

AGENDA

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

MARCH 8, 2018, 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 Resolution R18-11 designating signatory replacement for the HOME Program Reservation System. (Michael Elabarger)
2. Approve minutes for February 20 and February 22, 2018. (Susan Brock)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

3. Consider approving Resolution R18-09 expressing official intent to reimburse for certain costs related to Heritage Square Park project. (Rosemarie Dennis)
4. Consider approving Resolution R18-10 authorizing an application and acceptance of a grant for the continuation of the Victim Services Coordinator program. (Chief Fluck)
5. Consider awarding bid for Airport Automated Weather Observation System (AWOS). (Jennifer Black; Casey Sledge)

EXECUTIVE SESSION

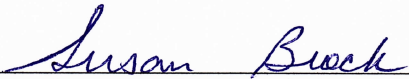
6. **Executive Session I.** The Taylor City Council will conduct a closed executive meeting under Section 551.071 of the Texas Government Code in order to meet with its City Attorney on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act.
 - Wholesale water agreements
7. Consider action from Executive Session. (Mayor)

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 5, 2018 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 is 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:  Date 3/5/18
Susan Brock, City Clerk



City Council Meeting March 8, 2018

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☐ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 1

Agenda Title: Approve Resolution R18-11 designating signatory replacement for the HOME Program Reservation System.

Council Action to be taken: Approve by consent

Department Submitted: City Management/Finance

Staff Contact: Rosemarie Dennis, Finance Director

1. PURPOSE/DESCRIPTION

In August, 2017 Council approved a resolution naming the Director of Development Services as the representative in matters pertaining to the city participation in the HOME competitive awards with the Texas Department of Housing and Community Affairs program. This item is to replace Ashley Lumpkin as the designated representative with Mr. Isaac Turner.

2. STAFF ANALYSIS (Why and How)

This action is non-controversial and is on the consent agenda as a housekeeping item.

3. RECOMMENDATION

Staff recommends council approve Resolution R18-11 on the consent agenda.

4. FUNDING SOURCE

5. TIMELINE

6. PRIOR COUNCIL ACTIONS TAKEN

Council approved Resolution R17-13 on the consent agenda in August, 2017 naming Ms. Lumpkin.

7. OTHER OPTIONS (In order of preference)
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8. ATTACHMENTS

- 1a. [Resolution R18-11](#)

RESOLUTION 18-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE HOME PROGRAM RESERVATION SYSTEM AND OR HOME COMPETITIVE AWARDS, WITH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS.

WHEREAS, the City Council of the City of TAYLOR desires to continue to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low/moderate income; and

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

1. That the City directs and designates the City Manager, Isaac D. Turner, as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with the City's HOME contract agreements Award 1002602 and RSP Application number 2015-0010 and or any contract number associated with the HOME RSP System and or competitive awards, and all City's participation in the HOME Program, including execution of all documents pertaining to City's current HOME Reservation System Participant Agreement and award contract or future HOME agreements.

Passed and approved this 8th day of March, 2018.

Brandt Rydell, Mayor

ATTEST:

Susan Brock, City Clerk



City Council Meeting March 8, 2018

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☐ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 2
Agenda Title: Approve minutes for February 20 and February 22, 2018

Council Action to be taken: Approve by consent or approve with corrections if needed.

Department Submitted: City Clerk

Staff Contact: Susan Brock

1. PURPOSE/DESCRIPTION

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. STAFF ANALYSIS (Why and How)

3. RECOMMENDATION

Approve as submitted or amend with changes noted.

4. FUNDING SOURCE

5. TIMELINE

6. PRIOR COUNCIL ACTIONS TAKEN

7. OTHER OPTIONS (In order of preference)

8. ATTACHMENTS

- 2a. [February 20, 2018 minutes](#)
- 2b. [February 22, 2018 minutes](#)

The City Council of the City of Taylor met in a special joint meeting with the Taylor Independent School District (TISD) Board on February 20, 2018, at Sirloin Stockade Restaurant on T. H. Johnson Drive, Taylor, Texas. Mayor Brandt Rydell declared a quorum and called the council meeting to order at 7:14 a.m. with the following City Council members and City Staff present:

Council Member Dwayne Ariola
Council Member Christine Lopez

Isaac Turner, City Manager
City Clerk Susan Brock

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

1. UPDATE ON DOWNTOWN PROJECTS

Mr. Turner stated that the skate park project is nearing completion and the Heritage Square Park project is just beginning. He anticipates both projects will enhance the downtown area and provide something new for both residents and visitors.

2. UPDATE ON RESIDENTIAL DEVELOPMENT AND THE METROSTUDY

Mr. Turner said plans are moving forward for two new subdivisions adjacent to the Taylor High School on Highway 973. The city had contracted with the Metrostudy firm to conduct a housing market study and new housing growth community marketing assessment. These two new projects reflect some of those elements cited and will provide added amenities to the south side of the city.

3. UPDATE ON COMMUNITY INVESTMENT PROJECTS

Mr. Turner announced the completion of a Combined Facilities Plan that includes a comprehensive outline of existing facilities, maintenance and future needs as well as anticipated costs to take action on these same items.

Mr. Keith Brown, TISD Superintendent, stated that much of the focus has been on completing the Legacy Early College High School project which included an expansion as well as a facelift to the existing structure. He noted that the Ag facility at the high school is near completion and is a much needed structure. In addition, eight classrooms have been added to Pasemann Elementary, an improved driveway access as well as added security to the Middle School facility.

4. UPDATE ON FUTURE PLANS FOR MEMORIAL STADIUM FACILITIES.

Mr. Brown presented an update on the disposition of the Memorial Stadium and stated that the details are still being worked out regarding future use. He noted that there have been some preliminary discussions on its use for the Stomp N Holler event, Middle School events, as well as physical education programs for the Legacy students.

ADJOURN

No action was taken on any item and Mayor Rydell adjourned the meeting at 7:37 a.m.

Brandt Rydell, Mayor

ATTEST:

Susan Brock, City Clerk

The City Council of the City of Taylor met on February 22, 2018, at City Hall, 400 Porter St., Taylor, Texas. Noting the absence of Council Member Dwayne Ariola, Mayor Brandt Rydell declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Council Member Robert Garcia
Council Member Chris Gonzales
Mayor Pro Tem Christine Lopez

Isaac Turner, City Manager
Mark Schroeder, City Attorney
Susan Brock, City Clerk

INVOCATION

Chief Ekiss led the group in prayer.

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION

No citizens had signed up in advance to come forward during this time.

CONSENT AGENDA

1. CONCUR WITH PRELIMINARY FINANCIALS FOR JANUARY 2018.
2. APPROVE MINUTES FOR FEBRUARY 8, 2018.

Council Member Gonzales moved to approve the Consent Agenda as presented and Council Member Garcia seconded the motion. VOTE: Four voted AYE. Motion passed.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

3. RECEIVE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAR) FOR 2016/2017 FISCAL YEAR.

Ms. Rosemarie Dennis, Finance Director, provided a brief introduction of Mr. Mike Brooks with BW& Company who presented a summary of the CAFR for fiscal year 2016/2017. Mr. Brooks cited specific areas that should be noted; airport revenue was down due to a loss in fuel sales while construction projects were underway; cemetery rates are currently under review to ensure costs are being recovered for the services provided, and that the city may want to consider centralizing a purchasing control point for greater savings on some routine items. Overall, he noted that the city was in a healthy financial standing.

Mayor Pro Tem Lopez moved to accept the report as presented and Council Member Gonzales seconded the motion. VOTE: Four voted AYE. Motion passed.

4. RECEIVE AND ACCEPT ANNUAL RACIAL PROFILING REPORT FOR 2017.

Chief Henry Fluck presented a summary of the annual racial profiling report submitted to the state. He reported that there were no complaints nor any indication that racial profiling occurred within the Taylor Police Department in 2017. Council Member Gonzales moved to accept the Annual Racial Profiling Report as presented and Mayor Pro Tem Lopez seconded the motion. VOTE: Four voted AYE. Motion passed.

5. RECEIVE UPDATE AND CONSIDER APPROVING REPORT REGARDING EMERGENCY REPAIRS TO WASTEWATER TREATMENT PLANT.

Mr. Jim Gray, Public Works Director, presented an update on the emergency repairs to the wastewater treatment plant. Council approved a plan in May 2017 with the first repairs underway in July. Mr. Casey Sledge, consulting engineer, reported that the original scope

of items are now complete and two out of the three additional change order items have also been completed. The final change order has been executed and completion date is dependent on delivery of parts and installation schedules with an anticipated date of September, 2018.

Mayor Pro Tem Lopez moved to approve the report as presented and Council Member Gonzales seconded the motion. VOTE: Four voted AYE. Motion passed.

6. CONSIDER APPROVING AMENDMENT TO LIBRARY COLLECTION POLICY.

Ms. Karen Ellis, Library Director, presented a proposed amendment to the collection policy with particular reference to donated materials. Mayor Pro Tem Lopez moved to approve the amended policy as presented and Council Member Gonzales seconded the motion. VOTE: Four voted AYE. Motion passed.

7. DISCUSS AND RECEIVE INFORMATION ON FY2018/2019 BUDGET CALENDAR AND GUIDELINES.

Ms. Dennis provided a brief overview of the proposed budget process for the fiscal year 2018-2019 and included guidelines and a calendar. Mayor Pro Tem Lopez moved to receive the report as presented and Council Member Gonzales seconded the motion. VOTE: Four voted AYE. Motion passed.

Mayor Rydell requested Council enter into closed session at 6:45 p.m.

EXECUTIVE SESSION

8. Executive Session. 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 Tower
- Project Top

9. CONSIDER ACTION FROM EXECUTIVE SESSION.

Council members returned from closed session at 6:57 p.m. and Mayor Rydell stated that no action was taken during the closed session.

Council Minutes
February 22, 2018
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ADJOURN

With no further action Mayor Rydell declared the meeting adjourned at 6:58 p.m.

Brandt Rydell, Mayor

ATTEST:

Susan Brock, City Clerk



City Council Meeting March 8, 2018

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 3

Agenda Title: Consider approving Resolution R18-09 expressing official intent to reimburse for certain costs related to the Heritage Square Park Improvement Project.

Council Action to be taken: Approve Resolution R18-09 as presented.

Department Submitted: Finance

Staff Contact: Rosemarie Dennis

1. PURPOSE/DESCRIPTION

Approval of Resolution 18-09 will allow for the reimbursement of any costs incurred prior to moving forward with issuances of debt obligations for the Heritage Park Improvement project. This resolution will allow the City to reimburse itself with said bond proceeds in the amount not to exceed \$2,600,000.

2. STAFF ANALYSIS (Why and How)

At the February 8th City Council meeting Council approved the base bid of \$3,413,154 plus \$351,088 for the Alternates 1, 2, 3, and 4 to include an additional \$35,000 be added to change the amphitheater column design for the Heritage Park Improvements project.

Construction work is underway at the Heritage Park. For the City to spend money today, but reimburse itself from the issuance of debt obligations in the future, a reimbursement resolution is required.

The \$2,600,000 will cover approximately 68% percentage of the anticipated expenditures for this project before issuance of bond proceeds.

The resolution must be passed not more than 60 days after the date that the cost to be reimbursed is paid. Failure to adopt a qualified declaration of official intent will prohibit the City from reimbursing the cost with the proceeds of tax-exempt obligations.

The bonds generally must be issued not later than 18 months after the later of, the date of the expenditure was made, or the date that the project with respect to which the expenditure was made, is placed in service.

3. RECOMMENDATION

Staff recommends approval of the reimbursement resolution R18-09.

4. FUNDING SOURCE

There is no unanticipated fiscal impact at this time.

5. TIMELINE

Immediate consideration is requested.

6. PRIOR COUNCIL ACTION TAKEN

N/A

7. OTHER OPTIONS (In order of preference)
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Staff has no other options to be recommended.

8. ATTACHMENTS

3a. [Reimbursement Resolution R18-09](#)

3b. [Heritage Park Improvements](#) – Cash Flow Analysis provided by Sledge

CERTIFICATE FOR RESOLUTION

THE STATE OF TEXAS '
COUNTY OF WILLIAMSON '
CITY OF TAYLOR '

I, the undersigned City Secretary of the City of Taylor, Texas, hereby certify as follows:

1. The City Council of said City convened in Regular Session on _____, 2018, at the regular meeting place thereof, and the roll was called of the duly constituted officers and members of said City Council, to-wit:

Brandt Rydell, Mayor
Christine Lopez, Mayor Pro Tem
Christopher Gonzales, Councilmember
Robert Garcia, Councilmember
Dwayne Ariola, Councilmember

and all of said persons were present, except for the following: _____; thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written Resolution entitled

RESOLUTION EXPRESSING OFFICIAL INTENT TO REIMBURSE FOR CERTAIN COSTS RELATED TO HERITAGE SQUARE PARK PROJECT

was duly introduced for consideration and passage on first reading. It was then duly moved and seconded that said Resolution be passed on first reading; and, after due discussion, said motion, carrying with it the passage of said Resolution, prevailed and carried by the following vote:

AYES: _____

NOES: _____

2. A true, full and correct copy of the aforesaid Resolution passed at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; said Resolution has been duly recorded in the official minutes of said City Council; the above and foregoing paragraph is a true, full and correct excerpt from said minutes of said meeting pertaining to the passage of said Resolution; the persons named in the above and foregoing paragraph, at the time of said meeting and the passage of said Resolution, were the duly chosen, qualified and acting officers and members of said City Council as indicated therein; each of said officers and members was duly and sufficiently notified officially and personally in advance, of the time, place and purpose of the aforesaid meeting and that said Resolution would be introduced and considered for passage at said meeting, and each of said officers and members consented in advance to the holding of said meeting for such purpose; and said meeting was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Tex. Gov't Code Ann., ch. 551.

SIGNED AND SEALED this _____.

City Secretary, City of Taylor, Texas

[CITY SEAL]

RESOLUTION NO. 2018-09

**RESOLUTION EXPRESSING OFFICIAL INTENT TO
REIMBURSE FOR CERTAIN COSTS RELATED TO HERITAGE SQUARE PARK
PROJECT**

WHEREAS, the City Council of the City of Taylor, Texas (the "City") expects to pay expenditures in connection with the projects described on Exhibit A attached hereto (collectively, the "Project") prior to the issuance of obligations to finance the Project; and

WHEREAS, the City finds, considers and declares that the reimbursement of the City for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the City and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the Treasury Regulations, to reimburse itself for such payments at such time as it issues obligations to finance the Project.

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

Section 1. The City reasonably expects to incur debt, as one or more separate series of various types of obligations, with an aggregate maximum principal amount not to exceed \$2,600,000 for the purpose of paying the costs of the Project prior to issuance of such obligations.

Section 2. All costs to be reimbursed pursuant hereto will be capital expenditures. No tax-exempt obligations will be issued by the City in furtherance of this Resolution after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service.

Section 3. The foregoing notwithstanding, no tax-exempt obligation will be issued pursuant to this Resolution more than three years after the date any expenditure which is to be reimbursed is paid.

PASSED, APPROVED AND EFFECTIVE THIS _____.

Mayor
City of Taylor, Texas

ATTEST:

City Secretary
City of Taylor, Texas

EXHIBIT A

Improving, renovating and equipping Heritage Park.

Other costs related to the above projects including payment of professional services in connection therewith including legal, fiscal, and engineering fees.

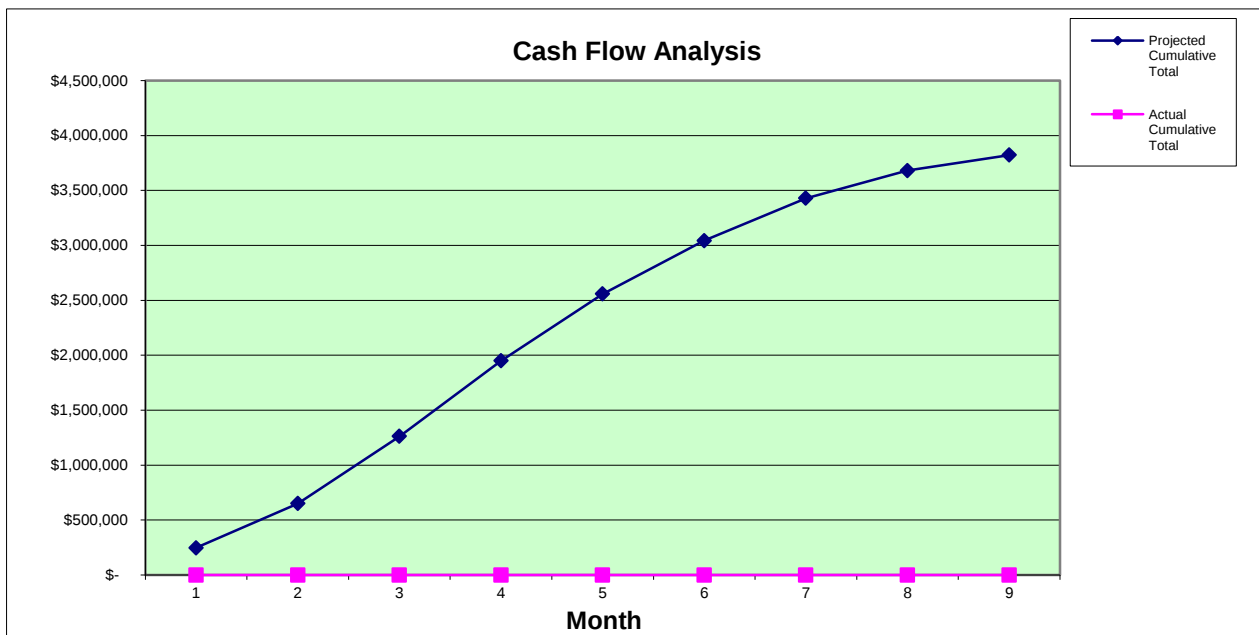
City of Taylor - Heritage Park Improvements

Cash Flow Analysis

Month	Month	Projected % of Total	Projected Monthly Invoice	Actual Monthly Invoice	Projected Cumulative Total	Actual Cumulative Total
1	Feb '18	6.47%	\$ 247,364	\$ -	\$ 247,364	\$ -
2	Mar '18	10.56%	\$ 403,734	\$ -	\$ 651,098	\$ -
3	April '18	16.00%	\$ 611,719	\$ -	\$ 1,262,817	\$ -
4	May '18	17.97%	\$ 687,037	\$ -	\$ 1,949,853	\$ -
5	June '18	15.90%	\$ 607,895	\$ -	\$ 2,557,749	\$ -
6	July '18	12.69%	\$ 485,169	\$ -	\$ 3,042,918	\$ -
7	Aug. '18	10.10%	\$ 386,147	\$ -	\$ 3,429,066	\$ -
8	Sept. '18	6.58%	\$ 251,569	\$ -	\$ 3,680,635	\$ -
9	Oct. '18	3.73%	\$ 142,607	\$ -	\$ 3,823,242	\$ -

100.00% \$ 3,823,242

\$ 3,823,242.00 (Contract Amount)





City Council Meeting March 8, 2018

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 4

Agenda Title: Consider approving Resolution R18-10 authorizing an application and acceptance of a grant for the continuation of the Victim Services Coordinator position.

Council Action to be taken: Approve Resolution R18-10 as presented

Department Submitted: Police Department

Staff Contact: Henry Fluck, Chief of Police

1. PURPOSE/DESCRIPTION

The Police Department is seeking authorization to apply for and if awarded accept a continuation grant for the position of Victim Services Coordinator.

2. STAFF ANALYSIS (Why and How)

This is a continuation project for an additional two years of funding. We have currently been awarded the first year grant from the Office of the Governor for the Position of Victim Services Coordinator. Ms. Priscilla Moreno was hired on December 29, 2017 to fill this position.

The Taylor Police Department requests approval to apply for and if awarded accept funding through the Office of the Governor, Criminal Justice Division, General Victim Assistance Direct Services Program to assist with the continuation of funding for our Victim Services Coordinator position within our department. The Victim Services program has provided a broad spectrum of crisis services to victims of crime. These services have included, but are not limited to: victim advocacy, accompaniment, crisis counseling, follow-up visits and referrals, safety planning, education, navigation through the criminal justice system, protective order assistance, assistance with victim's compensation application, and transportation. The requested funding for this project will support 80% of a paid, full-time Victim Services Coordinator (for a term of two years) that will provide direct services to crime victims, work regionally with other crime victim advocate groups/agencies, and coordinate victim services volunteers. Requested funding will also be used to purchase the necessary equipment and training required for this position. It is the goal of the Taylor Police Department to apply for "continuation project" for 2018 and 2019, as allowed by the funding announcement, to facilitate this

position for the next two years. This grant requires a 20% match from the City of Taylor.

3. RECOMMENDATION

Approve Resolution

4. FUNDING SOURCE

80% Office of the Governor

20% FY 2018-2019 and FY 2019-2020 Police 100-552

Budget Summary Information (2 years)

Officer of the Governor:	\$145,644.00
City Cash Match:	\$ 36,412.00
Total	\$182,056.00

5. TIMELINE

The egrant online application was due on February 20, 2018 and it was submitted on February 16, 2018.

6. PRIOR COUNCIL ACTIONS TAKEN

On February 9, 2017, City Council approved a Resolution authorizing the Police Department to apply for a Grant from the Office of the Governor for the Victim Services Coordinator and if awarded accept funding for the position. The grant was subsequently awarded to and accepted by the Taylor Police Department.

7. OTHER OPTIONS (In order of preference)

1. Not apply to seek 80% funding and absorb 100% of the costs for this position.
2. Not apply and discontinue funding for this position.

8. ATTACHMENTS

4a. [Resolution R18-10](#)

4b. [Funding Announcement](#)

RESOLUTION R18-10

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAYLOR, AUTHORIZING THE CITY MANAGER TO SUBMIT A GRANT APPLICATION TO TEXAS GOVERNOR'S OFFICE, CRIMINAL JUSTICE DIVISION, AND IF AWARDED ACCEPT THE FUNDING FOR THE POSITION OF VICTIMS SERVICES COORDINATOR, AND AUTHORIZING THE CHIEF OF POLICE TO ACT AS THE CITY'S AUTHORIZED GRANT OFFICIAL.

WHEREAS, the Taylor City Council finds it in the best interest of the citizens of Taylor that the Police Department acquire the position of Victim Services Coordinator to deliver direct services to victims of crime in Taylor for the year 2018-2019 and 2019-2020; and

WHEREAS, the Taylor City Council agrees that in the event of loss or misuse of the funds from the Texas Governor's Office, Criminal Justice Division, the Taylor City Council assures that the funds will be returned to the Texas Governor's Office, Criminal Justice Division, in full.

WHEREAS, the Taylor City Council designates, Henry Fluck, Chief of Police, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, THAT: the Taylor City Council approves the submission of the grant Application and if awarded, the acceptance of funding for the position of Victim Services Coordinator from the Texas Governor's Office, Criminal Justice Division.

Passed and approved this 8th day of March, 2018.

Brandt Rydell., Mayor

ATTEST:

Susan Brock, City Clerk



Office of the Governor

Criminal Justice Division

Funding Announcement:

General Victim Assistance Program

December 1, 2017

Opportunity Snapshot

Below is a high-level overview. Full information is in the funding announcement that follows.

Purpose

The purpose of this program is to provide services and assistance directly to victims of crime to speed their recovery and aid them through the criminal justice process.

Eligible Purpose Areas

Projects must fall under one of five purpose areas: General Victim Services, Transitional Housing and Support Services, College Campus Victim Assistance, Sexual Assault Forensic Services, or Victim Assistance System Improvement.

Organizational Eligibility

Applications may be submitted by state agencies, public and private non-profit institutions of higher education, independent school districts, Native American tribes, councils of governments, non-profit corporations (including hospitals and faith-based organizations) and units of local government, which are defined as a non-statewide governmental body with the authority to establish a budget and impose taxes (includes hospital districts). Other local governmental agencies should apply through an associated unit of local government. See the [Eligible Organizations](#) section for more information.

Project Periods

First-year projects may not exceed a 12-month period, except Transitional Housing projects must have a 24-month project period. Continuation projects may not exceed a 24-month period. Projects receiving a 24-month award in 2017 may not apply for continuation funding.

Budget

The minimum budget under this program is \$10,000 and there is no maximum funding request.

Match

Grantees must provide matching funds equal to 20% of the total project cost. The match requirement can be met through cash or in-kind contributions.

Process

Applications under this funding announcement must be submitted in eGrants at eGrants.gov.texas.gov

Timelines

Action	Date
Online System Opening Date	12/18/2017
Final Date to Submit an Application	02/20/2018 at 5:00PM CST
Earliest Project Start Date	10/01/2018 (exceptions for College Campus projects)
Latest Project Start Date	12/01/2018 (exceptions for College Campus projects)

Contact Information

For more information, contact the eGrants help desk at eGrants@gov.texas.gov or (512) 463-1919.

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General Victim Assistance Program

Overview of Application Process

Applicants should carefully review the application process as outlined below. CJD will not consider applications that fail to adequately address the application requirements and prompts, including those that have been previously approved for funding and/or are recommended for funding by local Criminal Justice Advisory Committees.

☐ **Step 1 – Review eligibility and requirements:**

- The [Eligibility](#) section outlines who may apply, which purpose areas will be considered, and the expenses and activities eligible to be included.
- The [Program-Specific Details](#) section has information on timelines, reporting, and funding.
- The [Standard CJD Requirements](#) section addresses application and project requirements.

☐ **Step 2 – Contact your regional criminal justice planner (local and regional projects only):** The regional Council of Governments' (COG) Criminal Justice Advisory Committee will review local and regional applications first, and some COGs have additional, mandatory application procedures. Applicants should contact their COG's criminal justice planner early as possible. A directory is available at <http://txregionalcouncil.org/regional-programs/criminal-justice/cjcontacts/>.

☐ **Step 3 – Develop your project:** Before starting your application, applicants should develop a concrete understanding of their project and read CJD's *Developing a Good Project Narrative* at <http://gov.texas.gov/cjd/resources>, which details how to explain:

- **What the project will accomplish:** What problem will the project solve? Who is the targeted population to serve and/or prosecute? What does success look like and how do you measure it?
- **How the project will help:** What specifically will you do? What standards or evidence says it's an effective approach? What capabilities are needed to succeed?
- **What is required for success:** What resources (including funding) does the project require?

☐ **Step 4 - Apply in eGrants:** Compile and submit your grant application via eGrants, at <http://eGrants.gov.texas.gov>. For more instructions and information, see *How to Apply for a CJD Grant*, available at <http://gov.texas.gov/cjd/resources>.

☐ **Step 5 - Funding Decisions and Grant Acceptance:** Await the funding decision, which is provided through a grant award or other notice from CJD. If you receive an award, complete the acceptance process to access funds.

Application Resources

CJD has published several resources to assist applicants in understanding and applying for funding, all of which can be found at <http://gov.texas.gov/cjd/resources>

- ***Developing a Good Project Narrative:*** Guidance on how to formulate an effective project, and how to communicate it clearly in the application’s narrative prompts.
- ***How to Apply for a CJD Grant:*** Instructions on how to file an application in eGrants.
- ***Guide to Grants:*** CJD policies and guidance on common grant issues.
- ***Grantee Conditions and Responsibilities:*** A compendium of CJD and Homeland Security Grants Division policies for all grantees.
- ***Standard Certifications and Requirements:*** CJD’s standard requirements that the Authorized Official must certify upon applying for a grant.
- ***CJD Grant Activities and Measures:*** A reference for applicants on the activities allowed for different project types and the measures associated with each.

Eligibility

Eligible Organizations

Applications may be submitted by state agencies, public and private non-profit institutions of higher education, independent school districts, Native American tribes, councils of governments, non-profit corporations (including hospitals and faith-based organizations) and units of local government, which are defined as a non-statewide governmental body with the authority to establish a budget and impose taxes (includes hospital districts).

Other local governmental agencies must be submitted by a unit of government affiliated with the agency, including an authorizing resolution from that unit of government. For example, police departments must apply through their municipal government; and community supervision and corrections departments and district attorneys must apply through their affiliated county government (or one of their affiliated counties, in the case of agencies that serve more than one county).

Agencies applying for funds to support a CASA or Children’s Advocacy Center program must apply through either Texas CASA, Inc. or Children’s Advocacy Centers of Texas.

Special eligibility restrictions apply to the Transitional Housing and Support Services, College Campus Victim Assistance, and Sexual Assault Forensic Services Purpose Areas. See [Eligible Purpose Areas](#) for more information.

Eligible Activities and Costs

The following list of eligible and ineligible activities and costs apply generally to all projects under this announcement. **However, some purpose areas eligible under this funding announcement have special allowed or disallowed activities and costs – see the purpose-area sections below.** For definitions, see *CJD Grant Activities and Measures* (available at <http://gov.texas.gov/cjd/resources>)

Eligible:

1. Casework, non-licensed counseling, individual advocacy, or other support (including peer support groups, crisis services, system advocacy, accompaniment, emotional support, multi-disciplinary teams and case coordination, etc.);
2. Counseling, therapy, or other care performed by a licensed (or certified) professional (including forensic interviews of victims not performed by law enforcement officers or prosecutors);
3. Emergency shelter or transportation;
4. Equipment and technology (including vehicle purchases – see [Program-Specific Requirements](#) below for special conditions for vehicle purchases);
5. General law enforcement or public safety (public presentations or outreach designed to help identify victims or develop victim assistance programs only);
6. Legal assistance (for civil legal issues such as protective order assistance);
7. Program evaluation and assessment; and
8. Training, professional development, or technical assistance – received from others or performed in-house.

Ineligible:

1. Counseling or treatment for substance abuse (activities with a primary purpose – general counseling that includes a component addressing substance abuse is eligible);
2. Remodeling and construction;
3. Instruction and support for academic programs;
4. Instruction and support for employment or workforce programs;
5. Instruction and support for life, social, or emotional skills;
6. Prosecutions or investigations (does not include forensic services explicitly allowed by this announcement under “counseling, therapy, or other care performed by a licensed professional);
7. Victim-offender meetings that serve to replace (or as a part of) criminal justice proceedings;
8. Services to incarcerated individuals;
9. Medical training;
10. Medical services other than forensic medical examinations and prophylaxis;
11. Forensic medical evidence collection;
12. Cash payments to victims, gift cards, or fuel vouchers;
13. Creation of a voucher program where victims are directly given vouchers for such services as housing or counseling;
14. Transportation, lodging, per diem or any related costs for third-party participants to attend a training, when grant funds are used to develop and conduct training;
15. Leasing of vehicles;

16. Research and studies, except for project evaluations under 28 CFR § 94.121(j);
17. Activities that may compromise victim safety; and
18. Any other prohibition imposed by federal, state, or local law or regulation.

Eligible Purpose Areas

Applications must designate in eGrants which of the following purpose areas corresponds to their project:

- **General Victim Services**
- **Transitional Housing and Support Services**
- **College Campus Victim Assistance**
- **Sexual Assault Forensic Services**
- **Victim Assistance System Improvement**

Applications must also contain target measures that demonstrate the scope of the project. These targets will be one measure of project success and grantees will be required to report periodic progress towards them. Each of the purpose areas have measures that correspond to them and specific activities. For a list of the measures and activities for this funding announcement, see *CJD Grant Activities and Measures*, available at <http://gov.texas.gov/cjd/resources>.

Each eligible purpose area also has associated requirements that apply during the application process and/or grant project. See [Program-Specific Requirements](#) for more information.

General Victim Services

General Victim Services projects provide direct services to victims of crime, with the goal of speeding their recovery and aiding them through the criminal justice process. This purpose area covers most grants under this funding announcement.

General Victim Services projects are typically the primary grant for service providers, but eligible organizations may also apply for additional grants under the Transitional Housing and Support Services, Sexual Assault Forensic Services, or Victim Assistance System Improvement purpose areas to augment their primary services.

Transitional Housing and Support Services

Transitional Housing & Support Services Initiative projects are eligible for funding for expanded housing and services, but only organizations that offer or will offer extensive services are eligible. These projects are often layered on top of a General Victim Services project, and must be applied for separately.

These projects should focus on a victim-centered, trauma-informed approach to providing transitional housing services that improve the well-being and stability of adult survivors of domestic violence, sexual assault, dating violence, stalking, and/or human trafficking. Transitional housing programs, in addition to providing for basic shelter needs of survivors, provide direct service supports such as counseling, case management, and parenting classes to support survivors in achieving their goals.

Transitional housing is defined by CJD as non-emergency housing that may last for a period of 6 to 18 months. Residents must all have their own private living space, which may include apartments, rooms in a house, or other arrangement. There may be communal living areas such as kitchens and living rooms, however residents may not be required to share all spaces. The program provides for the reasonable safety and privacy needed by victims/survivors and shall offer access to necessary furniture and equipment.

Special organizational eligibility:

Applications may only be submitted by rape crisis centers, emergency shelters and other non-profit, non-governmental organizations or tribal programs (e.g. transitional housing) with a primary focus of providing direct supportive services to domestic violence, sexual assault, and human trafficking victims/survivors.

For the purpose of this grant, applicants must have existing facilities that either already serve as transitional housing or that can be easily converted to serve such a purpose (i.e., a floor or level of an existing shelter), or be prepared and able to lease apartments under the agency. This grant will not fund agencies without a record of effectiveness with CJD, nor will it finance the purchase of property, renovations, or other capital expenses. Transitional housing is not emergency shelter.

Special additional eligible costs:

1. Transitional housing and relocation, including victims' utility costs, rental assistance, and security deposits (individuals may receive housing for a maximum of 18 months); and
2. Support services that foster stability and independence, such as childcare.

Special additional ineligible costs:

1. Emergency shelter;
2. Victim-offender meetings;
3. Forensic interviews; and
4. Administrative costs.

Special project periods and budget limits:

Projects must be for a 24 month period. The minimum award is \$10,000 and there is no maximum.

Special required program services:

All Transitional Housing and Support Services applicants must written documentation prior to the project start date (but may be submitted after the application) certifying that if they do not currently offer all of the following services, the applicant will provide all such services within 30 days of the project start date or prior to the delivery of services, whichever occurs earlier: Employment assistance, education assistance, housing advocacy, economic assistance, in-person counseling, support groups, childcare, children's services, and safety planning.

Program service definitions and the certification form are available at <https://gov.texas.gov/organization/cjd/transitional-housing> .

Prohibition on mandatory participation and charging rent:

Programs may not make participation in support services or other agency programs mandatory to receive transitional housing assistance. Programs may not charge victims for rent.

College Campus Victim Assistance

Colleges and universities applying to provide direct services to victims must select this purpose area. This allows CJD to tailor assistance and oversight to the special needs existing on campuses, and requires applicants to offer and promote confidential access to services. CJD's goal is to build a culture for victim services on Texas campuses that centers on readily meeting victims with empathy and support to quicken their recovery process, not bureaucratic requirements that hinder receiving services.

Special organizational eligibility:

All public and private, non-profit institutions of higher education applying to provide direct victim services on campuses or related to campuses must apply under this purpose area.

Special additional eligible activities and costs:

- Transitional housing and relocation (including victims' utility costs, rental assistance, and security deposits); and
- Support services that foster stability and independence, such as childcare.

Special additional ineligible costs:

None.

Special project periods and budget limits:

Projects may not exceed a 12 month period. Projects must start on either August 1, 2018, or January 1, 2019. The minimum award is \$40,000 and there is no maximum.

Special program requirement – Confidential Direct Service Providers:

All personnel compensated under these projects must follow CJD's Confidential Direct Service Provider procedures. To verify this requirement, grantees must upload to eGrants a letter signed by the project's Authorized Official certifying this fact prior to commencing grant activities.

Details on Confidential Direct Service Providers and the text of the certification is available at <https://gov.texas.gov/organization/cjd/college-campus-victim-assistance> .

Special program requirement – awareness campaign for confidential services:

To maximize the utilization of the confidential services provided through grant awards, CJD these grantees to submit a plan detailing efforts to raise awareness among students of 1) the confidentiality protections offered by campus Confidential Direct Services Providers; and 2) where and when

confidential services are available, how to access them, and which service providers and authorities are covered by confidentiality provisions and which are not. These activities may include inclusion in student orientations, campus-wide emails, pamphlet materials, and/or outreach to peer leaders/influencers.

Plans must be submitted to CJD via an upload to eGrants within 90 days of the beginning of the project period in order to continue receiving reimbursements.

Sexual Assault Forensic Services

Sexual Assault Forensic Services projects are eligible for expanded equipment and activities related to Sexual Assault Nurse Examiners (SANE) and Sexual Assault Response Teams (SART). Grantees under this purpose area are required to either include a victim advocate (a best practice for SARTs and SANEs) in their application or certify that they already have an advocate in place.

Through these projects, CJD seeks to improve and expand the support services associated with sexual assault forensic exams available to victims in the immediate aftermath of the crime by supporting the expansion of – and reinvestment in – sexual assault forensic service programs and the adoption of SANE and SART best practices. By increasing the availability and quality of immediate forensic services, the initiative will improve the long-term health and safety outcomes for survivors of sexual assault.

For more information on SANEs, SARTs, and this grant program, go to <https://gov.texas.gov/organization/cjd/SAFS>.

Special organizational eligibility:

Applications may only be submitted by rape crisis centers, emergency shelters and other non-profit, non-governmental organizations or tribal programs (e.g. transitional housing) with a primary focus of providing direct supportive services to sexual assault and human trafficking victims/survivors. For the purpose of this grant, applicants may have existing SART or SANE teams or may use funding to start programs. Funding may also be used for related crisis services and programs. In cases where funding is used to establish new programs, applicants must demonstrate that the agency housing or sponsoring the program (i.e., a rape crisis center housing a SANE program) has a proven track record of providing effective victim services and that staff are qualified to establish such programs.

Special additional eligible activities and costs:

These projects may generally include funds for other services associated with the first-96-hours response to sexual assaults (excluding those prohibited under the general Eligible Activities and Costs), including:

1. Equipment, technology, and supplies used in the provision of forensic medical services (such as colposcopes or high-definition cameras);
2. Activities performed by SANE nurses that are not medical or legal services (such as emotional support, advocacy, or program coordination); and
3. Program coordination for Sexual Assault Response Teams.

Special additional ineligible activities and costs:

While funding may be used to cover some costs associated with forensic services, grant funds may not be used to supplant funding from law enforcement or other agencies that currently reimburse service providers for forensic exams and other expenses, or other such funding required to be provided under statute. Grant funds may also not be used to supplant Crime Victims' Compensation (CVC) funds.

Grant funds may also not be used for administrative costs.

Special project periods and budget limits:

Projects may not exceed a 12-month period. The minimum award is \$10,000 and there is no maximum.

Special program requirement – victim advocate:

Applicants must either include at least one victim advocate in their project budget or upload a certification to eGrants that they already have such advocates in-place. For the text of the certification, go to: <http://gov.texas.gov/cjd/SAFS> .

Victim Assistance System Improvement

Victim Assistance System Improvement projects are those that do not provide direct services to victims but seek to improve the overall system of victim assistance, including providing training or other support to direct services providers. However, research projects are not eligible.

Special additional eligible activities and costs:

1. Materials and curriculum development; and
2. Training, professional development, or technical assistance – provided to others.

Special additional ineligible activities and costs:

1. Direct victim services.

Special project periods and budget limits:

Projects may not exceed a 24-month period. There are no special budget limits.

Program-Specific Details

Timeline

Action	Date
Funding Announcement Release	12/01/2017
Online System Opening Date	12/18/2017
Final Date to Submit an Application	02/20/2018 at 5:00PM CST
Earliest Project Start Date	10/01/2018 (exceptions for College Campus projects)
Latest Project Start Date	12/01/2018 (exceptions for College Campus projects)

Funding and Reporting Details

Category	Detail
Funds Available	Up to \$130 million ¹
Budget Minimum	\$10,000
Budget Maximum	None
Match Requirement	20% of total project cost ²
Project Period	- Continuation projects: 24 months - First-year projects: 12 months - Projects receiving a 24-month award in 2017 are not eligible for continuation funding, but current grantees may apply for new and substantially dissimilar projects.
Funding Source	Federal: Authorized under the Victims of Crime Act of 1984 (VOCA) as amended, 42 U.S.C. 10601.
Financial Reporting	At least quarterly, submitted via Financial Status Reports in eGrants
Financing method	Reimbursement-for-costs basis
Progress Reporting	- Quarterly, submitted via the Public Policy Research Institute at Texas A&M University at http://cjd.tamu.edu - Additional reports may be required

- 1) VOCA funds are made available through a Congressional appropriation. All awards are subject to the availability of federal funds and any modifications or additional requirements that may be imposed by law.
- 2) Total project cost is the aggregate of OOG grant funds, cash match, and in-kind match. Go to the Guide to Grants, available at <http://gov.texas.gov/cjd/resources> for more information.

Program-Specific Requirements

In addition to the special requirements for specific purpose areas detailed above, all projects under this funding announcement must meet these requirements:

Budgeting requirement:

Applicants are strongly cautioned to only apply for the amount of funding they can responsibly expend in the grant period. CJD will be tracking expenditure rates throughout the life of the grants and may take action to avoid large de-obligations at the end of grant periods.

Demonstrated capabilities or funding:

Applicants must have a demonstrated record of providing effective victim services. In rare cases where services are critically needed, CJD may award funds to entities that have not yet demonstrated a record of providing services, if they can demonstrate that (1) 25 percent of their financial support comes from non-federal sources (to demonstrate financial stability); and (2) the entity is already operational at the time of application.

Applicants must submit adequate information in the “Capacity & Capabilities” section of the eGrants application to determine which of these conditions they are applying under.

Cultural competency:

Applicants must be culturally competent when providing services to victims. Victim service providers must have the ability to blend cultural knowledge and sensitivity with victim restoration skills for a more effective and culturally appropriate recovery process. Cultural competency occurs when: (1) cultural knowledge, awareness and sensitivity are integrated into action and policy; (2) the service is relevant to the needs of the community and provided by trained staff, board members, and management; and (3) an advocate or organization recognizes each client is different with different needs, feelings, ideas and barriers.

Victim services assessment survey:

All recipients of funding under this announcement may be required to participate in a victim services assessment during their grant period, as directed by CJD.

Special requirements for vehicle purchases:

Only non-profits will be eligible to purchase vehicles under this funding announcement. The vehicles must be for the purpose of transporting victims to receive various services. Applicants must explain where prompted on the Narrative tab of their eGrants application how the vehicles will be utilized and how that strengthens their delivery of victim services.

Standard CJD Requirements

When accepting an award under this funding announcement, the grantee agrees to comply with a variety of state and federal laws and regulations, including requirements related to Uniform Crime Reports, criminal history reporting, and immigration and customs enforcement requests. For more information see the following documents, available at <http://gov.texas.gov/cjd/resources>.

- *Standard Certifications and Requirements*
- *Grantee Conditions and Responsibilities*
- *Guide to Grants*

Selection Process

Application Screening: CJD will screen all applications to ensure that they meet the requirements included in the funding announcement. Applications that meet those requirements will move forward to the merit review phase.

Merit Review – Local Projects: Projects with a local impact will be reviewed by a panel appointed by the local Council of Governments using their own criteria. The merit review panels will assess the applications for quality and rank by priority, and then report their findings to the CJD executive director.

Merit Review – Statewide Projects: Projects with a statewide impact will be reviewed by a panel appointed by the CJD executive director in an effort to prioritize funding. The merit review panel will assess and score each application on a 100-point scale, and then report its findings to the executive

director. Scores will be based on standard criteria. For more information, see *How to Apply for a CJD Grant*, available at <http://gov.texas.gov/cjd/resources>.

Final Decisions – All Projects: The executive director will consider merit review rankings along with other factors and make all final funding decisions. Other factors may include cost effectiveness, overall funds availability, CJD or state government priorities and strategies, legislative directives, need, geographic distribution, balance of focuses and approaches, or other relevant factors.

CJD may not fund all applications or may only award part of the amount requested. Per Rule 3.9 of the Texas Administrative Code, all funding decisions made by the executive director are final and are not subject to appeal. The receipt of an application by CJD does not obligate CJD to fund the grant or to fund it at the amount requested.

Announcements

After CJD makes final funding decisions, each applicant will receive either an unfunded notice or a preliminary decision notification or final grant award. Release of final grant awards for federally funded programs are always contingent on CJD's receipt of the federal grant award for that program and CJD cannot release or guarantee funding to any applicant until it has received and accepted the federal award and a determination is made that adequate funding is available.

About CJD

Our mission at the Criminal Justice Division is to direct much needed resources to those who are committed to making Texas a safer place and those who help victims of crime to recover and feel safe again. In carrying out this mission, we are committed to helping our grantees by actively finding ways for them to accomplish their goals and by making sure that we always have our eye to identifying the approaches that work best. We envision positive and beneficial working relationships with our grantees where we provide as much assistance as is needed and where we are always ready with answers, not burdensome restrictions or requirements.

CJD will make over \$275 million in funding available to hundreds of organizations during state fiscal year 2018 for juvenile justice, delinquency prevention, victims services, law enforcement, prosecution, courts, specialty courts, prevention of child sex trafficking, and other types of projects to benefit Texans.



City Council Meeting March 8, 2018

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 5

Agenda Title: Consider awarding bid for Airport
Automated Weather Observation System (AWOS).

Council Action to be taken: Approve Award to DBT Transportation Services, LLC

Department Submitted: Airport

Staff Contact: David Cornelius, Manager

1. PURPOSE/DESCRIPTION

Taking action at this meeting and awarding the contract to low bidder (DBT Transportation Services, LLC) allows the Airport to move forward with finalizing a contract to begin construction.

2. STAFF ANALYSIS (Why and How)

An AWOS is greatly desired by pilots and meteorologists. The system provides current weather data to pilots planning to fly in to Taylor Municipal Airport as well as local government and weather departments needing current weather conditions in the area.

One bid was received. City staff was advised likely would only receive one, possibly two, bids for this project since it is specialized equipment. The one bidder is well known for successful install and maintenance of this equipment.

3. RECOMMENDATION

Staff recommends awarding contract to DBT Transportation Services, LLC in the amount of \$178,693.00.

4. FUNDING SOURCE

The estimated cost of the project was \$200,000. Actual low bid received is less than estimate. 75% of the project will be funded by TxDOT Aviation grant funds. 25% of the project will be funded by Airport funds from the previously issued Airport bond.

5. TIMELINE

On December 14, 2017 council passed the AWOS Grant Resolution that indicated to TxDOT Aviation that Taylor Municipal Airport has funds and construction of the AWOS will be completed in 2018.

6. PRIOR COUNCIL ACTIONS TAKEN

12/14/2017 – Council passed AWOS Grant Resolution
12/24/2017 – Bid posted for AWOS RFP
1/7/2018 – Second newspaper posting of AWOS RFP
1/17/2018 – Bid opening
2/22/2018 – TxDOT Commission approved funding for AWOS project

7. OTHER OPTIONS (In order of preference)
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8. ATTACHMENTS

5a [Bid proposal received.](#)



Proposal

**Automated Weather Observation
System**

AWOS III PT

Project # 18AWTAYLR

Taylor Municipal Airport

January 17, 2018

Bid Opening 2:00PM

BID

Project Description: Siting, licensing, installation and annual maintenance including NADIN connection of the Automated Weather Observation Systems III.

Bid by: Name of Bidder DBT Transportation Services LLC
 Address 2655 Crescent Drive, Suite A1
 Telephone 303-330-7883 Fax 970-237-3541
 E-mail Address mtrosclair@dbttranserv.com

Pursuant to the foregoing Instruction to Bidders, the undersigned bidder having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all the conditions surrounding the construction of the project hereby proposes to furnish all necessary superintendence, labor, machinery, equipment, tools, materials and supplies to complete all the work upon which is bid in accordance with the contract documents, within the time set forth and at the prices stated below:

Base Bid					
Item	Qty	Unit	Description Written & Numeric Unit Price	Unit Price	Total Price
1	1	LS	AWOS III, with a self supporting tower, installed complete in place including site selection, site approval by TxDOT and FAA, and acquisition of FCC licensing, according to specification One hundred fifty-five thousand nine hundred fifty five _____ dollars Zero _____ cents	\$ <u>155,955.00</u>	\$ <u>155,955.00</u>
2	1	LS	One year of AWOS maintenance that meets the requirements of FAA AC No. 150/5220-16 (latest revision) Five Thousand Five Hundred _____ dollars Zero _____ cents	\$ <u>5,500.00</u>	\$ <u>5,500.00</u>
3	1	LS	NADIN/WMSCR Interface Equipment with one year of NADIN connection service. Two Thousand One Hundred Twenty-eight _____ dollars Zero _____ cents	\$ <u>2,128.00</u>	\$ <u>2,128.00</u>

Total Base Bid \$ 163,583.00

Additive Alternate Bid 1-3 Items below should be bid with the option to award depending on the availability of funds					
Item	Qty	Unit	Description Written & Numeric Unit Price	Unit Price	Total Price
A1	1	EA	Present Weather Sensor Zero dollars Zero cents	\$ 0.00	\$ 0.00
A2	1	EA	Thunder Strike Alert Eleven Thousand dollars Nine Hundred Fifty-Four Zero cents	\$ 11,954.00	\$ 11,954.00
A3	1	EA	Upgrade to Ultra Sonic Wind Sensor Three Thousand One Hundred dollars Fifty-six Zero cents	\$ 3,156.00	\$ 3,156.00

Total Bid \$ 178,693.00

It is understood the quantities of work to be done at unit prices are approximate and are intended for bidding purposes only. Amounts are to be shown in both words and numbers. In case of discrepancy the unit price amount shown in words shall govern. Bidders shall bid on the Base Bid and Additive Alternates 1 and 2. Bidders may bid on Alternate Number 3.

The Owner reserves the right to award to the lowest responsible bidder for any combination of the base bid and alternates in order to obtain the best value for the owner per Government Code Section 2156.007 (d). Funding availability will be considered in selecting the bid award.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" for installation of the equipment. Following issuance of the written "Notice to Proceed" for installation, installation shall be completed within 90 calendar days thereafter. Bidder further agrees to pay as liquidated damages the sum of \$200.00 for each consecutive calendar day to complete the work beyond the allotted time or as extended by an approved change Order.

Bidder understands the Owner reserves the right to reject any irregular bid and the right to waive technicalities if such waiver is in the best interest of the Owner and conforms to State and local laws and ordinances pertaining to the letting of construction contracts. The bidder agrees this bid shall be good and may not be withdrawn for a period of 60 calendar days after the scheduled

closing time for receiving bids.

Upon receipt of the written "Notice of Award", the bidder will execute the formal contract agreement within 14 days and deliver a surety bond or bonds as required under the contract documents. The bid security attached in the sum of 2% of the total bid price \$3,573.86 is to become the property of the Owner in the event the contract is not executed as set forth in the contract documents as liquidated damages for the delay and additional expense caused thereby.

Nancy J. Thomsen
Signature

Nancy J. Thomsen

Printed Name

2655 Crescent Drive, Suite A1

Mailing Address

Executive Vice President

Title

844-343-8328

Phone

Lafayette, CO 80026

City, State, Zip Code

Addendum:

The undersigned Bidder certifies that he has acknowledged the addendum(s) to the contract as indicated below.

Addendum No. None dated _____

Addendum No. _____ dated _____

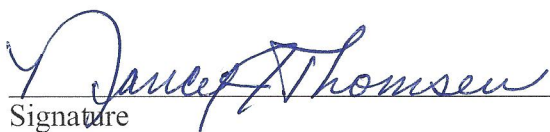
Addendum No. _____ dated _____

Qualification Acknowledgment:

X

I have enclosed qualification statements.

Qualification Acknowledgment Signature:


Signature

Executive Vice President
Title

2655 Crescent Drive, Suite A1
Mailing Address

Lafayette, CO 80026
City, State, Zip Code

BID BOND

KNOW ALL BY THESE PRESENTS, That we, DBT Transportation Services, LLC

of 2655 Crescent Drive, Suite A-1 , Lafayette, CO 80026

(hereinafter called the Principal), as Principal, and Hartford Casualty Insurance Company

(hereinafter called the Surety), as Surety are held and firmly bound unto Taylor Municipal Airport, 400 Porter Street, Taylor, TX 76574

(hereinafter called the Obligee) in the penal sum of Two Percent (2%) of the Total Amount Bid

Dollars (\$2% T.A.B.)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

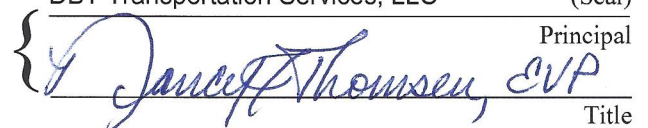
THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for the siting, licensing, installation and annual maintenance including NADIN connection of

Automated Weather Observation System III with optional Present Weather Sensor and Thunder Strike Alert (AWOS III PT)

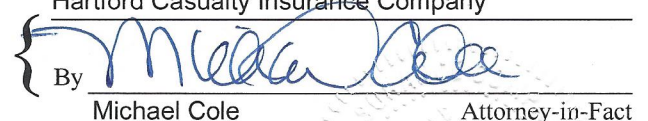
NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 17th day of January, 2018.

 Witness

DBT Transportation Services, LLC (Seal)
{  Principal
Title

 Witness

Hartford Casualty Insurance Company
{ By  Attorney-in-Fact

POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-12

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

Agency Name: HIGGINBOTHAM INSURANCE AGENCY INC

Agency Code: 61-615388

KNOW ALL PERSONS BY THESE PRESENTS THAT:

- ☒ Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- ☒ Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana
- ☒ Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut
- ☐ Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut
- ☐ Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana
- ☐ Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois
- ☐ Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana
- ☐ Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, **up to the amount of** Unlimited :

Michael Cole, Cynthia Jordan, Mark Lee, Michael Maddux, Marie E. Novak-Hogan, Dudley C. Ray
of HOUSTON, Texas

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



John Gray

John Gray, Assistant Secretary

M. Ross Fisher

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT

COUNTY OF HARTFORD

ss. Hartford

On this 11th day of January, 2016, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.



CERTIFICATE

Nora M. Stranko

Nora M. Stranko
Notary Public

My Commission Expires March 31, 2018

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of January 17, 2018
Signed and sealed at the City of Hartford.



Kevin Heckman

Kevin Heckman, Assistant Vice President

IMPORTANT NOTICE

To obtain information or make a complaint:

You may contact your agent.

You may call Hartford Insurance Group at the toll free telephone number for information or to make a complaint at:

1-800-392-7805

You may also write to The Hartford:

**The Hartford
Hartford Financial Products
2 Park Avenue, 5th Floor
New York, New York 10016
1-212-277-0400**

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance

P.O. Box 149104
Austin, TX 78714-9104
Fax Number (512) 475-1771
Web: <http://www.tdi.state.tx.us>
E-mail: ConsumerProtection@tdi.state.tx.us

PREMIUM OR CLAIMS DISPUTES: Should you have a dispute concerning your premium or about a claim you should contact the agent first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR POLICY: This notice is for your information only and does not become a part or condition of the attached document.

AVISO IMPORTANTE

Para obtener informacion o para someter una queja.

Puede comunicarse con su agente.

Usted puede llamar al numero de telefono gratis de The Hartford Insurance Group para informacion o para someter una queja al

1-800-392-7805

Usted tambien puede escribir a The Hartford.

**The Hartford
Hartford Financial Products
2 Park Avenue, 5th Floor
New York, New York 10016
1-212-277-0400**

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de compañías, coberturas, derechos o quejas al:

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas

P.O. Box 149104
Austin, TX 78714-9104
Fax Number (512) 475-1771
Web: <http://www.tdi.state.tx.us>
E-mail: ConsumerProtection@tdi.state.tx.us

DISPUTAS SOBRE PRIMAS O RECLAMOS: Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con su agente primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU POLIZA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.



January 12 7, 2018

Rosemarie Dennis
Finance Director
City of Taylor
400 Porter Street
Taylor, TX 76574

Ms. Rosemarie Dennis:

Thank you for the opportunity to provide a response to the City of Taylor, BID for the AWOS installation project at the Taylor Municipal Airport.

DBT Transportation Services LLC is a small, woman-owned business registered in the State of Texas with a primary office located at 2655 Crescent Drive, Ste A1, Lafayette, CO 80026. DBT Transportation Services has been a legal entity since April 22, 2016. The company believes in treating our customers as family and providing a nationwide service with a home-town feel.

Prior to the inception of DBT I was the National Sales Manager for Airports at Vaisala Inc for over six years. I am thoroughly knowledgeable on the AWOS and NADIN product lines.

DBT Transportation may be an unknown entity to the City. We would like to supply some background to our company. On August 1, 2016 DBT purchased the AWOS assets from Vaisala Inc. DBT is the only manufacture and supplier of the Vaisala AWOS in the North American market today. Due to the nature of the bid specifically calling for the Vaisala AWOS or similar, we wanted to reassure the City that DBT manufactures the Vaisala FAA certified AWOS and has hired all previous Vaisala AWOS personnel and expertise. Inclusive personnel are the AWOS product manager, technical support manager, field service engineers and manufacturing personnel.



DBT Transportation Services is the leading Maintenance provider for A WOS systems in the country, with an installed base of nearly 1,000 A WOS nationwide, including:

Texas	90 Systems
Kansas	31 Systems
Minnesota	80 Systems
Wisconsin	40 Systems
Virginia	48 Systems
Georgia	50 Systems
Illinois	37 Systems
Kentucky	21 Systems
North Carolina	43 Systems
Michigan	42 Systems

DBT Transportation Services is backed by a team of professionals with over 40 years of experience in A WOS installation, maintenance, and communications. DBT Transportation Services project managers and technicians have been involved in over 500 AWOS installations nationwide.

DBT Transportation Services is the premier provider of NADIN communication services for AWOS, a service that we currently provide to nearly 50% of all the non-Federal A WOS in the United States.

DBT Transportation Services is a leading provider of A WOS maintenance services with over 400 maintenance sites nationwide. We offer customized A WOS maintenance programs and specialize in statewide programs aimed toward maximizing the value of each State's weather network. DBT Transportation Services currently manages AWOS maintenance programs for 8 state aviation departments.

DBT Airport Services

DBT's philosophy is that a well-managed, proactive maintenance program provides the best life-cycle management at a reasonable cost. We employ professionals that can diagnose issues with the AWOS system remotely, and ensure we have the right part for repair when our technicians are on site.

DBT technicians are FCC licensed, FAA approved, and manufacturer certified. Below is a list of our field technicians.

First Name	Last Name	FCC Cert.	Factory AWOS Cert.	FAA AWOS Cert.
David	Brumwell	Y	Y	Y
Travas	Burrows	Y	Y	Y
Jerrad	Fennern	Y	Y	Y
Roger	Hammill	Y	Y	Y
Brian	Findley	Y	Y	Y
Joe	Jackson	Y	Y	Y
Jim	Lager	Y	Y	Y
Mike	McGee	Y	Y	Y
Tim	Miller	Y	Y	Y
Jim	Nulle	Y	Y	Y
Rosendo (JR)	Rosalez	Y	Y	Y
Trent	Sanders	Y	Y	Y
Lucas	Schultz	Y	Y	Y
Stan	Smith	Y	Y	Y

References

Company Name South Carolina DOT, Division of Aviation
Address 2553 Airport Boulevard, West Columbia, SC 29170
Contact Person Jamey Kempson, Airports Maintenance & NACAID Engineer
Phone No. (803) 896-6291
Product(s) and/or Service(s) Used: Statewide AWOS Installation Program, Statewide AWOS Maintenance Program, Statewide AviMet Data Link Program

Company Name Texas DOT, Aviation Division
Address 125 E. 11th Street, Austin, TX 78701
Contact Person Amy Slaughter, RAMP Program Manager, Grant Administration
Phone No. (512) 416-4519
Product(s) and/or Service(s) Used: Statewide AWOS Installation Program, Statewide AWOS Maintenance Program, Statewide AviMet Data Link Program

Company Name Vermont Agency of Transportation
Address 186 Industrial Lane – Berlin, Barre, VT 05641
Contact Person Scott Fortney, Airport Operations Specialist - North
Phone No. (802) 498-5763
Product(s) and/or Service(s) Used: Statewide AWOS Installation Program, Statewide AWOS Maintenance Program, Statewide AviMet Data Link Program

Company Name Wisconsin Bureau of Aeronautics
Address 4802 Sheboygan Avenue, Room 701, Madison, WI 53707
Contact Person Scott Brummond, Chief, Aeronautical and Technical Services
Phone No. (608) 266-1745
Product(s) and/or Service(s) Used: Statewide AWOS Installation Program, Statewide AWOS Maintenance Program, Statewide AviMet Data Link Program

DBT Current Projects Under Contract

Description and Location	Construction Cost	% Complete	Estimated Comp. Date
AWOS Installation, Eastland, TX	Confidential	N/A	Completed February, 2017
AWOS Installation, Chandler, OK	Confidential	N/A	Completed March, 2017
AWOS Installation, Thomsen, GA	Confidential	N/A	Completed March, 2017

Field Service Spare Parts List

<u>Part Number</u>	<u>Quantity</u>	<u>Description</u>
1433WA	1	Wind Speed Board
1434WA	1	Wind Direction Board
16644WA	4	Wind Bearing Kit
73-21954	1	Photocontrol
230132SP-ACU	1	Computer, MOXA for ACU
23132SP-VDP	1	Computer, MOXA for VDP
238414	1	HMP155 Sensor
222678SP-ACU	1	Port Server for ACU
222625SP-ACU	1	IP Modem for ACU
222625SP-VDP	1	IP Modem for VDP



We look forward to doing business with the City of Taylor and the Taylor Municipal Airport and further supporting your Aviation needs.

Sincerely,

A handwritten signature in blue ink, reading "Nancy J. Thomsen". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Nancy J. Thomsen
EVP of Sales & Operations
844-343-8328
nthomsen@dbttranserv.com

Rosendo "J.R." Rosalez

Field Service Engineer

Professional Experience Summary

35 years' experience in field service, installation and repair of electronics and electrical systems.

2010-Present	Field Support Engineer, Vaisala, Inc.
2009-Present	Field Support Specialist, Quixote Transportation Technologies, Inc.
1981-2007	United States Air Force / Avionics Technician / Aircraft Maintenance Production Supervisor

Additional Skills

- Direct customer interaction and support of electronics and electrical equipment to include building and troubleshooting down to component level of AC/DC circuits.
- Comprehensive knowledge and usage of technical manuals, blueprints and schematics provide ability to troubleshoot, disassemble, repair and maintain complex electronics systems.
- Knowledgeable of the principles of electricity and formulas for Three Phase and Single Phase circuits.
- Experienced with DOS and Windows operating systems, computer programming and networking technologies.
- Qualified for tower climbing and maintenance and operation of hydraulic and aerial lift equipment.
- Proven ability to quickly resolve complex hardware/software and equipment malfunctions in a fast-paced high-stress environment under adverse weather conditions.

Academic Background

Associates Degree in Applied Science Avionics Systems Technology, United States Air Force Community College- University Of Maryland

Responsibilities with Vaisala, Inc.

- Install, maintain and repair of Vaisala, Nu-Metrics brand products, RWIS and AWOS stations
- Customer support for RWIS and AWOS stations
- Maintain a status report and provide to customer for DFW Intl Airport RWIS stations.
- Provide technical assistance to internal employees and sub-contractors.

VERIFICATION EXAMINATION COVER SHEET
Airway Facilities Maintenance Personnel Certification Program

PMIS#

CP62 Qualimetrics AWOS (as a guide)

Exam Number/Title

4 Hours

Estimated Time

Rosendo Rosalez

Examinee Name

Major Equipment Identification

AWOS VAISALA V-3-C

VAL AWOS TRANSMITTER

Type

V-3-C 3242131102

Facility Location

AXH ARCOLA, TEXAS

TEST EQUIPMENT:

VAISALA PTU PJU 200 BAROMETRIC STANDARD

AGILENT 8920A RF TEST SET

BIRD 43 THRU-LINE

DUE:

11/2/2011

5/3/2012

8/25/2011

S/N

B4230002

3922A11253

292463

Results:

113

Total #

113

Unsat.

100

% Satisfactory

2HOURS

Total time

PASS

Pass/Fail

Examining Official (Signature)

Title

Date Exam Completed

STANLEY JAREMA

ATSS

JUNE 1, 2011

The Vaisala logo is located at the top left of the page. It consists of the word "VAISALA" in a bold, white, sans-serif font, set against a blue background with a subtle, wavy pattern. The logo is positioned within a horizontal band that also features a thin gold-colored line above it.

CERTIFICATE

This is to certify that

Rosendo Rosalez

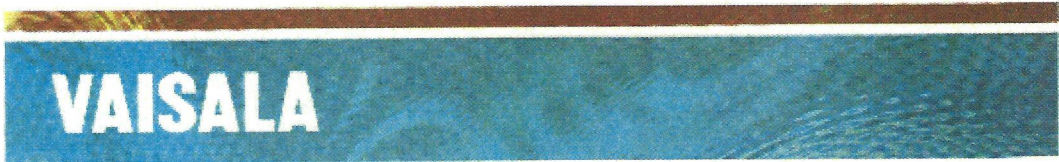
has successfully completed the factory
training program TM210095EN as specified
in FAA Advisory Circular 150/5220-16 and
FAA Type Certification Letter for the

AW20 AWOS

Louisville, Colorado, USA, 21 April 2016


Kathryn Schlichting
Product Manager
US AWOS


Ned Dworak
Technical Support Specialist
US AWOS

The logo bar consists of a thin brown line at the top, followed by a blue rectangular area with a subtle, wavy texture. The word "VAISALA" is printed in white, bold, sans-serif capital letters within the blue area.

VAISALA

CERTIFICATE

This is to certify that

Rosendo Rosalez III

has successfully completed the
factory training program for the

AWOS V-C and V-D

from 25 October 2010 to 29 October 2010

Louisville, Colorado, USA, 29 October 2010

A handwritten signature in dark ink, appearing to read "Ned Dworak".

Ned Dworak
Lead AWOS Support Technician

A solid blue horizontal bar located at the bottom of the page.



UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION



General Radiotelephone Operator License

ROSALEZ, ROSENDO
3603 FIELDTHORNE CT
KATY, TX 77450

Licensee: This is your radio authorization in sizes suitable for your wallet and for framing. Carefully cut the documents along the lines as indicated and sign immediately upon receipt. They are not valid until signed.

The Commission suggests that the wallet size version be laminated (or another similar document protection process) after signing. The Commission has found, under certain circumstances, laser print is subject to displacement.

FCC Registration Number (FRN): 0020662953

Special Conditions / Endorsements

This license confers authority to operate licensed radio stations in the Aviation, Marine and International Fixed Public Radio Services only. This license does not confer any authority to operate broadcast stations. It is not assignable or transferable. Refer to CFR Title 47 Section 13.7(c)(5).

Grant Date	Effective Date	Print Date	Expiration Date
03-07-2011	03-07-2011	03-08-2011	
File Number	Serial Number	Date of Birth	
0004642844	PG00033232	12-17-1961	

THIS LICENSE IS NOT TRANSFERABLE

Rosendo Rosalez
(Licensee's Signature)

FCC 605-FRC - May 2007

Cut Along This Line

Cut Along This Line

Serial Number	Grant Date	Expiration Date	File Number	Print Date	Effective Date
PG00033232	03-07-2011		0004642844	03-08-2011	03-07-2011

Date of Birth: 12-17-1961
FCC Registration Number (FRN): 0020662953

ROSALEZ, ROSENDO
3603 FIELDTHORNE CT
KATY, TX 77450

General Radiotelephone Operator License

FCC 605-FRC - May 2007

THIS LICENSE IS NOT TRANSFERABLE

Special Conditions / Endorsements:

This license confers authority to operate licensed radio stations in the Aviation, Marine and International Fixed Public Radio Services only. This license does not confer any authority to operate broadcast stations. It is not assignable or transferable. Refer to CFR Title 47 Section 13.7(c)(5).

Rosendo Rosalez
(Licensee's Signature)

FEDERAL COMMUNICATIONS COMMISSION



Cut Along This Line

Lucas Schultz

Field Service Engineer

Work Experience

Vaisala Inc., Louisville, CO

Field Service Engineer

08.2006 - present

Highly trustworthy self-starting remote individual with a large territory of coverage. Knowledgeable of multiple unique FAA certified equipment & FAA Orders involved with maintenance & installation.

United States Navy – Second Class Petty Officer

Aviation Ordnanceman

09.1999 – 09.2003

Hands on repairs and inspection of various electronic and mechanical aircraft components while self-learning from publications to complete each task.

Subway Sandwiches – Blaine, MN

Shift Supervisor

1996-09.1999

Education

B.I.T. in Computer Systems – Summa Cum Laude

American InterContinental University

A.A. in Business Administration – With Honors

American InterContinental University

Certifications

General Radios Operators License (GROL)

FAA Automated Weather Observing System (AWOS)

FAA Non Directional Beacon (NDB)

References

Available on request.



Federal Aviation Administration

Memorandum

Date: 2/1/2007

From: ZMP District

To: Lucas Schultz

Subject: Information:

Mr. Schultz
C/o CLH Inc.
6300 34th Avenue So.
Minneapolis, MN 55450

Dear Mr. Schultz:

Personnel maintaining, non-Federal, public use facilities used in the National Airspace System are required to have knowledge and skills needed to maintain these facilities.

This letter serves as verification that you currently meet the minimum Federal Aviation Administration (FAA) proficiency requirements to maintain AWOS equipment. This verification is based upon your training history and FCC license.

This letter is issued after you had completed a commissioning ground inspection with me. The inspection covered all parameters found in the AWOS technical manual. You have shown me, that you are capable of correctly measuring and interpreting the data.

A handwritten signature in black ink, reading "Patrick J. McCormick".

Patrick J. McCormick
NonFed Program Manager

The logo features the word "VAISALA" in white, bold, sans-serif capital letters. It is set against a blue background that has a subtle, wavy texture. Above this blue section is a thin horizontal band with a brown and orange gradient.

VAISALA

CERTIFICATE

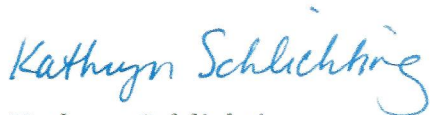
This is to certify that

Lucas Schultz

has successfully completed the factory
training program TM210095EN as specified
in FAA Advisory Circular 150/5220-16 and
FAA Type Certification Letter for the

AW20 AWOS

Louisville, Colorado, USA, 13 November 2015

A handwritten signature in blue ink, reading "Kathryn Schlichting".

Kathryn Schlichting

Kathryn Schlichting
Product Manager
US AWOS

A handwritten signature in blue ink, reading "Ned Dworak".

Ned Dworak

Ned Dworak
Technical Support Specialist
US AWOS

Certificate of Completion

Lucas Schultz

Vaisala, Inc.

has successfully completed the

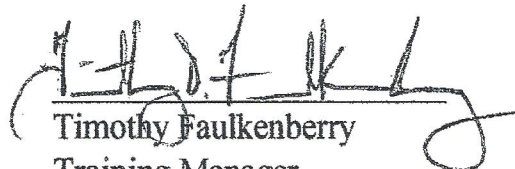
training program

for the

AWOS V-B, V-C, V-D

VAISALA INC.

*194 S. Taylor Ave.
Louisville, CO 80027*



Timothy Faulkenberry

Training Manager

October 27, 2006



Serial Number PG00020117	Grant Date 11-21-2006	Expiration Date	File Number 0002826214	Print Date 11-22-2006	Effective Date 11-21-2006
Date of Birth 12-20-1980	FCC Registration Number (FRN) 0015757966		THIS LICENSE IS NOT TRANSFERABLE. SPECIAL CONDITIONS/ENDORSEMENTS: This license does not confer any authority to operate Broadcast stations. Refer to CFR Title 47 Section 13.7 c)5.		
SCHULTZ, LUCAS J 2743 S HEIGHTS DR NW COON RAPIDS MN 55433					
General Radiotelephone Operator License					
FCC 605-FRC			FEDERAL COMMUNICATIONS COMMISSION		

HERE
FOLD





January 12, 2018

Rosemarie Dennis
Finance Director
City of Taylor
400 Porter Street
Taylor, TX 76574

Ms. Rosemarie Dennis:

DBT Transportation Services LLC respectfully submits this bid for the AWOS III PT Installation project at the Taylor Municipal Airport.

DBT Transportation may be an unknown entity to the City. We would like to supply some background information to our company. On August 1, 2016 DBT purchased the AWOS assets from Vaisala Inc. DBT is the only market supplier of the Vaisala manufactured AWOS in the North American market today.

We have only been in business since August 1, 2016 and currently do not have the 2017 audited financials as requested in the bid. We are however happy to supply other financial information, or bank reference to fulfill the City's requirement that our business is solid and can handle the project at hand.

Condensed Financial Data	
Current Assets	\$3,869,000
Current Liabilities	\$1,905,000
Present Net Worth	\$1,964,000

We look forward to doing business with the City of Taylor and further supporting your Aviation needs.

Sincerely,

Nancy J. Thomsen
EVP of Sales & Operations

MEMBER'S

Member's Name

Megan Barnes
26510 Cottage Cypress Lane
Cypress, Texas 77433

Delk's Valley Oil, Inc.,
an Oregon corporation
PO Box 13071
Salem, Oregon 97309

Delk Living Trust
5653 54th Court SE
Salem, Oregon 97317

Nancy Thomsen
4172 Broadmoor Loop,
Broomfield, Colorado 80023

Blair and Anna Fernau
5900 Moss Wood Lane
McLean, Virginia 22101

Bill and Molly LeBlanc
6362 Ridge Dr.
Bethesda, Maryland 20816

Michelle Barnes
2501 Taylor Lane
Deer Park, Texas 77536

OZ Cap LLC
1665 Liberty St. SE, Ste. 100
Salem, OR 97302

Michael Coursey
2735 McAhren Lane
S. Salem, Oregon 97306

Chris Kolkhorst
331 Wilchester Blvd.
Houston, TX 77079

SIPI I, LLC
2414 Todville Rd.
Seabrook, TX 77586



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/2/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Higginbotham Insurance Agency, Inc. 11700 Katy Freeway, Suite 1100 Houston TX 77079		CONTACT NAME: Leticia Gallegos PHONE (A/C, No, Ext): 713-952-9990 E-MAIL ADDRESS: Lgallegos@higginbotham.net FAX (A/C, No): 713-952-9939		
INSURED DBTTR DBT Transportation Services, LLC 2655 Crescent Drive, Suite A-1 Lafayette CO 80026		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Trumbull Insurance Company		27120
		INSURER B: Admiral Insurance Company		24856
		INSURER C: Rated by Multiple Co's		914
		INSURER D: First Mercury Insurance Company		10657
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:** 43627392**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		CA00002509502	7/29/2017	7/29/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		61UENHF0081	7/29/2017	7/29/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000		ILEX000007408701	7/29/2017	7/29/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A		61WEAA5FCG	7/29/2017	7/29/2018	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

See Attached...

CERTIFICATE HOLDER**CANCELLATION**

For Information Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Higginbotham Insurance Agency, Inc.		NAMED INSURED DBT Transportation Services, LLC 2655 Crescent Drive, Suite A-1 Lafayette CO 80026
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

The General Liability policy includes a blanket automatic additional insured and provision that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability policy includes a blanket waiver of subrogation provision to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability policy contains a special endorsement with "Primary and Noncontributory" wording.

The Automobile Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The Automobile Liability policy includes a blanket waiver of subrogation provision to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The Automobile Liability policy includes an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder when required by written contract.

The Workers' Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

The Workers' Compensation policy includes an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder.

The Excess Liability is follow form over the General Liability, Automobile Liability, and Workers' Compensation.

Nationwide Buy American Waivers Issued (As of 1/10/2017)

The following manufacturer's equipment was issued a Buy American Waiver under 49 U.S.C. 50101(b) and can be used on AIP Funded Projects.

Waiver Type	Manufacturer	Product	Date issued
Type III - 60% US Content & US Final Assembly	Vaisala	AW20-STA, AWOS IIIIT	7/21/2016
Type III - 60% US Content & US Final Assembly	Vaisala	AW20-STA, AWOS IV Z	7/23/2016
Type III - 60% US Content & US Final Assembly	Vaisala	AWOS A	12/26/2012
Type III - 60% US Content & US Final Assembly	Vaisala	AWOS A/V	12/26/2012
Type III - 60% US Content & US Final Assembly	Vaisala	AWOS I	12/26/2012
Type III - 60% US Content & US Final Assembly	Vaisala	AWOS II	12/26/2012
Type III - 60% US Content & US Final Assembly	Vaisala	AWOS III, III-T, III-P, III-PT, III-PTZ	12/26/2012
Type III - 60% US Content & US Final Assembly	Vaisala	Impavement Runway Sensors	4/23/2012
Type III - 60% US Content & US Final Assembly	X-Sight	FODetect Systems	7/15/2011

NOTICE: L-823 Connectors do not have independent utility needed to consider it as a component that warrants a Buy American waiver. For purposes of Buy American Preferences, the FAA considers these products as sub-components of the larger airfield lighting equipment being installed.

The following components or subcomponents are steel or manufactured goods that have an FAA specification number and have been determined to be 1) 100% United States product and 2) produced in the

100% US and US Final Assembly	Integro	L-823 Plug and Receptacle, Cable Connectors	6/10/2009
100% US and US Final Assembly	MCB Industries	EB-83 bolts	1/31/2011
100% US and US Final Assembly	MCB Industries	2-part washers (used with 3/8" x 16 by various length bolts)	10/14/2015
100% US and US Final Assembly	MCB Industries	18-6 fasteners (various length bolts)	12/27/2016

Summary of Changes January 10, 2017

1. Add Hughey & Phillips L-810 Low Intensity LED, Single VAC
2. Add Hughey & Phillips L-810 Low Intensity, LED Double, VAC



City Council Meeting March 8, 2018

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☐ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 6
Agenda Title: Executive Session
Council Action to be taken: Consult with City Attorney
Department Submitted: City Administration
Staff Contact: Isaac Turner, City Manager

1. PURPOSE/DESCRIPTION

This Executive Session is called to consult with the City Attorney.

2. STAFF ANALYSIS (Why and How)

The Taylor City Council will conduct a closed meeting under Section 551.071 of the Texas Government Code in order to meet with its City Attorney on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

3. RECOMMENDATION

4. FUNDING SOURCE

5. TIMELINE

6. PRIOR COUNCIL ACTIONS TAKEN

7. OTHER OPTIONS (In order of preference)

8. ATTACHMENTS

6a. [Executive Session](#) Certified Agenda

**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 8, 2018 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. |
| ☐ | 551.071(1) | To consult with its attorney regarding pending or contemplated litigation or settlement offers including pending or contemplated administrative proceedings governed by the Administrative Procedure Act. |
| ☐ | 551.074 | Regarding personnel matters |
| ☐ | 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

As Mayor of the City of Taylor, I 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 _____.

Mayor