

**THE DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
MINUTES
REGULAR MEETING
MAY 28, 2020**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, May 28, 2020, at 6:00 PM in the City Hall Briefing Room, located at 203 E. Wheatland Rd., Duncanville, TX 75116, and via Zoom Communication.

Board Members in Attendance:

Steve Dial	President
Derwin Broughton, AIA	Vice President
Dave Galbraith	Board Member
Kenneth Govan	Board Member
Michael Grace	Board Member
Chan Williams	Board Member

Board Members Not in Attendance:

All Board Members were in attendance with one *Board Member vacancy*.

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

Staff Present: Jessica James; Director of Economic Development, Timothy Hamilton; Park Superintendent, and Cynthia Williams; Economic Development Coordinator

CALL TO ORDER

The meeting was called to order by President Dial at 6:08 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 APRIL 16, 2020.

Mr. Broughton made a motion to approve the minutes for the DCEDC meeting held on April 16, 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 May (March sales) show a decrease of 16.93% over the same period last year, with YTD for FY 19 - 20 Sales Tax collections down at 4.06% compared to FY 18 - 19 sales tax.

The Board had further questions/discussion.

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

Ms. James reported that the EDC collected \$170,929 in sales tax revenues and \$1,083 in interest. The Total Revenues collected for the month is \$172,012, and \$1,062,630 YTD.

The EDC had expenses of \$23,611 including; salaries and other expenses such as memberships, Keep Duncanville Beautiful had expenses of \$1,869. There was a \$6,301 Transfer to the General Fund for supportive services. Beautification had expenses of \$1,766.

The Total Expenditures for EDC for the month were \$33,547, which leaves the EDC with a Net Profit of \$138,465 for the month. The Total Expenditures for the EDC YTD were \$776,828, which leaves the EDC with a Net Profit of \$285,802 YTD.

The Board had further questions/discussion.

Mr. Broughton made a motion to approve the DCEDC monthly Budget report, seconded by Mr. Grace; the motion passed unanimously.

ITEM NO. 5 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE SPORTS FACILITY FINANCIAL STATUS REPORT.

Ms. James reported that due to the COVID-19 pandemic, several Staff members of the Fieldhouse were furloughed. Therefore, the General Manager was not able to be here tonight to provide the Board with an update. She will take any questions the Board may have back to the General Manager for a response.

The Board had further questions/discussion, but no specific question for the General Manager.

ITEM NO. 6 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.

It was the consensus of the Board to defer this Agenda Item until the next DCEDC Regular Meeting.

ITEM NO. 7 HOLD A PUBLIC HEARING REGARDING THE EXPENDITURE OF FUNDS FOR THE DCEDC TEMPORARY COVID-19 BUSINESS RETENTION ASSISTANCE PROGRAM IN THE AMOUNT OF \$250,000.

President Dial opened the Public Hearing at 6:33 PM.

No one spoke during the Public Hearing.

President Dial closed the Public Hearing at 6:36 PM.

ITEM NO. 8 RECEIVE AND DISCUSS THE TEMPORARY COVID-19 BUSINESS RETENTION ASSISTANCE PROGRAM.

Ms. James reported that as of today, Staff has received 122 Applications in various ways, i.e., the Internet, walk-ins, as well as the City's Utility Billing Night Drop Box. The total amount being requested is \$1,050,477. The businesses range from in-home businesses, such as real estate, concierge services, and welders to restaurants, one hotel, hair salons, barber shops, lawyers, and accountants.

Staff will work with our Building Permit Department to verify that each business is registered, has no code violations, and is an actual business in Duncanville. Staff will also create a narrative list of each business, run the ROI for each business, rank and split each business into groups, and break down the businesses into categories for the Board's review.

ITEM NO. 9 RECEIVE AND CONSIDER APPROVAL OF THE PROPOSED FISCAL YEAR 2020 – 2021 DCEDC BUDGET.

Ms. James provided the Board with a detailed overview of the Proposed Fiscal Year 2020 – 2021 DCEDC Budget. There were no major changes to the Budget. Total expenditures for the Budget will leave the DCEDC with a projected net profit of \$430,787 and projected total expenditures of \$1,860,736.

The Board had further questions/discussion.

Mr. Govan made a motion to approve the Proposed Fiscal Year 2020 – 2021 DCEDC Budget, seconded by Mr. Broughton; the motion passed unanimously.

Mr. Hamilton reported on the KDB Budget. The annual conference was in Rockwall this year. It was scheduled to take place in Houston. Due to COVID-19, that conference has been cancelled, and will be a virtual conference in August. Therefore, next year, that line item number will go back up. He also reported that the Department has made some cuts. For example, the department did not do a spring color change. However, Ruiballs did donate some plants to the City. Spring beautification was not cut, but Staff has been given the green light to proceed. The Department is still looking to expend those funds.

The Board had further questions/discussion.

Mr. Hamilton will come back to the Board at later date with a presentation.

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.

It was the consensus of the Board to defer this Agenda Item to the next DCEDC Regular Meeting.

ITEM NO. 11 RECONVENE INTO OPEN SESSION.

It was the consensus of the Board to defer this Agenda Item to the next DCEDC Regular Meeting.

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

It was the consensus of the Board to defer this Agenda Item to the next DCEDC Regular Meeting.

ITEM NO. 13 RECEIVE DIRECTOR'S REPORTS.

- **BUSINESS ACTIVITY UPDATES.**

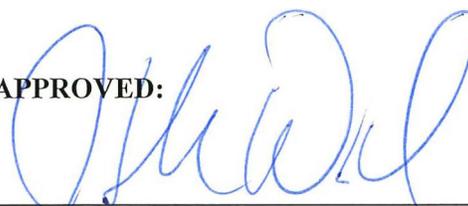
Ms. James discussed the Business and Events Activities for the previous month, which included new businesses, business expansions, and the list of Certificates of Occupancy. The Board had further questions and discussion.

- **CERTIFICATE OF OCCUPANCY – APPLICATIONS RECEIVED – MONTHLY (EDC) MONTH OF APRIL 2020 (ATTACHED)**
- **CERTIFICATE OF OCCUPANCY – CERTIFICATES ISSUED – MONTHLY (EDC) MONTH OF APRIL 2020 (ATTACHED).**

ADJOURNMENT

The DCEDC meeting adjourned at 7:40 PM.

APPROVED:



**STEVE DIAL
PRESIDENT**

ATTEST:



**CYNTHIA D WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**