for the month were \$36,959, which leaves the EDC with a net loss of -\$33,259 for the month. Year-to-Date, the EDC has a net loss of -\$74,070. However, when looking at the EDC's Fund Balance, the ending Fund Balance for FY19 – 20 should be about \$2,555,000.

The Board had further questions/discussion.

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

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

Ms. James reported that at our last DCEDC Meeting, she stated that the General Manager of the Duncanville Fieldhouse said that the Fieldhouse would end the year \$5,000 above their goal. The Parks and Recreation Director now reports that they ended the year \$25,000 above their goal.

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 Main Station Duncanville, LTD's Monthly Financials are included in the Board's packet for review. Unfortunately, a designee from Main Station did not come tonight. Staff will request that a designee is present at the next DCEDC meeting.

***ITEM NO. 8 HOLD A PUBLIC HEARING TO RECEIVE COMMENTS ON A PROPOSED SIGN INCENTIVE GRANT REQUEST FOR DIANE CLARK'S LADY LOVE TAX SERVICES LOCATED AT 261 W. CAMP WISDOM RD., DUNCANVILLE, TX IN AN AMOUNT NOT TO EXCEED \$2,617.57.***

The Public Hearing opened at 6:15 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. There was no public present, and no one spoke during the Public Hearing.

Mr. Govan made a motion to close the Public Hearing, seconded by Mr. Broughton; the motion passed unanimously. The Public Hearing closed at 6:16 PM.

***ITEM NO. 9 RECEIVE AND CONSIDER APPROVAL OF A PROPOSED SIGN INCENTIVE GRANT REQUEST FOR DIANE CLARK'S LADY LOVE TAX SERVICES LOCATED AT 261 W. CAMP WISDOM RD., DUNCANVILLE, TX IN AN AMOUNT NOT TO EXCEED \$2,617.57.***

Ms. James reported that all Ms. Clark's information is included in their Board Packet. Ms. Clark has received three quotes and is here tonight to speak to the Board regarding her request for assistance.

Ms. Clark introduced herself to the Board. She reported that for over 20 years Lady Love Tax Services has been serving the community with quality tax service, and informative information at affordable prices. Her business specializes in bookkeeping, notary services, regular accounting services and offers to compromise with the IRS. All their clients receive a professional review of their current income tax position to determine which credits or deductions should be used to receive the maximum amount owed to them. Lady Love Tax Services is efficient, reliable and available to assist with all aspects of tax needs.

The signs at Lady Love Tax Services has started to fade, and Ms. Clark would like to receive assistance with obtaining a new one.

The Board had further questions/discussion.

***ITEM NO. 10 EXECUTIVE SESSION.***

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 DIANE CLARK'S LADY LOVE TAX SERVICE 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 LOCATED NORTH OF I-20, SOUTH OF RED BIRD LANE, EAST OF NORTH MAIN STREET, AND WEST OF COCKRELL HILL RD.
- DISCUSS DEVELOPMENT OF RAIL ROAD FLATS PROPERTY.

The Board convened into closed Executive Session at 6:56 PM.

***ITEM NO. 11 RECONVENE INTO OPEN SESSION.***

The Board reconvened into Open Session at 8:24 PM.

***ITEM NO. 12 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.***

Mr. Govan made a motion to approve a design incentive sign grant to Diane Clark for Lady Love Tax Services in an amount of 70% of the lowest of the three bids not to exceed \$1,431.86 dependent upon Ms. Clark obtaining a sign permit and having the Building Permit Office's approval, and the sign receiving a green tag. In addition, Ms. Clark must provide copies of the paid receipt(s) to get reimbursed for the cost of the sign. Ms. Clark and Lady Love Tax Services must stay in business in Duncanville at the current location for a minimum of one year and the DCEDC agrees to allow the DCEDC President to sign any documents necessary to complete the agreement. Mr. Broughton seconded the motion; the motion passed unanimously.

There was no action taken by the Board on the other two items.

***ITEM NO. 13 RECEIVE STAFF AND BOARD REPORTS.***

- ***RECEIVE BUSINESS AND EVENTS ACTIVITYUPDATES.***

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/discussion.

- ***UPDATE ON BOARD MEETING ATTENDANCE REQUIREMENT.***

Ms. James reported that Staff and a few of the DCEDC Board Members attended the TEDC 2019 Sales Tax Workshop in Mesquite, TX on November 22, 2019. It was reported that the Texas Open Meetings Act now allows for members of a governmental body to attend a public meeting via a video conference call. However, this option is not available for City Council or Boards.

The Board had further questions/discussion.

Ms. James reminded the Board that if an email is sent by Staff to all members of the governmental body, a "Reply to All" of the e-mail could be a violation of the Act because the email ultimately involves a quorum of the members. Please reply only to the sender in this instance.

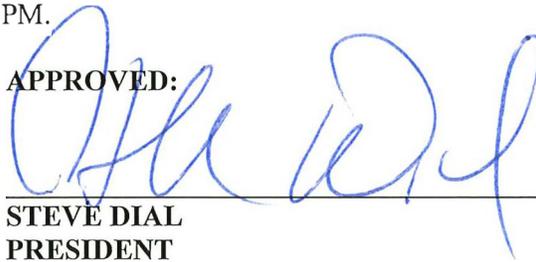
The Board had further questions/discussion.

- ***IMPORTANT DATES/UPCOMING EVENTS:***
  - ***COFFEE WITH THE MAYOR, DECEMBER 18, 2019, 8:30 AM – 9:30 AM, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116.***

**ADJOURNMENT**

The DCEDC meeting adjourned at 8:54 PM.

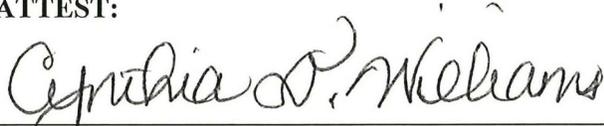
**APPROVED:**



---

**STEVE DIAL  
PRESIDENT**

**ATTEST:**



---

**CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR**