



**TAX INCREMENT REINVESTMENT
ZONE, NUMBER ONE (TIRZ)
BOARD MINUTES
OCTOBER 16, 2019**

BOARD MEMBERS

PRESENT:

Rita G. Jonse, Chair, Place 1
Maria Amezcua, Place 3
Anne Weir, Place 4
Danny Scarbrough, Place 5
Valerie Dye, Place 7

ABSENT:

Gil Burrell, Place 2
Deja Hill, Place 6

CITY STAFF

Thomas Bolt, City Manager
Lluvia T. Almaraz, City Secretary

REGULAR SESSION – 6:30 P.M.

With a quorum of the Board Members present, the regular session of the Manor Tax Increment Reinvestment Zone, Number One Board was called to order by Chair Rita G. Jonse at 6:30 p.m. on Wednesday, October 16, 2019, in the Conference Room A of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

- 1. Consideration, discussion, and possible action on the election of Vice-Chair to serve a one-year term.**

MOTION: Upon a motion made by Board Member Weir and seconded by Board Member Dye the Board voted six (5) For and none (0) Against to appoint Board Member Amezcua to serve a one-year term as Vice-Chair. The motion carried unanimously.

- 2. Consideration, discussion, and possible action on the appointment of the City Secretary as the Secretary of the TIRZ Board.**

MOTION: Upon a motion made by Board Member Scarbrough and seconded by Board Member Amezcua the Board voted five (5) For and none (0) Against to appoint the City Secretary as the Secretary of the TIRZ Board. The motion carried unanimously.

3. Consideration, discussion and possible action to adopt the bylaws for the TIRZ Board.

City Manager Bolt discussed the attached bylaws for the TIRZ Board.

MOTION: Upon a motion made by Board Member Amezcua and seconded by Board Member Scarbrough the Board voted five (5) For and none (0) Against to adopt the bylaws for the TIRZ Board. The motion carried unanimously.

4. Presentation and discussion on a project and finance plan for the Tax Increment Reinvestment Zone Number One, City of Manor, Texas.

Jon Snyder with P3Works discussed the attached Power Point.

The discussion was held regarding the D.R. Horton Inc. project and finance plan for the Tax Increment Reinvestment Zone Number One, City of Manor, Texas.

There was no action taken on this item.

ADJOURNMENT

The Regular Session of the Manor Tax Increment Reinvestment Zone Number One, Board Adjourned at 6:53 p.m. on Wednesday, October 16, 2019.

These minutes approved by the Manor TIRZ, Number One Board on the 6th day of November 2019.

APPROVED:



Rita G. Jonse, Chair
Mayor

ATTEST:



Luvia T. Almaraz, TRMC
City Secretary



**BYLAWS OF
REINVESTMENT ZONE NUMBER ONE
CITY OF MANOR, TEXAS
(TAX INCREMENT REINVESTMENT ZONE)**

**ARTICLE I.
PURPOSE AND POWERS**

Section 1.1. Development or Redevelopment in the Zone. In order to promote the development and redevelopment of a certain area within its jurisdiction, the City of Manor, Texas (the "City") has authorized the creation of Reinvestment Zone Number One, City of Manor, Texas (Tax Increment Reinvestment Zone) (the "Zone"), as authorized by the Tax Increment Financing Act, Chapter 311, Texas Tax Code, as amended (the "Act"), and pursuant to the Act has established a Board of Directors for the Zone ("Board of Directors" or "Board").

Section 1.2. Powers. The property and affairs of the Zone shall be managed and controlled by the City Council of the City of Manor (the "City Council") based on the recommendations of the Board of Directors, subject to the restrictions imposed by law, the ordinance creating the Zone, the resolution creating the policies and conditions for TIRZ participation, and these Bylaws. It is the intention of the City Council that the Board of Directors shall function in an advisory capacity with respect to the Zone and shall exercise only those powers which are either granted to the Board pursuant to the Act or delegated to the Board by the City Council.

**ARTICLE II.
BOARD OF DIRECTORS**

Section 2.1. Powers, Number and Term of Office. As set forth in the ordinance creating the Zone, the Board of Directors shall consist of seven (7) directors appointed by the City Council to Places 1,2,3,4,5,6 and 7.

(a) The initial term of the Board of Directors shall be as follows:

Place 1	Mayor (term expires November 30, 2019)
Place 2	Council Place 1 (term expires November 30, 2019)
Place 3	Council Place 2 (term expires November 30, 2020)
Place 4	Council Place 3 (term expires November 30, 2019)
Place 5	Council Place 4 (term expires November 30, 2020)
Place 6	Council Place 5 (term expires November 30, 2019)
Place 7	Council Place 6 (term expires November 30, 2020)

- (b) Upon expiration of the indicated terms or upon City Council action to reconstitute the initial Board by appointing replacement members, subsequent appointments to fill vacancies shall be for terms of two (2) years. The member appointed to Place 1 shall serve as the chair of the Board. The Board is authorized to elect a vice-chair, secretary, and other officers as determined by the Board. There shall be no limitation on the number of terms to which a Director may be reappointed.
- (c) In the event of a vacancy caused by the ineligibility, resignation, death or removal, for any reason, of a director, the City Council shall be responsible for filling the vacancy.

Section 2.2. Meetings of Directors. The directors may hold their meetings within a building accessible to the public in the City as the Board of Directors may from time to time determine.

Section 2.3. Regular Meetings. Regular Meetings of the Board of Directors shall be held at such times and places as shall be designated from time to time, by the Board of Directors. Notice of all regular and emergency meetings of the Board and any committees thereof shall be conducted and posted in accordance with the provisions of the Texas Open Meetings Act, Texas Government Code, Chapter 551.001 et seq. There shall be at least one Regular Meeting held each year in the month of May. The initial meeting of the Board of Directors shall be set by the City Council.

Section 2.4. Emergency Meetings. Emergency Meetings of the Board of Directors shall be held whenever called by the chair, by the secretary, by a majority of the directors then in office or upon advice of or request by the City Council.

- (a) The secretary shall give notice to each director of each Emergency Meeting in person, or by courier, facsimile, telephone, telegraph, or electronic mail, at least 24 hours before the meeting. Notice of all Emergency Meetings shall state the purpose which shall be the only business conducted.

Section 2.5. Quorum. A majority of the directors holding current appointments shall constitute a quorum for the consideration of matters pertaining to the purposes of the Zone. The act of the majority of the directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board of Directors, unless the act of a greater number is required by law.

Section 2.6. Conduct of Business. At the meetings of the Board of Directors, matters pertaining to the purposes of the Zone shall be considered in such order as from time to time the Board of Directors may determine.

- (a) At all meetings of the Board of Directors, the chair shall preside and in the absence of the chair, the vice chair shall exercise the power of the chair.

- (b) The secretary of the Board of Directors shall act as secretary of all meetings of the Board of Directors, but in the absence of the secretary, the presiding officer may appoint any person to act as secretary of the meeting. City staff shall provide notice of meetings and prepare meeting agendas.
- (c) Within five (5) business days following each Regular and Emergency Meeting, a copy of the minutes of the meeting shall be submitted to the City Secretary of the City.

Section 2.7. Compensation of Directors. Directors as such shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder.

Section 2.8. Attendance. Board Members shall make every effort to attend all Regular and Emergency Meetings of the Board and/or Committees. The City Council may replace a City appointee of the Board.

Section 2.9. Books and Records: Approval of Programs and Financial Statements. The Board of Directors shall keep correct and complete books and records of account and shall also keep minutes of its proceedings and the proceedings of committees having any of the authority of the Board of Directors. All books and records of the Zone may be inspected by any director or his agent or attorney for any proper purpose at any reasonable time; and at all times the City Council, the City Manager and the City Auditor will have access to the books and records of the Zone. The City Council must approve all programs and expenditures for the Zone and annually review any financial statements of the Zone.

ARTICLE III. OFFICERS

Section 3.1. Titles and Term of Office. The officers of the Zone shall consist of a chair, a vice chair, a secretary, and such other officers as the Board of Directors may from time to time elect or appoint; provided, however, that the City Council shall, on an annual basis, appoint the chair in accordance with the Act. One person may hold more than one office, except that the chair shall not hold the office of secretary. Terms of office for officers, other than the chair, shall not exceed two (2) years.

- (a) All officers, other than the chair, shall be subject to removal from office, with or without cause, at any time by a vote of a majority of the entire Board of Directors.
- (b) A vacancy in the office of any officer, other than the chair, shall be filled by a vote of a majority of the directors.

Section 3.2. Powers and Duties of the Chair. The chair shall be the chief executive officer of the Board of Directors and subject to the approval of the City Council, he/she

shall be in general charge of the properties and affairs of the Zone and shall preside at all meetings of the Board of Directors.

Section 3.3. Vice Chair. The vice chair shall be a member of the Board of Directors, shall have such powers and duties as may be assigned to him/her by the Board of Directors and shall exercise the powers and duties as may be assigned to him/her by the Board of Directors and shall exercise the powers of the chair during that officer's absence or inability to act. Any action taken by the vice chair in their performance of the duties of the chair shall be conclusive evidence of the absence or inability to act of the chair at the time such action was taken.

Section 3.4. Secretary. The secretary may be a member of the Board of Directors or may be a member of the City Staff, as determined by the Board of Directors and shall keep the minutes of all meetings of the Board of Directors in books provided for the purpose, he/she shall have charge of such books, records, documents and instruments as the Board of Directors may direct, all of which shall at all reasonable time be open to inspection, and he/she shall in general perform all duties incident to the office of secretary subject to the control of the City Council and the Board of Directors.

Section 3.5. Compensation. Officers as such shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder and in the event the secretary shall be a member of the City Staff, said individual shall not receive any compensation other than as provided by the City.

Section 3.6. Staff. Staff functions for the Board of Directors may be performed by the City Manager and/or designee.

ARTICLE IV. PROVISIONS REGARDING BYLAWS

Section 4.1. Effective Date. These Bylaws shall become effective upon the adoption of these Bylaws by the Board of Directors. The adoption of these Bylaws must be approved by the City Council, which approval shall, unless specified otherwise, affirm such effective date.

Section 4.2. Amendments to Bylaws. These Bylaws may be amended by majority vote of the Board of Directors, provided that the Board of Directors files with the City Council a written application requesting that the City Council approve such amendment to the Bylaws, specifying in such application the amendment or amendments proposed to be made. If the City Council by appropriate resolution finds and approves the form of the proposed amendment, the Board of Directors shall proceed to amend the Bylaws.

- (a) After providing notice to the Directors, the Bylaws may also be amended at any time by the City Council by adopting an amendment to the Bylaws by resolution of the City Council and delivering the Bylaws to the secretary of the Board of Directors.

Section 4.3. Interpretation of Bylaws. These Bylaws and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these Bylaws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these Bylaws and the application of such word, phrase, clause, sentence, paragraph, section or other part of these Bylaws to any other person or circumstance shall not be affected thereby.

ARTICLE V. GENERAL PROVISIONS

Section 5.1. Notice and Waiver of Notice. Whenever any notice whatsoever is required to be given under the provision of these Bylaws, said notice shall be deemed to be sufficient if given by depositing the same in a post office box in a sealed postpaid wrapper addressed to the person entitled hereto at his post office address, as it appears on the books of the Zone, and such notice shall be deemed to have been given on the day of such mailing. Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. A waiver of notice in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 5.2. Resignations. Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the City Council. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation.

Section 5.3. Approval or Delegation of Power by the City Council. In the event that these Bylaws refer to any approval by the City, such approval of delegation shall be evidenced by official action of the City Council.

Section 5.4. Official Office and Records Repository. Manor City Hall shall be the official office for the Zone and all records of the Zone shall be maintained by City Staff in said City Hall.

* * * *

The undersigned, being the duly elected and qualified Secretary of the Board of Directors for the Zone, hereby certifies that the foregoing initial Bylaws of the Zone were duly adopted by the Board of Directors of the Zone effective the ____ day of _____, 2019.

Lluvia T. Almaraz, Secretary



TIRZ Workshop

OCTOBER 16, 2019

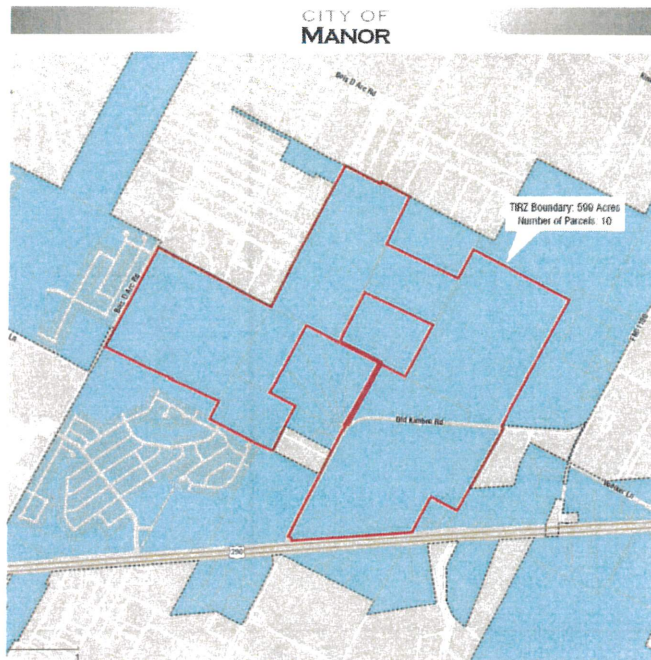




The TIRZ Tool

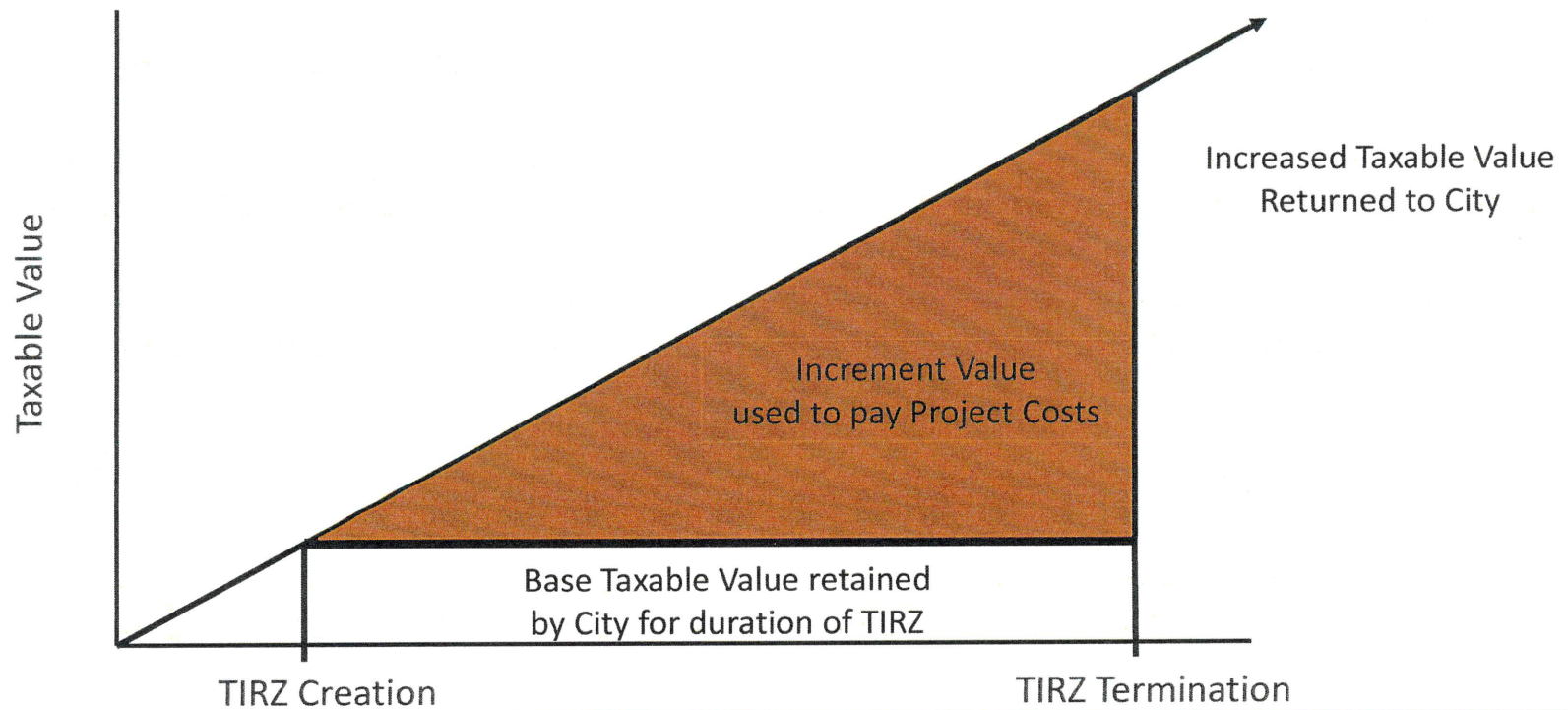
- A widely used economic development tool that allocates revenues for public improvement projects without increasing taxes
- Public improvements are paid for over time by allocating a portion of the tax revenues generated from the new development
- 100% controlled by the local taxing entities
- No up-front costs required
- No impact on the City's bond rating or debt capacity
- No reduction of dollars necessary to maintain current operations and services

How a TIRZ works



- Boundaries are established by the City Council
- The existing ad valorem tax revenues within the boundary at the time of creation are used as a baseline and continue to be collected and allocated in the typical fashion
- As new development occurs, the new increment of ad valorem and/or production of sales taxes that are generated above the baseline are used to pay for public improvements within the boundary as determined by the City Council. This includes the revenue generated by increases in appraised values on baseline values

TIRZ Application





Why a TIRZ works

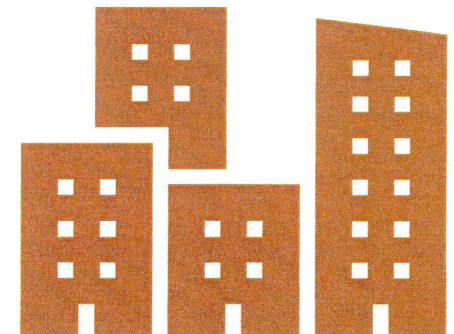
- Area is predominantly underutilized and underdeveloped
- Development would not occur solely through private investment in the foreseeable future
- Revenues for public improvements are generated as development occurs
- Opportunity for public/private partnerships
- Oversight of Project Plan is the TIRZ Board's responsibility
- Allows City to actively pursue other economic development elements (PID)
- Does not change the zoning of the property
- Does not increase property taxes or negatively impact property values



Manor Heights Development Agreement

City Council approved the Development Agreement on November 7, 2018 and approved the creation of TIRZ No. 1 on December 5, 2018.

- 599-acre property intended to be developed as a master planned community with up to 1,596 units
- Creation of PID and TIRZ on the property
- TIRZ No. 1, City of Manor, Texas
 - Eligible Public Improvements
 - Offsite Water
 - MAD 4 Roadway/Collector Roadway
 - Phase 2 Wastewater Treatment Plant
 - Enhanced Landscaping
 - Maximum contribution of \$19,168,820
 - 25-year term
 - TIRZ True-up
 - Requires \$287,000 average sales price

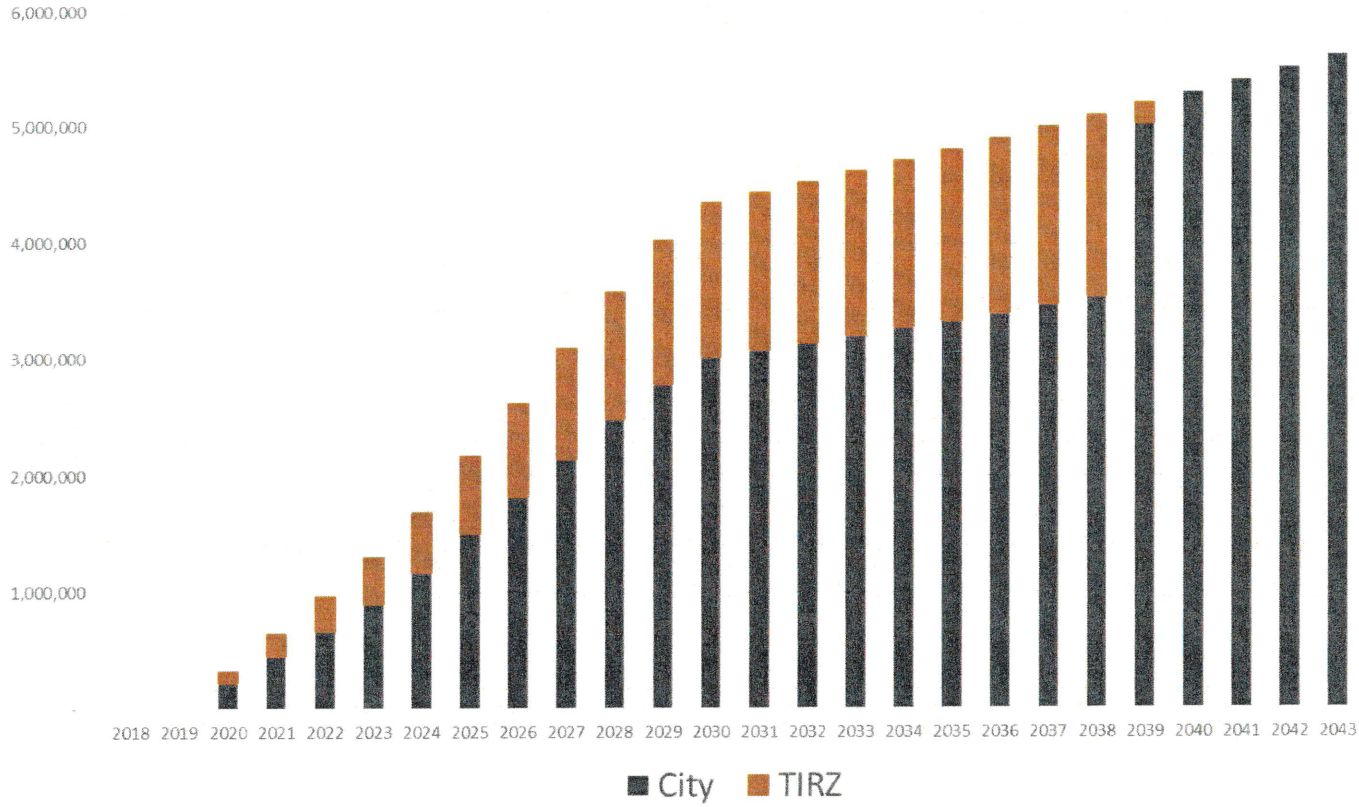




TIRZ No. 1, City of Manor, Texas

Jurisdiction	Tax Rate	Participation Rate	Term	Maximum Reimbursement to Owner
City of Manor	\$0.7220 per \$100 of Assessed Value (2019 Tax Rate)	30.5% equal to \$0.2202 per \$100 of Assessed Value	Earlier of: (1) 25 years (2) Maximum Contribution (3) Owner reimbursed Project Costs plus interest	\$19,168,820

Annual Tax Increment Distributions (Projected)



TIRZ No. 1 Board of Directors



Zone and Board designated by Ordinance



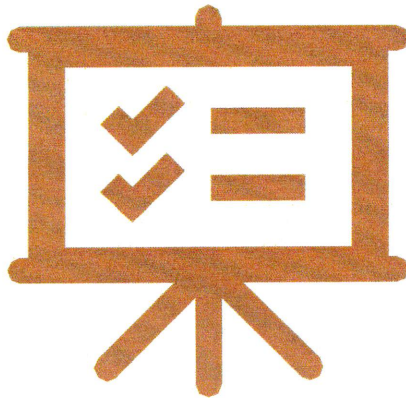
Board consists of 7 members appointed by the City Council



Place 1 serves as Chair of the Board

Place 1	Mayor (term expires November 30, 2019)
Place 2	Council Place 1 (term expires November 30, 2019)
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Board Responsibilities



- Make recommendation to the City Council on the Final Project and Finance Plan
 - City Council approves the Final Project and Finance Plan
- Make recommendations to the City Council on the implementation of the Project and Finance Plan



Questions?