

**THE DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
MINUTES  
REGULAR MEETING  
FEBRUARY 24, 2020**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, February 24, 2020, at 6:00 PM in the City Hall Briefing Room, located at 203 E. Wheatland Rd., 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 City Council Members present at this meeting.

Guest(s) Present: Rick Keeler; Chief Financial Officer (Options Real Estate Investments, Inc.), and Reginald Schwoch, Volunteer (2020 Census Complete Count Committee)

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. Galbraith offered the Invocation.

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

President Dial read the item into record. The following spoke during Citizen's Public Forum:

Patricia Ebert, 115 S Greenstone Ln. – thanked the Board for awarding Cox Farms Nursery, LLC with an economic development incentive to assist with the purchase and installation of fire suppression equipment (dry stack fire hydrants).

***ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON JANUARY 27, 2020.***

Dr. Smith made a motion to approve the minutes of the DCEDC regular meeting held on January 27, 2020, seconded by Mr. Galbraith; the motion passed unanimously.

***ITEM NO. 3 RECEIVE AND DISCUSS A PRESENTATION FROM THE COMPLETE COUNT COMMITTEE REGARDING THE 2020 CENSUS.***

Mr. Schwoch with the 2020 Census Complete Count Committee briefed the Board on the 2020 Census, the Complete Count Committee efforts to publicize and educate Duncanville residents on the census, and to get any suggestions or feedback from the Board.

The Board had further questions/discussion.

***ITEM NO. 4 RECEIVE AND CONSIDER APPROVAL OF MAIN STATION DUNCANVILLE, LTD'S PARTNERSHIP LOAN FOR \$75,000.***

It was the consensus of the Board to discuss this Agenda Item in Executive Session.

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

Ms. James reported that Sales Tax collections for February sales (December payment) show a positive of 11.33% over the same period last year, with an overall increase YTD for FY 19 Sales Tax collections of 8.59% compared to FY 18 sales tax revenues.

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 \$201,370 in sales tax revenues, \$1,412 in investment interest income, and \$147 in miscellaneous income. The Total Revenues collected for the month is \$202,929, and \$438,091 year-to-date.

The EDC had expenses of \$26,851 including; costs for insurance, salaries, and the final land study payment for the EDC owned property located at 730 E. IH-20. Keep Duncanville Beautiful had expenses of \$595. There was a \$6,301 Transfer to the General Fund for supportive services. Beautification had expenses of \$439.

The Total Expenditures for EDC for the month were \$34,186, which leaves the EDC with a Net Profit of \$168,742 for the month. The Total Expenditures for EDC year-to-date were \$176,536, which leaves the EDC with a Net Profit of \$261,554 year-to-date.

The Board had further questions/discussion.

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

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

Ms. James reported that the City has changed to a new software system. The new system went live, but is currently experiencing some issues. Staff will bring the January reports back to the Board once these issues have been resolved.

She also reported that Mr. Brasfield, General Manager of the Fieldhouse, and Mr. Hamilton, Parks Superintendent will come to a future DCEDC Board meeting to provide updates to the Board.

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

Mr. Keeler with Options Real Estate attended this meeting to answer any questions the Board had regarding the submitted Financials.

The Board had further questions/discussion.

***ITEM NO. 9 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 MAIN STATION DUNCANVILLE, LTD'S PARTNERSHIP LOAN FOR \$75,000.
- DISCUSS PROPERTY LOCATED NORTH OF IH-20, SOUTH OF RED BIRD LANE, EAST OF NORTH MAIN STREET, AND WEST OF COCKRELL HILL. RD.
- DISCUSS PROPERTY LOCATED AT 730 E. IH-20, DUNCANVILLE, TX 75116.

The Board convened into closed Executive Session at 6:48 PM.

***ITEM NO. 10 RECONVENE INTO OPEN SESSION.***

The Board reconvened into Open Session at 8:15 PM.

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

There was no action taken by the Board.

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

Ms. James reported that on February 18, 2020, Staff received a notice of a Partners Special Meeting from Monte Anderson. Partners include those owners of at least 10% of the limited partnership interest in Main Station Duncanville, Ltd. (the "Partnership"). In accordance with Section 12.2 of the Limited Partnership Agreement of the Partnership, Mr. Anderson has requested a special meeting of the partners to discuss the partner loan from Mr. Anderson to the Partnership. The meeting will take place on Friday, February 28, 2020; 2:00 PM at the Offices of Options Real Estate.

After further questions/discussion, it was the consensus of the Board that President Dial will attend this meeting and represent the Board on their behalf.

Ms. James reported that at the July 22, 2019, DCEDC meeting, the Board awarded the Duncanville Police Department with an economic development incentive to assist with the purchase of a trailer mounted camera system. The Police Department has provided Staff with a spreadsheet of the locations where the camera is being utilized. Staff will ask the Police Department if they can track the outcome of these locations.

The Board had further questions/discussion.

The next DCEDC meeting will take place on March 23, 2020 at 5:00 PM. This will allow the Board time to attend the Duncanville City Council and P & Z Joint Meeting, which will begin at 6:00 PM at the D.L. Hopkins, Jr. Senior Center.

- **RECEIVE BUSINESS AND EVENTS ACTIVITY UPDATES.**
  - **CERTIFICATE OF OCCUPANCY – APPLICATIONS RECEIVED – MONTHLY (EDC) MONTH OF JANUARY 2020 (ATTACHED).**
  - **CERTIFICATE OF OCCUPANCY – CERTIFICATES ISSUED – MONTHLY (EDC) MONTH OF JANUARY 2020 (ATTACHED).**

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:**
  - **DUNCANVILLE CITY COUNCIL AND P&Z JOINT MEETING (REWRITE OF COMPREHENSIVE PLAN); FEBRUARY 24, 2020, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116, 6:00 PM.**
  - **STRONG TOWNS WORKSHOP; MARCH 21, 2020, LOCATION: TBD, 9:00 AM – 12:00 NOON.**
  - **TOWN HALL MEETING – CENSUS; MARCH 26, 2020, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116, 6:00 PM.**
  - **BSWP R.E.D. LUNCHEON; APRIL 2, 2020, HILTON GARDEN INN, 800 N. MAIN ST., DUNCANVILLE, TX 75116, 11:00 AM.**
  - **TOWN HALL MEETING – BUDGET; APRIL 9, 2020, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116. TIME TO BE DETERMINED.**
  - **DUNCANVILLE CITY COUNCIL AND DCEDC JOINT MEETING; AUGUST 24, 2020, DUNCANVILLE PUBLIC LIBRARY, LIBRARY MEETING ROOMS, 201 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116, 6:00 PM.**
  - **TEDC ED SALES TAX – DFW TRAINING WORKSHOP; SEPTEMBER 18, 2020, HYATT PLACE DALLAS/GARLAND/RICHARDSON, 5101 N. GEORGE BUSH HWY, GARLAND, TX 75040, 8:00 AM – 4:00 PM.**
  - **FLYERS: CENSUS 2020 STUDENT POSTER CONTEST, HEART OF DUNCANVILLE 5K WALK & RUN, ANNUAL GARDEN WORKSHOP, JOIN THE 2020 CENSUS, AND CELEBRATING AFRICAN AMERICAN HISTORY MONTH**

## **ADJOURNMENT**

The DCEDC Meeting adjourned at 9:09 PM.

APPROVED:



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STEVE DIAL  
PRESIDENT

ATTEST:



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CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR