



617 Tenaha Street • P.O. Box 1744
Center, Texas 75935-1744

(936) 598-2941 • Fax (936) 598-2615
www.centertexas.org

AGENDA

The Center City Council will meet in Regular Session on Monday, August 27, 2018 at 5:00 p.m. in Council Room at Center City Hall. The following items are on the agenda for appropriate action:

- I. Welcome Guests and Visitors.**
- II. Approval of Minutes of the Regular Meeting on August 13, 2018.**
- III. Public Hearings:**
 - A. Proposed Tax Rate.**
- IV. Discuss Consider and Action on the Following:**
 - A. Approve Ordinance 2018-04 Cancellation of Election**
Aprobar Ordenanza 2018-04 Anular Elección
 - B. Resolution 2018-12 Authorizing Agreement – Parker Place LLC.**
 - C. Approve Budget Change – Center Municipal Airport Capital Improvement Project.**
 - D. Approve Grant Administration – 2019 Texas Community Development Block Grant Application.**
 - E. Center Police Department Surplus Equipment.**
 - F. TML Intergovernmental Risk Pool Board of Trustees Election Ballot**
- V. Items of Interest from Council and City Manager and Citizens – No Action Items.**
- VI. Executive Session**
 - 1. Consultation with City Attorney**
 - 2. Personnel**

Consider entering executive session for legal consultation with the City Attorney and discussion of pending litigation, personnel matters and land acquisition with possible action related thereto upon reconvening in open session in accordance with Government Code Section 551.071, 551.072 and 551.074
- VII. Adjournment.**

MEMORANDUM

TO: Mayor and City Council

FR: Chad D. Nehring, City Manager



Date: August 24, 2018

RE: Agenda Comments for Regular Meeting of August 27, 2018

REGULAR MEETING AGENDA:

III. Public Hearing on the Tax Rate

This is the first of two required public hearings on the property tax rate that Council will adopt next month for fiscal year 2019.

IV.A. Approve Ordinance 2018-4 – Cancellation of Election

This is the ordinance declaring that unopposed candidates are elected to office and cancelling the election for those positions. Mrs. Boyd is the election official and can answer any questions.

IV.B. Resolution 2018-12 – Authorizing Agreement with Parker Place LLC

This agreement outlines the settlement of prior agreements with Parker Place LLC for initial development costs and conclusion of all grant obligations. This further authorizes the acquisition of the remaining vacant lots as condition to this conclusion. Upon approval, the City Attorney will develop the final instrument and the Mayor will be authorized to finalize its execution. Staff recommends approval.

IV.C. Approve Budget Change – Center Municipal Airport CIP

For two years staff has been working to progress additional airport improvements, most notably the old runway, to support new and much larger aircraft than current design. Additionally, the general airport use priority is the rehab of the runway which was last painted and resurfaced in 2003. TXDoT Aviation has both these projects in their current CIP being presented to the Tx Transportation Commission for funding approval at this month's meeting, even though their current request is for the \$66,850 match for the taxiway which could leave approximately \$25,000 in match for the runway component. These projects were presented to the airport users and the Airport Advisory Board which have historically participated with desired improvements in funding the local matching costs associated with these projects. This partnership has historically been the

reason Council has not annexed the airport. In this case, there doesn't appear to be any communicated interest from hangar owners nor coordination by the advisory board. Staff has worked with TXDoT Aviation in hopes of having these projects included and funded under a, one-time federal program that would minimize or even eliminate the local match requirements but that will not be determined until projects are initiated, which requires submittal of the local match. Staff does recommend proceeding, particularly with the runway improvements as it appears doubtful TXDoT will separate the two components. With no involvement from beneficiaries, if this is the new funding model, staff would recommend proceeding with annexation of this area to ensure local matching funds are available for future capital projects.

IV.D. Approve Grant Administration – 2019 TCDP Grant

Staff prepared the necessary procurement solicitation for these services required by the Texas Dept of Ag to contract for grant administration services related to a Community Development Block Grant application and project. Only one response from the solicitations was received, that of Gary Traylor and Assoc. whom the City has used for thirty-plus years for virtually all grant applications and administrative services with no complaints or reservations. Staff requests Council authorization of this proposal and engagement of Gary Traylor & Assoc. for this project.

IV.E. Center Police Department – Surplus Equipment

With recent grant funding, the PD was able to upgrade all its taser equipment. All new equipment is now being utilized and the prior equipment has been kept for appropriate disposal. Shelbyville ISD has requested transfer if items are available and the PD has reported that several units could be disposed of in this manner. State law allows the designation and disposal of surplus equipment to other governmental entities and that is the recommendation of staff.

IV.F. TML-IEBP Ballot

Council has historically reviewed the recommendation and authorized staff to submit a ballot for these positions on the governing board for the City's health insurance, interlocal government cooperative.

VI. Executive Session

We will have need of an executive session.

**MINUTES OF THE CITY OF CENTER
CITY COUNCIL MEETING
WORKSHOP MEETING
August 13, 2018**

The Center City Council met in a workshop session on Monday, August 13, 2018 at 4:00 p.m. in the Conference Room at City Hall. The meeting was open to the public. Notices were properly posted of the date, place and hour and the news media was notified. The following members were present:

David Chadwick	-	Mayor	
Leigh Porterfield	-	Mayor Pro Tem	
Jerry Lathan	-	Council Member	
Joyce Johnson	-	Council Member	Absent
Howell Howard	-	Council Member	
Randy Collard	-	Council Member	
Terry Scull	-	Council Member	
Chad Nehring	-	City Manager	
Barbara Boyd	-	City Secretary	
James Payne	-	City Attorney	Absent

Item I. Mayor, David Chadwick opened the meeting.

.....1. Budget.

2. Capital Improvement Plan.

City Manager, Chad Nehring went over the budget, policies, goals and major projects with Council.

Item II. Adjournment.

Mayor Chadwick recessed the meeting at 4:55 pm.

David Chadwick, Mayor

.....Attest:

Barbara Boyd, City Secretary

**MINUTES OF THE CITY OF CENTER
CITY COUNCIL MEETING
REGULAR MEETING
August 13, 2018**

The Center City Council met in a regular session on Monday, August 13, 2018 at 5:00 p.m. in the Council Chambers at Center City Hall. The meeting was open to the public. Notices were properly posted of the date, place and hour and the news media was notified. The following members were present:

David Chadwick	-	Mayor
Leigh Porterfield	-	Mayor Pro Tem
Joyce Johnson	-	Council Member
Howell Howard	-	Council Member
Jerry Lathan	-	Council Member
Terry Scull	-	Council Member
Randy Collard	-	Council Member
Chad Nehring	-	City Manager
Barbara Boyd	-	City Secretary
Jim Payne	-	City Attorney

Guests signed the register.

Item I. Mayor David Chadwick opened the meeting and welcomed the visitors.

David Masterson presented the Council with a possible project to "Paint the Town" in an impressionist style.

Item II. Approval of Minutes of the Regular Meeting on July 23, 2018.

Council Member Howell Howard made a motion to approve the minutes. Council Member Randy Collard seconded the motion. All voted in favor.

Item III. Consider Discussion and Possible Action on the following:

- A. Resolution 2018-11 Publishing Tax Rate. City Manager, Chad Nehring stated this is the annual requirement put into place by the State legislature that requires the Council to approve prior to any action on a budget or the actual upcoming tax rate. Mr. Nehring stated the current tax rate is \$0.575/\$100 and the draft of this resolution indicates a considered rate slightly less than calculated rollback of \$0.60/\$100. Council Member Terry Scull made a motion to approve Resolution 2018-11 Publishing the Tax Rate. Council Member Leigh Porterfield seconded the motion. All voted in favor.
- B. Request from Center Amateur Softball Association. Sean Crouch with the Youth Softball League presented the council with a request regarding an adult season for a fundraiser to provide additional improvements at the softball complex. Mr. Crouch stated that any funds generated will be 100% put back into the softball complex. Council Member Howell Howard made a motion to approve the Request from Center Amateur Softball Association. Council Member Jerry Lathan seconded the motion. All voted in favor.
- C. Final Payment and Release of Retainage – McSwain Hill Water Tank Rehab Project. City Manager, Chad Nehring stated this project was the contract for the repair and painting of the exterior of the McSwain Hill water tank. Mr. Nehring stated the

project is complete and the project engineer recommends to release retainage and make final payment to the contractor. Council Member Terry Scull made a motion to approve the Final Payment and Release of Retainage for McSwain Hill Water Tank Rehab Project. Council Member Leigh Porterfield seconded the motion. All voted in favor.

- D. Budget Change for Building Improvements – 102 Childs Street. City Manager, Chad Nehring stated now that the building has been acquired, staff had the roof repaired and Phase two is to make the facility functional prior to interior and exterior cleaning/painting and finishes. Mr. Nehring stated the air conditioning and electrical both necessitate complete rehab. Mr. Nehring stated the budget change to allow the major work is \$20,700. Council Member Randy Collard made a motion to approve the Budget Change for Building Improvements – 102 Child Street. Council Member Joyce Johnson seconded the motion. All voted in favor.

- E. Request for Center Police Department Reserve Officer. Police Chief Jim Albers stated Robert (Bubba) Lee has just graduated from the Police Academy and requested to put on as a reserve. Council Member Howell Howard made a motion to approve the Request for Center Police Department Reserve Officer. Council Member Leigh Porterfield seconded the motion. All voted in favor.

Item IV. Items of Interest from Council and City Manager, and Citizens – No Action Items.

Item V. Executive Session.

1. Consultation with City Attorney – Land. Council entered into executive session at 5:22 pm.

Consider entering executive session for legal consultation with the City Attorney and discussion of pending litigation, personnel matters and land acquisition with possible action related thereto upon reconvening in open session in accordance with Local Government Code Section 551.071, 551.072 and 551.074.3.

Council Adjourned Executive Session at 5:40 pm.

Item VII. Adjournment. Mayor David Chadwick adjourned the meeting at 5:40 pm.

David Chadwick, Mayor

Attest:

Barbara Boyd, City Secretary

ORDINANCE NO. 2018-04

AN ORDINANCE CANCELLING THE AT LARGE AND DISTRICT 4 ELECTION ON NOVEMBER 6, 2018 REGULAR ELECTION TO DECLARE UNOPPOSED CANDIDATES ELECTED TO OFFICE; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Center, Texas is a home rule municipality located in Shelby County, created in accordance with the provisions of Article 11, Section 5.004 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, in accordance with law a general election has been ordered for November 6, 2018 for the purpose of electing council members to serve on the city council in the City of Center; and

WHEREAS, no proposition is to appear on the ballot in that election; and

WHEREAS, the city secretary has certified in writing that two candidates on the ballot are unopposed for election to office; and

WHEREAS, the filing deadlines for placement on the ballot and declaration of write-in candidacy has passed; and

WHEREAS, in these circumstances Subchapter C of Chapter 2 of the Election Code authorizes a governing body to declare each unopposed candidate elected to office and cancel the election.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CENTER, TEXAS, THAT:

SECTION 1.

The following candidates, who are unopposed in the November 6, 2018 general election, are hereby declared elected to office, and shall be issued a certificate of election:

Council Member At Large – Leigh Porterfield
Council Member At Large – Terry Scull
Council Member District 4 – Randy Collard

SECTION 2.

The city secretary is directed to post a copy of this ordinance at each designated polling place on November 6, 2018.

SECTION 3.

This ordinance shall be cumulative of all provisions of ordinances of the City of Center, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

SECTION 4.

It is hereby declared to be the intention of the city council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 5.

This ordinance shall be in full force and effect from and after its passage, and it is so ordained.

PASSED AND APPROVED ON THIS 27th DAY OF AUGUST 2018.

David Chadwick, Mayor

ATTEST:

Barbara Boyd, City Secretary

**CERTIFICATION
OF
CITY SECRETARY**

I hereby certify that I am the city secretary of the City of Center and the authority responsible for having the official ballot prepared for the November 6, 2018 election. I further certify that the following candidates are unopposed for election to the office of council member in the November 6, 2018 election:

Leigh Porterfield
Terry Scull
Randy Collard

Barbara Boyd, City Secretary
City of Center, Texas

August 27, 2018

RESOLUTION 2018-12

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CENTER, TEXAS
AUTHORIZING THE SETTLEMENT AGREEMENT WITH PARKER PLACE LTD
RELATED TO THE HOUSING INFRASTRUCTURE FUND CONTRACT #724068 OF
THE TEXAS COMMUNITY DEVELOPMENT PROGRAM; AND AUTHORIZING THE
MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED
REPRESENTATIVE IN ALL RELATED MATTERS**

WHEREAS, on January 25, 2005 the City Council of the City of Center approved Resolution 2005-3 to authorize the submission of application under the Texas Community Development Program – Housing Infrastructure Fund; and

WHEREAS, on June 27, 2005, the City of Center entered into HIF Contract #724068 with the Office of Rural Community Affairs; and

WHEREAS, on September 26, 2005 the City Council of the City of Center approved Resolution 2005-22 to authorize the execution of a development agreement for the use of funds under Texas Community Development Program – Housing Infrastructure Fund with Parker Place, Ltd; and

WHEREAS, on November 15, 2010, the City of Center approved Settlement Agreement #1 to HIF Contract #724068 with the Texas Department of Rural Affairs amending the performance requirements, terms and conditions; and

WHEREAS, the City of Center approved Resolution 2013-15 authorizing the settlement of all activities related to grant Contract #724068 with Texas Department of Agriculture

WHEREAS, the City of Center and Parker Place Ltd desire to execute a final agreement to close all outstanding balances, items and issues related to Contract #724068 and development of Parker Place subdivision; and

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

SECTION 1. The Mayor is hereby authorized to execute a closure agreement with developer, Parker Place Ltd settling all items related to this project and all prior agreements;

SECTION 2. The agreement shall include the acquisition by the City of Center of all twenty-nine (29) remaining vacant lots within Parker Place subdivision;

PASSED AND APPROVED, this the 27th day of August, 2018

David Chadwick, Mayor

ATTEST:

Barbara Boyd, City Secretary

Date: August 24, 2018

To: Center City Council
Chad D. Nehring, City Manager

From: James P. Gibson, Asst. City Manager

Subject: Airport CIP Project

The next round of improvement projects scheduled for the airport include a runway resurfacing and reconstruction of Taxiway D. About 2/3 of the total project is to reconstruct Taxiway D, which sustained heavy damage following overuse by heavy aircraft. Further, Taxiway D provides runway access for small number of airport users. TxDOT then prioritized this segment of work. TxDOT is asking for a local 10% contribution of \$66,850.

The airport advisory board met in November 2017 and as recently as July 2018 to make them aware of the programmed improvements. In June 2018, staff sent a letter to all airport users informing them of TxDOT's intention to accelerate these two projects. Historically, the airport users have made a significant donation towards the improvements. At this time, there has been no expressed interest from the airport users to contribute a portion of the City's match.

Once the runway and Taxiway D are complete, staff does not foresee any other necessary capital maintenance work.

Other recent improvement projects include: installation of the AWOS, drainage improvements, replacement of the fueling apron, refurbished beacon, and replacement of the runway lighting system.



Texas Department of Transportation

125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

INVOICE

BY FACSIMILE
(936) 598-2615

July 11, 2018

Mr. Chad Nehring
City Manager, City of Center
617 Tenaha St.
Center, Texas 75935

RE: TXDOT Project No.: CENTER
TXDOT CSJ No.: 1811CENTR
Fund Source: 07800

Dear Mr. Nehring,

The current estimate for the above reference construction project is \$668,500. The Sponsors Share of the estimated cost is \$66,850. Please remit the Sponsors Share to an address shown below not later than August 1, 2018. We cannot advertise until the estimated sponsors share is received.

Texas Department of Transportation
ATTN: Sarah Schatte
P.O. Box 149001
Austin, Texas 78714

OR


Texas Department of Transportation
ATTN: Sarah Schatte
Revenue Accounting
200 East Riverside Drive
Austin, Texas 78704
(overnight address)

Or for **WIRING ONLY** use the following information:

Financial Institution: Austin Texas Comptroller Austin
Routing Number: 114900164
Account Number: Comptroller of Public Accounts Treasury Operations
Account Number to Credit: 463600001
Reference: TXDOT Aviation CSJ: 1811CENTR
Attention: 601-Texas Dept. of Transportation – Aviation division
Sarah Schatte

If you would like to use **ACH- Automated Clearing House** – please contact Becky for those instructions. It has a different routing account.

If you have any questions, need additional information, please contact me at 512/416-4512.

Sincerely,

Becky Vick
Grant Manager
cc: Sarah Schatte, Finance

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OUR MISSION: Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.

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Date: June 12, 2018
To: Center Municipal Airport Users
From: James P. Gibson
Subject: 2018 Airport CIP Update

The City has been working with TxDOT to secure funding for the next round of needed improvements at the airport. It appears that this funding might come down quicker than we had anticipated.

In 2016, the City started the process of planning a \$1.1 million improvement program which was completed in 2017. A new MIREL, beacon, and PAPI system was installed, drainage improvements were made with an apron replacement by the fuel pumps. The City asked the airport users to contribute 10% of the City's required match, which was met.

The 2018 planned improvements include a runway rehab (filling cracks, applying a new seal coat, and restriping and painting) and a reconstruction of Taxiway D. The expected project cost is \$600,000 for the Taxiway D reconstruction and \$300,000 for the runway rehab. The City will need a minimum of 10% for the local contribution. Once again, the City will be asking our local pilot community for help in financing these enhancements.

In order for us to move forward with TxDOT, the City Council will need to pass a resolution authorizing the City's participation. We expect that the Council will take the airport users contributions into consideration when making their decision.

If all goes to plan, TxDOT Aviation will take this project to the Commission in August. Prior to that, the City will need to meet its obligations. The project should go for bid shortly thereafter with construction starting around the holidays. It is anticipated that the airport will need to be closed approximately 45 days for construction.

If you have any questions please give either Chad or myself a call at City Hall. We look forward to working with you on this project.



August 8, 2018

**Governmental
Consultants &
Planners**

Mr. Chad Nehring
City Manager
City of Center
617 Tenaha Street
Center, Texas 75935

Funding Research

Application Preparation

Re: 2019-2020 TxCDBG Program
Application Preparation and Grant Administration Services

Grant Management

Dear Mr. Nehring:

Government Liaison

We appreciate this opportunity to present the qualifications and experience of Traylor & Associates, Inc. a professional grant management/consulting firm.

Environmental Services

Traylor & Associates, Inc. has been serving the grant management consulting needs of over 100 political subdivisions throughout the State of Texas since 1974. Thus far, the firm has administered over \$500 Million (\$500,000,000) in federal/state funds. Our proven capacity to perform has made us the oldest and most widely used grant management service operating in Texas. All terms and conditions contained in this Request for Proposal are accepted by Traylor & Associates.

Financial Management

Community Development

In addition to the service package, we are pleased to provide a re-cap of the firm's prior experience. Note the geographic dispersal of our clients throughout the state, as well as, the long standing relationships we have established with our clients. Please feel free to contact any of our clients, for we consider each to be a reference.

Economic Development

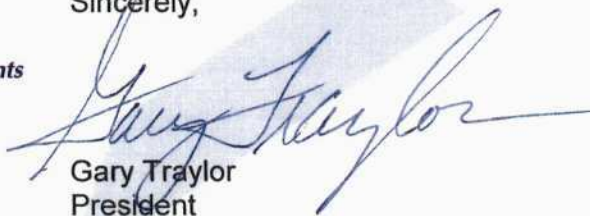
Housing Programs

If any additional information or clarification is needed, please do not hesitate to contact me or our Senior Vice President, Mark Taylor.

Thank you again for your interest in our firm.

Sincerely,

**Serving State &
Local Governments
Since 1974**


Gary Traylor
President

TYLER

201 Cambridge Road
P.O. Box 7035
Tyler, Texas 75711-7035
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Fax: 903 • 581 • 4245
www.grtraylor.com

"Always working for your community...ALWAYS"

Texas Community Development Block Grant

2018 TxCDBG Program Year

Phase Two Solicitation for Administrative Services

Response from Service Provider (Optional Format)

Applicant Community:	City of Center	Name of Firm Providing Proposal:	Gary R. Traylor & Assoc., Inc.
Fund Category:	TxCDBG	Firm Point of Contact:	Mark Taylor, Dir. of Operations mark@grtraylor.com
Date Proposal Submitted:	August 8, 2018	Total Proposed Cost:	SEE ATTACHED
Conflict of Interest: (identify any actual or potential conflict of interest that must be addressed)	<input checked="" type="checkbox"/> No employee, officer or agent of the Grant Recipient or Applicant/Service Provider shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. <input type="checkbox"/> The following potential or actual conflict of interest must be addressed: <ul style="list-style-type: none"> ○ Owner or employee of the firm has a familial relationship with a local official, including the utility provider. ○ Owner or employee of the firm has financial interest in the utility provider intended to benefit from the project. ○ Other _____ 		

Cost Category	Proposed Fee	Self-Performed or Subcontracted
Pre-application Costs (not payable or reimbursable with TxCDBG funds)		
Preparation and submittal of grant application	SEE ATTACHED	Self-Performed
Basic Services (all grant administration contracts)		
Environmental review	SEE ATTACHED	Self-Performed
Assistance in procurement process	SEE ATTACHED	Self-Performed
Preparation and submittal of drawdown requests	SEE ATTACHED	Self-Performed
Record keeping	SEE ATTACHED	Self-Performed
Preparation and submittal of reports as required	SEE ATTACHED	Self-Performed
Contract management	SEE ATTACHED	Self-Performed
Preparation and submittal of close-out documents	SEE ATTACHED	Self-Performed
Other Services (include only applicable services)		
Housing activities	SEE ATTACHED	Self-Performed
OSSF activities	SEE ATTACHED	Self-Performed
Acquisition of real property services	SEE ATTACHED	Self-Performed
Labor standards	SEE ATTACHED	Self-Performed

TxCDBG Applicant: City of Center

Firm Responding: Gary R. Traylor & Associates, Inc.

2018 Phase Two Solicitation for Administrative Services – Response

Page 1

Other Fees

List any other fees necessary to successfully complete a project (add rows as necessary).

Proposed Scope of Services

Check services proposed for the anticipated TxCDBG project (add rows as necessary).

Application Preparation Services

- ☒ Provide general advice and technical assistance in preparing the application in conformance with TxCDBG program requirements;
- ☒ Prepare beneficiary documentation in conformance with TxCDBG program requirements; and
- ☒ Ensure the completed application is submitted to TDA on or before the application deadline.
- ☒ Other:

Basic Contract Implementation Services

- ☒ Provide general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with TxCDBG program requirements;
- ☒ Assist in the procurement process such as preparing notices and solicitation of bids for engineering, construction activities, or other grant-related services;
- ☒ Assist in meeting financial, administrative, and bookkeeping requirements of the TxCDBG program, including review of invoices received for payment, preparation of grant fund drawdown requests and retention of all pertinent records and documents sufficient to reflect all charges submitted;
- ☒ Assist in meeting record keeping requirements of the TxCDBG program, including the establishment and maintenance of an acceptable filing system;
- ☒ Assist in contract administration and monitoring requirements of the TxCDBG program, including enforcement of compliance requirements;
- ☒ Assist in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval, and preparing Request for Release of Funds and required certifications and submitting them to TDA;
- ☒ Assist in meeting all special condition requirements stipulated in the grant contract;
- ☒ Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;
- ☒ Monitor the work of authorized contractors and subcontractors.
- ☒ Furnish necessary forms and submit all required reports as outlined in the grant contract;
- ☒ Prepare and submit any program amendments, including re-assessments of environmental clearances, as necessary during the duration of the project; and
- ☒ Prepare and coordinate the submission of appropriate documents for TxCDBG contract close-out and completion.
- ☒ Assist in developing, implementing and documenting new activities to affirmatively further fair housing during the grant term;
- ☒ Other:

Assistance for Acquisition of Real Property

- ☒ Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners, and preparation and submission of required reports to TDA.

TxCDBG Applicant: **City of Center**

Firm Responding: **Gary R. Traylor & Associates, Inc.**

2018 Phase Two Solicitation for Administrative Services – Response

Page 2

☒ Other:

Compliance with federal Labor Standards

☒ Provide guidance regarding federal labor standards and assistance in meeting Davis-Bacon Act and related federal labor laws; and

☒ Serve as Labor Standards Officer for the project.

☒ Other:



SHELBYVILLE I.S.D. POLICE DEPARTMENT

P.O. Box 325, Shelbyville, Texas 75973, Phone: 936-598-2641, Fax: 936-598-6842
Judson B. Matthews, Chief of Police

August 23, 2018

City of Center
Center Police Department
1020 Shelbyville Street
Center, Texas 75935

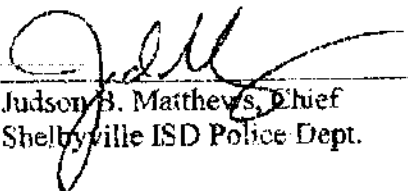
RE: Surplus Taser Equipment

City of Center / Center Police Department:

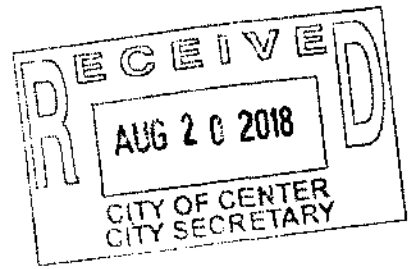
The Shelbyville ISD Police Department respectfully requests your consideration and approval in transferring this equipment directly to the Shelbyville ISD Police Department to be used for public safety. Please contact Judson B. Matthews, Shelbyville ISD Police Chief, should you require additional information and/or to coordinate this transfer, if approved.

Thank you for your consideration of this request.

Sincerely,


Judson B. Matthews, Chief
Shelbyville ISD Police Dept.

OFFICIAL BALLOT



Texas Municipal League Intergovernmental Risk Pool Board of Trustees Election

This is the official ballot for the election of Places 11 – 14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool. Each Member of the Pool is entitled to vote for Board of Trustee members. Please record your organization's choices by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate for each place.

The officials listed on this ballot have been nominated to serve a six-year term on the TML Intergovernmental Risk Pool (Workers' Compensation, Property and Liability) Board of Trustees. The names of the candidates for each Place on the Board of Trustees are listed in alphabetical order on this ballot.

Ballots must reach the office of David Reagan, Secretary of the Board, no later than September 30, 2018. Ballots received after September 30, 2018, cannot be counted. **The ballot must be properly signed and all pages of the ballot must be mailed to: Trustee Election, David Reagan, Secretary of the Board, P.O. Box 149194, Austin, Texas 78714-9194. If the ballot is not signed, it will not be counted.**

PLACE 11

- ☐ **Dietrich von Biedenfeld.** Alderman for the City of West Columbia (Region 14) since May 2012. Mr. Biedenfeld teaches at the Marilyn Davies College of Business at the University of Houston – Downtown and is a VA-accredited attorney. He serves as Chair of the Dispute Resolution Committee and past Chair of the Public Contract Law Committee for the American Bar Association Young Lawyer Division. He is also President of the Brazoria County Cities Association. Mr. Biedenfeld is a member of the International Association of Emergency Managers, Federal Bar Association, NIGP: The Institute for Public Procurement, and U.S. Green Building Council. He is also a member of the Columbia Historical and Brazoria County Heritage Museums.

- ☐ **Randy Criswell (Incumbent).** City Manager for the City of Canyon (Region 2) since 2008. Mr. Criswell has served on the TML Risk Pool Board of Trustees since 2015 and currently serves as Chair of the Underwriting and Claims Committee. He has been in public service for 28 years, with nearly 24 years as an employee of the City of Canyon. Mr. Criswell has a Bachelor of Science degree from Texas Tech University, is an active member of TCMA, having served multiple terms on the Board of Directors and Committees. He has served as the TCMA Affiliate Representative on the TML Board of Directors, is a member of ICMA, and is a Certified Public Manager.

- ☐ **Rick A. Schroder.** City Administrator for the City of Helotes (Region 7) since September 2008. Mr. Schroder also serves as the Executive Director for the Helotes Economic Development Corporation (EDC). Prior to his tenure as City Administrator, Rick was employed by the EDC as the Economic Development Specialist from 2006 to 2008. He graduated Magna Cum Laude from Trinity University in 2004 with a degree in Political Science, and he earned a Master of Public Service and Administration in 2006 from the George H.W. Bush School of Government and Public Service at Texas A&M University. During his coursework, he worked for a variety of public and private organizations, primarily focused on public service and government relations.

WRITE IN CANDIDATE:

PLACE 12

- ☐ **Bert Lumbreras.** City Manager for the City of San Marcos, Texas (Region 10). Bert Lumbreras has 37 years of experience as a City Manager or an Assistant City Manager in seven Texas communities, including Austin and Waco. He currently serves as the International City/County Management Association Mountain Plains Vice President and previously served on the Board of Directors of the Texas City Management Association from 2010-2014, including President in 2012. He has a Bachelor's Degree in Political Science, with a concentration in Public Administration, and a minor in Geography and Urban Planning from Southwest Texas State University.
- ☐ **Kimberly Meisner.** Executive Director of General Operations for the City of Kerrville (Region 7), overseeing Human Resources, Municipal Court, Public Library, and Public Information. Ms. Meisner has over 21 years of public service, which includes serving the Cities of Kerrville and La Porte. She earned a Master's degree in Public Administration from U.T.-Arlington and a Bachelor's degree in Human Resource Management from Columbia Southern University. She is a member of the TCMA, International Public Management Association for Human Resources (IPMA-HR), Society for Human Resource Management (SHRM), San Antonio Human Resource Management Association, and is a former President of the Bay Area Human Resource Management Association. She is an IPMA-HR Senior Certified Professional and a SHRM Certified Professional.
- ☐ **Jana Traxler.** Human Resources Director and Risk Manager for the City of Murphy, Texas (Region 13). Jana Traxler is a municipal Human Resources Executive who is committed to being a strategic partner in municipal management, an employee advocate and a change agent. She has experience working in both local and state governments as well as experience working under a state funded contract with Hewlett Packard Enterprise Services. Prior to relocating to Murphy, Texas, she held the position of the Human Resources Labor Relations Officer for Shawnee County, Kansas. She is a graduate of the Villanova University Masters in Human Resource Development program and holds the Senior Professional in Human Resources designation.
- ☐ **Robert D. Wilson, Jr.** Board of Directors of the Post Oak Savannah Ground Conservation District in Milano, Texas (Region 10) for the last four years. Robert Wilson has also served on the Board of Directors for the Southwest Milam Water Supply Corporation for the past 13 years, and currently is the President. Mr. Wilson graduated from the University of Minnesota, majoring in mathematics. He was a Captain in the US Army, 1964-1968, and served in Viet Nam. He spent over 40 years in Commercial Banking, with the last 15 as Branch President of Citizens National Bank in Rockdale, Texas. Mr. Wilson has served on numerous local boards and organizations, volunteering his time to assist and improve the quality of life in Rockdale over the past 15 years. He is active in his church as a Sunday School Teacher, Deacon, and Treasurer.

WRITE IN CANDIDATE:

PLACE 13

- ☐ **Byron Black.** (Incumbent). Board Chair, Central Appraisal District of Johnson County (Region 8). He served as Mayor of Burleson from 1998-2004, previously serving as mayor pro tem and as a Councilmember. He currently serves as Chair of the Impact Fee Committee for the City of Burleson. Mr. Black is a past board member of the Area Metro Ambulance Authority Board. He was a member of the Burleson Independent School District Board for 12 years, nine as President, and served as president of TASB. Mr. Black has served as a Board member of the TML Intergovernmental Risk Pool since 2000, serving as Vice-Chair and Chair.
- ☐ **Mike Jones.** Chief Appraiser/Chief Administrator of the Fannin Central Appraisal District in Bonham, Texas (Region 13). His service in the property tax profession began in February, 2006 after serving a 20-year career in the United States Air Force. He holds a Bachelor of Science in Occupational Education from Wayland Baptist University. His professional credentials include the Registered Professional Appraiser and Registered Texas Assessor/Collector Designations, a Certified Tax Administrator from the Institute of Certified Tax Administrators and a Certified Chief Appraiser from the Texas Association of Appraisal Districts and the Texas Association of Assessing Officers.

WRITE IN CANDIDATE:

PLACE 14

- ☐ **Bert Echterling.** Mayor for the City of Robinson (Region 9) since 2015. Mr. Echterling has served as a council member for Robinson since 2006. He serves on the McLennan County Park Committee and on the Robinson Campus Improvement Committee. He is a past Board Member for the Robinson Economic Development Committee and the Robinson Chamber of Commerce. He was born and raised in Robinson, graduated from Robinson High School, and attended McLennan Community College. In 1996, he joined the family business, Echterling Builders, which he has owned since.

- ☐ **David J. Harris.** City Administrator for the City of Balcones Heights (Region 7) since 2014. Mr. Harris began his local government career in 1996 at Bexar County and has served 18 years in leadership of the cities of Hill Country Village (City Administrator), Schertz (Assistant City Manager), and Alamo Heights (Interim Director). He serves as Immediate Past President and on the Board of the Texas City Management Association, Secretary of TML Region 7, President of Alamo Heights Rotary Club. Mr. Harris received his BA in American Studies from Whitworth University and a MS in Urban Administration from Trinity University. He is an ICMA Credentialed Manager and a member of TCMA and ICMA.

- ☐ **David Rutledge.** Mayor of Bridge City (Region 16) since 2016, re-elected to a second term this past May, previously served as council member from 2005-2010 (term-limited), again in 2015, and is a representative on the Southeast Texas Regional Planning Commission (COG). Active in TML, he has been recognized as a Certified Municipal Official (CMO) the previous three years, is Vice President of TML Region 16, and serves on the TML Municipal Advocacy Committee and the Municipal Policy Summit. A mechanical engineer by profession from Lamar University in Beaumont, he serves on that university's Mechanical Engineering Advisory Council.

WRITE IN CANDIDATE:

Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the public entity named below.

Witness my hand, this _____ day of _____, 2018.

Signature of Authorized Official

Title

Printed Name of Authorized Official

Printed Name of Political Entity