

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

On the 19th day of May 2022, the East Gateway Tax Increment Reinvestment Zone No. 2 Board met in a specially held meeting at 12:00 PM in Room 306 of City Hall, at 601 South Buchanan Street, Amarillo, Texas with the following members present:

Voting Members	Present	Meetings Held	Meetings Attended
Chris Sharp, Amarillo College	Y	15	13
Michelle Bonner, Amarillo Hospital District	Y	4	3
Kimberly Anderson, Amarillo Independent School District	Y	6	4
Tracy Shea, City of Amarillo	Y	9	8
John Attebury, Chair, City of Amarillo	Y	32	29
Jashmin Patel, City of Amarillo	N	17	7
Lee Peterson, Panhandle Groundwater District	Y	5	4
Helen Burton, Potter County	Y	36	25
Melynn Huntley, Potter County	N	4	2
David Walker, Potter County	Y	28	28

Staff present:

Laura Storrs, Assistant City Manager  
Blair Snow, Assistant Director of Finance  
Emily Koller, Assistant Director of Planning  
Cody Balzen, Economic Development Specialist  
Andreanna Jarrett, Recording Secretary

**ITEM 1. Call to Order**

Chair, John Attebury, called the meeting to order at 12:02 PM and established a quorum.

**ITEM 2. Public Address**

Chairman Attebury inquired if anyone in the audience wished to speak for Public Address.

There were no comments.

**ITEM 3. Minutes**

Chairman Attebury asked for corrections, deletions, or changes to the minutes for March 31, 2022.

A motion was made by David Walker to approve the minutes, seconded by Helen Burton.

The motion passed unanimously.

#### **ITEM 4. Receive and Accept the TIRZ#2 September 30, 2021 Audit**

Katrina Owens, with CMMS, presented the above item. Ms. Owens started with the required communications letter for any difficulties encountered in the audit, audit adjustments, or any findings outside of the scope of the internal control finding. There were no such matters to report. Next the “Internal Control Over Financial Reporting” was presented. If any significant deficiencies or material weakness in internal control were identified, they would have been presented here. There were no such matters identified.

Ms. Owens then presented the financial statement. TIRZ #2 received an unmodified opinion, which is what you would want to have. This means your financial statements are materially correct and in compliance. Ms. Owens went over the MD&A which is prepared and provided by management. This provides a quick summary of historic and economic information as well as financial highlights for the year.

Ms. Owens then presented the Financial Statement which shows \$351,711 in total assets, an increase of \$188,000 from the prior year. This comes mostly from tax contributions. Current liabilities were \$19,400. The net position is \$332,311 was an increase of \$169,000 for the year. Ms. Owens presented the statement of activities. The total revenues were \$221,560, a \$63,000 increase from the prior year. Expenditures were \$52,000, a \$8,000 decrease from last year. This left revenues over expenditures at \$169,000.

Next, Ms. Owens went over the footnotes that had significance to the board. Note 5 Concentration of Credit, \$219,853 was the tax contributions from Amarillo College, the city, and Potter County for the year. Note 7 Commitments, prior year we had two and this year we had three, Route 66 Hotel, Toot’n Totum, and then in September 2021 we had an additional Toot’n Totum on Eastern St, for ten years at 50%. Note 9 Subsequent Events, the Covid note is still up from last year and a new one added March 31, 2022, for Premier Truck Group, at 50% for ten years.

Ms. Owens asked if anyone had any questions over the financials.

No questions were made.

Chairman John Attebury asked for a motion.

A motion was made by Michelle Bonner to approve the Audit, seconded by Lee Peterson.

The motion passed unanimously.

#### **ITEM 5. Discuss Final Project and Financing Plan, City Economic Development Guidelines, and TIF Policy and Procedures**

Cody Balzen, Economic Development Specialist presented the City Economic Development Guidelines, and TIF Policy and Procedures. These items have been brought back after

discussion in our March meeting. The City Economic Development Guidelines was presented in a packet and touches on what are eligible projects, ineligible projects, and relocation projects. There is also a page that addresses developer equity requirements, percentage of project cost, tax abatement limits, and investment minimums. Mr. Balzen briefly reviewed pages 7, 8, and 9, that highlight the incentives available for what the projects are providing, such as jobs, minimum investments, and taxable sales. There is also a section on infill development incentives for areas that are in higher need of investments.

Mr. Balzen asked if there were any questions.

Chairman John Attebury stated his primary concern is making sure we are staying in the guidelines and not trying to offer someone too much incentive for a project.

Mr. Attebury asked if there were any other questions.

No questions were asked.

Mr. Balzen stated there were two other documents presented, the Final Project and Financing Plan and the adopted TIF Policy and Procedures. The TIF Policy and Procedures document has additional information on the administrative processes and policies, while the Final Project and Financing Plan includes information on types of projects, end goals of the TIRZ, and anticipated amounts of funds available over the years. Mr. Balzen briefly reviewed pages that highlight main points that the board will want to review. Mr. Balzen spoke on the water line that has been placed in the TIRZ #2 zone, and that this was something TIRZ #2 had previously agreed to help fund through reimbursements, as called out in the financing plan.

Michelle Bonner asked if the water line that has been installed was something the TIRZ had helped fund.

Mr. Balzen stated that the reimbursement of costs has not been started yet.

John Attebury asked what the price of reimbursement on infrastructure would be.

Mr. Balzen stated he didn't have the exact numbers at this time but could provide these at a later date for discussion.

Mr. Attebury stated he just wanted to make sure that we aren't spending money we don't have and making promises we can't keep. Knowing how much we would be expected to reimburse would be great and knowing the increase in value it would bring. Mr. Attebury stated that it is always good to have refreshers on the policies and procedures.

Emily Koller, Assistant Director of Planning presented the Final Project and Financing Plan. Ms. Koller stated it is good to overview the goals and what we are trying to accomplish. On page 3 on the Project and Financing Plan it states what the intent of the zone is. When the zone was created an activity center was a key part, and the infrastructure needed to highlight and support growth around the activity center was a part of the plan. The zone would also spend money on landscaping and improvements for a gateway to the city. Along the way we have done some agreements to support private investments in the area. There is a \$100 million goal of new construction value in the zone, and once we can get enough revenue from those investments, the

zone should have enough money to cover the debt service and pay for infrastructure needed. Now with the Kids Inc project being placed somewhere else, how do we move forward from here and shift the focus of the zone. As part of what we need as a board is to figure out how we can move forward and what tools we need to succeed.

Mr. Attebury stated this is the goal, to create a unified scope and purpose for the board to make sure everyone is on the same page. With Kids Inc being a large attractant for traffic, and youth sports being a great community program we can't compete with what they are doing. No matter what we do there is a need for roads, sewer, water, and other infrastructure and that is the goal to save our money and fund the infrastructure that is needed.

Tracey Shea asked if there was a staged phasing proposal where we do certain things first or are we doing everything at once and hoping that people use the available resources.

Ms. Koller stated that she thinks it is part of the water and wastewater master plan which organizes what needs to be done and when. We can look into that further, but it is a part of different larger master plans within the city. We can bring this back so the board can see that. With the budget discussions coming up we can get information on what is possible and what the phasing and reimbursements might look like.

There was a speculative discussion by the board about current and possible future projects for the zone.

Mr. Attebury wrapped up the discussion stating we have some good goals, and opportunities are coming that we can help with.

Mr. Shea asked about a connection between AEDC and the city and if the TIRZ can collaborate with them.

Mr. Balzen stated they are primarily working on manufacturing and industrial projects that may not be right for the zone. They are aware of both TIRZ and could direct a company to the board if they had interests from a company that would fit the zones.

Chairman Attebury stated that it could be beneficial for AEDC to know that TIRZ#2 would be eager to work with a potential business that may have contacted AEDC about incentives but not fit under the AEDC scope.

Blair Snow stated that she has a meeting with AEDC later and could pass along the sentiment stated in this meeting.

Mr. Shea spoke on the potential of a call center and how that could bring jobs and money to the city.

David Walker asked about the aquatics center for AISD.

Kimberly Anderson stated they are regrouping after the bond election. There aren't funds available for the center, and they are trying to find funds for the center. AISD has lost a lot of kids in enrollment since 2020 and with that the tax collection rate will be decreased, so the funds just aren't there currently.

No other questions or comments were made.

**ITEM 6. Discuss Items for Future Agendas**

Chairman Attebury asked for any future agenda items.

Mr. Balzen stated budget will be coming up soon.

No other future agenda items were requested.

**ITEM 7. Adjourn**

Meeting adjourned at 12:46 PM.

Handwritten signature of Cris Valverde in black ink, written over a horizontal line.

Cris Valverde  
Director of Planning