

AGENDAS
FOR THE AMARILLO CITY COUNCIL WORK SESSION TO BE HELD ON TUESDAY, AUGUST 16, 2016 AT 3:30 P.M. AND THE REGULAR MEETING OF THE AMARILLO CITY COUNCIL AT 5:00 P.M., CITY HALL, 509 SOUTHEAST 7th AVENUE, COUNCIL CHAMBER ON THE THIRD FLOOR OF CITY HALL, AMARILLO, TEXAS.

***Please note:** The City Council may take up items out of the order shown on any Agenda. The City Council reserves the right to discuss all or part of any item in an executive session at any time during a meeting or work session, as necessary and allowed by state law. Votes or final decisions are made only in open Regular or Special meetings, not in either a work session or executive session.*

WORK SESSION

- A. City Council will discuss or receive reports on the following current matters or projects.
- (1) Review agenda items for regular meeting and attachments;
 - (2) Review of the Amarillo-Potter Events Venue District refunding bonds and lease amendment;
 - (3) Consideration and discussion of the Community Wildland Protection Plan; and
 - (4) Consider future Agenda items and request reports from City Manager.
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REGULAR MEETING ITEMS

INVOCATION: Michael J. Decker - Beyond the Walls/Carter House Ministries/Addiction Recovery

PROCLAMATION: "Community Wildfire Protection Plan"

1. **MINUTES:**
Approval of the City Council minutes of the regular meeting held on August 9, 2016.
2. **PUBLIC HEARING ON TAX INCREASE:**
THE CITY OF AMARILLO IS CONSIDERING A TAX RATE OF \$0.35072, WHICH IS GREATER THAN THE CURRENT RATE. THIS PROPOSED RATE WILL RAISE MORE TAXES THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.24 PERCENT. THE TAX ON AN AVERAGE HOME LAST YEAR WAS \$419.43. THE TAX ON AN AVERAGE HOME WOULD BE \$434.32 UNDER THE PROPOSED RATE.
3. **ORDINANCE NO. 7609:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Colonies Public Improvement District (PID). The Colonies PID is located within the Colonies Subdivision in Southwest Amarillo. This ordinance is recommended for approval by a unanimous vote of the Colonies Public Improvement District Board of Directors.
4. **ORDINANCE NO. 7610:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Redstone (PID). The Redstone PID is located South of Coulter Street and Hollywood Road in Amarillo. This ordinance is recommended for approval by a unanimous vote of the Redstone Public Improvement District Advisory Board.

5. **ORDINANCE NO. 7611:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Vineyards Public Improvement District (PID). This ordinance is recommended for approval by a unanimous vote of the Vineyards Public Improvement District Board of Directors.
6. **ORDINANCE NO. 7612:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Quail Creek Public Improvement District (PID). This ordinance is recommended for approval by a unanimous vote of the Quail Creek Public Improvement District Board of Directors.
7. **ORDINANCE NO. 7613:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Greenways Public Improvement District (PID). This ordinance is recommended for approval by a unanimous vote of the Greenways Public Improvement District Board of Directors.
8. **ORDINANCE NO. 7614:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Point West Public Improvement District (PID). The Point West PID is located adjacent to the Amarillo Medical Center in West Amarillo. This ordinance is recommended for approval by a unanimous vote of the Point West Public Improvement District Board of Directors.
9. **ORDINANCE NO. 7615:**
This is the first reading of an ordinance adopting the 2016/1017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Town Square Public Improvement District (PID). The Town Square PID is located at Soncy and Hillside Roads in Amarillo.
10. **ORDINANCE NO. 7616:**
This is an ordinance rezoning Lot 2A, Block 195, Glenwood Addition Unit No.14, in Section 154, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from General Retail District to General Retail District with a Specific Use Permit 181 for a Veterinary Clinic with no outdoor pens (2702 South Osage Street).
11. **RESOLUTION – PUBLIC HEARING:**
This resolution conducts a public hearing on and considers ordering the removal of unlawful accumulation of excessive solid waste, trash, salvaged items on its premises located at 5102 Oregon Trail.
12. **RESOLUTION – AUTHORIZING THE MAYOR TO EXECUTE A CERTIFICATE APPROVING BONDS FOR THE ARLINGTON HIGHER EDUCATION FINANCE CORPORATION:**
This Resolution authorizes the Mayor to execute a certificate approving bonds for the Arlington Higher Education Finance Corporation related to its education revenue bonds (Responsive Education Solutions) Series 2016a for the limited purposes of compliance with the provisions of Section 147(f) of the Internal Revenue Code of 1986, as amended.
13. **CONSENT AGENDA:**
It is recommended that the following items be approved and that the City Manager be authorized to execute all documents necessary for each transaction:
 - A. **Approval -- Task Order #17, Runway 13-31 and Associated Taxiways:**
Joint Seal Replacement, Design + Bid, with RS&H, Inc. for the Rick Husband Amarillo International Airport for a total of \$54,700 (\$49,230 FAA, \$5,470 local funds).

- B. Approval of Task Order #15, AMA Apron – Isolated Panel Replacement: Design + Bid, with RS&H, Inc. for the Rick Husband Amarillo International Airport for a total cost of \$124,500 (\$112,050 from FAA, \$12,450 local funds).
- C. Approval of Task Order #14, Safety Management Systems (SMS): Part 139 program development services, with RS&H, Inc. for the Rick Husband Amarillo International Airport for a total cost of \$299,400 (\$269,460 FAA, \$29,940 local funds).
- D. Approval – Addendum One (1) – Job #521109: River Road Wastewater Treatment Plant Storm Water Basin Lining and Rehabilitation of Primary Clarifiers 2, 3 and 4:
 Original Contract: \$339,200.00
 Current Addendum: \$292,500.00
 Revised Contract Total: \$631,700.00
 This item is to approve Addendum One (1) to the Professional Service Agreement with CH2M Hill Engineers, Inc. to allow for additional engineering services and construction services as outlined in the addendum.
- E. Approval – Change Order Two (2) – Job #521109: River Road Wastewater Treatment Plant Storm Water Basin Lining and Rehabilitation of Primary Clarifiers 2, 3 and 4:
 Original contract: \$2,638,609.00
 Previous Change Order: \$82,144.00
 Current Change Order #2: \$20,774.00
 Revised Contract Total: \$2,741,527.00
 This item is to approve Change Order Two (2) to the River Road Wastewater Treatment Plan rehabilitation project as outlined in the change order.
- F. Approval – Aviation Clear Zone Easements:
 1) Aviation Clear Zone Easement, being 4,800 feet above mean sea level above the plat of Tradewind Square Unit No. 1, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.
 2) Aviation Clear Zone Easement, being 4,900 feet above mean sea level above the plat of Tradewind Square Unit No. 2, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.
- G. Approval – License and Hold Harmless Agreement:
 License and Hold Harmless Agreement for the installation of marquee sign in the right-of-way of 15th Avenue and Coulter Street, adjacent to Lot 1, Block 4, Ridgeview Medical Center Unit 23, Potter County, Texas.

PUBLIC FORUM

Comments from interested citizens on matters not on the Agenda pertaining to City policies, programs or services. *(This is the opportunity for visitors and guests to address the City Council on any issue. The City Council may not discuss any presented issue, nor may any action be taken on any issue at this time. Texas Attorney General Opinion JC-0169)*

MISCELLANEOUS

1. Planning and Zoning Commission, minutes of July 25, 2016.
2. Boards and Commissions – appointments as listed on attached.

Amarillo City Hall is accessible to individuals with disabilities through its main entry on the south side (Southeast 7th Avenue) of the building. An access ramp leading to the main entry is located at the southwest corner of the building. Parking spaces for individuals with disabilities are available in the south parking lot. City Hall is equipped with restroom facilities, communications equipment and elevators that are accessible. Individuals with disabilities who require special accommodations or a sign language interpreter must contact the City Secretary's Office 48 hours prior to meeting time by telephoning 378-3013 or the City TDD number at 378-4229.

Posted this 12th day of August 2016.

Amarillo City Council meetings stream live on Cable Channel 110 and are available online at:
www.amarillo.gov/granicus
 Archived meetings are also available.



STATE OF TEXAS
 COUNTIES OF POTTER
 AND RANDALL
 CITY OF AMARILLO

On the 9th day of August 2016, the Amarillo City Council met at 3:30 p.m. for a work session, and the regular session was held at 5:00 p.m. in the Council Chamber located on the third floor of City Hall at 509 Southeast 7th Avenue, with the following members present:

PAUL HARPOLE	MAYOR
ELISHA L. DEMERSON	COUNCILMEMBER NO. 1
LISA BLAKE	COUNCILMEMBER NO. 2
RANDY BURKETT	COUNCILMEMBER NO. 3
MARK NAIR	COUNCILMEMBER NO. 4

Absent were none. Also in attendance were the following administrative officials:

TERRY CHILDERS	INTERIM CITY MANAGER
MICK MCKAMIE	CITY ATTORNEY
JACKSON ZAHARIA	ASSISTANT CITY ENGINEER
FRANCES HIBBS	CITY SECRETARY

The invocation was given by Manny De Los Santos. Mayor Harpole led the audience in the Pledge of Allegiance.

Mayor Harpole established a quorum, called the meeting to order, welcomed those in attendance and the following items of business were conducted:

ITEM 1: Mayor Harpole presented the minutes for August 2, 2016. Motion was made by Councilmember Burkett to approve the minutes; motion was seconded by Councilmember Demerson.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake and Burkett Voting NO were none; Councilmember Nair abstained; the motion carried by a 4:0:1 vote of the Council.

ITEM 2: Mr. Childers stated they have worked with Bond Counsel and the City Attorney to create the necessary propositions for the November ballot. Seven propositions were developed in accordance to the statutory requirements and for the approval of the Attorney General. The \$340 million five-year Community Investment Plan for consideration would be grouped together with like projects. Mayor Harpole presented charts detailing the proposed overall property tax increases for Potter and Randall Counties. Councilmember Nair stated detailed lists would be made available on the City's website. Councilmember Blake stated she appreciated the transparency and clarity of the propositions and that the final decisions will rest with the voters.

Jesse Pfrimmer, 5723 South Milam Street, presented a document with data calculations. He also stated the City would also be proposing water, sewage and drainage rate increases. James Schenck, 6216 Gainsborough Street, stated Council has not mentioned the water and drainage rate increases. He inquired if the proposals were going over and above what we are currently providing. Paul Matney, 3918 Eaton Drive, stated Council has done some important work with the Community Investment Plan and Wise Investments. He stated these changes would make a difference today and for generations to come. He further stated it is time to start in investing in Amarillo's future again. Charlene Cole, 6805 Rochelle Lane, stated Proposition 3 supported a new senior center and the senior centers are struggling in Amarillo.

Trevor Caviness, 2410 Lipscomb Street, stated the City has seen the needs and has the completed surveys. Keith Grays, 2326 Northwest 11 Avenue, stated the community engagement meetings have allowed the citizens to become involved. Council has heard from the citizens from all communities and the need to improve the equality of life for all of Amarillo's citizens. Allen Finegold, 2601 North Grand Street, inquired as to the bond rate and total finance charges anticipated. Mr. Childers replied they have not nor

have they attempted to develop these amounts until the bonds are sold because of the number of assumptions that need to be made. Mr. Childers further stated they are not proposing to issue all the debt at once but over a five-year period. Tony Freeman, 3916 Linda Drive, inquired as to the consequence if we do not fund these projects. Mr. Freeman also spoke about the lack of youth baseball fields. Cindi Bulla, 1400 Reagan Court, stated she was in favor for putting these items on the ballot. Ray Dodson, 5601 Spencer, stated on behalf of senior citizens, she encourage voting for these propositions. Stan Morris, 6308 Calumet Street, echoed some of the previous comments. He also reminded the Council of something Mr. Warford had just said about standing on the shoulders of giants. He stated we all have enjoyed the benefits made by prior giants in the community. The responsibility of the current citizenship is to practice good stewardship, and fiduciary to take care of those resources.

Jim Lowder, 6723 Emerald Court, inquired as to the percentage of projects that are shovel ready. Mr. Childers replied that they do not have projects ready until there is final approval. Councilmember Demerson stated he supported taking these seven propositions to a bond election so that citizens could determine which ones the community is willing to move forward. Mr. Lowder encouraged the Council to prioritize the items and take it slow. Kathy Altman, 2105 South Lipscomb Street, stated that Council should put off the projects unless they are crucial or essential, including the ballpark. Mayor Harpole closed public hearing.

ITEM 3: Mayor Harpole presented a proposed resolution to call November 8, 2016 election to fund the five-year capital plan. Councilmember Demerson stated the Council does not want to appear to be biased in any way and has decided the best way is to offer options to the voters. Councilmember Blake stated the Council has done a great job at listening to the citizens and being transparent. Councilmember Blake further stated Council has asked the City Manager to present to Council by January 15, 2017 an economic development strategic plan.

Councilmember Burkett, also stated Council has been discussing the possibility of a TIRZ on the east side of town. Mayor Harpole stated a group of citizens have said they can raise \$25 million to support youth activities. Mr. McKamie stated the resolution contains the actual ballot language for the November ballot. If the resolution passes tonight, Council cannot be advocates on any of these items, they may only give factual information. Mayor Harpole stated Council will be allowed to attend meetings, but they may only state facts. Motion was made by Councilmember Nair and seconded by Councilmember Blake, that the following captioned resolution be passed:

RESOLUTION NO. 08-09-16-2
A RESOLUTION ORDERING A BOND ELECTION TO BE HELD IN THE
CITY OF AMARILLO, TEXAS, MAKING PROVISIONS FOR THE
CONDUCT OF THE ELECTION AND RESOLVING OTHER MATTERS
INCIDENT AND RELATED TO SUCH ELECTION.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair;
Voting NO were none; the motion carried by a 5:0 vote of the Council.

Item taken out of order.

ITEM 4: Mayor Harpole presented a resolution to rename the North Branch YMCA building located at 1330 Northwest 18th Avenue to the Charles E. Warford Activity Center. Motion was made by Councilmember Demerson and seconded by Councilmember Burkett, that the following captioned resolution be passed:

RESOLUTION NO. 08-09-16-1
A RESOLUTION OF THE CITY OF AMARILLO, TEXAS RENAMING THE
NORTH YMCA TO CHARLES E. WARFORD ACTIVITY CENTER.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair;
Voting NO were none; the motion carried by a 5:0 vote of the Council.

ITEM 5: Mayor Harpole presented a resolution conducting a public hearing on and considers ordering the removal of an accessory structure located at 601 West Amarillo Boulevard. Motion was made by Councilmember Blake to select Option(s) II and V seconded by Councilmember Demerson, that the following captioned resolution be passed:

RESOLUTION NO. 08-09-16-3

A RESOLUTION DECLARING THAT CERTAIN IMPROVEMENTS DESCRIBED HEREIN ARE PUBLIC NUISANCES, AND REQUIRING THE TAKING DOWN AND REMOVAL OF SUCH IMPROVEMENTS, PROVIDING FOR FILING OF LIENS, PROVIDING A REPEALER CLAUSE; PROVIDING SEVERANCE CLAUSE; PROVIDING EFFECTIVE DATE.

Mayor Harpole opened the public meeting.

Randy Schuster, Interim Building Official, Roscoe White, Dennis Cobbins, Keith Grays, John Tyler, were all sworn in. Mr. Schuster stated the property at 601 West Amarillo Boulevard consists of four buildings (three residential-motel type use and one assembly ballroom, office, restaurant use), a pool, a sign, a pergola and solid waste accumulations. The structure has had fire damage on four separate occasions. There has been minimal attempt by the owner to repair the structures. The Amarillo Police Department has been called more than 30 times over the last five years. There have been no permits or recent activity. The property is a nuisance to the community and creates an unsafe environment. There are no current taxes or delinquent taxes due on the property. There is an active water account. The City is owed \$186.35 for prior mowing and cleanup. Mayor Harpole asked if there was an owner, property owner or neighbor in attendance. No owner or lien holder appeared. Councilmember Burkett inquired if there was an estimate to clear property. Mr. Schuster stated he had no idea and it would depend on how much asbestos there was in the structures. Roscoe White, 3131 Redwood Street, stated the buildings are in bad shape. There are vagrants coming and going from the structure and drug activity. Dennis Cobbins, 1300 North Taylor Street, stated he is a manager at an adjacent building. He stated there was high traffic, unsavory people and rodents. He stated he has waited a long time for something to be done. Keith Grays, 2326 Northwest 11 Avenue, stated there are many empty buildings in the area such as the St. Anthony's hospital. He requested the structures be removed so developers could see the potential in the area. John Tyler, 209 North Belleview Street, stated he builds homes for veterans and he would like to see what he could do about renovating the structures for veterans or the homeless. Councilmember Nair inquired why it has taken six years. Mr. Schuster stated Mr. Swan had come up with a plan to redevelop the structures much like Mr. Tyler had mentioned but Mr. Swan could not make it work. There were no other comments. Mayor Harpole closed the public hearing.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; Voting NO were none, the motion carried by a 5:0 vote of the Council.

Mr. McKamie stated Judge Robinson has dismissed the complaint for equal protection and due process on the Amarillo Municipal Court regarding misdemeanor crimes. This decision was dismissed in favor of the City.

ITEM 5: Mayor Harpole presented the consent agenda and asked if any item should be removed for discussion or separate consideration. There were none. Kevin Starbuck, Emergency Management Coordinator, stated that Item 5D, was for training for the siren techs. The signal techs learn maintenance for the sirens and the grant funds half that position. Motion was made by Councilmember Burkett to approve the consent agenda, seconded by Councilmember Nair.

- A. Purchase – Heavy Trucks:
Awarded to low bidder meeting specification:
Premier Truck Group – \$101,439.00
This item is the scheduled replacement of a heavy truck that has reach or exceeded usable life approved in the 2015-2016 replacement budget.
- B. Award – Top Dress Sand Annual Contract:
Texas Sand and Gravel -- \$66,000.00
This award is to approve an annual contract for the purchase of top dress sand for the City of Amarillo.
- C. Acceptance – Pantex Plant Agreement-In-Principle Amendment No. 7 to Contract No. CP1205:

This item is acceptance of Amendment No. 7 to Contract CP1205 from the State Energy Conservation Office in the additional amount of \$50,650.00.

D. Acceptance – FY2016 Emergency Management Performance Grant:

This item is acceptance of the FY2016 Emergency Management Performance Grant from the Texas Division of Emergency Management in the amount of \$65,906.20.

E. Approval – Lease for Landfill Compactor:

Awarded to evaluated bidder meeting specification through BuyBoard Warren Cat -- \$14,186.00 per month

This item is the scheduled replacement of Landfill Compactor Unit 7254, 2010 Cat Landfill Compactor. Equipment has reached or exceeded usable life approved in the 2015-2016 replacement budget. Funding for this award is available in the approved FY 2015-2016 Fleet Services Equipment Fund.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; Voting NO were none; the motion carried by a 5:0 vote of the Council.

Mayor Harpole announced that this is the end of the regular agenda, but this time is reserved to hear from any citizen concerning matters pertaining to City policies, programs or services not on today's agenda. The public forum is set under the Open Meetings Act and that during the public forum the City Council can respond with a statement of fact, a statement of City policy or decide whether to place an item on a future agenda.

Bob Roth, President of the Railroad Museum, inquired as to a public hearing to stop the sale of the Madame Queen. The Museum's goal would be to preserve the train. Carol Fuel, 4616 Buck Street, stated there were dangerous dogs in her neighborhood near Buck and Colorado Streets. Dipak Patel, 46 Colonial Drive, inquired as to how many conventions the Convention and Visitor's Council had booked for the new convention hotel. Mr. McKamie reminded Council that they would only give a factual statement. There were no further comments.

Mayor Harpole advised that the meeting was adjourned.

ATTEST:

Frances Hibbs, City Secretary

Paul Harpole, Mayor

Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption

Ordinance to levy an assessment on property within the Colonies Public Improvement District.

Agenda Item Summary

An assessment against each parcel of property in the Colonies Public Improvement District (PID), determined by multiplying a cost value per square foot of lot area, must be approved on an annual basis. The Colonies PID Advisory Board met July 26, 2016 to review the proposed FY 2016/17 budget and service plan. The Colonies PID budget projects total maintenance, operation and debt service expenses for FY 2016/17 to be \$614,920. The Board recommends keeping property owner assessment rates at \$0.07 per square foot. This will result in assessments totaling \$690,453. This decision was made in order to continue to cover all operating costs as well as build up their operating reserve.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness and projected costs for improvements as well as maintenance of improvements within the Colonies PID. Attached is the Colonies Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action

The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Colonies PID Advisory Board

Funding Summary

Budget and 5-year service plan attached

Community Engagement Summary

Newspaper and property owner notices have been sent to property owners within the Colonies PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation

Legal, Accounting, and Planning Department staff have reviewed the associated instruments and recommend approval as submitted

ORDINANCE NO. 7609

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE COLONIES PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; ESTABLISHING AN ESTIMATE OF THE TOTAL COST OF PROVIDING SPECIAL SERVICES WITHIN THE DISTRICT; SPECIFYING THE METHOD OF PAYMENT OF THE ASSESSMENT; ESTABLISHING THAT ASSESSMENTS MAY BE PAID IN PERIODIC INSTALLMENTS AND OBLIGATING PERSONS PURCHASING PROPERTY WITHIN THE PUBLIC IMPROVEMENT DISTRICT TO PARTICIPATE IN THE PAYMENT OF ASSESSMENTS; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within the Colonies Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, the attached exhibit describes the method of payment of assessment and assessment amounts; and

WHEREAS, The City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property; and

WHEREAS, the City of Amarillo and property owners within the District's boundaries share the goal to be as efficient and cost effective as possible regarding the maintenance and operation of the District;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs for improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 3: The total estimated cost for the maintenance and operation of improvements proposed in the Public Improvement District is described on the attached exhibit and is hereby approved.

SECTION 4: The assessment roll for each parcel, method of assessment and amount of assessment for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 5: The method of payment of the assessment is described on the attached exhibit and is hereby approved.

SECTION 6: The Amarillo City Council may make supplemental assessments, reassessments, or new assessments of property within the Public Improvement District in compliance with the laws of the State of Texas after a notice and hearing.

SECTION 7: The special improvement district fund for the Public Improvement District shall be held in the municipal treasury and accounted for in the audit of the City of Amarillo.

SECTION 8: In the event the Public Improvement District is ever terminated, a homeowner's association will have the authority and responsibility of continuing the services of the Public Improvement District. The extent to which such services will be continued will be discretionary with the association as determined by its by-laws. The association will be required to remove or repair, at its expense, any improvements that fall into such a state of disrepair as to create a hazard to the public safety as determined by the City of Amarillo.

SECTION 9: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 10: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 11: This Ordinance shall become effective upon its second and final reading.

SECTION 12: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT

Colonies Public Improvement District

Fiscal Year 2016-2017

A. The boundaries of the Colonies Public Improvement District are as follows:

A 375.8 acre tract of land being situated in Section 40, Block 9,
BS&F Survey, Randall County, Texas.

B. The total estimated costs for maintenance, operation, and debt service payments proposed for the Colonies Public Improvement District is \$614,920. Such cost will be apportioned over the development as follows:

Cost of Maintenance.....	\$332,778
Administration Expense.....	\$13,757
Debt Service Obligation.....	\$268,385
Total.....	\$614,920

C. This year's assessment will total \$690,453. The method of assessment will be to divide the total maintenance, operational, administrative and debt service costs, as well as, maintenance reserves as follows:

1. Residential Property: Residential property will be assessed an amount equal to \$0.07 multiplied by the total square footage of the lot.
2. Commercial Property: Commercial property will be assessed an amount equal to \$0.07 multiplied by the total square footage of the lot for lots 1 acre or less. Commercial lots greater than 1 acre will be assessed an additional \$500 per acre or portion thereof, with a maximum assessment of \$10,000 per lot.

D. The method of payment of the assessment shall be as follows:

1. These assessments are due and payable October 1, 2016.
2. These assessments become delinquent if not paid prior to February 1, 2017 and will accrue interest, penalties and attorney's fees in the same manner as delinquent ad valorem taxes pursuant to Section 372.018(f) of the Local Government Code.
3. These assessments are subject to suit immediately upon becoming delinquent as defined above.
4. Property owners can pay their assessment using any method allowed by the Property Tax Code for the payment of property taxes except the half payment option.

E. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: *Fy2016*
 SCENARIO: *Dept Req*
 FORMAT: *Budget WP Format*

2730 Colonies
 All Budget Accounts

PERIOD ENDING: *FEB*
 CURRENCY: *USD*
 UNITS: *1*

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30311 Collec Randall County A	509,268	604,408	605,039	608,153	690,453
30300 Current Year's Levy	509,268	604,408	605,039	608,153	690,453
30200 Ad Valorem Tax Collectio	509,268	604,408	605,039	608,153	690,453
37110 Interest Income	194	128	163	0	70
37109 Interest Earnings	194	128	163	0	70
39810 Proceeds from LTerm Debt	1,497,644	0	0	0	0
39100 Operating Transfers In	1,497,644	0	0	0	0
TREVENUE Total Revenues	2,007,106	604,536	605,202	608,153	690,523
41100 Salaries and Wages	23,334	17,470	0	0	0
41000 Personal Services	23,334	17,470	0	0	0
51200 Operating	1,343	499	0	490	0
51250 Janitor	135	252	500	245	500
51450 Botany & Agrigulture	15,776	22,533	21,800	15,759	21,800
53150 Electricity	13,469	13,841	13,469	15,754	16,937
53200 Water and Sewer	95,166	89,500	96,978	129,288	133,167
51000 Supplies	125,890	126,625	132,747	161,536	172,404
61200 Postage	410	302	366	302	366
61300 Advertising	252	499	270	499	499
62000 Professional	4,464	5,344	5,848	6,288	5,848
62015 PID Management Fees (pri	0	0	0	13,306	30,000
67600 Temporary Labor	72,824	83,898	85,785	85,446	85,785
68300 R & M - Improvements	16,196	12,720	20,000	34,000	40,000
68400 R & M - Irrigation	1,755	1,993	4,500	2,010	4,500
69210 Rental City Equipment	2,377	1,044	0	0	0
60000 Contractual Services	98,279	105,799	116,769	141,851	166,998
71100 Insurance and Bonds	95	83	96	0	89
77450 Administrative Other	14,005	14,304	18,441	18,441	7,044

[Note Entity:27300B]
 Calculated in the 9/30/15 Indirect Cost Plan.

70000 Other Charges	14,100	14,387	18,537	18,441	7,133
83200 Improvement	1,497,644	0	0	0	0
80000 Capital Outlay	1,497,644	0	0	0	0
92150 Cert of Obligation	155,139	263,458	265,339	262,511	268,385
92000 Operating Transfers	155,139	263,458	265,339	262,511	268,385
TEXPENSES Total Expenses	1,914,385	527,740	533,393	584,339	614,920

COLONIES # 5 PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS Actual 2014/15 and ESTIMATED 2015/16 to 2020/21
 REVISED 27-Jul-16

	Actual 2014/15	Revised 2015/16	Proposed 2016/17	Estimated 2017/18	Estimated 2018/19	Estimated 2019/20	Estimated 2020/21
BEGINNING FUND BALANCE	74,364	151,160	174,894	250,597	419,888	477,235	534,571
PROJECTED COSTS							
MAINTENANCE & OPERATION							
PARK MAINTENANCE COST:	33,250	630,598	678,586	678,586	678,586	678,586	678,586
41100 Labor (City Parks Staff)	17,470	0	0	0	0	0	0
51200 Operating	489	480	0	0	0	0	0
51250 Janitorial Supplies	252	245	0	0	0	0	0
51450 Botanical & Agricultural	22,533	15,759	21,800	21,800	21,800	21,800	21,800
53150 Electricity	13,841	15,754	16,937	16,937	16,937	16,937	16,937
53200 Water	89,500	128,268	133,167	133,167	133,167	133,167	133,167
62015 PID Management Fees (private)	83,868	13,306	30,000	30,000	30,000	30,000	30,000
67600 Temporary Labor (Contract Labor)	12,720	85,466	85,785	85,785	85,785	85,785	85,785
68300 Maintenance of Improvements	0	34,000	40,000	40,000	40,000	40,000	40,000
68312 Other Improvements	0	0	0	0	0	0	0
68400 Maintenance of Irrigation	1,893	2,010	4,500	4,500	4,500	4,500	4,500
68210 Equipment Rental	1,044	0	0	0	0	0	0
71100 Insurance	83	0	89	89	89	89	89
83200 Improvements - Parks	243,833	296,288	332,778	332,778	332,778	332,778	332,778
TOTAL MAINTENANCE	243,833	296,288	332,778	332,778	332,778	332,778	332,778
ADMINISTRATION							
61200 Postage	302	302	366	366	366	366	366
61300 Advertising Public Notices	489	489	489	489	489	489	489
62000 Professional Collection Contract	5,344	6,288	5,848	5,848	5,848	5,848	5,848
77450 Admin Fee	14,304	18,441	7,044	7,044	7,044	7,044	7,044
TOTAL ADMINISTRATION	20,449	25,530	13,757	13,757	13,757	13,757	13,757
TOTAL MAINTENANCE & OPERATION	264,282	321,828	346,535	346,535	346,535	346,535	346,535
Bond Proceeds							
Developer Reimbursements							
Debt Service First Issue (2006 2/15/26 mat)	45,944	45,946	45,945	45,945	45,944	45,944	45,944
Debt Service Second Issue (2008B 2/15/28 mat)	111,614	108,962	108,352	108,352	110,394	110,394	110,394
Debt Service Third Issue (2014 8/15/24 mat)	105,480	105,831	106,731	106,731	106,481	106,481	106,481
Debt Service Proposed Issue	410	1,672	4,500	4,500	110,373	110,373	110,373
Fiscal Agent Fees	263,458	262,511	268,385	267,228	6,000	6,000	6,000
Total Debt Service	527,740	584,339	614,920	613,763	378,192	378,192	378,192
TOTAL EXPENDITURES	527,740	584,339	614,920	613,763	725,727	725,727	725,727
ASSESSMENTS							
RESIDENTIAL	8,168,308	8,169,309	8,169,309	8,169,309	8,169,309	8,169,309	8,169,309
COMMERCIAL	643,555	676,548	676,548	676,548	676,548	676,548	676,548
MULTIFAMILY	0.0700	0.0700	0.0700	0.0700	0.0700	0.0700	0.0700
CHURCH	0.0700	0.0700	0.0700	0.0700	0.0700	0.0700	0.0700
TOTAL ASSESSMENTS	608,665	610,389	694,332	694,332	787,463	787,463	787,463
COLLECTION RATE	99.30%	99.50%	99.44%	99.44%	99.44%	99.44%	99.44%
TOTAL COLLECTIONS	604,408	608,153	690,453	690,453	783,064	783,064	783,064
INTEREST INCOME	128	0	70	70	70	70	70
MISCELLANEOUS INCOME	76,796	23,814	75,603	75,603	75,603	75,603	75,603
INCREASE (DECREASE) IN CASH	151,160	174,894	250,597	419,888	477,235	534,571	597,541
Ending Fund Balance	131,835	146,085	153,730	153,441	181,432	181,432	181,432
Three Month Operating Reserve	19,245	28,909	96,867	266,457	285,803	353,140	416,109
Surplus							

Amarillo City Council Agenda Transmittal Memo



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Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption

Ordinance to levy an assessment on property within the Redstone Public Improvement District.

Agenda Item Summary

The Redstone PID Advisory Board met and discussed the proposed FY 2016/17 budget and service plan with Planning Staff on July 7, 2016. The Redstone PID budget projects total maintenance and operation expenses (administrative expenses only) to be \$578 for FY 2016/17. Whereas public improvements have yet to be constructed, the Developer recommends waiving the 2016/17 assessments associated with the platted property. The Developer agrees to submit payment for the administrative expenses for FY 2016/17.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness within the Redstone PID. Attached is the Redstone Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action

The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Redstone PID Advisory Board

Funding Summary

Budget and 5-year service plan attached

Community Engagement Summary

Newspaper and property owner notices have been sent to property owners within the Redstone PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation

Legal, Accounting, and Planning Department staff have reviewed the associated instruments and recommend approval as submitted

ORDINANCE NO. 7610

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE REDSTONE PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR THE FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within the Redstone Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, The City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property; and

WHEREAS, the City of Amarillo and property owners within the District's boundaries share the goal to be as efficient and cost effective as possible regarding the maintenance and operation of the District; and

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: The assessment roll for each parcel for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 3: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs for improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 4: Parcels depicted on the 2016-2017 assessment roll shall not be assessed in the 2016-2017 fiscal year as approved by the Public Improvement District Advisory Body.

SECTION 5: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 6: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 7: This Ordinance shall become effective upon its second and final reading.

SECTION 8: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT

Redstone Public Improvement District

Fiscal Year 2016-2017

A. The boundaries of the Redstone Public Improvement District are as follows:

All of Section 37, Block 9, BS&F Survey, Randall County, Texas, SAVE AND EXCEPT that part of this Section conveyed by Road Deeds dated January 5, 1959, and recorded in Volume 232, Pages 211-215 of the Deed Records of Randall County, Texas; Road Deed dated October 26, 1981, recorded in Volume 754, Page 569 of the Deed Records of Randall County, Texas; and Road Deed dated March 6, 1989, recorded in Volume 1194, Page 173 of the Deed Records of Randall County Texas.

B. The total estimated costs for maintenance, operation, and administrative fees proposed for the Redstone Public Improvement District is \$578. Such costs will be apportioned over the development as follows:

Cost of Maintenance and Operation (City portion).....	\$0
Cost of Maintenance and Operation (Contractor portion).....	\$0
Administrative Expense.....	\$578
Total.....	\$578

C. The Redstone Public Improvement District Advisory Board, consisting of the Developer and an Owner, unanimously approved waiving the 2016-2017 assessments associated with platted property as there have been no improvements constructed which require maintenance. The Developer agrees to submit payment for all administrative expenses for the fiscal year 2016-2017 by October 1, 2016.

D. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Budget WP Format

27800 Redstone PID
 All Budget Accounts

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30310 Collec Potter County As	0	0	0	327	0
30311 Collec Randall County A	1,300	0	2,458	0	2,000
30300 Current Year's Levy	1,300	0	2,458	327	2,000
30200 Ad Valorem Tax Collectio	1,300	0	2,458	327	2,000
TREVENUE Total Revenues	1,300	0	2,458	327	2,000
61300 Advertising	276	553	300	553	553
62000 Professional	0	8	8	8	8
60000 Contractual Services	276	561	308	561	561
77450 Administrative Other	0	72	19	19	17

[Note Entity:27800B]
 Calculated in the 9/30/15 Indirect Cost Plan.

70000 Other Charges	0	72	19	19	17
TEXPENSES Total Expenses	276	633	327	579	578

REDSTONE PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS: ACTUAL 2014/15 AND ESTIMATED 2015/16 TO 2020/21
 REVISED 8-Aug-16

	2014/15 Actual	2015/16 Revised	2016/17 Proposed	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated
BEGINNING FUND BALANCE	-\$247	-\$880	-\$1,133	\$289	\$1,716	\$3,150	\$4,591
PROJECTED COSTS	Inflation	2.00%					
MAINTENANCE & OPERATION:							
PARK MAINTENANCE COST							
53150 Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53200 Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0
67600 Temporary Labor (Mowing, Watering, Etc.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
68300 Maintenance of Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
68312 Other Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADMINISTRATION							
61200 Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$0
61300 Advertising Public Notices	\$553	\$553	\$553	\$553	\$553	\$553	\$553
62000 Professional (PID Assessments Collection Contract)	\$8	\$8	\$8	\$8	\$8	\$8	\$8
77450 Admin Fee	\$72	\$19	\$17	\$17	\$17	\$17	\$17
TOTAL MAINTENANCE & OPERATION	\$633	\$580	\$578	\$578	\$578	\$578	\$578
ASSESSMENTS	\$2,458	\$0	\$0	\$10,000	\$10,000	\$10,000	\$10,000
COLLECTION RATE	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL COLLECTIONS	\$0	\$327	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
INTEREST INCOME 0.50%	0	0	0	5	12	19	27
ENDING FUND BALANCE	-\$880	(\$1,133)	\$289	\$1,716	\$3,150	\$4,591	\$6,040
THREE MONTH OPERATING RESERVE	\$158	\$145	\$145	\$145	\$145	\$145	\$145
SURPLUS	-\$1,038	(\$1,278)	\$145	\$1,572	\$3,006	\$4,447	\$5,895

Amarillo City Council Agenda Transmittal Memo



5

Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption
Ordinance to levy an assessment on property within the Vineyards Public Improvement District.

Agenda Item Summary
An assessment against each parcel of property in the Vineyards Public Improvement District (PID), determined by a flat value per lot, must be approved on an annual basis. The Vineyards PID Advisory Board met July 28, 2016 to review the proposed FY 2016/17 budget and service plan. The Vineyards PID budget projects total maintenance and operation expenses for FY 2016/17 to be \$3,642. The Board recommends keeping property owner assessment rates at \$50 per lot. This will result in assessments totaling \$4,350. This decision was made in order to continue to cover all operating costs as well as build up their operating reserve.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness and projected costs for improvements as well as maintenance of improvements within the Vineyards PID. Attached is the Vineyards Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action
The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Vineyards PID Advisory Board

Funding Summary
Budget and 5-year service plan attached

Community Engagement Summary
Newspaper and property owner notices have been sent to property owners within the Vineyards PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation
Legal, Accounting, and Planning Department staff have reviewed the associated instruments and recommend approval as submitted

ORDINANCE NO. 7611

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE VINEYARDS PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; ESTABLISHING AN ESTIMATE OF THE TOTAL COST OF PROVIDING SPECIAL SERVICES WITHIN THE DISTRICT; SPECIFYING THE METHOD OF PAYMENT OF THE ASSESSMENT; ESTABLISHING THAT ASSESSMENTS MAY BE PAID IN PERIODIC INSTALLMENTS AND OBLIGATING PERSONS PURCHASING PROPERTY WITHIN THE PUBLIC IMPROVEMENT DISTRICT TO PARTICIPATE IN THE PAYMENT OF ASSESSMENTS; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within The Vineyards Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, the attached exhibit describes the method of payment of assessment and assessment amounts; and

WHEREAS, the City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property; and

WHEREAS, the City of Amarillo and property owners within the District's boundaries share the goal to be as efficient and cost effective as possible regarding the maintenance and operation of the District; and

WHEREAS, the Vineyards Public Improvement District Advisory Board (the Board), through direction given by property owners within the District, recommends that the Board be given the authority and responsibility to contract with private businesses for maintenance of manmade hardscape (i.e., fences/walls) and non-manmade living improvements (i.e., plants) within the District;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: The City of Amarillo hereby grants the Board authority to approve, by a majority vote, the contracting of maintenance of manmade hardscape and non-manmade/living improvements with private businesses in accordance with the Budget and Five-year Service Plan.

SECTION 3: The City of Amarillo will be the administrator of assessments and pay invoices for services rendered in accordance with the Budget and Five-year Plan, unless otherwise requested by the Board or its designee.

SECTION 4: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs of improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 5: The total estimated cost of the maintenance and operation of improvements proposed in the Public Improvement District is described on the attached exhibit and is hereby approved.

SECTION 6: The assessment roll for each parcel, method of assessment and amount of assessment for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 7: The method of payment of the assessment is described on the attached exhibit and is hereby approved.

SECTION 8: The Amarillo City Council may make supplemental assessments, reassessments, or new assessments of property within the Public Improvement District in compliance with the laws of the State of Texas after a notice and hearing.

SECTION 9: The special improvement district fund for the Public Improvement District shall be held in the municipal treasury and accounted for in the audit of the City of Amarillo.

SECTION 10: In the event the Public Improvement District is ever terminated, a homeowner's association will have the authority and responsibility of continuing the services of the Public Improvement District. The extent to which such services will be continued will be discretionary with the association as determined by its by-laws. The association will be required to remove or repair, at its expense, any improvements that fall into such a state of disrepair as to create a hazard to the public safety as determined by the City of Amarillo.

SECTION 11: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 12: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 13: This Ordinance shall become effective upon its second and final reading.

SECTION 14: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT

The Vineyards Public Improvement District
Fiscal Year 2016-2017

A. The boundaries of The Vineyards Public Improvement District are as follows:
A 145.446 acre tract of land and a 8.622 acre tract of land all
in Section 191, Block 2, AB&M Survey, Potter County, Texas.

B. The total estimated costs for maintenance, operation, and administrative fees proposed for the Vineyards Public Improvement District is \$3,642. Such costs will be apportioned over the development as follows:

Cost of Maintenance and Operation (City portion).....	\$840
Cost of Maintenance and Operation (Contractor portion).....	\$2,400
Administrative Expense.....	\$402
Total.....	\$3,642

C. The method of assessment is to divide the total maintenance, operational, and administrative costs, as well as, maintenance reserves equally among the 87 platted lots. This year's assessment will total \$4,350 (\$50 per lot).

D. The method of payment of the assessment shall be as follows:

1. These assessments are due and payable October 1, 2016.
2. These assessments become delinquent if not paid prior to February 1, 2017 and will accrue interest, penalties and attorney's fees in the same manner as delinquent ad valorem taxes pursuant to Section 372.018(f) of the Local Government Code.
3. These assessments are subject to suit immediately upon becoming delinquent as defined above.
4. Property owners can pay their assessment using any method allowed by the Property Tax Code for the payment of property taxes except the half payment option.

E. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: **Fy2016**
 SCENARIO: **Dept Req**
 FORMAT: **Budget WP Format**

27710 Vineyards PID
All Budget Accounts

PERIOD ENDING: **FEB**
 CURRENCY: **USD**
 UNITS: **1**

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30310 Collec Potter County As	6,600	0	3,300	3,300	4,350
30300 Current Year's Levy	6,600	0	3,300	3,300	4,350
30200 Ad Valorem Tax Collectio	6,600	0	3,300	3,300	4,350
37110 Interest Income	0	0	24	0	0
37109 Interest Earnings	0	0	24	0	0
TREVENUE Total Revenues	6,600	0	3,324	3,300	4,350
53150 Electricity	187	204	216	209	223
53200 Water and Sewer	1,776	631	1,133	598	617
51000 Supplies	1,963	835	1,349	807	840
61200 Postage	8	16	33	16	33
61300 Advertising	264	535	300	535	300
67600 Temporary Labor	1,200	1,050	1,200	1,150	2,400
60000 Contractual Services	1,472	1,601	1,533	1,701	2,733
77450 Administrative Other	0	84	241	241	69
[Note Entity:27710B] Calculated in the 9/30/15 Indirect Cost Plan.					
70000 Other Charges	0	84	241	241	69
TEXPENSES Total Expenses	3,435	2,520	3,123	2,749	3,642

VINEYARDS PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS: Actual 2014/15 and ESTIMATED 2015/16 TO 2020/21

REVISED 8-Aug-16

	Actual 2014/15	Revised 2015/16	Proposed 2016/17	Estimated 2017/18	Estimated 2018/19	Estimated 2019/20	Estimated 2020/21
BEGINNING FUND BALANCE	5,409	2,889	3,440	4,148	8,481	9,139	9,771
PROJECTED COSTS							
MAINTENANCE & OPERATION:							
PARK MAINTENANCE COST:	8,888.29	8,888.29	8,888.29	8,888.29	8,888.29	8,888.29	8,888.29
	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
53150 Electricity	204	209	223	227	232	237	241
53200 Water	631	598	617	629	642	655	668
67600 Temporary Labor (Mowing, Watering, Etc.)	1,050	1,150	2,400	2,400	2,400	2,400	2,400
68300 Maintenance of Improvements	0	0	0	0	0	0	0
68312 Other Improvements	0	0	0	0	0	0	0
TOTAL MAINTENANCE	1,885	1,957	3,240	3,257	3,274	3,291	3,309
ADMINISTRATION:							
61200 Postage	16	16	33	34	34	35	36
61300 Advertising Public Notices	535	535	300	306	312	318	325
62000 Professional Collection Contract	0	0	0	0	0	0	0
77450 Admin Fee	84	241	69	70	72	73	75
TOTAL ADMINISTRATION	635	792	402	410	418	427	435
TOTAL MAINTENANCE & OPERATION	2,520	2,749	3,642	3,667	3,692	3,718	3,744
TOTAL	2,520	2,749	3,642	3,667	3,692	3,718	3,744
Assessments	66	87	160	50	87	50	87
TOTAL ASSESSMENTS	3,300	3,300	4,350	8,000	4,350	4,350	4,350
COLLECTION RATE	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TOTAL COLLECTIONS	0	3,300	4,350	8,000	4,350	4,350	4,350
INTEREST INCOME	1.00%	0	0	0	0	0	0
INCREASE (DECREASE) IN CASH	-2,520	551	708	4,333	658	632	606
Ending Fund Balance	2,889	3,440	4,148	8,481	9,139	9,771	10,377
Three Month Operating Reserve	630	687	911	917	923	930	936
Surplus	2,259	2,753	3,238	7,564	8,216	8,841	9,440

Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption

Ordinance to levy an assessment on property within the Quail Creek Public Improvement District.

Agenda Item Summary

An assessment against each parcel of property in the Quail Creek Public Improvement District (PID), determined by a flat value per lot, must be approved on an annual basis. The Quail Creek PID Advisory Board met July 28, 2016 to review the proposed FY 2016/17 budget and service plan. The Quail Creek PID budget projects total maintenance and operation expenses for FY 2016/17 to be \$8,450. The Board recommends keeping property owner assessment rates at \$350 per lot. This will result in assessments totaling \$10,150. This decision was made in order to continue to cover all operating costs as well as build up their operating reserve.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness and projected costs for improvements as well as maintenance of improvements within the Quail Creek PID. Attached is the Quail Creek Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action

The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Quail Creek PID Advisory Board

Funding Summary

Budget and 5-year service plan attached

Community Engagement Summary

Newspaper and property owner notices have been sent to property owners within the Quail Creek PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation

Legal, Accounting, and Planning Department staff have reviewed the associated instruments and recommend approval as submitted

ORDINANCE NO. 762

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE QUAIL CREEK PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; ESTABLISHING AN ESTIMATE OF THE TOTAL COST OF PROVIDING SPECIAL SERVICES WITHIN THE DISTRICT; SPECIFYING THE METHOD OF PAYMENT OF THE ASSESSMENT; ESTABLISHING THAT ASSESSMENTS MAY BE PAID IN PERIODIC INSTALLMENTS AND OBLIGATING PERSONS PURCHASING PROPERTY WITHIN THE PUBLIC IMPROVEMENT DISTRICT TO PARTICIPATE IN THE PAYMENT OF ASSESSMENTS; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within the Quail Creek Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, the attached exhibit describes the method of payment of assessment and assessment amounts; and

WHEREAS, The City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property;

WHEREAS, the City of Amarillo and property owners within the District's boundaries share the goal to be as efficient and cost effective as possible regarding the maintenance and operation of the District; and

WHEREAS, the Quail Creek Public Improvement District Advisory Board (the Board), through direction given by property owners within the District, recommends that the Board be given the authority and responsibility to contract with private businesses for maintenance of manmade hardscape (i.e., common area sidewalks, brick dumpster enclosures, street lights) and non-manmade, living improvements (i.e., plants) within the District;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: The City of Amarillo hereby grants the Board authority to approve, by a majority vote, the contracting of maintenance of manmade hardscape and non-manmade/living improvements with private businesses in accordance with the Budget and Five-year Service Plan, as amended.

SECTION 3: The City of Amarillo will continue to be the administrator of assessments and pay invoices for services rendered in accordance with the Budget and Five-year Plan as amended, unless otherwise requested by the Board or its designee not to pay a proposed invoice.

SECTION 4: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs for improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 5: The total estimated cost for the maintenance and operation of improvements proposed in the Public Improvement District is described on the attached exhibit and is hereby approved.

SECTION 6: The assessment roll for each parcel, method of assessment and amount of assessment for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 7: The method of payment of the assessment is described on the attached exhibit and is hereby approved.

SECTION 8: The Amarillo City Council may make supplemental assessments, reassessments, or new assessments of property within the Public Improvement District in compliance with the laws of the State of Texas after a notice and hearing.

SECTION 9: The special improvement district fund for the Public Improvement District shall be held in the municipal treasury and accounted for in the audit of the City of Amarillo.

SECTION 10: In the event the Public Improvement District is ever terminated, a homeowner's association will have the authority and responsibility of continuing the services of the Public Improvement District. The extent to which such services will be continued will be discretionary with the association as determined by its by-laws. The association will be required to remove or repair, at its expense, any improvements that fall into such a state of disrepair as to create a hazard to the public safety as determined by the City of Amarillo.

SECTION 11: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 12: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 13: This Ordinance shall become effective upon its second and final reading.

SECTION 14: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT A

Quail Creek Public Improvement District
Fiscal Year 2016-2017

A. The boundaries of the Quail Creek Public Improvement District are as follows:

All that portion of property containing a total area of 20,072 square feet and designated as Common Area 1, Common Area 2, and Common Area 3 as shown on the subdivision plat Quail Creek Addition, Unit No. 25, an addition to the City of Amarillo and being located in Section 25, Block 9, B.S. & F. Survey, Potter County, Texas, as described in the instrument of record in Volume 3695, Page 43 of the Official Public Records of Potter County, Texas.

B. The total estimated costs for maintenance, operation, and administrative fees proposed for the Quail Creek Public Improvement District is \$8,450. Such cost will be apportioned over the development as follows:

Cost of Maintenance and Operation (City portion).....	\$4,361
Cost of Maintenance and Operation (Contractor portion).....	\$3,560
Administration Expense	\$529
Total.....	\$8,450

C. The method of assessment is to divide the total maintenance, operational, and administrative costs, as well as, maintenance reserves equally among the 29 platted lots. This year's assessment will total \$10,150 (\$350 per lot).

D. The method of payment of the assessment shall be as follows:

1. These assessments are due and payable October 1, 2016.
2. These assessments become delinquent if not paid prior to February 1, 2017 and will accrue interest, penalties and attorney's fees in the same manner as delinquent ad valorem taxes pursuant to Section 372.018(f) of the Local Government Code.
3. These assessments are subject to suit immediately upon becoming delinquent as defined above.
4. Property owners can pay their assessment using any method allowed by the Property Tax Code for the payment of property taxes except the half payment option.

E. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Budget WP Format

27610 Quail Creek PID
 All Budget Accounts

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30310 Collec Potter County As	13,771	0	6,873	10,150	10,150

[Note Entity:27610B]
 Assessments for the 2014/15 year were recorded in 2013/14, and as a result we show zero activity for 2014/15.

30300 Current Year's Levy	13,771	0	6,873	10,150	10,150
30200 Ad Valorem Tax Collectio	13,771	0	6,873	10,150	10,150
37110 Interest Income	7	2	7	7	12
37109 Interest Earnings	7	2	7	7	12
TREVENUE Total Revenues	13,778	2	6,880	10,157	10,162
53150 Electricity	147	164	172	167	178
53200 Water and Sewer	4,175	4,690	4,956	4,061	4,183
51000 Supplies	4,322	4,854	5,128	4,228	4,361
61200 Postage	13	15	26	15	15
61300 Advertising	264	270	280	270	280
67600 Temporary Labor	2,630	3,112	2,630	3,024	3,050
68300 R & M - Improvements	477	0	510	0	510
60000 Contractual Services	3,384	3,397	3,446	3,309	3,855
77450 Administrative Other	373	384	567	567	234

[Note Entity:27610B]
 Calculated in the 9/30/15 Indirect Cost Plan.

78230 Loss on Bad Debt	1	0	0	0	0
70000 Other Charges	374	384	567	567	234
TEXPENSES Total Expenses	8,079	8,635	9,141	8,105	8,450

QUAIL CREEK PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS: ACTUAL 2014/15 AND ESTIMATED 2015/16 to 2020/21
 REVISED 8-Aug-16

	2014/15 Actual	2015/16 Revised	2016/17 Proposed	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated
BEGINNING FUND BALANCE	\$10,174	\$1,541	\$3,594	\$5,306	\$6,844	\$8,240	\$9,467
PROJECTED COSTS							
MAINTENANCE & OPERATION:							
PARK MAINTENANCE COST	2.00%						
53150 Electricity	\$164	\$167	\$178	\$182	\$185	\$189	\$193
53200 Water	\$4,690	\$4,061	\$4,183	\$4,267	\$4,352	\$4,439	\$4,528
67600 Temporary Labor (Mowing, Watering, Etc.)	\$3,112	\$3,024	\$3,050	\$3,111	\$3,173	\$3,237	\$3,301
68300 Maintenance of Improvements	\$0	\$0	\$510	\$520	\$531	\$541	\$552
68312 Other Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
83200 Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE	\$7,966	\$7,252	\$7,921	\$8,079	\$8,241	\$8,406	\$8,574
ADMINISTRATION							
61200 Postage	\$15	\$15	\$15	\$15	\$16	\$16	\$16
61300 Advertising Public Notices	\$270	\$270	\$280	\$286	\$291	\$297	\$303
77450 Admin Fee	\$384	\$567	\$234	\$239	\$243	\$248	\$253
Professional Collection Contract	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE & OPERATION	\$8,635	\$8,104	\$8,450	\$8,619	\$8,791	\$8,967	\$9,147
ASSESSMENTS	LOTS 29	2.00%	\$350	\$350	\$350	\$350	\$350
	\$6,873	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150
COLLECTION RATE	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TOTAL COLLECTIONS	\$0	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150	\$10,150
INTEREST INCOME 0.50%	2	7	12	7	38	44	50
ENDING FUND BALANCE	\$1,541	\$3,594	\$5,306	\$6,844	\$8,240	\$9,467	\$10,520
THREE MONTH OPERATING RESERVE	\$2,159	\$2,026	\$2,113	\$2,155	\$2,198	\$2,242	\$2,287
SURPLUS	(\$618)	\$1,568	\$3,194	\$4,689	\$6,042	\$7,225	\$8,234

Amarillo City Council Agenda Transmittal Memo



7

Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption

Ordinance to levy an assessment on property within the Greenways Public Improvement District.

Agenda Item Summary

An assessment against each parcel of property in the Greenways Public Improvement District (PID), determined by the placement of the lot within the neighborhood, must be approved on an annual basis. The Greenways PID Advisory Board met July 27, 2016 to review the proposed FY 2016/17 budget and service plan. The Greenways PID budget projects total maintenance, operation and debt service expenses for FY 2016/17 to be \$511,348. The Board recommends keeping property owner assessment rates at \$690 for type A lots, \$575 for type B lots, \$828 for type D lots, and \$1,725 per acre for commercial property. This will result in assessments totaling \$528,094. This decision was made in order to continue to cover all operating costs as well as build up their operating reserve.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness and projected costs for improvements as well as maintenance of improvements within the Greenways PID. Attached is the Greenways Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action

The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Greenways PID Advisory Board

Funding Summary

Budget and 5-year service plan attached

Community Engagement Summary

Newspaper and property owner notices have been sent to property owners within the Greenways PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation

Legal, Accounting, and Planning Department staff have reviewed the associated instruments and recommend approval as submitted

ORDINANCE NO. 7613

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE GREENWAYS PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; ESTABLISHING AN ESTIMATE OF THE TOTAL COST OF PROVIDING SPECIAL SERVICES WITHIN THE DISTRICT; SPECIFYING THE METHOD OF PAYMENT OF THE ASSESSMENT; ESTABLISHING THAT ASSESSMENTS MAY BE PAID IN PERIODIC INSTALLMENTS AND OBLIGATING PERSONS PURCHASING PROPERTY WITHIN THE PUBLIC IMPROVEMENT DISTRICT TO PARTICIPATE IN THE PAYMENT OF ASSESSMENTS; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within the Greenways Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, the attached exhibit describes the method of payment of assessment and assessment amounts; and

WHEREAS, The City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs for improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 3: The total estimated cost for the maintenance and operation of improvements proposed in the Public Improvement District is described on the attached exhibit and is hereby approved.

SECTION 4: The assessment roll for each parcel, method of assessment and amount of assessment for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 5: The method of payment of the assessment is described on the attached exhibit and is hereby approved.

SECTION 6: The Amarillo City Council may make supplemental assessments, reassessments, or new assessments of property within the Public Improvement District in compliance with the laws of the State of Texas after a notice and hearing.

SECTION 7: The special improvement district fund for the Public Improvement District shall be held in the municipal treasury and accounted for in the audit of the City of Amarillo.

SECTION 8: If the Developer and City agree, after required public bidding, the PID shall reimburse the Developer for the soft costs and hard costs for capital improvements, plus interest at a rate equal to the prime rate of interest published in the Money Rates column of the first issue of the Wall Street Journal published in October of each year. Interest will begin accruing on the soft and hard costs on the date the City accepts each separate phase of capital improvements. Notwithstanding the foregoing, interest will cease accruing five years after the City accepts each separate phase of capital improvements. The soft costs to be reimbursed to the Developer may not exceed 15.0% of the total hard costs.

SECTION 9: In the event the Public Improvement District is ever terminated, a homeowner's association will have the authority and responsibility of continuing the services of the Public Improvement District. The extent to which such services will be continued will be discretionary with the association as determined by its by-laws. The association will be required to remove or repair, at its expense, any improvements that fall into such a state of disrepair as to create a hazard to the public safety as determined by the City of Amarillo.

SECTION 10: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 11: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 12: This Ordinance shall become effective upon its second and final reading.

SECTION 13: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT

**Greenways Public Improvement District
Fiscal Year 2016-2017**

A. The boundaries of the Greenways Public Improvement District are as follows:

A 671.30-acre tract of land being all of Section 39, Block 9, BS&F Survey, Randall County, Texas as indicated in deeds recorded in the real property records of Randall County.

B. The total estimated costs for maintenance, operation, administrative fees, and debt service proposed for the Greenways Public Improvement District is \$511,348. Such cost will be apportioned over the development as follows:

Cost of Maintenance.....	\$354,637
Administration Expense	\$15,322
Debt Service.....	\$141,389
Total.....	\$511,348

C. This year's assessment will total \$528,094. The method of assessment will be to divide the total maintenance, operational, and administrative costs, as well as, maintenance reserves as follows:

1. Residential Property: Residential property will consist of Class A, Class B, and Class D lots. At the time a plat is filed, Developer will designate the classification for each lot. Class A lots will generally be larger lots and may have additional amenities. Class B lots will be the majority of the lots and will generally be smaller lots. Class D lots are those located adjacent to Tuscan Village. Class B residential lots will be assessed equally on a per lot basis. Class A lots will be assessed equally on a per lot basis at 120% of the Class B lot assessment. Class D lots will be assessed equally on a per lot basis at 120% of the Class A lot assessment. The 2016-2017 Class A lot assessment will be \$690.00 per lot, the Class B lot assessment will be \$575.00 per lot, and the Class D lot assessment will be \$828.00 per lot.
2. Commercial Property: The 2016-2017 Commercial property assessment will be \$1,725.00 per acre.

D. The method of payment of the assessment shall be as follows:

1. These assessments are due and payable October 1, 2016.
2. These assessments become delinquent if not paid prior to February 1, 2017 and will accrue interest, penalties and attorney's fees in the same manner as delinquent ad valorem taxes pursuant to Section 372.018(f) of the Local Government Code.
3. These assessments are subject to suit immediately upon becoming delinquent as defined above.

4. Property owners can pay their assessment using any method allowed by the Property Tax Code for the payment of property taxes except the half payment option.
- E. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Budget WP Format

27100 Greenways at Hillside
 All Budget Accounts

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30311 Collec Randall County A	478,065	537,322	528,094	554,558	528,094
30300 Current Year's Levy	478,065	537,322	528,094	554,558	528,094
30200 Ad Valorem Tax Collectio	478,065	537,322	528,094	554,558	528,094
37110 Interest Income	207	94	112	40	112
37109 Interest Earnings	207	94	112	40	112
39810 Proceeds from LTerm Debt	707,356	0	0	0	0
39100 Operating Transfers In	707,356	0	0	0	0
TREVENUE Total Revenues	1,185,628	537,416	528,206	554,598	528,206
41100 Salaries and Wages	24,530	17,864	0	0	0
41000 Personal Services	24,530	17,864	0	0	0
51200 Operating	54	0	0	0	0
51250 Janitor	327	9	0	0	0
51450 Botany & Agriculture	17,675	17,315	15,000	0	2,000
53150 Electricity	2,630	2,491	2,700	2,319	2,496
53200 Water and Sewer	113,164	94,261	145,000	146,741	150,775
[Entity] Budget Detail Desc.			Total		
[27100B] Water and Sewer			149,000		
[27100B] Drainage Utility Fee			1,775		
Total			150,775		

[Note Entity:27100B]

For 2015/2016 revised estimate, \$145,000 is for Water and Sewer and \$1,741 is for the Drainage Utility fee.

51000 Supplies	133,850	114,075	162,700	149,060	155,271
61200 Postage	392	418	450	418	450
61300 Advertising	264	529	300	529	529
61600 Unassigned	0	0	15,000	15,000	15,000
62000 Professional	5,912	6,586	7,176	7,360	7,176
67600 Temporary Labor	78,883	79,462	108,000	114,366	114,366
68300 R & M - Improvements	10,602	31,305	14,000	10,000	10,000
68312 Other Improvement	0	0	0	0	35,000
68400 R & M - Irrigation	3,988	2,006	10,000	25,000	25,000
69210 Rental City Equipment	2,173	1,071	0	0	0
60000 Contractual Services	102,213	121,376	154,926	172,672	207,521
77450 Administrative Other	17,019	15,336	19,619	19,619	7,167

[Note Entity:27100B]

Calculated in the 9/30/15 Indirect Cost Plan.

70000 Other Charges	17,019	15,336	19,619	19,619	7,167
83200 Improvement	707,356	0	0	0	0
80000 Capital Outlay	707,356	0	0	0	0
92170 Trsf to Debt Service	146,517	190,783	205,302	202,129	141,389
92000 Operating Transfers	146,517	190,783	205,302	202,129	141,389
EXPENSES Total Expenses	1,131,486	459,434	542,547	543,480	511,348

GREENWAYS AT HILLSIDE PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS ACTUAL 2014/15 AND ESTIMATED 2015/16 TO 2020/21
 REVISED 22-Jul-16

	Actual 2014/15	Revised 2015/16	Proposed 2016/17	Estimated 2017/18	Estimated 2018/19	Estimated 2019/20	Estimated 2020/21
BEGINNING FUND BALANCE	66,796	144,775	156,893	172,751	284,768	388,431	463,773
PROJECTED COSTS							
MAINTENANCE & OPERATION:							
PARK MAINTENANCE COST:							
41100 Labor (City Parks Staff)	17,864	0	0	0	0	0	0
51250 Janitorial Supplies	9	0	0	0	0	0	0
51450 Botanical & Agricultural	17,315	0	2,000	2,040	2,081	2,122	2,165
53150 Electricity	2,491	2,319	2,496	2,546	2,597	2,649	2,702
53200 Water	94,261	146,000	149,000	151,980	155,020	158,120	161,282
53200 Drainage Utility Fee	0	1,741	1,775	1,811	1,847	1,884	1,922
61600 Miscellaneous (unassigned)	0	15,000	15,000	15,300	15,606	15,918	16,236
67600 Temporary Labor (Contract Labor)	79,462	114,366	114,366	116,653	118,986	121,366	123,793
68300 Repair & Maintenance of Improvements	31,305	10,000	10,000	10,200	10,404	10,612	10,824
68312 Other Improvements	0	0	35,000	0	0	0	0
68318 Repair & Maintenance of Lighting	0	0	0	0	0	0	0
68400 Repair & Maintenance of Irrigation	2,008	25,000	25,000	25,500	26,010	26,530	27,061
69210 Equipment Rental	1,071	0	0	0	0	0	0
TOTAL MAINTENANCE	245,784	313,426	354,637	326,030	332,551	339,202	345,986
ADMINISTRATION:							
61200 Postage	418	418	450	459	468	478	487
61300 Advertising Public Notices	529	529	529	540	550	561	573
62000 Professional Collection Contract	6,586	7,360	7,176	7,320	7,466	7,615	7,768
77450 Administrative fee	15,336	19,619	7,167	7,310	7,457	7,606	7,758
TOTAL ADMINISTRATION	22,869	27,926	15,322	15,628	15,941	16,260	16,585
TOTAL MAINTENANCE & OPERATION	268,653	341,352	369,959	341,659	348,492	355,462	362,571
Developer Reimbursement	0	0	0	0	0	0	0
Bond Proceeds	0	0	0	0	0	0	0
DEBT SERVICE PAYMENTS							
FOURTH ISSUE PAYMENT (COs 2014, 08/15/34 Maturity Date)	48,530	51,688	51,088	50,488	49,588	48,688	48,688
THIRD ISSUE PAYMENT (2008A Cos. 2/15/28 Maturity Date)	44,581	43,511	42,441	46,254	44,980	43,696	43,696
SECOND ISSUE PAYMENT (2003 Cos. 8/15/23 Maturity Date)	42,765	46,655	45,360	44,065	47,770	46,290	46,290
FIRST ISSUE (2001 Cos. 8/15/16 Maturity Date)	54,673	57,448	0	0	0	0	0
Fiscal Agent Fees	235	2,828	2,500	6,000	6,000	6,000	6,000
Total Debt Service	190,783	202,129	141,389	146,817	148,338	144,674	144,674
TOTAL EXPENDITURES	459,436	543,481	511,348	488,475	496,830	500,136	507,245
ASSESSMENTS							
RESIDENTIAL B	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE
Yearly Increase	819	826	826	890	890	890	890
\$0	470,950	474,950	474,950	534,000	534,000	511,750	511,750
RESIDENTIAL A	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE
Yearly Increase	51	68	68	86	86	86	86
\$0	35,190	46,920	46,920	61,920	61,920	59,340	59,340
RESIDENTIAL D	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE
Yearly Increase	26	26	26	26	26	26	26
\$0	21,528	21,528	21,528	22,484	22,484	21,528	21,528
MULTI-FAMILY	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE
Yearly Increase	-	-	-	-	-	-	-
\$0	1,150	1,150	1,150	1,200	1,200	1,150	1,150
COMMERCIAL	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE	UNITS RATE
Yearly Increase	1 8	1 8	1 8	4 0	4 0	4 0	4 0
\$0	3,105	3,105	6,900	7,200	7,200	6,900	6,900
TOTAL ASSESSMENTS	530,748	546,503	560,298	625,584	625,584	599,518	599,518
COLLECTION RATE	101.24%	101.47%	95.97%	95.97%	95.97%	95.97%	95.97%
TOTAL COLLECTIONS	537,322	554,558	528,084	600,342	600,342	575,328	575,328
INTEREST INCOME	94	40	112	150	150	150	150
MISCELLANEOUS INCOME	77,980	11,117	16,858	112,017	103,663	75,342	68,233
INCREASE (DECREASE) IN CASH	144,775	156,893	172,751	284,768	388,431	463,773	532,006
ENDING FUND BALANCE	67,163	85,338	92,480	85,415	87,123	88,865	90,643
Three Month Operating Reserve	77,612	70,555	80,261	199,353	301,308	374,908	441,364
Surplus							

Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption

Ordinance to levy an assessment on property within the Point West Public Improvement District.

Agenda Item Summary

An assessment against each parcel of property in the Point West Public Improvement District (PID), which is allocated based on the percentage of total square footage owned, must be approved on an annual basis. The Point West PID Advisory Board met July 19, 2016 to review the proposed FY 2016/17 budget and service plan. The Point West PID budget projects total maintenance and operation expenses for FY 2016/17 to be \$38,292. The Board recommends maintaining last year's assessment of \$52,000. This decision was made in order to continue to cover all operating costs as well as build up their operating reserve.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness and projected costs for improvements as well as maintenance of improvements within the Point West PID. Attached is the Point West Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action

The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Point West PID Advisory Board

Funding Summary

Budget and 5-year service plan attached

Community Engagement Summary

Newspaper and property owner notices have been sent to property owners within the Point West PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation

Legal, Accounting, and Planning Department staff have reviewed

ORDINANCE NO. 7614

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE POINT WEST PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; ESTABLISHING AN ESTIMATE OF THE TOTAL COST OF PROVIDING SPECIAL SERVICES WITHIN THE DISTRICT; SPECIFYING THE METHOD OF PAYMENT OF THE ASSESSMENT; ESTABLISHING THAT ASSESSMENTS MAY BE PAID IN PERIODIC INSTALLMENTS AND OBLIGATING PERSONS PURCHASING PROPERTY WITHIN THE PUBLIC IMPROVEMENT DISTRICT TO PARTICIPATE IN THE PAYMENT OF ASSESSMENTS; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within the Point West Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, the attached exhibit describes the method of payment of assessment and assessment amounts; and

WHEREAS, The City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property;

WHEREAS, the City of Amarillo and property owners within the District's boundaries share the goal to be as efficient and cost effective as possible regarding the maintenance and operation of the District; and

WHEREAS, the Point West Public Improvement District Advisory Board (the Board), through direction given by property owners within the District, recommends that the Board be given the authority and responsibility to contract with private businesses for maintenance of manmade hardscape (i.e., signs), and non-manmade living improvements (i.e., plants) within the District;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: The City of Amarillo hereby grants the Board authority to approve, by a majority vote, the contracting of maintenance of manmade hardscape and non-manmade/living improvements with private businesses in accordance with the Budget and Five-year Service Plan, as amended.

SECTION 3: The City of Amarillo will continue to be the administrator of assessments and pay invoices for services rendered in accordance with the Budget and Five-year Plan as amended, unless otherwise requested by the Board or its designee.

SECTION 4: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs for improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 5: The total estimated cost for the maintenance and operation of improvements proposed in the Public Improvement District is described on the attached exhibit and is hereby approved.

SECTION 6: The assessment roll for each parcel, method of assessment and amount of assessment for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 7: The method of payment of the assessment is described on the attached exhibit and is hereby approved.

SECTION 8: The Amarillo City Council may make supplemental assessments, reassessments, or new assessments of property within the Public Improvement District in compliance with the laws of the State of Texas after a notice and hearing.

SECTION 9: The special improvement district fund for the Public Improvement District shall be held in the municipal treasury and accounted for in the audit of the City of Amarillo.

SECTION 10: In the event the Public Improvement District is ever terminated, a homeowner's association will have the authority and responsibility of continuing the services of the Public Improvement District. The extent to which such services will be continued will be discretionary with the association as determined by its by-laws. The association will be required to remove or repair, at its expense, any improvements that fall into such a state of disrepair as to create a hazard to the public safety as determined by the City of Amarillo.

SECTION 11: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 12: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 13: This Ordinance shall become effective upon its second and final reading.

SECTION 14: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT

Point West Public Improvement District

Fiscal Year 2016-2017

A. The boundaries of the Point West Public Improvement District are as follows:

A 165.66-acre tract, a 4.20-acre tract, and a 1.81-acre tract of land, all being situated in Section 43, Block 9, BS&F Survey, Potter County, Texas.

B. The total estimated costs for maintenance, operation, and administrative fees proposed for the Point West Public Improvement District is \$38,292. Such cost will be apportioned over the development as follows:

Cost of Maintenance and Operation (City portion).....	\$15,496
Cost of Maintenance and Operation (Contractor portion).....	\$21,902
Administration Expense	\$894
Total.....	\$38,292

C. This year's assessment will total \$52,000. The method of assessment is to divide the total maintenance, operational, and administrative costs, as well as, maintenance reserves based on percentage of total square footage of property owned.

D. The method of payment of the assessment shall be as follows:

1. These assessments are due and payable October 1, 2016.
2. These assessments become delinquent if not paid prior to February 1, 2017 and will accrue interest, penalties and attorney's fees in the same manner as delinquent ad valorem taxes pursuant to Section 372.018(f) of the Local Government Code.
3. These assessments are subject to suit immediately upon becoming delinquent as defined above.
4. Property owners can pay their assessment using any method allowed by the Property Tax Code for the payment of property taxes except the half payment option.

E. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Budget WP Format

27510 Points West PID
 All Budget Accounts

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30310 Collec Potter County As	52,000	52,000	52,000	52,000	52,000
30300 Current Year's Levy	52,000	52,000	52,000	52,000	52,000
30200 Ad Valorem Tax Collectio	52,000	52,000	52,000	52,000	52,000
TREVENUE Total Revenues	52,000	52,000	52,000	52,000	52,000
53200 Water and Sewer	10,535	9,609	14,481	15,045	15,496
51000 Supplies	10,535	9,609	14,481	15,045	15,496
61200 Postage	11	6	16	6	16
61300 Advertising	276	276	280	276	280
67600 Temporary Labor	10,855	10,020	9,325	10,020	10,220
68300 R & M - Improvements	10,957	1,180	2,000	6,550	2,040
68312 Other Improvement	0	0	0	0	5,000
60000 Contractual Services	22,099	11,483	11,621	16,853	17,556
77450 Administrative Other	1,928	1,488	2,424	2,424	608
[Note Entity:27510B] Calculated in the 9/30/15 Indirect Cost Plan.					
70000 Other Charges	1,928	1,488	2,424	2,424	608
TEXPENSES Total Expenses	34,563	22,580	28,526	34,321	33,660

POINT WEST PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS: ACTUAL 2014/15 AND ESTIMATED 2015/16 TO 2020/21
 REVISED 8-Aug-16

	2014/15 Actual	2015/16 Revised	2016/17 Proposed	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated
BEGINNING FUND BALANCE	\$92,432	\$121,853	\$139,532	\$153,240	\$171,283	\$188,647	\$205,317
PROJECTED COSTS							
MAINTENANCE & OPERATION:							
PARK MAINTENANCE COST							
53200 Water	\$9,609	\$15,045	\$15,496	\$15,806	\$16,122	\$16,444	\$16,773
67600 Temporary Labor (Mowing, Watering, Etc)	\$10,020	\$10,020	\$10,220	\$10,425	\$10,633	\$10,846	\$11,063
68300 Maintenance of Improvements	\$1,180	\$6,550	\$6,681	\$6,815	\$6,951	\$7,090	\$7,232
68312 Other Improvements	\$0	\$0	\$5,000	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE	\$20,809	\$31,615	\$37,397	\$33,045	\$33,706	\$34,380	\$35,068
ADMINISTRATION							
61200 Postage	\$6	\$6	\$6	\$6	\$6	\$6	\$7
61300 Advertising Public Notices	\$276	\$276	\$280	\$286	\$291	\$297	\$303
77450 Admin Fee	\$1,488	\$2,424	\$608	\$620	\$633	\$645	\$658
Professional Collection Contract	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE & OPERATION	\$22,579	\$34,321	\$38,292	\$33,957	\$34,636	\$35,329	\$36,036
ASSESSMENTS	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000
COLLECTION RATE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TOTAL COLLECTIONS	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000	\$52,000
ENDING FUND BALANCE	<u>\$121,853</u>	<u>\$139,532</u>	<u>\$153,240</u>	<u>\$171,283</u>	<u>\$188,647</u>	<u>\$205,317</u>	<u>\$221,282</u>
Three Month Operating Reserve	\$5,645	\$8,580	\$9,573	\$8,489	\$8,659	\$8,832	\$9,009
Surplus	\$116,208	\$130,952	\$143,668	\$162,794	\$179,988	\$196,485	\$212,273

2.00%

Increase: 0.00%

Amarillo City Council Agenda Transmittal Memo



9



Meeting Date	August 16, 2016	Council Priority	N/A
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Department	Planning Department
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Agenda Caption

Ordinance to levy an assessment on property within the Town Square Public Improvement District.

Agenda Item Summary

An assessment against each parcel of property in the Town Square Public Improvement District (PID), determined by multiplying a cost value per square foot of lot area, must be approved on an annual basis. The Town Square PID Advisory Board met July 29, 2016 to review the proposed FY 2016/17 budget and service plan. The Town Square PID budget projects total maintenance and operation expenses for FY 2016/17 to be \$30,983. The Board recommends property owner assessment rates increase from \$0.00 to \$0.1111 per square foot as this will be the first year for common area improvement installation. This will result in assessments totaling \$72,710. This decision was made in order to cover all operating costs as well as build up an operating reserve.

A service plan covering a period of at least five years must also be reviewed and approved. This plan defines the annual indebtedness and projected costs for improvements as well as maintenance of improvements within the Town Square PID. Attached is the Town Square Public Improvement District Fiscal Year 2016/17 budget, service plan, and associated ordinance and exhibit.

Requested Action

The PID budget (and 5-year service plan) discussed above have been reviewed and unanimously recommended for approval by the Town Square PID Advisory Board

Funding Summary

Budget and 5-year service plan attached

Community Engagement Summary

Newspaper and property owner notices have been sent to property owners within the Town Square PID boundary regarding this item. At this time of writing, the Planning Department has not received any comments regarding this request.

Staff Recommendation

Legal, Accounting, and Planning Department staff have reviewed the associated instruments and recommend approval as submitted

ORDINANCE NO. 7615

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE TOWN SQUARE PUBLIC IMPROVEMENT DISTRICT AS AUTHORIZED BY CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE FOR FISCAL YEAR 2016-2017; ADOPTING A BUDGET FOR FISCAL YEAR 2016-2017 AND FIVE-YEAR SERVICE PLAN; DESCRIBING THE AREA WITHIN THE PUBLIC IMPROVEMENT DISTRICT; OBLIGATING THE AREA TO PAY THE COSTS ASSOCIATED WITH THE PUBLIC IMPROVEMENT DISTRICT; ESTABLISHING AN ESTIMATE OF THE TOTAL COST OF PROVIDING SPECIAL SERVICES WITHIN THE DISTRICT; SPECIFYING THE METHOD OF PAYMENT OF THE ASSESSMENT; ESTABLISHING THAT ASSESSMENTS MAY BE PAID IN PERIODIC INSTALLMENTS AND OBLIGATING PERSONS PURCHASING PROPERTY WITHIN THE PUBLIC IMPROVEMENT DISTRICT TO PARTICIPATE IN THE PAYMENT OF ASSESSMENTS; PROVIDING SAVINGS AND SEVERABILITY CLAUSES; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PENALTIES AND AN EFFECTIVE DATE.

WHEREAS, a public hearing was held as required by law where all interested persons were provided with an opportunity to be heard on assessments on property within the Town Square Public Improvement District; and

WHEREAS, all notices and hearings have been issued and held within the time and as required by law; and

WHEREAS, the attached exhibit describes property that lies within the Public Improvement District; and

WHEREAS, the attached exhibit describes the method of payment of assessment and assessment amounts; and

WHEREAS, The City of Amarillo is required by law to levy the assessment by ordinance as a special assessment on the property; and

WHEREAS, the City of Amarillo and property owners within the District's boundaries share the goal to be as efficient and cost effective as possible regarding the maintenance and operation of the District;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1: The tract of land described by the attached exhibit has been established as the above named Public Improvement District.

SECTION 2: A Budget for the fiscal year of 2016-2017 and Five-year Service Plan that defines the annual indebtedness and the projected costs for improvements and maintenance thereof is attached. The Service Plan is subject to annual review and approval as is contemplated by law, and is hereby approved.

SECTION 3: The total estimated cost for the maintenance and operation of improvements proposed in the Public Improvement District is described on the attached exhibit and is hereby approved.

SECTION 4: The assessment roll for each parcel, method of assessment and amount of assessment for the 2016-2017 fiscal year is described on the attached exhibit and is hereby approved.

SECTION 5: The method of payment of the assessment is described on the attached exhibit and is hereby approved.

SECTION 6: The Amarillo City Council may make supplemental assessments, reassessments, or new assessments of property within the Public Improvement District in compliance with the laws of the State of Texas after a notice and hearing.

SECTION 7: The special improvement district fund for the Public Improvement District shall be held in the municipal treasury and accounted for in the audit of the City of Amarillo.

SECTION 8: In the event the Public Improvement District is ever terminated, a homeowner's association will have the authority and responsibility of continuing the services of the Public Improvement District. The extent to which such services will be continued will be discretionary with the association as determined by its by-laws. The association will be required to remove or repair, at its expense, any improvements that fall into such a state of disrepair as to create a hazard to the public safety as determined by the City of Amarillo.

SECTION 9: If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional or invalid, such holding shall not affect the validity of the remaining portions of this ordinance and each section, subsection, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsection, sentences, clauses, or phrases be declared unconstitutional or invalid.

SECTION 10: If any part, provision, or clause of this Ordinance conflicts with any other ordinance or resolution, then such other ordinance or resolution is hereby repealed to the extent of such conflict with this Ordinance.

SECTION 11: This Ordinance shall become effective upon its second and final reading.

SECTION 12: This Ordinance shall not be codified, but shall be kept on file in the City Secretary's office so long as it is administratively valuable.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this _____ day of _____, 2016; and PASSED on Second and Final Reading on this _____ day of _____, 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

EXHIBIT

Town Square Public Improvement District
Fiscal Year 2016-2017

A. The boundaries of the Town Square Public Improvement District are as follows:
A 409.29 acre tract and a 19.38 acre tract of land being situated in Section 63, Block 9, BS&F Survey, Randall County, Texas.

B. The total estimated costs for maintenance, operation, and debt service payments proposed for the Town Square Public Improvement District is \$30,983.00. Such cost will be apportioned over the development as follows:

Cost of Maintenance	\$30,000.00
Administration Expense	\$983.00
Debt Service Obligation	\$0.00
Total.....	\$30,983.00

C. This year's assessment will total \$72,710. The method of assessment will be to divide the total maintenance, operational, administrative and debt service costs, as well as, maintenance reserves as follows:

1. Residential Property: Residential property will be assessed an amount equal to \$0.1111 multiplied by the total square footage of the lot.
2. Commercial Property: Commercial property will be assessed an amount equal to \$0.1111 multiplied by the total square footage of the lot.

D. The method of payment of the assessment shall be as follows:

1. These assessments are due and payable October 1, 2016.
2. These assessments become delinquent if not paid prior to February 1, 2017 and will accrue interest, penalties and attorney's fees in the same manner as delinquent ad valorem taxes pursuant to Section 372.018(f) of the Local Government Code.
3. These assessments are subject to suit immediately upon becoming delinquent as defined above.
4. Property owners can pay their assessment using any method allowed by the Property Tax Code for the payment of property taxes except the half payment option.

E. The assessment roll per parcel has been properly filed with the City Secretary's office and is approved for fiscal year 2016-2017.

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Budget WP Format

27900 Town Square PID
 All Budget Accounts

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual 2013	Actual 2014	Budget 2015	RevEst 2015	Dept Req 2016
30311 Collec Randall County A	0	0	0	0	72,710
30300 Current Year's Levy	0	0	0	0	72,710
30200 Ad Valorem Tax Collectio	0	0	0	0	72,710
TREVENUE Total Revenues	0	0	0	0	72,710
61200 Postage	0	0	0	0	22
61300 Advertising	0	1,008	0	523	523
62000 Professional	0	1,000	0	384	384
68312 Other Improvement	0	0	0	0	30,000
60000 Contractual Services	0	2,008	0	907	30,929
77450 Administrative Other	0	0	0	0	54

[Note Entity:27900B]
 Calculated in the 9/30/15 Indirect Cost Plan.

70000 Other Charges	0	0	0	0	54
TEXPENSES Total Expenses	0	2,008	0	907	30,983

TOWN SQUARE PUBLIC IMPROVEMENT DISTRICT
 FIVE YEAR IMPROVEMENT PLAN
 FISCAL YEARS: ACTUAL 2014/15 AND ESTIMATED 2015/16 TO 2020/21
 REVISED 8-Aug-16

	2014/15 Actual	2015/16 Revised	2016/17 Proposed	2017/18 Estimated	2018/19 Estimated	2019/20 Estimated	2020/21 Estimated
BEGINNING FUND BALANCE	\$0	(\$2,008)	(\$2,915)	\$38,901	\$80,305	\$121,282	\$161,818
PROJECTED COSTS							
MAINTENANCE & OPERATION:	2.00%						
53150 Electricity	\$0	\$0	\$0	\$0	\$0	\$0	\$0
53200 Water	\$0	\$0	\$0	\$0	\$0	\$0	\$0
67600 Temporary Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0
68300 Maintenance of Improvements	\$0	\$0	\$30,000	\$30,600	\$31,212	\$31,836	\$0
68312 Other Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
83200 Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE	\$0	\$0	\$30,000	\$30,600	\$31,212	\$31,836	\$0
ADMINISTRATION							
61200 Postage	\$0	\$0	\$22	\$23	\$23	\$24	\$24
61300 Advertising Public Notices	\$1,008	\$523	\$523	\$533	\$544	\$555	\$566
62000 Professional - Collection Contract	\$1,000	\$384	\$384	\$392	\$400	\$408	\$416
77450 Admin Fee	\$0	\$0	\$54	\$55	\$56	\$57	\$58
TOTAL MAINTENANCE & OPERATION	\$2,008	\$907	\$30,983	\$31,603	\$32,235	\$32,880	\$1,064
ASSESSMENTS							
RESIDENTIAL	UNTS RATE	UNTS RATE	UNTS RATE	UNTS RATE	UNTS RATE	UNTS RATE	UNTS RATE
COMMERCIAL	- 0.1111	- 0.1111	516,803 0.1111	516,803 0.1111	516,803 0.1111	516,803 0.1111	516,803 0.1111
MULTIFAMILY	- 0.1111	- 0.1111	137,650 0.1111	137,650 0.1111	137,650 0.1111	137,650 0.1111	137,650 0.1111
CHURCH	- 0.1111	- 0.1111	-	-	-	-	-
COLLECTION RATE	0.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TOTAL COLLECTIONS	\$0	\$0	\$72,710	\$72,710	\$72,710	\$72,710	\$72,710
INTEREST INCOME 0.50%	0	0	90	297	503	706	988
Increase/Decrease in Cash	(\$2,008)	(\$907)	\$41,816	\$41,404	\$40,977	\$40,536	\$72,633
ENDING FUND BALANCE	(\$2,008)	(\$2,915)	\$38,901	\$80,305	\$121,282	\$161,818	\$234,451
THREE MONTH OPERATING RESERVE	\$502	\$227	\$7,746	\$7,901	\$8,059	\$8,220	\$266
SURPLUS	\$0	(\$3,142)	\$31,155	\$72,404	#####	\$153,598	#####



Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	Community Appearance
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Department	Planning Department
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Agenda Caption

Address: 2702 S Osage St.

This is an ordinance rezoning Lot 2A, Block 195, Glenwood Addition Unit No.14, in Section 154, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from General Retail District to General Retail District with a Specific Use Permit 181 for a Veterinary Clinic with no outdoor pens.

Agenda Item Summary

The proposed use is allowed by right in a Light Commercial Zoning District. However, in order to place a Veterinary Clinic with no outdoor pens, the approval is allowed by a specific use permit in General Retail District. Such an operation creates an amount of traffic, noise, waste and odor. Allowing the proposed use via a specific use permit (SUP) is based on the principle that it has similar characteristics to use allowed outright in Light Commercial Zoning District (LC). Rezoning with a SUP allows Staff to review the applicant's proposed site plan and set standards that ensure no detrimental impacts would result if allowed and the proposed land use would be in character with other land uses allowed within LC. Measures indicated on the submitted site plan consist of screening along the property line, control hours of operation, and an increase in landscaping. These appropriate measures will minimize any additional adverse effects than typically allowed in the current zoning district (General Retail).

When analyzing the surrounding development, Staff noticed an existing Veterinary Clinic with no outdoor pens directly to the south of the applicant's property. This business is also zoned General Retail, however, Staff could not find any information that would have allowed this use without a SUP. Therefore, the business is considered a "legal-nonconforming use" by the City's zoning standards.

Analyzing the request, Staff believes the proposed development is in character with the surrounding area and does not create any negative impacts on adjacent property owners. Additionally, because no information could be found that made the Veterinary Clinic to the south legal, Staff waived the application fee for the SUP rezoning, but still requested that a site plan be approved prior to receiving a permit.

Requested Action

The applicant is requesting a Specific Use Permit in order to develop a Veterinary Clinic with no outdoor pens.

Funding Summary

N/A

Amarillo City Council

Agenda Transmittal Memo



Community Engagement Summary

The item was distributed to all applicable internal and external entities. Notices have been sent out to property owners within 200 feet regarding this proposed rezoning. At the time of this writing, the Planning Department has not received any comments regarding this request

The item was recommended for approval by 5:0 vote of the Planning and Zoning Commission at its August 8, 2016 Public Meeting.

City Manager Recommendation

Planning and Legal Staff have reviewed the associated Ordinance and exhibit, and recommend the City Council approve the item as submitted.

ORDINANCE NO. 7616

AN ORDINANCE OF THE CITY OF AMARILLO, TEXAS; PROVIDING FOR SPECIFIED CHANGES IN THE OFFICIAL ZONING MAP OF THE CITY OF AMARILLO, TEXAS; PROVIDING FOR CHANGE OF USE DISTRICT CLASSIFICATION OF SPECIFIED PROPERTY IN THE VICINITY OF SE 28TH AVENUE & OSAGE STREET, RANDALL COUNTY, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission has held public hearings on proposed zoning changes on the property hereinafter described and has filed its final recommendation and report on such proposed zoning changes with the City Council; and,

WHEREAS, the City Council has considered the final recommendation and report of the Planning and Zoning Commission and has held public hearings on such proposed zoning changes, all as required by law; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AMARILLO:

SECTION 1. The zoning map of the City of Amarillo adopted by Section 4-10 of the Amarillo Municipal Code and on file in the office of the Planning Director is hereby amended to reflect the following zoning use changes:

Rezoning of Lot 2A, Block 195, Glenwood Addition Unit No.14, in Section 154, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from General Retail District to General Retail District with a Specific Use Permit 181 for a Veterinary Clinic with no outdoor pens.

SECTION 2. All ordinances and resolutions or parts thereof that conflict with this ordinance are hereby repealed, to the extent of such conflict.

SECTION 3. In the event this ordinance or any part hereof is found to be invalid, such invalidity shall not affect the remaining portions of the ordinance, and such remaining portions shall continue to be in full force and effect. The Director of Planning is authorized to make corrections and minor changes to the site plan or development documents to the extent that such does not materially alter the nature, scope, or intent of the approval granted by this ordinance.

SECTION 4. This ordinance shall become effective from and after its date of final passage.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this the 23 day of August, 2016 and PASSED on Second and Final Reading on this the 30 day of August, 2016.

Paul Harpole, Mayor

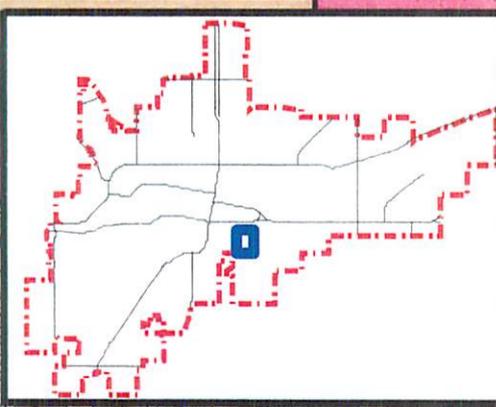
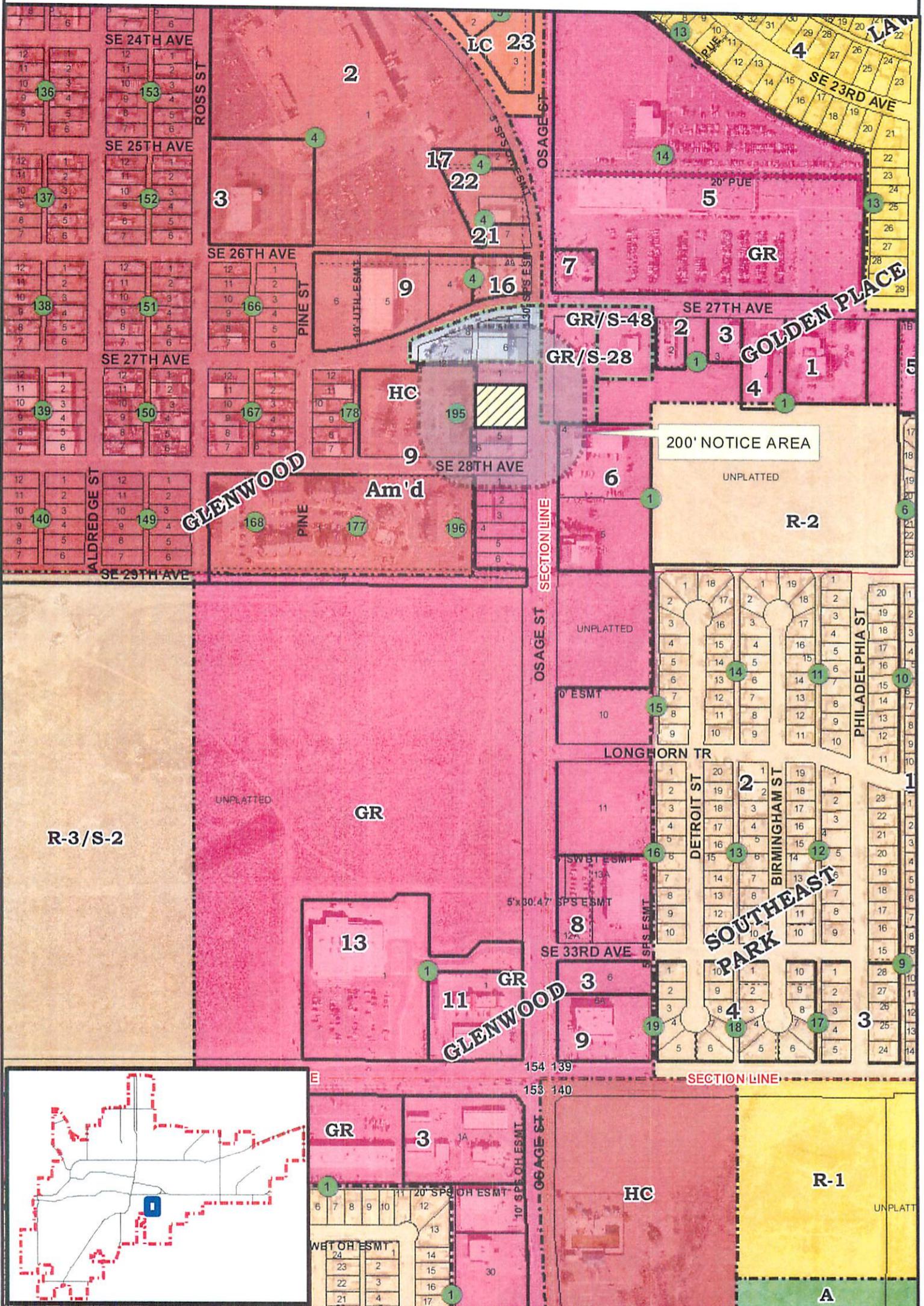
ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney

REZONING FROM GR TO GR W/ SUP



CITY OF AMARILLO PLANNING DEPARTMENT

Scale: 1" = 400'
Date: 6-29-16
Case No: Z-16-22



Z-16-22 Rezoning of Lot 2A, Block 195, Glenwood Addition Unit No.14, in Section 154, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from General Retail District to General Retail District with a Specific Use Permit for a Veterinary Clinic with no outdoor pens.

Applicant: Robin Cupell

Vicinity: SE 28th Ave & Osage St

AP: O-13




RESOLUTION NO. _____

A RESOLUTION DECLARING THAT CERTAIN ACCUMULATIONS DESCRIBED HEREIN ARE PUBLIC NUISANCES, AND REQUIRING THE REMOVAL OF SUCH ACCUMULATIONS; PROVIDING FOR FILING OF LIENS; PROVIDING A REPEALER CLAUSE; PROVIDING SEVERANCE CLAUSE; PROVIDING EFFECTIVE DATE.

WHEREAS, on the 26th day of July 2016, this Council by resolution called a public hearing for the 16th day of August 2016 for the purpose of determining whether certain conditions constitute a public nuisance; and,

WHEREAS, this Council finds that all notices required by the Amarillo Municipal Code have been complied with and that notice of this hearing has been duly given as directed by this Council; and,

WHEREAS, this Council has listened to the evidence and arguments presented by all persons who appeared before it; and,

WHEREAS, this Council finds that the notice of the Building Official to remove rubbish, trash, solid waste and/or unsanitary matter has not been complied with;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS:

SECTION 1. The City Council finds that the alleged nuisance condition, address thereof, the legal description of same, and the Interested Persons are as follows:

ADDRESS: 5102 Oregon Trl

LEGAL: Lot: N 3ft of 3 and all of 2, Block: 12, Western Plateau #3 Amd Addition to the City of Amarillo, Randall County, TX

INTERESTED PERSONS: Charles Dusty Cahoon, Robbie Leon Cahoon, 5102 Oregon Trl, Amarillo TX 79109-6114

NATURE OF NUISANCE: This residential property has an unlawful accumulation of excessive solid waste, trash and salvaged items on its premises and includes auto parts, motorcycle parts, scrap metal, tires and miscellaneous junk. This excessive accumulation is considered an attractive nuisance and provides an environment for rodents, vermin and presents a fire, health and safety hazard.

SECTION 2. This Council hereby finds the Interested Persons failed, neglected, or refused to comply with the Initial Notice of violation to remove the rubbish, trash, solid waste and/or unsanitary matter; or, to timely and substantially complete the terms of a Provisional Permit and determines that the accumulations described herein constitute a fire hazard and are dangerous to human life, and constitute a hazard to the safety, health and public welfare and each are hereby declared to be a public nuisance.

SECTION 3. This Council has deliberated its decision, giving due consideration to and weighing the following factors: validity of the violations as alleged by the Building Official; the severity of such violations and any corresponding danger to the public; due regard for private property rights; fair opportunity for the Interested Persons to have been notified of the problems

and a corresponding opportunity to repair, remediate, or remove the defects or Dangerous Structure; weighing the private property interests of neighbors affected by further delay or deterioration of the subject property; and any other relevant consideration unique to the circumstances of this case which may materially affect due process and equal protection of involved persons.

SECTION 4. This Council now finds that a public nuisance exists, and has not been timely abated, and now issues the following order(s):

[Select one of the following for structural issues and/or go to next page for trash and weeds]

- i _____ the Structure is not a dangerous one or one marked by accumulation of vegetation, debris or trash, and ordering the matter be dismissed and City to dismiss the notice filed in the county real property records; or,

- ii _____ finding the Structure or any other improvement of any kind, or any part thereof, is dangerous and ordering its removal ten (10) days after notice of decision; or,

- iii _____ the Structure is a danger and ordering its removal ten (10) days after notice of decision, however, further finding that good cause exists to grant a reprieve on that order to allow the Interested Persons in the property to seek to qualify for and obtain a provisional permit during that period, and if obtained then the reprieve shall continue for the duration of such permit or successor permit, as provided in this Section. The reprieve granted under this subsection shall expire upon the later of the expiration of time to apply for and obtain a provisional permit or the expiration of such permit. If at expiration of the reprieve the Building Official finds that the defects that gave rise to the finding of a Dangerous Structure have been abated, then the prior order of the City Council to remove the structure is moot; or, if the defects remain, then the Building Official shall proceed to carry out the City Council's prior order to remove the Dangerous Structure; or,

- iv _____ good cause exists to defer the adjudication of the case and directing reinstatement or extension of a prior provisional permit, for a period of time determined by the City Council not exceeding sixty (60) days from date of the hearing. If at the end of the deferral period, the Building Official finds that there has been no substantial progress toward abatement of the defects, then such fact shall be reported to the City Manager who shall request the City Council to set a new hearing and proceed with an adjudication of whether the Structure is dangerous or not, in accordance with the procedures of the Amarillo Municipal Code Sec. 4-3-3 subsection (e).

[Use this option for trash, weeds, etc., either singly or in addition to one of the above]

- v _____ The Interested Persons of the Lot, Tract, or Parcel of land with accumulation of rubbish, trash, solid waste and/or unsanitary matter described in the notice of violation are hereby ordered to take down and/or remove the same from the premises within ten (10) days from this order.

SECTION 5. If the Interested Persons of the dangerous structures and accumulations shall fail, neglect or refuse to comply with this resolution as herein directed, then the Building Official is hereby directed to proceed with the demolition of the various dangerous structures and/or removal of any and all rubbish, trash, solid waste and unsanitary matters described in this resolution, and he may prosecute the Interested Persons as a violator of the provisions of the International Building Code and the Amarillo Municipal Code.

SECTION 6. The Building Official is further directed to determine the cost of such demolition and/or removal and to levy such assessments against the real estate as may be provided by law.

SECTION 7. That should any part of this resolution conflict with any other resolution, then such other resolution is repealed to the extent of the conflict with this resolution.

SECTION 8. That should any word, phrase, or part of this resolution be found to be invalid or unconstitutional, such finding shall not affect any other word, phrase or part hereof and such shall be continue in effect.

SECTION 9. That this resolution shall be effective on and after its adoption.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on this ____ day of _____ 2016.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary



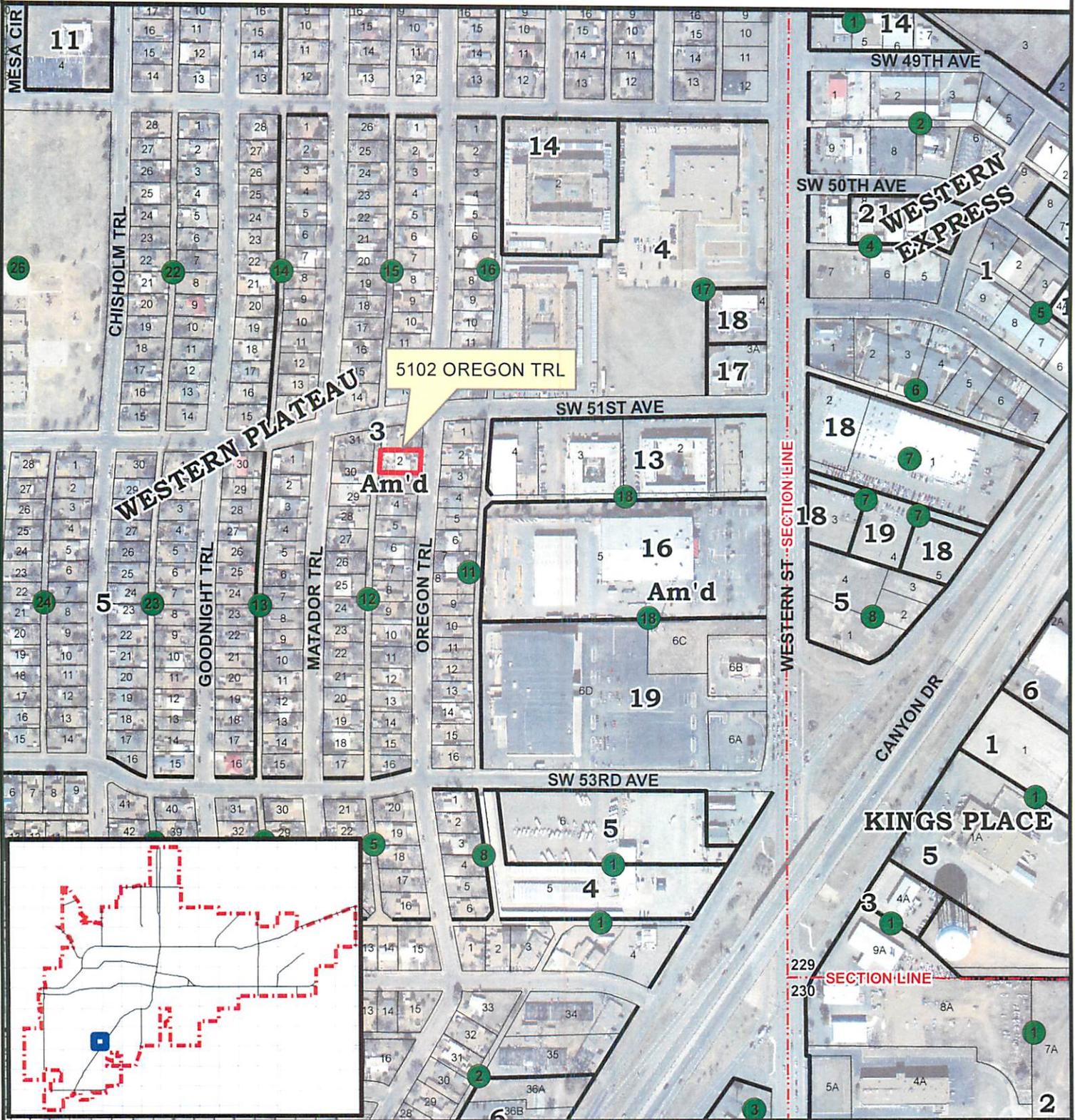
NOTICE
City of Amarillo
Notice of Condemnation Hearing
August 16st, 2016 5:00 PM
509 SE 7th Avenue, Amarillo TX
The hearing is to determine if this Premises is
Dangerous or a Nuisance and ordering its
removal or abatement.
For questions or comments (806) 378-3041

08/08/2016

08/08/2016



DANGEROUS STRUCTURE AT 5102 OREGON TRL



**CITY OF AMARILLO
BUILDING SAFETY DEPARTMENT**

5102 Oregon Trl - North 3 feet of Lot 3 & all of Lot 2,
Block 12, Western Plateau Addition Unit No. 3 Amd,
Section 6, Block 9, BS&F Survey, Randall County,
Texas.

Scale: 1" = 400'
Date: 7-18-16
Vicinity: Oregon Trl & SW 51st St



Parcel # 086-3500-4510

AP: K-15

Amarillo City Council Agenda Transmittal Memo



12

Meeting Date	August 16, 2016	Council Priority	
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Department	Finance
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Agenda Caption

RESOLUTION – AUTHORIZING THE MAYOR TO EXECUTE A CERTIFICATE APPROVING BONDS FOR THE ARLINGTON HIGHER EDUCATION FINANCE CORPORATION

This Resolution authorizes the Mayor to execute a certificate approving bonds for the Arlington Higher Education Finance Corporation related to its education revenue bonds (Responsive Education Solutions) Series 2016a for the limited purposes of compliance with the provisions of Section 147(f) of the Internal Revenue Code of 1986, as amended.

Agenda Item Summary

Premier High School and Vista Academy in Amarillo are owned by Responsive Education Solutions. Responsive is seeking bond financing through the Arlington Higher Education Finance Corporation, which will be used for improvements at sites across the state, including Amarillo. The law for these types of bonds requires the consent of the governing body in each city in which Responsive is located. The proposed resolution provides Amarillo's consent. The City of Amarillo is not issuing the bonds and has no liability or financial obligation for the Bonds.

Requested Action

Council consideration and approval of the resolution.

Funding Summary

N/A

Community Engagement Summary

N/A

Staff Recommendation

The Certificate of the Mayor of the City of Amarillo, Texas and the Indemnification Agreement Letter have been reviewed and approved for Council consideration by Robert Dransfield the City's bond counsel. City staff is recommending approval of the resolution.

08/16/2016 _____

RESOLUTION _____

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A CERTIFICATE APPROVING BONDS FOR THE ARLINGTON HIGHER EDUCATION FINANCE CORPORATION RELATED TO ITS EDUCATION REVENUE BONDS (RESPONSIVE EDUCATION SOLUTIONS) SERIES 2016A FOR THE LIMITED PURPOSES OF COMPLIANCE WITH THE PROVISIONS OF SECTION 147(F) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED.

WHEREAS, the Arlington Higher Education Finance Corporation (the "Corporation") is in the process of issuing bonds to finance a project for Responsive Education Solutions ("Responsive");

WHEREAS, the bonds being issued by the Corporation for Responsive are private activity bonds as described in the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the provisions of Section 147(f) of the Code require the approval of the highest elected official in the applicable jurisdiction related to the project being financed;

WHEREAS, the Mayor of the City of Amarillo, Texas (the "City") is the highest elected official of the City and the City is the location of the Amarillo campuses of Responsive which campuses are located at 6000 S. Georgia St. and known as the Vista Academy of Amarillo and at 3242 Hobbs Rd. and known as the Premier High School of Amarillo;

WHEREAS, the City has been provided evidence of the giving of notice and the holding of a public hearing in the City on July 25, 2016, related to the project being financed for Responsive in the City and required by the provisions of said Section 147(f);

WHEREAS, the City has been indemnified by Responsive for any liabilities the City may incur as a result of approving the bonds being issued by the Corporation for Responsive;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS:

The Mayor is hereby authorized and directed to execute the Certificate of the Mayor of the City of Amarillo, Texas, in the form attached hereto as Exhibit A, which exhibit is hereby incorporated herein for all purposes as if set forth herein and the Mayor is further authorized and directed to provide an executed copy of said Certificate to Responsive to evidence the approval of the Mayor required by Section 147(f) of the Code.

PASSED, APPROVED AND EFFECTIVE this 13th day of August, 2016.

CITY OF AMARILLO, TEXAS

By: _____
Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

Responsive Education Solutions
P.O. Box 292730
Lewisville, Texas 75029

August 1, 2016

City of Amarillo
P.O. Box 1971
Amarillo, Texas 79105-1871

Re: Indemnification Agreement Letter

Honorable Mayor and City Council, City of Amarillo, Texas:

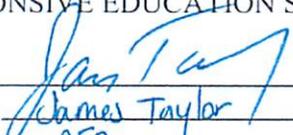
The Arlington Higher Education Finance Corporation is in the process of issuing tax-exempt bonds in the aggregate principal amount not to exceed \$100,000,000 (the "Bonds") to finance a project for Responsive Education Solutions ("Responsive Ed"), including financing or refinancing improvements at two campuses within the City of Amarillo, Texas (the "City"). Because a portion of the project is within the City, Section 147(f) of the Internal Revenue Code of 1986 requires as a condition to issuing the bonds the approval of the bonds by an authorized elected representative of the City. The plan of finance permits an additional issuance of bonds in an aggregate principal amount not to exceed \$100,000,000 over the next three years.

In connection with its request for the approval of a resolution authorizing the Mayor of the City to execute a certificate approving the Bonds for the limited purpose of complying the provisions of Section 147(f) of the Code, and as an inducement to such approval, Responsive Ed does hereby agree to at all times indemnify and hold the City harmless from and against all claims, liabilities, losses, costs, damages and expenses, including reasonable attorneys' fees and court costs, arising out of or related to the City's approval of the Bonds.

Please acknowledge the agreement of the City to this letter by signing below. This letter shall be effective upon execution by an authorized representative the City.

Sincerely,

RESPONSIVE EDUCATION SOLUTIONS

By: 
Name: James Taylor
Title: CFO

**Responsive Education Solutions
Indemnification Agreement Letter
August 1, 2016**

ACKNOWLEDGED AND AGREED TO this ___ day of August, 2016

CITY OF AMARILLO, TEXAS

**By: _____
Name: _____
Title: _____**



600 Travis, Suite 4200
Houston, Texas 77002
713.220.4200 Phone
713.220.4285 Fax
andrewskurth.com

Thomas A. Sage
713.220.3833 Phone
713.238.5040 Fax
TomSage@andrewskurth.com

June 22, 2016

Mayor Paul Harpole
City of Amarillo
509 SE 7th Ave.
Amarillo, Texas 79101

Re: Tax-Exempt Financing for Responsive Education Solutions

Dear Mayor Harpole:

Responsive Education Solutions (“Responsive Education”) is requesting your approval of a proposed tax-exempt bond issue, as required by the Internal Revenue Code of 1986, as amended (the “Code”). **The bonds will not be a debt or liability of City of Amarillo, Texas (the “City”).** The consent being requested herein is only for the purposes of complying with federal tax law regarding tax-exempt financing. For your information, the City approved a similar transaction in May 2015 for Responsive Education.

Responsive Education is a qualified 501(c)(3) charitable organization, and therefore is eligible to participate in tax-exempt financings. However, unlike a governmental issuer (e.g., a city, City, or school district), a 501(c)(3) organization must issue bonds through a state-approved conduit and must conduct a public hearing on the financing. Code §147(f) requires that the “highest elected official” of the City approve the transaction after the public hearing is held since one of the campuses will be located in the City. The public hearing will be held on July 25, 2016 at Premier High School of Amarillo, 3242 Hobbs Rd., Amarillo, Texas 79109.

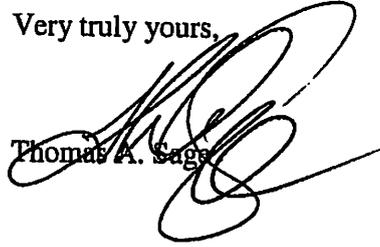
Responsive Education is financing the construction and equipment of Vista Academy of Amarillo, 6000 S. Georgia St., Amarillo, Texas 79118 and Premier High School of Amarillo, 3242 Hobbs Rd., Amarillo, Texas 79109. Responsive Education is financing at tax-exempt interest rates through a bond issue facilitated by Arlington Higher Education Facilities Finance Corporation. Andrews Kurth LLP serves as bond counsel for the transaction.

As such, we respectfully request your consent to the transaction after the completion of the hearing and delivery of the associated materials to you. Enclosed please find a draft of the proposed Approval of Highest Elected Official evidencing your consent.

June 22, 2016
Page 2

We greatly appreciate your assistance in this matter. Please call me if we can provide any further information or can assist you in connection with this request for consent.

Very truly yours,


Thomas A. Sage

Enclosure

CERTIFICATE OF THE MAYOR OF THE CITY OF AMARILLO, TEXAS

The undersigned Mayor of Amarillo, Texas, (the "City") hereby certifies with respect to the issuance of the Arlington Higher Education Finance Corporation Education Revenue Bonds (Responsive Education Solutions), Series 2016A (the "Bonds"), that:

1. This certificate is based upon the Certificate of Public Hearing Officer Regarding Public Hearing (Internal Revenue Code § 147(f) attached hereto as **Exhibit A** relating to the public hearing conducted on the date indicated in the Affidavit of Publication attached to such Minutes of Public Hearing by the duly appointed hearing officer of the Corporation in accordance with the requirements of Section 147(f) of the Internal Revenue Code of 1986, as amended; and

2. Solely for purposes of the approval requirements of the aforesaid Section 147(f) of the Code, and for no other purpose, in my capacity as Mayor, I hereby approve the Bonds and the facilities to be financed with the proceeds of the Bonds, and hereby ratify and approve all actions taken by or on behalf of the City with respect to the appointment of the Hearing Officer, the publication of the Notice of the Public Hearing as reflected in the Affidavit of Publication attached as **Exhibit A** to the attached Certificate of Public Hearing Officer, and the conducting of such Public Hearing.

THIS APPROVAL SHALL NOT BE CONSTRUED AS (1) A REPRESENTATION OR WARRANTY BY THE CITY OF AMARILLO, THE MAYOR OF THE CITY, THE STATE OF TEXAS OR ANY OTHER AGENCY, INSTRUMENTALITY OR POLITICAL SUBDIVISION OF THE STATE OF TEXAS THAT THE BONDS WILL BE PAID OR THAT ANY OBLIGATIONS ASSUMED BY ANY OF THE PARTIES UNDER THE INSTRUMENTS DELIVERED IN CONNECTION WITH THE BONDS WILL IN FACT BE PERFORMED; (2) A PLEDGE OF THE FAITH AND CREDIT OF THE CITY OR THE STATE OF TEXAS OR ANY AGENCY, INSTRUMENTALITY OR POLITICAL SUBDIVISION OF THE STATE OF TEXAS OR THE CITY; OR (3) A REPRESENTATION OR WARRANTY BY THE CITY CONCERNING THE VALIDITY OF THE CORPORATE EXISTENCE OF THE CORPORATION OR THE VALIDITY OF THE BONDS.

[Execution page follows]

Date: _____, 2016

Mayor, City of Amarillo, Texas

EXHIBIT A

HOU:3697547.1

A-1

CERTIFICATE OF PUBLIC HEARING OFFICER
REGARDING PUBLIC HEARING (INTERNAL REVENUE CODE § 147(f))

ARLINGTON HIGHER EDUCATION FINANCE CORPORATION
EDUCATION REVENUE BONDS
(RESPONSIVE EDUCATION SOLUTIONS)
SERIES 2016A

I, the undersigned, do hereby make and execute this certificate for the benefit of all persons interested in the issuance of the above-referenced bonds (collectively, the "Bonds").

I hereby certify as follows:

1. I am the duly appointed hearing officer for the public hearing which was held in connection with the issuance of the Bonds at the time and place indicated in the Notice of Public Hearing included in **Exhibit A** attached hereto.
2. Notice of the public hearing was published no less than 14 days before the date of the public hearing in the Amarillo Globe-News, as evidenced by the Affidavit of Publication of the Notice of Public Hearing attached hereto as **Exhibit A**.
3. All persons appearing at the public hearing were given an opportunity to comment on the proposed issuance of the Bonds and the project to be financed with proceeds of the Bonds. No such persons appeared or made comments except as is set forth on **Exhibit B** attached hereto.
4. After giving all interested persons an opportunity to appear and comment, the public hearing was declared closed.

WITNESS MY HAND this 25th day of July, 2016.

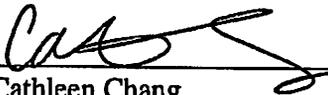

Cathleen Chang
Hearing Officer

Exhibit A - Affidavit of Publication of the Notice of Public Hearing
Exhibit B - Names and Comments of Persons Attending Public Hearing

EXHIBIT A

AFFIDAVIT OF PUBLICATION OF THE NOTICE OF PUBLIC HEARING

ATTACHED

Amarillo Globe News
P.O. Box 2901, Amarillo, Texas 806-376-4488
Legal Notice

Amarillo Daily News

ANDREWS KURTH LLP
600 TRAVIS SUITE 4200
HOUSTON TX 77002

REFERENCE: 1000599509
G3599420 NOTICE OF PUBLIC HEARING

THE STATE OF TEXAS
BEFORE ME, a Notary Public in and for the
State of Texas, personally appeared

Diane Maynard
LEGAL CLERK of the Amarillo Globe-News Publishing
Company, after being by me duly sworn did dispose and
state that the above statement is true and correct and the
attached was published on the dates set forth therein.

PUBLISHED ON: 06/24

FILED ON: 06/24/2016

Sworn and subscribed to before me the 24 day of June 20 16

Ruth Ellen Lynch
Notary Public State of Texas

NOTICE OF PUBLIC HEARING
(Amarillo)
ARLINGTON HIGHER EDUCATION FINANCE CORPORATION
EDUCATION REVENUE BONDS
(RESPONSIVE EDUCATION SOLUTIONS)
SERIES 2016A

Notice is hereby given of a public hearing to be held on behalf of Arlington Higher Education Finance Corporation (the "Corporation") on July 25, 2016 at 1:00 PM, at Premier High School of Amarillo, 8242 Hobbs Rd., Amarillo, Texas 79109, with respect to the above-captioned bonds (the "Bonds") to be issued in an aggregate principal amount not to exceed \$200,000,000 by the Corporation. The proceeds of the Bonds will be issued as part of a plan of finance and loaned to Responsive Education Solutions, a Texas nonprofit corporation (the "Borrower") for the following purposes:

- 1) Financing and/or refinancing the costs of acquiring, construction, improving, and equipping educational facilities for pre-K, primary, and secondary school students, including:
 - a) Founders Classical Academy of Schertz, 12476 Woman Hollering Rd., Schertz, Texas 76164 and 8465 E. 1618 North, Schertz, Texas 75164;
 - b) Premier High School of San Antonio, 4941 Walnut Rd., Ste. 8220, San Antonio, Texas 78218;
 - c) Premier High School of Brownsville, 955 Paradise Lane Rd., Brownsville, Texas 78521;
 - d) Frisco Classical Academy, northern 10 acre portion from the approximately 15.66 acres of land located on the northeast corner of Frisco Street and All Stars Avenue in Frisco, Texas;
 - e) Premier High School of Comanche, 1006 S. Austin St., Comanche, Texas 76442;
 - f) Carrollton Classical Academy, 2400 N. Josey Ln., Carrollton, Texas 75008;
 - g) Coppell Classical Academy, 140 S. Heartz Rd., Coppell, Texas, 75019;
 - h) Denton Classical Academy, 4428 Country Club Rd., Denton, Texas 76210;
 - i) Founders Classical Academy of Flower Mound, 500 Parker Square Rd., Flower Mound, Texas 75028 and approximately 10.752 acres of land in the William Malone Survey, Abstract 855 and the J Malone Survey, abstract 657 in County of Denton and City of Flower Mound;
 - j) Classical Academy of Corinth, 3600 Meadowview Dr., Corinth, Texas 76210;
 - k) School Hickory Creek, 800 Point Vista Rd., Ste. 618, Hickory Creek, Texas 75085;
 - l) Founders Classical Academy of Lewisville, 1010 Bellaire Blvd., Lewisville, Texas 75067;
 - m) Premier High School of Lewisville, 1650 Lakeway Dr., Ste. 120, Lewisville, Texas 75057;
 - n) Christ Middle School of Lewisville, 1201 Waters Ridge Rd., Lewisville, Texas 75057;
 - o) Premier High School of Dublin, 112 S. Gratton St., Dublin, Texas 75448;
 - p) Mainland Preparatory Academy, 319 Bowman Rd., La Marque, Texas 75688;
 - q) Career Technical Education Center of Edinburg, 4701 S. Sugar Rd., Edinburg, Texas 78539;
 - r) Premier High School of Palmview, 408 W. Veterans Blvd., Palmview, Texas 78572;
 - s) Premier High School of San Juan, 1602 E. Business Hwy 83, San Juan, Texas 78589;
 - t) Premier High School of Waco, 4720 N. 15th St., Waco, Texas 76708;
 - u) Vista Academy of Amarillo, 8000 S. Georgia St., Amarillo, Texas 79118;
 - v) Premier High School of Amarillo, 8242 Hobbs Rd., Amarillo, Texas 79109;
 - w) Tyler Classical Academy, 2405 E. Grande Blvd., Tyler, Texas 75707;
 - x) Premier High School of Tyler, 1106 N. Glenwood Blvd., Tyler, Texas 75702;
 - y) Premier High School of Abilene, 3161 S. 23rd St., Abilene, Texas 79605;
 - z) Premier High School of Del Rio, 1701 Kings Way, Del Rio, Texas 78840;
 - aa) Huntsville Classical Academy, 1674 Acre Tract in the E. David's Survey, A-187, Walker County, Texas;
 - bb) Premier High School of Laredo, 2201 Ghilpatrias St., Laredo, Texas 78043; and
 - cc) Founders Classical Academy of Leander, 1803 Leander Dr., Leander, Texas 76641;
- 2) Paying capitalized interest;
- 3) Funding a debt reserve fund; and
- 4) Paying the costs of issuing the Bonds;

The Projects will be owned and operated by the Borrower. The Bonds are not payable out of taxes and are secured by and payable solely from funds provided by the Borrower.

The public hearing will be conducted by Cathleen Chaney Esq., or her designee (the "Hearing Officer"). Questions or requests for additional information may be directed to the Hearing Officer (telephone: 718-220-3300). Any interested persons unable to attend the hearing may submit their views in writing to the Hearing Officer prior to the date scheduled for the hearing at fax number 718-228-7463. This notice is published and the hearing is to be held in satisfaction of the requirements of Section 147(b) of the Internal Revenue Code of 1996, as amended.

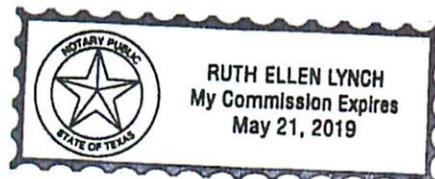


EXHIBIT B

NAMES AND COMMENTS OF PERSONS ATTENDING PUBLIC HEARING

NONE

Name of Attendee

Comment

1. _____

2. _____

3. _____

Amarillo City Council Agenda Transmittal Memo



A



Meeting Date	August 16, 2016	Council Priority	Long term plan for infrastructure
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Department	Aviation
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Agenda Caption

Approval of task order #17, Runway 13-31 and Associated Taxiways Joint Seal Replacement, Design + Bid, with RS&H, Inc. for the Rick Husband Amarillo International Airport for a total of \$54,700 (49,230 FAA, \$5,470 local funds).

Agenda Item Summary

Approval of task order #17, with RS&H, Inc, for the Rick Husband Amarillo International Airport. This task order includes design and bidding services to assist the Airport with a rehabilitation project on runway 13-31 and associated taxiways for the replacement of joint materials as identified through the 2015 PCI investigation.

Requested Action

Approve task order #17, RS&H, Inc. as a part of the 5 year on-call engineering services contract signed on 12/8/2014.

Funding Summary

Current funding has been identified and budgeted through FY15/16 budget, and proposed FY16/17 budget. This is also a project that has been identified for FAA funding at 90% of total project cost through AIP grant No. 3-48-0007-40 (future/in progress).

FAA Entitlement Funding:	\$49,230.00
Airport (Sponsor) Funding:	<u>\$5,470.00</u>
Total Project Cost:	\$54,700.00

Community Engagement Summary

N/A

Staff Recommendation

Staff recommends the approval of task order #17, RS&H, Inc.

RS&H Project No. 227-0247-017
 Short Title: AMA Rwy 13-31 and Txy K Joint Seal Replacement
 Effective Date: July 22, 2016

TASK ORDER NO. 17

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport

Project Description: This project includes engineering design documents for the replacement of joint sealant on Runway 13-31 and Taxiways F, L, M, N, Q and K at the Amarillo International Airport.

Scope of Services and Deliverables

Scope of services and deliverables are described in "Attachment A", which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum. The total compensation shall be \$54,700 for services described in "Attachment A". Breakdown for tasks is as follows:

TASK	CONTRACT VALUE
Task 1 - 90% Design	\$33,800
Task 2 - 100% Design	\$13,600
Task 3 - Bid and Award Services	\$7,300
Total:	\$54,700

Schedule

Tentative schedule is outlined in "Attachment A".

CLIENT
CITY OF AMARILLO, TEXAS

CONSULTANT
RS&H, INC.

By: _____

By: *Rodney L. Bishop Jr.*

Typed Name: Bob Cowell

Typed Name: Rodney L. Bishop Jr.

Title: Deputy City Manager

Title: Vice President

Attest: _____

Attest: *E. Holt Graves*

Typed Name: Frances Hibbs

Typed Name: ~~Melanie L. Nichols~~

Title: City Secretary

Title: Asst. Corporate Secretary

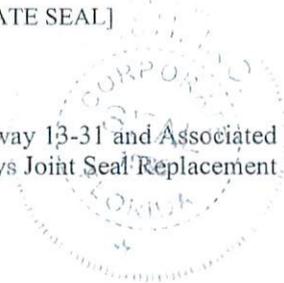
[CORPORATE SEAL]

[CORPORATE SEAL]

Task Order No. 17

1

Runway 13-31 and Associated
 Taxiways Joint Seal Replacement



“ATTACHMENT A”



Rick Husband-Amarillo International Airport

Runway 13-31 and Associated Taxiways Joint Seal Replacement

PROJECT PROPOSAL / SCOPE OF WORK

RS&H Project No: 227-0247-017



RS&H, Inc.

11011 Richmond Avenue, Suite 900

Houston, Texas 77042

713.914.4455 (P) 713.914.0155 (F)

May 20, 2016
Updated: July 22, 2016

RUNWAY 13-31 AND ASSOCIATED TAXIWAYS JOINT SEAL REPLACEMENT PROJECT PROPOSAL AND SCOPE OF WORK

1. Project Description

The City of Amarillo, Texas, which owns and operates Rick Husband International Airport (Airport; AMA) has requested RS&H, Inc. (Consultant) to assist the Airport with the replacement of Runway 13-31 and associated taxiways (Taxiway F, L, M, N, Q and K) joint sealant in the existing Portland cement concrete (PCC) pavement. The joint sealant is in need of replacement based on information gathered during 2015 PCI investigation.

The project will include the following major elements.

- Design documents for the removal and replacement of concrete joint sealant on Runway 13-31 and Taxiway F, L, M, N, Q and K.
- Bid review and recommendation for award

For the project defined above, this proposal consists of professional engineering design services as outlined herein.

2. Scope of Services

TASK 1: 90% DESIGN

Task 1.1 Pre-Design Meeting with Airport Staff

The Consultant shall prepare for and attend one pre-design meeting with the Airport staff and other appropriate federal and/or state agencies to establish the preliminary design goals and methods. The kickoff meeting will be held at the Amarillo International Airport administrative offices.

It is assumed that all stakeholders will be present at the design kickoff meeting so that all relevant scheduling issues can be discussed and incorporated into the 90% plans, which is anticipated to be the first formal submittal.

Task 1.2 Prepare 90% Design Documents

The Consultant shall prepare 90% plans, specifications, safety phasing plan, 7460, and estimate of probable construction cost. The development of the 90% design documents will be in coordination with the Airport's authorized representative(s) for their input. The City of Amarillo will be responsible for creating and providing the city-specific 'up-front' documents to be included into the 90% deliverable for review by the FAA. It is anticipated that the Client will provide coordination with the City of Amarillo Procurement department to ensure the timely completion of the applicable documents.

Task 1.3 Quality Control Review

The Consultant shall conduct in-house quality control review of the 90% design documents prior to submittal to the Airport's authorized representative(s).

Task 1.4 *Submit 90% Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the 90% documents to the Airport for review, comment, and approval prior to proceeding to 100% design. The Consultant will also provide electronic documents for the City, Airport and FAA review.

Task 1.5 *90% Design Review Meeting*

The Consultant shall coordinate and attend one (1) meeting at the Airport to review the 90% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees.

Task 1.6 *Project Management / FAA Coordination*

RS&H shall administer the project in coordination with assigned airport staff. RS&H shall manage the project, coordinate with AMA staff, assign qualified individuals or sub-consultants to the project, and shall complete the efforts within a reasonable and agreeable time frame.

RS&H shall coordinate with the FAA Program Manager to deliver plan documents and receive comments during Task 1.4. FAA comments shall be logged and addressed as part of the following submittal.

TASK 1 SCHEDULED MEETING SUMMARY

- (1) Kickoff Meeting
- (1) Design Review Meeting

TASK 1 DELIVERABLES

- 90% Plans
- 90% Specifications
- 90% CSPP
- FAA Form 7460 Submittal
- 90% Engineer's Estimate of Probable Construction Cost

TASK 1 SCHEDULE

A preliminary schedule follows:

- Prepare 90% Design Documents.....3-Week Duration
- Quality Control Review and 90% Submittal2-Week Duration
- 90% Design Review Meeting 2-Weeks after submission of 90% documents

TASK 2: 100% (BID DOCUMENTS) DESIGN

Task 2.1 *Incorporate 90% Design Review Comments*

The Consultant shall review all comments received from the Airport's authorized representative(s) from the 90% design submittal review and incorporate applicable comments into applicable documents. The Consultant shall provide a written report on each comment on how it will be incorporated into the documents, or why it was not applicable.

Task 2.2 *Prepare 100% (Bid Documents) Design Documents*

The Consultant shall prepare 100% Bid Documents and technical specifications in accordance with FAA standards. Specifications shall be based on a unit price total cost construction contract. Front-end specification requirements and format shall be provided by the City/Airport including, but not limited to, the advertisement to bid, legal requirements, proposal, contract, bond forms, general provisions, labor rates, minority participation requirements, special conditions, insurance requirements, and any other pertinent and or required information.

Task 2.3 *Quality Control Review*

The Consultant shall conduct in-house quality control review of the 100% Bid Set design documents prior to submittal to the Airport's authorized representative(s).

Task 2.4 *Submit 100% Bid Set Design Deliverable*

The Consultant shall submit 100% Bid Set documents to the Airport in electronic (PDF) format for use and distribution during the bidding phase.

Task 2.5 *Project Management / FAA Coordination*

RS&H shall administer the project in coordination with assigned airport staff. RS&H shall manage the project, coordinate with AMA staff, assign qualified individuals or sub-consultants to the project, and shall complete the efforts within a reasonable and agreeable time frame.

RS&H shall coordinate with the FAA Program Manager to deliver plan documents and receive comments during Task 2.4. FAA comments shall be logged and addressed as part of the following submittal.

TASK 2 SCHEDULED MEETING SUMMARY

→ None

TASK 2 DELIVERABLES

- 100% Bid Set Plans
- 100% Bid Set Specifications
- 100% CSPP
- 100% Engineer's Estimate of Probable Construction Cost

TASK 2 SCHEDULE

A preliminary schedule follows:

- Prepare 100% Bid Set Design Documents2-Week Duration

TASK 3: BID/AWARD PHASE SERVICES

Task 3.1 *Pre-Bid Conference*

The Consultant shall attend a pre-bid conference at the Airport, receive comments, record the minutes of the conference and distribute to the Airport's authorized representative(s) and prospective contractors.

Task 3.2 Issue Addenda

The Consultant shall issue required addenda to revise plans, specifications and other contract documents prepared by the Consultant in order to provide clarifications, correct discrepancies, or correct errors and/or omissions.

Task 3.3 Bid Tabulation and Award Recommendation

The Consultant shall develop a tabulation of all bids received and provide evaluation of checking for correctness, qualifications of apparent low bidder, DBE participation goals, etc., and make recommendations of award based solely on apparent low bidder.

TASK 3 SCHEDULED MEETING SUMMARY

- Pre-Bid Conference

TASK 3 DELIVERABLES

- Bid Tabulation
- Award Recommendation

3. Exclusions and Assumptions

The following are excluded from this proposal:

- Preparation of Environmental Documentation
- Safety Risk Assessment Meetings
- Permit Fees associated with Obtaining Required Project Permits
- Construction Management Plan
- ALP update and/or AGIS coordination
- Engineer's Report
- Construction Administration (CA) Services
- Resident Project Representative (RPR) Services
- Construction Materials Testing (CMT) Services
- Any other services not explicitly defined

4. Fee Structure

Lump Sum fee structure shall be in accordance with the attached Work Breakdown Structure (attached).



**Rick Husband Amarillo International Airport
Runway 13-31 and Associated Taxiways Joint Seal Replacement**

DESIGN, BIDDING AND CONSTRUCTION PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	DE	CT / MT	CS	PJ / AL	TM	MQ	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	SENIOR CONSTR INSP	ENG II	ENG I	ENGINEER I	TECH DESIGNER II	ADMIN ASSIST	
BASIC SERVICES										
TASK 1: 90% DESIGN										
Task 1.1 Pre-Design Meeting with Airport Staff	1		8			12		2		21
Task 1.2 Prepare 90% Design Documents			20		12	40	40			114
Task 1.3 Quality Control Review		4	4		4					12
Task 1.4 Submit 90% Design Deliverables			1			4	2		2	9
Task 1.5 90% Design Review Meeting			8			8				16
Task 1.6 Project Management and FAA Coordination	1	1	16			6	6			30
TOTAL HOURS	2	5	57	0	16	70	48	2	2	202
BURDENED RATE	\$297.28	\$247.47	\$246.93	\$164.02	\$165.28	\$99.22	\$93.02	\$85.57	\$78.32	
TOTAL BURDENED LABOR	\$594.56	\$1,237.35	\$14,075.01	\$0.00	\$2,644.43	\$6,945.40	\$4,464.96	\$171.14	\$156.64	\$30,289.49
OTHER DIRECT NON-SALARY COSTS										
REPRODUCTION	# DWGS	# PAGES								
	15	400								
Drawings	\$1.60	\$0.20	#SETS							
Reports/Specifications			3							\$72
TOTAL REPRODUCTION										\$240
POSTAGE/DELIVERY	# PCKGS	# PCKGS								
	3	3								
Drawings and Specifications	\$15.00	\$3.00								\$54
TOTAL POSTAGE/DELIVERY										\$54
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @				
Kick Off Meeting	2	1	\$750	\$75	\$150	\$51				\$1,977
Design Review Meeting	1	1	\$750	\$75	\$150	\$51				\$1,026
										\$3,003
REIMBURSIBLES										
MILEAGE	200	Miles @	\$0.50							\$100
ODC's										\$3,469
Total Proposed Fee for:	TASK 1: 90% DESIGN									\$33,800
TASK 2: 100% (BID DOCUMENTS) DESIGN										
Task 2.1 Incorporate 90% Design Review Comments			1			12	2			15
Task 2.2 Prepare 100% Design Documents			8		20	20				48
Task 2.3 Quality Control Review	2	4	4		4					14
Task 2.4 Submit 100% Bid Set Design Deliverable			1			2			1	4
Task 2.5 Project Management and FAA Coordination			8							8
TOTAL HOURS	2	4	22	0	4	32	24	0	1	89
BURDENED RATE	\$297.28	\$247.47	\$246.93	\$164.02	\$165.28	\$99.22	\$93.02	\$85.57	\$78.32	
TOTAL BURDENED LABOR	\$594.56	\$989.88	\$5,432.46	\$0.00	\$661.11	\$3,175.04	\$2,232.48	\$0.00	\$78.32	\$13,163.85
OTHER DIRECT NON-SALARY COSTS										
REPRODUCTION	# DWGS	# PAGES								
	15	400								
Drawings	\$1.60	\$0.20	#SETS							
Reports/Specifications			3							\$72
TOTAL REPRODUCTION										\$240
POSTAGE/DELIVERY	# PCKGS	# PCKGS								
	3	3								
Drawings and Specifications	\$15.00	\$3.00								\$45
TOTAL POSTAGE/DELIVERY										\$45
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @				
	0	0	\$0	\$0	\$0	\$0				\$0
										\$0
MILEAGE		Miles @	\$0.50							\$0
ODC's										\$357
Total Proposed Fee for:	TASK 2: 100% (BID DOCUMENTS) DESIGN									\$13,600



**Rick Husband Amarillo International Airport
Runway 13-31 and Associated Taxiways Joint Seal Replacement**

DESIGN, BIDDING AND CONSTRUCTION PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	DE	CT / MT	CS	PJ / AL	TM	MQ	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	SENIOR CONSTR. MGR.	ENG. #	ENG. #	ENGINEER I	TECH. DESIGNER II	ADMIN. ASSIST.	
TASK 3: BID/AWARD PHASE SERVICES										
Task 3.1 Pre-Bid Conference			8			4				12
Task 3.2 Issue Addenda			4		2	12			1	19
Task 3.3 Bid Tabulation & Award Recommendation	1		1		2					4
TOTAL HOURS	1	0	13	0	4	16	0	0	1	35
BURDENED RATE	\$297.28	\$247.47	\$246.93	\$164.02	\$165.28	\$99.22	\$93.02	\$85.57	\$78.32	
TOTAL BURDENED LABOR	\$297.28	\$0.00	\$3,210.09	\$0.00	\$661.11	\$1,587.52	\$0.00	\$0.00	\$78.32	\$5,834.32
OTHER DIRECT NON-SALARY COSTS										
REPRODUCTION	# DWGS	# PAGES								
	@	@								
	\$1.60	\$0.20	#SETS							
Drawings	15		3							\$72
Reports/Specifications		400	3							\$240
TOTAL REPRODUCTION										\$312
POSTAGE/DELIVERY	# PCKGS	# PCKGS								
	@	@								
	\$15.00	\$3.00								
Drawings and Specifications	3	3								\$54
TOTAL POSTAGE/DELIVERY										\$54
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @				
Pre-Bid Conference	1	1	\$750	\$75	\$150	\$51				\$1,026
			\$750	\$75	\$150	\$51				\$1,026
MILEAGE	100	Miles @	\$0.50							\$50
ODC's										\$1,442
Total Proposed Fee for:	TASK 3: BID/AWARD PHASE SERVICES									\$7,300
TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:										\$54,700

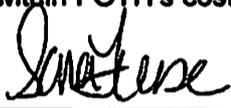
RECORD OF NEGOTIATIONS

**Rick Husband Amarillo International Airport
AIP: 3-48-0007-40-TBD
Isolated Panel Replacement - Apron
RS&H, Inc. Task Order No. 17**

Task Order No. 17 is the engineering services contract to accomplish the design and bidding phase services associated with joint sealant replacement on Runway 13/31 and associated taxiways, as identified in the PMP. Major design items include identification of apron panels in need of immediate replacement, CSPP, and major construction phasing for the active commercial apron and coordination with tenants.

On May 20, 2016, Mr. Nate Granger, RS&H, Inc. (RS&H) e-mailed Attachment 1 describing the scope of services and a spreadsheet showing tasks, and labor categories. After review and discussion between the parties, the scope of services was agreed upon. On June 9, 2016, a spreadsheet summarizing the scope of work tasks and RS&H's labor hours to complete the tasks was emailed to Eric Scott, P.E., Foth Infrastructure, (Foth), from Cedar Rapids, Iowa, to complete an independent cost estimate on the project. FOTH reviewed the information and accomplished an estimate of hours and costs to complete the tasks. Total hours were estimated at 736.0 hours and estimated costs to complete the tasks totaled \$140,616.84.

FOTH's independent cost estimate was compared to RS&H's work hours of 763.0 and total costs of \$129,290.00. The variance in hours was under, construction safety and phasing plans and bidding documents task. Discussions were initiated with Nate Granger to explain and/or justify the additional hours. Mr. Granger responded with an explanation letter of which is attached. After discussion, it was mutually agreed upon to remove Task 4 (CA/RPR) as a whole, as the projected construction start date is in the spring of 2017. After review and further discussion with Mr. Granger, we accepted RS&H's justification for the additional hours and since RS&H's total task order cost of \$54,700.00 was \$5,262.00 within FOTH's cost estimate, we did not negotiate any further.

Signed: 

Title: Director of Aviation

Task Order #17, Initial

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 1	90% Design								
1.0									
Project Officer	2	297.28	594.56	0	0.00	0.00	2	297.28	594.56
Project Director	5	247.47	1,237.35	1	200.00	200.00	4	47.47	1,037.35
Project Manager	57	246.93	14,075.01	65	180.00	11,700.00	-8	66.93	2,375.01
Sr. Const. Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	16	165.28	2,644.48	74	120.00	8,880.00	-58	45.28	-6,235.52
ENG II	70	99.22	6,945.40	0	115.00	0.00	70	-15.78	6,945.40
Engineer I	48	93.02	4,464.96	0	108.00	0.00	48	-14.98	4,464.96
Tech Designer III	2	85.57	171.14	48	108.00	5,184.00	-46	-22.43	-5,012.86
Admin Assistant	2	78.32	156.64	0	62.00	0.00	2	16.32	156.64
TOTAL	202		\$30,289.54	188		\$25,964.00	14		\$4,325.54
TASK 2	100% Design								
2.0									
Project Officer	2	297.28	594.56	0	0.00	0.00	2	297.28	594.56
Project Director	4	247.47	989.88	1	200.00	200.00	3	47.47	789.88
Project Manager	22	246.93	5,432.46	31	180.00	5,580.00	-9	66.93	-147.54
Sr. Const. Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	4	165.28	661.12	23	120.00	2,760.00	-19	45.28	-2,098.88
ENG II	32	99.22	3,175.04	0	115.00	0.00	32	-15.78	3,175.04
Engineer I	24	93.02	2,232.48	0	108.00	0.00	24	-14.98	2,232.48
Tech Designer III	0	85.57	0.00	23	108.00	2,484.00	-23	-22.43	-2,484.00
Admin Assistant	1	78.32	78.32	0	62.00	0.00	1	16.32	78.32
TOTAL	89		\$13,163.86	78		\$11,024.00	11		\$2,139.86
TASK 3	Bid and Award Services								
3.0									
Project Officer	1	297.28	297.28	0	0.00	0.00	1	297.28	297.28
Project Director	0	247.47	0.00	0	200.00	0.00	0	47.47	0.00
Project Manager	13	246.93	3,210.09	20	180.00	3,600.00	-7	66.93	-389.91
Sr. Const. Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	4	165.28	661.12	16	120.00	1,920.00	-12	45.28	-1,258.88
ENG II	16	99.22	1,587.52	0	115.00	0.00	16	-15.78	1,587.52
Engineer I	0	93.02	0.00	0	108.00	0.00	0	-14.98	0.00
Tech Designer III	0	85.57	0.00	8	108.00	864.00	-8	-22.43	-864.00
Admin Assistant	1	78.32	78.32	0	62.00	0.00	1	16.32	78.32
TOTAL	35		\$5,834.33	44		\$6,384.00	-9		-\$549.67
TASK 4	Construction Admin/RPR								
4.0									
Project Officer	2	297.28	594.56	0	0.00	0.00	2	297.28	594.56
Project Director	0	247.47	0.00	0	200.00	0.00	0	47.47	0.00
Project Manager	59	246.93	14,568.87	132	180.00	23,760.00	-73	66.93	-9,191.13
Sr. Const. Inspector	276	164.02	45,269.52	280	135.00	37,800.00	-4	29.02	7,469.52
ENG III	0	165.28	0.00	41	120.00	4,920.00	-41	45.28	-4,920.00
ENG II	72	99.22	7,143.84	0	115.00	0.00	72	-15.78	7,143.84
Engineer I	0	93.02	0.00	0	108.00	0.00	0	-14.98	0.00
Tech Designer III	0	85.57	0.00	0	108.00	0.00	0	-22.43	0.00
Admin Assistant	1	78.32	78.32	0	62.00	0.00	1	16.32	78.32
TOTAL	410		\$67,655.11	453		\$66,480.00	-43		\$1,175.11
Total Hours	736			763			-27		-3.54%
Direct Salary Costs			\$116,542.84			\$109,852.00	6.45%		\$7,090.84
Reproduction			\$1,166.00			\$1,377.00	-15.32%		-\$211.00
Postage/Delivery			\$189.00			\$216.00	-12.50%		-\$27.00
Travel (incl Per Diem)			\$21,969.00			\$17,845.00	23.11%		\$4,124.00
Mileage			\$350.00			\$0.00			\$350.00
Total ODC			\$23,674.00			\$19,438.00	21.79%		\$4,236.00
Grand Total			\$140,616.84			\$129,290.00	8.76%		\$11,326.84
		Rounded	\$141,000.00			129,000.00			

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 1	90% Design								
1.0									
Project Officer	2	297.28	594.56	0	0.00	0.00	2	297.28	594.56
Project Director	5	247.47	1,237.35	1	200.00	200.00	4	47.47	1,037.35
Project Manager	57	246.93	14,075.01	65	180.00	11,700.00	-8	66.93	2,375.01
Sr Const Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	16	165.28	2,644.48	74	120.00	8,880.00	-58	45.28	-6,235.52
ENG II	70	99.22	6,945.40	0	115.00	0.00	70	-15.78	6,945.40
Engineer I	48	93.02	4,464.96	0	108.00	0.00	48	-14.98	4,464.96
Tech Designer III	2	85.57	171.14	48	108.00	5,184.00	-46	-22.43	-5,012.86
Admin Assistant	2	78.32	156.64	0	62.00	0.00	2	16.32	156.64
TOTAL	202		530,290	188		525,964	14		54,326
TASK 2	100% Design								
2.0									
Project Officer	2	297.28	594.56	0	0.00	0.00	2	297.28	594.56
Project Director	4	247.47	989.88	1	200.00	200.00	3	47.47	789.88
Project Manager	22	246.93	5,432.46	31	180.00	5,580.00	-9	66.93	-147.54
Sr Const Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	4	165.28	661.12	23	120.00	2,760.00	-19	45.28	-2,098.88
ENG II	32	99.22	3,175.04	0	115.00	0.00	32	-15.78	3,175.04
Engineer I	24	93.02	2,232.48	0	108.00	0.00	24	-14.98	2,232.48
Tech Designer III	0	85.57	0.00	23	108.00	2,484.00	-23	-22.43	-2,484.00
Admin Assistant	1	78.32	78.32	0	62.00	0.00	1	16.32	78.32
TOTAL	89		513,164	78		511,024	11		52,140
TASK 3	Bid and Award Services								
3.0									
Project Officer	1	297.28	297.28	0	0.00	0.00	1	297.28	297.28
Project Director	0	247.47	0.00	0	200.00	0.00	0	47.47	0.00
Project Manager	13	246.93	3,210.09	20	180.00	3,600.00	-7	66.93	-389.91
Sr Const Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	4	165.28	661.12	16	120.00	1,920.00	-12	45.28	-1,258.88
ENG II	16	99.22	1,587.52	0	115.00	0.00	16	-15.78	1,587.52
Engineer I	0	93.02	0.00	0	108.00	0.00	0	-14.98	0.00
Tech Designer III	0	85.57	0.00	8	108.00	864.00	-8	-22.43	-864.00
Admin Assistant	1	78.32	78.32	0	62.00	0.00	1	16.32	78.32
TOTAL	35		55,834	44		56,384	-9		-550
TASK 4	Construction Admin/RPR								
4.0									
Project Officer	0	297.28	0.00	0	0.00	0.00	0	297.28	0.00
Project Director	0	247.47	0.00	0	200.00	0.00	0	47.47	0.00
Project Manager	0	246.93	0.00	0	180.00	0.00	0	66.93	0.00
Sr Const Inspector	0	164.02	0.00	0	135.00	0.00	0	29.02	0.00
ENG III	0	165.28	0.00	0	120.00	0.00	0	45.28	0.00
ENG II	0	99.22	0.00	0	115.00	0.00	0	-15.78	0.00
Engineer I	0	93.02	0.00	0	108.00	0.00	0	-14.98	0.00
Tech Designer III	0	85.57	0.00	0	108.00	0.00	0	-22.43	0.00
Admin Assistant	0	78.32	0.00	0	62.00	0.00	0	16.32	0.00
TOTAL	0		50.00	0		50.00	0		50.00
Total Hours	326			310			16	5.16%	

Direct Salary Costs		\$49,287.73		\$43,372.00	13.64%	\$5,915.73
Reproduction		\$936.00		\$705.00	32.77%	\$231.00
Postage/Delivery		\$153.00		\$162.00	-5.56%	-\$9.00
Travel (incl Per Diem)		\$4,029.00		\$5,055.00	-20.30%	-\$1,026.00
Mileage		\$150.00		\$0.00		\$150.00
Total ODC		\$5,268.00		\$5,922.00	-11.04%	-\$654.00
Grand Total		\$54,556		\$49,294	10.67%	\$5,262
		Rounded	\$54,700.00	\$49,000.00		



MEMORANDUM

Subject	Fee Negotiations – Amarillo GC	RS&H Project No.	Task Order No. 17
Prepared By	Nate Granger, RS&H	Copies to	Sara Freese, AAE

Sara Freese, AAE
Amarillo International Airport
10801 Airport Boulevard
Amarillo, Texas 79111

RE: Contract Fee Negotiation – Task Order No. 17

Ms. Freese,

This memorandum is in regard to the fee proposal for Task Order No. 17. The initial fee proposal for this Task Order was in the amount of \$140,800, which was based on our understanding of Client goals and anticipated staffing/level of effort. After receipt of the Independent Fee Estimate (IFE) solicited by the Client, there was a request to modify the proposal by completing the following:

- Eliminate 'Task 4 – Construction Administration and RPR Services' in the amount of \$86,100.

RS&H, Inc. re-evaluated the proposal in regard to the revised understanding of expectations and eliminated that portion of the fee was of no substantive impact to the quality of work. The CA and RPR services are anticipated to be contract separately at a later date.

After the elimination of this sub-task, RS&H was able to reduce the fee from \$140,800 to \$54,700.

If you have any further questions or comments, I can be reached at nate.granger@rsandh.com or 312.576.2472.

Sincerely,

Nate Granger
RS&H, Inc.

Amarillo City Council

Agenda Transmittal Memo



B



Meeting Date	August 16, 2016	Council Priority	Long term plan for infrastructure
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Department	Aviation
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Agenda Caption

Approval of task order #15, AMA Apron – Isolated Panel Replacement, Design + Bid, with RS&H, Inc. for the Rick Husband Amarillo International Airport for a total cost of \$124,500 (\$112,050 FAA, \$12,450 local funds).

Agenda Item Summary

Approval of task order #15, with RS&H, Inc. for the Rick Husband Amarillo International Airport. This task order includes design and bidding services to assist the Airport with a rehabilitation project on the existing commercial service apron. Several portions of the apron are a source of Foreign Object Debris (FOD) and are in need of rehabilitation due to isolated pavement failures. (approximately 300 panels)

Requested Action

Approve task order #15, RS&H, Inc. as a part of the 5 year on-call engineering services contract signed on 12/8/2014.

Funding Summary

Current funding has been identified and budgeted through FY15/16 budget, and proposed FY16/17 budget. This is also a project that has been identified for FAA funding at 90% of total project cost through AIP grant No. 3-48-0007-40 (future/in progress).

FAA Entitlement Funding:	\$112,050.00
Airport (Sponsor) Funding:	<u>\$12,450.00</u>
Total Project Cost:	\$124,500.00

Community Engagement Summary

N/A

Staff Recommendation

Staff recommends the approval of task order #15, RS&H, Inc.

RS&H Project No. 227.0247.015
 Short Title: Amarillo Apron - Isolated Panel Replacement
 Date: July 29, 2016

TASK ORDER NO. 15

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport (AMA)

Project Description: The existing terminal apron is in various stages of deterioration and in need of rehabilitation. Deterioration of the pavement surface is generating Foreign Object Debris (FOD). A previous investigation determined need for isolated panel replacement/repair. This task order will include updating the analysis, expanding the limits of the pavement investigation, preparation of design plans and bidding assistance.

Scope of Services and Deliverables

The full scope of services and deliverables are described in "Attachment A", which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum. The total compensation shall be \$124,500 for Design and Bidding Services, as described in "Attachment A".

TASK	CONTRACT VALUE
Task 1 - Preliminary (30%) Design and Investigation Services	\$57,500
Task 2 - 90% Design	\$44,100
Task 3 - 100% Design	\$9,800
Task 4 - Bid and Award Services	\$13,100
Total:	\$124,500

Schedule

Schedule shall be as described in "Attachment A".

CLIENT
 CITY OF AMARILLO, TEXAS

CONSULTANT
 RS&H, INC.

By: _____

By: Rodney L. Bishop Jr.

Typed Name: Bob Cowell

Typed Name: Rodney L. Bishop Jr.

Title: Deputy City Manager

Title: Vice President

Attest: _____

Attest: E. Holt Graves

Typed Name: Frances Hibbs

Typed Name: Melanie L. Nichols

Title: City Secretary

Title: Asst. Corporate Secretary

[CORPORATE SEAL]

[CORPORATE SEAL]

Task Order 15

1

AMA Apron - Isolated Panel Replacement
 July 29, 2016

"ATTACHMENT A"



Rick Husband-Amarillo International Airport

AMA Apron - Isolated Panel Replacement

PROJECT PROPOSAL / SCOPE OF WORK

RS&H Project No: 227-0247-015



RS&H, Inc.

11011 Richmond Avenue, Suite 900
Houston, Texas 77042
713.914.4455 (P) 713.914.0155 (F)

May 20, 2016
Updated: July 29, 2015

ISOLATED APRON PANEL REPLACEMENT PROJECT PROPOSAL AND SCOPE OF WORK

1. Project Description

The City of Amarillo, Texas, which owns and operates Rick Husband International Airport (Airport) has requested RS&H, Inc. (Consultant) to assist the Airport with a rehabilitation project on the existing apron. The existing apron is a source of Foreign Object Debris (FOD) for the Airport and requires rehabilitation. As part of a previous task order, a report titled "*Apron Rehabilitation: Preliminary Engineer's Report and Alternatives Analysis*" dated October 2009, was prepared. This report included alternatives and provided recommendation for rehabilitation of the apron. In summary, the selected alternative consisted of removal and replacement of select panels and rehabilitation of isolated failures. Based on this report, design plans, specifications and estimates were prepared and the project was bid on August 4, 2009. The Client ultimately decided not to award the project due to concurrent higher priorities.

As part of this Task Order, the Consultant will review and evaluate the plans, specifications and estimate from the previous project. The Consultant will utilize these documents as a starting point for the documents produced under this scope of work, but will supplement the information with on-site investigation to determine the changes in distresses since 2009. The limits of the investigation and rehabilitation will be as shown on the attached **Exhibit 1**.

For the project defined above, this proposal consists of professional engineering design and bidding services as outlined below.

2. Scope of Services

TASK 1: PRELIMINARY DESIGN (30%)

Task 1.1 Pre-Design Meeting with Airport Staff

The Consultant shall prepare for and attend one pre-design meeting with the Airport staff and other appropriate federal and/or state agencies to establish the preliminary design goals and methods. The kickoff meeting will be held at the Amarillo International Airport administrative offices.

Task 1.2 Records Review

The Consultant shall review available data related to the project. The Consultant will review previous as-builts, pavement evaluation reports, historical survey data, previous plans/specifications, and geotechnical investigation reports. The Airport shall assist the Consultant in providing any necessary information that the Consultant may not already have.

Task 1.3 Field Investigation and Data Analysis

The Consultant shall develop a reference grid of the apron within the rehabilitation limits. Removal and replacement or appropriate rehabilitation methods within the limits of construction will be identified using the grid system. A team of three (3) RS&H representatives will inspect the apron within the limits and confirm/identify the appropriate rehabilitation method for each panel. Panels to be monitored for future rehabilitation will be identified. It is anticipated that it will take the team four (4) full days to inspect the pavement.

Task 1.4 *Prepare 30% Preliminary Design Documents*

The Consultant shall prepare 30% preliminary plans, draft Construction Safety and Phasing Plan (CSPP), estimate of probable construction cost, and a preliminary engineering report. The preliminary design shall identify specific elements of the project that will be critical to consider for a technically and economically sound project. The development of the preliminary design will be in coordination with the Airport's authorized representative(s) for their input.

Task 1.5 *Quality Control Review*

The Consultant shall conduct in-house quality control review of the preliminary design plans, specifications, estimate of probable construction cost, and Engineer's Report prior to submittal to the Airport's authorized representative(s).

Task 1.6 *Submit 30% Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the preliminary plans, specifications, estimate of probable construction cost, and Engineer's Report to the Airport for review, comment, and approval to proceed to 90% design.

Task 1.7 *Preliminary Design Review Meeting*

After the Preliminary Design submittal, the Consultant shall coordinate and attend one meeting at the Airport to review the preliminary design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees.

Task 1.8 *Project Management / FAA Coordination*

The Consultant shall administer the project in coordination with assigned airport staff. The Consultant shall manage the project, coordinate with Airport staff, assign qualified individuals to the project, and shall complete the efforts within a reasonable and agreeable time frame.

The Consultant shall coordinate with the FAA Program Manager to deliver design documents and receive comments after Task 1.6. FAA comments shall be logged and addressed as part of the following submittal.

TASK 1 SCHEDULED MEETING SUMMARY

- (1) Kickoff Meeting
- (1) Design Review Meeting

TASK 1 DELIVERABLES

- 30% Preliminary Plans
- Preliminary CSPP
- Preliminary Engineer's Design Report
- Preliminary Engineer's Estimate of Probable Construction Cost

TASK 1 SCHEDULE

A preliminary schedule follows:

- Kickoff Meeting Within 45 days of NTP
- Records Review and Field Investigation at Kickoff Meeting
- Prepare Preliminary Design Documents 30 days from Completion of Field Investigation
- Preliminary Design Review Meeting Within 14 Days of 60% Document Submittal

TASK 2: 90% DOCUMENTS DESIGN

Task 2.1 Incorporate Preliminary Design Review Comments

The Consultant shall review all comments received from the Airport's authorized representative(s) from the Preliminary Design submittal review and incorporate applicable comments into plans, specifications, estimate of probable construction cost, and Engineer's Report. The Consultant shall provide a written report on each comment on how it will be incorporated into the documents, or why it was not applicable.

Task 2.2 Prepare 90% Design Documents

The Consultant shall prepare 90% design plans, technical specifications based on FAA AC 150/5370-10G, a CSPP, and an estimate of probable construction cost. The development of the 90% design documents, particularly the phasing, will be in coordination with the Airport's authorized representative(s) for their input.

Task 2.3 Quality Control Review

The Consultant shall conduct in-house quality control review of the 90% design plans, specifications, CSPP, and estimate of probable construction cost prior to submittal to the Airport's authorized representative(s).

Task 2.4 Submit 90% Design Deliverable

The Consultant shall submit and distribute three (3) sets of the 90% design plans, specifications, CSPP, and estimate of probable construction cost to the Airport as well as electronic files in PDF format.

Task 2.5 90% Design Review Meeting

The Consultant shall coordinate and attend one (1) meeting at the Airport to review the 90% Design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees.

The local FAA representative(s) assigned to this project will be invited to call in and provide comments based on their review of the documents up to this point.

Task 2.6 Project Management / FAA Coordination

The Consultant shall administer the project in coordination with assigned airport staff. The Consultant shall manage the project, coordinate with AMA staff, assign qualified individuals or sub-consultants to the project, and shall complete the efforts within a reasonable and agreeable time frame.

The Consultant shall coordinate with the FAA Program Manager to deliver plan documents during Task 4.4. The 90% Design Documents will be submitted to the FAA for review, and for approval of the CSPP. FAA comments shall be logged and addressed as part of the following submittal.

TASK 2 SCHEDULED MEETING SUMMARY

- (1) Design Review Meeting

TASK 2 DELIVERABLES

- 90% Design Plans
- Technical Specifications
- CSPP
- 90% Engineer’s Estimate of Probable Construction Cost

TASK 2 SCHEDULE

A preliminary schedule follows:

- Prepare 90% Design Documents..... 50 days
(after Preliminary Design Review Meeting)

TASK 3: 100% (BID DOCUMENTS) DESIGN

Task 3.1 Incorporate Preliminary Design Review Comments

The Consultant shall review all comments received from the Airport’s authorized representative(s) and the FAA from the 90% design submittal review and incorporate applicable comments into plans, specifications, CSPP, and estimate of probable construction cost. The Consultant shall provide a written report on each comment on how it will be incorporated into the documents, or why it was not applicable.

Task 3.2 Prepare 100% (Bid Documents) Design Documents

The Consultant shall prepare 100% design plans, a Project Manual including front-end specifications and technical specifications, a CSPP updated with any FAA or Airport comments, a Final Engineering Design Report and an estimate of probable construction cost. Specifications shall be based on a unit price total cost construction contract. Front-end specification requirements and format shall be provided by the Airport including, but not limited to, the advertisement to bid, legal requirements, proposal, contract, bond forms, general provisions, labor rates, minority participation requirements, special conditions, insurance requirements, and any other pertinent and or required information.

Task 3.3 Quality Control Review

The Consultant shall conduct in-house quality control review of the 100% design plans, specifications, CSPP, and estimate of probable construction cost prior to submittal to the Airport’s authorized representative(s).

Task 3.4 Submit 100% Design (Bid Documents) Deliverable

The Consultant shall submit and distribute three (3) sets of the 100% design plans, specifications, CSPP, and estimate of probable construction cost to the Airport as well as electronic files in PDF format for use and distribution during the bidding phase.

Task 3.5 *Project Management / FAA Coordination*

The Consultant shall administer the project in coordination with assigned airport staff. The Consultant shall manage the project, coordinate with AMA staff, assign qualified individuals or sub-consultants to the project, and shall complete the efforts within a reasonable and agreeable time frame.

The Consultant shall coordinate with the FAA Program Manager to confirm approval for advertising Bid Documents, and will address FAA review comments to the 90% Design documents during the 100% Design phase to facilitate FAA approval of Bid Documents.

The Consultant will prepare and submit a FAA form 7460-1 Notice of Proposed Construction form for construction of this project.

TASK 3 SCHEDULED MEETING SUMMARY

→ None

TASK 3 DELIVERABLES

- 100% Design (Bid Set) Plans
- Project Manual (including Up-Front Specifications and Technical Specifications)
- CSPP (Updated per FAA comments, if any)
- Final Engineering Design Report
- 100% Engineer's Estimate of Probable Construction Cost

TASK 3 SCHEDULE

A preliminary schedule follows:

- Prepare 100% Design (Bid Documents) 30 days
(after 90% Design Review Meeting)

TASK 4: BID/AWARD PHASE SERVICES

Task 4.1 *Pre-Bid Conference*

The Consultant shall attend a pre-bid conference at the Airport, receive comments, record the minutes of the conference and distribute to the Airport's authorized representative(s) and prospective contractors.

Task 4.2 *Issue Addenda*

The Consultant shall issue required addenda to revise plans, specifications and other contract documents prepared by the Consultant in order to provide clarifications, correct discrepancies, or correct errors and/or omissions.

Task 4.3 *Bid Opening*

The Consultant shall attend the bid opening and collect/copy all bids for formal review.

Task 4.4 *Bid Tabulation and Award Recommendation*

The Consultant shall develop a tabulation of all bids received and provide evaluation of checking for correctness, qualifications of apparent low bidder, DBE participation goals, etc., and make recommendations of award based solely on apparent low bidder.

TASK 4 SCHEDULED MEETING SUMMARY

- Pre-Bid Conference
- Bid Opening

TASK 4 DELIVERABLES

- Bid Tabulation
- Award Recommendation

3. Exclusions and Assumptions

The following are excluded from this proposal:

- Topographic Survey
- Geotechnical Investigation
- Preparation of Environmental Documentation
- Safety Risk Assessment Meetings
- Permit Fees associated with obtaining required project permits
- Any other services not explicitly defined
- Construction Administration (CA) Services
- Resident Project Representative (RPR) Services
- Construction Materials Testing (CMT) Services

The following are assumed for this proposal:

- Applicable airfield pavements will be closed during pavement investigation, allowing for uninterrupted, continual access.
- Project limits will be as shown on Exhibit 1.



Rick Husband Amarillo International Airport
AMA Apron - Isolated Panel Replacement

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	BCMT	CS	AL	DE	MG	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENG II	ENG I	ENGINEER I	TECH DESIGNER II	ADMIN ASSIST	
BASIC SERVICES									
TASK 1: PRELIMINARY DESIGN (30%)									
Task 1.1 Pre-Design Meeting	1		8		12			2	23
Task 1.2 Records Review			4	4	8				16
Task 1.3 Field Investigation and Data Analysis			8	60	60	40			168
Task 1.4 Prepare 30% Preliminary Design Documents		2	8	20	20	20	2	2	74
Task 1.5 Quality Control Review		4	10			4			18
Task 1.6 Submit 30% Design Deliverable			2		2				4
Task 1.7 Preliminary Design Review Meeting			8						8
Task 1.8 Project Management / FAA Coordination	1		16		8			2	27
TOTAL HOURS	2	6	64	84	110	64	2	6	338
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 163.61	\$ 99.22	\$ 93.02	\$ 164.02	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 1,485	\$ 15,803	\$ 13,743	\$ 10,914	\$ 5,953	\$ 328	\$ 470	\$ 49,273
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS	# PAGES							
	@	@			#SETS				
	\$1.60	\$0.20							
Drawings	25				3				\$120
Reports/Specifications		300			3				\$180
TOTAL REPRODUCTION									\$300
POSTAGE/DELIVERY	# PCKGS	# PCKGS							
	@	@							
	\$15.00	\$3.00							
Drawings and Specifications	3	3							\$54
TOTAL POSTAGE/DELIVERY									\$54
SPECIALTY SUBCONSULTANTS									
TOTAL SPECIALTY SUBCONSULTANTS									\$0
TOTAL DBE PERCENTAGE (THIS TASK):	0.00%								
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
			\$750	\$100	\$150	\$51			
Kick Off Meeting / Site Investigation	4	4	\$3,000	\$400	\$2,400	\$816			\$6,616
Preliminary Design Review Meeting	1	1	\$750	\$100	\$150	\$51			\$1,051
									\$7,667
MILEAGE	230	Miles @	\$0.50						\$115
ODC's									\$8,136
Total Proposed Fee for:	TASK 1: PRELIMINARY DESIGN (30%)								\$ 57,600
TASK 2: 90% DESIGN DOCUMENTS									
Task 2.1 Incorporate Preliminary Design Review Comments			8	2	8				18
Task 2.2 Prepare 90% Design Documents	1	2	40	32	80	50	2	2	209
Task 2.3 Quality Control Review		4	10			4		2	20
Task 2.4 Submit 90% Design Deliverable			1		2				3
Task 2.5 90% Design Review Meeting			8						8
Task 2.6 Project Management / FAA Coordination	1		12		8			2	23
TOTAL HOURS	2	6	79	34	98	54	2	6	281
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 163.61	\$ 99.22	\$ 93.02	\$ 164.02	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 1,485	\$ 19,507	\$ 5,563	\$ 9,723	\$ 5,023	\$ 328	\$ 470	\$ 42,676
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS	# PAGES							
	@	@			#SETS				
	\$1.60	\$0.10							
Drawings	25				3				\$120
Reports/Specifications		300			3				\$90
TOTAL REPRODUCTION									\$210
POSTAGE/DELIVERY	# PCKGS	# PCKGS							
	@	@							
	\$15.00	\$3.00							
Drawings and Specifications	3	3							\$54
TOTAL POSTAGE/DELIVERY									\$54
SPECIALTY SUBCONSULTANTS									
TOTAL SPECIALTY SUBCONSULTANTS									\$0
TOTAL DBE PERCENTAGE (THIS TASK):	0.00%								
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
			\$750	\$100	\$150	\$51			
90% DESIGN REVIEW MEETING	1	1	\$750	\$100	\$150	\$51			\$1,051
									\$0
									\$1,051
MILEAGE	50	Miles @	\$0.50						\$25
ODC's									\$1,340
Total Proposed Fee for:	TASK 2: 90% DESIGN DOCUMENTS								\$ 44,100



Rick Husband Amarillo International Airport
AMA Apron - Isolated Panel Replacement

DESIGN & BIDDING PHASE SERVICES

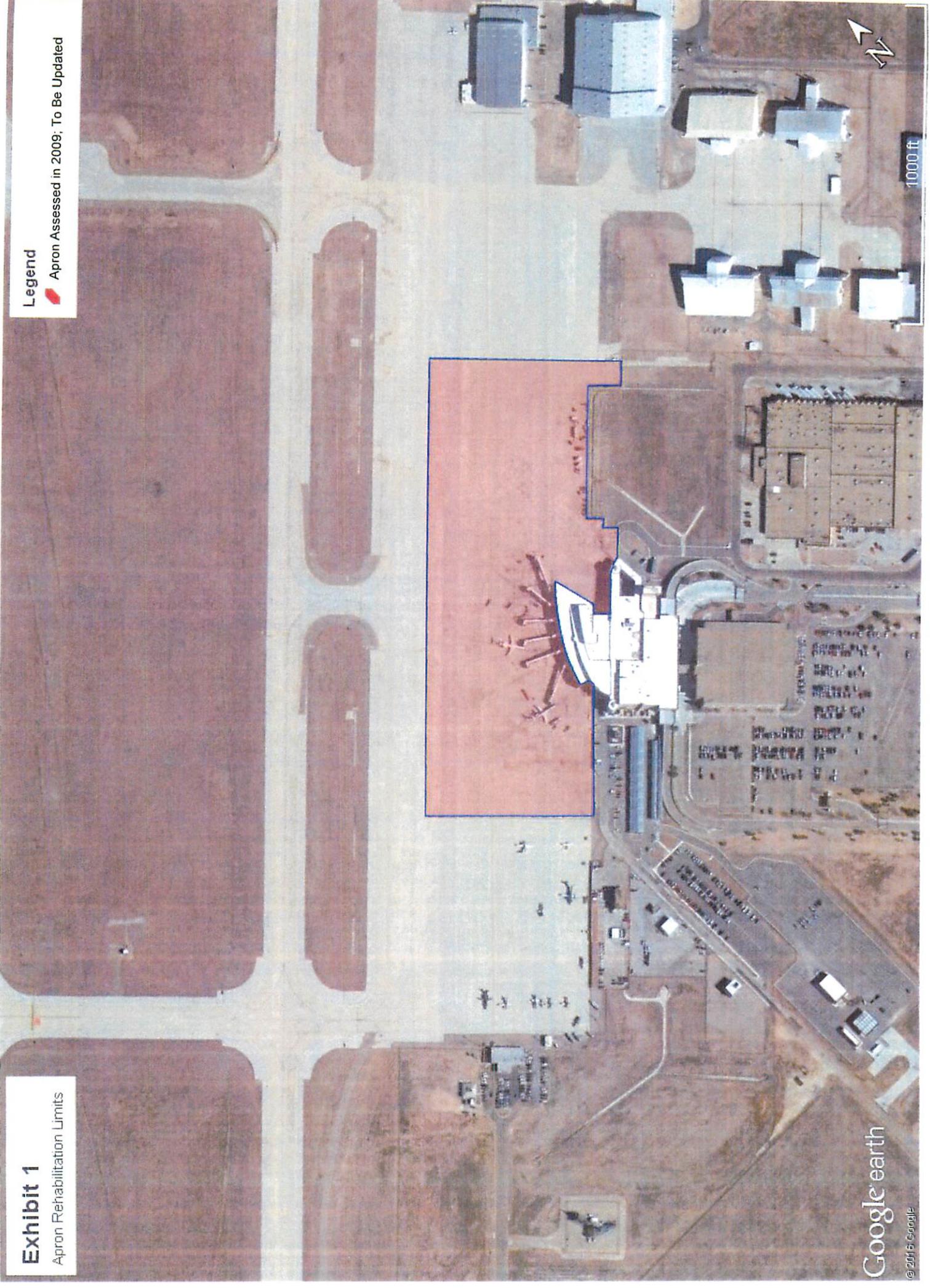
SCOPE / TASK TITLE	RB	BS	NG	BCMT	CS	AL	DE	MO	TOTAL	
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENG II	ENG I	ENGINEER I	TECH DESIGNER II	ADMIN ASSIST		
TASK 3: 100% (BID DOCUMENTS) DESIGN										
Task 3.1 Incorporate 90% Design Review Comments			2		4	4				10
Task 3.2 Prepare 100% (Bid Documents) Design Documents		2	4	4	8	10	2			30
Task 3.3 Quality Control Review		2	3			4				9
Task 3.4 Submit 100% (Bid Set) Design Deliverable			1			2		2		5
Task 3.5 Project Management and FAA Coordination		1	4		4	2				11
TOTAL HOURS	0	5	14	4	16	22	2	2		65
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 163.61	\$ 99.22	\$ 93.02	\$ 164.02	\$ 78.32		
TOTAL BURDENED LABOR	\$ -	\$ 1,237	\$ 3,457	\$ 654	\$ 1,587	\$ 2,046	\$ 328	\$ 157		\$ 9,467
OTHER DIRECT NON-SALARY COSTS										
REPRODUCTION	# DWGS	# PAGES								
	@	@								
	\$1.60	\$0.10			#SETS					
Drawings	25				3					\$120
Reports/Specifications		500			3					\$150
TOTAL REPRODUCTION										\$270
POSTAGE/DELIVERY	# PCKGS	# PCKGS								
	@	@								
	\$15.00	\$3.00								
Drawings and Specifications	3	3								\$54
TOTAL POSTAGE/DELIVERY										\$54
SPECIALTY SUBCONSULTANTS										
TOTAL SPECIALTY SUBCONSULTANTS										\$0
TOTAL DBE PERCENTAGE (THIS TASK):	0.00%									
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @				
			\$750	\$100	\$150	\$100				\$0
REIMBURSIBLES										\$0
MILEAGE		Miles @	\$0.50							\$0
ODC's										\$324
Total Proposed Fee for:	TASK 3: 100% (BID DOCUMENTS) DESIGN									\$ 9,800
TASK 4: BID/AWARD PHASE SERVICES										
Task 4.1 Pre-Bid Conference			8		8			2		18
Task 4.2 Issue Addenda			8	4	8	4		4		28
Task 4.3 Bid Opening			8							8
Task 4.4 Bid Tabulation & Award Recommendation		1	2	1						4
TOTAL HOURS	0	1	26	5	16	4	0	6		58
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 163.61	\$ 99.22	\$ 93.02	\$ 164.02	\$ 78.32		
TOTAL BURDENED LABOR	\$ -	\$ 247	\$ 6,420	\$ 818	\$ 1,587	\$ 372	\$ -	\$ 470		\$ 9,915
OTHER DIRECT NON-SALARY COSTS										
REPRODUCTION	# DWGS	# PAGES								
	@	@								
	\$1.60	\$0.10			#SETS					
Drawings										\$0
Reports/Specifications										\$0
TOTAL REPRODUCTION										\$0
POSTAGE/DELIVERY	# PCKGS	# PCKGS								
	@	@								
	\$15.00	\$3.00								\$0
Drawings and Specifications										\$0
TOTAL POSTAGE/DELIVERY										\$0
SPECIALTY SUBCONSULTANTS										
TOTAL SPECIALTY SUBCONSULTANTS										\$0
TOTAL DBE PERCENTAGE (THIS TASK):	0.00%									
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @				
			\$750	\$100	\$150	\$51				
Pre-Bid Conference	2	1	\$1,500	\$100	\$300	\$102				\$2,002
Bid Opening	1	1	\$750	\$100	\$150	\$51				\$1,051
										\$3,053
MILEAGE	240	Miles @	\$0.50							\$120
ODC's										\$3,173
Total Proposed Fee for:	TASK 4: BID/AWARD PHASE SERVICES									\$ 13,100
TOTAL OVERALL DBE PERCENTAGE:	0.00%									
TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:										\$ 124,500

Exhibit 1

Apron Rehabilitation Limits

Legend

Apron Assessed in 2009; To Be Updated



Google earth

© 2015 Google

1000 ft

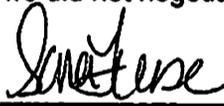
RECORD OF NEGOTIATIONS

**Rick Husband Amarillo International Airport
AIP: 3-48-0007-40-TBD
Isolated Panel Replacement - Apron
RS&H, Inc. Task Order No. 15**

Task Order No. 15 is the engineering services contract to accomplish the design and bidding phase services associated with constructing approximately 10-15% (300 panels) of the commercial aircraft apron. Major design items include identification of apron panels in need of immediate replacement, CSPP, and major construction phasing for the active commercial apron and coordination with tenants.

On May 20, 2016, Mr. Nate Granger, RS&H, Inc. (RS&H) e-mailed Attachment 1 describing the scope of services and a spreadsheet showing tasks, and labor categories. After review and discussion between the parties, the scope of services was agreed upon. On June 9, 2016, a spreadsheet summarizing the scope of work tasks and RS&H's labor hours to complete the tasks was emailed to Eric Scott, P.E., Foth Infrastructure, (Foth), from Cedar Rapids, Iowa, to complete an independent cost estimate on the project. FOTH reviewed the information and accomplished an estimate of hours and costs to complete the tasks. Total hours were estimated at 825.0 hours and estimated costs to complete the tasks totaled \$137,394.53.

FOTH's independent cost estimate was compared to RS&H's work hours of 619.0 and total costs of \$93,000.00. The variance in hours was under, construction safety and phasing plans, and bidding documents task. Discussions were initiated with Nate Granger to explain and/or justify the additional hours. Mr. Granger responded with an explanation letter of which is attached. After review and further discussion with Mr. Granger, we accepted RS&H's justification for the additional hours and since RS&H's total task order cost of \$124,500 was acceptable, we did not negotiate any further.

Signed: 

Title: Director of Aviation

Rick Husband Amarillo Intl Airport
Amarillo, Texas
Task Order #15, Initial

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 1	Preliminary Design								
1.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	6	247.47	1,484.82	0	200.00	0.00	6	47.47	1,484.82
Project Manager	64	246.93	15,803.52	63	180.00	11,340.00	1	66.93	4,463.52
ENG III	84	163.61	13,743.24	10	120.00	1,200.00	74	43.61	12,543.24
ENG II	110	99.22	10,914.20	79	115.00	9,085.00	31	-15.78	1,829.20
Engineer I	64	93.02	5,953.28	4	108.00	432.00	60	-14.98	5,521.28
Tech Designer III	2	164.02	328.04	153	108.00	16,524.00	151	56.02	-16,195.96
Admin Assistant	6	78.32	469.92	0	62.00	0.00	6	16.32	469.92
TOTAL	338		\$49,274.26	309		\$38,581.00	29		\$10,693.26
TASK 2	90% Design Documents								
2.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	6	247.47	1,484.82	0	200.00	0.00	6	47.47	1,484.82
Project Manager	79	246.93	19,507.47	50	180.00	9,000.00	29	66.93	10,507.47
ENG III	34	163.61	5,562.74	2	120.00	240.00	32	43.61	5,322.74
ENG II	98	99.22	9,723.56	50	115.00	5,750.00	48	-15.78	3,973.56
Engineer I	54	93.02	5,023.08	0	108.00	0.00	54	-14.98	5,023.08
Tech Designer III	2	164.02	328.04	62	108.00	6,696.00	-60	56.02	-6,367.96
Admin Assistant	6	78.32	469.92	0	62.00	0.00	6	16.32	469.92
TOTAL	281		\$42,676.87	164		\$21,686.00	117		\$20,990.87
TASK 3	100% (Bid Documents) Design								
3.0									
Project Officer	0	288.62	0.00	0	0.00	0.00	0	288.62	0.00
Project Director	7	247.47	1,732.29	4	200.00	800.00	3	47.47	932.29
Project Manager	39	246.93	9,630.27	30	180.00	5,400.00	9	66.93	4,230.27
ENG III	22	163.61	3,599.42	0	120.00	0.00	22	43.61	3,599.42
ENG II	30	99.22	2,976.60	24	115.00	2,760.00	6	-15.78	216.60
Engineer I	36	93.02	3,348.72	0	108.00	0.00	36	-14.98	3,348.72
Tech Designer III	2	164.02	328.04	20	108.00	2,160.00	-18	56.02	-1,831.96
Admin Assistant	12	78.32	939.84	0	62.00	0.00	12	16.32	939.84
TOTAL	148		\$22,555.18	78		\$11,120.00	70		\$11,435.18
TASK 4	Bid/Award Phase Services								
4.0									
Project Officer		288.62	0.00	0	0.00	0.00	0	288.62	0.00
Project Director	1	247.47	247.47	0	200.00	0.00	1	47.47	247.47
Project Manager	26	246.93	6,420.18	36	180.00	6,480.00	-10	66.93	-59.82
ENG III	5	163.61	818.05	0	120.00	0.00	5	43.61	818.05
ENG II	16	99.22	1,587.52	24	115.00	2,760.00	-8	-15.78	-1,172.48
Engineer I	4	93.02	372.08	0	108.00	0.00	4	-14.98	372.08
Tech Designer III	0	164.02	0.00	8	108.00	864.00	-8	56.02	-864.00
Admin Assistant	6	78.32	469.92	0	62.00	0.00	6	16.32	469.92
TOTAL	58		\$9,915.22	68		\$10,104.00	10		-\$188.78
Total Hours	825			619			206	33.28%	

Direct Salary Costs		\$124,421.53		\$81,491.00		52.68%	\$42,930.53
Reproduction		\$780.00		\$1,068.00		-26.97%	-\$288.00
Postage/Delivery		\$162.00		\$216.00		-25.00%	\$54.00
Travel (incl Per Diem)		\$11,771.00		\$10,010.00		17.59%	\$1,761.00
Mileage		\$250.00		\$0.00		#DIV/0!	\$250.00
Total ODC		\$12,973.00		\$11,294.00		14.87%	\$1,679.00
Grand Total		\$137,394.53		\$92,785.00		48.08%	\$44,609.53
	Rounded	\$137,000.00		\$93,000.00			

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 1	Preliminary Design								
1.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	6	247.47	1,484.82	0	200.00	0.00	6	47.47	1,484.82
Project Manager	64	246.93	15,803.52	63	180.00	11,340.00	1	66.93	4,463.52
ENG III	84	163.61	13,743.24	10	120.00	1,200.00	74	43.61	12,543.24
ENG II	110	99.22	10,914.20	79	115.00	9,085.00	31	-15.78	1,829.20
Engineer I	64	93.02	5,953.28	4	108.00	432.00	60	-14.98	5,521.28
Tech Designer III	2	164.02	328.04	153	108.00	16,524.00	-151	56.02	16,195.96
Admin Assistant	6	78.32	469.92	0	62.00	0.00	6	16.32	469.92
TOTAL	338		\$49,274	309		\$38,581	29		\$10,693
TASK 2	90% Design Documents								
2.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	6	247.47	1,484.82	0	200.00	0.00	6	47.47	1,484.82
Project Manager	79	246.93	19,507.47	50	180.00	9,000.00	29	66.93	10,507.47
ENG III	34	163.61	5,562.74	2	120.00	240.00	32	43.61	5,322.74
ENG II	98	99.22	9,723.56	50	115.00	5,750.00	48	-15.78	3,973.56
Engineer I	54	93.02	5,023.08	0	108.00	0.00	54	-14.98	5,023.08
Tech Designer III	2	164.02	328.04	62	108.00	6,696.00	-60	56.02	6,367.96
Admin Assistant	6	78.32	469.92	0	62.00	0.00	6	16.32	469.92
TOTAL	281		\$42,677	164		\$21,686	117		\$20,991
TASK 3	100% (Bid Documents) Design								
3.0									
Project Officer	0	288.62	0.00	0	0.00	0.00	0	288.62	0.00
Project Director	5	247.47	1,237.35	4	200.00	800.00	1	47.47	437.35
Project Manager	14	246.93	3,457.02	30	180.00	5,400.00	-16	66.93	-1,942.98
ENG III	4	163.61	654.44	0	120.00	0.00	4	43.61	654.44
ENG II	16	99.22	1,587.52	24	115.00	2,760.00	-8	-15.78	-1,172.48
Engineer I	22	93.02	2,046.44	0	108.00	0.00	22	-14.98	2,046.44
Tech Designer III	2	164.02	328.04	20	108.00	2,160.00	-18	56.02	-1,831.96
Admin Assistant	2	78.32	156.64	0	62.00	0.00	2	16.32	156.64
TOTAL	65		\$9,467	78		\$11,120	-13		-\$1,653
TASK 4	Bid/Award Phase Services								
4.0									
Project Officer	0	288.62	0.00	0	0.00	0.00	0	288.62	0.00
Project Director	1	247.47	247.47	0	200.00	0.00	1	47.47	247.47
Project Manager	26	246.93	6,420.18	36	180.00	6,480.00	-10	66.93	-59.82
ENG III	5	163.61	818.05	0	120.00	0.00	5	43.61	818.05
ENG II	16	99.22	1,587.52	24	115.00	2,760.00	-8	-15.78	-1,172.48
Engineer I	4	93.02	372.08	0	108.00	0.00	4	-14.98	372.08
Tech Designer III	0	164.02	0.00	8	108.00	864.00	-8	56.02	-864.00
Admin Assistant	6	78.32	469.92	0	62.00	0.00	6	16.32	469.92
TOTAL	58		\$9,915	68		\$10,104	-10		-\$189
Total Hours	742			619			123	19.87%	

Direct Salary Costs	\$111,334	\$81,491.00	36.62%	\$29,843
Reproduction	\$780.00	\$1,068.00	-26.97%	-\$288.00
Postage/Delivery	\$162.00	\$216.00	25.00%	\$54.00
Travel (incl Per Diem)	\$11,771.00	\$10,010.00	17.59%	\$1,761.00
Mileage	\$260.00	\$0.00		\$260.00
Total ODC	\$12,973.00	\$11,294.00	14.87%	\$1,679.00
Grand Total	\$124,306.80	\$92,785.00	33.97%	\$31,521.80
	Rounded \$124,500.00	93,000.00		



MEMORANDUM

Subject	Fee Negotiations – Amarillo GC	RS&H Project No.	Task Order No. 15
Prepared By	Nate Granger, RS&H	Copies to	Sara Freese, AAE

Sara Freese, AAE
Amarillo International Airport
10801 Airport Boulevard
Amarillo, Texas 79111

RE: Contract Fee Negotiation – Task Order No. 15

Ms. Freese,

This memorandum is in regard to the fee proposal for Task Order No. 15. The initial fee proposal for this Task Order was in the amount of \$474,900, which was based on our understanding of Client goals and anticipated staffing/level of effort. After receipt of the Independent Fee Estimate (IFE) solicited by the Client, there was a request to modify the proposal by completing the following:

- Eliminate 'Task 5 – CA, RPR and Construction Material Testing' in the amount of \$337,300.
- Re-evaluate 'Task 2 - 90% Design' and 'Task 3 - 100% Design' deliverable efforts in order to determine source of discrepancies with IFE

RS&H, Inc. re-evaluated the proposal and completed the first bullet without issue. With the revised expectations of scope (eliminating the CA, RPR, and Materials Testing), the elimination of that portion of the fee was of no substantive impact to the quality of work.

Upon evaluating the Task 2 and Task 3 efforts, it seemed apparent that there was a difference of understanding regarding the anticipated level of effort associated with the 90% plans. Since the proposal includes going directly from 30% to 90%, there will be a significant amount of coordination that will be necessary to phase the apron pavement rehabilitation around the existing aircraft with minimal impact to the airline operations. We believe that reducing the hours associated with this element would adversely affect the product, and believe it may have been overlooked by those performing the IFE. However, we are amenable to reducing the 'Task 4' hours to be more in line with the IFE, but in order to do so, it will be expected that the airline coordination will be completed by end of Task 2.

After the elimination of task elements and other noted modifications, RS&H was able to reduce the fee from \$474,900 to \$124,500. We believe that we have done as much as we can in order to responsibly complete the subtasks outlined within the Task Order proposal.

If you have any further questions or comments, I can be reached at nate.granger@rsandh.com or 312.576.2472.

Sincerely,

Nate Granger
RS&H, Inc.

Amarillo City Council

Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	Safety Program, Best Practices
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Department	Aviation
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Agenda Caption

Approval of task order #14, Safety Management Systems (SMS) Part 139 program development services, with RS&H, Inc. for the Rick Husband Amarillo International Airport for a total cost of \$299,400 (\$269,460 FAA, \$29,940 local funds).

Agenda Item Summary

Approval of task order #14, with RS&H, Inc. for the Rick Husband Amarillo International Airport. This task order includes SMS Planning and SMS development to assist the airport to meet FAA regulations under 14 CFR part 139, and the Part 139 Airport Notices of Proposed Rulemaking. The SMS program will reflect guidelines as established in FAA Advisory Circular 150/5200-37A and ICAO Document 9859 Safety Management Manual.

Requested Action

Approve task order #14, RS&H, Inc. as a part of the 5 year on-call engineering services contract signed on 12/8/2014.

Funding Summary

Current funding has been identified and budgeted through the proposed CIP FY16/17 budget. This is also a project that has been identified for FAA funding at 90% of total project cost through AIP grant No. 3-48-0007-41 (future/in progress).

FAA Entitlement Funding:	\$269,460.00
Airport (Sponsor) Funding:	<u>\$29,940.00</u>
Total Project Cost:	\$299,400.00

Community Engagement Summary

N/A

Staff Recommendation

Staff recommends the approval of task order #14, RS&H, Inc.

RS&H Project No. 227.0247.014
 Short Title: Amarillo SMS Program Development
 Effective Date: May 11, 2016 (Updated July 22, 2016)

TASK ORDER NO. 14

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport (AMA)

Project Description: This project includes the development and implementation of a Safety Management System (SMS) program at Amarillo International Airport.

Scope of Services and Deliverables

The full scope of services and deliverables are described in "Attachment A", which is made a part hereof.

Compensation Terms

The method of payment for Phases 1 and 2 shall be Lump Sum. The total lump sum compensation shall be \$299,400.00 for Phase 1 and 2 services described in "Attachment A". Additionally, there shall be a not-to-exceed expense allowance of \$50,000 for acquisition of SMS software for Client use. Breakdown for tasks is as follows:

TASK	CONTRACT VALUE
PHASE 1: Safety Management System Planning	\$64,200.00
PHASE 2: Safety Management System Implementation	\$185,200.00
SMS Client Software Allowance (Not-to-exceed)	\$50,000.00
TOTAL:	\$299,400.00

Schedule

Schedule shall be as described in "Attachment A".

CLIENT
CITY OF AMARILLO, TEXAS

CONSULTANT
RS&H, INC.

By: _____

By: *Rodney L. Bishop Jr.*

Typed Name: Bob Cowell

Typed Name: Rodney L. Bishop Jr.

Title: Deputy City Manager

Title: Vice President

Attest: _____

Attest: *E. Holt Graves*

Typed Name: Frances Hibbs

Typed Name: Metanie L. Nichols

Title: City Secretary

Title: Asst. Corporate Secretary

[CORPORATE SEAL]

[CORPORATE SEAL]

“ATTACHMENT A”



Rick Husband-Amarillo International Airport

Safety Management System (SMS) Part 139 Airport SMS Program Development Services

PROJECT PROPOSAL / SCOPE OF WORK

RS&H Project No: 227-0247-014



RS&H, Inc.
11011 Richmond Avenue, Suite 900
Houston, Texas 77042
713.914.4455 (P) 713.914.0155 (F)

May 2016
Updated July 22, 2016

PART 139 AIRPORT SMS PROGRAM DEVELOPMENT PROJECT PROPOSAL AND SCOPE OF WORK

1. Project Description

The Rick Husband Amarillo International Airport (Client or Airport) has elected to pursue planning services for the development of a Safety Management System Program compatible with FAA's regulations under 14 CFR Part 139 and the Part 139 Airport Notice of Proposed Rulemaking. The SMS program will reflect the guidelines set forth in FAA Advisory Circular 150/5200-37A, Safety Management Systems for Airport Operators, as well as other industry guidance, including but not limited to ICAO Document 9859 Safety Management Manual. RS&H, Inc. (RS&H or Consultant) shall provide services for the development of an SMS program, including SMS manual, gap analysis, implementation plan, training, Safety Risk Management program and self-inspection system as described below.

2. Scope of Services

PHASE 1: SMS PLANNING

Task 1 *Collect and Review Relevant Documentation*

In conjunction with the Client, RS&H will collect and review relevant documentation:

- Client Airport Certification Manual and Airport Emergency Plan
- Client safety policies, programs and procedures
- Airport tenant safety programs

Task 2 *Kickoff Meeting*

RS&H will coordinate and attend one (1) kick-off meeting with the Client at Rick Husband Amarillo International Airport to establish the preliminary goals and objectives, meet with relevant stakeholders who will have involvement in the development of the SMS, and develop the overall schedule for implementation. At this meeting RS&H also will review the Client's files and collect all available information related to the project.

Task 3 *Gap Analysis*

RS&H will conduct an analysis of existing safety protocols, processes and resources to determine the structures and safety tools that exist within the organization. The gap analysis will also detect safety vulnerabilities that exist and suggest additional resources, structures and safety tools that may be necessary to mitigate safety vulnerabilities and increase operational resilience to hazards.

Task 4 *Implementation Plan*

Based on the findings of the gap analysis, RS&H will develop a plan and schedule outlining the milestones for implementing the SMS at the Airport. RS&H will assess all items found to be missing or deficient during the gap analysis to determine how to create or modify policies, objectives, procedures or processes to incorporate the required SMS elements. An Implementation Plan will be developed to outline how, when and by whom those new elements will be incorporated.

Task 5 *Documentation*

RS&H shall prepare the training materials and reports outlined in the tasks above, as well as the various forms, outlines and standard operating procedures as may be required to implement the SMS. Materials will be submitted in draft form to the Client for review. Upon receipt of written review comments from the Client, RS&H shall incorporate comments as appropriate.

RS&H shall prepare and produce a draft Gap Analysis and a draft Implementation Plan for Client review. Upon receipt of written review comments, RS&H shall incorporate the comments as appropriate and produce a final Gap Analysis and a final Implementation Plan, which will be submitted during an on-site presentation at the conclusion of Phase 1. The Consultant shall provide 5 copies of the final SMS Manual to the Client for distribution to agencies and for the Client's internal use. Electronic copies of the document in Portable Document Format (PDF) will also be prepared and used whenever possible to minimize the number of paper copies.

Task 6 *Project Management*

The Consultant shall assure all analysis and documentation is completed by qualified individuals or subconsultants and shall complete the efforts as presented in the attached schedule. This task includes the overall project management of the SMS with the Client and FAA.

PHASE 2: SMS IMPLEMENTATION

Task 7 *Safety Policy*

RS&H will assist in the creation of a Safety Policy Statement and assist the Client in designating an Accountable Executive, Responsible Executive, and an SMS Team, who will be instrumental in developing SMS policy under this project.

Task 7.1 *Safety Policy Development*

RS&H will work with Airport management to develop a Safety Policy Statement that reflects the Airport's vision and commitment to the SMS program.

Task 7.2 *Roles and Responsibilities*

Roles and responsibilities for key staff members will be outlined and aligned with the current job duties of those individuals. Areas where additional staffing may be required will be identified, along with recommendations of alternative actions if additional staff cannot be justified.

Task 7.3 *Goals and Objectives*

RS&H will assist the Client in developing a set of goals and objectives, and from those objectives determining the initial set of metrics that will be tracked by the processes developed for the SMS Program.

Task 8 *Safety Risk Management*

RS&H will assist the Client in developing a Safety Risk Management process that allows for the early and proactive identification of safety hazards and provides methods to conduct Safety Assessments (SAs), and define, implement and track mitigations to those hazards. These processes will be integrated to the extent possible with existing processes in place at the Airport.

Task 8.1 *Hazard Identification*

RS&H will develop appropriate training materials for hazard identification and compile a list of safety indicators. RS&H will assist the Client in developing and installing a non-punitive hazard reporting system. RS&H will advise the Client with assessing software components.

Task 8.2 *Hazard Tracking*

RS&H will assist the Client with monitoring documentation and reporting processes, providing appropriate training on reactive processes, and assessing the software solution's ability to accomplish this task. RS&H will train up to five select employees on accident investigations and performing root cause analysis.

Task 8.3 *Risk Management*

RS&H will train select Client employees on conducting SAs, and defining, implementing and tracking mitigations to those hazards. RS&H will conduct three SAs, involving up to five selected staff in the organization and documentation of those processes to enable staff to conduct SAs independently in the future.

Task 8.4 *Airport Job Safety Analysis*

RS&H will analyze Airport job descriptions and conduct a job safety analysis to identify job hazards and potential mitigations.

Task 9 *Safety Promotion*

Safety promotion is an SMS task defined by FAA guidance that includes training workers on the tenets of SMS as well as methods for encouraging the adoption of a safety-oriented workplace culture.

Task 9.1 *Training*

RS&H will develop appropriate SMS training modules, tailored to three job levels: Executive, Management, and Worker. RS&H will conduct training sessions for the Executive and Management level staff. It is anticipated that Worker level training will be incorporated into the Airport badge training process. All training modules will be appropriate for the Airport to use in new employee orientation as well as annual recurrent training. All training modules will be archived electronically to allow them to be used as training materials for future staff.

Task 9.2 *Promotional Activities*

In addition, RS&H will assist the Client with developing promotional ideas to solicit cooperation and enthusiasm among employees. Actual design, production and procurement of promotional items will be the responsibility of the Airport to contract and obtain and are not included in this Scope of Work.

Task 10 *Safety Assurance*

RS&H will provide methods for ensuring the continuing improvement of the SMS. Those methods will include safety performance monitoring, management of change, and measurement of the performance of the SMS itself.

Task 10.1 Investigation Capability

RS&H will assist the Client with monitoring documentation and reporting processes, providing appropriate training on reactive processes, and assessing the software solution's ability to accomplish this task. RS&H will train up to 10 management-level employees on accident investigations and performing root cause analysis.

Task 10.2 Safety Analysis Capability

RS&H will assist the Client with developing methods to refine Safety Assessment methodology and criteria, documentation and reporting processes for proactive processes, assessing software solutions for tracking hazards, and integrating proactive methods with reactive measures.

Task 10.3 Self-Assessment and Audit

RS&H will assist the Client with developing processes for internal self-assessments and internal evaluation, documentation and reporting processes, providing appropriate training on reactive processes, and assess the software solution's ability to accomplish this task. This task will also develop audit procedures for use by the Airport in monitoring the program using a third-party auditor.

Task 11 Documentation

RS&H shall prepare the training materials and reports outlined in the tasks above, as well as the various forms, outlines and standard operating procedures as may be required to implement the SMS. Materials will be submitted in draft form to the Client for review. Upon receipt of written review comments from the Client, RS&H shall incorporate comments as appropriate.

RS&H shall prepare and produce a draft Safety Management System manual for Client review. Upon receipt of written review comments, RS&H shall incorporate the comments as appropriate and produce a final Safety Management System Manual. The Consultant shall provide 5 copies of the final SMS Manual to the Client for distribution to agencies and for the Client's internal use. Electronic copies of the document in Portable Document Format (PDF) will also be prepared and used whenever possible to minimize the number of paper copies.

Task 12 SMS Software Research, Recommendation and Acquisition

The Consultant shall assist the Client in researching SMS Software applications that best suit the needs of the Client identified throughout the course of the program development. The Consultant shall identify and present the options to the Client for selection, and shall acquire the software for the Client and coordinate the installation of the software on to the Client-provided computer.

Task 13 Project Management

The Consultant shall assure all analysis and documentation is completed by qualified individuals or subconsultants and shall complete the efforts as presented in the attached schedule. This task includes the overall project management of the SMS with the Client and FAA.

DELIVERABLES

- Phase 1 Deliverables
 - Meeting Materials/Minutes Electronic Submittal (.pdf)
 - Preliminary Implementation Plan..... 5 Hard Copies / Electronic Submittal (.pdf)
 - Final Implementation Plan 5 Hard Copies / Electronic Submittal (.pdf)

- Phase 2 Deliverables
 - Meeting Materials/Minutes Electronic Submittal (.pdf)
 - PowerPoint Training Modules for 2 Job Levels..... Electronic Submittal (.ppt)
 - Script for Video for 1 Job Level Electronic Submittal (.pdf)
 - Recording of Training Sessions Electronic Submittal (.wav)

EXCLUSIONS/ASSUMPTIONS

- Acquisition of software, modifications of software and/or the costs associated with such modifications are not included in this Scope of Work.

SCHEDULED MEETING SUMMARY

Phase 1

- (1) Kickoff meeting: Establish goals and objectives, meet with relevant stakeholders, develop the overall schedule, review Client's files, and collect information.
- (1) Plan Submission: Final Gap Analysis and Implementation Plan presented on-site.

Phase 2

- (1) Kickoff meeting: Review of Phase 1 activities, establish goals and objectives, schedule, and data collection.
- (3) Safety Risk Management panel analyses. Three SRM panels will be conducted to train staff on panel preparation, hazard identification, hazard analysis, and mitigation.
- (2) Training sessions: Executive level and Supervisor level training, development of training video for badgeholders.
- (1) Safety Assurance / Draft SMS Manual: Integration of hazard analysis into reporting system, tracking hazards, program integration.
- (1) Self Assessment / Audit: On-site walk-through of Self-Assessment, with preparation for third-party audit.
- (1) Final SMS Handover: Presentation of completed documents and final project wrapup.

3. Schedule

Phase 1 will be completed within six months from Notice to Proceed for Phase 1, exclusive of any Client or FAA review times, which are outside of the Consultant's control.

Phase 2 will be completed within 18 months from Notice to Proceed for Phase 2, exclusive of any Client or FAA review times, or scheduling delays associated with training video production, which are outside of the Consultant's control.

4. Fee Structure

Lump Sum Fee shall be in accordance with the attached Work Breakdown Structure (attached).



**Rick Husband Amarillo International Airport
City of Amarillo, Texas**

Safety Management System Development

SCOPE / TASK TITLE	RB	KI/AD	GH	SL	TM	MO	TOTAL
	PROJ OF CR DIRECTORS	PROJECT MANAGER	PLANNER	JUNIOR PLANNER	SENIOR TECHNICIAN	ADMIN	
Phase 1: SMS PLANNING							
Task 1 Collect and Review Relevant Documentation	2	24	20	40			86
Task 2 Kick-Off Meeting	2	12		12			26
Task 3 Gap Analysis		12	24	40		4	80
Task 4 Implementation Plan		36	30	40		8	114
Task 5 Documentation		6	30	30	8	8	82
Task 6 Project Management	4	24				8	36
TOTAL HOURS	8	114	104	162	8	28	424
BURDENED LABOR	\$ 297.28	\$ 233.16	\$ 112.89	\$ 85.07	\$ 130.35	\$ 78.32	
TOTAL BURDENED LABOR	\$2,378	\$26,580	\$11,741	\$13,781	\$1,043	\$2,193	\$57,800.00
OTHER DIRECT NON-SALARY COSTS							
REPRODUCTION	# DWGS	# PAGES	# BDS				
	@	@	@				
	\$1.60	\$0.20	\$100.00	#SETS			
Drawings							\$0
Reports/Specifications		110		5			\$110
TOTAL REPRODUCTION							\$110
POSTAGE/DELIVERY	# PCKGS	# PCKGS					
	@	@					
	\$15.00	\$10.00					
Drawings and Specifications		4					\$40
TOTAL POSTAGE/DELIVERY							\$40
SPECIALTY SUBCONSULTANTS							
	N/A						\$0
PROPOSED DBE PERCENTAGE:	0.00%						
TRAVEL			Airfare @	Car @	Lodging @	Per Diem	
	# People	# Days	\$750	\$100	\$150	\$51	
Kickoff Meeting / Gap Analysis	2	4	\$1,500	\$400	\$1,200	\$408	\$3,508
Plan Submission	2	2	\$1,500	\$200	\$600	\$204	\$2,504
							\$6,100
MILEAGE		192 Miles @	\$0.57				\$109
TOTAL ODC's							\$6,400
Total Lump Sum Fee for:	Phase 1: SMS PLANNING						\$64,200



**Rick Husband Amarillo International Airport
City of Amarillo, Texas**

Safety Management System Development

SCOPE / TASK TITLE	RB	KI/AO	GH	SL	TM	MO	TOTAL
	PROJ OFCR DIRECTORS	PROJECT MANAGER	PLANNER	JUNIOR PLANNER	SENIOR TECHNICIAN	ADMIN	
Phase 2: SMS IMPLEMENTATION							
Task 7 Safety Policy							
7.1 Safety Policy Development	1	10	6	6			23
7.2 Roles and Responsibilities		12	8	4			24
7.3 Goals and Objectives		6	24				30
Task 8 Safety Risk Management							
8.1 Hazard Identification		24		24		16	64
8.2 Hazard Tracking		16	32	8			56
8.3 Risk Management		32	24	24			80
8.4 Airport Job Safety Analysis		16	60				76
Task 9 Safety Promotion							
9.1 Training		24	12	40		8	84
9.2 Promotional Activities		12	40				52
Task 10 Safety Assurance							
10.1 Investigation Capability		24	24	24			72
10.2 Safety Analysis Capability		40	12	16			68
10.3 Audit	2	12				4	18
Task 11 Documentation	4	40	100	40	8	24	216
Task 12 SMS Software Research, Recommendation and Acquisition		20	10			4	34
Task 13 Project Management	10	86				16	112
TOTAL HOURS	17	374	352	186	8	72	1009
BURDENED LABOR	\$ 297.28	\$ 233.16	\$ 112.89	\$ 85.07	\$ 130.35	\$ 78.32	
TOTAL BURDENED LABOR	\$5,054	\$87,201	\$39,737	\$15,822	\$1,043	\$5,639	\$154,500.00
OTHER DIRECT NON-SALARY COSTS							
REPRODUCTION	# DWGS	# PAGES	# BDS				
	@	@	@				
	\$1.60	\$0.20	\$100.00	#SETS			
Drawings							\$0
Reports/Specifications		110		15			\$330
TOTAL REPRODUCTION							\$330
POSTAGE/DELIVERY	# PCKGS	# PCKGS					
	@	@					
	\$15.00	\$10.00					
Drawings and Specifications		4					\$40
TOTAL POSTAGE/DELIVERY							\$40
SPECIALTY SOFTWARE							
SMS Software (Not-to-exceed expense allowance)							\$50,000
							\$50,000
SPECIALTY SUBCONSULTANTS							
Training (Estimated)							\$10,000
							\$10,000
PROPOSED DBE PERCENTAGE:	0.00%						
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem	
			\$750	\$100	\$150	\$51	
Kick-Off Meeting	2	2	\$1,500	\$200	\$600	\$204	\$2,504
Safety Risk Management / Safety Risk Assessment 1	2	2	\$1,500	\$200	\$600	\$204	\$2,504
Safety Risk Management / Safety Risk Assessment 2	2	2	\$1,500	\$200	\$600	\$204	\$2,504
Safety Risk Management / Safety Risk Assessment 3	2	2	\$1,500	\$200	\$600	\$204	\$2,504
Training 1	2	3	\$1,500	\$300	\$900	\$306	\$3,006
Training 2	0	0	\$0	\$0	\$0	\$0	\$0
Safety Assurance / Draft SMS Manual	2	3	\$1,500	\$300	\$900	\$306	\$3,006
Self Assessment / Audit	1	2	\$750	\$200	\$300	\$102	\$1,352
Final SMS Handover	2	2	\$1,500	\$200	\$600	\$204	\$2,504
							\$19,900
MILEAGE	720	Miles @	\$0.57				\$410
TOTAL ODC's							\$30,700
Total Lump Sum Fee for:	Phase 2: SMS IMPLEMENTATION						\$185,200
Total Proposed Lump Sum Fee for Phase 1 and Phase 2 of:	Safety Management System Development						\$249,400
Total Proposed Not-To-Exceed Allowance for:	Safety Management System Software						\$50,000
Total Fee:							\$299,400

RECORD OF NEGOTIATIONS

**Rick Husband Amarillo International Airport
AIP: 3-48-0007-41-TBD
Safety Management Systems (SMS) Program Development
RS&H, Inc. Task Order No. 14**

Task Order No. 14 is the planning services contract to accomplish the planning and programming services associated with SMS planning, and SMS program implementation per Part 139 regulations. Major planning items include full gap analysis, implementation plan, policy development, hazard analysis, and safety analysis for activities at the airport.

On May 20, 2016, Mr. Nate Granger, RS&H, Inc. (RS&H) e-mailed Attachment 1 describing the scope of services and a spreadsheet showing tasks, and labor categories. After review and discussion between the parties, the scope of services was agreed upon. On June 9, 2016, a spreadsheet summarizing the scope of work tasks and RS&H's labor hours to complete the tasks was emailed to Eric Scott, P.E., Foth Infrastructure, (Foth), from Cedar Rapids, Iowa, to complete an independent cost estimate on the project. FOTH sub contracted the IFE to Faith Group, Des Moines, Iowa for completion. Faith Group reviewed the information and accomplished an estimate of hours and costs to complete the tasks. Total hours were estimated at 1729.0 hours and estimated costs to complete the tasks totaled \$379,059.36.

Faith Group's independent cost estimate was compared to RS&H's work hours of 976.0 and total costs of \$231,748.00. The variance in hours was under a the allocation of hours to subtasks, as well as the number of trips anticipated for the project. Discussions were initiated with Nate Granger to explain and/or justify the additional hours. Mr. Granger responded with an explanation letter of which is attached. RS&H then submitted revised hours per task, which totaled \$299,400, a 20% reduction. After review and further discussion with Mr. Granger, we accepted RS&H's justification for the additional hours, we did not negotiate any further.

Signed: _____



Title: Director of Aviation

R:\Airport Administration\Sara Freese_FAA Grant 41_Record of Negotiations\RS&H TO 14 Record of Negotiations 0816.doc

Rick Husband Amarillo Intl Airport
Amarillo, Texas
Task Order #14, Initial

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 1	SMS Planning								
1.0									
Project Officer	8	297.28	2,378.24	18	210.00	3,780.00	-10	87.28	-1,401.76
Project Manager	114	198.75	22,657.50	80	175.00	14,000.00	34	23.75	8,657.50
Senior Planner	88	267.57	23,546.16	72	150.00	10,800.00	16	117.57	12,746.16
Junior Planner	220	85.07	18,715.40	72	125.00	9,000.00	148	39.93	9,715.40
Senior Technician	8	130.35	1,042.80	16	115.00	1,840.00	8	15.35	-797.20
Admin Assistant	68	78.32	5,325.76	8	75.00	600.00	60	3.32	4,725.76
TOTAL	506		\$73,665.86	266		\$40,020.00	240		\$33,645.86
TASK 2	SMS Development								
2.0									
Project Officer	17	297.28	5,053.76	22	210.00	4,620.00	5	87.28	433.76
Project Manager	356	198.75	70,755.00	256	175.00	44,800.00	100	23.75	25,955.00
Senior Planner	352	267.57	94,184.64	184	150.00	27,600.00	168	117.57	66,584.64
Junior Planner	394	85.07	33,517.58	168	125.00	21,000.00	226	39.93	12,517.58
Senior Technician	8	130.35	1,042.80	68	115.00	7,820.00	-60	15.35	-6,777.20
Admin Assistant	96	78.32	7,518.72	12	75.00	900.00	84	3.32	6,618.72
TOTAL	1223		\$212,072.50	710		\$106,740.00	513		\$105,332.50
Total Hours	1,729			976			753	77.15%	

Direct Salary Costs	\$285,738.36		\$146,760.00	94.70%	\$138,978.36
Subcontractors	\$50,000.00	SMS Software	\$50,000.00	0.00%	\$0.00
	\$10,000.00	Training	\$10,000.00	0.00%	\$0.00
Reproduction	\$440.00		\$1,523.00	71.11%	\$1,083.00
Postage/Delivery	\$80.00		\$100.00	20.00%	\$20.00
Travel (incl Per Diem)	\$31,200.00		\$22,900.00	36.24%	\$8,300.00
Mileage	\$601.00		\$465.00	29.25%	\$136.00
Total ODC	\$92,321.00		\$84,988.00	8.63%	\$7,333.00
Grand Total	\$378,059.36		\$231,748.00	63.13%	\$146,311.36
	Rounded	\$378,000.00	\$232,000.00		

Rick Husband Amarillo Intl Airport
Amarillo, Texas
Task Order #14, Negotiations

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 1	SMS Planning								
1.0									
Project Officer	8	297.28	2,378.24	18	210.00	3,780.00	10	87.28	-1,401.76
Project Manager	114	233.16	26,580.24	80	175.00	14,000.00	34	58.16	12,580.24
Senior Planner	104	112.89	11,740.56	72	150.00	10,800.00	32	-37.11	940.56
Junior Planner	162	85.07	13,781.34	72	125.00	9,000.00	90	-39.93	4,781.34
Senior Technician	8	130.35	1,042.80	16	115.00	1,840.00	-8	15.35	-797.20
Admin Assistant	28	78.32	2,192.96	8	75.00	600.00	20	3.32	1,592.96
TOTAL	424		\$57,716.14	266		\$40,020.00	158		\$17,696.14
TASK 2	SMS Development								
2.0									
Project Officer	17	297.28	5,053.76	22	210.00	4,620.00	-5	87.28	433.76
Project Manager	374	233.16	87,201.84	256	175.00	44,800.00	118	58.16	42,401.84
Senior Planner	352	112.89	39,737.28	184	150.00	27,600.00	168	-37.11	12,137.28
Junior Planner	186	85.07	15,823.02	168	125.00	21,000.00	18	-39.93	-5,176.98
Senior Technician	8	130.35	1,042.80	68	115.00	7,820.00	-60	15.35	-6,777.20
Admin Assistant	72	78.32	5,639.04	12	75.00	900.00	60	3.32	4,739.04
TOTAL	1009		\$154,497.74	710		\$106,740.00	299		\$47,757.74
Total Hours	1,433			976			457	46.82%	

Direct Salary Costs	\$212,213.88		\$146,760.00	44.60%	\$65,453.88
Subcontractors	\$50,000.00	SMS Software	\$50,000.00	0.00%	\$0.00
	\$10,000.00	Training	\$10,000.00	0.00%	\$0.00
Reproduction	\$440.00		\$1,523.00	-71.11%	-\$1,083.00
Postage/Delivery	\$80.00		\$100.00	20.00%	\$20.00
Travel (incl Per Diem)	\$26,000.00		\$22,900.00	13.54%	\$3,100.00
Mileage	\$519.00		\$465.00	11.61%	\$54.00
Total ODC	\$87,039.00		\$84,988.00	2.41%	\$2,051.00
Grand Total	\$299,252.88		\$231,748.00	29.13%	\$67,504.88
	Rounded	\$299,400.00	232,000.00		



MEMORANDUM

Subject	Fee Negotiations – Amarillo GC	RS&H Project No.	Task Order No. 14
Prepared By	Nate Granger, RS&H	Copies to	Sara Freese, AAE

Sara Freese, AAE
Amarillo International Airport
10801 Airport Boulevard
Amarillo, Texas 79111

RE: Contract Fee Negotiation – Task Order No. 14

Ms. Freese,

This memorandum is in regard to the fee proposal for Task Order No. 14. The initial fee proposal for this Task Order was in the amount of \$378,200, which was based on our understanding of Client goals and anticipated staffing/level of effort. After receipt of the Independent Fee Estimate (IFE) solicited by the Client, it was apparent that there was a large gap between the IFE and the proposal.

RS&H, Inc. took another look at the fee to determine where the biggest discrepancies were, and revised the estimate accordingly. In an attempt to reduce the fee, RS&H modifications included the following: eliminated a portion of hours allocated to the subtasks, revised the allocation of hours to more cost-effective personnel, combined roles to the extent practical, and reduced the number of trips necessary to complete the project.

After the modifications, RS&H was able to reduce the fee from \$378,200 to \$299,400 (a 20% reduction). We believe that we have done as much as we can in order to responsibly complete the subtasks outlined within the Task Order proposal.

If you have any further questions or comments, I can be reached at nate.granger@rsandh.com or 312.576.2472.

Sincerely,



Nate Granger
RS&H, Inc.

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Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	Infrastructure Initiative
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Department	Water Utilities Division
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Agenda Caption

Approval – Addendum One (1) – Job # 521109: River Road Wastewater Treatment Plant Storm Water Basin Lining and Rehabilitation of Primary Clarifiers 2,3 and 4

Original Contract: \$339,200.00
 Current Addendum \$292,500.00
 Revised Contract Total \$631,700.00

This item is to approve Addendum One (1) to the Professional Service Agreement with CH2M HILL Engineers, Inc. to allow for additional engineering services and construction services as outlined in the addendum.

Agenda Item Summary

Addendum One (1) is to authorize addition engineering services to design and services to rehabilitate Final Clarifiers No. 1, 2, and 6 and providing design and services during construction for the chlorine system upgrade at the River Road Wastewater Treatment Plant.

Requested Action

Consider Addendum One (1) for approval.

Funding Summary

Funding for this project is available in the project Budget Number 521109.17400.1040

Community Engagement Summary

N/A

Staff Recommendation

City Staff is recommending approval of Addendum One (1)



CH2M
10000 North Loop West
Suite 2000
Houston, Texas 77057
Tel: 281.424.1000
Fax: 281.424.1001
www.ch2m.com

Russell Grubbs
City of Amarillo
808 S. Buchanan Street
Amarillo, TX 79101

August 9, 2016

Subject: River Road Wastewater Treatment Plant Storm Water Basin Lining and Rehabilitation of Primary Clarifiers 2, 3 and 4 Amendment No. 1

Dear Mr. Grubbs,

CH2M HILL Engineers, Inc. (CH2M) is pleased to present this Amendment No. 1 to our existing River Road Wastewater Treatment Plant Storm Water Basin Lining and rehabilitation of Primary Clarifiers 2, 3, and 4 project to provide the design and services during construction for the project of rehabilitating Final Clarifiers No. 1, 2, and 6 and providing design and services during construction for the chlorine system upgrade at the River Road Wastewater Treatment Plant.

As outlined in the scope of work included in Exhibit A, the general tasks for the design services include preliminary design, final design, and bidding services. The general tasks for the services during construction entail responding to requests for information (RFIs), review of submittals, construction site visits and progress meetings, preparation of any change orders, and providing record drawings at completion of the project. A detailed breakdown of the fee components are shown in Exhibit B, and a summary of the planned drawings and specifications are included in Attachment A.

We look forward to continuing our successful relationship with the City of Amarillo and are excited to continue work at the River Road Wastewater Treatment Plant. Jennifer will continue to serve as your primary point of contact, and Ed is a Vice President with CH2M HILL Engineers, Inc. and is authorized to enter into an agreement with the City. If you have questions about our submittal, please contact me at (972) 663-2332, or via email at Jennifer.Henke@ch2m.com.

Sincerely,

CH2M HILL Engineers, Inc.

Jennifer Henke, PE
Project Manager

Edward Motley, PE
Vice President

AMENDMENT NO ONE (1)
AGREEMENT FOR ENGINEERING SERVICES

WHEREAS, the City of Amarillo ("Owner") and CH2M HILL Engineers, Inc., ("Engineer") entered into that certain "Agreement for Engineering Services Agreement" dated February 19, 2014 to perform professional engineering services ("Agreement") regarding the River Road Wastewater Treatment Plant Storm Water Basin Lining and Rehabilitation of Primary Clarifiers 2, 3, and 4 ("Project"), and

WHEREAS, Owner and Engineer desire to amend this agreement pursuant to Section IX thereof in order for Engineer to perform additional services as more particularly described in Engineer's letter to Owner dated March 10, 2016 attached hereto and made a part hereof, and

WHEREAS, Engineer is willing to amend the agreement and perform the additional engineering services for a fee not to exceed \$292,500;

NOW, THEREFORE, Engineer and Owner do hereby agree to amend the Agreement as follows

1. Addition of services to rehabilitate Final Clarifiers No. 1, 2, and 6 and the chlorine system as described in Engineer's letter to Owner dated August 9, 2016 attached hereto.
2. Amendment of Article I of the Agreement to provide that Engineer agrees to accept as payment for the Project an additional fee not to exceed \$292,500, which fees include expenses.

Except as herein amended, all terms and conditions of the "Agreement" are hereby ratified and shall remain in force and effect.

Executed by the parties to be effective as of the date of execution by the CITY

ATTEST

Frances Hibbs, City Secretary

CITY OF AMARILLO
(OWNER)

By: _____

Date: _____

CH2M HILL ENGINEERS, INC.
(ENGINEER)

By: Eric M. Andrew

Date: 8/9/2016

EXHIBIT A

CITY OF AMARILLO
River Road Wastewater Treatment Plant
Replacement of Final Clarifiers No. 1, No. 2, No. 6 Equipment
and Chlorine System Upgrades
Design Services, Bidding Services, and Services During Construction

Project Understanding

The City of Amarillo (City) is implementing upgrades and modifications to the River Road Wastewater Treatment Plant by installing new clarifier mechanisms in Final Clarifiers No. 1, No. 2, and No. 6. The existing final clarifiers No. 1 (70' dia.), No 2 (70' dia.) and No 6 (85' dia.) have exceeded their service life and are in need of replacement. The new clarifier equipment to be designed as part of this project will be hydraulic driven, have a stainless steel clarifier structure and fasteners, and have new wall-mounted concrete effluent troughs. This project will also include retrofitting the existing chlorine gas system with new vacuum regulators at each one ton storage tank and replacing all chlorine gas pressure pipe with vacuum piping. Electrical and instrumentation design work will also be included as part of this effort. The project includes data collection, preliminary design, final design, bidding services, and services during construction. The following services will be performed as Amendment No. 1 to the Agreement for Engineering Services dated February 19, 2014. Scope of Work

CH2M HILL Engineers, Inc. (ENGINEER) will perform the following tasks as part of the Design Services, Bidding Services, and Services During Construction in support of the River Road Wastewater Treatment Plant Final Clarifiers Upgrades project.

Task 1 – Engineering Design and Bidding Services

Task 1.1 Project Management

ENGINEER will provide the resources necessary for project management associated throughout the different phases of the project.

- Update the existing Health & Safety Plan for onsite work activities and obtain staff endorsement.
- Supervise and manage engineering project staff for execution of work tasks.
- Provide contract administration and oversight of project subconsultants.
- Project documentation and coordination.
- Monitor project progress, including work completed, work remaining, budget expended, schedule, estimated cost of work remaining, and estimated cost at completion. Coordinate with and provide periodic updates to the City's Project Manager.

- Monitor project activities for potential changes, anticipate changes when possible, and with City approval, modify project tasks, budgets, and approach.
- Prepare and submit monthly invoices.
- Project closeout and archiving.

Task 1.2 – Project Initiation

ENGINEER will provide the City the following services during the Project Initiation Phase of the project:

- **1.2.1 Project Kickoff Meeting and Site Visit.** Conduct a Project Kickoff Meeting and Site Visit to the River Road WWTP to confirm the project approach, special needs and goals of the project, and to gain familiarity of the site. Budget assumes one four-hour meeting and a four-hour site visit for up to four ENGINEER attendees.
- **1.2.2 Site Data Collection.** The Site Data collection phase includes collecting site data and as-built data from the River Road WWTP and includes the following tasks.
 - **1.2.2.1 Collecting Historical/As-Built Data.** The ENGINEER will coordinate with the City through collection of any additional As-Built Drawings and other associated data that was not collected during the Primary Clarifier design. This task also includes project set up for the project CAD technicians.
 - **1.2.2.2 Subconsultant Coordination.** The ENGINEER will coordinate with the surveying subconsultants. This task also includes coordination between the Site Survey Subconsultant and the CAD technicians.
 - **1.2.2.3 Site Survey.** The survey will be completed by Robert Keys and Associates (RKA) and will include the following items:
 - Collect spot elevations of the following:
 - Ground elevations surrounding the Final Clarifiers No. 1, No. 2, and No 6.
 - Weir, scum baffle, sludge pocket, floor, top of wall, effluent launder channel, effluent box, scum box, for Final Clarifiers No. 1, No. 2, and No 6.
 - Water surface elevation (WSEL) of Final Clarifier(s) in operation.
 - Top of wall and channel elevations of division box upstream of FCs No. 1 and No. 2.
 - Top of wall and channel elevations of division (influent) box upstream of FCs No. 5 and No. 6.

Task 1.3 – Preliminary Design Phase

The Preliminary Design Phase will include two (2) tasks as summarized below:

- **1.3.1 Preliminary Engineering Report.** The Preliminary Engineering Report includes the following:
 - Design criteria, Equipment Cut Sheets
 - Preliminary opinion of probable construction cost, and
 - Project schedule including design and construction.
 - **Deliverables:**
 - Draft and Final Preliminary Engineering Report
- **1.3.2 Preliminary Design Meeting.** An interactive meeting will be held to discuss the Draft Preliminary Engineering Report and determine a path forward for the project. Budget assumes the Preliminary Design Meeting will be a four (4) hour conference call meeting with up to four individuals attending from the ENGINEER.

Task 1.4 – Final Design Phase

- **1.4.1 Final Design Drawings & Specifications.** The Final Design Phase includes development of the design drawings and specifications. A preliminary drawing list was developed and up to 23 drawings are anticipated. It is assumed that there will be a total of 18 technical specification sections. The preliminary drawing list and technical specification list are provided as Attachment A.
 - **Deliverables:**
 - **60 Percent Design Package.** ENGINEER will prepare design development documents that define the design intent. The product of this Task will consist primarily of draft drawings that will be used in the final design. Design work will be considered approximately 60% complete at the conclusion of this Task. Deliverables include the following:
 - 60 percent drawings,
 - 60 percent Specifications,
 - 60 percent cost estimate, and
 - Updated Construction Schedule.
 - **90 Percent Design Package.** ENGINEER will prepare draft bidding documents, including drawings, specifications, general conditions, general requirements, bid form, bonds, and instructions to bidders. Design work will be considered approximately 90% complete at the conclusion of this task. Deliverables include the following:
 - 90 percent drawings,
 - 90 percent Specifications,

- 90 percent cost estimate, and
- Updated Construction Schedule.
- **Final Design Bid Package.** ENGINEER will incorporate City comments on the 90 percent design package and finalize contract documents for bidding. Deliverables include the following:
 - Final sealed and signed drawings,
 - Final sealed and signed specifications,
 - Final cost estimate, and
 - Final Construction Schedule.
- **1.4.2 Quality Control (QC) Review.** The Final Design Phase includes QC Review at the 60 and 90 percent design phases.

Task 1.5 – Bidding Services

The bidding services will consist of the following services:

- **1.5.1 Answer Contractor Questions.** ENGINEER will assist the City with all questions asked by Contractors and coordinate with City to issue addenda as required.
- **1.5.2 Pre-Bid Conference.** ENGINEER will attend the pre-bid conference. Budget assumes one four-hour meeting for up to two (2) ENGINEER attendees.

Task 1 Assumptions:

- The City will have two weeks to review each of the 60 and 90 percent design packages.
- Design will be completed in calendar year 2016.
- Four (4) sets of documents will be provided to the City for each deliverable. Drawings will be 11x17 copies and one CD with PDF files will also be provided.
- Budget assumes a total of two (2) review meetings will be held to review comments from the City for each of the 60 and 90 percent design packages. Budget assumes one four-hour meeting for each of the 60 and 90 percent design packages for up to two (2) ENGINEER attendees.
- Permit costs will not be paid by the ENGINEER but will be borne by the contractor.
- Signed and sealed construction documents (Final Design Bid Package) will be submitted to TCEQ for review. The ENGINEER will coordinate with the City regarding the timing of this submittal relative to advertisement, bid opening, and bid award.

- The design will be based on federal, state, and local codes and standards in effect at the start of the project. Any changes in these codes may necessitate a change in scope.
- The design documents will be prepared for a single construction contract.
- MicroStation will be used to develop the drawings. The drawings will follow ENGINEER'S CAE/CAD standards.
- ENGINEER makes no warranty that the CITY'S actual project costs, financial aspects, economic feasibility, or schedules will not vary from ENGINEER'S opinions, analyses, projections, or estimates.
- CITY's standard front-end specification documents will be used.
- ENGINEER's General Requirements (Division 1) and technical specifications will be used.
- CITY will furnish copies of existing plant construction drawings requested by ENGINEER. These drawings will not be considered record drawings and will not be relied upon to be accurate for design purposes.
- Profile drawings for underground utilities are not required.
- The adequacy of the existing primary power supply to handle any new loads will be evaluated as part of the design. If primary power supply modifications are needed, the effort to complete the associated design will be added by a change to this agreement.
- The existing secondary or emergency electrical power supply system is adequate to handle any new loads. No additional secondary or emergency power source will be provided.
- The existing motor control center (MCC) will be adequate to handle any modifications. If new starters are required, it is assumed they will fit within the existing MCC by replacing individual buckets.
- Point-to-point wiring diagrams will not be provided.
- The City will advertise, pay associated advertisement and reproduction costs, and distribute the documents.

Task 2 – Chlorine System Upgrades

Task 2.1 Preliminary and Final Design

This task involves additional engineering services related to the preliminary and final design of chlorination equipment upgrades. The task will eliminate all pressurized chlorine gas piping by moving the vacuum regulator from inside the chlorinator room to the outlet of each individual ton cylinder. The current chlorine gas pressure piping will be replaced with vacuum piping downstream of each vacuum regulator. This will be accomplished by demolishing the existing vacuum regulator inside the chlorinator room and replacing it with individual vacuum regulators mounted directly on the discharge of each ton chlorine cylinder. Each vacuum regulator is to

be equipped with a drip-leg and electric heater for vaporizing any condensed liquid chlorine. In addition to the piping modifications, the chlorination system will be upgraded to operate in a remote-auto mode. There will be three types of operations: (1) maintaining a user input feed rate set point (lbs/day), (2) flow pacing based on feedback from the flow meters at each injection location and an operator input dose in mg/L, and (3) flow pacing based on flow meter feedback and operator input dose with feed trim based on chlorine residual analyzer feedback. To achieve this a new chlorine residual analyzer will need to be installed at the end of the chlorine contact basin. The flow meters and new analyzer will be configured to communicate back to the plant SCADA system. The existing chlorinators will be evaluated to determine if they have the controllers necessary for automation, remote operation and upgraded if necessary. This task will involve developing one additional mechanical drawing, mechanical and electrical details, one process and instrumentation diagram (P&ID), and specifications related to the chlorination equipment and controls. Programming of the chlorine feed system will be performed as part of the construction contract. As part of this task the ENGINEER will assess the risks with relocating the vacuum regulators and make recommendations to the OWNER for minimizing the potential for chlorine gas leaks.

Task 3 –Services During Construction

ENGINEER will support the City during field construction by providing engineering services as described below.

- **3.1 Project Management.** ENGINEER will continue to provide the resources necessary for project management associated with this phase of the project as described previously.
- **3.2 Conformed Documents.** The ENGINEER will prepare conformed documents. Three (3) sets of contract documents and 11x17 drawings will be provided for City and Contractor use during construction. Additionally, a CD containing PDF's of contract documents will be provided.
- **3.3 Pre-Construction Meeting.** Attend a pre-construction meeting with the Contractor and City. The ENGINEER will be responsible for recording, preparing, and distributing meeting minutes. Budget assumes one four-hour meeting for up to two (2) ENGINEER attendees.
- **3.4 Submittal Review.** Review and respond to submittals and re-submittals from the Contractor and provide review responses to the Contractor. Review of submittals shall be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review shall not relieve the Contractor from its responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples and submittals is free of errors, inconsistencies or omissions. The estimated effort for this task is based on up to 35 submittals with an average resubmittal rate of 1.5. If the resubmittal rate exceeds 1.5, additional compensation shall be entitled.
- **3.5 Respond to Requests for Information.** ENGINEER will review the Contractor's requests for information or clarification of the contract for construction. ENGINEER will

coordinate such review with the design team and with the City as appropriate. ENGINEER will coordinate and issue responses to the requests. ENGINEER will log and track the Contractor's requests. Budget assumes up to 15 RFI's.

- **3.6 Construction Progress Meetings.** Attend monthly construction progress meetings at the River Road WWTP. The ENGINEER is responsible for providing construction logs and distributing meeting minutes. Budget assumes up to 8 four (4) hour progress meetings for one (1) ENGINEER attendee.
- **3.7 Change Order Preparation.** ENGINEER will assist the City with the review and recommendation of changes to the contract for construction. ENGINEER will receive and review the Contractor's response to the request for change and will obtain such further information as is necessary to evaluate the basis for the Contractor's proposal. ENGINEER will assist the City with negotiations of the proposal and will provide final recommendation to the City. Budget assumes 2 minor change orders will occur. Any significant changes may require additional fee.
- **3.8 Specialty Inspections.** Two (2) specialty inspection site visits are anticipated for the Final Clarifier Equipment Replacement and pipe modifications. ENGINEER will attend each of the site visits with the City and the contractor. Budget assumes up to two (2) ENGINEER attendees for each site inspection.
- **3.9 Substantial and Final Completion Walk Through.** Attend a one-day walk through for substantial and an additional one-day final completion walk through. ENGINEER will assist the Owner with inspections at substantial and final completion, in accordance with the contract for construction. The construction manager will prepare the punch list of items requiring completion or correction. ENGINEER shall make recommendations to the City regarding acceptance of the work based upon the results of the final inspection. Budget assumes up to two (2) ENGINEER attendees for each walk through.
- **3.10 Project Record Drawings.** Prepare project record drawings based on as-built notes and drawing redlines provided by the contractor following completion of construction activities. Provide four (4) half-size bond copies. One (1) CD with PDF and AutoCAD files of the drawings.

Task 3 Assumptions

- The construction period will be 7 months with 5 months of field activity, finishing in calendar year 2017. If the duration is extended for reasons out of the control of the ENGINEER, fee adjustment may be required.
- Pre-construction meeting will take place at the River Road Wastewater Treatment Plant.
- The City will employ, or cause the Contractor to employ, independent firms for the material testing, specialty inspection, surveying, or other services related to verifying the quality of the Contractor's work. The ENGINEER will not be responsible for the accuracy or completeness of the work and reports of the independent testing, inspection, and surveying firms. Contractors are responsible for submitting reports to the City Agencies.

- The ENGINEERS observation of the work is not an exhaustive observation or inspection of all work performed by the Contractors/Vendors. ENGINEER does not guarantee the performance of the Contractors/Vendors. ENGINEER's observations will not relieve the Contractors/Vendors from responsibility for performing the work in accordance with the contract for construction, and ENGINEER will not assume liability in any respect for the construction of the project. ENGINEER will, with the assistance of the City, obtain written plans from the Contractors/Vendors for quality control of its work and will monitor the Contractors'/Vendors' compliance with its plan.
- ENGINEER will manage the health, safety and environmental activities of its staff and the staff of its subcontractors to achieve compliance with applicable health and safety laws and regulations.
- ENGINEER is not responsible for health and safety precautions of construction workers. ENGINEER is not responsible for the Contractors'/Vendors' compliance with the health and safety requirements in the contracts for construction, or with federal, state, and local occupational safety and health laws and regulations.
- Submittals and RFIs from the contractor will be received by the ENGINEER who will log and forward to team for review. Submittal and RFI responses will be delivered digitally and distributed to the contractor.
- City is responsible for approval of Contractor Payment Applications and Change Orders.
- Contractor will be responsible for providing written verification that construction is complete and scheduling Substantial Completion Site Visit with the City and ENGINEER that will be mutually agreeable to the parties involved.
- Contractor is responsible for preparing in advance and performing testing of electrical and mechanical systems for observation by the designer and the City. Contractor is responsible for scheduling tests that will be mutually agreeable to the parties involved.
- Contractor will be responsible for keeping accurate, detailed notes and drawing redlines documenting changes from design drawings. These notes and drawing redlines will be available for review by ENGINEER throughout the project and the City inspector will provide periodic reviews to ensure that the Contractor is appropriately documenting the as-built conditions. ENGINEER is not responsible for any errors or omissions in the information from others that is incorporated into the record drawings.
- ENGINEER is not responsible for any errors or omissions in the information from others that is incorporated into the record drawings.

Compensation

Compensation for this project will be billed on a lump sum, percent complete for Task 1.0 Engineering Design Services, percent complete for Task 2.0 Chlorine System Upgrades, and a percent complete for Task 3.0 Services During Construction. The total not to exceed budget Task 1.0, Task 2.0, and Task 3.0 is summarized in the table below.

Task Number	Task Name	Task Total
1.0	Engineering Design Services	\$165,700.00
1.1	Project Management	\$13,500.00
1.2	Project Initiation	\$15,100.00
1.3	Preliminary Design Phase	\$16,000.00
1.4	Final Design Phase	\$117,500.00
1.5	Bidding Services	\$3,600.00
2.0	Chlorine System Upgrades	\$26,100.00
3.0	Services During Construction	\$100,700
	Total	\$292,500

See Exhibit B for detailed fee information.

ATTACHMENT A
Preliminary Drawing List

1	G-1	Cover
2	G-2	Index to Drawings and General Legend
3	G-3	Abbreviations
4	G-4	Civil Legend
5	G-5	Structural Notes and Details
6	G-6	Mechanical Legend
7	G-7	Electrical Legend and Details
8	G-8	I&C Legend 1
9	G-9	Hydraulic Profile
10	D-1	Final Clarifier No. 1, 2, & 6 Demo
11	S-1	Structural Plan FC Nos. 1 and 2
12	S-2	Structural Plan FC No. 6
13	S-3	Structural Details
14	P-1	Final Clarifier No. 1 Plan & Section
15	P-2	Final Clarifier No. 2 Plan & Sections
16	P-3	Final Clarifier No. 6 Plan & Sections
17	P-4	Chlorine System Upgrades Plan & Sections
17	P-5	Mechanical Details
18	P-6	Mechanical Details
19	E-1	Final Clarifier No. 1 Wiring Diagram
20	E-2	Final Clarifier No. 2 Wiring Diagram
21	E-3	Final Clarifier No. 6 Wiring Diagram
22	E-4	Electrical Details
23	I-1	I&C Final Clarifier No. 1, 2, & 6 P&ID
24	I-3	I&C Chlorine System P&ID
25	I-2	Block Diagram

ATTACHMENT A, continued
Preliminary Technical Specification List

1	Reinforced Concrete
2	Non-Shrink Grout
3	Reinforcing Steel
4	Cast-In-Place Concrete
5	Metal Fabrication
6	Metal Railings
7	Metal Gratings
8	Painting and Coating
9	Electrical
10	PC Motor
11	DI Piping
12	Process Piping
13	Piping Specialties
14	Valves & Operators
15	Leak Testing
16	I&C
17	Final Clarifier Mechanism
18	Weir and Baffle Plates
19	Chlorination Equipment

Exhibit B - Price Breakdown

Price Breakdown		West Road Wastewater Treatment Plant Final Clarifier Upgrade																		Total Hrs			
Date		7/25/2018																					
Work Breakdown Structure	Task No	Description	Project Manager	Assistant PM	Senior QA/QC	Project Mechanical	Mechanical CAD Technician	Project Electrical	Electrical CAD Technician	Project MC	ME CAD Technician	Project Structural	Corrosion Expert	Project Assistant	Spec Processing	Health & Safety	Reprograph	Subcontractors (KA)	Civil Estimator	QA/QC (Chlorine)	Process Mechanical (Chlorine)		
			Jennifer Henke/DFW	Eric Redmond/DFW	Dale Gabel/DFW	Tim Lyons/DFW	David Hindman/DFW	Sar Hol/DFW	Royce Hammett/DFW	Thomas Hovest/DFW	Royce Hammett/DFW	Mark Nansing/DFW	Jerry Duppong/SEA	Shawn Mancill/DFW	Deirdre Marx/DFW	Alan Cyres	Shawn Mancill/DFW	Lisa Taylor/DFW	Erika Smith/DFW	Brian Fuels/DFW	Evan Gerb/DFW		
	1.1	Task 1.1 - Project Management																					
22.35.80	1.1	Project Management	20	22										17		4							85
	1.2	Task 1.2 - Project Initiation																					
22.35.10	1.2.1	Project Kickoff Meeting & Site Visit	8	12																			20
22.35.10	1.2.2	Site Data Collection	4	8				4		4								12					32
	1.3	Task 1.3 - Preliminary Design																					
22.35.15	1.3.1	Preliminary Engineering Report	4	12	4		8	8	4	8	4				8		8						56
22.35.15	1.3.2	Preliminary Design Meeting	4	4		4		4	4	4													28
	1.4	Task 1.4 - Final Design																					
22.35.20	1.4.1	60 Percent Drawings & Specifications	14	22	24	28	10	25	18	12	10	28	6	4	40	0	15		20				236
22.35.20	1.4.2	80 Percent Drawings & Specifications	14	22	24		38	25	18	12	10	28	6	4	40	0	15		20				278
22.35.20	1.4.3	100 Percent Drawings & Specifications	7	11	0		20	13	9	6	5	14	3	2	20	0	8		10				122
	1.5	Task 1.5 - Bidding Services																					
22.20.20	1.5.1	Answer Contractor Questions	4							4													24
22.20.20	1.5.2	Pre-Bid Conference	8	8						4													32
	2.0	Task 2.0 - Chlorine System Upgrades									24									22			66
22.32.50	2.1	Preliminary and Final Design	4	7			5.1																180
	3.0	Task 3.0 - Services During Construction																					
22.20.85	3.1	Project Management	12	48										40		4							112
22.20.87	3.2	Contracted Drawings	2	14										8									36
22.20.94	3.3	Pre-Construction Meeting	8	6				4															36
22.20.11	3.4	Submittal Review	4	12				20		20		32		40							2	6	136
22.20.20	3.5	Response to RFIs	2	8				8		8		8		8							2	6	48
22.20.25	3.6	Construction Progress Meeting	2	8				8	5	4	8	4											64
22.20.30	3.7	Change Order Preparation	2	6				8															40
22.20.35	3.8	Specialty Inspections		24				8															24
22.20.35	3.9	Recapital and Final Completion Walk Through		16				24	8	2	2	2	2	2									24
22.20.45	3.10	Project Record Drawings	2	10				24	8	2	2	2	2	2									70
		Total Hours	121	248	52	77	195	171	56	151	35	156	35	154	106	8	29	12	34	28	78	1737	

Amarillo City Council Agenda Transmittal Memo



3

Meeting Date	August 16, 2016	Council Priority	Infrastructure Initiative
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Department	Water Utilities Division
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Agenda Caption

Approval – Change Order two(2) – Job # 521109: River Road Wastewater Treatment Plant Storm Water Basin Lining and Rehabilitation of Primary Clarifiers 2,3 and 4

Original Contract:	\$2,638,609.00
Previous Change Order	\$82,144.00
Current Change Order #2	<u>\$20,774.00</u>
Revised Contract Total	\$2,741,527.00

This item is to approve Change Order two (2) to the River Road Wastewater Treatment Plant rehabilitation project as outlined in the change order.

Agenda Item Summary

Replace scum drain piping for clarifiers #2,3, and 4 while the clarifiers are being rebuilt. Existing corroded piping will be replaced with 304 Stainless Steel and PVC to the proper slope. Refer to CH2MHill RFI #20 for design information

Requested Action

Consider Change Order 2 for approval.

Funding Summary

Funding for this project is available in the project Budget Number 521109.17400.1040

Community Engagement Summary

N/A

Staff Recommendation

City Staff is recommending approval of Change Order 2

CHANGE ORDER # 2
CITY OF AMARILLO
CAPITAL PROJECTS & DEVELOPMENT ENGINEERING

JOB NO. 520394 - River Road Water Treatment Plant Rehab
BID NO. 4981

DATE: 7/18/16

CONTRACTOR Brown Construction Services PLLC

CHANGE ORDER NO 2

DESCRIPTION OF CHANGE

Inspections have revealed that the scum drain piping for Clarifiers #2, 3 and 4 must be replaced due to corrosion. The response to RFI #20 documents the design for this replacement (attached)

Due to actual field elevation differences regarding the existing 36" concrete pipe finished grade and the Primary Clarifiers Diversion Junction Box, the operating handle heights for the slide gates are above acceptable reach limits. The existing operators will be lowered to an acceptable height.

ITEM NO.	DESCRIPTION	ORIGINAL ESTIMATE QUAN	REVISED ESTIMATE QUAN.	NET CHANGE IN QUAN.	UNIT MEASURE	UNIT PRICE	NET CHANGE IN DOLLARS	
1	Clarifier #2 Scum Drain Piping - CPR #2 (5 working days)	0	1	1	EA	\$ 5,522.00	\$ 5,522.00	
2	Clarifier #3 and 4 Scum Drain Piping - CPR #2 (7 working days)	0	1	1	EA	\$ 9,347.00	\$ 9,347.00	
3	Slide Gate Modifications - CPR #3 (55 working days)	0	1	1	EA	\$ 5,905.00	\$ 5,905.00	
NET THIS CHANGE ORDER							\$	20,774.00
PREVIOUS CHANGE ORDERS							\$	82,144.00
TOTAL OF CHANGE ORDERS							\$	102,918.00
ORIGINAL CONTRACT TOTAL							\$	2,638,609.00
REVISED CONTRACT TOTAL							\$	2,741,527.00

Percent changed 3.90%

REVISED CONTRACT TIME IN WORKING DAYS: 108
Original Contract End Date 6/29/2016
Revised Contract End Date 12/8/2016

APPROVED: 
Contractor

RECOMMENDED: 
Project Engineer/Project Manager

By _____

City Engineer

Purchasing Agen/ City Manager

Director of Capital Projects & Development Engineering

cc Departmental
Accounting
Contractor
Project Representative
Public Works Project Coord

Brown Construction Services PLLC

19601 Quail Hollow,
Canyon, TX 79015

(806)670.8103 (cell)
(806)553.1523 (fax)

Change Proposal Request #2

PROJECT NUMBER: 521109

PROJECT NAME: River Road Water Treatment Plant Rehab

OWNER: City of Amarillo

SUBMITTED TO: David Mullins

DATE: July 19, 2016

CHANGE PROPOSAL REQUEST #: 2

CHANGES TO BE MADE TO ORIGINAL CONTRACT:

Item	Description	Quan	Units	Price	Total
1	Demo sidewalk, existing pipe	1	EA	\$5,400	\$5,400
2	6" pipe and fittings (Stainless & PVC)	1	EA	\$5,719	\$5,719
3	Grout wall and sidewalk repair	1	EA	\$3,750	\$3,750
				TOTAL	\$14,869

ALTERNATE: None

DESCRIPTION:

Replace scum drain piping for Clarifiers #2, 3 and 4 while the clarifiers are being rebuilt. Existing corroded piping will be replaced with 304SS and PVC to the proper slope. Refer to CH2MHill RFI #20 for design information.

Added contract time: 12 working days

Requested and Approved by Owner/Engineer

Name:	Title	Signature
JENNIFER HENKE	PROJECT MANAGER	

Accepted and Approved by Brown Construction Services

Name:	Title	Signature
Dave Brown	Owner	

Brown Construction Services PLLC

19601 Quail Hollow,
Canyon, TX 79015

(806)670.8103 (cell)
(806)553.1523 (fax)

Change Proposal Request #3

PROJECT NUMBER: 521109

PROJECT NAME: River Road Water Treatment Plant Rehab

OWNER: City of Amarillo

SUBMITTED TO: David Mullins

DATE: July 19, 2016

CHANGE PROPOSAL REQUEST #: 3

CHANGES TO BE MADE TO ORIGINAL CONTRACT:

Item	Description	Quan	Units	Price	Total
1	Hydro Gate Quote #1971538	1	EA	\$4,335	\$4,335
2	15% markup for Hydro Gate	1	EA	\$650	\$650
3	Installation of parts	1	EA	\$920	\$920
				TOTAL	\$5,905

ALTERNATE:

Building a platform to reach the slide gate handles but was discarded because of cost.

DESCRIPTION:

Existing slide gate operating handle heights for the Diversion Junction Box are above the reach limits for a person standing on the ground. Errors were made in the design of this system due to elevation differences of the buried piping and grade. These parts must be manufactured and are quoted with 6-8 weeks' delivery.

Added contract time: 55 working days

Requested and Approved by Owner/Engineer

Name:	Title	Signature
JENNIFER HENKE	PROJECT MANAGER	

Accepted and Approved by Brown Construction Services

Name:	Title	Signature
Dave Brown	Owner	

Amarillo City Council Agenda Transmittal Memo



F

Meeting Date	August 16, 2016	Council Priority	Infrastructure
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Department	Planning
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Agenda Caption

Aviation Clear Zone Easement, being 4,800 feet above mean sea level above the plat of Tradewind Square Unit No. 1, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.

Agenda Item Summary

The above referenced Aviation Clear Zone Easement is being requested by the City of Amarillo and is associated with the plat Tradewind Square Unit No. 1.

Requested Action

Planning and Legal Staff have reviewed the associated Aviation Clear Zone Easement and the item is ready for City Council Consideration as a consent agenda item.

Funding Summary

The Easement is being granted to the City at no cost.

Community Engagement Summary

N/A

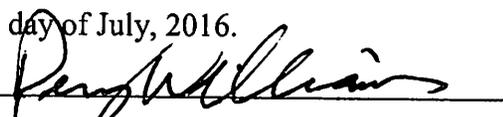
Staff Recommendation

Staff recommends approval of this Aviation Clear Zone 16-07.

that these covenants and agreements shall run with the land, and that for the purposes of this instrument, this easement shall be considered the dominant estate on the above-referenced property.

IN WITNESS WHEREOF, the GRANTOR, whether one or more, individual or corporate, has hereunto set its hand on this the

day of July, 2016.

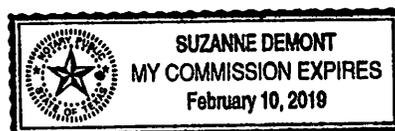

Perry Williams – Manager
PEGA Development, LLC

THE STATE OF TEXAS §

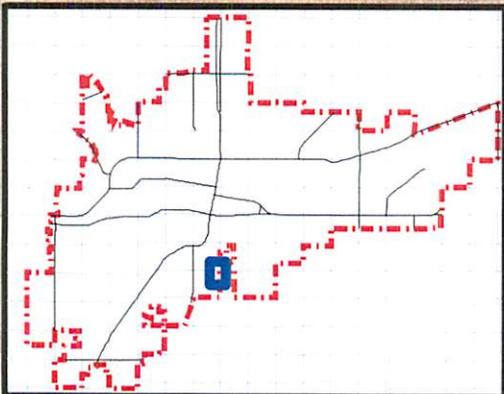
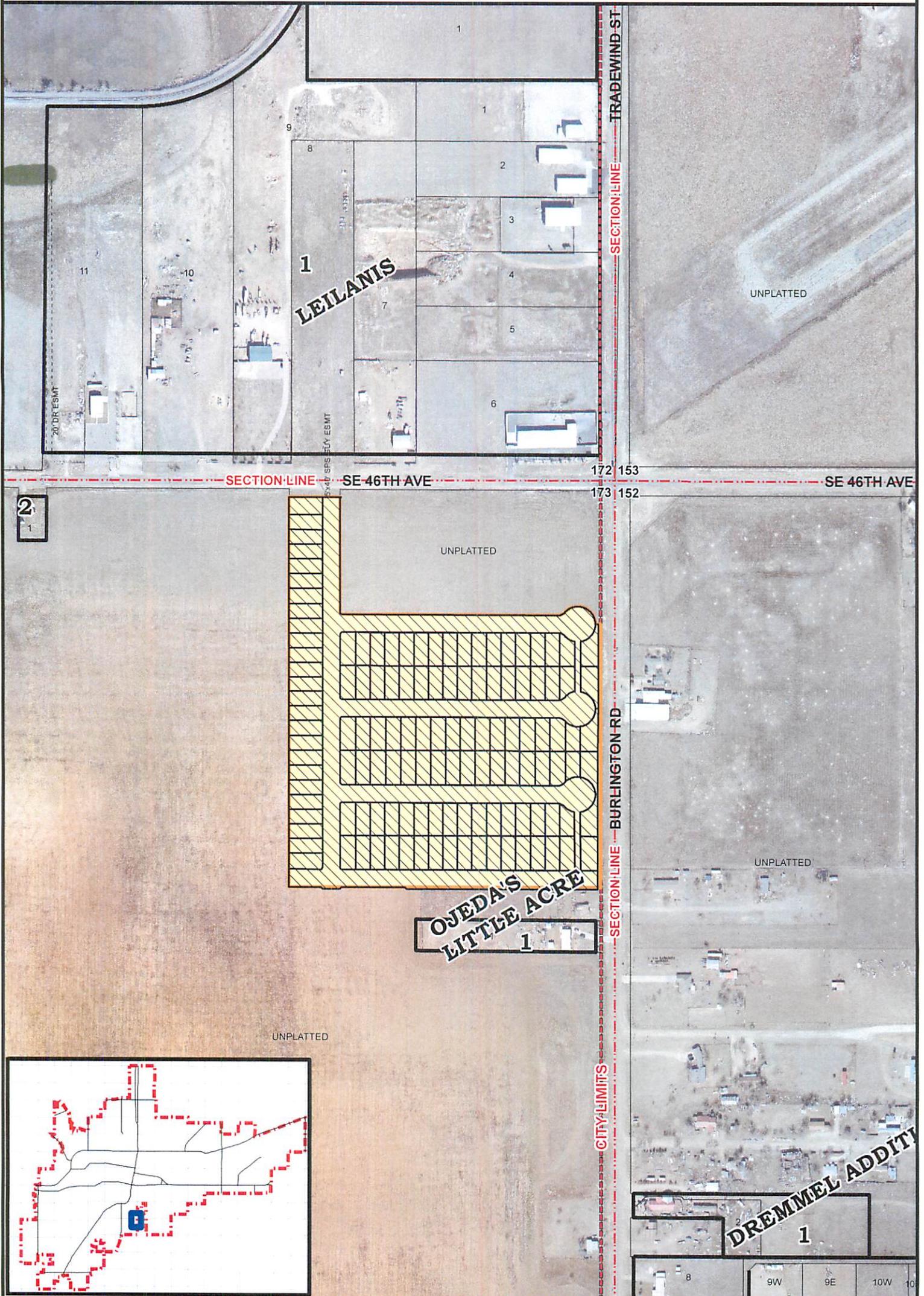
COUNTY OF RANDALL §

This instrument was acknowledged before me on this the ^{5th August} day of July, 2016, by PEGA Development, LLC.


Notary Public, State of Texas



AVIATION CLEAR ZONE EASEMENT



CITY OF AMARILLO PLANNING DEPARTMENT

Scale: 1" = 400'
Date: 8-10-16
Case No: ACZ-16-07



ACZ-16-07 Aviation Clear Zone Easement, being 4,800 feet above mean sea level above the plat of Tradewind Square Unit No. 1, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.

Developer: Perry Williams

Vicinity: SE 46th Ave & Tradewind St

AP: N-15

Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 16, 2016	Council Priority	Infrastructure
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Department	Planning
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Agenda Caption

Aviation Clear Zone Easement, being 4,900 feet above mean sea level above the plat of Tradewind Square Unit No. 2, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.

Agenda Item Summary

The above referenced Aviation Clear Zone Easement is being requested by the City of Amarillo and is associated with the plat Tradewind Square Unit No. 2.

Requested Action

Planning and Legal Staff have reviewed the associated Aviation Clear Zone Easement and the item is ready for City Council Consideration as a consent agenda item.

Funding Summary

The Easement is being granted to the City at no cost.

Community Engagement Summary

N/A

Staff Recommendation

Staff recommends approval of this Aviation Clear Zone 16-08.

07/12/16 _____

AVIATION CLEAR ZONE EASEMENT

THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF RANDALL §

WHEREAS, PEGA Development, LLC, hereinafter called "GRANTOR," whether one or more, individual or corporate, partnership or association, is the owner in fee of that certain parcel or parcels of land being described as follows:

Tradewind Square Unit No. 2, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.

NOW, THEREFORE, in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, GRANTOR does for himself, his successors and assigns, GRANT, BARGAIN, SELL AND CONVEY unto the City of Amarillo, Texas, hereinafter called GRANTEE, its successors and assigned, for the use and benefit of the public, and easement and right-of-way appurtenant to Rick Husband Amarillo International Airport for the unobstructed passage of all aircraft, "aircraft" being defined for the purpose of this instrument as any contrivance now known or hereafter invented, used or designed for navigation of or flight in the air, by whomsoever owned or operated, in the airspace above GRANTOR'S above-described property; together with the right to cause in all airspace such noise, vibration, fumes, dust, fuel particulates and all other effects that may be caused by the operation of aircraft landing at, or taking off from, or operating at, on, over the above described property; and GRANTOR, his successors, executors, heirs or assigns, does hereby fully waive, remise and release any right, cause of action, and damage which it may now have or which it may have in the future against GRANTEE, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel particulates and all other effects that may be caused or may have been caused by the operation of aircraft landing at, or taking off from, or operating near or on Rick Husband Amarillo International Airport or over the described property.

GRANTOR, for itself, its successors and assigned, does hereby covenant and agree that it will not hereafter erect, or permit the erection or growth of, any structure, tree or other object on the above described property to any height in excess of 4,900 feet above mean sea level. GRANTOR does hereby GRANT and CONVEY to GRANTEE a continuing right of ingress and egress via passage easement on and across the above-described property for the purpose of taking any action necessary to remove any structure, tree or other object in the airspace to any elevation greater than 4,900 feet above mean sea level.

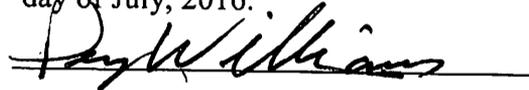
TO HAVE AND TO HOLD said aviation clear zone easement, passage easement, and rights-of-way, and all rights appertaining thereto unto the GRANTEE, its successors and assigns, until Rick Husband Amarillo International Airport shall be abandoned and shall cease to be used for public airport purposes.

IT IS UNDERSTOOD AND AGREED that these covenants and agreements shall be binding upon the heirs, administrators, executors, successors and assigns of the GRANTOR and

that these covenants and agreements shall run with the land, and that for the purposes of this instrument, this easement shall be considered the dominant estate on the above-referenced property.

IN WITNESS WHEREOF, the GRANTOR, whether one or more, individual or corporate, has hereunto set its hand on this the

day of July, 2016.



Perry Williams – Manager

PEGA Development, LLC

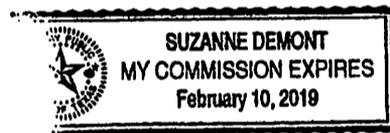
THE STATE OF TEXAS §

COUNTY OF RANDALL §

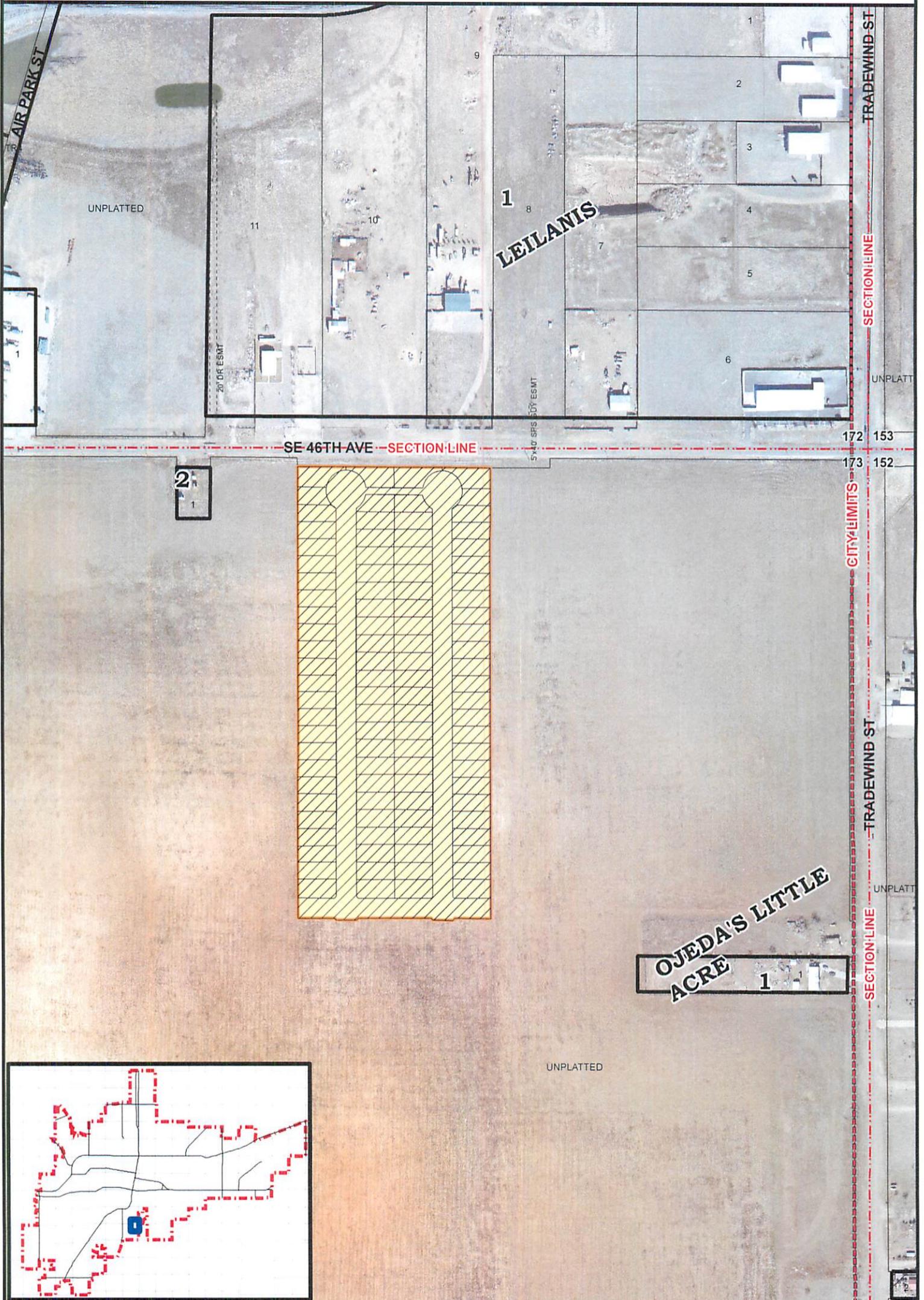
This instrument was acknowledged before me on this the ^{5th} ~~July~~ ^{August} day of ~~July~~, 2016, by PEGA Development, LLC.



Notary Public, State of Texas



AVIATION CLEAR ZONE EASEMENT



**CITY OF AMARILLO
PLANNING DEPARTMENT**

Scale: 1" = 400'
Date: 8-10-16
Case No: ACZ-16-08



ACZ-16-08 Aviation Clear Zone Easement, being 4,900 feet above mean sea level above the plat of Tradewind Square Unit No. 2, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.

Developer: Perry Williams

Vicinity: SE 46th Ave & Tradewind St

AP: N-15



Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 8, 2016	Council Priority	Long-term Plan for Infrastructure
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Department	Development Services
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Agenda Caption

Approving a License and Hold Harmless Agreement for the installation of marquee sign in the right-of-way of 15th Avenue and Coulter Street, adjacent to Lot 1, Block 4, Ridgeview Medical Center, Unit 23, Potter County, Texas.

Agenda Item Summary

This license is made between the City of Amarillo and Toot 'n Totum for installation of marquee sign in the right-of-way

Requested Action

Development Services and Legal Staff have reviewed the associated L&HH agreement and exhibit and recommend the City Council approve the item as submitted.

Funding Summary

N/A

Community Engagement Summary

The item was distributed to all applicable internal and external entities. No objections were received.

Staff Recommendation

Staff recommends the approval of this L&HH agreement.

LICENSEE further agrees to hold LICENSOR harmless from any costs occasioned by or necessitated by the relocation of LICENSEE'S facilities due to entry of the LICENSOR onto the right-of-way for maintenance, replacement or repair of any line or lines, including water and sewer lines, located in the public right-of-way. In this regard, LICENSEE specifically recognizes the potential hazards of erecting or placing encumbrances and intrusions in the right-of-way.

2.6 Any notice required by this Agreement shall be sufficient if served by certified or registered United States mail on City Manager of the City of Amarillo, P.O. Box 1971, Amarillo, Texas, 79105-1971; or upon Jeff Mitchell, Toot 'N Totum, 1201 S. Taylor, Amarillo, TX 79109.

2.7 LICENSEE'S failure to perform any of the duties imposed hereby shall constitute a breach of this Agreement and shall be a cause for revocation of this license if said breach is not cured within ten (10) days of notice of said breach. In the event of breach, LICENSEE agrees to remove all encumbrances from the right-of-way no later than thirty (30) days from its failure to cure the breach as provided above. In the event legal proceedings are necessary to enforce LICENSOR'S rights under this Agreement, all costs, including reasonable attorneys' fees, shall be paid by LICENSEE.

EXECUTED by the last of the parties to sign on this _____ day of _____, 2016.

ATTEST:

Frances Hibbs, City Secretary

CITY OF AMARILLO

By: _____
Bob Cowell, Deputy City Manager

Toot 'N Totum

By: *[Signature]*
Jeff Mitchell

THE STATE OF TEXAS)

COUNTY OF POTTER)

Bob Cowell, Deputy City Manager of the City of Amarillo, a Texas municipal corporation, on behalf of said corporation, acknowledged this instrument before me on the _____ day of _____, 2016.

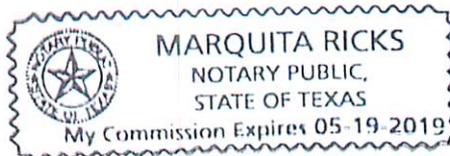
Notary of Public in and for
The State of Texas

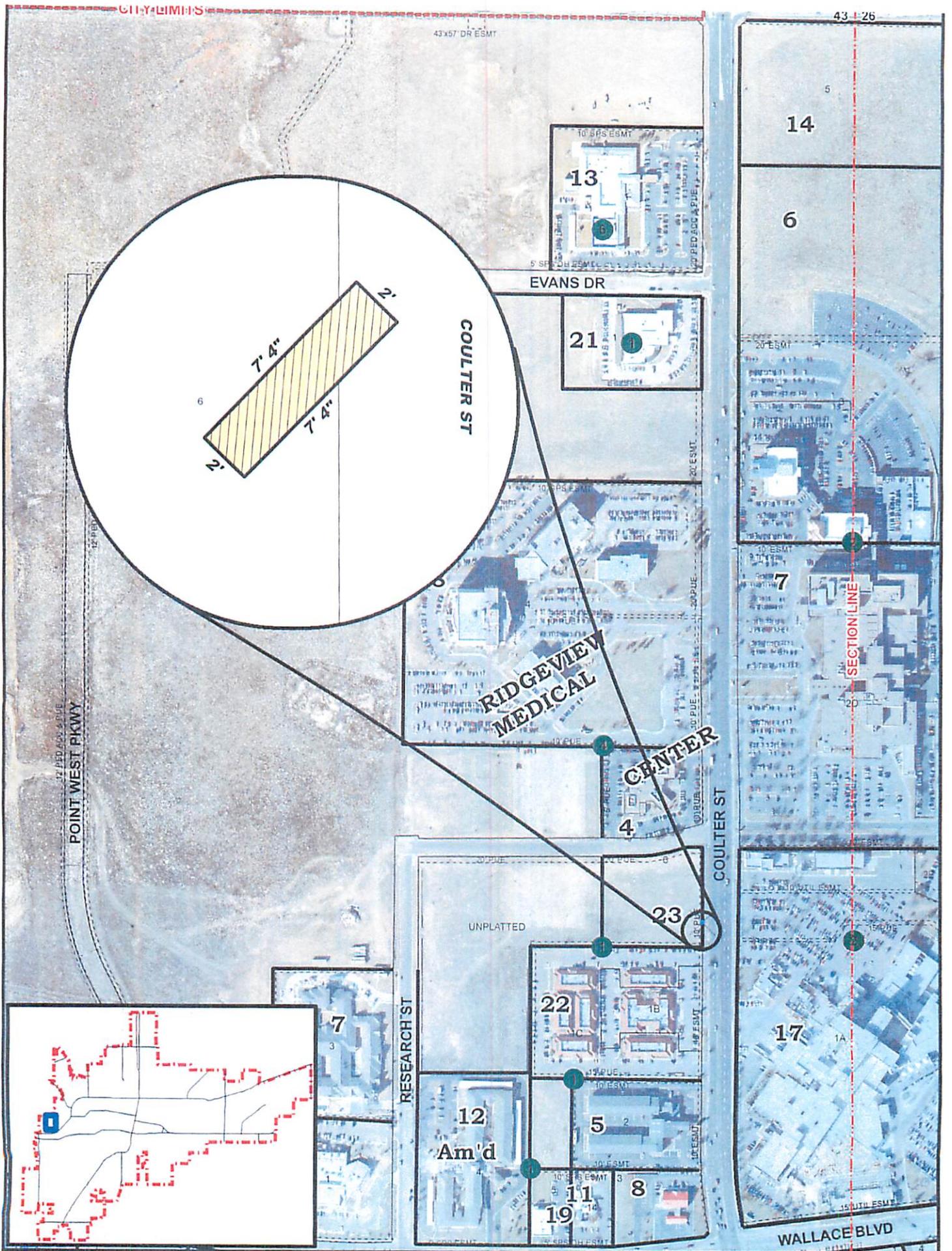
THE STATE OF TEXAS)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2016 by Jeff Mitchell, Toot 'N Totum, on behalf of said entity.

[Signature]
Notary of Public in and for
The State of Texas





CITY OF AMARILLO

"Exhibit A"

L-16-04 License & Hold Harmless to encumber



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

On the 25th day of July 2016, the Amarillo Planning and Zoning Commission met in a work session in Room 206, second floor of City Hall, at 2:45 PM to review agenda items, then convened in regular session at 3:00 PM in the City Council Chamber on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
David Craig, Chairman	Y	117	97
Dean Bedwell	Y	184	173
Mike Good, Vice-Chairman	N	99	72
Rob Parker	N	52	41
Rick Thomason	Y	22	19
Bowden Jones	Y	13	10
Vacant			

PLANNING DEPARTMENT STAFF:

David Soto, Planner I

Jan Sanders, Recording Secretary

Chairman Craig opened the meeting, established a quorum and conducted the consideration of the following items in the order presented. David Soto, read the staff reports and gave the recommendations for each item.

ITEM 1: Approval of the minutes of the July 11, 2016 meeting

A motion to approve the minutes of the July 11, 2016 meeting was made by Commissioner Thomason, seconded by Commissioner Bedwell, and carried unanimously.

ITEM 2: PP-16-05 Del Playa at River Falls, a Preliminary Plan being an unplatted tract of land in Section 83 and 114, Block 2, A.B. & M. Survey, Randall County, Texas. (Vicinity: Johnsway Blvd & FM 1151)
 DEVELOPER(S): Tully Currie & John Currie
 SURVEYOR: Dwayne R. Gresham

Mr. Soto stated the preliminary plan is not ready for consideration today, and no action was taken.

ITEM 3: Z-16-22 Rezoning of Lot 2A, Block 195, Glenwood Addition Unit No.14, in Section 154, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from General Retail District to General Retail District with a Specific Use Permit for a Veterinary Clinic with no outdoor pens. (Vicinity: SE 28TH Ave & Osage St.)
 APPLICANT: Robin Cupell

Mr. Soto advised staff recommended tabling Z-16-22 until the August 8, 2016, Planning & Zoning Commission meeting. A motion to approve Z-16-22 was made by Commissioner Thomason, seconded by Commissioner Bedwell. The motion failed 0:4. A motion to table Z-16-22 until the August 8, 2016 Planning & Zoning Commission was made by Commissioner Bedwell, seconded by Commissioner Jones and carried unanimously.

ITEM 4: P-16-63 Heritage Hills Unit No. 4, an addition to the City of Amarillo, being an unplatted tract of land situated in Section 65, Block 9, BS&F Survey, Randall County, Texas. (Vicinity: Heritage Hills Pkwy & Legacy Pkwy.)
 DEVELOPER(S): Seth Williams
 SURVEYOR: Daryl Furman

A motion to approve P-16-63 was made by Commissioner Bedwell, seconded by Commissioner Thomason and carried unanimously.

ITEM 5: P-16-64 Tradewind Square Unit No. 1, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.(Vicinity: SE 46th Ave & Tradewind St.)
DEVELOPER(S): Seth Williams
SURVEYOR: Daryl Furman

Mr. Soto stated the plat is not ready for consideration today, but the applicant had submitted a waiver of 30 day action request. This plat will be given an additional 30 days before consideration.

ITEM 6: P-16-65 Tradewind Industrial Park Unit No. 1, an addition to the City of Amarillo, being an unplatted tract of land situated in Section 153, Block 2, AB&M Survey, Randall County, Texas.(Vicinity: SE 34th Ave & Tradewind St.)
DEVELOPER(S): Seth Williams
SURVEYOR: Daryl Furman

A motion to approve P-16-65 was made by Commissioner Thomason, seconded by Commissioner Bedwell and carried unanimously.

ITEM 7: P-16-66 Tradewind Square Unit No. 2, an addition to the City of Amarillo, being an unplatted tract of land in Section 173, Block 2, AB&M Survey, Randall County, Texas.(Vicinity: SE 46th Ave & Tradewind St.)
DEVELOPER(S): Seth Williams
SURVEYOR: Daryl Furman

Mr. Soto stated the plat is not ready for consideration today, but the applicant had submitted a waiver of 30 day action request. This plat will be given an additional 30 days before consideration.

ITEM 8: P-16-67 Blair Addition Unit No. 2, a suburban subdivision to the City of Amarillo, being a replat of a portion of Lot 1, Block 1, Blair Addition Unit No.1 in Section 36, Block 2, AB&M Survey, Potter County, Texas.(Vicinity: US Highway 287 & Parsley Rd)
DEVELOPER(S): Charles C Blair
SURVEYOR: Matt Thomas

Mr. Soto stated the plat is not ready for consideration today, but the applicant had submitted a waiver of 30 day action request. This plat will be given an additional 30 days before consideration.

CARRY OVERS:

ITEM 9: P-16-57 The Greenways at Hillside Unit No. 31.

No action was taken on this plat.

ITEM 10: P-16-59 Famous Height Park Addition Unit No. 21, an addition to the City of Amarillo being a replat of all of lots 1 & 2, Block 90, Famous Heights Park Addition Unit No. 20, Section 138, Block 2, AB&M Survey, Potter County, Texas. (Vicinity: SE 16TH Ave & Fairfield St.)
DEVELOPER(S): Randy Crawford
SURVEYOR: Daryl Furman

Chairman Craig stated the plat was signed by the Deputy City Manager on July 25, 2016.

ITEM 11: P-16-61 The Pinnacle Unit No. 2.

No action was taken on this plat.

ITEM 12: P-16-62 Riverroad Gardens Unit No. 27, an addition to the City of Amarillo, being a replat of a portion of Tract 12, Riverroad Gardens, in Section 161, Block 2, AB&M Survey, Potter County, Texas. (River Rd & Mesquite Ave)
DEVELOPER(S): Marsha Olsen & Dustin Williams
SURVEYOR: Cindy Beyer

A motion to approve P-16-62 was made by Commissioner Thomason, seconded by Commissioner Bedwell and carried unanimously.

PENDING ITEMS:

ITEMS 13-19: P-12-45 Redstone Addition Unit No. 1, P-13-72 Park Hills Unit No. 2, P-14-25 Arrowhead Addition Unit No. 8, P-14-28 Silverpointe Addition Conceptual Development Plan, P-14-41 Skyline Terrace Unit No. 12, P-14-72 The Colonies Unit No. 59, P-14-75 Madden Addition Unit No. 6.

No action was taken on these plats.

ITEM 20: P-14-91 Coulter Acres Unit No. 16, a suburban subdivision to the City of Amarillo, being an unplatted tract of land in Section 38, Block 9, BS&F Survey, Randall County, Texas. (4.40 acres)(Vicinity: Soncy Rd/Loop 335 & SW 81st Ave.)
DEVELOPER(S): Artur Budynski
SURVEYOR: Daryl Furman

Chairman Craig stated that the plat was signed by the Deputy City Manager on May 26, 2016.

ITEMS 21-27: P-15-07 Canode-Com Park Unit No. 45, P-15-10 Reed's Unit No. 1, P-15-38 Tull Addition Unit No. 2, P-15-43 Highland Park Village Unit No. 3, P-15-49 City View Estates Unit No. 16, P-16-37 Maple Fields Unit No. 1, P-16-39 Canode-Com Park Unit No. 49.

No action was taken on these plats.

ITEM 28: P-16-40 Chaparral Hills Unit No. 8, a suburban subdivision to the City of Amarillo, being a replat of the West 1/2 of Lot 15, Block 2, Chaparral Hills Unit No. 3, situated in Section 218, Block 2, AB&M Survey, Potter County, Texas. (Vicinity: Givens Ave & Arlie Rd)
DEVELOPER(S): Daniel and Krista Furman
SURVEYOR: Ken McEntire

Chairman Craig stated that the plat was signed by the Deputy City Manager on July 11, 2016.

ITEM 29: P-16-43 Lonesome Dove Unit No. 7.

No action was taken on this plat.

ITEM 30: P-16-44 Rockwell Place Unit No. 18, a suburban subdivision to the City of Amarillo, being a replat of tract 5, Rockwell Place Unit No. 1, in Section 32, Block 1, TTRR Co. Survey, Randall County, Texas. (Vicinity: Robin Rd. & Melissa Rd.)
DEVELOPER(S): Bob Stafford
SURVEYOR: Daryl Furman

Chairman Craig stated that the plat was signed by the Deputy City Manager on June 27, 2016.

ITEMS 31-33: P-16-45 South Park Unit No. 46, P-16-46 St. Clair Estates Unit No. 2; P-16-48 Eberstadt & Brock Subdivision Unit No. 12.

No action was taken on these plats.

ITEM 34: P-16-49 City View Estates Unit No. 17, an addition to the City of Amarillo, being a replat of all of lots 1, 2, and 3, Block 40, City View Estates Unit No. 13, Section 231, Block 2, AB&M Survey, Randall County, Texas.(Vicinity: Albany Dr. & Billings Dr.)
DEVELOPER(S): Scott Allison
SURVEYOR: Daryl Furman

A motion to approve P-16-49 was made by Commissioner Jones and seconded by Commissioner Thomason, and carried unanimously.

ITEM 35: P-16-53 The Woodlands of Amarillo Unit No.17, an addition to the City of Amarillo, being a replat of all of lots 32 and 33, Block 11, The Woodlands of Amarillo Unit No. 10, in Section 23, Block 9, Bs&F Survey, Potter County, Texas. (Vicinity: Longleaf Lane & Snowball Pl)
DEVELOPER(S): Jason Patrick/ Javier Dieguez
SURVEYOR: Daryl Furman

Chairman Craig advised the item was withdrawn by the applicant.

ITEM 36: P-16-54 Siesta Addition Unit No. 4.

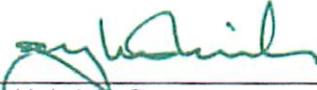
No action was taken on this plat.

ITEM 37: Public Forum: Time is reserved for any citizen to comment on City zoning or planning concerns; however, the Commission can take no action on any issue raised.

No comments were made.

ITEM 38: Discuss Items for Future Agendas.

No further comments were made and the meeting was adjourned at 3:15 P.M.



Gary Holwick, Secretary
Planning & Zoning Commission



BOARDS AND COMMISSIONS – VACANCIES

Board of Review-Landmarks & Historic District (3-year terms)

06/19/2001	Carson Burgess	05/21/2015
08/27/2008	Kim Crawford	05/21/2016
11/27/2012	L.V. Perkins	05/21/2015
11/27/2012	Tom Thatcher	05/21/2015
07/13/2004	Mason Rogers	05/21/2016 (resigned)
09/23/2008	Howard Smith	05/21/2016 (resigned)

Canadian River Municipal Water Authority (2-year terms)

08/06/2002	William Hallerberg	07/31/2016
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Emergency Care Advisory Board (3-year terms)

10/01/2013	Stephen Neumann	04/21/2018 (resigned)
04/21/2010	Brian Eades	04/21/2019 (resigned)

Library Advisory Board (3-year terms)

09/10/2013	Joy Brennaman	07/19/2016
10/01/2013	Cullen Lutz	09/30/2016
09/07/2010	Mary Roman-Jordan	07/19/2016

Parks and Recreation Board (3-year terms)

01/02/2013	William Chafin	07/01/2016
09/10/2013	Terry Easterling	07/01/2016
01/02/2013	David Hudson	07/01/2016

Planning and Zoning Commission (3-year terms)

06/28/2011	David Craig	05/15/2016
05/14/2014	Jessie Phifer	05/15/2018 (resigned 07/11/2016)