



**REINVESTMENT ZONE NUMBER THREE, CITY OF MISSOURI CITY
MEETING AGENDA**

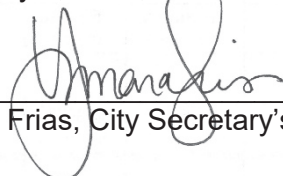
Notice is hereby given of a meeting of the Board of Directors of Reinvestment Zone Number Three, City of Missouri City to be held on **July 13, 2021**, at **5:30 p.m.** by teleconference at: (415) 655-0003 (access code: 177 699 4232) due to emergency conditions, for the purpose of considering the following agenda items. All agenda items are subject to action. The Board of Directors reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. ROLL CALL
2. Consider approving the minutes of the meeting of June 10, 2020.
3. Public comments.
4. Consider the Fiscal Year 2022 proposed budget.
5. ADJOURN

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Reinvestment Zone Number Three, City of Missouri City meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact Michael Tubbs, Facilities and Fleet Manager, at 281.403.8500.

CERTIFICATION

I certify that a copy of the July 13, 2021, agenda of items to be considered by Reinvestment Zone Number Three, City of Missouri City was posted on the City Hall bulletin board on July 9, 2021, at 11:00 a.m.



Yomara Frias, City Secretary's Office

I certify that the attached notice and agenda of items for consideration by the Board of Directors was removed by me from the City Hall bulletin board on the _____ day of _____, 2021.

Signed: _____

Title: _____



REINVESTMENT ZONE NUMBER THREE, CITY OF MISSOURI CITY MEETING MINUTES

Notice is hereby given of a meeting of the Board of Directors of Reinvestment Zone Number Three, City of Missouri City to be held on **June 10, 2020**, at **3:00 p.m.** by teleconference at: (415) 655-0003 (access code: 133 084 8037) due to emergency conditions.

Chairman Workman called the meeting to order at 3:02 p.m.

1. ROLL CALL

City Attorney E. Joyce Iyamu called the roll.

Chairman Joe Workman and Directors Reggie Abraham, JaPaula Kemp, David Sepulveda, Sharon Jurica, and Frank Hester were present. Directors Stephen Brown and Marshall Heins joined the meeting at approximately 3:05 p.m. Director Shaizad Chatriwala joined the meeting at approximately 3:20 p.m. Directors Robert Hodge and Joyce Raynor were absent.

Staff members Interim City Manager Bill Atkinson, Financial Services Director Allena Portis, City Attorney E. Joyce Iyamu, and Assistant City Attorney Joseph Quintal were also present.

2. Consider approval of the minutes of the meeting of April 30, 2020.

Director Jurica made a motion to approve the minutes. Director Abraham made the second. The motion passed unanimously with Chairman Workman and Directors Abraham, Kemp, Sepulveda, Jurica, and Hester voting for the motion.

3. Public comments.

There were no public comments.

4. Review the Fiscal Year 2020 budget and consider the Fiscal Year 2021 proposed budget.

City Financial Services Director Allena Portis reviewed the Fiscal Year 2020 budget with the board and presented on the Fiscal Year 2021 proposed budget.

Director Hester inquired about allocating funding for auditing expenses. Financial Services Director Portis clarified that an allocation for auditing would not need to be made in Fiscal Year 2021 unless new development agreements were executed.

Director Brown inquired about the purpose of a third party administrator. Financial Services Director Portis and City Attorney Iyamu clarified that third party administration would be beneficial for continuity and the facilitation of standard procedures. Director Jurica inquired about the cost of the third party administrator. Financial Services Director Portis estimated that the cost could be approximately \$5,000 for each City board, up to approximately \$20,000 in total. Director Brown inquired about whether a third party administrator has been selected. Chairman Workman

commented that Council consultation would be needed to determine whether a third party administrator would be utilized. Financial Services Director Portis clarified that a final determination had not been made.

Director Hester made a motion to approve the proposed Fiscal Year 2021 budget and submit the proposal to the City Council. Director Jurica made the second.

The motion passed with Chairman Workman and Directors Kemp, Brown, Sepulveda, Jurica, and Hester voting for the motion and Directors Chatriwala and Heins abstaining.

5. ADJOURN

The meeting was adjourned at 3:27 p.m. with no objection.



AGENDA ITEM COVER MEMO

July 13, 2021

To: Board of Directors of Reinvestment Zone Number Three

Agenda Item: Presentation of the TIRZ #3 Fiscal Year 2022 Budget.

Submitted by: Allena J Portis, Director of Financial Services

SYNOPSIS

According to State statute, the Board of Directors of a reinvestment zone shall make recommendations to the governing body of the municipality that created the zone concerning the administration of the zone. The FY 2022 Proposed Budget will be reviewed with the Board prior to presentation to MCDA, which oversees the TIRZ, and City Council.

STRATEGIC PLAN 2019 GOALS ADDRESSED

- Maintain a financially sound City
- Have quality development through buildout

BACKGROUND

TIRZ No 3 participants include the City of Missouri City, Fort Bend County, and the Sienna Levee improvement District

Revenue

The revenue is estimated based on the preliminary tax rolls. Certified tax rolls will not be received until late July 2020. The total estimated revenue is calculated by multiplying the captured appraised value by the adopted property tax rate. This produces the City's property tax revenue that is transferred from the general fund (M&O) and debt service fund (I&S). The other participant revenues are projected based on prior years and the increase in taxable assessed values.

Expenditure

Expenditures for TIRZ No. 3 includes obligations for debt service and administrative costs. The Proposed FY 2022 budget is included as an attachment to this report.

Per the City's agreement with the TIRZ, the City may transfer funds for administration in an amount that does not exceed 5% of revenues. Included in the budget is a third party administrator whose role will be to assist with tracking all obligations of the TIRZ, arranging periodic meetings, and other reporting requirements as directed by City staff responsible for the TIRZ.

As the TIRZ commits funds for economic development agreements, we believe the additional assistance will be valuable as turnover of City staff may cause items to fall through the cracks. Although we are requesting appropriations, any agreement with a third party will be brought to the board at a later date for approval. The third party administrator would be responsible for assisting with City TIRZ and Public Improvements Districts, and the costs would be allocated amongst all based on the services provided.

FISCAL ANALYSIS

The anticipated revenue for FY 2022 utilizing preliminary taxable assessed values which are subject to change is \$2,957,055. The anticipated expenditures total \$1,166,549 and include the following:

- Principal and interest on all outstanding debt service
- Administrative costs at 5% which includes costs outlined in the agreement with the City of Missouri City and Contractual services for a third party TIRZ administrator

SUPPORTING MATERIALS

Proposed FY 2022 Budget – Tax Increment Reinvestment Zone No. 3

STAFF'S RECOMMENDATION

Staff recommends approval of the FY2022 Proposed budget.

TIRZ #3
FY2022 PROPOSED BUDGET

Object Code	Description	FY2021 Budget	FY2021 Estimate	FY2022 Proposed
REVENUE				
265-41101-01-001	INCREMENTAL PROP TAX-FB COUNTY	\$ 655,000	\$ 793,065	\$ 793,000
265-41115-01-001	INCREMENTAL PROP TAX-SIENNA LID	\$ 733,000	\$ 909,897	\$ 910,000
265-41113-01-001	INCREMENTAL PROP TAX-HCC	\$ -	\$ -	
265-47000-01-001	INVESTMENT INCOME	\$ 41,405	\$ 41,405	\$ 20,000
265-49101-01-001	TRANS FROM 101-GENERAL FUND	\$ 1,078,751	\$ 944,754	\$ 924,019
265-49301-01-001	TRANS FROM 301-DEBT SERVICE FD	\$ 343,715	\$ 159,582	\$ 310,036
TOTAL REVENUE		\$ 2,851,871	\$ 2,848,703	\$ 2,957,055
EXPENDITURES				
265-53045-10-265	AUDIT SERVICES			
265-57800-10-265	DEBT SERVICE PRINCIPAL EXPENSE	\$ 470,000	\$ 470,000	\$ 490,000
265-57850-10-265	DEBT SERVICE INTEREST	\$ 542,581	\$ 542,581	\$ 522,121
265-53504-10-265	CONTRACTUAL SERVICES	\$ 30,306		\$ 60,828
265-53509-10-265	DEVELOPER AGREEMENT EXPENSE			
265-58700-10-999	INFRASTRUCTURE IMPROVEMENTS			
265-59101-10-265	TRANS TO 101-GENERAL FUND	\$ 73,600	\$ 73,600	\$ 73,600
265-59260-10-265	TRANS TO FUND 260-MC DEV AUTH	\$ 20,000	\$ 20,000	\$ 20,000
TOTAL EXPENDITURE		\$ 1,136,487	\$ 1,106,181	\$ 1,166,549
CHANGE IN FUND BALANCE		\$ 1,715,384	\$ 1,742,522	\$ 1,790,506
FUND BALANCE				
BEGINNING FUND BALANCE		\$ 5,197,797	\$ 5,197,797	\$ 6,940,319
ADDITION/(REDUCTION) TO FUND BALANCE		\$ 1,715,384	\$ 1,742,522	\$ 1,790,506
ENDING FUND BALANCE		\$ 6,913,181	\$ 6,940,319	\$ 8,730,825

Notes:

Admin costs limited to 5%

Debt Service - Per SPMD Debt Schedule

Amount previously recorded in escrow, now contractual services

Property tax budget subject to change when certified values received