



## **AGENDA MEMORANDUM**

Corpus Christi Tax Increment Reinvestment Zone #4 Meeting 08/27/2020

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**DATE:** August 18, 2020

**TO:** President and Honorable Board Members,  
Corpus Christi Tax Increment Reinvestment Zone #4

**FROM:** Randy Almaguer  
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<p><b>Tax Increment Reinvestment Zone (TIRZ) #4 rules on procedure related to meetings and discussing TIRZ #4 business</b></p>
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**CAPTION:**

Motion to approve Rules of Procedure for the TIRZ #4, which set quarterly meetings and provide an alternative method in which items are placed on a meeting agenda.

**SUMMARY:**

The purpose of this item is to adopt a TIRZ #4 Board Rules of Procedure to set a meeting schedule for 2021 and to modify the board agenda preparation.

The Board shall meet in regular session, quarterly on a Tuesday morning in the months of January, April, July, and October.

- If agenda items increase or the need arises to call additional meetings during a non-scheduled month, meetings will be scheduled accordingly

The Board agenda will be prepared and assembled by the City Manager of the City ("City Manager," which may mean his designee throughout these Rules) in a format consistent with the Open Meetings Act, subject to modification by Board directive.

Items may be placed on the agenda by the Chair, the Vice-Chair or other presiding officer in the Chair's absence, the City Manager, or at least four members of the Board who shall confirm their request with the City Manager.

- A Board member wishing to place an item on the agenda shall notify the City Manager at least seven days prior to the scheduled meeting.
- The City Manager shall inquire of the other members whether they wish to join the request.

The subject matter of agenda items shall be subject to Board action unless the item is limited to discussion.

**BACKGROUND AND FINDINGS:**

Currently, the board meets as needed. Staff recommends modifying the schedule to set a quarterly meeting schedule with the board meetings in January, April, July and October. If the need arises to meet more frequently, special meetings can be called between the regularly scheduled meetings.

At the July board meeting, the question of how agenda items are placed on the board agenda was posed. Currently, only the Chair and the City Manager can put items on the agenda. Staff proposes that this be expanded to the Chair, Vice-Chair or other presiding officer in the Chair's absence, the City Manager or their designee, and at least four members of the Board who confirms their request with the City Manager.

**ALTERNATIVES:**

The Board could choose to keep the same meeting schedule and agenda item procedure.

**FISCAL IMPACT:**

There is no financial impact associated with this item.

**FUNDING DETAIL:**

Fund: N/A

Organization/Activity: N/A

Mission Element: N/A

Project # **(CIP Only)**: N/A

Account: N/A

**RECOMMENDATION:**

Staff recommends approval of the calendar and agenda items proposal.

**LIST OF SUPPORTING DOCUMENTS:**

Tax Increment Reinvestment Zone No. 4 Rules on Procedure