



# TAX INCREMENT REINVESTMENT ZONE No. 3

## AGENDA

Sugar Land City Hall  
2700 Town Center Boulevard North  
Sugar Land, Texas 77479

WEDNESDAY, SEPTEMBER 8, 2021

### TAX INCREMENT REINVESTMENT ZONE NO. THREE

CANE ROOM 161

<https://youtu.be/DRCWikaokGM>

3:00 PM

#### ATTENTION:

- A. *Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through videoconferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view, and are recorded as per the Texas Open Meetings Act.*

*The meeting will live stream at <https://youtu.be/DRCWikaokGM>.*

#### I. CALL TO ORDER

#### II. PUBLIC COMMENT

- A. **Option 1:** Members of the public desiring to submit written comments to be read during the Public Comment or Public Hearing portions of the meeting, will be allowed to submit their comments to the Office of the City Secretary ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)). Written/e-mailed comments must be received by 1:00 p.m., Wednesday, September 8, 2021.

**Option 2:** Members of the public desiring to participate virtually during the set/posted time of the Public Comment or Public Hearing must e-mail ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)) or call ((281) 275-2730) the Office of the City Secretary by 1:00 p.m., Wednesday, September 8, 2021. Once properly registered, the Office of the City Secretary will provide instructions for direct participation during the Public Hearing.

**Option 3:** Members of the public desiring to address the City Council, Board and/or Commission in person with regard to matters on the agenda must complete a "Request to Speak" form and give it to the City Secretary, or designee, prior to the beginning of the meeting.

Each speaker is limited to three (3) minutes, and speakers requiring a translator will have six minutes, regardless of the number of agenda items to be addressed. Comments or discussion by the City Council, Board, and/or Commission Members, will only be made at the time the subject is scheduled for consideration.

The City of Sugar Land reserves the right to remove any written/mailed comments deemed inappropriate or not adhering to the public comment rules outlined in this notice. The City reserves the right to not read any comments containing -

- Links to for-profit sites
- Advertising
- Promotion of illegal activities
- Sexual oriented/explicit comments and sites
- Information promoting discrimination/harassment
- Political/religious rhetoric, advocacy, or commentary

*For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.*

### **III. MINUTES**

- A. Consideration of and action on the minutes of the December 9, 2020 meeting.  
*Thomas Harris III, City Secretary*

### **IV. ELECTION OF OFFICERS**

- A. Consideration of and action on election of Vice Chairman, Secretary, and other officers as deemed necessary.  
*Jessica Huble, Interim Public Private Partnership Manager*

### **V. ORIENTATION**

- A. Review of and discussion on purpose, roles, responsibilities, and functions of the Tax Increment Reinvestment Zone No. Three Board of Directors.  
*Jessica Huble, Interim Public Private Partnership Manager*

### **VI. ANNUAL ETHICS TRAINING**

- A. Receive training related to state laws regulating ethics and reporting responsibilities of city officials.  
*Meredith Riede, City Attorney*

### **VII. BUDGET**

- A. Consideration of and action on a recommendation to amend Tax Increment Reinvestment Zone No. Three Fiscal Year 2021 budget to projections; and to adopt the Tax Increment Reinvestment Zone No. Three Fiscal Year 2022 proposed budget, to the Mayor and Members of City Council.  
*Scott Butler, Director of Budget & Strategy*

### **VIII. DEVELOPMENT UPDATE**

- A. Review of and discussion on Tax Increment Reinvestment Zone No. Three Annual Development Update.  
*Jessica Huble, Interim Public Private Partnership Manager*

**TAX INCREMENT REINVESTMENT ZONE 3 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).**

**IF YOU PLAN TO ATTEND THIS PUBLIC MEETING AND YOU HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AT THE MEETING, PLEASE CONTACT THE CITY SECRETARY, (281) 275-2730. REQUESTS FOR SPECIAL SERVICES MUST BE RECEIVED FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING TIME. REASONABLE ACCOMMODATIONS WILL BE MADE TO ASSIST YOUR NEEDS.**

**THE AGENDA AND SUPPORTING DOCUMENTATION IS LOCATED ON THE CITY WEBSITE (WWW.SUGARLANDTX.GOV) UNDER MEETING AGENDAS.**

**Posted this 3rd day of September, 2021 at 1:22 p.m.**



**TAX INCREMENT REINVESTMENT ZONE NO. 3  
SEPTEMBER 8, 2021**

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**AGENDA REQUEST NO:** III.A.

**AGENDA OF:** TIRZ 3

**INITIATED BY:** *Thomas Harris III, City Secretary*

**PRESENTED BY:** *Thomas Harris III, City Secretary*

**RESPONSIBLE DEPARTMENT:** City Secretary

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**AGENDA CAPTION:**

Consideration of and action on the minutes of the December 9, 2020 meeting.

**RECOMMENDED ACTION:**

Consider the minutes of the December 9, 2020 meeting.

**EXECUTIVE SUMMARY:**

Consider the minutes of the December 9, 2020 meeting.

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**BUDGET**

**EXPENDITURE REQUIRED:**

**CURRENT BUDGET:**

**ADDITIONAL FUNDING:**

**FUNDING SOURCE:**

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**ATTACHMENTS:**

Description	Type
<div data-bbox="154 174 186 222">  </div> <div data-bbox="224 174 467 222">120920tirz3_minutes</div>	Other Supporting Documents



# TAX INCREMENT REINVESTMENT ZONE NO. 3

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## MINUTES

Sugar Land City Hall  
2700 Town Center Boulevard North  
Sugar Land, Texas 77479

**WEDNESDAY, DECEMBER 9, 2020**

### **TAX INCREMENT REINVESTMENT ZONE NO. THREE**

#### **CITY COUNCIL CHAMBER**

**4:00 PM**

#### **QUORUM PRESENT**

All members were present.

#### **I. ATTENTION:**

- A.** *City of Sugar Land will limit meetings to City of Sugar Land Staff and Essential Personnel in order to limit the spread of COVID-19, as recommended by the Centers for Disease Control and Prevention. Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through telephonic/videoconferencing means. Audio/Video of open deliberations will be available for the public to hear/view, and recorded as per the Texas Open Meetings Act.*

*The meeting will live stream at <https://www.sugarlandtx.gov/1238/SLTV-16-Live-Video> or <https://www.youtube.com/user/SugarLandTXgov/live>. Sugar Land Comcast Cable Subscribers can also tune-in on Channel 16.*

*Members of the public desiring to submit written comments to be read during the Public Comment and/or Public Hearing portions of the meeting, will be allowed to submit their comments to the Office of City Secretary ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)). Written/e-mailed comments must be received by 1:00 p.m., Wednesday, December 9, 2020. The City of Sugar Land reserves the right to remove any written/e-mailed comments deemed inappropriate and/or not adhering to the public comment rules outlined in this notice. The City reserves the right to not read any comments containing -*

- Links to for-profit sites*
- Advertising*
- Promotion of illegal activities*
- Sexual oriented/explicit comments and sites*
- Information promoting discrimination/harassment*
- Political/religious rhetoric, advocacy, or commentary*

*Members of the public desiring to participate during the set/posted time of the Public Comment and/or Public Hearing must e-mail ([citysec@sugarlandtx.gov](mailto:citysec@sugarlandtx.gov)) or call ((281) 275-2730) the Office of the City Secretary by 1:00 p.m., Wednesday, December 9, 2020. Once properly registered, the Office of the City Secretary will provide instructions for direct participation during the Public Comment and/or Public Hearing.*

*For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.*

## II. CALL TO ORDER

## III. PUBLIC COMMENT

No member of the public spoke.

- A. Citizens who desire to address the City Council, Board and/or Commission with regard to matters on the agenda will be read and/or received at this time. Members of the public desiring to make comments during this portion of the meeting will be allowed to submit their comments (as outlined above) to the Office of the City Secretary (citysec@sugarlandtx.gov). Written/e-mailed comments and/or requests to participate during this portion of the meeting must be received by 1:00 p.m. on, Wednesday, December 9, 2020. The City of Sugar Land reserves the right to remove any written/e-mailed comments deemed inappropriate (as outlined above) and/or not related to matters posted on the agenda. Comments or discussion by the City Council, Board, and/or Commission Members, will only be made at the time the subject is scheduled for consideration.

No member of the public addressed the Board.

## IV. MINUTES

- A. Consideration of and action on the minutes of the September 9, 2020 meeting.

*Thomas Harris III, City Secretary*

A motion to Approve, Item IV-A Minutes, was made by Himesh Gandhi and seconded by Mary Willis, the motion Passed.

Ayes: Gandhi, Jacobson, Lawrence, Porter, Willis

## V. ANNUAL REPORT

- A. Consideration of and action on a recommendation of the Fiscal Year 2020 Annual Report to the Mayor and Members of City Council.

*Cam Yearty, Public Private Partnership Manager*

Cam Yearty, Public Private Partnership Manager, gave a presentation, comments, and answered questions from the Board.

A motion to Approve, Item V-A Annual Report, was made by Mary Willis and seconded by Stewart Jacobson, the motion Passed.

Ayes: Gandhi, Jacobson, Lawrence, Porter, Willis

## VI. ADJOURNMENT

A motion to Approve, Adjournment 4:11 P.M., was made by Himesh Gandhi and seconded by Mary Willis, the motion Passed.

Ayes: Gandhi, Jacobson, Lawrence, Porter, Willis

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**Stewart Jacobson, Chairman**





**TAX INCREMENT REINVESTMENT ZONE NO. 3  
SEPTEMBER 8, 2021**

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**AGENDA REQUEST NO: IV.A.**

**AGENDA OF: TIRZ 3**

**INITIATED BY: *Jon Soriano, Economic Development Coordinator***

**PRESENTED BY: *Jessica Huble, Interim Public Private Partnership Manager***

**RESPONSIBLE DEPARTMENT: Economic Development**

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**AGENDA CAPTION:**

Consideration of and action on election of Vice Chairman, Secretary, and other officers as deemed necessary.

**RECOMMENDED ACTION:**

Elect officers for Tax Increment Reinvestment Zone No. Three for 2021, including Vice-Chairman, Secretary, and any other officers the Board sees fit.

**EXECUTIVE SUMMARY:**

Per Ordinance No. 1910, which amends certain language in Ordinance No. 1667 that created Tax Increment Reinvestment Zone No. Three (TIRZ 3), the City Council authorized the Board of Directors to elect from its members a Vice-Chairman, Secretary, and any other such officers that the Board sees fit. The ordinance reserves the right to annually nominate and appoint the position of Chair to the City Council. Recently, Mr. Stewart Jacobson was selected to serve as Chairman for the term ending December 31, 2021.

The Vice-Chairman and Secretary positions were last elected in September 2020, where the Board elected Mr. Jacobson to serve as Vice Chairman and Ms. Courtney Johnson Rose to serve as Secretary. Based on the Zone's rules and procedures, all officers serve for a one-year term. It is necessary to elect officers annually.

In alignment with the rules and procedures approved in 2009 by the Board, the role of the



Chairman is to preside over meetings and sign all documents requiring execution on the Board's behalf. The Vice-Chairman performs the Chairman's duties if the Chairman is absent. Finally, though the rules and procedures don't specifically outline the role of the Secretary, traditionally, this officer is responsible for providing attestation or signature to any necessary documentation.

Staff recommends the Board elect a Vice-Chairman, Secretary, and any other officers they see fit.

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## **BUDGET**

**EXPENDITURE REQUIRED:** N/A

**CURRENT BUDGET:** N/A

**ADDITIONAL FUNDING:** N/A

**FUNDING SOURCE:**N/A

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**TAX INCREMENT REINVESTMENT ZONE NO. 3**  
**SEPTEMBER 8, 2021**

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**AGENDA REQUEST NO:** V.A.

**AGENDA OF:** TIRZ 3

**INITIATED BY:** *Jon Soriano, Economic Development Coordinator*

**PRESENTED BY:** *Jessica Huble, Interim Public Private Partnership Manager*

**RESPONSIBLE DEPARTMENT:** Economic Development

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**AGENDA CAPTION:**

Review of and discussion on purpose, roles, responsibilities, and functions of the Tax Increment Reinvestment Zone No. Three Board of Directors.

**RECOMMENDED ACTION:**

Receive and discuss Tax Increment Reinvestment Zone No. Three annual orientation for 2021.

**EXECUTIVE SUMMARY:**

The purpose of Tax Increment Reinvestment Zone No. Three (TIRZ 3) annual orientation is to familiarize the Board Members with the purposes, roles, and functions of the Zone as well as their duties and responsibilities as Board Members. Annual orientation is required for all Board Members by City Council Resolution No. 15-24, which established procedures for all City Boards.

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**BUDGET**

**EXPENDITURE REQUIRED:** N/A

**CURRENT BUDGET:** N/A

**ADDITIONAL FUNDING:** N/A

**FUNDING SOURCE:**N/A

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**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ PowerPoint	Presentation



**TAX INCREMENT REINVESTMENT ZONE NO. 3  
SEPTEMBER 8, 2021**

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**AGENDA REQUEST NO:** VI.A.

**AGENDA OF:** TIRZ 3

**INITIATED BY:** *Jon Soriano, Economic Development Coordinator*

**PRESENTED BY:** *Meredith Riede, City Attorney*

**RESPONSIBLE DEPARTMENT:** Economic Development

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**AGENDA CAPTION:**

Receive training related to state laws regulating ethics and reporting responsibilities of city officials.

**RECOMMENDED ACTION:**

Receive annual ethics training.

**EXECUTIVE SUMMARY:**

In September 2015, the City Council adopted Resolution No. 15-24, creating a City policy that establishes procedures for the City Boards, Commissions, and Committees. Tax Increment Reinvestment Zone Number Three is included under this policy. The policy outlines a requirement for all Board directors to receive an annual ethics training, provided by the City Attorney. This presentation fulfills that requirement.

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**BUDGET**

**EXPENDITURE REQUIRED:** N/A

**CURRENT BUDGET:** N/A

**ADDITIONAL FUNDING:** N/A

**FUNDING SOURCE:**N/A

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**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
📎 PowerPoint	Presentation



**TAX INCREMENT REINVESTMENT ZONE NO. 3  
SEPTEMBER 8, 2021**

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**AGENDA REQUEST NO:** VII.A.

**AGENDA OF:** TIRZ 3

**INITIATED BY:** *Justyn Mejorado, Financial Analyst*

**PRESENTED BY:** *Scott Butler, Director of Budget & Strategy*

**RESPONSIBLE DEPARTMENT:** Budget

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**AGENDA CAPTION:**

Consideration of and action on a recommendation to amend Tax Increment Reinvestment Zone No. Three Fiscal Year 2021 budget to projections; and to adopt the Tax Increment Reinvestment Zone No. Three Fiscal Year 2022 proposed budget, to the Mayor and Members of City Council.

**RECOMMENDED ACTION:**

Approve FY21 budget amendment to projections and approve FY22 budget recommendation to City Council.

**EXECUTIVE SUMMARY:**

Each year, the Board will adopt a budget for the upcoming fiscal year, which runs from October 1 to September 30. The budget will be presented to the Board for consideration upon receipt of the certified incremental values and proposed tax rate for each participating entity.

**Fiscal Year 2021**

FY21 total revenues are projected at \$1,165,507 which is \$7,412 less than anticipated. Expenditures are projected at \$1,173,291, which is \$7,412 less than budgeted based on the reduction in revenue projected. The Tri-Party agreement assigns 98% of TIRZ revenues to the Imperial Redevelopment District in support of contract revenue bonds. Based on revenue received in FY21, the IRD will be assigned \$1,142,197 in FY21. The remaining 2% is

designated for administrative costs of the TIRZ. The ending fund balance is anticipated to be zero for FY21.

### **Fiscal Year 2022**

Revenues for FY22 are estimated based on fifty percent of the property tax revenue collected on incremental real property value in TIRZ No. 3. Based on an assumed tax rate for each participating entity (using the proposed tax rates), total revenues are estimated at \$1,345,382 including interest income and sales tax participation from the historic district. The FY22 property tax revenues are based on the following incremental values and the proposed tax rates for the City and County:

Taxing Entity	Total Net Assessed Value*	Base Value	Incremental Value	Proposed Tax Rate	Tax Increment at 99.5%
City of Sugar Land	\$364,714,309	\$5,602,490	\$359,111,819	\$ 0.34650	\$619,050
Fort Bend County - GF	\$344,840,622	\$11,757,620	\$333,083,002	\$ 0.43830	\$726,302

*\*difference in Net Assessed Values due to differences between City and County exemptions.*

In accordance with the 2016 Tri-Party Agreement between the City, Zone, and District, 2% of all TIRZ No. 3 revenues will be allocated to administrative services for the TIRZ and the remaining 98% will be assigned to the Imperial Redevelopment District to support debt payments for infrastructure reimbursements. Total expenditures for FY22 are \$1,345,381 of which \$1,318,474 will be assigned to the District and \$26,908 is budgeted for the City to utilize for administrative services under the City's Support Services Agreement with the Zone.

Staff recommends the Board amend the fiscal year 2021 budget to projections and approve the Fiscal Year 2022 Budget as proposed. Following approval by the Board, in accordance with the TIRZ No. 3 creation ordinance, the budget will be approved by City Council before it becomes effective.

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### **BUDGET**

#### **EXPENDITURE REQUIRED:**

#### **CURRENT BUDGET:**

**ADDITIONAL FUNDING:**

**FUNDING SOURCE:**

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**ATTACHMENTS:**

<b>Description</b>		<b>Type</b>
<input type="checkbox"/>	Income Statement	Other Supporting Documents
<input type="checkbox"/>	PowerPoint	Presentation



**CITY OF SUGAR LAND**  
**TAX INCREMENT REINVESTMENT ZONE No. 3**  
**INCOME STATEMENT**

	FY20 Actuals	FY21 Current Budget	FY21 Projections	FY22 Base Budget	FY22 Changes	FY22 Budget
<b>REVENUES</b>						
Incremental Property Taxes - County	\$ 533,797	\$ 644,199	\$ 634,614	\$ 726,302	\$ -	\$ 726,302
Incremental Property Taxes - City	432,100	528,470	530,887	619,075	-	619,075
Interest Income	471	250	6	5	-	5
Total Revenues	966,368	1,172,919	1,165,507	1,345,382	-	1,345,382
<b>EXPENDITURES</b>						
Legal Services	24,361	28,957	28,809	20,436	-	20,436
Admin Services	19,544	2,285	2,285	6,472	-	6,472
Assignment to IRD- TIRZ Revenue Fund	941,353	1,149,461	1,142,197	1,318,474	-	1,318,474
Total Expenditures	985,258	1,180,703	1,173,291	1,345,382	-	1,345,382
Revenues Over/(Under) Expenditures	(18,891)	(7,784)	(7,784)	-	-	-
Fund Balance - Beginning	38,015	7,784	7,784	-	-	-
Fund Balance - Ending	\$ 19,124	\$ -	\$ -	\$ -	\$ -	\$ -



**TAX INCREMENT REINVESTMENT ZONE NO. 3  
SEPTEMBER 8, 2021**

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**AGENDA REQUEST NO: VIII.A.**

**AGENDA OF: TIRZ 3**

**INITIATED BY: *Jon Soriano, Economic Development Coordinator***

**PRESENTED BY: *Jessica Huble, Interim Public Private Partnership Manager***

**RESPONSIBLE DEPARTMENT: Economic Development**

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**AGENDA CAPTION:**

Review of and discussion on Tax Increment Reinvestment Zone No. Three Annual Development Update.

**RECOMMENDED ACTION:**

Receive annual Tax Increment Reinvestment Zone No. Three Development Update.

**EXECUTIVE SUMMARY:**

Tax Increment Reinvestment Zone No. Three (TIRZ 3) was created in 2007 for the 839-acre area encompassing the former Imperial Sugar site and the state-owned property known as Tract 3. The Zone is home to Constellation Field and features single-family housing, senior living facilities, and multi-family units. The Zone has plans for a mixed-use developments that will incorporate both office and retail. As the Zone continues to develop, the TIRZ 3 Development Update will provide an annual review on its continued expansion and growth.

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**BUDGET**

**EXPENDITURE REQUIRED: N/A**

**CURRENT BUDGET: N/A**

**ADDITIONAL FUNDING:** N/A

**FUNDING SOURCE:**N/A

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**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
☐ PowerPoint	Presentation