

**DUNCANVILLE TAX INCREMENT FINANCING (TIF)  
REINVESTMENT ZONE BOARD  
REGULAR MEETING  
JUNE 27, 2017**

A regular meeting of the Duncanville Tax Increment Financing (TIF) Reinvestment Zone Board of Directors was held on Tuesday, June 27, 2017, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Michael Grace	President
Barry Gordon	Board Member
Daniel Flores	Board Member
Kenneth Embry	Board Member
Madeline Kelley-Schwoch	Board Member

Board Members not in attendance:

All Board Members were in attendance.

Staff Present: Economic Development Director Jessica James, and Economic Development Coordinator Cynthia D. Williams

Guest Present: Larry Cline, Larry Cline Consulting, LLC

The meeting was called to order by President Michael Grace at 6:06 PM.

Board Member Mr. Gordon offered the Invocation.

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

No citizen spoke during Citizen's Public Forum.

***ITEM NO. 2 CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON MARCH 28, 2017.***

Mr. Gordon made a motion to approve the minutes as presented, seconded by Ms. Kelley-Schwoch, the vote passed unanimously.

***ITEM NO. 3 CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON APRIL 25, 2017.***

Ms. Kelley-Schwoch made a motion to approve the minutes as presented, seconded by Mr. Flores, the vote passed unanimously.

***ITEM NO. 4 CONSIDER APPROVAL OF THE TIF BYLAWS.***

Ms. James reported that the TIF Bylaws are not in the Packet; the City Attorney is still reviewing them. Staff will bring the Bylaws back to the Board at the next meeting for discussion and approval. The

Bylaws will include the structure of the Board, and the terms of the Board Members. In addition, the Bylaws will include the roles and responsibilities, as well as the powers of the Board. After discussion and approval, Staff will present the Bylaws to City Council for approval, and if approved by City Council, the Bylaws become binding. The Board will also review the Conflicts of Interest; there are some ramifications if those are not followed. Ms. James suggested that the Board nominate a Vice President. That person can move forward without holding up any business if the President is unable to attend a meeting.

***ITEM NO. 5 CONSIDER APPROVAL OF THE TIF CODE OF CONDUCT.***

Ms. James reported that some of the different boards and commissions have their own code of conduct. However, the City Manager would like the TIF Board to stay true to the City's Code of Conduct. City Council has already approved the City's Code of Conduct through Resolution. This is how the Board will be governed. There is no vote needed by the TIF Board.

The Board had further discussion including: Board Members cannot misrepresent the Board in public in terms of soliciting deals or working on any special projects; Board Members cannot request any special treatments because they are on the Board, i.e., tickets to an event. From an ethical standpoint, this is not acceptable; if someone contacts a Board Member regarding a deal, the Board Member will need to bring that to Ms. James' attention. A Board Member cannot negotiate a deal on behalf of the Board or the City. The proper protocol has to be followed; if there are discussions regarding deals in the TIF area, that Board Member will need to recuse him or herself from the discussion; items discussed during Executive Session are not to be released externally. There can be some litigation from developers or a business especially if it hurts them or their project.

Ms. James reported that the Code of Conduct also discusses the Disclosure of Interest and complaints against employees. She reiterated to the Board that when out in the community, the Board Member still represents the Board. The Board Member should think on their behavior out in the community, and how it reflects on the community.

***ITEM NO. 6 RECEIVE AND CONSIDER PROJECT PLAN FOR THE TIF BOARD.***

Ms. James reported that Mr. Cline, the City's TIF Consultant, is present tonight. If the Board Members have any law questions, he can answer them. The Board discussed the Project Plan first, and then Mr. Cline conducted a discussion about the Plan. Ms. James reported that Staff, which includes Public Works, along with Mr. Cline, worked on the Project Plan for many months. The Committee put together some initial numbers and then approached Dallas County to participate. Unfortunately, Dallas County chose not to participate at this time. However, Staff is working with TxDOT through their Green Ribbon Program on a corridor aesthetics and landscape master plan. Ms. James discussed what portion of the Green Ribbon project is included in the TIF District. She reminded the Board that this Plan is a working plan that needs approval. The Board will need to evaluate the Plan.

There was further questions/discussion.

Mr. Embry made a motion to approve the Project Plan for the TIF Board as presented, seconded by Mr. Gordon, the vote passed unanimously.

***ITEM NO. 7 RECEIVE AND CONSIDER FINANCING PLAN FOR THE TIF BOARD.***

Mr. Cline reported that the TIF District Committee selected two different options for the TIF District as a consideration; a Conservative and an Aggressive approach. The Committee calculated the lot areas by

size, and believes that these areas are available for development or redevelopment within the next 20 years. Mr. Cline discussed with the Board the differences between the two options.

Ms. James stated that this plan will go on the July 18, 2017, City Council meeting agenda. It would be great if the TIF Board President will attend this meeting.

There was further questions/discussion.

Mr. Embry made a motion to approve the Aggressive Option of the Financing Plan for the TIF Board as presented, seconded by Mr. Grace, the vote passed unanimously.

**ITEM NO. 8 CONSIDER APPROVAL OF AN AGREEMENT WITH THE DCEDC FOR \$150,000 LOAN.**

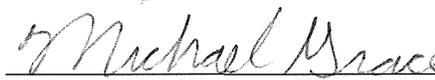
Ms. James reported that the Duncanville Community and Economic Development Corporation (DCEDC) did agree at their June 8, 2017, meeting to do a \$150,000 loan for seed money to the TIF for a period of ten years interest free. In ten years, that payment will be due. That is the timeframe the DCEDC agreed upon. The TIF Board can go back and ask for modification in the future if needed. Ms. James and our City Attorney, Bob Hager, will write the agreement.

Mr. Embry made a motion to approve the agreement with the DCEDC for a \$150,000 loan for seed money to the TIF for a period of ten years interest free and authorizing the President to sign the agreement as presented, seconded by Mr. Grace, the vote passed unanimously.

**ADJOURNMENT**

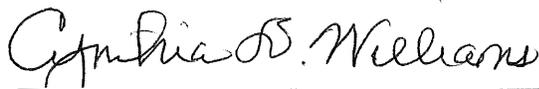
The meeting was adjourned at 7:39 PM.

APPROVED:



MICHAEL GRACE  
PRESIDENT

ATTEST:



CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR