

STATE OF TEXAS §
COUNTIES OF POTTER §
AND RANDALL §
CITY OF AMARILLO §

On the 13th day of September, 2012, the Tax Increment Reinvestment Zone Board met in a regularly scheduled meeting at 12:00 PM, in Room 306 of City Hall, at 509 E. 7th Street, Amarillo, Texas with the following members present:

Voting Members	Present	Meetings Held	Meetings Attended
Richard Brown, Chairman, City of Amarillo	Yes	52	48
Dr. David Woodburn, Amarillo College	No	14	7
Greg Graham, Amarillo Hospital District	No	10	7
Anette Carlisle, Amarillo Independent School District	Yes	1	1
Jason Herrick, City of Amarillo	Yes	3	2
Scott Bentley, City of Amarillo	Yes	15	15
James Wester, Panhandle Groundwater Conservation District	No	20	14
Carol Autry, Potter County	Yes	49	45
H.R. Kelly, Potter County	Yes	35	32
John Betancourt, Potter County	No	4	3

Others Present:

Marcus Norris, City Attorney
Jan Sanders, Recording Secretary

Kelley Shaw, Planning Director

Chairman Brown opened the meeting at 12:05 PM, established a quorum and conducted the consideration of the following items listed below.

Chairman Brown thanked John Ben Blanchard for his service to the board and welcomed Anette Carlisle, new board member representing Amarillo Independent School District.

ITEM 1 Approve the minutes of the meeting of August 16, 2012.

Chairman Brown asked for corrections, deletions or changes to the minutes of August 16, 2012. Anette Carlisle abstained, no other board members commented, and the minutes were approved as submitted.

ITEM 2 Discussion of downtown infrastructure project.

Kelley Shaw introduced Jerry Danforth, City of Amarillo’s Facilities Manager, who briefed the Board on the major downtown infrastructure project. Mr. Danforth explained multiple

departments within the City, along with other utility companies and private entities, are working together on this project. The City will maintain a controlled trench whereby all utilities will be placed, removing old lines already scheduled for replacement, increasing supply lines for the upcoming projects, as well as future growth. Phase I of the project began in the alley running between 9th and 10th Avenues, and Pierce and Buchanan Streets. Phase II will entail a trench open from 5th to 8th Avenues across the eastern two lanes of Pierce Street. Due to lower downtown traffic volumes, the projected start date of Phase II is late February, 2013, with a completion goal of 60 days. Mr. Danforth commented another objective is to eliminate the overhead lines from 5th Avenue to 10th Avenue between Pierce and Buchanan Streets.

ITEM 3 Presentation on Public Improvement Districts (PIDs) and how PIDs can be used in development.

Mr. Shaw explained a PID is a development tool used to finance special benefits and/or improvements to an area which are above and beyond normal City services. A PID may occur in designated areas where property owners petition the City and are willing to pay special assessments for these benefits and/or improvements. Mr. Shaw gave examples of services a PID may fund, including but not limited to: landscaping improvements, specialty lighting, security services, sanitation services, and signage. Mr. Shaw stated a PID originates by presenting a petition, the percentage of property owner signatures required, and the requirements that must be included before gaining approval by the City Commission. Also, a PID must have an annual service/assessment plan defining the budget for maintenance and operation of improvements.

Melissa Dailey, Executive Director, DAI, presented a slide presentation on the Public Improvement District Feasibility Study. The study incorporates the Fiscal Capacity Analysis Tool (the Tool) which computes the capacity of the PID to raise revenue from different assessments. The data, maintained by Potter-Randall Appraisal District, relies on parcels platted for tax purposes that include relevant characteristics such as address, appraised value, street frontage and other details. The Tool allows DAI to evaluate numerous scenarios for the inclusion of properties in the PID, the level of assessment, and the fiscal yield of the PID. Mrs. Dailey proposed the PID would initially fund basic services such as maintenance for landscaping, pedestrian lighting and banners, security and public safety, trash pick-up and sidewalk cleaning, and graffiti removal. Mrs. Dailey stated the overall goal of a PID budget is keeping downtown Amarillo clean, green and safe.

Chairman Brown advised that Jason Herrick would represent the TIRZ board on the Circulation Study group, along with Center City board members, individual property owners, and DAI board members.

ITEM 4 Report on status of TIRZ #1 Projects:

- a. Potter County Courthouse Streetscape Project – No Report.
- b. Polk Street Methodist Church Streetscape Project – No Report.
- c. Vineyard Manor Apartments/Streetscape Project – No Report.

d. Downtown Amarillo Inc. Studies

Mr. Shaw passed out hand-outs from the August TIRZ meeting in regards to the Circulation Study, the Wayfinding Study, and today's presentation on the PID Study.

ITEM 5 Public Forum.

Chairman Brown reminded Board members and those in the audience the Board can take no action on matters presented or discussed.

Manuel Torres, Jr., thanked the Board members for their service to the community. Mr. Torres asked if the minutes of the meetings could be posted in a more timely fashion. Chairman Brown advised the minutes could not be posted until they are approved by the Board. For example, today's agenda included approval of the minutes from the August 16, 2012 meeting. These minutes are now approved and may be posted.

Chairman Brown commented the TIRZ Board had decided last year to have a 'Public Forum' at the end of the agenda and take public comments at that time. Generally this Board does not take public comments during the meeting, but leaves the matter to the discretion of the Chairman. Chairman Brown asked if the Board desires to change the format. Comments were made, and the Board agreed to leave the format as is.

ITEM 6 Discuss Items for Future Agendas.

No items were mentioned.

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There being no further items before the Board, the meeting adjourned at 1:40 PM. All remarks are recorded and are on file in the Planning Department