

AGENDA

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

FEBRUARY 27, 2020, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS/RECOGNITIONS

1. National Nutrition Month proclamation (Norma Flores W/Hlth District)
2. National Registered Dietician Day proclamation

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. Public comments are limited to 3 minutes.)

BOARDS & COMMISSION PRESENTATION

3. Planning & Zoning Commission update. (Don McAllister)

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.)

4. Approve minutes from February 13, 2020 Council meeting. (Dianna Barker)
5. Consider amending the City Purchasing Policy. (Jeff Wood)
6. Approval of the City Travel Policy. (Jeff Wood)
7. Consider authorizing the sale of surplus property owned by the City of Taylor and located at 309 Shaw Street to Habitat for Humanity of Williamson County. (Tom Yantis)
8. Consider accepting the annual report for City of Taylor Tax Increment Reinvestment Zone Number 1. (Tom Yantis)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

9. Receive update regarding CDBG grant application for 2020 and an update on other project grants. (Jeff Jenkins/Judy Langford)
10. Receive the Annual Racial Profiling Report and Presentation. (Chief Fluck)
11. Update from Development Services Department. (Tom Yantis)
12. Consider appointments and re-appointments to various Boards & Commissions. (Dianna Barker)

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 p.m. on February 24, 2020 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 the City Clerk at least 24 hours prior to the meeting for special assistance.

Posted By: Dianna Barker Date 2-24-2020
Dianna Barker, City Clerk



***City Council Meeting
February 27, 2020
Transmittal Letter***

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 1
Agenda Title: National Nutrition Month proclamation

Council Action to be taken: Read and present proclamation

Department Submitted: City Management

Staff Contact: Jeff Jenkins, Deputy City Manager

1. PURPOSE/DESCRIPTION

To read and present to Norma Flores with the Williamson County Health District a proclamation proclaiming March as National Nutrition Month.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

City Council proclaimed March as National Nutrition Month in 2019.

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

1a. [Proclamation](#)

Proclamation

National Nutrition Month

Whereas, food is the substance by which life is sustained; and

Whereas, the type, quality, and amount of food that individuals consume each day plays a vital role in their overall health and physical fitness; and

Whereas, there is a need for continuing nutrition education and a wide-scale effort to enhance healthy eating practices.

Now, therefore, as Mayor of the City of Taylor I hereby proclaim the month of March as

National Nutrition Month

In the City of Taylor and encourage all citizens to join the campaign and become concerned about their nutrition and the nutrition of others in the hope of achieving optimum health for both today and tomorrow.

PROCLAIMED this the 27th day of February 2020

Brandt Rydell, Mayor
City of Taylor



City Council Meeting
February 27, 2020
Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 2
Agenda Title: **Registered Dietician Nutritionist Day proclamation**

Council Action to be taken: Read and present proclamation

Department Submitted: City Management

Staff Contact: Jeff Jenkins, Deputy City Manager

1. PURPOSE/DESCRIPTION

Norma Flores with the Williamson County Health District is requesting the Mayor proclaim March 11th as Registered Dietician Nutritionist day.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

City Council proclaimed March as National Registered Dietician Nutritionist Day in 2019.

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

2a. [Proclamation](#)

Proclamation

Registered Dietitian Nutritionists Day

WHEREAS, Registered Dietitian Nutritionists are the food and nutrition experts who can translate the science of nutrition into practical solutions for healthy living; and

WHEREAS, Registered Dietitian Nutritionists have degrees in nutrition, dietetics, public health or a related field from well-respected, accredited colleges and universities, completed an internship and passed an examination; and

WHEREAS, Registered Dietitian Nutritionists use their nutrition expertise to help individuals make unique, positive lifestyle changes; and

WHEREAS, Registered Dietitian Nutritionists work throughout the community in hospitals, schools, public health clinics, nursing homes, fitness centers, food management, food industry, universities, research and private practice; and

WHEREAS, Registered Dietitian Nutritionists are advocates for advancing the nutritional status of Americans and people around the world.

NOW, THEREFORE, as Mayor of the City of Taylor, I do hereby proclaim

Wednesday, March 11, 2020
Registered Dietitian Nutritionist Day

and encourage all citizens to recognize the contributions of Registered Dietitian Nutritionists and express appreciation for their commitment to promoting science-based nutrition in the hope of achieving optimum health for both today and tomorrow.

PROCLAIMED this the 27th day of February, 2020.

Brandt Rydell, Mayor
City of Taylor



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 3
Agenda Title: **Planning & Zoning Commission (P&Z)
Update**

Council Action to be taken: Receive update

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager/ Development
Services Director

1. PURPOSE/DESCRIPTION

Upon request by the City Council, Don McAlister, the Chairperson of the Planning & Zoning Commission will provide a brief update on the board's activities. Mr. McAlister will utilize the attached PowerPoint slides to briefly discuss the Commission's granting authorities, past experiences, recent activities, and future suggestions for the board.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

N/A

3. STAFF ANALYSIS (How and Why)

Mr. McAlister has served on the Planning & Zoning Commission since 2003 and has served as its chairman since 2005.

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
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N/A

8. ATTACHMENTS

3a. [PowerPoint Presentation](#)



City of Taylor Planning & Zoning Commission

Update to City Council

February 27, 2020

Don McAlister, Chairman

The Planning & Zoning Commission's Authority

- State law – Chapter 211 Texas Local Government Code (LGC)
 - Home-rule cities shall appoint a zoning commission
 - Commission must prepare a report to Council on all zoning changes
 - Commission must hold a public hearing on all zoning changes
- State law – Chapter 212 Texas (LGC)
 - Planning Commission responsible for approval and disapproval of plats as 2019 due to changes made during 86th Legislative Session

The Planning & Zoning Commission's Authority

- City of Taylor Code of Ordinances – Chapter 21, Articles II and III
 - Merged planning commission and zoning commission
 - No fewer than 9 members

“The purpose and duties of the planning commission shall be to advise and assist the city council on various matters pertaining to the good and betterment of the city. Without in any manner intending to limit the foregoing, the planning commission shall have all powers provided by statute for a city planning commission and further shall have the power and it shall be its duty to make or cause to be made and recommend for adoption a comprehensive city plan as a whole or in parts for the future development and redevelopment of the city and its environs which shall include, but shall not be limited to, the following:”

The Planning & Zoning Commission's Authority

- City of Taylor Zoning Ordinance – Chapter 8
 - Review, hold public hearing and make recommendation to Council on all zoning changes, including overlays (RPDs/CPDs)
 - Review, hold public hearing and make recommendation to Council on all specific use permits
- City of Taylor Subdivision Ordinance – Chapter 3
 - Review and approval of preliminary plats
 - Review and approval of final plats
 - Review and disapproval of all plats (even administrative)
 - Review and consideration of variances to Subdivision Ordinance

Planning & Zoning Commission Activity

- Meetings held

2014	2015	2016	2017	2018	2019
7	4	9	13	10	8

- Cases processed

Years	Rezoning	SUPs	Prelim. Plat	Final Plat	Subdivision Improvement Plans
2017	13	7	5	8	N/A
2018	6	1	2	9	N/A
2019 *	6	0	9		1

* HB 3167 All administrative plats which can not be approved go to P&Z and subdivision improvement plans which can not be approved go to P&Z.

Planning & Zoning Commission

- Future Recommendations
- Questions



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 4
Agenda Title: Approve minutes from the February 13, 2020 regular Council meeting.

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

Department Submitted: City Clerk

Staff Contact: Dianna Barker

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 meeting 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. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

N/A

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

Approve as submitted or amend with changes noted.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

4a. [February 13, 2020 minutes](#)

City of Taylor
Regular City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
February 13, 2020 at 6:00 p.m.

Mayor Brandt Rydell declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Mayor Pro-Tem Dwayne Ariola
Council Member Robert Garcia
Council Member Mitch Drummond
Council Member Gerald Anderson (6:09pm)

Brian LaBorde, City Manager
Ted Hejl, City Attorney
Dianna Barker, City Clerk

INVOCATION – Assistant Fire Chief Copeland gave the invocation.

PLEDGE OF ALLEGIANCE

PROCLAMATIONS/RECOGNITIONS

1. Recognition of October Car Show.

Brad Duncan gave a brief presentation of the 2019 Car Show. The proceeds were presented in a check to Taylor Fire Department in the amount of \$7,066.54, and a check to Taylor Meals on Wheels in the amount of \$7,066.54.

CITIZENS COMMUNICATION

Queen Lola, 512 W. 2nd St. – Concerned about the homeless population in Taylor, where they are living and how they are being treated.

Jessie Ramos, 601 MLK – Thanked the City for filling the potholes on his street.

CONSENT AGENDA

- 2. Approve minutes from January 23, 2020.**
- 3. Concur with preliminary financials for December 2019.**
- 4. Consider Ordinance 2020-02, quarterly budget amendment.**
- 5. Authorization to apply for and if awarded accept a Grant for the position of Victim Services Coordinator.**
- 6. Consider approving Resolution R20-06 authorizing the resale of property held in trust by the City of Taylor to Habitat for Humanity of Williamson County.**
- 7. Consider FY2020/2021 Budget calendar.**

Motion was made by Councilmember Garcia to approve the consent agenda items as presented.

Motion was seconded by Mayor Pro-Tem Ariola. Motion carried unanimously.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

8. Receive update regarding the upcoming 2020 Census and the formation of a 2020 Complete Count Committee for Taylor.

Jeff Jenkins, Deputy City Manager – introduced Susan Walch, Partnership Specialist with the U.S. Census Bureau. Ms. Walch stated how important it is to have an accurate count. Ray Langlois, Williamson County Census Complete Count Committee Ambassador explained the importance of

counting the undercounted. Mr. Jenkins presented a tentative list of committee members for a Taylor Census Complete Count Committee.

Motion was made by Councilmember Garcia to receive the 2020 Census update as presented and authorize City Management to appoint a Census Complete Count Committee. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

9. Receive Taylor Chamber of Commerce Quarterly Report for October – December 2019.

Tia Stone, Taylor Chamber of Commerce President – presented the first quarterly report for FY2020.

Motion was made by Councilmember Anderson to approve the Chamber of Commerce quarterly report as presented. Motion was seconded by Mayor Pro-Tem Ariola. Motion carried unanimously.

10. Receive update on emergency repairs of Bull Branch sewer line and CR398 water line.

Kelly Kaatz, HDR Engineering – presented a bid proposal from Santa Clara Construction, Ltd., for constructing needed emergency repairs to a 24-inch potable water line on CR398 and an 18-inch sewer line at Bull Branch.

Motion was made by Mayor Pro-Tem Ariola to approve the bid proposal with alternate bid items in the amount of \$424,925.65 from Santa Clara Construction, Ltd. and authorize the City Manager to enter into a contract with Santa Clara Construction to perform the work. Motion was seconded by Councilmember Garcia. Motion carried unanimously.

11. Consider proposal from SEC Planning for professional design services for the Taylor Regional Park/Doak Street Park project.

Larry Foos, Parks & Recreation Director – Gave a presentation on the project which will include upgrades and improvements to TRP to include additional soccer fields, batting cages, shade structures, trails and a fishing pier. The project will also include renovation of the existing football field at TRP for soccer usage. In addition to the TRP improvements, the project will include a playground at the ball fields on Doak Street. Funding of \$85,500 coming from previous CO issuance.

Motion was made by Councilmember Garcia to approve the agreement for design services from SEC Planning as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

12. Consider authorizing the City Manager to execute contracts for consulting services for the Comprehensive Plan and Impact Fee Study.

Tom Yantis, Development Services Director - The Comprehensive Plan was last prepared in 2004 and the Impact Fees were last reviewed in 2012 and 2014. Staff solicited qualifications from consulting firms for the project and received seven submittals. Staff is recommending that two of the firms be engaged to complete the project; Lionheart, in the amount of \$174,990 plus reimbursable expenses estimated at \$5,000 for FY 2019-2020 with an additional \$57,972 to be included in the FY 2020-2021 budget for the completion of the impact fee studies, and Verdunity in the amount of \$80,000 inclusive of expenses for FY 2019-2020.

Motion was made by Councilmember Garcia to authorize the City Manager to execute contracts with Lionheart and Verdunity for the preparation of the comprehensive plan and impact fee studies as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

13. Discussion and possible action to appoint the members of the Comprehensive Plan Advisory Committee

Tom Yantis, Development Services Director - staff is proposing the formation of a Comprehensive Plan Advisory Committee to assist in updating the Comprehensive Plan. Mr. Yantis read a list of suggested member categories and names (see attached). The committee would consist of 13 voting members plus 3 ex-officio members.

Motion was made by Mayor Pro-Tem Ariola to appoint the individuals as presented to Council and listed on the attachment to the Comprehensive Plan Advisory Committee. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

Mayor Rydell read the executive session meeting announcement and adjourned into executive session at 7:23p.m.

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.

- a. Petition by Robert M. Tiemann and Carrie Parker Tiemann for the creation of one or more municipal utility districts in the City of Taylor's extraterritorial jurisdiction.

The Council reconvened into regular session at 7:46p.m.

Motion was made by Mayor Pro-Tem Ariola to approve Resolution R20-08, consenting to a comprehensive development and consent agreement submitted by Persimmon Patch Development, Robert M. Tiemann and Carrie P. Tiemann as the developer, subject to the conditions set forth in this resolution and authorizing the City Manager to execute a consent to the agreement conditioned by this resolution. Motion was seconded by Councilmember Anderson. Motion carried unanimously.

ADJOURN

With no further business Mayor Rydell declared the meeting adjourned at 7:47p.m.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

Comprehensive Plan Advisory Committee Membership Categories

Business

- Betty Day (EDC, ERCOT)
- Jeff Snyder (Business Owner)
- Taylor Chamber of Commerce – ex-officio

Downtown

- Mark Nibbelink (Downtown Property and Business Owner)
- Doug Moss (Downtown Property Owner and Architect)

Education

- Taylor ISD – ex-officio

Health and Human Services

- Leslie Hill (Opportunities for Williamson and Burnet Counties)

Housing & Neighborhood Groups

- Taylor Housing Authority – ex-officio

Land Development and Real Estate

- Debbie Kovar (Real Estate Broker)
- Cliff Olle (Old Taylor High developer)

Parks, Recreation & Culture

- Janetta McCoy (Public Arts Advisory Board)
- Brad Duncan (Main Street Car Show Committee)

Planning and Zoning

- Kellie Billings-Ray (P&Z)

Religious & Civic

- Jose Orta (Community Advocate)
- Karen Farley (Rotary Club)

Transportation & Infrastructure

- Ed Komandosky (Lower Brushy Creek WCID)



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 5
Agenda Title: **Consider Amending the Purchasing Policy**

Council Action to be taken: Approve the amended Purchasing Policy as presented.

Department Submitted: Finance

Staff Contact: Jeffrey Wood, Director of Finance

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to present an updated purchasing policy for Council's consideration.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The City's Purchasing Policy was last updated in January 2014. Council has not approved the Purchasing Policy in the past but has received it as an informational item.

3. STAFF ANALYSIS (How and Why)

Staff has reviewed the current purchasing policy and have determined that extensive revision is required. The current policy lacks several features that are now common in municipal purchasing policies and staff has developed a purchasing policy that is more reflective of current purchasing practices. The proposed policy will institutionalize current practices and ensure that all departments are following a common purchasing protocol, establish criteria for emergency expenditures, create a common format and requirement for bids, and provide guidance on the securing of professional services. More specifically, the amended purchasing policy provides the following:

- A clear statement of the purpose of a purchasing policy
- Section I establishes ethical requirements for vendors and City officers/staff
- Section II establishes the requisition process, which is in line with current practices
- Section III governs purchase orders and their approval requirements. The dollar thresholds have been updated to more practical levels but still maintains the requirement for Council approval on all purchases in excess of \$50,000.
- Section IV provides guidance on the receipt of ordered goods.
- Section V details the process for the procurement of professional services and is based on state law.

- Section VI establishes a standard procedure for competitive bids and requests for proposals, exceptions to the requirement for competitive bids, emergency purchase procedures, sole source purchases, disaster related purchase procedures, and bonding requirements.
- Section VII provides guidance in the development of a bid request.
- Sections VIII & IX provide additional information about procurement card (Pcard) use and the purchasing authorization form.

4. RECOMMENDATION

Staff recommends the approval of the amended Purchasing Policy as part of the Consent Agenda.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

5a. [Amended Purchasing Policy](#)



PURCHASING POLICY

RULES

AND

REGULATIONS

Effective March 1, 2020

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INTRODUCTION

STATEMENT OF PURCHASING POLICY:

The Texas State Legislature has adopted Chapter 252 of the Texas Local Government Code (TLGC), more commonly known as Purchasing and Contracting Authority of Municipalities, and Chapter 271, which contains authorization for cooperative purchasing as well as an alternate process for Public Works bidding. It shall be the policy of the City of Taylor, acting by and through its duly appointed Director of Finance, to fully comply in all respects with the rules, regulations and procedures as they appear and/or are amended from time to time.

The City of Taylor Finance Department, as well as elected officials, department heads, and staff, pledge to discharge their duties in a manner that will provide, to all responsible vendors and contractors, an equitable and competitive access to the City's procurement process. Further, the Finance Department will be conducted in a manner that will promote public confidence in the integrity of the City of Taylor procurement organization.

PUBLIC PURCHASING:

Purchasing is one of the key functions in the success of any local government. The primary objective is to ensure the availability of equipment and materials as needed by the requesting department. This manual will outline the methods of procurement and the duties and responsibilities of the purchasing agents and departments. The City of Taylor may purchase supplies, equipment, materials, and contracted services, where costs do not exceed \$50,000 without a formal, competitive, sealed bid. Much of what is written in this manual is governed by statutory requirements of either state or federal origin.

PUBLIC PURCHASING GOALS:

- ❑ Purchase the proper goods and services to suit the City's needs.
- ❑ Procure the best possible price for the goods or services required.
- ❑ Goods and services are available when and where they are needed.
- ❑ Guard against misappropriation of City funds.

PUBLIC PURCHASING MUST ASSURE THAT:

- ❑ Responsible bidders are given a fair opportunity to compete for the City's business.
- ❑ Public funds are safeguarded to ensure the best value is received for the public dollar.
- ❑ Public spending is not used to confer favors to employees or constituents.

VALUE OF CENTRALIZED PURCHASING:

- ❑ It allows for the consolidation of smaller purchases by individual departments into larger volume purchases for the entire City.
- ❑ Vendors and the business community have a direct link to City procurement.
- ❑ Centralized knowledge and expertise places the purchasing function on a professional footing and inspires public confidence in the actions of the City.
- ❑ It does not remove the variety of choice on small purchases departments may wish to retain on items such as pens, calculators, etc.

DEFINITIONS:

- ❑ Emergency purchases are made to meet a critical, unforeseen need of the City. The City's ability to serve the public would be impaired if purchases are not made immediately.
- ❑ Sole Source purchases are goods and services available from only one supplier; there may be just one vendor because of patents and copyrights, or simply because the vendor is the only one who supplies the goods and services.
- ❑ Services of all types are needed by the City. The purchasing/finance department will procure these services on a contract by bidding or quoting depending on the dollar amount.
- ❑ The Requisition is a request for a purchase to be made. It is the first step taken after the need for goods and services is recognized and meets the dollar amount criteria. This process must include a system of authorizations and safeguards to ensure that ethical purchasing procedures are followed.
- ❑ The Purchase Order constitutes a contract for the delivery of the goods or services in accordance with the terms of the agreement. This constitutes a legal document, and it usually contains the terms, quantity, delivery and price.

SECTION I

CITY OF TAYLOR PURCHASING ETHICAL REQUIREMENTS RELATING TO MUNICIPAL PROCUREMENTS

PROCUREMENT REQUIREMENTS AND ETHICAL STANDARDS:

LOCAL GOVERNMENT OFFICIALS

Chapter 176 of the TLGC states the ethics law that requires certain local government officials to disclose employment and business relationships with vendors who conduct business with local government entities.

A City Councilmember, Director, Administrator, or any other person who is designated as an Executive Officer of the local government entity is considered a local government officer (“officer”). A city may also extend the requirements of the statute to an employee of the city who has the authority to approve contracts on behalf of the city.

An officer is required to file a conflicts disclosure statement (“statement”) if a vendor enters into a contract with the city, or if the city is considering entering into a contract with the vendor, and the officer or officer’s family member has an employment or other business relationship with the vendor that results in the officer or officer’s family member receiving taxable income that is more than \$2,500 in the preceding twelve months. An officer who receives investment income, regardless of amount, is not required to file a disclosure statement. Investment income includes dividends, capital gains or interest income gained from a personal or business checking or savings account or other similar account, a personal or business investment, or a personal or business loan.

An officer is also required to file a statement if the officer or officer’s family member accepts from a vendor one or more gifts with an aggregate value of more than \$250 in the preceding twelve months. An officer is not required to file a statement in relation to a gift, regardless of amount, that is accepted by an officer or officer’s family member if the gift is given by a family member of the person accepting the gift, is a political contribution, or is food, lodging, transportation or entertainment accepted as a guest. An officer is required to file a statement no later than 5:00 p.m. on the seventh business day after the date on which the officer becomes aware of facts that require a filing of the statement.

Chapter 176 defines a family member as a person related to another person within the first degree of consanguinity (blood) or affinity (marriage). An officer’s family member would include the officer’s spouse, father, mother, son, daughter, father-in-law, mother-in-law, son-in-law, daughter-in-law or stepchild.

It shall be a breach of ethics and law to attempt to realize personal gain through public employment with the City of Taylor by any conduct inconsistent with the proper discharge of the employee's or officer’s duties.

Vendors Supplying Good or Services

A vendor is any person who enters or seeks to enter into a contract with a City. The term also includes an agent of a vendor. This applies to any written contract for the sale or purchase of real property, goods or services. A contract for services would include one for skilled or unskilled labor, as well as for professional services.

Prospective vendors are required to file a conflicts of interest questionnaire (“questionnaire”) if the vendor has a business relationship with the city and has: (1) an employment or other business relationship with an officer or an officer’s family member that results in the officer receiving taxable income that is more than \$2,500 in the preceding twelve months; or (2) has given an officer or an officer’s family member one or more gifts totaling more than \$250 in the preceding twelve months.

Vendor’s are required to file a questionnaire not later than the seventh business day after the latter of the following: (1) the date the vendor begins discussions or negotiations to enter into a contract with the city or submits an application or response to a bid proposal; or (2) the date the vendor becomes aware of a relationship or gives a gift to an officer or officer’s family member.

It shall be a breach of ethics and law to attempt to influence any public employee of the City of Taylor to breach the standards of ethical conduct set forth by State Statute or this Purchasing Policy.

Filing Statements And Questionnaires

The statements and questionnaires must be filed with the records administrator of the city. A records administrator includes a city secretary, a person responsible for maintaining city records, or a person who is designated by the city to maintain the statements and questionnaires filed under Chapter 176 of the TLGC. A city does not have a duty to ensure that a vendor that is required to file a questionnaire does so.

A city that maintains a website is required to post statements and questionnaires that are required to be filed under chapter 176. However, a city that does not have a website is not required to create or maintain one.

GRATUITIES:

It shall be a breach of ethics to offer, give, or agree to give any employee or former employee of City of Taylor, or for any employee or former employee of City of Taylor to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other peculiar matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal, therefore, pending before this Local Government.

KICKBACKS:

It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for the City of Taylor, or any person associated therewith, as an inducement for the award of a subcontract or order.

CONTRACT CLAUSE:

The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefore.

It shall be a breach of ethics for any employee or former employee of the City of Taylor to knowingly use confidential information for actual or anticipated personal gain or for the actual or anticipated gain of any person.

SECTION II

THE REQUISITION PROCESS

GENERAL INFORMATION:

Purchasing procedures that are made with the intention of avoiding the competitive bidding requirements are in violation of State Law: (Purchasing and Contracting Authority of Municipalities Chapter 252.001). The following is a partial list of unacceptable practices:

- ❑ **COMPONENT PURCHASES:** Purchasing of the component parts of an item separately that in normal purchasing practices would have been purchased in one purchase.
- ❑ **SEPARATE PURCHASES:** Purchasing an item in a series of separate purchases that in normal purchasing practices would have been purchased in one purchase.
- ❑ **SEQUENTIAL PURCHASES:** Purchases made over a period of time that in normal purchasing practices would have been made as one purchase.

Any commitment to acquire goods or services without department approval and an authorized purchase order is prohibited. Anyone authorizing an expenditure of funds for goods or services prior to securing an approved purchase order may be held personally responsible for the payment.

DEPARTMENTAL PURCHASING RESPONSIBILITIES:

A Department has the following responsibilities with respect to making and managing the expenditure of funds to acquire goods or services for the City. In this manual, “Department” refers to the group of employees responsible for a service(s) or a particular set of duties (e.g., the Public Works Department) and it also refers to the employee(s) within each Department that is authorized and responsible for making purchases.

1. A Department must determine the availability of budgeted funds in the appropriate category before requesting any purchase. The Finance Department will reject purchase requisitions if funds are not available until the Department addresses this issue. The requisitioning department will have the ultimate responsibility for any purchases made that exceed their budget balance.
2. A Department, where required, must submit all purchasing requests to allow sufficient time to comply with the procedures established by this manual. The City rarely enjoys any economic benefits from rush and emergency purchases.
3. A Department must plan and budget to eliminate and/or reduce work stoppages and rush ordering. Poor planning by a department is not cause for emergency procurement.
4. A Department that believes that a product, equipment, or service is only available through a sole source must provide a written explanation and justification for the purchase in accordance with this manual.

5. A Department must use existing City contracts when available for all purchases.
6. A Department must immediately and thoroughly inspect all deliveries of goods and equipment and determine their quality and conformance with specifications.
7. A Department must immediately notify the respective Vendor upon the discovery of an incorrect order or damaged products, materials, or equipment.
8. A Department will continuously monitor the performance of goods and services and immediately report any deficiencies or violations in the performance of a contract to their respective Department Director.

To assure that all City employees responsible for making departmental requests for purchases have read and understand the purchasing procedures of the City of Taylor, departments shall have a signed "Purchase Authorization Form" for each authorized employee. That authorization form shall be forwarded to the Finance Department.

Departments should review all purchase requests to assure they are descriptive and specific but do not prevent competitive bidding of comparable items.

HUB REQUIREMENTS:

HISTORICALLY UNDERUTILIZED BUSINESS REQUIREMENTS (HUB)

A HUB is defined as a business formed for the purpose of making a profit in which at least 51 percent of the business is owned, operated, and controlled by one or more persons who are economically disadvantaged and who have been historically underutilized because of their identification as members of certain ethnic groups. Eligible entities must have their principal place of business and permanent business office located in Texas where the majority of the HUB owner(s) make the decisions, control the daily operations of the organization, and participate in the business. The qualifying owners must be residents of the State of Texas.

Informal written quotations must be solicited from at least two registered HUB vendors located within Williamson County for any expenditure of municipal funds which exceeds \$3,000 but is less than \$50,000. A HUB vendor list may be obtained at:

www.window.state.tx.us/procurement

If the list fails to identify a disadvantaged business in Williamson County, the City is not required to follow this requirement.

GRANT FUND PURCHASES

When making purchases with grant funds the City's purchasing policy does not prevail. Most grants are heavily regulated by specific policies and operational procedures. It is important to know which purchasing rules and policies to follow and how to clarify and resolve any conflicts within those rules and policies.

Local Governments are permitted to use their own purchasing policies and procedures as long as those policies are substantially similar to the federal standards. If there are areas of deficiency in the City policies, then the federal policies and procedures must take precedence.

All Grant Fund purchases will be competitively bid and contracts that are based on cost plus a

percentage of cost will not be used for grant procurement. The City will review all selected Contractors against the System For Award Management Exclusion List (www.sam.gov) and any vendor found on the Exclusion List will not be eligible for the award of grant funded projects.

If the goods and services are only available from a sole supplier a letter from the manufacturer is required stating that they do not distribute their product through distributors and any attempt to obtain bids would result in only one company being able to meet our specifications and needs.

Once these capital expenditures are purchased from federal funds the grant number shall be included on all paper work i.e.: requisition, purchase order, receiving documents, vendors invoice and fixed asset forms.

REQUISITIONS (GENERAL):

Requisitioning is the formal request by a department for a purchase to be made after a need is recognized. Purchases of goods or services \$1,000 and over will *require* requisitions. The requisition form with the appropriate department head's signature will be forwarded to the Finance Department for processing and approval. After the Director of Finance has electronically approved the requisition, a purchase order will then be issued. The goods or services can then be ordered only after the purchase order process is complete.

If necessary, requisitions for services will include an accompanying memo from the requesting department that provides additional details regarding the required service and specifications. Requisitions should fully describe to the Finance Department what to buy, when it is required, where the product is to be delivered, or what service is to be performed.

COMPLETING THE REQUISITION FORM:

Requests for the procurement of supplies, materials, equipment, repairs, and services will be forwarded to the Finance Department on a requisition, either by sending the requisition via fax, email or inter-office mail. Upon receipt of the requisition, the Finance Department will prioritize the requisition based on delivery requirements then take appropriate action.

It is the intention of the Finance Department to process all requests within a reasonable amount of time. If a request is to be held (i.e., vendor quotations, etc.) and cannot be processed within a reasonable time, the department will be notified.

REQUISITION INFORMATION:

The following information should be provided by the using department on each computer-generated requisition form:

- ☐ Department
- ☐ Date requested
- ☐ Date required (delivery date)
- ☐ Deliver to address
- ☐ Recommended vendor & code
- ☐ Account code to be used to fund purchase
- ☐ Note (verbal quotes, additional order information or explanation, funding source)
- ☐ Product identification number/part number

- ❑ Detailed description of item
- ❑ Quantity
- ❑ Unit of measure
- ❑ Unit cost (*If Not Known, Put a “Not to Exceed Amount”*)
- ❑ Amount of purchase
- ❑ Department head signature of approval and date

TAX EXEMPT

The City is exempt from federal, state, and local taxes in most cases. An exemption certificate is available from the Finance Department to provide to City’s vendors or contractors.

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SECTION III

STANDARD PURCHASE ORDERS

GENERAL INFORMATION:

The City Manager, pursuant to the City's Charter and City Council's approval of this manual, has delegated purchasing authority and responsibilities with respect to the purchasing of goods and services to certain City positions including members of the Finance Department, as well as Department Directors and their designees. City Council authorizes the City Manager to sign contracts that are below thresholds for which explicit City Council approval is required.

In addition, the City Council authorizes the City Manager to enter into agreements to grant public funds to various organizations as appropriated by the budget. Such grants include proceeds from occupancy tax and funding related to community support.

Purchases requiring a requisition will be converted to a purchase order after the Finance Department approves the request. Approval will be based on the requisition containing the appropriate signatures and the request meeting the purchasing requirements outlined in this policy.

STANDARD PURCHASE ORDERS:

- ❑ One copy of the purchase order is attached to the department's requisition and retained by the Finance Department.
- ❑ The requesting department will receive a copy from the Finance Department for its records or for use as a receiving document.
- ❑ One copy will be forwarded to Accounts Payable along with the original invoice for payment.

CONTRACT / BLANKET PURCHASE ORDERS:

Annual Contract/Blanket purchase orders are agreements with vendors that allow frequent or small purchases by departments without going through repetitive bidding procedures. Blanket Purchase Orders can also control pricing.

The City of Taylor has two classes of Annual Contract/Blanket Purchase Orders:

- ❑ Blanket Purchase Orders from \$5,000 and not exceeding \$49,999.99 that will be solicited by the requesting department with the assistance of the Finance Department when needed.
- ❑ Blanket Purchase Orders expected to exceed \$50,000 in a fiscal year require formal bids and the approval of City Council.

Where feasible, the City may enter into annual contracts with selected vendors for various maintenance services. These contracts may include, but are not limited to, office machine

maintenance, cleaning services, pest control, and equipment rental agreements. Negotiation of these contracts and agreements is the responsibility of the requisitioning department.

COOPERATIVE PURCHASES

Cooperative purchasing is an approach to procuring goods and services where two or more entities work together, often with common interests (e.g., governments, schools), to combine requirements and pool buying power as a means to obtain more favorable pricing and terms and conditions. Cooperative purchasing programs, sometimes called cooperative consortia, purchasing consortia or group purchasing organizations (GPOs), are designed to manage a cooperative purchasing process and establish cooperative contracts for use by multiple entities.

Purchases made as part of a cooperative purchasing agreement are exempt from the bidding requirements of Section VI of this policy so long as the underlying cooperative purchases made under the agreement are in compliance with any applicable state law.

PURCHASE ORDERS FOR TRAVEL TRAINING, SEMINARS, ETC.:

Competitive quotes are not required for expenses incurred in connection with training, seminars, memberships, subscriptions, travel, foods, or books less than \$50,000, unless the City Manager deems it necessary.

DOLLAR THRESHOLDS AND PURCHASING REQUIREMENTS:

The following schedule of dollar thresholds will determine the appropriate action that needs to be taken to complete the purchase.

CITY OF TAYLOR APPROVAL REQUIREMENTS			
Total Amount of Request	Type of Bid/Quotes Required	Responsible for Bid/Quotes	Approvals Required
More than \$50,000	Competitive bids/proposals opened at a public meeting.	Department or Project Manager with assistance from Finance as necessary	City Council & City Manager
\$10,000 to \$49,999.99	Three written quotes based on like products; attach quotes to requisitions and include information in "notes" section of requisition.	Department or Project Manager with assistance from Finance as necessary	Department Director, Director of Finance and City Manager
\$1,000.00 to \$9,999.99	Three verbal quotes based on like products; attach quotes documentation to requisitions and include information in "notes" section of requisition.	Department with assistance from Finance as necessary	Department Director and Director of Finance
up to \$999.99	Efforts made to obtain the best value for the City. No purchase order is required.	No bids/quotes required	Supervisor and/or Department Director

PURCHASES EXCEEDING \$50,000

Solicitation will be conducted by the formal, sealed, bid process, which is governed by statute. All purchases for materials and/or services in excess of \$50,000 must have the formal approval of City Council.

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SECTION IV

RECEIVING MATERIALS

GENERAL INFORMATION:

When receiving ordered goods, the user will conduct an initial inspection of the merchandise to determine its condition. The user will compare the goods received against the product specifications. Once the user has determined that the article(s) received are to the purchase order specifications and undamaged, the shipping ticket, or any other receiving documents, should be signed and returned to the Finance Department.

If freight is visibly damaged, receiving personnel should instruct the freight line driver /UPS to note the damage on the freight bill and sign it. Forward the freight bill/shipping ticket to the Finance Department.

All boxes and packing materials should be kept in the event of visible or concealed damage to freight shipments.

All materials and equipment not received or not in compliance with the specifications should be documented and reported to the Finance Department as soon as possible so that the vendor can be notified and instructed as to corrective action.

Damaged supplies, equipment, or materials should not be returned to the freight line or the vendor unless specifically requested by the vendor to do so.

Departments should contact the vendor if materials and/or services are not received or performed by the due date.

Departments shall pay particular attention to the delivery ticket and how it matches the City's receiving copy. The employee receiving the materials must verify that all items were shipped as stated on the delivery ticket, then sign, IN INK, his/her full signature, printing same if illegible.

INCOMPLETE/PARTIAL ORDERS:

In the event an order is incomplete, the department should make an inquiry for scheduled shipment of the remaining order and appraise the Finance Department of the situation.

Authorization for payment of a partial order is accomplished by signing the delivery ticket indicating the purchase order number, date, vendor and items received. This document, and a copy of the purchase order with the word "Partial" written on it, should be forwarded to the Finance Department.

SECTION V

PROCUREMENT OF PROFESSIONAL SERVICES

Section 252.022 of the TLGC specifically exempts contracts for professional services from the competitive bidding requirements. The Professional Services Procurement Act states that a City may not use traditional competitive bidding procedures to obtain the services of architects, engineers, certified public accountants, land surveyors, physicians, optometrists or state certified real estate appraisers. If the professional services desired by the City do not fall under the Professional Services Procurement Act, state law permits the services to be obtained with or without the use of competitive bidding, as the City desires. City Council is required to approve any contract for a professional service that will exceed \$50,000.

Personal and professional services are exempted from the competitive bidding process, and are procured through the use of Request for Qualifications (RFQ) documents. The Purchasing Department is available to consult with departments regarding the preparation of information; however, the presentation of technical and qualifications aspects of personal and/or professional services included in the RFQ documents is the sole responsibility of the requesting department.

Because competitive bids/quotes are not required, it will be the policy of the City of Taylor to determine on a case by case basis the requirement to procure professional services through a request for qualifications (RFQ). Such determination shall be made in consultation with the City Manager.

The Professional Services Procurement Act specifies that when obtaining architectural, engineering, or land surveying services, the City must first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and then attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the City must formally end negotiations with that provider, select the next most highly qualified provider, and attempt to negotiate and attempt to negotiate a contract with that provider at a fair and reasonable price. The City must continue this process to select and negotiate with providers until a contract is entered into.

Fees must be fair and reasonable, consistent with and not in excess of published recommended practices and fees of applicable professional organizations, and not in excess of any maximums specified by state law.

The Professional Services Procurement Act does not specify the exact process by which a City may procure accounting, medical, optometrist, interior design, or real estate appraisal services. The law merely prohibits obtaining these services through competitive bidding and requires that such services be selected on the basis of demonstrated competence and qualifications.

SECTION VI

COMPETITIVE BIDS/PROPOSALS

GENERAL INFORMATION:

The term "Competitive Bidding" will be used in this manual, and is generally used in public purchasing, when the bidding process employed requires approval of a governing body such as City Council. Methods include Formal Bids, Request for Proposals or Request for Qualifications, all of which will be determined by the requisitioning department director.

Competitive bidding allows available vendors to compete with each other to provide goods and/or services. In the case of local governments, the bidding process has two additional purposes. The first purpose of competitive bidding is to ensure that public monies are spent properly and legally, and that the best possible value is received. The second purpose is to give qualified and responsible vendors a fair and equitable opportunity to do business with the City.

COMPETITIVE BID REQUEST

The Department or Project Manager will prepare bid specifications, bidder mailing lists, advertising dates, and the bid opening date, time and location. Where appropriate, the City will utilize website notices for national advertising.

COMPETITIVE BIDDING NOTICE:

A notice of a proposed purchase must be published two times, at least seven days apart, in a newspaper of general circulation in the County. The first day of publication should be 14 days before the date of the bid opening. The notice must include:

- ❑ The specifications describing the item to be purchased or a statement of where the specifications may be obtained.
- ❑ The time and place for receiving and opening bids and the name and position of the City official or employee to whom the bids are to be sent.
- ❑ the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality, as provided by law.

RECEIVING BID PROPOSALS:

All bids and proposals will be received by the City Clerk's Office on or before the time and date requested on the bid notice.

Bids received after the official bid opening time and/or date will be returned unopened to the bidder with a letter from the requisitioning department notifying the bidder that the submitted bid/proposal was received subsequent to the due date and time.

On occasion, bids and proposals that are not clearly marked may be inadvertently opened. If this situation occurs, the bid will be re-sealed in front of a witness, and the occasion will be documented.

OPENING BID PROPOSALS:

Bids and/or proposals will be opened at the specified time (or shortly thereafter) and on the date specified in the notice. The date specified in the notice may be extended if circumstances warrant. Preliminary tabulation will be provided to the public when appropriate.

AWARDING A CONTRACT:

The requisitioning department will evaluate all bids and provide a tabulation of the bid results. If the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality. In determining the best value for the municipality, the municipality may consider:

- (1) the purchase price;
- (2) the reputation of the bidder and of the bidder's goods or services;
- (3) the quality of the bidder's goods or services;
- (4) the extent to which the goods or services meet the municipality's needs;
- (5) the bidder's past relationship with the municipality;
- (6) the impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities;
- (7) the total long-term cost to the municipality to acquire the bidder's goods or services; and
- (8) any relevant criteria specifically listed in the request for bids or proposals.

The department requesting the purchase will make their recommendation to the City Manager to be placed on the City Council's agenda for approval. The Finance Department, after Council's approval, will supply the vendor with a purchase order and contracts as required.

Should a Contractor or Professional Services provider request a change in contract price, approvals shall be made prior to the beginning of the work covered by the proposed change. Section 252.048 of the TLGC allows change orders as long as the contract price is not increased by more than 25% and the change order is not being used to purchase new products or to create an entirely new project. Such change will be authorized by a written change order prepared and approved by the Department Director, followed by the consent of the City Manager. Pursuant to this section, the City Manager has authority to approve such change orders that are less than \$50,000. Change orders over \$50,000 are subject to City Council approval.

PREFERENCE TO LOCAL BIDDERS

Local Bidder shall be defined as a bidder whose principal place of business is in the municipality (within the city limits).

3% Rule

Applies to contracts for the purchase of real property (land) or personal property that is not affixed to real property (goods). Pursuant to Section 271.905 of the Texas Local Government Code, even if the bid received from a local bidder is not the lowest bid, a preference may still be given to a local bidder if their bid is within 3% of the lowest bid price received from someone who is not a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the

contract award, including employment of residents of the City and increased tax revenues of the City.

5% Rule

Applies to contracts for construction services in an amount less than \$100,000, or contracts in an amount less than \$500,000 for the purchase of real property (land), personal property that is not affixed to real property (goods), or services (other than construction services). The 5% Rule does not apply to the purchase of telecommunications or information services.

Pursuant to Section 271.9051 of the Texas Local Government Code, even if the bid received from a local bidder is not the lowest bid, a preference may still be given to a local bidder if their bid is within 5% of the lowest bid price received from someone who is not a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award, including employment of residents of the City and increased tax revenues of the City.

ALTERNATE DELIVERY METHODS

The City may use the best-value competitive bidding process, competitive sealed proposal method, construction manager-agent method, construction manager-at-risk method, design-build method, and the job order contract method for public procurement in place of the standard competitive bidding method that is also allowed under Chapter 2269 of the Government Code or Chapters 252 and 271 of the TLGC. The City may use any of the alternative delivery methods for any project involving an improvement to real property.

BID / PROPOSAL EXCEPTIONS:

Before the award of a contract that requires an expenditure of more than \$50,000 the city must comply with the requirements of TLGC Chapter 252 for competitive sealed bidding or competitive sealed proposal requirements unless an exception to such requirements is authorized. TLGC § 252.022 contains the principle exceptions to these requirements (see Appendix D).

The City Manager shall determine whether or not an exception applies to a particular improvement. Notwithstanding an applicable exception, the Department Director may choose to voluntarily utilize competitive sealed bidding or competitive sealed proposals to obtain the best advantage for the City.

Vendor volume in excess of \$50,000 is subject to review during audit. Cumulative expenditures for the budget year by vendor are reviewed for compliance with our competitive bidding practices.

EMERGENCY PURCHASES:

Emergency purchases occur when a situation arises that is unforeseen and must be remedied immediately. Pursuant to state law, emergency purchases are exempt from the bidding process. An emergency is described as follows:

- ❑ Acts of God (e.g., flood damage, tornado)
- ❑ Machinery that is critical to the operation of the City and rendered out of service
- ❑ To preserve or protect the health and safety of the municipalities of residents

- ❑ Procurement necessary because of unforeseen damage to public machinery, equipment, or other property (§252.022(a)(1-3) TLGC)

Where an emergency exists and a purchase estimated over \$5,000 is required, the following procedure will be used:

1. The Department should notify Finance of the purchase and attach an approved emergency justification form (see Appendix B) signed by the Department Director, Director of Finance, and the City Manager and attach to the Purchase Requisition.
2. If the emergency purchase causes a department to exceed their annual budget, the Department Director will work with the City Manager and, if necessary, City Council, to secure funding needed for the purchase.

If an emergency should arise after regular hours, the department director or his/her authorized representative may proceed with the emergency acquisition after receiving verbal approval from the City Manager or his/her designee. On the next regular day of business, a confirming requisition, invoice and properly completed emergency justification report (including a brief explanation of why the purchase was made after hours and the approval received) will be sent to the Finance Department so that a purchase order number can be assigned and forwarded to the appropriate vendor.

SOLE SOURCE PURCHASES:

A sole source vendor implies that there is only one person or company that can provide the equipment needed and that any attempt to obtain bids would only result in one company being able to meet the required specifications.

These tests should be met:

- ❑ The company is the manufacturer.
- ❑ The company does not sell through distributors.
- ❑ Patents in force require the items to be proprietary to the manufacturer.
- ❑ Specifications cannot be relaxed to allow other companies to bid competitively.

A purchase or contract that is subject to City Council award on the basis of competitive bidding may not be awarded under the sole source exception to competitive bidding unless the recommendation for the award is accompanied by the Purchasing Agent's written statement of the reasons why the exception is applicable to the purchase.

A City Council agenda item for action on a sole source purchase or contract must include the words "sole source award". City Council action on a sole source purchase or contract must be separate from all other actions. A sole source purchase or contract may not be included on the consent agenda.

DISASTER RELATED PURCHASES:

A disaster is the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause. The existence of a local state of disaster is established by the Mayor through the issuance of a proclamation as provided by Texas Government Code § 418.108. A disaster declaration expires seven days after issuance of the proclamation unless it is renewed or extended. A declaration of local disaster may not be

continued or renewed for a period of more than seven days without the consent of the City Council.

During a local state of disaster, purchasing staff shall cooperate with the Emergency Management Coordinator to insure that the procurement process is coordinated with emergency operations. The City Manager may suspend or modify normal purchasing procedures as necessary to rapidly secure equipment, goods and services that are required or suitable to respond to the emergency. The modifications to normal procedure shall be the least which are deemed necessary by the City Manager in order to meet the demands of the emergency, but may specifically include the suspension of the notice and publication requirements of Texas Local Government Code § 252.041 applicable to procurements of more than \$50,000 that are subject to requirements for competitive sealed bidding or proposals.

Suspension of the notice and publication requirements for procurements in excess of \$50,000 does not eliminate the requirement to obtain competitive pricing unless the procurement is necessary to time sensitive emergency work that makes it clearly impractical to obtain informal bids. Where emergency demands make even informal bidding impractical a short-term non-competitive contract for site-specific emergency work may be warranted, however, the contract term should not exceed the time necessary to obtain competitive pricing on the basis of informal bids. Ordinarily non-competitive contracts may not be awarded more than 72 hours after the commencement of the state of disaster. If possible the requisitioning department will contact at least three eligible vendors to obtain informal bids on procurements to which the competitive sealed bidding or proposal process would ordinarily apply. Informal bids may be obtained by phone, fax, email, or face to face solicitation. Informal bids need not be in writing, however, verbal offers will be immediately recorded by the requisitioning department and a record of all informal bids will be submitted to the Finance Department.

Contracts that are based on cost plus a percentage of cost shall not be used for the procurement of emergency work. Contractors listed on the Excluded Parties List System (www.epls.com) will not be eligible for the award of emergency work.

The suspension of normal purchasing procedures does not authorize procurements by persons other than authorized by this Purchasing Policy. Unless authorized in advance by the City Manager, all procurements during a local state of disaster shall be processed by the Finance Department to insure compliance with this policy.

The City Manager shall reinstate normal purchasing procedures as quickly as possible following the declaration of a local state of disaster. The suspension of normal purchasing procedures automatically terminates 7 days following the declaration of a disaster unless authority to continue the suspension is specifically granted by the Mayor or City Council in any proclamation, resolution or ordinance authorizing the continuation of the local state of emergency for a period of time beyond 7 days.

BONDING:

Bids may be subjected to bonding requirements, per local government statutes. This is done to protect the City if the bidder attempts to withdraw after his bid is accepted (see Appendix D).

SECTION VII

SPECIFICATIONS

GENERAL INFORMATION:

All well-written specifications are the product of a concentrated group effort and are worth preserving. They represent the fruits of lengthy deliberation and study combined with past experience. They are essential to any efficient purchasing program.

Specifications are a concise description of a good or service that the vendor must meet in order to be considered for the award. Specifications may include requirements for testing, inspection, preparation, or installation. Specifications are the total description of the purchase.

SPECIFICATION PURPOSE:

Good specifications have four major characteristics:

- ❑ **They set the minimum acceptability of the goods or services.** The term minimum acceptability is key. The vendor must know the minimum standard to determine what to provide. Too high a standard may mean tax dollars will be wasted. Too low a standard and the goods or services will not meet the expectations of the user.
- ❑ **They should promote competitive bidding.** A maximum number of responsible vendors should be able to bid on the specifications. Restrictive specifications decrease competition.
- ❑ **They should contain provisions for reasonable tests and inspections for acceptability of the goods or services.** The methods and timing of tests and inspections must be indicated in the specification. Whenever possible, tests should refer to nationally recognized practices and standards.
- ❑ **They should provide for an equitable award to the lowest responsible bidder.**

PREPARATION OF THE SPECIFICATIONS:

The user department along with help from the Finance Department should prepare the specifications. The final acceptance of the specifications rests with the Finance Department. This ensures proper quality control and avoids the proliferations of conflicting specifications in different departments of the City.

OBTAINING SPECIFICATIONS:

Existing specifications may be obtained from other local governments or the State Purchasing and General Services Division, Specifications and Inspections Section.

SPECIFICATION TYPES:

There are a number of types of specifications that are commonly used. The names may vary because of the source describing them. A single specification may be a combination of two or more of these types, especially the first two listed below. The following are the most commonly used terms:

- ❑ **Design Specifications:** These specifications give detailed descriptions of a good or service, including such things as details of construction or production, dimensions, chemical composition, physical properties, materials, ingredients, plus all other details needed for the provider to produce an item of minimum acceptability. Design specifications are usually required for construction projects, custom-produced items, and for many services.
- ❑ **Performance Specifications:** These specifications are used when the goods and/or services are described in terms of required performance. They may include such details as required power, strength of material, test methods and standards of acceptability, and recommended practices.
- ❑ **Combination Specifications:** These specifications contain elements of both design and performance specifications. Some features of each are included to allow a vendor to use ingenuity to meet the performance needs of the City and also to require certain necessary design characteristics. These are probably the most common type of specification.
- ❑ **Brand-Name Specifications:** These list a product or service by brand name, model, and other identifying specifics to limit the bidding to a single preferred product. Since this type of specification discourages competition, it should not be used unless the item is the only one that will satisfy the City's requirement. This type of specification is used for purchasing replacement parts where only the brand name item will work.
- ❑ **Brand-Name or Equal Specifications:** These are similar to brand name specifications, except that products equal to the characteristics of the named brand are specified as acceptable.
- ❑ **Qualified Products List Specifications:** Specifications that are identified by manufacturers' names and model numbers and are the only items that are acceptable. These are used when quality is such a critical factor, and testing so lengthy, or expensive, that the City wants to stay with proven products.
- ❑ **Standard Specifications:** A single specification for one or more goods or services that have the same general purpose and are ordered on a recurring basis is a standard specification. The same specification is used each time an order is placed or bids are advertised. Examples are office supplies, paper, janitorial supplies and copier service contracts. Standardized specifications will usually be more complete and detailed than one-time specifications.

SAMPLE SPECIFICATION FORMAT:

Scope and Intent

- ❑ Scope: Explain title and summarize the application.
- ❑ Intent: State use of the item and using department.

Definitions and Applicable Documents

- ❑ Definitions: Define technical and critical terms where necessary.
- ❑ Applicable Documents: List and reference all documents referred to in this specification, including title, edition or issue number, the year of publication, and publisher or originating organization. If necessary, state where the document(s) can be located.

Requirements

- ❑ Performance Requirements and Characteristics: List all functional needs and performance requirements. Include work-related needs that the item must achieve.
- ❑ Design Features and Requirements: List all design requirements, including materials, manufacturing standards and directions, dimensions, physical characteristics of all kinds, and workmanship standards.
- ❑ Other Requirements: List any requirements not covered in the first sections.

Quality Assurance

- ❑ Test Requirements: List any testing requirements; include certifications, inspections, laboratory sampling, and other quality control requirements.
- ❑ Remedies and Penalties: List all remedies available to the government for non-compliance with specifications. Detail penalties to the provider for failure to perform or comply.

SECTION VIII

PROCUREMENT CARD USE

OVERVIEW:

The Procurement Card (“PCard”) program provides the City with an alternative to the traditional purchase order system by allowing a more efficient method for making small dollar purchases of goods and services. The goal of the program is to increase savings and reduce costs by eliminating much of the paperwork required for small dollar expenditures.

The PCard operates similar to a credit card, and carrying one is a privilege to the employees based on trust. Although the PCard is issued to the employee, it remains City property and can be rescinded at any time.

The City, through its Procurement Card Policy, establishes its policies, procedures and rules for use of the PCard by City employees. Purchases made with PCards must comply with the requirements of the City’s Purchasing Policy and the Procurement Card Policy.

SECTION IX

PURCHASING AUTHORIZATION FORM

A Purchasing Authorization Form must be signed by the department director for each person having authority to approve purchases for his/her department. This form will be kept on file in the Purchasing Department.

The Purchasing Authorization Form indicates that the person having the authority to approve purchases for their department has read and understood the Purchasing Rules & Regulations Policy and will abide by the guidelines, restrictions, and duties enumerated therein. (See Appendix A)

APPENDIX A

PURCHASE AUTHORIZATION FORM

*I have been authorized to approve requests for purchases for the _____
Department(s), budget number(s) _____
up to \$49,999.99.*

In connection with that authorization, I certify that I have read and understand the Purchasing Rules and Regulations Policy and will abide by the guidelines, restrictions, and duties enumerated therein.

NAME:

(Please Type)

(Signature)

DATE: _____

APPROVAL _____
(Department Director)

APPENDIX B

EMERGENCY PURCHASE JUSTIFICATION FORM

This questionnaire has been designed to assist staff in providing information necessary in the processing of emergency requisitions for the purchase of products and/or services. Please complete and forward to Purchasing. If more space is needed, please attach additional page(s).

REQUISITION NO.: _____

1. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation:
2. State the financial or operational damage/risk that will occur if needs are not satisfied immediately (do not simply say there will be a loss or some damage):
3. State why the needs were not or could not be anticipated so that goods/services could not have been purchased following standard procedures:
4. State the reason and process used for selecting the vendor (attach all quotes/proposals received from other sources, if applicable):
5. State the part of the City's Purchasing Policy this Emergency Purchase falls under.

I certify that the above statements are true and correct, and that no other material fact or consideration offered or given has influenced this recommendation for an emergency procurement.

Submitted By: _____

Department Director: _____

Authorized Signature

Date

City Manager: _____

Authorized Signature

Date

APPENDIX C

DEPARTMENT:	DEPARTMENT CONTACT:	FUND:	DEPT:	ACCOUNT:	END USE:
-------------	---------------------	-------	-------	----------	----------

CITY OF TAYLOR

400 PORTER

TAYLOR, TX 76574

PURCHASE ORDER REQUISITION

PURCHASE ORDER #

REQUISITIONED DATE:	DATE NEEDED:	DATE RECEIVED:	SHIP VIA:	TERMS:
---------------------	--------------	----------------	-----------	--------

ORDER FROM:**DELIVER TO:**

CONTACT PERSON:_____

PHONE: _____

[illegible]

REQUISITIONED BY:

APPROVED BY:

NOTE:

BEFORE PURCHASING ANYTHING THAT REQUIRES A PURCHASE ORDER, THIS REQUISITION MUST BE FILLED OUT COMPLETELY AND APPROVED BY THE DEPARTMENT DIRECTOR.

APPENDIX D

ADDITIONAL INFORMATION

BIDDING

TLGC § 252.022

(a) This chapter does not apply to an expenditure for:

1. A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;
2. A procurement necessary to preserve or protect the public health or safety of the municipality's residents;
3. A procurement necessary because of unforeseen damage to public machinery, equipment, or other property;
4. A procurement for personal, professional, or planning services;
5. A procurement for work that is performed and paid for by the day as the work progress;
6. A purchase of land or right-of-way; and
7. A procurement of items that are available from only one source.
 - a. items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;
 - b. films, manuscripts, or books;
 - c. gas, water, and other utility services;
 - d. captive replacement parts or components for equipment;
 - e. books, papers, and other library materials for a public library that are available only from the persons holding exclusive distribution rights to the materials; and
 - f. management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits;
8. A purchase of rare books, papers, and other library materials for a public library;
9. Paving drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
10. A public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters;
11. A payment under a contract by which a developer participates in the construction of a public

improvement as provided by Subchapter C, Chapter 212;

12. Personal property sold:

- a. at an auction by a state licensed auctioneer;
- b. at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code;
- c. by a political subdivision of this state, a state agency of this state, or an entity of the federal government; or
- d. under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391;

13. Services performed by blind or severely disabled persons;

14. Goods purchased by a municipality for subsequent retail sale by the municipality;

15. (15) electricity; or

16. (16) advertising, other than legal notices.

(b) This chapter does not apply to bonds or warrants issued under Subchapter A, Chapter 571.

(c) This chapter does not apply to expenditures by a municipally owned electric or gas utility or unbundled divisions of a municipally owned electric or gas utility in connection with any purchases by the municipally owned utility or divisions of a municipally owned utility made in accordance with procurement procedures adopted by a resolution of the body vested with authority for management and operation of the municipally owned utility or its divisions that sets out the public purpose to be achieved by those procedures. This subsection may not be deemed to exempt a municipally owned utility from any other applicable statute, charter provision, or ordinance.

(d) This chapter does not apply to an expenditure described by Section 252.021(a) if the governing body of a municipality determines that a method described by Chapter 2269, Government Code, provides a better value for the municipality with respect to that expenditure than the procedures described in this chapter and the municipality adopts and uses a method described in that chapter with respect to that expenditure.

BONDING

Sec. 2253.021. PERFORMANCE AND PAYMENT BONDS REQUIRED.

(a) A governmental entity that makes a public work contract with a prime contractor shall require the contractor, before beginning the work, to execute to the governmental entity:

- (1) a performance bond if the contract is in excess of \$100,000; and
- (2) a payment bond if:

- (A) the contract is in excess of \$25,000, and the governmental entity is not a municipality or a joint board created under Subchapter D, Chapter 22, Transportation Code; or
- (B) the contract is in excess of \$50,000, and the governmental entity is a municipality or a joint board created under Subchapter D, Chapter 22, Transportation Code.

(b) The performance bond is:

- (1) solely for the protection of the state or governmental entity awarding the public work contract;
- (2) in the amount of the contract; and
- (3) conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents.

(c) The payment bond is:

- (1) solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material; and
- (2) in the amount of the contract.

(d) A bond required by this section must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1, Vernon's Texas Insurance Code).

(e) A bond executed for a public work contract with the state or a department, board, or agency of the state must be payable to the state and its form must be approved by the attorney general. A bond executed for a public work contract with another governmental entity must be payable to and its form must be approved by the awarding governmental entity.

(f) A bond required under this section must clearly and prominently display on the bond or on an attachment to the bond:

- (1) the name, mailing address, physical address, and telephone number, including the area code, of the surety company to which any notice of claim should be sent; or
- (2) the toll-free telephone number maintained by the Texas Department of Insurance under Subchapter B, Chapter 521, Insurance Code, and a statement that the address of the surety company to which any notice of claim should be sent may be obtained from the Texas Department of Insurance by calling the toll-free telephone number.

(g) A governmental entity may not require a contractor for any public building or other construction contract to obtain a surety bond from any specific insurance or surety company, agent, or broker.

(h) A reverse auction procedure may not be used to obtain services related to a public work contract for which a bond is required under this section. In this subsection, "reverse auction procedure" has the meaning assigned by Section 2155.062 or a procedure similar to that described by Section 2155.062.



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 6
Agenda Title: Consider New Travel Policy

Council Action to be taken: Approve the New Travel Policy as presented

Department Submitted: Finance

Staff Contact: Jeffrey Wood, Director of Finance

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to present a new travel policy for Council's consideration.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

When the Personnel Policy was recently amended, the section of the policy governing travel for City purposes was removed to allow a separate travel policy to be developed as part of the Comprehensive Financial Policy.

3. STAFF ANALYSIS (How and Why)

Staff has developed a travel policy based on best practices for the approval and reimbursement of City travel-related expenses. The proposed policy presents detailed approval levels for various types of travel, well explained procedures for travel advancements and reimbursement, limitations on the procurement of overnight lodging, and established guidelines for the various means of transportation. The per diem amounts for travel have been updated and are based on the U.S. General Services Administration rate for the Austin, TX area.

Several of the practices contained in this policy were in place through the previous Personnel Policy.

4. RECOMMENDATION

Staff recommends the approval of the Travel Policy as part of the Consent Agenda.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

6a. [Travel Policy](#)



TRAVEL POLICY

Effective March 1, 2020

I Purpose

The purpose of the City's Travel Policy is to establish the procedures that employees and elected/appointed officials will use to receive travel advance or reimbursement for expenses incurred while on official City business.

II General

The City of Taylor will pay for associated expenses that are incurred in the course of authorized trips for meetings, training and other official business. These costs must be reasonable to be reimbursed. A written explanation must be provided for unusual or excessive expenses and approved by City Manager before reimbursement will be provided. Department Directors are responsible for allocation of training and travel by their employees. No employee should pre-register before receiving an approved Travel Authorization.

All travel requires the completion of a Travel Requisition/Authorization Form. The City will not reimburse expenses incurred without prior authorization. Employees, who fail to turn in an approved Travel Expense/Reimbursement Form within *thirty (30)* days following their return, will be subject to disallowance of any expenses.

In determining travel costs, consideration should be given for possible overtime reimbursement for staff travel time. Additional information regarding travel time as hours worked can be obtained by referencing the City of Taylor Personnel Policy or by contacting the Human Resources Administrator.

III Required Authorization for Travel

Management approval is required for all business travel. A completed Travel Requisition/Authorization Form must be submitted for approval before the employee is allowed to travel. Approval levels required are as follows:

- Day trip for which reimbursement is requested – Department Director.
- Training classes/seminars – Department Director or City Manager.
- Association and professional conventions – Department Director or City Manager.
- Overnight within the state – Department Director or City Manager.
- Overnight outside the state – Department Director and City Manager or City Council.

Expenses will be reported under the applicable department expense category as noted at the bottom of the Travel Expense Form. Department Directors must sign and submit all Travel Authorization Forms to the Finance Department for verification that money is available in the account to cover anticipated expenses. All travel requests will be sent back to the originating Department Director after Finance approval. If funds are not available, the Department Director must submit a Budget Adjustment to cover the expenses.

The Travel Expense Form must be signed by the employee and approved for payment at the appropriate level. (See approval levels above.) Each employee who travels is responsible for obtaining receipts and validating the expenditures. Receipts should be detailed as to the individual charges, not just a total charge. It is the Department Director's responsibility to:

- Thoroughly review all expenditures to ensure they are appropriate and reasonable prior to submitting for reimbursements.
- Answer questions arising from the processing and auditing of expense accounts.

IV Travel Advances

City employees may be issued a travel advance check for estimated expenses by completing a Travel Authorization Form. This form includes all relevant information for the trip, pre-approved authorizations, and travel advance request. Employees shall submit travel advance requests to the appropriate approving level at least fourteen (14) days prior to when travel begins. The appropriate approving level shall approve and forward the travel advance request to the Finance Director for approval at least ten (10) days prior to when travel begins. Travel Advance Requests submitted to the Finance Department less than ten (10) days prior to the commencement of travel may not be processed prior to the travel date.

Upon completion of travel, employees will submit to the appropriate approving level a completed Travel Expense Form and attach receipts for each expenditure. Any funds remaining from a travel advance must be remitted to the City within two days after end of the travel period. After verifying each expenditure, the appropriate approving level will approve the Travel Expense Form and forward to the Accounting department.

If travel expenses exceed the advance, a refund check to the employee will be processed on normal Accounts Payable payment date. In all cases, expense reports must have the signature of the appropriate approving level before the employee can be reimbursed.

V Travel Expenses

When completing the travel expense report, **the following information is required:**

- Date of departure and return. For overnight travel, an approved travel Authorization Form must be attached to the Travel Expense Form at the time of submittal for reimbursement of expenses.
- The names and locations of destinations, or localities and departures points if other than Taylor.
- The purpose for the travel.

A summary report sharing information and ideas from the trip may be requested by the Department Director or City Manager.

Meals

- If the City employee is reimbursed on a per diem basis, no receipts are required. The daily per diem rate will include taxes, tips and room service delivery charges. Per Diem rate will be prorated to correspond with actual travel time (e.g., if an employee is traveling for half of the day they will not be eligible for a full day per diem).

Per Diem rates:

Breakfast	\$ 14.00
Lunch	\$ 16.00
Dinner	\$ 26.00

- For day trips, approved meals will be reimbursed to the maximum allowable of applicable meal per Diem rate, including tip. *Per Diem* monies shall not be used to purchase alcoholic beverages. The City will **not reimburse alcoholic beverages for any purpose**.

Notes: Per Diem amounts will **not** be paid for meals included as part of the registration fee.
Per Diem rates may be adjusted by action of the City Council based on the U.S. General Services Administration rate for the Austin, TX area.

Out-of-State Travel and Business Meals

Meals taken on out-of-state travel or meals provided as part of a business-related meeting, are reimbursed at actual cost with receipts, and up to a maximum as deemed reasonable by the City Manager. Approved business-related meals are defined as any meal in which the main purpose of the meal is to actively conduct business with a city economic prospect or another non-Taylor government official. The expense report should include the name of the business or business agent, names of people in attendance, and a summary of business discussed (recorded on the back of the form).

Lodging

The traveling employee or their department must make Hotel/Motel reservations. Advance payment to the hotel may be made if time allows; otherwise the employee will request an advance or reimbursement costs. The City does not reimburse lodging for one-day seminars or meetings within a 100-mile radius unless there is additional justification and approval in advance by the City Manager. All room cancellations should be made early to avoid no show charges whenever possible. Attach hotel receipt to Travel Expense Form for reimbursement.

Transportation

Automobile

- City Vehicles. A City vehicle should be used if available.

- Employee Vehicle. Employees authorized to use their personal automobile when on City business will be reimbursed on a per mile basis at the maximum allowable rate as established by current IRS regulation. Mileage calculations will be to and from the employee's work location. If more than one employee travels in the same automobile, only the employee responsible for the automobile will be reimbursed.
- Rental Vehicles. A rental automobile must be approved in advance by the City Manager.

Tolls and parking fees. Fees for parking and tolls are reimbursable at cost with receipt. Costs of coin fed parking meters do not require receipts but are reimbursed up to a maximum of \$20.00 per day.

Taxi/Uber: Reasonable actual expenses are reimbursable when their use is necessary. The most economical means of transportation should always be used (e.g., airport limousine service instead of a taxi). Reasonable tips will also be reimbursed.

Transportation expenses incurred in traveling between the employee's home and location other than the normal work location will be reimbursed at the lesser of the distance from the employee's home or their normal work location, and the alternate location.

Air Travel

When both air and car travel are options, reimbursement will be at the lower of the two and the employee must furnish comparison of the cost options. The most economical accommodations (e.g., economy, coach) and fares consistent with the business schedule requirements are to be used. (Upgrades can be taken at the employee's expense.)

The employee may retain "inconvenience" payments by airlines, car rental agencies or hotels, provided the City does not incur any additional expense. If involuntary, City will reimburse additional expenses. *If inconvenience payment is voluntarily taken, additional expenses to return home must be paid by the employee.* Saturday night stays are encouraged when extra day(s) expenses do not exceed savings in airfare. Comparison should be available upon request.

Other

Other types of expenses or situations not specifically addressed by these procedures must be approved by the Department Director or City Manager before reimbursement will be made. Non-reimbursement items include snacks, sodas, in room movies and ATM charges.

PROCEDURES

TRAVEL EXPENSE REIMBURSEMENT FORM

This procedure includes step-by-step instructions to use when filling out a “Travel Expense/Reimbursement Form”.

- ❑ Show all expenses related to your trip including charges to your credit card.
 - ❑ All required receipts must be attached to a sheet of paper (8½” X 11”).
1. Travel Expense Report form must be filled out completely, include daily and grand totals.
 2. Attach a copy of approved Travel Requisition/Authorization Form.
 3. Fill in employee data and purpose of trip at top left of form.
 4. Enter amounts expended on a daily basis, beginning with the first day.
 - Enter amounts spent for Car Rental, Parking and Tolls (requires a receipt).
 - Enter Personal Vehicle Mileage – Contact Finance Department for current mileage rate.
 - Enter amount spent for Business Meals – (requires receipt)
 - Enter Personal Travel Meals – This rate is \$14.00-Breakfast, \$16.00-Lunch, \$26.00-Dinner or \$56.00 Daily. These amounts include tip.
 - Enter amount spent for Lodging (requires receipt). Include room taxes charged.
 - Enter amounts spent for any miscellaneous expenses under “Other”. These expenses require a receipt and an explanation.
 5. Total across the form by day and total down by expense category. “Total Exp.”
 6. Enter Credit Card Charges at top right of form.
 7. Enter amount of Travel Advance issued from the City. Any amounts entered in these blocks will be subtracted from Total Expenses. If Travel Advance exceeds Total Expense, the employee should refund the excess to the City.
 8. Enter Accounts to Charge and Amounts. Be sure to enter all digits of the account number as shown on form.
 9. Sign the bottom and attach all receipts. Keep a copy for your file. Expense Report must be Approved By Your Appropriate Approving Level, before forwarding to Accounting Department for payment/verification.



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 7

Agenda Title: **Consider authorizing the conveyance of a surplus City-owned lot to Habitat for Humanity of Williamson County.**

Council Action to be taken: Authorize sale

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

The purpose of this item is to allow Council to authorize the conveyance of a surplus City lot to Habitat for Humanity of Williamson County for the purpose of constructing affordable housing.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

On May 9, 2019 the Council authorized staff to work with the Taylor Housing Authority and Habitat for Humanity to dispose of surplus and trustee-owned lots held by the City for the use of THA and Habitat for the provision of affordable housing.

On July 25, 2019 the Council approved the resale of two lots (505 W. Oak Street and 304 Oscar Street) to THA.

In December 2019 staff received a request from Habitat for the sale of two additional lots (702 Burkett St. and 309 Shaw Street) for use in Habitat's homeownership program.

Council authorized the re-sale of the lot at 702 Burkett St. on February 13, 2020.

This item will authorize the lot at 309 Shaw St. to be conveyed to Habitat.

3. STAFF ANALYSIS (How and Why)

These lots have been determined to be either surplus to the City's needs or are owned in trust by the City because of property tax delinquency. The Council has prioritized the use of these lots by THA and Habitat for the purpose of providing affordable housing.

Chapter 372 of the Local Government Code authorizes the conveyance of City property to an entity that provides affordable housing for less than fair market value.

4. RECOMMENDATION

Staff recommends authorizing the conveyance of the lot to Habitat for Humanity.

5. FUNDING SOURCE

N/A

6. TIMELINE

If Council approves the resolution, the next step will be for Taylor ISD and Williamson County to approve the sale.

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

7a. [Deed](#)

7b. [Location map](#)

7c. [Resolution R20-09](#)

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

DEED WITHOUT WARRANTY

Date: February _____, 2020

Grantor: CITY OF TAYLOR, TEXAS, a Home Rule Political Subdivision

Grantor's Mailing Address: 400 Porter Street
Taylor, Williamson County,
Texas 76574

Grantee: HABITAT FOR HUMANITY OF WILLIAMSON COUNTY,
TEXAS, INC., a Texas Non-Profit Corporation

Grantee's Mailing Address: 2108 North Austin Avenue
Georgetown, Williamson County,
Texas 78627

Consideration: Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, and in accordance with and subject to Section 253.010 of the Texas Local Government Code, the receipt and sufficiency of which are hereby acknowledged.

Property (including any improvements):

Tract I: North 1/2 of Lot 1, Block 16, Doak's Addition to the City of Taylor, Williamson County, Texas, according to the map or plat of record with the County Clerk of Williamson County, Texas.

Tract II: Part of Lot 3, Block 16, Doak's Addition to the City of Taylor, Williamson County, Texas, according to the map or plat of record with the County Clerk of Williamson County, Texas, and being more fully described by metes and bounds in Exhibit "A" attached hereto and incorporated by reference herein for all purposes.

Reservations from Conveyance: None

Exceptions to Conveyance and Warranty:

Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and other instruments, other than liens and conveyances, that affect the property; rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements; taxes for 2020, the payment of which Grantee assumes, and subsequent assessments for that and prior years due to change in usage, ownership, or both, the payment of which Grantee assumes.

Grantee is purchasing the Property in an "AS IS" condition with no representations made or implied as to the quality, fitness, or condition of the Property by the Grantor. Grantee is purchasing the Property based solely upon its inspection and is not relying on any representations made by Grantor. No representations of the use, fitness, size, quality or any other matters concerning the Property have been made by Grantor to Grantee. Grantor warrants only title to the Property as set forth in this Deed.

Grantor, for the same Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, gives, and conveys to Grantee, without express or implied warranty, the strips or gores, if any, between the Property and abutting properties and land lying in or under any public thoroughfare, opened or proposed, abutting or adjacent to the Property, together with

all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. All warranties that might arise by common law as well as the warranties in section 5.023 of the Texas Property Code (or its successor) are excluded as to the property conveyed by this paragraph.

This instrument was prepared based on information furnished and no independent title search has been made.

When the context requires, singular nouns and pronouns include the plural.

CITY OF TAYLOR, TEXAS,
a Home Rule Political Subdivision

By: Brian LaBorde
Its: City Manager

STATE OF TEXAS,
COUNTY OF WILLIAMSON.

BEFORE ME, the undersigned authority, on this day personally appeared Brian LaBorde, City Manager of the City of Taylor, Texas, a Home Rule Political Subdivision, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated and as the act and deed of the City.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of February, 2020.

Notary Public in and for
The State of Texas

BEING a part of Lot Number Three (3) in Block Number Sixteen (16) of Doak's Addition to the City of Taylor, Williamson County, Texas, in accordance with the map or plat of said Addition of record in the office of the County Clerk of Williamson County, Texas, and described by metes and bounds as follows:

BEGINNING at the Northeast corner of said Lot Number Three (3), in said Block Number Sixteen (16) of said Doak's Addition to the City of Taylor, Williamson County, Texas, for the Northeast corner hereof;

THENCE in a Westward direction with the South line of an alley and the North line of said Lot, 55-1/3 feet to a point in the north line of said lot for the Northwest corner hereof;

THENCE South and parallel with the East line of said lot, 62-1/2 feet to a point for the Southwest corner hereof;

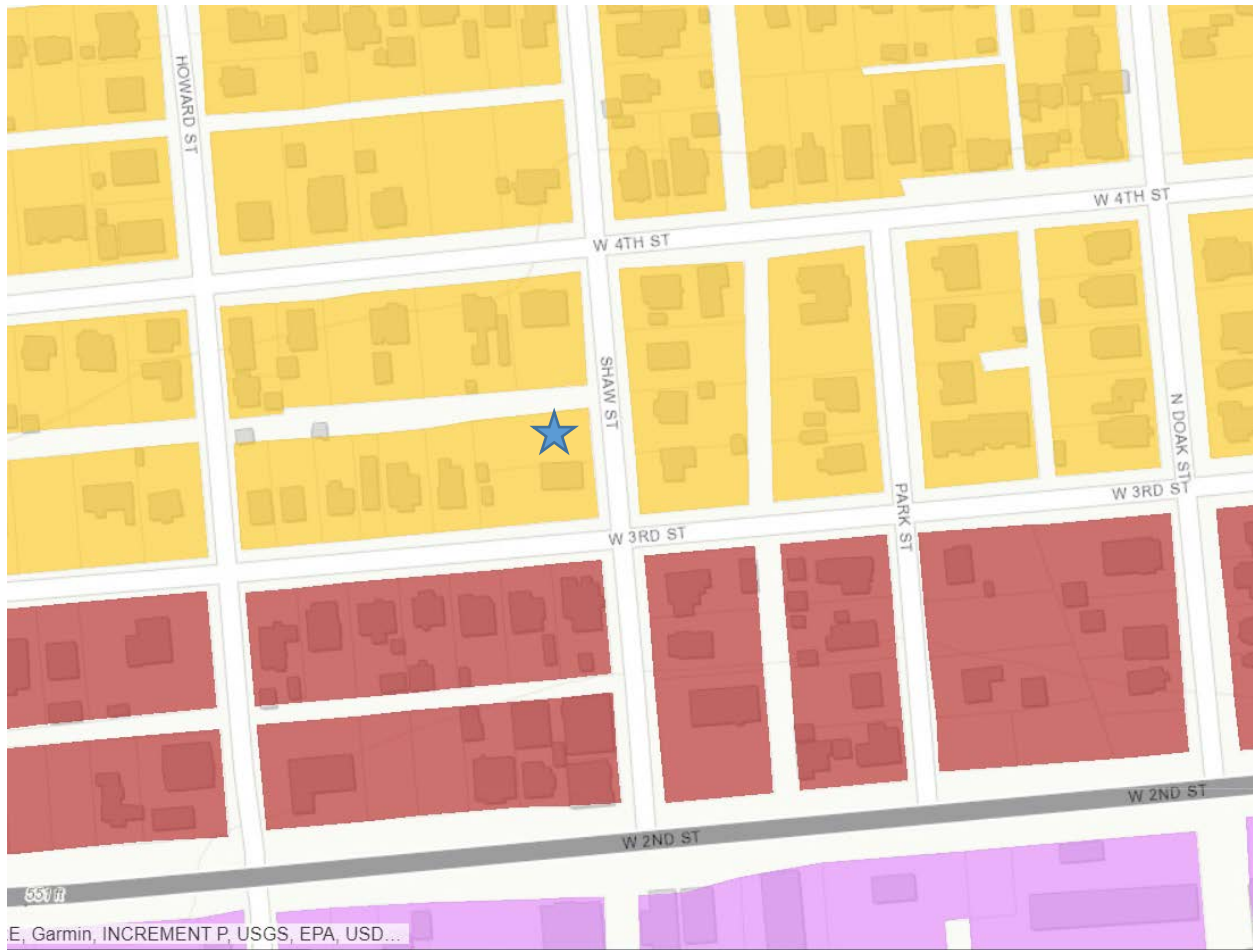
THENCE in an easterly direction parallel with the North line of said Lot No. Three (3), 55-1/3 feet to the East line of said lot for the Southeast corner hereof;

THENCE in a Northerly direction with the East line of said Lot Number Three (3), 62-1/2 feet to the place of BEGINNING, and being the same property conveyed in a deed dated February 1, 1954, from John E. Brown et ux to Alex Bellock, of record in Volume 393, Page 396 of the Deed Records of Williamson County, Texas;

EXHIBIT A

Proposed Lot to be Acquired by Habitat for Humanity of Williamson County

City-owned lot at 309 Shaw Street - R016415 – zoned MF-2 – Multi-Family 2



RESOLUTION R20-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A DEED WITHOUT WARRANTY CONVEYING PROPERTY FROM THE CITY TO THE HABITAT FOR HUMANITY OF WILLIAMSON COUNTY, TEXAS, INC, A TEXAS NONPROFIT CORPORATION.

WHEREAS, the Local Government Code allows the City Council to provide the manner in which any land acquired by the City may be sold if the land is sold to a non-profit organization that develops housing for low income individuals and families as a primary activity to promote community based revitalization for the City; and

WHEREAS, the City desires to convey by sale land to the Habitat for Humanity of Williamson County, Texas, Inc., a Texas Non-Profit Corporation; and

WHEREAS, Habit for Humanity of Williamson County, Texas, Inc., develops housing for low income individuals and families as its primary activity within the City which promotes community-based revitalization in the City; and

WHEREAS, the City in consideration for the sum received and development of housing for low income individuals and families in the City, will convey the real property described in the deed attached hereto and incorporated by reference herein to Habit for Humanity of Williamson County, Texas, Inc., a Texas Non-Profit Corporation.

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

RESOLVED, the City Manager is authorized to sign the attached deed to convey the property described therein from the City to Habitat for Humanity of Williamson County, Texas, Inc., a Texas Non-Profit Corporation for the consideration received by the City.

PASSED, APPROVED, and ADOPTED on the _____ day of _____, 2019.

CITY OF TAYLOR, TEXAS

By: _____
Brandt Rydell, Mayor, City of Taylor, Texas

ATTEST:

Dianna Barker
City Clerk

APPROVED AS TO FORM:

Ted W. Hejl
City Attorney

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DEED WITHOUT WARRANTY

Date: February _____, 2020

Grantor: CITY OF TAYLOR, TEXAS, a Home Rule Political Subdivision

Grantor's Mailing Address: 400 Porter Street
Taylor, Williamson County,
Texas 76574

Grantee: HABITAT FOR HUMANITY OF WILLIAMSON COUNTY,
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Grantee's Mailing Address: 2108 North Austin Avenue
Georgetown, Williamson County,
Texas 78627

Consideration: Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, and in accordance with and subject to Section 253.010 of the Texas Local Government Code, the receipt and sufficiency of which are hereby acknowledged.

Property (including any improvements):

Tract I: North 1/2 of Lot 1, Block 16, Doak's Addition to the City of Taylor, Williamson County, Texas, according to the map or plat of record with the County Clerk of Williamson County, Texas.

Tract II: Part of Lot 3, Block 16, Doak's Addition to the City of Taylor, Williamson County, Texas, according to the map or plat of record with the County Clerk of Williamson County, Texas, and being more fully described by metes and bounds in Exhibit "A" attached hereto and incorporated by reference herein for all purposes.

Reservations from Conveyance: None

Exceptions to Conveyance and Warranty:

Easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral severances, and other instruments, other than liens and conveyances, that affect the property; rights of adjoining owners in any walls and fences situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements; taxes for 2020, the payment of which Grantee assumes, and subsequent assessments for that and prior years due to change in usage, ownership, or both, the payment of which Grantee assumes.

Grantee is purchasing the Property in an "AS IS" condition with no representations made or implied as to the quality, fitness, or condition of the Property by the Grantor. Grantee is purchasing the Property based solely upon its inspection and is not relying on any representations made by Grantor. No representations of the use, fitness, size, quality or any other matters concerning the Property have been made by Grantor to Grantee. Grantor warrants only title to the Property as set forth in this Deed.

Grantor, for the same Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, gives, and conveys to Grantee, without express or implied warranty, the strips or gores, if any, between the Property and abutting properties and land lying in or under any public thoroughfare, opened or proposed, abutting or adjacent to the Property, together with

all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. All warranties that might arise by common law as well as the warranties in section 5.023 of the Texas Property Code (or its successor) are excluded as to the property conveyed by this paragraph.

This instrument was prepared based on information furnished and no independent title search has been made.

When the context requires, singular nouns and pronouns include the plural.

CITY OF TAYLOR, TEXAS,
a Home Rule Political Subdivision

By: Brian LaBorde
Its: City Manager

STATE OF TEXAS,
COUNTY OF WILLIAMSON.

BEFORE ME, the undersigned authority, on this day personally appeared Brian LaBorde, City Manager of the City of Taylor, Texas, a Home Rule Political Subdivision, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and in the capacity therein stated and as the act and deed of the City.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the ____ day of February, 2020.

Notary Public in and for
The State of Texas

BEING a part of Lot Number Three (3) in Block Number Sixteen (16) of Doak's Addition to the City of Taylor, Williamson County, Texas, in accordance with the map or plat of said Addition of record in the office of the County Clerk of Williamson County, Texas, and described by metes and bounds as follows:

BEGINNING at the Northeast corner of said Lot Number Three (3), in said Block Number Sixteen (16) of said Doak's Addition to the City of Taylor, Williamson County, Texas, for the Northeast corner hereof;

THENCE in a Westward direction with the South line of an alley and the North line of said Lot, 55-1/3 feet to a point in the north line of said lot for the Northwest corner hereof;

THENCE South and parallel with the East line of said lot, 62-1/2 feet to a point for the Southwest corner hereof;

THENCE in an easterly direction parallel with the North line of said Lot No. Three (3), 55-1/3 feet to the East line of said lot for the Southeast corner hereof;

THENCE in a Northerly direction with the East line of said Lot Number Three (3), 62-1/2 feet to the place of BEGINNING, and being the same property conveyed in a deed dated February 1, 1954, from John E. Brown et ux to Alex Bellock, of record in Volume 393, Page 396 of the Deed Records of Williamson County, Texas;

EXHIBIT A



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 8
Agenda Title: Receive 2019 annual report for the
Taylor Tax Increment Reinvestment Zone #1

Council Action to be taken: Receive report

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

This item is intended for the Council to receive the annual report of the Taylor Tax Increment Reinvestment Zone #1 (TIRZ).

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

State law requires that the City submit an annual report of the TIRZ District's financial activities to the Comptroller's Office and the Attorney General's Office. Our practice is also to share the report with the County, since they are a funding-partner, the Chamber, Taylor EDC, the Taylor ISD, and the Taylor Daily Press.

3. STAFF ANALYSIS (How and Why)

The 2019 annual report reflects the City and County agreement to repay over collections to the TIRZ due to the incorrect calculation of the tax increment including personal property taxes. The increment should have only included real property taxes. The County agreed to a seven year payback of overcollections. This has required the TIRZ to reduce expenditures in the current and future fiscal years and to utilize fund balance to maintain a balanced budget.

4. RECOMMENDATION

Staff recommends that the Council receive the annual report.

5. FUNDING SOURCE

The annual report was received by the Tax Increment Financing Board at their February 19, 2020 meeting.

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

- 8a. [2019 TIRZ annual report](#)
- 8b. [TIRS #1 Registry - Comptroller](#)

Taylor Tax Increment Reinvestment Zone District #1

ANNUAL REPORT

For Fiscal Year Ending September 30, 2019

Prepared by:
Development Services Department
The City of Taylor, Texas
www.taylortx.gov
512-352-5990

Legislative Requirements.

Section 311.016 of the Texas Tax Code Requires that prior to the 150th day following the last day of the City's fiscal year, the City must prepare and submit a report on the status of the Zone to the chief executive officer of each taxing entity that levies taxes in the Zone.

Distribution.

In accordance with this section the report will be distributed to:

City Manager of the City of Taylor,
Superintendent of the Taylor Independent School District,
Williamson County Judge
Texas Attorney General's Office
Texas Comptroller's Office

Extra copies will be provided to:

Taylor Economic Development Corporation,
Chamber of Commerce,
Taylor Daily Press.

Finally, the report will also be posted on the City's website.

Local legislative History of the District.

The Taylor Tax Increment Reinvestment Zone (TIRZ) District #1 was created by Ordinance 2005-9 on June 28, 2005. The Interlocal Agreement with Williamson County was finalized by the County Commissioners on October 25, 2005. The base year for the TIRZ District is January 1, 2005.

Geography and Map of the zone.

The zone consists of 128 acres. It is generally located in Taylor's Downtown area. However, approximately 40 percent of the district is south of the Union Pacific Railroad.

A map of the District is attached as exhibit "A".

Governance.

The Taylor TIRZ District #1 is governed by an Advisory Board and the City Council. The Advisory Board consists of the Main Street Advisory Board and an appointee from both the Taylor Independent School District and the County.

The TIRZ District #1 Advisory Board is responsible for reviewing information and providing recommendations to the City Council.

Financial Data.

Section 311.016 of the Texas Tax Code requires that the following information be provided to each taxing unit that collects taxes in the District:

1. The amount and source of revenues in the TIRZ fund. Please see Exhibit "B" for a breakdown of TIRZ revenues for this reporting period. The **FY 2019 TIRZ revenues** were:
\$245,646.87
2. **Total revenue** to the TIRZ fund #1 since its inception in 2005 is:

City and County	= \$1,914,482.50
Interest	= \$ 44,652.71
Total	= \$1,952,135.21

3. The amount and purpose of expenditures from the TIRZ Fund. Please see Exhibit "B" for a breakdown of expenditures for this reporting period. The **FY 2019 TIRZ expenditures** were:
\$400,939.66
4. **Total expenditures** since the inception of TIRZ Fund #1 is:
\$1,358,841.21
5. The amount of principal and interest due on outstanding bonded indebtedness. The Fund has no bonded indebtedness reported in FY 2019.
6. The tax increment base and current captured appraised value retained by the zone.

The tax increment base in January 1, 2005 was:	\$24,550,177.
The 2019 taxable value was:	\$45,036,745
The 2018 captured appraised value was:	\$20,486,568
7. The change in taxable value between FY2018 and FY2019 was -\$1,689,150. This negative difference is the result of no longer including personal property in the calculation of the tax increment.
8. The captured appraised value shared by the City and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the Tax Increment Financing Plan adopted by the City Council. No activity to report during this period.
9. The fund balance of the TIRZ fund as of September 30, 2019 was \$600,293.90

Questions regarding this report should be directed to:

Tom Yantis, AICP

Assistant City Manager / Director of Development Services

400 Porter Street

Taylor Texas 76574

tom.yantis@taylortx.gov

512-352-5990

Page 4 of 5

Exhibit "B"

Taylor TIRZ Fund #1
2019 Financial Report: October 1, 2018--September 30, 2019

Beginning Fund Balance \$755,586.69

REVENUE

City TIRZ Payment \$149,619.00

County TIRZ Payment \$ 72,727.97

Interest \$ 23,299.90

Total Revenues \$245,646.87

Total Available Revenue \$1,001,233.56

Approved projects funded in fiscal year 2018-19:	
Downtown Plan Master Plan Implementation – Gateway sign	\$42,261.66
Heritage Park Debt Service Contribution	\$343,678.00
Façade Grants (Transfer to Main Street Fund)	\$15,000.00
Total Expenditures	\$400,939.66
Ending Fund Balance	\$600,293.90
Encumbered funds:	
Downtown Master Plan Implementation – Gateway signage (FY 2019)	\$250,000.00
Heritage Park (FY 2019 – 2030)	\$3,744,750.00

Tax Increment Finance (TIF) Registry

Annual Report by Municipality or County

PLEASE PRINT OR TYPE, DO NOT WRITE IN SHADED AREAS.

Please fill out the complete form and attach other documentation (See *Instructions on page 2.*)

FOR COMPTROLLER USE ONLY

Log year

TIF ID#

Date rec'd

☐ Complete☐ No Back-up☐ Back-up Incomplete☐ No Form Submitted**STEP 1: Contact Information**

Designating City or County

Contact Person

Title

Current Mailing Address (number and street)

City

County

ZIP Code

Phone (area code and number)

Fax Number

Email Address

STEP 2: Tax Increment Reinvestment Zone Information

1. TIF Reinvestment zone name: _____
DO NOT USE ORDINANCE OR RESOLUTION NUMBERS FOR ZONE NAME
2. Report for fiscal year beginning _____ and ending _____.
3. Size of the TIF reinvestment zone in acres: _____
4. Has the size of the zone increased or decreased since creation?: ☐ Yes ☐ No
5. If you answered "Yes" in question #4, please indicate which? ☐ Increased ☐ Decreased
6. Property types: ☐ Residential ☐ Commercial/Industrial
7. Types of improvement projects (check all that are in progress or have been completed):
- Public Projects
- ☐ Public Buildings and Facilities ☐ Roadwork
- ☐ Water/Sewer and Drainage ☐ Parks ☐ Other Infrastructure: _____
- Other Projects
- ☐ Facade Renovation ☐ Parking ☐ Historical Preservation
- ☐ Transit ☐ Affordable Housing ☐ Economic Development ☐ Other: _____
8. TIF fund balance: _____ \$
9. List of fund revenues:
- Total tax increments received _____ \$
- Sales tax increments _____ \$
- Loans _____ \$
- Sale of bonds _____ \$
- Sale of property _____ \$
- Other _____ \$
- TOTAL ANNUAL REVENUES** \$ _____

10. List of fund expenditures:

Administrative \$ _____

Property purchased \$ _____

Public improvements \$ _____

Facade renovations \$ _____

Parking \$ _____

Historic preservation \$ _____

Transit \$ _____

Affordable housing \$ _____

Economic development programs \$ _____

Other \$ _____

TOTAL ANNUAL EXPENDITURES \$ _____

11. Bonded indebtedness:

Principal due \$ _____

Interest due \$ _____

Fill out the three lines below if the TIRZ **IS NOT** divided into multiple subdivisions. If the zone is divided into multiple subdivisions: (a) identify the name of each subdivision/section and (b) identify the TIRZ values, tax increment base and captured appraised value within that zone's subdivision.

12. Reinvestment zone values:

Tax increment base \$ _____

Current captured appraised value \$ _____

Tax increment reinvestment zone total (add above 2 lines together) \$ _____

Name of the subdivision 1 (if applicable) _____

(Fill out section below only if TIRZ is divided into multiple subdivisions)

Tax increment base \$ _____

Current captured appraised value \$ _____

Tax increment reinvestment zone total (add above 2 lines together) \$ _____

Name of the subdivision 2 (if applicable) _____

Tax increment base \$ _____

Current captured appraised value \$ _____

Tax increment reinvestment zone total (add above 2 lines together) \$ _____

Name of the subdivision 3 (if applicable) _____

Tax increment base	\$	_____
Current captured appraised value	\$	_____
Tax increment reinvestment zone total (add above 2 lines together)	\$	_____
Name of the subdivision 4 (if applicable)		_____
TOTAL TIRZ values of all subdivisions combined	\$	_____
Total tax increment base of all subdivisions combined	\$	_____
Total current captured appraised value of all subdivisions combined	\$	_____

STEP 3: Signature of Person Completing Form**sign
here** ➡_____
Authorized Signature_____
Title_____
Date

Instructions

State Law (Section Sec. 311.016, Tax Code) requires the governing body of a municipality or county, **on or before the 150th day** following the end of its fiscal year, to submit a report on the status of a reinvestment zone created by the municipality or county to the chief executive officer of each taxing unit that levies property taxes on real property in the zone. A copy of this annual report along with this form must be submitted to the Texas Comptroller of Public Accounts at the address below:

Comptroller of Public Accounts
Economic Development & Analysis Division
Post Office Box 13528
Austin, Texas 78711-3528

For assistance or to request additional forms, call toll free, 1-800-531-5441 ext. 3-4679. You may also obtain additional forms at comptroller.texas.gov/economy/local/ch311/reporting.php. From a Telecommunication Device for the Deaf (TDD), call 1-800-248-4099 or 512-463-4621.

Step 1: Contact information

This information provides the Comptroller information on the entity initiating the tax increment reinvestment zone and a contact person for the annual report.

Step 2: Tax Increment Reinvestment Zone Information

Please include the reinvestment zone name listed in the ordinance or resolution creating the zone, the size of the zone in acres, and the types of property in the zone. Indicate all improvement projects in progress or completed within the zone. List the TIF fund balance at the end of the fiscal year, all revenues received by the fund during the fiscal year, and all expenditures made by the fund during the fiscal year. List principal and interest due on bonded indebtedness, the tax increment base at the creation of the zone and the current captured appraised value (the increase in property value over the tax increment base.)

Step 3: Signature of Person Completing Form

The person signing the report should be the same person listed in Step 1 as the contact person.



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 9

Agenda Title: **Receive update regarding CDBG grant application for 2020 and an update on other project grants**

Council Action to be taken: Receive update on grants

Department Submitted: City Management

Staff Contact: Jeff Jenkins, Deputy City Manager

1. PURPOSE/DESCRIPTION

The purpose of this item is to receive an update on the strategy and application for the next round of CDBG fund that are administered by Williamson County. Also included will be an update on potential drainage project grants and the HOME program. Langford Community Management Services will briefly discuss other grant updates.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Every year the County receives funding from the Federal government to use for infrastructure related projects. These funds are called Community Development Block Grants and every year the County awards them to the Cities. Taylor typically receives funding in the range of \$200k-\$400k per year of the estimated \$1 million the County receives each year.

Langford Community Manager Services will provide a strategy update for the application for this grant. Staff is requesting guidance from Council on what projects Council would like to apply these funds towards. This meeting we may have an initial discussion on what you would like to do moving forward on the application.

Also, an update on the current status for potential drainage grants application process will be provided at the meeting. Langford and Associates have been monitoring closely grant opportunities and when applications can be submitted.

3. STAFF ANALYSIS (How and Why)

Staff recommends Council receive the update and provide your thoughts on the CDBG applications process and potential drainage grants.

4. RECOMMENDATION

Receive update.

5. FUNDING SOURCE

Various grant funding sources.

6. TIMELINE

NA

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

9a. [Langford Community Management Services presentation](#)

City of Taylor CDBG Grant Funds Briefing



February 27, 2020

LCMS, Inc.

CONTENTS

- CDBG
- Hazard Mitigation Plan
- Drainage
- HOME
- Safe Routes to School Application Debrief

CDBG Drawdown Issue

- CDBG Allocation of Funds has exceeded Funds Expenditure during 2015-2020
- Slow draw-down raises concern for HUD; headache for WILCO CDBG management
- Taylor has implemented 'get well' plan, but no *significant* draw-down, yet
- HUD has requested monthly reporting (unique) from WILCO CDBG

Funds Timeline Table

Project	2015		2016		2017		2018		2019		2020		Balance	
	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent	Allocated	Spent
Community Center	\$ 150,000	\$ -	\$ 150,000	\$ -		\$ -		\$ -		\$ -		\$ 17,000	\$ 300,000	\$ 17,000
3rd St	\$ -	\$ -	\$ 82,203	\$ -		\$ -	\$ 557,000	\$ -	\$ -	\$ -	\$ -	\$ 82,000	\$ 639,203	\$ 82,000
SUM													\$ 939,203	\$ 99,000

CURRENT STATUS

- > \$100k expended for 3rd St Design
- Community Center metal bldg. in next 60 days
- 3rd St Construction billing beginning ~July 2020

Relationship Management

- Offer Monthly Report from Taylor to WILCO CDBG
- Provide Plan to close expenditure gap
- Follow Up to alleviate concern

Next Funding Cycle

- Application Process in Commissioners Court last week in Feb
- Application Timeline expected Feb 25 – Apr 9, 2020
- Application will be online (similar format to paper form)

Recommended CDBG Application Plan

- Apply to WILCO for a 2-year phased project in upcoming application cycle (March)
- Budget local funds for engineering in FY 2021
- Complete design for project before 2nd year of contract funding so project can be let (i.e. go out to bid) immediately after funds become available

Hazard Mitigation Plan

- Newest Disaster - DR 4466 (Emelda) is open now, due date is **7/31/20**

Drainage

- TWDB meeting at Feb/End; should yield information on new grant stream. Anticipate application availability in late Spring 2020.

HOME

The sites listed below represent the homes to be built in the City of Taylor for fiscal year 2020, are in final closing:

- 104 First Ave.
- 311 Sams
- 106 First Ave.
- 109 S. Robinson

Still taking applications; seek approvals in *following* fiscal year

TxDOT Safe Routes to School Application Debrief

- Scheduled for **March 10th at 10:15** phone/webex



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 10
Agenda Title: **Receive and Accept Annual Racial Profiling Report**

Council Action to be taken: Accept Report

Department Submitted: Police

Staff Contact: Henry Fluck, Chief of Police

1. PURPOSE/DESCRIPTION

The Texas Code of Criminal Procedure, Article 2.133 requires specific information established by this chapter be collected, analyzed and reported annually to the Texas Commission on Law Enforcement and the local governmental body.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The City Council has annually received and accepted the report.

3. STAFF ANALYSIS (How and Why)

Racial profiling is defined as a law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

The objective is to ensure that racial profiling is not occurring by reviewing stops conducted by our officers, review of arrests and review of searches. Recordings of police interaction are retained by our agency. Complaints regarding police conduct are investigated.

In 2019, the Taylor Police Department did not receive any complaints of racial profiling.

After conducting a review and analysis of these traffic stops, cases and searches in 2019 there is no indication that racial profiling has occurred within the Taylor Police Department. In addition, the number and percentage of traffic stops are consistent with the racial and ethnic demographics of the City of Taylor as measured by the 2010 U.S. Census.

4. RECOMMENDATION

Receive and accept the report.

5. FUNDING SOURCE

N/A

6. TIMELINE

The report is due on March 1, 2020.

7. OTHER OPTIONS (In order of preference)
--

N/A- The report is required by law.

8. ATTACHMENTS

- 10a. [State of Texas Racial Profiling Report for 2019](#)
- 10b. [Total Traffic Stops for 2019 and Comparison Demographics](#)
- 10c. [PowerPoint- Racial Profiling Report 2019](#)

Racial Profiling Report | Full

Reporting Date: 02/19/2020

Agency Name: TAYLOR POLICE DEPT.
TCOLE Agency Number: 491208

Chief Administrator: HENRY K. FLUCK

Agency Contact Information:
Phone: (512) 352-5552
Email: henry.fluck@taylortx.gov

Mailing Address:
500 S. MAIN ST.
TAYLOR, TX 76574-4330

This Agency filed a full report

TAYLOR POLICE DEPT. has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the TAYLOR POLICE DEPT. from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the TAYLOR POLICE DEPT. if the individual believes that a peace officer employed by the TAYLOR POLICE DEPT. has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the TAYLOR POLICE DEPT. who, after an investigation, is shown to have engaged in racial profiling in violation of the TAYLOR POLICE DEPT. policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - a.) the race or ethnicity of the individual detained;
 - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - c.) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- 7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
 - a.) the Commission on Law Enforcement; and
 - b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

Executed by: HENRY K. FLUCK, Chief of Police

Date: 02/19/2020

Total stops: 5117

Gender

Female	2417
Male	2700

Race / Ethnicity

Black	520
Asian / Pacific Islander	44
Hispanic / Latino	1277
White	3237
Alaska Native / American	39

Was race or ethnicity known prior to stop?

Yes	13
No	5104

Reason for stop?

Violation of law	46
Preexisting knowledge	9
Moving traffic violation	4658
Vehicle traffic violation	404

Street address or approximate location of the stop

City street	3886
US highway	467
County road	34
State highway	720
Private property or other	10

Was a search conducted?

Yes	69
No	5048

Reason for Search?

consent	10
contraband	0
probable	54
inventory	3

ncident to arrest	2
Was Contraband discovered?	
Yes	61
No	8
Description of contraband	
Drugs	54
Currency	1
Weapons	0
Alcohol	7
Stolen property	0
Other	3
Result of the stop	
Verbal warning	0
Written warning	3196
Citation	1875
Written warning and arrest	41
Citation and arrest	5
Arrest	0
Arrest based on	
Violation of Penal Code	8
Violation of Traffic Law	16
Violation of City Ordinance	0
Outstanding Warrant	22
Was physical force resulting in bodily injury used during stop?	
Yes	29
No	5088

Submitted electronically to the



The Texas Commission on Law
Enforcement



TAYLOR POLICE DEPARTMENT

TOTAL TRAFFIC STOPS 2019 - CITATIONS, ARRESTS AND WARNINGS ISSUED

WITH DEMOGRAPHIC COMPARISONS

NUMBER OF MOTOR VEHICLE STOPS & NUMBER OF CITATIONS, WARNINGS AND ARRESTS RESULTING FROM TRAFFIC STOPS

RESULT OF STOP BREAKDOWN

CITATION ONLY	1875
ARREST ONLY	0
ARREST WITH WARNING	41
ARREST WITH CITATION	5
SUB TOTAL	1921
WARNING ONLY	3196
SUB TOTAL	3196
TOTAL # TRAFFIC STOPS CFS	5117

TOTALS BREAKDOWN FOR YEAR

TOTAL # CITATIONS ISSUED	1880
TOTAL # ARRESTS	46
TOTAL # WARNINGS ISSUED	3237

TOTAL ALL CITATIONS, ARRESTS & WARNINGS - RACE OR ETHNICITY

	NUMBER	PERCENTAGE	TAYLOR 2010 CENSUS	
BLACK	520	10.16%	10.20%	
ASIAN/PACIFIC ISLANDER	44	0.86%	0.70%	
WHITE	3237	63.26%	45.40%	(Not Hispanic or Latino)
HISPANIC/LATINO	1277	24.96%	42.80%	(of any race)
ALASKA NATIVE/AMERICAN INDIAN	39	0.76%	1.20%	
UNKNOWN	0	0.00%	N/A	
TOTALS	5117	100.00%		

CITATIONS, ARRESTS, AND WARNINGS WITH ARRESTS BREAKDOWN - RACE OR ETHNICITY

	NUMBER	PERCENTAGE	TAYLOR 2010 CENSUS	
BLACK	189	9.84%	10.20%	
ASIAN/PACIFIC ISLANDER	13	0.68%	0.70%	
WHITE	1231	64.08%	45.40%	(Not Hispanic or Latino)
HISPANIC/LATINO	474	24.67%	42.80%	(of any race)
ALASKA NATIVE/AMERICAN INDIAN	14	0.73%	1.20%	
UNKNOWN	0	0.00%	N/A	
TOTALS	1921	100.00%		

WARNINGS ONLY BREAKDOWN - RACE OR ETHNICITY

	NUMBER	PERCENTAGE	TAYLOR 2010 CENSUS	
BLACK	331	10.36%	10.20%	
ASIAN/PACIFIC ISLANDER	31	0.97%	0.70%	
WHITE	2006	62.77%	45.40%	(Not Hispanic or Latino)
HISPANIC/LATINO	803	25.13%	42.80%	(of any race)
ALASKA NATIVE/AMERICAN INDIAN	25	0.78%	1.20%	
UNKNOWN	0	0.00%	N/A	
TOTALS	3196	100.00%		

Taylor Police Department

RACIAL PROFILING REPORT 2019



TAYLOR POLICE DEPARTMENT

1. The Texas Code of Criminal Procedure requires that the Chief of Police submit an Annual Racial Profiling Report to both the:
 - Texas Commission on Law Enforcement (TCOLE);
and
 - The local governing body of each municipality



TAYLOR POLICE DEPARTMENT

2. You have been provided with 2 forms:

- The required state Texas Commission form that reports all traffic stops that resulted in citations, arrests and warnings; and
- A report of all traffic stops (to include warnings) with comparison to Taylor Demographics as measured by the 2010 U.S. Census.



TAYLOR POLICE DEPARTMENT

3. In 2019, The Taylor Police Department did not receive any complaints of racial profiling .



TAYLOR POLICE DEPARTMENT

6. The number and percentage of traffic stops are consistent with the racial and ethnic demographics of Taylor as measured by the 2010 U.S. Census.
7. After conducting a review and analysis of these traffic stops, arrests, and searches – there is no indication that racial profiling has occurred within the TPD.





City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 11
Agenda Title: **Update on Development Services Department**

Council Action to be taken: Receive presentation

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

Mr. Yantis will present an update to his February 2019 report to Council on the Development Services Department.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

In February 2019, after almost six months as Director of Development Services, Mr. Yantis presented Council with his initial assessment of key issues and potential solutions for the Development Services Department. This is a follow up to that report.

3. STAFF ANALYSIS (How and Why)

Since taking on the role of Development Services Director in September of 2018, Mr. Yantis has been tasked with evaluating the overall effectiveness of the department in achieving its mission. In February 2019 Council received a presentation with some of the key findings of Mr. Yantis' evaluation of the department. In that presentation there were a number of recommended actions necessary to address issues in the department. Mr. Yantis will update Council on the status of implementation of those action items.

4. RECOMMENDATION

Receive presentation

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

11a. [PowerPoint presentation](#)



City of Taylor

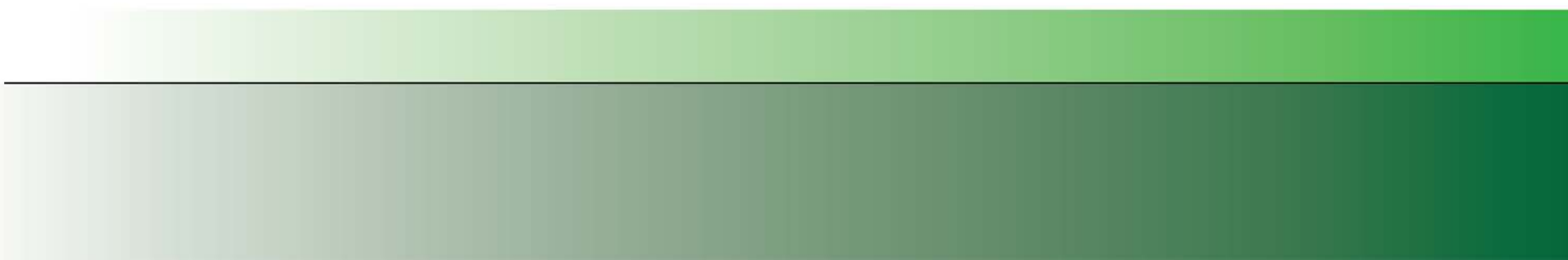
Development Services Update

February 2020

Presentation Outline

- Areas of Focus
 1. Development Policies
 2. Development Processes
 3. Customer Interface
 4. Measures of Success
- Priorities and Costs
- Questions

Updates from 2019 presentation are in blue

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Development Policies

Problem statement:

The City's development policies are out of date and do not produce the results the community desires.

Root causes:

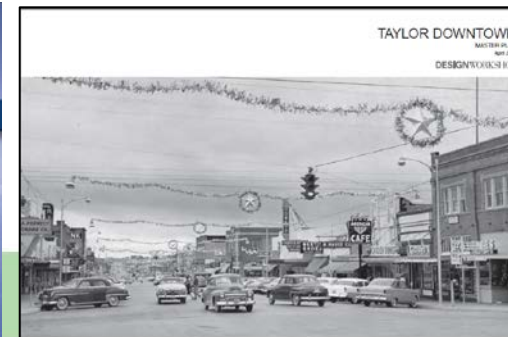
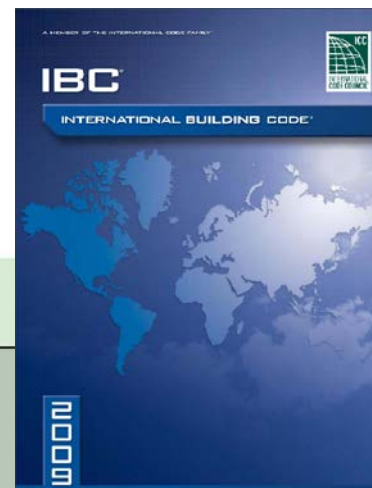
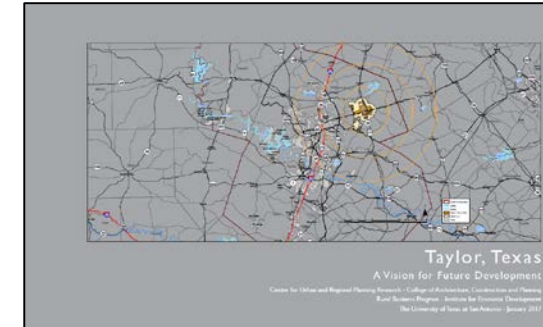
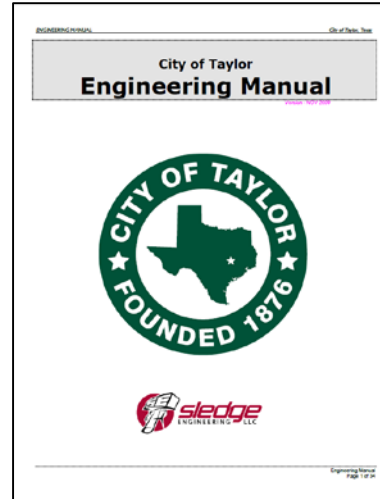
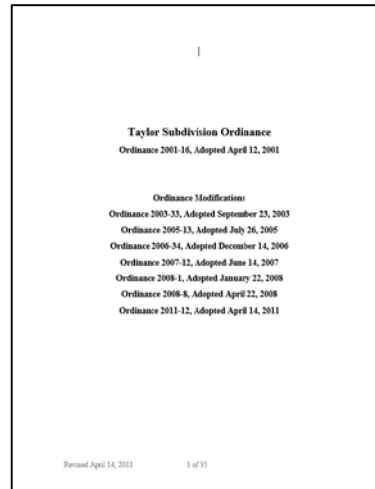
Policies and ordinances have not been thoroughly reviewed and updated in many years.

Proposed solutions:

Initiate a process to update the following:

- Comprehensive Plan (contracts awarded 2-13-20)
- Zoning Ordinance (planned for FY 2020-21)
- Subdivision Ordinance (planned for FY 2020-21)
- Design Criteria Manuals (engineering) (some updates made in 2019 more planned after comp. plan)
- Building Codes (planned for FY 2020-21)
- Sign Ordinance (planned for FY 2020-21)

Development Policies



Development Policies



Development Processes

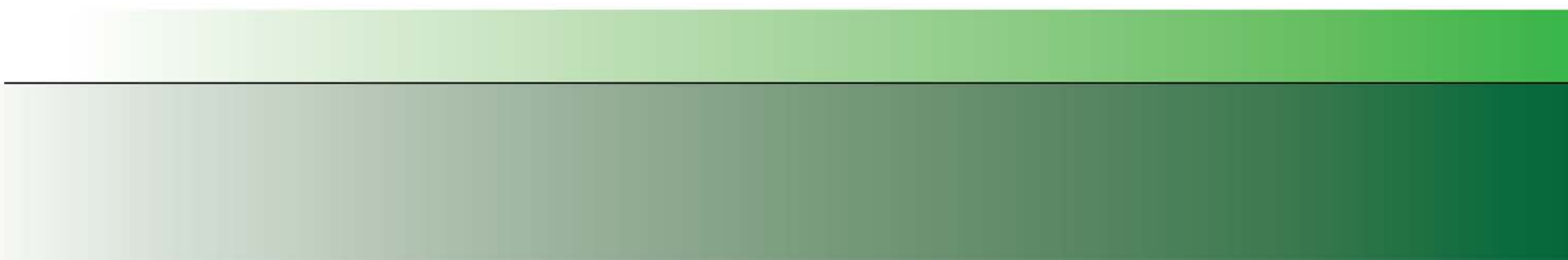
Problem statement:

The City's development processes are not properly documented leading to inconsistent application of the development policies and ordinances.

Root causes:

Staff turnover, lack of attention to process, lack of formal training.

Proposed solutions:

- Create documented procedures for all primary processes (SOPs created for all positions with more in the works)
 - Create process workflows that clearly illustrate how each process works (workflows for major processes created, more to complete)
 - Train all staff on the processes (training is ongoing)
- 
- A decorative horizontal bar at the bottom of the slide, featuring a green-to-dark-green gradient with a thin black line above it.

Development Processes

	Development Services Department	SOP Name	
		Re-Zoning / Zoning Ordinance Amendment	
Page #	1 of 4	Implementation Date	
Division	Planning	Approval Date	
		Approved by	

Standard Operating Procedure

1. Zoning Map Amendment/Rezoning

This is the SOP for rezoning property or amending the zoning ordinance pursuant to Chapter 211 of the Texas Local Government Code and Section 8.1 of the City of Taylor Zoning Ordinance.

2. Scope

This SOP covers the steps required to rezone property or amend the zoning ordinance and is intended for use by Development Services Staff.

3. Prerequisites

Applicant attends a pre-application meeting or meets with a planner to determine whether the rezoning is necessary, what zoning district is needed for the proposed land use and whether the proposed zoning is consistent with the Comprehensive Plan.

4. Responsibilities

Senior Planner – case manager
Permit Clerk – application intake
Administrative Assistant – public notice
City Attorney – ordinance review
City Clerk – ordinance recording
P&Z – public hearing and recommendation
City Council – final action

5. Procedure

1. Application is submitted using MyPermitNow. (See SOP #)
2. Completeness Check
 - a. Staff reviews application for completeness within 2 business days
 - b. Refer to the Zoning Application Checklist for list of all necessary application materials
 - c. If the application is incomplete, the application is rejected and notice is sent to the applicant with a list of deficiencies.

Development Services Standard Operating Procedures

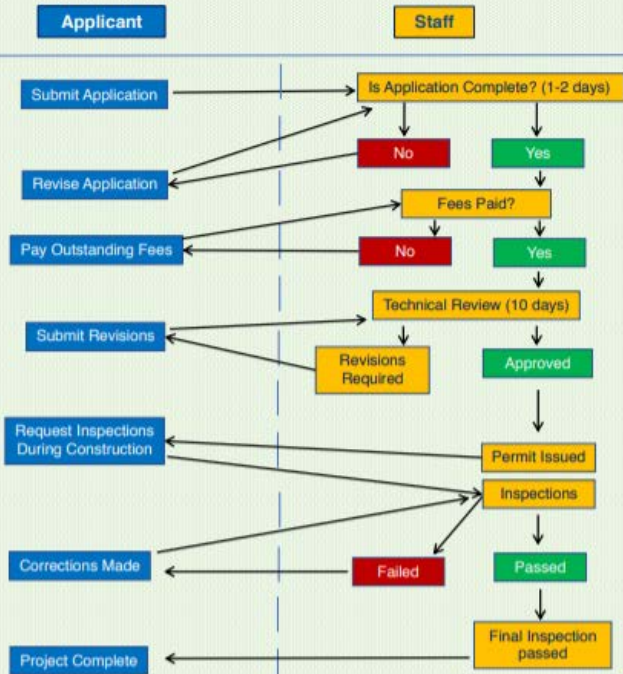


Development Processes



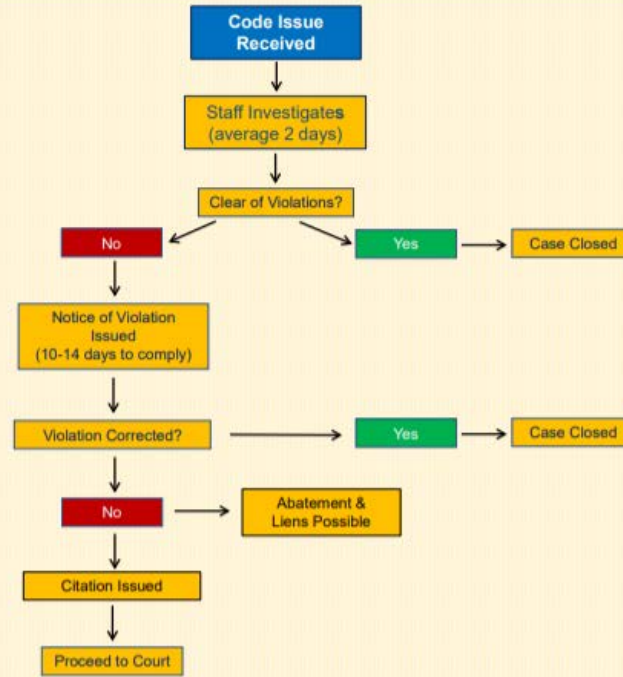
Building Permit Process

Purpose: Building a Better and Safer Taylor Together



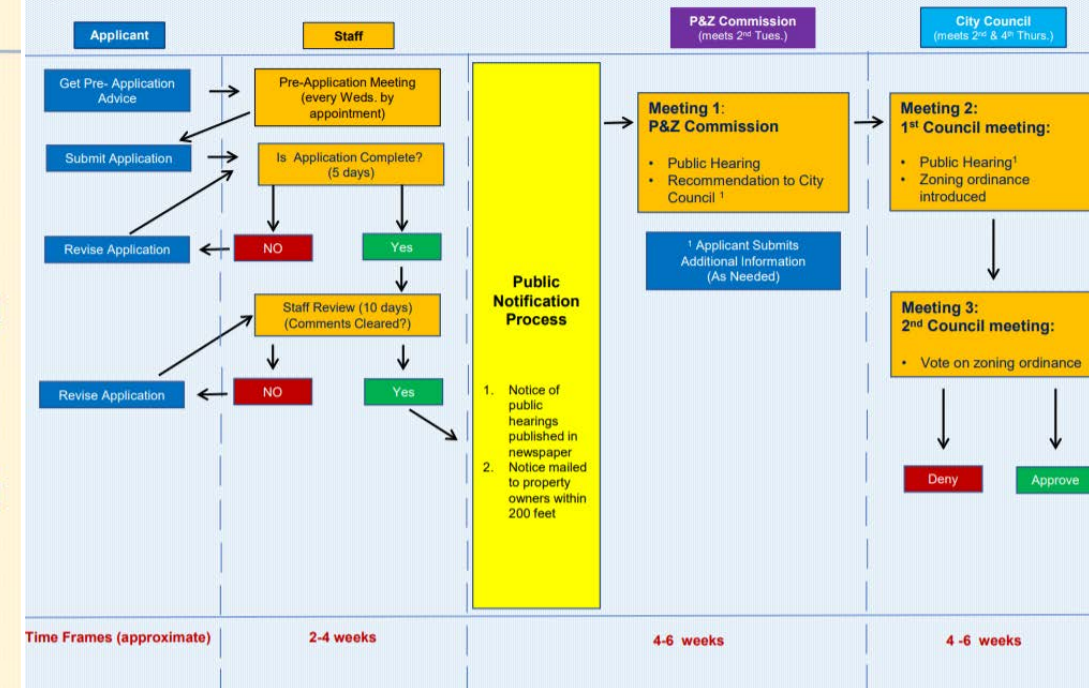
Code Enforcement Process

Purpose: To Keep Taylor Clean, Healthy & Attractive



Rezoning Process

Purpose: Ensure land uses are consistent with the Comprehensive Plan



Customer Interface

Problem statement:

The Development Services department has a negative perception of customer service.

Root causes:

Inconsistencies in the application of the ordinances, unnecessary or outdated regulations, lack of easy-to-understand materials for customers, lack of formal staff training, staff turnover.

Proposed solutions:

- Update all customer materials so that they are clear, concise and easy to understand (numerous updates have been made to MPN, new process flow charts completed)
- Update the web site so that it is a useful tool for customers (completed in 2019)
- Create a customer “shepherd” role (used a consultant, but need to find a new one)
- Improve the customer experience for walk-in customers (not funded)
- Ongoing staff training in processes and customer service (training is ongoing)

Customer Interface



The screenshot displays the official website of Round Rock, Texas. The header features the city's logo and navigation links for Jobs, News, Calendar, and Contact Us. A search bar is located in the top right corner. Below the header, a dark navigation bar lists various city departments. The main content area is titled "Planning and Development Services" and is divided into two columns. The left column, "Planning and Development News", lists recent updates such as public input for a long-term future plan, downtown developments, and population statistics. The right column, "Upcoming Meetings", lists several public meetings with dates and times. At the bottom of the news section are links for "More Planning News" and "More Planning Events". A grid of eight buttons at the bottom provides quick access to various services, including Land Development And Permits, Code of Ordinances, PDS Performance Measures, PDS Contacts & Organization, Development/ Permit Tracker, CityView (GIS map viewer), Current Development Map, and Public Notices.

Jobs News Calendar Contact Us

Search...

HOME ABOUT ROUND ROCK SERVICES DEPARTMENTS RESIDENTS BUSINESSES

Home
Blogs
About Round Rock
Services
Departments

Planning and Development Services

Planning and Development News

- Public invited to envision City's long-term future**
Meetings to begin Feb. 5 for input on 10-year comprehensive plan
- Downtown Developments**
Check out the latest downtown building projects
- Planning and Development Services issues January population estimate**
114,071 people now live within the city limits
- Help select the 2019 Local Legends**
Accepting applications for Local Legend Selection Committee

More Planning News »

Upcoming Meetings

- Round Rock 2030 Comprehensive Plan Public Input Meeting**
Feb 05 Tue 6:00 pm - 8:00 pm
- Planning and Zoning Commission Meeting**
Feb 06 Wed 6:00 pm - 6:30 pm
- Capital Improvements Advisory Committee meeting**
Feb 06 Wed 6:30 pm - 7:30 pm
- Round Rock 2030 Comprehensive Plan Public Input Meeting**
Feb 12 Tue 6:00 pm - 8:00 pm
- Historic Preservation Commission Meeting**
Feb 19 Tue 6:00 pm - 8:00 pm

More Planning Events »

Land Development And Permits	Code of Ordinances	PDS Performance Measures	PDS Contacts & Organization
Development/ Permit Tracker	CityView (GIS map viewer)	Current Development Map	Public Notices

Customer Interface



Select Language ▼ Powered by Google Translate    

  Search... 

GOVERNMENTDEPARTMENTSRESIDENTSBUSINESSVISITORS

Administration

Building

Code Enforcement

Main Street

Maps

Planning

Documents

Ordinances

Permits

Taylor: [Home](#) > [Departments](#) > Development Services

Development Services

The Development Services Department oversees the City of Tay processes, the enforcement of City codes and ordinances, the re the Main Street Program, and other programs that support econ development.

The department includes several divisions focused on specific fu

[Administration](#)

The Administration division provides support to the other division the City's affordable housing programs and provides staff suppor

[Building](#)



Show all descriptions

Development Services

- Application Forms
- How To's
- Maps
- Plans

1

Displaying items 1 - 13 of 13

Display Name	Size (KB)
Building - ATS Residential Plan Review Submittal Checklist	316
Housing - Amy Young Barrier Removal Application 2019	184
Housing - HOME Program Application	802
Main Street - Facade Grant Application Form	462
Main Street - Paint Reimbursement Grant Application	50
Main Street - Parade Permit	34
Main Street - Rental Assistance Program Guidelines 2019	223
Main Street - Sign Reimbursement Grant Application	121
Planning - 2019-20 City of Taylor Subdivision Applications Calendar	97
Planning - Pre-Application Meeting Request Form	86
Planning - Subdivision Plat Application	162
Planning - Zoning and SUP Application	108
Site Development Plan Application_revised 2018-12-19	120

Measures of Success

Problem statement:

The Development Services department's performance is not being measured using objective criteria.

Root causes:

Management staff does not have proper reporting tools to measure key indicators of staff performance.

Proposed solutions:

- Develop management reports using the MyPermitNow software to measure departmental workload and performance on all application types (utilizing reports from MPN for Building, Planning and Code Enforcement, need to continue to improve these reports)
 - Create a survey of applicants to measure performance from the customer's perspective (completed a survey and interviews in 2019)
 - Establish performance metrics for each division (not yet completed)
-

Measures of Success

Reporting period	% of permits issued after			% on Target	Total permits (site & subdivision)
	1 review	2 reviews	3+ reviews		
Q4 2018 (Oct 1 – Dec 31)	13%	75%	12%	88%	8
Q3 2018 (Jul 1 – Sep 30)	0%	60%	40%	60%	10
Q2 2018 (Apr 1 – Jun 31)	33%	33%	33%	67%	12
Q1 2018 (Jan 1 – Mar 31)	10%	80%	10%	90%	10
Q4 2017 (Oct 1 – Dec 31)	42%	58%	0%	100%	12
Q3 2017 (Jul 1 – Sep 30)	42%	17%	42%	59%	12
Q2 2017 (Apr 1 – Jun 30)	20%	60%	20%	80%	10
Q1 2017 (Jan 1 – Mar 31)	0%	73%	27%	73%	15
Q4 2016 (Oct 1 – Dec 31)	39%	33%	28%	72%	18
Q3 2016 (Jul 1 – Sep 30)	47%	41%	12%	88%	17



Measures of Success

Permit Number	Project Status	Address	Project Name	Requirement	Date in Queue	Completed	Time	Complete By				
2018-2724	Project Closed/Complete	505 Gano St.	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	9/18/2018	10/10/2018	22 Days	Tamera Baird				
2018-2751	Project Closed/Complete	116 1st Avenue	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/3/2018	10/10/2018	7 Days	Tamera Baird				
2018-2752	Project Closed/Complete	419 Rio Grande St	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/3/2018	10/11/2018	8 Days	Tamera Baird				
2018-2753	Project Closed/Complete	602 Mariposa	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/3/2018	10/10/2018	7 Days	Tamera Baird				
2018-2754	Project Closed/Complete	118 Royal	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/3/2018	11/16/2018	44 Days	Tamera Baird				
2018-2766	Project Closed/Complete	503 W Oak St	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/10/2018	10/11/2018	1 Days	Tamera Baird				
2018-2780	Project Closed/Complete	801 Kirk St	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/22/2018	10/26/2018	4 Days	Tamera Baird				
2018-2787	Project Closed/Complete	313 Carlos G Parker Blvd	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/25/2018	12/6/2018	42 Days	Tamera Baird				
2018-2790	Project Closed/Complete	509 Booth St.	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	10/29/2018	11/8/2018	10 Days	Tamera Baird				
2018-2798	Permit Issued	701 Mariposa Ln.	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	11/1/2018	11/8/2018	7 Days	Tamera Baird				
2018-2861	Project Closed/Complete	1720 Prather Street	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	12/5/2018	12/17/2018	12 Days	Tamera Baird				
2018-2883	Permit Issued	109 1st Avenue	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	12/19/2018	12/28/2018	9 Days	Tamera Baird				
2019-2902	Project Closed/Complete	911 Lexington St	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)	1/8/2019	1/18/2019	10 Days	Tamera Baird				
					Average =		14					
2020-3738	Permit Issued		114 Lillian Dr	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/6/2020	1/7/2020	1 Days			
2020-3804	Permit Issued		130 Bethann Lp	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/7/2020	1/13/2020	6 Days			
2020-3803	Permit Issued		125 Kyra Lane	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/7/2020	1/10/2020	3 Days			
2020-3807	Permit Issued		134 Bethann Lp	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/8/2020	1/13/2020	5 Days			
2020-3817	Permit Issued		115 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/9/2020	1/13/2020	4 Days			
2020-3818	Permit Issued		111 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/16/2020	1/22/2020	6 Days			
2020-7852	Permit Issued		122 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/22/2020	1/23/2020	1 Days			
2020-7850	Permit Issued		301 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/22/2020	1/23/2020	1 Days			
2020-7849	Permit Issued		120 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/22/2020	1/23/2020	1 Days			
2020-7848	Permit Issued		109 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/22/2020	1/29/2020	7 Days			
2020-7851	Permit Issued		131 Kyra Ln	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/22/2020	1/23/2020	1 Days			
2020-7840	Permit Issued		1206 Old Thorndale Road	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/23/2020	1/24/2020	1 Days			
2020-7865	Permit Issued		119 Kyra Lane	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/23/2020	1/30/2020	7 Days			
2020-7866	Permit Issued		118 Kyra Lane	Residential - NSFR	Residential Plan Review (1st Review) (0 Notes)		1/24/2020	1/30/2020	6 Days			
					Average =					6		

Priorities and Costs

Development Policies Order of Updates

1 - Comprehensive Plan

- Cost = \$150,000 - \$250,000 (contract = \$269,000 in FY 2019-20)

2 - Zoning, Subdivision, Design Criteria

- Cost = \$250,000 - \$350,000 (planned in FY 2020-21)

2 - Building Codes

- Cost = \$15,000 - \$20,000 (planned in FY 2020-21)

3 - Sign Ordinance

- Cost = \$30,000 – \$50,000 (planned in FY 2020-21)

Development Processes

• Document processes – FY 18-19

- Cost = use existing budgeted funds (major processes completed)

• Train staff – FY 18-19

- Cost = \$5,000 - \$7,500 (MPN training completed, training plan for staff completed)

Priorities and Cost

Customer Interface

- Update all customer materials so that they are clear, concise and easy to understand – FY 18-19
 - Cost = use existing budgeted funds (some materials completed, more to go)
- Update the web site so that it is a useful tool for customers – FY 18-19
 - Cost = use existing budgeted funds (complete)
- Create a customer “shepherd” role – FY 18-19
 - Cost = TBD (contracted in 2019, need new contract)
- Improve the customer experience for walk-in customers – FY 19-20
 - Cost = TBD (funding requested in FY 19-20, not funded)
- Ongoing staff training in processes and customer service
 - Cost = use existing budgeted funds (ongoing)

Priorities and Cost

Measures of Success

- Develop management reports using the MyPermitNow software to measure departmental workload and performance on all application types – FY 18-19
 - Cost = included in software contract ([ongoing, working with MPN vendor](#))
- Create a survey of applicants to measure performance from the customer's perspective – FY 18-19
 - Cost = \$500 - \$1,000 ([completed in 2019, new survey for 2020](#))

Questions



City Council Meeting February 27, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☒ Economic Vitality

Agenda Item #: 12
Agenda Title: **Consider appointments and re-appointments to various Boards & Commissions**

Council Action to be taken: Appoint/re-appoint to Boards & Commissions

Department Submitted: City Management

Staff Contact: Dianna Barker, City Clerk

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to appoint or re-appoint members to various Boards & Commissions. This is done bi-annually in February and August. The August meeting is for appointments to fill current vacancies and the February meeting is reserved for a full review of all boards, attendance records, and reappointments.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

On February 13th Council received a binder indicating the seats on each board that need to be filled and applications from those citizens interested in filling those seats.

As a reminder, at the March 28, 2019 Council meeting, Council amended the B&C Handbook adding the following statement:

The Chairman of each Board, upon request by the Board's staff liaison or the City Clerk, shall forward to the liaison or City Clerk his/her opinion or reason for each member's absence over the 25% of the duly called meetings or more than two duly called meetings in any period of twelve (12) consecutive months. Final determination lies with the City Council.

This year's attendance sheets for each Board includes those reasons/opinions.

3. STAFF ANALYSIS (How and Why)

Recruitment efforts have included solicitation through the city's website, the local newspaper, social media, and in the monthly newsletter which is included in a utility billing run.

City Council is to appoint or re-appoint members to those seats that are expired or vacated on each Board. There are currently 26 seats expiring and 10 seats that have been vacated and need to be filled.

All applications received within the last 10 months are included in the binder. Applicants with applications on file that are more than 10 months old have been contacted and have verified their continued interest in serving on their chosen boards.

4. RECOMMENDATION

Staff recommends appointing or re-appointing members to the expiring and/or vacated seats on the various boards as listed in the binders previously delivered.

5. FUNDING SOURCE

N/A

6. TIMELINE

- Appointments made in February
- Letter of appointment/re-appointment sent out immediately after appointments made
- Tentative date for Boards & Commission orientation is April 7, 2020

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

12a. [Rosters and applications](#)

Airport Advisory Board				
Willing to be reappointed	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
Yes	3	Terry Blodgett 1308 Sagewood Drive Taylor, TX 76574 (H) 512-309-4731; (C) 512-760-8800 Tblodgett_usa@yahoo.com	2014;2017	1-2020
	3	Jeffrey Heyman 1407 Burns Blvd Taylor, TX 76574 (C) 512-657-6121 jeffrey@knightware.com	2016,2018	1-2021
Yes	3	Efrain Lopez 1151 CR 126 Georgetown, TX 78628 (O) 512-352-9000; (H) 512-836-2683 (C) 512-925-4114 eclopez@georgetowninstruments.com	2011; 2014;2017	1-2020
No activity	3	Catherine Rochez 2207 Whistling Way Taylor, TX 76574 (PH) 512-718-4146 Catherine.rochez@gmail.com	1-2017 (Filled an unexpired term)	2-2022
	3	John Baldwin 5909 Mantalcido Dr. Round Rock, TX. 78665 (PH) 512-560-3994 jfbaldwinsr@yahoo.com	2-2019	2-2022
	3	James Coggeshall 1901 Holly Springs Dr. Taylor, TX 76574 (PH) 830-591-7906 jlcogg@att.net	1-2018	1-2021
	3	Travis Colvin 3229 Clinton Place Round Rock, TX. 78665 (C)512-373-0632 travis@colvinelectric.com	2-2019	2-2022

Members: The board shall consist of 7 members.

Ex-officio members: City Manager, Community development director (to serve as secretary), airport operator. Residency requirements do not apply.

2019

[illegible]



City of Taylor

Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>Arnold Cuba</u>
Address (Residence and Mailing)	<u>410 SANS ST PO Box 188</u> <u>Taylor TX 76574</u>
How long at this residence?	<u>45 years</u>
Phone (Home)	<u>—</u>
Cell Phone	<u>512-247-8019</u>
Fax	<u>512-365-8845</u>
Email	<u>—</u>

Occupation	<u>General Manager</u>
Employer	<u>Taylor Iron-Machine Works</u>
Address	<u>8088 LAND ST</u> <u>Taylor, TX 76574</u>
Work Phone	<u>512-352-3646</u>
Business owner?	☐ Yes ☐ No
Additional information?	<u>—</u> <u>—</u> <u>—</u>

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Airport Advisory Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I have been an aircraft pilot for many years

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Arnold Cuba

Date

1/28/2020



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	Kenneth Lane
Address (Residence and Mailing)	
	1910 Old Georgetown Rd
	Taylor TX 76574
How long at this residence?	3 Months
Phone (Home)	(512) 582-0011
Cell Phone	(936) 232-8700
Fax	
Email	

Occupation	Self-Employed - Online Sales
Employer	Austin Flight Check
Address	1910 Old Georgetown Rd
	Taylor TX 76574
Work Phone	(512) 535-5355
Business owner?	☒ Yes ☐ No
Additional information?	
	Inactive Instrument Flight Instructor,
	Commercial Pilot Certificate & Instrument Rating.

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Airport Advisory Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Inactive Instrument Flight Instructor, Commercial Pilot Certificate & Instrument Rating.

I have about 3,000 hours logged as an instructor with a huge volume of practice at T74. I

can provide valuable input on not only facilitating growth but revenue increase as well.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

2/2/2020

Animal Control Appeals Board and Shelter Advisory Committee

Willing to be reappointed?	Representative	MEMBER	APPOINTED	EXPIRES
	Licensed Vet	Arlon W. Graef, DVM 2303 Mildred (H) 4110 N. Main (O) (H) 512-365-6352; (O) 512-352-8897	7-2008	
Yes	Animal Welfare Org	Melanie Rathke (Texas Critter Crusaders) 612 Vernon (H) 512-966-5034; (O) 512-365-5216 melanierathke@gmail.com	4-2017	1-2020
	Animal Control Officer	Sandra Perio Sandra.perio@taylortx.gov	6-2017	
	City Official	Joseph Branson, Police Commander (O) 512-352-5551 josephy.branson@taylortx.gov	10-2015	
	Resident	Diana Voytek 405 Howard St. (C) 512-917-3836 mdvoytek@gmail.com	8-2016, 2019	2-2021
		Lin Crane 805 Yellowstone Dr. (H) 512/309-4134 (C) 512966-7494 Sarv42@gmail.com	2-2019	2-2021
Yes		Thomas Rohlack 1419 Thompson (C) 512-461-4331 Trohlack5150@gmail.com	4-2017	4-2020
Yes		Patrice Dempsey 4106 Bid Bend Trail (C) 512-269-8801 Prd54@att.net	4-2017	4-2020
RESIGNED Nov 2019		Nicole Melton 503 Estes Park (C) 512-619-1445 Nicolelg18@gmail.com	1-2018	1-2021

2019

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>Dee Dee Yelverton</u>
Address (Residence and Mailing)	<u>1415 Howard St., Taylor, TX 76574</u>
How long at this residence?	<u>20 yrs</u>
Phone (Home)	<u>512-365-5814</u>
Cell Phone	<u>512-671-0792</u>
Fax	<u>N/A</u>
Email	<u></u>

Occupation:	<u>Web Content & Sr. Public Information Specialist</u>
Employer	<u>City of Austin</u>
Address	<u>1050 E. 11th St., Suite 250, Austin, TX 78702</u>
Work Phone	<u>(512) 974-6558</u>
Business owner?	☐ Yes ☐ No
Additional information?	<u></u>

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Animal Control Appeals Board and Shelter Advisory Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Shelter volunteer, shelter volunteer animal photographer, former board member of Texas Critter Crusaders, helped raise money to pay for medical care for Taylor shelter animals, former volunteer at Leander Animal Shelter, former animal photographer at Leander animal shelter, Taylor shelter volunteer who previously helped reactivate and maintain the Taylor shelter's PetFinder page; background in Enterprise customer service, high tech marketing, Fortune 500 communications, and professional photography, and longtime resident and advocate for the Taylor animal shelter and its employees.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Dee Dee Yelverton

Date 01/24/2019

Library Board

Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Vickie Thornton 2600 Holly Lane (H) 512-365-8018 vpthornton@yahoo.com	10-2002	1-2021
	3	Tanya Correa 202 Dahlberg, Unit 8 Taylor (C) 512-999-5161 tanyacorrea0911@gmail.com	2-2019	1-2022
Yes	3	Sheon Corley 3009 Don Hill Lane Taylor, TX 76574 (PH) 512-577-4933 mrssheonc@gmail.com	1-2017	1-2020
	3	John Kaatz 1500 Laurel Street Taylor (C) 512-422-15241 jwkaatz@sbcglobal.net	2-2019	1-2022
	3	Sharon Pick Naivar (H) 512- 352-3785 (C) 512-630-3693 sharonspick@gmail.com	5-2009	1-2021
	3	B.J. Burrow 4204 King's Canyon Dr. Taylor, TX. (H) 512-228-9440 (C) 512-228-9440 Bj.burrow@gmail.com	8-2019 (filled unexpired term of Lois Duncan)	1-2021
Yes	3	Trisha Randig 1000 CR 374 (H) 512-352-2365 (O) 512-918-5690 tsrandig@yahoo.com	1-2003	1-2020

Library Advisory Board

2019

MEMBER NAME	1/8/2019	3/12/2019	8/13/2019	9/3/2019	10/8/2019	11/12/2019	TOTAL MTGS CALLED	TOTAL MEETINGS ABSENT	Met Attendance Requirement per handbook
Sheon Corley	P	P	EA	P	P	P	6	1	Yes
BJ Burrow (8/13/2019)			EA	P	P	P	6	1	Yes
John Kaatz (3/12/2019)		P	P	P	P	P	6	0	Yes
Tonya Correa (3/12/2019)		P	EA	A	A	A	6	4	No
Sharon Pick-Naivar	P	P	P	P	P	P	6	0	Yes
Trisha Randig	P	P	P	P	EA	P	6	1	Yes
Vickie Thornton	P	P	P	EA	P	P	6	1	Yes

EA = Excused Absence, per Chairman									
A = Absent, not excused									
P = Present at meeting									

Please Note : No meetings in July or December. Meetings not called when there is nothing for discussion.

Reasons for Excused Absences : S. Corley - work related; B. Burrow - previous commitment; T. Correa - child school appointment; T. Randig - vacation; V. Thornton - illness

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name DR. CAROL D. PORTULO
Address (Residence and Mailing)
500 COUNTY ROAD 431
TAYLOR, TX 76574
How long at this residence? 2 mos.
Phone (Home) same as cell
Cell Phone (512) 791-2494
Fax _____
Email _____

Occupation DIRECTOR OF MARKETING
Employer DELL TECHNOLOGIES
Address 2300 GREENLAWN BLVD.
ROUND ROCK, TX 76872
Work Phone (512) 431-7505
Business owner? ☒ Yes ☐ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : LIBRARY BOARD

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I love books. I read for pleasure and for my job.
I truly believe reading has played a major part of my success.
I would love to serve on the board as we see the environments
and behaviors of readers! I have some great ideas and would
love to learn from other board members

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Carol D. Portulo

Date

5/30/19



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name

Nora Roy

Address (Residence and Mailing)

4103 Zion Ave
Taylor, TX 76574

How long at this residence?

4 years

Phone (Home)

N/A

Cell Phone

(512) 955-9759

Fax

N/A

Email

Occupation

Full-time student, homemaker, and mother

Employer

N/A, student at Southwestern University

Address

(School address) 1001 E University Ave, Georgetown, TX 78626

Work Phone

N/A

Business owner? ☐ Yes

☒ No

Additional information?

I am a lifelong lover of books and libraries. The opportunities and experiences our local libraries offer to the community are an invaluable resource whose growth and development I would be proud to have a part in.

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) :

Library Advisory Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I have a deep love and appreciation for both books and libraries. I have grown up as a regular patron of public libraries and have raised my children to have an affection for them as well. I am a veteran and have served in the United States Air Force. While I am a homemaker, I have also been a full-time college student for the past two years. The Fall 2019 semester will mark the beginning of my Junior year as an Economics major with minors in both Business and Spanish at Southwestern University in Georgetown, TX. I feel that my deep-rooted admiration of the public library system and the librarians who make knowledge, whimsy,



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>Diana Rucker</u>
Address (Residence and Mailing)	<u>4107 Pinehurst</u> <u>Taylor, TX 76574</u>
How long at this residence?	<u>20 yrs</u>
Phone (Home)	
Cell Phone	<u>512-517-8347</u>
Fax	
Email	

Occupation	<u>Retired teacher</u>
Employer	
Address	
Work Phone	
Business owner?	☐ Yes ☐ No
Additional information?	<u>Taught at</u> <u>Taylor Middle School for</u> <u>27 yrs. Retired in 2017</u>

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Library Advisory Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

- B.S. and M.Ed in Education Univ. of TX at Austin
- Science Dept Head and member of a number of school committees
- Avid Reader and value the purpose of our public library.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Diana Rucker

Date

4/4/19



City of Taylor

Boards and Committee

Application

PLEASE TYPE OR PRINT CLEARLY:

Name Brandi Lujano
Address (Residence and Mailing)
1403 Trey Dr
Taylor TX 76574
How long at this residence? 3 yrs
Phone (Home) n/a
Cell Phone 512 919 0606
Fax n/a
Email

Occupation educator
Employer PFISD
Address 20101 Huckle Ln
Pflugerville TX 78660
Work Phone 512 594 4700
Business owner? ☐ Yes ☒ No
Additional information? EC-6
elementary school
teacher (ESL)

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Library

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I am a life-long patron of the public library program, I am a resident of Taylor, a mother of 2 and I have interest in contributing to my community here in Taylor.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Brandi Lujano

Date

7/30/2019

Main Street Advisory Board				
Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Shannon Grace 1119 Victoria St (C) 512-587-4460 Shannongrace04@gmail.com	8-2016	2-2022
	3	Erwin Stauffer 804 Kirk St (H) 512-365-6453 (C) 512-818-6297 estauffer@austin.rr.com	2-2016	1-2021
	3	Stacey Smith 3406 FM 112 (C) 512-569-8835 Staceyjill22@gmail.com	8-2019* (filled an unexpired seat)	1-2021
	3	Sharla Gola 1806 Cypress Cove (C) 512-771-2412 sharla@golarealtors.com	2-2016, 2018	1-2021
Yes	3	Stephen Truex 200 W. 2 nd St. (C) 512-567-0845 Sptcobra7@yahoo.com	1-2014	1-2020
RESIGNED 1-16-2020	3	Bobby Seiferman 2502 Trailing Vine Way Round Rock, TX 78665 (H) 512-238-6506 (C) 925-4048 seif@texas.net	1-2012	1-2021
Yes	3	Scott Dean 1725 Lexington (C) 512-713-4543 msdeantex@gmail.com	7-2017 (Filled unexpired term)	1-2020

Members: 7. It is preferred that at least one Architect, Attorney, CPA, Property owner in city limits, and Business owner in downtown project area be represented. Residency requirements do not apply.

Ex-Officio Members: City Manager, Main Street Manager, Central Tx RC&D Director, Taylor Chamber Director, Taylor EDC Director

Duties: The powers and duties of the Main Street Advisory

1. To define the geographic boundaries of the Main Street Project District.
2. To enter into agreements with the financial institutions of Taylor for the creation and administration of a low interest low program to benefit the Main Street Project.
3. To review, advice and make recommendations to the City Commission concerning needed planning and zoning considerations to support the Main Street Project.

2019

MEMBER NAME	1/29/2019	2/20/2019	3/20/2019	4/17/2019	5/22/2019	6/19/2019	7/17/2019	8/21/2019	9/18/2019	10/18/2019	11/20/2019	12/18/2019	TOTAL MTGS CALLED	Met Attendance Requirement per Handbook	
Scott Dean, Chairman	P	**	P	P	A	P	P	P	P	**	P	P	10	1	Yes
Stacey Smith		**						P	P	**	P	EA	10	1	Yes
Sharla Gola	P	**	P	P	P	P	P	P	P	**	P	EA	10	1	Yes
Shannon Grace	P	**	P	P	P	A	P	P	P	**	P	P	10	1	Yes
Steve Truex	P	**	P	P	A	P	P	A	P	**	P	P	10	2	Yes
Bobby Seiferman	P	**	P	A	P	P	P	P	P	**	EA	P	10	2	Yes
Erwin Staufner	P	**	P	P	P	P	A	P	P	**	P	P	10	1	Yes
EA = Excused Absence, per Chairman													P = Present		
A = Absent, not excused															
Please Note: ** = No Meeting Held. Stacey Smith appointed in August 2019.															
Reason for excused absence: B. Seiferman - out of town; S. Smith - work related; S. Gola - work related.															
Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.															



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name Michael Van Jones
Address (Residence and Mailing)
1301 Wallace ST
Taylor, TX, 76574
How long at this residence? 1.2 year
Phone (Home) _____
Cell Phone 917-504-6950
Fax _____
Email _____

Occupation Antiques owner
Employer Vintage Mall
Address 2121 N. Main ST
Taylor, TX, 76574
Work Phone _____
Business owner? ☒ Yes ☐ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Main Street Advisory, Tree Advisory Board, ZBA
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Good organizational skills, natural born leader, created, started & run a successful business in Taylor. College educated. Willing to serve on any board.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

11/22/2020



City of Taylor

Boards and Committee

Application

PLEASE TYPE OR PRINT CLEARLY:

Name Philip Ellis

Address (Residence and Mailing)
1012 Estes Park
Taylor, TX 76574

How long at this residence? Since August 2018

Phone (Home) _____

Cell Phone 903-570-3445

Fax _____

Email _____

Occupation Web Developer/Musician

Employer The Austin Stone Community Church

Address 313 E. Anderson Lane, Building 3, Suite 100
Austin, TX 78752

Work Phone 903-570-3445

Business owner? ☒ Yes ☐ No

Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Main Street Advisory Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Professional Musician for 20+ years, I want to be rooted and invested in this town as I raise my 4 kids here, I am invested in the flourishing of Taylor, and eventually would like to start a business in Taylor.

~~also, Carol Bachmayer told me I should apply! (I mentor with her at TH Johnson)~~

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Philip Ellis

Date

2-7-2020

Philip Ellis

1012 Estes Park
Taylor, TX 76574

Contact:
(903)-570-3445

Profile:

Accomplished entrepreneur with effective communication skills, leadership traits, and proven organizational skills seeking part-time or full-time job with Outbound Engine

Education:

Abilene Christian University, Abilene TX
BBA in Management May 2008

GPA-3.4

Professional Experience:

AUSTIN STONE WORSHIP

January 2009-Present

Director of Digital Content

- Built www.austinstoneworship.com
- Developed CRM tools to grow our email list from 0 - 30k+ emails
- Built and launched 2 successful online courses with over 300 participants
- Directed, filmed, edited, and manage over 700 videos on youtube.com/austinstoneworship that have over 9.7M views

SELF EMPLOYMENT

August 2001-Present

Makedrums.com (Creator/Owner)

- Wrote an eBook that explains how to build custom drums (makedrums.com/buynow)
- Developed content marketing strategy using blogging, video, and social media to obtain #1 organic spot in Google for my selected keywords
- Maintained customer relationships through use of CRM tools
- Grew email list to over 6000 active users in a niche market

P. Ellis Drums (Founder/Creator)

- Doubled sales for the last 2 years of business through our efforts to get our drums in retail stores.
- Created national brand awareness through use of social media

Studio/Freelance Drummer

- Collaborated with independent artists and bands to write and record creative drum parts to hundreds of songs, several of which have received awards and critical acclamation in magazines, and websites (soundcloud.com/philipellis)
- Full time drummer for Aaron Ivey (aaronivey.com)
- Produced over 100 drum related YouTube videos that have gotten over 1,000,000 views at youtube.com/pae04b

THE ROCKETBOYS-Austin, Texas (Independent indie/pop/rock band)

December 2005-May 2009

Financial Manager

- Coordinated over \$30,000 for purchasing decisions of a 15 passenger van, cargo trailer, monthly insurance, gas, merchandise, and van maintenance
- Manage over \$5000 in DVD's, CD's, shirts, buttons, and display equipment at each concert
- Negotiate and collect fees from entertainment buyers
- Record and use merchandise sales data from each city to devise and implement marketing plans for future purchase of merchandise, which has increased merchandise sales

Moody Museum Board

Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
Yes	3	Susan Komandosky, Chair 2207 Gladnell (H) 512-365-7396; (c) 512-796-4401 mrsk@austin.rr.com	12-2002	1-2020
	3	Cissie Pierce P O Box 592 (H) 862-4438; (c) 512-677-0021 cissiepierce@msn.com	12-1999	1-2021
RESIGNED Nov 2019	3	Paul Pennington 20209 Harrier Flight Trail Pflugerville TX 78660 (H) 512-567-6920 plpennington@gmail.com	1-2017	1-2020
	3	Matthew Plowman 422 W. Lake Dr. (C) 512-577-9646 Cincinnati1938@sbcglobal.net	8-2019 (Filled unexpired seat)	1-2021
	3	Gracie Yanez 1709 McLain (H) 365-2799 (c) 300-6545 yanezgracie49@gmail.com	12-2002	1-2021
	3	Eloise Brackenridge 3000 Davis Taylor, TX 76574 (H) 713-978-7674 (C) 512-517-2024 ewbrackenridge@gmail.com	1-2018	1-2021
No	3	Joe Bartosh 2101 Meadow Lane (C) 512-964-7053 jbdovetail@aol.com	3-2013	1-2020
Yes	3	Pastor Terry Pierce 1016 W. 7 th St. (C) 512-826-6278 Terry.pierce.austin@gmail.com	8-2019 (fill unexpired term)	1-2020
No	3	Carol Preuss 1406 Gilmore (C) 217-2100; (H) 365-2248 carolepreuss@gmail.com	1-2011	1-2020

2019

MEMBER NAME	TOTAL MTGS CALLED					Met Attendance Requirement per handbook		
	1/14/2019	3/19/2019 - No quorum	5/21/2019	7/16/2019	9/17/2019			
Susan Komandosky	P		P	P	P	4	0	Yes
Samye Turner	P		P	P	P	4	0	Yes
Leslie Hill	P		P	EA	EA	4	2	Yes
Gracie Yanez	P		EA	P	P	4	1	Yes
Carol Preuss	P		P	P	P	4	0	Yes
Cissie Pierce	P		EA	P	P	4	1	Yes
Eloise Brackenridge	P		P	P	P	4	0	Yes
Rebecca O'Bryan-Lieb	P		P			4	0	Yes
Matthew Plowman					P	4	0	Yes
Terry Pierce					P	4	0	Yes
Julia O'Bryan	EA		P			4	1	Yes
Joe Bartosh	EA		P	P	P	4	1	Yes
Paul Pennington	EA		EA	P	P	4	2	Yes
EA = Excused Absence, per Chairman A = Absent, not excused P = Present								
Reason for excused absences: J. O'Bryan - sick; J. Bartosh - sick; P. Pennington - work related (x2); C. Pierce - out of state; G. Yanez - family matter; L. Hill - family illness (x2)								

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name Tommy Sharp
Address (Residence and Mailing)
611 Sloan St.
Taylor, TX 76574
How long at this residence? 4 months
Phone (Home) —
Cell Phone 831-214-1778
Fax —
Email —

Occupation Human Resources Professional
Employer City of Round Rock
Address 231 E. Main St.
Round Rock, TX 78664
Work Phone (512) 218-5495
Business owner? ☐ Yes ☒ No
Additional information? —

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Moody Museum Advisory Board
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at — for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

see attached letter and resume

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Tommy Sharp

Date

6/25/19



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name <u>TRAVIS Summerlin</u>	Occupation <u>PASTOR</u>
Address (Residence and Mailing) <u>2106 KENT ST</u> <u>TAYLOR TX 76574</u>	Employer <u>TENTH STREET UNITED METHODIST</u> Address <u>410 W 10th ST.</u>
How long at this residence? <u>13 YRS</u>	Work Phone <u>512-352-2244</u>
Phone (Home) <u>512-365-3756</u>	Business owner? ☐ Yes ☒ No
Cell Phone <u>817-360-4120</u>	Additional information?
Fax	
E-mail	

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) MOODY MUSEUM BOARD

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at _____ for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

13 YRS PASTOR OF Local Church in Taylor, PRESIDENT OF TAYLOR KIWANIS CLUB; MEMBER FRIENDS OF MOODY MUSEUM

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES² IN THE CITY OF TAYLOR. ²Exempt 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TIDC. Change in residency status during term can result in termination of appointment.

I hereby swear and affirm that the information provided above is true and correct.

Signature _____

Date

06/20/2019



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name Marilyn Fleming
Address (Residence and Mailing)
2204 Smith Ave
Taylor TX 76574
How long at this residence? 26 mo
Phone (Home) _____
Cell Phone 816-718-0981
Fax _____
Email _____

Occupation Retired - 8 1/2 years
Employer _____
Address _____
Work Phone _____
Business owner? ☐ Yes ☐ No
Additional information?
Sold traffic signals -
15 years

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Moody Museum Board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Board of Rice-Tremonti Historic Home Assn- BOA- Raytown MO
Planning & Zoning Comm- B of Zoning Adj- Helped form CERT-
Indep MO - CERT & DART - KS-MO DART - MO READY (KC MO)
Raytown MO PD Community Services Director

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Marilyn Fleming

Date

January 21, 2020

Parks & Recreation Board

Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Ginger Schneider 622 W. 7 th St. (C) 512-423-1065 gingerschneider@hotmail.com	2-2015	1-2021
	3	Timothy Tebeau 2900 Tyler Lane (H) 512352-8040 (C) 512-595-6444 Ttebeau@gmail.com	2-2019	1-2022
Yes	3	Larry Cmerek 1003 Randall (H) 512-365-7151 cmerek@sbcglobal.net	4-2016	1-2020
	3	David Campise 814 Lexington St. (C) 979-229-4257 campises@gmail.com	7-2017	1-2021
Yes	3	Irene Michna 1301 Davis (H) 512-365-6056 (C) 512-680-8093 irenemichna@aol.com	8-2016	1-2020
	3	Justin Adams 3002 Crystal Cove (C) 936-433-9665 Jwadams19@gmail.com	1-2018	1-2021
Yes	3	Stacy Olsen 1316 Howard (C) 512-940-1897 syolsen@yahoo.com	1-2017	1-2020
	3	Jennifer Jewett 1808 Cypress Cove (H) 352-8879; (C) 512-762-4638 jewetts@sbcglobal.net	3-2013, 2019	2-2022
Chairman	3	Gary Gola 1806 Cypress Cove (H) 365-1051; (C) 771-2413 gary@golarealtors.com	3-2013	1-2021
Student Rep Resigned Sept 2019	1	Liberty Michna 1301 Davis St. (H) 512-791-1107 (C) 512-696-0532 libertymmichna@gmail.com	2-2019	1-2020

2019

MEMBER NAME	1/6/2019	2/20/2019	3/20/2019	4/17/2019	5/15/2019	6/19/2019	7/17/2019	8/21/2019	9/18/2019	10/15/2019 rescheduled from 10/16/2019	12/18/2019 No Meeting	TOTAL MTGS CALLED	Met Attendance Requirement per handbook		
Gary Gola	P	P	P	P	P	P	P	P	P	P	**	11	0	Yes	
Jennifer Jewett	P	P	A	P	P	P	P	P	P	P	**	11	1	Yes	
Larry Cmerak	EA	P	A	P	P	P	P	P	P	A	P	**	11	3	No
Ginger Schneider	P	P	A	P	P	P	P	A	P	P	P	**	11	2	Yes
Justin Adams	P	A	P	P	P	A	P	P	A	A	P	**	11	4	No
Irene Michna	P	P	P	P	P	P	P	P	P	A	P	**	11	1	Yes
Stacy Olsen	P	P	P	P	P	P	P	P	P	P	P	**	11	0	Yes
David Campise	P	P	P	A	P	P	A	P	P	P	A	**	11	3	No
Timothy Tebeau			P	P	P	P	EA	A	P	P	A	**	11	3	No
Liberty Michna, student			A	A	P	P	P	P	RESIGNED		**	11	5	No	

EA = Excused Absence, per Chairman

A = Absent, not excused

P = Present at meeting

Please Note: No meeting held in December

Reason for excused absences:

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor
Boards and Committee
Application

RECEIVED

JUN 22 2017

PLEASE TYPE OR PRINT CLEARLY:

Name Matthew Rector
Address (Residence and Mailing)
4104 Zion Ave
Taylor TX 76574
How long at this residence? Less than a year
Phone (Home) None
Cell Phone 314 939 9833
Fax _____
Email _____

Occupation Engineer
Employer City of Hutto
Address 401 W Front St
Hutto TX 78634
Work Phone 512 759 4030
Business owner? ☐ Yes ☒ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Parks ; P & Z
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

11 years of engineering including involvement with design, planning, and landscaping
2 years of landscape experience
previously served as Public Works Director for Taylor

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Matthew Rector

Date

6/22/17



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Tommy RojasName Tommy Rojas

Address (Residence and Mailing)

108 2nd AVE, TAYLOR,TX 76544How long at this residence? 17 years

Phone (Home) _____

Cell Phone (512)-269-7457

Fax _____

Email _____

Occupation Fast Food Employee, StudentEmployer Chick-Pit-aAddress 110 E. S. Hance Blvd,Round Rock, Texas 78664

Work Phone _____

Business owner? ☐ Yes☒ No

Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.): Parks Advisory Board Student Seat

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I have a strong interest in politics & love the workings
workings of the city I live in. I also am
organized & believe to be a strong leader.

I have a strong interest in activities and love the workings of the city I live in. I also am organized and believe to be a strong leader.

(appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Tommy Rojas

Date

12-13-17



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name Brenda Cox
Address (Residence and Mailing)
2300 West St.
Taylor, TX 76574
How long at this residence? 1 yr. ☒ ★
Phone (Home) _____
Cell Phone 512-567-3335
Fax _____
Email _____

Occupation Human Resource Generalist
Employer Hutto ISD
Address 200 College St.
Hutto
Work Phone 512-759-3771 X.1035
Business owner? ☐ Yes ☒ No
Additional information? _____
★ Born & Raised in Taylor area
moved back in 2015

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Parks & Recreation

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Board member of Dripping Springs Youth Sports - Founder/Director of DS.
Lacrosse Program - Facility Rental/Agreements w/DSISD
Former City Employee w/Hutto - Familiar w/Taylor Parks & Events

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

1/31/2020



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	Janna Redding
Address (Residence and Mailing)	1308 Marshall St Unit B
	Taylor, Tx 76574
How long at this residence?	5 years
Phone (Home)	512-317-6160
Cell Phone	
Fax	
Email	

Occupation	VR Casemanager
Employer	Bloom Consulting
Address	3001 Joe Dimaggio #800
Work Phone	512-6399748
Business owner?	☐ Yes ☒ No
Additional information?	Enrolled in
	Lead Taylor

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Parks and Rec board

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Ive worked closely with THS Bball and been duck for Christmas parade last 2 yrs.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

2/5/20



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>Patrice Dempsey</u>
Address (Residence and Mailing)	<u>4106 Big Bend Trl</u> <u>Taylor TX 76574</u>
How long at this residence?	<u>15 yrs.</u>
Phone (Home)	
Cell Phone	<u>(512) 269-8801</u>
Fax	
Email	

Occupation	<u>Retired</u>
Employer	
Address	
Work Phone	
Business owner?	☐ Yes ☒ No
Additional information?	

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Parks & Rec board (see below)

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I currently sit on the Animal Shelter Advisory board
but would prefer to be appointed to Parks & Rec board.
I operate Cinderella's Closet, a 501c3 nonprofit here and
have good skills at raising awareness if need & funding

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature Patrice Dempsey Date 2/5/20

**City of Taylor
Boards and Committee
Application**

PLEASE TYPE OR PRINT CLEARLY:

Name: Amy Everhart

Address: (Residence and Mailing)

819 Talbot St., Taylor, TX 76574

How long at this residence? 4 years

Phone (Home): n/a

Cell Phone: 512-699-2693

Fax: n/a

Email: _____

Occupation: Public Affairs Director

Employer: Austin Board of Realtors

Address: 4800 Spicewood Springs Rd, Austin, TX 76574

Work Phone: n/a

Business owner? Yes

Additional information? Co-founder/Part-owner of Texas Beer Company, Taylor, TX

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.):

1. Planning and Zoning Commission
2. Parks and Recreation

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I worked for the City of Austin in the Mayor's Office (for both Mayor Lee Leffingwell and Mayor Steve Adler) for 8 years between 2009 and 2017, so I am very knowledgeable about local issues facing cities. While in the Mayor's office, I served in several roles: Policy Director, Communications Director, and Public Affairs Director. I worked on numerous issues facing the city and our region including: land use, zoning, transportation & transit, homelessness, parks & recreation, energy, water, environmental issues, equity, real estate, housing affordability, and more. I was responsible for writing policy and resolutions, speeches, talking points, media releases, and other communications on these issues. For the last few years, I've worked for the Austin Board of Realtors, where I run the Government Affairs Department. Our work has been mainly focused on the rewrite of Austin's Land Development Code, regional transportation, housing affordability, and public education.

My background and experience would add value and expertise to the City of Taylor and our community's decision-making processes. Thank you for your consideration.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature: /s/ Amy L Everhart

Date: Feb. 10, 2020

Planning & Zoning Commission

Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
Yes	3	Donna Frazier 1704 Carey Ave (H) 365-6154 (C) 965-0372 donnafrazier1704@gmail.com	8/2009	1-2020
	3	Kellie Billings-Ray 815 Randall St. (H) 512-590-1660 (C) 512-590-1660 Kellie.ray@outlook.com	2-2019	2-2022
Yes	3	Michael Aplin 4308 J.M. Cuba Dr. (H) 352-8885 (O) 239-1792 (C) 924-1138 mike.aplin@tceq.texas.gov	1-2017	1-2020
	3	Don McAlister, Chairman P.O. Box 526 2107 Mildred St. (H) 365-7068 (C) 917-7527 don.mcalister@austin.rr.com	9-2002	1-2021
	3	Annette Maruska 308 Cherrywood Circle (H) 512-365-9686 (C) 512-431-7866 garywmaruska@sbcglobal.net	7-2014	1-2021
	3	Rick Selin 2202 Gladnell (C) 512-422-2527 Rick_selin@hotmail.com	10-2013	1-2021
	3	Faith Gardner 520 W. Lake Dr. (C) 619-313-3670 fanewkirk@yahoo.com	2-2016, 2019	2-2022
	3	Mike Eaton 2200 Mildred (H) 512-365-1188 (C) 512-801-5267 Eaton.mike@att.net	2-2016, 2019	2-2022
	3	Leland Stevens P.O. Box 1038 / 1506 W. Lake (O) 352-8128 stevenscpa@sbcglobal.net	1-1996, 2019	2-2022

2019

[illegible]

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor
Boards and Committee
Application

RECEIVED
JUN 22 2017

PLEASE TYPE OR PRINT CLEARLY:

Name Matthew Rector
Address (Residence and Mailing)
4104 Zion Ave
Taylor TX 76574
How long at this residence? Less than a year
Phone (Home) None
Cell Phone 314 939 9833
Fax _____
Email _____

Occupation Engineer
Employer City of Hutto
Address 401 W Front St
Hutto TX 78634
Work Phone 512 759 4030
Business owner? ☐ Yes ☒ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Parks ; P & Z
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

11 years of engineering including involvement with design, planning, and landscaping
2 years of landscaping experience
previously served as Public Works Director for Taylor

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Matthew Rector

Date

6/22/17



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>Foster Cunningham</u>
Address (Residence and Mailing)	
	<u>2603 Paula Lane</u>
	<u>Taylor Tx 76574</u>
How long at this residence?	<u>1 year</u>
Phone (Home)	
Cell Phone	<u>512-269-9632</u>
Fax	
Email	

Occupation	<u>Insurance Broker (Health/Property)</u>
Employer	<u>Self</u>
Address	<u>904 Mallard Lane</u>
	<u>Taylor Tx 76574</u>
Work Phone	<u>512-352-3649</u>
Business owner?	☒ Yes ☐ No
Additional information?	

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Planning and Zoning

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Some is basic knowledge, the rest i will learn very quickly.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature Foster Cunningham Date 01/27/2020



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>DON BUNNER</u>
Address (Residence and Mailing)	<u>1906 SARAH CIRCLE</u> <u>TAYLOR TX 76574</u>
How long at this residence?	<u>5 Yrs</u>
Phone (Home)	<u>512-309-4312</u>
Cell Phone	<u>512-415-9954</u>
Fax	_____
Email	_____

Occupation	<u>RETIRED</u>
Employer	_____
Address	_____
Work Phone	_____
Business owner?	☐ Yes ☐ No
Additional information?	_____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : PLANNING & ZONING

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Business Development - GENERAL MANAGER - Director NATURAL Company
Project Mgmt - NATURAL Sales Mgr - LEAD Large groups
Working with ALL Management Levels for +40 years

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Don Bunner

Date

1-18-19

City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name: Amy Everhart

Address: (Residence and Mailing)

819 Talbot St., Taylor, TX 76574

How long at this residence? 4 years

Phone (Home): n/a

Cell Phone: 512-699-2693

Fax: n/a

Email:

Occupation: Public Affairs Director

Employer: Austin Board of Realtors

Address: 4800 Spicewood Springs Rd, Austin, TX 76574

Work Phone: n/a

Business owner? Yes

Additional information? Co-founder/Part-owner of Texas Beer Company, Taylor, TX

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.):

1. Planning and Zoning Commission
2. Parks and Recreation

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

I worked for the City of Austin in the Mayor's Office (for both Mayor Lee Leffingwell and Mayor Steve Adler) for 8 years between 2009 and 2017, so I am very knowledgeable about local issues facing cities. While in the Mayor's office, I served in several roles: Policy Director, Communications Director, and Public Affairs Director. I worked on numerous issues facing the city and our region including: land use, zoning, transportation & transit, homelessness, parks & recreation, energy, water, environmental issues, equity, real estate, housing affordability, and more. I was responsible for writing policy and resolutions, speeches, talking points, media releases, and other communications on these issues. For the last few years, I've worked for the Austin Board of Realtors, where I run the Government Affairs Department. Our work has been mainly focused on the rewrite of Austin's Land Development Code, regional transportation, housing affordability, and public education.

My background and experience would add value and expertise to the City of Taylor and our community's decision-making processes. Thank you for your consideration.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature: /s/ Amy L Everhart

Date: Feb. 10, 2020

Public Arts Advisory Board				
	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Lois Duncan PO Box 1245 Taylor, TX (H) 512-348-3620 loisduncan@hughes.net	2-2019	2-2022
	3	Melanie Shaw 116 W. 2 nd St., Ste 108 Taylor, TX (H) 917-520-1727 (C) 917-520-1727 Mel340@icloud.com	2-2019	2-2022
	3	Janetta McCoy 819 Hackberry St. Taylor, TX (H) 512-365-0893 (C) 509-464-9377 innkeeper@pecanmanorbb.com	2-2019	2-2022
	2	Brent Humphreys 2015 W. lake Drive Taylor, TX (H) 214-683-7763 brenthumphreys@me.com	2-2019	2-2021
	2	Bryan Richie 1021 Hackberry St. Taylor, TX (H) 512-217-1322 Bryan.richie@gmail.com	2-2019	2-2021
Yes	1	Richard Stone 1306 Cecelia St. Taylor, TX (H) 512-760-5748 Richard.2456@gmail.com	2-2019	2-2020
Yes	1	Nathan Gray 601 CR 101 Hutto, TX. 78634 (H) 512-839-6635 N8_gray@yahoo.com	2-2019	2-2020

2019

[illegible]



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name Judy Blundell

Address (Residence and Mailing)
9851 FM 619

How long at this residence? 17 years

Phone (Home) +1 512-269-8339

Cell Phone _____

Fax _____

Email _____

Occupation Painter

Employer Self

Address 311 N Main St.
Taylor TX 76574

Work Phone +1 512-269-8339

Business owner? ☒ Yes ☐ No

Additional information? Not really

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) :

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

BFA University of Texas Austin - 1980

Julian Ashton School of Contemporary Art

University of Technology - School of Architecture

AGORA GALLERY, NYC - Agency for ART

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT

WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

Feb 16 2009

TEDC				
Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
Yes	3	Joe Burgess 905 Davis St Taylor, TX 76574 (PH) 903-284-8243 caminorealpublishing@gmail.com	6-2015	1-2020
	3	Betty Day 803 T.H. Johnson Dr. (H) 512-309-4838 (C) 512-426-9266 bday@ercot.com	2-2019	2-2022
Yes	3	Kelly Cmerek 1406 Sagewood Dr 512-365-8450 (C) 512-468-4231 kelly.cmerek@bbvacompass.com	12-2013	1-2020
	3	Dwayne Ariola 1003 Kent 512-269-1782 Dwayne.ariola@taylor.tx.gov	1-2018	1-2021
	3	Clark Jackson 1804 Lexington (O) 352-5543 (H) 365-3574 (Fax) 352-7670 Clarkljackson@sbcglobal.net	1-2012	1-2021

Members: 5. Residency requirements do not apply.

Duties: Promotes, assists, and enhances economic development activities for the city.

Appointed by: City Council

Meets: 3rd Wednesday monthly at 5:00

Liaison: Regina Carlson

2019

[illegible]

EA = Excused Absence, per Chairman

A = Absent, not excused

P = Present at meeting

Please Note: Betty Day filled Scott Green's seat.

Reason for excused absences: D. Ariola - 6/26/2019 work related, 9/11/2019 911 ceremony in Taylor, 10/30/2019 daughter was in an accident.

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name **John M. McDonald**

Address (Residence and Mailing)

2405 Meadow Ln

Taylor, Tx. 76574

How long at this residence? **22 years**

Phone (Home) **(512) 365-3528**

Cell Phone **(512) 569-6247**

Fax _____

Email _____

Occupation **Senior Application Developer**

Employer **DXC Technology**

Address **200 West Cesar Chavez Street
Austin, Tx. 78701**

Work Phone **(512) 365-3528**

Business owner? ☐ Yes ☒ No

Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : **Taylor Economic Development Corporation, TEDC**

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

9 years Taylor City Council (two-time Mayor Pro-Tem). 5 ½ years Planning and Zoning Commission.

42 years investment experience, following world, national, & local business news, trends, & developments. I understand a balance sheet and can evaluate an earnings report.

Based upon wire & business reports and my own investigative skills, I determined the Taylor area was a prime candidate for the Tesla Gigafactory 6 weeks before it was first discussed in council executive session.

I believe the TEDC should be aggressive and fiduciary as possible to bring viable, new businesses to Taylor. Taylor has much work to do and I believe I have the skill set to help make economic develop occur.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board,



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name: <u>Gary Gola</u>
Address (Residence and Mailing)
<u>1806 Cypress Cove</u>
<u>Taylor, TX 76574</u>
How long at this residence? <u>31 years</u>
Phone (Home) _____
Cell Phone: <u>512.771.2413</u>
Fax: <u>512.365.1576</u>
Email: _____

Occupation: <u>Real Estate Broker</u>
Employer: <u>Cornerstone Real Estate, Inc. (Owner)</u>
Address: <u>105 W 4th</u>
<u>Taylor, TX 76574</u>
Work Phone: <u>512.365.9548</u>
Business owner? ☒ Yes ☐ No
Additional information?: <u>Retired from State of Texas</u>
<u>where I worked for 26 years</u>

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.):

Taylor Economic Development Corporation.

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

My work and business experience working for the State of Texas for 26 years and in the Real Estate industry for 19 years has provided me with vast knowledge in working with business and with operating a business. This experience will be beneficial in attracting economic growth to Taylor.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date:

1/27/2020

TIF Board				
Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Shannon Grace 1119 Victoria St (C) 512-587-4460 Shannongrace04@gmail.com	8-2016	2-2022
	3	Erwin Stauffer 804 Kirk St (H) 512-365-6453 (C) 512-818-6297 estauffer@austin.rr.com	2-2016	1-2021
RESIGNED 3-8-19	3	Megan Randig 1308 Kimbro (C) 979-229-0488 megan@mezoozah.com	2-2015	1-2021
	3	Sharla Gola 1806 Cypress Cove (C) 512-771-2412 sharla@golarealtors.com	2-2016	1-2021
	3	Stephen Truex 200 W. 2 nd St. (C) 512-567-0845 Sptcobra7@yahoo.com	1-2014	1-2020
	3	Bobby Seiferman 2502 Trailing Vine Way Round Rock, TX 78665 (H) 512-255-6719 (C) 925-4048 seiferman@ms.net	1-2012	1-2021
	3	Scott Dean 1725 Lexington (C) 512-713-4543 msdeantex@gmail.com	7-2017 (Filled unexpired term)	1-2020
Williamson County Representative	2	Ed Komandosky 2207 Gladnell (H) 512-365-7396 (C) 512-796-4401 Ekomandosky@austin.rr.com	2015, 2017, 2019	2-2021
Taylor Independent School District Representative	2	Lorine David 3101 N. Main St., Ste 104 (O) 512/352-6361 x1047 ldavid@taylorisd.org	Aug 2019	2-2021

Tree Advisory Board				
Willing to be Re-appointed?	TERM	MEMBER	APPOINTED	EXPIRES
	3	Nathan Abbott 2100 Donna Drive Taylor, TX 76574 (C) 512-795-9066 (O) 512-671-8733 nathan@certifiedarborcare.net	2-2016, 2019	2-2022
	3	Brian Lawrence 8901 Amberglen Blvd, Apt. 23106 Austin, TX 78729 (C) 512-466-2164 (O) 846-2535 or 940-0799 Brian.sfa04@gmail.com	7-2012	1-2021
	3	Nancci Phillips-Burgess 1801 Oaklawn (C) 903-541-2669 Nancci2001@yahoo.com	9-2017	1-2021
	3	Bonnie Sladek 950 CR 365 (H) 352-3147	1-2014; 2016, 2019	2-2022
	3	Tiffany Price 215 Tucek Rd., (C) 512-955-6309 Tiffany.price@bbtrails.org	8-2019	8-2022
Yes	3	Erin Butler 2401 CR 448 Taylor TX 76574 erintheaggie@gmail.com	2-2015	1-2020
	3	Vacant **	11-2014 (New position)	1-2017

Members: 7

Duties: Est 2012. Discuss beautification of the city through the painting and maintenance of trees and assist staff with the annual Arbor Day event.

Appointed by: City Council

Meets: Quarterly on Tuesday at 6pm

2019

MEMBER NAME	Rescheduled from						TOTAL MTGS CALLED	Met Attendance Requirement per handbook		
	2/12/19 rescheduled from	4/30/2019 rescheduled from	8/13/2019 rescheduled from	10/8/2019						
Brian Lawrence	P	P	P	P			4	0	Yes	
Nancii Phillips-Burgess	P	P	EA	P			4	1	Yes	
Bonnie Sladek	P	P	P	P			4	0	Yes	
Erin Butler	P	P	A	P			4	1	Yes	
Nathan Abbott	P	P	P	P			4	0	Yes	
Tiffany Price			P	P			4	0	Yes	
Vacancy										
EA = Excused Absence, per Chairman							A = Absent, not excused			P = Present at meeting
Reason for excused absence: N. Phillips-Burgess - attending banquet										
Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.										



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name Julie Rydell
Address (Residence and Mailing)
2205 W. Lake Drive
Taylor TX 76574
How long at this residence? 14 years
Phone (Home) 512 294 1972
Cell Phone 512 294 1972
Fax N/A
Email _____

Occupation executive assistant
Employer Baylor Scott & White
Address 305 Mallard Lane
Taylor, TX 76574
Work Phone 737 888 3102
Business owner? ☐ Yes ☒ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Tree Advisory Board
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

VP - Keep Taylor Beautiful
Exec. Director - Good Life Taylor

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Julie Rydell

Date

1/31/20



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name Michael Van Jones
Address (Residence and Mailing)
1301 Wallace ST
Taylor, TX, 76574
How long at this residence? 1.2 year
Phone (Home) _____
Cell Phone 917-504-6950
Fax _____
Email _____

Occupation Antiques owner
Employer Vintage Mall
Address 2121 N. Main ST
Taylor, TX, 76574
Work Phone _____
Business owner? ☒ Yes ☐ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Main Street Advisory, Tree Advisory, Board ZBA
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Good organizational skills, natural born leader, created, started & run a successful business in Taylor, College educated. Willing to serve on any board.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

11/22/2020

ZBA (Zoning Board of Adjustment)

Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	2	April Young 1220 W. Lake Dr. (C) 512-992-9994 April_young@dell.com	8-2019	8-2021
To stagger terms better Yes	2	Nancy Talley 1622 Tammi Lane (H) 512-365-5091 (C) 512-848-6258 netalley@sbcglobal.net	10-2013, 2019	2-2021
	2	Suzanne Bice P. O. Box 1011 840 W. 6 th St. Taylor, TX 76574 (PH) 806-382-3993 bicesuzanne@gmail.com	1-2017	2-2021
To stagger terms better Yes	2	Craig Eulenfeld 1618 Laurel St. Taylor, TX 76574 (H) 512-365-7174 (C) 512-801-2262 ceulenfeld@austin.rr.com	1-2017	2-2021
Yes	2	David Paul P. O. Box 1011 840 W. 6 th St. Taylor, TX 76574 (PH) 806-433-3635 2sealys2many@gmail.com	1-2017	1-2020
Alternate	2	Michael Prillaman 1502 Sherry Dr. (H) 512-487-6089 (C) 512-636-5033 michael@austineastward.com	7-2017, 2019	2-2021
Alternate	2	vacant		
Alternate	2	vacant		

2019

[illegible]

Please Note:

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.



City of Taylor
Boards and Committee
Application

PLEASE TYPE OR PRINT CLEARLY:

Name Michael Van Jones
Address (Residence and Mailing)
1301 Wallace ST
Taylor, TX, 76574
How long at this residence? 1.2 year
Phone (Home) _____
Cell Phone 917-504-6750
Fax _____
Email _____

Occupation Antiques owner
Employer Vintage Mall
Address 2121 N. Main ST
Taylor, TX, 76574
Work Phone _____
Business owner? ☒ Yes ☐ No
Additional information? _____

List the Board or Commission you are applying for. A person may not be appointed by the City Council to serve on more than one board or commission simultaneously. (Does not apply to the Comprehensive Plan Implementation Committee.) If more than one, please list in order of priority for which you wish to be considered.) : Main Street Advisory, Tree Advisory Board, ZBA

Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylor.tx.gov> for a complete roster of committee appointees.

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.)

Good organizational skills, natural born leader, created, started & run a successful business in Taylor. College educated. Willing to serve on any board.

APPLICANTS FOR ZONING BOARD OF ADJUSTMENTS, PLANNING AND ZONING, BUILDING AND STANDARDS COMMISSION, AND PARKS AND RECREATION BOARD MUST BE A LEGAL RESIDENT OF THE UNITED STATES AND A VOTING RESIDENT WHO LIVES AND RESIDES* IN THE CITY OF TAYLOR. (*Effective 12/16/08. Residency requirement does not apply to the Moody Museum Board, Library Board, Main Street Advisory Board, Airport Board, or the TEDC. Change in residency status during term can result in termination of appointment.)

I hereby swear and affirm that the information provided above is true and correct

Signature

Date

11/22/2020