

**THE DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
MINUTES  
REGULAR MEETING  
APRIL 16, 2020**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, April 16, 2020, at 6:00 PM in the City Hall Briefing Room, located at 203 E. Wheatland Rd., Duncanville, TX 75116, and via Video Conference and Telephone.

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 ( <i>Left the Meeting at 8:31pm</i> )

Board Members Not in Attendance:

All Board Members were in attendance.

City Council Members Present: Joe Veracruz; District 1, and Johnette Jameson; District 5

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 6:38 PM.

***INVOCATION***

Mr. Galbraith offered the Invocation.

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

President Dial read the item into record. There were no public comments received.

***ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON FEBRUARY 24, 2020.***

Mr. Broughton made a motion to approve the minutes of the DCEDC regular meeting held on February 24, 2020, seconded by Mr. Govan; the motion passed unanimously.

***ITEM NO. 3 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.***

Ms. James reported that Sales Tax collections for April (February sales) show a decrease of 11.24% over the same period last year, with YTD for FY19 Sales Tax collections of 0.15% compared to FY18 sales tax revenues.

The Board had further questions/discussion.

***ITEM NO. 4 RECEIVE AND CONSIDERE APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.***

Ms. James reported that the EDC collected \$174,721 in sales tax revenues. The Total Revenues collected for the month is \$174,721, and \$889,515 YTD.

The EDC had expenses of \$22,894 including; salaries and other expenses such as memberships, Keep Duncanville Beautiful had expenses of \$460. There was a \$6,301 Transfer to the General Fund for supportive services. Beautification had expenses of \$255.

The Total Expenditures for EDC for the month were \$29,910, which leaves the EDC with a Net Profit of \$144,811 for the month. The Total Expenditures for the EDC YTD were \$743,281, which leaves the EDC with a Net Profit of \$146,234 YTD.

Ms. James also reported that next month, the EDC will see more expenses including the Palio Partners grant. The building located at 103 N. Cedar Ridge Drive is complete, and Staff will schedule the Check Presentation as soon as possible. Also, the Russell Glen project located at 106 E. Hwy 67 is outstanding. Staff believes this project will be complete in about 2 – 3 months.

The Board had further questions/discussion.

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

***ITEM NO. 5 DISCUSS AND CONSIDER APPROVING A TEMPORARY COVID-19 BUSINESS RETENTION ASSISTANCE PROGRAM.***

Ms. James reported that different EDCs in other communities are creating grants to try to assist small businesses as well as providing a gap measure to help them while they are waiting to receive their federal funding. Staff has published a lot of information throughout the community in terms of the federal grants that are available, but there is obviously still a need locally. Several of Duncanville's larger businesses and top sales tax revenue generators are for the most part operating, not at full capacity, but they are operating. However, several smaller businesses are not.

Ms. James further explained that there has been a lot of discussion on whether the Board would be interested in creating some type of temporary business retention assistance program for businesses that continue to stay open, but not for those that have already closed per State law. Staff gathered information on what some other communities are providing to small businesses and contacted Impact DataSource, which is our third-party firm that we use to conduct an economic impact analysis on all our grants. After this research, it was determined that most local grants range from \$1,500 – \$5,000. The requirements of the grants varied as well. The Board does have some other financial obligations with the new purchase that is being considered. However, there are funds available in the Fund Balance if the Board is interested in creating a grant program.

Ms. James further discussed the program suggestions that Impact DataSource provided on how an ROI could be determined, while keeping the process simple for small businesses.

There Board had further questions/discussion.

***ITEM NO. 6 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.

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 COVID-19 BUSINESS RETENTION GRANTS.

The Board convened into Closed Executive Session at 7:08 PM.

***ITEM NO. 7 RECONVENE INTO OPEN SESSION.***

The Board reconvened into Open Session at 9:11 PM.

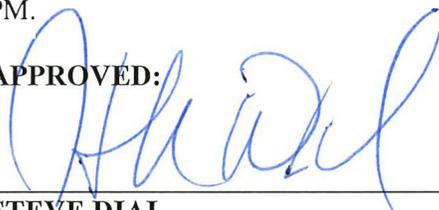
***ITEM NO. 8 TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION.***

Mr. Broughton made a motion to approve the creation of a Temporary COVID-19 Business Retention Assistance Program in the amount not to exceed \$250,000, to amend the budget to reflect this amount, and to authorize the DCEDC President to sign any necessary documents. The program should include the following stipulations: The grant amount would be from \$1,000 – \$5,000, and the business would have 20 or less employees only. There will be a three-week application process, and the business had to be in business 120 days from the Shelter-in-Place order issued by the Dallas County Judge, seconded by Mr. Govan; the motion passed unanimously.

***ADJOURNMENT***

The DCEDC Meeting adjourned at 9:15 PM.

**APPROVED:**

  
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**STEVE DIAL**  
**PRESIDENT**

**ATTEST:**

  
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**CYNTHIA D. WILLIAMS**  
**ECONOMIC DEVELOPMENT COORDINATOR**