

AGENDAS

FOR THE AMARILLO CITY COUNCIL WORK SESSION TO BE HELD ON TUESDAY, AUGUST 30, 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) Discuss security devices and equipment and deployment thereof at Rick Husband International Airport;
 - (3) Discuss Urban Design Overlay District Standards and Boundaries;
 - (4) Presentation on Progress of Current Street Maintenance;
 - (5) Discussion on Street Renaming Process;
 - (6) Discussion on Economic Development Strategic Plan; and
 - (7) Consider future Agenda items and request reports from City Manager.
- B. City Council may convene in Executive Session to receive reports on or discuss any of the following pending projects or matters:
- (1) Section 552.139 of the Government Code (Information that relates to computer network security, or to the design, operation or defense of a computer network); and
 - (2) Section 551.076 of the Government Code (Relating to the deployment, or specific occasions for implementation of security personnel or devices: and/or a security audit).

REGULAR MEETING ITEMS

INVOCATION: Greg Dowell, Central Church of Christ

PROCLAMATION: "National Hunger Action Month"

1. **MINUTES:**
Approval of the City Council minutes of the regular meeting held on August 23, 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 7619:**
This is the first reading of an ordinance rezoning a 44.81 acre tract of land in Section 106, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys and public ways, to change from Planned Development 26 and 274 to Light Commercial District. (Address: 1415 Sunrise Dr.)

4. **ORDINANCE NO 7618:**
This is the second and final reading of an ordinance authorizing the Amarillo Fire Department to conduct Prescribed Fires. As a part of the Community Wildfire Protection Plan (CWPP), this ordinance would authorize the Amarillo Fire Department to remove excess fire fuel vegetation through a fuel reduction program that includes the practice of burning off the hazardous vegetation. All prescribed fire functions will be conducted in accordance with all applicable state and federal regulations.

5. **ORDINANCE NO. 7617:**
This is the second and final reading of an ordinance adopting the 2016/2017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Tutbury Public Improvement District (PID). The Tutbury PID is located within the Tutbury Subdivision in Southwest Amarillo.

6. **RESOLUTION:**
This resolution honors the services of City employee Vernie Jerome Lyons.

7. **RESOLUTION – APPROVAL OF AMARILLO CONVENTION AND VISITOR COUNCIL 2016/2017 BUDGET:**
This resolution approves the 2016/2017 Amarillo Convention and Visitor Council budget with funding from hotel/motel occupancy tax revenue collected within the City. The Amarillo Convention and Visitor Council performs tourism, convention and cultural events, promotions and recruitment efforts for the City.

8. **RESOLUTION – APPROVAL OF AMARILLO ECONOMIC DEVELOPMENT CORPORATION 2016/2017 BUDGET:**
This resolution approves the 2016/2017 Amarillo Economic Development Corporation (AEDC) Budget. This budget is funded by an existing one-half cent local sales tax and is utilized to attract and develop industrial, manufacturing and associated economic development enterprises as well as to retain and expand existing qualified business. These activities create employment and economic development opportunities for our community. This budget is recommended for approval by the Amarillo Economic Development Corporation Board of Directors.

9. **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. **Purchase – Traffic Signal Equipment:**
This item is a purchase for Traffic Signal Equipment for new and replacement of equipment.

Signal Poles	\$43,596.00	Structural Steel Products Inc.
Cabinet Equipment	\$94,175.00	Mobotrex
Signal Display	\$9,083.25	Texas Highway Products
Signal Equipment	\$22,983.00	McCain Inc.
School Flasher Equipment	\$26,419.20	Consolidated Traffic Controls
Video Detection	\$13,656.00	Paradigm
Total	\$209,912.45	

B. **Approval -- Agreement for Services with Center City Of Amarillo, Inc.:**
This item approves a one (1) year agreement with Center City of Amarillo, Inc. for services associated with the preservation, improvement and revitalization of the Central Business District of Amarillo. Two sources of funding are included in the agreement:

- The City will provide \$90,000 for administrative operations.
- The City will provide \$70,000 as matching funds for a Center City façade grant program up to \$20,000 to a business for exterior building improvements

The Tax Increment Reinvestment Zone #1 will provide \$150,000 for matching grants up to \$50,000 for streetscape improvements in the City's right of way.

- C. Approval -- Task Order #18, AMA Airfield Electrical Improvements, Phase III:
Vault and Associated Electrical Circuit Upgrades, Design + Bid with RS&H, Inc. (Federal funding: \$238,050, local funding: \$26,450, total project: \$264,500) for the Rick Husband Amarillo International Airport.

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. 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 26th 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 23rd 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
BOB COWELL	DEPUTY CITY MANAGER
MICK MCKAMIE	CITY ATTORNEY
BLAIR SNOW	MANAGEMENT ANALYST
FRANCES HIBBS	CITY SECRETARY

The invocation was given by Bennie Anderson, St. John Baptist Church. 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 16, 2016. Motion was made by Councilmember Nair to approve the minutes; motion was seconded by Councilmember Blake, and unanimously carried to approve the minutes.

Mr. Childers introduced AJ Fawver, new Planning Director.

ITEM 2: Mayor Harpole presented an ordinance authorizing the Amarillo Fire Department to conduct Prescribed Fires. As a part of the Community Wildfire Protection Plan (CWPP), this ordinance would authorize the Amarillo Fire Department to remove excess fire fuel vegetation through a fuel reduction program that includes the practice of burning off the hazardous vegetation. All prescribed fire functions will be conducted in accordance with all applicable state and federal regulations. Chief Jeff Greenlee stated he had presented a power point presentation during the work session last week. Motion was made by Councilmember Burkett, seconded by Councilmember Demerson, that the following captioned ordinance be passed on first reading:

ORDINANCE NO. 7618
 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO,
 TEXAS: AMENDING THE MUNICIPAL CODE OF THE CITY OF
 AMARILLO, CHAPTER 10-2, ARTICLE II, SECTIONS 10-2-16; ADDING
 ARTICLE IV, FIRE MITIGATION, SECTIONS 10-3-54 THROUGH 10-3-
 57; PROVIDING FOR CONTINUATION OF PRIOR LAW; SEVERABILITY
 REPEALER; PENALTY; PROVIDING AN EFFECTIVE DATE.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 3: Mayor Harpole presented an ordinance adopting the 2016/2017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Tutbury Public Improvement District (PID). The Tutbury PID is located within the Tutbury Subdivision in Southwest Amarillo. Mr. Childers thanked Kathleen Collins who helped get the PID budgets together. Motion was made by Councilmember Nair, seconded by Councilmember Burkett, that the following captioned

ordinance be passed on first reading:

ORDINANCE NO. 7617

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE TUTBURY PUBLIC IMPROVEMENTS 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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 4: Mayor Harpole presented an ordinance adopting the 2016/2017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Colonies Public Improvement District (PID). Motion was made by Councilmember Blake, seconded by Councilmember Burkett, that the following captioned ordinance be passed on second and final reading:

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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 5: Mayor Harpole presented an ordinance adopting the 2016/2017 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. Motion was made by Councilmember Burkett, seconded by Councilmember Nair, that the following captioned ordinance be passed on second and final reading:

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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 6: Mayor Harpole presented an ordinance adopting the 2016/2017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Vineyards (PID). Motion was made by Councilmember Demerson, seconded by Councilmember Blake, that the following captioned ordinance be passed on second and final reading:

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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 7: Mayor Harpole presented an ordinance adopting the 2016/2017 budget and five (5) year service plan, along with establishing and levying an annual property assessment for the Quail Creek Public Improvement District (PID). Motion was made by Councilmember Blake, seconded by Councilmember Demerson, that the following captioned ordinance be passed on second and final reading:

ORDINANCE NO. 7612

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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 8: Mayor Harpole presented an ordinance adopting the 2016/2017 budget and five (5) year service plan, along with establishing and levying an annual property

assessment for the Greenways Public Improvement District (PID). Motion was made by Councilmember Nair, seconded by Councilmember Burkett, that the following captioned ordinance be passed on second and final reading:

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.

Voting AYE were Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 4:0:1 vote of the Council. Mayor Harpole abstained.

ITEM 9: Mayor Harpole presented an ordinance adopting the 2016/2017 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. Motion was made by Councilmember Demerson, seconded by Councilmember Blake, that the following captioned ordinance be passed on second and final reading:

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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 10: Mayor Harpole presented an ordinance adopting the 2016/2017 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. Motion was made by Councilmember Burkett, seconded by Councilmember Blake, that the following captioned ordinance be passed on second and final reading:

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.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

ITEM 11: Mayor Harpole presented 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). Motion was made by Councilmember Burkett, seconded by Councilmember Nair, that the following captioned ordinance be passed on second and final reading:

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 SOUTHEAST 28TH AVENUE AND OSAGE STREET, RANDALL COUNTY, TEXAS, PROVIDING A SAVINGS CLAUSE, PROVIDING A REPEALER CLAUSE, AND PROVIDING AN EFFECTIVE DATE.

Voting AYE were Mayor Harpole, Councilmembers Demerson, Blake, Burkett and Nair; the motion carried by a 5:0 vote of the Council.

Items 12 and 13 taken out of order.

ITEM 12: Mayor Harpole presented a resolution for discussion and consideration of all matters incident and related to approving the First Amendment to Amended and Restated Lease between the City and the Amarillo-Potter Events Venue District, including the adoption of a resolution pertaining thereto. Ms. Bonner stated this is the pledge on the bonds and the City's commitment is \$10 a month or any deficient to cover debt service but the City has never funded the debt service. Councilmember Demerson thanked Mr. McMennamy and his group on the management paying for these bonds. Motion was made by Councilmember Demerson, seconded by Councilmember Blake, that the following captioned resolution be passed:

RESOLUTION NO. 08-23-16-1

A CONCURRENT RESOLUTION AND ORDER BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS AND THE COMMISSIONERS COURT OF POTTER COUNTY, TEXAS, RELATING TO THE "AMARILLO-POTTER EVENTS VENUE DISTRICT SPECIAL TAX AND LEASE REVENUE REFUNDING BONDS, NEW SERIES 2016"; APPROVING THE RESOLUTION OF THE BOARD OF DIRECTORS OF THE AMARILLO-POTTER VENUE DISTRICT AUTHORIZING THE ISSUANCE OF SUCH BONDS AND RESOLVING OTHER MATTERS

INCIDENT AND RELATED TO THE ISSUANCE OF SUCH BONDS AND PROVIDING AN EFFECTIVE DATE.

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

ITEM 13: Mayor Harpole presented a resolution for the discussion and consideration of all matters incident and related to approving the First Amendment to Amended and Restated Lease between the City and the Amarillo-Potter Events Venue District, including the adoption of a resolution pertaining thereto. Ms. Bonner stated due to a decrease in interest rates they elected to refund the 2005 bonds. Both Potter and Events Venue approved the bond sale. Ms. Bonner stated the Triple A rating was still affirmed. Ms. Bonner introduced Steven Adams with Specialized Public Finance, Inc. Mr. Adams presented the \$5,085,000 Special Tax and Lease Revenue Bonds, New Series 2016. Jesse Pfrimmer, 5723 South Milam Street, inquired if the bonds were for 30-years. Councilmember Nair stated the term is not as important as the refunding bonds. Mr. Childers stated the bonds cover the debt issued for an asset, keeping the flow of the tax in place. Motion was made by Councilmember Nair, seconded by Councilmember Burkett, that the following captioned resolution be passed:

RESOLUTION NO. 08-23-16-2

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS APPROVING THE FIRST AMENDED AND RESTATED LEASE BETWEEN THE CITY AND THE AMARILLO-POTTER EVENTS VENUE DISTRICT AND RESOLVING OTHER MATTERS INCIDENT AND RELATED THERETO; AND PROVIDING AN EFFECTIVE DATE.

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 14: Mayor Harpole presented a resolution approving the 2016/2017 budget and associated program of services for the Amarillo Hospital District. This budget is recommended for approval by the Amarillo Hospital District Board of Managers. Ms. Bonner stated the Amarillo Hospital District met on July 25 to consider this budget and for submission to Council. James Schenck, 6216 Gainsborough Street, inquired if the renewal was for an additional 15 years. Ms. Bonner replied the renewal was an extension of the original contract. Jesse Pfrimmer, 5723 South Milam Street, inquired as to the rate of loss from year to year. Ms. Bonner replied it has historical generated more funds but interest rates are low and the only revenue stream is the tax rates. There are two money managers who do the investments for the district. Motion was made by Councilmember Nair, seconded by Councilmember Blake, that the following captioned resolution be passed:

RESOLUTION NO. 08-23-16-3

A RESOLUTION OF THE CITY OF AMARILLO, TEXAS: ADOPTING THE BUDGET OF THE AMARILLO HOSPITAL DISTRICT FOR THE FISCAL YEAR OCTOBER 1, 2016 TO SEPTEMBER 30, 2017.

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 15: Mayor Harpole presented a resolution approving the 2016/2017 fiscal year budget for the Center City Tax Increment Reinvestment Zone Number One. This budget is recommended for approval by the TIRZ #1 Board of Directors. Ms. Bonner stated the \$150,000 labeled item was a Center City Inc. matching program for facade grant. Motion was made by Councilmember Burkett, seconded by Councilmember Nair, that the following captioned resolution be passed:

RESOLUTION NO. 08-23-16-4

A RESOLUTION OF THE CITY OF AMARILLO, TEXAS: ADOPTING THE BUDGET OF THE TAX INCREMENT REINVESTMENT ZONE NO. 1, CITY OF AMARILLO FOR THE FISCAL YEAR OCTOBER 1, 2016 TO SEPTEMBER 30, 2017.

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

ITEM 16: Mayor Harpole presented the consent agenda and asked if any item should be removed for discussion or separate consideration. Mayor Harpole asked for Item 16C to be pulled so the City Manager could make presentation. Mr. Childers stated this was a new innovation to handling fleet management services. He further stated this would adopt the private sector practices to improve efficiency. Glenn Lavender, Shop Superintendent stated they have been working on this for a couple of years and it has been a combination of hard work making sure it is a viable program. They visited with other cities and how they apply day-to-day operations. Mr. Lavender presented a power point on the In-house Parts and Supply Management. Carolyn Thornton, 4101 Southwest 45th Avenue, stated she appreciated the transparency but the Interim City Manager agreement item did not have the amount. Motion was made by Councilmember Burkett to approve the consent agenda, seconded by Councilmember Nair.

- A. Award – Downtown Lights and Poles:
Techline Inc. -- \$89,152.00
This award is to approve the purchase of the Downtown Lights and Poles.
- B. Award - Purchase of Ice Resurfacer for Civic Center Complex Coliseum:
Lowest Responding Bidder: Complete Ice Arena Services -- \$93,898.59
This is a scheduled replacement for the existing Ice Resurfacer that is currently in use at the Civic Center Complex for maintaining the ice surface throughout the hockey season and for traveling ice shows. The current Ice Resurfacer is 18 years old and has been refurbished multiple times. Funding for this award is available in the FY 2015 Capital Improvement Fund for the Civic Center Complex.
- C. Award – Fleet Services RFP P11-16 Fleet Parts and Supply Management:
Awarded to the best and final proposer: Napa-IBS, Parts Headquarters, Inc.:
This award will be utilized by Fleet Services and operated as an in-house parts supplier.
- D. Award – Southeast 3rd Avenue Storm Sewer Replacement:
Amarillo Utility Contractors -- \$60,712.00
This item is to approve the contract for the Emergency Repair of Southeast 3rd Avenue Storm Sewer Replacement. This project will replace damaged storm sewer in Southeast 3rd Avenue and repairs damage to the street due to a previously abandoned storm sewer. Funding for this project was approved utilizing the Drainage Utility Fund.
- E. Approval -- Employment Contract:
This item approves an employment contract with Terry Childers, Interim City Manager as an independent contractor.
- F. Approval – Professional Services Agreement – Addendum #3 Engineering Services – Project #521725 Arden Road Pipeline and Pump Station Improvements:
HDR Engineering, Inc.
This item approves Addendum #3 to a June 5, 2013 Agreement for Engineering Services to perform additional engineering services to evaluate options for increasing Chlorine Contact Time, coordinate with TCEQ, to select the most beneficial alternative, design the clearwell baffle system/and required piping and sampling modifications, supply contractor procurement assistance and provide construction and engineering services to meet TCEQ requirements for additional water transfer. The current contract and this addendum meet the requirements of the Texas Water Development Board Drinking Water State Revolving Fund Loan Program (DWSRF). This addendum provides for the continuation of services by HDR, Inc. at a lump sum cost not to exceed \$178,150.00.

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.

Tom Warren, II, 1510 South Johnson Street, presented a handout. He stated he would like to see the Council evaluate the Downtown Urban Design Overlay District boundaries and asked it be reduced in size. He suggested getting rid of the single-families and the east side of the Canyon Expressway. He stated a lot of these areas are repressed, no monies for repairs and it puts a burden on them. Mayor Harpole referred this item to the Interim City Manager. He also asked Mr. Warren for a list of those people Mr. Warren was representing. He further stated he would like an explanation next week on the requirements for the single-families within the boundaries and what changes they can make to their homes. R. T. Hicks, 1801 South Van Buren Street, stated many people were opposed it but mostly single-families because they are not part of the downtown area. Dipak Patel, 46 Colonial Drive, stated every small town has nice welcome signs at its city limits. He further stated he would like information on how many conventions the Convention and Visitor Council has for 2017-2019. Councilmember Burkett stated he would like to discuss welcome signs on a future agenda. Kit Rudd, 6850 Grande Drive, stated the situation with the homeless is dire. He stated the need for low barrier shelters. The ad hoc subcommittee started last November has accomplished nothing. He also suggested instituting a work program for the homeless. 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 30, 2016	Council Priority	
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Department	City Manager
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Agenda Caption

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.

Agenda Item Summary

This public hearing is the first public hearing on the proposed tax rate: at this meeting Council must have a public hearing on the tax rate and announce meeting dates and times to adopt the tax rate.

Requested Action

Council hold a public hearing on the tax rate and announce the meeting dates and times to adopt the tax rate. Those meeting times are September 6, 2016 at 5:00 P.M. and September 13, 2016 at 5:00 P.M.

Funding Summary

N/A

Community Engagement Summary

The City Council met on August 2nd, 3rd, 4th and 8th to review the proposed 2016/2017 budget. At the August 9th Council meeting, City Staff presented an overview of the proposed 2016 tax rate and required tax notices. On August 16, 2016 the City Council held a public hearing on the tax rate and approved a motion to consider a \$0.35072 property tax rate.

Staff Recommendation

Request that Council conduct the public hearing and announce the meeting times to adopt the tax rate, September 6, 2016 at 5:00 P.M. and September 13, 2016 at 5:00 P.M.

Amarillo City Council Agenda Transmittal Memo



3



Meeting Date	August 30, 2016	Council Priority	Community Appearance
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Department	Planning Department
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Agenda Caption

Address: 1415 Sunrise Dr.

This is an ordinance rezoning a 44.81 acre tract of land in Section 106, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys and public ways, to change from Planned Development 26 and 274 to Light Commercial District.

Agenda Item Summary

The City Zoning Ordinance allows primary residential uses within Light Commercial (LC) and Heavy Commercial (HC) zoning, including one-family housing and multiple-family housing units. Research of prior zoning actions revealed that Planned Development 26 was approved in 1971 for a mobile home park. The City Zoning Ordinance currently allows mobile home parks within Manufactured Home District, Commercial District, and Industrial District. Additionally, Planned Development 274, previously zoned light commercial, was approved in 2000 for an amusement facility that also allowed other light commercial use. In the area, large strips of commercial zoning exist on both sides due to Interstate 40 being a major freeway within the City.

This site is bounded by a residential zoned district to the north and northwest. With commercial development being proposed in close proximity to an existing residential area, what must be addressed is adequate protection. Section 4-10-291 of the Amarillo Zoning Ordinance, requires that visual screening be provided along the rear and side lot lines of any non-residential land uses when adjacent to residential land uses. This screening will further protect the residences and help mitigate any impacts created by the proposed commercial use. It should be noted that there is an existing alley along and adjacent to the north and west side of this site, which will further separate the two land uses.

The proposed zoning and associated development standards are similar to zoning that currently exist in the surrounding area. Given that the current use of the Planned Development District 26 is allowed in less restrictive districts and Planned Development District 274 is associated with Light Commercial (LC) District, staff is of the opinion that Light Commercial (LC) District zoning and allowed uses within that district would be appropriate.

Requested Action

The applicant is requesting a Light Commercial (LC) zoning in order to develop the tract with multiple commercial amusement facilities.

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 received two calls regarding concerns of traffic increase, crime increase, and noise increase related to this rezoning

The item was recommended for approval by 5:0 vote of the Planning and Zoning Commission at its August 22, 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. 72019

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 INTERSTATE HIGHWAY 40 HWY & SUNRISE DR, POTTER 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 a 44.81 acre tract of land in Section 106, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys and public ways, to change from Planned Development 26 and 274 to Light Commercial District.

DESCRIPTION

FIELD NOTES for a 44.81 acre tract of land in Section 106, Block 2, AB&M Survey, Potter County, Texas.

BEGINNING at the southwest corner of Sunrise Park Unit No. 4, an addition to the City of Amarillo, Potter County, Texas, according to the recorded map or plat thereof, of record in Volume 900, Page 677 of the Deed Records of Potter County, Texas;

THENCE N. 89° 59' 52" E., (Directional Control GPS Observation WGS-84), 78.44 feet to the beginning of a curve to the left with a radius of 623.54 feet;

THENCE Northeasterly, along said curve, an arc distance of 202.50 feet with a chord of N. 81° 39' 26" E., 201.61 feet to the end of said curve;

THENCE N. 71° 19' 12" E., 502.31 feet;

THENCE N. 71° 32' 23" E., 59.98 feet;

THENCE N. 71° 24' 07" E., 222.01 feet to the beginning of a curve to the right with a radius of 510.00 feet;

THENCE Northeasterly, along said curve, an arc distance of 88.14 feet with a chord of N. 76° 14' 17" E., 88.03 feet to the end of said curve;

THENCE S. 00° 04' 44" E., 220.22 feet to the beginning of a curve to the left with a radius of 192.00 feet;

THENCE Southeasterly, along said curve, an arc distance of 301.60 feet with a chord of S. 45° 04' 08" E., 271.53 feet to the end of said curve;
THENCE N. 89° 57' 59" E., 214.79 feet;
THENCE N. 18° 07' 13" E., 84.32 feet;
THENCE N. 89° 56' 32" E., 144.89 feet;
THENCE S. 00° 03' 28" E., 1211.17 feet;
THENCE S. 89° 58' 10" W., 629.92 feet along the centerline of Interstate Highway No. 40;
THENCE N. 00° 04' 49" W., 449.95 feet along the centerline of Sunrise Drive;
THENCE S. 89° 56' 24" W., 1350.05 feet;
THENCE N. 00° 02' 47" W., 794.01 feet;
THENCE S. 89° 59' 05" E., 147.53 feet;
THENCE N. 89° 58' 30" E., 147.46 feet to the POINT OF BEGINNING.

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 _____ day of August, 2016 and PASSED on Second and Final Reading on this the _____ day of September, 2016.

Paul Harpole, Mayor

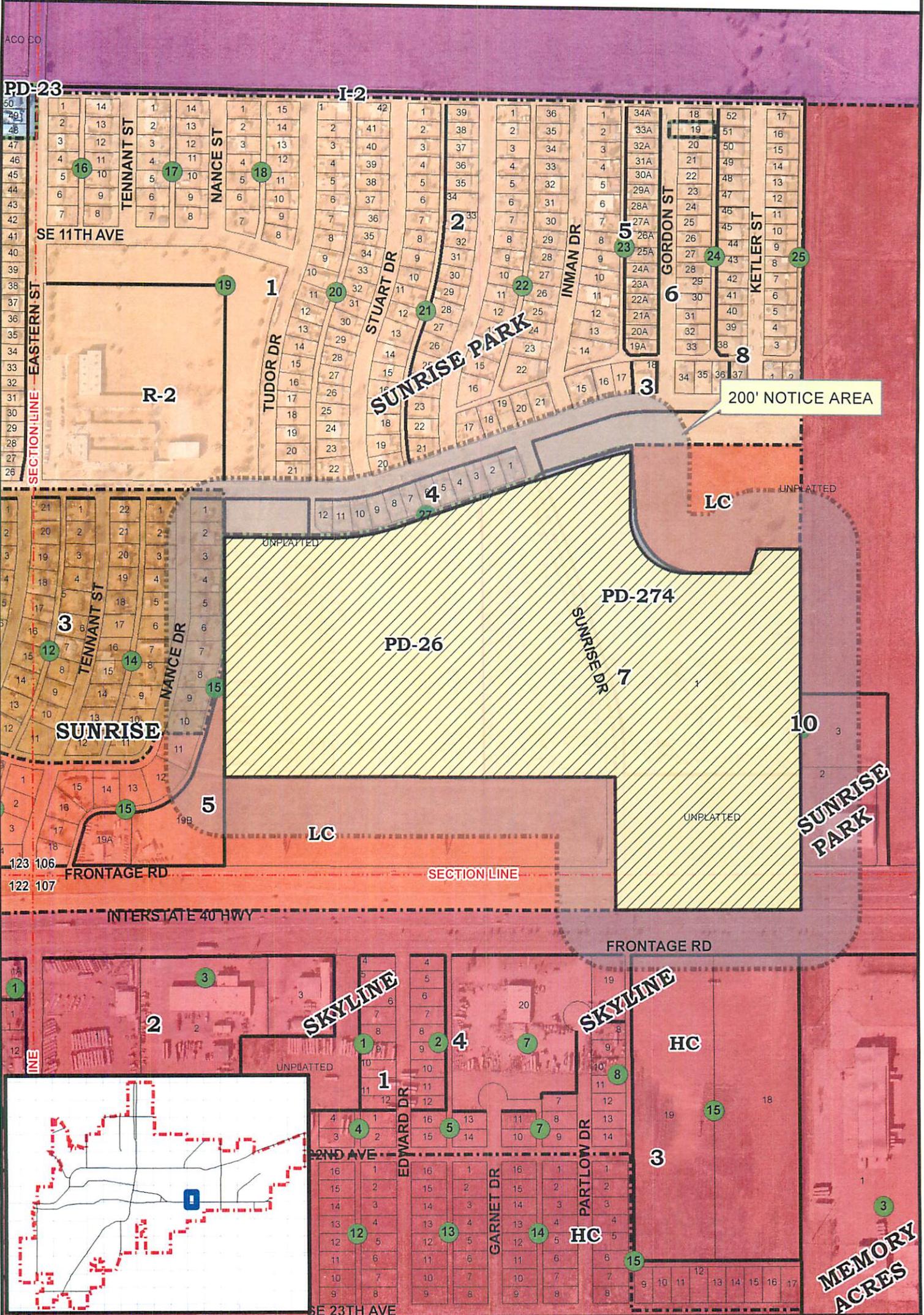
ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney

REZONING FROM PD-26 & PD-274 TO LC



**CITY OF AMARILLO
PLANNING DEPARTMENT**

Scale: 1" = 400'
Date: 8-12-16
Case No: Z-16-25



Z-16-25 Rezoning of a 44.81 acre tract of land in Section 106, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys and public ways, to change from Planned Development 26 and 274 to Light Commercial District.

Applicant: Galaxy Catering

Surveyor: IH-40 Hwy & Sunrise Dr

AP: R-12

Amarillo City Council Agenda Transmittal Memo



4

Meeting Date	August 23, 2016	Council Priority	Community Appearance, Best Practices, and Public Safety
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Department	Fire Department
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Agenda Caption

Ordinance – Authorizing the Amarillo Fire Department to conduct Prescribed Fires:
As a part of the Community Wildfire Protection Plan (CWPP), this ordinance would authorize the Amarillo Fire Department to remove excess fire fuel vegetation through a fuel reduction program that includes the practice of burning off the hazardous vegetation. All prescribed fire functions will be conducted in accordance with all applicable state and federal regulations.

Agenda Item Summary

To affect changes in the adopted International Fire Code (IFC 2012) and in accordance with applicable Texas and Federal regulations, this ordinance pertains to the authorization of the Amarillo Fire Department and in coordinated effort with the associated State regulatory agencies to reduce the wildfire potential in and around Amarillo through the use of authorized, prescribed fire activities.

Requested Action

Adoption of this ordinance.

Funding Summary

Funding will typically involve the labor, fuel, and equipment necessary to conduct these operations. The Amarillo Fire Department will use available equipment and personnel. Much of the training will be provided through grant funding or reciprocal agreements. Future fuel reduction / mitigation projects may qualify for Texas and/or Federal matching grants.

Community Engagement Summary

- Addresses concerns of wildfires as well as specific issues identified in a Community Wildlife Protection Plan (CWPP).
- Safety and aesthetics of the community as identified through public meetings in the development of Amarillo’s Comprehensive Plan.

Staff Recommendation

It is staff’s recommendation to adopt this ordinance supporting the authorization of the Amarillo Fire Department to conduct wildland vegetation fuel reduction efforts through the use of prescribed fire.

ORDINANCE NO. 7618

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: AMENDING THE MUNICIPAL CODE OF THE CITY OF AMARILLO, CHAPTER 10-2, ARTICLE II, SECTIONS 10-2-16; ADDING ARTICLE IV, FIRE MITIGATION, SECTIONS 10-3-54 THROUGH 10-3-57; PROVIDING FOR CONTINUATION OF PRIOR LAW; SEVERABILITY; REPEALER; PENALTY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the FEMA guide *Understanding Your Risks: Identifying Hazards and Estimating Losses* defines a wildfire as “an uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures;” and,

WHEREAS, wildfires present a critical danger to the life, safety, and property of the citizens within the corporate city limits and the extraterritorial jurisdiction of the City of Amarillo; and,

WHEREAS, Section 342.006 of the Texas Health and Safety Code gives municipalities the authority to abate dangerous weeds, rubbish, brush, and unsanitary material; and,

WHEREAS, Section 4-3-2, Unlawful accumulation; definitions; nuisance; notice; abatement by city; Excess vegetation, of the Code of Ordinances of the City of Amarillo allows the City to abate, without notice, the nuisance of weeds which are an immediate danger to the health, life or safety of any person; and,

WHEREAS, Section 4-3-1 of the Amarillo Municipal Code references the International Wildland-Urban Interface Code (WUIC) and allows for the application of the same to construction, alteration, movement, repair, maintenance and use of any building or premises within the Wildland-Urban Interface areas in this jurisdiction; and

WHEREAS, Section 111.215 of the Texas Commission on Environmental Quality’s Administrative Code allows outdoor burning, not otherwise authorized by TCEQ Code, upon written permission from the TCEQ Executive Director if no practical alternative exists and the burning will not contribute to a nuisance, traffic hazard or to a violation of any federal or state primary or secondary ambient air standard; and,

WHEREAS, the City desires to implement a hazard mitigation program to reduce the threat of said wildfires within the corporate city limits and extraterritorial jurisdiction of the City of Amarillo through the execution of authorized and outdoor burning.

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

SECTION 1. The Amarillo Municipal Code, Chapter 10-2, Article II, Section 10-2-16 be and hereby is amended to read as follows:

* * *

307.1.1 Prohibited open burning. Open burning shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous.

Exceptions:

1. Prescribed burning for the purpose of reducing the impact of wildland fire when authorized by the fire code official. The fire code official may authorize Fire Hazard Mitigation procedures in accordance with the City's Fire Hazard Mitigation Plan.

2. Any fire lawfully kindled by the City of Amarillo for the purposes of hazard mitigation that meets all of the requirements of section 4-3-2 (Sec. 4) of the Code of Ordinances of the City of Amarillo, Texas.

* * *

SECTION 2. The Amarillo Municipal Code, Chapter 10-2, Article III, reserving Section 10-2-44 through Section 10-2-53 as follows:

* * *

Sec. 10-2-44 – 10-2-53 - Reserved

SECTION 3. The Amarillo Municipal Code, Chapter 10-2, Article IV, Section 10-2-54 through Section 10-2-57 be and hereby added to read as follows:

ARTICLE IV. FIRE HAZARD MITIGATION

Section 10-3-54. - Definitions

Extinguished –The absence of any visible flames, glowing coals, or smoke.

Neighborhood – A platted subdivision or property contiguous to and within 300 feet of a platted subdivision.

Practical alternative – An economically, technologically, ecologically, and logistically viable option.

Authorized Burn – The controlled application of fire to naturally occurring vegetative fuels under specified environmental conditions and confined to a predetermined area, following appropriate planning and precautionary measures.

Section 10-3-55 - Rural/Urban Interface Hazard Mitigation Program

Hazard mitigation is an important part of any cities plans and procedures for protecting the life and property of their citizens. The City of Amarillo recognizes that a large hazard exists from

wildfires and their interface with the urban areas of the City. In order to mitigate this hazard, the City of Amarillo adopts the Rural/Urban Interface Hazard Mitigation Program to reduce the hazardous fuel loads in the rural/urban interface through authorized burns of land deemed a public hazard based on the height and amount of weeds.

Section 10-3-56 - Authorized Burns within the Corporate City Limits

(a) Preparation:

1. Targeted areas for authorized burning will be determined by assessing levels of hazards to the area. An advisory group consisting of the City's Emergency Management Coordinator, the City of Amarillo Building Official, the City of Amarillo's Fire Marshal, and the Amarillo Fire Chief will make the determination. Final approval for any authorized burn rests with the Amarillo Fire Chief.

2. Landowners will be notified by mail or personal contact by Fire Department Personnel when possible. Landowners must be notified in writing that the property has been deemed a public hazard and that the City of Amarillo will be abating the hazard. When possible, release of liability and written permission from the property owner will be obtained.

3. Specific information regarding authorized burns will be posted on the public information sources of the City.

4. Prior to burning, sufficient planning shall have been conducted and the area shall have been prepared. Preparations include the removal of harmful debris and trash, removal of disproportionate fuel loads, the creation of fire breaks where needed, and any other appropriate action as deemed necessary. Electrical insulation, treated lumber, plastics, non-wood construction/demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, and items containing natural or synthetic rubber must not be burned.

5. Notification will be made to all applicable agencies as required by state law.

6. Authorization from the TCEQ's executive director shall be required as outlined in section 111.215 of the TCEQ's Texas Administrative Code prior to burning unless state law states otherwise.

(b) Burning:

1. Any authorized burn will be conducted on a day when the weather is deemed appropriate. The Fire Chief will develop a check list of required signatures to sign off on the burn before the activities commence. In no instance shall burning start: more than one hour before sunrise, when the predicted wind speed is less than six miles per hour (mph) (5 knots) or greater than

23 mph (20 knots) during the burn period and during periods of actual or predicted persistent low level atmospheric temperature inversions. In all cases, any authorized burn must be completed and extinguished no later than one hour before sunset.

2. The National Incident Management System (NIMS) shall be utilized throughout any and all authorized burns. Appropriate individuals from all participating agencies shall be directly involved in all stages of the operations and management of the authorized burn.

3. The Fire Chief shall insure that sufficient personnel and equipment will be available at the scene and/or at the fire station to ensure the proper containment of the authorized burn and to assure proper staffing for other emergency calls during the burn period.

4. The Fire Chief shall develop a checklist outlining the steps to be completed for the conducting of a safe prescribed burn and the completed checklist shall be maintained as documentation of the authorized burn.

5. All outdoor burning conducted under this section shall be consistent with the Texas Clean Air Act and the TCEQ's Texas Administrative Code.

(c) Documentation:

1. All steps of the authorized burn shall be documented.

2. Pictures shall be taken to document the before and after state of the burn area.

Section 10-3-57 - Authorized Burns within the Extraterritorial Jurisdiction

(a) Preparation:

1. Targeted areas for authorized burning will be determined by assessing levels of hazards to the area. An advisory group consisting of the City's Emergency Management Coordinator, the Randall or Potter County Fire Chief, The City of Amarillo's Fire Marshal, and the Amarillo Fire Chief will make the determination. Final approval for any authorized burn rests with the Amarillo Fire Chief.

2. Landowners must be notified and provide a release of liability and written permission for the burn.

3. Specific information regarding the authorized burns will posted on the public information sources of the City.

4. Prior to burning, sufficient planning shall have been conducted and the area shall have been prepared. Preparations include the removal of harmful debris and trash, removal of disproportionate fuel loads, the creation of fire breaks where needed, and any other appropriate action as deemed necessary by the County Fire Chief and the Amarillo Fire Chief. Electrical

insulation, treated lumber, plastics, non-wood construction/demolition materials, heavy oils, asphaltic materials, potentially explosive materials, chemical wastes, and items containing natural or synthetic rubber must not be burned.

5. Notification will be made to all applicable agencies as required by state law.

(b) Burning:

1. Any authorized burn will be conducted on a day when the weather is deemed appropriate. The Amarillo Fire Chief will develop a check list of required signatures to sign off on the burn before the activities commence. In no instance shall burning start: more than one hour before sunrise, when the predicted wind speed is less than six miles per hour (mph) (5 knots) or greater than 23 mph (20 knots) during the burn period and during periods of actual or predicted persistent low level atmospheric temperature inversions. In all cases, any authorized burn must be completed and extinguished no later than one hour before sunset.

2. The National Incident Management System (NIMS) shall be utilized throughout any and all controlled burns. Appropriate individuals from all participating agencies shall be directly involved in all stages of the operations and management of the authorized burn.

3. The Fire Chief and the Randall or Potter County Fire Chief shall insure that sufficient personnel and equipment will be available at the scene and/or at the fire station to ensure the proper containment of the authorized burn and to assure proper staffing for other emergency calls during the burn period.

4. The Fire Chief shall develop a checklist outlining the steps to be completed for the conducting of a safe authorized burn and the completed checklist shall be maintained as documentation of the authorized burn.

5. All outdoor burning conducted under this section shall be consistent with the Texas Clean Air Act and the TCEQ's Texas Administrative Code.

(c) Documentation:

1. All steps of the authorized burn shall be documented and each burn shall have a file maintained.

2. Pictures shall be taken to document the before and after state of the burn area.

Sec. 10-3-58 – 10-3-67. – Reserved.

SECTION 4. Severability. If any provision, section, subsection, sentence, clause or the application of same to any person or set of circumstances for any reason is held to be unconstitutional, void or invalid or for any reason unenforceable, the validity of the remaining

portions of this ordinance or the application thereby shall remain in effect, it being the intent of the City Council of the City of Amarillo, Texas in adopting this ordinance, that no portion thereof or provision contained herein shall become inoperative or fail by any reasons of unconstitutionality of any other portion or provision.

SECTION 5. Repealer. All ordinances, parts of ordinances resolutions and parts of resolutions in conflict with this ordinance are hereby repealed to the extent of conflict with this ordinance.

SECTION 6. Continuation. That nothing in this ordinance (or any code adopted herein) shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed by this ordinance and such prior law is continued in effect for purposes of such pending matter.

SECTION 7. Penalty. A violation of this ordinance is an offense punishable in accordance with Section 1-1-5 of this code of ordinances.

SECTION 8. Publishing and Effective Date. This ordinance shall be published and become effective according to law.

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

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney

Amarillo City Council Agenda Transmittal Memo



5

Meeting Date	August 23, 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 Tutbury Public Improvement District.

Agenda Item Summary

An assessment against each parcel of property in the Tutbury Public Improvement District (PID), determined by a flat value per lot, must be approved on an annual basis. The Tutbury PID Advisory Board met August 10, 2016 to review the proposed FY 2016/17 budget and service plan. The Tutbury PID budget projects total maintenance and operation expenses for FY 2016/17 to be \$13,942. The Board recommends keeping property owner assessment rates at \$679 per lot. This will result in assessments totaling \$16,296. 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 Tutbury PID. Attached are the Tutbury 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 Tutbury 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 Tutbury 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. 7617

AN ORDINANCE LEVYING AN ASSESSMENT ON PROPERTY WITHIN THE TUTBURY 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 Tutbury 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 Tutbury 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, 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

Tutbury Public Improvement District

Budget: Fiscal Year 2016-2017

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

A 5.27-acre tract of land out of a 196.075 acre tract of land according to that certain Correction Warranty Deed recorded in Volume 1596, Page 135, of the Deed Records of Randall County, Texas, situated in the northeast portion of Section 40, Block 9, BS&F Survey, Randall County, Texas.

B. The total estimated costs for maintenance, operation, and administrative fees proposed for the Tutbury Public Improvement District is \$13,942. Such cost will be apportioned over the development as follows:

Cost of Maintenance and Operation (City portion)..... \$2,166

Cost of Maintenance and Operation (Contractor portion)..... \$10,700

Administration Expense \$1,076

Total..... \$13,942

C. The method of assessment is to divide the total maintenance, operational, and administrative costs, as well as, maintenance reserves equally among the 24 platted lots. This year's assessment will total \$16,296 (\$679 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**

27400 Tutbury Imprv Dist
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	16,296	16,296	16,296	16,296	16,296
30300 Current Year's Levy	16,296	16,296	16,296	16,296	16,296
30200 Ad Valorem Tax Collectio	16,296	16,296	16,296	16,296	16,296
37110 Interest Income	10	6	22	0	11
37109 Interest Earnings	10	6	22	0	11
TREVENUE Total Revenues	16,306	16,302	16,318	16,296	16,307
53150 Electricity	454	439	454	462	497
53200 Water and Sewer	1,953	1,679	1,953	1,622	1,669
51000 Supplies	2,407	2,119	2,407	2,083	2,166
61200 Postage	13	13	12	13	13
61300 Advertising	258	523	270	523	523
62000 Professional	240	240	240	240	240
67600 Temporary Labor	6,244	0	0	0	0
68300 R & M - Improvements	0	6,528	10,700	8,909	10,700
68312 Other Improvement	2,072	863	0	805	0
60000 Contractual Services	8,828	8,166	11,222	10,490	11,476
77450 Administrative Other	913	828	852	852	300
[Note Entity:27400B] Calculated in the 9/30/15 Indirect Cost Plan.					
70000 Other Charges	913	828	852	852	300
TEXPENSES Total Expenses	12,148	11,113	14,481	13,425	13,942

TUTBURY 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	\$7,677	\$12,866	\$15,736	\$18,101	\$20,217	\$22,071	\$23,657
PROJECTED COSTS							
MAINTENANCE & OPERATION:							
53150 Electricity	\$439	\$462	\$497	\$507	\$517	\$527	\$538
53200 Water	\$1,679	\$1,622	\$1,669	\$1,702	\$1,736	\$1,771	\$1,807
67600 Temporary Labor	\$0	\$0	\$0	\$0	\$0	\$0	\$0
68300 Maintenance of Improvements	\$6,528	\$8,909	\$10,700	\$10,914	\$11,132	\$11,355	\$11,582
68312 Other Improvements	\$863	\$805	\$0	\$0	\$0	\$0	\$0
83200 Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MAINTENANCE	\$9,509	\$11,798	\$12,866	\$13,123	\$13,386	\$13,654	\$13,927
ADMINISTRATION							
61200 Postage	\$13	\$13	\$13	\$13	\$14	\$14	\$14
61300 Advertising Public Notices	\$523	\$523	\$523	\$523	\$523	\$523	\$523
62000 Professional - Collection Contract	\$240	\$240	\$240	\$240	\$240	\$240	\$240
77450 Admin Fee	\$828	\$852	\$300	\$300	\$300	\$300	\$300
TOTAL MAINTENANCE & OPERATION	\$11,113	\$13,426	\$13,942	\$14,200	\$14,462	\$14,730	\$15,003
ASSESSMENTS	\$679	\$679	\$679	\$679	\$679	\$679	\$679
COLLECTION RATE	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
TOTAL COLLECTIONS	\$16,296	\$16,296	\$16,296	\$16,296	\$16,296	\$16,296	\$16,296
INTEREST INCOME	6	0	11	20	20	20	20
Increase/Decrease in Cash	\$5,189	\$2,870	\$2,365	\$2,116	\$1,854	\$1,586	\$1,313
ENDING FUND BALANCE	\$12,866	\$15,736	\$18,101	\$20,217	\$22,071	\$23,657	\$24,970
THREE MONTH OPERATING RESERVE	\$2,778	\$3,357	\$3,486	\$3,550	\$3,616	\$3,683	\$3,751
SURPLUS	\$10,088	\$12,380	\$14,616	\$16,668	\$18,456	\$19,975	\$21,219

RESOLUTION NO. 08-30-16-1



A RESOLUTION HONORING CITY EMPLOYEE VERNIE
"JEROME" LYONS, JR.

WHEREAS, Vernie Jerome Lyons, Jr. proudly served in the United States Coast Guard;
and

WHEREAS, Jerome Lyons was employed by the City of Amarillo since October 1999;
and

WHEREAS, during that time Jerome Lyons served as a solid waste driver; and

WHEREAS, Jerome Lyons died on August 7, 2016 and was a City of Amarillo employee at
the time of his death; and

WHEREAS, the passing of Jerome Lyons has caused a deep void of sadness at the City; and
the City Council would like to honor the service and memory of Jerome Lyons to the City of
Amarillo;

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

SECTION 1. The City Council recognizes and thanks Jerome Lyons for his professional and
personal dedication to the City of Amarillo.

SECTION 2. The City of Amarillo hereby expresses its deep appreciation for his dedication
to the City and extends to his family our sincere sympathy upon his passing.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, this 30th
day of August, 2016.

Paul Harpole, Mayor

Elisha Demerson, Councilmember

Lisa Blake, Councilmember

Randy Burkett, Councilmember

Mark Nair, Councilmember

ATTEST:

Frances Hibbs, City Secretary

Amarillo City Council Agenda Transmittal Memo



7

Meeting Date	August 30, 2016	Council Priority	
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Department	Finance
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Agenda Caption

RESOLUTION – APPROVAL OF AMARILLO CONVENTION AND VISITOR COUNCIL 2016/2017 BUDGET:

This resolution approves the 2016/2017 Amarillo Convention and Visitor Council budget with funding from hotel/motel occupancy tax revenue collected within the City. The Amarillo Convention and Visitor Council performs tourism, convention and cultural events, promotions and recruitment efforts for the City.

Agenda Item Summary

This resolution approves the 2016/2017 fiscal year budget for the Amarillo Convention and Visitor Council.

Requested Action

Council consideration and approval of the resolution.

Funding Summary

N/A

Community Engagement Summary

The 2016/2017 fiscal year budget has been reviewed and approved for Council consideration by the Convention and Visitor's Council.

Staff Recommendation

Staff recommendation is to approve the 2016/2017 fiscal year budget for the Amarillo Convention and Visitor Council.

RESOLUTION NO. _____
A RESOLUTION OF THE CITY OF AMARILLO, TEXAS:
APPROVING EXPENDITURE OF HOTEL OCCUPANCY TAX
REVENUE BY THE AMARILLO CONVENTION AND
VISITOR COUNCIL FOR THE FISCAL YEAR OCTOBER 1,
2016 TO SEPTEMBER 30, 2017.

WHEREAS, the City of Amarillo desires to promote tourism and conventions for visitors to the City of Amarillo, and cultural events for the citizens of this City; and

WHEREAS, the City of Amarillo levies a tax upon hotel and motel room occupancy within the City as authorized by law for the promotion, solicitation, encouragement, and development of tourism and conventions for the City; and

WHEREAS, the Amarillo Convention and Visitor Council is an organization that, among other things, promotes such activities referred to above; and

WHEREAS, the Amarillo Convention and Visitor Council proposed a budget for fiscal year October 1, 2016 - September 30, 2017, and it has been filed with the City Secretary of the City of Amarillo; and

WHEREAS, after considering the proposed expenditures, other financial considerations, and public comments, the City Council finds that the proposed budget promotes tourism and the convention and hotel industry in the manner required by state law, and that same should be approved;

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

SECTION 1. That the budget as filed, together with any amendments made in public meeting, for the Amarillo Convention and Visitor Council for the expenditure of hotel/motel occupancy tax for the fiscal year October 1, 2016, to September 30, 2017, be and the same is hereby approved, together with any amendments made in public meeting at which it is considered.

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

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney



August 25, 2016

TO: Mayor Paul Harpole and Amarillo City Council
FROM: Dan Quandt, Vice President
RE: Proposed CVC 2016-2017 operating budget

Our main challenge for this budget preparation was carryover money. Part of our budget this current year included almost \$400,000 in carryover. For the upcoming year, that drops to less than \$12,000.

So, with all this being said, we have had to make some major cuts in our budget. These include:

- *Arts marketing grants reduced from \$113,000 to \$80,000.
- *Arts matching advertising program was eliminated...this had been \$10,000.
- *The advertising budget drops from \$550,000 to \$320,000.
- *The visitor center at the Civic Center will be closed, a savings of just over \$100,000.
- *We also had to budget about 90% more for overtime, preparing for new rules come January.

Now, on the bright side, we are able to move our part time social media position to a full time position. We have also maintained one of the 2.5 staff at the visitors center in our budget as an additional tourism staffer. We still plan to fund a study concerning the economic impact of the arts on Amarillo.

We are still planning strong marketing campaigns, including advertising, public relations, social media, direct sales, etc.

Our total projected expenses are \$2,346,261, only about \$5,000 less than revenue.

Please keep in mind, this is not a reflection on the growth of the local hotel tax. This year this collection is currently up over 6.2%. The hotel tax continues to be strong.

As always, we deeply appreciate the strong support we receive from the City Council and all of city government. We are all partners in progress.



2016-2017 BUDGET DEFINITIONS

CVC support – administrative side of budget

Communications

- Fam/Site visits – individual or group travel writer tours of Amarillo
- Sales calls – media blitz, state-sponsored media missions
- Community Awareness – local costs for meetings
- Sales Tools – Meltwater (database, distribution network and analysis, Distribution newsletter system for AMarillo Tuesday morning newsletter)

Convention Development

- Community Awareness – Amarillo Area Tennis Association annual banner sponsorship, Amarillo Women's Network, Backyard Marketing, Chamber Mega Market, etc.
- Sales tools – Cvent lead system, DMAI MINT database, event impact calculator, lead prospecting company, Simpleview software expenses, TxMET (TACVB meetings database)
- Sales presentations – bid fees, presentation materials, meeting planners guide
- Sales calls – out of market calls, Amarillo sales calls/meetings

Convention Services

- Sales tools – nametags, signage, pens, plastic bags
- Financial assistance – helping groups with local facility costs that do not qualify for activity fund
- Transportation - helping groups with local transportation costs that do not qualify for activity fund

Tourism

- Community Awareness – Yellow City Certified program plus additional hospitality front line training
- IPW – formerly International Pow Wow, US Travel Association show featuring international tour operators, travel writers, etc. gathering annually in the US.
- Tour Development – this year's focus is on Route 66.
- Literature – visitor guides

Arts

- Golden Nail – annual arts award program
- Arts Projects – grants to local arts entities

Advertising

- Community Awareness, Professional Organizations, Trade Organizations, Consumer Shows, TIA/POW WOW, National Tourism Week, Tourism Development, Sales Tools, Specialty Items, Literature, Sales Calls – all of these categories are lumped together in one pile here. The individual details listed above are saved so we know what each department requested, however they are placed together for easy of budget coding and the ability to easily assist when one department has either more or less expenditures than planned.
- Certified Display – a service that distributes our visitor guides and/or rack cards throughout the region.

Special Projects

- Support for local pro teams, unplanned sponsorships and signs for Route 66 Historic Corridor.

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Chamber Columns

95161 CVC Support
 Expenditures Chamber

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual	Budget	DeptRequest
	2014	FY2015	FY2016
41100 Salaries and Wages	494,795	493,608	561,025
41300 Incentive	0	0	50,000
41620 Unscheduled	2,422	0	10,000
41860 Chamber Health	63,792	58,722	86,400
41870 Chamber Long Term Care	919	2,000	2,000
42010 Social Security - Medica	7,032	7,157	8,860
42020 Social Security - OASDI	30,066	30,604	37,814
42135 Chamber Retirement	49,465	46,440	59,710
42300 State Unemployment	3,891	390	479
42310 Federal Unemployment	352	500	500
42400 Workers Compensation	1,214	3,850	4,766
41000 Personal Services	653,947	643,272	821,554
51110 Office Expense	9,944	8,000	10,000
51970 Software	0	0	5,000
52300 Unassigned	24,477	50,000	0
51000 Supplies	34,420	58,000	15,000
61100 Communications Billing	14,188	14,000	18,000
61200 Postage	32,818	35,000	25,000
67600 Temporary Labor	0	1,000	0
68620 Computer Equipment	21,427	18,000	22,000
68680 Other Equipment	332	2,500	6,000
69100 Rental Land & Buildings	20,397	19,810	19,810
69310 Vehicle Lease	10,698	11,160	11,160
60000 Contractual Services	99,860	101,470	101,970
75200 Mileage	3,727	6,000	4,000
76000 Depreciation	5,907	3,805	5,186
78455 Chamber Finance Fixed OH	72,948	83,979	83,979
78460 Presidents Office OH	115,297	118,533	118,533
78465 General OH	49,915	54,744	54,744
70000 Other Charges	247,793	267,061	266,452
TEXPENSES Total Expenses	1,036,021	1,089,803	1,204,976

YEAR: **Fy2016**
SCENARIO: **Dept Req**
FORMAT: **Chamber Columns**

95162 CVC Communications
Expenditures Chamber

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

DESCRIPTION	Actual	Budget	DeptRequest
	2014	FY2016	FY2016
78570 FAM/Site Visits	8,676	11,000	7,500
78600 Professional Organizatio	645	0	0
78640 Trade Organizations/Show	192	0	0
78980 Sales Tools	74	0	0
79160 Photography	12,539	11,000	9,500
79410 Sales Calls	4,728	5,000	0
78500 Program Expenses	26,855	27,000	17,000
TEXPENSES Total Expenses	26,855	27,000	46,200

YEAR: **Fy2016**
SCENARIO: **Dept Req**
FORMAT: **Chamber Columns**

**95163 CVC Convention Development
Expenditures Chamber**

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

DESCRIPTION	Actual 2014	Budget FY2015	DeptRequest FY2016
51110 Office Expense	38	0	0
51000 Supplies	38	0	0
78530 Special Projects	116	4,000	0
78570 FAM/Site Visits	6,876	12,000	13,400
78580 Community Awareness	7,852	13,870	0
78080 Sales Presentations	7,263	20,000	29,000
79410 Sales Calls	3,411	15,000	0
78500 Program Expenses	25,518	64,870	42,400
TEXPENSES Total Expenses	25,556	64,870	312,116

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Chamber Columns

95164 CVC Convention Services
 Expenditures Chamber

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual 2014	Budget FY2015	DeptRequest FY2016
67600 Temporary Labor	0	1,000	500
60000 Contractual Services	0	1,000	500
78670 FAM/Site Visits	1,803	3,000	1,500
78600 Professional Organizatio	599	0	0
78640 Trade Organizations/Show	600	0	0
78980 Sales Tools	2,386	0	0
79090 Specialty Advertising	2,467	0	0
79100 Specialty Printing	0	0	2,000
79110 Financial Assistance	7,549	0	7,600
79320 Transportation	786	10,000	10,000
78600 Program Expenses	16,192	13,000	21,100
TEXPENSES Total Expenses	16,192	14,000	78,100

YEAR: Fy2016
SCENARIO: Dept Req
FORMAT: Chamber Columns

95165 CVC Tourism
Expenditures Chamber

PERIOD ENDING: FEB
CURRENCY: USD
UNITS: 1

DESCRIPTION	Actual	Budget	DeptRequest
	2014	FY2015	FY2016
78570 FAM/Site Visits	0	1,500	1,500
78580 Community Awareness	7	0	0
78640 Trade Organizations/Show	3,404	0	0
78680 TIA/POW WOW	0	0	6,000
78740 National Tourism Week	0	0	1,000
78980 Misc Meetings	64	500	500
78970 Tour Development	0	5,000	2,500
79170 Literature	0	0	60,000
79190 Certified Display	0	0	16,000
79220 Airport Booth	0	0	500
79410 Sales Calls	0	1,500	0
78500 Program Expenses	3,476	8,500	88,000
TEXPENSES Total Expenses	3,476	8,500	166,440

YEAR: Fy2016
SCENARIO: Dept Req
FORMAT: Chamber Columns

95166 CVC Film
Expenditures Chamber

PERIOD ENDING: FEB
CURRENCY: USD
UNITS: 1

DESCRIPTION	Actual 2014	Budget FY2015	DeptRequest FY2016
78570 FAM/Site Visits	0	1,000	500
78840 Trade Organizations/Show	1,298	0	1,000
78980 Sales Tools	250	0	0
78500 Program Expenses	1,548	1,000	1,500
TEXPENSES Total Expenses	1,548	1,000	1,500

YEAR: Fy2016
SCENARIO: Dept Req
FORMAT: Chamber Columns

95167 CVC Arts
Expenditures Chamber

PERIOD ENDING: FEB
CURRENCY: USD
UNITS: 1

DESCRIPTION	Actual	Budget	DeptRequest
	2014	FY2015	FY2016
41100 Salaries and Wages	25,998	27,345	0
41860 Chamber Health	4,000	3,670	0
41870 Chamber Long Term Care	121	121	0
42010 Social Security - Medica	367	396	0
42020 Social Security - OASDI	1,569	1,695	0
42135 Chamber Retirement	2,685	2,734	0
42300 State Unemployment	230	24	0
42310 Federal Unemployment	21	0	0
42400 Workers Compensation	80	213	0
41000 Personal Services	35,071	36,200	0
68620 Computer Equipment	381	850	0
60000 Contractual Services	381	850	0
78790 Golden Nail	13,323	13,500	13,500
78810 Arts on the Arts	-1,680	0	0
79020 Community Relations	607	800	500
79140 Arts Project	111,000	113,000	80,000
79150 Media Advertising	7,781	10,250	250
78500 Program Expenses	131,031	137,550	94,250
TEXPENSES Total Expenses	166,482	174,600	94,250

YEAR: Fy2016
 SCENARIO: Dept Req
 FORMAT: Chamber Columns

95188 CVC Advertising & Marketing
 Expenditures Chamber

PERIOD ENDING: FEB
 CURRENCY: USD
 UNITS: 1

DESCRIPTION	Actual	Budget	DeptRequest
	2014	FY2016	FY2016
78580 Community Awareness	0	0	27,000
78600 Professional Organizatio	57,037	61,955	70,595
78640 Trade Organizations/Show	105,482	126,810	129,645
78650 Consumer Shows	70	15,000	12,945
78680 TIA/POW WOW	6,170	6,500	6,500
78740 National Tourism Week	600	1,500	1,500
78970 Tour Development	849	0	0
78980 Sales Tools	282,060	157,900	145,550
79090 Specialty Advertising	44,880	64,600	70,800
79170 Literature	46,152	52,000	60,000
79180 Outdoor Ad Boards	27,731	0	0
79190 Certified Display	0	13,500	16,000
79200 Ad Production	64,646	50,000	40,000
79220 Airport Booth	0	500	500
79230 Advertising	636,307	550,000	320,000
79410 Sales Calls	29	1,500	19,500
78500 Program Expenses	1,272,013	1,101,766	920,535
TEXPENSES Total Expenses	1,272,013	1,101,766	920,536

YEAR: **Fy2016**
SCENARIO: **Dept Req**
FORMAT: **Chamber Columns**

95169 CVC Special Projects
Expenditures Chamber

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

DESCRIPTION	Actual	Budget	DeptRequest
	2014	FY2015	FY2016
78530 Special Projects	93,810	37,600	25,000
79110 Financial Assistance	0	11,800	15,000
79590 Texas Travel Counselors	224	0	0
78500 Program Expenses	94,034	49,300	40,000
TEXPENSES Total Expenses	94,034	49,300	40,000

Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 30, 2016	Council Priority	
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Department	Finance
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Agenda Caption

RESOLUTION – AUTHORIZING THE AMARILLO ECONOMIC DEVELOPMENT CORPORATION 2016/2017 FISCAL YEAR BUDGET

This resolution approves the 2016/2017 fiscal year budget for the Amarillo Economic Development Corporation.

Agenda Item Summary

This resolution approves the 2016/2017 fiscal year budget for the Amarillo Economic Development Corporation.

Requested Action

Council consideration and approval of the resolution.

Funding Summary

N/A

Community Engagement Summary

The 2016/2017 fiscal year budget has been reviewed and approved for Council consideration at the July 18, 2016 Amarillo Economic Development Corporation board meeting.

Staff Recommendation

Staff recommendation is to approve the 2016/2017 fiscal year budget for the Amarillo Economic Development Corporation.

RESOLUTION NO. _____
A RESOLUTION OF THE CITY OF AMARILLO, TEXAS:
APPROVING THE PROPOSED OPERATING BUDGET FOR
THE FISCAL YEAR 2016-2017 FOR THE AMARILLO
ECONOMIC DEVELOPMENT CORPORATION.

WHEREAS, the creation of the Amarillo Economic Development Corporation was authorized by City of Amarillo Resolution No. 1-16-90-2 for the purpose of promoting and developing warehousing, industrial, and manufacturing enterprises in order to promote and encourage employment and the public welfare, in accordance with state law; and

WHEREAS, by a majority vote of persons voting on November 7, 1989 the City Council levies an additional sales tax of one-half percent to be used for the above stated activities by the Amarillo Economic Development Corporation; and

WHEREAS, the Bylaws of the Amarillo Economic Development Corporation require that it submit its annual budget to the City Council for approval; and

WHEREAS, the Board of Directors of the Amarillo Economic Development Corporation has prepared, approved and submitted a proposed budget for approval; and

WHEREAS, the City Council finds that the proposed budget is in order and should be approved; now, therefore,

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

SECTION 1. That the Proposed Operating Budget for the period of October 1, 2016 to September 30, 2017 of the Amarillo Economic Development Corporation, a copy of which is appended to this Resolution and incorporated herein by reference, is hereby approved, together with any amendments made in public meeting.

SECTION 2. The City Secretary shall certify a copy of this Resolution to the Amarillo Economic Development Corporation, together with any amendments made in public meeting at which it is considered.

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

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney



MEMORANDUM

TO: MAYOR PAUL HARPOLE

FROM: *DN* DOUG NELSON, EDFP, INTERIM PRESIDENT & CEO

SUBJECT: AMARILLO EDC FY2016/17 BUDGET

DATE: AUGUST 25, 2016

Enclosed for the Amarillo City Council's consideration is the Amarillo Economic Development Corporation (Amarillo EDC) fiscal year (FY) 2016/17 budget. The Amarillo EDC Board of Directors approved this budget at its regular meeting on July 18, 2016.

Amarillo EDC funds are primarily divided into two accounts: Operating Fund and Project Fund. The monies in the Operating Fund allow the Amarillo EDC to satisfy obligations such as payroll and benefits, overhead and marketing/promotional costs. The Project Fund is the mechanism by which the Amarillo EDC procures large-scale projects through economic development incentives and grants. The Operating Fund budget and investments from the Project Fund are contingent upon both Amarillo EDC Board of Directors and Amarillo City Council approval.

The Operating Fund balance at the beginning of the year will be approximately \$3,300,000. FY2016/17 sales tax collections are estimated at \$18,915,607, of which, \$1,891,561 is budgeted for the Operating Fund. The Amarillo EDC anticipates receiving \$176,214 from our contractual relationship with TPRDC and \$40,000 in investment income over the same period. Operating Fund total revenues of \$2,107,775 are to be offset by budgeted administrative and promotional expenditures of \$1,958,579. This results in a net increase in cash at year-end of \$149,196.

The Project Fund balance at the beginning of the year will be approximately \$18,013,725. FY2016/17 sales tax collections are estimated at \$18,915,607, of which, \$17,024,046 is budgeted for the Project Fund. The Amarillo EDC anticipates receiving \$4,589,320 in other income over the same period. Project Fund total revenues of \$21,613,366 are to be offset by budgeted Project Support of \$1,670,000, FY2016/17 – Project Commitments of \$9,476,618, Future Project Commitments of \$9,811,176 and Debt Service of \$8,203,699. This results in a net decrease in cash at year-end of (\$7,548,127).

**AMARILLO ECONOMIC DEVELOPMENT CORPORATION
 FY 2016-17 BUDGET REQUEST
SUMMARY**

<u>ADMINISTRATIVE</u>	<u>FY14-15</u>	<u>FY15-16</u>	<u>FY16-17</u>
Personnel	\$1,099,450	\$ 935,844	\$1,001,910
Operations	\$ 322,201	\$ 344,874	\$ 370,474
TOTAL ADMINISTRATIVE	\$1,421,651	\$1,280,718	\$1,372,384
<u>PROMOTIONAL</u>			
Marketing	\$ 407,000	\$ 405,850	\$426,195
Prospect Development	\$ 200,000	\$ 180,000	\$160,000
TOTAL PROMOTIONAL	\$ 607,000	\$ 585,850	\$586,195
<u>TOTAL ADMINISTRATIVE & PROMOTIONAL</u>	\$2,028,651	\$1,866,568	1,958,579
<u>PROJECT SUPPORT</u>			
TOTAL PROJECT SUPPORT	\$ 885,000	\$ 770,000	\$1,670,000
<u>GRAND TOTAL</u>	\$2,913,651	\$2,636,568	\$3,628,579

**Amarillo Economic Development Corporation
FY 2016-17 Budget Request
BUDGET DETAIL**

ADMINISTRATIVE

PERSONNEL

Payroll

AEDC Payroll	\$674,900	
TPRDC Payroll	\$95,800	
Total Payroll (AEDC and TPRDC)		\$770,700

Benefits

AEDC Benefits (30% of payroll)	\$202,470	
TPRDC Benefits (30% of payroll)	\$28,740	
Total Benefits (AEDC and TPRDC)		\$231,210

TOTAL PERSONNEL (Payroll & Benefits)		\$1,001,910
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OPERATIONS

Auto Expenses (gas, oil, maintenance on AEDC owned vehicle)	\$1,500	
Office Supplies	\$5,500	
Postage	\$1,000	
Dues (local organizations: AC, ACC, AEA, Hispanic CofC, Center City, IAAP, P-t-P, Center City Club, PPROA)	\$10,000	
Office Rent (\$4,550/mo)	\$54,600	
Leased Equipment (copier, server, PC's)	\$22,200	
Subscriptions (newspaper, periodicals)	\$1,500	
Communications (NTS, ATT, Avaya, modem, 800#)	\$15,000	
Travel Expense	\$14,000	
Mileage (local)	\$1,000	
Expenses (local)	\$7,000	
Professional Services/Consulting (Impact Data Source, audit, retirement fund fees)	\$45,000	
Fiscal Agent Fee	\$66,500	
Insurance & Bond (property, general liability, D&O)	\$65,000	
Capital Expense	\$5,000	
Contingency	\$4,000	
Total Operations		\$318,800

TPRDC

Travel*	\$8,500	
Office Support* (office expense to AEDC)	\$43,174	
Total TPRDC Travel and Office Support		\$51,674

TOTAL OPERATIONS **\$370,474**

TOTAL ADMINISTRATIVE **\$1,372,384**

(*Direct Reimbursement from TPRDC to AEDC)

PROMOTIONAL

MARKETING

The marketing budget is described in its component categories – Marketing Support, Media, (Branding and Lead Generation), Collateral Materials, Direct Marketing (Trade Shows, Direct Mail and IN-Market Communications), Website (Monthly Hosting, Administrative and Enhancements), and Market Development on the budget spreadsheets.

Total Marketing **\$426,195**

PROSPECT DEVELOPMENT

Target Industry Study: A new comprehensive target industry \$40,000 analysis that addresses the current economic environment in Amarillo with regard to infrastructure, workforce and overall business climate. The new study must further outline current and emerging industrial sectors that are poised for growth and are suitable for relocation or expansion in the Amarillo MSA. \$40,000

Prospect Development/Lead Generation: Using a lead development firm to identify prospects in AEDC's target industry list and set appointments in conjunction with industry events. \$30,000

Recruitment Missions: AEDC takes the show on the road to meet with prospects on a one-on-one basis that have expressed an interest in investing in our community. \$30,000

High Ground of Texas: AEDC is a founding member of this regional marketing coalition that brings the EDC's from a sixty county region stretching from the High Plains to the Permian Basin. AEDC participates in the High Ground's annual plan of work. \$25,000

Team Texas: AEDC is a member of Team Texas a works in collaboration with communities from all over Texas to market the advantages of doing business in the Lone Star State. AEDC participates in the Team Texas annual plan of work.

\$25,000

Contingency: Funds for strategic opportunities.

\$10,000

Total Prospect Development

\$160,000

TOTAL PROMOTIONAL

\$586,195

TOTAL ADMINISTRATIVE & PROMOTIONAL

\$1,958,579

PROJECT SUPPORT

The Project Support budget covers a number of large individual project budget items.

Enterprise Challenge Grants

\$500,000

WTAMU Enterprise Network (administration of Enterprise Challenge)

\$100,000

Amarillo Chamber of Commerce (program partnership support)

\$50,000

Ports-to-Plains Membership (paid for the City of Amarillo annually)

\$120,000

Purchase of additional Real Estate at CenterPort and signage

\$400,000

CenterPort Infrastructure improvements for development expansion

\$500,000

Total Project Support

\$1,670,000

GRAND TOTAL

\$3,628,579

PROMOTIONAL		Estimated Cost	FY 2016-16 BUDGET APPROVED	FY 16-17 BUDGET REQUEST
MARKETING				
Marketing Support				
Video Production for Web Content	Video content production highlighting local real estate, leadership and community opportunities. Separate from YouTube Channel video production	\$ 40,000.00	\$20,000.00	\$92,250.00
Photography for print and web	New local images for use on website and collateral print/digital use. Also could be utilized in office space.	\$ 2,750.00		
Animation Design	Design, creation and consultation of animated educational videos	\$ 7,500.00		
Inbound marketing support	Writing, graphic design and consulting services for use on website or print materials. Includes infographic design and or mixed media presentations/animation. Also includes blog content development and additional creative input on print and ad materials	\$ 42,000.00		
Media/Branding				
Area Development Ad Placement	Annual print advertising placement(3x) for Area Development Magazine publications	\$ 15,000.00	\$110,000.00	\$33,500.00
Site Selection Mag Ad Placement	Annual print advertising placement(2x) for Site Selection Magazine publications	\$ 15,000.00		
Local Ad Placement	Additional print advertising placement as needed/recommended in local publications	\$ 3,500.00		
Lead Generation				
Regional Event Sponsorships	Support of local events including non-profit or educational luncheons, golf tournaments and other special events	\$ 15,000.00	\$50,000.00	\$90,000.00
Industry Event Sponsorships	Support of 1-2 targeted national events to increase brand awareness and industry reach. Events may be tied to conference or industrial expo.	\$ 25,000.00		
Site Selector/Consultant Event Sponsorships		\$ 50,000.00		
TOTAL				
Collateral Materials/Production & Printing				
Annual Report Design & Print	Professional fees to marketing firm for design, copyright and production of 2015 AEDC annual report.	\$ 7,500.00	\$35,000.00	\$20,000.00
Annual Printing Needs	Printing of various reports, brochures and maps	\$ 5,000.00		
Trade Show Giveaways	Promotional items for distribution at national industry conferences and trade shows to support AEDC brand	\$ 5,000.00		
Prospect Follow Up	Thank you gifts for prospects or key site selectors following favorable discussions or events.	\$ 2,500.00		
TOTAL				
Direct Marketing				
Trade Shows				
Ports to Plains Events (2): Registration & Travel	Registration & travel costs for (2) Ports to Plains events.	\$ 1,500.00	\$67,500.00	\$84,945.00
Team Texas Events (7): Travel	Registration & travel costs for (7) Team Texas hosted events.	\$ 16,700.00		
High Ground of Texas Meetings (3)	Registration & travel costs for (3) High Ground of Texas organizational events	\$ 2,495.00		
Consultant Road Shows (3)	Travel costs for (3) trips to visit site consultants in major metros	\$ 8,450.00		
Consultant Forums/Conferences (5): Registration & Travel	Registration & travel costs for (5) site selector event/forums	\$ 22,950.00		
TEDC Events (2): Registration & Travel	Registration & travel costs for (2) TEDC hosted events.	\$ 4,250.00		

AWEA Events (2): Registration & Travel	Registration & travel costs for (2) annual AWEA events.			
Select USA FDI Forum	Single attendee registration & travel costs for Select USA FDI forum in Washington DC	\$	4,400.00	
Inc 5000 Conference	Partial sponsorship, registration and travel costs for Inc 5000 Conference	\$	2,700.00	
Industrial & Commercial Real Estate Conference	Registration & travel costs for (2) commercial real estate & site selector conferences	\$	5,000.00	
Other Events as added		\$	6,500.00	
		\$	10,000.00	
				\$2,500.00
Direct Mail				
Site Selector Mailing	Direct mail campaign postage as part of rebranding/messaging effort	\$	2,000.00	
Community Mailing	Direct mail campaign postage as part of rebranding/messaging effort	\$	2,000.00	
				\$4,000.00
In-Market Communications				
Airport-Clear Channel Marketing	Advertising costs for placement at Amarillo airport	\$	5,500.00	
				\$5,500.00
Website Monthly Hosting				
Community Systems Contract	Current annual cost of AEDC website hosting	\$	15,000.00	
HubSpot	Annual contract cost for webstiteremail/social media monitoring & management software	\$	11,000.00	
GIS Systems	Annual contract for mapping and demographic software and website	\$	13,000.00	
Social Media Software	Annual costs for Hootsuite and My Emma software programs	\$	2,000.00	
				\$16,500.00
Administration and Enhancements				
Misc Needs	Other miscellaneous web or design fees as needed.	\$	10,000.00	
				\$10,000.00
Market Development				
Local Events	Support of Chamber or Enterprise Center Events	\$	30,000.00	
Workforce Initiatives	Grants and or sponsorship of local workforce initiatives/organizations to support recruitment and retainment of talent	\$	15,000.00	
				\$40,000.00
TOTAL MARKETING				\$407,000.00
				\$426,195.00

AMARILLO ECONOMIC DEVELOPMENT CORPORATION
FY2016-17

CASH FLOW PROJECTION - OPERATING FUND

CASH FLOW FROM OPERATING ACTIVITIES	Of Total Revenue
Sales Tax Collections	\$1,891,561 8.0%
Other Revenues	
TPRDC Reimbursement	\$176,214 0.7%
Rents	
Loan Payments Received	
Sale of Real Property	
Administrative Expenses	(\$1,372,384) -5.8%
Marketing/Promotional	(\$586,195) -2.5%
Net Cash <u>Provided</u> By Operating Activities	\$109,196 0.5%

CASH FLOWS FROM INVESTING ACTIVITIES	Of Total Revenue
Investments/Interest	\$40,000 0.2%
Budgeted Project Support	
FY2016/17 Project Commitments	
Future Project Commitments	
Net Cash <u>Used</u> In Investing Activities	\$40,000 0.2%

CASH FLOWS FROM FINANCING ACTIVITIES	Of Total Revenue
Debt Service (IRB 2007)	\$0 0.0%
Net Cash <u>Used</u> In Financing Activities	\$0 0.0%

NET INCREASE (DECREASE) IN CASH & EQUIVALENTS \$149,196 0.6%

CASH - OCTOBER 1, 2016 \$3,300,000 14.0%

ANTICIPATED CASH - SEPTEMBER 30, 2017 \$3,449,196 14.7%

AMARILLO ECONOMIC DEVELOPMENT CORPORATION
FY2016-17

CASH FLOW PROJECTION - PROJECT FUND

CASH FLOW FROM OPERATING ACTIVITIES	Of Total Revenue
Sales Tax Collections	\$17,024,046 72.4%
Other Revenues	
TPRDC Reimbursement	\$0
Rents	\$679,320 2.9%
Loan Payments Received	\$1,250,000 5.3%
Sale of Real Property	\$2,660,000 11.3%
Administrative Expenses	
Marketing/Promotional	
Net Cash <u>Provided</u> By Operating Activities	\$21,613,366 92.0%

CASH FLOWS FROM INVESTING ACTIVITIES	Of Total Revenue
Investments/Interest	(\$1,670,000) -7.1%
Budgeted Project Support	
FY2016/17 Project Commitments	(\$9,476,618) -40.3%
Future Project Commitments	(\$9,811,176) -41.7%
Net Cash <u>Used</u> In Investing Activities	(\$20,957,794) -89.2%

CASH FLOWS FROM FINANCING ACTIVITIES	Of Total Revenue
Debt Service (IRB 2007 & 2009)	(\$8,203,699) -34.9%
Net Cash <u>Used</u> In Financing Activities	(\$8,203,699) -34.9%

NET INCREASE (DECREASE) IN CASH & EQUIVALENTS (\$7,548,127) -32.1%

CASH - OCTOBER 1, 2016 \$18,013,725 76.6%

ANTICIPATED CASH - SEPTEMBER 30, 2017 \$10,465,598 44.5%

Amarillo City Council Agenda Transmittal Memo



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Meeting Date	August 30, 2016	Council Priority	Long Term Plan for Infrastructure
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Department	Traffic Field Operations / 1732
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Agenda Caption

Purchase – This is a purchase for Traffic Signal Equipment for new and replacement of equipment.
Signal Poles – \$43,596.00 Structural Steel Products Inc.
Cabinet Equipment – \$94,175.00 Mobotrex
Signal Display – \$9,083.25 Texas Highway Products
Signal Equipment – \$22,983.00 McCain Inc.
School Flasher Equipment – \$26,419.20 Consolidated Traffic Controls
Video Detection – \$13,656.00 Paradigm
for a total amount of \$209,912.45.

Agenda Item Summary

Signal Items used to update technology, and replacement of daily maintenance items used throughout the year to run Signalized Intersections efficiently.

Requested Action

Award these items to the lowest bidder of each lot. These items came at an overall cost increase of 13% compared to the last purchase in June 2015.

Funding Summary

Funding for the amount of \$209,912.45 for the purchase of Traffic Signal Equipment will be out of four jobs, Signal Maintenance 1732.68300 (15/16) \$72,033.45, New Traffic Signals 411014.17400.1040 (14/15) \$33,449.00, Traffic Signals Rebuild 411043.17400.1040 (15/16) \$17,831.00, and End of Life Signal Components 410970.17400.1040 (15/16) \$ 86,599. The cost \$209,912.45 is 9% less than budgeted, no state or federal funds will be used for these materials.

Community Engagement Summary

This Signal equipment is used in the primary preventative maintenance of most of the traffic signal equipment at all signalized intersections. Using Traffic best practices all signal equipment should be changed out every ten years to update technology to improve efficiency fix declining infrastructure and improve the overall appearance of the City Streets.

Staff Recommendation

Traffic Field Operations recommends acceptance of this bid as offered.

INSTRUCTIONS FOR COMPLETING THE BID EVALUATION AND RECOMMENDATION FORM

THIS FORM MUST BE FILLED OUT AND SUBMITTED ON ALL BIDS OVER \$10,000.00

Please review the bid documents submitted on non-routine items. Bid folders may be reviewed in the Purchasing Department.

Bid recommendations properly completed by the **close of business on Wednesday** will be submitted to the City Manager's Office for consideration of placement on the following Friday's City Council Agenda. City Council consideration will occur the Tuesday following placement on the agenda.

Analyze all aspects of the bid and provide data to support your recommendation. Please note the terms on the bid and evaluate accordingly, **included how it is to be awarded (By Lot or By Item)**. **Your recommendation must include the following information or it will be returned.**

Please type your recommendation.

1. **ITEM USE; PROJECT DESCRIPTION:**
 - A. Provide sufficient detailed information summarizing the use of the item or service, and the general program or project involved.
 - B. Is this purchase an addition or replacement? If this is a replacement please include a description of what are you replacing.
 - C. Provide a color copy of drawings, sketches, or photos of the items you are recommending. (Capital, equipment, utilities, public works, etc).
2. **BID EVALUATION; RECOMMENDATION:**
 - A. Identify the recommended vendor by name and total dollar amount.
 - B. If not recommending the low bidder, please submit a detailed justification. You may use a separate sheet of paper if necessary.
 - C. State whether or not specifications have been met, and, if not met, describe in detail **specific** areas of failure when recommending acceptance of next low bid meeting bid specifications. This applies **to each** item on which the low bid is not accepted. This may be done on this form or on an attached sheet.
 - D. State specifically if the item is vendor proprietary, and provide a detailed justification. State why proprietary item is necessary or advantageous.
 - E. State the last procurement date for this item, if applicable, and indicate the total average percentage of increase or decrease in price since the last purchase was made.
 - F. If this is being purchased on any type of contract, (HGAC, Buyboard, etc.), please state why this would be advantageous to the City of Amarillo.
3. **FUNDING SOURCE:**
 - A. Identify the budgeted account number(s) including description; job(s), grants or other funding source and indicate if state and/or federal funds will be utilized for this purchase.
 - B. Provide budget account balance. For all job or grant expenditures, state the completion status of the job or grant; show **remaining balance of job, grant or capital code account**.
 - C. Provide a comparison of the actual recommended bid price vs. budgeted estimate if applicable.
 - D. For job or grant accounts, provide original date that it was set up.

**PURCHASING DEPARTMENT
 BID EVALUATION AND RECOMMENDATION FORM**

City Departments **must complete** this form for all bids over \$10,000.00.

DATE 7/25/16

Bid Recommendations properly completed and submitted **by the close of business on Wednesday** will be presented to the City Manager's office for consideration of placement on the **following Friday's City Council Agenda**. City Council consideration will occur the Tuesday following placement on the agenda.

August 9

BID ITEM Traffic Signal Parts BID NO. 5455

DEPARTMENT Traffic Field Operations

DEPARTMENT HEAD APPROVAL _____ DATE _____

DIVISION DIRECTOR APPROVAL _____ DATE _____

REFER TO INSTRUCTIONS ABOVE FOR ASSISTANCE IN COMPLETING THE ITEMS BELOW:

1. ITEM USE; PROJECT DESCRIPTION:

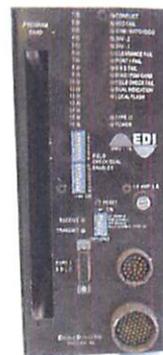
A. Please state what is being purchased and give a detailed project description.

This is a purchase for Signal Poles, Signal Heads, Signal Electronics, Signal Hardware, and School Flasher Equipment.

B. Is this purchase an addition, replacement or a one-time purchase? If this is a replacement, please include a description of what is being replaced.

This purchase is for replacement of all equipment (Signal Poles, Signal Heads, Signal Electronics, Signal Hardware, and School Flasher Equipment).

C. Provide a color copy of drawings, sketches, or photos of the items you are recommending. (Capital, equipment, utilities, public works, etc).



2. **BID EVALUATION; RECOMMENDATION:**

A. Vendor name and total dollar amount to be awarded.

Recommended Vendors			
Lot	Item	Vendor	Bid Price
1	Signal Poles (38348)	Structural & Steel Products Inc.	\$43,596.00
8	Signal Poles (38358)		
13	Signal Poles (38365)		
2	Traffic Cabinet Equipment (38350)	Mobotrex	\$94,175.00
3	Small Electronics (38351)		
10	Small Electronics (38360)		
15	Traffic Cabinet Equipment (38367)		
4	Signal Display (38353)	Texas Highway Products	\$9,083.25
5	Pelco Equipment (38354)	McCain Inc.	\$22,983.00
9	Signal Heads (38359)		
12	Pelco Equipment (38364)		
14	Signal Heads (38366)		
17	Pelco Equipment (38369)		
6	School Flasher Equipment (38356)	Consolidated Traffic Controls	\$26,419.20
11	School Flasher Equipment (38361)		
16	Audible Pedestrian Equipment (38368)		
7	Video Detection (38357)	Paradigm	\$13,656.00
Total			\$209,912.45

B. Is it being awarded to the low bidder? If not, why?

All items are being awarded to lowest bidder by lot number.

C. Were specifications met? If not met, what exceptions were taken and accepted?

All specifications were met or exceeded.

D. Is this vendor proprietary? If item is proprietary, include a detailed justification. At a minimum, state how and why proprietary item is necessary or advantageous.

These items are not vendor proprietary.

E. State the last procurement date for this item, if applicable, and indicate the total average percentage of increase or decrease in price since last purchase.

Comparison of Price Change Since Last Purchase				
Item	Last Date	Purchase Price	Bid Price	Percent Change
Lot 1 Signal Poles				
1 19' pole with 25' arm (15" B.C.) Spare	1/25/16	\$2,914.00	\$2,229.00	-24%
2 19' pole with 30' arm (15" B.C.) Spare	7/15/15	\$3,148.00	\$2,561.00	-19%
3 30' pole with 30' arm (15" B.C.) Spare	1/25/16	\$3,737.00	\$3,121.00	-16%
4 19' pole with 35' arm (16" B.C.) Spare	7/15/15	\$3,160.00	\$3,010.00	-5%
5 30' pole with 35' arm (16" B.C.) Spare	8/1/12	\$3,993.00	\$3,417.00	-14%
Lot 2 Traffic Cabinet Equipment				
6 TS2 Base Mount Cabinet	7/15/15	\$9,240.00	\$7,715.00	-17%
7 TS2 Pole Mount Cabinet	7/15/15	\$10,500.00	\$7,525.00	-28%
Lot 3 Small Electronics				
8 TS2 Conflict Monitor MMU-16LEip Smart Monitor	7/15/15	\$794.00	\$665.00	-16%
9 TS1 Conflict Monitor	7/15/15	\$673.00	\$550.00	-18%
10 Load Switch	7/15/15	\$16.00	\$18.00	13%
11 Flasher	7/15/15	\$16.00	\$18.00	13%
12 Analog Vehicle Detector Stand Alone	7/15/15	\$19.50	\$85.00	336%
13 Mercury Relay Switch	7/15/15	\$54.25	\$45.00	-17%
14 TS-2 BIU	7/15/15	\$179.00	\$120.00	-33%
15 TS-2 Power Supply	7/15/15	\$245.00	\$188.00	-23%
16 Transfer Relay	7/15/15	\$19.00	\$18.00	-5%
Lot 4 Signal Display				
17 12" red LED	7/15/15	\$27.78	\$29.95	8%
18 12" amber LED	7/15/15	\$30.00	\$29.95	0%
19 12" green LED	7/15/15	\$28.89	\$29.95	4%
20 12" red arrow LED	7/15/15	\$30.00	\$30.95	3%

21	12" amber arrow LED	7/15/15	\$34.40	\$30.95	-10%
22	12" green arrow LED	7/15/15	\$33.33	\$30.95	-7%
23	Countdown Pedestrian Head Inserts	7/15/15	\$113.89	\$79.95	-30%
Lot 5	Pelco Equipment				
24	Astro-Brac AB-3009-62	7/15/15	\$57.00	\$57.00	0%
25	Gusset Pole 3 Sec AB-0306-46" PNC	7/15/15	\$22.75	\$26.00	14%
26	Gusset Pole 5 Sec AB-0300-74" No Threads	7/15/15	\$31.00	\$34.00	10%
27	Long Hand Hole Cover AP-1087-PNC	7/15/15	\$41.75	\$37.50	-10%
28	Pedestrian Push Button (SE-2005-08-Yellow)	7/15/15	\$18.00	\$44.00	144%
29	Pedestrian Push Button Station (SE-2013-08)	7/15/15	\$31.00	\$73.00	135%
30	Sign for Pedestrian Station (SF-1064-08-PNC)	7/15/15	\$13.00	\$17.50	35%
31	Sign for Pedestrian Station (SF-1065-08-PNC)	7/15/15	\$13.00	\$17.50	35%
32	Notched Coupling SE-0346 Yellow 1 1/2" Alum	7/15/15	\$5.14	\$6.00	17%
33	All Thread Nipple, 1 1/2" SE-0492-04-ZN1	7/15/15	\$13.49	\$15.50	15%
Lot 6	School Flasher Equipment				
34	RTC AP22 Time Switch Clock	9/11/15	\$421.00	\$430.00	2%
35	RTC Antenna	9/11/15	\$218.00	\$189.00	-13%
36	RTC Transmitter	9/11/15	\$607.00	\$630.00	4%
37	12 Volt Flasher (Code 3)	7/15/15	\$51.76	\$203.75	294%
38	Morningstar Charger	9/11/15	\$146.00	\$103.13	-29%
Lot 7	Video Detection				
39	Color Cameras	2/15/07	\$1,140.00	\$1,138.00	0%
Lot 8	Signal Poles				
40	19' Pole with 35' arm (16" B.C.)	7/15/15	\$3,160.00	\$3,010.00	-5%
Lot 9	Signal Heads (Grand/NE 24th)				
41	12" 3-Section	7/15/15	\$247.84	\$257.00	4%
42	12" 4-Section	7/15/15	\$341.11	\$341.00	0%
43	Pedestrian Heads	7/15/15	\$113.89	\$175.00	54%
Lot 10	Small Electronics (Grand/NE 24th)				
44	16 Phase Conflict Monitor for Flashing Yellow	7/15/15	\$794.00	\$665.00	-16%
Lot 11	School Flasher Equipment				
45	School Flasher Cabinet (Fully Equipped)	7/15/15	\$2,893.00	\$3,221.00	11%
Lot 12	Pelco Equipment				
46	Astro-Brac AB-3009-62	7/15/15	\$57.00	\$57.00	0%
Lot 13	Signal Poles				
47	19' pole with 40' arm (16" B.C.) Western & Farmers	7/15/15	\$3,000.00	\$3,078.00	3%
48	19' pole with 35' arm (16" B.C.) Western & Farmers	7/15/15	\$3,160.00	\$3,010.00	-5%
49	19' pole with 45' arm (18" B.C.) Western & Farmers	5/1/06	\$2,859.00	\$3,151.00	10%
Lot 14	Signal Heads				
50	12" 3-Section	7/15/15	\$247.84	\$257.00	4%
51	12" 4-Section	7/15/15	\$341.11	\$341.00	0%
52	Pedestrian Heads	7/15/15	\$113.89	\$175.00	54%
Lot 15	Traffic Cabinet Equipment				
53	TS2 Base Mount Cabinet	7/15/15	\$9,240.00	\$7,715.00	-17%
Lot 16	Audible Pedestrian Equipment				
54	Pedestrian Push Button Station	7/15/15	\$535.00	\$384.00	-28%
55	Signs for Push Button Station Left	7/15/15	\$60.00	\$10.00	-83%
56	Signs for Push Button Station Right	7/15/15	\$60.00	\$10.00	-83%
57	Controller Unit	7/15/15	\$1,000.00	\$2,230.00	123%
Lot 17	Pelco Equipment				
58	Astro-Brac AB-3009-62	7/15/15	\$57.00	\$57.00	0%
59	Upper & Lower Arm Assembly SE-3215 Yellow -PNC	5/15/09	\$56.60	\$67.50	19%
60	Arm Kit AB-4000	5/15/09	\$29.05	\$25.00	-14%
61	Gusset Pole 3 Sec AB-0306-46" PNC	7/15/15	\$22.75	\$26.00	14%
28	Gusset Pole 4 Sec AB-0306 One End Threaded	7/15/15	\$31.60	\$28.00	-11%
				Total Change	13%

F. If this is being purchased on any type of contract, (HGAC, Buyboard, etc.), please state why this would be advantageous to the City of Amarillo.

These items are not being purchased on any type of contract, (HGAC, Buyboard, etc.)

3. **FUNDING SOURCE:**

A. Identify budgeted account, job or grant number(s) including description(s) and indicate if state and/or federal funds will be utilized for this purchase.

Signal Maintenance	1732.68300
New Signals (14/15)	411014.17400.1040
Rebuild Signals (15/16)	411043.17400.1040

No Federal Funds used for this purchase.

B. Provide budget account balance. Provide completion status of all job or grant expenditures **showing remaining balance** of job, grant or capital account.

Description	Account Number	Avail Balance	Bid	Balance
Signal Maintenance	1732.68300	\$ 95,923.27	\$ 72,033.45	\$23,889.82
New Signals (14/15)	411014.17400.1040	\$ 63,257.22	\$ 33,449.00	\$29,808.22
Rebuild Signals (15/16)	411043.17400.1040	\$ 35,000.00	\$ 17,831.00	\$17,169.00
End of Life Controllers & Cabinets	410970.17400.1040	\$ 175,300.00	\$ 86,599.00	\$88,701.00

C. Provide a comparison of the actual bid price vs. budget estimate if applicable

Bid Price vs. Budgeted Estimate			
	Item	Bid Price	Budgeted Estimate
Lot 1	Signal Poles (38348)		
	1 19' pole with 25' arm (15" B.C.) Spare	\$2,229.00	\$2,175.00
	2 19' pole with 30' arm (15" B.C.) Spare	\$2,561.00	\$2,350.00
	3 30' pole with 30' arm (15" B.C.) Spare	\$3,121.00	\$2,550.00
	4 19' pole with 35' arm (16" B.C.) Spare	\$3,010.00	\$2,500.00
	5 30' pole with 35' arm (16" B.C.) Spare	\$3,417.00	\$2,700.00
		\$25,259.00	\$21,850.00
Lot 2	Traffic Cabinet Equipment (38350)		
	6 TS2 Base Mount Cabinet	\$7,715.00	\$8,675.00
	7 TS2 Pole Mount Cabinet	\$7,525.00	\$8,400.00
		\$61,340.00	\$77,525.00
Lot 3	Small Electronics (38351)		
	8 TS2 Conflict Monitor MMU-16LEip Smart Monitor	\$665.00	\$725.00
	9 TS1 Conflict Monitor	\$550.00	\$525.00
	10 Load Switch	\$18.00	\$19.50
	11 Flasher	\$18.00	\$19.50
	12 Analog Vehicle Detector Stand Alone	\$85.00	\$70.75
	13 Mercury Relay Switch	\$45.00	\$54.25
	14 TS-2 BIU	\$120.00	\$154.25
	15 TS-2 Power Supply	\$188.00	\$375.00
	16 Transfer Relay	\$18.00	\$21.00
		\$24,455.00	\$26,720.00
Lot 4	Signal Display (38353)		
	17 12" red LED	\$29.95	\$27.50
	18 12" amber LED	\$29.95	\$30.50
	19 12" green LED	\$29.95	\$29.50
	20 12" red arrow LED	\$30.95	\$29.00
	21 12" amber arrow LED	\$30.95	\$32.00
	22 12" green arrow LED	\$30.95	\$32.00
	23 Countdown Pedestrian Head Inserts	\$79.95	\$104.00
		\$9,083.25	\$9,930.00
Lot 5	Pelco Equipment (38354)		
	24 Astro-Brac AB-3009-62	\$57.00	\$55.00
	25 Gusset Pole 3 Sec AB-0306-46" PNC	\$26.00	\$22.75
	26 Gusset Pole 5 Sec AB-0300-74" No Threads	\$34.00	\$31.60
	27 Long Hand Hole Cover AP-1087-PNC	\$37.50	\$41.75
	28 Pedestrian Push Button (SE-2005-08-Yellow)	\$44.00	\$36.00
	29 Pedestrian Push Button Station (SE-2013-08- Yellow)	\$73.00	\$49.00
	30 Sign for Push Button Station (SF-1064-08-PNC)	\$17.50	\$19.50
	31 Sign for Push Button Station (SF-1065-08-PNC)	\$17.50	\$19.50
	32 Notched Coupling SE-0346 Yellow 1 1/2" Alum	\$6.00	\$5.25
	33 All Thread Nipple, 1 1/2" SE-0492-04-ZN1	\$15.50	\$5.25
		\$10,244.00	\$8,380.00
Lot 6	School Flasher Equipment (38356)		
	34 RTC AP22 Time Switch Clock	\$430.00	\$425.00
	35 RTC Antenna	\$189.00	\$775.00
	36 RTC Transmitter	\$630.00	\$380.00
	37 12 Volt Flasher (Code 3)	\$203.75	\$51.76
	38 Morningstar Charger	\$103.13	\$63.00
		\$14,595.00	\$14,361.40
Lot 7	Video Detection (38357)		
	39 Color Cameras	\$1,138.00	\$850.00

Lot 8	Signal Poles (38358)	\$13,656.00	\$10,200.00
40	19' Pole with 35' arm (16" B.C.)	\$3,010.00	\$2,500.00
		\$6,020.00	\$5,000.00
Lot 9	Signal Heads (38359)		
41	12" 3-Section	\$257.00	\$245.00
42	12" 4-Section	\$341.00	\$325.00
43	Pedestrian Heads	\$175.00	\$200.00
		\$3,792.00	\$3,880.00
Lot 10	Small Electronics (38360)		
44	16 Phase Conflict Monitor for Flashing Yellow	\$665.00	\$794.00
		\$665.00	\$794.00
Lot 11	School Flasher Equipment (38361)		
45	School Flasher Cabinet (Fully Equipped)	\$3,221.00	\$3,000.00
		\$6,442.00	\$6,000.00
Lot 12	Pelco Equipment (38364)		
46	Astro-Brac AB-3009-62	\$57.00	\$55.00
		\$912.00	\$880.00
Lot 13	Signal Poles (38365)		
47	19' pole with 40' arm (16" B.C.) Western & Farmers	\$3,078.00	\$3,737.00
48	19' pole with 35' arm (16" B.C.) Western & Farmers	\$3,010.00	\$2,500.00
49	19' pole with 45' arm (18" B.C.) Western & Farmers	\$3,151.00	\$4,600.00
		\$12,317.00	\$14,574.00
Lot 14	Signal Heads (38366)		
50	12" 3-Section	\$257.00	\$371.25
51	12" 4-Section	\$341.00	\$425.00
52	Pedestrian Heads	\$175.00	\$185.00
		\$5,334.00	\$6,892.50
Lot 15	Traffic Cabinet Equipment (38367)		
53	TS2 Base Mount Cabinet	\$7,715.00	\$9,240.00
		\$7,715.00	\$9,240.00
Lot 16	Audible Pedestrian Equipment (38368)		
54	Pedestrian Push Button Station	\$384.00	\$535.00
55	Signs for Push Button Station Left	\$10.00	\$60.00
56	Signs for Push Button Station Right	\$10.00	\$60.00
57	Controller Unit	\$2,230.00	\$1,000.00
		\$5,382.00	\$5,760.00
Lot 17	Pelco Equipment (38369)		
58	Astro-Brac AB-3009-62	\$62.00	\$55.00
59	Upper & Lower Arm Assembly SE-3215 Yellow -PNC	\$67.50	\$115.00
60	Arm Kit AB-4000	\$25.00	\$215.00
61	Gusset Pole 3 Sec AB-0306-46" PNC	\$26.00	\$22.75
28	Gusset Pole 4 Sec AB-0306 One End Threaded	\$28.00	\$31.60
		\$2,701.00	\$6,153.90

D. For job or grant accounts, provide original date that it was set up

Description	Account Number	Date Set Up
Signal Maintenance	1732.68300	10/1/2015
New Signals (14/15)	411014.17400.1040	10/1/2014
Rebuild Signals (15/16)	411043.17400.1040	10/1/2015
End of Life Controllers and Cabinets	410970.17400.1040	10/1/2015

Amarillo City Council Agenda Transmittal Memo



Meeting Date	August 30, 2016	Council Priority	Downtown Redevelopment
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Department	Finance
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Agenda Caption

AGREEMENT FOR SERVICES WITH CENTER CITY OF AMARILLO, INC.

This item approves a one (1) year agreement with Center City of Amarillo, Inc. for services associated with the preservation, improvement and revitalization of the Central Business District of Amarillo. Two sources of funding are included in the agreement:

- The City will provide \$90,000 for administrative operations.
- The City will provide \$70,000 as matching funds for a Center City façade grant program up to \$20,000 to a business for exterior building improvements
- The Tax Increment Reinvestment Zone #1 will provide \$150,000 for matching grants up to \$50,000 for streetscape improvements in the City's right of way.

Agenda Item Summary

This item approves a one (1) year agreement with Center City of Amarillo, Inc. for services associated with the preservation, improvement and revitalization of the Central Business District of Amarillo.

Requested Action

Council consideration and approval of the resolution.

Funding Summary

N/A

Community Engagement Summary

The Tax Increment Reinvestment Zone Number One 2016/2017 fiscal year budget has been reviewed and approved by the Tax Increment Reinvestment Zone Number One board (August 11, 2016) and approved by the Amarillo City Council on August 23, 2016.

Staff Recommendation

The Center City of Amarillo, Inc. 2016/2017 request includes a \$30,000 façade grant funding increase. City staff recommendation is to approve the 2016/2017 agreement for services with Center City of Amarillo, Inc. at the same level as the 2015/2016 fiscal year, with no funding increase for the 2016/2017 year.



June 27, 2016

Bob Cowell, Deputy City Manager
City of Amarillo

Dear Mr. Cowell,

On behalf of the board of Center City of Amarillo, Inc., we are submitting our budget request to the city of Amarillo for 2016-2017.

Center City values its support from the city of Amarillo. The façade grant program creates a public/private partnership to encourage downtown development.

Center City is again requesting **\$90,000** for operations. The \$90,000 request represents the same amount allocated in 2015-2016 with no increase.

Our board works hard to manage operating expenses by using volunteer hours and donations. Center City began new initiatives this year including the Amarillo Cultural District and the new Amarillo Community Market. These are in addition to our ongoing efforts including High Noon on the Square, Longhorn Cattle Drive, Chase Tower Run, Electric Light Parade, Jazztober, the Downtown Dining District and the Sounds of Summer.

Center City will continue to raise additional funds through its membership drive and events such as Create!, our new family art festival.

Center City is asking for **\$100,000** to fund the Façade Grant program. This is an increase of \$30,000 from the allocation of 2015-2016. Demand for the funds grew at a record pace this year. The Design Review Committee had allocated all of the funds for this fiscal year in April and had an additional \$80,000 in requests that we could not fund. We know demand will continue to grow with the development projects that will bring more people downtown.

Thank you for considering our request for **\$90,000** for operations and the increase to **\$100,000** for façade grants for a total budget request of \$190,000. We look forward to visiting with you in more detail about our request.

We value our partnership as we work together to improve downtown.

Sincerely,

A handwritten signature in blue ink, appearing to read "Beth Duke".

Beth Duke, Executive Director

1000 S. Polk
Amarillo, TX 79101

806-372-6744

Fax 806-372-6745

info@centercity.org

www.centercity.org

**Center City of Amarillo, Inc.
Budget Overview for 2016-2017**

Income

Membership Dues	64,200
City Contract	90,000
Façade Grants	100,000
Interest Income	1,500

Event Net Income

Christmas Parade	1,500
Create!	29,000
High Noon on the Square	26,300
Hoof Prints	3,600

Total Income 316,100

Expenses

Board Lunches Expense	600
Depreciation	6,000
Façade Grants	101,000
Mainstreet Contract	7,000
Office Operation	26,150
Professional Fees	10,000
Public Relations	6,800
Rent	11,400
Salary, Overtime & Payroll Taxes	141,000
Special Projects	-
Horse, Banner & Sign Maintenance	6,150

Total Expense 316,100

Net Income -

Amarillo City Council Agenda Transmittal Memo



C



Meeting Date	August 30, 2016	Council Priority	Long term plan for infrastructure, safety
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Department	Aviation
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Agenda Caption

Approval of task order #18, AMA Airfield Electrical Impvts, Ph. III – Vault and Associated Electrical Circuit Upgrades, Design + Bid, with RS&H, Inc. for the Rick Husband Amarillo International Airport. (Federal funding: \$238,050, local funding: \$26,450, total project: \$264,500.)

Agenda Item Summary

Approval of task order #18, 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 airfield electrical vault and taxiway electrical circuits. Several portions of the airfield lighting have been identified as in need of rehabilitation during the 2013 airfield electrical study based on equipment age, condition and failure.

Requested Action

Approve task order #18, 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:	\$238,050.00
Airport (Sponsor) Funding:	\$26,450.00
Total Project Cost:	\$264,500.00

Community Engagement Summary

N/A

Staff Recommendation

Staff recommends the approval of task order #18, RS&H, Inc.

RS&H Project No. 227-0247-018
Short Title: AMA Vault and Airfield Electrical Upgrades
Effective Date: August 16, 2016

TASK ORDER NO. 18

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 design and engineering services for vault and airfield electrical upgrades as detailed in "Attachment A".

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 \$264,500 for services described in "Attachment A". Breakdown for tasks is as follows:

TASK	CONTRACT VALUE
Phase 1: Electrical Vault Improvements	\$85,200
Phase 2: Airfield Electrical Improvements	\$179,300
Total:	\$264,500

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: Melanie L. Nichols

Typed Name: Frances Hibbs

Typed Name: Melanie L. Nichols

Title: City Secretary

Title: Asst. Corporate Secretary

[CORPORATE SEAL]

[CORPORATE SEAL]

Task Order No. 18

1

AMA Vault and Airfield Electrical Upgrades



“ATTACHMENT A”



Rick Husband-Amarillo International Airport

Airfield Electrical Vault Improvements and Airfield Electrical Upgrades

PROJECT PROPOSAL / SCOPE OF WORK

RS&H Project No: 227-0247-018



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

May 20, 2016
Updated: August 19, 2016

AIRFIELD ELECTRICAL VAULT IMPROVEMENTS AND AIRFIELD ELECTRICAL UPGRADES 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) provide design and engineering services to assist the Airport with airfield electrical vault improvements and airfield electrical upgrades. An electrical assessment and analysis of the airfield electrical vault and airfield electrical systems was recently completed in 2013 under the "Airfield Electrical Improvements" project. The report identifies priority projects based on equipment condition, age and failures. An associated airfield electrical improvements project completed in 2014 upgraded the distance remaining signs along Runway 4-22, the supplemental wind cones at each runway end, the primary wind cone, the airfield lighting control and monitoring system (ALCMS), and the airfield electrical vault fused disconnect switch, ATS, panelboards, and S-1 cutouts as part of the high priority projects outlined in the report. Several high priority projects were unable to be completed due to funding and the medium priority projects based on the report's timeline have now become high priority projects.

This proposal includes completing design for electrical upgrades in two (2) phases:

Phase 1 will consist of Vault Improvements and will include the following major design elements:

- Removal and replacement of existing generator control and annunciator cabinet.
- Removal and replacement of existing CCRs. All new CCRs will be designed to operate at 240 volts to eliminate the 2400 volt CCRs.
- Assessment of the existing vault HVAC system to determine if modifications to the existing system are required. A recommendation section will be included in the Engineer's report summarizing the observed condition of the system and provide recommendations for the system. No HVAC modifications will be included in this design outside of these recommendations.

Phase 2 will consist of Airfield Electrical Upgrades and will include the following major design elements:

- Phase 2A - Modernizing of airfield lighting and cabling for circuit P1/P2 (Taxiways A and P).
- Phase 2B - Modernizing of airfield lighting and cabling for circuit K (Taxiways F, K, L, M, N, and Q).
- Phase 2C - Modernizing of airfield lighting and cabling for circuit R3 (Runway 13-31).
- Phase 2D - Modernizing of airfield lighting and cabling for circuit P4 (Ramp).
- Phase 2E - Modernizing of airfield lighting and cabling for circuit P3/P5 (Taxiways B, C, E, and P).
- Phase 2F - Guidance sign modernization / update taxiway nomenclature to be in accordance with FAA criteria.
- Phase 2G - Removal and replacement of Runway 13-31 distance remaining signs.

2. Scope of Services

PHASE 1 – AIRFIELD ELECTRICAL VAULT IMPROVEMENTS

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 Airport will provide to the Consultant any relevant information to the project such as previous as-built drawings, historical survey data, and previous design plans/specifications.

Task 1.3 *Field Investigation*

The Consultant shall perform a field investigation to review and verify existing electrical conditions and any other systems that will be impacted by the project. It is anticipated that this field investigation will take place during the pre-design/kickoff meeting.

Task 1.4 *Prepare Preliminary Design Documents*

The Consultant shall prepare 30% schematic drawings, plans, outline specifications, estimate of probable construction cost, and Preliminary Engineer's Report. The preliminary design shall evaluate and identify specific elements of the project 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 *HVAC Assessment Report*

An assessment of the existing HVAC system will be conducted to determine if any modifications are required. An inspection of the existing system will be performed during the field investigation. A report will be prepared to outline the existing condition of the system and recommendations for repair and/or replacement of the system. This task only includes the investigation and recommendations for the existing system and does not include design of a new system.

Task 1.6 *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 1.7 *Submit Preliminary 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 60% design.

Task 1.8 *Preliminary Design Review Meeting*

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

Task 1.9 *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 deliverables with the FAA, and shall log/address comments on each deliverable as part of the following submittal. The Consultant understands that the FAA is committed to a 2-week turnaround for reviews, and has accommodated for that in the design schedule.

TASK 1 SCHEDULED MEETING SUMMARY

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

TASK 1 DELIVERABLES

- 30% Schematic Plans
- Specifications Outline
- Preliminary Engineer's Design Report
- Engineer's Estimate of Probable Construction Cost

TASK 1 SCHEDULE

A preliminary schedule follows:

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

TASK 2: 60% DESIGN

Task 2.1 *Incorporate 30% 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 60% Design Documents*

The Consultant shall prepare 60% plans, specifications, estimate of probable construction cost, and Engineer's Report. The development of the 60% design documents 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 60% design plans, specifications, estimate of probable construction cost, and Engineer's Report prior to submittal to the Airport's authorized representative(s).

Task 2.4 *Submit 60% Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the 60% 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 2.5 *60% Design Review Meeting*

The Consultant shall coordinate and attend one (1) meeting at the Airport to review the 60% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees.

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 deliverables with the FAA, and shall log/address comments on each deliverable as part of the following submittal. The Consultant understands that the FAA is committed to a 2-week turnaround for reviews, and has accommodated for that in the design schedule.

TASK 2 SCHEDULED MEETING SUMMARY

- (1) Design Review Meeting

TASK 2 DELIVERABLES

- 60% Plans
- 60% Specifications
- 60% Engineer's Design Report
- 60% Engineer's Estimate of Probable Construction Cost

TASK 2 SCHEDULE

A preliminary schedule follows:

- Prepare 60% Design Documents6-Week Duration
- Quality Control Review and 60% Submittal2-Week Duration
- 60% Design Review Meeting 1-Week after submission of 60% documents

TASK 3: 90% DESIGN

Task 3.1 *Incorporate 60% Design Review Comments*

The Consultant shall review all comments received from the Airport's authorized representative(s) from the 60% 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 3.2 *Prepare 90% Design Documents*

The Consultant shall prepare 90% plans, specifications, estimate of probable construction cost, and Engineer's Report. The development of the 90% design documents will be in coordination with the Airport's authorized representative(s) for their input.

Task 3.3 *Quality Control Review*

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

Task 3.4 *Submit 90% Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the 90% plans, specifications, estimate of probable construction cost, and Engineer's Report to the Airport for review, comment, and approval to proceed to 100% design.

Task 3.5 *90% Design Review Meeting*

The Consultant shall coordinate and attend one (1) teleconference to review the 60% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees.

Task 3.6 *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 deliverables with the FAA, and shall log/address comments on each deliverable as part of the following submittal. The Consultant understands that the FAA is committed to a 2-week turnaround for reviews, and has accommodated for that in the design schedule.

TASK 3 SCHEDULED MEETING SUMMARY

→ (1) Design Review Meeting

TASK 3 DELIVERABLES

- 90% Plans
- 90% Specifications
- 90% Engineer’s Design Report Update
- 90% Engineer’s Estimate of Probable Construction Cost

TASK 3 SCHEDULE

A preliminary schedule follows:

- Prepare 90% Design Documents4-Week Duration
- Quality Control Review and 90% Submittal2-Week Duration
- 90% Design Review Meeting 1-Week after submission of 90% documents

TASK 4: BID DOCUMENTS (100% DESIGN)

Task 4.1 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 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 4.2 Prepare Bid (100 % 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 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 4.3 Quality Control Review

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

Task 4.4 Submit Bid Set Design Deliverable

The Consultant shall submit and distribute three (3) sets of the Bid Set plans, specifications, estimate of probable construction cost, and Engineer’s Report to the Airport as well as electronic files in PDF and MS Word format for use and distribution during the bidding phase.

Task 4.5 Project Management

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.

TASK 4 SCHEDULED MEETING SUMMARY

- None

TASK 4 DELIVERABLES

- 100% Bid Set Plans
- 100% Bid Set Specifications
- 100% Final Engineer’s Design Report
- 100% Engineer’s Estimate of Probable Construction Cost

TASK 4 SCHEDULE

A preliminary schedule follows:

- Prepare 100% Bid Set Design Documents4-Week Duration

TASK 5: BID/AWARD PHASE SERVICES

Task 5.1 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 5.2 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 5.3 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 5 SCHEDULED MEETING SUMMARY

- Pre-Bid Conference
- Bid Opening

TASK 5 DELIVERABLES

- Bid Tabulation
- Award Recommendation

PHASE 2 – AIRFIELD ELECTRICAL UPGRADES

TASK 6: PRELIMINARY DESIGN (30%)

Task 6.1 *Kickoff Meeting*

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 6.2 *Records Review*

The Consultant shall review available data related to the project. The Airport will provide to the Consultant any relevant information to the project such as previous as-built drawings, historical survey data, and previous design plans/specifications.

Task 6.3 *Field Investigation*

The Consultant shall perform a field investigation to review and verify existing electrical conditions and any other systems that will be impacted by the project. It is anticipated that this field investigation will be able to occur during the same trip as the kickoff meeting.

Task 6.4 *Prepare Preliminary Design Documents*

The Consultant shall prepare 30% schematic drawings, plans, outline specifications, estimate of probable construction cost, and Preliminary Engineer's Report. The preliminary design shall evaluate and identify specific elements of the project 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 6.5 *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 6.6 *Submit Preliminary 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 60% design.

Task 6.7 *Preliminary Design Review Meeting*

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

Task 6.8 *Project Management / FAA Coordination*

The Consultant shall administer the project in coordination with assigned airport staff. The Consultant shall manage the project, coordinate with 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 deliverables with the FAA, and shall log/address comments on each deliverable as part of the following submittal. The Consultant understands that the FAA is committed to a 2-week turnaround for reviews, and has accommodated for that in the design schedule.

TASK 6 SCHEDULED MEETING SUMMARY

- (1) Kickoff Meeting
- (1) Field Investigation
- (1) Preliminary Design Review Meeting (teleconference)

TASK 6 DELIVERABLES

- 30% Schematic Plans
- Specifications Outline
- Preliminary Engineer's Design Report
- Engineer's Estimate of Probable Construction Cost

TASK 6 SCHEDULE

A preliminary schedule follows:

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

TASK 7: 60% DESIGN

Task 7.1 *Incorporate 30% 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 7.2 *Prepare 60% Design Documents*

The Consultant shall prepare 60% plans, specifications, estimate of probable construction cost, and Engineer's Report. The development of the 60% design documents will be in coordination with the Airport's authorized representative(s) for their input.

Task 7.3 *Quality Control Review*

The Consultant shall conduct in-house quality control review of the 60% design plans, specifications, estimate of probable construction cost, and Engineer's Report prior to submittal to the Airport's authorized representative(s).

Task 7.4 *Submit 60% Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the 60% 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 7.5 *60% Design Review Meeting*

The Consultant shall coordinate and attend one (1) meeting at the Airport to review the 60% design submittal. The Consultant will provide written minutes of the meeting and distribute to all attendees.

Task 7.6 *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 deliverables with the FAA, and shall log/address comments on each deliverable as part of the following submittal. The Consultant understands that the FAA is committed to a 2-week turnaround for reviews, and has accommodated for that in the design schedule.

TASK 7 SCHEDULED MEETING SUMMARY

- (1) Design Review Meeting

TASK 7 DELIVERABLES

- 60% Plans
- 60% Specifications
- 60% Engineer's Design Report
- 60% Engineer's Estimate of Probable Construction Cost

TASK 7 SCHEDULE

A preliminary schedule follows:

- Prepare 60% Design Documents6-Week Duration
- Quality Control Review and 60% Submittal2-Week Duration
- 60% Design Review Meeting 1-Week after submission of 60% documents

TASK 8: PHASE 2 90% DESIGN

Task 8.1 *Incorporate 60% Design Review Comments*

The Consultant shall review all comments received from the Airport's authorized representative(s) from the 60% 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 8.2 *Prepare 90% Design Documents*

The Consultant shall prepare 90% plans, specifications, estimate of probable construction cost, and Engineer's Report. The development of the 90% design documents will be in coordination with the Airport's authorized representative(s) for their input.

Task 8.3 *Quality Control Review*

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

Task 8.4 *Submit 90% Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the 90% plans, specifications, estimate of probable construction cost, and Engineer's Report to the Airport for review, comment, and approval to proceed to 100% design.

Task 8.5 *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 8.6 *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 deliverables with the FAA, and shall log/address comments on each deliverable as part of the following submittal. The Consultant understands that the FAA is committed to a 2-week turnaround for reviews, and has accommodated for that in the design schedule.

TASK 8 SCHEDULED MEETING SUMMARY

- (1) Design Review Meeting

TASK 8 DELIVERABLES

- 90% Plans
- 90% Specifications
- 90% Engineer's Design Report Update
- 90% Engineer's Estimate of Probable Construction Cost

TASK 8 SCHEDULE

A preliminary schedule follows:

- Prepare 90% Design Documents 4-Week Duration
- Quality Control Review and 90% Submittal 2-Week Duration
- 90% Design Review Meeting 1-Week after submission of 90% documents

TASK 9: BID DOCUMENTS (100% DESIGN)

Task 9.1 *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 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 9.2 *Prepare Bid (100 % 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 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 9.3 *Quality Control Review*

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

Task 9.4 *Submit Bid Set Design Deliverable*

The Consultant shall submit and distribute three (3) sets of the Bid Set plans, specifications, estimate of probable construction cost, and Engineer's Report to the Airport as well as electronic files in PDF and MS Word format for use and distribution during the bidding phase.

Task 9.5 *Project Management*

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.

TASK 9 SCHEDULED MEETING SUMMARY

→ None

TASK 9 DELIVERABLES

- 100% Bid Set Plans
- 100% Bid Set Specifications
- 100% Final Engineer's Design Report
- 100% Engineer's Estimate of Probable Construction Cost

TASK 9 SCHEDULE

A preliminary schedule follows:

- Prepare 100% Bid Set Design Documents4-Week Duration

TASK 10: BID/AWARD PHASE SERVICES

Task 10.1 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 10.2 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 10.3 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 10 SCHEDULED MEETING SUMMARY

- Pre-Bid Conference
- Bid Opening

TASK 10 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 Phase Services Including Construction Observation and Administration
- HVAC System Design based on the findings of the Recommendation Report
- Any other services not explicitly defined

The following are assumed for this proposal:

- Escort for survey will be provided by AMA.
- Existing airfield utilities will be marked out by AMA maintenance personnel and FAA Tech Ops
- Airfield light cans (locations) and underground conduit to remain and be re-used. It is not the intent of the project to identify and/or coordinate modification to FAA standards. Location modifications are to occur under future shoulder reconstruction project(s).



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN V	ENGINEER I	ADMIN ASSIST	
PHASE 1 - AIRFIELD ELECTRICAL VAULT IMPROVEMENTS								
TASK 1: PRELIMINARY DESIGN (30%)								
Task 1.1 Pre-Design Meeting			8	8	4			20
Task 1.2 Records Review				4	2			6
Task 1.3 Field Investigation				6				6
Task 1.4 Prepare Preliminary Design Documents			2	2	16	24		44
Task 1.5 HVAC Assessment Report			4	8	12			24
Task 1.6 Quality Control Review		4	4	4				12
Task 1.7 Submit Preliminary Design Deliverable			2			2	2	6
Task 1.8 Preliminary Design Review Meeting			2	4	4			10
Task 1.9 Project Management and FAA Coordination	2		6					8
TOTAL HOURS	2	4	28	36	38	26	2	136
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 990	\$ 6,914	\$ 7,367	\$ 5,229	\$ 2,170	\$ 157	\$ 23,404
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@			#SETS			
	\$1.60	\$0.20						
Drawings	5				3			\$24
Reports/Specifications		25			3			\$15
TOTAL REPRODUCTION								\$39
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	3	3						\$54
TOTAL POSTAGE/DELIVERY								\$54
SPECIALTY SUBCONSULTANTS								
NONE								
TOTAL SPECIALTY SUBCONSULTANTS								\$0
TRAVEL			Airfare @		Car @	Lodging @	Per Diem @	
	# People	# Days	\$750	\$100	\$150	\$51		
Kick Off Meeting	3	1	\$2,250	\$100	\$450	\$153		\$2,953
Preliminary Design Review Meeting (Teleconference)								\$2,953
MILEAGE		100 Miles @	\$0.50					\$50
ODC's								\$3,096
Total Proposed Fee for:	TASK 1: PRELIMINARY DESIGN (30%)							\$ 26,500
TASK 2: 60% DESIGN								
Task 2.1 Incorporate 30% Design Review Comments			2	2	2	8		14
Task 2.2 Prepare 60% Design Documents			8	8	16	20		52
Task 2.3 Quality Control Review		4	4	4				12
Task 2.4 Submit 60% Design Deliverable			1			4	4	9
Task 2.5 60% Design Review Meeting			8	8		4		20
Task 2.6 Project Management and FAA Coordination	2		4					6
TOTAL HOURS	2	4	27	22	18	36	4	113
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 990	\$ 6,667	\$ 4,502	\$ 2,477	\$ 3,005	\$ 313	\$ 18,531
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@			#SETS			
	\$1.60	\$0.20						
Drawings	10				3			\$48
Reports/Specifications		200			3			\$120
TOTAL REPRODUCTION								\$168
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	3	3						\$54
TOTAL POSTAGE/DELIVERY								\$54
SPECIALTY SUBCONSULTANTS								
NONE								
TOTAL SPECIALTY SUBCONSULTANTS								\$0
TRAVEL			Airfare @		Car @	Lodging @	Per Diem @	
	# People	# Days	\$750	\$100	\$150	\$51		
Design Review Meeting	2	1	\$1,500	\$100	\$300	\$102		\$2,002
								\$2,002
MILEAGE		100 Miles @	\$0.50					\$50
ODC's								\$2,274
Total Proposed Fee for:	TASK 2: 60% DESIGN							\$ 20,900



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL	
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN V	ENGINEER I	ADMIN ASSIST		
TASK 3: 90% DESIGN									
Task 3.1 Incorporate 60% Design Review Comments			2	2	2	4		10	
Task 3.2 Prepare 90% Design Documents			8	8	20	20		56	
Task 3.3 Quality Control Review		4	4	4				12	
Task 3.4 Submit 90% Design Deliverable			1			4	4	9	
Task 3.5 90% Design Review Meeting (Teleconference)			8	8		4		20	
Task 3.6 Project Management and FAA Coordination	2		6					8	
TOTAL HOURS	2	4	29	22	22	32	4	115	
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32		
TOTAL BURDENED LABOR	\$ 577	\$ 990	\$ 7,161	\$ 4,502	\$ 3,027	\$ 2,671	\$ 313	\$ 19,242	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS @	# PAGES @				#SETS			
	\$1.60	\$0.20							
Drawings	15					3		\$72	
Reports/Specifications		350				3		\$210	
TOTAL REPRODUCTION								\$282	
POSTAGE/DELIVERY	# PCKGS @	# PCKGS @							
	\$15.00	\$3.00							
Drawings and Specifications	3	3						\$54	
TOTAL POSTAGE/DELIVERY								\$54	
SPECIALTY SUBCONSULTANTS									
NONE									
TOTAL SPECIALTY SUBCONSULTANTS								\$0	
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
			\$750	\$75	\$150	\$100			
Design Review Meeting (Teleconference)								\$0	
MILEAGE		0 Miles @	\$0.50					\$0	
ODC's								\$336	
Total Proposed Fee for:	TASK 3: 90% DESIGN								\$ 19,600
TASK 4: 100% (BID DOCUMENTS) DESIGN									
Task 4.1 Incorporate 90% Design Review Comments			2	2	2	4		10	
Task 4.2 Prepare 100% Design Documents			2	2	8	16		28	
Task 4.3 Quality Control Review			4	4				8	
Task 4.4 Submit 100% Bid Set Design Deliverable			1			4	8	13	
Task 4.5 Project Management			4					4	
TOTAL HOURS	0	0	13	8	10	24	8	63	
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32		
TOTAL BURDENED LABOR	\$ -	\$ -	\$ 3,210	\$ 1,637	\$ 1,376	\$ 2,003	\$ 627	\$ 8,853	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS @	# PAGES @				#SETS			
	\$1.60	\$0.20							
Drawings	20					3		\$96	
Reports/Specifications		350				3		\$210	
TOTAL REPRODUCTION								\$306	
POSTAGE/DELIVERY	# PCKGS @	# PCKGS @							
	\$15.00	\$3.00							
Drawings and Specifications	3	3						\$54	
TOTAL POSTAGE/DELIVERY								\$54	
SPECIALTY SUBCONSULTANTS									
TOTAL SPECIALTY SUBCONSULTANTS								\$0	
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
			\$500	\$75	\$150	\$100			
	0	0	\$0	\$0	\$0	\$0		\$0	
MILEAGE		Miles @	\$0.50					\$0	
ODC's								\$360	
Total Proposed Fee for:	TASK 4: 100% (BID DOCUMENTS) DESIGN								\$ 9,300



*Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades*

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL	
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN V	ENGINEER I	ADMIN. ASST		
TASK 5: BID/AWARD PHASE SERVICES									
Task 5.1 Pre-Bid Conference				8				8	
Task 5.2 Issue Addenda		1	2	4	4	4	4	19	
Task 5.3 Bid Tabulation & Award Recommendation	4		4	4			1	13	
TOTAL HOURS	4	1	6	16	4	4	5	40	
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32		
TOTAL BURDENED LABOR	\$ 1,154	\$ 247	\$ 1,482	\$ 3,274	\$ 550	\$ 334	\$ 392	\$ 7,434	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS @	# PAGES @			#SETS				
	\$1.60	\$0.20							
Drawings	20				3			\$96	
Reports/Specifications		350			3			\$210	
TOTAL REPRODUCTION								\$306	
POSTAGE/DELIVERY	# PCKGS @	# PCKGS @							
	\$15.00	\$3.00							
Drawings and Specifications	3	3						\$54	
TOTAL POSTAGE/DELIVERY								\$54	
SPECIALTY SUBCONSULTANTS									
None Anticipated									
TOTAL SPECIALTY SUBCONSULTANTS								\$0	
TRAVEL									
	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
			\$750	\$100	\$150	\$51			
Pre Bid Meeting	1	1	\$750	\$100	\$150	\$51		\$1,051	
								\$1,051	
MILEAGE									
		100 Miles @	\$0.50					\$50	
ODC's								\$1,461	
Total Proposed Fee for:	TASK 5: BID/AWARD PHASE SERVICES								\$ 8,900
TOTAL LUMP SUM FEE FOR PHASE 1:									\$ 85,200



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL	
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN V	ENGINEER I	ADMIN ASST		
PHASE 2 - AIRFIELD ELECTRICAL UPGRADES									
TASK 6: PRELIMINARY DESIGN (30%)									
Task 6.1 Kickoff Meeting			8	8		4		20	
Task 6.2 Records Review				4	8	4		16	
Task 6.3 Field Investigation				16	16			32	
Task 6.4 Prepare Preliminary Design Documents									
Phase 2A - AGL and Cable for Circuit P1/P2			2	2	8	16		28	
Phase 2B - AGL and Cable for Circuit K			2	2	8	16		28	
Phase 2C - AGL and Cable for Circuit R3			2	2	8	16		28	
Phase 2D - AGL and Cable for Circuit P4			2	2	8	16		28	
Phase 2E - AGL and Cable for Circuit P3/P5			2	2	8	16		28	
Phase 2F - Guidance Signs			2	2	8	16		28	
Phase 2G - Runway 13-31 RDRS			2	2	8	16		28	
Task 6.5 Quality Control Review		4	4	8				16	
Task 6.6 Submit Preliminary Design Deliverable			4			4	4	12	
Task 6.7 Preliminary Design Review Meeting			2	4		4		10	
Task 6.8 Project Management and FAA Coordination	2	2	8	8				20	
TOTAL HOURS	2	6	40	62	80	128	4	322	
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32		
TOTAL BURDENED LABOR	\$ 577	\$ 1,485	\$ 9,877	\$ 12,687	\$ 11,008	\$ 10,685	\$ 313	\$ 46,632	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS	# PAGES							
	@	@							
Drawings	40	\$0.20			#SETS			\$192	
Reports/Specifications		150			3			\$90	
TOTAL REPRODUCTION								\$282	
POSTAGE/DELIVERY	# PCKGS	# PCKGS							
	@	@							
Drawings and Specifications	3	\$3.00						\$54	
TOTAL POSTAGE/DELIVERY								\$54	
SPECIALTY SUBCONSULTANTS									
TOTAL SPECIALTY SUBCONSULTANTS								\$0	
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @			
Kick Off Meeting	2	1	\$750	\$100	\$150	\$51		\$2,002	
Field Investigation	2	3	\$1,500	\$300	\$900	\$306		\$3,006	
								\$0	
								\$5,008	
MILEAGE	150	Miles @	\$0.50					\$75	
ODC's								\$5,419	
Total Proposed Fee for:	TASK 6: PRELIMINARY DESIGN (30%)							\$	52,100



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN I	ENGINEER I	ADMIN ASSIST	
TASK 7: 60% DESIGN								
Task 7.1 Incorporate 30% Design Review Comments			2	2	8	8		20
Task 7.2 Prepare 60% Design Documents								
Phase 2A - AGL and Cable for Circuit P1/P2			2	8	16	24		50
Phase 2B - AGL and Cable for Circuit K			2	8	16	24		50
Phase 2C - AGL and Cable for Circuit R3			2	8	16	24		50
Phase 2D - AGL and Cable for Circuit P4			2	8	16	24		50
Phase 2E - AGL and Cable for Circuit P3/P5			2	8	16	24		50
Phase 2F - Guidance Signs			2	8	16	24		50
Phase 2G - Runway 13-31 RDRS			2	8	16	24		50
Task 7.3 Quality Control Review		4	4	8				16
Task 7.4 Submit 60% Design Deliverable			4			4	4	12
Task 7.5 60% Design Review Meeting			12	12				24
Task 7.6 Project Management and FAA Coordination	2		4					6
TOTAL HOURS	2	4	40	78	120	180	4	428
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 990	\$ 9,877	\$ 15,961	\$ 16,512	\$ 15,026	\$ 313	\$ 59,256
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.20			#SETS			
Drawings	45				3			\$216
Reports/Specifications		250			3			\$150
TOTAL REPRODUCTION								\$366
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	3	3						\$54
TOTAL POSTAGE/DELIVERY								\$54
SPECIALTY SUBCONSULTANTS								
TOTAL SPECIALTY SUBCONSULTANTS								\$0
TRAVEL	# People	# Days	Airfare @	Car @	Lodging @	Per Diem @		
			\$750	\$100	\$150	\$51		
Design Review Meeting	2	1	\$1,500	\$100	\$300	\$102		\$2,002
								\$2,002
REIMBURSIBLES								
MILEAGE	100	Miles @	\$0.50					\$50
ODC's								\$2,472
Total Proposed Fee for:	TASK 7: 60% DESIGN							\$ 61,800



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN V	ENGINEER I	ADMIN ASSISTANT	
TASK 8: 90% DESIGN								
Task 8.1 Incorporate 60% Design Review Comments			4	4	8	8		24
Task 8.2 Prepare 90% Design Documents								
Phase 2A - AGL and Cable for Circuit P1/P2			1	2	4	16		23
Phase 2B - AGL and Cable for Circuit K			1	2	4	16		23
Phase 2C - AGL and Cable for Circuit R3			1	2	4	16		23
Phase 2D - AGL and Cable for Circuit P4			1	2	4	16		23
Phase 2E - AGL and Cable for Circuit P3/P5			1	2	4	16		23
Phase 2F - Guidance Signs			1	2	4	16		23
Phase 2G - Runway 13-31 RDRS			1	2	4	16		23
Task 8.3 Quality Control Review		4	8	8				20
Task 8.4 Submit 90% Design Deliverable			4			8	8	20
Task 8.5 90% Design Review Meeting			8	8				16
Task 8.6 Project Management and FAA Coordination	2		4					6
TOTAL HOURS	2	4	35	34	36	128	8	247
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 990	\$ 8,642	\$ 6,958	\$ 4,954	\$ 10,685	\$ 627	\$ 33,432
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS	# PAGES						
	@	@						
	\$1.60	\$0.20			#SETS			
Drawings	50				3			\$240
Reports/Specifications		400			3			\$240
TOTAL REPRODUCTION								\$480
POSTAGE/DELIVERY	# PCKGS	# PCKGS						
	@	@						
	\$15.00	\$3.00						
Drawings and Specifications	3	3						\$54
TOTAL POSTAGE/DELIVERY								\$54
SPECIALTY SUBCONSULTANTS								
TOTAL SPECIALTY SUBCONSULTANTS								\$0
TRAVEL			Airfare @	Car @	Lodging @	Per Diem @		
	# People	# Days	\$750	\$75	\$150	\$100		
Design Review Meeting	2	1	\$1,500	\$75	\$300	\$200		\$2,075
								\$2,075
REIMBURSIBLES								
MILEAGE	100	Miles @	\$0.50					\$50
ODC's								\$2,659
Total Proposed Fee for:	TASK 8: 90% DESIGN							\$ 36,100



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN V	ENGINEER I	ADMIN ASSIST	
TASK 9: 100% (BID DOCUMENTS) DESIGN								
Task 9.1 Incorporate 90% Design Review Comments			1	1	2	4		8
Task 9.2 Prepare 100% Design Documents								
Phase 2A - AGL and Cable for Circuit P1/P2			1	1	4	8		14
Phase 2B - AGL and Cable for Circuit K			1	1	4	8		14
Phase 2C - AGL and Cable for Circuit R3			1	1	4	8		14
Phase 2D - AGL and Cable for Circuit P4			1	1	4	8		14
Phase 2E - AGL and Cable for Circuit P3/P5			1	1	4	8		14
Phase 2F - Guidance Signs			1	1	4	8		14
Phase 2G - Runway 13-31 RDRS			1	1	4	8		14
Task 9.3 Quality Control Review		4	4	4				12
Task 9.4 Submit 100% Bid Set Design Deliverable			1			8	8	17
Task 9.5 Project Management	2		4					6
TOTAL HOURS	2	4	17	12	30	68	8	141
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32	
TOTAL BURDENED LABOR	\$ 577	\$ 990	\$ 4,198	\$ 2,456	\$ 4,128	\$ 5,676	\$ 627	\$ 18,651
OTHER DIRECT NON-SALARY COSTS								
REPRODUCTION	# DWGS @	# PAGES @				#SETS		
	\$1.60	\$0.20						
Drawings	55					3		\$264
Reports/Specifications		400				3		\$240
TOTAL REPRODUCTION								\$504
POSTAGE/DELIVERY	# PCKGS @	# PCKGS @						
	\$15.00	\$3.00						
Drawings and Specifications	3	3						\$54
TOTAL POSTAGE/DELIVERY								\$54
SPECIALTY SUBCONSULTANTS								
TOTAL SPECIALTY SUBCONSULTANTS								\$0
TRAVEL	# People	# Days	Airfare @ \$500	Car @ \$100	Lodging @ \$150	Per Diem @ \$51		
	0	0	\$0	\$0	\$0	\$0		\$0
								\$0
MILEAGE		Miles @	\$0.50					\$0
ODC's								\$558
Total Proposed Fee for:	TASK 9: 100% (BID DOCUMENTS) DESIGN							\$ 19,300



**Rick Husband Amarillo International Airport
Airfield Electrical Vault Improvements and Airfield Electrical Upgrades**

DESIGN & BIDDING PHASE SERVICES

SCOPE / TASK TITLE	RB	BS	NG	CT	DJ	RG	MQ	TOTAL	
	PROJECT OFFICER	PROJECT DIRECTOR	PROJECT MANAGER	ENGINEER IV	TECHNICIAN I	ENGINEER I	ADMIN ASSIST		
TASK 10: BID/AWARD PHASE SERVICES									
Task 10.1 Pre-Bid Conference				12		4		16	
Task 10.2 Issue Addenda		1	4	4	4	8	4	25	
Task 10.3 Bid Tabulation & Award Recommendation	1		4	4			1	10	
TOTAL HOURS	1	1	8	20	4	12	5	51	
BURDENED RATE	\$ 288.62	\$ 247.47	\$ 246.93	\$ 204.63	\$ 137.60	\$ 83.48	\$ 78.32		
TOTAL BURDENED LABOR	\$ 289	\$ 247	\$ 1,975	\$ 4,093	\$ 550	\$ 1,002	\$ 392	\$ 8,548	
OTHER DIRECT NON-SALARY COSTS									
REPRODUCTION	# DWGS	# PAGES							
	@	@							
Drawings	\$1.60	\$0.20			#SETS				
Reports/Specifications	5				3			\$24	
TOTAL REPRODUCTION		50			3			\$30	
								\$54	
POSTAGE/DELIVERY	# PCKGS	# PCKGS							
	@	@							
Drawings and Specifications	\$15.00	\$3.00							
TOTAL POSTAGE/DELIVERY	3	3						\$54	
SPECIALTY SUBCONSULTANTS									
None Anticipated									
TOTAL SPECIALTY SUBCONSULTANTS								\$0	
TRAVEL			Airfare @		Car @	Lodging @	Per Diem @		
	# People	# Days	\$750		\$100	\$150	\$51		
Pre-Bid Conference	1	1	\$750		\$100	\$150	\$102	\$1,102	
								\$1,102	
MILEAGE		400 Miles @	\$0.50					\$200	
ODC's								\$1,410	
Total Proposed Fee for:	TASK 10: BID/AWARD PHASE SERVICES							\$	10,000
TOTAL LUMP SUM FEE FOR PHASE 2:								\$	179,300
TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:								\$	264,500

RECORD OF NEGOTIATIONS

Rick Husband Amarillo International Airport
AIP: 3-48-0007-40-TBD
Isolated Panel Replacement - Apron
RS&H, Inc. Task Order No. 18

Task Order No. 18 is the engineering services contract to accomplish the design and bidding phase services associated with Airfield Electrical Vault rehabilitation and airfield circuit upgrades as identified in the 2013 Airfield Electrical Study. An associated airfield electrical improvements project completed in 2014 upgraded the distance remaining signs along Runway 4-22, the supplemental wind cones at each runway end, the primary wind cone, the airfield lighting control and monitoring system (ALCMS), and the airfield electrical vault fused disconnect switch, ATS, panelboards, and S-1 cutouts as part of the high priority projects outlined in the report.

Several high priority projects were unable to be completed due to funding and the medium priority projects based on the report's timeline have now become high priority projects. 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 1,632.0 hours and estimated costs to complete the tasks totaled \$264,500.

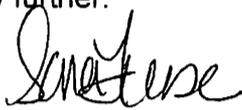
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RECORD OF NEGOTIATIONS

Rick Husband Amarillo International Airport
AIP: 3-48-0007-40-TBD
Isolated Panel Replacement - Apron
RS&H, Inc. Task Order No. 18

FOTH's independent cost estimate was compared to RS&H's work hours of 1102.0 and total costs of \$240,300.00. The variance in hours was under construction safety and phasing plans and preliminary design. An additional task was added to incorporate the HVAC system upgrade of the vault within this project. 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 \$264,500 was \$24,200.00 within FOTH's cost estimate, we did not negotiate any further.

Signed: _____



Title: _____

Director of Aviation

Task Order #18, Phase I

	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	4	247.47	989.88	16	200.00	3,200.00	-12	47.47	-2,210.12
Project Manager	24	246.93	5,926.32	64	180.00	11,520.00	-40	66.93	-5,593.68
Eng IV	28	204.63	5,729.64	50	128.00	6,400.00	-22	76.63	-670.36
Tech V	26	137.60	3,577.60	24	112.00	2,688.00	2	25.60	889.60
Engineer I	26	83.48	2,170.48	0	108.00	0.00	26	-24.52	2,170.48
Admin Assistant	2	78.32	156.64	0	62.00	0.00	2	16.32	156.64
TOTAL	112		\$19,127.80	154		\$23,808.00	-42		-\$4,680.20
TASK 2	60% Design								
2.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	4	247.47	989.88	4	200.00	800.00	0	47.47	189.88
Project Manager	27	246.93	6,667.11	47	180.00	8,460.00	-20	66.93	-1,792.89
Eng IV	22	204.63	4,501.86	44	128.00	5,632.00	-22	76.63	-1,130.14
Tech V	18	137.60	2,476.80	42	112.00	4,704.00	-24	25.60	-2,227.20
Engineer I	36	83.48	3,005.28	0	108.00	0.00	36	-24.52	3,005.28
Admin Assistant	4	78.32	313.28	0	62.00	0.00	4	16.32	313.28
TOTAL	113		\$18,531.45	137		\$19,596.00	-24		-\$1,064.55
TASK 3	90% Design								
3.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	4	247.47	989.88	4	200.00	800.00	0	47.47	189.88
Project Manager	29	246.93	7,160.97	43	180.00	7,740.00	-14	66.93	-579.03
Eng IV	22	204.63	4,501.86	40	128.00	5,120.00	-18	76.63	-618.14
Tech V	22	137.60	3,027.20	28	112.00	3,136.00	-6	25.60	-108.80
Engineer I	32	83.48	2,671.36	0	108.00	0.00	32	-24.52	2,671.36
Admin Assistant	4	78.32	313.28	0	62.00	0.00	4	16.32	313.28
TOTAL	115		\$19,241.79	115		\$16,796.00	0		\$2,445.79
TASK 4	100% Design/ Bid Documents								
4.0									
Project Officer	0	288.62	0.00	0	0.00	0.00	0	288.62	0.00
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	15	180.00	2,700.00	-2	66.93	510.09
Eng IV	8	204.63	1,637.04	20	128.00	2,560.00	-12	76.63	-922.96
Tech V	10	137.60	1,376.00	16	112.00	1,792.00	-6	25.60	-416.00
Engineer I	24	83.48	2,003.52	0	108.00	0.00	24	-24.52	2,003.52
Admin Assistant	8	78.32	626.56	0	62.00	0.00	8	16.32	626.56
TOTAL	63		\$8,853.21	51		\$7,052.00	12		\$1,801.21
TASK 5	Bid/Award Phase Services								
5.0									
Project Officer	4	288.62	1,154.48	0	0.00	0.00	4	288.62	1,154.48
Project Director	1	247.47	247.47	0	200.00	0.00	1	47.47	247.47
Project Manager	6	246.93	1,481.58	16	180.00	2,880.00	-10	66.93	-1,398.42
Eng IV	16	204.63	3,274.08	26	128.00	3,328.00	-10	76.63	-53.92
Tech V	4	137.60	550.40	12	112.00	1,344.00	-8	25.60	-793.60
Engineer I	4	83.48	333.92	4	108.00	432.00	0	-24.52	-98.08
Admin Assistant	5	78.32	391.60	0	62.00	0.00	5	16.32	391.60
TOTAL	40		\$7,433.53	58		\$7,984.00	-18		-\$550.47
Total Hours	443			515			-72		-13.98%

	RS&H		IFE		Variance	
	hours	rate amount	hours	rate amount	hours	rate amount
Direct Salary Costs		\$73,187.78		\$75,236.00		-2.72% -\$2,048.22
Subcontractors		\$0.00	(Sub A)	\$0.00	#DIV/0!	\$0.00
Reproduction		\$1,101.00	(Sub B)	\$1,560.00	-29.42%	-\$459.00
Postage/Delivery		\$270.00		\$270.00	0.00%	\$0.00
Travel (incl Per Diem)		\$5,157.00		\$6,006.00	-14.14%	-\$849.00
Mileage		\$100.00		\$25.00	300.00%	\$75.00
Total ODC		\$6,628.00		\$7,861.00	-15.69%	-\$1,233.00
Grand Total		\$79,815.78		\$90,958.00	-12.25%	-\$11,142.22
	Rounded	\$80,000.00		91,000.00		

	RS&H			IFE			Variance		
	hours	rate	amount	hours	rate	amount	hours	rate	amount
TASK 6	Preliminary Design								
6.0									
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	12	200.00	2,400.00	-6	47.47	-915.18
Project Manager	40	246.93	9,877.20	71	180.00	12,780.00	-31	66.93	-2,902.80
Eng IV	62	204.63	12,687.06	77	128.00	9,856.00	-15	76.63	2,831.06
Tech V	80	137.60	11,008.00	71	112.00	7,952.00	9	25.60	3,056.00
Engineer I	128	83.48	10,685.44	34	108.00	3,672.00	94	-24.52	7,013.44
Admin Assistant	4	78.32	313.28	0	62.00	0.00	4	16.32	313.28
TOTAL	322		\$46,633.04	265		\$36,660.00	57		\$9,973.04
TASK 7	60% Design								
7.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	4	247.47	989.88	0	200.00	0.00	4	47.47	989.88
Project Manager	40	246.93	9,877.20	66	180.00	11,880.00	-26	66.93	-2,002.80
Eng IV	78	204.63	15,961.14	100	128.00	12,800.00	-22	76.63	3,161.14
Tech V	120	137.60	16,512.00	90	112.00	10,080.00	30	25.60	6,432.00
Engineer I	180	83.48	15,026.40	56	108.00	6,048.00	124	-24.52	8,978.40
Admin Assistant	4	78.32	313.28	0	62.00	0.00	4	16.32	313.28
TOTAL	428		\$59,257.14	312		\$40,808.00	116		\$18,449.14
TASK 8	90% Design								
8.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	4	247.47	989.88	4	200.00	800.00	0	47.47	189.88
Project Manager	35	246.93	8,642.55	74	180.00	13,320.00	-39	66.93	-4,677.45
Eng IV	34	204.63	6,957.42	90	128.00	11,520.00	-56	76.63	-4,562.58
Tech V	36	137.60	4,953.60	90	112.00	10,080.00	-54	25.60	-5,126.40
Engineer I	128	83.48	10,685.44	42	108.00	4,536.00	86	-24.52	6,149.44
Admin Assistant	8	78.32	626.56	0	62.00	0.00	8	16.32	626.56
TOTAL	247		\$33,432.69	300		\$40,256.00	-53		-\$6,823.31
TASK 9	100% Design/ Bid Documents								
9.0									
Project Officer	2	288.62	577.24	0	0.00	0.00	2	288.62	577.24
Project Director	4	247.47	989.88	4	200.00	800.00	0	47.47	189.88
Project Manager	17	246.93	4,197.81	44	180.00	7,920.00	-27	66.93	-3,722.19
Eng IV	12	204.63	2,455.56	51	128.00	6,528.00	-39	76.63	-4,072.44
Tech V	30	137.60	4,128.00	51	112.00	5,712.00	-21	25.60	-1,584.00
Engineer I	68	83.48	5,676.64	0	108.00	0.00	68	-24.52	5,676.64
Admin Assistant	8	78.32	626.56	0	62.00	0.00	8	16.32	626.56
TOTAL	141		\$18,651.69	150		\$20,960.00	-9		-\$2,308.31
TASK 10	Bid/Award Phase Services								
10.0									
Project Officer	1	288.62	288.62	0	0.00	0.00	1	288.62	288.62
Project Director	1	247.47	247.47	0	200.00	0.00	1	47.47	247.47
Project Manager	8	246.93	1,975.44	19	180.00	3,420.00	-11	66.93	-1,444.56
Eng IV	20	204.63	4,092.60	32	128.00	4,096.00	-12	76.63	-3.40
Tech V	4	137.60	550.40	16	112.00	1,792.00	-12	25.60	-1,241.60
Engineer I	12	83.48	1,001.76	8	108.00	864.00	4	-24.52	137.76
Admin Assistant	5	78.32	391.60	0	62.00	0.00	5	16.32	391.60
TOTAL	51		\$8,547.89	75		\$10,172.00	-24		-\$1,624.11
Total Hours	1,189			1,102			87	7.89%	

	RS&H		IFE		Variance	
	hours	rate amount	hours	rate amount	hours	rate amount
Direct Salary Costs		\$166,522.45		\$148,856.00		11.87% \$17,666.45
Subcontractors		\$0.00	(Sub A) (Sub B)	\$0.00	#DIV/0!	\$0.00
Reproduction		\$1,686.00		\$1,560.00	8.08%	\$126.00
Postage/Delivery		\$270.00		\$216.00	25.00%	\$54.00
Travel (incl Per Diem)		\$10,187.00		\$6,006.00	69.61%	\$4,181.00
Mileage		\$375.00		\$0.00	#DIV/0!	\$375.00
Total ODC		\$12,518.00		\$7,782.00	60.86%	\$4,736.00
Grand Total		\$179,040.45		\$164,420.00	8.89%	\$14,620.45
	Rounded	\$179,000.00		164,000.00		

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)