

STATE OF TEXAS
 COUNTIES OF POTTER
 AND RANDALL
 CITY OF AMARILLO

On the 22nd day of March 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
Sunny Hodge-Campbell, President	Y	24	23
Bryan Poff, Jr., Board Member	N	22	20
William Biggs, Vice President	Y	22	22
Les Simpson, Board Member	N	97	71
Lisa Blake, Councilmember & Board Member	Y	7	5
John Lutz, Board Member	Y	41	36
Randy Burkett, Councilmember & Board Member	Y	24	22
EX-OFFICIO MEMBERS			
Jared Miller, City Manager	N	2	1
Bob Cowell, Interim City Manager	Y	19	16
Mercy Murguia, Potter County Commissioner	Y	41	28

Absent were Bryan Poff, Les Simpson and Jared Miller.

Staff in Attendance:

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

ITEM 1: Ms. Hodge-Campbell called the meeting to order.

ITEM 2: Minutes of the regular meeting held on February 22, 2017 were presented. Motion was made by Mr. Burkett to accept the minutes, and seconded by Mr. Biggs. The minutes were unanimously approved.

Voting AYE were Ms. Hodge-Campbell, Mr. Biggs, Ms. Blake, Mr. Lutz and Mr. Burkett voting No were none; the motion carried by a 5:0 vote of the Board of Directors.

ITEM 3: Mr. Cowell presented project updates on the following items:

Mr. Cowell stated the TxDot Streetscape Project was well underway and scheduled to be completed in June. They are making progress on Buchanan Street and 6th Avenue.

The Convention Center Parking Garage will be completed at the end of the month. At the end of April, the controls and signage will be installed, and the parking garage will be available for use

in mid-May. The one-way street conversion tied to the parking garages, hotel and Xcel building between Buchanan and Fillmore; and two-way streets on 6th, 7th and 8th are being done. The bases for the traffic lights are also being poured. The two-way streets will allow faster entering and exiting of the parking garages. Ms. Murguia stated Mr. Danforth hosted a parking tour for the County employees. Potter County is working through the logistics of the 150 parking spaces. Employees will use the spots between 7:30 a.m. - 5 p.m. Their card readers will be deactivated after 5:30 p.m. Once Potter County has completed their parking policy, it will be presented to the LGC Board. Mr. Cowell stated there would be an opening celebration after everything is completed in sync with a LGC meeting sometime in April, and in coordination with a hotel tour.

Mr. Cowell stated the Convention Center Hotel's schedule has moved a little, with an opening date now in September.

Mr. Cowell stated the Multi-Purpose Event Venue demolition is complete for both Phase I and Phase II. There are two buildings remaining; one building was included in the approved bond proposition to be used for recreation and other uses in the future. The other building is currently being used for ongoing construction projects. When the construction for the MPEV begins, that building will be taken down. Small water lines will need to be relocated out of parking lot, but the storm sewer will not be moved until there is a lease agreement and the design of the MPEV has been completed.

ITEM 4: Janie Arnold appeared and presented the Annual Financial Report for September 30, 2016. Ms. Arnold stated the financial position of the Local Government Corporation as of September is materially correct in accordance with the General Accounting Principles. She stated it was a clean audit. There were no deficiencies in internal control or compliance issues and, there were no significant audit or other findings to report. Motion was made by Mr. Lutz to accept the audit, seconded by Mr. Burkett, and unanimously carried.

Voting AYE were Ms. Hodge-Campbell, Mr. Biggs, Ms. Blake, Mr. Lutz and Mr. Burkett voting No were none; the motion carried by a 5:0 vote of the Board of Directors.

ITEM 5: Mr. Cowell presented a draft budget for the parking garage/retail space for Amarillo Retail LLC. Mr. Garrett stated a lot of the revenue has to do with the decisions on the tenants and tenant mix. He stated timing would be important with the MPEV. When the tenant leases are ready they will be approved by the LGC Board. Mr. Garrett stated the insurance would be through the Fairly Group, and accounting services will be through Connor McMillon. The property management fee will be paid quarterly. He stated he will begin working with Ms. Bonner on a five-year budget with projections. Mr. Cowell stated there are steps needed once the accounts have been set up and \$50,000 has been placed in an account. Mr. Cowell stated the certificate of occupancy will be available in May, and Mr. Garrett is currently working on tenants. Mr. Cowell stated LGC will receive project updates and a monthly report on expenses. Mr. Cowell stated lease revenues will be set aside to pay for operations, retiring debt, garage debt, the loan received from TIRZ and the borrowed one million dollars from the City for finish-out. Motion was made by Mr. Lutz to accept the draft operating budget for the parking garage retail space with Amarillo Retail, LLC with the opportunity of review the budget at the June meeting, seconded by Mr. Biggs.

Voting AYE were Ms. Hodge-Campbell, Mr. Biggs, Ms. Blake, Mr. Lutz and Mr. Burkett voting No were none; the motion carried by a 5:0 vote of the Board of Directors.

ITEM 6: Mr. Cowell stated they have forecasted projections as best they can. The garage was designed and equipped as automatic as it can be. He proposed LGC contract with the City for City staff to manage the garage. The proposed budget allows for four personnel six days a week. The garage will be manned 6:00 a.m. and until sometime in the evening. Special events have been discussed and will need to be handled differently. Mr. Burkett inquired about an outside firm such as the one at the airport. Mr. Cowell stated the City pays \$371,000 to Republic Parking and the airport is structured for sharing the profits of the parking garage and parking lot. Mr. Lutz stated the difference between the parking garage and the airport is that there will be no booths. Mr. Cowell stated there will be less moving parts, the machine may be repaired onsite, with a lot being done remotely. They will also contract the sweeping of the entire garage. Mr. Burkett inquired if these positions would be new hires. Mr. Cowell stated they could not do it with current staff levels. Mr. Cowell stated equipment could be purchased and amortized over five-years. He also stated the other garage responsibilities include: lights, water, utilities, insurance, annual maintenance and other costs, which would be minimal the first year. Mr. Cowell further stated a need for a maintenance sinking fund and a capital reserve fund for such items as the expansion joints that would need to be treated on occasion, and the parking garage power washed on occasional. Ms. Murguia suggested a subcommittee be formed to consider ways to receive full use of the parking garage such as floor or rooftop rentals. Mr. Cowell stated they would need to consider the taxable debt, insurance and taxes on the structure when using it to generate other revenue. Mr. Cowell stated the on-street parking and City owned parking lots will also need to be managed for the garage to be successful. He further stated the need to have these discussions with City Council. The proposed LGC parking agreement with the City would be adjusted after its operations begin.

ITEM 7: Mr. Cowell stated an RFP was issued and AAA Signs of Amarillo was selected. He further stated AAA Signs stated after review they decided a blue LED light would make the sign standout. Mr. Cowell stated there were several options to consider on this item. He stated: 1) approve the \$127,740 RFP; 2) table this item until the next meeting to advertise the whole price; 3) approve this contract with the understanding that a change order would be forthcoming for approximately \$21,000 to add the LED lighting. Mr. Burkett stated Mike Wellborn with Wellborn Sign Co. has been working with Lavin & Associates. Mr. Wellborn stated he began working with Lavin in November 2015. He stated he did not bid on the job, but told the Board he would do the work for half the costs by getting rid of the radius at the end of the sign. He stated the RFP restricted him for talking to the architect or City staff. Mr. Danforth stated there were no specifics, just an example of a sign. He further stated a delay would extend this decision another 6-8 weeks. Mr. Burkett stated he was willing to rebid the project to save \$50,000.

Mr. Biggs inquired if weighing the cost of not having a sign and waiting four weeks was worth the \$50,000. Mr. Lutz stated there was a process in place and it should be followed. He further stated it would set a bad precedence and upset the company that did win the proposal. Ms. Blake inquired why Mr. Wellborn did not participate in the initial process, and if it was due to the lack of clarity. Mr. Wellborn stated he first had problems downloading the proposal, and the mandatory completion date of four and one-half weeks. Ms. Bonner stated the RFP communication goes through the Purchasing Department for a single point of contact. Mr. Cowell recommended adding the LED lighting and stated the original conceptual design had it in

the drawing. Mr. Burkett inquired how long it would take to rebid the proposal. Mr. Cowell replied 30-days minimum. Mr. Burkett stated he was leery after receiving only one bid. Motion was made by Mr. Burkett to reject the AAA Signs of Amarillo bid and to rebid the proposal immediately, seconded by Mr. Biggs.

Voting AYE were Mr. Burkett and Mr. Biggs; voting NO were Ms. Hodge-Campbell, Ms. Blake, Mr. Lutz; the motion failed by a 2:3 vote of the Board of Directors.

Mr. Cowell inquired if the Board would approve the contract with AAA Signs of Amarillo or enact the change order. Motion was made by Mr. Lutz to approve the AAA Signs of Amarillo contract and to entertain the change order at the next LGC meeting, motion died for lack of a second.

Motion was made by Mr. Lutz to rebid the RFP proposal for the Parking Garage Signage to include the LED option, seconded by Mr. Biggs.

Voting AYE were Ms. Hodge-Campbell, Mr. Biggs, Ms. Blake, Mr. Lutz and Mr. Burkett voting No were none; the motion carried by a 5:0 vote of the Board of Directors.

ITEM 8: Mr. Cowell stated they are nearing completion of 5th, 6th, and 7th Avenues. The reconstruction of 6th and 7th Avenues were approved by voters. Mr. Cowell stated half the street is brick and the other half is asphalt, and there are not enough bricks to complete the street. In order to do it all at the same time, he asked the Board to consider a Change Order to reconstruct 6th Avenue with the same pavers they are using on the streetscape, and using the historic bricks to complete 7th Avenue. Motion was made by Ms. Blake to accept Change Orders #7 and #8 for the Downtown Parking Garage adjoining streets in the amounts of \$380,293 and \$386,068, respectively, seconded by Mr. Burkett.

Voting AYE were Ms. Hodge-Campbell, Mr. Biggs, Ms. Blake, Mr. Lutz and Mr. Burkett voting No were none; the motion carried by a 5:0 vote of the Board of Directors.

Item taken out of order.

ITEM 9: Mr. McKamie advised at 1:14 p.m. that the Board would convene in Closed Session after a short break in Closed Session to discuss the potential purchase, sale, or lease of downtown property, together with (i) economic incentives that may be available for a prospective or existing business and (ii) attorney-client communication and advice regarding same, per Texas Government Code, section 551.071, as it relates to proposed projects for downtown redevelopment.

Mr. McKamie announced that the Closed Session was adjourned at 1:31 p.m. and reconvened the Regular Meeting.

ITEM 10: Ms. Hodge-Campbell 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. There were no comments.


ITEM 11: Mr. Cowell stated upcoming agenda items will include picking up on things discussed today, discussing an agreement with the City for operating the parking garage, parking garage budget, update on lease negotiations with a team in executive session, and on-street parking phases. Also, a subcommittee meeting and executive session to discuss the advertising and marketing with Mr. Garrett

ITEM 12: Mr. Cowell stated the next meeting would either be April 12, 19 or April 26. He further stated there may be a need for two meetings. Councilmember Blake stated she would be out on the 12th.

ITEM 13: Ms. Hodge-Campbell announced the meeting was adjourned.


Sunny Hodge-Campbell, President

ATTEST:



Frances Hibbs, City Secretary