



**Board of Directors
Lake Dallas Community Development Corporation
Regular Meeting
City Hall, 212 Main Street, Lake Dallas, TX 75065
September 13, 2021 at 7:00 p.m.
Agenda**

- 1. Call to Order & Determination of Quorum**
- 2. Citizen Agenda & Public Comment:** An opportunity for citizens to address the Lake Dallas Community Development Corporation (CDC) Board on matters which are not scheduled for consideration by the CDC on this agenda. The Texas Open Meeting Act prohibits deliberation by the CDC of any subject which is not on the posted agenda; therefore, the CDC Board will not be able to discuss or take any action on items discussed during the citizen presentations. Citizen presentation will be limited to five (5) minutes per person.
- 3. Approval of the August 9, 2021 minutes.**
- 4. Approval of the July 2021 financials.**
- 5. Receive a report and discuss property maintenance, management actions, demolition activity for properties owned by the Corporation.**
- 6. Receive a report, hold a discussion, and take appropriate action, if any, to hire Bradley Environmental Services to perform asbestos surveying for structures located at 1000-1002 and 1004 S. Stemmons Freeway.**
- 7. Receive a report and hold a discussion regarding the update provided by The Retail Coach.**
- 8. Receive a report, hold a discussion, and take action, if any, regarding the Corporation's economic development goals and objectives, including the economic development strategic plan and economic development activities.**
- 9. Executive Session:** Conduct a closed meeting pursuant to Texas Government Code Section 551.072 to deliberate the purchase, exchange, lease, sale, or value of real property located within the Downtown Overlay and I35 Business Corridor Districts.

10. Return to Open Session: Take action, if any, pursuant to discussions conducted in Executive Session.

11. Announcements or requests for future agenda items

12. Adjourn

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on September 10, 2021 at 5:00 p.m.



Codi Delcambre, City Secretary

If you plan to attend this via teleconference public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 103 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



**Lake Dallas Community
Development Corporation**

**Financial Reports
July 2021**

Lake Dallas Community Development Corporation
Monthly Financial Summary
July 2021

CDC	Budget	Current Month	Year to Date	YTD %
Revenues	\$427,449	\$31,756	\$344,663	80.6%
Expenditures	\$629,378	\$258,351	\$499,661	79.4%
Net	(\$201,929)	(\$226,595)	(\$154,998)	

Sales Tax Revenue for July 2021 is \$31,746. This is approximately 1.8% increase from July 2020. As of this month, 83.4% of the budgeted sales tax has been collected.

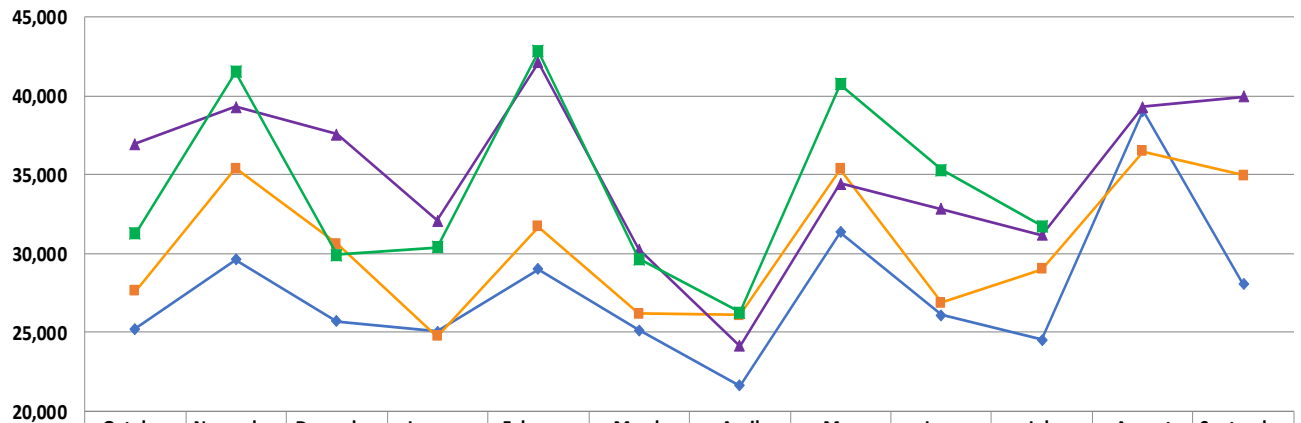
Community Development Corporation has the following cash and investments available as of July 31, 2021.

CDC Investments	\$217,726.76
CDC Checking Account	23,364.71
Total Cash and Investments	<u>\$241,091.47</u>

City of Lake Dallas
Community Development Corporation
Sales Tax Receipts

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
October	23,689	24,888	25,218	27,643	36,961	31,281
November	35,767	27,468	29,604	35,405	39,286	41,488
December	23,625	24,197	25,716	30,596	37,548	29,903
January	18,869	24,962	25,083	24,779	32,080	30,401
February	26,226	30,383	29,016	31,709	42,125	42,829
March	24,069	23,762	25,136	26,208	30,266	29,679
April	21,251	26,732	21,641	26,091	24,134	26,292
May	31,601	30,282	31,369	35,357	34,435	40,724
June	22,787	27,718	26,084	26,906	32,815	35,304
July	22,044	24,330	24,549	28,997	31,188	31,746
August	26,604	29,717	39,028	36,474	39,278	
September	24,161	25,753	28,073	34,973	39,955	
St Comp Audit Adj		67,401				
Annual Auditor accrual	(7,099)	2,465				
Total	\$293,594	\$390,059	\$330,518	\$365,137	\$420,073	\$205,580

Community Development Corporation - Monthly Sales Tax



	October	November	December	January	February	March	April	May	June	July	August	September
FY2018	25,218	29,604	25,716	25,083	29,016	25,136	21,641	31,369	26,084	24,549	39,028	28,073
FY2019	27,643	35,405	30,596	24,779	31,709	26,208	26,091	35,357	26,906	28,997	36,474	34,973
FY2020	36,961	39,286	37,548	32,080	42,125	30,266	24,134	34,435	32,815	31,188	39,278	39,955
FY2021	31,281	41,488	29,903	30,401	42,829	29,679	26,292	40,724	35,304	31,746		

Budget Details

**Revenues and Expenditures
by Month and Year to Date
Compared to Budget**

City of Lake Dallas
Statement of Revenue and Expenditures
Revised Budget
For Community Development Corporation (11)
For the Fiscal Period 2021-11 Ending August 31, 2021

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Revenues					
Revenues					
Undefined Sub-Type Revenues					
11-00-42112 4B Sales Tax	0.00	0.00	\$ 407,500.00	\$ 339,646.01	16.65%
11-00-45480 Property Rental Income	0.00	0.00	12,000.00	4,750.00	60.42%
11-00-47482 Interest Income - 4B	0.00	0.00	7,949.00	266.85	96.64%
Total Undefined Sub-Type Revenues	0.00	0.00	427,449.00	344,662.86	19.37%
Total Revenues	0.00	0.00	427,449.00	344,662.86	19.37%
Total Community Development Corporation Revenues	\$ 0.00	\$ 0.00	\$ 427,449.00	\$ 344,662.86	19.37%
Expenditures					
Administration Expenditures					
Supplies Expenditures					
11-11-52205 Advertising	0.00	0.00	\$ 24,000.00	\$ 7,655.25	68.10%
11-11-52206 Travel & Training	0.00	0.00	2,000.00	100.00	95.00%
11-11-52207 Dues & Memberships	0.00	0.00	600.00	0.00	100.00%
11-11-52213 Subscriptions & Publications	0.00	0.00	1,500.00	1,500.00	0.00%
Total Supplies Expenditures	0.00	0.00	28,100.00	9,255.25	67.06%
Contractual Services Expenditures					
11-11-53301 Utilities	0.00	0.00	11,000.00	6,146.71	44.12%
11-11-53303 Accounting & Auditor	0.00	0.00	3,250.00	2,750.00	15.38%
11-11-53304 Legal Services	0.00	4,070.00	3,000.00	12,395.00	(313.17%)
11-11-53309 Consultants & Professionals	0.00	0.00	30,000.00	18,150.00	39.50%
11-11-53381 CDC Downtown BIG Grants	0.00	0.00	30,000.00	20,000.00	33.33%
Total Contractual Services Expenditures	0.00	4,070.00	77,250.00	59,441.71	23.05%
Maintenance Expenditures					
11-11-54405 Park Maintenance	0.00	0.00	0.00	500.00	0.00%
11-11-54480 Rental Property Maintenance	0.00	0.00	4,000.00	3,641.25	8.97%
Total Maintenance Expenditures	0.00	0.00	4,000.00	4,141.25	(3.53%)
Capital Outlay Expenditures					
11-11-55520 Capital Outlay-CDC Projects	0.00	(1,656.29)	200,000.00	189,208.22	5.40%
Total Capital Outlay Expenditures	0.00	(1,656.29)	200,000.00	189,208.22	5.40%
Transfers Expenditures					
11-11-59111 Transfer to General Fund Parks & Admin	0.00	0.00	80,000.00	0.00	100.00%
11-11-59119 Transfer to Debt Service Fund	0.00	0.00	240,028.00	240,028.00	0.00%
Total Transfers Expenditures	0.00	0.00	320,028.00	240,028.00	25.00%
Total Administration Expenditures	0.00	2,413.71	629,378.00	502,074.43	20.23%
Total Community Development Corporation Expenditures	\$ 0.00	\$ 2,413.71	\$ 629,378.00	\$ 502,074.43	20.23%
Community Development Corporation Excess of Revenues	\$ 0.00	\$ (2,413.71)	\$ (201,929.00)	\$ (157,411.57)	22.05%

City of Lake Dallas
Statement of Revenue and Expenditures
Revised Budget

For the Fiscal Period 2021-11 Ending August 31, 2021

Account Number		Current Budget		Current Actual		Annual Budget		YTD Actual		Remaining Budget %
Total Revenues	\$	0.00	\$	0.00	\$	427,449.00	\$	344,662.86		19.37%
Total Expenditures	\$	0.00	\$	2,413.71	\$	629,378.00	\$	502,074.43		20.23%
Total Excess of Revenues Over Expenditures	\$	0.00	\$	(2,413.71)	\$	(201,929.00)	\$	(157,411.57)		22.05%

Accounts Payable Check Register

**Checks Processed
During Posting of
Accounts Payable**

Accounts Payable Check Register Report - IB-Community Development Corporation-1061976*For The Date Range From 7/1/2021 To 7/31/2021**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status						
3666	C	7/7/2021	823	Dunaway	\$7,202.25	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>48875 - Parks and Open Spaces Master Plan Fees</td><td>11-11-55520</td><td>\$7,202.25</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	48875 - Parks and Open Spaces Master Plan Fees	11-11-55520	\$7,202.25
Invoice Nbr - Description	GL Account	Amount										
48875 - Parks and Open Spaces Master Plan Fees	11-11-55520	\$7,202.25										
3667	C	7/7/2021	802	Eagle Surveying	\$1,650.00	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>2106.010 - Survey for 1004 S. Stemmons Freeway</td><td>11-11-53309</td><td>\$1,650.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	2106.010 - Survey for 1004 S. Stemmons Freeway	11-11-53309	\$1,650.00
Invoice Nbr - Description	GL Account	Amount										
2106.010 - Survey for 1004 S. Stemmons Freeway	11-11-53309	\$1,650.00										
3668	C	7/19/2021	594	Three Kings Grounds Keeping	\$1,077.00	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>Lake Dallas--02 - 103, 105, and 107 S. Lake Dallas Drive and 312 Main Street mowing (1/2 April, May, June)</td><td>11-11-54480</td><td>\$1,077.00</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	Lake Dallas--02 - 103, 105, and 107 S. Lake Dallas Drive and 312 Main Street mowing (1/2 April, May, June)	11-11-54480	\$1,077.00
Invoice Nbr - Description	GL Account	Amount										
Lake Dallas--02 - 103, 105, and 107 S. Lake Dallas Drive and 312 Main Street mowing (1/2 April, May, June)	11-11-54480	\$1,077.00										
3669	C	7/20/2021	137	Lake Cities Municipal Utility Authority	\$309.89	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>Lake Dallas--13 - Monthly Water Bill</td><td>11-11-53301</td><td>\$309.89</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	Lake Dallas--13 - Monthly Water Bill	11-11-53301	\$309.89
Invoice Nbr - Description	GL Account	Amount										
Lake Dallas--13 - Monthly Water Bill	11-11-53301	\$309.89										
3670	C	7/20/2021	111	Nichols, Jackson, Dillard	\$2,497.50	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>34354 - CDC Legal Services</td><td>11-11-53304</td><td>\$2,497.50</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	34354 - CDC Legal Services	11-11-53304	\$2,497.50
Invoice Nbr - Description	GL Account	Amount										
34354 - CDC Legal Services	11-11-53304	\$2,497.50										
3671	C	7/30/2021	823	Dunaway	\$5,204.82	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>49463 - Parks and Open Spaces Master Plan Fees</td><td>11-11-55520</td><td>\$5,204.82</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	49463 - Parks and Open Spaces Master Plan Fees	11-11-55520	\$5,204.82
Invoice Nbr - Description	GL Account	Amount										
49463 - Parks and Open Spaces Master Plan Fees	11-11-55520	\$5,204.82										
TXU	E	7/22/2021	527	TXU Energy	\$184.85	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>052003203256 - Utilities (CDC)</td><td>11-11-53301</td><td>\$184.85</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	052003203256 - Utilities (CDC)	11-11-53301	\$184.85
Invoice Nbr - Description	GL Account	Amount										
052003203256 - Utilities (CDC)	11-11-53301	\$184.85										
TXU	E	7/30/2021	527	TXU Energy	\$196.57	O						
<table><tr><th>Invoice Nbr - Description</th><th>GL Account</th><th>Amount</th></tr><tr><td>052003217354--01 - Utilities</td><td>11-11-53301</td><td>\$196.57</td></tr></table>							Invoice Nbr - Description	GL Account	Amount	052003217354--01 - Utilities	11-11-53301	\$196.57
Invoice Nbr - Description	GL Account	Amount										
052003217354--01 - Utilities	11-11-53301	\$196.57										
Cleared					\$0.00							
Outstanding					\$18,322.88							
Void					\$0.00							



**COMMUNITY DEVELOPMENT CORPORATION
AGENDA MEMO**

Prepared By: Lancine Bentley, Assistant to the City Manager September 13, 2021

Hire of Bradley Environmental Services to Perform Asbestos Surveying

DESCRIPTION:

Receive a report, hold a discussion, and take appropriate action, if any, to hire Bradley Environmental Services to perform asbestos surveying for structures located at 1000-1002 and 1004 S. Stemmons Freeway.

BACKGROUND INFORMATION:

In June 2021, the Lake Dallas Community Development Corporation purchased 1000 – 1002 S. Stemmons Freeway and 101 S. Lake Dallas Drive. In July 2021, the Lake Dallas Community Development Corporation entered into an owner-financed contract to purchase 1004 S. Stemmons Freeway. These properties are located in the I-35 Business Corridor District.

Per State law, prior to demolition these commercial properties must be surveyed for asbestos. A quote for asbestos surveys for the two structures located at these addresses (one per property) has been received from Bradley Environmental Services.

FINANCIAL CONSIDERATION:

The cost for an asbestos survey for the structure at 1000 – 1002 S. Stemmons Freeway is \$500, and \$750 for the structure at 1004 S. Stemmons Freeway.

RECOMMENDATION:

Staff recommends acceptance of the quote for asbestos surveys received from Bradley Environmental Services for a not to exceed amount of \$1,500.

POSSIBLE MOTIONS:

I move to **approve/deny** contracting with Bradley Environmental Services to provide asbestos surveys for 1000 – 1002 and 1004 S. Stemmons Freeway in an amount not to exceed \$1,500.

ATTACHMENT(S):

Proposal for 1000 – 1002 S. Stemmons Freeway
Proposal for 1004 S. Stemmons Freeway



August 10, 2021

Lancine Bentley
City of Lake Dallas Community Development Corporation
212 Main Street
Lake Dallas, TX 75065

**RE: PROPOSAL FOR PRE-DEMOLITION ASBESTOS SURVEY
Former Quality Surplus Store
1000-1002 South Stemmons Freeway
Lake Dallas, TX 75065**

Dear Ms. Lancine:

Bradley Environmental Services (BES) is pleased to provide the City of Lake Dallas with this proposal for a pre-demolition asbestos survey of the above referenced site.

SCOPE OF WORK

An EPA-Accredited and Licensed Asbestos Inspector will visually identify suspect Asbestos-Containing Materials (ACM) inside and outside the subject property.

Bulk samples will be collected and analyzed to identify ACM, if any, inside the vacant residence. The sampling strategy will be in general accordance with Texas Asbestos Health Protection Act (TAHPA) Texas Civil Statutes, Article 4477-3a, as amended and EPA AHERA sampling protocol. A minimum of three (3) samples will be collected of each identified suspected asbestos-containing homogeneous material.

Analysis of materials will be conducted by EPA endorsed Polarized Light Microscopy/Dispersion Staining (PLM/DS) Methodology at a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory. This analysis method determines if asbestos content is above or below 1%.

Recommendations regarding identified ACM, if any, will be provided in the report

The project will be billed in accordance with the following fee schedule:

ESTIMATED FEE SCHEDULE

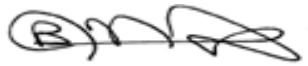
Asbestos Inspection – \$500.00

Bulk Sample Analysis – Included

ESTIMATED TOTAL COST **\$500.00**

We appreciate the opportunity to provide these environmental services to you. If you need additional information or have questions, please contact us at 214-206-6485. We look forward to working with you on this and future projects.

Respectfully,
Bradley Environmental Services



Brad Nunes

APPROVAL:

Sign: _____

Print: _____



August 10, 2021

Lancine Bentley
City of Lake Dallas Community Development Corporation
212 Main Street
Lake Dallas, TX 75065

**RE: PROPOSAL FOR PRE-DEMOLITION ASBESTOS SURVEY
Former Everest Liquor Store
1004 South Stemmons Freeway
Lake Dallas, TX 75065**

Dear Ms. Lancine:

Bradley Environmental Services (BES) is pleased to provide the City of Lake Dallas with this proposal for a pre-demolition asbestos survey of the above referenced site.

SCOPE OF WORK

An EPA-Accredited and Licensed Asbestos Inspector will visually identify suspect Asbestos-Containing Materials (ACM) inside and outside the subject property.

Bulk samples will be collected and analyzed to identify ACM, if any, inside the vacant residence. The sampling strategy will be in general accordance with Texas Asbestos Health Protection Act (TAHPA) Texas Civil Statutes, Article 4477-3a, as amended and EPA AHERA sampling protocol. A minimum of three (3) samples will be collected of each identified suspected asbestos-containing homogeneous material.

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ESTIMATED FEE SCHEDULE

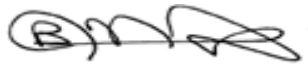
Asbestos Inspection – \$750.00

Bulk Sample Analysis – Included

ESTIMATED TOTAL COST **\$750.00**

We appreciate the opportunity to provide these environmental services to you. If you need additional information or have questions, please contact us at 214-206-6485. We look forward to working with you on this and future projects.

Respectfully,
Bradley Environmental Services



Brad Nunes

APPROVAL:

Sign: _____

Print: _____

**Lake Dallas
Retail Recruitment Update
9/10/21**

- Our team met virtually with Lancine, Daniel Rusnak, and Layne Cline on Thursday, August 19th for a virtual walk through of additional sites to add to the CDC website.
- Our team attended and represented Lake Dallas at the Retail Live Conference on Thursday, September 2nd in Austin. Lake Dallas flyers and marketing materials were handed out to multiple retailers and development prospects at the event.
- We continue outreach to all of the retailers on the prospect list. Interest remains slow and because of that, we will be adding additional retailer prospects to the Lake Dallas recruitment list over the next few weeks.
- Our next retail trade show is in Las Vegas for the ICSC Here We Go event in December. We will start outreach early next month to see about arranging meetings with prospects at this event on Lake Dallas' behalf.

Economic Development Monthly Report September 2021

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Demolition of the structures at 103, 105, and 107 S. Lake Dallas Drive has been completed.

We have obtained quotes for performing asbestos surveying at 1000-1002 and 1004 S. Stemmons Freeway in preparation for future demolition.

Reviewing and modifying, as necessary, the existing Scopes of Work prior to sending a Request for Quotes to contractors for the removal of asbestos and demolition of the structures at 1000–1002 and 1004 S. Stemmons Freeway.

Continuing to review and evaluate federal funding potentially available for Lake Dallas infrastructure and projects through the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds and the Economic Development Administration's six (ARPA) funding categories. With the Public Works Superintendent, putting together a plan for updating and refurbishing Willow Grove Park (dock, beach, trails, etc.) to submit for a competitive grant available through the EDA's Travel, Tourism and Outdoor Recreation program category. Working with the Army Corps of Engineers to obtain approval for a WGP Development Plan prior to EDA grant submission. All plan ideas will go through the Park Board and City Council prior to any submissions.

Met with the TXDOT Dallas Office to obtain a Municipal Maintenance Agreement to address maintenance on TXDOT rights-of-way in Lake Dallas. Working on MMA details (scope and funding) at this time.

Met with DCTA about rail trail maintenance issues. Continuing to provide them information about Lake Dallas' needs and any collaborative solutions.