

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

On the 13th day of February, 2014, 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	61	57
Dr. David Woodburn, Amarillo College	No	23	14
Chuck Speed, Amarillo Hospital District	Yes	8	5
Anette Carlisle, Amarillo Independent School District	Yes	10	9
Jason Herrick, City of Amarillo	Yes	12	8
Scott Bentley, Vice-Chairman, City of Amarillo	Yes	24	23
Johnny Merritt, Panhandle Groundwater Conservation District	Yes	4	4
Vacant, Potter County	No		
H.R. Kelly, Potter County	Yes	44	41
Willie Quintero, Potter County	No	8	6

Others Present:

Vicki Covey, Deputy City Manager
Michelle Bonner, Assistant City Manager for Finance
Jan Sanders, Recording Secretary
Marcus Norris, City Attorney
Kelley Shaw, Planning Director

Chairman Brown opened the meeting at 12:00 PM, established a quorum and conducted the consideration of the following items listed below.

ITEM 1 Approve the minutes of the meeting of November 14, 2013.

Chairman Brown asked for corrections, deletions or changes to the minutes of November 14, 2013. Scott Bentley advised Item 5, page 2, fourth sentence should be corrected to reflect 'In regards to the hotel, conventional financing'. Noting the change, the November 14, 2013 minutes were approved.

ITEM 2 Presentation and consideration of the September 30, 2013 Annual Financial Report for the Tax Increment Reinvestment Zone #1.

Janie Arnold with Connor, McMillon, Mitchell & Shennum presented the 2013 TIRZ Audit draft reports. Mrs. Arnold commented The Government Committee Auditing Standards issued an Audit committee letter stating all items were in order, and gave a clean and unmodified opinion. The Management's Discussion and Analysis draft document revealed a five year

Historical Taxable Values and Participation table reflecting TIRZ participation by the taxing entities totaling \$594,974 for FY 2013. Chairman Brown asked if the Taxable Values column could reflect calendar year dates and values. Also, on page 4, if the fourth and fifth bullet points, under Financial Highlights, could be reversed for chronological order purposes. Mrs. Arnold said the changes would be made. Page 9, displayed a Commitments table detailing each approved TIRZ project and current status of such. Chairman Brown asked on the Rebate Commitments section to add an (ending date) after years listed and also the (dollar amount paid). Mrs. Arnold informed the Board additional verbiage for the TIRZ Commitments begins on Page 22, under Note 6. Financial statements as of September 30, 2013 reflect total net assets of \$2.8 million, including \$1.1 million in restricted cash (reserved for streetscape improvements) from City issued bonds transferred to TIRZ. Revenues were \$594,974 and total expenses ran \$404,660 for the year.

Motion was made by Anette Carlisle, seconded by Jason Herrick, to accept the auditor's report as amended and finalize as presented. The motion passed unanimously.

ITEM 3 Presentation and discussion of Tax Increment Reinvestment Zone #1 December 31, 2013 Quarterly Financials.

Michelle Bonner, Assistant City Manager, reported total assets of \$3.4 million for the first quarter. Revenues are \$623,475, consisting of \$622,483 in tax increment contributions, and \$992 in investment earnings. Mrs. Bonner reported expenditures of \$308 in meals and local, for a total of \$623,167 in excess revenues over expenditures. At December 31, 2013 the quarter ended with a fund balance of \$3.4 million.

ITEM 4 Presentation and discussion of proposed amendments to the Downtown Amarillo Urban Design Standards.

Kelley Shaw, Planning Director, introduced Bob Cowell to the TIRZ Board. Mr. Cowell is the City of Amarillo's Assistant City Manager for Development Services.

Mr. Shaw briefed the Board on the history of the Downtown Amarillo Urban Design Standards (DAUDS) and proposed amendments. The DAUDS were established to promote and create an urban character in the downtown area while focusing on a pedestrian friendly environment. Mr. Shaw commented it is important to remember the standards do not dictate the design but were established to help with important elements. Since the DAUDS inception, three main issues have evolved 1) walkway improvement triggers, such as sidewalks, street trees, and pedestrian lights, 2) drive through facilities, and 3) building edge. Mr. Shaw then presented the proposed amendments for each issue. Walkway improvements would be required for: 1) all new construction projects; (proposed 2) major modifications of buildings altering existing floor area by 50% or more; (proposed 3) increasing building's façade that fronts, or adjacent to, public right-of-way by 50 feet or more; and 4) inactive vacant buildings of 1+ years, becoming active. Drive through facilities proposed amendments include: (proposed 1) drive throughs should be allowed; (proposed 2) requires review by Downtown Design Review Board (DDRB); and (proposed 3) elements for consideration would be location and circulation, drive through

screening and limit pedestrian conflicts. Building edge proposed amendments include: (proposed 1) all new developments shall locate buildings at or near the property line; and (proposed 2) multiple frontages shall be considered on a case-by-case basis. Mr. Shaw stated the DDRB feel there are communication and clarity issues in regards to the review process pertaining to when and what improvements are required. The suggestion was given for ongoing DAUDS education or informational meetings, and enhanced web presence.

ITEM 5 Report on Status of Projects:

- a. TXDOT Transportation Enhancement Program Streetscape Project
Vicki Covey, Deputy City Manager, updated the Board on the \$1.9 million streetscape improvements project completing the corridor along SE 11th Avenue to SE 6th Avenue, running along Buchanan Street. The project consists of a \$1.5 million TxDOT grant with the TIRZ local match of \$385,000. Mrs. Covey stated the City Engineering Department will begin the design work in the next few weeks.
- b. Downtown Convention Hotel Project
Chairman Brown commented the documents for the convention hotel are in the final stages with the developer, with a hopeful expectation start date of summer 2014. Wallace-Bajjali, developer for the parking garage, is waiting on some construction numbers before finalizing the paperwork. Chairman Brown also stated the Multi Purpose Events Venue will move forward after the finishing touches are completed with the AEDC and the Coca-Cola relocation.
- c. Maxor Parking Lot Agreement
Mr. Shaw stated this is a finished project, including all paperwork.

ITEM 6 Public Forum.

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

Beth Duke, Executive Director, Center City, distributed an updated Center City Dining Guide for the downtown area, including a new establishment, 'The Wild Cupcake'. Mrs. Duke also invited the Board to attend a Center City / Amarillo Symphony special party on February 22, 2014 after the conclusion of the Symphony.

ITEM 7 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 1:35 PM. All remarks are recorded and are on file in the Planning Department.