

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

On the 13th day of October, 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. 7th Street, Amarillo, Texas with the following members present:

Voting Members	Present	Meetings Held	Meetings Attended
Richard Brown, Chairman, City of Amarillo	Yes	45	41
Dr. David Woodburn, Amarillo College	No	7	3
Greg Graham, Amarillo Hospital District	No	3	2
John Ben Blanchard, Amarillo Independent School District	Yes	20	19
Paula Bliss, City of Amarillo	Yes	45	41
Scott Bentley, City of Amarillo	Yes	8	8
James Wester, Panhandle Groundwater Conservation District	No	13	9
Carol Autry, Potter County	Yes	42	39
H.R. Kelley, Potter County	Yes	28	25
Sonya Letson, Potter County	No	45	37

Others Present:

Dean Frigo, Assistant City Manager for Finance
Jan Sanders, Recording Secretary

Kelley Shaw, Planning Director
Courtney Goodman-Morris, Attorney II

Chairman Brown opened the meeting at 12:15 PM, established a quorum and conducted the consideration of the following items in the order listed below.

ITEM 1 Approve the minutes of the meeting of August 11, 2011.

Chairman Brown asked for corrections, deletions or changes to the minutes of August 11, 2011. Hearing none, the minutes were approved as submitted.

ITEM 2 Consider approval of the 2012 Letters of Invoice to Participating Jurisdictions.

Dean Frigo, Assistant City Manager, reported the letters are prepared for all taxing entities that participate in the TIRZ. The sum, totaling \$494,761, is up \$22,325 from the projected \$472,436 budgeted amount due to a slight tax increase. No questions were asked. Motion was made by Carol Autry, seconded by John Ben Blanchard to send the 2012 Letters of Invoice with attachment to participating jurisdictions and passed unanimously.

ITEM 3 Downtown Amarillo Inc. Update

Mrs. Autry updated the Board on the recent DAI meeting of October 6, 2011. Mrs. Autry reported DAI discussed their budget, and the budget was approved on Tuesday, October 11, 2011. A Communications Committee was set up, consisting of John Lutz, Sam Lovelady and Clay Stribling, for the purpose of outreach communications and public meetings. Discussions were held on the proposed downtown circulation, downtown wayfinding and downtown public improvement district studies and the reasons DAI feels these studies are needed.

ITEM 4 Consider a request for TIRZ #1 funding assistance for a proposed downtown circulation study.

Chairman Brown asked Mr. Frigo to advise the Board of funds available for the studies if approved. Mr. Frigo stated the Community Projects line item, with an existing budget of \$100,000, is available to fund the studies. Another avenue is the \$919,980 held in reserves but would require a budget amendment before proceeding.

Melissa Dailey, from Downtown Amarillo Inc, briefed the Board on the circulation study. The circulation study would encompass the area from Harrison St. to Grant St., and from 1st St. to 15th St. The goal of the circulation study is to create a balance for vehicular traffic, bicycle traffic, and pedestrian safety and comfort. The consultant will also analyze one-way vs two-way streets and bulb-out locations. Mrs. Dailey further commented the study will review the potential vehicular closure of 6th St. between Pierce and Buchanan for the proposed convention hotel and parking garage.

ITEM 5 Consider a request for TIRZ #1 funding assistance for a proposed downtown wayfinding study.

Mrs. Dailey commented the wayfinding study is important for all people coming downtown. A consultant will create designs for a wayfinding system, concentrating on location of public parking areas, directional signage (finding their destination) and kiosks. Amarillo's wayfinding design will be consistent and utilized throughout the downtown area. The goal of the wayfinding design work should be completed for the implementation of the Civic Center area project Phase I.

ITEM 6 Consider a request for TIRZ #1 funding assistance for a proposed downtown public improvement district feasibility study.

Mrs. Dailey pointed out the significance of a downtown public improvement district (PID) study. A consultant will do the financial analysis of potential boundary and rate; determine cost estimates for services/functions identified by property owners within the proposed boundary; and develop a project plan. Meanwhile DAI will work with property owners to determine needs and issues, and the approval process with the city. The consultant will determine the most effective area for a PID boundary. Once established, property owners, within the boundary, will pay a special assessment levied on their property agreeing to pay for specific services over and above normal city services. Mrs. Dailey stated that basically a PID will help ensure the downtown

area is safe, clean and maintained thus creating a positive experience for those working, visiting and living downtown.

Scott Bentley asked if a PID has a specific term life. Mrs. Dailey responded a PID can be 5, 10 years or longer, and at any time the property owners can petition the City Commission to do away with the PID. Mrs. Dailey recommended starting with the basic services of picking up trash, keeping downtown secure, working with the police department, and addressing the graffiti issues.

Mr. Blanchard asked if the same consultant will perform all three studies, and Mrs. Dailey responded yes. Mrs. Dailey advised the total cost of the three studies is \$115,000, DAI plans to fund \$40,000 and is requesting \$75,000 from the TIRZ. Les Simpson, DAI Chair, reiterated the board feels all three studies should be done at one time.

Motion was made by Mrs. Autry, seconded by Mr. Bentley to approve Items 4, 5, and 6 reimbursing the DAI up to \$75,000 for the funding of these studies. Mr. Blanchard commented he feels these are viable studies, but has concerns about spending TIRZ funds and then possibly turning down future requests for help in other areas of downtown revitalization. Mr. Blanchard asked if any other revenue source is available, and Mr. Simpson responded no. DAI does not want to get into the fundraising effort with a limited staff, or compete with Center City in their fundraising efforts. Mr. Shaw, Planning Director, reminded the Board \$100,000 is available in Community Projects, and money is held in ending cash balance that could be moved for future projects by a budget amendment. No further discussion and the motion passed unanimously.

ITEM 7 Consider amending TIRZ #1 FY 2011/12 Budget.

Mr. Frigo stated this item is only on the agenda if the Board decides to use any funds held in reserves, an amendment to the budget must be made. No motion was made.

ITEM 8 Public Forum.

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

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No one spoke from the audience and there being no further items before the Board, the meeting adjourned at 1:08 PM. All remarks are recorded and are on file in the Planning Department.