AGENDA

CITY OF TAYLOR, TEXAS
CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET

MARCH 20, 2014, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION
(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Registration forms are available at the sign in table.)

CONSENT AGENDA
(The Consent Agenda includes non-controversial and routine items that the Council may act on with one single vote. The Mayor or any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

1. Approve minutes for February 27, 2014 and March 6, 2014. (Susan Brock)
2. Approve Ordinance 2014-04 amending Ordinance 2013-01 regarding appointments to the Parks and Recreation Advisory Board. (Jeff Straub)
3. Consider approving Resolution R14-03 authorizing change in signatures on the City's investment and bank accounts. (Rosemarie Dennis)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

4. Consider approving Ordinance 2014-02 to rezone property located on the northeast corner of Washburn and East 1st Street from B-1, Local Business to M-1, Light Industrial. (Bob vanTil)
5. Receive presentation and discuss future Capital Improvement Projects. (Casey Sledge; Jeff Straub)
6. Consider authorizing the publication of a Request for Qualifications (RFQ) for the evaluation of our development review process and engineering services. (Jeff Straub)
7. Discuss and consider agenda items for the March 27th council meeting and items for future agendas. (Mayor)

EXECUTIVE SESSION

8. Executive Session I. The Taylor City Council will conduct a closed executive meeting pursuant to the provisions of the Open Meetings Law, Chapter 551, Texas Local Government Code, and the authority contained in Section 551.087 to discuss or deliberate regarding commercial and/or financial information on a business prospect that the City of Taylor, Texas, seeks to have locate, stay, or expand in or near the City of Taylor, Texas, and with which the City of Taylor, Texas, is conducting economic development negotiations and/or deliberate the offer of financial or other incentives to the business prospect.
    - Project Overload
    - Project Austin
9. Consider action from Executive Session.

ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including: Section 551.071 (Consult with attorney); Section 551.072 (Real Property); Section 551.073 (Gifts and Donations); Section 551.074 (Personnel Matters); Section 551.076 (Security Devices); and Section 551.087 (Economic Development). I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 pm on March 17, 2014 and remained posted for at least 72 hours continuously before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

In compliance with the ADA the City Hall and Council Chambers are wheelchair accessible. Reasonable accommodations will be provided for persons attending city council meetings in need of special assistance. Please contact Susan Brock, City Clerk, at least 24 hours prior to the meeting for special assistance.

Posted By: Susan Brock Date 3/17/14

Susan Brock, City Clerk

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #: **1**

Agenda Title: Approve minutes for February 27, 2014 and March 6, 2014.

Council Action: Approve by consent or approve with corrections

Initiating Department: City Management/City Clerk

Staff Contact: **Susan Brock, City Clerk**

1. INTRODUCTION/PURPOSE

Pursuant to the Open Meetings Law, Chapter 551, Local Government Code and in accordance with the authority contained in Section 551.021 and the City Charter, the "Minutes" of each City Council must be recorded, compiled and approved by the City Council in subsequent meetings. The purpose of this item is to conform to these legal requirements.

2. DESCRIPTION/ JUSTIFICATION

N/A

3. FINANCIAL/BUDGET

N/A

4. RECOMMENDATION

Approve as submitted or amend with changes noted.

5. REFERENCE FILES

1a. Minutes, February 27, 2014.
1b. Minutes, March 6, 2014.

The City Council of the City of Taylor met on February 27, 2014, at City Hall, 400 Porter St., Taylor, Texas. Noting the absence of Mayor Pro Tem due to illness, Mayor Jesse Ancira, Jr. declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Council Member Scott Green
Council Member Donald Hill
Council Member Brandt Rydell

Jeff Straub, Interim City Manager
Ted Hejl, City Attorney
Susan Brock, City Clerk

INVOCATION
Mr. Bob vanTil led the group in prayer.

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION
No citizens came forward during this time.

CONSENT AGENDA

1. APPROVE MINUTES FOR FEBRUARY 13, 2014.
2. CONCUR WITH PRELIMINARY FINANCIALS FOR JANUARY, 2014.
   Mayor Ancira noted that there were corrections made to the minutes originally placed in the packet and that council had the final version before them for consideration. Council Member Hill moved to approve them with corrections as presented and Council Member Rydell seconded the motion. VOTE: Four voted AYE. Motion passed.

PUBLIC COMMENT

3. RECEIVE COMMENT FROM CHIEF SCOTT KERWOOD, HUTTO FIRE RESCUE.
   Chief Kerwood addressed the Council regarding an incident he referred to as the "Halloween Flood" that had occurred in Hutto on October 31st. He explained that his unit lost a vehicle in the flood waters and that he was grateful for assistance from the Taylor Fire Department by loaning equipment so they could continue to provide services to their citizens.

PUBLIC HEARING

4. CONTINUE PUBLIC HEARING AND CONSIDER INTRODUCING ORDINANCE 2014-02 TO REZONE PROPERTY GENERALLY LOCATED ON THE NORTHEAST CORNER OF WASHBURN AND EAST 1ST STREETS FROM B-1 LOCAL BUSINESS TO M-1 LIGHT INDUSTRIAL.
   Bob vanTil, Director of Planning and Development, presented a request to continue the public hearing from February 13th and to consider introducing an ordinance regarding a request to rezone property located at the corner of Washburn and East 1st Streets. Mayor Ancira reopened the Public Hearing and Mr. Josh Richards' son was present to represent him as the property owner. He explained that his father was interested in selling the property and the request to rezone the property was in an effort to attract more buyers who may have an interest in adding some type of development in the future. Hearing no other

comments, Mayor Ancira closed the hearing and asked Mr. Hejl to introduce the Ordinance.

ORDINANCE NO. 2014-02

AN ORDINANCE REZONING PROPERTY FROM B-1 TO M-1 FOR PROPERTY LOCATED AT EAST FIRST STREET AND WASHBURN STREET; AND PROVIDING A SAVINGS CLAUSE

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

5. CONSIDER APPROVING ORDINANCE 2014-01 TO REZONE PROPERTY GENERALLY LOCATED ON THE NORTHWEST CORNER OF ELLIOTT AND EAST 1ST STREETS FROM B-1 LOCAL BUSINESS TO M-1 LIGHT INDUSTRIAL.
Mr. vanTil presented a request to approve this ordinance which was introduced at the February 13th council meeting. Council Member Rydell stated that the proposed rezoning is not consistent with the Future Land Use Map and that perhaps a Specific Use Permit might be best in this situation rather than a total rezoning of the property. Mr. Bo Brasfield spoke on behalf of the owner stating that the request to rezone to Light Industrial was the best use of the property and noted that requiring a SUP could possibly prevent or delay the sale of the property and require the new owner to come back to Council for further approval.

Mayor Ancira suggested a possible workshop with the Planning and Zoning Commission at some point to discuss future zoning in the Downtown and Historic districts.

Council Member Hill moved to approve the ordinance and Council Member Green seconded the motion. VOTE: Three voted AYE; one NO (Rydell). Motion passed.

ORDINANCE NO. 2014-01

AN ORDINANCE REZONING PROPERTY FROM B-1 TO M-1 FOR PROPERTY LOCATED AT EAST FIRST STREET AND ELLIOTT STREET; AND PROVIDING A SAVINGS CLAUSE

6. CONSIDER APPOINTMENT TO THE PARKS AND RECREATION ADVISORY BOARD.
Mr. Straub reminded council that there was one remaining appointment to be made and it was Council Member Green's option to reappoint Mr. Joseph Meller or choose a new member to replace Mr. Meller. Council Member Green read a statement which included an expression of appreciation and an apology to Mr. Meller regarding previous comments

made at an earlier meeting. Noting the recent resignation of Mr. Meller, Council Member Green appointed David Morris to fill this position.

7. CONSIDER INTRODUCING ORDINANCE 2014-04 AMENDING ORDINANCE 2013-01 REGARDING APPOINTMENTS TO THE PARKS AND RECREATION ADVISORY BOARD.

Mr. Straub requested Council consider introducing an ordinance to amend the existing ordinance regarding how appointments are made to the Parks and Recreation Advisory Board. Hearing no comments, Mayor Ancira asked Mr. Hejl to introduce the Ordinance as presented.

ORDINANCE NO. 2014-04

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, AMENDING ORDINANCE 2013-01 ESTABLISHING THE PURPOSE, COMPOSITION AND TERM OF THE PARKS AND RECREATION ADVISORY BOARD BY DELETING A PROVISION REGARDING APPOINTMENTS OF BOARD MEMBERS; PROVIDING A SAVINGS CLAUSE.

8. CONSIDER SETTING GOALS AND EXPECTATIONS OF THE STREET MAINTENANCE AND RECONSTRUCTION COMMITTEE.

Mr. Straub stated that the Street Committee members have all been appointed and that the next step is to establish a list of possible goals for the committee that includes: recommending potential funding mechanisms; developing a 10 year plan for street reconstruction; assisting in educating the public; and gathering citizen opinions through surveys. Council Member Hill asked to add a method of evaluation and he also wants the committee to be clear on its roll and that they abide by the Open Meetings rules. Council Member Green asked for legal clarification on the street maintenance fee from Mr. Hejl who stated that there are a number of cities that have created a street utility both with and without a charter provision.

Council Member Rydell reminded council and staff of a previous list he had provided in 2012 that included "working with city staff to develop comprehensive strategies in financing (e.g., street maintenance utility fee, use of sales tax for street maintenance, bond initiatives, etc.), contracting (including possible establishment of in-house street crew), and design (including consideration of embracing a Complete Street policy); assisting in identifying/prioritizing/budgeting street improvements based on the Street Inventory; identifying opportunities in which the Taylor Economic Development Corporation might be able to assist with needed infrastructure improvements associated with street redevelopment; holding public engagement opportunities for citizen feedback regarding streets; taking a more holistic approach to transportation infrastructure—including consideration of pedestrians and bicyclists. I believe some efficiencies could be realized by incorporating smart design elements as we go. "

No other comments were made and staff was directed to set a date for the first meeting of this committee.

9. <u>CONSIDER SECURING ENGINEERING SERVICES FOR FUTURE MDUS PROJECTS.</u>
Danny Thomas, Director of Public Works, presented a request to award a contract to Halff and Associates to provide engineering services for future projects to be funded by the Municipal Drainage Utility System. Council Member Rydell moved to direct staff to select Halff and Associates to begin negotiations on a price and scope of proposed projects to be funded by the MDUS. Council Member Green seconded the motion. VOTE: Four voted AYE. Motion passed.

10. <u>RECEIVE ANNUAL RACIAL PROFILING REPORT.</u>
Chief Fluck presented the annual Racial Profiling Report for 2013. He noted that there were no complaints received of racial profiling and that after a review and analysis of traffic stops, cases and searches there is no indication that racial profiling has occurred. Council Member Hill made a request to add the word "American" after the term "African" listed as a race category. Chief Fluck noted that the terms used in the report are those provided by the Texas Commission on Law Enforcement.

Council Member Hill moved to accept the report as presented and Council Member Rydell seconded the motion. VOTE: Four voted AYE. Motion passed.

11. <u>CONSIDER ESTABLISHING AN APPROVED WASTEWATER PRETREATMENT PROGRAM AS REQUIRED BY BOTH FEDERAL REGULATIONS AND THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY.</u>
Mr. Thomas presented a request to create an Industrial Wastewater Pre Treatment Program to bring the city into compliance with the Texas Commission on Environmental Quality (TCEQ). The request includes a professional services agreement with the Hejl Lee and Associates engineering firm to assist in developing program. Council Member Hill moved to authorize the city manager to enter into an agreement with Hejl Lee and Associates for an amount not to exceed $55,950 and to authorize the creation of the position of a Pre Treatment Program Coordinator/Waste Water Treatment Plant Operator. Council Member Green seconded the motion. VOTE: Four voted AYE. Motion passed.

12. <u>CONSIDER AWARD OF A CONTRACT TO PRECISION CONSTRUCTION, LLC FOR $9,050 UNDER THE AMY YOUNG BARRIER REMOVAL PROGRAM CONTRACT NO 1002020 WITH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS.</u>
Mr. vanTil presented a request to award a contract to Precision Construction to perform landscaping and specific remodeling tasks to a home under the Amy Young Barrier Removal Program contract. Mr. Robb Stevenson, the program administrator, was present to respond to questions if needed. Mayor Ancira stated that with this contract he feels strongly that the city has completed its obligations to this particular individual and reiterated that this project is being completed with no city funds. Council Member Rydell moved to award the contract to Precision Construction for $9,050 and Council Member Hill seconded the motion. VOTE: Four voted AYE. Motion passed.

13. <u>RECEIVE REPORT FROM THE CODE ENFORCEMENT DEPARTMENT.</u>
Mr. vanTil presented an informational report on the Code Enforcement Department. Council Member Rydell asked for an update on 2nd Street Corridor efforts and Mayor Ancira asked if there were any efforts to recruit volunteers in a city cleanup program. Council Member Green moved to accept the report as presented and Council Member Hill seconded the motion. VOTE: Four voted AYE. Motion passed.

14. <u>CONSIDER CHANGING COUNCIL MEETING DATES FOR MARCH, 2014.</u>
Due to the timing of the school district Spring Break, several council members and the city attorney will not be available to meet on March 13th. Council Member Green reminded Council members that this discussion had come up previously and the general consensus was to make every effort to keep the regular meeting dates as scheduled. Council Member Hill moved to change the regular March 13th council meeting to March 20th. Council Member Rydell seconded the motion. VOTE: Three voted AYE; one vote NO (Green). Motion passed.

15. <u>DISCUSS FUTURE AGENDA ITEMS.</u>
Mayor Ancira asked Council for additional items to be considered at future meetings. Council Member Rydell asked for a date to be set for a joint meeting with the 7th Street Task Force; an update on the 2nd Street Corridor plan; and a move to develop architectural guidelines for the downtown and historic districts. Council Member Hill would like to see staff give boards more direction and explain their roll to them; perhaps invite the chairs and board members to a type of orientation meeting. Council Member Green would like to see a marketing plan for Main Street in addition to some type of recognition for Bill Pickett he would also like to begin to consider naming a street after Governor Dan Moody.

ADJOURN

With no further business; Mayor Ancira adjourned the meeting at 7:28 p.m.

Jesse Ancira, Jr., Mayor

ATTEST:

Susan Brock, City Clerk

The City Council of the City of Taylor met at a Special Meeting on March 6, 2014, at City Hall, 400 Porter St., Taylor, Texas. Mayor Jesse Ancira, Jr. declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Mayor Pro Tem Chris Gonzales
Council Member Scott Green
Council Member Donald Hill
Council Member Brandt Rydell

Ted Hejl, City Attorney
Susan Brock, City Clerk

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

1. CONDUCT INTERVIEWS OF EXECUTIVE SEARCH FIRMS.
   Mayor Ancira briefly outlined the format of the meeting and the order in which the firms would be interviewed. Presentations were received from Mr. Jim Nuse with Affion Public, Mr. Mike Tanner with SGR, Ms. Chloe Johnson with Johnson and Associates, and Mr. Chris Hartung with CHC Public Sector Solutions.

2. CONSIDER TAKING ACTION FROM INTERVIEW SESSIONS AND SELECT A FIRM.
   After some discussion, Council Member Hill moved to approve the proposal submitted by Chris Hartung to conduct an executive search for a City Manager and Council Member Green seconded the motion. VOTE: Five voted AYE. Motion passed.

ADJOURN

With no further business; Mayor Ancira adjourned the meeting at 8:05 p.m.

____
Jesse Ancira, Jr., Mayor

ATTEST:

____
Susan Brock, City Clerk

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #: **2**

Agenda Title: Approve Ordinance 2014-04 to amend Ordinance 2013-01 regarding appointments to the Parks and Recreation Advisory Board.

Council Action to be taken: Approve by consent Ordinance 2014-04

Initiating Department: City Administration

Staff Contact: **Jeff Straub, Interim City Manager**

1. INTRODUCTION/PURPOSE

This agenda item is to amend the Parks and Recreation Board ordinance to cause the procedure for board reappointments to be consistent with the procedure utilized for other boards and commissions.

City Boards and Commissions are created by the City Council to comply with state law and also to serve as advisory boards to the Council. As such, these boards are appointed by the entire Council and serve at the pleasure of the entire Council.

The City of Taylor Charter states:

Section 17.4. Advisory Boards.

> *The* ***City Council*** *shall be entitled to appoint advisory boards by ordinances which shall establish the matters for which the advisory boards shall advise and consult with the City Council and which shall establish the terms and conditions under which the advisory boards shall serve.* (emphasis added)

Section 5.2. Boards and Commissions, Removal.

> *The City Council shall appoint the members of the Zoning Board of Adjustment, the Planning and Zoning Commission and such other boards or commissions as may be required by State law or this Charter. The City Council may, upon the affirmative vote of a majority of the full membership of the Council, remove members of its appointive boards and commissions.*

It appears that the intent of the Charter is for Boards and Commissions to be appointed by the Council as whole.

Our current Parks and Recreation Advisory Board Ordinance, Section 2.95 contains the language: ***After the initial appointments,*** *board vacancies, except board student vacancies, shall be filled so that each council member shall continue making two (2) appointments and the mayor three (3) appointments*

This ordinance amendment will cause reappointments to the Parks and Recreation Board to be made by the entire council which is consistent with the procedure for all other boards.

2. DESCRIPTION/ JUSTIFICATION

The amendment of this ordinance will cause the procedure for reappointments to the Parks and Recreation Board to be consistent with the procedure utilized for other boards and commissions. Further, this amendment follows the spirit of our Charter that calls for boards and commissions to serve at the pleasure of the entire council.

3. FINANCIAL/BUDGET

n/a

4. TIMELINE CONSIDERATIONS

This ordinance was introduced at the February 27th council meeting.

5. RECOMMENDATION

Staff recommends that this amendment be approved by consent.

6. REFERENCE FILES

2a. Ordinance 2014-04 Parks and Rec Board amendment

ORDINANCE NO. 2014-04

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, AMENDING ORDINANCE 2013-01 ESTABLISHING THE PURPOSE, COMPOSITION AND TERM OF THE PARKS AND RECREATION ADVISORY BOARD BY DELETING A PROVISION REGARDING APPOINTMENTS OF BOARD MEMBERS; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the City Council desires to remove a provision in Ordinance 2013-01 regarding appointments to the Parks And Recreation Advisory Board ("Board") allowing appointments to the Board to be made by the City Council;

WHEREAS the City Council deems it is in the best interest of the City that Ordinance 2013-01 be amended as set forth herein.

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

SECTION 1. All of the facts recited in the preamble to this Ordinance are hereby found by the City Council to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied herein verbatim.

SECTION 2. The City Council ratifies and confirms that all initial Board appointments and Board appointments made prior to adoption of this amendment were made pursuant to Ordinance 2013-01. The City Council desires that all appointments to the Board made after the adoption of this Ordinance shall be made by the City Council.

SECTION 3. Section 6 of Ordinance 2013-01 is hereby amended to read in its entirety as follows:

The Board shall be appointed by the City Council.

SECTION 4. Ordinance No. 2013-01 as passed, and as amended by this Ordinance shall otherwise remain in full force and effect.

SECTION 5. In the event any clause, phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to by invalid or unconstitutional; and the City Council of the City of Taylor, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Taylor, Texas, on the 27th day of February, 2014.

PASSED, APPROVED and ADOPTED on this the 20th day of March, 2014.

____

Jesse Ancira Jr., Mayor

ATTEST:

____

Susan Brock, City Clerk

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Susan Brock, being the City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2014-04 passed and approved by the City Council of the City of Taylor, Texas, on the ___ day of______________, 2014, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this the ___________ day of______________, 2014.

____

Susan Brock
City Clerk

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #:	**3**
Agenda Title:	Consider approving Resolution R14-03, authorizing signatures on the City's investment and bank accounts.
Council Action:	Approve Resolution R14-03 by consent
Initiating Department:	Finance Department
Staff Contact:	**Rosemarie Dennis, Director**

1. INTRODUCTION/PURPOSE

The purpose of this item is to update the list of authorized signatures on the City's financial accounts related to investment of local funds. The city's accountant has retired and has been removed from all accounts. Lillie Lawler was selected and promoted to the accountant position after going through the interview process. There is a need to add her to the bank City's investment and bank accounts as an authorized signer in order to assist with conducting the City's financial matters.

2. DESCRIPTION/ JUSTIFICATION

This resolution will allow the City to formally update the signatures that are authorized to withdraw funds from time to time, to issue letters of instruction and to take all other actions deemed necessary or appropriate for the investment of local funds. This is a simple housekeeping matter that will occur anytime there is a change in personnel to include the change of Mayor or a new depository contract.

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

Immediate consideration is needed so the banks and investment firms may be notified of the authorized signers.

5. RECOMMENDATION

Staff recommends approval of Resolution R14-03 by consent.

6. REFERENCE FILES (Attachments)

3a. Resolution R14-03

RESOLUTION NO. R14-03

THE CITY OF TAYLOR, TEXAS IS A LOCAL GOVERNMENT OF THE STATE OF TEXAS AND IS EMPOWERED TO DELEGATE TO FINANCIAL INSTITUTIONS THE AUTHORITY TO INVEST FUNDS AND TO ACT AS CUSTODIAN OF INVESTMENTS PURCHASED WITH LOCAL INVESTMENT FUNDS

WHEREAS, the City of the City of Taylor, 400 Porter Street; Taylor, Texas 76574 is a local government of the State of Texas and is empowered to delegate to financial institutions the authority to invest funds and to act as custodian of investments purchased with local funds; and

WHEREAS, it is in the best interest of the City of Taylor to invest local funds in investments that provide for the preservation and safety of principal, liquidity and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool, TexPool, TexStar, Citizens National Bank, City National Bank, Texas Class (formerly, Cutwater Asset Management) and Principal Financial Group, are qualified financial institutions to invest funds and to act as custodian of investments purchased with local investment funds whose investment objectives in order of priority are preservation and safety of principal, liquidity and yield consistent with the Public Funds Investment Act;

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

A. The individuals whose signatures appear in this Resolution are Authorized Representatives of the City of Taylor and a combination of any two of the Authorized representatives are hereby authorized to transmit funds for investment in TexPool, TexStar, Citizens National Bank, City National Bank, Texas Class and Principal Financial Group. Any two of the Authorized Representatives are further authorized to withdraw funds from time to time, issue letters of instruction and take all other actions deemed necessary or appropriate for the investment of local funds.

B. That an Authorized Representative of the City of Taylor may be deleted by a written instrument signed by all remaining Authorized Representatives provided that the individuals, whose signatures appear in this Resolution, are (1) deemed by the City's Management to no longer require access to the City of Taylor's TexPool, TexStar, Citizens National Bank, City National Bank, Texas Class and Principal Financial Group accounts or (2) are no longer employed by the City of Taylor.

C. That the City of Taylor may, by amending this Resolution, add an Authorized Representative provided the additional Authorized Representative is an officer, employee or agent of the City of Taylor.

The following is a list of the Authorized Representatives of the City of Taylor:

ORIGINALS REQUIRED

1.	______________________________	Title:	Mayor
	Jesse Ancira, Jr.____________	Phone:	512-352-3675 ext. 14
2.	______________________________	Title:	Interim City Manager
	Jeff Straub____________________	Phone:	512-352-3675 ext. 15
3.	______________________________	Title:	Finance Director
	Rosemarie Dennis_____________	Phone:	512-352-3675 ext. 21
4.	______________________________	Title:	Accountant
	Lillie Lawler_________________	Phone:	512-352-3675 ext. 37

Any new individuals will be issued a personal identification number to transact business with TexPool, TexStar, Citizens National Bank, City National Bank, Texas Class and Principal Financial Group.

The named Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Operation Agreement with the named financial institution is:

Name: Lillie Lawler, Accountant

Email: lillie.lawler@taylortx.gov Fax: 512-352-8483

The following is an additional Authorized Representative designated to perform only inquiries of selected information. This limited representative cannot perform transactions.

6.	____________________________	Title:	City Clerk
	Susan Brock__________________		

This Resolution and its authorization shall continue in full force and effect until amended or revoked by the City of Taylor and until TexPool, TexStar, Citizens National Bank, City National Bank, Texas Class and Principal Financial Services receives a copy of any such amendment or revocation. This resolution is hereby introduced and adopted by the City of Taylor at its regular meeting held on this the _____ day of ________________, 2014.

NAME OF PARTICIPANT: City of Taylor, Texas

By: ______________________________

Jesse Ancira, Jr., Mayor
City of Taylor, Texas

ATTEST:

____
Susan Brock, City Clerk
City of Taylor, Texas

This document supersedes all prior Authorized Representative designations.

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #:	**4**
Agenda Title:	Consider approving Ordinance 2014-02 to rezone property located on the northeast corner of Washburn and E 1st Street from B- 1, Local Business, to M-1, Light Industrial.
Council Action to be taken:	Approve by consent Ordinance 2014-02
Initiating Department:	**Planning and Development**
Staff Contact:	**Bob van Til, Director**

1. INTRODUCTION/PURPOSE

Date of the Public Hearing
February 13, 2014; continued to February 27, 2014

Location and Acres of the Property
Northeast corner of Washburn Street and East 1st Street
0.284 Acres

Property Owner/Applicant
Josh Richards

Applicant's intentions for the property (development objective)
None at this time

Existing Zoning
B-1, Local Business

Previous Zoning History
Unknown
Proposed Zoning
M-1, Light Industrial

Future Land Use Map
The Future Land Use Map designates this area as Downtown

Current Use of Property
Vacant

Surrounding Property: Zoning and land use
North: B-1, Auto Repair
East: B-1, Vacant
South: M-1, Railroad/Warehouse
West: B-3, Vacant Building

Existing Thoroughfares (type and size)
E. 1st Street, ~60 foot ROW

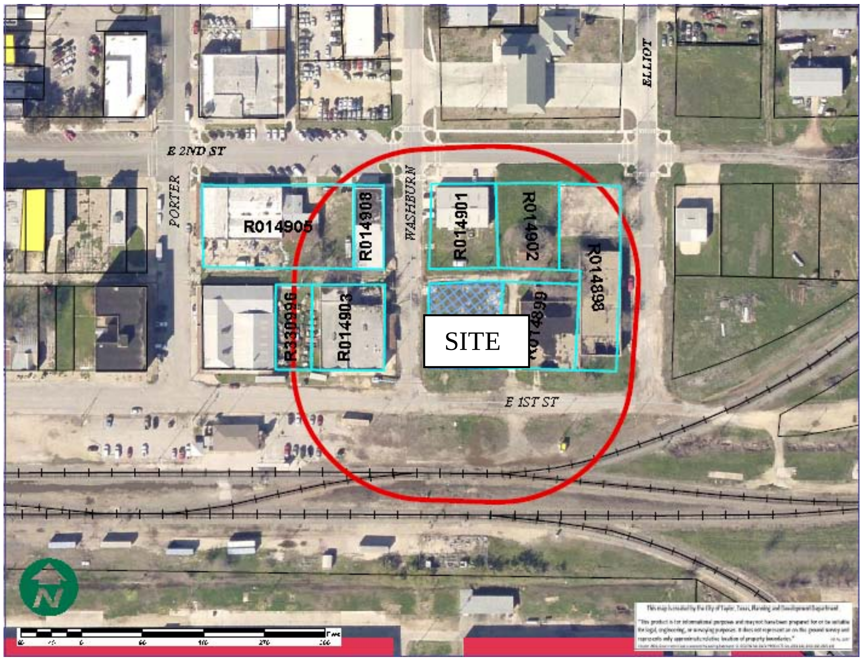
The City's Thoroughfare Plan
N/A

Traffic Impact Analysis
Waiver approved.

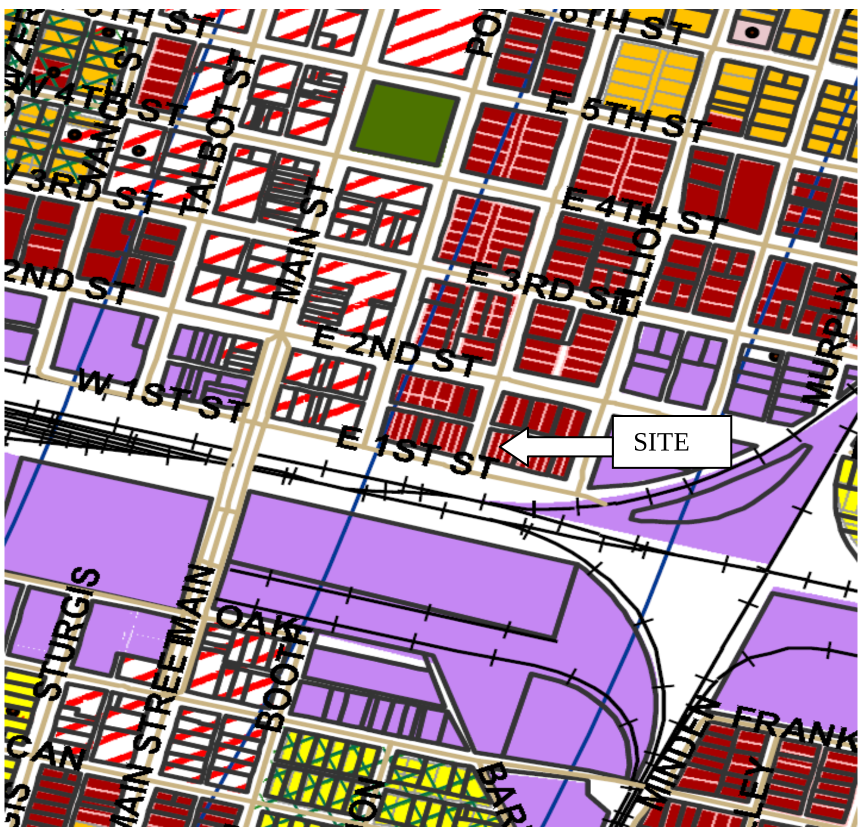
Platting Information
City of Taylor, Block 1, lots 8-10, 7 (w pt).

Site Photo:

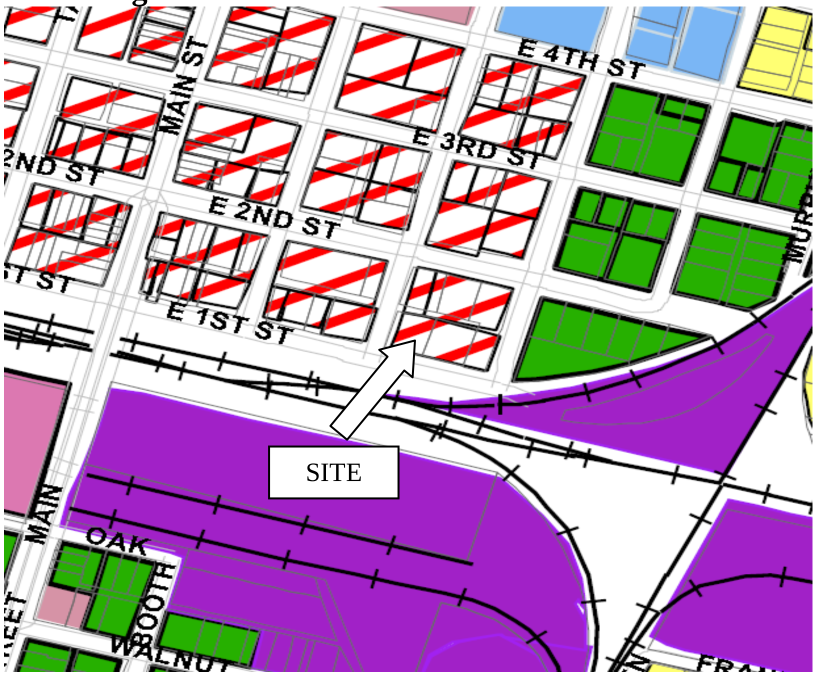
Aerial Photo:



Current Zoning is B-1:

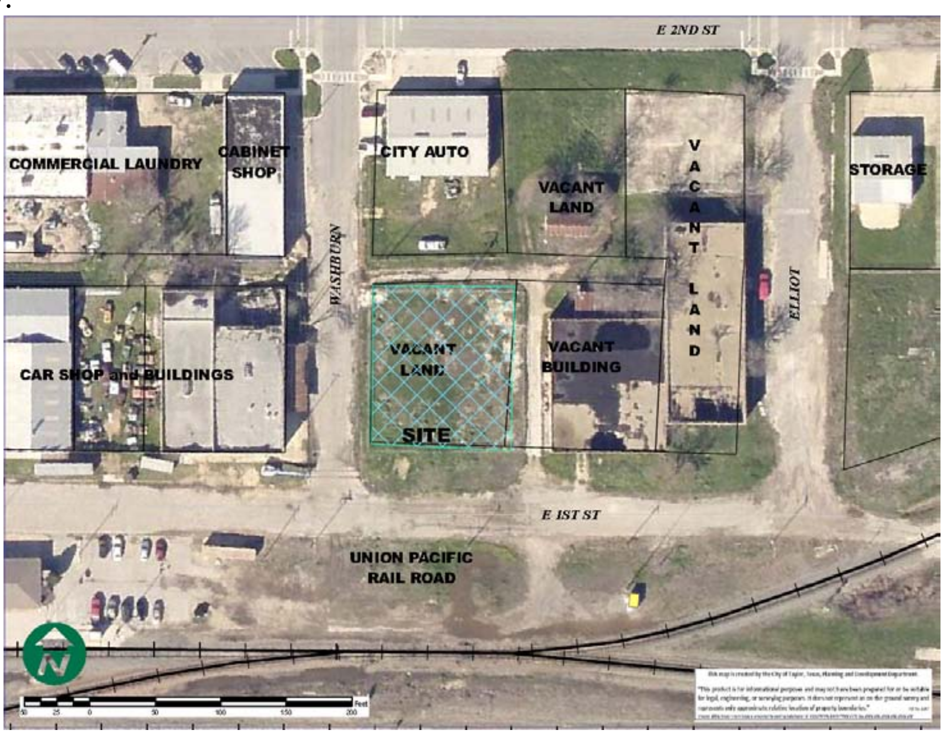


Future Land Use Designation is Downtown:



Discussion

A Public Hearing was held for this item on February 13, 2014 and continued to February 27, 2014. There was some concern about rezoning the property to M1 whereby the proposed uses, although not yet specifically identified, would not be compatible with the surrounding uses. The following map shows existing uses surrounding the subject property:



The map shows that the area is mostly industrial in nature, with some adjacent vacant lands. The Scott Family rezone from B1 to M1 located to the east of this property was approved in February 2014.

The site is currently zoned B-1. Although the Future Land Use map indicates Downtown for this land, a rezone to M-1 would be consistent with existing land uses in the area.

The Future Land Use Map will require modification in the near future to be consistent with this rezone, if approved.

2. RECOMMENDATION

Staff recommends approval of the change of zoning from B-1 Local Business to M-1, Light Industrial.

The Planning and Zoning Commission held their public hearing on January 14, 2014. Their recommendation is to approve. This Ordinance was introduced by council at the February 27, 2014 meeting.

3. REFERENCE FILES

4a. Ordinance 2014-02

ORDINANCE NO. 2014-02

AN ORDINANCE REZONING PROPERTY FROM B-1 TO M-1 FOR PROPERTY LOCATED AT EAST FIRST STREET AND WASHBURN STREET; AND PROVIDING A SAVINGS CLAUSE

WHEREAS, notices for the proposed Rezoning were published in accordance with the Zoning Ordinance and the request referred to the Planning and Zoning Commission.

WHEREAS, Josh Richards, Applicant and property owner, has requested a Rezone from B-1 to M-1 at East First Street and Washburn Street, legally described as Block 1, Lots 8-10, 7 (W/PT), City of Taylor, Williamson County Texas. That after a public hearing held by the Planning and Zoning Commission on January 14, 2014, the Planning and Zoning Commission voted to recommend a Rezone from B-1 to M-1.

BY THE CITY COUNCIL OF THE CITY OF TAYLOR:

1.0 That after public hearing held on February 13, 2014, before the City Council of the City of Taylor for the purpose of considering an application submitted by Josh Richards, a Rezone from B-1 Local Business to M-1 Light Industrial is hereby granted to Josh Richards to the property described.

2.0 All of the facts recited in the preamble to this Ordinance are hereby found by the City Council to be true and correct and are incorporated by reference herein and expressly made a part here of, as if copied herein verbatim.

3.0 Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional

4.0 In accordance with Article 8, of the City Charter, Ordinance No. 2014-02 was introduced before the City Council on the 27th day of February, 2014.

PASSED, APPROVED, and **ADOPTED** on the 20th day of March, 2014.

____
Jesse Ancira Jr., Mayor

APPROVED AS TO FORM

Ted Hejl, City Attorney

ATTEST:

Susan Brock, City Clerk

CERTIFICATE

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

I, Susan Brock, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2014-02, passed and approved by the City Council of the City of Taylor, Texas, on the 20th day of March, 2014, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this 20th day of March, 2014.

Susan Brock
City Clerk

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #:	**5**
Agenda Title:	Receive presentation and discuss future Capital Improvement Projects
Council Action to be taken:	Receive Report; Provide Direction.
Initiating Department:	**City Administration** **Engineering**
Staff Contact:	Jeff Straub, Interim City Manager Casey Sledge, Engineer

1. INTRODUCTION/PURPOSE

This presentation and discussion of future Capital Improvement Projects is intended to inform Council and have a discussion on:

- Pending capital projects and the City's financial commitment to those projects
- Capital projects where action may be needed to leverage state and federal funding
- Future capital projects

Feedback from Council will provide staff with direction on how to plan to bring the Council's wishes to fruition.

2. DESCRIPTION/ JUSTIFICATION

This is a needed planning discussion.

3. FINANCIAL/BUDGET

Varies depending on projects selected; Council direction.

4. TIMELINE CONSIDERATIONS

n/a

5. RECOMMENDATION

Council receives this report and provides feedback and direction to staff.

6. REFERENCE FILES

5a. List of projects and cost estimates.

#	CIP Program Management	Scope of Work	Estimated Project Cost	TOTAL PROPOSED FUNDING	C.O. Bonds	G.O.Bonds	Gen Fund Annual Operating Budget	Utility Fund Annual Operating Budget	MDUS Fund	Grants	Other Impact Fees	PROPOSED G.O. Bonds	PROPOSED C.O. Bonds	CURRENT FUNDING BALANCE
PRO														
1	**Comprehensive Plan Update**	Thoroughfare, Land Use	$150,000	$150,000			$150,000							$0
2	**2012 CDBG Streets**	Burkett / Jones paving rehab	$675,000	$675,000			$175,000			$500,000				$0
3	**2013 Streets - Downtown Area**	1.1 miles rehab	$1,257,600	$0										($1,257,600)
4	**2013 Streets - FAIR Streets**	14.7 miles corrective maintenance	$3,732,400	$0										($3,732,400)
5	**Main St Hike & Bike Trail**	new trail along SH 95	$1,850,000	$1,850,000			$550,000			$1,300,000				$0
6	**Cemetery Streets**		$500,000											($500,000)
7	**TRP&SC Connector Road**		$350,000	$0										($350,000)
8	**Downtown Streetscape**	amenities, lighting, landscaping	$750,000	$0										($750,000)
9	**Annual Street Maintenance**	Annual Program	$1,200,000	$0										($1,200,000)
10	**Street Rehabilitation 2018**	Next rehabs	$5,000,000	$0										($5,000,000)
11	**Future Street Rehabilitation**	All future rehab	$60,000,000	$0										($60,000,000)
12	**CR 101 Widening**	City participation; needed?	$12,200,000	$12,200,000			$1,200,000			$0	$11,000,000			$0
13	**Justin Lane Extension**	connect road to US79	$3,500,000	$0										($3,500,000)
14	**Sidewalk Program**	Annual Program	$50,000	$0										($50,000)
15	**Gateway, Beautification Projects**		$200,000	$0										($200,000)
16	**Small MDUS Drainage Projects**	misc low cost solutions - Annual Program	$50,000	$50,000					$50,000					$0
17	**Edmond / Mills - Phase 1**		$345,000	$345,000					$345,000					$0
18	**Paula / Medical Pkwy**		$172,500	$172,500					$172,500					$0
19	**McLain Street**		$161,000	$161,000					$161,000					$0
20	**799 Kirk Street**		$50,000	$50,000					$50,000					$0
21	**1st / Main**		$40,250	$40,250					$40,250					$0
22	**Laurel / Sams St**		$46,000	$46,000					$46,000					$0
23	**Donna Channel - Preliminary Design**		$40,000	$40,000					$40,000					$0
24	**2013 TPWD Trail - Bull Branch**	south trail and Bull Branch park asphalt replacement	$355,000	$355,000			$105,000			$250,000				$0
25	**Rotary field concrete plaza**		$50,000	$0										($50,000)
26	**Disc golf branch Park**		$15,000	$0										($15,000)
27	**Murphy Park tennis court replacement**	6 courts	$700,000	$0										($700,000)
28	**Skate Park**	in Murphy Park	$250,000	$0										($250,000)
29	**Doak Park Ballfields**	lights, irrigation, grading, parking, restrooms	$450,000	$0										($450,000)
30	**Robinson Park Ballfield Upgrades**	irrigation, fencing, grading	$150,000	$0										($150,000)
31	**Robinson Park Sprayground**		$400,000	$0										($400,000)
32	**TRP&SC Batting Cages**	design complete	$140,000	$0										($140,000)
33	**2011 CDBG Water Main**	Walnut Dr 12" Water Main	$295,000	$295,000				$20,000		$275,000				$0
34	**W,WW Masterplan / CCN**	update and CCN negotiations	$50,000	$0										($50,000)
35	**Fire Hydrant Replacement Program**	Annual Program	$50,000	$0										($50,000)
36	**Justin Lane Water Main**		$900,000	$0										($900,000)
37	**Chandler Road Wastewater, Water**		$1,500,000	$0										($1,500,000)
38	**Annual Water/WW Line Replacement**	Annual Program	$500,000	$0										($500,000)
39	**Water, WW Masterplan projects**		$10,000,000	$0										($10,000,000)
40	**Must Cr WW Interceptor next Phase to Airport**		$1,300,000	$0										($1,300,000)

			Estimated Project Cost	TOTAL PROPOSED FUNDING	C.O. Bonds	G.O.Bonds	Gen Fund Annual Operating Budget	Utility Fund Annual Operating Budget	MDUS Fund	Grants	Other Impact Fees	PROPOSED G.O. Bonds	PROPOSED C.O. Bonds	CURRENT FUNDING BALANCE
41	**Water, WW Replacement - Southeast**	TWDB funding?	$1,000,000	$1,000,000				$250,000		$750,000				$0
42	**Airport Terminal Plan Update 2014**		$40,000	$40,000			$4,000			$36,000				$0
43	**Airport Pavement Rehab Design 2014**		$350,000	$350,000			$35,000			$315,000				$0
44	**Airport PAPI Installation 2014**	incl FAA flight check	$245,000	$245,000			$24,500			$220,500				$0
45	**Airport T Hangars 2015**		$666,000	$666,000			$66,000			$600,000				$0
46	**Airport Pavement Rehab 2015**	taxiway, fencing, runway	$2,226,100	$2,226,100			$222,612			$2,003,488				$0
47	**Airport Apron Design 2015**		$100,000	$100,000			$10,000			$90,000				$0
48	**Airport AWOS 2016**		$120,000	$120,000			$12,000			$108,000				$0
49	**Airport Terminal Building 2017**		$775,000	$775,000			$387,500			$387,500				$0
50	**Heritage Square Demo**		$50,000	$0										($50,000)
51	**Heritage Square Improvements**	amphitheater, restrooms, concession,	$2,500,000	$0										($2,500,000)
52	**Community Center in Murphy Park**	enclose pavilion	$2,000,000	$0										($2,000,000)
53	**Community Center in Robinson Park**		$2,500,000	$0										($2,500,000)
54	**Recreation Center**		$4,000,000	$0										($4,000,000)
55	**Fire Station Northwest**		$4,000,000	$0										($4,000,000)
56	**Fire Station South**		$4,000,000	$0										($4,000,000)
57	**Fire Station North**		$4,000,000	$0										($4,000,000)
58	**Animal Control Center**		$2,000,000											
59	**Police Station / Justice Center**		$6,000,000	$0										($6,000,000)
60	**City Hall Improvements**		$6,000,000	$0										($6,000,000)
61	**Public Works Service Center**		$5,000,000	$0										($5,000,000)
				$0										$0
														($750,000)
	FUNDING TOTALS:		$156,996,850	$21,951,850	$0	$0	$2,941,612	$270,000	$904,750	$6,835,488	$11,000,000	$0	$0	$21,951,850
	REVENUES:													

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #: **6**

Agenda Title: Consider authorizing the publication of a Request for Qualifications (RFQ) for the evaluation of our development review process and engineering services

Council Action to be taken: Approve, deny or table.

Initiating Department: **City Administration**

Staff Contact: Jeff Straub, Interim City Manager

1. INTRODUCTION/PURPOSE

This agenda item is a request for the authorization of the publication of a Request for Qualifications (RFQ) seeking to retain a consultant for the independent evaluation of our development review process and engineering services.

It is staff's intent to pursue excellence in all aspects of municipal service delivery. However, On several occasions over the course of the past few years, council members and city management have received negative feedback from the community about the City's Development Review Process (DRP). Some of the community appears to believe that our DRP is cumbersome, less than business friendly and even that the City of Taylor does not desire development and/or actively attempts to discourage it.

Additionally, questions have arisen in the community about the value of utilizing a contract engineer for basic city engineering services. There have also been questions about the value to the City regarding the cost of project design by this engineer.

These perceptions are clearly contrary to Council and city management's goals and efforts. It is staff's opinion that it is vital that we communicate by our actions that we have heard the public's feedback and intend to address the issues.

In exploring methods to review our DRP, validate good practices and receive expert recommendations on making any necessary changes to improve this operation, I began to explore Requests for Qualifications (RFQs) that had been utilized to engage firms to evaluate development review. I found that the City of Tomball, Texas had published an RFQ earlier this year with the same goals. In following up with the City of Tomball, I learned that they had experienced similar feedback to that which we have received and were working to remedy the issue. Tomball received nine responses to their RFQ.

Tomball's RFQ was utilized as a template to develop the RFQ in this packet.

It is staff's opinion that an outside, expert's perspective can assist us in addressing the above listed issues.

2. DESCRIPTION/ JUSTIFICATION

With authorization, the RFQ will be posted and advertised as soon as possible.

The RFQ contains the various analyses and scope of work expected. The consultant will be required to examine all DRP processes and to also interview past customers, gaining their feedback. They will also benchmark engineering costs for project design and examine the pros and cons of a contract engineer versus a fulltime in-house engineer.

Responses will be due Friday, April 25th, 2014. Responses will then be scored according to the criteria listed in the RFQ and a finalist firm's contract brought to Council at a later date.

3. FINANCIAL/BUDGET

The cost of publication is nominal. Publication of the RFQ does not obligate Council to subsequently contract with any consultant.

4. TIMELINE CONSIDERATIONS

As soon as possible.

5. RECOMMENDATION

Staff recommend that the Council grant authorization for the publication of the RFQ.

6. REFERENCE FILES

6a. RFQ

Request for Qualifications (RFQ)

Development Review Process and Engineering Evaluation

Responses Due By April 25, 2014, No Later Than 5:00 pm

City of Taylor, Texas

400 Porter Street

Taylor, Texas 77375

Evaluation of Development Review Functions

The City of Taylor, Texas (City) is seeking a qualified Consultant to perform an organizational and operational analysis of the City's development review functions and contract engineering services determine an optimal staffing and service delivery model.

Background

The City provides development review services from primarily two City departments that coordinate internally through a team comprised of the Community Development Department and the Fire Department.

The Planning and Development Department provides planning and zoning services through the review of land use applications, site plans and construction plans for compliance with the City's codes and ordinances. The department is also responsible for code enforcement and construction inspection services, the latter of which is currently often contracted out to a third party service provider.

The Community Development Department in partnership with a contract engineer and contractor Bureau Veritas provides plan review, permit processing and construction inspection services for building, mechanical, electrical and plumbing permits.

The Fire Department's Fire Marshal provides plan review and inspection services for site and building fire safety, suppression and detection systems.

Scope of Work

The Consultant's scope of work will include a review of current conditions, an evaluation of future service demands and an analysis of opportunities for organizational changes and process improvements that can further enhance customer service and achieve efficiencies.

The selected Consultant will need to interview key personnel in other departments of the City, the Taylor City Council, Taylor Planning & Zoning Commission, Taylor Zoning Board of Adjustments, and a variety of external customers including citizens, business owners/operators, developers, community leaders and others that the project team deems necessary. From these interviews, the consultants will obtain additional perspectives on operational, economic, and policy issues facing the City. The Consultant will also include comparisons to other similar City's service delivery model and performance standards.

The Consultant will prepare a report to include, at a minimum the following listed items, however this is not meant to be all inclusive and Consultants have the opportunity to distinguish themselves through the description of how they will develop the deliverable.

1. Analysis of current development review procedures
    a. Identify the procedures and practices that are working well
    b. Identify where weaknesses exist, including conflicts between procedures as written versus practiced
2. Recommend solutions to identified deficiencies or conflicts
3. Recommend steps to make the process more user-friendly
4. Identify best practices for the development review process, including alternatives regarding the organizational structure and procedures
5. Identify alternative strategies for implementing identified recommendations, including a phasing plan for implementation
6. Recommendations for long, mid and short-term strategies and alternative service delivery models that will enhance customer service and staff productivity
7. Financial analysis and cost projections relating to recommended strategies including consideration of the impact of any changes to the organizational structure on the current cost of service model and fee structure
8. Review and analysis of permit processing standards and development of revised standards as appropriate
9. Review of customer service facilities as they relate to maximizing the customer experience and interdepartmental coordination
10. Analyze and recommend changes to code provisions as they relate to work flow and customer service

11. Review and analysis of staff resource allocation between permitting and other departmental work
12. Review and analysis of contracted engineering services
13. Review and analysis of the fiscal value of design services provided by the contract engineer.

The Consultant will report primarily to the City Manager's Office, with some possible oversight from the Community Development Director or designee.

Analysis of Current Service Demand

The Consultant will evaluate historical and current service demands and how staff resources are applied to meet customer service demands and regulatory requirements. Analysis of service levels will be applied to:

1. Permit processing
2. Long range planning
3. Zoning
4. Capital Improvement Project planning and project management
5. Engineered construction projects (public and private)
6. Code Enforcement
7. Plan reviews
8. Customer inquiries
9. Field inspections
10. Contract engineering services
11. Contract engineer project design

Analysis of Current Operations

An in-depth review of the organization will be conducted including an evaluation of:

1. Organizational configuration
2. Staffing levels
3. Department management, administrative support functions and lines of authority
4. Inter-department coordination
5. Data collection systems, record keeping, reporting and performance metrics
6. Public outreach and education
7. Operating budget and funding sources
8. Impact of current laws and regulations that drive staffing and permit processing
9. Permit processing efficiency and effectiveness

Analysis of Future Service Demand and Delivery Options

Conduct an assessment of the future service delivery needs and projected service demand including:

1. Service area characteristics
2. Projected population growth
3. Future service demand as it relates to increasing population density and

redevelopment patterns

The Consultant will develop alternatives and strategies for meeting future service delivery needs, develop and analyze options for models by which services may be delivered with increased effectiveness and efficiency.

Implementation Planning

The Consultant shall develop a report detailing organizational capabilities and challenges, goals and objectives for maintaining and improving services and development of performance measures to quantify progress.

The report will outline an implementation plan addressing each of the areas discussed in previous sections. Key components include:

1. Development of departmental/functional goals and target objectives for moving forward
2. Description of recommended actions to achieve goals and objectives including, organizational changes, relocation or co-location of functions, investments and new or modified laws or regulations
3. Cost or savings of proposed changes and enhancements to the current system
4. Establishment of performance measures relative to goals and objectives
5. Identification of the process needed to implement recommendations, including actions needed by the City Administration and/or City Council

RFQ Requirements

RFQ's shall be limited to fifteen (15) pages utilizing 8.5"x11" sized paper and be organized to facilitate evaluation by the City according to the following outline:

1. A statement of your understanding of the work, descriptions of the approach and illustrations of the procedures to be employed.
2. A detailed breakdown and description of the specific steps, services and study products that will be utilized as a result of the scope of work previously listed in this RFQ. Consultants may elect to include in this section any innovative methods or concepts that might be beneficial to the City as long as the minimum requirements as set out in this RFQ are met.
3. The proposed implementation schedule to include specific milestones.
4. A brief introduction, limited to no more than four (4) pages describing the Consultant's organization and services. A list identifying the project manager and/or staff who would be assigned to this project as well as their professional experiences, qualifications, responsibilities and functions should also be included. Promotional literature and other public relations documents should NOT be included.
5. A list of clients the Consultant has provided development review analysis services to; including the organization, contact person, address, telephone number, fax number and a brief description of the compensation/classification services provided. Previous work in similar size cities is essential.
6. A statement that the Consultant agrees and is willing to

a. Deliver at least ten (10) copies of the final report to the City Manager
b. Provide the final report electronic medium in Microsoft Word format
c. Appear at scheduled meetings with staff and/or elected officials to discuss the recommendations and final report

Qualifications

The successful Consultant must demonstrate that it possesses the experience to successfully complete the project, capability to competently produce the required elements of the project, and the ability to work in a responsive and cooperative manner with the City's staff members and City Council.

Selection Criteria

1. Relevant experience of the Consultant in performing review of the development process in the public sector, for local government organizations, and/or in the community development arena. Consultant must have experience in similar size city.
2. Evaluation of past performance as stated by references and relevance of past experience as reported in the RFQ.

Selection Process

RFQ's will be evaluated based on criteria outlined in this RFQ, selected interviews, and reference checks. An agreement, including a fee, will be negotiated with the Consultant whose qualifications would be most advantageous to the City, all factors considered. If an agreement cannot be reached with the top ranked Consultant, the City will then negotiate with the second ranked Consultant.

All submitted RFQ's will become the property of the City and will not be returned.

Inquiries

All inquiries concerning this RFQ shall be directed in writing to:

Jeff Straub
Interim City Manager
City of Taylor
400 Porter Street
Taylor Texas 76574
512-352-3677

jeff.straub@taylortx.gov

Equal Opportunity

The City of Taylor is an equal opportunity employer.

Withdrawal or Decline Submission

After careful consideration has been given to this request, should your firm find it necessary to decline submission, it is requested that such a denial be forwarded to the aforementioned address.

Reservations

The City, through its duly authorized officials, reserves the right to reject any part of, or all statements without the imposition of any form of liability. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. The City reserves the right to award this RFQ to the most qualified Consultant that offers the best combination of qualifications and value to the City taking into consideration the selection criteria contained herein.

Communication

The City shall not be responsible for any verbal communication between any representative of the City and any potential firm. All modifications to this solicitation must be made in writing. A Consultant's failure to examine relevant documents or specifications will not relieve offer or from any obligation with regard to their response to this invitation.

Conditions of Conduct

At all times any agent, officer, or employee of Consultant that is present upon property owned by the City, the terms and conditions of the Drug and Alcohol Policy currently adopted by the City of Taylor, shall be deemed applicable to such persons. Violations of terms and conditions while present on the premises owned by the City shall be grounds for termination of any contract between the City and Consultant. A copy of this policy is available for public inspection in the office of the City Clerk and copies may be obtained at a nominal charge.

Ethical Standard

No City of Taylor official or employee shall have interest in any contract resulting from this RFQ.

Reimbursements

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing RFQ's in response to this request and the City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Disclosure

There will be no disclosure of the contents to competing firms. All RFQ's will be kept confidential during the negotiation process. Once the contract has been awarded all RFQ's will be open for public inspection upon an Open Records Request, except for trade secrets and confidential information, which the firm identifies as proprietary.

Indemnification

The Consultant shall, defend, indemnify, and hold harmless the City, their officers, and agents from and against any and all claims, demands, causes of action, orders, decrees, or judgments for injury, death, damage to person or property, loss, damage, or liability of any kind (including without limitation liability under any federal, state, or local environmental law, Compensation and Liability Act); fees and costs (including all costs or settlements and reasonable attorney's fees incurred in defending any claim, demand, or cause of action) occasioned by, growing out of, or arising from (a) the performance of any product or service to be supplied by the Consultant, or (b) by any act, error or omission on the part of the Consultant, its agents, employees, or subcontractors, and or (c) any failure to fully comply with all applicable laws and regulations by the Consultant, its agents, employees, or subcontractors.

Insurance Requirements

The Consultant shall procure and maintain, at its expense, during the work to be performed, at least the following insurance, covering work performed.

1. Commercial General Liability: $500,000 per occurrence for bodily injury, personal injury and property damage. $1,000,000 Aggregate Policy
2. Workers' Compensation limits as required by the Labor Code of the State of Texas and Statutory Employer's Liability Limits
3. Automobile Liability: $500,000 per occurrence

The Consultant agrees to furnish insurance certificates, showing the Consultant's compliance with this section.

Independent Contractor Relationship

The Consultant is and shall perform these services as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. Neither the Consultant nor anyone employed by it shall represent, act, purport to act or be deemed to be the agent, representative, employee or servant of the City of Taylor.

Interviews

After RFQ's that are received and initially evaluated, the City may require one or more of the Consultants to provide an oral presentation as a supplement to their statements. Any Consultant required to interview should be prepared to discuss and substantiate any area of their RFQ. The City is under no obligation to grant interviews to any Consultant receiving a copy of this RFQ and/or submitting a written response to this RFQ. Debrief meetings will not be held for Consultants not selected.

City Council Meeting
March 20, 2014
Agenda Item Transmittal

Agenda Item #: **7**

Agenda Title: Discuss and consider agenda items for the March 27th council meeting and items for future agendas**.**

Council Action to be taken: No action can be taken on this item

Initiating Department: City Council

Staff Contact: **Jesse Ancira, Jr., Mayor**

1. INTRODUCTION/PURPOSE

Under this item, we will be receiving input regarding future agenda items from you. This agenda item will be added as a routine matter on each of your upcoming agendas and will not be an action item since no specific items are listed for consideration. Staff will also be bringing potential agenda items before you at this time.

The question has also arisen as to whether there is a need for the March 27th joint meeting with the 7th Street Task Force now that a redevelopment proposal has been received.

2. DESCRIPTION/ JUSTIFICATION

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

6. REFERENCE FILES

City Council Meeting
March 20, 2013
Agenda Item Transmittal

Agenda Item #: **8**

Agenda Title: Executive Session. (Economic Development)

Council Action to be taken: Adjourn into Closed session.

Initiating Department: City Administration

Staff Contact: **Jeff Straub, Interim City Manager**

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/ JUSTIFICATION

The Taylor City Council will conduct a closed meeting under Section 551.087 of the Texas Government Code which allows such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

6. REFERENCE FILES

8 a. Executive Session form

TAYLOR CITY COUNCIL
CERTIFIED AGENDA - EXECUTIVE SESSION

1. OPEN MEETING ANNOUNCEMENT

The City of Taylor City Council convened in Open Session, declared a quorum on March 20, 2014 and has posted an Official Agenda indicating the possible need for an Executive Session. The Council will now adjourn into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section:

☐	551.071	To consult with its attorney regarding a matter in which the duty of the attorney to the City conflicts with the Open Meetings Act.
☐	551.072	To conduct deliberations regarding the purchase, exchange, lease, or value of real property.
☐	551.074	Regarding personnel matters
x	551.087	Regarding economic development negotiations and considering financial or other incentives to a business prospect that the City seeks to have locate in or near the City of Taylor.

Any action resulting from the Executive Session will be taken in Open Session immediately following the Executive Session.

2. BACK TO OPEN SESSION

The time is now __________ and we will reconvene into Open Session. No action or vote was taken on any matter discussed in Executive Session.

CERTIFICATION

I, Jesse Ancira, Jr., Mayor of the City of Taylor, do hereby certify that this Agenda of an Executive Session of the City Council is a true and correct record of the proceedings.

WITNESS my hand this the _______ day of ____________, 2014.

____
Jesse Ancira, Jr., Mayor

(Executive session Consolidated Form)