



**DUNCANVILLE TAX INCREMENT FINANCING (TIF)  
REINVESTMENT ZONE, NO. 1  
REGULAR MEETING  
BRIEFING ROOM, DUNCANVILLE CITY HALL  
203 E. WHEATLAND RD., DUNCANVILLE, TX 75116  
THURSDAY, JANUARY 30, 2020 @ 6:00 PM**

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**CALL TO ORDER**

**INVOCATION**

1. CITIZEN'S PUBLIC FORUM.
2. CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON DECEMBER 13, 2018.
3. HOLD ELECTIONS FOR THE VICE PRESIDENT TIF OFFICE AND MAKE A RECOMMENDATION TO CITY COUNCIL ON THE PRESIDENT'S OFFICE.
4. RECEIVE THE TIF FINANCIALS UPDATE.
5. UPDATE ON THE TIF DISTRICT DEVELOPMENT PROJECTS.
6. RECEIVE AND DISCUSS THE PROJECT AND FINANCING PLAN FOR THE TIF BOARD.
7. REVIEW AND CONSIDER APPROVAL OF THE DUNCANVILLE TIF DISTRICT 2019 ANNUAL REPORT.

**ADJOURNMENT**

**POSTED BY MONDAY  
JANUARY 27, 2020 BY 5:00 PM**

**CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR**

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*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 licenciario 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.*



# AGENDA BACKGROUND

## ITEM NO. 1

**MEETING DATE:** Thursday, January 30, 2020

**TITLE:** Citizen's Public Forum.

**BACKGROUND/HISTORY:** The TIF Bylaws provide there be a Public Forum as part of the regular meetings. The purpose of the Public Forum is to allow public comments 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.

Citizens 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, January 30, 2020

**TITLE:** Consider Approval of the TIF Minutes for the Regular Meeting Held on December 13, 2018.

**PRESENTED BY:** Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:** Copies of the draft minutes of the TIF Regular Meeting held on December 13, 2018.

**ATTACHMENT(S):** Draft TIF Minutes for the Regular Meeting held on December 13, 2018.

**DUNCANVILLE TAX INCREMENT FINANCING (TIF)  
REINVESTMENT ZONE BOARD  
REGULAR MEETING  
DECEMBER 13, 2018**

A regular meeting of the Duncanville Tax Increment Financing (TIF) Reinvestment Zone Board of Directors was held on Thursday, December 13, 2018, at 6:00 PM in the City Council Briefing Room located at City Hall.

Board Members in Attendance:

Michael Grace	Board Member
Kenneth Embry	Board Member
Lawrence Golden	Board Member
Alex Wheeler	Board Member

Board Members Not in Attendance:

Daniel Flores	Board Member
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Staff Present: Director of Economic Development, Jessica James; and Economic Development Coordinator, Cynthia D. Williams

The meeting was called to order by President Grace at 6:04 PM.

Mr. Wheeler offered the Invocation.

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

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

***ITEM NO. 2 INTRODUCTION OF NEW TIF BOARD MEMBERS.***

Ms. James welcomed everyone to the TIF Board meeting. Each Board Member introduced themselves, and gave their professional/volunteer status, reason for joining the Board, and any special experience, interests, or skills.

***ITEM NO. 3 CONSIDER APPROVAL OF THE TIF BOARD MINUTES FOR THE MEETING HELD ON MARCH 8, 2018.***

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

***ITEM NO. 4 HOLD ELECTIONS FOR THE VICE PRESIDENT TIF OFFICE AND MAKE A RECOMMENDATION TO CITY COUNCIL ON THE PRESIDENT'S OFFICE.***

Ms. James reported that when the TIF was created, Staff came back with Bylaws modeled after the Duncanville Community and Economic Development Corporation (DCEDC). The City Council had one final change; they want to select the President. Tonight, the Board will elect a Vice President and get a

consensus on the President. This recommendation on the President will go to City Council for final approval, and then Staff will bring the Bylaws back to the Board for amendment.

Mr. Wheeler made a motion to appoint Mr. Embry as Vice President and made a recommendation to City Council to appoint Mr. Grace as President, seconded by Mr. Golden, the vote passed unanimously.

***ITEM NO. 5 REVIEW AND DISCUSS BOARD MEMBER ATTENDANCE AND RESPONSIBILITIES.***

Ms. James reported that City Council has charged her with coming to the Board to review the attendance and responsibilities of the TIF Board. If a Board Member is unable to attend the scheduled meeting, it is very important that Staff is notified as soon as possible. If Staff is notified, then the Board Member will receive an excused absence from that meeting. Otherwise, it will be counted as an unexcused absence. Staff will cancel at 10:00 AM that day if Staff does not have a quorum.

All Board Members must follow the Open Meetings Act. If an email is sent by Staff to all Board Members, please remember to reply only back to Staff. A "Reply to All" of the email could be a violation of the Open Meetings Act because the email ultimately involves a quorum of Board Members.

Board Members cannot have a "walking quorum". A walking quorum occurs when members of a governmental body meet in a series of meetings in person or via phone or other electronic communication in numbers less than a quorum to discuss public business and avoid the requirements of the Act.

If a Board Member is aware that he/she has a conflict of interest or potential conflict of interest, regarding any matter or vote coming before the Board, the Board Member shall bring this to the attention of the Board and shall abstain from the item.

The TIF Board does have the ability to have Executive Sessions. Executive sessions are generally closed discussions of a board of directors that may include invited attendees such as an executive director or certain staff members. These sessions can occur at the end of a board meeting or separate from a board meeting if no formal actions are to be taken. Whatever is discussed in the room should remain confidential.

The Board had further questions/discussion.

***ITEM NO. 6 REVIEW AND CONSIDER APPROVAL OF THE DUNCANVILLE TIF DISTRICT 2018 ANNUAL REPORT.***

Ms. James reviewed the 2018 TIF Annual Report with the TIF Board and answered questions from the Board. The City hired Mr. Larry Cline to be our TIF Consultant. He has reviewed and approved the Report. Ms. James informed the Board that the report will be presented to City Council for final approval in January, and then will be filed with the State of Texas in February, which is mandated by law.

The Board had further questions/discussion.

Mr. Golden made a motion to approve the 2018 TIF Annual Report, seconded by Mr. Embry, the vote passed unanimously.

**ADJOURNMENT**

*The meeting was adjourned at 6:58 PM.*

**APPROVED:**

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**MICHAEL GRACE  
PRESIDENT**

**ATTEST:**

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**CYNTHIA D. WILLIAMS  
ECONOMIC DEVELOPMENT COORDINATOR**



# AGENDA BACKGROUND

## ITEM NO. 3

**MEETING DATE:** Thursday, January 30, 2020

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

**PRESENTED BY:** Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:** The TIF Board elects the Vice President and makes a recommendation to the City Council. City Council makes the final appointment to the Board.



# AGENDA BACKGROUND

## ITEM NO. 4

**MEETING DATE:** Thursday, January 30, 2020

**TITLE:** Receive the TIF Financials Update.

**PRESENTED BY:** Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:** Ms. James will update the Board on the TIF Financials.



# AGENDA BACKGROUND

**ITEM NO. 5**

**MEETING DATE:** Thursday, January 30, 2020

**TITLE:** Update on the TIF District Development Projects.

**PRESENTED BY:** Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:** Ms. James will update the Board on the TIF District Development Projects.



# AGENDA BACKGROUND

**ITEM NO. 6**

**MEETING DATE:** Thursday, January 30, 2020

**TITLE:** Receive and Discuss the Project and Financing Plan for the TIF Board.

**PRESENTED BY:** Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:** Ms. James will discuss the Project and Financing Plan for the TIF with the Board.



# AGENDA BACKGROUND

**ITEM NO. 7**

**MEETING DATE:** Thursday, January 30, 2020

**TITLE:** Review and Consider Approval of the Duncanville TIF District 2019 Annual Report.

**PRESENTED BY:** Jessica James, Director of Economic Development

**BACKGROUND/HISTORY:** A copy will be presented to the Board at the meeting.

**City of Duncanville, Texas**

**Duncanville Tax Increment  
Financing District**

**Reinvestment Zone, No. 1**

**ANNUAL REPORT**

**2019**

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

As of September 30, 2019

**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, 2019

**YEAR END SUMMARY OF MEETINGS/CITY COUNCIL ACTIONS**

During the period from October 1, 2018, through September 30, 2019, the City of Duncanville Reinvestment Zone No. 1 Board of Directors met on the following dates:

- On December 13, 2018, the Board approved March 8, 2018, minutes, reviewed and approved the TIF 2018 Annual Report.

During the period from October 1, 2018, through September 30, 2019, the City Council took the following actions:

- On January 15, 2019, the Council approved the TIF Annual Report.
- On August 20, 2019, 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, 2019

- **PUBLIC INFRASTRUCTURE/BUILDING PROJECTS**

**2018-2019**

During the period October 1, 2018, to September 30, 2019, 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, 2019

**PRIVATE DEVELOPMENT PROJECTS**

**2018-2019**

Private development projects started or completed during the period October 1, 2018 through September 30, 2019, included the completion and opening of the Hampton Inn and Suites Hotel.

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

As of September 30, 2019

**CAPITAL IMPROVEMENT PLAN**

**CURRENT BUDGET**

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

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

As of September 30, 2019

**BUDGET VS. EXPENDITURES**

<b>IMPROVEMENTS</b>	<b>CURRENT BUDGET, \$K</b>	<b>COMMITTED / EXPENDED TO DATE, \$K</b>	<b>REMAINING BALANCE \$K</b>
Property Redevelopment Fund	2,000,000	0	2,000,000
Intersection Improvements	275,000	0	275,000
Landscaping	900,000	0	900,000
Street Lighting	755,000	0	755,000
Benches/Bike Racks/Trash Cans	75,000	0	75,000
Median Improvements	50,000	0	50,000
Sidewalks	350,000	0	350,000
Monument Entrance Signs	600,000	0	600,000
<b>Subtotal</b>	<b>5,005,000</b>	<b>0</b>	<b>5,005,000</b>
Bridge Improvements & Walking Trails Cockrell Hill to Duncanville Rd.	1,900,000	0	1,900,000
Administrative Costs	230,000	17,279	212,721
<b>Total</b>	<b>7,135,000</b>	<b>17,279</b>	<b>7,117,721</b>

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

As of September 30, 2019

**TIF FUND**

	<b>FY 16-17</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>
	<b>Capital</b>	<b>Capital</b>	<b>Capital</b>	<b>Capital</b>
	<b>Projects \$</b>	<b>Projects \$</b>	<b>Projects \$</b>	<b>Projects \$</b>
<b>Beginning Balance:</b>	0	150,000	161,328.21	185,067.34
<b>Revenues:</b>				
DCEDC Loan	150,000.00			
Advance from DCEDC	14,465.16			
Captured Revenue		13,642.05	24,239.13	71,448.03
<b>TOTAL REVENUES</b>	164,465.16	13,642.05	24,236.13	71,448.03
<b>Expenditures:</b>				
Administration	14,465.16	2,313.84	\$500.00	0
<b>TOTAL EXPENDITURES</b>	14,465.16	2,313.84	\$500.00	0
<b>Ending Balance:</b>	150,000	161,328.21	185,067.34	256,515.37

\*There were no debt service payments.

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

As of September 30, 2019

## 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
	109,419.21	Captured Revenue
\$	273,794.37	<b>Total Revenue</b>

**2. Amount and purpose of expenditures from the fund:**

\$	17,279	Administration
\$	17,279	<b>Total Expenditures</b>

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

- A. Contributions /Advances from developers—none.
- B. 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 2019	Base Year 2019 Value	Captured App. Value 2019
City of Duncanville	\$ 67,252,954	\$ 56,950,708	\$ 10,302,246

**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 2020.

Taxing Jurisdiction	Participation Per \$100/Value	Amount of 2019 Increment
City of Duncanville (100%)	\$ 0.693519	\$ 71,448.03

- B. Other information: None