

AGENDAS

AN EXECUTIVE SESSION FOR THE AMARILLO CITY COUNCIL TO BE HELD ON TUESDAY, JANUARY 10, 2017 BEGINNING AT 10:00 A.M., ON THE THIRD FLOOR, ROOM 303, CITY COUNCIL CONFERENCE ROOM, CITY HALL, 509 SOUTHEAST 7th AVENUE, AND THE REGULAR MEETING OF THE AMARILLO CITY COUNCIL AT 5:00 P.M., CITY HALL, 509 SOUTHEAST 7th AVENUE, COUNCIL CHAMBER ON THE THIRD FLOOR OF CITY HALL, AMARILLO, TEXAS.

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

EXECUTIVE SESSION

- A. City Council may convene in Executive Session to receive reports on or discuss any of the following pending projects or matters.
- (1) Discuss the appointment, employment, evaluation, reassignment, duties, and qualifications of a public officer or employee, in accordance with the Texas Open Meetings Act, Section 551.074.
 - a. Interview candidates for City Manager position.
 - i. James M. Twombly
 - ii. Jared H. Miller
 - iii. Ronald L. Olson
 - iv. Mark L. McDaniel
 - b. Discussion regarding City Manager candidates and appointment to fill vacancy.

REGULAR MEETING ITEMS

INVOCATION: Blake Clevenger, Hillside Christian Church

1. **MINUTES:**
Approval of the City Council minutes of the regular meeting held on January 3, 2017.
2. **ORDINANCE NO. 7641:**
This is the second reading on an ordinance for specified changes in the adopted Comprehensive Plan of the City of Amarillo, Texas by adding the North Heights Neighborhood Plan as a component; and providing an effective date.
3. **ORDINANCE NO. 7644:**
This is the second reading of an ordinance rezoning of Lots 1-16, Block 24 and Lots 16-31, Block 23, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Residential District 2 to Residential District 3. (Vicinity: John Thomas Street and Rockwood Drive.)
4. **RESOLUTION – PUBLIC HEARING:**
This resolution conducts a public hearing on and considers ordering the removal of a substandard structure located at 214 Northwest 11th Avenue.
5. **RESOLUTION – PUBLIC HEARING:**
This resolution conducts a public hearing on and considers ordering the removal of a substandard structure located at 2304 Northwest 5th Avenue.
6. **RESOLUTION:**
This resolution amends Resolution No. 05-17-16 which established a Subcommittee to serve as an Advisory Committee to the City Council.

7. **BOARD APPOINTMENTS:**

Consider appointments to the Subcommittee to serve as an Advisory Committee to the City Council.

8. **CONSENT AGENDA:**

It is recommended that the following items be approved and that the City Manager be authorized to execute all documents necessary for each transaction:

A. **Lease – Landfill Compactor:**

Award to Warren Cat – \$54,764.17

This item was approved by Council on August 9, 2016 at the regular meeting of the City Council. This additional amount of \$54,764.17 is to cover the cost of the tax to be paid by Warren Cat for this piece of equipment. The amount approved by Council was \$851,160.00 based on a 60-month lease. This additional amount will bring the total amount of the compactor to \$905,924.17.

B. **Acceptance – Immunization Grant:**

Grant Amount: \$261,049

Grantor: Texas Department of State Health Services

This item accepts the award from the Texas Department of State Health Services from September 1, 2017 thru August 31, 2018 to continue funding to prevent and control the transmission of vaccine-preventable diseases in children and adults, with emphasis on accelerating strategic interventions to improve their vaccine coverage levels.

C. **Acceptance – Public Health Emergency Preparedness Grant:**

Grant Amount: \$248,133

Grantor: Texas Department of State Health Services

This item accepts the award from the Texas Department of State Health Services from July 1, 2017 thru June 30, 2018 to continue funding public health emergency preparedness and epidemiologic efforts through public health.

D. **Acceptance – Regional and Local Services System/Local Public Health Services (RLSS/LPHS) Grant:**

Grant Amount: \$223,488

FY18 - \$111,744

FY19 - \$111,744

Grantor: Texas Department of State Health Services

This item accepts the two-year award from the Texas Department of State Health Services from September 1, 2017 thru August 31, 2019 to continue funding supporting services through the STD clinic at Public Health. This grant pays for one Registered Nurse, Disease Intervention Specialist, and Administrative Assistant.

RLSS/LPHS contracts are based on expected state appropriations funding levels and are contingent on continued availability of funding. Therefore, DSHS Regional and Local Health Services will process contracts with State appropriated funds allocated for FY18 and FY19. Adjustments to contracts may be necessary depending on the final budget appropriation of state funds.

E. **Acceptance – Tuberculosis State Grant:**

Grant Amount: \$50,187

Grantor: Texas Department of State Health Services

This item accepts the award from the Texas Department of State Health Services from September 1, 2017 thru August 31, 2018 to continue funding to prevent and control the transmission of active and latent tuberculosis.

PUBLIC FORUM

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

MISCELLANEOUS

1. Boards and Commissions – appointments as listed on attached.

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

Posted this 6th day of January 2017.

<p>Amarillo City Council meetings stream live on Cable Channel 110 and are available online at: www.amarillo.gov/granicus Archived meetings are also available.</p>
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STATE OF TEXAS
COUNTIES OF POTTER
AND RANDALL
CITY OF AMARILLO

On the 3rd day of January 2017, the Amarillo City Council met at 4:00 p.m. for a work session, and the regular session was held at 5:00 p.m. in the Council Chamber located on the third floor of City Hall at 509 Southeast 7th Avenue, with the following members present:

PAUL HARPOLE
ELISHA DEMERSON
LISA BLAKE
RANDY BURKETT
MARK NAIR

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

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

BOB COWELL
MICK MCKAMIE
BLAIR SNOW
FRANCES HIBBS

INTERIM CITY MANAGER
CITY ATTORNEY
MANAGEMENT ANALYST
CITY SECRETARY

The invocation was given by Kevin Deckard, Polk Street United Methodist Church. Mayor Harpole led the audience in the Pledge of Allegiance.

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

ITEM 1: Mayor Harpole presented the minutes for December 20, 2016. Motion was made by Councilmember Burkett to approve the minutes, seconded by Councilmember Demerson, and unanimously carried to approve the minutes.

ITEM 2: Mayor Harpole presented a first reading and public hearing on an ordinance for specified changes in the adopted Comprehensive Plan of the City of Amarillo, Texas by adding the North Heights Neighborhood Plan as a component; and providing an effective date. Mr. Cowell stated about a year ago plans were initiated to address attention to some of our neighborhoods in the community. This has been a unique partnership with Potter County. Beginning in February, the Barrio neighborhood will be assessed. AJ Fawver, Planning and Zoning Director, presented this item. Mildred Thornton, 2005 Northwest 14 Avenue, stated the process has been slow but they will get it done in an area that is long overdue. There were no further comments. Mayor Harpole closed the public hearing. Motion was made by Councilmember Demerson, seconded by Councilmember Burkett, that the following captioned ordinance be passed on first reading:

ORDINANCE NO. 7641

AN ORDINANCE OF THE CITY OF AMARILLO, TEXAS: PROVIDING FOR SPECIFIED CHANGES IN THE ADOPTED COMPREHENSIVE PLAN OF THE CITY OF AMARILLO, TEXAS BY ADDING THE NORTH HEIGHTS NEIGHBORHOD PLAN AS A COMPONENT; AND PROVIDING AN EFFECTIVE DATE.

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

ITEM 3: Mayor Harpole presented a first reading of an ordinance rezoning of Lots 1-16, Block 24 and Lots 16-31, Block 23, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Residential District 2 to Residential District 3. (Vicinity: John Thomas Street and Rockwood Drive.) AJ Fawver, Planning and Zoning Director, presented this item. Motion was made by Councilmember Burkett, seconded by

Councilmember Blake, that the following captioned ordinance be passed on first reading:

ORDINANCE NO. 7644

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

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

ITEM 4: Mayor Harpole presented a resolution setting the date and time for a public hearing on January 24, 2017, at 5:00 p.m. to determine if the properties at 2118 Pioneer Lane and 1112 Southeast 12th Avenue constitute public nuisances and thereby declared as dangerous structures and an unlawful accumulation of solid waste and order the removal of such. A copy of this resolution will be mailed to all interested parties providing ten (10) days notice of public hearing. Motion was made that the following captioned resolution be passed by Councilmember Nair, seconded by Councilmember Burkett:

RESOLUTION NO. 01-03-17-1

A RESOLUTION CALLING A PUBLIC HEARING TO DETERMINE WHETHER CERTAIN CONDITIONS DESCRIBED HEREIN CONSTITUTE A PUBLIC NUISANCE AT THE LOCATION(S) STATED; PROVIDING FOR NOTICE.

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

ITEM 5: Mayor Harpole presented a resolution adopting an updated Title VI Compliance Plan in accordance with 49 CFR Part 21 as required by the Federal Transit Administration (FTA). Mr. Cowell stated this item is occurring at the same time FTA is putting out new rules and policies for our transit operation. This simple approach allows for FTA compliance with reduction in compliance material. Motion was made that the following captioned resolution be passed by Councilmember Nair, seconded by Councilmember Blake:

RESOLUTION NO. 01-03-17-2

A RESOLUTION OF THE CITY COUNCIL OF AMARILLO, TEXAS ADOPTING AN UPDATED TITLE VI COMPLIANCE PLAN FOR THE CITY OF AMARILLO.

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

ITEM 6: Mayor Harpole presented the consent agenda and asked if any item should be removed for discussion or separate consideration. AJ Fawver, presented Item 6D, a TIRZ project located at 1004 South Tyler Street. Motion was made by Councilmember Burkett to approve Item 6D, seconded by Councilmember Blake. Mr. Demerson inquired if the abatements were being reviewed on a case-by-case basis. Mr. Cowell replied that conversations continue with the TIRZ board. They are discussing a maximum number of years. Mayor Harpole stated they would like to see growth in all areas but residential has been less balanced. Gary Jennings, 4503 Greenwich Place, stated they are restoring the Firestone building including the facade.

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

Motion was made by Councilmember Demerson to approve the consent agenda, seconded by Councilmember Nair to approve Items A, B, C and E.

- A. Purchase – Flexible Aggregate Base Material:
Award to low bidder meeting specifications: Thomas Sand & Gravel Co., Inc. -- \$64,250.00
This item awards a contract for purchase of flexible aggregate base material used on a daily basis (weather permitting) for maintenance of unpaved streets and alleys throughout the City.
- B. Purchase – Fire Truck, Grass and Wildland:
Award using HGAC Contract meeting specifications:
Hall Buick GMC (Ferrara Fire Apparatus Dealer) -- \$215,769.00
This item is the scheduled replacement of Fire Truck 5702, 2001 International Grass-Rig that has reached or exceeded useable life approved in the 2016-2017 budgets.
- C. Purchase – Liquid Ferrous Chloride:
Award to OFS, Inc. for purchase of Ferrous Chloride as needed for an amount not to exceed \$142,458.24.
- D. Approval – Center City Tax Reinvestment Zone #1 Developer Agreement for Triple Play Partners, LLC:
This item approves a Tax Increment Reinvestment Zone #1 Developer Agreement for the reimbursement of 90% of the annual ad valorem tax increment from the participating taxing jurisdictions generated annually through 2036, as well as the reimbursement of \$50,000 of public improvements associated with this project, for the redevelopment of the Firestone building into residential units at 1004 South Tyler Street.
- E. Approval – Water Tower Lease Agreement:
Parties: Alter Communications, LLC d/b/a Verizon Wireless and the City of Amarillo
This item approves a new lease. The lease site is located at 9401 Hillside Road (also known as the Hillside Water Tower).

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

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

James Schenck, 6216 Gainsborough Street, announced he was running for one of the five Council seats. Kit Rudd, 6850 Grande Drive, stated he was opening the old ice house to taken in the homeless during the cold and stated the need for a low barrier shelter. There were no further comments.

Mayor Harpole advised that the meeting was adjourned.

ATTEST:

Frances Hibbs, City Secretary

Paul Harpole, Mayor



Amarillo City Council Agenda Transmittal Memo



Meeting Date	1/10/2017	Council Priority	Community Counts
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Department	Planning Department
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Agenda Caption

ORDINANCE NO. _____:

Second reading and public hearing on an ordinance providing for specified changes in the adopted Comprehensive Plan of the City of Amarillo, Texas by adding the North Heights Neighborhood Plan as a component; and providing an effective date.

Agenda Item Summary

North Heights is the first neighborhood area examined as part of the overall "Community Counts" City of Amarillo initiative. This neighborhood plan process began with the kick-off neighborhood meeting in February of 2016, and continued over the course of nine months, including a total of 12 Neighborhood Advisory Committee meetings and 3 neighborhood meetings. The plan includes three major sections that: (1) examine the existing conditions of the area utilizing data and mapping, (2) assess priorities, goals, and strategies, and (3) outline an implementation plan for accomplishing the actions necessary for addressing those priorities, goals, and strategies.

Three key priority areas were identified by the neighborhood: (1) maintaining a strong, vibrant neighborhood; (2) economic development/redevelopment; (3) improving transportation & mobility systems. Upon adoption, this neighborhood plan will become a component of the Amarillo Comprehensive Plan, and will serve to:

- Guide orderly growth through land use and development ordinances.
- Guide decisions regarding services and as a tool for policymaking.
- Evaluate potential policies and land use decisions.
- Serve as a basis for prospective public-private partnerships.
- A starting point for infrastructure and mobility projects.

Requested Action

Adoption of the North Heights Neighborhood Plan as a component of the Amarillo Comprehensive Plan.

Funding Summary

Funding for this plan was provided by a partnership between the City of Amarillo and Potter County.

Amarillo City Council Agenda Transmittal Memo



Community Engagement Summary

The North Heights Neighborhood was invited to four different neighborhood workshops on February 11th, April 14th, October 27th, and November 21st. The North Heights Advisory Committee held 12 meetings from February to November. The draft plan was presented to the neighborhood in November, the Planning & Zoning Commission in December, and the Potter County Commissioners in December.

Both the P&Z and the County Commissioners unanimously recommended approval of this plan.

City Manager Recommendation

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

ORDINANCE NO. 71641

AN ORDINANCE OF THE CITY OF AMARILLO, TEXAS: PROVIDING FOR SPECIFIED CHANGES IN THE ADOPTED COMPREHENSIVE PLAN OF THE CITY OF AMARILLO, TEXAS BY ADDING THE NORTH HEIGHTS NEIGHBORHOOD PLAN AS A COMPONENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Local Government Code Title 7, Subtitle A, Chapter 213 permits the governing body of a municipality to adopt a comprehensive plan for the long-range development of a municipality; and,

WHEREAS, the City Council adopted the "Amarillo Comprehensive Plan" on October 12, 2010; and,

WHEREAS, the North Heights Neighborhood Plan is appropriate for adoption as an amendment to the Amarillo Comprehensive Plan; and,

WHEREAS, under the provisions of Chapter 213 of the Texas Local Government Code, the city may amend a comprehensive plan by ordinance following a hearing at which the public is given the opportunity to give testimony and present written evidence and after review by the municipality's planning commission; and,

WHEREAS, the Planning and Zoning Commission held a public hearing on December 19, 2016 to discuss the proposed aforementioned amendment, and voted unanimously to recommend approval of this amendment to the City Council; and,

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

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

SECTION 1. FINDINGS OF FACT 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. FUTURE APPLICATION The City Council directs the City Manager to process rezoning applications in a matter consistent with the adopted plan. Furthermore, the City Manager shall include identified implementation projects in consideration of the annual capital improvement plan funding schedule, and work to identify other possible funding strategies.

SECTION 3. CONFLICTS The specific provisions of the North Heights Neighborhood Plan shall take precedence over any conflicting general provisions in the Amarillo Comprehensive Plan.

SECTION 4. INVALIDITY 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 5. EFFECTIVE DATE 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 3rd day of January, 2017 and PASSED on Second and Final Reading on this the 10th day of January, 2017.

Paul Harpole, Mayor

ATTEST:

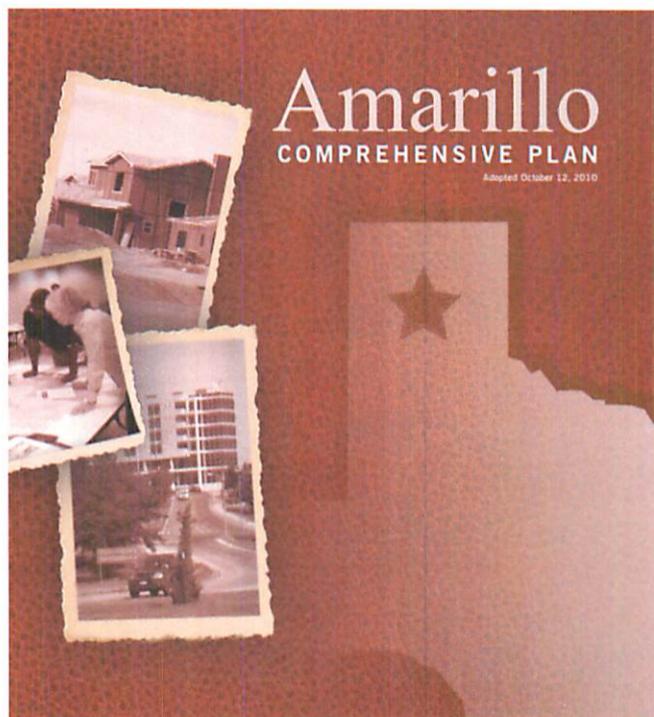
Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney

The North Heights Neighborhood Plan

An Amendment to the Amarillo Comprehensive Plan



CITY COUNCIL MEMBERS

Mayor Paul Harpole
Lisa Blake
Randy Burkett
Elisha Demerson
Mark Nair

PLANNING & ZONING COMMISSION MEMBERS

Chairman Rob Parker
Dean Bedwell
Dick Ford
Mike Good
Terry Harman
Bowden Jones
Rick Thomason

POTTER COUNTY COMMISSIONERS COURT

Judge Nancy Tanner
H.R. Kelly
Mercy Murguia
Leon Church
Alphonso Vaughn

CITY DEPARTMENTS

City Manager's Office

City Manager, Terry Childers
Deputy City Manager, Bob Cowell

Planning Department

Director, Kelley Shaw (past)
Comprehensive Planner, Becky Beckham
(past)
Director, AJ Fawver
Planner I, David Soto
Planner I, Cody Balzen
Planner I, Jeffrey English
Planning Technician, Wes Luginbyhl

Capital Improvements & Development
Engineering Department

Building Safety Department

Community Development Department

Parks & Recreation Department

Police Department

Public Health Department

Public Works Division

Traffic Field Operations

ACKNOWLEDGEMENTS

Through adoption of this plan, the City Council demonstrates the City's commitment to the implementation of the plan. The implementation of recommendations for which the City of Amarillo is responsible and the support of this neighborhood plan will be met and demonstrated through:

- City Council, boards, and staff
- City annual budget
- Capital Improvement Projects
- Other agencies and organizations
- Direct neighborhood actions

This neighborhood plan would not have been made possible without the commitment, advice, and insights of the North Heights advisory committee, who selflessly devoted many hours to the development of this plan. The City thanks them for their dedication to this important project.

Anita Burell

Anita Ryan

Ann Anderson Casteel

Betty Briggs

Betty Winston

BF Roberts

Bowden Jones

Byron Miles

C. W. Nickerson

Charlene Watson

Chester Williams

Clara Westmoreland

Delvin & Sheree Wilson

Dorothy Ragster

Eddie heath

Elizabeth Randle

Emory Hogan

Florence Thomas

Francetta Crow

Freda Powell

Glenna Gilbreath

Grover Martin

Johnny Hughes

Juaquin Rocha

Laird Kinnier

LaVaun Green

Lorine Jackson

Ludell Hill

Madeleine Frum

Mariah Strong-Woods

Mary London

Melinda Perkins

MH Burrell

Mildred Darton

Nei Winston

Pearlene Martin

Perry Hughes

Phillip Randle

Raymond Cloudy

Rosie Taylor

Ruth Ellen Lynch

Tim Ingalls

Verlinda Pride-Watson

Vicky Tharpe

Wiley Smith

The City would also like to thank the Amarillo United Citizens Forum for the use of their Cultural Center facility throughout the North Heights neighborhood planning process. Their generosity is highly appreciated. This facility is truly embodies the community spirit of this neighborhood.

The goal of this project is to assist the North Heights neighborhood with their future planning and development needs by addressing the neighborhood's goals and desires through the creation of a neighborhood plan.

THE NEIGHBORHOOD: EXISTING CONDITIONS

The North Heights neighborhood, located in northeast Amarillo, is defined for the purposes of this study as having a northern boundary of NE 24th Ave, an eastern boundary of US Hwy 287/Fillmore St, a southern boundary of BNSF railroad line, and a western boundary following the west line of Section 189, Block 2, AB&M Survey.

This neighborhood encompasses 1,673 acres and is developed primarily with single-family residences, an established neighborhood created by the subdivisions shown in Figure 1 below. The primary subdivisions which together form this neighborhood include: University Heights, North Heights, Hampton Park, Whittington, Park Hills, North Hills, Amarillo Heights, Miller Heights,

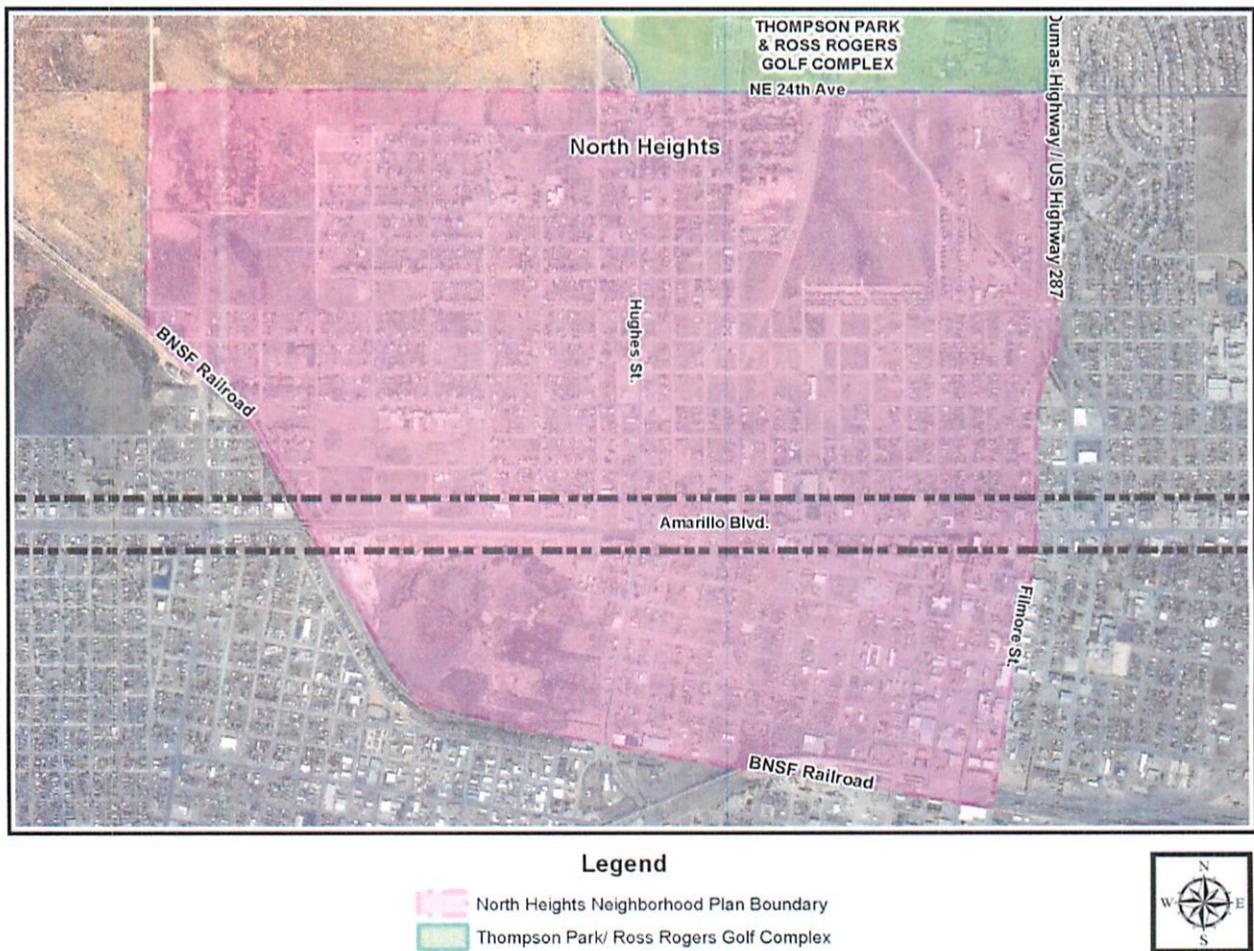


Figure 1

Wild Horse, and Glidden and Sanborn, all of which are shown in Figure 2 on page 5. While some of these subdivisions were created in the 1950s and 1960s (in the northeast quadrant), others date back to the early 1900s and even the late 1800s (in the central and northwestern areas). Most of the housing units which exist today were built in the early to mid part of the twentieth century. Notable features within this neighborhood include four schools, seven churches, and three parks, as shown in Figure 3 on page 6. The neighborhood is entirely within the Amarillo Independent School District.

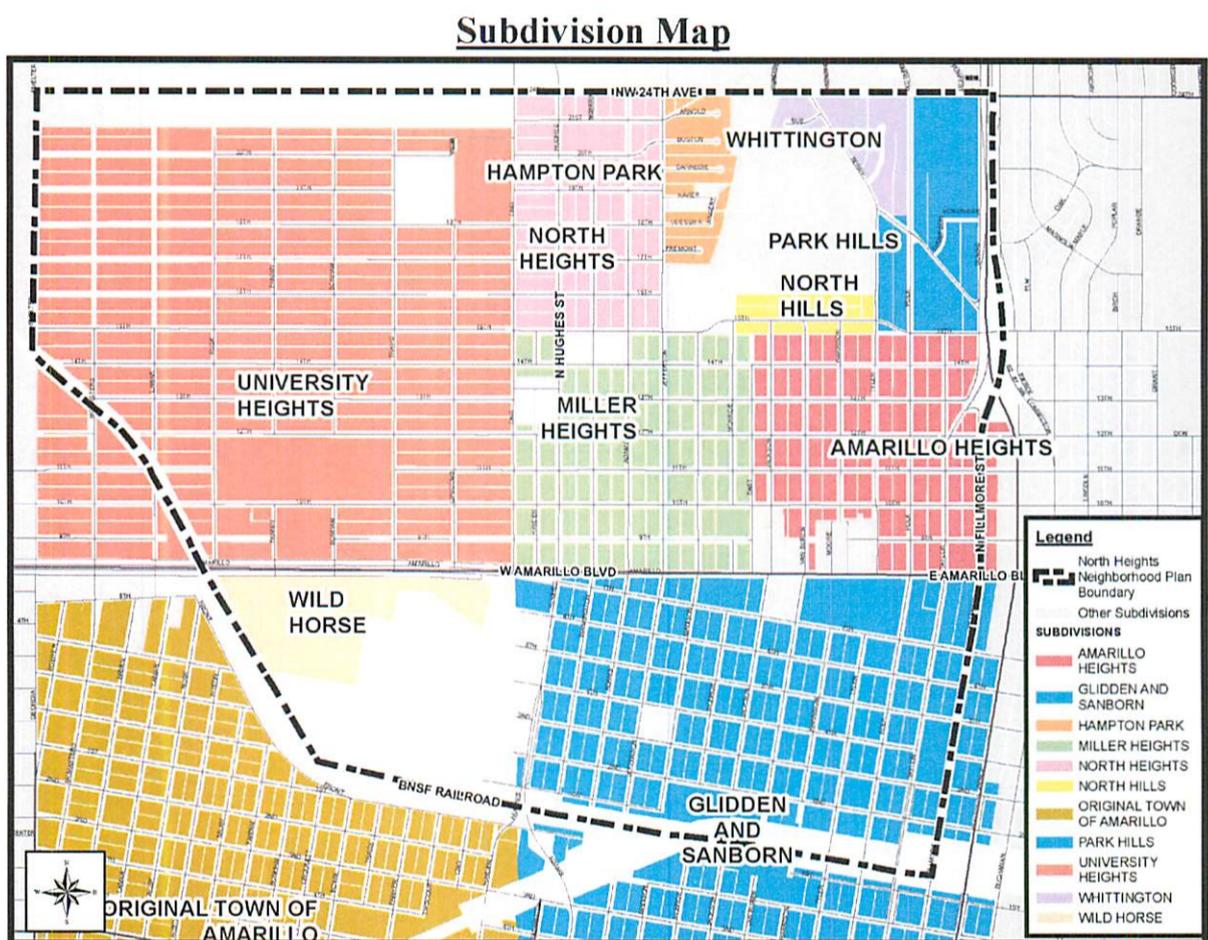


Figure 2

Parks and Civic Areas

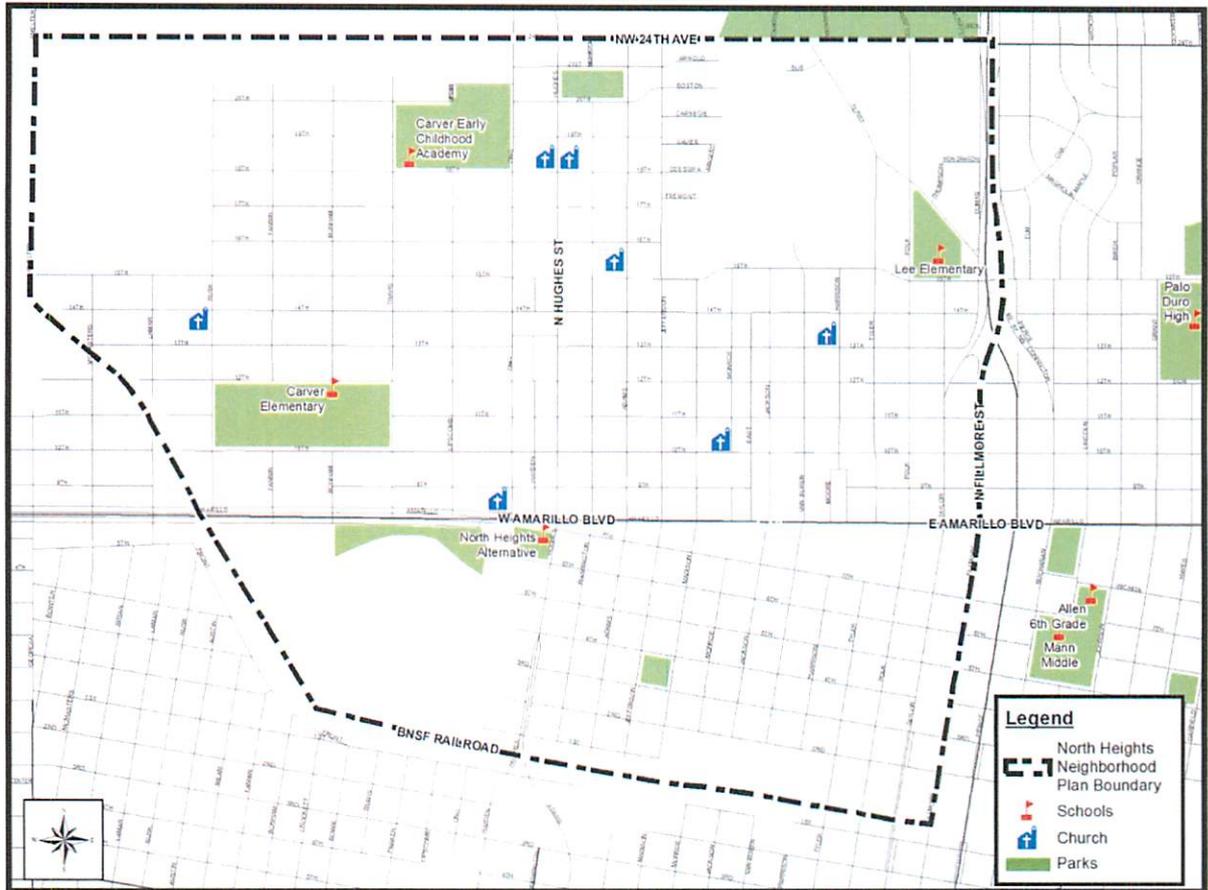


Figure 3

THE BIG PICTURE

Community Counts

In late 2015, the Amarillo City Council authorized the creation of BluePrint for Amarillo, a document setting the strategic direction for the city in identifying priorities, allocating resources, and sharpening focus. Community Counts is the term given to one of the City Council's top five priorities, the assisting of neighborhoods with future planning and development needs by addressing the goals and desires of their residents through collaboration – the ultimate result of which is a plan which summarizes what the neighborhood residents desire, and outlining how to get there. Six areas were identified as target areas for closer examination. North Heights is the first area for which a plan has been formulated.

Relationship to Adopted Plans

The North Heights Neighborhood Plan will be considered as an amendment to the Amarillo Comprehensive Plan, adopted on October 12, 2010. The Comprehensive Plan contains general policies, suggestions and guidelines proposed for use by the City of Amarillo to guide the orderly growth, development and redevelopment through land use and development ordinances, guide decisions regarding provisions of services and improvements, and as a tool for policymaking. It guides the long range development of the community. This amendment to the plan is intended to supplement and provide a greater level of detail to help guide decisions within this area of the community and to provide a more complete analysis of the characteristics of this neighborhood.

This plan will be used moving forward as a guide for decision making, a tool for evaluating potential policies and land use decisions being considered, information to serve as a basis for prospective public-private partnerships, and a starting point for infrastructure and mobility projects.

THE NEIGHBORHOOD PROFILE

The next series of maps (Figure 4 - 11) show the demographic breakdown of the neighborhood, utilizing data located in the U.S. Census Bureau's 2014 American Community Survey 5-Year Estimates.

Age

The "median" age – that is, the age which divides the population into two numerically equal groups, half younger and half older – varies greatly throughout this neighborhood boundary. Figure 3 below illustrates that the youngest median age (0-25 years) exists in the western central part of the neighborhood; in contrast, the northeast corner of the community has a median age of 39-45 years and in the northwest, 32-38 years.

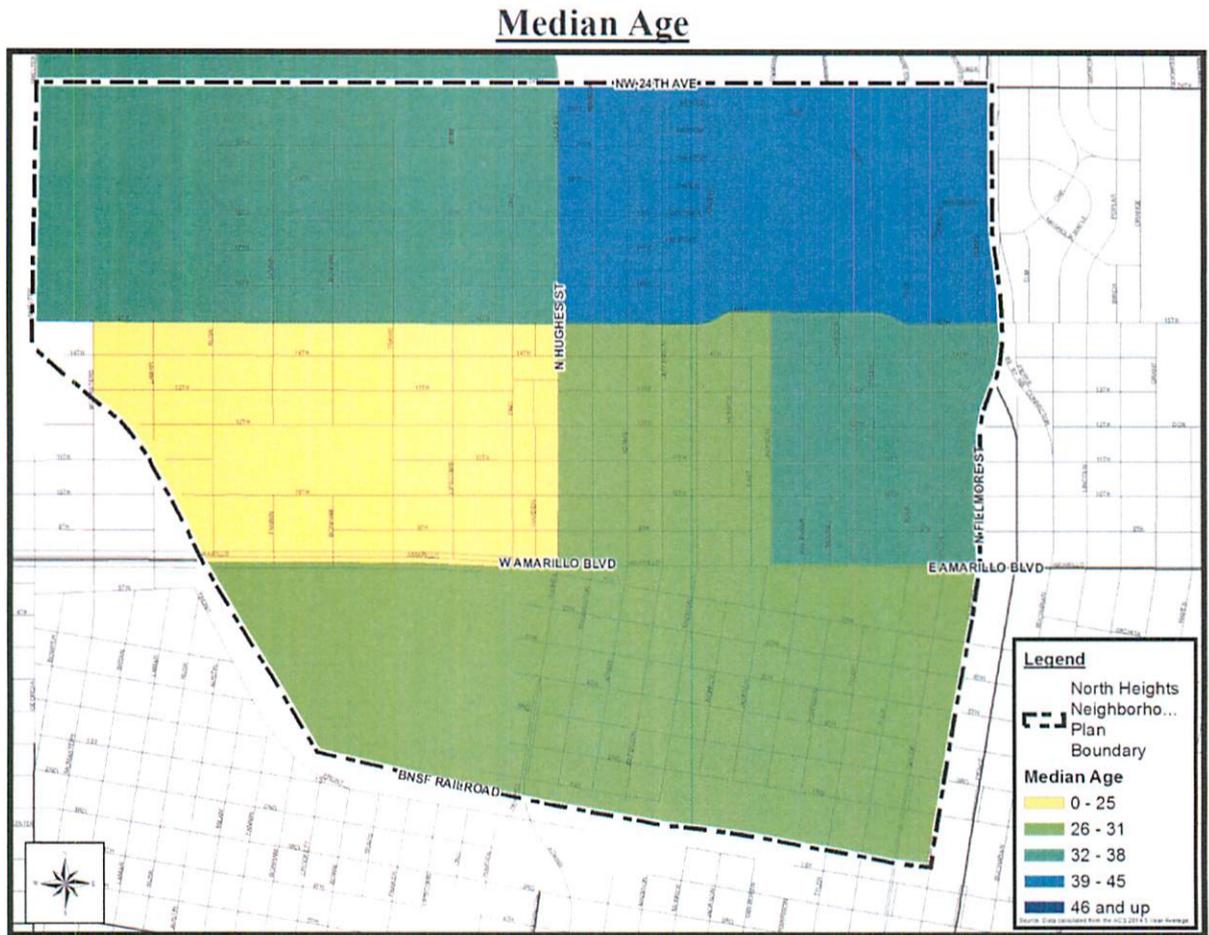


Figure 4

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Population by Race

Figure 5 below shows the distribution of race throughout this neighborhood. This data collected for the American Community Survey, or ACS, collects data for four different race categories: African American, Asian, Latino, and White. The North Heights neighborhood – and four of the five tracts outlined below within it – is predominantly African American; however, the southernmost tract within this neighborhood is largely comprised of Latino residents (53%) and White residents (43%).

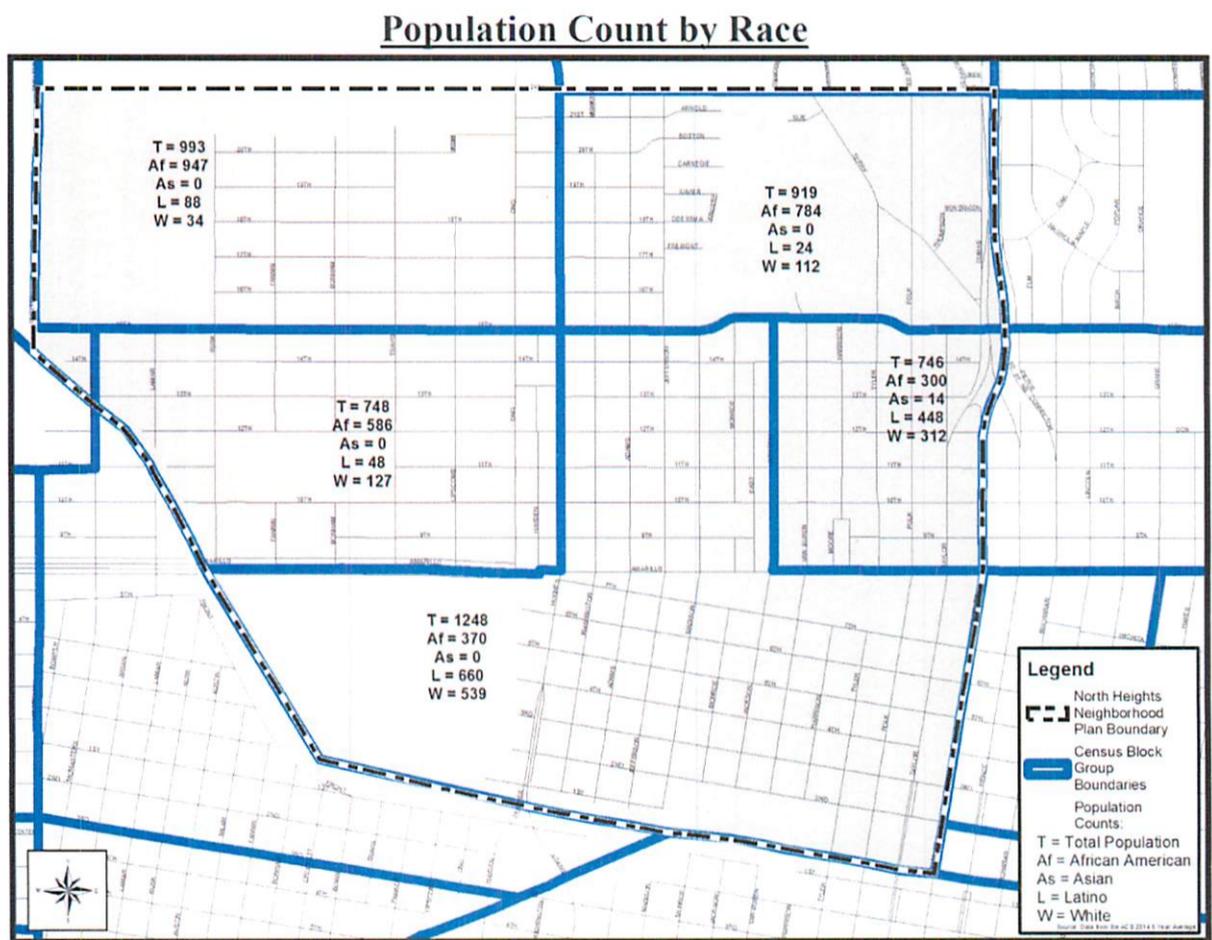


Figure 5
Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Poverty Level

The distribution of poverty level throughout this neighborhood is illustrated in Figure 6. The U.S. Census Bureau measures poverty level by utilizing a set of money income thresholds that vary by family size and composition to determine who is in poverty. If a family's total income is less than the family's threshold, then that family and every individual in it is considered in poverty. The official poverty thresholds do not vary geographically, but they are updated for inflation using the Consumer Price Index (CPI-U). The official poverty definition uses money income before taxes and does not include capital gains or noncash benefits (such as public housing, Medicaid, and food stamps). [Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates]

The data summarized in Figure 6 shows a clear line of demarcation aligning with 15th Avenue. North of this dividing line, the statistics show that 30% - 45% of the population is below poverty status, while that number increases to 45% - 60% south of this line.

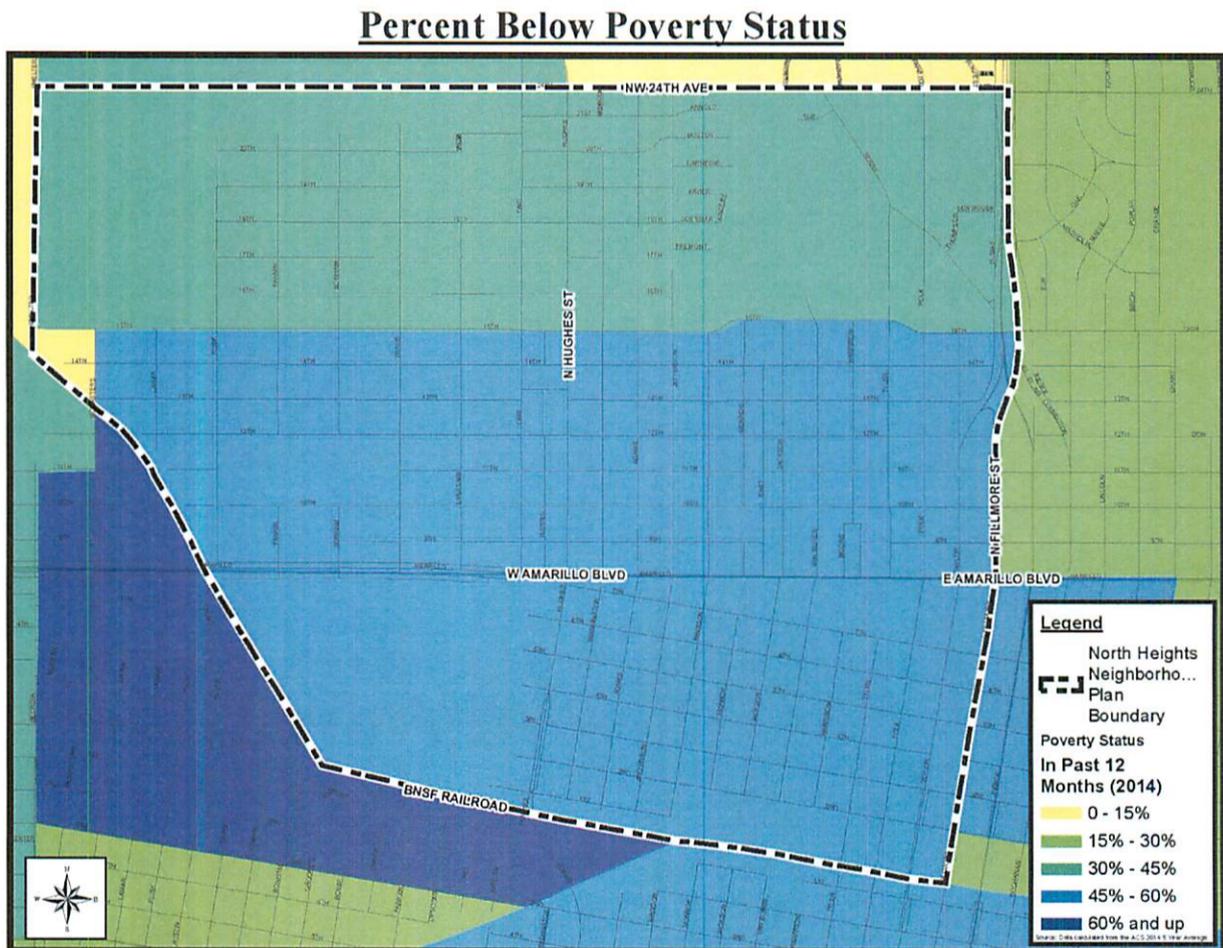


Figure 6

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Population

Included in Figure 7 below, and Figure 8 on page 12, are two different population measures provided by the ACS, the first being average population per household, and the second being population per census block. A census block is an area roughly equivalent to a neighborhood established by the Census Bureau for analyzing populations.

The distribution – again, by the average population per household – is demonstrated by Figure 7 below, showing this as slightly higher in the eastern portion of the neighborhood.

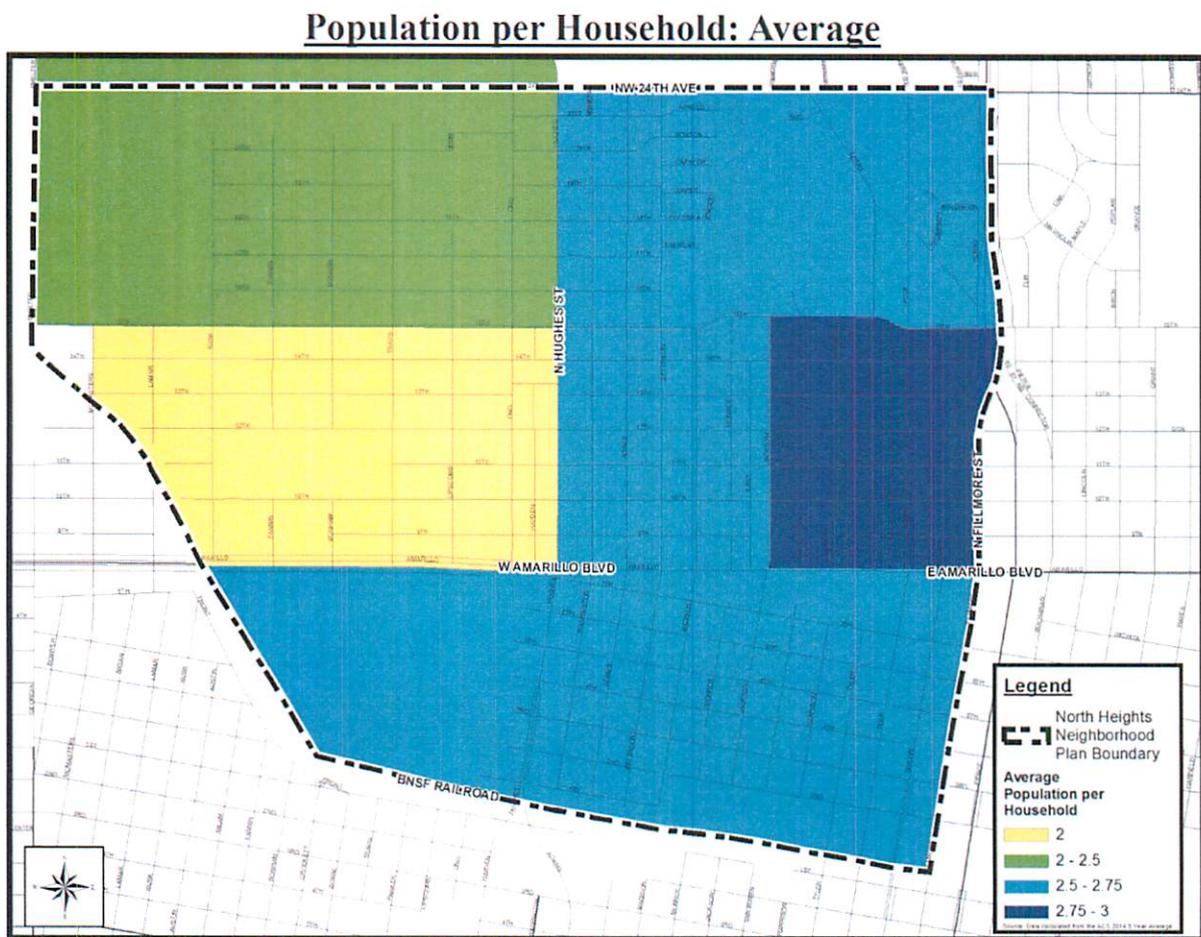


Figure 7
Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Figure 8 takes a different approach at estimating population of the North Heights neighborhood by looking at the census tracts (complete and partial) which make up this particular area. The eastern and southern portions of the neighborhood have higher average populations per neighborhood as well as highest populations per census block in this neighborhood boundary. Overall, the estimate for population within this neighborhood is 4,654 total persons.

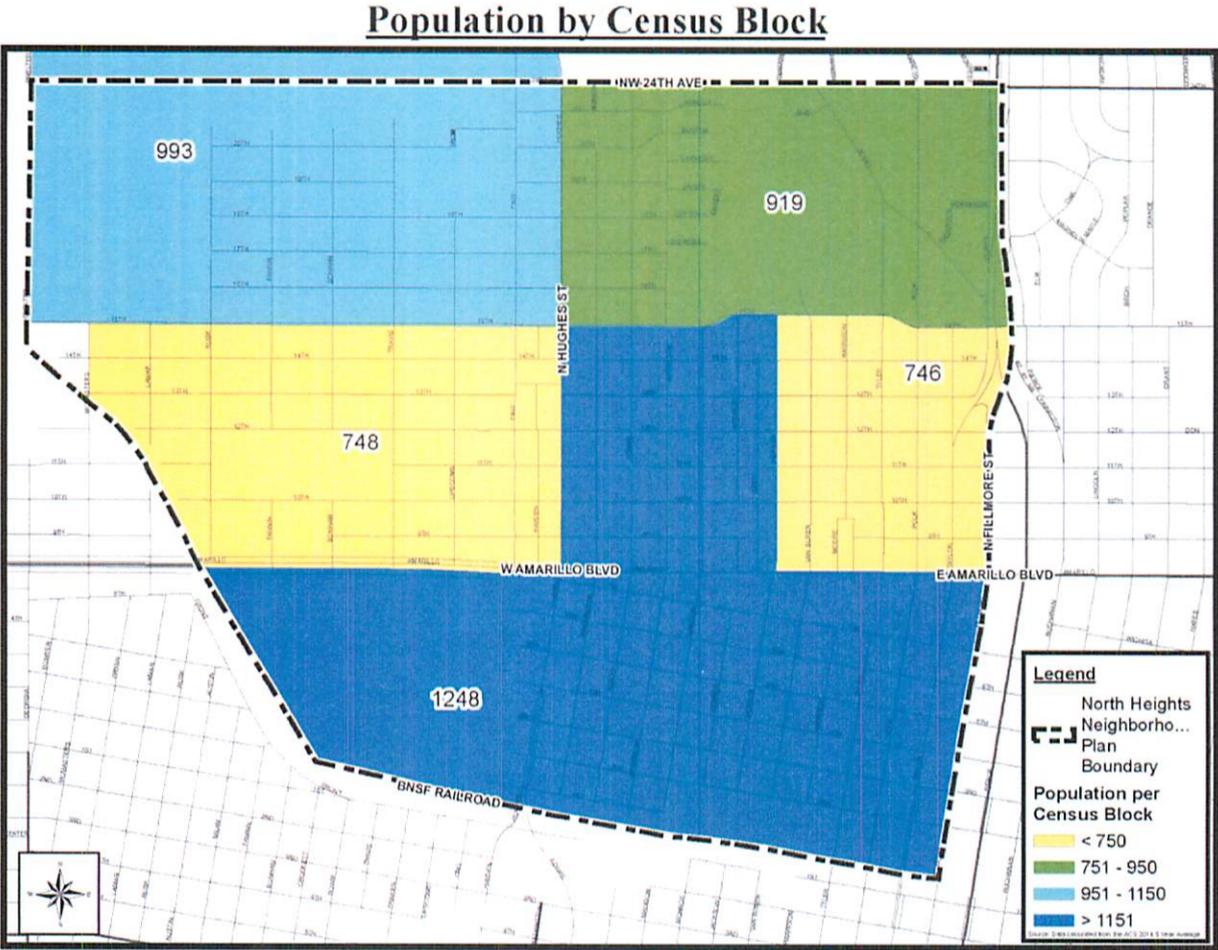


Figure 8
 Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Owner vs. Renter Occupied

In Figures 9 and 10, the percentages of homes which are owner occupied (by census block) and renter occupied (by census block) are shown throughout the North Heights neighborhood. The northeastern and northwestern parts of the neighborhood have the highest concentrations of owner occupied housing, approximately 45% to over 55% of the homes in those areas. Conversely, in the central western portion of the neighborhood, less than 37% of the homes are owner occupied.

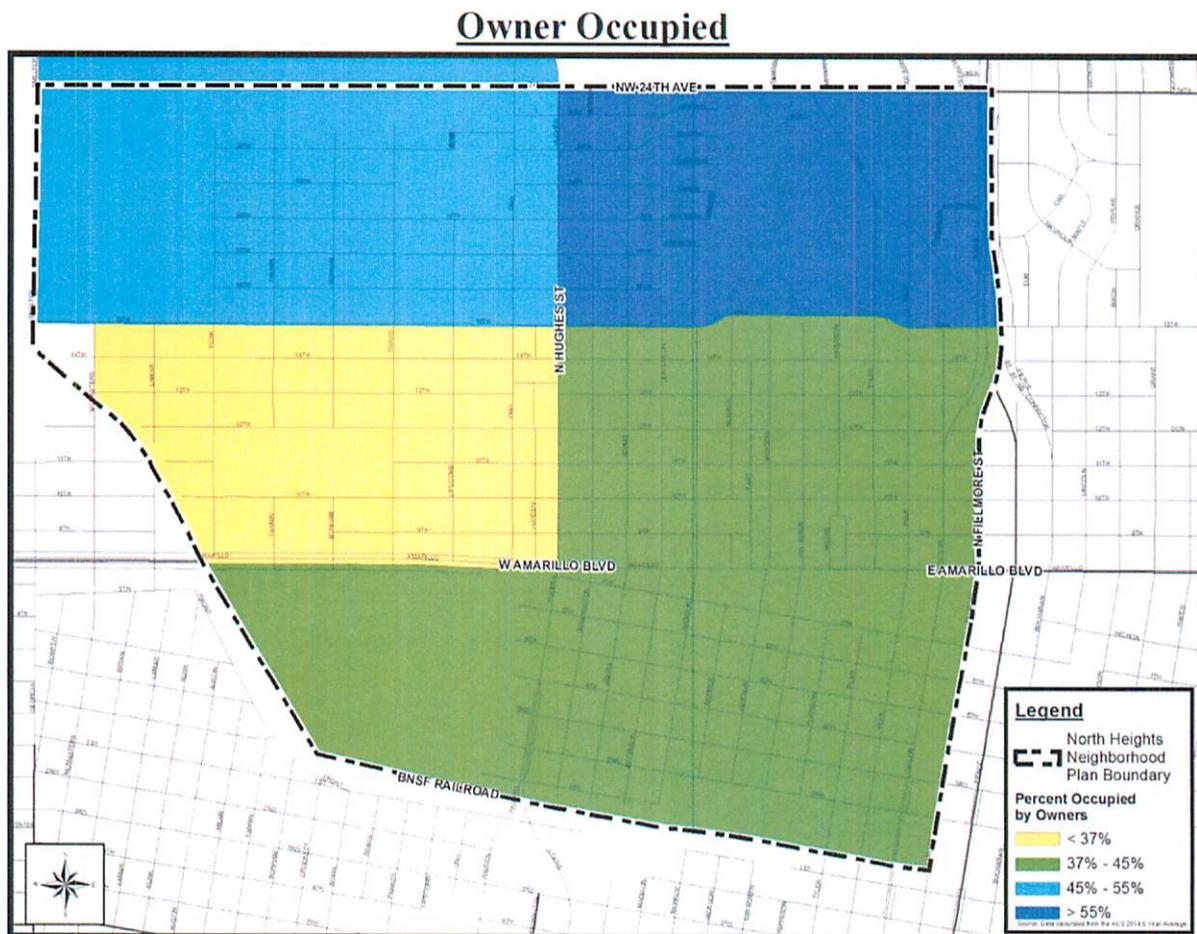


Figure 9

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Figure 10 demonstrates that the highest concentrations of renter occupied property are located in the northwestern and eastern central parts of the neighborhood; and, the western central part of the study area has the lowest concentration of renter occupied properties, at less than 22%.

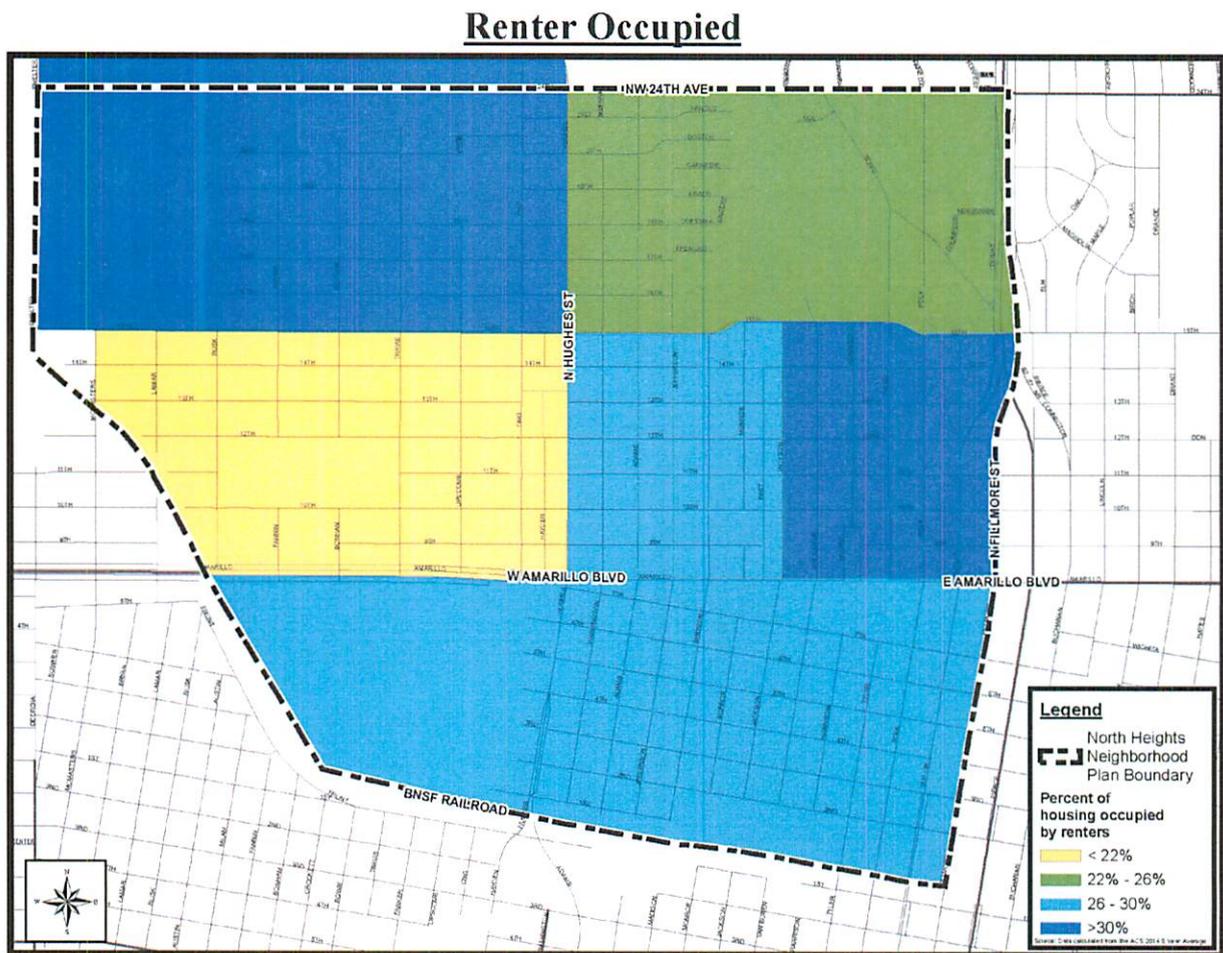


Figure 10
 Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Vacant Housing

Within the North Heights neighborhood, the level of vacancy (an average of unoccupied housing units, or units occupied by people who will be there for two months or less) fluctuates. In Figure 11 below, the area of highest vacancy is the western central census block, where on the average, more than 35% of the residences are vacant. Conversely, in the northern portion of the neighborhood, stretching from the western boundary to the eastern, the average is less than 10% of the residences are vacant.

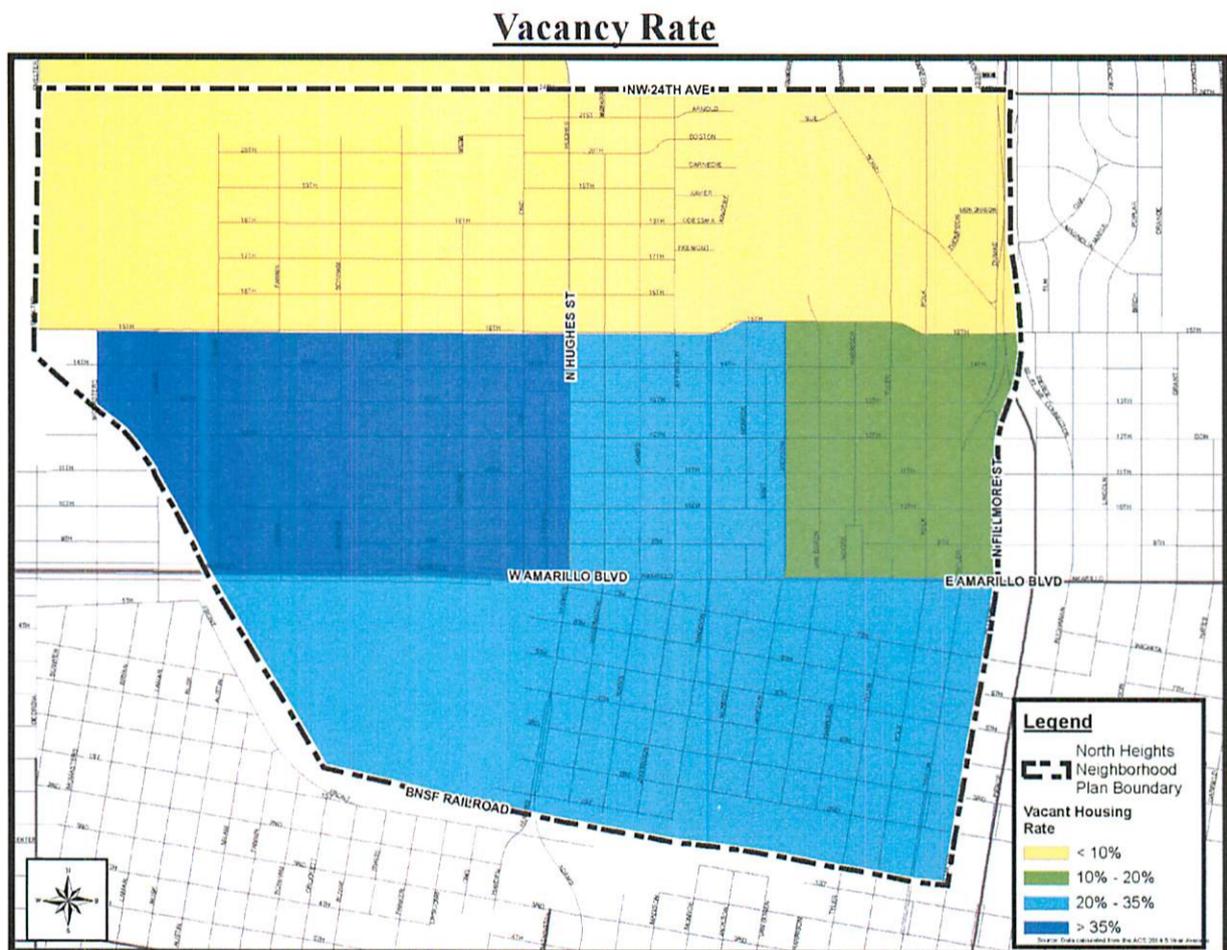


Figure 11

Source: U.S. Census Bureau, 2010-2014 American Community Survey 5-Year Estimates

Land Use

Figures 12 and 13 (pages 17 & 18) show the current land use of the parcels within the neighborhood and the future planned land use for the parcels within the neighborhood. The future land use planned for the area is excerpted from the Future Land Use and Character map, adopted as part of the 2010 Comprehensive Plan. The Local Government Code, outlining regulations for Texas cities, requires that zoning regulations be approved in accordance with the adopted comprehensive plan for each city, part of which is this map. Since zoning requests are considered and analyzed in conjunction with this map, it plays a significant role in establishing the growth of the area.

The predominant land uses in this area are agricultural/vacant land (gray) and single-family residential (yellow). Distributed throughout the central part of the neighborhood boundary are public/park/school sites (green), and commercial uses (blue) are concentrated along the corridors of US Hwy 287/Fillmore St and Amarillo Blvd. Remnants of industrial usage occur along the rail line and in the southeast corner of the neighborhood.

In looking to the future of growth within the neighborhood boundary, the land use pattern is projected to stabilize and better organize many of the very same uses which currently exist today. The aforementioned single-family residential traditional neighborhood pattern north of Amarillo Blvd is projected to continue, and currently vacant areas in the northwest and northeast quadrants are also expected to develop as residential. Another core residential area – some of which exists presently – is anticipated to emerge between NW 1st and 7th Avenues, from N Hughes to Van Buren Street. The current commercial corridors of US Hwy 287/Fillmore St and Amarillo Blvd are anticipated as seeing additional commercial activity emerge, with some additional areas identified for commercial land use along N Hughes St, and NE 7th and NE 6th Avenue. While some industrial land uses are likely to continue, they are limiting to the same general areas where they exist today.

Zoning

The current zoning determines the land use and siting restrictions for development and redevelopment within the neighborhood. Figure 14 (page 19) shows a variety of residential zoning districts throughout this neighborhood, including both single and multi-family residential (R-1, R-2, R-3, MF-1, and MH) throughout the central core of the neighborhood, a small section just south of Amarillo Blvd, and throughout the northeastern most portion of the area. The corridors of Amarillo Blvd and US Hwy 287/Fillmore Street have large concentrations of Light Commercial (LC) zoning, along with some isolated General Retail areas (GR). Industrial zoning (I-1) is widely present in the northwestern, southwestern, and southeastern corners of the neighborhood.

Current Land Use of the North Heights Neighborhood

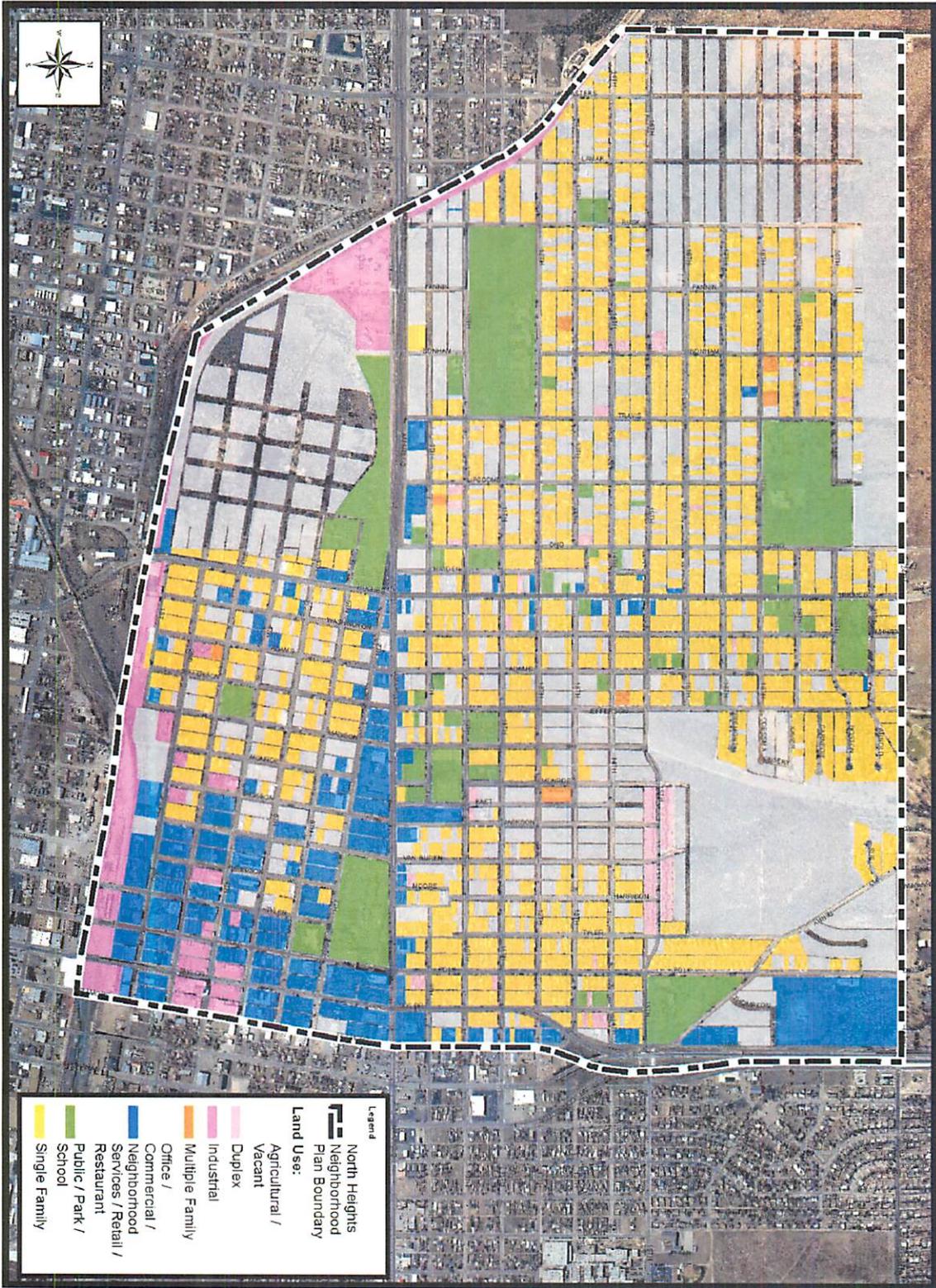


Figure 12

Future Land Use of the North Heights Neighborhood

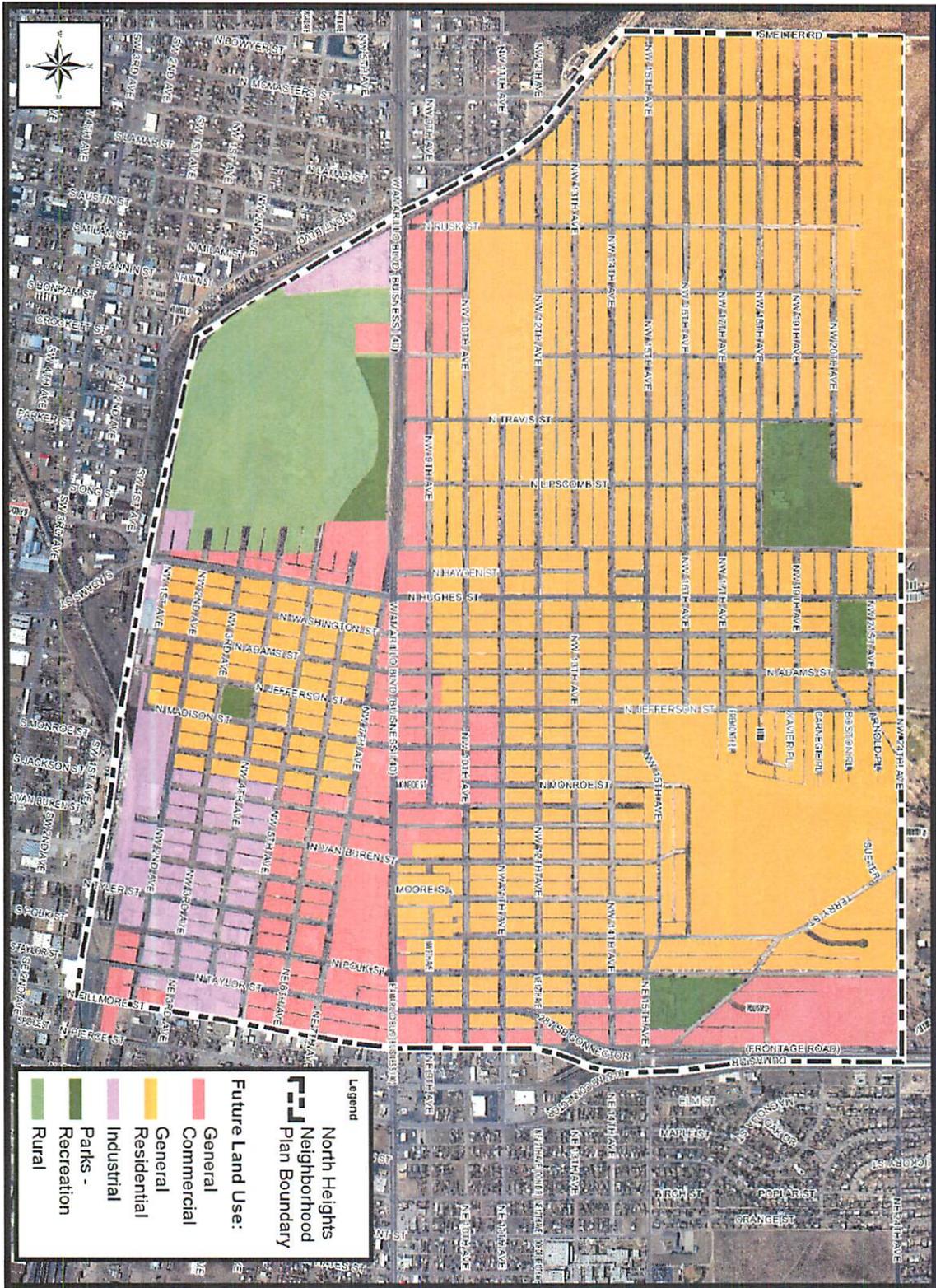


Figure 13

Zoning Map of the North Heights Neighborhood

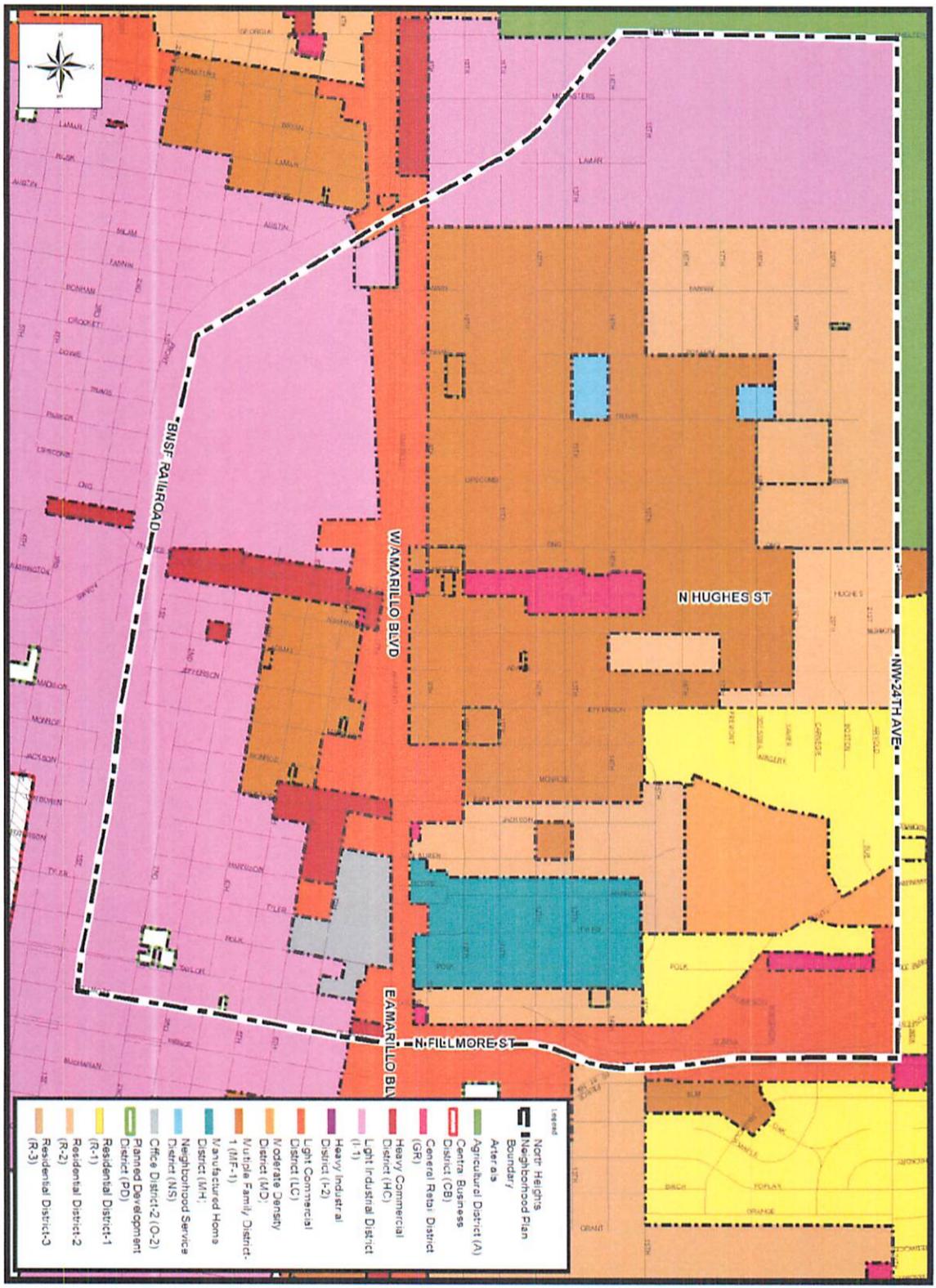


Figure 14

Sites of Historic Interest

Within the North Heights neighborhood boundary, there are a number of sites of historic interest, denoted with red and yellow dots in Figure 15. A 1997 Historic Preservation Survey prepared by Hardy-Heck-Moore & Associates identified a total of 109 historically significant buildings, 98 of which were deemed as medium priority and 11 of which were deemed as high priority. Some of these notable high priority sites include 107 N Polk St, a commercial warehouse dating back to 1913 that once operated as the Cora Hotel (Image 1) and 1501 N Adams St, a two story brick church and Sunday School building built in 1948 (Image 2). Table 1 on page 22 summarizes the sites identified.

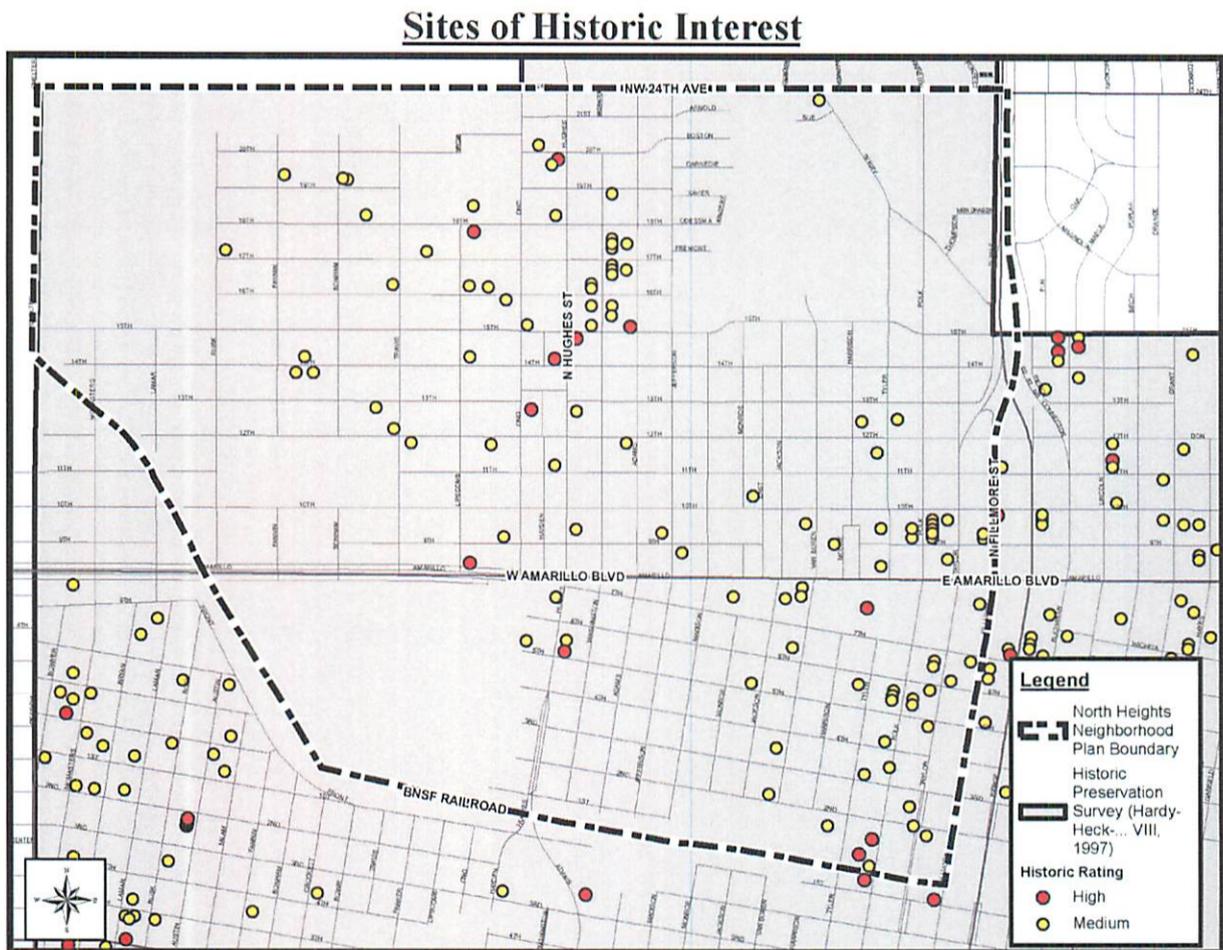


Figure 15

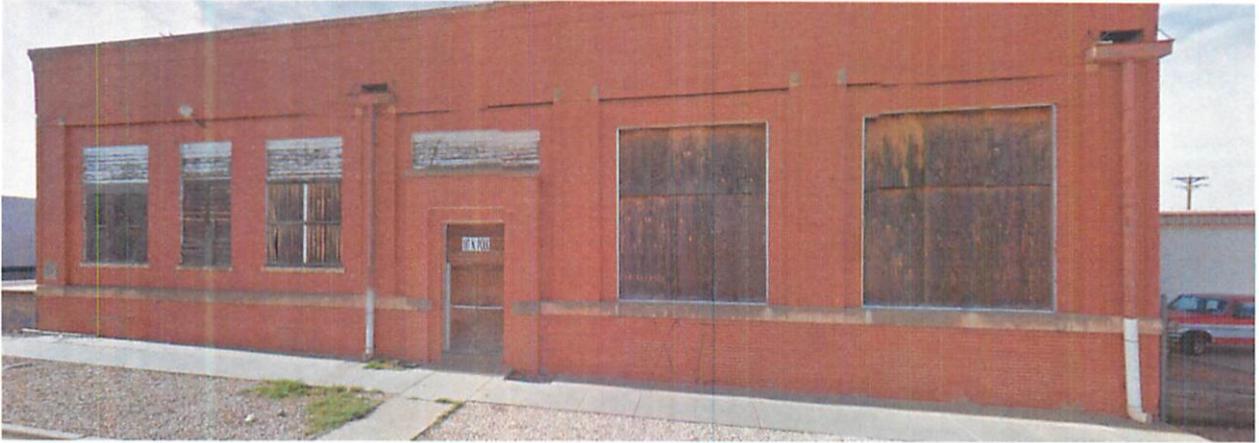


Image 1

Source: Google maps, © 2014, maps.google.com

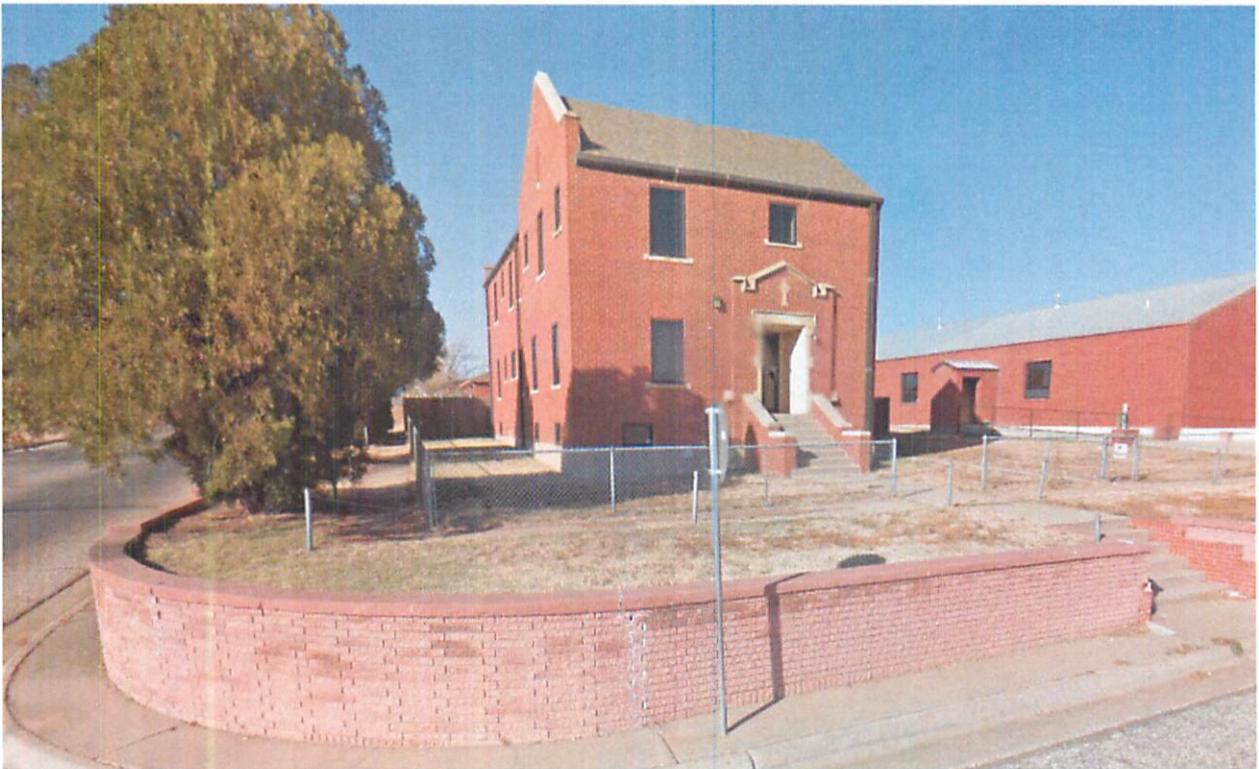


Image 2

Source: Google maps, © 2013, maps.google.com

RATING	ADDRESS
High	1337 NW 18TH AVE
High	200 NW 7TH AVE
High	99 N POLK ST
High	1501 N ADAMS ST
High	1336 W AMARILLO BLVD
High	1401 N HUGHES ST
High	1416 N HUGHES ST
High	500 N HUGHES ST
High	107 N POLK ST
High	1101 NW 20TH AVE
Medium	1705 N ADAMS ST
Medium	1609 N ADAMS ST
Medium	1602 NW 12TH AVE A
Medium	1439 NW 12TH AVE
Medium	1321 NW 12TH AVE
Medium	1617 NW 13TH AVE
Medium	1924 NW 14TH AVE
Medium	1919 NW 14TH AVE
Medium	1931 NW 14TH AVE
Medium	1340 NW 14TH AVE
Medium	1114 NW 15TH AVE
Medium	1604 NW 16TH AVE
Medium	1326 NW 16TH AVE
Medium	1342 NW 16TH AVE
Medium	1311 NW 16TH AVE
Medium	1424 NW 17TH AVE
Medium	2042 NW 17TH AVE
Medium	1626 NW 18TH AVE
Medium	1330 NW 18TH AVE
Medium	1944 NW 19TH AVE
Medium	1642 NW 19TH AVE B
Medium	913 NW 19TH AVE
Medium	414 NW 2ND AVE
Medium	1116 NW 5TH AVE
Medium	1306 NW 9TH AVE
Medium	1117 N ADAMS ST
Medium	607 N HUGHES ST

Medium	601 W AMARILLO BLVD
Medium	1005 EAST ST
Medium	901 N FILLMORE ST
Medium	903 N FILLMORE ST
Medium	731 N FILLMORE ST
Medium	619 N FILLMORE ST
Medium	1204 N HARRISON ST
Medium	1801 N HUGHES ST
Medium	1101 N HUGHES ST
Medium	1210 N HUGHES ST
Medium	904 N HUGHES ST
Medium	607 N HUGHES ST
Medium	504 N HUGHES ST
Medium	716 N JACKSON ST
Medium	501 N JACKSON ST
Medium	905 N JEFFERSON ST
Medium	816 N JEFFERSON ST
Medium	815 MOORE ST
Medium	900 N POLK ST
Medium	901 N POLK ST
Medium	908 N POLK ST
Medium	906 N POLK ST
Medium	905 N POLK ST
Medium	904 N POLK ST
Medium	902 N POLK ST
Medium	93 N POLK ST
Medium	513 N POLK ST B
Medium	509 N POLK ST
Medium	505 N POLK ST
Medium	508 N POLK ST
Medium	506 N POLK ST
Medium	401 N POLK ST
Medium	309 N POLK ST
Medium	909 N TAYLOR ST
Medium	807 N TAYLOR ST
Medium	114 N TAYLOR ST
Medium	615 N TAYLOR ST
Medium	611 N TAYLOR ST
Medium	600 N TAYLOR ST

Medium	517 N TAYLOR ST
Medium	211 N TAYLOR ST
Medium	417 N TAYLOR ST
Medium	117 N TAYLOR ST
Medium	1204 N TYLER ST
Medium	1107 N TYLER ST
Medium	905 N TYLER ST
Medium	805 N TYLER ST
Medium	513 N TYLER ST
Medium	117 N TYLER ST
Medium	300 N TYLER ST
Medium	823 N VAN BUREN ST
Medium	309 N VAN BUREN ST
Medium	731 N VAN BUREN ST
Medium	723 N VAN BUREN ST
Medium	607 N VAN BUREN ST
Medium	1702 N WASHINGTON ST
Medium	1706 N WASHINGTON ST
Medium	1704 N WASHINGTON ST
Medium	1610 N WASHINGTON ST
Medium	1608 N WASHINGTON ST
Medium	1606 N WASHINGTON ST
Medium	1603 N WASHINGTON ST
Medium	1601 N WASHINGTON ST
Medium	1509 N WASHINGTON ST
Medium	1508 N WASHINGTON ST
Medium	1504 N WASHINGTON ST
Medium	1501 N WASHINGTON ST
Medium	1644 NW 19TH AVE REAR
Medium	1110 NW 20TH AVE
Medium	1105 NW 20TH AVE
Medium	401 NW 24TH AVE

Traffic Counts

In understanding how the neighborhood and its street network functions, areas of high traffic count are important in identifying corridors for focus. In Figure 16 below, the total daily traffic average of key corridors is shown. The area of highest traffic volume is the segment of W Amarillo Blvd from N Hughes St to the western edge boundary, at over 20,000 vehicles per day. Along E Amarillo Blvd from N Hughes to N Taylor St, daily traffic on the average is between 15,000 and 20,000 vehicles per day. Another key area of high traffic volume is N Hughes St from Amarillo Blvd to NE 15th Ave.

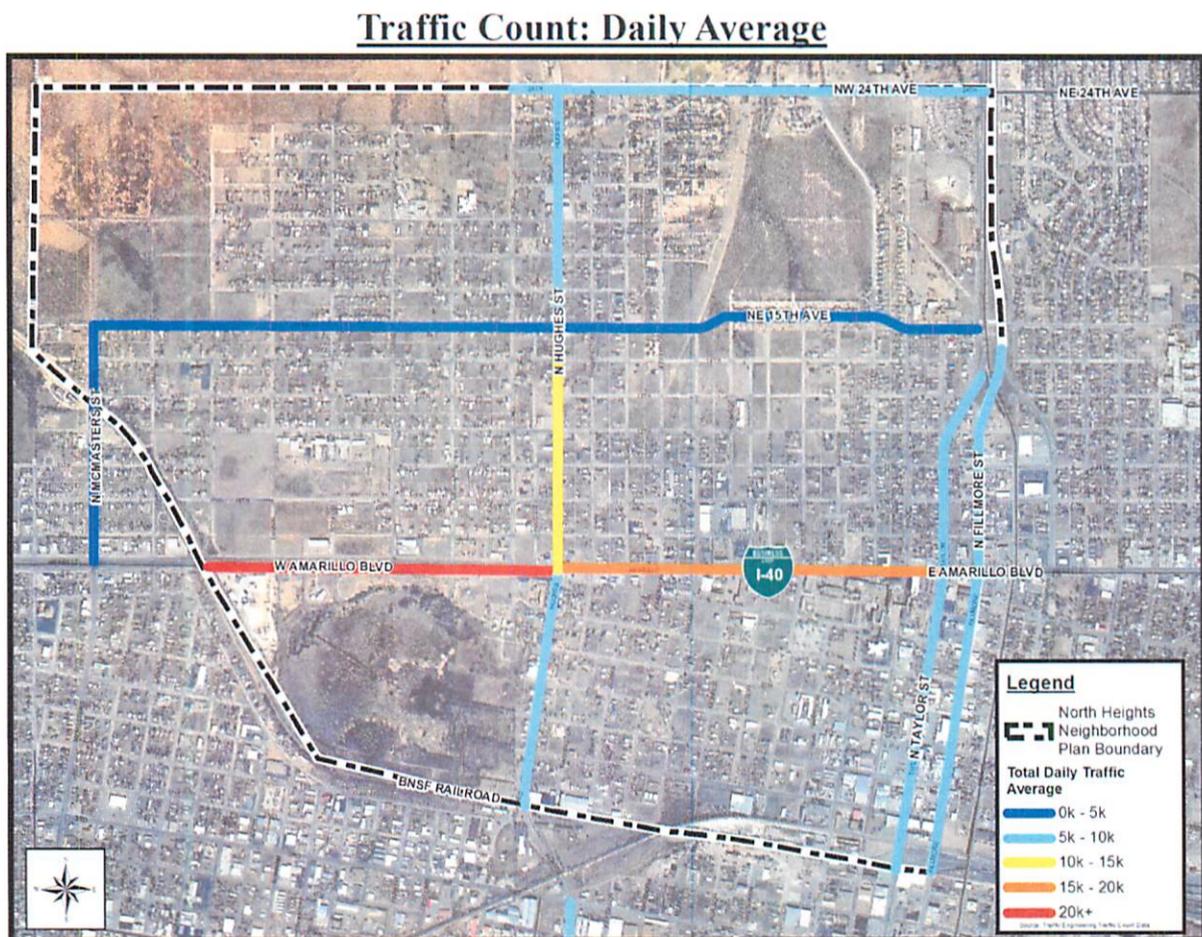


Figure 16

Utilities and Drainage

The existing storm, sewer, and water mains are illustrated in Figure 17 as well as topographical maps showing areas where drainage is typically collected. Correlating with the largest vacant areas in the neighborhood are key drainage areas at the northwest and northeast corners of the map, and Amarillo Lake just south of Amarillo Blvd in the southwest corner. The area is largely served with utilities, a key fact in ascertaining future development and land use possibilities.

Existing Utilities Map of the North Heights Neighborhood

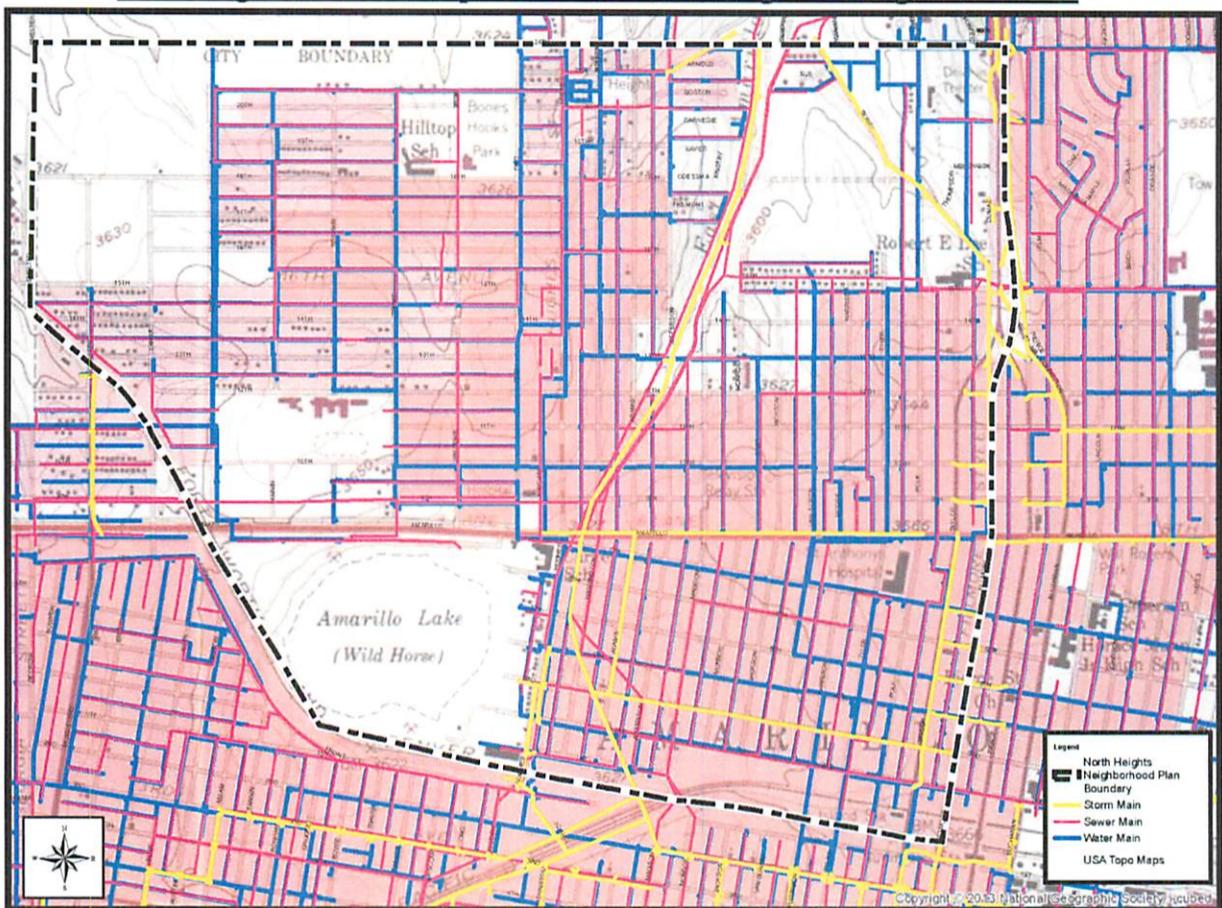


Figure 17

Accessibility to Transit

Figure 18 lays out the various bus stops and bus routes. There are a number of areas within the North Heights neighborhood that are currently on, or close to, a bus route, and there are a total of 39 bus stops within the neighborhood, and streets served at this time include 2nd, Taylor, Hughes, Polk, 12th, 13th, 14th, Bonham, and 18th.

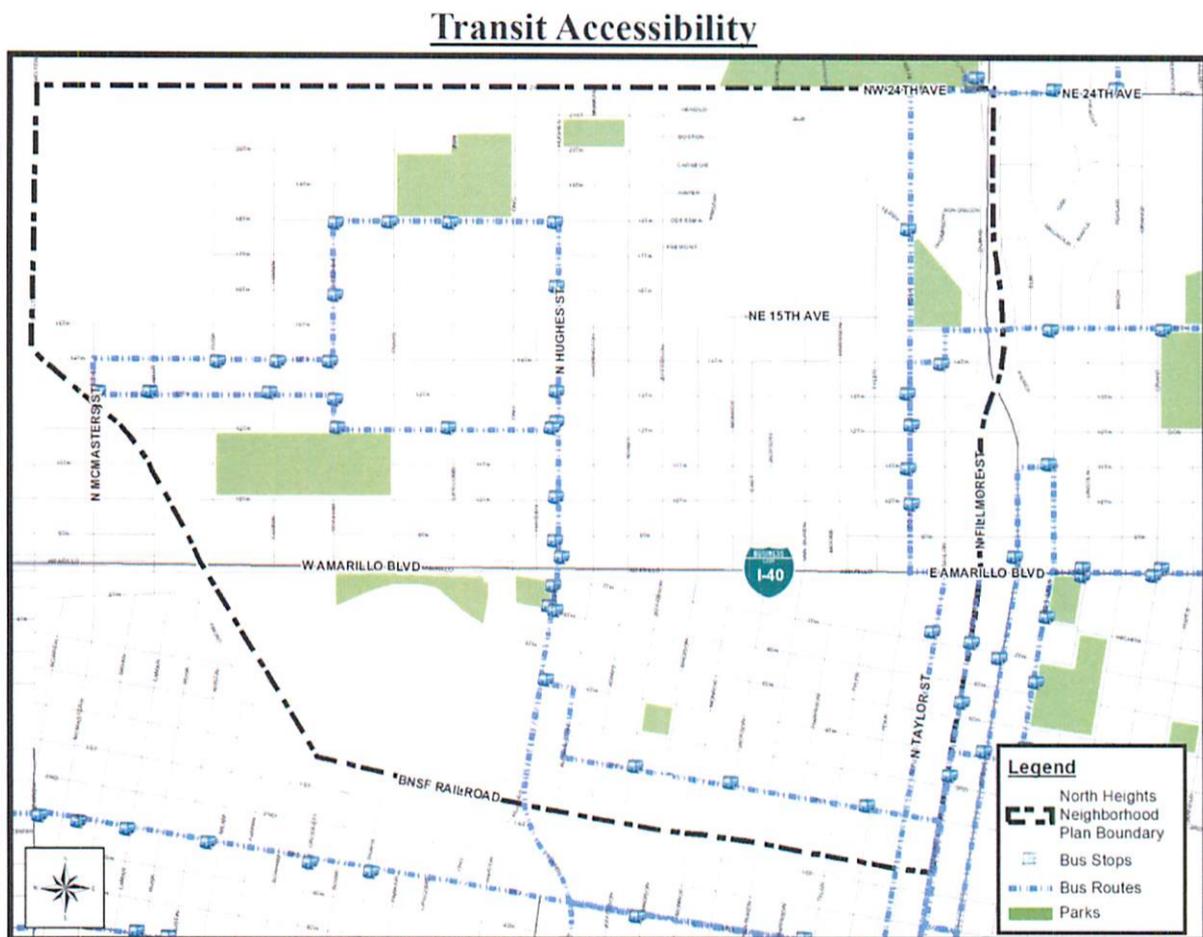


Figure 18

Streets & Sidewalks

Figure 19 illustrates street segments which are currently completely or largely unimproved in yellow, while the red denotes lots which do not have an adjacent sidewalk. Clearly, this area is largely underserved for adequate pedestrian access through the neighborhood, though some limited sidewalks exist around civic facilities and the southeastern corner of the neighborhood boundary.

Street and Sidewalk Map

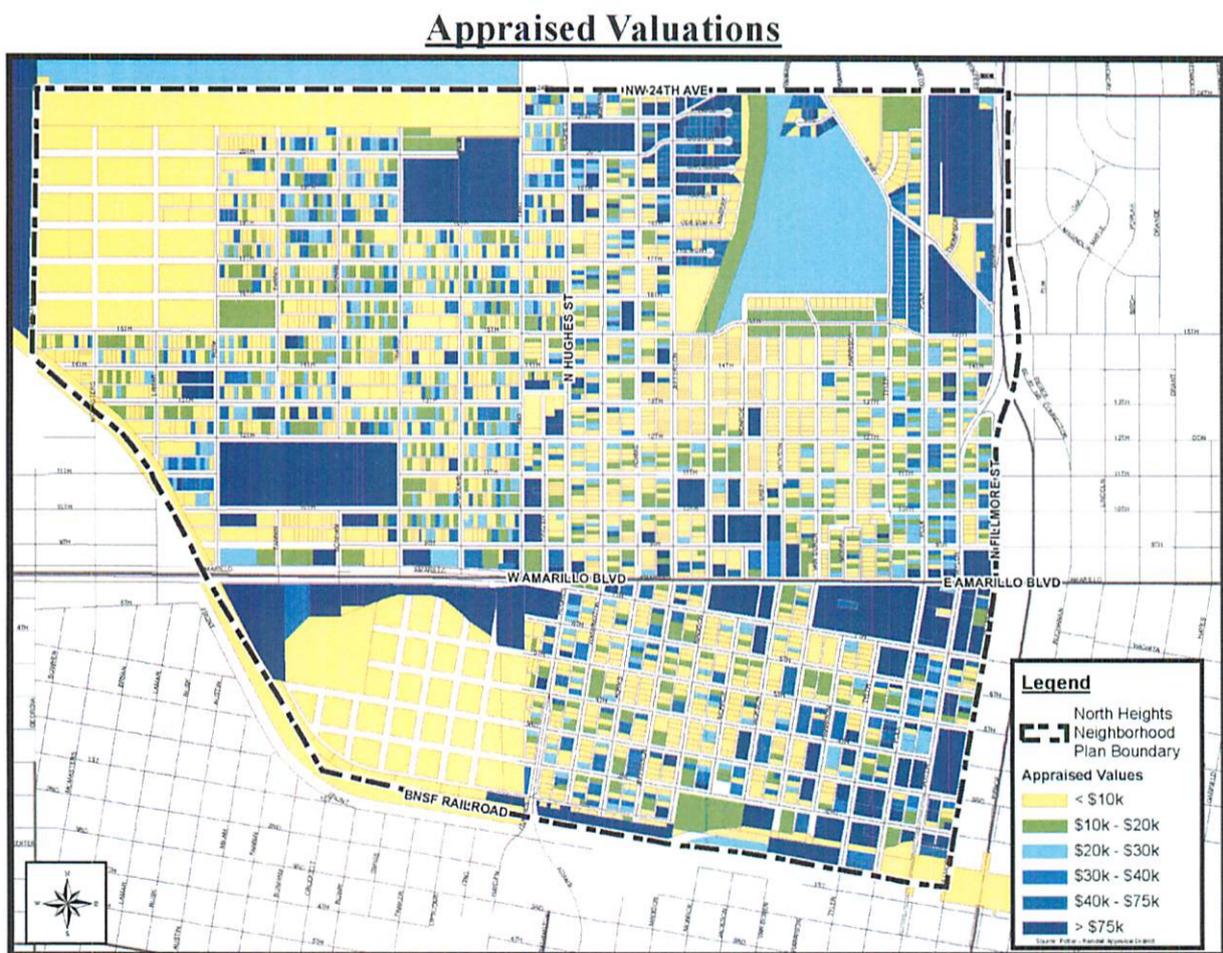


Figure 19

Property Valuation

An important factor in considering future development and redevelopment of an area is the property valuations throughout the defined boundary. Figure 20 below shows the distribution of property appraisals across the study area. The most concentrated areas of highest valuation in the North Heights neighborhood are located on or near the corridors of Amarillo Blvd, US Hwy 287/Fillmore St, and NW 24th Ave. Throughout the residential portions of the neighborhood, the appraised values fluctuate greatly, with pockets of parcels appraised under \$10,000 which may be key sites for potential redevelopment. While some of these pockets correlate with areas of topographic difficulty, others are widely dispersed.

From a trending perspective, the appraised valuations from 2007 to 2016 show a total increase in value of \$7,523,104 (from \$79,903,351 in 2007 to \$87,426,455 in 2016), and an increase in median valuation from \$5,995 to \$8,400.



THE ASSESSMENT: PRIORITY AREAS, GOALS, STRATEGIES, & ACTIONS

Neighborhood planning takes the process of comprehensive city planning and creates a sharper focus by identifying boundaries of a specific neighborhood and tailoring the process to the unique character, history, and needs of that neighborhood. This document attempts to break down the overall challenges and opportunities of the North Heights neighborhood into three priority areas with goals, strategies, and actions associated with each area. This organization of ideas allows the implementation and progress of the plan to be measured and evaluated at appropriate intervals.

Each goal is designed to help address a challenge and/or opportunity within the neighborhood. Objectives are used to further define the goals and strategy statements help define the action that must be taken to make the goals and objectives a reality.

As alluded to above, the input received throughout the neighborhood engagement process focused around three common priority areas. As a result, goals and objectives for each were identified to guide formulation of strategy statements.

Top Priority Areas

- **Maintaining a Strong, Vibrant Neighborhood**
- **Economic Development /Redevelopment**
- **Improve Transportation and Mobility Systems**

The following goals, strategies, and actions are the primary areas that were determined to be most important to the future of the neighborhood by its residents and other interested citizens.

➤ **Maintaining a Strong, Vibrant Neighborhood**

Because strong healthy neighborhoods are critical to the long-term vitality and strength of Amarillo and the quality of life of its residents, it is imperative to preserve and enhance its neighborhoods. A city's character is reflected in its neighborhoods. They provide a place to relax and recharge from daily schedules. Neighborhoods are where citizens live, they are their home.

- Goal: Create a neighborhood comprised of high-quality, well maintained, mixed income housing that accommodates families and individuals.
 - Strategy - Development and maintenance of quality, affordable housing
 - Create economic incentive programs to attract potential property owners/builders, such as property tax abatement for new residential construction within residentially-zoned areas for the first five years after receiving a Certificate of Occupancy.
 - Actively market neighborhood to potential developers/builders.
 - Help facilitate loan programs from local financial institutions.
 - Encourage a mix of housing alternatives through zoning.

- Strategy - Home Ownership and Occupancy
 - Promote steps to maintain significant levels of home ownership and owner occupancy.
 - Inventory absentee homeowners and notify them of neighborhood plan and efforts to increase homeownership, leading to a higher inventory of properties for sale and/or redevelopment.
 - Discourage rental housing with possible residential zoning regulations tailored to rental housing in priority/targeted areas.
 - Research and encourage rent-to-own programs.

- Strategy - Home Maintenance/Rehabilitation
 - Facilitate the maintenance and rehabilitation of existing housing units and yards for all homeowners.
 - Coordinate creation of a neighborhood association to organize the neighborhood and consider items such as deed restrictions.
 - Enforce applicable ordinances throughout neighborhood (dilapidated structures, weeds, junk and debris).
 - Establish programs to promote and educate residents on responsibilities of maintaining property, information on where and how to dispose of junk and/or debris, and being a “good neighbor”.
 - Establish a network of professionals with services to assist property owners.
 - Identify and promote rehabilitation programs/assistance and educate property owners on their use.
 - Establish neighborhood support groups/organizations to help property owners who need assistance maintaining properties.
 - Create incentive programs to defer taxes on any additions or remodeling to encourage investment.
 - Establish a “recognition” program for older homes which have been successfully renovated/repared.

- Strategy - Redevelopment of Vacant and Unused Properties
 - Create catalyst areas (such as NW 13th – NW 17th Ave, east of N Jefferson, and west/south of Carver AISD site) for housing development, and offer new construction tax incentives for new residential construction.
 - Establish land-banking policies in cooperation with local government entities for possible future private development.

- Analyze current residential and commercial land use patterns and address incompatible zoning issues.
- Encourage re-use of vacant major commercial/institutional buildings with support from local government entities through tax incentives for pre-defined improvements and timelines.
- Create incentive programs to defer taxes on development of vacant lots.
- Strategy – Planning/Policies
 - Develop planning policies that encourage and support a diverse mix of quality housing by way of zoning tools (Rezoning, Overlays, Mixed Use).
 - Provide flexible development-related regulations where appropriate.
 - Amend inconsistent and incompatible zoning districts.
 - Encourage replatting and development of older areas by waiving development-related fees.
 - Encourage zoning patterns that diversify/maximize opportunities for residential and commercial development.
- Goal: Address Neighborhood Character/Quality of Life
 - Strategy - Preserve Neighborhood Historic Heritage
 - Create overlay districts to promote and protect historic areas of the neighborhood.
 - Identify significant local landmarks historic buildings and develop strategies for their preservation and restoration
 - Strategy – Enhance the Livability of the Neighborhood
 - Encourage programs, services, and activities that engage residents of all ages.
 - Create a neighborhood newsletter with neighborhood announcements of activities/events.
 - Connect neighborhood representatives and AISD representatives to ensure a strong neighborhood school system by developing a long-range plan for neighborhood schools within this area.
 - Create “adopt a neighborhood” program to facilitate maintenance and upkeep of certain high visibility areas.
 - Research and encourage more programs/opportunities to implement federal, state, and/or local programs that could improve the neighborhood (community garden, weed & seed, plant-a-tree, etc).

- Consider placing at appropriate locations city satellite facilities within the neighborhood (fire, library, medical, senior citizens).
- Strategy – Neighborhood Organization
 - Encourage the development and strengthening of existing organizations.
 - Establish a neighborhood or property owner association.
 - Recognize neighborhood organizations as official representatives of the neighborhood and continue to involve them in ongoing implementation of the neighborhood plan.
 - Designate certain staff across government services to work with neighborhood representatives.
- Strategy – Create a Sense of Community
 - Install new, iconic street name signs throughout neighborhood, starting at major intersections (Hughes and Amarillo Blvd, Hughes and NW 24th, and Hughes and NW 1st).
 - Create neighborhood gateway enhancements at appropriate locations (Amarillo Blvd just east of railroad line, Amarillo Blvd and Polk St, Hughes and NW 1st, and Hughes and NW 24th).
- Strategy – Create and Enhance Open Space and Recreation
 - Improve park/open spaces character by installing new and additional covered areas, benches, tables, grills, permanent board games (especially Hazelrigg and Heinz parks).
 - Provide more facilities for youth sports activities and small child playscapes.
 - Assess hike/bike trail opportunities that can link neighborhood to Thompson park and schools.
 - Plant more trees in open spaces and parks.
 - Promote adult leagues programs to be played in local recreation areas.
 - Collaborate with churches to create “bingo” type nights or other adult leisure activities.
 - Provide or designate areas for community gardens.
 - Provide specialty lighting in priority/high profile open spaces.
- Goal: Create a Safe Neighborhood Environment
 - Strategy - Create an atmosphere where residents feel safe in their homes and in their neighborhood
 - Promote neighborhood safety by working closely with local police and instituting community policing initiatives.
 - Consider locating policing substation within neighborhood.

- Hold periodic meetings between law enforcement agencies and neighborhood residents to identify and prioritize resident's concerns.
 - Encourage and support formation of neighborhood and business watch programs.
 - Encourage community and business sponsorship of regular youth oriented activities to be held in community or school facilities.
- Strategy – Promote Neighborhood Safety by Improving Traffic (NW 24th and Hughes, Travis and Amarillo Blvd, NW 15th and Hughes)
 - Enforce sight visibility violations at various intersections.
 - Maintain and improve lighting at intersections (high volume intersections being top priority).
 - Consider alternative street designs for improved traffic calming where appropriate and in new developments.
 - Identify and address “drag-strip” thoroughfares.

➤ Economic Development/Redevelopment

Neighborhood commercial development not only provides a tax base for the City but also provides jobs for local residents and indicates the vitality of the local area as well. There are various mechanisms to achieve appropriate neighborhood commercial development. Since revitalization initiatives are multi-faceted, efforts must address improvements to the built environment as well as the social and economic conditions of the neighborhood and its surroundings.

- Goal: Encourage greater economic diversity and growth in quality jobs while building on local strengths.
 - Strategy – Identify Appropriate Areas for Development/Redevelopment
 - Amend zoning patterns to promote appropriate mix of business along designated corridors (Hughes St south of Amarillo Blvd, diversifying commercial mix along Amarillo Blvd west of Hughes St).
 - Address dangerous and dilapidated structures both within the neighborhood and major arterials that may be impeding surrounding development.
 - Strategy – Align and coordinate resources to encourage and support economic development/redevelopment
 - Encourage economic development by drafting and approving specific economic incentives for North Heights neighborhood which could include local hiring requirements.
 - Designate business corridors for marketing and promotion of economic development incentives or creation of special districts.

- Encourage repurposing major vacant structures, hire expert consultants, encourage and support discussion meetings.
- Strategy – Identify Key Corridors and Sites for Infrastructure Improvements
 - Designate key thoroughfares as primary business corridors (Amarillo Blvd and Hughes St).
 - Implement specific streetscape element requirements along primary business corridors.
 - Identify and evaluate all public infrastructure along primary business corridors for construction and/or reconstruction.
 - Identify/designate an appropriate corridor and/or intersection to focus resources on for initial improvements (Hughes St and Amarillo Blvd, and Hughes St and NW 24th Ave).

➤ **Improve Transportation and Mobility Systems**

Convenient and safe access to neighborhood services, public parks, schools, libraries, and other necessary parts of the City is important to neighborhood residents. Adequate and good quality streets, sidewalks, street lighting, and utilities are vital to the health and livability of all neighborhoods.

- Goal: Improve Public Rights-Of-Way Facilities
 - Strategy – Improve Streets and Sidewalks
 - Inventory and evaluate all streets and sidewalks within neighborhood and prioritize construction and reconstruction.
 - Address need for sidewalks with appropriate ADA (Americans with Disabilities Act) ramps within neighborhood at all intersections.
 - Strategy – Increase Lighting Along Neighborhood Thoroughfares
 - Inventory and evaluate neighborhood lighting along streets, at intersections, and public transit facilities and prioritize where increased lighting is needed and where existing lighting needs maintenance
 - Strategy – Improve Multi-modal Transportation Routes to Provide Connectivity
 - Review and assess public transportation stops, routes to schools, jobs, etc for better efficiency
 - Work with TXDOT on implementing streetscape elements along Amarillo Blvd
 - Work with residents to further evaluate designation and improvements for multi-modal transportation (pedestrian, bikes, public transit, etc) routes throughout neighborhood
 - Update and improve public transit facilities and consider expanding operation timeframes

LAND USE: GUIDING PRINCIPLES

As implementation of this Neighborhood Plan moves forward, it is important to identify guiding principles which will ensure consistency in decision making with this document and the ideas, strategies, and actions outlined within its contents. Land use decisions have major impacts on development patterns and may include a variety of decisions, including zoning requests, infrastructure planning, and consideration of development proposals. These principles focus on the health, stability, and functionality of the North Heights neighborhood area and are listed below.

- Determine that the decision will not create an arbitrary development pattern.
- Plan for an adequate and diverse supply of housing for all income levels.
- Minimize negative effects between incompatible land uses and ensure adequate transitions.
- Distinguish suitable areas for public uses.
- Discourage intense uses within or adjacent to residential areas.
- Diversify the types of commercial activity.
- Limit development in floodplains and environmentally sensitive areas.
- Consider public safety as it relates to future developments.
- Protect and promote areas of historical and cultural significance.
- Avoid creating undesirable precedents.
- Promote expansion of the economic base to create job opportunities.
- Ensure consistency of land use decisions on similar properties.
- Keep infrastructure in mind when making land use decisions.
- Advance development that serves the needs of a diverse population.
- Promote redevelopment and infill that meets community needs and is complimentary to the neighborhood.
- Enhance neighborhood identity and investment where possible.
- Make decisions that result in the highest level of service to the neighborhood possible.
- Maintain a safe and efficient street network while improving multi-modal transportation options by increasing bicycle and pedestrian connections to key destinations within and around the neighborhood.

THE GAME PLAN: PHASING & IMPLEMENTATION

Implementation

The City Council will demonstrate the City's commitment to North Heights Neighborhood Plan by formally adopting the plan as an amendment to the City's Comprehensive Plan. However, the implementation of every action item listed in this plan will require separate and specific consideration. Adoption of the plan does not begin the implementation of any item. Approval of the plan does not legally obligate the City to implement any particular action item. The implementation will require specific actions by the neighborhood, the City and by other agencies. As mentioned earlier, the North Heights Neighborhood Plan will be supported and implemented by:

- City Council, Boards/Commissions, and Staff
- City Departmental Budgets
- Capital Improvement Projects
- Outside Agencies and Organizations
- Neighborhood Action

City Guidance

Numerous boards and commissions of the City will look to the North Heights Neighborhood Plan when they need guidance about the neighborhood. The Planning and Zoning Commission will already know if a proposed zoning change in the North Heights area would be appropriate and supported by the residents and businesses of the neighborhood. The Parks and Recreation Board will have a guide available stating the neighborhood's priorities for parks and open space. Additionally, City staff will use the plan as a guidance document for review of projects and programs.

Budgeting

Each year, every City department puts together a budget that states the department's priorities for the coming year as it relates to the Blueprint For Amarillo. By bringing the strengths and desires of the North Heights neighborhood to the attention of City departments, the North Heights Neighborhood Plan will help them prioritize those projects that help address the neighborhood's needs. There are issues in the neighborhood that require a major capital expenditure. In these instances the guidance provided by the plan will be critical to see the project will proceed in a fashion that keeps in mind the overall long-term interests of the neighborhood.

Outside Agencies and Organizations

Other agencies and organizations outside City government will play an important role in the implementation of the North Heights Neighborhood Plan. As these agencies look for public input, the North Heights Neighborhood Plan will be available as a clearly articulated vision of the direction the neighborhood desires to go.

Neighborhood Action

Many of the elements of the North Heights Neighborhood Plan will be implemented by direct neighborhood action, possibly with some City support. Periodic neighborhood events would be an example of projects that might best be coordinated by the neighborhood.

Implementation Tracking

The implementation of the North Heights Neighborhood Plan will be monitored on a regular basis. Some items are expected to be completed quickly. For others, especially those items that need additional funding, it may be more difficult to schedule a firm completion date. Nevertheless, the status of every item proposed in the neighborhood plan will be tracked. The North Heights Neighborhood Plan Implementation Table Chart provides an easy way to check the status of the implementation of the plan. For each action proposed in the plan, the chart lists the strategy statement, responsible party, proposed time frame, and the current status. This table will be updated regularly as more information becomes available and as the status of projects change. An regular update report summarizing the overall implementation status of the plan's recommendations is proposed to be given to the Planning and Zoning Commission and City Council. The plan and the implementation table will be available upon request from the City of Amarillo Planning department.

North Heights Neighborhood Plan Updates

To be effective, a neighborhood plan must be periodically updated to reflect changes in the neighborhood. The North Height Neighborhood Plan needs to be reviewed, at a minimum, annually. Planning department staff will conduct the review, update the status of the action items and consider any additions or amendments. Planning staff may also designate subcommittees to assist in this review. However, just as the original advisory committee represented a diverse mix of interests in the neighborhood, the updating subcommittee should include representatives of homeowner, renters, businesses and non-resident property owners as well. Over time, a neighborhood plan may need more changes to stay current than would be appropriate for a small subcommittee to make and may warrant an amended plan to be adopted. How often this will be necessary depends on how much the conditions have changed in the neighborhood.

IMPLEMENTATION TABLE

Abbreviations:

BS – Building Safety
CD – Community Development
CP&D – Capital Projects & Development
ED – Economic Development
NO – Neighborhood Organization
PD – Police Dept.
P&R – Parks & Recreation
PL - Planning
PW – Public Works
TR – Transit
AISD – Amarillo Independent School District
TXDOT – Texas Dept of Transportation

Strategy Priority:

H – High
M – Medium
L - Low

➤ CREATE STRONG, VITAL NEIGHBORHOODS				
GOAL : Improve neighborhood stability by creating a neighborhood comprised of high-quality, well maintained, mixed income housing that accommodates families and individuals.				
Strategy - Promote the development and maintenance of quality affordable housing				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Create economic incentive programs to attract potential property owners/builders, such as property tax abatement for new residential construction within residentially-zoned areas for the first five years after receiving a Certificate of Occupancy.	ED, PL, BS	Mid	
H	Actively market neighborhood to potential developers/builders.	ED, NO	Ongoing	
H	Help facilitate loan programs from local financial institutions.	ED, NO	Ongoing	
M	Encourage a mix of housing alternatives through zoning.	PL	Short	
Strategy - Home Ownership and Occupancy				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Promote steps to maintain significant levels of home ownership and owner occupancy (incentives, deed restrictions, etc.).	PL, ED, NO	Short Mid	
M	Inventory absentee homeowners and notify them of neighborhood plan and efforts to decrease rental units and to increase homeownership, leading to a higher inventory of properties for sale and/or redevelopment.	ED, PL	Short	
M	Discourage rental housing with possible residential zoning regulations tailored to rental housing in priority/targeted areas.	PL	Short	
H	Research and encourage rent-to-own programs.	ED	Mid	

Strategy – Home Maintenance/Rehabilitation				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Facilitate the maintenance and rehabilitation of existing housing units and yards for all homeowners.	ED, BS, NO	Ongoing	
M	Coordinate creation of a neighborhood association to organize the neighborhood and consider items such as deed restrictions.	NO	Mid	
H	Enforce applicable ordinances throughout neighborhood (dilapidated structures, weeds, junk and debris).	BS	Ongoing	
M	Establish programs to promote and educate residents on responsibilities of maintaining property, information on where and how to dispose of junk and/or debris, and being a “good neighbor”.	BS, PL, NO	Short	
H	Establish a network of professionals with services to assist property owners.	NO	Short	
M	Identify and promote rehabilitation programs/assistance and educate property owners on their use.	BS, PL, NO	Ongoing	
H	Establish neighborhood support groups/organizations to help property owners who need assistance maintaining properties.	NO, PL	Short	
M	Create incentive programs to defer taxes on any additions or remodeling to encourage investment.	ED, PL	Mid	
M	Establish a “recognition” program for older homes which have been successfully renovated/repaired.	PL, NO	Short	

Strategy – Redevelopment of Vacant and Unused Properties				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Create catalyst areas (such as NW 13th – NW 17th Ave, east of N Jefferson, and west/south of Carver AISD site) for housing development, and offer new construction tax incentives for new residential construction.	ED, PL, NO	Short	
M	Establish land-banking policies in cooperation with local government entities for possible future private development.	ED, PL	Mid	
M	Analyze current residential and commercial land use patterns and address incompatible zoning issues.	PL	Short	
H	Encourage re-use of vacant major commercial/institutional buildings with support from local government entities through tax incentives.	ED, PL	Short	
H	Create incentive programs to defer taxes on development of vacant lots.	ED, PL	Mid	
Strategy – Planning/Policies				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Develop policies that encourage and support a diverse mix of quality housing by way of zoning tools (Rezoning, Overlays, Mixed Use).	PL	Short	
M	Amend inconsistent and incompatible zoning districts.	PL	Short	
M	Encourage replatting and development of older areas by waiving development-related fees.	BS, PL	Short	
H	Encourage zoning patterns that diversify/maximize opportunities for residential and commercial development.	PL	Short	
L	Provide flexible development-related regulations where appropriate.	PL, CP&D	Short	

GOAL : Address Neighborhood Character/Quality of Life				
Strategy - Preserve Neighborhood Historic Heritage				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Create overlay districts to promote and protect historic areas of the neighborhood.	PL	Short Mid	
H	Identify significant local landmarks and historic buildings and develop strategies for their preservation and restoration.	PL	Short	
Strategy - Enhance the Livability of the Neighborhood				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Encourage programs, services, and activities that engage residents of all ages.	P&R, NO	Ongoing	
L	Create a neighborhood newsletter with neighborhood announcements of activities/events.	NO	Short	
H	Connect neighborhood representatives and AISD representatives to ensure a strong neighborhood school system by developing a long-range plan for neighborhood schools within this area.	ED, PL, AISD	Mid	
M	Create "adopt a neighborhood" program to facilitate maintenance and upkeep of certain high visibility areas (Amarillo Blvd, Hughes St, 24 th Ave, Parks).	BS, PL, TXDOT	Short	
M	Research and encourage more programs/opportunities to implement federal, state, and/or local programs that could improve the neighborhood (community garden, weed & seed, plant-a-tree, etc).	ED, PL, NO	Ongoing	
H	Consider placing at appropriate locations city satellite facilities within the neighborhood (fire, library, medical, senior citizens).	All Depts, NO	Long	

Strategy – Neighborhood Organization				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Encourage the development and strengthening of existing organizations.	NO	Ongoing	
M	Establish a neighborhood or property owner association.	NO, PL	short	
H	Recognize neighborhood organizations as official representatives of the neighborhood and continue to involve them in ongoing implementation of the neighborhood plan.	BS, PL, NO	Short	
M	Designate certain staff across government services to work with neighborhood representatives.	All Depts	Ongoing	
Strategy – Create a Sense of Community				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Install new, iconic street name signs throughout neighborhood, starting at major intersections (Hughes St and Amarillo Blvd, Hughes St and NW 24 th Ave, and Hughes St and NW 1 st Ave)	PW, NO	Mid	
M	Create neighborhood gateway enhancements (Amarillo Blvd just east of railroad line, Amarillo Blvd and Polk St, Hughes St and NW 1 st Ave, and Hughes St and NW 24 th Ave)	PL, PW, TXDOT	Short Mid	
Strategy – Create and Enhance Open Space and Recreation				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Improve park/open spaces character by installing new and additional covered areas, benches, tables, grills, permanent board games (especially Hazelrigg and Heinz parks) Provide specialty lighting in priority/high profile open spaces (Bones Hooks, MLK).	P&R, PW	Mid Long	
H	Provide more facilities for youth sports activities and small child playscapes.	P&R	Mid Long	
M	Assess hike/bike trail opportunities that can link neighborhood to Thompson park and schools.	PL, P&R	Short Mid	
M	Plant more trees in open spaces and parks.	P&R, NO	Short Mid	
L	Promote adult leagues programs to be played in local recreation areas.	P&R	Short	
M	Collaborate with churches to create “bingo” type nights or other adult leisure activities.	P&R, NO	Short	

L	Provide or designate areas for community gardens.	PL, NO	Short	
Goal: Create a Safe Neighborhood Environment				
Strategy - Create an atmosphere where residents feel safe in their homes and in their neighborhood				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Promote neighborhood safety by working closely with local police and instituting community policing initiatives.	PD	Short Ongoing	
H	Consider locating policing substation within neighborhood.	PD	Long	
H	Hold periodic meetings between law enforcement agencies and neighborhood residents to identify and prioritize resident's concerns.	PD, NO	Ongoing	
H	Encourage and support formation of neighborhood and business watch programs.	PD, NO	Short	
H	Encourage community and business sponsorship of regular youth oriented activities to be held in community or school facilities.	P&R, AISD, NO	Ongoing	
Strategy -Promote Neighborhood Safety by Improving Traffic Controls (NW 24 th and Hughes, Travis and Amarillo Blvd, NW 15 th and Hughes)				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Enforce sight visibility violations at intersections.	PW	Short	
H	Maintain and improve lighting at intersections (high volume intersections being top priority).	CPDE, PW	Short Mid	
L	Consider alternative street designs for improved traffic calming where appropriate and in new developments.	CPDE, PW	Mid Long	
M	Identify and address "drag-strip" thoroughfares.	CPDE, PD	Short Mid	

➤ ECONOMIC DEVELOPMENT/REDEVELOPMENT				
Goal: Encourage greater economic diversity and growth in quality jobs while building on local strengths				
Strategy – Identify Appropriate Areas for Development/Redevelopment				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
M	Amend zoning patterns to promote appropriate mix of business along designated corridors (Hughes St south of Amarillo Blvd, diversifying commercial mix along Amarillo Blvd west of Hughes St).	PL	Short	
H	Address dangerous and dilapidated structures both within the neighborhood and major arterials that may be impeding surrounding development.	BS	Short	
Strategy – Align and coordinate resources to encourage and support economic development/redevelopment				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Encourage economic development by drafting and approving specific economic incentives for Heights neighborhood which could include local hiring requirements.	ED, PL	Short Mid	
H	Designate business corridors for marketing and promotion of economic development incentives or creation of special districts.	ED	Short	
H	Encourage repurposing major vacant structures, hire expert consultants, encourage and support discussion meetings.	ED, PL, AISD	Mid Long	
Strategy – Identify Key Corridors and Sites for Infrastructure Improvements				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Designate key thoroughfares as primary business corridors (Amarillo Blvd and Hughes St).	ED, PL	Short	
M	Implement specific streetscape element requirements along primary business corridors (NW 24 th Ave, Hughes St, Amarillo Blvd), (Hughes St/Amarillo Blvd being primary intersection for implementation).	CPDE, PW, PL	Mid Long	

H	Identify and evaluate all public infrastructure along primary business corridors for construction and/or reconstruction (NW 24 th Ave, Hughes St, Amarillo Blvd).	CPDE, PW	Short	
H	Identify/designate an appropriate corridor and/or intersection to focus resources on for initial improvements (Hughes St and Amarillo Blvd, and Hughes St and NW 24 th Ave).	CPDE, PW, PL, NO	Mid	

➤ IMPROVE TRANSPORTATION AND MOBILITY SYSTEMS				
Goal: Improve Public Rights-Of-Way Facilities				
Strategy – Improve Public Rights-Of-Way Facilities				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Inventory and evaluate all streets and sidewalks within neighborhood and prioritize construction and reconstruction.	CPDE	Short	
H	Address need for sidewalks with appropriate ADA ramps within neighborhood at all intersections.	CPDE, CD, PW	Ongoing	
Strategy – Increase Lighting Along Neighborhood Thoroughfares				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Inventory and evaluate neighborhood lighting along streets, at intersections, and public transit facilities and prioritize where increased lighting is needed and where existing lighting needs maintenance	PW, CPDE	Short	
Strategy – Improve Multi-modal Transportation Routes to Provide Connectivity				
Action Priority	Action Summary	Responsible Party	Time Frame	Status
H	Review and assess public transportation stops, routes to schools, jobs, etc for better efficiency.	CPDE, TR	Short	
M	Work with TXDOT on implementing streetscape elements along Amarillo Blvd.	TXDOT, CPDE	Mid Long	
M	Work with residents to further evaluate designation and improvements for multi-modal transportation (pedestrian, bikes, public transit, etc) routes throughout neighborhood.	P&R, PL, CPDE, TR, NO	Short Mid	
H	Update and improve public transit facilities and consider expanding operation timeframes.	TR	Short Mid	



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	Community Appearance
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Department	Planning Department
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Agenda Caption

Vicinity: John Thomas St. & Rockwood Dr.

Rezoning of Lots 1-16, Block 24 & Lots 16-31, Block 23, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Residential District 2 to Residential District 3.

Agenda Item Summary

This tract of land was previously rezoned from Agriculture District (A) to Residential District 2 (R-2) in order to develop the land with a residential subdivision. This rezoning was approved on 9/12/2016.

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

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

This rezoning request is consistent with the adopted 2010 Comprehensive Future Land Use and Character Map, insofar as it is a request for zoning of a residential nature. However, that is where the consistency ends. "Suburban Residential" is the land use/character type identified for this area. This type calls for a higher degree of open space and setbacks; the requested zoning would actually increase the buildable lot coverage and decrease the setback requirements for the associated lots, as well as allowing a 20% increase in density. In addition, the requested zoning would also not be a logical continuation of the zoning pattern established in this area, and contradicts the neighborhood unit concept of stepping down in intensity of land use towards the center of the section from the perimeter [Comprehensive Plan, Chapter 2, Pg 2.23]. However, it does not jeopardize the consistency of a residential area character. Considering the future of State Loop 335 and its impacts on FM 2186/W Hollywood Rd, paired with the proximity to Soncy Rd (an arterial), having a higher density of housing in this area may be appropriate. In this case, that would then transition down, as it moves into R-2. In addition, this is still at the lower end of the residential density scale, still falling below the Moderate Density (MD) and Multiple Family (MF-1 and MF-2) districts.

However, it should be noted that this request is inconsistent with the approved preliminary plan

Amarillo City Council Agenda Transmittal Memo



associated with this site, which was approved on 10/9/2015. This preliminary plan proposed Residential District 2 (R-2) zoning for the associated development, which was secured only three months ago, on 9/12/2016. Also to note, that in the neighboring Phase to the east, this same type of rezoning was approved on 12/5/2016 (Z-16-36) and approved upon first reading by the City Council on 12/13/16.

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

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

Requested Action

The applicant is requesting the zoning of 4.87 acres tract of land, previously zoned Residential District 2 (R-2), to change to Residential District 3 (R-3), in order to change the setback requirements for the included lots.

Funding Summary

N/A

Community Engagement Summary

The item was distributed to all applicable internal and external entities. Notices have been sent out to 8 property owners within 200 feet regarding this proposed rezoning. At the time of this writing, the Planning Department has received no comments regarding this request, either in favor of or in opposition to the request.

The item was recommended for approval by 7:0 vote of the Planning and Zoning Commission at its December 19, 2016 public meeting.

City Manager Recommendation

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

ORDINANCE NO. 7644

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

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

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

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

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

Rezoning of Lots 1-16, Block 24, and Lots 16-31, Block 23, Heritage Hills Unit No. 7, in Section 65, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys and public ways, to change from Residential District 2 (R-2) to Residential District 3 (R-3).

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

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

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

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on First Reading on this the ____ day of January, 2017 and PASSED on Second and Final Reading on this the _____ day of January, 2017.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

APPROVED AS TO FORM:

William M. McKamie, City Attorney

Z-16-41 Site Photos



Looking west down Future Rockwood Drive from the area under consideration



Looking west down Future Rockwood Drive from John Thomas Street



Looking south down John Thomas Street across from the Rockwood Drive area

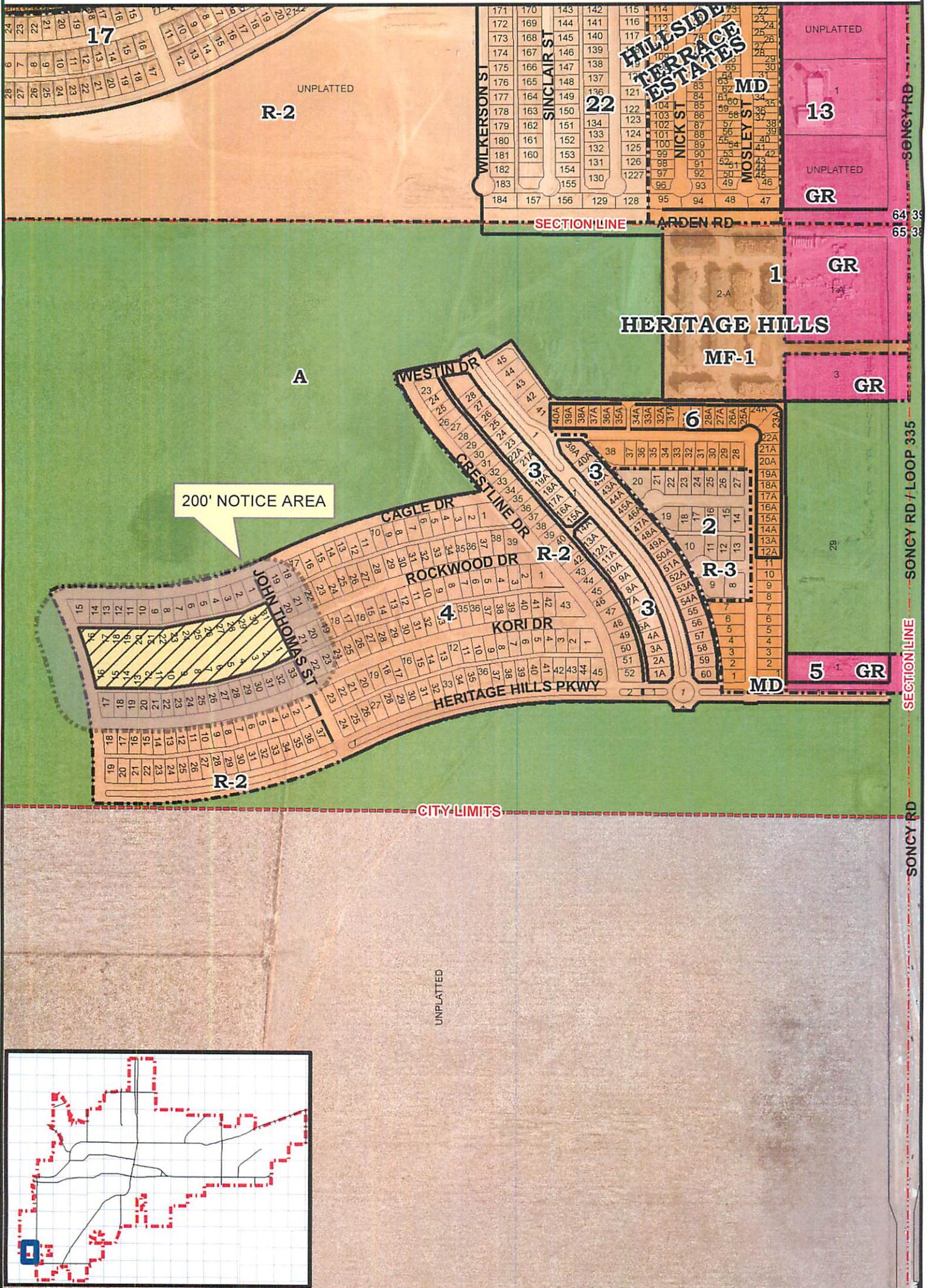


Looking north up John Thomas Street at future residential neighborhood



Looking east down Rockwood Drive at John Thomas Street intersection

REZONING FROM R-2 TO R-3



CITY OF AMARILLO PLANNING DEPARTMENT

Scale: 1" = 500'
Date: 12-9-16
Case No: Z-16-41



Z-16-41 Rezoning of Lots 1-16 & 16-31, Blocks 23 & 24, Heritage Hills Unit No. 7, in Section 16, Block 9, BS&F Survey, Randall County, Texas, plus one-half of all bounding streets, alleys, and public ways to change from Residential District 2 to Residential District 3.

Applicant: Daryl Furman

Vicinity: Heritage Hills Pkwy & John Thomas St

AP: H-17



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	Community Appearance & Address Disadvantaged Areas of the Community
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Department	Building Safety
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Agenda Caption

A PUBLIC HEARING AND A RESOLUTION DECLARING THAT CERTAIN IMPROVEMENTS DESCRIBED HEREIN ARE PUBLIC NUISANCES, AND REQUIRING THE TAKING DOWN AND REMOVAL OF SUCH IMPROVEMENTS:

This resolution and public hearing considers ordering the removal of substandard structures located at 214 NW 11th Avenue.

Agenda Item Summary

This item is the public hearing to determine if the property 214 NW 11th Avenue which consists of a fire damaged manufactured home constitutes a public nuisance and thereby declared as a dangerous structure and order the removal of such structure.

Requested Action

Adopt the resolution declaring that certain improvements described herein are a public nuisance, and requiring the taking down and removal of such improvements.

Funding Summary

The property owner is responsible to pay all costs associated with the Dangerous Structure process and to abate any nuisances. The property owner will be billed for costs incurred. However, this property is in the Community Development Block Grant (CDBG) target area and if the owner qualifies, CDBG funding may be utilized to pay invoiced costs.

Community Engagement Summary

- A Building Safety Inspector identified the dangerous structures and posted the property as unsafe.
- Initiated the Dangerous Structure process.
- The Amarillo Police Department has been called out to this location 2 times since July 2013 (3 years).
- Safety and aesthetics of the community as identified through public meetings in the development of Amarillo's Comprehensive Plan.

Staff Recommendation

It is the staff's recommendation to adopt the resolution to declaring certain improvements are public nuisances and requiring the taking down and removal thereof.



RESOLUTION NO. _____

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

WHEREAS, on the 20th day of December 2016, this Council by resolution called a public hearing for the 10th day of January 2017 for the purpose of determining whether certain conditions constitute a public nuisance; and,

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

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

WHEREAS, this Council finds that the notice of the Building Official to make the structure safe either by repair or demolition and removal has not been complied with; and,

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

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

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

ADDRESS: 214 NW 11th Ave

LEGAL: Lot: 7, Block: 28, Amarillo Heights Addition to the City of Amarillo, Potter County, TX

INTERESTED PERSONS: Moises Rivera, PO Box 5290, Amarillo TX 79117-5290; Yolanda Rivera, Moises Rivera PO Box 5290, Amarillo TX 79117-5290

NATURE OF NUISANCE: This property consists of fire damaged manufactured home. The structure is partially secured, however access is still easily gained. Little effort has been made to remove or repair this structure. The structure is considered to be fire, health and safety hazard and an attractive nuisance to the community.

SECTION 2. This Council hereby finds the Interested Persons failed, neglected, or refused to comply with the Initial Notice of violation to repair or rehabilitate; or to demolish the Dangerous Structure or portion thereof; or, to timely and substantially complete the terms of a Provisional Permit and determines that each of the improvements, buildings and structures described herein are dangerous structures, are structurally unsafe, constitute a fire hazard and are dangerous to human life, and their continued use will constitute a hazard to the safety, health and public welfare and each are hereby declared to be a public nuisance.

SECTION 3. This Council has deliberated its decision, giving due consideration to and weighing the following factors: validity of the violations as alleged by the Building Official; the severity of such violations and any corresponding danger to the public; due regard for private property rights; fair opportunity for the Interested Persons to have been notified of the problems and a corresponding opportunity to repair, remediate, or remove the defects or Dangerous Structure; weighing the private property interests of neighbors affected by further delay or deterioration of the subject property; and any other relevant consideration unique to the circumstances of this case which may materially affect due process and equal protection of involved persons.

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

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

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

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

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

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

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

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

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

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

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

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

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

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on this _____ day of _____ 2017.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary



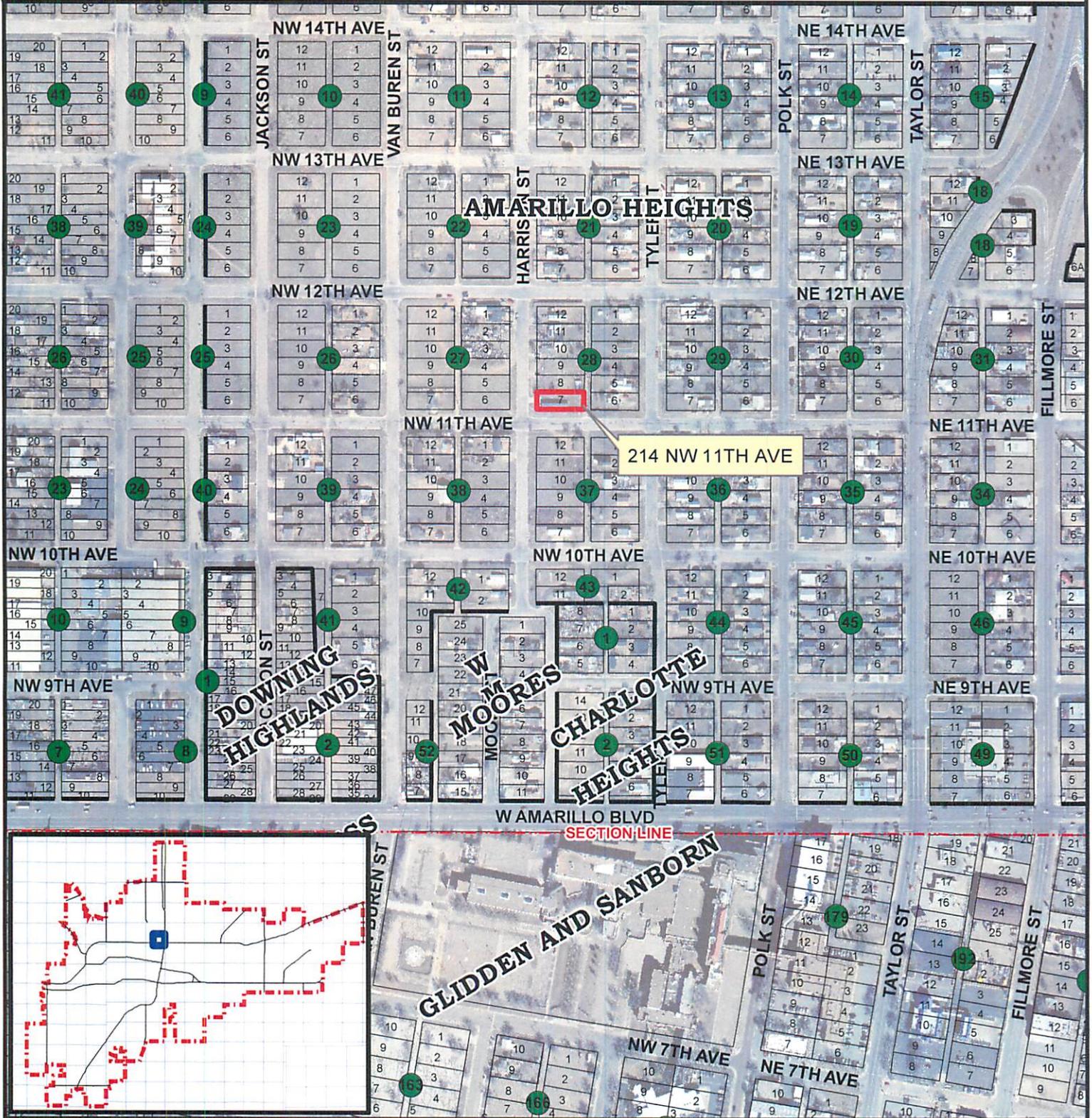
NOTICE
City of Amarillo
Notice of Condemnation Hearing
January 10, 2017 5:00 PM
505 SE 7th Avenue, Amarillo TX
The hearing is to determine if the Property is
Dangerous or a Nuisance and whether its
removal is warranted.
For questions or comments (806) 378-3341

12/30/2016



12/30/2016

DANGEROUS STRUCTURE AT 214 NW 11TH AVE



**CITY OF AMARILLO
BUILDING SAFETY DEPARTMENT**

214 NW 11th Ave - Lot 7, Block 28, Amarillo Heights
Addition Unit No. 1, Section 168, Block 2, AB&M
Survey, Potter County, Texas.

Parcel # 001-0700-1475

Scale: 1" = 400'
Date: 11-2-16
Vicinity: NW 11th Ave & N Harrison St



AP: N-10



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	Community Appearance & Address Disadvantaged Areas of the Community
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Department	Building Safety
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Agenda Caption
 A PUBLIC HEARING AND A RESOLUTION DECLARING THAT CERTAIN IMPROVEMENTS DESCRIBED HEREIN ARE PUBLIC NUISANCES, AND REQUIRING THE TAKING DOWN AND REMOVAL OF SUCH IMPROVEMENTS:
 This resolution and public hearing considers ordering the removal of substandard structures located at 2304 NW 5th Avenue.

Agenda Item Summary
 This item is the public hearing to determine if the property 2304 NW 5th Avenue which consists of a fire damaged residential structure, a detached garage and solid waste accumulation constitutes a public nuisance and thereby declared as dangerous structures and order the removal of such structures and accumulations.

Requested Action
 Adopt the resolution declaring that certain improvements described herein are a public nuisance, and requiring the taking down and removal of such improvements and accumulations.

Funding Summary
 The property owner is responsible to pay all costs associated with the Dangerous Structure process and to abate any nuisances. The property owner will be billed for costs incurred. However, this property is in the Community Development Block Grant (CDBG) target area and if the owner qualifies, CDBG funding may be utilized to pay invoiced costs.

- Community Engagement Summary**
- Building Safety received a complaint concerning the open vacant structures with vagrant activity.
 - A Building Safety Inspector identified the dangerous structures and posted the property as unsafe. Initiated the Dangerous Structure process.
 - There is evidence of vagrant usage of the structures.
 - The Amarillo Police Department has been called out to this location 16 times since 2011 (5 years).
 - Safety and aesthetics of the community as identified through public meetings in the development of Amarillo's Comprehensive Plan.

Staff Recommendation
 It is the staff's recommendation to adopt the resolution to declaring certain improvements are public nuisances and requiring the taking down and removal thereof.



RESOLUTION NO. _____

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

WHEREAS, on the 20th day of December 2016, this Council by resolution called a public hearing for the 10th day of January 2017 for the purpose of determining whether certain conditions constitute a public nuisance; and,

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

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

WHEREAS, this Council finds that the notice of the Building Official to make the structure safe either by repair or demolition and removal has not been complied with; and,

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

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

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

ADDRESS: 2304 NW 5th Ave

LEGAL: Lot: 10, Block: 3, Twaddell & Kollaer Addition to the City of Amarillo, Potter County, TX

INTERESTED PERSONS: Patricia Cecilia Sandoval, 702 S Prospect St, Amarillo TX 79106-8658

NATURE OF NUISANCE: This property consists of a fire damaged residential structure and one detached accessory type structure. Both structures are unsecured, deteriorated and dilapidated. There is evidence of vagrants. Little effort has been made to abate the hazards. It is an attractive nuisance to the neighborhood and is considered to be a fire, health and safety hazard.

SECTION 2. This Council hereby finds the Interested Persons failed, neglected, or refused to comply with the Initial Notice of violation to repair or rehabilitate; or to demolish the Dangerous Structure or portion thereof; or, to timely and substantially complete the terms of a Provisional Permit and determines that each of the improvements, buildings and structures described herein are dangerous structures, are structurally unsafe, constitute a fire hazard and are dangerous to human life, and their continued use will constitute a hazard to the safety, health and public welfare and each are hereby declared to be a public nuisance.

SECTION 3. This Council has deliberated its decision, giving due consideration to and weighing the following factors: validity of the violations as alleged by the Building Official; the severity of such violations and any corresponding danger to the public; due regard for private property rights; fair opportunity for the Interested Persons to have been notified of the problems and a corresponding opportunity to repair, remediate, or remove the defects or Dangerous Structure; weighing the private property interests of neighbors affected by further delay or deterioration of the subject property; and any other relevant consideration unique to the circumstances of this case which may materially affect due process and equal protection of involved persons.

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

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

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

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

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

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

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

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

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

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

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

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

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

INTRODUCED AND PASSED by the City Council of the City of Amarillo, Texas, on this _____ day of _____ 2017.

Paul Harpole, Mayor

ATTEST:

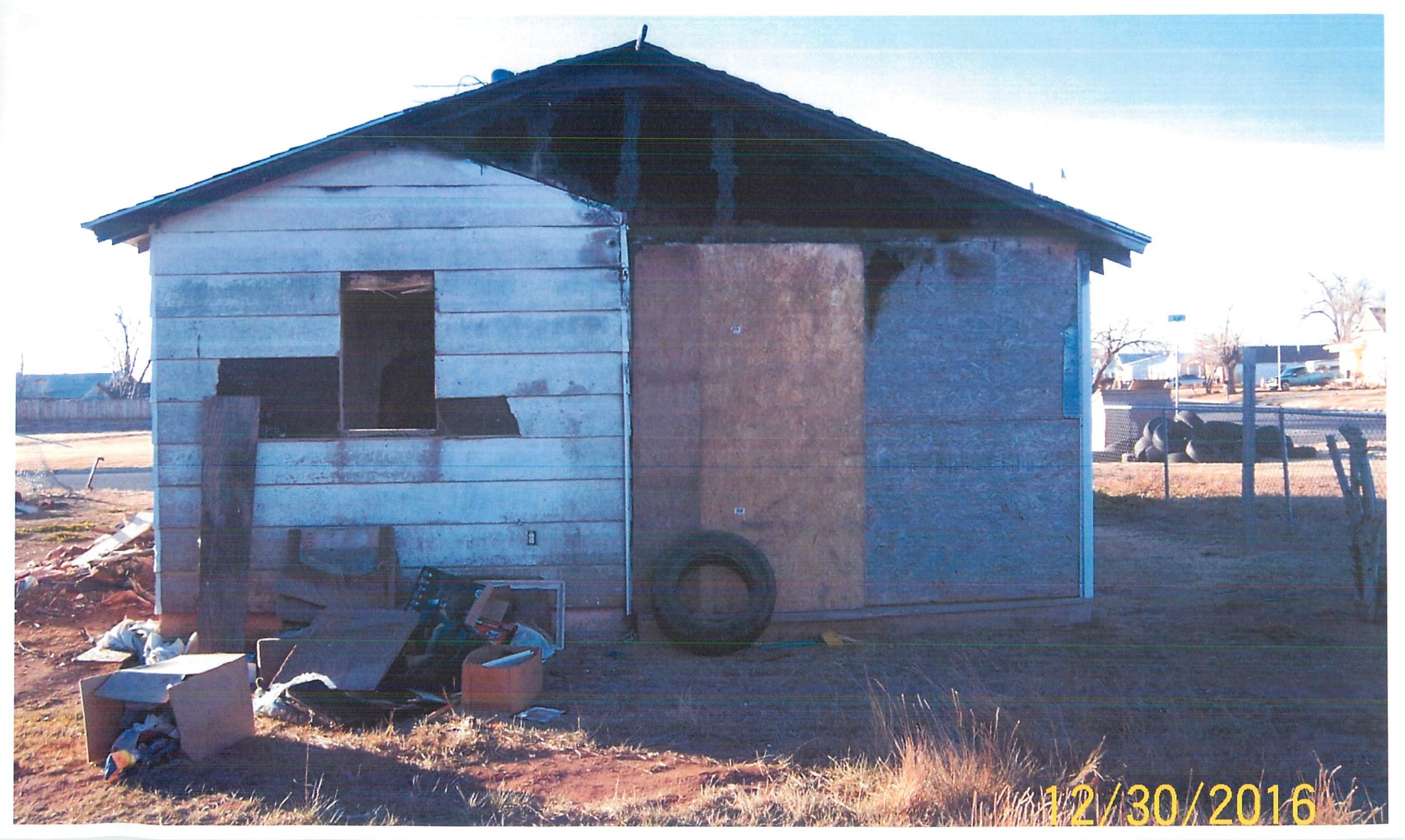
Frances Hibbs, City Secretary



2504

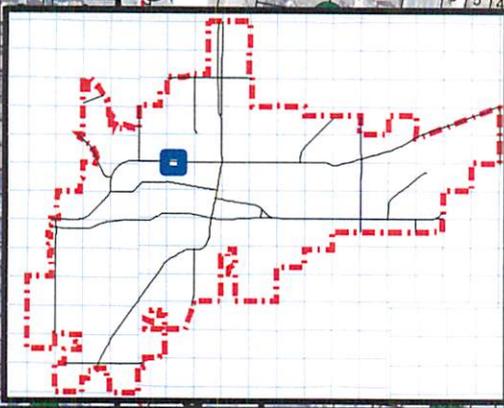
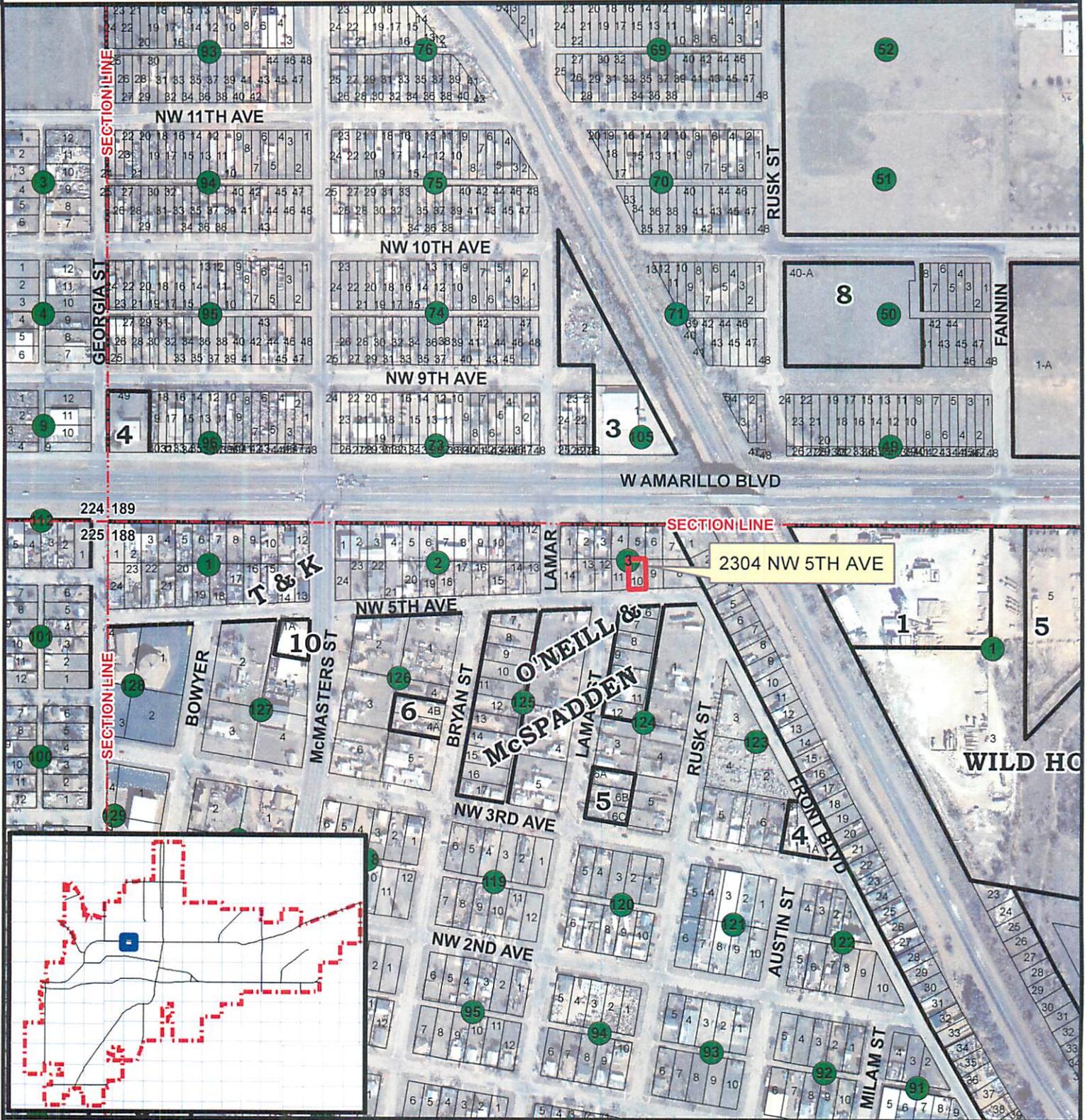
 **NOTICE**
City of Amarillo
Notice of Condemnation Hearing
January 10, 2017 5:00 PM
509 SE 7th Avenue, Amarillo TX
The hearing is to determine if this Premises is
Dangerous or a Nuisance and ordering its
removal or abatement.
For questions or comments 806-378-3081

12/30/2016



12/30/2016

DANGEROUS STRUCTURE AT 2304 NW 5TH AVE



**CITY OF AMARILLO
BUILDING SAFETY DEPARTMENT**

2304 NW 5th Ave - Lot 10, Block 3, Twaddell & Kollaer
Addition Unit No. 1, Section 188, Block 2, AB&M
Survey, Potter County, Texas.

Parcel # 078-2200-1500

Scale: 1" = 400'
Date: 11-2-16
Vicinity: NW 5th Ave & N Lamar St



AP: M-11



RESOLUTION NO. 01-10-17-_____

A RESOLUTION OF THE CITY OF AMARILLO, TEXAS AMENDING RESOLUTION NO. 05-17-16, WHICH ESTABLISHED A SUBCOMMITTEE TO SERVE AS ADVISORY COMMITTEE TO THE CITY COUNCIL TO EVALUATE AND MAKE RECOMMENDATIONS FOR CITY COUNCIL APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS; PROVIDING SEVERABILITY CLAUSE; PROVIDING SAVINGS CLAUSE AND EFFECTIVE DATE.

WHEREAS, the City Council values broad community participation in its evaluation of prospective appointees to Boards and Commissions and desires to appoint a subcommittee to advise the City Council to better facilitate appointments to various Boards and Commissions; and

WHEREAS, work by a Subcommittee of the City Council with City staff, will provide input and prepare recommendations for Council consideration, so that they can make timely appointments and ensure input from the individual Council members; and

WHEREAS, to facilitate the work of the Subcommittee, the City Council finds that it is preferable to allow membership on the Subcommittee to be changed from time to time to facilitate the opportunity for participation by all members of the City Council; and

WHEREAS, the work of the Subcommittee will be enhanced by consideration for recommendation for appointment only of those citizens who have completed the online application process; and

WHEREAS, because of the importance of full deliberation on recommended appointments, a list of proposed appointments should be provided in advance to the City Council.

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

Section 1. There is hereby established a Subcommittee of the City Council (“Subcommittee”) to provide input and provide recommendations to the Council and City Administration on appointments of citizens to the various Boards and Commissions.

Section 2. The Subcommittee shall consist of two members of the City Council, selected by the Council by majority vote. Membership of the Subcommittee shall be changed from time to time as deemed appropriate by the City Council, to facilitate opportunity for participation by all members of the City Council.

Section 3. The Subcommittee will be staffed by the City Manager’s Office and will perform the following tasks:

- a. The Subcommittee will establish guidelines to guide the recommendation process and present the same to Council as a whole for consideration.
- b. Potential candidates for appointment will be sought from individual Council members, expression of interest from citizens through an online application process, alumni from Amarillo 101, and City Administration.

01/10/17

c. Potential names will be vetted by the Subcommittee and the City Secretary prior to the subcommittee preparing recommendations for submission to the Council. Only the names of citizens who have completed the online application process shall be considered for such recommendations.

d. A list of proposed appointments will be placed on the Council Agenda for discussion and possible appointment by the City Council.

e. To allow adequate time for deliberation, the City Secretary shall forward to each member of the City Council a list of proposed appointments at least two weeks prior to the Council Agenda for discussion and possible appointment by Council.

Section 4. The Subcommittee shall serve until such time as the City Council determines the purposes of the Subcommittee have been fulfilled.

Section 5. That should any part of this resolution conflict with any other resolution, then such other resolution is repealed to the extent of the conflict with this resolution.

Section 6. That should any word, phrase, or part of this resolution be found to be invalid or unconstitutional, such finding shall not affect any other word, phrase, or part hereof and such shall be and continue in effect.

Section 7. This Resolution shall become effective from and after its passage.

PASSED AND APPROVED this 10^h day of January 2017.

Paul Harpole, Mayor

ATTEST:

Frances Hibbs, City Secretary

Amarillo City Council Agenda Transmittal Memo



A

Meeting Date	01/10/2017	Council Priority	Infrastructure Initiative
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Department	Fleet Services
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Agenda Caption

Lease – Landfill Compactor: This item was approved by Council on August 9, 2016 at the regular meeting of the City Council. This additional amount of \$54,764.17 is to cover the cost of the tax to be paid by Warren Cat for this piece of equipment. The amount approved by Council was \$851,160.00 based on a 60 month lease. This additional amount will bring the total amount of the compactor to \$905,924.17.

Award to Warren Cat - \$54,764.17

Agenda Item Summary

Scheduled replacement of unit 7254, 2010 Cat Landfill Compactor. New equipment will be leased for a sixty (60) month period with full service factory recommended service and all repairs under normal usage, including full machine 5yr - 10,000 hour warranty. Lease does not include fuel. Equipment will be used at City of Amarillo Landfill for daily operational requirements under TCEQ permits

Requested Action

Consider for approval

Funding Summary

Fleet Services Equipment Fund , account 61120.69220 request total award \$851,160.00
Funding through departmental rental account 61120.34910. Fund revenue per year \$8,167,000

Community Engagement Summary

Local vendors were solicited for bid proposals.

City Manager Recommendation

City Staff recommends approval



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	
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Department	Public Health
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Agenda Caption

Acceptance – Immunization Grant
 Grant Amount : \$261,049
 Grantor: Texas Department of State Health Services

This item accepts the award from the Texas Department of State Health Services from September 1, 2017 thru August 31, 2018 to continue funding to prevent and control the transmission of vaccine-preventable diseases in children and adults, with emphasis on accelerating strategic interventions to improve their vaccine coverage levels.

Agenda Item Summary

Contractor shall continue vaccine-preventable disease prevention and control activities including vaccine education and outreach, immunization registry activities, school/childcare audits, TVFC provider support/management, and direct immunization services.

Requested Action

Accept grant award.

Funding Summary

Texas Department of State Health Services.

Community Engagement Summary

City Manager Recommendation

Staff recommend acceptance of this grant.

**InterLocal Application
For
Immunization Program Funds
Fiscal Year 2018**

www.ImmunizeTexas.com

Issue date: 12/21/2016

Due date: 01/13/2017

Immunization Branch
P.O. Box 149347
Austin, Texas 78714-9347

I. INTRODUCTION

The Department of State Health Services (DSHS) Immunization Branch announces the expected availability of Fiscal Year (FY) 2018 general revenue and federal funding to prevent and control the transmission of vaccine-preventable diseases in children and adults, with emphasis on accelerating strategic interventions to improve their vaccine coverage levels.

This Inter-Local Application (ILA) contains the requirements that all applicants shall meet to be considered for funding. Each applicant is solely responsible for the preparation and submission of an application in accordance with instructions contained in this ILA.

Please submit the completed renewal application electronically no later than January 13, 2017 to DSHSImmunizationContracts@dshs.state.tx.us. If your email is returned for any reason contact Tray Kirkpatrick at 512.776.3448 and/or resubmit your electronic copy to tray.kirkpatrick@dshs.state.tx.us. Renewal applications received after this deadline will not be considered for funding.

The renewal application includes a form for Indirect Costs (I-7) within the budget template. DSHS Contract Oversight and Support (COS), the section that conducts fiscal audits of contractors, strongly urges that indirect costs be included. Please note that DSHS Immunization Branch has a cap on indirect costs. The total cost that may be funded under this renewal application may not be more than 10% of the personnel costs listed on Form I-1.

II. APPLICATION POINT OF CONTACT

For purposes of addressing questions concerning this Application, the contact is **Tray Kirkpatrick** of the Contract Management Unit. Communications concerning this Application may be addressed by email or fax to:

Phone and Fax Numbers:

512.776.3448

512.776.7391 fax

CMU Contact Email:

tray.kirkpatrick@dshs.state.tx.us

III. TABLE OF CONTENTS

THE APPLICATION SHOULD INCLUDE A TABLE OF CONTENTS AND BE ORGANIZED AND ARRANGED IN THE FOLLOWING ORDER:

- Form A. Face Page - Application for Financial Assistance
- Form A-1. Texas Counties and Regions List (see separate file)
- Form B. Table of Contents and Checklist
- Form C. Contact Person Information (last block is for emergency contact)
- Form D. Job Descriptions (if applicable)
- Form E. Program Income Spending Plan
- Form H. Work Plan
- Form I. Budget (see separate file)
- Appendix B. Copy of Approved Indirect Rate (if applicable)

**Department of State Health Services
FORM A: FACE PAGE**

CONTRACTOR INFORMATION	
1) LEGAL BUSINESS NAME: City of Amarillo Department of Public Health	
2) MAILING Address Information: Include mailing address, street, city, county, state, and zip code): 1000 Martin Rd, Amarillo TX 79107	
Check if address change <input type="checkbox"/>	
3) PAYEE Name and Mailing Address (if different from above): PO Box 1971, Amarillo TX 79105	
Check if address change <input type="checkbox"/>	
4) DUNS Number (9 digit) required if receiving American Recovery and Reinvestment Act of 2009 (ARRA) funds: 065032807	
5) Federal Tax ID no. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) of Social Security Number (9 digit): 17560004446014	
<i>*The contractor acknowledges, understands and agrees that the contractor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</i>	
6) TYPE OF ENTITY (check all that apply):	
<input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Other Political Subdivision <input type="checkbox"/> State Agency <input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Nonprofit Organization * <input type="checkbox"/> For Profit Organization** <input type="checkbox"/> HUB Certified <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization
	<input type="checkbox"/> Faith Based (nonprofit Org) <input type="checkbox"/> Individual <input type="checkbox"/> Federally Qualified Health Centers <input type="checkbox"/> State Controlled Institution of Higher Learning
	<input type="checkbox"/> Hospital <input type="checkbox"/> Private <input type="checkbox"/> Other (specify):
<i>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</i>	
7) PROPOSED BUDGET PERIOD: Start Date: September 1, 2017 End Date: August 31, 2018	
8) COUNTIES SERVED BY PROJECT: Potter and Randall	
9) AMOUNT OF FUNDING REQUESTED: \$261,049	11) PROJECT CONTACT PERSON
10)PROJECTED EXPENDITURES Does contractor's projected federal expenditures exceed \$500,000, or its projected state expenditures exceed \$500,000, for contractors current fiscal year (excluding amount requested in line 9 above)?** Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> **Projected expenditures should include anticipated expenditures under all Federal grants including "pass through" federal funds from all state agencies, or all anticipated expenditures under state grants, as applicable	Name Casie Stoughton Phone: 806.378.6320 Fax: 806.378.6307 Email: casie.stoughton@amarillo.gov
	12) FINANCIAL OFFICER
	Name: Michelle Bonner Phone: 806.378.4209 Fax: 806.378.9394 Email: michelle.bonner@amarillo.gov
The facts affirmed by me in this proposal are truthful and I warrant the contractor is in compliance with assurances and certifications contained in APPENDIX A: DSHS Assurances and Certification. I understand the truthfulness of the facts affirmed herein and the continuing compliance with these requirements are conditions precedent to the award of a contract. This document has been duly authorized by the governing body of the contractor and I (the person signing below) am authorized to represent the contractor.	
13) AUTHORIZED REPRESENTATIVE Check if change X	14) SIGNATURE OF AUTHORIZED REPRESENTATIVE
Name: Bob Cowell Title: City Manager Phone: 806.378.3012 Fax: Email: bob.cowell@amarillo.gov	
	15) DATE

FORM A: FACE PAGE INSTRUCTIONS

This form provides basic information about the contractor and the proposed project with the Department of State Health Services (DSHS), including the signature of the authorized representative. It is the cover page of the renewal and is required to be completed. Signature affirms the facts contained in the contractor's response are truthful and the contractor is in compliance with the assurances and certifications contained in **APPENDIX A: DSHS Assurances and Certifications** and acknowledges that continued compliance is a condition for the award of a contract. Please follow the instructions below to complete the face page form and return with the contractor's renewal application.

- 1) **LEGAL BUSINESS NAME** - Enter the legal name of the contractor.
- 2) **MAILING ADDRESS INFORMATION** - Enter the contractor's complete physical address and mailing address, city, county, state, and zip code.
- 3) **PAYEE NAME AND MAILING ADDRESS** - Payee – Entity involved in a contractual relationship with contractor to receive payment for services rendered by contractor and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE's name and mailing address if PAYEE is different from the contractor. The PAYEE is the corporation, entity or vendor who will be receiving payments.
- 4) **DUNS Number** – 9 digit Dun and Bradstreet Data Universal Numbering System (DUNS) number or Central Contractor Registration number plus 4 digit extended DUNS number. This number is required if receiving ANY American Recovery and Reinvestment Act (ARRA) funds and can be obtained at: <http://fedgov.dnb.com/webform>
- 5) **FEDERAL TAX ID/STATE OF TEXAS COMPTROLLER VENDOR ID/SOCIAL SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Vendor Identification Number assigned by the Texas State Comptroller (14-digit). *The contractor acknowledges, understands and agrees the contractor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.
- 6) **TYPE OF ENTITY** - Check the type of entity as defined by the Secretary of State at <http://www.sos.state.tx.us/corp/businessstructure.shtml> or http://www.sos.state.tx.us/corp/nonprofit_org.shtml and/or the Texas State Comptroller at https://fmxcpa.state.tx.us/fmx/pubs/tins/tinsguide/2009-04/TINS_Guide_0409.pdf and check all other boxes that describe the entity.

Historically Underutilized Business: A minority or women-owned business as defined by Texas Government Code, Title 10, Subtitle D, Chapter 2161. (<http://www.window.state.tx.us/procurement/prog/hub/>)

State Agency: an agency of the State of Texas as defined in Texas Government Code §2056.001.ii

Institutions of higher education as defined by §61.003 of the Education Code.

MINORITY ORGANIZATION is defined as an organization in which the Board of Directors is made up of 50% racial or ethnic minority members.

If a Non-Profit Corporation or For-Profit Corporation, provide the 10-digit charter number assigned by the Secretary of State.

- 7) **PROPOSED BUDGET PERIOD** - Enter the budget period for this proposal. Budget period is 09/01/2013 – 08/31/2014.
- 8) **COUNTIES SERVED BY PROJECT** - Enter the proposed counties served by the project.
- 9) **AMOUNT OF FUNDING REQUESTED** - Enter the amount of funding requested from DSHS for proposed project activities (not including possible renewals). This amount must match column (1) row K from the BUDGET SUMMARY used for cost reimbursement budgets.
- 10) **PROJECTED EXPENDITURES** - If contractor's projected federal expenditures exceed \$500,000 or its projected state expenditures exceed \$500,000 for contractor's current fiscal year, contractor must arrange for a financial compliance audit (Single Audit).
- 11) **PROJECT CONTACT PERSON** - Enter the name, phone, fax, and email address of the person responsible for the proposed project.
- 12) **FINANCIAL OFFICER** - Enter the name, phone, fax, and email address of the person responsible for the financial aspects of the proposed project.
- 13) **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and email address of the person authorized to represent the contractor. Check the "Check if change" box if the authorized representative is different from previous submission to DSHS.
- 14) **SIGNATURE OF AUTHORIZED REPRESENTATIVE** - The person authorized to represent the contractor must sign in this blank.
- 15) **DATE** - Enter the date the authorized representative signed this form.

FORM A-1: TEXAS COUNTIES AND REGIONS LIST

(in Alphabetical Order)

COUNTIES SERVED BY PROJECT - Item 7 of Form A: Face Page: Check counties to be served and include behind Form A: Face Page.

Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R	Counties	<input checked="" type="checkbox"/>	R
-A-			Crosby	<input type="checkbox"/>	01	Hays	<input type="checkbox"/>	07	Martin	<input type="checkbox"/>	09	Schleicher	<input type="checkbox"/>	09
Anderson	<input type="checkbox"/>	04	Culberson	<input type="checkbox"/>	10	Hemphill	<input type="checkbox"/>	01	Mason	<input type="checkbox"/>	09	Scurry	<input type="checkbox"/>	02
Andrews	<input type="checkbox"/>	09	-D-			Henderson	<input type="checkbox"/>	04	Matagorda	<input type="checkbox"/>	06	Shackelford	<input type="checkbox"/>	02
Angelina	<input type="checkbox"/>	05	Dallam	<input type="checkbox"/>	01	Hidalgo	<input type="checkbox"/>	11	Maverick	<input type="checkbox"/>	08	Shelby	<input type="checkbox"/>	05
Aransas	<input type="checkbox"/>	11	Dallas	<input type="checkbox"/>	03	Hill	<input type="checkbox"/>	07	McCulloch	<input type="checkbox"/>	09	Sherman	<input type="checkbox"/>	01
Archer	<input type="checkbox"/>	02	Dawson	<input type="checkbox"/>	09	Hockley	<input type="checkbox"/>	01	McLennan	<input type="checkbox"/>	07	Smith	<input type="checkbox"/>	04
Armstrong	<input type="checkbox"/>	01	Deaf Smith	<input type="checkbox"/>	01	Hood	<input type="checkbox"/>	03	McMullen	<input type="checkbox"/>	11	Somervell	<input type="checkbox"/>	03
Atascosa	<input type="checkbox"/>	08	Delta	<input type="checkbox"/>	04	Hopkins	<input type="checkbox"/>	04	Medina	<input type="checkbox"/>	08	Starr	<input type="checkbox"/>	11
Austin	<input type="checkbox"/>	06	Denton	<input type="checkbox"/>	03	Houston	<input type="checkbox"/>	05	Menard	<input type="checkbox"/>	09	Stephens	<input type="checkbox"/>	02
-B-			DeWitt	<input type="checkbox"/>	08	Howard	<input type="checkbox"/>	09	Midland	<input type="checkbox"/>	09	Sterling	<input type="checkbox"/>	09
Bailey	<input type="checkbox"/>	01	Dickens	<input type="checkbox"/>	01	Hudspeth	<input type="checkbox"/>	10	Milam	<input type="checkbox"/>	07	Stonewall	<input type="checkbox"/>	02
Bandera	<input type="checkbox"/>	08	Dimmit	<input type="checkbox"/>	08	Hunt	<input type="checkbox"/>	03	Mills	<input type="checkbox"/>	07	Sutton	<input type="checkbox"/>	09
Bastrop	<input type="checkbox"/>	07	Donley	<input type="checkbox"/>	01	Hutchinson	<input type="checkbox"/>	01	Mitchell	<input type="checkbox"/>	02	Swisher	<input type="checkbox"/>	01
Baylor	<input type="checkbox"/>	02	Duval	<input type="checkbox"/>	11	-I-			Montague	<input type="checkbox"/>	02	-T-		
Bee	<input type="checkbox"/>	11	-E-			Irion	<input type="checkbox"/>	09	Montgomery	<input type="checkbox"/>	06	Tarrant	<input type="checkbox"/>	03
Bell	<input type="checkbox"/>	07	Eastland	<input type="checkbox"/>	02	-J-			Moore	<input type="checkbox"/>	01	Taylor	<input type="checkbox"/>	02
Bexar	<input type="checkbox"/>	08	Ector	<input type="checkbox"/>	09	Jack	<input type="checkbox"/>	02	Morris	<input type="checkbox"/>	04	Terrell	<input type="checkbox"/>	09
Blanco	<input type="checkbox"/>	07	Edwards	<input type="checkbox"/>	08	Jackson	<input type="checkbox"/>	08	Motley	<input type="checkbox"/>	01	Terry	<input type="checkbox"/>	01
Borden	<input type="checkbox"/>	09	Ellis	<input type="checkbox"/>	03	Jasper	<input type="checkbox"/>	05	-N-			Throckmorton	<input type="checkbox"/>	02
Bosque	<input type="checkbox"/>	07	El Paso	<input type="checkbox"/>	10	Jeff Davis	<input type="checkbox"/>	10	Nacogdoches	<input type="checkbox"/>	05	Titus	<input type="checkbox"/>	04
Bowie	<input type="checkbox"/>	04	Erath	<input type="checkbox"/>	03	Jefferson	<input type="checkbox"/>	05	Navarro	<input type="checkbox"/>	03	Tom Green	<input type="checkbox"/>	09
Brazoria	<input type="checkbox"/>	06	-F-			Jim Hogg	<input type="checkbox"/>	11	Newton	<input type="checkbox"/>	05	Travis	<input type="checkbox"/>	07
Brazos	<input type="checkbox"/>	07	Falls	<input type="checkbox"/>	07	Jim Wells	<input type="checkbox"/>	11	Nolan	<input type="checkbox"/>	02	Trinity	<input type="checkbox"/>	05
Brewster	<input type="checkbox"/>	10	Fannin	<input type="checkbox"/>	03	Johnson	<input type="checkbox"/>	03	Nueces	<input type="checkbox"/>	11	Tyler	<input type="checkbox"/>	05
Briscoe	<input type="checkbox"/>	01	Fayette	<input type="checkbox"/>	07	Jones	<input type="checkbox"/>	02	-O-			-U-		
Brooks	<input type="checkbox"/>	11	Fisher	<input type="checkbox"/>	02	-K-			Ochiltree	<input type="checkbox"/>	01	Upshur	<input type="checkbox"/>	04
Brown	<input type="checkbox"/>	02	Floyd	<input type="checkbox"/>	01	Karnes	<input type="checkbox"/>	08	Oldham	<input type="checkbox"/>	01	Upton	<input type="checkbox"/>	09
Burleson	<input type="checkbox"/>	07	Foard	<input type="checkbox"/>	02	Kaufman	<input type="checkbox"/>	03	Orange	<input type="checkbox"/>	05	Uvalde	<input type="checkbox"/>	08
Burnet	<input type="checkbox"/>	07	Fort Bend	<input type="checkbox"/>	06	Kendall	<input type="checkbox"/>	08	-P-			-V-		
-C-			Franklin	<input type="checkbox"/>	04	Kenedy	<input type="checkbox"/>	11	Palo Pinto	<input type="checkbox"/>	03	Val Verde	<input type="checkbox"/>	08
Caldwell	<input type="checkbox"/>	07	Freestone	<input type="checkbox"/>	07	Kent	<input type="checkbox"/>	02	Panola	<input type="checkbox"/>	04	Van Zandt	<input type="checkbox"/>	04
Calhoun	<input type="checkbox"/>	08	Frio	<input type="checkbox"/>	08	Kerr	<input type="checkbox"/>	08	Parker	<input type="checkbox"/>	03	Victoria	<input type="checkbox"/>	08
Callahan	<input type="checkbox"/>	02	-G-			Kimble	<input type="checkbox"/>	09	Parmer	<input type="checkbox"/>	01	-W-		
Cameron	<input type="checkbox"/>	11	Gaines	<input type="checkbox"/>	09	King	<input type="checkbox"/>	01	Pecos	<input type="checkbox"/>	09	Walker	<input type="checkbox"/>	06
Camp	<input type="checkbox"/>	04	Galveston	<input type="checkbox"/>	06	Kinney	<input type="checkbox"/>	08	Polk	<input type="checkbox"/>	05	Waller	<input type="checkbox"/>	06
Carson	<input type="checkbox"/>	01	Garza	<input type="checkbox"/>	01	Kleberg	<input type="checkbox"/>	11	Potter	<input checked="" type="checkbox"/>	01	Ward	<input type="checkbox"/>	09
Cass	<input type="checkbox"/>	04	Gillespie	<input type="checkbox"/>	08	Knox	<input type="checkbox"/>	02	Presidio	<input type="checkbox"/>	10	Washington	<input type="checkbox"/>	07
Castro	<input type="checkbox"/>	01	Glasscock	<input type="checkbox"/>	09	-L-			-R-			Webb	<input type="checkbox"/>	11
Chambers	<input type="checkbox"/>	06	Goliad	<input type="checkbox"/>	08	Lamar	<input type="checkbox"/>	04	Rains	<input type="checkbox"/>	04	Wharton	<input type="checkbox"/>	06
Cherokee	<input type="checkbox"/>	04	Gonzales	<input type="checkbox"/>	08	Lamb	<input type="checkbox"/>	01	Randall	<input checked="" type="checkbox"/>	01	Wheeler	<input type="checkbox"/>	01
Childress	<input type="checkbox"/>	01	Gray	<input type="checkbox"/>	01	Lampasas	<input type="checkbox"/>	07	Reagan	<input type="checkbox"/>	09	Wichita	<input type="checkbox"/>	02
Clay	<input type="checkbox"/>	02	Grayson	<input type="checkbox"/>	03	La Salle	<input type="checkbox"/>	08	Real	<input type="checkbox"/>	08	Wilbarger	<input type="checkbox"/>	02
Cochran	<input type="checkbox"/>	01	Gregg	<input type="checkbox"/>	04	Lavaca	<input type="checkbox"/>	08	Red River	<input type="checkbox"/>	04	Willacy	<input type="checkbox"/>	11
Coke	<input type="checkbox"/>	09	Grimes	<input type="checkbox"/>	07	Lee	<input type="checkbox"/>	07	Reeves	<input type="checkbox"/>	09	Williamson	<input type="checkbox"/>	07
Coleman	<input type="checkbox"/>	02	Guadalupe	<input type="checkbox"/>	08	Leon	<input type="checkbox"/>	07	Refugio	<input type="checkbox"/>	11	Wilson	<input type="checkbox"/>	08
Collin	<input type="checkbox"/>	03	-H-			Liberty	<input type="checkbox"/>	06	Roberts	<input type="checkbox"/>	01	Winkler	<input type="checkbox"/>	09
Collingsworth	<input type="checkbox"/>	01	Hale	<input type="checkbox"/>	01	Limestone	<input type="checkbox"/>	07	Robertson	<input type="checkbox"/>	07	Wise	<input type="checkbox"/>	03
Colorado	<input type="checkbox"/>	06	Hall	<input type="checkbox"/>	01	Lipscomb	<input type="checkbox"/>	01	Rockwall	<input type="checkbox"/>	03	Wood	<input type="checkbox"/>	04
Comal	<input type="checkbox"/>	08	Hamilton	<input type="checkbox"/>	07	Live Oak	<input type="checkbox"/>	11	Runnels	<input type="checkbox"/>	02	-Y-		
Comanche	<input type="checkbox"/>	02	Hansford	<input type="checkbox"/>	01	Llano	<input type="checkbox"/>	07	Rusk	<input type="checkbox"/>	04	Yoakum	<input type="checkbox"/>	01
Concho	<input type="checkbox"/>	09	Hardeman	<input type="checkbox"/>	02	Loving	<input type="checkbox"/>	09	-S-			Young	<input type="checkbox"/>	02
Cooke	<input type="checkbox"/>	03	Hardin	<input type="checkbox"/>	05	Lubbock	<input type="checkbox"/>	01	Sabine	<input type="checkbox"/>	05	-Z-		
Coryell	<input type="checkbox"/>	07	Harris	<input type="checkbox"/>	06	Lynn	<input type="checkbox"/>	01	San Augustine	<input type="checkbox"/>	05	Zapata	<input type="checkbox"/>	11
Cottle	<input type="checkbox"/>	02	Harrison	<input type="checkbox"/>	04	-M-			San Jacinto	<input type="checkbox"/>	05	Zavala	<input type="checkbox"/>	08
Crane	<input type="checkbox"/>	09	Hartley	<input type="checkbox"/>	01	Madison	<input type="checkbox"/>	07	San Patricio	<input type="checkbox"/>	11			
Crockett	<input type="checkbox"/>	09	Haskell	<input type="checkbox"/>	02	Marion	<input type="checkbox"/>	04	San Saba	<input type="checkbox"/>	07	STATEWIDE	<input type="checkbox"/>	

FORM B: TABLE OF CONTENTS AND CHECKLIST

Legal Business Name of Contractor:

City of Amarillo Department of Public Health

This form is provided as your Table of Contents and to ensure the proposal is complete, proper signatures are included, and the required assurances, certifications, and attachments have been submitted. Be sure to indicate page number.

FORM	DESCRIPTION	Included	Page #	Not Applicable
A	Face Page - completed, and proper signatures and date included	X		
A-1	Texas Counties and Regions List	X		
B	Table of Contents and Checklist – completed and included	X		
C	Contact Person Information – completed and included	X		
D	Job Descriptions (with supplemental documentation attached if required)	X		
E	Program Income Spending Page	X		
F	Work Plan – included	X		
I	Budge Summary Form and Detail Pages	X		
Appendix B	Copy of Approved Indirect Rate – included (if applicable)	X		

FORM C: CONTACT PERSON INFORMATION

Legal Business Name of Contractor: City of Amarillo Department of Public Health

*This form provides information about the appropriate contacts in the contractor's organization in addition to those on FORM A: FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the **Contract Management Unit**.*

Contacts must include, but are not limited to: Executive Director, Financial Contact, Program Contact, and Emergency Contact information.

Contact:	<u>Mickey Williams</u>	Mailing Address	
Title:	<u>Immunization Program Manager</u>	Street:	<u>1000 Martin Rd</u>
Phone:	<u>806.378.6342</u>	City:	<u>Amarillo</u>
Fax:	<u>806.378.6306</u>	County:	<u>Potter</u>
Email:	<u>Mickey.williams@amarillo.gov</u>	State, Zip:	<u>TX, 79107</u>
Contact:	<u>Casie Stoughton</u>	Street:	<u>1000 Martin Rd</u>
Title:	<u>Director of Public Health</u>	City:	<u>Amarillo</u>
Phone:	<u>806.378.6320</u> Ext: _____	County:	<u>Potter</u>
Fax:	<u>806.378.6307</u>	State, Zip:	<u>TX, 79107</u>
Email:	<u>Casie.stoughton@amarillo.gov</u>		
Contact:	<u>Matthew Poston</u>	Street:	<u>PO Box 1971</u>
Title:	<u>Grants Manager, City of Amarillo</u>	City:	<u>Amarillo</u>
Phone:	<u>806.378.6209</u> Ext: _____	County:	<u>Potter</u>
Fax:	<u>806.378.3039</u>	State, Zip:	<u>TX, 79105</u>
Email:	<u>Matthew.poston@amarillo.gov</u>		
Contact:	_____	Street:	_____
Title:	_____	City:	_____
Phone:	_____ Ext: _____	County:	_____
Fax:	_____	State, Zip:	_____
Email:	_____		
Emergency Contact:	<u>Joe Mike Briseno</u>	Street:	<u>1000 Martin Rd</u>
Title:	<u>Clinic Manager</u>	City:	<u>Amarillo</u>
Phone:	<u>806.378.6322</u> Ext: _____	County:	<u>Potter</u>
Fax:	<u>806.378.6307</u>	State, Zip:	<u>TX, 79107</u>
Email:	<u>Joemike.briseno@amarillo.gov</u>		

FORM D: JOB DESCRIPTIONS

Please insert job descriptions here for all positions listed on the Personnel Detail which were not listed last year. Also include any job description that was updated during fiscal year 2017.



City of Amarillo Job Description

Job Title:	REGISTERED NURSE (IMMUNIZATIONS)	Job Class Number:	PRF572
Department:	PUBLIC HEALTH	Department Code:	25013
Reports To: (Position)	DISEASE PREVENTION & CONTROL PROGRAM MANAGER	Effective Date:	FEBRUARY 8, 2011
Exemption Status: (exempt or non-exempt)	EXEMPT	Page 1 of 2	

Position Summary: (include degree of supervision)

Under general supervision, responsible for functioning as part of the health care team to deliver public health nursing services to community citizens. Primary focus is prevention and control of vaccine preventable diseases through immunization clinics.

Principal Duties and Responsibilities: (please number)

1. Work under the supervision of the Disease Prevention & Control Program Manager.
2. Administer immunizations during immunization clinics.
3. Supervise volunteer nurses and staff during Care Van clinics and communicate with the Disease Prevention & Control Program Manager if needed.
4. Provide a safe and secure working environment for volunteer nurses and staff.
5. Manage vaccines and supplies according to Texas Vaccine for Children (TVFC) and Texas Department of State Health Services (TDSHS) requirements for immunizations.
6. Properly screen patients according to TVFC and TDSHS requirements for immunizations.
7. Administer children's immunizations, document and record according to TVFC and TDSHS guidelines.
8. Provide patient/parent/community education.
9. Report to supervisor activities, number of children seen and number of vaccine doses given for outreach events.
10. Disseminate information on public health and health education programs as appropriate.
11. Attend immunization update education as requested.
12. Assist with other immunization outreach activities as requested.
13. Perform other duties as assigned.

Machines, Tools, Equipment and Work Aids Used:

- Sphygmomanometer
- Thermometer
- Other medical assessment equipment (i.e. stethoscope, otoscope, and ophthalmoscope)
- Telephone
- Personal computer
- Multi-function copier
- Fax machine

Physical Demands and Working Conditions:

1. Considerable sitting and standing.
2. Normal walking and stooping
3. Drive to off-site locations, including clinic outreach sites.
4. Must be able to work evenings, weekends and some holidays if necessary.



City of Amarillo Job Description

Job Title:	REGISTERED NURSE (IMMUNIZATIONS)	Job Class Number:	PRF572
Department:	PUBLIC HEALTH	Department Code:	25013
Reports To: (Position)	DISEASE PREVENTION & CONTROL PROGRAM MANAGER	Effective Date:	FEBRUARY 8, 2011
Exemption Status: (exempt or non-exempt)	EXEMPT	Page 2 of 2	

Education Training, Experience, and Licenses/Certifications/Registrations Required:

1. Current Texas Registered Nurses license is required.
2. Experience in childhood immunizations or pediatrics is preferred.
3. Experience with some community outreach is preferred.
4. Current CPR certification is required.
5. Must have a current Texas driver's license
6. Must have reliable transportation.
7. Bilingual is preferred.
8. Must enjoy working with children and families.

Approvals:

Incumbent:	_____	Date:	_____
Supervisor:	<i>[Signature]</i>	Date:	<u>2-14-11</u>
Department Head:	<i>[Signature]</i>	Date:	<u>2-14-11</u>
Division Director:	Vicki Covey	Date:	<u>2-17-2011</u>
Director of Personnel:	_____	Date:	_____



City of Amarillo Job Description

Job Title:	IMMTRAC/PICS OUTREACH SPECIALIST	Job Class Number:	CLR580
Business Unit Name:	PUBLIC HEALTH	Business Unit # :	25011
Reports To:	IMMUNIZATION COORDIANTOR	Effective Date:	NOVEMBER 30, 2006
Exemption Status: (exempt or non-exempt)	NON-EXEMPT	Page 1 of 2	

Position Summary: (include degree of supervision)

Utilize a variety of methods to identify and contact the families of children who are consented to participate in ImmTrac but who do not have complete immunization records in the registry. Provide information to clients, families, and providers on the purpose of ImmTrac and the importance of maintaining complete immunization histories in the registry. Educate clients and families on where and when to have their children immunized. Maintain client files and document all contacts and education provided. Present ImmTrac information to providers, schools, and other community groups. Present PICS information to providers and provide technical assistance as needed when PICS is implemented with the LHD jurisdiction. This position involves a great deal of fieldwork and interaction with clients. This position is under direct supervision of the Immunization Coordinator.

Principal Duties and Responsibilities: (please number)

1. Locate and follow-up with families of children who are not up-to-date in ImmTrac, assuring the child has access to immunizations.
2. Educate on the purpose and utility of ImmTrac.
3. Locate additional immunization records for individuals and ensure that all information is entered into ImmTrac.
4. Resolve questionable matches in ImmTrac.
5. Identify and recruit new registry user, promote the registry to parents and expectant parents and other groups.
6. Provide education and technical assistance to birth registrars to increase the number of children included in ImmTrac.
7. Assist LHD and other providers in the implementation and use of Pharmacy Inventory Control System (PICS).
8. Participates during public health preparedness responses.
9. Provides educational presentations to health care providers or others as needed.
10. Performs other duties as assigned.

Machines, Tools, Equipment and Work Aids Used:

Telephone, personal computer, typewriter, audiovisual equipment, facsimile and copier.

Physical Demands and Working Conditions:

1. Field investigations may include visits to places of residence in many different neighborhoods.
2. Considerable talking.
3. Considerable sitting.
4. Frequent travel locally to providers, hospitals, clinics, and places of residence. Also travel out of town will be required for training purposes.
5. May be exposed to infectious diseases.

Education Training, Experience, and Licenses/Certifications/Registrations Required:

1. Associates degree from an accredited college or university in a related field is preferred.
2. Two or more years of equivalent job experience may be substituted for the Associates degree.
3. Strong communication skills are required.
4. Must be familiar with Texas immunizations.
5. Ability to speak Spanish, preferred.
6. Must have a current Texas driver's license and a good driving record.
7. Must have a reliable means of transportation.



City of Amarillo Job Description

Job Title:	IMMTRAC/PICS OUTREACH SPECIALIST	Job Class Number:	CLR580
Business Unit Name:	PUBLIC HEALTH	Business Unit # :	25011
Reports To:	IMMUNIZATION COORDIANTOR	Effective Date:	NOVEMBER 30, 2006
Exemption Status: (exempt or non-exempt)	NON-EXEMPT	Page 2 of 2	

Approvals:

Incumbent: _____ Date: _____
Supervisor: Kimberly Pride Date: December 1, 2006
Department Head: Matt Richardson Date: December 1, 2006
Division Director: Vicki Covey, Community Services Director Date: December 1, 2006
Director of Personnel: _____ Date: _____

City of Amarillo Job Description

Job Title: Administrative Assistant (Vaccine Clerk)
Job Class Number: CLR400
Business Unit Name: Immunizations
Business Unit Number: 25013
Reports To: Disease Control and Prevention Program Manager
Effective Date: 01/16/2013
FLSA Status: Non-Exempt

BASIC FUNCTION:

As part of the Disease Control and Prevention Program (DCPM), provides administrative support for the immunization portion of the program.

EXAMPLES OF WORK PERFORMED:

- Performs the registration and screening services to clients during immunization clinics.
- Gathers and documents the required information for all required program reports and routes them through the DCPM for final submission to the correct agencies.
- Performs and/or assists in the receiving, shipping, and inventory of all vaccine for the health department.
- Performs immunization record validation audits on schools and childcare facilities within the health department's jurisdiction.
- Performs and/or assists with activities related to the ImmTrac registry system.
- Assists in program initiatives that are aimed at increasing the awareness of the importance of immunizations.
- Assists with the recruitment, education, and retention of Texas Vaccine For Children (TVFC) providers.
- Performs registration for the immunization clinics.

SUPERVISORY/MANAGERIAL RESPONSIBILITY: None

WORK ENVIRONMENT:

The position requires extensive hours sitting at a workspace performing data entry and working with various computer programs. The majority of the work is performed indoors at the health department. Some travel to daycares, schools, physician offices, and hospitals may be necessary to perform some of the immunization program activities.

Contact with citizens seeking immunization services occurs on a daily basis, which requires strong customer service skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a basic knowledge of immunizations.
- Must have a working knowledge of Microsoft Word, and Microsoft Excel.
- Must have strong interpersonal and customer service skills.
- Must have good communication skills.
- Must have strong data-entry skills.
- Must be able to travel out of town for trainings and seminars.
- Must be able to work an after-hours (6pm-9pm) schedule when required.

MINIMUM QUALIFICATIONS:

Education:

- High School Diploma or GED is required.

Experience:

- Work experience in a medical setting is preferred but not required.
- Providing health education is preferred but not required.
- Providing health information in Spanish is preferred but not required.
- Using electronic medical records is preferred but not required.
- Performing chart audits is preferred but not required.
- Performing inventory is preferred but not required.
- Preparing reports is preferred but not required.

Other:

- Current Driver License
- Current insurance on personal vehicle
- Reliable transportation
- Type at least 25 WPM

APPROVALS:

Incumbent: _____	Date: _____
Supervisor: <u>CSingleton</u>	Date: <u>1-16-13</u>
Department Head: <u>[Signature]</u>	Date: <u>1-16-13</u>
Division Director: _____	Date: _____
HR Director: _____	Date: _____

City of Amarillo Job Description

Job Title: Immunization Program Manager

Job Class Number: PRF-590

Business Unit Name: Immunization program

Business Unit Number: 25013

Reports To: Assistant Director

Effective Date: 8/2/13

FLSA Status:

BASIC FUNCTION:

- Ensures that the immunization program complies with the current work plan from the Texas Department of State Health Services.
- Ensures that all requirements and standards are met as required by the Texas Vaccine for Children program.
- Regularly monitors and ensures that all contractual program performance measures are being met.
- Regularly monitors and ensures that contract funds are being charged appropriately.
- Provides clinical supervision and training for immunization clinic.

EXAMPLES OF WORK PERFORMED:

- Ensures the proper orientation and training of all non-clinical staff and appropriately documents in employee file.
- Develops the contract and budget for the immunization program on an annual basis.
- Maintains constant communication with local, regional, and state partners to ensure all programmatic issues are dealt with in a timely manner.
- Ensures all programmatic reports are completed and turned-in to the appropriate agency.
- Ensures immunization clinic activities comply with the current immunization standards and protocols.
- Ensures that all clinical protocols are reviewed at least annually and updated as necessary.
- Ensures that clinics are adequately staffed.
- Ensures that all clinic staff follows department protocols and standards.
- Ensures annual training is provided to all immunization clinic staff regarding safe immunization practices and vaccine schedule.
- Ensures the appropriate management of vaccine and responds as necessary to refrigerator temperature alarms.
- Ensures the proper orientation of all clinical staff and appropriately documents in employee file.
- Participate in Public Health Preparedness Activities

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

- Supervise immunization staff

WORK ENVIRONMENT:

- Working conditions – consists of working indoors in an office setting. Considerable amount of time working on a computer and talking on telephone. Also, includes some work in a clinical setting giving immunizations to children and adults, in which possible exposure to blood and body fluids can occur.
- Physical demands – consists of activities that include reaching, sitting, bending, stooping, and standing. The ability to hold at least 20 pounds is necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

- Personal computer
- Microsoft Office® programs, especially Outlook®, Word®, and Excel®.
- Fax machine
- Multi-function copier
- Multi-line telephone
- Electronic patient encounter program
- Medical assessment devices (i.e. stethoscope, sphygmomanometer, thermometer, otoscope, and ophthalmoscope)

MINIMUM QUALIFICATIONS:

Education:

- Graduate of an accredited B.S.N. program is required.
- Licensure in the State of Texas as a Registered Nurse is required.

Experience:

- A minimum of 3 years nursing experience is preferred but not required.
- Management experience is preferred but not required.

Other:

APPROVALS:

Incumbent: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Division Director: _____ Date: _____

HR Director: _____ Date: _____

City of Amarillo, Texas
Cost Allocation Plan September 30, 2015
Summary of Public Health Indirect Cost Rates
For the Period Ended September 30, 2015

	Indirect Costs	Salaries & Benefits Base	Indirect Cost Rates
2300 City Manager-City Admin	8,296	1,643,377	0.50%
2400 City Manager-Mgmt & Admin	11,498	1,643,377	0.70%
2700 Human Resources-City	7,758	1,643,377	0.47%
3400 Finance-Internal Auditor	108	1,643,377	0.01%
3700 Accounting-General	9,957	1,643,377	0.61%
3800 Accounting-Payroll	1,818	1,643,377	0.11%
3900 Accounting-Grants	24,448	1,643,377	1.49%
4000 Accounting-Audit	1,844	1,643,377	0.11%
4100 Purchasing	6,055	1,643,377	0.37%
4300 Central Stores	137	1,643,377	0.01%
4400 IS-Printing Services	5,951	1,643,377	0.36%
4500 Central Stores	169	1,643,377	0.01%
4710 IS-JDE	7,227	1,643,377	0.44%
4730 IS-HB	4,865	1,643,377	0.30%
4740 IS-Kronos	6,110	1,643,377	0.37%
4900 IS-Microsystems	52,544	1,643,377	3.20%
5000 IS-Replacement	1,525	1,643,377	0.09%
5110 IS-Telecom	38,195	1,643,377	2.32%
5210 IS-Reimbursement	-107,819	1,643,377	-6.56%
5310 MG Operating	684	1,643,377	0.04%
5320 MG Fuel	-29	1,643,377	0.00%
5400 MG-Replacement	-2,404	1,643,377	-0.15%
5600 Legal-City Atty	2,637	1,643,377	0.16%
5700 Legal-Asst City Attys	7,332	1,643,377	0.45%
6100 Custodial Services	26,235	1,643,377	1.60%
7100 Facilities	20,525	1,643,377	1.25%
200 Total Indirect Costs	135,666	1,643,377	8.26%
Total	135,666	1,643,377	8.26%
Carry Forward	33,941	1,643,377	2.07%
Adjusted Total	169,607	1,643,377	10.32%

Form E: PROGRAM INCOME SPENDING PLAN

Projected amount of the DSHS share of Program Income (from page 30, Budget Summary, Line K, Row 2)
\$

Please forecast how DSHS' share of Program income will be used. This money is available for immunization activities in addition to contract funds. Throughout the year, LHDs are responsible for monitoring program income collections to assure that projections are being met prior to expending funds as described below. Use of these funds is subject to the same restrictions as apply to grant funds.

Cost Categories	Funds Projected	Purpose and Justification
A. Personnel	\$13,873	
B. Fringe Benefits	\$	
C. Travel	\$	
D. Supplies	\$	
E. Contractual	\$	
F. Other	\$	
Total (DSHS Share Program Income)	\$13,873	

Regional Program Managers FY 2018

HEALTH SERVICE REGION 1

Leigh Johnston
Immunization Program Manager
6302 Iola Ave.
Lubbock, Texas 79424
(806)783-6412
(806) 655-7151 (Cell)
(806) 783-6435 – Fax

Leigh.Johnson@dshs.state.tx.us

HEALTH SERVICE REGION 7

Diane Romnes
Immunization Program Manager
2408 South 37th Street
Temple, Texas 76504-7168
(254) 778-6744
(254) 771-2612 - Fax

Diane.Romnes@dshs.state.tx.us

HEALTH SERVICE REGIONS 2 & 3

Cheryl Millican
Immunization Program Manager
1301 South Bowen Road, Suite 200
Arlington, Texas 76013-2262
(817) 264-4795
(682) 429-4397 (Cell)
(817) 264-4800 – Fax

Cheryl.millican@dshs.state.tx.us

HEALTH SERVICE REGION 8

Laurie Henefey
Immunization Program Manager
112 Joe Carper Drive
Uvalde, Texas 78801
(830) 591-4386 Extension 213
(830) 278-1831 - Fax

Laurie.Henefey@dshs.state.tx.us

HEALTH SERVICE REGIONS 4 & 5 NORTH

Tammie Little
Immunization Program Manager
1517 W. Front Street
Tyler, Texas 75702
(903) 533-5266
(903) 944-9955 (Cell)
(903) 533-9502 - Fax

Tammie.Little@dshs.state.tx.us

HEALTH SERVICE REGIONS 9 & 10

Donna Anders
Immunization Program Manager
2301 N. Big Spring #300
Midland, Texas 79705-7649
(432) 683-9492
(432) 210-6457 (Cell)
(432) 571-4190 - Fax

Donna.Anders@dshs.state.tx.us

HEALTH SERVICE REGIONS 6 & 5 SOUTH

Stephanie Martin
Immunization Program Manager
5425 Polk, Suite J
Houston, Texas 77023
(713) 767-3411
(713) 767-3889 - Fax

Stephanie.Martin@dshs.state.tx.us

HEALTH SERVICE REGION 11

Angelica Martinez
Immunization Program Manager (Acting)
601 W. Sesame Drive
Harlingen, Texas 78550
(956) 421-5546 X 3228
(956) 244-6674 (Cell)
(956) 443-3216 - Fax

Angelica.Martinez@dshs.texas.gov

**General Instructions for Completing Budget Forms
DSHS Costs Only Budgeted on Detail Category Pages**

*(Examples and instructions for completing the Budget Category Detail Templates are in a separate Excel file located under Templates for Cost Reimbursement Budgets located at :
<http://www.dshs.state.tx.us/grants/forms.shtm>*

- * Enter the legal name of your organization in the space provided for "Legal Name of Respondent" on Form I -Budget Summary; doing so will populate the budget category detail templates with your organizations name.
- * Complete each budget category detail template. Instructions for completing each budget category detail template are in a separate document. If a primary budget category detail template does not accommodate all items in your budget, use the respective supplemental budget template at the end of this workbook. The total of each supplemental category detail budget template will automatically populate to the last line of the respective primary budget category template.
- * After you have completed each budget category detail form, go to Form I-Budget Summary and input other sources of funding manually (if any) in Columns 3 - 6 for each budget category.
- * Refer to the table below the budget template table to verify that the amounts distributed ("Distribution Total") in each budget category equals the "Budget Total" for each respective category. Next, verify that the overall total of all distributions ("Distribution Totals") equals the Budget Total.
- * Enter the total amount of "Program Income" anticipated for this program in row "K" under the "Total Budget" column (1). The total program income budgeted will be automatically allocated to each funding source based on the percentage of funding of the total budget. Information on program income is available in the DSHS Contractors Financial Procedures Manual located at the following web site:
<http://www.dshs.state.tx.us/contracts/>

FORM I: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent: City of Amarillo Department of Public Health

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding Sources (5)	Other Funds (6)
A. Personnel	\$218,045	\$176,547	\$0	\$0	\$41,498	\$0
B. Fringe Benefits	\$100,420	\$83,295	\$0	\$0	\$17,125	\$0
C. Travel	\$6,000	\$0	\$0	\$0	\$6,000	\$0
D. Equipment	\$0	\$0	\$0	\$0		\$0
E. Supplies	\$15,207	\$1,207	\$0	\$0	\$14,000	\$0
F. Contractual	\$0	\$0	\$0	\$0	\$0	\$0
G. Other	\$3,000	\$0	\$0	\$0	\$3,000	\$0
H. Total Direct Costs	\$342,672	\$261,049	\$0	\$0	\$81,623	\$0
I. Indirect Costs	\$32,866	\$0	\$0	\$0	\$32,866	\$0
J. Total (Sum of H and I)	\$375,538	\$261,049	\$0	\$0	\$114,489	\$0
K. Program Income - Projected Earnings	\$20,000	\$13,903			\$6,097	

NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$218,045	\$218,045	Fringe Benefits	\$100,420	\$100,420
	Travel	\$6,000	\$6,000	Equipment	\$0	\$0
	Supplies	\$15,207	\$15,207	Contractual	\$0	\$0
	Other	\$3,000	\$3,000	Indirect Costs	\$32,866	\$32,866

TOTAL FOR:	Distribution Totals	\$375,538	Budget Total	\$375,538
-------------------	----------------------------	------------------	---------------------	------------------

*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than DSHS related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this DSHS project.

FORM I-1: PERSONNEL Budget Category Detail Form

Legal Name of Respondent: City of Amarillo Department of Public Health

PERSONNEL	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
Functional Title + Code E = Existing or P = Proposed							
Immunization Program Manager - E	N	Responsible for the managerial oversight of the immunization program	0.24	Bachelor's Degree	\$4,551.00	12	\$13,107
Immunization Nurse - E	N	Administers vaccines and educated patients regarding vaccinations	1	RN	\$4,128.00	12	\$49,536
Immunization/PICS Outreach Specialist - E	N	Provides the majority of outreach to families of children identified as being incomplete in the ImmTrac System	1		\$2,661.00	12	\$31,932
Immunization/PICS Outreach Specialist - E	N	Provides a portion of outreach to families of children identified as being incomplete in the ImmTrac System. Provides the majority of outreach to providers regarding EVI/TEAMS/TVFC	1		\$2,661.00	12	\$31,932
Immunization Clerk - E	N	Provides vaccine management, population assessment, and clinic registration support for the health department	1		\$2,085.00	12	\$25,020
Immunization Clerk - E	N	Provides registration services for immunization clinics at the health department	1		\$2,085.00	12	\$25,020
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS							\$0
						SalaryWage Total	\$176,547

FRINGE BENEFITS Itemize the elements of fringe benefits in the space below:
 Incentive - .97%, Health Insurance, 23.70%, Life - .05%, Social Security (Medicaid) - 1.14%, Social Security (OASDI) - 6.03%, TMRS - 11.21%, OPEB - 2.37%, State Unemployment - .16%, Workers Compensation - 1.29%

	Fringe Benefit Rate %	47.18%
	Fringe Benefits Total	\$83,295

FORM I-2: TRAVEL Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo Department of Public Health

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:		Travel Costs
				Days/Employees	
Local Health Department Meeting	Grant required meeting with the regional office and other local health department in Region 1	Lubbock, TX	1/4	Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
IPOS Meetings	Grant required meeting with the regional office and other local health department in Region 1	Lubbock, TX	2/4	Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
Austin Trainings	Grant required trainngs in Austin	Austin, TX	4/2	Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

Total for Conference / Workshop Travel

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
Local Travel		\$0.540	\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

FORM I-4: SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo Department of Public Health

Itemize and describe each supply item and provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) See attached example for definition of supplies and detailed instructions to complete this form.

Description of Item <small>(If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box))</small>	Purpose & Justification	Total Cost
Medical Supplies	Required for administration of vaccines	\$707
Office supplies	Required to maintain day to day operations	\$500
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

\$1,207

FORM I-5: CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: City of Amarillo Department of Public Health

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL: \$0

FORM I - 7 Indirect Costs

Legal Name of Respondent:

City of Amarillo Department of Public Health

Total amount of indirect costs allocable to the project:

Amount: **\$0**

Indirect costs are based on (mark the statement that is applicable):

The respondent's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form I - 7 Indirect)

RATE:
BASE:

Applies only to governmental entities. The respondent's current central service cost rate or indirect cost rate based on a rate proposal prepared in accordance with OMB Circular A-87. Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.

RATE:
TYPE:
BASE:

10.32%



Note: Governmental units with only a Central Service Cost Rate must also include the indirect cost of the governmental units department (i.e. Health Department). In this case indirect costs will be comprised of central service costs (determined by applying the rate) and the indirect costs of the governmental department. The allocation of indirect costs must be addressed in Part V - Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS.

A cost allocation plan. A cost allocation plan as specified in the DSHS Contractor's Financial Procedures Manual (CFPM), Appendix A must be submitted to DSHS within 60 days of the contract start date. The CFPM is available on the following internet web link: <http://www.dshs.state.tx.us/contracts/>

GO TO PAGE 2 (below)

Page 2, FORM I - 7 Indirect Costs

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

Organizations that do not use an indirect cost rate and governmental entities with only a central service rate must identify the types of costs that will be allocated as indirect costs and the methodology used to allocate these costs in the space provided below. The costs/methodology must also be disclosed in Part V-Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS. **Identify the types of costs that are being allocated as indirect costs, the allocation methodology, and the allocation base:**

TRAVEL Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo

Conference / Workshop Travel Costs																	
Description of Conference/Workshop	Justification	Location City/State	Number of:		Travel Costs												
				Days & Employees													
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Mileage</td><td style="width: 20%;"></td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Meals</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Other Costs</td><td></td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">\$0</td></tr> </table>	Mileage		Airfare		Meals		Lodging		Other Costs		Total	\$0
Mileage																	
Airfare																	
Meals																	
Lodging																	
Other Costs																	
Total	\$0																
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Mileage</td><td style="width: 20%;"></td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Meals</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Other Costs</td><td></td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">\$0</td></tr> </table>	Mileage		Airfare		Meals		Lodging		Other Costs		Total	\$0
Mileage																	
Airfare																	
Meals																	
Lodging																	
Other Costs																	
Total	\$0																
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Mileage</td><td style="width: 20%; text-align: right;">\$0</td></tr> <tr><td>Airfare</td><td style="text-align: right;">\$0</td></tr> <tr><td>Meals</td><td style="text-align: right;">\$0</td></tr> <tr><td>Lodging</td><td style="text-align: right;">\$0</td></tr> <tr><td>Other Costs</td><td style="text-align: right;">\$0</td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">\$0</td></tr> </table>	Mileage	\$0	Airfare	\$0	Meals	\$0	Lodging	\$0	Other Costs	\$0	Total	\$0
Mileage	\$0																
Airfare	\$0																
Meals	\$0																
Lodging	\$0																
Other Costs	\$0																
Total	\$0																
					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Mileage</td><td style="width: 20%; text-align: right;">\$0</td></tr> <tr><td>Airfare</td><td style="text-align: right;">\$0</td></tr> <tr><td>Meals</td><td style="text-align: right;">\$0</td></tr> <tr><td>Lodging</td><td style="text-align: right;">\$0</td></tr> <tr><td>Other Costs</td><td style="text-align: right;">\$0</td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">\$0</td></tr> </table>	Mileage	\$0	Airfare	\$0	Meals	\$0	Lodging	\$0	Other Costs	\$0	Total	\$0
Mileage	\$0																
Airfare	\$0																
Meals	\$0																
Lodging	\$0																
Other Costs	\$0																
Total	\$0																
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0												

Total for Conference / Workshop Travel

\$0

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo

Itemize and describe each supply item and provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.)

Description of Item <small>Provide estimated quantity and cost</small>	Purpose & Justification	Total Cost
Office Supplies (paper, pens, printer cartridges, non-clinical materials, computer supplies)	Support day to day PHEP and SNS Programs	\$749
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

\$749

CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: City of Amarillo

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum)	# of Payments	RATE OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum)	TOTAL COST
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL: \$0

Indirect Costs

Legal Name of Respondent:

City of Amarillo

Total amount of indirect costs allocable to the project:

Amount: \$22,489

Indirect costs are based on (mark the statement that is applicable):

The respondent's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form I - 7 Indirect)

RATE:
BASE:

Applies only to governmental entities. The respondent's current central service cost rate or indirect cost rate. Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.

Note: Governmental units with only a Central Service Cost Rate must also include the indirect cost of the governmental units department (i.e. Health Department). In this case indirect costs will be comprised of central service costs (determined by applying the rate) and the indirect costs of the governmental department. The allocation of indirect costs must be addressed in Part V - Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS.

RATE:
TYPE:
BASE:

0.1

A cost allocation plan. A cost allocation plan as specified in the DSHS Contractor's Financial Procedures Manual (CFPM), Appendix A must be submitted to DSHS within 60 days of the contract start date.

GO TO PAGE 2 (below)

Page 2, FORM I - 7 Indirect Costs

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

Organizations that do not use an indirect cost rate and governmental entities with only a central service rate must identify the types of costs that will be allocated as indirect costs and the methodology used to allocate these costs in the space provided below. The costs/methodology must also be disclosed in Part V-Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS. **Identify the types of costs that are being allocated as indirect costs, the allocation methodology, and the allocation base:**

SUPPLEMENTAL and MATCH FORMS INSTRUCTIONS

The budget templates include a SUPPLEMENTAL and a MATCH page (one per budget category) that are intended to supplement cost reimbursement budgets when there are too many items to fit on the primary budget template. The MATCH pages (one per budget category) are intended to record the required match will be utilized to list detail information for the required match.

The amounts on each supplemental template will automatically populate from the templates and will be inserted on the last line of the primary budget template.

The amounts on each match template will automatically populate from the templates and will be inserted in column labeled "Local Funding Sources (5)"

The SUPPLEMENTAL and MATCH budget templates are:

**Personnel Supplemental
Travel Supplemental
Equipment & Controlled Assets Supplemental
Supplies Supplemental
Contractual Supplemental
Other Costs Supplemental**

**Personnel Match
Travel Match
Equipment & Controlled Assets Match
Supplies Match
Contractual Match
Other Costs Match**

TRAVEL Budget Category Detail Form (Supplemental)

Legal Name of Respondent:

City of Amarillo

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days & Employees	Travel Costs	
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0

Total for Conference / Workshop Travel

\$0

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

TRAVEL Budget Category Detail Form (Match)

Legal Name of Respondent:

City of Amarillo

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days & Employees	Travel Costs	
SETRAC Joint Preparedness Conference	PHEP Coordinator and PHEP Educator Trainer attend annual meeting to receive updates and training on volunteer recruiting, volunteer management, response readiness, planning and recovery and grant management. (2 employees X 4 days) (other includes ground transportation, car rental, luggage fees, rental car fuel and incidental	Galveston, TX	4 days/2 employees	Mileage	
				Airfare	\$1,600
				Meals	\$550
				Lodging	\$1,500
				Other Costs	\$2,450
				Total	\$6,100
Quarterly HSR Region 1 PHEP Meetings	Coordination of Operations with HSR 1	Lubbock, Texas	8 days/2 employees	Mileage	\$650
				Airfare	
				Meals	\$120
				Lodging	
				Other Costs	
				Total	\$770
Quarterly PHEP Meetings in Austin	PHEP Coordinator attend quarterly meetings in Austin for program updates, grant information, and planning information (1 attendee X 4 meetings X 3 days)(other includes ground transportation, car rental, luggage fees, rental car fuel and incidentals)	Austin, TX	12 days/1 employee	Mileage	
				Airfare	\$2,800
				Meals	\$700
				Lodging	\$1,750
				Other Costs	\$1,100
				Total	\$6,350
State Homeland Security Conference	PHEP Coordinator and Educator-Trainer attend annual meeting to receive updates and training on preparedness and response efforts in Texas. 2 employees X 4 days (other includes ground transportation, car rental, luggage fees, rental car fuel and incidentals)	San Antonio, TX	8 days/2 employees	Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0

Total for Conference / Workshop Travel

\$13,220

Revised: 3/25/2014

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
PHEP Coordinator, PHEP Educator Trainer and CD Coordinator driving to meetings, in-town training, doing presentations for volunteer groups, civic	4150	\$0.535	\$2,220		\$2,220
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Total for Other / Local Travel \$2,220

Other / Local Travel Costs: \$2,220

Conference / Workshop Travel Costs: \$13,220

Total Travel Costs: \$15,440

CONTRACTUAL Budget Category Detail Form (Match)

Legal Name of Respondent: City of Amarillo

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that de

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly, daily, weekly, monthly, quarterly, cost reimb., unit rate, lump sum)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL: \$0

Total Amount Requested for Other:

\$7,935

City of Amarillo



Employee Business Expense Policy

1. Statement of Purpose

To set forth guidelines prescribing the City's payment and/or reimbursement for reasonable and approved expenses which are incurred in the course of authorized travel by employees on City Business.

2. Definitions

eDOCS: City's document management system.

Employee Business Expense Report: A document that tracks expenses incurred during the course of performing necessary job functions. Examples include charges for gas, meals, parking or lodging. [Employee Business Expense Report](#)

Mileage Log: A document required for reimbursement of mileage driven in a personal vehicle. IRS requires the record include: the vehicle mileage, the dates of the business trip(s), the places driven for business and the business purpose for the trip. [Mileage Log](#)

P-Card: Purchasing Card (see Chapter 8 of Purchasing Manual). [Purchasing Card Policy](#)

P-Card Coordinator: Staff designated to work purchasing card transactions.

Travel Coordinator: Staff designated for completing travel requests and expense reports.

Travel Request Form: A document requesting authorization for employee travel for City related business. This form must be approved and submitted to Accounting prior to travel in order for P-Card functionality. [Travel Request Form](#)

3. General Policy

Travel shall be in the best interest of the City. Examples of authorized travel include, but are not limited to:

1. training for improvement of job knowledge and skills;
2. attendance at meetings or conferences;
3. making presentations;
4. being elected an officer of a professional organization;
5. reviewing projects or programs at other cities or agencies;
6. required continuing education for the employee's job or profession;
7. obtaining or renewing certifications required of the employee's job or profession; and/or
8. any other travel as authorized.

The City of Amarillo will bear the reasonable costs associated with an employee conducting City business both inside and outside the City limits. To the extent possible, all trips must be aligned with the Division's annual budget. It is the City's intent that while conducting City business, an employee shall incur no financial loss nor realize any financial gain.

4. Authority to Travel

- 4.1. Travel shall comply with all Fair Labor Standards Act (FLSA) requirements.

- 4.2. A Travel Request will be completed and approved prior to purchase of travel related expenses by an employee's Department Director, Assistant City Manager, or City Manager. Travel Requests shall be completed and approved prior to travel in order for an employee to be reimbursed for travel outside of Potter/Randall counties.

5. General Administration

5.1. Assigned Responsibility and Budgetary Control

The Department Director or the Director's designee, who as a function of their assigned managerial duties within the organization, are expressly and ultimately responsible for complete and accurate recordkeeping and reporting of all business related expenses and for the written approval of the *Employee Business Expense Report* that is submitted to City Auditor. The Department Director or the Director's designee is expressly and ultimately responsible for the budgetary control of all of their employee business expenses. The Department Director or the Director's designee is accountable to the City Manager in all matters relating to the incurrence and reporting of employee business expenses.

The City Manager's office and each department shall maintain a system that authorizes managerial oversight and authority for employee business expenses to higher level supervisors.

5.2. Employee Business Expense Report

A completed *Employee Business Expense Report* form must be submitted to Accounting, whether or not a reimbursement is required, within 10 business days upon return from the trip or incurring the expense. The required *Employee Business Expense Report* form is located in [Business Expense Report Form](#).

All Departments must use the provided *Employee Business Expense Report* form. Departments shall use the form from the Approved Forms folder to ensure current form is utilized; format is subject to periodic modification. The appropriate signature/approval is required on the *Employee Business Expense Report*. The form will be routed electronically via E-Docs. ([See travel procedures](#)).

5.3. Reporting Employee Expenses

Accounting will verify that the proper *Employee Business Expense Report* format is used and that the expense reimbursement complies with the City's travel policy. All documentation will be forwarded to the Director for resolution if the report appears to be unreasonable. If an employee or a City Department continually submits unacceptable reports, all future *Employee Business Expense Reports* for that employee and/or Department will be forwarded directly to the City Manager's office until otherwise directed.

5.4. Signature Approval

The Department Director or the Director's designee who has/have managerial responsibility over the employee incurring the business expenses shall review and approve, by signature, the *Employee Business Expense Report Form*. The Director or the Director's designee must obtain the City Manager's written approval on the applicable *Employee Business Expense Report form* for unusual employee business expenses before submitting it to Accounting. No employee, at any

level, can approve his/her own *Employee Business Expense Report*.

Each Department Director shall be responsible for maintaining a current roster of their higher-level supervisors (Director's designee) who are authorized to approve an *Employee Business Expense Report*.

6. Allowable Expenses

- Registration (See paragraph 6.1)
- Transportation (See paragraph 6.2)
- Meals/GSA Allowance (See paragraph 6.3)
- Lodging (See paragraph 6.4)
- Incidentals (i.e. tips, tolls, and parking, baggage handling see 6.4)

6.1. Registration

Business related registration expenses should be processed in advance using the City's *P-Card*, when possible. When a City *P-Card* is not available, an accounts payable invoice should be processed for registration expenses. A copy of the completed seminar registration form and the seminar itinerary must be attached to the *Employee Business Expense Report*.

6.2. Transportation

The City will either provide transportation or reimburse the employee for transportation expenses incurred while conducting City business. The employee may select the mode of transportation; however, reimbursement will be based on the most economical mode available.

When traveling by air, the employee should use complimentary shuttles between the airport and the destination hotel, if provided.

- City Vehicle
When traveling by vehicle, the employee should endeavor to use a City vehicle, if one is available. City's Fleet Services can identify available pool vehicles.
- Personal Vehicle
When it is necessary for an employee to drive a personal vehicle on City business, reimbursement shall be the lower of:
 - 1) the mileage reimbursement amount plus parking fees, or,
 - 2) the total cost of advance purchased public transportation.

Reimbursement is calculated by multiplying the total miles driven times the current [IRS mileage rate](#). The current mileage rate is listed on the *Mileage Log*. A computer generated calculation (i.e. [Google Maps](#), [Map Quest](#), [Yahoo](#), etc.) must be used for mileage documentation for direct trips between the origin and destination points. Only the page of the trip map showing the mileage is required. Actual maps and details of the route should not be included. A Personal Vehicle Mileage Log along with the computer generated calculation shall be attached to the *Employee Business Expense Report* to document the mileage reimbursement.

- Public Transportation

Public Transportation is defined as bus, train, airline, mass transit or other mode of transportation available to the general public. Public transportation reservations should be made well in advance to take advantage of any discounted fares. Preferred airline seating is considered a premium charge and will not be reimbursed.

The employee's *Travel Coordinator* shall make public airline reservations. The purchase of non-refundable fares is encouraged. Costs for travel during the weekend will be paid by the City when doing so amounts to less than the total of travel during the week. If an employee finds a cheaper airfare on the Internet, the details of that fare should be given to the *Travel Coordinator*. A copy of the flight itinerary must be attached to the *Employee Business Expense Report*.

- Rental Vehicles

Rental vehicles are authorized only when the amount of travel at the destination will make a rental vehicle more economical than a shared-ride, complimentary shuttle or a taxi. When a rental vehicle is used, the employee should use the City's - State Rate Accounts: *Enterprise, National, or Avis* whenever possible. If using any other rental car agency the employee will request loss damage waiver (LDW) (supplemental car rental insurance offered by the rental agency.) A receipt for rental vehicle charges is required before reimbursement will be made. Reservations for rental vehicles should be made through the *Travel Coordinator*. The employee should seek to use the most economical rental. An upgrade to a more costly rental vehicle is acceptable; however, the employee must personally pay for the upgrade. When two or more persons are traveling together or when essential oversized equipment must be transported, an appropriately larger sized vehicle may be rented.

6.3. Meals

The City utilizes the U.S. Government Services Administration (GSA) Travel Resources, www.gsa.gov as the guideline for City travel expenses. The referenced instructions are outlined below. The employee must document the actual cost of incidentals and meals plus gratuities. A detailed original receipt for all purchased meals must be obtained and attached to the *Employee Business Expense Report*. The City will pay for meals up to the GSA allowance amount when the purchase of meals is directly attributable to the conduct of City business. The employee shall utilize all meals provided by the conference/seminar/meeting.

The City's *P-Card* is the preferred method of payment for all travel costs. In that regard, the City's *P-Card* should be used to purchase meals and to pay a gratuity. There may be situations where a meal and the gratuity cannot be paid by the City's *P-Card*. Another form of payment, (i.e. cash, personal credit card or personal check) may be used. Documented expenses will be reimbursed when an employee uses personal funds. **The City WILL NOT reimburse without an itemized receipt** or other APPROVED documentation of meal.

When a meal is purchased for another individual(s), the name(s) of the individual(s) and the purpose of the meeting shall be documented on the itemized receipt, attached to *Employee Business Expense Report* form. Enter the total cost of meals purchased to include other individuals on the *Employee*

Business Expense Report.

Incidental expenses for snacks and sundry items and gratuities are included in the GSA allowance.

Determining GSA Allowance Rate. The amount of the GSA allowance is based on the travel destination. Each travel destination has a GSA allowance rate that is assigned to it based upon cost of living. The GSA allowance rate for the travel destination is determined through the following steps:

Step 1 Click on www.gsa.gov

Step 2 Click on Per Diem Rates under the "Most Requested Links" heading.

Step 3 Click on the applicable US state for the destination city. Choose the applicable Meals and Incidental Expense (M&IE) rate from the table. If the destination city is not listed in the table, the "Standard Rate" for that state should be used.

Reporting GSA Allowance The GSA allowance shall be documented as an attachment with the *Travel Request Form* for the applicable travel date.

The actual cost of meals and gratuities shall be reported on the *Employee Business Expense Report* form by the applicable date the expense is incurred. To document the actual cost of meals, the original detailed receipt for meals and gratuities shall be attached to the *Employee Business Expense Report* form. Copies of original receipts for *P-Card* expenses shall be submitted to and kept by the *P-Card Coordinator*.

The GSA meal and incidental allowance shall be prorated (reduced) under the following conditions:

- Meal is provided at a conference, seminar, or social event
- Meal is eaten at home on the day of the travel before beginning the travel or upon returning home after the travel. This is when the travel and business commences or concludes during normal business hours on the first and last day of travel.

The GSA allowance shall not be carried over from one day to the following day during the travel.

Meals purchased during a single-day meeting or seminar in the Amarillo area will be paid at the discretion of the Department Director or the Director's designee.

Note: The employee must use the *Employee Business Expense Report*

Overnight Travel

For each full day of travel, all three meals are reimbursable. Meals on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon
Depart after 12:00 noon

Included

Lunch and dinner
Dinner

Return Day

Return before 12:00 noon

Included

Breakfast

Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00 p.m.*	Breakfast, lunch and dinner

*7:00 p.m. is defined as direct travel time and does not include time taken to stop for dinner

6.4. Lodging

The City will pay for hotel accommodations through the duration of the meeting, seminar, or event. When overnight lodging is required, the employee will take advantage of government, seminar or other group rates, whenever possible. When accompanied by a family member or acquaintance, the employee will pay the difference in lodging costs between single and double occupancy, if any. *P-Card* will be utilized for lodging reservations. Reasonable baggage handling gratuities will be reimbursed. Receipts for baggage handling are not required. Housekeeping gratuities will not be reimbursed.

When the employee travels by air, it is acceptable for the employee to stay over a Saturday night at the destination to avoid the higher airfare charge of a weekday airfare only if the total cost of the added stay is less than the airfare charge without a Saturday stay.

When traveling by air, the employee should use complimentary shuttles between the airport and the destination hotel, if provided.

The Director may approve, on a case-by-case basis, lodging incurred after the meeting, seminar or event when weather conditions, illness, acts of God, transportation cancellations, etc., prevent the employee from fulfilling a previously scheduled travel itinerary.

7. Disallowed Travel Expenses

- Flight or passenger insurance for airline, bus, train;
- Any expenses attributed to family or acquaintances;
- Premium or first class lodging, transportation and meals;
- Preferred airline seats, early boarding;
- Alcoholic beverages;
- Lodging in-room movie rentals or video games;
- Valet services, with the exception of required valet parking;
- Laundry service for stays less than 7 days;
- Gratuities and tips in excess of 20%;
- Lodging in-room meal service fees are disallowed unless circumstances require the employee to remain in the room. Circumstances may include in-room meetings or performing work-related duties as required by the employer.
- Fees for entertainment, admission fees, golf, museums, etc.
- In-room mini-bar fees
- Housekeeping gratuities
- Personal grooming and toiletries

Employees are required to reimburse the City if any of the disallowed expenses are incurred.

8. Procurement Card

The City's Purchasing Card (P-Card) is the preferred method of payment for all travel expenses whenever possible. With very few exceptions, a City P-Card can be used at all businesses that accept

credit cards.

The City of Amarillo is exempt from sales tax for items that are necessary for conducting essential City business. Seminar or conference meals and lodging or anything of a personal nature do not meet this criteria. Whenever expenses are not travel related, employees should advise the merchant in advance that the transaction is exempt from sales taxes. These items should be purchased separately.

It should be noted that *P-Card* controls established by the City disallow *P-Card* use at certain businesses and services. The *P-Card* is encoded to disallow charges from establishments that are primarily for adult, drinking and gambling entertainment. In the event the City *P-Card* is disallowed, the employee's personal credit card or cash may be used. The employee's personal credit card may also be used when disallowed expenses are incurred along with allowable travel expenses. Allowed travel expenses charged to a personal credit card should be reported on the *Employee Business Expense Report*. Detailed receipts are required for allowable travel expenses charged to a personal credit card.

9. Receipts

Detailed receipts are required for all expenses with the exception of mileage. In the event a receipt is unavailable, such as for parking, tolls, baggage handling, etc. the employee will document the details on a separate sheet of paper and submit it as a receipt.

Whenever a *P-Card* is used for travel documented on an *Employee Business Expense Report*, the original receipt should stay with the *Employee Business Expense Report* form and a copy of the *P-Card* receipt shall be submitted to and kept by the *P-Card Coordinator* to reconcile with the month-end *P-Card* reconciliation. The Purchasing Card Policy document is available in the Purchasing Policy Manual listed as [Chapter 8, Purchasing Card](#).

10. Mileage Reimbursement

[Mileage Log](#) shall be attached to the *Employee Business Expense Report* Form to document the mileage that is being reimbursed. A *Mileage Log* is reimbursed based on the rate established by the Internal Revenue Service. The current rate in effect will be noted on the *Personal Mileage Log* referenced above. (Also reference Personal Vehicle in section 6.2 above.) The round trip mileage should be calculated as the lesser of either mileage from your home to the destination, or work address to the destination.

11. Prepaid Expenses

Amounts for prepaid expenses (airline, car rental, lodging, registration and other miscellaneous expenses) shall be noted on the *Employee Business Expense Report* to document the total cost of the trip. Copies of prepaid expense receipts shall be attached to the *Employee Business Expense Report*.

12. Reimbursement/Payment

12.1. If any amount is due the employee, the Department shall process a payment voucher through the City's financial system to reimburse the employee. The completed and approved *Employee Business Expense Report* and detailed receipts shall be submitted to Accounting via the City's document

management system within 10 business days after the travel concludes.

- 12.2. If any amount is due the City, the employee must reimburse the City within twenty (20) business days after completing the travel or incurring the expense. A payment to the City of Amarillo shall be directed to Accounting and must include the E-Docs number of the corresponding *Employee Business Expense Report*. Accounting will include a copy of the payment and receipt in the corresponding *Employee Business Expense Report*.

13. Miscellaneous

- 13.1. Employees traveling to the same destination should limit travel to one vehicle, unless otherwise authorized by the Director.
- 13.2. Vacation or personal trips in conjunction with travel shall require special authorization, and the expense incurred in connection with such is not reimbursable. Personal transportation for such trips will be obtained and utilized if an employee takes an extended side trip. A City vehicle shall not be used for personal trips other than for meals and incidental stops.
- 13.3. Employees working under state/federal contracts or grant contracts will be reimbursed in accordance with the state/federal law and/or terms and conditions of the contract.
- 13.4. Travel Request forms should always be completed and properly approved prior to any trip outside of Potter/Randall counties.



Bob Cowell, Deputy City Manager
September 20, 2016

Appendix

Beneficial reference material

- TDI Travel Tip Fact Sheet
- FLSA
- Nonexempt travel
- Whitepaper: Cars, Trains, and Planes

Travel Safety Tips FactSheet

HS04-073C (8-07)

Business travel can be stressful. Why make it more so by setting yourself up as a target for crooks? Here's what you can do—at the airport, on the road, and at your hotel or motel—to improve the chances you'll return home safely.

At the Airport

- Stay especially alert and watch your bags and laptop computer carefully at all times.
- Don't let anyone but uniformed airline personnel handle your bags.
- Watch out for staged mishaps, like someone bumping into you or spilling a drink. Often it's a ploy to divert your attention.
- Carry your purse close to your body, or your wallet in an inside front pocket. Better yet, wear a money pouch under your clothes.
- Keep a separate record of the contents of checked luggage. And keep anything of value in a carry-on that stays with you.
- Avoid displaying expensive cameras, jewelry, and luggage that might draw attention. Your aim should be to blend in with the crowd.

On the Road

- Become familiar with your travel route before you start. Get a map and study it.
- Make sure your rental car is in good operating condition. Learn how to operate all windows, door locks, and other equipment before you leave the lot.
- Keep your maps and rental agreement concealed, not lying on the seat or the dashboard.
- Keep car doors locked while you are driving. Store luggage in the trunk.
- Park in well-lighted areas only, close to building entrances and walkways.
- Have car keys ready when approaching your car. Check the back seat and floors before you get in.
- If you are bumped by another car, think before you get out. If you are in doubt or uncomfortable, signal the other driver to follow you to a nearby police station or a busy, well-lighted area where it's safe to get out.

At the Hotel

- Insist that hotel personnel write down your assigned room number so others can't see or hear it.

The Texas Department of Insurance,
Division of Workers' Compensation (TDI,DWC)
E-mail resourcecenter@tdi.state.tx.us
or call 1-800-687-7080 for more information.

- Never leave luggage unattended.
- Keep all hotel doors and windows locked, and use all door locks.
- Learn the location of fire exits, elevators, and public phones in case of emergency.
- Make sure your room has an indoor viewer and a dead bolt lock.
- Keep valuables-jewelry, cash, etc. in the hotel safe. Better still; leave jewelry in a safe at home.
- Ask hotel staff about the safety of the neighborhood and what areas to avoid.
- Before taking a cab, ask the staff about directions and estimated costs.
- Always verify who's at your door. Don't open the door to someone you don't know. If an unexpected visitor claims to be a hotel employee, call the front desk to make sure.
- Don't display room keys in public or leave them on the restaurant tables, at the swimming pool, or in other places where they can easily be stolen.
- If you lose the plastic key card to your room, insist on a new-keyed card.

Crime can be random, but there's a lot you can do to limit your chances of becoming a victim. Often simply being aware of the threat of crime—and alert to what you can do to prevent it—will go a long way to making your business trip both safe and successful.

Important Numbers when Traveling Overseas:

- The U.S. Department of Transportation has a Travel Advisory and Airport Safety Hotline (800-221-0673) that advises international travelers of potentially dangerous airports and countries.
- The U.S. Department of State operates a Citizens' Emergency Center (202-647-0900) that offers assistance in emergency situations to travelers abroad, as well as travel advisories and alerts for various countries.

Remember to practice safety. Don't learn it by accident.

This fact sheet was published with information from the National Crime Prevention Council and the Texas Workers' Compensation Commission and is considered factual at the time of development.

Safety Violations Hotline
1-800-452-9595
safetyhotline@tdi.state.tx.us

Fact Sheet #22: Hours Worked Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information concerning what constitutes compensable time under the [FLSA](#). The Act requires that employees must receive at least the [minimum wage](#) and may not be employed for more than 40 hours in a week without receiving at least one and one-half times their regular rates of pay for the [overtime](#) hours. The amount employees should receive cannot be determined without knowing the number of hours worked.

Definition of "Employ"

By statutory definition the term "employ" includes "to suffer or permit to work." The workweek ordinarily includes all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. "Workday", in general, means the period between the time on any particular day when such employee commences his/her "principal activity" and the time on that day at which he/she ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, tour of duty, or production line time.

Application of Principles

Employees "Suffered or Permitted" to work: Work not requested but suffered or permitted to be performed is work time that must be paid for by the employer. For example, an employee may voluntarily continue to work at the end of the shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable.

Waiting Time: Whether waiting time is hours worked under the Act depends upon the particular circumstances. Generally, the facts may show that the employee was engaged to wait (which is work time) or the facts may show that the employee was waiting to be engaged (which is not work time). For example, a secretary who reads a book while waiting for dictation or a fireman who plays checkers while waiting for an alarm is working during such periods of inactivity. These employees have been "engaged to wait."

On-Call Time: An employee who is required to remain on call on the employer's premises is working while "on call." An employee who is required to remain on call at home, or who is allowed to leave a message where he/she can be reached, is not working (in most cases) while on call. Additional constraints on the employee's freedom could require this time to be compensated.

Rest and Meal Periods: Rest periods of short duration, usually 20 minutes or less, are common in industry (and promote the efficiency of the employee) and are customarily paid for as working time. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.

Sleeping Time and Certain Other Activities: An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken.

Lectures, Meetings and Training Programs: Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.

Travel Time: The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

Home to Work Travel: An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

Home to Work on a Special One Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

Travel That is All in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Typical Problems

Problems arise when employers fail to recognize and count certain hours worked as compensable hours. For example, an employee who remains at his/her desk while eating lunch and regularly answers the telephone and refers callers is working. This time must be counted and paid as compensable hours worked because the employee has not been completely relieved from duty.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243). This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

**City of Amarillo, Texas
Cost Allocation Plan September 30, 2015
Summary of Public Health Indirect Cost Rates
For the Period Ended September 30, 2015**

	Indirect Costs	Salaries & Benefits Base	Indirect Cost Rates
2300 City Manager-City Admin	8,296	1,643,377	0.50%
2400 City Manager-Mgmt & Admin	11,498	1,643,377	0.70%
2700 Human Resources-City	7,758	1,643,377	0.47%
3400 Finance-Internal Auditor	108	1,643,377	0.01%
3700 Accounting-General	9,957	1,643,377	0.61%
3800 Accounting-Payroll	1,818	1,643,377	0.11%
3900 Accounting-Grants	24,448	1,643,377	1.49%
4000 Accounting-Audit	1,844	1,643,377	0.11%
4100 Purchasing	6,055	1,643,377	0.37%
4300 Central Stores	137	1,643,377	0.01%
4400 IS-Printing Services	5,951	1,643,377	0.36%
4500 Central Stores	169	1,643,377	0.01%
4710 IS-JDE	7,227	1,643,377	0.44%
4730 IS-HB	4,865	1,643,377	0.30%
4740 IS-Kronos	6,110	1,643,377	0.37%
4900 IS-Microsystems	52,544	1,643,377	3.20%
5000 IS-Replacement	1,525	1,643,377	0.09%
5110 IS-Telecom	38,195	1,643,377	2.32%
5210 IS-Reimbursement	-107,819	1,643,377	-6.56%
5310 MG Operating	684	1,643,377	0.04%
5320 MG Fuel	-29	1,643,377	0.00%
5400 MG-Replacement	-2,404	1,643,377	-0.15%
5600 Legal-City Atty	2,637	1,643,377	0.16%
5700 Legal-Asst City Attys	7,332	1,643,377	0.45%
6100 Custodial Services	26,235	1,643,377	1.60%
7100 Facilities	20,525	1,643,377	1.25%
200 Total Indirect Costs	135,666	1,643,377	8.26%
Total	135,666	1,643,377	8.26%
Carry Forward	33,941	1,643,377	2.07%
Adjusted Total	169,607	1,643,377	10.32%



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	
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Department	Public Health
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Agenda Caption

Acceptance – Public Health Emergency Preparedness Grant
 Grant Amount : \$248,133
 Grantor: Texas Department of State Health Services

This item accepts the award from the Texas Department of State Health Services from July 1, 2017 through June 30, 2018 to continue funding public health emergency preparedness and epidemiologic efforts through public health.

Agenda Item Summary

Contractor shall continue to provide all hazards planning and response to public health emergencies and epidemiologic surveillance, investigation, and response.

Requested Action

Accept grant award.

Funding Summary

Texas Department of State Health Services.

Community Engagement Summary

City Manager Recommendation

Staff recommend acceptance of this grant.

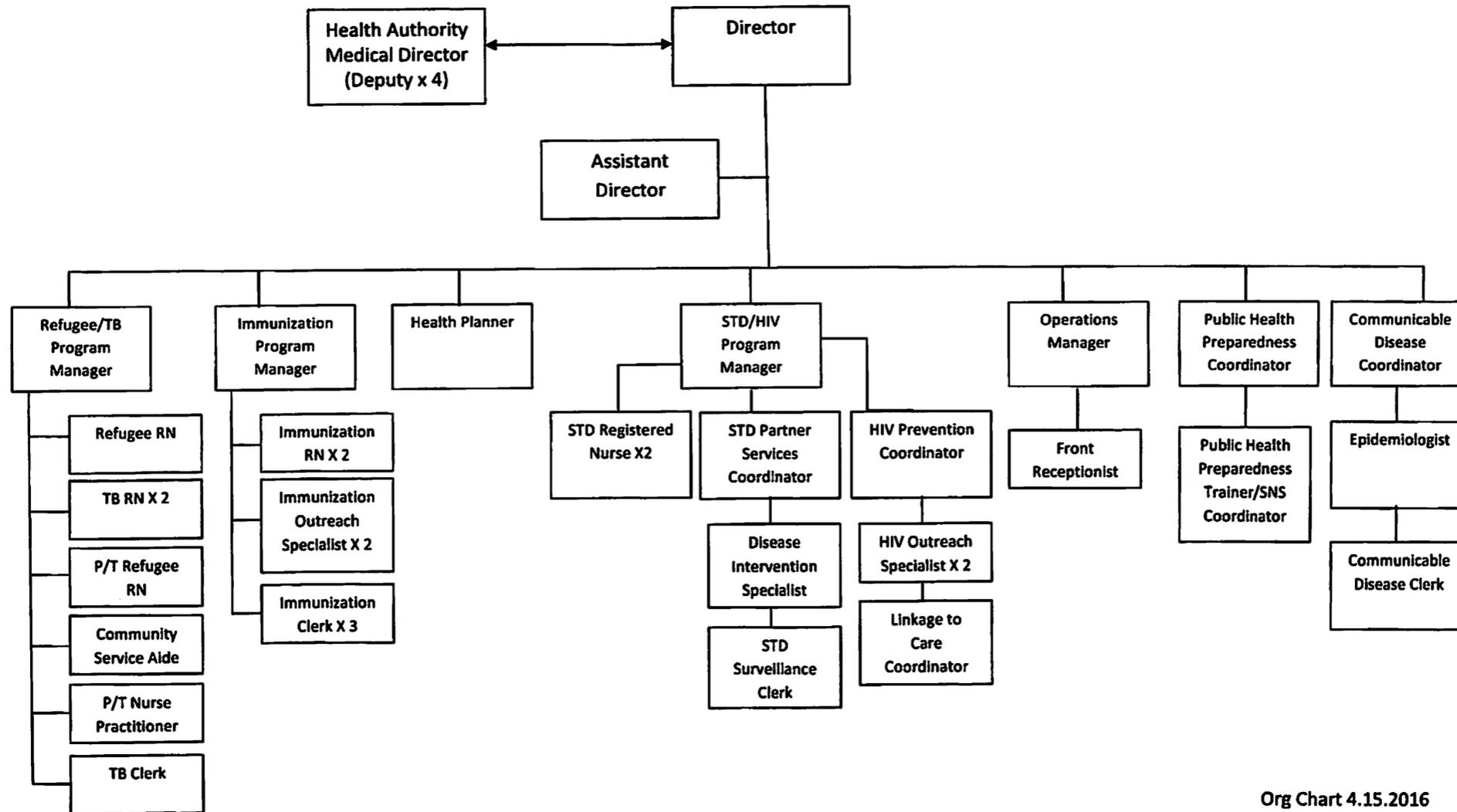
FY18 CONTRACT RENEWAL CHECKLIST

Include checklist with renewal submission. Renewals not including checklist and ALL required documents on checklist will not be processed and will be returned for completion.

CONTRACTOR NAME: City of Amarillo
COMPLETED BY: Richard Todd

FORM	DESCRIPTION	X
1	Completed Checklist	x
2	Organizational Chart	x
3	Job Descriptions with salary ranges	x
4	Volunteer Job Descriptions, if applicable	n/a
5	Budget Templates	x
6	Quotes and/or Technical Specifications for items listed on the Equipment page, if \$5,000 or above.	n/a
7	Travel Policy that includes maximum limits for meal reimbursement, lodging, and mileage.	x
8	Indirect Rate Letter or Cost Allocation Plan, if applicable.	x

2016/2017 Organizational Chart: City of Amarillo Department of Public Health





City of Amarillo Job Description

Job Title:	Coordinator for Public Health Preparedness	Job Class Number:	PRF 580
Department:	Public Health	Department Code:	25020
Reports To: (Position)	Director of Public Health	Effective Date:	October 2, 2006
Exemption Status: (exempt or non-exempt)	Exempt	Page 1 of 2	

Position Summary: (include degree of supervision)

This position functions as coordinator for the Potter/Randall and City of Amarillo Public Health Preparedness response efforts. The position focuses on public health/bioterrorism preparedness and response-related plan development and program coordination for Public Health, working with Environmental Health, Animal Control and Emergency Management. This position will assist Emergency Management to operationalize the Amarillo Bi-City-County "all hazards plans" and coordinate the Public Health responsibilities within the Emergency Operations Plans, in conjunction with the Texas Department of State Health Services and the Centers for Disease Control. This position will also coordinate the emerging threats planning such as SARS, Pandemic Influenza and other ad hoc topics. The Coordinator will supervise Public Health Preparedness/Bioterrorism staff and manage grant proposals, budgets and deliverables. This position reports to the Director of Public Health.

Principal Duties and Responsibilities: (please number)

1. Supervises Public Health Preparedness staff: educator/trainer, administrative assistant, and Strategic National Stockpile Coordinator.
2. Coordinates all grant activities: planning, training, exercising, budgeting and reporting
3. Coordinates all activities with Texas Department of State Health Services for public health preparedness program development, implementation and continued cooperation with state and local Emergency Management officials.
4. Coordinates syndromic surveillance activities for Department of Public Health.
5. Coordinates the development, maintenance and revision of the following components of the City of Amarillo Department of Public Health all-hazards planning: Annex H (public health components), Appendices to Emergency Operations Plan (smallpox, SARS, BDS, SNS, Pandemic Influenza, etc) and other topics as assigned for public health preparedness.
6. Coordinates volunteers involved in the Medical Reserve Corps initiative in collaboration with Emergency Management.
7. Supports response efforts, as directed, in City of Amarillo all-hazards responses.
8. Acts as the Public Health liaison with community agencies regarding the planning, exercises and responses to public health threats.
9. Performs other duties as assigned by Public Health Department Director or designee.

Machines, Tools, Equipment and Work Aids Used:

- Telephone
- Personal computer
- Copy machine
- High degree of experience with variety of computer programs
- Internet research
- Microsoft applications such as Word, Excel, PowerPoint and Access
- Email communications.

Physical Demands and Working Conditions:

- Work requires considerable sitting, normal walking, standing and stooping.
- Requires driving to off-site locations including meetings within Potter and Randall Counties. Travel outside of Potter and Randall Counties may be required.
- Occasionally requires some lifting and carrying of boxes weighing 20 to 25 pounds.
- May be exposed to infectious diseases.

Education Training, Experience, and Licenses/Certifications/Registrations Required:

- Graduation from an accredited four-year college or university is required.
- Two years of experience in public health or a related field is preferred.
- Experience as a program coordinator, educator/trainer is preferred.
- A graduate degree (Master of Public Health) or related degree may substitute for required experience.
- Must have excellent communication skills--written and oral.
- Current Texas driver license and personal vehicle are required.

Approvals:

Incumbent:	_____	Date:	_____
Supervisor:	_____	Date:	_____
Department Head:	Matt Richardson, MPH	Date:	10-2-2006
Division Director:	Vicki Covey, Community Services Director	Date:	10-3-2006
Director of Personnel:	_____	Date:	_____

Note: See Page 11 for Salary Range Information for this position.



City of Amarillo Job Description

Job Title:	PUBLIC HEALTH PREPAREDNESS EDUCATOR AND SNS COORDINATOR	Job Class Number:	PRF581
Department:	PUBLIC HEALTH	Department Code:	25020
Reports To: (Position)	PUBLIC HEALTH PREPAREDNESS COORDINATOR	Effective Date:	NOVEMBER 20, 2007
Exemption Status: (exempt or non-exempt)	NON-EXEMPT	Page 1 of 2	

Position Summary: (include degree of supervision)

The Public Health Preparedness Educator/SNS Coordinator will educate and train volunteers for mass immunization center operations, mass dispensing operations and other public health preparedness responses. Will coordinate with partners to develop and integrate the local SNS plan with regional, state, and federal SNS plans. Work with local, regional, state and federal entities to plan and implement SNS training and exercises. Will assist and support Medical Reserve Corps training and activation in public health emergencies. Will educate and train public health staff for response roles required in each position.

Principal Duties and Responsibilities: (please number)

1. Coordinate with Public Health Preparedness staff to educate and train volunteer groups.
2. Develop, deliver and maintain educational and training programs for professionals, as well as volunteers of differing educational levels, job skills and cultural backgrounds.
3. Develop plans for crisis and emergency risk communication for use in public health emergencies.
4. Maintain COA Public Health Crisis and Emergency Risk Communication program.
5. Develop and maintain both PHP response staff and volunteer staff policies and procedures for use in emergency responses and other events.
6. Lead SNS Planning and coordinate the use of SNS assets.
7. Assist and support MRC activities.
8. Prepare and present materials and programs to educate and train both paid and volunteer staff regarding the various aspects of the SNS program.
9. Participate in planning, training and conducting exercises and drills, including pre-and post-planning reports.
10. Assist in grant management tasks when directed.
11. Serve as liaison with other city, county and state departments or organizations in SNS coordination and response planning.
12. Perform other duties as assigned by supervisor or designee.

Machines, Tools, Equipment and Work Aids Used:

- Personal computer
- Software such as Word, PowerPoint, Excel, etc.
- Printers
- Audiovisual equipment



City of Amarillo Job Description

Job Title:	PUBLIC HEALTH PREPAREDNESS EDUCATOR AND SNS COORDINATOR	Job Class Number:	PRF581
Department:	PUBLIC HEALTH	Department Code:	25020
Reports To: (Position)	PUBLIC HEALTH PREPAREDNESS COORDINATOR	Effective Date:	NOVEMBER 20, 2007
Exemption Status: (exempt or non-exempt)	NON-EXEMPT	Page 2 of 2	

Physical Demands and Working Conditions:

1. Considerable sitting, normal walking, standing and stooping.
2. Travel to off-site locations, including meetings within Potter and Randall Counties
3. Travel outside of Potter and Randall Counties may be required.
4. Occasionally requires some lifting and carrying of boxes weighing 20 to 25 pounds.
5. May be required to work indoors and outdoors in all types of weather condition.
6. High stress actions may be completed during emergency response operations.
7. May be required to work evening, weekends, and holidays.
8. May be exposed to infectious diseases.

Education Training, Experience, and Licenses/Certifications/Registrations Required:

1. Graduation from an accredited four-year college or university is required.
2. Two years of public health experience or related field is required.
3. Experience as an educator or trainer is preferred.
4. Must have excellent written and oral communication skills.
5. Must have a current Texas Driver's license and reliable means of transportation.

Approvals:

Incumbent:		Date:	
Supervisor:		Date:	
Department Head:		Date:	
Division Director:		Date:	
Director of Personnel:		Date:	

Note: See page 10 for Salary Range Information for this position.



City of Amarillo Job Description

Job Title:	ADMINISTRATIVE ASSISTANT CD SURVEILLANCE CLERK	Job Class Number:	PRF573
Department:	PUBLIC HEALTH	Department Code:	25020
Reports To: (Position)	EPIDEMIOLOGIST	Effective Date:	FEBRUARY 11, 2008
Exemption Status: (exempt or non-exempt)	NON-EXEMPT	Page 1 of 2	

Position Summary: (include degree of supervision)

The Communicable Disease Surveillance Clerk will be responsible for maintaining the communicable disease database, electronic reporting of communicable diseases to Texas Department of Health, and assisting the communicable disease nurse in tracking and investigating reportable communicable diseases.

Principal Duties and Responsibilities: (please number)

1. Enters completed communicable disease investigations in the electronic database.
2. Enters Hepatitis C reports into HCV database.
3. Updates and maintains disease logs and assists with completion of monthly disease summaries.
4. Assists with data entry of tuberculosis and refugee program information as requested.
5. Enters smallpox vaccinations into the CDC/PVS database.
6. Performs other duties as assigned.
7. Assists Vaccine Clerk with vaccine inventory and accountability.
8. Assists in monitoring Vaccine Preventable Diseases.
9. Participates in Public Health Preparedness activities.

Machines, Tools, Equipment and Work Aids Used:

- Telephone
- Personal Computer
- Typewriter
- Audiovisual equipment
- Facsimile
- Copier
- Micro Soft (MS) Office programs

Physical Demands and Working Conditions:

1. Work requires talking, interaction with the public, and sitting.
2. Occasional local travel.
3. May be exposed to infectious diseases.



City of Amarillo Job Description

Job Title:	ADMINISTRATIVE ASSISTANT CD SURVEILLANCE CLERK	Job Class Number:	PRF573
Department:	PUBLIC HEALTH	Department Code:	25020
Reports To: (Position)	EPIDEMIOLOGIST	Effective Date:	FEBRUARY 11, 2008
Exemption Status: (exempt or non-exempt)	NON-EXEMPT	Page 2 of 2	

Education Training, Experience, and Licenses/Certifications/Registrations Required:

1. High School graduate or GED.
2. Computer experience and familiarity with Microsoft Office, Excel, Outlook, Word, Power Point and Email is required.
3. A current Texas driver's license, good driving record and a reliable means of transportation is required.

Approvals:

Incumbent:	_____	Date:	_____
Supervisor:	_____	Date:	_____
Department Head:	_____	Date:	_____
Division Director:	_____	Date:	_____
Director of Personnel:	_____	Date:	_____

Note: See page 9 for Salary Range Information regarding this position.

CITY OF AMARILLO
2010/2011 GENERAL SALARY SCHEDULE

	CLASS	DESCRIPTION	MINIMUM (hr/mth/yr)	MAXIMUM (hr/mth/yr)
GROUP C-03	CLR400	ADMINISTRATIVE ASSISTANT I	8.05	14.69
	TRD040	BUILDING ATTENDANT I	1,395	2,546
	TRD065	BUILDING MECHANIC TRAINEE	16,744	30,555
	CLR561	COMMUNITY SERVICE AIDE		
	TRD910	CUSTODIAN I		
	TRD935	LABORER		
	CLR955	MESSENGER		
	TEC770	PHOTO TECHNICIAN		
	CLR778	TRAFFIC GUIDE		
	TRD900	WATCHGUARD		
	TRD333	WATER METER MECHANIC I		
	TEC587	WIC TECHNICIAN I		
	GROUP C-04	CLR405	ADMINISTRATIVE ASSISTANT II	8.49
TRD590		ANIMAL ATTENDANT	1,471	2,683
PRF110		BAILIFF I	17,655	32,190
TRD041		BUILDING ATTENDANT II		
TRD047		CUSTODIAN II		
TRD235		EQUIPMENT SERVICER I		
TRD430		GREENSKEEPER I		
TEC530		LUBRICATION TECHNICIAN		
TRD170		METER READER I		
TEC585		NUTRITION TECHNICIAN I		
TRD925		SERVICER I		
TRD930		UTILITY WORKER		
TRD334		WATER METER MECHANIC II		
TEC590		WIC TECHNICIAN II		
TEC955		ZOO KEEPER I		
GROUP C-05	CLR410	ADMINISTRATIVE ASSISTANT III	8.87	16.19
	TRD080	BUILDING MECHANIC I	1,538	2,807
	TEC900	COMMUNICATIONS TECHNICIAN ASSISTANT	18,452	33,681
	TEC211	ENGINEERING AIDE I		
	TRD221	EQUIPMENT OPERATOR I		
	TEC771	EVIDENCE TECHNICIAN		
	TRD252	GATE ATTENDANT		
	TRD435	GOLF IRRIGATION TECH I		
	TRD431	GREENSKEEPER II		
	TRD332	METER SERVICE REPRESENTATIVE		
	TRD970	PARK MAINTENANCE MECHANIC I		
	TEC950	PARK TECHNICIAN I		
	TRD151	PRINTER I		
	PRF085	SECURITY OPERATIONS AGENT		
	TEC541	TRAFFIC TECHNICIAN I		
	TRD331	UTILITY LOCATOR		
	TRD955	UTILITY MAINTENANCE MECHANIC I		
GROUP C-06	CLR415	ADMINISTRATIVE ASSISTANT IV	9.30	16.97
	TRD592	ANIMAL CONTROL OFFICER I	1,613	2,942
	TRD222	CONCRETE FINISHER	19,350	35,306
	TRD950	EQUIPMENT OPERATOR II		
	TRD236	EQUIPMENT SERVICER II		

This pay band includes the CD
Surveillance Clerk

City of Amarillo Job Description

Job Title: Communicable Disease Coordinator

Job Class Number: PRF135

Business Unit Name: Bio-Terrorism

Business Unit Number: 25020

Reports To: Assistant Director

Effective Date: 03/12/2014

FLSA Status: Exempt

BASIC FUNCTION:

- As part of the Bio-Terrorism Program, perform communicable disease activities for the City of Amarillo, Potter County, and Randall County.

EXAMPLES OF WORK PERFORMED:

- Act as the primary contact for all communicable disease reports received by the department.
- Performs communicable disease investigations according to department policies.
- Collaborates on a weekly basis with Environmental Health to assess and identify any possible food borne illness events.
- Provides communicable disease educational information to the public or other healthcare providers.
- Acts as the primary point of contact for all animal bite reports received by the department.
- Participates in the contacting, investigating, and coordination of post-exposure rabies prophylaxis for individuals in Potter and Randall counties.
- Acts as the primary point of contact for the Perinatal Hepatitis B program.
- Assists with the quarterly and annual statistics reporting.
- Assists with the Community Health Assessment.
- Participates in public health emergency preparedness and response activities, as required.

SUPERVISORY/MANAGERIAL RESPONSIBILITY:

- None

WORK ENVIRONMENT:

- Most work is performed in a clinical setting but there is required field work.
- Multiple tasks/projects can and most often will be performed simultaneously.
- Exposure to weather, hazardous conditions, and communicable disease is likely, personal protective equipment is provided by the department.
- Presentations to large groups of people may be required at times.
- The majority of time is spent calling individuals on the phone and performing communicable disease questionnaires.
- Considerable time spent working on a PC looking up information or entering data into various databases.

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of infectious diseases.
- Must possess strong computer skills.
- Must possess strong communication skills.
- Must possess strong interpersonal skills.
- Must possess strong organizational skills.
- Must possess research skills to find information regarding infectious diseases and other related information.
- Must have the ability to follow verbal instructions.
- Must have the ability to meet set deadlines or communicate any delays to supervisory staff.
- Must have the ability to work some nights and/or weekends, when necessary.
- Must have the ability to travel when necessary.

MINIMUM QUALIFICATIONS:

Education:

- Registered Nursing license and either Associates or Bachelor's degree in Nursing or a Bachelor's degree in Science, Social Work, or other related field, is required.

Experience:

- At least 2 years working in a healthcare related field or 2 years working in a case management capacity is required.

Other:

- Licensure to work as a Registered Nurse in the State of Texas is required.
- Valid Texas Drivers License
- Reliable Transportation

APPROVALS:

Incumbent: _____	Date: _____
Supervisor: <u><i>Alfonso</i></u>	Date: <u>3/2/14</u>
Department Head: <u><i>[Signature]</i></u>	Date: <u>7-12-14</u>
Division Director: _____	Date: _____
HR Director: _____	Date: _____

**CITY OF AMARILLO
ESSENTIAL JOB FUNCTIONS**

Job Title: Communicable Disease Coordinator		Business Unit: 25020(70%), 25011(30%)		
		Date: 11/29/2011		
Task	Physical/ Mental Activity	Frequency	License/Certification	Additional Info.
Receive calls on communicable disease reports from local providers and hospitals	Mental	Daily	None	
Coordinate and complete communicable disease investigations within department guidelines.	Mental	Daily	None	
Receive calls regarding rabies and coordinate with Animal Control on appropriate actions.	Mental	Varies	None	
Coordinate Rabies post exposure prophylaxis for clients.	Physical & Mental	Varies	None	
Assist with the Community Health Assessment	Physical & Mental	Varies	None	
Collaborates with Environmental Health to assess foodborne disease reports.	Mental	Varies	None	
Assists with the collection of data for various reports.	Mental	Varies	None	

INCUMBENT WORKSHEET

Title: Communicable Disease Coordinator

Date: 2011

MACHINES - TOOLS - EQUIPMENT - ELECTRONIC DEVICES - SOFTWARE

- Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- Crouching:** Bending the body downward and forward by bending leg and spine.
- Crawling:** Moving about on hands and knees or hands and feet.
- Reaching:** Extending hand(s) and arm(s) in any direction.
- Standing:** Particularly for sustained periods of time.
- Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling:** Using upper extremities to exert force in order to draw, drag haul or tug objects in a sustained motion.
- Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.
- Grasping:** Applying pressure to an object with the fingers and palm.
- Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing:** Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.
- Repetitive motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

THE PHYSICAL REQUIREMENTS OF THE POSITION

- Sedentary work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS INCLUDING COLOR, DEPTH PERCEPTION AND FIELD OF VISION

- Machine operators (including inspection), Inspection, close Assembly, Clerical, Administrative:** This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.
- Machine operators (without inspection), Mechanics, Skilled Trades People:** This is a minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach. (If the machine operator also inspects, use the "A" standard which requires more acuity.) Also, mechanics and skilled tradespeople and those who do work of a nonrepetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- Mobile Equipment Operators:** This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
- Other:** This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

THE CONDITIONS THE WORKERS WILL BE SUBJECT TO IN THIS POSITION

- The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.**
- The worker is subject to outside environmental conditions: No effective protection from weather.**
- The worker is subject to both environmental conditions: Activities occur inside and outside.**
- The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.**
- The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.**
- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.**
- The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.**
- The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.**
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.**
- The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.**
- The worker is required to wear respirator.**
- None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).**

CITY OF AMARILLO
2010/2011 GENERAL SALARY SCHEDULE

CLASS	DESCRIPTION	MINIMUM (hr/mth/yr)	MAXIMUM (hr/mth/yr)
MGT321	PROCESS CONTROL SUPERVISOR		
TEC919	PROJECT REPRESENTATIVE II		
MGT400	RECREATION SUPERVISOR		
MGT601	RECRUITMENT COORDINATOR		
TEC925	SENIOR DESIGN TECHNICIAN		
MGT220	STREET SUPERVISOR I		
TEC550	TRAFFIC OPERATIONS TECHNICIAN		
MGT910	TREATMENT PLANT MAINTENANCE FOREPERSON		
PRF600	U. R. NURSE		
MGT930	WATER & SEWER SUPERVISOR II		
GROUP C-15			
MGT081	AIRPORT POLICE COMMANDER	14.48	27.73
PRF052	APPLICATION/SPECIALIST TRAINER	2,509	4,807
TEC927	CHIEF DESIGN TECHNICIAN	30,110	57,678
MGT046	COMMUNICATIONS SHIFT SUPERVISOR		
TEC140	COMPUTER PROGRAMMER II		
PRF033	COORDINATOR OF PUBLIC RELATIONS & PROGRAMMING		
PRF570	EDUCATION COORDINATOR		
TEC923	ENGINEERING ASSISTANT IV		
PRF301	ENGINEERING DESIGN COORDINATOR		
TRD045	FACILITIES SUPERVISOR		
PRF031	LIBRARIAN II		
MGT941	OPERATIONS CONTROL SUPERVISOR		
MGT665	R/T COMMUNICATION SUPERVISOR		
PRF551	SANITARIAN II		
TEC540	SIGNAL OPERATIONS TECHNICIAN		
MGT545	SIGNAL SUPERVISOR		
PRF582	SNS COORDINATOR		
MGT043	TRAINING/QUALITY ASSURANCE SUPERVISOR		
MGT252	TRANSFER STATION SUPERVISOR		
GROUP C-16			
PRF120	ACCOUNTANT II	15.14	28.99
PRF579	BIOTERRORISM DISP VOL COORD	2,625	5,025
PRF130	BUDGET ANALYST I	31,497	60,297
TRD512	BUILDING INSPECTOR II		
TRD515	CHIEF ELECTRICAL INSPECTOR		
TRD513	CHIEF PLANS EXAMINER		
TRD516	CHIEF PLUMBING INSPECTOR		
TRD505	COMMUNITY IMPROVEMENT CHIEF		
CLR110	COURT REPORTER		
PRF581	EDUCATOR/SNS COORDINATOR		
PRF350	ENVIRONMENTAL CHEMIST		
MGT770	JAIL SHIFT SUPERVISOR		
MGT250	LANDFILL SUPERVISOR		
MGT510	NEIGHBORHOOD SERVICE ADMINISTRATOR		
PRF587	NUTRITIONIST III		
PRF901	PLANNER II		
MGT560	PROGRAM COORDINATOR		
MGT044	SENIOR COMMUNICATIONS SUPERVISOR		
GROUP C-17			
PRF300	CIVIL ENGINEER II	15.86	30.36
TEC122	INFORMATION TECHNOLOGY ANALYST	2,749	5,263
TEC123	INFORMATION TECHNOLOGY SUPPORT ANALYST	32,987	63,157

**This pay band includes the PHEP
Educator-Trainer/SNS
Coordinator and the CD
Coordinator.**

CITY OF AMARILLO
2010/2011 GENERAL SALARY SCHEDULE

CLASS	DESCRIPTION	MINIMUM (hr/mth/yr)	MAXIMUM (hr/mth/yr)
PRF032	LIBRARIAN III		
PRF588	NUTRITIONIST IV		
TEC137	PERSONAL COMPUTER SPECIALIST		
MGT040	PRODUCTION MANAGER		
PRF552	SANITARIAN III		
PRF303	SENIOR PROJECTS COORDINATOR		
GROUP C-18			
PRF123	BANK CONTROL/GENERAL LEDGER ACCOUNTANT	16.61	33.73
TEC135	COMPUTER PROGRAMMER ANALYST I	2,879	5,846
PRF120	FINANCIAL ACCOUNTANT/GRANTS MANAGER	34,553	70,150
PRF122	PROPERTY ACCOUNTANT ANALYST		
GROUP C-19			
PRF304	CIVIL ENGINEER III	17.43	36.09
TRD500	COMMUNITY SAFETY INSPECTOR	3,022	6,256
TEC570	DIETITIAN I	36,261	75,071
MGT050	FLEET MANAGER		
PRF100	INTERNAL AUDITOR		
PRF553	SANITARIAN IV		
PRF900	SENIOR PLANNER		
GROUP C-20			
MGT230	ASSISTANT MMRS COORDINATOR	18.67	38.63
PRF071	ATTORNEY I	3,236	6,695
MGT610	CLAIMS ADMINISTRATOR	38,827	80,344
TEC134	COMPUTER PROGRAMMER ANALYST II		
TEC571	DIETITIAN II		
MGT870	FIRE MARSHAL		
PRF590	IMM/COMM. DISEASE COORDINATOR		
TEC126	INFORMATION TECHNOLOGY COORDINATOR		
TEC136	PERSONAL COMPUTER SERVICES COORDINATOR		
PRF572	REGISTERED NURSE		
PRF040	RESOURCE ADMINISTRATOR		
TEC124	SENIOR INFORMATION TECHNOLOGY ANALYST		
TEC107	SPECIAL PROJECTS MANAGER		
GROUP C-21			
PRF072	ATTORNEY II	19.99	43.03
MGT130	COMPUTER PROGRAMMING MANAGER	3,465	7,459
PRF580	COORDINATOR OF PUBLIC HEALTH PREPAREDNESS	41,575	89,507
MGT060	MMRS COORDINATOR		
PRF576	NURSE EPIDEMIOLOGIST		
PRF605	NURSE PRACTITIONER		
TEC125	SENIOR PROGRAMMER ANALYST		
MGT580	STD PROGRAM MANAGER		

**This Pay Band includes the PHEP
Coordinator.**



FY2018

City of Amarillo Department of Public Health

Applicant Information

Legal Name of Applicant Agency:
Mailing Address:

City of Amarillo

Street / PO Box: P.O. Box 1971
City: Amarillo
Zip: 79105

Payee Name:

City of Amarillo

Payee Mailing Address:

Street / PO Box: PO Box 1971
City: Amarillo
Zip: 79105

State of Texas Comptroller Vendor ID # (9 digit + 3 digit mail code):
DUNS # (9 digits required for subrecipient contractors):

17560004446014

Type of Entity (Choose one)

City: Click on appropriate box
County:
Other Political Subdivision:

Project Period

Start Date: 7/1/2017
End Date: 6/30/2018

Counties Served

County(ies) Served:
Potter and Randall

Amount of Funding Allocated:

\$248,133.00

CONTACT PERSON INFORMATION

Legal Business Name:

This form provides information about the appropriate contacts in the contractor's organization in addition to those on the FACE PAGE. If any of the following information changes during the term of the contract, please send written notification to the Contract Management Unit.

Health Director/CEO
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

B-13/FSR Rep:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

PHEP (HAZARDS) Program Leader:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

SNS (CRI) Coordinator:
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

Authorized Signatory
Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

Emergency Contact
Cell Phone: Ext:
Fax:
E-mail:

Mailing Address (street, city, county, state, & zip):

BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

City of Amarillo

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding (Match) (5)	Other Funds (6)
A. Personnel	\$187,585	\$152,803			\$34,782	
B. Fringe Benefits	\$88,502	\$72,092			\$16,410	
C. Travel	\$15,440	\$0			\$15,440	
D. Equipment	\$0	\$0			\$0	
E. Supplies	\$799	\$749			\$50	
F. Contractual	\$0	\$0			\$0	
G. Other	\$7,935	\$0			\$7,935	
H. Total Direct Costs	\$300,261	\$225,644	\$0	\$0	\$74,617	\$0
I. Indirect Costs	\$27,608	\$22,489			\$5,119	
J. Total (Sum of H and I)	\$327,869	\$248,133	\$0	\$0	\$79,736	\$0
				Match Percentage	32.13%	

If the Contractor is using Indirect Costs as Match, then enter the amount in Line 16, Column H.



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	
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Department	Public Health
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Agenda Caption

Acceptance – Regional and Local Services System/Local Public Health Services (RLSS/LPHS) Grant

Grant Amount : \$223,488

FY18 - \$111,744

FY19 - \$111,744

Grantor: Texas Department of State Health Services

This item accepts the two year award from the Texas Department of State Health Services from September 1, 2017 thru August 31, 2019 to continue funding supporting services through the STD clinic at Public Health. This grant pays for one Registered Nurse, Disease Intervention Specialist , and Administrative Assistant.

RLSS/LPHS contracts are based on expected state appropriations funding levels and are contingent on continued availability of funding. Therefore, DSHS Regional and Local Health Services will process contracts with State appropriated funds allocated for FY18 and FY19. Adjustments to contracts may be necessary depending on the final budget appropriation of state funds.

Agenda Item Summary

Contractor shall continue to provide direct patient care through the STD clinic and DIS program.

Requested Action

Accept grant award.

Funding Summary

Texas Department of State Health Services.

Community Engagement Summary

City Manager Recommendation

Staff recommend acceptance of this grant.



FY 2018/19 Request for Local Public Health Services Funds (LPHS)

Contents

- 1) Form A – Face Page
- 2) Contact Information Form
- 3) Project Service Delivery Plan
- 4) Template - FY18/19 LPHS Project Service Delivery Plan/Quarterly and Final Performance Report

**Contract documents are due to DSHS on or before
Friday, January 13, 2016 by COB @ via email to
LocalPHTeam@dshs.state.tx.us**

**Please reference your entity's name in the subject line of your email.
(Example: XYZ Local Health Dept. FY18/19 RLSS/LPHS)**

Please contact your contract manager at (512) 776-2181 for assistance in completing the FY18/19 RLSS/LPHS contract documents.



FY 2018/19 Local Public Health Services FORM A - FACE PAGE

RESPONDENT INFORMATION	
1) LEGAL NAME: City of Amarillo Department of Public Health	
2) MAILING Address Information (include mailing address, street, city, county, state and zip code): 1000 Martin Rd Amarillo, TX 79107	
3) PAYEE Mailing Address (if different from above): PO Box 1971 Amarillo, TX 79105	
4) Federal Tax ID No. (9 digit), State of Texas Comptroller Vendor ID No. (14 digit) or if an individual, Social Security Number (9 digit) : 17560004446014 <small>*The vendor acknowledges, understands and agrees that the vendor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.</small>	
5) TYPE OF ENTITY (check all that apply):	
<input checked="" type="checkbox"/> City <input type="checkbox"/> Regions/Countries/LHD <input type="checkbox"/> Other Political Subdivision <input type="checkbox"/> State Agency <input type="checkbox"/> Indian Tribe	<input type="checkbox"/> Nonprofit Organization* <input type="checkbox"/> For Profit Organization* <input type="checkbox"/> HUB Certified <input type="checkbox"/> Community-Based Organization <input type="checkbox"/> Minority Organization <input type="checkbox"/> Faith-based Organization
<input type="checkbox"/> Individual <input type="checkbox"/> FQHC <input type="checkbox"/> State Controlled Institution of Higher Learning <input type="checkbox"/> Hospital <input type="checkbox"/> Private <input type="checkbox"/> Other (specify): _____	
<small>*If incorporated, provide 10-digit charter number assigned by Secretary of State:</small>	
6) COUNTIES OR REGION SERVED BY PROJECT: Potter and Randall Counties See attached County/Region list.	
7) PROJECT CONTACT PERSON	CHECK FUNDING APPLYING FOR:
Name: Casie Stoughton Phone: 806.378.6320 Fax: 806.378.6307 E-mail: casie.stoughton@amarillo.gov	<input checked="" type="checkbox"/> LPHS \$223,488
<small>The facts affirmed by me in this application are truthful and I warrant that the applicant is in compliance with the assurances and certifications attached in FORM E, and will provide services in accordance with 25 Texas Administrative Code, §§37.51-37.65. This document has been duly authorized by the governing body of the applicant and I (the person signing below) am authorized to represent the applicant.</small>	
8) AUTHORIZED REPRESENTATIVE	9) DATE
Name: Bob Cowell Title: Interim City Manager Phone: 806.378.3012 Fax: E-mail: bob.cowell@amarillo.gov	

GENERAL INSTRUCTIONS FOR THE FACE PAGE

This form provides basic information about the applicant and the proposed project with the Department of State Health Services (DSHS), including the name of the authorized representative. It is the cover page of the proposal and is required to be completed. **DSHS Assurances and Certifications** and acknowledges that continued compliance is a condition for the award of a contract. Please follow the instructions below to complete the face page form and return with the applicant's proposal.

- 1) **LEGAL NAME** - Enter the legal name of the applicant.
- 2) **MAILING ADDRESS INFORMATION** - Enter the applicant's complete street and mailing address, city, county, state, and zip code.
- 3) **PAYEE MAILING ADDRESS** - Payee – Entity involved in a contractual relationship with applicant to receive payment for services rendered by applicant and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE's name and mailing address if PAYEE is different from the applicant. The PAYEE is the corporation, entity or vendor who will be receiving payments.
- 4) **FEDERAL TAX ID/STATE OF TEXAS COMPTROLLER VENDOR ID/SOCIAL SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Vendor Identification Number assigned by the Texas State Comptroller (14-digit). *The vendor acknowledges, understands and agrees that the vendor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.
- 5) **TYPE OF ENTITY** - The type of entity is defined by the Secretary of State and/or the Texas State Comptroller. Check all appropriate boxes that apply.

HUB is defined as a corporation, sole proprietorship, or joint venture formed for the purpose of making a profit in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons who have been historically underutilized (economically disadvantaged) because of their identification as members of certain groups: Black American, Hispanic American, Asian Pacific American, Native American, and Women. The HUB must be certified by the Texas Building and Procurement Commission or another entity.

MINORITY ORGANIZATION is defined as an organization in which the Board of Directors is made up of 50% racial or ethnic minority members.

If a Non-Profit Corporation or For-Profit Corporation, provide the 10-digit charter number assigned by the Secretary of State.

- 6) **COUNTIES SERVED BY PROJECT** - Enter the proposed counties or region to be served by the project.
- 7) **PROJECT CONTACT PERSON** - Enter the name, phone, fax, and e-mail address of the person responsible for the proposed project.
- 8) **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and e-mail address of the person authorized to represent the applicant. Check the "Check if change" box if the authorized representative is different from previous submission to DSHS.
- 9) **DATE** - Enter the date this form is completed.



FY 2018/19 Local Public Health Services

Division for Regional and Local Health Services

Program Contact Information

Contract Term: September 1, 2017 through August 31, 2019

Legal Name of Applicant:

City of Amarillo Department of Public Health

This form provides information about appropriate program contacts in the applicant's organization. If any of the contact information changes during the term of the contract, please send written notification to the Regional and Local Health Service & Compliance Branch, Mail Code 1990, P.O. Box 149347, Austin, TX 78714 or email to LocalPHTeam@dshs.state.tx.us.

Director	
Contact: <u>Casie Stoughton</u>	Mailing Address (street, city, county, state, & zip):
Title: <u>Director</u>	<u>1000 Martin Rd</u>
Phone: <u>806.378.6320</u>	<u>Amarillo, TX 79107</u>
Fax: <u>806.378.6307</u>	
E-mail: <u>casie.stoughton@amarillo.gov</u>	
Financial Manager	
Contact: <u>Michelle Bonner</u>	Mailing Address (street, city, county, state, & zip):
Title: <u>Finance Director</u>	<u>PO Box 1971</u>
Phone: <u>806.378.4209</u>	<u>Amarillo, TX 79105</u>
Fax:	
E-mail: <u>Michelle.bonner@amarillo.gov</u>	
Contract Coordinator	
Contact: <u>Mathew Poston</u>	Mailing Address (street, city, county, state, & zip):
Title: <u>Grants Manager</u>	<u>PO Box 1971</u>
Phone: <u>806.378.6209</u>	<u>Amarillo, TX 79105</u>
Fax: <u>806.378.3039</u>	
E-mail: <u>mathew.poston@amarillo.gov</u>	
Additional Staff	
Contact: <u>Andrea Kubitscheck</u>	Mailing Address (street, city, county, state, & zip):
Title: <u>STD/HIV Program Manager</u>	<u>1000 Martin Rd</u>
Phone: <u>806.378.6329</u>	<u>Amarillo, TX 79107</u>
Fax: <u>806.378.6308</u>	
E-mail: <u>andrea.kubitscheck@amarillo.gov</u>	
Additional Staff	
Contact: <u>Addie Pride</u>	Mailing Address (street, city, county, state, & zip):
Title: <u>STD Partner Services Coordinator</u>	<u>1000 Martin Rd</u>
Phone: <u>806.378.6330</u>	<u>Amarillo, TX 79107</u>
Fax: <u>806.378.6308</u>	
E-mail: <u>addie.pride@amarillo.gov</u>	

FY 2018/19 Request for Local Public Health Services Funds Project Service Delivery Plan

Texas Department of State Health Services

Local Health Department: City of Amarillo Department of Public Health

Contract Term: September 1, 2017 through August 31, 2019

Indicate in this plan how requested Local Public Health Services (LPHS) contract funds will be used to address a public health issue through essential public health services. The plan should include a brief description of the public health issue(s) or public health program to be addressed by LPHS funded staff, and measurable objective(s) and activities for addressing the issue. List only public health issues/programs, objectives and activities conducted and supported by LPHS funded staff. List at least one objective and subsequent required information for each public health issue or public health program that will be addressed with these contract funds. The plan must also describe a clear method for evaluating the services that will be provided, including identification of a specific evaluation standard, as well as recommendations or plans for improving essential public health services delivery based on the results of the evaluation. Complete the table below for each public health issue or public health program addressed by LPHS funded staff. (Make additional copies of the table as needed)

<p>Public Health Issue: <i>Briefly describe the public health issue to be addressed. Number issues if more than one issue will be addressed.</i></p> <ol style="list-style-type: none">1. High rates of sexually transmitted diseases in Potter and Randall Counties.2. The communication of the Public Health Information and available services to local residents.3. Patient interview and partner identification for patients with sexually transmitted diseases.
<p>Essential Public Health Service(s): <i>List the EPHS(s) that will be provided or supported with LPHS Contract funds</i></p> <ol style="list-style-type: none">1. Monitor health status2. Diagnose and investigate3. Inform, educate, and empower4. Mobilize partnerships5. Develop policy and plans6. Enforce laws and regulations7. Link people to needed health services8. Assure a competent workforce9. Evaluate effectiveness

Objective(s): List at least one measurable objective to be achieved with resources funded through this contract. Number all objectives to match issue being addressed. Ex: 1.1, 1.2, 2.1, 2.2, etc.)

1.1 Provide contact investigation to persons reported to be infected with gonorrhea and/or Chlamydia in Potter and Randall Counties with a partner index of at least 1 per interviewed case.

1.2 Interview 80% of Gonorrhea and Chlamydia cases within 7 days.

1.3 Provide contact investigations to persons reported to be infected with early syphilis and/or HIV in Potter and Randall Counties with a partner index of 2 and a cluster index of 1.

1.4 Interview 85% of early Syphilis cases and newly diagnosed HIV cases within 3 days.

1.5 80% of initiated partners to Gonorrhea and/or Chlamydia will be presumptively treated, treated for an infection, or previously treated for the investigated infection.

1.6 Test 95% of all STD Clinic clients for Syphilis and HIV during the initial visit.

Performance Measure: List the performance measure that will be used to determine if the objective has been met. List a performance measure for each objective listed above.

1.1 Utilize STD MIS Case Management Report to evaluate partner index for persons reported to be infected with Gonorrhea and/or Chlamydia.

1.2 Utilize STD MIS Case Management Report to evaluate if 80% of and Chlamydia cases were interviewed within 7 days.

1.3 Utilize STD MIS Case Management Report to evaluate partner index of 2 and cluster index of 1 for persons reported to be infected with early syphilis and/or HIV in Potter and Randall Counties.

1.4 Utilize STD MIS Case Management Report to evaluate if 85% of early syphilis cases and newly diagnosed HIV cases were interviewed within 3 days.

1.5 Utilize STD MIS Case Management Report to evaluate if 80% of initiated partners to gonorrhea and/or chlamydia were presumptively treated, treated for an infection, or previously treated for the investigated infection.

1.6 Utilize reported clinic numbers to evaluate if 95% of all STD Clinic clients were tested for syphilis and HIV during the initial visit.

Activities List the activities conducted to meet the proposed objective. Use numbering system to designate match between issues/programs and objectives.	Evaluation and Improvement Plan List the standard and describe how it is used to evaluate the activities conducted. This can be a local, state or federal guideline.	Deliverable Describe the tangible evidence that the activity was completed.
<p>1.1 The STD Disease Intervention Specialist (DIS) will investigate cases of Gonorrhea and/or Chlamydia reported in Potter and Randall Counties and maintains a partner index of 1.</p> <p>1.2 The DIS will perform an original interview on 80% of assigned Chlamydia and gonorrhea cases within seven (7) days.</p>	<p>1.1 Utilize STD MIS Case Management Report to evaluate partner index for persons reported to be infected with Gonorrhea and/or Chlamydia.</p> <p>1.2 Utilize STD MIS Case Management Report to evaluate if 80% of and Chlamydia cases were interviewed within 7 days.</p> <p>1.3 Utilize STD MIS Case Management Report to evaluate partner index of 2 and cluster index of 1</p>	<p>1.1 STM MIS Case Management Report will be obtained through STD MIS and utilized to evaluate goal attainment.</p> <p>1.2 STM MIS Case Management Report will be obtained through STD MIS and</p>

<p>1.3 The DIS will perform contact investigations on assigned early syphilis and HIV cases, and maintain a partner index of two (2) and a cluster index of one (1).</p> <p>1.4 The DIS will perform an original interview on 85% of assigned early Syphilis and HIV cases within three (3) days.</p> <p>1.5 The DIS will ensure that 80% of initiated sex partners to Gonorrhea and Chlamydia cases will be given presumptive treatment, treated for a known infection, or have indication of previous treatment.</p> <p>1.6 95% of initial patients who are seen in the STD clinic will be tested for HIV and syphilis.</p>	<p>for persons reported to be infected with early Syphilis and/or HIV in Potter and Randall Counties.</p> <p>1.4 Utilize STD MIS Case Management Report to evaluate if 85% of early Syphilis cases and newly diagnosed HIV cases were interviewed within 3 days.</p> <p>1.5 Utilize STD MIS Case Management Report to evaluate if 80% of initiated partners to Gonorrhea and/or Chlamydia were presumptively treated, treated for an infection, or previously treated for the investigated infection.</p> <p>1.6 Utilize reported clinic numbers to evaluate if 95% of all STD Clinic clients were tested for Syphilis and HIV during the initial visit.</p>	<p>utilized to evaluate goal attainment.</p> <p>1.3 STM MIS Case Management Report will be obtained through STD MIS and utilized to evaluate goal attainment.</p> <p>1.4 STM MIS Case Management Report will be obtained through STD MIS and utilized to evaluate goal attainment.</p> <p>1.5 STM MIS Case Management Report will be obtained through STD MIS and utilized to evaluate goal attainment.</p> <p>1.6 Clinic numbers will be obtained from STD RNs and will be utilized to evaluate goal attainment.</p>
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The following **EXAMPLE** of a Service Delivery Plan is offered as a guide for completing the table to address your specific public health issue(s).

<p>Public Health Issue: <i>Briefly describe the public health issue to be addressed. Number issues if more than one issue will be addressed.</i></p> <p>The local community lacks an accurate assessment of the local public health system in order to strategically plan and improve the essential public health services provided in the community.</p>		
<p>Essential Public Health Service(s): <i>List the EPHS(s) that will be provided or supported with LPHS Contract funds</i></p> <p>EPHS (9) Evaluate effectiveness, accessibility and quality of personal and population-based health services.</p>		
<p>Objective(s): <i>List at least one measurable objective to be achieved with resources funded through this contract. Number all objectives to match issue being addressed. Ex: 1.1, 1.2, 2.1, 2.2, etc.)</i></p> <p>Objective 1.1 By the end of the 2nd quarter FY18, all LHD's funded through LPHS Contract dollars, will have conducted the CDC National Public Health Performance Standards Local Public Health System Performance Assessment Instrument (LPHSPA).</p>		
<p>Performance Measure: <i>List the performance measure that will be used to determine if the objective has been met. List a performance measure for each objective listed above.</i></p> <p>Performance Measure – Based on LPHSPA results, local health departments will submit a draft Service Delivery Plan to be completed by end of 3rd Quarter FY18.</p>		
<p>Activities <i>List the activities conducted to meet the proposed objective. Use numbering system to designate match between issues/programs and objectives.</i></p>	<p>Evaluation and Improvement Plan <i>List the standard and describe how it is used to evaluate the activities conducted.</i></p>	<p>Deliverable <i>Describe the tangible evidence that the activity was completed.</i></p>
<p>1.1.1 Participate in training offered by the state. 1.1.2 Identify necessary partners who will take part in conducting the LPHSPA instrument. 1.1.3 Conduct LPHSPA with identified partners. 1.1.4 Submit LPHSPA data to the CDC for processing. 1.1.5 Gather CDC generated report on local assessment.</p>	<p>1.1.1 LHD's will plan and implement the LPHSPA instrument in the designated communities no later than March 31st, 2018. 1.1.2 LPHSPA results will be incorporated into the FY18 Service Delivery Plans.</p>	<p>1.1.1 LPHSPA data analysis report will be obtained from CDC.</p>

Texas Department of State Health Services
FY 2018/19 Local Public Health Services Funds
Project Service Delivery Plan
Quarterly and Final Performance Report
Contract Term: September 1, 2017 through August 31, 2019

Local Health Department: City of Amarillo Department of Public Health	Contact: Andrea Kubitscheck	Contact Phone: 806-378.6329
Address: <i>Include City, State, Zip</i> 1000 Martin Rd Amarillo, TX 79107		
Contact Email: andrea.kubitscheck@amarillo.gov		Date:

Quarterly reports must be completed and submitted by the dates shown below. Complete the report table by providing the status of contract activities, identifying barriers to completing the activities, and listing deliverables. This report form should be completed cumulatively (each quarter's report added on to the previous report) and submitted to the Contract Manager, Regional and Local Health Services & Compliance Branch at: LocalPHTeam@dshs.state.tx.us. For technical assistance or questions contact the Contract Manager at (512)776-2181, or email at LocalPHTeam@dshs.state.tx.us. Please note that the 4th Quarter Report must also include the Final Report with information to document results from the evaluation of services and a plan for improving the services.

This report is designed to "tab" through the items to complete all of the sections. Indicate the reporting Quarter by clicking on the appropriate gray box.

	Reporting Periods	Report Due Date
<input type="checkbox"/> 1 st Quarter	September 1 st thru November 30 th	December 31 st
<input type="checkbox"/> 2 nd Quarter	December 1 st thru February 28 th	March 31 st
<input type="checkbox"/> 3 rd Quarter	March 1 st thru May 31 st	June 30 th
<input type="checkbox"/> 4 th Quarter/Final Report	June 1 st thru August 31 st (Qtr)/September 1 st thru August 31 st (Final)	September 30 th

Public Health Issue(s): *Briefly describe the public health issue to be addressed. Number issues if more than one issue is addressed.*

1. High rates of sexually transmitted diseases in Potter and Randall Counties.
2. The communication of Public Health Information and available services to local residents.
3. Patient interviews and partner identification for patients with sexually transmitted diseases.

Objective(s): *List the measurable objective(s) to be achieved by using resources funded through this contract. Number all objectives to match issue being addressed. Ex: 1.1, 1.2, 2.1, 2.2, etc)*

Local Health Department:

	Activity – list each activity conducted to meet the objective. Use numbering system to designate match with objectives and issues.	Status of Activity Provide status of each activity for the reporting quarter	Barriers to conducting activities: List any problems or barriers encountered that impact your ability to conduct or complete the activity	Deliverables: List the deliverable that provides tangible evidence that the activity was completed (4 th quarter only)
Q1				
Success Stories <i>Optional</i>	Briefly describe a LHD success story highlighting an event or situation that occurred resulting from efforts funded through LPHS Contract funds.			
<i>Beginning with the Q2 report, incorporate improvement activities listed in the Project Service Delivery Plan. Please specify if these improvement activities will replace or amend any of the activities listed in the Q1 Report.</i>				
Q2				
Success Stories <i>Optional</i>	Briefly describe a LHD success story highlighting an event or situation that occurred resulting from efforts funded through LPHS Contract funds.			
Q3				
Success Stories <i>Optional</i>	Briefly describe a LHD success story highlighting an event or situation that occurred resulting from efforts funded through LPHS Contract funds.			
Q4				
Success Stories <i>Optional</i>	Briefly describe a LHD success story highlighting an event or situation that occurred resulting from efforts funded through LPHS Contract funds.			

Texas Department of State Health Services
FY 2018/19 Local Public Health Services Funds
Project Service Delivery Plan
Quarterly and Final Performance Report

FINAL REPORT		
Local Health Department:		
<i>The information requested below should be completed and submitted ONLY with the 4th Quarter's report after the project period is completed. Duplicate the table below as needed for each objective listed in the FY 2018/19 Service Delivery Plan.</i>		
Objective: <i>List each objective outlined in the Service Delivery Plan.</i>	Status: <i>Document whether or not the objective was achieved</i>	Comments: <i>Provide an explanation if objective was not met</i>
<p>Evaluation Results and Improvement Plan: <i>Describe the findings from the evaluation of project. List activities that will be conducted during the next contract term to improve the essential public health services or meet the objective. Also, include a plan for improving or amending activities for objectives that were not met during this contract term.</i></p> <p>Evaluation Standard:</p> <p>Evaluation Activities:</p> <p>Results/Findings:</p> <p>Improvement Plan:</p>		

NOTICE

**Refer to 2nd Excel file via email for
DSHS Categorical Budget Forms**

**General Instructions for Completing Budget Forms
DSHS Costs Only Budgeted on Detail Category Pages**

*(Examples and instructions for completing the Budget Category Detail Templates are in a separate Excel file located under Templates for Cost Reimbursement Budgets located at :
<http://www.dshs.state.tx.us/grants/forms.shtm>*

- * Enter the legal name of your organization in the space provided for "Legal Name of Respondent" on Form I -Budget Summary; doing so will populate the budget category detail templates with your organizations name.
- * Complete each budget category detail template. Instructions for completing each budget category detail template are in a separate document. If a primary budget category detail template does not accommodate all items in your budget, use the respective supplemental budget template at the end of this workbook. The total of each supplemental category detail budget template will automatically populate to the last line of the respective primary budget category template.
- * After you have completed each budget category detail form, go to Form I-Budget Summary and input other sources of funding manually (if any) in Columns 3 - 6 for each budget category.
- * Refer to the table below the budget template table to verify that the amounts distributed ("Distribution Total") in each budget category equals the "Budget Total" for each respective category. Next, verify that the overall total of all distributions ("Distribution Totals") equals the Budget Total.
- * Enter the total amount of "Program Income" anticipated for this program in row "K" under the "Total Budget" column (1). The total program income budgeted will be automatically allocated to each funding source based on the percentage of funding of the total budget. Information on program income is available in the DSHS Contractors Financial Procedures Manual located at the following web site:
<http://www.dshs.state.tx.us/contracts/>

FORM I: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent: City of Amarillo Department of Public Health

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding Sources (5)	Other Funds (6)
A. Personnel	\$227,386	\$151,388	\$0	\$0	\$75,998	\$0
B. Fringe Benefits	\$107,281	\$71,425	\$0	\$0	\$35,856	\$0
C. Travel	\$3,000	\$0	\$0	\$0	\$3,000	\$0
D. Equipment	\$0	\$0	\$0	\$0	\$0	\$0
E. Supplies	\$675	\$675	\$0	\$0	\$0	\$0
F. Contractual	\$0	\$0	\$0	\$0	\$0	\$0
G. Other	\$0	\$0	\$0	\$0	\$0	\$0
H. Total Direct Costs	\$338,342	\$223,488	\$0	\$0	\$114,854	\$0
I. Indirect Costs	\$34,538	\$0	\$0	\$0	\$34,538	\$0
J. Total (Sum of H and I)	\$372,880	\$223,488	\$0	\$0	\$149,392	\$0
K. Program Income - Projected Earnings	\$0	\$0			\$0	

NOTE: The "Total Budget" amount for each Budget Category will have to be allocated (entered) manually among the funding sources. Enter amounts in whole dollars. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$227,386	\$227,386	Fringe Benefits	\$107,281	\$107,281
	Travel	\$3,000	\$3,000	Equipment	\$0	\$0
	Supplies	\$675	\$675	Contractual	\$0	\$0
	Other	\$0	\$0	Indirect Costs	\$34,538	\$34,538

TOTAL FOR:	Distribution Totals	\$372,880	Budget Total	\$372,880
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*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than DSHS related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this DSHS project.

	Fringe Benefits Total	\$71,425
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FORM I-2: TRAVEL Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo Department of Public Health

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days/Employees		
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS				\$0	

Total for Conference / Workshop Travel

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

FORM I-4: SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo Department of Public Health

Itemize and describe each supply item and provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) See attached example for definition of supplies and detailed instructions to complete this form.

Description of Item <small>(If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box))</small>	Purpose & Justification	Total Cost
Office Supplies	Necessary for day to day operations of program	\$675
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
		\$0
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

\$675

FORM I-5: CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: City of Amarillo Department of Public Health

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL: \$0

FORM I - 7 Indirect Costs

Legal Name of Respondent:

City of Amarillo Department of Public Health

Total amount of indirect costs allocable to the project:

Amount: \$0

Indirect costs are based on (mark the statement that is applicable):

The respondent's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form I - 7 Indirect)

RATE:

BASE:

Applies only to governmental entities. The respondent's current central service cost rate or indirect cost rate based on a rate proposal prepared in accordance with OMB Circular A-87. Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.

RATE:

10.32%

TYPE:

BASE:



Note: Governmental units with only a Central Service Cost Rate must also include the indirect cost of the governmental units department (i.e. Health Department). In this case indirect costs will be comprised of central service costs (determined by applying the rate) and the indirect costs of the governmental department. The allocation of indirect costs must be addressed in Part V - Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS.

A cost allocation plan. A cost allocation plan as specified in the DSHS Contractor's Financial Procedures Manual (CFPM), Appendix A must be submitted to DSHS within 60 days of the contract start date. The CFPM is available on the following internet web link: <http://www.dshs.state.tx.us/contracts/>

GO TO PAGE 2 (below)

Page 2, FORM I - 7 Indirect Costs

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

Organizations that do not use an indirect cost rate and governmental entities with only a central service rate must identify the types of costs that will be allocated as indirect costs and the methodology used to allocate these costs in the space provided below. The costs/methodology must also be disclosed in Part V-Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS. **Identify the types of costs that are being allocated as indirect costs, the allocation methodology, and the allocation base:**

E



Amarillo City Council Agenda Transmittal Memo



Meeting Date	January 10, 2017	Council Priority	
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Department	Public Health
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Agenda Caption

Acceptance – Tuberculosis State Grant

Grant Amount : \$50,187

Grantor: Texas Department of State Health Services

This item accepts the award from the Texas Department of State Health Services from September 1, 2017 thru August 31, 2018 to continue funding to prevent and control the transmission of active and latent tuberculosis.

Agenda Item Summary

Contractor shall continue tuberculosis prevention and control activities including screening, testing, treatment, management of active cases and contacts, and community education.

Requested Action

Accept grant award.

Funding Summary

Texas Department of State Health Services.

Community Engagement Summary

City Manager Recommendation

Staff recommend acceptance of this grant.

FORM I: BUDGET SUMMARY (REQUIRED)

Legal Name of Respondent:

City of Amarillo

Budget Categories	Total Budget (1)	DSHS Funds Requested (2)	Direct Federal Funds (3)	Other State Agency Funds* (4)	Local Funding (Match) (5)	Other Funds (6)
A. Personnel	\$40,673	\$33,894			\$6,779	
B. Fringe Benefits	\$19,189	\$15,991			\$3,198	
C. Travel	\$0	\$0			\$0	
D. Equipment	\$0	\$0			\$0	
E. Supplies	\$362	\$302			\$60	
F. Contractual	\$0	\$0			\$0	
G. Other	\$0	\$0			\$0	
H. Total Direct Costs	\$60,224	\$50,187	\$0	\$0	\$10,037	\$0
I. Indirect Costs	\$0	\$0				
J. Total (Sum of H and I)	\$60,224	\$50,187	\$0	\$0	\$10,037	\$0
K. Program Income - Projected Earnings	\$0	\$0	\$0	\$0	\$0	\$0

NOTE: The "Total Budget" amount for each Budget Category will have to be populated among the funding sources. Enter amounts in whole dollars for (3), (4), & (6), if applicable. After amounts have been entered for each funding source, verify that the "Distribution Total" below equals the respective amount under the "Total Budget" from column (1).

	Budget Category	Distribution Total	Budget Total	Budget Category	Distribution Total	Budget Total
Check Totals For:	Personnel	\$40,673	\$40,673	Fringe Benefits	\$19,189	\$19,189
	Travel	\$0	\$0	Equipment	\$0	\$0
	Supplies	\$362	\$362	Contractual	\$0	\$0
	Other	\$0	\$0	Indirect Costs	\$0	\$0

TOTAL FOR:	Distribution Totals	\$60,224	Budget Total	\$60,224
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*Letter(s) of good standing that validate the respondent's programmatic, administrative, and financial capability must be placed after this form if respondent receives any funding from state agencies other than DSHS related to this project. If the respondent is a state agency or institution of higher education, letter(s) of good standing are not required. DO NOT include funding from other state agencies in column 4 or Federal sources in column 3 that is not related to activities being funded by this DSHS project.

FORM I-1: PERSONNEL Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo

PERSONNEL							
Name + Functional Title E = Existing or P = Proposed	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
TB Nurse - Haley Houghton, RN	N	To conduct day-to day clinical and administrative workings of the TB program	0.3	RN	\$4,026.46	12	\$14,495
TB Clerk - Lynn Sudeath	N	Provides administrative and clinical assistance to TB staff	0.35	NA	\$2,033.16	12	\$8,539
Program Manager - Laci Scott, MPH	N	Needed to guide the collaboration between local, regional, and state partners. Also, will perform the assessment, planning, implementation, and evaluation of program activities.	0.2	NA	\$4,525.13	12	\$10,860
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
TOTAL FROM PERSONNEL SUPPLEMENTAL BUDGET SHEETS							\$0
						SalaryWage Total	\$33,894

FRINGE BENEFITS	Itemize the elements of fringe benefits in the space below:
	TMRS (retirement)[full-time only] 11.21% OPEB (retirement) 2.37% Medicare 1.41% Social Security 6.03% Unemployment 0.16% Workers Comp 1.29% Health Insurance (full-time only) 23.70% Life Insurance (full-time only) 0.05% Incentive 0.97%
	Fringe Benefit Rate %
	47.18%
	Fringe Benefits Total
	\$15,991

FORM I-2: TRAVEL Budget Category Detail Form

Legal Name of Respondent: City of Amarillo

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location City/State	Number of:	Travel Costs	
			Days/Employees		
				Mileage	\$0
				Airfare	\$0
				Meals	\$0
				Lodging	\$0
				Other Costs	\$0
				Total	\$0
				Mileage	\$0
				Airfare	\$0
				Meals	\$0
				Lodging	\$0
				Other Costs	\$0
				Total	\$0
				Mileage	\$0
				Airfare	\$0
				Meals	\$0
				Lodging	\$0
				Other Costs	\$0
				Total	\$0
				Mileage	\$0
				Airfare	\$0
				Meals	\$0
				Lodging	\$0
				Other Costs	\$0
				Total	\$0
TOTAL FROM TRAVEL SUPPLEMENTAL CONFERENCE/WORKSHOP BUDGET SHEETS					\$0

Total for Conference / Workshop Travel \$0

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
TOTAL FROM TRAVEL SUPPLEMENTAL OTHER/LOCAL TRAVEL COSTS BUDGET SHEETS					\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

Indicate Policy Used:

Respondent's Travel Policy

State of Texas Travel Policy

FORM I-4: SUPPLIES Budget Category Detail Form

Legal Name of Respondent:

City of Amarillo

Itemize and describe each supply item and provide an estimated quantity and cost (i.e. #of boxes & cost/box) if applicable. Provide a justification for each supply item. Costs may be categorized by each general type (e.g., office, computer, medical, educational, etc.) See attached example for definition of supplies and detailed instructions to complete this form.

Description of Item <small>(If applicable, provide estimated quantity and cost (i.e. # of boxes & cost/box))</small>	Purpose & Justification	Total Cost
Medical supplies	Gloves, syringes, blood collection tubes, etc., to support patient care.	\$302
TOTAL FROM SUPPLIES SUPPLEMENTAL BUDGET SHEETS		\$0

Total Amount Requested for Supplies:

\$302

FORM I-5: CONTRACTUAL Budget Category Detail Form

Legal Name of Respondent: City of Amarillo

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that delegates \$100,000 or more of the scope of the project in the respondent's funding request, must be attached behind this form.

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e., Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e., hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
TOTAL FROM CONTRACTUAL SUPPLEMENTAL BUDGET SHEETS						\$0

Total Amount Requested for CONTRACTUAL: \$0

FORM I - 7 Indirect Costs

Legal Name of Respondent:

City of Amarillo

Total amount of indirect costs allocable to the project:

Amount:

Indirect costs are based on (mark the statement that is applicable):

The respondent's most recent indirect cost rate approved by a federal cognizant agency or state single audit coordinating agency. Expired rate agreements are not acceptable. Attach a copy of the rate agreement to this form (Form I - 7 Indirect)

RATE:
BASE:

Applies only to governmental entities. The respondent's current central service cost rate or indirect cost rate based on a rate proposal prepared in accordance with OMB Circular A-87. Attach a copy of Certification of Cost Allocation Plan or Certification of Indirect Costs.

RATE:
TYPE:
BASE:

10.32%

Note: Governmental units with only a Central Service Cost Rate must also include the indirect cost of the governmental units department (i.e. Health Department). In this case indirect costs will be comprised of central service costs (determined by applying the rate) and the indirect costs of the governmental department. The allocation of indirect costs must be addressed in Part V - Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS.

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GO TO PAGE 2 (below)

Page 2, FORM I - 7 Indirect Costs

If using an central service or indirect cost rate, identify the types of costs that are included (being allocated) in the rate:

Organizations that do not use an indirect cost rate and governmental entities with only a central service rate must identify the types of costs that will be allocated as indirect costs and the methodology used to allocate these costs in the space provided below. The costs/methodology must also be disclosed in Part V-Indirect Cost Allocation of the Cost Allocation Plan that is submitted to DSHS. **Identify the types of costs that are being allocated as indirect costs, the allocation methodology, and the allocation base:**

SUPPLEMENTAL and MATCH FORMS INSTRUCTIONS

The budget templates include a SUPPLEMENTAL and a MATCH page (one per budget category) that follow are intended to supplement cost reimbursement budgets when there are too many items to fit on the primary budget template. The MATCH pages (one per budget category) are intended to record the required match will be utilized to list detail information for the required match.

The amounts on each supplemental template will automatically populate from the templates and will be inserted on the last line of the primary budget template.

The amounts on each match template will automatically populate from the templates and will be inserted in column labeled "Local Funding Sources (5)"

The SUPPLEMENTAL and MATCH budget templates are:

- Form I-1a Personnel Supplemental
- Form I-2a Travel Supplemental
- Form I-3a Equipment Supplemental
- Form I-4a Supplies Supplemental
- Form I-5a Contractual Supplemental
- Form I-6a Other Supplemental

- Form I-1b Personnel Match
- Form I-2b Travel Match
- Form I-3b Equipment Match
- Form I-4b Supplies Match
- Form I-5b Contractual Match
- Form I-6ba Other Match

FORM I-1: PERSONNEL Budget Category Detail Form (Supplemental)

Legal Name of Respondent: City of Amarillo

PERSONNEL							
Name + Functional Title E = Existing or P = Proposed	Vacant Y/N	Justification	FTE's	Certification or License (Enter NA if not required)	Total Average Monthly Salary/Wage	Number of Months	Salary/Wages Requested for Project
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
SalaryWage Total							\$0

Social Security 6.03%
Unemployment 0.16%
Workers Comp 1.29%
Health Insurance (full-time only) 23.70%
Life Insurance (full-time only) 0.05%

	Fringe Benefit Rate %	47.18%
	Fringe Benefits Total	\$3,198

\$9,977

FORM I-2: TRAVEL Budget Category Detail Form (Supplemental)

Legal Name of Respondent:

City of Amarillo

Conference / Workshop Travel Costs					
Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days/Employees	Travel Costs	
neagtron				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0
				Mileage	
				Airfare	
				Meals	
				Lodging	
				Other Costs	
				Total	\$0

Total for Conference / Workshop Travel

\$0

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

FORM I-2: TRAVEL Budget Category Detail Form (Match)

Legal Name of Respondent: City of Amarillo

Conference / Workshop Travel Costs																
Description of Conference/Workshop	Justification	Location (City, State)	Number of: Days/Employees	Travel Costs												
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Mileage</td><td></td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Meals</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Other Costs</td><td></td></tr> <tr><td align="right">Total</td><td align="right">\$0</td></tr> </table>	Mileage		Airfare		Meals		Lodging		Other Costs		Total	\$0
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Airfare																
Meals																
Lodging																
Other Costs																
Total	\$0															
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Mileage																
Airfare																
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Mileage																
Airfare																
Meals																
Lodging																
Other Costs																
Total	\$0															

Total for Conference / Workshop Travel \$0

Other / Local Travel Costs

Justification	Number of Miles	Mileage Reimbursement Rate	Mileage Cost (a)	Other Costs (b)	Total (a) + (b)
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0
			\$0		\$0

Total for Other / Local Travel

Other / Local Travel Costs:

Conference / Workshop Travel Costs:

Total Travel Costs:

FORM I-5: CONTRACTUAL Budget Category Detail Form (Supplemental)

Legal Name of Respondent: City of Amarillo

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that de

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e. Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e. hourly rate, unit rate, lump sum amount)	TOTAL
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL: \$0

FORM I-5: CONTRACTUAL Budget Category Detail Form (Match)

Legal Name of Respondent: City of Amarillo

List contracts for services related to the scope of work that is to be provided by a third party. If a third party is not yet identified, describe the service to be contracted and show contractors as "To Be Named." Justification for any contract that de

CONTRACTOR NAME (Agency or Individual)	DESCRIPTION OF SERVICES (Scope of Work)	Justification	METHOD OF PAYMENT (i.e. Monthly, Hourly, Unit, Lump Sum)	# of Months, Hours, Units, etc.	RATE OF PAYMENT (i.e. hourly rate, unit rate, lump sum amount)	TOTAL
				3.6		
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0

Total Amount Requested for CONTRACTUAL: \$0



BOARDS AND COMMISSONS – VACANCIES

Amarillo Economic Development Corporation (3-year terms)

12/21/2010 Ginger Nelson 03/31/2018 (resigned)

Amarillo Hospital District (2-year terms)

10/09/2012 Smith Ellis 10/01/2016
10/09/2012 Mark Logsdon 10/01/2016
11/23/2010 Chuck Speed 10/01/2016

Amarillo MPO Policy Committee (3-year terms)

11/04/2015 Terry Childers 01/01/2017

Amarillo-Potter Events Venue District (2-year terms)

10/01/2001 Tom Bivins 10/01/2016
10/01/2004 Dean Roper 10/01/2016

Animal Management & Welfare (3-year terms)

01/05/2016 Andrea Slater Gulley 01/06/2019 (resigned)

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

06/11/2014 Linda Pitner 05/21/2017 (resigned)

Community Development Advisory Committee (2-year terms)

05/12/2015 Gilbert Guzman 12/31/2016 (NW)
02/01/2005 Glenda Grisham 12/31/2016 (NW)
02/13/2007 Rita Saldierna 12/31/2016 (NE)
12/20/2011 Sabrina Sisneros 12/31/2016 (SE)
10/16/2012 Lo Van Pham 12/31/2016 (SW)

Construction Advisory and Appeals Board (3-year terms)

10/22/2013 Jeff Bryant 12/31/2016 (Contractor)
02/10/2015 Richard Castancio 12/31/2016 (Construction)
11/01/2011 Frank Wilburn 12/31/2016 (Plumbing)

Emergency Care Advisory Board (3-year terms)

10/01/2013 Stephen Neuman 04/21/2018 (resigned)
04/21/2010 Brian Eades 04/21/2019 (resigned)
05/05/2015 Rahman Rakshanda 04/21/2016

Library Advisory Board (3-year terms)

09/07/2010 Maury Roman-Jordan 07/19/2016

Quail Creek Public Improvement District Advisory Board (3-year terms)

07/31/2010 Kris Culp 09/01/2016

21st Century Senior Services Development Advisory Board

12/13/2016