

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

On the 13th day of February 2025, the Center City Tax Increment Reinvestment Zone No. 1 Board of Directors met in a scheduled meeting at 12:00 PM, in Room 203 of Simms Municipal Building, at 808 South Buchanan Street, Amarillo, Texas with the following members present:

Voting Members	Present	Meetings Held	Meetings Attended
Dean Frigo, Chairman, Amarillo Hospital District	Y	40	35
Dr. David Woodburn, Vice Chair, Amarillo College	Y	20	12
Amy Rainey, Amarillo City Council	Y	10	8
Dr. Gary Jennings, Amarillo City Council	Y	14	14
Tom Warren II, Amarillo City Council	Y	5	4
H.R. Kelly, Potter County	N	25	21
John Coffee, Potter County	Y	16	14
Melinda Powell, Potter County	Y	10	9
Marcus Hardcastle, Panhandle Groundwater Conservation District	Y	1	1
Steve Trafton, Amarillo ISD	N	5	0

Staff present:

Drew Brassfield, Assistant Director of Planning  
Emily Koller, Director of Planning  
Andrew Freeman, Deputy City Manager  
Laura Storrs, Assistant City Manager & Chief Financial Officer  
Bryan McWilliams, City Attorney  
Jenine Cruz, Administrative Technician

**ITEM 1. Call to Order.**

Dean Frigo, Board Chair, called the meeting to order at 12:01 PM and established a quorum.

**ITEM 2. Public Address**

Chairman Frigo inquired if anyone in the audience wished to speak for Public Address and no one wished to speak.

**ITEM 3. Minutes - Approval of the minutes of the Center City Tax Increment Reinvestment Zone No. 1 Board meeting held on August 8, 2024.**

A motion was made by Dr. Gary Jennings and seconded by John Coffee to approve the minutes as submitted.

The motion passed 8-0.

**ITEM 4.A. Presentation and consideration of streetscape grant request from The PARC, located at 413 SW 6<sup>th</sup>.**

Assistant Director of Planning, Drew Brassfield, presented this item. The PARC (Panhandle Adult Rebuilding Center) requested TIRZ assistance to facilitate streetscape improvements associated with the construction of a new ~6,547 ft<sup>2</sup> facility. The amount of assistance requested was \$55,775. Valerie Gooch and Hannah Stout were present to represent The PARC and to answer any project-specific questions the Board had.

A motion was made by Dr. David Woodburn and seconded by Tom Warren II to approve granting up to \$55,775 to The PARC to assist with streetscape improvements.

The motion passed 8-0.

**ITEM 4.B. Discussion and consideration of the updated Tax Increment Reinvestment Zone #1 Investment Policy.**

Assistant City Manager, Laura Storrs, presented this item. ACM Storrs explained that this was the annual update to the investment policy and that the changes presented were, primarily, “cosmetic.”

A motion was made by Melinda Powell and seconded by Amy Rainey to approve the updated investment policy as presented.

The motion passed 8-0.

**ITEM 4.C. Presentation and discussion on Quarterly Financial Report.**

ACM Storrs presented this item and explained that it was the final FY24-25 quarter in this report.

Discussion item only – no action was taken.

**ITEM 4.D. Discussion and consideration agreement for services between Center City of Amarillo, Inc., and City of Amarillo.**

Assistant Director Brassfield presented this item. AD Brassfield explained that this was, materially, the same agreement that was agreed to last year and it was simply time to renew. All dollar amounts, terms, and procedures remained the same as the last agreement.

A motion was made by Dr. Woodburn and seconded by John Coffee to approve the agreement as presented.

The motion passed 8-0.

**Item 4.E. Discussion and consideration of additional funding of \$19,000 for Change Order No.1 for the Center City Arches project.**

AD Brassfield presented this item. He explained that the City had hired a structural engineer to evaluate the anchor bolts that support the arches at the base after it was discovered that the bolts were eroded and deteriorated. The contracted amount for this project was \$250,000, which was

lower than the \$265,000 budgeted for the project. The costs associated with properly repairing these elements was \$34,000. The left a difference of \$19,000 needing approval from the Board.

A motion was made by Tom Warren II and seconded by Melinda Powell to approve the \$19,000 Change Order No. 1 as presented.

The motion passed 8-0.

**ITEM 4.F. Discussion and consideration of update on wayfinding banner project.**

Beth Duke, Executive Director of Center City of Amarillo, Inc., presented this item. Mrs. Duke presented a design for wayfinding banners that would utilize existing pedestrian light pole hardware. Mrs. Duke stated that she had negotiated with Skyrite Sign Co., to print these banners at a cost of about \$50 per banner, with a total cost of \$1,260. The TIRZ Board had previously budgeted \$795,000 for this project.

A motion was made by Dr. Woodburn and seconded by Dr. Jennings to approve funding \$1,260 for this project.

The motion passed 8-0.

**ITEM 4.G. Presentation and discussion regarding updates from Center City of Amarillo, Inc.**

Beth Duke presented this item. Mrs. Duke shared some highlights of activities she and her organization were involved in during 2024. Mrs. Duke also expressed her gratitude and appreciation for the partnership with the Center City TIRZ #1 Board and the City of Amarillo.

Discussion item only – no action was taken.

**ITEM 5. Discuss Items for Future Agendas.**

Chairman Frigo requested an update on progress made toward the Board's goals.

**ITEM 6. Adjourn**

The meeting adjourned at 12:54pm.



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Emily Koller, AICP  
Director of Planning