

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
MINUTES
AUGUST 27, 2018**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, August 27, 2018, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

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

Board Members not in attendance:

All Board Members were in attendance with one (1) vacancy.

City Council Members Present: There were no City Council Members present.

Guest(s) Present: Mark Cox (Cox Farms Nursery, LLC), and Monte Anderson (Options Real Estate)

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

The Meeting was called to order by President Dial at 6:00 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 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE ANNUAL MEETING HELD ON JUNE 25, 2018.

Mr. Smithey made a motion to approve the DCEDC Minutes for the Annual Meeting held on June 25, 2018, as presented, seconded by Dr. Murrah, the vote passed unanimously.

ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON JUNE 25, 2018.

Dr. Murrah made a motion to approve the DCEDC Minutes for the Regular Meeting held on June 25, 2018, as presented, seconded by Mr. Smithey, the vote passed unanimously.

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

Ms. James reported that the City Sales and Use Tax Comparison Summary for July and August is in the Packet. Comparing July's Sales Tax Revenues to the same time last year, the City is up 0.08%. But, year-to-date, comparing 2017 – 2016, the City is up 5.11%.

Comparing August's sales tax revenues to the same time last year, the City is up 25.53%. This could be caused by the additional sales in the building industry or prepayments. Staff will continue to research. But, year-to-date, the City is up 7.58%.

There was further questions/discussion.

Staff will make note that the County Total percentages on the August City Sales and Use Tax Comparison Summary are incorrect.

ITEM NO. 5 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORTS(S).

Ms. James reported that both Budgets are here tonight for the Board to review. However, the Board will vote on the Budgets separately.

For June, the DCEDC received \$215,931 in sales tax and did have some Economic Development activity. This included Duncanville beautification expenses of \$5,232 and the Transfer to the General Fund. DCEDC also had the payment of \$897,133, which was the remaining cost associated with the purchase of the Toyota Property. The DCEDC has already paid \$9,000 in earnest money. Because the City lags two months behind with sales tax revenues, the DCEDC ended with a negative budget balance of \$708,856 for the month, and a negative balance of \$229,156 year-to-date.

Dr. Murrah made a motion to approve the DCEDC Monthly Budget Report for the month of June as presented, seconded by Mr. Smithey, the vote passed unanimously.

Total revenues for the month of July equaled \$231,830. The DCEDC did have some expenditures throughout the month for a total of \$29,842. That leaves the DCEDC's ending balance for the month at \$201,988. Again, the DCEDC is making up for last month's purchase. Therefore, the DCEDC ended the month of July with a negative budget balance of \$25,211. This does not take in account the current fund balance.

Dr. Murrah made a motion to approve the DCEDC Monthly Budget Report for the month of July as presented, seconded by Mr. Smithey, the vote passed unanimously.

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

Ms. James reported that if any Board Member has questions, Staff will take those back to the Parks Department for answers. The Duncanville Fieldhouse Staff anticipates being in the black at the end of the year for O&M, which will be the first time in several years. Staff also signed GASO again this year.

There was further questions/discussion.

ITEM NO. 7 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.

Mr. Anderson reported that there is nothing out of the ordinary to report. Main Station continues to pay the extra \$2,000 debt principal down every month and is 100% full. Every time a loft is renewed, the rent is raised. He gave the art station space away for a year to the Design Studio Group. After that year, he was going to rent the space out to a nail salon; however, it did not work out. Now, the space has been leased to an art teacher at \$800 per month. He reported that everybody at Main Station is doing very well. He did have to evict one rent tenant, but immediately refilled the space.

There was further questions/discussion.

ITEM NO. 8 RECEIVE AND CONSIDER APPROVAL OF AN INCENTIVE REQUEST BY COX FARMS NURSERY, LLC IN AN AMOUNT NOT TO EXCEED \$57,792.00.

Mr. Cox reported that he purchased the "Original Store" in 2015 with great intentions. After purchasing the property, he was notified by the City that he needed to install fire hydrants to operate the greenhouses in the back. At first, the City wanted him to put in a road, but compromised on a dry line. This has been an ongoing issue for 2 ½ years, and his hope was that the City would change their mind. However, this is not the case. Mr. Cox believes that this is an unjustified expense for him especially since there have not been any fire hydrant requirements for the greenhouses for the last four years. Mr. Cox is asking the DCEDC for assistance with this project.

There was further questions/discussion.

Mr. Cox submitted three quotes to the Board. The Board discussed and reviewed these quotes during Item No. 9: Executive Session.

Ms. James reported that Staff wanted to bring this information to the Board tonight to get the process started. The Board will conduct a Public Hearing at the next DCEDC Meeting regarding this Agenda Item since Staff did not receive the grant request in time to post the public hearing notice as required by law. After the Public Hearing, it will go to City Council for approval.

ITEM NO. 9 EXECUTIVE SESSION.

In accordance with the Texas Government Code Section 551.087(2) Deliberations Regarding Economic Development Negotiations, deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- DISCUSS PROPERTY LOCATED AT 730 E. INTERSTATE 20 OR I-20, DUNCANVILLE, TEXAS 75116.
- DISCUSS COX FARMS NURSERY, LLC GRANT REQUEST.

The Board began Executive Session at 7:26 PM.

ITEM NO. 10 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 8:29 PM.

ITEM NO. 11 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.

Mr. Smithey made a motion to approve a grant to Cox Farms Nursery, LLC up to 70% of the lowest of three current bids not to exceed \$22,975 for dry stack fire hydrants contingent upon Mr. Cox submitting three current bids to the Economic Development Department, and all City and State ordinances and codes must be met. Payment will be made when a green tag is issued by the City of Duncanville Permit Department. The project must be complete within six months of grant approval by City Council and the Board authorizes the DCEDC President to sign any necessary documents. The motion was seconded by Mr. Galbraith. The vote was cast 5 for, 1 against.

ITEM NO. 12 RECEIVE STAFF AND BOARD REPORTS.

- **RECEIVE AN UPDATE ON THE REAPPOINTMENT OF DCEDC BOARD MEMBERS.**

Ms. James reported that for the Board Members seeking reappointment, City Council cancelled the originally scheduled interviews. City Council wants to interview new as well as current Board Members. Those interviews will be scheduled within the next few weeks. The Interim City Secretary will contact Board Members with more information.

Staff will note that the Board requested more time/notice to prepare for the interview.

- **RECEIVE AN UPDATE ON THE NEW PROPOSED CITY LOGO AND FUTURE ECONOMIC DEVELOPMENT MARKETING EFFORTS.**

Ms. James reported that the Duncanville Logo Design Advisory Committee was composed of residents appointed by City Council. Through several meetings with the Consultants, the Committee selected two proposed logos as a new City logo as well as keeping the current City logo. At the August 21, 2018, City Council Meeting, the Consultants made a presentation to City Council. After review, City Council made comments/suggestions, and asked the Consultants to make some modifications to the proposed logos as well as to the current City logo. The Consultants will come back to City Council sometime in late September with those modifications.

Ms. James also reported that the selected logo will go with the Economic Development marketing efforts. This is the first thing Staff wants to complete. Staff will put together a complete marketing campaign and will provide an update to the Board.

There was further questions/discussion.

- **RECEIVE AN UPDATE ON THE HIGHWAY 67 AND I-20 PROJECTS.**

Ms. James reported that the City anticipated receiving multiple years of funding for the landscaping on these projects. However, TxDOT had a change in staffing, and the City did not receive the funding for 2019. Staff is trying to schedule a meeting to see what was earmarked to see how the City can move forward.

- **RECEIVE AN UPDATE ON DEMOGRAPHIC SOFTWARE.**

Ms. James reported that Xceligent has disbanded, and unfortunately, ESRI is no longer going to offer our data information. Staff has not found a replacement for either, but plan to bring back options at our next meeting.

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

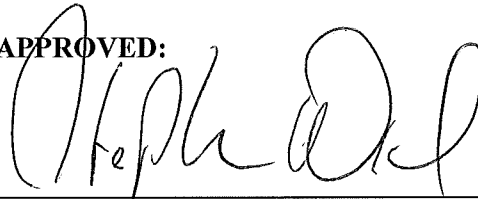
Ms. James discussed the Business and Events Activities for the previous month, which included new businesses, business expansions, and the list of Certificates of Occupancy. The Board had further questions and discussion.

- **IMPORTANT DATES/UPCOMING EVENTS:**
 - **CONCERT IN THE PARK, SEPTEMBER 8, 2018, 7:00 PM – 8:30 PM, ARMSTRONG PARK AT DUSK**
 - **DIA DE LA INDEPENDENCIA, SEPTEMBER 16, 2018, 5:30 PM – 8:30 PM, ARMSTRONG PARK**
 - **CONCERT IN THE PARK, SEPTEMBER 22, 2018, 6:30 PM – 9:30 PM, ARMSTRONG PARK AT DUSK**
 - **ECONOMIC DEVELOPMENT SALES TAX WORKSHOP, SEPTEMBER 28, 2018, 8:00 AM – 4:00 PM, HYATT PLACE, GARLAND, TX**
 - **CONCERT IN THE PARK, SEPTEMBER 29, 2018, 6:00 PM – 8:00 PM, ARMSTRONG PARK AT DUSK**

ADJOURNMENT

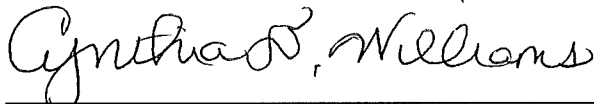
The meeting adjourned at 9:01 PM.

APPROVED:



**STEVE DIAL
PRESIDENT**

ATTEST:



**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**