

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

On the 14<sup>th</sup> day of April, 2011, 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. 7<sup>th</sup> Street, Amarillo, Texas with the following members present:

Voting Members	Present	Meetings Held	Meetings Attended
Richard Brown, Chairman, City of Amarillo	Yes	39	35
Dr. David Woodburn, Amarillo College	No	1	0
Amarillo Hospital District Representative			
John Ben Blanchard, Amarillo Independent School District	Yes	14	13
Paula Bliss, City of Amarillo	Yes	39	36
Scott Bently, City of Amarillo	Yes	2	2
James Wester, Panhandle Groundwater Conservation District	Yes	7	5
Carol Autry, Potter County	Yes	36	34
H.R. Kelley, Potter County	Yes	22	20
Sonya Letson, Potter County	Yes	39	32

Others Present:

Vicki Covey, Assistant City Manager for Public Services      Courtney Goodman-Morris, Attorney II  
Michelle Bonner, Director of Finance                                      Kelley Shaw, Planning Director  
Jan Williams, Recording Secretary

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

Chairman Brown advised the City of Amarillo is standardizing the procedures for taking public comments and asked for the instructions to be placed on the May agenda for consideration. He stated that today the Board will follow the procedures the City Commission has been following since January 1, 2011. Two opportunities to speak, one at the end of the published agenda provides for a public forum on matters which may not have been on the agenda, and where appropriate, the Board will pause and take public comments on specific agenda items.

Chairman Brown informed the Board that Dr. David Woodburn is the new board member representing Amarillo College and Dr. Paul Proffer, board member for Amarillo Hospital District has had to resign as he is on the Amarillo College Board of Regents.

ITEM 1 Approve the minutes of the regular meeting of March 10, 2011.

Chairman Brown asked for corrections, deletions or changes to minutes. Minor corrections included page 3, 3<sup>rd</sup> paragraph, should be John Huffaker, and not Don Huffaker. Also, Carol Autry advised clarification of Item 6, b. where Ms. Autry announced that a draft was available for review. Noting the changes, the March 10, 2011 minutes were approved.

ITEM 2 Presentation of TIRZ #1 Financial Quarterly Reports

Michelle Bonner, Director of Finance, reported total assets of \$3,553,971, of which \$2,233,335 are bond proceeds. Two projects consisting of Potter County (\$745,000), and the Marriott streetscaping project (\$70,000), left uncommitted bond proceeds of \$1,417,000. There were \$1,320,000 in other assets not included in bond proceeds. Total revenue of \$2,685,000, consisting of tax collections - \$451,000 (all receivables are collected), interest income - \$901, and bond proceeds - \$2,232,000. Ms. Bonner also stated the largest expense is community projects of \$23,499, consisting of TIRZ share of Civic Center land use study, DAI paid the other half. Professional services in the amount of \$2,210 is the bond filing fee with the Attorney General's office and audit fee of \$3,000. Total operating expenditures at March 31, 2011 was \$31,008 vs a total budget of \$358,000. No questions were asked.

ITEM 3 Presentation of TIRZ #1 Quarterly Investment Reports

Ms. Bonner discussed the quarters ending December 31, 2010 and March 31, 2011, all investments are in compliance with TIRZ investment policy and the Public Funds Investment Act. December 31, 2010 report – \$900,000 in cash and investments, change in cash of \$425,000, leaving balance of \$1,325,882. March 31, 2011 began investing 50% of operating and 50% of bond proceeds in a 6 month CDARS. Ms. Bonner stated a CDAR is a certificate of deposit split between multiple depositories so all investments are FDIC insured. The quarter ended with \$1,233,000 in operating, bond proceeds of \$2,233,000 for total investments of \$3,466,000. Chairman Brown asked the interest rates, and Ms. Bonner quoted CDAR interest rates are 0.55%. No other questions were asked.

ITEM 4 Consider Polk Street United Methodist Church request for TIRZ #1 participation in funding streetscape improvements within public right-of-way.

Kelley Shaw, Planning Director, briefed the board concerning the basic project at Polk Street United Methodist Church (PSUMC). Streetscape elements were added to a current project PSUMC is undertaking with renovation and addition of a Christian Life Center building. Following TIRZ Board comments at the March meeting PSUMC incorporated the northern part of the block on Polk St. in their project. A revised site plan and revised cost estimate to include the streetscape elements to the end of 13<sup>th</sup> Street has been submitted. Sheila Sims, Project Architect, stated PSUMC revised their budget numbers by \$60,000, and included an additional 4 trees, 2 light poles, new sidewalk and landscape. Chairman Brown asked for the timeline of the project and the City receiving a new shipment of lights. Vicki Covey advised 66 lights are in the

City warehouse, with orders made to complete 182 lights in inventory. Ms. Sims stated July 2012 is the project's completion target date.

Sonya Letson asked if there is not any TIRZ funding provided for the streetscape, what are the church's plans? Ms. Sims said PSUMC would not be able to afford the streetscape, because of a tight budget and most of the money is for the interior project.

Pastor Lane Boyd thanked the Board for their advice on revising the streetscape to include all of Polk St. since this area is on public right-of-way. He also mentioned, PSUMC is excited to be partners in this enhancement of the stewardship aspect, with Polk Street as an entrance into downtown Amarillo.

John Ben Blanchard asked when does PSUMC need a commitment from the TIRZ board to fund this project. Ms. Sims answered the sooner the better because it will affect the site plan, and the infrastructure needs to be planned now.

Mr. Shaw advised the Board about issues brought up in the March meeting. 1) The City's Legal Department reviewed the comments concerning separation of church and state issues. This project does not create any issues for the TIRZ board or the City in any way. 2) Also, should the Board be spending funds for a tax-exempt entity that does not contribute to the tax increment? The request is for streetscape improvements within the public right-of-way, not private property. Staff considers projects on the merits of the actual project and not the entity requesting funding. This project aligns with all of the TIRZ goals. An amendment will be needed to the Term Sheet (Exhibit B) reflecting new numbers of 29 walkway trees, and 28 pedestrian lights. Mr. Shaw reminded the Board this section of Polk Street is a gateway from the residential area to the business core. Improvements along such corridors are key to the success of the Downtown Amarillo Urban Design Standards and the overall development of the TIRZ.

Sonya Letson questioned if this request would be any different than the Amarillo College request, in terms of the argument of a tax-exempt entity? Mr. Shaw stated no difference, as PSUMC is working on the site and this work gives PSUMC an opportunity to incorporate the infrastructure. The streetscape elements are important to what TIRZ is trying to accomplish downtown, it is directly a public benefit, and in public right-of-way. Ms. Letson asked how the enhancement of right-of-way affects adjacent for-profit, tax paying businesses, for example Whitney Russell Printers across 15<sup>th</sup> St. Mr. Shaw commented these type of improvements benefit the appearance of the neighborhood, creating a pedestrian friendly area, while upgrading the neighborhood and should have a positive impact on all surrounding property values.

Mr. Blanchard mentioned since the TIRZ mission is to revitalize downtown and if we consider the core of downtown as N of 10<sup>th</sup> St, if we fund the PSUMC project will this hamstring the board in any manner? Mr. Shaw responded no specific financial study has been done. The TIRZ budget currently has this amount in community projects and that the City has also issued certificates of obligation, and in his opinion did not feel funding the PSUMC project would create any hardship on anything the board would like to do in the future.

Mr. Shaw commented another important project for future consideration is the power grid that needs to be installed in downtown. Scott Bentley asked if the City is currently paying for the electricity of these lights. Mr. Shaw replied the City is not currently paying for anyone's electricity.

Vicki Covey, Assistant City Manager for Public Services Division, stated if PSUMC's project is considered, then we might want to revisit with the project architects and consider installing a grid as part of this project. Mr. Shaw explained that Xcel Energy has envisioned locating the meter in the alley to accommodate 4 blocks, working 2 blocks in both directions.

Ms. Autry asked if Mr. Shaw had any idea what Amarillo College's plans are for across Polk St. Mr. Shaw spoke with AC earlier about vacating their right-of-way portion of 14<sup>th</sup> St. and early designs about incorporating new building and walkable corridors. Melissa Dailey said Amarillo College has plans to make improvements, to comply with the standards, but did not give any indication they would be approaching TIRZ.

Mr. Blanchard asked if the TIRZ board could possibly wait 30 days before committing \$200,000 to this project, as he would like additional information on the TIRZ core mission from the Civic Center to 6<sup>th</sup> and Polk St., and Polk St. to 10<sup>th</sup>. Wiley Hicks, General Contractor explained one month would delay the site work, the building pad, and does impact the schedule.

Public comment:

Beth Duke, Executive Director, stated a letter from Center City's board had been sent in full support of the project for PSUMC. Churches are some of most beautiful downtown historic buildings and PSUMC has been an anchor for the downtown corridor.

James Wester reminded the board this is an opportunity that does not come around very often, a chance to not disrupt a block because construction is already ongoing. H R Kelly stated since we have been advised that we are doing well financially, he did not feel any reason to oppose the project. Ms. Letson mentioned if an entity is going to invest \$11,000,000 in renovations, she feels the TIRZ board should go with this opportunity to participate. Chairman Brown mentioned he plans to view each project individually, regardless of non-profit status, on the merits of whether each project will enhance what the TIRZ board is trying to accomplish downtown.

Motion was made by H R Kelly, and seconded by James Wester to fund the project as presented. Abstaining was Carol Autry. The motion carried 7-0-1.

#### ITEM 5 Presentation by Wallace & Bajjali on Civic Center Area Projects

Mr. David Wallace presented to the TIRZ Board a discussion of project goals, decision factors, major milestones, potential consultant and operator selection process, and public communication related to downtown redevelopment and Civic Center area projects.

ITEM 6 Report on Status of Projects:

- a. Double R Lofts
- b. Downtown Amarillo Inc Consultant Planning Studies
- c. Potter County Courthouse Streetscape

No discussion.

ITEM 7 Committee Reports:

- a. Marketing
- b. Hotel Development
- c. Subcommittee on Extensions

No discussion.

ITEM 8 Public Comments:

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

Carol Autry thanked Kelley Shaw for speaking with her at the downtown WT campus at the Certified Public Manager course on financing.

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There being no further items before the Board, the meeting adjourned at 1:45 PM. All remarks are recorded and are on file in the Planning Department.