



Amarillo City Council Regular Meeting

February 11, 2025

3:00 PM

City Hall - Council Chamber

601 S. Buchanan Street, 3rd Floor

Amarillo, Texas 79101

AGENDA

1. **Call to Order**
2. **Invocation** Will Esler, The Church in Austin Park
3. **Pledge of Allegiance**
4. **The Texas Pledge**
5. **Proclamations**
 - 5.A. "Engineer's Week"
6. **Announcements**
7. **Public Comment** The public will be permitted to offer public comment on agenda items and items related to City business. Citizens interested in commenting may sign up online at <https://www.amarillo.gov/departments/city-manager/city-secretary/public-address-registration-form>, by calling the City Secretary's office at (806) 378-3014, or in person in Room 3500A of City Hall, 623 S. Johnson. Citizens should signup at least 30 minutes prior to the scheduled meeting start time.
8. **Discussion Items** City Council will discuss or receive reports on the following current matters or projects.
 - 8.A. Review agenda items for regular meeting and attachments
 - 8.B. Amarillo Economic Development Corporation Presentation and Update from Board Chairperson
 - 8.C. Parks debt issuance
 - 8.D. Fleet debt issuance
 - 8.E. Digital dignity, rights, and privacy ordinance
 - 8.F. Ability to televise all public meetings at new City Hall.

8.G. Sunset Committee

8.H. Request future agenda items and reports from City Manager

- 9. Consent Items** 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.

9.A. CONSIDER APPROVAL - MINUTES

This item considers approval of the City Council minutes for the regular meeting held on January 28, 2025.

(Contact: Stephanie Coggins, City Secretary)

9.B. CONSIDERATION OF ORDINANCE NO. 8178

This item is a second and final reading of an ordinance considering the rezoning of Lot 10, Block 5, Edgehill Addition Unit No. 6, an addition to the City of Amarillo, in Section 185, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Planned Development District 89A to Planned Development District 89B for the construction of a new auto parts store. (VICINITY: S. Georgia St. & SW 35th Ave.; APPLICANT/S: Wesley Berlin for Furman Family Partnership)

(Contact: Brady Kendrick, Senior Planner)

9.C. CONSIDERATION OF ORDINANCE NO. 8179

This item is a second and final reading considering the rezoning of Lot 1A, Block 354, Mirror's Addition Unit No. 33, Lots 4 & 5 of Block 356, Lot 24 of Block 352, Holland's Addition, Lots 13-24 of Block 352 plus the adjacent 11-foot wide vacated portion of Grant Street, Lots 6-10 of Block 377, Lots 13-24 of Block 398, Lots 1-5 plus the east half of vacated alley of Block 114, Mirror's Addition, all additions to the City of Amarillo, in Sections 155 & 156, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Light Industrial District to Central Business District. (VICINITY: SE 8th Ave. & S. Johnson St.; APPLICANT/S: City of Amarillo and Curtis Sinclair for BGCG Real Estate, LLC)

(Contact: Brady Kendrick, Senior Planner)

9.D. CONSIDERATION OF RESOLUTION NO. 02-11-25-1

This item considers a resolution ordering the regular municipal election of the City of Amarillo, Texas to be conducted on May 3, 2025 in the City of Amarillo, Texas; as a joint election with one or more other entities; designating polling places and

vote centers; designating June 7, 2025 as the run-off election date; and providing for the conduct of such election, early voting, payment of election expenses, providing for other administrative clauses.

(Contact: Stephanie Coggins, City Secretary)

9.E. CONSIDERATION OF RESOLUTION NO. 02-11-25-2

This item considers a resolution authorizing a \$250,000 payment to Transformation Park. The funding will be used to provide security measures at the facility including cameras, internet connectivity, and other security equipment along with job creation funding for security guards.

(Contact: Mark Zimmerman, Transformation Park)

9.F. CONSIDER ACCEPTANCE - FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT

This item considers the acceptance of a grant award from Firehouse Subs Public Safety Foundation for various fire hoses.

Grantor: Firehouse Subs Public Safety Foundation

Amount: \$24,840.00

Local Match/Funding Source: N/A

Is the item budgeted: No

(Contact: Jason Mays, Fire Chief, David Kouba, Deputy Fire Chief)

9.G. CONSIDER PURCHASE - STORM DRAIN CAMERA VAN

This item considers the purchase of a Storm Drain Camera Van for daily use in the Drainage Utility. This is the scheduled replacement of unit 7747 which has reached its end of useful life.

Award to: Essential Equipment Tx, LLC (Sourcewell #120721-RVL)

Amount: \$260,092.15

Funding Source: Fleet services fund revenues

Is the item budgeted? Yes

(Contact: Alan Harder, Director of Public Works)

9.H. CONSIDER PURCHASE - COMPACT UTILITY TRACTOR

This item considers the purchase of two John Deere Compact Utility Tractors for daily use in Solid Waste Collection. This is an approved addition to the City's Fleet as part of the Solid Waste Division's Bulk Alley Cleanup Program.

Award to: Western Equipment, LLC (BuyBoard #706-23)

Amount: \$114,393.38

Funding Source: General fund revenues

Is the item budgeted? Yes

(Contact: Alan Harder, Director of Public Works)

9.I. CONSIDER AWARD - THOMPSON PARK PLAYGROUND (PHASE I - SITE WORK)

This item considers the award of the construction of the Thompson Park Playground (Phase I).

Award to: Tommy Klein Construction, Inc. (BuyBoard #728-24)

Amount: \$1,194,609.60

Funding Source: Community Development Block Grant and general construction fund revenues

Is the item budgeted? Yes

(Contact: Michael Kashuba, Director of Parks and Recreation)

9.J. CONSIDER AWARD - AGREEMENT FOR UTILITIES RATE STUDY

This item considers the award of a contract to do a rate study for water utilities to see the support needed for projects within the department including the proposed new wastewater treatment plant.

Award to: NewGen Strategies and Solutions, LLC (HGAC # HP08-21)

Amount: \$195,770.00

Funding Source: Water and sewer fund revenues

Is the item budgeted? Yes

(Contact: Michael Price, Director of Utilities)

9.K. CONSIDER AWARD – RISK AND RESILIENCE ASSESSMENTS (RRA) AND EMERGENCY RESPONSE PLANS (ERP) FOR WATER UTILITIES

This item considers the award of a Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs) for the Water Utilities.

Award to: Assure Co. dba Municipal H2O

Amount: \$72,600.00

Funding Source: Water and sewer fund revenues

Is the item budgeted? Yes

(Contact: Michael Price, Director of Utilities)

9.L. CONSIDER AWARD - CARASOFT CONTRACT-311 PROCEDUREFLOW SOFTWARE

This item considers the award of a contract for software the City of Amarillo's 311 Call Center will use to create, navigate, maintain, and share processes at various operational levels.

Award to: ProcedureFlow

Amount: \$64,125.15

Funding Source: Water and Sewer fund revenues

Is the item budgeted? No

(Contact: Jennifer Gonzalez, Utility Billing Manager)

9.M. CONSIDER PURCHASE - CIRRUSSDCS SOFTWARE RENEWAL

This item considers the renewal of CirrusDCS software. This software is “middle-ware”, which allows for the communication and transmission of data from the City’s ZKTeco timeclocks to the time tracking component of WorkDay.

Award to: SHI Government Solutions (Omnia Partners #2018011-02)

Amount: \$58,778.70

Funding Source: General fund revenues

Is the item budgeted? Yes

(Contact: Katrina Owens, Director of Finance)

9.N. CONSIDER APPROVAL - RENEWAL OF SELECTRON IVR CALL SERVICES

This item considers the approval of a renewal of contract for payment of services in the utility billing department.

Award to: Selectron Technologies

Amount: \$108,524.20

Funding Source: Water and sewer fund revenues

Is the item budgeted? Yes

(Contact: Jennifer Gonzalez, Utility Billing Manager)

9.O. CONSIDER AWARD - AMARILLO POLICE DEPARTMENT 4TH FLOOR LOCKERS

This item considers the award for new police specific lockers for the 4th floor of the Amarillo Police Department.

Award to: Spacesaver Intermountain, LLC (Sourcewell #010920-SPC)

Amount: \$732,284.00

Funding Source: General fund revenues

Is the item budgeted? Yes

(Contact: Jerry Danforth, Director of Facilities)

9.P. CONSIDER AWARD - PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING REPORT ON THE 6TH AVENUE BRIDGE

This item considers the award of a professional services agreement for engineering services to produce a Condition Survey Report (CSR) along with recommended projects for the 6th Avenue Bridge, in the City of Amarillo.

Award to: Kimley-Horn and Associates, Inc.

Amount: \$59,500.00

Funding Source: General construction fund revenues

Is the item budgeted? Yes

(Contact: Kyle Schniederjan, Director of Capital Projects Development and Engineering)

10. Non-Consent Items

10.A. CONSIDERATION OF ORDINANCE NO. 8180

Discussion and consideration of all matters incident and related to the issuance and sale of "City of Amarillo, Texas, Public Property Finance Contractual Obligations, Series 2025", including the adoption of an ordinance authorizing the issuance of such obligations. This debt issuance is to fund the purchase of fire apparatus.

(Contact: Laura Storrs, Assistant City Manager and CFO)

10.B. CONSIDERATION OF RESOLUTION NO. 02-11-25-3

This item is a discussion and consideration of all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation, including the adoption of a resolution pertaining thereto. This debt issuance is to fund parks projects and fleet vehicle and equipment purchases.

(Contact: Laura Storrs, Assistant City Manager and CFO)

10.C. PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 8181

This item is a public hearing and first reading of an ordinance adopting the 2025 Standards of Care for recreational care programs administered by the Parks and Recreation Department as required by Texas Human Resources Code section 42.041 (b)(14); and providing an effective date.

(Contact: Michael Kashuba, Director of Parks and Recreation)

10.D. PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 8182

This item is a public hearing and first reading of an ordinance ordaining the city's participation in the Texas Enterprise Zone Program pursuant to the Texas Enterprise Zone Act, Chapter 2303 of the Texas Government Code, providing tax incentives, designating a liaison for communication with interested parties, and nominating Ben E. Keith Company to the Office of the Governor Economic Development & Tourism through the Economic Development Bank as an enterprise project.

(Contact: Drew Brassfield, Assistant Director of Planning)

11. Adjourn

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. The City Attorney's Office has reviewed the agenda and is of the opinion that all items noticed therein described for open and/or closed session comply with the Texas Open Meetings Act ("Act") and that this opinion may be relied upon by City officials for all purposes, including but not

limited to, Section 551.144 of the Act as amended. Votes or final decisions are made only in open Regular or Special meetings, not in either a work session or executive session.

Amarillo City Hall is accessible to individuals with disabilities through its main entry on the south side (601 S. Buchanan Street) 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.

Watch the meeting live: <http://amarillo.gov/city-hall/city-government/view-city-council-meetings>.

I certify that the above notice of meeting was posted on the electronic bulletin board in City Hall, 601 S. Buchanan, Amarillo, Texas, and the City website (www.amarillo.gov) on or before the 8th day of January 2025 at 3:00 p.m. in accordance with the Open Meetings Laws of the State of Texas, Chapter 551, Texas Government Code.

/s/ Stephanie Coggins

Stephanie Coggins, City Secretary



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Communication
Department: City Secretary
Contact Person: Stephanie Coggins, City Secretary

Agenda Caption: CONSIDER APPROVAL - MINUTES

This item considers approval of the City Council minutes for the regular meeting held on January 28, 2025.

Agenda Item Summary: This item considers approval of the City Council minutes taken at a previous meeting.

Requested Action: Staff requests that elected officials read the attached minutes and review them for accuracy.

Funding Summary: N/A

Purchasing Summary: N/A

Community Engagement Summary: N/A

Staff Recommendation: Staff recommends approval of the minutes as presented.

Attachments: 1. DRAFT City Council Minutes 2025_01_28 Regular Meeting



Amarillo City Council Regular Meeting

January 28, 2025

3:00 PM

City Hall - Council Chamber

601 S. Buchanan Street, 3rd Floor

Amarillo, Texas 79101

MINUTES

1. Call to Order

On January 28, 2025 the Amarillo City Council met at 3:00 PM for a Regular Meeting held in Council Chamber, located on the third floor of City Hall at 601 South Buchanan Street, with the following members present:

Mayor Cole Stanley
Councilmember, Place 1 Josh Craft
Councilmember, Place 2 Don Tipps
Councilmember, Place 3 Tom Scherlen
Councilmember, Place 4 Les Simpson
Absent were none.

Also in attendance were the following administrative officials:

Grayson Path, City Manager
Rich Gagnon, Assistant City Manager and CIO
Laura Storrs, Assistant City Manager and CFO
Floyd Hartman, Assistant City Manager
Donny Hooper, Assistant City Manager and Public Infrastructure Director
Bryan McWilliams, City Attorney
Stephanie Coggins, City Secretary

Mayor Stanley established a quorum and called the meeting to order at 3:01 PM.

2. Invocation Lance Harrington, Paramount Baptist Church

Lance Harrington, with Paramount Baptist Church, provided an invocation.

3. Pledge of Allegiance

Mayor Stanley led the Pledge of Allegiance.

4. The Texas Pledge

Mayor Stanley led the Texas Pledge.

5. Announcements

Ms. Coggins announced that City Council meetings will be held at the new city hall located at 623 S. Johnson beginning February 25, 2025. A grand opening ribbon cutting with tours is scheduled for that date. Mr. Path shared the City's gratitude for employees and other area first responders that assisted with a shooting incident that occurred recently.

- 6. Public Comment** The public will be permitted to offer public comment on agenda items and items related to City business. Citizens interested in commenting may sign up online at <https://www.amarillo.gov/departments/city-manager/city-secretary/public-address-registration-form>, by calling the City Secretary's office at (806) 378-3014, or in person in Room 303 of City Hall, 601 S. Buchanan. Citizens should sign up at least 15 minutes prior to the scheduled meeting start time.

Mayor Stanley opened public comment. The following individuals spoke:

John Priest, of Amarillo	Citizen
Julie Hulse, of Amarillo	Citizen
Sandy Proffitt, of Amarillo	Citizen
Robert Smith, of Amarillo	Citizen
Kim Benson, of Amarillo	Citizen
Cassandra Greene, of Amarillo	Citizen
Michael Fisher, of Amarillo	Citizen
James Schenck, of Amarillo	Citizen

Mayor Stanley closed public comment.

- 7. Discussion Items** City Council will discuss or receive reports on the following current matters or projects.

7.A. Review agenda items for regular meeting and attachments

7.B. Local option ad valorem property tax exemption for operating a child-care facility

7.C. Streets and facilities after action report for recent snow event

7.D. Transfer Station emergency electrical repairs

7.E. Options to purchase fire apparatus (trucks) via leasing or financing

Mayor Stanley recessed the regular meeting at 5:06 p.m.

Mayor Stanley resumed the regular meeting at 5:26 p.m.

7.F. Buc-ee's \$275,000 Community Outreach Donation to benefit community-oriented projects, civic events, and other benevolent purposes within the City

7.G. Draft resolution for city council legal counsel protocols

7.H. Amarillo Economic Development Corporation Board of Director applicants

7.I. Request future agenda items and reports from City Manager

8. Consent Items 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.

Mayor Stanley introduced the consent agenda and asked for Items No. 8.F, 8.K, 8.H, and 8.I to be pulled for separate consideration. Councilmember Tipps asked for item 8.O to be pulled for separate consideration.

ACTION: Motion to approve the consent agenda as presented with the exception of 8.K, 8.H, 8.I And 8.O, as well as 8.F by Josh Craft, second by Don Tipps;

Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

8.A. CONSIDER APPROVAL - MINUTES

This item considers approval of the City Council minutes for the work session held on January 14, 2025.

(Contact: Stephanie Coggins, City Secretary)

8.B. CONSIDER APPROVAL - MINUTES

This item considers approval of the City Council minutes for the regular meeting held on January 14, 2025.

(Contact: Stephanie Coggins, City Secretary)

8.C. CONSIDERATION OF ORDINANCE NO. 8173

This item is the second and final reading of an ordinance providing for a variance to distance regulations prohibiting the sale of alcoholic beverages within 300 feet of a private school in accordance with Texas Alcoholic Beverage Code Section 109.33(e) and Amarillo Municipal Code Section 14-3-5. (Applicant: Cafe Moonwater; Vicinity: SW 6th Ave. and S Carolina St)

(Contact: Stephanie Coggins, City Secretary)

8.D. CONSIDERATION OF ORDINANCE NO. 8176

This item is a second and final of an ordinance considering the rezoning of 30.18-acres of unplatted land, in Section 63, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Agricultural District to General Retail District. (VICINITY: Soncy Rd. & Town Square Blvd.; APPLICANT/S: Furman Land Surveyors, Inc. for the Emeline Bush O'Brien / Marsh Trust)

(Contact: Brady Kendrick, Senior Planner)

8.E. CONSIDERATION OF ORDINANCE NO. 8177

This item is a second and final reading of an ordinance considering the rezoning of Lot 5, Block 1, Wild Horse Addition Unit No. 5, an addition to the City of Amarillo, in Section 188, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Light Commercial District and Light Industrial District to Light Industrial District. (VICINITY: W. Amarillo Blvd. & N Fannin St.; APPLICANT/S: Thurman Mercantile Exchange LLC)

(Contact: Brady Kendrick, Senior Planner)

8.G. CONSIDER APPROVAL - POTTER COUNTY SHERIFF SALES

This item is to consider authorizing Potter County, as Trustee, to sell two Sheriff Sale properties that were sent out for bid. The County is requesting authorization of the Sheriff Sale properties from all taxing entities. The property sale process

provides for the taxing entities, depending on the amount of bids/sale amount, to recoup all or a portion of delinquent taxes.

(Contact: Laura Storrs, Assistant City Manager and CFO)

8.J. CONSIDER APPROVAL - CHANGE ORDER NO. 1 TO CONTINUOUS VALUE SERVICES (CVS) STATEMENT OF WORK

This item considers the award of a change order to the statement of work for continuous value services for support of the City's new ERP system, Workday, during the first three years of go-live under Omnia Partners Contract Number 11-57. This is provided under the City's master service agreement signed with Cognizant in October 2022. This item adds 450 additional hours of support and will be funded through a combination of bond proceeds and general fund revenues.

Award to: Cognizant Worldwide Limited (Collaborative Solutions)

Amount:

Original Award	\$388,073.50
Change Order No. 1	<u>102,200.00</u>
Total Award	\$490,273.50

Funding Source: Bond proceeds and general fund revenues

Is the item budgeted? Yes

(Contact: Katrina Owens, Director of Finance)

8.L. CONSIDER PURCHASE - 2025 DODGE RAM HD

This item considers the purchase of 2025 Dodge Ram HD EDK9/Bomb Tech Response. This vehicle will be a replacement of the explosive detection K9/APD Bomb Technician Response Vehicle.

Award to: D&M Commercial Leasing (BuyBoard #744-24)

Amount: \$85,845.47

Funding Source: State Homeland Security Grant (SHSG) funding

Is the item budgeted? Yes

(Contact: Martin Birkenfeld, Chief of Police)

8.M. CONSIDER APPROVAL - CHANGE ORDER NO. 1 FOR FIRE TRAINING TOWER REPAIR

This item considers approval of Change Order No. 1 for fire training tower repairs. Significant stairway design changes were implemented after investigations revealed the original construction plans were unsuitable due to current structural component issues.

Award to: Panhandle Steel Buildings (BuyBoard #581-19)

Amount:

Original Award	\$384,352.00
Change Order No. 1	<u>70,062.00</u>
Total Award	\$454,414.00

Funding Source: General construction fund revenues

Is this item budgeted? Yes

(Contact: David Kouba, Deputy Fire Chief)

8.N. CONSIDER PURCHASE - ACCESSIBLE DOCK FOR MEDICAL CENTER PARK

This item considers the purchase and installation of an accessible dock for Medical Center Park.

Award to: EZ Dock of Texas LP. (BuyBoard #679-22)

Amount: \$82,538.00

Funding Source: General fund revenues and Texas Parks and Wildlife Habitat and Angler Access Program grant funding

Is the item budgeted? Yes

(Contact: Michael Kashuba, Director of Parks and Recreation)

8.P. CONSIDER APPROVAL - ADDENDUM TO EAST GATEWAY TAX INCREMENT REINVESTMENT ZONE #2 DEVELOPER AGREEMENT WITH BIG TEXAN STEAK RANCH/GALAXY CATERING INC.

This item considers an extension to the deadline for Big Texan Steak Ranch/Galaxy Catering, Inc. to obtain a construction permit related to the Route 66 Bug Ranch outlined in the East Gateway TIRZ #2 Developer Agreement executed in May 2024.

(Contact: Emily Koller, Director of Planning and Development Services, Drew Brassfield, Assistant Director of Planning)

8.K. CONSIDER PURCHASE - SKYDIO X10 SYSTEM

This item considers the purchase of two unmanned aerial vehicles (UAV) including hardware and software bundle for use to supplement first responders for law enforcement.

Award to: Granite Defense Technologies (DIR #DIR-CPO-4768)

Amount: \$68,836.50

Funding Source: Seized fund revenues

Is the item budgeted? Yes

(Contact: Martin Birkenfeld, Chief of Police)

Mayor Stanley introduced the item. Lt. Shane Chadwick and Assistant Chief Jimmy Johnson presented the item.

ACTION: Motion to approve as presented by Josh Craft, second by Don Tipps;

Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

8.H. CONSIDER ACCEPTANCE - 2025 TEXAS PRESERVATION TRUST FUND GRANT FOR ROUTE 66 NEON SIGN RESTORATION

This item considers the acceptance of an agreement between the City of Amarillo and the Texas Historical Commission for the Texas Preservation Trust Fund. This grant will support the restoration of three historical neon business signs along Route 66.

Grantor: Texas Historical Commission

Amount: \$145,382.31 grant amount with a local match of \$145,382.31 (1:1)

Local Match/Funding Source: Neighborhood Planning Initiative Funds

Is the item budgeted? Yes

(Contact: Drew Brassfield, Assistant Director of Planning, Emily Koller, Director of Planning and Development Services)

Mayor Stanley introduced the item. Emily Koller, Planning Director, presented the item.

ACTION: Motion to approve Item 8.H and 8.I as presented by Josh Craft, second by Don Tipps;

Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

8.I. CONSIDER AWARD - ROUTE 66 NEON SIGN RESTORATION CONTRACT

This item considers the award of a contract to complete the restoration of three historical neon signs along Route 66 in connection to a grant the City received from the Texas Historical Commission.

Award to: Casteel Signs (BuyBoard #678-22)

Amount: \$ 290,764.62

Funding Source: Texas Preservation Trust Fund grant funding and Neighborhood Planning Initiative funding

Is the item budgeted? Yes

(Contact: Drew Brassfield, Assistant Director of Planning, Emily Koller, Director of Planning and Development Services)

Action for this item was captured in the motion described under Item No. 8.H.

8.O. CONSIDER AWARD - DESIGN CONTRACT FOR PARKING LOT DESIGN ON CITY OF AMARILLO PARK PROPERTIES

This item considers the award of a design contract for parking lots to be located in John Stiff Park and Rick Klein Park.

Award to: Sims Architects

Amount: \$157,000.00

Funding Source: General fund revenues

Is the item budgeted? Yes

(Contact: Michael Kashuba, Director of Parks and Recreation)

Mayor Stanley introduced the item. Michael Kashuba, Parks and Recreation Director, presented the item.

ACTION: Motion to approve as presented by Josh Craft, second by Don Tipps;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

8.F. CONSIDERATION OF RESOLUTION NO. 01-28-25-1

This item considers a Resolution in support of the City of Amarillo's application to the US Department of Transportation FY 2025 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant program, to provide funding for the North Hughes Complete Street Project, which will rebuild North Hughes as a complete street from the base of the bridge between NW 3rd and 4th and NW 24th.

(Contact: Emily Koller, Director of Planning and Development Services)

9. Non-Consent Items

9.A. PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 8178

This item is a public hearing and first reading of an ordinance considering the rezoning of Lot 10, Block 5, Edgehill Addition Unit No. 6, an addition to the City of Amarillo, in Section 185, Block 2, AB&M Survey, Randall County, Texas, plus

one-half of all bounding streets, alleys, and public ways, to change from Planned Development District 89A to Planned Development District 89B for the construction of a new auto parts store. (VICINITY: S. Georgia St. & SW 35th Ave.; APPLICANT/S: Wesley Berlin for Furman Family Partnership)

(Contact: Brady Kendrick, Senior Planner)

Mayor Stanley introduced the item. Brady Kendrick, Senior Planner presented the item. Mayor Stanley opened a public hearing. No one presented to speak. Mayor Stanley closed the public hearing.

ACTION: Motion to adopt Ordinance No. 8178 by Josh Craft, second by Tom Scherlen;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.B. PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 8179

This item is a public hearing and first reading considering the rezoning of Lot 1A, Block 354, Mirror's Addition Unit No. 33, Lots 4 & 5 of Block 356, Lot 24 of Block 352, Holland's Addition, Lots 13-24 of Block 352 plus the adjacent 11-foot wide vacated portion of Grant Street, Lots 6-10 of Block 377, Lots 13-24 of Block 398, Lots 1-5 plus the east half of vacated alley of Block 114, Mirror's Addition, all additions to the City of Amarillo, in Sections 155 & 156, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Light Industrial District to Central Business District. (VICINITY: SE 8th Ave. & S. Johnson St.; APPLICANT/S: City of Amarillo and Curtis Sinclair for BGCG Real Estate, LLC)

(Contact: Brady Kendrick, Senior Planner)

Mayor Stanley introduced the item. Mr. Kendrick presented the item. Mayor Stanley opened a public hearing. No one presented to speak. Mayor Stanley closed the public hearing.

ACTION: Motion to adopt Ordinance No. 8179 as presented by Don Tipps, second by Josh Craft;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.C. PUBLIC HEARING AND CONSIDERATION OF RESOLUTION NO. 01-28-25-2

This item is to conduct a public hearing and consider a resolution to rename

Medical Center Park to John Ward Park.

(Contact: Michael Kashuba, Director of Parks and Recreation)

Mayor Stanley introduced the item. Mr. Kashuba presented the item. The public hearing was not held.

ACTION: Motion to table Resolution No. 1-28-25-2 by Don Tipps,
second by Josh Craft;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les
Simpson

NOES: None

ABSTAIN: None

9.D. CONSIDERATION OF RESOLUTION NO. 01-28-25-3

This item considers a resolution approving amendments to the Bylaws of the Amarillo Economic Development Corporation.

(Contact: Kevin Carter, Amarillo Economic Development Corporation)

Mayor Stanley recessed the regular meeting at 8:00 p.m.

Mayor Stanley resumed the regular meeting at 8:24 p.m.

Mayor Stanley introduced the item. Doug Nelson and John Atkins, Amarillo Economic Development Corporation, presented the item. Councilmember Craft proposed amended language to include non-disclosure agreements (NDAs) in the bylaws.

ACTION: Motion to adopt Resolution No. 01-28-25-3 as amended
by Councilmember craft by Josh Craft, second by Don
Tipps;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les
Simpson

NOES: None

ABSTAIN: None

9.E. CONSIDERATION OF RESOLUTION NO. 01-28-25-4

This item considers a resolution amending the operating budget for the fiscal year 2024-2025 for the Amarillo Economic Development Corporation.

(Contact: Kevin Carter)

Mayor Stanley introduced the item. Doug Nelson, with Amarillo Economic Development Corporation, presented the item.

ACTION: Motion to accept Resolution No. 01-28-25-4 by Tom Scherlen, second by Les Simpson;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.F. CONSIDERATION OF RESOLUTION NO. 01-28-25-5

This item considers a resolution to repeal Resolution No. 06-25-24-1 concerning the use of Hyde Kelley, LLP as outside counsel.

(Contact: Grayson Path, City Manager)

No action was taken.

9.G. CONSIDER PURCHASE - FIRE APPARATUS (TRUCKS)

This item considers the purchase of six fire engines and two fire ladder trucks, including equipment and warranties for each truck.

Award to: All Source Enterprises LLC. DBA Safe Industries (Sourcewell contract # 113021-RVG)

Amount: \$13,553,090

Funding Source: Staff will be presenting a debt issuance on February 11, 2025

Is the item budgeted? Yes

(Contact: David Kouba, Deputy Fire Chief)

Mayor Stanley introduced the item. David Kouba, Amarillo Fire Department Deputy Chief, presented the item.

ACTION: Motion to move to award a contract in the amount of \$13,553,090 to Safe Industries for purchase of fire apparatus by Josh Craft, second by Don Tipps;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.H. CONSIDER APPROVAL – AMENDMENT NO. 3 TO LOCATION INCENTIVE AGREEMENT BETWEEN AMARILLO ECONOMIC DEVELOPMENT CORPORATION AND PLANT-AS-DNPS-003-02 LLC

This item considers approval of Amendment No. 3 to the Location Incentive Agreement between the Amarillo Economic Development Corporation and PLANT-AS-DNPS-003-02 LLC. The amendment would extend PLANT-AS-DNPS-003-02's construction commencement deadline to June 30, 2025.

(Contact: Kevin Carter, Amarillo Economic Development Corporation)

Mayor Stanley introduced the item. Mr. Nelson presented the item.

ACTION: Motion to approve Amendment No. 3 to the LIA between the Amarillo Economic Development Corporation and PLANT AS-DNPS-003-02 LLC by Josh Craft, second by Don Tipps;

Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.I. CONSIDER APPOINTMENT - BEAUTIFICATION AND PUBLIC ARTS ADVISORY BOARD MEMBERS

This item considers the appointment of individuals to the Beautification and Public Arts Advisory Board.

(Contact: Stephanie Coggins, City Secretary)

Mayor Stanley introduced the item. Ms. Coggins presented the item.

ACTION: Motion to approve or appoint Linda Allen to the Beautification and Public Arts Advisory Board with a term ending December 31, 2026 by Josh Craft, second by Don Tipps;

Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.J. CONSIDER APPOINTMENT - PARKS AND RECREATION BOARD MEMBERS

This item considers the appointment of individuals to the Parks and Recreation Board.

(Contact: Stephanie Coggins, City Secretary)

Mayor Stanley introduced the item. Ms. Coggins presented the item.

ACTION: Motion to appoint Jeremy Picar to the Parks and Recreation Board with the term ending December 27, 2026 by Josh Craft, second by Don Tipps;

Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

9.K. CONSIDER APPOINTMENT - VINEYARDS PUBLIC IMPROVEMENT DISTRICT ADVISORY BOARD MEMBERS

This item considers the appointment of individuals to the Vineyards Public Improvement District Advisory Board.

(Contact: Stephanie Coggins, City Secretary)

Mayor Stanley introduced the item. Ms. Coggins presented the item.

ACTION: Motion to recommend Mike Mayes by Cole Stanley, second by Don Tipps;
Motion passed with a 5:0 vote.

AYES: Cole Stanley, Josh Craft, Don Tipps, Tom Scherlen, Les Simpson

NOES: None

ABSTAIN: None

10. Adjourn

Mayor Stanley adjourned the Regular Meeting at 9:03 PM.



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Business Friendly Community
Department: Planning and Development Services
Contact Person: Brady Kendrick, Senior Planner

Agenda Caption: CONSIDERATION OF ORDINANCE NO. 8178

This item is a second and final reading of an ordinance considering the rezoning of Lot 10, Block 5, Edgehill Addition Unit No. 6, an addition to the City of Amarillo, in Section 185, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Planned Development District 89A to Planned Development District 89B for the construction of a new auto parts store. (VICINITY: S. Georgia St. & SW 35th Ave.; APPLICANT/S: Wesley Berlin for Furman Family Partnership)

Agenda Item Summary: Request: The applicant is requesting a change in zoning to build a new auto parts store on the site (AutoZone). While the use is allowed in the base zoning for the site, the current Planned Development features a specific site plan for a shopping center that burned down which is the reason an amendment is needed.

Adjacent Zoning: Adjacent zoning consists of Planned Development District 89A to the north; Office District 2 and Residential District 1 to the south; Residential District 1 to the east; and Residential District 3 and Multiple Family District 1 to the west.

Adjacent Land uses: Adjacent land uses consist of a shopping center to the north; single family detached homes and an office building to the south; single family detached homes to the east; and an apartment complex and a duplex to the west.

City Plan 2045 Conformance: The request would conform with City Plan 2045 and the Complete Neighborhood Scenario Place Type of Neighborhood Mixed Use identified for the property.

Analysis: The AutoZone proposed for the site will replace a shopping center that was damaged by a fire and eventually demolished. The proposed building will be 32,400 square feet and 21 feet tall to the top of the parapet wall. The existing planned development previously allowed for a 37,775 square foot building with a setback from the east property line (alley) of 29.53 feet and a setback from the south property line (Southwest 35th Avenue) of 25 feet. Those noted setbacks are of interest as those are the ones closest to adjacent homes. Uses allowed within the Planned Development are those allowed in General Retail and are proposed to remain the same with this amendment.

The proposed site will maintain many of the same development standards and features of the previous shopping center while including some additional improvements. The applicant will be providing landscaping in accordance with the City's Landscape Ordinance along Georgia and will also enhance the landscaping provided along Southwest 35th Avenue to include living groundcover

and trees. Regarding setbacks, the proposed building will increase the setback from the east property line to 34.85 feet and the south setback to 75 feet.

Of additional note, the applicant will not be allowed to place signs on the south or east face of the building and the existing screening wall along Southwest 35th Avenue will be maintained as is. Vehicular access to Southwest 35th Avenue will be limited to one driveway that is 120 feet east of the intersection of Georgia Street. The second driveway at the far east end of the site will be an entrance for emergency vehicles only and will be gated in order to limit impacts from vehicular traffic on nearby homes. Additionally, vehicular access between this site and the one to the north will be maintained as a condition of the amendment as that was a condition of the current Planned Development.

Given the nature of the use being allowed in the currently Planned Development and the improvements that the proposed site has made compared to the previous site plan, the Planning and Zoning Commission is of the opinion that if approved, the change would be in character with existing zoning and development patterns in the area and would not be detrimental neighboring properties.

Requested Action: This item is ready for consideration by the City Council on the consent agenda.

Funding Summary: N/A

Purchasing Summary: N/A

Community Engagement Summary: Notices were sent as required by State Law, and as of this meeting, staff has received one call that expressed opposition to the request. The caller, who is the landlord for AutoZone at their current location, did provide a letter (attached in this packet) stating his objections to the request. The reasons for his objection are summarized below but can be read in full in the attached opposition letter:

- They are concerned that AutoZone may leave behind environmental issues within the building they will be vacating.
- AutoZone did not complete due diligence to address environmental risk in the current building.
- AutoZone is in breach of their lease because of the above issues/concerns just mentioned.
- AutoZone moving locations will be a financial and emotional burden to the landlord of their current location.
- Landlord is unable to attend the public meetings in person due to living in New York. (All comments provided were supplied to the Planning and Zoning Commission in addition to the Council via this Transmittal Memo).

This ordinance was first read by City Council on January 28, 2025, where it passed by a 5-0 vote.

Staff Recommendation: The Planning and Zoning Commission recommended approval of this item at the January 22, 2025, meeting with a 7-0 vote.

- Attachments:**
1. Ordinance No. 8178
 2. Location Map
 3. Existing Site Plan
 4. Proposed Site Plan
 5. Opposition Letter - Z-24-26

ORDINANCE NO. _____

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 GEORGIA STREET AND SOUTHWEST 35TH AVENUE, 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 Lot 10, Block 5, Edgehill Addition Unit No. 6, an addition to the City of Amarillo, in Section 185, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Planned Development District 89A to Planned Development District 89B for the construction of a new auto parts store, site plan attached herein as Exhibit A.

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 28th day of January, 2025 and PASSED on Second and Final Reading on this the 11th day of February, 2025.

Cole Stanley, Mayor

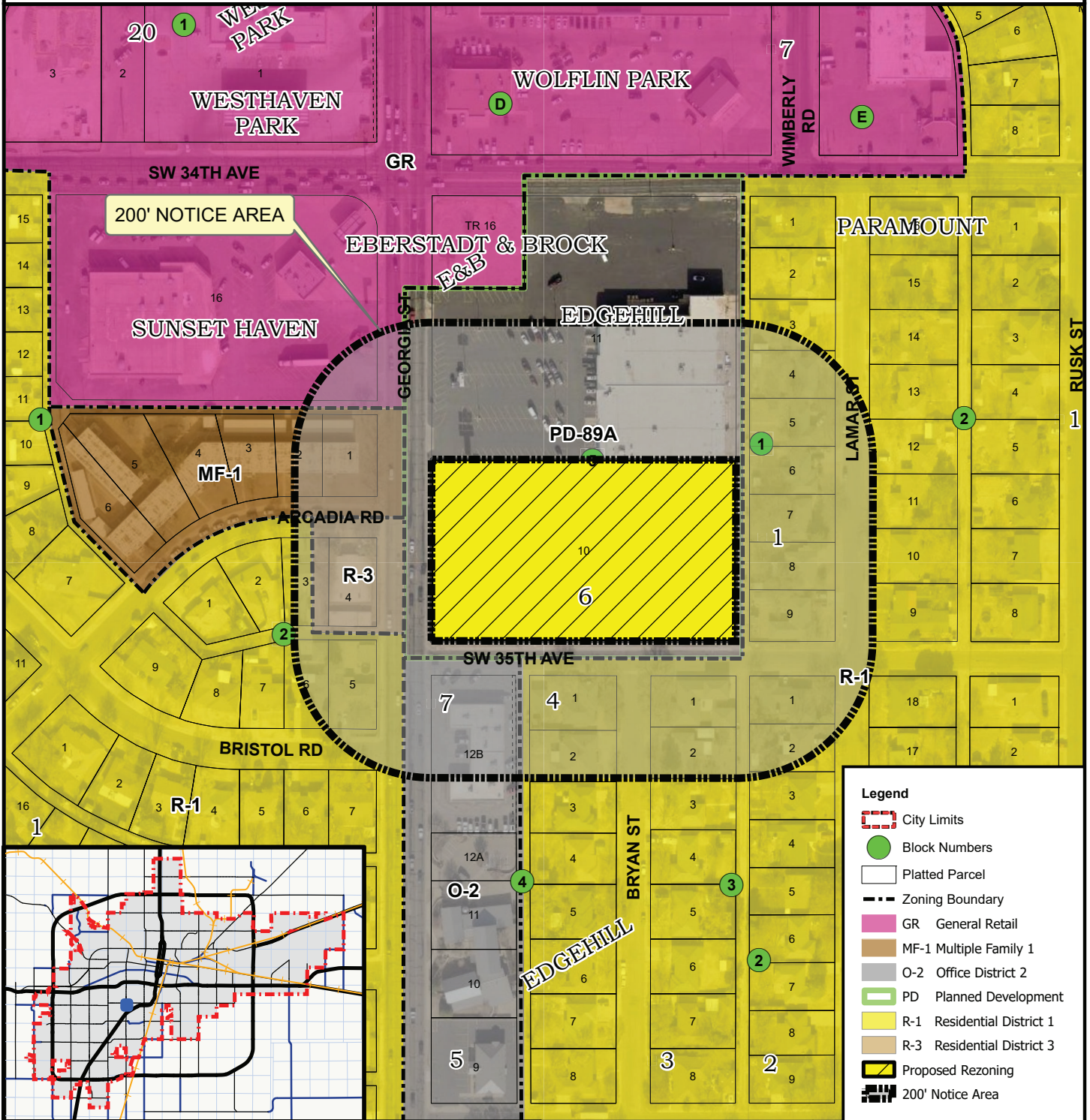
ATTEST:

Stephanie Coggins
City Secretary

APPROVED AS TO FORM:

Bryan McWilliams,
City Attorney

REZONING FROM PD 89A to PD 89B



CITY OF AMARILLO PLANNING DEPARTMENT

Scale 1 inch = 200 Feet
Date: 12/13/2024
Case No: Z-24-26



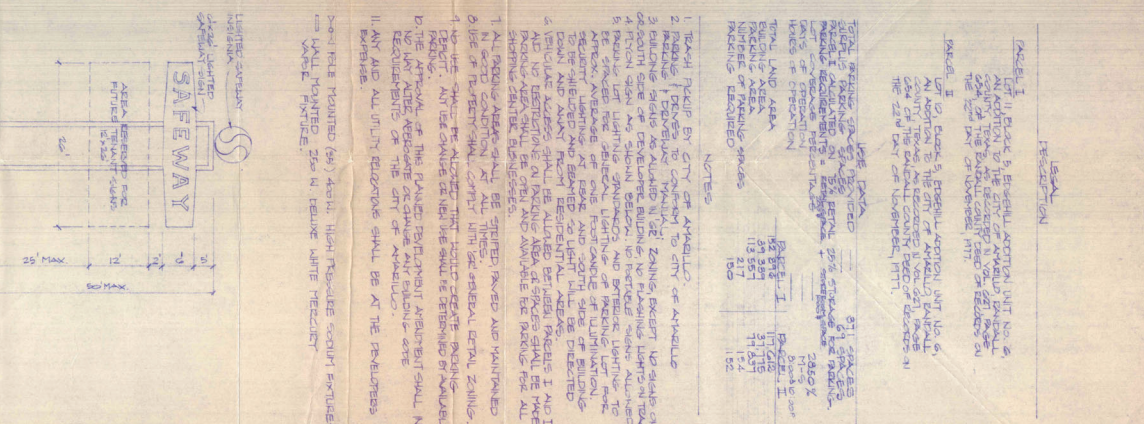
Rezoning of Lot 10, Block 5, Edgehill Addition Unit No. 6, an addition to the City of Amarillo Section 185, Block 2, AB&M Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Planned Development 89A District to Planned Development District 89B.

Owner: Wesley Berlin for Spartan Engineering

Vicinity: S Georgia St. & SW 35th Ave.

AP: M-14

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.



PLANNED DEVELOPMENT DISTRICT
PO - 81A
Recommended by
AVALICHO PLANNING COMMISSION
ADJUDICANCE NO. 5132
DATE 9-14-81
1st Reading 10-13-81
DATE
2nd Reading 10-20-81
DATE
ADDITIONAL STANDARDS & REGULATIONS (LIST)

DRYED SEPT 14 AT PIZ MEETING.
- STIMUL ON 25th CHASE TO COKE
- LANCING ON 25th SHALL BE GRAVE.

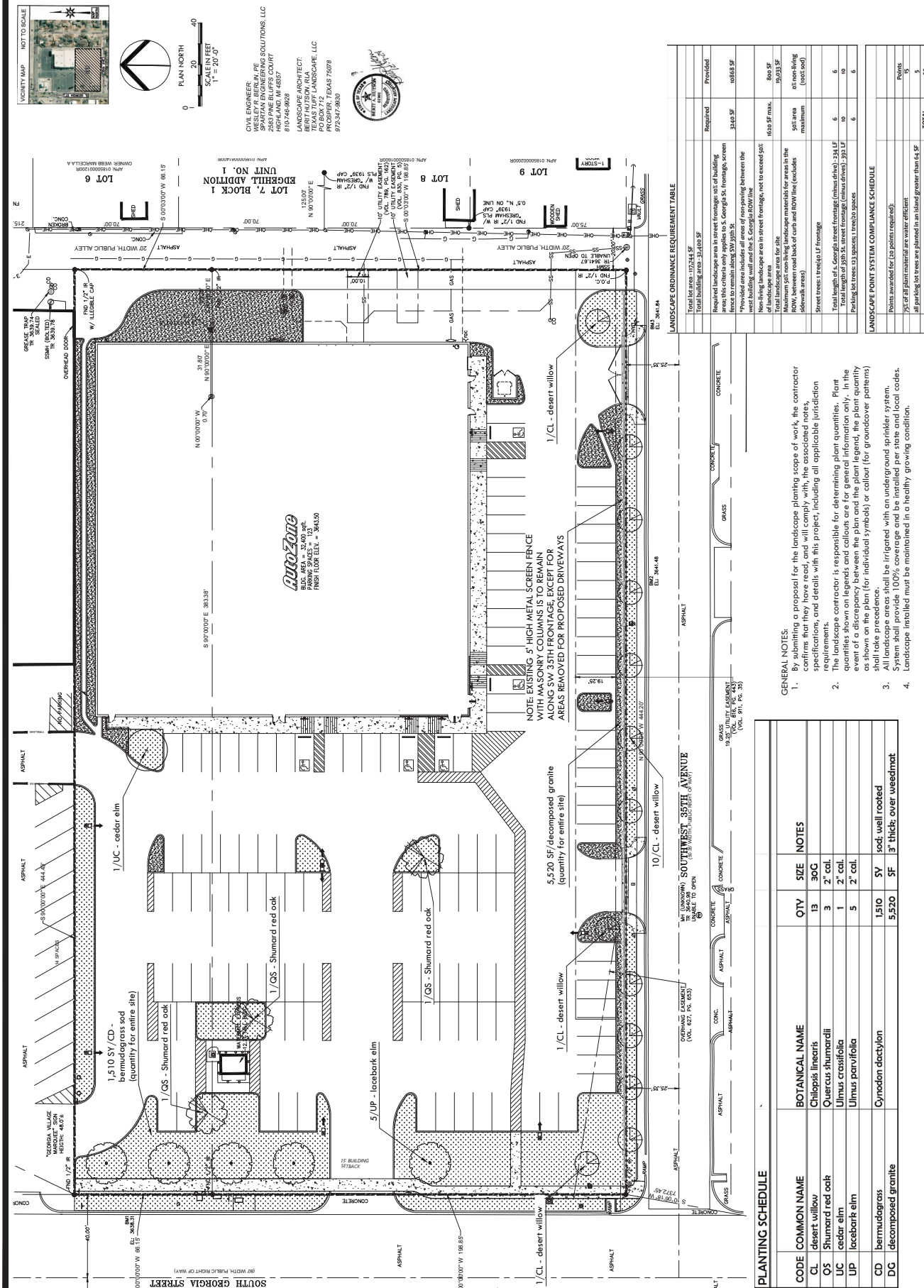
AMENDED PLANNED DEVELOPMENT #89 For
 PROPOSED SHOPPING CENTER
 SE. CORNER SW. 34th & S. GEORGIA
 AMARILLO, TEXAS
 VAUGHAN HINTON AND ASSOCIATES ARCHITECTS ENGINEERS PLANNER

EXHIBIT "A"
 8/25/01
 REVISED 9/3/82

Page

SCALE: 1" = 20'	
72 HOURS NOTICE BEFORE YOU DOING CALL	
	
TEXAS 811	
TXS00N11-0100	
#003444837 OR #811	
FOR FURTHER INQUIRY:	
REVISION 1-12/20/24 CITY	
DRAWN BY DATE 12-20-24	
REVIEW 1 DATED 12-20-24	
P.E./E.M.	WRB / WRB
DRAFTED:	WRB
CHECKED:	WRB
JOB NO.	2024-013
ORIGINAL ISSUE DATE	
DECEMBER 9, 2024	
INTERNO.	
SP1.0	

SITE PLAN FOR PD AMENDMENT – NOT FOR CONSTRUCTION



Norman Mirsky (Manager)
La-Ben Realty (Landlord)
5163166974
To: City of Amarillo
Planning and Zoning Department
Amarillo, TX

Subject: Formal Complaint Regarding AutoZone's Proposed Move and Its Impact on 3412 South Georgia St

Dear Sir/Madam,

I am writing to formally express my concern and strong opposition to AutoZone's (originally AutoShack doing business now as AutoZone) proposed relocation from its current site at 3412 South Georgia St to a new location within a block of their current location. As a small property owner trying to make ends meet and a concerned member of this community, I believe this move will have significant environmental, financial, and ethical ramifications. Below are the key reasons for my objection:

1. Environmental Issues and Hazardous Asbestos at 3412 South Georgia Street

AutoZone's decision to vacate their current premises at 3412 South Georgia Street may leave behind alleged and unknown serious environmental concerns (see text message from previous owner to current owner warning him attached). The property may contain highly hazardous asbestos, a known carcinogen, oil and chemicals that remains unaddressed. As far as I am aware, no asbestos abatement or environmental studies has been conducted, and there has been no evidence of due diligence to manage underground contaminants at the site. It is essential that the City of Amarillo ensure these environmental concerns are fully resolved before approving a different site location down the block. This property is currently left in an unsafe state that could pose a public health risk and great financial burden to current landlord.

2. Failure to Complete Due Diligence and Address Environmental Risks

Before deciding to build a new location, AutoZone failed to conduct a thorough environmental assessment of the site at 3412 South Georgia Street, particularly concerning asbestos and other potential underground contaminants. As part of responsible corporate practice, AutoZone should have performed the necessary environmental due diligence to ensure that the property is safe before moving their eyes to a new site. By neglecting these steps, they may leave a hazardous legacy for the landlord and the community, all while moving forward with new construction plans at a different location without addressing these critical concerns.

3. Breach of Lease and Neglect of Lease Obligations

AutoZone is currently in breach of its lease agreement with the landlord (see lease excerpts attached in regards to "use, possession and compliance with law"). The lease explicitly outlines their responsibility for maintaining the property and conducting necessary environmental checks with law and regulations. AutoZone's failure to uphold these obligations—particularly their neglect of the environmental risks associated with asbestos—demonstrates a disregard for both legal and ethical responsibilities. Additionally, AutoZone has failed to maintain interior upkeep and maintenance of the property as required under the terms of the lease. By planning to vacate the premises without fulfilling these obligations, they are leaving the landlord in a difficult and precarious position. I would be happy to send you a copy of the original lease at your request.

4. Financial Harm and Breach of Promise to Landlord

The financial and emotional toll on the landlord of 3412 South Georgia Street cannot be overstated. The landlord is a small property owner who relies on the income generated by this property to support his livelihood. AutoZone made repeated promises to remain at the location, and based on these promises, the landlord made significant investments, including paying out of pocket for a new parking lot to accommodate AutoZone's needs. In return, AutoZone agreed to stay, but now, after stringing the landlord along for several years, they have decided to not negotiate a new lease leaving the landlord financially burdened. This has placed an immense strain on the landlord's finances. The landlord has made numerous attempts to communicate directly with AutoZone's corporate office, requesting clarity and assistance. Unfortunately, these attempts have been ignored, and AutoZone has failed to honor their commitment, leaving the landlord in a vulnerable financial situation. The landlord is now left with significant economic loss due to the new parking lot, which was specifically created for AutoZone's continued business operations, and the missed opportunity of leasing the property to other interested tenants.

5. Inability of the Landlord to Attend in Person Due to Living Out of State

The landlord, who resides out of state, is unable to attend the upcoming public meetings in person to voice their concerns directly. However, they are fully invested in ensuring the issues outlined in this letter are taken seriously and would appreciate it if their opposition to the proposed relocation was considered.

In conclusion, I urge the City of Amarillo to carefully consider these concerns before approving AutoZone's proposed relocation. Not only does this move pose environmental risks, but it also undermines the trust between businesses and property owners and causes significant financial hardship. The landlord has shown good faith in their dealings with AutoZone, and it is unjust that they should be left in this position.

Please confirm receipt of this letter.

I appreciate your time and attention to this matter and respectfully request that the City take these concerns into account during the decision-making process. If there are any steps I can take to further communicate or assist with this issue, please do not hesitate to contact me at 516 316 6974.

Sincerely,

Norman Mirsky

La-Ben Realty

LEASE AGREEMENT

1. THIS LEASE made on November 15, 1987, between Glen Parkey (hereinafter called "Landlord") and AUTO SHACK, INC., a Delaware corporation, d/b/a M & H Auto Parts, Inc. (hereinafter called "Tenant").

2. WITNESSETH:

The parties hereto agree that this Lease sets forth all agreements, covenants and conditions express or implied between the parties, and supersedes any prior oral or written agreements between the parties with respect to the premises hereinafter described. The following exhibits are attached to this Lease and made a part hereof:

Exhibit "A" - Landlord's Parcel Legal Description
Exhibit "B" - Landlord's Parcel Plot Plan
Exhibit "C" - Title Exceptions
Exhibit "D" - Non-Disturbance and Attornment Agreement
Exhibit "E" - Subordination, Non-Disturbance and Attornment Agreement
Exhibit "F" - Landlord's Plans
Exhibit "G" - Tenant's Plans

3. PREMISES: Landlord hereby leases to Tenant and Tenant hereby hires from Landlord the 14,032 square foot premises to be located and shown outlined in red and labeled "Demised Premises" on the Plot Plan attached as Exhibit "B" together with all improvements now or hereafter erected thereon and all rights and appurtenances thereunto belonging. The exact square footage of Demised Premises shall be determined upon completion of Landlord's construction and confirmed by a Lease Modification Agreement. Demised Premises is part of the Landlord's property (the Landlord's Parcel, hereinafter) that is described in attached Exhibit "A" and shown outlined in green on Exhibit "B". The building located (or to be erected) upon Demised Premises is herein called "The Building".

4. TERM AND COMMENCEMENT: The term of this Lease ("The Term") and the initial payment of rent as provided in Section 6 shall commence (1) either ninety (90) days after completion of Landlord's initial construction and Tenant's acceptance of same as required under Section 12 of this Lease or (2) upon the date which Tenant opens for business in the Demised Premises, whichever occurs sooner; unless sooner modified or extended as herein provided, and shall end on January 31, 2003.

SP
Carroll

reference is made to a mortgage or mortgagee in this Section, such reference shall be deemed to include a deed of trust or the holder of a deed of trust.

(D) Landlord represents, warrants and agrees and this Lease is upon the express condition that Landlord shall at all times during the term of this Lease or any extension or renewal thereof maintain the Building upon the Landlord's Parcel which Landlord's Parcel shall always have as a part thereof a Parking Area as shown on Exhibit "B" and, to furnish parking space without charge to all customers of the Landlord's Parcel seeking same.

8. SUBORDINATION AND NON-DISTURBANCE: If any future Mortgagee (as hereinafter defined) so requests, this Lease shall be subject and subordinate to a first mortgage or first deed of trust covering Demised Premises or Landlord's Parcel and to all renewals, modifications, consolidations, replacements and extensions thereof, provided such mortgagee and Landlord first execute and deliver to Tenant three copies of a Subordination, Non-Disturbance and Attornment Agreement in the form attached hereto as Exhibit "E". Upon receipt of any such Agreement executed by Landlord and Mortgagee, Tenant agrees promptly to execute and deliver two counterparts thereof to Landlord.

9. POSSESSION: (A) Upon commencement of The Term the covenant of Landlord set forth in Section 7 (A) LANDLORD'S TITLE shall be in force except for matters junior to this Lease and Demised Premises shall be unoccupied. At such time The Building and any other improvements erected upon Demised Premises and Landlord's Parcel shall be in full compliance with all laws, ordinances and regulations relating to the use, occupation and construction thereof.

(B) Tenant agrees to deliver to Landlord physical possession of Demised Premises upon the termination of The Term in good condition excepting, however, ordinary wear and tear, damage by fire, or any other casualty insured against under policies maintained or required to be maintained by Landlord, or damage from any other cause unless such other cause is solely attributable to the negligence of Tenant.

10. ASSIGNMENT AND SUBLETTING: Tenant shall not assign this Lease or sublet the Demised Premises or any part thereof, without the consent of Landlord, which consent shall not be unreasonably withheld, but notwithstanding any such subletting or assignment, Tenant shall

follows:

LANDLORD:
GLEN PARKEY
P.O. Box 2966
Amarillo, Texas 79105

TENANT:
AUTO SHACK, INC.
3030 Poplar Avenue
Dept. 4040, P. O. Box 2198
Memphis, Tennessee 38101

Such addresses may be changed from time to time by either party by serving notice as above provided.

29. REAL ESTATE TAXES: Landlord shall pay all Real Property Taxes (hereinafter defined as "Taxes") upon the premises and shall within six months thereafter provide Tenant with a copy of the paid Tax

receipt.

29.1 REAL ESTATE TAXES: Tenant shall reimburse Landlord, as ~~Additional Rent~~, for Tenant's pro rata share of Real Property Taxes paid on an annual basis upon the Landlord's Parcel, and Tenant's pro rata share shall be computed as provided in Section 18.1. Landlord shall submit to Tenant annually, along with the request for reimbursement, a copy of the paid Tax receipt, a copy of the tax map which shall identify the area covered by the paid Tax receipt, and a computation of Tenant's pro rata share of said Taxes for which Landlord is seeking reimbursement, within six months of Landlord's payment of said Taxes. Tenant's reimbursement shall be due within thirty (30) days of Tenant's receipt thereof.

30. USE: Tenant shall initially use the Demised Premises for the retail sale of automotive parts, supplies and accessories. Tenant may thereafter use the Demised Premises for any lawful retail purpose with Landlord's written consent, which consent shall not be unreasonably withheld. Tenant shall indemnify and hold Landlord harmless of and from all fines or penalties imposed by law arising by reason of the violation by Tenant of any laws, rules, ordinances or regulations

TENANT:

AUTO SHACK, INC., a
Delaware corporation, d/b/a
M & H Auto Parts, Inc.

BY: *O.B. Walton* *W*
O.B. WALTON, III
Title: *Asst. Treas.* *ASST. TREASURER*

BY: *J.L. Crain, Jr.*
Title: *SECRETARY*

14. COMPLIANCE WITH LAWS: All of Tenant's improvements and

alterations shall be made in compliance with all laws, rules or regulations of any governmental authority promulgated after the commencement of The Term applying to the physical condition of Demised Premises and arising from Tenant's conduct of business in Demised

Premises. Landlord agrees to make and pay for all other repairs, improvements or alterations to Demised Premises required by any such authority arising from any specific use of the Demised Premises by Tenant, not otherwise arising from any time prior to or during the Term of this Lease, authority at any time prior to installation of any and all fire

including but not limited to installation of any and all fire sprinkler or other fire control or fire detection systems required by any such authority. Any improvements installed by Tenant under the terms of this Section shall be deemed Trade Fixtures under the terms of Section 15 TENANT'S FIXTURES of this Lease. On the date of Tenant's occupancy, Landlord shall, at Landlord's cost, furnish the Demised Premises to Tenant in a condition that complies with all such laws, rules and regulations and orders concerning the use and occupancy and construction (except for Tenant's construction work) of the Demised Premises for retail purposes generally, but not for Tenant's particular intended use of the Demised Premises.

Yesterday 5:14 PM

The city called me about asbestos on your property said if I had to release auto zone with tenant improvements needed asbestos abatement.

Type a message...

Options



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Business Friendly Community
Department: Planning and Development Services
Contact Person: Brady Kendrick, Senior Planner

Agenda Caption: CONSIDERATION OF ORDINANCE NO. 8179

This item is a second and final reading considering the rezoning of Lot 1A, Block 354, Mirror's Addition Unit No. 33, Lots 4 & 5 of Block 356, Lot 24 of Block 352, Holland's Addition, Lots 13-24 of Block 352 plus the adjacent 11-foot wide vacated portion of Grant Street, Lots 6-10 of Block 377, Lots 13-24 of Block 398, Lots 1-5 plus the east half of vacated alley of Block 114, Mirror's Addition, all additions to the City of Amarillo, in Sections 155 & 156, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Light Industrial District to Central Business District. (VICINITY: SE 8th Ave. & S. Johnson St.; APPLICANT/S: City of Amarillo and Curtis Sinclair for BGCG Real Estate, LLC)

Agenda Item Summary: Request: This rezoning request is a joint request between a private individual who owns a property immediately east of the Hodgetown stadium and the City of Amarillo who owns several properties east of the stadium. The applicant, BGCG Real Estate, has plans to develop a vacant warehouse with a restaurant and event center.

Adjacent Zoning: The adjacent zoning districts to the property under consideration include Light Industrial District, Central Business District, and Planned Development District 387 (Hodgetown).

Adjacent Land uses: Land-uses adjacent to the property under consideration include a baseball stadium, parking lots, a food distribution facility, railroad tracks, storage warehouses, the Santa Fe Pavillion, offices, vacant buildings, and retail stores.

City Plan 2045 Conformance: The request would conform with City Plan 2045 and advance the goals of the Complete Neighborhoods Scenario. The request would conform with the identified Place Type of Innovation that the properties are identified as.

Project History & Analysis: City Staff in recent weeks met with the owner of 701 S. Johnson Street at a Pre-Application Conference meeting to discuss plans to redevelop a vacant warehouse with a restaurant and event center. The site, located immediately east of Hodgetown, is largely taken up by the building with no parking lot. Because the site is zoned Light Industrial District, the applicant would have to provide on-site parking for the development. Given the nature of the site and the fact that there are no adjacent properties available for sale to be acquired for parking, this would make this type of development difficult under the current zoning. The Central Business District does not require off-street parking for nonresidential uses and was an option that was discussed with the applicant. During the research on the case, Staff also identified a number of immediately adjacent properties that are owned by the City of Amarillo. Staff approached City

Management about the possibility of including the City owned properties in the request, and it was agreed that including these properties in the request was logical and offered benefits for several reasons.

- Including the City owned property in addition to the applicant's would be more comprehensive in nature from a zoning and land use planning perspective versus rezoning just the applicant's tract, as it would not be contiguous with existing Central Business District zoning.
- Rezoning to Central Business District would bring a number of these properties into conformance with the Zoning Ordinance from a parking and lot coverage perspective (off-street parking is not required for non-residential uses, and lot coverage is allowed to be up to 100% in Central Business District).
- In recent years, there have been a handful of meetings with prospective projects for properties north of 10th Avenue and east of Hodgetown. By expanding the footprint of the area zoned Central Business District in this area, this would make the district available to more property owners as a tool to help facilitate the redevelopment, as parking is often a hurdle with prospective projects in this area.
- Central Business District would better match the development characteristics of existing buildings in this area (high lot coverage, minimal parking) and would open doors to better development opportunities for others in the area that may want to rezone to Central Business District or for buildings that the City owns that may be desirable to redevelop or sell in the future.
- Expansion of the Central Business District in this area would allow for additional opportunities for residential style developments or live-work units as Light Industrial District only allows for apartment complexes and manufactured homes. One of the long-term goals for downtown Amarillo is to expand housing stock in the area. One and a half parking spaces per unit are required in Light Industrial while only one space is required per unit in Central Business District for residential type uses.
- Central Business District would better align with the City Plan 2045 Place Type designation for this area, Innovation, which calls for a range of small to higher scale mixed use centers including live-work units, mid to high scale multifamily developments, and small to midscale makerspace or manufacturing. Additionally, small-scale clean fabrication and manufacturing activity, with a particular focus on innovation and creative arts industries, is encouraged.
- Given recent development activity within this portion of downtown (Hodgetown, the new City Hall, Double R Lofts, and the Santa Fe Pavillion), Central Business District zoning would help continue to facilitate future projects within this eastern portion of downtown that features these prominent locations and encourage compatible land-uses as redevelopment occurs in relation to the just mentioned projects.

In researching the request, Planning Staff did contact Facilities and verified that the change in zoning would not create any non-conforming land uses for the properties that are City owned. Based on the information provided, the sites as used by the City would still be allowable.

In considering the factors above, the Planning and Zoning Commission is of the opinion that the request to rezone to Central Business District is logical. It could expand the ability of Central Business District to be used by additional adjacent property owners in the future for compatible downtown development and help continue the redevelopment efforts in downtown Amarillo that have been beneficial and successful thus far.

Requested Action: This item is ready for consideration by the City Council on the consent agenda.

Funding Summary: N/A

Purchasing Summary: N/A

Community Engagement Summary: Notices were sent as required by State Law and as of this writing, no comments have been received. This ordinance was first read by City Council on January 28, 2025, where it passed by a 5-0 vote.

Staff Recommendation: The Planning and Zoning Commission recommended approval of this item at the January 22, 2025, meeting with a 7-0 vote.

Attachments:

1. Ordinance No. 8178
2. Location Map 1
3. Location Map 2
4. List of Use Changes

ORDINANCE NO. 8179

AN ORDINANCE OF THE CITY OF AMARILLO, TEXAS: PROVIDING FOR SPECIFIED CHANGES IN THE OFFICIAL ZONING MAP OF THE CITY OF AMARILLO, TEXAS; PROVIDING FOR CHANGE OF USE DISTRICT CLASSIFICATION OF SPECIFIED PROPERTY IN THE VICINITY OF SOUTHEAST 8TH AVENUE AND SOUTH JOHNSON STREET, POTTER 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 Lot 1A, Block 354, Mirror's Addition Unit No. 33, Lots 4 & 5 of Block 356, Lot 24 of Block 352, Holland's Addition, Lots 13-24 of Block 352 plus the adjacent 11-foot wide vacated portion of Grant Street, Lots 6-10 of Block 377, Lots 13-24 of Block 398, Lots 1-5 plus the east half of vacated alley of Block 114, Mirror's Addition, all additions to the City of Amarillo, in Sections 155 & 156, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Light Industrial District to Central Business District.

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 28th day of January, 2025 and **PASSED** on Second and Final Reading on this the 11th day of February, 2025.

Cole Stanley, Mayor

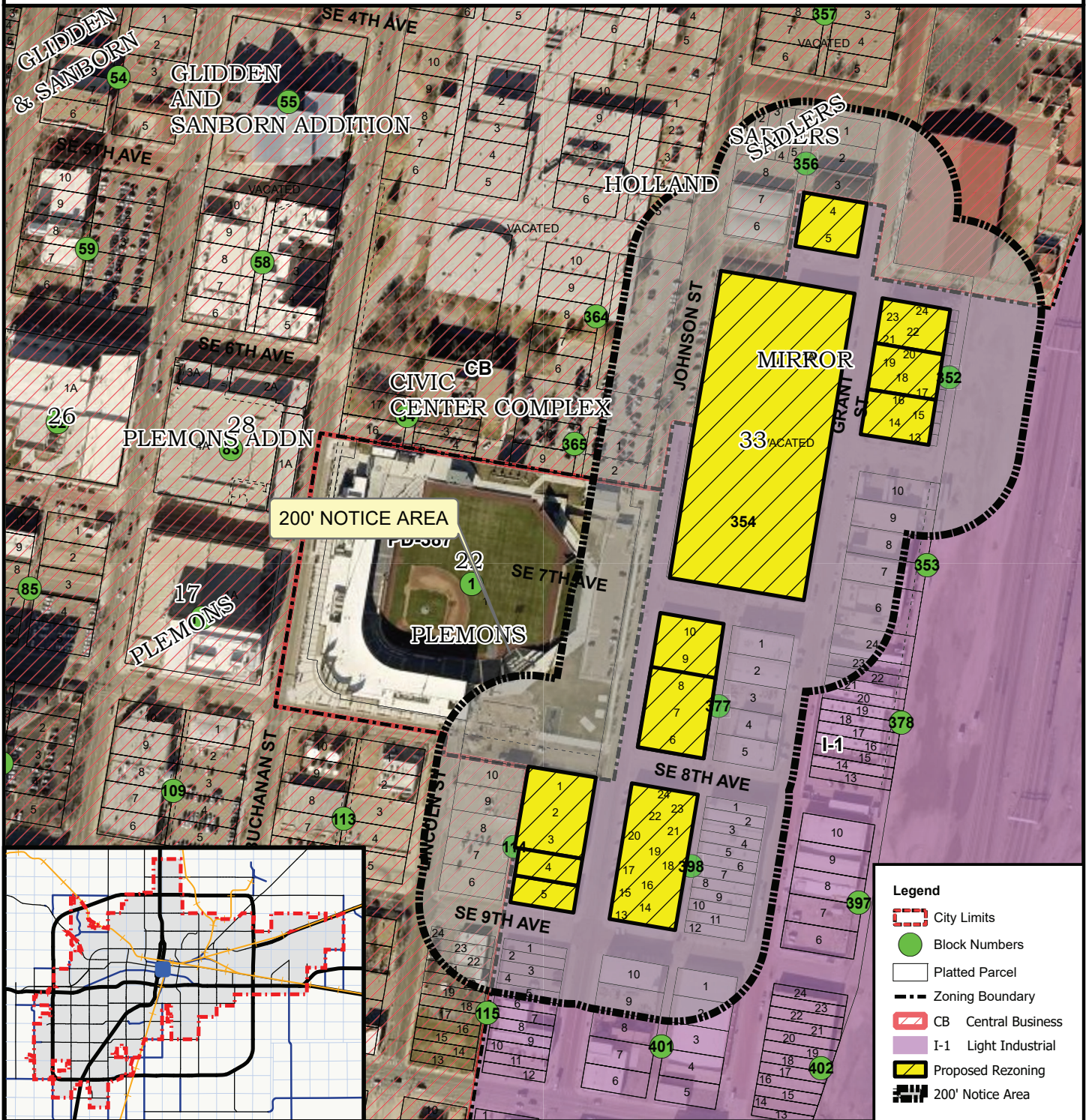
ATTEST:

Stephanie Coggins, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams, City Attorney

REZONING FROM I-1 to CB



CITY OF AMARILLO PLANNING DEPARTMENT

Scale 1 inch = 300 Feet
Date: 1/2/2025
Case No: Z-24-27



Rezoning of Lot 1A, Block 354, Mirror's Addition Unit No. 33, Lots 4 & 5 of Block 356, Lot 24 of Block 352, Holland's Addition, Lots 13-24 of Block 352 plus the adjacent 11-foot wide vacated portion of Grant Street, Lots 6-10 of Block 377, Lots 13-24 of Block 398, Lots 1-5 plus the east half of vacated alley of Block 114, Mirror's Addition, all additions to the City of Amarillo, in Sections 155 & 156, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys, and public ways, to change from Light Industrial District to Central Business District. (VICINITY: SE 8th Ave. & S. Johnson St.; APPLICANT/S: City of Amarillo and Curtis Sinclair for BGCG Real Estate, LLC)

AP: O-12

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.



Legend

**BCG REAL
ESTATE LLC - 701
JOHNSON**

**City Owned
Properties**

Scale 1 inch = 300 Feet
Date: 1/15/2025



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.

Allowed by Right in Central Business District but not Light Industrial District (Allowed if Approved)

- One-Family Housing Unit (Detached)
- One-Family Housing Unit (Attached)
- Two-Family Housing Unit
- Family Care Facility for Children
- Group Care Facility for Children

Allowed by Right in Light Industrial District but not Central Business District (Not Allowed if Approved)

- Adult Business
- Topless Establishment
- Manufactured Home Type A
- Manufactured Home Type B
- Manufactured Home Type C
- Manufactured Home Park
- Manufactured Home Subdivision
- RV Park
- Electrical Energy Generating Plant or Wind Generator
- Sewage Treatment Plant
- Day Camp for Children
- Drag Strip or Commercial Racing
- Go-Cart Track
- Golf Course (Commercial)
- Riding Club
- Rodeo Grounds
- Drive-In Theater
- Airport or Landing Field
- Hauling or Storage Company
- Helicopter Base
- Motor Freight Terminal
- Railroad Team Track
- Railroad Yard or Roundhouse
- Parking Lot, Truck/Truck Stop (Facility for parking or storage of currently licensed trucks.)

- Auto Parts and Accessory Sales (Outdoor Display)
- Auto Storage or Auto Auction
- New or Used Heavy Machinery Sales with Associated Storage or Repair
- Steam Cleaning of Vehicles or Machinery
- Tire Retreading or Capping
- Animal Clinic, Hospital (Outside Pens), or Kennel
- Animal Pound (Public or Private)
- Farm or Ranch
- Hatchery, Poultry
- Horse Lot (Commercial)
- Horse Lot (Private)
- Stable (Private)
- Contractor Storage or Equipment Yard
- Flea Market (Screened)
- Mobile Home/Manufactured Home Sales or Rental)
- Paint Shop
- Pest Control Service
- Portable Building Sales
- Secondhand Merchandise Dealers or Storage (Screened)
- Used Building Material sales and/or Storage
- Welding or Machine Shop
- Caliche Pit and Storage Area
- Mining and Storage of Mining Waste
- Petroleum Collecting and Storage Facilities
- Petroleum or Gas Well
- Sand or Gravel Extraction or Storage
- Topsoil Earth or Stone Extraction or Storage
- Topsoil Earth or Stone (Temporary)
- Hazardous Waste Collection, Processing or Disposal
- Recycling Collection Facility
- Light Manufacturing or Industrial Use



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Communication
Department: City Secretary
Contact Person: Stephanie Coggins, City Secretary

Agenda Caption: CONSIDERATION OF RESOLUTION NO. 02-11-25-1

This item considers a resolution ordering the regular municipal election of the City of Amarillo, Texas to be conducted on May 3, 2025 in the City of Amarillo, Texas; as a joint election with one or more other entities; designating polling places and vote centers; designating June 7, 2025 as the run-off election date; and providing for the conduct of such election, early voting, payment of election expenses, providing for other administrative clauses.

Agenda Item Summary: This item considers a resolution ordering the 2025 general election to be held on the uniform election date of May 3, 2025. The election will be for the offices of Mayor, Councilmember Place No. One, Councilmember Place No. Two, Councilmember Place No. Three, and Councilmember Place No. Four. It sets the time applications will be accepted; defines it will be a joint election with both Potter and Randall counties; lists the voting places for both early voting and election day; and sets the date for a possible run-off election, if one becomes necessary.

Requested Action: Consider the resolution ordering the May 3, 2025 General Election.

Funding Summary: This election may cost from \$90,000 to \$120,000. It will be funded through general fund revenues available in the City Secretary's operating budget under account 1220.51900.

Purchasing Summary: N/A

Community Engagement Summary: Information about the General Election for May 3, 2025 was posted to the city's website prior to May 3, 2024; a notice of deadline to file was posted on the city's website prior to December 16, 2024; and applications for a place on the ballot will be accepted until 5:00 PM on February 14th, in accordance with state law. Information on how to apply has been shared through the city's social media platforms, and a candidate packet has been provided on the city's website.

Staff Recommendation: Staff recommends adoption of the resolution.

Attachments:

1. RES 02-11-25-1
2. EXHIBIT A
3. EXHIBIT B

RESOLUTION NO. 02-11-25-1

A RESOLUTION OF THE AMARILLO CITY COUNCIL: ORDERING THE REGULAR MUNICIPAL ELECTION OF THE CITY OF AMARILLO, TEXAS TO BE CONDUCTED ON MAY 3, 2025 IN THE CITY OF AMARILLO, TEXAS; AS A JOINT ELECTION WITH ONE OR MORE OTHER ENTITIES; DESIGNATING POLLING PLACES AND VOTE CENTERS; DESIGNATING JUNE 7, 2025 AS THE RUN-OFF ELECTION DATE; AND PROVIDING FOR THE CONDUCT OF SUCH ELECTION, EARLY VOTING, PAYMENT OF ELECTION EXPENSES, PROVIDING FOR OTHER ADMINISTRATIVE CLAUSES.

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

SECTION 1. Order Regular City Election. A regular municipal election for the offices of Mayor, Councilmember Place No. One, Councilmember Place No. Two, Councilmember Place No. Three, and Councilmember Place No. Four shall be held on Saturday, May 3, 2025. The polls for said election shall be open from 7:00 a.m. until 7:00 p.m.

SECTION 2. Applications. Filing applications for a place on the ballot shall occur between January 15, 2025 and February 14, 2025. The City Secretary shall receive applications for places on the ballot.

SECTION 3. Combined Elections. That a combined or joint election is authorized with the City of Amarillo, the Amarillo Independent School District, and such other entity(ies) in Potter or Randall counties as may conduct an election on May 3, 2025, pursuant to the terms and conditions of an intergovernmental cooperation agreement which is incorporated herein by this reference, and the City Manager is authorized to execute and perform said agreements.

SECTION 4. Contract. The City of Amarillo shall contract with the respective election officers of Potter County and Randall County to conduct early voting, give notice of the election,

prepare the official ballot, appoint election officials and persons to work in the Central Counting Station for ballots cast in the City election within each respective county.

SECTION 5. Voting Places. Said election shall be held in each of the counties using vote centers as shown in Exhibit A and B. Moreover, because the City will contract with the respective counties for the conduct of the City's election, the City Council hereby accepts and approves of any and all changes made by either County to the below stated polling places or vote centers, subsequent to the passage of this Resolution, to the extent that such change(s) by a County is lawful and timely authorized in the manner provided by the Texas Election Code.

SECTION 6. Ballots. Paper ballots shall be used for Voting by Mail, military and overseas ballots and for voting Limited Ballots. The Early Voting Ballot Board will qualify the paper ballots for tabulation as required by Texas Election Code. Counting for both paper ballots and ballots cast on Direct Recording Devices will be tabulated using the computer tabulation systems adopted by the contracting counties.

An Early Voting Ballot Board shall be appointed by each county to count and sort the early votes. Electronic counting devices may be used for voting and counting of said election. If a contracting County is capable and desires to use an electronic or optical scan ballot for mail ballots and/or early voting by personal appearance then the use of such is also authorized as acceptable for the City election.

SECTION 7. Early Voting. Early voting shall be conducted using vote centers as shown in Exhibit B on weekdays beginning Tuesday, April 22, 2025 and ending Tuesday, April 29, 2025 between the hours of 8:00 a.m. and 5:00 p.m. from April 22, 2025 to April 25, 2025 and between the hours of 7:00 a.m. and 7:00 p.m. on April 28, 2025 and April 29, 2025. Moreover, because the City will contract with the respective counties for the conduct of the City's election, the City Council hereby accepts and approves the use of any branch Early Voting place at a vote center if a county chooses to operate such for purposes of Early Voting in the joint election it

conducts that includes the City election, to the extent that such is lawfully and timely authorized and noticed by the County.

SECTION 8. Counting Stations. (a) For the City votes cast within the Randall County portion of the City, the Randall County Offices at 1604 5th Avenue, Canyon, Texas, is hereby established as the Central Counting Station to receive and tabulate all voted ballots for said election and officials of the Central Counting Station shall be appointed by separate order. (b) For the votes cast within the Potter County portion of the City, the Potter County Offices at 900 South Polk Street, First Floor, Amarillo, Texas, is hereby established as the Central Counting Station to receive and tabulate all voted ballots for said election and officials of the Central Counting Station shall be appointed by separate order. (c) In the event the City contracts with both Potter and Randall Counties to conduct the City election, then the Amarillo City Secretary's Office at City Municipal Building, 623 South Johnson Street, Room 3507, Amarillo, Texas is hereby established as the City's Central Counting Station which shall receive the result from each of the County Central Counting Stations and tabulate the cumulative results of the City election.

SECTION 9. Run-Off Election. Should a run-off election be required between candidates for any City office, a run-off election will be ordered on same day the vote is canvassed. If needed, such runoff shall be conducted on June 7, 2025. Early Voting for the run-off shall be held at the same hours and places as stated herein for Early Voting. Due to historically lower turnout for run-off elections, the City Manager, in coordination and consultation with the county elections administrators, may reduce the number of polling places to be opened by no more than fifty percent (50%) from the number of polling places staffed for the regular election, by consolidating precincts. Provided however, the City Manager shall use due care to assure that access to a poll and any inconvenience of consolidation is roughly the same throughout the city.

SECTION 10. Expenses Authorized. That the City Secretary and City Manager are expressly authorized to: obtain election supplies; pay election officials; contract with some or all election duties and services from Potter and Randall counties (including conduct of a joint election), in accordance with the adopted budget, applicable law, and an interlocal cooperation agreement, and to timely pay such reasonable and necessary expenses incurred in conducting the regular municipal election ordered herein.

SECTION 11. Construction. In the event of a conflict between the terms of this Resolution and any interlocal cooperation agreement executed to implement the directives and intent of this Resolution, then the terms of the interlocal agreement shall prevail.

SECTION 12. Severance. 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 Resolution 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 Resolution, 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 13. Effective Date and Publishing. This Resolution shall be effective upon adoption. The City Secretary shall publish timely notice of this election as provided in Texas Election Code, section 4.003.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on this 11th day of February 2025.

Cole Stanley, Mayor

ATTEST:

Stephanie Coggins, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams, City Attorney

EXHIBIT A – ELECTION DAY POLLING LOCATIONS

DRAFT

EXHIBIT B - POLLING HOURS AND LOCATIONS FOR EARLY VOTING

DRAFT



POTTER COUNTY ELECTION DAY
GENERAL ELECTION
MAY 3, 2025

Bushland Fire Station #1, Truck Bays, 17600 Indian Hill Rd., Bushland, TX 79012

Casey Carpet One, Main Entrance, 3500 I-40 West, Amarillo, TX 79102

Chaparral Hills Church, Sanctuary, 4000 W. Cherry, Amarillo, TX 79108

Cornerstone Outreach, Fellowship Room, 1111 N. Buchanan, Amarillo, TX 79107

Eastridge Lanes, Right Side, 5405 E. Amarillo Blvd, Amarillo, TX 79107

Highland Park ISD Administration Bldg., Boardroom, 15300 E. Amarillo Blvd., Amarillo, TX 79108

Kids, Inc., Mary E. Bivins Room, 2201 SE 27th, Amarillo, TX 79103

Northwest Branch Library, Meeting Room, 6100 SW 9th, Amarillo, TX 79106

Pride Home Center, Main Entrance, middle back of store, 3503 NE 24th, Amarillo, TX 79107

Santa Fe Bldg. Ticket Office, 900 S. Polk St., Amarillo, TX 79101

Tri State Fairgrounds, Arched Gate #1, Commercial Exhibit Hall, 3301 SE 10th, Amarillo, TX 79104

Trinity Baptist Church, East Entrance, 1601 I-40 West, Amarillo, TX 79109

Trinity Fellowship Willow Creek Campus, Fellowship Hall, 503 E Willow Creek, Amarillo TX 79108

United Citizens Forum, Main Entrance, 903 N. Hayden, Amarillo, TX 79107

Valle de Oro Fire Station #2, Truck Bay, 23801 RM 1061, Valle de Oro, TX 79010

RANDALL COUNTY

Election Day Vote Centers May 3, 2025

Crossroads Country Church
14425 FM 1541
Amarillo, TX 79118

Oasis Southwest Baptist Church
8201 Canyon Drive
Amarillo, TX 79110

Comanche Trail Church of Christ
2700 E. 34th
Amarillo, TX 79103

Central Baptist Church
1601 SW 58th
Amarillo, TX 79110

Randall County Justice Center
2309 Russell Long Blvd
Canyon, TX 79015

Randall County Annex
4320 S. Western
Amarillo, TX 79110

Southwest Church of Christ
4515 Cornell
Amarillo, TX 79109

The Summit
2008 12th Avenue
Canyon, TX 79015

Redeemer Christian Church
3701 S. Soncy
Amarillo, TX 79121

Coulter Road Baptist Church
4108 S. Coulter
Amarillo, TX 79109

Southwest Public Library
6801 SW 45th Ave
Amarillo, TX 79109

Texas Panhandle War Memorial Center
4111 S. Georgia
Amarillo TX 79110

Journey Church
9711 FM 2186
Amarillo, TX 79119

Arden Road Baptist
6701 Arden Road
Amarillo, TX 79109



POTTER COUNTY EARLY VOTING
GENERAL ELECTION
MAY 3, 2025

MAIN LOCATION FOR EARLY VOTING

Santa Fe Building Ticket Office
900 S. Polk St., First Floor, Amarillo, TX 79101

Dates	Times
April 22-25, 2025 (Tuesday – Friday)	8:00 a.m. – 5:00 p.m.
April 28-29, 2025 (Monday & Tuesday)	7:00 a.m. – 7:00 p.m.

BRANCH LOCATIONS FOR EARLY VOTING

Casey Carpet One – 3500 I-40 West Frontage Road, Main Entrance, Amarillo, TX 79102
Tri-State Fairgrounds, 3301 SE 10th, arched gate #1, Commercial Exhibit Hall, Amarillo, TX 79104
NW Branch Public Library, 6100 SW 9th, Meeting Room, Amarillo, TX 79106
Cornerstone Outreach – Fellowship Room, 1111 N. Buchanan St., Amarillo, TX 79107

Dates	Times
April 22-25, 2025 (Tuesday – Friday)	8:00 a.m. – 5:00 p.m.
April 28-29, 2025 (Monday & Tuesday)	7:00 a.m. – 7:00 p.m.

RANDALL COUNTY

Early Voting Schedule
General Election
Election Day May 3, 2025

Randall County Election Administration Office**
1604 5th Ave
Canyon, TX 79015

April 22, 2025 – April 25, 2025 (Tuesday-Friday)	8:00 am – 5:00 pm
April 28 and April 29, 2025 (Monday & Tuesday)	7:00 am – 7:00 pm

Randall County Annex
4320 S. Western
Amarillo, TX 79110

April 22, 2025 – April 25, 2025 (Tuesday-Friday)	8:00 am – 5:00 pm
April 28 and April 29, 2025 (Monday & Tuesday)	7:00 am – 7:00 pm

Southwest Branch Public Library
6801 SW 45th Ave.
Amarillo, TX 79109

April 22, 2025 – April 25, 2025 (Tuesday-Friday)	8:00 am – 5:00 pm
April 28 and April 29, 2025 (Monday & Tuesday)	7:00 am – 7:00 pm

Comanche Trail Church of Christ
2700 E. 34th
Amarillo, TX 79103

April 22, 2025 – April 25, 2025 (Tuesday-Friday)	8:00 am – 5:00 pm
April 28 and April 29, 2025 (Monday & Tuesday)	7:00 am – 7:00 pm

Randall County Justice Center
2309 Russell Long Blvd
Canyon TX, 79015

April 22, 2025 – April 25, 2025 (Tuesday-Friday)	8:00 am – 5:00 pm
April 28 and April 29, 2025 (Monday & Tuesday)	7:00 am – 7:00 pm

****Main Early Voting Location**



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Public Safety
Department: City Manager's Office
Contact Person: Mark Zimmerman, Transformation Park

Agenda Caption: CONSIDERATION OF RESOLUTION NO. 02-11-25-2

This item considers a resolution authorizing a \$250,000 payment to Transformation Park. The funding will be used to provide security measures at the facility including cameras, internet connectivity, and other security equipment along with job creation funding for security guards.

Agenda Item Summary: This resolution is to authorize the payment of \$250,000 to Transformation Park based on the presentation by Mark Zimmerman at the January 14, 2025 Council meeting where he provided an update on the status of the ongoing project for Transformation Park, and he made a request for additional assistance.

Requested Action: Approve the resolution as presented.

Funding Summary: This funding will come from the City Council's working budget.

Purchasing Summary: N/A

Community Engagement Summary: This request for assistance was discussed at the January 14, 2025 Council meeting.

Staff Recommendation: Approve the resolution as presented.

Attachments: 1. Resolution No. 02-11-25-2

RESOLUTION NO. 02-11-25-2
A RESOLUTION OF THE CITY OF AMARILLO, TEXAS:
APPROVING FUNDING OF \$250,000.00 FOR
TRANSFORMATION PARK RELATED TO THE
INSTALLATION OF SECURITY MEASURES AND DEVICES;
PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Amarillo City Council previously approved a total of 5 million in funding for the construction and operation a center for providing services to the homeless; and

WHEREAS, Transformation Park is a nonprofit entity that will operate the City facility to provide day and night services to the homeless in our community; and

WHEREAS, Transformation Park has requested an additional \$250,000.00 in funding for additional and/or supplemental security equipment and installation and to hire security personnel; and

WHEREAS, the Amarillo City Council finds that the expenditure of funds towards security measures related to the operation of a facility to serve the homeless serves a public purpose and promotes the health and safety and general welfare of citizens.

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

SECTION 1. That all aforementioned recitals and findings are fully adopted as if specifically described herein.

SECTION 2. That Council finds that an expenditure of \$250,000.00 for security measures including devices, equipment, and personnel related to the operation of a facility to serve the homeless serves a public purpose and that said expenditure is approved.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on this 11th day of February, 2025.

Cole Stanley, Mayor

ATTEST:

Stephanie Coggins, City Secretary

APPROVED AS TO FORM

Bryan McWilliams, City Attorney



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Fiscal Responsibility
Public Safety

Department: Fire Department

Contact Person: Jason Mays, Fire Chief, David Kouba, Deputy Fire Chief

Agenda Caption: CONSIDER ACCEPTANCE - FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION GRANT

This item considers the acceptance of a grant award from Firehouse Subs Public Safety Foundation for various fire hoses.

Grantor: Firehouse Subs Public Safety Foundation

Amount: \$24,840.00

Local Match/Funding Source: N/A

Is the item budgeted: No

Agenda Item Summary: This item involves accepting a grant from the Firehouse Subs Public Safety Foundation for fire hoses in various lengths. The new hoses will replace those that have reached the end of their useful life.

Requested Action: Acceptance of the grant.

Funding Summary: Firehouse Subs Public Safety Foundation will transfer \$24,671.50 to the city to purchase fire hoses.

Purchasing Summary: The department has been awarded funds to purchase new fire hose based on a vendor quote submitted in October 2024. Any additional costs, if necessary, will be covered using Fire Apparatus Equipment Project (PRJ-410716) funds.

Community Engagement Summary: N/A

Staff Recommendation: Accept grant valued at \$24,840.

Attachments: 1. MOU- City of Amarillo on behalf of Amarillo Fire Department



Firehouse Subs Public Safety Foundation, Inc.

12735 Gran Bay Pkwy., Suite 150, Jacksonville, Florida 32258

MEMO OF UNDERSTANDING- FUNDING AGREEMENT

January 31, 2025

Failure to adhere to the requirements of this Funding Agreement will jeopardize your grant award.

All purchases must match the quantities and equipment approved in the original grant request and approved quote.

Firehouse Subs Public Safety Foundation Responsibilities

- Firehouse Subs Public Safety Foundation will award funding to **City of Amarillo, on behalf of Amarillo Fire Department, Amarillo, TX** for **\$24,671.50** to be used toward the direct purchase of **Variety of Hoses**.

City of Amarillo, on behalf of Amarillo Fire Department Responsibilities

1. An ACH transfer will be remitted to the organization name as stated in this memo of understanding and **must** match the EIN number submitted on the grant request and bank account information listed on the ACH Authorization. If there is a change in either information, you must submit a W-9.
2. **Purchase** the equipment on Approved Quote #03352596 from Austin Hose.
 - a. **NOTE: DO NOT PREPAY** for the equipment order at the time of purchase
3. **Confirm Receipt of ACH Transfer** by emailing procurementfoundation@firehousesubs.com
4. **Verify Purchase and Delivery** by providing Firehouse Subs Public Safety Foundation with the following:
 - a. All signed and dated packing slips
 - b. Copies of paid invoices, verifying your organization's name as the customer and matching the vendor quote(s)
 - c. A copy of the cleared check(s), verifying the payee and payment amount matches the vendor quote(s)
5. In the event that the purchased equipment costs less than the dollar amount awarded, all excess funds must be returned to Firehouse Subs Public Safety Foundation.
 - a. Email procurementfoundation@firehousesubs.com with notification of excess funds within 30 days of purchase
 - b. Return Excess Funds within 30 days of receipt of excess funds invoice to Firehouse Subs Public Safety Foundation, Attention: Gina Brown, 12735 Gran Bay Parkway, Suite 150, Jacksonville, FL 32258
6. If purchases exceed funding, **City of Amarillo, on behalf of Amarillo Fire Department** is responsible for the additional amount.

VERY IMPORTANT: Deadline for submitted documentation is June 30, 2025.

Firehouse Subs Public Safety Foundation

Date

City of Amarillo, on behalf of Amarillo Fire Department
Representative (**Signature**)

Date

Grayson Path, City Manager

City of Amarillo, on behalf of Amarillo Fire
Department Representative Name (**Print**)



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Infrastructure
Initiative
Best Practices
Customer Service

Department: Public Works

Contact Person: Alan Harder, Director of Public Works

Agenda Caption: CONSIDER PURCHASE - STORM DRAIN CAMERA VAN

This item considers the purchase of a Storm Drain Camera Van for daily use in the Drainage Utility. This is the scheduled replacement of unit 7747 which has reached its end of useful life.

Award to: Essential Equipment Tx, LLC (Sourcewell #120721-RVL)

Amount: \$260,092.15

Funding Source: Fleet services fund revenues

Is the item budgeted? Yes

Agenda Item Summary: This item is the scheduled replacement of unit 7747 2011 Chevy Video Van. This existing unit has reached and exceeded its usable life cycle. The Camera Van is used by Drainage Utility to regularly inspect storm sewer lines for blockages and damage which can then be addressed with other equipment.

Requested Action: Approval

Funding Summary: Fleet Services Auto Rolling Stock, account 61120.84100 request total award \$260,092.15

Purchasing Summary: This purchase will be on Sourcewell Contract #120721-RVL. Contract assures discounted governmental pricing and a quicker delivery schedule.

Community Engagement Summary: N/A

Staff Recommendation: City Staff recommends approval

Attachments: None



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Infrastructure
Department: Public Works
Contact Person: Alan Harder, Director of Public Works

Agenda Caption: CONSIDER PURCHASE - COMPACT UTILITY TRACTOR

This item considers the purchase of two John Deere Compact Utility Tractors for daily use in Solid Waste Collection. This is an approved addition to the City's Fleet as part of the Solid Waste Division's Bulk Alley Cleanup Program.

Award to: Western Equipment, LLC (BuyBoard #706-23)

Amount: \$114,393.38

Funding Source: General fund revenues

Is the item budgeted? Yes

Agenda Item Summary: Approved additions to Fleet Services. New equipment will help assist Solid Waste Collection with daily operational requirements. Compact Utility Tractors will be used in the Solid Waste Bulk Alley Cleanup Program with one being assigned to each crew.

Requested Action: Approval

Funding Summary: Fleet Services Machinery account 61120.84200 request total award \$114,393.38

Purchasing Summary: This purchase will be on BuyBoard Grounds Mtnc Equip, Irrigation 706-23 (PG 67 CG 70). Contract assures discounted governmental pricing and a quicker delivery schedule.

Community Engagement Summary: N/A

Staff Recommendation: City Staff recommends approval

Attachments: 1. ITB 175.25 Utility Tractor with Grapple Bucket

ITB 175-25 KD Utility Tractor with Grapple Bucket

To be awarded as one lot

Western Equipment

Line 1 AV20E Root Grapple 62 in

2 ea

Unit Price

\$4,006.410

Extended Price

8,012.82

Line 2 John Deere 4044R Compact Utility tractor

2 ea

Unit Price

\$52,752.950

Extended Price

105,505.90

Total Amount Bid

\$ 114,393.38

Western Equipment

Amarillo, TX



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Fiscal Responsibility
Infrastructure
Public Safety

Department: Parks and Recreation

Contact Person: Michael Kashuba, Director of Parks and Recreation

Agenda Caption: **CONSIDER AWARD - THOMPSON PARK PLAYGROUND (PHASE I - SITE WORK)**

This item considers the award of the construction of the Thompson Park Playground (Phase I).

Award to: Tommy Klein Construction, Inc. (BuyBoard #728-24)

Amount: \$1,194,609.60

Funding Source: Community Development Block Grant and general construction fund revenues

Is the item budgeted? Yes

Agenda Item Summary: This proposal seeks approval to create a playground at Thompson Park, designed to be accessible and welcoming for children of all abilities, including those with physical, sensory, and developmental disabilities. The project aims to provide a safe, engaging, and interactive environment that promotes social interaction, physical activity, and sensory stimulation for children of varying abilities, ensuring that everyone can enjoy the park's offerings regardless of their mobility or sensory needs.

This proposed playground builds upon the success of a similar project implemented at Medical Center Park in partnership with Southwest AMBUCS, which has received widespread community praise for its positive impact on children and families with diverse needs. The Medical Center Park project has demonstrated the potential for such spaces to create an environment where children of all abilities can interact, learn, and play together. We anticipate the Thompson Park playground will offer similar benefits, enhancing the overall park experience for the entire community.

Phase one of the playground project will focus on preparing the site for the playground installation by addressing the necessary infrastructure requirements. This phase will involve grading the area to ensure proper drainage and a level surface, as well as the construction of sidewalks and pathways to ensure full accessibility for children and caregivers with varying mobility needs. These steps will establish a solid foundation for the playground and ensure the site meets safety and accessibility standards.

Phase two of the project will involve the purchase and installation of the playground equipment.

Requested Action: Staff recommends awarding the contract to Tommy Klein Construction, Inc.

Funding Summary: Funding is available in Project #411921.

\$1,000,000.00 of this project is funded through HUD's Community Development Block Grant (CDBG) entitlement, which provides federal funding to support community development initiatives that benefit low- to moderate-income residents. This project is a neighborhood improvement activity, with funding allocated as outlined:

Phase 1: \$1,000,000

\$24,000 FY2020

\$191,928.06 FY2021

\$784,071.94 FY2022

\$194,609.60 of the project is funded through the Parks E&I.

Purchasing Summary: BuyBoard RS Means Contract 728-24

Community Engagement Summary: The project featured a community survey designed to gather input on potential themes for the new playground.

Staff Recommendation: Staff recommends approval

Attachments: None



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Fiscal Responsibility
Infrastructure

Department: Water and Sewer Utilities

Contact Person: Michael Price, Director of Utilities

Agenda Caption: CONSIDER AWARD - AGREEMENT FOR UTILITIES RATE STUDY

This item considers the award of a contract to do a rate study for water utilities to see the support needed for projects within the department including the proposed new wastewater treatment plant.

Award to: NewGen Strategies and Solutions, LLC (HGAC # HP08-21)

Amount: \$195,770.00

Funding Source: Water and sewer fund revenues

Is the item budgeted? Yes

Agenda Item Summary: A utilities rate study is essential to ensure the financial sustainability of critical infrastructure projects, including the construction of a new wastewater treatment plant and other necessary improvements. Such a study provides a comprehensive evaluation of the utility's current revenue streams, operational costs, and capital needs, ensuring that rates are aligned with the actual expenses required to maintain and upgrade the system. The proposed wastewater treatment plant will address growing demand, meet regulatory compliance, and improve environmental outcomes, but it represents a significant capital investment that must be supported by a robust financial plan. Additionally, other infrastructure upgrades, such as pipeline replacements, pump station improvements, and system resiliency measures, are crucial to ensure reliable service for current and future customers. By conducting a rate study, the utility can equitably distribute costs, secure funding, and build public confidence in the fairness and necessity of rate adjustments, ultimately enabling the completion of these vital projects.

Requested Action: Requesting the contract to be awarded to NewGen Strategies and Solutions, LLC.

Funding Summary: Funds are available within PRG-523958. The current balance of the project is \$200,000.00.

Purchasing Summary: This purchase is being procured by cooperative contract. HGAC Buy #HP08-21. The vendor was used in our last Water Master Plan.

Community Engagement Summary: This rate study directly impacts the community by ensuring equitable and sustainable funding for essential water utility projects, including the new proposed wastewater treatment plant. By aligning rates with the actual costs of maintaining and upgrading infrastructure, the study ensures that all customers contribute fairly to the system's financial stability.

While rate adjustments may result in higher costs for some households, they are necessary to support improved service reliability, environmental protection, and compliance with regulations. Additionally, the rate study helps the utility plan for future growth and avoid sudden, steep increases by implementing gradual changes. These efforts aim to balance affordability with the need to invest in infrastructure that benefits the entire community, providing long-term value and resilience.

Staff Recommendation: City staff recommends the approval of the contract.

Attachments: None



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Infrastructure
Public Safety

Department: Water and Sewer Utilities

Contact Person: Michael Price, Director of Utilities

Agenda Caption: CONSIDER AWARD – RISK AND RESILIENCE ASSESSMENTS (RRA) AND EMERGENCY RESPONSE PLANS (ERP) FOR WATER UTILITIES

This item considers the award of a Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs) for the Water Utilities.

Award to: Assure Co. dba Municipal H2O

Amount: \$72,600.00

Funding Source: Water and sewer fund revenues

Is the item budgeted? Yes

Agenda Item Summary: The America's Water Infrastructure Act (AWIA) of 2018 mandates that water systems serving more than 3,300 people update their Risk and Resilience Assessments (RRAs) and Emergency Response Plans (ERPs) by September 30, 2025. This proposal aims to support the required review, update, and re-certification of these documents. Municipal H2O currently manages the city's Risk Management Plan (RMP) program and has direct access to the city's existing RMP, ERP, and RRA data. By integrating this project into an established program already managed by Municipal H2O, we anticipate a more seamless development process and cost savings, enabling a gradual transition to in-house program management.

Requested Action: Approval of purchase.

Funding Summary: Funds available in PRJ-523123. The current balance is \$80,000.00

Purchasing Summary: This is a sole source purchase. Municipal H2O currently manages the city's Risk Management Plan (RMP). This purchase will allow Municipal H2O to use current data to upgrade the needed compliance requirements.

Community Engagement Summary: This purchase is a necessary compliance requirement for the Water Utilities Department.

Staff Recommendation: City staff request approval of purchase to Municipal H2O.

Attachments: None



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Business Friendly Community
Communication
Fiscal Responsibility
Infrastructure
Public Safety
Technology and Innovation

Department: Finance

Contact Person: Jennifer Gonzalez, Utility Billing Manager

Agenda Caption: CONSIDER AWARD - CARASOFT CONTRACT-311 PROCEDUREFLOW SOFTWARE

This item considers the award of a contract for software the City of Amarillo's 311 Call Center will use to create, navigate, maintain, and share processes at various operational levels.

Award to: ProcedureFlow

Amount: \$64,125.15

Funding Source: Water and Sewer fund revenues

Is the item budgeted? No

Agenda Item Summary: ProcedureFlow is a cloud-based software that transforms text-based processes into step-by-step visual workflows. The City of Amarillo 311 Call Center will use this tool to create, navigate, maintain, and share processes at various operational levels.

By providing a centralized, high-level view of organizational processes, ProcedureFlow enables decision-makers to identify areas for improvement efficiently. It also fosters collaboration by streamlining procedure rollout and ensuring consistent implementation through crowdsourced maintenance. Additionally, ProcedureFlow generates operational reports and insights to assess process adherence and identify opportunities for increased efficiency.

Requested Action: Council consideration and approval of contract service.

Funding Summary: Sufficient funding is available in the Utility Billing budget.

Purchasing Summary: COOP- TIPS Contract # 220105

Community Engagement Summary: The City of Amarillo is committed to enhancing communication and service delivery for residents through innovative technology. As part of this effort, the City's 311 Call Center is implementing **ProcedureFlow**, a cloud-based software that simplifies complex processes into clear, step-by-step visual workflows.

This tool will improve how 311 representatives navigate and share information, ensuring quicker, more accurate responses to community inquiries. By centralizing and streamlining procedures, ProcedureFlow helps the City of Amarillo maintain consistency in service delivery, identify areas for improvement, and adapt to evolving community needs.

Additionally, ProcedureFlow fosters collaboration within the organization, allowing for more efficient implementation of policies and procedures. With built-in reporting and insights, the City of Amarillo can continuously assess service performance and optimize operations to better serve residents.

Through this initiative, Amarillo's 311 Call Center aims to strengthen its connection with the community, providing a more responsive, transparent, and efficient service experience for all.

Staff Recommendation: Staff recommendation is for City Council's approval of the contract.

Attachments:

1. Carahsoft - ProcedureFlow - 12.19.2024 - Quote 51474180 - City of Amarillo (refreshed)
2. ProcedureFlow Carahsoft Sole Source

PRICE QUOTATION
CARAHSOFT TECHNOLOGY CORP

11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
PHONE (703) 871-8585 | FAX (703) 871-8505
WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM



TO: Jennifer Gonzalez
City of Amarillo
509 SE 7th Ave
Amarillo, TX 79101 USA

FROM: Aaron Strait
Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

EMAIL: jennifer.gonzalez@amarillo.gov

EMAIL: Aaron.Strait@carahsoft.com

PHONE:

PHONE: (571) 662-3413

FAX: (703) 871-8505

TERMS: TIPS Contract No. 220105
Expiration Date: May 31, 2027
FTIN: 52-2189693
Shipping Point: FOB Destination
Credit Cards: VISA/MasterCard/AMEX
Remit To: Same as Above
Payment Terms: Net 30 (On Approved Credit)
Texas VID#: 1522189693700
Sales Tax May Apply

QUOTE NO: 51474180
QUOTE DATE: 12/19/2024
QUOTE EXPIRES: 01/15/2025
RFQ NO:
SHIPPING: ESD
TOTAL PRICE: \$64,125.15
TOTAL QUOTE: \$64,125.15

LINE NO.	PART NO.	DESCRIPTION	-	QUOTE PRICE	QTY	EXTENDED PRICE
SEAT LICENSES						
1	Enterprise	Enterprise License Gemba Software Solutions dba ProcedureFlow		\$1,182.45	OM 35	\$41,385.75
SEAT LICENSES SUBTOTAL:						\$41,385.75
PROFESSIONAL SERVICES						
2	PS	PS - Daily Rate Gemba Software Solutions dba ProcedureFlow		\$1,515.96	OM 15	\$22,739.40
PROFESSIONAL SERVICES SUBTOTAL:						\$22,739.40
SUBTOTAL:						\$64,125.15
TOTAL PRICE:						\$64,125.15
TOTAL QUOTE:						\$64,125.15

Contract Term: 36 Months. Full Amount is due under Net Payment Terms.

This Agreement commences on the Effective Date and continues for a period of 36 months thereafter, renewing automatically for consecutive 12-month periods, unless written notice of termination is provided by a party, at least 30 days before the end of the respective 36-month period. Termination of this Agreement will result in the termination of all subscriptions purchased hereunder. Customer may at any time elect to provision additional Users. Quantities of Users in excess of the Quantity described above will be billed at the contracted monthly license cost, plus 15%.

ProcedureFlow
1 Market Square, Suite 143
Saint John, New Brunswick, Canada
E2L 4Z6

City of Amarillo
601 S Buchanan St
Amarillo, TX 79101

Subject: Sole Source Letter for ProcedureFlow via TIPS Agreement

We are pleased to confirm that ProcedureFlow is available for purchase through Carahsoft Technology Corporation under the TIPS (The Interlocal Purchasing System) agreement. This agreement allows the City of Amarillo to procure products and services through a streamlined and compliant purchasing process.

Carahsoft is the authorized distributor for ProcedureFlow through TIPS Contract #220105. The use of TIPS ensures competitive pricing and eliminates the need for a formal bidding process, allowing the City to save time and effort while adhering to procurement regulations.

If additional documentation or clarification is needed, please contact us at 1 888-827-3918 or billing@procedureflow.com. We look forward to supporting the City of Amarillo in this initiative.

Sincerely,

Michael Blacquier

Mike Blacquier
VP Finance & Administration
mike.blacquier@procedureflow.com



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Technology and Innovation
Department: Finance
Contact Person: Katrina Owens, Director of Finance

Agenda Caption: CONSIDER PURCHASE - CIRRUSDCS SOFTWARE RENEWAL

This item considers the renewal of CirrusDCS software. This software is “middle-ware”, which allows for the communication and transmission of data from the City’s ZKTeco timeclocks to the time tracking component of WorkDay.

Award to: SHI Government Solutions (Omnia Partners #2018011-02)

Amount: \$58,778.70

Funding Source: General fund revenues

Is the item budgeted? Yes

Agenda Item Summary: This item considers the renewal of CirrusDCS software. This software is “middle-ware”, which allows for the communication and transmission of data from the City’s ZKTeco timeclocks to the time tracking component of WorkDay.

Requested Action: Approval of award to SHI Government Solutions in the amount of \$58,778.70.

Funding Summary: Funding is available in 1315.69300 (Finance - Leased Computer Software).

Purchasing Summary: Omnia Partners contract #2018011-02.

Community Engagement Summary: N/A

Staff Recommendation: Staff recommends approval of award.

Attachments: 1. ITB 166-25 KD Cirrus DCS for ZKTeco Timeclocks

To be awarded as one lot

SHI Government Solutions

Line 1 ZKTeco - Part#: CIRRUSDCSREN-

80 ea

Unit Price

\$648.900

Extended Price

51,912.00

Line 2 CirrusDCSREN-Server

1 ea

Unit Price

\$6,866.700

Extended Price

6,866.70

Total Amount Bid

\$58,778.70



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Technology and Innovation
Department: Finance
Contact Person: Jennifer Gonzalez, Utility Billing Manager

Agenda Caption: CONSIDER APPROVAL - RENEWAL OF SELECTRON IVR CALL SERVICES

This item considers the approval of a renewal of contract for payment of services in the utility billing department.

Award to: Selectron Technologies

Amount: \$108,524.20

Funding Source: Water and sewer fund revenues

Is the item budgeted? Yes

Agenda Item Summary: This service is for the Utility Billing IVR system to renew contract to accommodate increasing call volumes. Includes 100,000 calls, and additional 265,000 Inbound calls for service year, and RCS Outbound messages of 100,000 messages. Annual renewal of bundle is total of \$108,524.20. Contract #GS-35F-0315X

Requested Action: Council consideration and approval of renewal service.

Funding Summary: Leased Computer Software-Budgeted

Purchasing Summary: Contract GS-35F-0315X

Community Engagement Summary: N/A

Staff Recommendation: N/A

Attachments: 1. 2025 Service Renewal - Utility



Service Renewal

13535 SW 72nd Ave, Ste 200
Portland, OR 97223

Date	Renewal #
12/16/2024	5355

Bill To:

Purchasing Department
City of Amarillo
PO Box 1971
Amarillo, TX 79105-1971

GSA Contract # GS-35F-0315X

Renew Before
2/15/2025

SIN	Part No.	Qty	Description	Rate	Total
54151S	PS-WSSLS	295	03/01/2025 - 02/28/2026 Annual Services for Relay Utility IVR - Includes 100,000 Calls	174.56	51,495.20
	Mgd Svc - Bu...		03/01/2025 - 02/28/2026 Additional 265,000 Inbound Calls for Service Year	42,029.00	42,029.00
	OB - Bundle		03/01/2025 - 02/28/2026 RCS Outbound Messages, Includes 100,000 Messages	15,000.00	15,000.00

A/R Contact - Sara Engel (503) 597-3304
sengel@Selectron.com

Subtotal \$108,524.20

Remit Payment To:

Selectron Technologies, Inc.
13535 SW 72nd Ave., Ste 200
Portland, OR 97223

Sales Tax (0.0%) \$0.00

Total \$108,524.20



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Public Safety
Department: Facilities
Contact Person: Jerry Danforth, Director of Facilities

Agenda Caption: CONSIDER AWARD - AMARILLO POLICE DEPARTMENT 4TH FLOOR LOCKERS

This item considers the award for new police specific lockers for the 4th floor of the Amarillo Police Department.

Award to: Spacesaver Intermountain, LLC (Sourcewell #010920-SPC)

Amount: \$732,284.00

Funding Source: General fund revenues

Is the item budgeted? Yes

Agenda Item Summary: This bid is for new lockers provided by Spacesaver Intermountain, LLC on a Sourcewell Storage contract for the newly renovated 4th floor at the Amarillo Police Department. This project is CIP funded as authorized by City Council in the 2024-2025 budget cycle. The new lockers are specially made for police departments and officers to be able to comfortably store all equipment and gear in a secure location. The existing lockers are outdated and are inadequate. Each locker is 72" high by 24" wide by 24" deep and includes: sloped tops (bringing total height to 80" high), bench drawer (bringing total depth to 37 1/4" deep) hasp to receive a padlock (padlock not provided), full shelf with hanger bar, adjustable vented shelf.

Requested Action: Approval of the contract.

Funding Summary: City Council approved the funding of this project through the CIP Process 2024-2025.

Purchasing Summary: SOURCEWELL CONTRACT #010920-SPC

Community Engagement Summary: N/A

Staff Recommendation: Staff recommends approval of the contract.

Attachments:

1. POLICE DEPARTMENT 4TH FLOOR LOCKERS
2. ITB 171-25 YM Police Department 4th Floor Lockers



Proposal

Spacesaver Intermountain, LLC
14761 South Future Way
Suite 101
Draper, UT 84020

Quote/Order No	130852
Date	12/04/2024
Customer PO No	
Customer Account	QUOTE2
Sales Associate	RICK ROGERS
Project Number	
Page	1 of 2

T AMARILLO POLICE DEPARTMENT
O 200 SE 3RD AVE
AMARILLO, TX 79101

ATTN: DERICK SPARGO

S AMARILLO POLICE DEPARTMENT
H 200 SE 3RD AVE
I AMARILLO, TX 79101
P

T ATTN: DERICK SPARGO
O

Prepared for : RICK ROGERS

Group	Quantity	Description	Unit Price	Extended Amount
1. Spacesaver Freestyle Lockers	1.0	Spacesaver Freestyle Lockers as per drawings dated 11/22/24. Includes the following: Men's Locker Room: Qty (339) F3 Lockers Women's Locker Room: Qty (61) F3 Lockers Each F3 Locker is 72" high by 24" wide by 24" deep and includes: sloped tops (bringing total height to 80" high) bench drawer (bringing total depth to 37 1/4" deep) hasp to receive a padlock (padlock not provided) full shelf with hanger bar qty (1) adjustable shelf qty (1) Vented shelf SOURCEWELL STORAGE CONTRACT #010920-SPC	552,509.00	552,509.00
2. Freight	1.0		53,375.00	53,375.00
3. Installation	1.0	Installation of Spacesaver lockers as per drawings dated 9/24/24 by factory-certified installation team. Assumes standard wages and standard business hours of M-F 7am - 5pm.	126,400.00	126,400.00

Bank Details: Wells Fargo Bank
420 Montgomery St. San Francisco CA 94104
Bank Account:.....5762873718
Routing Number.....124002971
SWIFT Code.....WFBUS6S
Please send remittance statement to:
AR@HBWorkplaces.com

SUB TOTAL: \$732,284.00
Required Deposit 50.0%: \$366,142.00

Buyer agrees to purchase the goods and services described on this and all preceding pages, in accordance with the TERMS AND CONDITIONS on the following page, including but not limited to the "Payment" and "Default, Interest and Fees" provisions. This proposal is only an offer to purchase and is not binding upon the SELLER until accepted by the SELLER in writing. This proposal is valid for 30 days unless noted otherwise. SELLER SHALL NOT BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES.

SIGNATURE: _____

DATE: _____

PRINT NAME: _____

TITLE: _____



Proposal

Spacesaver Intermountain, LLC
14761 South Future Way
Suite 101
Draper, UT 84020

Quote/Order No	130852
Date	12/04/2024
Customer PO No	
Customer Account	QUOTE2
Sales Associate	RICK ROGERS
Project Number	
Page	2 of 2

SPACESAVER INTERMOUNTAIN, LLC TERMS AND CONDITIONS

PAYMENT

Merchandise will be invoiced upon delivery. If there is to be more than one delivery of merchandise, an invoice will be issued upon the first delivery. Buyer agrees to pay each invoice within ten days of the invoice date. No payment shall be withheld on any invoice because partial delivery of the entire order. In the event of a project delay, merchandise will be invoiced upon delivery of product into storage. Any security deposit is non-refundable. If payments are in default, Spacesaver Intermountain, LLC (SI) shall have the option of declaring the remaining unpaid purchase price due and payable and may elect to recover merchandise and take judgment for deficiency after public or private sale including interest, collection costs and attorney fees.

SECURITY INTEREST

Buyer hereby grants Spacesaver Intermountain, LLC a security interest in all merchandise sold under this order to secure full payment of the purchase price and all other obligations of Buyer under this agreement. A copy of this agreement may be filed as a financing statement. Buyer's signature hereon authorizes SI to execute such financing statements on Buyer's behalf as may be required by the State.

INSTALLATION DATE

(a) The installation date is agreed upon for the purpose of specifying delivery dates of merchandise ordered from manufacturers. Although SI will use its best efforts to expedite timely delivery, it cannot guarantee that merchandise will arrive from manufacturers as specified, and SI shall not be liable for ordered merchandise not arriving timely.

(b) Buyer shall provide or pay for all storage of ordered merchandise necessary after the Installation Date, and for all costs of moving such merchandise to and from storage after the Installation Date.

INSTALLATION TERMS

Delivery and Installation shall be made by SI personnel, or its subcontractor, during normal working hours or at other hours by special arrangement. Buyer shall pay additional labor costs resulting from off-hour or overtime work performed at Buyer's request or from required use of labor other than SI personnel or its authorized subcontractor. Buyer shall provide, at Buyer's cost, electricity, heat, hoisting and elevator service and adequate facilities for off-loading, staging, moving and handling of merchandise. The job site shall be clean and free of obstruction for installation. Finished floor coverings (ie. carpet, tile, etc.) must be removed and subfloor clear and free for grouted mobile rail installation. Buyer shall pay any special packaging or handling costs not contained in the specifications.

INSURANCE AND RISK OF LOSS

All risk of loss shall pass from SI to Buyer upon delivery of merchandise to Buyer or upon delivery of merchandise into storage for the account of Buyer after the installation date, whichever comes first. For the purposes of this paragraph five only, the term "merchandise" shall include any property owned by or under control of SI delivered to or for the benefit of Buyer, whether purchased by Buyer or delivered to Buyer on approval. Buyer shall carry fire and casualty insurance in an amount sufficient to insure the value of the merchandise at the delivery site or at the storage site.

TAXES AND FREIGHT

Prices do not include any applicable sales, use, excise, or other taxes which, if applicable, Buyer shall pay and which shall be added to the sales price at time of invoicing. Buyers exempt from taxes shall furnish certificates of exemption upon execution of this agreement. Freight charges are F.O.B. job site unless otherwise indicated.

CANCELLATION AND CHANGES

This agreement, once executed by SI and Buyer, cannot be cancelled or modified except by a writing signed by both parties. Changes made in the agreement which result in increased charges shall be for the account of the Buyer. Specialty storage products are built to order and in many cases are either non-cancellable or require significant cancellation charges after an order is placed. The minimum cancellation fee will be equal to 30% of product cost plus any additional costs associated with each manufacturer. No storage products or other specially ordered items can be cancelled or returned after the manufacturer begins production. Prices and quantities of storage products and other items measured from blueprints or otherwise estimated are subject to change upon field measurement at the expense of the Buyer.

FLOORS

BUYER is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Finished floor coverings are not included unless otherwise noted.

SURVEYS, PERMITS, AND REGULATIONS

BUYER shall procure and pay for all permits, inspections, and/or structural calculations required by any governmental authority for any part of the work performed by Spacesaver Intermountain, LLC, except if stated otherwise.

WARRANTIES AND CLAIMS

(a) SI warrants for a period of one year from delivery that the manufacturer is free from defects in workmanship and materials, and that it will repair or replace defective merchandise, at its cost, within a reasonable time, subject to availability of replacement merchandise. No other warranties, expressed or implied, are granted hereunder. No warranty in addition to the foregoing expressed warranties, whether expressed or implied, made by any employee or agent of SI shall be valid unless reduced to writing and signed by an officer of SI. TO THE EXTENT ALLOWED BY LAW, ANY IMPLIED WARRANTY, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE, IS LIMITED TO THE PERIOD OF ONE YEAR FROM THE DATE OF DELIVERY.

(b) Buyer shall inspect the merchandise upon delivery. Acceptance of delivery constitutes acceptance of the merchandise as delivered. Any warranty claims for latent defects not discoverable upon reasonable inspection must be made in writing within the warranty period.

DEFAULT, INTEREST AND FEES

Buyer shall pay interest at the rate of 18% per annum on all payments in default, and shall pay all reasonable costs, expenses and attorneys' fees incurred by SI in enforcing the terms of this agreement.

ENTIRE AGREEMENT; CONTROLLING LAW

This agreement constitutes the entire agreement between the parties. Buyer is relying solely upon the terms of this agreement, and not upon any oral or written statements, whether of SI, its officers, employees or agents, of any manufacturer, or any other person whatsoever on entering into this agreement. This agreement shall be interpreted and enforced under the laws of the State of Utah.

I have read and understand these terms and conditions: _____

Blue noted dimensions are critical dimensions.
Please note by critical dimensions.
Spacesaver Intermountain is not responsible
for deviations from critical dimensions noted.

Mens Locker Room
339 Lockers



SPACESAVER
INTERMOUNTAIN LLC

249 South 400 East (801) 363-5882 main
Salt Lake City, UT 84111 (801) 359-4326 fax
www.spacesaverim.com

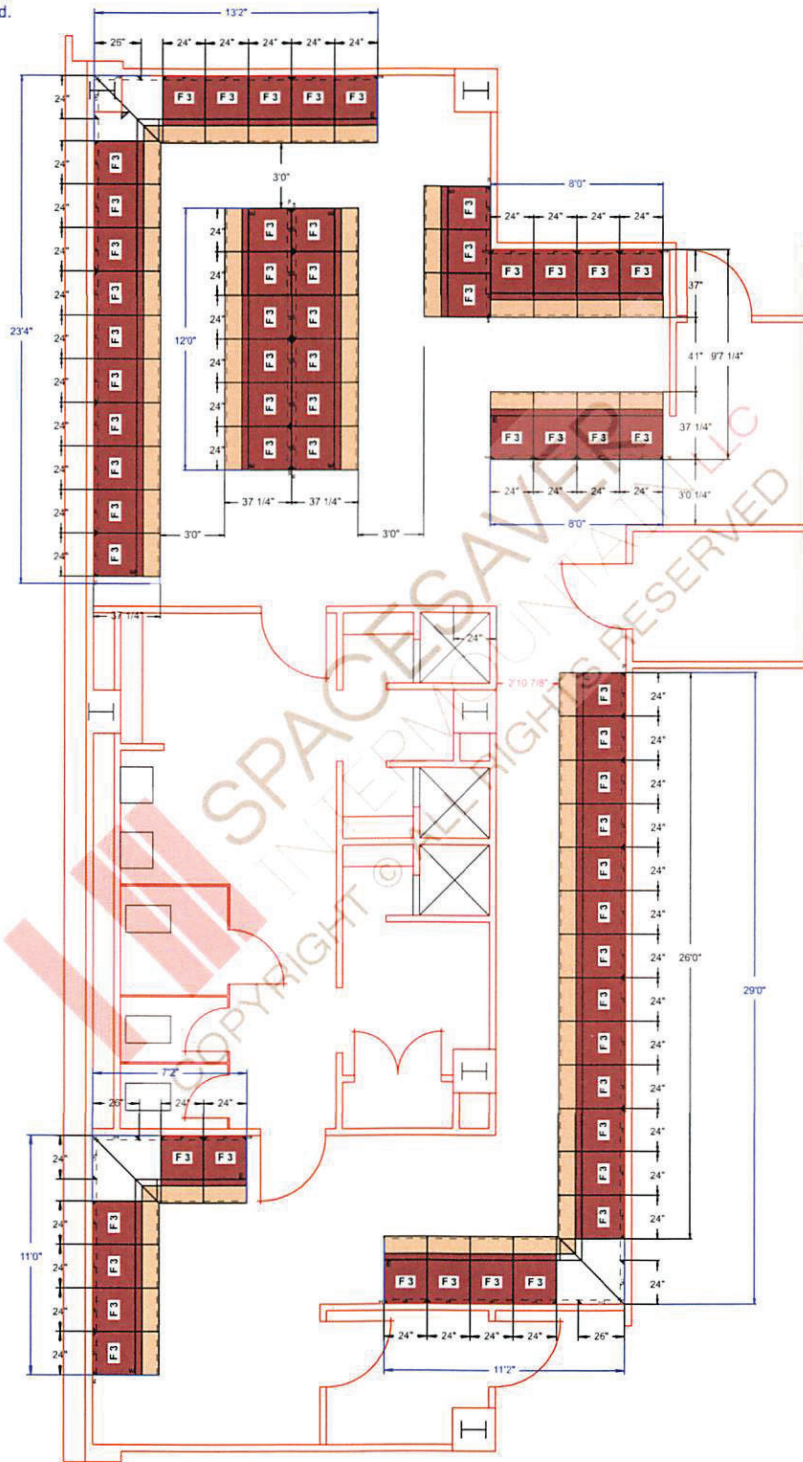
Project Name:
Amarillo PD Lockers

Project #: 130852	
Drawn by: A. Cutshaw	
Date Printed: 11/22/2024	Rev level:
Scale 1:175	

APPROVAL
This drawing Approved By: _____
Dated: _____

Blue noted dimensions are critical dimensions.
Please abide by critical dimensions.
Spacesaver Intermountain is not responsible
for deviations from critical dimensions noted.

Womens Locker Room 61 Lockers



249 South 400 East (801) 363-5882 main
Salt Lake City, UT 84111 (801) 359-4326 fax

www.SpacesaverIM.com

Project Name:

**Amarillo PD
Lockers**

Project #:
130852

Drawn by:
A. Cutshaw

Date Printed:
11/22/2024

Scale
1:100

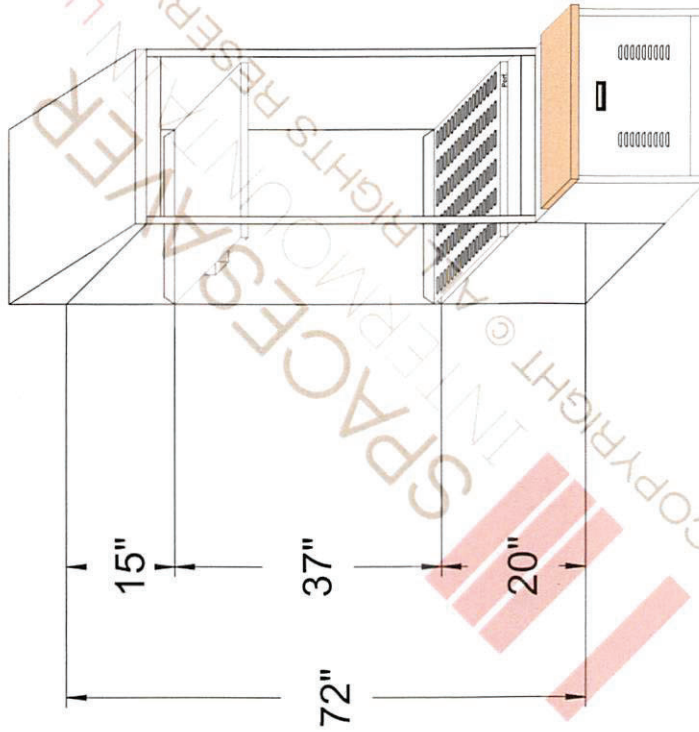
Rev level:

APPROVAL

This drawing Approved By:

Dated _____

H80"
72"x24" d24"



F 3



Project Name:

Amarillo PD Lockers

Project #:
130852

Drawn by:
A. Cutshaw

Date Printed:
11/22/2024

Scale
1:25

Rev level:

APPROVAL
This drawing Approved By:

Dated



249 South 400 East
Salt Lake City, UT 84111

(801) 363-5882 main
(801) 359-4326 fax

www.spacesaverim.com

Project Name:

Amarillo PD Lockers

Project #:
130852

Drawn by:
A. Cutshaw

Date Printed:
11/22/2024

Scale
1:20

Rev level:

APPROVAL
This drawing Approved By: _____

Dated: _____

ITB 171-25 YM Police Department 4th Floor Lockers

To be awarded as one lot

Space Saver Intermountain

Line 1 Freestyle Lockers as to bid & Specifications

1 ea

Unit Price

\$552,509.000

Extended Price

552,509.00

Line 2 Freight

1 ea

Unit Price

\$53,375.000

Extended Price

53,375.00

Line 3 Installation

1 ea

Unit Price

\$126,400.000

Extended Price

126,400.00

Total Amount Bid

\$ 732,284.00

Spacesaver Intermountain, LLC.

Draper, UT



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Infrastructure
Public Safety

Department: Capital Projects Development and Engineering

Contact Person: Kyle Schniederjan, Director of Capital Projects Development and Engineering

Agenda Caption: CONSIDER AWARD - PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING REPORT ON THE 6TH AVENUE BRIDGE

This item considers the award of a professional services agreement for engineering services to produce a Condition Survey Report (CSR) along with recommended projects for the 6th Avenue Bridge, in the City of Amarillo.

Award to: Kimley-Horn and Associates, Inc.

Amount: \$59,500.00

Funding Source: General construction fund revenues

Is the item budgeted? Yes

Agenda Item Summary: Consider award of a professional services contract to perform analysis, investigation and recommendations for the rehabilitation of the 6th Avenue Railroad bridge. Services will include field reconnaissance to evaluate the existing infrastructure and recommendations for needed repairs as part of a bridge Condition Survey Report (CSR). The existing railroad bridge is anticipated to be refurbished into a pedestrian bridge and this report will help identify any problem areas that are unsafe or unsatisfactory while also providing any possible solutions.

Requested Action: Award a Professional Services Contract to Kimley-Horn in the amount of \$59,500 for execution by the City Manager.

Funding Summary: Funding for this job was set aside in the 23/24 CIP.

Purchasing Summary: Acquired through the RFQ Process.

Community Engagement Summary: The existing railroad bridge is anticipated to be refurbished into a pedestrian bridge and this report will help identify any problem areas that are unsafe or unsatisfactory while also providing any possible solutions. This stage of the project will have minimal community impact, but engagement will be carried out as part of a future anticipated construction project and beautification project.

Staff Recommendation: City Staff is recommending approval of the agreement.

Attachments: None



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Fiscal Responsibility
Public Safety

Department: City Manager's Office

Contact Person: Laura Storrs, Assistant City Manager and CFO

Agenda Caption: CONSIDERATION OF ORDINANCE NO. 8180

Discussion and consideration of all matters incident and related to the issuance and sale of "City of Amarillo, Texas, Public Property Finance Contractual Obligations, Series 2025", including the adoption of an ordinance authorizing the issuance of such obligations. This debt issuance is to fund the purchase of fire apparatus.

Agenda Item Summary: This ordinance approving and authorizing the execution and delivery of "CITY OF AMARILLO, TEXAS, PUBLIC PROPERTY FINANCE CONTRACTUAL OBLIGATIONS, SERIES 2025"; specifying the terms of such contracts; making provisions for the payment thereof; and resolving other matters incident and related to the execution, performance and payment of such contracts, including the approval and execution of a Paying Agent/Registrar Agreement and the approval and distribution of a Preliminary Official Statement and an Official Statement pertaining thereto; and providing an effective date. This debt issuance is to fund the purchase of fire apparatus for \$13.5 million.

Requested Action: Approval of the ordinance as presented.

Funding Summary: The funding for this debt issuance will come from property taxes beginning with the 2025 assessments. This will be further discussed as part of the FY25/26 budget process this summer.

Purchasing Summary: N/A

Community Engagement Summary: City staff presented information about leasing, purchasing, and financing options for fire apparatus at the January 14th and 28th City Council meetings. Staff also presented the need for replacement of the fire apparatus at the December 10th City Council meeting.

Staff Recommendation: Approval of the ordinance as presented.

Attachments: None



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Fiscal Responsibility
Infrastructure
Public Safety

Department: City Manager's Office

Contact Person: Laura Storrs, Assistant City Manager and CFO

Agenda Caption: CONSIDERATION OF RESOLUTION NO. 02-11-25-3

This item is a discussion and consideration of all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation, including the adoption of a resolution pertaining thereto. This debt issuance is to fund parks projects and fleet vehicle and equipment purchases.

Agenda Item Summary: This resolution authorizes the City of Amarillo to publish notification of the City's intention to issue certificates of obligation not to exceed \$17 million. The proceeds will be used for the purpose of paying contractual obligations to be incurred for (i) constructing, improving, renovating and equipping park and recreation facilities that are generally accessible to the public and part of the City's park system, including the acquisition of land and rights-of-way therefor, (ii) acquiring vehicles and equipment for the solid waste, police, street and parks and recreation departments and (iii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the City's Waterworks and Sewer System.

Requested Action: Approve the resolution as presented.

Funding Summary: The funding for the parks and recreation projects portion of the Certificates of Obligation will come from their current annual budget. The funding for the vehicles and heavy equipment can come from the existing operating budget or from property taxes.

Purchasing Summary: N/A

Community Engagement Summary: City staff presented information to City Council during the budget workshops this past summer. They presented potential projects that could be funded through a debt issuance with their existing annual budget. City staff also discussed with City Council during the budget workshops this past summer about the potential to issue debt to help with the annual replacement of vehicles and equipment.

Staff Recommendation: Approve the resolution as presented.

Attachments: 1. AMARILLO CO 2025 - Intent Resolution

RESOLUTION NO. 02-11-25-3

A RESOLUTION OF THE AMARILLO CITY COUNCIL, APPROVING AND
AUTHORIZING PUBLICATION OF NOTICE OF INTENTION TO ISSUE
CERTIFICATES OF OBLIGATION

WHEREAS, the City Council of the City of Amarillo, Texas (the "City"), has determined that certificates of obligation (the "Certificates") should be issued under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271, as amended, and in one or more series for the purpose of paying contractual obligations to be incurred for (i) constructing, improving, renovating and equipping park and recreation facilities that are generally accessible to the public and part of the City's park system, including the acquisition of land and rights-of-way therefor, (ii) acquiring vehicles and equipment for the solid waste, police, street and parks and recreation departments and (iii) professional services rendered in connection therewith; and

WHEREAS, prior to the issuance of such Certificates, the City Council is required to publish notice of its intention to issue the same in a newspaper of general circulation in the City, said notice stating (i) the time and place the City Council tentatively proposes to pass the ordinance authorizing the issuance of the Certificates, (ii) the maximum amount proposed to be issued, (iii) the purposes for which the Certificates are to be issued and (iv) the manner in which the City Council proposes to pay the Certificates; now, therefore,

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

SECTION 1. The City Secretary is hereby authorized and directed to cause notice to be published of the City Council's intention to issue certificates of obligation, in one or more series, in the principal amount not to exceed \$17,000,000 for the purpose of paying contractual obligations to be incurred for (i) constructing, improving, renovating and equipping park and recreation facilities that are generally accessible to the public and part of the City's park system, including the acquisition of land and rights-of-way therefor, (ii) acquiring vehicles and equipment for the solid waste, police, street and parks and recreation departments and (iii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the City's Waterworks and Sewer System. The notice hereby approved and authorized to be published shall read substantially in the form and content of **Exhibit A** hereto attached and incorporated herein by reference as a part of this resolution for all purposes.

SECTION 2: The City Secretary shall cause the aforesaid notice to be (i) published in a newspaper of general circulation in the City, once a week for two consecutive weeks, the date of the first publication to be at least forty-six (46) days prior to the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation and (ii) posted continuously on the City's website for at least forty-five (45) days before the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation. By consideration of this Resolution and the publication of the aforesaid notice, the City expresses its intention, but not an obligation, to issue the certificates of obligation.

SECTION 3: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Texas Government Code, Chapter 551, as amended.

PASSED AND ADOPTED, this the 11th day of February, 2025.

Mayor, City of Amarillo, Texas

ATTEST:

City Secretary, City of Amarillo, Texas

(City Seal)

EXHIBIT A

NOTICE OF INTENTION TO ISSUE CITY OF AMARILLO, TEXAS CERTIFICATES OF OBLIGATION

TAKE NOTICE that the City Council of the City of Amarillo, Texas, shall convene a regular meeting to be held on April 8, 2025 at 3:00 p.m., at Amarillo City Hall, 623 S. Johnson Street, Third Floor, Council Chamber, Room 3400, Amarillo, Texas 79101. During such meeting, the City Council will consider the passage of one or more ordinances authorizing the issuance of certificates of obligation, in one or more series, in an amount not to exceed SEVENTEEN MILLION DOLLARS (\$17,000,000) for the purpose of paying contractual obligations to be incurred for (i) constructing, improving, renovating and equipping park and recreation facilities that are generally accessible to the public and part of the City's park system, including the acquisition of land and rights-of-way therefor, (ii) acquiring vehicles and equipment for the solid waste, police, street and parks and recreation departments and (iii) professional services rendered in connection therewith; such certificates to be payable from ad valorem taxes and a limited pledge of the City's Waterworks and Sewer System. In accordance with Texas Local Government Code Section 271.049, (i) the current principal amount of all of the City's outstanding public securities secured by and payable from ad valorem taxes is \$188,553,000; (ii) the current combined principal and interest required to pay all of the City's outstanding public securities secured by and payable from ad valorem taxes on time and in full is \$232,985,343.70; (iii) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$24,161,329; (iv) the maximum interest rate for the certificates may not exceed the maximum legal interest rate; and (v) the maximum maturity date of the certificates to be authorized is September 30, 2055. The certificates are to be issued, and this notice is given, under and pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

Stephanie Coggins
City Secretary, City of Amarillo, Texas



Agenda Transmittal Memo

Date: February 11, 2025

Council Priority: Communication
Public Safety

Department: Parks and Recreation

Contact Person: Michael Kashuba, Director of Parks and Recreation

Agenda Caption: PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 8181

This item is a public hearing and first reading of an ordinance adopting the 2025 Standards of Care for recreational care programs administered by the Parks and Recreation Department as required by Texas Human Resources Code section 42.041 (b)(14); and providing an effective date.

Agenda Item Summary: The Standards of Care are required pursuant to Texas Human Resources Code Section 42.041 (B)(14) as amended, in order to exempt City Youth Programs from state child-care licensing requirements. The Standards of Care are intended to be the minimum standards by which the City of Amarillo Parks and Recreation Department will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not child-care facilities.

Requested Action: Approve the Standards of Care Document for 2025.

Funding Summary: The Standards of Care document is necessary to exempt City youth programs from state child-care licensing requirements. The Standards of Care are intended to be the minimum standards by which the City of Amarillo Parks and Recreation Department will operate the City's Youth Programs.

The Standards of Care Document provides at a minimum: staffing ratios, minimum staffing qualifications, minimum facility, health and safety standards, and mechanisms for monitoring and enforcing the local standards, and further provides for notifying parents that the program is not licensed by the state and that the program may not be advertised as a day-care facility.

Purchasing Summary: Not applicable

Community Engagement Summary: During the January 15, 2025 Board meeting, the Parks and Recreation Advisory Board reviewed the 2025 Standards of Care and recommended it for Council consideration.

Staff Recommendation: Staff recommends approval of the 2025 Standards of Care document.

Attachments: 1. Ordinance No. 8181

ORDINANCE NO. 8181

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: ADOPTING STANDARDS OF CARE FOR THE CITY OF AMARILLO'S PARKS AND RECREATION DEPARTMENT AS REQUIRED BY THE TEXAS HUMAN RESOURCES CODE SECTION 42.041(b)(14); PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Amarillo recognizes that many children of school age need an organized program for recreational activities after school, during the summer, and on other non-school days; and

WHEREAS, the City of Amarillo, through its Parks and Recreation Department, proposes to operate after school programs and camps for children to be operated at City facilities and parks; and

WHEREAS, state law requires the City of Amarillo to adopt Standards of Care for these recreational programs to be exempt from licensing requirements for day care facilities; and

WHEREAS, the City of Amarillo has formulated Standards of Care that include, at a minimum, staffing ratios, minimum staffing qualifications, minimum facility, health and safety standards, and mechanisms for monitoring and enforcing the adopted local standards, and further providing for parental notification that the program is not licensed by the state and that the program may not be advertised as a day care; and

WHEREAS, the City Council held a public hearing on February 11, 2025 in accordance with Section 42.041(b)(14) of the Texas Human and Resources Code.

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

SECTION 1. The City of Amarillo adopts the "City of Amarillo Parks and Recreation Youth Programs Standards of Care" attached as "Exhibit A" and incorporated herein by reference as required by Section 42.041 (b)(14) of the Texas Human Resources Code.

SECTION 2. Effective Date. This ordinance shall become effective according to law.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading this the 11th day of February 2025; and PASSED on Second and Final Reading the 25th day of February 2025.

Cole Stanley, Mayor

ATTEST:

Stephanie Coggins, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams, City Attorney

**City of Amarillo Parks and Recreation
Youth Programs
Standards of Care**

Ordinance Number _____

Date Approved _____

Approved by City of Amarillo City Council:

The following Standards of Care have been adopted by the City Council of the City of Amarillo, pursuant to Texas Human Resources Code Section 42.041 (B)(14) as amended, in order to exempt City Youth Programs from state child-care licensing requirements. The Standards of Care are intended to be the minimum standards by which the City of Amarillo Parks and Recreation Department will operate the City's Youth Programs. The programs operated by the City are recreational in nature and are not child-care facilities.

GENERAL ADMINISTRATION

1. Definitions

- A. City: City of Amarillo
- B. City Council: City Council of the City of Amarillo
- C. Department: Parks and Recreation Department of the City of Amarillo
- D. Director: City of Amarillo Director of Parks and Recreation or his/her designee.
- E. Employee(s) or Staff: Term used to describe people who have been hired to work for the City of Amarillo and have been assigned responsibility for managing, administering, or implementing some portion of the City of Amarillo Youth Programs.
- F. Parent(s): A parent or guardian who has legal custody and authority to enroll a child(s) in the City of Amarillo Youth Programs.
- G. Participant: A youth whose parent(s) have completed all required registration procedures and determined to be eligible for City of Amarillo Youth Programs.
- H. Supervisor(s): The City of Amarillo Parks and Recreation full-time employee(s) who has been assigned administrative responsibility to implement City of Amarillo Youth Programs.
- I. Program Manual: Notebook of policies, procedures, required forms and organizational and programming information relevant to each City of Amarillo Youth Program(s).
- J. Program Site: Any area or facility where the City of Amarillo Youth Programs are held.

- K. Program Coordinator(s): Any City of Amarillo Parks and Recreation Department employee(s) who have been assigned the responsibility to supervise and implement City of Amarillo Youth Programs.
- L. Attendant/Leader/Specialist: Any City of Amarillo Parks and Recreation Department employee who has been assigned the responsibility to implement City of Amarillo Youth Programs.
- M. Youth: A person who is not less than five years or more than 13 years of age.
- N. Youth Programs: City of Amarillo Youth Programs held at the City's Charles E. Warford Activity Center, Amarillo Zoo, Amarillo National Tennis Center or designated City of Amarillo Park sites. Other programs may be subsequently designated by the City of Amarillo. These programs are not licensed child-care facilities.

2. Organization

- A. The governing body of the City of Amarillo Parks and Recreation Programs is the City of Amarillo City Council.
- B. Implementation of the Parks and Recreation Youth Programs Standards of Care is the responsibility of the Director of Parks and Recreation and Departmental Employees.
- C. Youth Programs ("Program") to which these Standards of Care apply are programs operated by the City of Amarillo and held at the Charles E. Warford Activity Center, Amarillo National Tennis Center, Amarillo Zoo and designated City Park sites. Other programs may be subsequently designated by the City of Amarillo.
- D. The Director shall implement, administer, and enforce the Youth Program Standards of Care. The Director may establish rules, regulations, policies and procedures, consistent with the Standards of Care as the Director determines are necessary to discharge any duty under or to affect the policy of the Standards of Care.
- E. No City Youth Program may be advertised as a child-care facility.
- F. The Standards of Care apply to all Youth Programs sponsored by the City whether offered afterschool, during the summer, or during holidays.
- G. Each Program Site will be provided the website address of where a current copy of the Standards of Care is located. A current copy of the Standards of Care will be available for viewing in the Parks Administration Office, 509 S. Johnson St., Amarillo, Texas, 79101 and the Charles E. Warford Activity Center, 1330 NW 18th Avenue, Amarillo, Texas, 79107 or online at www.amarilloparks.org.
- H. Parents of participants will be provided the website address of www.amarilloparks.org where the current copy of the Standards of Care can be accessed. Parents of participants will be informed that the City of Amarillo Youth Programs are not licensed by the State of Texas as a child care facility.
- I. Criminal background checks will be conducted on prospective Youth Program employees. If results of the criminal checks indicate an applicant has been convicted for any of the following offenses, he or she may not be considered for employment:

- a. A felony or misdemeanor classified as an offense against a person;
- b. A felony or misdemeanor classified as public indecency;
- c. A felony or misdemeanor violation of any law intended to control the possession or distribution of any controlled substance or any violation of City Policy;
- d. Any offense involving moral turpitude;
- e. Any offense that would potentially put the City of Amarillo or participants of the Program at risk.
- f. No person with conviction of or who is under indictment for, or is subject of an official criminal complaint alleging any crimes listed in the Texas Department of Protective and Regulatory Service's Day Care Center Minimum Standards and Guidelines Appendix II or a felony violation of the Texas Controlled Substance Act.

3. Inspections/Monitoring/Enforcement

- A. An annual Program Site inspection report will be initiated by the Program Coordinator(s) of each Program to confirm the Standards of Care are being met. The annual report will be submitted no later than April 1 each year. Each inspection report will be sent to the Director for review and kept on record for two years. The Director shall review each report and establish deadlines and criteria for program compliance with the Standards of Care.
- B. The Program Coordinator(s) will make visual inspections of the Program based on the following schedule. Each visual inspection report will be filed in program files and kept on record for two years.
 - (1) Program sites will be inspected monthly.
- C. Complaints regarding enforcement of the Standards of Care will be directed to the Supervisor(s). The Supervisor(s) will be responsible to take the necessary steps to resolve the problems. Complaints regarding enforcement of the Standards of Care and their resolution will be documented by the Supervisor(s). Serious complaints with regards to the Standards of Care will be addressed by the Director and the complaint resolution will be noted. Each complaint report will be sent to the Director for review and kept on record for two years.
- D. The Director will provide an annual report to the City Council regarding the overall status of the Youth Program and its operation relative to compliance with the adopted Standards of Care as a part of the City Council's annual review and adoption of Standards of Care.

4. Enrollment

- A. Before a child can be enrolled, a parent must complete registration forms that contain the child's:

- (1) Name, address, and home telephone number;
- (2) Name, address, telephone number during program hours and email address of the parents;
- (3) Names and telephone numbers of the people to whom the child can be released;
- (4) Statement of the child's special problems or needs;
- (5) Emergency medical authorization;
- (6) Proof of residency when appropriate;
- (7) Liability waiver; and
- (8) An acknowledgement that the parent has been informed and understands the program is not licensed by the State of Texas.

5. Suspected Abuse

Program Employees will report suspected child abuse or neglect in accordance with the Texas Family Code. In an Employee involved situation in an incident with a child that could be considered child abuse, the incident shall immediately be reported to the appropriate Program Coordinator(s). The Program Coordinator will immediately notify the Texas Department of Protective and Regulatory Services and/or the Amarillo Police Department, and the Director.

Texas State Law requires staff to report any suspected abuse or neglect of a child to the Texas Department of Protective and Regulatory Services or a law enforcement agency. Failure to report suspected abuse is punishable by fines of up to \$1,000 and/or confinement up to 180 days. Confidential reports may be made by calling 1-800-252-5400.

STAFFING – RESPONSIBILITIES AND TRAINING

1. Supervisor(s)

Qualifications:

- A. Supervisor(s) will be full-time, professional employees of the City of Amarillo Parks and Recreation Department and will be required to have all Program Attendant and Attendant/Leader/Specialist qualifications as outlined the document.
- B. Supervisor(s) must have a bachelor's degree from an accredited college or university or at least two (2) years of developing, implementing and supervising recreational, wellness or community based programming for children and youth.
- C. Supervisor(s) must pass a background investigation including testing for illegal substances.

- D. Supervisor(s) must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either the American Heart Association or American Red Cross standards.
- E. Supervisor(s) must possess a valid Class C Texas Driver's License.

Responsibilities:

- A. Supervisor(s) are responsible for the planning, development, administration, implementation, and evaluation of the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Supervisors(s) are responsible for hiring, supervising, and evaluating Program Coordinators and Attendants/Leaders/Specialists.
- C. Supervisor(s) are responsible for complex recordkeeping and retention.

2. Program Coordinator(s)

Qualifications:

- A. Program Coordinator(s) will be full-time employees of the City of Amarillo Parks and Recreation Department and will be required to have all Attendants/Leaders/Specialists qualifications as outlined in the document.
- B. Program Coordinator(s) working with children must be age 16 or older.
- C. Program Coordinator(s) must have at least two (2) years experience working with children and youth.
- D. Program Coordinator(s) must complete 8 hours of child care training per calendar year. Training must be completed prior to Program start dates and completed on an annual basis.
- E. Program Coordinator(s) must have successfully completed a course in first aid and Cardio Pulmonary Resuscitation (CPR) based on either the American Heart Association or American Red Cross standards.
- F. Program Coordinator(s) must possess a valid Class C Texas Driver's License.

Responsibilities:

- A. Program Coordinator(s) assist in the administration, implementation and daily supervision of the Programs' daily operations in compliance with the adopted Standards of Care.
- B. Program Coordinator(s) assist in the evaluation of Attendants/Specialists/Leaders.
- C. Program Coordinator(s) assist in the planning, implementing, and evaluating of programs.

- D. Program Coordinator(s) are responsible for moderately complex reporting and recordkeeping.
- E. Program Coordinator(s) must pass a background investigation including testing for illegal substances.
- F. Program Coordinator(s) will be required to provide all Attendants/Specialists/Leaders responsibilities as outlined in the document.

3. Attendant(s)/ Leader(s)/Specialist(s)

Qualifications:

- A. Attendant(s)/Leader(s)/Specialist(s) will be part-time or seasonal employees of the City of Amarillo Parks and Recreation Department.
- B. Attendant(s)/Leader(s)/Specialist(s) working with children must be age 15 or older.
- C. Attendant(s)/Leader(s)/Specialist(s) should be able to consistently exhibit competency, good judgment, and self-control when working with children.
- D. Attendant(s)/Leader(s)/Specialist(s) must relate to children with courtesy, respect, tolerance, and patience.
- E. Attendant(s)/Leader(s)/Specialist(s) must have successfully completed a course in first aid, CPR, and AED training based on with American Heart Association or American Red Cross Standards. An exception can be made for no more than one staff person at each site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.
- F. Attendant(s)/Leader(s)/Specialist(s) must pass a background investigation including testing for illegal substances.
- G. Attendant(s)/Leader(s)/Specialist(s) must complete 8 hours of child care training per calendar year. Training must be completed prior to Program start dates and completed on an annual basis.

Responsibilities:

- A. Attendant(s)/Leader(s)/Specialist(s) assist with planning preparation and delivery of recreation programs, education programs, special events, camps, and public programs.
- B. Attendant(s)/Leader(s)/Specialist(s) engage in creative, age-appropriate, and responsibly managed activities with youth/program participants.
- C. Attendant(s)/Leader(s)/Specialist(s) provide assistance in educational presentations.
- D. Attendant(s)/Leader(s)/Specialist(s) are responsible for moderately complex reporting and recordkeeping.

4. Training/Orientation

- A. The Department is responsible for providing training and orientation to Program Employees working with children and for specific job responsibilities. Supervisors will provide each Program Coordinator and Attendant/Leader/Specialist with a Program Manual specific to each Youth Program.
- B. Program Employees must be familiar with the Standards of Care as adopted by the City Council.
- C. Program Employees must be familiar with the Program's policies including discipline, guidance, and release of participants as outlined in the Program Manual.
- D. Program Employees will be trained in appropriate procedures to handle emergencies.
- E. Program Employees will be trained in City, Departmental, and Program policies and procedures, provision of recreation activities, safety issues, child care training, and organization.
- F. Program Employees must have successfully completed a course in first aid, CPR, and AED training based on with American Heart Association or American Red Cross Standards. An exception can be made for no more than one staff person at each site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.
- G. Program Employees will be required to sign an acknowledgement that they received the required training.

OPERATIONS

1. Staff-Participant Ratio

- A. The standard ratio of Participants to Attendant(s)/Leader(s)/Specialist(s) in programs will be no more than 20:1. In the event an Attendant/Leader/Specialist is unable to report to work, a replacement will be assigned.
- B. Each Participant shall have a Program Employee who is responsible for the Participant and who is aware of the Participants habits, interests, and any special problems as identified by the Participant's Parent(s) during the registration process.

2. Notification

- A. Parents must be notified immediately when Program Employees are aware of a Participant injury or a Participant has a sign or symptom requiring exclusion from the site (i.e. communicable disease, fever, and/or illness).
- B. The disease will be reported to City of Amarillo Department of Public Health/Amarillo Bi-City-County Health District. All parents must be notified if there is an outbreak of any communicable disease or a single case of one of the notifiable conditions.
- C. Attendant(s)/Leader(s)/Specialist(s) must complete an injury report and submit the report to the Supervisor and/or Program Coordinator.

3. Discipline

- A. Program Employees will implement discipline and guidance in a consistent manner based on the best interests of the Program Participants.
- B. There must be no cruel or harsh punishment or treatment.
- C. Program Employees may use brief, supervised separation from the group, if necessary.
- D. As necessary, Program Employees will initiate discipline reports to Parent(s) of Participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- E. A sufficient number and/or severe nature of discipline reports detailed in the Program Manual may result in a Participant being suspended from the Program.
- F. In instances where there is a danger to Participants or Program Employees, offending Participant(s) will be removed from the Program Site as soon as possible.

4. Programming

- A. Program Employees will attempt to provide activities for each group according to the Participant's ages, interests, and abilities. The activities must be appropriate to the Participants' health, safety and well-being. The activities also must be flexible and promote the Participants' emotional, social, and mental growth.
- B. Program Employees will attempt to provide indoor (Warford Center/Zoo) and outdoor time periods that include:
 - (1) alternating active and passive activities;
 - (2) opportunity for individual and group activities; and
 - (3) outdoor time each day weather permits.
- C. Program Employees will be attentive and considerate of the Participants' safety including access to emergency medical forms, emergency contact information for each Participant, first aid supplies and a Guide to First Aid and Emergency Care.
- D. Program Employees must have a written list of the Participants in the group and must check roll frequently.

5. Communication

- A. Each Program Site will have access to a telephone for use in contacting Supervisor, Program Coordinator, Director or for emergency calls.

- B. The Supervisor and/or Program Coordinator(s) will make available the following phone numbers to all Program Employees:

- (1) Amarillo Medical Services – Ambulance
- (2) Amarillo Police Department
- (3) Amarillo Fire Department
- (4) Poison Control
- (5) Program Site Phone Number
- (6) Numbers at which Parents may be reached
- (7) Director/ Parks Administration Office

6. Transportation

- A. The City of Amarillo does not provide transportation services related to Youth Programs except for field trips in which City Transit is used to transport Youth to field trip sites.

FACILITY STANDARDS

1. Safety

- A. Program Employees will inspect Program areas daily to detect sanitation and safety concerns that might affect the health and safety of Participants. .
- B. Buildings, grounds and equipment on the Program Site will be inspected, cleaned, repaired and maintained to protect the health of the Participants.
- C. Program equipment and supplies must be safe for Participants use.
- D. Program Employees must have first aid supplies readily available at each Program Site.
- E. Air conditioners, electric fans, and heaters at the Program Site must be mounted out of Participants' reach or have safeguards that keep Participants from being injured.
- F. Porches and platforms more than 30 inches above ground at the Program site must be equipped with railings Participants can reach.
- G. All swing seats at Program Sites must be constructed of durable, lightweight, relatively pliable material.
- H. Program Employees must have first aid supplies readily available to Program Staff in a designated location. Program Employees must have an immediately accessible Guide to First Aid and Emergency Care.

2. Fire

- A. In case of fire, danger of fire, explosion, or other emergency, Program Employees first priority is to evacuate the Participants to a safe area.
- B. The Program Site will have an annual fire inspection by the City's Fire Marshal as appropriate (Warford Center, Zoo) and the resulting report will detail any safety concerns

observed. The report will be forwarded to the Director who will review and establish deadlines and criteria for compliance. Information from this report will be included in the Director's annual report to the City Council.

- C. All Program Employees will be trained in the proper use of fire extinguishers as well as to the locations of fire extinguishers at Program Sites.
- D. Fire drills will be initiated at Program Sites based on the following schedule:
 - (1) Warford Center Programs – A fire drill will be conducted once every three months.
 - (2) Amarillo Zoo – A fire drill will be conducted once per session.

3. Health

A. Illness or Injury

- (1) A Participant who is considered to be a health or safety concern to other Participants or Program Employees will not be admitted to the Program.
- (2) Illnesses and injuries will be handled in a manner to protect the health of all Participants and Program Employees.
- (3) Program Employees will follow all plans to provide emergency care for injured Participants with symptoms of an acute illness as specified in the Program Manual.
- (4) Program Employees will follow the recommendation of the Texas Department of Health concerning the admission or readmission of any participant after a communicable disease.

B. Medication Administration

- (1) Program Employees will not administer medication.
- (2) Medications needed for immediate use for life-threatening conditions (e.g. bee-sting medication, inhaler) and limited medications approved for use in first-aid kits may be carried and self administered by Participant.
- (3) Program shall have on file a written statement for Participant to carry medication and related paraphernalia or devices.

C. Toilet Facilities

- (1) The Program Site will have inside toilets located and equipped so children can use them independently and Program Staff can supervise as needed.
- (2) There must be one flush toilet for every 30 children. Urinals may be counted in the ratio of toilets to children, but they must not exceed 50% of the total number of toilets.
- (3) An appropriate and adequate number of lavatories will be provided.

D. Sanitation

- (1) Each Program Site must have adequate light, ventilation and heat.
- (2) Each Program Site must have an adequate supply of water meeting the standards of the Texas Department of Health for drinking water and ensure that it will be supplied to the Participants in a sanitary manner.
- (3) Program Employees must see that garbage is removed daily.



Agenda Transmittal Memo

Date: February 11, 2025
Council Priority: Business Friendly Community
Department: Planning and Development Services
Contact Person: Drew Brassfield, Assistant Director of Planning

Agenda Caption: PUBLIC HEARING AND CONSIDERATION OF ORDINANCE NO. 8182

This item is a public hearing and first reading of an ordinance ordaining the city's participation in the Texas Enterprise Zone Program pursuant to the Texas Enterprise Zone Act, Chapter 2303 of the Texas Government Code, providing tax incentives, designating a liaison for communication with interested parties, and nominating Ben E. Keith Company to the Office of the Governor Economic Development & Tourism through the Economic Development Bank as an enterprise project.

Agenda Item Summary: The Texas Enterprise Zone (EZ) program is an economic development tool for local communities to collaborate with the State of Texas to encourage job creation/retention and capital investment in economically distressed areas of the State. To participate in the program, a municipality must approve an ordinance authorizing participation in the Texas Enterprise Zone Program, establishing local incentives offered to businesses seeking enterprise project designation, and nominate a qualified business for enterprise project status. Subsequent project nominations may be considered by resolution if the local incentives offered are the same as outlined in the original ordinance.

The City of Amarillo originally adopted Ordinance 6915 in 2006 when participating in the EZ program for the first time to nominate Bell Helicopter Textron, Inc. Since that time, many others have been submitted. The City most recently nominated Producer Owned Beef by Ordinance 8042 in February 2023.

Ben E. Keith Company is requesting nomination from the City for an Enterprise Project designation. Over the next 5 years, Ben E. Keith Company plans to invest more than \$5 million to improve and upgrade their Amarillo facility, located at 2300 N Lakeside Dr, Amarillo, TX 79108. These planned investments include an estimated \$4 million remodel of the facility, \$1 million to expand the parking lot and \$250K investment in a fire suppression system upgrade.

Ben E. Keith Company currently has 320 employees in Amarillo. These jobs meet the definition of a "retained job" in Texas Government Code § 2303.401(2) because they currently exist, provide, and will continue to provide at least 1,820 hours of employment annually, and will be employment positions for the longer of the duration of the project's designation period or three years after the expiration date of the claim period for receipt of state benefit.

Ben E. Keith Company's Amarillo facility is located outside an enterprise zone and Ben E. Keith Company is targeting the hiring of thirty-five percent (35%) economically disadvantaged persons, veterans or enterprise zone residents for new or replacement personnel for certified jobs during its

Enterprise Project designation.

This project as proposed will meet all criteria for Enterprise Project consideration. Similar to previous EZ designations provided by the city for Bell, BSA, NWTSH, and POB this project would be for incentives provided by the State. No additional local incentives are being sought from the City. By receiving a nomination and consideration for approval by the State, Ben E. Keith Company would be eligible to receive state sales and use tax refunds on qualified expenditures with caps based on the level of capital investment made and jobs created/retained. Those refunds would come from the 6.25% collected and retained by the State. The incentive would not impact the 2% of the sales tax allocated to the City.

Requested Action: Hold public hearing and approve on first reading as presented.

Funding Summary: No City funds are being requested with this item. Any incentives would be provided by the State.

Purchasing Summary: N/A

Community Engagement Summary: A public hearing is held with the first reading on February 11, 2025. This was advertised with the required seven-day notice in the newspaper and through public posting at City Hall.

Staff Recommendation: Staff recommends approving as presented.

Attachments: 1. Ordinance 8182

ORDINANCE NO. 8182

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS: ORDAINING THE CITY'S PARTICIPATION IN THE TEXAS ENTERPRISE ZONE PROGRAM PURSUANT TO THE TEXAS ENTERPRISE ZONE ACT, CHAPTER 2303, OF THE TEXAS GOVERNMENT CODE (ACT); PROVIDING TAX INCENTIVES; DESIGNATING A LIASON FOR COMMUNICATION WITH INTERESTED PARTIES; NOMINATING BEN E. KEITH COMPANY TO THE OFFICE OF THE GOVERNOR ECONOMIC DEVELOPMENT & TOURISM (EDT) THROUGH THE ECONOMIC DEVELOPMENT BANK (BANK) AS AN ENTERPRISE PROJECT (PROJECT); DECLARING COMPLIANCE WITH OPEN MEETINGS ACT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Amarillo, Texas ("City") desires to create the proper economic and social environment to induce the investment of private resources in productive business enterprises located in severely distressed areas of the city and to provide employment to residents of such area; and

WHEREAS, the project or activity is not located in an area designated as an enterprise zone; and

WHEREAS, pursuant to Chapter 2303, Subchapter F of the Act, Ben E. Keith Company has applied to the City for designation as an enterprise project; and

WHEREAS, the City finds that Ben E. Keith Company meets the criteria for tax relief and other incentives adopted by the City on the grounds that it will be located at the qualified business site and will create a higher level of employment, economic activity and stability; and

WHEREAS, pursuant to Title 10, Texas Administrative Code, Rule 176.2, the City Council finds that it is in full compliance with Chapter 2303, Texas Government Code, prior to this nomination; and

WHEREAS, notice of the public hearing was published in a newspaper of general circulation in the City on February 4, 2025, which satisfies the requirement of Section 2303.4051(e) of the Texas Government Code, and publication of the notice occurred not later than the seventh day before the date of the public hearing; and

WHEREAS, notice of the public hearing was posted at City Hall, on the City's webpage, in the Amarillo Globe Newspaper, and provided to the Economic Development Bank no later than the seventh day before the date of the public hearing; and

WHEREAS, a public hearing to consider this Ordinance was held by the City Council on February 11, 2025.

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

SECTION 1. The City Council for the City of Amarillo, Texas nominates Ben E. Keith Company for single enterprise project status.

SECTION 2. The following local incentives, at the election of the governing body, are or will be made available to the nominated project or activity of the qualified business:

- a) The City may abate taxes on the increase in value of real property improvements and eligible personal property that locate in a designated enterprise zone. The level of abatement shall be based upon the extent to which the business receiving the abatement creates jobs for qualified employees, in accordance with the City of Amarillo Tax Abatement Policy, and with qualified employee being defined by the Act.
- b) The City may provide for Freeport Exemption.
- c) The City may provide an Economic Development Sales Tax (4A/4B) contribution.
- d) The City may provide local sales tax refunds and other tax deferrals, refunds or incentives allowed under Chapter 380 of the Local Government Code.
- e) The City may provide Industrial District property tax reductions for companies located in a City Industrial District.
- f) The City may provide Tax Increment Financing.
- g) The City may provide regulatory relief to businesses, including:
 - 1) Zoning changes or variances;
 - 2) Exemption from unnecessary building code requirements, impact fees, or inspection fees; or
 - 3) Streamlined permitting.
- h) The City may provide enhanced municipal services to businesses, including
 - 1) Improved police and fire protection;
 - 2) Institution of community crime prevention programs; or
 - 3) Special public transportation routes or reduced fares.
- i) The City may provide improvements in community facilities, including:
 - 1) Capital improvements in water and sewer facilities;
 - 2) Road repair; or
 - 3) Creation or improvement of parks.

- j) The City may provide improvements to housing, including:
 - 1) Low-interest loans for housing rehabilitation, improvement, or new construction; or
 - 2) Transfer of abandoned housing to individuals or community groups.
- k) The City may provide business and industrial development services, including:
 - 1) Low-interest loans for business;
 - 2) Use of surplus school buildings or other underutilized publicly owned facilities as small business incubators;
 - 3) Provision of publicly owned land for development purposes, including residential, commercial, or industrial development;
 - 4) Creation of special one-stop permitting and problem resolution centers or ombudsmen; or
 - 5) Promotion and marketing services.
- l) The City may provide job training and employment services to businesses, including:
 - 1) Retraining programs;
 - 2) Literacy and employment skills programs;
 - 3) Vocational education; or
 - 4) Customized job training.

SECTION 3. The enterprise zone areas within the City are reinvestment zones in accordance with the Texas Tax Code, Chapter 312.

SECTION 4. The City of Amarillo City Council directs and designates its Planning Director as the City's liaison to communicate and negotiate with the EDT through the Bank and enterprise project(s) and to oversee zone activities and communications with qualified businesses and other entities in an enterprise zone or affected by an enterprise project.

SECTION 5. The City finds that Ben E. Keith Company meets the criteria for designation as an enterprise project under Chapter 2303, Subchapter F of the Act on the following grounds:

- (a.) Ben E. Keith Company is a "qualified business" under Section 2303.402 of the Act since it will be engaged in the active conduct of a trade or business at a qualified business site within the governing body's jurisdiction, located outside of an enterprise zone and at least thirty-five percent (35%) of the business' new employees will be residents of an enterprise zone, economically disadvantaged individuals, or veterans; and

- (b.) There has been and will continue to be a high level of cooperation between public, private, and neighborhood entities in the area; and
- (c.) The designation of Ben E. Keith Company as an enterprise project will contribute significantly to the achievement of the plans of the City for development and revitalization of the area.

SECTION 6. The enterprise project shall take effect on the date of designation of the enterprise project by EDT and terminate five (5) years from the date after the designation.

SECTION 7. This Ordinance shall take effect from and after its passage as the law and charter in such case provides.

SECTION 8. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 or the Texas Government Code.

SECTION 9. If any part, provision, section, subsection, sentence, clause, or phrase of this Ordinance (or the application of same to any person or set of circumstances) is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining parts of this Ordinance (or their application to other persons or sets of circumstances) shall not be affected thereby. The City Council's intent in adopting this Ordinance is that no part thereof or provision contained herein shall become inoperative or fail by reason of any unconstitutionality of any other part hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

SECTION 10. This Ordinance will become effective on the date of its adoption.

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this 11th day of February 2025, and PASSED on Second and Final Reading on this the 25th day of February 2025.

Cole Stanley, Mayor

ATTEST:

Stephanie Coggins, City Secretary

APPROVED AS TO FORM:

Bryan McWilliams, City Attorney