



Public Participation Plan

for the

Amarillo Metropolitan Planning Organization

DRAFT

in cooperation with

Federal Highway Administration

Federal Transit Administration

Texas Department of Transportation

Panhandle Regional Organization to Maximize Public Transportation

Potter County

Randall County

City of Amarillo

Amarillo City Transit

A guidebook to actively encourage
stakeholder input into the transportation
planning process for Amarillo.

Approved by the Policy Advisory Committee: January 25, 2007

Revision Approved:

The Amarillo MPO Public Participation Plan (PPP) was approved and adopted by the MPO Policy Advisory Committee at a regularly scheduled meeting on January 25, 2007. This latest version, in which staff updated the document and mailing list of transportation stakeholders, was revised in June 2017.

A public comment period of 45 days is required before this document can be adopted. The draft PPP public comment period will begin August 1, 2017 through September 16, 2017. At the October 19, 2017 MPO Policy Committee meeting, staff will ask for Committee acceptance of the document and present any public comment. Submittal of comments regarding these procedures may be made in writing, in person, by phone, fax, or email.

Contact information:

Amarillo Metropolitan Planning Organization
808 S Buchanan Street, Room 235
Amarillo, TX 79101
Phone: (806) 378-4219
Fax: (806) 378-6062
Email: amarillompo@ci.amarillo.tx.us
Website: www.amarillompo.org

Public Participation Plan (PPP)

Introduction

The Amarillo Metropolitan Planning Organization (MPO) is the regional transportation-planning agency for the urbanized area of Amarillo, Texas and parts of Potter and Randall Counties. Federal regulations require the designation of an MPO to carry out a coordinated, continuing, and comprehensive transportation planning process.

The Intent of the PPP

This policy is intended to ensure that public participation is an integral and effective part of the MPO activities and that decisions are made with the benefit and consideration of important public perspectives. This policy provides a mechanism for bringing a broad range of diverse viewpoints and values into the MPO decision-making process. Early public involvement enables the MPO to make more informed decisions, improve quality through collaborative efforts, build mutual understanding, and trust between the MPO and the public it serves. The MPO Public Participation Plan has been updated to reflect and incorporate principles from the City of Amarillo's Community Engagement Policy, adopted in 2016, specifically the various outreach tools. MPO-related outreach will be considered a "level four" of the Community Engagement Policy, as most transportation measures affect a wide cross-section of the community and outreach should be widespread. The City's Community Engagement Policy is provided as an appendix to this plan.

The PPP outlines various tools and time limits for public involvement in the development various planning documents, such as the:

- **Metropolitan Transportation Plan (MTP):** A long-range transportation-planning document, which is updated every five years;
- **Transportation Improvement Program (TIP):** A short-range transportation-planning document, which is updated every two years;
- **Unified Planning Work Program (UPWP):** An outline of the activities that will be conducted by or overseen by the MPO staff over the course of one year.

Organization of the MPO

Representatives from the Texas Department of Transportation, Potter County, Randall County, City of Amarillo, Amarillo City Transit, and the public are represented on various committees that are a part of the MPO.

- **Policy Committee (PC):** This is the governing body for the MPO and provides a forum for cooperative decision-making and policy guidance.
- **Technical Advisory Committee (TAC):** This group is composed of technical staff of key transportation planning agencies in the area. Meetings are held to discuss transportation-related issues and to provide technical analysis of planning activities for the Policy Committee.
- **Citizens Advisory Committee:** The MPO staff will utilize the City of Amarillo Traffic Advisory Board as public advisory committee in the development of major issues affecting transportation planning in the urban area.

MPO Staff

The MPO staff is responsible for performing the administrative and technical services necessary to operate the MPO.

Supporting Legislation

The following key pieces of legislation address specific requirements for conducting transportation planning in an open process that supports early and continued involvement, provides complete information, timely public notice and full public access to key decisions. See Appendix A for more information on the requirements sets forth in Title 23, CFR 450.316 (b) (1).

- Fixing America's Surface Transportation Act (FAST)
- Moving Ahead for Progress in the 21st Century Act (MAP-21)
- Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)
- The Transportation Equity Act of the 21st Century (TEA-21)
- The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
- Texas Open Meetings Act
- Title VI of the Civil Rights Act of 1964 and Environmental Justice (EJ)
- National Environmental Policy Act of 1969 (NEPA)
- The American with Disabilities Act of 1990 (ADA)

Outreach Tools

The community engagement process must fulfill the expectations of citizens, transportation stakeholders, and participating agencies. Most transportation projects affect a wide cross-section of the community; consequently public outreach should be widespread. To better achieve high-impact, wide-reaching solutions for community engagement, the MPO will incorporate the following methods as necessary:

- Social networking
- Banner on web, email list, display
- Notice on website
- Workshop
- Briefing/issue memo
- Online forum, focus group
- Media Release, notification sign
- Public meeting
- Billboard/Radio/TV, letter, blog post, survey, suggestion box, site tour, online poll
- Advisory committee, meeting with stakeholders
- Expert commentary
- Public exhibition with invitation for written feedback
- Water bill insert, newsletter, publication
- Dialogue, charrette
- RSS feed

In order to fulfill the objectives set forth in federal and local mandates, the MPO uses a range of strategies designed to enhance and support public outreach and education in the transportation planning process. Depending on the nature of the project, these may include:

(1) Committee Meetings

The MPO Policy Committee meeting is generally held quarterly on the third Thursday of January, April, July, and October unless otherwise indicated. Agendas are mailed out,

approximately one week in advance of the scheduled meeting date, to all individuals that have requested to be on the mailing list. A notice of meetings, which includes the date, time, and subject matter of the meetings, will be posted at the Potter and Randall County Courthouses, TxDOT Amarillo District Offices, Amarillo City Hall, and City of Amarillo Public Library Buildings a minimum of seventy-two (72) hours in advance. Information about the meetings will be made available in The Amarillo Globe-News newspaper the Sunday preceding the meeting. The meetings are also posted on the MPO website. Social media outlets will be utilized to increase public awareness of MPO initiatives. Persons with disabilities needing auxiliary aids or services are requested to contact the MPO office 48 hours in advance of meeting to make appropriate arrangements for their attendance of a meeting.

The MPO Technical Advisory Committee meeting is generally held on the first Wednesday of each month unless otherwise indicated. Agendas are emailed to members approximately one week in advance of the scheduled meeting.

(2) Workshops and Forums

The MPO staff and other stakeholders participate in transportation planning workshops and forums to obtain or exchange information. Forums may be held in locations that are dispersed throughout the MPO area and are accessible to the broadest sector of citizens. Notices of such meetings may be distributed through mailings, media, and electronic outlets.

(3) Transportation Focus Groups

Transportation focus groups may be scheduled to discuss special transportation needs of bicycle/pedestrian, neighborhood transportation planning, rural planning organizations, regional public transportation initiatives, and other community issues such as environmental justice, regional mobility authorities, ^{and}/_{or} other special projects.

(4) Mailing List

A diverse mailing list of organizations, public agencies, elected and appointed officials, transportation providers, neighborhood interest groups, radio stations, television stations, newspapers, special interest groups, civic organizations, advocacy groups, and individuals interested in transportation issues, and others have been developed. Efforts to expand relationships with non-traditional stakeholders will continue, as well as increasing communication with under-served communities such as people with disabilities, low-income, and racial and ethnic minorities. Mailing lists may be sorted via electronic or postal mailing groups. See Appendix B.

The mailing list is periodically updated to keep the list current. All organizations and individuals will remain in the database until either they request to be removed, or the U.S. Postal Service returns a notification to the MPO office as undeliverable.

(5) Educational Materials

The pamphlets and brochures published by the MPO provide information on the MPO composition, transportation planning process, and major documents and data produced by the MPO. On request the material is mailed or distributed during the MPO meetings, workshops, and forums.

(6) MPO Website

The MPO commits to providing a dynamic web site with current, related MPO information, including agendas, primary planning documents, links to outside agencies, and other appropriate transportation-related information. Use of the World Wide Web will aid the MPO in attracting citizens and transportation stakeholders to the transportation planning process by making information readily available. The visual, electronic display of program documents and maps will permit a greater civic understanding of

transportation planning projects. In addition, MPO contact information and transportation planning links available on the website will let citizens find all information on transportation related subject matter. The website will give citizens a greater opportunity to comment on projects, ask questions, and receive a fast response from the MPO. Visit us at www.amarillompo.org or find us on your favorite social media outlet.

(7) MPO Speakers

The MPO provides speakers to civic organizations, clubs, schools, neighborhood associations, and other organizations who like to know the transportation planning activities of the MPO. The speakers provide information on the purpose, process, and products of the MPO and seek continued participation and comments from the public.

(8) Static Display

Static displays, used at meetings, will be updated periodically for special purposes, to depict transportation information, statistics, and/or maps. This, and other visualization tools, will be used to convey information to the public.

(9) Targeting Activities for Traditionally Under-Served Populations

Contacts with traditionally under-served communities are very important. The MPO contacts minorities, disabled, and other traditionally under-served communities to exchange information regarding transportation planning. All public hearings and open houses are held at accessible locations. Upon request, the MPO will make every effort to provide auxiliary aids and services, such as interpreters for the deaf and hearing impaired, to those who qualify as a disabled individual under the Americans with Disabilities Act. The MPO office must receive notification by mail or telephone for such services at least 48 hours prior to the meeting. You may make a request for assistance by calling the MPO office in Amarillo, Texas at (806) 378-4219 or by calling the City of Amarillo TTD number at 378-4229. Additionally, translators may be requested, for meetings, with prior notification of 48 hours.

(10) Advisory Groups

The MPO will stay involved and participate in other groups involved with transportation-related issues, both in the community, as well as at the state and national levels.

(11) Press Releases

The MPO will work closely with the local media as a tool to inform the public of significant transportation activities and issues. As warranted, the MPO will write press releases, conduct interviews, and submit articles to the news media.

(12) Response to Interested Parties

If an interested party requests additional information or voices concerns about a project, then further coordination with that party will continue either through written correspondence, telephone conversations, and/or informal or formal meetings.

Opportunities For Public Participation

Recognizing that public awareness and involvement in the transportation planning process best assures that citizens are satisfied with the regional transportation system, the MPO is committed to bringing projects into the public forum. The MPO will employ measures such as those shown below, but not limited to, to enhance its efforts for presentation of information to citizens and the transportation stakeholders:

- public meetings scheduled at varying times
- public meetings scheduled in varying locations throughout the study area
- public meetings will not conflict with other known meeting times or dates

- use of electronic media or video to aid comprehension of plans and projects
- update the MPO website for project information and MPO contacts
- utilize maps to show the relation of projects to various population segments

The MPO is mandated by federal legislation to produce a Metropolitan Transportation Plan (MTP), a Transportation Improvement Program (TIP), a Unified Planning Work Program (UPWP), and a Public Participation Plan (PPP). Table 1 describes the various minimum required timelines associated with public participation periods for these documents. The days required for a particular activity are consecutive calendar days.

Program Administration Guidelines

The MTP, TIP, UPWP, and PPP may be modified at any time consistent with the procedures agreed to by the cooperating parties for developing these programs and the federal requirements in 23 CFR Part 450 concerning their development and public involvement requirements. All modifications to the MTP and TIP must maintain the fiscal constraint requirements for these documents. All modifications to the TIP must be consistent with the MTP. Modifications to any of these documents must be consistent with Federal Title 6 requirements and consider the affect on congestion, safety, air quality, quality of life, and opportunities for economic development.

Major Revisions to the MTP, TIP, UPWP, & PPP

Major Revisions require a formal process including approval by some or all of the following entities: PC, TxDOT, FHWA, and FTA.

The following changes are examples of changes made through a Major MTP Revision:

- Adding or deleting a project;
- Changes in an estimated federal cost that is greater than 50% and results in a revised total cost exceeding \$1,499,999;
- Changes in the type of work, length, or termini of a project from its original MTP description;
- Changes from non-federal to federal funds.

The following changes are examples of changes made through a Major TIP Revision:

- Adding or deleting a project;
- Changes in an estimated federal cost that is greater than 50% and results in a revised total cost exceeding \$1,499,999;
- Changes in the type of work, length, or termini of a project from its original TIP description;
- Changes from non-federal to federal funds.

The following changes are examples of changes made through a Major UPWP Revision:

- Adding or deleting a task;
- Changes in the amount of funds programmed within a fiscal year;

Any changes other than typographical errors or updating references to regulatory requirements in the Public Participation Plan are considered to be a Major Revision.

Minor Revisions to the MTP, TIP, UPWP, & PPP

The approval of Minor Revisions has been delegated to the MPO Study Director, the TxDOT District Engineer and/or the TxDOT Director of Planning and Development through their written approval upon formal adoption of the Public Participation Plan.

Minor Revisions to the MTP, TIP, UPWP, and PPP may be made as long as the change does not adversely affect its timely implementation, financial constraint, or the public's opportunity to participate in the transportation planning process. These changes may include:

- Minor data entry or typographical errors;
- Changes in Federal, State, or Local funding sources or the project sponsor (not including those MTP or TIP actions that involve changes from non-Federal to Federal funds);
- Moving a project and its funding from one fiscal year to another within the stated period of the program;
- Any non-regionally significant highway or transit project-related change to projects funded from a "grouped" category.

MTP Revision Request Procedure

Any MPO member agency may request the consideration of a revision to the MTP on its own behalf or on the behalf of a non-member agency or private group, business, or individual. Private parties must work through the MPO member agency that represents them to request a revision to the MTP. **ALL** such requests shall be submitted to the MPO Study Director in writing. The MPO Study Director may initiate a revision to the MTP in order ensure that it remains in conformance with all applicable federal, state, and regional policy requirements.

TIP Revision Request Procedure

To request a TIP revision, the project sponsor must submit the proposal to the MPO Study Director for review. MPO staff will review the submitted request for compliance with Federal regulations, statute, and regional policy, including funding completeness, impacts to air quality, congestion mitigation, safety, quality of life, and opportunities for economic development, financial constraint, and for compliance with other Federal, state, and regional requirements before approving the submitted request. If the proposal is found not to conform to the MPO adopted guidelines as shown herein or is inconsistent with the financial constraint of the TIP, the proposal may not be approved. Proposed revisions to projects contained in the TIP must also conform to the revision rules of the funding program involved. The MPO Study Director may initiate a revision to the TIP in order ensure that it remains in conformance with all applicable Federal, state and regional policy requirements.

Review Of Draft Materials

Copies of the *draft* Plan Updates for the MTP and TIP documents are placed at the City libraries, city offices, social media, and MPO website. The public is given ample time from when the notice is posted to review documents and call, mail, fax, or e-mail their comments. After the public comment period ends the draft documents along with the summary of comments are presented to the Policy Committee for the final adoption process.

- The MPO is mandated by federal legislation to produce various primary-planning documents, such as the long-range plan, short-range plan, staff work plan, and public participation plan. Table 1 describes the various timelines associated with public comment periods for all the planning documents of the MPO.

Table 1. Public Participation Plan Minimum Timelines

PROGRAM UPDATES		PUBLIC MEETINGS	COMMENT PERIOD *	ADDITIONAL NOTES
MTP:	25-year document, updated every 5 yrs	2 meetings	30 days	A summary of all comments will be provided to the Policy Committee and made available for public review.
TIP:	4-year document, updated every 2 yrs	2 meetings	30 days	
UPWP:	1-year document	1 meeting	30 days	
PPP:	As needed	1 meeting	45 days **	
PROGRAM MAJOR REVISIONS		PUBLIC MEETINGS	COMMENT PERIOD	ADDITIONAL NOTES
MTP:	As needed or by request	1 optional meeting	10 days	See Program Administration Guidelines section of this document
TIP:	Quarterly, if needed	1 optional meeting	10 days	
UPWP:	As needed	1 optional meeting	10 days	
PPP:	As needed	1 meeting	45 days **	
PROGRAM MINOR REVISIONS		PUBLIC MEETINGS	COMMENT PERIOD	ADDITIONAL NOTES
All:	As needed or by request	See Program Administration Guidelines section of this document		
OPEN MEETINGS				
Policy Committee		As scheduled	At each meeting	See Open Meetings & Records section of this document
OTHER PUBLIC INFORMATION		ADDITIONAL NOTES		
Posted Notices ***		Notices are posted 72 hours prior to public meetings and comment periods		
Legal Notices		Legal notices are run at least 72 hours prior to public meetings for MTP, TIP, UPWP, and PPP updates.		
Technical Assistance		Available upon request		
Presentations		Available upon request		
Publications		Available on MPO web page and at MPO office		

* If the MPO Study Director determines that a significant change to the Final Draft of the MTP, TIP, UPWP, or PPP is necessary as a result of comments received from the public, the Final Draft will be made available for one (1) additional seven (7) day public comment period to address the specific significant change(s). However, the MPO Study Director may, at his discretion, request final approval by the Policy Committee prior to the additional comment period pending any additional changes to the document.

** Federal regulations call for a minimum 45-day public review period for a PPP update.

*** Posted Notice is defined as from the date the notice is posted at the Potter and Randall County Courthouses and the City Hall of Amarillo.

Texas Open Meetings And Records Procedures

- The MPO adheres to the requirements for open meetings and notices of meetings.
- All meetings where public business is conducted, which have a quorum, are open to the public. Notice of meeting is given no less than 72 hours beforehand through posting the agenda at county courthouses, TxDOT district office, city hall, and library branches.
- All open meetings will be sound recorded. A summary of proceedings (Minutes), including a roster of those who attended, will be made available at the MPO office usually within 90 days of the meeting. Minutes are made available to the public upon request in accordance with the Texas Public Information Law. The summaries of proceedings and recordings will be maintained for a minimum of three (3) years.
- Meetings may go into executive session following the rules of the Texas Open Meetings Law.
- All MPO meetings are held in barrier-free sites. Accommodation will be made for those with special needs if requested at least 48 hours in advance of the meeting.
- The MPO adheres to the requirements of the Texas Public Information Act. Records, as defined by the law, are made accessible to the public.

Appendix A

Federal Regulations

Specifically, Title 23, CFR 450.316 (b) (1), of the Metropolitan Planning Process, requires eleven elements be addressed. Each requirement and the method in which it is met, is listed below.

1. **Development of a public involvement process.**
A period of at least 45 days, from date of posted notice, for public comments will be provided prior to its adoption. Comments may be made in writing, in person, by phone, fax, or email. All comments are addressed and taken back through the Technical Committee for oversight, then put before the Policy Committee to request final approval.
2. **Provide timely information on transportation issues.**
Information is disseminated through a variety of measures, including a newsletter, information bulletins, email, press releases, forums, website, public meetings, mailings, and a static board.
3. **Provide reasonable public access to technical and policy information used in the development of plans.**
The MPO provides this access through public, open, and accessible committee meetings and public review periods.
4. **Facilitate public involvement in developing the TIP and MTP.**
The various outreach tools will be employed in encouraging input into the development of these planning documents.
5. **Public comments to be considered as an integral part of the planning process.**
The public has an opportunity to comment on all plans released by the MPO. Comments may be made in writing, in person, by phone, fax, or email. All the comments are reviewed and documents are amended, if necessary.
6. **Seek out and consider needs of historically under-served.**
A comprehensive public notification list is maintained and includes groups that outreach to these under-served populations. Spanish translators are made available, if requested. Additionally, special arrangements can be requested for the physically disabled, hearing or visually impaired.
7. **For areas of non-attainment, significant public comments will be part of the final TIP & MTP.**
Even though the MPO is in attainment, public comments received on the TIP and MTP are addressed and included in the documentation.
8. **Revisions to the TIP and MTP based on public comments will be made available to the public.**
These types of revisions will be subject to the same, open meeting requirements.
9. **Periodic Reviews of the PPP.**
The Policy Committee and Technical Advisory Committee review the PPP as needed.
10. **FHWA & FTA review of the PPP.**
The PPP will be forwarded to the Federal Highway Administration and the Federal Transit Administration, in accordance with these federal mandates.
11. **Coordination with statewide public involvement processes.**
The MPO coordinates its activities with the Texas Department of Transportation.

Appendix B

Mailing List

The MPO staff maintains and regularly updates the mailing list used for meeting notifications, newsletters and various other mailings. This list includes a wide variety of stakeholders, such as the following:

- MPO Policy Committee
- MPO Technical Advisory Committee
- Potter County
- Randall County
- City of Amarillo
- Amarillo City Transit
- Panhandle Transit
- Panhandle Community Services
- Public Libraries
- Citizens
- Chamber of Commerce
- Center City of Amarillo
- Legislators
- Freight Transporters
- Panhandle Regional Planning Commission
- Area Newspapers & Publications
- Radio Stations
- Television Stations
- Amarillo ISD
- River Road ISD
- Neighborhood Interest Groups
- Historical Preservation Groups
- Business & Civic Groups
- Bicycle Interest Groups
- Indian Tribal Groups
- Social Service Organizations
- Consultants
- Other Agencies
- Other MPOs

This mailing list is periodically updated to keep the list current. All organizations and individuals will remain in the database until either they request to be removed, or the U.S. Postal Service returns a notification to the MPO office as undeliverable.

Amarillo Community Engagement Process

December 16, 2015

Introduction

The City of Amarillo recognizes the importance of a responsive community engagement program. The City Council is committed to ensuring that stakeholders have opportunities to communicate their thoughts and ideas on decisions that affect their lives. Through the development of a Community Engagement Process the City of Amarillo seeks to take account of the views, needs, issues and aspirations expressed by the community, and to balance these with other influences, such as budgetary constraints, to make informed decisions.

What is Community Engagement

Community engagement is a connection between the local government and the citizens enabling them to effectively come together, deliberate and take action. Local governments across the country have moved beyond “public comment” hearings to find ways to involve the stakeholders in the community. Research has shown that effective citizen engagement can foster a sense of community, engender trust, enhance creative problem solving, and even increase the likelihood that citizens will support financial investments in community projects.

Involving citizens in their local government can lead to significant improvements in policy and program designs and outcomes. Community engagement is an excellent way for City leaders to increase their awareness of the needs, priorities, and diversity within the local community. In turn, the City Council is better equipped to ensure that their actions are aligned appropriately. There is also potential for time, resource and cost savings through shared skills and ideas.

Community engagement can be described as a spectrum and hierarchy of processes. As the level of engagement increases, so does the public’s influence. Each level along the spectrum builds from the previous. For example, if you want to consult you must first inform. Citizen participation approaches range along the continuum from one-way communication on one end, to dialogue shared and processed among multiple participants at the other.¹ This is illustrated in the following table.

¹ Lukensmeyer and Torres 2006; International Association of Public Participation [IAP2]2006

Public Involvement Spectrum in Local Governance *

	Exchanges with Citizens		Citizen Engagement		
Interaction in policy making	Inform	Consult	Include/Incorporate	Collaborate	Empower
Goal: Decision-Making and Problem-Solving	Provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities, and/or solutions	Receive and respond to resident comments, requests, and complaints Obtain public feedback on analysis, alternatives, and/or decisions	Work directly with citizens throughout the process to ensure that public concerns and aspirations are consistently understood and considered by staff	Partner with citizens in each aspect of the Decision including the identification of issues, development of alternatives, choice of the preferred solution, and implementation	Place final decision-making authority or problem-solving responsibility in the hands of citizens

* Lukensmeyer and Torres (2006, 7) make the distinction between information exchange models and information processing models of citizen engagement. We use that distinction to categorize the activities in the spectrum of public involvement developed by the International Association for Public Participation (IAP2) and used in adapted form by Lukensmeyer and Torres (2006, 7, Table 1).

The left side of the table focuses on “exchanges” with citizens. It is one-way interactions with information flowing from the City to the citizens, or from the citizens to the government officials. However these exchanges typically do not yield new information or allow for stakeholders to discuss or deliberate ideas. Exchange of information is a vital part of community engagement, but as a primary technique of communication often fails to meet the public’s expectations of involvement. The right side of table illustrates community “engagement”. The governing body should work to gain shared understanding and consensus with the stakeholders.

Determining the level of engagement will depend largely on the impact of the decision to be made. Stakeholders may be incorporated in the decision making process, or they may ultimately be empowered to make the final decision on a project.

Background

Information has been gathered by City staff on the current state of Amarillo’s community engagement efforts. Comprehensively, the City of Amarillo maintains a website, Facebook account, and Twitter account. City Council meetings are available for viewing online as well. These methods of communication allow the citizens to be informed, but not engaged.

Additionally, some of the departments within the City of Amarillo have advisory boards and public meetings to assist in their decision making processes. The most active departments, in terms of community engagement, are Parks & Recreation, Planning & Zoning and Library. The procedure for applying community engagement practices varies by department and there are no documented procedures in place. These activities do allow for community engagement, but the City is lacking consistency among all departments and projects or initiatives.

It is the goal of the City of Amarillo to implement a community engagement model that can be applied consistently among all departments. While many of the tools needed for effective community engagement are already in place, a comprehensive policy is required to provide the framework and direction needed for different situations.

Community Engagement Principles

The community engagement process must begin with expectations that both citizens and government will engage each other with mutual respect, honesty and fairness. No method of engagement will be effective if the city does not share information openly and in an unbiased manner. Likewise, the citizens must respect the process and be fair to opinions of opposition. When both sides agree to listen and attempt to understand, the best solution for the community can be found.

While participating in community engagement the City of Amarillo will adhere to these principles:

- **Inclusive:** The City of Amarillo will strive to reach all individuals who wish to be involved. Everyone, regardless of beliefs or philosophies can contribute their ideas to the community.
- **Partnership:** The City of Amarillo will maintain a fair and open environment for community engagement in exchange for respectful and safe public participation and input. The City will work with citizens, government and community institutions, and others to advance the common good.
- **Accessible:** The City of Amarillo will clearly define the opportunities for citizen engagement and will provide resources that enable all citizens to participate, regardless of ability.
- **Transparency & Trust:** The City of Amarillo will be clear and open about the process, and provide public records of the outcomes including the range of views and ideas expressed.
- **Diversity:** The City of Amarillo will provide a variety of ways for citizens to participate. Engagement opportunities will be appropriate for the needs of the citizens that are participating.
- **Stewardship:** The City of Amarillo is committed to delivering quality services to the citizens of Amarillo. Therefore, the time and energy the citizens put forth to provide ideas and feedback through community engagement efforts will be taken seriously. The City will ensure each participatory effort has real potential to make a difference and that citizens are aware of that potential.

City of Amarillo Community Engagement Process

The community engagement process is relevant to all staff. This process aims to guide staff in their interactions with the community and ensure the appropriate level of participation for a range of projects, services and activities. The community engagement process should be considered at the commencement of all projects and also as a part of daily operations. The process is not meant to prescribe exactly how the community should be consulted for each project, issue or service. Instead, it helps to identify different levels of impact that require certain types of engagement. Outlined below are the steps to the community engagement process.

Step 1—Purpose and Objectives

Clearly define the project or initiative and include what has happened to date. Define the expected outcomes of the community engagement process. Set goals for the engagement process and decide who will be the final decision-maker.

Step 2—Stakeholders

Create an initial list of stakeholders. Consider who will be affected by the project or decision. Consider asking committees, community groups, businesses, non-profit groups and other departments for input. To understand the full impact of a project, an inclusive group must be identified.

Step 3—Level of Impact & Methods of Engagement

Before deciding how best to engage the community, it must first be determined what level of impact the issue will have on the stakeholders. Issues having minimal impact on the community will not likely garner much response to engagement efforts. Likewise, topics with many differing opinions and high impact will bring more public interest.

To determine the level of impact a project or issue will have, the chart below helps to categorize issues based on several factors. Each issue will fall into one of four levels.

Table 1. Levels of Community Impact

Community Impact	Criteria	Examples
Level One: <i>Modest impact on select area and/or community group</i>	<ul style="list-style-type: none"> • Modest impact on a <i>limited group</i> in the community • Small changes to facilities or services • Modest risk of controversy 	<ul style="list-style-type: none"> • Street cleaning or repair • Upgrading dilapidated sidewalks • Changes to P&R program, such as time or venue
Level Two: <i>Modest impact on whole community</i>	<ul style="list-style-type: none"> • Modest impact across the community • Sufficient degree of interest • Moderate possibility of conflicting opinions 	<ul style="list-style-type: none"> • Improvements to city-wide services such as solid waste collection • Community-wide events
Level Three: <i>High impact on select area and/or community group</i>	<ul style="list-style-type: none"> • High impact on a specific group or neighborhood, or specific service program • Strong possibility of conflicting perspectives, or the need for compromise among particular groups 	<ul style="list-style-type: none"> • Change in permitting requirements • Change in bus routes • Removal of parking lot

Community Impact	Criteria	Examples
Level Four: High impact on whole community	<ul style="list-style-type: none"> High impact across community including significant changes for all residents High degree of interest throughout the community Strong possibility of conflicting perspectives 	<ul style="list-style-type: none"> City Council's strategic plan Elimination of a City service Major rezoning change

Once the appropriate level of impact has been determined, the next step is to decide the most suitable forms of community engagement. Below is a table representing appropriate methods of community engagement for each level of community impact. These are specific methods that would be appropriate for each situation.

Table 2. Community Engagement Methods

Community Engagement Methods	Level of Impact			
	Level 1	Level 2	Level 3	Level 4
	Modest impact, focused reach	Modest impact, wide reach	High impact, focused reach	High impact, wide reach
Social networking	Strongly Recommended	Strongly Recommended	Strongly Recommended	Strongly Recommended
Banner on web, email list, display	Strongly Recommended	Strongly Recommended	Optional	Essential
Notice on website	Optional	Essential	Essential	Essential
Workshop	Optional	Strongly Recommended	Essential	Essential
Briefing/issue memo	Optional	Strongly Recommended	Essential	Essential
Online forum, focus group	Optional	Strongly Recommended	Strongly Recommended	Strongly Recommended
Media Release, notification sign	Optional	Optional	Essential	Essential
Public meeting	Optional	Optional	Essential	Essential
Advisory committee, meeting with stakeholders	Optional	Optional	Strongly Recommended	Essential
Expert commentary	Optional	Optional	Strongly Recommended	Strongly Recommended

Community Engagement Methods	Level of Impact			
	Level 1	Level 2	Level 3	Level 4
	Modest impact, focused reach	Modest impact, wide reach	High impact, focused reach	High impact, wide reach
Public exhibition with invitation for written feedback	Optional	Optional	Strongly Recommend	Strongly Recommend
Water bill insert, newsletter, publication	Optional	Optional	Optional	Strongly Recommended
Dialogue, charrette	Optional	Optional	Optional	Strongly Recommended
RSS feed	Optional	Optional	Optional	Strongly Recommended
Billboard/Radio/TV, letter, blog post, survey, suggestion box, site tour, online poll	Optional	Optional	Optional	Optional

Step 4—Develop a Community Engagement Plan

At this step it is appropriate to determine which of the community engagement methods from Table 2. will be used in the community engagement process. There are several key considerations in creating a community engagement plan.

The first consideration is to create clear and concise information for the public. They must have sufficient information in order to participate and make informed decisions. Equally important is the act of promoting how the public can be involved. Always explain expectations and give constraints to avoid unrealistic expectations.

The second consideration is to recognize the knowledge and expertise that the citizens will provide throughout the process. Appropriate community engagement should provide opportunities for citizens to share ideas, thoughts, opinions and vision. Participants should be reflective of the community as a whole, or the group that is specifically affected by a policy or project. Evaluate the participation throughout the process to ensure that the efforts are reaching the affected population groups.

The third consideration is to determine the timeline and allocate resources required to execute the community engagement plan. Typically, projects with higher levels of impact require more community engagement activities. More time and resources will need to be allotted to meet the needs of those types of projects. Also consider what skills and staffing is required, and if they are readily available.

Step 5—Execute the Engagement Plan

Announce the issue or project to the public with all of the information available. The citizens should be informed of all upcoming meetings, workshops, or project milestones. The stakeholders should be aware of all opportunities to participate and they should have a clear understanding of how to be involved at each step. Communicate throughout the process what you are learning from the citizens and share the results.

Step 6—Evaluate the Findings

It is essential to provide the community with feedback and reports on community engagement activities based on their participation. Take the information gathered throughout the process and prepare a report summarizing the findings. Consider the project in light of the community's response.

Step 7—Make a Decision

A decision is made after considering the outcome of the community engagement process.

Step 8—Evaluate the Process

Evaluation is an important part of continuing to improve and develop the community engagement process. Feedback should be encouraged throughout the community engagement process. An evaluation summary should be completed on all high impact projects summarizing the project, process and outcome. This should be made available to the public.

Community Engagement Comprehensive Efforts

In addition to engagement on specific initiatives or projects, the City of Amarillo should define and implement a general and comprehensive engagement program as a matter of routine. Currently, the City of Amarillo uses several general community engagement methods to inform the citizens of Amarillo. As part of the City of Amarillo's Community Engagement Process, several tools will be used as comprehensive methods to communicate for the entire organization. These methods are meant to educate, inform and engage on an ongoing basis. They will compliment and assist any additional community engagement efforts that are made due to the submission of a specific issue, project or proposal.

The City of Amarillo will implement at a minimum the following community engagement efforts:

- Amarillo 101: Citizen's academy aimed at educating the community and gaining involvement.
- Online City Council Meetings: City Council meetings can be viewed live online.
- Website: City of Amarillo website including information and notices.
- Blog: Frequently updated commentary on relevant City topics and information.
- Email distribution list: Email distribution lists based on citizen interests.
- Community Calendar: Calendar for City of Amarillo events.
- Online surveys or opinion polls: Public opinion and feedback opportunities online.
- YouTube: Videos available online.

Staff should continue to seek opportunities to expand and improve these and other comprehensive tools.

Proposed Community Engagement Committee

To be successful and remain relevant, the community engagement process should regularly be reviewed and updated. To aid in the effort it is recommended a community engagement committee be formed.

At a minimum, representatives from the following departments will staff this committee.

- Community Relations Office
- Information Technology
- City Manager’s Office
- *Other department representatives as assigned*

Appendices

Table 1. Levels of Community Impact

Table 2. Community Engagement Methods

Worksheet 1: Pre-planning questions for community engagement

Worksheet2: Implementation framework

Table 1. Levels of Community Impact

Community Impact	Criteria	Examples
Level One: <i>Modest impact on select area and/or community group</i>	<ul style="list-style-type: none"> • Modest impact on a <i>limited group</i> in the community • Small changes to facilities or services • Modest risk of controversy 	<ul style="list-style-type: none"> • Street cleaning or repair • Upgrading dilapidated sidewalks • Changes to P&R program, such as time or venue
Level Two: <i>Modest impact on whole community</i>	<ul style="list-style-type: none"> • Modest impact across the community • Sufficient degree of interest • Moderate possibility of conflicting opinions 	<ul style="list-style-type: none"> • Improvements to city-wide services such as solid waste collection • Community-wide events
Level Three: <i>High impact on select area and/or community group</i>	<ul style="list-style-type: none"> • High impact on a specific group or neighborhood, or specific service program • Strong possibility of conflicting perspectives, or the need for compromise among particular groups 	<ul style="list-style-type: none"> • Change in permitting requirements • Change in bus routes • Removal of parking lot
Level Four: <i>High impact on whole community</i>	<ul style="list-style-type: none"> • High impact across community including significant changes for all residents • High degree of interest throughout the community • Strong possibility of conflicting perspectives 	<ul style="list-style-type: none"> • City Council’s strategic plan • Elimination of a City service • Major rezoning change

Table 2. Community Engagement Methods

Community Engagement Methods	Level of Impact			
	Level 1	Level 2	Level 3	Level 4
	Modest impact, focused reach	Modest impact, wide reach	High impact, focused reach	High impact, wide reach
Social networking	Strongly Recommended	Strongly Recommended	Strongly Recommended	Strongly Recommended
Banner on web, email list, display	Strongly Recommended	Strongly Recommended	Optional	Essential
Notice on website	Optional	Essential	Essential	Essential
Workshop	Optional	Strongly Recommended	Essential	Essential
Briefing/issue memo	Optional	Strongly Recommended	Essential	Essential
Online forum, focus group	Optional	Strongly Recommended	Strongly Recommended	Strongly Recommended
Media Release, notification sign	Optional	Optional	Essential	Essential
Public meeting	Optional	Optional	Essential	Essential
Advisory committee, meeting with stakeholders	Optional	Optional	Strongly Recommended	Essential
Expert commentary	Optional	Optional	Strongly Recommended	Strongly Recommended
Public exhibition with invitation for written feedback	Optional	Optional	Strongly Recommended	Strongly Recommended
Water bill insert, newsletter, publication	Optional	Optional	Optional	Strongly Recommended
Dialogue, charrette	Optional	Optional	Optional	Strongly Recommended
RSS feed	Optional	Optional	Optional	Strongly Recommended
Billboard/Radio/TV, letter, blog post, survey, suggestion box, site tour, online poll	Optional	Optional	Optional	Optional

Worksheet 1: Pre-planning questions for community engagement

Key Questions	Responses
<p>Step 1. Why is this process needed? Goals? Who will be the final decision-maker?</p>	
<p>Step 2. Who are the stakeholders?</p>	
<p>Step 3. What is the level of impact? What are the appropriate methods of community engagement?</p>	

Worksheet 2: Implementation framework

Step 4. Develop a community engagement plan				
What engagement activities need to happen?	Who is responsible for this activity?	What resources are needed?	When does this need to be done?	What are the success measures? How will we know if we have been successful?

AMARILLO MPO INTERESTED PARTIES / STAKEHOLDERS

AS OF: 07/01/2017

First Name	Last Name	Company	Address	City	State	Postal Code
LARRY	BORGER		3 LAS COLINAS CT	AMARILLO	TX	79124-7800
PETER	BOWES		PO BOX 3836	AMARILLO	TX	79116
GEORGE	CHAPMAN		2319 HAWTHORNE DR	AMARILLO	TX	79109
MICHAEL	DAVIS		4210 S POLK ST	AMARILLO	TX	79110
DICK	DAVIS		PO BOX 15067	AMARILLO	TX	79105
TOMMY	GRANT		121 COTTONWOOD ST	AMARILLO	TX	79108
STEPHEN	HAYWARD		PO BOX 50598	AMARILLO	TX	79159
SAUL	HERNANDEZ		4400 WEST HILLS TRAIL	AMARILLO	TX	79106
JOHN	NOTESTINE		2606 ROYAL RD	AMARILLO	TX	79106
BILLY	PRUETT		1700 OLD RANCH RD	CANYON	TX	79015
JAY	ROSELIUS		PO BOX 50925	AMARILLO	TX	79159
ANTHONY	SAIKOWSKI		5 STONERIDGE DR	AMARILLO	TX	79124-4825
EDDIE	SCOTT		6003 TUSCANY VILLAGE	AMARILLO	TX	79119-6554
TOMMY	STAFFORD		6003 TUSCANY VILLAGE	AMARILLO	TX	79119-6554
BEN	WOMACK		4205 MESA CIRCLE	AMARILLO	TX	79109
JIM	NEWTON	ABF FREIGHT LINES	PO BOX 31088	AMARILLO	TX	79120
TED	ABRAHAMSON	ABRAHAMSON & ASSOCIATES	905 S FILLMORE ST STE 210	AMARILLO	TX	79101-3540
BUZZ	DAVID	AEDC	801 S FILLMORE ST STE 205	AMARILLO	TX	79101
STEVE	PRITCHETT	AEDC	801 S FILLMORE ST STE 205	AMARILLO	TX	79101
		AFFILIATED FOODS	P O BOX 30300	AMARILLO	TX	79120
		AISD	7200 IH-40 WEST	AMARILLO	TX	79106
JOHN	MOTT	AMARILLO ALCOHOLIC RECOVERY	412 SE 16 TH AVE	AMARILLO	TX	79101-2019
JIM	ALLISON	AMARILLO AREA FOUNDATION	801 S FILLMORE STE 700	AMARILLO	TX	79101
KATHY	GRANT	AMARILLO AREA FOUNDATION	801 S FILLMORE STE 700	AMARILLO	TX	79101
ELAINE	BASHAM	AMARILLO AREA LITERACY COUNCIL	PO BOX 447	AMARILLO	TX	79178-0001
DENISE	PRICE	AMARILLO ASSOC OF REALTORS	5601 ENTERPRISE CIRCLE	AMARILLO	TX	79106
GARY	MOLBERG	AMARILLO CHAMBER OF COMMERCE	PO BOX 9480	AMARILLO	TX	79105
BECKY	ZENOR	AMARILLO CHAMBER OF COMMERCE	PO BOX 9480	AMARILLO	TX	79105
RUSSELL	LOWERY-HART	AMARILLO COLLEGE	PO BOX 447	AMARILLO	TX	79178-0001
CYNTHIA	CRESWELL	AMARILLO COUNCIL ON ALCOHOL	803 S RUSK ST	AMARILLO	TX	79106
		AMARILLO GLOBE-NEWS	PO BOX 2091	AMARILLO	TX	79166
BIANCA	MONTES	AMARILLO GLOBE-NEWS	PO BOX 2091	AMARILLO	TX	79166
ALASON	MOOREHEAD	AMARILLO HABITAT FOR HUMANITY	PO BOX 775	AMARILLO	TX	79105
		AMARILLO HISPANIC CHAMBER OF COMMERCE	5725 WEST AMARILLO BLVD	AMARILLO	TX	79106-4003
WENDELL	SHORT	AMARILLO HISTORIC RT 66 ASSOC	PO BOX 3481	AMARILLO	TX	79116-3481
		AMARILLO LIFESTYLE HOMES	PO BOX 52277	AMARILLO	TX	79159-2277

First Name	Last Name	Company	Address	City	State	Postal Code
RICHARD	WARE	AMARILLO NATIONAL BANK	PO BOX 1	AMARILLO	TX	79105
JUDI	SOLLEY	AMARILLO SENIOR CITIZENS ASSOC	1217 S TYLER ST	AMARILLO	TX	79101-4217
KRISTI	HOWARD	AMARILLO SOUTH CHURCH	PO BOX 124	BUSHLAND	TX	79012
SUZANNE	TALLEY	AMARILLO SOUTH CHURCH	7910 SIMPSON DR	AMARILLO	TX	79121
GARRY	SNIDER	AMARILLO STATE CENTER	PO BOX 3250	AMARILLO	TX	79116-3070
		AMARILLO UNITED CITIZENS FORUM	PO BOX 2353	AMARILLO	TX	79105
VICKY	RICHMOND	AMERICAN RED CROSS	1800 S HARRISON ST	AMARILLO	TX	79102
		ANOTHER CHANCE HOUSE	209 S JACKSON ST	AMARILLO	TX	79101
NATHAN	TSELEE	APACHE TRIBE OF OKLAHOMA	PO BOX 1330	ANADARKO	OK	73005-1330
DAVID	KELLER	APEX SURVEYING	8330 CANYON DR	AMARILLO	TX	79119
DAVID	GREEN	AREA AGENCY ON AGING	PO BOX 9257	AMARILLO	TX	79105
ARLAND	ARNETT	ARNETT HOMES	5401 CAMP LN	AMARILLO	TX	79110
DUDLEY	BALDWIN	BALDWIN TRANSPORTATION SVCS	120 PORT O CALL DR	AMARILLO	TX	79118-9383
		BAPTIST ST ANTHONY'S HOSPITAL	PO BOX 950	AMARILLO	TX	79105
		BAPTIST ST ANTHONY'S HOSPITAL	1600 WALLACE BLVD	AMARILLO	TX	79106
		BEAVER EXPRESS	4812 SE 22 ND AVE	AMARILLO	TX	79103
		BEDWELL CONSTRUCTION	PO BOX 789	AMARILLO	TX	79105-0789
DEAN	BEDWELL	BEDWELL HOMES	7010 SW 45 TH AVE	AMARILLO	TX	79109
WAYNE	MAGUIRK	BETHESDA OUTREACH	1101 FRITCH HWY	AMARILLO	TX	79108
ANDELE	WORTHINGTON	BIA – ANADARKO	PO BOX 309	ANADARKO	OK	73005
JOE	FAUST	BNSF CORPORATION	PO BOX 961057	FT WORTH	TX	76161-0057
DWIGHT	BRANDT	BRANDT ENGINEERS	4537 CANYON DRIVE	AMARILLO	TX	79110
		BRUCKNER'S	P O BOX 31958	AMARILLO	TX	79120
BUTCH	COLLARD	BUSH-EMENY PROPERTIES	PO BOX 1230	AMARILLO	TX	79105
MARY	EMENY	BUSH-EMENY PROPERTIES	PO BOX 1230	AMARILLO	TX	79105
STEPHANIE	BRADDOCK	BUSHLAND ISD	7501 STUYVESANT AVE	AMARILLO	TX	79121-1907
TONY	RENTERIA	CAMARA DE COMERCIO HISPANA	PO BOX 1861	AMARILLO	TX	79105
		CANADIAN RIVER SWCD	6565 AMARILLO BLVD WEST	AMARILLO	TX	79106-1725
		CANYON RETIREMENT COMMUNITY	2200 SW 7 TH AVE	AMARILLO	TX	79102
JOHNNA	CAMPBELL	CASE MANAGEMENT	901 MULBERRY TRL	AMARILLO	TX	79124
JEFF	GULDE	CATHOLIC CHARITIES OF TX PNHDLE	PO BOX 15127	AMARILLO	TX	79105-5127
THOMAS	JONES	CDAC MEMBER	1520 MAPLE ST	AMARILLO	TX	79107
MARY JANE	NELSON	CDAC MEMBER	2103 S MIRROR ST	AMARILLO	TX	79103
LO VAN	PHAM	CDAC MEMBER	1606 S TRAVIS ST	AMARILLO	TX	79102
RUBEN	RIVERA	CDAC MEMBER	1017 S WILLIAMS ST	AMARILLO	TX	79102
RITA	SALDIERNA	CDAC MEMBER	2002 RON DR	AMARILLO	TX	79109
SABRINA	SISNEROS	CDAC MEMBER	4014 WILLOW ST	AMARILLO	TX	79118-7768
MARK	LOVE	CENTRAL CHURCH OF CHRIST	1401 S MONROE ST	AMARILLO	TX	79101

First Name	Last Name	Company	Address	City	State	Postal Code
		CENTRAL FREIGHTLINES	6000 IH-40 EAST	AMARILLO	TX	79118
KEITH	BURD	CHRISTIAN HERITAGE CHURCH	2801 TYNDALE LN	AMARILLO	TX	79118
JANIE	BRADDOCK	CHRISTIAN WOMENS' JOB CORP	1515 S BUCHANAN ST	AMARILLO	TX	79101
DON	LANE	CITY CHURCH	205 S POLK ST	AMARILLO	TX	79101
JAMES	ALLEN	CITY OF AMARILLO	COMMUNITY DEVELOPMNT			
BETH	DUKE	CITY OF AMARILLO	CENTER CITY			
AJ	FAWVER	CITY OF AMARILLO	PLANNING			
ELAINE	HAYS	CITY OF AMARILLO	CITY COUNCIL			
GINGER	NELSON	CITY OF AMARILLO	MAYOR			
JESSE	PATTON	CITY OF AMARILLO	COMMUNITY RELATIONS			
FREDA	POWELL	CITY OF AMARILLO	CITY COUNCIL			
EDDY	SAUER	CITY OF AMARILLO	CITY COUNCIL			
KYLE	SCHNIEDERJAN	CITY OF AMARILLO	ENGINEERING			
KELLEY	SHAW	CITY OF AMARILLO	COMMUNITY DEVELOPMNT			
HOWARD	SMITH	CITY OF AMARILLO	CITY COUNCIL			
GARY	HINDERS	CITY OF CANYON	301 16 TH ST	CANYON	TX	79015
RANDY	CRISWELL	CITY OF CANYON	301 16 TH ST	CANYON	TX	79015
CASEY	DUMAS	CITY OF REFUGE	2009 SW 7 th Ave	AMARILLO	TX	79106-6703
RONNIE	MULLINS	CITY OF REFUGE	613 S ADAMS ST	AMARILLO	TX	79101
ISABEL	CAMARILLO	COALITION OF HEALTH SERVICES	301 S POLK ST STE 740	AMARILLO	TX	79101
HOLLY	HANCOCK	COALITION OF HEALTH SERVICES	301 S POLK ST STE 740	AMARILLO	TX	79101
CAROLYN	WITHERSPOON	COALITION OF HEALTH SERVICES	301 S POLK ST STE 740	AMARILLO	TX	79101
BOB	GARRETT	COLDWELL BANKER REAL ESTATE	5701 TIME SQUARE BLVD, STE 190	AMARILLO	TX	79119
TOM	ROLLER	COLDWELL BANKER REAL ESTATE	5701 TIME SQUARE BLVD, STE 190	AMARILLO	TX	79119
		COLLUMS TRUCKING	5000 GRAHAM ST	AMARILLO	TX	79108-5660
RUTH	TOAHTY	COMANCHE NATION OF OKLAHOMA	PO BOX 908	LAWTON	OK	73502
JOHNNY	WAUQUA	COMANCHE TRIBE OF OKLAHOMA	PO BOX 908	LAWTON	OK	73502
JENNIFER	HUDSON	CORNERSTONE OUTREACH CENTER	1111 N BUCHANAN ST	AMARILLO	TX	79107
JOE	KIRKWOOD	CORNERSTONE OUTREACH CENTER	1111 N BUCHANAN ST	AMARILLO	TX	79107
JEFF	REASONER	CORNERSTONE SURVEY	4109 SW 33 rd AVE	AMARILLO	TX	79109-3233
ALTON	MCCORMICK	CUMMINS SOUTHERN/PLAINS	P O BOX 31570	AMARILLO	TX	79120
ROY	CUTRELL	CUTRELL TRUCKING	P O BOX 50656	AMARILLO	TX	79159-0656
		DEPT OF AGRICULTURE	6565 AMARILLO BLVD WEST	AMARILLO	TX	79106-1725
		DOWNTOWN AMARILLO	PO BOX 15108	AMARILLO	TX	79105
		DOWNTOWN WOMEN'S CENTER	409 S MONROE ST	AMARILLO	TX	79101
DIANN	GILMORE	DOWNTOWN WOMEN'S CENTER	409 S MONROE ST	AMARILLO	TX	79101
SUSIE	ZIMMERMAN	EDUCATION SUPPORT CENTER	7200 I-40 WEST	AMARILLO	TX	79106
RAYMOND	GODOY	EL MENSAJERO	PO BOX 895	AMARILLO	TX	79105

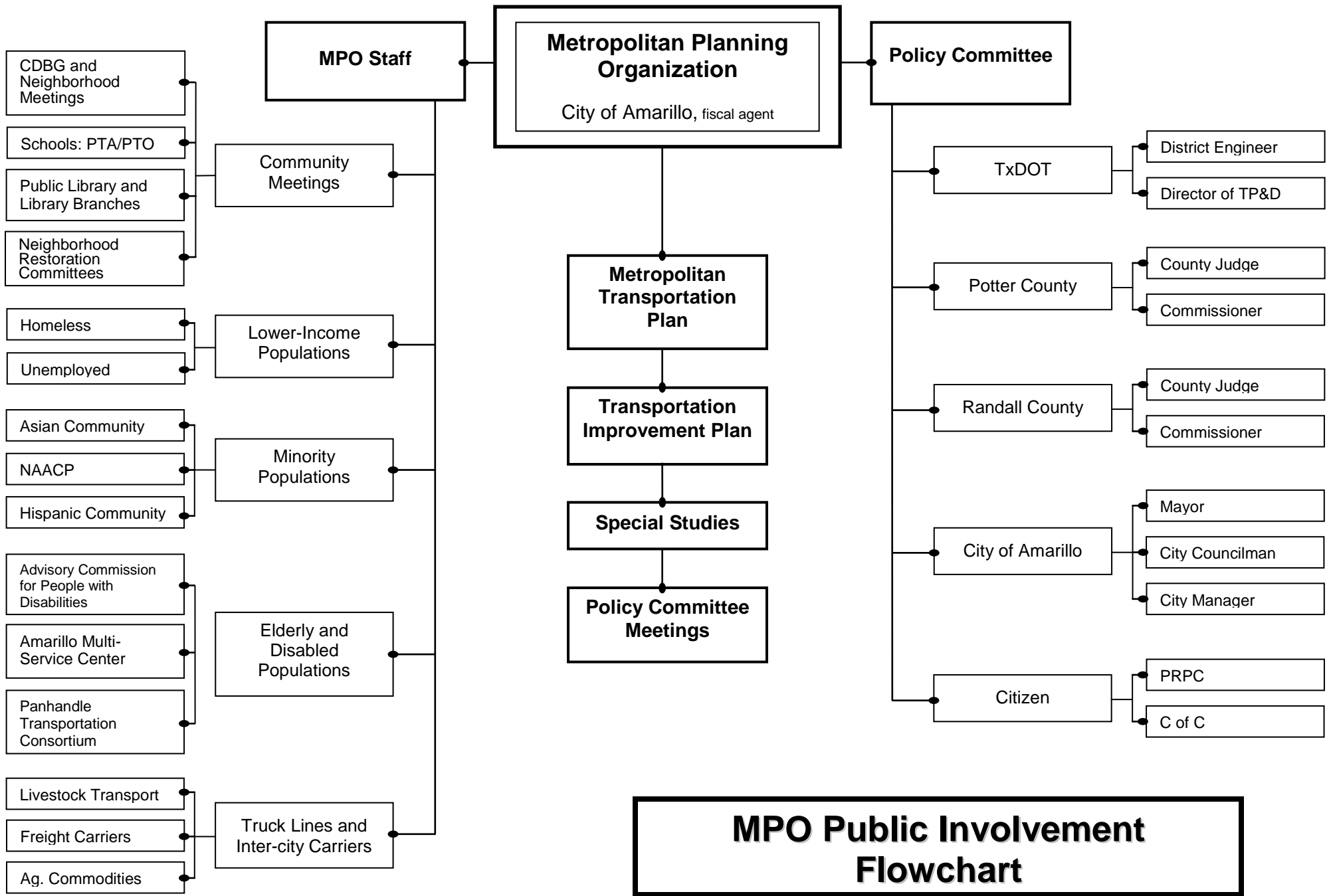
First Name	Last Name	Company	Address	City	State	Postal Code
		ENVIRO-AG ENGINEERING INC	3404 AIRWAY BLVD	AMARILLO	TX	79118-7741
KEITH	LARUE	EXCEL ENERGY	PO BOX 1261	AMARILLO	TX	79170
WES	REEVES	EXCEL ENERGY	PO BOX 1261	AMARILLO	TX	79170
JENA	TAYLOR	FAITH CITY MISSION	PO BOX 870	AMARILLO	TX	79105
LEE	SIMPSON	FAITH CLINIC CRUSADERS MINISTRIES	2000 N POLK ST	AMARILLO	TX	79107
JANET	LUMAN	FAITH-BASED BENEVOLENT AGENCIES	1101 FRITCH HWY	AMARILLO	TX	79108
CHRISTINE	NUSSER	FAMILY SUPPORT SERVICES	1001 S POLK ST	AMARILLO	TX	79101
JIM	WOMACK	FAMILY SUPPORT SERVICES	1001 S POLK ST	AMARILLO	TX	79101
KIRK	FAUVER	FEDERAL HIGHWAY ADMINISTRATION	300 EAST 8 TH ST RM 826	AUSTIN	TX	78701
BOWDEN	JONES	FIRST CAPITAL BANK OF TEXAS P&ZV	3713 LEWIS LN	AMARILLO	TX	79109
DON	FURMAN	FURMAN LAND SURVEYORS	PO BOX 1416	AMARILLO	TX	79105
JOHN T	BOWSER	GALILEE CHURCH OF GOD IN CHRIST	2502 N MIRROR ST	AMARILLO	TX	79107
RON	GOLLADAY	GOLLADAY & ASSOCIATES	6701 JAMESON RD	AMARILLO	TX	79106-2816
ED	FIELDS	GREATER MT OLIVE BAPTIST CHURCH	1215 N HUGHES ST	AMARILLO	TX	79107
DEWAYNE	GRESHAM	GRESHAM & ASSOCIATES	7120 I-40 WEST # 150	AMARILLO	TX	79106
		GREYHOUND BUS LINES	700 S TYLER ST	AMARILLO	TX	79101
RUSTY	DILLON	GROENDYKE TRANSPORT	10201 TRIANGLE DR	AMARILLO	TX	79107
VINCE	HERNANDEZ	GUYON SAUNDERS RESOURCE CENTER	200 S TYLER ST	AMARILLO	TX	79102
		HAGAR BROWN & DORSEY LLC	4713 S WESTERN ST	AMARILLO	TX	79109
ROB	PARKER	HERRING BANK P&Z	3005 SWEETGUM	AMARILLO	TX	79124
JANIE	DAVIS	HIGH PLAINS FOOD BANK	PO BOX 31803	AMARILLO	TX	79120
IRIS	LAWRENCE	HILLTOP SENIOR CITIZENS ASSOC	1311 N TAYLOR ST	AMARILLO	TX	79107
J	GAUT	J GAUT & ASSOCIATES	4211 I-40 WEST STE 204	AMARILLO	TX	79106-6000
MARK	READ	J SHEHAN ENGINEERING	5908 S WESTERN STE 237	AMARILLO	TX	79110
JOE	SHEHAN	J SHEHAN ENGINEERING	PO BOX 150	CANYON	TX	79015
ALANA	CHILCOTE	JAN WERNER ADULT DAYCARE	3108 S FILLMORE ST	AMARILLO	TX	79110
		JENKINS CHAPEL BAPTIST CHURCH	1801 N HUGHES ST	AMARILLO	TX	79107
AL	GIPSON	JERUSALEM CHURCH OF GOD	1711 N ADAMS ST	AMARILLO	TX	79108
LEVI	PESATA	JICARILLA APACHE NATION	PO BOX 507	DULCE	NM	87528
LORENE	WILLIS	JICARILLA APACHE NATION	PO BOX 507	DULCE	NM	87528
SONYA	BENNETT	JO WYATT CLINIC	PO BOX 1110	AMARILLO	TX	79105-1110
PHILLIP	RANDEL	JOHNSON CHAPEL AME	1901 N WASHINGTON ST	AMARILLO	TX	79107
		KACV-FM	P O BOX 447	AMARILLO	TX	79178-0001
BRANDI	SANCHEZ	KAMR-TV	1015 S FILLMORE ST	AMARILLO	TX	79189
CHRIS	ALBRACHT	KARX, KQIZ, KZRK, KPUR	301 S POLK STE 100	AMARILLO	TX	79101-1427
ROBERT	KEYS	KEYS & ASSOCIATES	4423 SW 45 TH AVE	AMARILLO	TX	79109
WALT	HOWARD	KFDA-TV	7900 BROADWAY	AMARILLO	TX	79108
NEWS	DIRECTOR	KGNC RADIO	PO BOX 20378	AMARILLO	TX	79114

First Name	Last Name	Company	Address	City	State	Postal Code
DOUGLAS	SCHOOLEY	KIMCO REALTY	3102 MAPLE AVENUE SUITE 620	DALLAS	TX	75201
DOUGLAS	SCHOOLEY	KIMCO REALTY	3102 MAPLE AVENUE SUITE 620	DALLAS	TX	75201
AARON	NATHAN	KIMLEY-HORN & ASSOC.	12750 MERIT DR STE 1005	DALLAS	TX	75251-1212
MATTHEW	KOMALTY	KIOWA INDIAN TRIBE OF OKLAHOMA	PO BOX 369	CARNEGIE	OK	73015
BRICE	SHEETS	KIXZ-AM, KMML-FM	6214 SE 34 TH AVE	AMARILLO	TX	79109
DAYLON	MARTIN	KTNZ-AM	10001 SNOWBALL TRL	AMARILLO	TX	79108
AMY	SULLIVAN	KVII-TV	1 BROADCAST CNTR	AMARILLO	TX	79101
SHIRLEY	THOMAS	LAWNDALE ELEMENTARY SCHOOL	2215 S BIVINS ST	AMARILLO	TX	79103
KAY	PECHIN	LEGAL AID OF NORTHWEST TEXAS	203 SW 8 TH AVE STE 600	AMARILLO	TX	79101
		LOVE FELLOWSHIP CHURCH OF GOD	PO BOX 5700	AMARILLO	TX	79117-5700
ABEL	BOSQUEZ	LULAC	PO BOX 733	AMARILLO	TX	79105
VICKI	BROOKS	MARCH OF DIMES HIGH PLAINS DVSN	104 SW 6 TH AVE STE 301	AMARILLO	TX	79101-2325
MELISSA	CHAPMAN	MARTHA'S HOME	1204 SW 18 TH AVE	AMARILLO	TX	79102
LINDA	PITNER	MARY E BIVINS FOUNDATION	PO BOX 1727	AMARILLO	TX	79105-1727
		MATHIS TRANSPORTATION SERVICES	11616 TANGLEWOOD RD	AMARILLO	TX	79118-4349
KIMBER	DANIELS	MAVERICK CLUB OF AMARILLO	1923 S LINCOLN ST	AMARILLO	TX	79109
MELODY	FOX	MESA VERDE ELEMENTARY SCHOOL	4011 BEAVER DR	AMARILLO	TX	79107
MARK	CHINO	MESCALERO APACHE TRIBE	PO BOX 227	MESCALERO	NM	88340
VP	PERRY	MOUNT OLIVE BAPTIST CHURCH	1015 N MONROE ST	AMARILLO	TX	79107
JAMES	COLLINS	MOUNT ZION BAPTIST CHURCH	118 S VAN BUREN ST	AMARILLO	TX	79101
JAMES	ROBERTS	MT BLESSING 7TH DAY ADVENTIST	PO BOX 453	AMARILLO	TX	79105
		MTS TRANSPORTATION	3131 S BELL ST STE 113	AMARILLO	TX	79701-3301
		MUSCULAR DYSTROPHY ASSOC	600 N MARIENFELD ST #112	MIDLAND	TX	79414-3518
FLOYD	ANTHONY	NAACP	PO BOX 2433	AMARILLO	TX	79105
THERESA	STUMBO	NATIONAL HOME HEALTH CARE	1800 S COULTER ST	AMARILLO	TX	79106
DEBBIE	WRIGHT	NETPLEX	4101 HILLSIDE RD	AMARILLO	TX	79110
JAMES	MIMS	NEW COVENANT BAPTIST CHURCH	3100 ANGELUS DR	AMARILLO	TX	79107
TILLER	WATSON	NEW HOPE BAPTIST CHURCH	PO BOX 2043	AMARILLO	TX	79105-2043
JACK	JOHNSON	NEW JERUSALEM BAPTIST CHURCH	1015 N MONROE ST	AMARILLO	TX	79107
RICHARD	MURRAY	NEW LIGHT MINISTRIES	1001 NE 24 TH AVE	AMARILLO	TX	79107
CH	FROST	NEW ZION PRIMITIVE BAPTIST CHURCH	1338 NW 13 TH AVE	AMARILLO	TX	79107
LARUE	JOHNSON	NON-FOOD PANTRY	4206 ARDEN RD	AMARILLO	TX	79110
B.F.	ROBERTS	NORTH AMARILLO COMMUNITY ASSN	PO BOX 1985	AMARILLO	TX	79105
PAM	KINNEN	NORTH HEIGHTS ALTERNATIVE SCHL	607 N HUGHES ST	AMARILLO	TX	79107
NAT	CANTLY	NORTH HEIGHTS CHURCH OF CHRIST	1810 N HUGHES ST	AMARILLO	TX	79107
NATHAN	GOLDSTEIN	NWTHS	PO BOX 1110	AMARILLO	TX	79175
SHELLY	BALOGLOU	OAKDALE ELEMENTARY SCHOOL	2711 S HILL ST	AMARILLO	TX	79103
RICHARD	JOHNSON	OJD ENGINEERING	PO BOX 543	WELLINGTON	TX	79095

First Name	Last Name	Company	Address	City	State	Postal Code
PAT	MATHIS	OPPORTUNITY SCHOOL – GRAND ST	1525 N GRAND ST	AMARILLO	TX	79107
		OUR LADY OF GUADALUPE	1210 SE 11 TH AVE	AMARILLO	TX	79101-3006
DICK	FORD		P&Z PO BOX 1368	AMARILLO	TX	79105
TERRY	HARMAN		P&Z 4809 ABERDEEN	AMARILLO	TX	79119
CAROL	SAIDANA	PANHANDLE AIDS SUPPORT ORGNZN	1501 SW 10 TH AVE	AMARILLO	TX	79101-3006
TINA	VASQUEZ	PANHANDLE AIDS SUPPORT ORGNZN	1501 SW 10 TH AVE	AMARILLO	TX	79102
ANNE	FRIEMEL	PANHANDLE ASSESSMENT CENTER	4655 S FM 1258	AMARILLO	TX	79119
MAGI	YORK	PANHANDLE COMMUNITY SERVICES	PO BOX 32150	AMARILLO	TX	79120
MARK	STURKIE	PANHANDLE COUNCIL FOR THE DEAF	1300 WALLACE BLVD	AMARILLO	TX	79106
CARL	MCMILLAN	PANHANDLE INDEPENDENT LIVING	417 SW 10 TH AVE	AMARILLO	TX	79101-3315
		PANHANDLE NORTHERN RAILRD	100 EAST GRAND ST	BORGER	TX	79007
ROLLA	SHALLER	PANHANDLE PLAINS HISTORICAL MUSEUM	PO BOX 967	CANYON	TX	79016
GERALD	PAYTON	PANHANDLE TRANSIT	PO BOX 32150	AMARILLO	TX	79120
SCOTT	HONEYFIELD	PARKHILL SMITH & COOPER	1001 S HARRISON ST #A	AMARILLO	TX	79101-3420
		PLAINS DAIRY PRODUCTS	300 N TAYLOR ST	AMARILLO	TX	79107
JAMES	ACKLEY	PLAINS LIVESTOCK	PO BOX 30174	AMARILLO	TX	79120
DAVID	HORSLEY	PLEMONS-EAKLE NEIGHBORHOOD	1710 S HARRISON ST	AMARILLO	TX	79102
		POLK STREET METHODIST CHURCH	1401 S POLK ST	AMARILLO	TX	79101
LEON	CHURCH	POTTER COUNTY COMMISSIONER	500 S FILLMORE ST RM 102	AMARILLO	TX	79101
HR	KELLY	POTTER COUNTY COMMISSIONER	2301 JUDY ST	AMARILLO	TX	79106
MERCY	MURGUIA	POTTER COUNTY COMMISSIONER	500 S FILLMORE ST RM 102	AMARILLO	TX	79101
ALPHONSO	VAUGHN	POTTER COUNTY COMMISSIONER	500 S FILLMORE ST RM 102	AMARILLO	TX	79101
LEUISE	TYSON	PRESERVATION AMARILLO	2220 S TYLER ST	AMARILLO	TX	79109
TINA	SISNEROS	PRIVATE CASE MANAGER	3319 WAYNE ST	AMARILLO	TX	79106
KYLE	INGHAM	PRPC	PO BOX 9257	AMARILLO	TX	79105
GARY	PITNER	PRPC	PO BOX 9257	AMARILLO	TX	79105
JOE	PRICE	PRPC	PO BOX 9257	AMARILLO	TX	79105
PAM	ZENICK	PRPC	PO BOX 9257	AMARILLO	TX	79105
MARK	BENTON	RANDALL COUNTY COMMISSIONER	6203 RIDGEWOOD DR	AMARILLO	TX	79109
BUDDY	DE FORD	RANDALL COUNTY COMMISSIONER	3606 S VIRGINIA ST	AMARILLO	TX	79109
CHRISTY	DYER	RANDALL COUNTY COMMISSIONER	501 16TH STREET	CANYON	TX	79015
BOB	ROBINSON	RANDALL COUNTY COMMISSIONER	501 16TH STREET	CANYON	TX	79015
JUDY	COOPER	REGION 16 EDUCATION SVC CNTR	5800 BELL ST	AMARILLO	TX	79109-6230
CYNTHIA	STURKIE	REGIONAL ED FOR THE DEAF	7200 I-40 WEST	AMARILLO	TX	79106
JANICE	JOHNSON	RIVER ROAD ISD	9500 HWY 287 NORTH	AMARILLO	TX	79108
		ROADWAY EXPRESS	4814 SE 22 ND AVE	AMARILLO	TX	79103
ROBERT	KEYS	ROBERT KEYS & ASSOCIATES	4423 SW 45TH AVE	AMARILLO	TX	79109
MATT	GRIFFITH	ROCKROSE DEVELOPMENT INC	3905 BELL ST	AMARILLO	TX	79109-4281

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NOVA	NEWHOUSE	RSVP	1309 SW 8 TH AVE	AMARILLO	TX	79101-2032
		SAIA MOTOR FREIGHT LINE	4203 SE 25 TH AVE	AMARILLO	TX	79103
GROVER	NEAL	SAINT JOHN BAPTIST CHURCH	2301 NW 14 TH AVE	AMARILLO	TX	79107
HAVEY	JOHNSON	SALVATION ARMY	PO BOX 2490	AMARILLO	TX	79105
KATHY	LEWIS	SAN JACINTO ELEMENTARY SCHOOL	3400 SW 4 TH AVE	AMARILLO	TX	79106
		SOCIAL SECURITY ADMINISTRATION	4750 CANYON DRIVE	AMARILLO	TX	79109-9043
STEPHEN	DEWOODY	SOUTH PLAINS HEALTH PROVIDER	2801 W 8 TH ST	PLAINVIEW	TX	79072
MARY	MULLIN	SOUTH PLAINS HEALTH PROVIDER	200 S TYLER ST	AMARILLO	TX	79101
		ST PETERS EPISCOPAL CHURCH	4714 NW 4 th AVE	AMARILLO	TX	79106-5220
GLEN	PARKEY	STERLING PROPERTIES	1018 S VAN BUREN ST	AMARILLO	TX	79101-3305
CASEY	WEBB	STEWART MARTIN DUDLEY & WEBB	3511 BARCLAY DR	AMARILLO	TX	79109
MIKE	GOOD	STREET TOYOTA	4500 SONCY RD	AMARILLO	TX	79119
BRAD	JONES	TCEQ	3918 CANYON DR	AMARILLO	TX	79109-4996
NEWS	DIRECTOR	TEJANO FM	3639-B WOLFLIN AVE	AMARILLO	TX	79102
JOYCE	CUNNINGHAM	TEXAS BICYCLE COALITION	3802 WESTLAWN	AMARILLO	TX	79102
FERNANDO	MARTINEZ	TEXAS BICYCLE COALITION	PO BOX 1121	AUSTIN	TX	78767-1121
ROSS	WILSON	TEXAS CATTLE FEEDERS ASSOC	5501 I-40 WEST	AMARILLO	TX	79106-4699
RONALD	KORDAS	TEXAS COMMISSION FOR THE BLIND	28 WESTERN PLAZA DR	AMARILLO	TX	79109-1569
		TEXAS FOREST SERVICE	300 TECHNOLOGY WAY	COLLEGE STATION	TX	77945-3424
		TEXAS FOREST SERVICE	PO BOX 60873 WT STATION	CANYON	TX	79016
KEN	MARTIN	TEXAS HOMELESS NETWORK	1713 FORTVIEW RD	AUSTIN	TX	78704-7620
LEW	BRADSHAW	TEXAS PANHANDLE BLDRS ASSOC	5601 ENTERPRISE CIRCLE	AMARILLO	TX	79106
BUD	SCHERTLER	TEXAS PANHANDLE CENTERS	901 WALLACE BLVD	AMARILLO	TX	79106
		TEXAS PANHANDLE MENTAL HEALTH	PO BOX 3250	AMARILLO	TX	79116
KATHY	BOYDSTON	TEXAS PARKS & WILDLIFE DEPT	4200 SMITH SCHOOL RD	AUSTIN	TX	78744
		TEXAS REHABILITATION COMMISSION	5809 S WESTERN ST STE 255	AMARILLO	TX	79110
JIM	HAILE	TEXAS REHABILITATION COMMISSION	5809 S WESTERN ST STE 255	AMARILLO	TX	79110
		TEXAS TECH MEDICAL SCHOOL	1400 S COULTER ST	AMARILLO	TX	79106
RODNEY	MOSIER	TEXAS WHEAT PRODUCERS BOARD	5405 I-40 WEST	AMARILLO	TX	79106
TERESA	CLEMONS	TEXAS WORKFORCE CENTERS	PO BOX 1682	AMARILLO	TX	79105
KARLA	KOONTZ	TEXAS WORKFORCE CENTERS	PO BOX 1682	AMARILLO	TX	79105
SHANE	RIEKEN	TEXAS WORKFORCE CENTERS	PO BOX 1682	AMARILLO	TX	79105
DIANE	BEDELL	TEXAS WORKFORCE COMMISSION	PO BOX 1682	AMARILLO	TX	79105
RICK	THOMASON	THOMASON SCOTT LLC	3321 BELL ST	AMARILLO	TX	79106
ROBERT	HAWKINS	TNM & O COACHES	400 MONROE ST	AMARILLO	TX	79101
ANTHONY	STREET	TONKAWA TRIBE OF OKLAHOMA	1 RUSH BUFFALO RD	TONKAWA	OK	74653-4449
DEAN	DOWNEY		1119 S AVONDALE	AMARILLO	TX	79106
ALONZO	EVERHART		6417 BASSWOOD LN	AMARILLO	TX	79124

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CHARLIE	GRAHAM	trafcomm	4 SARAZEN PL	AMARILLO	TX	79124	
BARBARA	RICHARDSON	trafcomm	16 QUADRILLE	AMARILLO	TX	79106	
STEVE	ROGERS	trafcomm	5304 TAWNEY	AMARILLO	TX	79106-4930	
ADAM	SCHAER	trafcomm	7003 ACHIEVE DR	AMARILLO	TX	79119	
SCOTTIE	SOUTH	trafcomm	6323 RIDGEWOOD DR	AMARILLO	TX	79109	
			TX DEPT FAMILY & PROTECT SVCS	7132 I-40 WEST MAIL CODE: 346-3	AMARILLO	TX	79106
DON	NICHOLSON		TX DEPT OF HEALTH	PO BOX 60968	CANYON	TX	79016
TAMMIE	CERVANTEZ		TX DEPT OF HEALTH & HUMAN SVCS	28 WESTERN PLAZA DR	AMARILLO	TX	79109-1569
PAT	COOK		TX DEPT OF HEALTH & HUMAN SVCS	28 WESTERN PLAZA DR	AMARILLO	TX	79109-1569
BILL	FRAWLEY		TXDOT	110 N DAVIS DR STE 101	ARLINGTON	TX	76013-1877
SONJA	GROSS		TXDOT	5715 CANYON DR	AMARILLO	TX	79110-3025
LORI	MOREL		TXDOT	PO BOX 149217	AUSTIN	TX	78714-9217
KATIE	NOFFSKER		UNITED WAY	2207 LINE AVENUE	AMARILLO	TX	79106
			UNITED WAY HELP LINE	200 S TYLER ST	AMARILLO	TX	79101
MARIA	GARCIA		UNITING PARENTS	301 S POLK ST STE 740	AMARILLO	TX	79101
			US ACE – TULSA DISTRICT	1645 S 101-EAST AVE	TULSA	OK	74128-4609
			US BIA – ASSISTANT SECRETARY	1849 C STREET NW	WASHINGTON	DC	20240
			US BLM – AMARILLO OFFICE	801 S FILLMORE ST #500	AMARILLO	TX	79101-3545
			US DEPARTMENT OF THE INTERIOR	1849 C STREET NW	WASHINGTON	DC	20240
			US EPA – DALLAS OFFICE 6E 6RA	1445 ROSS AVE	DALLAS	TX	75202-2733
REGIONAL	DIRECTOR		US GEOLOGICAL SURVEY	PO BOX 25046 DENVER FED CNTR	DENVER	CO	80225-0046
TOM	CLOUD		USFWS	2005 NE GREEN OAKS BLVD #140	ARLINGTON	TX	76006-3293
PETE	GARCIA		VET CENTER – READJUSTMENT SVCS	3414 OLSEN BLVD STE E	AMARILLO	TX	79109
VERONICA	KAHN		VETERAN'S MEDICAL CENTER	6010 AMARILLO BLVD WEST	AMARILLO	TX	79106
SHIRLEY	BENTON-HUNT		WALMART #822 PUBLIC RELATIONS	719 N MIRROR ST	AMARILLO	TX	79103-6127
LIZ	ALANIZ		WESLEY COMMUNITY CENTER	1615 S ROBERTS ST	AMARILLO	TX	79102
RON	SILLS		WEST TEXAS PETERBILT	P O BOX 526	AMARILLO	TX	79105
RICK	SHEPHEARD		WESTERN BUSINESS PARK	4178 BUSINESS PARK DR	AMARILLO	TX	79110
DAVE	ROBERTS		WESTERN INTERNATIONAL	PO BOX 1071	AMARILLO	TX	79105
WILLIAM	HENRY		WHITTIER ELEMENTARY SCHOOL	2004 N MARRS ST	AMARILLO	TX	79107
GARY	MCADAMS		WICHITA & AFFILIATED TRIBES	PO BOX 729	ANADARKO	OK	73005
			WILLIS SHAW EXPRESS	PO BOX 188	ELM SPRINGS	AR	72728-0188
THERESA	VALVERDE		WOMEN'S & CHILDREN'S HEALTH CARE	814 MARTIN RD	AMARILLO	TX	79107
PAUL	BORCHARDT		WONDERLAND PARK	PO BOX 2509	AMARILLO	TX	79105
			YELLOW FREIGHT SYSTEMS	4814 SE 22 ND AVE	AMARILLO	TX	79103
JELAINE	WORKMAN		YMCA – MIDTOWN Y	609 SOUTH CAROLINA ST	AMARILLO	TX	79106



**MPO Public Involvement
Flowchart**