

September 19, 2023 at 3:00 p.m.

**MEETING OF THE BOARD OF DIRECTORS OF THE ABILENE CONVENTION CENTER
HOTEL DEVELOPMENT CORPORATION
COUNCIL CHAMBERS, CITY HALL**

The Abilene Convention Center Hotel Development Corporation of the City of Abilene, Texas met on September 19, 2023, at 3:00 p.m. in the Council Chambers, 555 Walnut St. President Norm Archibald, Vice President Sandra Harper and Members Delores Moore, Jesse Cardenas and Paul Falade were present. Also present were City Manager Robert Hanna, City Attorney Stanley Smith, City Secretary Shawna Atkinson, and various members of the City staff.

REGULAR AGENDA

1. President Archibald called the meeting to order at 3:00 p.m.
2. Public Comment on any Item on the Agenda

President Archibald opened the public comment period. With no speakers coming forward, the public comment period was closed.

3. Approval of Minutes

Member Moore moved to approve the June 2, 2023 minutes as presented. Vice President Harper seconded the motion; motion carried.

AYES (5): Norm Archibald, Sandra Harper, Delores Moore, Jesse Cardenas and Paul Falade
NAYS (0): None

EXECUTIVE SESSION

Executive Session was not held during this meeting.

REGULAR AGENDA

5. Receive an Update from the Hotel Asset Manager

Jeff Binford, Asset Manager, gave an update on the hotel. It is currently performing beyond his expectations. The budget will be approved by Hilton in late November. We are currently the rate leader in our market and we have several days coming up at 100% capacity. Members had questions about events in town driving room sales up, the restaurant seeming to be slow, and complaints about parking. Mr. Binford addressed all these concerns and let them know that everything looks good from his perspective and they are working on a parking solution currently.

6. Receive and Approve the Fiscal Year 2023 Annual Corporate Budget

Mike Rains, Treasurer, presented the item. Adoption of the item would approve the Fiscal Year 2023 Annual Corporate Budget.

Vice President Harper moved to approve the item as presented. Member Cardenas seconded the motion; motion carried.

AYES (5): Norm Archibald, Sandra Harper, Delores Moore, Jesse Cardenas and Paul Falade
NAYS (0): None

7. Receive and Approve the Rebate Agreement with the City of Abilene

Mr. Hanna presented the item. Adoption of the item would approve a rebate agreement with the City, so the Hotel Development Corporation can start receiving sales and hotel occupancy tax rebates.

President Archibald moved to approve the item as presented. Member Falade seconded the motion; motion carried.

AYES (5): Norm Archibald, Sandra Harper, Delores Moore, Jesse Cardenas and Paul Falade
NAYS (0): None

8. Receive and Approve the Contracts with Forvis for the Annual Audit of the Fiscal Year 2023 Financial Statements

Mr. Rains presented the item. Adoption of the item would approve a \$17,000 contract with Forvis for the annual audit of the Hotel Development Corporation.

Vice President Harper moved to approve the item as presented. Member Cardenas seconded the motion; motion carried.

AYES (5): Norm Archibald, Sandra Harper, Delores Moore, Jesse Cardenas and Paul Falade
NAYS (0): None

9. Approval of Change Order No. 5

Mr. Hanna presented the item. Adoption of the item would approve change order number 5 for the hotel, which totals at \$450,089.

Member Moore moved to approve the item as presented. Member Falade seconded the motion; motion carried.

AYES (5): Norm Archibald, Sandra Harper, Delores Moore, Jesse Cardenas and Paul Falade
NAYS (0): None

10. Consideration and Approval of Granting the Chief Executive Officer Authority to Approve Contracts under \$50,000


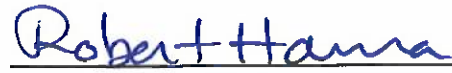
Mr. Hanna presented the item. Adoption of the item would grant the CEO approval to enter contracts under \$50,000. Mr. Hanna assured members that proper procurement procedures would still be followed, and the Treasurer and City Attorney would still be looking over everything.

President Archibald moved to approve the item as presented with the addition of bringing a report of all the contracts entered into between board meetings, to the next board meeting for review only. Vice-President Harper seconded the motion; motion carried.

AYES (5): Norm Archibald, Sandra Harper, Delores Moore, Jesse Cardenas and Paul Falade
NAYS (0): None

ADJOURNMENT

There being no further business, the meeting adjourned at 12:00 p.m.


Shawna Atkinson,
Board Secretary
Robert Hanna,
Board CEO

Minutes approved on: *February 23, 2024*

