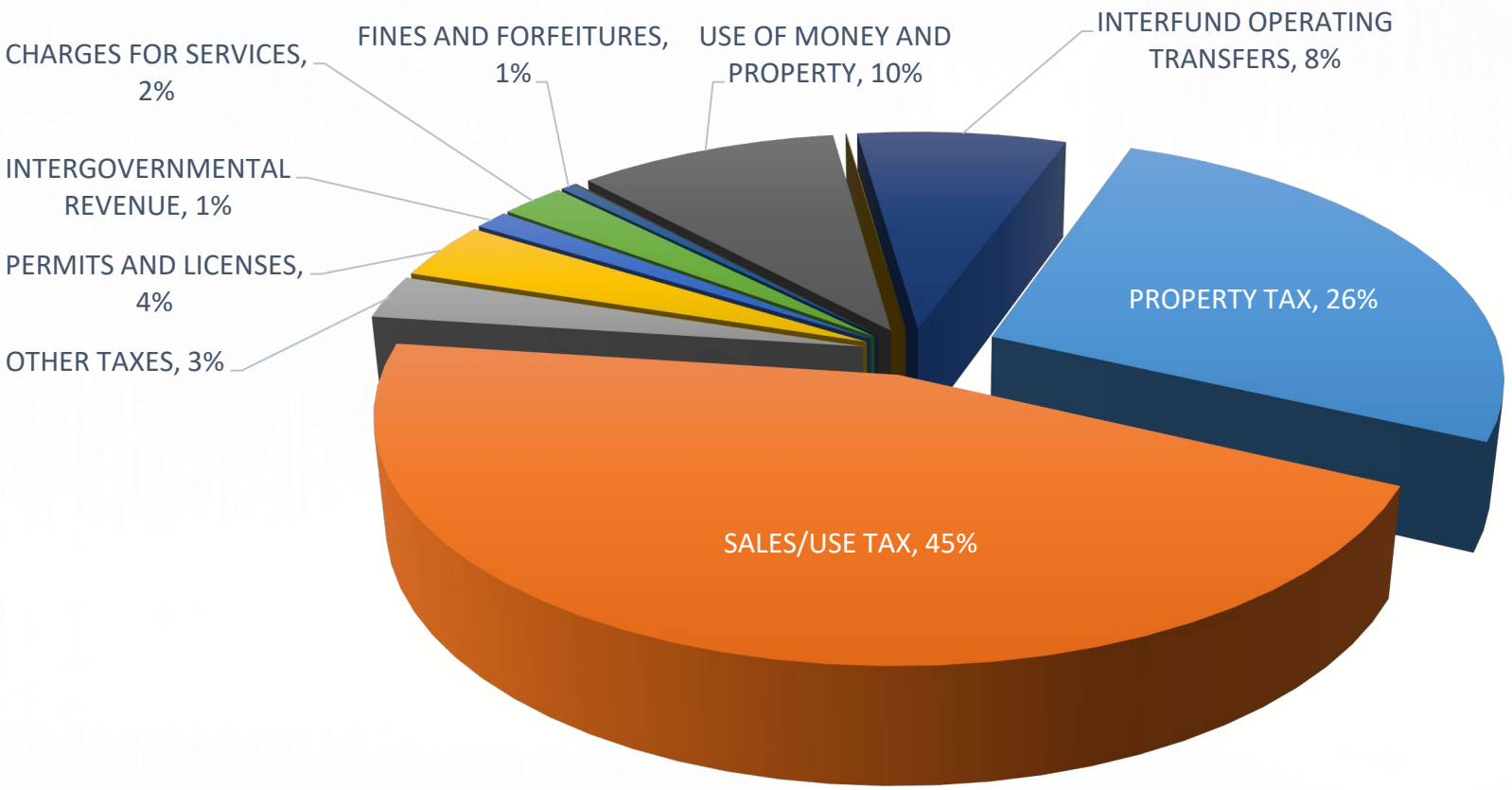
COUNCIL/STAFF RETREAT
FINANCE
MAY 31, 2024

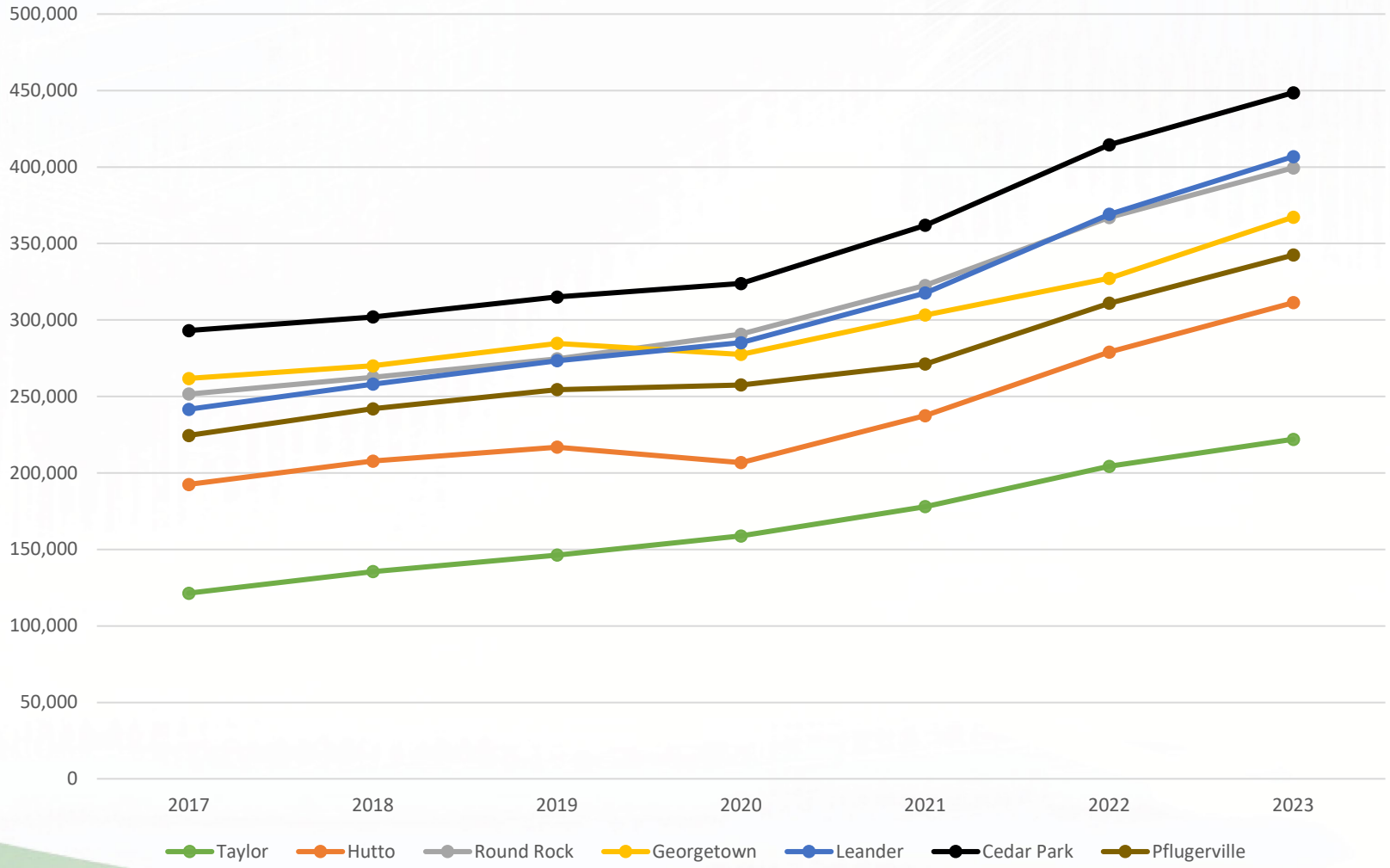
PROPERTY TAX

Taylor Texas
CITY OF TAYLOR TX

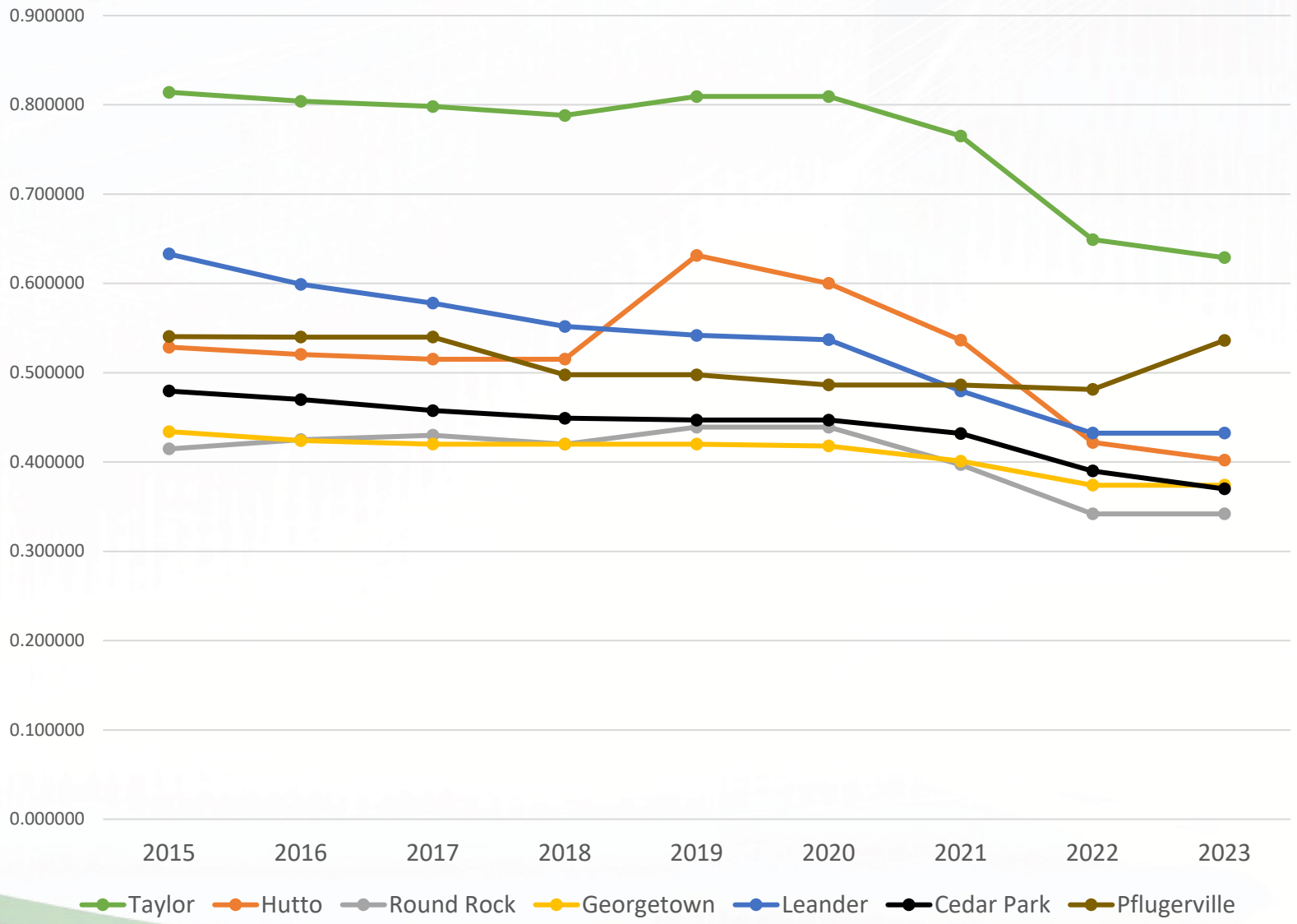
General Fund Revenue Sources



AVERAGE HOMESTEAD PROPERTY VALUE



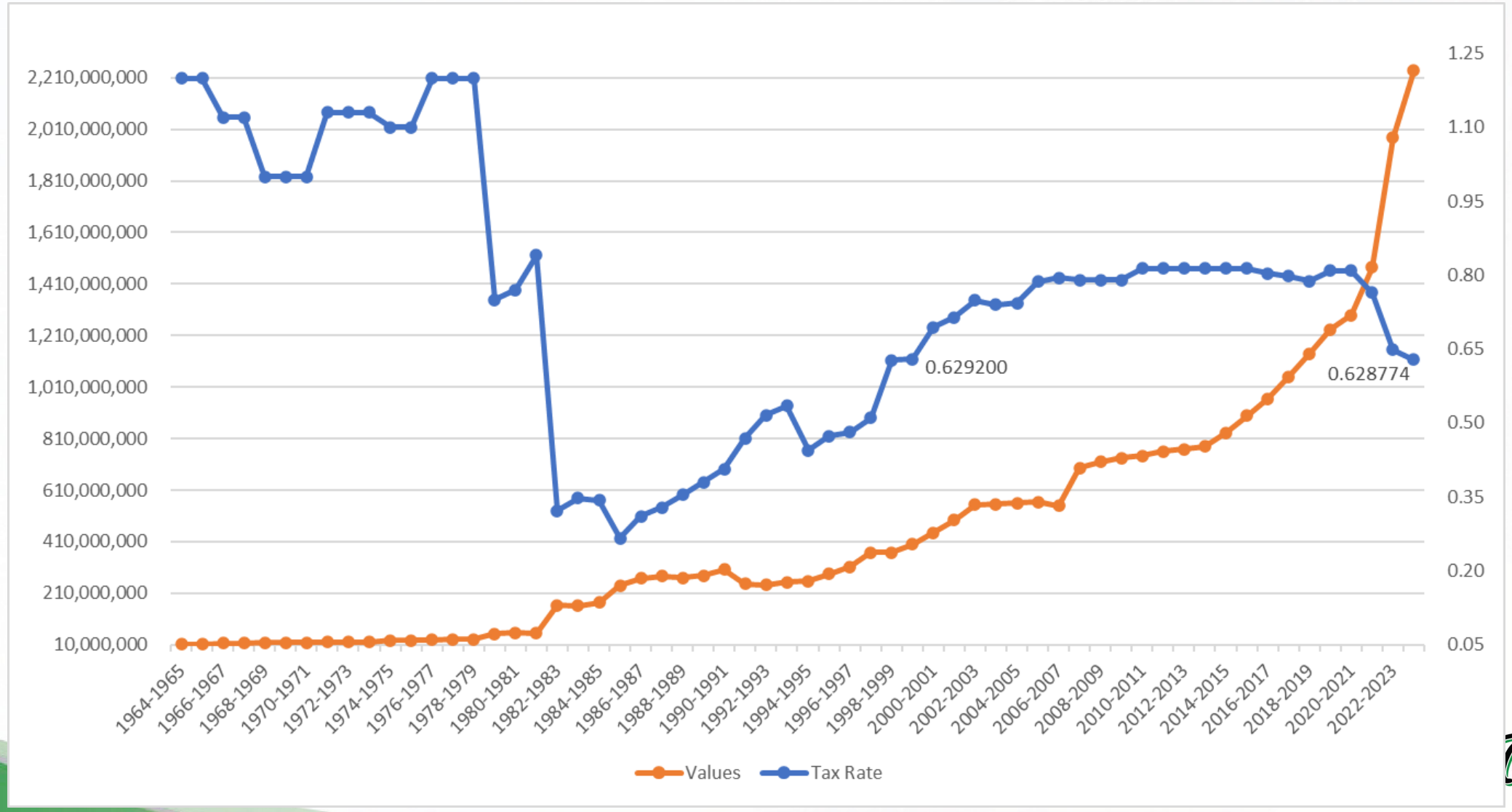
HISTORICAL TAX RATE – 2023 PROPOSED



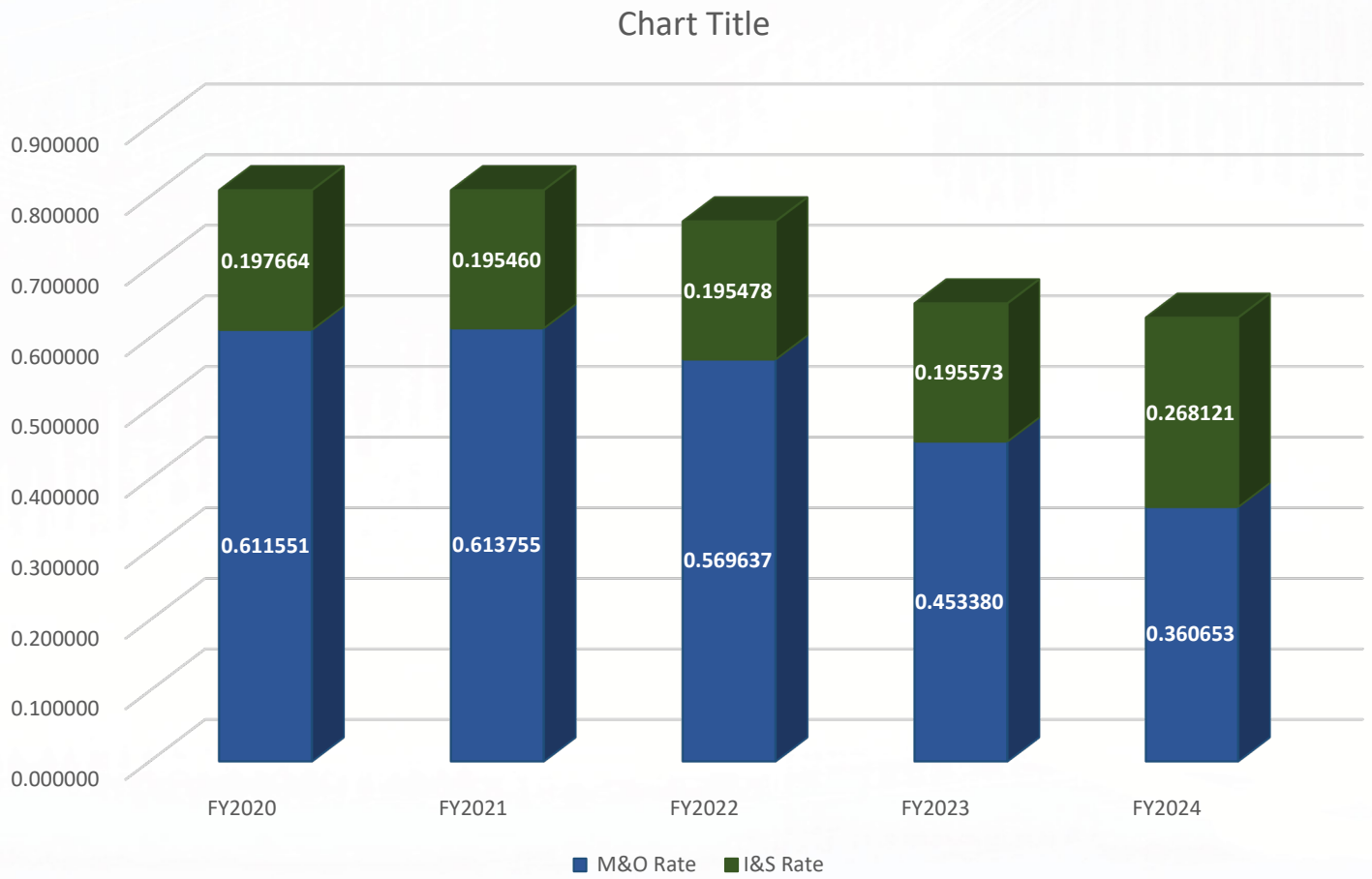
COMPARIBLE TAXES ON AVERAGE VALUE

	2022 Tax Rate	2023 Proposed Tax Rate	2022 Avg Homestead Value	2023 Avg Homestead Value	2022 Tax on Avg Value	2023 Tax on Avg Value	Change From Previous Year	% Change
Pflugerville	0.481300	0.536200	$ 310,971	$ 342,502	$ 1,497	$ 1,836	$ 340	22.70%
Georgetown	0.374000	0.374000	$ 327,309	$ 367,258	$ 1,224	$ 1,374	$ 149	12.21%
Leander	0.432325	0.432325	$ 369,089	$ 411,892	$ 1,596	$ 1,781	$ 185	11.60%
Williamson Co	0.375000	0.379000	$ 330,177	$ 363,136	$ 1,238	$ 1,376	$ 138	11.16%
Round Rock	0.342000	0.342000	$ 367,088	$ 399,395	$ 1,255	$ 1,366	$ 110	8.80%
Hutto	0.421980	0.402114	$ 279,087	$ 311,358	$ 1,178	$ 1,252	$ 74	6.31%
Taylor	**0.648953**	**0.628774**	**$ 204,417**	**$ 221,999**	**$ 1,327**	**$ 1,396**	**$ 69**	**5.22%**
Cedar Park	0.390000	0.370000	$ 414,528	$ 450,133	$ 1,617	$ 1,665	$ 49	3.02%

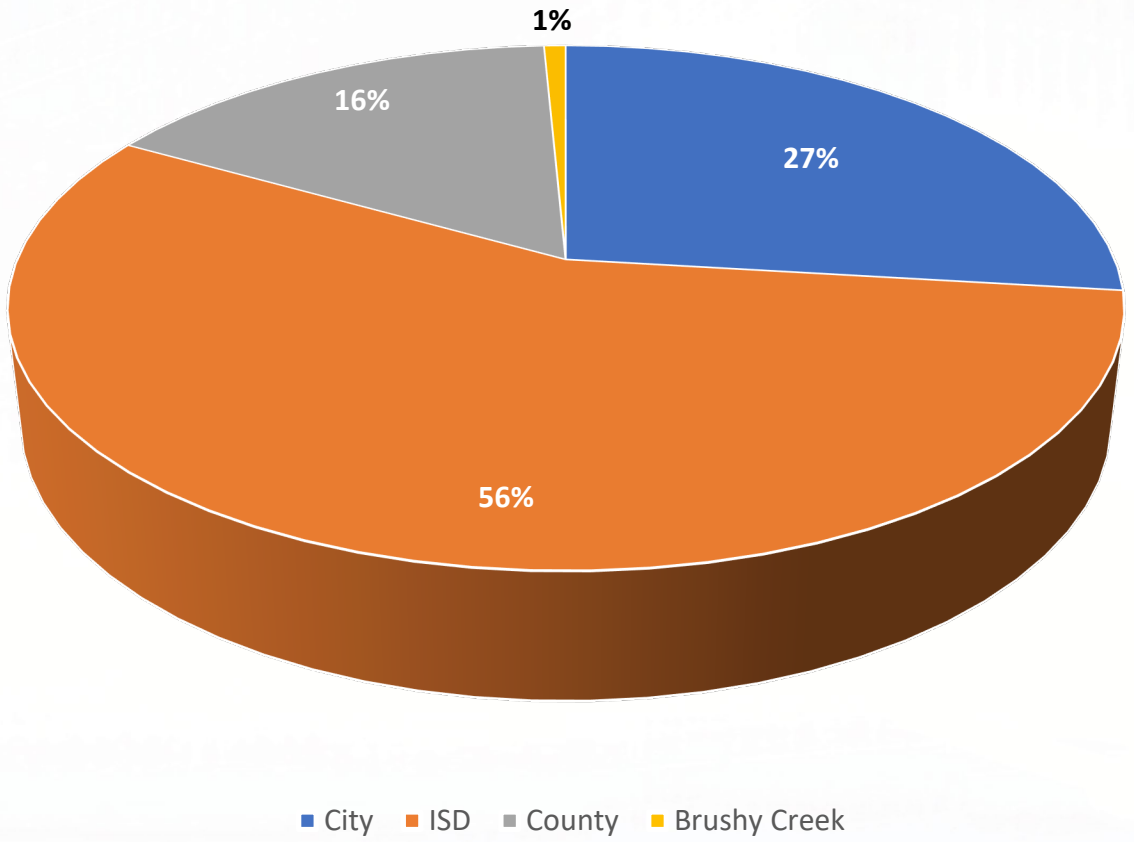
HISTORICAL TAX RATES AND VALUATIONS



HISTORICAL TAX RATE COMPARISON



TAXING ENTITY PERCENTAGE OF TOTAL RATE



City Services vs. Affordable Living

- What does affordable living mean in Taylor and how do we balance property tax rate/revenues against the significant monetary needs of the city's facilities and infrastructure?

- What is considered a maximum tax rate?

REVENUE

FUTURE REVENUE

- Property Tax reductions in FY2024 & FY2025 caused by significant use tax receipts
- Property Tax may increase in FY2026 caused by reduced use tax receipts
- Property Tax reductions likely in FY2027 & FY2028 caused by TIF Tax Effect
- Property Tax relief portion of use tax received is set aside to offset effect of use tax on rate calculation in FY2024 & FY2025
- Industrial and high-density residential/commercial development will help stabilize property tax revenues starting in FY2027
- City will become more dependent on other sources of revenue that tend to be less stable

REVENUE FROM NEW DEVELOPMENT

Development Cycle

Home Construction begins May 2024

- Dev Serv Staff Costs covered by Permit and Plan Review Fee (maybe)

Construction complete in May 2025

Family is interacting in community and utilizing city services such as parks, PD & FD. This increases city costs

Tax Cycle

Home Costructed in 2024-25

Value of new home added to taxable value in 2026

Tax Revenue on New Home Received in FY2027

PRIORITIES FOR NEW OPERATING REVENUE

- Current staff compensation and benefits
- Current operational supplies
- Replacement equipment
- Additional equipment to increase capabilities/services
- Service level/programming enhancement/increase
- Additional Personnel
  - Department Priority Ranking

Compensation Decisions

- City pay lags market by 11.7% general population, 12.4% sworn fire, 14% sworn police
- Cost of implementing entire increase is $2.15M total of wage & wage related expenses
- Recommendation is for each employee to receive a minimum of 3.5% and maximum of 10% increase based on study noted adjustment
- Total Cost of recommended capped increase is $1,208,000 (General Fund is $950,000 of this)
- No Current budget funding available for compensation in Gen Fund (short $950,000)
- Could use one-time project funding from FY24 to cover compensation, or
- Set a tax rate higher than NNR (would need ~$0.03) and use one-time funding for additional projects

Debt

FY2024 Budget (Updated Utilities)
Capital Improvement Program

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
General Fund Equipment							
Equipment - Fire Truck and Dump Truck	2022 CO Bond	$ 2,575,000	$ 930,732	$ -	$ -	$ -	$ -
New fire apparatus (engine) for Fire	Future Debt/Grant	1,000,000	-	-	-	-	1,000,000
	GF Equipment Subtotal:	**$ 3,575,000**	**$ 930,732**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**
Facilities							
Building Quick Connects & Generators	2017 CO Bond / GF use	$ 434,000	$ 350,000	$ -	$ -	$ -	$ -
Public Works Building Generator	2022 CO Bond	132,000	132,000	-	-	-	-
Facilities Master Plan	General Fund - use tax	200,000	200,000	-	-	-	-
Electrical Charging Station	General Fund - use tax	25,000	25,000	-	-	-	-
Justice Center/Municipal Complex	2023A CO Bond	53,000,000	5,000,000	43,000,000	5,000,000		
Remodel Fire Station #2 - design and construction	Future Debt/Grant	2,200,000	-	200,000	2,000,000	-	-
Remodel Fire Station #1 - design and construction	Future Debt/Grant	3,300,000	-	-	300,000	3,000,000	-
Fire Station #3 - land acquisition, design, construction, FF&E	Future Debt/Grant	11,200,000	-	1,000,000	900,000	9,000,000	300,000
	Facilities Subtotal:	**$ 70,491,000**	**$ 5,707,000**	**$ 44,200,000**	**$ 8,200,000**	**$ 12,000,000**	**$ 300,000**

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Streets and Sidewalks							
2nd Street/ 4th Street/ Mallard Overlays	2022 CO Bond	$ 4,000,000	$ 3,360,781	$ -	$ -	$ -	$ -
Update PCI Scores & Curb Inventory	General Fund	100,000	100,000	-	-	-	-
TH Johnson Overlay	Future Debt Issue	1,250,000	1,250,000	-	-	-	-
Lake Drive Overlay	Future Debt Issue	2,500,000	2,500,000	-	-	-	-
5th & Murphy Improvements	Future Debt Issue	1,000,000	1,000,000	-	-	-	-
Lake Drive Sidewalk	Future Debt Issue	2,000,000	2,000,000	-	-	-	-
Downtown Streetscape Sidewalks (2nd & Talbot; 2nd & Main)	Future Debt Issue	1,500,000	1,500,000	-	-	-	-
Sidewalks & Trails Master Plan & ADA Transition Plan	Pending Grant	350,000	350,000	-	-	-	-
South Taylor Sidewalk Project	Pending Grant	7,000,000	1,000,000	4,000,000	2,000,000	-	-
Mallard Sidewalk	Pending Grant	800,000	800,000	-	-	-	-
Sidewalk Inventory & Assessment	Future Debt/Grant	250,000	-	250,000	-	-	-
Porter Street Reconstruction & Streetscape (Main to First)	Future Debt/Grant	3,000,000	-	500,000	2,500,000	-	-
North Dr. & Howard Street Maint. & Sidewalk	Future Debt/Grant	3,500,000	-	500,000	3,000,000	-	-
Rio Grande St. Maint. & Sidewalk	Future Debt/Grant	2,500,000	-	-	250,000	2,250,000	-
Davis St. Street Maint. & Sidewalk	Future Debt/Grant	3,500,000	-	-	500,000	3,000,000	-
Sloan & Meadow Street Maint. & Sidewalk	Future Debt/Grant	3,500,000	-	-	-	500,000	3,000,000
Doak St. Maint & Sidewalk	Future Debt/Grant	2,800,000	-	-	-	300,000	2,500,000
Streets and Sidewalks Subtotal:		**$ 39,550,000**	**$13,860,781**	**$ 5,250,000**	**$ 8,250,000**	**$ 6,050,000**	**$ 5,500,000**

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Parks							
Park Improvements (based on Parks Master Plan)	General Fund	$ 30,000	$ 30,000	$ -	$ -	$ -	$ -
Design and Install of Park Benches/Tables	General Fund	60,000	60,000	-	-	-	-
Murphy Lake Fountain	General Fund - use tax	40,000	40,000	-	-	-	-
Bull Branch Trail Replacement	2022 CO Bond / GF use tax	300,000	300,000	-	-	-	-
Signage for Parks/Trails	General Fund - use tax	200,000	200,000	-	-	-	-
Memorial Track Resurfacing	Local Grant / General Fund	548,000	548,000	-	-	-	-
Bull Branch Playground Replacement	General Fund	255,000	255,000	-	-	-	-
Pickleball Court	General Fund	150,000	150,000	-	-	-	-
Murphy Park Pool Improvements	2022 Tax Note	5,260,000	5,205,000	-	-	-	-
South Taylor Trails for Connectivity	Future Debt/Grant	1,000,000	-	1,000,000	-	-	-
Shade sail additions at Bull Branch and Mallard Ballfields	Future Debt/Grant	150,000	-	150,000	-	-	-
Install New Fencing & Paint Murphy	Future Debt/Grant	60,000	-	60,000	-	-	-
LED lighting upgrade Bull Branch Ballfield	Future Debt/Grant	400,000	-	400,000	-	-	-
Parking additions at Robinson Park	Future Debt/Grant	300,000	-	300,000	-	-	-
LED lighting upgrade Rotary Ballfields	Future Debt/Grant	340,000	-	340,000	-	-	-
Trail extension-Murphy Park and East of Main to Animal Shelter	Future Debt/Grant	2,000,000	-	2,000,000	-	-	-
TRPSC Shade replacement	Future Debt/Grant	100,000	-	100,000	-	-	-
Lit Sand Volleyball Court Addition at Murphy Park	Future Debt/Grant	130,000	-	130,000	-	-	-

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Replace Playground at Jason Park	Future Debt/Grant	100,000	-	100,000	-	-	-
Concrete Concourse & Parking Addition at Rotary Field	Future Debt/Grant	400,000	-	-	400,000	-	-
Replace pavilion, restroom upgrade and Trail widening Bull Branch	Future Debt/Grant	1,000,000	-	-	1,000,000	-	-
Replacing Shade Sails at Heritage Park	Future Debt/Grant	40,000	-	-	40,000	-	-
Replace Playground at Murphy Park	Future Debt/Grant	700,000	-	-	700,000	-	-
LED lighting upgrade at Mallard Ballfield	Future Debt/Grant	265,000	-	-	265,000	-	-
Fishing Pier Replacement at Bull Branch	Future Debt/Grant	500,000	-	-	500,000	-	-
Wellness Center Construction	Future Debt/Grant	20,000,000	-	-	20,000,000	-	-
Replace Playground at Robinson Park	Future Debt/Grant	500,000	-	-	-	500,000	-
Park lighting upgrades and additions	Future Debt/Grant	1,500,000	-	-	-	-	1,500,000
LED lighting upgrade Memorial Field	Future Debt/Grant	175,000	-	-	-	-	175,000
	Parks Subtotal:	**$ 36,503,000**	**$ 6,788,000**	**$ 4,580,000**	**$22,905,000**	**$ 500,000**	**$ 1,675,000**

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Drainage							
Storm Water Master Plan	General Fund - use tax	$ 125,000	$ 125,000	$ -	$ -	$ -	$ -
Pending Drainage Project	2022 CO Bond	3,000,000	3,000,000	-	-	-	-
Donna Channel/Mustang Creek/Travis & Franklin Drainage Improvements	GLO CDBG Grant/TWDB Grant/ 2023A CO TWDB	11,545,330	10,490,008	-	-	-	-
Kimbro/Shaw Drainage Improvements	Pending Grant	5,075,525	5,075,525	-	-	-	-
KBI Pond/TH Johnson Drainage Improvements	Future Debt Issue	850,000	200,000	650,000	-	-	-
Bel Air Drive Drainage Improvements	Future Debt Issue	1,000,000	500,000	500,000	-	-	-
Burkett Street Drainage Improvements	Future Debt Issue	350,000	100,000	250,000	-	-	-
Velma Drive Drainage Improvements	Future Debt Issue	1,100,000	500,000	600,000	-	-	-
Old Thorndale Drainage Improvements	Future Debt Issue	435,000	100,000	335,000	-	-	-
Tammi Lane Drainage Improvements	Future Debt/Grant	1,200,000	-	400,000	800,000	-	-
Gabriel Street Drainage Improvements	Future Debt/Grant	75,000	-	75,000	-	-	-
North Drive Drainage Improvements	Future Debt/Grant	670,000	-	150,000	520,000	-	-
McLain Street Drainage Improvements	Future Debt/Grant	1,000,000	-	500,000	500,000	-	-
Mariposa Lane Drainage Improvements	Future Debt/Grant	600,000	-	200,000	400,000	-	-
Otis Street Drainage Improvements	Future Debt/Grant	700,000	-	-	240,000	460,000	-
Travis Street Drainage Improvements	Future Debt/Grant	700,000	-	-	240,000	460,000	-
Debus Drive Drainage Improvements	Future Debt/Grant	1,400,000	-	350,000	500,000	550,000	-
Davis Street North Drainage Improvements	Future Debt/Grant	75,000	-	-	-	75,000	-
Sandy Lane Drainage Improvements	Future Debt/Grant	3,500,000	-	-	1,000,000	1,000,000	1,500,000
West Mustang Creek Drainage Improvements	Future Debt/Grant	600,000	-	-	-	200,000	400,000
North Main Street Drainage Improvements	Future Debt/Grant	60,000	-	-	-	-	60,000
	Drainage Subtotal:	**$ 34,060,855**	**$20,090,533**	**$ 4,010,000**	**$ 4,200,000**	**$ 2,745,000**	**$ 1,960,000**

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Airport							
Terminal Apron Rehabilitation	TxDOT Grant / 2017 CO Bond	$ 2,200,000	$ 1,580,059	$ -	$ -	$ -	$ -
Fuel Farm Relocation	TxDOT Grant / 2017 CO Bond	1,000,000	1,000,000	-	-	-	-
Airport Building and Site Work	General Fund - use tax	190,000	190,000	-	-	-	-
Airport Terminal Building Design	Future Debt/Grant	75,000	-	75,000	-	-	-
Terminal Construction & Contingency	Future Debt/Grant	1,200,000	-	-	1,200,000	-	-
Runway Extension	Future Debt/Grant	2,500,000	-	-	-	2,500,000	-
Machine Shed	Future Debt/Grant	80,000	-	-	-	-	80,000
	Airport Fund Subtotal:	**$ 7,245,000**	**$ 2,770,059**	**$ 75,000**	**$ 1,200,000**	**$ 2,500,000**	**$ 80,000**
Cemetery							
Cemetery Building	General Fund - use tax	$ 650,000	$ 650,000	$ -	$ -	$ -	$ -
Cemetery Road Rebuild Program	Future Debt/Grant	150,000	-	30,000	30,000	30,000	30,000
Headstone Rehabilitation	Future Debt/Grant	300,000	-	100,000	100,000	100,000	-
Service Shelter	Future Debt/Grant	250,000	-	250,000	-	-	-
Historical Marker and Memorial Area	Future Debt/Grant	100,000	-	-	100,000	-	-
	Cemetery Fund Subtotal:	**$ 1,450,000**	**$ 650,000**	**$ 380,000**	**$ 230,000**	**$ 130,000**	**$ 30,000**

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Wastewater							
WWTP Structural repairs of digester	2022 CO Bond	$ 400,000	$ 400,000	$ -	$ -	$ -	$ -
Airport Wastewater Lift Station	Utility Impact Fees	225,000	125,500	-	-	-	-
Bull Branch Interceptor near MLK Jr	2022 CO Bond	709,000	550,000	159,000			
Bull Branch Interceptor under Railroad	2022 CO Bond	549,000	450,000	99,000			
Bull Branch Interceptor near Burkett St	2022 CO Bond	963,000	550,000	413,000			
Bull Branch Interceptor near MLK Jr	2022 CO Bond	1,037,000	550,000	487,000			
Upsize along Bull Branch, from Main to E 7th St	2022 CO Bond / Future Debt Issuance	4,650,000		1,500,000	2,000,000	1,150,000	-
Upsize along Bull Branch, from E 7th to Robinson Pk	2022 CO Bond / Future Debt Issuance	2,800,000		600,000	800,000	1,000,000	400,000
I&I Investigation and Reduction & Condition Repairs	2022 CO Bond/ Utility Fund	2,000,000	1,000,000	500,000	500,000	-	-
Upsize existing 12" and 15" along Bull Branch, from W Lake To W 12th	Utility Impact Fees	1,700,000	-	400,000	900,000	400,000	-
Train 1 Rehab (Clarifier rehab, basin cleaning, new diffuser piping and diffuser, clarifier 3 drain line)		$ 4,023,800			-	2,300,000	1,723,800
Headworks (Fine Screen replacement, Second Bar Screen, Sluice gate replacement)		$ 6,765,960			2,200,000	4,565,960	-
Handrail		$ 393,015		393,015		-	-
Second belt press (replace old 1.0 meter press), includes driveway repair at roll off containers		$ 1,450,680			1,450,680	-	-
Automatic telescopic valves & actuators		$ 790,680			790,680	-	-
RAS Pump Building/MCC 2 E-house upgrade, w/conduit and outlets replacement in headworks, RAS building, belt press area		$ 1,033,725		1,033,725		-	-
Lift station control panels upgrade (HEB)		$ 175,450			175,450	-	-
Stationary backup generators with ATS at lift stations		$ -			-	-	-
New aerobic digester to replace existing		$ 3,791,240			-	2,300,000	1,491,240
Sludge thickener drive replacement		$ -			-	-	-
WWTP Master Plan		$ 315,000		315,000	-	-	-
WWTP Reuse Study		$ 105,000		105,000	-	-	-
Repair hazardous gas ventilation systems for influent lift station and RAS building		$ 681,670			681,670	-	
Smoke Detection - City wide		$ 330,000		157,500	-	172,500	-
	Wastewater Subtotal:	**$ 34,889,220**	**$ 3,625,500**	**$ 6,162,240**	**$ 9,498,480**	**$ 11,888,460**	**$ 3,615,040**

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Water							
CR 366 Expansion - Waterline Relocation	2013 CO Bond	$ 315,100	$ 219,191	$ -	$ -	$ -	$ -
Highland Drive Waterline Upgrade	CDBG Grant	960,000	710,000	-	-	-	-
CR 619 Waterline Relocation	2022 CO Bond	492,000	492,000	-	-	-	-
E MLK Jr 8-in Waterline Replacement	2022 CO Bond	307,500	307,500	-	-	-	-
N Main St Waterline Replacement	2022 CO Bond	430,500	430,500	-	-	-	-
Alternate water supply evaluation	Utility Fund	200,000	200,000	-	-	-	-
Valve inventory and exercising program	Utility Fund	500,000	250,000	100,000	100,000	50,000	-
Lead service line inventory and	Utility Fund	2,250,000	250,000	500,000	500,000	500,000	500,000
New 12" line along Carlos Parker with	Utility Impact Fees	900,000	300,000	600,000	-	-	-
Southwood Hills Disinfection Station	CDBG Grant	700,000	200,000	500,000	-	-	-
Replace existing 8" along N Main from Hosack to 6th	Future Debt Issuance	1,900,000	700,000	600,000	600,000	-	-
Ford GST rehabilitation and pump	Future Debt Issuance	800,000	300,000	500,000	-	-	-
Replace existing 6" along Old Thorndale with 8"	Future Debt Issuance	1,500,000	-	300,000	600,000	600,000	-
Replace existing 8" along E MLK	Future Debt Issuance	800,000	-	200,000	600,000	-	-
New 16" line W of RR from Highland Dr to E Lake Dr	Utility Impact Fees	1,800,000	-	500,000	750,000	550,000	-
New 16" Line along E Lake Dr	Utility Impact Fees	1,800,000	-	500,000	750,000	550,000	-
New 8" Line Between Old Granger Rd &	Utility Impact Fees	600,000	-			200,000	400,000
Upsize existing 8" line along Old Thorndale, west of Gravel Pit Rd	Utility Impact Fees	1,200,000	-	300,000	500,000	400,000	-
New 12" Line between Old Thorndale & E Lake Dr	Future Debt Issue	1,300,000	-	-	300,000	600,000	400,000
Upsize existing & install new 8" line along Rice's Crossing	Future Debt Issue	1,700,000	-	500,000	750,000	450,000	-
Upsize existing & install new 8" line along Potomac Rd	Future Debt Issue	1,100,000	-	-	-	300,000	800,000
Upsize existing 8" along E 4th St, from Cemetery to FM 619	Future Debt Issue	2,900,000	-	1,000,000	1,000,000	900,000	-
New 8" line along Rio Grande St	Utility Impact Fees	900,000	-	-		300,000	600,000

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
Upsize existing 2" line to 8" along Oscar	Utility Impact Fees	600,000	-	-	200,000	400,000	-
New 12" connection under Main St at W 12th St	Utility Impact Fees	400,000	-	-	100,000	300,000	-
Upsize existing & install new 8" line near Murphy Park	Future Debt Issue	1,200,000	-	-	700,000	500,000	-
Upsize existing 2" lines along Burkett St	Future Debt Issue	500,000	-	-	-	100,000	400,000
Upsize existing 2" line to 8" along W 5th	Future Debt Issue	400,000	-	-	-	100,000	300,000
Upsize existing 6" line to 8" near Allison	Future Debt Issue	500,000	-	-	-	100,000	400,000
Upsize existing 2" line to 8" along Gym St	Future Debt Issue	500,000	-	-	-	200,000	300,000
New 8" line near Calos Parker & 79	Future Debt Issue	400,000	-	-	-	100,000	300,000
Upsize exising 2" lines along W 3rd St	Future Debt Issue	700,000	-	-	-	300,000	400,000
Upsize existing 2" line to 8" along Adams	Future Debt Issue	1,000,000	-	-	300,000	300,000	400,000
Upsize existing 2" lines to 8" along Grace	Future Debt Issue	600,000	-	-	-	200,000	400,000
Upsize existing 2" line to 8" along	Future Debt Issue	600,000	-	-	-	200,000	400,000
2 inch Removal - Murphy St & Burkett St.		$ 686,414		686,414	-	-	-
2 inch WL Removal - Wallace St		$ 653,095		-	653,095	-	-
Water Leak Detection - City wide		$ 110,000		52,500	-	57,500	-
BRA Meter, SCADA, ROW, Design		$ 1,380,000		1,050,000	330,000	-	
6 inch WL Replacement - Smith St. form		$ 1,432,638		-	1,432,638	-	-
6 inch WL Replacement - Heights Blvd		$ 587,274		-	587,274	-	-
2 inch WL Replacement 0 Tennessee &		$ 680,237		680,237	-	-	-
2 inch WL Upgrade: Randall St.		$ 652,130		-	652,130	-	-
2 inch WL Upgrade: Kirk St		$ 636,341		-	636,341	-	-
2 inch WL Upgrade: Kent St		$ 647,830		-	647,830	-	-
2 inch WL Upgrade: Fisher St.		$ 632,573		-	632,573	-	-
2 inch WL Upgrade: Franklin St		$ 329,332		-	-	329,332	-
2 inch WL Upgrade: Annie St		$ 572,747		-	-	572,747	-
2 inch WL Upgrade: 6th St- Vernon to		$ 879,109		-	-	879,109	-

Project	Funding Source	Total Project Cost Estimate	FY24 Budget	FY25 Planning	FY26 Planning	FY27 Planning	FY28 Planning
6 inch WL Replacement - Lexington St -		$ 1,098,910		1,098,910	-	-	-
6 inch WL Replacement - Vance St -		$ 299,539		299,539	-	-	-
2 inch WL Upgrade: Travis St.		$ 358,563		-	-	-	-
2 inch WL Upgrade: Hood St.		$ 868,444		-	-	-	-
2 inch WL Upgrade: 6th St- Thompson St		$ 360,765		-	-	-	-
BRA water supply line to SE Taylor		$ 31,250,000		-	-	-	-
	Water Subtotal:	**$ 76,871,041**	**$ 4,359,191**	**$ 9,967,601**	**$ 13,321,881**	**$ 10,038,687**	**$ 6,000,000**
	CIP Grand Totals	**$ 305,735,116**	**$ 58,781,796**	**$ 75,724,841**	**$ 67,805,361**	**$ 45,852,147**	**$ 20,160,040**

5-YEAR PRIORITIZED PROJECTS DEBT BY TYPE

Equipment	$	3,575,000
Facilities	$	70,491,000
Streets and Sidewalks	$	39,550,000
Parks	$	36,503,000
Drainage	$	34,060,855
Tax-Supported Total	$	184,179,855
Airport	$	8,345,000
Cemetery	$	1,450,000
Wastewater	$	34,889,220
Water	$	76,871,041
Enterprise Fund Supported Total	$	121,555,261

HOW DO WE FUND CAPITAL IMPROVEMENTS

- Continue with a series of $20M tax-supported issues as previously discussed?
- What is Council's priority for allocation of new debt?
- Updated utility rate study calls for $25M of new debt over next 5 years
- $6M debt issue required in Spring 2025
- Higher interest rates affect the cost/amount of debt proceeds

Growth and Development Policies

City Council Retreat – May 31, 2024

Why did we update the Comprehensive Plan and Development Regulations?

- 2018 assessment

Problem statement:

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

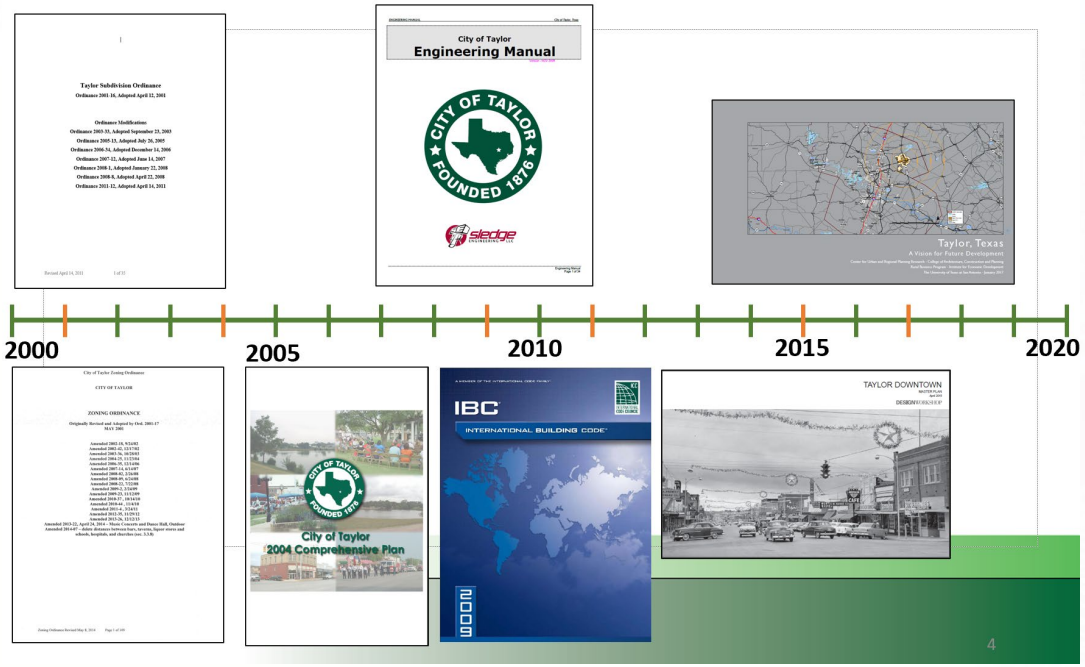
Root causes:

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

Proposed solutions:

Initiate a process to update the following:

- Comprehensive Plan
- Zoning Ordinance
- Subdivision Ordinance
- Design Criteria Manuals (engineering)
- Building Codes
- Sign Ordinance



What were the goals for the new Comprehensive Plan?

CITY OF TAYLOR, TEXAS

REQUEST FOR QUALIFICATIONS

Consultant Services for

Comprehensive Plan &

Impact Fee Study

RFQ 522-2020-01

The purpose of this planning effort is to establish a solid framework for future community growth that builds on the strengths of Taylor's historic development patterns while accommodating new development.

What was the process?

ENVISION Taylor Texas
BUILDING A STRONGER FUTURE

PROJECT TIMELINE

Taylor Texas
CITY OF TAYLOR TX

Who was involved?

- Citizens and businesses
- Advisory Committee
- Consultants
  - Lionheart Places, HDR
  - Verdunity
- City Staff
- Planning & Zoning Commission
- City Council

Who was involved?

ACKNOWLEDGMENTS

CITY OF TAYLOR

Brian LaBorde - City Manager

Jeffery Jenkins - Deputy City Manager

Tom Yantis, AICP - Assistant City Manager/Director of Development Services

Colin Harrison - Assistant Director of Development Services

Shelly Shelton, AICP - Senior Planner

McKenzi Hicks - Planning Technician

Stacey Osborne - Public Information Officer

Kendra Dubee - Communications Coordinator

PLANNING AND ZONING COMMISSION

Donna Frazier, Chair

Leland Stevens, Vice Chair

Mike Eaton, Secretary

Amy Everhart, Member

Rick Selin, Member

Annette Maruska, Member

Michael Aplin, Member

Kellie Billings-Ray, Member

Anette Maruska, Member

Nora Roy, Member

Don Mcalister, Former Chair

Faith Gardner, Former Member

CITY COUNCIL

Brandt Rydell, Mayor/District 3

Gerald Anderson, Mayor Pro Tem/District 1

Mitchell Drummond, District 2

Robert Garcia, District 4

Dwayne Ariola, At Large

COMPREHENSIVE PLAN ADVISORY COMMITTEE

Betty Day, Economic Development Corporation/Electric Reliability Council of Texas

Jeff Snyder, Business Owner

Mark Nibbelink, Downtown Property/Business Owner

Doug Moss, Downtown Property Owner/Architect

Leslie Hill, Opportunities for Williamson/Burnet Counties

Debbie Kovar, Real Estate Broker

Cliff Olle, Developer

Janetta Mccoy, Public Arts Advisory Board

Kellie Billings-Ray, Planning and Zoning Commission

Jose Orta, Community Advocate

Ed Komandosky, Lower Brushy Creek Water Control and Improvement District

Ebby Green, Taylor Housing Authority - Ex-Officio

Devin Padavil, Taylor ISD - Ex-Officio

Tia Stone, Taylor Chamber of Commerce - Ex-Officio

CONSULTANT TEAM

LIONHEART

VERDUNITY

HDR

Taylor Texas

CITY OF TAYLOR TX

What meetings were held?

Strong Towns Presentations

- Sept. 17, 2020
- August 31, 2021

Community Workshops

- Sept. 22, 2020
- March 10, 2021
- July 14, 2021

CPAC Meetings

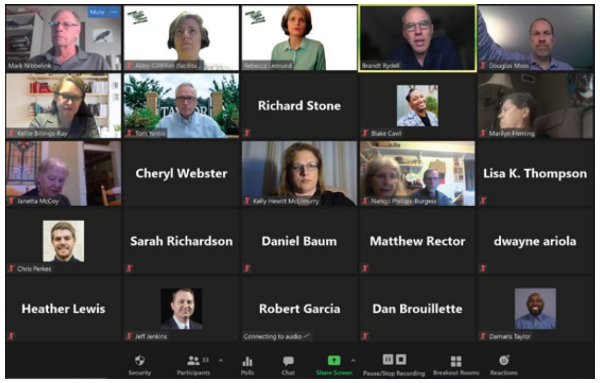
- Aug. 24, 2020
- March 1, 2021
- June 28, 2021
- July 19, 2021

Planning for Growth Workshops

- Jan. 27, 2021
- March 3, 2021
- April 7, 2021
- May 5, 2021

Other

- P&Z workshop Aug. 10, 2021
- Council, P&Z, CPAC workshop Sep. 28, 2021



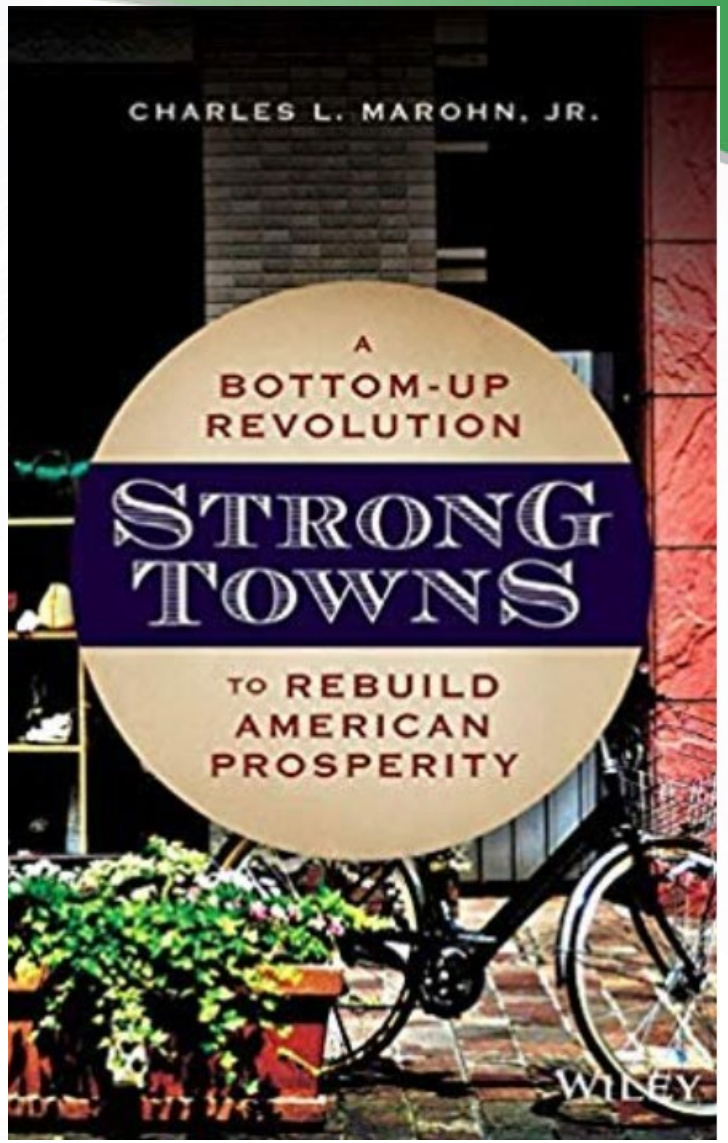
CITY OF TAYLOR TX

What's in the plan?

- Community Vision (Big Ideas)
- Future Land Use Plan
- Transportation Plan
- Housing and Neighborhoods Plan
- Implementation Plan

What is the planning framework?

- Strong Towns
- Understanding the link between land use decisions and long-term financial resiliency
- Fully accounting for infrastructure maintenance
- Recognizing that growth must be financially sustainable



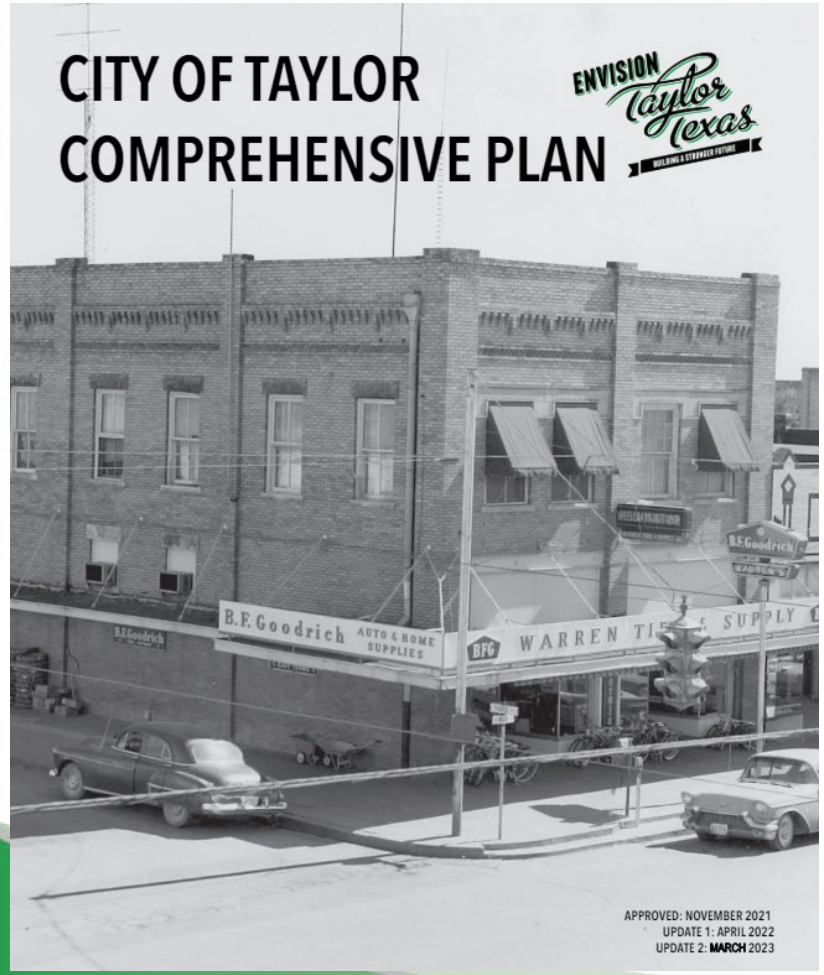
What are some Strong Towns strategies?

- Development that pays for itself now and in the future
- Investments of public funds that have high returns
- Re-investment in the core of the City
- Infill and redevelopment to utilize existing infrastructure
- Fully recognize and budget for the cost of maintenance

"The mission of Strong Towns is to support a model of development that allows America's cities, towns and neighborhoods to become financially strong and resilient."

StrongTowns.org

What are the Big Ideas in the plan?



Taylor Texas
CITY OF TAYLOR TX

BIG IDEAS

Community Character

Maintain Taylor's small-town atmosphere.

Inclusive Growth

Be intentional and thoughtful about ensuring that all people and communities benefit from growth.

Diverse Housing

Ensure that housing accommodates all ages, abilities, household types, and income.

Fiscal Sustainability and Infrastructure

Make smart investments that maximize use of existing infrastructure and provide sufficient resources for long term maintenance, repairs., and replacement.

Economic Resilience

Support and promote unique, local businesses.

What amendments have been made?

- Amendment #1 – Adopted May 12, 2022
  - To address issues related to Samsung's selection of the Taylor site
  - Updated Growth Sectors to add the area around Samsung to the Controlled Growth Sector
  - Updated Future Land Use Plan to create the Special Employment District adjacent to Samsung
  - Updated the Transportation Master Plan due to Samsung-related roadway changes
  - Update Implementation Strategies

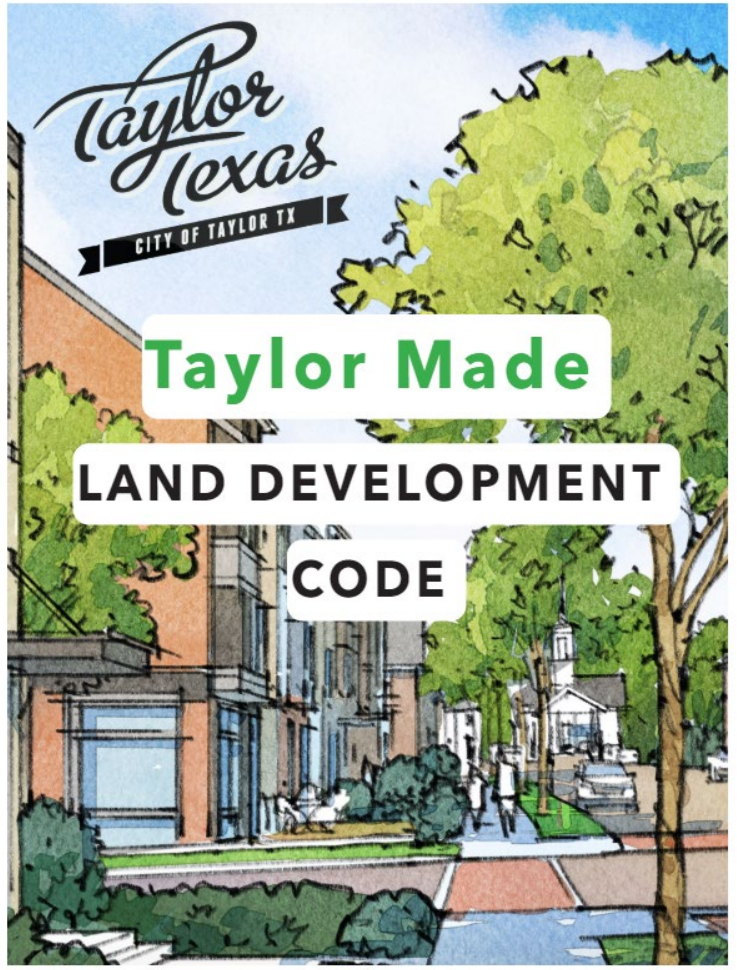
What amendments have been made?

- Amendment #2 – Adopted March 9, 2023
  - To address issues related to the Restricted Growth Sector
  - Changed Restricted Growth Sector to Future Growth Sector
  - Created two tiers for the Controlled Growth Sector
  - Modified Growth Sector boundaries to add more area to the Controlled Growth Sectors
  - Updated Implementation Strategies to add a strategy related to creating a policy for the creation of Special Districts (MUDs, PIDs, etc.)

What is the Land Development Code (LDC)?

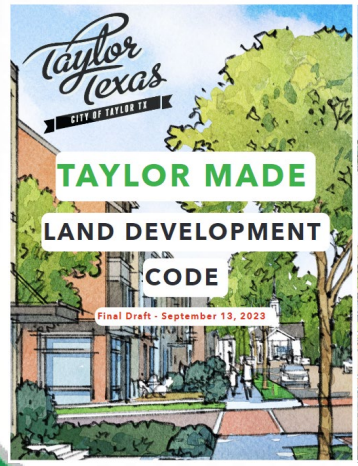
- A unified set of development regulations that includes:
  - Zoning standards
  - Subdivision standards
  - Sign standards
  - Historic preservation framework

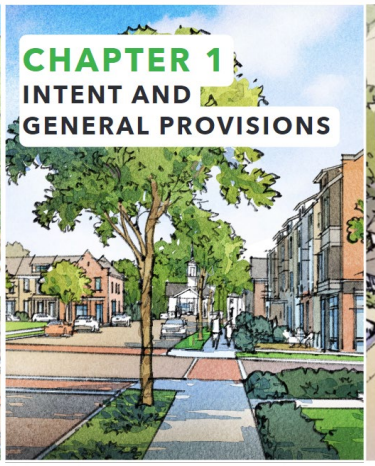
- The LDC is an implementation tool for the Comprehensive Plan

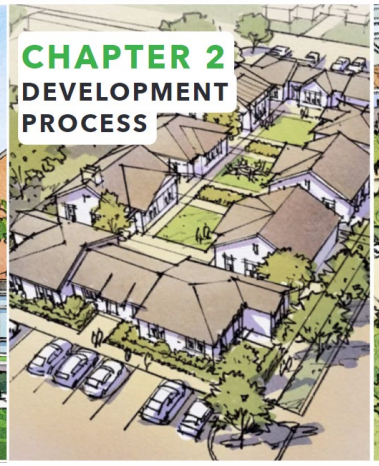


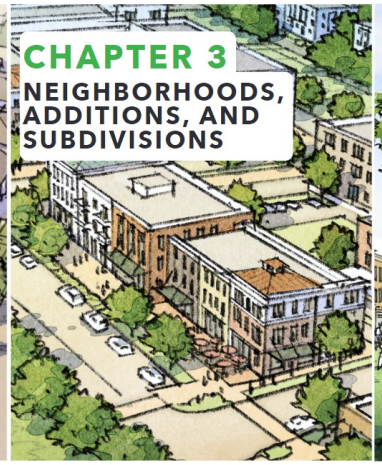
What's In the LDC?

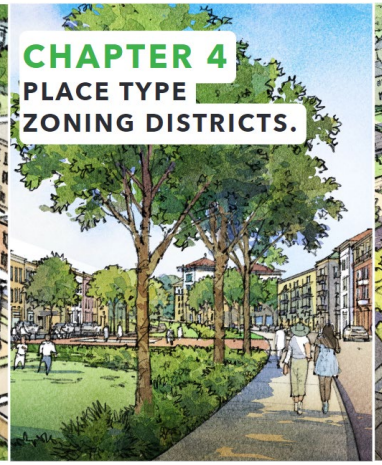
- New Zoning regulations and City-wide rezoning
- New Subdivision regulations
- New Sign regulations

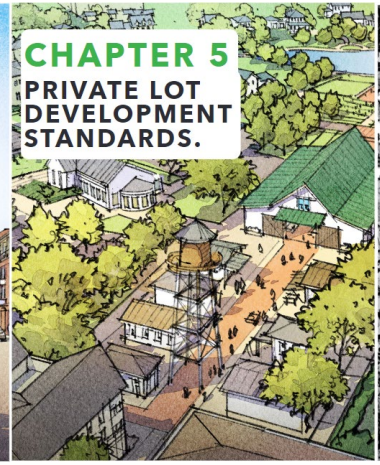


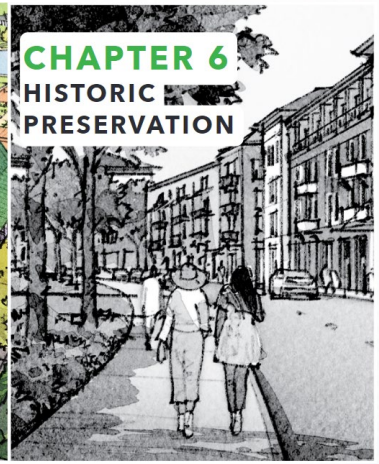












Taylor Texas
CITY OF TAYLOR TX

What was the Process for the LDC adoption?

- Contract awarded to Simplecity Design – January 13, 2022
- First public meeting (DNA Roundup) – April 19, 2022
- Second public meeting (Design Rodeo) – May 3, 2022
- Bike ride and festival booth at Blackland Prairie Days – May 7, 2022
- City Council update – June 9, 2022
- Third public meeting (Code Rodeo) – July 13, 2022
- Workshop with City Council and P&Z – August 18, 2022
- Draft Zoning Ordinance Open House – November 2, 2022 (mailed notice to all properties)
- Contract awarded to HDR to update Engineering Manual – December 8. 2022
- Drafts of LDC and Engineering Manual produced – Spring/Summer 2023
- LDC adoption workshop with P&Z – September 12, 2023
- Mailed notice to all property owners – September 2023
- LDC adoption public hearing and recommendation by P&Z – October 10, 2023
- City Council LDC presentation – October 12, 2023
- City Council public hearing and ordinance introduction October 26, 2023
- City Council adoption – November 9, 2023

Questions/Discussion

RESOLUTION R10-18

A RESOLUTION OF THE CITY OF TAYLOR ADOPTING A COUNCIL RELATIONS POLICY

WHEREAS, the Taylor City Council must bear the initial responsibility for the integrity of governance;

WHEREAS, the Council is responsible for its own development, its responsibilities, its own discipline, and its own performance;

WHEREAS, the development of the Council Relations Policy is designed to ensure effective and efficient governance;

WHEREAS, by adopting these guidelines, the Council acknowledges their responsibility to each other, to the City's professional staff, and to the public.

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

The City of Taylor Council Relations Policy is adopted to serve as the guidelines to preserve the values and integrity of representative local government and democracy.

PASSED, APPROVED AND ADOPTED THIS THE 21st DAY OF OCTOBER, 2010.

John M. McDonald

John McDonald, Mayor Pro-tem

ATTEST:

Susan Brock

Susan Brock, City Clerk

CITY OF TAYLOR

CITY COUNCIL

RELATIONS POLICY

Adopted

By

Resolution R10-8 on October 14, 2010

City of Taylor Council Relations Policy

The City Council for the City of Taylor is dedicated to ethical, efficient and orderly government wherein opportunities must be created to allow citizens to have a say in their representative government. This policy addresses the responsibilities the Council has to provide those openings. The City of Taylor Council Relations Policy is designed to make public meetings and the process of governance run more smoothly.

The integrity of the City of Taylor is built on the interaction between elected officials, City employees, and the citizens. The Council Relations Policy is intended to maintain a high level of integrity by providing a protocol for how Council members treat one another, City staff, constituents, and others they come into contact with in representing the City of Taylor. The Council Relations Policy reflects the intentions of the Taylor City Council in defining the behaviors, manners, and courtesies that are suitable for various occasions.

The constant and consistent theme through all of the conduct guidelines is "respect." Council members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the compass that can help guide Council members to do the right thing in even the most difficult situations.

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I. Overview of Roles and Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Taylor City Charter and in the Handbook for Mayors and Council members (Home Rule Cities) published by the Texas Municipal League.

Mayor's Responsibilities

- Acts as the official head of the City for all ceremonial purposes
- Chairs Council meetings
- Recognizes comments from citizens at public meetings
- Calls for special meetings
- Makes judgment calls on proclamations, special presentations, etc.
- Signs documents on behalf of the City
- Works with City Manager to prepare Council agenda
- Serves at the pleasure of the Council

Mayor Pro Tem's Responsibilities

- Serves at the pleasure of the Council
- Performs the duties of Mayor if the Mayor is absent or unable to perform mayoral duties for any reason

Council Members' Responsibilities

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council member has more power than any other Council member, and all should be treated with equal respect.

All Council members should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the City at ceremonial functions at the request of the Mayor.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Taylor government.
- Provide contact information to the City Manager's Office in case an emergency or urgent situation arises while a Council member is out of town.
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Council Relations Policy

Meeting Chair's Responsibilities

The Mayor chairs official meetings of the City Council, unless the Mayor Pro Tem or another Council member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on the specific agenda item under consideration

II. Policies and Protocol Related to Conduct

Reflecting Council Opinions Council members should remember they speak only for themselves and not other Council members.

Ceremonial Events
Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor Pro-Tem will serve as a substitute. Invitations received at City Hall are presumed to be for unofficial, personal consideration.

E-Mail Guidelines
E-mail has become a familiar form of communication between the public and its elected officials. It is important to remember that e-mails held by elected officials regarding their position are a form of public record and must be maintained as per the Open Records Act. When a Council member receives a personalized e-mail, the Council member should acknowledge the receipt of the e-mail and concern voiced through a reply e-mail. The response should be polite and careful in regard to any personal opinions expressed on the issue. If a reply is sent, the City Manager and/or City Clerk should be copied if there is any further action and/or official response needed in regard to the e-mail.

Correspondence Signatures
Council members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Council member or City staff. If correspondence is addressed only to one Council member, that Council member should check with staff on the best way to respond to the sender.

Public Hearing Protocol
The applicant or appellant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The Chair will determine how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. The applicant or appellant ~~will~~ may be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Council members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker and staff. "I think" and "I feel" comments by Council members are not appropriate until after the close of the public hearing. Council members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.
Main motions may be followed by amendments, followed by substitute motions. Any Councilmember can call for a point of order. Only Council members who voted on the prevailing side may make motions to reconsider.

Agenda Development Participation
Any Council member can request an item be placed on the agenda for future discussion. The request should be made to the City Manager generally before noon a two weeks before the meeting. The City Manager will discuss the item with the Council member and the Mayor to determine the appropriate placement of the item on the agenda.

III. Council Relations with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council members may "agree to disagree" on contentious issues.

IN PUBLIC MEETINGS

Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the comments of Council members on track during public meetings. Council members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

Avoid personal comments that could offend other Council members If a Council member is personally offended by the remarks of another Council member, the offended Council member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council member to justify or apologize for the language used. The Chair will maintain control of this discussion.

Demonstrate effective problem-solving approaches Council members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

Continue respectful behavior in private

The same level of respect and consideration of differing points of view deemed appropriate for public discussions should be maintained in private conversations.

Be aware of the insecurity of written notes, voicemail messages, and e-mail

Technology allows words written or said without much forethought to be distributed wide and far. Council members should take into consideration that anything sent out via fax, voicemail, e-mails, or correspondence could be distributed to the media and citizens. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

Even private conversations can have a public presence

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

IV. Council Relations with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff who implement and administer the Council's policies. Woodrow Wilson called this the politics-administration dichotomy, but governance of a municipality is in reality a team effort. Cooperation and mutual respect are essential from each individual for the good of the community.

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

Limit contact to specific City staff

Questions of City staff and/or requests for additional background information should be directed only to the City Manager, City Attorney, City Clerk or Department Directors. The City Manager's Office should be copied on any request, except those to the City Attorney.

Requests for follow-up or directions to staff should be made only through the City Manager or the City Attorney when appropriate. When in doubt about what staff contact is appropriate, Council members should ask the City Manager for assistance. Materials supplied to a Council member in response to a request will be made available to all members of the Council so that all have equal access to information.

The Council should not entertain or respond to any staff complaints. Any discussions of this nature should be referred directly to the City Manager. The Council should never speak critically to a member of City staff about other City staff, other Council members, and/or Council decisions.

Do not disrupt City staff from their jobs

Council members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

Never publicly criticize an individual employee

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

Do not get involved in administrative functions

Council members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, or granting of City licenses and permits. The Taylor City Charter also addresses the role of the City Council in regard to administrative functions.

Check with City staff on correspondence before taking action

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.

Be selective and careful attending meetings with City staff unless requested by staff

Even if the Council member does not say anything, the Council member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively. This policy does not apply to social functions, such as conferences, etc.

Do not solicit political support from staff

Council members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

V. Council Relations with Citizens

IN PUBLIC MEETINGS

The Taylor City Council welcomes requests, suggestions, and viewpoints of residents of the City and considers the responsible presentation of these viewpoints as vital to effective municipal government. Council members also recognize their responsibility for proper governance and the need to conduct its business in an orderly and effective manner. The Council therefore establishes the following procedures to receive citizen input during public meetings.

1. Amount of time allocated

The Mayor will be responsible for recognizing any speakers, maintaining proper order, and adhering to any time limit set. Ordinarily, each speaker shall be afforded three minutes in which to make their presentation to the Council. Groups of citizens who wish to be heard on the same topic should designate a spokesperson when requested to do so by the Mayor.

2. Protocol for addressing the City Council

There shall be a time designated for the City Council to hear from the public at the beginning of City Council meetings held at City Hall. The Mayor has the right to limit the number of speakers, as well as the amount of presentation time allocated to each speaker. If there are a large number of speakers wanting to address an issue, the Mayor may request or designate a spokesperson for groups wanting to speak with the Council.

If an item on the Council agenda for that meeting provides for a public hearing, the person wishing to make comments on that item shall speak at the time of the public hearing. (See Public Hearing Protocol under Policies and Protocol Relating to Conduct)

Requests to be heard regarding an item(s) on the regular agenda that does not have a public hearing should be made to the City Clerk prior to the start of the meeting. A "request to speak" form, provided by the City, requesting to be heard regarding a specific agenda item(s) shall contain the citizen's name, address, telephone number, and subject agenda item(s) number, which the speaker wishes to address. The form can be picked up at City Hall or in the Council Chambers, and must be turned in to the City Clerk prior to the item being addressed.

Speakers shall address the Council from the podium where a microphone insures that the audience can hear the speaker and a record of all comments may be made. If a speaker asks a question during the time designated for public comment under this policy, it will be not be answered at this time but may be answered during the agenda item. Any comment or discussion by any Council member about the subject of the inquiry shall only be made at the time the subject is scheduled for consideration on the Council agenda (Government Code 551.042).

3. Protocol for dealing with requests made by citizens

Citizens with specific requests should first discuss them with the City Manager or City staff. The Council will consider requests that remain unresolved after being addressed through proper administration channels. Citizens who have not attempted to resolve situations at lower levels will be directed to the City Manager.

4. Protocol regarding complaints against City personnel

Negative comments regarding City personnel by name or title may not be made in open session (due to confidentiality provisions contained in the Texas Public Information Act and other state and federal laws). Specific complaints regarding municipal employees may be taken up with the employee's supervisor or City Manager.

Disruption of meetings by word or actions of any person may result in removal from the meeting by law enforcement officials.

IN UNOFFICIAL SETTINGS

Make no promises on behalf of the Council

Council members will frequently be asked to explain a Council action or give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, plant new flowers in the median, etc.).

Make no personal comments about other Council members

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council members, their opinions and actions.

Remember that Taylor is a small town

Council members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper behavior in the City of Taylor. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

VI. Council Relations with Other Public Agencies

Be clear about representing the City or personal interests

If a Council member appears before another governmental agency or organization to give a statement on an issue, the Council member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Council member is representing the City, the Council member must support and advocate the official City position on an issue, not a personal viewpoint.

If the Council member is representing another organization whose position is different from the City, the Council member should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Council members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

Correspondence also should be equally clear about representation
City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence should be given to the City Clerk to be filed as part of the permanent public record.

City letterhead will not be used for correspondence of Council members representing a personal point of view, or a dissenting point of view from an official Council position.

VII. Council Relations with Boards and Commissions

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

If attending a board or commission meeting, be careful to only express personal opinions
Council members may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Council member at a board or commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

Limit contact with board and commission members to questions of clarification
It is inappropriate for a Council member to contact a board or commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council members to contact board or commission members in order to clarify a position taken by the board or commission.

Remember that boards and commissions serve the community, not individual Council members
The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Council members, nor should Council members feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, attendance records, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

Be respectful of diverse opinions
A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council members may have a closer working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all citizens serving on boards and commissions.

Keep political support away from public forums
Board and commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council members may support board and commission members who are running for office, but not in an official forum in their capacity as a Council member.

Inappropriate behavior can lead to removal
Inappropriate behavior by a board or commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council and the individual is subject to removal from the board or commission.

VIII. Council Relations with the Media

The media (newspapers, radio, television, etc.) frequently contacts Council members for information and quotes.

The best advice for dealing with the media is to never go "off the record"

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted. Council members should not feel obligated to speak to the media. "No comment" can be an acceptable response.

The Public Information Officer is the official spokesperson for the representative on City positions

The Public Information Officer, appointed by the City Manager is the designated representative to present and speak on the official City position. If the media contacts an individual Council member, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint. Council members are encouraged to refer media contacts to the Public Information Officer.

All City press releases should go through the Public Information Officer's Office for distribution

The Public Information Officer's Office maintains up-to-date contact information for all local media outlets that cover Taylor. In order to insure that all media outlets are treated fairly, news releases should be submitted to the PIO's Office for review and distribution coordination. Some items may be best handled as a "media advisory" or a feature story suggestion. Other items may be best handled as correspondence to a particular group.

Choose words carefully and cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Remember the media lives by a tight deadline

Because of the daily demands of the media business, deadlines are one of the most important factors for members of the media in determining what stories will be run. Because of these deadlines, it is essential for Council members to quickly reply to members of the media when they call for information on a story.

IX. Sanctions

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

Inappropriate Staff Behavior

Council members should refer to the City Manager any City staff that does not follow proper conduct in their dealings with Council members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. Please refer to the section on Council Relations with City Staff for more details on interaction with City staff.

Council Members Behavior and Conduct

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Taylor and with inter-government agencies). Serious infractions of the Council Relations Policy could lead to other sanctions as deemed appropriate by Council.

Council members should point out the offending Councilmember infractions of the Council Relations Policy. If the offenses continue, then the matter should be referred to the Mayor, City Manager, and/or City Attorney in private. It is the responsibility of the City Manager and/or City Attorney to speak with the offending Council member in private about the offenses.

It is the responsibility of the City Manager and/or City Attorney to inform Council members of the repeated infractions and initiate action if a Council member's behavior may warrant sanction.

X. Principles of Proper Conduct

Proper conduct IS…

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT…

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner
- Any conduct which could bring disrespect and tarnish the reputation of the Council, their office or the City

It all comes down to respect

Respect for one another as individuals … respect for the validity of different opinions … respect for the democratic process … respect for the community that we serve.

XI. Glossary of Terms

Attitude: The manner in which one shows one's dispositions, opinions, and feelings.

Behavior: External appearance or action; manner of behaving; carriage of oneself.

Civility: Politeness, consideration, courtesy.

Conduct: The way one acts; personal behavior.

Courtesy: Politeness connected with kindness.

Decorum: Suitable, proper, good taste in behavior.

Manners: A way of acting; a style, method, or form; the way in which things are done.

Point of Order: An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration.

Point of Personal Privilege: A challenge to a speaker to defend or apologize for comments that a fellow Councilmember considers offensive.

Propriety: Conforming to acceptable standards of behavior.

Protocol: The courtesies that are established as proper and correct.

Respect: The act of noticing with attention; holding in esteem, courteous regard.