

AGENDA

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

OCTOBER 6, 2011, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION

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

CONSENT AGENDA

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

1. Minutes for September 20, and September 22, 2011. (Susan Brock)
2. Consider acceptance of public improvements for the Mustang Cove sidewalk project. (Danny Thomas)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

3. Quarterly recognition of city employees. (Jeff Straub)
4. Proclamation: October is Fire Prevention Month. (Mayor)
5. Consider amending Taylor Public Library Interlibrary Loan Policy. (Karen Ellis)
6. Consider approving Resolution 11-22 nominating candidates to the Board of Directors for the Williamson Central Appraisal District. (Jeff Straub)
7. Consider reappointment of Pamela Sanford to the Williamson County and Cities Health District. (Jim Dunaway)
8. Consider appointment to the Moody Museum Board. (Bob vanTil)
9. Consider awarding contract to Langford Community Management Services to administer the TDHCA HOME grant program. (Bob vanTil)
10. Consider update on the Municipal Drainage Utility System (MDUS) and discuss fees and prioritization of projects. (Jim Dunaway; Casey Sledge)
11. Executive Session. The Taylor City Council will conduct a closed executive meeting pursuant to the provisions of the Open Meetings Law, Chapter 551, Texas Local Government Code, and the authority contained in Section 551.087 to discuss or deliberate regarding commercial and/or financial information on a business prospect that the City of Taylor, Texas, seeks to have locate, stay, or expand in or near the City of Taylor, Texas, and with which the City of Taylor, Texas, is conducting economic development negotiations and/or deliberate the offer of financial or other incentives to the business prospect.
 - Project Venture
12. Consider action from Executive Session.

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. I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 pm on October 3, 2011 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 Daily Press.

In compliance with the ADA the City Hall and Council Chambers are 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/Time 10/3/11
Susan Brock, City Clerk



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 1
Agenda Title: Minutes for September 20 and September 22, 2011.
Council Action: Motion to approve 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

- 1a. [Minutes, September 20, 2011](#)
- 1b. [Minutes, September 22, 2011](#)

The City Council of the City of Taylor met in a special joint meeting with the Taylor Independent School District (TISD) Board on September 20, 2011, at Sirloin Stockade Restaurant on T. H. Johnson Drive, Taylor, Texas. Mayor Hill and Brad Moss, Chairman of the TISD Board of Directors, declared a quorum of their respective entities and called the meeting to order at 7:05 a.m. with the following City Council members and City Staff present:

Council Member Jesse Ancira
Council Member John McDonald

Jim D. Dunaway, City Manager
Jeff Straub, Assistant City Manager
City Clerk Susan Brock

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

1. RECEIVE UPDATES FROM TEXAS STATE TECHNICAL COLLEGE (TSTC) AND TEMPLE COLLEGE REPRESENTATIVES

Mr. Fred Khozein, Director, Technical Programs, Texas State Technical College at EWCHEC, presented a review of current programs and future plans for the Taylor facility during the upcoming academic year. He stressed the need for continued support of the workforce training programs in collaboration with the TISD and TTC.

Dr. Glenda Barron, President, Temple College, provided an update on the programs at the Taylor campus and the possible changes as a result of the addition of a campus in the city of Hutto. She stated that she did not anticipate the Taylor campus programs ending unless there was a change in enrollment numbers. She indicated the future of the Legacy program would be a decision made between the two school districts.

2. UPDATE ON TISD FACILITIES.

Mr. Jerry Vaughn, Superintendent of Taylor Independent School District, provided an update on the proposed changes for facilities associated with the move to the new high school. The vacated facility on North Main is being reprogrammed and could include the relocation of 4th and 5th grades from T. H. Johnson, the vehicle maintenance yard, and the Opportunity Center.

3. UPDATE ON CITY CAPITAL IMPROVEMENT PROJECTS.

Mr. Dunaway provided an update on current and recently completed capital improvement projects including the infrastructure to the new high school and the second street rehabilitation project. Other projects include the clearing of obstructions at the airport, a street inventory, improvements to the entrance of the Taylor Regional Park and Sports Complex, and the completion of five new homes as part of the HOME grant program.

Jason Ford, President of the Taylor Economic Development Corporation provided an overview of newly relocated businesses and potential clients in the research phase.

4. ANNOUNCEMENTS.

Neither entity provided any announcements.

ADJOURN

No action was taken on any item and Mayor Hill adjourned the meeting at 8:30 a.m.

Donald Hill, Mayor

ATTEST:

Susan Brock, City Clerk

The City Council of the City of Taylor met in a special meeting on September 22, 2011, at City Hall, 400 Porter St., Taylor, Texas. Mayor Hill declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Council Member Jesse Ancira
Council Member Chris Gonzales
Council Member John McDonald
Council Member Chris Osborn

City Manager, Jim D. Dunaway
Assistant City Manager, Jeff Straub
City Attorney, Ted Hejl
City Clerk, Susan Brock

INVOCATION

Danny Thomas led the group in prayer.

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION

Mayor Hill invited all citizens who had signed up to comment on the recreation/indoor/teen center to be operated by the YMCA to come forward during this time. The following individuals spoke in favor of the project: Keith Hagler, Teresa Hutmacher, Robin Hunt, John Benziger, Jason Ford, Christine Lopez, James Marek, Michelle Meeker, Sara Carroll, Ed Komandosky, James Preece, Don McAlister, Tom Vanecek, Rosemary Hauser Nelson, John Nelson, Loretta Patschke, Stacy Olsen, Royce Williamson, H.E. Crump, Jr., and Vada Rose. John Hughes and Tim Glover expressed concern for the financing plan and proposed location but supported the concept. In addition to their comments the Taylor Economic Development Corporation and the Taylor Chamber of Commerce submitted letters of support with the Chamber pledging \$1200 per year for five years. Additional pledges of \$500 per year for five years were received from each of the local chapters of the Kiwanis and Rotary Clubs.

Speaking against the issue were Rick Urbanek, Joe Naizer, Ronald Holton, Doris Roznovak, H.E. Rowland, Cynthia Valadez, Jose Orta, Ann Jones Ballard, Greg Teggeman, John Gilligan, Dennis Falk, Gordon Druesdow. In addition to his comments, Mr. Joe Naizer submitted a petition containing 432 signatures urging the city council to call an election and take the issue of funding this project back to the voters.

CONSENT AGENDA

1. MINUTES SEPTEMBER 8, 2011.
2. APPROVE ORDINANCE 2011-22 ADOPTING THE 2009 INTERNATIONAL BUILDING CODES.

ORDINANCE NO. 2011-22

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS ADOPTING THE 2009 INTERNATIONAL RESIDENTIAL CODE, THE 2009 INTERNATIONAL BUILDING CODE, THE 2006 ICC ELECTRICAL ADMINISTRATIVE CODE, THE 2008 NATIONAL ELECTRIC CODE; 2009 INTERNATIONAL FIRE CODE; 2009 INTERNATIONAL MECHANICAL CODE; 2009 INTERNATIONAL PLUMBING CODE; 2009 INTERNATIONAL FUEL GAS CODE; 2009 INTERNATIONAL ENERGY CONSERVATION CODE; SUPPLEMENTING AND AMENDING THE CODES ADOPTED BY THIS ORDINANCE WITH OTHER

ORDINANCES AND PROVISIONS STATED HEREIN; ADOPTING A REPEALER CLAUSE; ADOPTING A SAVINGS CLAUSE; ADOPTING A PENALTY CLAUSE PROVIDING THAT ANY PERSON VIOLATING THE PROVISIONS OF THIS ORDINANCE SHALL BE DEEMED GUILTY OF A MISDEMEANOR AND, UPON CONVICTION IN THE MUNICIPAL COURT OF THE CITY OF TAYLOR, TEXAS, OR ANY OTHER COURT OF PROPER JURISDICTION, SHALL BE SUBJECT TO A FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) FOR EACH OFFENSE, EXCEPT HOWEVER, WHERE A DIFFERENT PENALTY HAS BEEN ESTABLISHED BY STATE LAW FOR SUCH OFFENSE THE PENALTY SHALL BE THAT FIXED BY STATE LAW, AND FOR ANY OFFENSE THAT GOVERNS FIRE SAFETY, ZONING, OR PUBLIC HEALTH AND SANITATION, INCLUDING DUMPING OF REFUSE, THE PENALTY SHALL BE A FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2000.00) FOR EACH OFFENSE; HAVING AN EFFECTIVE DATE AND REQUIRING PUBLICATION.

3. APPROVE ORDINANCE 2011-26 AMENDING THE 2010/2011 FISCAL YEAR BUDGET.

ORDINANCE NO. 2011-26

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS AMENDING ORDINANCE NO. 2010-30 ADOPTED ON SEPTEMBER 9, 2010, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2010 AND ENDING SEPTEMBER 30, 2011; BY AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AS WELL AS OTHER FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING EXPENSES AND CAPITAL OUTLAY AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY.

4. APPROVE ORDINANCE 2011-28 AMENDING THE FEE SCHEDULE FOR CITY SERVICES.

ORDINANCE 2011-28

AN ORDINANCE AMENDING ORDINANCE 2010-41 ADOPTED ON SEPTEMBER 28, 2010 BY CHANGING CERTAIN RATES AND OTHER SERVICES PROVIDED BY THE CITY

5. ACCEPT PUBLIC IMPROVEMENTS RELATED TO THE CONSTRUCTION OF THE NEW TAYLOR HIGH SCHOOL.

6. CONCUR WITH THE PRELIMINARY FINANCIALS FOR AUGUST, 2011.

Council Member McDonald moved to approve the consent agenda as presented and Mayor Pro Tem Gonzales seconded the motion. VOTE: Five voted AYE. Motion passed.

REGULAR AGENDA – REVIEW/DISCUSS & CONSIDER/ACTION:

7. CONDUCT PUBLIC HEARING AND CONSIDER FINANCING FOR CONSTRUCTION OF AN INDOOR RECREATION/TEEN/COMMUNITY CENTER TO BE OPERATED BY THE TAYLOR YMCA.

Mr. Dunaway presented a brief review of the current status of the YMCA facility. Mayor Hill declared the Public Hearing open and invited each Council Member to provide their comments. Council Member McDonald expressed his concern that the current issue under discussion is different than the one voted on eighteen months earlier. He emphasized the need to continue to seek financial partnerships and to develop a plan to move this issue forward. With that said, Council Member McDonald moved to have the City Council immediately move forward to implement the indoor recommendation previously approved in the 2005 Parks Master Plan regarding the construction of a ten/recreation/community center. Implementation includes a) meeting with financial partners and securing specific financial commitments to the project, b) developing a fiscally responsible funding model which minimizes costs to the taxpayer, c) finalizing design and construction estimates which satisfy all community requirements, d) securing an agreement with an organization or group to provide furniture, equipment and fixtures, fully staff and operate the center on behalf of the City and provide the maximum amount of services to the community at the lowest cost. Mayor Hill asked the motion be amended to include a thirty day completion date. Council Member Ancira seconded the motion.

Council Member Osborn restated his primary concerns that when he campaigned in 2010 his focus was on lowering taxes and fixing the streets. He asked staff to look into alternative sites and the possible repurposing of existing vacant buildings already in town. He reminded those in attendance that the motion being considered is to develop a plan, not necessarily approve the plan.

Council Member Ancira stressed his desire to support this project was based on creating a way to attract more people to live and work here and expand the property tax base. Mayor Hill stressed the need to move forward by gathering more information and securing partnerships before making a decision.

Mayor Pro Tem Gonzales opposed the measure and stated that he will not support any increase in taxes for this project. He provided detailed information on the median income for Taylor and surrounding communities and data on how many families are already living at or below the poverty level. He believes any tax increase at the current time is not an option. He does not support a plan that only minimizes taxes to pay for the project but he would prefer to see a plan that eliminates the need to raise taxes at all.

Hearing no further comment, Mayor Hill declared the Public Hearing was closed. VOTE: Four voted AYE. One NO. (Mayor Pro Tem Gonzales). Motion passed.

8. CONSIDER APPROVING RESOLUTION R11-21 ADOPTING A FUND BALANCE POLICY.

Ms. Rosemarie Dennis, Director of Finance, presented a request to consider approving a resolution establishing a Fund Balance Policy. This policy includes specific constraints when reporting on fund balances of governmental funds and was developed to comply with the Government Accounting Standards Board (GASB) requirements for local governments.

Mayor Pro Tem Gonzales moved to approve Resolution R11-21 adopting a fund balance policy and Council Member Ancira seconded the motion. VOTE: Five voted AYE. Motion passed.

9. CONSIDER ECONOMIC DEVELOPMENT AGREEMENT WITH ALLIANCE GEOTECHNICAL GROUP OF AUSTIN, INC.

Mr. Bob vanTil, Director of Community Development, presented a request to consider an agreement with Mr. Wayne Eddins and his engineering firm Alliance Geotechnical Group of Austin, Inc. The agreement provides specific incentives to Mr. Eddins including a 30 percent reimbursement of property taxes for five years. Mr. Eddins acknowledged his experience with the city in getting this agreement finalized was a positive one and he looks forward to completing the move.

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

ADJOURN

With no further business; Mayor Hill adjourned the meeting at 8:46 p.m.

Don Hill, Mayor

ATTEST:

Susan Brock, City Clerk



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 2

Agenda Title: Consider acceptance of public improvements for the Mustang Cove sidewalk project.

Council Action to be taken: Accept public improvements as City assets

Initiating Department: Public Works

Staff Contact: Danny Thomas, Director of Public Works

1. INTRODUCTION/PURPOSE

The Taylor EDC has added sidewalks to the Mustang Cove cul-de-sac located in the Mustang Creek Industrial Park. Accordingly, it is time to accept these public improvements to appropriately add them to our list of assets. Attached is a letter from Ms. Linda Wentrcek, Vice President of the TEDC, requesting acceptance and also some photos showing the sidewalks that will be added to our list of assets.

2. DESCRIPTION/ JUSTIFICATION

3. FINANCIAL/BUDGET

The sidewalk improvements in the right-of-way of Mustang Cove was constructed for the amount of \$19,270.

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends acceptance as requested.

6. REFERENCE FILES

- 2a. [TEDC letter requesting acceptance](#)
- 2b. [Slideshow showing sidewalks](#) or in [pdf format](#)



September 28, 2011

Jim Dunaway
City Manager
City of Taylor
400 Porter Street
Taylor, TX 76574

Re: Sidewalk around Mustang Cove in Mustang Creek Industrial Park

Dear Mr. Dunaway:

The purpose of this letter is to request that the City of Taylor accept \$19,270 of sidewalk improvements in the right-of-way areas along Mustang Cove, Mustang Creek Industrial Park, Taylor, Texas.

The Taylor Economic Development Corporation (TEDC) contracted with Shawn A. Kirkpatrick, M.S. for the design and construction management services.

Steve Reyes Concrete Placement served as contractor.

Joe Fazio of KG Industries, LLC, owner of Lot 4C, Block "B" (204 Mustang Cove) in Mustang Creek Industrial Park, hired the same contractor as the TEDC. The TEDC reimbursed KG Industries for their payment to Steve Reyes for extending the sidewalk onto their property. Mr. Fazio has approved TEDC's request to the City for acceptance of sidewalk improvements.

We request that the City accept the \$19,270 in public improvements for the sidewalk in the right-of-way areas along Mustang Cove in Mustang Creek Industrial Park. Please send back confirmation of acceptance.

Thank you,

Linda Wentrcek
Vice President

Enclosure: Photos (Before and After) of Mustang Cove Sidewalk Project as provided by Shawn A. Kirkpatrick

C: Jeff Straub, Assistant City Manager
Joe Fazio, KG Industries
Jason Ford, Taylor EDC President/CEO

★ Shawn A. Kirkpatrick, M.S. ★

(512) 422-4950 • skirkpatrick74@yahoo.com • <http://www.linkedin.com/in/shawnakirkpatrick>

Consultant • General Manager • Project Manager • Business Development

Mustang Cove Sidewalk Project

**Taylor Economic
Development Corporation
Taylor, TX**

★ Shawn A. Kirkpatrick, M.S. ★

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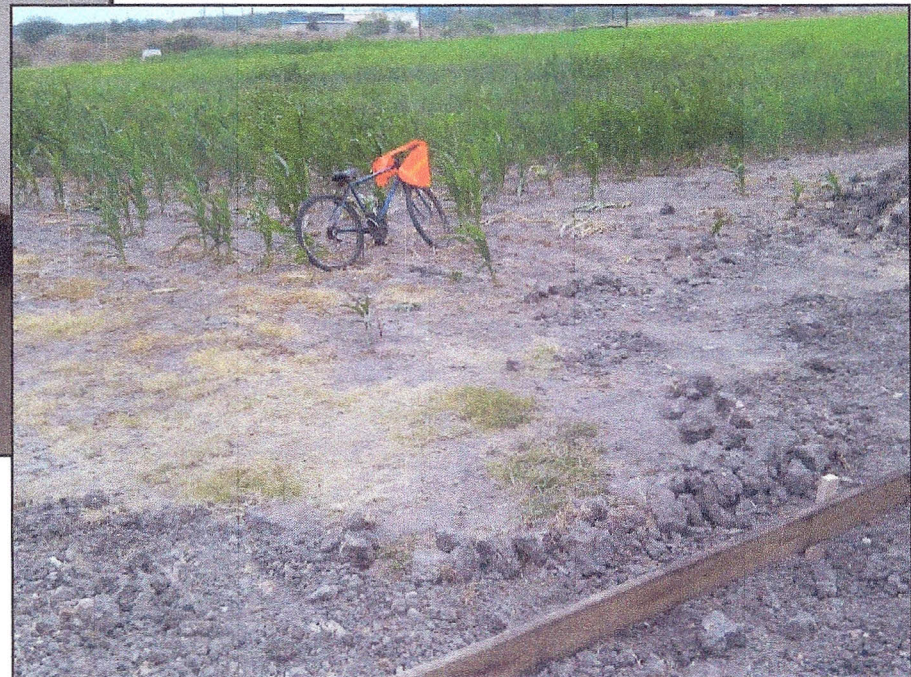
Consultant • General Manager • Project Manager • Business Development



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Consultant • General Manager • Project Manager • Business Development





City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 3

Agenda Title: Employee recognition.

Council Action to be taken: Presentation to recognize exceptional performance.

Initiating Department: City Administration

Staff Contact: Jeff Straub, Assistant City Manager

1. INTRODUCTION/PURPOSE

From time to time, our employees go above and beyond their specified job duties and do something outstanding. At these times, it is proper that we recognize their actions publically so the general public knows the quality of their local government staff. Tonight, we would like to recognize two of our staff members for actions taken above and beyond the call of duty.

- Francisco Flores, Utility Maintenance Worker:
- Dennis Kleppe, Engineering Department Inspector:

2. DESCRIPTION/ JUSTIFICATION

Francisco Flores – we received the following report via email from a citizen:

Week of August 8th

Cisco Flores with the water department jumped to the rescue last week when an ERCOT employee who was out delivering meals on Davis Street for the Meals on Wheels program. Irma Alvarado was returning to Cheryl Moseley's vehicle when she fell hitting her head on the vehicle before landing on the ground and breaking her upper right arm.

Cisco showed up seemingly out of nowhere to assist by picking her up and getting her back in the vehicle out of the heat so Cheryl could take her to the emergency room. Cisco's help was obviously much appreciated! We would be grateful if you and/or his supervisor can pass on our appreciation and recognize Cisco for his kind deed.

Dennis Kleppe –

August 24th

On the afternoon of August 24th, 2011, an individual fled from the Williamson county Sheriff's Office in the area of downtown Taylor. Engineering Inspector Dennis Kleppe observed the individual attempting to evade police and followed him in his city vehicle. After observing the individual try to further flee through a parking lot, Kleppe called to the individual to stop and then subsequently subdued the suspect until police arrived and took the suspect into custody.

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

City management will present employees with certificates of appreciations and gift cards.

6. REFERENCE FILES



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 4

Agenda Title: Proclamation: October is Fire Prevention Month

Council Action to be taken: Mayor to present proclamation; Chief Ekiss will accept on behalf of his department.

Initiating Department: Fire Department

Staff Contact: Pat Ekiss, Fire Chief

1. INTRODUCTION/PURPOSE

The purpose of this item is to present a proclamation designating October as Fire Prevention Month in the City of Taylor.

2. DESCRIPTION/ JUSTIFICATION

Each year, the National Fire Prevention Association designates one month in the fall to focus on some aspect of fire prevention. The 2011 campaign is "Protect your family from fire." The City of Taylor's aim is to educate all citizens on how to protect their homes and families through fire prevention safety, not just during this one month, but all year long.

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

October is the designated time of the program.

5. RECOMMENDATION

Recognize October, 2011 as Fire Prevention Month.

6. REFERENCE FILES

4a. [Proclamation](#)

Proclamation

WHEREAS, the City of Taylor is committed to ensuring the safety and security of all those living in and visiting our city; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, cooking, heating and electrical equipment, smoking materials and candles are among the leading causes of all reported home fires; and

WHEREAS, working smoke alarms and automatic fire sprinkler systems can dramatically cut the risk of dying in a home fire; and

WHEREAS, Taylor's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, the 2011 Fire Prevention theme is, "Protect your Family from Fire!" reminds us all of the simple actions we can take to keep our homes and families safe from fire during Fire Prevention Month and all year long.

NOW THEREFORE, I, Donald R. Hill, as the Mayor of Taylor, Texas do hereby proclaim

October as Fire Prevention Month in the City of Taylor

And urge everyone to protect your homes and families and to support the educational activities and efforts of Taylor's fire and emergency services.

Donald Hill, Mayor



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 5

Agenda Title: Consider amending the Taylor Public Library Interlibrary Loan Policy.

Council Action to be taken: Approve, Deny or Table

Initiating Department: Library

Staff Contact: Karen Ellis, Library Director

1. INTRODUCTION/PURPOSE

With changes in statewide interlibrary loan procedures, staff recommends some revisions to the existing Interlibrary Loan Policy.

2. DESCRIPTION/ JUSTIFICATION

Interlibrary Loan (ILL) is a long standing service offered by all libraries. When materials are not available locally, a library may request materials from another library on behalf of their patrons. The Taylor Public Library has been actively requesting loans from other libraries for decades. The Texas State Library & Archives Commission had set up regional Interlibrary Loan Centers, funding both staff and operations. The vast majority of public libraries in Texas would forward their patrons' requests to their regional ILL centers for processing, as the centers had access to databases of worldwide catalogs for all libraries.

Cuts in the state budget resulted in a major hit to the Texas State Library & Archives Commission. Loss in funding resulted in immediate closure of the Austin ILL Center and others. The Texas State Library & Archives Commission scrambled to put into place a "do-it-yourself" ILL system called Navigator and smaller libraries who use the Apollo software for their catalogs were the first to be moved. That includes Taylor Public Library.

Taylor Public Library's Interlibrary Loan Policy needed to be revised for these operational changes. The policy stipulated that Taylor Public Library would charge local patrons the cost of postage for their ILL request. Likewise, it required that libraries that requested Taylor's materials be sent to them pay for postage as well. The Texas State

Library & Archives Commission has ruled that libraries cannot charge lending libraries for delivery charges.

If the Taylor Public Library cannot charge other libraries for postage, it is staff's opinion that it is not fair to continue to charge that fee to Taylor patrons. Costs can be kept down by limiting the number of ILL requests a patron can request at a time and by limiting what types of materials the Taylor Public Library will lend to other libraries.

3. FINANCIAL/BUDGET

Last fiscal year, the Library processed 74 interlibrary loan requests for local patrons. With book or library rate, postage averages about \$2.50 per title. That was a cost of \$185.00 for returned postage the Library charged patrons who requested interlibrary loans.

4. TIMELINE CONSIDERATIONS

The new Navigator system is already in use.

5. RECOMMENDATION

The Library Board met on August 16, 2011 and approved revisions to the Interlibrary Loan Policy. It is the recommendation of the Library Advisory Board and Library staff that City Council approve this policy.

6. REFERENCE FILES

5a. [Interlibrary Loan Policy](#)

Taylor Public Library	Approved by Library Board: Jan 17, 2006 Revised approved by Library Board: Aug 16, 2011 Approved by City Council: Feb 16, 2006	
Interlibrary Loan Policy	Revised:	Page 1 of 2

Principles and Objectives

Interlibrary loan is a service that supports the mission of the Taylor Public Library by providing enhanced access to library materials and information. Interlibrary loan is a transaction in which the Taylor Public Library borrows materials directly from another library on behalf of a patron, or another library borrows materials from the Taylor Public Library on behalf of its patron.

Interlibrary Loan Borrowing

1. **Patron Status.** New patrons may not request interlibrary loan until one month after registration. Taylor Public Library patrons who have lost books, have unpaid fines or fees of any amount, have past problems with interlibrary loan materials, or are otherwise not patrons in good standing may not request interlibrary loans.
2. **Age of Patron.** All patrons in good standing, regardless of age, may take advantage of interlibrary loan services. If the patron is a minor, the parent or guardian must agree to accept responsibilities for any related fines or fees.
3. **Request Restrictions.** While the Taylor Public Library will make every effort to locate requested materials, not everything is available through interlibrary loan. Items that are typically unavailable include, but are not limited to: bestsellers; books less than one year old; rare or archival materials; microforms; reference books; newspapers & periodicals; and genealogy material. Photocopies of articles or pages from certain resources may be available, usually at a charge. Availability of audio/visual media may be limited.

Number of interlibrary loan requests per patron and related procedures are as determined by the Library Director. Interlibrary loan materials count towards a patron's circulation limits, as defined by the *Circulation Policy*. Taylor Public Library will not place interlibrary loan requests for any item currently owned by the library.
4. **Due Dates, Use & Renewal.** The lending library sets the due dates of loaned materials, and may set restrictions pertaining to renewal or usage of their materials. Taylor Public Library will strictly observe the conditions set by the lending library.
5. **Submitting a Request.** A Taylor Public Library patron may make a request for interlibrary loan according to library procedures. -Requests for photocopies must include indication of compliance with U.S. Copyright Law.
6. **Delivery & Notification.** Taylor Public Library cannot guarantee the arrival date of any interlibrary loan materials; neither can the Library guarantee the order in which multiple

requests will arrive. Library staff will notify patrons when the material is available at the Library.

Borrowing Fees

1. Overdue, Lost or Damaged Items. Taylor Public Library will impose current overdue charges for late interlibrary loan materials checked out to patrons. Should the lending library impose overdue charges, those fines will be charged to the patron. Patrons will be charged for interlibrary loan items they damage or lose as assessed by the lending library.
2. Other Charges. If the lending library imposes their own charges or any other fees and the requesting patron agrees to payment, those fees will be charged to the patron.

Interlibrary Loan Lending

1. Other Library Requests. The Taylor Public Library endeavors to extend interlibrary loan services to all public, governmental and academic libraries. Taylor Public Library will not accept interlibrary loan requests from individuals.
2. Request Restrictions. Photocopies of some materials may be requested, if a specific citation is given. Photocopies will be in compliance with U.S. Copyright Law. If deemed appropriate, Taylor Public Library may limit the number of items sent or set conditions of use. Taylor Public Library will not lend the following materials through interlibrary loan:
 - Microfilm
 - Reference or archival materials
 - Periodicals or newspapers
 - New books, bestsellers, or items in high demand, as determined by library staff
 - Other materials or limits as determined by the Library Director.

Lending Fees

Borrowing libraries will be charged .10 cents per page for photocopies. Should Taylor Public Library materials be returned damaged or are lost, a bill for the cost of the item will be sent to the borrowing library. Taylor Public Library will not charge overdue fees to borrowing institutions.



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 6
Agenda Title: Consider approving Resolution R11-22 nominating candidates to the Board of Directors for the Williamson Central Appraisal District.

Council Action to be taken: Approve Resolution as presented

Initiating Department: City Administration

Staff Contact: Jeff Straub, Assistant City Manager

1. INTRODUCTION/PURPOSE

Alvin Lankford, Chief Appraiser of the Williamson County Appraisal District, is requesting nominations by Resolution for one candidate for each position to be filled on the board of directors. There are five positions and the City has 40 votes.

2. DESCRIPTION/ JUSTIFICATION

See attachments

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

Nominations are due before October 15.

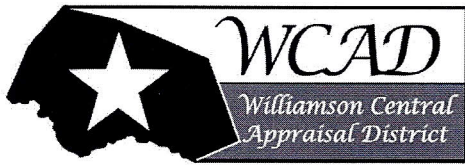
5. RECOMMENDATION

Discuss and make recommendation.

6. REFERENCE FILES

6a. [WCAD Letter](#)

6b. [Resolution R11-22](#)



Williamson Central Appraisal District

625 FM 1460

Georgetown, Texas 78626

Phone: (512) 930-3787

Fax: (512) 930-0391

September 14, 2011

Donald Hill
Mayor
City of Taylor
400 Porter Street
Taylor, Texas 76574-3600

Dear Mayor Hill:

In compliance with Section 6.03(e) of the Texas Property Tax Code I am notifying you of the number of votes to which your unit is entitled in the election of the Board of Directors for the Williamson Central Appraisal District.

Also enclosed is a brief outline of the election procedures in order to assist you in your scheduling of the required actions and a description of eligibility requirements.

Nominations must be made by resolution and returned to me before October 15, 2011. A sample resolution is enclosed for your review and will be available electronically if needed. If you have any questions or if I can be of assistance, please feel free to call.

With Kindest Regards,

Alvin Lankford
Chief Appraiser

AL/cam

Enclosures

Board of Directors Harry Gibbs, Chairman
Brig Mireles, Vice-Chairman
Robert W. Tagge, Secretary
Deborah Hunt
Richard Templeton

Chief Appraiser Alvin Lankford

2011 Board Election Votes

Taxing Jurisdiction	Number of Votes		Taxing Jurisdiction	2010 Levy	%	x 1,000		x 5
City of Austin	115		City of Austin	\$ 15,510,357	0.022594556	22.59456	23	115
City of Bartlett	0		City of Bartlett	\$ 140,264	0.000204328	0.204328	0	0
City of Cedar Park	135		City of Cedar Park	\$ 18,420,677	0.026834135	26.83413	27	135
City of Florence	0		City of Florence	\$ 207,937	0.00030291	0.30291	0	0
City of Georgetown	105		City of Georgetown	\$ 14,448,101	0.021047125	21.04713	21	105
City of Granger	5		City of Granger	\$ 354,368	0.000516222	0.516222	1	5
City of Hutto	30		City of Hutto	\$ 3,859,066	0.005621655	5.621655	6	30
City of Jarrell	0		City of Jarrell	\$ 262,387	0.00038223	0.38223	0	0
City of Leander	70		City of Leander	\$ 9,370,383	0.013650211	13.65021	14	70
City of Liberty Hill	0		City of Liberty Hill	\$ 328,705	0.000478838	0.478838	0	0
City of Pflugerville	0		City of Pflugerville	\$ 52,244	0.000084674	0.084674	0	0
City of Round Rock	235		City of Round Rock	\$ 32,222,264	0.046939457	46.93946	47	235
City of Taylor	40		City of Taylor	\$ 5,760,400	0.008391404	8.391404	8	40
City of Thrall	0		City of Thrall	\$ 121,757	0.000177368	0.177368	0	0
City of Weir	0		City of Weir	\$ 55,791	0.000074467	0.074467	0	0
Bartlett ISD	5		Bartlett ISD	\$ 425,065	0.000619209	0.619209	1	5
Burnet ISD	0		Burnet ISD	\$ 44,791	0.000079099	0.079099	0	0
Coupland ISD	5		Coupland ISD	\$ 534,703	0.000778923	0.778923	1	5
Florence ISD	20		Florence ISD	\$ 2,687,668	0.003915233	3.915233	4	20
Georgetown ISD	500		Georgetown ISD	\$ 68,393,843	0.099632039	99.63204	100	500
Granger ISD	10		Granger ISD	\$ 1,163,034	0.001694238	1.694238	2	10
Hutto ISD	150		Hutto ISD	\$ 20,684,382	0.030131764	30.13176	30	150
Jarrell ISD	65		Jarrell ISD	\$ 8,956,452	0.013047221	13.04722	13	65
Leander ISD	735		Leander ISD	\$ 101,221,101	0.147452815	147.4528	147	735
Lexington ISD	0		Lexington ISD	\$ 25,303	0.00003346	0.03346	0	0
Liberty Hill ISD	90		Liberty Hill ISD	\$ 12,579,189	0.018324606	18.32461	18	90
Pflugerville ISD	0		Pflugerville ISD	\$ 110,614	0.000161136	0.161136	0	0
Round Rock ISD	1465		Round Rock ISD	\$ 200,922,203	0.292691388	292.6914	293	1465
Taylor ISD	80		Taylor ISD	\$ 11,082,310	0.016144043	16.14404	16	80
Thorndale ISD	0		Thorndale ISD	\$ 171,036	0.000249155	0.249155	0	0
Thrall ISD	15		Thrall ISD	\$ 1,960,675	0.002856193	2.856193	3	15
Williamson Co. & FM/RD	1125		Williamson Co. & FM/RD	\$ 154,387,279	0.224902108	224.9021	225	1125
Total	5000			\$ 686,464,349	1	1000	1000	5000

Board of Directors Election

Excerpts from Texas Property Tax Code Section 6.03 Board of Directors

(e) The chief appraiser shall calculate the number of votes to which each taxing unit other than a conservation and reclamation district is entitled and shall deliver written notice to each of those units of its voting entitlement before October 1 of each odd-numbered year. The chief appraiser shall deliver the notice:

(1) to the county judge and each commissioner of the county served by the appraisal district;

(2) to the presiding officer of the governing body of each city or town participating in the appraisal district, to the city manager of each city or town having a city manager, and to the city secretary or clerk, if there is one, of each city or town that does not have a city manager; and

(3) to the presiding officer of the governing body of each school district participating in the district and to the superintendent of those school districts.

(g) Each taxing unit other than a conservation and reclamation district that is entitled to vote may nominate by resolution adopted by its governing body one candidate for each position to be filled on the board of directors. The presiding officer of the governing body of the unit shall submit the names of the unit's nominees to the chief appraiser before October 15.

(j) Before October 30, the chief appraiser shall prepare a ballot, listing the candidates whose names were timely submitted under Subsection (g), alphabetically according to the first letter in each candidate's surname, and shall deliver a copy of the ballot to the presiding officer of the governing body of each taxing unit that is entitled to vote.

(k) The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the chief appraiser before December 15. The chief appraiser shall count the votes, declare the five candidates who receive the largest cumulative vote totals elected, and submit the results before December 31 to the governing body of each taxing unit in the district and to the candidates.

BOARD OF DIRECTORS

The Williamson Central Appraisal District is governed by a Board of five Directors.

Eligibility

To be eligible to serve on the Board, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date of appointment.

Section 6.035 of the Property Tax Code states an individual is ineligible to serve on an appraisal district Board of Directors if the individual owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:

- (a) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement
- (b) a suit to collect the delinquent taxes is deferred or abated

An employee of a taxing entity participating in the appraisal district is not eligible to serve unless the individual is also a member of the governing body or an elected official of a taxing entity participating in the district.

Section 6.035 of the Property Tax Code, effective September 1, 1989, bars a Board member from serving if the member is related to a person who operates for compensation as a tax agent or a property tax appraiser in the appraisal district.

Section 6.036 of the Property Tax Code, effective September 1, 1989, bars a person from serving on the Board if they contract with the appraisal district, or if they contract on a tax related matter with a taxing entity served by the appraisal district, or if they have a substantial interest in a business that contracts with the appraisal district or a taxing entity served by the appraisal district.

Term of Office

Members of the Board of Directors will serve two-year terms beginning in January of even numbered years.

Selection

Section 6.03 of the Property Tax Code establishes the selection process for Appraisal District Directors. Members of the Board are selected by certain taxing entities participating in the district. An option of the Property Tax Code allows three-fourths of the voting entities to increase the number of Directors. The taxing units of Williamson County have adopted a five member Board of Directors.

Vacancies on the Board

Section 6.03 of the Property Tax Code (Board of Directors) provides that in the event of a vacancy on the Board, the governing body of the taxing entity or entities shall nominate a candidate. The Board of Directors shall elect by majority vote of its members one of the nominees to fill the vacancy.

Recall

Section 6.033 of the Property Tax Code (Recall of Director) provides that the governing body of a taxing entity that participated in the appointment of an individual to the Board may initiate the procedure for recall of its representative.

RESOLUTION NO. _____

WHEREAS, Section 6.03 (f) of the Property Tax Code provides for the governing body of taxing units to nominate individuals for each position to be filled on the Williamson Central Appraisal District Board of Directors, and

WHEREAS, the _____
(Entity)
Wishes to nominate the following individuals:

NOW THEREFORE BE IT RESOLVED BY _____
(Governing Body)

_____,
that the _____ hereby nominates the
(Entity)
individuals listed above for the Williamson Central Appraisal District Board of Directors.

RESOLVED this _____ day of _____, 2011.

Signed _____
Presiding Officer

Attest: _____
Secretary

RESOLUTION R11-22

A RESOLUTION OF THE CITY OF TAYLOR, TEXAS NOMINATING
CANDIDATES TO THE WILLIAMSON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

WHEREAS, the City of Taylor is entitled to nominate candidates for each position to be filled on the Williamson County Appraisal District Board of Directors; and

WHEREAS, the Mayor is authorized to submit names of the nominees to the chief appraiser before October 15.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Taylor hereby nominates:

_____	_____
_____	_____

as a candidate(s) for the Williamson County Appraisal District Board of Directors.

PASSED and APPROVED by the City Council of the City of Taylor, Texas on the 6th day of October, 2011.

Donald R. Hill, Mayor

Attest:

Susan Brock, City Clerk

CERTIFICATE

STATE OF TEXAS

COUNTY OF WILLIAMSON

CITY OF TAYLOR

I, Susan Brock, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Resolution R11-22, passed and approved by the Taylor City Council on the _____ day of _____, 2011, and such Resolution was duly passed and approved at a meeting open to the public and notices of the meeting, giving the date, place, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this the _____ day of _____, 2011.

Susan Brock, City Clerk



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 7
Agenda Title: Consider reappointment of Pamela Sanford to Williamson County-Cities Health District Board of Health.

Council Action to be taken: Reappoint Ms. Sanford to Board of Health

Initiating Department: City Management

Staff Contact: Jim D. Dunaway, City Manager

1. INTRODUCTION/PURPOSE

Ms. Sanford was appointed to the Williamson County-Cities Health District Board of Health in July, 2006, and again in 2008. Her term expires on December 31, 2011. Ms. Sanford has expressed an interest in being reappointed to another three year term that would begin on January 1, 2012, and end on December 31, 2014. I have met with Chip Riggins, M.D., WCCAD Director, about this matter and he would like to have Ms. Sanford reappointed if the Council so desires.

2. DESCRIPTION/ JUSTIFICATION

The Williamson County Board of Health is the administrative authority for the Williamson County & Cities Health District. The five governmental entities that form the Health District appoint citizen representatives to the Williamson County Board of Health. Each city appoints one member and the Commissioners' Court appoints two members to serve 3 year staggered terms.

3. FINANCIAL/BUDGET

N/A

4. TIMELINE CONSIDERATIONS

The next Board of Health meeting is scheduled for November and your recommendation for reappointment of Ms. Sanford is requested prior to that date if possible.

5. RECOMMENDATION

Ms. Sanford has served the City of Taylor well during her terms on this Board and Staff recommends reappointment as requested.

6. REFERENCE FILES

- 7a. [Board of Health Roster](#)
- 7b. [Pamela Sanford](#) Background Information

Board of Health

The Board of Health is the administrative authority for the Health District. The governmental entities that form the Health District appoint representatives to serve as directors of the Williamson County Board of Health, that oversees the operations of the Health District. Each city with a population of 15,000 or greater appoints one director and the Commissioners' Court appoints two directors. Cities with a population of less than 15,000 appoint one representative to represent them collectively. Board directors serve without compensation for staggered three-year terms. The WCCHD Executive Director is an ex-officio non-voting participant of the Board. The Board meets every two months and meetings are open to the public.

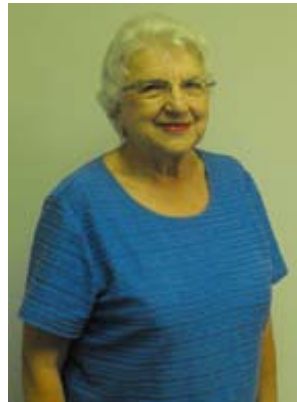
Agenda/Meeting Minutes:

- September 01, 2011 [Agenda /](#)
- July 07, 2011 [Agenda / Minutes](#)
- May 05, 2011 [Agenda / Minutes](#)
- March 03, 2011 [Agenda / Minutes](#)
- January 06, 2011 [Agenda / Minutes](#)
- November 04, 2010 [Agenda / Minutes](#)
- September 02, 2010 [Agenda / Minutes](#)
- July 01, 2010 [Agenda / Minutes](#)
- May 06, 2010 [Agenda / Minutes](#)
- March 04, 2010 [Agenda / Minutes](#)
- January 05, 2010 [Agenda / Minutes](#)



Kerry Russell, Chair
Represents: Williamson County

Appointed: May 2010
Term Expires: Dec. 2013
Phone (512) 930-3022
E-mail [Kerry Russell](#)
Read [Kerry Russell's Bio](#)



Katherine M. Galloway, Secretary
Represents: Cedar Park

Appointed: Jan. 1999
Term expires: Dec. 2012
Phone (512) 259-7350
E-mail [Katherine M. Galloway](#)
Read [Katherine Galloway's Bio](#)



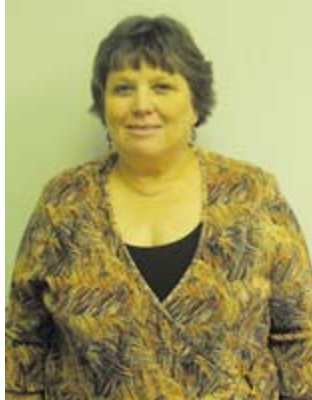
Rob T. Hardy
Represents: Georgetown

Appointed: June 2010
Term Expires: Dec 2013
Phone: (512) 639-4444
Email [Rob T. Hardy](#)
Read [Rob T. Hardy's Bio](#)



Florence Winkler
Represents: Liberty Hill and Hutto

Appointed: Jan. 2011
Term Expires: Dec. 2013
Phone: (512) 759-5056
Email [Florence Winkler](#)
Read [Florence Winkler's Bio](#)



Pamela Sanford
Represents: Taylor

Appointed: Jul. 2006
Term Expires: Dec. 2011
E-mail [Pamela Sanford](#)
Read [Pamela Sanford's Bio](#)



Mary Faith Sterk, Vice-Chair
Represents: Williamson County

Appointed: Feb. 1993
Term expires: Dec. 2011
Phone (512) 948-5132
E-mail [Mary Faith Sterk](#)
Read [Mary Faith Sterk's Bio](#)



Andy Martinez
Represents: Round Rock

Appointed: Jan. 2011
Term Expires: Dec. 2013
E-mail [Andy Martinez](#)
Read [Andy Martinez's Bio](#)



W.S. "Chip" Riggins, Jr., MD, MPH

Executive Director and
Health Authority, Williamson
County & Cities Health
District

Phone (512) 943-3600
E-mail criggins@wcchd.org
Read [Dr. Riggins' Bio](#)



Represents: City of Taylor

How to contact:
E-mail [Pamela Sanford](mailto:Pamela.Sanford@taylor-tx.org)

Meet Pamela Sanford

Pamela Sanford represents Taylor on the Board of Health. She was appointed in August 2006 and her current term expires December 2011.

Full name including any professional designations.

Pamela G. Sanford, MSN, RN, BC, CNS

Professional experience starting with most current and going back as far as you choose. Include time in positions if you choose.

Clinical Educator	Scott & White Hospital	Jan 1993-
Present	Temple, TX	
Adjunct Faculty	Texas A&M University	Jan 1996-present
	Corpus Christi	
Senior Clinical Nurse	Institute of Surgical Research	July 1990-Aug 1992
	Fort Sam Houston, TX	
Nurse Manager	Silas B. Hayes Army Hospital	July 1988-July 1990
	Fort Ord, CA	
Director/Instructor	Brooke Army Medical Center	July 1985-July 1988
Critical Care Course	Fort Sam Houston, TX	

Your connection to Williamson County and the city you represent for Board members serving as representatives of member cities. For example, how long you have lived in the area, what other community leadership positions you hold/have held, etc.

I have lived in Taylor since 1992.

Active in Taylor Special Olympics until 2001.

Lived in Round Rock while attending graduate school at UT Austin (1983-1984) Graduated from Round Rock High School in 1972.

Why you are glad to serve on the WCCHD Board of Health.

I enjoy the networking with other health professions. It is also a great way to learn about what is happening in the county. Being a member of the Board of Health is a great way to support the citizens of my town and my county.

Any other information you would like to share such as hobbies, information about your family, etc.

I retired from the Army Nurse Corps in 1992 as a Major. I am married and have 2 grown sons. Robert lives in Georgetown. Travis lives in Taylor and is a member of the Coupland Volunteer Fire Department. My husband, Johnny, is active in the Taylor local government—School Board Member, member of the Chamber of Commerce, and Zoning Board of Adjustments for the city. I am also an active member of American Nurses Association and lead review for the ANCC Pathway to Excellence Program.

PAMELA GAYLE SANFORD, MSN, RN-BC, CNS

VITAE

October 2010

HOME ADDRESS:

800 DAVIS ST
TAYLOR, TEXAS 76574

PROFESSIONAL REGISTERED NURSE LICENSE: Texas 576627

PROFESSIONAL NURSES CERTIFICATION: ANCC Nursing Professional Development Certification
Number 243059-24

CURRENT WORK EXPERIENCES:

Clinical Educator III Scott & White Healthcare System Ambulatory Care	September 2008 to Present	<u>Staff Development</u>
Clinical Educator III Scott and White Hospital	January 1993 to Present	<u>Staff Development</u>
Adjunct Faculty TAMU @ Corpus Christi Family	June, 1996	<u>Senior Nursing</u> Care of the Individual within a
	Fall 2001	<u>RN-MSN</u> Advanced Nursing Care Of Individuals
	Fall 2003	<u>RN-MSN</u> Nursing 3335: Health Assessment
	Summer 2006 <u>Specialist</u> Specialty I	<u>Med/Surg Clinical Nurse</u> Nursing 5633-Advanced Clinical
	Specialty II	Nursing 5634-Advanced Clinical
	June 2006- <u>Program</u> May 2007	<u>Med/Surg Clinical Nurse Specialist</u>

PAST WORK RESPONSIBILITIES:

Senior Clinical Nurse Institute of Surgical Research Competency Assessment	July, 1990- December,	Critical Care Preceptor 1992
--	--------------------------	---------------------------------

Fort Sam Houston, TX

Continuing Education
Charge Nurse
Patient Care

Nurse Manager
Silas B. Hayes Army Hospital
Continuing Education
Fort Ord, CA

July, 1988-
July,

Nursing Administration
1990

Director/Instructor
Critical Care Course
Brooke Army Medical Center
Fort Sam Houston, TX

June 1985-
July 1988

Critical Care Education

AREAS OF SPECIALIZATION:

Staff Development
Medical/Surgical Nursing
Cardiac Nursing/Dysrhythmia Interpretation
Continuing Education

COURSES TAUGHT:

Fluid/Electrolyte Disturbances
Dysrhythmia Interpretation
Advanced Interpretation of the 12 Lead ECG
Shock
Preceptorship Instruction
IV Therapy
Senior Medical Surgical Nursing
Health Assessment
Care of the Patient with Burns
Nursing Care of the Pediatric Burn Patient

FORMAL EDUCATION:

University of Mary Hardin Baylor 1972-1974

University of Maryland 1974-1976
Nursing
Baltimore, Maryland

Bachelor of Science,

University of Texas 1983-1984
Austin, Texas

Master of Science, Nursing

Faculty Development Course Sept. 1985-Nov 1985
Academy of Health Sciences
Fort Sam Houston, Texas

MAJOR SUBJECTS STUDIED:

VITAE**PAMELA GAYLE SANFORD, MSN, RN-BC, CNS****Continued**

Undergraduate: Nursing
Graduate: Nursing Medical-Surgical, Administration

PRESENTATIONS 1988 to PRESENT:

"Fluid/Electrolytes." Adult Health Practitioner Course, Fort Ord Ca 1988-90
"Care of the Pediatric Burn Patient." Institute of Surgical Research, 1991-92
"Dysrhythmia Interpretation", Scott and White Memorial Hospital, 1993 to 2009
"Interpreting the 12 lead EKG", Scott and White Memorial Hospital, 1993 to Present
"IV Therapy", Scott and White Memorial Hospital, 1993 to Present
"The Role of the Preceptor", Scott and White Memorial Hospital, 1993 to 1999
"Competency Assessment", Scott & White Hospital, 2000-present
"Antidysrhythmic Agents" Scott and White Memorial Hospital, 1994
"Cardiac Medications" Scott & White Memorial Hospital, 2007, 2008
"Care of the Patient with Burns" TAMU-CC, Temple Campus, 1995
 Temple College School of Nursing, 2004
 Critical Care Paramedic Course 2000-2005
"Patient Outcomes: Are They Changed by Nurses Attending Continuing Education Programs?" Vancouver, British Columbia, Canada, 1997
"Homeostasis", Medical Surgical Certification Review Course, Scott and White Memorial Hospital, 1997,1998, 1999, 2000
"Knowledge Retention of Cardiac Dysrhythmias--Phase I, Temple TX, 1995
"Knowledge Retention of Cardiac Dysrhythmias--Phase II, Waco, TX, 1997
"Tissue Integrity", Course in Advanced Trauma Nursing (CATN), Scott and White Memorial Hospital, 1998, 1999, 2000
"Heart Failure in Ambulatory Care", Scott & White Healthcare 2010
"Heart Sounds", Scott & White Healthcare 2010
"Standardization of Non-Licensed Roles in Ambulatory Care, AACN 35th Annual Conference May 2010

RESEARCH:

Determining Evidence Based Practice Guidelines for Accurately Measuring Height in Adults (Co-Investigator)
Techniques of Blood Pressure Measurement (Co-Investigator)
Post Procedure Care of the Cardiac Cath Patient (Co-Investigator)
Knowledge Retention of Cardiac Dysrhythmias (Principal Investigator)
Patient Outcomes: Are They Changed by Nurses Attending Continuing Education Programs? (Principal Investigator)
User competency: The Evaluation of Computer Education (Co-Investigator)

PUBLICATIONS:

"The Texas Model of Differentiated Entry-Level Competencies of Graduates of Nursing Programs" in Nursing Education Perspectives Vol. 26 / No. 1 January/February 2005

COMMITTEE WORK 1993 TO PRESENT:

Scott and White Hospital:
Nursing Quality Council 1997 to present

VITAE**PAMELA GAYLE SANFORD, MSN, RN-BC, CNS****Continued**

Staff Nurse Council 1994 thru 1996
Assistant Head Nurse Group, 1994 to 1995
Management Development Committee, 1993 to 1996
Educator Group, 1993 to Present
HES Advisory Committee 1998 to 1999
Clinic Quality & Patient Safety 2008 to present
Children's Quality & Patient Safety 2010 to present
Fall Prevention Team 2004 to present
Resuscitation Team 2008 to present
Surgical Site Infection Prevention Quality Team 2009 to present
Non-Licensed Staff Council 2009 to present

Texas League of Nurses:

Core Education Committee, 1995 thru 1996
TLN Board of Directors, 2001 to 2003

Texas Board of Nurse Examiners

Nursing Practice Advisory Committee, 1999 to 2002
Advisory Committee on Education (sub committee on NEAC), 2000 to 2003

Texas Nurses Association

Texas Nurse Friendly Hospital Designation September 2005 to 2007

American Nurses Association**PROFESSIONAL MEMBERSHIP:**

American Association of Critical Care Nurses, 1988 -2007
Texas League for Nursing, 1993 to 2003
American Nurses Association, 1996 to present
National Nursing Staff Development Organization, 2000 to present
Sigma Theta Tau International ETA OMICRON Chapter
American Academy of Ambulatory Care Nurses 2008 to present

PROFESSIONAL ACTIVITIES:

BLS Instructor, 1990 to Present
AHA Training Center Faculty 2010 to present
Pathway to Excellence Designation Reviewer/Lead Reviewer 2008-present
Williamson County & Cities Health District
Board of Health Member Sept 2006-present
Temple College/Scott & White Healthcare CMA Program Clinical Coordinator

VITAE

PAMELA GAYLE SANFORD, MSN, RN-BC, CNS

Continued

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***City Council Meeting
October 6, 2011
Agenda Item Transmittal***

Agenda Item #: 8
Agenda Title: Consider appointment to the Moody Museum Advisory Board

Council Action to be taken: Approve, deny, table

Initiating Department: Planning and Development

Staff Contact: Bob van Til, Director

1. INTRODUCTION/PURPOSE

The Moody Museum Advisory Board was created after the Museum was donated to the city in December, 1975. The Board consists of twelve members with staggered terms. There are currently three vacancies on the Moody Museum Advisory Board.

2. DESCRIPTION/ JUSTIFICATION

Regular reappointments are coming up in January, 2012 but the Board would like to get at least one of these vacancies filled as soon as possible.

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

With three vacancies it has sometimes been difficult to gather a quorum to conduct meetings. The board will continue to seek applicants to fill the other two vacancies as soon as possible.

5. RECOMMENDATION

The Board reviewed several applications during their last meeting and recommended that the Council appoint Carol Ann Preuss.

6. REFERENCE FILES

- 8a [Moody Board current Roster](#)
- 8b [Ms. Preuss' Application](#)
- 8c [Attendance records](#)

BOARD	TERM (Yrs)	MEMBER	APPOINTED	EXPIRES
MOODY MUSEUM BOARD	3	Susan Komandosky, Chair 2207 Gladnell (H) 365-7396; (c)796-4401 mrsk@austin.rr.com	1-2011	1-2014
	3	Cissie Pierce, P O Box 592 (H) 862-4438 cissieperce@msn.com	1-2009	1-2012
	3	Betty Jackson 1804 Lexington St. (H) 365-3574 (c) 922-9396 cnbiagn@hotmail.com	1-2011	1-2014
	3	Claire Maxwell 1001 Fowzer (H) 365-2707 talbotstreetbb@yahoo.com	1-2009	1-2012
	3	Gracie Yanez 1709 McClain (H) 365-2799 (c)300-6545 gl.yanez@yahoo.com	1-2009	1-2012
	3	Kelly Eddleman 1007 Talbot (C)512-619-3579 kelly_eddleman@yahoo.com	3-2010 (to fill unexpired term)	1-2012
Resigned	3	Nicole Filz 102 East Stiles, P. O. Box 53 Thrall, TX 76578 512/898-5205 (c)595-4003 nfilz@austin.rr.com	1-2009	1-2012
Resigned	3	Cynthia Kobos 419 N. Doak St. (H) 808-688-6444 (O) 512-846-1131 loalaninui@yahoo.com	3-2010 (To Fill unexpired term)	1-2012
Resigned	3	Carrie Bond 603 W. 7 th St. (C) 413-8203; (O) 512-744-0825 Fax 512-744-0900 Carrib007@yahoo.com	1-2011	1-2014
	3	Samye Turner 1704 Mallard Lane (H)365-2148 (C) 365-0208 (O)365-2878 Samye115@aol.com	1-2010	1-2013
	3	Linda Looney 1630 Meadow Lane (H) 352-8123; (c)925-7918 Fahal42@hotmail.com	1-2011	1-2014



City of Taylor Boards and Committee Application



PLEASE TYPE OR PRINT CLEARLY:

Name Carole A Preuss

Address (Residence and Mailing)

1406 Gilmore St _____

Taylor, TX 76574 _____

How long at this residence? 40+ yrs _____

Phone (Home) 512 365 2248 _____

Cell Phone 512 217 2100 _____

Fax _____

Email capreuss@austin.rr.com _____

Occupation retired

Employer _____

Address _____

City _____

Work Phone _____

Business owner? ☐ Yes ☐ No

Additional information? Retired from Texas Teacher Retirement System in 2006 with 22 years of service.

A list of Boards and Commissions and their meeting dates and times is included on the back of this form. Please consider attending a committee meeting of interest to you prior to submitting your application. Check the website at <http://www.taylortx.gov> for a complete roster of committee appointees.

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

List experience, training, skills or interests which you believe you could bring to this position. (Attach resume or additional pages if needed.) I am interested in the history of Taylor. I am a lifelong resident of Taylor, and my parents and grandparents were residents of Taylor. My father was Arthur M. Ahlgreen who was deeply involved in the city's history. _____

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

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

Signature Carole Preuss

Date 8-7-11

[illegible]



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 9
Agenda Title: Consider awarding contract to Langford Community Management Services to administer the TDHCA HOME grant program.

Council Action to be taken: Approve, deny or table

Initiating Department: Planning and Development

Staff Contact: Bob van Til, Director

1. INTRODUCTION/PURPOSE

The purpose of this item is to hire a contractor to administer the HOME Program on behalf of the City. The attached contract is with Langford Community Development Services. The contract is for two years and covers all of the required items to successfully administer the HOME Program

Since 2003, the City has administered HOME Program grants. Since that time, the City has built 12 homes through this program. The funds are federal and are disbursed from the US Housing and Urban Development (HUD) to the Texas Department of Housing and Community Development (TDHCA).

In the past, the City had to apply for the grant funds by way of a separate formal application for funds. The current process does not require the City to submit an application for grant funding. The system allows the City to submit projects for funding on an on-going basis on a 'first come first served' basis.

2. DESCRIPTION/ JUSTIFICATION

With the last round of funding wrapping up, staff released an RFP for an administrator to coordinate the HOME Program on behalf of the City. The notice was published in the City's paper of record, the Taylor Daily Press. The RFP's were due on September 9, 2011. Only one company responded to the notice.

The City will continue to select home owners who earn less than 30% of area average median income whose homes are beyond repair. If this is not possible, homeowners in the 40% or less tier will be evaluated.

Should the Council concur with staff's recommendation; the applications will be solicited and reviewed in the upcoming months.

3. FINANCIAL/BUDGET

The HOME Program provides grant funding for the construction and administration of the program. The estimated value of the grant funds, based on five homes, is \$325,000.

The City will still need to provide a 12% local match for the funds that we draw. The local cash match is estimated to be \$50,000, assuming we are able to build five homes. The total local match (in-kind and cash) is estimated to be approximately \$80,000.

The local match is a combination of in-kind and cash. The in-kind portion of the local match typically consists of staff time to demolish and perform inspections, fee waivers, and possibly installing taps and services. The cash portion typically consists of roll-off costs, closing costs, and other soft costs.

The source of the funds can be from contingencies and the Planning and Development Department's contract services line item.

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

Staff recommends that the Council approve the Contract for Services with Langford Community Management Services for the HOME Program.

6. REFERENCE FILES

9a. [Contract for services.](#)

9b. [RFP](#)

PROFESSIONAL MANAGEMENT CONTRACT

PART 1 – AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between the City of Taylor, hereinafter called the “Administrator”, acting herein by Jim Dunaway, City Manager, hereunto duly authorized, and Langford Community Management Services hereinafter called the “Firm”, acting herein by Judy Langford, President.

WITNESSETH THAT:

WHEREAS the Administrator desires to implement a HOME Homeowner Rehabilitation Assistance (HRA) Program Reservation System Participant (RSP) Agreement under the general direction of the Texas Department of Housing and Community Affairs HOME Program and:

WHEREAS the Administrator desires to engage the Firm to render certain services in connection with its HRA RSP Agreement:

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services - Part II, Scope of Services, is hereby incorporated by reference into this Agreement.
2. Time of Performance – The services of the Firm shall commence on the date of execution of this contract. In any event, all of the services required and performed hereunder shall be completed no later than March 31, 2013.
3. Access to Information – It is agreed that all information, data, reports, records and maps as are existing, available and necessary for the carrying out of the work outlined above shall be furnished to the Firm by the Administrator and its agencies. No charge will be made to the Firm for such information and the Administrator and its agencies will cooperate with the Firm in every way possible to facilitate the performance of the work described in the contract.
4. Compensation and Method of Payment – The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed 4% of the amount drawn on the RSP Agreement for the administration and shall not exceed \$7,000 in an additional soft cost management fee for each home. In addition, there will be reimbursable costs as described in the next paragraph. Payment to the Firm shall be based on satisfactory completion of work.

Costs that shall be reimbursable to Firm by Administrator over and above the \$7,000 soft cost management fee on each home are as follows: cost of land survey if applicable, appraisals if applicable, title search, title commitment policy if applicable,

and formal loan closing. These costs will be paid by the Firm but reimbursed to the Firm by Administrator over and above the \$7,000 soft cost management fee per home.

5. Indemnification – The Firm shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the Administrator and its agency members from and against them, and shall assume full responsibility for payments of federal, state and local taxes on contributions imposed or required under the Social Security, worker’s compensation and income tax laws.
6. Miscellaneous Provisions –
 - a. The Agreement shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in [Williamson](#) County, Texas.
 - b. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c. In any case where one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had contained herein.
 - d. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney’s fees, costs and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e. This Agreement may be amended by mutual agreement of the parties hereto and in writing to be attached to and incorporated into this Agreement.
7. Terms and Conditions – This Agreement is subject to the provision titled, “Part IV – Terms and Conditions” and attached hereto and incorporated by reference herein.

IN WITNESSETH HEROF, the parties have hereunto set their hands

Name of Contract Administrator: City of [Taylor](#)

[Jim Dunaway, City Manager](#)

Date:_____

Name of Firm: Langford Community Management Services

Judy Langford, President

Date:_____

PART II – PROFESSIONAL MANAGEMENT SCOPE OF SERVICES

The Management Firm shall provide the following Scope of Services:

A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to Administrator's personnel on implementation of project and regulatory matters
4. If requested, assist in the procurement of construction services through a sealed bid process, if applicable, and as required by the HOME Program regulations.
5. Furnish the Administrator with necessary forms and procedures as required to implement projects under the HOME contract.
6. Assist the Administrator in meeting all special condition requirements that may be stipulated in the contract between the Administrator and TDHCA.
7. Prepare and submit to TDHCA all documentation necessary for amending the HOME contract, as applicable
8. Conduct environmental clearance procedures as required.
9. Prepare and submit Project Set-up, Project Completion, HUB and other required reports.
10. Establish procedures to document expenditures associated with local administration of the project
11. Serve as liaison for the Administrator during any review or monitoring visit by staff representatives from either TDHCA or HUD.

B. Financial Management

1. Assist the Administrator in proving its ability to manage the grant funds to the state's audit division
2. Assist the Administrator in establishing and maintaining a Direct Deposit bank account and/or separate local bank account, journals and ledgers
3. Assist the Administrator in submitting the required Direct Deposit Authorization form, the Texas Application of Payee Identification Number, the Identification of Contract Administrator form and any other forms as required by TDHCA.
4. Prepare all fund drawdown on behalf of the administrator in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation
6. Provide general advice and technical assistance to Administrator's personnel regarding implementation of project and regulatory matters.
7. Assist the Administrator in establishing procedures to handle the use of any HOME program income.

C. Environmental Review

1. Perform environmental assessment procedures and prepare documentation as necessary
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment and/or documentation as necessary.

D. Owner Occupied Rehabilitation/Reconstruction Assistance – OCC

1. Prepare and submit local rehabilitation guidelines, policies and procedures and work write-ups for all projects to TDHCA for approval.
2. Develop affirmative marketing plan, outreach and necessary application processing/verification forms.
3. Screen applicants for program qualification
4. Screen homes for feasibility
5. Conduct lead-based paint assessment
6. Inform all applicants as to eligibility and prepare HOME contract for qualified applicants
7. Prepare work write-ups and cost estimates
8. If requested, assist homeowners in the procurement of contracted construction services
9. Conduct homeowner pre-construction conference and prepare documentation
10. Issue Notice to Proceed to construction contractor(s).
11. Ensure that all construction activities meet or exceed Texas Minimum Construction Standards.
12. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
13. Maintain client files following TDHCA requirements
14. Manage dispute resolution process as required.

E. Fair Housing / Equal Opportunity

1. Assist the Administrator in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Prepare Section 3 and Affirmative Marketing Plan
4. Perform all Section 504 requirements and prepare documentation as necessary
5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.

F. Audit / Close-Out Procedures

1. Prepare the final Project Completion Report, including Historically Underutilized Businesses (HUB) Report and Certificate of Contract Completion
2. Assist Administrator in resolving any review, monitoring and/or audit findings.
3. Assist Administrator in resolving any third party claims
4. Provide auditor with Home audit guidelines.

**PART III – PAYMENT FOR PROFESSIONAL ADMINISTRATIVE AND
MANAGEMENT SERVICES**

Administrator shall reimburse the FIRM for administrative and soft cost management services as provided for in its RSP Agreement with the Texas Department of Housing and Community Affairs.

PART IV – TERMS AND CONDITIONS

1. Termination of Contract for Cause. If, through any cause, the Firm shall fail to fulfill in a timely and proper manner his/her obligations under this Contract, or if the Firm shall violate any of the covenants, agreements, or stipulations of this Contract, the Administrator shall thereupon have the right to terminate this Contract by giving written notice to the Firm of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Firm under this Contract shall, at the option of the Administrator, become its property and the Firm shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.
 - a. Notwithstanding the above, the Firm shall not be relieved of liability to the Administrator for damages sustained by the Administrator by virtue of any breach of the Contract by the Firm, and the Administrator may withhold any payments to the Firm for the purpose of set-off until such time as the exact amount of damages due the Administrator from the Firm is determined.
2. Termination for Convenience of the Administrator. The Administrator may terminate this Contract at any time giving at least (10) days notice in writing to the Firm. If the Contract is terminated by the Administrator as provided herein, the Firm will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the Firm, Paragraph 1 hereof relative to termination shall apply.
3. Changes. The Administrator may, from time to time, request changes in the scope of the services of the Firm to be performed hereunder. Such changes, including any increase or decrease in the amount of the Firm's compensation, which are mutually agreed upon by and between the Administrator and the Firm, must be incorporated in written amendments to this Contract.

4. Personnel.

- a. The Firm represents that he/she has, or will secure at his/her own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Administrator.
- b. All of the services required hereunder will be performed by the Firm or under his/her supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
- c. None of the work or services covered by this Contract shall be subcontracted without prior written approval of the Administrator. Work/services subcontracted hereunder shall be specified by written contract/agreement and shall be subject to each provision of this Contract.

5. Assignability. The Firm shall not assign any interest on this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Administrator thereto: Provided, however, that claims for money by the Firm from the Administrator under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the Administrator.

6. Reports and Information. The Firm, at such times and in such forms as the Administrator may require, shall furnish the Administrator such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

7. Records and Audits. The Firm shall ensure that the Administrator maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner which conforms to OMB Circular A-87, Section 570.490 of the Regulations, and this Contract. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Contract. Administrator shall retain such records, and any supporting documentation, for the greater of three (3) years from closeout of the Contract or the period required by other applicable laws and regulations, if greater.

8. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by the Firm under this contract are confidential and the Firm agrees that they shall not be made available to any individual or organization without the prior written approval of the Administrator.

9. Copyright. No report, maps, or other documents produced in whole or in part under this Contract shall be the subject of an application for copyright by or on behalf of the Firm.

10. Compliance with Local Laws. The Firm shall comply with all applicable laws, ordinances and codes of the state and local governments, and the Firm shall make the Administrator harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

11. Equal Employment Opportunity. During the performance of this Contract, the Firm agrees as follows:

- a. The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex disability or familial status. The Firm will take affirmative marketing to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, sex, disability or familial status. Such action shall include, but not be limited to, the following: Employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. The Firm will, in all solicitation or advertisements for employees placed by or on behalf of the Firm, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability or familial status.
- c. The Firm will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d. The Firm will include the provisions a. through c. in every subcontract or purchase order unless exempted.

12. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

13. Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, religion, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

14. "Section 3" Compliance in the Provision of Training, Employment and Business Opportunities

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701 u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
- b. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 C.F.R 235, and all applicable rules and orders to TDHCA issued hereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The Firm will send to each labor organization or representative of workers with which she has a collective bargaining or other contract or understanding, if any, a notice

advising the said labor organization or worker's representatives of his/her commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

- d. The Firm will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 C.F.R. Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 C.F.R. Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 C.F.R. Part 135, and all applicable rules and orders of TDHCA issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 C.F.R. Part 135.

15. Section 503 Handicapped Affirmative Marketing for Handicapped Workers

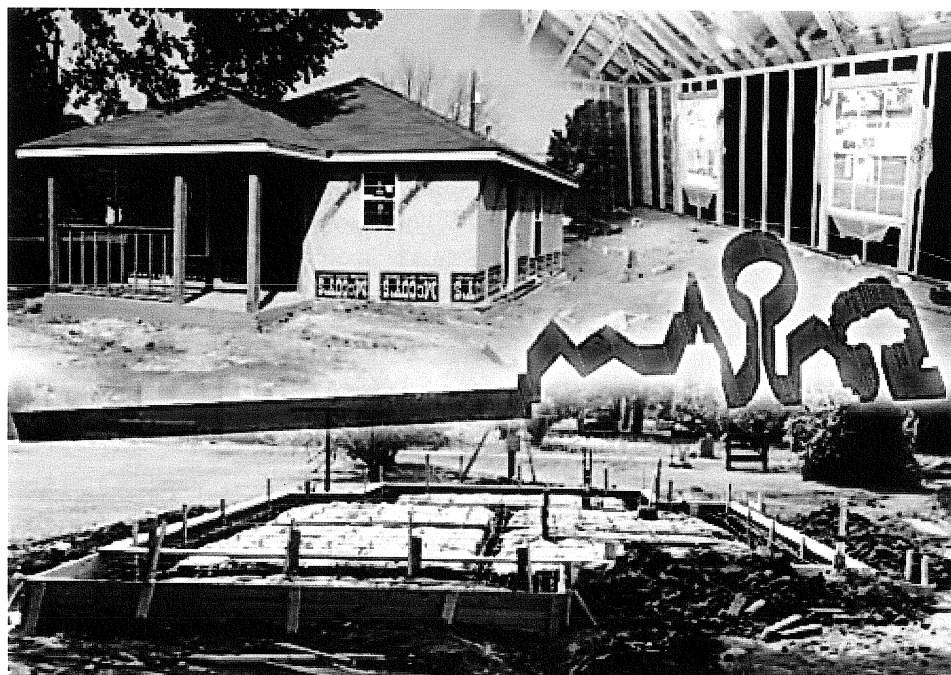
- a. The Firm will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative marketing to employ, advance n employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- b. The Firm agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- c. In the event of the Firm's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
- e. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Firm's obligation under the law to take affirmative marketing to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- f. The Firm will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of Rehabilitation Act of 1973, and is committed to take affirmative marketing to employ and advance in employment physically and mentally handicapped individuals.

- g. The contract will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.
16. Interest of Members of an Administrator. No member of the governing body of the administrator and no other officer, employee, or agent of the Administrator who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract, and the Firm shall take appropriate steps to assure compliance.
17. Interest of Other Local Public Officials. No member of the governing body of the Administrator and no other public official of Such Administrator, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the Firm shall take appropriate steps to assure compliance.
18. Interest of Firm and Employees. The Firm covenants that she presently has no interest and shall not acquire interest, direct or indirect, in the study or any parcels therein or any other interest which would conflict in any manner or degree with the performance of her services hereunder. The Firm further covenants that in the performance of this Contract, no person having any such interest shall be employed.

LANGFORD COMMUNITY MANAGEMENT SERVICES

Proposal 2011 HOME Program

*Serving Texas
Cities and Counties*



LCMS, INC.

13740 Research Blvd.

Suite G1

Austin, Texas 78750

Phone: 512-452-0432

Fax: 512-452-5380

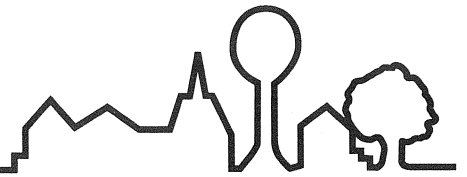
E-mail: judy@lcmsinc.com

City of Taylor

September 9, 2011

LANGFORD
COMMUNITY MANAGEMENT SERVICES





September 9, 2011

Attn: Mr. Jim Dunaway
City of Taylor
400 Porter Street
Taylor, Texas 76574

RE: Proposal to Administer the City's Texas HOME – Housing Rehabilitation Assistance Program awarded through the Texas Department of Housing and Community Affairs (TDHCA)

In response to your request for proposals for grant consultant services, we respectfully submit this letter followed by resumes of our key personnel, a list of current and past projects, and a list of references.

Our firm's grant consultant qualifications are extensive. Langford Community Management Services opened its doors as Bill Langford Associates in 1983. At that time the business was a sole-proprietorship owned by Bill Langford. We incorporated in 1998 as Langford Community Management Services, Inc. (LCMS) as a Women-Owned Business Enterprise. For the past twenty-eight years, we have worked with cities and counties to handle their grant writing and grant administration needs.

Our proposal to administer and manage Taylor's HOME grant program covers all aspects of the project. The following information describes by category the type of administration we provide:

- **Financial Management:** Our firm maintains a financial management journal that documents vouchers, receipt of funds, local match expenditures, and payments to contractors. Financial advice is always available from our company to the locality. Upon request, we will also provide additional financial reports to the governing body.
- **Record-keeping Requirements:** Upon award of grant funds, we will set up a complete filing system for the City. A duplicate set will be maintained in our office in Austin. We will prepare and submit all required documents on a timely basis.
- **Environmental Clearance Procedures:** Our firm completes the environmental assessment and ensures all clearance procedures are met. This includes lead-based paint clearance if necessary.

- Client Identification, Intake, and Qualification for Assistance: We will prepare all application forms and procedures, conduct all intake interviews, and verify application and income information. We will rank applicants based on objective criteria approved by the locality's governing body. It should be noted that according to the Texas Department of Savings and Mortgage Lending and TDHCA, the national and state SAFE Acts require that all applications that may result in loans must only be taken by a licensed Residential Mortgage Loan Originator (RMLO). Our company is a licensed Mortgage Company and we have a RMLO on staff. Proof of our company's license is attached to this proposal.
- Affirmative Marketing, Fair Housing, Equal Employment Opportunity, Section 504, and Labor Standards Requirements: Our assistance will be provided to the City throughout the project to ensure compliance with all these areas of federal regulation. All necessary paperwork will be generated by our office and submitted to TDHCA on a timely basis.
- Bid/Contract Award Process: Our company will provide architect-sealed house plans and outline specifications for the project. Our staff will handle preparation of the invitation for bid, the bidding process, and will assist the City with the award of the construction contract.
- Construction Monitoring: Our office will oversee all aspects of the construction and/or rehabilitation of the homes and will monitor all project activity during construction. Appropriate forms will be submitted to TDHCA as necessary.
- Contract Close-out: Our assistance to the City includes preparation of the final completion reports. We are also available to work with your auditor until the final financial and programmatic examinations are completed. We will continue to work with the City after the construction is complete to make sure that program rules and regulations are satisfied.

As the Housing Service Provider, we will manage the contract with each home owner including a project specific environmental review, set-up record keeping for each unit, assist with the bidding and contracting for each unit, prepare necessary program forms, oversee construction and the contractor payments, prepare work write-ups, specifications and cost estimates for each home, and inspect and assess units for lead-based paint.

The City has an agreement as a Reservation System Participant with the HOME Program through TDHCA. Our proposed cost of services for grant management of your HOME Program is a 4% administration fee (based on hard costs drawn from TDHCA) in addition to a fee not to exceed \$7,000 for each housing unit to cover soft costs such as work write-ups and overall construction management. Both of these costs are allowed under TDHCA

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rules and are covered by the funding TDHCA will provide.

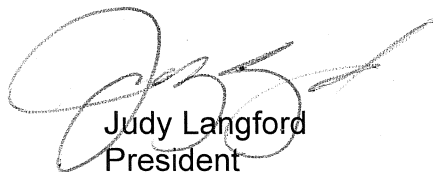
The City of Taylor is to be commended for its interest in helping its citizens. HOME Grant Projects can be very beneficial to the City and its residents provided the projects are properly administered and completed.

Our offices are located at 13740 Research Blvd., Suite G-1, Austin, Texas 78750. All employees work out of this office and can be reached at the same phone and fax numbers: 512-452-0432, fax 512-452-5380. The following is a list of email addresses for the employees that would work on this project:

Judy Langford	judy@lcmsinc.com
Margaret Hardin	margaret@lcmsinc.com
Annette Bargainer	annette@lcmsinc.com
Quentin Prior	qpfire67@yahoo.com

Thank you for the opportunity to submit this proposal. If we can provide you with any additional information, please do not hesitate to ask.

Sincerely,



Judy Langford
President



NATIONWIDE MORTGAGE LICENSING SYSTEM & REGISTRY
consumer access

Langford Community Management Services, Inc.

NMLS ID: 630095 Street Address: 13740 Research Blvd.Suite G-1 Phone: 512-452-0432 Website: www.lcmsinc.com
Austin, TX 78750 Toll-Free Number: Not provided Email: judy@lcmsinc.com
Mailing Address: Fax: 512-452-5380

Other Trade Names : None

Prior Other Trade Names : None

Prior Legal Names : None

Fiscal Year End: 12/31 Formed in: Texas, United States Date Formed: 12/20/1996 Stock Symbol: None Business Structure: Corporation

Branch Locations (Displaying 0 Locations)

None

State Licenses/Registrations

Regulator	Lic/Reg Name	Authorized to Conduct Business
Texas - SML	Mortgage Company License	Yes

Information made available through NMLS Consumer AccessSM is derived from the Nationwide Mortgage Licensing System & Registry (NMLS), the mortgage industry's online registration and licensing database as reported on licensing and registration forms completed by mortgage lenders/brokers, professionals or regulators. NMLS was created by the Conference of State Bank Supervisors (CSBS) and the American Association of Residential Mortgage Regulators (AARMR) and is owned and operated by the State Regulatory Registry LLC (SRR), a wholly owned subsidiary of CSBS. For more information about the System, please visit the NMLS Resource Center website.

LANGFORD COMMUNITY MANAGEMENT SERVICES

13740 Research Blvd., Suite G-1, Austin, Texas 78750

Office 512/452-0432 Fax 512/452-5380

LIST OF PROJECTS

HOME Program Projects Completed or Underway:

City of Charlotte

City of Cisco

City of Devine (2)

City of Flatonia

City of Florence

City of Hallettsville (2)

City of Harker Heights

City of La Feria (HOME & Homebuyer Assistance)

City of La Grange

City of Marble Falls

City of Moody (2)

City of Rockdale

City of Smithville (3)

City of Taylor

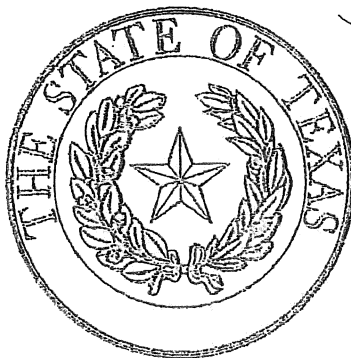
City of Thrall

City of Weimar

City of Yoakum

State of Texas

Historically Underutilized Business Certification and Compliance Program



The Texas Comptroller of Public Accounts (CPA),
hereby certifies that

**LANGFORD COMMUNITY MANAGEMENT
SERVICES, INC.**

has successfully met the established requirements of the
State of Texas Historically Underutilized Business (HUB) Program
to be recognized as a HUB.

This certificate, printed 28-MAR-2009, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Certificate/VID Number: 1742804904700
File/Vendor Number: 59528
Approval Date: 27-MAR-2009
Expiration Date: 27-MAR-2013

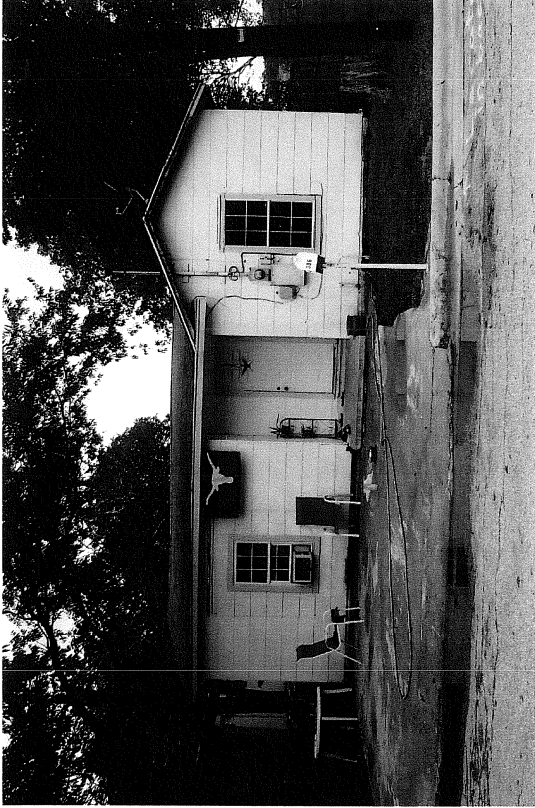
Paul A. Gibson
Statewide HUB Program Manager
Texas Comptroller of Public Accounts
Texas Procurement and Support Services Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmbi/hubonly.html>) or by contacting the HUB Program at (888) 863-5881 or (512) 463-5872.

City of Taylor HOME Project
Before and After Photos

Project Completed
June 2011

BEFORE PHOTOS - The Ellis Household



The Ellis Household - After the HOME Program



JUDY LANGFORD

President

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

June 1991 to present: Co-owner of Langford Community Management Services, Inc.

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; Neighborhood Stabilization Program; U.S. Department of Energy – Energy Efficiency and Conservation Block Grant Program; State Energy Conservation Office; U.S. Department of Labor; U.S. Department of Justice, Texas Department of Economic Development; Texas Department of Emergency Management; Federal Emergency Management Agency; U.S. Department of Housing and Urban Development – Economic Development Initiative as well as private entities such as HNTB. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Quality Assurance Coordinator, Kerrville State Hospital, Kerrville, Texas

August 1988 to May 1991: Developed and administered Quality Assurance Program for a 16 county catchment area of the Kerrville State Hospital with eight community based mental health centers.

EDUCATION

Bachelor's Degree, The University of Texas at Austin

WORKSHOPS and TRAININGS

Texas Department of Rural Affairs Implementation Workshops
Texas Department of Rural Affairs Disaster Recovery Program Training
Texas Department of Transportation Grant Workshops
Texas Safe Routes to School Grant Administration Workshops
Texas Department of Housing and Community Affairs Grant Administration Workshops
Mortgage Loan Originator Training
Texas Municipal League Annual Conference

CERTIFICATIONS

Texas Engineering Extension Service Certified - Texas Department of Transportation

MARGARET J. HARDIN

Vice-President/Secretary-Treasurer

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

November 1995 to current: Co-owner of Langford Community Management Services, Inc.

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; and Texas Department of Transportation. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Assistant City Manager/City Secretary, Llano, Texas.

April 1990 to August 1995: Monitored daily operations of the city which included electric, water and sewer utilities, sanitation, parks, cemetery, streets, airport, and police. Responsible for budget preparation and financial management. Personnel director for a staff of approximately 40 employees. Conducted municipal elections, prepared council minutes, agendas, ordinances, resolutions and other governmental documents.

Secretary/Treasurer, Lutie Watkins Memorial United Methodist Church, Llano, Texas

April 1987 to April 1990: Managed day to day activities of church office and performed secretarial duties under the direct supervision of the pastor. Responsible for all financial records and reports to executive committee of the church. Assisted all church committees as requested. Wrote monthly newsletter.

Secretary/Clerk, Virdell Drilling Inc., Llano, Texas

May 1987 to April 1990: Prepared water well logs, estimates for wells and pump installations, and invoices. Input of accounts receivable, accounts payable, payroll, and inventory. Responsible for front office duties and information files.

Llano County Treasurer, Llano, Texas

January 1983 to December 1986: Managed all funds of the county, prepared annual budget, submitted all financial reports to applicable County officials and State agencies. Established financial management system to assist departments with budget compliance. Payroll and benefits officer for 100+ employees. Examined and audited all fee offices of the County. Attended Commissioners' Court meetings. Certified County Treasurer. January '83 through December '86.

Secretary, Llano County Extension Service, Llano, Texas

November 1980 to January 1983: Performed front office duties for county agricultural and home economics agents. Worked closely with 4-H clubs, Extension Homemaker organizations and landowners. Distributed pertinent information to county citizens.

Full-Charge Bookkeeper, Learning Concepts, Inc., Austin, Texas

August 1977 to August 1980: Responsible for financial record keeping. Supervised accounts payable, payroll, and daily reports. Prepared and submitted all tax reports and deposits. Assisted president and

controller with cash flow and communications with creditors. Performed front office duties as needed.

Bookkeeping Assistant, Ed Flood Oil Company, Amarillo, Texas

January 1977 to July 1977: Assisted office manager/bookkeeper in preparation of daily records. Responsible for sales of fuel and automobile supplies. Scheduled fuel delivery to full-service stations. Performed front office duties.

City Secretary/Treasurer, Groom, Texas.

January 1975 to December 1976: Monitored daily operations of city which included water and sewer utilities, and garbage collection. Responsible for financial management and maintenance of books and records. Performed tax assessor/collector duties. Prepared council agendas, minutes, ordinances and other governmental documents for three-man city commission.

Assistant Clerk, Groom, Texas

Assisted City Secretary – Groom, Texas

June 1973 to January 1974: part-time basis. Handled water utilities and phones. Assisted with tax roll.

EDUCATION

Austin Community College; 1978-1979
Clarendon Junior College; 1971

WORKSHOPS and TRAININGS

Office of Rural Community Affairs Grant Workshops
Texas Department of Housing and Community Affairs Grant Workshops
Texas Department of Transportation Grant Workshops
Texas Safe Routes to School Workshops
Texas Engineering Extension Service City Managers Problems Clinic
Texas Municipal League Annual Conference
Texas County Treasurers' Association Annual Conference

CERTIFICATIONS

Texas County Treasurers' Certification

ANNETTE BARGAINER

Management Consultant

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

January 2009 to present: Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Work closely with grant program staff and interact with various federal and state agencies including but not limited to: Texas Parks & Wildlife Department, Texas Department of Transportation, and Neighborhood Stabilization Program. Responsible for the correspondence and submission of grant program applications to the appropriate federal and/or state agency. Oversee and process certified payrolls for community projects. Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Executive Director, Georgetown ISD Education Foundation, Georgetown, Texas

March 2007 to December 2008: Executive Director of new foundation to secure funding for school projects and programs not supported by the general operating budget of the district. Composed, edited and managed design process of marketing and public information pieces including brochure, event programs and press releases. Secured private, foundation and corporate donations.

Environmental Project Manager, Williamson County, Texas

May 2001 to March 2007: Managed the Williamson County Conservation Foundation including budgeting and examining expenditures of the Foundation, planned, attended and documented board meetings. Administered grants, coordinated with volunteers, outside consultants, and the public regarding the Foundation. Developed and supervised Williamson County's AirCheck Texas Repair and Replacement Assistance Program to provide low-income residents of Williamson County financial assistance to repair vehicles that failed the annual emissions inspection test.

EDUCATION

Bachelor of Journalism, The University of Texas at Austin

WORKSHOPS and TRAININGS

Texas Department of Rural Affairs Implementation Workshops
Texas Department of Transportation Grant Workshops
Texas Safe Routes to School Workshops
Texas Municipal League Annual Conference

CERTIFICATIONS

Texas Engineering Extension Service Certified - Texas Department of Transportation

QUENTIN PRIOR

Housing Inspector

PROFESSIONAL EXPERIENCE

Housing Inspector, Langford Community Management Services, Austin, Texas

2007 to present: Conduct initial inspections and prepare detailed work write ups and cost estimates for rehabilitation or reconstruction of existing housing. Conduct construction inspections throughout the construction or rehabilitation of housing in order to ensure compliance with local residential codes, outline specifications, and Texas Minimum Construction Standards and Specifications.

Owner, PCW Construction, Liberty Hill, Texas

1991 to present: owner of a general contracting construction company specializing in high-end remodeling and residential construction.

Lieutenant / Fire Specialist / Paramedic, Austin Fire Department, Austin, Texas

1995 to present: professional firefighter and paramedic

Driver / Engineer / Paramedic, San Angelo Fire Department, Austin, Texas

1991 to 1995: professional firefighter, EMT, then paramedic

EDUCATION

Attended Angelo State University, majoring in Engineering, 1985-1989

Currently working toward an Associates Degree in Fire Science

Currently working toward a Master Firefighter Certification from Texas Commission on Fire Protection

CERTIFICATIONS

Certified Fire Instructor, Texas Commission on Fire Protection

Certified Fire Officer, Texas Commission on Fire Protection

Certified Apparatus Driver, Texas Commission on Fire Protection

Certified Firefighter, Texas Commission on Fire Protection

Certified Paramedic, Texas Department of Health



MANAGEMENT CONSULTING AND GRANT ADMINISTRATION

LIST OF REFERENCES

Cities and Counties

Atascosa County	Diana Bautista, County Judge 830/769-3093
City of Bandera	Horst Pallaske, Mayor 830/796-3765
City of Bartlett	James M. Grant, Mayor 254/527-3219
City of Bastrop	Mike Talbot, City Manager 512/321-3941
Bastrop County	Ronnie McDonald, County Judge 512/332-7201
Bee County	Blandina Costley, County Auditor 361/362-3200
City of Bertram	Evan Milliorn, City Secretary 512/355-2197
City of Blanco	Bobbie Mowery, City Secretary 830/833-4525
City of Buda	Kenneth Williams, City Manager 512/312-0084
City of Cedar Park	Curt Randa, Parks & Rec. Director 512/258-4121
City of Charlotte	Norma Zuniga, City Secretary 830/277-1414
City of Christine	Odel Vasquez, Mayor 830/784-3320
City of Cisco	Jim Baker, City Manager 254/442-2111

City of Elgin	Amy Miller, Community Development 512/285-5721
City of Falls City	Lauren Sturm, City Secretary 830/254-3242
Fayette County	Edward Janecka, County Judge 979/968-6469
City of Fayetteville	Ronnie Pflughaupt, Mayor 979/378-2559
City of Flatonia	Melissa Brunner, City Secretary 361/865-3548
City of Florence	Amy Crane, City Secretary 254/793-2490
City of Gatesville	Roger Mumby, City Manager 254/865-8951
City of Georgetown	Laurie Brewer, Finance Director 512/930-8462
City of Giddings	Brian Boudreaux, City Manager 979/540-2710
City of Hallettsville	Tom Donnelly, City Administrator 361/798-3681
City of Harker Heights	Steve Carpenter, City Manager 254/699-2301 Jerry Bark, Parks & Rec. Director 254/690-3444
Hays County	Jeff Hauff, Grants Coordinator 512/393-2211
City of Hondo	Robert T. Herrera, City Manager 830/426-3378
Karnes County	Barbara Shaw, County Judge 830/780-3732

City of Kyle	Kerry Urbanowicz, Parks and Rec. Director 512/262-1010
City of La Coste	George Salzman, City Administrator 830/985-9494
City of La Feria	Sunny Philip, City Manager 956/797-2261
City of La Grange	Shawn Raborn, City Manager 979/968-5805
City of Lampasas	Stacy Brack, Assistant City Manager 512/556-6831
Live Oak County	Jim Huff, County Judge 361/449-2733
City of Marble Falls	Ralph Hendricks, City Manager 830/693-3615
City of Martindale	Truman Hawkins, Mayor 512/357-2739
City of Moody	Charleen Dowell, City Administrator 254/853-2314
McMullen County	James Teal, County Judge 361/274-3341
City of Nolanville	Stephen Pearl, City Manager 254/698-6335
City of New Braunfels	Shannon Mattingly, Planning Director 830/221-4050
City of Robinson	Bob Cervenka, City Manager 254/662-1415
City of Rockdale	Kelvin Knauf, City Manager 512/446-2511

City of Runge	Esmeralda Castro, City Secretary 830/239-4121
City of San Marcos	Rodney Cobb, Parks and Rec. Director 512/393-8147 Janis Hendrix, CDBG Program Admin. 512/393-8147
City of Smithville	Tex Middlebrook, City Manager 512/237-3282
City of Streetman	Johnny Robinson, Mayor 903/599-2581
City of Taylor	Jim Dunaway, City Manager 512/352-3675
City of Thrall	Troy Marx, Mayor 512/898-5306
City of Weimar	Randal Jones, City Manager 979/725-8554
Williamson County	Kathy Grimes, Executive Assistant, Pct. 2 512/260-4280
City of Wimberley	Don Ferguson, City Administrator 512/847-0025

COUNCIL OF GOVERNMENTS

Alamo Area Region	Joe Ramos, Government Services Manager 210/225-5201
Capital Area Region	Betty Voights, Executive Director 512/916-6008
Central Texas Region	Beth Correa, Community Development 254/939-1801
Coastal Bend Region	John Buckner, Executive Director 361/883-5743

STATE AGENCIES

Texas Department of Rural Affairs	Howard G. Baldwin, Jr. Interim Executive Director 512/936-6704
Texas Department of Housing and Community Affairs	Jeannie Arellano, HOME Program 512/463-6164
Texas Parks & Wildlife Department	Tim Hogsett, Director Recreation Grants Program 512/912-7124
Texas Department of Economic Development	Brenda Clear, Enterprise Zone Program Specialist 512/320-9452
Texas Department of Agriculture	Rick Rhodes, Capital Fund Program 512/463-7476



City Council Meeting October 6, 2011 Agenda Item Transmittal

Agenda Item #: 10

Agenda Title: Consider update on the Municipal Drainage Utility System (MDUS) and discuss fees and prioritization of projects.

Council Action to be taken: Discuss and consider taking action

Initiating Department: City Administration; Public Works

Staff Contact: Jim D. Dunaway, City Manager

1. INTRODUCTION/PURPOSE

The City currently has an adopted rate of \$1.00 per Equivalent Residential Unit (ERU) per month. This results in approximately \$150,000 in annual revenue. The City's consultant for the MDUS creation, Halff Associates, suggested a \$2.00 ERU in 2010. The purpose of this Agenda item is to hear and discuss the financial impact of the current ERU rate and to evaluate the effects of increasing the rate.

2. DESCRIPTION/ JUSTIFICATION

The City has several identified drainage needs that are currently unfunded or underfunded. MDUS funds can be spent on drainage projects, including acquisition, design, construction, equipment, and financing.

3. FINANCIAL/BUDGET

The City currently has an adopted rate of \$1.00 per Equivalent Residential Unit (ERU) per month. Any drainage costs would be funded by the MDUS fee. Any change in fee would result in a change in funding available for drainage work. Staff has considered an increase in fee to \$2.00 per ERU for comparison purposes.

4. TIMELINE CONSIDERATIONS

There is no required timeline for this item. The update or modification to the MDUS fee is optional.

5. RECOMMENDATION

Staff suggests Council consider an increase in the MDUS fee proportional to the desired increase in funding to complete drainage projects.

6. REFERENCE FILES

- 10a. [MDUS 5-year projection](#) of \$2.00/ERU fee increase and certain projects
- 10b. [MDUS CIP 5yr =](#) 5 year projection CIP project list

10-year Bond issuance	2,000,000
Bond issuance cost	(70,000)
Funds available	1,930,000
Reimb. GF for Mallard Drainage Proj.	(555,120)
Funds available for projects	1,374,880

Municipal Drainage Utility Fund- Five year Projection

	<u>FY2010-11</u>	<u>FY2011-12</u>	<u>FY2012-13</u>	<u>FY2012-13</u>	<u>FY2013-14</u>
Beginning Fund Balance	0	112,020	292,796	298,391	315,266
Revenues:					
1) Drainage fees:	110,850	269,115	310,400	313,476	316,552
Late fees:	1,200	2,100	2,121	2,142	2,164
	112,050	271,215	312,521	315,618	318,715
Expenditures:					
2 & 5) Transfer to General Fund	-	60,000	58,796	50,000	50,000
Bad debt	30	100	130	150	180
3 & 4) Debt Payment	-	30,339	248,000	248,593	249,078
	30	90,439	306,926	298,743	299,258
Net Profit	112,020	180,776	5,595	16,875	19,457
6) Ending Fund Balance	112,020	292,796	298,391	315,266	334,723

- 1) \$2.00 charge per ERU in FY2011-12 to begin Jan 2012
- 2) Reimbursed General Fund for MDUS implementation (\$118,796)
- 3) First payment scheduled on debt will be in August of 2012 (interest only) on a \$2M issuances
- 4) Annually debt payment will approximately \$250K.
- 5) Transfer to General Fund for administrative and/or salaries begin in FY2012-13
- 6) Funding available to do small projects.

 						ESTIMATED TOTAL CAPITAL COST
	Project MAP ID #	Project Description	Project Solution Proposed	Est Soft Costs	Est Hard Cost	
MDUS 5-year CIP						
MDUS Fee Creation		COMPLETE		\$100,000	\$0	\$100,000
Mustang Creek Trib 1 @ Lake Dr	23	COMPLETE		\$18,000	\$120,000	\$138,000
Dickey St to 1st St	13	COMPLETE		\$90,000	\$600,000	\$690,000
107 W Mustang St	12	COMPLETE		\$6,000	\$40,000	\$46,000
Mustang Creek Trib 1 @ UP RR track	18	COMPLETE		\$75,000	\$500,000	\$575,000
Old Thorndale / UP RR	3	COMPLETE	culvert replacement	\$3,000	\$20,000	\$23,000
Mustang Creek Trib 2 @ UP RR tracks	17	COMPLETE		\$60,000	\$400,000	\$460,000
Mallard Lane at Bull Br Trib	35	UNDERWAY - Mallard Lane project	new 10-yr culverts	\$24,700	\$530,420	\$555,120
COMPLETED PROJECTS TOTAL						\$2,587,120
2nd @ Doak	28	UNDERWAY - 2nd St Project	2nd St improvements; culvert & grading channel	\$7,500	\$50,000	\$57,500
2nd / Davis St	9	UNDERWAY - 2nd St Project	2nd St improvements	\$3,750	\$25,000	\$28,750
Sloan @ 3rd St	25	UNDERWAY - Sloan ST project	new culverts	\$4,500	\$30,000	\$34,500
PROJECTS UNDERWAY TOTAL						\$120,750
Holly Springs Channel	1	DESIGNED erosion and nuisance water, 1 house flooded; failing	Channel liner from Dahlberg to Bull Br Creek + new culverts	\$53,000	\$720,000	\$773,000
Edmond / Mills	31	2nd to McLain channel, culverts, road erosion, safety for pedestrians and vehicles	new channel and culverts	\$52,500	\$350,000	\$402,500
Paula / Medical Pkwy	34	lot grading; water in homes at least 2 reported on Holly Drive	new channel and storm drain with inlets	\$22,500	\$150,000	\$172,500
Donna Channel	33	channel, culverts, water in 1 house reported	regrade, line channel and new culverts	\$52,500	\$350,000	\$402,500
2nd / Main	7	accumulation at SE corner - Tobak, water in building reported	new inlets, storm drain extension	\$3,750	\$25,000	\$28,750
909 West 3rd to 913;		lack of bar ditch or culverts on sout side of 3rd. Water under houses		\$5,250	\$35,000	\$40,250
Booth / Oak	10	poor drainage behind compress	new inlets, storm drain extension, grading	\$10,500	\$70,000	\$80,500
Airport at Mustang Cr	19	erosion; scour nearing runway pavement	armor creek banks	\$6,000	\$40,000	\$46,000
Debus St	20	Thomas to Lee	new storm drain	\$52,500	\$350,000	\$402,500
4th @ Victoria	27	channel	slope stabilization, rip-rap	\$2,250	\$15,000	\$17,250
Kimbro @ 6th	29	channel	regrade, line channel	\$7,500	\$50,000	\$57,500
Kimbro @ 7th	30	Runoff jumping curb	new storm drain and inlet	\$6,000	\$40,000	\$46,000
Rio Grande @ Mustang Cr	14	Low water crossing	Low water crossing signage, warning devices, guardrails	\$3,750	\$25,000	\$28,750
LEVEL 1 PROJECTS TOTAL						\$2,498,000
Upper Gravel Pit Draw - Old Thorndale Rd	4	Culvert and chanel improvements		\$15,000	\$100,000	\$115,000
Stoneridge @ Arbor Oak	38	poor street drainage	new inlet and storm drain to trib	\$6,000	\$40,000	\$46,000
S Doak St	15	Inverted street, deep running water	remainder includes S Doak St	\$120,000	\$800,000	\$920,000
Scott St	6	poorly draining street	grading, storm drain	\$3,000	\$20,000	\$23,000
Bel Air / Kirk St	32	poorly graded street and lots	regrade street and storm drain and inlets	\$22,500	\$150,000	\$172,500

1st / Main St	8	poorly draining street	new inlets, storm drain extension	\$3,000	\$20,000	\$23,000
Oak St	11	poorly draining street	grading, channel work	\$30,000	\$200,000	\$230,000
Laurel / Sams St	2	lot to lot drainage	grading, yard drains	\$2,250	\$15,000	\$17,250
Mustang Cr @ Doak Park	16	Erosion at Must Cr	slope stabilization	\$2,250	\$15,000	\$17,250
Bull Branch Trib Erosion	45	erosion and scour from Lake Dr to Mallard	slope stabilization	\$60,000	\$400,000	\$460,000
Lorax Tributary	47	old culverts	new culverts & headwalls, guardrails	\$18,000	\$120,000	\$138,000
Tammi Lane channel	21	MC Trib #1 to Kent St	channel and culverts	\$22,500	\$150,000	\$172,500
Mustang Creek Trib 1 Lake to Kent	22	channel		\$37,500	\$250,000	\$287,500
Lake Dr Pavement near MC Trib 1		pavement	repave curb, gutter, pavement	\$2,250	\$15,000	\$17,250
Kingston / Summit	24	poorly draining streets, lot grading	new storm drain and grading	\$11,250	\$75,000	\$86,250
Mockingbird / 4th	5	Standing water	grading, yard drains	\$1,500	\$10,000	\$11,500
Monica @ Mallard	36	groundwater	french drain	\$3,000	\$20,000	\$23,000
Robinson at RR tracks	46	north side culvert	slope stabilization	\$3,750	\$25,000	\$28,750
Oaklawn @ Bull Br Trib	37	poor street drainage	new storm drain, inlets, grading to Bull Br	\$12,000	\$80,000	\$92,000
LEVEL 2 PROJECTS TOTAL						\$2,880,750
Drainage Study - Gravel Pit Draw	39	hydraulic analysis to determine needed improvements		\$25,000	\$0	\$25,000
Drainage Study - Must Cr Trib #1	40	hydraulic analysis to determine needed improvements		\$25,000	\$0	\$25,000
Drainage Study - Mustang Creek	41	hydraulic analysis to determine needed improvements	to include City Lake	\$100,000	\$0	\$100,000
Drainage Study - Bull Branch Update	42	hydraulic analysis to determine needed improvements		\$20,000	\$0	\$20,000
Drainage Study - Railroad Lake Draw	43	hydraulic analysis to determine needed improvements		\$20,000	\$0	\$20,000
Drainage Study - Flood Hazard Mitigation	44	City wide to determine regional pond locations, flood mitigation		\$20,000	\$0	\$20,000
Drainage Studies TOTAL						\$210,000
				\$1,256,200	\$7,040,420	\$8,296,620



***City Council Meeting
October 6, 2011
Agenda Item Transmittal***

Agenda Item #: 11
Agenda Title: Executive Session. (Economic Development)
Council Action to be taken: Adjourn into Closed session.
Initiating Department: City Administration
Staff Contact: Jim D. Dunaway, City Manager

1. INTRODUCTION/PURPOSE

2. DESCRIPTION/ JUSTIFICATION

The Taylor City Council will conduct a closed meeting under Section 551.087 of the Texas Government Code which allows such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

3. FINANCIAL/BUDGET

4. TIMELINE CONSIDERATIONS

5. RECOMMENDATION

6. REFERENCE FILES

11a. [Executive Session form](#)

TAYLOR CITY COUNCIL
CERTIFIED AGENDA - EXECUTIVE SESSION

1. OPEN MEETING ANNOUNCEMENT

The City of Taylor City Council convened in Open Session, declared a quorum on October 6, 2011 and has posted an Official Agenda indicating the need for an Executive Session. The Council will now adjourn into Executive Session pursuant to the Texas Open Meetings Act, Government Code Section:

- | | | |
|-------------------------------------|---------|--|
| ☐ | 551.071 | To consult with its attorney regarding a matter in which the duty of the attorney to the City conflicts with the Open Meetings Act. |
| ☐ | 551.072 | To conduct deliberations regarding the purchase, exchange, lease, or value of real property. |
| ☐ | 551.074 | Regarding personnel matters |
| ☒ | 551.087 | Regarding economic development negotiations and considering financial or other incentives to a business prospect that the City seeks to have locate in or near the City of Taylor. |

Any action resulting from the Executive Session will be taken in Open Session immediately following the Executive Session.

2. BACK TO OPEN SESSION

The time is now _____ and we will reconvene into Open Session. No action or vote was taken on any matter discussed in Executive Session.

CERTIFICATION

I, Donald R . Hill, Mayor of the City of Taylor, do hereby certify that this Agenda of an Executive Session of the City Council is a true and correct record of the proceedings.

WITNESS my hand this the _____ day of _____, 2011

Donald R. Hill, Mayor