



HORIZON CITY

Incorporated 1988

**AGENDA
PUBLIC MEETING
TIRZ REGULAR BOARD OF DIRECTORS MEETING
THE TOWN OF HORIZON CITY, TEXAS
Monday, January 25, 2021, 6:30 PM**

Notice is hereby given that a TIRZ Regular Board of Directors Meeting of the Town of Horizon City, Texas will be held on **Monday, January 25, 2021 at 6:30 PM** at Virtual Meeting , at which time the following will be discussed and considered:

**** OPEN MEETINGS DURING COVID-19 EMERGENCY DISASTER PERIOD ****

After declaring a state emergency on March 16, 2020, Governor Greg Abbott temporarily suspended certain requirements of the Texas Open Meetings Act that require governmental officials and the public to be physically present at the public meeting location in order to reduce face-to-face contact and mitigate the spread of COVID-19.

Participation by members of the public is welcome. To participate in public comment, interested members of the public **MUST** sign up prior to the meeting by emailing citycouncilmeetings@horizoncity.org or calling (915) 852-1046, EXT #106, or submit their comment or question by emailing citycouncilmeetings@horizoncity.org and the comments will be read during the Open Forum or the appropriate agenda item.

An electronic copy of the meeting agenda materials will be posted on our City Website at the following link:
<https://v3.boardbook.org/Public/PublicHome.aspx?ak=1001244>.

The TIRZ No. 1 Board of Directors and staff will participate in this meeting via videoconferencing or telephone conference. Members of the public may view the meeting online or by videoconferencing via the following:

To watch by videoconferencing:

<https://townofhorizoncity.my.webex.com/townofhorizoncity.my/j.php?MTID=mf011132c610e57d00c4914afa76318e9>

Meeting number (access code): 126 682 9420

Meeting password: EMbN6pqtR43

To Join by Phone

1-408-418-9388

1. **Call to order; Pledge of Allegiance; Establishment of Quorum**
2. **Open Forum:**

CONSENT AGENDA

All matters listed under the CONSENT AGENDA are considered routine and will be enacted in one motion. There will be no separate discussion of these items unless a member(s) of the TIRZ No. 1 Board of Directors

requests one or more items be removed from the CONSENT AGENDA to the REGULAR AGENDA for separate discussion and action prior to the Board's vote to adopt the CONSENT AGENDA.

3. Approval of Minutes from:

This is the initial meeting - No Minutes Available.

4. Request to Excuse Absent Board Members:

REGULAR AGENDA

5. Discussion and Action:

3

Mayor/CIP Manager

On adoption of TIRZ #1 Board Bylaws.

6. Discussion and Action:

9

Mayor/CIP Manager

On the work plan for calendar year 2021.

7. Discussion and Action:

10

Mayor/CIP Manager

On a presentation by the Camino Real Regional Mobility Authority (CRRMA).

8. Discussion and Action:

11

Mayor/CIP Manager

On establishing the fourth (4th) Monday of the month for the regular meeting date for the TIRZ #1 Board.

9. Executive Session

The TIRZ No. 1 Board of Directors of the Town of Horizon City may recess into EXECUTIVE SESSION pursuant to the Texas Government Code, Chapter 551, Subchapter D, under Article 551.071 – Consultation with Attorney; 551.072 – Deliberation Regarding Real Property; 551.073 – Deliberation Regarding Gifts and Donations; 551.074 – Personnel Matters; 551.076 – Deliberation Regarding Security Devices and 551.087 – Deliberation Regarding Economic Development Negotiations.

Adjournment:

Motion to Adjournment: _____ 2nd _____

Dated this Friday, 1/21/2021

By: _____
Elvia Schuller, City Clerk

I, the undersigned authority, hereby certify that the above notice of the TIRZ Regular Board of Directors Meeting of the Town of Horizon City, Texas is a correct copy of this notice, and that I posted this notice at least seventy-two (72) hours preceding the scheduled meeting at the City Hall Bulletin Boards of the Town of Horizon City, Texas on this Friday, 1/21/2021 by 5:00 p.m.

Agenda Removed: _____ Time _____ By _____

In compliance with the Americans with Disabilities Act, the Town of Horizon City will provide for reasonable accommodations for persons attending meetings. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling the City Clerk at (915) 852-1046.

**TOWN OF HORIZON CITY
REINVESTMENT ZONE NUMBER ONE**

BYLAWS

ARTICLE I. POWERS AND PURPOSE

Section 1. Financing Development or Redevelopment in the Zone. In order to implement the purposes for which Reinvestment Zone No. One, Town of Horizon City, Texas (“Zone”) was formed, as set forth in Ordinance No. 0264, dated December 8, 2020, creating the Zone, the Town of Horizon City, Texas (the “City”) may issue obligations to finance all or part of the cost of implementing the “project plan” for the Zone as defined in the Tax Increment Financing Act of the Tax Code, Chapter 311, Vernon’s Texas Codes Annotated (the “Act”).

Section 2. 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 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 II. BOARD OF DIRECTORS

Section 1. Powers, Number, and Term of Office. The property and affairs of the Zone shall be managed and controlled by the City Council based on the recommendations of the Board of Directors of the Zone (“Board of Directors” or “Board”), subject to the restrictions imposed by law, the ordinance creating the Zone, and these Bylaws. It is the intention of the City Council that the Board of Directors shall function only in an advisory or study capacity with respect to the Zone and shall exercise only those powers, advisory in nature, which are either granted to the Board pursuant to the Act or delegated to the Board by the City Council. The Board will comply with the policies and procedures of the City, including, but not limited to, matters regarding ethics conflicts of interest, and the Open Meetings Act.

All members of the board shall meet the eligibility requirements set forth in the Act. Board membership shall consist of the following: 1. The members of the City Council for the Town of Horizon City, 2. One member shall be appointed by the governing body of each of the taxing entities that enter into a Participation Agreement and contribute to the Zone. The terms of the board members who are members of City Council will serve terms concurrent with their terms on City Council. All other Board members will serve 2 year terms. A board member may serve no more than three consecutive terms.

The Mayor shall serve as Chairperson and the Board shall elect from its members a , vice chairman, and other officers as it sees fit.

Any director may be removed from office by the City Council for cause deemed by the City Council as sufficient for their removal in the interest of the public, but only after a public hearing before the City Council on charges publicly made, if demanded by such Board member within ten (10) days. In the event of a vacancy caused by the resignation, death, or removal for any reason, of a director, the governing body of the respective taxing unit which made such Board appointment shall be responsible for filling the vacancy.

Section 2. Meetings of Directors. The directors shall hold their meetings within a public building in the City as the Board of Directors may from time to time determine.

Section 3. Regular and Special Meetings. Regular and Special 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. All meetings of the Board shall be of a public nature unless pertaining to matters authorized to be discussed in closed session in accordance with Chapter 551, Texas Government Code. Notice of all regular and special meetings of the Board and any committees thereof shall be posted in accordance with the provisions of Chapter 551, Texas Government Code. There shall be at least one Regular Meeting held each year.

Section 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. The secretary shall give notice to each director of each Emergency Meeting. Notice of all Emergency Meetings shall state the purpose, which shall be the only business conducted and shall be subject to the requirements of State Law.

Section 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 a majority of directors present at a meeting at which a quorum is in attendance shall constitute an official act of the Board of Directors, unless the act of a greater number is required by law.

Section 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.

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. The Town of Horizon City shall serve as the secretary of the Board of Directors at all meetings of the Board of Directors, but in the absence of the secretary, the Chairperson may appoint any person to act as secretary of the meeting. City staff shall provide notice of meetings and prepare meeting agendas.

If a substitute secretary is appointed, within five days following each Regular, Special and Emergency meeting, a copy of the minutes of the meeting shall be submitted to the City Clerk of the City.

Section 7. Compensation of Directors. Directors shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual reasonable expenses incurred in the performance of their duties hereunder; provided those expenses are approved in advance by the Board of Directors and are incurred and expended in accordance with City policies.

Section 8. Attendance. Board members shall make every effort to attend all Regular, Special and Emergency meetings of the Board and/or Committees. The City Council may remove a member of the Board appointed by participating entity who misses three consecutive meetings. The participating entity may then replace the member who was expelled for failure to attend meetings.

ARTICLE III. OFFICERS

Section 1. Titles and Term of Office. The officers 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. The Board of Directors shall, on an annual basis, appoint the vice chair whose term of office shall end on December 31 of each year. 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 and secretary, shall not exceed two terms. All officers, other than the chair and secretary, 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. A vacancy in the office of any officer, other than the chair and secretary, shall be filled by a vote of a majority of the directors.

Section 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. 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 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 the 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 4. Secretary. The secretary 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 times 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. The function of Secretary will be performed by the Town of Horizon City Clerk

Section 5. Compensation. Officers shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual reasonable expenses incurred in the performance of their duties hereunder; provided however all such expenses shall be approved by the Board before they are incurred and all expenditures shall be made in accordance to City policy.

Section 6. Staff. Staff functions for the Board of Directors may be performed by the City employees or consultants engaged by the City or the Board.

ARTICLE IV. PROVISIONS REGARDING BYLAWS

Section 1. Effective Date. These Bylaws shall become effective only upon the occurrence of the following events: (1) The adoption of these Bylaws by the Board of Directors, and (2) The approval of these Bylaws by the City Council.

Section 2. Amendments to Bylaws. A proposed amendment to Bylaws must be approved by a majority of the Board of Directors. The Board of Directors shall make a written application requesting that the City Council approve amendments to the Bylaws, specifying in such application, the amendments proposed to be made. The City Council may adopt amendments to the Bylaws by resolution, if it is advisable that the proposed amendment be made. After consultation with the Board of 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 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 1. Notice and Waiver of Notice. Unless otherwise required by State Law, 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 thereto 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 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 be 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 3. Approval or Delegation of Power by the City Council. To the extent that these Bylaws refer to any approval by the City, such approval of delegation shall be evidenced by a certified copy of an ordinance, or resolution (if permissible), duly adopted by the City Council.

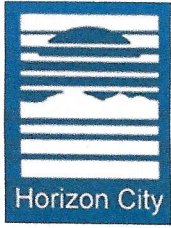
Section 4. Rules of Order. The Board of Directors shall adopt their rules of order and the Chairperson shall be the presiding officer.

Approved by the Board of Directors of the **Town of Horizon City Reinvestment Zone Number One** on the ____ day of _____ 2021.

Approved by the **City Council of the Town of Horizon City** on the ____ day of _____, 2021.

ATTEST:

Secretary



**TAX INCREMENT REINVESTMENT ZONE #1
BOARD**

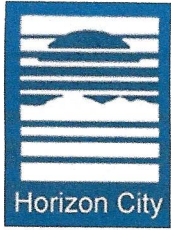
MEMORANDUM

Date: January 22, 2021
To: Honorable TIRZ Board of Directors
From: Teresa Quezada, CIP Manager
SUBJECT: Adoption of TIRZ No. 1 Bylaws

The City Council of Horizon City adopted Ordinance No. 0264 on December 8, 2020 which created Tax Increment Reinvestment Zone (TIRZ) No. 1. The TIRZ will be managed and controlled by the City Council based on the recommendation of the Board of Directors of the Zone. At this point the Board of Directors consists of City Council; however, as other entities enter into participation agreements with the Town, they will have a seat on the TIRZ Board. Thus, the Board may have up to 10 members.

The Bylaws generally address how the Board will conduct business by establishing the powers and purpose of the TIRZ Board; the powers, number, terms of office, meetings, and attendance of Board of Directors; titles, powers and duties of officers of the Board of Directors; and provisions regarding the bylaws. Once approved by the Board, the City Council must also approve the bylaws.

As indicated the bylaws, city staff and consultants will serve as staff for the TIRZ Board with the City Clerk serving as the Board Secretary.



**TAX INCREMENT REINVESTMENT ZONE #1
BOARD**

MEMORANDUM

Date: January 22, 2021
To: Honorable TIRZ Board of Directors
From: Teresa Quezada, CIP Manager
SUBJECT: **Work Plan for 2021**

*Teresa Quezada
1/22/2021*

As the TIRZ Board begins its work this year to activate the zone and develop priority projects, staff has identified several key initiatives that will be undertaken to implement the plan for the TIRZ. They include the following program of work.

Update Design Standards for Complete Streets

One of the first steps staff is proposing to undertake is to develop cross-sections that would be used for the designs of Dilley and Delake streets. The design standards for these streets are intended to promote complete streets that address the needs and safety of all street users: vehicles, bicycles and pedestrians. As such, the complete streets usually include amenities such as wider parkways and/or sidewalks, on-street parking, landscaping, and bike paths.

Staff anticipates developing the updated design standards, presenting them to the TIRZ, and then to the Council for final approval in the first half of 2021.

City-Initiated Re-zoning

The Town's Comprehensive Plan: Shaping Our Horizon, as adopted by the Council in February 2020 calls for new zoning categories to be established for use in the Transit Oriented Development area within the TIRZ. This effort along with proposed rezoning will take significant effort. Staff anticipates the zoning categories and rezoning effort will be complete in the fall of 2021.

Refine Project Plan for TIRZ

The Project and Financing Plan adopted by City Council included preliminary analyses and project estimates. The next steps are to fully develop the plan and consider updated information regarding the projects, their interrelationship and private development. Staff anticipates this effort will also take the 6 to 9 months as we consider the complementary projects that are taking place and their impact to the proposed TIRZ projects.

Develop Design for Dilley and Delake

As discussed, Dilley and Delake streets, are key arterials to provide access to Phase 1 of TOD development, so staff recommends they become the first infrastructure improvements. Staff will explore different opportunities to fund and design these projects.



**TAX INCREMENT REINVESTMENT ZONE #1
BOARD**

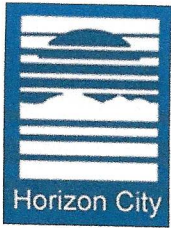
MEMORANDUM

Date: January 22, 2021
To: Honorable TIRZ Board of Directors
From: Teresa Quezada, CIP Manager *Teresa Quezada
1/22/2021*
SUBJECT: **Presentation by the Camino Real Regional Mobility Authority (CRRMA)**

Horizon City has partnered with the Camino Real Regional Mobility Authority (CRRMA), an agency whose purpose is to “assist in the establishment of a comprehensive transportation system” in the El Paso region, to build Eastlake Extension from its prior dead end to Horizon Boulevard. That partnership allowed the Horizon City, the County of El Paso and the CRRMA to deliver an important connector and provide access to vacant land.

The CRRMA secured funding for the Eastlake Extension project and was the project manager for design and construction.

The CRRMA can similarly assist the Town and TIRZ Board to develop transportation improvements in the TOD. Mr. Raymond Telles, Executive Director for the CRRMA will present to the Board about the CRRMA’s capabilities and potential partnerships with Horizon City.



**TAX INCREMENT REINVESTMENT ZONE #1
BOARD**

MEMORANDUM

Date: January 22, 2021
To: Honorable TIRZ Board of Directors
From: Teresa Quezada, CIP Manager
SUBJECT: Establishing the 4th Monday of the month as the regular meeting date for the TIRZ #1 Board

Staff recommends the Board select a regular meeting date for Board meetings. After conferring with staff, the fourth (4th) Monday of the month is available since it does not conflict with other regular meetings of other city boards.

Staff recommends monthly meetings be scheduled.