

AGENDA

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

APRIL 22, 2021, 6:00 P.M.

In order to assist in maintaining the health of Council Members, staff and the public, this meeting will be conducted by *video conference*.

You may view this meeting as it's happening through the City's website at <http://www.ci.taylor.tx.us/660/Taylor-Videos>

For citizen comments, please contact the City Clerk's office at Dianna.barker@taylor.tx.gov prior to 5:30p.m. Thursday, April 22nd.

The agenda packet is available at <http://www.ci.taylor.tx.us/calendar>

CALL TO ORDER AND DECLARE A QUORUM

PROCLAMATIONS

1. Children's Mental Health Week, May 2 – 8, 2021

CITIZENS COMMUNICATION

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

BOARDS & COMMISSION PRESENTATION

2. Moody Museum Board update. (Susan Komandosky)

CONSENT AGENDA

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

3. Approve minutes from the April 8, 2021 regular Council meeting. (Dianna Barker)
4. Approve Resolution R21-16 regarding temporary street closures for Main Street activities and events in 2021 pending the lifting of crowd restrictions for special events due to COVID-19. (Jan Harris)
5. Approve request from Main Street Advisory Board to have Texas Beer Company sell wine and beer and to allow consumption throughout the festival areas including Heritage Square for Main Street Car Show. (Jan Harris)

PUBLIC HEARINGS / ORDINANCES

6. Introduce Ordinance 2021-09 amending the FY2021 budget. (Jeff Wood)
7. Hold a public hearing and introduce Ordinance 2021-10 changing the current zoning for a parcel of land, consisting of approximately 6.31 acres, addressed as 4002 N. Main St., from Single-Family Residential Zoning District (R-1) to General Business Zoning District (B-2). (Tom Yantis)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

8. Consider extending the temporary parklets program. (Tom Yantis)
9. Receive State of the Department report for City Clerk/Municipal Court. (Dianna Barker)
10. Receive State of the Department report for the Library. (Karen Ellis)

11. Receive State of the Department report for City of Taylor Utilities and Public Works. (Jacob Walker/Jim Gray)
12. Consideration and Possible Action on Authorizing Professional Engineering Services for the Mustang Creek WWTP Aeration Improvements Project to HDR Engineering, Inc. (Jim Gray/Jacob Walker)

ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including: Section 551.071 (Consult with attorney); Section 551.072 (Real Property); Section 551.073 (Gifts and Donations); Section 551.074 (Personnel Matters); Section 551.076 (Security Devices); and Section 551.087 (Economic Development). I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 p.m. on April 19, 2021 and remained posted for at least 72 hours continuously before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

Posted By:  Date 4-19-2021
Dianna Barker, City Clerk



***City Council Meeting
April 22, 2021
Transmittal Letter***

Agenda Item #: 1
Agenda Title: Children's Mental Health Week,
May 2 – 8, 2021

STRATEGIC PILLAR

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

Council Action to be taken: Read proclamation

Staff Contact:

1. PURPOSE/DESCRIPTION

Proclaim the week of May 2nd through 8th as Children's Mental Health Week.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
N/A	N/A

4. RECOMMENDATION

Read proclamation

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

1a. [Proclamation](#)

Proclamation

Children's Mental Health Awareness Week

Whereas, according to the United States Department of Health and Human Services, one in five children is diagnosed with a mental health condition; and

Whereas, early identification and the need for accessible, comprehensive mental health services for children, youth, and families is critical to the future of our community; and

Whereas, the Interagency Support Council of Eastern Williamson County, Inc., is effectively caring for the mental health needs of children, and their families by providing services through a school-based mental health program.

Now, Therefore, I, Brandt Rydell, Mayor of the City of Taylor, Texas do hereby proclaim May 2-8th, 2021, as

Children's Mental Health Awareness Week

and urge members of our community to recognize and support the need for access to these services for children youth and families with mental health disorders.

PROCLAIMED this the 22nd day of April, 2021.

Brandt Rydell, Mayor
City of Taylor



City Council Meeting April 22, 2021 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 2
Agenda Title: Moody Museum Advisory Board Update

Council Action to be taken: None – Informational Only

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

Upon request by the City Council, Moody Museum Advisory Board Chair Susan Komandosky will provide the City Council a brief update on the board's responsibilities and activities.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Council directed Boards and Commissions Chairman to update the Council annually on their accomplishments and goals.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
N/A	N/A

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
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N/A

8. ATTACHMENTS

2a. [Presentation](#)

Moody Museum Advisory Board

April 22, 2021



Our Mission

- The mission of the 11-member Moody Museum Board is to act as an advisory board for the City in museum matters and to promote the museum as one of Taylor's "treasures."
- The board meets every other month or more often if needed.



2019

- Board members worked with the City staff to move archival items into the newly constructed storage facility.
- The Board continued to work on inventory and digitization of important documents.
- The Board hopes to work with the University of North Texas to digitize some of the museum's documents to be included in UNT's Portal to Texas History.
- The Board is working with the Friends of the Moody Museum to raise the necessary funds to erect a life-size statue of Gov. Dan Moody on the museum grounds.



2020

- The Board and City staff moved archival items into the new storage building. The documents stored at the Library still need to be moved.
- The Board, with the financial support of the Friends, has hired someone on a temporary basis to work on inventory at the museum. This work is ongoing even though we have been shut down since March due to the COVID-19 outbreak.
- The Board, with the financial support of the Friends, was able to preserve a collection of railroad memorabilia from Taylor Station.
- The Board has acquired a new podium built by a member of the Friends.
- The Board recommends that in the near future the City hire at least a part-time museum curator. In a normal year the number of groups requesting tours and the work to be done is more than can be handled by volunteers.



2021

- The documents stored at the Library still need to be moved to the new Moody Storge building.
- The contract that the Board, with the financial support of the Friends had for a temporary employee to work on inventory has run out. At this time, we are not sure if we will renew.
- The Board recommends that in the near future the City hire at least a part-time museum curator. In a normal year, the number of groups requesting tours and the work to be done is more than can be handled by volunteers.



Moody Museum

Questions?





City Council Meeting *April 22, 2021* *Transmittal Letter*

STRATEGIC PILLAR

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

Agenda Item #: 3

Agenda Title: Approve minutes from the April 8, 2021 regular Council meeting.

Council Action to be taken: Approve by consent or approve with corrections if needed

Department Submitted: City Clerk

Staff Contact: Dianna Barker

1. PURPOSE/DESCRIPTION

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

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

N/A

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
•	•

4. RECOMMENDATION

Approve as submitted or amend with changes noted.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
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N/A

8. ATTACHMENTS

3a. [April 8, 2021 minutes](#)

City of Taylor
Regular City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
April 8, 2021 at 6:00 p.m. via Video Conference

In order to assist in maintaining the health of Council Members, staff and the public during COVID-19 pandemic, this meeting was held by video conference.

Council Members attending via video: Mayor Brandt Rydell
Council Member Dwayne Ariola
Council Member Mitch Drummond
Mayor Pro-Tem Gerald Anderson
Council Member Robert Garcia

Others attending: Mark Schroeder, Assistant City Attorney
Brian LaBorde, City Manager
Jeff Jenkins, Deputy City Manager
Dianna Barker, City Clerk

Mayor Brandt Rydell conducted a roll call, declared a quorum and called the meeting to order at 6:00p.m.

CITIZENS COMMUNICATION

There were no citizen communications.

CONSENT AGENDA

1. **Approve minutes from the March 18, 2021 special called City Council meeting and the March 25, 2021 regular City Council meeting.**
2. **Concur with preliminary financials for February 2021.**
3. **Ratify appointments/reappointments to the TIF Board.**
4. **Consider Resolution R21-09 authorizing the City Manager to sell by sealed bid two city-owned lots described as City of Taylor Block 50, Lots 1 and 2.**

Motion was made by Councilmember Drummond to approve the consent agenda items as presented. Motion was seconded by Mayor Pro-Tem Anderson. Motion carried unanimously via roll call vote.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

5. **Receive an update from Lonestar Circle of Care regarding Project Headwaters and revitalization work at the West End Elementary.**

Jon Calvin, Lonestar Circle of Care – gave a status update presentation regarding the revitalization of the West End Elementary School building. The building will be used as a catalyst for medical, health, and human service programming.

Motion was made by Councilmember Garcia to receive the Lonestar Circle of Care update as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

6. **Consider approving lease agreement with Taylor Chamber of Commerce.**

Jeff Jenkins, Deputy City Manager - In April 1971 the City Council approved a 50-year lease agreement with the Taylor Chamber of Commerce to lease city land to allow them to build a Chamber of Commerce building to use for Chamber operations. Lease will expire at end of April. The new lease updates the terms of the agreement and provides for a 10-year lease for the Chamber of Commerce.

Motion was made by Mayor Pro-Tem Anderson to approve the Taylor Chamber of Commerce lease agreement as presented and authorize the City Manager to execute the agreement. Motion was seconded by Councilmember Garcia. Motion carried unanimously via roll call vote.

7. Receive presentation on State of the Taylor Police Department and Animal Control.

Henry Fluck, Chief of Police – gave an assessment of the Police Department including strengths, weaknesses, opportunities, and threats, as well as present priorities to focus on in the coming years.

Commander Branson, Support Services Commander, gave an assessment on the Animal Control department.

Motion was made by Councilmember Garcia to receive the Police Department and Animal Control's state of the department presentation as presented. Motion was seconded by Mayor Pro-Tem Anderson. Motion carried unanimously via roll call vote.

8. Receive presentation on State of the Airport Department.

David Cornelius, Airport Director – gave a presentation on the responsibilities, demands, opportunities, and strengths and weaknesses of the Taylor Airport.

Motion was made by Councilmember Garcia to receive the Airport's state of the department presentation as presented. Motion was seconded by Mayor Pro-Tem Anderson. Motion carried unanimously via roll call vote.

9. Receive report regarding the FY21-22 Street Levelup program.

Jim Gray, Public Works Director – presented a list of streets from the recent street study for the FY21-22 street levelup program. A little over 20,000 linear feet of streets have been identified as part of the Street Maintenance Program for FY21/22.

Motion was made by Councilmember Garcia to approve the list of streets presented for the FY21-22 Street Levelup program. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

Mayor Rydell read the executive session items and adjourned into closed session at 8:34pm.

Executive Session I. The Taylor City Council will conduct a closed executive meeting under Section 551.072 of the Texas Government Code, to conduct deliberations regarding the purchase, exchange, lease, or value of real property, and under Section 551.071 of the Texas Government Code in order to meet with its City Attorney on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

- a. Justice Center

Executive Session II. The Taylor City Council will conduct a closed executive meeting under Section 551.072 of the Texas Government Code, to conduct deliberations regarding the purchase, exchange, lease, or value of real property, and under Section 551.071 of the Texas Government Code in order to meet with its City Attorney on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

- a. 1st/Royal easement acquisitions

Council reconvened into regular/open session at 9:37pm.

10. Consider and take possible action on Resolution R21-10, 1st and Royal, condemnation for drainage easement.

Motion was made by Councilmember Ariola to adopt Resolution R21-10, that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.0841 acre (3,663 square feet) easement out of lots 7 and 8, Block 4 of the Baker addition, a subdivision of record in Cabinet A, Slide 176 of the plat records of Williamson County, Texas for the 1st Street and Royal Street drainage improvement project. Motion was seconded by Councilmember Garcia. Motion carried unanimously via roll call vote.

11. Consider and take possible action on Resolution R21-11, 1st and Royal, condemnation for drainage easement.

Motion was made by Councilmember Ariola to adopt Resolution R21-11, that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.0251 acre (1,091 square feet) easement out of lots 10, 11, and 12, Block 4 of the Baker addition, a subdivision of record in Cabinet A, Slide 176 of the plat records of Williamson County, Texas for the 1st Street and Royal Street drainage improvement project. Motion was seconded by Councilmember Garcia. Motion carried unanimously via roll call vote.

12. Consider and take possible action on Resolution R21-12, 1st and Royal, condemnation for drainage easement.

Motion was made by Councilmember Ariola to adopt Resolution R21-12, that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.1068-acre (4,650 square feet) easement out of lots 22 and 23, Block 4 of the Baker addition, a subdivision of record in Cabinet A, Slide 176 of the plat records of Williamson County, Texas for the 1st Street and Royal Street drainage improvement project. Motion was seconded by Councilmember Garcia. Motion carried unanimously via roll call vote.

13. Consider and take possible action on Resolution R21-13, 1st and Royal, condemnation for drainage easement.

Motion was made by Councilmember Ariola to adopt Resolution R21-13, that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.0329 acre (1,433 square feet) easement out of lot 9, Block 1 of the Zella Jones addition, a subdivision of record in Cabinet A, Slides 266-267 of the plat records of Williamson County, Texas for the 1st Street and Royal Street drainage improvement project. Motion was seconded by Councilmember Garcia. Motion carried unanimously via roll call vote.

14. Consider and take possible action on Resolution R21-14, Justice Center, condemnation for Justice Center Complex.

Motion was made by Councilmember Garcia to adopt Resolution R21-14, that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.259 acre (11,270 square feet) tract of land, being all of Lot 11 and Lot 12, Block 1, of the City of Taylor, as recorded in Cabinet A, Slide 186 of the Plat Records of Williamson County, Texas for the Justice Center Complex project. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

15. Consider and take possible action on Resolution R21-15, Justice Center, condemnation for Justice Center Complex.

(S.R. Scott Family Limited Partnership)

Tract 1A

Motion was made by Councilmember Garcia to adopt Resolution R21-15, that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.307 acre (13,373 SF) tract of land, being the west 18 feet of Lot 7, all of Lot 8, all of Lot 9, and all of Lot 10, Block 1, of the City of Taylor, as recorded in Cabinet A, Slide 186 of the Plat Records of Williamson County, Texas for the Justice Center Complex project. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

Tract 1B

Motion was made by Councilmember Garcia that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.055 acre (2,396 SF) tract of land, being the east 9 feet of Lot 7 and west 10 feet of Lot 6, Block 1, of the City of Taylor, as recorded in Cabinet A, Slide 186 of the Plat Records of Williamson County, Texas for the Justice Center Complex project as part of R21-15. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

Tract 2

Motion was made by Councilmember Garcia that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.346 acre (15,072 SF) tract of land out of a part of Lot 3, all of Lot 4, all of Lot 5, all of Lot 6, and the east 9 feet of Lot 7, Block 1, of the City of Taylor, as recorded in Cabinet A, Slide 186 of the Plat Records of Williamson County, Texas for the Justice Center Complex project as part of Resolution R21-15. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

Tract 3

Motion was made by Councilmember Garcia that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.464 acre (20,212 SF) tract of land out of all of Lot 1, all of Lot 2, part of Lot 3, all of Lot 15, and all of Lot 16, Block 1, of the City of Taylor, as recorded in Cabinet A, Slide 186 of the Plat Records of Williamson County, Texas for the Justice Center Complex project as part of Resolution R21-15. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

Tract 4

Motion was made by Councilmember Garcia that the Taylor city council authorize the use of the power of eminent domain to acquire a 0.279 acre (12,154 SF) tract of land being all of Lot 13, all of Lot 14, and the north half of the abandoned alley along rear of property, Block 1, of the City of Taylor, as recorded in Cabinet A, Slide 186 of the Plat Records of Williamson County, Texas for the Justice Center Complex project as part of Resolution R21-15. Motion was seconded by Councilmember Drummond. Motion carried unanimously via roll call vote.

ADJOURN

With no further business Mayor Rydell declared the meeting adjourned at 9:50p.m.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk



City Council Meeting April 22, 2021 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 4

Agenda Title: **Approve Resolution R21-16 regarding temporary street closures for Main Street activities and events in 2021 pending the lifting of crowd restrictions for special events due to COVID-19.**

Council Action to be taken: Approve resolution

Department Submitted: Main Street

Staff Contact: Jan Harris, Main Street Manager

1. PURPOSE/DESCRIPTION

A resolution is required by the Texas Department of Transportation to request the closure of selected streets in the Main Street District for City-sponsored events throughout the year. This resolution authorizes temporary closure of N. Main Street, a TxDOT-owned street for the Main Street Car Show and Spooktacular Scare on the Square (October 30, 2021). This Resolution also authorizes the closure of City-owned streets for these events:

MAIN STREET CAR SHOW:

- North Main Street from Second to Fifth Streets,
- Talbot Street from Second to Fourth Streets,
- Porter Street from Fifth to Seventh Streets,
- Third Street from Vance to Porter Streets,
- Fourth Street from Talbot to Porter Streets,
- Fifth Street from Talbot to Washburn Streets, and
- Sixth Street from Main to Washburn Streets.

SPOOKTACULAR SCARE ON THE SQUARE:

- Fifth Street from Main to Porter Streets

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The closing of the streets within the Main Street District for City-sponsored events to include the annual Main Street Car Show scheduled for October 30th and Halloween Spooktacular Scare on the Square also scheduled on October 30th. Also requested is that

the City Manager be authorized to approve these street closures as well as street closures that may arise from unplanned events for the remainder of 2021.

All City-sponsored events will follow protocols required by the Texas Department of Transportation for road closures that include an updated traffic control plan prepared by City Staff. Events will meet the liability insurance coverage requirements of the Texas Municipal League. An application will be made internally to close the streets for each event that is approved by the City Manager, the Police Chief, and the Fire Marshal. This is standard for any street closure.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
It is necessary to be prepared in the event crowd restrictions due to COVID-19 are lifted which would allow for the resumption of large-scale Special Events in downtown Taylor.	None

4. RECOMMENDATION

Staff recommends approval of Resolution R21-16 approving the temporary closures as outlined.

5. FUNDING SOURCE

Costs incurred are covered within the City's approved operational budget and may also be subsidized by fundraising efforts by the Main Street Program.

6. TIMELINE

Approval is requested for the following Main Street Program events:

October 30, 2021 Main Street Annual Car Show
October 30, 2021 Halloween Spooktacular Scare on the Square

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

- 4a. [Resolution R21-16](#)
4b. [Map of street closures](#)

RESOLUTION R21-16

A RESOLUTION AUTHORIZING, SUBJECT TO THE LIFTING OF COVID-19 CROWD RESTRICTIONS, TEMPORARY CLOSURE DURING BLACKLAND PRAIRIE DAYS OF NORTH MAIN STREET (NORTH HIGHWAY 95) BETWEEN SECOND STREET (HIGHWAY 79) AND FIFTH STREET AND THIRD AND FOURTH STREETS BETWEEN PORTER AND TALBOT STREETS AND FIFTH STREET BETWEEN MAIN AND PORTER STREETS. IT FURTHER AUTHORIZES DURING THE MAIN STREET CAR SHOW CLOSURE OF NORTH MAIN STREET (NORTH HIGHWAY 95) BETWEEN SECOND STREET (HIGHWAY 79) AND FIFTH STREET, PORTER STREET BETWEEN FIFTH AND SEVENTH STREETS, SIXTH STREET BETWEEN MAIN AND WASHBURN STREETS, FIFTH STREET BETWEEN WASHBURN AND TALBOT STREETS, FOURTH STREET BETWEEN PORTER AND TALBOT STREETS, THIRD STREET BETWEEN PORTER AND VANCE STREETS, AND TALBOT STREET BETWEEN SECOND AND FOURTH STREETS.

WHEREAS, The City of Taylor City Council supports community events hosted by the City of Taylor and the Taylor Main Street Program; and

WHEREAS, such temporary street closures of the Main Street district add to the containment of community events and promotes public safety for attendees and participants and provides a venue for events that enhances the quality of life for the community; and

WHEREAS, a request for planned events for 2021 that include Taylor's Blackland Prairie Days on May 1, 2021 and the annual Main Street Car Show on October 30, 2021 has been received and a request for City Manager approval of any other yet to be planned events requiring street closure in the downtown area throughout the year; and

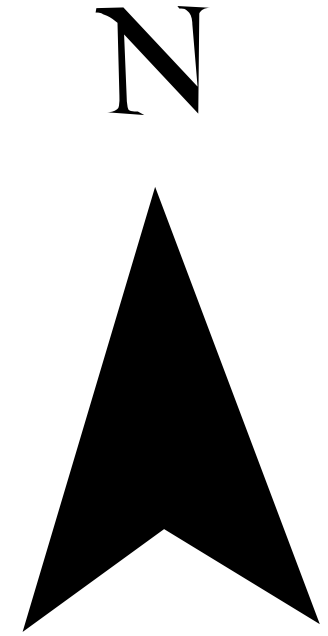
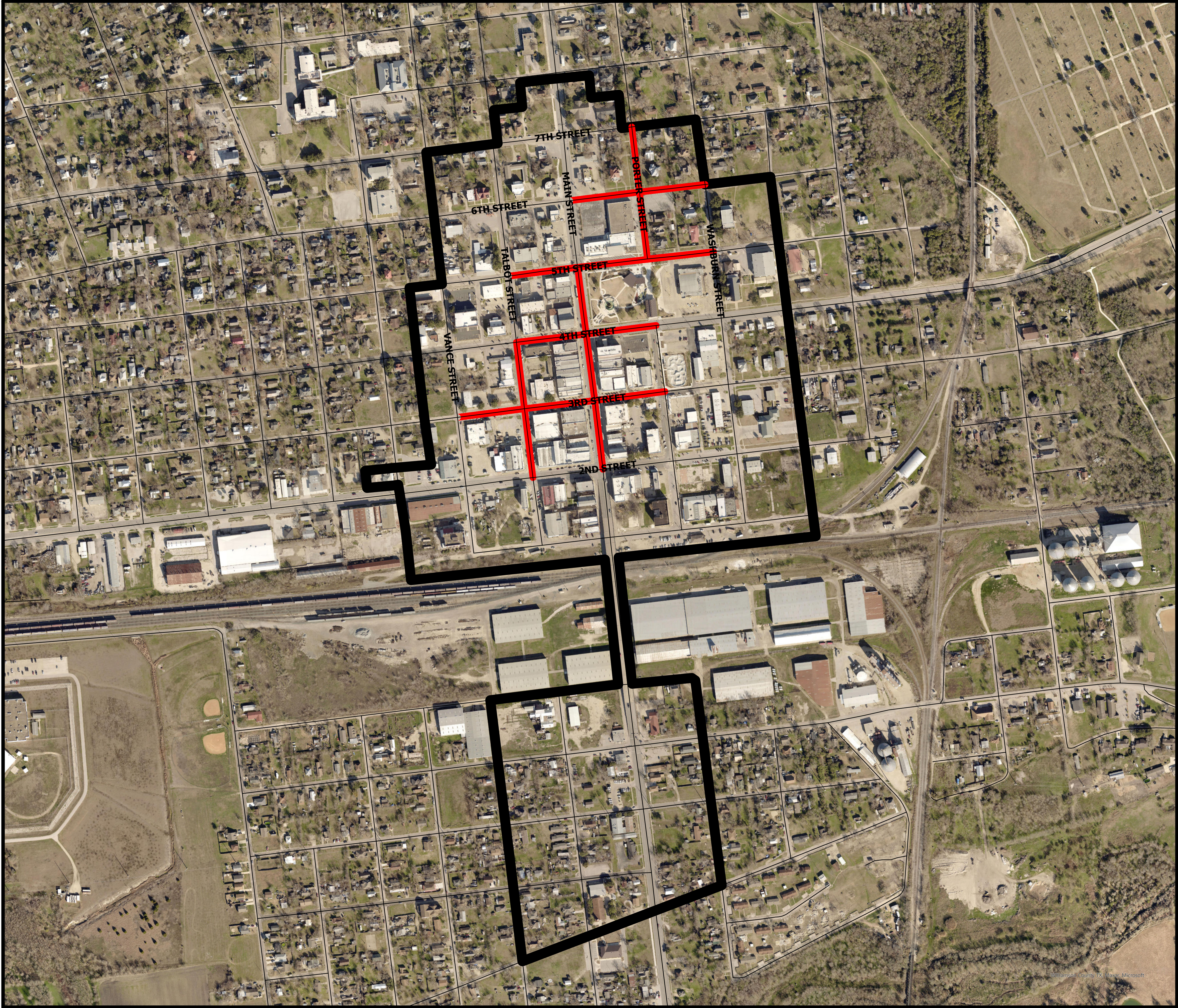
NOW, THEREFORE, BE IT RESOLVED that the City of Taylor City Council approves this request to the Texas Department of Transportation to temporarily close for Blackland Prairie Days North Main Street (North Highway 95) from Second Street to Fifth Street, Third and Fourth Streets between Porter and Talbot Streets and Fifth Street between Main and Porter Streets. It further requests the temporary closure during the Main Street Car Show of North Main Street (North Highway 95) from Second Street to Fifth Street; Porter Street between Fifth and Seventh Streets; Sixth Street between Main and Washburn Streets; Fifth Street between Washburn and Talbot Streets; Fourth Street between Porter and Talbot Streets; Third Street between Porter and Vance Streets; and Talbot Street between Second and Fourth Streets and the City Manager is authorized to enter into an agreement with the State to affect the temporary closure of the above highway and streets on the aforementioned dates requested and for any other events that may be planned throughout the year.

PASSED and APPROVED this the ____ day of April 2021.

Brandt Rydell, Mayor

ATTEST:

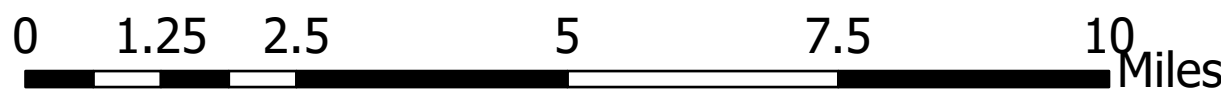
Dianna Barker, City Clerk



Main Street Car Show Street Closures 2021

Legend

- Streets
- Main Street Car Show
- ▭ Main Street District





City Council Meeting April 22, 2021 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☒ Economic Vitality

Agenda Item #: 5

Agenda Title: **Approve request from Main Street Advisory Board to have Texas Beer Company sell wine and beer and to allow consumption throughout the festival areas including Heritage Square for the Main Street Car Show.**

Council Action to be taken: Approve by Consent

Department Submitted: Main Street

Staff Contact: Jan Harris, Main Street Manager

1. PURPOSE/DESCRIPTION

The purpose of this item is for the Council to consider allowing wine and/or beer sales at Taylor's Main Street Car Show.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The Main Street Car Show is a public-private partnership event between the Main Street Car Show Committee and the Main Street Program/City of Taylor. It benefits the City of Taylor and the downtown area by bringing car enthusiasts to Taylor for a day of classic cars, music, vendors, and fun. The Main Street Car Committee donates the proceeds from the Car Show to worthy local non-profits and/or charities.

Texas Beer Company would like to sell beer and/or wine on Saturday, October 30th during the Main Street Car Show from 10:00 am to 4:00 pm respectively at a central concession area near Fourth at Main Streets as well as in the Texas Beer Company location at Second and Main Streets. The Main Street Advisory Board requests approval for attendees to consume alcoholic beverages at the event throughout the festival area including Heritage Square rather than containing all alcoholic beverage consumption to small areas at either end of the Festival venue.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Permission has been granted for alcohol sales during this event for the past 10 years. • The request has been reviewed by the Texas Alcoholic Beverage Commission and Police Chief Henry Fluck who concurred that considering the hours of the festival and through diligent sales, the ability to consume alcoholic beverages throughout the festival area is very manageable. • The Texas Beer Company will obtain the appropriate daily temporary license from the Texas Alcoholic Beverage Commission for the event. • Training the sellers is optional for the license; the TABC representative feels that the personnel are responsible and will not need additional training. • Appropriate liability insurance will be obtained by the Texas Beer Company for alcohol sales. • Liability insurance for City-sponsored events is provided by the City's coverage and under the Texas Municipal League's Intergovernmental Risk Pool insurance policy at no additional cost. Staff has correspondence from TML-IRP offices that the festivals activities are not excluded from the City policy's coverage.	• There is currently no known cons.

4. RECOMMENDATION

Staff recommends that the City Council authorize the sale of wine and/or beer in the downtown area specifically for the Main Street Car Show sponsored by the Main Street Program.

5. FUNDING SOURCE

The permits for the City event will be paid from the Main Street's Festival Revenues. The Texas Beer Company will purchase the temporary off-site licenses to enable the sale of products beyond the confines of the licensed location for this event.

6. TIMELINE

The applications for event permits should be made within two weeks of the event, including the notification to all public safety officials.

7. OTHER OPTIONS (In order of preference)
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N/A

8. ATTACHMENTS

5a. [City Code related to alcohol in the downtown district](#)

Sec. 3-2. Alcoholic beverages prohibited in central business district.

- (a) No alcoholic beverage or open container, as defined by the Texas Alcoholic Beverage Commission ("TABC") and this section, shall be allowed on any public street or right-of-way in the central business district, except as may be permitted under the following conditions:
 - (1) When an alcoholic beverage is sold to the public by a business licensed by the TABC authorizing the public sale of such alcoholic beverage ("business"); and
 - (2) When a patron of the business purchases an alcoholic beverage from the Business; and
 - (3) When the business allows a business patron to consume the alcoholic beverage purchased from the business in an open container in an outdoor area located in a public right-of-way used under the direct control and supervision of the business ("outdoor business area"); and
 - (4) When the consumption of any alcoholic beverage in the outdoor business area does not violate any other ordinance or law; and
 - (5) When the outdoor business area is immediately adjacent to and contiguous to the business building from which the alcoholic beverage was sold by the business; and
 - (6) When the business has identified, located and registered the outdoor business area with the city prior to allowing any possession or consumption of alcoholic beverages in the outdoor business area.

Nothing herein is intended to abrogate or supersede any law regarding alcoholic beverages including, without limitation, the TABC, which shall be a requirement of the business under this section.

- (b) This section does not prohibit the legal possession of an open container or the consumption of alcoholic beverages in motor vehicles, buildings not owned or controlled by the city, residential structures or licensed premises located within the central business district.
- (c) As used herein "open container" means any alcoholic beverage container that is no longer sealed.
- (d) If any part of this section should be held to be invalid by a court of competent jurisdiction same shall not effect the remainder of this section and all portions of this section not held to be invalid shall continue and remain in full force and effect.
- (e) Any person violating the provisions of this section shall be deemed guilty of a class C misdemeanor and upon conviction shall be fined in any amount not less than \$100.00 nor more than \$500.00.
- (f) As used in this chapter, Central Business District shall be the Central Business District as shown in Exhibit "A" of Ordinance No. 2014-08 .

(Ord. No. 01-03-94(2), §§ 1—5, 3-22-1994; Ord. No. 2014-08, § 4, 6-26-2014 ; Ord. No. 2018-09 , § 2, 6-14-2018)

Editor's note(s)—Ord. No. 01-03-94, §§ 1—5, adopted March 22, 1994, was not specifically amendatory. At the editor's discretion those provisions have been included as § 3-2Editor's note(s)—.



City Council Meeting April 22, 2021 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 6
Agenda Title: Introduce Ordinance 2021-09 Amending the FY21 budget

Council Action to be taken: Introduce Ordinance 2021-09

Department Submitted: Finance Department

Staff Contact: Jeff Wood, Director of Finance

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to consider Ordinance 2021-09 amending the FY21 Budget.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Council has taken action and approved budget amendments in prior fiscal years. The FY21 budget was originally adopted by Council on September 10, 2020.

The purpose of this budget amendment is to have the budget reflect the actual financial activity that has occurred during FY21, including the Council approved compensation increases that were effective November 1, 2020 and February 1, 2021. Financial activity during a fiscal year does not always match the anticipated revenues and expenditures approved during the budget development process, and amendments to individual accounts are needed to formally change the budgeted amounts of the affected accounts.

The two attachments to this request:

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

Ordinance No. 2021-09 – This is the official document that formalizes the adoption of the changes contained in Exhibit A.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Properly account for unplanned/emergency expenditures and the use of donated, grant, and bond funds. • Maintain efficient processing of purchase orders and accounts payable. • Adjust individual accounts to accurately reflect the fiscal year activity in the account.	• If unapproved, accounts will not accurately reflect the activity that has occurred in the account and some accounts would remain over expended.

4. RECOMMENDATION

Staff recommends that Council introduce Ordinance 2021-09 to amend the FY21 budget.

5. FUNDING SOURCE

Various funding sources as identified in Exhibit A.

6. TIMELINE

Immediate consideration is requested to allow for proper budget management.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

6a. [Draft Ordinance 2021-09](#)

6b. [Exhibit A – FY21 Budget Amendment #1](#)

ORDINANCE NO. 2021-09

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS AMENDING ORDINANCE NO. 2020-09 ADOPTED ON SEPTEMBER 10, 2020, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; BY AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AND OTHER CITY FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING EXPENSES AND CAPITAL OUTLAY AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY.

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

SECTION 1.0: That the appropriations for the fiscal year beginning October 1, 2020 and ending September 30, 2021, for the support of the general government of the City of Taylor, Texas be amended for said term in accordance with the change in revenues and expenditures shown in the attached Exhibit A.

SECTION 2.0: That the amendment, as shown in words and figures in Exhibit A, is hereby approved in all aspects and adopted as an amendment to the City budget for the fiscal year October 1, 2020 and ending September 30, 2021.

SECTION 3.0: In accordance with Article 8 of the City Charter, this ordinance was introduced before the City Council of the City of Taylor, Texas on the 22nd day of April, 2021.

PASSED, APPROVED, and ADOPTED this the ____ day of _____, 2021.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

Exhibit A FY21 Budget Amendment #1

Ordinance 2021-09

		Adopted Budget	Amendment Amount	Amended Budget
100 - General Fund				
Revenue				
310-121	City Sales Tax	\$ 3,140,000	\$ 321,885	\$ 3,461,885
330-237	County and Other Local Grants Exxon Good Neighbor Grant	\$ -	\$ 15,000	\$ 15,000
Total General Fund Revenue Adjustments		\$ 3,140,000	\$ 336,885	\$ 3,476,885
City Management				
501-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 631,715	\$ 10,937	\$ 642,652
501 - City Management Total		\$ 631,715	\$ 10,937	\$ 642,652
Public Information				
503-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 73,508	\$ 1,281	\$ 74,789
503- Public Information Total		\$ 73,508	\$ 1,281	\$ 74,789
Human Resources				
504-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 176,040	\$ 1,063	\$ 177,103
504-539	Other Contract Services Contracted search/placement fees for new HR director	\$ 21,235	\$ 12,363	\$ 33,598
504 - Human Resources Total		\$ 197,275	\$ 13,426	\$ 210,701
Finance				
512-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 436,706	\$ 6,314	\$ 443,020
512 - Finance Total		\$ 436,706	\$ 6,314	\$ 443,020
Municipal Court				
516-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 306,955	\$ 4,136	\$ 311,091
516 - Municipal Court Total		\$ 306,955	\$ 4,136	\$ 311,091
Development Services				
522-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 693,896	\$ 10,319	\$ 704,215
522 - Development Services Total		\$ 693,896	\$ 10,319	\$ 704,215
Main Street Program				
524-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 90,175	\$ 1,509	\$ 91,684
524 - Main Street Program Total		\$ 90,175	\$ 1,509	\$ 91,684

Exhibit A FY21 Budget Amendment #1

Ordinance 2021-09

		Adopted Budget	Amendment Amount	Amended Budget
<u>Public Library</u>				
532-100	Employee Services	\$ 373,354	\$ 6,818	\$ 380,172
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
532 - Public Library Total		\$ 373,354	\$ 6,818	\$ 380,172
<u>Fire Department</u>				
542-100	Employee Services	\$ 2,160,781	\$ 111,049	\$ 2,271,830
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
542-415	Trucks, Heavy Equipment Rental	\$ 158,700	\$ 48,000	\$ 206,700
	Ladder truck repair			
542-723	Motor Vehicles	\$ -	\$ 29,021	\$ 29,021
	Purchase of crew cab truck used to tow command trailer (\$15,000 Exxon Good Neighbor Grant will offset total cost to City to \$14,021)			
542 - Fire Department Total		\$ 2,319,481	\$ 188,070	\$ 2,507,551
<u>Police Department</u>				
552-100	Employee Services	\$ 3,431,324	\$ 112,103	\$ 3,543,427
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
552 - Police Department Total		\$ 3,431,324	\$ 112,103	\$ 3,543,427
<u>Animal Control</u>				
558-100	Employee Services	\$ 161,692	\$ 1,940	\$ 163,632
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
558 - Animal Control Total		\$ 161,692	\$ 1,940	\$ 163,632
<u>Streets & Grounds Mtce</u>				
563-100	Employee Services	\$ 1,012,260	\$ 17,145	\$ 1,029,405
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
563 Street & Grounds Mtce Total		\$ 1,012,260	\$ 17,145	\$ 1,029,405
<u>Parks & Recreation</u>				
565-100	Employee Services	\$ 525,979	\$ 5,474	\$ 531,453
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
565-277	Sports Equipment	\$ 9,140	\$ 8,543	\$ 17,683
	Cost of park benches and trash cans (cost will be covered by bond funds that carried over to FY21)			
565 - Parks & Recreation Total		\$ 535,119	\$ 14,017	\$ 549,136
<u>Internal Svcs/Building Mtce</u>				
566-100	Employee Services	\$ 258,607	\$ 4,173	\$ 262,780
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
566 Internal Svcs/Building Mtce Total		\$ 258,607	\$ 4,173	\$ 262,780

Exhibit A FY21 Budget Amendment #1

Ordinance 2021-09

		Adopted Budget	Amendment Amount	Amended Budget
Internal Svcs/IT Dept				
575-100	Employee Services	\$ 70,542	\$ 1,240	\$ 71,782
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
575 - Internal Svcs/IT Dept		\$ 70,542	\$ 1,240	\$ 71,782
Non-Departmental				
592-813	Contribution to Civic Program	\$ 10,000	\$ 3,500	\$ 13,500
	Public Arts Fund for 50/50 Art Wall Project (unexpended in FY20 due to COVID and carried over to FY21)			
592 - Non-Departmental Total		\$ 10,000	\$ 3,500	\$ 13,500
Total General Fund Expenditure Adjustments		\$ 10,602,609	\$ 396,928	\$ 10,999,537
119 - Tax Increment Fund				
TIF Expenditures				
520-819	Other Contributions	\$ 25,000	\$ 25,000	\$ 50,000
	Fire Suppression Funds (unexpended in FY20 and carried over to FY21)			
Total Tax Increment Fund Expenditure Adjustments		\$ 25,000	\$ 25,000	\$ 50,000
123 - Main Street Fund				
Contribute Civic Programs				
615-813	Façade Grant	\$ 20,000	\$ 5,000	\$ 25,000
	Facade Grant (unexpended in FY20 and carried over to FY21)			
Total Main Street Fund Expenditure Adjustments		\$ 20,000	\$ 5,000	\$ 25,000
125 - Municipal Court Special Revenue Fund				
Municipal Court Judicial				
627-539	Other Contract Services	\$ -	\$ 6,200	\$ 6,200
	Temporary services for scanning and filing court documents and other office duties			
Total Municipal Court Special Revenue Fund Expenditure Adjustments		\$ -	\$ 6,200	\$ 6,200
129 - Library Donation/Grant Fund				
Library				
624-267	Computers	\$ -	\$ 5,395	\$ 5,395
	Digital microfilm reader and related PC needed to operate equipment			
Total Library Donation/Grant Fund Expenditure Adjustments		\$ -	\$ 5,395	\$ 5,395
340 - Utility Fund				
Revenue				
420-325	Meter Fees	\$ 30,000	\$ 35,000	\$ 65,000
	Additional meter demand			
Total Utility Fund Revenue Adjustments		\$ 30,000	\$ 35,000	\$ 65,000

Exhibit A FY21 Budget Amendment #1

Ordinance 2021-09

		Adopted Budget	Amendment Amount	Amended Budget
Utilities Administration				
701-100	Employee Services	\$ 322,148	\$ 5,458	\$ 327,606
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
	701 - Utilities Administration	\$ 322,148	\$ 5,458	\$ 327,606
Wastewater Treatment				
706-100	Employee Services	\$ 275,344	\$ 2,033	\$ 277,377
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
	706 - Wastewater Treatment	\$ 275,344	\$ 2,033	\$ 277,377
Distribution/Collection				
708-100	Employee Services	\$ 989,323	\$ 12,786	\$ 1,002,109
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
708-275	Water Meters	\$ 63,215	\$ 56,250	\$ 119,465
	Meters needed for the Grove and Avery Glen projects (costs will be offset by meter fees received for the new installs)			
	708 - Distributions/Collection	\$ 1,052,538	\$ 69,036	\$ 1,121,574
	Total Utility Fund Expenditure Adjustments	\$ 1,650,030	\$ 76,527	\$ 1,726,557
350 - Airport Fund				
Airport Operations				
732-100	Employee Services	\$ 83,352	\$ 2,039	\$ 85,391
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
	Total Airport Fund Expenditure Adjustments	\$ 83,352	\$ 2,039	\$ 85,391
370 - Cemetery Operating Fund				
Cemetery Operating Dept				
761-100	Employee Services	\$ 113,866	\$ 899	\$ 114,765
	Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)			
	Total Cemetery Operating Fund Expenditure Adjustments	\$ 113,866	\$ 899	\$ 114,765
382 - Fleet Services Operating Fund				
Revenue				
420-329	Payment of Claims	\$ 3,000	\$ 12,698	\$ 15,698
	Insurance payments			
450-365	Transfer in from General Fund	\$ -	\$ 48,000	\$ 48,000
	Ladder truck repair			
	Total Fleet Services Operating Fund Revenue Adjustments	\$ 3,000	\$ 60,698	\$ 63,698

Exhibit A FY21 Budget Amendment #1

Ordinance 2021-09

		Adopted Budget	Amendment Amount	Amended Budget
<u>Fleet Services</u>				
517-100	Employee Services Compensation increase adjustment (wages, FICA, TMRS, workers' compensation, and LTD)	\$ 167,639	\$ 2,964	\$ 170,603
517-429	Body Shop Repairs Cost of vehicle repairs (insurance claims that will be reimbursed)	\$ 22,000	\$ 12,698	\$ 34,698
517-449	Miscellaneous Parts Repair of truck ladder that failed annual inspection	\$ 33,000	\$ 48,000	\$ 81,000
Total Fleet Services Operating Fund Adjustments		\$ 222,639	\$ 63,662	\$ 286,301



City Council Meeting

April 22, 2021

Transmittal Letter

Agenda Item #: 7

Agenda Title: Hold a public hearing and introduce Ordinance 2021-10 changing the current zoning for a parcel of land, consisting of approximately 6.31 acres, addressed as 4002 N. Main St., from Single-Family Residential Zoning District (R-1) to General Business Zoning District (B-2).

STRATEGIC PILLAR

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

Council Action to be taken: Hold public hearing and introduce Ordinance

Department Submitted: Development Services

Staff Contact: Tom Yantis, AICP/Director of Development Services and Assistant City Manager

1. PURPOSE/DESCRIPTION

The applicant is proposing to re-zone the subject property for future commercial development. The subject property is approximately 6.31 acres, addressed at 4002 N. Main St. The current zoning of the subject property is Single-Family Residential Zoning District (R-1) which does not permit commercial land uses, by-right. Consequently, a new owner would need to request a change of zoning to a commercial district which does permit commercial development and land uses, by-right. Therefore, the applicant is requesting a zoning change from Single-Family Residential Zoning District (R-1) to Local Business Zoning District (B-1) prior to the future sale and development of the property.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Using the Comprehensive Plan as guide, a desire for creating opportunities for economic development in the City of Taylor were a common theme. In the Comprehensive Plan, a section called *Goals, Objectives and Actions* were developed. In reviewing the actions that will meet the objectives and goals to promote the Comprehensive Plan, the requested re-zoning to B-2 will ensure appropriate development and land use along with Main Street Corridor, which is a Major Arterial according to the Thoroughfare Plan. The change of zoning to the B-2 Zoning District will provide a viable location for commercial development and further economic development.

Currently, the Future Land Use Plan Map (FLUP) designation for the subject property is Commercial. The request to change 6.31 acres of the subject properties to B-2 is consistent with the FLUP.

On April 22, 2021, the Planning and Zoning Commission held a public hearing regarding this request. The Planning and Zoning Commission recommended approval of the request to rezone the subject property from R-1 to B-2 for approximately 6.31 acres.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Will encourage commercial development along an appropriate traffic corridor • Is currently near existing commercial and industrial development • Increase in tax base	•

4. RECOMMENDATION

On April 13, the Planning and Zoning Commission held a public hearing and unanimously recommended approval.

On April 22, City Council held a public hearing and introduced the Ordinance.

5. FUNDING SOURCE

N/A

6. TIMELINE

Planning and Zoning Commission public hearing and recommendation – April 13, 2021

P&Z unanimously recommended approval

City Council public hearing and ordinance introduction – April 22, 2021

City Council introduced the ordinance

City Council consideration of ordinance approval – May 13, 2021

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

7a. [Staff Report](#)

7b. [Current Zoning Map](#)

7c. [Future Land Use Plan Map](#)

7d. [Proposed Zoning Map](#)

7e. [Ordinance 2021-10 with Exhibit](#)

7f. [PowerPoint presentation](#)

City of Taylor
PZ-2020-1295
4002 N. Main St.
Zoning Map Amendment
Staff Report

Requested Action: Zoning Map Amendment to the official zoning map to re-zone approximately 6.31 acres of Single-Family Residential Zoning District (R-1) to 6.31 acres of General Business Zoning District (B-2).

Applicant: Julie Downs/RE/MAX Associates Group on behalf of the property owners.

Subject Property: Is approximately 6.31 acres, more particularly described by Williamson Central Appraisal District Parcel R362228; Thaler Addition, Lot Two, Block Two; located at 4002 North Main Street, Taylor, TX 76574.

Parcel Information

Current Zoning: Single-Family Residential District (R-1)

Current Use: Residential

Proposed Zoning: General Business Zoning District (B-2)

Future Land Use Plan: Commercial

Adjacent Parcel Information

Direction	Land Use	Zoning
North	Vacant land	General Business Zoning District (B-2)
South	Commercial	Single-Family Residential District (R-1) and General Business Zoning District (B-2)
East	Union Pacific Railroad and Agricultural Land	N/A (ETJ)
West	City of Taylor Right-of-Way (N. Main St.) and Vacant land	Local Business Zoning District (B-1)

Purpose:

The applicants are proposing to re-zone the subject property from Single-Family Residential Zoning District (R-1) to General Business Zoning District (B-2). The property owners want to make the subject property more appealing to prospective buyers as they intend to sell the property. Additionally, the property owners state that the proposal is a more appropriate zoning district for the subject property as it's adjacent to a state highway would be commercial or industrial rather than single-family residential zoning district.

Staff Analysis:

As City Staff we are charged with using the Comprehensive Plan as a guide to make recommendations to the Planning and Zoning Commission on proposed re-zoning requests.

The Comprehensive Plan includes Land Use Goals and Objectives along with associated actions to achieve those objectives. Some of the relevant Comprehensive Plan goals, objectives and actions to consider for this re-zoning case include:

Land Use Goal: A variety of safe, attractive, accessible, high quality residential, commercial, industrial, and recreational land to meet the needs of Taylor's current and future population while preserving the historical structures and small town atmosphere of the City.

Objective L3: *Provide viable retail, office and industrial areas that support opportunities for economic development.*

Action L3.5: *Locate large commercial and industrial activities along the more accessible roadways, ones that can handle truck traffic without negatively impacting adjacent residential land uses—the Loop, appropriate portions of Business 79, FM 397, and FM 973.*

Action L3.6: *Guide new commercial development to clusters (shown on the Future Land Use Plan instead of scattered and/or “strip” development).*

Action L3.9: *Review and monitor zoning and other development ordinances to achieve appropriate regulations and district designations to keep commercial areas viable, encourage redevelopment, and ensure quality new development.*

In addition, the City uses the Future Land Use Plan (FLUP) map as our guide for managing development. The City has zoned land within the City limits for the uses shown on the FLUP, as zoning is our primary land management tool. Overall, the FLUP map and the zoning map are consistent. As the subject property is designated for Commercial Land Uses in the future the request to change the zoning district from R-1 to B-2 is consistent with the FLUP.

Alongside the Land Use Objectives, the Comprehensive Plan includes general Planning Principles and Policy Guides, which are used to make land use decisions and zoning regulations. Some of the relevant statements include:

In General

- *Neighboring land uses should not detract from the enjoyment or value of properties.*
- *Potential negative land use impacts (noise, odor, pollution, excessive light, traffic, etc.) should be considered and minimized.*

- *Transportation access and circulation should be provided for uses that generate large numbers of trips. Pedestrian and bicycle access should be addressed where appropriate.*
- *Compatibility with existing uses should be maintained. Well-planned, mixed uses that are compatible are to be encouraged.*
- *Adequate public infrastructure and facilities should be provided to support development, thereby encouraging prudent growth management.*
- *Parking, both on and off street, should be located to provide accessibility in safe and attractive ways*

Commercial

- *Commercial areas should include a range of development types to serve regional as well as local needs, from large commercial developments to smaller, freestanding commercial sites.*
- *Commercial development should be concentrated in nodes at intersections and along major arterials and collectors that are designed and constructed to accommodate heavy traffic.*
- *Parcels should be large enough to accommodate commercial use.*
- *Commercial uses with more intensive operational or traffic service characteristics should be located away from most residential areas.*
- *Buffers should separate commercial uses from residential areas, especially where the commercial use involves visible storage or display of merchandise or materials.*
- *Landscaping should be included in all commercial development for screening as well as to provide visual continuity and compatibility with adjacent uses while encouraging pedestrian access or use.*

When considering both the City of Taylor's Comprehensive Plan and current zoning, this request is consistent with the Goals, Objectives and Actions identified in the Comprehensive Plan.

Staff Recommendation

Staff recommends approval of the requested re-zoning as the request is consistent with the Comprehensive Plan and the Future Land Use Plan.

Planning and Zoning Commission Recommendation

The Planning and Zoning Commission is charged with reviewing all requests for re-zoning and making a recommendation to City Council either in favor of or in opposition to each request.

In determining a recommendation on a re-zoning request, the Planning and Zoning Commission should consider the following factors:

- **Is the re-zoning consistent with the Comprehensive Plan?**

Staff analysis indicates this request to re-zone the parcel of land, consisting of 6.31 acres, from R-1 to B-2 is consistent with the Comprehensive Plan. As stated above in the analysis, the request to re-zone the subject property does promote **Objective 3; Action L3.5** (appropriate commercial activity along corridors with adequate infrastructure and accessibility), **Action L3.6** (guide new commercial development to clusters), and **Action L3.9** (review and monitor zoning and other development ordinances to achieve appropriate regulations). The applicant is not choosing to start a business in this location, but re-zoning the property will allow for commercial development to occur in the future.

- **Is the re-zoning compatible with the surrounding area?**

The staff analysis maintains that this proposed re-zoning is compatible with the surrounding area. Although the adjacent zoning varies from residential to industrial, the Future Land Use Plan indicates that this area will be a commercial corridor as more development occurs in time.

- **Does the re-zoning promote the public health, safety or general welfare?**

When the subject property is developed the public health, safety and welfare will be promoted as all the current regulations must be met through the various development processes e.g., the Building Permit Application process.

- **Is adequate infrastructure available or planned to meet the needs of the proposed land use?**

There is transportation infrastructure in the area to serve the proposed development if the zoning designation were to be changed. However, water and wastewater are currently not available in the area without extension. The cost of any extension of facilities for private development will be borne by the developer/property owner.

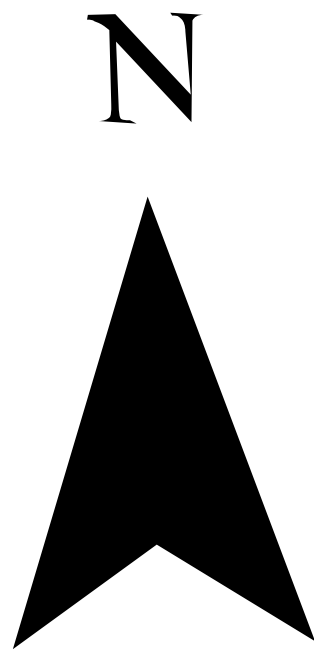
- **Do current conditions indicate that a re-zoning is necessary?**

Recently, there has been an up-tick in the amount of interest from the public in developing along North Main Street (State Highway 95). Interest in new development along North Main indicates that a change from a zoning district that only permits residential land uses by-right to a zoning district that permits a variety of land uses by-right would be more conducive to future development of the subject property.

According to the City of Taylor's Thoroughfare Plan, Main Street is a major arterial road. The subject property is sandwiched between a major arterial and the railroad tracks which is ideal for commercial and industrial development rather than residential development.

Attachments:

1. Location Map
2. Future Land Use Plan Map
3. Proposed Zoning Map



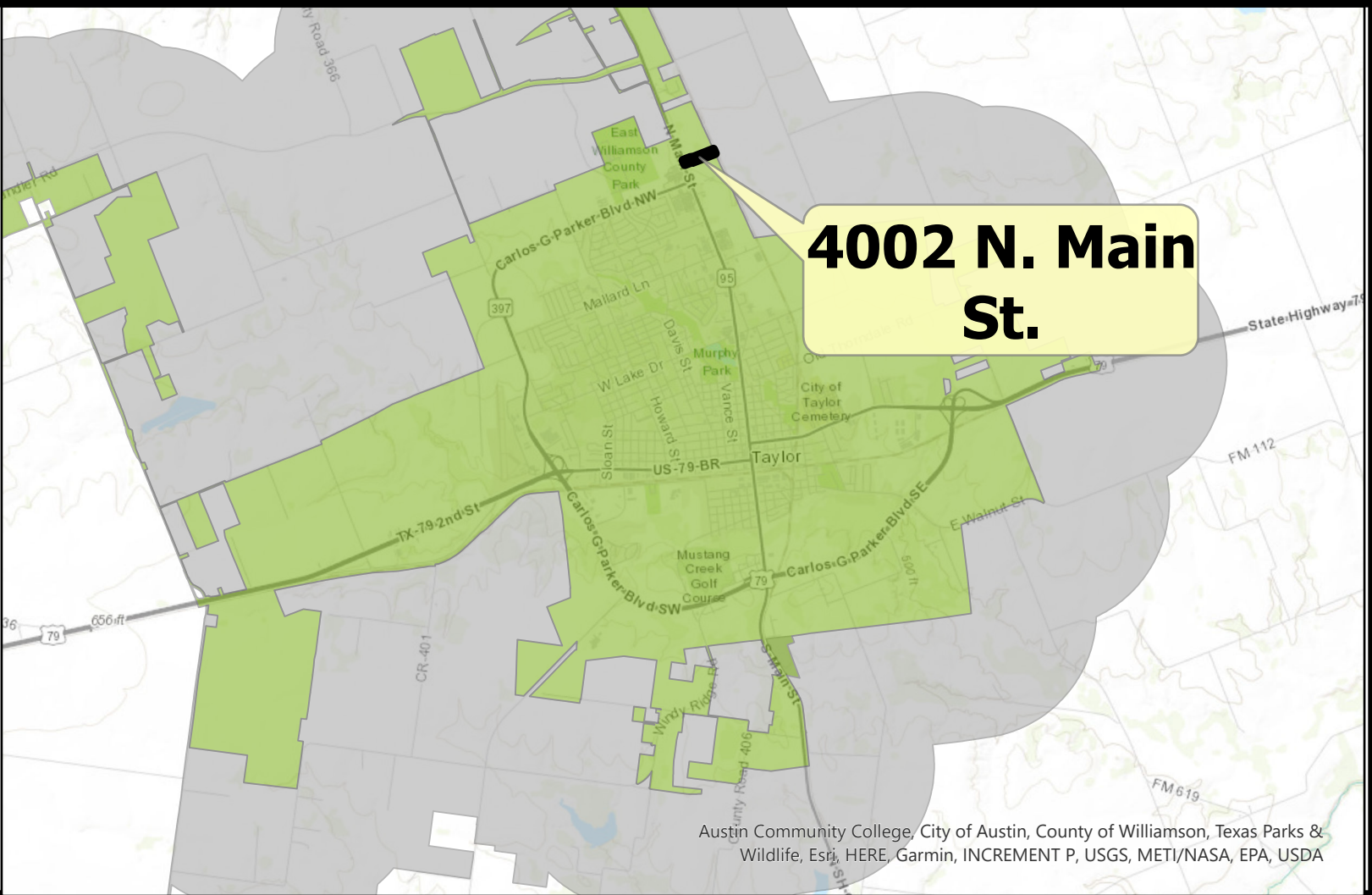
PZ-2021-1295

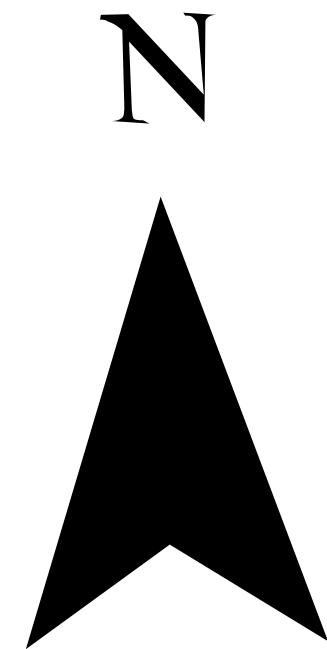
**4002 N. Main St. Current
Zoning**

Approximately 6.31 Acres

Legend

- Streets
- ZONING
 - B-1
 - B-2
 - M-1 Light Industrial
 - R-1 Single Family
 - R/A Rural Agriculture
- ▭ Subject Property





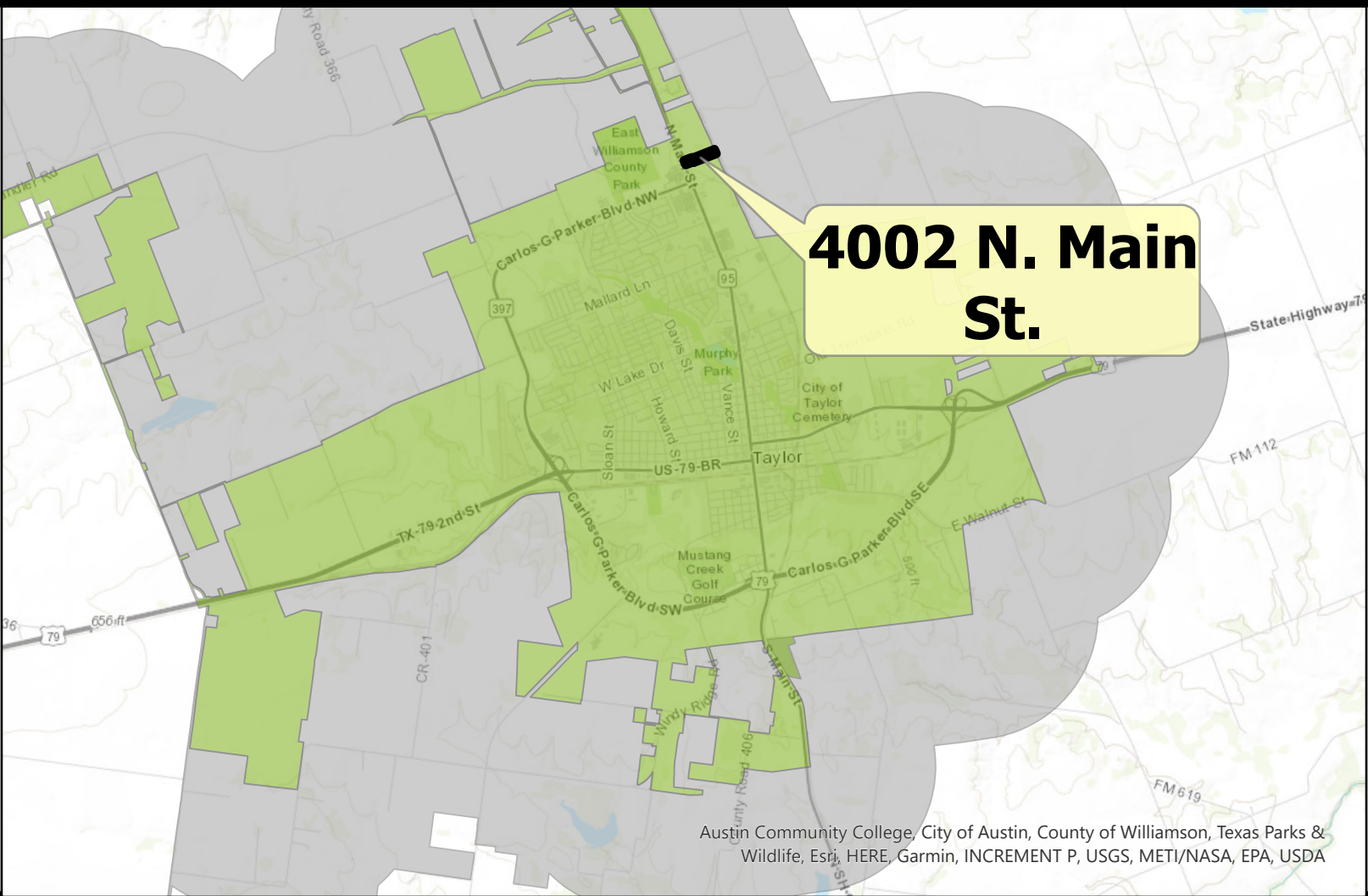
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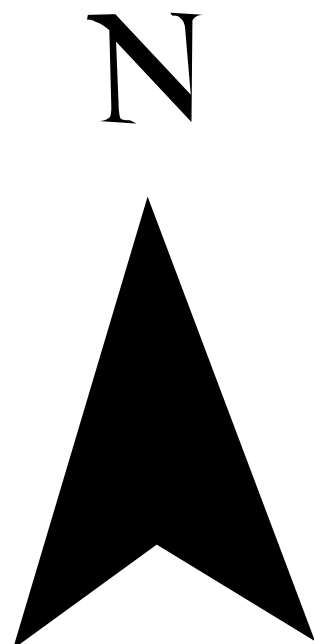
**4002 N. Main St. Future Land
Use Plan Map**

Approximately 6.31 Acres

Legend

- Streets
- 2013 Future Land Use
 - COMMERCIAL
 - AGRICULTURE/OPEN SPACE
- Subject Property





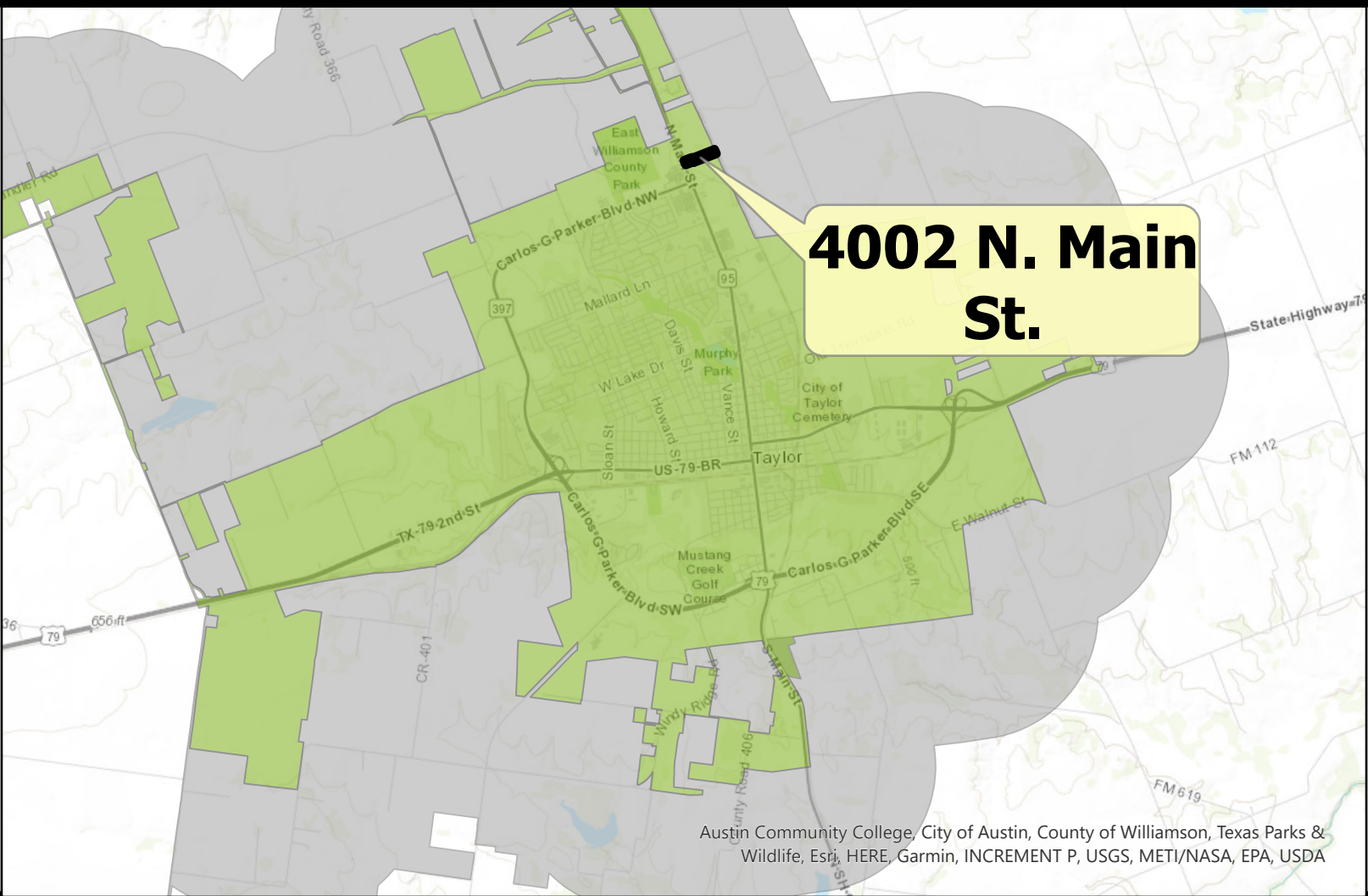
PZ-2020-1295

**4002 N. Main St. Proposed
Zoning**

Approximately 6.31 Acres

Legend

- Streets
- ZONING
 - B-1
 - B-2
 - M-1 Light Industrial
 - R-1 Single Family
 - R/A Rural Agriculture
 - Proposed B-2 Zoning



ORDINANCE NO. 2021-10

AN ORDINANCE CHANGING THE ZONING OF PROPERTY DESCRIBED AS APPROXIMATELY 6.31 ACRES, ADDRESSED AS 4002 NORTH MAIN STREET, MORE PARTICULARLY DESCRIBED BY WILLIAMSON CENTRAL APPRAISAL DISTRICT PARCEL R362228; AND LEGALLY DESCRIBED IN THIS ORDINANCE AS LOT 2, BLOCK 2, THALER ADDITION, TAYLOR, WILLIAMSON COUNTY, TEXAS, FROM SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT (R-1) TO GENERAL BUSINESS ZONING DISTRICT (B-2); AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE ZONING CHANGE ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the Taylor City Council conducted a public hearing on April 22, 2021, to consider the request made by the applicant, whose property is legally described in Exhibit “A” attached hereto and incorporated by reference herein for all purposes (“Property”), to change the zoning for the Property from Single-Family Residential Zoning District (R-1) to General Business Zoning District (B-2); and

WHEREAS, the Planning and Zoning Commission, after proper notice, conducted a public hearing on April 13, 2021, to consider the zoning request, and recommended approval of the zoning change to the City Council; and

WHEREAS, the City Council, after the public hearing, approves the request for the Property zoning change.

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

SECTION 1. The facts and recitations contained in the preamble of this Ordinance are hereby declared to be true and correct and are incorporated by reference herein and made a part hereof, as if copied verbatim.

SECTION 2. The zoning district of the Property is changed from Single-Family Residential Zoning District (R-1) to General Business Zoning District (B-2) as shown in Exhibit “B” attached hereto and incorporated herein for all purposes.

SECTION 3. The Official Zoning map of the City of Taylor, Texas, is changed to show the Property zoning district changed from Single-Family Residential District (R-1) to General Business Zoning District (B-2).

SECTION 4. All other terms and conditions contained in the official zoning map, except as amended herein, shall continue and remain in full force and effect.

SECTION 5. Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance

as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional.

SECTION 6. In accordance with Article VIII of the City Charter, Ordinance 2021-10 was introduced before the Taylor City Council on the _____ day of April 2021.

PASSED, APPROVED, and ADOPTED on the _____ day of _____, 2021.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

APPROVED AS TO FORM:

Mark Schroeder,
City Attorney

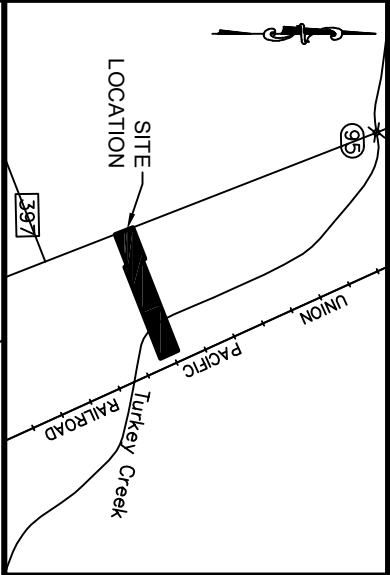
EXHIBIT A
(legal description)

DRAFT

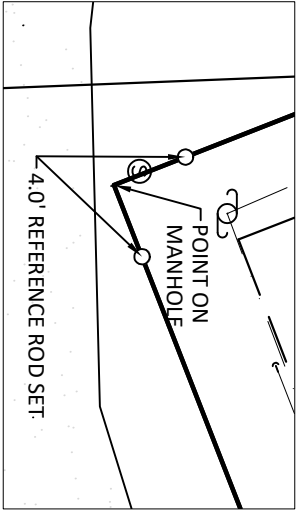
EXHIBIT B

(Map)

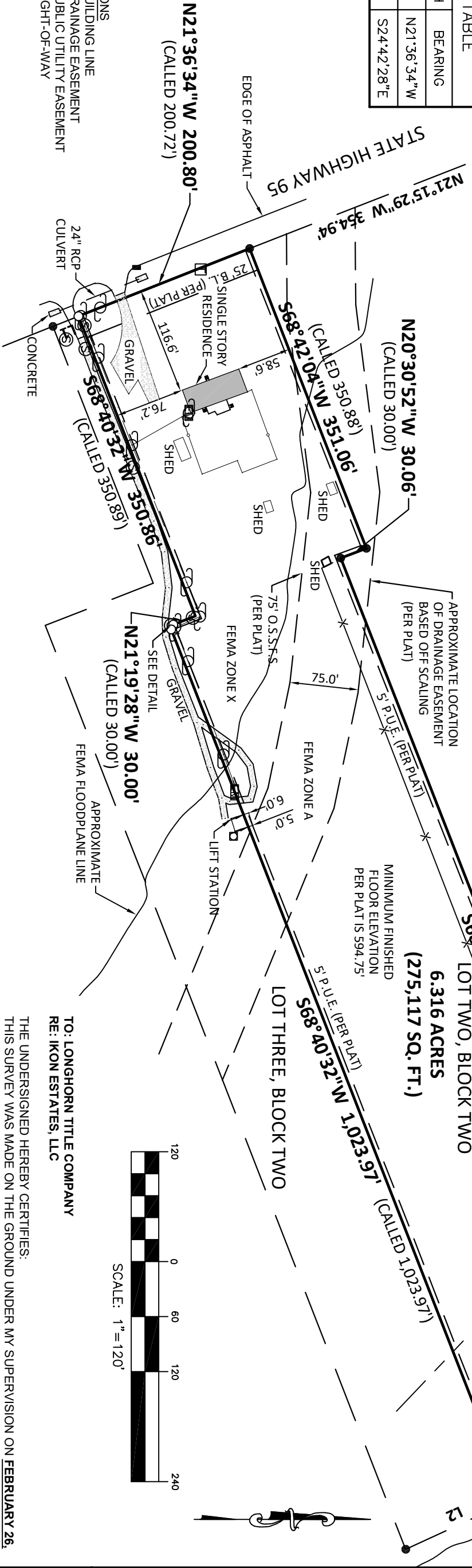
DRAFT



BEING LOT 2, BLOCK 2, OF THE THALER ADDITION, IN WILLIAMSON COUNTY, TEXAS, ACCORDING TO THE ESTABLISHED MAP OR PLAT RECORDED IN CABINET N, SLIDES 295-296 OF THE PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS.



LINE TABLE		
LINE	LENGTH	BEARING
L1	30.00	N21°36'34"W
L2	126.66	S24°42'28"E

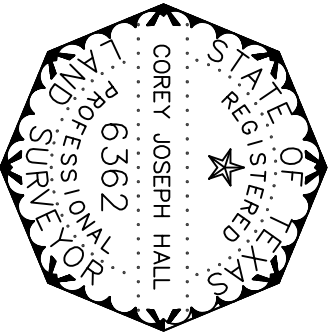


ABBREVIATIONS
B.L. = BUILDING LINE
D.E. = DRAINAGE EASEMENT
P.U.E. = PUBLIC UTILITY EASEMENT
R.O.W. = RIGHT-OF-WAY

NOTES:

- THIS SURVEY HAS BEEN PREPARED UTILIZING A COMMITMENT FOR TITLE INSURANCE PREPARED BY **LONGHORN TITLE COMPANY**, G.F. NO. **21060925**, EFFECTIVE DATE: **FEBRUARY 23, 2021**. PARTIES TO THIS TRANSACTION ARE RESPONSIBLE FOR VERIFICATION OF ALL EASEMENTS, COVENANTS AND CONDITIONS WHICH MAY AFFECT THIS TRACT BUT ARE NOT SHOWN HEREON.
- THIS TRACT IS SUBJECT TO EASEMENTS, COVENANTS, CONDITIONS, RESTRICTIONS AND RIGHT TO CREATE ADDITIONAL PUBLIC UTILITY EASEMENTS, IF ANY, ACROSS SUBJECT PROPERTY AS SHOWN IN CABINET N, SLIDES 295-296 PRWC; 288/436, 337/281, 308/445, 354/262, 564/83 DRWC.
- BEARINGS SHOWN HEREON ARE BASED ON THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203) NAD 83.

- LEGEND**
- ▲ CALCULATED CORNER
 - 1/2 INCH IRON ROD FOUND
 - 5/8 INCH IRON ROD SET
 - ⊞ ELECTRIC METER
 - ⊞ GUY ANCHOR
 - ⊞ LIGHT STANDARD
 - ⊞ MANHOLE WASTEWATER
 - ⊞ MAILBOX
 - ⊞ POWER POLE
 - ⊞ PEDESTAL (TELEPHONE)
 - ⊞ BARBED WIRE FENCE
 - ⊞ CHAIN LINK FENCE
 - ⊞ OVERHEAD ELECTRIC



TO: LONGHORN TITLE COMPANY
RE: IKON ESTATES, LLC

THE UNDERSIGNED HEREBY CERTIFIES:

THIS SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION ON **FEBRUARY 26, 2021**, AND IS A TRUE, CORRECT AND ACCURATE REPRESENTATION OF THE PROPERTY BEING AS DETERMINED BY SURVEY. THE LINES AND DIMENSIONS OF SAID PROPERTY ARE AS INDICATED BY THE PLAT. THE SIZE, LOCATION AND TYPE OF BUILDINGS ARE AS SHOWN. ALL IMPROVEMENTS BEING WITHIN THE BOUNDARIES OF THE PROPERTY, AND SET BACK FROM THE PROPERTY LINES THE DISTANCES INDICATED. THERE ARE NO ENCROACHMENTS, CONFLICTS OR PROTRUSIONS, EXCEPT AS SHOWN HEREON, AND SAID PROPERTY HAS ACCESS TO AND FROM A DEDICATED ROADWAY.

ACCORDING TO THE FLOOD INSURANCE RATE MAP (FIRM) FOR WILLIAMSON COUNTY, TEXAS, COMMUNITY PANEL NUMBER **48491C0531F**, EFFECTIVE **DECEMBER 20, 2019**, THE SUBJECT TRACT IS LOCATED IN ZONE **"A"** & **"X"**, WHICH IN THIS CASE IS **PARTIALLY** LOCATED IN A SPECIAL FLOOD HAZARD AREA.

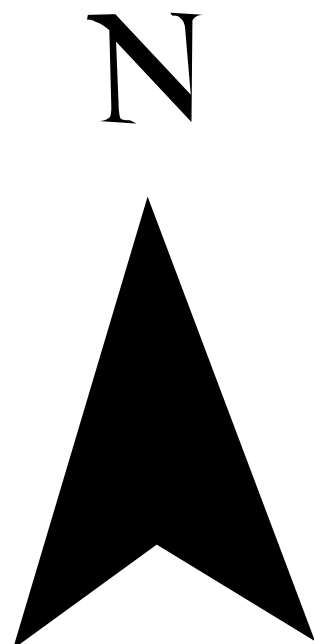
COREY JOSEPH HALL, RPLS
TEXAS REGISTRATION NO. 6362

DRAWN BY: BRC	DATE: 2/26/2021
JOB NO.: 4067.001	SCALE: 1" = 120'
	SHEET 1 OF 1

LAND TITLE SURVEY
4002 N. MAIN ST.
TAYLOR, TEXAS 76574



26 WOODLAND LANE, ROUND ROCK, TEXAS 78664
TEL: (512) 360-0012 TBPELS REGISTRATION #10194591



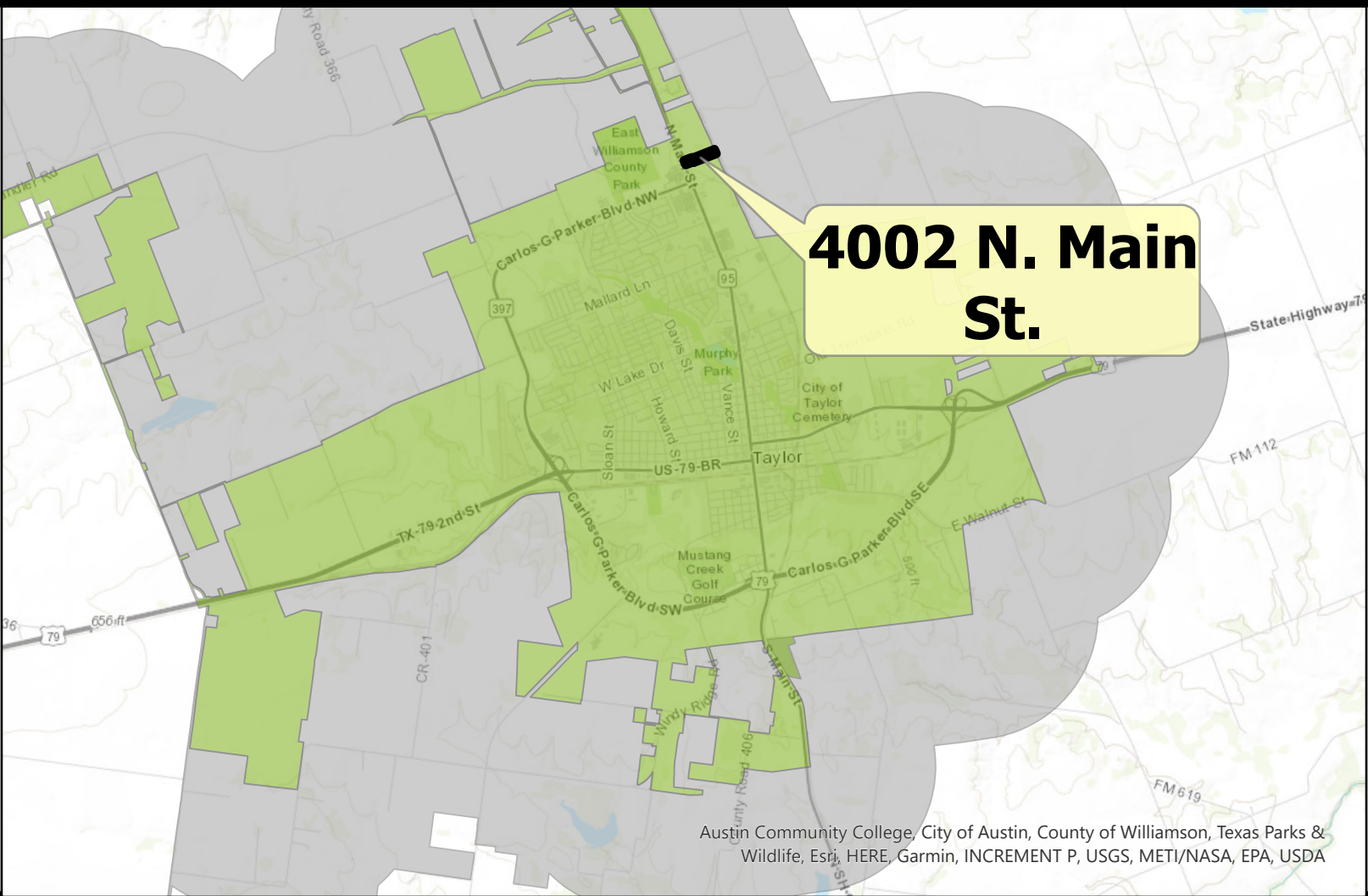
PZ-2020-1295

4002 N. Main St. Proposed Zoning

Approximately 6.31 Acres

Legend

- Streets
- ZONING
 - B-1
 - B-2
 - M-1 Light Industrial
 - R-1 Single Family
 - R/A Rural Agriculture
 - Proposed B-2 Zoning





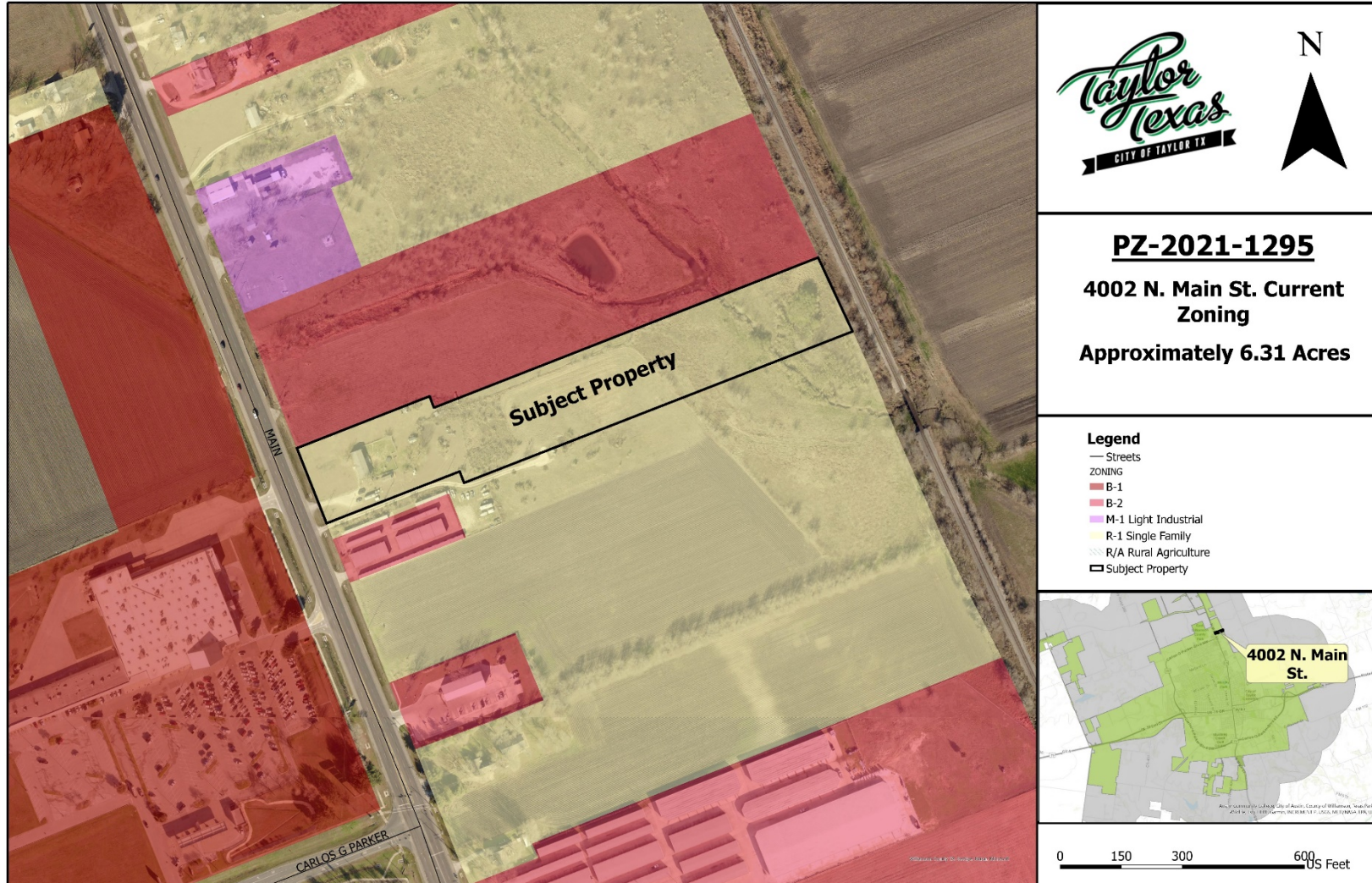
City of Taylor City Council

April 22, 2021

PZ-2021-1295

4002 N. Main St. Re-Zoning from Single-Family Residential (R-1) to General Business (B-2)

Location Map



Future Land Use Plan Designation



Proposed Zoning



P&Z Recommendation

- The Planning and Zoning Commission recommended approval of the rezoning at their April 13, 2021 meeting.



City Council Meeting April 22, 2021 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 8
Agenda Title: Consider extending the temporary parklets program.

Council Action to be taken: Direct staff whether to extend the program

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

This agenda item will allow the Council to determine whether to extend the temporary parklets program which is set to expire on June 1, 2021.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

One June 11, 2020 City Council adopted an ordinance allowing parklets on a temporary basis as a means to provide additional outdoor areas for businesses to allow their patrons to achieve greater social distancing.

A parklet is a portion of the City right-of-way, typically on-street parking spaces, that is allowed to be licensed for use by a business or property owner to create an outdoor area for patrons of the business and the general public.

On September 10, 2020 Council extended the initial expiration of the program from September 29, 2020 to June 1, 2021.

So far, the City has not issued any parklet permits, but staff has spoken to several businesses and property owners who are interested in the program. We anticipate an application for a parklet for the purposes of allowing a food vendor at the intersection of 2nd and Main.

Council may direct staff to extend the program and provide a defined end date or extend it permanently. If Council directs staff to extend the program, an ordinance will be placed on the Council agenda for introduction on the May 13, 2021 meeting.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Provides additional outdoor seating and dining areas for local businesses • Provides additional areas for customers who must wait to enter businesses due to COVID-19 occupancy restrictions • Improves pedestrian amenities in downtown • Can serve to calm traffic due to increased pedestrian activity	• Could create additional trash and maintenance issues • Will reduce parking spaces where parklets are implemented • Will require additional staff time to administer the program • May create traffic conflicts until drivers are familiar with the program

4. RECOMMENDATION

Staff recommends making the parklet program permanent.

5. FUNDING SOURCE

N/A

6. TIMELINE

Original Ordinance approved – June 11, 2020

Ordinance amended to extend deadline – October 8, 2020

If Council chooses to extend the program again the ordinance will be presented as follows:

Ordinance introduced – May 13, 2021

Ordinance considered – May 27, 2021

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

8a. [PowerPoint – Examples of Parklets](#)

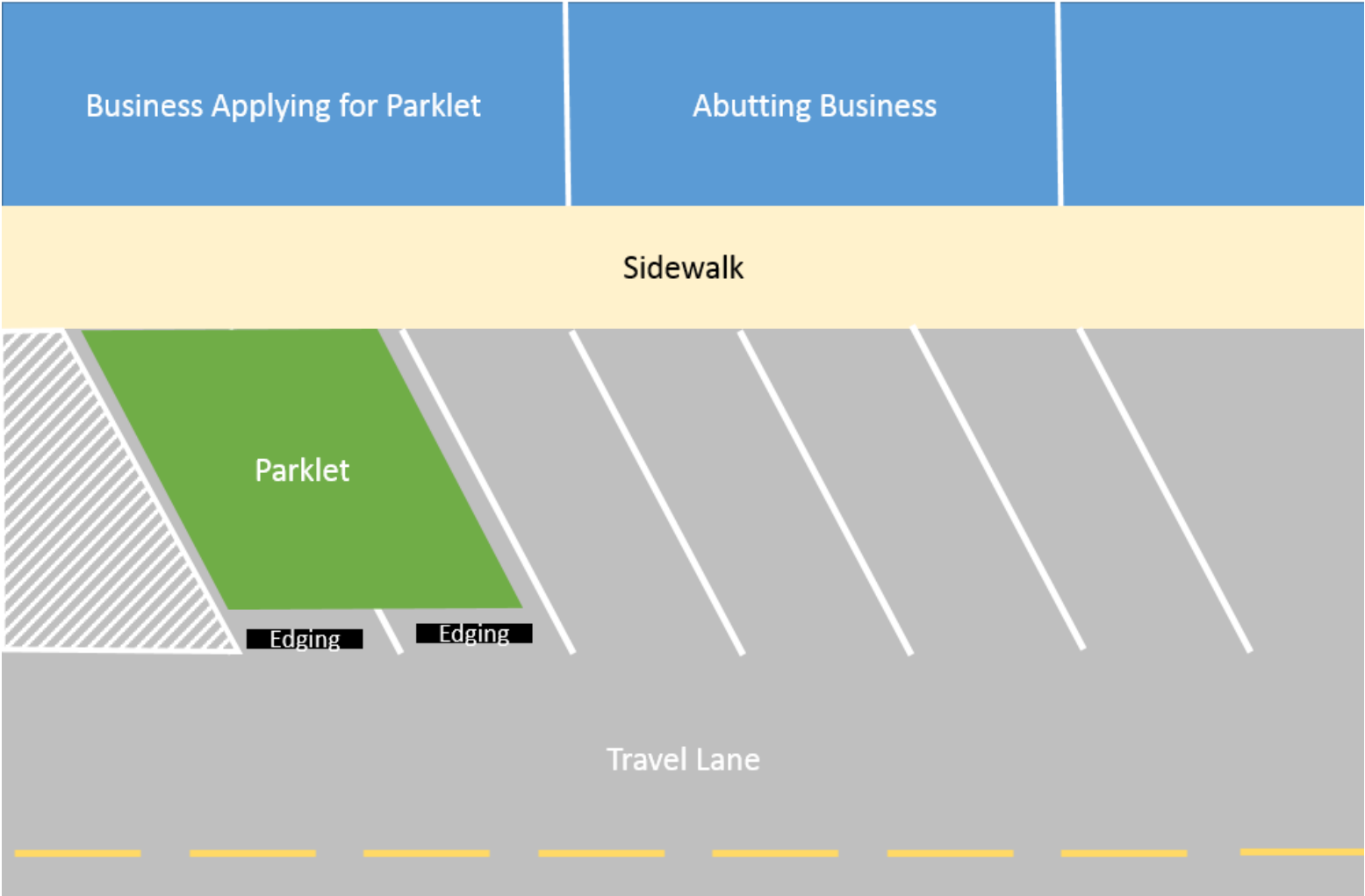


City of Taylor City Council Meeting

April 22, 2021



Examples of Parklets



Questions





City Council Meeting

April 22, 2021

Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 9

Agenda Title: Receive State of the Department report for City Clerk's office and the Taylor Municipal Court.

Council Action to be taken: Receive report

Department Submitted: City Clerk

Staff Contact: Dianna Barker, City Clerk
Esther Walton, Court Administrator

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to provide a State of the Department presentation for the City Clerk's office and the Taylor Municipal Court.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

As part of the FY2022 budget cycle, each department will present a State of the Department presentation providing Council with the status of each department. This presentation will provide the responsibilities, challenges, strengths and weaknesses, and plans for moving forward for both the City Clerk's office and the Taylor Municipal Court.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
N/A	N/A

4. RECOMMENDATION

Receive the report.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

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

N/A

8. ATTACHMENTS

9a. [State of the Department presentation – City Clerk and Municipal Court](#)



City of Taylor

State of the Department update

City Clerk

April 22, 2021

City Clerk's Office

MISSION STATEMENT

To serve the residents, staff, and visitors of the City of Taylor in an efficient, courteous, and professional manner, while performing the functions and duties of the Office in accordance with State, County, and municipal laws.

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City Clerk's Office - Background

- Between 20-25 City Clerk's in 124 years.
- First recorded City Clerk – John Lloyd (1886-1891)
- Consist of one City Clerk and 1 part-time assistant.
- Appointed position with a written job description.



Taylor's first City Hall and Fire Department (1882), 2nd Street and Main

City Clerk's Office – Governing codes

Clerk's position governed by:

Job Duties as determined by City Management, and
State Laws:

- Open Meetings Act (Chapter 551, Govt. Code)
- Public Information /Open Records Act(Chapter 552, Govt. Code)
- Texas Election Code

State Agencies:

- Texas State Library and Archives Commission (Records Retention)
- Texas Ethics Commission (campaign finance reports)
- Office of the Attorney General, Open Government Division
- Secretary of State Office (SOS)

Other:

- City Ordinances and Personnel Policy
- Code of Professional Ethics (TMCA)

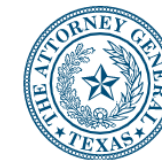


TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION



Texas Ethics Commission

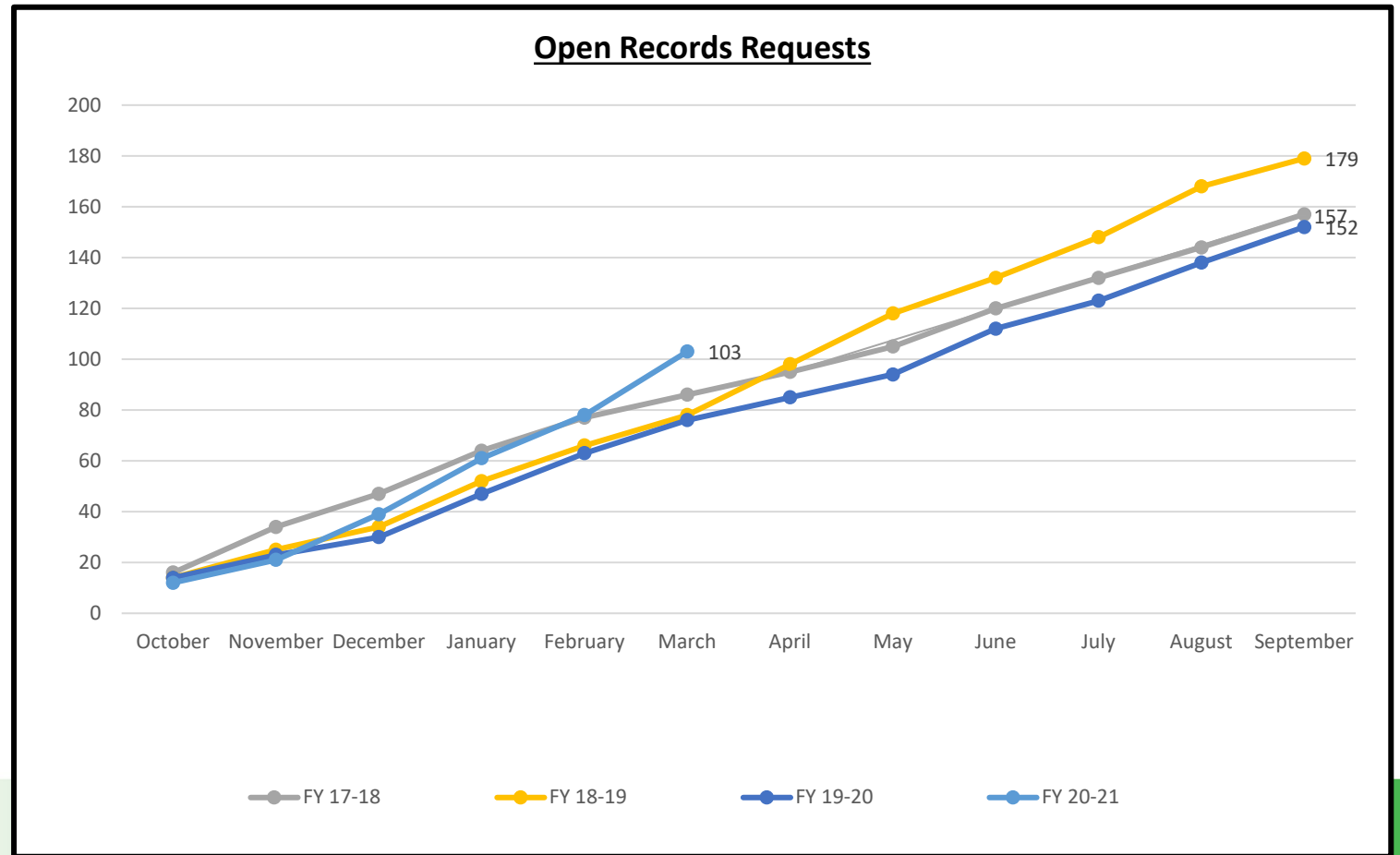
Promoting Public Confidence in Government



KEN PAXTON
ATTORNEY GENERAL of TEXAS

City Clerk's Office – Public Information Requests

- Processing and tracking requests keeps department busy
- Average 162 requests per year
- About 10 monthly 'repeat' requests
- City has 10 business days to respond, but required to respond as soon as possible
- Cannot ask reason why
- Requests must be in writing



City Clerk's Office - Certification

- Certification – TRMC (Texas Registered Municipal Clerk)
 - Through the Texas Municipal Clerks Association and the University of North Texas, Arlington
 - Takes 3 to 4 years to obtain
 - completion requires approximately 200 hours of individual home study and online work, examinations over four courses, and attendance at eight two-day seminars.
 - Recertify every 5 years; consists of 80 hours of continuing education and other misc assignments.
 - Dianna Barker received certification in 2004
 - Lucretia Alvarez certification in 2016



2020 TMCCP Recertification Recipients

City Clerk's Office

- Department is a support and maintenance office
- Primary Responsibilities –
 - Coordinating City Council activities and meetings.
 - Maintaining official city records.
 - Overseeing municipal elections.
 - Preparing council meeting agendas and minutes.
 - Processing applications for city boards and commissions.
 - Processing open records requests, liquor licenses, paving lien releases.
- Additional responsibilities –
 - Oversee Municipal Court.

City Clerk's office – Strengths

Strengths:

- Support for Council and other departments
 - Providing calendar updates, scheduling meetings, providing city documents, etc.
- Excellent Customer Service
 - Providing information/guidance to citizens
 - Maintaining/updating City Clerk's page on website
- Experienced staff members
- Good relationship with County Election Administration
- Part of a Yahoo Group through TMCA with other City Clerk's in Texas

City Clerk's office – Weaknesses

Weaknesses:

- Filing capacity and lack of centralized location
 - Pulling files is time consuming
 - Manual agenda preparation process
 - Filing software (Laserfiche)
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City Clerk's office – Opportunities and Threats

Opportunities:

- Acquiring new filing cabinets and centralizing files in one location
- Modify agenda process from manual to agenda software
- Upgrade scanning software
- Updating and maintaining the City Clerk's website page to include as much information as possible to:
 - Reduce the number of open records requests
 - Keep citizens better informed
- Continuously work with Communication department to update and better organize the City Clerk's webpage

Threats:

- Additional legal requirements State Legislature
- Older Building/Facilities lack space and storage

City Clerk's office – Moving Forward

- **Acquire additional filing system and work toward a centrally located filing system –**
 - More file cabinets and a central location to place all together
 - Start with 2 filing cabinets - \$1000 and obtain a large room for all file cabinets utilized by City Clerk; long term possible future Justice Center or renovated City Hall location
- **Acquire and implement agenda software – Municode software or similar for \$5k yearly cost**
- **Move towards an electronic filing system accessed by all departments – Laserfiche**
 - Scan and organize documents- \$24k annual subscription cost
- **Keep City Clerk's Office website updated and work with Communication on City website updates**
- **Provide annual training for staff on the Public Information Act (PIA) – conduct via Zoom or in-person, myself or utilize outside organization.**
- **Provide annual training for Boards & Commissions on Open Meetings Act (OMA) and PIA – conduct via Zoom or in-person, myself or utilize outside organization.**
- **Find ways to provide better support to other departments.**

Questions?



City of Taylor

State of the Department update

Municipal Court

April 22, 2021

Municipal Court

Mission Statement

Our mission is to provide quality service in a professional manner to ensure trust and confidence in the Taylor Municipal Court of Record. It is our goal to treat each and every person in the most efficient manner, with dignity and respect.



Municipal Court - Background

Municipal Courts¹ -

- Have their origins in the English system of common law. (Common law refers to the body of law that developed in England and the American colonies over the course of centuries.)
- Currently there are about 900 municipal courts in Texas
- More citizens come into contact with municipal courts than with all other Texas courts combined.

Three branches of Power:

- Legislative Branch – to make laws
- Judicial Branch – to interpret laws
- Executive Branch – to enforce laws

Municipal courts have exclusive original jurisdiction over violations of:

- City Ordinances, Resolutions, and orders of a joint airport board that occur in the ETJ
- on property owned by the city in the its extraterritorial jurisdiction
 - one exception - justice courts have concurrent jurisdiction with municipal courts in certain sign ordinance violations in the city's ETJ.
- Cases filed are almost exclusively criminal in nature.
- Limited civil jurisdiction, i.e.: cruelly treated animals, dangerous dogs.

¹Robby Chapman, *TMCEC Study Guide I*, 12th Ed.

Taylor's Municipal Court

- **Municipal Court of Record** - court that is required to keep a record of its proceedings. Established 2010.
- **Governed by:**
 - State Statutes
 - City Ordinances
 - Job Description
 - City Charters
 - Policies and procedures authorized by the Judge
- **Staffing consists of:**
 - 1 Regular Part Time Judge
 - 1 Clerk of Court of Record/Administrator
 - 1 Senior Municipal Court Clerk Deputy
 - 1 Deputy Court Clerk I
 - 1 Deputy Court Clerk II
 - 1 Prosecutor (contracted)

Municipal Court - Staff

Judge:

Judicial Duties

- Takes pleas from defendants and conducts hearings and trials
- Reviews and signs court orders
- Issues warrants and summons
- Magistrate Duties:
- Issues warrants for higher class offenses
- Informs defendants of their rights

Prosecutor:

- Decides which cases to prosecute
- Conducts pre-trial conferences
- Offers plea bargains
- Presents the State's case at trials

Clerk of the Municipal Court of Record/Court Administrator —

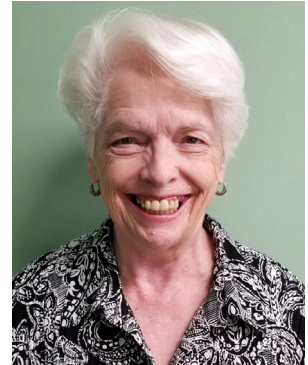
- Ensures that all court processes are proper and legally correct.
- Works closely with the Senior Deputy Court to insure proper supervision and management of deputy clerks.
- Annually prepares and manages the court's operations budget
- Applies professional knowledge and expertise to solve complex problems.
- Prepare monthly statistical reports to the City Manager.
- Prepare and submit Official Municipal monthly report to the Office of Court Administration and Texas Uniform Conviction Report to the Department Public Safety.
- Frequently interfaces with the general public, department personnel and management, and federal state, county, and local government representatives.



Municipal Court - Staff

- **Sr. Deputy Court Clerk –**

- Ensures the efficient and legal accurate operation of the court.
- Prepares court orders.
- Acts administratively in the absence of the court administrator.
- Prepares and maintains court's Procedures Manual.
- Works with attorneys practicing in the court; and provides information within scope of authority.



- **Deputy Court Clerk I –**

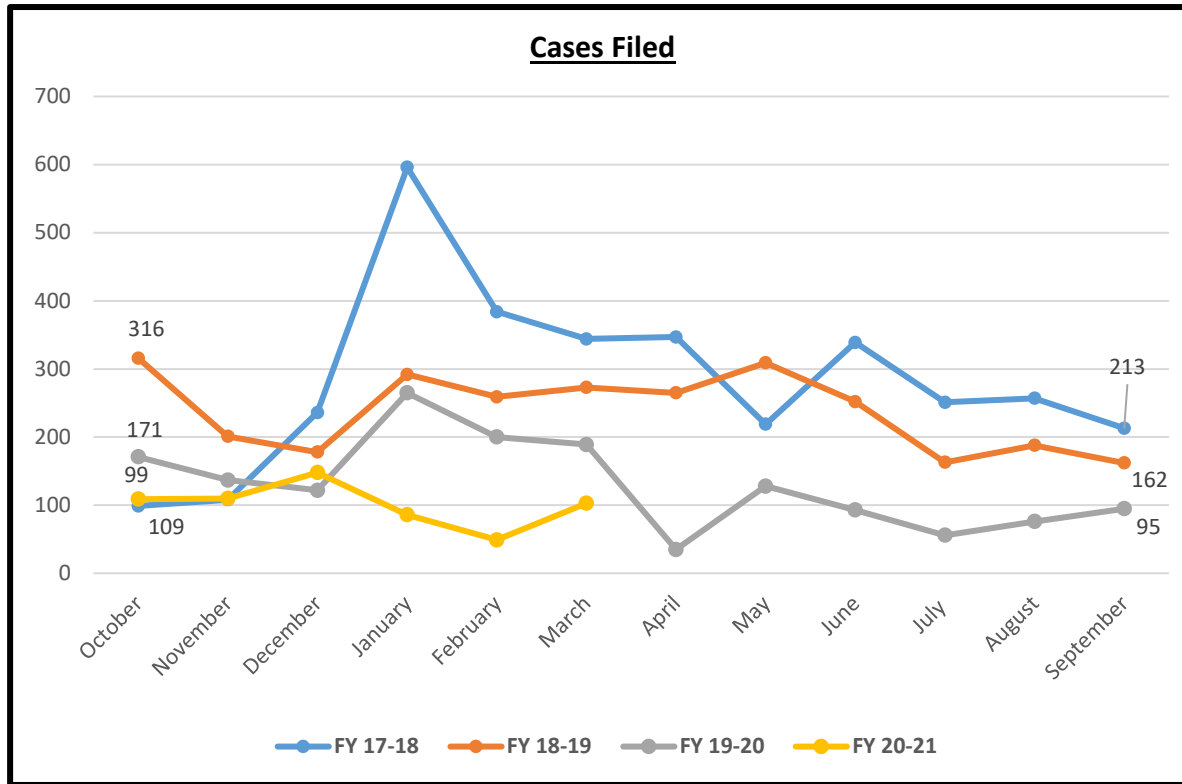
- Explains court options to defendants.
- Schedules trials and hearings; notifies defendants.
- Prepares and processes new cases and court orders.
- Assists Judge during hearings.

- **Deputy Court Clerk II –**

- Explains court options to defendants.
- Schedule defendants for court hearings, virtual hearings, trials and other court proceeding as assigned.
- Reviews cases in which defendants fail to appear or complete court orders;
- Works closely with the judge, in preparation of probable cause affidavits, warrants, capias pro fines, and capiases.



Municipal Court – Cases Filed



Last 3 Fiscal Years: Averaged 2,606/yr
FY20-21: 605 as of March

- Each case is handled at least 6 times.
 - Non-compliance, goes up from there.
- Basic compliance case can take up to 4 weeks to close.
- Most common violation: Speeding

Municipal Court - Strengths

- Experienced, knowledgeable and dedicated staff.
 - New technology, to conduct virtual hearings and pre-trial conferences.
 - Provide assistance to defendants unfamiliar with technology.
 - Use scanning technology, to deliver faster assistance by reviewing documents on the computer.
 - Excellent support from the City leaders and staff.
- 
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Municipal Court - Weaknesses & Struggles

- Understaffed
 - Turnover and difficulty filling positions
 - Spanish translation of documents and website
 - Need of Warrant Officer
 - Need of operating and storage space
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Municipal Court - Threats

- Additional State mandated fee collection.
- Increase in non-compliance:
 - Additional staff time, paperwork, and accessible storage for each case
- Safety and welfare of staff and patrons:
 - Building needs additional securities and better operating facilities
- Legislative changes in court procedures:
 - May require additional staff time, paperwork, state reporting, etc.

Municipal Court – Moving Forward

➤ **Case Management Software**

- Research other case management software for more efficient and streamlined case processing.
- Determine the benefits of other case management software

➤ **Court's website**

- Restructure court's website to be more user-friendly and provide more and better information to defendant.
- All information on website should be translated in Spanish.
- Change website documents to DocuSign documents and provide a way to submitting them from website.
- Post instruction on virtual hearing

➤ **Court's Standard Operating Procedure Manual**

- Complete updates to Court's Standard Operating Procedures manual and create a procedure to continue updates as laws, ordinances and processes change.
- Create a process and continually update manual.

Municipal Court – Moving Forward

➤ **Court's Procedure Manual**

- Review procedures currently in manual.
- List procedures needing to be added.
- Create a process and continually update manual.

➤ **Access to Justice**

- Review current methods and information provided by the court.
- Create ways to initiate an increase access.
- Review notices for information provided to defendants and methods of providing notices.
- All documents given to defendants must be in English and Spanish.

Questions – Municipal Court



City Council Meeting *April 22, 2021* *Transmittal Letter*

STRATEGIC PILLAR

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

Agenda Item #: 10
Agenda Title: Receive State of the Department report for
The Taylor Public Library

Council Action to be taken: Receive report

Department Submitted: Taylor Public Library

Staff Contact: Karen Ellis, Library Director

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to provide a State of the Department presentation for the City Clerk's office and the Taylor Municipal Court.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

As part of the FY2022 budget cycle, each department will present a State of the Department presentation providing Council with the status of each department. This presentation will provide the responsibilities, challenges, strengths and weaknesses, and plans for moving forward for the Taylor Public Library.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
N/A	N/A

4. RECOMMENDATION

Receive the report.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

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

N/A

8. ATTACHMENTS

10a. [State of the Department presentation – Taylor Public Library](#)



City of Taylor

State of the Department Update

Taylor Public Library

April 22, 2021

Taylor Public Library

MISSION STATEMENT

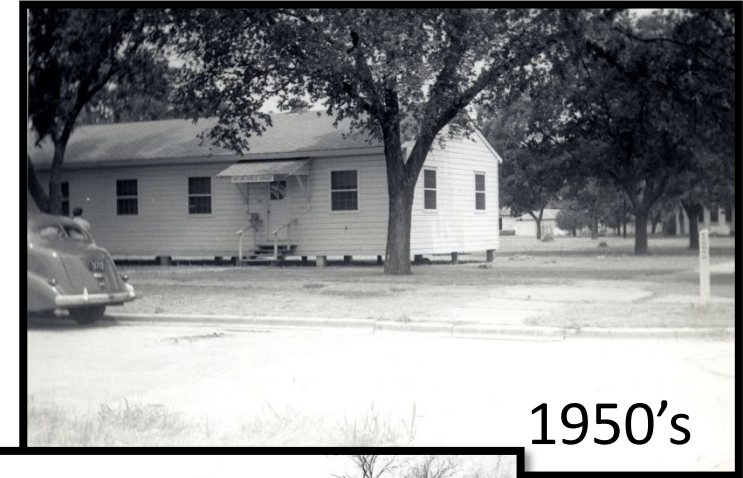
The mission of the Taylor Public Library is to promote a lifelong love of reading and to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds.

Approved by the Library Board, 2-18-97

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Taylor Public Library History

- Lending library created by the Sesame Circle, 1899.
- The Library was situated in the southwest corner of old City Hall, 1917.
- The library collections under care of Chamber of Commerce, Woman's Study Club, etc., 1935-1950's.
- New library building dedicated, 1960; closed 2002.
- Bond election passed for new library, 2003.
- Newest library building dedicated, 2007.



Taylor Public Library

Governing Codes & Standards:

- Confidentiality of Library Records: Government Code, 552.124
 - Texas Public Library Accreditation: Administrative Code, subchapter C
 - Voter Registration - Public library participation: Election Code, 20.001-093
 - Texas Library Association Public Library Standards
 - American Library Association Guidelines and Standards
- 
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Taylor Public Library: Annual Accreditation

The Texas Public Library Annual FY Report is required by the Texas State Library & Archives Commission. Accreditation gives a public library access to the following:

- Grants (state, federal, private)
- Participation in pilot projects
- TexShare Card program
- Interlibrary Loan
- E-rate
- Continuing Education
- Summer Reading Program materials
- Consultation, etc.



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

What do we do?

- Manage a collection of 55,085 materials worth **\$1,270,652.48** & membership database of **12,562**.
- Offer savings of **\$894,507.46** a year for those who checked out TPL materials rather than purchase those materials themselves.
- Free Wi-Fi inside/outside of the building.
- Research assistance.
- Access to public computers, printing, scanning & photocopying.
- Youth and adult programming.
- Meeting Room rental & use of 2 Study Rooms.
- Digitized Collections available online.
- Local History & Archives Collections



Strengths:

- Fantastic Customer Service
- Strong community support for the Library
- Responsive collection development: take public requests and recommendations.
- Public computers & free Wi-Fi: Wi-Fi extends outside of the library building.
- Meeting spaces: Meeting Room, two Study Rooms
- Youth programming: regular and seasonal, highly popular.
- Unique archives & local history collections

During COVID-19:

Virtual Storytime

Online library card application process

Curbside Pickup of library materials by appointment

Printing Pickup services

Weaknesses:

- Staff turnover/retention: low wages, working nights & weekends. Some former staff have moved to other City departments, other libraries or the school district.
 - Adult and Teen programming: programming has been erratic, apparent lack of interest. Need some training for staff, specific assignments to a staff member.
 - Suspended In-Person Services: People are doing their reading and other business elsewhere or not at all. Concerned about bringing people back into the Library.
 - Changing population: what do they want and how can we provide?
- 
- A decorative horizontal bar at the bottom of the slide, consisting of a light green gradient bar on top and a darker green gradient bar on the bottom, separated by a thin black line.

Opportunities:

- Hire specialists to expand/improve library programs: Youth Services Librarian for management of child/tween/teen programming & youth collection development. This will free up staff to focus on other activities.
 - Enhance virtual programming: more programs for different ages and interests.
 - Increase online content like e-books, e-magazines & newspapers, online movies.
 - Room to grow: the lawn to the west of the building is owned by the City specifically for library expansion. As we hit population milestone and need to expand the building for larger populations, we already have the land.
- 
- A decorative horizontal bar at the bottom of the slide, featuring a gradient from light green to dark green. A thin black line is positioned just above the bar, starting from the left edge and extending towards the center.

Threats:

- Underfunding: Unable to support new e-book options & other digital/online content.
- Staff turnover—loss of talent, institutional knowledge, lower staffing requirements for service hours.
- Accreditation for Texas Public Library. As Taylor's population increases so does requirements for accreditation.
- Public Library Standards: again, as our population grows, so do the standards.
- Library Facilities: Aging structure--cracks, some window leaks, old appliances, etc. Furniture replacement will need to continue. FY 19/20 lounge furniture replaced; FY 20/21 tasks chairs funded for replacement; FY 21/22 ATB request for meeting room furniture.



Questions?



City Council Meeting April 22, 2021 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 11
Agenda Title: Receive State of the Department report for City of Taylor Utilities and Public Works.

Council Action to be taken: Receive State of the Utility System Update

Department Submitted: Public Works

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

1. PURPOSE/DESCRIPTION

The purpose of this item is to give a comprehensive update of the Utility System and Department, part of the Public Works Department for the City of Taylor

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Since 2018, HDR has been assisting the City of Taylor with different aspects of its utility system. HDR first began with overseeing emergency repair contractors in 2018 and SCADA upgrades at the Mustang Creek Wastewater Treatment Plant (WWTP). Since then, HDR has performed work associated with the utility system and department with the following services:

- Water Master Plan
- Wastewater Master Plan
- RCR Sewer Line Preliminary Engineering Report
- 2019 Infrastructure Bond Street Projects – new water and sewer line designs for residential streets
- 2019 Infrastructure Bond WWTP Improvements
- Emergency Water/Wastewater Repairs
- Utility Rate Model Update
- Development Reviews
- Various capacity and condition memos for specific areas of the systems

Most recently, HDR has done several capacity assessments on critical pieces of the utility system, namely the treatment capacity of Mustang Creek Wastewater Treatment Plant and Bull Branch sewer conveyance. Both of these capacity situations have effect on the future growth scenarios and locations within the City.

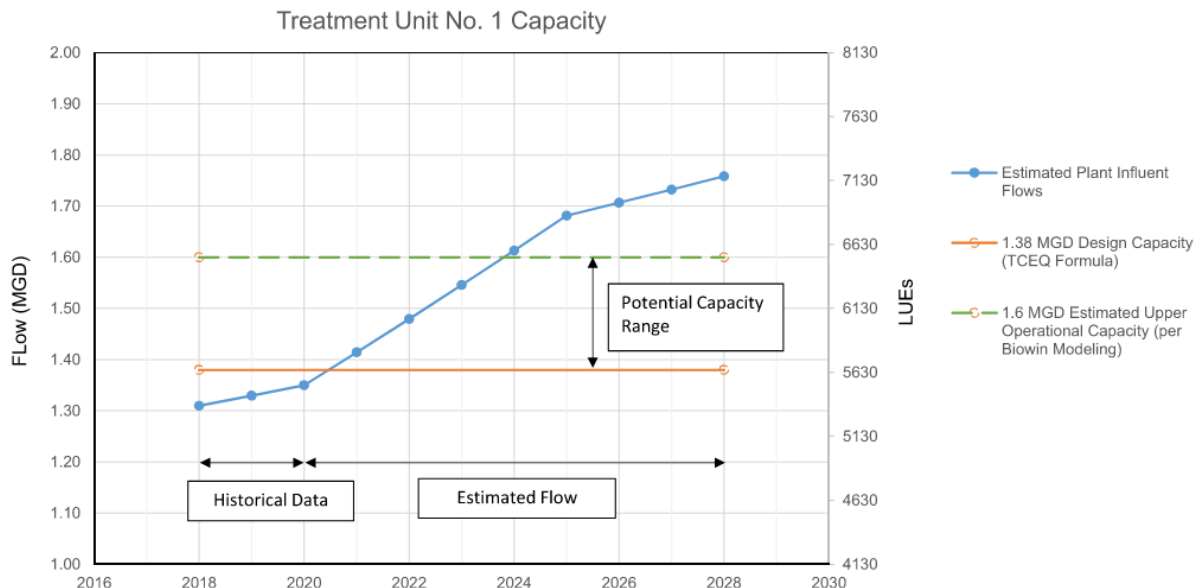
Mustang Creek WWTP

The Mustang Creek Wastewater Treatment Plant (MCWWTP) consists of two treatment trains that are permitted to provide up to 4.0 MGD average flow treatment capacity. The smaller Treatment Unit No. 1 provides approximately 37% of the treatment capacity by volume or 1.5 MGD of the 4.0 MGD permitted capacity. The larger Treatment Unit No. 2 is sized to provide the remaining 2.5 MGD capacity but is currently not useable for treatment. The condition of Unit No. 2 was evaluated as part of this study and a scope to place that unit back in service was developed into an opinion of probable construction cost (OPCC) at \$2.66M. This scope also includes some ancillary blower and controls improvements needed at the plant.

Preliminary Opinion of Probable Construction Cost

Totalized Item	Costs
Preliminary OPCC	\$ 2,662,000
Engineering/Professional Services	\$ 399,000
Welding/Coating Inspection and CMT	\$ 50,000
Total	\$ 3,111,000

The need to begin the execution of the proposed project is imperative. The capacity of Unit No. 1 was evaluated based on conservative assumptions and TCEQ criteria and also analyzed using the BioWin process model. These two approaches provide differing capacity results, in a range of approximately 1.4 to 1.6 MGD with the higher value being the realistic flow the unit can treat without exceeding permit limits. However, without the capacity of Unit No. 2, the plant only has capacity for approximately 1,000 additional Living Unit Equivalents (LUE's) before flows will be meeting or exceeding the capacity of Unit No. 1.



This gives the City another 2 to 4 years of growth depending on the actual rate of buildout for LUE projections provided by the City. In order to support continued growth

and development within the City of Taylor, especially large industrial development, these improvements should move ahead as quickly as possible.

Bull Branch Sewer Conveyance

HDR evaluated the sewer system based on requests from multiple developers interested in properties in the northwest portion of the city, which discharges into the Bull Branch interceptor. Currently, the interceptor ranges in size from a 15" at Carlos Parker Blvd. and increases to an 18" line before discharging into a 42" main upstream of Mustang Creek Wastewater Treatment Plant. There are 4 locations of 15" bottlenecks within the 18" interceptor. Eliminating these bottlenecks have been identified and recommended as part of the City's Capital Improvement Program (CIP), and they are estimated to cost \$3.3M.

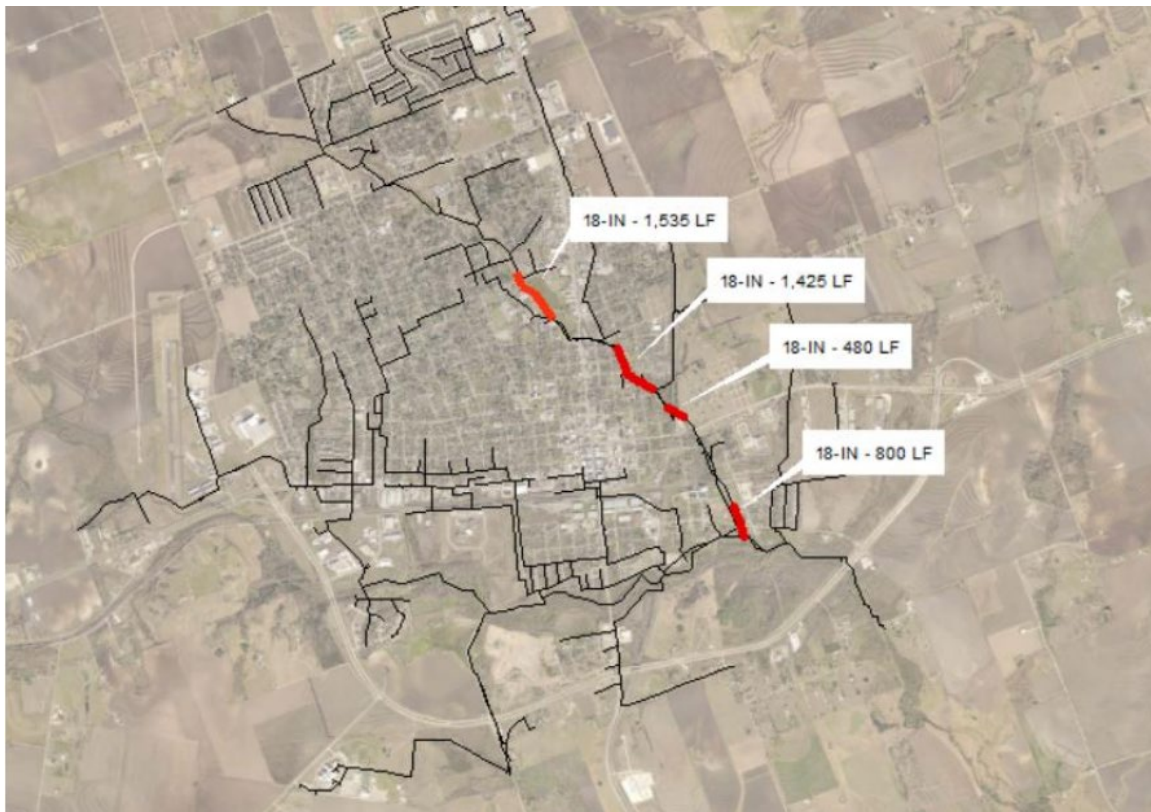


Figure 1. Locations in Current CIP to Upsize Existing Bull Branch Wastewater Interceptor from 15" to 18"

HDR evaluated a modeling scenario that added 2,000 LUEs to the City's existing flows as a representative of potential future growth. The modeling indicates the current line size would need to be 18" at the upstream limits of the interceptor and increase in size downstream. HDR has estimated this project cost to be approximately \$10M.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Water supply has no maximum demand in contract with BRA • WWTP permitted capacity allows enough treatment for future growth • Mustang Creek interceptor in south Taylor has available capacity for growth	• Single source of water • WWTP treatment capacity is limited without rehabilitation • Bull Branch interceptor has no available capacity for future LUE growth without upsizing.

4. RECOMMENDATION

Recommend receiving update

5. FUNDING SOURCE

n/a

6. TIMELINE

n/a

7. OTHER OPTIONS (In order of preference)

n/a

8. ATTACHMENTS

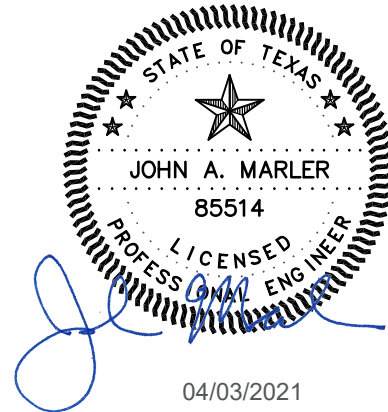
- 11a. [Aeration Capacity Study](#)
- 11b. [Capacity Evaluation Memo](#)
- 11c. [PowerPoint Presentation](#)



Technical Memorandum

Mustang Creek WWTP Aeration Capacity Study

City of Taylor, Texas
April 13, 2021



TBPE Firm Registration No. F-754



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1 Executive Summary

The Mustang Creek Wastewater Treatment Plant (MCWWTP) consists of two treatment trains that are permitted to provide up to 4.0 MGD average flow treatment capacity. The smaller Treatment Unit No. 1 provides approximately 37% of the treatment capacity by volume or 1.5 MGD of the 4.0 MGD permitted capacity. The larger Treatment Unit No. 2 is sized to provide the remaining 2.5 MGD capacity, but is currently not useable for treatment. The condition of Unit No. 2 was evaluated as part of this study and a scope to place that unit back in service was developed into an opinion of probable construction cost (OPCC) at \$2.66M. This scope also includes some ancillary blower and controls improvements needed at the plant.

The need to begin the execution of the proposed project is imperative. The capacity of Unit No. 1 was evaluated based on conservative assumptions and TCEQ criteria and also analyzed using the BioWin process model. These two approaches provide differing capacity results, in a range of approximately 1.4 to 1.6 MGD with the higher value being the realistic flow the unit can treat without exceeding permit limits. However, without the capacity of Unit No. 2, the plant only has capacity for approximately 1,000 additional Living Unit Equivalents (LUE's) before flows will be meeting or exceeding the capacity of Unit No. 1. This gives the City another 2 to 4 years of growth depending on the actual rate of buildout for LUE projections provided by the City. In order to support continued growth and development within the City of Taylor, especially large development opportunities such as the February Project, these improvements should move ahead as quickly as possible.

2 Background

The City of Taylor (City) owns and operates the Mustang Creek Wastewater Treatment Plant (MCWWTP). The plant utilizes a conventional treatment process for the influent wastewater to reduce the 5-day biochemical oxygen demand (BOD₅), Total Suspended Solids (TSS), Ammonia (NH₄-N), and bacterial constituents before discharge. The conventional treatment system has two aerated, bull's-eye treatment units centered around clarifiers with an additional third clarifier for redundant capacity. The City is experiencing rapid growth and maximizing the operational capacity of the MCWWTP is paramount to continuing this growth.

The permitted plant capacity is 4.0 million gallons per day (MGD). However, the current plant capacity is limited because some of the process units are not operational. Out of the two aeration treatment units, only the smaller treatment unit is online and the larger unit must be rehabilitated to restore plant capacity. Plant staff estimate that current flows may be near the maximum aeration capacity for the portion of the plant in service with the larger process unit being offline. Aeration treatment, in an activated sludge treatment plant, is the process that reduces BOD and ammonia influent constituent concentrations to an acceptable level to meet effluent discharge requirements. The purpose of this evaluation is to estimate when additional aeration capacity improvements are anticipated to be needed, to develop recommendations and provide Opinions of Probable Construction Costs (OPCC) for restoring the larger aeration treatment unit.

3 Existing Conditions

Two bull's-eye treatment units, Treatment Unit No. 1 and Treatment Unit No. 2, were previously installed at the plant. Treatment Unit No. 1, installed in 1987, is a concentric, circular concrete tank with Final Clarifier No. 1 situated at the center. The tank was upgraded in 1997 to expand the aeration grid throughout the outer tank. Previously, the tank was segmented to allocate part of the volume to treat settled solids from the clarifiers through digestion. Treatment Unit No. 2, installed in 1997, is a metal tank that was relocated from another plant and retrofitted with a fully incorporated aeration grid in the outer tank, which is centered around Final Clarifier No. 2.

3.1 Treatment Units

The treatment units' configurations, measurements, and aeration volumes are shown in Figure 1 and Table 1.

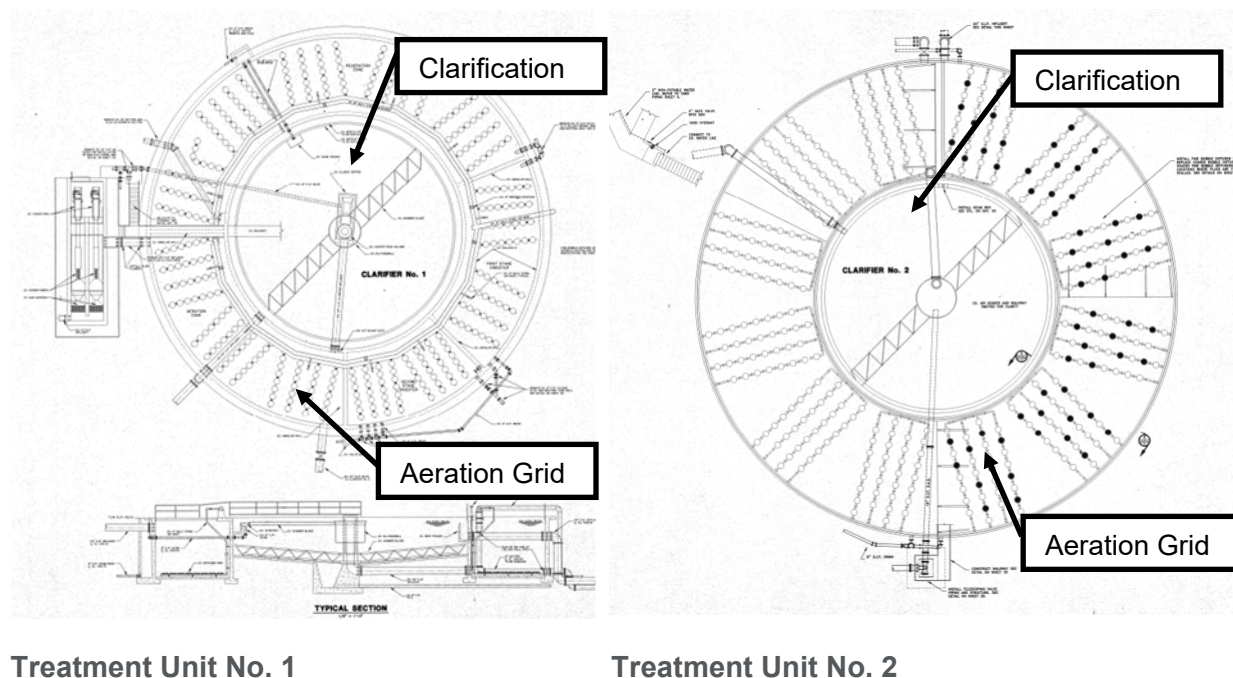


Figure 1: Schematic of Treatment Unit Nos. 1 & 2

Table 1: Treatment Unit Measurements

Treatment Unit	Inner Diameter (FT)	Outer Diameter (FT)	Aerated Volume (GAL)
Treatment Unit No. 1	67	108	589,357
Treatment Unit No. 2	67	130	1,019,444

Treatment Unit No. 2 and Final Clarifier No. 2 have been out of service for years and are in a deteriorated condition, having only been used for equalization storage when heavy rains push additional flows to the plant. Therefore, Treatment Unit No. 2 cannot be considered as available volume for the aeration capacity analysis. Significant refurbishments and rehabilitation are needed to restore operation of the unit. The aeration grid has been exposed to sunlight, causing a degradation of the PVC piping and the diffusers. The grid is deteriorated and if pressurized, many leaks in the

grid would be likely. However, the pipelines supplying the air to the tank appear to be in good condition. Corrosion and other deterioration are prevalent, although the overall tank structure has not been severely compromised and retains structural integrity. A few holes caused by rust at flanged tank drains need to be welded and patched along with other repairs and recoating the tank walls.

3.2 Influent Characteristics

The City provided HDR with data on the influent flow and the required influent parameters for treatment, namely BOD, cBOD, TSS, NH₄-N and Total Kjeldahl Nitrogen (TKN). All samples were taken from the influent channel before being measured at the plant's influent Parshall Flume. For a conservative estimate of tank capacity, the average cBOD₅ including a standard deviation value would be used. However, the average with standard deviation cBOD₅ value would limit the capacity of the tank beyond the influent conditions the plant currently experiences. Therefore, it is recommended to use the Average + ½ Standard Deviation (SD) value at 240 mg/L due to the limited number of samples and variability of the available data. Table 2 summarizes the statistical information on the influent chemical parameters, and flow statistics are shown in Table 3.

Table 2: Influent Chemical Parameters

	Influent Concentrations (mg/L)				
	BOD	cBOD	TSS	NH ₄ -N	TKN
Average	183.4	184.8	81.0	35.4	58.6
Standard Deviation (SD)	93.6	93.7	53.7	7.7	4.7
Average + ½ SD	230	240	110	40	60

Table 3: Statistical Flow Rate and cBOD₅ Loadings

	Average	Peak
Flow Rate	1.350 MGD	5.400 MGD
cBOD ₅ Loading (Average Concentration Value + ½ SD)	2,702 lb/d	10,809 lb/d

3.3 Discharge Permit Requirements

The plant must be able to treat the influent wastewater to meet the discharge concentration requirements in its TCEQ Texas Pollution Discharge Elimination System (TPDES) permit. For the MCWWTP, the maximum discharge concentrations are listed below:

- Total Suspended Solids (TSS) – 15 milligrams per liter (mg/L)
- Biochemical Oxygen Demand BOD₅ – 10 mg/L

- Ammonia (NH₄-N) – 2 mg/L

Along with aeration treatment volume, aeration equipment (blowers and aeration grid) is required to supply sufficient air flow to the tanks to meet aeration capacity requirements. The existing blowers were originally sized to provide airflow to both treatment units and the existing blowers are rated for the delivery of 5,000 standard cubic feet per minute (scfm) firm capacity (one blower out of service).

3.4 TCEQ Rules Analysis

The capacity of the aeration tanks is regulated by two primary components: cBOD₅ and flow rate. The Texas Commission on Environmental Quality (TCEQ) design criteria for cBOD₅ loading to aeration units is 35 pounds per day (lb/day) cBOD₅/1000 cubic foot (CF) (30 TAC §217.154(b)(2)).

4 Future Conditions

Because of recent and planned growth, expanding the MCWWTP is paramount to ensuring proper utilities for the City. Although the flow is expected to grow significantly, the overall characteristics of the influent waste is not expected to change.

4.1 Predicted Flow Increases

HDR worked with the City's planning group to create a model of the anticipated population growth because of proposed developments. The population increase was then converted into units for the resulting increase in wastewater flows. The current capacity of the WWTP and the expanded capacity were overlaid onto the growth curve model to develop a timeline of the required expansions. The results are shown in Figure 2.

The average influent flow at the plant over the last two years is approximately 1.3 MGD. The actual daily flows fluctuate and are significantly impacted by wet weather. There are apparently significant sources of rainfall derived inflow and infiltration in the collection system. So, the average flows in months with significant rainfall are much higher than the 1.3 MGD average and can stress the available treatment system. The growth curve indicates that the current plant, with Treatment Unit No. 2 offline, has the capacity to add approximately 1,000 LUE's to the system. Treatment Unit No. 1 is therefore capable of processing wastewater until approximately 2024 under the higher organic loading conditions. Despite both higher estimated range of capacity, the City will need to begin plans to bring Treatment Unit No. 2 back online.

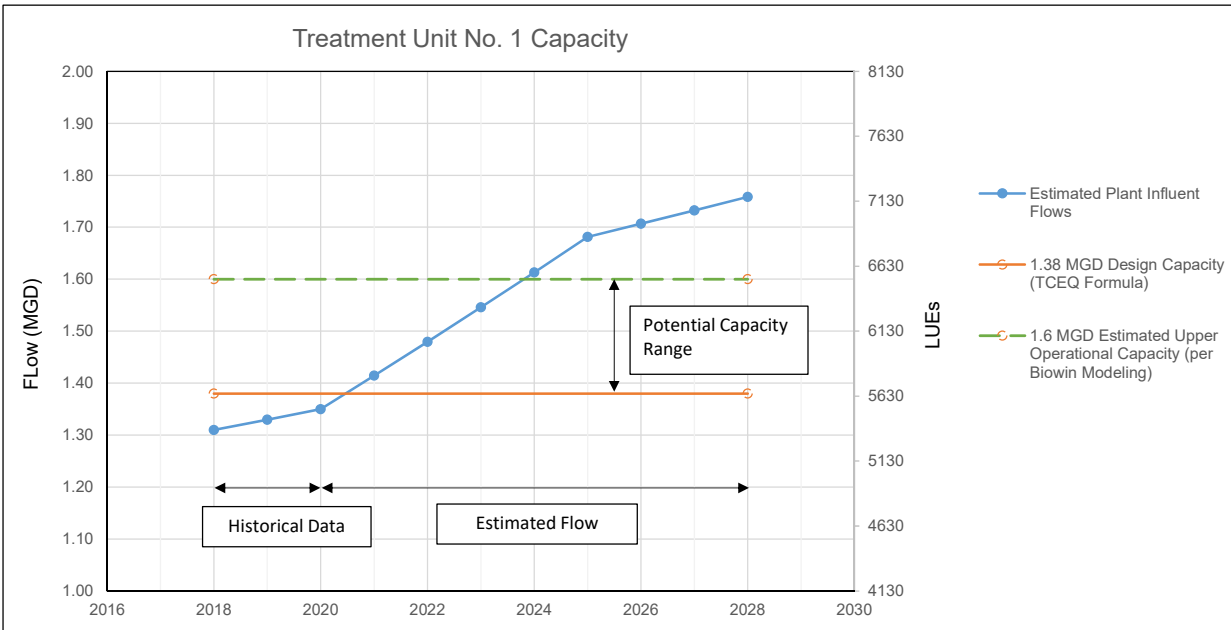


Figure 2: Growth and WWTP Capacity Curves

4.2 Capacity Analysis

For the capacity analysis, the cBOD₅ determines the total capacity for the aeration tank, according to the TCEQ loading requirements. According to 30 TAC §217.154(b)(2), the aeration units can only be designed for a maximum loading of 35 lb cBOD₅/day/1000 CF. A summary of the calculated capacity for the plant at average loading conditions and with the higher strength loading is provided in Table 4.

Table 4: Estimated Treatment Unit Capacities Based on TCEQ Criteria

Basin	BOD Loading Capacity @ 35lb/1000cf/d	Flow Capacity based on 240 mg/L cBOD ₅	Flow Capacity based on 185 mg/L cBOD ₅
Treatment Unit 1	2,757 lb/d BOD ₅	1.38 MGD	1.79 MGD
Treatment Unit 2	4,821 lb/d BOD ₅	2.38 MGD	3.12 MGD
Total	7,577 lb/d BOD ₅	3.76 MGD	4.91 MGD

Note - Values for cBOD₅ as shown in Table 2 for average and average + ½ SD

The 3.76 MGD total would derate the MCWWTP according to the TCEQ loading requirements as the existing permit is for 4.0 MGD. However, despite the cBOD₅ loading limitation from TCEQ, the plant is actually capable of treating higher loads than the Treatment Unit No. 1 regulatory capacity while still being able to meet the TPDES permit effluent limits. The air supplied to Treatment Unit No. 1 is capable of treating more than the 2,757 lb/d cBOD₅ loading shown in Table 4. An increased loading scenario was evaluated with BioWin, an industry standard wastewater modeling software, to estimate a potential capacity at 1.6 MGD based on conservative BOD and ammonia loads and a

total airflow rate at 2,500 scfm for Treatment Unit No. 1. The maximum influent/effluent treatment results are shown in Table 5.

Table 5: BioWin Simulation Results

Parameter	Influent Concentration (Load)	Effluent Concentration
cBOD ₅	250 mg/L (3,336 lb/d)	5.15 mg/L
TSS	250 mg/L (4,004 lb/d)	8.49 mg/L
TKN	60 mg/L (801 lb/d)	3.47 mg/L
NH ₄ -N	- ¹	1.45 mg/L

¹NH₄-N is typically in low concentration and not measured in the influent

TCEQ allows for BioWin evidentiary results to permit exemptions to the 30 TAC §217.154(b)(2) rule for additional organic loading. Although the BioWin results suggest that further capacity is available beyond the TCEQ limits, it is recommended that Treatment Unit No. 1 not be operated in a highly loaded scenario for extended periods.

5 Condition Assessment for Treatment Unit No. 2

Despite the relatively long downtime of Treatment Unit No. 2, the tank is generally in good structural condition and is being evaluated for rehabilitation to restore the plant's aeration capacity. The tank was evaluated for structural integrity and the condition of the aeration grid. A condition assessment was performed by HOT Inspection Services.

5.1 Structure

The inspection results indicated that the steel tank has generally retained its thickness and structural integrity throughout the tank. However, a few connections and locations around the tank show increased deterioration and would require repairs to restore the tank integrity and watertightness. The tank coatings also show signs of deterioration. Fully recoating the tank is recommended for the rehabilitation for long term corrosion protection. The Condition Assessment Report from HOT Inspection Services is included in Appendix A for reference.

5.2 Aeration System

The aeration grid is used to deliver the air required for the aerobic biological process to reduce the cBOD₅ and NH₄-N constituents. The aeration system is comprised of:

- Blowers
- Header delivery piping
- Distribution grid
- Diffusers

The existing blowers were sized to handle the plant capacity with all treatment units in service and do not require redesign. However, one of the blowers is currently out of service due to a bad motor

and is recommended to be replaced. The underground and header air piping appears to be in good condition and should not require replacement. The major pieces of equipment that will need replacement are the aeration distribution grid and the diffusers. The aeration grid is PVC piping and has been exposed to UV light through natural sunlight during its time offline. As a result the grid is brittle and has many potential areas for leaks and breaks. The diffusers were also subjected to the same environmental conditions and will require replacement. Figure 3 shows the existing condition of a portion of the grid with plants growing around it.

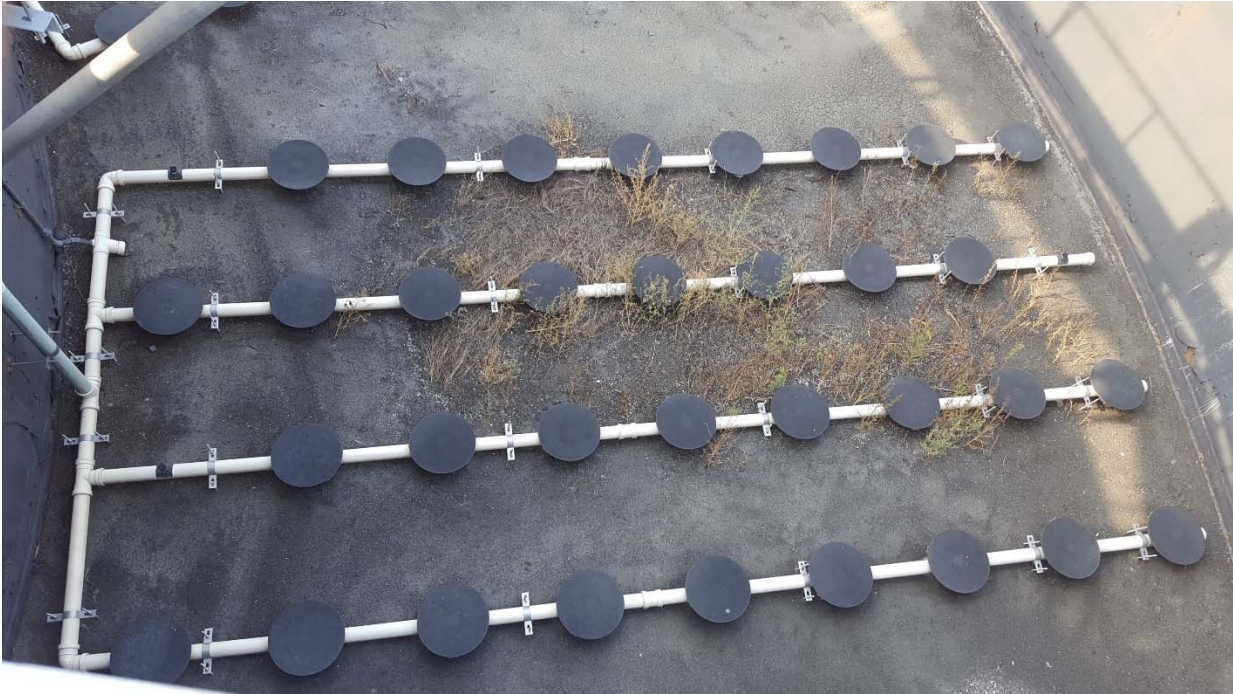


Figure 3: Existing Aeration Grid in Unit No. 2

5.3 Clarifier

Final Clarifier No. 2, upon which Treatment Unit No. 2 is centered around, has been out of commission for the same period as Treatment Unit No. 2. Clarifiers are typically comprised of a center influent mechanism, a scraper arm with supports, an effluent launder with baffling and a scum baffle, a scum beach, and associated piping connections. Due to the long downtime of the clarifier, the components of the clarifier are severely deteriorated and require replacement. The center drive mechanism is the only electrical and mechanical component. Additionally, the interior of the clarifier will need some concrete repair and coatings on all metal surfaces.

5.4 Piping

The piping systems at the MCWWTP connecting to Treatment Unit No. 2 have also been unused with no regular maintenance. With the corrosive nature of liquid streams at a WWTP, it is likely that the condition of the underground piping may be deteriorated. However without a full investigation, it is not possible to determine the extent of replacement that would be required to complete a functioning system. The piping systems involved are the air piping, influent piping, effluent piping, RAS piping, waste activated sludge (WAS) piping, and scum piping along with some piping intended for draining the processes.

6 Recommendations

To fully rehabilitate Treatment Unit No. 2, extensive work will be required. All of the recommendations from HOT Inspection Services to the tankage for the aeration system will be required. Furthermore, to fully expand the aeration capacity, Final Clarifier No. 2 will also need to be rehabilitated. The clarifier mechanism, influent piping, effluent trough, and scum box will be replaced to bring the clarifier back to operational condition. For the aeration system, it is recommended to install membrane diffusers to allow for modulation of the airflow, as opposed to ceramic diffusers which require a more consistent airflow. Most of the piping installed in the subsurface has been left dormant and exposed to UV degradation by sunlight. It is probable that the condition of the existing piping is deteriorated. Therefore, the Opinion of Probable Construction Cost (OPCC) includes a line item for the replacement of the piping.

6.1 Opinion of Probable Construction Costs

A Preliminary OPCC was developed for rehabilitating Treatment Unit No. 2 to restore the plant's aeration capacity. The estimate is a Class 4 budget as defined by the Association for the Advancement of Cost Engineering International (AACEI, No. 18R-97). The expected accuracy for a Class 4 estimate is -20% to +30%. Preliminary quantities were estimated for the recommended improvements and units costs developed. Budgetary quotes were obtained for the aeration grid, a new clarifier mechanism, and launder with weir and baffle, and installation costs were added. The piping improvements were estimated at approximately \$650,000 and included as part of the OPCC. Items not covered elsewhere in the estimate were assumed to be 20% and insurance, bonds and mobilization to be 5% of material and installation costs. For planning purposes, engineering costs were assumed to be 15% of the construction costs and added to the OPCC to get an approximation of the Total Project Cost. Table 6 summarizes the OPCC and total costs. A detailed cost breakdown is included in Appendix B for reference.

Table 6: Preliminary Opinion of Probable Construction Cost

Totalized Item	Costs
Preliminary OPCC	\$ 2,662,000
Engineering/Professional Services	\$ 399,000
Welding/Coating Inspection and CMT	\$ 50,000
Total	\$ 3,111,000

6.2 Next Steps

Once the recommended improvements are agreed upon and finalized by the City, the design of the improvements for Treatment Unit No. 2 should be commenced. The construction of the improvements will bring Treatment Unit No. 2 online and reestablish the 4.0 MGD permitted capacity for the MCWWTP for near term anticipated growth for the City.

Once the aeration system is installed and Treatment Unit No. 2 is brought back online, Treatment Unit No. 1 should be taken offline to assess the condition of the existing aeration system and other equipment. If necessary, the aeration grid of Unit No. 1 should be rehabilitated to maintain the full aeration capacity.

Appendix A. HOT Inspection Services Report

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**WWTP TREATMENT UNIT #2 INSPECTION
For
HDR Engineering
And
City of Taylor**

August 31, 2020

HOT INSPECTION SERVICES

TANK CONSULTANTS & INSPECTION SPECIALISTS

**P.O. Box 1208
ROUND ROCK, TX 78680
WWW.HOTINSPECTION.COM
(512) 244-2523**



HOT Inspection Services, Inc.

Tank Consultants and Inspection Specialists

P.O. Box 1208 • Round Rock, Texas 78680

PROJECT REPORT

TO: Troy St. Tours, P.E.
HDR Engineering
710 Hester's Crossing, Suite 150
Round Rock, Texas 78681

DATE: 8/31/20
REPORT NO: 2846-1

PROJECT: WWTP Treatment Unit #2

CUSTOMER: Contract
LOCATION: Taylor, Tx

INTRODUCTION:

The subject of this report is the general assessment of the WWTP Treatment Unit #2 at the Mustang Creek Wastewater Treatment Plant, located at 100 Larry Street in Taylor, Texas. The aeration and clarifier equipment is of welded and bolted steel coated and HDG construction. The date of construction are documented on the name plate as 1984 and built by Holloway Construction. The treatment unit was not in service at the time of inspection and had been drained. John H. Konzen, CWI, NDE Level III and NACE Level III Certified Coating Inspector and Justin Konzen, NACE Level II Certified Coating Inspector of HOT Inspection Services Inc., performed the field evaluation.

The information contained herein is as accurate as could be obtained by HOT at the time of the inspection and from the history of the respective equipment. No other assurance or warranty is expressed or implied. We assume no responsibility for any errors or omissions in this report, but will attempt to resolve concerns with the content of this report upon request. Any estimates or opinions with respect to the equipment's condition or recommendations provided by HOT in this report are based on HOT's experience and qualifications as a consultant and represent its best judgment as an experienced and qualified consultant familiar with the construction industry.

The following report provides information that is valuable in the budgeting and scheduled rehabilitation project.

OBJECTIVE:

The purpose of this evaluation was to report information as it relates to the corrosion and surface condition. The intent is to assist HDR Engineering in determining what components will need to be replaced and or identified as requiring material restoration prior to and during the rehabilitation phase of the project.

EXECUTIVE SUMMARY:

The overall condition of the treatment unit is in fair to good condition as it relates to the extent of corrosion and material loss. The survey conducted on the various components showing visual signs of corrosion and or protective coating loss indicates that minimal material replacement and or repairs will be warranted on the steel container that is comprised of the clarifier, aerator shell and partition walls in the aerator basins. Other components such as the influent well, launder troughs, basin drains and miscellaneous

support brackets will require some replacement or corrosion related repairs. Most of the corrosion effect on the equipment identified in this report was minimal to average. The base metal thickness was not reduced beyond an average of .020”-.060” on most all areas inspected and tested that were showing coating failure and pin point (pitting) corrosion . Areas consisting of greater material thickness loss were isolated to the surfaces that remain in contact and below the sludge level are identified in this report with photos. The greatest corrosion damage was on the bolts at the bolted connection brackets on the clarifier launder troughs the influent well support brackets and the basin drains. This inspection confirms that a complete surface preparation and protective coating installation in addition to launder trough brackets and bolts is the best rehabilitation procedure for returning the treatment unit back to service.

INSPECTION RESULTS:



WWTP Treatment Unit #2

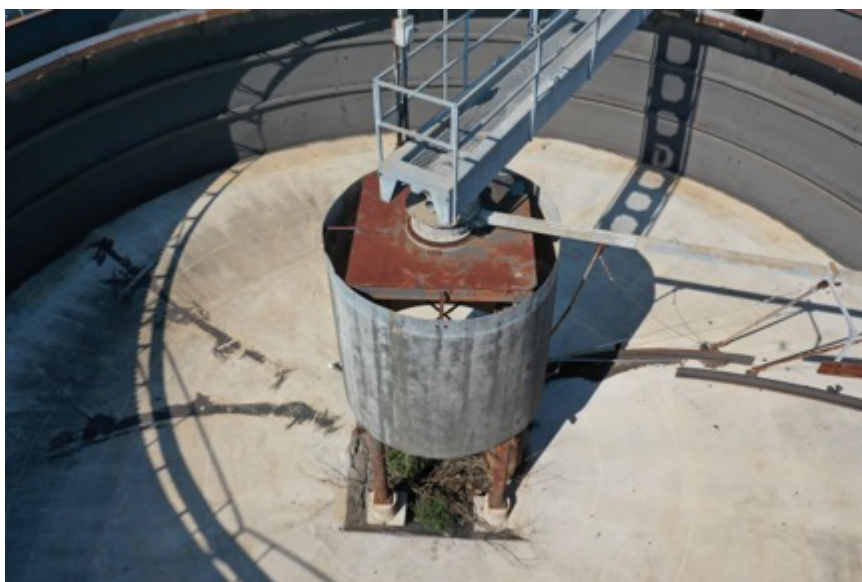


Name Plate

AERIAL PHOTOS OF WWTP







Exterior of Aerator Basin Wall

- 1st Shell Ring = 7/16"
- 2nd Shell Ring = 5/16"

The coatings on the exterior has chalked and is brittle with a fair adhesion rating of 3A. There are several areas where the coating has failed and delaminated which is exposing the steel substrate. Most of the surface area of the shell is being protected by the coating which is providing fair protection to the steel substrate. The average coating thickness is 14 mils and appears to be an epoxy primer with a urethane top coat. The foundation is below grade on the north side of the tank for about 60' which has allowed the soil to be in contact with the wall chime to the exterior shell plate. Piping on the north side consisting of the effluent line, digester drain, aeration interconnect have been covered with vine growth and showing coating degradation. There are seven (7) drain retrofits for the aeration basin that consists of 8x4 HSS tube members welded into the wall chime. The chime is approximately a C12x20.7 embedded into the concrete foundation. The connection of the channel and HSS funnel has severely corroded and is not leak tight.

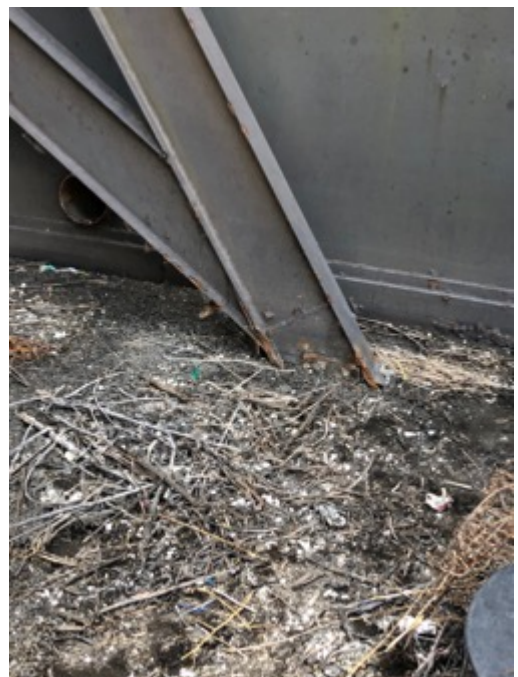




Interior of Aerator Basin and Partition Walls

- Partition Wall Thickness = ¼"

The interior coating system is showing signs of brittleness and poor adhesion. The coating appears to be a coal tar epoxy and averages 28 mils thick. The locations examined representing where the coating has failed, have corroded away the steel substrate thickness from .020 - .060 inches deep. Several abandoned clips and previously removed lugs exist along the interior wall. Those surfaces will require some grinding to remove sharp edges and eliminate coatings maintenance issues. Three of the four partition walls are supported by I-beam braces and channel supports to the concrete floor. Most all of the support structure and floor chime that has been submerged in the sludge has corroded and will require additional evaluation once the abrasive blasting has exposed the surfaces during the construction phase.





Interior and Exterior of Clarifier Wall

- 1st Shell Ring = ¼"
- 2nd Shell Ring = ¼"

The interior coating system is showing signs of brittleness and poor adhesion. The coating appears to be a coal tar epoxy and averages 28 mils thick. The locations examined representing where the coating has failed, have corroded away the steel substrate thickness from .020 - .060 inches deep. Several abandoned clips and previously removed lugs exist along the interior wall. Those surfaces will require some grinding to remove sharp edges and eliminate coatings maintenance issues. Most all of the floor chime that has been submerged in the sludge has corroded and will require some special assessment once the abrasive blasting has exposed the surfaces.





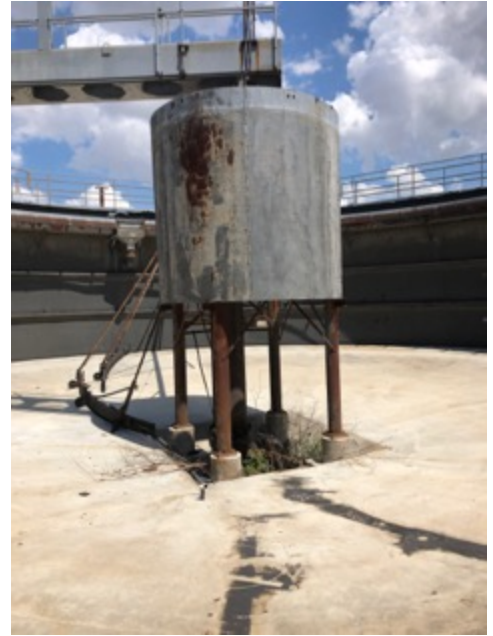
Clarifier Launder Trough

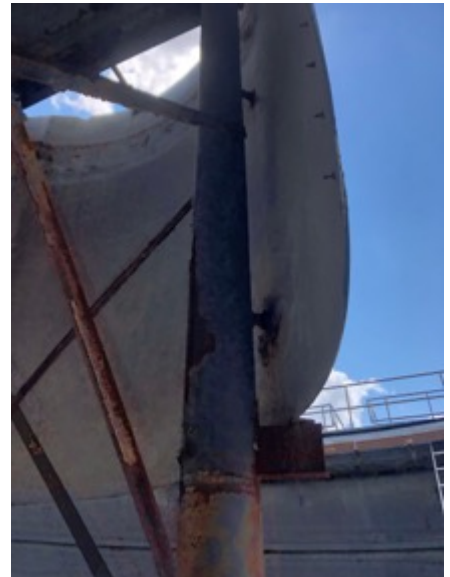
The clarifier trough floor was mainly covered in debris. After cleaning some random areas, it was determined the most of the top coating has failed and is experiencing some pitting corrosion where the underlying coating has failed. The bolts attaching the v-notched weir to the trough are corroded along with the brackets holding the skimmer arm guide to the trough. The trough has been fabricated from 1/4" plate and is not seal welded at the corner joints. The skimmer guide is constructed from galvanized steel and not showing the amount of corrosion the remaining components making up the launder trough.



Influent Well

The support tower was found to be structurally sound with the coatings totally failed. The cross braces are in-tact and providing stability to the well tower. The well skirt is galvanized but is showing rash rusting. The support clips and bolts that fasten the skirt to the tower frame are corroded and are failing to adequately support the skirt.





RECOMMENDATIONS:

1. **Basin Drains** - The seven (7) HSS drains in the wall of the aerator should be removed and permanently plated to seal the chime and shell. The concrete floor should be excavated out around the bottom of the HSS member to enable access for cutting and welding.



2. **Typical Interior Shell Corrosion/Pitting** - After interior abrasive surface preparation, the pitting areas should be filled with a Tnemec Series 215 100% Epoxy Filler as deemed necessary by the Engineer and Inspector. This will restore the surface and prevent blistering and coating failure after the coating has been applied.



3. Partition Wall Channel Brace Supports – The ten (10) C-channel supports should be evaluated after abrasive blasting and removed or replaced. The design purpose of the structural support channel is unknown and should be evaluated by a structural engineer and addressed as a corrosion related bid item repair budget.



4. Partition Wall I-Beam Supports – The twenty-four (24) I-beam supports should be evaluated after abrasive blasting and repaired as deemed necessary. It is not expected that there will be any structural integrity concerns from the corrosion that has attacked the base of these supports. The repairs will be addressed as a corrosion related bid item repair budget.



5. **Abandon Brackets and Lugs** – There are approximately 35 locations that will require power tool grinding prior to the abrasive blasting to remove the sharp edges and slag. This will provide a smooth surface for eliminating coating maintenance issues.



6. **Launder Trough and Skimmer Guide Brackets** – The launder trough should be replaced. The v-notched weir should be removed prior to the surface preparation to allow access to the surface interfaces. All of the fifty-five (55) skimmer guide brackets should be replaced along with the bolts. As an option, the launder trough could be removed and re-designed/replaced to incorporate the weir notches into a new trough.



7. **Influent Well** – The skirt and support clips should be removed and replaced with new brackets and steel skirt.



8. **Pipe Fittings** – The twelve (12) dresser fittings on the galvanized piping adjacent to the catwalk, are rash rusting and should be removed and properly surface prepared and coated.



9. **Coatings Rehabilitation** – The surfaces of the Aerator, Clarifier, all non-galvanized Support Brackets, Influent Well and Associated Piping should be properly cleaned and re-coated with an industrial coating system. All galvanized components should be protected from over-blast and over-spray. A professional set of specifications should be written with detail in the execution and application steps.

10. On-Site Quality Assurance Surveillance – A NACE Certified Coatings Inspector and AWS Certified Welding Inspector should be employed during the Rehabilitation Project.

BUDGET:

The budget does not take into account cleaning out the treatment unit and removing unused equipment and the diffusers. We assume there are relative mechanical components that will be redesigned and replaced that are not accounted for at this time and will be addressed in the final design for rehabilitation.

Item 1 Basin Drains <i>(based on \$1,500 per drain x 7)</i>	\$10,500
Item 2 Shell Corrosion <i>(based on an estimated 200 sq./ft @ \$50 per)</i>	\$10,000
Item 3 Wall Channel Supports <i>(based on 50 mhrs @ \$150/hr.)</i>	\$ 7,500
Item 4 Wall I-beam supports <i>(based on 100 mhrs @ \$150/hr.)</i>	\$15,000
Item 5 Brackets/Lugs <i>(based on 40 mhrs @ \$120/hr)</i>	\$ 4,800
Item 6 Launder Trough <i>(based on 207' @ \$300/Lf and \$150/bracket x 55)</i>	\$70,350
Item 7 Influent Well <i>(based on lump sum)</i>	\$15,000
Item 8 Pipe Fittings <i>(based on 12 fittings @ \$100/fittings)</i>	\$ 1,200
Subtotal Items 1-8	\$134,350
Item 9 <i>(See subtotal below for Coatings Rehab)</i>	-----
• Aerator Wall Exterior (6,584 sq./ft @ \$12.00 per sq./ft.)	\$79,008
• Exterior Piping (lump sum)	\$ 5,000
• Aerator Wall Interior (6,584 sq./ft. @ \$11.50 per sq./ft.)	\$75,716
• Partition Walls & Frames (6,096 sq./ft. @ \$9.50 per sq./ft.)	\$57,912
• Clarifier Wall Interior/Exterior (6,624 sq./ft. @ \$9.50/sq./ft.)	\$62,928
• Influent Well (lump sum)	\$ 8,000
Subtotal item 9 Coatings Rehab	\$288,564
Item 10 Certified Welding and Coatings Inspector	\$38,000
Contingency @10% of \$422,914	\$42,291
Total Budget	\$503,205

CONCLUSION OF OBSERVATION:

The intent of this report is to convey the general condition of the Treatment Unit and make reasonable recommendations to HDR Engineering and the City of Taylor on rehabilitating the clarifier Unit. The cost associated with a total rehabilitation will be substantial and should be considered sensitive to the time of bidding as it relates to our economy.

In conclusion to the inspection and evaluation of the above referenced clarifier, it is the opinion of HOT Inspection Services that the recommended steps are an integral part in maintaining the integrity of the Treatment Unit. HOT Inspection Services, Inc., assumes no responsibility for losses of any kind due to our interpretation of the quality of the material submitted. All data and information will be held strictly confidential.

HOT Inspection Services, Inc.



John H. Konzen
NACE Certified Coating Inspector #7841
AWS Certified Welding Inspector #85040251
AWS Certified Welding Educator #9612020E
NDE Level III



****END OF REPORT****

Appendix B. Detailed Opinion of Probable Construction Costs

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Opinion of Probable Construction Cost								
City of Taylor								
Mustang Creek Treatment Unit No. 2 Rehabilitation								
Conceptual OPCC								
4/5/2021								
Description					Quantity	Unit	Unit Price (\$/unit)	Total (\$)
Division 01 - General Requirements								
Startup and Testing					1	LS	\$20,000	\$20,000
Shop Drawings					1	LS	\$12,000	\$12,000
Stabilized Construction Entrance					1	LS	\$2,000	\$2,000
Demolition - 2IN Steel Pipe					215	LF	\$1	\$215
Demolition - 8IN DIP Drain Line					450	LF	\$4	\$1,800
Demolition - 16IN DIP Air Supply					360	LF	\$8	\$2,880
Demolition - 18IN DIP RAS Collection					375	LF	\$9	\$3,375
Demolition - 24IN Raw WW					400	LF	\$12	\$4,800
Demolition - 24IN DIP MLSS					350	LF	\$12	\$4,200
Demolition - 24IN Effluent Piping					120	LF	\$12	\$1,440
Fence removal					1	LS	\$2,000	\$2,000
Remove Existing Manhole					2	EA	\$2,500	\$5,000
Division 02 - Existing Conditions								
Not used								
Division 03 - Concrete								
Misc./Thrust Blocking					15	CY	\$750	\$11,250
Blower pads					5	CY	\$750	\$3,750
Precast Manhole Installation, 6 FT Dia.					2	EA	\$8,000	\$16,000
Division 05 - Metals								
Stabilize Access Stairs at Grade					1	LS	\$8,000	\$8,000
Division 09 - Finishes								
Coatings Rehab					1	LS	\$280,564	\$280,564
Manhole Coatings					2	EA	\$1,500	\$3,000
Division 10 - Specialties								
Signage					1	LS	\$2,000	\$2,000
Identification and Tagging					1	LS	\$2,000	\$2,000
Division 23 - Exterior Improvements								
Top Soiling and Seeding					1	LS	\$12,000	\$12,000
Remove and Replace Sidewalk, 4 IN Thk.					900	SF	\$15	\$13,500

City of Taylor							
Mustang Creek Treatment Unit No. 2 Rehabilitation							
Conceptual OPCC							
4/5/2021							
Description				Quantity	Unit	Unit Price (\$/unit)	Total (\$)
Division 26 - Electrical							
Exterior Lighting				1	LS	\$30,000	\$30,000
Ductbank				600	LF	\$53	\$31,800
Feeders				1	LS	\$50,000	\$50,000
Clarifier motor starter				1	EA	\$3,000	\$3,000
150HP VFD				3	EA	\$30,000	\$90,000
MCC modifications				1	LS	\$125,000	\$125,000
Division 32 - Earthwork							
Trench and Excavation Safety				1	LS	\$10,000	\$10,000
Silt Fence				1,000	LF	\$2.50	\$2,500
Division 40 - Process Interconnections							
2IN Steel Pipe				215	LF	\$25	\$5,375
8IN DIP Drain Line				450	LF	\$155	\$69,750
Misc. Air piping SST				1	LS	\$35,000	\$35,000
16IN DIP Air Supply (SST)				360	LF	\$240	\$86,400
18IN DIP RAS Collection				375	LF	\$280	\$105,000
24IN Raw WW				400	LF	\$300	\$120,000
24IN DIP MLSS				350	LF	\$300	\$105,000
24IN Effluent Piping				120	LF	\$300	\$36,000
2IN Gate Valve				1	EA	\$150	\$150
2IN Ball Valve				2	EA	\$200	\$400
8IN DIP Gate Valve				3	EA	\$3,500	\$10,500
18IN DIP Gate Valve				1	EA	\$16,000	\$16,000
24IN DIP Gate Valve				3	EA	\$25,000	\$75,000
Control Panel				1	LS	\$10,000	\$10,000
Programming and field Testing				1	LS	\$12,000	\$12,000
HMI Development, Database, Testing, Radio Config				1	LS	\$18,000	\$18,000
Field Instrumentation and Field Wiring				1	LS	\$25,000	\$25,000
Basin Drains				7	EA	\$1,500	\$10,500
Shell Corrosion (per 200 SF)				200	SF	\$50	\$10,000
Wall I-Beam Supports				100	MHRS	\$150	\$15,000
Brackets/ Lugs				40	MHRS	\$120	\$4,800
Pipe Fittings				12	EA	\$100	\$1,200
Division 43 - Gas Processing and Liquid Handling, Purification, and Storage Equipment							
Multistage Centrifugal Blower				3	EA	\$52,000	\$156,000
Division 46 - Water and Wastewater Equipment							
65 Ft Gravity Clarifier Mechanism (includes FRP weir, baffles & launders)				1	LS	\$258,000	\$258,000
Aeration Grid w/Membrane Disc Diffuser				1	LS	\$162,000	\$162,000
Subtotal Without Piping Improvements							\$1,453,000
Subtotal of Piping Improvements							\$648,000
Subtotal							\$2,101,000
Items Not Covered Elsewhere						20%	\$290,600
Insurance, Bonds, & Mobilization						5%	\$87,200
Contractors OH&P						10%	\$183,100
Subtotal							\$2,661,900
Engineering/Professional Services						15%	\$399,300
Total							\$3,061,200

Memo

Date: Tuesday, April 13, 2021

Project: City of Taylor

To: Tom Yantis, AICP

From: Heather Lindner, PE
Jacob Walker, PE

Subject: Bull Branch Interceptor Capacity Evaluation

As part of the ongoing water and wastewater master planning effort, the City has developed a hydraulic model of the wastewater collection system. The model is based on the City's GIS network, and supplemented by a manhole elevation survey on the larger collection mains. The model is not calibrated to any field flow measurements, and conservative wet weather peaking factors based on daily wastewater treatment plant influent flow data were included in the hydraulic modeling. The master planning effort was put on hold while the City's comprehensive plan is developed, to be consistent with any future population or land use projections. The master planning and hydraulic modeling to date is limited to analysis of the existing system capacity. This hydraulic modeling indicates significant surcharging is occurring along the Bull Branch interceptor during wet weather, and possibly sanitary sewer overflows. Field visits and installation of monitoring devices is in planning to validate the model results. Because this interceptor follows Bull Branch Creek, it is possible that there are sanitary sewer overflows during wet weather events that cannot be observed.

Currently, the interceptor ranges in size from a 15" at Carlos Parker Boulevard and increases to an 18" line before discharging into a 42" outfall line south of MLK Blvd. At several points along the interceptor, the 18" line decreases to 15" before increasing to 18" again. HDR continued to update and refine the hydraulic model as developments such as The Grove and T70 were processed to develop some preliminary CIP recommendations, including upsizing this Bull Branch interceptor. The City's current CIP includes \$2,161,500 to upsize these 15" bottlenecks in three locations along the Bull Branch interceptor. The CIP also includes an additional \$1,152,000 to upsize a portion of the existing 15" interceptor to 18", for a total of \$3,313,500. The modeling indicates that removing these 15" bottlenecks does not eliminate the surcharging in the interceptor, but reduces it sufficiently to prevent sanitary sewer overflows under existing peak flow conditions. These locations of upsizing from 15" to 18" currently in the City's CIP are shown in Figure 1.



Figure 1. Locations in Current CIP to Upsize Existing Bull Branch Wastewater Interceptor from 15" to 18"

The City frequently receives requests by developers regarding available capacity in the sanitary sewer system, especially in the northwest portion of the city, which discharges into the Bull Branch interceptor. One of the most recent requests includes the addition of approximately 550 LUEs at County Road 367. This development is part of approximately 2,000 LUEs that are in various stages of planning in the northwestern part of the City. HDR evaluated a modeling scenario that added these 2,000 LUEs to the City's existing flows. The LUEs were modeled based on 245 gallons/day/LUE for wastewater dry weather flows. Wet weather flows were modeled based on a peaking factor of 6 over average dry weather flows.

That scenario required upsizing the Bull Branch interceptor starting at 18" and increasing to 24" before discharging to the 42" outfall main, as shown in Figure 2. These diameters allowed the interceptor to convey existing peak flows, plus the peak flows from these additional 2,000 LUEs, at 80% of the pipe's full capacity, which is consistent with the City of Austin's utility design criteria.

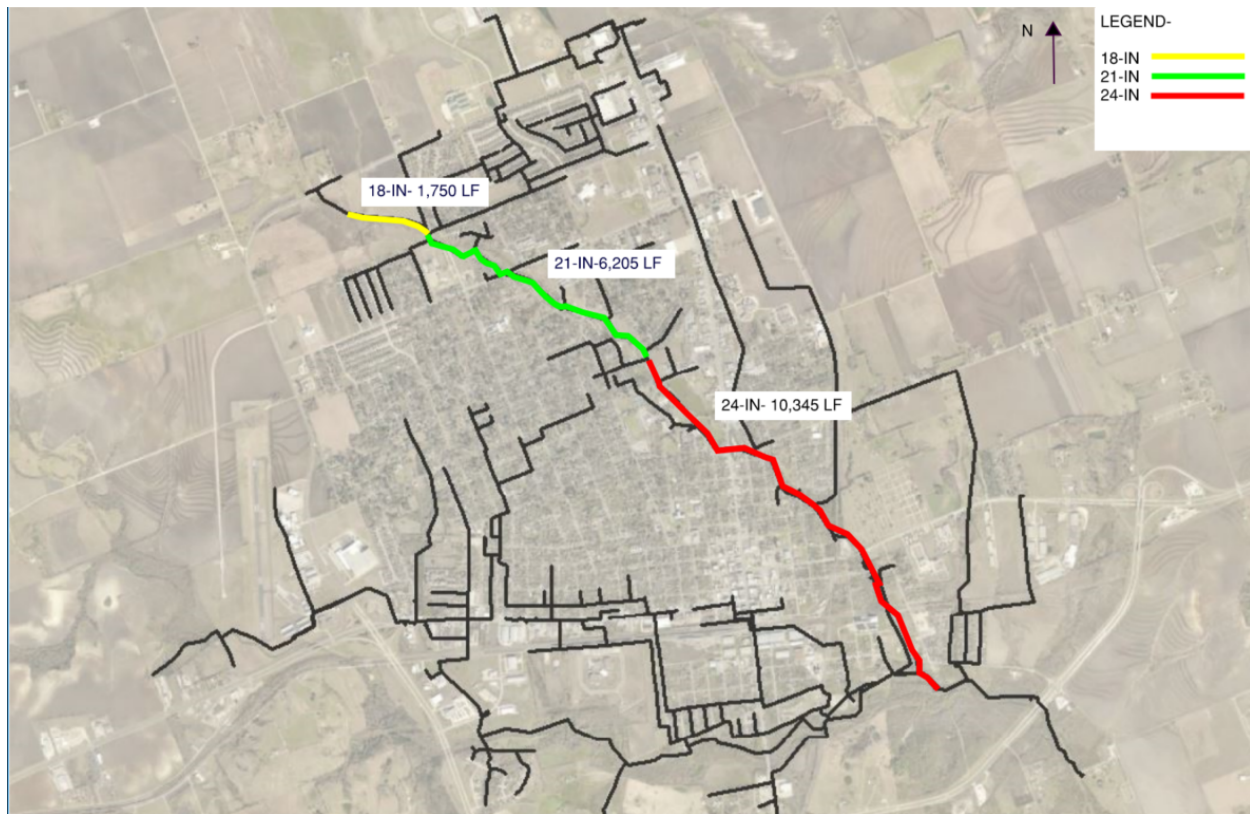


Figure 2. Proposed Bull Branch Wastewater Upsizing to Convey Peak Flows from 2,000 Additional LUEs in the Northwest

All of the developments are residential, and their daily peak flows will enter the Bull Branch interceptor at the same time. Further down in the interceptor, these peak flows from individual developments become somewhat attenuated. The modeling indicates that this, combined with the ground terrain and resultant slope of the interceptor, requires an 18" line at the upstream limits of the interceptor. This would fully convey both existing peak wet weather flows plus flows from 2,000 additional LUEs at less than 80% pipe full capacity.

This upsizing is estimated to cost approximately \$9,981,000. Upsizing the Bull Branch interceptor involves complicated construction through the City, next to a creek, with many roadway and railroad crossings, as well as significant bypass pumping. This upsizing does not provide any additional capacity for future growth beyond the short-term 2,000 LUEs that are currently projected in the northwest.

The City's current CIP includes \$3,313,500 to relieve the existing bottlenecks in the interceptor, and upsize an additional portion of the interceptor from 15" to 18". The cost to accommodate the 2,000 LUEs of growth anticipated in the northwest is estimated at \$9,981,000. Therefore, the difference of \$6,667,500 can be attributed to capacity increases necessary to accommodate growth generated by development in the northwest part of the City.

The final recommended sizing of the Bull Branch interceptor will factor in additional capacity for future growth. The City's wastewater master plan and comprehensive plan will include

population and land use projections. Until those projections are completed, HDR performed a sensitivity analysis to determine how many additional LUEs (above existing flows plus flows from the 2,000 proposed LUEs) could be accommodated for incrementally increasing the sanitary sewer line size by one pipe diameter, as shown in the following table:

Increased Pipe Sizes	Additional Available Capacity (LUEs)
21", 24" and 27"	5,500
24", 27" and 30"	6,250

Ultimate growth will also impact the capacity of the 42" WWTP influent line, as well as the WWTP itself, which will be considered during the master plan. The master plan will also evaluate additional alternatives to address growth in the northwest portion of the City, such as a new northside satellite WWTP, peak flow storage during wet weather events, or routing flows from those developments to other portions of the system that may have more available capacity. These alternatives may be a more cost-effective solution to convey flows from new developments in the northwest part of the City.

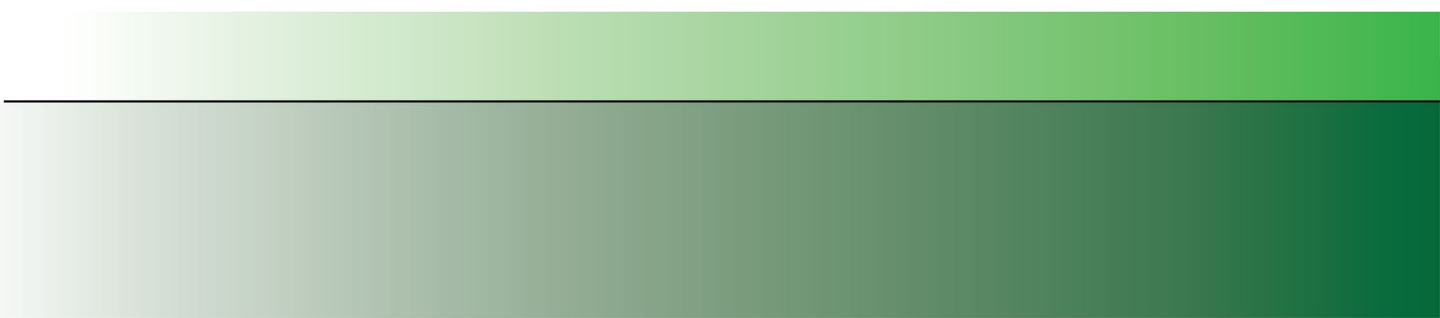
State of Utilities

Council Date: 4/22/2021

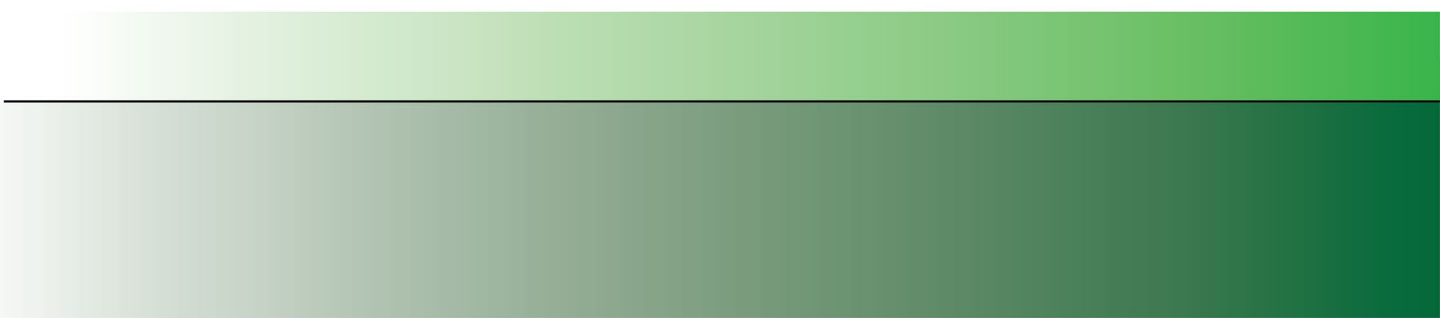
State of Utilities

- Utility Department Overview
 - *Jim Gray (COT) – Public Works Director*
- Recently Complete and Current CIP Projects
 - *Jacob Walker, P.E. (HDR) – City Engineer*
- Water Supply
 - *Jacob Walker, P.E. (HDR) – City Engineer*
- Water & Wastewater Systems – Master Plan Existing Conditions
 - *Heather Lindner, P.E. (HDR) – W/WW Master Planning Project Manager*
- WWTP – Design/Construction
 - *John Marler, P.E. (HDR) – WWTP Design Project Manager*
- Utility System & WWTP Operations
 - *Chris Malinowski, P.E. (HDR) – Utility Management & Operations Lead*
- Summary of Critical Projects
 - *Jacob Walker, P.E. (HDR) – City Engineer*

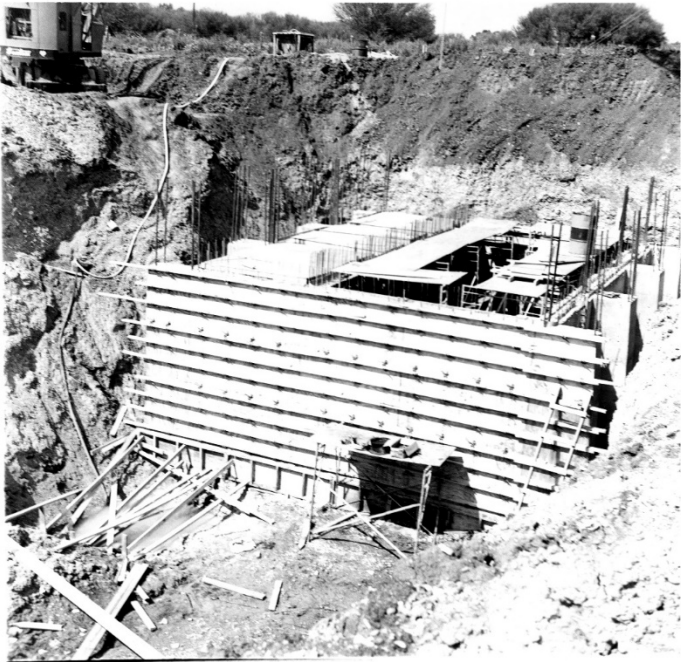
Utility Department Overview

- The Utilities Division is responsible for the water storage and distribution system. The wastewater collection and treatment plant, and utility infrastructure inspections. We also perform all system testing for the TCEQ.
- 
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Background

- Serving Taylor since 1876
 - Currently located at 1201 N. Main St. and 100 Larry St.
 - Total department staffing – 19.
 - Rotation of two personnel a week for Utility Maintenance and one person for WWTP for on-call services.
- 
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Background



What Maintenance and Inspections Do We Do?

- Water main repair.
- Wastewater main repair.
- Water service repair.
- Wastewater service repair.
- Valve Replacement
- Subdivision Infrastructure Inspections
- BAC-T testing.
- Chlorine residual testing.
- Monthly flushing.
- Plan review.
- Camera sewer services
- Replace meter cut-offs.
- Fire Hydrant replacement and installation.

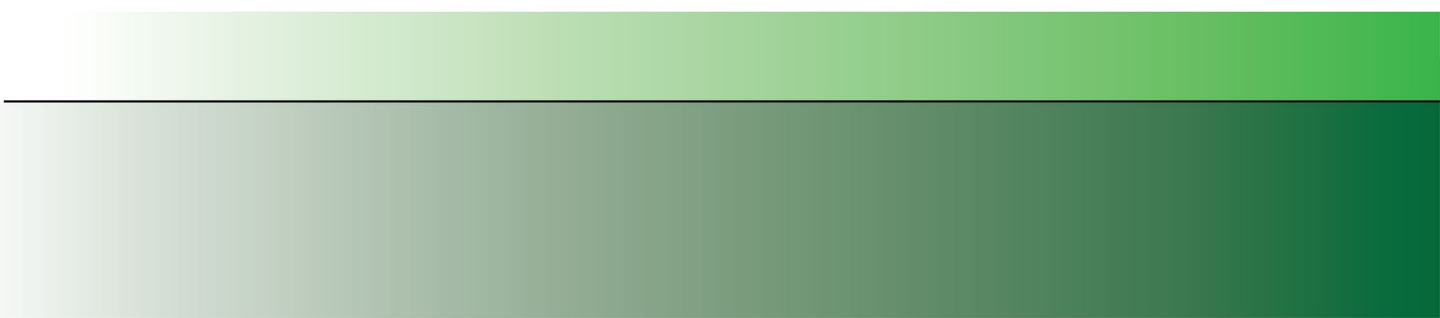
Frequency of Maintenance

- Water Main Repairs – 8 per month, 96 per year.
- Wastewater service line clogs – 33 per month, 396 per year.
- Water Tap Installation – 4 per month, 48 per year.
- Wastewater Line Repair – 29 per month, 348 per year.
- Sewer Tap Installation – 4 per month, 48 per year
- City Side Clean Out Installation – 4 per month, 48 per year
- Camera Jobs – 5 per month, 60 per year.
- Water Testing – 20 samples per month, 240 per year
- Wastewater Treatment Plant Testing – 32 per month, 384 per year.
- Manholes and Lift Stations – Daily
- Service Meter Cut-offs – 10 per month, 120 per year.

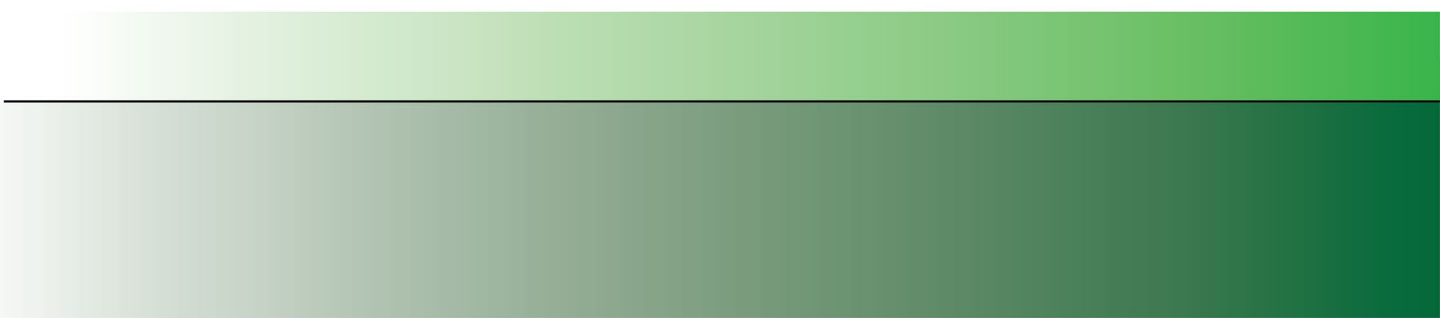
Timing of Main Break Repair

- Notified.
- 30-minute response.
- Set up barricades.
- Identify and call locates (minimum 2-4 hours).
- Find valves and turn off water (30 minutes).
- Excavation (1 hour).
- Average pipe repair (1 hour to 6 hours) not including times stated above.
- Backfill (1 hour)
- Clean Up (30 minutes)

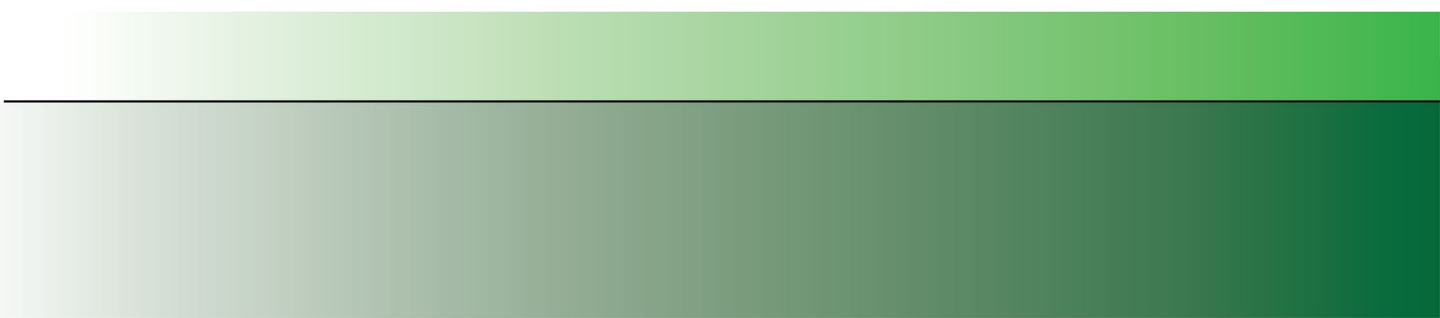
Services and Proposed Services

- Population has increased 30% since 2010
 - 1281 new homes currently planned or under construction
 - New water/sewer main and services in each development
 - Several thousand more homes proposed
 - New commercial development – RCR Rail and more
- 
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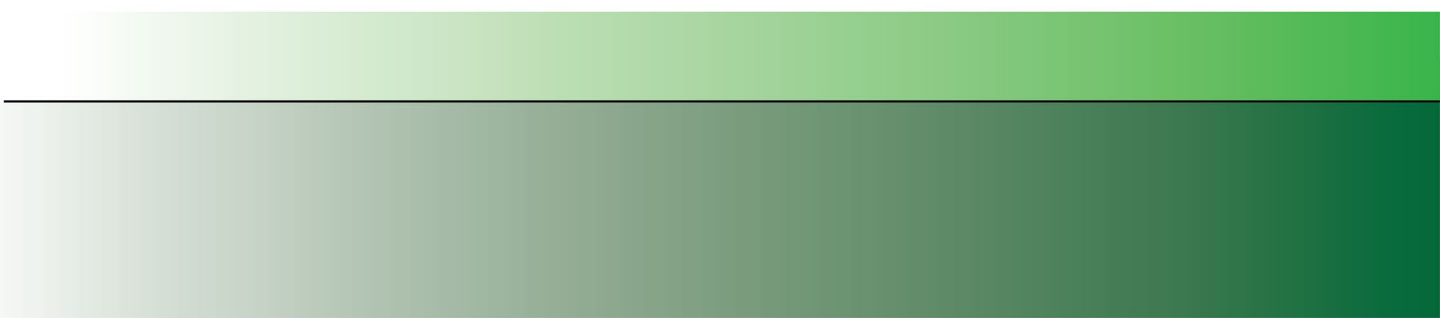
Strengths

- TCEQ reporting.
 - Smoke testing of sewer lines.
 - Water leak detection
 - Strong working relationship with area partners.
- 
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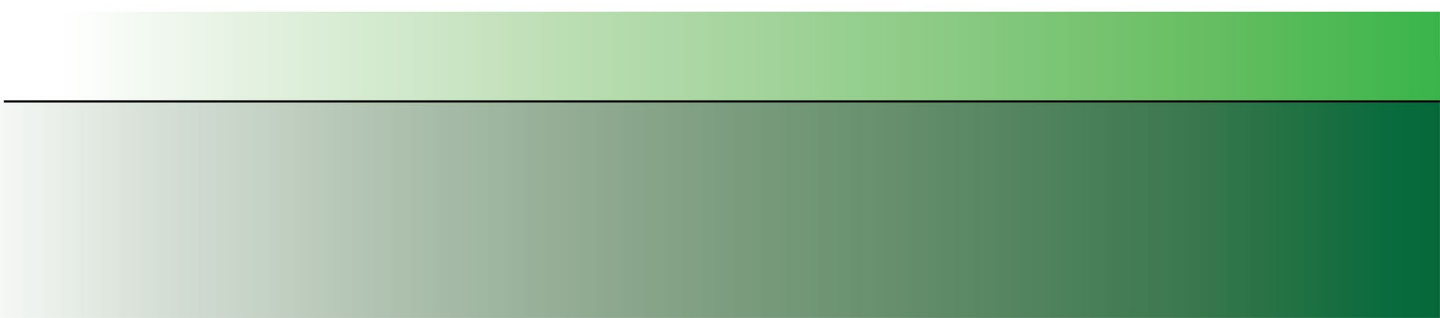
Weakness

- Lack of personnel or contract services.
 - Deteriorating infrastructure.
 - Lack of funding for materials and equipment to maintain infrastructure.
 - Water loss.
 - Lack of valve program.
 - Capacity of lines for new growth.
- 
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Opportunities

- Master plans
 - Working with HDR (expertise , GIS Mapping)
 - Increase training.
- 
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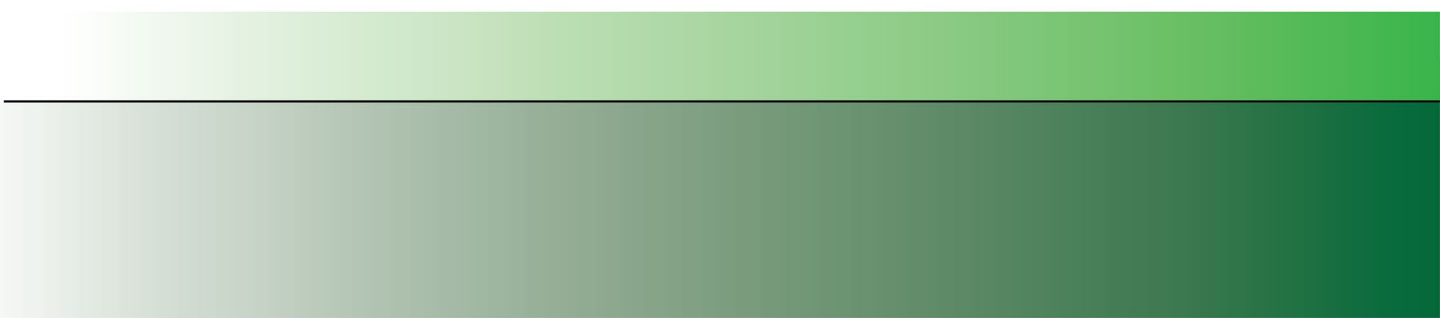
Threats

- Loss of personnel.
 - Identify second water source.
 - Disruption of our single water line from BRA
 - Deteriorating infrastructure.
- 
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Regulations and Standards

- TCEQ
- AWWA
- City of Taylor Engineering Manual

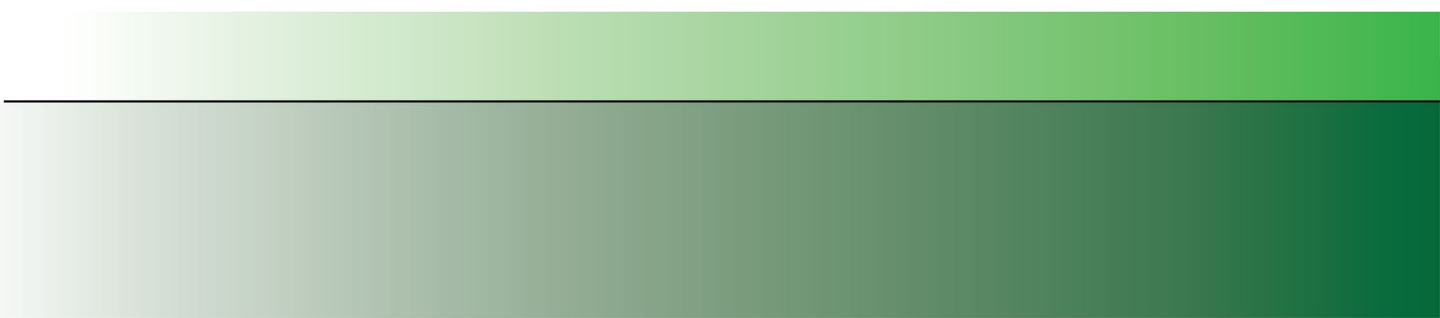
Priorities

- Increased staffing – Stand alone crew for valve maintenance with minimum of three personnel.
 - Water/wastewater repair.
 - Valve maintenance.
 - Equipment purchases.
- 
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Current and Proposed Staffing Levels

- Public Works Director
- Administrative Assistant
- Utility Maintenance Superintendent/Inspector
- Assistant Superintendent/WWTP Supervisor
- 3 Crew Leader II
- 3 Crew Leader I
- 1 Utility Maintenance Worker II
- 8 Utility Maintenance Worker I
- 1 Wastewater Treatment Operator II
- 2 Wastewater Treatment Operator I
- 1 Pre-Treatment Coordinator

2021 – 22 Equipment Cost

- HX30G Vacuum Excavator – \$45,000
 - Ford F150 1 ½ Ton 4x4 - \$60,000
 - John Deere 410 Backhoe – \$105,000
 - Ford Ranger (Utility Maintenance Worker I on-call vehicle) - \$32,000
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State of Utilities

- Recent Projects
- COMPLETE & IN CONSTRUCTION
 - CR 398 & Bull Branch Emergency Repairs
 - Water & Sewer Line Upgrades on Lake, Lynn, Robinson, Edmond/Mills/Cecelia, & 3rd Street
 - Lift Station Portable Generator
 - WWTP Intake Pumps & Launder Improvements
- DESIGN PHASE
 - CR 366 Waterline Relocation
 - Old Coupland Road Waterline Upsizing
 - WWTP Treatment Train 2 Rehabilitation



State of Utilities

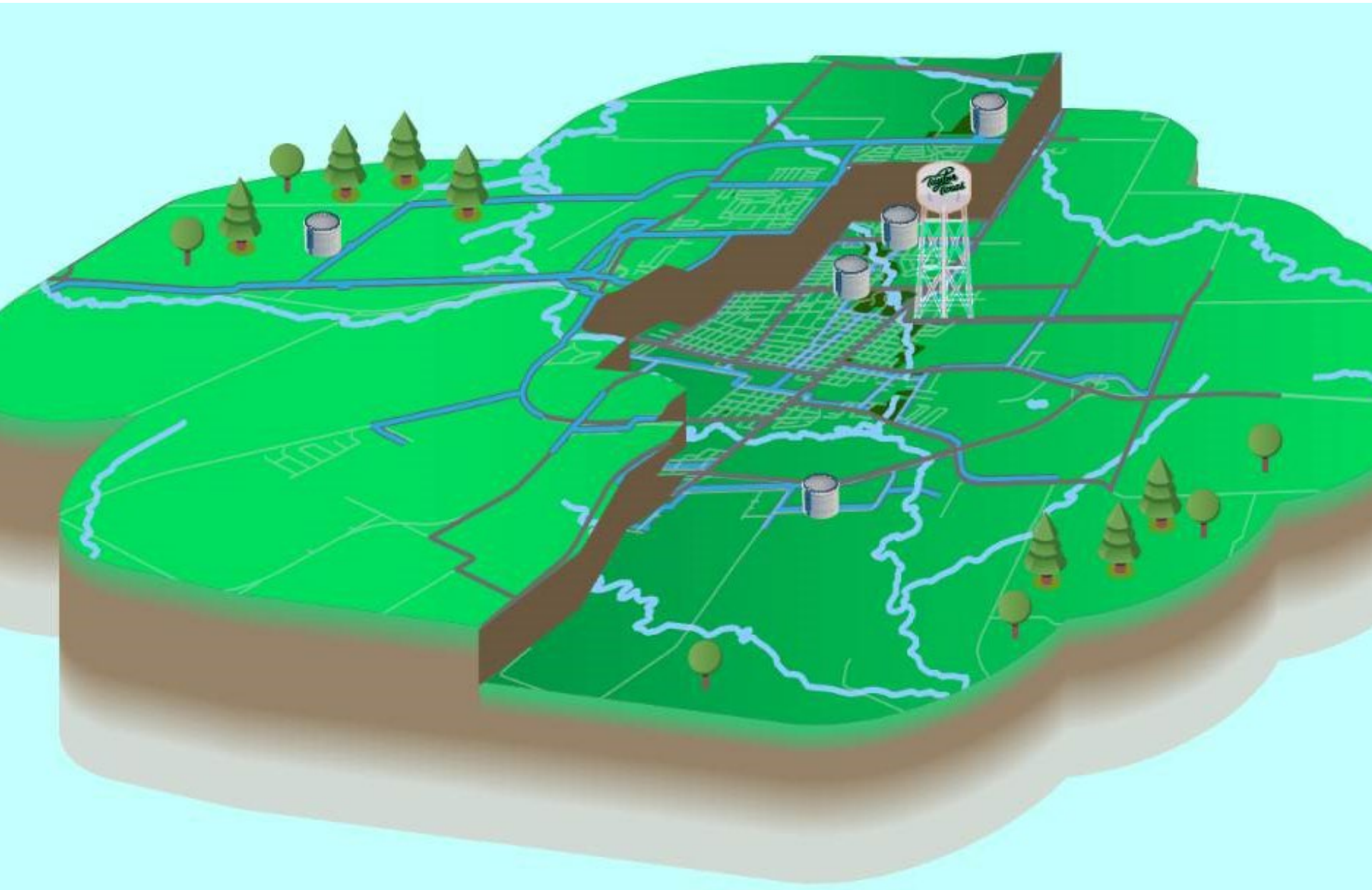
- Water Supply
 - Brazos River Authority (BRA)
 - Taylor purchases all water from BRA with Lake Granger as the source
 - Taylor does not have a maximum limit contractually with BRA
 - Taylor and BRA are coordinating Water Quality discussions to facilitate BRA desire to blend new ground water with surface water of Lake Granger
- Taylor is exploring additional water sources to add as an emergency interconnect for some redundancy to BRA's supply

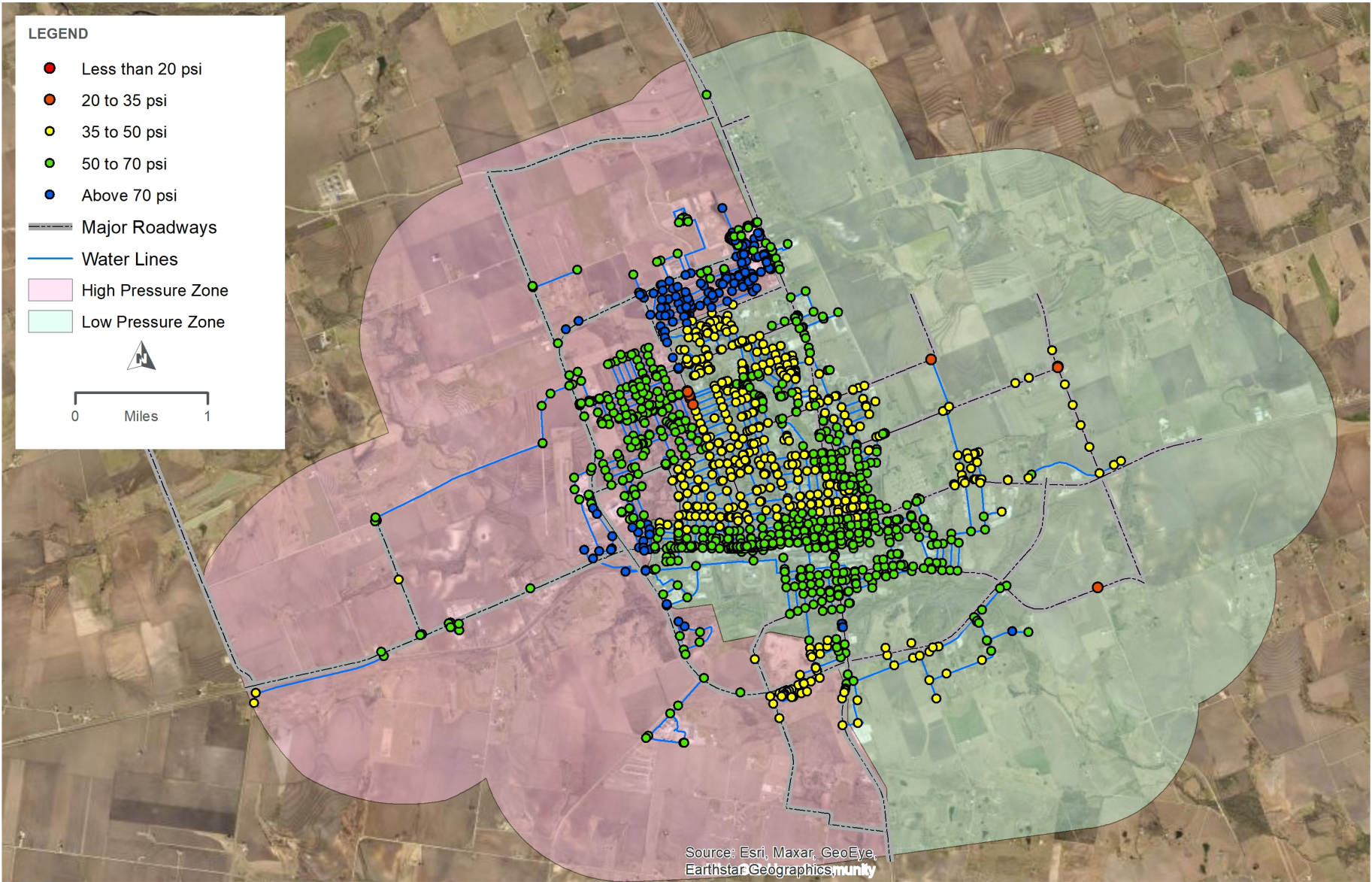


State of Utilities

- Water Master Plan
 - Developed Existing System Hydraulic Model
 - GIS information
 - Staff input
 - Coordinating Growth Projections with Comprehensive Plan
 - CIP sizing will factor in growth
 - Current CIP Projects Address Condition





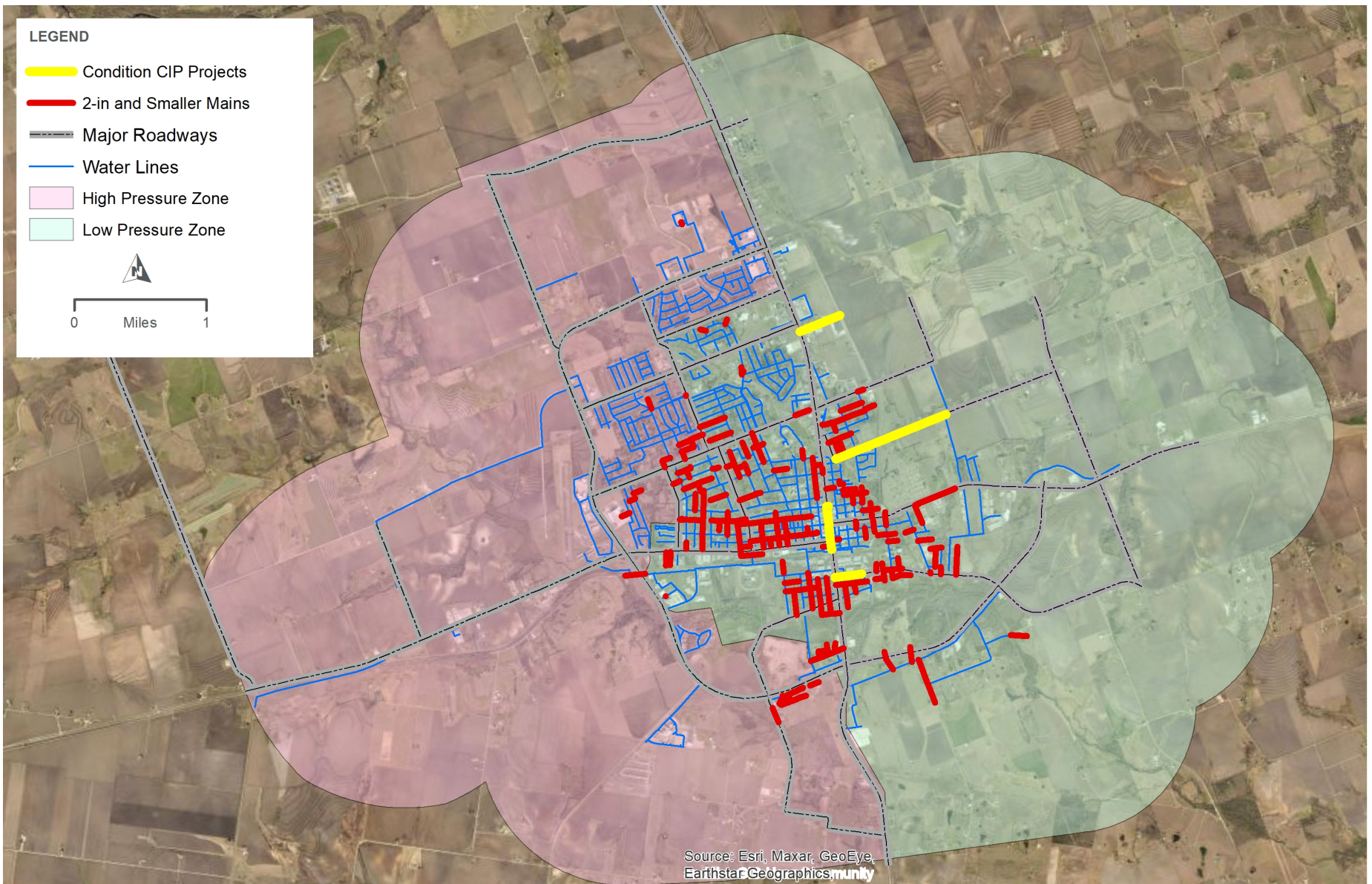


LEGEND

- Condition CIP Projects
- 2-in and Smaller Mains
- Major Roadways
- Water Lines
- High Pressure Zone
- Low Pressure Zone



0 Miles 1



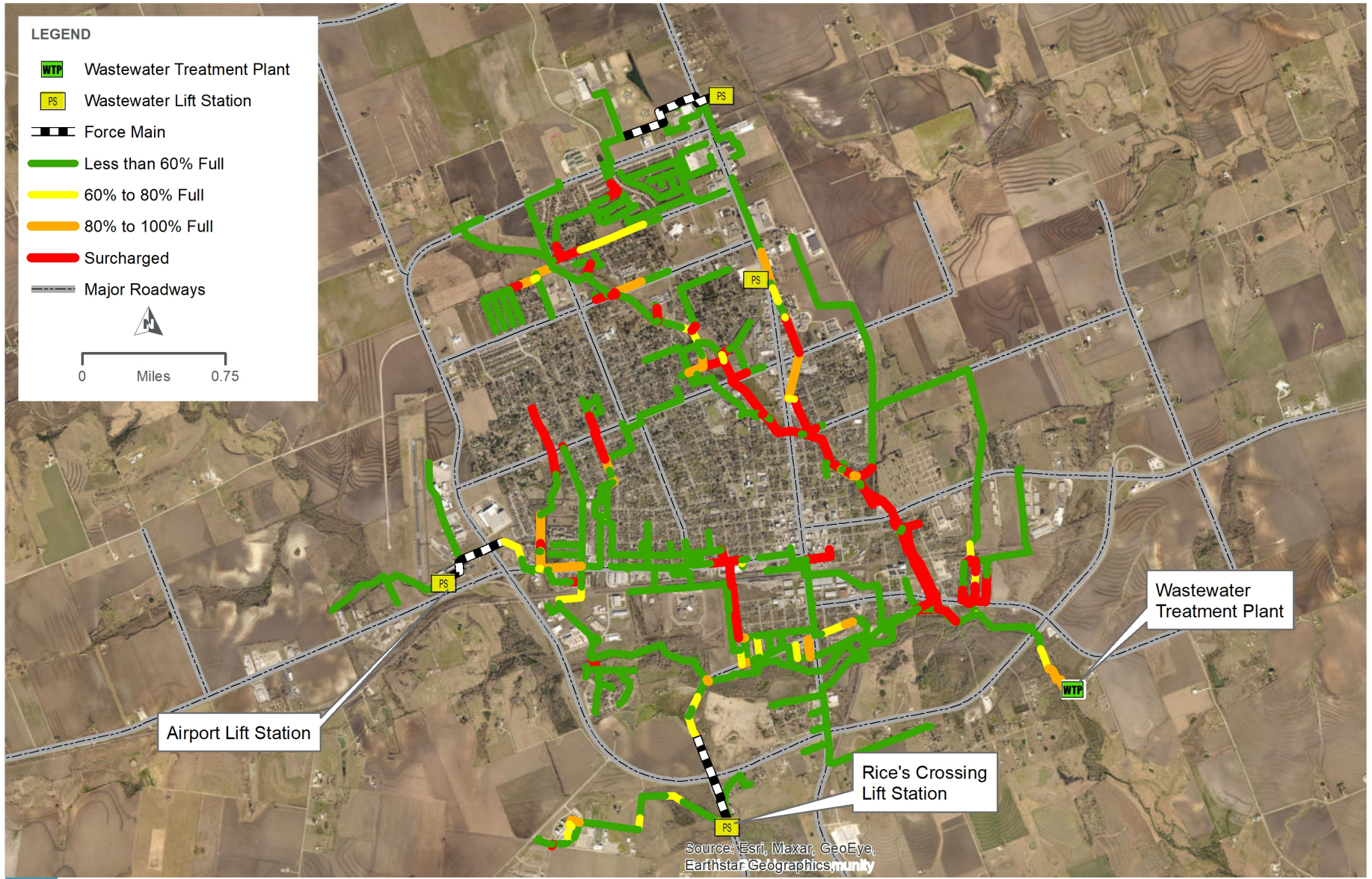
Source: Esri, Maxar, GeoEye,
Earthstar Geographics, munity



CITY OF TAYLOR
WATER DISTRIBUTION SYSTEM
POOR CONDITION AND SMALL MAINS

State of Utilities

- Wastewater Master Plan
 - Developed Existing System Hydraulic Model
 - GIS information
 - Manhole elevation survey
 - Staff input
 - Field validation/monitoring
 - Coordinating Growth Projections with Comprehensive Plan
 - CIP sizing will factor in growth
 - Current CIP projects address bottlenecks in Bull Branch interceptor



LEGEND

 Wastewater Treatment Plant

 Wastewater Lift Station

 Wastewater CIP

 Modeled Wastewater Main

 Major Roadways



0 Miles 0.75

Project	Length (LF)	OPCC
1	800	\$ 657,000
2	480	\$ 435,000
3	1,425	\$ 1,069,500
4	1,535	\$ 1,152,000
Total	4,240	\$ 3,313,500

Airport Lift Station

Wastewater
Treatment Plant

Rice's Crossing
Lift Station

Source: Esri, Maxar, GeoEye,
Earthstar Geographics, munity



CITY OF TAYLOR
WASTEWATER COLLECTION SYSTEM
DRAFT CIP PROJECTS

State of Utilities

Bull Branch Wastewater Interceptor Improvements

Project	Description	Subtotal	Prof. Services (20%)	Contingency (30%)	Total
1	Upsize 800 LF of 15" WW to 18" WW near MLK Blvd	\$ 438,000	\$ 87,600	\$ 131,400	\$ 657,000
2	Upsize 480 LF of 15" WW to 18" WW near RR & E. 4th St.	\$ 290,000	\$ 58,000	\$ 87,000	\$ 435,000
3	Upsize 1,425 LF of 15" WW to 18" WW near Burkett St. and Washburn St.	\$ 713,000	\$ 142,600	\$ 213,900	\$ 1,069,500
4	Upsize 1,535 LF of 15" WW to 18" WW near W. Lake St. and Vance St.	\$ 768,000	\$ 153,600	\$ 230,400	\$ 1,152,000
Total Opinion of Probable Cost					\$ 3,313,500

State of Utilities

Mustang Creek WWTP

- Existing Conditions
- Ongoing Projects
- Treatment Train No. 2 Rehab Project

State of Utilities

Existing Conditions

- Existing plant is in relatively poor condition
- Treatment Train No. 1 is operating and provides approximately 1.5 MGD capacity
- Treatment Train No. 2 is inoperable
- Train No. 2 accounts for 2.5 MGD of the plants permitted 4.0 MGD capacity

State of Utilities



State of Utilities



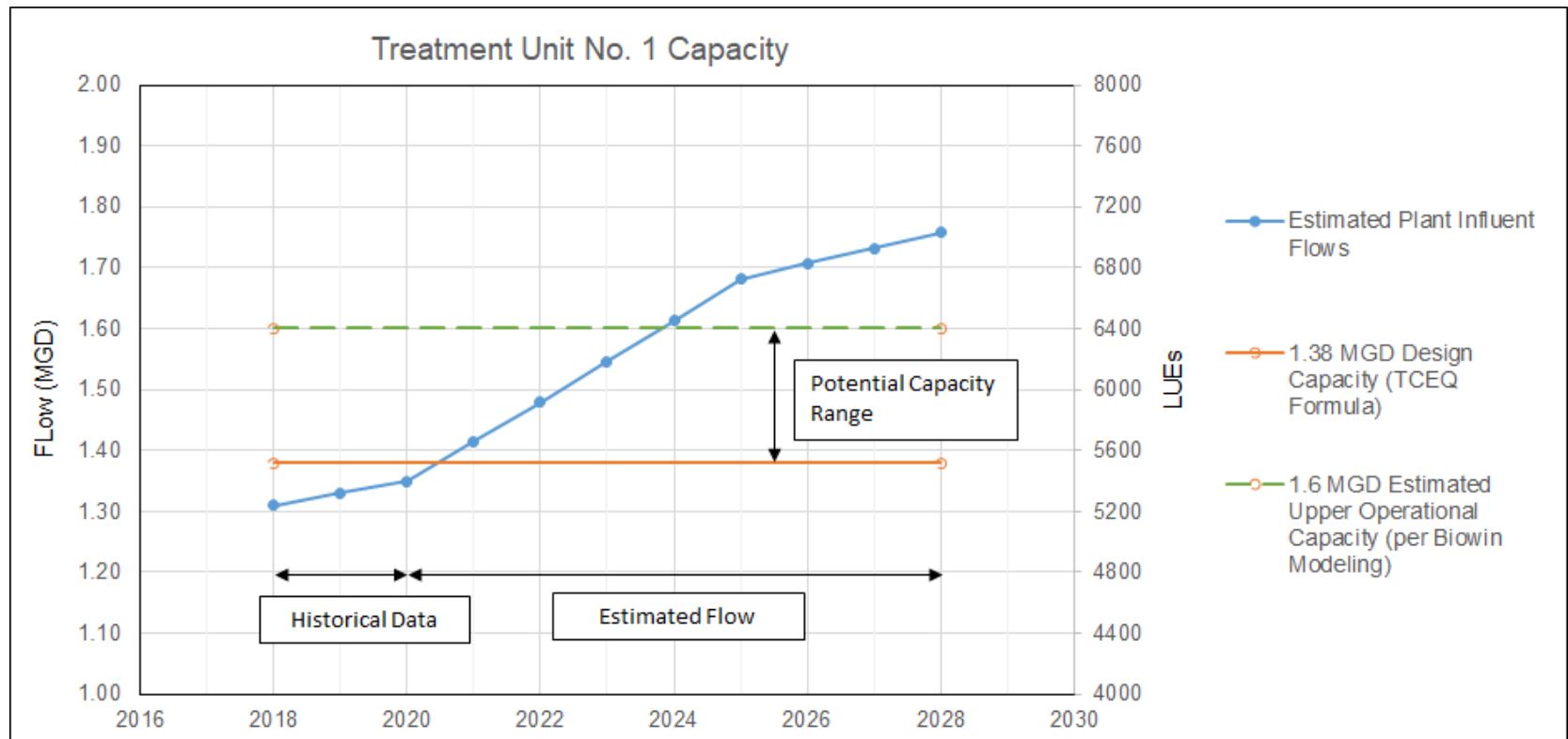
State of Utilities



State of Utilities

- Current average flows are at 1.3 MGD, but very dependent on rainfall amounts
- Plant flows will exceed capacity of the existing treatment unit in the next 2 to 4 years (1,000 LUEs)

Capacity of Unit No. 1



State of Utilities

Ongoing Projects

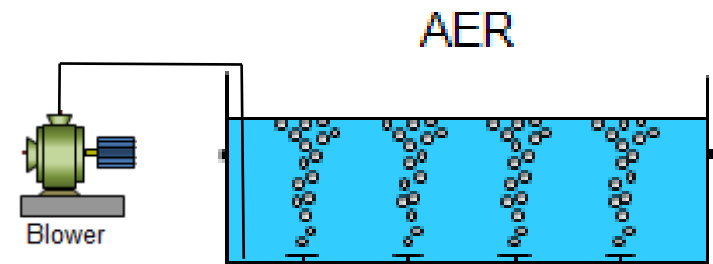
- Current construction project is replacing all influent pumps and rehabbing Clarifier 3
- Plant staff have been making improvements with the O&M budget



State of Utilities

Proposed Train No. 2 Rehab

- Restore the plant to full capacity
- Completely rehabilitate Treatment Unit No. 2
- Replace blowers and upgrade electrical system



State of Utilities

Project Budget Summary

Mustang Creek WWTP Treatment Train No. 2 Rehabilitation

Project Elements	Costs
Opinion of Probable Construction Cost	\$ 2,662,000
Engineering/Professional Services	\$ 399,000
Welding/Coating Inspection and CMT	\$ 50,000
Total	\$ 3,111,000

State of Utilities

Project Schedule

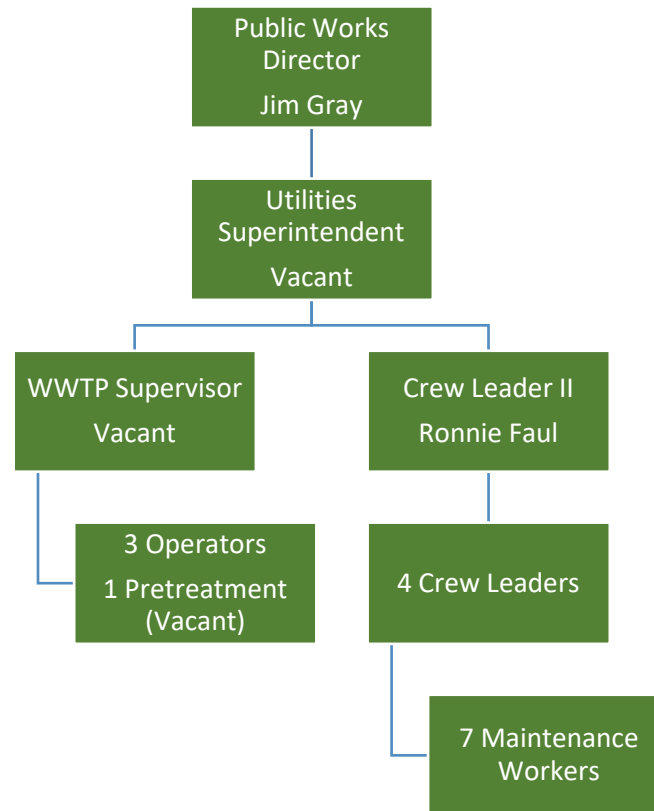
Mustang Creek WWTP Treatment Train No. 2 Rehabilitation

Project Elements	Duration (months)
Engineering Design	10
Bidding	2
Construction	15
Total	27

Utility Maintenance and Wastewater Treatment Topics

- Organization and Staffing
- Budgets
- SWOT Analysis
- WWTP Outsourcing Evaluation

Simplified Organization Chart Utilities Maintenance and WWTP



2021 Budget Summary

Annual Operations Budget of \$2.35 million

Account	WWTP	Utilities Maintenance
Employee Services	\$ 275,344	\$ 989,323
Operational Supplies and Equipment	\$ 32,600	\$ 252,230
Facilities Operation / Maintenance	\$ 208,162	\$ 55,564
Equipment Operations / Maintenance	\$ 49,269	\$ 112,479
Contract Services and Fees	\$ 101,260	\$ 274,800
TOTAL	\$ 666,635	\$1,684,396

SWOT Analysis – Strengths

- Improved Treatment Plant Operator knowledge
- Knowledge of water / sewer networks
- Quality of Service
- Resolution of major asset issues

SWOT Analysis – Weaknesses

- Employee Turnover
- Succession Planning
- Capacity at WWTP
- High infiltration during rainfall events

SWOT Analysis – Opportunities

- Improving training and certification of staff
- Improving technical knowledge
- Improved asset management
- Beginning Pretreatment Program

SWOT Analysis – Threats

- Aging infrastructure
- Single source of water supply
- Competing labor rates in the area
- Non-residential wastewater quality

WWTP Outsourcing Evaluation Background

- 4 Current Positions: 1 Supervisor, 3 licensed operators
- Staffed one shift daily. One operator on call after hours
- Treats over 1 million gallons per day.
- Requires on-site presence during heavy rain
- Annual budget of \$685,000



Potential WWTP Contract Operations

Factors for Doing the Evaluation

- Higher than average operator employee turnover rate
- High supervisor turnover rate
- Much of the facility is over 25 years old
- Need for technical resources for operations and maintenance issues

Permit compliance is not an issue!

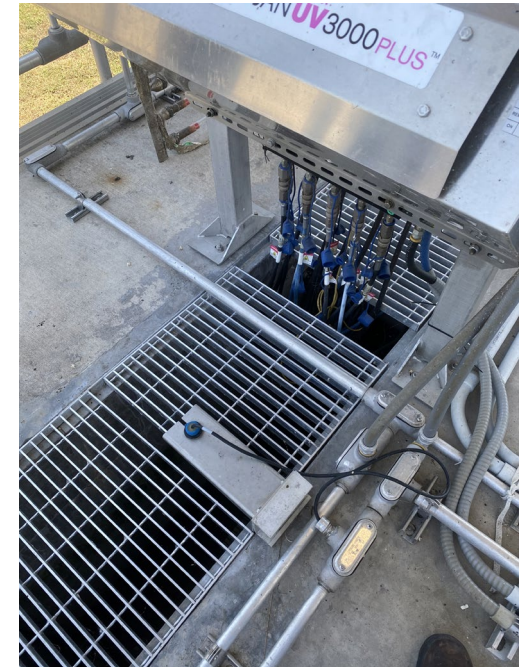
WWTP Outsourcing Evaluation Findings

- O&M annual cost is better than 75% of similar sized facilities
 - City: \$1,239 per million gallons treated.
 - AWWA National Benchmark (75% level) is \$1,360
- Hourly wages for licensed treatment plant operators is approximately 15% below Austin area average.
- Much of the equipment is nearing the end of its life.
- Recent increase in employees maintaining equipment
- Minimal room for cost savings.
- Outsourcing will likely raise costs by 10 to 15%.

Potential WWTP Contract Operations

WWTP Outsourcing Evaluation Recommendations

1. Do not outsource the operations and maintenance of the WWTP. The City may revisit this recommendation in the future if major WWTP expansions require more complex treatment or additional shifts.
2. Fill the WWTP Supervisor position.
3. Consider raising the pay of the licensed WWTP operators and supervisor to the midpoint of the most recent Salary Survey performed by the City.
4. Prioritized list of projects to annually and proactively use a portion of the annual \$225,000 Public Utilities Working Capital Fund.



Ultraviolet Disinfection Unit

Potential WWTP Contract Operations

Pros and Cons of Continued City Operations

Topic	Pro	Con
Cost	Less expensive than outsourcing.	Must raise operator pay to Austin market rates. **
Equipment Repairs	Employees are already more proactive on needed repairs.	May require increase in working capital fund. **
Employee Turnover	Increase pay and equipment reliability should reduce turnover.	None.
Best Management Practices	Standard Operating Procedures are already being updated.	More SOPs are needed.
Maintenance	Preventive Maintenance is tracked better.	Better planning, tracking and reporting needs to be continued. **
Technical Support	HDR can continue to provide technical support, as needed.	Current support level will continue until WWTP Supervisor position is filled.

** Also required for outsourced operations

Potential WWTP Contract Operations

State of Utilities

Summary of Critical Projects

1. Mustang Creek WWTP Improvements

- Rehabilitates plant to expand treatment to permitted capacity of 4.0 MGD, which will allow for future growth.

Mustang Creek WWTP Treatment Train No. 2 Rehabilitation

Project Elements	Costs
Opinion of Probable Construction Cost	\$ 2,662,000
Engineering/Professional Services	\$ 399,000
Welding/Coating Inspection and CMT	\$ 50,000
Total	\$ 3,111,000

State of Utilities

Summary of Critical Projects

2. Bull Branch Conveyance Choke Point Improvements

- Eliminates choke points in conveyance by upsizing 15" segments to 18" segments. This reduces surcharging of the collection system to prevent sanitary sewer overflows.

Project	Description	Subtotal	Prof. Services (20%)	Contingency (30%)	Total
1	Upsize 800 LF of 15" WW to 18" WW near MLK Blvd	\$ 438,000	\$ 87,600	\$ 131,400	\$ 657,000
2	Upsize 480 LF of 15" WW to 18" WW near RR & E. 4th St.	\$ 290,000	\$ 58,000	\$ 87,000	\$ 435,000
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4	Upsize 1,535 LF of 15" WW to 18" WW near W. Lake St. and Vance St.	\$ 768,000	\$ 153,600	\$ 230,400	\$ 1,152,000
Total Opinion of Probable Cost					\$ 3,313,500

QUESTIONS?



City Council Meeting *April 22, 2021* *Transmittal Letter*

STRATEGIC PILLAR

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

Agenda Item #: 12

Agenda Title: **Consideration and Possible Action on Authorizing Professional Engineering Services for the Mustang Creek WWTP Aeration Improvements Project to HDR Engineering, Inc.**

Council Action to be taken: Consideration on authorizing Professional Engineering Services

Department Submitted: Public Works

Staff Contact: Jim Gray, Director of Public Works

1. PURPOSE/DESCRIPTION

This item refers to a proposal from HDR Engineering, as requested by City staff, to develop Plans, Specifications, and Estimates (PS&E) for the improvements necessary to increase treatment capacity of the Mustang Creek Wastewater Treatment Plant.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

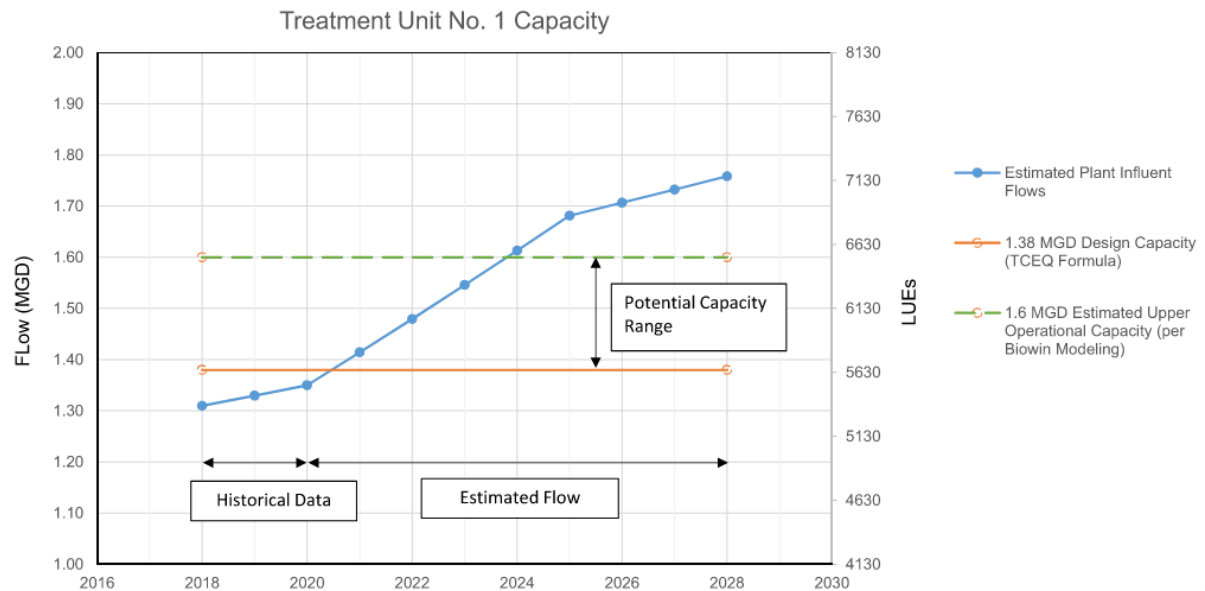
Mustang Creek WWTP

The Mustang Creek Wastewater Treatment Plant (MCWWTP) consists of two treatment trains that are permitted to provide up to 4.0 MGD average flow treatment capacity. The smaller Treatment Unit No. 1 provides approximately 37% of the treatment capacity by volume or 1.5 MGD of the 4.0 MGD permitted capacity. The larger Treatment Unit No. 2 is sized to provide the remaining 2.5 MGD capacity but is currently not useable for treatment. The condition of Unit No. 2 was evaluated as part of this study and a scope to place that unit back in service was developed into an opinion of probable construction cost (OPCC) at \$2.66M. This scope also includes some ancillary blower and controls improvements needed at the plant.

Preliminary Opinion of Probable Construction Cost

Totalized Item	Costs
Preliminary OPCC	\$ 2,662,000
Engineering/Professional Services	\$ 399,000
Welding/Coating Inspection and CMT	\$ 50,000
Total	\$ 3,111,000

The need to begin the execution of the proposed project is imperative. The capacity of Unit No. 1 was evaluated based on conservative assumptions and TCEQ criteria and also analyzed using the BioWin process model. These two approaches provide differing capacity results, in a range of approximately 1.4 to 1.6 MGD with the higher value being the realistic flow the unit can treat without exceeding permit limits. However, without the capacity of Unit No. 2, the plant only has capacity for approximately 1,000 additional Living Unit Equivalents (LUE's) before flows will be meeting or exceeding the capacity of Unit No. 1.



This gives the City another 2 to 4 years of growth depending on the actual rate of buildout for LUE projections provided by the City. In order to support continued growth and development within the City of Taylor, especially large industrial development, these improvements should move ahead as quickly as possible.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• The WWTP is permitted for 4.0 MGD of treatment, so this project is within the permitted capacity • The schedule is achievable to continue growth if project begins soon • The project is rehabilitating the old clarifier that is on-site, which saves nearly half of the cost of building a new clarifier.	• The existing plant has limited capacity to facilitate growth • The project costs \$3.1M

4. RECOMMENDATION

Recommend approval of the proposal from HDR Engineering, Inc. for professional engineering services for the Mustang Creek WWTP Aeration Improvements Project.

5. FUNDING SOURCE

Utility Bond and Utility Fund fees.

6. TIMELINE

Task	Task Duration (Months)
Task 1. Preliminary Engineering	3
Task 2 – 60% Design (Phase 1)	3
Task 2 – 90% and 100% Design (Phase 2)	4
Task 3. Bidding Assistance	2
Task 4. Services During Construction	15

7. OTHER OPTIONS (In order of preference)

1. Partially fund proposal to begin design
2. Reject proposal

8. ATTACHMENTS

12a. [HDR Task Order 16 – Mustang Creek WWTP Improvements](#)

TASK ORDER No. 16

This Task Order pertains to an Agreement by and between the OWNER of Taylor, Texas, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated April 17, 2018, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 16

PROJECT NAME: Mustang Creek Wastewater Treatment Plant Treatment Train No. 2 Rehabilitation Project – Phase 1

PART 1.0 PROJECT DESCRIPTION:

The scope of this project includes the design for the complete rehabilitation of Treatment Train No. 2 at the Mustang Creek WWTP including the repair and recoating of the existing tankage to remain, demolition and removal of equipment to be replaced, installation of new aeration equipment, installation of new clarifier mechanisms, upgrades to the aeration supply blowers and associated valves, piping, electrical controls and other associated electrical equipment as necessary.

The project will be funded and delivered in two phases:

- Phase 1 will consist of Preliminary Engineering through 60% design submittal and review meeting, as defined below, and will commence immediately upon execution of this Task Order.
- Phase 2 will consist of 90% design task, Bidding Services and Services During Construction, as defined below. Phase 2 will commence upon execution of a separate Task Order.

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

Task 1 – Preliminary Engineering

Scope of Services:

- 1.1 Kickoff Meeting and Site Visit: ENGINEER will attend a project kick-off meeting with OWNER staff and conduct a site visit. ENGINEER attendees will include the Project Manager, Project Engineer, Electrical Engineer, Instrumentation Engineer and Structural Engineer.
- 1.2 Existing Mechanical Equipment Evaluation: Evaluate the condition, by means of visual inspection, of the mechanical process equipment, including the aeration supply blowers and RAS/WAS pumps, and confirm the scope for improvements. Determine the aeration system piping and blower upgrades needed.
- 1.3 Electrical System Evaluation: Evaluate the condition, by means of visual inspection, of the existing electrical feed system (MCCs, starters, switchgear conductors, and conduits) for the aeration system and clarifier mechanisms and identify recommended electrical upgrades for

pumps. The evaluation will consider impacts and design requirements for installing additional blowers that may be required.

- 1.4 SCADA System Evaluation: Identify the control and instrumentation and control (I&C) requirements. Evaluate, by means of visual inspection, the existing SCADA panels to determine if there is sufficient I/O capacity to accommodate the needed I&C I/O. Evaluate the existing operator interface to determine if the existing interface will accommodate the upgraded facility operations. Evaluate, by means of visual inspection, existing wiring terminations at the local control panels and determine if additional terminal blocks are required and if the overall space of the panel is sufficient.
- 1.5 Final Treatment Unit No. 2 Evaluation: Evaluate, by means of visual inspection, the existing aeration tank and clarifier tank structural integrity and determine structural repairs that may be needed. Coordinate with WesTech, and one additional vendor, to determine the requirements for replacement and installation of a new, bridge supported sludge collector and ancillary equipment. Determine the extent of required demolition and identify the improvements needed for constructing the proposed improvements.
- 1.6 Preliminary Drawings: Prepare a set of preliminary (30%) drawings of the proposed improvements for review and comment by the OWNER. Conduct a project review meeting with OWNER after the 30% design submittals to receive OWNER comments. ENGINEER's project manager and one other engineer will attend.

Assumptions:

1. OWNER will provide available record drawings and AutoCAD files, if available, for the wastewater plant including Treatment Unit No. 2 and aeration system equipment.
2. OWNER will provide SCADA system record drawings and control strategies for the recent SCADA improvements.
3. The duration of Task 1 is estimated to be 3 months from Notice to Proceed (NTP).

Deliverables:

1. Kickoff meeting notes, in PDF format.
2. List of data needs, in email format.
3. 30% design level drawings.

Task 2 – Final Design

Scope of Services:

- 2.1 Prepare Drawings indicating the scope, extent, and character of the Work to be performed. A drawing set will be submitted to the OWNER at the 60 percent, 90% and 100% development in PDF format. Drawings are anticipated to include the following:
 1. Cover Sheet
 2. Location Map and Drawing Index (1 sheet)
 3. General Abbreviations, Legend and Symbolology (1 sheet)
 4. General Notes (1 sheet)
 5. Process Mechanical Details (2 sheet)
 6. Structural Notes and Standard Details (2 sheet)
 7. Electrical Legend (1 sheet)
 8. Electrical Standard Details (2 sheets)

9. P&ID Abbreviations and Legend (1 sheet)
 10. Site Plan (1 sheet)
 11. Piping Plan (1 sheet)
 12. Piping Profiles (1 sheet)
 13. Piping Details (1 sheet)
 14. Treatment Unit No. 2 Demolition Plan and Sections (2 sheets)
 15. Treatment Unit No. 2 Demolition Photos (1 sheet)
 16. Treatment Unit No. 2 Mechanical Plan (1 sheet)
 17. Treatment Unit No. 2 Mechanical Sections (1 sheet)
 18. Structural Plan and Sections (2 sheets)
 19. Electrical Demolition Plan (2 sheets)
 20. One-line Diagram Demolition (1 sheet)
 21. One-line Diagram (1 sheet)
 22. Power and Instrument Plans (2 sheets)
 23. MCC Elevations (1 sheet)
 24. Control Diagrams (1 sheet)
 25. System Architecture Diagram and Instrument One-line Diagram (1 sheet)
 26. Process and Instrumentation Diagram (1 sheet)
 27. Instrumentation Installation Details (1 sheet)
 28. Control Panel Layout Diagram (1 sheet)
 29. Pump Station PLC control panel photos (1 sheet)
 30. Aeration Blowers Demolition Plan (1 sheet)
 31. Aeration Blowers Demolition Sections (1 sheet)
 32. Aeration Blowers Structural Plan (1 sheet)
 33. Aeration Blowers Structural Details (1 sheet)
 34. Aeration Blowers Mechanical Plan (1 sheet)
 35. Aeration Blowers Mechanical Sections (1 sheet)
 36. Aeration Blowers Mechanical Details (1 sheet)
 37. Electrical Demolition Plan (1 sheets)
 38. One-line Diagram (1 sheet)
 39. MCC Elevations (1 sheet)
 40. Power and Instrument Plans (1 sheets)
 41. Electrical Details (1 sheets)
- 2.2 Prepare Technical Specifications indicating the scope, extent and character of the Work to be performed and furnished by the CONTRACTOR. Technical Specifications shall be HDR standard specifications and conform to the 50-division format of the Construction Specifications Institute (CSI). A table of the Technical Specifications will be submitted to the OWNER at the 60 percent and a complete set at the 90 percent design development level in PDF format.
- 2.3 Prepare and submit to the OWNER an Opinion of Probable Construction Cost (OPCC) at 60 percent and 90 percent design development levels. The OPCCs will be in PDF format.
- 2.4 Conduct a project review meeting at the OWNER after the 60 percent and 90 percent design submittals to receive OWNER comments. ENGINEER'S project manager and one other engineer will attend.
- 2.5 Prepare a letter of project approval request for submission to the Texas Commission on Environmental Quality (TCEQ). Provide a copy of contract documents for TCEQ review, if requested. Revise the drawings and specifications in response to directives from TCEQ.

- 2.6 Prepare and provide final bidding documents that include 100 percent design Drawings and Specifications in PDF format and, if necessary, up to 5 hard-copy sets suitable for reproduction and distribution for bidding by the OWNER of Taylor. General Conditions and other front end contract documents will be based on EJCDC standard documents. Any required OWNER of Taylor bidding and contract forms will be provided by the City, modified as needed for the Project, and incorporated into the bidding documents.
- 2.7 Conduct up to one design progress meeting with the OWNER staff at the OWNER in addition to the 60 percent and 90 percent design review meetings. ENGINEER'S project manager and one other engineer will attend.

Assumptions:

1. Modifications for new I/O can be made to the existing SCADA panels.
2. ENGINEER will prepare control loop descriptions for the pumping system as part of the design. SCADA programming will be done by the Trac-N-Trol, and this requirement will be included in the bidding documents.
3. Developing a bypass pumping and shutdown/improvements phasing plans are not needed to construct the improvements and are not included in the scope.
4. The RAS/WAS pumps will be replaced with pumps of the same capacity, design head, and horsepower.
5. The existing PLC will not require modifications with the exception of adding I/O modules in spare slots and utilizing spare I/O points on existing modules.
6. The 60 percent level OPCC will be considered a Class 2 estimate and the 90 percent OPCC will be considered a Class 1 estimate, each with the associated level of expected accuracy as defined by the AACE Recommend Practice No. 18R (2016). ENGINEER's OPCCs are to be made on the basis of ENGINEER's experience, qualifications, and general familiarity with the construction industry. However, because ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over CONTRACTOR's methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from OPCCs prepared by ENGINEER.
7. The OWNER will review the design submittals and provide review comments to ENGINEER within 2 weeks of receipt.
8. The duration of 60% design is estimated to be 4 months after completion of Task 1. 90% and 100% design is estimated to require 4 months after completion of 60% design.

Deliverables:

1. PDF of 60%, 90%, and 100% Final Bidding Documents (plans and specifications).
2. PDF of the ENGINEER'S OPCC.
3. Up to five (5) hard copies of the Final Bidding Documents.

TASK 3 – BIDDING ASSISTANCE

Scope of Services:

- 3.1 Assist the OWNER in distributing digital bidding documents to prospective bidders as needed. It is assumed prospective bidders will primarily obtain bidding documents by downloading them from the OWNER's online document distribution system.

- 3.2 Prepare for and conduct the pre-bid conference. Conference to be held at the OWNER offices. ENGINEER's attendees will include the project manager and the lead electrical engineer.
- 3.3 Prepare responses to bidders' questions and prepare up to 2 addenda to clarify, or modify the bidding documents.
- 3.4 Provide information or assistance needed by the OWNER in the course of negotiations with prospective CONTRACTORS.
- 3.5 Conduct the Bid Opening, assist the OWNER in evaluating bids, prepared a Bid Tabulation and Recommendation to Award letter and assist the OWNER in assembling and awarding contracts for the work.
- 3.6 Prepare conformed documents for the CONTRACTOR's use.

Deliverables:

1. PDF of Bid Tabulation and Recommendation to Award letter.

Task 4 – Services During Construction

Scope of Services:

- 4.1 Participate in a pre-construction conference prior to commencement of work at the project site. The conference will be held at the OWNER offices and will be attended by the ENGINEER's project manager and project engineer.
- 4.2 Setup and maintain a digital log of submittals, RFIs, change orders, field orders, and other pertinent correspondence on HDR servers.
- 4.3 After CONTRACTOR's review and approval, the ENGINEER shall review and take appropriate action on the CONTRACTOR's submittals, such as Shop Drawings, Product Data and samples, but only for conformance with the design concept of the project and compliance with the information given in the Contract Documents. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. The review of a specific item shall not indicate review of an assembly of which the item is a component. Log, track, and distribute submittals to the appropriate ENGINEER project team members for review. Up to 25 shop drawing submittals/resubmittals and up to 5 O&M submittals are assumed.
- 4.4 Respond to CONTRACTOR's and the OWNER's requests for information (RFIs). Up to 15 RFIs are assumed.
- 4.5 Assist the OWNER with reviews of and recommendations for proposed Change Orders and Work Change Directives (WCDs). Up to 2 Change Orders are assumed.
- 4.6 Evaluate and determine the acceptability of substitute or "or-equal" materials and equipment proposed by the CONTRACTOR.
- 4.7 Review special inspections reports and tests of the CONTRACTOR's work as required by the Contract Documents and as may be deemed necessary. Review certificates of inspections, tests, and approvals.

- 4.8 The ENGINEER shall recommend to the OWNER special inspection or testing when deemed necessary to independently review if materials, products, assemblages and equipment conform to the design concept and the Contract Documents, including but not limited to welding, coatings, compaction, and concrete.
- 4.9 Participate in up to 12 on-site construction progress meetings. ENGINEER'S project manager or his designee will attend these meetings.
- 4.10 Make site visits monthly to observe the progress and quality of the CONTRACTOR's executed work in relation to the ENGINEER's scope of design, and to determine, in general, if the work is proceeding in accordance with the Contract Documents
- 4.11 Prepare written decisions on issues relating to the acceptability of the CONTRACTOR's work or the interpretation of the requirements of the Contract Documents pertaining to the execution, performance, or progress of the CONTRACTOR's work based on ENGINEER's observations as an experienced and qualified design professional and on review of Applications for Payment and accompanying supporting documentation:
 - 4.11.1 Determine the amounts that ENGINEER recommends CONTRACTOR be paid. Such recommendations of payment will constitute ENGINEER's representation to City, based on such observations and review, that, to the best of ENGINEER's knowledge, information and belief, CONTRACTOR's Work has progressed to the point indicated, the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, to the results of subsequent tests called for in the Contract Documents, and to other qualifications stated in the recommendation), and the conditions precedent to CONTRACTOR's being entitled to such payment appear to have been fulfilled in so far as it is ENGINEER's responsibility to observe CONTRACTOR's Work. In the case of unit price work, ENGINEER's recommendations of payment will include final determinations of quantities and classifications of CONTRACTOR's Work (subject to any subsequent adjustments allowed by the Contract Documents).
 - 4.11.2 By recommending payment, ENGINEER shall not thereby be deemed to have represented that observations made by ENGINEER to check the quality or quantity of CONTRACTOR's Work as it is performed and furnished have been exhaustive, extended to every aspect of CONTRACTOR's Work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to ENGINEER in this Agreement and the Contract Documents. Neither ENGINEER's review of CONTRACTOR's Work for the purposes of recommending payments nor ENGINEER's recommendation of payment including final payment will impose on ENGINEER responsibility to supervise, direct, or control CONTRACTOR's Work in progress or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or CONTRACTOR's compliance with Laws and Regulations applicable to CONTRACTOR's furnishing and performing the Work. It will also not impose responsibility on ENGINEER to make examination to ascertain how or for what purposes CONTRACTOR has used the moneys paid on account of the Contract Price, or to determine that title to portion of the Work in progress, materials, or equipment has passed to OWNER free and clear of liens, claims, security interests,

or encumbrances, or that there may not be other matters at issue between OWNER and CONTRACTOR that might affect the amount that should be paid.

- 4.12 Substantial Completion: Promptly after notice from CONTRACTOR that CONTRACTOR considers the entire Work ready for its intended use the ENGINEER, with OWNER and CONTRACTOR, will visit the Project to determine if the Work is substantially complete. If after considering objections of City, ENGINEER considers the Work substantially complete, ENGINEER shall deliver a certificate of Substantial Completion to OWNER and CONTRACTOR with an associated list of items (punch list) to be completed to reach final acceptance.
- 4.13 Final Notice of Acceptability of the Work: Conduct a final visit to the Project to determine if the completed Work of the CONTRACTOR is acceptable so that ENGINEER may recommend, in writing, final payment to CONTRACTOR. Accompanying the recommendation for final payment, ENGINEER shall also provide a notice that the Work is acceptable (subject to the provisions of item 4.12.2 above) to the best of ENGINEER's knowledge, information, and belief and based on the extent of the services provided by ENGINEER under this Agreement.
- 4.14 Prepare Record Drawings based on the as-built information received from the CONTRACTOR.

Assumptions:

1. The construction duration will be approximately 15 calendar months.
2. The CONTRACTOR will submit to the ENGINEER the proposed Schedule of Submittals, including but not limited to Shop Drawings, Product Manuals, Samples, etc., for review, comment and concurrence by the ENGINEER prior to the start of the submittal process for review, comment and eventual concurrence by the ENGINEER.
3. ENGINEER review of a Shop Drawing or other CONTRACTOR submittal more than two times, as a result of repeated inadequate submissions by CONTRACTOR, shall be grounds for additional services and time shall be charged to the CONTRACTOR.
4. The ENGINEER shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work, or to perform special inspections as defined in the applicable codes or required by the authorities having jurisdiction.
5. The ENGINEER shall not be responsible for the failure of the CONTRACTOR to perform the construction work in accordance with the Contract Documents; however, the ENGINEER shall report to the OWNER deficiencies in the work identified or observed.
6. Completion of record drawings will require up to 1 month following receipt of CONTRACTOR's as-built information.
7. CONTRACTOR will be responsible for construction staking and layout of work.
8. ENGINEER will not provide the services of a Resident Project Representative (RPR).
9. No Post-Construction professional services will be provided.
10. OWNER will contract directly with Quality Assurance (QA) testing company(ies) to conduct Quality Assurance testing of the CONTRACTOR'S work. QA testing does not relieve the CONTRACTOR of specified Quality Control testing. ENGINEER will coordinate with OWNER to engage QA testing company(ies) to execute QA testing. Cost for these QA services is anticipated to approximately \$XX,000 and is not part of this contract. Quality Assurance testing by OWNER is expected to include:

- Soil and aggregate compaction testing: Up to 6, 1-hour visits of geotechnical testing inspector to obtain compaction testing of soil, foundations, and aggregate materials.
 - Coating dry film thickness testing: Up to 4, 1-hour site visits of NACE certified coating inspector to review, inspect and document coating. ENGINEER anticipates 2 visits will be to review surface preparation prior to coating work and 2 visits will be to review finished product.
 - Welding inspection: Up to 4, 1-hour site visits of welding inspector to review and inspect welds.
 - Concrete testing: Up to 4, 1-hour site visits by concrete testing technician to measure entrained air, slump and temperature of concrete; and up to 4 sets of 4 concrete cylinders for compressive testing confirmation.
11. The OWNER will be responsible for:
- Construction contract administration and execution of the contract General Conditions.
 - On-site inspections of the construction work.

PART 3.0 OWNER'S RESPONSIBILITIES:

OWNER shall be responsible for, and ENGINEER may rely upon, the accuracy and completeness of requirements, programs, instructions, reports, data, and other information furnished by OWNER to ENGINEER pursuant to this Agreement. ENGINEER may use such requirements, programs, instructions, reports, data, and information in performing or furnishing services under this Agreement.

The OWNER shall coordinate and, as necessary, attend meetings with the ENGINEER either by phone or in person during the design, bidding, and construction of the project.

PART 4.0 PERIODS OF SERVICE:

ENGINEER is authorized to begin rendering services as of the date of Notice to Proceed (NTP). ENGINEER shall complete its obligations within a reasonable time per the following target task durations assuming tasks occur in the following sequence:

Task	Task Duration (Months)
Task 1. Preliminary Engineering	3
Task 2 – 60% Design (Phase 1)	3
Task 2 – 90% and 100% Design (Phase 2)	4
Task 3. Bidding Assistance	2
Task 4. Services During Construction	15

If, through no fault of ENGINEER, such periods of time or dates are changed, or the orderly and continuous progress of ENGINEER's services is impaired, or ENGINEER's services are delayed or suspended, then the time for completion of ENGINEER's services, and the amounts of ENGINEER's compensation, shall be adjusted equitably.

If OWNER authorizes changes in the scope, extent, or character of the Project, then the time for completion of ENGINEER's services, and the amounts of ENGINEER's compensation, shall be adjusted equitably.

PART 5.0 ENGINEER'S FEE:

OWNER shall pay ENGINEER for the services set forth in Part 2.0 on the payment basis in the amounts as shown as follows. Total lump sum contract amount for Phase 1 is \$189,800. Phase 2 will be authorized by separate task order.

Phase	Engineering Tasks	Fee
1	Task 1. Preliminary Engineering – Lump Sum	\$71,000
1	Task 2. 60% Design – Lump Sum	\$118,000
2	Task 2. 90% and 100% Design – Lump Sum	\$118,000
2	Task 3. Bidding Assistance – Lump Sum	\$18,000
2	Task 4. Services During Construction – Per Diem	\$71,000
	Total Profession Services Task Order	\$396,000

The Lump Sum includes compensation for ENGINEER's services and services of ENGINEER's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses. The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the percentage of the total services actually completed during the billing period.

Per Diem shall mean an hourly rate equal to Payroll Cost times a multiplier of 2.2 to be paid as total compensation for each hour an employee works on the project, plus Reimbursable Expenses.

Payroll Cost shall mean salaries and wages (basis and overtime) paid to personnel engaged directly on the Project, plus the costs of customary and statutory benefits including, but not limited to, social security contributions, unemployment, excise and payroll taxes, worker's compensation, health and retirement benefits, sick leave, and vacation and holiday pay applicable thereto. For this Agreement, the amount of customary and statutory benefits of personnel will be considered equal to 50.4% of salaries and wages. The amount of customary and statutory benefits as a percentage of salaries and wages may be periodically adjusted on the basis of annual audit.

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, shipping and express, and other incurred expenses.

Cost of Quality Assurance testing is not included in this Engineer's Fee.

This Task Order is executed this _____ day of _____, 2021.

CITY OF TAYLOR
"OWNER"

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

BY:  _____

NAME: Brian LaBorde

NAME: Todd C. Warrix, PE

TITLE: City Manager

TITLE: Associate Vice President

ADDRESS: 400 Porter St.
Taylor, TX 76574

ADDRESS: 4401 West Gate Blvd
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