

AGENDA

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

JANUARY 27, 2022, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION / MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)

CONSENT AGENDA

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

1. Approve minutes from the January 13, 2021 regular Council meeting and the January 13, 2022 special called Council meeting. (Dianna McLean)
2. Consider Resolution R22-06 calling an election on May 7, 2022 to elect one Council Member from District 1 and one Council Member from District 4. (Dianna McLean)
3. Consider Ordinance No. 2022-02, revising Ordinance 96-29, pertaining to the use, operation, and conduct of the Taylor Municipal Airport. (Jim Gray/Sarah Hinton)
4. Consider Ordinance 2022-05, amending the FY2022 Budget. (Jeff Wood)
5. Consideration of proposal for HDR Engineering for the North Pump Station Water System Improvements. (Jim Gray)
6. Consideration of proposal for HDR Engineering for FM 973/ CR 401 Water and Wastewater Improvements - Construction Services. (Jim Gray)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

7. Consider approving a contract with Citygate Associates, LLC to conduct a fire services master plan. (Daniel Baum)
8. Consider the FY2022 Work Plan and Budget for the Public Arts Advisory Board. (Jan Harris)
9. Consider appointments to the Planning & Zoning Commission. (Dianna McLean)

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. Potential litigation regarding platting requirements in the Taylor ETJ

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 January 24, 2022 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 McLean Date 1-24-2022
Dianna McLean, City Clerk



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 1

Agenda Title: Approve minutes from the January 13, 2021 regular Council meeting and the January 13, 2022 special called 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. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

N/A

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
•	•

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

- 1a. [January 13, 2022 meeting minutes](#)
- 1b. [January 13, 2022 special called minutes](#)

City of Taylor
Regular City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
January 13, 2022 at 6:00 p.m.

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

Mayor Pro-Tem Gerald Anderson
Council Member Robert Garcia
Council Member Mitch Drummond
Council Member Dwayne Ariola
Mayor Brandt Rydell

Brian LaBorde, City Manager
Jeff Jenkins, Deputy City Manager
Mark Schroeder, Assistant City Attorney
Dianna McLean, City Clerk

INVOCATION / MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PROCLAMATION/RECOGNITION

Mayor Rydell read a proclamation recognizing Martin Luther King Jr. Day and presented it to Shorty Mitchell.

1. Taylor Pickleball check presentation.

Tyler Bybee, Parks & Rec Director - the Taylor Pickleball Club held a tournament at the Murphy Park Courts. The tournament raised \$1350 in proceeds which were donated to the city. The donated funds will go to facility improvements such as lighting upgrades and court resurfacing at the Pickleball field.

CITIZENS COMMUNICATION

There were no citizen communications.

CONSENT AGENDA

- 2. Approve minutes from December 9, 2021 regular and special called City Council meetings and the January 6, 2022 special called Council meeting.**
- 3. Consider approving Resolution R22-01 Approving the City Investment Policy and Investment Strategy.**
- 4. Consider approving Resolution R22-02 Authorizing Representatives on the City's Investment and Bank Accounts.**
- 5. Concur with preliminary financials for November 2021.**
- 6. Consider Resolution R22-03 authorize proceeding with issuance of certificates of obligations and further directing the publication of notice of intention to issue City of Taylor, Texas combination tax and revenue certificates of obligation, series 2022.**
- 7. Consider Resolution R22-04, Local On-System Agreement (LOSA) with TxDOT for 2nd & Main Street intersection improvements.**
- 8. Consider purchase of replacement fire department pumper.**

Motion was made by Councilmember Garcia to approve the consent agenda items as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

PUBLIC HEARING/ORDINANCES

9. **Introduce Ordinance No. 2022-02, revising Ordinance 96-29, pertaining to the use, operation, and conduct of the Taylor Municipal Airport.**

Sarah Hinton, Airport Manager – this ordinance will update Ordinance 96-29 which will include a no-fee permit requiring insurance for non-tenant Specialty Fixed Base Operators (SFBO) and provide the standardization of SFBO requirements designed to guard against Economic Non-Discrimination at the airport, one of our 39 FAA grant assurances.

The City Attorney read the caption of the Ordinance.

ORDINANCE NO. 2022-02

AN ORDINANCE PROVIDING REGULATIONS FOR THE USE, OPERATION AND CONDUCT OF THE TAYLOR MUNICIPAL AIRPORT; PROVIDING A FUEL SURCHARGE; PROVIDING A PENALTY UPON CONVICTION OF A FINE VIOLATING THE ORDINANCE AND PROVIDING CIVIL PENALTIES; PROVIDING A SAVINGS CLAUSE AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

This was the first reading. No action was taken.

10. **Hold a public hearing and introduce Ordinance 2022-03 annexing a parcel of land, consisting of approximately 1,268.23 acres, located at the former intersection of County Roads 401 and 404.**

Tom Yantis, Development Services Director – This ordinance provides for the voluntary annexation of the Samsung property as anticipated and documented in the development agreement between Samsung and the City of Taylor. Samsung submitted the annexation petition on December 9, 2021.

Mayor Rydell opened the public hearing at 6:18pm. With no one appearing, the public hearing was closed at 6:19pm.

The City Attorney read the caption of the Ordinance.

ORDINANCE NO. 2022-03

AN ORDINANCE ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT.

This was the first reading. No action was taken,

11. **Hold a public hearing and introduce Ordinance 2022-04 changing the zoning for a parcel of land, consisting of approximately 1,268.23 acres, located at the intersection of County Roads 401 and 404, from the zoning upon annexation of Single-Family Residential Zoning District (R-1) to Heavy Industrial Zoning District with a Commercial Planned Development Overlay (M-2/CPD).**

Tom Yantis, Development Services Director - The City and Samsung entered into a development agreement that established the land uses and development standards for the property prior to annexation. The request to zone the property Heavy Industrial with a Commercial Planned Development Overlay (M-2/CPD) is consistent with the land development standards established in the development agreement. The Planning and Zoning Commission unanimously recommended approval.

Mayor Rydell opened the public hearing at 6:23pm. With no one appearing, the public hearing was closed at 6:24pm.

The City Attorney read the caption of the Ordinance.

ORDINANCE NO. 2022-04

AN ORDINANCE CHANGING THE ZONING OF PROPERTY DESCRIBED AS APPROXIMATELY 1,268.23 ACRES, GENERALLY LOCATED AT THE INTERSECTION OF COUNTY ROADS 401 AND 404 and MORE PARTICULARLY DESCRIBED IN OFFICIAL PUBLIC RECORDS OF WILLIAMSON COUNTY, TEXAS; 2021084492, 2021184511, 2021184854, 2021184843, 2021183753, 2021184494, 2021184917, 2021184513, 2021184841, 2021184270, 2021183993, 2021084038, 2021183313, 2021184492, 2021184507, 2021181069, 2021184013, 2021184352, 2021183985, 2021184141, 2021185096, 2021184038, 2021187920, 2021189911, 2021184919 AND 2021184505, PART OF AND OUT OF THE B. J. TYLER SURVEY, ABSTRACT NO. 631, THE G.W. TYLER SURVEY, ABSTRACT NO. 636, THE G. N. TYLER SURVEY, ABSTRACT NO. 634, THE H.T. & B.R.R. COMPANY SURVEY, ABSTRACT NOS. 315, 318, AND 381, THE J. EBBERLY SURVEY, ABSTRACT NO. 923, THE L. A. TYLER SURVEY, ABSTRACT NO. 632, THE T. B. LEE SURVEY, ABSTRACT NO. 800, AND THE W. NOBLES SURVEY, ABSTRACT NO. 484, TAYLOR, WILLIAMSON COUNTY, TEXAS, FROM ZONING, UPON ANNEXATION, OF SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT (R-1) TO HEAVY INDUSTRIAL ZONING DISTRICT WITH A COMMERCIAL PLANNED DEVELOPMENT OVERLAY (M-2/CPD); AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE ZONING CHANGE ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.

This was the first reading. No action was taken.

12. Introduce Ordinance 2022-05, amending the FY2022 Budget.

Jeff Wood, Finance Director - The purpose of this budget amendment is to have the budget reflect actual financial activity including changes in the budget related to unbudgeted expenditures and revenues. Mr. Wood briefly explained each entry.

The City Attorney read the caption of the Ordinance.

ORDINANCE NO. 2022-05

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS AMENDING ORDINANCE NO. 2021-20 ADOPTED ON SEPTEMBER 9, 2021, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; BY AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AND OTHER CITY FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING EXPENSES AND CAPITAL OUTLAY AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY.

This was the first reading. No action was taken.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

13. Consider approval of submission of a grant application to the Department of Homeland Security – FEMA for FY 2021 Staffing for Adequate Fire and Emergency Response (SAFER) grant program.

Daniel Baum, Fire Chief - The Fire Department is seeking approval to submit a grant application for a federal grant program that provides funding to municipalities to hire firefighters with the intent of meeting National Fire Protection Association (NFPA) standards for minimum staffing. This program offers financial relief to the city for a three-year period, allowing the department to meet immediate staffing needs while allowing growth of tax base to ultimately fund the positions.

Motion was made by Councilmember Ariola to approve the submittal of the grant application as presented. Motion was seconded by Councilmember Garcia. Motion carried unanimously.

14. Consider approving a contract with Simplecity Design for the update of the City's development ordinances.

Tom Yantis, Development Services Director - one of the implementation actions in the comprehensive plan is to return to the traditional development patterns that define Taylor's historic downtown and adjacent neighborhoods is to *Update Development Standards to Support Centers and Infill*. Six responses to an RFQ were received from qualified firms. The selection committee recommends Simplecity Design, LLC to complete the development ordinances update. Matt Lewis with Simplecity explained what services their company offers and what they would do for the city.

Motion was made by Councilmember Garcia to authorize the City Manager to execute the contract with Simplecity Design, LLC for the update of the City's zoning, subdivision, and sign ordinances as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

15. Consider approving Resolution R22-05 for development of an Airport Master Plan.

Sarah Hinton, Airport Director - There is no existing Airport Master Plan. With the influx of growth and development in Taylor and Williamson County, along with the increasing airport operations and future proposed CIP airport projects, an Airport Master Plan will ensure the City and Airport are on the best track for future development in a concise and organized manner. The estimated cost of the airport master plan is \$200,000. This project is a 90/10 match requiring \$20,000 for the airports portion.

Motion was made by Councilmember Garcia to approve Resolution R22-05 as presented. Motion was seconded by Councilmember Ariola. Motion carried unanimously.

Mayor Rydell read the executive session items and adjourned into closed session at 6:50pm.

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 for Municipal Utility District 45 located within the ETJ of the City of Taylor.
- b. City of Thrall CCN settlement
- c. Airport Hangar Lease

16. Take any action regarding Executive Session I.

Council reconvened into open session at 7:39pm. No action was taken.

ADJOURN

With no further business Mayor Rydell declared the meeting adjourned at 7:39p.m.

Brandt Rydell, Mayor

ATTEST:

Dianna McLean, City Clerk

City of Taylor
Special Called City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
January 13, 2022 at 6:30 p.m.

Directly following the regularly scheduled Council meeting at 6:00p.m.

Mayor Rydell declared a quorum and called the meeting to order at 7:40p.m. with the following present:

Mayor Pro-Tem Gerald Anderson
Council Member Mitch Drummond
Council Member Dwayne Ariola
Mayor Brandt Rydell
Council Member Robert Garcia

Brian LaBorde, City Manager
Jeff Jenkins, Deputy City Manager
Mark Schroeder, Assistant City Attorney
Dianna McLean, City Clerk

CITIZEN COMMUNICATION

There were no citizen communications.

REGULAR AGENDA

1. **Consider Ordinance 2022-03 annexing a parcel of land, consisting of approximately 1,268.23 acres, located at the former intersection of County Roads 401 and 404.**

Motion was made by Councilmember Garcia to adopt Ordinance 2022-03 as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

2. **Consider Ordinance 2022-04 changing the zoning for a parcel of land, consisting of approximately 1,268.23 acres, located at the intersection of County Roads 401 and 404, from the zoning upon annexation of Single-Family Residential Zoning District (R-1) to Heavy Industrial Zoning District with a Commercial Planned Development Overlay (M-2/CPD).**

Motion was made by Councilmember Garcia to adopt Ordinance 2022-04 as presented. Motion was seconded by Councilmember Ariola. Motion carried unanimously.

ADJOURN

With no further business Mayor Rydell declared the meeting adjourned at 7:42p.m.

ATTEST:

Dianna McLean, City Clerk

Brandt Rydell, Mayor



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 2

Agenda Title: Consider Resolution R22-06 calling an election on May 7, 2022 to elect one Council Member from District 1 and one Council Member from District 4.

Council Action to be taken: Adopt Resolution

Department Submitted: City Management

Staff Contact: Dianna McLean, City Clerk

1. PURPOSE/DESCRIPTION

The purpose of this resolution is to call for a general election to be held on May 7, 2022 to elect a councilmember from District 1 and a councilmember from District 4.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Pursuant to the provisions of Articles 701 and 704, Vernon's Annotated Texas statutes, as amended, the Texas Election Code, and the City Charter, the City of Taylor is authorized to call an election for the purpose of electing representatives of the City Council of the City of Taylor. The attached resolution calls that election and designates the polling places, appoints an Early Voting Clerk and Early Voting Ballot Board, and provides notice of said election.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
Required by State law and City Charter	Required by State law and City Charter

4. RECOMMENDATION

Staff recommends adoption of the resolution has presented.

5. FUNDING SOURCE

Funding has been provided in the FY 2022 budget in the amount of \$15,000.00.

6. TIMELINE

Election Code 3.005 states a city must order its general election not later than the 78th day before Election Day. For 2022, February 18th is the statutory last day for ordering an election.

7. OTHER OPTIONS (In order of preference)

No other options. City Charter requires a May election be called each year for Council Member seats.

8. ATTACHMENTS

2a. [Resolution R22-06](#)

RESOLUTION NO. R22-06

A RESOLUTION CALLING AN ELECTION TO BE HELD IN THE CITY OF TAYLOR, TEXAS, ON SATURDAY, MAY 7, 2022, FOR THE PURPOSE OF ELECTING TWO PERSONS AS MEMBERS OF THE CITY COUNCIL OF SAID CITY, ONE TO BE ELECTED FROM DISTRICT 1 AND ONE TO BE ELECTED FROM DISTRICT 4; DESIGNATING THE POLLING PLACES AT WHICH VOTING SHALL TAKE PLACE; APPOINTING AN EARLY VOTING CLERK AND AN EARLY VOTING BALLOT BOARD; PROVIDING FOR NOTICE OF SAID ELECTION.

WHEREAS, pursuant to the provisions of Articles 701 and 704, Vernon's Annotated Texas statutes, as amended, the Texas Election Code, the City Charter, and other related statutes, the City Council of the City of Taylor, Texas is authorized to call an election in order to submit to the voters of District 1 and District 4 for the purpose of electing two persons, one as the District 1 member and one as the District 4 member of the City Council of the City of Taylor; and

WHEREAS, it is hereby officially found and determined that the meeting at which this resolution is approved was open to the public, and public notice of the time, place and purpose of the meeting was given, as required by Chapter 551, Government Code, as amended.

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

1. An election is hereby ordered to be held in the City of Taylor, Texas, on Saturday, May 7, 2022, between the hours of 7:00 A.M. and 7:00 P.M., for the purpose of electing two persons as members of the City Council of the City of Taylor, one to be elected from District 1 and one to be elected from District 4. Person(s) filing as a candidate for such office(s) must be a resident of the election district for which the person files as a candidate. The person(s) elected shall be elected for a three (3) year term.
2. For the purpose of said election there shall be two election districts more particularly described as District 1 and District 4 as set out on the map marked Exhibit "A" attached and made a part hereof for all purposes as fully as though copied herein at this place at length. Eligible voters may vote in the election district in which they reside or at any vote center in Williamson County. The Contracting Officer for the Williamson County Elections Division, Christopher J. Davis, will designate the polling locations.
3. The Contracting Officer with the Williamson County Elections Division shall be responsible for the official ballots for said election to be prepared and printed in conformity with the Texas Election Code, adopted by the Legislature.
4. Early voting in the election by personal appearance shall be conducted at the times, dates and polling places as provided for by Williamson County attached hereto as Exhibit "B" and such

exhibit is incorporated herein by reference for all purposes. Exhibit "B" may be revised as necessary to conform to the final early voting polling locations and times established by Williamson County. The Williamson County Elections Administrator, Christopher J. Davis, is the Early Voting Clerk. Application for ballots by mail for Williamson County voters should be sent to Williamson County Early Voting Clerk, PO Box 209, Georgetown, Texas 78627.

Early voting shall be conducted from April 25, 2022 through May 3, 2022.

5. The Contracting Officer shall obtain and appoint the required Election Judge, Alternate Judge, Clerks, and members of the Early Voting Ballot Board.
6. All resident, qualified electors of District 1 and District 4 shall be entitled to vote at the election.
7. The City Clerk of the City of Taylor shall give notice of election in the manner required by the Charter of the City of Taylor and the Texas Election Code and shall further give notice by posting a copy of this resolution on the bulletin board in the City Hall in Taylor, Texas, at least twenty (20) days before the election date.

PASSED and APPROVED by the City Council of the City of Taylor this the 27th day of January, 2022.

Brandt Rydell, Mayor

ATTEST:

Dianna McLean, City Clerk

EXHIBIT “A” Map

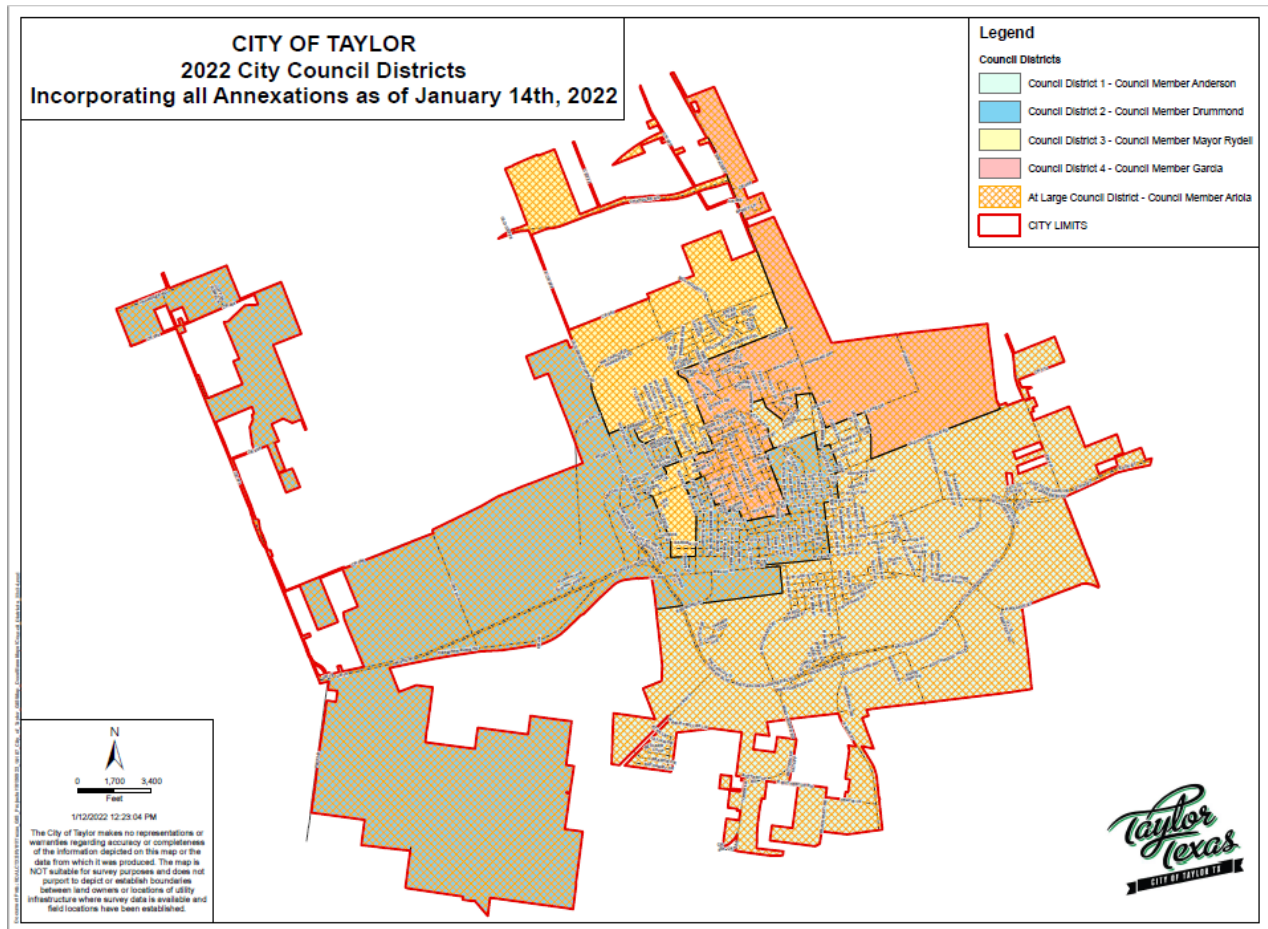


EXHIBIT “B”

EARLY VOTING

POLLING PLACE LOCATION, DATES AND TIMES

<u>Location</u>	<u>Dates</u>	<u>Time</u>
Taylor City Hall	Monday, April 25 th	8:00AM – 6:00PM
	Tuesday, April 26 th	8:00AM – 6:00PM
	Wednesday, April 27 th	8:00AM – 6:00PM
	Thursday, April 28 th	8:00AM – 6:00PM
	Friday, April 29 th	8:00AM – 6:00PM
	Saturday, April 30 th	8:00AM – 6:00PM
	Monday, May 2 nd	8:00AM – 6:00PM
	Tuesday, May 3 rd	8:00AM – 6:00PM

ELECTION DAY VOTING

May 7, 2022

7:00 A.M. until 7:00 P.M.

District 1 - Taylor City Hall, 400 Porter St., Taylor, Texas

District 4 – Taylor Main Street Events Center, 3101 N. Main Street, Taylor, Texas



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☒ Economic Vitality

Agenda Item #: 3
Agenda Title: Consider Ordinance No. 2022-02,
revising Ordinance 96-29, pertaining to
the use, operation, and conduct of the Taylor
Municipal Airport.

Council Action to be taken: Consider Ordinance.

Department Submitted: Public Works - Airport

Staff Contact: Sarah Hinton, Airport Manager

1. PURPOSE/DESCRIPTION

The purpose of this ordinance revision is to update Ordinance 96-29 which will include a no fee permit requiring insurance for non-tenant Specialty Fixed Base Operators (SFBO).

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The current ordinance specifies requirements for a Specialty Fixed Base Operator (SFBO) or commercial entity to either build or lease a facility on the airport for commercial activities but does not specify requirements for a non-tenant SFBO to conduct business on the airport. This new revision standardizes the requirements for non-tenant SFBOs at the airport.

The City of Taylor Municipal Airport is a federally obligated airport and therefore must adhere to the 39 grant assurances.

The updated ordinance provides the standardization of SFBO requirements designed to guard against Economic Non-Discrimination at the airport, one of our 39 FAA grant assurances.

After considering input from the Airport Board and based tenants, staff has pulled the fee that was being considered for a non-tenant SFBO at this time.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Standardization of non-tenant SFBO requirements • Provides pathway for non-tenant SFBOs to operate	• Possible Violation of Grant Assurance

4. RECOMMENDATION

Staff recommends adopting Ordinance 2022-02.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

Continue airport operations under the guidelines established under ordinance 96-29.

8. ATTACHMENTS

3a. [Ordinance No. 2022-02](#)

3b. [PowerPoint presentation](#)

ORDINANCE NO. 2022-02

AN ORDINANCE PROVIDING REGULATIONS FOR THE USE, OPERATION AND CONDUCT OF THE TAYLOR MUNICIPAL AIRPORT; PROVIDING A FUEL SURCHARGE; PROVIDING A PENALTY UPON CONVICTION OF A FINE VIOLATING THE ORDINANCE AND PROVIDING CIVIL PENALTIES; PROVIDING A SAVINGS CLAUSE AND REPEALING ALL ORDINANCES IN CONFLICT HEREWITH.

BE IT ORDAINED BY THE CITY OF TAYLOR:

AIRPORTS AND AIRCRAFTS

ARTICLE 1

MUNICIPAL AIRPORT AND AIRCRAFT OPERATION

SECTION 1.1 Article to contain rules and regulations for airport.

The rules and regulations contained in this article shall obtain and be observed in the use, operation and conduct of said Taylor Municipal Airport.

SECTION 1.2 Federal Aviation Administration rules adopted.

The federal air traffic rules promulgated by the Federal Aviation Administration for observance by aircraft operated anywhere in the United States, and presently or hereafter effective, are hereby referred to, adopted, and made a part hereof as though fully set forth and incorporated herein.

SECTION 1.3 Conflict in rules.

If and where there is conflict in these and the Federal Aviation Administration traffic rules, the latter shall prevail. Refer to copy of Minimum Standards for Commercial and Noncommercial Operators at Taylor Municipal Airport, Article 2.

SECTION 1.4 Knowledge of rules implied; copies of Article available.

By publication of this Ordinance as required by law, all persons will be deemed to have knowledge of its contents. The Airport Manager is directed to have copies of this Ordinance printed and at all times available in his office, and to furnish such copies to owners and aircraft operators who use the airport upon request.

SECTION 1.5 Use of airport restricted.

No person, firm, association, corporation, or entity, incorporated or otherwise, shall use the airport for the carrying on of commercial activities, for the carrying for hire of passengers, freight, express or mail; for instruction in aviation in any of its branches for the sale of fuels, refreshments, or any commodity, or for any other commercial purpose, unless approved by a written permit from the City Council or its duly authorized agent.

SECTION 1.6 Nonliability of City: obedience to rules required.

Any person going upon the grounds of the Taylor Municipal Airport, or using it for any purpose, shall do so at his own risk to person and property; and shall hold the City of Taylor harmless for and on account of any injury or damage to person or property suffered thereby. Such person shall be bound by and obey all the rules and regulations concerning and pertaining to said airport.

SECTION 1.7 Safeguard of persons and property.

The Airport Manager shall at all times have authority to take such action as may be necessary to safeguard any person, aircraft, equipment, or property at the airport.

SECTION 1.8 Suspicious activities.

All suspicious and unauthorized activities shall be reported immediately to the Airport Manager, police or DPS.

SECTION 1.9 Vehicular traffic.

All vehicular traffic shall be confined to the roads, streets, avenues, and alleys provided on the grounds for that purpose and shall not be operated at a speed in excess of twenty (20) miles per hour, except as otherwise posted on the main entrance road.

SECTION 1.10 Restricted area.

- a) NIGHT - During the hours of darkness, airport property is a restricted area.
- b) DAY -. During daylight hours, all airport property is a restricted area, except the main access road and terminal parking area.
- c) PERSONS WHO MAY ENTER RESTRICTED AREA. - No person shall go into the designated restricted area unless they have written permission of the Airport Manager, hold a current license or lease with the City of Taylor for a facility or to conduct an activity in the restricted area or is an invited visitor of such a person. Employees or invited visitors are the responsibility of their sponsor for compliance with all airport rules and regulations.

SECTION 1.11 Construction, signs, equipment, buildings, house trailers, generally.

- a) All construction must be authorized by the City Council and comply with city building and construction codes and standards.
- b) No structures may be erected beyond the BRL (building reference line) or in conflict with the approved airport layout plan.
- c) No signs or equipment or portable buildings and house trailers may be erected, moved in, or installed except as may be specifically authorized by the City Council.

SECTION 1.12 Registration of persons and aircraft.

Every person stationed, employed, receiving instructions, or operating upon the Taylor Municipal Airport shall register at the office of the Airport Manager, and shall give his name, address, telephone number and the nature of his business or occupation. All aircraft based at the Taylor Municipal Airport shall be registered by the owner(s) of the aircraft at the office of the Airport Manager with either a properly executed lease agreement with the City for a hangar space or a tie-down space, or a properly executed airport tenant agreement if the aircraft occupies space sub-leased or provided, with or without a fee or charge, by a primary airport ground or facilities lessee. It shall be the responsibility of the primary lessee to provide the necessary information for the proper execution of the airport tenant agreement.

SECTION 1.13 Pilots and aircraft to be licensed; exceptions.

Only aircraft and airmen licensed by the Federal Aviation Administration shall operate upon said Taylor Municipal Airport. Provided that this limitation shall not apply to students in training under license instructors nor to public aircraft of the federal government or of a state territory or political subdivision thereof, or to aircraft licensed by a foreign government with which the United States has a reciprocal agreement covering the operation of such licensed aircraft.

SECTION 1.14 Persons under the influence of intoxicants or narcotics prohibited from flying; exception.

No person under the influence of an intoxicant or narcotic shall operate or fly in any aircraft upon said Taylor Municipal Airport provided such inhibition shall not apply to a passenger when accompanied by a nurse or caretaker in an aircraft apart from the pilot.

SECTION 1.15 Liability for damage to airport.

Any person, corporate or individual, and the owner of any aircraft causing damage of any kind to said airport, whether through violation of any of these rules or through any set of negligence, shall be liable therefore, and to, said City of Taylor.

SECTION 1.16 Reporting damage to runway lights.

Any person damaging any field light or fixture by operation of an aircraft or otherwise shall immediately report such damage to the Airport Manager.

SECTION 1.17 Use of another's property.

Unless authorized by the owner in writing, the use of any aircraft, parts, equipment, accessories, or tools of another, situated on said airport, is forbidden, and no person shall enter, climb upon, or in any way tamper with, any aircraft not owned by that person unless written permission has been granted by the owner or the person is accompanied by the owner.

SECTION 1.18 No bottles or glass

No bottles or glass shall be left or broken upon the floor of any building or upon any part of the surface area of the airport.

SECTION 1.19 Authority of Airport Manager to suspend or restrict operations.

The Airport Manager may suspend or restrict any or all operations without regard to weather conditions whenever such action is deemed necessary in the interest of safety.

SECTION 1.20 Special traffic procedures.

The Airport Manager may, in the interest of safety, designate special traffic procedures of certain operations, such as air shows, agricultural operations, flying club operations, etc.

SECTION 1.21 Agricultural operations.

Agricultural spraying operations, if authorized, will be conducted in accordance with procedures approved by the Airport Manager and only from the areas designated on the airport. Reckless flying, careless handling of chemicals and indifference toward policing the area or intimidation of other aircraft users will not be tolerated.

SECTION 1.22 Repairs to aircraft.

No aircraft shall be repaired on any part of the landing or take-off area, and all repairs shall be made at the places designated by the Airport Manager for such purpose.

SECTION 1.23 Maintenance or inspection vehicles in certain areas.

All vehicles performing maintenance or inspection tasks which must operate in the primary landing area or taxiways will be equipped with a roof mount flashing yellow light, or approved orange and white checkered flag, and will not enter these areas without prior coordination on the Unicom frequency.

SECTION 1.24 Wrecked aircraft.

Every aircraft owner, his pilot, and agents, shall be responsible for the prompt removal, under the direction of the Airport Manager of wrecked aircraft.

SECTION 1.25 Fire regulations.

- a) Every person going upon or using the airport or its facilities in any manner, shall exercise the greatest care and caution to avoid and prevent fire.
- b) Aircraft shall not be fueled while the engine is running or while in a hangar or other enclosed place.
- c) Smoking or open flame within fifty (50) feet of any aircraft or fuel truck are prohibited.
- d) Compressed inflammable gas shall not be kept or stored in the airport, except at such places as may be designated by the Airport Manager.
- e) No inflammable substance shall be used in cleaning motors or other parts of an aircraft inside a hangar or other building. Flammable liquids may be used only for the purpose stated outside of and clear of any building.
- f) No one shall smoke, ignite a match, or lighter in any City-owned building.
- g) Hangar entrances shall be kept clear at all times. No boxes, crates, cans, bottles, paper, or other litter shall be permitted to accumulate in or about a hangar.
- h) The floors in all buildings shall be kept clean and free from oil, and no volatile, flammable substance shall be used for cleaning the floors.
- i) In all matters relating to aircraft fueling safety the provisions of NFPA Manual 407 "Aircraft Fuel Servicing, 1985," published, amended and available from the National Fire Protection Association, Inc., 407 Atlantic Avenue, Boston, Massachusetts, 02210, shall prevail.

SECTION 1.26 Fueling of aircraft - Safety regulations.

- a) All aircraft shall be gassed at the gas pump, or if by truck on the ramp clear of hangars.
- b) All aircraft will be positively grounded when being serviced with fuel.

SECTION 1.26-1 Fuel flowage fees.

- a) The fuel flowage fees to be paid by lessees to the City of Taylor on fuel delivered to lessees at Taylor Municipal Airport, at a rate established by the City Manager or designee. The fuel supplier and/or City-owned FBO shall be exempt from the surcharge.

- b) The City Manager is authorized to execute amendments to lease contracts with fixed base operators providing that such lessees supply the city with monthly reports showing the amount of fuel delivered to lessee.

SECTION 1.27 Starting aircraft engines.

- a) If not equipped with adequate brakes, the engine shall not be started in an aircraft until and unless the wheels have been set with blocks attached to ropes or other suitable means for removing them.
- b) No engine shall be started or run unless a competent operator is at the controls of the aircraft and no engine shall be started or run inside any building.
- c) No engine shall be started, run, or warmed up until and unless the aircraft is in such position that the propeller stream will clear all buildings and groups of people in the observation areas and path of the aircraft.

SECTION 1.28 Restrictions while running aircraft engines.

- a) Pilots are prohibited from loading or unloading aircraft with the engine running.
- b) No airplane will be propped or left running without qualified personnel at the controls unless the aircraft is specifically designed for such operation (helicopters and AG aircraft).

SECTION 1.29 Taxiing aircraft.

- a) No person shall taxi an aircraft until he has ascertained there will be no danger of collision with any person or object in the immediate area.
- b) Aircraft will be taxied at a safe and prudent speed, and in such manner as to be at all times under the control of the pilot.
- c) Aircraft not equipped with adequate brakes will not be taxied near buildings or parked aircraft unless an attendant is at a wing of the aircraft to assist the pilot.
- d) Aircraft shall not taxi onto the runways from the ramp and taxiway area if there is an aircraft approaching to land or on the ground in take-off position.
- e) There shall be no taxiing of aircraft by engine power into or out of hangars.

SECTION 1.30 Take-off, landing, flying rules and procedures.

- a) REPORTING OF TRAFFIC INTENTIONS. All pilots are encouraged to obtain current weather information through the published Automated Weather Observing System

(AWOS) frequency or call on the published, local Unicom frequency to determine the runway favored by the wind and to announce their position and intentions for take-off and landing. Wind and runway information that may be given by "Taylor Unicom" is of an advisory nature only and the final decision to which runway to use or whether to take-off or land is at the sole discretion of the pilot in command. Any deviation from the runway in use should be announced to "Unicom" or "Traffic" and the right-of-way yielded.

- b) TAKE-OFFS, LANDINGS OVER CERTAIN OBJECTS PROHIBITED OR RESTRICTED. No aircraft shall land or take off in such manner as to clear any public street or highway at an altitude of less than one hundred (100) feet nor land or take off on the taxiway or any turf area or over hangars or other structures, automobile parking areas or groups of spectators.
- c) TAKE-OFFS, LANDINGS WITH CALM WINDS. If the winds are calm, take-off and land on Runway 17.
- d) TAKE-OFF, LANDINGS ON APRON, PARKING RAMP PROHIBITED, EXCEPTION. No fixed wing take-offs or landings shall be made on the apron or parking ramp, except on special permission of the Airport Manager.
- e) TOUCH-AND-GO LANDINGS. Touch-and-go landings may be made at the discretion of the pilot. All aircraft shall "clear" for incoming and take-off traffic before taxiing into take-off position.
- f) TRAFFIC PATTERN ELEVATION. Traffic pattern elevation is seven hundred (700) feet A.G.L. or one thousand three hundred (1300) feet M.S.L.
- g) TAKE-OFF CLIMB. On take-off, all aircraft should climb straight out to a level of four hundred (400) feet, clear airport boundary and execute a ninety (90) degree turn to the right when using runway 17 or execute a ninety (90) degree turn to the left when using runway 35. To leave traffic, the aircraft should climb to five hundred (500) feet before executing a forty-five (45) degree climbing turn to the right for runway 17 or to the left for runway 35.
- h) TRAFFIC FLOW.
 - 1) Any aircraft within three (3) miles of the airport at an altitude of less than one thousand three hundred (1,300) feet above the ground should conform to the clockwise flow of traffic when the favored runway is 17, or a counterclockwise flow of traffic for runway 35. All aircraft should establish their pattern altitude before entering the traffic pattern and should not deviate from this altitude (except in an emergency) until descent for landing is necessary.
 - 2) All aircraft landing at the municipal airport shall fly a standard left hand traffic pattern when the runway is 35, or a right-hand traffic pattern when the favored

runway is 17 at an altitude of seven hundred (700) feet above the ground. Pattern entry shall be made at an angle of forty-five (45) degrees to the active runway with the runway to the pilot's left (runway 35) or to the pilot's right (runway 17). Entry shall be made at the midpoint of either the upwind or downwind leg.

- 3) Aircraft entering the traffic pattern shall exercise caution and practice courtesy so as not to cause aircraft already in pattern to deviate from their course.
- i) STRAIGHT-IN APPROACHES. Straight-in approaches shall not be used unless radio contact with other aircraft has been established from at least five (5) miles out. Aircraft which find it dangerous or difficult to conform to the standard pattern due to their high speed or other special characteristic may fly a circular counterclockwise pattern (counterclockwise for runway 35; clockwise for runway 17) with a radius of not more than three (3) miles and at an altitude of not more than seven hundred (700) feet above the ground.
- j) ALTITUDE, ACCELERATION, DECELERATION. No fixed wing aircraft shall be operated over the City of Taylor at an altitude of less than one thousand (1,000) feet above the ground. Aircraft engines shall not be accelerated nor decelerated while over the Taylor area in such manner as to distract, excite or disturb persons on the ground, regardless of altitude. All emergency air ambulance operations (rotor wing or fixed wing) operating within the Taylor City Limits, should contact the Taylor Fire and Police Department before landing either at the Taylor Municipal Airport or any landing zone (LZ) for patient evacuation.

SECTION 1.31 Parking aircraft.

- a) Aircraft shall not be parked on or within two hundred (200) feet of any part of the landing or take-off area of the airport; and all unhoused aircraft shall be parked in the areas designated by the Airport Manager for that purpose.
- b) Aircraft will not be parked in such a manner as to hinder the normal movement of other traffic unless specifically authorized by the Airport Manager as an emergency measure.
- c) It is the responsibility of the pilot when leaving a parked aircraft unattended to see that the brakes are set or that the plane is properly checked and/or tied down.

SECTION 1.32 Tie-down of aircraft.

- a) All aircraft not hangared or in use shall be tied down and wheels chocked. The aircraft owner or his agent is responsible for the tie-down security of their aircraft at all times and particularly during inclement weather.

SECTION 1.33 Student training and practice flying.

- a) Instructors in flying shall inform students and shall inform themselves of all rules and regulations in effect at the airport.
- b) Aircraft shall not be permitted to remain on the landing or take-off areas for the purpose of instructing students.

SECTION 1.34 Helicopter operations.

- a) Helicopters operating in the Taylor area and upon the airport, will comply with applicable federal aviation regulations and comply with Unicom procedures established herein.
- b) Helicopters shall always maintain clear separation from other traffic and operations.
- c) Helicopters will not operate below a safe autorotation speed or altitude when flying over populated areas or buildings.
- d) Helicopters will perform take-off maneuvers parallel to and at least two hundred (200) feet either side of the active runway and will not cross the active runway or taxiway unless well clear of other traffic.

SECTION 1.35 Glider operations.

- a) Car-tow launch of gliders, and the use of any turf area of the airport for take-offs and landings is prohibited. All aircraft must use the paved runways for take-offs and landings.
- b) All vehicular traffic on the taxiways is prohibited except when towing assembled gliders to the take off area or as provided in subsection (e) of this section.
- c) Gliders will space their takeoffs with the powered aircraft, using the favored runway, in such a way as to prevent unnecessary delays safely and efficiently to the normal traffic flow.
- d) No glider will be launched until the glider pilot, or the tow plane pilot advises the Unicom operator that glider operations are planned.
- e) Vehicles used for the transportation of disassembled gliders (i.e., trailer) and/or persons will have an amber flashing light on the top of the vehicle, or an approved orange and white checkered flag attached to the vehicle and contain a mobile or portable radio transceiver tuned to the published, local Unicom frequency. These vehicles will drive to the assembly area and return after glider operations cease only once and will follow the routes and park only in the areas designated by the Airport Manager. Transportation of persons during the hours of glider operations will be conducted by only one designated vehicle, properly equipped, following designated routes. All other vehicles will be parked in designated public parking areas.

- f) In the interest of safety, all gliders are requested to contain a mobile or portable radio transceiver tuned to the published, local Unicom frequency, and for the tow pilot to advise local traffic that a glider aero towing is in progress from the favored runway.

SECTION 1.36 Parachute operations.

- a) All parachute operations are prohibited.

SECTION 1.37 Lien for charges.

- a) **To enforce the payment of any charge made for repairs, improvements, storage, or care of any personal property, made or furnished by the City of Taylor or its agents, in connection with the operation of said Taylor Municipal Airport, the City of Taylor shall have a lien upon such personal property, which shall be enforceable as provided by law.**
- b) **To enforce the payment of any such charge, the Airport Manager may retain possession of such personal property until all reasonable, customary, and usual compensation shall have been paid in full.**

MINIMUM STANDARDS

ARTICLE 2

COMMERCIAL AND NONCOMMERCIAL OPERATORS

SECTION 2.1 Introduction

The following are adopted as minimum standards for the Taylor Municipal Airport. The terms here shall be applied uniformly to all persons (as defined herein) operating on or desiring to operate from the Taylor Municipal Airport. A person, by operating on or from the airport, thereby consents to be bound by these standards.

Overriding Right of Owner - Any clause herein to the contrary notwithstanding, owner reserves the right to develop and make any improvement to the airport or to make any repairs to the airport or any facility thereon that it deems is in its and the flying public's best interest, and to make any change in any Or all of the minimum standards or lease or rights granted, retroactively when required by the Federal Aviation Administration (FAA) for compliance with the applicable grant provisions or related governmental policies, and prospectively otherwise.

Standards and Leases Subordinate to Agreements with the United States - The airport was developed with aid from the State of Texas and the United States. Copies of such grants are available for review at the office of the City Clerk. These grants include a number of obligations and commitments to the general and flying public, to said State, and to the United States. Any provision of these standards, any lease, or any practice carried out on or for the airport shall be subordinate to, and if at variance with the grant requirements, unilaterally reformable at owners or FAA's option for conformity with these grants.

Airport Layout Plan (ALP), Conformity With - Airport Manager and the FAA have on file a copy of the most recent FAA-approved ALP for the airport. It provides for orderly development and maximization of return from its airport. All development and activities on and proposed leases of portions of the airport must be in conformity with that document.

Noncompliance with Minimum Standards - Any lessee at the airport that is found to be in violation of the lease agreement and/or these "Minimum Standards" may, upon the election of the city, have the remainder of his lease forfeited without liability to the city, in addition to all other penalties proscribed in this Ordinance.

SECTION 2.2 Definitions

Airport - As used herein, the term “Airport” shall mean the airport identified on the title plate hereof.

Airport Manager - As used herein, the term “Airport Manager” shall mean the official of the owner named on the title/face sheet hereof, or his designee. In no event, however, shall it be a commercial operator (his family member, stockholder, partner, competitor, or employee) of the airport.

City - As used herein, the term “City” shall mean the City of Taylor, Texas.

Commercial Operator - As used herein, the term “Commercial Operator” shall mean a person who provides for compensation, goods, or services to the public on or from the airport, such as a car rental agency, restaurant, etc.

General Fixed-Base Operator - As used herein, “General Fixed-Based Operator” shall mean a person authorized under these standards to operate on the airport as a general fixed-base operator (GFBO). See Section II.7 on Commercial Operators/Rights hereinafter.

GFBO - As used herein, “GFBO” shall mean a General Fixed-Based Operator.

Line Service - As used herein, the term “line service” shall mean the dispensing of aviation fuel, checking aircraft engine oil, adding aircraft engine oil, windshield cleaning, etc.

Noncommercial Operators - As used herein, the term “Noncommercial Operator” is a person who does not offer or provide goods or services to the public for compensation. See Section H hereinafter on noncommercial operators.

Owner - As used herein, the term “owner” shall mean the City of Taylor, Texas.

Person - Unless context clearly indicates otherwise, the word person as used herein shall mean any natural Person, estate, club, organization, firm, association (whether incorporated or not), partnership, corporation, or legal entity of any kind.

Specialty Fixed-Base Operator - As used herein, a “Specialty Fixed-Base Operator” is a person authorized to operate on the airport as a specialty fixed-base operator. See Section G on Commercial Operator/Rights hereinafter.

SFBO - As used herein, “SFBO” is a Specialty Fixed-Base Operator.

SECTION 2.3 General Policies

Aircraft Parking on Airport - No aircraft or other vehicle will be left parked for over twenty-four (24) hours at or on the airport unless its owner/operator has made arrangements with a commercial operator for parking in such operator's assigned/leased spaces or unless space therefore has been leased from owner under procedures set out in the section on "Noncommercial Operators."

Aircraft Parking on Terminal Apron - The paved or surface-treated terminal aircraft parking apron shall be reserved for itinerant aircraft or for other aircraft while being fueled or while loading or unloading passengers, except that portion of the parking apron reserved for aircraft owners leasing space from the city for month-to-month parking.

Aircraft Parking/Tie-Down - No person may offer to provide or may use any tie-down space unless the tie-down space has at least 3-point tie-downs with ropes or chains adequate to hold aircraft immobile in gale-force winds.

Aircraft Without Pilot - Aircraft owner(s)/operator(s) shall not leave aircraft on the airport unattended unless such aircraft are tied down in properly equipped tie-down spaces or are under the control of a GFBO or SFBO.

Aircraft/Heights/Loading - No person shall operate any aircraft on the airport which weighs more or has wheel loading any greater than the limits identified in the current "Chart Supplement" published by the Federal Aviation Administration of the U.S. Department of Transportation, provided, however, that if lesser maximums are duly published in official Notices to Airmen, such lesser maximums shall not be exceeded.

Airport Open on Nondiscriminatory Basis - Subject only to the provisions hereof, facilities on the airport shall be open to all classes of users on fair and not unjustly discriminatory bases. What constitutes discrimination shall, in the final analysis, be determined by the Federal Aviation Administration (FAA), the determination of which shall be final.

Aerial Applicators - No person may use the airport for loading, unloading, air frame/ hopper/tank wash-down, other than engine repair of any aircraft used to apply any insecticide, fungicide, rodenticide, or herbicide unless he first gets written permission from Airport Manager. The Airport Manager shall not grant such a permit unless the applicant follows procedures for and obtains an SFBO permit and, in addition, agrees to and (if not provided by a GFBO-lessor) actually does provide at his own expense a paved work area with adequate provisions to collect all debris, liquids, and other materials from such aircraft and deposit same in a container and dispose of same in a manner approved by the Federal Environmental Protection Agency, Texas Department of Health, Texas Commission on Environmental Quality, Texas Department of Licensing and Regulation, and code of ordinances and regulations of the City of Taylor and Williamson County.

Buildings and Structures - All buildings and structures owned or used by operators on the airport are considered as "public buildings" and shall comply with state and local laws, codes and regulations.

Buildings and Structures Standards - No Person may construct, suffer, or maintain any structure or shelter, either permanent or temporary, unless specifically authorized by the city. Except as noted hereinafter, in no event shall the city authorize construction, erection, or continued presence of a structure unless it is of permanent metal and/or masonry construction, paved floors (except for "T" hangars which may have dirt floors), aesthetically pleasing, and at a minimum, meet building, fire, and other codes or standards applicable in the city and/or at the airport, provided, however, that the city may on a case-by-case basis make exception to this policy insofar as applicable to GFBO's during the first five (5) months the GFBO is open if first determined that such action is necessary to provide a minimal level of service to airport users.

Civil Rights - Persons using this airport shall comply with all provisions of the Civil Rights Act of 1964 and implementing Part 21 of the Regulations of the U.S. Department of Transportation and are hereby specifically prohibited from discrimination against any group or individual on the basis of race, creed, color, national origin, or sex.

Commercial Operations - No person may conduct any commercial activity or offer or provide any goods or services for compensation to the public at the airport unless that person is a general fixed-base operator (GFBO) or a specialty fixed-base operator (SFBO) at the airport.

Complaints - Complaints against any operator or his employees for violations of these standards shall be in writing alleging the infraction, date, persons, and, witnesses thereto and signed by the complainant and filed with the Airport Manager.

Compliance with Ordinances, Laws, and Regulations - All persons operating on the airport shall comply with applicable state and federal laws and regulations and local ordinances.

Compliance with Health, Fire, Construction, and Zoning Codes - All persons utilizing the airport shall comply with the requirements of all city health, fire, construction, and zoning codes applicable to the airport and its operation.

Damages - Any clause herein or lease provision to the contrary notwithstanding, any person using facilities or services at the airport which results in damages caused by such use to the airport, or any property located thereon shall be responsible for all damages incurred, including death, bodily injury or property damage.

Hangar Space - Except as otherwise provided in this section, no person may offer for hire on the airport any hangar or shelter for aircraft, related service equipment, or surface vehicle unless he has leased premises from the city as a GFBO or SFBO.

Inspections - To the extent necessary to protect the rights and interests of the owner or to assure compliance with these minimum standards or a lease, the Airport Manager or his authorized representative, or any representative of the FAA or state agency having jurisdiction over the

airport shall have the right to enter and inspect, upon notice, during reasonable hours, structures, premises, facilities, and improvements on the airport to determine compliance with all requirements of these standards and any applicable lease provisions.

Insurance on all Structures - At all times during the term of the lease of land on the airport, the lessee, at his own expense, shall maintain with a Texas-licensed casualty company insurance on all structures on the leased property at the airport protecting the lessee and the owner, as their interests may appear, against loss of damage by fire, accident, wind storm, hail, explosion, or smoke. Should loss occur and lessee, for any reason, abandons the lease, all proceeds shall (except to the extent otherwise claimable by the structure's mortgagee) ipso facto, become the property of owner.

Insurance - Any public liability insurance policy required under these standards shall be carried with a Texas-licensed company. Also, a certificate showing that said insurance is in force, that the City of Taylor is a co-insured, and provide for a thirty (30) day notice of cancellation shall be furnished to the Airport Manager.

Landing Fees - Except as provided in the section on "Commercial Operators/Rights," no fee shall be due from any airport user for the right to land.

Licenses, Certificates, and Authorizations - No person shall operate on or from the airport (whether for compensation or not) unless he possesses or can confirm all licenses, certificates, and authorizations required by these standards and required governmental authorities.

Maintenance of the Airport - Each lessee of land or facilities on the airport shall keep his leased area/facilities neat (freshly painted where appropriate), trimmed, clean, free from any type of hazard of life, limb, or property, free from junk and debris, and in an aesthetically pleasing condition. Maintenance of areas not leased shall be the responsibility of the owner. No aircraft or other vehicle may be parked or kept at the airport unless it is kept operable and in apparently sound structural and mechanical condition. Aircraft not meeting this test; i.e., those undergoing repair or appearing to be "Junk," unusable, or unsightly, shall promptly be repaired or removed from the airport within ten (10) days written notice from owner. Failure to do so after notice shall be considered a breach of these standards.

Protected Surfaces on/around Airport - No aircraft or other vehicle will be parked or left unattended or any object/structure placed, built, or suffered to remain (a) within sixty-eight 68 feet of the centerline of any surface used as a taxiway, (b) within two hundred (250) feet of the centerline of runway, or (c) at any point on the airport where the object would protrude through any surface prescribed as obstruction-free by Federal Aviation Regulations Part 77.

Rates and Charges - All rates and charges imposed by owner on any operator or user or by any commercial operator on users of or other operators on the airport shall be uniformly applicable to all other such operators/users which make the same or similar use of the airport facility, provided, however, that nothing herein shall prevent granting of quantity discounts if such discounts are granted on a nondiscriminatory basis.

Surface Vehicles on Airport - Except to the extent needed to service or load aircraft, no private or commercial vehicle shall be driven or parked on any other than designated roads or auto parking areas.

Surface Vehicles, Limits on Weight - No vehicle with dual-wheeled axle loading of more than 15,000 pounds, is allowed on any paved or treated aircraft movement or parking areas.

Use of Land within the Airport - Property within the airport may be used only for aeronautical purposes, provided, however, that nothing herein shall prohibit a secondary non-aeronautical use of such land if (a) the primary aeronautical need is not interfered with; (b) it is not in violation of FAA regulations; (c) is specifically authorized by owner and; (d) if such secondary use will benefit the airport or provide better for its maintenance or development.

Conflicts in Lease - Should any portion of these Standards conflict with the conditions of any lease agreement executed by the city prior to the adoption of these Standards, the conditions in the prior executed lease agreement will take precedent over these Standards for the remainder of the lease term or renewal thereof.

Conflicts in Lease - Should any portion of these Standards conflict with the conditions of any lease agreement executed by the city prior to the adoption of these Standards, the conditions in the prior executed lease agreement will take precedent over these Standards for the remainder of the lease term or renewal thereof.

SECTION 2.4 Fees Due Owner

Fees Due from Operators at/on Airport - The following shall be due and payable to owner on the tenth (10th) day of each calendar month for charges incurred during the calendar month next proceeding, as follows:

1. Sums due under any leases of land or land and improvements.
2. Sums due under any agreement granting operating rights at or from the airport.
3. From any scheduled passenger/freight airlines using the airport, such landing fees as may henceforth be imposed and incorporated herein.

SECTION 2.5 Fueling on Airport

Commercial Fueling of Aircraft and Surface Vehicles - Except as specifically authorized hereinafter, no person may sell or provide for hire on the airport fuel, lubricants, or related services to aircraft or service vehicles unless he first qualifies as a GFBO or SFBO. Owner specifically reserves the right to construct, maintain, and operate centralized fuel storage and dispensing tanks.

Fueling by Aircraft Owners/Operators - The city recognizes the right of any person, firm or corporation operating aircraft on the airport to refuel only its own aircraft with its own regular

employees. However, said persons, firms or corporations may not hire vendors of fuel from off-airport premises to refuel on the airport. Aircraft fueling accomplished under this provision shall be in strict accordance with the National Fire Protection Association, Inc. NFPA Manual 407 "Aircraft Fuel Servicing, 1985" as amended or supplemented.

SECTION 2.6 Leases and Limitations on Leases

Exclusive Rights - No person may be granted in fact or by written instrument any exclusive right prohibited by Section 306 (a) of the Federal Aviation Act of 1958. Determination of the existence of a prohibited exclusive right shall in the final analysis be made by the Federal Aviation Administration (FAA), and such determination shall be final. If FAA determines any provision of a written instrument or a practice in fact constitutes a grant of a prohibitive exclusive right, such provision or grant shall be deemed null and void for all purposes.

Terminal Apron Leasing - No related persons/entities (legally by consanguinity or affinity, or otherwise) may be granted GFBO rights on the entire terminal apron or on all or substantially all the land contiguous thereto.

Lease Charges/Escalation Clauses/Terms - All unimproved airport property shall be leased at an amount per square foot per year as set by owner. The term of each lease for use of unimproved airport property shall be set by owner, not to exceed twenty (20) years with a ten (10) year option. Every lease of airport property shall be deemed to contain an automatic escalation clause requiring adjustment of lease charges at the end of each five (5) year period by the cumulative increase (since last adjusted) in the latest Consumer Price Index as published by the Bureau of Labor Statistics prior to lease anniversary and each five (5) years thereafter.

Lease/Operating Rights Nontransferable - Except to the extent needed for a mortgagee to protect its legitimate interest in a leasehold and improvements thereon, land areas and/or facilities used or needed shall be held pursuant to lease only and shall not be transferable unless authorized in writing by the airport owner.

Lease Cancellation/Reduction in Scope - Land leased on the airport must be promptly, effectively, and reasonably fully utilized. Any person leasing vacant land on the airport must commence construction of minimum facilities, as described in his lease with the city, not later than one (1) year from the date of the lease agreement, provided however that the city may grant such extensions as the city may deem necessary. The facilities shall be completed not later than one (1) year after construction commences.

Total Cancellation: If any lessee fails to promptly and effectively utilize any of the leased premises owner may lease the tract to another qualified person in accordance with procedures set out elsewhere herein.

Partial Cancellation: If a lessee after such two (2) year period (and any extension that may be granted by the City) is using only part of the area leased to him, owner may, or on receiving from an otherwise qualified person a bona fide firm offer to lease the unused portion shall, unilaterally reduce the lease to the area being actually used, provided, however, that in no event (except

where lease is totally canceled) will a GFBO's or a SFBO's lease be reduced below the minimum required acreage for such operators.

Revocation of Leases/Grants - The owner, in its discretion, shall have the right to terminate any lease, license, or agreement authorizing any person to conduct any service or activity and/or to revoke any lease on any land or facility on the airport for any cause or reason provided by these standards or by law and, in addition, upon happening of one or more of the following:

- a) Filing of a petition of voluntary or involuntary bankruptcy by operator.
- b) The making by the person of any general assignment for the benefit of creditors.
- c) The abandonment or discontinuance of any permitted operation at the airport by any person or failure to conduct any service, operation, or activity which the lessee or person has agreed to provide under the terms of his contract.
- d) The failure of a person to promptly pay to the owner, when due, all rents, charges, fees, or other payments which are payable to the owner in accordance with applicable leases or otherwise due hereunder.
- e) The failure of the person to remedy any default or breach or violation of these rules and regulations by him or his employees after notice from the Owner.
- f) Violates any of the rules and regulations of the airport or fails to maintain current FAA licenses required for his operation.
- g) Intentionally or knowingly supplies the owner with false or misleading information or misrepresents any material fact on his application or documents or in statements made to or before representatives of owner.
- h) Operates or allows any employee to operate an aircraft or any other equipment in a dangerous or hazardous manner which could endanger the general public or any member thereof in any manner.

SECTION 2.7 Commercial Operators

General - No person may conduct or provide for compensation to the public any goods, services, or equipment on the airport unless he otherwise qualifies as GFBO or SFBO. Nothing contained herein or anywhere else in these standards will prohibit partners, co-owners, or members of legitimate nonprofit clubs (as limited elsewhere in these standards) from providing, servicing, or using their own flight equipment.

Selection of Commercial/Operators - Where owner has more than one fully qualified applicant interested in commercial operations on a particular tract or facility on the airport, owner shall select the applicant in a fair and nondiscriminatory manner. Procedures for application/selection are given hereinafter.

Scheduled Air Carriers/Air-Taxi Service - The owner of the airport reserves the right to negotiate and contract directly with any prospective provider of scheduled air passenger or scheduled air freight service at the airport. Such scheduled operators shall not be required to first seek facilities from GFBO's, and shall have the right, with no compensation necessarily due any other operator, to use a central terminal ramp for loading and unloading of passengers or freight. Procedures for obtaining rights to provide such scheduled service shall be those for SFBO's

General Fixed-Base Operator (GFBO) - As used herein, "GFBO" or General Fixed-Base Operator shall mean a primary commercial operator authorized to do business or to provide goods or services to the public for compensation on the airport and meets at least the minimum requirements set out hereinafter:

The GFBO's shall be selected using procedures set out in these standards (see paragraph "Selection of GFBO's.")

Any person desiring to become a GFBO shall be required to lease either the (but never more than one) GFBO areas which may be vacant at the time, or an equivalent acreage of land located elsewhere on the airport. If another GFBO area is to be developed for the first time, the person obtaining the lease/operating rights shall, in addition to other requirements herein, at his own expense construct at a location shown/to be shown on the ALP a paved aircraft parking apron of at least 30,000 square feet with at least a ten (10) year design life and have a 30,000-pound single wheel configuration - aircraft load rating.

Requirements

1. GFBO leases at a rate stipulated herein above the terminal building and city fueling facilities, or another ALP-compatible GFBO area on the airport of the same acreage. GFBO's shall be required to lease a minimum of one acre of GFBO areas as are designated.
2. GFBO, within one (1) year of lease agreement date, plus any extensions the city may grant, commences construction of and within two (2) years of lease agreement date, plus any extensions the city may grant, completes a fully equipped and operational facility required by these standards. If any GFBO fails to do so, owner may on his motion, or on receiving from an otherwise qualified person a bona fide firm offer to lease and operate a GFBO on the tract shall, unilaterally cancel the GFBO lease and offer the tract for lease to others under the procedures set out hereinafter.
3. GFBO provides prompt line service with at least one person on duty at all times from 7:00 am to sunset, even seven (7) days a week and safely and courteously supplies fuel, starting aid, and related light maintenance to aircraft and/or service vehicles on the airport.
4. GFBO provides, at all times, at least two fully equipped positions on the paved parking apron for itinerant aircraft usage.

5. GFBO provides, in full view of the apron aide of the terminal building (or inside the pilot lounge if it is kept open twenty-four (24) hours a day), a pay or free telephone for the use of the pilots.
6. GFBO provides, for sale, current aircraft navigation maps or charts (Sectionals or WACs, and Low-Altitude En Route) for Texas and any other states GFBO determines is necessary.
7. GFBO provides, at all times, a food vending and soft drink machine accessible to airport users.
8. GFBO provides (at a prominent and highly visible location(s) on or in front of the hangar/pilot lounge) a fire extinguisher of minimum capacity required under local fire codes for fighting fuel fires in/on/around aircraft normally using airport.
9. GFBO possesses and maintains public liability and premises operators' insurance coverage protecting both GFBO and owner against:
 - a) Aircraft liability coverage for the operation of aircraft by the GFBO in the minimum amount of \$1,000,000.00 per accident, including passenger liability of \$300,000.00 per person.
 - b) Premises liability coverage for premises leased from owner in the minimum amount of \$1,000,000.00 per accident.

Products liability for aircraft fuel sales in the minimum amount of \$1,000,000.00 per accident.

10. GFBO leases space for and provides properly equipped tie-down locations for all GFBO owned/operated aircraft, all aircraft being serviced at GFBO, and at least four itinerant aircraft.

Selection of GFBO's

1. Following sufficient notice that applications for GFBO lease/rights are to be accepted, on the designated day, (not less than fifteen (15) days following publication) owner will review all applications to ascertain those applicants who meet the minimum requirements set out herein for GFBO's. Application should address each of the relevant GFBO requirements and such other matters as may be pertinent to each proposal (application).
2. Owner, acting through the City Manager or the City Manager Designee, shall evaluate each application (proposal) on each of the following criteria:
 - a) Financial integrity and stability - sufficient fiscal and credit to fulfill all requirements and obligations.
 - b) Ownership experience - The aviation related experience of the principal(s) submitting an application.

- c) Management experience - Relevant managerial competence of the manager named in the application.
 - d) Diversity and breadth of services proposed.
 - e) Track record of the applicant in similar business endeavors.
 - f) Quality of other enterprises operated by the applicant (either currently or in the past).
 - g) Comprehensiveness and quality of applicants to become GFBO.
 - h) Miscellaneous attributes or intangibles - (must be specifically enumerated with support justifications).
3. A recommendation will be presented to the City Council for award (by resolution) of a GFBO(s).
 4. All applicants will be advised in writing by the City Clerk of the City Councils' award. The person(s) selected must, within five (5) days of the notice of award, confirm in writing his willingness to accept such award and be bound by all regulations contained in these minimum standards and applicable FAA regulations. Should any person awarded GFBO status decline to accept, the next person(s) will then be offered said GFBO status until all vacant GFBO positions are filled or until the list is depleted of acceptable applicants.

Specialty Fixed-Based Operator (SFBO)

A Specialty Fixed-Based Operator (SFBO) is a person other than a GFBO who offers and/or provides for compensation to the public goods, services, or facilities on or for delivery on or in the vicinity of the airport, including one or more of the following activities: (however, in order for an SFBO to offer or provide contract fuel sales, one or more of the other activities must also be offered or provided):

- a) Scheduled air passenger and/or freight service.
- b) Aircraft engine/air frame/accessory modification.
- c) Aircraft avionics installation/modification/repair.
- d) Major and/or minor aircraft power plant/accessory repair.
- e) Major and/or minor aircraft air frame/accessory repair.
- f) Ground school for pilots or mechanics.

- g) Flight schools providing for at least single-engine private pilot (VFR) ratings within a reasonable length of time. and own or possess under exclusive lease at least one aircraft IFR-certified which must be based at the airport, and kept properly certified, and in top mechanical and airworthy condition.
- h) Helicopter pilot training.
- i) Other special flight instructions.
- j) Aerial photography.
- k) Air ambulance.
- l) Covered and uncovered aircraft parking.
- m) Other specialty activities not identified.
- n) Contract fuel sales.
- o) Sales of aircraft.

No Person or entity may operate as a SFBO on the Airport unless that person or entity has received and holds a validly issued license from the City authorized by the City Manager or his designee. Conditions which must be met for the City Manager to issue a written license to operate as a SFBO are the following:

- a) A lease with sufficient and appropriate space, determined in the sole discretion of the City Manager, to conduct functions of the SFBO as it has represented it will perform for a minimum period of twelve (12) months for either unimproved Airport property or improved Airport property with City owned facilities on it, which lease has been approved by the City Council. (Airport hangars and tie down spaces shall not be used for SFBO operations unless a license has been issued as required in c.) below; or
- b) A written sublease from a GFBO or another SFBO with sufficient and appropriate space to conduct those functions as a SFBO which the City Manager and City Council have approved; or
- c) An annual license issued by the City Manager and approved by the City Council which conditions for issuance must have been met and must remain valid during each annual license term which conditions are the following:
 - 1. The SFBO does not operate on the Airport under the lease or sublease conditions required in a) and b) above.
 - 2. The licensee must obtain, possess and maintain public liability and premises operators' insurance coverage protecting the insured and the City in the minimum amount of \$1,000,000.00 per accident, including passenger liability of \$300,000.00 per person; premises liability coverage for use of the Airport in the minimum amount of \$1,000,000.00

per accident; product liability for aircraft fuel sales in the minimum amount of \$1,000,000.00 per accident if aircraft fuel sales are licensed for the SFBO; provide a copy of the insurance policy or a certificate of insurance to the City in advance of any license issuance showing a term no less than one (1) year, the City as an additional insured, and any other condition reasonably required by the City.

3. If applicant is a scheduled air passenger/freight airline, said applicant must pay to owner any landing fee hereinafter imposed by owner on such scheduled operations.

SECTION 2.8 Emergency Temporary Permits

Emergency Temporary Permits: In the event an aircraft having a hangar or tie down lease on the Taylor Municipal Airport or an aircraft which has had an accident on the Taylor Municipal Airport is unairworthy to fly as required by the FAA, an Emergency Temporary Permit for aircraft repair may be granted to licensed A and P mechanic to make repairs to the unairworthy aircraft under the following conditions:

- a) The repairs are made to the aircraft to allow its flight to the airport which the aircraft owner desires in order to have the repair facility on the destination airport repair the aircraft.
- b) Emergency temporary repairs shall include annual inspections which are required after the aircraft is out of a current annual certification date and which the A and P is required to license the aircraft to be flown to the repair facility required by the aircraft owner.
- c) The Emergency Temporary Permit shall require approval by the Taylor Municipal Airport Manager to verify the necessity of the emergency temporary repairs by the temporary permittee and that the temporary permittee has insurance with the same coverage amount required for a SFBO in Section 2.7 above insuring the city from liability, claims, losses, or damages arising from the work performed under the Temporary Emergency Permit.
- d) An Emergency Temporary Permit shall require a \$75.00 payment to the City for each Emergency Temporary Permit issued.

SECTION 2.9 Noncommercial Operators

Flying Clubs/Cooperative and/or Partnership Ownership of Aircraft - Flying clubs, cooperative or partnership ownership operation of aircraft based on the airport are specifically authorized, provided:

- a) The flying club, association, partnership, or corporation is composed only of natural persons and is organized on a not-for-profit or solely cost-sharing basis.

- b) The flying club, association, partnership, or corporation provides and maintains public liability insurance with a minimum of \$1,000,000.00 per accident, \$500,00.00 per person and \$500,000.00 property damage liability insurance.
- c) The flying club, association, partnership, or corporation leases, rents, or otherwise provides on the airport hangar space or tie-down space for each aircraft operated from the airport.
- d) Training, if provided at all, is provided only to its members.
- e) The flying club, association, partnership, or corporation registers with the Airport Manager on the first business day of each year and provides the required copy of public liability insurance policy, a listing (with “n” numbers) of aircraft based and used at the airport, and a list of all members authorized to operate such aircraft.
- f) The flying club, association, partnership, or corporation and all members thereof otherwise operate in accordance with applicable federal and state law/regulations and these standards.

SECTION 2.10 Severability

If any article, paragraph, or part of a paragraph of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the same shall not invalidate or impair the validity, force or effect of any other article, paragraph, or part of a paragraph of this Ordinance which shall remain in full force and effect.

SECTION 2.11 Repealer

All provisions of any Ordinance of the City of Taylor, Texas, in conflict with the provisions of this Ordinance shall be, and the same are hereby repealed, and all other provisions not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 2.12 Penalty for Violation

- a) Any person operating or handling an aircraft in violation of any of these rules or refusing to comply therewith, may be denied further use of the airport and its facilities for such period of time as may appear necessary for the protection of life and property; and,
- b) Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be guilty of a misdemeanor and upon conviction shall be subjected to a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense, except where a different penalty has been established by state law for such offense in which event the penalty shall be fixed by state law and if deemed a violation of any provision which governs fire safety, zoning or public health or sanitation shall be punished by a penalty of fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense; and each and every day such violation is continued shall be deemed to constitute a separate offense.

SECTION 2.13 Publication

The City Clerk is hereby authorized and directed to publish the caption of this Ordinance, together with the penalty provision contained therein, in the manner and for the length of time prescribed by law.

In accordance with Article VIII, Section 1 of the City Charter, Ordinance No. 2022-02 was introduced before the Taylor City Council on the 13th day of January, 2022.

PASSED, APPROVED and ADOPTED on this the ____ day of _____, 2022.

Brandt Rydell,
Mayor

ATTEST:

Dianna McLean
City Clerk

APPROVED AS TO FORM:

Ted W. Hejl
City Attorney

CERTIFICATE

THE STATE OF TEXAS
COUNTY OF WILLIAMSON

I, Dianna McLean, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. _____, passed and approved by the City Council of the City of Taylor, Texas, on the ____ day of _____, 2022, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this the ____ day of _____, 2022.

Dianna McLean
City Clerk

City Council Meeting January 27, 2022 Airport

Ordinance 2022-02 establishing airport guidelines pursuant to Ordinance 96-29 with inclusion of non-tenant Specialty Fixed Base Operations (SFBO).

PURPOSE

The purpose is adoption of Ordinance 2022-02 to allow for non-tenant Specialty Fixed Base Operations(SFBO) activities at the airport and continuation of airport guidelines under Ordinance 96-29.

STAFF ANALYSIS/ BACKGROUND/ PRIOR COUNCIL ACTIONS

- The current ordinance specifies requirements for a Specialty Fixed Base Operator (SFBO) or commercial entity to either build or lease a facility on the airport for commercial activities but does not specify requirements for a non-tenant SFBO to conduct business on the airport. This new revision standardizes the requirements for non-tenant SFBOs at the airport.
- The City of Taylor Municipal Airport is a federally obligated airport and therefore must adhere to the 39 grant assurances.
- The updated ordinance provides the standardization of SFBO requirements to guard against Economic Non- Discrimination at the airport, one of our 39 grant assurances.
- After Airport Board meetings including input from based tenants, Staff has pulled the annual licensing fee that was being considered for a non-tenant SFBO and will only be required to possess and maintain public liability and premise operators' insurance coverage protecting the insured and the City in the minimum amount of \$1,000,000 per accident including passenger liability of \$300,000 per person; premises liability coverage for use of the Airport in the minimum of \$1,000,000 per accident.

PROS AND CONS

PROS

- Standardization of non-tenant SFBO requirements
- Provides pathway for non-tenant SFBOs to operate
- Guards against violating grant assurance of Economic Non-Discrimination

CONS

- Possible Violation of Grant Assurances



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 4
Agenda Title: Consider Ordinance 2022-05 Amending the FY 2022 budget

Council Action to be taken: Consider Adoption of Ordinance 2022-05

Department Submitted: Finance Department

Staff Contact: Jeff Wood, Director of Finance

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to consider adoption of Ordinance 2022-05 amending the FY 2022 Budget.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The FY 2022 budget was originally adopted by Council on September 9, 2021.

The purpose of this budget amendment is to have the budget reflect the actual financial activity that has occurred during the first quarter of FY 2022 and to allow for additional expenditures as a result of the City receiving unbudgeted revenues.

Financial activity during a fiscal year does not always match the anticipated revenues and expenditures approved during the budget development process, and amendments to individual accounts are needed to formally change the budgeted amounts of the affected accounts.

The two attachments to this request:

Ordinance No. 2022-05 – This is the official document that formalizes the adoption of the changes contained in Exhibit A.

Exhibit A – This attachment is part of the ordinance and specifies the items to be amended by fund and category.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Properly account for unplanned/emergency expenditures and the use of donated, grant, and bond funds. • Maintain efficient processing of purchase orders and accounts payable. • Adjust individual accounts to accurately reflect the fiscal year activity in the account. • Recognize unbudgeted revenues received during the fiscal year or anticipated to be received by fiscal year-end.	• If unapproved, accounts will not accurately reflect the activity that has occurred in the account and some accounts would remain over expended. • Additional revenues cannot be spent without amending the expenditure accounts to increase spending levels

4. RECOMMENDATION

Staff recommends that Council adopt Ordinance 2022-05 to amend the FY 2022 budget.

5. FUNDING SOURCE

Various funding sources as identified in Exhibit A.

6. TIMELINE

Immediate consideration is requested to allow for proper budget management.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

- 4a. [Ordinance 2022-05](#)
- 4b. [Exhibit A – FY 2022 Budget Amendment #1](#)

ORDINANCE NO. 2022-05

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS AMENDING ORDINANCE NO. 2021-20 ADOPTED ON SEPTEMBER 9, 2021, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022; BY AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AND OTHER CITY FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING EXPENSES AND CAPITAL OUTLAY AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY.

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

SECTION 1.0: That the appropriations for the fiscal year beginning October 1, 2021 and ending September 30, 2022, for the support of the general government of the City of Taylor, Texas be amended for said term in accordance with the change in revenues and expenditures shown in the attached Exhibit A.

SECTION 2.0: That the amendment, as shown in words and figures in Exhibit A, is hereby approved in all aspects and adopted as an amendment to the City budget for the fiscal year October 1, 2021 and ending September 30, 2022.

SECTION 3.0: In accordance with Article 8 of the City Charter, this ordinance was introduced before the City Council of the City of Taylor, Texas on the 13th day of January, 2022.

PASSED, APPROVED, and ADOPTED this the ____ day of _____, 2022.

Brandt Rydell, Mayor

ATTEST:

Dianna McLean, City Clerk

APPROVED AS TO FORM:

Ted Hejl, City Attorney

Exhibit A FY21-22 Budget Amendment #1

Ordinance 2022-05

Adopted Budget	Amendment Amount	Amended Budget
-------------------	---------------------	-------------------

100 - General Fund

Revenue

330-229	Other State Grants				
	Body & Car Cameras (Grant Funded)	\$	-	\$	93,000
				\$	93,000
Total General Fund Revenue Adjustments		\$	-	\$	93,000
				\$	93,000

Finance

512-111	Regular Full Time				
	PayCom Payroll Fees (Staff Reallocation)	\$	448,285	\$	(30,000)
				\$	418,285
512 - Finance Total		\$	448,285	\$	(30,000)
				\$	418,285

Development Services

522-539	Other Contracted Services				
	Development Ordinances	\$	650,000	\$	100,000
				\$	750,000
522 - Development Services		\$	650,000	\$	100,000
				\$	750,000

Public Library

532-711	Office Furniture				
	Library Computer Chairs (carryover from FY2021)	\$	-	\$	1,700
				\$	1,700
532 - Public Library Total		\$	-	\$	1,700
				\$	1,700

Fire Department

542-719	Other Capital Outlay				
	Exhaust Fan Systems for the stations (Council Approved 10/28/21)	\$	-	\$	57,330
				\$	57,330
542 - Fire Department Total		\$	-	\$	57,330
				\$	57,330

Police Department

552-719	Other Capital Outlay				
	Body & Car Cameras (Grant Funded)	\$	-	\$	93,000
				\$	93,000
552-819	Other Contributions				
	Additional Contribution to the Williamson County Children's Advocacy Center	\$	18,000	\$	7,000
				\$	25,000
552 - Police Department Total		\$	18,000	\$	100,000
				\$	118,000

Non-Departmental

592-519	Other Professional Services				
	PayCom Payroll Fees	\$	-	\$	53,222
				\$	53,222
592-835	Reserve for Personnel				
	PayCom Payroll Fees (Insurance Tax Savings)	\$	96,105	\$	(15,000)
				\$	81,105

Exhibit A FY21-22 Budget Amendment #1

Ordinance 2022-05

		Adopted Budget	Amendment Amount	Amended Budget
592-542	Miscellaneous Expense	\$ -	\$ -	\$ -
	592 - Non-Departmental	\$ 96,105	\$ 38,222	\$ 134,327
	Total General Fund Expenditure Adjustments	\$ 1,212,390	\$ 267,252	\$ 1,479,642

340 - Utility Fund

Revenue 420-325

Meter Fees

Additional Water Meters	\$ 200,000	\$ 200,000	\$ 400,000
-------------------------	------------	------------	------------

Total Utility Fund Revenue Adjustments	\$ 200,000	\$ 200,000	\$ 400,000
--	------------	------------	------------

Distribution/Collection 708-275

Water Meters

Additional Water Meters	\$ 200,000	\$ 200,000	\$ 400,000
-------------------------	------------	------------	------------

Total Utility Fund Expenditure Adjustments	\$ 200,000	\$ 200,000	\$ 400,000
--	------------	------------	------------

384 - Fleet Replacement Fund

Revenue 340-278

Equipment Replacement Fee

New Vac Truck Payment	\$ 339,922	\$ 88,845	\$ 428,767
-----------------------	------------	-----------	------------

Total Fleet Replacement Revenue Adjustments	\$ 339,922	\$ 88,845	\$ 428,767
---	------------	-----------	------------

518-911

Cap Lease Principal

New Vac Truck Payment	\$ 277,553	\$ 78,564	\$ 356,117
-----------------------	------------	-----------	------------

518-912

Cap Lease Interest Payable

New Vac Truck Payment	\$ 36,117	\$ 10,281	\$ 46,398
-----------------------	-----------	-----------	-----------

Total Fleet Replacement Adjustments	\$ 313,670	\$ 88,845	\$ 402,514
-------------------------------------	------------	-----------	------------

350 - Airport Fund

Airport Operations

732-349

Misc Repairs/Maintenance

Fuel Farm Repair (CARES/RAMP Grant Funded)	\$ 19,000	\$ 14,901	\$ 33,901
--	-----------	-----------	-----------

732-526

Testing/Certification Permits

5yr SWPPP Renewal (CARES Act Funded)	\$ 400	\$ 1,203	\$ 1,603
--------------------------------------	--------	----------	----------

Total Airport Fund Expenditure Adjustments	\$ 19,400	\$ 16,104	\$ 35,504
--	-----------	-----------	-----------



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 5
Agenda Title: **Consideration of proposal for HDR Engineering for the North Pump Station Water System Improvements. (Jim Gray)**

Council Action to be taken: Consideration of proposal for HDR Engineering the North Pump Station Water System Improvements. (Jim Gray)

Department Submitted: Public Works

Staff Contact: Jim Gray, Director of Public Works
Jacob Walker, HDR, City Engineer

1. PURPOSE/DESCRIPTION

The purpose of this item is to present the design contract for the water distribution system upgrades associated with improvements at the North Pump Station as part of increased water demand due to the Samsung development.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The project consists of design of improvements to the CITY's North pump station, which serves the CITY's upper pressure plane. The existing pump station consists of one, one-million-gallon (MG) ground storage tank (GST) and three pumps, with a design capacity of 2,300 gallons per minute (gpm) each and a total dynamic head of 172 feet. Two of the pumps are duty pumps, with the third serving as a standby. There is space in the pump room to add two additional pumps with a capacity of 2,300 gpm each. A single 16-inch diameter pipeline feeds the existing GST.

This project will include design of two additional 2,300 gpm pumps and an emergency generator to provide backup power to the pump station. This expansion will serve anticipated growth in the CITY's upper pressure plane due to Samsung's water demands.

The scope of services for the North Pump Station Improvements will consist of design phase services, bid phase services, and construction administration services (excluding Resident Project Representative (construction observation) services) for the pump station Improvements, and the total associated fee is \$267,000 as seen below:

Task	Lump Sum Fee
North Pump Station Improvements	
1. Design Phase Services	\$183,000
2. Bid Phase Services	\$12,000
3. Construction Administration Phase Services	\$72,000
TOTAL	\$267,000

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Provided emergency generation for the upper pressure plane pumps in the event of power outage • Increases overall capacity of the City's water system	• none

4. RECOMMENDATION

Recommend approving proposal for HDR Engineering

5. FUNDING SOURCE

2022 Revenue Bond

6. TIMELINE

1. Design Phase Services - January 28, 2022 to May 26, 2022
2. Bid Phase Services – May 27, 2022 to July 7, 2022
3. Construction Phase Services – July 8, 2022 to September 22, 2023

7. OTHER OPTIONS (In order of preference)

Do not approve proposal

8. ATTACHMENTS

- 5a. [HDR Task Order 25 – North Pump Station Improvements](#)

TASK ORDER 25

This Task Order pertains to an Agreement by and between The City of Taylor, TX. ("OWNER/CITY"), and HDR Engineering, Inc. ("ENGINEER"), dated April 18, 2018, ("the Agreement"). ENGINEER shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 25
PROJECT NAME: North Pump Station Improvements Engineer Services

PART 1.0 PROJECT DESCRIPTION:

The project consists of design of improvements to the CITY's North pump station, which serves the CITY's upper pressure plane. The existing pump station consists of one, one-million gallon (MG) ground storage tank (GST) and three pumps, with a design capacity of 2,300 gallons per minute (gpm) each and a total dynamic head of 172 feet. Two of the pumps are duty pumps, with the third serving as a standby. There is space in the pump room to add two additional pumps with a capacity of 2,300 gpm each. A single 16-inch diameter pipeline feeds the existing GST.

This project will include design of two additional 2,300 gpm pumps and an emergency generator to provide backup power to the pump station. This expansion will serve anticipated growth in the CITY's upper pressure plane.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

The scope of services for the North Pump Station Improvements will consist of design phase services, bid phase services, and construction administration services (excluding Resident Project Representative (construction observation) services) for the pump station improvements described in part 1.0 "Project Description". The Project is planned to be executed in a single construction package. The scope of services shall include:

Task 1 - Design Phase Services

- 1) ENGINEER shall provide overall project management, coordinate with CITY, and assist in coordination with other project consultants contracted by CITY, which will be limited to SUE, surveying, and geotechnical investigation and construction contractor (CONTRACTOR).
- 2) ENGINEER shall provide brief project updates to CITY staff weekly via email.
- 3) ENGINEER shall conduct a site visit to observe existing conditions. The project

manager and up to two (2) designers will attend.

- 4) ENGINEER shall prepare a brief preliminary design technical memorandum to include location, sizing, configuration, and operation and control of proposed improvements for CITY review and comment. To expedite the schedule for completion, ENGINEER and CITY agree that ENGINEER shall utilize existing topographic and location information provided by the CITY for design of the improvements. The information will be conveyed in a brief basis of design technical memorandum (TM) to include:
 - a. Summary of control and monitoring strategy.
 - b. Pump type and capacities, total dynamic heads, and recommended materials of construction.
 - c. Pump details (pump curves, horsepower, rotational speed, etc) and operational strategy.
 - d. Motor type and power requirements.
 - e. Emergency generator footprint, power capacity, and fuel storage capacity.
 - f. Results of surge analysis for the pump station. Hydraulic surge suppression measures, type and size, if required.
 - g. Opinion of Probable Construction Cost (OPCC) conforming to AACE Class 4 requirement. All ENGINEER's OPCCs are to be made based on ENGINEER's experience, qualifications, and general familiarity with the construction industry. Because ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from OPCCs prepared by ENGINEER.
- 4) ENGINEER shall provide recommendations to the CITY for additional data that maybe required for existing subsurface utilities. Additional subsurface utility engineering (SUE) services may be required to provide data for existing underground utilities in the Project area including location, size, depth, and type of utility. CITY shall contract directly with a SUE provider to obtain additional data and provide to ENGINEER. SUE provider will provide data in accordance with ASCE CI-38-02.
- 5) ENGINEER shall provide recommendations to the CITY for geotechnical data to support foundation design. CITY shall contract directly with a Geotechnical Engineering Services provider to obtain geotechnical borings, perform laboratory testing to confirm strength and classification of subsurface soils, and present the data and provide design recommendations in a written engineering report.
- 6) ENGINEER shall provide recommendations to the CITY for additional data that may be required for final design to include topographic, as-built, SUE and soil boring locates, and planimetric information. If required, the CITY shall contract with a Survey consultant to obtain additional data and provide to ENGINEER.
- 7) ENGINEER shall prepare a preliminary construction schedule using vendor estimates for major equipment deliver times. If the duration for a conventional design-bid-build delivery does not meet project requirements, ENGINEER shall prepare a design schedule considering pre-purchase of long lead items or repackaging the project to

reduce the construction duration.

- 8) Incorporating feedback from the CITY on the preliminary design, ENGINEER shall prepare 100% construction documents (e.g. plans and specifications), signed and sealed by a professional engineer registered in Texas, indicating the scope, extent, and character of the construction to be performed, as described in Part 1.0. The project shall be developed as a single construction package.
- 9) ENGINEER shall prepare and submit to the CITY an OPCC conforming to AACE Class 2 requirements.
- 10) ENGINEER shall assist the CITY with permitting services for:
 - a. TCEQ
 - i. ENGINEER will provide a draft Storm Water Pollution Protection Plan (SWPPP), to include incorporation of the erosion and sedimentation control best management practices sheets from the design package. This will be submitted to the CITY and CONTRACTOR (site Operator as defined by TCEQ).

Task 1 Assumptions:

- 1) The CITY will provide available as-built drawings and subsurface utility location and depth information to complete the design. Additional field investigation will be required.
- 2) CITY shall provide; a minimum of two (2), 80-foot soil borings and related laboratory analyses, up to five (5) SUE QL-A utility locates, and required topographic, planimetric, and soil borings surveys.
- 3) All improvements will be completed on CITY-owned property. No real estate acquisition or easements will be required.
- 4) ENGINEER will conduct two (2) transient simulations at the pump station under the power failure condition causing multiple pump trips; 1) combination air vacuum valves (CAVs), and 2) with hydropneumatic (surge) tank in combination with CAVs.
- 5) One (1) bid package will be issued for the project.
- 6) Plans will be provided using AutoCAD 2018 on 22" x 34" full size sheets. ENGINEER assumes that the plans will have approximately 40 sheets and that specifications will be provided using HDR standards.
- 7) Preparation of pre-purchase materials or equipment procurement package is not included in this scope of services.
- 8) CITY and CONTRACTOR will be required to submit a Notice of Intent (NOI) to the TCEQ for compliance with the Texas Pollution Discharge Elimination System (TPDES) Stormwater General Permit TXR150000.
- 9) CONTRACTOR shall be responsible to finalize and update the SWPPP during the construction phase.
- 10) All deliverables to be in PDF format unless otherwise indicated.

Task 2 - Bid Phase Services

- 1) ENGINEER shall provide overall project management.
- 2) ENGINEER will provide one (1) set of bidding documents to CITY, and CITY will advertise project to bidders and public.
- 3) ENGINEER will conduct one (1) Pre-Bid Meeting with CITY and potential bidders.
 - a. This meeting will be approximately 1 hour and will occur in person at a CITY facility.
 - b. Following the Pre-Bid Meetings, ENGINEER and CITY will conduct 1-hour field visits with potential bidders.
- 4) ENGINEER will prepare responses to bidders' questions and prepare up to two (2) addenda to clarify, correct, or modify the bidding documents and submit addenda to the CITY for distribution to potential bidders.
- 5) ENGINEER will provide information or assistance as needed by the CITY during negotiations with prospective contractors.
- 6) Attend one (1) Bid Opening, assist the OWNER in evaluating bids, prepare Bid Tabulation and Recommendation to Award letter.
- 7) Attend one (1) CITY Council meeting for the recommendation to award Bid.
- 8) Upon completion of Bidding phase, ENGINEER will prepare conformed drawings and specifications for inclusion in the conformed documents for the Contractor's use.

Task 2 Assumptions:

- 1) One (1) bid package will be issued for the project.
- 2) Prospective bidders will obtain bidding documents by downloading them from the OWNER's online document distribution system.
- 3) The CITY and its representatives will manage the bidding process and issue all addenda and clarifications electronically.
- 4) All deliverables to be in PDF format unless otherwise indicated.

Task 3 - Construction Administration Phase Services

- 1) ENGINEER shall provide overall project management.
- 2) ENGINEER will provide construction administration services to include:
 - a. Participate in a 1-hour pre-construction conference at the project site.
 - b. Review of contractor pre-construction submittals for compliance to contract documents.
 - c. Review of proposed construction plan including project schedules.
 - d. Review of contractor's submittals; material testing methods and results.
 - e. Interpret plans and specifications and coordinate the response to Contractor's Requests for Information with the Engineer of Record (EOR).
 - f. Conduct monthly construction progress meetings; prepare technical information for change orders as required, including reviewing pricing and quantities in change orders and negotiation of change order requests as

- required to obtain change order pricing acceptable to the CITY.
- g. Conduct up to 10 site visits to observe specific construction activities.
- h. Reviewing and provide recommendations to CITY on requests for substantial and final completion and prepare associated reports.
- i. Performing document project closeout.
- j. Reviewing and recommending for payment Contractor's monthly payment requests.

Task 3 Assumptions:

- 1) Review of up to 60 Contractor's submittals, such as Shop Drawings, Product Data and samples, is only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The review of a specific item shall not indicate review of an assembly of which the item is a component.
- 2) HDR shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work, or to perform special inspections as defined in the applicable codes or required by the authorities having jurisdiction. HDR shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the contractor or the safety precautions and programs incident to the work of the contractor. Accordingly, HDR neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish or perform the Work, or any portion of the Work, in accordance with the Contract Documents.
- 3) Questions or requests for information shall be submitted in written form as requests for information (RFIs). The ENGINEER will respond to each RFI in writing for up to 10 RFIs.
- 4) Preparation of up to three (3) change orders.
- 5) Construction Administration Phase Services exclude on-site Resident Project Representative Services (Construction Engineering & Inspection) which shall be provided for in separate Task Order.
- 6) All deliverables to be in PDF format unless otherwise indicated.

PART 3.0 OWNER'S RESPONSIBILITIES:

The CITY will furnish or assist the ENGINEER in obtaining the following items and services:

1. Designation of an authorized representative for coordination of the project with the ENGINEER.
2. Ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.

3. Additional items or services as defined in subsequent work authorizations necessary to complete this contract.
4. "Front End" contractual documents between CITY and CONTRACTOR will be provided by CITY for inclusion by ENGINEER.

PART 4.0 PERIODS OF SERVICE:

1. Design Phase Services - January 28, 2022 to May 26, 2022
2. Bid Phase Services – May 27, 2022 to July 7, 2022
3. Construction Phase Services – July 8, 2022 to September 22, 2023

PART 5.0 PAYMENTS TO ENGINEER

1. ENGINEER will submit monthly progress invoices with status reports for all work completed for the period of service listed in the invoice.
2. ENGINEER will perform the work to complete scoped tasks as a lump sum of \$267,000 as shown in the Fee Schedule presented below:

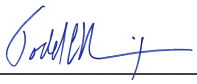
Task	Lump Sum Fee
North Pump Station Improvements	
1. Design Phase Services	\$183,000
2. Bid Phase Services	\$12,000
3. Construction Administration Phase Services	\$72,000
TOTAL	\$267,000

This Task Order is executed this ____ day of _____, 2022.

CITY OF TAYLOR. TEXAS
“OWNER”

HDR ENGINEERING, INC.
“ENGINEER”

BY: _____

BY:  _____

NAME: Brian LaBorde

NAME: Todd Warrix, P.E

TITLE: City Manager

TITLE: Associate Vice President

ADDRESS: 400 Porter Street
Taylor, Texas 76574

ADDRESS: 710 Hester’s Crossing Road,
Suite 150
Round Rock, Texas 78681
TBPE Firm Registration F-754



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

☒ Streets/Infrastructure

☐ Quality of Life

☐ Economic Vitality

Agenda Item #: 6
Agenda Title: **Consideration of proposal for HDR Engineering for FM 973/ CR 401 Water and Wastewater Improvements - Construction Services. (Jim Gray)**

Council Action to be taken: Consideration of proposal for HDR Engineering, FM 973/ CR 401 Water and Wastewater Improvements - Construction Services. (Jim Gray)

Department Submitted: Public Works

Staff Contact: Jim Gray, Director of Public Works
Jacob Walker, HDR, City Engineer

1. PURPOSE/DESCRIPTION

The purpose of this item is to present the construction services contract for a Resident Project Representative (RPR) observing and documenting the construction of water and sewer upgrades along FM 973 and CR 401.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The project consists of full-time construction services in the form of Resident Project Representative(s) on-site to daily observe, monitor, and document construction of water and wastewater improvements along FM 973 and CR 401.

The scope of work, in general, consists of installing an 18-inch diameter water main along FM 973, connecting to an existing 24-inch diameter water main near Taylor High School, and extending south along FM 973 approximately 2,600 feet, extending west approximately 2,900 feet to CR 401, and then extending north approximately 3,800 feet to near SH 79 to connect into an existing 16-inch diameter water line. The scope of work also includes installation of an 18-inch diameter gravity wastewater line along FM 973, extending north approximately 9,000 feet to Carlos Parker Blvd, extending approximately 3,000 feet west along Carlos Parker Blvd to an existing manhole to connect to an existing 36-inch diameter wastewater interceptor.

The waterline along CR 401 is expected to be joint bid with a future Williamson County roadway project to expand CR 401. The remainder of the water and sewer improvements are proposed to be bid in one bid package for construction.

The RPR will perform construction engineering and management of the construction processes with D. Guerra Construction, the contractor for the FM 973 improvements as well as the selected contractor for the Williamson County project along CR 401 where the City has waterline construction joint-bidding.

The construction is expected to be eighteen (18) months including project close-out. The RPR fee is based on the contractor's allowable work schedule in the contract documents. The fee assumes one full-time inspector on site for 72 hours per week for the duration of the project, and a senior inspector on site full-time for approximately half of the duration of the project. The fee is specified rate and will be billed hourly with a Not-To-Exceed (NTE) amount of \$1,060,444.88. This fee is within the budgeted amount presented for Task Order 22.

Engineering time for Construction Administration is included in Task Order 22.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Provides on site personnel to monitor construction • Provides full-time coordination of the contractor with other contractors and stakeholders	• none

4. RECOMMENDATION

Recommend approving proposal for HDR Engineering

5. FUNDING SOURCE

2022 Revenue Bond

6. TIMELINE

FM 973 Water & Wastewater Improvements

- Construction Services – Feb 1, 2022 to July 31, 2023.

CR 401 Water System Improvements

- Construction Services – Feb 1, 2022 to July 31, 2023.

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

Do not approve proposal

8. ATTACHMENTS

6a. [HDR Task Order 24](#) – FM 973/CR 401 Water & Wastewater Improvements – Construction Services

TASK ORDER

This Task Order pertains to an Agreement by and between The City of Taylor, TX. (“OWNER/CITY”), and HDR Engineering, Inc. (“ENGINEER”), dated April 18, 2018, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 24

PROJECT NAME: FM 973 & CR 401 Water/Wastewater – Construction Services

PART 1.0 PROJECT DESCRIPTION:

The project (PROJECT) consists of constructing 18” water and wastewater lines along FM 973, Carlos G. Parker, and CR 401 as well as through open land that will be a residential development and CITY right-of-way (ROW). The scope of work involves open trenching and boring pipe installations.

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

The scope of services will consist of construction observation and documentation, construction engineering, for the construction of water and sewer lines mentioned in part 1.0 “Project Description”.

The design for this project was previously completed by ENGINEER as Task Order 22. This Task Order 24 does not include engineering design or construction administration services.

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve construction contractor(s) from responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts, errors, or omissions of construction contractor(s) or other parties on the project. The CITY agrees to contractually require its construction contractor(s) to include ENGINEER as an additional insured on the construction contractor(s') general liability insurance and include a waiver of subrogation endorsement under contractor's workers' compensation and employer's liability policy for the benefit of ENGINEER.

The ENGINEER will coordinate tasks and assignments with the CITY. The CITY's Project Manager for this contract will be assigned by CITY prior to the Notice to Proceed.

Deliverable(s) under this contract will be provided to the CITY by the ENGINEER in electronic (native files).

ENGINEER will:

1. Construction Engineering and Observation

A. Provide Construction Engineering and Observation services during construction to include:

1. Provide on-site periodic construction observation during the construction process to monitor the progress and quality of the work completed by the CONTRACTOR. This will include maintaining a photographic record of the construction progress.
2. Coordinate the review/processing of CONTRACTOR's submittals.
3. Prepare daily work reports.
4. Collect and provide field information to the Engineer-of-Record (EOR), to assist with the response to RFIs from the Contractor.
5. Review of CONTRACTOR approach to and compliance with environmental conservation measures.
6. Review CONTRACTOR's compliance with the Pollution Prevention Plan for the project including filing any required notices and maintenance of any temporary storm water controls.
7. Review CONTRACTOR's compliance with contract documents with regards to Traffic Control.
8. Interpret construction documents and coordinate responses to CONTRACTOR with EOR.
9. Review proposed product data and samples.
10. Notify the CITY, EOR and the CONTRACTOR's when work is not in conformance with the contract documents.
11. Measure and document quantities of material delivered to the site and incorporated into the work.
12. Coordinate and schedule materials sampling and testing accordance with the Contract Documents. This effort does not relieve CONTRACTOR from quality control testing and scheduling.
13. Communicate with adjacent property owners and affected parties regarding construction activities.
14. Attend construction progress meetings with CONTRACTOR, EOR and CITY.

2. Key Assumptions

- A. Questions or requests for information shall be submitted in written form as requests for information (RFIs). The ENGINEER will respond to each RFI in writing.
- B. Work schedule for the ENGINEER's Resident Project Representative (RPR) is based on the working hours as defined in the CONTRACTOR's Contract Documents (Monday through Sunday from 7AM – 9PM).
 - 1. Work schedule for the ENGINEER's RPR is based on 12 hour work days, 6 days per week (72 hours/week)
 - 2. 2 full-time RPR will be needed for approximately ½ of the project when CR 401 and FM 973 projects are overlapping
 - 3. Work schedule is based on 4 weeks per month
- C. The RPR shall not:
 - 4. Undertake any of the responsibilities of CONTRACTOR, CONTRACTOR's Subcontractors, or CONTRACTOR's Suppliers, or any third party.
 - 5. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences or procedures of the Work, by CONTRACTOR or any other third-party.
 - 6. Advise on, issue directions regarding, or assume control over security or safety practices, precautions, and programs in connection with the activities or operations of the CITY or CONTRACTOR.

PART 3.0 OWNER'S RESPONSIBILITIES:

The CITY will furnish or assist the ENGINEER in obtaining the following items and services:

- 1. Designation of an authorized CITY representative for coordination of the project.
- 2. Ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.
- 3. A local field-office or desk space within the CITY having the ability to print and store documents, including drawings, specifications, and submittals.
- 4. Additional items or services as defined in subsequent work authorizations necessary to complete this contract.

PART 4.0 PERIODS OF SERVICE:

The professional services and associated fee outlined in this Task Order are based on a construction period of eighteen (18) calendar months starting with ENGINEER's Notice to Proceed.

PART 5.0 PAYMENTS TO ENGINEER:

ENGINEER will submit monthly progress invoices with status reports for all work completed for the period of service listed in the invoice.

HDR Engineering, Inc.
City of Taylor, TX
FM 973 & CR 401 Water/Wastewater – Construction Services
January 27, 2022

ENGINEER will perform the work to complete scoped tasks at the rates attached hereto with a not-to-exceed (NTE) of \$ **1,060,444.88** as shown on the Fee Schedule presented in Attachment “A” Construction Engineering & Observation Fee Schedule.

This Task Order is executed this _____ day of _____, 2022.

CITY OF TAYLOR, TX
“OWNER”

BY: _____

NAME: Brian LaBorde

TITLE: City Manager

ADDRESS: 400 Porter Street
Taylor, TX 76574

HDR ENGINEERING, INC.
“ENGINEER”

BY: 

NAME: Todd Warrix, PE

TITLE: Associate Vice President

ADDRESS: 4401 West Gate Blvd. #400
Austin, TX 78745

Attachment A – Fee Schedule

Attachment "A Resident Project Representative Services

Fee estimate is based on providing the services of the personnel shown below at the hours indicated.
Fee estimate is based on a construction contract period of 18 months.
Work schedule for FT Inspector is estimated at 72 hours per week. (Working Hours are 7A-9P; 7 Days/Wk). Assume 2 FT inspectors 1/2 of the time. Assume 4 weeks/month

			2022											2023								Total Hours Worked		Labor Costs	
			Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul					
			Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18					
JOB CLASSIFICATION	2019 LOADED RATE	OT Factors	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH	HRS/MONTH					
Project Manager	\$ 230	1.0	16	16	8	8	8	8	8	8	8	8	8	8	8	8	8	8	16	8	168	\$ 38,640			
Sr. RPR	\$ 165	1.0	8	16	16	16	144	288	288	288	288	288	288	288	144	16	16	16	8	8	2424	\$ 399,960			
RPR II/III	\$ 115	1.0	72	288	288	288	288	288	288	288	288	288	288	288	288	288	288	160	160	72	4496	\$ 517,040			
Records Keeper/Adm	\$ 103	1.0	32	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	440	\$ 45,320			
																					Total	\$ 1,000,960.00			
Other Direct Expenses																									
Vehicle			\$ 650	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,950	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600	\$ 1,950	\$ 1,300	\$ 1,300	\$ 975	\$ 975	\$ 650		\$ 31,850.00			
Fuel			\$ 230	\$ 874	\$ 874	\$ 874	\$ 1,242	\$ 1,656	\$ 1,656	\$ 1,656	\$ 1,656	\$ 1,656	\$ 1,656	\$ 1,656	\$ 1,242	\$ 874	\$ 874	\$ 506	\$ 483	\$ 230		\$ 19,895.00			
Miscellaneous (Printing, Mileage)			\$ 36	\$ 104	\$ 104	\$ 104	\$ 145	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 191	\$ 145	\$ 104	\$ 104	\$ 64	\$ 61	\$ 33		\$ 2,339.88			
Mileage (@ \$0.58/mile)			\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300		\$ 5,400.00			
																					Total	\$ 59,484.88			
																					TOTAL	\$ 1,060,444.88			



City Council Meeting January 27, 2022 Transmittal Letter

Agenda Item #: 7
Agenda Title: Consider approving a contract with Citygate Associates, LLC to conduct a fire services master plan.

STRATEGIC PILLAR

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

Council Action to be taken: Consider approving contract

Department Submitted: Fire Department

Staff Contact: Daniel Baum, Fire Chief

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is for Council to consider a contract with Citygate Associates, LLC to conduct a standards of cover assessment and master plan for the Taylor Fire Department for \$68,109.00.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The staffing and deployment model of the Taylor Fire Department has remained constant for over twenty years. As the community has grown significantly in that time, the existing fire service delivery model is reaching its limits. With the influx of new growth, as well as the types of growth encouraged with our recently adopted comprehensive plan, it is time to reassess our capabilities and prepare for the additional growth that is anticipated. The coming of Samsung and other heavy industrial uses brings new hazards to the community that the Taylor Fire Department is not currently staffed or equipped to handle. The master plan will evaluate our capabilities compared to national standards as well as the growth that we know is coming and the types of the growth desired by the comprehensive plan. This plan will guide future decisions on staffing, fire station location, equipment needs, and service levels provided.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Provides a data driven assessment of capabilities vs. risks. • Provides a roadmap for staffing and deployment to meet the growth of the city.	• N/A

4. RECOMMENDATION

Staff recommends approval of the contract with Citygate Associates, LLC for \$68,109.00.

5. FUNDING SOURCE

Samsung DRRA to be repaid by City per agreement.

6. TIMELINE

Project timeline is approximately five months from project initiation.

7. OTHER OPTIONS (In order of preference)

8. ATTACHMENTS

7a. PowerPoint [Presentation](#)

7b. Fire Services Master Plan [Proposal](#)

Taylor Fire Department

Fire Services Master Plan



Background & Staff Analysis

- The staffing and deployment model of the Taylor Fire Department has remained constant for over twenty years. As the community has grown significantly in that time, the existing fire service delivery model is reaching its limits.
- With the influx of new growth, as well as the types of growth encouraged with our recently adopted comprehensive plan, it is time to reassess our capabilities and prepare for the types of growth that are anticipated.
- The coming of Samsung and other heavy industrial uses brings new industries to the community that the Taylor Fire Department is not currently staffed or equipped to handle.

Background & Staff Analysis

- The master plan will evaluate our capabilities compared to national standards as well as growth that we know is coming and the types of growth desired by the comprehensive plan. This plan will guide future decisions on staffing, fire station location, equipment needs, and service levels provided.

Methodology

- Existing deployment
- Community outcome expectations
- Community risk assessment
- Critical task study
- Distribution study and concentration study – station locations
- Reliability and historical response effectiveness studies
- Overall deployment evaluation
- Stakeholder input – elected officials, Samsung, etc.

Recommendation & Timeline

- Staff recommends contracting with Citygate Associates, LLC to conduct a fire services master plan.
- Citygate has experience with departments in Central Texas and provides a balanced perspective.
- Citygate staff have experience with communities that have semiconductor and other highly complex industries.
- Approximate five-month timeline from project initiation.

Funding / Cost

- Cost is \$68,109.00.
- Funding will come from Samsung DRRA and will be reimbursed by City per agreement.



PROPOSAL TO CONDUCT A FIRE SERVICES MASTER PLAN

CITY OF TAYLOR, TX

DECEMBER 17, 2021



WWW.CITYGATEASSOCIATES.COM

600 COOLIDGE DRIVE, SUITE 150
FOLSOM, CA 95630

PHONE: (916) 458-5100
FAX: (916) 983-2090





600 Coolidge Drive, Suite 150 ■ Folsom, CA 95630 ■ PH 916-458-5100 ■ FAX 916-983-2090

December 17, 2021

Daniel Baum
Fire Chief / EMC
Taylor Fire Department
304 E. Third Street
Taylor, Texas 76574
daniel.baum@taylortx.gov

RE: PROPOSAL TO CONDUCT A FIRE SERVICES MASTER PLAN FOR THE CITY OF TAYLOR, TX

Dear Chief Baum:

Citygate Associates, LLC (Citygate) is pleased to present our proposal to conduct a Fire Services Master Plan to assist the City of Taylor (City) Fire Department (Department) in designing a fire services master plan that provides a safe, effective, and appropriately sized response force for fires, medical emergencies, and other events requiring a specialized emergency fire response as Taylor grows within the existing corporate limits, including the Samsung facility annexation. This introductory letter explains why Citygate is the most experienced risk assessment, fire deployment, and staffing consultancy in the western United States.

Our qualifications to perform your fire services master plan are exceptional. We have an extensive background in fire and emergency services consulting, specifically in fire department deployment, risk assessment, staffing, and strategic/master planning. Over the last 20 years, Chief Stewart Gary and his team of subject matter specialists have performed well over 400 fire service studies, which have covered over 27 million residents—close to the population of Texas.

We are also very familiar with fire and emergency medical services delivery in Texas, especially in rapid-growth contexts. We conducted a Standards of Coverage study for the City of Pearland, Texas, which involved determining fire station staffing infrastructure triggers for additional resources and determining financing strategies and order-of-magnitude costs for additional stations. We conducted similar projects for Missouri City and Mont Belvieu, Texas, and we also completed a Fire Master Plan and Standards of Coverage study for the Travis County Emergency Services District #6 and the City of Georgetown, Texas. We also completed a review of marine firefighting risk and response assets for the Port of Corpus Christi.

In Chief Gary's tenure, Citygate has also executed many of the largest fire service studies we know of, including for the counties of Los Angeles, San Diego, and Alameda; the cities of Los Angeles and Portland (currently), San Diego, Oakland, Sacramento, Stockton, San Bernardino, and San Jose; the Ventura County Fire Protection District; the Sacramento Metropolitan Fire District; and the Ports of Long Beach and Los Angeles. After a competitive procurement, we were also selected as the sole consulting firm to provide consulting services to the Orange County Fire Authority for Service Level Reviews (audits) in each of its lines of business, including a Standards of Coverage study and a Community Risk Reduction Department study.

CITYGATE ASSOCIATES' KEY STRENGTHS

As a County of San Diego former CAO stated: *"We work with consultants, obviously, all the time, but the work that Citygate did on this report is some of the best I've seen in my tenure here."* (Watch the video clip at this link: www.citygateassociates.com/sdcountyvideo.)

These are not isolated comments by one client; rather, they are a common theme. Time after time our clients say at the end of public presentations, "This was the best report/study on fire services we have ever received, and now we finally understand the issues and choices."

The City is not only hiring a consulting firm but also a carefully selected team of professional individuals who have the qualifications and diversity of experience matching the City's unique needs for *all* the elements of this study. Our team members are the practice specialists in their fields.

Citygate's Public Safety Principal, Stewart Gary, was the lead author on the second through fourth editions on the manual for the Standards of Coverage systems approach to deployment for the Commission on Fire Accreditation International. For over 20 years, Citygate has partnered exclusively with Animated Data, Inc., producer of the StatsFD™ statistical analysis tool. Chief Samuel Mazza has been a leader and instructor in risk assessment methods both for Citygate and the National Fire Academy, in addition to leading numerous deployment, staffing, and strategic/master planning projects for Citygate. Chief Bob Meyer has over twenty years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000.

Citygate remains on the leading edge of analysis tools and is the Standards of Coverage thought-process leader. We are the first consultancy in the nation to utilize traffic congestion data to model fire apparatus travel time impacts in rush hour traffic. This is the same data used on internet mapping applications to display traffic congestion by different colored road segments (green, orange, or red).

Why is this experience critical? The City is hiring external assistance that knows how to uncover tough issues and how to work them to successful closure. We know the approaches needed and, as importantly, how to effectively communicate the results to *all* project stakeholders.

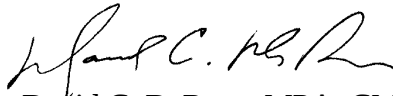
Citygate is also an independent company, not co-owned or under the control of any professional or standards-setting organization in fire services or government management. We believe this makes Citygate increasingly unique and, as such, allows us to provide the most neutral, best practices advice available to fit your local needs.

* * *

As President of the firm, I am authorized to execute a binding contract on behalf of Citygate. For questions concerning this proposal, please contact Stewart Gary, Citygate's Public Safety Principal, at (916) 458-5100, extension 305, or via email at sgary@citygateassociates.com. Please also send emails to admin@citygateassociates.com to ensure a prompt response.

If this proposal is acceptable, you can sign acceptance on the following signature section, or forward a standard consultant contract for us to complete.

Sincerely,


David C. DeRoos, MPA, CMC
President

cc: Project Team

Acceptance of Citygate's proposal and terms:

_____ Name	_____ Signature
_____ Title	_____ Date

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Cover Letter	Precedes Table of Contents
Section 1—Project Approach and Work Plan	1
1.1 Project Understanding and Approach	1
1.2 Key Study Features.....	1
1.3 Proposed Project Work Plan.....	2
1.3.1 Project Methodology	2
1.3.2 Detailed Project Work Plan.....	4
1.4 Final Report Elements	9
1.5 Proposed Project Schedule	9
Section 2—Project Team.....	10
2.1 Citygate Project Team	10
2.2 Sub-Consultants.....	12
2.3 Project Team Organization Chart	13
Section 3—Firm Qualifications and References	14
3.1 Firm Profile	14
3.2 Distinguishing Services	14
3.3 Similar Project Experience and References	17
3.4 Citygate Client Summary	21
Section 4—Project Cost.....	26
4.1 Project Fees	26
4.2 Standard Hourly Billing Rates.....	26
4.3 Billing Schedule	27
 <u>Appendices</u>	
Appendix A Code of Ethics	
Appendix B Project Team Resumes	
Stewart Gary, MPA.....	1
Samuel Mazza, CFC, CFO, EFO	5
Robert Meyer, CFO, EFO	9
David DeRoos, MPA, CMC.....	12

SECTION 1—PROJECT APPROACH AND WORK PLAN

1.1 PROJECT UNDERSTANDING AND APPROACH

Citygate Associates, LLC (Citygate) understands that the City of Taylor (City) desires a Fire Services Master Plan to assist the City and Fire Department (Department) in designing a fire services master plan that provides a safe, effective, and appropriately sized response force for fires, medical emergencies, and other events requiring a specialized emergency fire response as Taylor grows within the existing corporate limits, including the Samsung facility annexation.

Citygate’s study will be performed in accordance with the methodology outlined in *Standards of Response Coverage* (fifth and sixth editions) as published by the Commission on Fire Accreditation International (CFAI). Our study will also incorporate guidelines and best practices in the field of deployment and risk analysis from the National Fire Protection Association (NFPA), the Insurance Services Office (ISO), the CFAI, relevant federal and state laws and regulations, and other recognized industry best practices.

In addition to our customary techniques of reviewing agency data and documentation and conducting stakeholder listening interviews, Citygate utilizes StatsFD™ to analyze service demand and incident performance, with results plotted on graphs and charts, as well as superimposed over Google Earth images using 3D tools. We also utilize Esri ArcGIS mapping software to analyze the Department’s ability to deliver an initial first-due unit and a multiple-unit Effective Response Force to all sections of the City in sufficient time to facilitate desired outcomes.

1.2 KEY STUDY FEATURES

Citygate’s proposal addresses all the City’s requested scope elements. Key features of our proposed study include:

- ◆ Deep understanding of fire services deployment and staffing work in the context of rapid growth.
- ◆ Review of the operational and fire prevention impacts generated by the Samsung facility.
- ◆ In assessing risks to be protected and growth patterns, use the City’s recently adopted Comprehensive Plan
- ◆ Advanced response performance analytics to model fire apparatus travel time over the City’s topography and road network.

- ◆ Deployment analyses fully compliant with the NFPA, the ISO, the CFAI, state and federal mandates/regulation, and Citygate's broad experience with hundreds of departments across the country.
- ◆ Close continual coordination with Department and City staff to ensure this study meets the needs of the Department and City.
- ◆ Interviews with other City staff, as needed, to understand projected growth and impacts.
- ◆ Teleconference interviews as needed with Samsung staff.
- ◆ Monthly written status updates to ensure the project is completed on time and on budget.
- ◆ In-depth, independent findings and recommendations based on data and facts, with likely timing. Citygate's team strength means we can develop specific recommendations tailored to the local situation *that are implementable*.
- ◆ Presentation of the Final Report to staff, elected officials, or other audience as desired. Citygate's team members, in their agency and consulting careers, *have successfully walked the talk* on fire department review efforts by focusing on the inclusion of culture and communications with rigorous analytic methods to build a business case that elected officials, agency personnel, and the general public can all understand.

1.3 PROPOSED PROJECT WORK PLAN

Citygate's detailed Work Plan to conduct the requested scope of work is presented in this section. We will review the proposed Work Plan and schedule with City and Department leadership prior to initiating any work, and subject to any mutually agreed changes, we will finalize the Work Plan and the accompanying project schedule.

The core methodology used by Citygate in the scope of its fire services master planning work will be that of the Standards of Coverage systems approach to fire department deployment as published by the CFAI. This is a systems-based approach using local risk and demographics to determine the level of protection best fitting the needs of the communities served.

1.3.1 Project Methodology

Citygate will incorporate all eight elements of the CFAI Standards of Coverage process for the community risk assessment / Standards of Coverage (CRA/SOC) element of this master planning study as follows:

1. Existing Deployment – Citygate’s Project Team will understand and describe the history, formation, authority, and general description of the Department and distinct community it serves; the services provided; and its existing deployment model and performance measures.
2. Community Outcome Expectations – We will review the City’s current expectations for fire, EMS, and special hazard responses and will quantify outcome expectations resulting from our stakeholder interviews, as well as common expectations in urban/suburban communities.
3. Community Risk Assessment – Citygate will conduct a comprehensive community risk assessment to include a description of the values at risk to be protected, the hazards likely to impact the community served as they relate to services provided by the Department, the probability of occurrence and likely impact severity by hazard type, and an overall assessment of risk by hazard and planning zone.
4. Critical Task Study – We will review the essential tasks that must be performed, and the number of personnel required, to deliver a stated outcome for an Effective Response Force (ERF).
5. Distribution Study – Using Esri’s ArcGIS software mapping tool, Citygate will evaluate the effectiveness of existing station locations to understand the existing deployment system performance and test proposed service measures by risk types in different zones for first-due, all-risk units.
6. Concentration Study – We will also utilize Esri’s ArcGIS software mapping tool to evaluate the spacing of existing fire stations to provide an appropriate and timely ERF for larger or more complex emergencies.
7. Reliability and Historical Response Effectiveness Studies – Using recent response data and our StatsFD™ software tool, Citygate will evaluate historical system performance and the percentage of conformance to established response performance and recognized best-performance goals that the Department’s current deployment system delivers.
8. Overall Deployment Evaluation – Citygate’s Project Team will provide an overall evaluation of the Department’s existing deployment relative to conformance with current performance metrics and recommended best practices for the service area’s values at risk, including what is working well, where improvements are needed, and what new resources, if any, would be needed to implement the recommendations. Recommendations will consider the cost and the City’s ability to implement them. We will also provide updated recommended response performance goals as needed.

We strongly encourage the Department to create an internal project team that will be a representative cross-section of key managers, line personnel, Department data analysts, and labor leadership to not only assist in growing Citygate's understanding of the Department but also to be coached by Citygate in learning state-of-the-art deployment and risk assessment methods and tools.

1.3.2 Detailed Project Work Plan

The following is our detailed project Work Plan comprised of three tasks incorporating all the scope of work elements discussed.

Task 1: Initiate and Manage the Study

1.1 Obtain and Review Relevant Background Data and Information

At the start of the project, we will develop and submit a list of requested background data and information relevant to this study, including the City General and Comprehensive Plans, growth forecasts, any appropriate prior studies, dispatch data, fleet inventory, facility information, staffing, and other relevant information. Once we receive the requested documentation, we will review it prior to the start-up meeting and stakeholder listening. Citygate will additionally request City and other available GIS data layers, hazard and risk-related information, travel time performance measure(s), and historical calls-for-service data from City and/or County data systems.

1.2 Meet with Fire Department Representatives to Initiate Project

In collaboration with Department leadership, Citygate will review and finalize a detailed Work Plan, project schedule, project deliverables, roles and responsibilities, and project benchmarks.

1.3 Stakeholder Listening

We will collaborate with Department leadership to conduct stakeholder listening interviews to understand study-related issues and concerns from various stakeholder perspectives, including:

- ◆ Elected or appointed officials
- ◆ Department leadership and other key staff, including from other City departments
- ◆ Employee labor group leadership
- ◆ External stakeholders
- ◆ Other project stakeholders as requested or appropriate.

1.4 Ongoing Project Management

Throughout the project duration, we will monitor engagement progress and completion of tasks, including providing monthly written status reports and verbal communications, as needed, to the Department's project representative.

Meetings and Deliverables

There will be one videoconference project start-up meeting to initiate the study and establish relationships. Additional videoconferences will be used to conduct the stakeholder listening interviews.

Citygate will deliver the final project Work Plan, schedule, and data/document request questionnaire. Input from stakeholder interviews will be incorporated into the Draft and Final Reports in Task 3.

Task 2: Fire Services Master Plan Analysis

2.1 Identify and Describe the Community Served and Existing Deployment Model

Citygate will identify and describe the following:

- ◆ The formation, history, authority, and services provided by the Department.
- ◆ The community served by the Department, including area, population, demographics, and distinguishing community features.
- ◆ The Department's current deployment model, in detail, to include daily staffing, resource deployment, and response plan.
- ◆ Current response performance goals or policies as applicable.

2.2 Identify and Describe Outcome Expectations

We will understand and describe existing outcome expectations, if any, and how they were determined. We will also identify and describe the time constraints associated with saving critical EMS patients and rescuing trapped occupants from building fires, as well as common outcome expectations in urban communities based on our experience.

2.3 Community Risk Assessment

Citygate will quantitatively evaluate the risks associated with the fire and non-fire hazards likely to impact the City, as well as an aggregate assessment of risk, to include:

- ◆ Establishing geographic planning sub-zones (risk zones) in collaboration with Department leadership.

- ◆ Identifying and quantifying the values at risk to various hazards within the City.
- ◆ Identifying the fire and non-fire hazards likely to impact the City.
- ◆ Determining the probability of a future occurrence for each identified hazard.
- ◆ Determining the likely impact severity from a hazard occurrence considering multiple relevant factors for each hazard by planning zone using agency/jurisdiction-specific data and information.
- ◆ Quantifying overall risk for each hazard by planning zone based on probability of occurrence in combination with likely impact severity.

2.4 Critical Task Analysis

We will assist the Department in identifying the critical tasks and number of personnel required to achieve desired outcomes for typical emergency incident types. As an alternative, Citygate can provide a list of the critical tasks and the number of personnel required to safely perform those tasks to deliver a stated outcome for building fire and critical EMS incidents from other client agencies similar to the City of Taylor Fire Department.

2.5 Distribution Analysis

Citygate will utilize Esri's ArcGIS software mapping tool to evaluate the effectiveness of existing station locations relative to existing deployment system performance. As needed or desired, we will also test proposed service measures for alternate or additional station location(s).

2.6 Concentration Analysis

We will also utilize Esri's ArcGIS software mapping tool to conduct a comprehensive analysis of the Department's capability to assemble a multiple-unit ERF to resolve more serious or complex situations in a timely manner to deliver desired outcomes.

2.7 Historical Reliability and Effectiveness Analysis

Citygate will utilize StatsFD™ software to provide a comprehensive statistical analysis of:

- ◆ Current workload of each company, including unit-hour utilization.
- ◆ Actual or estimated failure rates of individual companies.
- ◆ Concurrent service demand and operational impacts.
- ◆ Historical response performance components.
- ◆ Mutual and automatic aid provided and received.

2.9 Headquarters Staffing Review

We will review headquarters staff existing capacity and needed future capacity to manage firefighting and prevention operations as the Department evolves with the growing City.

2.10 Overall Deployment Evaluation

We will provide an overall deployment analysis summary with recommended performance objectives by risk type, including measures and compliance methodologies that best align with recognized industry best practices, community expectations, and current and prospective future Department resources. We will identify:

- ◆ Areas that are underserved, inefficient, or over-covered.
- ◆ Viable service delivery alternatives that consider the geographic and financial resource limitations of the City and Department, if any.
- ◆ Current deployment, areas for improvement, and how the Department measures in comparison to industry best practices.

Meetings and Deliverables

No meetings are anticipated for this task. Findings and recommendations from this task will be incorporated into the preliminary findings briefing and Draft and Final Reports in Task 3.

Task 3: Draft and Final Report

3.1 Prepare and Conduct a Preliminary Findings Briefing

Upon completion of Task 2, Citygate will prepare and conduct a briefing of our Fire Services Master Plan summarizing our research, findings, and emerging recommendations for the Department's Project Team. During this briefing, we will discuss any anomalies in the data and resolve any remaining issues. Pursuant to input received from the Department's Project Team, we will make data-driven changes as needed and any refinements will be incorporated into our Draft Report.

3.2 Prepare Comprehensive Draft Report with Exhibits

The entire Citygate Project Team will prepare a comprehensive written Draft Report, to include appropriate statistical and geographic mapping exhibits. Upon completion, an electronic Microsoft Word version will be transmitted to the Department's project representative for comments using the "track changes" and "insert comments" tools in Word.

3.3 Review Draft Report with Department's Project Team

Our normal practice is to review Draft Reports with management personnel to ensure that the factual basis for our recommendations is correct and to allow time for a thorough review. In addition, we take time to discuss any areas that require further clarification or amplification. It is during this time that understandings beyond the written text can be communicated.

We will schedule and conduct a videoconference review of the Draft Report with the Department's Project Team, answer any questions, and agree on the elements for the Final Report.

3.4 Prepare and Deliver Final Report

The process of Final Report preparation is an important one. Implicit in this process is the need for a sound understanding of how our review was conducted, what issues were identified, why our recommendations were made, and how implementation should be accomplished.

Based on results of the review process in Task 3.3, we will prepare and submit an Executive Summary and Final Report, to include appropriate statistical and mapping exhibits. Final document delivery will include one PDF version of each final document.

3.5 Final Report Presentation

Citygate will optionally prepare and present key elements of the Final Report to City/Department staff, elected officials, and interested public by videoconference.

Meetings and Deliverables

There will be three meetings for this task as follows:

- ◆ One videoconference meeting to present our preliminary findings and emerging recommendations to the Department's Project Team and City Council members.
- ◆ One videoconference meeting to review the Draft Report with the Department's Project Team.
- ◆ One optional videoconference meeting to present a summary of the Final Report to an audience as identified by the Department's project representative.

Deliverables for this task include a preliminary findings briefing; Draft and Final written report, including statistical and mapping exhibits; Draft Report review; and summary Final Report presentation via videoconference.

1.4 FINAL REPORT ELEMENTS

Citygate's Fire Services Master Plan Final Report will include:

- ◆ An executive summary describing the nature of the report, the methods of analysis, primary findings, and critical recommendations.
- ◆ Detailed narrative analysis of each report structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both City staff and civilians.
- ◆ Clearly designated recommendations highlighted for easy reference and catalogued as necessary in the report.

1.5 PROPOSED PROJECT SCHEDULE

Citygate is prepared to initiate this study upon execution of a contract for services. Based on our experience with similar studies, we expect this study to take approximately five months to complete, as shown in the following schedule, which highlights project deliverables and milestones.

Proposed Project Schedule

Task	Month 1				Month 2				Month 3				Month 4				Month 5			
1: Initiate and Manage Study																				
2: Fire Services Master Plan Analysis																				
3: Draft and Final Report																				

 Issue Document Request

 Start-Up Meeting / Stakeholder Listening

 Preliminary Findings Briefing

 Submit Draft Report

 Draft Report Review

 Submit Final Report

 Optional Final Report Presentation

SECTION 2—PROJECT TEAM

2.1 CITYGATE PROJECT TEAM

The qualifications of the Project Team are critical, as it is the expertise and the capabilities of the consultants involved in the project that ultimately determine the outcome of the project. We have carefully assembled the team members to provide the knowledge, depth, judgment, and sensitivity required to perform this study. Please note that the role of each team member is described in *italics* at the end of that member's biographical paragraph. Resumes for each consultant are presented in **Appendix B**. Primary members of our Project Team include the following experienced consultants:

Chief Stewart Gary, MPA, Public Safety Principal



Chief Gary is the Public Safety Principal for Citygate Associates and is the retired Fire Chief of the Livermore-Pleasanton Fire Department in Alameda County, California. For 14 years, he was a lead instructor, program content developer, and consultant for the Standards of Coverage process. For many years he annually taught a 40-hour course on this systems approach for fire deployment at the California Fire Academy, and he teaches and consults across the United States and Canada on the Standards of Coverage process. Over the last 20 years, he has performed over 400 organizational and deployment studies on departments ranging from Minneapolis, Minnesota; San Diego, California; San Diego County; the Sacramento Metropolitan Fire District; and Los Angeles County. He directed every fire services project described in this proposal, including Citygate's many projects in Texas.

Chief Gary will provide project oversight and technical assistance as needed, review all written work products, and participate in the project start-up meeting, preliminary findings briefing, and Final Report presentation.

Chief Samuel Mazza, CFC, CFO, EFO, Senior Fire Services Specialist and Project Manager



Chief Mazza is a Senior Fire and Emergency Services Specialist with over 40 years of fire service experience. He is the retired Fire Chief of the City of Monterey, California, where he oversaw a successful consolidation of fire services with the City of Pacific Grove. Prior to his service with Monterey, Chief Mazza spent over 30 years with CAL FIRE in numerous assignments spanning state, county, and fire and special district services. He has extensive collaborative and command experience, including appointment as the Incident Commander of a Statewide Type-1 Incident Management Team. Chief Mazza is also a California state Certified Fire Chief, CPSE Chief Fire Officer, Executive Fire Officer, and

National Fire Academy instructor. Chief Mazza has led numerous deployment, risk assessment, and staffing studies for Citygate over the past 10 years.

Chief Mazza will manage this engagement and lead/conduct all technical work, preparation of all written work products, and presentations.

Chief Robert Meyer, CFO, EFO, Fire Services Specialist



Chief Meyer has over twenty years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, EMS, and technical rescue services. Prior to joining the SeaTac Fire Department in 2000, he served as the Division Chief for the Santa Maria Fire Department; Senior Code Enforcement Officer for the City of West Hollywood; and Battalion Chief for the San Clemente Fire Department. Chief Meyer is a Certified Chief Fire Officer, and Peer Assessor/Team Leader for Commission on Fire Accreditation International.

Chief Meyer will assist with all elements of the technical analysis and preparation of work products.

David DeRoos, MPA, CMC, Citygate President



Mr. DeRoos has 30 years of experience as a consultant to local government, preceded by five years as an assistant to the City Administrator. He earned his undergraduate degree in Political Science / Public Service (Phi Beta Kappa) from the University of California, Davis, and he holds a Master of Public Administration degree from the University of Southern California. Prior to becoming a Principal in Citygate in 1991, he was a Senior Manager in the local government consulting division of Ernst & Young.

Mr. DeRoos is responsible for ensuring that the project is conducted smoothly and efficiently within the schedule and budget allocated and that project deliverables meet the highest quality standards.

2.2 SUB-CONSULTANTS

Michael Fay (Animated Data), Statistical Specialist



Mr. Fay has assisted Citygate with deployment studies for over 20 years. He has over 30 years' experience and has served as a firefighter, EMS director, educator, consultant, and publisher. As President of Animated Data, Inc., he is the designer and publisher of StatsFD, formerly NFIRS 5 Alive. Using standard NFIRS 5 datasets, StatsFD quickly performs diagnostic analysis of fire department operations.

Mr. Fay will perform detailed statistical analysis of prior incident data, particularly response times, from fire dispatch CAD and fire NFIRS/EMS incident report systems.

BERK Consulting, Inc., Geo-Mapping Specialist



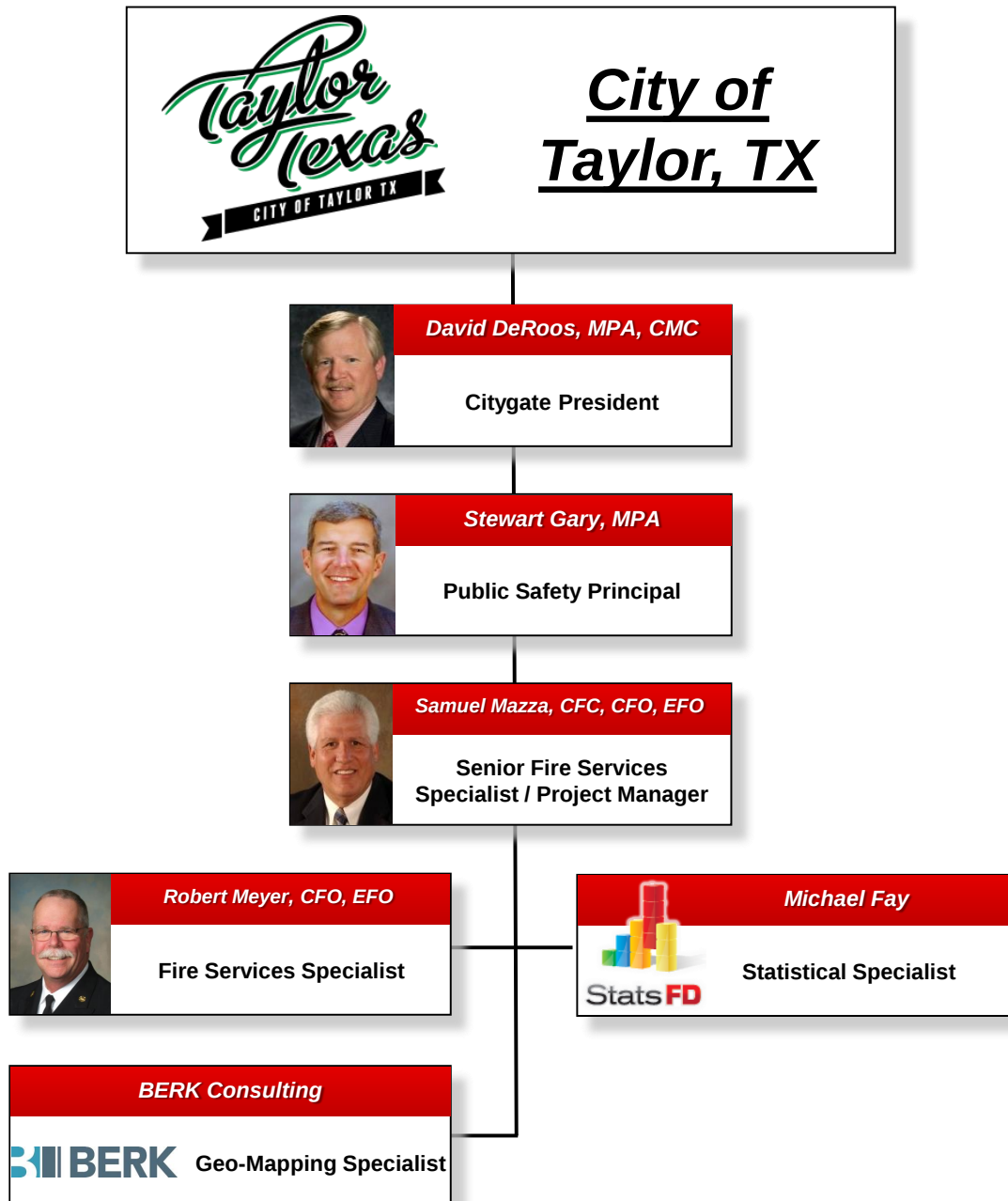
BERK Consulting, Inc. is a Seattle-based Citygate partner also passionate about helping public agencies address complex challenges and position themselves for success. BERK provides advanced data analytics and Geographic Information Systems (GIS) mapping support for Citygate.

BERK Consulting will conduct the geo-mapping analysis for the fire station / crew deployment element of the study.

2.3 PROJECT TEAM ORGANIZATION CHART

The following is a Project Team organization chart that shows the lines of authority in Citygate's Project Team. Citygate always adheres to the Code of Ethics provided in **Appendix A**.

Project Team Organization Chart



SECTION 3—FIRM QUALIFICATIONS AND REFERENCES

3.1 FIRM PROFILE



Citygate was established on January 1, 1990. Our Public Safety practice conducts deployment and station location analyses, master and strategic plans, risk assessment studies, consolidation feasibility analyses, organizational studies, performance audits, staffing studies, and GIS for local government agencies throughout the United States.

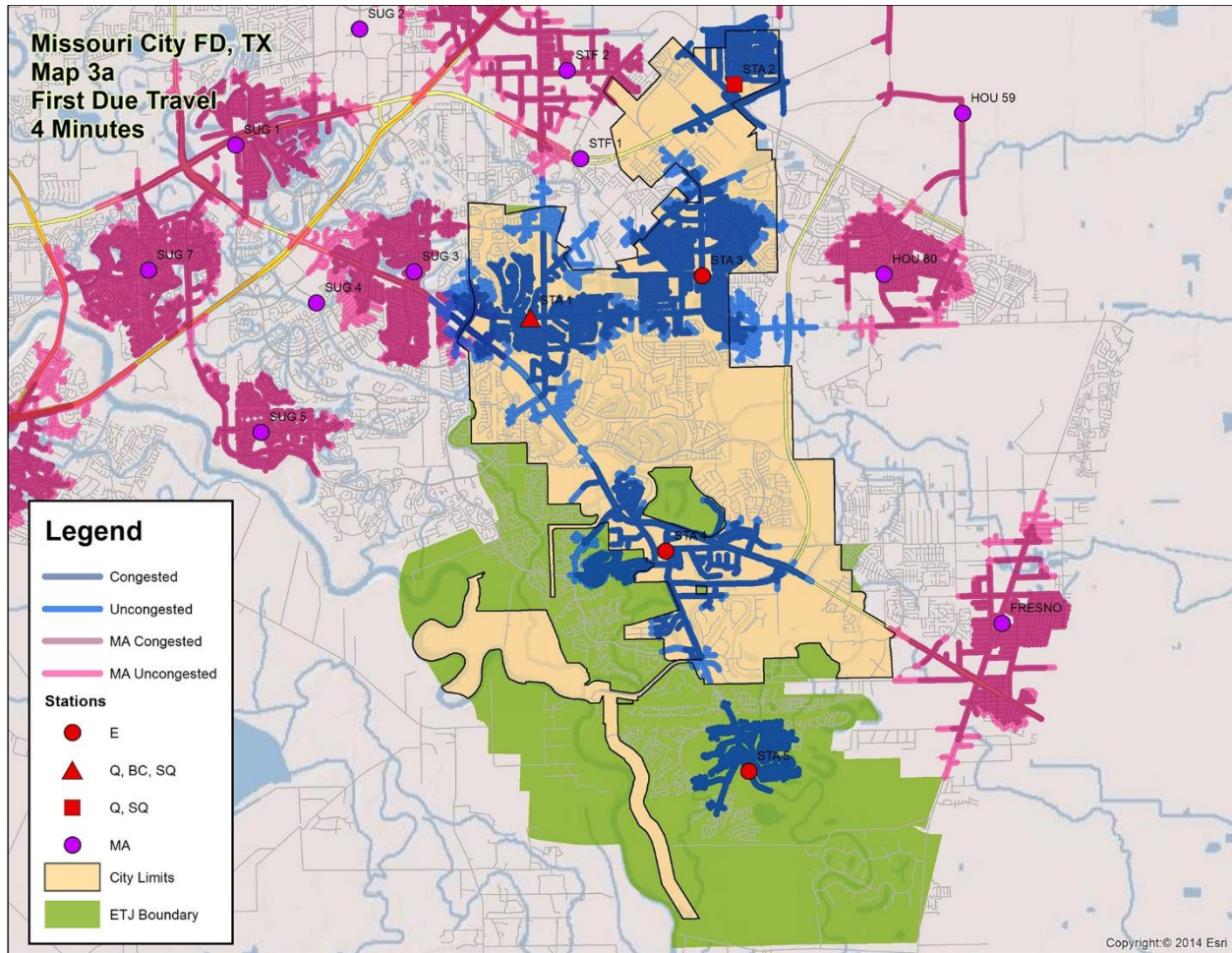
Citygate also provides services in general management consulting, community development, strategic planning, financial analysis, organizational development, animal care and control, leadership development, and character-based human capital solutions.

Citygate predominantly hires consultants who have greater than 25 years of executive public sector experience, hold a master- or doctoral-level degree, and are regarded as leaders in their respective fields. The firm currently employs more than 30 full- and part-time consultants with expertise across the full array of local government functions, particularly fire and emergency services. This is what sets the Citygate team apart. As current and recent practicing professionals in fire services and public administration, the City is, in effect, getting the experience of an external seasoned department head team, not the opinions of junior staff members or consultants who have spent little time on the front lines managing in local government.

3.2 DISTINGUISHING SERVICES

Citygate's reports are distinguished as the most in-depth, easy-to-use operational tools in the marketplace. Citygate remains on the leading edge of analytic tools as the SOC thought-process leader and is the first consultancy in the nation to utilize traffic congestion data from which to model fire apparatus travel times impacted by rush hour. This is the same data used to display traffic congestion on mobile devices by coloring road networks green, orange, and red. We have successfully used this tool in many cities across the country, including Texas.

Sample – Congested vs. Non-Congested Travel in Missouri City



If units are over utilized, they are increasingly subject to reduced response availability. Citygate always provides detailed information regarding the utilization of each unit by the hour of the day, as shown in the following sample table.

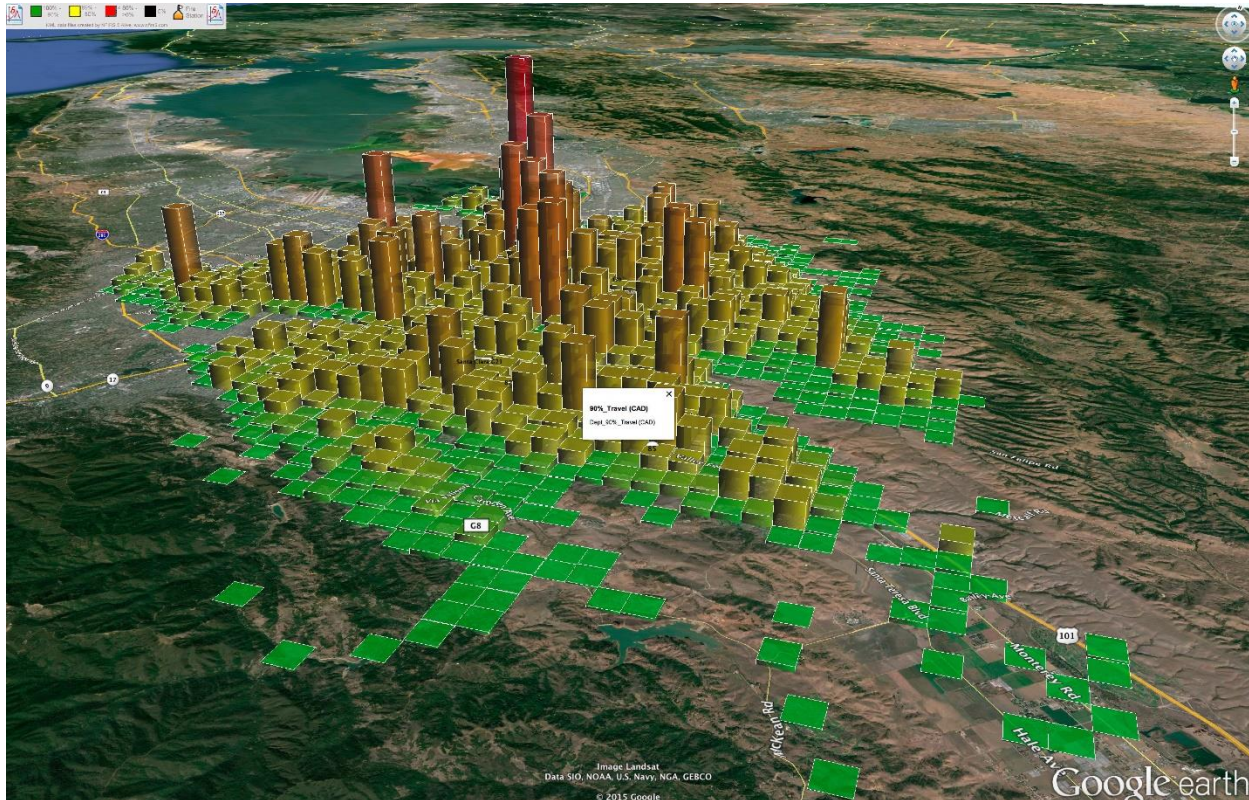
City of Taylor, TX
 Proposal to Conduct a Fire Services Master Plan

Sample – City of Pearland Fire Station Unit-Hour Utilization

Hour	Station 5	Station 4	Station 1	Station 3	Station 2
00:00	13.71%	13.90%	17.84%	7.09%	0.84%
01:00	12.32%	13.02%	12.43%	9.13%	0.47%
02:00	9.89%	9.23%	8.49%	7.01%	0.56%
03:00	9.98%	11.59%	8.33%	7.48%	1.06%
04:00	8.85%	12.90%	5.58%	7.50%	0.43%
05:00	9.91%	12.01%	10.00%	7.53%	0.43%
06:00	20.55%	15.20%	14.47%	12.38%	0.49%
07:00	14.86%	16.12%	17.34%	16.10%	1.79%
08:00	21.45%	21.49%	20.62%	16.85%	2.90%
09:00	27.56%	25.48%	22.94%	21.16%	1.62%
10:00	36.64%	27.44%	21.40%	18.60%	3.37%
11:00	35.42%	30.71%	22.79%	26.55%	1.10%
12:00	28.44%	28.25%	26.94%	22.82%	2.02%
13:00	34.40%	28.30%	24.12%	21.42%	3.36%
14:00	32.64%	31.16%	24.15%	21.11%	4.50%
15:00	33.84%	21.48%	21.46%	19.22%	3.63%
16:00	29.60%	25.93%	23.95%	23.19%	2.04%
17:00	32.39%	23.49%	29.00%	25.04%	4.33%
18:00	27.35%	26.14%	22.07%	25.15%	4.86%
19:00	29.04%	24.85%	20.16%	21.21%	2.46%
20:00	25.77%	22.64%	23.77%	18.96%	2.67%
21:00	24.37%	17.62%	17.53%	16.08%	2.94%
22:00	16.94%	14.96%	13.58%	20.99%	2.48%
23:00	24.41%	16.94%	14.26%	11.64%	1.39%
Overall	23.35%	20.45%	18.47%	16.84%	2.15%
Runs	2,940	2,509	2,123	1,928	245

Local policy choices regarding effective public safety are often difficult. When the City partners with Citygate, City officials and residents will clearly see and understand the deployment information from which you must set policy.

Sample – San Jose Fire Department Response Time by Volume



3.3 SIMILAR PROJECT EXPERIENCE AND REFERENCES

The following are a few examples of Citygate’s experience in providing community risk assessment, Standards of Coverage analyses, and fire services master plans for public agencies and demonstrates Citygate’s stellar background experience to perform these services. Citygate has also provided reference information for several of these projects. Citygate strongly encourages the Department to contact these references to see why agencies continue to call on Citygate for their fire and emergency services consulting needs!

City of Pearland, TX – Standards of Coverage and Staffing Utilization Study

Citygate completed a Standards of Coverage and staffing utilization study for the City of Pearland, Texas. The study was conducted to help determine how to best staff and equip the Department to meet its mission in light of rapid and anticipated continued growth. The City desired a performance review of the current delivery of all Fire Department services, as well as recommendations to ensure service delivery meets current best practices. The Final Report was received by the City

Council with great support and positivity, as the Council unanimously voted in favor of implementing all Citygate's recommendations.

Contact: Vance Riley, Fire Chief

Email: vriley@pearlandtx.gov

Phone: (281) 997-5852

Missouri City Fire Department, TX – Standards of Coverage and Staffing Utilization Study

Citygate completed a comprehensive fire department Standards of Coverage and staffing utilization study to help determine how to best staff and equip the Missouri City Fire Department to meet its mission in light of rapid and anticipated continued growth. This included a performance review of the current delivery of all Fire Department services, as well as recommendations to ensure service delivery meets current best practices.

Contact: Eugene Campbell, Fire Chief

Email: eugene.campbell@missouricitytx.gov

Phone: (281) 403-4300

Chino Valley Independent Fire District, CA – Standards of Coverage Assessment and Master Plan Update

Citygate conducted a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District in San Bernardino County, California. This project included a comprehensive community risk assessment, Standards of Coverage analysis, fiscal and staffing analysis, and future needs assessment.

Contact: Tim Shackelford, Fire Chief

Email: tshackelford@chofire.org

Phone: (909) 902-5260

Orange County Fire Authority, CA – Service Level Assessment of Field Deployment Services

As part of a Master Services Agreement with the Orange County Fire Authority (OCFA), wherein Citygate was recently retained to provide seven as-needed organizational service level assessments of operations for OCFA's major cost centers, Citygate performed a service level assessment of OCFA Field Deployment services. This assessment utilized the Standards of Coverage methodology to assess the response system metrics, review OCFA response measures and tools to local need and best practices, and provide advice on internal tools and personnel skill sets to conduct operational performance reviews to best practices internally. The other six assessments part of the Master Services Agreement were for the Emergency Command Center, the Executive Leadership Team and Human Resources functions, the Emergency Medical Services Department,

City of Taylor, TX
Proposal to Conduct a Fire Services Master Plan

the Fleet Services Division, Business Services functions, and the Community Risk Reduction Department.

Contact: *Brian Fennessy, Retired San Diego Fire Chief, Current Orange County Fire Authority, Fire Chief*

Email: brianfennessy@ocfa.org

Phone: (714) 559-2700

City of Lancaster, TX – Fire Services Master Plan

Citygate is currently conducting a Fire Services Master Plan for the City of Lancaster, Texas, to assist the City and fire department in determining the timing and location of a fourth fire station and developing a longer-term fire services master plan that provides a safe, effective, and appropriately sized response force for fires, medical emergencies, and other events requiring a specialized emergency fire response. The core methodology used by Citygate for this master plan will be the Standards of Coverage systems approach to fire department deployment, to entail a community risk assessment to determine the level of protection best fitting the needs of the communities served.

City of Georgetown, TX – Fire Department Deployment Study

Citygate completed a fire department planning study for the City of Georgetown, which included a Standards of Coverage planning analysis to examine levels of fire department service, fire station staffing infrastructure triggers for additional resources, and order of magnitude costs and possible financing strategies for changes to the Fire Department.

Travis County Emergency Service District #6, TX (Lake Travis Fire Rescue) – Fire Master Plan and Standards of Coverage Study

Citygate completed a Master Operations Plan and Standards of Coverage study, which included a review of fire prevention, training and safety, fleet management, facilities, and administrative support for Travis County Emergency Service District #6. Planning for the ESD #6 involved two stages of effort: a short-range plan to address current service delivery needs in light of the ESD #6's economic situation and a longer-range plan to address fire services delivery at the current planned build-out of the District. This resulted in the relocation of headquarters, the purchase of additional response capability, and planning the location of two additional fire stations and centrally located training facility. In many areas, including training and prevention, the workload analysis provided the ESD #6 with direction on staffing levels and best practices. This effort was the culmination of a five-year financial and capital improvement plan and strategic planning process the ESD #6 had embarked on earlier.

City of Mont Belvieu, TX – Emergency Services Master Plan

Citygate completed an Emergency Services Master Plan for the City of Mont Belvieu, Texas, complete with a Standards of Coverage study and a staffing utilization review of the current Emergency Services headquarters staff and provided services to determine the headquarters team's ability to sustain best practices and regulations regarding safe provision of fire services and prevention programs.

City of San Diego, CA – Standards of Coverage Update Analysis; Ambulance Contract Analysis and System Re-Bid Design

Citygate completed a Standards of Coverage update analysis based on our 2010 study for the San Diego Fire-Rescue Department. This project included a comprehensive assessment of the Department's deployment fact-pattern in light of changes over the prior six years.

Citygate also completed an ambulance services contract analysis for the City of San Diego Fire-Rescue Department. This study included a peer review of existing deployment and compliance measures and methods, a review of the ambulance provider's plan for improving response time performance, and the negotiation of a system stabilization contract amendment on behalf of the City. In addition, Citygate helped co-design a Request for Proposal to successfully re-bid the system.

City of Portland, OR – Fire and Rescue Service Delivery and Staffing Study

Citygate is currently conducting a service delivery and staffing study for the City of Portland Fire and Rescue in the City of Portland, Oregon. Using the Standards of Coverage process, Citygate will describe the community served and the services provided, review community outcome expectations and performance goals, conduct an analysis of community risks, and evaluate the current deployment, including fire station quantity and location, the quantity and types of apparatus, staffing levels, specialized capabilities, and first-due and Effective Response Force performance. Additionally, this study will include an assessment of underrepresented and vulnerable population needs and headquarters programs capacity to support field deployment.

City of Los Angeles, CA – Standards of Coverage Analysis

Citygate is currently conducting the first-ever independent Standards of Coverage evaluation of the Los Angeles Fire Department's fire and emergency medical services deployment system, including the current system's capacity to evolve over time as a very diverse metropolitan area. This analysis will determine if the current fire station locations and crew/apparatus staffing are sufficient to meet the unique needs of the Department's service area. A comprehensive community risk assessment will also be included as part of the overall analysis.

3.4 CITYGATE CLIENT SUMMARY

In addition to the projects cited previously, Citygate presents a list of additional fire services clients.

Fire Standards of Coverage / Deployment Studies

- | | |
|--|---|
| ◆ City of Alameda, CA | ◆ City of Ogden, UT |
| ◆ Alameda County, CA | ◆ City of Orange, CA |
| ◆ Alameda County Fire Department, CA | ◆ Orange County Fire Authority, CA |
| ◆ City of Bakersfield, CA | ◆ City of Orem, UT |
| ◆ City of Berkeley, CA | ◆ City of Palm Springs, CA |
| ◆ City of Bloomington, MN | ◆ City of Pasadena, CA |
| ◆ City of Brea, CA | ◆ City of Pearland, TX |
| ◆ City of Brentwood, CA | ◆ City of Portland, OR |
| ◆ City of Calexico, CA | ◆ City of Redlands, CA |
| ◆ City of Carlsbad, CA | ◆ City of Roseville, CA |
| ◆ Carpinteria-Summerland FPD, CA | ◆ Ross Valley Fire Department, CA |
| ◆ Central FPD of Santa Cruz County, CA | ◆ City of Sacramento, CA |
| ◆ Chino Valley Fire District, CA | ◆ Sacramento Metropolitan Fire District, CA |
| ◆ City of Cleveland, OH | ◆ City of San Bernardino, CA |
| ◆ Coastside FPD, CA | ◆ City of San Diego, CA |
| ◆ City of Costa Mesa, CA | ◆ City of San Jose, CA |
| ◆ Cosumnes CSD, CA | ◆ City of San Luis Obispo, CA |
| ◆ City of Eagan, MN | ◆ City of San Marcos, CA |
| ◆ East Contra Costa County FPD, CA | ◆ City of San Mateo, CA |
| ◆ El Dorado Hills Fire District, CA | ◆ San Mateo County, CA |
| ◆ City of Emeryville, CA | ◆ San Ramon Valley FPD, CA |
| ◆ City of Enid, OK | ◆ Santa Barbara County, CA |
| ◆ City of Eureka, CA | ◆ City of Santa Clara, CA |
| ◆ City of Fairfield, CA | ◆ Santa Clara County, CA |
| ◆ City of Folsom, CA | ◆ City of Santa Monica, CA |
| ◆ City of Fremont, CA | ◆ City of Seaside, CA |
| ◆ City of Georgetown, TX | ◆ Snohomish County Fire District 1, WA |
| ◆ City of Hastings, MN | ◆ Snohomish County Fire District 4, WA |
| ◆ City of Huntington Beach, CA | ◆ Solano County LAFCO, CA |
| ◆ City of Inver Grove Heights, MN | ◆ South County Fire Authority, CA |
| ◆ Kings County, CA | ◆ Southern Marin FPD, CA |
| ◆ Lakeside FPD, CA | ◆ South Placer FPD, CA |
| ◆ City of Lakeville, MN | ◆ City of South San Francisco, CA |
| ◆ City of Los Angeles, CA | ◆ South San Mateo County, CA |
| ◆ Los Angeles County EMS, CA | ◆ South Santa Clara FPD, CA |
| ◆ City of Manhattan Beach, CA | ◆ Stanislaus Consolidated FPD, CA |
| ◆ Marin County, CA | ◆ City of Stockton, CA |
| ◆ Menlo Park FPD, CA | ◆ Suisun City, CA |
| ◆ City of Merced, CA | ◆ City of Sunnyvale, CA |
| ◆ City of Milpitas, CA | ◆ City of Tacoma, WA |
| ◆ City of Minneapolis, MN | ◆ Templeton CSD, CA |
| ◆ Missouri City, TX | ◆ Travis County ESD No. 6, TX |
| ◆ Montecito FPD, CA | ◆ City of Valdez, AK |
| ◆ City of Monterey, CA | ◆ City of Vacaville, CA |
| ◆ City of Monterey Park, CA | ◆ City of Vallejo, CA |
| ◆ City of Morgan Hill and Partners, CA | ◆ Valley Center FPD, CA |

City of Taylor, TX

Proposal to Conduct a Fire Services Master Plan

- ◆ City of Mountain View, CA
- ◆ National City, CA
- ◆ North County FPD, CA
- ◆ North Lake Tahoe FPD, NV
- ◆ Novato Fire Protection District, CA
- ◆ City of Oakland, CA

- ◆ City of Vancouver, WA
- ◆ Ventura County FPD, CA
- ◆ City of Victorville, CA
- ◆ City of Vista, CA
- ◆ City of Woodland, CA
- ◆ Yuba City, CA

Master/Strategic Plans

- ◆ Alameda County, CA
- ◆ City of Anacortes, WA
- ◆ City of Andover, KS
- ◆ Aptos/La Selva FPD, CA
- ◆ City of Atwater, CA
- ◆ City of Belmont, CA
- ◆ City of Beverly Hills, CA
- ◆ Butte County, CA
- ◆ City of Carlsbad, CA
- ◆ Clark County FPD No. 6, WA
- ◆ City of Corona, CA
- ◆ Cosumnes CSD, CA
- ◆ City of Dixon, CA
- ◆ City of DuPont, WA
- ◆ East Contra Costa County FPD, CA
- ◆ City of East Jefferson, WA
- ◆ El Dorado Hills Fire District, CA
- ◆ Fresno County, CA
- ◆ Groveland Community Services District, CA
- ◆ Lakeside FPD, CA
- ◆ City of Lancaster, TX
- ◆ Los Angeles Area Fire Chiefs Association, CA
- ◆ Los Angeles County, CA
- ◆ Madera County, CA
- ◆ City of Mont Belvieu, TX
- ◆ Monterey County, CA

- ◆ Mountain House CSD, CA
- ◆ City of Mukilteo, WA
- ◆ City of Napa, CA
- ◆ Napa County, CA
- ◆ City of Newark, CA
- ◆ City of Oakdale / Oakdale Rural FPD, CA
- ◆ City of Oceanside, CA
- ◆ City of Orange, CA
- ◆ City of Peoria, AZ
- ◆ Presidio Trust, CA
- ◆ Port of Long Beach, CA
- ◆ Port of Los Angeles, CA
- ◆ Rock Creek Rural FPD, ID
- ◆ Salida FPD, CA
- ◆ Salton CSD, CA
- ◆ City of San Luis Obispo, CA
- ◆ City of Santa Monica, CA
- ◆ City of Soledad, CA
- ◆ City of Surprise, AZ
- ◆ Travis County ESD #6, TX
- ◆ City of Turlock, CA
- ◆ Town of Windsor, CA
- ◆ University of California, Davis
- ◆ University of California, Merced
- ◆ City of Yucaipa, CA

City of Taylor, TX
Proposal to Conduct a Fire Services Master Plan

Consolidations and Contract-for-Service Analyses

- ◆ City of Arcata, CA – Fire Services Feasibility Analysis
- ◆ Cities of Brea and Fullerton, CA – Feasibility Analysis for Providing Multi-City Fire Services under JPA Jurisdiction
- ◆ Cities of Burlingame, Millbrae, and San Bruno and Town of Hillsborough, CA – Fire Services Merger Technical Implementation
- ◆ City of Covina, CA – Contract-for-Service Analysis
- ◆ Cities of Eagan and Burnsville, MN – Fire Services Merger
- ◆ El Dorado LAFCO (CA) – Countywide Fire and Emergency Services Study
- ◆ City of Emeryville, CA – Assessment of Fire Service Provision Options
- ◆ City of Eureka and Humboldt No. 1 FPD, CA – Consolidation or Contract Fire Services Feasibility Analysis
- ◆ City of Greenfield and the Greenfield Fire Protection District, CA – Fire Services Reorganization Study
- ◆ Heartland Communications Facility Authority, CA – Second Phase Merger Feasibility Study
- ◆ City of Hermosa Beach, CA – Analysis of Contract for Fire Services Proposal
- ◆ Cities of Hesperia, Adelanto, and Victorville and Town of Apple Valley, CA – Public Safety JPA Feasibility Study
- ◆ Kern County Participating Cities, CA – Fire Services Review
- ◆ Lawrence Livermore National Security (CA) – Fire Consulting Services
- ◆ City of Lodi, CA – Contract for Services Feasibility Analysis
- ◆ Cities of Manhattan Beach and Hermosa Beach, CA – Operational Assessment
- ◆ Cities of Monterey, Pacific Grove, and Carmel, CA – High-Level Consolidation Feasibility Analysis
- ◆ Cities of Newark and Union City, CA – Consolidation or ALCO Contract for Services Study
- ◆ Cities of Orange, Fullerton, and Anaheim, CA – Consolidation Feasibility Analysis
- ◆ Cities of Patterson and Newman, and West Stanislaus County FPD, CA – Joint Fire Protection Study
- ◆ City of Pinole, CA – Regional Fire Service Delivery Study
- ◆ Cities of Pismo Beach, Arroyo Grande, and Grover Beach and Oceano CSD, CA – High-Level Consolidation Feasibility Analysis
- ◆ Placer County, CA – Fire Service Consolidation Implementation Plan
- ◆ Presidio Trust and National Park Service (CA) – Fire Services Reorganization
- ◆ City of Ridgecrest, CA – Evaluation of Fire Services Options and Fire Services Contract Assistance
- ◆ San Bernardino County, CA – EMS Ambulance System Joint Venture Design Options Study
- ◆ City of San Diego Fire-Rescue Department, CA – Ambulance Contract Analysis and System Re-Bid Design
- ◆ San Diego County Office of Emergency Services (CA) – Countywide Deployment and Fiscal Study for Regional Fire, Rescue, and Emergency Medical Services (57 Total Fire Agencies)
- ◆ City of San Luis Obispo, CA – Police/Fire Dispatch Merger Analysis
- ◆ Cities of San Mateo, Foster City, and Belmont, CA – JPA Workshop
- ◆ City of Santa Rosa and Rincon FPD, CA – Fire Consolidation Analysis
- ◆ City of Sausalito and Southern Marin FPD, CA – Fire Consolidation Implementation Analysis
- ◆ Seaside and Marina Fire Services, CA – Consolidation Implementation Assistance
- ◆ Snohomish County Fire District 1, WA – Review of Regional Fire Authority Financial and Level-of-Service Plan
- ◆ City of Sonoma and Valley of the Moon FPD, CA – Fire Services Reorganization Study
- ◆ City of South Lake Tahoe, CA – Fire Department Consolidation Feasibility Analysis
- ◆ South Santa Clara County Area Fire Departments, CA – Reorganization Feasibility Study
- ◆ City of Taft, CA – Evaluation of Fire Services Options and Fire Services Contract Assistance
- ◆ City of Tehachapi, CA – Evaluation of Fire Services Options and Fire Services Contract Assistance
- ◆ UC Davis and Cities of Davis, West Sacramento, and Woodland, CA – Consolidation Feasibility Analysis
- ◆ UC Santa Cruz and City of Santa Cruz, CA – Consolidation Feasibility Analysis
- ◆ City of Ukiah and Ukiah Valley Fire District, CA – Feasibility of Establishing a “District Overlay”
- ◆ City of Victorville, CA – Fire Services Options Review
- ◆ Yuba City, CA – Fire Services Organizational Review
- ◆ Yuba County Valley Floor Agencies, CA – Fire Services Merger Study

City of Taylor, TX
Proposal to Conduct a Fire Services Master Plan

General Studies

- ◆ Alameda County Health Care Services Agency (CA) – EMS System Consultation Services
- ◆ Alameda County, CA – Union City Fire Station Closure Analysis
- ◆ Alameda County, CA – Incident Management Teams
- ◆ City of Albany, NY – Management Audit
- ◆ City of Alpine Springs, CA – Services Cost Sharing
- ◆ City of Atascadero, CA – Project Impact and Mitigation Assessment
- ◆ Bay Area UASI (CA) – Incident Management Training
- ◆ Cities of Brea and Fullerton, CA – Fire Resource and Ambulance Plan
- ◆ City of Brentwood, CA – Service Costs and Options
- ◆ City of Calistoga, CA – Fire Safety Review
- ◆ Camas-Washougal, WA – Capital Facilities Plan
- ◆ Chabot-Las Positas Community College District, CA – Fire Services and EMS Training Facility Review
- ◆ City of Chula Vista, CA – Analysis of Overtime Use; Fiscal and Operational Policy Assistance for ALS Plan
- ◆ City of Cloverdale, CA – Impact Fees
- ◆ Contra Costa County, CA – Financial Review
- ◆ City of Copperopolis, CA – Fire Prevention
- ◆ City of Corona, CA – Fire Prevention
- ◆ City of Costa Mesa, CA – Potential Fire Station #6 Closure Impact Evaluation
- ◆ City of Davis, CA – Operations / Management
- ◆ Donnelly Rural Fire Protection District, ID – Mitigation
- ◆ East Contra Costa Fire Protection District, CA – Mapping Analysis
- ◆ City of El Dorado Hills, CA – Peer Review
- ◆ City of Encinitas, CA – Fire Station Review
- ◆ EMSA – Training Program Development
- ◆ City of Fairfield, CA – Review of the Fire Station Needs for the Fairfield Train Station Specific Plan
- ◆ City of Fremont, CA – Response Statistics; Comprehensive Multi-Discipline Type 3 IMT Training Program
- ◆ City of Glendale, AZ – Public Safety Audit
- ◆ City of Goodyear, AZ – Fire Department Management Audit
- ◆ Hamilton City Fire Protection District, CA – Preliminary Diagnostic Assessment
- ◆ City of Hemet, CA – Costing and Peer Review for Fire Service Alternatives
- ◆ Orange County Fire Authority – Service Level Assessment of the Emergency Medical Services Department
- ◆ Orange County Fire Authority – Service Level Assessment of the Executive Leadership Team and Human Resources Functions
- ◆ Orange County Fire Authority – Service Level Assessment of the Fleet Services Division
- ◆ City of Paso Robles, CA – Fire Services Review and City Council Workshop
- ◆ City of Patterson, CA – Advance Planning
- ◆ PG&E – Mitigation
- ◆ City of Piedmont, CA – Emergency Operations Center Training
- ◆ Placer County, CA – Fire Services and Revenue Assessment
- ◆ PlumpJack Squaw Valley Inn, CA – Emergency Preparedness and Evacuation Plan Review
- ◆ City of Portland, OR – Public Information Officer Training
- ◆ Port of Long Beach, CA – Mitigation
- ◆ Port of Long Beach, CA – Update of Port Multi-Hazard Firefighting Study
- ◆ Port of Los Angeles, CA – Performance Audit
- ◆ Port of Oakland/City of Oakland – Domain Awareness Center Staffing Plan Development
- ◆ City of Poway, CA – Overtime Audit
- ◆ Rancho Cucamonga Fire District, CA – Fire Services Feasibility Review
- ◆ Rancho Santa Fe Fire Protection District, CA – EMS Operational and Fiscal Feasibility Review
- ◆ City of Roseville, CA – EMS Transport
- ◆ City of Sacramento, CA – Fire Prevention Best Practices
- ◆ Sacramento Metropolitan Airport, CA – Aircraft Rescue and Firefighting Study
- ◆ Sacramento Regional Fire/EMS Communications Center, CA – EMS Data Assessment
- ◆ City of Salinas, CA – Comprehensive Fiscal Feasibility Analysis and Facilitation of the Development of a JPA Governance Agreement
- ◆ Salton CSD, CA – Fire Services Impacts Review
- ◆ City of San Bernardino, CA – Evaluation of City Fire Service Proposals
- ◆ City of San Diego Fire-Rescue Department, CA – Emergency Command and Data Center Staffing Study
- ◆ City of San Diego Fire-Rescue Department, CA – Fire Communications Center and Lifeguard Dispatch Review

City of Taylor, TX

Proposal to Conduct a Fire Services Master Plan

- ◆ City of Hermosa Beach, CA – Analysis of Los Angeles County Fire District’s Contract for Fire Services Proposals
- ◆ City of Hesperia, CA – Cost Estimate for Hesperia-Provided Fire Services
- ◆ Kelseyville Fire Protection District, CA – Executive Search
- ◆ Kings County, CA – Fire Department Station Location Services
- ◆ Kings County, CA – High-Speed Rail Project Impact Analysis
- ◆ Kitsap Public Health District, WA – Emergency Response Plan Review Services
- ◆ City of Loma Linda, CA – Cost of Services
- ◆ City of Long Beach, CA – Public Safety Risk Assessment for the Queen Mary Vessel
- ◆ Los Angeles County, CA – Hyperion Plant Emergency Sewage Release After-Action Review
- ◆ Los Angeles County, CA – After-Action Review of Woolsey Fire Incident
- ◆ Los Angeles County, CA – Fire Services Impact Review
- ◆ Madera County, CA – Fire Station Siting Analysis
- ◆ City of Manhattan Beach – Evaluation of Site Options for Fire Station 2
- ◆ Maui County, HI – Performance and Fiscal Audit of the Department of Fire and Public Safety
- ◆ Menlo Park Fire Protection District – Site Assessments for Fire Stations 3, 4, and 5
- ◆ City of Millbrae, CA – Fire and Police Service Impacts for Millbrae Station Area Plan
- ◆ City of Mill Valley, CA – Fire and Emergency Medical Services Study
- ◆ City of Milpitas, CA – Fire Services Planning Assistance
- ◆ Monterey County, CA – EMS Agency Ambulance Systems Issues Review and Analysis
- ◆ Monterey County, CA – EMS Communications Plan
- ◆ Monterey County, CA – Office of Emergency Services Tabletop Exercise for Elkhorn Slough
- ◆ City of Napa, CA – Mitigation
- ◆ Newark-Union City, CA – Fire Services Alternatives
- ◆ City of North Lake Tahoe, CA – Management Team Workshop
- ◆ Northstar Resort, CA – Fire Impacts and Growth Review
- ◆ Orange County Fire Authority – Service Level Assessment of the Emergency Command Center
- ◆ City and County of San Francisco, CA – Incident Management Training
- ◆ City of San Jose, CA – Fire Department Organizational Review
- ◆ San Mateo County, CA – Countywide Fire Service Deployment Measurement System
- ◆ City of Santa Barbara, CA (Airport) – Aircraft Rescue and Firefighting Study
- ◆ Santa Barbara County, CA – EMS Consultation Services
- ◆ City of Santa Clara, CA – Fire Protection Assessment
- ◆ Santa Clara County, CA – Incident Management Training
- ◆ Santa Cruz County, CA – Incident Management Training
- ◆ Town of Scotia Company, LLC – Board Training Workshop
- ◆ Cities of Seaside and Marina, CA – Fire Station Location Study
- ◆ Snohomish County Fire District 1, WA – Peak Hour Ambulance Use Study
- ◆ Solano County, CA – Advice and Consultation Services
- ◆ Sonoma LAFCO (CA) – Municipal Services Review
- ◆ Southern Marin Emergency Medical Paramedic Services, CA – EMS Resources Deployment Analysis
- ◆ Southern Marin Fire Protection District, CA – Ad Hoc Consulting Services
- ◆ South Monterey County Fire Protection District, CA – Needs Assessment
- ◆ City of South San Francisco, CA – Provision of Station Deployment Coverage GIS Maps
- ◆ Squaw Valley Resort, CA – Assessment of Project Impacts
- ◆ Stanford University – Fire Services System Review Consulting Services
- ◆ Tracy Rural Fire Protection District, CA – Fire Analysis
- ◆ City of West Sacramento, CA – Impact Fees Study
- ◆ Wheatland Fire Authority, CA – Operational Feasibility Review
- ◆ City of Woodland, CA – Fire Station Location Peer Review
- ◆ Yolo LAFCO (CA) – Combined MSR/SOI Study
- ◆ City of Yorba Linda, CA – Emergency Operations Center Training
- ◆ Yuba County, CA – Comprehensive Services Delivery and Staffing Review

SECTION 4—PROJECT COST

4.1 PROJECT FEES

Our charges are based on **actual time** spent by our consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the engagement. We will undertake this study for a “not-to-exceed” total cost based on our Work Plan and Scope of Work as follows.

Project Team Consulting Fees	Administration (5% of Hourly Fees)	GIS Data Cost	Reimbursable Expenses	Total Cost
\$62,485	\$3,124	\$2,500	\$0	\$68,109

This cost proposal reflects our best effort to be responsive to the City’s needs for this study at a reasonable cost. If our proposed scope of work and/or costs are not in alignment with City needs or expectations, we are open to discussing modification of our proposed scope of work and associated costs.

This price quote is effective for three months and includes one (1) draft report review cycle as described in Task 3 of our Project Work Plan to be completed by Citygate and the City within 30 calendar days of delivery of the Draft Report. Additional draft cycles or processing delays requested by the City would be billed in addition to the contracted amount at our time and materials rates. The Draft Report will be considered final if there are no suggested changes within thirty (30) days of the delivery of the Draft Report.

4.2 STANDARD HOURLY BILLING RATES

Classification	Rate	Consultant
Citygate President	\$250 per hour	David DeRoos
Public Safety Principal	\$250 per hour	Stewart Gary
Senior Fire Services Specialist / Project Manager	\$250 per hour	Samuel Mazza
Fire Services Specialist	\$195 per hour	Robert Meyer
Geo-Mapping Specialist	\$215 per hour	BERK Consulting
Statistical Specialist	\$195 per hour	Michael Fay
Report Project Administrator	\$135 per hour	Various
Administrative Support	\$95 per hour	Various

4.3 BILLING SCHEDULE

We will invoice monthly for time, reimbursable expenses incurred at actual costs (travel), plus a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. If we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment through ACH Transfer, if available.

We request that ten percent (10%) of the project cost be advanced at the execution of the contract, to be used to offset our start-up costs. This advance would be credited to our last invoice.

APPENDIX A

CODE OF ETHICS

CODE OF ETHICS

CLIENTS

1. We will serve our clients with integrity, competence, and objectivity.
2. We will keep client information and records of client engagements confidential and will use proprietary client information only with the client's permission.
3. We will not take advantage of confidential client information for ourselves or our firms.
4. We will not allow conflicts of interest which provide a competitive advantage to one client through our use of confidential information from another client who is a direct competitor without that competitor's permission.

ENGAGEMENTS

5. We will accept only engagements for which we are qualified by our experience and competence.
6. We will assign staff to client engagements in accord with their experience, knowledge, and expertise.
7. We will immediately acknowledge any influences on our objectivity to our clients and will offer to withdraw from a consulting engagement when our objectivity or integrity may be impaired.

FEES

8. We will agree independently and in advance on the basis for our fees and expenses and will charge fees and expenses that are reasonable, legitimate, and commensurate with the services we deliver and the responsibility we accept.
9. We will disclose to our clients in advance any fees or commissions that we will receive for equipment, supplies or services we recommend to our clients.

PROFESSION

10. We will respect the intellectual property rights of our clients, other consulting firms, and sole practitioners and will not use proprietary information or methodologies without permission.
11. We will not advertise our services in a deceptive manner and will not misrepresent the consulting profession, consulting firms, or sole practitioners.
12. We will report violations of this Code of Ethics.

The Council of Consulting Organizations, Inc. Board of Directors approved this Code of Ethics on January 8, 1991. The Institute of Management Consultants (IMC) is a division of the Council of Consulting Organizations, Inc.

APPENDIX B

PROJECT TEAM RESUMES

Mr. Gary was, until his retirement, the Fire Chief of the Livermore-Pleasanton Fire Department. Now in his 49th year in the Fire Service, Mr. Gary began as a volunteer and worked his way up through the ranks, including his service as a Paramedic for five years.

Mr. Gary started his career with the City of Poway in San Diego County, attaining the rank of Battalion Chief / Fire Marshal. He subsequently served as the Administrative Battalion Chief for the Carlsbad Fire Department in San Diego County. He was appointed Fire Chief for the City of Livermore, California in January 1994, and two years later, he successfully facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department from which he retired as Chief. This successful consolidation was awarded the esteemed Helen Putnam Award for Excellence by the California League of Cities in 1999.

Mr. Gary has both a bachelor's and master's degree in Public Administration from San Diego State University. He holds an associate degree in fire science from Miramar Community College in San Diego and a certificate in fire protection administration from San Diego State, and he has attended hundreds of hours of seminar course work in fire protection.

Mr. Gary has served in elected professional positions, including: President, California League of Cities, Fire Chiefs Department; and Chairperson, San Diego County Paramedic Agencies. He has been involved in progressive responsibility for creating or implementing fire protection policy on the local, state, and national levels. He has served as a board member representing cities on the California Office of Emergency Services-FIRESCOPE Board and served two terms as the fire chief representative on the California League of Cities Board of Directors. Mr. Gary served on the Livermore School District Board and served as an elected official on the City of Livermore City Council.

Memberships Held:

- ◆ International Association of Fire Chiefs, Fairfax, VA
- ◆ California Fire Chiefs Association, Rio Linda, CA
- ◆ National Fire Protection Association, Quincy, MA

Current Consulting Experience:

Since starting his consulting career with Citygate Associates in 2001, Chief Gary has successfully worked on, managed, or directed over 400 consulting projects. Some of the highlights and recent projects include:

- ◆ Served as Public Safety Principal and Project Director for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.
- ◆ Served as Public Safety Principal and Project Director to perform a comprehensive fire department Standards of Coverage and staffing utilization study to help determine how to best staff and equip the Missouri City Fire Department to meet its mission in light of rapid and anticipated continued growth.
- ◆ Served as Public Safety Principal to conduct a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District.

-
- ◆ Served as Public Safety Principal / OCFA Project Manager for a service level assessment of the Orange County Fire Authority's Field Deployment services utilizing the Standards of Coverage methodology. This was one of five as-needed organizational service level assessments of operations for Orange County Fire Authority as part of a Master Services Agreement.
 - ◆ Served as Project Director and Standards of Coverage Specialist to conduct a deployment study for the Fire Department for the City of Georgetown, Texas, and the Williamson County Emergency Service District #8.
 - ◆ Served as Project Manager for Citygate's Standards of Coverage and Master Operations Plan for Travis County Emergency Services District #6. This analysis included a review of the distribution of fire stations, deployment times, and firefighter staffing. As a follow-on study, Citygate provided an incident response statistics update and analysis of relocating one of the District's engines.
 - ◆ Served as Public Safety Principal for an Emergency Services Master Plan for the City of Mont Belvieu, Texas, which included a Standards of Coverage study and a staffing utilization review of the current Emergency Services headquarters staff and provided services.
 - ◆ Served as Public Safety Principal and Project Director for a Standards of Coverage update for the San Diego Fire-Rescue Department.
 - ◆ Served as Public Safety Principal and Project Manager for a comprehensive public safety Master Plan that will enable the Police and Fire-Medical Departments to complete their organizational programmatic goals while falling in line with the General Plan 2035 for the City of Surprise, Arizona, and the City Council Strategic Plan.
 - ◆ Served as Public Safety Principal to perform a comprehensive public safety deployment and performance review of the Police and Fire Departments for the City of Glendale, Arizona.
 - ◆ Served as Public Safety Principal and Project Director to conduct a marine firefighting risk and response assets analysis for the Port of Corpus Christi, Texas.
 - ◆ Served as Public Safety Principal for a staffing, emergency medical services, and response times study for the City of Eagan, Minnesota.
 - ◆ Served as Public Safety Principal and Project Director to conduct a fire services Standards of Coverage analysis for the Alameda County Fire Department.

Other Relevant Non-Citygate Experience:

- ◆ In 2002, Mr. Gary led a seminar that taught the Standards of Coverage (SOC) methodology to members of the Clark County Fire Department.
- ◆ In 2005 and into 2006, Mr. Gary coached and assisted the Clark County Fire Department with the initial draft of their rural SOC documents. He advised County GIS on how to prepare the necessary mapping and response statistics analysis. He then coached the project manager on collecting risk assessment information on each

rural area, which he then wove into an integrated draft set of risk statements and proposed response policies for each rural area.

- ◆ In 2000, Mr. Gary was the lead deployment consultant on a team that developed a new strategic plan for the San Jose Fire Department. The final plan, which used the accreditation system methods and Standards of Coverage tools, was well received by the Department and City Council, which accepted the new strategic plan on a 9–0 vote.
- ◆ In 1996, Mr. Gary successfully studied and then facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department for which he served as Chief. The LPFD represents one of the few successful city-to-city fire mergers in California. The LPFD consisted of 128 total personnel with an operating budget for FY 00/01 of \$18M. Service was provided from eight stations and a training facility, and two additional stations were under construction.
- ◆ In 1995, Mr. Gary began working with the International Association of Fire Chiefs and International City Management Association Accreditation project on the Standards of Coverage system for fire service deployment. He re-worked the material into a California manual and annually taught a 40-hour course for the California Fire Academy for many years. He conducts seminars on this deployment methodology for the International Fire Chiefs across the United States and Canada.
- ◆ In 1994, Mr. Gary effectively led the Fire Department’s adding of paramedic firefighters on all engines to increase service. Previously the Alameda County regional system was under-serving Livermore, and the local hospital emergency room was closing. Residents and the City Council approved a local EMS supplemental property tax assessment (successfully re-voted after Proposition 218) to help pay for this increased service. In 1995, Mr. Gary assisted the City Council and the firefighters union in reaching a new understanding on staffing, and a fifth Fire Company was added to better serve the northwest area of Livermore.
- ◆ During his tenure in Carlsbad, he successfully master-planned and opened two additional fire stations and developed the necessary agreements between the development community and the City Council.
- ◆ Mr. Gary has developed fire apparatus replacement plans; procured fire apparatus; supervised the development of community disaster preparedness and public education programs; facilitated permit streamlining programs in the Fire Prevention and Building Departments; improved diversity in the Livermore fire department by hiring the first three female firefighters in the City; supervised the Livermore City Building Department, including plan check and inspection services for two years; and master-planned future growth in the north Livermore area for an additional 30,000 people in a “new town” area.
- ◆ Mr. Gary facilitated a successful regional dispatch consolidation between Poway and the City of San Diego Fire Department. He developed and implemented fire department computer records systems for Carlsbad and Livermore.

-
- ◆ Mr. Gary has been a speaker on the proper design of information systems at several seminars for Fire Chiefs, the California League of Cities, and the Fortune 100. He has authored articles on technology and deployment for national fire service publications.
 - ◆ Mr. Gary is experienced as an educator in teaching firefighting, paramedicine, and citizen CPR programs. As a community college instructor, he taught management and fire prevention. He has been an instructor for State Fire Training and the San Diego Paramedic program.

Instructor and Lecturer:

- ◆ Instructor and lecturer on fire service deployment for the Commission on Fire Accreditation Standards of Coverage methodology. Over the last five years, Mr. Gary has presented one-day workshops across the US and Canada to fire chiefs. Presentations have included:
 - The International Association of Fire Chiefs Convention
 - US Navy Fire Chiefs in Norfolk, Virginia
 - US Air Force Fire Chiefs at the USAF Academy, Colorado Springs, Colorado
 - Seattle-area Fire Chiefs
 - Vancouver British Columbia Fire Chiefs Association
 - The Michigan/Indiana Fire Chiefs Association School at Notre Dame University
 - The California Fire Training Officers annual workshop
- ◆ Developed and taught the 40-hour course in fire deployment methods for the California Fire Academy for seven years. Over 250 fire officers have been trained in this course.

Presentations:

- ◆ “Mapping the Future of Fire.” First ever fire service technology conference, October 2000, Dallas, Texas. Outlined fire service needs, especially for GIS mapping and mobile data technologies in the fire service.

Publications:

- ◆ Edited, partially wrote, and co-developed the second, third, and fourth editions of the *Commission on Fire Accreditation Standards of Response Cover Manual*.
- ◆ Fire Chief Magazine article. February 2001, “System of Cover.” Using the Accreditation Commission’s Standards of Response Cover systems approach for deployment.
- ◆ Fire Chief Magazine article. December 2000, “Data to Go.” Designing and implementing wireless data technologies for the fire service.

Mr. Mazza retired as the Fire Chief for the City of Monterey, California, where he engineered and facilitated the consolidation of the Monterey and Pacific Grove fire departments in 2008. His fire service career spans 38 years with city, county, special district, and state fire agencies and includes administration, operations, air operations, training, dispatch, disaster planning and management, fire prevention, and law enforcement experience. He served as the Incident Commander on a statewide Incident Command Team and continues to serve as a member of the Monterey City and Monterey County Emergency Operations Center staffs. Mr. Mazza holds a bachelor's degree from California State University, Fresno, and an associate degree in fire science from Fresno City College, and he is a graduate of the Executive Fire Officer Program.

Mr. Mazza has extensive collaborative experience, having served elected and appointed positions in numerous professional organizations and on regional committees and initiatives. He has served as the Fire and Rescue Coordinator and chaired the California Incident Command Certification System Peer Review Committee for the California Emergency Management Agency Monterey County Operational Area, and he also served on the Monterey County Operational Area Grant Approval Authority for the California Department of Homeland Security. He has served as President of the Monterey County Fire Chiefs Association and represented county fire agencies on committees providing governance and policy oversight of the Monterey County voice and data emergency communications and dispatch systems. He obtained grant funding and facilitated implementation of a mobile data communications system for Monterey County fire agencies in 2010 and initiated and led the continuing effort to develop a regional shared governance fire agency for the Monterey Peninsula.

Memberships Held:

- ◆ International Association of Fire Chiefs, Fairfax, VA
- ◆ California Fire Chiefs Association, Rio Linda, CA

Current Consulting Experience:

The following is a selection of Mr. Mazza's consulting experience since joining Citygate:

- ◆ Served as Senior Fire Services Specialist and Project Manager to conduct a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District.
- ◆ Served as Senior Fire Services Specialist for a service level assessment of the Orange County Fire Authority's Field Deployment services utilizing the Standards of Coverage methodology. This was one of five as-needed organizational service level assessments of operations for Orange County Fire Authority as part of a Master Services Agreement.
- ◆ Served as Risk Assessment Specialist for a marine firefighting risk and response assets analysis for the Port of Corpus Christi, Texas.
- ◆ Served as Senior Fire and Emergency Services Specialist to conduct a Standards of Coverage update for the City of San Diego Fire-Rescue Department.
- ◆ Served as Senior Fire and Emergency Services Specialist for a Fire Department organizational review for the City of San Jose Fire Department.

-
- ◆ Served as Senior Fire Services Specialist for a performance and fiscal audit of the Department of Fire and Public Safety in Maui, Hawaii, specifically designed to analyze the County's current budgeted resource capacity and the utilization and allocation of those resources.
 - ◆ Served as Senior Fire and Emergency Services Specialist for a fire services Standards of Coverage analysis for the Alameda County Fire Department.
 - ◆ Served as Senior Fire and Emergency Services Specialist to conduct a regional fire services Standards of Coverage analysis and a capacity constraint analysis for the Ventura County Fire Protection District.
 - ◆ Served as Fire Service Specialist to conduct a fire services alternatives study for the Cities of Newark and Union City, California.
 - ◆ Served as Senior Fire Services Specialist for a fire department service evaluation for the Bloomington Fire Department in Bloomington, Minnesota.
 - ◆ Served as Senior Fire Services Specialist and Project Manager to develop an emergency services Master Plan for the Aptos/La Selva Fire Protection District.
 - ◆ Served as Senior Fire Services Specialist and Risk Assessment Specialist to perform a comprehensive Standards of Coverage and headquarters staffing adequacy review for the City of Santa Clara Fire Department.
 - ◆ Served as Senior Fire Services Specialist and Project Manager for a Community Risk Assessment and Standards of Coverage analysis and Strategic Plan for the City of Santa Monica Fire Department.
 - ◆ Served as Senior Fire Services and Risk Assessment Specialist for a comprehensive community risk assessment, Standards of Coverage study, and station location and deployment study for the City of Sunnyvale, California.
 - ◆ Serving as Fire Services Specialist to assist the Groveland Community Service District in updating its Fire Master Plan and evaluating impacts of planned new developments outside the current District boundaries.
 - ◆ Currently serving as Senior Fire Services Specialist for the first-ever independent Standards of Coverage evaluation of the Los Angeles Fire Department's fire and emergency medical services deployment system.
 - ◆ Served as Senior Fire Service Associate for a Standards of Coverage update and risk assessment for the Menlo Park Fire Protection District.
 - ◆ Served as Senior Fire Services Associate for a Standards of Coverage study to include a review of options for ambulance deployment based in the Fire Department for the City of Sacramento, California.

Significant Programs/Projects:

- ◆ Coordinated rewrite of the Monterey City Emergency Operations Plan in 2010 in conformance with federal and state all-hazard guidelines.
- ◆ Authored Damage Assessment Plan annex to the Monterey City Emergency Operations Plan.

-
- ◆ Authored Critical Infrastructure and Key Resources Plan annex to the Monterey City Emergency Operations Plan.
 - ◆ Authored Pandemic Influenza Preparedness and Response Plan annex to the Monterey City Emergency Operations Plan.
 - ◆ Developed and administered multiple fire service contracts.
 - ◆ Coordinated annual Proposition 172 allocation for Monterey County fire agencies with the Monterey County Administrative Office.
 - ◆ Served on the Board of Directors – Fire Agency Insurance Risk Authority.
 - ◆ Served on the Monterey County Emergency Medical Services Agency Task Force, evaluating and recommending enhancements to the Monterey County EMS system.
 - ◆ Represented Monterey County fire agencies on the Monterey County Emergency Medical System Committee.
 - ◆ Coordinated fire agencies' recommendations and comments to the Monterey County General Plan update.
 - ◆ Coordinated implementation of the California Incident Command Certification System within the Monterey County Operational Area.
 - ◆ Participated in the National Fallen Firefighters Foundation Wildland Fire Symposium to develop initiatives to reduce firefighter line-of-duty-fatalities.
 - ◆ Developed and implemented capital facilities and equipment replacement and maintenance plans.
 - ◆ Facilitated development and implementation of multiple Strategic Plans.
 - ◆ Facilitated implementation of the reorganization of Monterey County Service Area #61 into the South Monterey County Fire Protection District.
 - ◆ Coordinated development and implementation of a Fire District Illness and Injury Prevention Plan.
 - ◆ Coordinated development and implementation of fire suppression assessment and mitigation fee ordinances.
 - ◆ Co-facilitated development and implementation of multi-agency engine and truck company performance standards.

Other Consulting Experience:

- ◆ Curriculum development for the National Fire Academy, Emmitsburg, Maryland, including the following courses: Politics for the Local Fire Chief, New Fire Chief series, and Creating Fire Adapted Communities in the Wildland Urban Interface.

Instructor and Lecturer:

- ◆ Instructor – Executive Analysis of Community Risk Reduction (second-year Executive Fire Officer Program curriculum) – National Fire Academy, Emmitsburg, Maryland.

-
- ◆ Instructor – ICS-100, ICS-200, ICS-300, ICS-400, IS 700a, IS 800b – California State University Monterey Bay.

Presentations:

- ◆ “Strengthening Your Core – Collaborative Service Delivery Systems.” California Association of Joint Powers Authorities conference, September 2009, Lake Tahoe, California. Outlined key issues and solution strategies relating to the consolidation of the Monterey and Pacific Grove fire departments.
- ◆ “Fire Service Challenges and Cooperative Solutions.” California Association of Local Agency Formation Commissions conference, April 2010, Santa Rosa, California. Outlined key issues and solutions relating to the consolidation of the Monterey and Pacific Grove fire departments in 2008 and the current initiative to develop a shared governance fire agency for the Monterey Peninsula region.

Publications:

- ◆ “Identifying Workforce Issues Relative to the Proposed Consolidation of the Monterey, Pacific Grove, and Carmel Fire Departments.” July 2007, National Fire Academy, Emmitsburg, Maryland
- ◆ “An Evaluation of Self-Contained Breathing Apparatus Voice Communications Systems,” June 2008, National Fire Academy, Emmitsburg, Maryland
- ◆ “Identifying and Mapping Critical Infrastructure and Key Resources for the City of Monterey, California,” June 2009, National Fire Academy, Emmitsburg, Maryland
- ◆ “Initial Damage Assessment Criteria and Procedures for the City of Monterey, California,” April 2010, National Fire Academy, Emmitsburg, Maryland
- ◆ “EMS Task Force White Paper,” May 2001, Monterey County Health Department, Emergency Medical Services Agency. Included an evaluation and recommendation of enhancements to the Monterey County EMS system.

Chief Meyer has over 20 years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees out of three fully staffed fire stations, serving a diverse community with a daily population of 96,000 by providing fire, emergency medical, and technical rescue services. Prior to joining the SeaTac Fire Department in 2000, he served as the Division Chief for the Santa Maria Fire Department; Senior Code Enforcement Officer for the City of West Hollywood; and Battalion Chief for the San Clemente Fire Department. Chief Meyer is a Certified Chief Fire Officer and Peer Assessor / Team Leader for the Commission on Fire Accreditation International. He also helped write the eighth edition of the Fire and Emergency Service Self-Assessment Manual.

Relevant Experience:

The following is a selection of Chief Meyer's consulting experience since joining Citygate:

- ◆ Served as Fire Services Specialist for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.
- ◆ Served as Fire Services Specialist to perform a comprehensive fire department Standards of Coverage and staffing utilization study to help determine how to best staff and equip the Missouri City Fire Department to meet its mission in light of rapid and anticipated continued growth.
- ◆ Served as Senior Associate and Fire Services Specialist to conduct a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District.
- ◆ Served as Project Manager and Fire Services Specialist for an emergency services Master Plan for the City of Mont Belvieu, Texas, which included a Standards of Coverage study and a staffing utilization review of the current emergency services headquarters staff and provided services.
- ◆ Served as Standards of Coverage Specialist for a fire department organizational review for the City of San Jose Fire Department.
- ◆ Served as Senior Fire Services Specialist to perform a comprehensive public safety Master Plan that will enable the Police and Fire-Medical Departments to complete their organizational programmatic goals while falling in line with the General Plan 2035 for the City of Surprise, Arizona, and the City Council Strategic Plan.
- ◆ Served as Fire Service Specialist for a deployment analysis and Master Plan for Clark County Fire District 6 in the state of Washington.
- ◆ Served as Fire Services Specialist for a fire protection and EMS Master Plan for the Fire Department in the City of Anacortes, Washington.
- ◆ Served as Fire Services Specialist for a comprehensive fire department evaluation and analysis for the City of Mukilteo, Washington.
- ◆ Served as Senior Associate and Fire Services Specialist to perform a comprehensive analysis of the Andover, Kansas, fire services to develop a fire protection and paramedic services Master Plan, with strategic options for short-, mid-, and long-term service delivery.

- ◆ Served as Fire Services Specialist to provide a comprehensive Master Plan for fire prevention services for the City of Corona Fire Department.
- ◆ Served as Fire Services Specialist for a Standards of Coverage and headquarters staffing Master Plan review for the East Contra Costa Fire Protection District.
- ◆ Served as Fire Services Specialist to perform a Standards of Coverage study and evaluation of fire, rescue, and emergency medical services delivery for the City of Huntington Beach, California.
- ◆ Served as Fire Services Specialist and Lead Consultant to conduct a fire department Standards of Coverage plan for the City of San Marcos, California.

Employment:

Northern Arizona University in Mesa, Arizona

Adjunct Professor

January 2010–Present

- ◆ Responsible for syllabi development, student evaluations, in-class and online instruction, and mentoring of students; currently teaching in Public Agency Management Program and Emergency Services Administration curriculum.

SeaTac Fire Department in SeaTac, Washington

Fire Chief / Emergency Management Director

January 2003–January 2010

- ◆ Responsible for leading a Fire Department of 53 employees out of three fully staffed fire stations, serving a diverse community with a daily population of 96,000 by providing fire, emergency medical, and technical rescue services; served as the City's Emergency Management Program Director responsible for all planning and training of staff in emergency operations/preparedness, and served as the Emergency Communications Center Director during an emergency; conducted Standards of Coverage analysis, risk assessment, deployment modeling, and strategic planning for emergency response; developed annual reports.

Assistant Fire Chief

November 2000–January 2003

- ◆ Responsible for assisting the Fire Chief in leading and managing the 39 sworn members and seven civilian members from three fire stations with a \$4.7 million budget; acted as Fire Marshal and community liaison for fire prevention issues; served as Emergency Operations Center Manager and representative to King County Emergency Management; served as Department liaison between State Labor and Industries Department; served as acting Fire Chief; developed Standards of Coverage model.

Santa Maria Fire Department in Santa Maria, California

Division Chief

May 1996–November 2000

- ◆ Responsible for all Fire Prevention activities for a diverse community of 80,000 constituents; directly supervised five employees; conducted training for all members of the Department and City staff in emergency preparedness; served as Emergency Services Coordinator and Disaster Preparedness Officer for the City;

prepared the Emergency Plan and supporting documents; acted as Duty Chief on a rotating basis responsible for all emergency responses, training, and safety.

City of West Hollywood, California

Senior Code Enforcement Officer

January 1993–May 1996

- ◆ Managed Code Enforcement section of four personnel enforcing fire, building, and municipal codes for a diverse community of 40,000; responded and answered citizen complaints, prepared code revisions and amendments, and made presentations to the community, commissions, and City Council.

San Clemente Fire Department in San Clemente, California

Battalion Chief / Fire Marshal Emergency Services Coordinator December 1989–January 1993

- ◆ Managed the Fire Prevention section of five staff and a budget of \$500,000 for a community of 40,000; managed the Hazardous Materials Disclosure Program; managed the Emergency Preparedness Section for the City; developed the Emergency Plan for the Community; rotated as duty officer for emergency response and managed 30 on-shift personnel.

Education:

- ◆ Associate degree from Saddleback Community College
- ◆ Bachelor of Science degree from California State University, Long Beach
- ◆ Master of Science degree candidate
 - All courses completed towards MS in Emergency Services Administration

Certificates:

- ◆ Certified Emergency Manager®
- ◆ Certified Chief Fire Officer – Center for Public Safety Excellence
- ◆ Executive Fire Officer – National Fire Academy
- ◆ Peer Assessor / Team Leader for Commission on Fire Accreditation International

Community Service:

- ◆ City of SeaTac Chamber of Commerce
- ◆ YMCA Board of Directors
- ◆ Des Moines Rotary Club

Memberships:

- ◆ International Association of Fire Chiefs Technology Council
- ◆ International Association of Fire Chiefs Near Miss Program Contractor
- ◆ International Association of Fire Chiefs Western Division

Mr. DeRoos is the President of Citygate Associates, LLC and former Deputy Director of the California Redevelopment Association. He earned his undergraduate degree in political science / public service (Phi Beta Kappa) from the University of California, Davis, and he holds a master's degree in public administration from the University of Southern California. Mr. DeRoos has over five years of operational experience as a local government administrator in land use planning, budgeting, and personnel and 30 years of consulting experience performing operations and management reviews of local government functions. Prior to joining Citygate in 1991, he was a Senior Manager in the State and Local government consulting division of Ernst & Young.

Current Consulting Experience:

For all Citygate projects, Mr. DeRoos reviews work products and is responsible for ensuring that each project is conducted smoothly and efficiently within the schedule and budget allocated and that the project deliverables are in conformance to Citygate's quality standards.

- ◆ Served in an oversight capacity for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.
- ◆ Served in an oversight capacity to perform a comprehensive fire department Standards of Coverage and staffing utilization study to help determine how to best staff and equip the Missouri City Fire Department to meet its mission in light of rapid and anticipated continued growth.
- ◆ Served in an oversight capacity for a fire department planning study for the City of Georgetown, Texas, which included a Standards of Coverage planning analysis to examine levels of fire department service, fire station staffing infrastructure triggers for additional resources, and order of magnitude costs and possible financing strategies for changes to the Fire Department.
- ◆ Served in an oversight capacity for a Standards of Coverage and Master Operations Plan for Travis County Emergency Service District #6. This analysis included a review of the distribution of fire stations, deployment times, and firefighter staffing.
- ◆ Served in an oversight capacity for an Emergency Services Master Plan for the City of Mont Belvieu, Texas, which included a Standards of Coverage study and a staffing utilization review of the current Emergency Services headquarters staff and provided services.
- ◆ Served in an oversight capacity for a Standards of Coverage update for the San Diego Fire-Rescue Department.
- ◆ Served in an oversight capacity to perform a comprehensive public safety Master Plan that will enable the Police and Fire-Medical Departments to complete their organizational programmatic goals while falling in line with the General Plan 2035 for the City of Surprise, Arizona, and the City Council Strategic Plan.
- ◆ Served in an oversight capacity for a comprehensive public safety deployment and performance review of the Police and Fire Departments for the City of Glendale, Arizona.

-
- ◆ Served in an oversight capacity for a Standards of Coverage study, a management/administration assessment, and a strategic plan for the Cosumnes Community Services District.
 - ◆ Served in an oversight capacity for a marine firefighting risk and response assets analysis for the Port of Corpus Christi, Texas.
 - ◆ Served in an oversight capacity for an extensive emergency medical services organizational and operational review of the Los Angeles County Fire Department. This study also included a Strategic Plan.
 - ◆ Served in an oversight capacity for a staffing, emergency medical services, and response times study for the City of Eagan, Minnesota.
 - ◆ Served in an oversight capacity to conduct a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District.
 - ◆ Served in an oversight capacity for a service level assessment of the Orange County Fire Authority's Field Deployment services utilizing the Standards of Coverage methodology. This was one of five as-needed organizational service level assessments of operations for Orange County Fire Authority as part of a Master Services Agreement.
 - ◆ Served in an oversight capacity for a fire department organizational review for the San Jose Fire Department.
 - ◆ Served in an oversight capacity for the provision of consulting services regarding fire prevention best practices for the City of Sacramento, California.
 - ◆ Served in an oversight capacity for a performance and fiscal audit of the Department of Fire and Public Safety in Maui, Hawaii, specifically designed to analyze the County's current budgeted resource capacity and the utilization and allocation of those resources.
 - ◆ Served in an oversight capacity for an ambulance services oversight analysis for the City of San Diego Fire-Rescue Department, as well as helping to co-design a Request for Proposal to successfully re-bid the system.
 - ◆ Served in an oversight capacity to conduct a fire services Standards of Coverage analysis for the Alameda County Fire Department.
 - ◆ Served in an oversight capacity to develop a comprehensive Master Plan for the Cosumnes Fire Department's fire prevention, training, and emergency medical services functions.
 - ◆ Served in an oversight capacity to conduct a regional fire services Standards of Coverage analysis and a capacity constraint analysis for the Ventura County Fire Protection District.
 - ◆ Served in an oversight capacity for a strategic plan and a headquarters and support functions review for the City of Orange Fire Department.

Mr. DeRoos is a member of several professional and civic associations. He has taught for the UC Davis Extension College and for graduate classes in public administration, administrative theory,

and labor relations for Golden Gate University and non-profit and association management for the University of Southern California. He speaks and trains frequently on the topic of Leadership, Character, and Values and has also been a speaker for the American Planning Association (APA), written for the California APA newsletter and the California Redevelopment Journal, and has been a speaker on redevelopment, base closures, and related issues across the US. Mr. DeRoos holds a certificate in public sector labor management relations from UC Davis and is a Certified Management Consultant.



City Council Meeting January 27, 2022 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 8
Agenda Title: Consider the FY 2022 Work Plan and Budget for the Public Arts Advisory Board

Council Action to be taken: Approve the FY 2022 PAAB Work Plan and Budget

Department Submitted: Development Services

Staff Contact: Jan Harris, Main Street Manager

1. PURPOSE/DESCRIPTION

The purpose of the agenda item is to consider approving the FY2022 Plan of Work and Budget for the Taylor Public Arts Advisory Board.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Section 3-E (Duties) of Taylor City Ordinance No. 2018-21 (establishing a public arts program; creating a public arts advisory board; establishing a public arts fund; authorizing contributions to the public arts fund) requires that the members of the Public Arts Advisory Board (PAAB) establish an annual budget and advise the City Council on expenditures on public art.

The members of the Taylor Public Arts Advisory Board met on Saturday, September 20, 2021 for a facilitated work session to begin the development of a Public Arts Master Plan. The result of that work session was the FY 2022 Work Plan and Budget. The work plan is comprised of 7 categories with associated goals designed to promote and enhance the visual and performing arts as well as to increase the public's awareness of the importance of public art of all types to the quality of life in Taylor. Specifically, the 7 categories are (1) to develop a Public Arts Master Plan; (2) to increase the visibility of Public Arts in Taylor through promotion and outreach; (3) to continue the Portal Project of painting the raised manhole covers along the Taylor Parks Hike & Bike Trail; (4) to develop a plan for overseeing public art in Potters Alley with the goal of periodically commissioning small "mini-murals" in the alley; (5) to continue the Music on Main Concert Series begun in 2021 which promotes the performance of live music by area bands; (6) to archive and preserve photographs and other promotional materials taken of public art activities and projects with the City; and (7) to actively seek and apply for grants to enable the future acquisition of pieces of public art in Taylor.

The FY 2022 PAAB budget was developed using the annual funding provided by the City Council by allocating those funds to projects found in the 7-part 2022 work plan. These funds were further increased through the addition of funds earmarked for the Music on Main Concerts donated by members of the local community in 2021.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• The development of an approved annual work plan and budget creates a road map to focus and guide the activities of the PAAB members and committees during the year. • It provides measurable benchmarks showing the progress of established projects and activities undertaken by the PAAB.	• There is no known cons.

4. RECOMMENDATION

Staff recommends that the FY2022 PAAB work plan and budget be approved by the Council.

5. FUNDING SOURCE

The City Council allocates an annual budget of \$10,000 from the General Fund under Non-Departmental Contribution to Civic Programs (100-592-813) for use by the Public Arts Advisory Board. These funds have been increased through donations made towards the Music on Main Concert Series which are deposited into the Miscellaneous Donations line of the General Fund (100-440-359).

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

8a. City Ordinance No. 2018-21 (for [reference](#))

8b. PAAB FY 2022 [Work Plan](#)

8c. PAAB FY 2022 [Budget](#)

ORDINANCE NO. 2018-21

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, ESTABLISHING A PUBLIC ARTS PROGRAM; CREATING A PUBLIC ARTS ADVISORY BOARD; ESTABLISHING A PUBLIC ARTS FUND; AUTHORIZING CONTRIBUTIONS TO THE PUBLIC ARTS FUND; PROVIDING AN EFFECTIVE DATE; AND PROVIDING A SEVERABILITY CLAUSE.

WHEREAS, the City Council adopted Strategic Plan Goals on August 23, 2018, and

WHEREAS, the Arts is a Focus Area of the Strategic Plan Goals, and

WHEREAS, establishing an entertainment district, growing and attracting the arts in Taylor, being receptive to and embracing the arts, marketing Taylor to the arts, making Taylor a destination for the arts, preserving Taylor's legacy of arts, and including the arts in the branding of Taylor were all identified as Drivers toward achieving the City's Strategic Plan Goals; and

WHEREAS, the promotion of the arts and the establishment of a Public Arts Program will enhance the quality of life of the citizens of Taylor; and

WHEREAS, a vibrant Public Arts Program can attract tourism and enhance the City's economic vitality.

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

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

SECTION 2. There is hereby established a Public Arts Program in the City of Taylor the purpose of which is to promote the acquisition by the City of works of art in public places and to raise awareness, interest and funding for art in public places.

SECTION 3. There is hereby created a Public Arts Advisory Board the members of which shall be appointed by the City Council and assist the City Council in the implementation of the Public Arts Program.

- A. Membership: The Board shall be composed of seven (7) members with qualifications established by the City Council.
- B. Terms of appointment: The members of the board shall serve terms of three (3) years each. In order to provide for staggered terms of its members, the City Council shall initially appoint members for varying terms. Three (3) of the initial members shall be appointed for three (3) year terms two (2) of the initial members shall be appointed for two (2) year terms and two (2) of the initial members shall be appointed for one (1) year terms.
- C. Officers. The board shall annually select from its membership a Chair, Vice Chair and Secretary. The Chair shall preside over all meetings of the board. The Vice Chair shall assume the duties of Chair in the absence of the Chair. The Secretary shall ensure minutes are taken and maintained of all board meetings.
- D. Meetings, quorum, rules and procedures: The board shall meet, with advance notice posted according to applicable State law, as often as necessary to conduct the business of the board. Four (4) members present shall constitute a quorum and all issues shall be decided by a majority vote of members present. The board may determine meeting dates and times.
- E. Duties: The board shall advise the City Council on the implementation of the Public Arts Program. The City Council shall establish a public arts budget annually and the board may advise the City Council on expenditures of public arts funds for the commissioning or acquisition of public art. The Board shall advise the City Council on the creation and implementation of a public arts master plan.

SECTION 4. There is hereby established a Public Arts Fund which shall be used for the commissioning and acquisition of public art and the implementation of the Public Arts Program.

A. Funding: Funding for the Public Arts Fund shall consist of:

- 1 Grants received by the City for public art.
2. Monetary donations to the City for the purpose of commissioning or acquiring public art.
- 3 Other funds as determined by the City Council to be used for the implementation of the Public Arts Program.

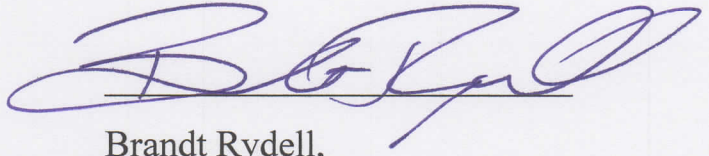
B Appropriation. The City Council may annually appropriate funds from the Public Arts Fund for the implementation and maintenance of the Public Arts Program as part of the City's annual budget process.

C. Expenditures: The Public Arts Advisory Board may make recommendations to the City Council on the expenditure of appropriated funds from the Public Arts Fund annually during the City's budget process. All expenditures shall be managed by the City Manager's designee and shall comply with the City's purchasing policies and procedures and applicable State law

SECTION 5. Should any section, paragraph, clause, phrase, or provision of this Ordinance be judged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional

SECTION 6. In accordance with Article VIII, Section 1 of the City Charter, this Ordinance was introduced before the City Council of the City of Taylor, Texas, on the 8 day of Nov, 2018.

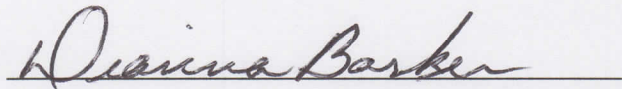
PASSED, APPROVED and ADOPTED on this the 13 day of
December, 2018



Brandt Rydell,

Mayor of the City of Taylor, Texas

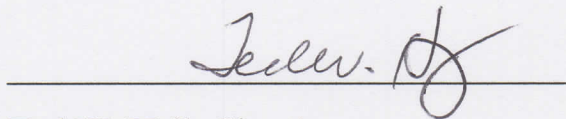
ATTEST:



Dianna Barker, City Clerk



APPROVED AS TO FORM:



Ted W Hejl, City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Dianna Barker, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2018-21, passed and approved by the City Council of the City of Taylor, Texas, on the 13 day of Dec, 2018, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043

Witness my hand and seal of office this 13 day of December, 2018

Dianna Barker

Dianna Barker,

City Clerk



FY 2021-2022 PUBLIC ARTS ADVISORY BOARD WORK PLAN

CATEGORY	GOAL	PROJECT	BUDGET	RESPONSIBLE	TIMELINE	NOTES
			\$10,000			
I. PUBLIC ARTS MASTER PLAN	Develop plan for Council approval					
		Determine date(s) for work sessions	1,200	Chairman Richard Stone- Lead with Committee of the Whole – Eric Lashley facilitating		1 st Work Session – 11/20/21 – outcome: FY 22 Work Plan 2 nd Work Session – January 2022 – outcome PA Master Plan
		Approve @ board level				
		Develop final format				
		Take to Council for approval			March 2022	
II. PROMOTION & OUTREACH	Increase the visibility of Public Arts in Taylor					
		Calendar of Events on City Webpage	\$0.00	Chairman R. Stone & committee members provide information to PIO	Updated monthly on 4 th Wed. of the month	
		Marketing on City Webpage	\$0.00	Chairman R. Stone & committee members provide information to PIO	Updated monthly on 4 th Wed. of the month	

FY 2021-2022 PUBLIC ARTS ADVISORY BOARD WORK PLAN

III. PORTAL PROJECT	Continue ongoing public arts project					
		Call for Artists/Vetting	\$0.00			
		Complete 6-8 portals	\$1,000	Melanie Shaw – Lead with Committee	9/30/2021	Spend an average of \$250/portal
			Subtotal - \$7,800.00			Paint & materials from earlier portals continue to be used.
IV. POTTERS ALLEY	Develop a plan for overseeing public art in the alley					
		Develop a plan that provides guidance for public art in Potters Alley and timeline for periodic rotation of mini murals	\$0.00	M. Shaw & Committee with PAAB approval	April 1, 2022	
		Determine whether to pay for materials or provide a small	\$0.00	Committee of the Whole		

FY 2021-2022 PUBLIC ARTS ADVISORY BOARD WORK PLAN

		stipend for grassroots artists to paint small murals in the alley				
		Take plan to City Council for approval	\$0.00	Staff & Chairman R. Stone	April 2022	
	Implement the plan	Issue Call for Mini-Murals	\$3,900		May 2022	
V. MUSIC ON MAIN CONCERTS	.	Currently, is funding for 3 Music on Main Concerts – the number of concerts to increase if additional donations are obtained	\$5,550 (\$3,900 in current budget & \$1650 in donated funds)	Janetta McCoy – Lead with Committee		Hold costs down to \$1,500/concert
		Develop an achievable funding stream for concerts to offset City funds		Chairman R. Stone - Lead		
		Issue bids for sound services, etc. for concerts		Staff		

FY 2021-2022 PUBLIC ARTS ADVISORY BOARD WORK PLAN

		Seek partnership with TCA for matching funds for musicians (within budget)		Chairman R. Stone & Lois Duncan - Lead		
	Hold concerts					
VI. ARCHIVING PHOTOS & OTHER MATERIALS WITH THE CITY	Have all photos etc. of PAAB events submitted to CoT for preservation					
		Board members submit materials to Jan/PIO	\$0.00	All board members	ASAP and ongoing	Photos associated with City events/boards should be archived with the CoT
VII. SEEK GRANTS FROM Tx COMMISSION FOR THE ARTS	Maintain a rolling calendar of potential grants and deadlines				ongoing	
		Determine types of grants to assist with (1) murals, (2) music, (3) outreach and apply	\$0.00	L. Duncan - Lead		

FY 2021-2022 PUBLIC ARTS ADVISORY BOARD WORK PLAN

			Budget Bal Remaining = \$1,050.00			

PAAB BUDGET – FY 21-22

PROJECTS/EXPENDITURES	BUDGETED COST	BALANCE REMAINING	NOTES
		\$10,000.00	
Transfer donated funds to PAAB budget	\$1,650.00	\$11,650.00	
Public Arts Master Plan Facilitated Work Sessions	\$1,200	\$10,450.00	
Portal Project	\$1,000	\$9,450.00	
Potters Alley	\$3,900	\$5,550.00	
Music on Main Concerts	\$4,500	\$1,050.00	At present, 3 concerts are funded based on spending \$1,500/concert. The receipt of additional public donations will increase the number of concerts in 2022.



City Council Meeting

January 27, 2022

Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 9

Agenda Title: Consider appointments to the Planning & Zoning Commission

Council Action to be taken: Make member appointments

Department Submitted: City Management

Staff Contact: Dianna McLean, City Clerk

1. PURPOSE/DESCRIPTION

To appoint members to fill vacated or empty seats on the Planning and Zoning Commission.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The Planning and Zoning Commission currently has two vacated seats due to resignations. Michael Aplin and LeLand Stevens.

In an effort to ensure the P&Z Commission has enough members for a quorum, it is requested appointments to these two seats be made as soon as possible.

Planning & Zoning Commission

Current Member	Reason for Appointment			New Member
Michael Aplin	Resigned			
LeLand Stevens	Resigned			

Applications on file for consideration:

- Austin Brown
- Don Bunner
- Steven Darden
- Jim Newman

All four applicants are willing to serve.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• To ensure quorum status for meetings.	• N/A

4. RECOMMENDATION

Staff recommends appointments to the empty or vacated seats on the P&Z Commission.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

Do not make appointment to vacated seat and wait until February 24, 2022 to consider with all the other Boards.

8. ATTACHMENTS

- 9a. Commission [Roster](#)
- 9b. Austin Brown [application](#)
- 9c. Don Bunner [application](#)
- 9d. Steven Darden [application](#)
- 9e. Jim Newman [application](#)

Planning & Zoning Commission 1-2022				
Willing to be reappointed?	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
	3	Donna Frazier 1704 Carey Ave (H) 365-6154 (C)965-0372 donnafrazier1704@gmail.com	8/2009; 2020	2-2023
	3	Kellie Billings-Ray 815 Randall St. (H) 512-590-1660 (C) 512-590-1660 Kellie.ray@outlook.com	2-2019	2-2022
Resigned 9-22-21	3	Michael Aplin 4308 J.M. Cuba Dr. (H) 352-8885 (O) 239-1792 (C) 924-1138 mike.aplin@tceq.texas.gov	1-2017; 2020	2-2023
	3	Amy Everhart 819 Talbot St. (C) 512-699-2693 Everhart26@gmail.com	2021	2-2024
	3	Annette Maruska 308 Cherrywood Circle (H) 512-365-9686 (C) 512-431-7866 garywmaruska@sbcglobal.net	7-2014, 2021	2-2024
Out on Military Leave	3	Rick Selin 2202 Gladnell (C) 512-422-2527 Rick_selin@hotmail.com	10-2013, 2021	2-2024
	3	Nora Roy 4103 Zion Ave Taylor, TX. (C) 512-955-9759 noralroy@outlook.com	8-2021 (filled unexpired term)	2-2022
	3	Mike Eaton 2200 Mildred (H) 512-365-1188 (C) 512-801-5267 Eaton.mike@att.net	2-2016, 2019	2-2022
Resigned	3	Leland Stevens P.O. Box 1038 / 1506 W. Lake (O) 352-8128 lelandmstevens@gmail.com	1-1996, 2019	2-2022

Members: The number of members of the commission shall not exceed 13 nor be less than 9.

Duties: Makes decisions regarding platting or replatting of land into subdivision within the corporate limits and within the ETJ of the city and makes recommendations to the council regarding the regulations of the use of land, location of buildings, and the locations of businesses.

Appointed by: City Council

Meets: 2nd Tuesday at 6pm

Liaison: Carrie Orts



City of Taylor

Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name Austin Brown

Address (Residence and Mailing)
1304 willowbrook Trail
PO Box 245

How long at this residence? 2 Years

Phone (Home) 512-948-0738

Cell Phone _____

Fax _____

Email austin@blackpineinsurance.com

Occupation Owner

Employer Farmers Insurance

Address 409 Mallard Lane

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 and Zoning Commission

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 bring a young and aspiring professional viewpoint

as a small business owner. I'm married to a longtime Taylor duck and have the same pride
and love for the town as someone who was born and raised here their entire life.

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 Austin Brown Date 12/9/2020
DocuSigned by:
8E77F53BDB2F42A

AUSTIN G. BROWN

1304 Willow Brook Trail, Taylor, TX 76574 • 512-948-0738 • AustinBrownSales@gmail.com

PROFESSIONAL EXPERIENCE

FARMERS INSURANCE AGENCY, TAYLOR TX

AGENCY OWNER

NOVEMBER 2020- PRESENT

J.R. SIMPLOT, CENTRAL TEXAS REGION

Outside Sales Representative, December 2018 – November 2020

- Through effective relationship management I established a new book of business totaling more than \$2,000,000 dollars in agriculture retail sales in 15 months
- Frequently negotiate product prices with confidence
- Plan, communicate and coordinate logistics for safe and efficient delivery of product to farmers and ranchers
- Perform daily sales calls to farmers and ranchers within 100 miles of Taylor, Texas
- Create yearly expense and revenue reports for my clients' farming operations
- Organize and lead presentations for farmers and ranchers to promote products and field questions
- Collect and review necessary information to complete credit applications

AG TEXAS FARM CREDIT, SOUTHERN TEXAS REGION

Insurance Specialist, September 2017 to November 2018

- Effectively managed and serviced a large book of row-crop and pasture and livestock business
- Actively prospected new customers and renewed current customer MPC I and PRF federal crop insurance policies
- Provided positive customer experience by taking time to analyze insurance needs and provide appropriate recommendations in order to minimize risk
- Through my analysis, familiarized myself with customer's operational costs, including chemical, seed, equipment and livestock
- Reviewed and analyzed Schedule F (profit/loss statement) of Federal Form 1040 to determine if a customer will qualify for federal crop insurance
- Adhered to federal crop insurance guidelines and policies
- Successfully partnered with underwriters and adjustors in order to ensure prompt payment of claims benefits
- Frequently represented the bank and our agency at various business development opportunities across Texas
- Organized and lead presentations for current and prospective clients
- Created ambitious sales growth plans and partner with territory loan officers in 3 different branches for successful implementation
- Regularly sought out mentorship of upper management to gain exposure into lending and branch management

HELENA CHEMICAL CROP INSURANCE AGENCY, SOUTHERN TEXAS REGION

Regional Crop Insurance Agent, August 2014 to September 2017

- Successfully managed a large book of row-crop and pasture and livestock business
- Through networking and business development, added to my customer base yearly, while renewing existing policies

AUSTIN G. BROWN

1304 Willow Brook Trail, Taylor, TX 76574 • 512-948-0738 • AustinBrownSales@gmail.com

- Minimized risk by properly analyzing insurance needs of customers and providing policy recommendations
- Adhered to federal crop insurance guidelines and policies
- Effectively represented company and department at various business development opportunities across Texas
- Partnered with territory managers and salesman in order to implement aggressive sales growth plans
- Led crop insurance presentation for company at annual meetings

GSM INSURORS, TAYLOR, TEXAS

Commercial Lines Producer, February 2012 to August 2014

- Created and maintained prospect and suspect lists, while requesting referrals from existing client base
- Pre-qualified insurance prospects for insurability and quality of risk
- Identified client's insurance needs, gaps in coverage, and loss exposures (insurable and uninsurable)
- Reviewed client insurance programs annually and make recommendations
- Obtained accurate information from the prospects in order to provide complete, comprehensive submissions
- Maintained a concern for timeliness and completeness when interacting with clients, agency, and company personnel to minimize potentials for error or omission claims
- Consistently met the forecasted premium volume and commission growth goals

EDUCATION

TEXAS A&M COMMERCE, COMMERCE, TEXAS

Bachelor of Science Degree in Agribusiness

ANGELINA JUNIOR COLLEGE, LUFKIN, TEXAS

Activities: Full athletic scholarship, Angelina Roadrunners Baseball Team

LICENSURE & MEMBERSHIPS

Certified General Lines-Property & Casualty Agent (Texas)
Independent Insurers of Texas (IIAT)-Member & Producer School Attendee
Texas & Southwestern Cattle Raisers Association- Member
Coastal Conservation Association- Member
Texas Golf Association- Member
Ducks Unlimited- Member
Rotary Club of Taylor-Member



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>DON BUNNER</u>
Address (Residence and Mailing)	<u>1906 SARAH COWE</u> <u>TAYLOR TX 76574</u>
How long at this residence?	<u>5 ym</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 Capital
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 Steven D. Darden

Address (Residence and Mailing)
416 Branch St. Taylor 76574

How long at this residence? 5 years

Phone (Home) _____

Cell Phone 512-921-2667

Fax _____

Email sddardenii@gmail.com

Occupation Paralegal Sr.

Employer Travis County District Attorney's Office

Address 416 W. 11th St. Austin 78701

Work Phone 512-854-1759

Business owner? ☐ Yes ☒ No

Additional information? _____

Are you willing to meet via Zoom or other virtual software? ☒ Yes ☐ No

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 Commission

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.)

Skills: communication, organizational, detail oriented, research, planning and problem solving

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 Steven Darden

Date 9/25/2021 | 2:09 PM CDT

DESCRIPTION OF BOARDS AND COMMISSIONS

Airport Advisory Board meets the fourth Tuesday at 5:30 pm each month and makes recommendations about the operations of the municipal airport and helps ensure that the airport meets the needs of the City and the air industry.

Animal Control Appeals Board and Shelter Advisory Committee meets three times a year and consists of a licensed veterinarian, a county or city official, a representative from an animal welfare organization, and an animal control shelter staff person.

Building & Standards Commission meets as needed to provide final interpretations concerning alleged violations of ordinances by upholding or overturning decisions made by the building officials. Members must be knowledgeable with the building, plumbing, mechanical, electrical and fire codes adopted by the city.

Civil Service Commission is a three member board appointed by the City Manager to adopt rules regarding hiring and promotional processes, the disciplinary process, maintenance of personnel files, and other subjects as defined by Civil Service Law.

Library Advisory Board meets the second Tuesday each month at 6:30pm and makes recommendations to the City Council regarding library operations and to help ensure that the Library meets the needs of the City.

Main Street Advisory Board meets the third Wednesday each month to carry out an annual action plan for implementation of a downtown revitalization program focused on: design/historic preservation, promotion, organization/management, and economic restructuring/development.

Moody Museum Advisory Board meets on the third Tuesday at 5:30 pm every other month and makes recommendations regarding the operation of the Moody Museum.

Parks and Recreation meets the third Wednesday at 6 pm to make recommendations to the City Council regarding sports and recreational programs, and facilities and helps ensure that they meet present and future needs.

Planning & Zoning Commission meets the second Tuesday at 6 pm and makes decisions regarding platting or replatting of land into subdivisions within the corporate limits and within the extraterritorial jurisdiction of the City and makes recommendations to the City Council regarding the regulations of the use of land, location of buildings, and the locations of businesses, in respect to their environments.

Public Arts Advisory Board meets as often as necessary and whose purpose is to promote the acquisition by the City of works of art in public places and to raise awareness, interest and funding for art in public places. Members serve 3 year terms.

Taylor Economic Development Corporation (TEDC) meets at 5:00 pm once a month (usually the third Wednesday) and promotes, assists, and enhances economic development activities for the City.

Taylor Housing Authority meets one Thursday afternoon a month and establishes policy and reviews operations of subsidized housing in Taylor.

Tree Advisory Committee meets quarterly on Tuesday at 6 pm to discuss beautification of the city through the planting and maintenance of trees and assist staff with the annual Arbor Day event.

Zoning Board of Adjustments meets on the first Tuesday of the month at 6 pm (or as needed) to hear and decide special exceptions to the zoning ordinance and rules on appeals. This board is autonomous.

Applications are public information. Incumbents whose terms expire are automatically considered for reappointment unless they indicate non-interest. Applications are kept on file for two (2) years from date of application.

Please complete and return to:

City Clerk, City of Taylor, 400 Porter St., Taylor, Texas 76574

(512) 352-3676 or (Fax) (512) 352-8255 or email Dianna.Barker@taylortx.gov

Certificate Of Completion

Envelope Id: B8C41E29C69A41E5BEE89FFA27745AB4

Status: Completed

Subject: Please DocuSign: Planning and Zoning Application.pdf

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Steven Darden

AutoNav: Enabled

Steven.Darden@traviscountytexas.gov

Envelope Stamping: Enabled

IP Address: 198.214.211.101

Time Zone: (UTC-06:00) Central Time (US & Canada)

Record Tracking

Status: Original

Holder: Steven Darden

Location: DocuSign

9/25/2021 2:07:49 PM

Steven.Darden@traviscountytexas.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Carahsoft OBO Travis County-TDA-District Attorney

Location: DocuSign

Signer Events**Signature****Timestamp**

Steven Darden

steven.darden@traviscountytexas.gov

Carahsoft OBO Travis County-TDA-District Attorney

Security Level: Email, Account Authentication (None)

DocuSigned by:



DB03F9E8CD524F4...

Signature Adoption: Pre-selected Style

Using IP Address: 198.214.211.101

Sent: 9/25/2021 2:08:41 PM

Viewed: 9/25/2021 2:08:54 PM

Signed: 9/25/2021 2:09:05 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

9/25/2021 2:08:41 PM

Certified Delivered

Security Checked

9/25/2021 2:08:54 PM

Signing Complete

Security Checked

9/25/2021 2:09:05 PM

Completed

Security Checked

9/25/2021 2:09:05 PM

Payment Events**Status****Timestamps**

Steven D. Darden

Professional Experience

Paralegal Sr. -Civil Rights Division – Travis County District Attorney Austin, TX

Aug. 2016– Present

- Draft notices, subpoenas, orders and various legal documents for attorneys
- Assist attorneys in case preparation for official proceedings including exhibits, scheduling of witnesses and organizing the jury panel
- Supervise interns and support staff, including training, evaluations, mentoring and support
- Collaborate with various interdepartmental divisions to complete special projects and assignments

Legal Secretary- Mag Court- Grand Jury Travis County District Attorney Austin, TX

November 2013– August 2016

- Managed docket control in locating, retrieving and researching criminal case files for daily docket call.
- Collaborated with defense attorneys regarding videos, lab reports, case files and other case information that may be needed via telephone, fax or email
- Attained a wide variety and high-volume secretarial support during court proceedings such as: assisting ADA's during court docket; Defense Attorneys, Magistrate's Judge with analyzing and researching case information
- Responded to inquiries from defense attorneys, courts witnesses, victims, other agencies
- Prepared and draft legal documents, including pleadings, dispositions and correspondence

Court Clerk II- Records Division–Travis County District Attorney, Austin, TX

February 2011– October 2012

- Prepared case files for attorneys by researching defendant's criminal history, enter and update case status in various systems
- Responded to inquiries about case status and dispositions from the general public, other agencies and divisions
- Conducted legal research to determine the appropriate charge of the case and to confirm booking matches the offense charges

Office Specialist- Special Prosecution–Travis County District Attorney Austin, TX

December 2008– February 2011

- Organized cases by establishing and organizing files, establishing calenderers and preparing briefs
- Composed and draft subpoenas, convictions and other legal documents and memorandums

Programming and Software Skills

Microsoft Applications, Zoom, Adobe PDF, DocuSign

Education

Associates Business Accounting– ITT Technical Institute, Austin, TX • 2009

Paralegal Certificate– Ashworth College, • 2016



City of Taylor Boards and Committee Application

PLEASE TYPE OR PRINT CLEARLY:

Name	<u>Jim Newman</u>
Address (Residence and Mailing)	
	<u>1515 West Lake Drive</u>
	<u>Taylor TX 76574</u>
How long at this residence?	<u>17 years</u>
Phone (Home)	
Cell Phone	<u>(512) 966-9446</u>
Fax	
Email	<u>revjimnewman@hotmail.com</u>

Occupation	<u>Retired Attorney, Minister</u>
Employer	<u>Not Applicable</u>
Address	
Work Phone	
Business owner?	☐ Yes ☐ No
Additional information?	
Are you willing to meet via Zoom or other virtual software?	☐ Yes ☐ No

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 Commission

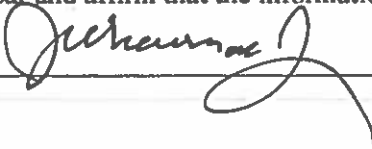
Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at _____ for a complete roster of committee appointees.

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

See Attached Addendum

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 Dec. 30, 2021

Addendum to Application to Taylor Planning and Zoning Commission

James W. Newman, Jr.

December 30, 2021

Education: Tulane University BA, JD; Austin Presbyterian Theological Seminary MDiv

Work History: USMCR 1962-66; Attorney in Civil Practice 1968-90; Ministry and Community Organizing 1993-2013; Retired 2013-present

Relevant Experience, Skills, Interests:

- (1) In 20 years of law practice, I represented developers and financiers of industrial and single and multifamily residential projects in Texas and several other states, as well as the local governments in whose jurisdictions they were located. In many cases, adjustments to zoning and land use rules had to be obtained. I worked with developers, lenders and governmental staff to negotiate and put in place those adjustments so the developments could move forward. The process often also involved negotiating with neighborhood associations and other citizens' and business groups so that appropriate modifications to development plans could be made to satisfy their concerns.
- (2) I also had opportunities to serve city, county and regional governing bodies in drafting and negotiating enabling legislation and related regulations at the state and federal levels so that new types of developments and financings could be authorized and approved.
- (3) In my 20 year second career as a minister and community organizer, I served on the leadership team of Austin Interfaith, and assisted neighborhood and community organizations in negotiating agreements with local governments and developers to modify development proposals and address zoning and land use regulations to meet the needs of residents.
- (4) An argument I used to make to gain approval of proposed projects when their feasibility was questioned was, essentially, "if you build it, they will come." After having learned through experience and having become familiar with the "Strong Towns" planning and development philosophy and processes, I understand that, even if you build projects to the highest and best standards, "they might not always come." Before you plan it, design it, put rules and procedures in place to accommodate it, finance it, and build it, you should be sure that the plan and the project really are what existing and prospective residents and businesses want and need, and that the project and the supporting infrastructure will pay for themselves during their useful lives.
- (5) I believe that my background and outlook will be useful to the Taylor Planning and Zoning Commission, the City Staff and the City Council, as they work together to plan and oversee developments that will meet the current and future needs and preferences of Taylor and its residents and businesses.