

AGENDAS

FOR THE AMARILLO CITY COUNCIL WORK SESSION TO BE HELD ON TUESDAY, JULY 10, 2018 AT 4:30 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; and
 - (2) Consider future Agenda items and request reports from City Manager.
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REGULAR MEETING ITEMS

INVOCATION: Reverend James Peach

NATIONAL ANTHEM: Jesse Melson

PUBLIC COMMENT: Citizens who desire to address the City Council with regard to matters on the agenda or having to do with the City's policies, programs, or services will be received at this time. The total time allotted for comments is 30-minutes with each speaker limited to three (3) minutes. City Council may not discuss items not on this agenda, but may respond with factual, established policy information, or refer to staff. The City Council may choose to place the item on a future agenda.
(Texas Attorney General Opinion. JC-0169.)

1. **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:

THE FOLLOWING ITEMS MAY BE ACTED UPON BY ONE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THE ITEMS IS NECESSARY UNLESS DESIRED BY A COUNCILMEMBER, IN WHICH EVENT THE ITEM SHALL BE CONSIDERED IN ITS NORMAL SEQUENCE AFTER THE ITEMS NOT REQUIRING SEPARATE DISCUSSION HAVE BEEN ACTED UPON BY A SINGLE MOTION.

A. **MINUTES:**

Approval of the City Council minutes of the regular meeting held on June 26, 2018.

B. **ORDINANCE NO. 7742:**

(Contact: Michael W. Conner, Director of Aviation)

This is the second and final reading of an ordinance establishing the commercial ground transportation fee at the Rick Husband Amarillo International Airport at the \$1.00 per trip level. Pursuant to City of Amarillo Ordinance No. 7712, which gives the City the right and authority to impose fees upon all commercial ground transportation companies operating at the Rick Husband Amarillo International Airport, and which requires the City Council to approve the fees charged to commercial ground transportation operators, it is recommended that the City Council approve a commercial ground transportation fee of \$1.00 per trip level. This fee has become the industry standard commercial ground transportation fee for airports of similar size and will apply to off-airport hotel shuttle bus

operators, off-airport rental car shuttle bus operators, taxi cab operators, limousine company operators, and transportation network company operators.

C. **CONSIDER APPROVAL – RFQ 08-18/PROJECT #462047 – PROFESSIONAL SERVICES AGREEMENT - CONSTRUCTION SERVICES MANAGER. FY 16/17 – FY 20/21 COMMUNITY INVESTMENT PROGRAM, PROPOSITION 1:**

(Contact: Kyle Schniederjan, CP&DE Director)
Parkhill, Smith & Cooper, Inc. -- \$216,994.00

This item is to consider approval of a professional services agreement for the construction phase management services of the Streets Northeast Quadrant Seal Coating project. The construction project was previously awarded during the May 29, 2018 City Council Meeting.

D. **CONSIDER – AWARD OF RADIO READ WATER METERS:**

(Contact: Trent Davis, Purchasing Agent)
Core & Main - \$63,798.00

This award is to approve a contract for the purchase of radio read water meters.

REGULAR AGENDA

2. **PRESENTATION AND CONSIDERATION OF ORDINANCE NO. 7739:**

(Contact: Sherry Bailey, Senior Planner)

This is a public hearing and first reading of an ordinance rezoning The Colonies Unit No. 70, in Section 40, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways from Agricultural District (A) to Residential District 2 (R-2). (Vicinity: Wesley Road and Liberty Circle South.)

3. **PRESENTATION AND CONSIDERATION OF ORDINANCE NO. 7743:**

(Contact: Sherry Bailey, Senior Planner)

This is the first reading of an ordinance determining the lack of Public Necessity for a 25-foot drainage easement located on Lots 1 and 2, Block 37, Lawrence Park Unit No. 25, in Section 227, Block 2, AB&M Survey, Potter County, Texas. (Vicinity: Lometa Drive and Olsen Boulevard.)

4. **PRESENTATION AND CONSIDERATION OF ORDINANCE NO. 7744:**

(Contact: Sherry Bailey, Senior Planner)

This is a public hearing and first reading of an ordinance rezoning Lots 17 thru 33, Block 24, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Residential District 2 (R-2) to Residential District 3 (R-3). (Vicinity: Kori Drive and John Thomas Street.)

5. **RESOLUTION -- CONSIDER THE APPROVAL OF A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION – BETTER UTILIZING INFRASTRUCTURE TO LEVERAGE DEVELOPMENT (BUILD) DISCRETIONARY GRANT:**

(Kyle Schniederjan – CP&DE Director)

Proposed Grant funding: \$14,113,937

Proposed Local Match: \$3,528,484

Total Project Cost: \$17,642,421

The resolution authorizes and approves the submission of a grant application to the BUILD Discretionary Grant fund and pledges the minimum 20% Local Funding Match. Currently the Polk Street Improvements and Streetscape project is funded with \$5,562,000 thru the CIP plan authorized by public approval of Proposition 1. The proposed grant application commits a portion of those funds (\$3,528,484) as a local match percentage. The grant application proposes street improvements including the development of a Complete Street concept to eight blocks of Polk Street and 24 blocks of Sixth Avenue.

6. **RESOLUTION -- CONDUCT A PUBLIC HEARING AND CONSIDER A RESOLUTION AUTHORIZING GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION AND TEXAS DEPARTMENT OF TRANSPORTATION FOR THE AMARILLO CITY TRANSIT PROGRAM OF PROJECTS:**

(Contact: Marita Wellage-Reiley, Transit Director)

This is a public hearing with consideration of a resolution authorizing grant application to the Federal Transit Administration (FTA) and Texas Department of Transportation (TxDOT) for the Amarillo City Transit (ACT) program of projects. The public hearing allows the public to provide comment and express concerns related to the operation of the Amarillo transit system and its proposed program of projects. The resolution authorizes the City Manager to execute and file an application for FY2018/2019 in the amount of \$3,362,659 with the FTA for capital and operating expenses and \$517,705 with TxDOT for operating expenses associated with the ACT program of projects.

7. **RESOLUTION -- CONDUCT A PUBLIC HEARING AND CONSIDER THE SUBMISSION OF THE 2018/2019 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:**

(Contact: Juliana Kitten, Community Development Administrator)

This is a public hearing with consideration of a resolution approving the submission of the 2018/2019 Community Development Block Grant (CDBG) Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan addresses funding to low- and low-to-moderate income individuals and communities in accordance with HUD regulations and utilizing citizen input to allocate resources.

8. **RESOLUTION -- CONDUCT A PUBLIC HEARING AND CONSIDER THE SUBMISSION OF THE 2018/2019 PUBLIC HOUSING AGENCY ANNUAL ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:**

(Contact: Juliana Kitten, Community Development Administrator)

This is a public hearing with consideration of a resolution approving the submission of the 2018/2019 Public Housing Agency (PHA) Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan addresses the PHA's strategies for serving the needs of low income, very low income, and extremely low income families in Amarillo.

9. **EXECUTIVE SESSION:**

City Council may convene in Executive Session to receive reports on or discuss any of the following pending projects or matters:

(1) Section 551.087 - Deliberation regarding economic development negotiations; discussion regarding commercial or financial information received from a business prospect.

(a) City Economic Development Project #18-05 in the vicinity of 7775 Interstate 40.

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 6th day of July 2018.

Amarillo City Council meetings stream live on Cable Channel 10 and are available online at:

<http://amarillo.gov/city-hall/city-government/view-city-council-meetings>

Archived meetings are also available.

STATE OF TEXAS
COUNTIES OF POTTER
AND RANDALL
CITY OF AMARILLO



A

On the 26th day of June 2018, 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:

GINGER NELSON
ELAINE HAYS
FREDA POWELL
EDDY SAUER
HOWARD SMITH

MAYOR
COUNCILMEMBER NO. 1
COUNCILMEMBER NO. 2
COUNCILMEMBER NO. 3
COUNCILMEMBER NO. 4

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

JARED MILLER
MICHELLE BONNER
BRYAN MCWILLIAMS
STEPHANIE COGGINS
FRANCES HIBBS

CITY MANAGER
DEPUTY CITY MANAGER
INTERIM CITY ATTORNEY
ASSISTANT TO THE CITY MANAGER
CITY SECRETARY

The invocation was given by Bryan Houser. Councilmember Powell led the Pledge of Allegiance.

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

Proclamations were presented for "Haven Health Clinic's 50th Anniversary," and "Amarillo's Route 66 Celebration Day."

Mayor Nelson announced there would not be a City Council meeting on Tuesday, July 3. She also stated she and Councilmember Hays would be attending a conference on Tuesday, July 10, 2018.

Mr. Miller introduced new City employees: Michael Kashuba, Parks and Recreation Director and Juliana Kitten, Community Development Director.

PUBLIC COMMENT:

Claudette Smith, 4410 Van Kriston Drive, stated Council has increased fees and are discussing future fee increases. She further spoke on the cancellation of the Tri-State Fair Parade. She inquired as to the costs of the Route 66 Celebration. She further stated there have been several distractions including the naming of the ballpark. Mike Fisher, 4410 Van Kriston Drive, spoke on the City's Barrio Neighborhood Plan. He stated the word 'Barrio' was a racists term. He inquired why the Route 66 Celebration was not on Route 66, and not on the 4th of July. He also offered to pay for the security for the Tri-State Fair Parade. Mr. Miller replied that the cancellation of the Tri-State Fair Parade was not a City decision. The Tri-State Fair Board of Directors made that decision. He stated the Tri-State Fair Board was informed last year of the charges and other costs associated with the parade. He further stated he found out this morning that the parade was cancelled. There have been a number of people that have offered to pay for the costs. Mayor Nelson inquired when the parade policy change was made. Mr. Miller stated the Tri-State Fair Board was informed at the last parade in 2017. Mayor Nelson inquired if this saved taxpayers money. Mr. Miller replied that 94 permits were issued for parades last year. The savings costs would be approximately \$500,000. Councilmember Hays inquired when the budget meetings were going to be held to remind the citizens, and they are open to the public. Ms. Bonner replied the budget workshop days were August 6-9. Noah Dawson, 1133 Sugarloaf Drive, stated he was disappointed with the trash pickup and the Council's representation of the people. Mayor Nelson inquired as to the number of parade permits last year. Mr. Miller stated there were 94 events last year although not all events require the same scale of services.

Mayor Nelson inquired if the City of Canyon used trash carts. Mr. Hartman replied the City of Canyon has been using the cart system since the 1990s. Mr. Hartman reiterated that three areas have been identified for the use of carts, front yard pickup, hand pickup and alleys where there are safety concerns. Dacia Anderson, 5227 Astoria Street, presented Council with a handout. She stated during a previous Council work session they discussed moral ownership and the best way to effectively represent the community. She stated she had emailed everyone on Council and did not receive any responses. She stated she would like to request a town hall meeting to discuss AM&W policies. Councilmember Hays inquired about recent AM&W town hall meetings. Mr. Miller stated they discussed the breeder's ordinance but covered a number of other topics. Addie Walsh, 5816 Syracuse Drive, stated there are a lot of people upset about a lot of different things, and for different reasons. She stated focusing on negativity is exhausting. She stated it was important that the community come together. She also stated she was disappointed that the Council was not present at the recent Pride event and suggested more community involvement from the City Council. Kit Rudd, 6850 Grande Street, spoke on the MPEV and the proposed Sod Puddle name, and the cancellation of the Tri-State Fair Parade. Edith DiTommaso, 1613 Bowie Street, #B, spoke on the handicap ramp coming into City Hall, and the metal rails being hot to touch. Signed up but did not appear: Janet Reed, 8390 Cliffside Road. There were no further comments.

ITEM 1: Mayor Nelson presented the consent agenda and asked if any item should be removed for discussion or separate consideration. Motion was made by Councilmember Powell to approve Item 1A separately. She motioned to approve consent Items 1B-1F, seconded by Councilmember Hays.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

Motion was made by Councilmember Smith to approve Item 1A, the minutes of June 19, 2018, as amended, seconded by Councilmember Sauer.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

A. **MINUTES:**

Approval of the City Council minutes of the regular meeting and special meeting held on June 19, 2018.

B. **ORDINANCE NO. 7740:**

(Contact: Sherry Bailey, Senior Planner)

This is the second and final reading of an ordinance rezoning Lots 39-46, Block 476, Mirror Addition Unit 1, in Section 155, Block 2, AB&M Survey, Potter County, Texas plus one-half of all bounding streets, alleys, and public ways to amended Planned Development District -107 to allow offsite parking from R-3 to Planned Development 107 (PD-107) for Wesley Community Center (Vicinity: between Roberts Street and Williams Street and Southeast 15th Avenue and Southeast 16th Avenue.)

C. **ORDINANCE NO. 7741:**

(Contact: Sherry Bailey, Senior Planner)

This is the second and final reading of an ordinance determining the lack of Public Necessity for a 20-foot alley in the vicinity of South Vernon Street, South Spring Street, Southeast 17th Avenue and Interstate 40. Vacating and abandoning the described right-of-way.

D. **AWARD – PURCHASE OF NEW LIGHTS AND POLES FOR DOWNTOWN PROJECTS:**

Awarded to Techline, Inc. -- \$70,324.25

(Contact: Trent Davis, Purchasing Agent)

This item purchases new lights and poles for downtown projects.

- E. **CONSIDER – APPROVAL OF MOTOR FUEL ANNUAL CONTRACT:**
Award to: Global Montello Group Corp. based from Best Evaluated bid awarded as one lot.
(Contact: Glenn Lavender, Fleet Services Superintendent)
This item is for the motor fuel annual contract. 850,000.00 gallons-ULSD Grade 2-D-Diesel and 700,000 gallons of Unleaded Motor Fuel used by all City of Amarillo Fleet vehicles. Contract is for one (1) year with two (2) renewals based on purchasing policies and procedures. Pricing for contract is based off OPIS (Oil Price Information Service) daily rack average for Amarillo Area. Motor Fuel Contract will be awarded with discounted OPIS pricing of -.0285pg Diesel and -.0150pg Unleaded.
- F. **CONSIDER -- APPROVAL OF THE LEASE AGREEMENT BETWEEN THE CITY OF AMARILLO AND TRUMAN ARNOLD COMPANIES (TAC AIR):**
(Contact: Michael W. Conner, Director of Aviation)
This item is a replacement lease agreement for TAC Air to continue to operate the Fixed Base Operator (FBO) at the Rick Husband Amarillo International Airport until December 31, 2049. Included in this lease is the requirement for TAC Air to construct a new executive terminal building with a value of at least \$1 million dollars; and the option to extend the lease for an additional 15 years if TAC Air invests an additional \$1.5 million over the term of the agreement. The lease also outlines the requirements for TAC Air to operate the FBO, details the rates and charges they are able to charge customers, and sets forth a new payment rate schedule.

REGULAR AGENDA

ITEM 2: Mr. Danforth presented an update on the MPEV Construction site. Mr. Danforth stated the negotiations with the contractors are just about complete. Mr. Miller stated he appreciated Western Builders and Hunt Construction working so hard to bring the numbers down. He also thanked Mr. Danforth in representing the City. Mr. Danforth stated 80% of the contractors are local. He presented a slide presentation on the progress of the MPEV. He further stated the structural steel will show up July 5 along with cranes.

ITEM 3: Mayor Nelson presented the first reading of an ordinance establishing the commercial ground transportation fee at the Rick Husband Amarillo International Airport at the \$1.00 per trip level. Pursuant to City of Amarillo Ordinance No. 7712, which gives the City the right and authority to impose fees upon all commercial ground transportation companies operating at the Rick Husband Amarillo International Airport, and which requires the City Council to approve the fees charged to commercial ground transportation operators, it is recommended that the City Council approve a commercial ground transportation fee of \$1.00 per trip level. This fee has become the industry standard commercial ground transportation fee for airports of similar size and will apply to off-airport hotel shuttle bus operators, off-airport rental car shuttle bus operators, taxi cab operators, limousine company operators, and transportation network company operators. This item was presented by Michael Conner, Airport Director. Motion was made by Councilmember Powell, seconded by Councilmember Hays, that the following captioned ordinance be passed:

ORDINANCE NO. 7743

AN ORDINANCE AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: AMENDING THE AMARILLO MUNICIPAL CODE, CHAPTER 16-2, ARTICLE IV, AMENDING SECTION 16-2-69; SETTING FEES FOR COMMERCIAL GROUND TRANSPORTATION COMPANIES OPERATING ON THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR CONTINUATION OF PRIOR LAW; PROVIDING A PENALTY; PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

ITEM 4: Mayor Nelson presented the second and final reading of an ordinance proposing changes to Ordinance No. 7323, which will change the billing process. Currently the Ordinance allows the drainage bill to be designated to the tenant of either a commercial or residential rental property. The proposed changes will make the drainage fee the responsibility of the owner of the benefitted property. This item was presented by Damen Ratliff, Drainage Utility Supervisor. Councilmember Hays inquired if there were any inquires after the first reading of this ordinance. Mr. Ratliff replied they did not receive very many phone calls, but the ones they received were basically supportive. Mr. Miller stated there may be a lag in a few leases. Motion was made by Councilmember Powell, seconded by Councilmember Sauer, that the following captioned ordinance be passed:

ORDINANCE NO. 7738

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS, AMENDING THE AMARILLO MUNICIPAL CODE, CHAPTER 18-4, TO REVISE CERTAIN DEFINED TERMS AND TO PROVIDE THAT OWNERS OF PROPERTY ARE RESPONSIBLE FOR PAYING DRAINAGE UTILITY CHARGES FOR THEIR PROPERTIES; CORRECTING NUMBERING; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; AND PROVIDING AN EFFECTIVE DATE.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

ITEM 5: Mayor Nelson presented the second and final reading of an ordinance rezoning Lot 3A, Block 1, Sunset Addition Unit No. 4, in Section 171, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Residential District 3 (R-3) to General Retail District (GR). (Vicinity: South Washington Street and Wolflin Avenue.) This item was presented by Cody Balzen, Planner II. Councilmember Hays inquired if the conversations with the neighbors included other uses besides businesses with a drive-through and other economic potential for this property. Rick Crawford, 6601 Admiral Court, replied Neighborhood Services zoning would not work only General Retail. Mr. Balzen stated the petitioners are in opposition to a change in zoning other than Neighborhood Services which is less intensive. General Retail is being requested from this applicant with the request of a drive through window. Mr. Crawford stated a restaurant that does not have a drive through would be vacant. Motion was made by Councilmember Powell, seconded by Councilmember Smith, that the following captioned ordinance be passed:

ORDINANCE NO. 7739

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 SOUTH WASHINGTON STREET AND WOLFLIN AVENUE, POTTER COUNTY, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Voting AYE were Councilmembers Powell and Smith; voting NO were Mayor Nelson, Councilmember Hays and Councilmember Sauer; the motion failed by a 2:3 vote of the Council.

Mr. Crawford inquired about the process to reintroduce this item. He asked Councilmember Hays to reconsider her vote. Councilmember Hays stated she thought there were many viable opportunities for the property. She further stated it was a difficult vote. Mayor Nelson suggested Mr. Crawford meet with the Planning Department to discuss his options.

ITEM 6: Mayor Nelson stated an appointment was needed to replace her on the First Responders Excellence and Innovation Fund Board. Mayor Nelson stated this board funds projects that will provide support and training to the First Responders on items that are not available in the general fund. Mayor Nelson stated she would like to see Councilmember Freda Powell step forward. Councilmember Powell stated she was willing to serve if offered. Motion was made by Councilmember Smith to appoint

Councilmember Powell, seconded by Councilmember Sauer.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

ITEM 7: Mr. McWilliams advised at 7:11 p.m. that the City Council would convene in Executive Session per Texas Government Code (1) Section 551.071 - Consult with Attorney about pending or contemplated litigation or settlement of same. Nurek and Stennett v. City of Amarillo; (2) Sec. 551.071 - Consult with the attorney on a matter in which the attorney's duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct conflicts with this chapter; and (3) Section 551.072 - Deliberation regarding real property; discussion regarding purchase, exchange, lease or value of real property: (a) City Economic Development Project #18-04 in the vicinity of East 8th Avenue and South Lincoln Street.

Mr. McWilliams announced that the Executive Session was adjourned at 8:38 p.m. and recessed the Regular Meeting.

ATTEST:

Frances Hibbs, City Secretary

Ginger Nelson, Mayor

DRAFT



Amarillo City Council Agenda Transmittal Memo



Meeting Date	July 10, 2018	Council Priority	Transportation/Best Practices
Department	Aviation		
Contact	Michael W. Conner: Director of Aviation		

Agenda Caption

CONSIDER The amendment of Amarillo Municipality Code Chapter 16-2, Article IV, Section 16-2-69 setting fees for commercial ground transportation companies operating on the Rick Husband Amarillo International Airport by establishment of the commercial ground transportation fee at the \$1.00 per trip level.

Agenda Item Summary

Pursuant to City of Amarillo Ordinance No. 7712, which gives the City the right and authority to impose fees upon all commercial ground transportation companies operating at the Rick Husband Amarillo International Airport, and which requires the City Council to approve the fees charged to commercial ground transportation operators, it is recommended that the City Council approve a commercial ground transportation fee of \$1.00 per trip. This fee has become the industry standard commercial ground transportation fee for airports of similar size and will apply to off-airport hotel shuttle bus operators, off-airport rental car shuttle bus operators, taxi cab operators, limousine company operators, and transportation network company operators.

Requested Action

To approve the \$1.00 per trip fee for commercial ground transportation operators at the Rick Husband Amarillo International Airport.

Funding Summary

There is no City funding required for this action.

Community Engagement Summary

Level 3. A public stakeholder meeting was held on January 18, 2018, to discuss the ground transportation ordinance and the possible commercial ground transportation rate going forward. The \$1.00 rate was the rate that was indicated the Airport Staff would recommend to the City Council after the ground transportation ordinance was approved, with very little resistance or opposition from the stakeholders.

Staff Recommendation

Airport Staff recommends approval of the commercial ground transportation rate for the Rick Husband Amarillo International Airport at the \$1.00 per trip level.

ORDINANCE NO. 7742

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: AMENDING THE AMARILLO MUNICIPAL CODE, CHAPTER 16-2, ARTICLE IV, AMENDING SECTION 16-2-69; SETTING FEES FOR COMMERCIAL GROUND TRANSPORTATION COMPANIES OPERATING ON THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEALER; PROVIDING FOR CONTINUATION OF PRIOR LAW; PROVIDING A PENALTY; PROVIDING FOR PUBLICATION AND EFFECTIVE DATE.

WHEREAS, the City of Amarillo owns and operates the Rick Husband Amarillo International Airport; and

WHEREAS, the Texas Occupations Code, Chapter 2402 authorizes an airport owner to impose regulations, including reasonable fees, on taxi cab operators, limousine operators, shuttle bus operators, and transportation network companies (that provide digitally prearranged rides to or from the airport) that operate ground transportation businesses on an airport; and

WHEREAS, City Council passed ordinance 7712 to regulate ground transportation at the Rick Husband Amarillo International Airport for the purpose of ensuring commercial ground vehicle operating standards for airport customers, to provide revenues to maintain airport systems that support commercial ground vehicle traffic on the airport, and to compensate the airport for administration and enforcement of the operating standards; and

WHEREAS, the City Council finds that the commercial ground transportation fees adopted herein are reasonable and reflect industry standards for airports of similar size;

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

SECTION 1. That Chapter 16-2, Article IV, Section 16-2-69 is hereby amended to read as follows:

Sec. 16-2-69. – Airport Ground Transportation Regulations and Fees.

The City hereby adopts the following regulations and fees to apply to any and all commercial ground transportation operators operating at the Rick Husband Amarillo International Airport:

- (a) Texas Occupations Code, Chapter 2402, Transportation Network Companies, (as amended) is adopted by the City of Amarillo and shall govern all Transportation Network Company operations at the Rick Husband Amarillo International Airport.
- (b) The City of Amarillo shall have the right and authority to impose fees upon Transportation Network Companies for the right to operate on the Rick Husband Amarillo International Airport.
- (c) The City of Amarillo shall have the right and authority to impose fees upon taxi cab company operators, limousine company operators, and any other commercial ground transportation company operators for the right to operate on the Rick Husband Amarillo International Airport.

- (d) The City of Amarillo shall have the right and authority to impose fees upon off-airport hotel shuttle bus operators and off-airport rental car shuttle bus operators for the right to operate on the Rick Husband Amarillo International Airport.
- (e) All fees imposed on Transportation Network Companies, taxi cab company operators, limousine company operators, other commercial ground transportation company operators, off-airport hotel shuttle bus operators, or off-airport rental car shuttle bus operators shall be approved by the Amarillo City Council.
- (f) All commercial ground transportation company operators operating upon the Rick Husband Amarillo International Airport shall be required to utilize the commercial traffic drive lane, the commercial traffic staging area, and any and all physical controls that control access to those areas at the airport.
- (g) All commercial ground transportation company operators, including but not limited to, taxi cab company operators, limousine company operators, off-airport rental car shuttle bus operators, transportation network company operators, and off-airport hotel shuttle bus operators operating upon the Rick Husband Amarillo International Airport shall be required to remit a commercial ground transportation fee of \$1.00 per trip. Said fee shall be paid in accordance with applicable Airport Rules and Regulations and at the direction of the Airport Manager.

Secs. 16-2-670 70—16-2-80. - Reserved.

SECTION 2. 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 3. Repealer. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of conflict with this ordinance.

SECTION 4. Continuation. That nothing in this ordinance or any code hereby adopted shall be construed to affect any suit or proceeding ending in any court or an administrative proceeding, 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.

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

SECTION 6. 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 26th day of June, 2018; and PASSED on Second and Final Reading the 11th day of July, 2018.

Ginger Nelson, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM

Bryan McWilliams, Interim City Attorney



Amarillo City Council Agenda Transmittal Memo



Meeting Date	July 10, 2018	Council Priority	Transportation
Department	Capital Projects & Development Engineering		
Contact	Kyle Schniederjan, PE		

Agenda Caption

CONSIDER APPROVAL – RFQ 08-18/Project #462047 – Professional Services Agreement - Construction Services Manager. FY 16/17 – FY 20/21 Community Investment Program, Proposition 1 Parkhill, Smith & Cooper, Inc. - \$216,994.00

Agenda Item Summary

This item is to consider approval of a professional services agreement for the construction phase management services of the Streets Northeast Quadrant Seal Coating project. The construction project was previously awarded during the May 29th, 2018 City Council Meeting.

Requested Action

Consider approval of a professional services agreement with Parkhill, Smith & Cooper, Inc. for execution by the City Manager.

Funding Summary

Funding for professional services was identified separately from the construction funding in the FY 16/17 – FY 20/21 Community Investment Program Budget. The professional services and construction are funded from the Proposition 1 Bonds. Funding is available in the Project Budget Number 462047.17400.2030.

Community Engagement Summary

The work associated with this agreement will have minimal public impact. However, the community engagement process will be an integral part of this project as it moves to the construction phase.

Staff Recommendation

City staff is recommending approval of the agreement.

AM 4-22-18

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made between the City of Amarillo, a municipal corporation located in Potter and Randall Counties, Texas ("OWNER") and Parkhill, Smith & Cooper, Inc. ("CONSULTANT").

OWNER hereby engages CONSULTANT to perform the following professional services in connection with Job #462047 Streets NE Quadrant Seal Coating (the "Services").

The Services are more particularly set forth in Exhibit A (the "Scope of Work") and by this reference made a part of the Agreement. CONSULTANT accepts this engagement on the terms and conditions hereinafter set forth. In the event of any conflict between the Scope of Work and this Agreement, the terms of this Agreement will govern.

I.

CONSULTANT agrees to accept as payment for the completion of the Services as shown in Exhibit B to this Agreement and by this reference made a part of the Agreement. Additional services outside the Scope of Work will require prior written approval by OWNER.

II.

CONSULTANT will submit monthly billings to OWNER for payment. CONSULTANT'S billings will be in writing and of sufficient detail to fully identify the work performed to date of billing. No invoices detailing services performed outside the Scope of Work will be paid without corresponding proof of prior written authorization by the OWNER. Payments will be made by OWNER within 30 days of receipt of billing. Interest on payments over 30 days past due shall accrue at the rate provided by law.

III.

CONSULTANT will confer with representatives of OWNER to take such steps as necessary to keep the Services on schedule. OWNER'S representative for purposes of this Agreement shall be Kyle Schniederjan, City Engineer, or his designee. CONSULTANT will begin work on the Services within 5 days after receipt of written notification to proceed from OWNER and shall complete the Services in a timely manner.

IV.

CONSULTANT agrees that all products, including but not limited to all reports, documents, materials, data, drawings, information, techniques, procedures, and results of the work ("Work Product") arising out of or resulting from the particular and defined Services that will be provided hereunder, will be the sole and exclusive property of OWNER and are deemed "Works Made for Hire". CONSULTANT agrees to and does hereby assign the same to OWNER. CONSULTANT will enter into any and all necessary documents to effect such assignment to OWNER. CONSULTANT is entitled to maintain copies of all Work Product that is produced or used in the execution of this Agreement. It is understood that CONSULTANT does not represent that such Work Product is suitable for use by OWNER on any other projects or for any purposes other than those stated in this Agreement. Reuse of the Work Products by OWNER without the CONSULTANT'S specific written authorization, verification and adaption will be at OWNER'S risk and without any liability on behalf of CONSULTANT.

V.

CONSULTANT agrees neither it nor its employees or subcontractors or agents will, during or after the term of this Agreement, disclose proprietary or confidential information of OWNER unless required to do so by court order or similar valid legal means. Such proprietary and confidential information received by CONSULTANT or its employees and agents shall be used by CONSULTANT or its employees and agents solely and exclusively in connection with the performance of the Services.

VI.

CONSULTANT agrees that OWNER or its duly authorized representatives will, until the expiration of 4 years after final payment under this Agreement, have access to and the right to examine, audit, and copy pertinent books, documents, papers, invoices and records of CONSULTANT involving transactions related to this Agreement, which books, documents, papers, invoices and records CONSULTANT agrees to maintain for said time period.

VII.

Any and all taxes assessed by any government body upon services or materials used in the performance of this Agreement shall be the responsibility of CONSULTANT.

VIII.

CONSULTANT shall furnish at CONSULTANT'S own expense, all materials, supplies and equipment necessary to carry out the terms of this Agreement.

IX.

If CONSULTANT is requested in writing by OWNER to provide any services outside of the Scope of Work, CONSULTANT and OWNER will agree in writing as to the nature of such services and to a price for such services before any work is started.

X.

CONSULTANT AGREES TO INDEMNIFY AND HOLD HARMLESS OWNER AND ITS OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS, AND ASSIGNS FROM AND AGAINST LIABILITY FOR DAMAGE TO THE EXTENT THAT THE DAMAGE IS CAUSED BY OR RESULTS FROM AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY THE CONSULTANT OR THE CONSULTANT'S AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH CONSULTANT EXERCISED CONTROL. CONSULTANT SHALL BE RESPONSIBLE FOR PERFORMING THE WORK UNDER THIS AGREEMENT IN A SAFE AND PROFESSIONAL MANNER AND SHALL BE LIABLE FOR CONSULTANT'S NEGLIGENCE AND THAT OF CONSULTANT'S EMPLOYEES, CONTRACTORS, AND AGENTS.

XI.

CONSULTANT will provide insurance coverage in accordance with OWNER'S insurance requirements as set forth in the "Certificate of Insurance Requirements" attached to this Agreement as Exhibit "C" and by reference made a part hereof. If the required insurance is terminated, altered, or changed in a manner not acceptable to OWNER, this Agreement may be terminated by OWNER, without penalty, on written notice to CONSULTANT. In addition, CONSULTANT will provide Professional Liability Insurance in the amount of \$1,000,000.00 per claim.

XII.

CONSULTANT shall at all times observe and comply with all applicable laws, ordinances and regulations of the state, federal and local governments which are in effect at the time of the performance of this Agreement.

XIII.

Either party shall have the right to terminate this Agreement by giving the non-terminating party 7 days prior written notice. Upon receipt of notice of termination, CONSULTANT will cease any further work under this Agreement and OWNER will only pay for work performed prior to the termination date set forth in the notice. All finished and unfinished Work Product prepared by CONSULTANT pursuant to this Agreement will be the property of OWNER.

XIV.

In the event OWNER finds that any of the Work Product produced by CONSULTANT under this Agreement does not conform to the Scope of Work, then CONSULTANT will be given 10 days after written notice of the nonconformity to make any and all corrections to remedy the non-conformance. If after these 10 days CONSULTANT has failed to make any Work Product conform to the specifications, OWNER may terminate this Agreement and will only owe for work done prior to termination and accepted by OWNER. All finished or unfinished Work Product prepared by CONSULTANT pursuant to this Agreement will be the property of OWNER.

XV.

Neither party shall be responsible for failure to fulfill its obligations hereunder or liable for damages resulting from delay in performance as a result of war, fire, strike, riot or insurrection, natural disaster, delay of carriers, governmental order or regulation, complete or partial shutdown of plant, unavailability of equipment or software from suppliers, default of a subcontractor or vendor to the party if such default arises out of causes beyond the reasonable control of such subcontractor or vendor, the acts or omissions of the other party, or its officers, directors, employees, agents, contractors, or elected officials, or other occurrences beyond the party's reasonable control ("Excusable Delay" hereunder). In the event of such Excusable Delay, performance shall be extended as agreed to in writing by the parties.

XVI.

CONSULTANT'S address for notice under this Agreement is as follows:

Parkhill, Smith & Cooper, Inc.
Attention: Zane Edwards, P.E.
4222 85th Street
Lubbock, Texas 79423
Telephone: (806) 473-2200
Fax: (806) 473-3500
Email: zedwards@team-psc.com

OWNER'S address for notice under this Agreement is as follows:

Attention: Kyle Schniederjan, P.E.
City Engineer
808 S. Buchanan Street
Amarillo, Texas 79105-1971
Telephone: (806) 378-9336
Fax: (806) 378-5263
Email: kyle.schneiderjan@amarillo.gov

Any notice given pursuant to this Agreement shall be effective as of the date of receipt by registered or certified mail or the date of sending by fax, or e-mail and mailed, faxed or e-mailed to the address or number stated in this Agreement.

XVII.

All obligations of OWNER are expressly contingent upon appropriation by the Amarillo City Council of sufficient, reasonably available funds.

XVIII.

CONSULTANT shall provide experienced and qualified personnel to carry out the work to be performed by CONSULTANT under this Agreement and shall be responsible for and in full control of the work of such personnel. CONSULTANT agrees to perform the Scope of Work hereunder as an independent contractor and in no event shall the employees or agents of CONSULTANT be deemed employees of OWNER. CONSULTANT shall be free to contract for similar services to be performed for others while CONSULTANT is under Agreement with OWNER.

XIX.

CONSULTANT will perform the services to be provided under this Agreement with the professional skill and care ordinarily provided by engineering professionals practicing in the same or similar locality and under the same or similar circumstances and professional license and as expeditiously as is prudent considering the ordinary professional skill and care of engineering professionals.

XX.

CONSULTANT agrees not to discriminate by reason of age, race, religion, sex, color, national origin or condition of disability in the performance of the Services. CONSULTANT further agrees to comply with the Equal Opportunity Clause as set forth in Executive Order 11246 as amended and to comply with the provisions contained in the Americans With Disability Act, as amended.

XXI.

No modifications to this Agreement shall be enforceable unless agreed to in writing by both parties.

XXII.

OWNER and CONSULTANT hereby each binds itself, its successors, legal representatives and assigns to the other party to this Agreement, and to the successors, legal representatives and assigns of such party in respect to all covenants of this Agreement. Neither OWNER nor CONSULTANT will be obligated or liable to any third party as a result of this Agreement.

XXIII.

CONSULTANT will not assign, sublet, or transfer interest in this Agreement without the prior written consent of OWNER. OWNER will not assign, sublet, or transfer interest in this Agreement without the prior written consent of CONSULTANT.

XXIV.

This Agreement is entered into and is to be performed in the State of Texas. OWNER and CONSULTANT agree that the law of the State of Texas shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and shall govern the interruption of this Agreement. All litigation arising out of this Agreement shall be brought in courts sitting in Texas with a venue in Potter County.

XXV.

In no event shall the making by OWNER of any payment to CONSULTANT constitute or be construed as a waiver by OWNER of any breach of the Agreement, or any default which may then exist, nor shall it in any way impair or prejudice any right or remedy available to OWNER in respect to such breach or default.

XXVI.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

IN WITNESS WHEREOF, the parties have made and executed this Agreement as of the day, month and year shown below to be effective as of the date that the last of the parties signs.

ATTEST:

Frances Hibbs, City Secretary

CITY OF AMARILLO
(OWNER)

By: _____
Jared Miller, City Manager

Date: _____

(CONSULTANT)

By: Jon Edson

Date: 6/11/18

“EXHIBIT A”
PSC PROFESSIONAL SERVICES FOR
CONSTRUCTION SERVICES & DELIVERY PHASE
PROJECT MANAGEMENT
SCOPE OF WORK

Project Description

The following scope of work clarifies and describes the work and associated project tasks to be performed and completed by PSC. Work under this “EXHIBIT A” includes PSC Construction Services and Delivery Phase Project Management.

The OWNER plans to hire a Contractor to perform 1.8 million square yards of seal coat road maintenance in the northeast quadrant streetscape of Amarillo, Texas. The City of Amarillo is seeking to hire PSC for Construction Phase Management which includes contract documents and budget.

Upon receipt of notice to proceed, the CONSULTANT will begin services as outlined herein. The scope of work includes Construction Management (CM) and a daily Resident Project Representative (RPR) for the detailed drawings set and front-end documents and technical specifications provided by the City.

The scope of work is separated into the following phases:

- Task 100 Construction Phase Services
- Task 200 Resident Project Representative
- Task 300 Additional Services

Listed below is a more specific description of work to be performed as part of the project.

Task 100 Construction Services

The Construction Phaser Services will include these tasks listed below.

- Deliverables: Evaluation of Bidders
Answer Bidder Questions
Addenda (if necessary)
Constructability Review
Street Assessments and Quantity Takeoffs
- Meetings: Contractor Evaluation and Quantity Takeoff Meeting

Specific tasks to be performed for the Bidding Phase are listed below.

Task 100 Construction Phase Services

The Construction Phase Services will include those tasks necessary to represent the OWNER during the project construction. Key aspects of Task 100 are listed below.

- Deliverables: Construction meeting minutes
Contractor Payment Applications
Submittal responses
Request for Information responses
Change Order recommendations, if required
Field Order(s), if required
- Meetings: Pre-Construction Kickoff Meeting
Construction progress meetings
Substantial completion inspection
Final completion inspection

100.01. Construction Administration – Communication with the Owner will be highest priority, project set up, document control set up, identification of key team members and lines of communication.

100.02. Documentation – Develop document management protocols for processing and documenting shop drawings, request for information, operation and maintenance manuals, pay applications, field orders, and change orders.

100.03. Permitting – The CM will assist in the permit needed for the BNSF railroad agency for the specified work within the railroad easements.

100.04. Pre-Construction Meeting – Conduct a pre-construction kick-off meeting with the Contractor and OWNER to review the key construction processes outlined in Contract Documents. Establish lines of communication and protocols, identify critical path of schedule, provide Conformed to Bid Documents to Contractor, and issuing Notice to Proceed with executed Contracts to Contractor. The CONSULTANT will also attend the public education meeting to be held on the same day as the pre-construction meeting.

100.05. Submittal Management –The CONSULTANT will log-in, track, and distribute submittals internally and provide review comments to Contractor and OWNER.

100.06. Request for Information, Field Orders, Change Orders – RFIs; The CONSULTANT will review and respond to all RFIs, as necessary, submitted by the Contractor. The CONSULTANT will coordinate with the OWNER on RFIs that requires information from the OWNER. Draft responses will be submitted to the OWNER for review and comment prior to submitting to the Contractor. (FOs); – The CONSULTANT will provide direction to the Contractor, as necessary, for modifications to the Bid Documents through FO to complete the Scope of Work identified herein. FO are used to address unforeseen issues. FO will be submitted to the OWNER for review and comment before submitting to the Contractor. (COs) – The CONSULTANT will review and provide recommendation to the OWNER on all Change Order requests received by the Contractor. The CONSULTANT will work with the OWNER to properly facilitate CO requests when appropriate.

100.07. Site Visits – The CONSULTANT will make periodic visits, estimate of three (3), to the project site to observe the progress and quality of the various aspects of the Contractor's work. To provide oversight for the delivery, storage, and protection of materials.

100.08. Construction Progress Meetings – The CONSULTANT will attend monthly construction progress meeting with OWNER and Contractor. An estimate of three (3) construction meetings are included, with one or two persons from the CONSULTANT's project team attending.

100.09. Review Project Schedule – The CONSULTANT will monitor the overall progress of Phase 2 services including tracking the scope, schedule and budget regularly. The CONSULTANT will review the

Contractor's execution plan and provide comments. The plan will be measured against the Contractor's actual progress results.

100.10. Review Construction Reports – Conduct a review of Reports complete by the RPR in the field and submitted by the Contractor. The CM will report to the Owner any work that is unsatisfactory, defective, or does not conform to the Contract Documents.

100.11. Payment Application Process – The CONSULTANT will review all Contractor Payment Requests for accuracy and provide an approved copy for the Owner's signature and release. The CM will recommend retainage, release, and coordinate with the Owner/Contractor the collection of all Closeout Documents.

100.12. Document Control – Conclude and file all pertinent documents into Procore for all parties to view. Develop a project status report highlighting key issues; identifying potential changes to the scope of work; invoice status; active submittal(s) and log; active RFI(s) status and log; CMR status and log; list of outstanding issues; decision log; and action item log. The Consultant will assist the Owner in acceptance and transition to operations. The CONSULTANT will also maintain a testing log and provide access for the City through the document control software.

100.13. Substantial Completion Inspection – The CONSULTANT will participate in substantial completion inspection and provided list of noted items not in compliance with Construction Documents.

100.14. Final Completion Inspection – The CONSULTANT will participate in final completion inspection and provided list of noted items not in compliance with Construction Documents.

100.15. Warranty Work – The Consultant will coordinate the Contractor's warranty work as required during the warranty period, as stated below the RPR will conduct a final inspection as well as quarterly inspections.

Task 200. – Resident Project Representative

200.01. Observation and Inspection of Contractor's Work – The Consultant will provide all manpower and materials to provide daily observation of the work. Quality of contractor's workmanship will be inspected and reported with any issues or actions.

200.02. Communication with OWNER/Contractor/CM – To serve as Owner's liaison with Contractor. Advise the Owner and Contractor of the commencement of any portion of the work that does not meet the standards on the Contract Documents. Observe and report on testing that is required by contract.

200.03. Daily Construction Logs – RPR will compose daily logs of the progress of the construction and submit to the OWNER at the project completion.

200.04. Daily Photos – RPR will take daily digital photos of the progress of the construction and submit to the OWNER at the project completion.

200.05. Quantity Logs and Documenting – The RPR will provide daily reports of quantities installed for inclusion in monthly pay applications. The RPR will initially review Contractor's Payment Requests. The RPR will also maintain a clean set of record drawings that will be submitted to the City at the end of the project. This scope does not include any CAD support for generating new record drawings.

200.06. Weather Reports – Observe and report in daily reports. Annotate any weather days and extent of time lost due to weather.

200.07. Material Reports – Obtain by Contractor, review to meet specifications, file.

200.08. Quarterly Inspections – The RPR will initially attend the final inspection. RPR will also perform quarterly inspections of the seal coat material placed in this project for deficiencies and proper contractor quality workmanship.

Task 300 – Additional Services

300.01. Traffic Control – The CONSULTANT will provide a phasing plan and traffic control plan to coordinate street closures prior starting construction.

300.02. Public Communication – The CONSULTANT will assist the City in providing public communication via printed press and social media. The scope of work includes developing a social media material for the City’s current social media program. Material will be submitted two times per week to provide information of work zones, street closures, construction photos and progress of the project. This will be an ongoing task throughout the project.

Time Period for Performance

Time periods for performance of the CONSULTANT’s services is expected to run through mid-September followed by quarterly reports until the one-year warranty has expired.

Method of Payment

The OWNER shall compensate CONSULTANT on a lump sum basis for all items in Task 100 and on a hourly with a maximum for Task 200 and 300.

Invoices shall be submitted monthly by the CONSULTANT, in a format acceptable to the OWNER, based upon the percentage of work completed to date. The CONSULTANT shall not exceed the stated fee amount without written approval from the OWNER. The CONSULTANT shall seek written approval for any work outside of the stated scope of work herein before performing said work.

"EXHIBIT B"

**PSC PROFESSIONAL SERVICES FOR
CONSTRUCTION SERVICES & DELIVERY PHASE
PROJECT MANAGEMENT**

FEE BREAKDOWN

Task 100:	Construction Phase Services	
	Lump Sum	\$21,902.00
Task 200:	Resident Project Representative	
	Hourly with a NTE	\$183,730.00
Task 300:	Additional Services	
	Hourly with a NTE	\$11,362.00
Total Contract Amount		\$216,994.00

Exhibit "C"

**CERTIFICATE OF INSURANCE REQUIREMENTS
CITY OF AMARILLO, TEXAS**

Without limiting any of the other obligations or liabilities of the contractor, the contractor shall provide minimum insurance coverage as listed below, prior to the execution of the contract and maintain coverage, without interruption provided by an insurer of a Best Rating of B+ or better, until the work is completed and accepted by the City. A certification of insurance will be placed on file with the Contracting Department of the City of Amarillo, prior to the execution of the contract.

TYPE OF COVERAGE	MINIMUM LIMITS
WORKER'S COMPENSATION - Coverage A	Statutory

NOTES:

Worker's Compensation Insurance shall include a Waiver of Subrogation in favor of the City of Amarillo

EMPLOYERS LIABILITY - Coverage B

Bodily Injury by Accident - each accident	\$100,000
Bodily Injury by Disease - policy limit	\$500,000
Bodily Injury by Disease - each employee	\$100,000

COMMERCIAL GENERAL LIABILITY:

Coverage A - Each Occurrence	\$500,000
Coverage B - Personal & Advertising Injury	\$500,000
General Aggregate Other Than Products/Completed Operations	\$500,000
Products/Completed Operations Aggregate	\$500,000

NOTE:

- 1) Coverage for explosion, collapse, and underground property hazards cannot be excluded.
- 2) Contractual liability coverage cannot be excluded.
- 3) Contractor will assume all liability for independent subcontractors.
- 4) Coverage must include the CITY of Amarillo as an Additional Insured for all work performed for or on behalf of the CITY.

AUTOMOBILE LIABILITY:

Bodily Injury Liability - Each Person	\$250,000
Bodily Injury Liability - Each Occurrence	\$500,000
Property Damage Liability - Each Occurrence	\$100,000

NOTE:

- 1) Coverage must include all owned, hired, and non-owned vehicles.
- 2) Coverage must include the City of Amarillo as an Additional Insured for all work performed for or on behalf of the City.

Amarillo City Council Agenda Transmittal Memo



D

Meeting Date	July 10, 2018	Council Priority	N/A
Department	Central Stores		
Contact	Trent Davis		

Agenda Caption

Award – Radio Read Water Meters
Award to Core & Main in the amount of \$63,798.00

This award is to approve a contract for the purchase of Radio Read Water Meters.

Agenda Item Summary

Award of Radio Read Water Meters for use by the Water Distribution Department.

Requested Action

Consider approval and award for the Radio Read Water Meters

Funding Summary

Funding for this award is available in the Central Stores Inventory Account 1000.15400.

Community Engagement Summary

N/A

Staff Recommendation

City Staff is recommending approval and award of the contract.

Bid No. 6145 RADIO READ WATERMETER SUPPLY AGREEMENT
Opened 4:00 p.m. June 19, 2018

To be awarded as one lot	CORE & MAIN
Line 1 Water meter, 5/8", per specifications 200 ea	
Unit Price	\$182.360
Extended Price	36,472.00
Line 2 Water meter, 1", per specifications 100 ea	
Unit Price	\$273.260
Extended Price	27,326.00
Bid Total	63,798.00
Award by Vendor	63,798.00

Amarillo City Council

Agenda Transmittal Memo



2

Meeting Date	July 10, 2018	Council Priority	Infrastructure Civic Pride
---------------------	---------------	-------------------------	-------------------------------

Department	Planning
Contact	Sherry Bailey, Senior Planner

Agenda Caption

ORDINANCE NO. _____:

This is a public hearing and first reading of an ordinance rezoning The Colonies Unit No. 70, in Section 40, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and publicways from Agricultural District (A) to Residential District 2 (R-2). (Vicinity: Wesley Rd. & Liberty Cir. South)

Agenda Item Summary

The applicant, Matt Griffith, is requesting the change from Agricultural District which was approved when the property was annexed in 2003, to Residential District 2 in order to develop the next phase of The Colonies Subdivision into 11 single family residential lots.

Analysis

Staff's analysis of zoning change requests begins with referring to the Comprehensive Plan's Future Land Use and Character Map in order to identify what it recommends for future land uses. Staff also considers how any zoning change would impact the Comprehensive Plan's recommended Neighborhood Unit Concept (NUC) whereby non-residential land uses are encouraged at section-line arterial intersections with a transition to residential uses as development occurs away and inward from the arterial intersections. Staff also considers the principles and recommendations laid out within the Comprehensive Plan, as well as existing zoning and development patterns in the area.

The Comprehensive Plan indicates that a portion of this area should be Suburban Commercial, however an area within that designation already is residential and this area is adjacent to residential to the east. Vacant land exists to the north, west and south. Care will have to be taken when the remaining Agriculturally zoned land comes to the city to be rezoned to ensure that the single family area is protected.

This request is consistent with the Neighborhood Unit Concept of the Comprehensive plan in that commercial is concentrated at the arterial intersections with residential transition areas of higher density to areas of lower density. This is usually demonstrated with multifamily blending into single family towards the sections center.

Given the above analysis, staff believes this application is consistent with the City's Comprehensive Plan and recommends approval

Requested Action

The Planning and Zoning Commission voted 6-0 to recommend approval

P&Z Minutes 6/11/2018 for this item

Minutes are attached.

Community Engagement Summary

This item appeared on the June 11, 2018 Planning and Zoning Commission for a public hearing and recommendation to the city council. Nine (9) notices were sent to surrounding property owners and as of this time staff has received no calls and no one appeared at the P&Z meeting either in opposition or

Amarillo City Council Agenda Transmittal Memo



in support.

Staff Recommendation

Staff recommends the approval of this Ordinance.

ORDINANCE NO. 70139

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 WESLEY ROAD AND LIBERTY CIRCLE SOUTH, RANDALL COUNTY, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted the "Amarillo Comprehensive Plan" on October 12, 2010, which established guidelines in the future development of the community for the purpose of promoting the health, safety, and welfare of its citizens; and

WHEREAS, the Amarillo Municipal Code established zoning districts and regulations in accordance with such land use plan, and proposed changes must be submitted to the Planning and Zoning Commission; and

WHEREAS, after a public hearing before the Planning and Zoning Commission for proposed zoning changes on the property hereinafter described, the Commission 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; and

WHEREAS, the City Council further determined that the request to rezone the location indicated herein is consistent with the goals, policies, and future land use map of the Comprehensive Plan for the City of Amarillo, Texas.

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

SECTION 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. 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 The Colonies Unit No. 70, in Section 40, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Agricultural District (A) to Residential District 2 (R-2).

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. All ordinances and resolutions or parts thereof that conflict with this

ordinance are hereby repealed, to the extent of such conflict.

SECTION 5. 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 10th day of July, 2018 and **PASSED** on Second and Final Reading on this the 17th day of July, 2018.

Ginger Nelson, Mayor

ATTEST:

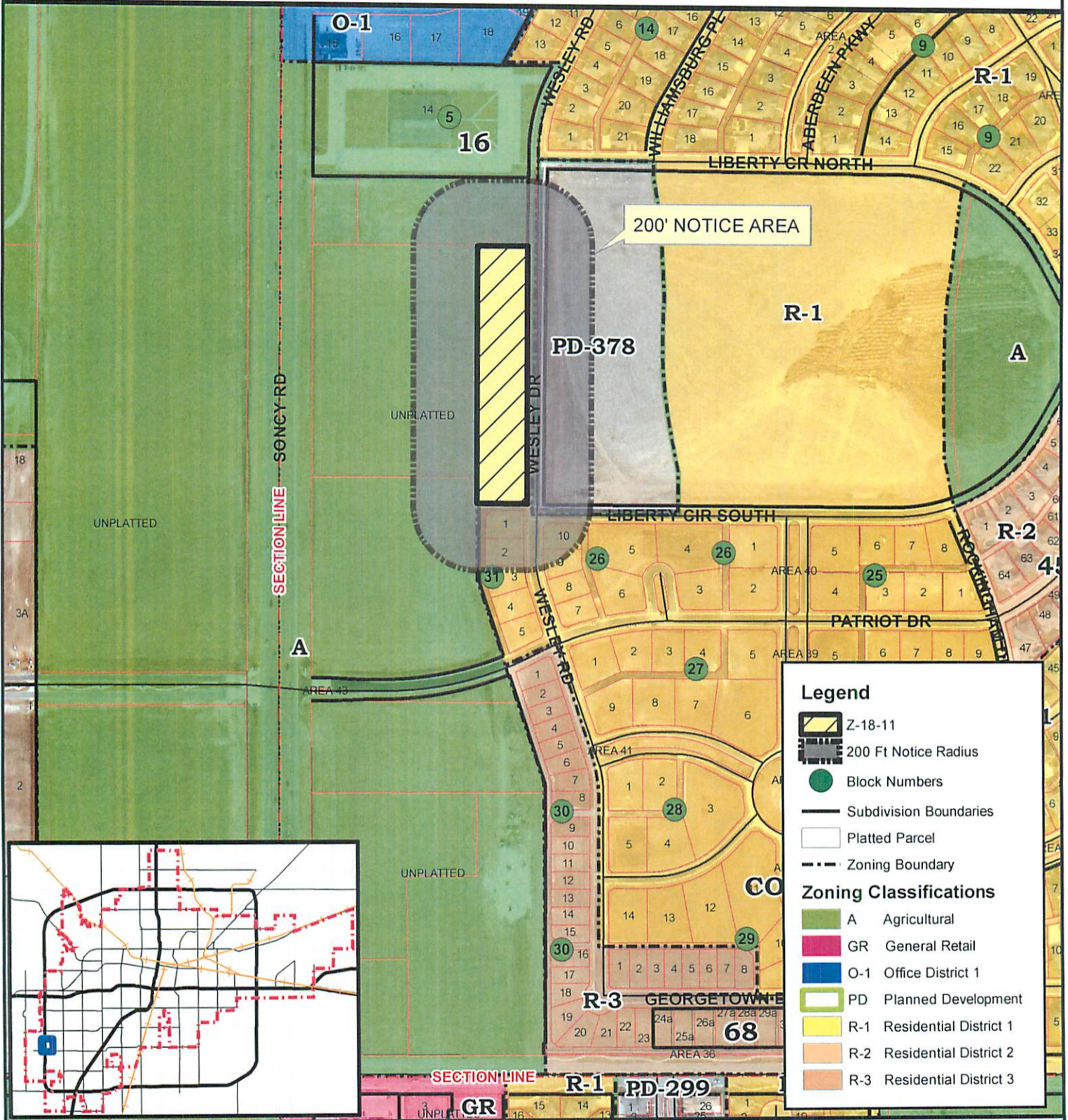
Frances Hibbs, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams,
Interim City Attorney

CASE Z-18-11

REZONING FROM AGRICULTURAL DISTRICT (A) TO RESIDENTIAL DISTRICT 2 (R-2)



Legend

- Z-18-11
- 200 Ft Notice Radius
- Block Numbers
- Subdivision Boundaries
- Platted Parcel
- Zoning Boundary

Zoning Classifications

- A Agricultural
- GR General Retail
- O-1 Office District 1
- PD Planned Development
- R-1 Residential District 1
- R-2 Residential District 2
- R-3 Residential District 3

**CITY OF AMARILLO
PLANNING DEPARTMENT**

Scale: 1 inch = 417 feet
Date: 4/26/2018



Z-18-11 Rezoning of The Colonies Unit No. 70, in Section 40, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and publicways to change from Agricultural District (A) to Residential District 2 (R-2).

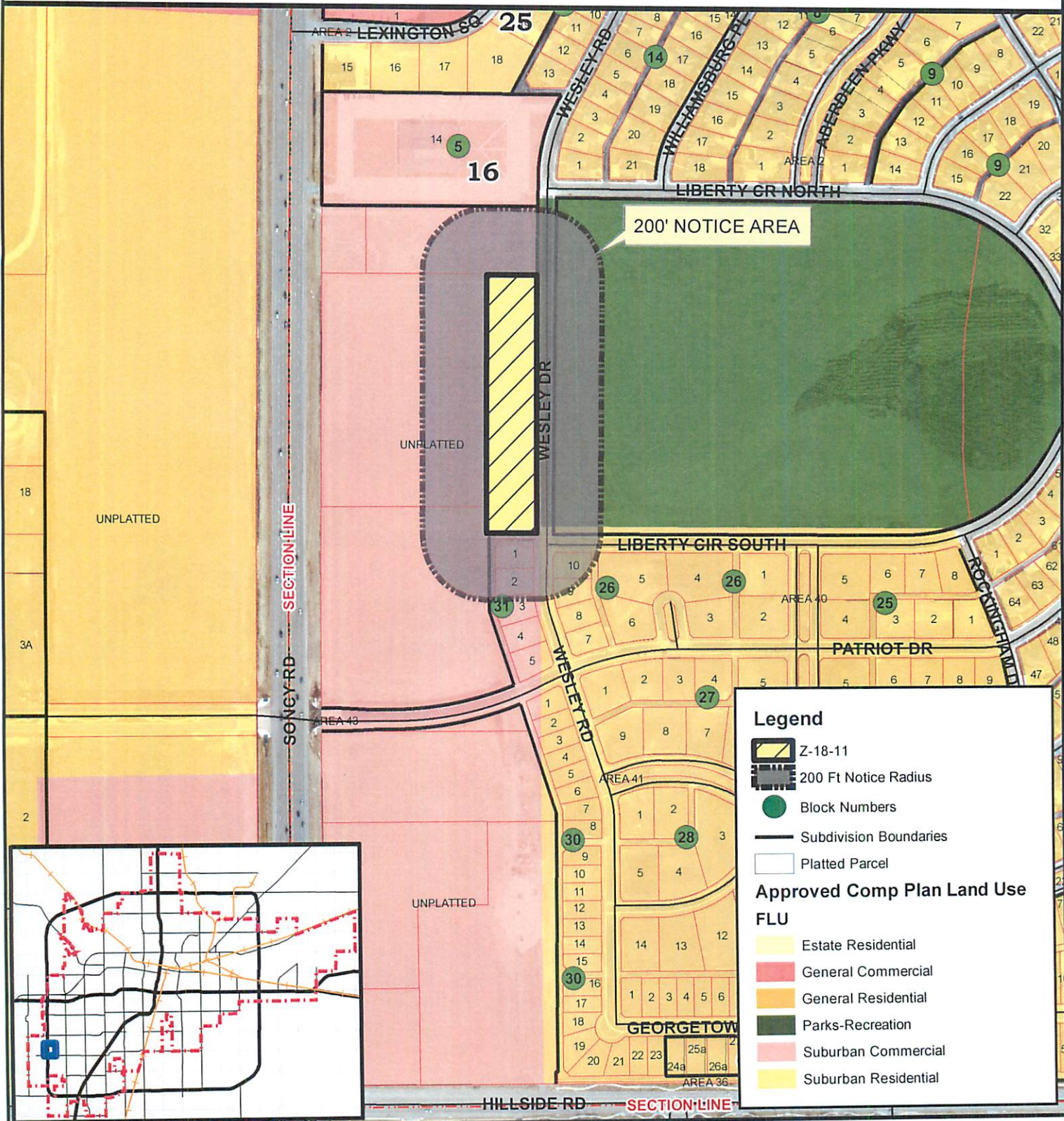
Applicant: Matt Griffith

Vicinity: Wesley Rd. & S Liberty Cir.

Case Manager: Jeffrey English

DISCLAIMER: The City of Amarillo is providing this information as a public service. The information shown is for information purposes only and except where noted, all of the data or features shown or depicted on this map is not to be construed or interpreted as accurate and/or reliable; the City of Amarillo assumes no liability or responsibility for any discrepancies or errors for the use of the information provided.

CASE Z-18-11 REZONING FROM AGRICULTURAL DISTRICT (A) TO RESIDENTIAL DISTRICT 2 (R-2)



Legend

- Z-18-11
- 200 Ft Notice Radius
- Block Numbers
- Subdivision Boundaries
- Platted Parcel

**Approved Comp Plan Land Use
FLU**

- Estate Residential
- General Commercial
- General Residential
- Parks-Recreation
- Suburban Commercial
- Suburban Residential

CITY OF AMARILLO PLANNING DEPARTMENT

Scale: 1 inch = 417 feet
Date: 4/26/2018



Z-18-11 Rezoning of The Colonies Unit No. 70, in Section 40, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and publicways to change from Agricultural District (A) to Residential District 2 (R-2).

Applicant: Matt Griffith
Vicinity: Wesley Rd. & S Liberty Cir.
Case Manager: Jeffrey English

DISCLAIMER: The City of Amarillo is providing this information as a public service. The information shown is for information purposes only and except where noted, all of the data or features shown or depicted on this map is not to be construed or interpreted as accurate and/or reliable; the City of Amarillo assumes no liability or responsibility for any discrepancies or errors for the use of the information provided.



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

On the 11th day of June, 2018, the Amarillo Planning and Zoning Commission met in a work session at 2:45 PM to review agenda items, and then convened in regular session at 3:00 PM in the City Council Chamber on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
Joshua Raef	N	9	3
Royce Gooch	Y	9	8
Rob Parker, Chairman	Y	91	76
Rick Thomason	Y	61	50
Bowden Jones	Y	52	40
Dick Ford	Y	36	30
Terry Harman	Y	35	35

PLANNING DEPARTMENT STAFF:
Sherry Bailey, Senior Planner
Hannah Green, Recording Secretary

Cody Balzen, Planner I

Chairman Parker opened the meeting, established a quorum and conducted the consideration of the following items in the order presented. Sherry Bailey and Cody Balzen gave the recommendations for the agenda items.

- I. Call to order and establish a quorum is present.
- II. Public Comment: Citizens who desire to address the Planning and Zoning Commission with regard to matters on the agenda or having to do with policies, programs, or services will be received at this time. The total time allotted for comments is three (3) minutes per speaker. Planning and Zoning Commission may not discuss items not on this agenda, but may respond with factual, established policy information, or refer to staff. *(Texas Attorney General Opinion. JC-0169)*

No comments were made.

- III. Consent Agenda: The Commission may request a consent agenda item to be moved to the Regular Agenda for presentation and comment. Otherwise, the consent agenda will be considered in one vote. Consent agenda items are routine items recommended for approval, and which do not include requests for waivers or variances.

1: Approval of the minutes of the April 23rd, 2018 meeting.

A motion to approve the consent agenda was made by Commissioner Thomason seconded by Commissioner Jones, and carried unanimously.

- IV. Regular Agenda:

1: Vacations: The Planning & Zoning Commission makes recommendation for approval or denial; appeals may be directed to City Council.

- A. V-18-02 Vacation of a 20' alley located at Block 16 Benton Highland Addition, an addition to the City of Amarillo, Potter County, Texas (Vicinity: S. Vernon St & S. Spring St. and SE 17th Ave. & Interstate - 40 East)

Sherry Bailey, Senior Planner, gave a brief presentation and concluded with a staff recommendation of approval.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve V-18-02 was made by Commissioner Thomason seconded by Commissioner Gooch, and carried unanimously.

- B. V-18-03 Vacation of a 25' Drainage Easement (DE) located on Lots 1 and 2, Block 37, Lawrence Park Unit No. 25, in Section 227, Block 2, AB&M Survey, Potter County, Texas. (0.16 acres) (Vicinity: Lometa Dr. & Olsen Blvd.)

Sherry Bailey, Senior Planner, gave a brief presentation and concluded with a staff recommendation of approval.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve V-18-03 was made by Commissioner Ford, seconded by Commissioner Harman, and carried unanimously.

- 2: Subdivision Plats: The Planning & Zoning Commission has final authority for approval; appeals may be directed to City Council.

- A. P-18-41 Blair Addition Unit No. 3, a suburban subdivision to the City of Amarillo, being a replat of a portion of Lot 1-A, Block 1, Blair Addition Unit No. 2 and an unplatted tract of land in Section 36, Block 2, AB&M Survey, Potter County, Texas. (8.40 Acres) (Vicinity: South US Hwy 287 & Jackrabbit Rd.)

Sherry Bailey, Senior Planner, presented this item, explaining that a public hearing is required per Texas Local Government Code 212.015(c).

Ms. Bailey gave a brief presentation and concluded with a staff recommendation of approval as submitted. City staff and the board discussed any liability involving this case.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve P-18-41 was made by Commissioner Thomason, seconded by Commissioner Gooch, and carried unanimously.

- B. P-18-51 Lonesome Dove Estates Unit No. 9, a suburban subdivision to the City of Amarillo, being an unplatted tract of land in Section 111, Block 2, AB&M Survey, Randall County, Texas. (38.35 Acres) (Vicinity: Cpt. Woodrow Call Trl. & Cpt. Augustus McCrae Trl.)

Sherry Bailey, Senior Planner, presented this item, explaining that a public hearing is required per Texas Local Government Code 212.015(c).

Ms. Bailey gave a brief presentation and concluded with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve P-18-51 was made by Commissioner Ford, seconded by Commissioner Jones, and carried unanimously.

- C. P-18-52 The Colonies Unit No. 70, an addition to the City of Amarillo, being an unplatted tract of land out of Section 40, Block 9, BS&F Survey, Randall County, Texas. (2.51 Acres) (Vicinity: Wesley Rd. & Liberty Cir. S)

Sherry Bailey, Senior Planner, presented this item, explaining that a public hearing is required per Texas Local Government Code 212.015(c).

Ms. Bailey gave a brief presentation and concluded with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve P-18-52 was made by Commissioner Harman, seconded by Commissioner Thomason, and carried unanimously.

D. P-18-53 Hamlet Addition Unit No. 21, an addition to the City of Amarillo being an unplatted tract of land in Section 157, Block 2, AB&M Survey, Potter County, Texas. (7.53 Acres) (Vicinity: N Hayes St. & NE 15th Ave.)

Sherry Bailey, Senior Planner, presented this item, explaining that a public hearing is required per Texas Local Government Code 212.015(c).

Ms. Bailey gave a brief presentation and concluded with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve P-18-53 was made by Commissioner Jones, seconded by Commissioner Ford, and carried unanimously.

E. P-18-58 Heritage Hills Unit No. 9, an addition to the City of Amarillo being an unplatted tract of land in Section 65, Block 9, BS&F Survey, Randall County, Texas. (14.97 Acres) (Vicinity: Crestline Dr. & Cagle Dr.)

Cody Balzen, Planner I, presented this item, explaining that a public hearing is required per Texas Local Government Code 212.015(c).

Mr. Balzen gave a brief presentation and concluded with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve P-18-58 was made by Commissioner Thomason, seconded by Commissioner Harman, and carried unanimously.

F. P-18-56 Time Square Village Unit 2, a replat of Lots 12, 13, 14, 15, 16, 17, 18, 19 and 20, Block 2, Time Square Village Unit No. 1 in Section 64, Block 9, B.S.&F. Survey Randall County, Texas (0.04 Acres) (Vicinity: Staten Island & Mosely St.)

Sherry Bailey, Senior Planner, presented this item, explaining that a public hearing is required per Texas Local Government Code 212.015(c).

Ms. Bailey gave a brief presentation and concluded with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor of or against this item. No comments were made.

A motion to approve P-18-56 was made by Commissioner Ford, seconded by Commissioner Jones, and carried unanimously.

3: Rezoning: The Planning & Zoning Commission makes recommendation for approval or denial; appeals may be directed to City Council.

A. Z-18-11 Rezoning of The Colonies Unit No. 70, in Section 40, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and publicways to change from Agricultural District (A) to Residential District 2 (R-2). (2.51 Acres) (Vicinity: Wesley Rd. & Liberty Cir. S)

Sherry Bailey, Senior Planner, presented this item, and advised that the applicant is requesting a zone change in order to develop another residential phase of The Colonies subdivision. Ms. Bailey ended the presentation with a staff recommendation of approval as submitted. Commissioner Ford made an observation regarding the plat and zoning procedures.

Chairman Parker asked if anyone wanted to speak in favor or against this item. No comments were made.

A motion to approve Z-18-11 was made by Commissioner Thomason, seconded by Commissioner Gooch, and carried unanimously.

B. Z-18-12 Rezoning of Lots 39-46, Block 476, Mirror Addition Unit 1, in Section 155, Block 2, AB&M Survey, Potter County, Texas plus one-half of all bounding streets, alleys, and public ways to amend Planned Development District -107 to allow offsite parking to Planned Development 107 (PD-107)

for Wesley Community Center (vicinity: between Roberts St and Williams St. and SE 15th Ave. and SE 16th Ave.)

Sherry Bailey, Senior Planner, presented this item, and advised that the applicant is requesting a zone change in order to continue to provide for more parking for the Wesley. Ms. Bailey ended the presentation with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor or against this item. No comments were made.

A motion to approve Z-18-12 was made by Commissioner Jones, seconded by Commissioner Harman, and carried unanimously.

C. Z-18-13 Rezoning of Lot 1, Block 1, Fox Hollow Unit No. 2, in Section 160, Block 2, AB&M Survey, Potter County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Agricultural District (A) to Planned Development 389 (PD-389) for Mini-Storage. (2.642 Acres) (Vicinity: Pavillard Dr. & E Saint Francis Ave. (Loop 335))

Sherry Bailey, Senior Planner, presented this item, and advised that the applicant is requesting a zone change in order to build mini-storage on the site. Ms. Bailey ended the presentation with a request that the item be tabled, to be heard at a future meeting at the wishes of the applicant.

A motion to table Z-18-13 was made by Commissioner Harman, seconded by Commissioner Gooch, and carried unanimously.

D. Z-18-14 Rezoning of Lots 7 - 9, Block 2, Denver Heights Unit No. 1, in Section 138, Block 2, AB&M Survey, Potter County, Texas, plus one half of all bounding streets, alley, and public ways to change from Heavy Commercial District (HC) to Heavy Commercial District with a Specific Use Permit 194 (HC/S-194) for a crematorium. (0.49 Acres) (Vicinity: S Bivins St. & SE 4th Ave.)

Sherry Bailey, Senior Planner, presented this item, and advised that the applicant is requesting a zone change in order to operate a crematorium on the property in conjunction with an already operational mortuary business. Ms. Bailey ended the presentation with a staff recommendation of approval as submitted. The city staff and board discussed the item's history further.

Chairman Parker asked if anyone wanted to speak in favor of this item. Eric Shafer, owner of Shafer Mortuary Services, stood in favor of the item, explaining the process they followed and that they continued to follow regarding what was needed to maintain operations on the property.

Chairman Parker asked if anyone wanted to speak against this item. Joel Carver, owner of A to D Mortuary Services, stood to speak against this item, expressing his desire that Shafer Mortuary Services be held to current procedures and that operations be held until the applicant can get official approval to continue.

Tyler Carver, owner of A to D Mortuary Services stood against this item as well to express his desire for the enforcement of the zoning policies, and explained why he wanted the operation to follow the process.

In a rebuttal by Candice Shafer, general manager of Cox Funeral Home, Mrs. Shafer spoke explaining the process they followed in choosing the property and noting they would have followed the procedure had they known the needed process or any changes to it.

Tyler Carver stood to offer a rebuttal to discuss the importance of following the process through.

A motion to approve Z-18-14 was made by Commissioner Ford, seconded by Commissioner Thomason, and carried unanimously.

E. Reconsideration of Z-18-04 Rezoning of Lot 3A, Block 1, Sunset Addition Unit No. 4, in Section 171, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Residential District 3 (R-3) to General Retail District (GR). (0.44 Acres) (Vicinity: S Washington St. & Wolflin Ave.)

Cody Balzen, Planner I, presented this item, and advised that the applicant is requesting a zone change in order to develop the property with a restaurant with drive-in service. Mr. Balzen noted that this item was previously acted on by the Planning and Zoning Commission and that City Council had voted to send this zoning request back to the Planning and Zoning Commission for reconsideration. Mr. Balzen also noted that another meeting had been held with the applicant, city planning staff, and some of the concerned neighbors to discuss this item and a submitted petition. Mr. Balzen ended his presentation with staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor of this item. Rick Crawford, applicant, stood to speak in favor of this item. Mr. Crawford spoke about his plans for the property.

Chairman Parker asked if anyone wanted to speak against this item. Joseph Kutin, 2006 South Madison, spoke against this item to further explain why he and the neighboring residents continued to stand in opposition.

Mr. Crawford stood in rebuttal to explain his understanding of the reasons for the residents desiring a change to Neighborhood Service zoning and his plans for fence placement and material.

In a rebuttal by Mr. Kutin, he stood to further explain the discussion of the desires of the neighborhood, their approval if it was a change to Neighborhood Services, and his concerns about the proposed change to General Retail.

A motion to approve Z-18-04 was made by Commissioner Thomason, seconded by Commissioner Ford at a 5-1 vote with Commissioner Jones against.

4: Discuss Items for Future Agendas.

No further comments were made and the meeting was adjourned at 4:10 P.M.


Sherry Bailey, Senior Planner
Planning & Zoning Commission

Amarillo City Council Agenda Transmittal Memo



3

Meeting Date	July 10, 2018	Council Priority	Infrastructure
---------------------	---------------	-------------------------	----------------

Department	Planning
Contact	Sherry Bailey, Senior Planner

Agenda Caption

ORDINANCE NO. _____.

This is the first reading of an ordinance determining the lack of Public Necessity for a 25-foot drainage easement located on Lots 1 and 2, Block 37, Lawrence Park Unit No. 25, in Section 227, Block 2, AB&M Survey, Potter County, Texas. (Vicinity: Lometa Dr. & Olsen Blvd.)

Agenda Item Summary

The applicant, Lisa Hayes-Burt, is proposing to vacate a 25 ft. wide drainage easement on the west side of the property that does not drain any runoff or have any public improvements in it.

Analysis

Staff researched this easement (dedicated by separate instrument in 7/11/1966) after the owner notified our office that he no longer wanted this easement on his property since the easement does not have a ditch to drain water and has no water entering the area. It also appeared that there was an attempted vacation of this easement in 1969 but it never went to the Planning and Zoning Commission or City Council, nor was never filed with the county clerk's office. It was then determined that this easement was dedicated on the property when it had access to the nearby playa lake (Lawrence Lake) before present day development took place north of Olsen Boulevard and Lometa Drive which has yet to be completed to the north. The Capital Projects and Development (CP&D) Engineering Department determined the easement unnecessary since water does not drain through this location. That said, the actual drainage in the area flows along Lometa Drive and Olsen Boulevard to the lake.

Requested Action

Council is requested to approve the vacation of this 25-foot drainage easement.

Funding Summary

NA

Community Engagement Summary

The applicant has been working with the city to achieve this vacation of an unnecessary drainage easement.

Staff Recommendation

With the confirmation that this drainage easement is not functional, nor does it appear to have a purpose or connection to Lawrence Lake, staff recommends approval of this vacation.

ORDINANCE NO. 7143

AN ORDINANCE OF THE CITY OF AMARILLO, TEXAS DETERMINING LACK OF PUBLIC NECESSITY FOR A DRAINAGE EASEMENT IN THE VICINITY OF LOMETA DR. AND OLSEN BLVD., POTTER COUNTY, TEXAS; VACATING AND ABANDONING THE HEREIN DESCRIBED DRAINAGE EASEMENT; AUTHORIZING THE CITY MANAGER TO CONVEY SUCH REAL PROPERTY TO ABUTTING LANDOWNERS; PROVIDING A REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Amarillo has been petitioned to abandon an existing twenty-five foot drainage easement located in the vicinity of Lometa Dr. and Olsen Blvd., Potter County, Texas; and

WHEREAS, after reviewing information presented in the petition, the Planning and Zoning Commission of the City of Amarillo has recommended to the City Council that there is no public necessity for the following described drainage easement; and

WHEREAS, the City Council, having reviewed said recommendation and having considered all relevant information pertaining to the proposed vacation described below, is of the opinion that said drainage easement is no longer needed for public purposes; and

WHEREAS, the City Council further determined that this easement vacation and abandonment is not detrimental or injurious to the public health, safety or general welfare, or otherwise offensive to the neighborhood.

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

SECTION 1. That the herein-described Drainage Easement to be vacated and abandoned for public purposes:

V-18-03 Vacation of a 25' Drainage Easement (DE) located on Lots 1 and 2, Block 37, Lawrence Park Unit No. 25, in Section 227, Block 2, AB&M Survey, Potter County, Texas, (0.16 acres) (Vicinity: Lometa Dr. & Olsen Blvd.), and being further described in attached Exhibit 1.

SECTION 2. The City Manager is authorized to execute an instrument of conveyance to the land owner(s) as allowed by law.

SECTION 3. Repealer. All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of conflict with this ordinance.

SECTION 4. Severability. If any provision, section, subsection, clause or the application of sale 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. Effective Date. This ordinance shall be 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 July, 2018 and PASSED on Second and Final Reading on this the ____ day of July, 2018.

ATTEST:

Ginger Nelson, Mayor

Frances Hibbs, City Secretary




APPROVED AS TO FORM:

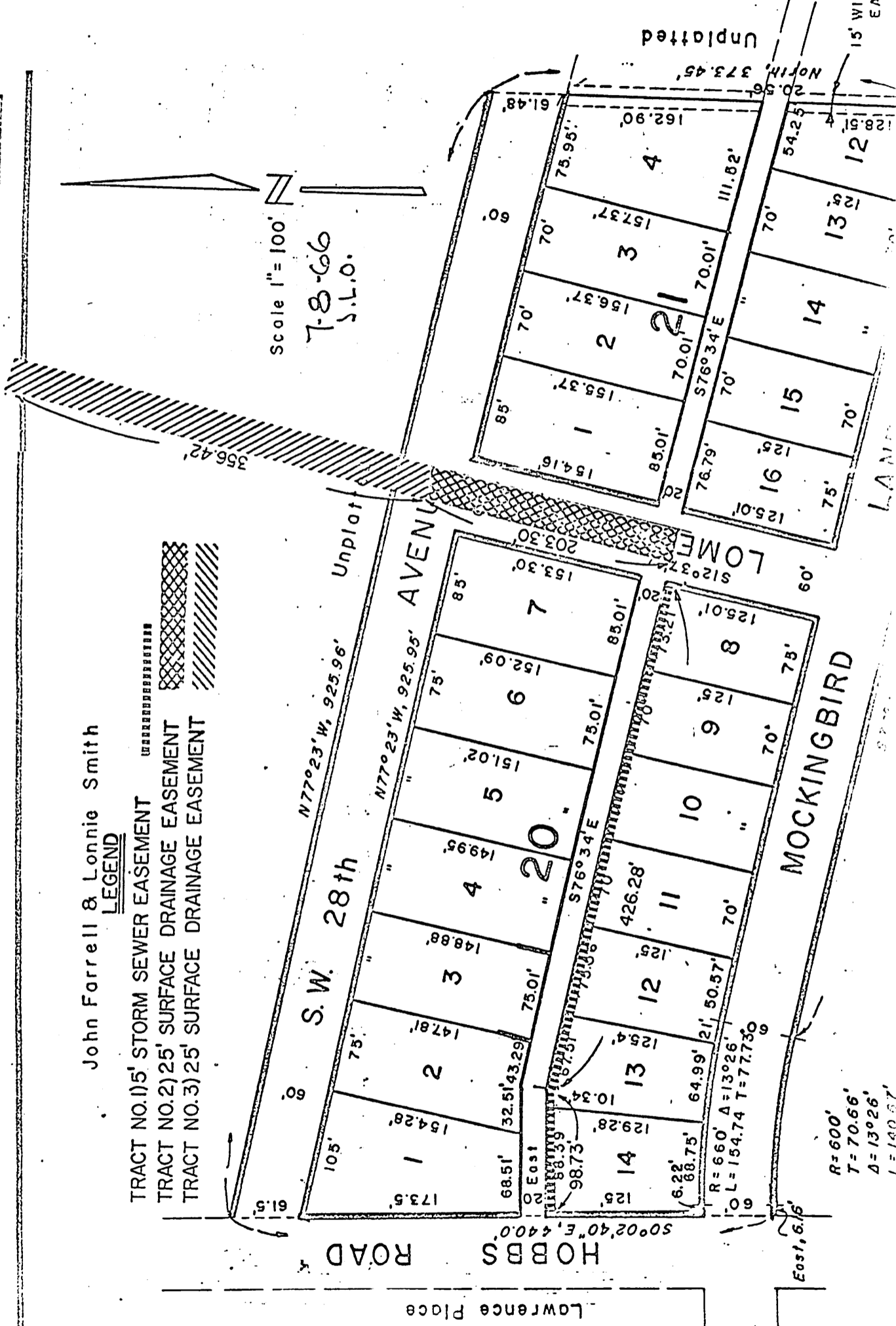
Bryan McWilliams,
Interim City Attorney

LAWRENCE PARK-UNIT NO. 11

John Farrell & Lonnie Smith

LEGEND

- TRACT NO. 1) 15' STORM SEWER EASEMENT 
- TRACT NO. 2) 25' SURFACE DRAINAGE EASEMENT 
- TRACT NO. 3) 25' SURFACE DRAINAGE EASEMENT 



$R=600'$
 $T=70.66'$
 $\Delta=130.26'$
 $L=140.67'$

15' WIDE STORM SEWER EASEMENT

LANE

Unplatted

NORTH, 373.45'

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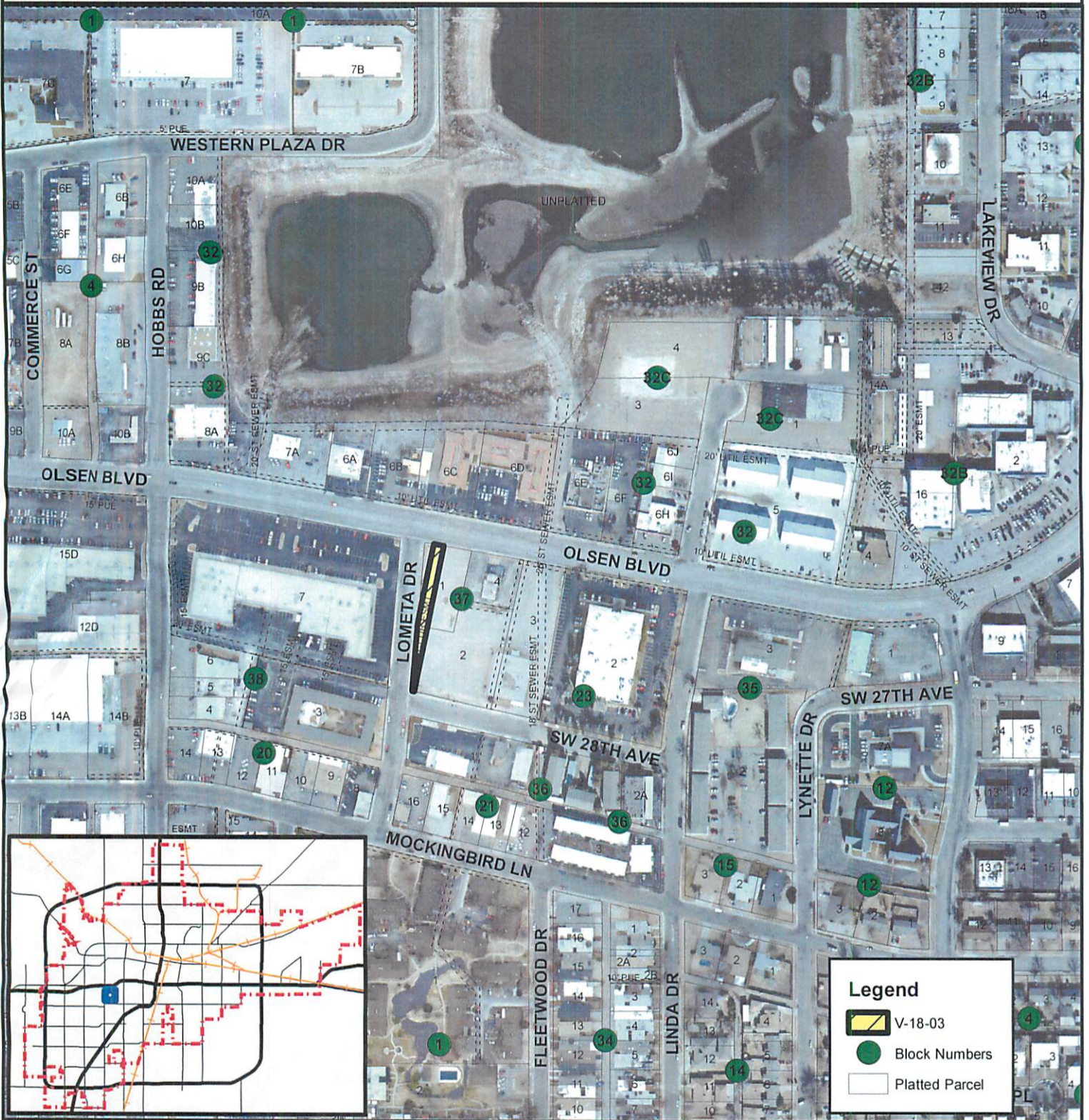
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CASE V-18-03 VACATION OF 25' DRAINAGE EASEMENT



**CITY OF AMARILLO
PLANNING DEPARTMENT**

Scale: 1 inch = 333 feet
Date: 5/17/2018



V-18-03 Vacation of a 25' Drainage Easement (DE) located on Lots 1 and 2, Block 37, Lawrence Park Unit No. 25, in Section 227, Block 2, AB&M Survey, Potter County, Texas.

Applicant: Lisa Hayes-Burt

Vicinity: Lometa Dr. & Olsen Blvd

Case Manager: Jeffrey English

DISCLAIMER: The City of Amarillo is providing this information as a public service. The information shown is for information purposes only and except where noted, all of the data or features shown or depicted on this map is not to be construed or interpreted as accurate and/or reliable; the City of Amarillo assumes no liability or responsibility for any discrepancies or errors for the use of the information provided.



Amarillo City Council Agenda Transmittal Memo



Meeting Date	July 10, 2018	Council Priority	Regular Agenda Item – Public Hearing
Department	Planning Department		
Contact	Sherry Bailey, Senior Planner; Cody Balzen, Planner 2/Project Manager		

Agenda Caption

First reading of an ordinance rezoning Lots 17 thru 33, Block 24, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Residential District 2 (R-2) to Residential District 3 (R-3). (Vicinity: Kori Dr. & John Thomas St.)

Agenda Item Summary

Area Characteristics

The applicant’s tract is located in southwest Amarillo. The adjacent zoning consists of Residential District 3 (R-3) to the north, Agricultural District (A) to the west which has been requested by application to be changed to R-3 as well to be heard at a later date, and Residential District 2 (R-2) to the east and south. Adjacent land uses consist of vacant land and residences in all directions with vacant land to be developed with residential subdivision in the future.

Analysis

This tract of land was previously rezoned from Agriculture District (A) to Residential District 2 (R-2) in order to develop the land with a residential subdivision. This rezoning was approved on 9/27/2016.

Because this rezoning is requested to go from one residential district to a different residential district, planning staff has analyzed the differences in standards established in the City of Amarillo’s adopted Zoning Ordinance between the R-2 and R-3 zoning districts, and some of these differences are listed below in the table.

	Residential District 2	Residential District 3
Minimum lot area	6,000sqft	5,000sqft
Minimum lot width	50’	50’
Minimum lot depth	100’	100’
Front yard setback	25’	15’
Maximum lot coverage	45%	65%

This rezoning request is consistent with the adopted 2010 Comprehensive Future Land Use and Character Map, insofar as it is a request for zoning of a residential nature. However, that is where the consistency ends. “Suburban Residential” is the land use/character type identified for this area. This type calls for a higher degree of open space and setbacks; the requested zoning would actually increase the buildable lot coverage and decrease the setback requirements for the associated lots, as well as allowing a 20% increase in density.

The requested zoning would be a logical continuation of the zoning pattern established in this area as most R-2 zoning districts originally established in this location has been rezoned to R-3. This has established some zoning districts that slightly contradict the neighborhood unit concept of stepping down in intensity of land use towards the center of the section from the perimeter [Comprehensive Plan, Chapter 2, Pg 2.23]. However, the intent of the developers is to establish a 20’ setback through deed restrictions and not build to the maximum extent of the R-3 district’s allowed density. The request also does not jeopardize the consistency of a residential area character of the overall development.

Considering the future of State Loop 335 and its impacts on FM 2186/W Hollywood Rd, paired with the proximity to Soncy Rd (an arterial), having a higher density of housing in this area may be appropriate. In addition, this is still at the lower end of the residential density scale, still falling below the Moderate Density (MD) and Multiple Family (MF-1 and MF-2) districts.

As the city continues to grow in a southwesterly direction, future analysis of this general area will need to be done, which may show a need for an amendment to the comprehensive land use of this area.

Amarillo City Council

Agenda Transmittal Memo



Based on the above analysis, planning staff believes the requested rezoning seems appropriate for conditions of the area.

Requested Action

The applicant is requesting the zoning of Lots 17 through 33 of Block 24 in Heritage Hills Unit 7 plat, previously zoned Residential District 2 (R-2), to change to Residential District 3 (R-3), in order to change the setback requirements for the included lots.

Community Engagement Summary

The item was distributed to all applicable internal and external entities. Notices have been sent out to 17 property owners within 200 feet regarding this proposed rezoning for each of the public meetings held. At the time of this writing, the Planning Department has received no comments either in favor or opposition to this request.

The item was recommended for approval by the Planning and Zoning Commission at its June 25, 2018 public meeting.

Community Impact: Level 1 – Modest on selected area and/or community group.

Staff Recommendation

Planning Staff has reviewed the associated ordinance and recommends the City Council approve the item as submitted.

Attachments

1. Drafted Ordinance
 2. Maps of area
 3. P&Z drafted minutes
-

ORDINANCE NO. 7744

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 KORI DRIVE AND JOHN THOMAS STREET, RANDALL COUNTY, TEXAS; PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council adopted the "Amarillo Comprehensive Plan" on October 12, 2010, which established guidelines in the future development of the community for the purpose of promoting the health, safety, and welfare of its citizens; and

WHEREAS, the Amarillo Municipal Code established zoning districts and regulations in accordance with such land use plan, and proposed changes must be submitted to the Planning and Zoning Commission; and

WHEREAS, after a public hearing before the Planning and Zoning Commission for proposed zoning changes on the property hereinafter described, the Commission 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; and

WHEREAS, the City Council further determined that the request to rezone the location indicated herein is consistent with the goals, policies, and future land use map of the Comprehensive Plan for the City of Amarillo, Texas.

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

SECTION 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. 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 Lots 17 thru 33, Block 24, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Residential District 2 (R-2) to Residential District 3 (R-3).

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

SECTION 5. 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 10th day of July, 2018 and **PASSED** on Second and Final Reading on this the 17th day of July, 2018.

Ginger Nelson, Mayor

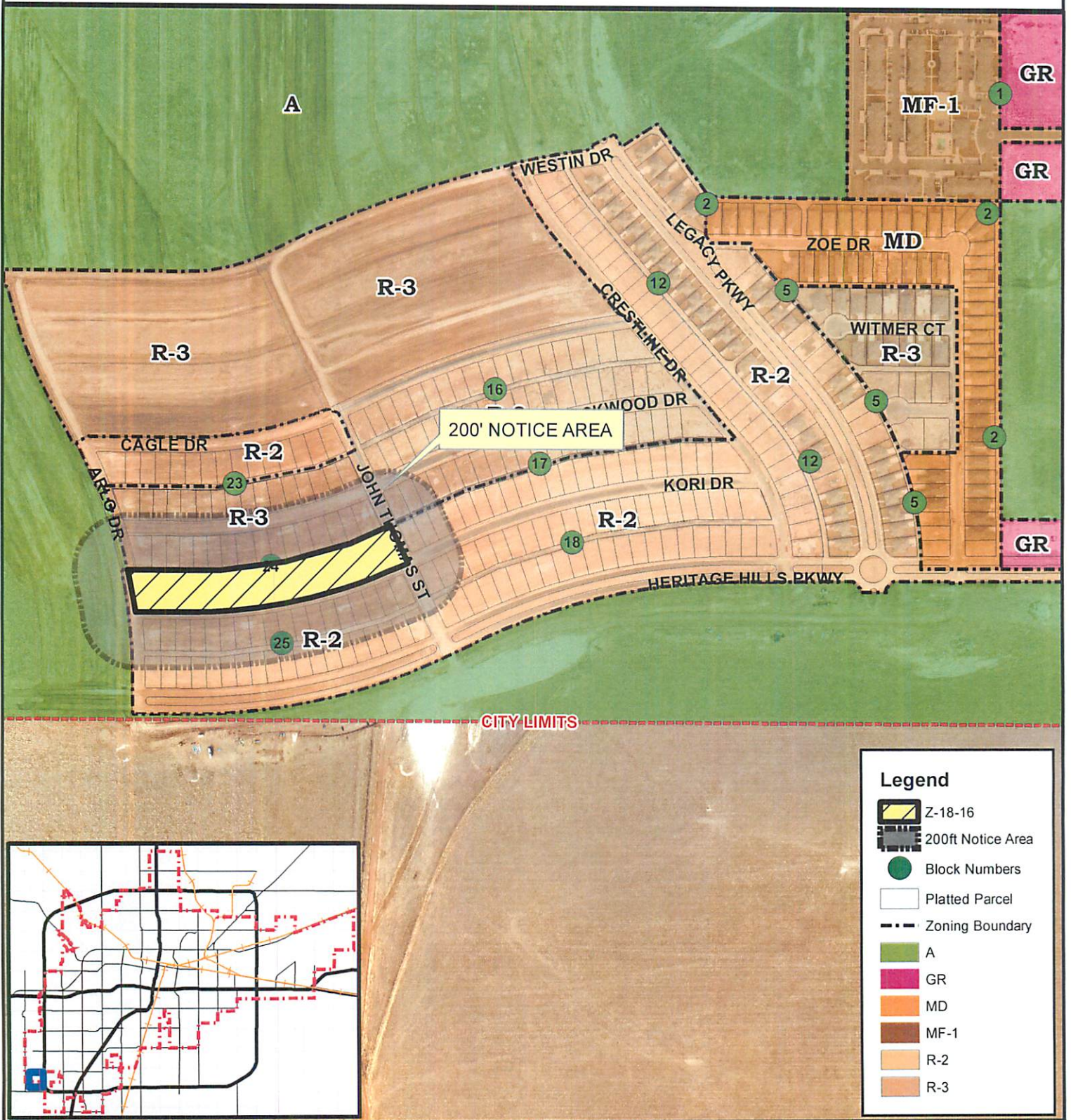
ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams,
Interim City Attorney

**CASE Z-18-16
REZONING FROM RESIDENTIAL 2 DISTRICT (R-2) TO RESIDENTIAL 3 DISTRICT (R-3)**



Legend

- Z-18-16
- 200ft Notice Area
- Block Numbers
- Platted Parcel
- Zoning Boundary
- A
- GR
- MD
- MF-1
- R-2
- R-3

**CITY OF AMARILLO
PLANNING DEPARTMENT**

Z-18-16 Rezoning of Lots 17 - 33, Block 24, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Residential District 2 (R-2) to Residential District 3 (R-3).

Applicants: Betenbough, PEGA, and N&B Properties

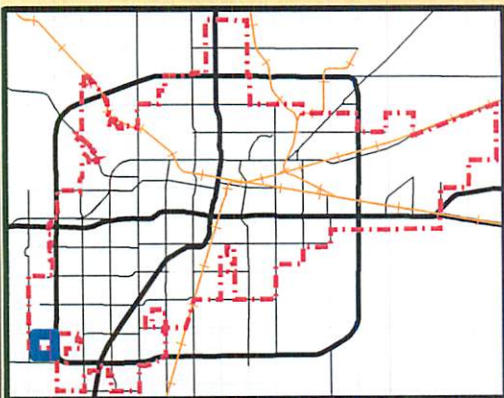
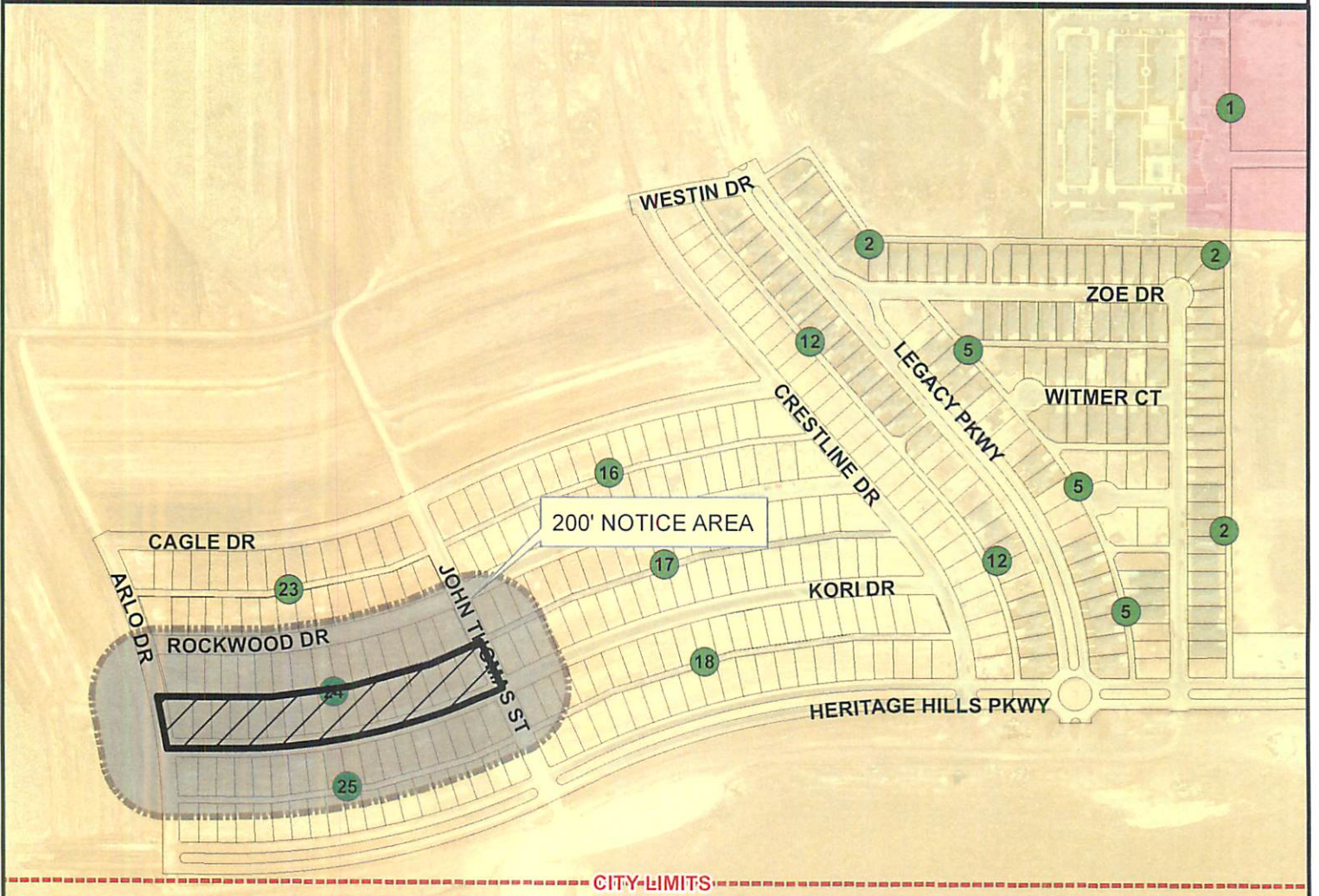
Vicinity: Kori Dr. & John Thomas St.
Case Manager: Cody Balzen

Scale: 1 inch = 500 feet
Date: 5/31/2018



DISCLAIMER: The City of Amarillo is providing this information as a public service. The information shown is for information purposes only and except where noted, all of the data or features shown or depicted on this map is not to be construed or interpreted as accurate and/or reliable; the City of Amarillo assumes no liability or responsibility for any discrepancies or errors for the use of the information provided.

CASE Z-18-16
REZONING FROM RESIDENTIAL 2 DISTRICT (R-2) TO RESIDENTIAL 3 DISTRICT (R-3)



Legend

- Z-18-16
- 200ft Notice Area
- Block Numbers
- Platted Parcel

Approved Comp Plan Land Use

FLU

- Estate Residential
- Rural
- Suburban Commercial

CITY OF AMARILLO
PLANNING DEPARTMENT

Scale: 1 inch = 500 feet
Date: 5/31/2018



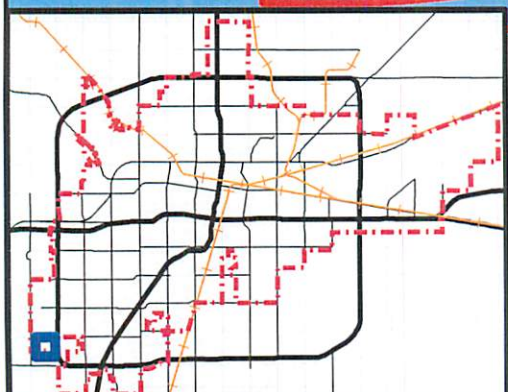
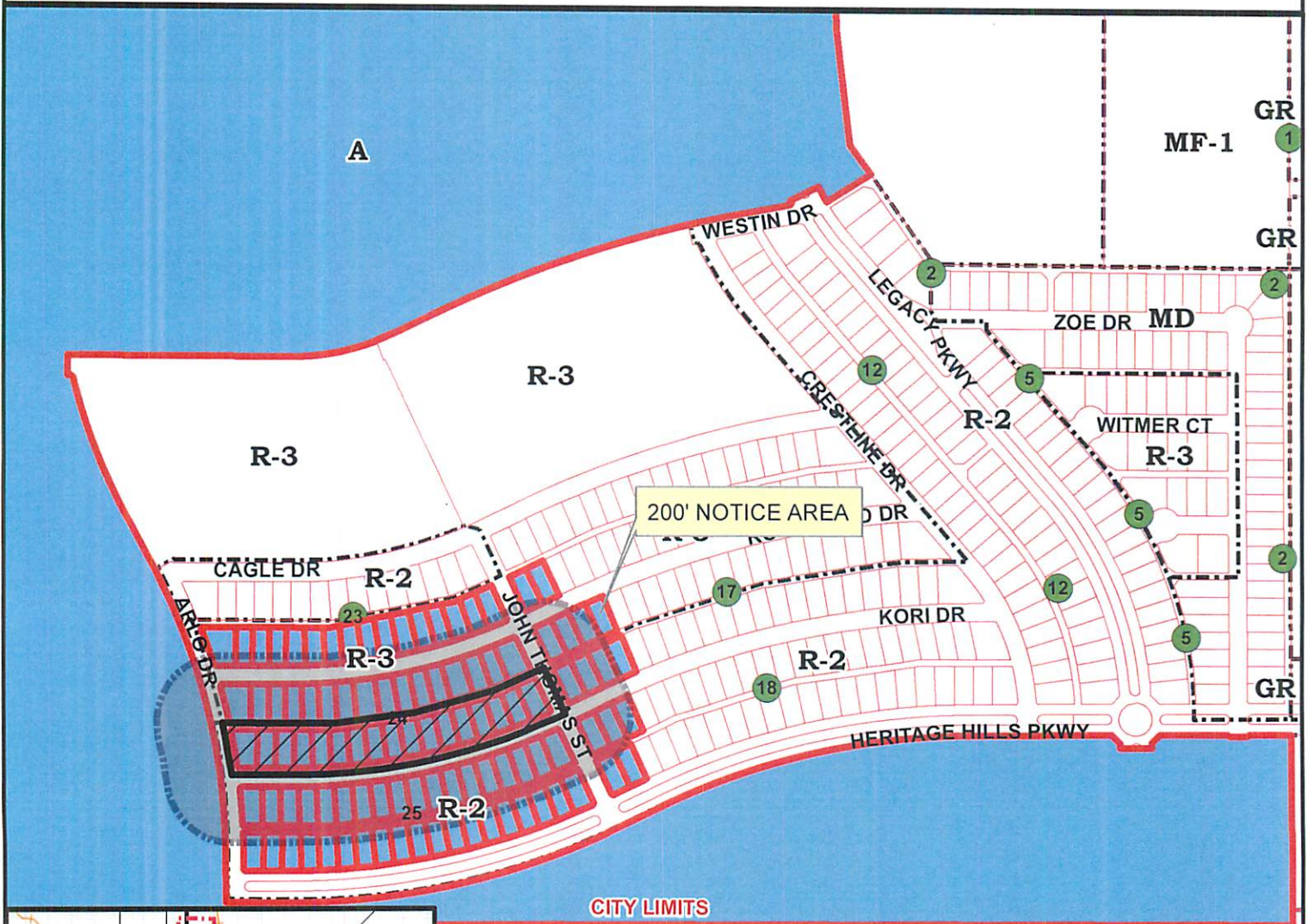
Z-18-16 Rezoning of Lots 17 - 33, Block 24, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Residential District 2 (R-2) to Residential District 3 (R-3).

Applicants: Betenbough, PEGA, and N&B Properties

Vicinity: Kori Dr. & John Thomas St.
 Case Manager: Cody Balzen

DISCLAIMER: The City of Amarillo is providing this information as a public service. The information shown is for information purposes only and except where noted, all of the data or features shown or depicted on this map is not to be construed or interpreted as accurate and/or reliable; the City of Amarillo assumes no liability or responsibility for any discrepancies or errors for the use of the information provided.

CASE Z-18-16
REZONING FROM RESIDENTIAL DISTRICT 2 (R-2) TO RESIDENTIAL DISTRICT 3 (R-3)



Legend

- Z-18-16
- 200ft Notice Area
- Tax_Account selection
- Block Numbers
- Zoning Boundary

ID	ACCOUNT_NU	Owner_Last	Owner_Firs	Contact_Ad	Contact_1	Contact_Ci	Contact_St	Contact_Zi
1	035618016800R	ALLEN CHRISTOPHER		ALLEN JAMIE	9404 HERITAGE HILLS PKWY	AMARILLO	TX	79119-1407
1	035618016700R	B & M EQUITIES LLC		PO Box 19622		Amarillo	TX	79114-1622
1	035618012550R	BETENBOUGH HOMES LLC		6305 82ND ST		LUBBOCK	TX	79424-3681
1	035618026000R	BH HOMES LLC		PO Box 30206		Amarillo	TX	79120-0206
1	035618014400R	CAVERLY LINDA		9407 ROCKWOOD DR		AMARILLO	TX	79119
1	035618014550R	CHRISWAY HOLDINGS LLC		PO Box 19622		Amarillo	TX	79114-1622
1	035618022250R	CORDOVA BRIAR A		9600 ROCKWOOD DR		AMARILLO	TX	79119-1413
1	035618023100R	HILL RYAN		HILL MORGAN	9611 ROCKWOOD DR	AMARILLO	TX	79119
1	035618014450R	MCKEE CHASE		9409 ROCKWOOD DR		AMARILLO	TX	79119
1	035618024250R	N & B PROPERTIES INC		17701 White Wing Rd		Canyon	TX	79015-5616
1	370065000350R	P DUB LAND HOLDINGS LTD		PO BOX 30206		AMARILLO	TX	79120-0206
1	035618023300R	PATEL PRITESH		PATEL ANITA	9705 ROCKWOOD DR	AMARILLO	TX	79119
1	035618023400R	PEGA DEVELOPMENT LLC		PO BOX 30206		AMARILLO	TX	79120-0206
1	035618023250R	PORTER DAVID		PORTER LAURA	9703 ROCKWOOD DR	AMARILLO	TX	79119-1394
1	035618022650R	REYNOLDS TYLER CHANCE		REYNOLDS REBECCA L	9505 ROCKWOOD DR	AMARILLO	TX	79119
1	035618016850R	SAND CREEK HOMES LLC		5701 TIME SQUARE BLVD STE 300		AMARILLO	TX	79119-1178
1	035618012500R	WALSER MIKEL W		PHILLIPS CRISTAL	9500 ROCKWOOD DR	AMARILLO	TX	79119
1	035618022500R	YOCUM MERRILEE NICOLE		9502 ROCKWOOD DR		AMARILLO	TX	79119-1395

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

On the 25th day of June, 2018, the Amarillo Planning and Zoning Commission met in a work session at 2:45 PM to review agenda items, and then convened in regular session at 3:00 PM in the City Council Chamber on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
Joshua Raef	N	10	3
Royce Gooch	Y	10	9
Rob Parker, Chairman	Y	92	77
Rick Thomason	Y	62	51
Bowden Jones	Y	53	41
Dick Ford	Y	37	31
Terry Harman	Y	36	36

PLANNING DEPARTMENT STAFF:

Sherry Bailey, Senior Planner

Hannah Green, Recording Secretary

Chairman Parker opened the meeting, established a quorum and conducted the consideration of the following items in the order presented. Sherry Bailey gave the recommendations for the agenda items.

- I. Call to order and establish a quorum is present.
- II. Public Comment: Citizens who desire to address the Planning and Zoning Commission with regard to matters on the agenda or having to do with policies, programs, or services will be received at this time. The total time allotted for comments is three (3) minutes per speaker. Planning and Zoning Commission may not discuss items not on this agenda, but may respond with factual, established policy information, or refer to staff. *(Texas Attorney General Opinion. JC-0169)*

No comments were made.

- III. Consent Agenda: The Commission may request a consent agenda item to be moved to the Regular Agenda for presentation and comment. Otherwise, the consent agenda will be considered in one vote. Consent agenda items are routine items recommended for approval, and which do not include requests for waivers or variances.

- 1: Approval of the minutes of the June 11th, 2018 meeting.

A motion to approve the consent agenda was made by Commissioner Thomason seconded by Commissioner Harman, and carried unanimously.

- IV. Regular Agenda:

- 1: Rezoning: The Planning & Zoning Commission makes recommendation for approval or denial; appeals may be directed to City Council.

- A. Z-18-16 Rezoning of Lots 17 - 33, Block 24, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Residential District 2 (R-2) to Residential District 3 (R-3). (Vicinity: Kori Dr. & John Thomas St.)

Sherry Bailey, Senior Planner, presented this item, and advised that the applicant is requesting a zone change from Agriculture District (A) to Residential District (R-3), in order to change the

setback requirements for the included lots. Ms. Bailey ended the presentation with a staff recommendation of approval as submitted.

Chairman Parker asked if anyone wanted to speak in favor or against this item. No comments were made.

A motion to approve Z-18-16 was made by Commissioner Jones, seconded by Commissioner Thomason, and carried unanimously.

- B. Z-18-17 Rezoning of Lots 1 thru 3, a portion of Lot 4, a portion of Lot 9, Lots 10 thru 12, and vacated alley, Block 26, San Jacinto Heights Amended, in Section 225, Block 26, A. B. & M. Survey, Potter County, Texas, plus one half of all bounding streets, alleys, and public ways to change from Multiple Family - 2 (MF-2) Neighborhood Service (NS) for an existing free medical clinic. (Vicinity: S. Mississippi St. & S.W. 7th Ave.)

Sherry Bailey, Senior Planner, presented this item, and advised that the applicant is requesting a zone change in order to match the existing building site with the least invasive/most restrictive zoning designation which allows the existing use. Ms. Bailey ended the presentation with a staff recommendation of withdrawing this item from the agenda as submitted. It was noted by the Commission that this item has been withdrawn.

- 2: Discuss Items for Future Agendas.

No further comments were made and the meeting was adjourned at 3:05 P.M.

Sherry Bailey, Senior Planner
Planning & Zoning Commission



Amarillo City Council Agenda Transmittal Memo



Meeting Date	7-10-18	Council Priority	Economic Development / Redevelopment
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Department	CP&D Engineering	Contact Person	Kyle Schniederjan
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Agenda Caption

Consider the approval of a resolution authorizing the submission of a grant application to the United States Department of Transportation – Better Utilizing Infrastructure to Leverage Development (BUILD) Discretionary Grant.
 Proposed Grant funding: \$14,113,937
 Proposed Local Match: \$3,528,484
 Total Project Cost: \$17,642,421

Agenda Item Summary

The resolution authorizes and approves the submission of a grant application to the BUILD Discretionary Grant fund and pledges the minimum 20% Local Funding Match. Currently the Polk Street Improvements and Streetscape project is funded with \$5,562,000 thru the CIP plan authorized by public approval of Proposition 1. The proposed grant application commits a portion of those funds (\$3,528,484) as a local match percentage. The grant application proposes street improvements including the development of a Complete Street concept to eight blocks of Polk Street and 24 blocks of Sixth Avenue.

Requested Action

Consider approval of the resolution.

Funding Summary

Funding for this project is available in the approved Capital Improvement Program Budget Number JOB # 411193.

Community Engagement Summary

N/A.

Staff Recommendation

City Staff is recommending approval of the resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF AMARILLO TEXAS; AUTHORIZING AND APPROVING THE SUBMISSION OF A BETTER UTILIZING INVESTMENT TO LEVERAGE DEVELOPMENT (BUILD) DISCRETIONARY GRANT APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION AND PLEDGING THE MINIMUM 20% LOCAL FUNDING MATCH; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Amarillo, Texas (the “City”) is applying to receive approval of \$14,113,937 in funding from the U.S. D.O.T. BUILD Discretionary Grant program designated for use to complete improvements as described in the Downtown Amarillo Complete Streets Initiative, Polk Street and Sixth Avenue Enhancements Project (the Project); and,

WHEREAS, the proposed improvements are consistent with the goals outlined in the 2008 Amarillo Downtown Strategic Action Plan by improving the pedestrian environment and downtown infrastructure, thereby attracting retail, office and residential development; and

WHEREAS, the proposed improvements will promote multi-modal transportation within the downtown area by providing better accessibility and connectivity to business and employment centers in other areas of Amarillo; and

WHEREAS, the proposed improvements will promote economic benefits by stimulating pedestrian and commercial activity along Project corridors; and

WHEREAS, the Project will provide necessary infrastructure to support the design goals of the Downtown Amarillo Urban Design Overlay Zoning District, specifically those zoning requirements addressing pedestrian-oriented development; and

WHEREAS, the City of Amarillo, desires to improve and elevate its overall transportation system by creating safe and efficient pedestrian and bicycle transportation facilities that are consistent with the goals and objectives of the Amarillo Comprehensive Plan and the Amarillo Hike and Bike Master Plan; and

WHEREAS, Public meetings have taken place to discuss existing conditions and opportunities related to the Project; and

WHEREAS, the City Council of the City of Amarillo has committed \$3,528,484 to be used for the required 20% local matching funds for the project,

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

SECTION 1: The City of Amarillo desires to be the Project Sponsor and nominating entity and supports funding this project as described in the BUILD Discretionary Grant 2018 Application form (including the department's 15% administrative costs) and is willing to commit to the Project's development, implementation, maintenance, management, and financing. The City of Amarillo is willing and able to enter into an agreement by resolution or ordinance should the project receive BUILD funding.

SECTION 2: That the submittal of the BUILD Discretionary Grant Project application is hereby approved and authorized by the City of Amarillo.

SECTION 3: That the City Manager be and is hereby authorized to execute and file the application with the United States Department of Transportation, including all understandings and assurances contained therein, and the City Manager as the City of Amarillo's chief administrative officer is hereby directed and designated to act as the authorized representative of the City in connection with

said application, to execute all necessary documents, funding agreements and to provide such additional information as may be required to effectuate said application.

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

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, this 10th day of July, 2018.

Ginger Nelson, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM

Bryan McWilliams, Interim City Attorney

Amarillo City Council Agenda Transmittal Memo



Meeting Date	July 10, 2018	Council Priority	Transportation Systems
Department	Amarillo City Transit		
Contact	Marita Wellage-Reiley, Transit Director		

Agenda Caption

CONDUCT A PUBLIC HEARING AND CONSIDER A RESOLUTION AUTHORIZING GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION AND TEXAS DEPARTMENT OF TRANSPORTATION FOR THE AMARILLO CITY TRANSIT PROGRAM OF PROJECTS

Agenda Item Summary

This is a public hearing with consideration of a resolution authorizing grant application to the Federal Transit Administration (FTA) and Texas Department of Transportation (TxDOT) for the Amarillo City Transit (ACT) program of projects. The public hearing allows the public to provide comment and express concerns related to the operation of the Amarillo transit system and its proposed program of projects. The resolution authorizes the City Manager to execute and file an application for FY2018/2019 in the amount of \$3,362,659 with the FTA for capital and operating expenses and \$517,705 with TxDOT for operating expenses associated with the ACT program of projects.

Requested Action

Conduct a public hearing on the operation of the Amarillo transit system and its proposed program of projects. Consider a resolution authorizing the filing of a grant application with the FTA and TxDOT for a grant under the Fixing America's Surface Transportation (FAST) Act of 2015, as amended.

Funding Summary

FTA Funding Request: \$3,362,659

FTA funding requires an 80/20 match for the purchase of capital items and preventive maintenance and a 50/50 match to support transit operating expenses.

TxDOT Funding Request: \$517,705

TxDOT funding requires no matching funds and will be used to support transit operating expenses.

Community Engagement Summary

ACT has notified the public of this hearing through two newspaper advertisement on July 7, 2018 and July 8, 2018.

Staff Recommendation

Staff recommends submission of State and Federal grant applications to provide funds to operate ACT and provide matching funds for capital items.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF AMARILLO, TEXAS CONDUCTING A PUBLIC HEARING ON THE AMARILLO CITY TRANSIT PROGRAM OF PROJECTS; AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION AND THE TEXAS DEPARTMENT OF TRANSPORTATION FOR A GRANT UNDER THE FIXING AMERICA'S SURFACE TRANSPORTATION ACT (FAST) OF 2015, AS AMENDED;

WHEREAS, the Secretary of Transportation is authorized to make grants for mass transportation program of projects and budget; and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of the project costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Fixing America's Surface Transportation Act of 2015, as amended, the application gives an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements there under; and

WHEREAS, it is the goal of the applicant that disadvantaged business enterprises be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum feasible opportunity to compete when the applicant procures construction contracts, supplies, equipment, contracts, or consultant and other services; and,

WHEREAS, the Amarillo City Council has on this date conducted a public hearing, after advertising same, on the operation of the Amarillo transit system and its proposed Program of Projects;

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

SECTION 1. The City Council has conducted and now concludes the public hearing, and finds a continuing need and necessity for public mass transportation in Amarillo, Texas that will be met by the proposed Program of Projects;

SECTION 2. The City Manager is authorized to execute and file an application for FY 2018/2019 in the amount of THREE MILLION, THREE HUNDRED SIXTY-TWO THOUSAND, SIX HUNDRED AND FIFTY-NINE AND NO/100 DOLLARS (\$3,362,659.00) with the Federal Transit Administration to aid in the financing of capital and operating assistance projects pursuant to Section 5307 of the Fixing America's Surface Transportation Act of 2015, as amended, and FIVE HUNDRED SEVENTEEN THOUSAND, SEVEN HUNDRED AND FIVE AND NO/100 DOLLARS (\$517,705.00) with the Texas Department of Transportation on behalf of the City of Amarillo, Texas.

SECTION 3. The City Manager is authorized to furnish such additional information as the Federal Transit Administration and the Texas Department of Transportation may require in connection with the application or project.

SECTION 4. The City Manager is authorized to execute all necessary grant contract agreements and other forms on behalf of the City of Amarillo, Texas, with the Federal Transit Administration and the Texas Department of Transportation for aid in the financing of the capital and operating assistance project.

SECTION 5. To the extent that this Resolution or any part of it conflicts with a prior resolution, then such prior resolution is repealed to the extent of such conflict.

SECTION 6. If any part of this Resolution is determined to be invalid, such invalidity shall not affect any other part(s) of this Resolution.

SECTION 7. This Resolution is effective on and from the date of adoption.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on this _____ day of _____ 2018.

Ginger Nelson, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

Brian McWilliams,
Interim City Attorney



Amarillo City Council Agenda Transmittal Memo



Meeting Date	July 10, 2018	Council Priority	Economic Development and Redevelopment
Department	Community Development		
Contact	Juliana Kitten, Community Development Director		

Agenda Caption
 CONDUCT A PUBLIC HEARING AND CONSIDER THE SUBMISSION OF THE 2018/2019 PUBLIC HOUSING AGENCY ANNUAL ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Agenda Item Summary
 This is a public hearing with consideration of a resolution approving the submission of the 2018/2019 Public Housing Agency (PHA) Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan addresses the PHA’s strategies for serving the needs of low income, very low income, and extremely low income families in Amarillo.

Requested Action
 Copies of the PHA Annual Action Plan are available in Community Development. Conduct a public hearing and approve the submission of the 2018/2019 PHA Annual Action Plan.

Funding Summary
 The PHA receives funding from the Housing Choice Voucher (HCV) program from HUD. The PHA is tasked to develop and operate housing programs for low-income families. The PHA enters into an Annual Contributions Contract with HUD to administer the program requirements on behalf of HUD. The PHA Annual Action Plan does not specify the funding levels under the HCV program; this is identified in the Annual Contributions Contract that is separate from this agenda item.

Community Engagement Summary
 The Community Development department has conducted two public meetings and provided a 45-day public comment period prior to the final public hearing by City Council:

- April 24, 2018: The Tenant Advisory Board conducted the first public hearing to review and comment on the PHA’s strategies for serving the needs of low income, very low income, and extremely low income families in Amarillo.
- May 8, 2018: The Community Development Advisory Committee (CDAC) conducted the second public hearing to receive input on the 2018-2019 PHA Annual Action Plan.
- May 11, 2018 through June 26, 2018: The 2018-2019 PHA Annual Action Plan was published in the newspaper and available in the Community Development department for the 45-day public review and comment – no comments have been received.
- July 10, 2018: A final public hearing will be conducted by the Amarillo City Council prior to consideration of the 2018-2019 PHA Annual Action Plan.

Staff Recommendation
 The Tenant Advisory Board, CDAC, and staff recommend approval and submission of the 2018/2019 PHA Annual Action Plan to HUD.

Amarillo City Council
Agenda Transmittal Memo



RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS CONDUCTING A PUBLIC HEARING AND AUTHORIZING THE ADOPTION OF THE 2018-2019 PUBLIC HOUSING AGENCY ANNUAL ACTION PLAN AS REQUIRED BY THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; DESIGNATION OF THE CITY MANAGER TO EXECUTE DOCUMENTS AND PROVIDE ANY INFORMATION NECESSARY TO EFFECTUATE THE PLAN; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVING CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, a Public Housing Agency Annual Action Plan must be adopted by the City of Amarillo in fulfillment of the requirements of the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, the Tenant Advisory Board conducted a publicized public meeting on April 24, 2018 to review and comment on the Public Housing Agency's strategies for serving the needs of low income, very low income and extremely low income families of Amarillo; and

WHEREAS, the Community Development Advisory Committee conducted a publicized public hearing on May 8, 2018 and May 31, 2018 to receive citizen input with respect to the 2018-2019 Public Housing Agency Annual Action Plan; and

WHEREAS, the Public Housing Agency Annual Action Plan has been made available in the Community Development office and posted on the City's website for public review and comment for a forty-five (45) day period which commenced on May 11, 2018 and ended on June 26, 2018; and

WHEREAS, the Amarillo City Council has conducted a public hearing on this date to consider comments related to the 2018-2019 Public Housing Agency Annual Action Plan, with a notice of said hearing published in a newspaper of general circulation on May 11, 2018;

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

SECTION 1: The public comment period required for the review of the 2018-2019 Public Housing Agency Annual Action Plan is concluded.

SECTION 2: The 2018-2019 Public Housing Agency Annual Action Plan is hereby adopted as a planning document that identifies the housing needs of low income, very low income and extremely low income families of Amarillo and the strategies for addressing those needs.

SECTION 3: The City Manager of the City of Amarillo is authorized and directed to submit the 2018-2019 Public Housing Agency Annual Action Plan to the Department of Housing and Urban Development for approval, including all understandings and assurances contained therein, and the City Manager, as the City of Amarillo's chief administrative officer, is hereby directed and designated to act as the authorized representative of the City in connection with said plans, to execute all necessary documents, including funding agreements, and to provide such additional information as may be required to effectuate said plans.

SECTION 4: All resolutions or parts thereof that conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION 5: In the event this Resolution or any part hereof is found to be invalid, such invalidity shall not affect the remaining portions of the Resolution, and such remaining portions shall continue to be in full force and effect.

SECTION 6: This Resolution shall become effective from and after its date of final passage.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, this 10th day of July, 2018.

Ginger Nelson, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams,
Interim City Attorney



Amarillo City Council Agenda Transmittal Memo



Meeting Date	July 10, 2018	Council Priority	Economic Development and Redevelopment, Civic Pride
Department	Community Development		
Contact	Juliana Kitten, Community Development Director		

Agenda Caption

CONDUCT A PUBLIC HEARING AND CONSIDER THE SUBMISSION OF THE 2018/2019 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Agenda Item Summary

This is a public hearing with consideration of a resolution approving the submission of the 2018/2019 Community Development Block Grant (CDBG) Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan addresses funding to low- and low-to-moderate income individuals and communities in accordance with HUD regulations and utilizing citizen input to allocate resources.

Requested Action

Conduct a public hearing and approve the submission of the 2018/2019 CDBG Annual Action Plan.

Funding Summary

HUD designates the City of Amarillo as an entitlement community and has projected the allocation for 2018/2019 funding cycle as follows:

Total Allocation: \$2,317,585

CDBG Allocation: \$1,592,011

- Building Safety: \$314,982
- Public Services: \$238,802
- Neighborhood Improvements: \$160,500
- Owner Occupied Housing Improvements: \$559,325
- Planning and Management: \$318,402

HOME Investment Partnership Allocation (subset of the CDBG Program): \$725,574

- Administration: \$72,557
- Home Projects Rental and Housing Rehabilitation: \$507,902
- Community Housing Development Organization (CHDO-Amarillo Habitat for Humanity): \$145,115

Community Engagement Summary

The Community Development department has conducted two public meetings and provided a 30-day public comment period prior to the final public hearing by City Council:

- May 4, 2018: Notice published of public meetings to be conducted on May 8 and 31, 2018.
- May 8, 2018: The Community Development Advisory Committee (CDAC) conducted the first

Amarillo City Council Agenda Transmittal Memo



public hearing to review applications and solicit input on the 2018-2019 CDBG Annual Action Plan.

- May 11, 2018: The 2018-2019 CDBG Annual Action Plan was published in the newspaper and available in the Community Development department for the 30-day public review and comment – no comments have been received.
- May 31, 2018: The CDAC conducted the second public hearing and reviewed recommendations on specific allocations for the upcoming year – Please see attached document for specific details on funding recommendations and final approvals by the CDAC.
- July 10, 2018: A final public hearing will be conducted by the Amarillo City Council prior to consideration of the 2018-2019 CDBG Annual Action Plan.

Staff Recommendation

The CDAC and staff recommend approval and submission of the 2018/2019 CDBG Annual Action Plan to HUD.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS CONDUCTING A PUBLIC HEARING AND APPROVING THE 2018-2019 ANNUAL ACTION PLAN; AUTHORIZING THE CITY MANAGER AS CHIEF ADMINISTRATIVE OFFICER TO EXECUTE AND FILE SAID PLAN WITH THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the Community Development Advisory Committee conducted publicized neighborhood and community meetings on May 8, 2018 and May 31, 2018 and conducted a public hearing on May 8, 2018 and May 31, 2018, to receive citizen input with respect to the 2018-2019 Community Development Block Grant and HOME Investment Partnership Programs; and

WHEREAS, 2018-2019 Annual Action Plan was available beginning on June 1, 2018 for public comment continuously since that date until the public hearing before the City Council on July 10, 2018; and

WHEREAS, the 2018-2019 Annual Action Plan has been made available in the Community Development office and published in the newspaper on May 11, 2018 for public review and comment for a thirty (30) day period; and

WHEREAS, the City Council has reviewed the 2018-2019 Annual Action Plan as recommended by the Community Development Advisory Committee of the City of Amarillo and finds it to be consistent with the 2015-2019 Consolidated Plan for Housing and Community Development; and

WHEREAS, the City Council conducted a public hearing on this date to consider the views and opinions of the citizens, especially those most affected by the program; and

WHEREAS, the City Council is of the opinion that the 2018-2019 Annual Action Plan should be adopted as attached hereto;

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

SECTION 1. The 2018-2019 Annual Action Plan is hereby approved and authorized for implementation by the Community Development Department of the City of Amarillo on and after October 1, 2018.

SECTION 2. The City Manager be and is hereby authorized to execute and file the 2018-2019 Annual Action Plan with the United States Department of Housing and Urban Development under the Housing and Community Development Act of 1974, and the National Affordable Housing Act of 1990, as amended, including all understandings and assurances contained therein, and the City Manager is hereby directed and designated as the City of Amarillo's chief administrative officer to act as the authorized representative of the City in connection with said Plan, to execute all necessary documents, including funding agreements, and to provide such additional information as may be required to effectuate said grants.

SECTION 3. All resolutions or parts thereof that conflict with this Resolution are hereby repealed to the extent of such conflict.

SECTION 4. In the event this Resolution or any part hereof is found to be invalid, such invalidity shall not affect the remaining portions of the Resolution, and such remaining portions shall continue to be in full force and effect.

SECTION 5. This resolution shall become effective from and after its date of final passage.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, this 10th day of July, 2018.

Ginger Nelson, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams,
Interim City Attorney

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2018-2019 Annual Action Plan (AAP) includes those goals and priorities set by the five year 2015 - 2019 Consolidated Plan. Allocations of CDBG and HOME funds include projects for neighborhood improvements, demolition and clearance, home renovations, rental renovations, owner occupied emergency repairs, housing construction, as well as public service projects including: senior services, youth services, homeless services, and child care services.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Objectives and outcomes of the 2018 AAP include allocations of CDBG funds for neighborhood improvements. Neighborhood improvement projects will include installation of a Fire Suppression system at Amarillo Area Youth Community Center. Additional community improvement objectives will be met through the CDBG funding of the Community Improvement Inspector who will conduct code enforcement inspections in the CDBG Target Area. Community improvement will also occur through the Demolition and Clearance program which will remove slum and blight through the removal of substandard and dangerous structures in the CDBG Target Area.

Objectives to serve low-mod income persons will also be met through several CDBG public service programs. The public service programs will provide services for the homeless including dayroom services and case management at the Guyon Saunders Resource Center. CDBG funds will also provide transportation for the homeless by issuing city bus tickets to 8 local homeless service providers and shelters each month. CDBG funding for the Amarillo Homeless Management Information System will provide operational support for the software system that tracks services provided to the homeless and is utilized by 28 area agencies. Additional outcomes of providing meals to the elderly and disabled will be provided through CDBG funds allocated to Catholic Charities of Texas Panhandle and Panhandle Regional Planning Commission for home delivered meals.

The objective to provide services to low-mod income youth in the community will be achieved through CDBG funding of the Maverick Boys and Girls Club Success Depends on Me Program. Child care services will be provided through a CDBG public service allocation to Panhandle Regional Planning Commission resulting in a state match of funds for child care services.

Furthermore, housing objectives in the 2018 Annual Action Plan will be met through CDBG and HOME funding. CDBG projects such as Emergency Repair Grants will achieve safe housing for low-mod income persons. The HOME funds will further address the objective of safe affordable housing by funding a Community Development Housing Organization (CHDO) to construct new housing. The HOME funds for the Major Homeowner Renovation Program, the Rental Rehabilitation Program, and the Reconstruction Program administered by the City will also achieve housing objectives.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2018-2019 Annual Action Plan (AAP) addresses the 3rd year in the 2015-2019 Consolidated Plan for Housing and Community Development. The past accomplishments consisted of activities managed or funded by CDBG and HOME funding, as well as activities administered by community partners. The City is on target to meet most of the performance measures set out in the 2015 - 2019 The 2018 AAP will further the City's efforts to meet stated goals.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The citizen participation process seeks to encourage citizen participation in local government, particularly including low to moderate income persons in planning, development and assessment of the consolidated planning process. The consolidated planning process is conducted in an open manner. The Amarillo City Council established the Community Development Advisory Committee (CDAC) to act in an advisory role on policy decisions relating to the consolidated planning process, coordinate citizen participation, and develop recommendations to the City Council on allocations of CDBG and HOME funding. The CDAC also advises on other homeless assistance programs such as TX-ESG and CoC grants.

The City of Amarillo allocates CDBG and HOME funding to projects following a citizen participation process. The Community Development Advisory Committee is presented with funding requests during a series of public meetings to develop funding recommendations for the 2018-2019 year. Community Development Advisory Committee meetings were held on May 8 and May 31 to review applications for CDBG and HOME funding. There were no public

comments received during those meetings. A Community Development Advisory Committee meeting was held on June 1st to recommend funding allocations. There were no public comments received during that meeting. Notice of availability of the Annual Action Plan was published for a 30 day comment period and on July 10 the Amarillo City Council approved adoption of the 2018 Annual Action Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments not accepted. Several agencies and individuals were appreciative of federal funding directed toward low to moderate income individual and families and addressing slum and blight in low income census tracts.

7. Summary

The 2018-2019 Annual Action Plan includes those goals and priorities set by the five year 2015-2019 Consolidated Plan. Allocations of CDBG and HOME funds include projects for neighborhood facility improvements, demolition and clearance, home renovations, rental renovations, emergency repairs, new home construction, as well as a variety of public service projects including: senior services, youth services, homeless services, and child care services. The projects included in the Annual Action Plan were recommended for funding through the established citizen participation process.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	AMARILLO	
CDBG Administrator	AMARILLO	Community Development
HOPWA Administrator		
HOME Administrator	AMARILLO	Community Development
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

The Community Development Department, City of Amarillo, TX is responsible for preparing and administering federal grants.

Consolidated Plan Public Contact Information

Contact information for the Consolidated Plan is Community Development Administrator, Juliana Kitten, reachable at P O Box 1971, Amarillo, TX 79101 or (806) 378-3023.

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

Amarillo works with a wide variety of agencies, organizations, and service providers in an effort to bring various viewpoints to bear in the identification of local housing and service needs. Ongoing relationships focused on specific needs and targeted meetings designed to bring public input into the Annual Action Plan process are two of the ways that the City utilizes outside organizations in the consultation process.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City has ongoing relationships with several housing providers working on housing development activities. The Community Housing Development Organization (CHDO) system provides a forum for assisting these agencies grow and meet their own targeted clientele. The City also works to utilize Housing Choice vouchers from the federal government to address the housing needs of the City's lowest income households. The PHA Administrative Plan emphasizes housing Homeless persons as a priority on the waiting list. Through the Continuum of Care process, the City maintains relationships with mental health providers, homeless shelter and service providers, and other governmental agencies with specific responsibilities for homeless individuals and families. The City also participates in a variety of other coalitions that seek to address other issues that relate to housing and service needs.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Amarillo serves as the lead agency for the Amarillo Continuum of Care. Staff participate in regularly scheduled meetings and point-in-time surveys. In the past, the City has provided administrative support to supplement Continuum of Care initiatives and funding to the various agencies that make up the membership of the Amarillo Continuum of Care. Through collaboration with the CoC and its member agencies the city is more aligned with the needs of homeless persons. City Ordinances have been modified as not to discriminate against homeless persons. A new Program titled HOPE was established to provide employment opportunities to homeless persons and serves as another referral mechanism to provide necessary services for homeless persons.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Staff from Amarillo participates in the development of the Continuum of Care, working with area service providers to include City resources, to the extent possible, in the provision of services to homeless individuals and families in Amarillo. The CoC serves as the mechanism that ESG applicants are reviewed and monitored for program compliance.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>AREA AGENCY ON AGING</p> <p>Services-Elderly Persons</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Housing Need Assessment</p> <p>Non-Homeless Special Needs</p> <p>Market Analysis</p> <p>Anti-poverty Strategy</p> <p>Invited to participate in the Consolidated Plan community forums.</p>
2	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p>	<p>CATHOLIC FAMILY SERVICE, INC.</p> <p>Services-Children</p> <p>Services-homeless</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Housing Need Assessment</p> <p>Homelessness Strategy</p> <p>Non-Homeless Special Needs</p> <p>Market Analysis</p> <p>Anti-poverty Strategy</p> <p>Invited to participate in the Consolidated Plan community forums.</p>
3	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p>	<p>CHILD CARE MANAGEMENT SERVICES</p> <p>Services-Children</p>

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to participate in the Consolidated Plan community forums.
4	Agency/Group/Organization	CHILDRENS LEARNING CENTERS INC.
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to participate in the Consolidated Plan community forum.
5	Agency/Group/Organization	CORNERSTONE OUTREACH CENTER, INC
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Market Analysis Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Invited to participate in the Consolidated Plan community forums.</p>
6	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>DOWNTOWN WOMEN'S CENTER</p> <p>Services - Housing Services-homeless Services-Health</p> <p>Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy</p> <p>Invited to participate in the Consolidated Plan community forums.</p>
7	<p>Agency/Group/Organization</p> <p>Agency/Group/Organization Type</p> <p>What section of the Plan was addressed by Consultation?</p> <p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>FAMILY SUPPORT SERVICES INC.</p> <p>Services-Victims of Domestic Violence Services-homeless Services - Victims</p> <p>Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy</p> <p>Invited to participate in Consolidated Plan community forums.</p>

8	Agency/Group/Organization	HABITAT FOR AMARILLO
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to participate in the Consolidated Plan community forums.
9	Agency/Group/Organization	JAN WERNER ADULT DAY AND HEALTH CARE
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invited to participate in the Consolidated Plan community forums.
10	Agency/Group/Organization	MAVERICK BOYS & GIRLS CLUB
	Agency/Group/Organization Type	Services-Children

<p>What section of the Plan was addressed by Consultation?</p> <p>Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy</p>	
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p> <p>Invited to participate in Consolidated Plan community forums.</p>	
<p>Agency/Group/Organization</p>	<p>PANHANDLE REGIONAL PLANNING COMMISSION</p>
<p>Agency/Group/Organization Type</p>	<p>Regional organization Planning organization</p>
<p>What section of the Plan was addressed by Consultation?</p> <p>Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy</p>	
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p> <p>Invited to participate in the Consolidated Plan community forums.</p>	
<p>Agency/Group/Organization</p>	<p>Panhandle AIDS Support Organization (PASO)</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Persons with HIV/AIDS</p>
<p>What section of the Plan was addressed by Consultation?</p> <p>Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy</p>	

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Invented to participate in the Consolidated Plan community forums.
13	Agency/Group/Organization	Amarillo Housing First
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	These agencies are members of the Amarillo CoC. We meet a minimum of once a month but call meetings or collaboration via email or conference call allows for continuous interaction.

Identify any Agency Types not consulted and provide rationale for not consulting

No specific organizations were intentionally left out of the public participation process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Amarillo	The Strategic Plan provides a set of priorities for addressing homelessness, which are supported by the Amarillo Continuum of Care and its participating agencies.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The development of the Annual Action Plan utilized the Community Development Advisory Committee which held two public meetings and the final public hearing held by the City Council. Through this robust public engagement process the community is solicited to aid in identifying needs and developing strategies to meet goals.

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

In recommending funding allocations for the FY2018 year Annual Action Plan, the Community Development Advisory Committee (CDAC) conducted a citizen participation process through holding 3 public meetings at the Downtown Library. The CDAC is a volunteer committee comprised of citizen representatives from all regions of the city. Notices of these meetings were published in the Amarillo Globe News and posted on the City of Amarillo website encouraging public attendance. During the final public hearing held at the Downtown Library on June 11h, 2018 the CDAC requested comments from the public and made recommendations for funding allocations.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	Public meeting held on May 8 to receive presentations from applicant organizations seeking funding.	Applicant organizations presented information about their programs for which they were seeking funding.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Public Hearing	Non-targeted/broad community	Public Hearing conducted on June 1st for CDAC to receive any additional public comments and make recommendations for funding allocations.	No citizen comments were received.	All comments were accepted.	
3	Public Hearing	Non-targeted/broad community	Final Public hearing held by the City Council to receive additional public comments and to review and approve funding allocations and submit the Annual Action Plan to HUD.	One resident advocated for a higher salary for the Guyon Saunders Resource Center Day Room Advocate.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)
Introduction

Amarillo receives funding from two federal grant programs, the Community Development Block Grant Program and the HOME Investment Partnership. These two grant programs combined will bring \$2,317,585 into the city to support affordable housing, homeless, and community development programs and projects in the first program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,592,011	0	0	1,592,011	1,372,953	Expected amount for remainder of Con Plan equals the Year 1 Annual Allocation for 3 years at current funding level.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	725,574	0	0	725,574	311,448	Expected amount for remainder of Con Plan equals the Year 1 Annual Allocation for 3 years at current funding level.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The funds awarded to CDBG projects are leveraged by the subrecipient agencies from a variety of resources including independent fundraising, other federal awards, local foundations, independent donations, and value of capital including building, equipment, salaries, inventory, and volunteer hours. Other federal funds include the Amarillo PHA's administration of the HCV Program and the VA-VASH Program. Continuum of Care funds will be used for the Shelter Plus Care Program to provide permanent supportive housing to disabled homeless and the Rapid Re-Housing program to quickly move persons from emergency shelter to independent housing. The City of Amarillo also receives TX-ESG funds from the Texas Department of Housing and Community Affairs to provide

homeless services. TX-ESG funds are matched dollar for dollar with homeless assistance provided by community service providers.

The 2018-2019 obligation for HOME match is \$125,292 (25% of the \$501,168 allocation.) Over the years, the City has accumulated excess match for the HOME Program through a variety of sources. The \$181,393.50 HOME match for the FY 2018 program year is satisfied with current resources as described below:

- Donations of volunteer labor and building materials on CHDO projects undertaken by Amarillo Habitat for Humanity or Catholic Charities of the Texas Panhandle that are not reflected in sales price of a home.
- Other sources are miscellaneous contributions of cash, forgiven fees and liens, and financing fees.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A. No publically owned land will be used to address the needs identified in the plan.

Discussion

The City has programmed \$2.3 million from the CDBG and HOME programs for the FY 2018 program year. This sum included the annual allocation and reprogrammed funds from previous program years. These funds will be used to operate a range of private and public services as described later in the Annual Action Plan.

work was undertaken.

EXECUTED this 11th day of July, A.D. 1966.

Lonnie Smith
Lonnie Smith

John Farrell
John Farrell

THE STATE OF TEXAS X
X
COUNTY OF POTTER X

BEFORE ME, the undersigned authority in and for said County, Texas, on this day personally appeared Lonnie Smith, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 11 day of July, A.D. 1966.

Lennie L. Travis
Notary Public, Potter County, Texas

THE STATE OF TEXAS X
X
COUNTY OF POTTER X

BEFORE ME, the undersigned authority in and for said County, Texas, on this day personally appeared John Farrell, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this 11 day of July A.D. 1966.

Lennie L. Travis
Notary Public, Potter County, Texas

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Administration Objective	2015	2019	Administration	City Wide Amarillo	Administration	CDBG: \$318,402 HOME: \$72,557	Other: (Program Coordinator, Accounting Assistant, HOME Program Coordinator, Administrator)
2	Code Enforcement Objective	2015	2019	Non-Housing Community Development	Community Development Target Area	Code Enforcement	CDBG: \$75,482	Housing Code Enforcement/Foreclosed Property Care: 9860 Household Housing Unit
3	Demolition Objective	2015	2019	Non-Housing Community Development	Community Development Target Area	Demolition/Removal of Slum and Blight	CDBG: \$239,500	Buildings Demolished: 30 Buildings
4	Community Facilities Objective	2015	2019	Non-Housing Community Development	Community Development Target Area	Public Improvements Public and Community Facilities	CDBG: \$160,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2010 Persons Assisted
5	Senior Services Objective	2015	2019	Non-Homeless Special Needs	City Wide Amarillo	Senior Services	CDBG: \$65,000	Public service activities other than Low/Moderate Income Housing Benefit: 125 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Youth Services Objective	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	City Wide Amarillo	Youth Services	CDBG: \$95,000	Public service activities other than Low/Moderate Income Housing Benefit: 615 Persons Assisted
7	Homeless Shelter and Services Objective	2015	2019	Homeless	City Wide Amarillo	Homeless Prevention/Emergency Assistance Mental Health Services/Supportive Services Homeless Facilities Emergency Housing Assistance	CDBG: \$78,802	Public service activities other than Low/Moderate Income Housing Benefit: 3951 Persons Assisted (Currently Guyon Saunders Resource Center, Transportation for the Homeless, and HMIS)
8	Homeowner Rehab - Major Objective	2015	2019	Affordable Housing	City Wide Amarillo	Housing Rehabilitation and Reconstruction	HOME: \$87,164	Homeowner Housing Rehabilitated: 1 Household Housing Unit
9	Rental Rehab Objective	2015	2019	Affordable Housing	City Wide Amarillo	Housing Rehabilitation and Reconstruction	HOME: \$420,738	Rental units rehabilitated: 10 Household Housing Unit
10	Homeowner Emergency Repair Objective	2015	2019	Affordable Housing	City Wide Amarillo	Emergency Home Repairs	CDBG: \$375,000	Homeowner Housing Rehabilitated: 130 Household Housing Unit
11	CHDO Objective	2015	2019	Affordable Housing	City Wide Amarillo	Housing Development	HOME: \$145,115	Homeowner Housing Added: 4 Household Housing Unit

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Administration Objective
	Goal Description	Program Administration: General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement programs. Activities include program design; develop Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training; environmental review and labor standards.
2	Goal Name	Code Enforcement Objective
	Goal Description	Code Enforcement - Provide funding for Code Enforcement – Community Improvement Inspectors' inspection of property to insure compliance with building codes and reducing slum and blighted conditions.
3	Goal Name	Demolition Objective
	Goal Description	Demolition - Provide funding for demolition of blighted and substandard property to insure compliance with building codes and reducing slum and blighted conditions.
4	Goal Name	Community Facilities Objective
	Goal Description	Support the improvement of Community Facilities in low and moderate income census tracts.
5	Goal Name	Senior Services Objective
	Goal Description	Senior Services – Funds will be used to provide senior services for low to moderate income persons at 80% or below the median income.
6	Goal Name	Youth Services Objective
	Goal Description	Youth Services – Funds will be used to provide Youth services for low to moderate income persons at 80% or below the median income.
7	Goal Name	Homeless Shelter and Services Objective
	Goal Description	Homeless Services – Funds will be used to provide services for homeless persons within the City of Amarillo. Activities included in the homeless goal include Homeless Transportation, staff of the Homeless Dayroom, and the Homeless Management Information System.

8	Goal Name	Homeowner Rehab - Major Objective
	Goal Description	Homeowner Rehabilitation Major - Provide deferred loans/grants to low/mod income elderly and disabled homeowners for major repairs and correction of recognized hazards to health and safety such as leaking roofs, failed heating systems, unsafe wiring, failed plumbing and other necessary and eligible repairs. Each loan is secured by a lien on the property with repayment due upon sale or transfer of property by owner(s). Benefit – Low/mod income households.
9	Goal Name	Rental Rehab Objective
	Goal Description	Rental Housing Rehabilitation - Provide loans/grants to rental property owners providing housing to low/mod income to repair rental property. Benefit – Low/mod income households.
10	Goal Name	Homeowner Emergency Repair Objective
	Goal Description	Homeowner Emergency Repair - Provide deferred loans/grants to low/mod income elderly and disabled homeowners for emergency repairs. Benefit – Low/mod income households.
11	Goal Name	Housing Development Objective
	Goal Description	Provide funding for new construction or reconstruction of single family homes for owner occupancy. Eligible applicants are low and moderate-income at 80% or below the median income citywide.
12	Goal Name	CHDO Objective
	Goal Description	Provide funding to CHDO organization for program cost and development fees to develop affordable housing for low-moderate income homeownership and rental housing.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following projects were developed by staff with consultation from non-profit service providers and community input through priorities established with involvement of the community survey.

Projects

#	Project Name
1	Community Improvement Inspector
2	Demolition and Clearance
3	Catholic Family Service - InterFaith Hunger Project
4	Homeless Management Information System
5	Transportation for the Homeless
6	Guyon Saunders Dayroom Services
7	Maverick Boys & Girls Club – Success Depends On Me
8	PRPC Childcare
9	PRPC Area Agency on Aging - FoodNET
10	AAYC- Fire Suppression System Installation
11	Homeowner Emergency Repair
12	Rehabilitation Support Administration
13	CDBG Administration
14	HOME PROGRAM ADMINISTRATION
15	HOME rehabilitation-Major
16	Rental Housing Rehabilitation
17	CHDO-Amarillo Habitat for Humanity
18	CHDO OPERATING

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects listed above were selected from the total of project proposals received in accordance with their consistency with the priorities established through the Consolidated Plan forums and community survey process. These projects meet needs enumerated in the Needs Assessment and prioritization process to the extent that funding was available. Organizational competencies were also considered when selecting one project over another, leaning toward those organizations with long-standing histories of successful project management.

**Annual Action Plan
2018**

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OMB Control No: 2506-0117 (exp. 06/30/2018)

**AP-38 Project Summary
Project Summary Information**

1	Project Name	Community Improvement Inspector
	Target Area	Community Development Target Area
	Goals Supported	Code Enforcement Objective
	Needs Addressed	Code Enforcement
	Funding	CDBG: \$75,482
	Description	Staff to conduct code enforcement activities. This position conducts inspections and code enforcement activities in the CDBG target area. Issues addressed include issuing citations for dangerous structures, junk vehicles, extensive weeds, and accumulation of junk and debris. Referrals resulting from these inspections may result in demolition of a property if property owners are unable to take corrective action.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	This project falls under a HUD national objective of eliminating slum and blight. Low to moderate families benefit from this program.
	Location Description	The Community Improvement Inspector works entirely in our Community Development Target area which consists of census tracts that are 51% or more low to moderate income.
Planned Activities	Community Improvement Inspectors' inspection of property to insure compliance with building codes and reducing slum and blighted conditions.	
2	Project Name	Demolition and Clearance
	Target Area	Community Development Target Area
	Goals Supported	Demolition Objective
	Needs Addressed	Demolition/Removal of Slum and Blight
	Funding	CDBG: \$239,500
	Description	Demolition of dangerous structures and clearance of debris from vacant lots. These units are hazard to the neighborhood, a blight on the area and unsafe environment.
	Target Date	9/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 30 property owners which do not have the financial ability to fund the demolition costs. In addition the entire low to moderate income neighborhood receives a indirect benefit by removing the dangerous structure.
	Location Description	All demolition and clearance will occur in the Community Development Target Area which consists of census tracts that are 51% or more low income.
	Planned Activities	Provide funding for demolition of blighted and substandard property to insure compliance with building codes and reducing slum and blighted conditions.
3	Project Name	Catholic Family Service - InterFaith Hunger Project
	Target Area	City Wide Amarillo
	Goals Supported	Senior Services Objective
	Needs Addressed	Senior Services Meals/Food Pantry/Meals on Wheels
	Funding	CDBG: \$40,000
	Description	Catholic Family Services provides groceries to low and moderate income elderly or disabled persons through the Interfaith Hunger Project. Clients are able to shop in the food pantry and select the items they need.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 60 elderly, disabled persons will receive benefit from this program.
	Location Description	Address are determined as applicants apply for the program.
	Planned Activities	The Interfaith Hunger Project offers a free food pantry to low and moderate income elderly and disabled persons. CDBG funds are used to purchase grocery items from the local food bank and provide clients a shopping experience to pick out the items they need and will use. Elderly clients are able to maintain independence in their own homes by receiving needed meals and being able to select the food items they prefer.
4	Project Name	Homeless Management Information System
	Target Area	City Wide Amarillo

	Goals Supported	Homeless Shelter and Services Objective
	Needs Addressed	Homeless Prevention/Emergency Assistance
	Funding	CDBG: \$52,052
	Description	Project will provide operating costs for the Amarillo Homeless Management Information System (AHMIS). The AHMIS allows for tracking of services provided to homeless persons through participating homeless service providers. The AHMIS generates reports and data on numbers and types of persons receiving services and is a required program for eligibility to receive homeless funding.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	The Point in Time account indicates Amarillo has 558 homeless persons that accessed emergency shelters. In addition HMIS is the system that is used for the Coordinated Assessment tool that allows users to document and refer homeless persons for additional support.
	Location Description	
	Planned Activities	Project will provide operating costs for the Amarillo Homeless Information Management System to track and collect data on services provided to the homeless. Operating costs include program staff, computer equipment, training and technical support for participating agencies.
5	Project Name	Transportation for the Homeless
	Target Area	City Wide Amarillo
	Goals Supported	Homeless Shelter and Services Objective
	Needs Addressed	Public Transportation
	Funding	CDBG: \$3,750
	Description	The Transportation for the Homeless Program provides City of Amarillo bus tickets to persons experiencing homelessness for transportation to medical appointments or job interviews.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A anticipated 200 unduplicated homeless persons will be assisted with this program.

	Location Description	8 local nonprofit agencies that interact with homeless persons distribute vouchers to homeless persons.
	Planned Activities	The Transportation for the Homeless Program purchases City of Amarillo Transit bus tickets to be distributed amongst seven (7) local homeless service providers for distribution to clients needing to attend medical appointments, apply for mainstream benefits, or conduct job search activities. The Transportation for the Homeless Program allows persons experiencing homelessness to access the needed services and opportunities and move more quickly into stability.
6	Project Name	Guyon Saunders Dayroom Services
	Target Area	City Wide Amarillo
	Goals Supported	Homeless Shelter and Services Objective
	Needs Addressed	Homeless Facilities
	Funding	CDBG: \$23,000
	Description	The Guyon Saunders Dayroom provides services and shelter during daytime hours 365 days a year for persons experiencing homelessness including laundry, shower facilities, storage for personal belongings, computer and television access, and connection and referrals to community resources.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A estimated 2000 homeless persons will access services through the Guyon Saunders Resource Center.
	Location Description	The Guyon Saunders Resource Center is located at 200 S. Tyler, Amarillo, TX.
	Planned Activities	CDBG funds will provide a portion of the salary for the Homeless Dayroom Supervisor, a staff member of Guyon Saunders Resource Center, to manage daily activities at the dayroom. Persons experiencing homelessness can access a variety of needed services at the dayroom including laundry facilities, storage for belongings, shower facilities, television and computer access, bus tickets provided through the Transportation for the Homeless program, as well as connection to other resources in the community.
7	Project Name	Maverick Boys & Girls Club – Success Depends On Me

	Target Area	City Wide Amarillo
	Goals Supported	Youth Services Objective
	Needs Addressed	Youth Services
	Funding	CDBG: \$15,000
	Description	Project offers an all day low-cost after-school program for at-risk youth in Amarillo at the Maverick Boys and Girls Club. The program provides a safe and enriching environment for children from low and moderate income families to have a place to go after school. An estimated 380 unduplicated youth to be served.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	A estimated 380 low to moderate income children are assisted through this program.
	Location Description	The Maverick Boys and Girls Club is located at 1923 S. Lincoln, Amarillo, TX.
	Planned Activities	CDBG funds are used as scholarship for membership fees for children from low and moderate income families to attend the Maverick Boys and Girls Club after school as a safe alternative to being unsupervised. Attending children are able to participate in recreational and educational activities in a safe environment.
8	Project Name	PRPC Childcare
	Target Area	City Wide Amarillo
	Goals Supported	Youth Services Objective
	Needs Addressed	Youth Services Child Care Services
	Funding	CDBG: \$80,000
	Description	Panhandle Regional Planning Commission's Childcare Program provides low and moderate income parents with the costs of childcare so they may attend school and seek employment.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 160 low to moderate income households will be assisted through this program.

	Location Description	The childcare facilities are located throughout the city and participated in the Childcare Management System.
	Planned Activities	The activity will provide parent-choice childcare at a low cost for low-moderate income households so they may seek employment or attend school. Panhandle Regional Planning Commission receives a financial match for the CDBG funds invested to provide this assistance. The program allows the parents to select their childcare from approved local providers.
9	Project Name	PRPC Area Agency on Aging - FoodNET
	Target Area	City Wide Amarillo
	Goals Supported	Senior Services Objective
	Needs Addressed	Meals/Food Pantry/Meals on Wheels
	Funding	CDBG: \$25,000
	Description	Panhandle Regional Planning Commission-Area Agency on Agency provides delivered meals to homebound low to moderate income elderly persons.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	An estimated 65 low income, frail, older or disabled adults will be assisted by this program.
	Location Description	Meals are delivered throughout the City to eligible clients.
	Planned Activities	CDBG funds are utilized in the FoodNET program for the cost of noon-time meals which are delivered daily to homebound elderly and disabled persons. The program allows seniors to receive adequate nutrition while also remaining independently housed in their own homes for as long as possible rather than in assisted living facilities.
10	Project Name	AAYC- Fire Suppression System
	Target Area	Community Development Target Area
	Goals Supported	Community Facilities Objective
	Needs Addressed	Public and Community Facilities
	Funding	CDBG: \$160,500
	Description	Installation of Code Enforcement required fire suppression system

	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Estimated 150 unduplicated youth, adults, and seniors will be served during the 2018-19 program year. All participants are classified as low income with an average of 30% classified as extremely low income.
	Location Description	Community Development Target Area located at 816 S Van Buren, Amarillo, Texas 79101.
	Planned Activities	Project will consist of putting in new fire suppression system which consists of alarms and sprinklers.
11	Project Name	Homeowner Emergency Repair
	Target Area	City Wide Amarillo
	Goals Supported	Homeowner Emergency Repair Objective
	Needs Addressed	Emergency Home Repairs
	Funding	CDBG: \$375,000
	Description	The Emergency Repair Grant program provides grants to low/mod income elderly and disabled homeowners for emergency repairs in their home. Emergencies include system failures such as plumbing or electrical failures that prevent safe and sustainable living in that home.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 130 extremely low and low income households will receive an Emergency Repair Grant.
	Location Description	Program is based on client income eligibility. Their residence may be anywhere within the City of Amarillo.
	Planned Activities	The Emergency Repair Grant program pays for contractors to perform emergency repairs to systems such as plumbing or electrical in the homes of low/mod elderly or disabled persons. Homeowners are able to quickly receive emergency assistance in a matter of a few days in order to provide them a safe and livable environment as quickly as possible.
12	Project Name	Rehabilitation Support Administration
	Target Area	City Wide Amarillo

	Goals Supported	Administration Objective Housing Development Objective
	Needs Addressed	Administration Housing Rehabilitation and Reconstruction Emergency Home Repairs Housing Development
	Funding	CDBG: \$184,325
	Description	Rehabilitation Support Administration provides staff costs for implementation of housing projects.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 100 low income to moderate income families will benefit from this proposed activity.
	Location Description	City wide
	Planned Activities	The Rehabilitation Support Administration Program funds staff costs for implementation of housing programs.
13	Project Name	CDBG Administration
	Target Area	City Wide Amarillo
	Goals Supported	Administration Objective
	Needs Addressed	Administration
	Funding	CDBG: \$318,402
	Description	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement programs. Activities include program design; develop Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training; environmental review and labor standards.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	Low to moderate income families are assisted through our programs.
	Location Description	City Wide

	Planned Activities	General administration, staffing and equipment; and develop, administer, revise, implement and evaluate the day-to-day operation of entitlement programs. Activities include program design; develop Annual Plans and grant administration; Sub recipient compliance monitoring, program outreach, public relations and training; environmental review and labor standards.
14	Project Name	HOME PROGRAM ADMINISTRATION
	Target Area	City Wide Amarillo
	Goals Supported	Administration Objective
	Needs Addressed	Administration
	Funding	HOME: \$72,557
	Description	HOME ADMINISTRATION USED FOR THE SALARY AND OPERATING SUPPORT OF HOME STAFF.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	CITY OF AMARILLO 808 S. BUCHANAN AMARILLO, TEXAS 79105
	Planned Activities	General administration, staffing and equipment to develop, administer, revise, implement and evaluate the day-to-day operation of entitlement programs. Activities include program design, development of annual plans and grant administration, compliance monitoring, program outreach, public relations and training, environmental reviews, and enforcement of labor standards.
15	Project Name	HOME rehabilitation-Major
	Target Area	City Wide Amarillo
	Goals Supported	Homeowner Rehab - Major Objective
	Needs Addressed	Housing Rehabilitation and Reconstruction
	Funding	HOME: \$87,164

	Description	The major rehab deferred loans/grants to low/mod income elderly and disabled homeowners for major repairs and correction of recognized hazards to health and safety such as leaking roofs, failed heating systems, unsafe wiring, failed plumbing and other necessary and eligible repairs.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 1 low income household will receive a Major Homeowner Rehab.
	Location Description	City wide
	Planned Activities	The activity provides deferred loans/grants to low/mod income elderly and disabled homeowners for major repairs and correction of recognized hazards to health and safety such as leaking roofs, failed heating systems, unsafe wiring, failed plumbing and other necessary and eligible repairs. A project is considered a major repair if it is valued at \$25,000 or greater. Homeowners are able to remain in their homes longer when they are able to receive repairs. The zero interest no-payment loan is held by the City of Amarillo for an affordability period in which the owner remains occupied in the home. At the expiration of such period, the loan is forgiven.
16	Project Name	Rental Housing Rehabilitation
	Target Area	City Wide Amarillo
	Goals Supported	Rental Rehab Objective
	Needs Addressed	Housing Rehabilitation and Reconstruction
	Funding	HOME: \$420,738
	Description	The Rental Rehabilitation Program provides loans to rental property owners to make repairs on units that are then rented to low and moderate income tenants. Investment of HOME funds is matched by the property owner. The investment into rental properties require that units are only rented to low or moderate income tenants for an affordability period.
	Target Date	9/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 10 rental rehabilitation units will be completed for FY 18.
	Location Description	City Wide
	Planned Activities	No interest/no payment loans provided to rental property owners for renovations and improvements made to their units are required to be rented exclusively to low or moderate income tenants for an affordability period, at which time the loan is forgiven. The investment into decent affordable rental properties allows for low and moderate income residents to access safe housing in Amarillo. The City of Amarillo refers clients on the Housing Choice Voucher Program to available rental units as they become renovated and available.
17	Project Name	CHDO-Amarillo Habitat for Humanity
	Target Area	Community Development Target Area
	Goals Supported	Housing Development Objective
	Needs Addressed	Housing Development
	Funding	HOME: \$108,836
	Description	Project provides funding to CHDO organization, Amarillo Habitat for Humanity, for construction of affordable new housing for low-moderate income homebuyers. Homebuyers participate in construction of their own home and are provided a no interest/no payment loan for an affordability period.
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 3 low to moderate income families will benefit from new construction homes in FY18.
	Location Description	Habitat locates their units in low to moderate income census tracts.

	Planned Activities	HOME funds are provided to CHDO organization, Habitat for Humanity, for program costs to build affordable housing for low-moderate income homeownership. Construction of 4 new homes will be funded in the Barringer Village development. Low and moderate income homeowners will be able to contribute to the construction of their home or a neighbors home and will receive a no interest/no payment loan for an affordability period.
18	Project Name	CHDO OPERATING
	Target Area	City Wide Amarillo
	Goals Supported	CHDO Objective
	Needs Addressed	Administration
	Funding	HOME: \$36,279
	Description	CHDO OPERATING PROVIDES SUPPORT FOR AMARILLO HABITAT FOR HUMANITY
	Target Date	9/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	CITY WIDE AMARILLO
	Planned Activities	OPERATING COSTS

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The CDBG Target Area census tracts that are 51% or more low to moderate income households. Funding from the CDBG and HOME programs is available for use in any of the CDBG target area neighborhoods or citywide. Also, some funding is available according to individual benefit rather than area benefit depending on the specifics of the designated activities. Minorities are represented at a disproportionately higher rate in the CDBG target area than in the city at large.

As of the 2010 Census, African Americans comprise about 7 percent of the population of Amarillo. There are some concentrations of the African-American population in census tracts in the central and eastern parts of the city, with the percentage of the total population being as much as 83 percent. Hispanics made up about 29 percent of the population of Amarillo in 2010. Concentrations of Hispanic households can be found in central Amarillo, with population percentages as high as 82 percent of some tracts. Income in the census tracts comprising the CDBG target area are below 80 percent of the area median income. These areas also show high rates of poverty, with poverty rates above 51 percent of population of the tracts. Maps of poverty rates and concentrations of African Americans and Hispanics are attached at screen AD-26.

Geographic Distribution

Target Area	Percentage of Funds
Community Development Target Area	66
City Wide Amarillo	34

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The proposed allocation of funds is based on federal funding requirements for each formula-allocated grant. Areas of low to moderate-income concentration and certain areas of high minority concentration are targeted. Areas of low homeownership and deteriorating housing conditions were also considered in the targeting process.

Discussion

The Community Development Departments publicizes our income eligibility standards on all appropriate written material as well as on our web page. All staff are trained in assisting the public on inquiries about eligibility. The Public can receive detailed information about our programs at the Simms Municipal Building, 808 S. Buchanan or by contacting our office at 808

378-3098. In addition we notify the nonprofit agencies in Amarillo of our programs and eligibility criteria. Applications are reviewed for eligibility and clients are served on first come first serve basis.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The annual goals listed previously specify the following production numbers for housing assistance and for homelessness, non-homeless, and special needs populations.

Fiscal Year 2017 Number of Households Supported	
Homeless	29
Non-Homeless	142
Special-Needs	0
Total	171

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	142
Special-Needs	0
Total	142

Fiscal Year 2017 Number of Households Supported Through	
Rental Assistance	29
The Production of New Units	5
Rehab of Existing Units	137
Acquisition of Existing Units	0
Total	171

Table 10 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported to be Through	
Rental Assistance	0
The Production of New Units	5
Rehab of Existing Units	137
Acquisition of Existing Units	0
Total	142

Discussion

These figures relate to production targets specified in the annual goals for 2018. CDBG and HOME funding for these activities may target more households.

AP-60 Public Housing – 91.220(h)

Introduction

N/A. The City of Amarillo does not operate low-rent public housing, but is the administrator of the Housing Choice Voucher program.

Actions planned during the next year to address the needs to public housing

N/A. The City of Amarillo does not operate low-rent public housing, but is the administrator of the Housing Choice Voucher program.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

N/A. The City of Amarillo does not operate low-rent public housing, but is the administrator of the Housing Choice Voucher program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

NA

Discussion

N/A. The City of Amarillo does not operate low-rent public housing, but is the administrator of the Housing Choice Voucher program.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homeless and other special needs activities are a high priority in the 2015-2019 Consolidated Plan for Housing and Urban Development and continue to be so in the 2018 AAP. Activities focus on outreach and assessment, emergency shelter and permanent housing, especially for the chronically homeless, and services for homeless persons discharged from institutions. Collaboration and consultation with the Amarillo Continuum of Care Committee focus on meeting the needs of the homeless population in Amarillo.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Outreach to homeless persons (particularly unsheltered persons) will be primarily conducted at the Guyon Saunders Homeless Dayroom. This facility is open 365 days a year as a day shelter for homeless persons where they receive basic services such as showers, laundry and mail. Homeless persons are connected with case managers who assess individual needs and make appropriate referrals to services. The salary of the homeless dayroom staff will be funded in part from the CDBG grant. In fiscal year 2016, 1,790 unduplicated homeless persons were served, and currently in the 2017 fiscal year 1,640 unduplicated persons have been served.

Addressing the emergency shelter and transitional housing needs of homeless persons

Ongoing needs assessment for emergency shelter and transitional housing for homeless persons is addressed by the Amarillo Continuum of Care. A committee, led by the City of Amarillo, meets monthly to work toward meeting homeless needs in the community. Representatives of the committee include all local emergency shelter organizations.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The Amarillo Continuum of Care places particular emphasis on programs to assist chronically homeless persons transition to permanent housing and independent living. The Shelter Plus Care program will continue to provide permanent housing for chronically homeless persons with mental health issues. The 50 permanent housing units under the Shelter Plus Care program include ongoing supportive services to prevent persons from becoming homeless again. The supportive services are provided by Texas Panhandle Centers (TPC).

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Amarillo Continuum of Care incorporates discharge planning for persons who may become homeless after discharge from institutions such as health care facilities, mental health facilities, foster care, or corrections. Consultation with representatives of local institutions continues to be a priority for the Continuum to ensure persons are not regularly being discharged into homelessness and are connected to available housing and services.

Additionally, most service providers conduct outreach and assessment as part of providing services and/or housing. The Guyon Saunders Resource Center provides a comprehensive approach to assessing needs by co-locating with a number of services in one location. The Resource Center provides assistance with rent and utilities; transportation; health and mental health services; and educational services. This one-stop shop approach has proven to be an effective method of delivering coordinated services and maximizing resources. Referrals to more specialized services are made to the appropriate provider. The HMIS Project allows for better communication and coordination of case management services and has streamlined the referral process.

Discussion

The 2018-2019 Annual Action Plan includes activities that will serve the homeless population of Amarillo and continue progress toward the goal of meeting homeless needs. Consultation and planning activities continue to take place monthly at Amarillo Continuum of Care and Amarillo Coalition for the Homeless meetings.

The 2018-2019 Annual Action Plan also includes activities that will benefit non-homeless special needs populations. Specifically, Senior Services programs will provide adult daycare services, home delivered meal services, and food pantry services to elderly and disabled persons.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The 2015 Analysis of Impediments studied barriers to affordable housing. An Analysis of Impediments was completed in 2015. The City continues to work with citizens to find and retain affordable housing in the 2018 AAP.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The 2015 Analysis of Impediments did not identify any public policies serving as barriers to affordable housing. The City has developed along with citizens a Neighborhood Plan to address distressed neighborhoods that are addressed in 2018 AAP projects.

Discussion:

The 2015 Analysis of Impediments to Fair Housing Choice found that the City of Amarillo's Zoning Regulations and Building Codes do not hinder the development of affordable housing. The City recognizes that the enforcement of property codes is essential to the maintenance of quality housing stock. The Emergency Repair Grant, Homeowner Rehabilitation, and Rental Rehabilitation programs provide funds to make needed repairs to arrest the deterioration of properties and correct building code violations. The programs are targeted to homeowners with household incomes less than 50% or 80% MFI. The 2018 AAP addresses the impediments to housing that were identified in the Consolidated Plan.

Additional strategies to expand housing choice and remove barriers to housing include the following:

- Increasing awareness of tenant's rights through distribution of the Tenant Rights Handbook and investigation of all tenant complaints by Section 8 and Building Safety inspectors.
- Providing fair housing education through participation in community wide events and realtor training for Section 8 programs.
- Increasing affordable housing by ongoing new construction and renovation projects in partnership with two CHDO's, Amarillo Habitat for Humanity and Catholic Charities of the Texas Panhandle.
- Providing education on credit issues and financial literacy by conducting classes for

Section 8 tenants and seminars for first. Financial literacy classes are also provided at Guyon Saunders Resource Center.

- Developing neighborhood revitalization strategies through community meetings to identify needs for future planning.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Amarillo also has incorporated other actions into the 2018-2019 Annual Action Plan including addressing obstacles to meeting underserved needs, actions to foster and maintain affordable housing, reduction of lead based paint hazards, reduction of number of poverty level families, development of institutional structure, and enhanced coordination between public and private housing and social service providers.

Actions planned to address obstacles to meeting underserved needs

Obstacles to meeting underserved needs are identified through ongoing public community meetings including the Community Development Advisory Committee, Amarillo Continuum of Care Committee. Solicitation for public comment is made at all public hearing meetings. Comment on areas of underserved needs will continue to be encouraged from community participation.

While the City of Amarillo is strongly committed to meeting underserved needs in the community, the primary gap in the delivery of services continues to be a lack of adequate financial resources to best serve the city's populations in need. The reductions in financial resources, as well as program caps on public services, are obstacles in meeting all underserved needs in the community. However, the city has strong and stable relationships with the service providers in the community and continues to work cooperatively with all service providers to maximize financial resources and reduce gaps in the institutional structure wherever possible.

Actions planned to foster and maintain affordable housing

In addition to the CDBG and HOME funds, other major funding resources for housing activities include housing tax credits from the Texas Department of Housing and Community Affairs (TDHCA) for construction or rehabilitation of affordable housing, Continuum of Care grants and Housing Choice Vouchers.

Actions planned to reduce lead-based paint hazards

Lead-based paint inspections are completed by Certified LBP inspectors on the Community Development staff. All properties built prior to 1978 are subject to LBP inspections and are required to meet federal statutes for LBP prior to receiving federal assistance for renovations or acquisition of properties. The City of Amarillo is involved in three HUD-funded housing activities that must evaluate lead-paint hazards: housing rehabilitation (including emergency repairs); homebuyer's assistance; and rental assistance including Housing Choice Vouchers. When

funds are used for homebuyers or rental assistance, all applications are reviewed to determine the possible presence of children under the age of six. When there are no children under six or the potential of a new birth, adoption, or foster-care situation, no further assessment is needed other than providing the applicants with information about lead hazards.

If there is the presence or potential for the presence of a child under the age of six, a visual inspection of the property is conducted to determine the condition of the dwelling. All rehabilitation projects on houses constructed prior to 1978, regardless of the presence of children under six, are assessed for lead-paint hazards. Depending on the work to be performed, the level of assessment varies. If the rehabilitation does not involve disturbing paint and there are no children under the age of six in the household, than a visual assessment and determination is all that is required. If paint will be disturbed, then a more extensive assessment by a certified risk assessor is conducted.

The City of Amarillo's Community Development Department, including the Housing office, fund all clearance testing. In the case of tenant-based rental assistance, including Section 8 Housing Choice Vouchers, the landlord must pay for the interim controls. This requirement often deters landlords from accepting Section 8 vouchers or other HUD-funded rental assistance. In the case of housing rehabilitation, the City uses HUD dollars to fund the interim controls and remediation.

Actions planned to reduce the number of poverty-level families

The City of Amarillo's anti-poverty policies include:

- Targeting financial resources to those most in need;
- Encouraging local housing and service providers to become more self-sustaining and less dependent on government resources;
- Encourage local and state foundations to prioritize resources to those nonprofits with the capacity and structure to best assist those in poverty;
- Assist in strengthening and expanding the existing service delivery system, engaging all nonprofit and for-profit service providers;
- Promote the Panhandle 2020 goal to increase educational attainment;
- Support of the Bank On program initiative;
- Support economic development activities through technical assistance, facade improvements, commercial district enhancements, historic preservation, small business and microenterprise assistance; and
- Include issues surrounding poverty, its causes and its cures in other planning-related venues such as in the development of the City's Comprehensive Plan.

Amarillo's goal for reducing poverty is to give funding priority to projects and activities which:

- Involve low to moderate income residents, advocates, and services providers in the planning and decision-making process for the distribution of HUD and other public funds;
- Encourage and foster collaborations between public service providers, foundations, governmental entities, school districts, corporations, and other private sector entities to develop a coordinated and cohesive approach to the reduction of poverty and the increase in opportunities for Amarillo residents;
- Expand economic opportunities through adult education, job training, job readiness assistance, as well as through small business/entrepreneur assistance and incentives for businesses to hire those in poverty;
- Continue to expand and enhance the City's continuum of care process for the homeless and those at risk of homelessness;
- Reduce or eliminate barriers to employment, by assisting in the expansion of services such as transportation, child care, health care;
- Encourage and support community-based activities that engage and assist those disenfranchised in the community.

The strategies outlined above can be effective in reducing the number of poverty level families if significantly greater financial resources are made available and capacity and cooperation in the private sector can be increased. Given the current level of state and federal funding to the City of Amarillo, it is unlikely that the City alone can measurably reduce the number of persons in poverty. The programs to be funded through CDBG, HOME and Section 8 can reduce the impact of poverty on the lives of the very low and low income residents by increasing access to free or reduced-cost services and housing, making the essentials of life more affordable.

Actions planned to develop institutional structure

The City of Amarillo works with a variety of non-profit agencies and community groups to develop and implement the projects and activities described in the Annual Action Plan. Technical assistance is offered to community and neighborhood groups interested in developing projects for future funding consideration. Two community-based organizations are designated as Community Housing Development Organizations (CHDO) including Amarillo Habitat for Humanity, Inc. and Catholic Charities of the Texas Panhandle, Inc. which are both re-certified annually with the City. Efforts continue to be made to further develop the capacity of these agencies to administer and implement housing activities. Additionally, the City of Amarillo has recently engaged in discussions with the Amarillo Association of Realtors to work towards mutual cooperation on housing issues in the community.

Actions planned to enhance coordination between public and private housing and social service agencies

To coordinate the various affordable housing programs with other private and public service providers, the City of Amarillo will undertake the following activities:

- Continue to operate as the lead agency for the Amarillo Continuum of Care Committee to administer and evaluate homeless programs and address additional needs in the continuum of care.
- Work with the Coalition for the Homeless in assessing the needs of the homeless and planning effective delivery systems.
- Continue to work with the Texas Panhandle Centers on the Shelter Plus Care project as a collaborative partnership providing housing and mental health services for 50 households.
- List all assisted housing programs in the United Way 211 Texas statewide referral system.
- Refer homeowners to Panhandle Community Services for weatherization assistance and utility assistance under the CEAP program.
- Work with the Worksource Solutions Panhandle and the Texas Health and Human Services Commission to develop and implement activities that assist families moving from welfare to work.
- Provide referrals to the private assisted housing projects in Amarillo and surrounding area.
- Provide technical assistance to developers, non-profits, coalitions and neighborhood groups interested in developing housing projects or special activities related to the CDBG, HOME, and Continuum of Care Programs.
- Participate in outreach events to educate the public and network with other agencies on housing programs available through the Community Development office.

Utilize the Community Development office to make efforts, as appropriate, to bring various groups together to achieve community goals, coordinate services or encourage joint projects.

Discussion:

The City of Amarillo engages in collaboration with many local community partners including private housing providers, social service agencies, and others; but also continues through outreach efforts to seek additional involvement from other entities on community development issues.

Program Specific Requirements
AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The 2018/2019 Annual Action Plan does not include any CDBG funded projects that are planned to include program income from previous years, proceeds from section 108 loan guarantees, or surplus from urban renewal settlements. HOME funded activities, including forms of investment and recapture and resale guidelines are described below.

The overall benefit of CDBG funds used to benefit low to moderate income persons is 80% for a period of 1 year as covered by this 2018 Annual Action Plan.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Amarillo uses the Recapture provision in its homebuyer programs. The following homebuyer activities that provide HOME assistance to homebuyers (down payment, closing cost, principal buy down assistance and/or a reduction of the sales price to below the market value to make the unit(s) affordable), will be subject to recapture provisions; (Homebuyer activities and CHDO homebuyer activities.) Homebuyers meet the affordability period if they remain in the home for the full required period of affordability depending on how much assistance received.

In the event the homebuyer sells the property assisted with HOME funds within the required period of affordability, the City will recapture the homebuyer assistance from the net proceeds of the sale. The amount subject to recapture will be reduced proportionately based on the time the homebuyer has owned and occupied the property. The recapture amount is subject to available shared net proceeds in the event of sale or foreclosure of the unit.

In the event of sale or foreclosure of the unit, if the shared net proceeds (i.e. sales price minus closing costs; any other transaction costs; and loan payment, other than HOME funds) are in excess of the amount of the HOME investment that is subject to recapture, then the net proceeds may be divided proportionately between the City and the homeowner as set forth in the following mathematical order:

- HOME Investment/ (HOME Investment +homeowner investment) */ net proceeds= HOME amount to be recaptured.
- Homeowner investment/ (HOME Investment + homeowner investment) * net proceeds= amount to homeowner

Should the homebuyer fail to occupy the property as their principal residence within 60 days after closing or after occupying the property as homebuyer's principal residence, any time during the required affordability, the homebuyer will be in noncompliance. At this time, the City will recapture the entire amount of homebuyer assistance.

The recapture provisions will be secured by a promissory note and related deed of trust in the format prescribed by the City.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

HOME assisted housing must meet the affordability requirements for not less than the applicable period beginning after project completion which is determined based on the following investment amounts: -Under \$14,999 = 5 years minimum affordability period

- \$15,000 - \$39,999 = 10 years minimum affordability period

-Over \$40,000 = 15 years minimum affordability period

To ensure compliance with affordability guidelines, annual monitoring of properties funded with HOME funds are conducted by the Community Development Affordable Housing Coordinator. At project completion a lien is filed against the property for the amount of the HOME investment and for the duration of the affordability period. The annual verification process includes sending all homebuyers a postcard which asks them to respond within ten days to verify that they still reside in the home. Additionally, a check on Potter Randall Appraisal District is performed to confirm that the homebuyer still owns the property. Lastly, the Rehab Inspector II does an annual verification check of residences to confirm if the homebuyer is still occupying the home. Failure to meet affordability terms results in immediate repayment.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

No HOME funds will be used to refinance any existing debt on multifamily housing rehabilitations.

The City of Amarillo continues to operate the HOME program in compliance with all current HOME program affordability and resale/recapture regulations. The category of eligible applicants is one of the following: Low Income - term used to describe the income levels of the households that qualify for the Rehab programs. Very low income is defined as gross annual income which is 50% or less of the median family income in the Amarillo MSA. Extremely low income is defined as gross annual income which is 30% or less of the median family income in the Amarillo MSA.

The city solicits applications using media, outreach events and flyers. Applications and proposals are funded only if the applicant income qualifies and has met all the required criteria. This information can be obtained by accessing the standard operating procedures handbooks.

At the time a home owner is approved for assistance through the HOME program, the owner must be a low income household with an income not exceeding 80% of the Median Family Income as established by the the Department of Housing and Urban Development for the Amarillo Metropolitan Statistical Area.

Applicants may obtain detailed information such as applications and eligibility requirements from the Community Development Department. Applicants may also obtain information directly from the Community Development website. Additionally, the Community Development Department participates in Community Outreach events where the staff is able to meet with potential clients and provide them the detailed information that is needed.

2018-2019 Proposed Projects

FUNDING ALLOCATIONS PER HUD (AS OF MAY 2018)

TOTAL CDBG ALLOCATION: \$1,592,011

TOTAL HOME ALLOCATION: \$725,574

COMMUNITY DEVELOPMENT BLOCK GRANT	
BUILDING SAFETY	\$314,982
Community Improvement Inspector	\$75,482
Demolition & Clearance	\$239,500
PUBLIC SERVICES	\$238,802
Catholic Charities of Texas Panhandle -- InterFaith Hunger	\$40,000
Transportation for the Homeless	\$3,750
Texas Workforce Commission -- Child Care Title 4-A Local Initiative	\$80,000
Panhandle Regional Planning Commission -- Food NET	\$25,000
Guyon Saunders Resource Center-- Day Room	\$23,000
Homeless Management Information System	\$52,052
Maverick Boys & Girls Club- After School Services	\$15,000
NEIGHBORHOOD IMPROVEMENTS	\$160,500
AAYC HVAC Replacement	\$160,500
OWNER OCCUPIED HOUSING IMPROVEMENTS	\$559,325
Emergency Repair Grants	\$375,000
Rehabilitation Support Administration	\$184,325
PLANNING AND MANAGEMENT	\$318,402
Program Management	\$318,402
TOTAL	\$1,592,011
HOME Investment Partnership	
HOME INVESTMENT PARTNERSHIP PROGRAM	\$72,557
HOME Administration	\$72,557
Available for HOME Projects	\$507,902
Housing Rehabilitation Assistance	\$87,164
Rental Rehabilitation	\$420,738
CHDO Projects	\$108,836
Amarillo Habitat -- New Construction	\$108,836
CHDO Operating Assistance	\$36,279
Amarillo Habitat -- Operating	\$36,279
TOTAL	\$725,574
TOTAL CDBG/HOME PROJECT FUNDING	\$2,317,585