

**THE DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
MINUTES
REGULAR MEETING
JANUARY 27, 2020**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, January 27, 2020, at 6:00 PM in the City Hall Briefing Room, located at the 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: Johnette Jameson; Councilwoman, District 5

Guest(s) Present: Rick Keeler; Chief Financial Officer (Options Real Estate Investments, Inc.)

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 6:13 PM.

INVOCATION

Mr. Galbraith 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 DECEMBER 16, 2019.

Dr. Smith made a motion to approve the minutes of the DCEDC regular meeting held on December 16, 2019, seconded by Mr. Galbraith; the motion passed unanimously.

ITEM NO. 3 CONSIDER APPROVAL OF THE DUNCANVILLE CITY COUNCIL AND THE DCEDC MINUTES FOR THE JOINT MEETING HELD ON JANUARY 7, 2020.

Ms. Chan Williams made a motion to approve the minutes of the Duncanville City Council and the DCEDC joint meeting held on January 7, 2020, seconded by Mr. Broughton; 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 January sales (November payment) show a positive of 5.06% over the same period last year, with an overall increase YTD for FY 19 Sales Tax collections of 5.06% compared to FY 18 sales tax revenues.

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 \$226,216 in sales tax revenues, and \$68 in miscellaneous income. The Total Revenues collected for the month is \$226,284.

The EDC had expenses of \$30,095, i.e., costs for contract services (land study for the property located at 730 E. IH-20, computer software costs, salaries, and benefits). Keep Duncanville Beautiful had expenses of \$239. There was a \$6,301 Transfer to the General Fund for supportive services. There was a \$22,975 Design Incentive Grant (Façade) payment to Cox Farms Nursery, LLC for a fire suppression system. Beautification had expenses of \$1,628.

The Total Expenditures for EDC for the month were \$61,307, which leaves the EDC with a Net Profit of \$164,909 for the month. The Total Expenditures for EDC year-to-date were \$142,312, which leaves the EDC with a Net Profit of \$90,907 year-to-date. The EDC projected Fund Balance will be \$2,555,000.

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. 6 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.

Ms. James reported that revenues totaled \$229,385 YTD for the month of December 2019. The Fieldhouse had \$243,499 YTD worth of expenses. Ms. James also reported that the Fieldhouse General Manager anticipates having a great year.

Staff will be happy to take any questions or comments from the Board back to the General Manager. The Board had further questions/discussion, but nothing specifically for the General Manager.

However, the Board would like for the General Manager to attend a DCEDC meeting in July to provide an update to the Board. Staff will arrange this meeting.

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

Mr. Keeler reported that it is pretty much business as usual at Main Station.

The Board had further questions/discussion.

ITEM NO. 8 RECEIVE AND DISCUSS THE 2019 MAIN STATION DUNCANVILLE, LTD'S BUDGET.

Mr. Keeler reviewed the Main Station Duncanville, LTD's Budget with the Board. While reviewing the budget, Mr. Keeler reported that Main Station Duncanville, LTD has taken out a \$75,000 loan on the property. The DCEDC had no knowledge of this loan.

As General Partner, Mr. Anderson under Texas Law has the fiduciary duty to the limited partner to make sure that the limited partner is informed and can vote on any financial negotiations the partnership is making.

Because the DCEDC is a limited partner, the Board would like to review these documents. Staff will visit with the City Attorney, and then report back to the Board at the next DCEDC meeting. Mr. Keeler will also update Ms. James tomorrow.

Ms. James asked the Board to email her with any questions they may have. A copy of the Agreement or a summary from our City Attorney will be provided to the Board. Mr. Keeler will also provide an estimate, etc. on the roofing project.

The Board had further questions/ discussion.

ITEM NO. 9 RECEIVE AND CONSIDER APPROVAL OF THE 2019 DCEDC ANNUAL REPORT.

Ms. James reviewed the 2019 DCEDC Annual Report with the Board. The 2019 DCEDC Annual Report will be presented to City Council.

Ms. James also provided an update to the Board regarding Lady Love Tax Services' Incentive Grant request. She will provide another update to the Board later.

The Board did have a few questions about the numbers, i.e., Total Number Visits – Library, Total Number Materials Checked Out – Library, Total Number of Computer Use – Library, and Total Number of Visits – Recreation Center submitted to Staff. Are these Calendar or Fiscal Year numbers? These numbers were provided to Staff by the Library and the Recreation/Senior Center Staff. Staff will verify these numbers and report back to the Board.

Also, while reviewing the Annual Report, Ms. James asked the Board if they would like to have the Parks Superintendent visit a DCEDC meeting to provide the Board with an update. The Board would like for the Parks Superintendent to attend a DCEDC meeting in April or May to provide an update to the Board. Staff will arrange this meeting.

The Board had further questions/discussion. Dr. Smith made a motion to approve the 2019 DCEDC Annual Report with specified modifications/corrections, seconded by Mr. Grace; the motion passed unanimously.

ITEM NO. 10 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 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 7:56 PM.

ITEM NO. 11 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 9:14 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.

On January 24, 2020, Mr. Galbraith sent an email to the entire Duncanville City Council, the City Manager, and the Director of Economic Development regarding “Access to 730 E. IH-20 Versus Sustainable Annual Tax Revenue as A Consequence of Redevelopment”. At this meeting, Mr. Galbraith made a request that the entire Board be allowed to review the email and discuss its contents.

The Board was provided with a copy of the email and discussed its contents. It is the consensus of the Board that moving forward, Mr. Galbraith will not send an email as a Board Member, but as a private citizen to City Council.

- ***RECEIVE BUSINESS AND EVENTS ACTIVITY UPDATES.***
 - ***CERTIFICATE OF OCCUPANCY – APPLICATIONS RECEIVED – MONTHLY (EDC) MONTH OF DECEMBER 2019 (ATTACHED).***
 - ***CERTIFICATE OF OCCUPANCY – CERTIFICATES ISSUED – MONTHLY (EDC) MONTH OF DECEMBER 2019 (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.

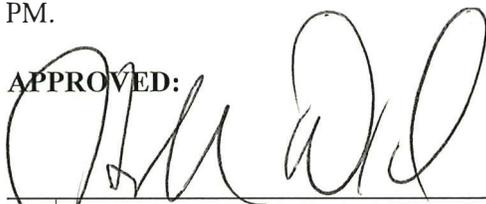
- ***IMPORTANT DATES/UPCOMING EVENTS:***
 - ***NEW BRUSH & BULK DEBRIS COLLECTION SCHEDULE (FLYER ATTACHED).***
 - ***DUNCANVILLE RECREATION CENTER MEMBERSHIP DRIVE (FLYER ATTACHED).***
 - ***DUNCANVILLE POLICE DEPARTMENT IS NOW RECRUITING (FLYER ATTACHED).***
 - ***JOIN THE 2020 CENSUS (FLYER ATTACHED).***

- 2020 DADDY DAUGHTER DANCE: BEAUTY & THE BEAST; FEBRUARY 8, 2020, DUNCANVILLE RECREATION CENTER, 201 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116 (FLYER ATTACHED).
- 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.
- TOWN HALL MEETING – CENSUS; MARCH 26, 2020, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116, 6:00 PM.
- TOWN HALL MEETING – BUDGET; APRIL 2 OR 9, 2020, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116. DATE AND TIME TO BE DETERMINED.
- DUNCANVILLE CITY COUNCIL AND DCEDC JOINT MEETING; AUGUST 24, 2020, D.L. HOPKINS, JR. SENIOR CENTER, 206 JAMES COLLINS BLVD., DUNCANVILLE, TX 75116, 6:00 PM.

ADJOURNMENT

The DCEDC Meeting adjourned at 9:36 PM.

APPROVED:



STEVE DIAL
PRESIDENT

ATTEST:



CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR