# AGENDA

CITY OF TAYLOR, TEXAS

# CITY COUNCIL MEETING

CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET

OCTOBER 26, 2017, 6:00 P.M.

**CALL TO ORDER AND DECLARE A QUORUM**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PROCLAMATIONS**

1. Proclamation: Arbor Day, November 4, 2017 (Council Member Garcia)
2. Proclamation: Municipal Courts Week, November 6-10, 2017. (Mayor Pro Tem Lopez)
3. Proclamation: Veterans Day is November 11, 2017. (Council Members Gonzales, Ariola, and Garcia)

**ANNOUNCEMENTS**

**CITIZENS COMMUNICATION**

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

**CONSENT AGENDA**

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

4. Approve minutes for October 12, 2017. (Susan Brock)

**REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION**

5. Receive update on customer service training. (Kim Peterson)
6. Consider awarding bid for airport hangar fire suppression improvements. (Casey Sledge)
7. Discuss and receive information and consider taking action on utility account assistance options. (Rosemarie Dennis)
8. Discuss board membership of the Taylor Economic Development Corporation and types of economic development corporations. (Isaac Turner)
9. Receive update on efforts to develop historic preservation ordinance. (Ashley Lumpkin)
10. Receive update on review schedule for development ordinances. (Ashley Lumpkin)
11. Consider proposed future agenda topics and items for discussion. (Mayor)

**ADJOURN**

The Council may vote and/or act upon each of the items listed in this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including: Section 551.071 (Consult with attorney); Section 551.072 (Real Property); Section 551.073 (Gifts and Donations); Section 551.074 (Personnel Matters); Section 551.076 (Security Devices); and Section 551.087 (Economic Development). I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 pm on October 23, 2017 and remained posted for at least 72 hours continuously before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

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

Posted By: Susan Brock Date 10/23/17

Susan Brock, City Clerk

# Announcements

| | | |
|---|---|---|
| • Main Street Car Show | Downtown | Sat. Oct 28, 10 am |
| • Prescription Drug Take Back | City Hall Parking Lot | Sat. Oct. 28, 10-2pm |
| • Haunted Taylor Tours | Downtown | Sat. Oct. 21 and 28<br>7:30-8:30 pm |
| • Halloween Spooktacular | Downtown | Tues. Oct. 31, 6 pm |

*City Council Meeting*
*October 26, 2017*
*Agenda Item Transmittal*

**Agenda Item #:** **1**

**Agenda Title:** Proclamation: Taylor Arbor Day is November 4, 2017.

**Council Action to be taken:** Council Member Garcia will present proclamation

**Initiating Department:** Parks and Recreation

**Staff Contact:** **Mike De Vito, Director**

## 1. INTRODUCTION/PURPOSE

To proclaim November 4, 2017 as Taylor Arbor Day.

## 2. DESCRIPTION/ JUSTIFICATION

This proclamation satisfies additional requirements for the Tree City USA program.

## 3. FINANCIAL/BUDGET

## 4. TIMELINE CONSIDERATIONS

This year's Arbor Day activities will be held on Saturday, November 4, 2017 in accordance with this proclamation.

## 5. RECOMMENDATION

Staff requests the Mayor to present this proclamation.

## 6. REFERENCE FILES

1a. Proclamation

PROCLAMATION

# Arbor Day

**Whereas**, Arbor Day was first observed in 1872 with the planting of more than a million trees in Nebraska and is now observed throughout the nation and the world; and

**Whereas,** we, the City of Taylor, in accordance with the State of Texas and the Arbor Day Foundation, wish to beautify our community through the planting of trees; and

**Whereas,** by planting trees in our parks and community, we enhance the beauty, health and quality of life or our residents and of our community as a whole;

**Now, therefore**, as Mayor of the City of Taylor, I do hereby proclaim November 4, 2017 as

## Taylor Arbor Day

in the City of Taylor, Texas as a way to celebrate and support the protection of our trees.

**Proclaimed** this 26th day of October, 2017.

____________________________________

Brandt Rydell, Mayor

# City Council Meeting
# October 26, 2017
# Agenda Item Transmittal

| | |
|---|---|
| **Agenda Item #:** | **2** |
| **Agenda Title:** | Proclamation: Recognizing November 6-10, 2017 as Municipal Courts Week. |
| **Council Action to be taken:** | Mayor Pro Tem Lopez will present proclamation. |
| **Initiating Department:** | City Administration |
| **Staff Contact:** | Esther Walton, Clerk of Municipal Court of Records/Administrator |

## 1. INTRODUCTION/PURPOSE

To recognize the important role municipal courts play in helping maintain and improve the quality of life of a community.

## 2. DESCRIPTION/ JUSTIFICATION

The Texas Municipal Courts Education Center encourages communities to celebrate Municipal Courts Week by recognizing the value of their judges, court support personnel and prosecutors and the work that they do.

## 3. FINANCIAL/BUDGET

## 4. TIMELINE CONSIDERATIONS

Municipal Court Week is November 6-10, 2017.

## 5. RECOMMENDATION

Present proclamation.

## 6. REFERENCE FILES

2a. Proclamation

# PROCLAMATION

**Municipal Court Week**
**November 6-10, 2017**

Whereas, the Municipal Court of Taylor has existed since 1914; and

Whereas, Municipal Judges and court personnel have pledged to be impartial, rendering equal service to all, and conform to the standards set by the Canons of Judicial Conduct; and

Whereas, the Municipal Court serves as the local justice center for the enforcement of local ordinances that protect the peace and dignity of our community; and

Now, therefore, as Mayor of the City of Taylor, I do hereby proclaim the week of November 6-10, 2017, as

## Municipal Court Week

and extend our appreciation to the City of Taylor Municipal Judge and court support staff for the services they perform.

Proclaimed this, the 26th day of October, 2017.

________________________________
Brandt Rydell, Mayor

*City Council Meeting*
*October 26, 2017*
*Agenda Item Transmittal*

**Agenda Item #:** **3**

**Agenda Title:** Proclamation: Veterans Day is November 11, 2017.

**Council Action to be taken:** Council Members Ariola, Garcia, and Gonzales to present

**Initiating Department:** **City Administration**

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

## 1. INTRODUCTION/PURPOSE

This proclamation is to recognize November 11th as Veterans Day and to show support for those activities in the schools and community to honor those who served and those who continue to serve. We honor their service.

## 2. DESCRIPTION/ JUSTIFICATION

## 3. FINANCIAL/BUDGET

## 4. TIMELINE CONSIDERATIONS

## 5. RECOMMENDATION

## 6. REFERENCE FILES

3a. Proclamation

# PROCLAMATION

**Whereas**, November 11 is known as Veterans Day and a time when we have the opportunity to show our appreciation to all American veterans; and

**Whereas**, millions of men and women have served in our military branches performing acts of bravery, serving with honor and making sacrifices for all of us; and

**Whereas**, Veterans Day is a time to remember these heroes and to honor the memories of those who lost their lives; and is also a time to thank all of the men and women of our armed forces who continue to fight for freedom throughout the world today; and

**Whereas,** their service reminds each of us to hold dear the many liberties we enjoy today. Let us honor the heroes we have lost and dedicate ourselves to support the next generation of veterans as they return home from duty.

**NOW, therefore**, as the Mayor of the City of Taylor, I do hereby honor our veterans and proclaim November 11, 2017 as

**Veterans Day**
in
Taylor, Texas

Proclaimed this 26th day of October, 2017.

____________________________________

Brandt Rydell, Mayor

# *City Council Meeting*
# *October 26, 2017*
# *Agenda Item Transmittal*

| | |
|---|---|
| **Agenda Item #:** | **4** |
| **Agenda Title:** | Approve minutes for October 12, 2017. |
| **Council Action:** | Approve by consent or approve with corrections |
| **Initiating Department:** | City Management/City Clerk |
| **Staff Contact:** | **Susan Brock, City Clerk** |

## 1. INTRODUCTION/PURPOSE

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

## 2. DESCRIPTION/ JUSTIFICATION

N/A

## 3. FINANCIAL/BUDGET

N/A

## 4. RECOMMENDATION

Approve as submitted or amend with changes noted.

## 5. REFERENCE FILES

a. Minutes October 12, 2017

The City Council of the City of Taylor met on October 12, 2017, at City Hall, 400 Porter St., Taylor, Texas. Noting the absence of Council Member Chris Gonzales, Mayor Brandt Rydell declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Council Member Dwayne Ariola
Council Member Robert Garcia
Mayor Pro Tem Christine Lopez

Isaac Turner, City Manager
Ted Hejl, City Attorney
Susan Brock, City Clerk

INVOCATION

Fire Chief Pat Ekiss led the group in prayer.

PLEDGE OF ALLEGIANCE

PROCLAMATION

1. PROCLAMATION: NATIONAL FRIENDS OF THE LIBRARY WEEK, OCTOBER 15-21, 2017.
   Mayor Rydell presented a proclamation to Karen Ellis, Library Director, and members of the Friends of the Library who are celebrating National Friends of the Library Week.

ANNOUNCEMENTS

Mayor Rydell read a list of upcoming community events and activities.

CITIZENS COMMUNICATION

No one came forward during this time.

CONSENT AGENDA

2. APPROVE ORDINANCE 2017-23 REGARDING A REQUEST FOR A SPECIFIC USE PERMIT FOR A YOGA STUDIO LOCATED ON 6TH STREET.

ORDINANCE NO. 2017-23

AN ORDINANCE APPROVING A SPECIFIC USE PERMIT FOR PROPERTY BEING CITY OF TAYLOR, BLOCK 41, LOT 6 (E/PT), ALSO KNOWN AS 407 WEST 6TH STREET IN TAYLOR, WILLIAMSON COUNTY, TEXAS, FOR A YOGA STUDIO/CENTER USE IN THE MF-2 HIGH DENSITY MULTIFAMILY DISTRICT SUBJECT TO THE ATTACHED CONDITIONS OF APPROVAL; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE SPECIFIC USE PERMIT ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.

3. APPROVE ORDINANCE 2017-15 REGARDING AMENDING THE LANDSCAPE ORDINANCE AND A TREE MITIGATION POLICY.

ORDINANCE NO. 2017-15

AN ORDINANCE AMENDING ZONING ORDINANCE NO. 2010-12 ADOPTED BY THE CITY OF TAYLOR, TEXAS ON JUNE 22, 2010 AS HERETOFORE AMENDED, BY MODIFYING 28-29(B)(1) REQUIRED SITE LANDSCAPING AND TABLE 4.1 – REQUIRED LANDSCAPING, AMENDING SECTION 28-31 TREE PRESERVATION AND PROTECTED TREES, AND MODIFYING APPENDIX A – PREFERRED PLANT LIST AND APPENDIX B – INVASIVE PLANTS

4. APPROVE ORDINANCE 2017-26 REGARDING DONATION BINS.

ORDINANCE 2017-26

AN ORDINANCE AMENDING ZONING ORDINANCE NO. 2001-17 ADOPTED BY THE CITY OF TAYLOR, TEXAS ON APRIL 24, 2001 AS HERETOFORE AMENDED, BY ADDING SECTION 3.5.2.10, DONATION CONTAINERS AND RECYCLE BINS AS AN ACCESSORY USE AND ADDING DONATION CONTAINERS AND RECYCLE BINS TO SECTION 11, DEFINITIONS.

5. APPROVE MINUTES FOR SEPTEMBER 28, 2017.
   Mayor Pro Tem Lopez moved to approve the consent agenda as presented and Council Member Ariola seconded the motion. VOTE: Four voted AYE. Motion passed.

(Council Member Chris Gonzales joined the meeting at 6:12 p.m.)

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

6. CONSIDER AND TAKE ACTION TO ADOPT ORDINANCE 2017-30 AUTHORIZING THE ISSUANCE OF THE CITY OF TAYLOR TEXAS GENERAL OBLIGATION REFUNDING BONDS; LEVYING AN AD VALOREM TAX IN SUPPORT OF THE BONDS; ESTABLISHING PROCEDURES FOR SELLING AND DELIVERY OF ONE OR MORE SERIES OF THE BONDS; AND AUTHORIZING OTHER MATTERS RELATING TO THE BONDS.
   Ms. Rosemarie Dennis, Finance Director, presented an ordinance for consideration regarding an opportunity to allow the city to take advantage of lower interest rates and refund the 2008 and 2010 bond series. Ms. Jennifer Douglas with Specialized Public Finance estimates the potential for savings at $196,438 over the life of the issuance which is twelve more years. With no objections, and on a single reading Mr. Hejl introduced the ordinance as presented and Council Member Ariola moved to approve the ordinance and to authorize other matters relating to the bonds as presented; Mayor Pro Tem Lopez seconded the motion. VOTE: Five voted AYE. Motion passed.

ORDINANCE NO. 2017-30

ORDINANCE AUTHORIZING THE ISSUANCE OF THE CITY OF TAYLOR, TEXAS GENERAL OBLIGATION REFUNDING BONDS; LEVYING AN AD VALOREM TAX IN SUPPORT OF THE BONDS; ESTABLISHING PROCEDURES FOR SELLING AND DELIVERY OF ONE OR MORE SERIES OF THE BONDS; AND AUTHORIZING OTHER MATTERS RELATING TO THE BONDS.

7. <u>CONSIDER APPROVING ECONOMIC DEVELOPMENT AGREEMENT FOR PROJECT BAY.</u>

   Mr. Mark Thomas, Executive Director of the Taylor Economic Development Corporation (TEDC), presented a 380 Economic Development agreement with HCLP Holdings, Ltd. to build a new housing truss and panel facility on approximately 28 acres. The initial capital investment is a minimum of $4 million dollars and a building of at least 60,000 square feet to be annexed upon completion. The agreement includes job grants and a fifty percent sales and property tax rebate for a five year period. The agreement also states that the City and the TEDC will split the cost of extending services to the site and construct a lift station that will eventually serve the adjacent area. The investment will be partially reimbursed when additional sites develop and pay the required impact fees.

   Council Member Ariola moved to approve the verified and correct draft agreement and to modify it with the approved language on annexation after January 1, 2018. Mayor Pro Tem Lopez seconded the motion. VOTE: Five voted AYE. Motion passed.

8. <u>CONSIDER APPROVING ECONOMIC DEVELOPMENT AGREEMENT FOR PROJECT X.</u>

   Mr. Thomas presented an overview of the proposed agreement with V-Tex Logistics LLC, also known as Valero, to build a fuel distribution center outside the current city limits, but within the extraterritorial jurisdiction. He stated that the project developer has agreed to provide landscaping, upgraded fencing standards, appropriate sign requirements, and a drainage plan that does not increase runoff after the development, as well as meeting the current adopted Fire Code. Under the agreement V-Tex will make payments equal to the ad valorem taxes in lieu of annexation. In addition to the tax payments the company has also agreed to provide the city a onetime benefit of $500,000, an ongoing annual civic contribution of at least $25,000 to one or more civic and/or charitable organizations, and up to six acres of land on an adjacent tract for construction of a future fire station. The company will also pay the Transportation User Fee and the Municipal Drainage Utility System fees as it would if it was located within the City limits.

   Mayor Rydell invited citizens who had signed up to speak to come forward. Those who expressed safety concerns about the project included Ms. Carol Fox, a Circleville resident, Mr. and Mrs. Jeff and Tammy Keys, 2302 Meadow Lane. Mr. David Giles, Valero Public Policy Director, responded to their concerns. Fire Chief Pat Ekiss expressed his support of the plan presented by Valero to address any safety concerns. Council Member Garcia asked about the threat of hunters in the area. Ms. Katie Miller, CR366, also expressed her concern for safety, smell, and traffic.

   With no other comments or discussion Council Member Ariola moved to approve the agreement as presented and Mayor Pro Tem Lopez seconded the motion. VOTE: Five voted AYE. Motion passed.

9. CONSIDER AWARDING REQUEST FOR QUALIFICATIONS (RFQ) FOR HERITAGE PARK PROJECT.

Mr. Casey Sledge, Consulting City Engineer, provided information on the response to a Request for Qualifications on the Heritage Park project. The City received three responses and Baird Williams Construction scored the highest. Council Member Ariola expressed concerns about holding the firm accountable and requested they consider using local labor when possible. Mr. Sledge explained that the contract itself must still be negotiated. Council Member Garcia expressed concern about the potential of increased maintenance costs.

Hearing no further comments or discussion Council Member Gonzales moved to award the RFQ to Baird Williams construction for Design Build services for the Heritage Square Park project. Mayor Pro Tem Lopez seconded the motion. VOTE: Five voted AYE. Motion passed.

10. CONSIDER APPROVING LEASE AGREEMENT FOR EQUIPMENT FOR PARKS MAINTENANCE.

Mr. Mike DeVito, Parks Director, presented a request to approve a lease agreement for equipment for parks maintenance. The proposed plan includes a lease of two John Deere XUV Gators through the John Deere Lease Program and the lease of two Ventrac tractors through the C&M Equipment lease program. All other equipment will be purchased through the finance program for each company. He noted that the Hustler mower will be purchased locally from Williamson County Equipment.

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

11. RECEIVE TAYLOR CHAMBER OF COMMERCE QUARTERLY REPORT FOR JULY-SEPTEMBER, 2017.

Ms. Tia Stone, President of the Taylor Chamber of Commerce, presented the regular quarterly report for activities and expenses for July through September of this year. Council Member Ariola moved to accept the report as presented and Council Member Gonzales seconded the motion. VOTE: Five voted AYE. Motion passed.

12. RECEIVE UPDATE ON WASTE WATER TREATMENT PLANT EMERGENCY REPAIRS.

Mr. Sledge presented a review of project costs and equipment purchased or to be purchased. Council Member Gonzales moved to accept the report as presented and Council Member Garcia seconded the motion. VOTE: Five voted AYE. Motion passed.

13. RECEIVE STREETS AND GROUNDS MAINTENANCE PLAN.

Mr. Jim Gray, Director of Public Works, presented a long-range plan for streets and parks/grounds maintenance. He stated that staff is currently contracting some maintenance out for street projects and herbicide programs at the Regional Park, and they are looking at a possible increase in service levels over the next fiscal year.

Council Member Ariola moved to accept the plan as presented with a request to provide more data before making any decisions on how to proceed and Mayor Pro Tem Lopez seconded the motion. VOTE: Four voted AYE; one NO (Garcia). Motion passed.

14. RECEIVE REPORT ON AN EMPLOYEE SATISFACTION SURVEY.
Ms. Kim Peterson, Director of Human Resources, provided information on what has been implemented regarding the employee satisfaction survey. A professional has been hired to conduct a Survey of Employee Engagement in November and results will be made available to Council early next year. Council Member Garcia moved to accept the report as presented and Mayor Pro Tem Lopez seconded the motion. VOTE: Five voted AYE. Motion passed.

15. DISCUSS AND CONSIDER FUTURE MEETING DATES.
Ms. Brock presented a request to consider a change in the regular meeting schedule for the remaining year due to holidays and a request to hold special meetings.

Council Member Gonzales moved to cancel the November 23 and December 28 regular council meetings and to set special meetings on November 30 and December 7 for a workshop to receive the Combined Strategic Facilities Master Plan. Council Member Garcia seconded the motion. VOTE: Five voted AYE. Motion passed.

16. RECEIVE INFORMATION REGARDING CLOSED/EXECUTIVE SESSION GUIDELINES.
Mayor Rydell stated that this item would not be presented at this meeting.

17. CONSIDER PROPOSED FUTURE AGENDA TOPICS AND ITEMS FOR DISCUSSION.
Mayor Rydell asked Council Members for future agenda items. Council Member Ariola asked for information on the city owned trustee properties. Council Member Garcia requested more information regarding the development ordinances addressed at the Growth Summit and a discussion about an entertainment district. (The PID and Charter amendments are planned for future meetings.)

(Mayor Rydell stated that there was no need to enter into executive session.)

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

19. CONSIDER ACTION FROM EXECUTIVE SESSION.

Council did not meet in closed session and therefore there was no action on this item.

ADJOURN

With no further action Mayor Rydell declared the meeting adjourned at 9:47 p.m.

Brandt Rydell, Mayor

ATTEST:

Susan Brock, City Clerk

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☒ Economic Vitality

# *City Council Meeting*
# *October 26, 2017*

**Agenda Item #:** **5**

**Agenda Title:** Receive report on Customer Service Training.

**Council Action to be taken:** Receive Presentation

**Initiating Department:** Human Resources

**Staff Contact:** Kim Peterson, Director

## 1. PURPOSE/DESCRIPTION

The City entered into an agreement with Coleman and Associates to provide customer service training. The training was held for Development Services, Utility Billing and additional staff who have a high level of contact with the public or managers who supervise those staff. The purpose of the training is to continuing improving the development process, including customer service, for prospective developers and visitors to the City.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

An overview of the Customer Service Training provided as part of this program will be presented by Dr. Troy Coleman as well as plans for future training strategies.

## 3. FUNDING SOURCE

## 4. TIMELINE CONSIDERATIONS

## 5. OTHER OPTIONS (In order of preference)

## 6. ATTACHMENTS

5a. Presentation.

City of Taylor, Texas

# SERVING CUSTOMERS City Council Briefing

## Customer Service Training for Development Services Team

26 October 2017

presented to

**City of Taylor City Council**

Troy L. Coleman Ph.D.

COLEMAN & ASSOCIATES CONSULTANTS

3102 Maple Avenue, Suite 400
Dallas, TX 75201
214.370.9933
drtroycoleman@msn.com
colemanandassociatesconsultants.com

# Goals for Serving Customers Training

**At the end of the session participants were able to…**

- Understand what Serving Customers is and what it isn't.
- Clarify individual and team responsibilities for success.
- Clarify the importance of personal *ownership* and personal *accountability* for success.
- Understand personal role and commitment to serve customers.
- Respond to the concern for challenging customer service situations.
- Equip employees with skills and techniques for working with difficult customers.

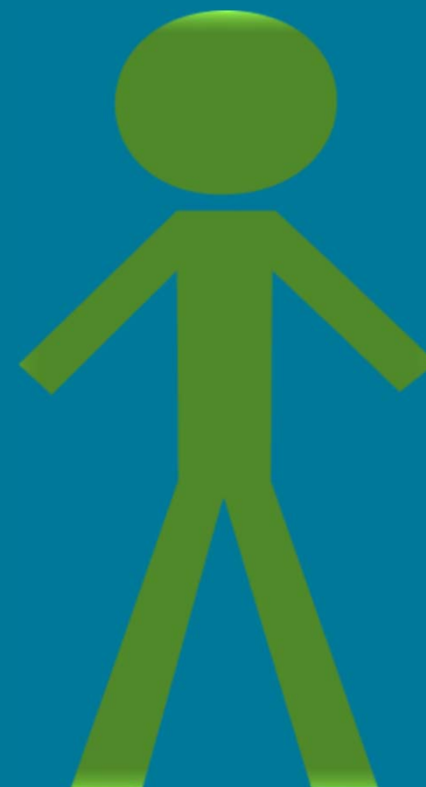
# What is Serving Customers?

Directly and intentionally engaging with customers through listening, empathy, caring, compassion, mutual respect, and personal patience to achieve promised results.

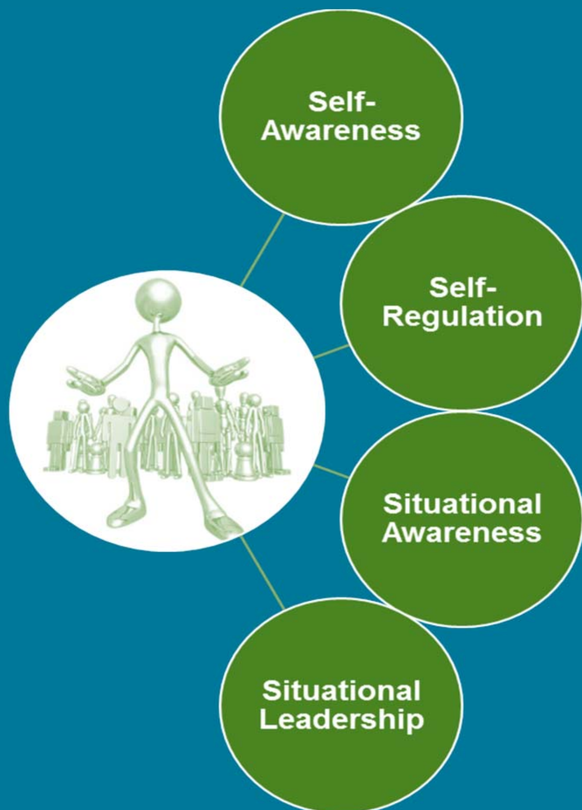
COLEMAN & ASSOCIATES CONSULTANTS

# Self-Awareness – Essential for Leading: Who Am I?

Being self-aware positions us to make choices for how we act in response to the demands of a situation.



# Leader Competencies for Serving Customers




- How I see myself
- What I see myself doing

- Managing my impulses
- Setting and acting on personal goals

- Respecting current reality
- Communicating and collaborating with others

- Leading according to needs and demand
- Setting clear boundaries

# Special Note – Personal Responsibility

"Between stimulus and response there is a space. In that space is our power to choose our response. In our response lies our growth and our freedom."

-Victor Frankl

# Communicate, Communicate, Communicate

**The two-way, process used to share ideas, beliefs, facts or information with another person or group.**

COLEMAN & ASSOCIATES CONSULTANTS

# Organization Culture

The collection of attitudes, experiences, beliefs, norms, and values shared by employees that shapes behavior and interactions with each other – the way we do things here.


# Customer-Centric Culture: Serving Customers

Ordinances

Managed Expectations

Laws

Capabilities

Attitudes

Values


Rules of Engagement

Business Strategy

Guidelines

Aspirations

Systems & Practices

Beliefs

COLEMAN & ASSOCIATES CONSULTANTS

# Rules of Engagement

The rules or protocol that define the circumstances, conditions, and manner in which actions are applied to successfully accomplish the mission, vision, goals, and strategic objectives of a group.

# Follow Up Activities

- Establish a commitment to serving customers.
- Adopt core values by which your commitment to serve is based.
- Adopt “Rules for Engagement” setting standards for Customer Engagement.
- Engage in shared responsibility for successful service.
- Communicate openly and honestly, and with a sense of urgency.
- Commit to the belief that ‘everyone is your customer’.
- Be consistent and laser-focused – ‘play full out’ with every customer contact.
- Discuss successes, and update ’serving customers’ plans as needed.
- Engage elected and appointed leaders to embrace the ‘serving customers’ approach.

# *City Council Meeting*
# *October 26, 2017*

STRATEGIC PILLAR

☒ Streets/Infrastructure

☐ Quality of Life

☒ Economic Vitality

**Agenda Item #:** 6

**Agenda Title:** Consider awarding the bid for the airport hangar fire suppression improvements.

**Council Action to be taken:** Award bid as presented

**Department Submitted:** Airport

**Staff Contact:** Casey Sledge, Consulting Engineer

## 1. PURPOSE/DESCRIPTION

New T-hangars that have been installed at the airport are required by the City to have a fire suppression system installed prior to use. This proposal is for the design and installation of a fire suppression system meeting the City requirements. Proposals were opened on 10/23/2017 and recommendation is attached.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

One proposal was received and it was from Ranger Builders, LLC from Saginaw, Texas. The proposal is for $38,500 and the project was budgeted for $60,000 in FY 2016/17 with funds coming from the Airport Fund.

## 3. FUNDING SOURCE

Airport fund.

## 4. TIMELINE CONSIDERATIONS

Project is expected to be complete by December 2017.

## 5. OTHER OPTIONS (In order of preference)

## 6. ATTACHMENTS

6a. Award letter
6b. Proposal submitted by Ranger Builders, LLC

481 TUCEK ROAD TAYLOR, TX 76574
PH 512.365.1888
FAX 512.365.1962
www.sledge.biz

October 23, 2017

Isaac Turner – City Manager
City of Taylor
400 Porter Street
Taylor, TX 76574

**RE: City of Taylor – Airport T-Hangar Fire Suppression Improvements**
***Award Recommendation***

Dear Mr. Turner:

Statements of Qualifications (SOQs) for the above referenced project were received at 2:00 p.m. on October 23, 2017 via electronic submittal. The Project includes design and installation of fire suppression system for the t-hangar recently completed with the TxDOT Aviation project.

There was one (1) company that submitted Competitive Sealed Proposals. No addendum was issued for the Request for Proposals.

The Competitive Sealed Proposal was reviewed and had all required documents submitted.

***It is respectfully recommended that the City of Taylor award Ranger Builders LLC the contract for Design and Installation of T-Hangar Fire Suppression System and Taylor Municipal Airport in the amount of $38,500.***

If you have any questions about the Competitive Sealed Proposal process, please contact me. Thank you.

**Sledge Engineering, LLC**
*TBPE Firm #F-7769*

Jennifer A Black

**Jennifer A. Black, P.E.**
**Senior Project Manager**

# Taylor Municipal Airport

400 Porter Street
Taylor, TX 76574

# T-Hangar Fire Suppression

## Competitive Sealed Proposal

*October 23, 2017*

**Prepared by:**
**Ranger Builders LLC**
**360 S Blue Mound Rd**
**Saginaw, Texas 76131**
**817-847-7757**

RANGER
BUILDERS LLC

**PRICE PROPOSAL**
**PORTION OF COMPETITIVE SEALED PROPOSAL**

(THIS FORM MUST NOT BE REMOVED FROM THE PROPOSAL DOCUMENTS. REVISED FORMS ISSUED BY ADDENDA SHALL BE ATTACHED TO THE DOCUMENTS.)

Date October 23, 2017

PROJECT:

Taylor Municipal Airport
T-Hangar Fire Suppression

TO: City of Taylor
c/o Jennifer Black
Jennifer@sledge.biz

FROM: Ranger Builders LLC
360 S Blue Mound Rd
Saginaw, TX 76131
817-847-7757 or 817-847-8699
Donald Vickery Donald@rangerbuilders.com
***(Name, Address, Telephone, and Email of Primary Contact of Respondent)***

1. The undersigned RESPONDENT proposes and agrees, if this Proposal is accepted, to enter into an agreement with OWNER in a form acceptable to the OWNER to perform and furnish all Work as specified or indicated in the Contract Documents for the Proposal Price and within the Proposal Times indicated in this Proposal and in accordance with the other terms and conditions of the Contract Documents.

2. RESPONDENT accepts all of the terms and conditions of the Advertisement or Invitation to Proposal and Instructions to Respondents, including without limitation those dealing with the disposition of Proposal security. This Proposal will remain subject to acceptance for thirty (30) days after the day of Proposal Deadline. RESPONDENT will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Requirements within seven (7) days after the date of OWNER's Notice of Award.

3. In submitting this Proposal, RESPONDENT represents, as more fully set forth in the Agreement, that:

(a) RESPONDENT has examined and carefully studied the Proposal Documents and the following Addenda receipt of all which is hereby acknowledged: (List Addenda by Addendum Number and Date)

N/A-No Addenda issued

(b) RESPONDENT has visited the site, if necessary, and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance and furnishing of the Work.

(c) RESPONDENT is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

(d) RESPONDENT/PROPOSER has carefully studied all reports and all drawings of physical conditions in or relating to existing structures at the site. PROPOSER accepts the OWNER has provided as much data as possible to assist in the Proposal. PROPOSER acknowledges that such reports and drawings are not Contract Documents and may not be complete for PROPOSER's purposes. PROPOSER acknowledges that the OWNER does not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to the site. PROPOSER has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by PROPOSER and safety precautions and programs incident thereto. PROPOSER does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Bid for performance and furnishing of the Work in accordance with the times, price and other terms and conditions of the Contract Documents.

**(e)** RESPONDENT is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Proposal is submitted as indicated in the Contract Documents. **PROPOSER accepts responsibility to coordinate schedule with the Owner as required to ensure timely installation of fire suppression system.**

(f) RESPONDENT has correlated the information known to RESPONDENT, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations investigations, explorations, tests, studies and data with the Contract Documents.

4. For lump sum contracts, the amounts shall be full compensation for the associated work and changes in the final payment amount may only be made by change order as provided for in the Contract.

5. RESPONDENT agrees that the Work will be substantially completed and ready for final payment on or before the dates or within the number of calendar days indicated in the Agreement.

RESPONDENT accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.

6. The following documents are attached to and made a condition of this Proposal:
N/A

7. Communications concerning this Proposal shall be addressed to:
The address of RESPONDENT indicated above.

8. PROPOSER agrees that if notice of award is extended to the Proposer it will, in a diligent

manner, execute a Contract and deliver Surety Bonds (Performance and Payment Bonds) and Insurance of Certificate that are in compliance with Owner's requirements within seven (7) days following notice of Award. **NOTE**: performance and payment bonds will be waived by Owner if the Contractor agrees to accept a one-time payment made after completion of the work and receipt of the Owner of a Certificate of Bills Paid.

9. Bid proposal for the scope of work:

**Base Bid: Design and install fire suppression system in new T-Hangars.**

The undersigned hereby agrees to furnish all labor, required materials, equipment, tools, delivery charges, taxes, permits, services, bonds, as stated in the project plans and specifications to complete execution of the Project Work for the lump sum of:

A. Thirty Eight Thousand Five Hundred Dollars & Zero Cents Dollars
$ 38,500.00 (No Tax)

SUBMITTED on October 23, 2016

State Contractor License No. N/A---Texas VID# 12708459099

If RESPONDENT is:

An Individual N/A

By ______________________________ (SEAL)
(Individual's Name)

A Partnership-N/A
By ______________________________ (SEAL)
(Firm Name)

______________________________

(General Partner)

Business address:________________________________________

________________________________________________

Phone No.:___________________________________________

A Corporation

By: Ranger Builders LLC (SEAL)

(Corporation Name)

Texas

(State of Incorporation)

By Daniel Shipman (SEAL)

(Name of Person Authorized to Sign)

Vice President

(Title)

(Corporate Seal)



Attest Patrick Boaz

(Secretary)

Business address: 360 S Blue Mound Rd Saginaw, TX 76131

________________________________________________

Phone No.:___________________________________________

A Joint Venture- N/A

By______________________________________________ (SEAL)

(Name)

________________________________________________

(Address)

By______________________________________________ (SEAL)

(Name)

________________________________________________

(Address)

Phone Number and Address for receipt of official communications

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above

**Proposer's Qualification Statement**

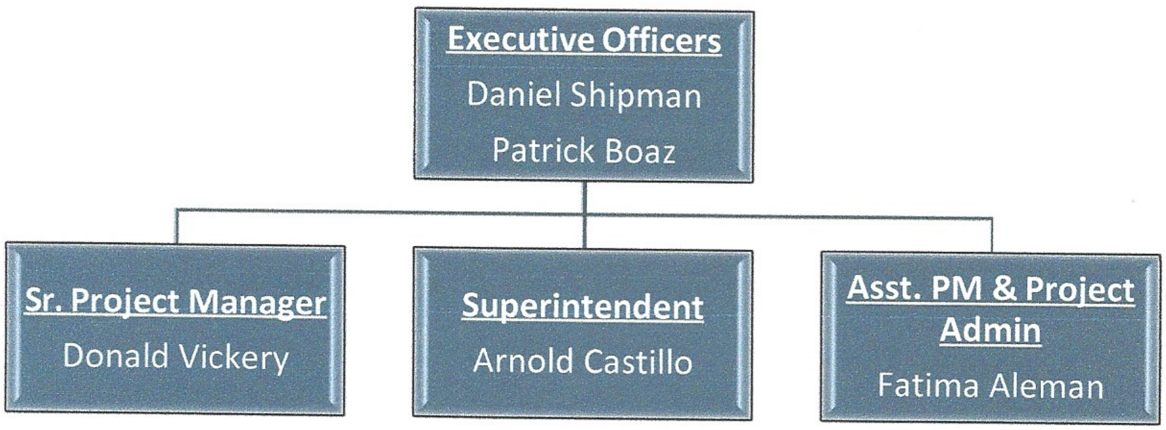
***** Information to be submitted by Respondents for Competitive Sealed Proposals *****

## 1. BACKGROUND, EXPERIENCE, QUALIFICATIONS AND SAFETY PROGRAM

The Owner will consider the following during the evaluation process:

a. Current business organizational structure, type of business structure; stability of organization
Ranger Builders is a limited liability corporation with an organizational structure more in line with a Functional Structure. Our infrastructure is of sound stability with our current construction team in place.

b. Organizational chart




c. Bond history
Capability to bond letter included in Appendix A
Ranger Builders LLC has maintained their surety needs since 2009 with the Baldwin Cox Agency. Our current bonding limits are $3,000,000 single job with a $6,000,000 aggregate work program.

d. Litigation history
Ranger Builders LLC does not have any past or pending litigation or claims filed against the firm that may affect performance under a Contract with the Owner. Nor are we in default on any loan agreement or financing agreement.

e. Number of years performing construction-contracting work under current name and/or previous business name(s)—Eight (8) years

f. Availability of equipment and facilities
Ranger Builders LLC own their own equipment and for larger equipment utilizes the services of rental companies with accounts in good standing. WE utilize our inhouse shop and warehouse for fabrication and storage of materials and equipment.

g. Financial status

Ranger Builders LLC is in good financial status.

h. Summarize your FIRM'S experience and competence relevant to the proposed project. Briefly describe three (3) completed projects that demonstrate your capabilities to perform this work. **Projects specific to Governmental Entities Owners and Fire Suppression should be included.**

Ranger Builders LLC has a knowledgeable and dedicated team comprised of over 80 years combined experience in renovations, life safety upgrades, and new construction projects with budgets ranging from $200K to over $3M. Our familiarity with such diverse and sometimes non-conventional project environments has resulted in our developing a wide spectrum of available resources, allowing us to overcome most unexpected challenges and keep the projects moving forward as scheduled. We believe advanced scheduling, effective communication, flexible work schedules (nights/weekends) and a willingness to go above and beyond what is expected are an absolute must in order to have success when working in these environments.

1. **TFC – Department of Public Safety Buildings A & C**
   Retrofit and Renovation of the fire sprinkler system, included asbestos abatement, wet and dry systems, pre-action systems, electrical work, patch paint and repair of penetrations and coordination with alarm contractor working under a separate contract. Building was fully occupied and operational throughout the entire construction process.
2. **DCCD-Northlake College**
   Retrofit and Renovation to include additional fire sprinkler systems, fire alarm systems in multiple buildings and the Auditorium. Scope of work includes electrical including tying into existing fire alarm systems, replacing ceilings, and fireproofing. Campus was fully operational and buildings were occupied during the day resulting in crews working at night and without disrupting or delaying the start of classes or activities the next day.
3. **Purdue University-Lynn Hall**
   Installed a fire sprinkler and fire alarm system in the teaching veterinary hospital. Installation of 300' of underground fire line up to building and make all street repairs after fire line installed.

i. Summarize your FIRM'S record of on-time completion for projects relevant to the proposed projects.

In the last eight years of business to dates, Ranger Builders LLC has never been in default for meeting completion dates as indicated in the contract and schedule. Our team works diligently to ensure that we complete on or ahead of the scheduled completion date.

j. Provide qualifications and experience of the CONSTRUCTION TEAM that will be directly involved in the Project, including their experience with similar projects, the number of years with the FIRM, and their city(s) of residence. Include as applicable; Project Managers, Superintendents, Assistant Project Managers and Superintendents, Expeditors, Project Scheduler, Quality Control Inspectors, Safety Coordinator.

Resumes are provided as a component of **Appendix A** for the following team members:

**Patrick Boaz**, Vice President/CFO

Mr. Boaz is one of the founding owners of Ranger Builders and has been a high-level Project Manager on all jobs performed by Ranger Builders since inception in 2009. His residence is in Decatur, Texas.

**Donald Vickery**, Senior Project Manager

Mr. Vickery has been the Senior Project Manager for Ranger Builders since 2012. He has over 23 years of professional experience and has his OSHA 30 Hour Certification. His residence is in Paradise, Texas

**Fatima Aleman**, Assistant Project Manager

Ms. Aleman will also function as Project Administrative Assistant and Project Scheduler. She has been with Ranger Builders for two (2) years. Her residence is Fort Worth, Texas.

**Arnold Castillo**, Superintendent

Mr. Castillo will also function as Quality Control Inspector for the project as well as has his OSHA 30 Hour Certification. He has been with Ranger Builders for eight (8) years. His residence is in Corsicana, Texas.

h. Identify and describe the CONSTRUCTION TEAM'S past experience for providing construction services that are MOST RELATED TO THIS PROJECT within the last three (3) years. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:

| | |
|---|---|
| 1. **Name and Location of Project:** | North Lake College Fire Sprinkler Installation<br>5001 N MacArthur Blvd. Irving, Texas 75038 |
| **Contract Amount:** | $1,850,000.00 |
| **Percent Complete:** | 100% |
| **Projected Completion Date:** | Final Completion on May 12, 2017 |
| **Project Manager:** | Patrick Boaz |
| **Superintendent:** | Arnold Castillo |
| **Owner Reference Contact:** | **Name**: July Lembke<br>**Telephone:** 214-637-4222<br>**Address:** 14131 Midway Road, Ste 660 Addison, Texas 75011 |
| **A/E Reference Contact:** | **Name:** Robert Spotts<br>**Telephone:**214-638-7599 x105<br>**Address:** 14135 Midway Rd Addison, Texas 75001 |

2. **Name and Location of Project:** UT Southwestern Medical Center Building q
Cooling Tower Fire Sprinkler Install
5323 Harry Hines Blvd. Dallas, Texas 75390

**Contract Amount:** $974,761.90
**Percent Complete:** 100%
**Projected Completion Date:** Final Completion on January 25, 2017
**Project Manager:** Donald Vickery
**Superintendents:** Arnold Castillo & Rosalio Ibarra
**Owner Reference Contact:** **Name**: Jake Roysdon
**Telephone:** 214-645-7126
**Address:** 5323 Harry Hines Blvd. Dallas, Texas 75390
**A/E Reference Contact:** **Name:** Aon Fire Protection Engineering
**Telephone:** 972-234-1617
**Address:** 1701 N. Collins Blvd. Ste 235 Richardson, Texas 75080

3. **Name and Location of Project:** Purdue University-Lynn Hall Sprinkler Hall Installation
625 Harrison Street West Lafayette, Indiana 47906

**Contract Amount:** $1,294,110.78
**Percent Complete:** 100%
**Projected Completion Date:** Project Complete-Final Completion July 2015
**Owner Reference Contact:** **Name**: Margaret Danao
**Telephone:** 765-494-8005
**Address:** 610 Purdue Mall West Lafayette, Indiana 47907
**A/E Reference Contact:** **Name:** Scholer Corporation
**Telephone:** 765-474-1478
**Address:** 111 Walter Scholer Drive Lafayette, Indiana 47909

4. **Name and Location of Project:** University of Houston-Wortham Theater Fire Sprinkler Install
501 Texas Avenue Houston, Texas 77002

**Contract Amount:** $900,930.24
**Percent Complete:** 100%
**Projected Completion Date:** Project Complete-Final Completion February 28, 2013
**Owner Reference Contact:** **Name**: James Prochaska
**Telephone:** 713-743-4805
**Address:** 4800 Calhoun Road Houston, Texas 77004
**A/E Reference Contact:** **Name:** Walter P Moore
**Telephone:** 713-630-7300
**Address:** 1301 McKinney Street, Ste 1100 Houston, Texas 77010

5. **Name and Location of Project:** TFC-Department of Public Safety Building A&C Renovation
5805 N Lamar Blvd. Austin, Texas 78752

**Contract Amount:** $2,114,196.00
**Percent Complete:** 100%
**Projected Completion Date:** Project Complete-Final Completion May 1, 2013
**Owner Reference Contact:** **Name**: Keith Hall
**Telephone:** 512-463-1690
**Address:** 4800 Calhoun Road Houston, Texas 77004
**A/E Reference Contact:** **Name:** Jerry Hunter
**Telephone:** 512-241-2105

i. Safety Program. Describe your FIRM's job site safety program for this Project and specific safety policies in which employees must be in compliance.

The Ranger Builders company policy is dedicated to providing a safe and healthy work environment all team members and customers. We enforce and follow operating practices that will safeguard employees and the public. **We believe all accidents are preventable**. Therefore, we make every effort to implement proper training and updates through safety meetings to prevent accidents and meet established safety and health laws & regulations.

1. **Assignment of Responsibilities**

   Safety is everyone's responsibility. All employees are instructed to practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This is list should not be construed as all-inclusive and is subject to change as needed.

a. **Management/Project Manager Responsibility**

- Provide sufficient staffing, funds, time, training resources and equipment so employees can work safely and efficiently.
- Demand safe performance from each employee and express this demand periodically or as deemed necessary.
- Delegate the responsibility for a safe performance to the Superintendent and Employees, as appropriate.
- Hold every employee accountable for safety and evaluate performance accordingly.
- Periodically review the Safety Program effectiveness and results.

b. **Superintendent Responsibility**

- Provide the resources, direction, and audits to integrate safety into the jobsite by holding weekly meetings utilizing Toolbox or Safety Outlines.
- Observe work activities to detect and correct unsafe actions
- Advise employees and subcontractors on safety policies and procedures.
- Assure that all newly hired employees are given a thorough orientation concerning safety policies, guidelines and reporting procedures.
- Make available all necessary personal protective equipment, job safety material and first aid kit.
- Review all accidents with management and employees and ensure that corrective action is taken immediately.
- Submit all workers compensations claims timely so employee gets proper medical care and returns to work as quickly as possible.
- Maintain a safe and drug free workplace

c. **Employees and Subcontractor Responsibility**

- Comply with all implemented safety programs, rules, regulations, procedures and instructions that are applicable to his/her own actions and conduct.
- Use precaution and awareness while performing daily duties.
- Use all safety devices and personal protective equipment provided.
- Repost all hazards, incidents and near-miss occurrences to their supervisor regardless of whether or not injury or property damage was involved.
- Attend weekly meetings with supervisor to review guidelines and safety updates.
- Maintain a safe and drug free workplace.

**2. Accountability for Safety**

Ranger Builders LLC takes employee and public safety in the highest regards. Everyone is accountable for safety. Accidents, unsafe working conditions, and unsafe acts jeopardize both employees and company resources. Injuries and illnesses result in inconvenience and possible delay of schedule along with additional costs for the company. We provide sufficient staffing, funds, time, training, resources and equipment so a safe environment is present on our jobsites for all.

## i. PROPOSED PLAN, SCHEDULE & QUALITY CONTROL PROGRAM

A. Describe your proposed work plan for this project.

Upon completion of design and approval of the drawings for the project we will mobilize our installation team with materials. Installation of the riser up and main through the hangar will be completed first. Once the main has been installed and elevations established the branch lines and heads will be installed through the hangars. After the system is installed it will be air tested prior to calling inspections and our team is satisfied with the system, city inspections will be called. Once we successfully complete the inspections the team will do a final clean and demobilize.

B. Describe your construction management approach and ability to coordinate work with all subcontractors and suppliers in order to meet the deadlines established in the submitted construction schedule.

Daily communications between our job site superintendent, subcontractors and the project manager facilitate the management of this schedule, allowing us to make timely adjustments to the work flow to ensure cost control and meeting appropriate budgets. Meetings with fire sprinkler design & installers, fire alarm installers, electricians and other required major sub-contractors experienced with commercial work, in addition to the onsite review will allow Ranger Builders, LLC to provide any potential value engineering opportunities that may present themselves during the preparation stages of the project. These same meetings will also allow Ranger Builders, LLC to fine tune an established project schedule that will be acceptable to the facility, the building occupants and the sub-contractors. Necessary adjustments will be made to keep all parties on the construction, design, and management side informed of progress and any needs the project may have to reach completion.

The personnel to be assigned to this project are seasoned professionals with experience in the full retrofit and life safety upgrade aspect of the industry. These individuals will have more than ample time to dedicate to the successful completion to this project in an efficient manner.

C. Describe your ability to complete the project within the schedule taking into account existing commitments.

Ranger Builders LLC has teams of seasoned sprinkler installation professionals stationed in various cities throughout Texas with concentrations of these team members based in DFW, Austin, Houston, and San Antonio. Provided we do not encounter an extended review by the Authority Having Jurisdiction which we do not believe to be an issue, given our current workload and the number of installers we have available, meeting the demands of this project will be well within our means.

D. Describe your ability to identify and resolve potential issues, delays, etc.

With life safety retrofit projects being our focus and multiple such successful projects on our resume, Ranger Builders, LLC has extensive experience with the challenges and problem solving unique to this type of project. We have found careful preparation starting with on-site visits and planning meetings prior to mobilization and strong field supervision working with a team of experienced installers who plan ahead in order to facilitate a constantly forward moving project by seeing and avoiding potential issues before they affect the project. Years of experience working in retrofit and renovation projects as well as new construction has given our team ample experience in field adapting designs to real world conditions while maintaining design and project integrity.

E. Describe your back-up/contingency plan for any unanticipated delays.

Given the clean nature of this particular installation, with appropriate planning there should not be any delays. However, if there are failures in the initial supply chain we have relationships with multiple suppliers to resolve those issues quickly. Additionally, should installation progress see any sort of delay we have more than enough manpower located closely enough to bring in on the project to resolve those issues

F. Describe your quality control program. Explain the methods used to ensure quality control during the Construction phase of a project.

Ranger Builders utilizes the entire construction team throughout the project to ensure the highest quality control and standards are met. All employees both directly working for Ranger Builders, as well as those of subcontractors are properly trained and experienced in their field of work and, as required, appropriately licensed in their trade.

The project manager reviews all product submittals prior to submission for adherence to specifications. Daily reports supplied by the superintendent are reviewed and additional issues are addressed in the daily communications. The project manager has a weekly on-site visit for field verification of work quality and punch list status. As each project will have its own special conditions, the final quality control process is refined on a project by project basis. Scheduled visits are modified to fit special needs or requirements as necessary. Each program is set to ensure the final product is of the highest standards and quality.

The on-site Superintendent supervises the work on a daily basis to verify all applicable codes at the local, state, and federal levels are met as well as trade specific standards. Additionally, materials are field verified for adherence to specifications and approved submittals.

G. Describe how your quality control team will measure the quality of construction performed by subcontractors on this Project, and how will you address non-conforming work.

Any work or materials deficient of meeting the standards in place are documented on a daily basis by the Superintendent subsequently followed by providing direction to make corrections to the appropriate parties. Once corrected, they will be field verified and confirmed as compliant. Quality control of subcontractors will be handled the same way as if they were Ranger employees. The Superintendent will thoroughly walk the project at the end of each shift and document. Any work that is found to be non-conforming will be remedied the following shift. If the same person, or subcontractor, repeatedly performs sub-par work, they will be removed from the project and replaced All items documented as non-conforming are corrected and punch lists are made, dispersed, and checked for completion prior to all inspections with the owner's inspectors. Proper quality control is crucial to efficiency and providing an end product that meets the highest

**H.** Provide complete construction schedule assuming a notice to award will be provided on October 27, 2017 (actual notice of award date may be different). The Work can commence on site as soon as possible but no later than **November 8, 2017.**

Schedule is included in Appendix A

# APPENDIX A

BONDING CAPABILITY LETTER

CONSTRUCTION TEAM RESUMES

SCHEDULE

BID BOND (IF NEEDED)

CERTIFICATE OF INSURANCE (IF NEEDED)

October 23, 2017

Sledge Engineering LLC
481 Tucek Road
Taylor, TX 76574
Attn: Jennifer Black

**Re: Taylor Municipal Airport T-Hanger Fire Suppression**

We are pleased to write to you concerning Ranger Builders LLC. We have had the privilege of providing for their surety needs since 2004. Their current bonding limits are $3,000,000 single job with a $6,000,000 aggregate work program. We would anticipate no problem in providing the customary performance and payment bonds for their normal scope of work, should Ranger Builders enter into a written contract with Taylor Municipal Airport.

The surety for this principal, Merchants Bonding Company (Mutual) is an AM Best rated "A VII" company and is an admitted surety in the state of Texas. Merchants Bonding Company (Mutual) also appears on the U.S. Treasury list of approved companies.

Although Ranger Builders has our highest recommendation, execution of any final bonds would be subject to a review of the contract terms and conditions, including any requested bind forms, and also their current financial standing at the time of the request.

This letter is written for no consideration and is not a legally binding document or commitment to provide future bonds.

If you have any further questions please don't hesitate to give me a call at 972-331-3717.

Best Regards,

Brady K Cox

Brady K. Cox
Attorney-in-Fact
Developers Surety and Indemnity Company

# PATRICK BOAZ

President/CFO

360 S. Blue Mound Road • Saginaw, TX 76131
Phone: (817) 946-1972 • Fax: (817)-847-5864

## Responsibilities

Preemptive leadership responsible for complete project management of multi-family construction and multi-million dollar commercial construction projects start to finish. Responsible for outstanding comprehensive coordination and management, of a subcontractor based construction projects and P&L operations, over the lifetime of the project and beyond. These responsibilities include but are not limited to, pre-construction coordination between Ranger Builders, general contractors, engineering design teams, municipal engineer design and permit processing, defining and refining the scope of the project. Meticulous managed solicitation of Vendors contracting with the most capable, highly qualify economically advantageous labor force, with honed contacts to bring projects in budget and on time. Skilled in critical path schedules, management of budgets and variance reports, cost progressive AIA reports combined with a comprehensive ability to manage analyze and review RFC's, and all project changes.

## Professional Experience

A results driven, skilled professional with exception ethical work practices, astute vision, and willing to go the extra mile attitude. Twenty-one years field and executive management experience in all types of residential, commercial and multi-family construction as it relates to Fire Sprinklers, ADA and Life Safety upgrades. As one of the founding partners of Ranger Fire and Ranger Builders, Patrick is a true comprehensive project manager, whose superior knowledge of delegated scheduling of aggregate vendors, suppliers and subcontractors from conception to completions, insures maximum profitability.

## Applicable Project Experience

- Project Manager or Executive Managing Partner for all projects conducted by Ranger Builders since inception in 2009
- Project Manager or Executive Managing Partner for all projects conducted by Ranger Fire, Inc. since inception through early 2016.

# DONALD VICKERY

**Sr. Project Manager**
**360 S Blue Mound Rd**
**Saginaw, Texas 76131**
**817-847-8699 . 817-847-5864**

## Responsibilities

Preemptive leadership responsible for complete project management of multi-family construction and multi-million dollar commercial construction projects start to finish. Responsible for outstanding comprehensive coordination and management, of a subcontractor based construction projects and P&L operations, over the life time of the project and beyond. These responsibilities include but are not limited to, pre-construction coordination between owners, general contractors, engineering design teams, municipal engineer design and permit processing, defining and refining the scope of the project. Meticulous managed solicitation of Vendors contracting with the most capable, highly qualify economically advantageous labor force, with honed contacts to bring projects in budget and on time. Skilled in critical path schedules, management of budgets and variance reports, cost progressive AIA reports combined with a comprehensive ability to manage analyze and review RFC's, and all project changes.

## Professional Experience

A Results driven, skilled professional with exception ethical work practices, astute vision, and willing to go the extra mile attitude. Eighteen years field experience, recognized as a team player, in all types of residential, commercial and multi-family construction. A manager, who maintains profession open working relationships, and an open communication style with owners, developer and governing entries, throughout the entire construction process. A True comprehensive project over-sight manager, whose superior knowledge of delegated scheduling of aggregate vendors, suppliers and subcontractors from conception to completions, insures maximum profitability.

## Applicable Project Experience

Cooling Tower Fire Protection - University of Texas Southwestern Medical Center – Dallas, TX
Zachry Fire & Safety Upgrade – Texas A&M University – College Station, TX
Biological Sciences East & West Automatic Sprinkler System Installation – College Station, TX
Department of Public Safety Headquarters – Texas Facilities Commission - Austin, TX
Perry Castaneda Library Sprinkler Renovation – UT Austin – Austin TX
Wortham Theatre Life Safety Renovation – University of Houston – Houston TX
Thermal Energy Plant Sprinkler Renovation– UT Southwest Medical Center – Dallas, TX
Waggener Hall Life Safety Renovation – UT Austin – Austin Texas

## Education

B.A. Criminal Justice, Minor in Psychology
University of Texas at Arlington

## Years of Experience

Industry-Wide: 23 Years

## Certifications & Skills

OSHA 30 hr. Safety Course

UCSD-7001031

# International Safety Education Institute (ISEI)

UC San Diego | Extension

INTERNATIONAL SAFETY EDUCATION INSTITUTE (ISEI)

American Safety Council

## DONALD VICKERY

Has diligently and with merit completed a

30-Hour OSHA Hazard Recognition Training for the Construction Industry Course

on 7/26/2012

from the University of California San Diego International Safety Education Institute (ISEI).

CEUs Awarded: 3.0

Director: **Scott MacKay**

# Arnold Castillo

**SUPERINTENDENT**

360 S Blue Mound Rd • Saginaw • Texas
Phone: (817) 847-7757 • Fax: (817) 847-5864 • Cell: (214) 516-2878

## Responsibilities

Responsible for on-site supervision and management, planning and scheduling sequence of work, facilitates tool box talks and safety meetings, coordinates trades, and preparing daily and weekly reports. Coordinates work with client, inspectors and building occupants. Also provides weekly quality control inspections to the Project Manager.

## Professional Experience

Over thirteen years supervision experience in fire sprinkler work including 6 years in fire sprinkler retrofit work specifically. Retro sprinkler installation supervision includes coordination with building occupants, managing field installation, managing materials deliveries, coordination with other subcontractors, and quality control. This experience and learned management skills allow him to manage and coordinate all trades without sacrificing quality or owner satisfaction while making sure all target dates are met in a safe manner. He has a history of maintaining positive and productive relationships with the development team and subcontractors.

## Applicable Project Experience

Ranger Builders, LLC, Grapevine, TX

- Dallas County Community College--Northlake College--Superintendent
- University of Texas at Austin – Sid Richardson Hall –Superintendent
- Texas A&M University – BSBW and BSBE –Assistant Superintendent
- Texas A&M University – Heldenfels and Butler Buildings –Assistant Superintendent
- Iowa State University - Helser Hall – Assistant Superintendent

NuFlorz, Inc., Syracuse, NY – Supervisor 2000 – 2011

Carrier Air, Syracuse, NY – Supervisor

Burdick Auto Mall, Cicero, NY – Supervisor

Multiple facilities, factories, businesses, and schools throughout the Eastern United States. Both as an Installer and Supervisor.

| Education | Certifications & Skills | Years of Experience |
|---|---|---|
| | OSHA 30 Hour Training | 13 years fire sprinkler experience |

RANGER

UCSD-7012836

# International Safety Education Institute (ISEI)

UC San Diego Extension
ISEI INTERNATIONAL SAFETY EDUCATION INSTITUTE

American Safety Council

## ARNOLD CASTILLO

Has diligently and with merit completed a

30-Hour OSHA Hazard Recognition Training for the Construction Industry Course
on 10/28/2014

from the University of California San Diego, Extension International Safety Education Institute (ISEI)

Director: Grace Miller

# Fatima Aleman

**Assistant Project Manager**
**Project Administrator**

**360 S Blue Mound Rd Saginaw, Texas 76131**
**817-847-7767 . 817-847-5864**

## Responsibilities

Responsible for accurate and timely incorporation of contract document as well as field documents into the various office systems used for tracking, scheduling and cost accounting for the company. Additional responsibilities include Cash Flow, Budgets, AP/AR, HUB compliance and as support staff to upper management.

## Professional Experience

Ms. Aleman has 13 years of experience in Office Administration. Responsibilities include monthly draw submittals, collections, payables, reconciliation and overall general office management. Prior to coming to Ranger Builders she was assistant credit manager for a building materials company.

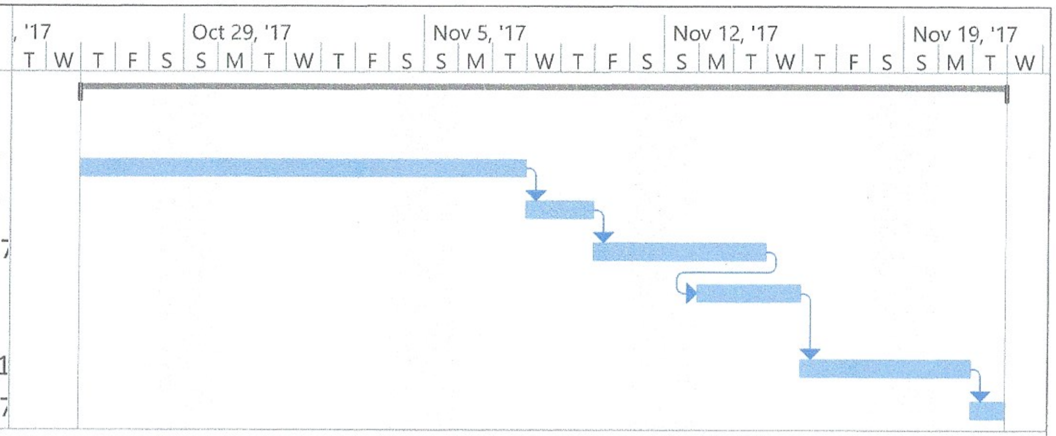
## Applicable Experience

-Contract Administration
-Change Order Generation/Tracking and Billing
-Company Receivables & Collections
-Vendor/Supplier Lien Processing
-Construction Lien Processing
-Draw Processing
-Bid Proposals
-HUB Paperwork
-Vender Payables
-Employee Expense Reimbursement
-Corporate Budgets
-Professional Liaison between Owners & Professional Entities
-Insurance Administration

## Years of Experience

9 Years in Building and Construction Project Administration

| ID | Task Name | Duration | Start | Finish |
|---|---|---|---|---|
| 1 | **T-Hangar - Taylor, TX** | **19 days** | **Thu 10/26/17** | **Tue 11/21/17** |
| 2 | Design & Review | 9 days | Thu 10/26/17 | Tue 11/7/17 |
| 3 | Install Riser | 2 days | Wed 11/8/17 | Thu 11/9/17 |
| 4 | Install Main | 3 days | Fri 11/10/17 | Tue 11/14/17 |
| 5 | Install Branch Lines | 3 days | Mon 11/13/17 | Wed 11/15/17 |
| 6 | Inspections | 3 days | Thu 11/16/17 | Mon 11/20/1 |
| 7 | Float | 1 day | Tue 11/21/17 | Tue 11/21/17 |




Project: T-Hangar - Taylor TX -
Date: Fri 10/20/17

Task
Split
Milestone
Summary
Project Summary
Inactive Task
Inactive Milestone
Inactive Summary
Manual Task
Duration-only
Manual Summary Rollup
Manual Summary
Start-only
Finish-only
External Tasks
External Milestone
Deadline
Progress
Manual Progress

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## *Bid Bond*

**CONTRACTOR:**
*(Name, legal status and address)*
**Ranger Fire, Inc.**
1000 S. Main Street #150
Grapevine, TX 76051

**SURETY:**
*(Name, legal status and principal place of business)*
**Merchants National Bonding, Inc.**
P.O. Box 14498
Des Moines, IA 50306
**Mailing Address for Notices**
**Merchants National Bonding, Inc.**
**P.O. Box 14498**
**Des Moines, IA 50306**

**OWNER:**
*(Name, legal status and address)*
**City of Taylor**
400 Porter Street,Taylor, TX 76574
, US|

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** **Five Percent of the Greatest Amount Bid** **(5% G.A.B.)**

**PROJECT:**
*(Name, location or address, and Project number, if any)*
**T-Hangar Fire Suppression System**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **23rd** day of **October** **2017**

_______________________
*(Witness)*

**Ranger Builders LLC .**
*(Principal)* *(Seal)*
By:
*(Title)* V. President

_______________________
*(Witness)* **John McMichael**

**Merchants National Bonding, Inc.**
*(Surety)* *(Seal)*
By:
*(Title)* **Brady K. Cox** Attorney-in-Fact

S-0054/AS 8/10

MERCHANTS BONDING COMPANY

MERCHANTS BONDING COMPANY (MUTUAL) • MERCHANTS NATIONAL BONDING, INC.
2100 FLEUR DRIVE · DES MOINES, IOWA 50321-1158 · (800) 678-8171 · (515) 243-3854 FAX

# IMPORTANT NOTICE

To obtain information or make a complaint:

You may contact your insurance agent at the telephone number provided by your insurance agent.

You may call Merchants Bonding Company (Mutual) toll-free telephone number for information or to make a complaint at:

**1-800-678-8171**

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

**1-800-252-3439**

You may write the Texas Department of Insurance at:

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

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

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

# MERCHANTS BONDING COMPANY™

# POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Blaine Allen; Brady K Cox; Brent Baldwin; Brock Baldwin; Michael B Hill; Monica Campos; Russ Frenzel; Sylvia Thomas; Trenae Donovan; William D Baldwin

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

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 5th day of April , 2017 .

MERCHANTS NATIONAL BONDING, INCORPORATED -o- 2003 ☆

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933 ☆

MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.
On this this 5th day of April 2017 , before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

NOTARIAL SEAL IOWA
ALICIA K. GRAM
Commission Number 767430
My Commission Expires
April 1, 2020

Alicia K. Gram
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 23rd day of October , 2017 .

MERCHANTS NATIONAL BONDING, INCORPORATED -o- 2003 ☆

MERCHANTS BONDING COMPANY (MUTUAL) INCORPORATED -o- 1933 ☆

William Warner Jr.
Secretary

POA 0018 (3/17)

ACORD®

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/23/2017

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

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

**PRODUCER**
Frost Insurance - Fort Worth
P.O. Box 33528
Fort Worth TX 76162

CONTACT NAME: Carmen Franklin
PHONE (A/C, No, Ext): 817-420-5700 FAX (A/C, No): 817-420-5750
E-MAIL ADDRESS: CFranklin@frostinsurance.com

| INSURER(S) AFFORDING COVERAGE | NAIC # |
|---|---|
| INSURER A : Admiral Insurance Company | 24856 |
| INSURER B : Acadia Insurance Co | 31325 |
| INSURER C : Texas Mutual Insurance Co. | 22945 |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

**INSURED** RANGBUI-01
Ranger Builders LLC
360 S Blue Mound Rd
Saginaw TX 76131

## COVERAGES

CERTIFICATE NUMBER: 1571898751 REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X COMMERCIAL GENERAL LIABILITY | | | CA000024779902 | 6/30/2017 | 6/30/2018 | EACH OCCURRENCE | $1,000,000 |
| | CLAIMS-MADE X OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | $300,000 |
| | | | | | | | MED EXP (Any one person) | $5,000 |
| | | | | | | | PERSONAL & ADV INJURY | $1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | $2,000,000 |
| | POLICY X PRO-JECT LOC | | | | | | PRODUCTS - COMP/OP AGG | $2,000,000 |
| | OTHER: | | | | | | | $ |
| B | AUTOMOBILE LIABILITY | | | CNA4704984 | 11/24/2016 | 11/24/2017 | COMBINED SINGLE LIMIT (Ea accident) | $1,000,000 |
| | X ANY AUTO | | | | | | BODILY INJURY (Per person) | $ |
| | ALL OWNED AUTOS / SCHEDULED AUTOS | | | | | | BODILY INJURY (Per accident) | $ |
| | X HIRED AUTOS / X NON-OWNED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) | $ |
| | | | | | | | | $ |
| | UMBRELLA LIAB / OCCUR | | | | | | EACH OCCURRENCE | $ |
| | EXCESS LIAB / CLAIMS-MADE | | | | | | AGGREGATE | $ |
| | DED / RETENTION $ | | | | | | | $ |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N | | | 0001297527 | 11/24/2016 | 11/24/2017 | X PER STATUTE / OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N | N/A | | | | | E.L. EACH ACCIDENT | $1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | $1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | $1,000,000 |

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

General Liability and Auto Liability policies include a blanket automatic additional insured endorsement when required by written contract. The General Liability, Auto Liability and Workers Compensation policy includes a blanket automatic waiver of subrogation endorsement that provides this feature only when there is a written contract with the Named Insured and the certificate holder that requires such status.

**CERTIFICATE HOLDER**

City of Taylor
Taylor Municipal Airport
400 Porter Street
Taylor TX 76574

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

# *City Council Meeting*
# *October 26, 2017*

**Agenda Item #:** **7**

**Agenda Title:** Discuss and receive information and consider taking action on utility account assistance options.

**Council Action to be taken:** Discuss and receive information and consider taking action

**Department Submitted:** Utility Billing; Finance

**Staff Contact:** Rosemarie Dennis, Director
Catherine Shy, Utility Billing Manager

## 1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to provide information on options for citizens who may be eligible for assistance with granting more time to pay their utility bills.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

One of the most noted request that staff receives from citizens are from whose who sole source of income is social security or SSI disability benefits and a need to have more time to pay their bill. Staff has researched to find out what other surrounding cities may offer in ways to assist their citizens. This information is provided in your agenda packet.

The City has currently in place three different method to assist citizens with their utility bill.

1) Late Fee waived: Customers 60 yrs + are eligible to have the 10% late penalty waived.

2) Extensions: Customers with emergency financial situations are eligible to have an extra 2 weeks to pay. This extension option is only available to each customer three times per year. This allows the customer to avoid disconnection of service.

3) Payment Plans: Extended payment plans are available for those who have experienced a large water leak resulting in an extremely large water bill.

Staff will cover what we currently offer our citizens and make a recommendation to grant those who are on social security and disability more time to pay their utility bill without being assessed a penalty and disconnection of water services.

## 3. FUNDING SOURCE

N/A

## 4. TIMELINE CONSIDERATIONS

If approved will implement immediately.

## 5. OTHER OPTIONS (In order of preference)

Other options to explore are:

- Start a Help thy Neighbor donation fund
- Provide a discount for over 60 yr+ and disabled citizens

## 6. ATTACHMENTS

7a. Comparison to Other Cities
7b. PowerPoint Presentation

# HOW WE COMPARE TO OTHER SURROUNDING CITIES

| City | Deposit | Late Fee | Disconnect/<br>Termination | New /<br>Transfer | Meter Reads<br>Meter Test | Pmt Plan<br>Admin. Fee | Financial<br>Assistance | Senior Citizen<br>Discount |
|---|---|---|---|---|---|---|---|---|
| **Pflugerville** | $125 | 10% | $ 50.00<br>disconnedted after<br>2 months of nonpayment | $ 25.00<br>$ 25.00 | | | None through the city or county<br>Refer customers to<br>local Salvation Army<br>or other local charities | 10% penalty waived |
| **Georgetown** | $150 | 10% | $ 50.00<br>processed monthly | $30 transfer fee.<br>$50 after hours or same day | $ 10.00<br>at cost | $ 20.00<br>(must pay20% down) | Good Neighbor Fund allows citizens to donate $1 per bill to assist with other citizens' utility bill<br>***The city and The Caring Place have an agreement to coordinate assistance for utility bills | 10 % penaltywaived for Senior Citizen and disabled.<br>Must submit proof of disability if under 65. |
| **Round Rock** | $125 | greater of 10% or $2.50 | $50<br>$75 Same day | $ 25.00<br>$ 25.00 | $ 25.00 | | None through the city or county<br>Refer customers to<br>local Salvation Army | 10% penalty waived |
| **Hutto** | $100-250 | No Penalty | A new deposit of $150 required if disconnected for nonpayment and no deposit is on the account.<br>*$50 during office hours*<br>*$100 after office hours* | $ 35.00 | | | Hutto has a fund citizens can donate to. It is used for various needs, not only utility bills.<br>Refer customers to local charities or Salvation Army | 10 % penalty waived |
| **Taylor** | $100 | 10% | $ 25.00<br>monthly | $ 25.00<br>$ 20.00 | $ 20.00<br>$ 95.00 | | None through the city. Refer customers to local charities or Salvation Army | 10% penalty waived |
| **Leander** | $100 | 10% | $ 40.00 | $ 20.00 | | | None through the city. Refer customers to local Salvation Armyor other local charities | 10% discount for 65yr+ and disabled citizens. |
| **Cedar Park** | $100 | 10% | $ 25.00<br>monthly | $ 25.00<br>$ 20.00 | | | Refer customers to local charities or Salvation Army | 10% penalty waived |

# Utility Billing
# Financial Assistance Proposal

# Current Assistance Offered

- Late Fee waived: Customers 60 yrs + are eligible to have the 10% late penalty waived.

- Extensions: Customers with emergency financial situations are eligible to have an extra 2 wks to pay; this extension option is only available to each customer three times per year. This allows the customer to avoid disconnection of service.(Other fees still apply)

- Payment Plans: Extended payment plans are available for those who have experienced a large water leak resulting in an extremely large water bill.

# Recommendation

Based on the review of assistance program options, staff recommends the following changes to help those on a fixed income:

- Extend the delay of 10% penalty to SSI Disability recipients.
- Grant up to five additional days for payment to be made to prevent service disconnection.
- No additional penalty will apply.

# Eligibility Requirements

Customers required to provide proof of age or disability.

- Acceptable proof of age includes a drivers license or valid photo id.
- Acceptable proof of disability is SSI determination letter.

Customer must occupy the premises where they are requesting the delay of payment.

Discount will not be approved until proper documentation has been provided.

# Scheduled Billed & Due Dates

| Accounts that begin with | New Billing Zone | Billed & Due Dates | Late Notice Mailed & Due by Dates | If paid after dates below, a $25 Admin. Fee will be Applied by the |
|---|---|---|---|---|
| 14, 15, 16, 17, 18, 23, 27, 29, 31 | 1 | 5th / 20th | 21st / 30th | 1st |
| 06, 07, 12, 13, 24, 25, 30 | 2 | 12th / 27th | 28th / 7th | 8th |
| 01, 02, 03, 04, 05, 09, 28, 32 | 3 | 19th / 3rd | 4th / 14th | 15th |
| 08, 10, 11, 19, 20, 21, 22, 26 | 4 | 26th / 10th | 11th / 21st | 22nd |

# *City Council Meeting*
# *October 26, 2017*

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☒ Economic Vitality

| | |
|---|---|
| **Agenda Item #:** | **8** |
| **Agenda Title:** | Discuss board membership composition of the Taylor Economic Development Corporation and types of corporations. |
| **Council Action to be taken:** | For discussion and possible action |
| **Department Submitted:** | Council Member Garcia |
| **Staff Contact:** | Isaac Turner, City Manager<br>Ted Hejl, City Attorney |

## 1. PURPOSE/DESCRIPTION

Council makes appointments and reappointments in January and July. Council Member Garcia requested a discussion on increasing the number of members to this board prior to the January appointment process.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

Earlier this year, the TEDC Board itself requested no action be taken for at least one year. On September 26, 2017, the TEDC Board adopted a position on the composition of the board. The current roster and position statement are attached for your review. The Bylaws and State requirements are also attached.

A question was also raised about what types of corporations are allowed under Local Government Code Sections 504 and 505. The Taylor EDC is a Type A Corporation. Information about Type A and Type B corporations may be found in attachments 8d and 8e.

## 3. FUNDING SOURCE

The TEDC is funded by a portion of sales tax collected by the City as a result of an election held in 1993.

## 4. TIMELINE CONSIDERATIONS

Appointments and reappointments are scheduled for the January 25, 2018 council meeting.

## 5. OTHER OPTIONS (In order of preference)

- Any changes to the makeup of the board would require an amendment to the ByLaws.
- Any change to the type of corporation would require an election.

## 6. ATTACHMENTS

8a. Current TEDC Roster
8b. TEDC Position on board composition
8c. TEDC Bylaws
8d. Local Govt Code Sec. 504 or Local Govt Code Sec. 505
8e. Comptroller website info on Type A and B

| BOARD | TERM (Yrs) | MEMBER | APPOINTED | EXPIRES |
|---|---|---|---|---|
| **Taylor Economic Development Corp (TEDC)** | 3 | Joe Burgess | 6-2015;2017 | 1-2020 |
| | 3 | D. Scott Green | 12-2013 | 1-2019 |
| | 3 | Kelly Cmerek | 12-2013 | 1-2020 |
| | 3 | Christine Lopez | 5-2003 | 1-2018 |
| | 3 | Clark Jackson | 1-2012 | 1-2018 |

MEMO

FROM: Taylor Economic Development Corporation Board of Directors

DATE: September 26, 2017

RE: Proposed TEDC Board Composition Position Criteria

It is the Taylor Economic Development Corporation's desire to set expectations for composition of its five Board of Director positions. The TEDC desires a diverse Board comprised of individuals who possess business skill, knowledge, contacts, and integrity to further the goals of the organization.

Priority should be given to the following individuals:

(1) Large business owner/executive- Owners or Senior Management of Taylor companies with more than 20 employees and revenues of more than $1 million
(2) Small business owner-Owners of Taylor companies with less than 20 employees and revenues less than $1 million
(3) Financial- CPA's or Bank officers that possess financial expertise
(4) Sales Executives- Sales executives residing in Taylor who have varied business contacts
(5) Efforts should be made to avoid Board Member candidates with significant conflicts of interest that would be detrimental to the goals and objectives of the TEDC given the confidential nature of information under consideration

Current board members would be grandfathered

BY-LAWS
(AS AMENDED ON FEBRUARY 22, 2008)

THE TAYLOR ECONOMIC DEVELOPMENT CORPORATION

# ARTICLE I

## POWERS AND PURPOSES

SECTION 1.1 Corporate Identity; Offices. The name of the Non-Profit Corporation is The Taylor Economic Development Corporation, (the "Corporation"). The principle office of the Corporation shall initially be at the City Hall, 400 Porter Street, Taylor, Texas. The Corporation may relocate such principle office and have such other offices as the Board of Directors shall determine.

SECTION 1.2 Powers, Purposes, and Authority. In order to implement the purposes for which the Corporation was formed, as set forth in its Articles of Incorporation, the Corporation shall have all the authority and powers of every nature and kind whatsoever, both expressed and implied, which are authorized or permitted by the terms of the Development Corporation Act of 1979, Article 5190.6, Tex. Rev. Civ. Stat., as amended (the" Act"). The Corporation shall have and may exercise each power and authority enumerated in the Act as if such power and authority were specifically set forth herein; provided that the Corporation shall be governed by § 4A of the Act and to the extent of any conflict between § 4A and any other term or provision of the Act, § 4A shall govern and prevail. The Corporation shall have the power and authority to undertake any lawful action not inconsistent with the Act and it shall undertake the promotion of economic development to promote and encourage employment and the public welfare in the City of Taylor (the "City"). The powers of the Corporation shall include the authority to contract and be contracted with and, absent a conflict with § 4A, the power to purchase, lease, sell and mortgage real estate, and to issue obligations for or otherwise finance all or part of the cost of one or more Projects as defined in the Act.

SECTION 1.3 Annual Corporate Budget. At least 30 days prior to the commencement of each fiscal year of the Corporation, the Board shall adopt a proposed budget of anticipated revenues and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the City Council. The budget shall not be effective until same has been approved by the City Council.

SECTION 1.4 Books and Records: Review of Financial Statements. The Corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors. All books and records of the Corporation may be inspected by any director or his or her agent or attorney at any reasonable time; and at all times the City Council of the City (the " City Council ") will have access to the books, records and financial statements of the Corporation. At the direction of the City Council, the books, records, accounts, and financial statements may be maintained for the Corporation by the staff of the City. In such event, the Corporation shall pay to the City reasonable compensation for such services.

SECTION 1.5 Powers in General. The Corporation may exercise all powers granted under the Act consistent with its Articles of Incorporation, these By-laws and the resolutions, orders and ordinances of the City Council .

# ARTICLE II

## BOARD OF DIRECTORS

SECTION 2.1 Appointment, Powers, Number, and Term of Office. The Board of Directors shall exercise all of the powers of the Corporation, subject to the restrictions imposed by law, the Articles of Incorporation and these By-Laws.

The Board of Directors shall consist of five (5) persons who shall each be appointed by the City Council. Term of each appointment of the initial directors shall be determined by lot and then recorded in the minutes of the organizational meeting of the Corporation. Two of the initial directors shall serve an initial term of three (3) years, two shall serve a term of (2) years, and one shall serve an initial term of one (1) year. Thereafter the term of each directorship shall be for three (3) years. The directors constituting the initial Board of Directors shall be those persons named in the Articles of Incorporation, each of whom, as well as any subsequent directors, shall serve for the term to which he or she is selected or appointed or until his or her successor is appointed by the City Council.

Any director, or all directors, may be removed from office at any time by the City Council, for cause or at will. Any vacancy occurring on the Board of Directors shall be filled by appointment by majority vote of the City Council.

SECTION 2.2 Meetings of Directors in General. The Board of Directors may hold its meetings at any place authorized by the Act and as the Board of Directors may from time to time determine; provided that, in the absence of any such determination by the Board of Directors, the meetings shall be held at the principle office of the Corporation or at the City Council Chambers of the City. The Board of Directors shall conduct its meetings in accordance with the requirements of the Act and Art. 6252-17, Tex. Rev. Civ. Stat. as amended.

SECTION 2.3 Regular Meetings. Regular meetings of the Board of Directors shall be held at such times and places as shall be designated, from time to time, by resolution of the Board of Directors. Notice of regular meetings need not be given to each of the Directors but public notice of each meeting shall be given in the manner prescribed by law.

SECTION 2.4 Special Meetings. Special meetings of the Board of Directors shall be held whenever called by the chair, by the secretary or by a majority of the directors then in office, or upon advice of or request by the City Council.

The secretary or his/her designee shall give or cause public notice to be given of each special meeting. Special notice of each special meeting shall also be given to each director either by mail, telephone, telegraph or in person, at least two hours before the meeting. Notice required by law to be given to any other person or entity shall be given in the manner prescribed by law. Except as otherwise provided by law or unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a special meeting. At any meeting at which every director is present, even though with any notice, any matter pertaining to the purposes of the Corporation may be considered and acted upon.

SECTION 2.5 Quorum. A majority of the directors fixed by these By-Laws shall constitute a quorum for the consideration of matters pertaining to the purposes of the Corporation. The act of a majority of the directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board of Directors, unless the act of a greater number is required by law.

SECTION 2.6 Conduct of Business. At the meetings of the Board of Directors, matters pertaining to the purposes of the Corporation shall be considered in such order as from time to time the Board of Directors may determine.

SECTION 2.7 Compensation of Directors. Directors shall not receive any compensation for their services as directors except that they shall he reimbursed for their actual expenses incurred in the performance of their official duties.

## ARTICLE III

## OFFICERS

SECTION 3.1 Titles and Term of Office. The officers of the Corporation shall be a chair, a vice chair, a secretary, and a treasurer, and such other officers as the Board of Directors may from time to time elect or appoint. One person may hold more than one office, except the chair shall not hold the office of secretary. Each officer shall be appointed by a majority vote of the directors then in office and shall hold office for a term of three years or until his or her successor is elected or appointed.

All officers shall be subject to removal from office with or without cause at any time by a majority vote of the directors then in office.

A vacancy in any office shall be filled by appointment by a majority vote of the directors then in office.

SECTION 3.2 Chair. The chair shall be the chief officer of the Corporation, and, subject to the control of the Board of Directors, the chair shall be in general charge of the properties and affairs of the Corporation; the chair shall preside at all meetings of the Board of Directors; in furtherance of the purposes of this Corporation, the chair may sign and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation.

SECTION 3.3 Vice Chair. The vice chair shall have such powers and duties as may be assigned by the Board of Directors and shall exercise the powers of the chair during the chair's absence or inability to act. Any action taken by the vice chair in the performance of the duties of the chair shall be conclusive evidence of the absence or inability of the chair to act at the time such action was taken.

SECTION 3.4 Treasurer. The treasurer shall have custody of all the funds and securities of the Corporation that come into his or her hands. When necessary, or proper, the treasurer may sign or endorse, on behalf of the Corporation, for collection or payment, checks, notes and other obligations and shall deposit any funds received to the credit of the Corporation in such bank or banks or depositories as shall be designated by the Board of Directors; whenever required by the Board of Directors, the treasurer shall enter or cause to be entered regularly in the books of the Corporation to be kept by the treasurer for that purpose full and accurate amounts of all monies received and paid out on account of the Corporation, the treasurer shall perform all acts incident to the position of treasurer subject to the control of the Board of Directors; the treasurer, if required by the Board of Directors, shall give such bond for the faithful discharge of his/her duties in such form as the Board of Directors may require.

SECTION 3.5 Secretary. The secretary shall keep the minutes of all meetings or the Board or Directors in books provided for that purpose; the secretary shall attend to giving and serving notices; in furtherance of the corporate purposes, the secretary may attest or sign with the chair, in the Corporation's name, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation; the secretary shall have charge of the corporate books, records, and all records of the securities of which the treasurer shall have custody, and such other books and papers as the Board of Directors may direct, all of which shall during business hours be open to inspection at the office of the Corporation; and the secretary shall in general perform all duties incident to the office of secretary subject to the control of the Board of Directors.

In the absence of the secretary, the chair may appoint any other person to act as secretary during such absence.

SECTION 3.6 Compensation. Officers shall not receive any compensation for their services as officers except that they may be reimbursed for their actual expenses incurred in the performance of their official duties.

## ARTICLE IV

## PROVISIONS REGARDING BY-LAWS

SECTION 4.1 Effective Date. These By-Laws shall become effective only upon the occurrence of the following events:

(1) the approval of these By-Laws by the City Commission, which approval may be granted prior to creation of the Corporation; and

(2) the adoption of these By-Laws by the Board of Directors.

SECTION 4.2 Amendments to By-Laws. These By-Laws may be amended at any time and from time to time by majority vote of the directors then in office, with prior approval of the City Council.

SECTION 4.3 Interpretation of By-Laws. These By-Laws shall be liberally construed to effectuate the purposes set forth herein. If any word, phrase, clause, sentence, paragraph, section or other part of these By-Laws, or the application thereof to any person or circumstance, shall ever be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of these By-Laws and the application of such word, phrase, clause, sentence, paragraph, section or other part of these By-Laws to any other person or circumstance shall not be affected thereby.

## ARTICLE V

## GENERAL PROVISIONS

SECTION 5. I Principal Office. The principal office of the Corporation shall be at 400 Porter, Taylor, Texas.

SECTION 5.2 Fiscal Year. The fiscal year of the Corporation shall be as determined by the Board of Directors.

SECTION 5.3 Seal. The seal of the Corporation shall be as determined by the Board of Directors.

SECTION 5.4 Notice and Waiver of Notice. Whenever any notice whatsoever is required to be given to the Board of Directors under the Act, the Articles of Incorporation or these By-Laws, such notice shall be deemed to be sufficient if given by depositing it for mailing in a post office box in a sealed postpaid wrapper addressed to the person entitled thereto at his or her post office address, as it appears on the books of the Corporation, and such notice shall be deemed given on the day of such mailing.

Attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the sole purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. A written waiver of notice, signed by the person or persons entitled to notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Neither the business to be transacted nor the purpose of any regular or special meeting of the Board of Directors need be set forth in any notice to a director of such meeting, unless required by the Board of Directors.

Any notice whatsoever that may be required to be given to the public by law, shall be given in the manner prescribed by law.

SECTION 5.5 Resignations. Any director or officer may resign at any time. Any such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time be specified, at the time of its receipt by the chair or the secretary. Absent a written notice of the resignation the City Council of the City shall cause a notice of the resignation to be provided. The acceptance of a resignation shall not be necessary to make it effective, unless expressly so provided in the resignation. Notwithstanding the effective date, a resigning director shall serve until such time as his or her successor takes office.

SECTION 5.6 Approval of the City Council. To the extent these By-Laws refer to any approval or action to be taken by the City, such shall be evidenced by a certified copy of a resolution, ordinance, order or motion duly adopted by the City Council.

SECTION 5.7 Action Without a Meeting of Directors. To the extent permitted by and not inconsistent with law, any action that may be taken at a meeting of the Board of Directors may be taken without a meeting if a consent in writing, setting forth the action to be taken, is signed by all of the directors then in office. Such consent shall have the same force and effect as a unanimous vote and may be stated as such in any articles or document filed with the Secretary of Stale or any other person.

SECTION 5.8 Organizational Control. The City Council may, in its sole discretion and at any time, alter or change the structure, organization or activities of the Corporation (including the termination of the Corporation), subject to the Act and any limitations on the impairment of contracts.

SECTION 5.9 Dissolution of the Corporation. Upon dissolution of the Corporation, title to or other interests in any real or personal property then owned by the Corporation shall vest in the City except and unless as authorized by the City Council..

# *City Council Meeting*
# *October 26, 2017*

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

**Agenda Item #:** **9**

**Agenda Title:** Receive update on efforts to develop historic preservation ordinance.

**Council Action to be taken:** Receive information

**Department Submitted:** Development Services

**Staff Contact:** Ashley Lumpkin, Director

## 1. PURPOSE/DESCRIPTION

A Historic Preservation Ordinance provides the framework for a city to protect its sense of place, maintain and/or revitalize downtown and older neighborhoods, and can assist in economic development.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

The update is bring brought forward in response to a request by the Citizens for Historical Resource Preservation. Their draft ordinance language as well as the request for a task force is attached to this report.

A draft timeline, including Task Force appointment, is also attached to this report. It is expected there will be several public meetings with Boards, property owners, and other stakeholders in the areas included in the ordinance as well as all residents of the City. The draft timeline is quite aggressive and the dates may change based on the feedback from the Task Force and stakeholders.

## 3. FUNDING SOURCE

N/A

## 4. TIMELINE CONSIDERATIONS

Staff would like to bring the Task Force discussion back to the November 9th City Council meeting.

## 5. OTHER OPTIONS (In order of preference)

## 6. ATTACHMENTS

9a. Draft ordinance submitted to Council
9b. Timeline

# Taylor Conservation & Heritage Society, Inc.

a 501(c)3 nonprofit corporation

Mr. Isaac Turner, City Manager
City of Taylor, Texas
400 Porter Street
Taylor, TX 76574

June 16, 2017

Dear Mr. Turner,

We are pleased to present the ***Taylor Historical Preservation Program*** to the City of Taylor. It is a comprehensive document, which includes an ordinance and guidelines for implementing a much needed preservation plan. Its purpose is to assist the City of Taylor in protecting Taylor's unique architectural landmarks, parks and neighborhoods.

This document was developed over the past six months by the **Citizens for Historical Resource Preservation,** an ad hoc committee of the Taylor Conservation and Heritage Society, Inc. This citizens group is made up of Joe Burgess, Nancci Burgess, Suzanne Bice, Wyndy Ellis, myself and consultant Ernest Rector.

This group has researched and drawn from successful programs in other cities, as well as the guidelines from the Texas Historical Commission. It has been tailored to address Taylor's specific and unique identity and the present and future needs relative to historical preservation.

Members of the **Citizens for Historical Resource Preservation** are available for additional presentations, explanation and consultation. We are confident that this preservation program will indeed benefit the community's anticipated growth and economic health. With help and input from you and your staff, this program will become an integral part of the city of Taylor's long term and ongoing enhancement and enrichment plan.

I am sincerely yours,

Frances Sorrow

Frances Sorrow, President, Taylor Conservation & Heritage Society

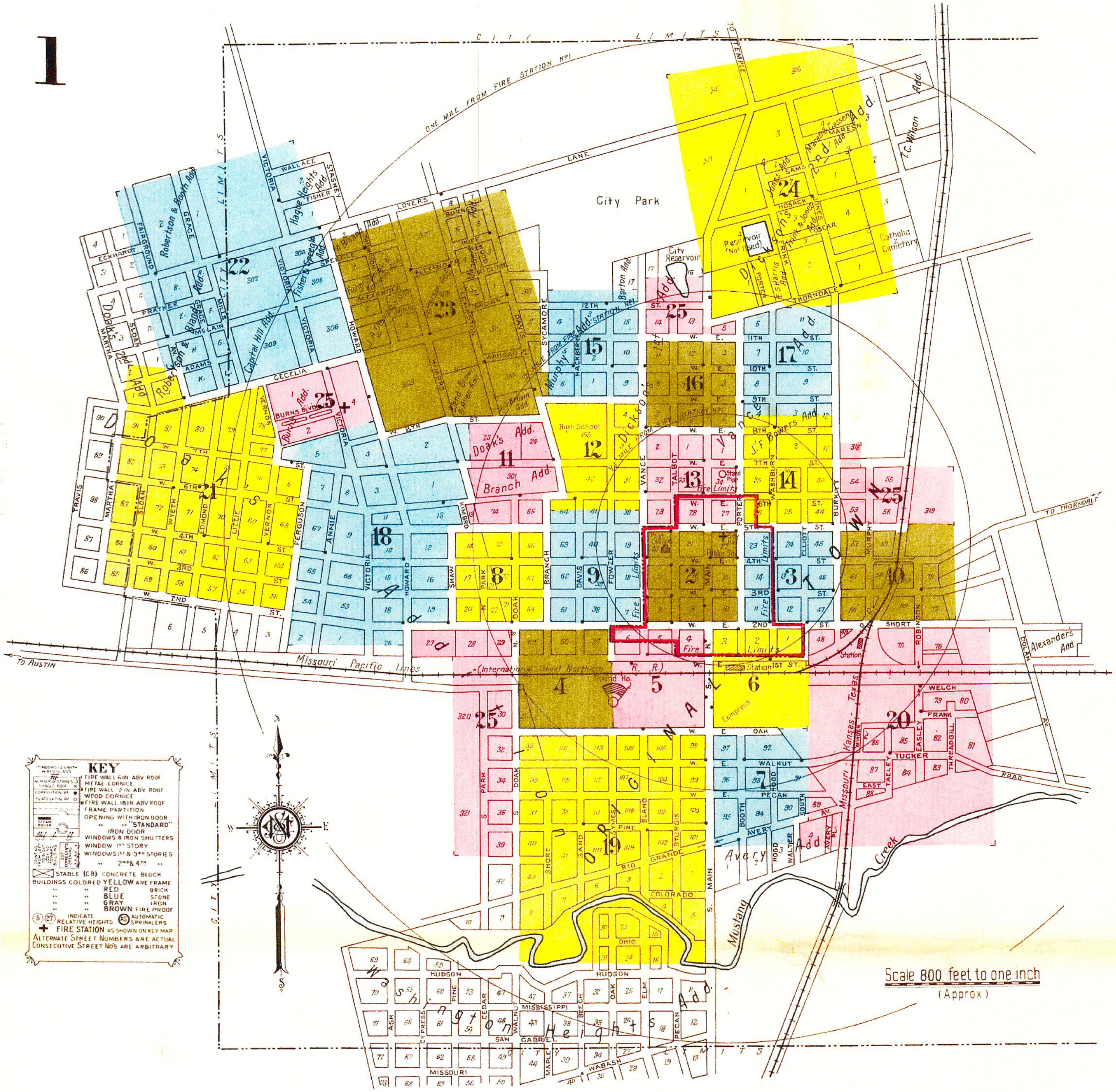
P.O. Box 385 Taylor, TX 76574 Taylorheritagesociety.org 512-365-3363
A 501(c)(3) nonprofit organization dedicated to the preservation of Taylor's history, its diversity of cultures and its wealth of historic structures.

1

1

SANBORN MAP COMPANY
POPULATION 7459
PREVAILING WINDS N. & S.
FOR WATER FACILITIES AND FIRE DEPARTMENT SEE REPORT
TAYLOR
WILLIAMSON COUNTY
TEXAS
JAN. 1931
NEW YORK






**WATER FACILTIES:**

Municipally owned. Source one 3260 ft. deep well. capc'y 1,280,000 gals. per 24 hrs. Gravity & direct pressure system.

One 15,000,000 gal. earthern reservoir 10 ft. below business section.

Two Midwest elec. centrif pumps, size 5" capc'y. 950 G.P.M. each.

One Goulds triplex pump, size 12"×12", capc'y 750 G.P.M. driven by oil engine.

One Stand pipe capc'y 150,000 gals. base level with business section.

Auxiliary system: In case of fire, pumps can be operated direct for high pressure (80 lbs)

17½ Miles of 10" 8" 6" & 4" water mains.

93 Triple & double hydrants.

Average daily consumption 350,000 gals.

Domestic & Fire pressure at corner of Main & 4th Streets 45 lbs.

**FIRE DEP'T.**

Volunteer. 77 Members. One Chief partly paid, Two Ass't. Chiefs, Volunteer, 4 men, fully paid & 70 men, Volunteer. Two Fire Stations. Fully motorized.

**FIRE STATION No1**

One American-La France triple combn. hose, chemical booster & pumper truck carrying, 1500 ft. 2½" hose, one 80 gal. chem. booster tank with 250 ft. 1" hose. Pumper capc'y 1000 G.P.M. & minor equipment.

One American-La France triple combn hose chem & pumper truck, carrying 300 ft. 1½" hose. 1000 ft. 2½" hose, one 40 gal. chem. tank with 250 ft. 1" hose, pumper capc'y 750 G.P.M. & minor equipment.

One American-La France double combn. chem & ladder truck carrying one 40 gal. chem. tk. with 250 ft. 1" hose, 275 ft. of extension & roof ladders & minor equipment.

2000 ft. 2½" hose in reserve.

**WEST END FIRE STATION**

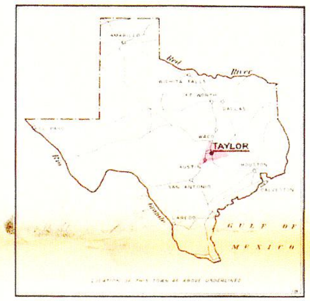
One American-La France triple combn. hose chem and pumper carrying 1000 ft. 2½" hose, 300 ft. 1½" hose, one 40 gal. chem. tank with 250 ft. of 1" hose. Pumper capc'y 750 G.P.M. & minor equipment.

Fire Alarm given by telephone & elec. siren

17 MILES PAVING. GROUND ELEVATIONS NEARLY LEVEL. PUBLIC LIGHTING: ELEC.

**FIRE RESISTIVE ROOFING ORDINANCE.**

Ordinance prohibits wooden shingle roofs in "Fire Limits" only.



(1115) (25 Sheets)

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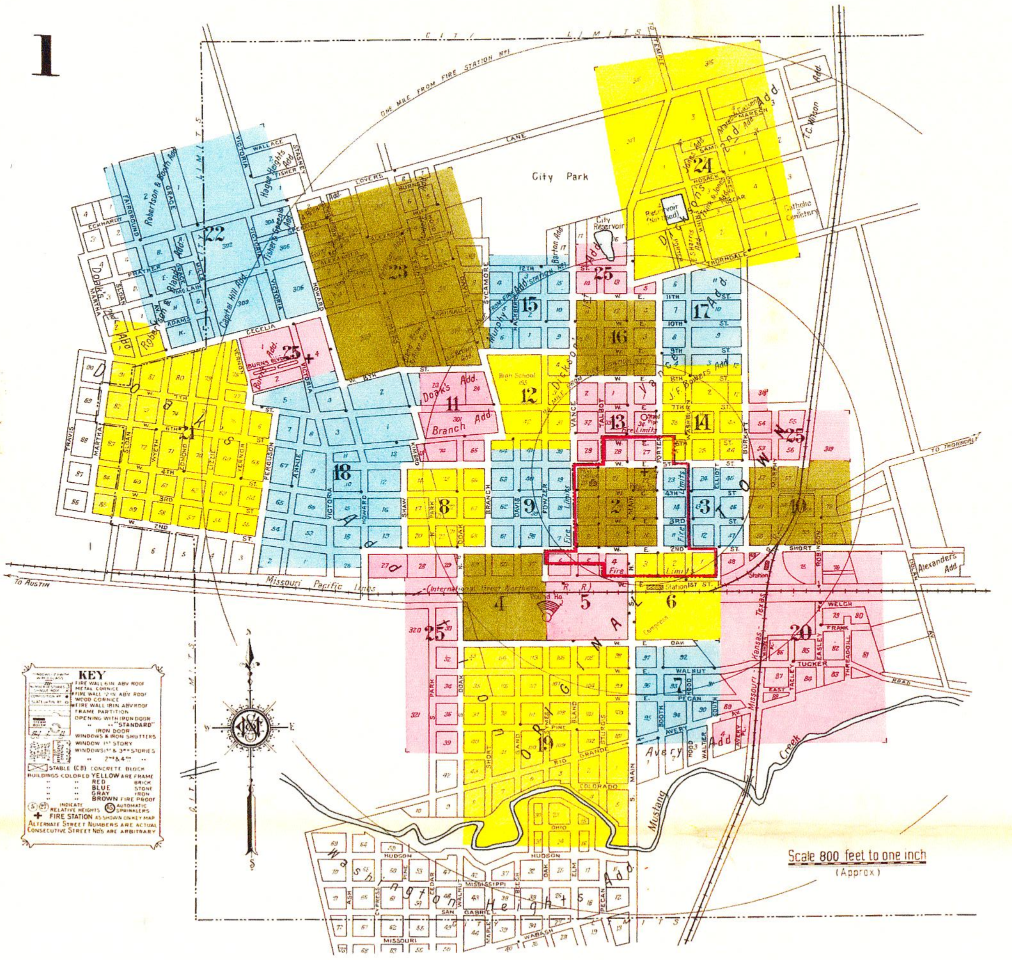


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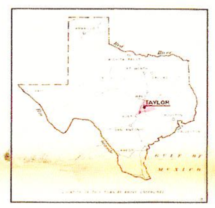



# INDEX



* Indicates only one side of Street shown.

Citizens for Historical Resource Preservation

June 8, 2017

# PROJECT PROPOSAL

## "TAYLOR MADE"
## PROGRESS WITH PRESERVATION

# I. Introduction

- This document is offered by an ad hoc committee of the Taylor Conservation and Heritage Society and proposes a plan for developing an Historical Preservation Ordinance and Operating Guidelines for the City of Taylor
- The purpose of this proposal is to create ongoing safeguards to protect Taylor's unique architectural landmarks, parks, and neighborhoods
- The experience of similar cities has shown Historic Preservation to be a very successful initiative in achieving not only physical preservation itself, but also stabilizing effects for property values and tax base, revitalization of neighborhoods, economic tourism based activities, and a general pride of ownership in older homes
- Support from city staff and City Council is critical to achieve these goals. The creation of a new ordinance and staff coordination are the primary functions required
- Although new procedures and coordination activities are needed, the implementation of this ordinance does not require budget allowances as its primary functions are handled by citizen boards with minimum staff oversight

# II. Goals of the Program

The shifting emphasis on new growth and expansion Taylor has experienced during the past 5 -10 years and a genuine desire by her citizens to capture our city's colorful history has prompted the development of this historical preservation program.

The City of Taylor commitment to historical preservation, as public policy, will be established in 2017 with the adoption of this program to be managed under the present City of Taylor Development Code. The following goals are recommended:

- Survey structures and neighborhoods for the purpose of identifying historical resources such as landmarks, neighborhoods, and parks
- Protect, enhance and perpetuate identified local historical resources, thus safeguarding city historical architecture for future generations
- Designate landmarks encompassing sites and buildings of cultural or historical merit
- Stabilize property values in such areas to foster civic pride in accomplishments of the past
- Protect designated historical resources to strengthen the economy through tourism and promote the use of such historical resources for the betterment of the community
- Promote the reuse of abandoned properties, revitalize commercial properties and help stabilize neighborhoods
- Improve the city tax base
- Foster a renewed awareness and public recognition of our historical resources

# III. Procedures for Creating Program

Task Force:

- City shall establish a task force to develop requirements and guidelines based on this program
- It is recommended the Task Force be comprised of a city staff member, two (2) members of the Taylor Conservation and Heritage Society ad hoc committee for historical preservation, a Chamber representative and three (3) at- large members appointed by Council. Task force will report findings to City Manager

- Task Force shall:
  - ✓ Review, evaluate, and refine the Ordinance (copy attached)
  - ✓ Review, evaluate, and refine Operating Guidelines as presented and included in this document (ref. Section IV)
  - ✓ Recommend and present Ordinance and Operating Guidelines to City Manager for consideration of proceeding to development

Council:

- Approve Ordinance
- Appoint formal Historical Preservation Board

Historical Preservation Board:

- Revise, adjust, and finalize Operating Guidelines detail
- Identify a variety of past, present and future issues that may affect preservation efforts in Taylor
- Solicit input from local, state and national preservation organizations as needed
- Present final Operating Guidelines, including necessary forms, to City Manager for approval

# IV. Operating Guidelines

## Board Responsibilities

The Taylor Historical Preservation Program (herein after referred to as the Program) is administered by the Historical Preservation Board.

The Board shall:

- Carry out all duties as stated in Ordinance No XXXX (TBD)
- Evaluate issues in continuing historical preservation, schedule discussions concerning designated subject areas, capture all information as a written record and historical documentation of the process
- Identify a variety of past, present and future issues that may affect preservation efforts in Taylor
- Request inclusion of additional historical resources as needed
- Solicit input from local, state and national preservation organizations as needed

## Features and Benefits

The Program serves as a preservation guide, an appendix of applicable legal instruments, incentives, and planning tools for historical preservation in Taylor. By compiling these materials in one source, the information is readily available to the general public and local preservation groups.

The Program shall be considered a living document and contain a range of past and present issues requiring resolution. The program shall highlight issues warranting more study and offer avenues to resolution and implementation.

The Program serves a variety of purposes for the community:

- It is a preservation guide and policy statement on the state of historical preservation in Taylor
- It clarifies the workings of the city program and emphasizes the goals and accomplishments over the years
- It explains the preservation process and clarifies its application within standardized formats. Standardization of the program enhances

understanding by the public and ensures continuity as city staff and Board members change
- It serves as a basis for discussion, conflict resolution, and the official establishment of goals and priorities

## RECOMMENDATIONS

During the development and ongoing upkeep of the Preservation Program, unanticipated issues may be identified by the Historical Preservation Board as priority items. Recommendations concerning future action shall accompany each proposal and offer a range of possible solutions. The City Council, using city procedure, will endorse these recommendations in concept only.

After concept endorsement, the Historical Preservation Board and city staff will further investigate the proposal and develop appropriate ordinances or policies necessary to implement specifics of the proposal. These ordinances and policies will be presented to City Council for approval according to city procedures.

- Priority One – Develop and execute an historical resources survey

  By creation and continued building of inventory, an ongoing process of selection and evaluation of historical resources will be implemented and sustained. The historical survey is the beginning of the process of selection and evaluation. The continued building of inventory must be an ongoing activity that contributes to the historical designation process

- Priority Two – Broaden and strengthen the enforcement machinery

  Management of the resource inventory depends upon a strong and clearly understood enforcement mechanism. Allowing for voluntary conformity (actions), the quality of the resulting preservation is ultimately whimsical and degraded

- Priority Three – Ensure the program encompasses less obvious neighborhoods

  Historical preservation efforts have often served to displace existing residents in these neighborhoods. The program is a concept of enhancement intended to serve the entire community by endeavoring to avoid such unintended actions

- Priority Four – Create preservation incentives

  Develop incentives that will promote pride of ownership

## CONCLUSION

The Taylor Historical Preservation Program, as presented, is a dynamic document that describes both the program of today and its direction for the future. The new growth and expansion Taylor has experienced during the past five - ten years and a genuine desire by her citizens to capture our city's colorful history has prompted the development of this Historical Preservation Program. The city must ensure that the historical preservation program continues to broaden its impact and support while accomplishing its original goals of designation, protection and enhancement of her historical resources. As the national preservation movement has grown and diversified, so must Taylor harness these initiatives.

The Preservation Program will serve a variety of uses for the Taylor community:

- It establishes a Board charged with implementation and administration of the Preservation Program
- It includes a preservation guide and policy statement on the state of historical preservation in Taylor
- Its purpose is to explain the preservation processes and clarify their application within standardized formats
- It provides a public forum for issues discussion, conflict resolution, and the official establishment of goals and priorities
- It addresses critical issues facing historical preservation and prescribes recommendations for action
- It raises public awareness of cultural value as a basis for designation
- It establishes and maintains an inventory of historical resources
- It serves as a blueprint for tomorrow

# V. Timetable

Implementation process is dependent upon acceptance of Ordinance by Taylor City Council

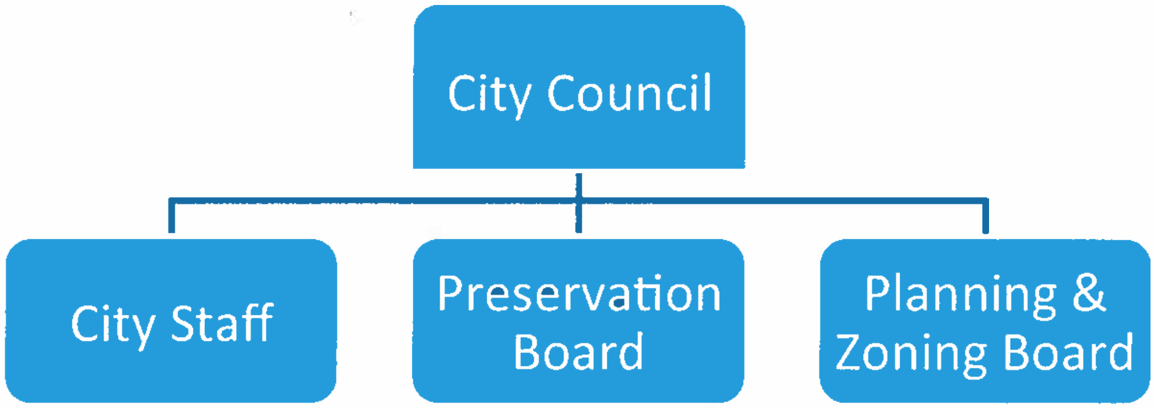
| | Description of Work | Start and End Dates |
|---|---|---|
| Phase One | Appointment of Task Force | |
| Phase Two | Ordinance Approval | |
| Phase Three | Seating of Preservation Board | |
| Phase Four | Implementation of Ordinance | |
| | | |

# VI. Budget

There is negligible budget impact associated with this proposal

| | |
|---|---|
| Total | $ 0.00 |

# VII. Key Personnel



# ORDINANCE NO. XXXX

# AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, ESTABLISHING HISTORICAL RESOURCE AND NEIGHBORHOOD PRESERVATION

## Section 1 Title

This ordinance shall be known and may be cited as **"Historical Resource and Neighborhood Preservation Ordinance, City of Taylor, Williamson County, Texas."**

## Section 2 Program Goals

The historical preservation ordinance is intended to achieve the following policy goals:

**2.1** Protect, enhance, and perpetuate Historical Resources and Neighborhoods which represent or reflect significant elements of city architectural, archeological, cultural, ethnic and political history

**2.2** Safeguard designated historical resources through appropriate regulations

**2.3** Stabilize and improve property values in designated areas

**2.4** Foster civic and cultural pride in the beauty and legacy of the past

**2.5** Protect and enhance city and neighborhood attractions for tourism, thus strengthening the economy of the city

**2.6** Provide a review process for the continued preservation of city historical resources

## Section 3 Definitions

**3.1 Appurtenance:** A feature related to a parcel of land or to a building, structure, object, site, or a related group thereof. The term includes, but is not limited to, buildings, structures, objects, landscaping features, walls, fences, light fixtures, steps, paving, sidewalks, shutters, and signs

**3.2 Certificate of Appropriateness (COA):** A document evidencing the approval of the Historical Resources Preservation Board (herein known as Board) signed and dated by the Chairman of the Board and City Development Services Office for the proposed changes, improvements or construction to property located in a designated neighborhood or Historical Resource including demolition, installation, construction, alteration, restoration, or removal of any exterior feature

**3.4 Demolition:** An act, process or neglect which destroys a site or structure in its entirety, or which destroys a part of a site or structure and permanently impairs its structural, historical or architectural integrity

**3.5 Exterior Architectural Feature:** The architectural style, design, general arrangement and components of all of the outer surfaces of a building or structure, as distinguished from the interior surfaces enclosed by such outer surfaces.
Exterior architectural features shall include, by way of example but not by limitation, the kind, color, texture of the building material and the type and style of all windows, doors, lights, signs and other fixtures appurtenant to such building or structure
**3.6 Taylor Historical Resource Survey:** A comprehensive architectural survey of all properties within the city and adjoining areas, as created in XXXX (TBD), future amendments to the same shall be automatically included herein.
**3.7 Historical Neighborhood:** An area of the city designated by the City Council as a Taylor Historical Neighborhood, as having definable geographic boundaries, a significant concentration, linkage, or continuity of sites, buildings, or structures united historically by plan, appearance, or physical development. The designation "Taylor Historical Neighborhood" recognizes that the component historical buildings, structures, accessory buildings, fences, or other appurtenances of the neighborhood are of basic and vital importance for the preservation of local culture and neighborhoods as well as economic development and promotion of tourism
**3.8 Historical Resource/Landmark:** A resource, aged 75+ years, designated as having historical and/or cultural significance for the community. The designation "Historical Resource" recognizes that the historical place, or the building(s), structure(s), accessory building(s), fences, or other appurtenances at the place are of basic and vital importance for the preservation of local culture and neighborhoods as well as economic development and promotion of tourism
**3.9 Ordinary Repairs or Maintenance:** Work done to prevent deterioration of a resource or any part thereof by returning the resource as nearly as practical to its condition prior to such deterioration, decay, or damage and by using original material or approved substitutions
**3.10 Insignificant Alteration:** Repair or maintenance, alteration, change, restoration, or removal of any exterior architectural feature of a building or structure which does not involve significant changes in the architectural or historical value, style, general design or appearance
**3.11 Significant Alteration:** An alteration, change, restoration, removal or demolition of an external architectural feature of a building or structure which involves a significant change in the architectural or historical value, style, general design, or appearance or for any other reason
**3.12 Demolition by Neglect:** Occurs when a party having ownership, custody, or control of a resource allows or causes, through a failure to perform routine or minimum maintenance, gradual or accelerated deterioration of a designated resource.
**3.13 Natural Disaster:** Destruction of a resource by forces outside human control, such as an earthquake or tornado, for which no person can be held responsible.

## Section 4 Historical Resource Preservation Board

**4.1 Creation of Historical Resource Preservation Board:**

**4.1.1** The Historical Resource Preservation Board (herein referred to as the "Board,") shall consist of seven (7) members appointed by the City Council.

**4.1.2** Preference for appointment shall be given to professionals from the areas of architecture, history, urban planning, real estate, legal, or archeology.

**4.1.3** At least one member should be appointed from the Taylor Conservation and Heritage Society, one from the Main Street Advisory Board and one from the Friends of the Moody Museum.

**4.1.4** Each member shall be a qualified property owner of the city and at least four members shall reside and own properties in areas where the majority of structures are 75+ years old.

**4.2** The Chairman (or designate) of the Historical Resource Board shall attend all city meetings in which Board Certificates of Appropriateness and/or recommendations are considered

**4.2.1** The By-Laws of the City of Taylor shall be used as the operational guidelines of the Board

**4.2.2** The Board shall review and act upon all applications proposing facade alterations, changes and/or demolition, of features within the designated areas or any other historical preservation site created, established or designated by the City Council in the future

**4.2.3** The Board shall grant or deny Certificates of Appropriateness based on presented materials only

**4.2.4** The Board shall make an annual report to the City Council on the state of historical preservation in the city and shall include in the report a summary of its activities for the past year and a proposed program for the next year

**4.2.5** The Board shall have the further responsibility of recommending to the City Council and city departments, the adoption of policies, sources of funding, and designation of Historical Resources that may further the city preservation effort

**4.2.6** The Board shall otherwise determine its own rules of procedure except as may be specifically set forth in this ordinance

## Section 5 Designation of Historical Neighborhoods and Resources

**5.1 Boundaries:** The Historical Neighborhoods shall be defined by the boundaries of the survey dated XXXXX (TBD) and any additions thereto. The Historical Neighborhoods shall encompass the area shown on the map attached hereto as Exhibit A. At the discretion of City Council, the area may be altered or expanded as needed. Additional historical preservation areas may be established by the City Council and thereafter governed by this ordinance

**5.2 Historical Resource Criteria:** In making the designation of an area as a Historical Neighborhood/Resource, the City Council shall ensure that the area is 75+ years old and has one (1) or more of the following characteristics:

**5.2.1** Character, interest, or value as a part of the development, heritage, or cultural characteristics of the city

**5.2.2** Location as the site of a significant historical event

**5.2.3** Embodiment of distinctive characteristics of an architectural type

**5.2.4** Relationship to other distinctive buildings, sites, districts, or structures which are historically significant

**5.2.5** Unique location of singular physical characteristics representing an established and familiar visual feature of a neighborhood, community or city

**5.2.6**Value as an aspect of community sentiment or public pride
**5.2.7** Identification with a person or persons who significantly contributed to the development or culture of the city, the state or the nation
**5.2.8** Value as protection from degradation of a historical resource

**5.3 Inclusion Timelines:** The original city plat will be the first inclusion and assigned an historical designation. Platted additions, subdivisions, etc. will be added in toto.
**5.4 Notification:** Residents shall be notified when their structure is encompassed and offered all incentives the city has approved. Should an owner opt out of inclusion, upon sale, death, or otherwise vacating, the property will become subject to these guidelines and must be marketed as located in an historical area with the associated requirements.
**5.5 Protection during Review:** An individual property or area under review by the city for a formal determination as an historical resource is immediately protected by, and subject to, all the provisions of this article governing demolition, minimum maintenance standards and penalties until a decision by the City Council becomes final.

## Section 6 Certificate of Appropriateness (COA)

**6.1 Mandatory Application Review**

**6.1.1** No person or entity shall install, construct, reconstruct, repair, alter, change, restore, remove, or demolish any structure or exterior architectural feature or other significant appurtenance of any historical resource or any building or structure, nor shall any new structure be constructed located within a designated Historical Neighborhood unless and until the Board has completed its review of the proposed changes or new construction as set forth in the application for Certificate of Appropriateness (COA).

**6.1.2** Such review shall consist of the granting or denial of a COA with regard to the subjects set forth in Subsections 6.2 – 6.5, as applicable.

**6.2 Review Process**

**6.2.1** A building permit may not be granted for a property in any Historical Neighborhood/Resource locale until all required reviews have been completed

**6.2.2** A Certificate of Occupancy (COO) will not be granted until compliance with all COA requirements is certified according to city procedure.

**6.2.3** The Board shall have the power to approve and deny applications for COAs

**6.2.4** All COAs shall follow city approval processes.

**6.2.5** All decisions regarding COAs shall be in writing and shall state the findings of review, its recommendations and requirements. The same shall appear in the written minutes of each reviewing board.

**6.3 Expiration of Certificate**

Each COA shall expire eighteen (18) months after issuance

**6.4 Resubmission of Denied Application**

A COA, if denied, may only be resubmitted with a qualifying design or materials change as determined by the Chairman of the Board

**6.5 Multiple Certificates**

A COA is required for each distinct and separate project.

**6.6 Application and Procedure**

**6.6.1** Applicant shall submit to the Chairman of the Board an application for a COA which includes written data and information thoroughly describing the project including all supplemental documentation explaining the proposed alteration or build.

**6.6.2** The applicant shall submit all required data and information not less than fourteen (14) days prior to the next scheduled public meeting of the Board.

**6.6.3** The Board may hold any additional meetings within sixty (60) days following initial Board review as may be necessary to carry out its responsibilities.

**6.6.4** The Board shall make its determination and report the same using established city procedures within ten (10) days after final decision unless the Board and the applicant mutually agree to extend the period of review.

**6.6.5** There is no implied approval of an application due to circumstances that reasonably delay Board action.

**6.6.6** The applicant shall be given written notice of the time and place of the meeting by regular mail to the address on the application and/or to property owners as appear on the records of the Williamson County Appraisal District. Notice of the meeting and subject matter shall be posted in accordance with the Texas Open Meetings Act

**6.6.7** The applicant or his/her agent, or representative, shall attend at least one (1) meeting of the Board during which his/her application is considered, otherwise the Board shall not take action and the application will be deemed to be incomplete.

**6.6.8** The Board shall forward its report and recommendation to city staff.

**6.7 Fee**

No additional fee shall be required for the Historical Board review process.

## Section 7 Criteria for Review, Evaluation and Disposition of COA

In determining the recommendation and action of an application for a COA, the Board shall review and decide the appropriateness of the proposed alterations of the following with regard to:

**7.1 Removal, Addition or Modification of Architectural Features**

The distinguishing historical qualities, architectural features or character of a building, structure, or site and its environment shall not be destroyed, removed or modified if in full view from an adjacent public street or walkway. Architectural features include, but are not limited to, exterior wall materials, windows, railings, decorative woodwork, masonry and stone elements.

**7.2 Paint Color and Application**

A pallet of historical colors is available for most time periods of construction. To continue the historical integrity of structures in the neighborhoods, these recommended colors continue to be acceptable today. The painting of existing historical buildings resources composed of materials such as unpainted stone or unpainted masonry requires Board review and approval.

**7.3 Scale of New Construction**

The Board will review all new construction plans within designated historical areas to ensure compatibility with the surrounding buildings and environment in relation to height, gross volume, proportion, and setback.

Ref: City of Taylor, Code of Ordinances, APPENDIX B-Zoning Ordinance

**7.4 Impact of Proposed Changes**

The impact of the proposed changes shall not alter the general historical, cultural, and architectural nature of the neighborhood or resource.

**7.4.1** Review and evaluation of applications shall be based its conformity to the general character and value of the particular historical area involved.

**7.4.2** Current needs of the property owner must be considered

**7.4.3** Plans for proposed new construction or other reuse of a property and the effects on the historical, cultural, social, or architectural identity of the surrounding area will be positive and promote the goals of this ordinance

## Section 8 Demolition/Removal/Relocation Approval

The Board shall use the following additional criteria when reviewing and determining the recommendation and action for a COA with regard to demolition or removal of a Historical Resource, a resource within a designated Historical Area or any other Historical Preservation Area established by City Council.

**8.1** A demolition application must be reviewed by the Board and be affirmatively found if:

**8.1.1** Measures could not be taken to adaptively reuse, rehabilitate, or restore the building or structure at its existing site

**8.1.2** Measures have been taken to relocate the resource to a new site within the same property or within the neighborhood if possible

**8.1.3** The condition of the building or structure is such that it has been so altered or deteriorated it has lost its value and is no longer significant as an historical resource. The condition shall not be due to demolition by neglect or action of the owner or another related person or entity

**8.1.4** The estimated cost of restoration or repair is so excessive as to create an unreasonable economic hardship for the owner and the condition is not due to demolition by neglect

**8.2** In the case of a removal/relocation application the Board shall affirmatively find:

**8.2.1** Measures could not be taken to adaptively reuse, rehabilitate, or restore the building or structure at its existing site

**8.2.2** The resource is no longer significant to the area in which it is situated

**8.2.3** Measures have been taken to relocate the resource within the same property and the same cannot be accomplished

**8.2.4** Measures have been taken to relocate the resource within an appropriate designated Historical Area or where the goals of this ordinance will be furthered

**8.2.5** Leaving the resource at its current location creates an economic hardship for the owner and the condition is not due to demolition by neglect

**8.3** Failure to achieve the issuance of COAs may lead to legal action by the city.

## Section 9 Penalties and Restrictions

The applicant shall obtain an approved COA prior to commencement of any work detailed in the application. Compliance with the requirements set forth in a COA is mandatory.

The City of Taylor procedures for notification and resolution timeframes of said penalties will be followed. The exercise of one or more penalties shall not preclude the exercise of any others. Any person, firm, corporation or other entity found to be in violation of this ordinance may incur the following penalties:

**9.1** Penalties for nonconformance as set forth in City of Taylor Ordinances for all violations

**9.2** Restrictions on future development: If an historical resource, located either within or pertinent to a designated Historical Neighborhood or any other Historical Preservation Resource, is demolished or relocated without a COA, or in the event the plans for the property are changed from which the resource was removed without approval of the revised plans by the Board, the following restrictions, in addition to any other penalties or remedies set forth in this ordinance, shall be applicable to the site where the structure or property was formerly located:

**9.2.1** No building or other permits, including curb cuts, shall be issued for construction on the site, with the exception of a permit to restore such structure or property after obtaining an approved COA, for a period of five (5) years after the date of such demolition or removal

**9.2.2** No parking lot for vehicles shall be created whether for remuneration or gratis on the site for a period of ten (10) years from the date of such demolition or removal

**9.2.3** The owner of the site shall maintain the site in a clean and orderly state and shall properly maintain all existing trees and landscaping on the site

**9.2.4** When these penalties and restrictions become applicable to a particular site, City of Taylor shall cause to be filed a verified notice thereof in the Real Property Records of Williamson County and such restrictions shall then be binding on future owners of the property

**9.3** Cumulative Remedies: The provisions of this section shall apply in addition to other enforcement procedures or penalties which are available at law or in equity including, but not limited to, those available for adversely affecting historical structures or property under Section 315.006 of the Texas Local Government Code and Section 442.016 of the Texas Government Code as the same may be amended from time to time, injunctive remedies and the like

**9.4** Civil Action: As an additional remedy to the penalties stated above, the City Attorney for the City of Taylor or designee shall have the power to take all necessary civil action to enforce the provisions hereof and to request appropriate legal or equitable remedies or relief

**9.5** All restrictions remain attached to the physical property regardless of ownership. The same may include, but not limited to, the requirement that all conditions be fulfilled prior to issuance of a building permit for the original resource location

## Section 10 Appeals Process

**10.1** Any decision made by the Board may be appealed through City of Taylor administrative procedures

**10.2** Appeal packets may be obtained from city staff

**10.3** Contested appeal decisions may be handled through appropriate judicial processes

## Exhibit – Sanborn Map of Taylor Additions 1931

http://www.lib.utexas.edu/maps/sanborn/s-u/txu-sanborn-taylor_1931-01.jpg

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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Historic Preservation Program | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | Jun-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Oct-18 | Nov-18 | Dec-18 |
| Historic Preservation Ordinance | Committee provided copy of draft to City | First meeting with Staff | TBD - Task Force Appointment and scheduling in line with other board appointments - allow time for more citizens to get involved if they so desire | | | First meeting of Task Force | Public Town Hall Meeting | Task Force Meeting to compile concerns/comments from property owners | Enter into contract for resource survey - continue task force meetings to work through list of concerns and refine ordinance | | | Public Town Hall Meeting | Legal Review of Ordinance | MSB Meeting | P&Z Meeting | City Council | City Council |
| | | | | | | | | | | | | | | | | | |
| * all dates are draft - items may be moved | | | | | | | | | | | | | | | | | |
| DAC - Development Advisory Committee | | | | | | | | | | | | | | | | | |
| MSB - Main Street Board | | | | | | | | | | | | | | | | | |

# *City Council Meeting*
# *October 26, 2017*

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

**Agenda Item #:** **10**

**Agenda Title:** Receive update on review schedule for Development ordinances.

**Council Action to be taken:** Receive for information only.

**Department Submitted:** Development Services

**Staff Contact:** Ashley Lumpkin, Director

## 1. PURPOSE/DESCRIPTION

The purpose of this item is to provide an update to City Council on the draft timeline and process of current ordinance amendments.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

The proposed ordinance amendment list was created by staff with feedback on current development projects as well as feedback from stakeholders during the Growth Summit.

The dates reflected on the attachment are tentative and reflect the best-case scenario. In all things with development, the dates must be fluid so that staff can focus on the growing number of development projects reviews as quickly as possible. The prospective dates have also taken into account scheduled absences for the Planning and Zoning Commission Committee members.

The process staff is utilizing is to meet with the Development Advisory Committee, a group of local business owners and developers, to discuss the perceived issue and discuss possible fixes, taking the potential waterfall effect on the ordinances that are already approved or even where a potential fix could conflict with an ordinance.

Staff drafts and culls best practices of similar-sized cities and some other, larger, forward thinking cities (Burleson, Argyle, Buda, Temple, and others). The Planning and Zoning Commission is briefed and an open dialogue occurs at a meeting, prior to a formal public hearing. In all instances thus far, the dialogue has resulted in better, more Taylor-specific language.

## 3. FUNDING SOURCE

N/A

## 4. TIMELINE CONSIDERATIONS

As discussed, the timeline is fluid to ensure the ordinances brought forward amend the issue identified.

## 5. OTHER OPTIONS (In order of preference)

N/A

## 6. ATTACHMENTS

10a. Development Ordinances Review Schedule

| | Jun-17 | Jul-17 | Aug-17 | Sep-17 | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Ordinance Amendment | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Landscape - tree mitigation and required landscape percentages | Draft to DAC | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | | | | | |
| Donation Bin Ordinance | Draft to DAC | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | | | | | |
| Revise Use Charts | Draft to DAC | | P&Z for Intro Discussion | Creation of Ordinances | | | Draft to P&Z for Discussion | | | P&Z Ordinance Recommendation | City Council 1st Reading and 2nd Reading | | |
| Parking in Yards | | | | Draft to DAC/Creation of Ordinances | | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | |
| Driveway Standards for large-lot residential | | | | Draft to DAC/Creation of Ordinances | | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | |
| Residential Design Standards (Primary and Secondary Materials) | | | | Draft to DAC/Creation of Ordinances | | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | |
| Residenital Design Standards - Covered Parking | | | | Draft to DAC/Creation of Ordinances | | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | |
| Historic Overlay | TBD - Task Force Appointment and scheduling | | | | | | | | | | | | |
| Entertainment District | | | | | Draft to DAC | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | | |
| Infill and Redevelopment Ordinance | | | | | | Draft to DAC | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | |
| Fencing Ordinance | | | | | | Draft to DAC | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | | |
| Commercial Design Standards | | | | | | | Draft to DAC/Creation of Ordinances | | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading |
| Corridor Standards | | | | | | | Draft to DAC/Creation of Ordinances | | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading |
| Addition of Agriculural District or modification of R/A | | | | | | | Draft to DAC/Creation of Ordinances | | Draft to P&Z for Discussion | P&Z Ordinance Recommendation | City Council 1st Reading | CC 2nd Reading | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| * all dates are draft - items may be moved | | | | | | | | | | | | | |
| DAC - Development Advisory Committee | | | | | | | | | | | | | |

# *City Council Meeting*
# *October 26, 2017*

STRATEGIC PILLAR

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

**Agenda Item #:** **11**

**Agenda Title:** Consider proposed future agenda topics and any items for future discussion**.**

**Council Action to be taken:** Discuss possible future agenda items.

**Initiating Department:** City Council

**Staff Contact:** Mayor

## 1. PURPOSE/DESCRIPTION

Under this item, staff will be receiving input regarding future agenda items from you. This agenda item will be added as a routine matter on each of your upcoming agendas and will not be an action item unless specific items are listed for consideration. Staff will also be bringing potential agenda items before you at this time.

## 2. STAFF ANALYSIS AND RECOMMENDATION (Why and How)

## 3. FUNDING SOURCE

## 4. TIMELINE CONSIDERATIONS

Items are added to upcoming agendas as schedules allow.

## 5. OTHER OPTIONS (In order of preference)

## 6. ATTACHMENTS

11a. Continuous list of items

Topics still to be addressed:

Ariola:

- PID (Special mtg date Jan 18)
- City owned Trustee properties

Garcia:

- Pros and cons of merit pay (Jan. 11)
- TEDC Board discussion (Oct. 26)
- Animal Shelter Option 4 (CSFM Plan-Nov. 30 and Dec. 7)
- Sidewalks and lighting on Old Thorndale Road (CSFM Plan-Nov.30 and Dec. 7)
- Utility account assistance (Oct. 26)
- Dumpster pricing/franchise agreement (Nov 9)
- Receive information from the 2012 Charter Amendment review committee (Jan 11)
- Entertainment District

Gonzales:

- Cemetery streets (with CSFM Plan-Nov. 30-Dec 7)

Rydell:

- Historical Preservation (Nov 9)