

**MINUTE RECORD OF THE CITY OF SAN ANGELO TAX INCREMENT
REINVESTMENT ZONE MEETING HELD ON Tuesday, January 29, 2019 AT
3:00 PM, MCNEASE CONVENTION CENTER, 501 RIO CONCHO DRIVE.**

PRESENT: **Voting Members:** Jim Cummings, Lee Pfluger, Dudra Butler, Mike Biggerstaff,
Jason Fernandez, Greg Gayler, Casey Barrett

Non-voting Members: DSA – Del Velasquez, GAFB –Steven Lindig

ABSENT: Toni Hunter

VACANT

SEAT: **SMD 6**

STAFF: Jon James, Director
 Sheri Guidry, Sr. Administrative Assistant
 Shannon Scott, Business, Retention & Expansion Coordinator
 Dan Saluri – Deputy City Attorney
 Russel Pehl – City Engineer
 Andy Vecceillo – Assistant City Engineer
 Aaron Vannoy – Planning and Development Services Administrator

- I. Call to order, establish quorum.

The meeting was called to order at 3:04 pm. It was established that a quorum was present.

- II. Public comment.

No public comment.

- III. Consideration of approving the minutes from the November 27, 2018 TIRZ Board Meeting.

Motion to approve the November 27, 2018 TIRZ Board Minutes by Mr. Casey Barrett, seconded by Mr Michael Biggerstaff, and carried unanimously as amended.

IV. Financial Report.

Mr. Jon James presented the following financial information:

TIRZ Finance Report (thru end of December 2018)

	North	South
2019 Beginning Balance (Oct 1)	\$1,458,047	\$599,548
2019 Total Expected Revenue	\$ 549,850	\$245,780
Remaining Annual Budget	\$2,007,897	\$845,328
Committed (Incentives)	-\$ 195,583	-\$297,969
2017 unspent public project set aside	\$ 103,740	\$ --
Committed (Public Projects) *	-\$ 2,924	-\$ 2,473
Committed (Chadbourne previous)	-\$ 141,794	-\$159,825
Committed (Chadbourne 2019)	-\$ 137,463	-\$122,890
Total Outstanding Committed	\$ 581,504	\$583,157
Total Available Funds	\$1,426,393	\$262,171

**streetscape improvements and maintenance (North & South)
Updated: January 25, 2019 (based on December 31, 2018 report)*

Jon advised the board that he is aware of the applications for the South that are to be reviewed today. He mentioned that the funds requested are more than we have. The board is allowed to expend most or all of the funds but to keep in mind that if they do so then we will not have a 2nd cycle as we normally do in the year because we will be basically out of money in the South. We would likely have a 2nd cycle for the North because funds will still be available.

Motion to approve Financial Report by Casey Barrett and seconded by Lee Pfluger, carried unanimously.

V. Update and discussion on projects in progress

Ms. Shannon Scott presented the following information:

Projects in progress:

- **333 S. Chadbourne – Twisted Root:** – (2018 Property Tax rebate paid out)

- **2412 N. Chadbourne – Skyway Motel** -- Paving is complete and paid out (Landscaping in progress)
- **200 S. Magdalen – Old Central Firehouse Bed & Brew** -- (complete and paid out) – facade and sprinkler and smoke alarm system
- **2916 MLK BLVD – NETCO ENERGY PRODUCTS, INC** – (complete and paid out)—facade and sprinkler fire system.

Projects still in progress

- 32 N. Chadbourne- 12 N. Chadbourne, LLC – Per David Mazur- Beginning work in Feb and Completing in March
- 59 N. Chadbourne - Michelle Chapa – Meeting with DHRC this week. Planning to install a door that DHRC approval is needed. Project approved prior to DHRC approval needed.
- 2821 N. Chadbourne- Harvey Andrews – Interior work completed; working on roof and brick work.
- 2829 N. Chadbourne- Harvey Andrews – Interior work completed; roof done and working on brick work.
- 39 W. Concho Ave. – Casa Décor – started façade work on project.
- 202 S. Chadbourne – One East Twohig Partnership – Bob Post waiting on final engineer report. Plans to begin permitting process in Feb, begin work in March and completing in August 2019
- 1102 N. Chadbourne – San Angelo Insurance—Per Ricky Villareal— Façade work has begun as well as paving portion has been completed
- 410 MLK Blvd – Palmer, Palmer and Palmer – Per Winn Palmer— project up in the air. Still trying to decide if they are willing to pursue. He was advised of his options. We are going to just sit on the project for now. Have 2 years to complete project once contract is executed. If letter to proceed is signed and 2 year deadline is pass with no work begun then 10% is owed to us

Jim asked if anyone is tasked with going by and checking on the work. Shannon advised that work is checked on once it is listed a completed not during the process unless it is taking too long then someone follows up. Jon mentioned that most of this work is permitted so the inspectors do go out and do inspections periodically.

Lee Pfluger asked for clarification on 410 MLK Blvd and the funds being held over for 2 years without them using them. Shannon advised that the funds are held for them for the 2 year time period unless the property owner submits a “letter of withdrawal”. We have not paid any funds at this point because the “Letter of Intent” was never signed.

Ms Dudra Butler asked for confirmation about whether or not 410 MLK BLVD is in the North not in South as thought. It has been confirmed that it is indeed in the North.

No action taken.

VI. Incentive Awards for the 1st Cycle of FY 2019 (Discussion and possible action)

Ms. Shannon Scott presented the following information:

Submitted Projects – North

Address/Name	Funding Amount Requested
2020 N. Bryant/Icon Cinema	\$75,000
Total Amount of funding Available	\$ 1,426,393

Details of costs, match and pictures were presented for each project submitted

Staff Recommend Projects – North

Name	Recommended Funding Amount	Ranking order
2020 N. Bryant/Icon Cinema	\$75,000	1

Question by Lee Pfluger about 19 S. Park Street. Shannon to confirm whether or not this property is within the required area. Application was filled out for North funds. Per Shannon this portion does fall right within the border of the South zone. Lee Pfluger questioned the location and whether or not the property qualifies for funding due to the location. Lee Pfluger couldn't remember if when it was mapped out that they went too far into the residential area that they followed the river, down Park Street or down the alley. Shannon previously confirmed with GIS system that it would be within the zone. Jon advised that we will double check to make sure because the map we had on hand was too small to confirm.

Motion to fund \$75,000 for 2020 N. Bryant/Icon Cinema by Mr. Lee Pfluger and seconded by Mr. Casey Barrett and carried unanimously.

Submitted Projects – South

Address/Name	Funding Amount Requested
6 E. Concho	\$38,015.45
8 E. Concho	\$40,640.44
19 S. Park/ The Secret Vineyard Day Spa	\$9,900
101 S. Chadbourne/Fuente's Café	\$62,250
123 N. Chadbourne/Buffalo Soldier Art Gallery	\$75,000

200 S. Magdalen/ Old Central Firehouse	\$75,000
305 W. Twohig Ave/Dean & Linebarger	\$28,182.93
Total Amount of Funding Requested	\$328,988.82
Total Amount Available	\$262,171.00
Total Amount of Funding Recommended	\$254,000.00

Details of costs, match and pictures were presented for each project submitted.

Staff Recommended Projects – South

Name	Recommended Funding Amount	Ranking Order
123 N. Chadbourne – Buffalo Soldier Art Gallery	\$75,000	1
305 W. Twohig -- Dean & Linebarger	\$28,182.93	2
6 E. Concho	\$38,015.45	3
8 E. Concho	\$40,640.44	4
200 S. Magdalen – Old Central Firehouse	\$52,710	5
101 S. Chadbourne – Fuente's Café	\$62,250	6
19 S. Park – The Secret Vineyard Day Spa	\$9,900	7

Mr. Michael Biggerstaff abstained from voting on 123 N. Chadbourne/Buffalo Soldier Art Gallery stating that he is the General Contractor for this project. Afterwards a motion was made by Mr. Lee Pfluger and seconded by Ms. Dudra Butler to fund all of the properties at the amounts listed below and was carried unanimously.

Name	Recommended Funding Amount
123 N. Chadbourne – Buffalo Soldier Art Gallery	\$70,000
305 W. Twohig -- Dean & Linebarger	\$14,000
6 E. Concho	\$30,000
8 E. Concho	\$30,000
200 S. Magdalen – Old Central Firehouse	\$50,000
101 S. Chadbourne – Fuente's Café	\$60,000
19 S. Park – The Secret Vineyard Day Spa	\$9,000

VII. Update on Chadbourne Street Project

Mr. Andy Veceillo – Assistant City Engineer presented the following information:

Chadbourne improvements from 6th Street to Washington Drive

Phase A—Concho River to Beauregard Avenue

Phase B – Beauregad Avenue to 6th Street

Phase C – Concho River to Washington Drive

TX Set-Aside grant award of \$1,960,335 for Phase A must be let by July 2020 to meet TXDOT deadline.

Proposed Scope

- Final Concept design and exhibits for phases A, B, C
- Construction documents and construction of water and sewer utilities for phases A, B, C
- Construction documents of street and pedestrian elements for phases A & B
- Construction of street and pedestrian elements for phase A
- Estimated total project cost of \$10,175,282
- Assumes no City permitting fees

RFQ Selection – Centurion Planning & Design – chosen from four firms. Engineering recommended professional services agreement with Centurion at a fee of \$2,160,497 for professional services for project scope.

Approved Funding Sources:

Funding Source	Funds
Streets	\$2,500,000
TIRZ North	\$ 957,411
TIRZ South	\$1,125,101
COSADC	\$3,750,000
Stormwater	\$ 300,000
Wastewater Fund	\$ 300,000
Water Fund	\$ 200,000
HOT Fund	\$ 50,000
TxDOT Grant	\$1,960,335
TOTAL:	\$11,142,847

Recommended project funding:

Funding source	Funds	Remaining Funds
Streets	\$2,500,000	\$0
TIRZ North	\$171,438	\$999,928
TIRZ South	\$1,120,149	\$0
COSADC	\$3,092,360	\$657,640
Storm Water	\$241,000	\$ 59,000
Sewer Fund	\$ 800,000	\$ 0
Water Fund	\$ 290,000	\$ 0
HOT Fund	\$ 0	\$ 50,000
TxDOT grant	\$1,960,335	\$ 0
TOTAL	\$ 10,175,282	\$ 1,766,568

- Remaining funds to be used as project contingency or for future phases.
- TIRZ funds based on updated info

Proposed schedule – A, B, C utilities

- Notice to proceed – February 2019
- 30% design submittal – May 2019
- 60% design submittal – June 2019
- 90% design submittal – July 2019
- Construction documents submittal – August 2019
- Bid let – October 2019
- Notice to proceed – January 2020
- Construction Complete – September 2020

Proposed schedule – phase A design

- Notice to proceed – February 2019
- Conceptual design phase – March 2019
- 30% design submittal – June 2019
- 60% design submittal – August 2019
- 90% design submittal – October 2019
- Construction documents submittal – December 2019
- TxDOT submittal – February 2020
- Bid let – June 2020

Proposed schedule – phase A construction

- Construction documents submittal – December 2019
- TxDOT submittal – February 2020
- Bid let – June 2020
- Notice to proceed – September 2020
- Construction completed – September 2022
-

VIII. Director's Report

Jon notified the TIRZ board that City Council was going to be holding a meeting on the same date and time as the February 26, 2019 scheduled TIRZ Board Meeting. He asked if the Board was interested in changing the date for the meeting or if they would prefer to skip the February 26, 2019 meeting altogether. The Board unanimously agreed to skip the February 26, 2019 board meeting and to meet as scheduled on March 26, 2019.

IX. Announcements/possible future agenda items.

- a) Next Meeting –March 26, 2019

X. Adjournment.

Motion to adjourn at 4:42 pm by Mr. Michael Biggerstaff, seconded by Mr. Jason Hernandez and carried unanimously.


Mr. Jim Cummings, TIRZ Chairman