



**DUNCANVILLE TAX INCREMENT FINANCING (TIF)
REINVESTMENT ZONE, NO. 1
REGULAR MEETING
BRIEFING ROOM, DUNCANVILLE CITY HALL
203 E. WHEATLAND RD., DUNCANVILLE, TX 75116
THURSDAY, DECEMBER 13, 2018 @ 6:00 PM**

AGENDA

CALL TO ORDER

INVOCATION

1. CITIZEN'S PUBLIC FORUM.
2. INTRODUCTION OF NEW TIF BOARD MEMBERS.
3. CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON MARCH 8, 2018.
4. HOLD ELECTIONS FOR THE VICE PRESIDENT TIF OFFICE AND MAKE A RECOMMENDATION TO CITY COUNCIL ON THE PRESIDENT'S OFFICE.
5. REVIEW AND DISCUSS BOARD MEMBER ATTENDANCE AND RESPONSIBILITIES.
6. REVIEW AND CONSIDER APPROVAL OF THE DUNCANVILLE TIF DISTRICT 2018 ANNUAL REPORT.

ADJOURNMENT

**POSTED BY MONDAY
DECEMBER 10, 2018 BY 5:00 PM**

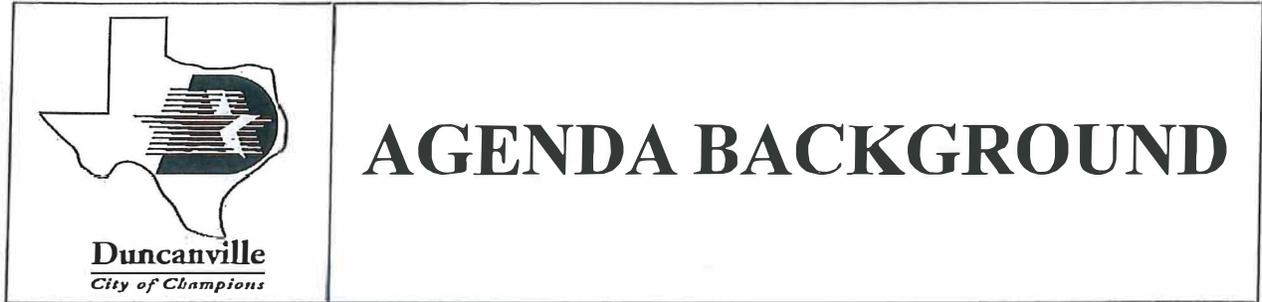
**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**

Members of the City Council, including a possible quorum, might be present in the audience and some of the City Council members might make comments or participate in the discussion as audience members. There will be no deliberation, vote, or action by the City Council.

The City of Duncanville does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. If you have a request for services that will make this program accessible to you, please contact the City of Duncanville at least 72 hours in advance at (972) 780-5012. (TDD Access 1-800-RELAY-TX)

Pursuant to section 30.07, penal code (trespass by license holder with an openly carried handgun), a person licensed under subchapter h, chapter 411, government code (handgun licensing law), may not enter this meeting room with a handgun that is carried openly.

De conformidad con la sección 30.07 del código penal (prevaricación por licenciatario con una arma de mano llevada abiertamente), una persona con licencia bajo el subcapítulo h, capítulo 411, código de gobierno (ley de licencias para portar armas), no pueden entrar a la sala de reuniones con una arma de mano que se practica abiertamente.



ITEM NO. 1

MEETING DATE: Thursday, December 13, 2018

TITLE: Citizen's Public Forum

BACKGROUND/HISTORY: The purpose of the Public Forum is to allow public comment to be made by citizens regarding Board matters. The format of the Public Forum is subject to the President's discretion. When recognized to speak, the citizen is asked to please state his/her name and address for the record. Comments will be limited to two minutes per speaker.

Citizen's wishing to speak on a Public Hearing Agenda item shall not address the Board during the Public Forum. Time is allowed for proponents and opponents to speak on a public hearing item during the set Public Hearing.



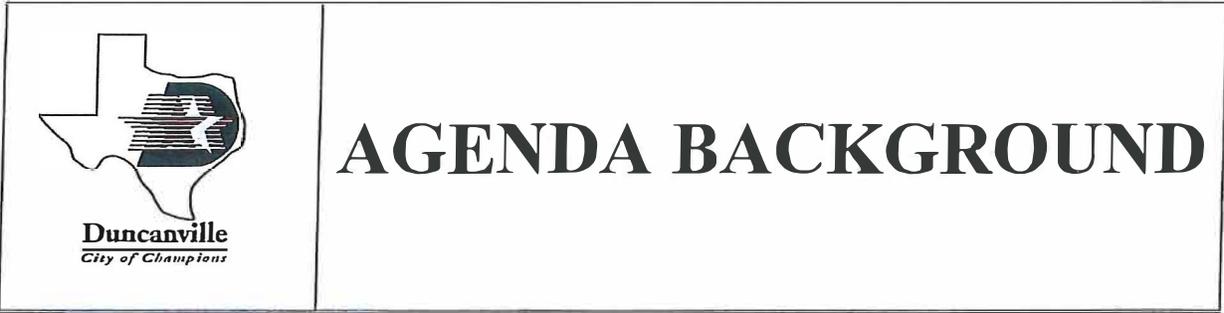
AGENDA BACKGROUND

ITEM NO. 2

MEETING DATE: Thursday, December 13, 2018

TITLE: Introduction of New TIF Board Members

BACKGROUND/HISTORY: Ms. James will introduce the new TIF Board Members.



ITEM NO. 3

MEETING DATE: Thursday, December 13, 2018

TITLE: Consider Approval of the TIF Board Minutes for the Meeting held on March 8, 2018

BACKGROUND/HISTORY: Copies of the draft minutes for the Regular Meeting on March 8, 2018, are attached for review.

ATTACHMENTS: Draft TIF Board Minutes for March 8, 2018.

**DUNCANVILLE TAX INCREMENT FINANCING (TIF)
REINVESTMENT ZONE BOARD
REGULAR MEETING
MARCH 8, 2018**

A regular meeting of the Duncanville Tax Increment Financing (TIF) Reinvestment Zone Board of Directors was held on Thursday, March 8, 2018, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

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

Board Members not in attendance:

All Board Members were in attendance.

Staff Present: Director of Economic Development, Jessica James; Planning Technician, Athena Seaton; and Economic Development Coordinator, Cynthia D. Williams

The meeting was called to order by Vice President Gordon at 6:04 PM. President Grace arrived at 6:18 PM.

Mr. Embry offered the Invocation.

ITEM NO. 1 CITIZEN'S PUBLIC FORUM.

No citizen's spoke during Citizen's Public Forum.

ITEM NO. 2 CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON DECEMBER 21, 2017.

Mr. Embry made a motion to approve the minutes as presented, seconded by Mr. Flores, the vote passed unanimously.

ITEM NO. 3 RECEIVE THE FINANCIALS UPDATE.

Ms. James reported that as noted in the Agenda Background, Staff does not have the Financials. Unfortunately, it is going to be May before the City has a report in terms of what the TIF revenues are going to be for this year. Every year in May, Dallas County will provide a full report to the City, which will pull out those properties within the TIF and assign those dollar figures. This report will also show the ad valorem taxes collected.

The Board had further questions/discussion.

ITEM NO. 4 REVIEW AND CONSIDER APPROVAL OF THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC) \$150,000 LOAN TO THE DUNCANVILLE TAX INCREMENT FINANCING (TIF) REINVESTMENT ZONE, NO. 1 AND AUTHORIZE THE TIF BOARD PRESIDENT TO SIGN THE AGREEMENT.

Based on his position with the Duncanville Community and Economic Development Corporation (DCEDC), Mr. Gordon recused himself from all discussions on this Agenda Item.

At the June 8, 2017, DCEDC meeting, the DCEDC Board approved the DCEDC FY 17 - 18 Budget, which included a \$150,000 loan to the TIF No. 1.

Ms. James reported that the TIF Board is here tonight to review and consider the Agreement and authorize the TIF Board President to sign the Agreement on behalf of the Board. The Agreement will have to go back to City Council for approval.

The Board had further questions/discussion.

Ms. Schwach made a motion to approve the Agreement with corrections, and to authorize the TIF Board President to sign the Agreement, seconded by Mr. Flores, the vote passed unanimously.

ADJOURNMENT

The meeting was adjourned at 6:37 PM.

APPROVED:

**MICHAEL GRACE
PRESIDENT**

ATTEST:

**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**



ITEM NO. 4

MEETING DATE: Thursday, December 13, 2018

TITLE: Hold Elections for the Vice President TIF Office and Make a Recommendation to City Council on the President's Office

PRESENTED BY: Director of Economic Development, Jessica James

BACKGROUND/HISTORY: The President and Vice President shall be elected and shall serve a term of one (1) year. The Board shall elect the Vice President and shall make a recommendation to the City Council for the President. The City Council will appoint the President. The President and Vice President shall continue to serve until their successors are appointed.



ITEM NO. 5

MEETING DATE: Thursday, December 13, 2018

TITLE: Review and Discuss Board Member Attendance and Responsibilities

PRESENTED BY: Director of Economic Development, Jessica James

BACKGROUND/HISTORY: Directors must be present to vote at any meeting. Regular attendance at the Board meetings is required of all directors. The following number of absences shall constitute the basis for replacement of a director. Three (3) consecutive unexcused absences from meetings of the Board shall cause the position to be considered vacant. In addition, the position of any director who has four (4) unexcused absences in a twelve (12) month period shall be considered vacant.

The Open Meetings Act (the "Act") was adopted to help make governmental decision-making accessible to the public. It requires meetings of governmental bodies to be open to the public, except for expressly authorized closed sessions, and to be preceded by public notice of the time, place, and subject matter of the meeting.

Members of a governmental body subject to the Open Meetings Act (OMA) are required to participate in education training sessions pursuant to section 551.005 of the Texas Government Code. The training requirement applies to all elected or appointed officials who participate in meetings subject to the OMA. However, it does not apply to public officials who do not conduct business in meetings subject to the OMA. For example, law enforcement officials, auditors, or county clerks are not required to complete training under the OMA.

The law requires that members subject to the OMA complete training within 90 days of taking the oath of office or otherwise assuming the responsibilities of office. The training must include information regarding the:

1. General background of the legal requirements for open meetings;
2. Applicability of the Open Meetings Act to governmental bodies;
3. Procedures and requirements regarding quorums, notice, and recordkeeping under the OMA;
4. Procedures and requirements for holding an open meeting and for holding a closed meeting under the OMA; and
5. Penalties and other consequences for failure to comply with the OMA.



AGENDA BACKGROUND

ITEM NO. 6

MEETING DATE: Thursday, December 13, 2018

TITLE: Review and Discuss the Duncanville TIF District 2018 Annual Report

BACKGROUND/HISTORY: By State Law, the TIF is required to file an annual report with the Texas Comptroller's Office that includes revenue expenses, Board actions, and project updates.

City of Duncanville, Texas

**Duncanville Tax Increment
Financing District**

Reinvestment Zone, No. 1

ANNUAL REPORT

2018

**City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1**

As of September 30, 2018

INDEX

- 1) Year End Summary of Meetings/City Council Actions**
- 2) Public Infrastructure/Building Projects**
- 3) Private Development Projects**
- 4) Capital Improvement Plan Budget**
- 5) Budget vs. Expenditures**
- 6) TIF Fund**
- 7) Annual Report**

City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1

As of September 30, 2018

YEAR END SUMMARY OF MEETINGS/CITY COUNCIL ACTIONS

During the period from Oct 1, 2017 through September 30, 2018, the City of Duncanville Reinvestment Zone No. 1 Board of Directors met on the following dates:

- On December 21, 2017, the Board approved 7/25 minutes, reviewed and approved the TIF 2017 Annual Report.
- On March 8, 2018, the Board approved 12/21 and 4/25 minutes, approved the Agreement with DCEDC for \$150,000 loan amount of which was approved June 27, 2017.

During the period from October 1, 2017 through September 30, 2018 the City Council took the following actions:

- On January 18, 2018, the Council approved the TIF Annual Report.
- On April 3, 2018, the Council approved the Grant Agreement between the TIF #1 and the Duncanville Community and Economic Development Corporation.
- On October 16, 2018, the City Council appointed two new members to the TIF Board.

**City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1**

As of September 30, 2018

- **PUBLIC INFRASTRUCTURE/BUILDING PROJECTS**

2017/2018

During the period October 1, 2017 to September 30, 2018, the City of Duncanville did not begin or complete any public infrastructure projects.

**City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1**

As of September 30, 2018

PRIVATE DEVELOPMENT PROJECTS

2017/2018

During the period October 1, 2017 through September 30, 2018 there were no private development projects started or planned.

City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1

As of September 30, 2018

CAPITAL IMPROVEMENT PLAN

CURRENT BUDGET

<u>IMPROVEMENTS</u>	<u>COST, \$K</u>
Individual Projects for Identified Area	
Property Redevelopment Fund	2,000
Intersection Improvements	275
Landscaping	900
Street Lighting	755
Benches/Bike Racks/Trash Cans	75
Median Improvements	50
Sidewalks	350
Monument Entrance Signs	600
Subtotal	<u>5,005</u>
Bridge Improvements & Walking Trails	
Cockrell Hill to Duncanville Road	1,900
Administrative Cost	<u>230</u>
Total	7,135

City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1

As of September 30, 2018

BUDGET VS EXPENDITURES

IMPROVEMENTS	CURRENT BUDGET, \$K	COMMITTED / EXPENDED TO DATE, \$K	REMAINING BALANCE \$K
Property Redevelopment Fund	2,000	0	2,000
Intersection Improvements	275	0	275
Landscaping	900	0	900
Street Lighting	755	0	755
Benches/Bike Racks/Trash Cans	75	0	75
Median Improvements	50	0	50
Sidewalks	350	0	350
Monument Entrance Signs	600	0	600
Subtotal	5,005	0	5,005
Bridge Improvements & Walking Trails Cockrell Hill to Duncanville Rd.	1,900	0	1,900
Administrative Costs	230	16.779	213.221
Total	7,135	16.779	7,118.221

City of Duncanville, Texas
Duncanville Tax Increment Financing District
Reinvestment Zone, No. 1

As of September 30, 2018

TIF FUND

	CAPITAL PROJECTS \$	DEBT SERVICE \$	TOTAL \$
Beginning Balance: <i>October 1, 2017</i>	150,000	0.00	150,000
Revenues:			
• Advance from DCEDC	14,465.16	0.00	14,465.16
• Captured Revenue	28,513.73	0.00	28,513.73
TOTAL REVENUES	42,978.89	0.00	42,978.89
Expenditures:			
• Administration	16,779.00	0.00	16,779.00
TOTAL EXPENDITURES	16,779.00	0.00	16,779.00
Ending Balance: <i>September 30, 2018</i>	176,199.89	0.00	176,199.89

City of Duncanville, Texas Duncanville Tax Increment Financing District Reinvestment Zone, No. 1

As of September 30, 2018

ANNUAL REPORT

Chapter 311.016 of V.C.T.A. requires the following information as part of the annual report on the status of the TIF District. Information is contained in detail on the attached financial statements.

1. Amount and source of revenue in the tax increment fund established for the zone:

\$	150,000.00	DCEDC Loan
	14,465.16	Advance from DCEDC
	28,513.73	Captured Revenue
	176,199.89	Total Revenue

2. Amount and purpose of expenditures from the fund:

\$	16,799.00	Administration
	16,799.00	Total Expenditures

3. Amount of Principal and Interest due on outstanding indebtedness is as follows:

- I. Contributions /Advances from developers—none.
- II. Bonds issued and payment schedule to retire bonds—none.

4. Tax Increment base and current captured appraised value retained by the zone:

Taxing Jurisdiction	Net Taxable Value 2018	Base Year 2016 Value	Captured App. Value 2017
City of Duncanville	\$ 62,778,700	\$ 56,950,708	\$ 5,827,992

5. Captured appraised value by the municipality and other taxing units, the total amount of the tax increment received, and any additional information necessary to demonstrate compliance with the tax increment financing plan adopted by the governing body of the municipality.

A. Total amount of tax increment by the municipality to be received in 2019.

Taxing Jurisdiction	Participation Per \$100/Value	Amount of 2018 Increment
City of Duncanville (100%)	\$ 0.693519	\$ 40,418.23

B. Other information: None