



Dr. Christopher Harvey, Chair, Board Place 1  
Emily Hill, Board Place 2  
Anne Weir, Board Place 3  
Maria Amezcua, Board Place 4  
Sonia Wallace, Board Place 5  
Aaron Moreno, Board Place 6  
Vacant, Board Place 7

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## **Tax Increment Reinvestment Zone, Number One (TIRZ) Board Meeting**

**Tuesday, March 01, 2022 at 6:00 PM**

**Manor City Hall, Council Chambers, 105 E. Eggleston St.**

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### **AGENDA**

#### **CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

#### **PUBLIC COMMENTS**

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Board. To address the TIRZ Board, please complete the white card and present it to the City Secretary prior to the meeting. No Action May be Taken by the TIRZ Board During Public Comments.*

#### **REGULAR AGENDA**

- 1. Consideration, discussion, and possible action to approve the Tax Increment Reinvestment Zone, Number One Minutes of the December 4, 2019, meeting.**
- 2. Presentation, general overview and discussion of Tax Increment Reinvestment Zones.**
- 3. Presentation, update and discussion on the Tax Increment Reinvestment Zone Number One (TIRZ).**

#### **ADJOURNMENT**

In addition to any executive session already listed above, the TIRZ Board reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

### **CONFLICT OF INTEREST**

*In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”*

*Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.*

### **POSTING CERTIFICATION**

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, February 25, 2022, by 5:00 PM and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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/s/ Lluvia T. Almaraz, TRMC  
City Secretary for the City of Manor, Texas

### **NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:**

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [lalmaraz@cityofmanor.org](mailto:lalmaraz@cityofmanor.org).



**TAX INCREMENT REINVESTMENT  
ZONE, NUMBER ONE (TIRZ)  
BOARD MINUTES  
DECEMBER 4, 2019**

**BOARD MEMBERS**

**PRESENT:**

Emily Hill, Place 2  
Danny Scarbrough, Place 5  
Deja Hill, Place 6  
Valerie Dye, Place 7

**ABSENT:**

Dr. Larry Wallace Jr., Chair, Place 1  
Maria Amezcua, Place 3  
Dr. Christopher Harvey, Place 4

**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 Board Member Hill at 6:30 p.m. on Wednesday, December 4, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**REGULAR AGENDA**

- 1. Consideration, discussion, and possible action to approve the Tax Increment Reinvestment Zone, Number One Minutes of the November 6, 2019, Meeting.**

**MOTION:** Upon a motion made by Board Member Scarbrough and seconded by Board Member Dye the Board voted four (4) For and none (0) Against to approve the Tax Increment Reinvestment Zone, Number One Minutes of the November 6, 2019, Meeting. The motion carried unanimously.

- 2. Consideration, discussion, and possible action on a resolution approving the Tax Increment Reinvestment Zone Number One (TIRZ) Agreement regarding financing and reimbursement.**

**TIRZ, Number One Board - Minutes**  
**December 4, 2019**

The City staff recommended that City Council approve Resolution No. 2019-17 approving the Tax Increment Reinvestment Zone Number One (TIRZ) Agreement regarding financing and reimbursement.

Resolution No. 2019-17: A Resolution of the Tax Increment Reinvestment Zone Number One, City of Manor Board Approving the Tax Increment Reinvestment Zone Number One, City of Manor Agreement Providing for Finance and Reimbursement; Making Certain Findings; and Providing for an Immediate Effective Date.

**MOTION:** Upon a motion made by Board Member Dye and seconded by Board Member Scarbrough the Board voted four (4) For and none (0) Against to approve Resolution No. 2019-17 approving the Tax Increment Reinvestment Zone Number One (TIRZ) Agreement regarding financing and reimbursement. The motion carried unanimously.

**ADJOURNMENT**

The Regular Session of the Manor Tax Increment Reinvestment Zone Number One, Board Adjourned at 6:40 p.m. on Wednesday, December 4, 2019.

These minutes approved by the Manor TIRZ, Number One Board on the 1<sup>st</sup> day of March 2022.

**APPROVED:**

\_\_\_\_\_  
Dr. Christopher Harvey, Mayor  
Board Chair

**ATTEST:**

\_\_\_\_\_  
Lluvia 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.

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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 16<sup>th</sup> day of October, 2019.

  
Lluvia T. Almaraz, Secretary

