



TAX INCREMENT REINVESTMENT ZONE NUMBER 3 MEMORANDUM

FROM: The Office of the City Manager **DATE:** December 8, 2025

SUBJECT: Consider the appointment of the Vice-Chair and Secretary for the Tax Reinvestment Zone Number 3, each to serve two-year terms beginning January 1, 2026, and ending December 31, 2027.

PRESENTER: Trudy J. Lewis, Assistant City Manager

SUMMARY:

The Board of Directors is asked to appoint a Vice-Chair and Secretary.

GENERAL DESCRIPTION:

In accordance with the Bylaws for the Tax Increment Reinvestment Zone Number 3, the Board of Directors is to appoint the officers for Vice-Chairperson ("the Vice-Chair"), and Secretary. Each will serve a two-year term. Mason Orr was appointed Vice-Chair and Kelvin Deupree was appointed Secretary at the November 13, 2023, TIF 3 Board Meeting.

The Vice-Chair shall be a member of the Board, shall have such powers and duties as may be assigned by them by the Board, shall exercise those powers and duties, 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.

The Secretary shall keep the minutes of all meetings and shall have charge of records, documents and instruments as the Board 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. If a Board member is named Secretary, a member of the city of North Richland Hills staff will be designated to assist in the performance of these functions on their behalf. City staff is responsible for providing notice of meetings and preparing meeting agendas.

The term of these appointments would be for a period of two years, beginning on January 1, 2026 and concluding on December 31, 2027.

RECOMMENDATION:

Appoint a Vice-Chair and Secretary for the Tax Increment Reinvestment Zone Number 3, each to serve two-year terms beginning January 1, 2026, and ending December 31, 2027.