

3STATE OF TEXAS  
COUNTIES OF POTTER  
AND RANDALL  
CITY OF AMARILLO

On the 1st day of November 2017, the Amarillo Local Government Corporation Board of Directors met at 11:30 a.m. on the Third Floor, Room 306, City Hall, 509 Southeast 7th Avenue, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
Bryan Poff, Jr., Board Member	Y	30	29
William Biggs, Vice President	Y	30	30
Eddy Sauer, Councilmember & Board Member	Y	7	6
John Lutz, Board Member	Y	49	44
Howard Smith, Councilmember & Board Member	Y	7	7
EX-OFFICIO MEMBERS			
Jared Miller, City Manager	Y	10	7
Mercy Murguia, Potter County Commissioner	Y	49	34

Absent were none.

Staff in Attendance:

William McKamie, City Attorney; Jerry Danforth, Facilities Manager and Frances Hibbs, City Secretary.

ITEM 1: Mr. Biggs called the meeting to order and announced that Ms. Hodge-Campbell had resigned from the board.

ITEM 2: Minutes of the regular meetings held on September 6, 2017 and October 2, 2017 were presented. Motion was made by Mr. Biggs to accept the minutes, and seconded by Mr. Lutz. The minutes were unanimously approved.

ITEM 3: Jerry Danforth presented project updates on the following items:

Mr. Danforth stated the demo for the MPEV and paving of 5th Avenue between the Globe News Center and the Embassy Suites will go before City Council for approval next Tuesday.

Mr. Lutz inquired if the parking instructions had been addressed in the Convention Center Parking Garage. Mr. Danforth stated the parking controls were in place and a sticker with clear instructions was placed on how to scan the parking ticket and where to insert credit cards. He also stated SCADA's retainage was being held until two components have been addressed.

Mr. Danforth stated Downtown Parking Management provider has been selected. He is waiting on communication with the City Council before proceeding.

Mr. Danforth presented the revenue report for the parking garage. Ms. Murguia asked when they would begin comparing the pro forma to what is received. Ms. Bonner stated she would provide quarterly reports to LGC Board on revenue and expenditures. Ms. Murguia inquired if the 166 City Hall parking spaces were included in the MPEV parking agreement. Mr. Danforth replied they were not. Mr. Danforth stated with the rodeo in town next week there should be a lot of spaces rented in the parking garage.

Mr. Danforth reported that the Convention Center Hotel received their Certificate of Occupancy yesterday. Mr. Miller stated this will trigger the start date for the calculated numbers.

Mr. Miller stated they are currently working with construction companies, Western Hunt on the Multi-Purpose Event Venue and are making significant progress. Mr. Danforth stated there would be no closing documents or contracts until the project design is approved for the set amount. They will review the package before going further to make sure this project is funded properly.

Mr. Danforth stated Mr. Garrett was unable to attend today to give an update on the Parking Garage Retail space.

ITEM 4: Mr. McKamie presented a requested to consider modifying the requirements of the Convention Center Hotel. He stated Supreme Bright is requesting to modify the insurance requirements from \$5 million to \$1 million. He stated they have reviewed the limits of the insurance requirements and believe they are adequate to protect the LGC. He recommended approving the insurance modification. To do so would require an Amendment to the Agreement because the insurance coverages are listed. Mr. Miller stated Supreme Bright would also like to pay for five additional spaces in the parking garage and free up the parking lot area across from the Herring Hotel. Mr. Miller stated he believed the \$5 million insurance was due to the construction and crane. Mr. Poff stated he was not comfortable with the reduction amount. Mr. McKamie stated the insurance was a minimum requirement and they could elect to have a higher amount. Mr. Biggs stated he did not want to establish feelings of bad faith. Mr. McKamie stated the negotiations were made previously by Mr. Cowell. Mr. Poff suggested adding language to re-evaluate the amount at a later date. Mr. Biggs suggested tabling this item to get more information on best practices and bringing it back to a future meeting. Motion was made by Mr. Lutz, seconded by Mr. Poff to table this item.

**Voting AYE were Mr. Poff, Mr. Biggs, Dr. Sauer, Mr. Lutz and Mr. Smith  
voting No were none; the motion carried by a 5:0 vote of the Board of  
Directors.**

ITEM 5: Mick McKamie presented a request from Supreme Bright Amarillo II, LLC to consider increasing the number of parking spaces by five in the parking garage for the hotelier and releasing the hotelier's requirement to build a parking lot on the site south of 3<sup>rd</sup> Avenue. McKamie stated under the agreement the tenant has an option to lease up to 15 additional spaces at a cost of \$1,095 per space per year. Mr. McKamie further stated they have also agreed to release the mandatory parking lot by the Herring Hotel. He recommended the entire package.

Mr. Miller stated it would have been expensive to build the parking lot, sidewalks and curbs. And it would be an additional tool to incentivize the hotel property. Motion made by Mr. Lutz to accept Item 5 and increase Supreme Bright's parking spaces by five and to release them from the obligation of the parking lot, seconded by Mr. Poff.

**Voting AYE were Mr. Poff, Mr. Biggs, Dr. Sauer, Mr. Lutz and Mr. Smith voting No were none; the motion carried by a 5:0 vote of the Board of Directors.**

ITEMS 6 and 8: Mr. Biggs asked this item be combined with Item 8. Mr. McKamie stated the bylaws provided for standing committees by resolution. Mr. Biggs reported that the Committee has met three times. He suggested before populating the board with people who know how to hold an event, an outline, plan or policy should be established. This would set what is permitted, time, insurance in place and who would be allowed to occupy the facility. Mr. McKamie presented a draft Policy for Use of Downtown Parking Garage (non-parking events). Mr. Lutz suggested law enforcement presence to be determined by with the size of the crowd. Motion was made by Mr. Lutz to establish the Parking Garage Enhancement Committee as a standing committee, seconded by Dr. Sauer.

**Voting AYE were Mr. Poff, Mr. Biggs, Dr. Sauer, Mr. Lutz and Mr. Smith voting No were none; the motion carried by a 5:0 vote of the Board of Directors.**

ITEM 7: Mr. Danforth presented material and drawings of the MPEV for approval of the placement and maximum dimensions for signage to be placed on the MPEV . He further stated that any additional signage not represented in the drawings would also need to be reviewed by the Downtown Urban Design Review Board and they could also have to get TxDot review because of their sign standards on Buchanan Street. Mr. Miller stated that there were processes for temporary signs. Mr. Danforth stated the scoreboard was also reflected in the drawings and there were no additional ribbon boards at this time but they would be attached to the inside of the facility and not viewable from the road. He also noted that the left and right field space allocation for signage would be the same as reflected on the left field side of the drawings. Motion was made by Mr. Lutz, seconded by Mr. Sauder to approve the allocation of the spaces for signage as presented.

**Voting AYE were Mr. Poff, Mr. Biggs, Dr. Sauer, Mr. Lutz and Mr. Smith voting No were none; the motion carried by a 5:0 vote of the Board of Directors.**

ITEM 9: Michelle Bonner presented the investment policy for approval. Motion was made by Mr. Poff, seconded by Mr. Lutz to approve the investment policy as presented.

**Voting AYE were Mr. Poff, Mr. Biggs, Dr. Sauer, Mr. Lutz and Mr. Smith voting No were none; the motion carried by a 5:0 vote of the Board of Directors.**

ITEM 10: Mr. Lutz stated the MPEV Advisory Committee will be terminated. Mr. McKamie stated he would put this action on the next agenda. Mr. Lutz stated the Community Engagement and Outreach Advisory Committee will continue discussions on things they wanted to accomplish and get with the new public relations person. Ms. Murguia stated she would again provide the names she previously submitted.

ITEM 11: Mr. Biggs stated that at this time the Board would invite comments from interested citizens on matters directly pertaining to policies, programs or activities of the Amarillo Local Government Corporation. James Schenck, 6216 Gainsborough Drive, stated the history of the insurance requirements should be reflected in past minutes. He further stated the hotel was receiving a discount price in the parking garage. He stated he believed the lack of insurance left a lot of exposure. Elaine Hays, 1520 South Lamar Street, stated she was asked to pass along some ideas. She stated perhaps putting items in the windows that face Buchanan Street until they are leased. This area could promote upcoming events to the city. She further stated the parking lot and garage could use more signage with directions on where to turn. Mr. Biggs replied the existing agreement allows the LGC to ask Mr. Garrett for more advertising. Ms. Murguia also suggested using an advertising wrap in the empty space of the elevator. Mr. Biggs replied the signage would need to reflect the downtown signs standards. There were no further comments.


ITEM 12: Mr. Miller inquired about items for the next agenda. Mr. Biggs suggested they check with the Downtown Urban Design Review Board about putting signage in the windows of the retail space of the parking garage. He further stated the Executive Committee would meet with Mr. Garrett and bring it back to the full board at a future meeting. Mr. McKamie stated he would have a resolution abolishing the Facilities Advisory Committee and would bring back Item 4, the hotelier's request for changing the issuance requirements. Mr. Poff stated the need to also elect officers.

ITEM 13: Mr. Biggs stated the next meeting is scheduled for Wednesday, November 29, 2017.

ITEM 14: Mr. Biggs announced the meeting was adjourned.

  
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William Biggs, Vice President

ATTEST:

  
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Frances Hibbs, City Secretary