AGENDA

CITY OF TAYLOR, TEXAS

CITY COUNCIL MEETING

CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET

FEBRUARY 23, 2023, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION / MOMENT OF REFLECTION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS/RECOGNITIONS

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.)

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.)

1. Approve minutes from the January 26, 2023, regular City Council meeting. (Rocio Lopez)
2. Ratify existing Disaster Recovery Expenses (Jim Gray)
3. Award Bid for backstop netting replacement at Taylor Regional Park Sports Complex (Tyler Bybee)
4. Consider Approving the Purchase of the Police Department's Public Safety Radio Consolettes from Motorola. (Chief Fluck)
5. Receive 2022 annual report for the Taylor Tax Increment Reinvestment Zone #1 (Tom Yantis)

PUBLIC HEARINGS / ORDINANCES

6. Hold a public hearing and introduce Ordinance 2023-10 regarding an amendment to the Envision Taylor Comprehensive Plan. (Tom Yantis)
7. Hold a public hearing and introduce Ordinance 2023-07 annexing a parcel of land, consisting of approximately 60.48 acres, generally located north of the intersection of County Road 398 and Justin Lane.(Tom Yantis)
8. Hold a public hearing and introduce Ordinance 2023-08 regarding PZ-2022-1544 a request to change the zoning designation from the zoning upon annexation of R-1 (Single Family) and existing B-1 (Local Business) to Planned Development (PD) with residential and commercial base zones on property described as approximately 78.53 acres of land general located North of the intersection of County Road 398 and Justin Lane. Tom Yantis)
9. Hold a public hearing on the adoption of updated water and wastewater impact fees.(Tom Yantis)
10. Consider introducing Ordinance 2023-09 granting ATMOS Energy a non-exclusive franchise agreement with the City of Taylor. (Brian LaBorde)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

11. Consider and approve changes to Personnel Policy Manual. (LaShon Gros)
12. Request to condense the footprint for the May 6, 2023 Blackland Prairie Days Festival by closing only 2 City-controlled streets and allowing for the Sale and Consumption of Alcohol in Heritage Square (Jan Harris)

The City Council may take action on any executive session item listed on this agenda after they reconvene into regular session.

Executive Session I. The Taylor City Council will conduct a closed executive session under 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of public officer or employee.

a. Municipal Court Judge evaluation

Executive Session II The Taylor City Council will conduct a closed executive meeting 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. ETJ release petition from Avula Holdings. LLC (Tom Yantis)

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 February 17, 2023 and remained posted for at least 72 hours continuously before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

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

Posted By: Rocio Lopez Date 2-17-2023

Rocio Lopez, Executive Assistant

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☐ Streets/Infrastructure
☒ Quality of Life
☐ Economic Vitality

Agenda Item #: 1

Agenda Title: **Approve minutes from the February 9, 2023 regular Council meeting.**

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

Department Submitted: City Clerk

Staff Contact: Dianna McLean

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

PROS	CONS
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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)

N/A

8. ATTACHMENTS

1a. February 9, 2023 minutes

City of Taylor
Regular City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
February 9, 2023, at 6:00 p.m.

Mayor Rydell declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Mayor Pro-Tem Gerald Anderson
Council Member Robert Garcia
Council Member Mitch Drummond
Council Member Dwayne Ariola
Mayor Brandt Rydell

Brian LaBorde City Manager
Jeff Jenkins, Deputy City Manager
Mark Schroeder, Assistant City Attorney
Rocio Lopez, Executive Assistant

INVOCATION / MOMENT OF REFLECTION
The invocation was given by Father Alberto.

PLEDGE OF ALLEGIANCE

PROCLAMATIONS/RECOGNITIONS

A. The Cholangiocarcinoma Awareness Proclamation was read by Councilmember Ariola. It was presented to John McDonald. Mr. McDonald was very appreciative of the recognition. He was accompanied by Candace Tice, representative of the Cholangiocarcinoma Foundation and Meredith.
B. The Black History Month Proclamation was read by Councilmember Garcia, who asked the rest of Council to join him. The proclamation was accepted by Pastor Davis. Mr. Davis said a few words about his beliefs and his service to the Taylor community.

CITIZENS COMMUNICATION
There were no citizen communications.

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.)

1. Approve minutes from the January 26, 2023, regular City Council meeting.
2. Consider Resolution R23-05 calling for a May 6, 2023, general election.
3. Concur with preliminary financials for December 2022.
4. Consider Resolution R23-04 authorizing the submission of a grant application though the Resilient Communities Program managed by the Texas General Land Office
5. Consider Ordinance 2023-05 Amend fee schedule.
6. Consider Ordinance 2023-06 Amend FY23 budget.
7. Consider Resolution R23-08 Authorizing the Police Department to apply for and if awarded accept a Grant for the position of Victim Services Coordinator
8. Consider Resolution R23-06 authorizing the City Manager to execute a Property Exchange Agreement for the exchange of real property between the City of Taylor and David Legere.
9. Discuss, consider, and take appropriate action authorizing City Manager to execute James Construction Group, LLC's Change Order 4 to Williamson County's CR 401

Reconstruction Project adjusting city waterline and authorizing reimbursement of Williamson County in the amount of the change order.

10. Consider authorizing the City Manager to execute Change Order 1 to FM 973 Water and Wastewater Line Improvements Project with D. Guerra Construction, LLC.

Motion was made by Councilmember Garcia to approve consent agenda items as presented. Motion was seconded by Councilman Ariola. Motion carried unanimously.

PUBLIC HEARINGS / ORDINANCES

There were no Public Hearings/Ordinances

REGULAR AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION

11. Receive the Annual Racial Profiling Report.

Chief Fluck presented the Annual Racial Profiling Report. He stated that he had found an error and had made the correction prior to the presentation. He apologized for the error.

Mayor Pro Tem Anderson said "Thank you" to Chief Fluck.

Motion was made by Councilmember Ariola to receive the Annual Racial Profiling Report as presented.
Motion was seconded by Councilmember Drummond. Motion carried unanimously.

12. Consider approving amendment #1 to task order 29 with HDR Engineering for development review and inspection services related to the Samsung project.

Assistant City Manager, Tom Yantis, explained why the amendment was now needed, regarding the initial task orders with a third party and the other with HDR. Now that the third party is up to speed, The amendment to Task Order 1 allows HDR to begin the plan review and third-party inspections for the Samsung facility.

Motion made by Councilman Garcia to Approve Amendment #1 to Task Order 29 with HDR Engineering for development review and inspection services related to the Samsung project. Motion was seconded by Mayor Pro Tem Anderson. Motion carried unanimously.

13. Update from Chief Baum to review the Emergency Management Plan. Emergency Operations Center, and response regarding the severe winter weather conditions.

Chief Baum made his presentation regarding the Emergency Management Plan for the City of Taylor. He focused on the differences between this winter storm and the February 2021 winter storm. During this winter storm there was ice accumulation which caused down power lines and tree branches. In the 2021 Winter Storm there were power outages, frozen pipes and 8 inches of snow.

Council Comments

Councilman Ariola wanted to know when Oncor would come and provide an update to Council. Mr. LaBorde said there was not a date yet. He proceeded to commend staff, Public Works, and Mr. LaBorde in their efforts to mobilize the clean-up. He also mentioned that this time there was no constant communications like on the 2021 Winger Storm. There were internal meetings and updates on social media.

Mayor Pro Tem Anderson praised the city for partnering with St. James Episcopal Church to provide shelter for those residents that needed a place to stay. He commended Public Works Director Jim Gray, Director of Finance Jeff Wood, and City Manager Brian LaBorde.

Councilman Garcia thanked City Staff, Streets Department, Parks and Rec, Water Department, and Fire Department, Jeff Wood, Jeff Jenkins, and City Manager, Brian LaBorde. He also commended Oncor for bringing in trucks from other parts of the country to assist.

Councilman Drummond thanked staff.

City Manager, Brian LaBorde, provided additional updates like the brush curb side pickup and the Welch site for drop off. In regard to hauling, the city is partnering with Waste Connections, but it is not enough. The city is looking to contract with a third party who has more trucks and more personnel.

Councilman Ariola asked what about those residents that had their brush picked up already, will they come back again? What about those residents that have large piles and the truck's arm can only go so far.

Mr. LaBorde responded that the trucks will come back to make sure everything is picked up. The city will encourage the residents to keep pushing their brush as close to the curb as possible.

Mr. LaBorde also mentioned that there were many entities that stepped in to help. There will be an appreciation luncheon for all those who assisted the city in the near future.

Motion made by Councilman Ariola to Receive the update for the Emergency Management Plan, Emergency Operations Center, and response regarding the severe winter weather conditions. Motion was seconded by Mayor Pro Tem Anderson. Motion carries unanimously.

Mayor Rydell read the Executive Session items and adjourned into closed session at 6:47 pm.

Executive Session I. The Taylor City Council will conduct a closed executive meeting 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. Special Events

Executive Session II. The Taylor City Council will conduct a closed executive meeting under Section 551.072 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.

b. Justice Center update

14. **Take any action regarding Executive Sessions I and II**
    Mayor Rydell reconvened into open session at 8:07 pm

ADJOURN

With no further business Mayor Rydell declared the meeting adjourned at 8:07 pm.

_____

Brandt Rydell, Mayor

ATTEST:

_____

Rocio Lopez, Executive Assistant

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☒ Streets/Infrastructure
☐ Quality of Life
☐ Economic Vitality

Agenda Item #: 2

Agenda Title: **Ratify existing Disaster Recovery Expenses**

Council Action to be taken: Ratify Existing Emergency Expenses

Department Submitted: Public Works

Staff Contact: Jim Gray, Public Works Director

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to inform the Council on the current expense obligations incurred from the Ice Storm clean-up effort. Council will need to ratify these existing estimated expenditure contracts.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

These are the major contracts associated with the event of this year's winter ice storm.

3. STAFF ANALYSIS (How and Why)

Recognizing the how large a clean-up project we would need to remove all the debris from the storm. We began order materials to assist the City with the clean-up. We knew we had major brush clearing so we rented a horizontal tub grinder from Veneer. This machine helps reduce the brush by 5-7 times allowing us to spend less on ultimate disposal cost. We currently have the machine rented for $71,500 per month. We will also have some delivery and wear and tear charges. We also rented an excavator and lift from United Rental to load the grinder and assess the volume of brush in each truck. We began by contacting Waste Connections for brush trucks to help us bring the brush from the curb. After several days we realized Waste Connections was not a good fit for this operation. We then got bids from large debris removal companies and settled with CTC to be our major debris hauler. Our estimate from CTC is $774,000. We also contracted with Austin Wood and Recycling to haul our chipped brush out of town. Our estimate from Austin Wood and Recycling is $237,500.

4. RECOMMENDATION

Staff recommends approval of the emergency expenditures described above.

5. FUNDING SOURCE

The funds will come from the general fund. The estimate for the three major contracts is over 1,000,000 our total estimate is 1,500,000.

6. TIMELINE

We anticipate 60days of effort at this time.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

2a. Veneer Rental Agreement
2b. CTC contract
2c. Austin Wood and Recycling Contract

Vermeer Texas-Louisiana

Vermeer Texas-Louisiana
1945 Louis Henna Blvd
Round Rock, TX 78664
Ph: (512) 244-0505
vermeertexas.com

Please remit to:
Vermeer Texas-Louisiana
Dept # 41351 • PO Box 650823
Dallas, TX 75265-0823

Ship To: IN STORE PICKUP

Invoice To: CITY OF TAYLOR
400 PORTER ST
TAYLOR TX 76574

Branch		
04 - ROUND ROCK		
Date	Time	Page
02/07/2023	10:18:23 (O)	1
Account No	Phone No	Contract No
TAYLO001	5123523675	
Ship Via	Purchase Order	
Tax ID No		
7460023553		
	Salesperson	
	395 / 395	

RENTAL CONTRACT

Description	R E S E R V A T I O N # 000777		Amount
VE HG6800TX	HG6800TX HORIZONTAL	1 MONTH	65500.00
Stock #: 1054535	Serial #: 1VRK4804JN1001034		
Date Out: 02/08/2023 11:26			
	WEAR CHARGE	1 MONTH	6000.00
Part #: WEAR		1 PIECE	
Date Out: 02/08/2023 11:26			

Miscellaneous Charges/Credits

RENTAL DELIVERY	Qty: 1	Price:	3280.00	3280.00
RENTAL PICKUP	1		2670.00	2670.00
			Subtotal:	77450.00
		RENTAL SALE (CHARGED:		77450.00

LESSEE AGREES THAT THE TERMS AND CONDITIONS ON THE REVERSE SIDE HEREOF ARE A PART OF THIS AGREEMENT AND ARE THOROUGHLY UNDERSTOOD.

X _____ Signature

Brian LaBorde Printed Name

2/7/23 Date

TERMS AND CONDITIONS

1. RENTAL PERIOD. The rental period shall begin on the date of delivery to LESSEE, and shall end on the date of return to LESSOR's business location designated herein. The rental period shall be the approximate rental period shown on the face hereof and, if LESSEE retains the Equipment after the expiration of said period, this Agreement shall be deemed to be extended at the same rental rate (or the prorated portion thereof) and under the same terms until the Equipment is returned to LESSOR. At any time after expiration of the original period, LESSEE agrees to return the Equipment to LESSOR within twenty-four (24) hours after notice from LESSOR.

The minimum rental period is one (1) day. The weekly rate applies if the Equipment is out at least three (3) full days. The monthly rate applies if the Equipment is out at least twenty-eight (28) days. No allowance will be made for Sundays, holidays, time in transit, or any period of time Equipment may not be in actual use while in LESSEE's possession, except as provided in Sections 5 and 8.

2. PAYMENTS. All payments hereunder are due upon receipt of invoice. All payments are payable at LESSOR's place of business in Irving, Dallas County, Texas. Rates do not include sales, use, or ad valorem taxes; these amounts will be added where incurred by law. LESSEE shall be liable for and shall reimburse LESSOR for amounts equal to any sales, use, license, or registration fees, charges, fines, or taxes levied or based upon the rentals, or the equipment, or the use or operation thereof.

3. OVERTIME RATES. LESSEE agrees that the rates provided for in this Agreement are considered straight time rates, based on not more than eight (8) hours per day, forty (40) hours per week, or one hundred and sixty (160) hours per month. Should the Equipment be used in excess of the above specified hours in any specific period, the overtime rate shall be based as follows:

* 1/8 of daily rate for each hour worked in excess of (8) hours in any one day;

* 1/40 of weekly rate for each hour worked in excess of (40) hours in any one week;

* 1/160 of monthly rate for each hour worked in excess of (160) hours in any one month.

4. WARRANTY. LESSOR IS NOT THE MANUFACTURER OF THE EQUIPMENT, AND MAKES NO WARRANTY, EXPRESSED OR IMPLIED, REGARDING THE FITNESS FOR A PARTICULAR PURPOSE, THE MERCHANTABILITY, DESIGN, CONDITION, CAPACITY, PERFORMANCE OR ANY OTHER ASPECT OF THE EQUIPMENT OR ITS MATERIAL OR WORKMANSHIP. LESSOR further disclaims any liability for loss, damage, or injury to lessee or third parties as a result of any defects, latent or otherwise, in the Equipment whether arising from LESSOR's negligence or application of the laws of strict liability. As to LESSOR, LESSEE leases the Equipment "AS IS" on an all faults basis.

5. SAFETY CERTIFICATION. LESSEE, by signing this Agreement, certifies that it has been instructed as to the proper and safe operation of the Equipment, as well as the safety features and purposes for which the Equipment was designed. LESSEE further certifies that upon delivery it will verify that all applicable safety mechanisms of the Equipment are installed and operational, and will immediately report any problems with such safety mechanisms to LESSOR for repair. Further, LESSEE agrees that it will not use or operate any Equipment whose safety mechanisms are not in full working order.
* Printed manufacturer operating instructions for the Equipment were given to LESSEE and reviewed with LESSEE by LESSOR.

6. DELIVERY CONDITION. LESSOR shall use reasonable care to see that the Equipment is in proper working condition before delivery to LESSEE. If LESSEE so requests, the Equipment will be operated in LESSEE'S presence at a time and place designated by LESSOR prior to delivery to LESSEE. If the Equipment is shipped to LESSEE and arrives in damaged condition, LESSEE shall note such damage on the bill of lading or any other receipt requested by the transporter and shall immediately notify LESSOR. The acceptance by LESSEE of the Equipment shall constitute an acknowledgment that the Equipment has been received undamaged, in good repair and operating condition, except to the extent noted by LESSEE on the bill-of-lading or other delivery receipt.

7. RETURN OF EQUIPMENT. LESSEE agrees to return to LESSOR at LESSOR's place of business, transportation costs prepaid, all Equipment leased hereunder, at the expiration of the Rental Term or earlier termination of this Lease. All Equipment will be returned in the same operating condition, order, repair, and appearance as when delivered to LESSEE, save ordinary wear and tear as provided by this Agreement, and free of all liens and encumbrances. LESSEE shall incur a refueling charge unless the equipment is returned to LESSOR with all fluid levels full. LESSEE shall be billed for time spent by LESSOR on clean-up of returned equipment.

8. CARE, MAINTENANCE, AND REPAIR. LESSEE agrees: to care for the Equipment properly, to use it within its rated capacity; to restrict its use to LESSEE'S AUTHORIZED PERSONNEL; to prohibit anyone other than LESSOR'S AUTHORIZED PERSONNEL to repair, modify, or adjust the Equipment; and to notify LESSOR immediately of accidents, disabilities, failures, or like information concerning the Equipment. LESSEE further agrees to be responsible for and to pay for all normal needs of the Equipment, including: supplying fuel, oil, grease, and water; checking daily the Equipment's general condition, including tires, oil levels, cooling system, water, and batteries; recharging batteries; and performing other routine preventative maintenance as set forth in the Machine Operator's Manual for the Equipment. LESSEE agrees to pay for all damages to the Equipment resulting from any and all causes other than normal wear and tear, including excess wear on such items as cutting edges, tires, etc.

LESSOR will provide warranty service throughout the agreed warranty period, as well as such other service necessary to keep the Equipment in proper working condition, and LESSEE agrees to make it available for servicing by LESSOR at reasonable times during LESSOR'S business hours. If LESSEE requires service at times other than LESSOR'S business hours, LESSEE agrees to pay the difference between LESSOR'S straight time and overtime rates for mechanic's time. LESSOR will NOT reimburse LESSEE for service work performed by LESSEE or any other party, and LESSEE shall be liable to LESSOR for any damage caused by work performed other than by LESSOR'S AUTHORIZED PERSONNEL.

In the event the Equipment becomes inoperable for reasons other than accident, improper use, or failure of LESSEE to comply with its obligations hereunder, no rental shall be charged for the period of time between actual notice to LESSOR of the inoperable condition of the Equipment and the time when it is returned to service. LESSOR shall not be obligated to furnish substitute Equipment nor shall be liable for down time or special or consequential damages of any nature whatsoever suffered by any party.

9. INSURANCE. LESSEE at its sole expense shall procure and keep insurance on the Equipment as follows: (i) property insurance for all risk of loss or damage from every cause whatsoever for not less than the full replacement value of the Equipment; (ii) commercial general/public liability and property damage insurance covering the Equipment, its use and storage in an amount not less than $1,000,000 for each occurrence. (iii) automobile liability with a combined single limit of $1,000,000. All such insurance shall be issued by an insurance carrier(s) satisfactory to LESSOR and shall name LESSOR as loss payee and additional insured, respectively. Such insurance shall provide a minimum of 30 days' advance written notice to Lessor of any cancellation, change or modification in the insurance. A loss payable insurance binder may be provided to LESSOR, provided however, LESSEE shall provide LESSOR with a duplicate of the original policy evidencing such insurance as required herein. All insurance proceeds shall be paid to LESSOR and LESSOR at its sole option may apply such proceeds toward the replacement, restoration or repair of equipment, or toward payment of the obligations of LESSEE hereunder. LESSEE appoints LESSOR as its attorney-in-fact to make a claim for, receive payment of, and execute and endorse all documents, checks or drafts for loss or damage under any such insurance policies. At LESSEE's option, property insurance may be obtained through LESSOR for a fee.

10. PURCHASE OPTION. LESSEE may be granted an option to purchase the Equipment leased hereunder. Payments previously received may qualify to be applied to purchase price. This lease must be in good standing before option can be exercised. Option is not transferrable. Any such option shall not be deemed exercised until LESSEE's written notification to that effect is received by LESSOR and approved.

UNLESS OPTION IS EXERCISED AND TITLE IS TRANSFERRED TO LESSEE THROUGH SALE, TITLE TO ALL EQUIPMENT SHALL REMAIN VESTED IN LESSOR AT ALL TIMES. LESSEE SHALL GIVE LESSOR IMMEDIATE NOTICE OF ANY LEVY ATTEMPTED ON SAID EQUIPMENT, OR IF SAID EQUIPMENT BECOMES LIABLE TO SEIZURE FOR ANY REASON. LESSEE SHALL INDEMNIFY LESSOR AGAINST ALL LOSS AND DAMAGE CAUSED BY SUCH ACTION.

11. TRANSPORTATION. All Equipment is F.O.B. LESSOR's yard. LESSEE is responsible for notifying LESSOR when Equipment is to be transported. If transportation is provided by LESSOR, a charge will apply.

12. AUTHORIZED USE. LESSEE agrees to comply with and conform to all municipal, state, and federal laws relating to said Equipment and its use or operation, and to pay any and all costs and expenses of every character occasioned by or involving the use or operation of said Equipment, unless specifically reserved to be paid by LESSOR hereunder.

LESSEE further agrees, that said Equipment shall not be used for any unlawful purpose, that said Equipment shall be used solely in the conduct of LESSEE's business, within LESSEE's possession, and under LESSEE's control, that said Equipment shall be used solely by LESSEE'S AUTHORIZED PERSONNEL, that said Equipment shall be used only for its intended purposes and shall not be used beyond its normal capacity, and that when not in use, said Equipment shall be kept in a protected area.

LESSEE agrees, whensoever requested by LESSOR, to give the exact location of the Equipment covered by this Lease, and LESSOR and the manufacturer of the Equipment shall have the privilege at all times of entering any shop, building, or location where the Equipment is being used for the purpose of inspection. LESSOR shall have the right of removing the Equipment on twenty-four (24) hours' notice and terminating this Lease if the Equipment is being overloaded or taxed beyond its capacity, or in any manner abused or neglected.

13. INDEMNITY. LESSEE shall indemnify and hold LESSOR and manufacturer harmless from any and all liability, loss, damage, expense, causes of action, suits, claims or judgments arising from injury to person or property resulting from or based upon the actual or alleged use, storage, operation, delivery or transportation of any or all of the Equipment.

14. ASSIGNMENT. LESSEE shall not assign this Lease or sublet the Equipment. LESSEE agrees that LESSOR may assign this lease, and all right, title, and interest of LESSOR in and to the Equipment, and all payments due or to become due to LESSOR hereunder. LESSEE agrees to honor any such assignment in accordance with its terms upon receipt of written notice thereof. LESSEE'S obligation to pay rent or other charges or fees under this Lease shall not, as to any such assignee, be subject to any diminution or right of set off, counterclaim, or recoupment whatsoever arising out of any breach of any obligation of LESSOR hereunder or by any reason of any other liability at any time owing by LESSOR to LESSEE.

The undersigned authorizes Vermeer Texas-Louisiana to file UCC-1's (Financing Statements) and UCC-3's (Continuation Statements).

15. DEFAULT. LESSEE shall be considered in default of this Lease if LESSEE shall fail to make any rental or other payment hereunder when due, shall fail to comply with any other provision of this Lease, shall attempt to sell or encumber any interest in the Equipment, shall cease doing business as a going concern, shall become subject to any state or federal insolvency, bankruptcy, receivership, trusteeship, or similar proceeding, or shall make, or attempt to make, an assignment, including one for the benefit of creditors, or if any attachment, execution, writ, etc., or other process is levied against the Equipment or any of LESSEE's property, or if for any reason LESSOR deems itself unsafe. The foregoing shall be considered Default Events.

If LESSEE is considered to be in default hereunder, LESSOR may immediately and without notice declare the entire balance of the sums owed due and payable together with all expenses of collection by suit or otherwise, including reasonable attorney's fees. Moreover, if any of the above Default Events shall occur, LESSEE agrees to surrender possession of the Equipment on demand, and LESSOR may enter upon LESSEE's premises to the full extent allowed by law and take possession thereof. LESSEE shall additionally be liable for all expenses incurred by LESSOR repossessing the Equipment, including reasonable attorneys' fees.

16. GENERAL. Time is of the essence of this Lease. LESSOR's failure at any time to require strict performance by LESSEE of any of the provisions of this Lease shall not waive or diminish LESSOR's right thereafter to demand strict compliance therewith or with any other provisions.

Waiver of any default shall not waive any other default.

The remedies in this Lease provided in favor of LESSOR shall be available to its successors and assigns and shall not be deemed exclusive, but shall be cumulative, and shall be in addition to all other remedies in its or their favor existing at law or in equity.

Any notice hereunder shall be deemed sufficiently given if in writing it is delivered to the applicable party personally, or sent by mail addressed to the party at the address set forth upon the reverse side hereof.

For purposes of this Agreement, LESSEE'S AUTHORIZED PERSONNEL shall be any of LESSEE'S employees, officers, or agents whose use of the Equipment is pre-approved by LESSOR, in LESSOR'S sole discretion.

If any portion of this Agreement, or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of the Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent of the law.

LESSOR and LESSEE agree that this Agreement shall be governed by, and shall be construed and enforced in accordance with the laws of the State of Texas, without regard to conflicts of laws principles. LESSOR and LESSEE hereby consent to the jurisdiction of any state of federal court located within Dallas County, Texas, and irrevocably agree that all actions or proceedings arising out of or relating to this Agreement shall be litigated in such courts. LESSOR and LESSEE hereby accept the nonexclusive jurisdiction of the aforesaid courts and waive any defense of forum non conveniens and irrevocably agree to be bound by any judgment rendered thereby in connection with this Agreement.

This Agreement embodies the entire agreement and understanding between the parties, supersedes all prior negotiations, agreements, and understandings between the parties, and all such prior agreements are hereby terminated. No alteration or modification of this Lease is valid unless in writing and signed by the parties hereto. LESSEE acknowledges receipt of a signed copy hereof.

17. REGULATIONS. Lessee will at Lessee's expense, comply with all local, state and federal laws and regulations affecting equipment and its use, operation, erection, dismantling and transportation, including all federal and local Department of Transportation regulations, licensing and building code requirements and shall defend, indemnify and hold harmless lessor from all loss, liability or expense resulting from actual or asserted violations of such laws, requirements or regulations.

☐ EQUIPMENT RECEIVER

TIME 12:00

DATE 2/7/2023

Vermeer Texas-Louisiana

☑ EQUIPMENT SHIPPER

TIME _____

CARRIER _____

MAKE VE MODEL HG6800TX S/N 1VRK4804JN1001034 EQ# 1054535

HOUR METER 390

FROM: COMPANY VTL ROUND ROCK

CONTACT _____

ADDRESS _____

PHONE _____

TO: COMPANY CITY OF TAYLOR

CONTACT _____

ADDRESS _____

PHONE ~~512-608-9000~~ 512-352-5818

RENT RETURN _____ DEMO RETURN _____ TRADE-IN _____ NEW DELIVERY _____

RENT X DEMO _____ RENT REPAIRS _____ RENTAL EXCHANGE _____

CUSTOMER REPAIR _____ REPO _____ TRANSFER _____ LOANER _____

LIST ATTACHMENTS

	MOUNTED	MOUNTED	MOUNTED	LOOSE	LOOSE
STOCK NO.					
MAKE					
MODEL					
S/N					

OVERALL APPEARANCE CHECK

LIGHTS _____ REFLECTORS _____ DECALS _____

TIRES _____ TRACKS _____ FUEL _____

DOORS _____ PANELS _____ HOOD _____

FENDERS _____ GLASS _____ SIDE SHIELDS _____

CUTTING EDGES _____ OTHER _____ TEETH _____

FLUID LEAKS

OIL _____

WATER _____

OTHER _____

*ADVISE CUSTOMER OF ESTIMATE BEFORE REPAIRS

REPAIRS REQUESTED

THE OPERATION, SERVICING, SAFETY, AND CARE OF THE ABOVE EQUIPMENT HAS BEEN EXPLAINED TO ME.

~~MACHINE SENT FROM CYPRESS FOR ROUND ROCK~~

RELEASED BY _____

RECEIVED BY: _____

CUSTOMER: _____ 2/7/23

EQUIPMENT Jeffrey Schutz

Vermeer
Texas-Louisiana

Branch Location: Round Rock

RENTAL INSURANCE CERTIFICATE REQUEST

TO INSURANCE AGENT:

CUSTOMER INFORMATION

Customer Contact	Lessee's Full Name	DBA
Jim Gray	City of Taylor, TX	

Street Address	City/Town	State / Zip
1424 N Main St.	Taylor	TX 76574
Business Phone	**Business Fax**	**County / Parish**

Please provide "Vermeer Texas-Louisiana" with the following:

A. **A Copy of General Liability Coverage to insure against all property damage and bodily injury, including death, in the combined amount of not less than $1,000,000.00 per occurrence.**

B. **Vermeer Texas-Louisiana to be named as Additional Insured, with waiver of subrogation and 30 days' notice of cancellation.**

C. **A Copy of Property Coverage for no less than the full value of the machine listed below.**

D. **Vermeer Texas-Louisiana to be listed as Loss Payee on Property Coverage.**

E. **Vermeer Texas-Louisiana must be listed as the Certificate Holder.**

EQUIPMENT DESCRIPTION

Description	Model	Serial Number	Make	Total Value
HORIZONTAL GRINDER	HG6800TX	1VRK4804JN1001034	VERMEER	$580,000.00
		Grand Total		$580,000.00

Coverage from **(Continuously, until returned to Vermeer Texas-Louisiana)**

Jim Gray 2/6/23

512-352-5818

SEND CERTIFICATES TO THE ATTENTION OF:

BCUTRIGHT@VERMEERTEXAS.COM

TML
INTERGOVERNMENTAL RISK POOL

Certificate of Coverage

TMLIRP Contract Number:	3204

Member:

Taylor
Mr. Brian La Borde
City Manager
400 Porter St
Taylor, Texas 76574-3600

Company Affording Coverage:

Texas Municipal League Intergovernmental Risk Pool (TMLIRP)
PO Box 149194
Austin, TX 78714-9194
(512) 491-2300 or (800) 537-6655
Fax: (512) 491-2404

Certificate Holder:

Vermeer Texas-Louisiana
1945 Louis Henna Blvd
Round Rock, Texas 78664

This is to certify that the coverages listed below have been provided to the member and are in effect at this time. Notwithstanding any requirements, terms, or conditions of any other contract or agreement with respect to which this certificate may be issued or may pertain, the coverage afforded by TMLIRP described herein is subject only to the terms, exclusions and additions of TMLIRP's coverage contracts between TMLIRP and its member(s). Coverage is continuous until canceled.

General Liability	Effective Date:	10/1/2022
	Anniversary Date:	10/1/2023
Limits of Liability (Each Occurrence):		$1,000,000
Sudden Events Involving Pollution (Each Occurrence):		$1,000,000
Annual Aggregate:		$2,000,000
Deductible per Occurrence:		$1,000
Law Enforcement Liability	Effective Date:	
	Anniversary Date:	
Limits of Liability (Each Occurrence):		
Annual Aggregate:		
Deductible per Occurrence:		
Errors and Omissions Liability	Effective Date:	
	Anniversary Date:	
Limits of Liability(Each Wrongful Act):		
Annual Aggregate:		
Deductible per Occurrence:		
Auto Liability	Effective Date:	
	Anniversary Date:	
Limits of Liability (Each Occurrence):		
Deductible per Occurrence:		
Auto Physical Damage	Effective Date:	
	Anniversary Date:	
Limits of Liability:		
Collision Deductible:		
Comprehensive Deductible:		

	Yes	No
Loss Payee:		

Real & Personal Property	Effective Date:	
	Anniversary Date:	
Limits of Coverage:		
Deductible per Occurrence:		
Mobile Equipment	Effective Date:	10/1/2022
	Anniversary Date:	10/1/2023
Limits of Coverage:		$2,056,781
Deductible per Occurrence:		$1,000
Boiler & Machinery - Broad Form	Effective Date:	
	Anniversary Date:	
Per Accident Limit:		
Deductible per Occurrence:		

	Yes	No
Mortgagee		X
Loss Payee	X	
Loan Number:		

Year/Make/Model	VIN	Value
Loan Number:		

DESCRIPTION:

Confirmation of coverage for (1) Vermeer Horizontal Grinder HG6800TX Serial #1VRK4804JN1001034, Value - $800,000. Short-term rental not to exceed 6 months.

Cancellation: Should any of the above described coverages be canceled before the anniversary date thereof, TMLIRP will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon TMLIRP.

Authorized Representative: Louis Canales

Louis R. Canales, Jr.

Date Issued:

2/6/2023

X102
2/10/2015

LOSS PAYABLE CLAUSE - MOBILE EQUIPMENT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and modifies such coverage as is afforded by the provisions of the coverage shown below:

SPECIAL FORM PROPERTY COVERAGE

Entity Name : Taylor
Entity ID : 3204
Effective Date : 02/06/23

It is understood and agreed that loss or damage to the **mobile equipment** described in this endorsement shall be paid as interest may appear to the person or organization named below.

Loss Payee Name : Vermeer Texas-Louisiana

Address : 1945 Louis Henna Blvd

City, State/ZIP : Round Rock, Texas 78664

The most we will pay for any loss to the described equipment is the lesser of:

1. the value indicated below, or;

2. the **replacement cost** or **actual cash value** of the equipment, based on the valuation method selected by the member, minus the applicable deductible.

Designation or Description of Equipment
For (1) Vermeer Horizontal Grinder HG6800TX Serial #1VRK4804JN1001034, Value - $800,000.
Short-term rental not to exceed 6 months.

INDEMNIFICATION UNDER CONTRACT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and clarifies such coverage as is afforded by the provisions of the coverage shown below:

- ☒ **GENERAL LIABILITY**
- ☐ **AUTOMOBILE LIABILITY**
- ☐ **LAW ENFORCEMENT LIABILITY**
- ☐ **AIRPORT (GENERAL LIABILITY HAZARDS) PREMISES LIABILITY**

Entity Name : Taylor
Entity ID : 3204
Effective Date : 2/6/23

It is agreed that coverage is provided for the liability assumed by the **Fund Member** to indemnify the person or organization named below under a contract between such person or organization and the **Fund Member**, but such coverage shall not exceed the limits of coverage set forth in the **Declarations**.

Person or Organization : Vermeer Texas-Louisiana
Address : 1945 Louis Henna Blvd
City, State & Zip Code : Round Rock, Texas 78664

Description

For (1) Vermeer Horizontal Grinder HG6800TX Serial #1VRK4804JN1001034, Value - $800,000.
Short-term rental not to exceed 6 months.

VERMEER TEXAS-LOUISIANA TERMS AND CONDITIONS

Rentals are available on a daily, weekly and monthly basis. A daily rental is based upon 24 hours. A rental starts either at pickup or upon delivery. A weekly rental is based upon seven days. A monthly rental is based upon 28 days. Longer rental options are available upon request.

Machine delivery and pickup are available at a cost. Please contact us for quote.

Customers may pick up or return equipment during regular business hours with an approved trailer and towing vehicle.

A valid driver's license and pre-approved credit card are required without an established line of credit.

The customer is responsible for any and all damages occurring during the rental period.

The customer shall provide proof of insurance naming Vermeer Texas-Louisiana as certificate holder. Coverage must be for the full value of equipment rented against damage and loss, including vandalism and theft.

If customer is unable to provide required insurance coverage, Vermeer Texas-Louisiana will make a third-party policy available at a rate of 14% of the rental value. Insurance only available if the rented machine does not exceed a replacement value of $335,000.

Quoted rates do not include taxes, insurance, delivery and/or pickup.

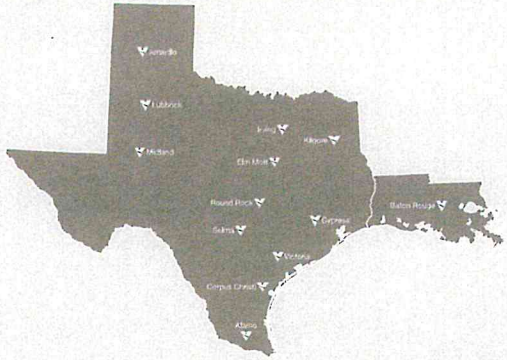
Cleaning charges may be assessed at the end of a rental at our current shop labor rate if the equipment is not returned clean.

Machines must be returned with the same level of fuel that they were delivered with. A refueling fee will be assessed for machines returned with less fuel.

Vermeer Texas-Louisiana reserves the right to inspect any trailer used for hauling any rental equipment.

Complete terms and conditions will be provided on the rental contract at time of transaction.

13 LOCATIONS IN TEXAS AND SOUTHERN LOUISIANA TO SERVE YOU BETTER!



LOCATIONS

ALAMO
222 W. Frontage Road
Alamo, TX 78516
956-782-5580

AMARILLO
12260 Interstate 27
Amarillo, TX 79119
806-622-2407

AUSTIN (ROUND ROCK)
1945 Louis Henna Blvd.
Round Rock, TX 78664
512-244-0505

BATON ROUGE, LA
12131 Airline Highway
Baton Rouge, LA 70817
225-665-7900

CORPUS CHRISTI
1502 Cathead Road
Corpus Christi, TX 78409
361-887-8499

DALLAS/FORT WORTH (IRVING)
3025 State Highway 161
Irving, TX 75062
972-255-3500

HOUSTON (CYPRESS)
21300 Northwest Freeway
Cypress, TX 77429
281-671-6000

KILGORE
707 Access Road
Kilgore, TX 75662
903-988-9868

LUBBOCK
3415 East Slaton Road
Lubbock, TX 79404
806-745-1245

MIDLAND/ODESSA
6117 E. Interstate 20
Midland, TX 79706
432-685-9276

SAN ANTONIO (SELMA)
16593 Interstate 35 N.
Selma, TX 78154
210-337-7700

WACO (ELM MOTT)
16595 N. Interstate Highway 35
Elm Mott, TX 76640
254-829-9655

Vermeer®
Texas-Louisiana

RENTAL RATES

www.VermeerTexas.com

Effective January 2022

EQUIPPED TO **DO MORE.**

RENTAL RATES

BRUSH CHIPPERS

	MONTHLY	WEEKLY	DAILY
BC700XL	$2,200	$740	$250
BC900XL	$2,750	$920	$310
BC1000XL GAS	$4,500	$1,500	$500
BC1000XL DIESEL	$4,500	$1,500	$500
BC1500	$6,100	$2,040	$680
BC1800XL	$7,700	$2,570	$860
BC2100XL	$10,500	$3,500	$1,170

STUMP CUTTERS

	MONTHLY	WEEKLY	DAILY
SC30TX	$2,000	$670	$230
SC292	$2,000	$670	$230
SC362	$2,200	$740	$250
SC382	$2,500	$840	$280

MINI SKID STEERS

	MONTHLY	WEEKLY	DAILY
S925TX	$1,930	$650	$220
CTX100	$2,200	$740	$250

GRINDERS

	MONTHLY	WEEKLY	DAILY
TG5000*	$48,500	$16,170	NA
TG7000*	$66,000	$22,000	NA
HG4000*	$46,000	$15,340	NA
HG6000*	$53,500	$17,840	NA
HG6800TX*	$71,500	$23,840	NA

TROMMEL SCREENS

	MONTHLY	WEEKLY	DAILY
TR5300	$7,750	$2,590	NA
TR521	$11,500	$3,840	NA
TR626	$14,500	$4,840	NA

COMPOST TURNERS

	MONTHLY	WEEKLY	DAILY
CT718*	$38,500	$12,840	NA

FECON MULCHERS

	MONTHLY	WEEKLY	DAILY
125VRT w/Head*	$16,500	$5,500	$1,840
FTX155*	$22,000	7,340	$2,450
225VST*	$33,000	$11,000	$3,670
325VST*	$38,500	$12,840	$4,280

PLOWS, TRENCHERS & ROCKSAWS

	MONTHLY	WEEKLY	DAILY
RTX450 TIRES/TRENCHER/PLOW	$5,500	$1,840	$620
RTX450 TIRES/ROCKSAW	$6,600	$2,200	$740
RTX550 TIRES/TRENCHER/PLOW	$7,200	$2,400	$800
RTX550 TIRES/ROCKSAW	$8,200	$2,740	$920
RTX550 TRACKS/TRENCHER/PLOW*	$9,200	$3,070	$1,030
RTX550 TRACKS/ROCKSAW	$9,200	$3,070	$1,030
RTX750 TIRES/TRENCHER/PLOW*	$9,500	$3,170	$1,160
RTX750 TIRES/ROCKSAW	$9,500	$3,170	$1,160
RTX750 TRACKS/TRENCHER/PLOW*	$10,500	$3,500	$1,170
RTX750 TRACKS/ROCKSAW	$10,500	$3,500	$1,170
RTX1250 TIRES/TRENCHER/PLOW*	$12,750	$4,250	$1,420
RTX1250 TIRES/ROCKSAW	$14,500	$4,840	$1,620
RTX1250 TRACKS/TRENCHER/PLOW*	$14,500	$4,840	$1,620
RTX1250 TRACKS/ROCKSAW	$15,000	$5,000	$1,670
XTS1250 TRACKS/PLOW	$14,500	$4,840	$1,620

TRACK TRENCHERS

	MONTHLY	WEEKLY	DAILY
T555III*	$30,000	$10,000	NA
T655III*	$38,000	$12,670	NA
T755III*	$45,000	$15,000	NA
T955III*	$63,000	$21,000	NA
T1055III*	$63,000	$21,000	NA
T1155III*	$74,000	$24,670	NA
T1255III*	$81,000	$27,000	NA

TERRAIN LEVELERS

	MONTHLY	WEEKLY	DAILY
T1255IIITL*	$103,000	$34,340	NA

VACUUM EXCAVATORS

	MONTHLY	WEEKLY	DAILY
500 GALLON STANDARD*	$6,100	$2,040	$680
800 GALLON STANDARD*	$6,500	$2,170	$730
500 GALLON SUPER DUTY*	$7,100	$2,370	$790
800 GALLON SUPER DUTY*	$7,600	$2,540	$850
HI VAC X8	$13,500	$4,500	$1,500
HI VAC X12	$16,500	$5,500	$1,840
VXT300	$13,000	$4,340	$1,450
VXT500	$13,500	$4,500	$1,500
VXT600-11	$16,500	$5,500	$1,840
VXT600-16	$18,500	$6,170	$2,060

PILE DRIVERS

	MONTHLY	WEEKLY	DAILY
PD5*	$18,000	$6,000	$2,000
PD10*	$20,500	$6,840	$2,280

HORIZONTAL DIRECTIONAL DRILLS

	MONTHLY	WEEKLY	DAILY
D10x15 S3*	$10,000	$3,340	NA
D20x22 S3*	$12,800	$4,270	NA
D23x30 S3*	$16,500	$5,500	NA
D23x30 DR*	$24,000	$8,000	NA
D24x40 S3*	$19,000	$6,340	NA
D40x55 S3*	$32,000	$10,670	NA
D40x55 DR*	$44,500	$14,840	NA
D60x90 S3*	$51,000	$17,000	NA
D100x140 S3*	$68,000	$22,670	NA
D220x300 S3*	$100,000	$33,340	NA
D330x500*	$120,000	$40,000	NA

HDD ACCESSORIES

	MONTHLY	WEEKLY	DAILY
F5 FALCON W/ REMOTE	$2,500	$833	NA
FT24 W/ MX125	$3,000	$1,000	NA
MX125 / 500 GAS	$1,650	$550	NA
MX300 / 1000 GAS	$2,200	$733	NA
R250 RECLAIMER*	$21,500	$7,170	NA
R600 RECLAIMER*	$48,500	$16,170	NA
SA400 MUD PUMP*	$30,500	$10,170	NA
14" HAMMER	NA	$13,000	NA
EXTRACTER FOR 14"	NA	$3,000	NA
24" HAMMER	NA	$21,000	NA
EXTRACTER for 24"	NA	$9,000	NA

All rentals are subject to equipment availabilily.
*Items marked with an asterisk include rental wear.

CTC
DISASTER RESPONSE

QUOTE

DATE: 1/9/23

TO:

City of Taylor, TX

Jim Gray – Public Works Director

1424 N. Main St.

Taylor, TX 76574

Qty	Description	Unit price	Line total
1	Removal of storm generated debris from public ROW to city supplied TDMS 80-100k CY of debris	$6.45 per CY	$6.45 CY
	5 truck minimum – 5k cy per day minimum		
		Subtotal	$6.45
		Sales Tax	0.00
		Total	$6.45

Brian LaBorde
City Manager
2/10/23

February 10, 2023

Shannon Adler
Project Manager
CTC Disaster Response
6021 SW 29th St. PMB #130
Topeka, KS 66614

RE: NOTICE TO PROCEED- REMOVAL OF STORM GENERATED DEBRIS FROM PUBLIC ROW TO CITY SUPPLIED TDMS 80-100K CY OF DEBRIS- 5 TRUCK MINIMUM- 5K CY PER DAY MINIMUM

Dear Shannon:

The City of Taylor hereby authorizes CTC Disaster Response to begin fulfilling its contractual requirements for the project named "Removal of storm generated debris from public ROW to city supplied TDMS 80-100k CY of debris- 5 truck minimum- 5k cy per day minimum". In the possibility of reimbursement, a Not-To-Exceed amount of 20%, is included. Unit price is $6.45 per CY X 100k CY of debris = $645,000. Twenty percent of $645,000 is $129,000. The total Not-To-Exceed amount is $774,000.00. Please call 512-352-5818 if you have any questions. We look forward to working with you.

Sincerely,

Jim Gray
Director, Public Works
City of Taylor
1424 N. Main St.
Taylor, TX 76574

Quote for Disaster Debris Removal

City of Taylor, TX

Attn: Jim Gray – Public Works Directior

1424 N. Main St.

Taylor, TX 76574

Thursday Febuary 9, 2023 12:00 P.M.

Contact Information:
Greg Gathers
6021 SW 29th St. PMB #130
Topeka, KS 66614
(785) 478-9805 – Office
(785) 478-4195 – Fax
ggathers@ctcdisaster.com
www.ctcdisaster.com
(Office locations in Kansas, Alabama, Florida & Texas)

INTRODUCTION

COVER LETTER

City of Taylor, TX

Attn. Jim Gray – Public Works Director

1424 N. Main St.

Taylor, TX 76574

February 9, 2023

RE: Quote for Disaster Debris Removal

To Mr. Gray,

CTC Disaster Response, Inc. (CTC), formerly known as Custom Tree Care, Inc., is pleased to submit our proposal for the RFP NO: CSM2023-23 for Emergency Debris Removal and Disposals Services. CTC has been in business for over 21 years and has completed over $200,000,000 in Debris Removal Operations, with a combined Executive and Management team experience of over 70 years. CTC has operated as prime contractor in the recovery of over 150 major catastrophic events in 27 states performing ROW Debris Removal, Tree Trimming and Removal, PPDR, Waterway and Marine Debris Removal, TDS Reduction and Management, and other specialty types of debris removal. We meet or exceed all requirements of this RFP.

With our experience, we can streamline the recovery process, while maintaining our 100% safety record. We have also been able to develop and streamline debris removal, reduction, and disposal to ensure that our teaming partners and the community receive the best benefits of our experience.

CTC has never failed to complete a project and has never defaulted on any contract. We hold ourselves to the highest standards of quality and professionalism. Our past performance is excellent, and we will strictly adhere to all requirements of this project including program standards as provided in FEMA's "Debris Management Guide." CTC is registered to do business in the State of Texas and has completed several contracts of this nature in the past for DOT's, School Districts, Municipalities (cities and towns), counties, states, and the federal government.

CTC has the resources to manage all disaster debris operations for all entities we are contracted with.

Our staff is trained in USACE, OSHA, ANSI and FEMA standards and all work practices will conform to these standards. We adhere to FEMA requirements for reimbursement documentation. If awarded, we will provide all additional documentation required. We look forward to the opportunity to serve the needs of York County, SC.

Respectfully,

Greg Gathers

President/CEO

MW-4172A

The following individuals have the authority to bind CTC Disaster Response, Inc. in all representations of this proposal.

Greg Gathers, President/CEO

(785)221-7550

ggathers@customtreecare.com

Jeremy Britton, Chief Operating Officer

(256)749-4886

jbritton@customtreecare.com

FIRM OVERVIEW

SUMMARY

CTC Disaster Response, Inc. is experienced in all aspects of debris response, recovery, and management.

- Founded in 1999
- Incorporated in Kansas in 2001
- FEIN: 48-1245968
- DUNS: 141755772
- E-Verify: 588603
- Cage Code: 30CP1
- Within the last 5 years CTC has not been involved in any litigation as a defendant pertaining to debris removal.
- CTC has had no license sanctions.
- CTC has not ever filed for bankruptcy.
- CTC is not currently, nor has ever been disbarred from debris removal operations.
- CTC has never defaulted on a contract, been terminated, or failed to complete any work awarded.

REIMBURSEMENT KNOWLEDGE AND EXPERIENCE

CTC's team has worked with many states, counties, cites, and monitoring firms to ensure the maximum reimbursement possible. Guidelines for debris removal procedures are clearly defined in the FEMA 325 manual, and each member of our team has familiarized themselves with those guidelines. In most large disaster reimbursement related situations, the municipality will enter into a contract with a debris monitoring firm.

However, they have the option to monitor the project themselves, in which they will be assisted by our qualified FEMA specialists. If the City of Taylor chooses to monitor the project themselves, CTC will provide:

- Training in FEMA's Debris Management Guide
- Training in FEMA's Public Assistance Program and Policy Guide (PAPPG)
- Placards for Equipment
- Seven Piece Carbon Copy Load Tickets
- Truck Certification Forms
- Force Account and Equipment Forms
- Proper Personal Protective Equipment
- Global Positioning Systems
- Digital Cameras
- Daily Reports
- Adequate personnel for data entry/documentation

With CTC's experience on 150+ FEMA reimbursed projects our process and procedures are implemented in a way that the Applicant's federal reimbursement is maximized. CTC understands the rules, regulations and policies required to meet FEMA guidelines.

PAST PERFORMANCE

STATE	CLIENT	CONTRACT	DISASTER	CY/ TONS	DATE	CONTRACT AMOUNT	CONTACT
TN	Humphreys County	Flood Related Debris Removal	Flood	3,334 Tons	05/11/22	$296,753	Jessie Wallace 102 Thompson St. Waverly, TN 37185 (931) 296-7795 jwallace@humphreystn.com
TN	City of Waverly	Storm Debris Removal	Flood	17,000 Tons	05/05/22	$1,351,500	Corey Burket 210 Pearson Ave. Waverly, TN 66871 (931) 296-2101 csburket@yahoo.com
LA	New Orleans Park IMP. ASSN.	Debris Removal	Hurricane Ida DR-4611		09/19/21	$775,774	Keith Hemel 1 Palm Dr. New Orleans, LA 70124 (504) 483-9492 khemel@nocp.org
MS	Warren County	Debris Removal and Disposal	Sever Winter Storm DR-4598	19,777 CY	04/12/21	$317,047	John Elfer 913 Jackson St. Vicksburg, MS 39183 (601) 636-1544 johne@co.warren.ms.us
MS	City of Waveland	Emergency Debris Disposal	Hurricane Zeta DR-4576	216,689 CY	03/20/21	$1,864,747	Mickey Lagasse 301 Coleman Ave. Waveland, MS 39576 (228) 467-4134 mickey.lagasse1990@outlook.com
OK	City of Oklahoma City - Public Works	Emergency Street Access Tree & Debris Removal	Severe Winter Storm DR-4575	13,799 Tons	02/14/21	$1,220,524	Derek Johnson 1621 S Portland Ave. Oklahoma City, OK 73108 (405)297-1517 derek.johnson@okc.gov
OK	City of Oklahoma City - Utilities	Debris Removal	Severe Winter Storm DR-4575	56,827 Tons	02/13/21	$5,026,386	Don Maisch 420 W Main St. Ste. 5 Oklahoma City, OK 73102 (405)297-3140 don.maisch@okc.gov

REFERENCES

Client	Disaster Description	Contact
City of The Village	Ice Storm	Bruce Stone
2304 Manchester Dr.	Debris Removal	(405) 751-8861
The Villages, OK 73120		bruce_stone@thevillageok.org
Wilson County, TN	Tornado	Aaron Mayard
228 East Main St.	Debris Clearance, Removal &	(615) 443-2630
Lebanon, TN 37088	Disposal	maynarda@wilsoncountytn.gov
City of Waverly, TN	Hurricane	Corey Burket
101 East Main St.	Debris Clearance & Removal	(931) 296-2101
Waverly, TN 37105		csburket@yahoo.com
Lee County, MS	Hurricane	Lee Bowdry
200 West Jefferson Street	Debris Removal	(662) 432-2950
Tupelo, MS 38802		lbowdry@co.lee.ms.us
Putnam County, TN	Tornado	Randy Porter
300 E Spring St.	Debris Clearance, Removal &	(931) 526-2161
Cookeville, TN 38501	Disposal	randy.porter@putnamcountytn.gov
City of Cookeville, TN	Tornado	James Mills
1115 E Spring St.	Debris Clearance, Removal &	(931) 520-5241
Cookeville, TN 38501	Disposal	jam@cookeville-tn.gov
City Corinth, MS	Debris Removal & Disposal	Clayton Mills
300 Childs Street		(662) 415-0855
Corinth, MS 38834		cm_@bellsouth.net
Douglas County, KS	Debris Removal	Keith Browning
3755 E 25th St.		(785) 832-5293
Lawrence, KS 66046		kbrowning@douglascountyks.org
Town of Cape Carteret, NC	Hurricane	Zach Steffey
102 Dolphin St.	Debris Clearing & Removal	(252) 393-8483
Cape Carteret, NC 28584		zsteffey@capecarteret.org

Client	Disaster Description	Contact
Town of Cedar Point, NC	Hurricane	Jayne Calhoun
427 Sherwood Avenue	Debris Clearing & Removal	(252) 393-7898
Cedar Point, NC 28584		jcalhoun@cedarpointnc.org
Client	**Disaster Description**	**Contact**
Carteret County, NC	Hurricane	Randy Carter
302 Courthouse Square	Debris Clearing & Removal	(252) 728-8545
Beaufort, NC 28516		randy.cantor@carteretcountync.gov
Pamlico County, NC	Hurricane	Tim Buck
302 Main St.	Debris Clearing & Removal	(252) 745-3133
Bayboro, NC 28515		tim.buck@pamlicocounty.org
South Broward Fl Drainage District	Hurricane	Kevin Hart
6591 SW 160th Avenue	Debris Clearing & Removal	(954) 680-3337 x206
Southwest Ranches, FL 33331		kevin@sbdd.org
City of West Park, FL	Hurricane	Dan Mililen
1965 S. State Rd 7	Debris Clearing & Removal	(954) 889-4162
West Park, FL 33023		dmillien@cityofwestpark.org
Town of Bay Harbor Island, FL	Hurricane	Jordan Leonard
9665 Bay Harbor Terrace	Debris Clearing & Removal	(305) 206-8497
Bay Harbor Islands, FL 33154		jleonard@bayharborislands-fl.gov
School Board of Broward County, FL	Hurricane	Ron Eggenberger
7720 West Oakland Park Blvd	Debris Clearing & Removal	(754) 321-4317
Sunrise, FL 33351		ronald.eggerberger@browardschools.com
City of Lawrence, KS	Tree Trimming, Tree & Debris	Crystal Miles
6 East 6th Street	Removal	(785) 832-7970
Lawrence, KS 66044		cmiles@lawrenceks.org
City of Shawnee, KS	Tree Trimming, Tree & Debris	Kevin Taylor
1110 Johnson Drive	Removal	(913) 631-2500
Shawnee, KS 66203		ktaylor@cityofshawnee.org
City of North Kansas City, MO	Tree Trimming, Tree & Debris	Chris Cooper
2010 Howell St.	Removal	(816) 274-6004
North Kansas City, MO 64116		ccooper@nkc.org

LETTER OF RECOMMENDATION

CITY OF THE VILLAGE

2304 MANCHESTER DR.
THE VILLAGE, OK 73120-3729
PHONE (405) 751-8861 V/TDD
FAX 748-7352 - EMAIL *city_hall@thevillageok.org*

OFFICE OF THE CITY MANAGER
BRUCE K. STONE

March 18, 2021

Lisa Johnson
Custom Tree Care, Inc.
6021 SW 29th Street, PMB 130
Topeka, KS 66614

Re: Letter of Recommendation

Dear Ms. Johnson:

It is my pleasure to offer this letter of recommendation for your company. Custom Tree Care performed storm debris removal services for the City of The Village after a devastating ice storm in October 2020. Your crews were extremely knowledgeable of FEMA requirements, had excellent equipment and did a professional job. Although we certainly would not be excited about cleaning up after another disaster, we would not hesitate to hire your company to get the job done.

Sincerely,

Bruce K. Stone,
City Manager

2100 CR 118
Hutto,TX,78634

Phone: (512) 259-7430
Email: info@austinwoodrecycling.com
URL: www.austinwoodrecycling.com

Customer Estimate

City of Taylor - Brush Grinding

Date: 2/10/2023

Estimate #: CW00000412

Bill To: Jim Gray
City of Taylor
1424 N. Main Street
Taylor TX 76574

Ship To: City of Taylor - Brush Grinding
Jim Gray 512-365-9949
City of Taylor - Brush Site Grinding REVISED
1200 Welch Street
Taylor TX 76574

Terms	Expiration Date	Salesperson
Prepaid	3/27/2023	Welch, Clint B.

Item	Description	Qty	Unit Price	Extended Price
TIP010	Mulch Hauling from City Grinding ($9.50 per cubic yard, plus tax if applicable)	1.00	9.50	9.50

Estimate 2500 cy

Please contact Clint Welch at 512-748-8987 with any questions.

TERMS AND CONDITIONS:

1.) TO AUTHORIZE THE WORK: Please sign this estimate and complete the attached Job Information Request Form and return both to: GSGroup@austinwoodrecycling.com.

2.) Prices are for loose, non-compacted wood waste disposal only. Dirt, rock and/or any other foreign or man-made materials are not included in this bid.

3.) Operations may cause a dusty environment. If needed, there will be an extra charge for Austin Wood Recycling to supply a water truck. Contractor may provide one, at no cost to Austin Wood Recycling, and in no case may it slow down our operation.

4.) If included in this estimate, clearing services will include clearing of trees, brush, and root balls where feasible. No grubbing. Conditions such as solid rock and underground utilities will prevent removal of root balls. In these cases, we will remove at ground level, leaving the root ball in the ground. Stump grinding, dirt excavation, and hauling of dirt/rock is not included in this estimate. This proposal DOES NOT include any days with hand crews. Hand crews needed for fence lines/power lines/underground lines will be an additional cost.

5.) All pricing is subject to applicable sales tax when billed to customer.

VENUE FOR ANY AND ALL DISPUTES ARISING OUT OF THIS AGREEMENT WILL BE WILLIAMSON COUNTY, TEXAS.

Signature: Jim Gray

Date: 2/10/23

AUSTIN WOOD RECYCLING
3875 E. Whitestone Blvd.
Cedar Park, TX 78613

Ph: (512) 259-7430 Fx: (512) 259-6482
info@austinwoodrecycling.com
www.austinwoodrecycling.com

OWNER / JOB INFORMATION REQUEST

Job Name: City of Taylor mulch hauling- 25,000 CY @ $9.50/CY Job#:

Jobsite Physical Address is: 1403 Welch St., Taylor, TX 76574

Tax Exempt: Yes ☑ No ☐ Certified Payroll: Yes ☐ No ☐ Bonded: Yes ☐ No ☐

OWNER: City of Taylor
(Company Name)
1424 N. Main St.
(Address)
Taylor, TX 76574
(City, State, Zip)
Jim Gray/ 512-352-5818
(Contact Name / Phone #)
jim.gray@taylortx.gov; julie.gensler@taylortx.gov
(Contact email address)

PRIMARY CONTRACTOR:

(Company Name)

(Address)

(City, State, Zip)

(Contact Name / Phone #)

(Contact email address)

CONTRACTOR:

(Company Name)

(Address)

(City, State, Zip)

(Contact Name / Phone #)

(Contact email address)

SURETY INFORMATION:

(Company Name)

(Address)

(City, State, Zip)

(Contact Name / Phone #)

(Contract #)

PLEASE RETURN COMPLETED FORM TO: ARGroup@austinwoodrecycling.com OR FAX TO: 512-259-6482

City Council Meeting February 23rd, 2022 Transmittal Letter

STRATEGIC PILLAR
☐ Streets/Infrastructure
☒ Quality of Life
☐ Economic Vitality

Agenda Item #: 3

Agenda Title: **Award Bid for backstop netting replacement at Taylor Regional Park Sports Complex**

Council Action to be taken: Award bid to Custom Netting Inc. to replace all backstop netting at Taylor Regional Park and Sports Complex

Department Submitted: **Parks and Recreation**

Staff Contact: Tyler Bybee, Parks and Recreation Director

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to award Bid #2023-4 to Custom Netting Inc in the amount of $65,878.80. This will replace all the backstop netting on all ten baseball and softball fields at Taylor Regional Park and Sports Complex

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The backstop netting at Taylor Regional Park is the original netting installed in 2009 and is well past its recommended life. Industry standards recommend netting replacement somewhere in the 7–8-year range. The netting is a constant maintenance issue for staff, as they have to restitch the nets as tear/holes appear. There is a persistent high demand for the fields at Taylor Regional Park and this replacement will be well received by all users.

The request for proposals was issued in January 2023, with the bid opening held on 2/6/22. The scope of the bid includes the netting replacement and hardware replacement as needed. There were four bids submitted. They are as follows:

Construction Rent-A-Fence	$138,867.00
Custom Netting Inc.	$60,278.80
GTG Development	$120,972.50
Empire Netting and Fence	$93,200.00

Staff is recommending approval of Custom Netting Inc's bid. Custom Netting Inc. specializes in sports netting installs, with many netting projects in their portfolio.

During Winter Storm Mara, the netting on 8 of the 10 fields was damaged due to the weight of the ice on the nets. In initial conversations with Custom Netting, their first available install date was in mid-May. Due to the complex being unusable, an expedited install has been requested. Custom Netting will be able to accommodate an early March

install for a fee of $5600. Staff is recommending this addition. Bringing the total approval amount to $65,878.80.

3. PROS and CONS

PROS	CONS
• Will provide safe backstop netting for users. • Will repair damage from winter storm in a timely manner.	• NA

4. RECOMMENDATION

Staff recommends approving the bid from Custom Netting Inc. in the amount of $65,878.80.

5. FUNDING SOURCE

2018 Certificate of Obligation Funds

6. TIMELINE

Replacement needed ASAP due to storm damage, estimated early March install.

7. OTHER OPTIONS (In order of preference)

NA

8. ATTACHMENTS

3a Bid tabulation sheet

Public Bid Results:
Bid #2023-4-Baseball and Softball backstop netting replacement at Taylor Regional Park and Sports Complex
City of Taylor, Texas
Received Bids As Read at 2pm on 2/6/23:

1.Construction Rent-A-Fence	$138,867.00
2.Custom Netting Inc.	$60,278.80
3.GTG Development	$120,972.50
4.Empire Netting and Fence	$93,200.00

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR	
☐	Streets/Infrastructure
☒	Quality of Life
☐	Economic Vitality

Agenda Item #: 4

Agenda Title: **Consider Approving the Purchase of the Police Department's Public Safety Radio Consolettes from Motorola**

Council Action to be taken: Approve Purchase

Department Submitted: Police

Staff Contact: Henry Fluck, Chief of Police

1. PURPOSE/DESCRIPTION

The Police Department is requesting to purchase Radio Consolettes due to "end of life." The Police Department is seeking approval to purchase four (4) remaining Radio Consolettes, which are needed to continue recording police radio transmissions. The total cost is $66,512, which includes equipment and professional services (project management and installation).

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

In May 2020, the Police Department upgraded two (2) Consolettes in dispatch. In addition, late 2020, several radios and in-car consolettes were replaced with CARES Act funds. In 2021, when Motorola was contacted to assist with removing the old radio rack, they advised that end-of-life consolettes were connected to the recorder. This information was not known by staff prior to the previous upgrades. "End of life" means that Motorola can no longer guarantee service, support, or replacement parts for radio equipment that has reached its expiration date. The equipment has since expired its ability to be serviced and if one or more breaks down; Motorola has advised that it is no longer serviceable.

For the FY 2022-2023 budget process, the Finance Department requested that each department submit a list of Capital Improvements, the cost to upgrade the four (4) remaining Consolettes was included. The Consolettes were approved by City Council during the FY 2022-2023 budget process.

Motorola is part of the Texas Department of Information Resources (DIR) purchasing program that assists local governments in reducing costs through this government-to-government procurement service. A purchase under the state contract eliminates any bid requirements. The City of Taylor is receiving the discount amount under the state contract. The purchase will be made under the state's contract with Motorola and therefore the requirement for competitive bids is met.

On June 13, 2019, City Council approved the purchase of the Police Department's and Fire Department's needed upgrade to purchase radio replacements with Motorola for the amount of $600,459.74. The former radio system had reached the end of life. Motorola had sent "Intent to Cancel" notifications.

On November 16, 2020, City Council approved the Police Department's purchase of 16 Portable Radios (handheld) for $89,834.24 and 7 Mobile Radios (in police vehicles) for $41,702.43 for a total (with discounts) of $127,796.57, which was reimbursed by Williamson County through the CARES Act funding.

3. PROS and CONS

PROS	CONS
• Upgrade end-of-life equipment • Record all channels. • Service and warranty on new equipment. • Avoid liability.	• Cost of purchase

4. RECOMMENDATION

Approve Purchase. The Consolettes need upgraded to continue recording channels.

5. FUNDING SOURCE

The total cost is $66,512, which includes equipment and professional services (project management and installation). Use Tax Purchase Account 100-552-539. Pricing is based on DIR contract DIR-TSO-4101.

6. TIMELINE

"End of life" has already occurred.

7. OTHER OPTIONS (In order of preference)

1. Not replace "end of life" equipment.

8. ATTACHMENTS

4a. Motorola Pricing Proposal

MOTOROLA SOLUTIONS

TAYLOR POLICE DEPARTMENT

LOGGING RADIO REPLACEMENT

OCT 10, 2022

The design, technical, pricing, and other information ("Information") furnished with this submission is proprietary and/or trade secret information of Motorola Solutions, Inc. ("Motorola Solutions") and is submitted with the restriction that it is to be used for evaluation purposes only. To the fullest extent allowed by applicable law, the Information is not to be disclosed publicly or in any manner to anyone other than those required to evaluate the Information without the express written permission of Motorola Solutions.

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Oct 10, 2022

SECTION 1

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to the restrictions on the cover page.

SYSTEM DESCRIPTION

1.1 SYSTEM OVERVIEW

Motorola Solutions is providing a quote to replace the existing XTL series consolette radios with four APX 4500 mobiles.

The APX mobiles primary objective are for recording purposes. Motorola shall connect the radios to the existing CCGW and pull recording from the CCGW to the existing recording patch panel. The solution shall provide the customer with up to 6 recording TG; 2 from the existing APX consolette and 4 from the proposed APX mobiles.

Motorola has included an 8 channel control station combiner and duplexer with one of the existing antenna to provide an antenna system for the 6 radios. Two additional ports on the combiner is available for future expansion.

1.2 PROPOSED EQUIPMENT

This section provides a high level list of the proposed equipment:

- Qty (4) APX 4500 Mobiles
- Qty (1) 8 Channel Station Control Combiner
- Qty (1) 800 MHz Duplexer
- Qty (4) Radio Online Management License

For a detailed list of the equipment, please refer to section 2 of this document.

The customer shall be responsible to configure the proposed radios with the correct profile.

1.3 SYSTEM DIAGRAM

Motorola is proposing an 8 channel control station combiner to connect the 6 radios. Two additional ports are available for any future expansion. The design shall utilize the existing antenna and line from the consolette. A duplexer is used to reduce the antenna requirement to a single antenna.

Figure 1 depicts the existing 800 MHz antenna system for the control stations. This antenna system was designed when installed by Motorola to communicate with the Taylor RF site. In the event the site is down, Motorola does not guarantee coverage to any other Williamson County RF site.

Use or disclosure of this proposal is subject
to the restrictions on the cover page.

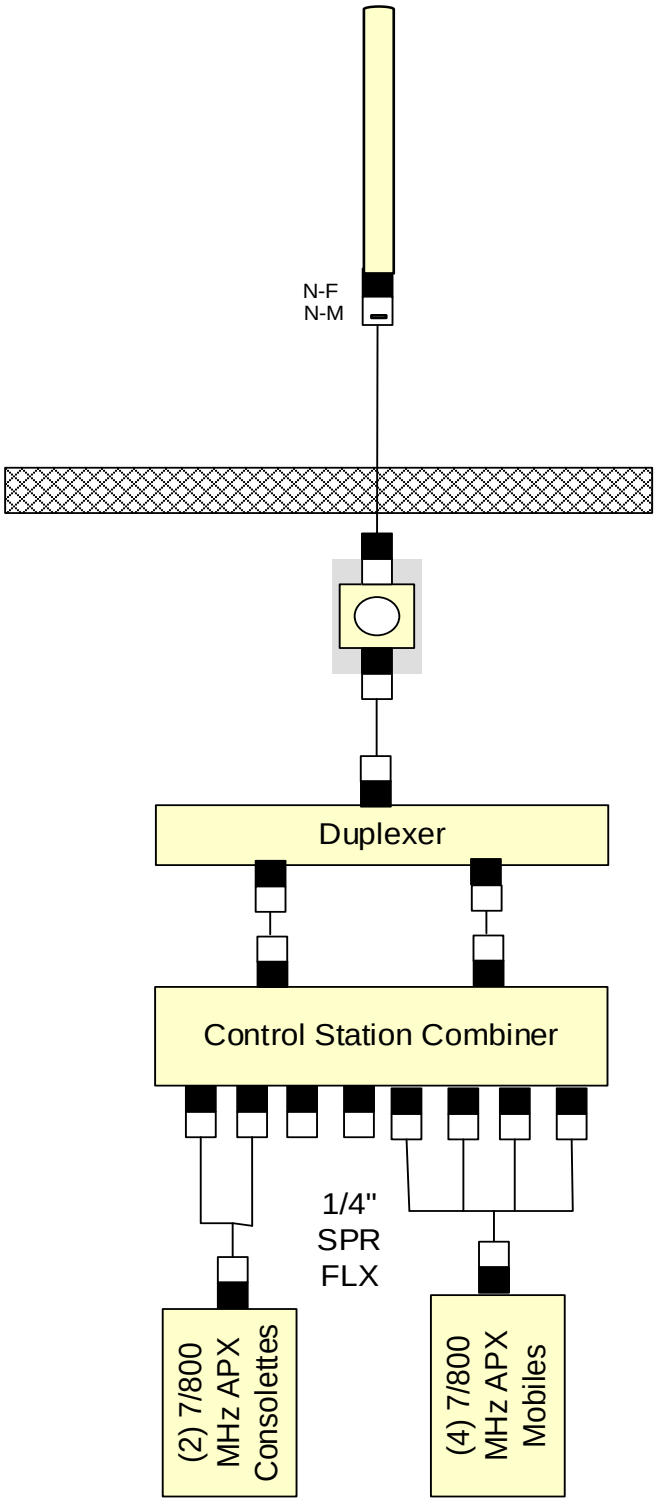

Figure 1: 800 MHz Control Station Antenna Diagram

Use or disclosure of this proposal is subject
to the restrictions on the cover page.

1.4 CUTOVER

To provide a more seamless cutover and minimize the downtime for the Taylor PD, Motorola recommends the following cutover:

1. Install the new APX mobiles in the existing rack.
2. Install control station combiner and duplexer.
    a. Run Coax from mobiles to the combiner and duplexer. (create and install additional coax to connect the 2 existing APX consolette and lower jumper to one of the antennas)
3. Configure the 4 radios in the Provision Manager (add to the existing CCGW and consoles 4 radio resources).
4. Install 2Wire jumper from CCGW to the existing logging punch block.
5. Uninstall lower jumper for one of the consolette to install the antenna to the duplexer and install jumper from consolette to the combiner.
6. Install the last APX consolette to the combiner system.
7. Verify each radio can receive and transmit audio.
8. Verify Higher Ground is recording the corresponding from Step 7 above with the support of the customer and Higher Ground. (The customer shall be responsible to coordinate Higher Ground support with the Motorola implementation)

1.5 ACCEPTANCE TEST PLAN

Testing of the proposed equipment is included. This includes the following:

- Test features and functionality of the radios to verify talk in and talk out capability from the console.
- Support customer and Higher Ground to verify Radios are being recorded and playback of the radio audio is acceptable.

A detailed Acceptance Test Plan will be developed upon purchase and will be reviewed during the Project Kickoff/Design Review meeting.

Use or disclosure of this proposal is subject to the restrictions on the cover page.

SECTION 2

STATEMENT OF WORK

Motorola is proposing to Taylor Police Department the installation and configuration Qty. 4 APX 4500 mobile radios and a new 8 channel Control Station Combiner.

The document delineates the general responsibilities between Motorola and Taylor Police Department as agreed to by contract.

2.1 MOTOROLA RESPONSIBILITIES

Motorola's general responsibilities include the following:

- Perform the installation of the Motorola supplied equipment described above.
  - Uninstall and remove the existing qty. 1 rack of XTL radios and the network equipment.
  - Install qty. 4 APX 4500 mobiles into the existing rack
  - Configure the APX 4500 radios in the Provision Manager
  - Install the Control Station Combiner and duplexer
  - Connect the existing qty. 2 APX radios to the antenna system along with the additional qty. 4 new APX 4500 radios being provided in this offer.
  - Run 2-Wire cables from the existing CCGW to the existing logging punch block.
  - Connect the antenna to the duplexer and install a jumper to from the consolette/mobiles to the combiner
  - Verify that each radio can receive and transmit along with verifying the existing Higher Ground logging solution is recording.
- Schedule the implementation in agreement with Taylor Police Department.
- Coordinate the activities of all Motorola subcontractors under this contract.
- Administer safe work procedures for installation.
- Provide Taylor Police Department with the appropriate system interconnect specifications.

2.2 TAYLOR POLICE DEPARTMENT RESPONSIBILITIES

Taylor Police Department will assume responsibility for the installation and performance of all other equipment and work necessary for completion of this project that is not provided by Motorola. General responsibilities for Taylor Police Department include the following:

- Provide all buildings, equipment shelters, and towers required for system installation
- Insure communications sites meet space, grounding, power, and connectivity requirements for the installation of all equipment.
- Dispose of the rack of XTL radios that Motorola will uninstall and remove from the equipment room.
- Ensure a representative from Higher Ground is onsite and or available for testing and verification once radios are cutover.

Use or disclosure of this proposal is subject to the restrictions on the cover page.

- Customer will provide a dedicated delivery point, such as a warehouse, for receipt, inventory and storage of equipment prior to delivery to the site(s).
- Coordinate the activities of all Taylor Police Department vendors or other contractors.

2.3 PROJECT ASSUMPTIONS

Motorola has made several assumptions in preparing this proposal, which are noted below. In order to provide a firm quote, Motorola will need to verify all assumptions or seek alternate solutions in the case of invalid assumptions.

- All work to be performed during normal business hours, Monday through Friday 8:00am to 5:00pm CST.
- All existing sites or equipment locations will have sufficient space available for the system described as required/specified by R56.
- All existing sites or equipment locations will have adequate electrical power in the proper phase and voltage and site grounding to support the requirements of the system described.
- Any site/location upgrades or modifications are the responsibility of the customer.
- This proposal does not include any civil work or other equipment not outlined in this proposal.
- Motorola will not run any RF analysis for the radios as part of this offering.
- Motorola assumes the Higher Ground Recording is configured to record the 6 radios. Motorola is not responsible for any recording issue due to the logger. Motorola's responsibility will be limited to verify the proper audio level to the punch block from the radios (via the CCGW port).
- Motorola assumes the configuration provided from Higher Ground is correct and shall connect the 2W audio to each of the provided ports on the punch block that correspond to the channels provided by Higher Ground.
- Approved local, State or Federal permits as may be required for the installation and operation of the proposed equipment are the responsibility of the customer.
- No coverage guarantee is included in this proposal.
- Motorola is not responsible for interference caused or received by the Motorola provided equipment except for interference that is directly caused by the Motorola provided transmitter(s) to the Motorola provided receiver(s). Should the Customer's system experience interference, Motorola can be contracted to investigate the source and recommend solutions to mitigate the issue.

Use or disclosure of this proposal is subject to the restrictions on the cover page.

SECTION 3

EQUIPMENT LIST

This section lists the equipment necessary for the proposed solution.

QTY	DESCRIPTION
4	APX4500 ENHANCED 7/800 MHZ
4	ADD: DASH MOUNT O2 APXM
4	ADD: CONTROL STATION POWER SUPPLY
4	ADD: CONTROL STATION OPERATION
4	ADD: APX O2 CONTROL HEAD
4	ADD: APX CONTROL HEAD SOFTWARE
4	ADD: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM
4	ADD: DIGITAL TONE SIGNALING
4	ADD: GROUP SERVICES
4	ENH: OVER THE AIR PROVISIONING
4	APX MOBILE RADIO AUTHENTICATION
4	ADD: TDMA OPERATION APX
4	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY
4	ADD: AES ENCRYPTION APX AND ADP
4	ADD: MULTIPLE KEY ENCRYPTION OPERATION
4	ADD: NO GPS ANTENNA NEEDED
4	ADD: NO RF ANTENNA NEEDED
4	ADD: NO MICROPHONE NEEDED
4	ADD: NO SPEAKER NEEDED
4	ADD: 5Y ESSENTIAL SERVICE
1	RADIO MANAGEMENT ONLINE
4	ADD: RADIO MANAGEMENT LICENSES ONLINE
1	8 CHANNEL CONTROL STATION COMBINER (PASSIVE), CSC02,764-869MHZ
1	800MHZ MILLED WINDOW DUPLEXER FOR CONTROL STATION COMBINERS, N-TYPE C
2	19 INCH BLACK SHELF
100	COAXIAL CABLE, 1/4" HIFLEX, 50 OHM WITH BLACK PE JACKET
12	CONNECTOR, N MALE INTERFACE FOR EC1-50
100	COAXIAL CABLE, 1/2" HIFLEX, 50 OHM CORRUGATED COPPER
2	CONNECTOR, N FEMALE INTERFACE FOR EC4-50
2	CONNECTOR, N MALE INTERFACE FOR EC4-50

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SECTION 4

PRICING

Motorola is pleased to provide the following equipment and services to Taylor Police Department. This pricing is based on DIR contract DIR-TSO-4101. All terms and conditions are based on the DIR contract.

Equipment Cost	$ 33,998.00
Installation Cost	$ 32,514.00
Total System Cost	**$ 66.512.00**

Use or disclosure of this proposal is subject to the restrictions on the cover page.

SECTION 5

CONTRACTUAL DOCUMENTATION

This pricing is based on DIR contract DIR-TSO-4101. All terms and conditions are based on the DIR contract.

SECTION 6

OUR COMMITMENT

Motorola Solutions creates innovative, mission-critical communication solutions and services that help public safety and commercial customers build safer cities and thriving communities. You can find our products at work in a variety of industries including law enforcement, fire, emergency medical services, national government security, utilities, mining, energy, manufacturing, hospitality, retail, transportation and logistics, education, and public services.

Founded in 1928, Motorola Solutions has a history of innovation that has revolutionized communications. From pioneering mobile communications in the 1930s and making equipment that carried the first words from the moon in 1969, to supporting modern-day emergency response equipment for disaster relief efforts around the world, Motorola Solutions has a global footprint with products that demonstrate its thought leadership.

Throughout its history, Motorola Solutions has transformed innovative ideas into products that connect people to each other and the world around them. Moving forward, the company strives to keep its commitment of make things better and life easier, to make sound recommendations that will guide you in linking your current and future communication needs and objectives with technology’s ever-evolving promise.

Use or disclosure of this proposal is subject
to the restrictions on the cover page.

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☐ Streets/Infrastructure
☒ Quality of Life
☒ Economic Vitality

Agenda Item #: 5

Agenda Title: **Receive 2022 annual report for the Taylor Tax Increment Reinvestment Zone #1**

Council Action to be taken: Receive report.

Department Submitted: **Development Services**

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

This item is intended for the Council to receive the annual report of the Taylor Tax Increment Reinvestment Zone #1 (TIRZ).

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

State law requires that the City submit an annual report of the TIRZ District's financial activities to the Comptroller's Office and the Attorney General's Office. Our practice is also to share the report with the County, since they are a funding-partner, the Chamber, Taylor EDC, the Taylor ISD, and the Taylor Daily Press.

The 2022 annual report reflects the activity of TIRZ which included payment of debt service for Heritage Square, and contributions to the Main Street façade grant program.

3. PROS and CONS

PROS	CONS
• N/A	• N/A

4. RECOMMENDATION

Staff recommends that the Council receive the annual report.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

5a Attachment 1 2022 TIRZ Annual Report
5b Attachment 2 2022 Comptroller Report

Taylor Tax Increment Reinvestment Zone District #1

ANNUAL REPORT

For Fiscal Year Ending September 30, 2022

Prepared by:
Development Services Department
The City of Taylor, Texas
www.taylortx.gov
512-352-5990

Legislative Requirements.
Section 311.016 of the Texas Tax Code Requires that prior to the 150th day following the last day of the City's fiscal year, the City must prepare and submit a report on the status of the Zone to the chief executive officer of each taxing entity that levies taxes in the Zone.

Distribution.
In accordance with this section the report will be distributed to:
City Manager of the City of Taylor,
Superintendent of the Taylor Independent School District,
Williamson County Judge
Texas Attorney General's Office
Texas Comptroller's Office

Extra copies will be provided to:
Taylor Economic Development Corporation,
Chamber of Commerce,
Taylor Daily Press.

Finally, the report will also be posted on the City's website.

Local legislative History of the District.
The Taylor Tax Increment Reinvestment Zone (TIRZ) District #1 was created by Ordinance 2005-9 on June 28, 2005. The Interlocal Agreement with Williamson County was finalized by the County Commissioners on October 25, 2005. The base year for the TIRZ District is January 1, 2005.

Geography and Map of the zone.
The zone consists of 128 acres. It is generally located in Taylor's Downtown area. However, approximately 40 percent of the district is south of the Union Pacific Railroad.

A map of the District is attached as exhibit "A".

Governance.
The Taylor TIRZ District #1 is governed by an Advisory Board and the City Council. The Advisory Board consists of the Main Street Advisory Board and an appointee from both the Taylor Independent School District and the County.

The TIRZ District #1 Advisory Board is responsible for reviewing information and providing recommendations to the City Council.

Financial Data.
Section 311.016 of the Texas Tax Code requires that the following information be provided to each taxing unit that collects taxes in the District:

1. The amount and source of revenues in the TIRZ fund. Please see Exhibit "B" for a breakdown of TIRZ revenues for this reporting period. The **FY 2022 TIRZ revenues** were:
   $ 419,615.24
2. **Total revenue** to the TIRZ fund #1 since its inception in 2005 is:

City and County	= $ 2,975,159.17
Interest	= $ 52,986.47
Total	= $ 3,028,145.64

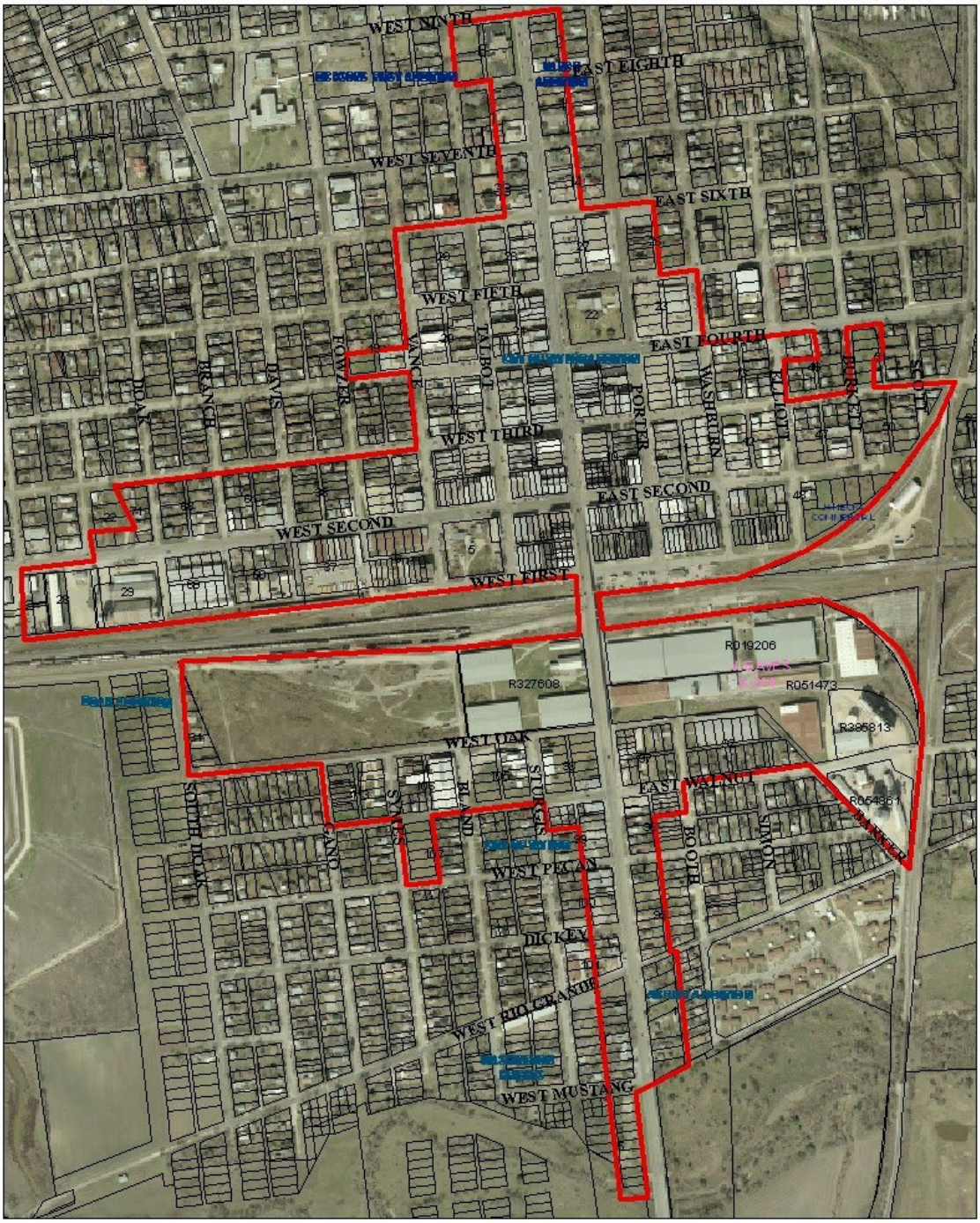
3. The amount and purpose of expenditures from the TIRZ Fund. Please see Exhibit "B" for a breakdown of expenditures for this reporting period. The **FY 2022 TIRZ expenditures** were:
   $ 383,032.00
4. **Total expenditures** since the inception of TIRZ Fund #1 is:
   $ 2,748,984.63
5. The amount of principal and interest due on outstanding bonded indebtedness. The Fund has no bonded indebtedness reported in FY 2022.
6. The tax increment base and current captured appraised value retained by the zone.

The tax increment base in January 1, 2005 was:	$ 24,550,177
The 2022 taxable value was:	$ 59,219,372
The 2022 captured appraised value was:	$ 34,669,195

7. The change in taxable value between FY2021 and FY2022 was $ 4,798,520.
8. The captured appraised value shared by the City and other taxing units, the total amount of tax increments received, and any additional information necessary to demonstrate compliance with the Tax Increment Financing Plan adopted by the City Council. No activity to report during this period.
9. The fund balance of the TIRZ fund as of September 30, 2022 was $268,507.23

Questions regarding this report should be directed to:
Tom Yantis, AICP
Assistant City Manager
400 Porter Street
Taylor Texas 76574
tom.yantis@taylortx.gov
512-352-5990

Exhibit “A”



TAYLOR TIF ZONE # 1

Exhibit “B”

Taylor TIRZ Fund #1
2022 Financial Report: October 1, 2021--September 30, 2022

Beginning Fund Balance	$231,923.99
REVENUE	
City TIRZ Payment	$276,846.18
County TIRZ Payment	$141,082.90
Interest	$ 1,686.16
Total Revenues	$419,615.24
Total Available Revenue	$651,539.23

Approved projects funded in fiscal year 2021-22:	
Heritage Park Debt Service Contribution	$339,500.00
Transfer to General Fund for overcollection	$23,532.00
Façade Grants (Transfer to Main Street Fund)	$20,000.00
Total Expenditures	$383,032.00
Ending Fund Balance	$268,507.23
Encumbered funds:	
Downtown Master Plan Implementation – Heritage Park (FY 2023 – 2030)	$2,723,600.00

Tax Increment Finance (TIF) Registry

Annual Report by Municipality or County

PLEASE PRINT OR TYPE, DO NOT WRITE IN SHADED AREAS.

Please fill out the complete form and attach other documentation (See Instructions on page 2.)

STEP 1: Contact Information

City of Taylor — ☑ City ☐ County
Name of designating taxing unit

Tom Yantis — Assistant City Manager
Contact Person — Title

400 Porter Street
Current Mailing Address (number and street)

Taylor — Williamson — 76574
City — County — ZIP Code

512-352-5990 — — tom.yantis@taylortx.gov
Phone (xxx-xxx-xxxx) — Fax Number (xxx-xxx-xxxx) — Email Address

STEP 2: Tax Increment Reinvestment Zone Information

1. TIF Reinvestment zone name: Taylor TIRZ #1
   DO NOT USE ORDINANCE OR RESOLUTION NUMBERS FOR ZONE NAME (See instructions for "Proper Zone Naming Standards")
2. Report for fiscal year beginning (YYYY) 10/1/2021 and ending (YYYY) 9/30/2022 .
3. Is the required documentation attached (check mark required to acknowledge): ☑ Annual Report
4. Has the termination date of the TIRZ been modified? (If "No" skip to question 5.) ☐ Yes ☑ No
   a. Original Termination Date (MM/DD/YYYY): _____ b. Modified Termination Date (MM/DD/YYYY): _____ .
   c. Attachment must include: ☐ Modified Ordinance d. Attachment must include: ☐ Modified Project Plan and Finance Plan
5. Size of the TIF reinvestment zone in acres: 128
6. Has the size of the zone increased or decreased since creation?: ☐ Yes ☑ No
7. If you answered "Yes" in question #6, please indicate which? ☐ Increased ☐ Decreased
8. Property types (select one only): ☐ Residential ☐ Commercial/Industrial ☑ Both (commercial/industrial and residential)
9. Have one or more abatements been given to business(es) to locate in the TIRZ (if "No" then skip to question #10)?: ☐ Yes ☑ No
10. What are the individual account numbers assigned to each active abated property that is located in the TIRZ? Use a separate box for each abated property account number.

11. Types of improvement projects (check all that are in progress or have been completed):

Public Projects

☐ Public Buildings and Facilities ☐ Roadwork
☐ Water/Sewer and Drainage ☑ Parks ☐ Other Infrastructure: _____

Other Projects

☑ Facade Renovation ☐ Parking ☐ Historical Preservation
☐ Transit ☐ Affordable Housing ☑ Economic Development ☐ Other: _____

For Q.12-Q.15 round to the nearest dollar. CANNOT leave any line blank for Q.12-Q.15, MUST provide at least a $0 for each line.

12. TIF fund balance (end of year): ..... $ 231,924

13. List of fund revenues:

Total tax increments received	$	417,929
Sales tax increments	$	
Loans	$	
Sale of bonds	$	
Sale of property	$	
Other	$	1,686
TOTAL ANNUAL REVENUES	$	419,615

14. List of fund expenditures:

Administrative	$	
Property purchased	$	
Public improvements	$	339,500
Facade renovations	$	20,000
Parking	$	
Historic preservation	$	
Transit	$	
Affordable housing	$	
Economic development programs	$	
Other	$	23,532
TOTAL ANNUAL EXPENDITURES	$	383,032

15. Bonded indebtedness:

Principal due	$	
Interest due	$	
TOTAL DEBT	$	0

Fill out the three lines below if the TIRZ IS NOT divided into multiple sub-zones in the "lead taxing unit." If the zone has increased in size since it's creation and is divided into multiple sub-zones: (a) identify the name of each sub-zone/section and (b) identify the TIRZ values, tax increment base and captured appraised value within that zone's sub-zone. DO NOT INCLUDE numbers from "participating taxing units."

16. Reinvestment zone values:

Tax increment base	$	
Current captured appraised value	$	
Total appraised value (add above 2 lines together)	$	
Name of the subdivision 1 (if applicable)		

(Fill out section below only if the TIRZ has expanded. Each new property/area that is incorporated into the TIRZ is considered as a "sub-zone")

Tax increment base	$	24,550,177
Current captured appraised value	$	34,669,195
Total appraised value (add above 2 lines together)	$	59,219,372
Name of the sub-zone 2 (Use this field if zone has expanded)		

Tax increment base	$	
Current captured appraised value	$	
Total appraised value (add above 2 lines together)	$	0
Name of the sub-zone 3 (Use this field if zone has expanded)		

Tax increment base	$	
Current captured appraised value	$	
Total appraised value (add above 2 lines together)	$	0
Name of the sub-zone 4 (Use this field if zone has expanded)		

STEP 3: Authorized Name of Person Completing Form

By typing my name below, I certify under penalty of perjury that I am authorized to execute this instrument and the information provided herein is true and correct to the best of my knowledge and belief.

Tom Yantis	Assistant City Manager	02/02/2023
Authorized User Name	Title	Date

Instructions

State Law (Section Sec. 311.016, Tax Code) requires the governing body of a municipality or county, on or before the 150th day following the end of its fiscal year, to submit a report on the status of a reinvestment zone created by the municipality or county to the chief executive officer of each taxing unit that levies property taxes on real property in the zone. A copy of this annual report along with this form must be submitted to the Texas Comptroller of Public Accounts at the address below:

Comptroller of Public Accounts
Data Analysis and Transparency Division
Post Office Box 13528
Austin, Texas 78711-3528

For assistance or to request additional forms, call toll free, 1-844-519-5672. You may also obtain additional forms at comptroller.texas.gov/economy/local/ch311/reporting.php. From a Telecommunication Device for the Deaf (TDD), call 1-800-248-4099 or 512-463-4621.

Step 1: Contact information
This information provides the Comptroller information on the entity initiating the tax increment reinvestment zone and a contact person for the annual report.

Step 2: Tax Increment Reinvestment Zone Information

Q.1 - Please include the reinvestment zone name listed in the ordinance or resolution creating the zone. TIRZ name MUST before formatted in this manner: City Name, TIRZ Name & Number such as City of Levelland TIRZ #1, City of Weimar Sunset TIRZ.

Q.11 - Indicate all improvement projects in progress or completed within the zone.

Q.12-Q.15 - List the TIF fund balance at the end of the fiscal year, all revenues received by the fund during the fiscal year, and all expenditures made by the fund during the fiscal year. List principal and interest due on bonded indebtedness, the tax increment base at the creation of the zone and the current captured appraised value (the increase in property value over the tax increment base.)

Step 3: Authorized User Name of Person Completing Form
The person typing their name here in the report should be the same person listed in Step 1 as the contact person.

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☒ Streets/Infrastructure
☒ Quality of Life
☒ Economic Vitality

Agenda Item #: 6

Agenda Title: **Hold a public hearing and introduce Ordinance 2023-10 regarding an amendment to the Envision Taylor Comprehensive Plan.**

Council Action to be taken: Hold a public hearing and introduce the ordinance

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

This agenda item provides for the public hearing and ordinance introduction of the Second Amendment to the Envision Taylor Comprehensive Plan.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

On August 25, 2022, City Council requested that Rebecca Leonard with Lionheart Places, the City's lead consultant on the Envision Taylor comprehensive plan, provide insight on possible revisions to the Growth Sector and Future Land Use plans. Council directed staff to engage Lionheart to conduct a process of public engagement and prepare a recommendation to Council based on that engagement process.

Lionheart conducted meetings September through December of 2022 with the Comprehensive Plan Advisory Committee, focus groups and the general public to receive input on possible revisions to the comprehensive plan. Lionheart presented recommendations on revisions to the comprehensive plan to City Council on January 12, 2023, and received direction to move forward with those changes. A public open house was held on February 6, 2023, to review the draft revisions.

The scope of the amendment includes the following:

- Revisions to the Growth Sectors map to change the name of the Restricted Growth Sector to Future Growth Sector and to add two tiers to the Controlled Growth Sector
- Revisions to the Future Land Use plan and map to add land to the Special Employment District
- Addition of one and revision of another implementation action:
- Revise strategy #5 – regarding managing growth in the Future Growth Sector

- Add strategy #18 – regarding developing a policy for the creation of special districts including MUDs, PIDs and others.
- Add a section that describes the 2nd amendment process and outcomes.
- Make cleanup and consistency edits throughout.

3. PROS and CONS

PROS	CONS
• Ensures the comprehensive plan remains current and reflects changes that have occurred since the plan's adoption.	• N/A

4. RECOMMENDATION

Planning and Zoning Commission recommended City Council approve the proposed amendment on February 14, 2023.

5. FUNDING SOURCE

N/A

6. TIMELINE

November 18, 2021 – Envision Taylor Comprehensive Plan Adopted
October 3, 2022 – Comprehensive Plan Advisory Committee
November 15, 2022 – Focus Group Meetings
November 29, 2022 - Public Meeting
December 12, 2022 – Comprehensive Plan Advisory Committee
January 12, 2023 – City Council Scoping Presentation
February 6, 2023 – Public Open House
February 14, 2023 – P&Z Public Hearing
February 23, 2023 – City Council Public Hearing and Ordinance Introduction
March 9, 2023 – City Council Consideration of Ordinance

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

6a Staff Report
6b PowerPoint Presentation
6c Ordinance 2023-10
6d Ordinance Exhibit A – Second Amendment Envision Taylor Comprehensive Plan

City of Taylor
Comprehensive Plan Adoption
Staff Report

Requested Action:
Receive a presentation and consider a recommendation to City Council on the second amendment to the Envision Taylor Comprehensive Plan.

Applicant:
City of Taylor

Purpose:
Chapter 213 of the Texas Local Government Code authorizes cities to adopt comprehensive plans. The Code states:

> "The governing body of a municipality may adopt a comprehensive plan for the long-range development of the municipality. A municipality may define the content and design of a comprehensive plan.
> A comprehensive plan may:
>
> (1) include but is not limited to provisions on land use, transportation, and public facilities;
>
> (2) consist of a single plan or a coordinated set of plans organized by subject and geographic area; and
>
> (3) be used to coordinate and guide the establishment of development regulations."

Prior to adoption of the comprehensive plan, the plan must first be reviewed by the City's Planning and Zoning Commission.

Background:
The City of Taylor adopted the Envision Taylor Comprehensive Plan on November 18, 2021. Shortly thereafter, on November 23, 2021, Samsung announced the selection of Taylor as the site for a new semiconductor manufacturing facility. The City completed an amendment to the comprehensive plan on May 12, 2022 to reflect the changes associated with the Samsung plant.

On June 27, 2022, the City Council held a joint meeting with the Economic Development Corporation to discuss utility availability along the US 79 west corridor and the Growth Sector and Land Use designations in that corridor.

On August 25, 2022, City Council requested that Rebecca Leonard with Lionheart Places, the City's lead consultant on the Envision Taylor comprehensive plan, provide insight on possible revisions to the Growth Sector and Future Land Use plans. Council directed staff to engage Lionheart to conduct a process of public engagement and prepare a recommendation to Council based on that engagement process.

Lionheart conducted meetings September through December of 2022 with the Comprehensive Plan Advisory Committee, focus groups and the general public to receive input on possible revisions to the comprehensive plan. Lionheart presented recommendations on revisions to the comprehensive plan to City Council on January 12,

2023, and received direction to move forward with those changes. A public open house was held on February 6, 2023, to review the draft revisions.

Meetings related to the amendment were held on the following dates:

October 3, 2022 – Comprehensive Plan Advisory Committee
November 15, 2022 – Focus Group Meetings
November 29, 2022 - Public Meeting
December 12, 2022 – Comprehensive Plan Advisory Committee
January 12, 2023 – City Council scoping presentation
February 6, 2023 – Public open house

The scope of the amendment includes the following:

- Revisions to the Growth Sectors map to change the name of the Restricted Growth Sector to Future Growth Sector and to add two tiers to the Controlled Growth Sector
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- Addition of one and revision of another implementation action:
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    - Add strategy #18 – regarding developing a policy for the creation of special districts including MUDs, PIDs and others
- Add a section that describes the 2nd amendment process and outcomes
- Make cleanup and consistency edits throughout

Staff Recommendation:

Staff recommends that P&Z recommend adoption of the second amendment to the Envision Taylor Comprehensive Pan.

Attachments:

1. Presentation
2. Draft 2nd amendment of the Envision Taylor Comprehensive Plan

TAYLOR COMPREHENSIVE PLAN UPDATE
CITY COUNCIL

February 23, 2023

LIONHEART

PURPOSE

Of the update:

- To clarify the growth policies at the edges of the developed area of the City of Taylor.
- To explore what is and isn't working with the Restricted Growth Sector.

Of tonight’s hearing:

- Share input we gathered from working groups and public meeting.
- Explore the proposed strategies for updating the Comprehensive Plan.

SCHEDULE

Stakeholder Meetings
Nov 15
Public Meeting
Nov 29
City Council Work Session
Jan 12
Updated Draft
Q&A Session
Feb 6
Planning Commission
Feb 14
CC Approval
Feb 23 & Mar 9
Defining Objectives
Documentation
Approval Meetings
Nov - Dec 2022
Jan 2023
Feb – Mar
We are here

BACKGROUND | COMPREHENSIVE PLAN TIMELINE

The City of Taylor adopted the *Envision Taylor Comprehensive Plan* on

November 18, 2021

The City of Taylor approved an update to the *Envision Taylor Comprehensive Plan* following the announcement of the Samsung facility on

May 12, 2022

Restricted Growth Sector

Since the announcement of the Samsung facility, there has been an increased amount of development pressure in the Restricted Growth Sector. Due to this pressure, there are outstanding questions about if and how the Restricted Growth Sector should be interpreted, updated, and implemented.

BACKGROUND | BIG IDEAS

Community Character

Maintain Taylor's small-town atmosphere.

Inclusive Growth

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

Economic Resilience

Support and promote unique, local businesses.

Diverse Housing

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

Fiscal Sustainability and Infrastructure

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

POLICY STATEMENTS

LU9

Fiscal Sustainability and Infrastructure

Promote development patterns that *maximize the use of existing infrastructure and land* before expanding infrastructure to underdeveloped areas.

LU10

Fiscal Sustainability and Infrastructure

Development and infrastructure decisions and regulations should *result in an increase in population density and revenue per acre*.

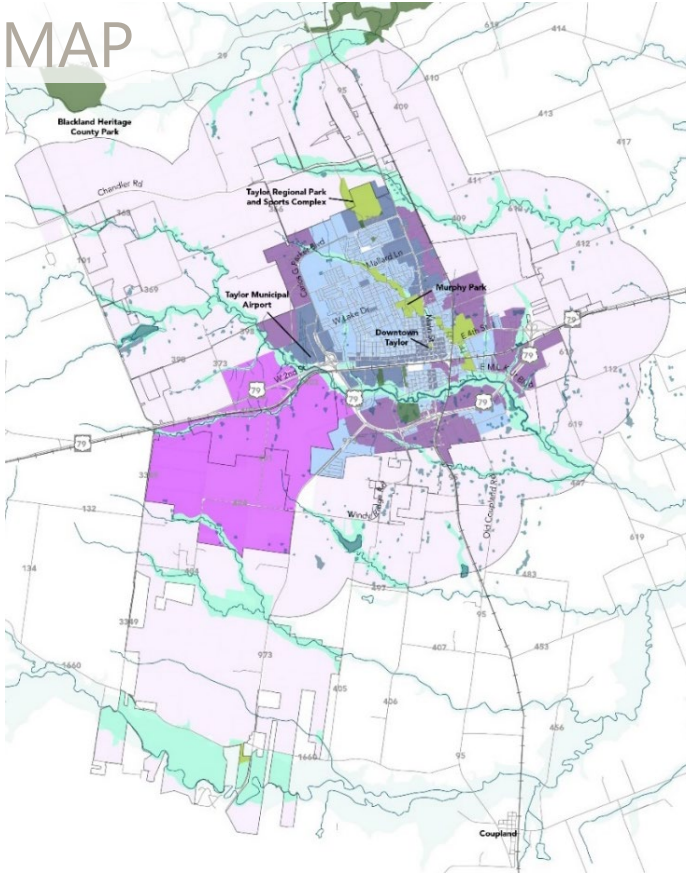
T2

Inclusive Growth

Investments in streets and other infrastructure should be *prioritized for maintenance or replacement in existing neighborhoods* before extensions to new areas.

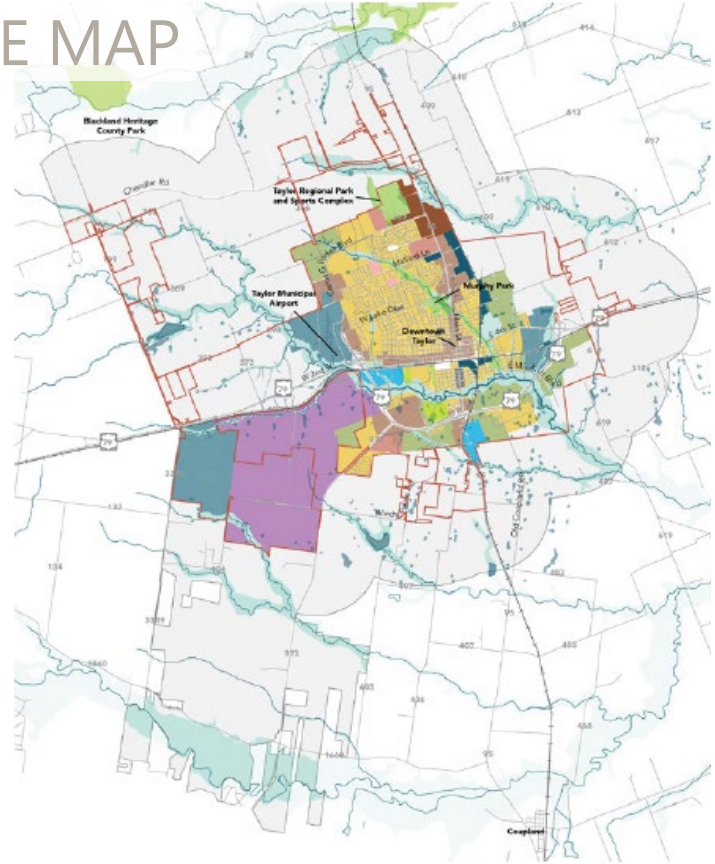
BACKGROUND | GROWTH SECTOR MAP

“The Growth Sectors Map identifies the areas within Taylor and its ETJ where development and redevelopment are intended, where they should be controlled, and areas where they should be restricted. Envision Taylor’s Growth Sectors Map focuses growth into areas where infrastructure is already available or adjacent. The Growth Sectors Map forms the framework for the Future Land Use Map.”



BACKGROUND | FUTURE LAND USE MAP

“The Future Land Use Map is an important policy tool that is used to guide future growth in the City of Taylor. The map forms the basis for future regulatory decisions like new and updated development standards or future zoning changes. The Future Land Use Map should be aligned with the Big Ideas and policies of this Comprehensive Plan.”



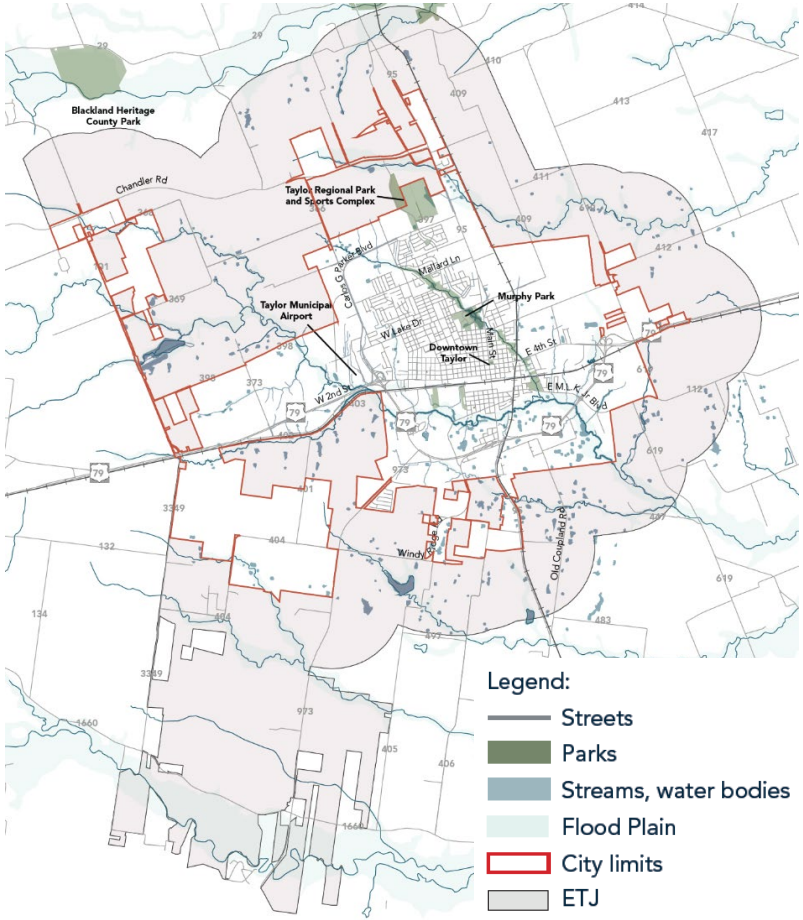
EXTRATERRITORIAL JURISDICTION (ETJ)

Taylor's extraterritorial jurisdiction extends 1-mile past the City Limits and includes properties that have executed voluntary ETJ agreements with the City to the south.

The Texas Local Government Code provides cities the authority to protect and effectively manage growth patterns within the ETJ.

- The City DOES NOT have land use authority in the ETJ (Zoning).
- The City DOES have subdivision authority to manage growth patterns.

Planning for the ETJ is included as part of the Comprehensive Plan.



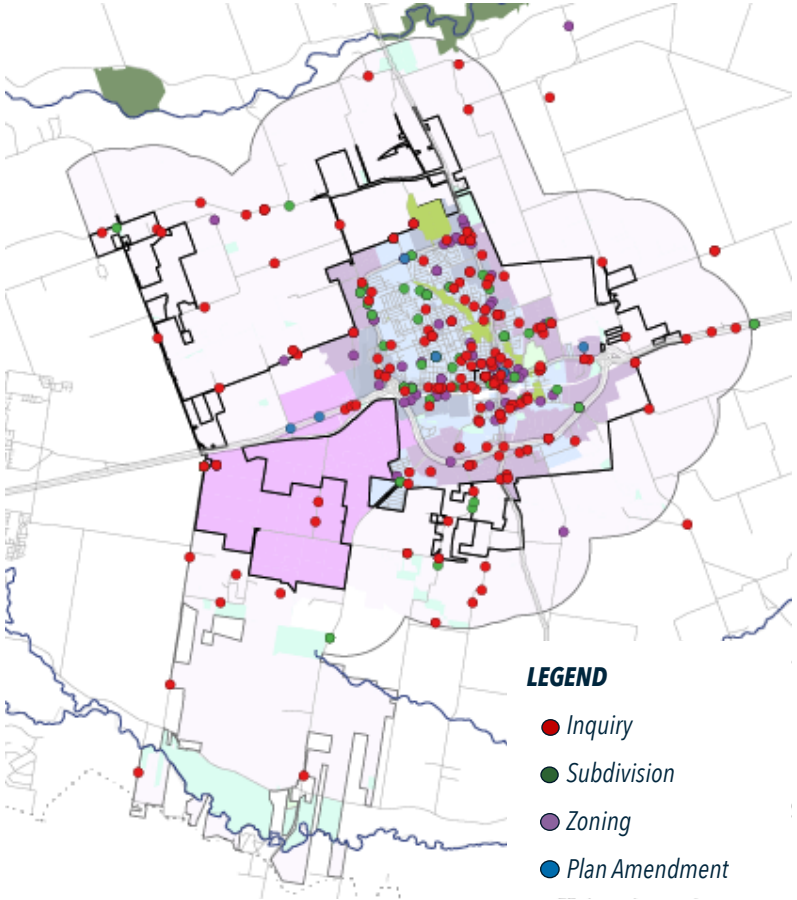
GROWTH & PROJECTIONS

PLANNING PROJECTS 2018 - 2022

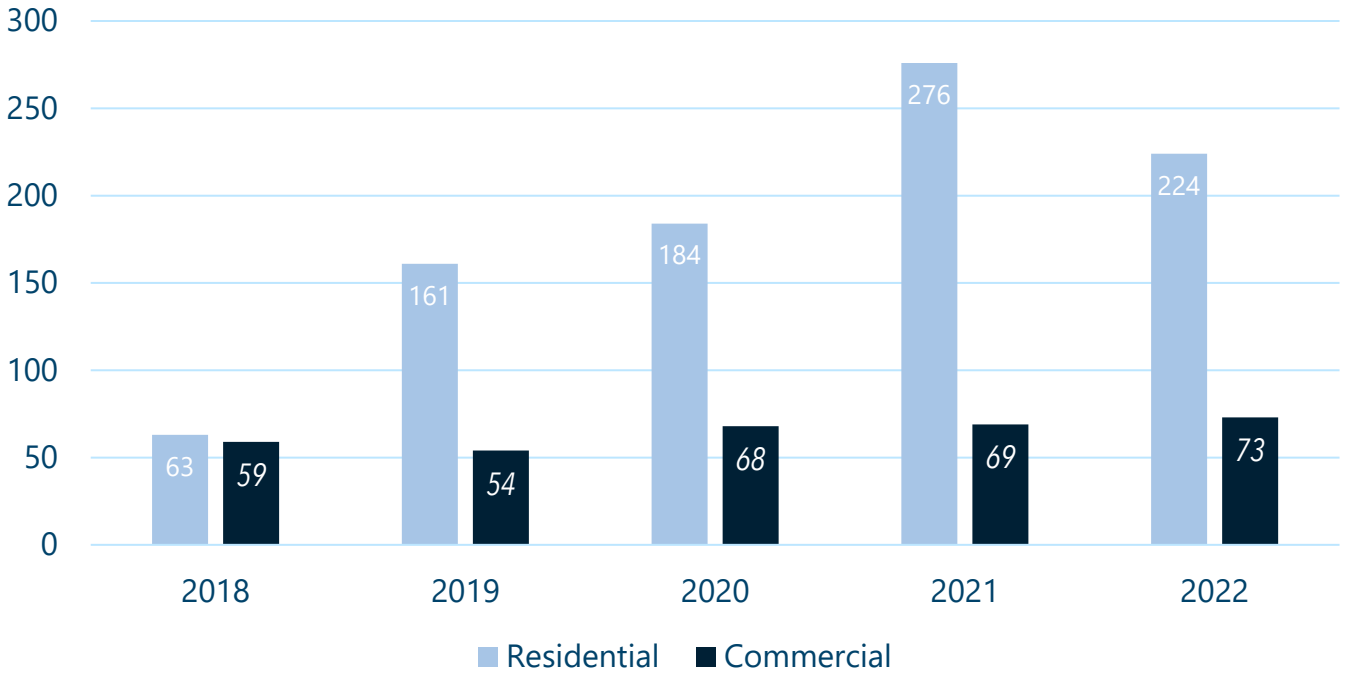
Typically, the first step in the development process is an inquiry with staff. The City of Taylor tracks the general locations for project inquiries.

About 22.5% of all inquiries were for projects in the Restricted Growth Sector.

- The number of inquiries in the Restricted Growth Sector has increased by 62.5% in 2022, with 24 out of 39 inquiries occurring in 2022.
- Only 4 zoning cases and 6 subdivisions have taken place within the Restricted Growth Sector since 2018.



BUILDING PROJECTS
2018 - 2022

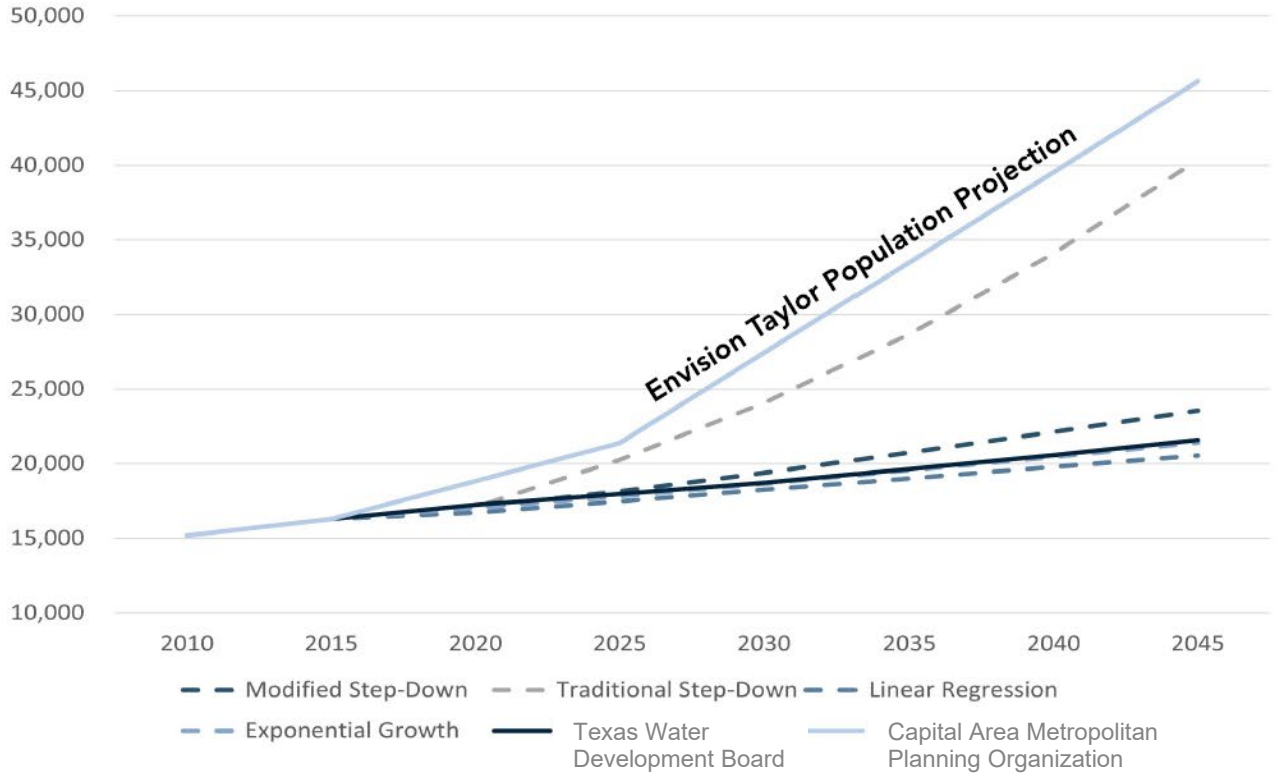


POPULATION PROJECTION REVIEW

Taylor Population
(April 2020)
16,267 people

Population Projection
(2040)
39,552 people

Based on the April 1, 2020, Census Count



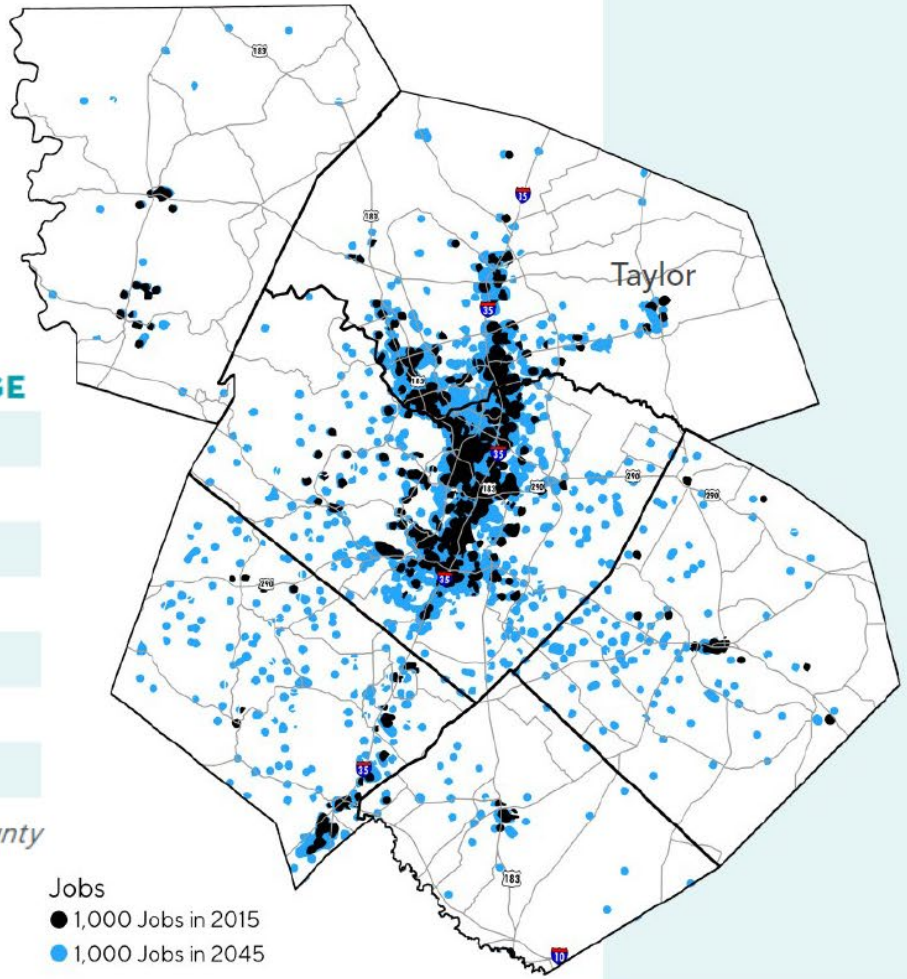
CAMPO 2045 PLAN – REGIONAL APPROACH

Jobs Housing Balance = 1 Job: 2 People or .5

Step 1: County Growth
Step 2: Allocate to Zones by Percentage

COUNTY	2015	2045	% CHANGE
BASTROP	32,346	134,000	314%
BURNET	18,603	37,000	99%
CALDWELL	16,692	51,000	206%
HAYS	87,243	280,000	221%
TRAVIS	601,160	1,233,000	105%
WILLIAMSON	233,484	642,000	177%
TOTAL EMPLOYMENT	**989,528**	**2,377,000**	**140%**

Table 4: *Forecasted Employment Change by County*



ENVISION Taylor Texas
WALKING & STRONGER FUTURE

LIONHEART

UPDATE #1 – PROCESS AND STAKEHOLDER MEETINGS

- Focus Group, Agency, and Public Meetings
  - Comprehensive Plan Committee
  - Samsung
  - Chamber of Commerce & Business Community
  - Williamson County
  - Capital Area Metropolitan Planning Organization (CAMPO)

- City Council Presentation

UPDATE #1 – STAKEHOLDER FEEDBACK

Discourage low density residential land uses within the vicinity of the Samsung facility.

At the Samsung Austin location, mixed-use centers with high density housing, retail and services located near Samsung are sought after by younger workers and engineers.

Coordinate with Samsung (and other employers) to encourage workers to live in the City of Taylor.

Encourage employees to use alternative commute methods by supporting employer-based ride share programs and consider routes to bring people from the facility to Downtown Taylor.

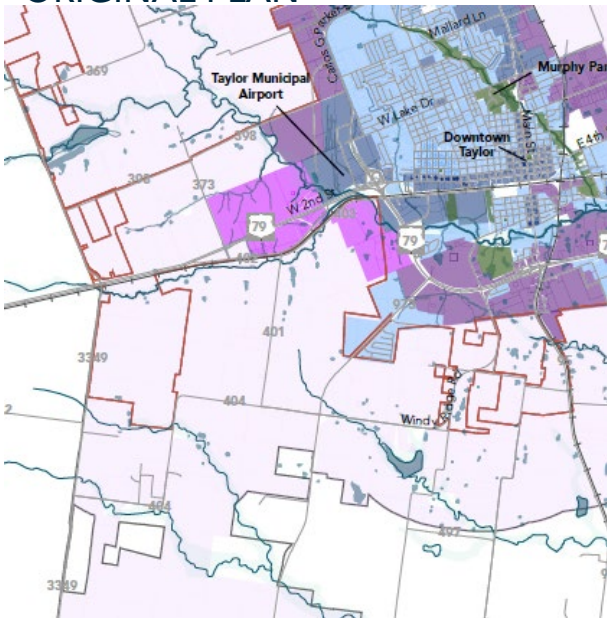
Samsung is one of several new larger employers locating east of Austin that will create a demand for workforce housing and training in Taylor.

Samsung can function as an anchor to bring more high-tech jobs into the area; however, more work needs to be done to provide utility and transportation infrastructure in order to provide "shovel ready" land to attract more business.

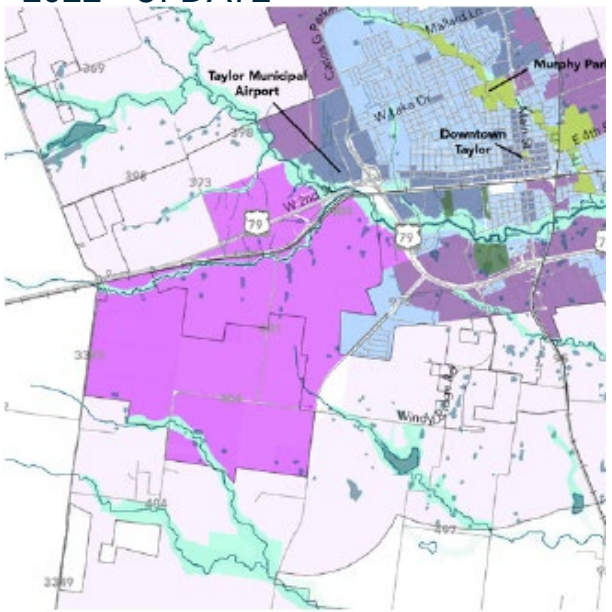
UPDATE #1 – GROWTH SECTORS ADJUSTMENT

Expanded the Controlled Growth Sector by 3,200-acres to reflect the new infrastructure planned and under construction in the area.

ORIGINAL PLAN



2022 - UPDATE

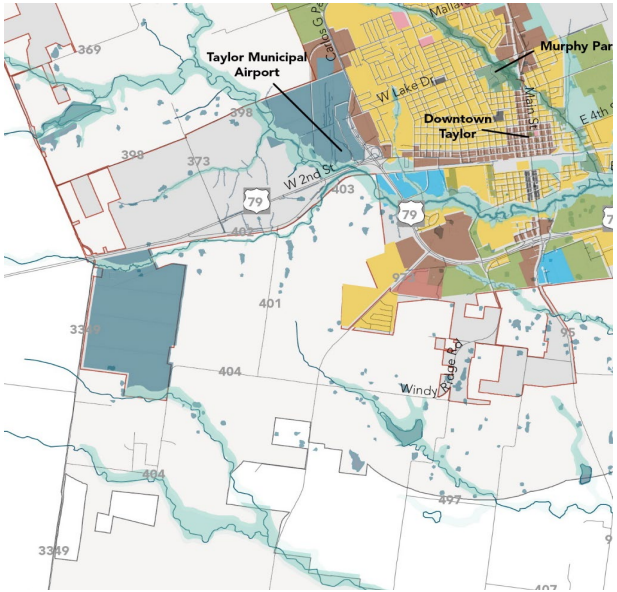


UPDATE #1 – FUTURE LAND USE MAP ADJUSTMENT

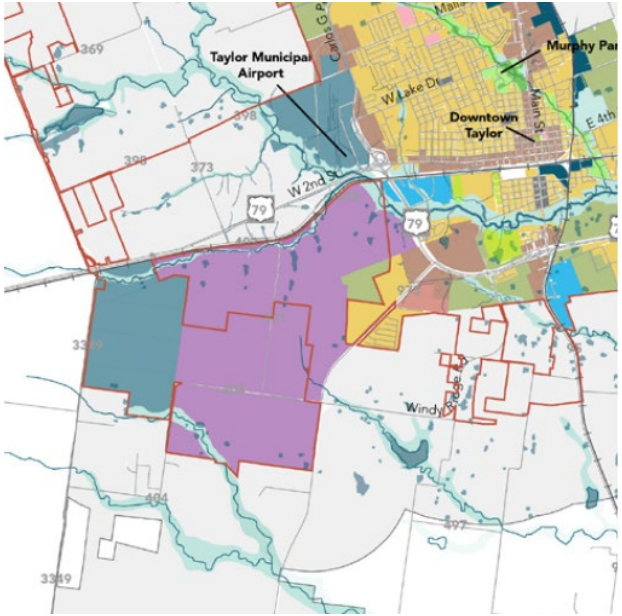
Added a new Land Use Category called Special Employment District for the purpose of accommodating larger employer and industrial uses. Special Employment Districts are single use districts.

Designated approximately 2,500-acres as Special Employment District.

ORIGINAL PLAN



2022 - UPDATE



ENVISION Taylor Texas
BUILDING A STRONGER FUTURE

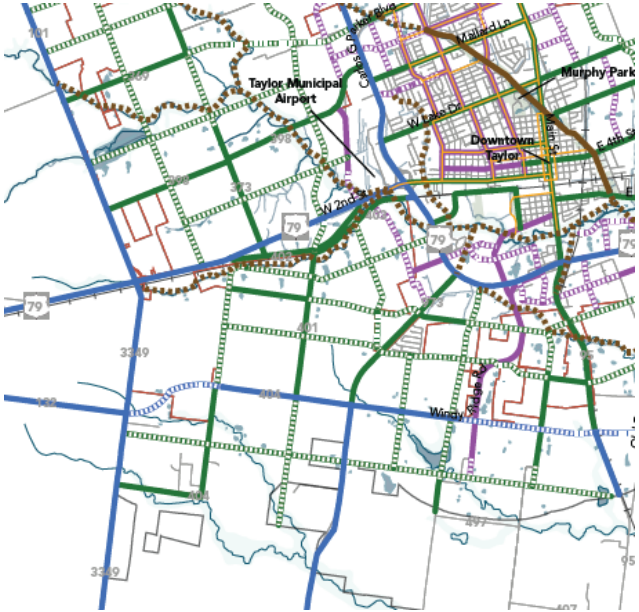
LIONHEART

UPDATE #1 – THOROUGHFARE PLAN ADJUSTMENT

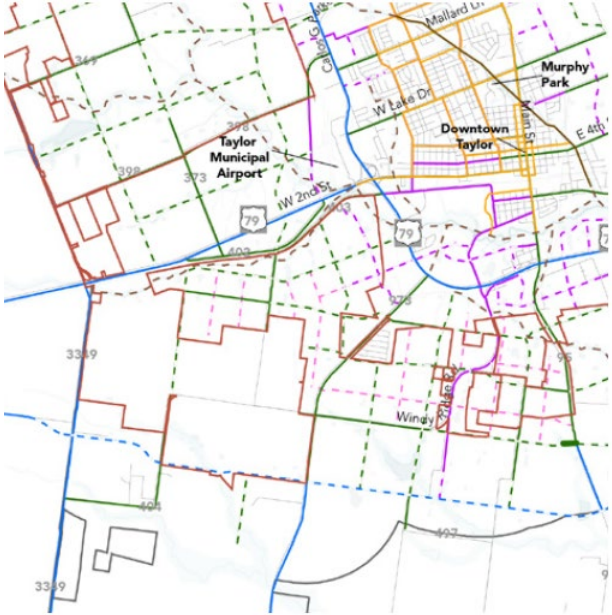
Thoroughfare Plan Updates

- Streets removed from inside the Samsung Site;
- Adjusted road alignments to better reflect updated County plans.

ORIGINAL PLAN



2022 - UPDATE



ENVISION Taylor Texas BUILDING A STRONGER FUTURE

LIONHEART

UPDATE #1 – IMPLEMENTATION STRATEGIES

The update worked to integrate Samsung into the urban fabric and economic and social life of the City of Taylor by:

1. Encouraging employees of local businesses to live and work in Taylor through employer-based programs, expanded housing choices, and desirable amenities;
2. Recommending a Small Area Plan to better position the area as an innovative and mixed-use economic driver for the City; and
3. Recommending that population projections area tracked annually and adjust to be consistent with the CAMPO 2050 plan projections when available.

STAKEHOLDER ENGAGEMENT

PURPOSE & KEY QUESTIONS

1. What is and isn't working with the Restricted Growth Sector?
2. What development pressure is Taylor facing Envision Taylor Comprehensive Plan was adopted?

OUTREACH

Aug. 25 – Council Direction

Oct. 3 - Comprehensive Plan Committee

Nov. 15 - Focus Groups
(Economic Development and Landowners)

Nov. 29 – Public Meeting

Dec. 12 – Comprehensive Plan Committee

Jan. 12 – City Council Work Session

Feb. 6 – Open House: Q&A Session

KEY TAKEAWAYS

Clarify the Growth Sectors

- Change the name
- Include Tier I and II based on infrastructure availability
- New tiers should support employment opportunities.

Modify the Boundaries

- Include areas further north and west in the updated Controlled Growth Sector.
- Include areas along the western portion of the US-79 corridor.
- Add areas where the city wants to encourage employment/industrial growth.

Update Implementation Strategies

- Create clearer guidelines for developing within the Future Growth Sector.
- Provide tools and resources to document how well a development will pay itself over time and use this as part of the decision-making process.

RECOMMENDATIONS

RECOMMENDATIONS

1. Added Comprehensive Plan Amendment Process (Pg 20)
2. Refined Growth Sectors Map and Descriptions (Pg 50 – 51)
3. Updated Future Land Use Map (Pg 68 – 69)
4. Described the Update Process (Pg 84 – 87)
5. Modified Implementation Strategy #5 (Pg 153)
6. Created new Strategy for Special Utility and Financing Districts in the ETJ (Pg 166)
7. Updated for Consistency (throughout)

1. ADDED COMPREHENSIVE PLAN AMENDMENT PROCESS

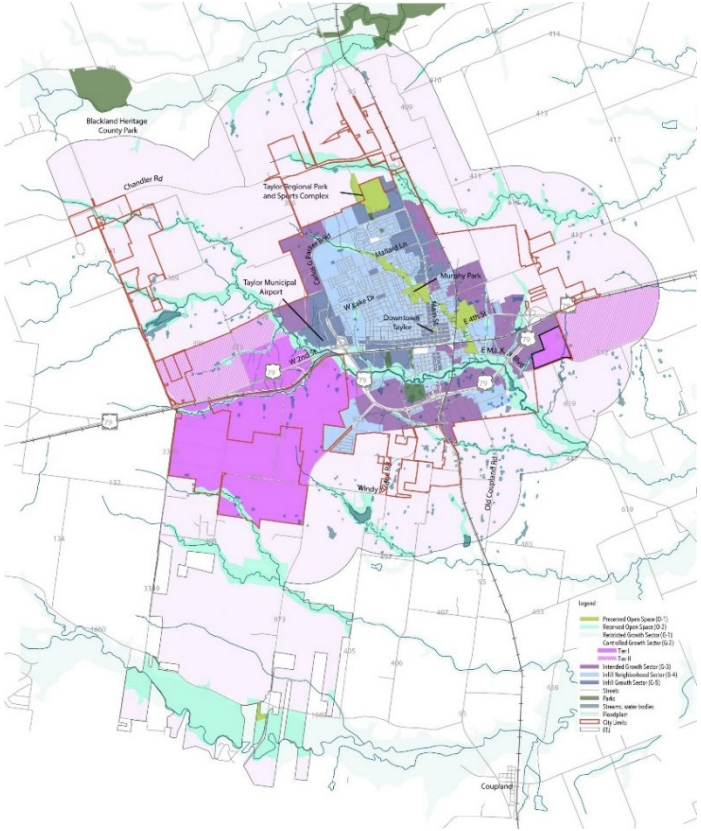
1. **Plan Amendments**
    - Process
    - Analysis Required
2. **Plan Monitoring**

2. REFINED GROWTH SECTORS MAP AND DESCRIPTIONS

1 Rename the **Restricted Growth Sector** to ***Future Growth Sector*** – defined as areas with "Significant Barriers to Development" and "Minimal Existing Infrastructure"

2 Refine the **Controlled Growth Sector** based on access to infrastructure:

- **Controlled Growth Sector Tier I** – Areas with incomplete infrastructure. As infrastructure is extended development may occur in Tier I.
- **Controlled Growth Sector Tier II –** Areas where infrastructure is planned but not yet installed or areas where existing infrastructure lacks capacity.



2. REFINED GROWTH SECTORS MAP AND DESCRIPTIONS

INTENDED GROWTH SECTOR (G-3)

The Intended Growth Sector consists of areas with access to existing or planned transportation/infrastructure and are on the periphery of existing developed areas. These are primarily vacant, underutilized, or poorly developed commercial areas adjacent to existing centers and service areas. Growth policies should **encourage the development or redevelopment** of these areas as compact residential and mixed-use development.

CONTROLLED GROWTH SECTOR TIER I & II (G-2)

The **Controlled Growth Sector Tier I** consists of areas with incomplete infrastructure. As development occurs in the Controlled Growth Sector Tier II, infrastructure systems will be extended and may allow for development to occur in Tier I.

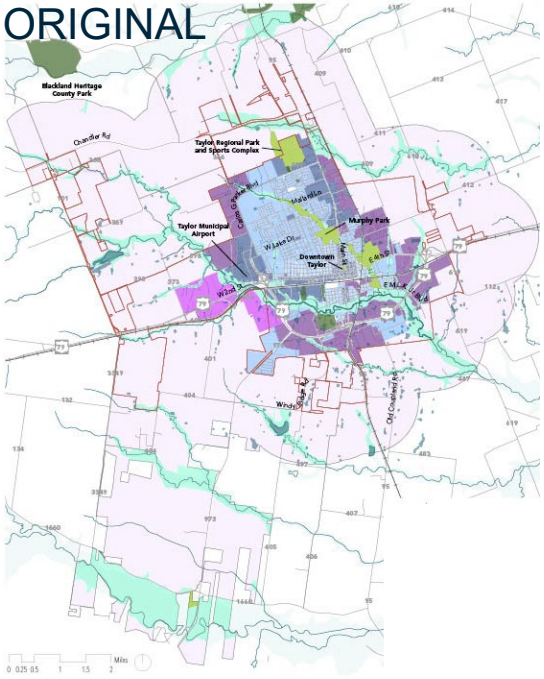
The **Controlled Growth Sector Tier II** consists of areas where infrastructure is planned but not yet installed or areas where existing infrastructure lacks capacity and needs to be upgraded prior to expansion.

FUTURE GROWTH SECTOR (G-1)

The Future Growth Sector consists of areas that have value as open space or agricultural land and where there are significant barriers to development. This includes large lot homesteads and farmland with limited infrastructure availability. Expansion into this area is **not anticipated** during the time frame of this plan.

2. REFINED GROWTH SECTORS MAP AND DESCRIPTIONS

ORIGINAL



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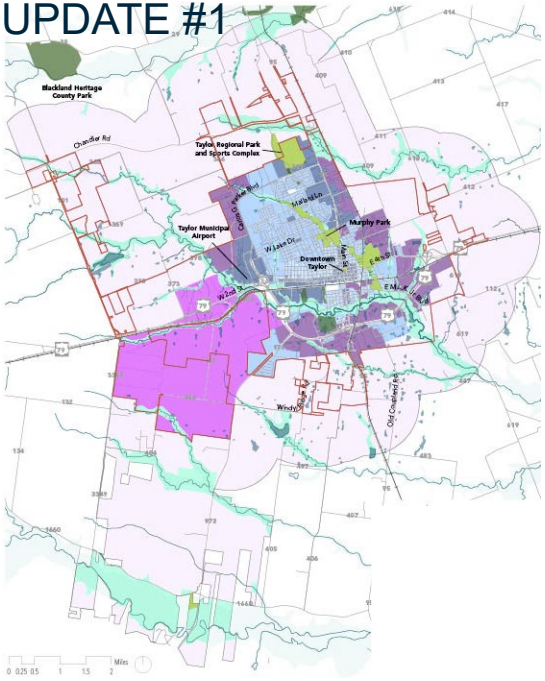

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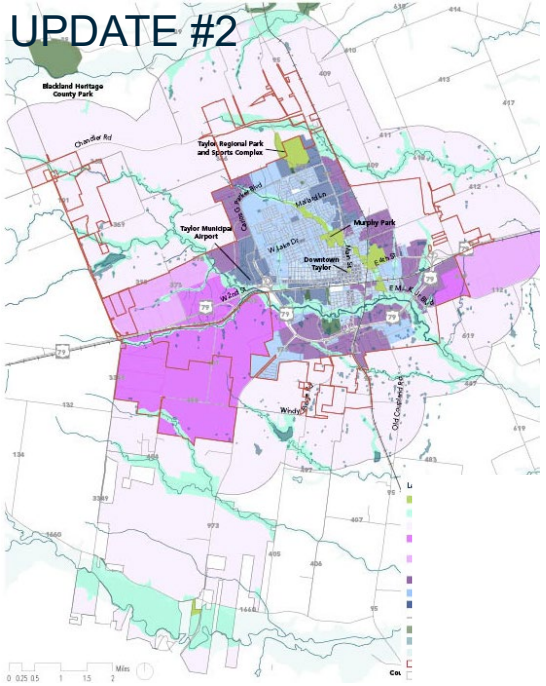


- Preserved Open (O-1)
- Reserved Open (O-1)
- Future Growth (G-1)
- Controlled Growth Tier I (G-2.1)
- Controlled Growth Tier II (G-2.2)
- Intended Growth (G-3)
- Infill Neighborhood (G-4)
- Infill Growth (G-5)

Sector	Original	Update #1	Update #2
Preserved Open Space (0-1)	1%	1%	1%
Reserved Open Space (O-2)	10%	10%	10%
Future Growth Sector (G-1) *(Formerly Restricted Growth Sector)*	75%	**68%**	**64%**
Controlled Growth (G2.2) Sector Tier II	--	--	**4%**
Controlled Growth (G2.1) Sector Tier I	1%	**8%**	8%
Intended Growth Sector	6%	6%	6%
Infill Neighborhood	5%	5%	5%
Infill Growth Sector	2%	2%	2%

3. UPDATED FUTURE LAND USE MAP

The Future Land Use Map provides direction on the preferred land uses within growth sectors.

1 Areas added to Controlled Growth Sector Tier II expanded an adjacent Regional Employment Center Category.

Employment Centers allow some percentage of all land uses with a concentration on employment.

2 Areas added to Controlled Growth Sector Tier I become Special Employment Districts.

Special Employment Districts are not intended to be compatible with low density residential.

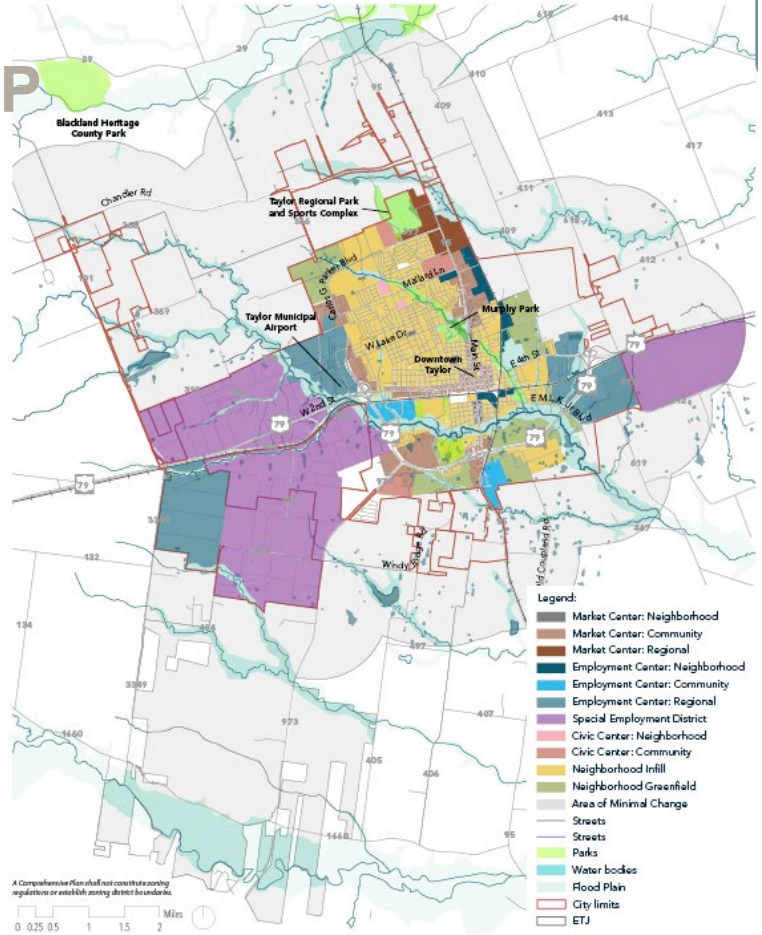
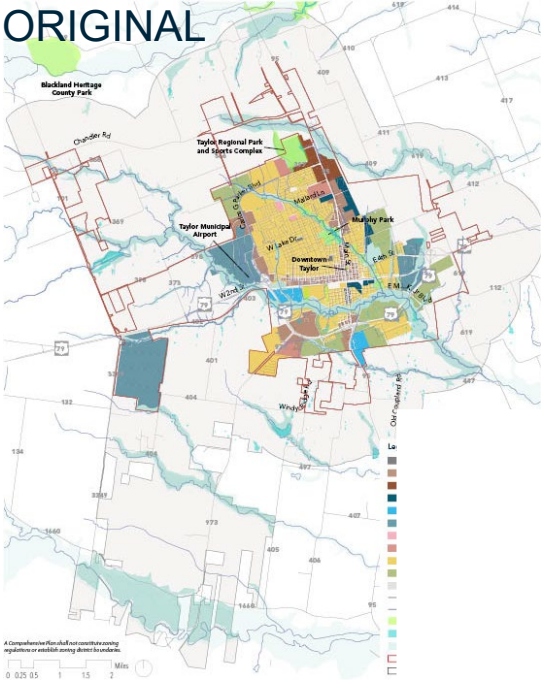


Figure 38: *Future Land Use*

Source: City of Taylor, Williamson County

3. UPDATED FUTURE LAND USE MAP

ORIGINAL



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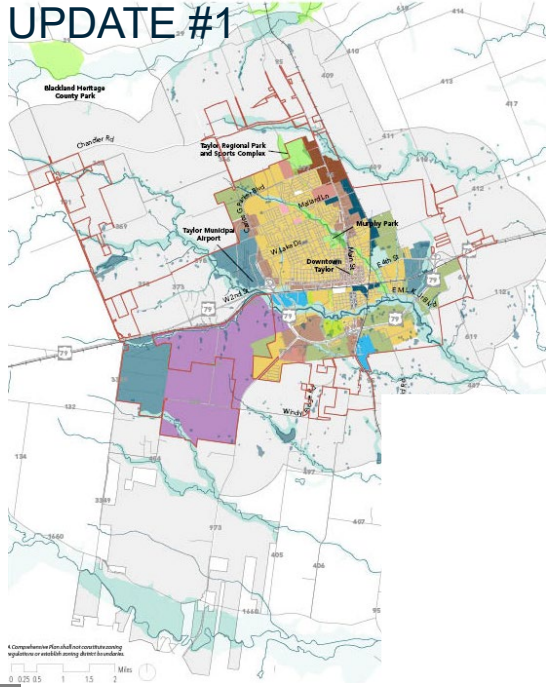

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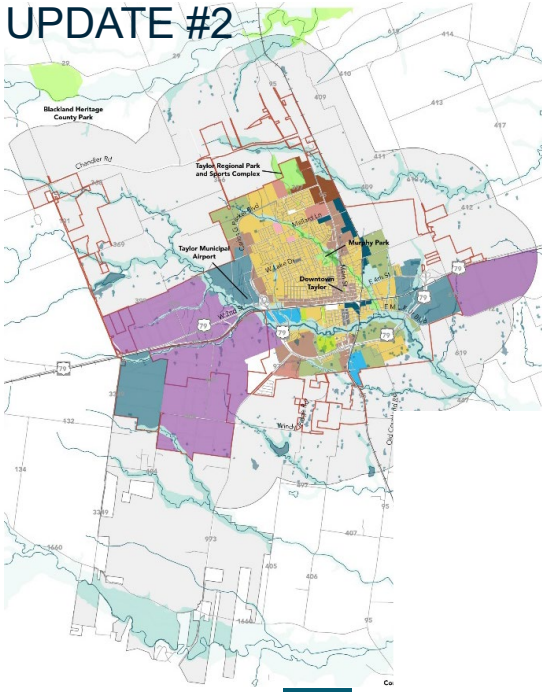
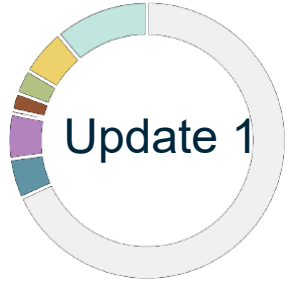
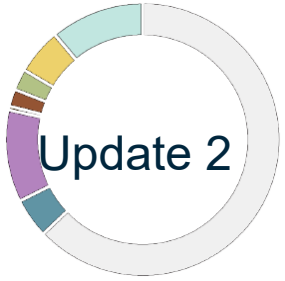


- Neighborhood Infill
- Neighborhood Greenfield
- Market Centers
- Civic Centers
- Special Employment District
- Employment Centers

Land Use Category	Original	Update #1	Update #2
Neighborhood Infill	5%	5%	5%
Neighborhood Greenfield	3%	3%	3%
Market Centers	2%	2%	2%
Civic Centers	1%	1%	1%
Special Employment District	0%	5%	11%
Employment Centers	5%	5%	5%
Area of Minimal Change	73%	68%	63%
Open Space	11%	11%	11%





4. DESCRIBED THE UPDATE PROCESS

1. **Purpose of Update**
2. **Update Process**
3. **Public Outreach & Key Take-Aways**
4. **Summary of Update**

5. MODIFIED IMPLEMENTATION STRATEGY #5

Modify Strategy #5: *"Implement policies to ~~discourage~~ strategically manage any extension of street or utility infrastructure and development in Controlled and Future Growth Sectors"*

Actions

- Adopt policies for the preservation of agricultural land.
- Adopt ~~policies~~ criteria and standards related to development requests in *controlled and future growth sectors*.
- Update development standards to enforce the growth sectors map.

Funding Tools

- Land preservation grants
- Strong MUD policies and ordinances

Partnerships

- Trust for public lands or other organizations that implement conservation easements

6. CREATED NEW STRATEGY FOR DISTRICTS IN THE ETJ

CREATE POLICIES AND RULES FOR SPECIAL UTILITY AND FINANCING DISTRICTS

“Create and implement policies, criteria, and standards to provide direction on the establishment of Special Utility and Financing Districts such as Municipal Utility Districts (MUDs), Public Improvement Districts (PIDs), and other infrastructure financing tools related to development in the ETJ.”

Actions

- Establish an ordinance to ensure that adequate fees are collected for City administration and oversight of established districts.
- Establish policies, standards, and criteria that limit the ultimate number of discharge permits and encourage regionalization of future wastewater treatment systems.
- Establish policies, standards, and criteria that encourage complete communities including the provision of daily services and values high enough to support the costs associated with long term maintenance of streets, utilities, parks, and emergency services.

RECOMMENDATIONS

1. Added Comprehensive Plan Amendment Process (Pg 20)
2. Refined Growth Sectors Map and Descriptions (Pg 50 – 51)
3. Updated Future Land Use Map (Pg 68 – 69)
4. Described the Update Process (Pg 84 – 87)
5. Modified Implementation Strategy #5 (Pg 153)
6. Created new Strategy for Special Utility and Financing Districts in the ETJ (Pg 166)
7. Updated for Consistency (throughout)

NEXT STEPS

- 2/23: Updated Comprehensive Plan to City Council Public Hearing
- 3/9: Updated Comprehensive Plan to City Council Second Reading

ENVISION Taylor Texas
BUILDING A STRONGER FUTURE

LIONHEART

ORDINANCE NO. 2023-10

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, AMENDING THE COMPREHENSIVE PLAN; PROVIDING FORTHE AMENDMENT OF THE PLAN; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING A SAVINGS CLAUSE;

WHEREAS, it is necessary and reasonable for the public health, safety, morals, and welfare of the City of Taylor, Texas, a Texas home rule municipality (herein the "City"), to provide for and maintain a comprehensive plan for the City in accordance with Chapters 211, 212 and213 of the Texas Local Government Code; and

WHEREAS, the City Council finds that the amendment of the comprehensive plan herein promotes the public health, safety, morals, and welfare and provides for the orderly development of the City; and

WHEREAS, the Planning and Zoning Commission held a public hearing on February 14, 2023, reviewed the amendments, and recommended that the City Council adopt the amendments to the Comprehensive Plan; and

WHEREAS, the City Council held a public hearing on February 23, 2023, at which the public was given the opportunity to give testimony and present written evidence; and

WHEREAS, after review, inquiry, and the opportunity for citizen participation at one or more public hearings and review and recommendation by the Planning and Zoning Commission, the City Council approves the amended Comprehensive Plan hereinafter set forth;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Comprehensive Plan. The City Council hereby adopts the amended Comprehensive Plan attached hereto as **Exhibit "A."** The amended Comprehensive Plan replaces and supersedes the Comprehensive Plan that was in effect prior to the effective date of this Ordinance. The Comprehensive Plan, as it is amended from time to time, shall be kept in the office of the City Clerk and shall be available for public inspection during normal office hours. Pursuant to Chapter 211 of the Texas Local Government Code, zoning change applications, as considered from time to time at the request of the landowner or on motion of the City, shall be acted on in accordance with the Comprehensive Plan, as amended. Pursuant to Chapter 212 of the Texas Local Government Code, the Comprehensive Plan is the general plan of the City, and all plat applications subject to the City's jurisdiction shall be in conformance with the Comprehensive Plan, as amended. The City may amend the Comprehensive Plan at the discretion of the City Council in accordance with state law as

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necessary to address changing conditions in the City.

Section 3. Savings Clause. All rights and remedies of the City of Taylor are expressly saved as to any and all violations of the provisions of any ordinances affecting zoning, platting, or the comprehensive plan within the City's jurisdiction which have accrued at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this ordinance but may be prosecuted until final disposition by the courts.

Section 4. Severability Clause. 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 5. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below.

Section 6. Open Meetings. It is hereby officially found and determined that the meetingat which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex.Gov't. Code*.

PASSED, APPROVED, AND ADOPTED on the ____ day of _____, 2023.

_____
Brandt Rydell, Mayor

ATTEST:

_____
Dianna McLean, City Clerk

APPROVED AS TO FORM:

_____
Ted W. Hejl,
City Attorney

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EXHIBIT A

CITY OF TAYLOR COMPREHENSIVE PLAN

ENVISION Taylor Texas
BUILDING A STRONGER FUTURE

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APPROVED: NOVEMBER 2021
UPDATE 1: APRIL 2022
UPDATE 2 DRAFT: JANUARY 27th, 2023

ENVISION TAYLOR COMPREHENSIVE PLAN

DRAFT

PREPARED FOR:
CITY OF TAYLOR

PREPARED BY:
LIONHEART
www.lionheartplaces.com

ACKNOWLEDGMENTS

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Jeffery Jenkins - Deputy City Manager

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

Colin Harrison - Assistant Director of Development Services

Shelly Shelton, AICP - Senior Planner

McKenzi Hicks - Planning Technician

Stacey Osborne - Public Information Officer

Kendra Dubee - Communications Coordinator

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Donna Frazier, Chair

Leland Stevens, Vice Chair

Mike Eaton, Secretary

Amy Everhart, Member

Rick Selin, Member

Annette Maruska, Member

Michael Aplin, Member

Kellie Billings-Ray, Member

Anette Maruska, Member

Nora Roy, Member

Don Mcalister, Former Chair

Faith Gardner, Former Member

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Brandt Rydell, Mayor/District 3

Gerald Anderson, Mayor Pro Tem/District 1

Mitchell Drummond, District 2

Robert Garcia, District 4

Dwayne Ariola, At Large

COMPREHENSIVE PLAN ADVISORY COMMITTEE

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

Jeff Snyder, Business Owner

Mark Nibbelink, Downtown Property/Business Owner

Doug Moss, Downtown Property Owner/Architect

Leslie Hill, Opportunities for Williamson/Burnet Counties

Debbie Kovar, Real Estate Broker

Cliff Olle, Developer

Janetta Mccoy, Public Arts Advisory Board

Kellie Billings-Ray, Planning and Zoning Commission

Jose Orta, Community Advocate

Ed Komandosky, Lower Brushy Creek Water Control and Improvement District

Ebby Green, Taylor Housing Authority - Ex-Officio

Devin Padavil, Taylor ISD - Ex-Officio

Tia Stone, Taylor Chamber of Commerce - Ex-Officio

CONSULTANT TEAM

LIONHEART

VERDUNITY

HDR

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EXECUTIVE SUMMARY

KEY CHALLENGE: FISCAL SUSTAINABILITY

The City of Taylor has drafted the Envision Taylor Comprehensive Plan to address the key challenge of establishing and maintaining fiscal sustainability. The type and location of development has a large impact on the cost of providing and maintaining high quality public services and infrastructure, such as streets, utilities, public safety services, and parks. While these services are provided by the City, they are paid for by residents and businesses. Inefficient development patterns result in residents having to accept either lower quality services or higher costs and potentially higher taxes to pay for new development. Envision Taylor tackles this challenge through a resilient approach to development.

APPROACH: RESILIENCY

To remain strong, Taylor requires communities, infrastructure, and systems that can thrive in the face of future economic, fiscal, and environmental uncertainties. Resilient communities do not wait until challenges present themselves to react but instead work to build a strong foundation based in sustainable decision making. Using resilience as a guiding principle requires making infrastructure, natural systems, and social structures more durable so that they can withstand and recover from acute shocks and chronic stresses. Addressing the key challenge of fiscal sustainability means that as we make land use and infrastructure decisions we ensure that there will be enough money to pay for basic services and infrastructure now and in the future.

ENVISION TAYLOR - BY THE NUMBERS

The Envision Taylor process included a detailed analysis of some of the key elements of a City including the people, the land, the economic resources, and housing. Below is a summary of some of the key projections and targets established through the Envision Taylor process.

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YEAR	POPULATION	HOUSING UNITS	TAX REVENUE/ACRE CITYWIDE	LARGE LOT SINGLE-FAMILY	MISSING MIDDLE	LARGE APARTMENTS
2020	16,267	5,732	$540	74%	23%	3%
2040	39,552	13,878	$3,329	50%	43%	7%

Figure 1: *Key Projections and Targets*

BIG IDEAS

Big Ideas and Policies about how Taylor should accommodate the projected growth were developed through an extensive public outreach process. Policy statements are categorized by Land Use, Transportation, and Housing and are further related to the Big Ideas in each chapter.

Fiscal Sustainability and Infrastructure

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

Community Character

Maintain Taylor's uniqueness and small-town atmosphere where people fee connected.

Diverse Housing

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

Inclusive Growth

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

Economic Resilience

Support and promote unique and local businesses.

POLICIES

LAND USE

LU1 New development should resemble the form and scale of traditional development patterns in Taylor.

LU2 Create, preserve, and enhance special destinations and experiences that celebrate and build on Taylor's history.

LU3 New mixed-use centers should complement the existing Downtown and accommodate additional growth within a compact urban fabric that includes walkable streets, mixed-use buildings, and high-quality public spaces.

LU4 New development and growth should not increase the flood hazards or other risks associated with climate change in existing neighborhoods.

LU5 New buildings and developments should be constructed in a way that they can be repurposed over time and as market conditions change.

LU6 Continue to leverage existing Downtown assets to support more small businesses.

LU7 Economic development incentives should support the Downtown and future mixed-use centers.

LU8 A jobs-housing balance that supports people living and working in Taylor should be encouraged.

LU9 Promote development patterns that maximize the use of existing infrastructure and land before expanding infrastructure to underdeveloped areas.

LU10 New development should generate sufficient revenue to support the long-term cost of maintaining the infrastructure that serves it.

LU11 Development and infrastructure decisions and regulations should result in an increase in population density and revenue per acre.

TRANSPORTATION

T1 New streets should connect to Taylor's existing street grid and should be consistent with traditional block sizes in Taylor.

T2 Investments in streets and other infrastructure should be prioritized for maintenance or replacement in existing neighborhoods before extensions to new areas.

T3 The transportation network should encourage all modes of travel including support for a future transit network.

T4 Utilize durable materials and construction techniques to lengthen the life of major infrastructure and improve safety.

T5 Improve access management policies along major corridors to encourage fiscally sustainable land use patterns.

T6 Improve the utilization of roadways that have available capacity and evaluate existing roadways for opportunities to expand or enhance alternative modes of transportation.

T7 Link investments in infrastructure to revenue generated from adjacent development.

T8 Streets should be designed to prioritize economic productivity and placemaking while roads should be designed to prioritize vehicular throughput.

HOUSING

H1 Neighborhoods should have a mix of housing affordable to all income levels and age groups.

H2 Programs and policies should be developed to assist existing residents so that they can stay in their neighborhoods.

H3 Housing policies and development regulations should consider the need to reduce the gap between median income and rental rates or sales price of housing.

H4 Infill missing middle housing and accessory dwelling units should be prioritized over new, large lot single-family development.

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EXECUTIVE SUMMARY

GROWTH SECTORS

The purpose of the Growth Sectors Map is to identify where development and redevelopment are intended and where infrastructure systems exist or are planned within the 20-year timeframe of this plan. Envision Taylor's Growth Sectors Map focuses growth in areas where infrastructure is already available or planned. The Future Growth Sector includes areas where growth is not intended during the timeframe of this plan because infrastructure systems are not available or planned in these areas and because there is sufficient land area within the Infill, Intended and Controlled Growth Sectors to accommodate the projected population growth over the 20-year timeframe of the plan.

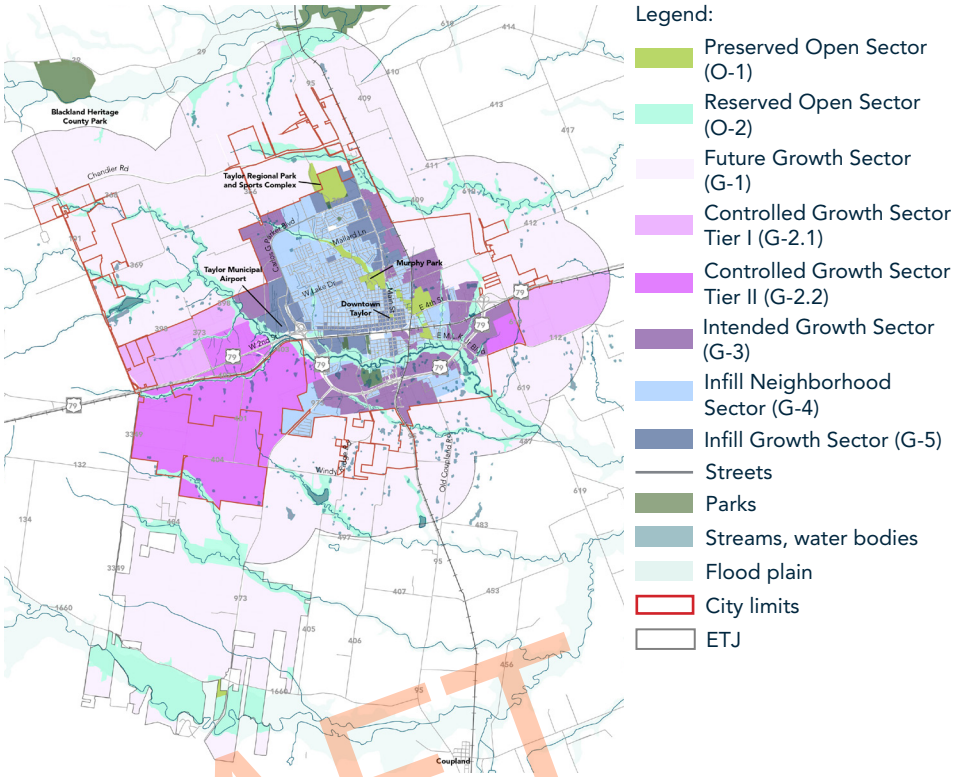

Figure 2: *Growth Sectors Map*

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FUTURE LAND USE

While the Growth Sectors Map identifies where development and redevelopment should be focused the Future Land Use Map guides how that development or redevelopment should look and function.

The Future Land Use Map is an important policy tool that is used to guide future growth in the City of Taylor. The map forms the basis for future regulatory decisions like new and updated development standards or future zoning changes. The Future Land Use Map should be aligned with the Big Ideas and policies of this Comprehensive Plan.

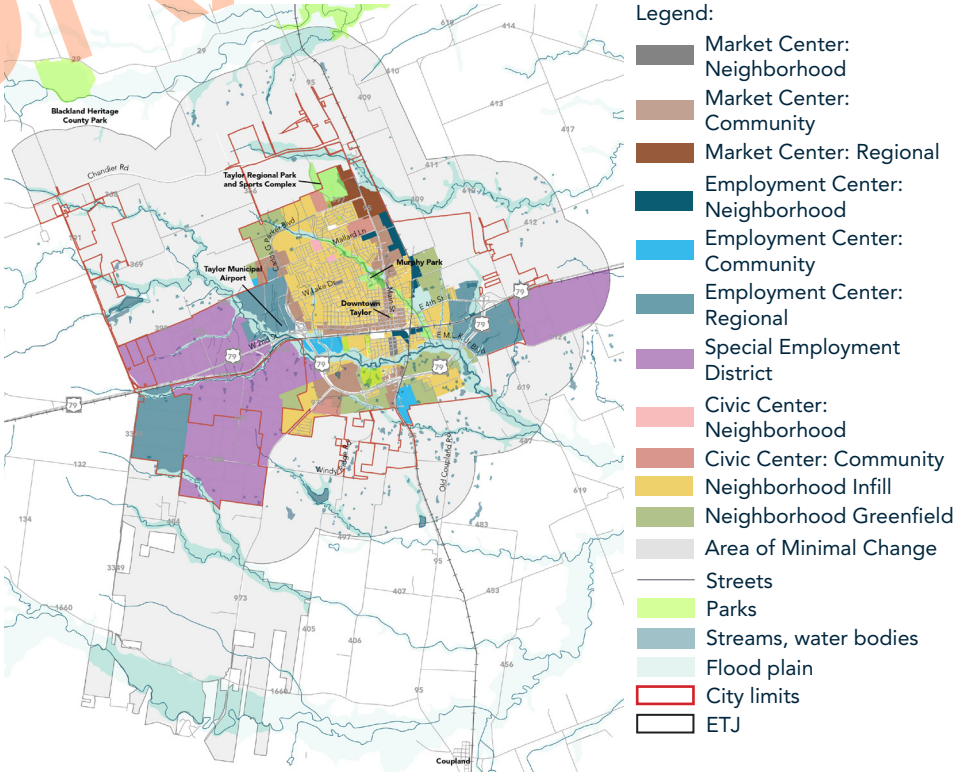

Figure 3: *Future Land Use Map*

TRANSPORTATION MASTER PLAN

The goal of the Transportation Master Plan is to meet the future mobility needs of the City of Taylor by identifying smart transportation investments that maximize the use of existing infrastructure and enable the city to provide and utilize sufficient resources for long-term maintenance, repairs, and replacement. The City of Taylor's vision is to develop transportation infrastructure to create community wealth fosters inclusive growth, and maintaining Taylor's small-town atmosphere, where people feel connected.

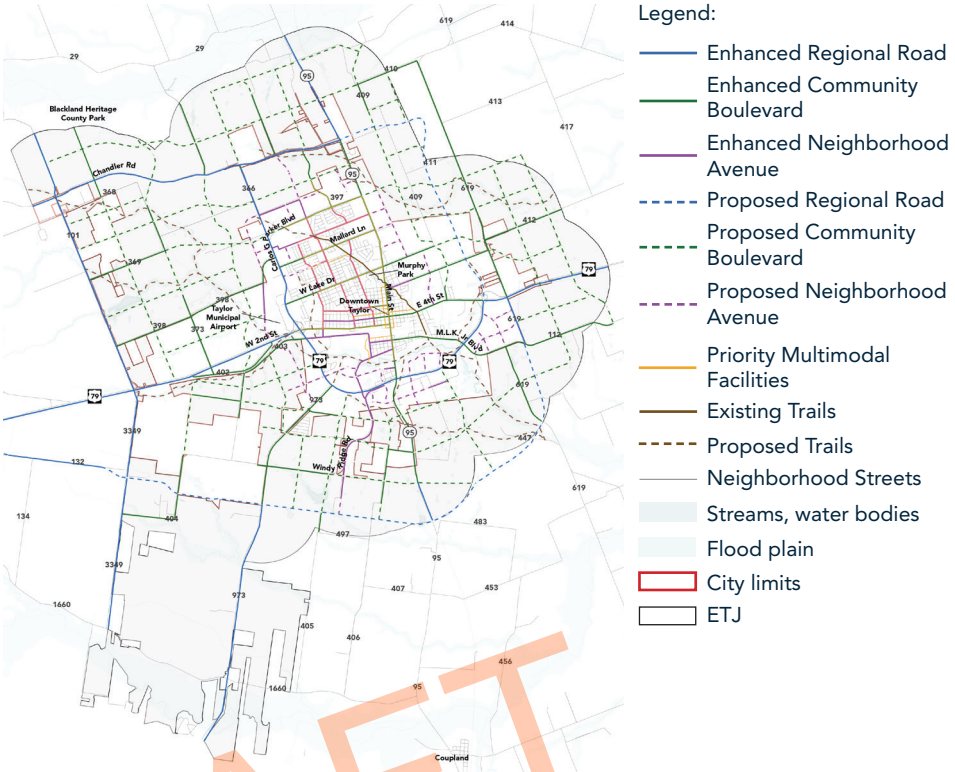

Figure 4: *Transportation Master Plan*

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IMPLEMENTATION STRATEGIES

There are a total of 18 strategies that will move this plan forward from a vision to a reality. Implementation strategies provide a roadmap for success. With an emphasis on the planning and regulatory framework, incentives and financial tools, and capital improvements, they provide the necessary actions that will advance the long-term vision of the Comprehensive Plan.

1. Taylor preferred growth dashboard,
2. Land use evaluation tool,
3. Direct growth to centers,
4. Update development standards to support centers and infill,
5. Implement policies to strategically manage any extension of street or utility infrastructure and development in Controlled and Future Growth Sectors,
6. Implement the new Transportation Master Plan,
7. Plan for non-vehicular trips,
8. Adopt a Vision Zero policy,
9. Prioritize infill areas and centers for street improvements,
10. Enhance cross-town corridors,
11. Encourage missing middle housing,
12. Discourage displacement,
13. Encourage more accessory dwelling units,
14. Maintain small-town character in new neighborhoods,
15. Expand and connect the park and trail system,
16. Special Employment District - Small Area Plan,
17. Support living and working in the City of Taylor,
18. Create policies and rules for Special Utility and Financing Districts.

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CHAPTER 1

INTRODUCTION AND CONTEXT

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- HISTORY
- ENVISION TAYLOR
- FISCAL SUSTAINABILITY AND LAND USE FISCAL ANALYSIS
- COMMUNITY OUTREACH
- BIG IDEAS
- COMMUNITY AND DEMOGRAPHIC PROFILE

HISTORY

Originally named Taylorsville, the city was laid out by the Texas Land Company in anticipation of the coming railroad and incorporated in 1882. Like many towns in Texas, Taylor was a railroad town. After the International and Great Northern Railroad (IG&N) built a route through Williamson County, early business people saw the potential and purchased land along the proposed line and sold lots for a town site. Taylor's location became more significant when the Missouri, Kansas and Texas railroad line was extended to the city.

On February 25, 1879 a fire started at the International Hotel, located between 1st and 2nd Streets. Fanned by wind, the fire spread quickly to neighboring structures. The wind died down and flames were extinguished for a little while, but overnight winds fanned the embers and the fire grew. By the time it was over, 29 of the 32 Downtown businesses were in ruin. Taylor rebuilt, and you can still see the brick and stone buildings today.

By 1900, settlers from Bohemia, Germany, Austria, England, Scotland, and Mexico had created a lively community with a mayor/council government, a public school system, banks, a cotton compress, electric company and several newspapers. These community structures enabled the city to maintain steady growth throughout the 20th century and helped make Taylor the largest city in Williamson County until 1980. While other cities in the county grew rapidly, Taylor remained an important commercial and community center in the region.

Today, Taylor is an ethnically diverse city with a population of over 16,000, proud of its 'small-town' atmosphere and friendly people.

'Trades Day' in Taylor, Texas created a bustle of activity in the Downtown (1923). *Source: Taylor Public Library*

REGIONAL CONTEXT

Located in central Texas, Taylor is an established regional residential, agricultural, and manufacturing center. Approximately 29 miles northeast of Austin and 17 miles east of IH 35, the city is part of the five county Austin - Round Rock - San Marcos Metropolitan Statistical Area (MSA), one of the fastest growing areas of the United States.

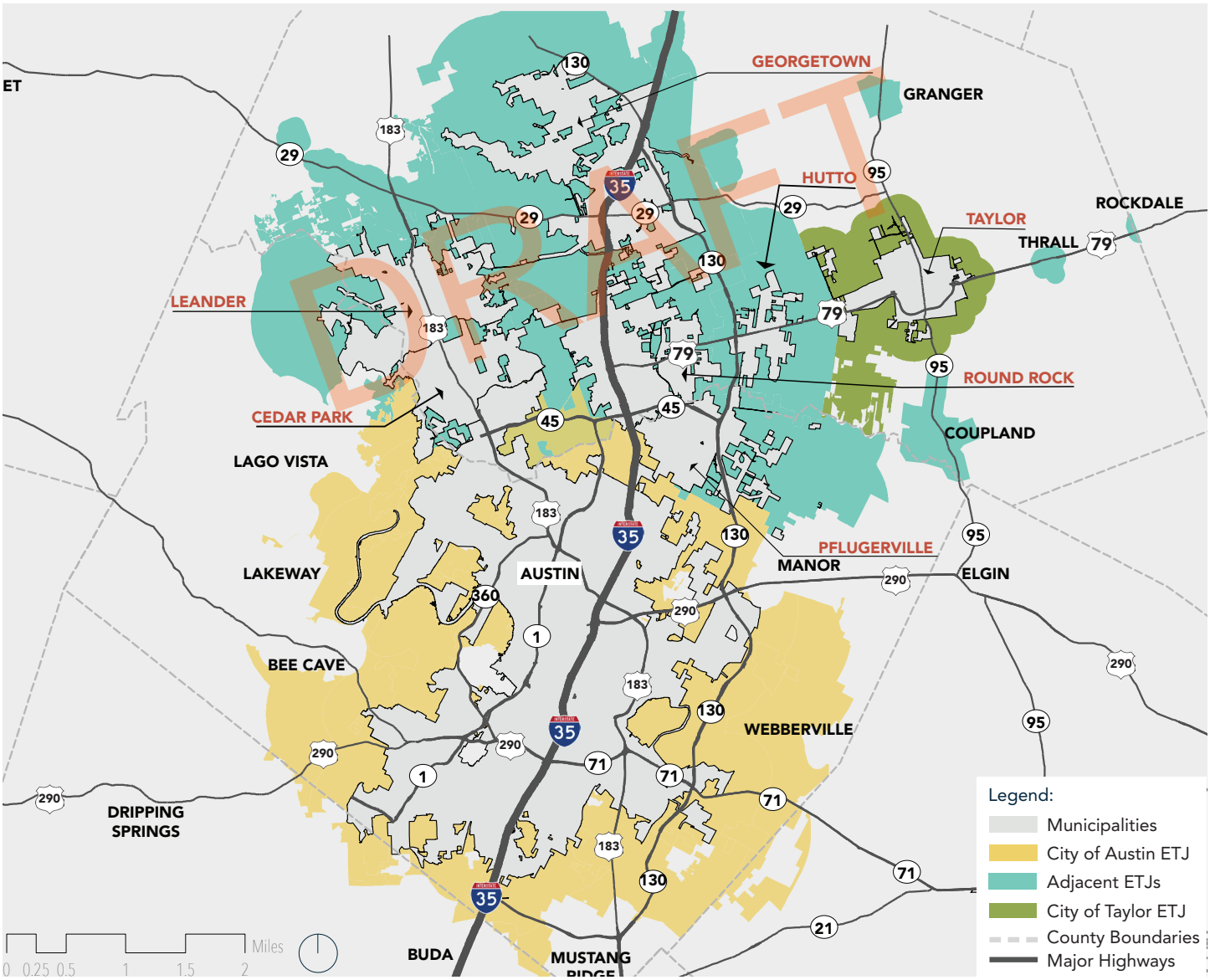

Figure 5: *Regional Context*

Source: City of Taylor, City of Austin, Williamson County, TxDOT

Note: The ETJ boundary and City limits of Taylor are as per 2021

ENVISION TAYLOR

Envision Taylor as officially recommended by the Planning and Zoning Commission and adopted by City Council, is a comprehensive plan that establishes a vision and framework for the future of the City. Created through an extensive public process, it reflects the vision and desires of Taylor residents.

Envision Taylor Comprehensive Plan is a policy document used by city leaders, developers, business owners, and citizens to make decisions about how Taylor will develop and where growth will take place.

The prior Comprehensive Plan was adopted in 2004. Taylor has seen a lot of growth and change since that time and anticipates a significant population increase over the next 20 - 30 years. Envision Taylor reflects the needs relevant to the community today and is intended to be a framework for building a stronger, more financially resilient, and fiscally sustainable future.

Comprehensive Plans are guiding documents used to plan for long-range development and the degree to which this vision is realized will be based on the degree to which future decisions follow the plan.

PLAN AMENDMENTS

The City Council may approve amendments for unique or extraordinary situations that were not anticipated when the Plan was adopted so long as the proposed amendment is clearly in the public interest and meets the spirit and intent of the goals and policies of the Plan.

The process for amending the Plan is as follows:

1. A pre-application meeting is attended by Planning Department staff and the applicant requesting the amendment.
2. An application for a plan amendment is received by the Planning Department (if the amendment is not city-initiated)
3. Public notice is provided in accordance with State law and City ordinances.
4. Planning Department Staff prepare an analysis of the requested amendment and provide it to the Planning and Zoning Commission. The analysis shall consider the following:
   - The need for the proposed change;
   - The effect of the proposed change on the need for City services and facilities;
   - Whether the proposed change is consistent with the intent of the goals and policies of the Plan;
   - The implications, if any, that the amendment may have for other parts of the Plan; and
   - A description and analysis of unforeseen circumstances or the emergence of new information (such as a significant economic development opportunity).
5. Planning and Zoning Commission holds a public hearing(s) and makes a recommendation to City Council.
6. City Council holds a public hearing(s) and makes a decision regarding the amendment. If the decision is to amend the Plan, the amendment is adopted by ordinance.

PLAN MONITORING

If a Plan is to have value and remain constructive over time, it is imperative to monitor progress on its many recommendations. Comprehensive planning should be thought of as an ongoing process and not as a one-time event. The Plan is not an end in itself, but rather the foundation that will guide ongoing, more detailed planning. Without the evaluation and feedback loop, the Plan can soon become out of date. For this reason, the Plan must be structured to respond to changing needs and conditions.

GEOGRAPHIC PLANNING AREA

The geographical planning area for this Plan is shown in *Figure 6: City of Taylor's City Limits and ETJ* to the right. It includes the incorporated city shown in dark gray and the one-mile Extraterritorial Jurisdiction (ETJ) in light gray. The ETJ also includes a number of properties that have executed voluntary ETJ agreements with the City. In these areas, the ETJ has been extended to the south. The City has the authority to protect and effectively manage growth patterns within the ETJ.

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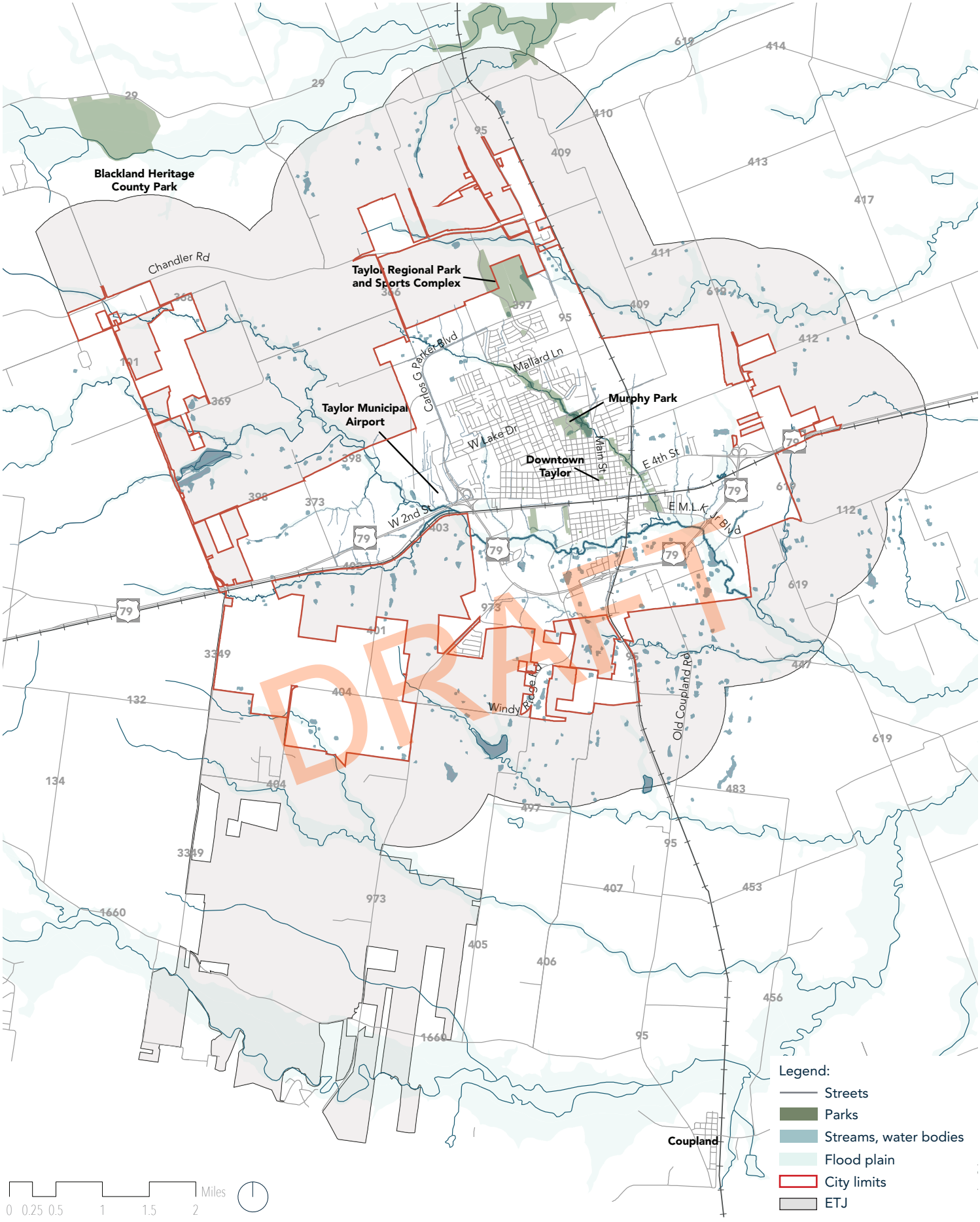

Figure 6: *City of Taylor's City Limits and ETJ*

Source: City of Taylor, Williamson County

FISCAL SUSTAINABILITY AND LAND USE FISCAL ANALYSIS

WHAT DOES IT MEAN TO BE FISCALLY SUSTAINABLE?

Being fiscally sustainable means having sufficient resources to cover the basic needs and services of residents, not just today, but over time. In most communities, there is a growing gap between the funds cities have available and what is needed to serve and maintain neighborhoods and infrastructure.

Post World War II, cities across the country have aggressively pursued fast growth and auto-centric development in the near-term (and the revenue boost that comes from new development) without fully considering long-term costs and impacts of these decisions. During this growth phase, many new neighborhoods and commercial developments are built and a city's service area expands significantly over a short period of time – typically one or two decades.

This presents what Strong Towns founder Charles Marohn refers to as an "illusion of wealth", where the overall look and feel of the community is new and affluent. During this time, there is also typically pressure to keep property taxes down and sales tax revenue will fluctuate up and down based on market conditions and demand. As cities age and expand, development and the revenue boost from the additional homes and businesses slows down, but there is more infrastructure to maintain and more services to provide. Community leaders are left struggling to keep up with basic service, employment and lifestyle expectations with limited resources.

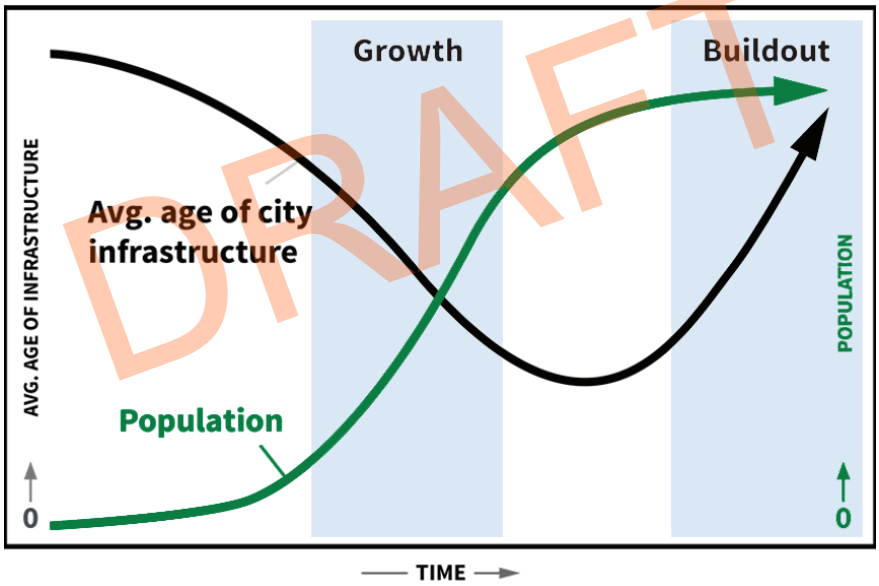

Figure 7: *Impacts of Rate and Pattern of Growth*

Source: Verdunity

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Land use fiscal analysis provides the baseline to inform the future land use and growth sector elements of the comprehensive plan. The goal is to align the City's development pattern and service levels with what citizens are willing and able to pay for - now and in the future.

BRIDGING THE RESOURCE GAP

For Taylor to be fiscally resilient and affordable for years to come, city leaders must work to close the gap between their resources and their obligations to citizens. More specifically, they must find ways to generate additional revenue to rebuild aging streets and infrastructure. Generally speaking, there are three ways in which the city can close this gap:

1

Keep development patterns and service levels as-is but charge more (via higher taxes and fees) to cover the true costs. This is a difficult option because an increasing number of people do not have the means to pay much more than they are currently paying.

Increase Taxes or Fees

2

Maintain current taxes and fees where they are but cut services to align with revenues. This is what most cities are currently doing, where services and maintenance needs are budgeted to fit available revenue and those that are unfunded get deferred. This can work for a short period, but eventually the neighborhoods and infrastructure must be maintained, or property values will start to decline and people and businesses will leave the city.

Reduce Services

3

Adjust development and infrastructure to enable an affordable balance of services and taxes. By prioritizing infill, redevelopment, and more financially productive development patterns, the city can generate additional tax base from its service area and improve the return on investment of taxpayer dollars without necessarily having to raise the tax rate or charge more fees. This is the most feasible and effective option.

Develop Responsibly

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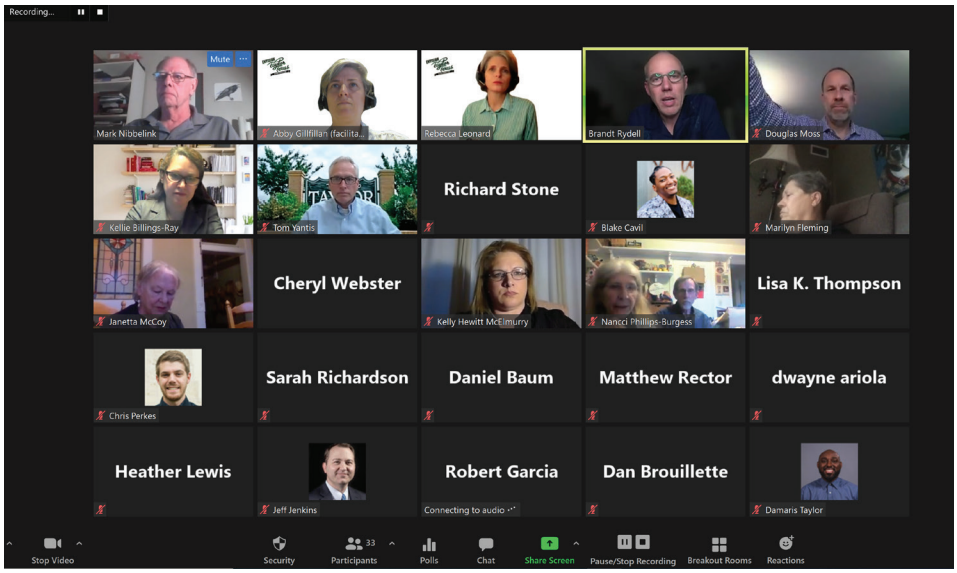
COMMUNITY OUTREACH

WORKSHOP 1

Defining our vision and goals

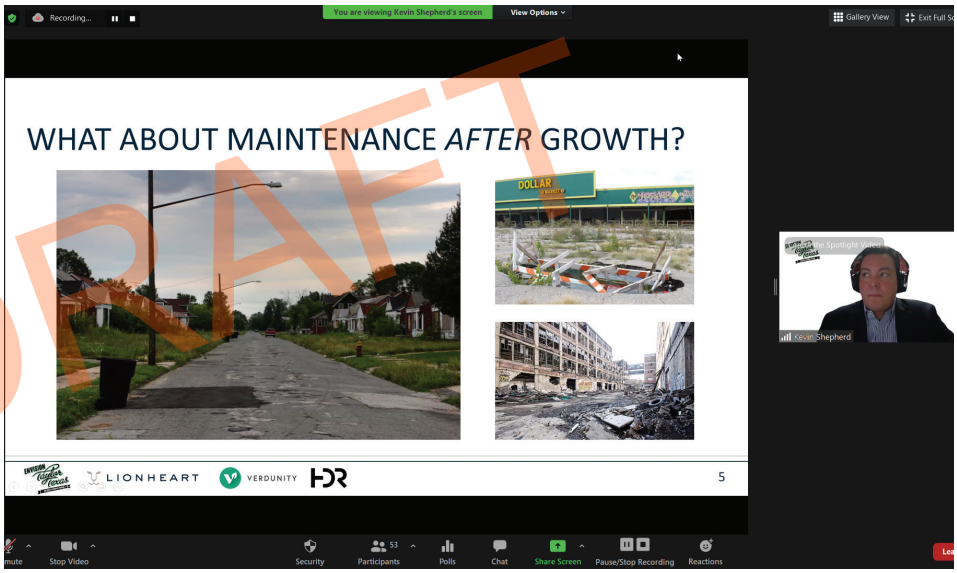
Workshop 1 included a brief overview of the process to develop the Comprehensive Plan, a presentation on Strong Towns and the initial fiscal impact analysis for Taylor, and a guided virtual discussion that became the foundation of project goals.



WORKSHOP 2

Defining a preferred path forward

Workshop 2 included an overview of the results of the existing conditions analysis and description of several different growth scenarios.



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WORKSHOP 3

Turning vision into action

During the final workshop, the results of the planning process were presented and participants discussed strategies for implementing the plan.

CITY COUNCIL GROWTH WORKSHOPS

The City of Taylor City Council held a four part workshop series focused on how the City can guide growth that support the big ideas from the Envision Taylor Comprehensive Plan including:

1. Community Character;
2. Inclusive Growth;
3. Diverse Housing;
4. Fiscal Sustainability; and
5. Economic Resilience.

The four workshops were:

- Public Workshop #1- Fiscal Impacts of New Development;
- Public Workshop #2 - Neighborhood Design that Promotes Small-town Atmosphere;
- Public Workshop #3 - Prioritizing the Use of Existing Infrastructure before Expanding Outward; and
- Public Workshop #4 - Housing Types and Price Points that Meet the Needs of All Income Levels and Household Types.

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STRONG TOWN WEBINAR AND PRESENTATIONS

Strong Towns founder, Charles Marohn, Jr. presented about Strong Towns: A bottom-up revolution to rebuild American prosperity on 09.17.2020 followed by a Q & A.

Charles Marohn, Jr then came to Taylor in person towards the end of the process for a second presentation on 08.30.2021.

COMMUNITY OUTREACH

ADVISORY COMMITTEE

The purpose of the Comprehensive Plan Advisory Committee is to utilize local knowledge and expertise to advise the City Council, staff and consultants on relevant issues and opportunities that are important for the future of Taylor.

The Advisory Committee acted as a sounding board. As community engagement materials and outreach efforts were proposed the Advisory Committee reviewed and helped shape the message to ensure that all perspectives and interests within the City of Taylor would be represented. In summary the Advisory Committee:

- Assisted with community engagement,
- Helped review community engagement formats to achieve the most successful outcomes,
- Helped review public meeting materials before each outreach milestone, and
- Acted as an ambassador for the Comprehensive Plan process within the community.

Advisory Committee Meetings and Events:

- August 2020;
- September 2020;
- February 2021;
- March 2021;
- June 2021;
- July 2021; and
- August 2021

COMMUNITY OUTREACH UPDATE 1

- Comprehensive Plan Advisory Committee meeting on 02.07.2022;
- Four focus group meetings (business, infrastructure, transportation, and Samsung) on 02.14.2022;
- Public Meeting on 02.15.2022;
- Meeting with CAMPO demographer on 02.09.2022; and
- Meeting with CARTS on 02.25.2022.

COMMUNITY OUTREACH UPDATE 2

- Comprehensive Plan Advisory Committee Meeting on 10.03.2022;
- Two focus groups (business and property owners) on 11.15.2022;
- Public Meeting on 11.29.2022;
- Comprehensive Plan Advisory Committee Meeting on 12.12.2022;
- Taylor City Council work session on 01.12.2023.

PROJECT WEBSITE

The Envision Taylor website, which served as the portal for public information relating to the Envision Taylor Comprehensive Plan, provided visitors information to learn about the guiding principles of the plan, submit

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Envision Taylor Comprehensive Plan's website

HOW COMMUNITY INPUT SHAPED ENVISION TAYLOR

The Envision Taylor process informed, involved and empowered stakeholders. Following are responses to key pad polling questions and input and feedback that was provided throughout the process.

There are so many great plots available in town that should be utilized. Additionally, the city is already struggling to maintain the existing roads. Why add additional roads when we need to utilize what we have?

New housing is needed but also revitalizing existing homes will help maintain the character of the town. Invest in restoration not just new development.

I would love to see a mix of the two: preserving the small-town charm while also giving residents more options in town.

To keep the integrity of Taylor I would prefer to use the fiscal scenario before resorting to trends.

In your opinion, should the percentage of infill housing be more, less, or equal to the percentage of infill housing constructed over the last four years?

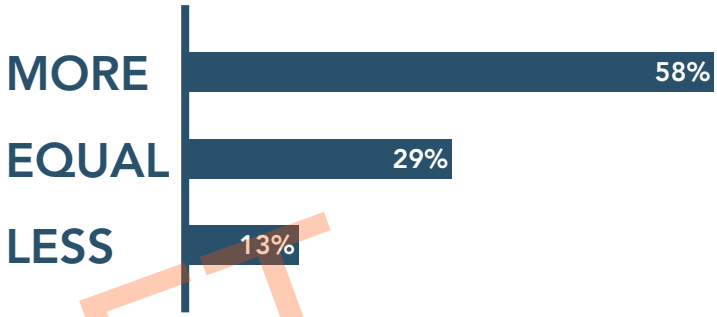

Figure 8: *Responses to a Question about Infill Housing*

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Which of these alternative growth scenarios best advances the community's Big Ideas?

Trend scenario uses more land and requires more infrastructure to create greenfield development and single-use retail centers.

Fiscal scenario increases utilization of infill to maximize use of existing infrastructure and encourage mixed-use centers to create higher tax revenue per acre.

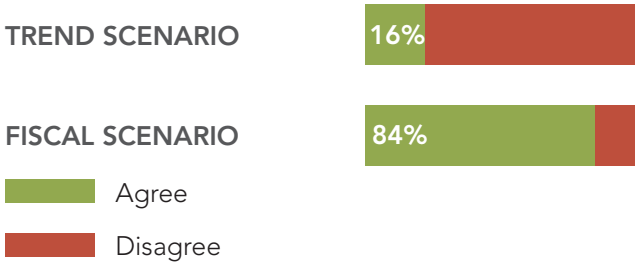

Figure 9: *Responses to a Question about Growth Scenarios*

COMMUNITY OUTREACH

How do you feel about the Envision Taylor population projections for the year 2040?

The population is expected to increase by 21,169 people by 2040, a growth rate of 128%.

53% ON TARGET **27%** TOO HIGH **10%** TOO LOW

Figure 10: *Responses to a Question about Growth Rate*

> One of the main reasons my husband and I moved to Taylor was because it was one of the few remaining, charming small towns in the Austin area.

> It's OK to be a small-town, but courting folks who can bring businesses and restaurants to the town would be nice.

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The population in 2040 is expected to be older, more diverse, and high-income earners. Do you agree?

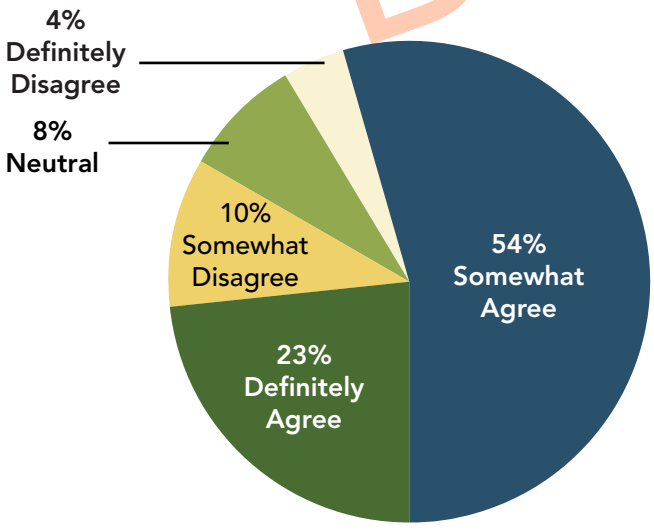

Figure 11: *Responses to a Question about the Future Diversity Projections*

> I believe there will be an increase in the white population. Looking at the current situation in town, I believe there will be a much larger gap between populations in the health equity zone and newer residents in the developing subdivisions.

> I think there will be more families wanting to move here - if the schools improve. The town needs to encourage more people in their 30s and 40s to move, to continue to revitalize Downtown.

BIG IDEAS

The big ideas of the Envision Taylor Comprehensive Plan set the direction for the planning process and cast a vision for what the plan is about.

FISCAL SUSTAINABILITY AND INFRASTRUCTURE

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

COMMUNITY CHARACTER

Maintain Taylor's uniqueness and small-town atmosphere where people feel connected.

INCLUSIVE GROWTH

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

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DIVERSE HOUSING

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

ECONOMIC RESILIENCE

Support and promote unique, local businesses.

COMMUNITY AND DEMOGRAPHIC PROFILE

POPULATION GROWTH

Past, current and future population characteristics are important in understanding the current development patterns and characteristics of a city, and in planning for its future. The following section examines the historical population of the City of Taylor and Williamson County, current trends, projections and methodologies.

HISTORICAL POPULATION

The decades that saw the largest change in population in Taylor were the 1940's, 1990's and 2000's. While the City of Taylor has seen consistent growth since 1940, it has not experienced the same level of growth that Williamson County has experienced. Williamson County experienced the most dramatic change in population during the 1970's, 1980's, and 1990's.

POPULATION TRENDS IN WILLIAMSON COUNTY

In March of 2020 the Census Bureau named Williamson County as one of the top 10 fastest growing counties since 2010. Until approximately 1980, the City of Taylor was the largest city in Williamson County. Since the 1980's four cities in Williamson County have surpassed the population of Taylor while Taylor's population has remained relatively stable.

YEAR	TAYLOR POP.	CHANGE (%)	WILLIAMSON POP.	CHANGE (%)	TAYLOR'S % OF COUNTY
1940	7,875		41,698		18.9%
1950	9,071	15.2%	38,853	-6.8%	23.3%
1960	9,434	4.0%	35,044	-9.8%	26.9%
1970	9,616	1.9%	37,305	6.5%	25.8%
1980	10,619	10.4%	76,521	105.1%	13.9%
1990	11,472	8.0%	139,551	82.4%	8.2%
2000	13,575	18.3%	249,967	79.1%	5.4%
2010	15,191	11.9%	422,679	69.1%	3.6%
2020*	16,267	7.1%	590,551	39.7%	2.8%

* Based on the April 1, 2020 Census Count

Source: Decennial Census, American Community Survey

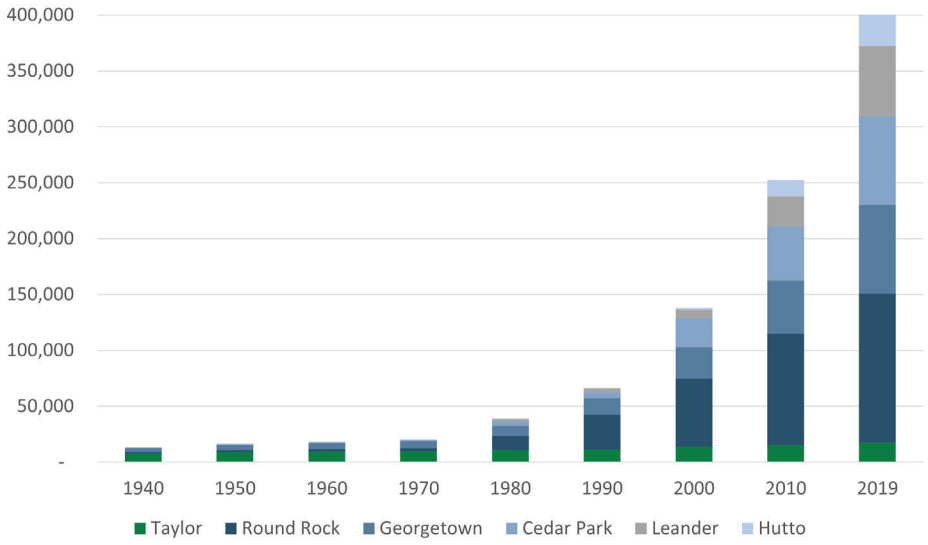
Figure 12: *City of Taylor and Williamson County Historic Population Totals*

YEAR	TAYLOR POP.	CHANGE (%)	WILLIAMSON POP.	CHANGE (%)	TAYLOR'S % OF COUNTY
2011	15,275	0.6%	442,031	4.6%	3.5%
2012	15,475	1.3%	455,750	3.1%	3.4%
2013	15,734	1.7%	470,017	3.1%	3.3%
2014	16,001	1.7%	487,913	3.8%	3.3%
2015	16,276	1.7%	507,133	3.9%	3.2%
2016	16,492	1.3%	527,622	4.0%	3.1%
2017	16,603	0.7%	546,251	3.5%	3.0%
2018	16,811	1.3%	566,463	3.7%	3.0%
2019*	17,383	3.4%	590,551	4.3%	2.9%

*Based on the July 1, 2019 Population Estimate

Source: Decennial Census, American Community Survey

Figure 13: *City of Taylor and Williamson County Current Population Trends*



Source: Decennial Census, American Community Survey

Figure 14: *Comparison of Growth Patterns in Williamson County*

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HISTORICAL AND REGIONAL POPULATION PROJECTIONS

Population projection methodologies utilize existing population trends and extrapolate those trends into the future. Projection methodologies that directly extrapolate historical growth trends into the future are called trend extrapolation techniques. Projection methodologies that extrapolate future populations based on the share of population within another larger jurisdiction are called ratio-share techniques.

2004 COMPREHENSIVE PLAN PROJECTIONS

The 2004 Comprehensive Plan utilized three different population projection methodologies as described here. The linear regression methodology provided the most accurate prediction of population and the step down method was the least accurate.

Step Down Method

A ratio-share technique, where a ratio is established between the county's population and the city's then that proportional relationship is projected into the future. Based on this methodology the city's proportional relationship was 5.4% and the 2030 population was projected to be 31,564.

Linear Regression Method

A trend extrapolation technique that projects future values as a straight line trend. Based on this methodology the 2030 population of Taylor was projected to be 19,884.

Exponential Growth Method

A trend extrapolation technique that shows greater increases in population with the passing of time. Based on this methodology the 2030 population of Taylor was projected to be 22,493.

REGIONAL AGENCY PROJECTIONS

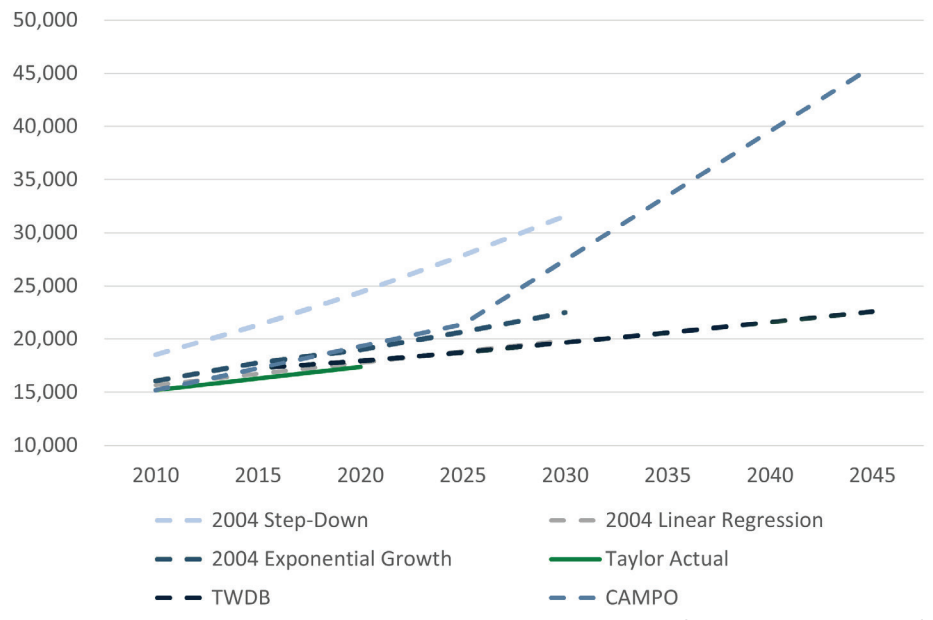
The Texas Water Development Board (TWDB) and the Capital Area Metropolitan Planning Organization (CAMPO) are two different regional agencies that project population growth for the purpose of regional infrastructure planning. These projections generally were the most aggressive in terms of population growth.

YEAR	TAYLOR ACTUAL	'04 STEP-DOWN	'04 LINEAR REGRESSION	'04 EXP. GROWTH	TWDB	CAMPO
2010	15,191	18,536	15,678	16,064	15,191	
2015	16,276	21,314	16,730	17,781	16,276	
2020	17,383*	24,419	17,781	19,008	17,233	
2025		27,872	18,833	20,677	17,981	21,375
2030		31,564	19,884	22,493	18,728	
2035					19,659	
2040					20,589	
2045					21,592	45,611
2050					22,594	

* 2019 Population estimates were used

Source: www.twdp.texas.gov; CAMPO 2045 Plan

Figure 15: *Previous Population Projections for Taylor Compared to Actuals*



Source: www.twdp.texas.gov; CAMPO 2045 Plan

Figure 16: *2004 Comprehensive Plan and Regional Population Projections for Taylor, Texas*

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COMMUNITY AND DEMOGRAPHIC PROFILE

REGIONAL GROWTH TRENDS

Williamson County's population growth has largely been fueled by people moving to cities in Williamson County from Travis County. According to the 2018 American Community Survey, net in-migration from Travis County made up 33% of all in-migration to Williamson County. *Figure 17: Regional Growth Peaks by Decade* shows average annual growth rate of surrounding cities and the decade in which the largest population growth began. Similarly *Figure 18: Regional Population Growth by Decade of Highest Annual Growth* displays growth trend measured by the percent change in population by decade. Population growth began in Williamson County in the 1970's and was primarily fueled by cities such as Round Rock and Cedar Park.

The next comparison cities to feel the influences of out-migration from the City of Austin were the City of Leander in the 1990's and the City of Hutto in the early 2000's.

The City of Taylor has not yet felt the impacts of out migration from the City of Austin and growth rates have largely stayed below the average growth rates for the State of Texas. It is expected that within the study period of this comprehensive plan, Taylor will likely experience larger growth due to the expansion of the Austin metro area and the location of significant employment centers along FM 973, US 290, US 79, and SH 130.

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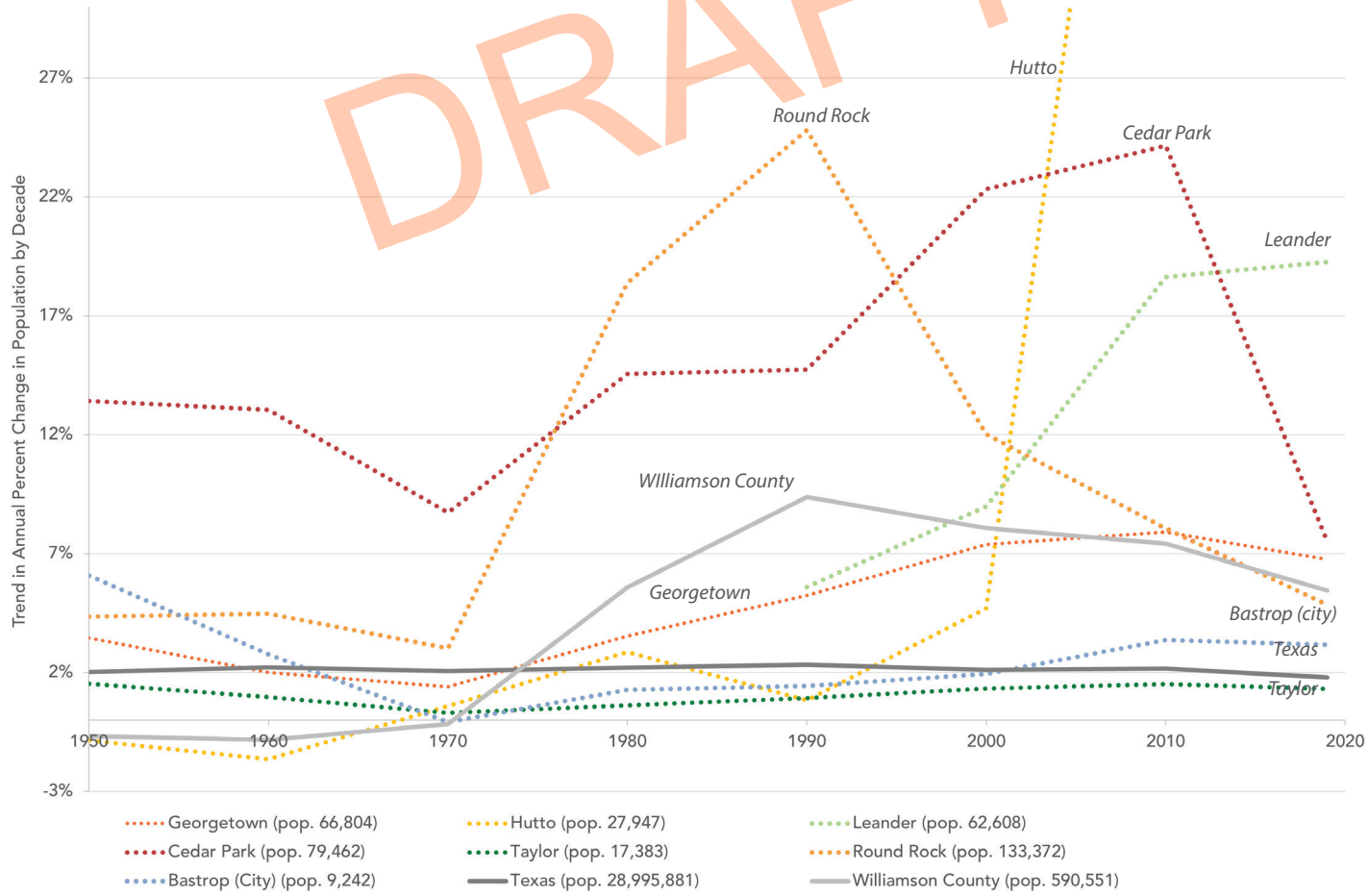
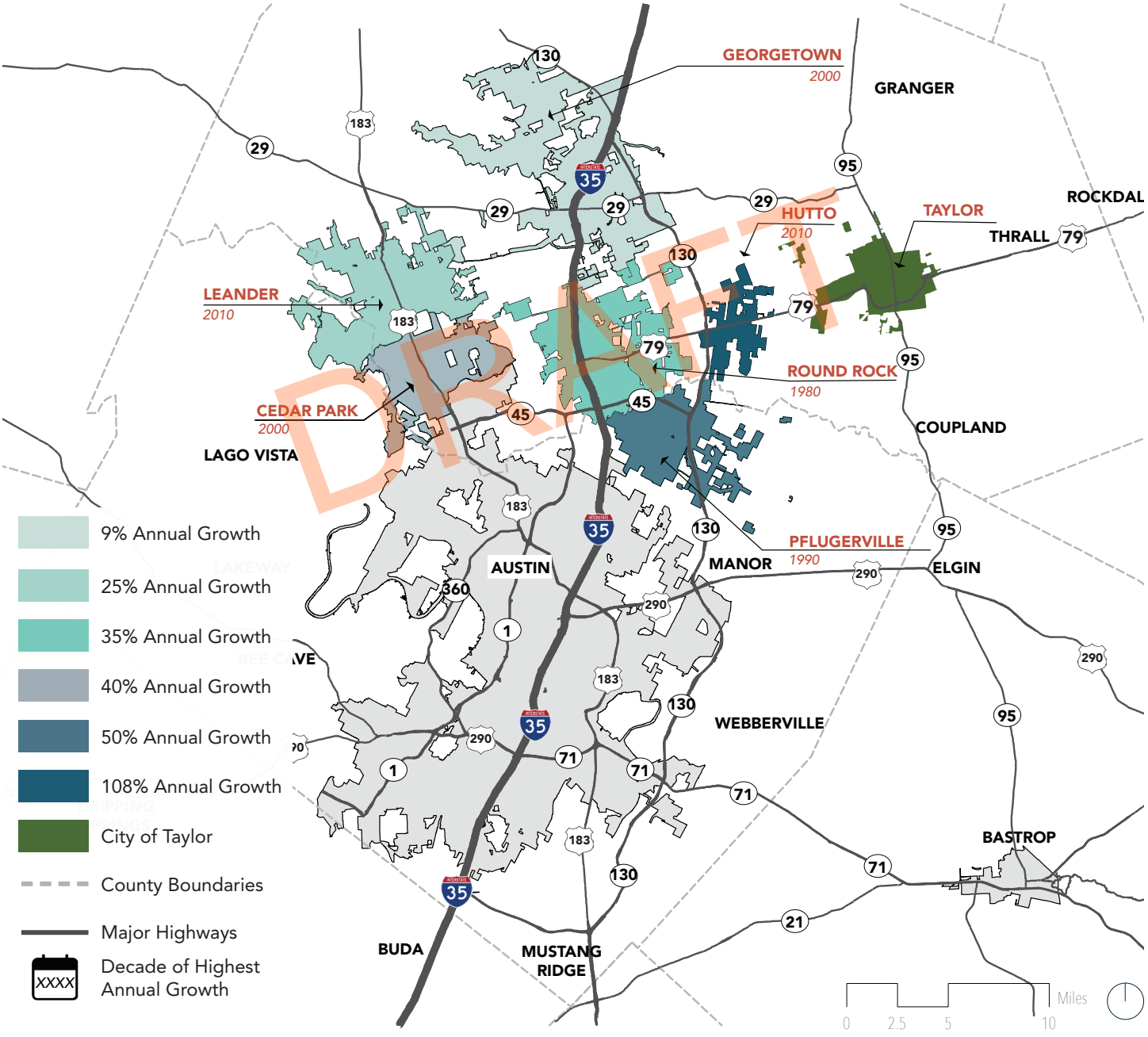


Figure 17: *Regional Growth Peaks by Decade*

Source: www.twdp.texas.gov; CAMPO 2045 Plan

The central Texas region is experiencing rapid growth, largely expanding outwards from the Austin core into its immediate suburbs and nearby communities that are regionally connected via highways. As shown in *Figure 18: Regional Population Growth by Decade of Highest Annual Growth* below, these surrounding communities have historically experienced a spike in population growth, followed by a nearly two-decade growth period before slowing down. The map depicts the decade which the comparison cities experienced the highest population growth rate.



Source: City of Taylor, City of Austin, Williamson County, TxDOT, Decennial Census, American Community Survey

Figure 18: *Regional Population Growth by Decade of Highest Annual Growth*

Note: The City limits of Taylor are as per 2021

COMMUNITY AND DEMOGRAPHIC PROFILE

ENVISION TAYLOR POPULATION PROJECTIONS

Envision Taylor is utilizing a combination of population methodologies informed by the accuracy of past projections and current and historic population growth trends in Williamson County and the City of Taylor. The following key observations and assumptions have been incorporated into the recommended population projections for Envision Taylor.

1. The rate of growth in Williamson County is higher than in the City of Taylor. However, the rate of growth in the City of Taylor is increasing at a faster rate than in Williamson County,
2. Regional growth trends in the Central Texas corridor indicate that people are moving from the City of Austin to smaller cities within an ever expanding radius of the Downtown core. In addition to growth moving out from the core, growth is beginning to move to the east of Austin along SH 130, and SH 45 as well as FM 973. These trends will most likely have an impact on the City of Taylor by 2040,
3. During the 2004 comprehensive planing effort, the linear regression model proved to be the most accurate methodology,
4. The Texas Water Development Board is anticipating the current linear growth trend to continue in the City of Taylor, and
5. The CAMPO 2045 Plan projects a 3% annual growth rate for the entire CAMPO region. The plan projects a higher growth rate for the City of Taylor with a 2.4% annual growth rate between 2015 and 2025 and a 5.7% annual growth rate between 2025 and 2045.

Based on these assumptions, Envision Taylor is recommending that population projections rely more heavily on regional trends than historical population trends.

Envision Taylor Population Projection

39,552 in 2040.

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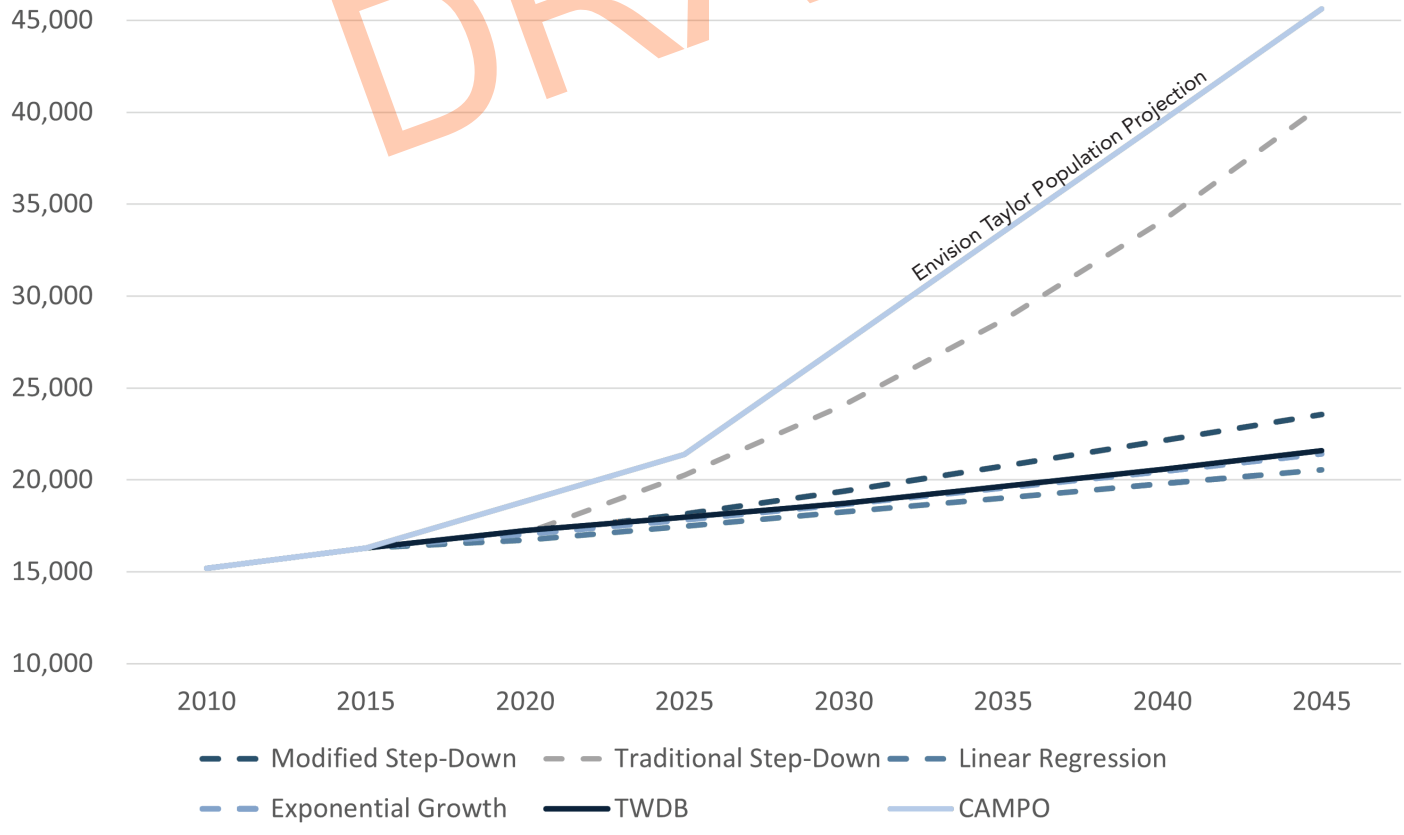

Figure 19: *Envision Taylor Population Projections*

Source: www.twdp.texas.gov; CAMPO 2045 Plan

POPULATION DENSITY TRENDS

Prior to 1990, the population density in the City of Taylor was increasing. This means that as more people were moving to Taylor, the city limits only grew moderately to accommodate the new residents and the overall population density of the city increased. During the 1990's and even more significantly the 2000's the City of Taylor grew it's city limits at a faster rate than population growth. This trend slowed between 2010 and 2019.

Pop. Density in 1990

2.29

Pop. Density in 2019

1.33

The population density of Taylor has been decreasing since 1990.

	ACREAGE IN CITY LIMITS	POP.	POP. DENSITY (ACRES)	POP. DENSITY (SQUARE MILES)	ANNUAL PERCENT CHANGE IN POP. DENSITY
1890	4,612	2,584	0.56	359	
1900	4,612	4,211	0.91	584	6.30%
1910	4,612	5,314	1.15	737	2.62%
1920	4,612	5,965	1.29	828	1.23%
1930	4,612	7,463	1.62	1,036	2.51%
1940	4,612	7,875	1.71	1,093	0.55%
1950	4,612	9,071	1.97	1,259	1.52%
1960	4,612	9,434	2.05	1,309	0.40%
1970	4,732	9,616	2.03	1,301	-0.07%
1980	4,836	10,619	2.20	1,405	0.83%
1990	5,019	11,472	2.29	1,463	0.41%
2000	6,820	13,575	1.99	1,274	-1.31%
2010	10,629	15,191	1.43	915	-2.81%
2019	13,084	17,383	1.33	850	-0.70%

Source: Decennial Census, American Community Survey

Figure 20: *Comparison of Growth and Density*

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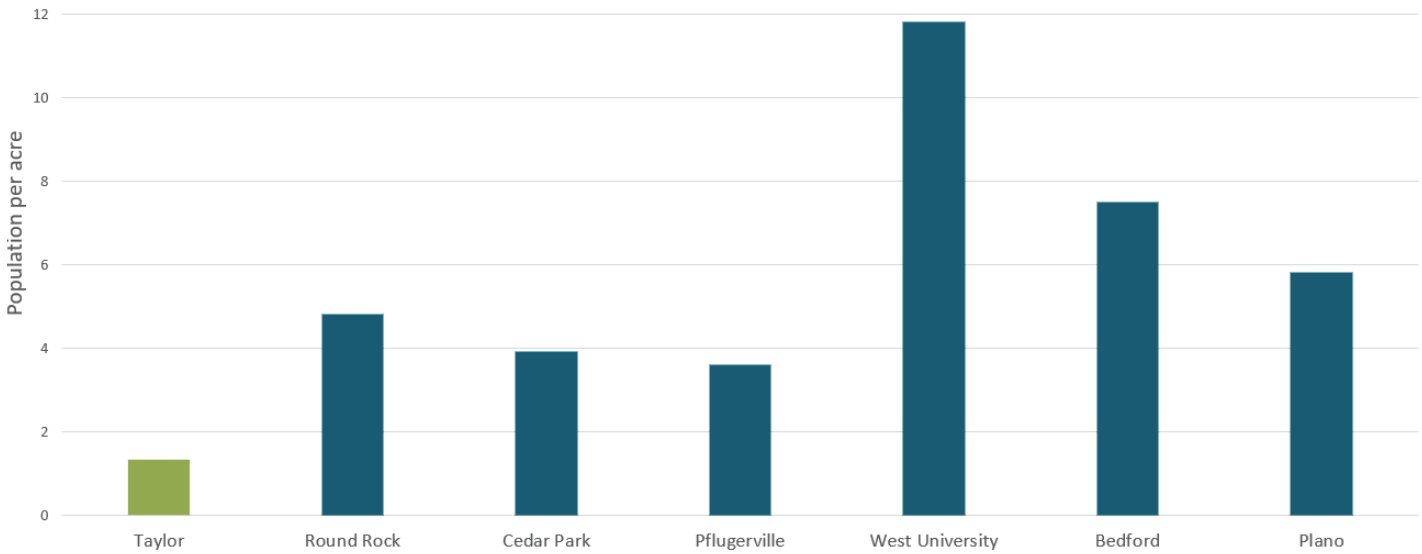


Figure 21: *Comparison of Population Density*

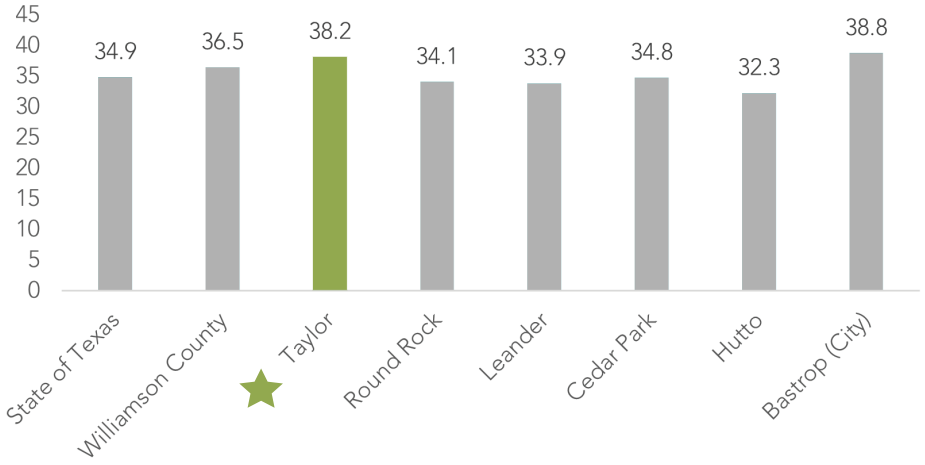
Source: City of Taylor

COMMUNITY AND DEMOGRAPHIC PROFILE

POPULATION CHARACTERISTICS

AGE

The median age in Taylor is 38.2 which is higher than the median age in the State of Texas, Williamson County, or any other comparison city with the exception of Bastrop. The higher median age is a result of older adults (age 45-64) comprising the largest group of residents in Taylor. While older adults make up the largest age cohort, the fastest growing age group between 2010 and 2018 were young adults between the ages of 25 and 34. The next fastest growing age groups were seniors (65 and older) and older adults.



Source: Decennial Census, American Community Survey

Figure 22: *Comparison of Median Age*

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	2000		2010		2018		ANNUAL GROWTH RATE 2010 - 2018
	Num.	Pct.	Num.	Pct.	Num.	Pct.	
Infants and Toddlers (Under 5 years)	1,075	7.9%	930	6.2%	924	5.5%	-0.1%
School Aged Children (5-19)	3,163	23.2%	3,255	21.9%	3,090	18.3%	-0.6%
College Aged Adults (20-24)	875	6.4%	963	6.5%	919	5.5%	-0.6%
Young Adults (25-34)	1,964	14.5%	1,755	11.8%	2,674	15.9%	6.5%
Middle Adults (35-44)	1,984	14.6%	2,391	16%	2,401	14.3%	0.1%
Older Adults (45-64)	2,604	19.1%	3,668	24.6%	4,379	26%	2.4%
Seniors (65 and Older)	1,910	14.1%	1,966	13.2%	2,424	14.4%	2.9%
Total	**13,575**	**100%**	**14,928**	**100%**	**16,811**	**100%**	**1.6%**

Figure 23: *Age Trends in Taylor, Texas*

Source: Decennial Census, American Community Survey

GENDER

Gender characteristics in Taylor are balanced and similar to comparison cities and the State of Texas as a whole. Williamson County has a slightly higher population of males to females (50.8 % males to 49.2 % females).

Source: Decennial Census, American Community Survey

Figure 24: *Gender Characteristics in Taylor, Texas*

RACE AND ETHNICITY

The City of Taylor's largest ethnic group identifies as Hispanic, 44.1%, and the next largest group 42.3% is Non-Hispanic White. The Hispanic population increased between 2010 and 2018 by 4.8%. Just less than 10% of Taylor residents are Black or African American, and the remaining 2 - 3% belong to other racial minority groups.

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	TAYLOR ★	ROUND ROCK	LEANDER	CEDAR PARK	HUTTO	BASTROP, CITY	STATE OF TEXAS	WILLIAMSON COUNTY
Hispanic	44.1%	24.8%	24.1%	18.8%	29.8%	21.2%	39.6%	24.8%
Non-Hispanic White	42.3%	55.4%	63.0%	65.0%	51.9%	66.2%	41.1%	58.4%
Black or African American	9.5%	10.1%	5.3%	2.7%	13.5%	9.5%	11.9%	6.1%
American Indian and Alaska Native	0.2%	0.1%	0.1%	0.2%	0.2%	0.7%	0.2%	0.1%
Asian	0.6%	6.3%	3.2%	9.7%	1.7%	2.0%	4.9%	6.8%
Native Hawaiian and Other Pacific Islander	0.0%	0.0%	0.2%	0.0%	0.0%	0.0%	0.1%	0.1%
Other, non-Hispanic minority	0.0%	0.3%	0.0%	0.6%	0.1%	0.0%	0.2%	0.3%

Figure 25: *Racial and Ethnic Characteristics in Taylor, Texas*

Source: Decennial Census, American Community Survey

	2010		2018		ANNUAL GROWTH RATE 2010 - 2018
	Num.	Pct.	Num.	Pct.	
Hispanic	5368	36.0%	7418	44.1%	4.8%
Non-Hispanic White	7815	52.4%	7108	42.3%	-1.1%
Black or African American	1337	9.0%	1605	9.5%	2.5%
American Indian and Alaska Native	0	0.0%	36	0.2%	--
Asian	319	2.1%	106	0.6%	-8.3%
Native Hawaiian and Other Pacific Islander	16	0.1%	0	0.0%	-12.5%
Other, non-Hispanic minority	64	0.4%	0	0.0%	-12.5%

Figure 26: *Racial and Ethnic Trends in Taylor, Texas*

Source: Decennial Census, American Community Survey

COMMUNITY AND DEMOGRAPHIC PROFILE

HOUSEHOLD CHARACTERISTICS

The City of Taylor has seen an increase in all family types with the exception of married couples with children. The household type that increased the most was non-family households which saw a 3.1% increase between 2000 and 2018. Changes in household types can be linked to trends in age groups moving to or remaining in Taylor.

PEOPLE PER HOUSEHOLD

While the average number of people per household has increased in the last 18 years in both the City of Taylor and Williamson County, the average people per household has grown at a slower rate in the City of Taylor.

Average people per household is an important metric for understanding how increasing population is accommodated within a city. As the population continues to increase and home values rise the average people per household will begin to more closely resemble the ratio in Williamson County.

	2000		2018		AVG. ANNUAL % CHANGE
	Num.	Pct.	Num.	Pct.	
Family households	3,429	72.5%	3,703	64.6%	0.4%
Married couple families	2,486	52.6%	2,643	46.1%	0.4%
- with children under 18	*1,192*	*25.2%*	992	17.3%	-0.9%
- without children under 18	*1,294*	*27.4%*	1,651	28.8%	1.5%
Female householder, no spouse	681	14.4%	771	13.5%	0.7%
- with children under 18	*420*	*8.9%*	432	7.5%	0.2%
- without children under 18	*261*	*5.5%*	339	5.9%	1.7%
Non-family households	1,301	27.5%	2,029	35.4%	3.1%
Total households	4,730		5,732		1.2%

Source: Decennial Census, American Community Survey

Figure 27: *Household Trends in Taylor, Texas*

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	2000	2018	ANNUAL GROWTH RATE
Taylor	2.74	2.85	0.22%
Williamson County	2.82	2.99	0.33%

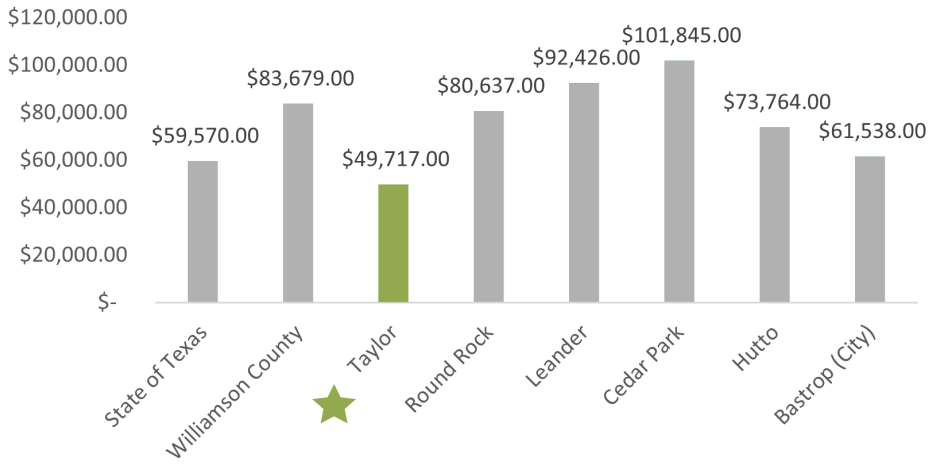
Source: Decennial Census, American Community Survey

Figure 28: *Household Size Trends in Taylor, Texas*

INCOME

Taylor's median household income is significantly lower than the median state, county and comparison city median incomes. The difference between Taylor's median and the state's median, which is the next lowest, is nearly $10,000.

Comparison cities that experienced dramatic population increases as a result of people moving from the central Austin core, such as Hutto, experienced a corresponding increase in median income with the growth. Hutto's median income grew from $53,295 in 2000 to $73,764 in 2018.



Source: Decennial Census, American Community Survey

Figure 29: *Comparison of Median Household Income - 2018*

INCOME CATEGORY	2000	2018	PERCENTAGE POINT CHANGE
Less than $25,000	32.5%	21.4%	-11.1%
$25,000-$50,000	29.6%	28.9%	-0.7%
$50,000-$75,000	20.2%	19.7%	-0.5%
$75,000-$100,000	9.3%	14.7%	+5.4%
$100,000+	8.4%	15.4%	+0.7%

Source: Decennial Census, American Community Survey

Figure 30: *Income Trends 2000 - 2018 in Taylor, Texas*

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UNEMPLOYMENT RATE

Taylor's unemployment rate is 4.6%, which is below the state average, but even with the county average. Nearby, larger cities like Round Rock and Hutto have higher rates of unemployment.

Source: Decennial Census, American Community Survey

Figure 31: *Comparison of Unemployment Rates - 2018*

Vintage Affaire
Antiques, Gifts & Whimsy
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CHAPTER 2

LAND USE

- INTRODUCTION
- EXISTING CONDITIONS
- GROWTH SECTORS
- FUTURE LAND USE
- COMPREHENSIVE PLAN UPDATE 1
- COMPREHENSIVE PLAN UPDATE 2
- SUMMARY AND KEY TAKEAWAYS

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INTRODUCTION

The land use element of Envision Taylor Comprehensive Plan provides a framework for making decisions and setting policy about what will be built and where. Land use decisions impact public spaces, development patterns, and overall quality of life. The table below includes the policy statements that should be used when making land use decisions and links them to the most relevant big ideas.

POLICY ID	BIG IDEA	POLICY STATEMENT
LU1	Community Character	New development should resemble the form and scale of traditional development patterns in Taylor.
LU2	Community Character	Create, preserve, and enhance special destinations and experiences that celebrate and build on Taylor's history.
LU3	Community Character	New mixed-use centers should complement the existing Downtown and accommodate additional growth within a compact urban fabric that includes walkable streets, mixed-use buildings, and high-quality public spaces.
LU4	Inclusive Growth	New development and growth should not increase the flood hazards or other risks associated with climate change in existing neighborhoods.
LU5	Economic Resilience	New buildings and developments should be constructed in a way that they can be repurposed over time and as market conditions change.
LU6	Economic Resilience	Continue to leverage existing Downtown assets to support more small businesses.
LU7	Economic Resilience	Economic development incentives should support the Downtown and future mixed-use centers.
LU8	Economic Resilience	A jobs-housing balance that supports people living and working in Taylor should be encouraged.
LU9	Fiscal sustainability and infrastructure	Promote development patterns that maximize the use of existing infrastructure and land before expanding infrastructure to underdeveloped areas.
LU10	Fiscal sustainability and infrastructure	New development should generate sufficient revenue to support the long-term cost of maintaining the infrastructure that serves it.
LU11	Fiscal sustainability and infrastructure	Development and infrastructure decisions and regulations should result in an increase in population density and revenue per acre.

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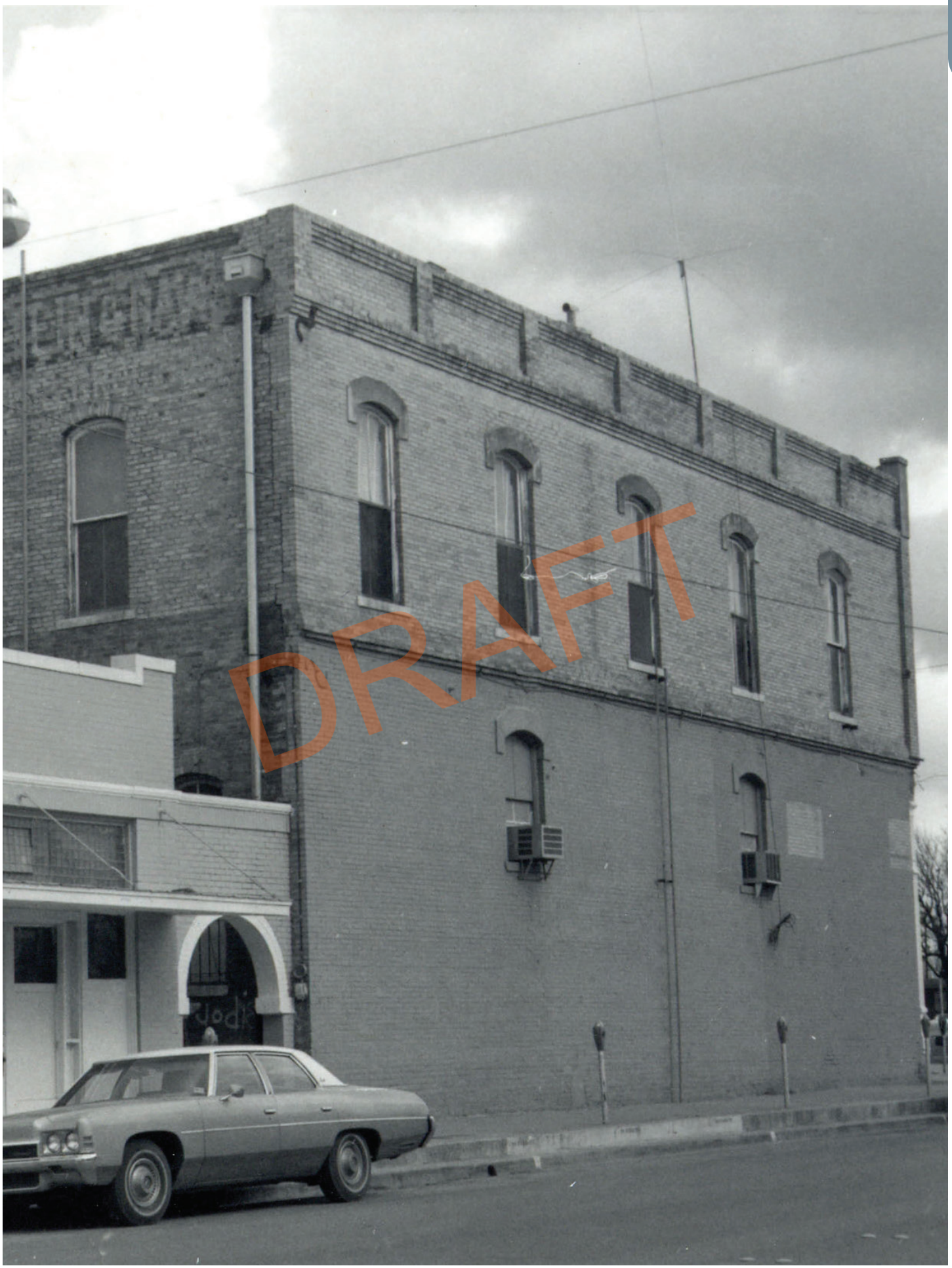
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EXISTING CONDITIONS

ZONING

A city's zoning code, map, and regulations control the types of land uses allowed within a certain area of a city. These regulations can determine parameters such as setbacks, height limits, and building coverage.

As displayed in the overall chart below, the City of Taylor is made up of 54% residential, 44% non-residential and 4% public zoning districts. The land use type covering the most area in the City of Taylor is single-family.

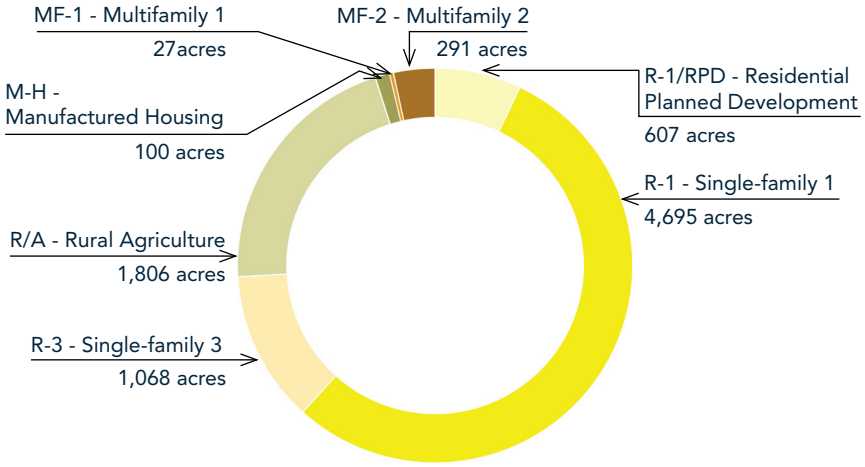

Figure 32: *Residential Zoning Districts by Acres*

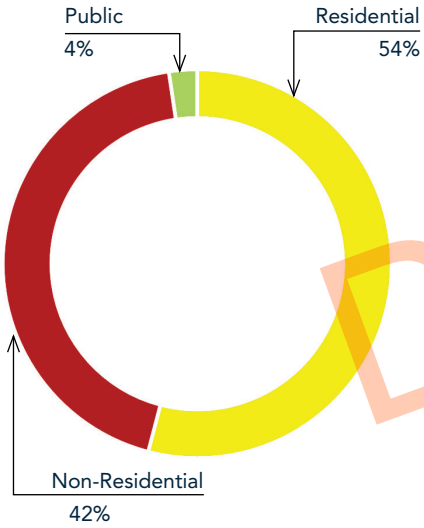

Figure 35: *Overall Zoning Districts*

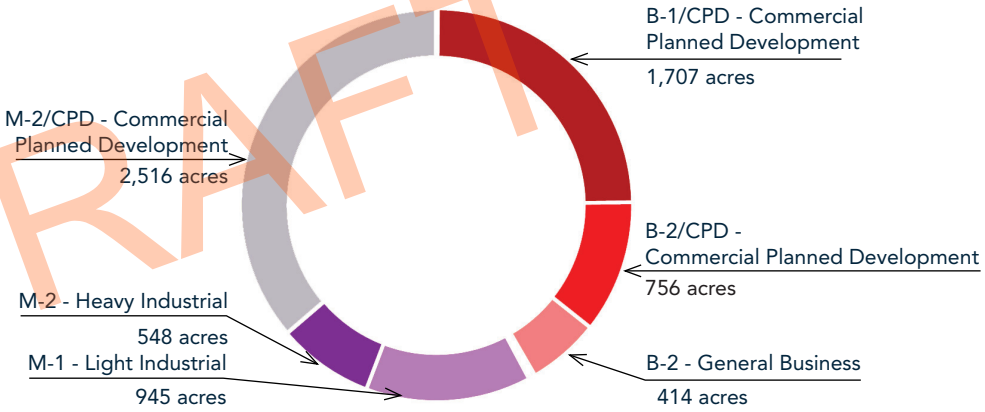

Figure 33: *Non-Residential Zoning Districts by Acres*

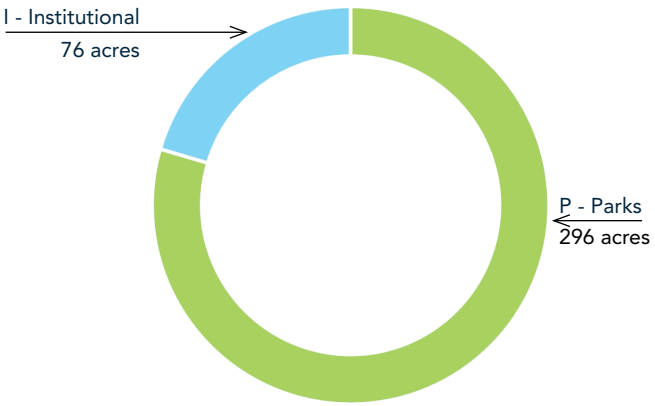

Figure 34: *Public Zoning Districts by Acres*

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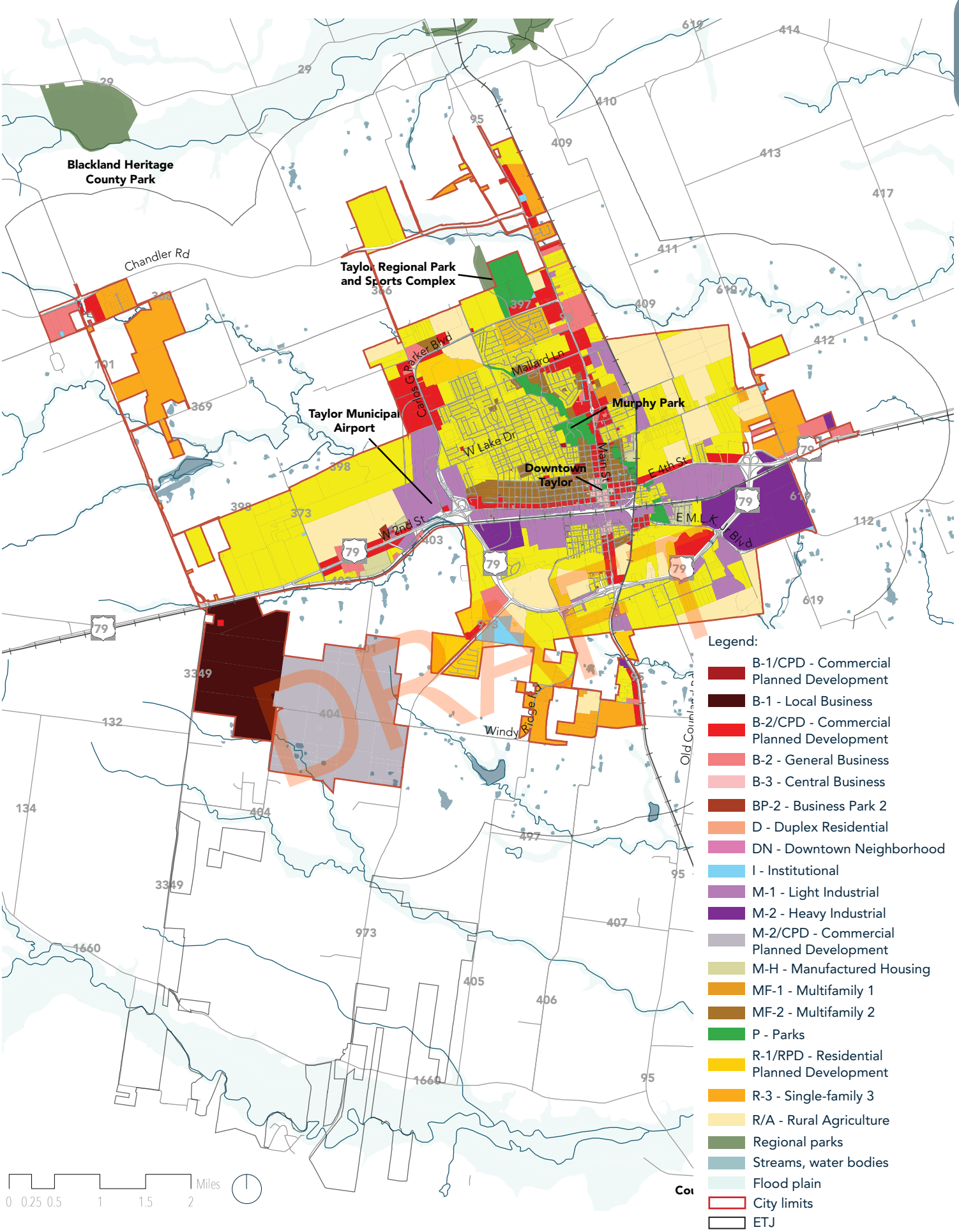

Figure 36: *Existing Zoning*

Source: City of Taylor, Williamson County

EXISTING CONDITIONS

DEVELOPMENT PATTERNS

Recent residential permit data shows that while geographically diverse infill is being permitted, the vast majority of new residential being built in recent years is at the suburban fringes in two subdivisions: Avery Glen (near Taylor High School in the southwest) and Summerfield (near the Taylor Regional Park and Sports Complex in the north). While there are plenty of vacant infill lots, 83% of new housing is built on new greenfield lots.

Empty lot on 700 W. 6th Street, Taylor Tx.

Should the percentage of infill housing be more, less, or equal to the percentage of infill housing (18%) constructed over the last four years?

"There are so many great plots available in the town that should be utilized. Additionally, the city is already struggling to maintain the roads they already have. Why add additional roads when we need to utilize what we have?"

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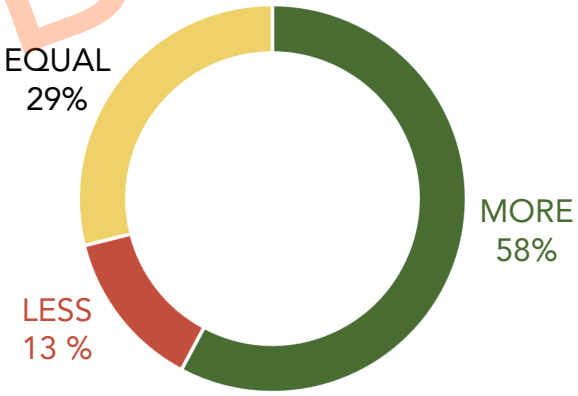

Figure 37: *Result from a Public Survey Question*

"New housing is needed but also revitalizing existing homes will help maintain the character of the town. Invest in restoration not just new development."

Source: Envision Taylor Stakeholder Poll

402 Booth St, Taylor TX

400 Booth St, Taylor TX

305 Lizzie St, Taylor TX

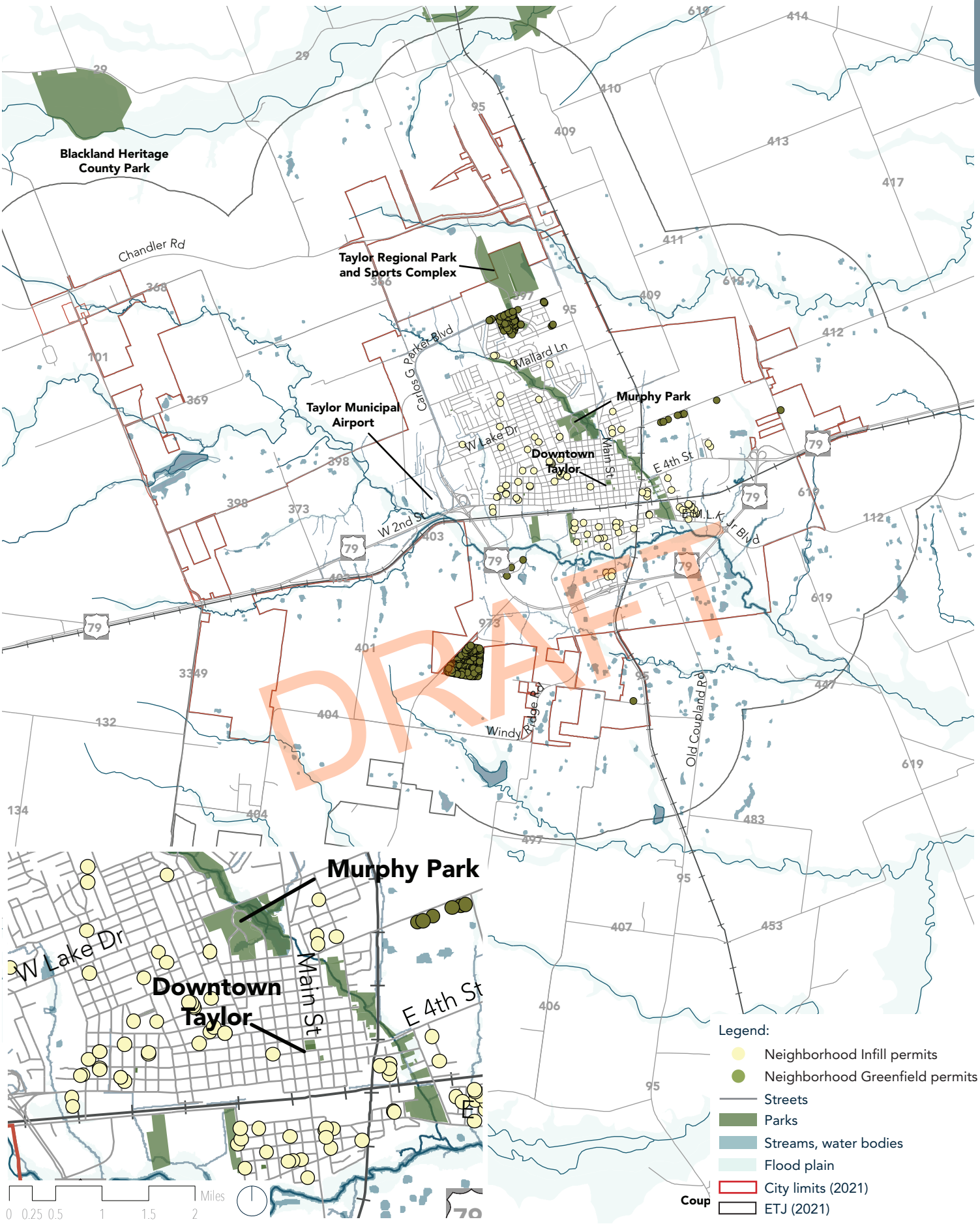

Figure 38: *Development Patterns (2016-2020)*

Source: City of Taylor Permit Data, Williamson County (2021)

Note: This analysis is based on the ETJ boundary and City limits as per 2021

EXISTING CONDITIONS

VACANT LOTS

More than half of the land area within the city limits is vacant (55%), defined here as having zero improvement value associated with the parcel. The categories of vacant lots described to the right break down the vacant lot category based on the types of improvements and adjacency to existing infrastructure. Currently, the majority of vacant parcels are zoned for Single-family or Rural/Agriculture uses, with another large portion zoned as Local Business.

Figure 40: Existing Vacant Lots depicts where these vacant parcels are geographically distributed across the city. One key takeaway is that the majority of these vacant parcels appear to be located towards the edges of the city limits as opposed to the inner core.

VACANT LOTS

This category consists of vacant lots of less than one acre in size and an improvement value of less than $10,000. These lots have access to water and wastewater lines.

UNDERDEVELOPED LOTS

This category consists of underdeveloped lots of less than one acre in size where the improvement value is more than $10,000 and building coverage is less than 40%. of the lots area. Underdeveloped means that the improvement value is low when compared to the minimum lot size permitted by the zoning and additional units could be added. These lots have access to water and wastewater lines.

VACANT LAND WITH INFRASTRUCTURE

This category consists of vacant land holdings greater than one acre in size with improvement value of less than $10,000. Land in this category is located within 100-feet of a wastewater line.

VACANT LAND NO INFRASTRUCTURE

This category consists of vacant land holdings greater than one acre in size with improvement value of less than $10,000. Land in this category does not have a wastewater line within 100-feet.

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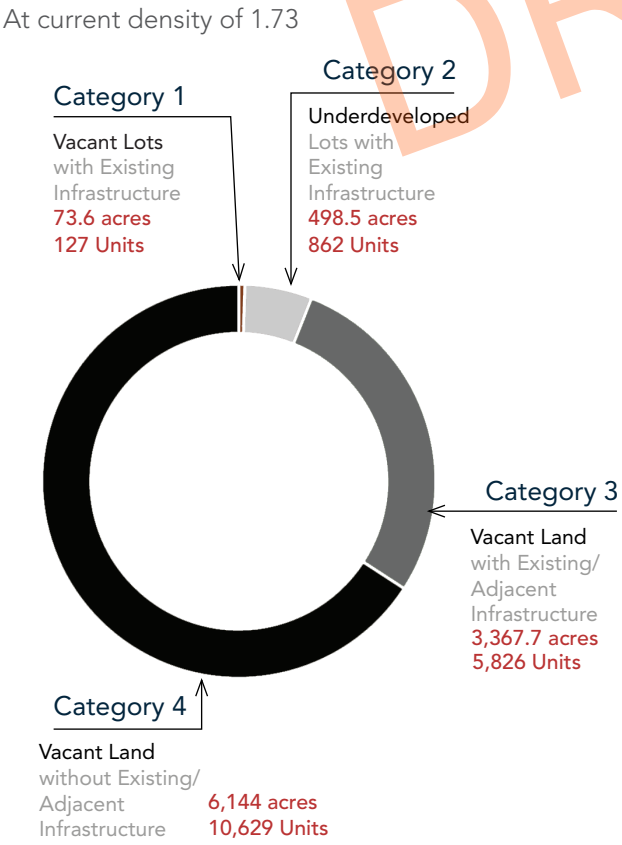

City limits: **13,400 acres**

Vacant and underutilized area **10,084 acres**

Fully developed area: **3,316 acres**

Existing number of units = **5,732**

Units per acre of fully developed area = **1.73**

Total capacity vacant and underutilized Land: **17,445 units** at density of 1.73

Taylor is projected to add **8,146 units** by 2040.

Figure 39: *Proportion of Existing Vacant Lots and Number of Units at Current Density of 1.73 Units per Acre*

Note: The analysis is based on the ETJ boundary and City limits as per 2021

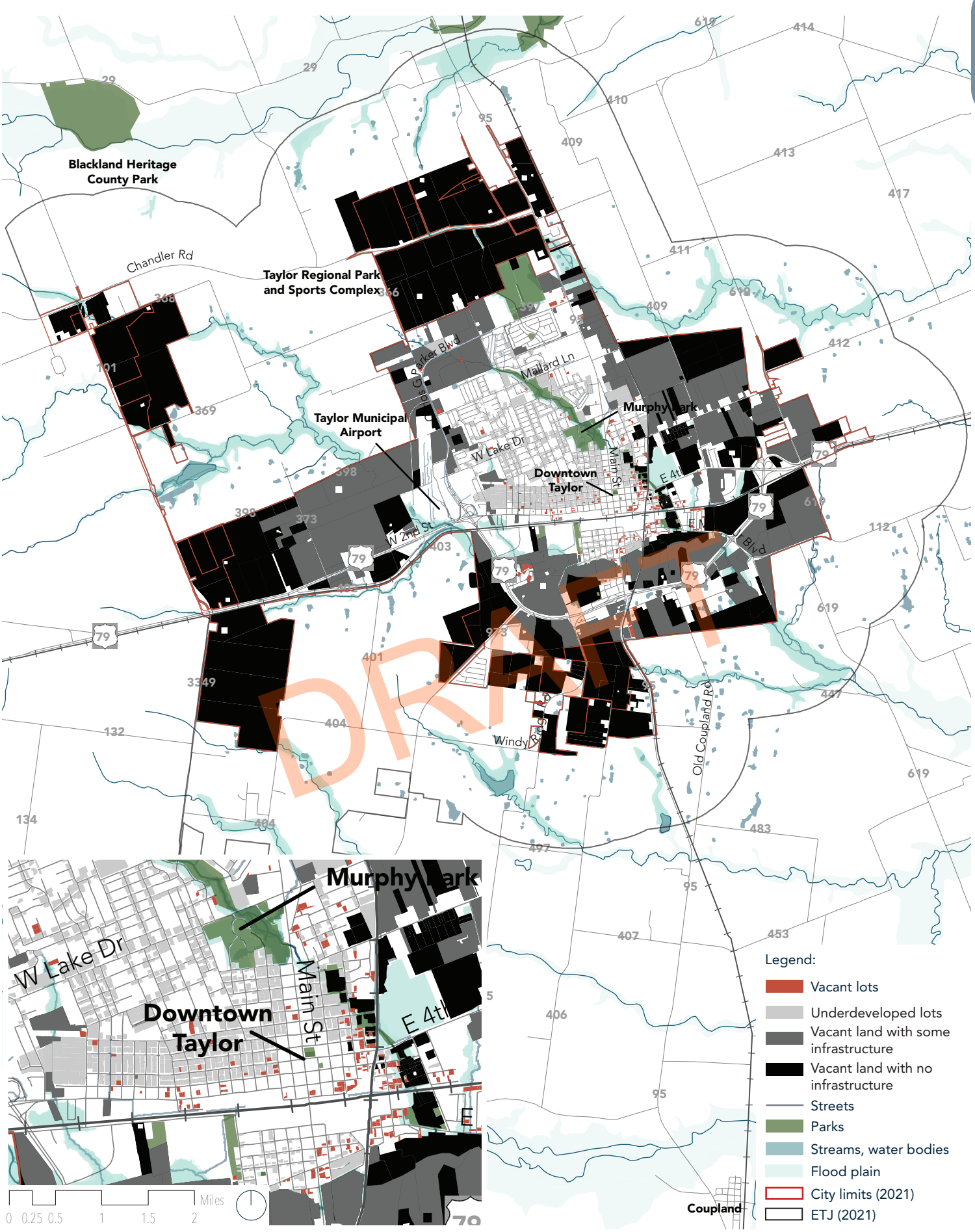

Figure 40: *Existing Vacant Lots*

Source: City of Taylor, Williamson County (2021)

Note: The analysis is based on the ETJ boundary and City limits as per 2021

GROWTH SECTORS

PRESERVED OPEN SECTOR (O-1)

The Preserved Open Sector is made up of open space that is protected from development in perpetuity. This includes dedicated parkland and any other conservation easement.

RESERVED OPEN SECTOR (O-2)

The Reserved Open Sector consists of land that is not yet protected but is valuable as open space. This includes floodplains and floodways and may also include areas of steep slope, desired open space, desired transportation corridors, buffers, or viewsheds.

FUTURE GROWTH SECTOR (G-1)

The Future Growth Sector consists of areas that have value as open space or agricultural land and where there are significant barriers to development. This includes large lot homesteads and farmland with limited infrastructure availability. Expansion into this area is not anticipated during the time frame of this plan.

CONTROLLED GROWTH SECTOR TIER I (G-2.1)

The Controlled Growth Sector Tier I consists of areas with incomplete infrastructure. As development occurs in the Controlled Growth Sector Tier II, infrastructure systems will be extended and may allow for development to occur in Tier I.

CONTROLLED GROWTH SECTOR TIER II (G-2.2)

The Controlled Growth Sector Tier II consists of areas where infrastructure is planned but not yet installed or areas where existing infrastructure lacks capacity and needs to be upgraded prior to expansion.

INFILL GROWTH SECTOR (G-5)

The Infill Growth Sector is made up of areas that are already developed and served by infrastructure. They are also intended for higher intensity uses than are currently in place.

INTENDED GROWTH SECTOR (G-3)

The Intended Growth Sector consists of areas with access to existing or planned transportation / infrastructure and are on the periphery of existing developed areas. These are primarily vacant, underutilized, or poorly developed commercial areas adjacent to existing centers and service areas. Growth policies should encourage the development or redevelopment of these areas as compact residential and mixed-use development.

INFILL NEIGHBORHOOD SECTOR (G-4)

The Infill Neighborhood Sector consists of areas within the city that are already developed and served by infrastructure. Infill development is encouraged to generally match the character of the existing development while allowing for incremental increases in density.

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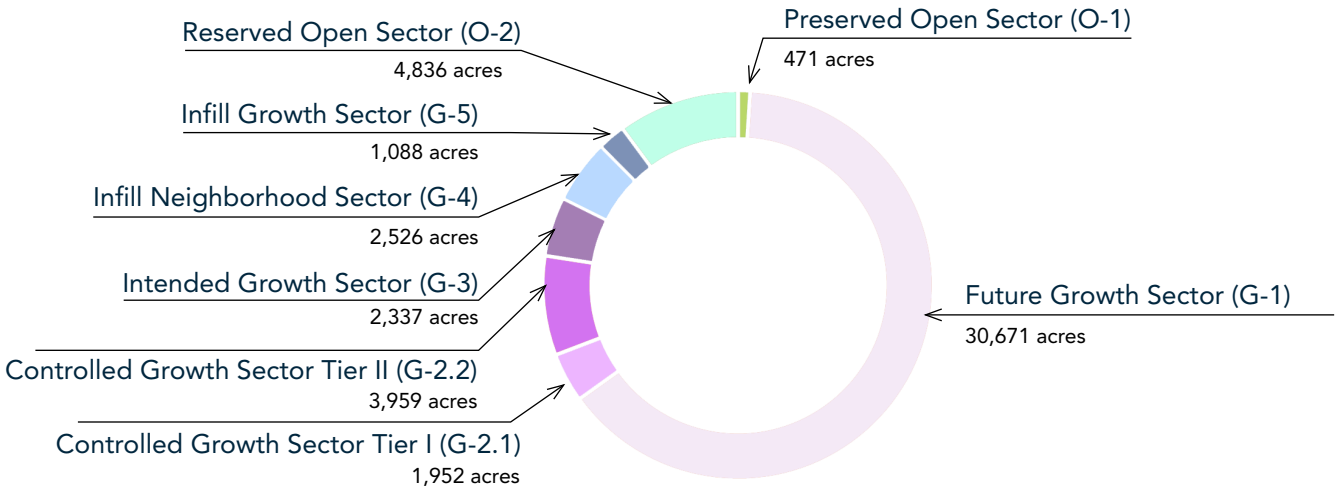

Figure 41: *Growth Sectors by Acres*

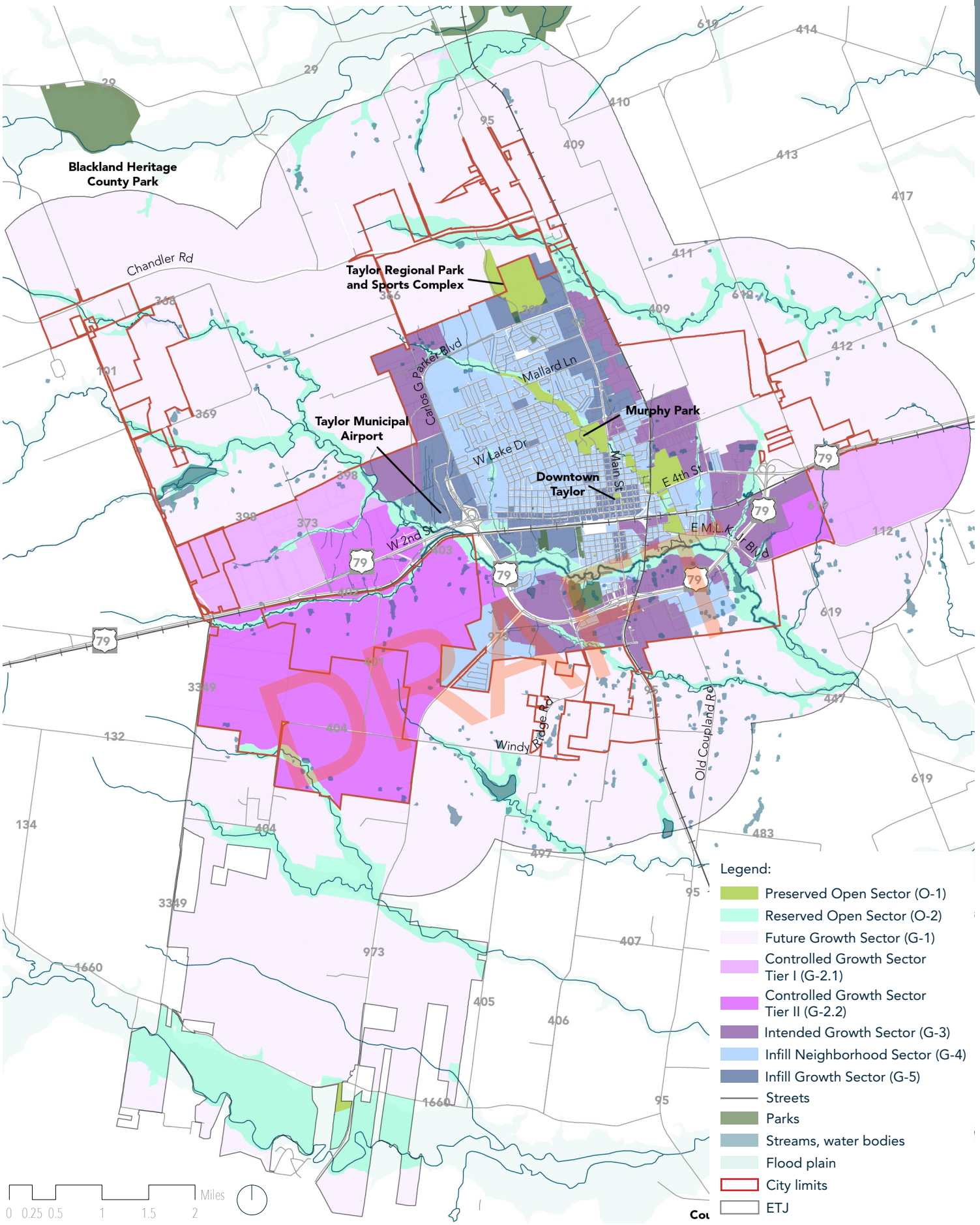

Figure 42: *Growth Sectors Map*

Source: City of Taylor, Williamson County

GROWTH AND DEVELOPMENT PATTERN

EXPLOSIVE GROWTH

Taylor is in the early years of an "explosive growth" phase. Historical population growth has been relatively slow and consistent, but the city is projected to grow at a much faster rate in the next decade or two. Early in Taylor's history the city's development footprint was fairly compact and grew relatively in concert with population. There was even moderate intensification between the 1940s and the 1990s. Since 1990 though, major annexations have expanded the city limits outward in multiple directions, increasing the service area to 13,155 acres in 2020. But population growth has not maintained a similar rate. This means that the cost to build and maintain infrastructure for this much larger area is shared by a smaller group of people, increasing household costs via a higher tax levy.

Figure 44: *Historical Annexation Progression*

Source: City of Taylor, Verdunity

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Trends Pre-1990

Population Density Increasing

Few New Infrastructure Improvements

Slow, Incremental Annexation

Trends Post-1990

Population Density Decreasing

Major New Infrastructure

Significant Expansion of City Limits and Service Responsibilities

Figure 43: *Trends, Pre and Post 1990*

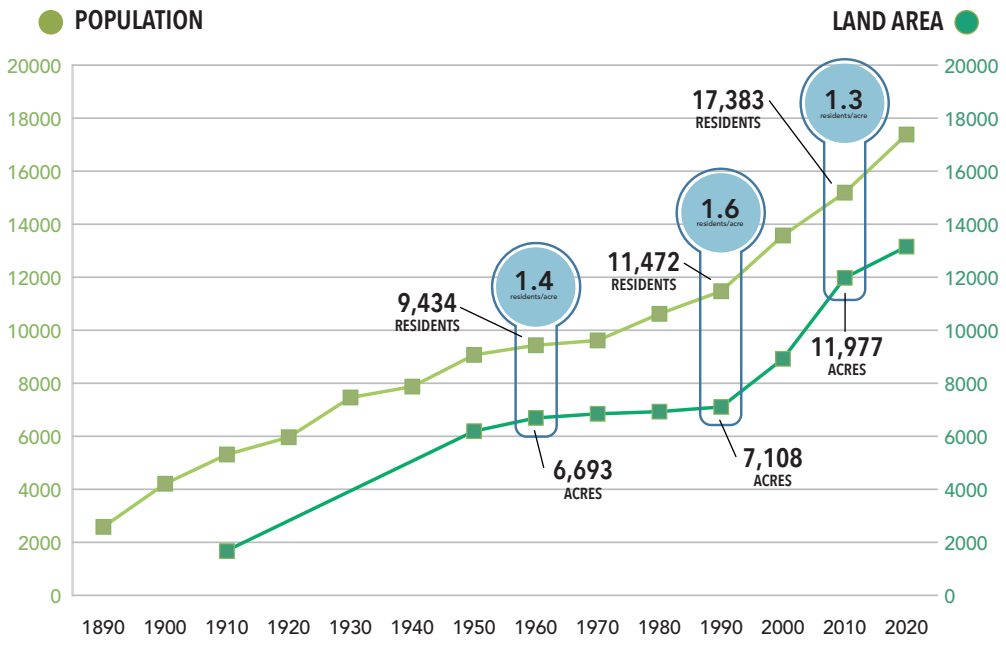

Figure 45: *Taylor's Population and Land Area in Acres by Decade*

Source: US Census, City of Taylor

Note: The analysis is based on the ETJ boundary and City limits as per 2021

GENERAL FUND BENCHMARKING

In a property tax state like Texas, ideally the property tax revenue generated by development in a city should be enough to cover street maintenance and reconstruction as well as at least half the cost of other basic services. When property tax revenue can cover more basic services, this frees up revenue from sales tax to focus on economic development and quality of life improvements that preserve and enhance property values over time. The more a city has to rely on sales tax for basic services, the less funding it will have for amenities and economic development incentives.

The city's total **general fund revenue** for the FY19/20 fiscal year was $14.8 million, which comes out to roughly **$1,050 per acre**. The table to the right shows how Taylor's general fund metrics compare to some other communities in the region. Taylor has the lowest GF/Acre and lowest population/acre. **Just over $7 million of this (52%) was obtained from property tax.**

	TAYLOR	ROUND ROCK	LEANDER	CEDAR PARK	HUTTO
2020 Pop. Est.	17,383	128,739	56,111	76,999	26,434
2020 GF Revenue	$14,830,304	$121,760,638	$41,787,626	$57,136,667	$18,152,056
Area (Acres)	13,155	22,976	21,811	15,680	4,960
Pop. Per Acre	1.30	5.60	2.57	4.91	5.33
Tax Rate	0.788000	0.420000	0.551867	0.449000	0.515171
GF Per Capita	$864	$946	$745	$742	$687
GF Per Acre	**$1,050**	**$5,299**	**$1,916**	**$3,644**	**$3,660**
GF Per Household	$2,177	$2,383	$1,877	$1,870	$1,730

Figure 46: *Comparison of Cities*

Source: Decennial Census, American Community Survey

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$1.7M

Current Yearly Budget for Street Maintenance/Replacement

CULTIVATING FISCAL HEALTH AND LOCAL WEALTH

By focusing infrastructure, housing, and economic development investments into redevelopment and infill in older neighborhoods and prioritizing high return on investment development patterns such as smaller/narrower lots, vertical buildings, and mixed-use, the city has an opportunity to generate additional property tax revenue without necessarily having to adjust the tax rate. In addition to improving the fiscal health of the city's operation, partnering with local residents, entrepreneurs, and developers to build more small scale residential and commercial spaces can also help to cultivate the wealth of residents and local businesses and increase community pride and identity. Together, this combination of cultivating public and private wealth can put Taylor on the path to becoming a vibrant, inclusive, and resilient community for years to come.

$543

Average Property Tax Revenue/Acre – Citywide

TAYLOR'S RESOURCE GAP

PROJECTED STREET REPLACEMENT COSTS

The city has roughly 150 miles of street today. Using a lean replacement cost of $500,000 per 11' lane-mile, it would require over $124 million to replace the existing streets when they reach the end of their life cycle. Averaged over 20 years, this would require the city to be saving or spending an average of $6.2M per year on street reconstruction, $4.5M per year more than what the city currently allocates to street maintenance from its General Fund. Street costs for more recent projects have exceeded $1 million per lane-mile. If this higher value is used, **the city's street liabilities could exceed $248 million total or $12.4 million per year, which is almost as much as the city's entire general fund budget ($14.8M)**. If you incorporate Capital Improvement Program (CIP) dollars into this, it partially reduces this gap, but not nearly enough to get the city to a break-even point. As additional development is built, the amount of streets to maintain and replace in the future will continue to increase.

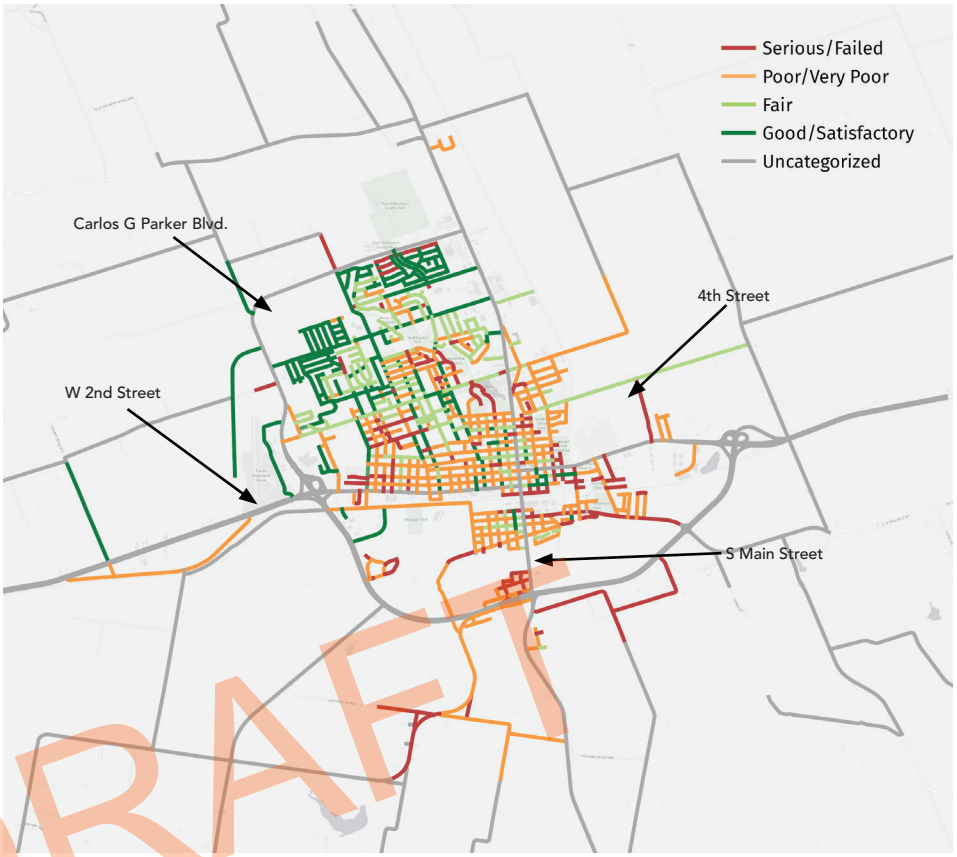

Figure 47: *Pavement Conditions*

Source: City of Taylor, Verdunity

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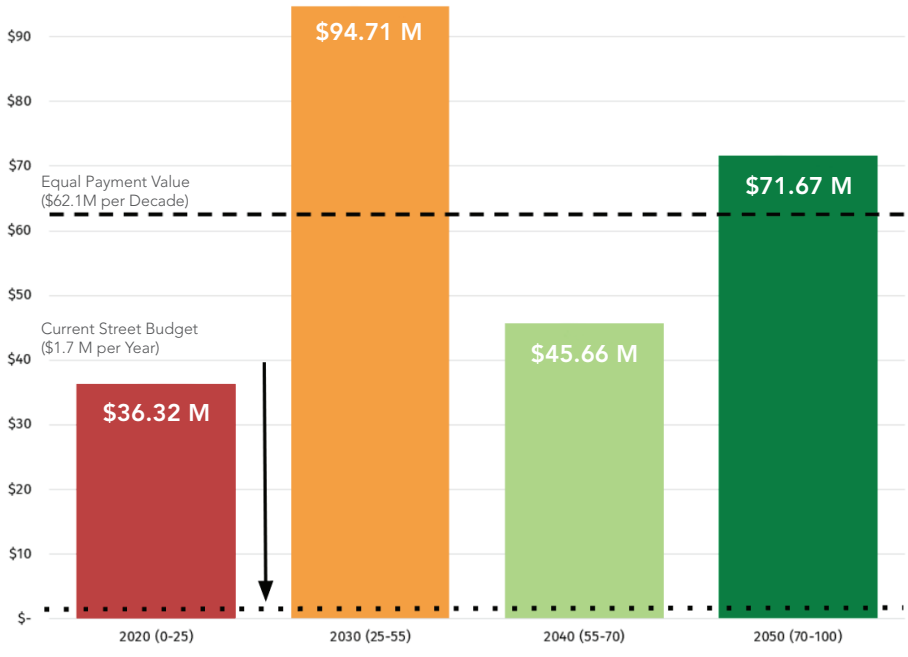


Figure 48: *Pavement Replacement*

Source: City of Taylor, Verdunity

Total liabilities for Taylor's road network over a 40-year life cycle...

$248 MILLION

and this assumes there are *no new roads* built.

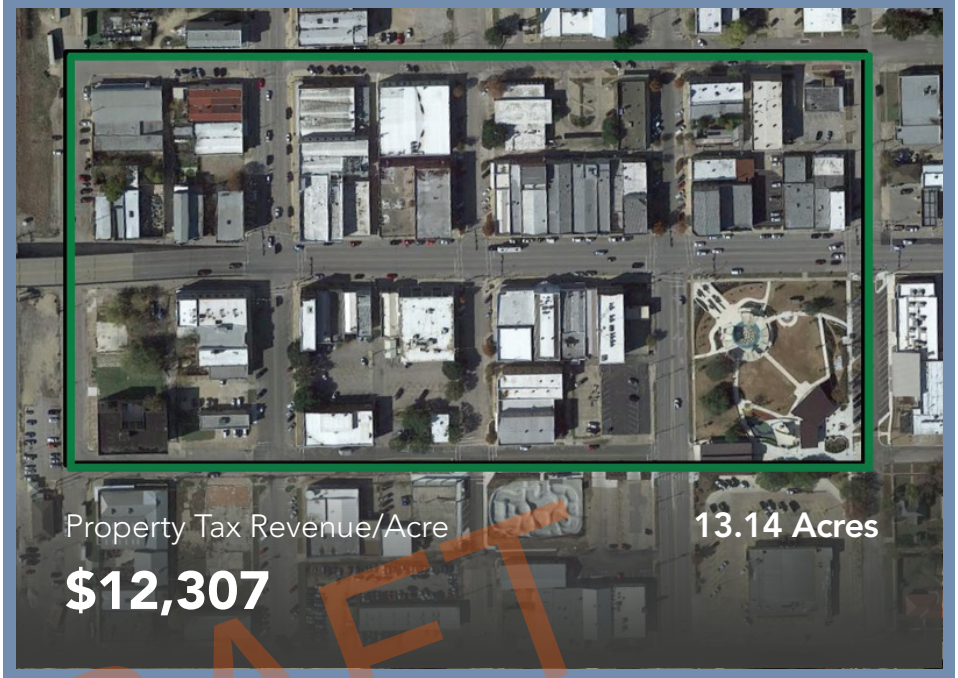
COMPARING THE VALUE OF DEVELOPMENT PATTERNS

Main Street Mixed-Use

Suburban Pad Site

Figure 49: *Main Street and Pad Site Comparison*

Traditional Grid Downtown



Auto Oriented Big Box

Figure 50: *Traditional Grid and Big Box Comparison* *Source: WCAD, Google Earth, Verdunity*

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LAND USE FISCAL ANALYSIS

An in-depth analysis of the fiscal productivity of Taylor's development pattern and service model was performed as part of the Comprehensive Plan process. A parcel level analysis of the property taxes and general fund service costs for the various land uses and development patterns in Taylor provides a glimpse into which perform better than others in terms of their ability to meet their costs, including long-term roadway maintenance. The analysis used the metrics of property tax revenue per acre and net revenue per acre to map the net fiscal productivity (revenue minus costs) of all parcels in Taylor. Three levels of analysis were completed to understand the fiscal performance of development today and when costs for future infrastructure replacement are considered.

Figure 51: *Revenue per Acre* *Source: Verdunity*

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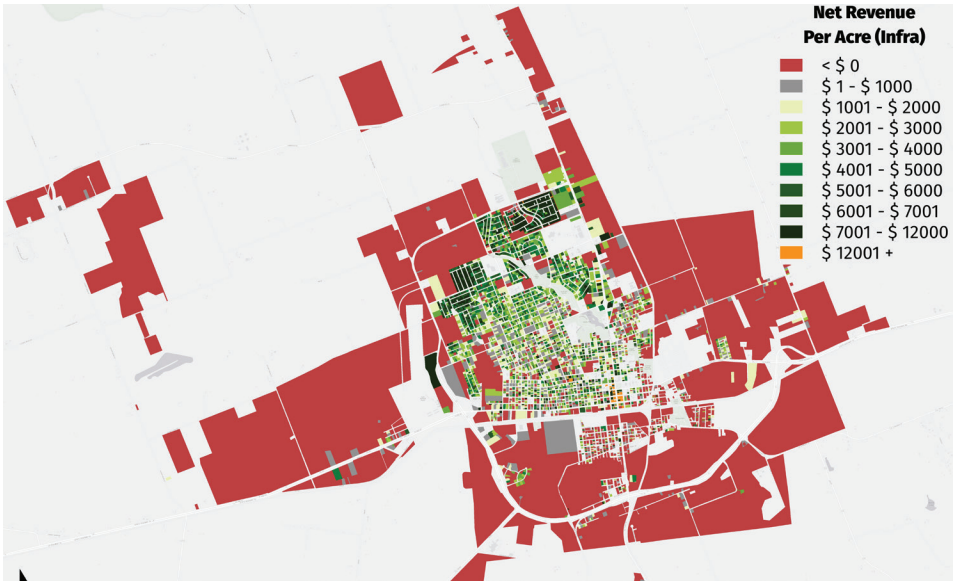

Figure 52: *Net Revenue per Acre (Current + Projected Costs)* *Source: Verdunity*

Note: The analysis is based on the ETJ boundary and City limits as per 2021

LEVEL 1: PROPERTY TAX REVENUE PER ACRE

Existing property tax revenue (levy) on a per acre basis for all parcels in the city was mapped. Exempt parcels such as city owned properties, churches, and other tax exempt entities were removed from the analysis.

LEVEL 2: NET PER ACRE - CURRENT CONDITIONS (WHAT THE CITY CURRENTLY SPENDS)

Existing property tax revenue minus current operating budget funded by property taxes was mapped to get a net value for each parcel. This map shows which parcels produce more in property tax revenue than they cost to serve, and which ones cost more than they generate in revenue.

LEVEL 3: NET PER ACRE - DEFICIT (WHAT THE CITY REALLY NEEDS)

The final step adds unfunded street replacement costs to reveal how parcels perform if street reconstruction costs are factored in.

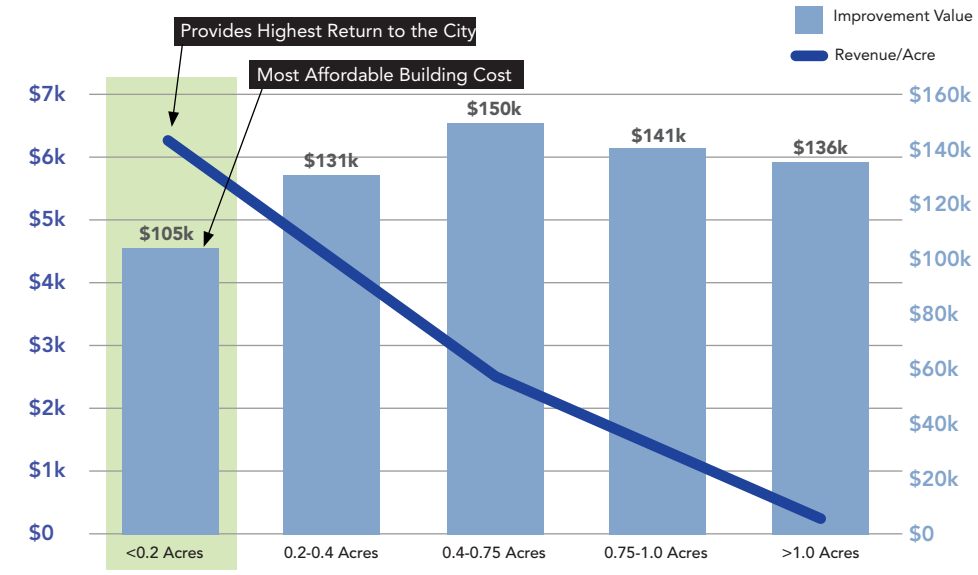

Figure 53: *Single-family Improvement Value compared to Rev/Acre* *Source: Verdunity*

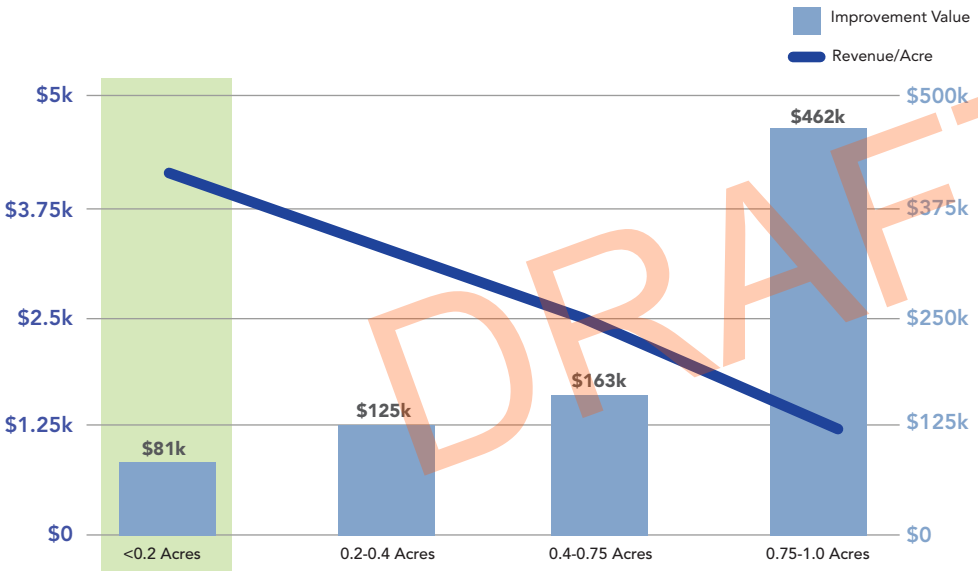

Figure 54: *Multifamily Improvement Value compared to Rev/Acre* *Source: Verdunity*

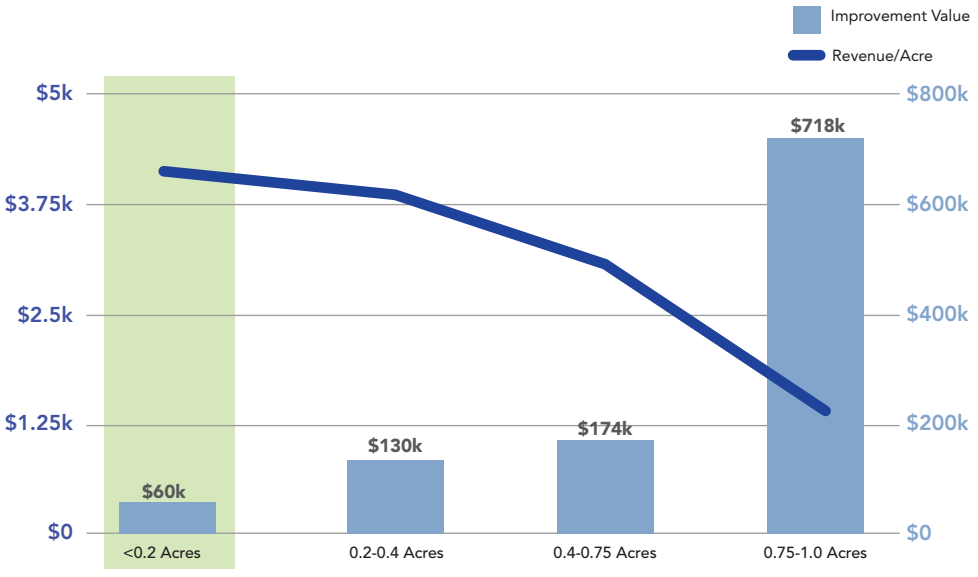

Figure 55: *Commercial Improvement Value compared to Rev/Acre* *Source: Verdunity*

Analysis Results

Taylor is in the middle of its growth, with a more compact core that includes some highly productive parcels in the Downtown area, and less productive areas around the periphery of the city limits that are in the city's service area but have yet to build out. In its current state, only 20% of the city's area generates enough revenue to cover current costs. Less than 10% of the city's area covers anticipated future costs.

In order to generate sufficient revenue to cover future service costs and infrastructure liabilities, the City must increase the value per acre in existing parts of the city while ensuring new development covers its costs, if not producing a surplus.

One of the key concepts introduced during the modeling process and reinforced with the model results is how more compact development outperforms more spread-out development. *Figure 53: Single-family Improvement Value compared to Rev/Acre* below shows how the revenue per acre for single-family is the highest for the smallest lots. Buildings on these smaller lots also tend to be less expensive due to their smaller size. This presents a "win-win" opportunity for the city where it can provide more affordable housing and commercial options for residents and small business owners/entrepreneurs while also maximizing tax revenues to the city (on a per acre basis) - just by building smaller buildings on smaller lots.

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3D VALUE MAPPING

MAP 1: PROPERTY TAX REVENUE PER ACRE

Existing property tax revenue (levy) on a per acre basis for all parcels in the city was mapped. Exempt parcels such as city owned properties, churches, and other tax exempt entities were removed from the analysis.

MAP 2: NET PER ACRE - CURRENT CONDITIONS (WHAT THE CITY CURRENTLY SPENDS)

Existing property tax revenue minus current operating budget funded by property taxes was mapped to get a net value for each parcel. This map shows which parcels produce more in property tax revenue than they cost to serve, and which ones cost more than they generate in revenue.

MAP 3: NET PER ACRE - DEFICIT (WHAT THE CITY REALLY NEEDS)

The final step adds unfunded street replacement costs to reveal how parcels perform if street reconstruction costs are factored in.

DOWNTOWN

In all calculations, the compact development pattern seen in Downtown Taylor provides consistent high value.

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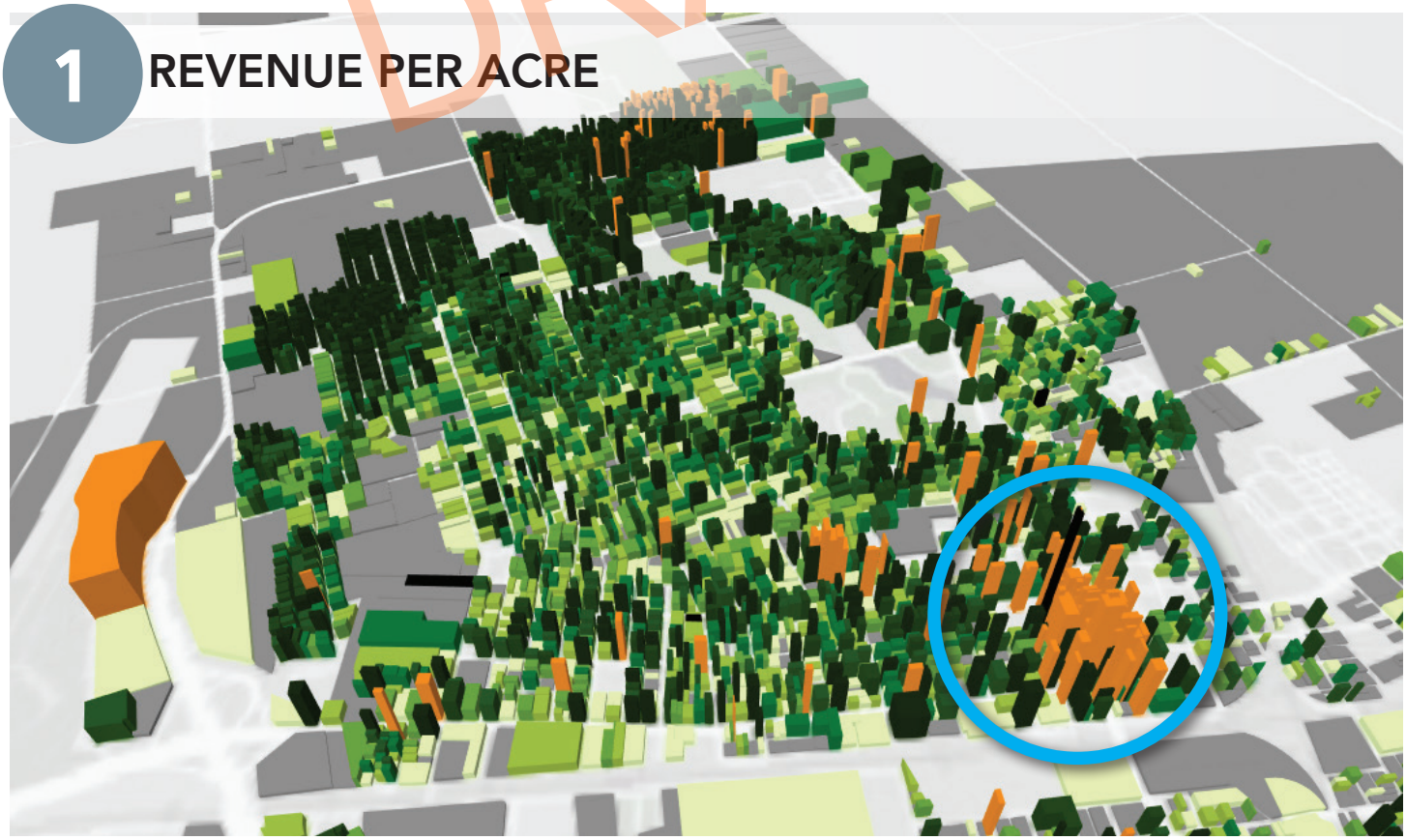

Figure 56: *3D Revenue per Acre*

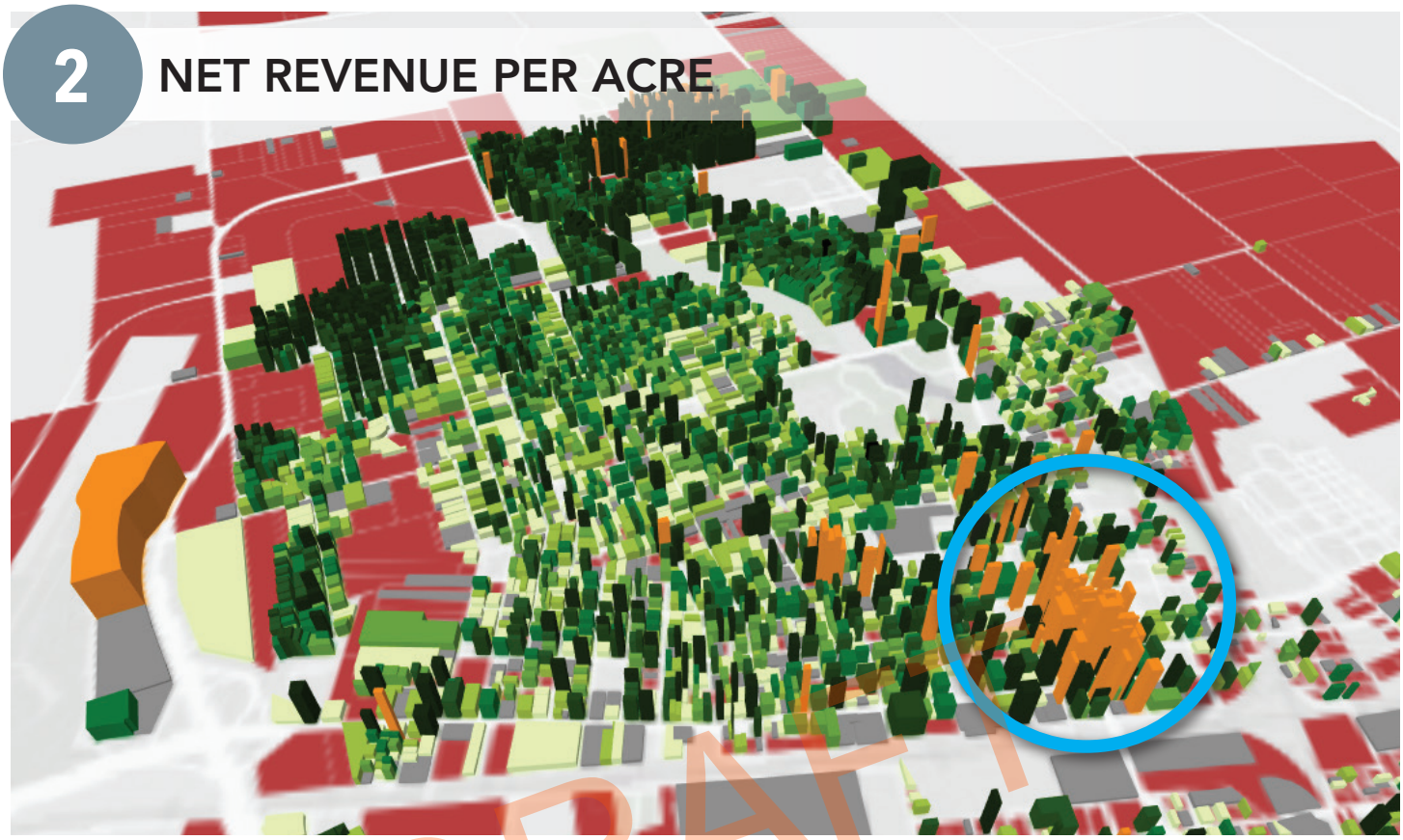

Figure 57: *3D Net Revenue per Acre*

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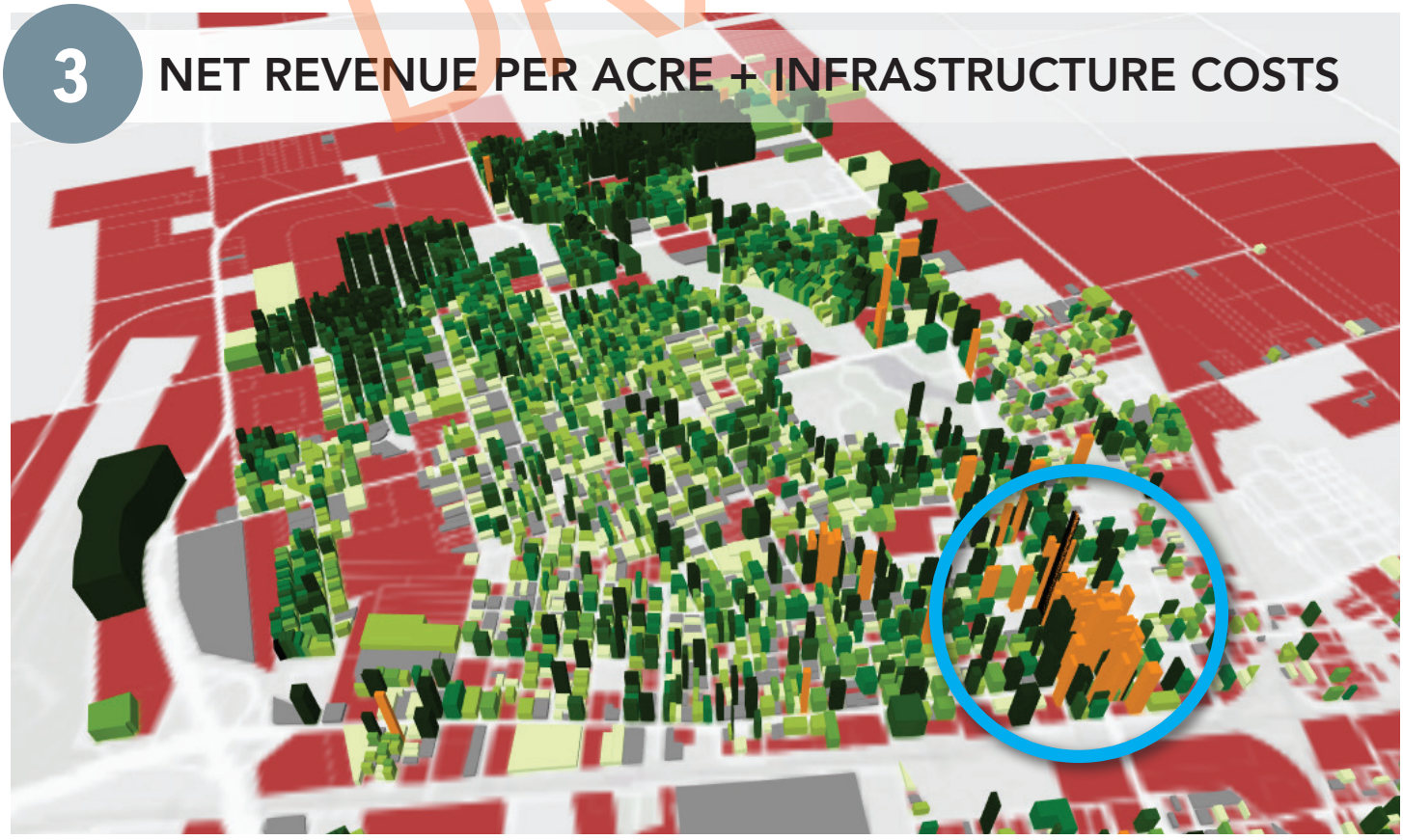

Figure 58: *3D Net Revenue + Infrastructure per Acre*

THE EFFECT OF LOT SIZE ON PRODUCTIVITY

SMALLER LOTS

Single-Family

Multifamily

Commercial

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Sources: Verdunity, Google Street View, 2018 WCAD Parcel Data

LARGER LOTS

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TAKEAWAYS

City costs ***are going to increase*** - this will consist of primarily infrastructure maintenance and replacement. The current general fund per acre is only $1,716 per acre. At current tax rate and revenue source ratios, it would require at least $5,000 per acre to cover existing street infrastructure liabilities with property tax. This value will need to be significantly higher to cover all infrastructure and service needs when the city is closer to buildout. To cover these costs, the city needs to increase revenues. Raising tax rates and fees is not popular, so adjusting the development pattern to generate more revenue per acre and reduce costs per acre is a reasonable place to start.

Depending on the location and pattern of new development, the city will likely need to generate above $4,000 per acre for its general fund from property to cover future costs. The lower of these values assumes development will be done in a more compact pattern with a large amount of infill and narrower streets, while the higher value assumes new development will follow a more spread out, suburban style pattern with wider streets.

$540/acre
Where we are now

Current property tax/acre

$2500/acre
Break-even

Estimated target to cover current services plus existing street infrastructure liabilities with property tax revenue.

$4000+/acre
Fiscally Sustainable

Potential future target to sustain and expand city services to larger population and service area.

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HIGHEST VALUE PARCELS

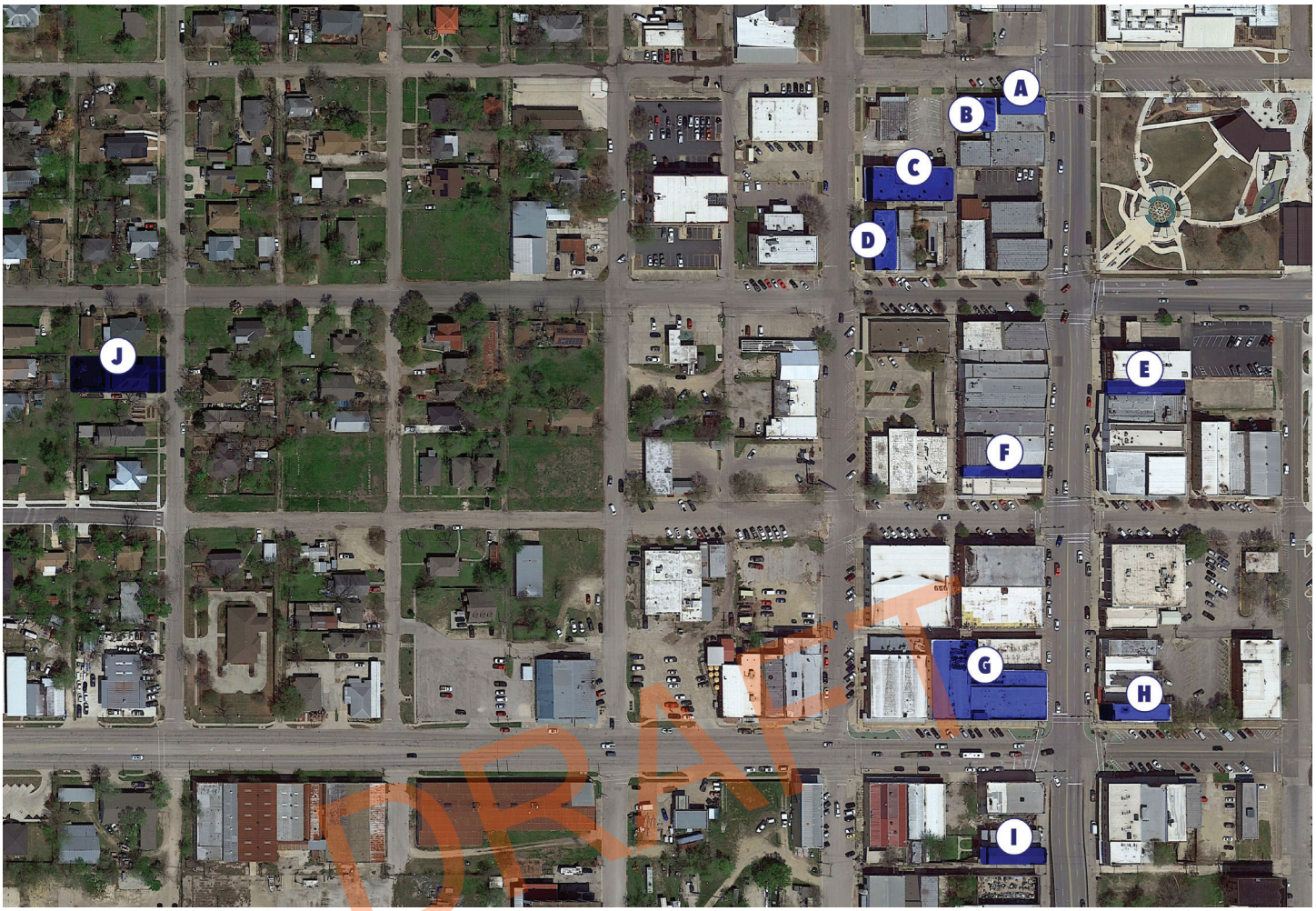

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Figure 59: *Highest Value Parcels* *Source: Verdunity*

The majority of the highest performing parcels are small lots or buildings Downtown along Main Street The parcels identified on this map show these highest performing properties and their location in the core of Taylor. The table in *Figure 60: Highest Value Parcels* lists addresses and the net revenue per acre for these properties.

LABEL	ADDRESS	NET REVENUE PER ACRE (B+S)
A	423 Main Street	$17,700
B	103 W Fifth Street	$20,649
C	406 Talbot Street	$19,888
D	120 W Fourth Street	$31,021
E	314 N Main Street	$15,914
F	303 N Main Street	$15,907
G	202 N Main Street	$17,704
H	201 N Main Street	$22,156
I	109 N Main Street	$21,980
J	311 Davis Street	$16,209

Figure 60: *Highest Value Parcels* *Source: Verdunity*

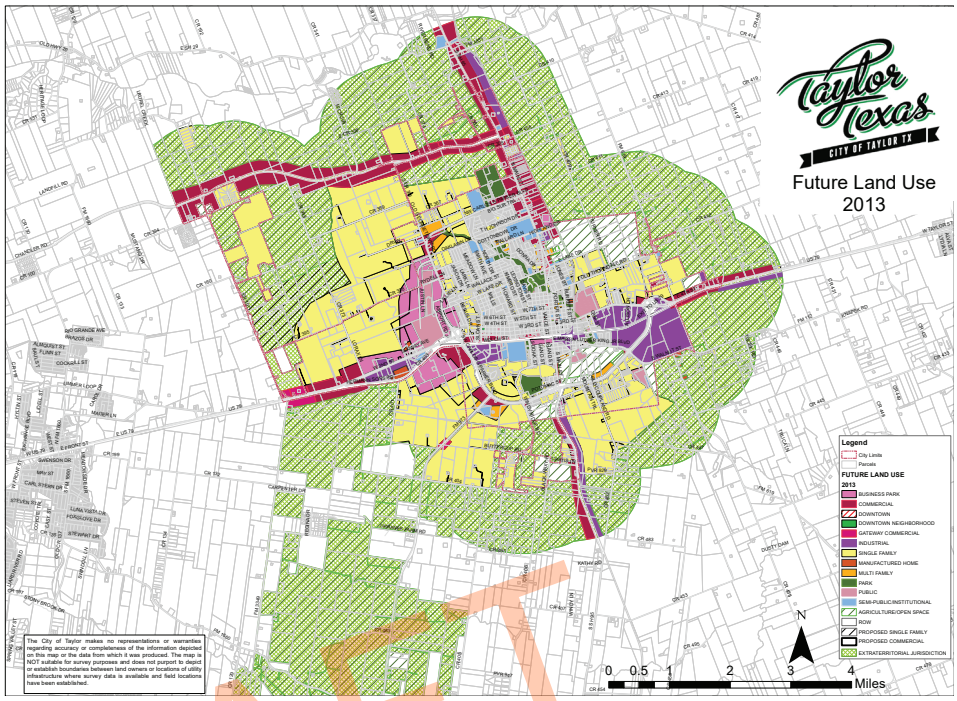
FUTURE LAND USE

PURPOSE

The city's existing land use patterns coalesce around the key corridors of SH 95 (Main Street) and W 2nd Street These corridors accommodate the bulk of the commercial and multifamily land uses. Industrial uses exist adjacent to railroads, with parks largely following the creek system. Single-family and agricultural land uses fill in the remainder of the city limits.

A Future Land Use Map is a policy tool that is used to guide future growth in the City of Taylor. The map forms the basis for future regulatory decisions like new and updated development standards or future zoning changes. The Future Land Use Map should be aligned with the guiding principles of being financially resilient and fiscally sustainable and the Big Ideas of this Comprehensive Plan.

The past Future Land Use Map was designed around locating and describing different land uses. The proposed Future Land Use Map focuses more on maximizing development within the core of the City using existing infrastructure and developing in a more compact fiscally sustainable pattern.



Source: City of Taylor, Williamson County

Figure 61: *Future Land Use originally Adopted in 2004 as Updated in 2013*

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ELEMENTS OF A FUTURE LAND USE

The Future Land Use Map is made up of the major elements below:

Centers - Compact mixed-use areas where development and redevelopment is focused. These areas are intended to change in order to accommodate the majority of projected growth and align with the guiding principles and big ideas of the plan.

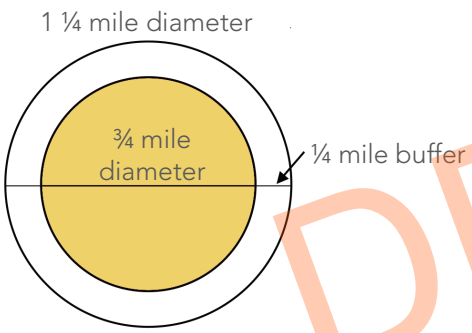
Infill - Existing developed areas that are intended for infill on vacant and underutilized lots that generally matches the character of the existing development while accommodating incremental increases in population density.

Areas of Minimal Change - Areas of minimal change are characterized as areas lacking in street and utility infrastructure. These areas are not intended to accommodate future growth and redevelopment and should generally remain unchanged during the time frame of the Envision Taylor Comprehensive Plan.

SCALES OF THE CENTERS

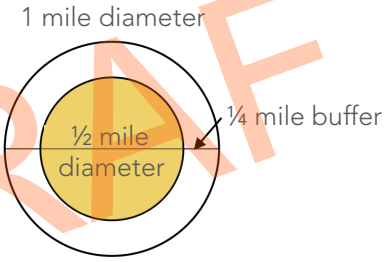
Centers at all scales are intended as compact, walkable places designed at a human scale instead of an auto-oriented scale. Centers come in different sizes intended to serve individual neighborhoods, several neighborhoods, or the region as described below. All centers should include a mixture of uses that includes a variety of higher density housing types.

REGIONAL CENTER



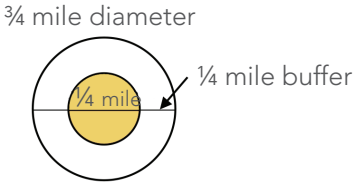
Regional centers are the largest center type and attract users from across the city and adjacent communities. Regional centers often include destination retail and attractions along side higher density mixed-use developments.

COMMUNITY CENTER



Community centers are larger than neighborhood centers but often serve several neighborhoods within the city. Community centers often include discount department stores, home improvement stores, sporting goods, apparel, booksellers, restaurants, and supermarkets.

NEIGHBORHOOD CENTER



Neighborhood centers offer a full depth of goods and services to residents within the local neighborhood. These centers typically have 10 to 15 smaller retailers such as a bank, cafe, dry cleaner, or florist.

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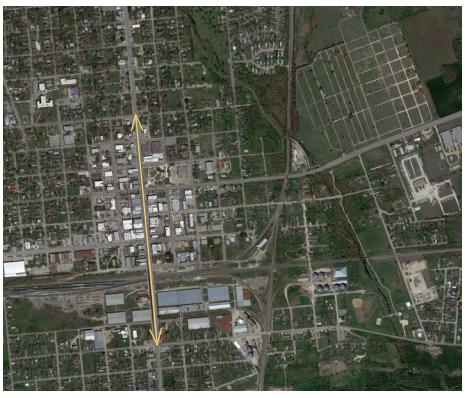

¾ mile diameter

½ mile diameter

¼ mile diameter

Figure 62: *Scales of the Centers*

FUTURE LAND USE

DEVELOPING THE FUTURE LAND USE MAP

The process of developing the Future Land Use Map included an analysis of two different development scenarios.

TREND SCENARIO

The Trend scenario accommodates the projected population out to 2040 in a similar way to the current development patterns. Current development patterns were analyzed for both the location and type of the development. In the Trend scenario most of the new commercial development occurs along major corridors as single use large format buildings. Residential primarily takes the form of new greenfield development of single-family homes.

Comparing the two scenarios:

The Trend scenario requires the development of approximately **22%** more land than the Fiscal scenario.

The Fiscal scenario includes approximately **46%** more missing middle housing types.

The Trend scenario requires **22%** more lane miles of new streets.

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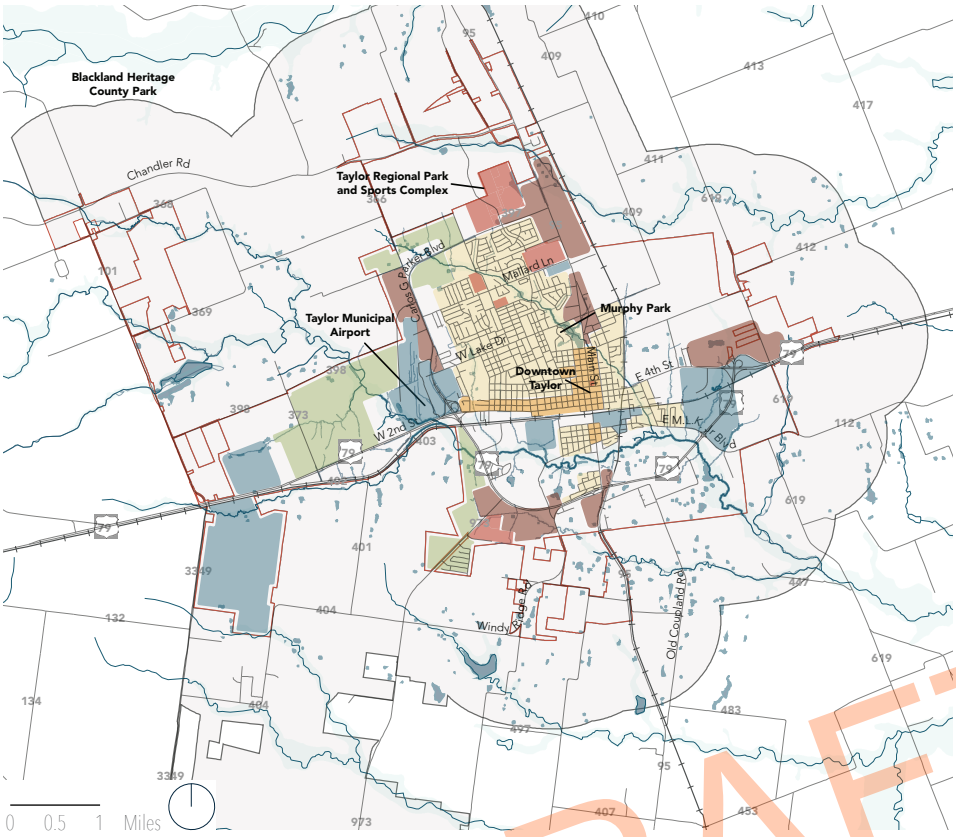
FISCAL SCENARIO

The Fiscal scenario accommodates the projected population out to 2040 in a way that provides the highest fiscal benefits. This scenario focuses on filling in all vacant land with development and building types that provide the highest degree of fiscal benefits. This scenario limits new growth outside the existing infrastructure footprint and focuses growth into compact and mixed-use centers.

The Fiscal scenario was preferred by 83.7% of respondents to best advance the community's big ideas.



Legend:

- Retail Center (713 acres)
- Market Center (46 acres)
- Civic Center (462 acres)
- Employment Center (713 acres)
- Neighborhood Infill Areas (20 acres)
- Neighborhood Greenfield Areas (1,300 acres)
- Area of Minimal Change
- Streets
- Streams, water bodies
- Flood plain
- City limits
- ETJ

Figure 63: *Trend Scenario*

Source: City of Taylor

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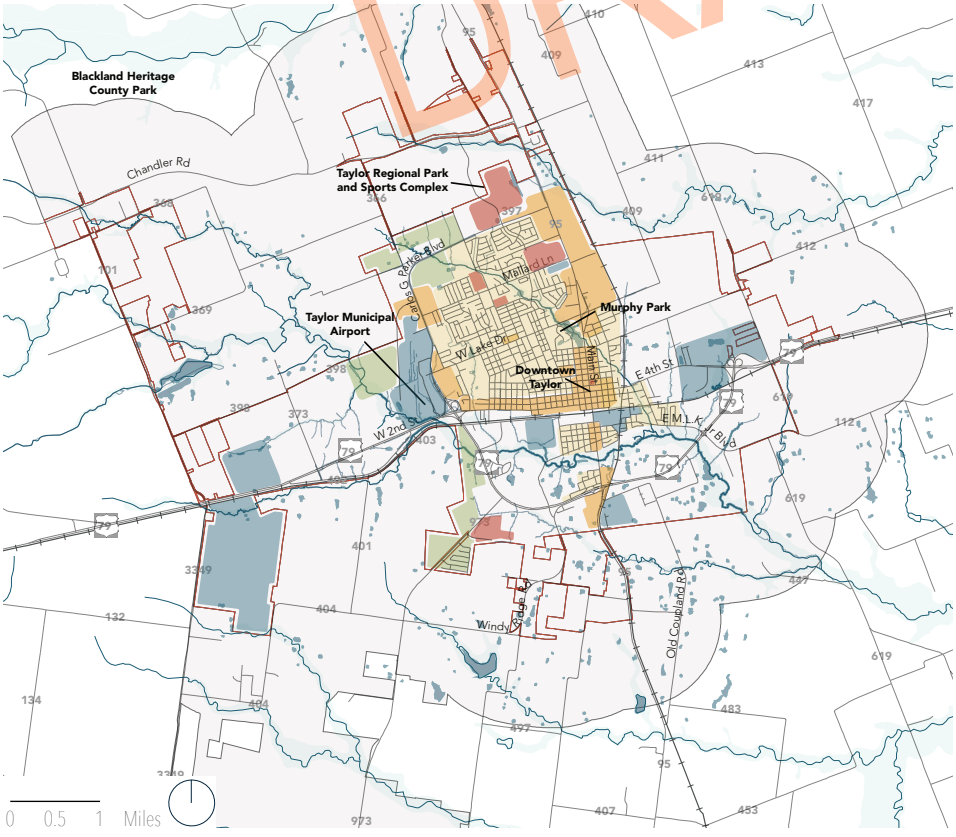

Legend:

- Market Center (648 acres)
- Civic Center (346 acres)
- Employment Center (1,540 acres)
- Neighborhood Infill Areas (200 acres)
- Neighborhood Greenfield Areas (1,163 acres)
- Area of Minimal Change
- Streets
- Streams, water bodies
- Flood plain
- City limits
- ETJ

Figure 64: *Fiscal Scenario*

Source: City of Taylor

Note: The analysis is based on the ETJ boundary and City limits as per 2021

FUTURE LAND USE

The type and location of development has a significant impact on the cost of providing and maintaining high quality public service and infrastructure, such as streets, utilities, public safety services, and parks. While these services are provided by the City, they are paid for by residents and businesses, who must accept either lower quality services or higher costs resulting from inefficient development patterns. Using fiscal sustainability as a guiding principle means that land use and infrastructure decisions ensure that there will be enough money to pay for basic services and infrastructure maintenance now and in the future.

Resilient communities do not wait until challenges present themselves to react but instead work to build a strong foundation based in sustainable decision making. Using resilience as a guiding principle requires making infrastructure, natural systems, and social structures more durable so that they can withstand and recover from acute shocks and chronic stresses.

On the following pages are descriptions of each of the land use categories except for the Area of Minimal Change. These areas are within the Future Growth Sector and are intended to retain there existing land uses and development intensity for the time frame of this plan.

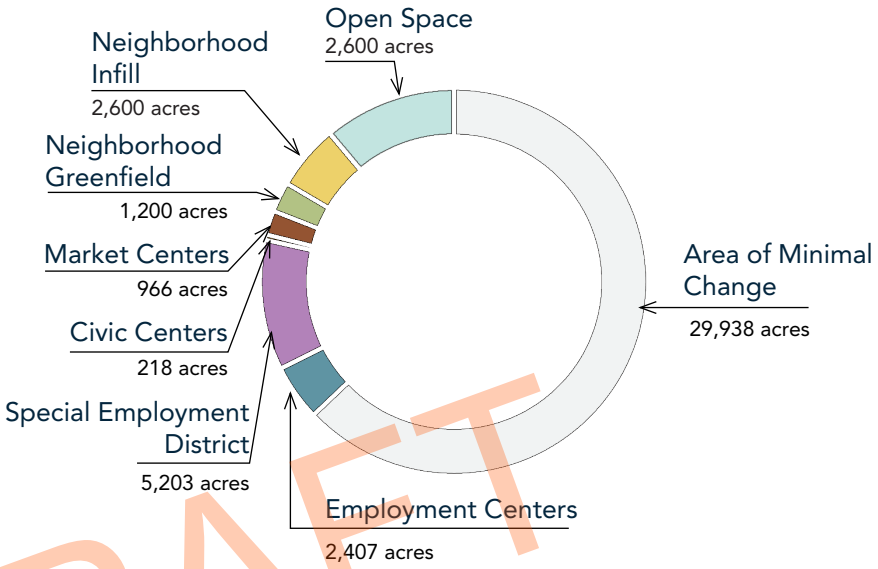

Figure 65: *Future Land Use by Acres*

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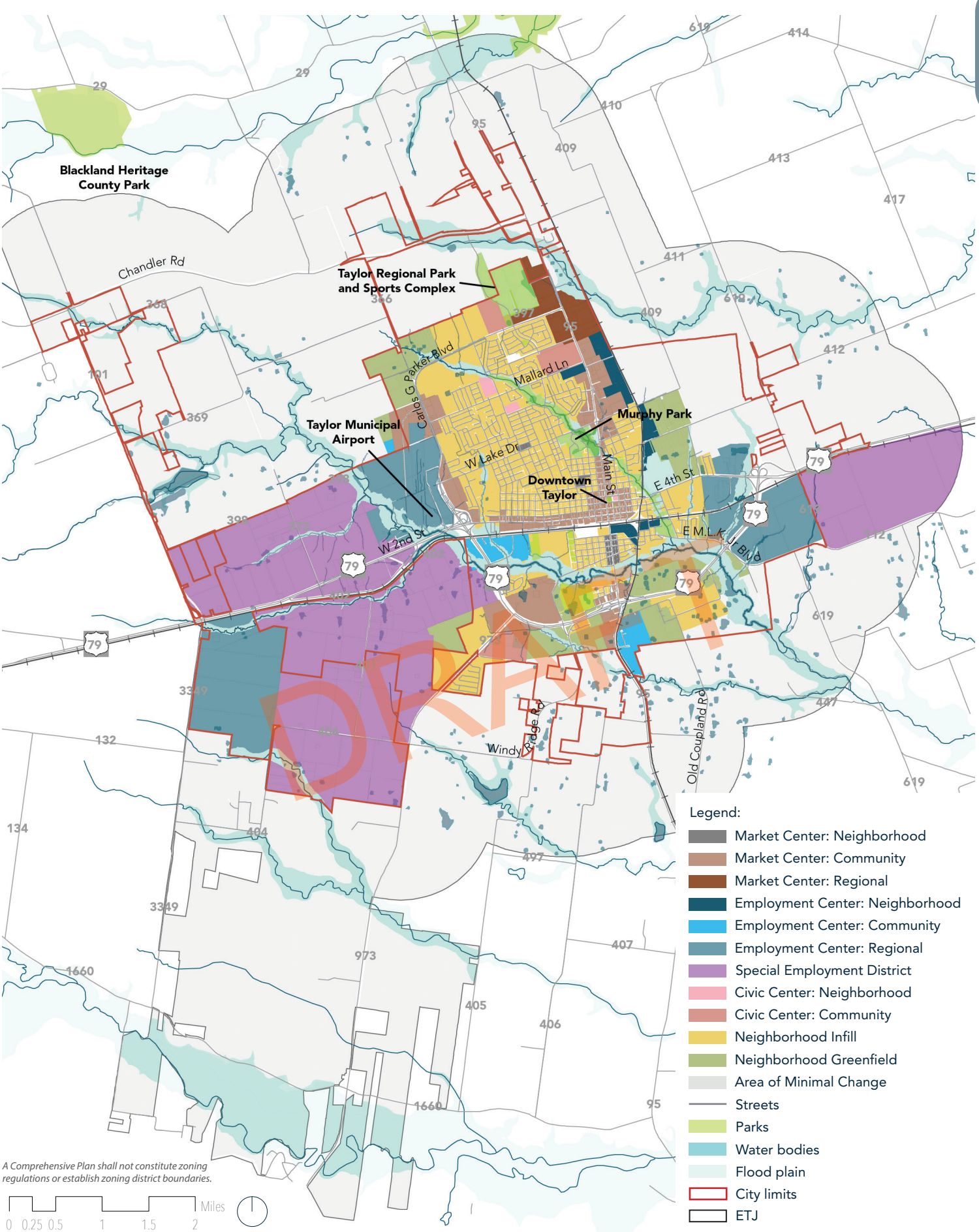

Figure 66: *Future Land Use Map*

Source: City of Taylor, Williamson County

FISCAL IMPACT OF THE FUTURE LAND USE

2020

If the ***Fiscal scenario*** is adhered to Taylor can expect to see massive gains in revenue, more affordability for residents and an improved quality of life as goods and services become easier to access without automobiles.

$7.1M	$540	$850
Property Tax Revenue Citywide	Tax Revenue/Acre Citywide	Tax Revenue/Acre in the Growth Area

FORECAST MAP

Less than $540/Acre
Properties that are performing at lower than the 2020 average.

$540-2,499/Acre
Current Level
Properties are performing above 2020 average, but not yet at the minimum to maintain existing infrastructure

$2500-3,999/Acre
Break-even
Properties are performing at minimum level to maintain infrastructure, but not enough to fund future expansion

$4,000-7,999/Acre
Fiscally Sustainable
Properties are performing at the level needed to meet future infrastructure goals.

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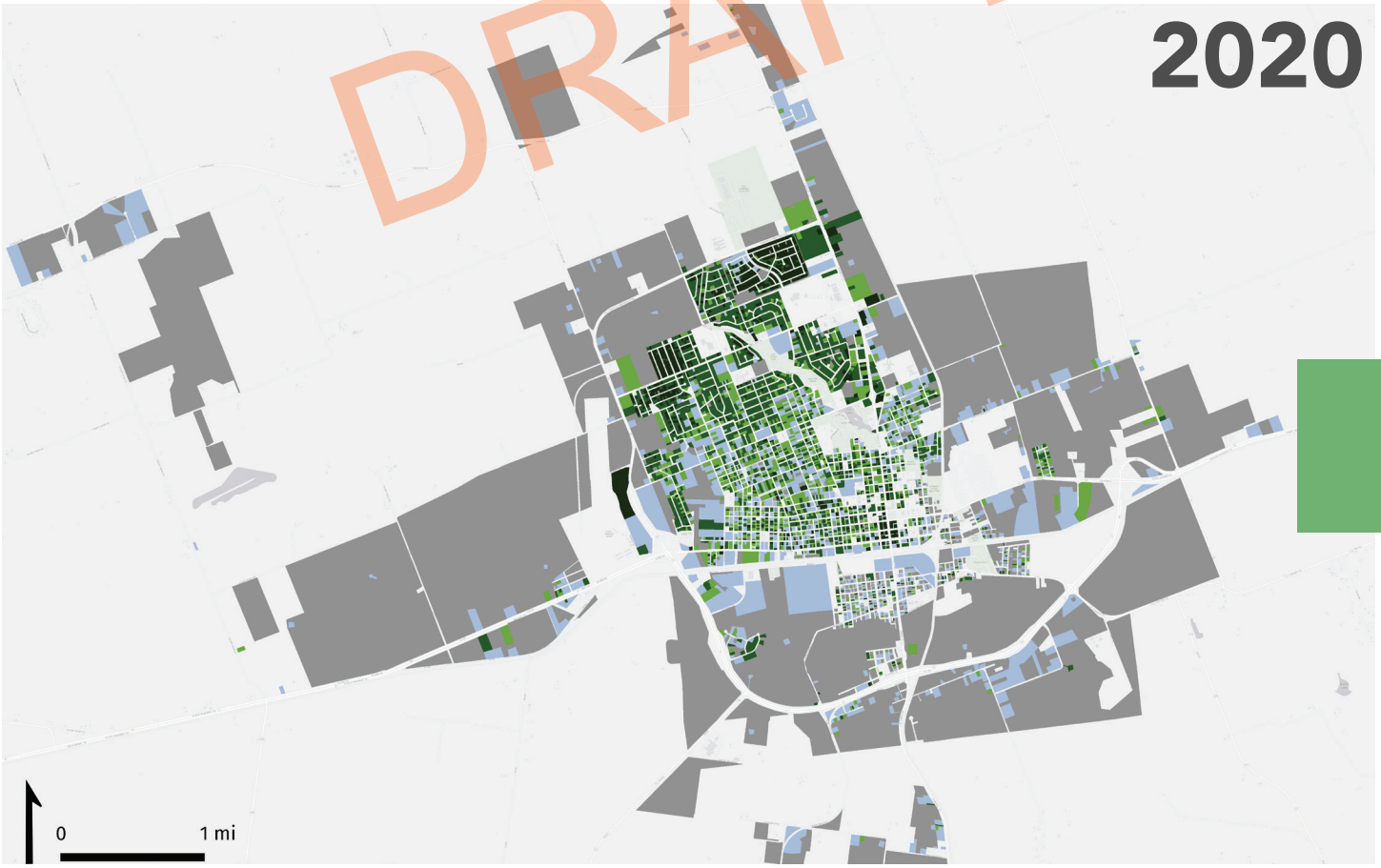

Figure 67: *Current Value per Acre*

Source: Verdunity

Note: The analysis is based on the ETJ boundary and City limits as per 2021

2040

$43.8M
6.1X
Projected Property Tax Revenue Citywide

$3,329
6.1X
Projected Tax Revenue/Acre Citywide

$5,282
6.2X
Projected Tax Revenue/Acre in the Growth Area

$8,000+/Acre
Properties are performing at double or better the Fiscally sustainable level.

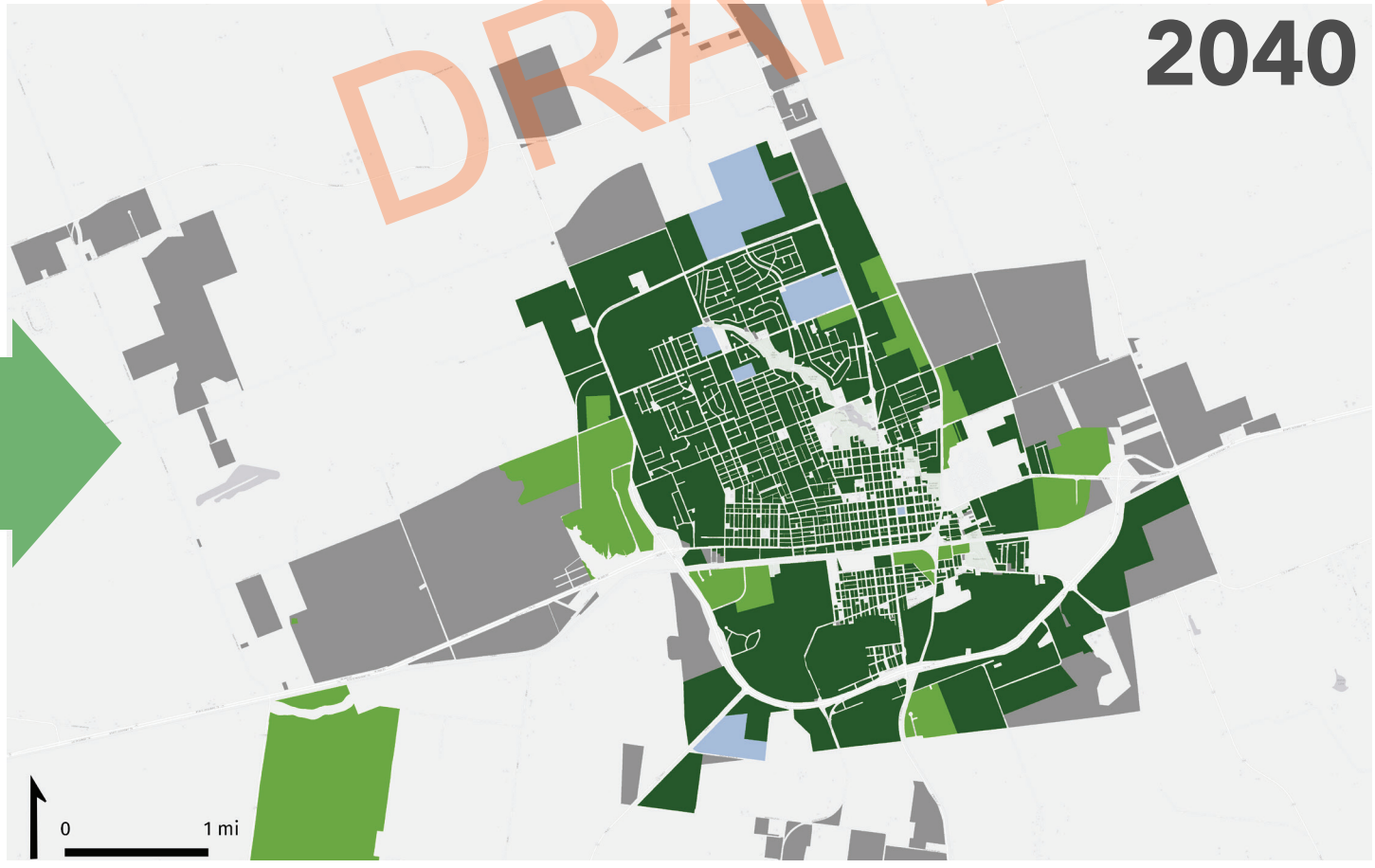

Figure 68: *Projected Value per Acre*
Note: The analysis is based on the ETJ boundary and City limits as per 2021

Source: Verdunity

MARKET CENTERS

Market Centers are mixed-use areas anchored by a retail destination where surrounding residents go to get daily goods and services. As with all centers, Market Centers are envisioned as mixed-use and walkable places. Neighborhood, Community, and Regional Market Centers differ by the scale of the development but not in the types of uses or the walkable nature.

Market Centers can be developed as new centers or as a redevelopment of an existing suburban big box retail center. The series of images included below shows how a retail center can redevelop over time to become a mixed-use and walkable place.

Total area: **966 acres**

Land use and building types: Multifamily: **25%,** Retail: **52.5%**, Office: **5%**, Mixed-use: **2.5%**, Public: **2.5%**, and Industrial: **12.5%**

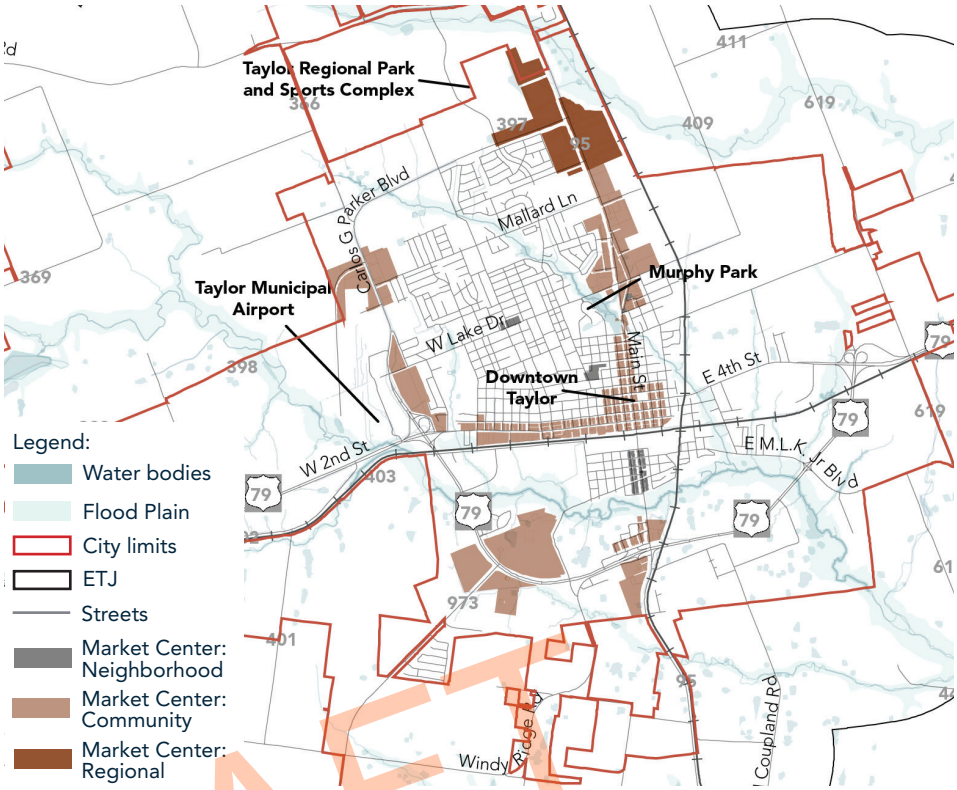

Figure 69: *Market Centers*

Source: City of Taylor

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Local restaurants thrive in neighborhood centers.
Source: Phys.org

Small businesses line the streets in Downtown Taylor, Texas.
Source: City of Taylor

Small businesses provide a variety of products and services.
Source: Explore Texas

Howard is a local and popular movie theatre in Taylor, Texas.
Source: City of Taylor

Larger mixed-use developments typically draw a larger customer base.
Source: Opticos design2

New mixed-use developments are being built in many communities.
Source: David Veselenak

MARKET CENTER TRANSFORMATION
BELMAR, COLORADO

Belmar is a destination in Lakewood, Colorado that opened in 2004 as a redevelopment of the Villa Italia Mall. This case study highlights the potential of market centers in towns.

The businesses employ more than 3,000 workers.

Source: Continuumpartners.com

Villa Italia had once been an economic and cultural center for Lakewood, but by 1999 it had deteriorated and was having a negative impact on the surrounding community.

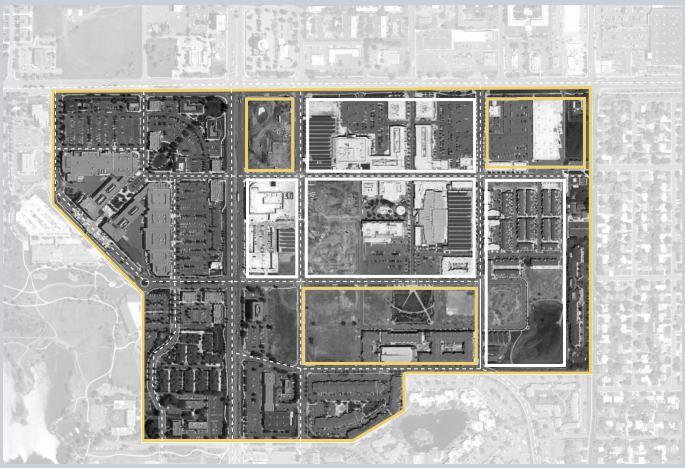
The goal also was to prevent further neighborhood deterioration and provide a source of employment.

1993: Lakeview Commons plot is not yet developed and there is a big box retail at Belmar.

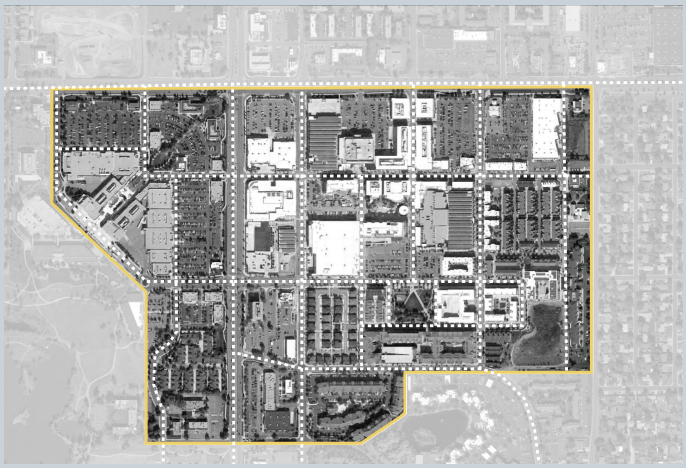
2002: Breaking of the existing big box retail at Belmar and construction of Lakeview Commons.

Belmar has 80 shops and restaurants, with several live + work arrangements.

Since opening, Belmar property values have increased 700% from 2004 to 2012. In the Alameda corridor, property values increased 36% from 2001 to 2013.



2006: On going construction of Belmar Shopping mall.



2015: Belmar Shopping Complex and Lakeview commons as seen today.

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CIVIC CENTERS

Civic Centers are mixed-use areas centered around a civic destination such as a school, library, recreation center or park.

Neighborhood and Community Civic Centers differ in terms of the size and scale of the development and the region that is served but not in the types of uses or the walkable nature.

Total area: **218 acres**

Land use and building types: Retail: **10%**, Office: **10%**, Mixed-use: **10%**, and Public: **70%**

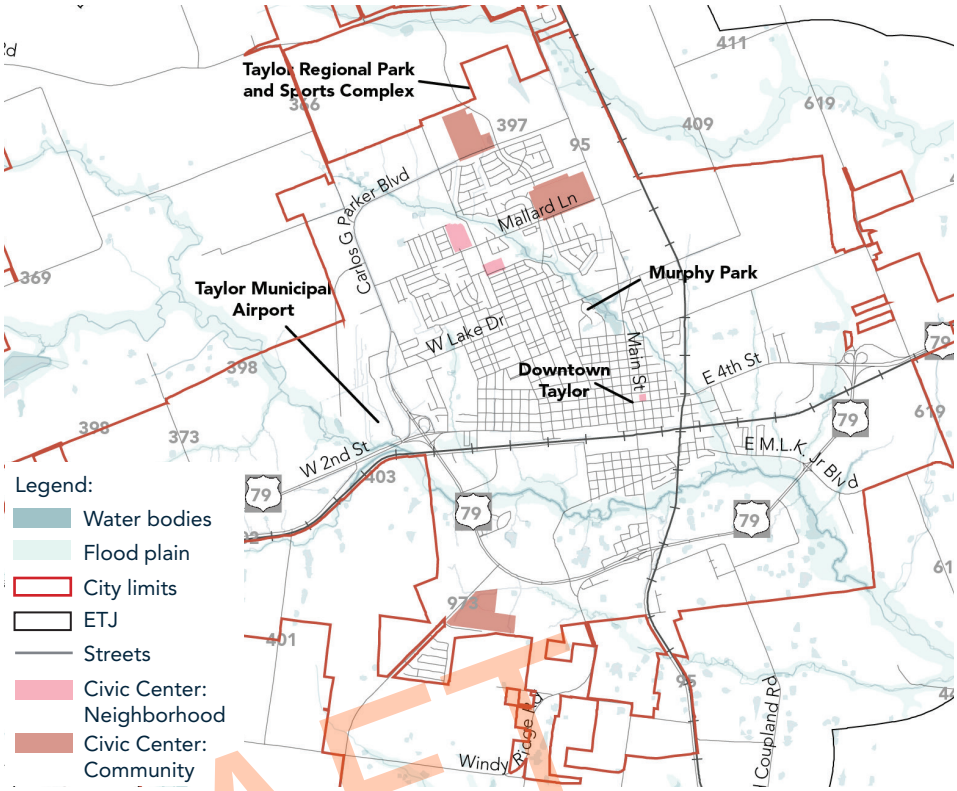

Figure 70: *Civic Centers*

Source: City of Taylor

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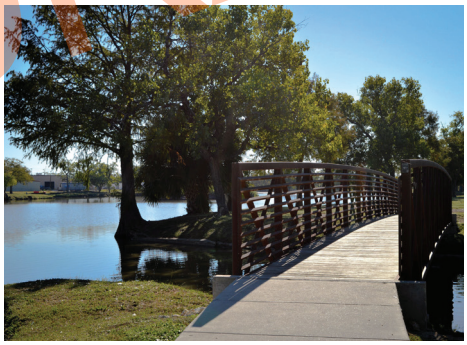
Neighborhood parks provide recreational opportunities for families.

Source: City of Taylor



Murphy Park is one of the most visited parks in Taylor, Texas

Source: City of Taylor

Bull Branch Park hosts several outdoor activities for the residents.

Source: Phys.org

An example of a school in Taylor, Texas.

Source: Phys.org

Moody Museum is an integral part of Downtown Taylor.

Source: City of Taylor

Taylor has two fire stations within the city limits.

Source: City of Taylor

EMPLOYMENT CENTERS

Employment Centers are mixed-use areas centered around office or industrial uses that can support significant employment. The office and industrial uses help support local retail and restaurants.

Neighborhood, Community, and Regional Employment Centers differ by the scale of the development and the employment area they draw from but not in the types of uses or the walkable nature.

Total area: **2,407 acres**

Land use and building types: Retail: **22.5%**, Office: **10%**, Mixed-use: **2.5%**, Public: **5%**, and Industrial: **60%**

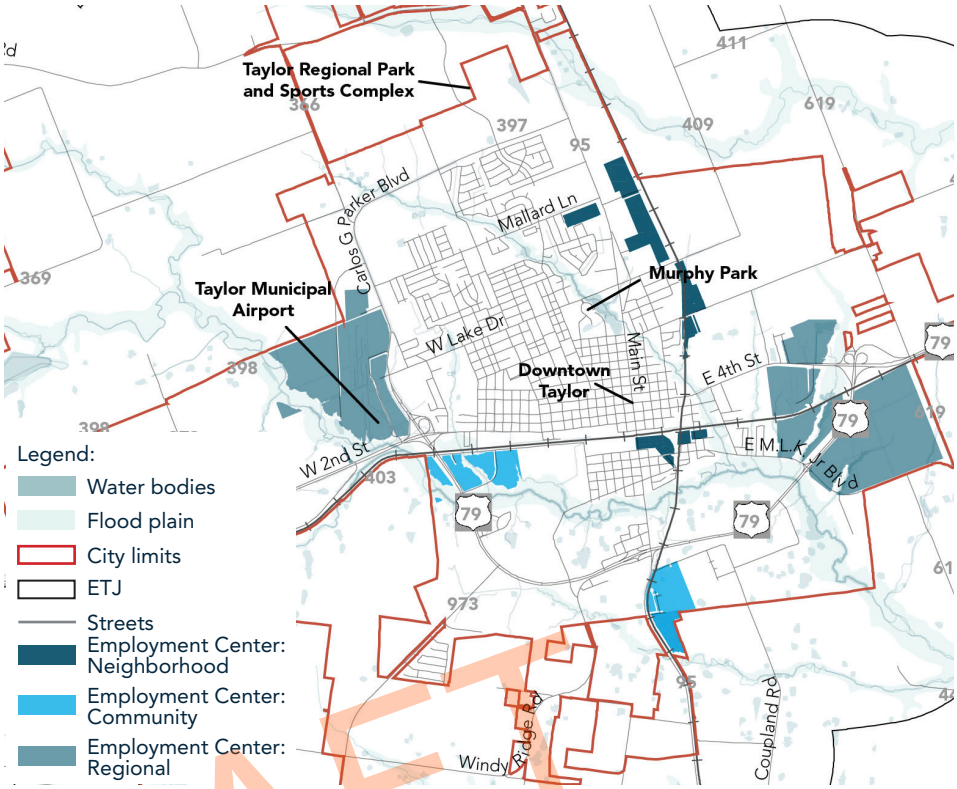


Figure 71: *Employment Centers*

Source: City of Taylor

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Industrial uses like this metal fabricator provide needed services to the community.
Source: City of Taylor

Transportation projects are often coordinated with warehouse development.
Source: Prologis.com

Neighborhood scale employment centers provide jobs within walking distance.

Warehouses like this are typically located in regional centers.
Source: Loop.net

Dell, Round Rock is an example of a regional center.
Source: Community Impact

Employment Centers are typically accessible to transportation routes.

NEIGHBORHOOD INFILL

Infill Neighborhoods represent existing developed areas in Taylor that have access to existing streets and utility infrastructure. Infill development is anticipated to fill in vacant and underutilized lots within the City of Taylor. These areas are anticipated to accommodate a slight increase in density with the inclusion of accessory dwelling units and missing middle housing such as smaller lots, townhomes, and additional corner units. In addition to housing infill neighborhoods accommodate smaller neighborhood oriented retail and services.

Total area: **2,600 acres**

Land use and building types: Single-family residential (DUA 5): **30%**, 2-4 Units (DUA 10): **60%**, 5+ Units (DUA 12): **10%**

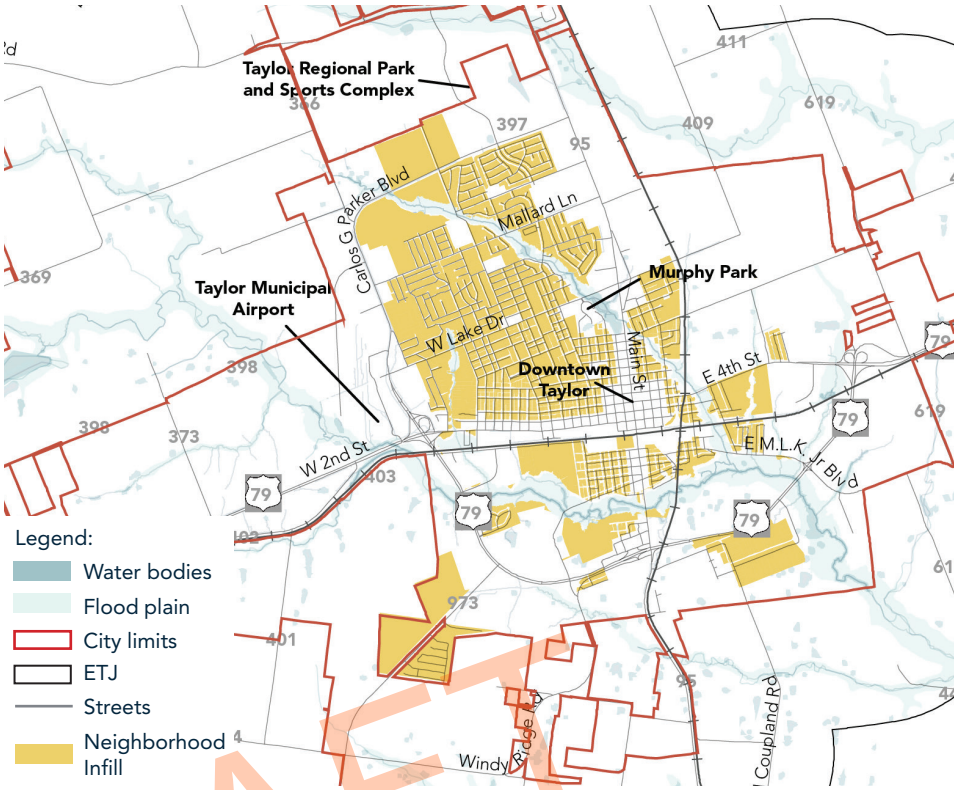

Figure 72: *Neighborhood Infill*

Source: City of Taylor

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Accessory dwelling unit are often tucked into backyards.

House scale structures can include 5 - 6 units.

Detached small lot units can provide the efficiency of development.

Attached units or townhouses can be tucked into neighborhoods.

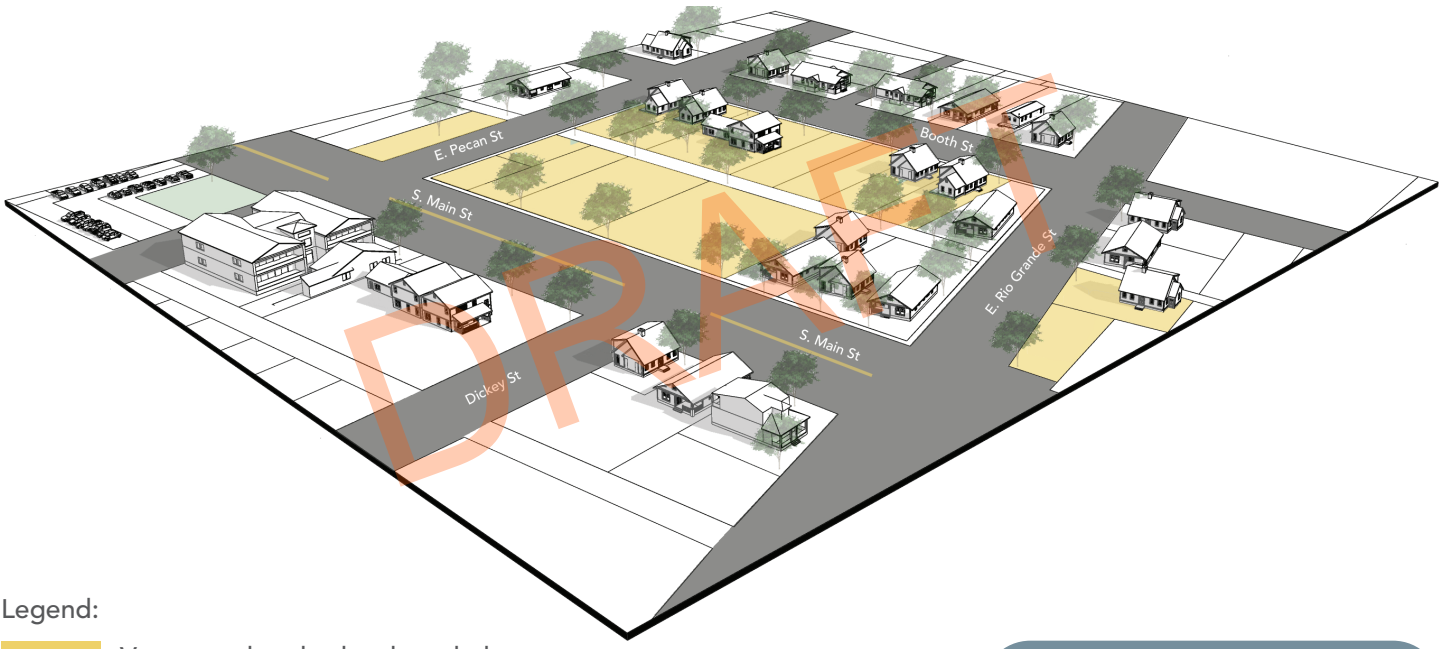
Detached small lot units provide more housing while preserving neighborhood character.

Courtyard cottages are becoming a more common housing typology.

Source: cottage court

EXISTING SCENARIO

Existing Revenue: $8464
Existing Rev/Ac: $1442



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Legend:

Vacant and underdeveloped plots

Total area: 5.72 acres

Vacant and underdeveloped area: 1.26 acres

Existing residential units: 29

Figure 73: *Existing conditions at E. Pecan Street and Booth Street, Taylor*

PROJECTED SCENARIO

2019* Revenue: $31,293
Rev/Ac: $5334

* Assuming this area was fully built out with the proposed mix in 2019

2040** Revenue: $44,238
Rev/Ac: $7539

** Assuming this area was fully built out with the proposed mix and property values gradually increased by 2040

Legend:

- Redeveloped plots
- Existing developed plots
- Detached small lot (Less than 5,000 sf)
- Cottage court
- Attached
- Accessory dwelling units
- Townhomes
- Retail

Total area: 5.72 acres

Vacant and underutilized area: 0 acres

New Units: 22

9	Detached small lot (Less than 5,000 SF)
3	Cottage court
2	Attached
3	Accessory dwelling units
4	Townhomes
1	Retail

Total Units: 58

Figure 74: *Example of a Projected Infill Development at E. Pecan Street and Booth Street, Taylor*

NEIGHBORHOOD GREENFIELD

Greenfield Neighborhoods are new communities that contain a wide mix of residential uses and neighborhood services. Greenfield development should be developed as an extension of the existing urban fabric in Taylor.

Total area: **1,200 acres**

Land use and building types: The greenfield neighborhoods should include a mix of residential building types and neighborhoods serving retail and services.

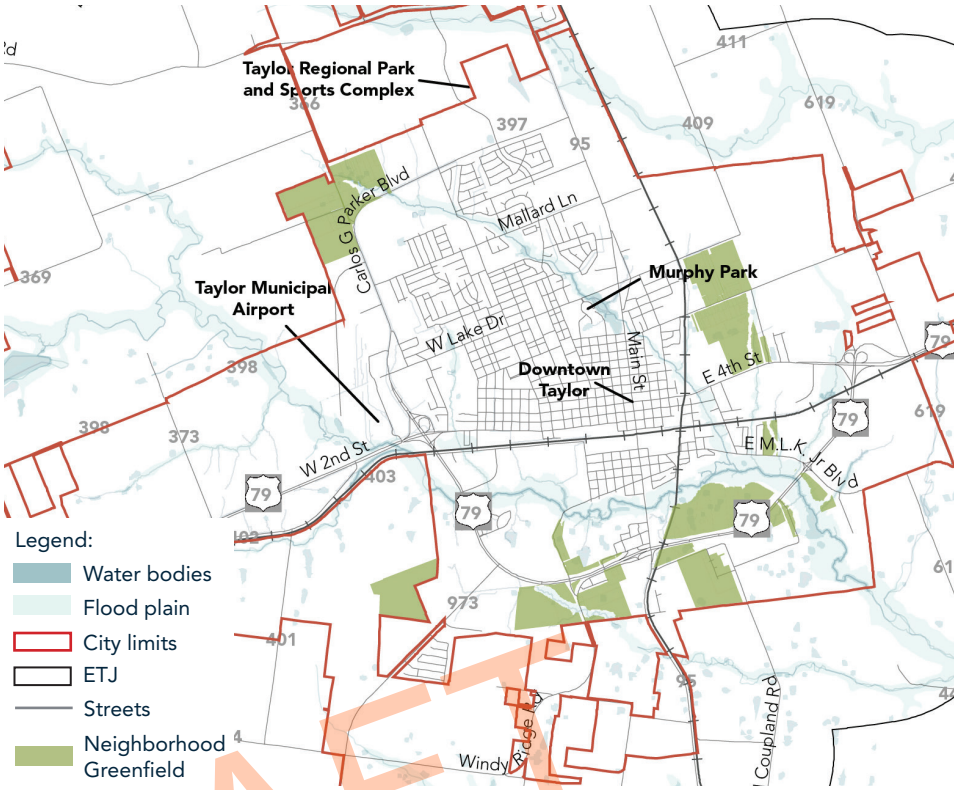

Figure 75: *Neighborhood Greenfield*

Source: City of Taylor

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Shared open space can be included as part of a cottage court.
Source: The Balance

Duplex development is becoming more common again.
Source: City of Taylor

Greenfield developments can include mixed-use buildings.
Source: Vision properties

A row of townhomes with 3 - 5 units encourage gentle density.
Source: Builders and co

House scale apartment buildings fit into a neighborhood.
Source: NAHB

Newer apartment developments are being built with less convention styles.
Source: Glenmont Metro

TRADITIONAL NEW DEVELOPMENT
HOMETOWN, NORTH RICHLAND HILLS, TX

The development is centered around a natural recreation space.

Source: Arcadia Realty

HomeTown is Traditional Neighborhood Development (TND) designed in collaboration with Andres Duany. Upon completion, the community will include 850 single-family homes, 1,200 multifamily units, 100,000 sf of retail and flex space, a city library, a performing arts center, a recreation center, a elementary school, and a hockey and ice skating arena. The project is partly financed with funds from a Tax Increment Finance District (TIF), which was set-up in cooperation with the City, the County and Arcadia.

The HomeTown Master Plan highlights the various components of the development.

The project extended the existing street network wherever possible.

The first phase included construction of residential areas which generally matched the surrounding character.

The project as seen today, includes a walkable, connected mix of residential and non-residential uses.

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SPECIAL EMPLOYMENT DISTRICT

Due to the location of Samsung in Taylor, the Special Employment District was created to provide a location for other, large-scale employment land uses that are associated with Samsung or other regional high-tech businesses. These areas should be preserved for large-scale industrial users and low-density, single-family development is not recommended in these areas. Complimentary land uses such as commercial and retail services and high-density residential may be appropriate in the Special Employment District and should be part of a master plan associated with industrial and employment development.

Total area: **5,203 acres**

Land use and building types: Retail: **10%**, Office: **20%**, Mixed-use: **5%**, Public: **5%**, and Industrial: **60%**

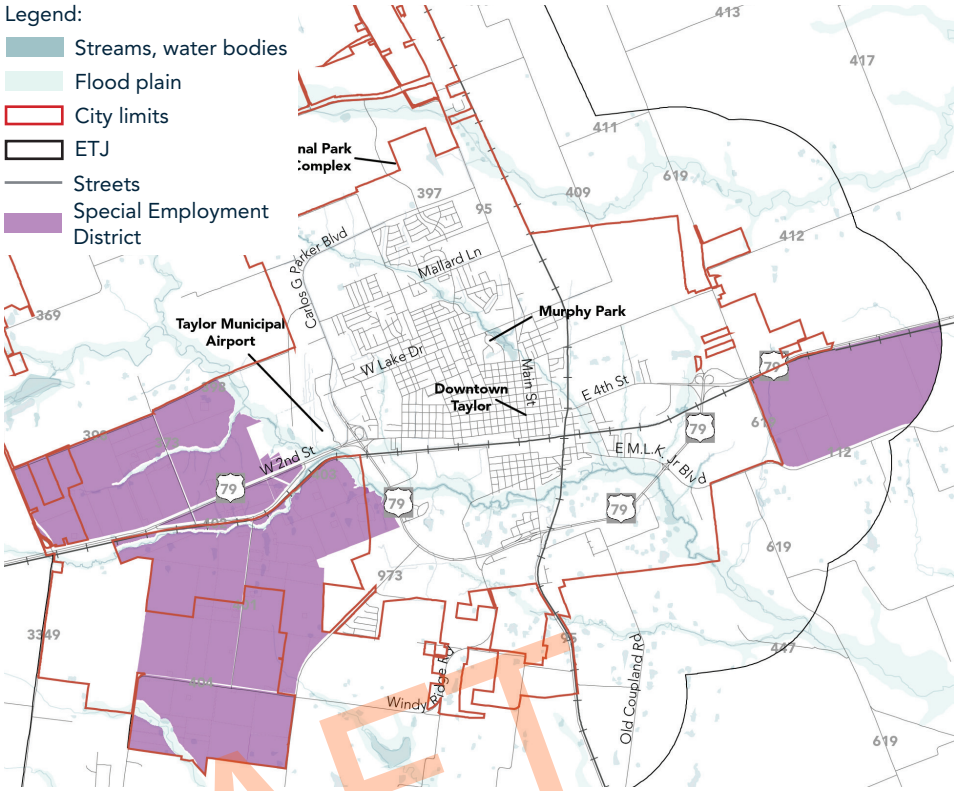


Figure 76: *Special Employment District*

Source: City of Taylor

DRAFT

Samsung facility will be fully operational from 2024.
Source: Korea Daily

Samsung to create 10,000 + jobs in related fields.
Source: Dohearty

The district will provide for employment opportunities.
Source: Costar

Offices providing high tech jobs will be an integral part of the district.
Source: Tribeza

Multifamily housing is to be encouraged in the district.
Source: The Business Journal

Multifamily housing will encourage commercial spaces in its vicinity.
Source: Tribeza

COMPREHENSIVE PLAN UPDATE 1

BACKGROUND

Samsung Electronics announced its new semiconductor manufacturing facility in Taylor on November 23, 2021, just five days after the official adoption of the Envision Taylor Comprehensive Plan. As a result, the City initiated an update to the Comprehensive Plan to accommodate the new facility and any overall impacts to population projections, transportation and utility infrastructure, and land use and growth planning.

PUBLIC OUTREACH

In order to better understand the impacts of the new facility, a series of public outreach events and stakeholder meetings were held including:

- Comprehensive Plan Advisory Committee meeting on 02.07.2022;
- Four focus group meetings (business, infrastructure, transportation and Samsung) on 02.14.2022;
- Public Meeting on 02.15.2022,Meeting with CAMPO demographer on 02.09.2022; and
- Meeting with CARTS on 02.25.2022.

KEY TAKE-AWAYS FROM STAKEHOLDER AND PUBLIC MEETINGS

When discussing how best to accommodate new jobs and employment opportunities in the southwest quadrant of the City of Taylor the following strategies and key take-aways were derived.

- Samsung is one of several new larger employers locating east of Austin that will create a demand for workforce housing and training in Taylor and surrounding areas,
- It would be advantageous to coordinate with Samsung and other employers to encourage workers to live in the City of Taylor. This can take the form of employer backed programs and incentives as well as encouraging new housing and services located within Taylor and near the Samsung facility that are attractive to this new workforce. At the Samsung Austin location, mixed-use centers with high density housing, retail and services located near Samsung are sought after by younger workers and engineers,
- The development of the Samsung property can be utilized as an anchor to bring more high tech jobs into the area and specifically around the proposed Samsung facility. However, more work needs to be done to provide utility and transportation infrastructure in order to attract new related businesses. Employers are primarily looking for shovel-ready land for development,
- Encourage employees to use alternative commute methods by supporting employer based ride share programs and consider routes to bring people from the facility to restaurants, entertainment, and other services in Downtown Taylor,
- Plan for connected walking trails and pedestrian connectivity around the Samsung site to serve workers and residents in the area,
- Discourage low density residential land uses within the vicinity of the Samsung facility. These types of uses are not compatible with industrial uses and do not represent the best use of the land,
- Reserve land around the rail line as an opportunity for manufacturers to transport materials and supplies. Rails are a benefit for industrial uses, but are not as beneficial for residential areas,
- Consider how the adjacent high school can be supported by the employment area, and
- Encourage participation by new businesses and their employees in the local civil life of the City of Taylor.

DRAFT

Samsung's Austin computer chip plant is at 12100 Samsung Blvd., off Parmer Lane and about 3 miles east of I-35.

SUMMARY OF COMPREHENSIVE PLAN UPDATE 1

Based on this feedback, the following updates were made to accommodate the new Samsung Facility within the Taylor City Limits:

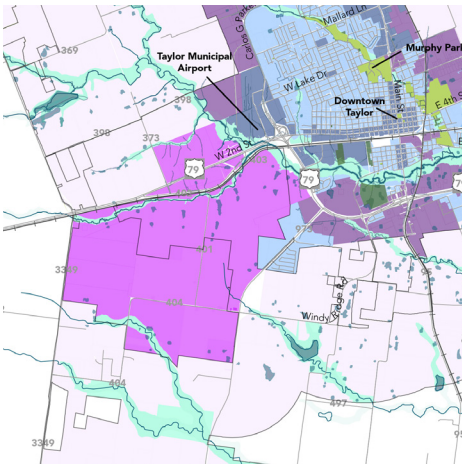


Figure 77: *Growth Sectors Map Update #1 Highlights*

1. Growth Sectors

The Growth Sectors Map was updated to add more of the Controlled Growth Sector (G2) in the area north and east of Samsung. The Controlled Growth Sector (G2) consists of areas that can support limited development based on proximity to an existing or planned thoroughfare or utility infrastructure. The area north and east of the Samsung facility will have limited infrastructure installed as a result of the Samsung plant. This area is anticipated to support more employment related growth in the future but does not have enough utility or infrastructure capacity to grow at this time. Growth in this area should be allowed but controlled until such time that utilities are available.

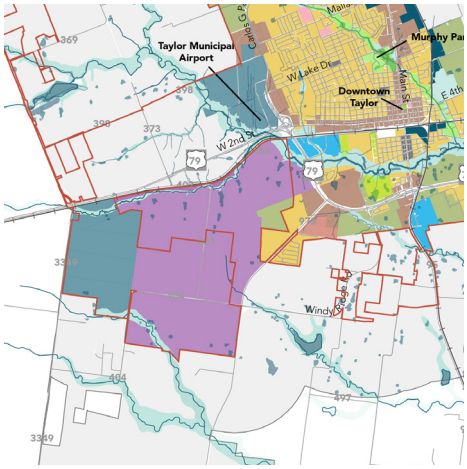


Figure 78: *Future Land Use Map Update #1 Highlights*

2. Future Land Use

While the Growth Sectors Map identifies where development and redevelopment should be focused, the Future Land Use Map guides how that development or redevelopment should look and function. The Future Land Use Map was updated to include an additional land use category called a Special Employment District located on the Samsung facility and to the north and east of the property. The purpose of this land use category is to encourage more high tech employment and include the services that support this use such as mixed-use centers that include higher density housing and commercial services. Low density residential is not supported within the Special Employment District and should be discouraged.

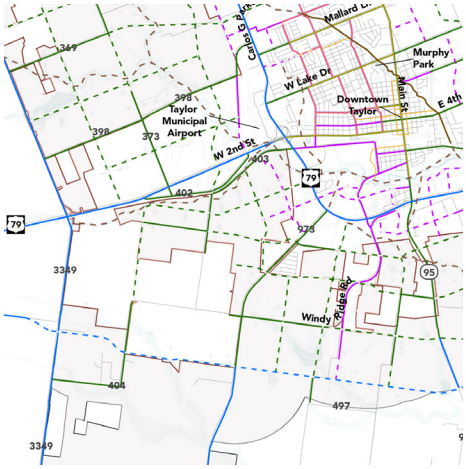


Figure 79: *Transportation Master Plan Update #1 Highlights*

3. Transportation Master Plan

The Transportation Master Plan was updated to accommodate new county roads and advancements in planning for regional transportation facilities around the Samsung site. The updated plan also re-routed some of the planned thoroughfares going through the Samsung site to the perimeter of the property.

4. Implementation Strategies

One modified and two new implementation strategies were added to the plan. The purpose of these amended and new strategies are to provide a road map to successfully integrate Samsung into the long range planning framework for the City. Successful integration of Samsung into the urban fabric and economic and social life of the City provides an opportunity to build on the success of all elements of the Envision Taylor Comprehensive Plan.

DRAFT

COMPREHENSIVE PLAN UPDATE 2

BACKGROUND

Since the announcement of the Samsung facility, there has been increased development pressure within the Future Growth Sector. Due to this pressure, there are outstanding questions about if and how the Future Growth Sector should be interpreted, updated, and implemented. This update of the Comprehensive Plan looks to:

- Clarify the growth policies at the edges of the developed area of the City of Taylor, and
- Explore what is and isn't working with the Restricted Growth Sector.

Building permit and planning project data from 2018 to 2022 as seen *Figure 80* was analyzed to better understand the development pressure within the Restricted Growth Sector.
About 22.5% of all inquiries were for projects in the Restricted Growth Sector. The number of inquiries in the Restricted Growth Sector have increased by 62.5% in 2022, with 24 out of 39 inquiries occurring in 2022. Only 4 zoning cases and 6 subdivisions have occurred within the Restricted Growth Sector since 2018. The number of residential permits per year dropped slightly from 276 in 2021 to 224 in 2022, but the number of commercial permits per year increased from 69 in 2021 to 73 in 2022 as seen in *Figure 81: Residential and Commercial Permits per year (2018-2022)*

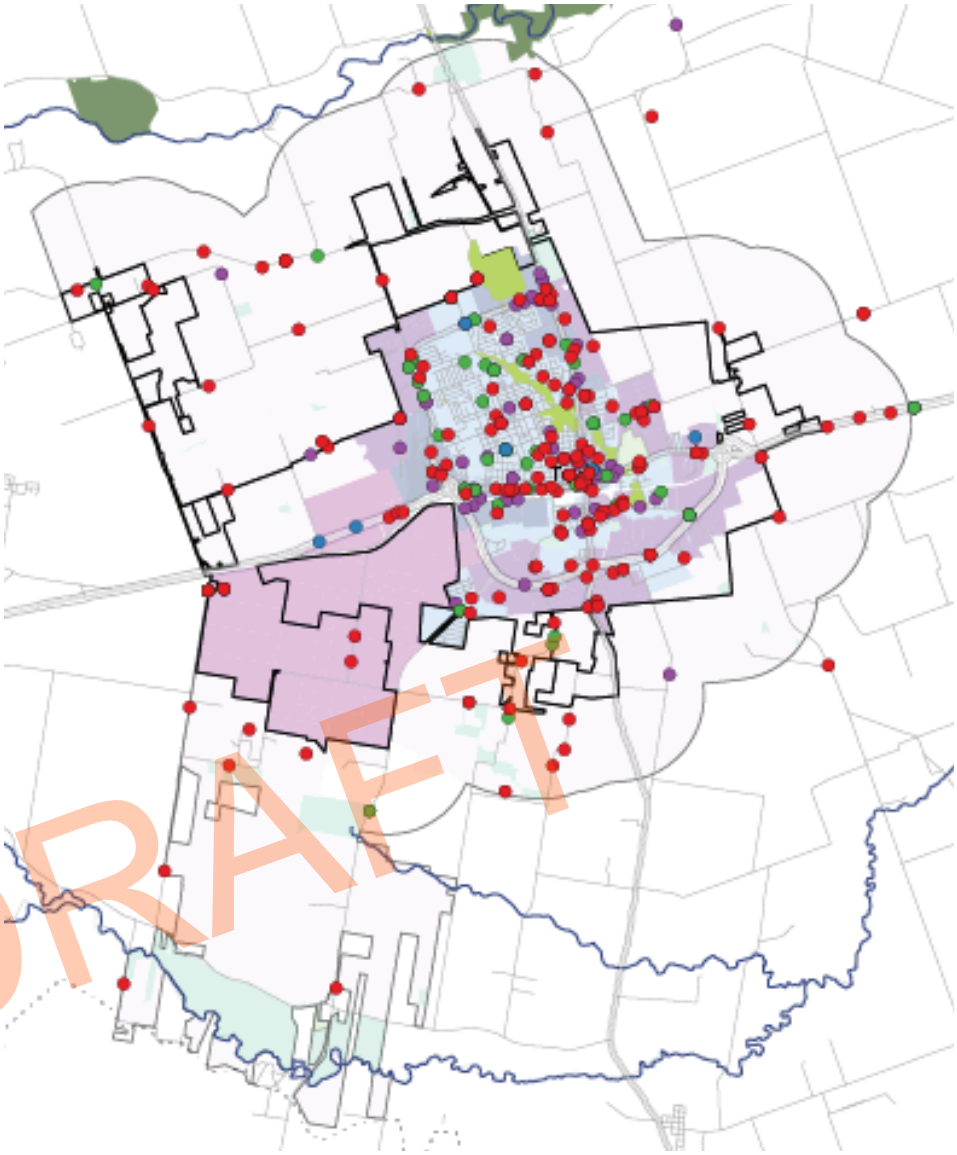


Figure 80: *Building Permit and Planning Project Data*

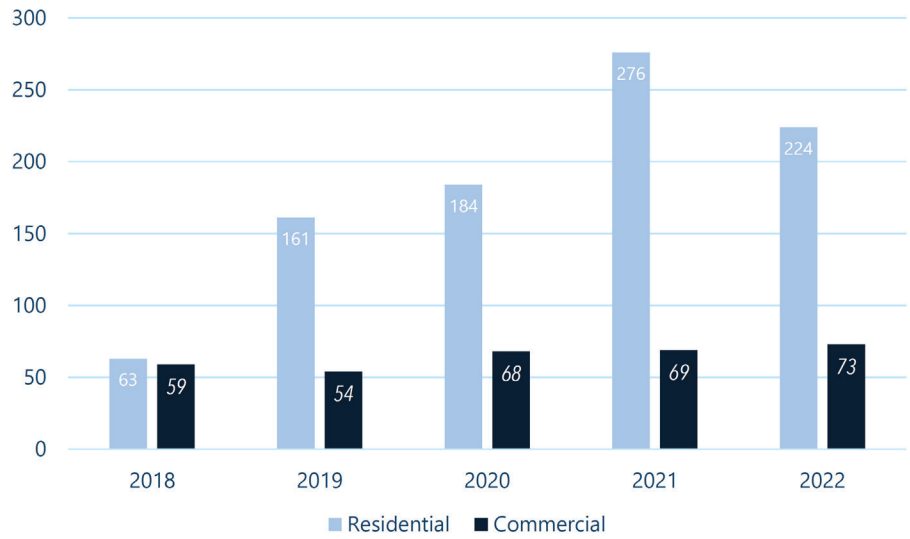


Figure 81: *Residential and Commercial Permits per Year (2018-2022)*

PUBLIC OUTREACH

A series of public outreach events and stakeholder meetings were held, including:

- Comprehensive Plan Advisory Committee Meeting on 10.03.2022;
- Two focus groups (business and property owners) on 11.15.2022;
- Public Meeting on 11.29.2022;
- Comprehensive Plan Advisory Committee Meeting on 12.12.2022; and
- Taylor City Council work session on 01.12.2023.

KEY TAKE-AWAYS FROM STAKEHOLDER AND PUBLIC MEETINGS

CLARIFY THE RESTRICTED GROWTH SECTOR

- Change the name of the 'Restricted' Growth Sector to a more descriptive term so there is less negative connotation,
- Describe the significant infrastructure barriers to development in this area,
- Adjust the Controlled Growth Sector to include Tier I and II in order to differentiate between places with potential for infrastructure,
- Utilize the Tier I and Tier II to identify employment opportunities,
- More clearly describe that this is the area for future development after the projected growth within the plan has been achieved, and
- Include key areas within the Restricted Growth Sector in a new sector called Controlled Growth Tier II. These are areas within the existing city limits or prime targets for future industrial development due to their proximity to major transportation infrastructure and potential expansions of the City's sewer system.

MODIFY THE BOUNDARIES

- Include areas further north and west in the updated Controlled Growth Sector,
- Include areas along the western portion of the US-79 corridor, and
- Add areas to the Controlled Growth Sector where the city of Taylor wants to encourage employment/industrial growth.

UPDATE IMPLEMENTATION STRATEGIES

- Create clearer guidelines for developing within the Restricted Growth Sector,
- Provide tools and resources to document how well a development will pay itself over time and use this as part of the decision-making process,
- Modify the Restricted Growth Sector implementation strategy #5 to change the description of 'discouraging growth' to "managing growth", and
- Include in an implementation strategy #2 for the creation of a guide or policy for the creation of special districts including MUDs.

During the focus group meeting on 11.15.2022, property owners discussed their challenges with the Restricted Growth Sector.

DRAFT

COMPREHENSIVE PLAN UPDATE 2

SUMMARY OF COMPREHENSIVE PLAN UPDATE 2

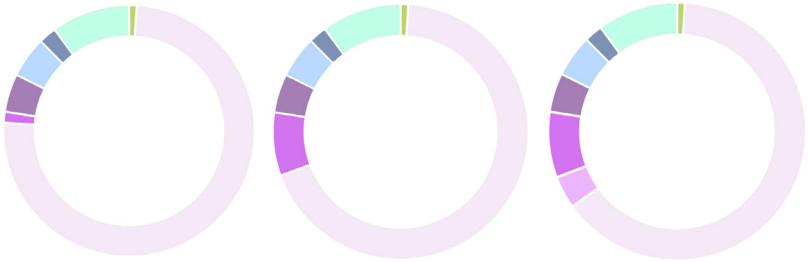
Based on this feedback, the following updates were made to accommodate the challenges with the Restricted Growth Sector:

1. Refine Growth Sectors Map and Descriptions

The Growth Sectors Map was updated to rename the Restricted Growth Sector to Future Growth Sector. The future growth sector is defined as areas with significant barriers to development and minimal existing infrastructure. Infrastructure is not planned to be extended into this area within the 20-year timeframe of this plan and therefore any growth that occurs will need to fully support the construction and long-term maintenance of needed infrastructure.

The Controlled Growth Sector was divided into two separate tiers based on access to infrastructure. Tier I includes areas with incomplete infrastructure and where expansion is not yet planned. Tier II consists of areas where infrastructure expansion is anticipated but not complete or is limited in capacity. The Controlled Growth Sector was expanded with the primary goal of providing more space for industrial and manufacturing growth to support the Samsung facility.

This second update reduces the amount of Future Growth Sector by 1,302 acres or 11% since the original Growth Sectors Map was established prior to the announcement of Samsung. The addition of 1,302 acres of Controlled Growth Sector since the adoption of the original Comprehensive Plan represents a significant increase in the amount of land available and planned for new infrastructure and growth within the scope of Envision Taylor.



	ORIGINAL	UPDATE 1	UPDATE 2
Preserved Open Sector (O-1)	1%	1%	1%
Reserved Open Sector (O-2)	10%	10%	10%
Future Growth Sector (G-1)	75%	68%	64%
Controlled Growth Sector Tier I (G-2.1)	0%	0%	4%
Controlled Growth Sector Tier II (G-2.2)	1%	8%	8%
Intended Growth Sector (G-3)	6%	6%	6%
Infill Neighborhood Sector (G-4)	5%	5%	5%
Infill Growth Sector (G-5)	2%	2%	2%

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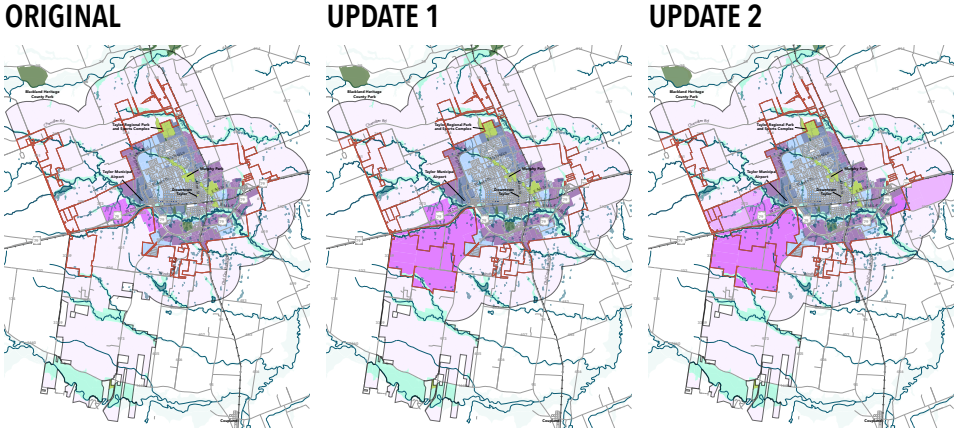


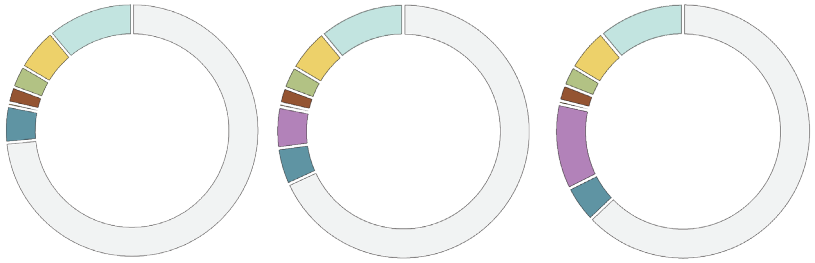
Figure 82: *Growth Sectors Comparison over Updates*

2. Update Future Land Use Map

In the previous update, the Future Land Use Map included an additional land use category called a Special Employment District located on the Samsung facility and to the north and east of the property.

In update #2, the areas added to Controlled Growth Sector Tier II expanded an adjacent Regional Employment Center category. Employment Centers allow some percentage of all land uses with a concentration on employment. This area was previously identified as Greenfield and Area of Minimal Change. Neighborhood Greenfield reduced from 1,367 acres to 1,200 acres. Area of Minimal Change originally made up 73% of the total land area within the Future Land Use Map. The Area of Minimal Change was reduced to 68% in update 1 and 63% in update 2.

Additionally, the areas added to Controlled Growth Sector Tier I become Special Employment Districts. Special Employment Districts are not intended to be compatible with low-density residential. The amount of land in the Special Employment Center increased from 0% to 11% between the original Future Land Use Map and update 2.



	ORIGINAL	UPDATE 1	UPDATE 2
Neighborhood Infill	5%	5%	5%
Neighborhood Greenfield	3%	3%	3%
Market Centers	2%	2%	2%
Civic Centers	1%	1%	1%
Special Employment District	0%	5%	11%
Employment Centers	5%	5%	5%
Area of minimal change	73%	68%	63%
Open Space	11%	11%	11%

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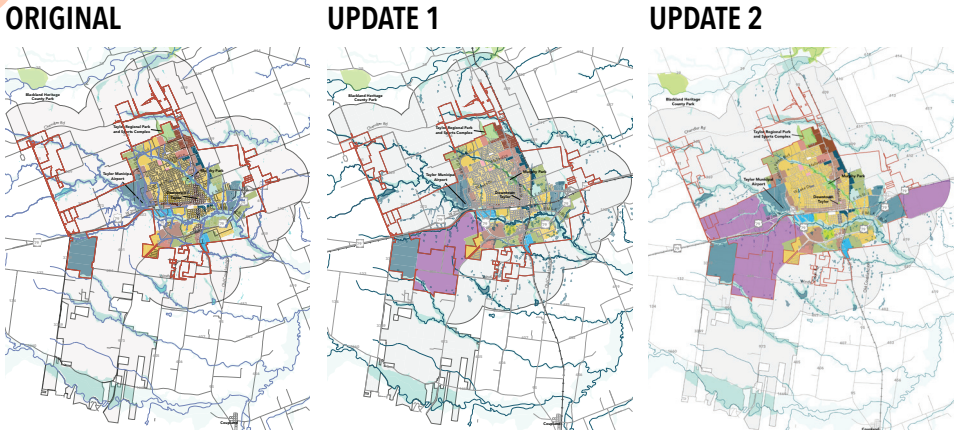

Figure 83: *Future Land Use Comparison over Updates*

3. Add and Update Implementation Strategies

Strategy # 5 was modified to remove the word discourage and replace it with "strategically manage any extension of street or utility infrastructure." This was done to better accommodate new industrial development and better signal to the public and landowners which areas the City is anticipating extending infrastructure in the future.

A new strategy # 18 was added to provide further direction on using tools like Special Utility and Financing Districts to fund the installation and maintenance of infrastructure within the Future Growth Sector.
Strategy #18: Implement policies, criteria, and standards to provide direction on the establishment of Special Utility and Financing Districts such as Municipal Utility Districts (MUDs), Public Improvement Districts (PIDs), and other infrastructure financing tools related to development in the ETJ.

Implement land use and infrastructure policies to manage the extension of street or utility infrastructure into the Controlled and Future Growth Sectors.

Work with the City of Taylor to create tools related to development in the ETJ.

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SUMMARY AND KEY TAKEAWAYS

1 Focus on developing small and infill lots.

This is the fastest way to close the City's resource gap. There are a number of vacant parcels and plenty of opportunities for Accessory Dwelling Units (ADUs) and vertical development to add incremental density and diversify housing and commercial options without requiring more infrastructure. Where possible, the City should coordinate economic development, housing, and CIP/infrastructure investments into infill and redevelopment of the Downtown and adjacent neighborhoods. Providing smaller units is more affordable for residents and small business owners.

Supports existing neighborhoods and communities.

Small and infill lots match historic development patterns.

Utilizing existing land as a resource promotes resilience.

Infill development supports fiscal sustainability.

Encouraging infill housing supports a diversity of needs.

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2 Develop greenfield properties thoughtfully.

When greenfield development is considered, it should be done in a way that doesn't dilute services or add to the City's resource gap. While it's likely that future growth can be accommodated in the city's existing infrastructure footprint and service area, there will still be some new development in greenfield areas. The City should require a fiscal impact analysis for all proposed development projects that includes future infrastructure replacement costs so that decision makers can understand the impact new development will have on service costs and future liabilities.

Source: TBG Partners

Thoughtful greenfield development doesn't increase the tax burden on existing residents.

Greenfield development can match the character of Taylor.

Thoughtful development patterns lead to resilience.

Ensure that new development pays for itself.

SUMMARY AND KEY TAKE AWAYS

3 Build a network of local and small developers.

Identify, connect, and train a network of local small developers and builders who want to build at a smaller scale. Connecting local small developers and builders with a network of local "community investors", entrepreneurs, small business owners, and residents interested in owning, operating, and/or leasing small buildings is a key component of growing a self-sustaining local economy and workforce and cultivating local wealth in the community.

Source: Google Street View

Create local wealth and workforce opportunities.

Small, local developers offer unique character building assets projects.

Local networks build resilience.

Ensure that new development pays for itself.

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4 Maintain the character of Taylor.

Development and redevelopment should match the existing character of Taylor. The traditional pattern of development in Taylor achieves the goals of this plan. New development should continue this pattern whether constructed in infill or greenfield settings.

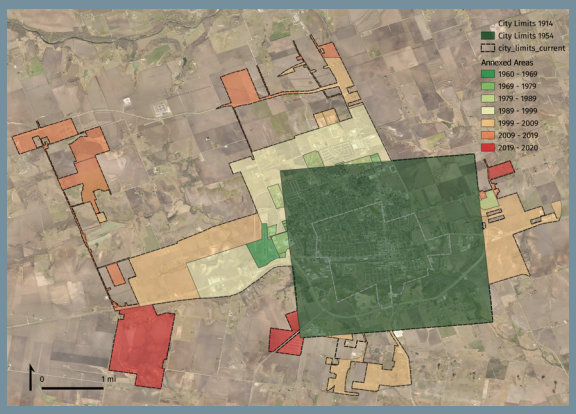
Maintaining the character builds on Taylor's history.

Supporting and enhancing unique places in Taylor builds resilience.

Support and enhance the character of existing neighborhoods and housing.

5 Accommodate new growth within the existing developed area.

Projected population growth in Taylor can and should be accommodated within the existing footprint of developed area. Even though Taylor is projected to see a major population boom compared to historical growth trends analysis conducted with this Comprehensive Plan shows that expansion of the City Limits and extension of new infrastructure is not required to accommodate a majority of the growth.



Investments and improvements serve existing residents.

Enhance the existing fabric of Taylor.

Limiting the expansion of the City reduces service area and costs.

Increase population density.

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Main
YIELD
79
95
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CHAPTER 3

TRANSPORTATION

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↳ INTRODUCTION

↳ EXISTING CONDITIONS

↳ TRANSPORTATION MASTER PLAN

↳ STREET DESIGN

↳ STREET CROSS SECTIONS

↳ ONGOING RECOMMENDATIONS

↳ SUMMARY AND KEY TAKEAWAYS

INTRODUCTION

The purpose of the City of Taylor's Transportation Master Plan is to identify and prioritize mobility improvements that encourage safe and efficient travel within and through the City of Taylor. Mobility improvements evaluated as part of this plan include enhancements to roadway operations and safety, as well as pedestrian and bicycle facilities. Through the evaluation of future roadway and multi-modal improvements, in addition to planned development activities and their subsequent impacts on traffic volumes and operations, the improvements recommended in this report can help to achieve the visions and goals of the City of Taylor.

#	BIG IDEA	POLICY STATEMENT
T1	Community Character	New streets should connect to Taylor's existing street grid and should be consistent with traditional block sizes in Taylor.
T2	Inclusive Growth	Investments in streets and other infrastructure should be prioritized for maintenance or replacement in existing neighborhoods before extensions to new areas.
T3	Inclusive Growth	The transportation network should encourage all modes of travel including support for a future transit network.
T4	Inclusive Growth	Utilize durable materials and construction techniques to lengthen the life of major infrastructure and improve safety.
T5	Fiscal Sustainability	Improve access management policies along major corridors to encourage fiscally sustainable land use patterns.
T6	Inclusive Growth	Improve the utilization of roadways that have available capacity and evaluate existing roadways for opportunities to expand or enhance alternative modes of transportation.
T7	Fiscal Sustainability	Link investments in infrastructure to revenue generated from adjacent development.
T8	Economic Resilience	Streets should be designed to prioritize economic productivity and placemaking while roads should be designed to prioritize vehicular throughput.

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The goal of the Transportation Master Plan is to meet the future mobility needs of the City of Taylor by identifying smart transportation investments that maximize the use of existing infrastructure and enable the city to provide and utilize sufficient resources for long-term maintenance, repairs, and replacement. The City of Taylor's vision is to develop transportation infrastructure to create community wealth, foster inclusive growth, and maintain Taylor's small-town atmosphere, where people feel connected.

The City of Taylor is operating with an existing Thoroughfare Plan approved as part of the 2004 Comprehensive Plan. The plan focused on a traditional roadway hierarchy including arterials, collectors, and local streets. Transportation improvements included widening of existing roadway sections to provide needed capacity. The Thoroughfare Plan recommended construction of new arterials and collectors entering Taylor as well as a route to bypass the center of the city. One of the limitations of the existing plan is the consolidation of traffic onto a few major roadways. This Transportation Master Plan will focus on providing a more robust, connected roadway network that builds on Taylor's traditional street grid. The plan differentiates between streets which are the framework for building community wealth through adjacent land uses, and roads which are high speed connections between communities.

EXISTING CONDITIONS

EXISTING ROADWAY NETWORK

The City of Taylor's roadway network includes a grid system of streets, operated and maintained by the City of Taylor. These streets are connected to the Central Texas area through regional county roads and state highways. Roadways within the City of Taylor ETJ are operated and maintained by Williamson County, and the Texas Department of Transportation. These roadways serve as major routes through the City of Taylor:

CARLOS G PARKER BOULEVARD ("THE LOOP")

Carlos G. Parker Boulevard is a loop road surrounding the core of the City of Taylor. US 79 forms the southeast and southwest quadrants of "The Loop" as a four-lane divided roadway. CR 397 connects at US 79 to the west and SH 95 to the north to form the northwest quadrant of "The Loop" and varies between two and four lanes. The northeast quadrant of "The Loop" has not yet been constructed.

W. SECOND STREET/E. FOURTH STREET

This four-lane roadway serves as the primary east/west route through Downtown Taylor. Parking is provided along W 2nd Street but is not provided along E 4th Street. Center turn lanes are not provided. The City of Taylor operates and maintains this roadway.

STATE HIGHWAY 95 (MAIN STREET)

SH 95 is a TxDOT-maintained four-lane roadway that operates as Main Street through the City of Taylor. This is the primary north/south roadway serving business in Downtown Taylor. Parking is provided on both sides of Main Street between 2nd Street and 6th Street. Center turn lanes are provided north of Lake Drive.

US HIGHWAY 79

This four-lane divided roadway serves as the primary highway connecting Taylor to the Austin metropolitan area. US 79 bypasses Taylor to the south and intersects at grade-separated interchanges with W 2nd Street and E 4th Street on either side of the city. Grade separation is also provided at SH 95. US 79 offers limited access to adjacent properties.

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Main Street is a primary route through Taylor, Texas

Source: HDR

EXISTING CONDITIONS

FM 973

This two-lane roadway serves as a north/south major arterial route connecting agricultural areas outside of city limits to US 79 and the core of the City of Taylor. FM 973 also provides access to Taylor High School south of US 79 and continues to US 290 in Manor. Center turn lanes are provided north of Kyra Lane.

CR 101/FM 3349

CR 101 and FM 3349 are two-lane roadways north and south of US 79, respectively. CR 101 is a major arterial connecting surrounding agricultural areas to Chandler Road to the north. FM 3349 is a minor arterial connecting surrounding agricultural areas to FM 1660 to the south. Williamson County plans to provide a grade-separated railroad crossing at the FM 3349 and US 79 interchange in the future.

CHANDLER ROAD

This two-lane roadway serves as one of the primary east/west routes connecting SH 95 to SH 130 and IH 35 to the west. Chandler Road is a major arterial and provides access to adjacent properties and Williamson County Expo Center. Williamson County plans to extend Chandler Road east to FM 619 and south to US 79 in the future.

FM 619

This two-lane roadway intersects with US 79 to the east of Taylor and provides access to surrounding agricultural areas. FM 619 operates as a collector road north of CR 413 and south of FM 112, a minor arterial between US 79 and FM 112, and a major arterial between US 79 and CR 413. In the current absence of a northeast quadrant of The Loop, FM 619 serves as the primary north/south major arterial connecting US 79 to northeast Taylor.

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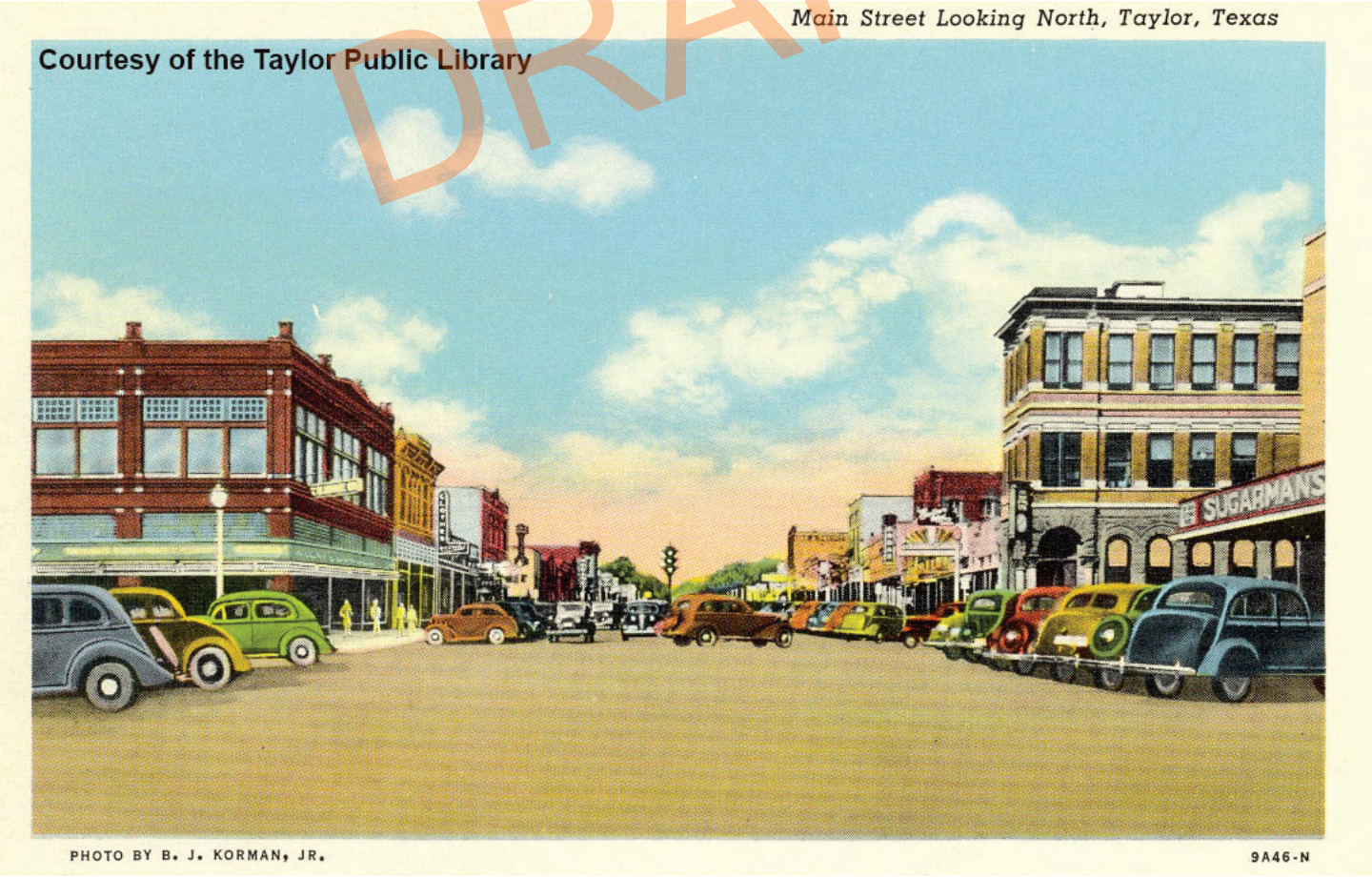

Vintage image showing historic heart of Taylor, Texas.

Source: Taylor Public Library

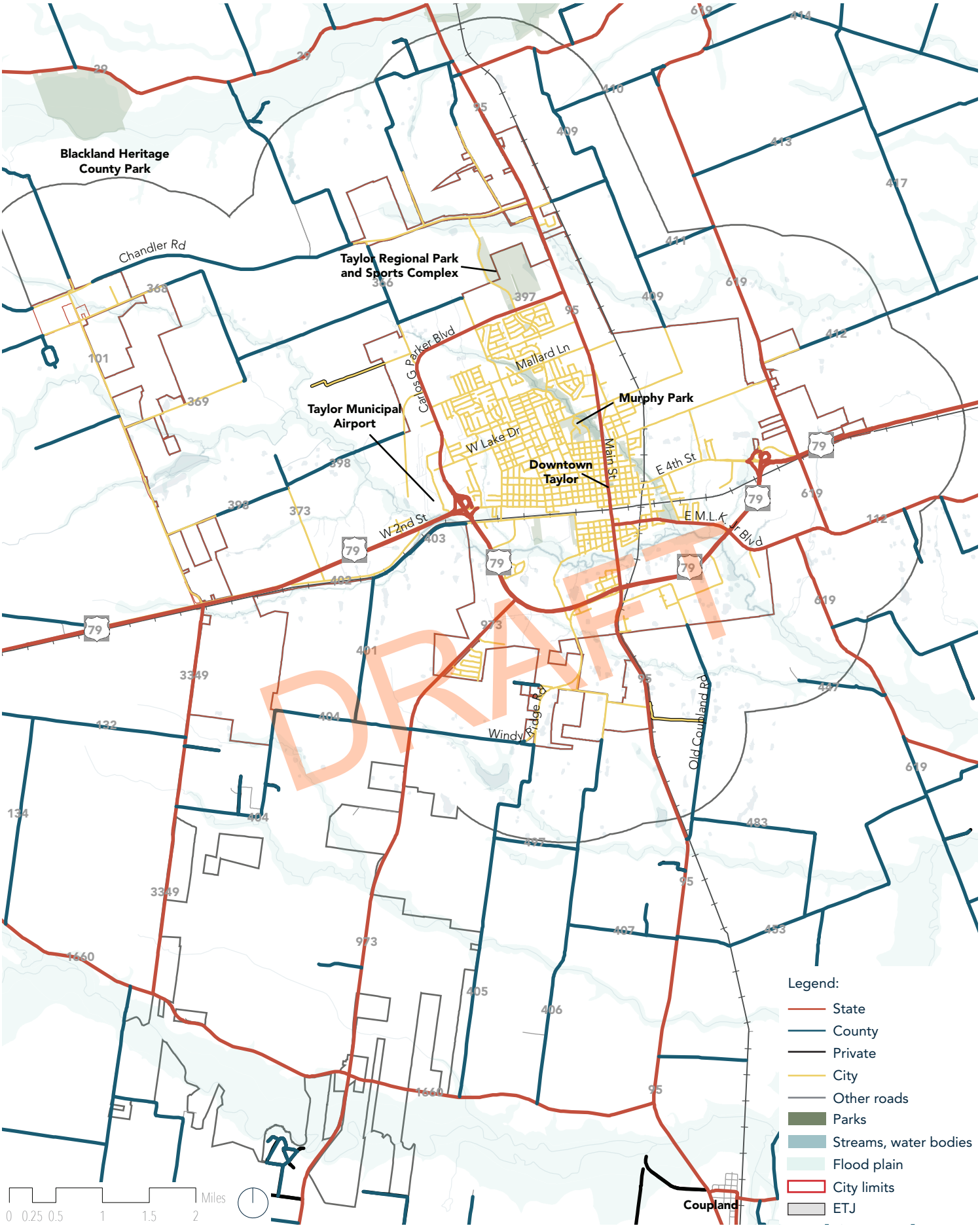

Figure 84: *Road Ownership*

Source: City of Taylor, HDR

Note: The information is based on the ETJ boundary and City limits as per 2021

EXISTING CONDITIONS

PAVEMENT CONDITIONS

The maintenance of existing city-owned transportation facilities is a challenge for Taylor. Many local streets are in poor or failing conditions. In 2020, a Pavement Condition Assessment was done for all roadways maintained by the City of Taylor. Pavement condition index scores were given to every block. These scores indicated that many of the existing roadways in the City of Taylor need repair and/or replacement and maintenance. As part of the Taylor Streets project funded by the city's 2019 Infrastructure Bond, five streets are being reconstructed to improve mobility and safety: W Lake Drive, W Third Street, N Lynn Street, N Robinson Street, and Edmond Street. City funds should continue to be allocated towards maintenance and repair of existing streets as necessary. It is critical that construction of new transportation infrastructure be balanced with the ability to operate and maintain the existing facilities.

Poor pavement conditions, Taylor, Texas

Source: HDR

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The City of Taylor completed a Capital Improvement Project for 3rd Street in 2021. The project included street reconstruction, construction of new sidewalks, and improvements to drainage, water, and wastewater infrastructure. The street improvements have a life cycle of 20 years and the cost of repairs was $875,000. The adjacent properties generate an annual property tax revenue of approximately $13,000. If all of the property tax revenue for these properties was dedicated to this project, it would require 65 years to pay off the investment. This is more than three times the project's life. Maintenance investments made by the City should consider adjacent property values. It is important that the City continue to fund maintenance of and repair of the existing street system and prioritize projects in a thoughtful manner.

3rd Street, Taylor, Texas

Source: HDR

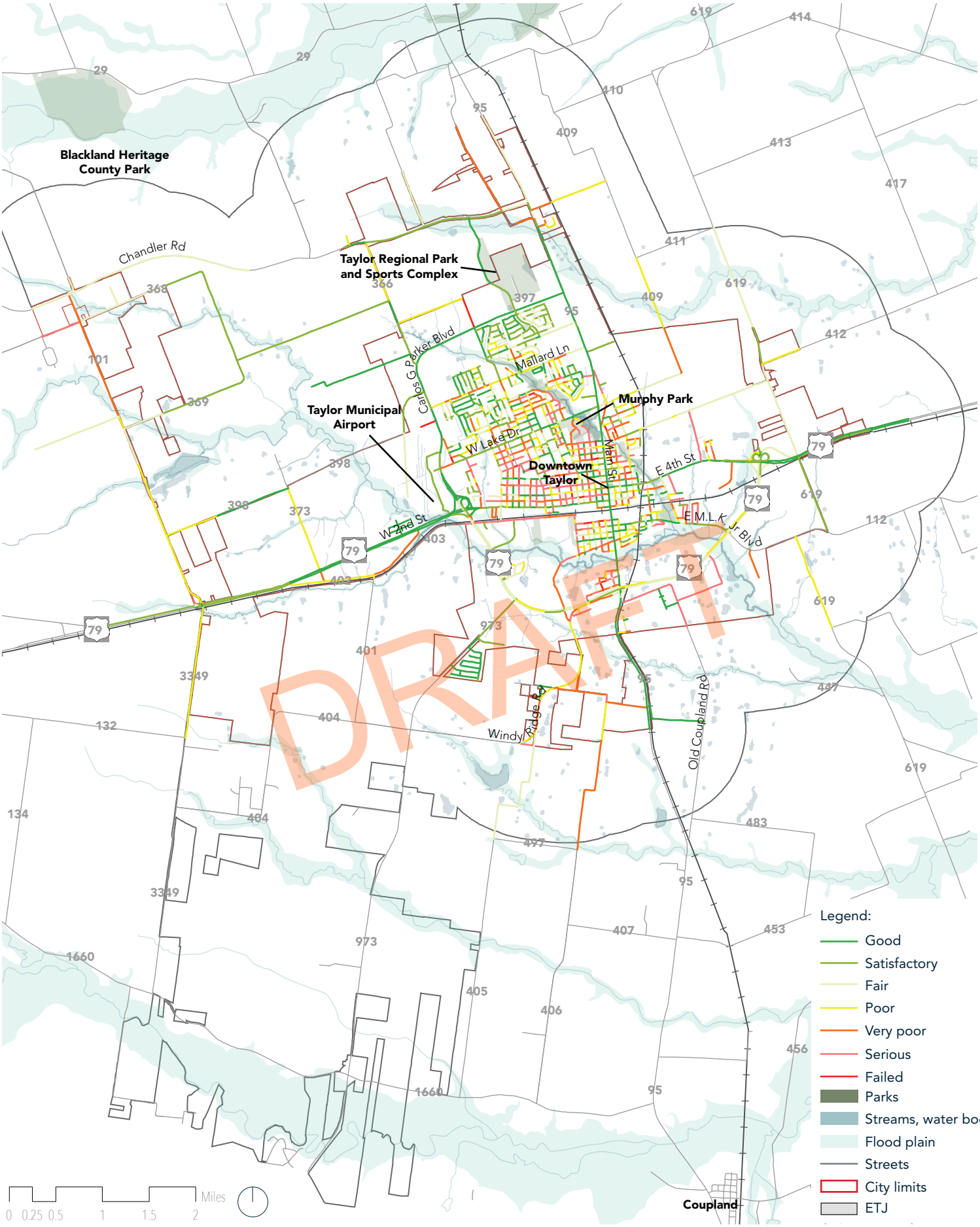

Figure 85: *Existing Roadway Pavement Conditions*

Source: City of Taylor, HDR

Note: The information is based on the ETJ boundary and City limits as per 2021

EXISTING CONDITIONS

Downtown is a major traffic destination. *Source: HDR*

MAJOR TRAFFIC DESTINATIONS

Several public and private facilities impact traffic operations in the City of Taylor. These locations require consideration during transportation master planning to provide adequate roadway capacity and multimodal connectivity to these destinations. The following locations have been identified as notable destinations.

- Downtown Taylor;
- Taylor ISD Schools;
- Walmart;
- HEB;
- Electric Reliability Council of Texas (ERCOT);
- Taylor Municipal Airport;
- T Don Hutto Residential Center;
- Williamson County Expo Center;
- Taylor Regional Park and Sports Complex;
- Taylor Plaza Shopping Center;
- Taylor ISD Offices and Event Center;
- Baylor Scott and White Medical Center;
- Old Taylor High;
- Taylor Opportunity Center,
- Temple College;
- East Williamson County Cooperative;
- Union Pacific Railroad; and
- Williamson County Grain.

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Taylor High School influences traffic patterns in the area. *Source: HDR*

Retail centers drive vehicular trips *Source: HDR*

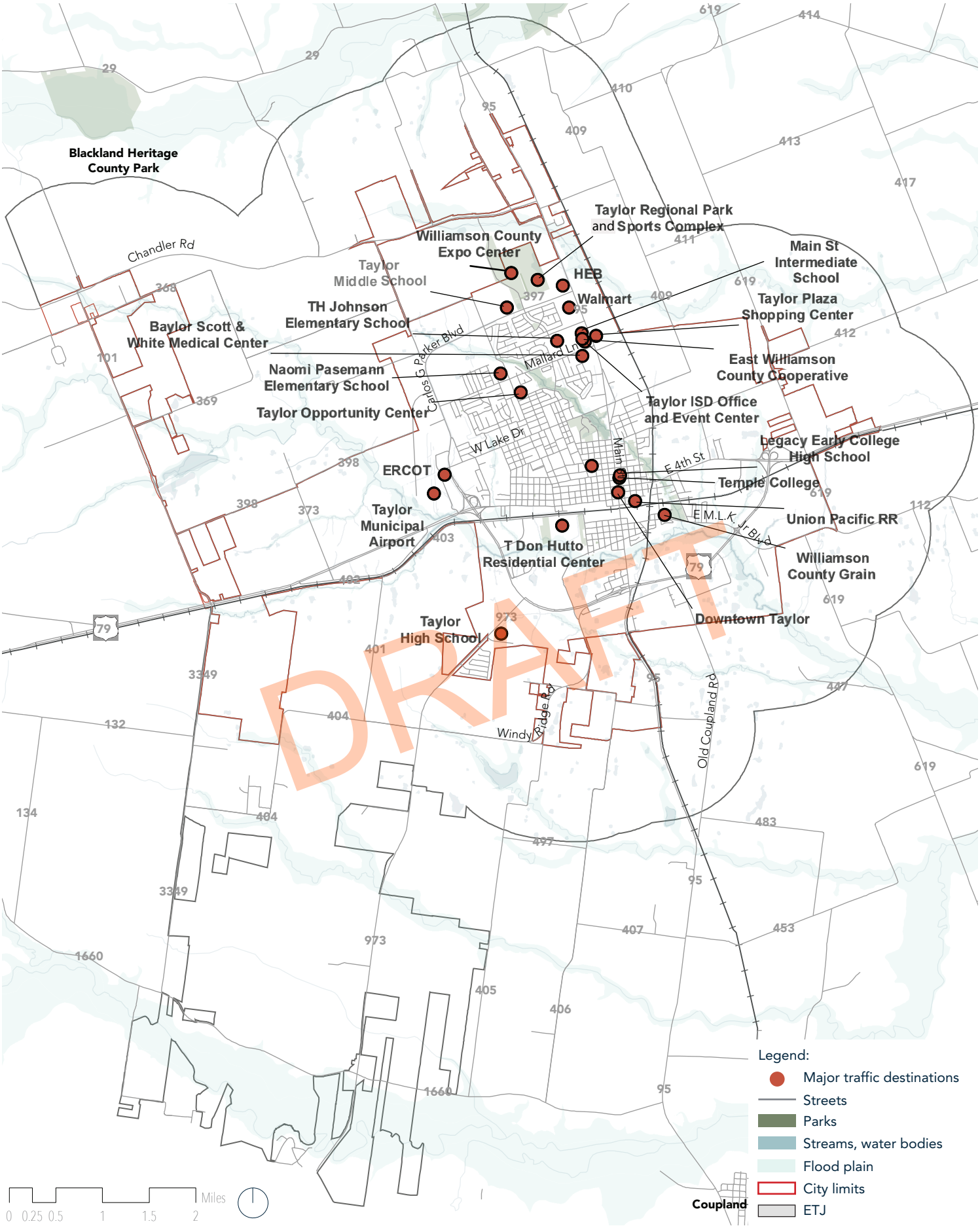

Figure 86: *Major Traffic Destinations*

Source: City of Taylor, HDR

Note: The information is based on the ETJ boundary and City limits as per 2021

EXISTING CONDITIONS

An assessment of existing conditions helps identify current issues with the roadway network, areas of special importance, and provides a baseline for future traffic projections and planning.

DAILY TRAFFIC VOLUMES

Average daily traffic (ADT) volumes form the basis of the roadway capacity analysis to determine needed roadway sizes. As part of this study, a database of existing traffic count data was compiled from TxDOT's Traffic Count Database System and supplemented with 24-hour bi-directional tube counts in locations Downtown on Second Street and Fourth Street where traffic volumes are of special concern.

EXISTING TRAFFIC OPERATIONS

After daily traffic volumes are collected, they are compared against the available capacity of each roadway to determine a volume to capacity (v/c) ratio. A v/c ratio greater than 1.0 indicates that the roadway is over capacity, and delays will be unacceptable to drivers; whereas a low v/c ratio indicates that the roadway has sufficient capacity for the number of vehicles it serves, and delays are likely to be minimal. Roadways with v/c ratios above 0.85 may experience congestion during various times of the day, including non-peak hours.

ROADWAY	TYPICAL DAILY VOLUMES (VEHICLES PER DAY)	NUMBER OF TRAVEL LANES	PM PEAK PERIOD V/C
US 79	23,000	4 LANES	0.62
SH95/MAIN STREET	19,600	4 LANES	0.59
W. 2ND STREET	18,800	4 LANES	0.39
FM 397/CARLOS G PARKER BOULEVARD N.W.	15,300	2 LANES	0.88
FM 973	10,200	2 LANES	0.61
E. 4TH STREET	9,400	4 LANES	0.25
CHANDLER ROAD	7,400	2 LANES	0.44
LAKE DRIVE	5,500	2 LANES	0.45
MALLARD LANE	4,700	2 LANES	0.35

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TRANSIT

Similar to comparable communities of its size and location, transit options are relatively limited for Taylor residents at the present time. CARTS provides an interurban coach route and a country bus route through Taylor that provide service for intercity connections, which are very valuable for residents needing to access medical care and other services in the greater metropolitan Austin area. Although there are no fixed route transit services within Taylor, CARTS has recently launched their CARTS NOW app-based, on-demand service that provides service within the city. This emerging mobility option leverages technology to provide door-to-door, van-based, low cost service for the general public within the city, with service offered Monday-Friday from 7 a.m.- 7 p.m. An express route to Taylor along US 79 is planned as part of the CARTS 2045 Plan, as well as a future Park and Ride and/or station improvements with micro transit service in the city. An inter modal transit station is also proposed to be constructed and will serve as a hub for Amtrak and other transit services. The city should continue to coordinate with Taylor's Main Street program, CARTS, TxDOT, Amtrak, and the Union Pacific Railroad to further develop the intermodal transit station.

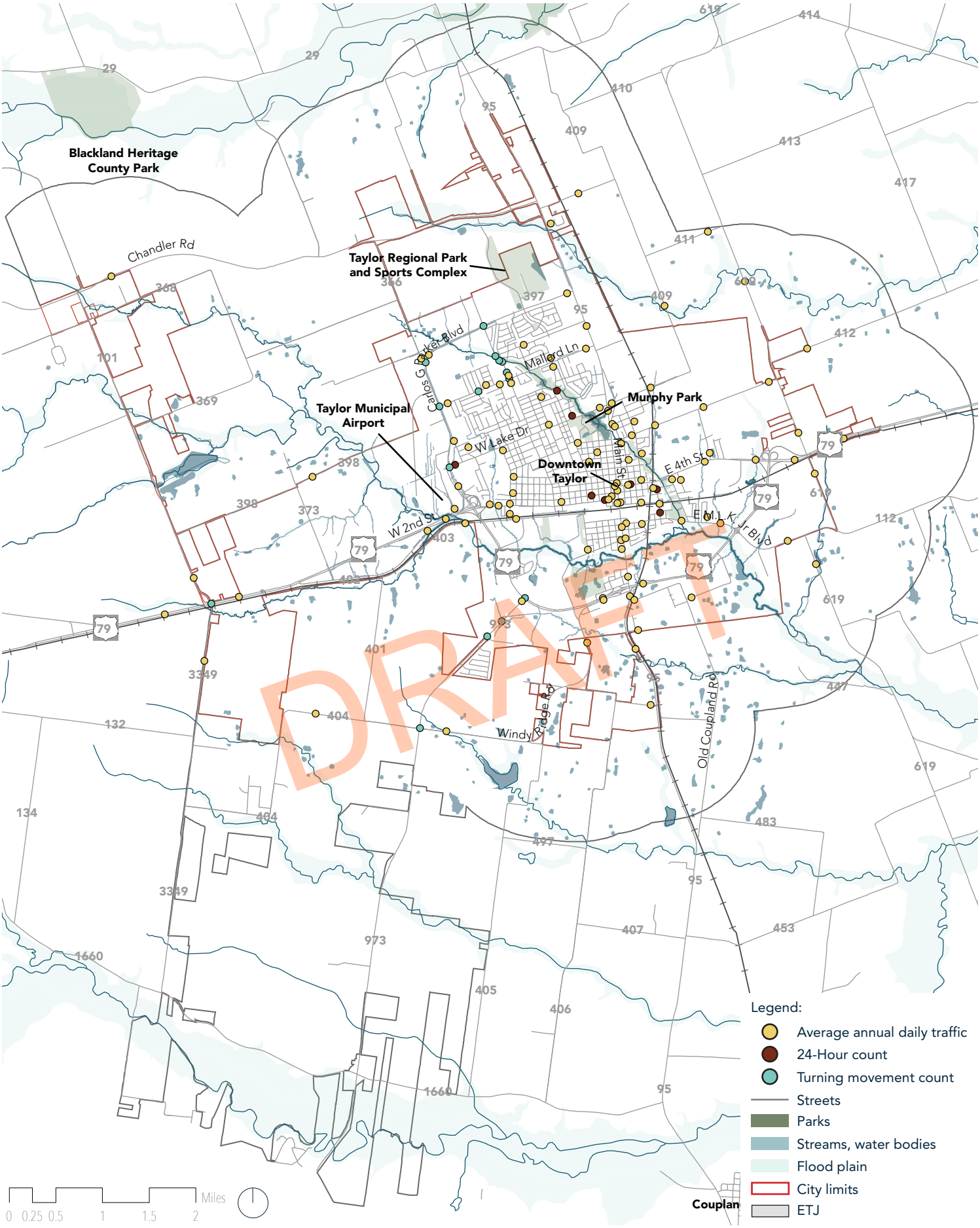

Figure 87: *Traffic Counts*

Source: City of Taylor, HDR

Note: The information is based on the ETJ boundary and City limits as per 2021

TRANSPORTATION MASTER PLAN

PURPOSE

The Transportation Master Plan will *s*erve as a planning tool that establishes a framework for the development of the transportation network within the City of Taylor and ETJ. The transportation network will:

- Establish a grid network for expansion of the city's transportation system and the creation of valuable land uses,
- Differentiate streets and roads,
- Reserve the required right-of-way for transportation corridors,
- Integrate all modes of transportation and prioritize people on streets and vehicles on roads, and
- Implement cross-sections that reflect the adjacent land use context.

Transportation Master Plan proposes a connected system of community boulevards and neighborhood avenues throughout the Intended Growth Sector. This system is supported by a grid network of local streets that serve to create valuable land uses. The roadway network is comprised of existing roadways that may be enhanced to meet the City of Taylor's goals and new connectivity designed for responsible growth.

A proposed network of community boulevards is depicted in the ETJ in the Controlled and Future Growth Sector. These community boulevards should only be constructed if required to meet the needs of development in the region. Community boulevards will be supported by neighborhood avenues, and neighborhood streets, consistent with the existing Taylor grid system.

Multimodal systems are planned on each one of the local streets, avenues, and community boulevards. The Transportation Master Plan indicates corridors that should be prioritized for implementation of multimodal facilities. The type of multimodal facilities must consider the context of the place and the function of the road, whether this be sidewalks, bicycle facilities, or transit integration.

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A pedestrian-friendly intersection in Taylor, Texas.

Source: HDR

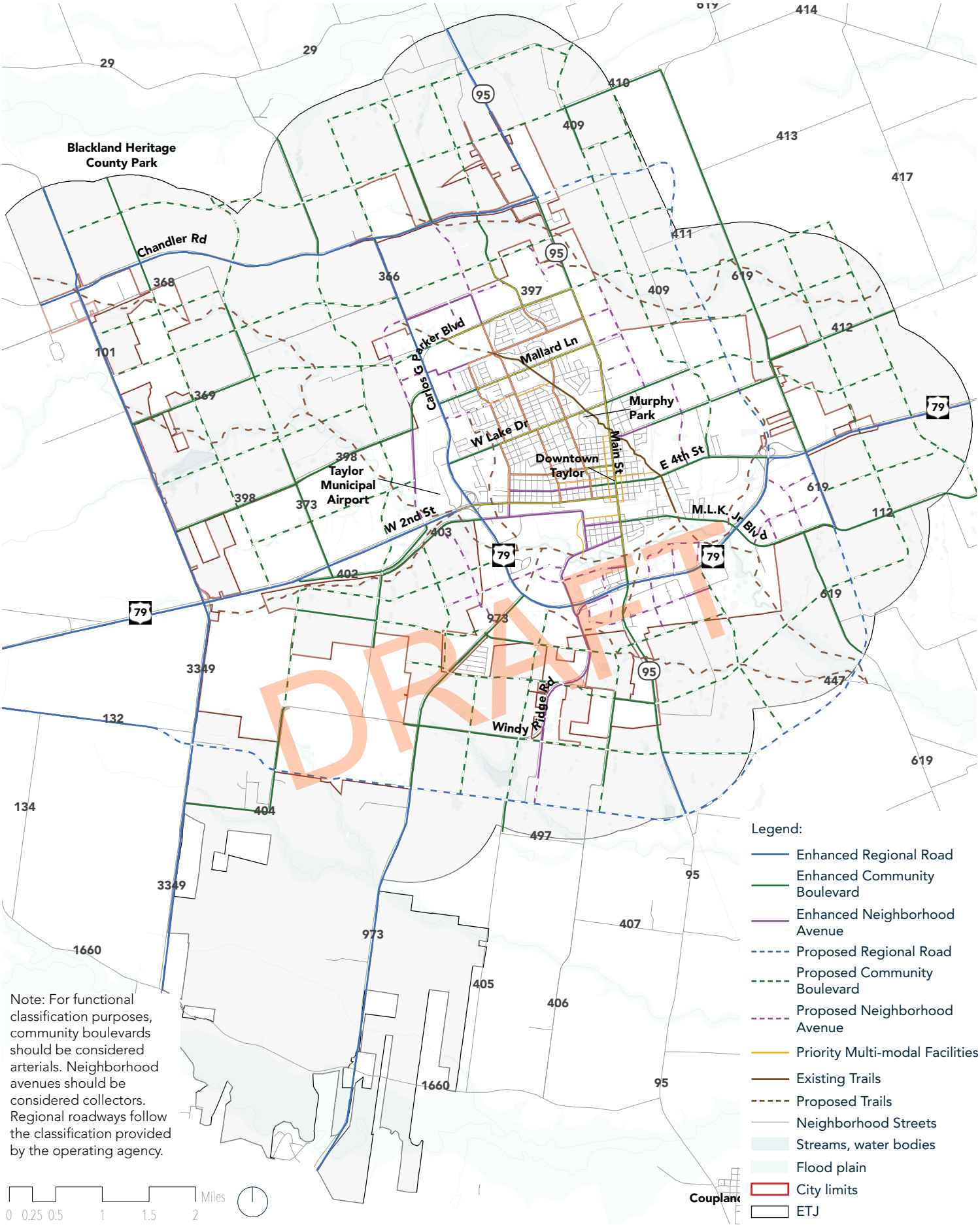

Figure 88: *Transportation Master Plan*

Source: City of Taylor, HDR

TRANSPORTATION MASTER PLAN

MULTIMODAL SYSTEMS

All proposed roadways in the City of Taylor network include multimodal accommodations. Several multimodal facilities are identified for incorporation into the roadway sections. The selection of a multimodal facility would depend on several factors, including pedestrian demand, bicycle demand, vehicular volumes, adjacent travel speeds, right-of-way availability, multimodal connectivity, and adjacent land use. These multimodal facilities may be implemented on the city network prior to proposed roadway enhancements. Priority facilities identified in the Transportation Master Plan should be considered for near-term implementation.

- Sidewalks are 5'-12' wide facilities designed to accommodate pedestrian traffic and provide access to adjacent land uses. Cyclists may use wider sidewalks, which may not follow bicycle design standards,
- Shared-use paths are 10'-12' wide facilities designed to accommodate both pedestrian and bicycle traffic. Shared-use paths work well with low-volume bicycle traffic or within limited right-of-way. Shared-use paths should follow bicycle design standards,
- Bicycle lanes are recommended in areas of high-volume bicycle traffic. It is recommended that these be designed as raised, separated facilities. However, a phased implementation of a bicycle network is common. This could include retrofitting of existing roadways to include striped, buffered bicycle facilities, and
- Trails are off-street facilities, 10'-12' wide, that serve both pedestrian and bicycle traffic. Trails should follow bicycle design standards.

Sidewalks create a walkable Downtown.
Source: HDR

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Wide trails are multimodal. *Source: HDR*

CARTS Taylor station provides transit service. *Source: HDR*

TRANSIT INTEGRATION

Taylor has the benefit of a relatively compact development footprint with a grid street network, which can help to support more cost-effective public transportation services as origins and destinations within the local area are relatively close together. However, future growth and the form it takes will also go far in determining how transit-supportive the city can become as it continues to evolve and change. A Transit-Oriented Development (TOD) is used to describe a type of community or district designed to capitalize on transit accessibility. Planned as compact, walkable, mixed-use places, TODs offer people greater transportation choices, reduce dependence on automobiles, support more financially sustainable and equitable development, and build demand for enhanced transit services.

TODs are medium- to high-density mixed-use developments centered on a rail station or rapid transit stop, modeled in many ways after communities like Taylor where the core area was developed before the automobile became the dominant mode of transportation. As all transit trips begin and end with a walking trip, pedestrian-friendliness is a key factor in TOD planning and design. Successful TODs are designed with walkable streets and public spaces, buildings with active ground floor uses and pedestrian-oriented entries and facades, and convenient connections to transit. TODs can be focused on a node or activity center, such as the AMTRAK station area in Downtown Taylor, or they can be linear in nature, with development along a boulevard. In either case, preparing for future transit is a collaborative effort, with important roles to be played by planning and advocacy organizations, transit providers, municipalities, developers, and property owners. In sum, successful TOD is a win-win proposition providing stronger and more equitable communities, improved and growing ridership, and economic strength and resiliency for cities and towns.

While creating and facilitating more transit-supportive development is critically important, there is also a need to coordinate with transit service providers (beginning with CARTS) to lay the foundations for increased service levels that can be phased in over time, and to allocate adequate levels of funding to support those services. The best outcomes are achieved when a comprehensive set of mobility solutions, including walking, biking and various forms of transit are integrated to offer choices that meet specific travel needs. The recently launched CARTS NOW service can meet a wide range of mobility needs with its on-demand service, and may offer the opportunity to transition to fixed-route transit services on corridors that exhibit strong ridership potential over time. As technology continues to advance, there is potential for autonomous shuttle services to play an important role as well, such as providing first and last mile connections from Taylor's neighborhoods to job centers or transit hubs. While many factors go into determining how well transit can provide critical mobility services in a community like Taylor, one of the most important is creating and acting on a vision of a place where residents do not have to be dependent on their automobiles.

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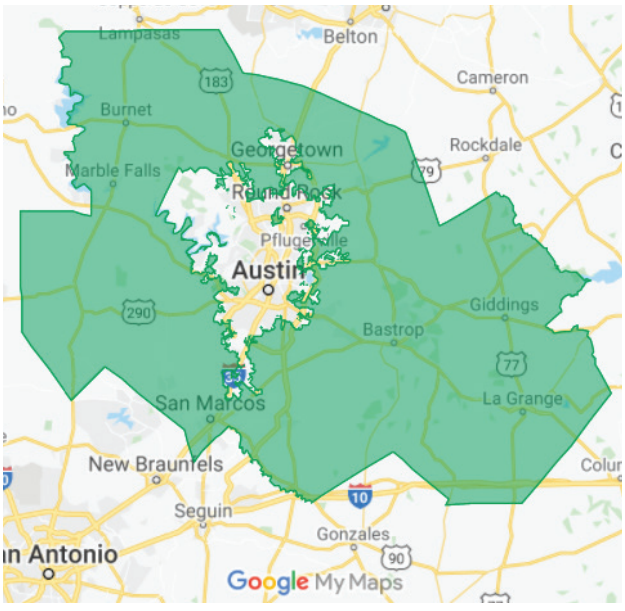

Figure 89: *CARTS Service Area* *Source: rideCARTS.com*

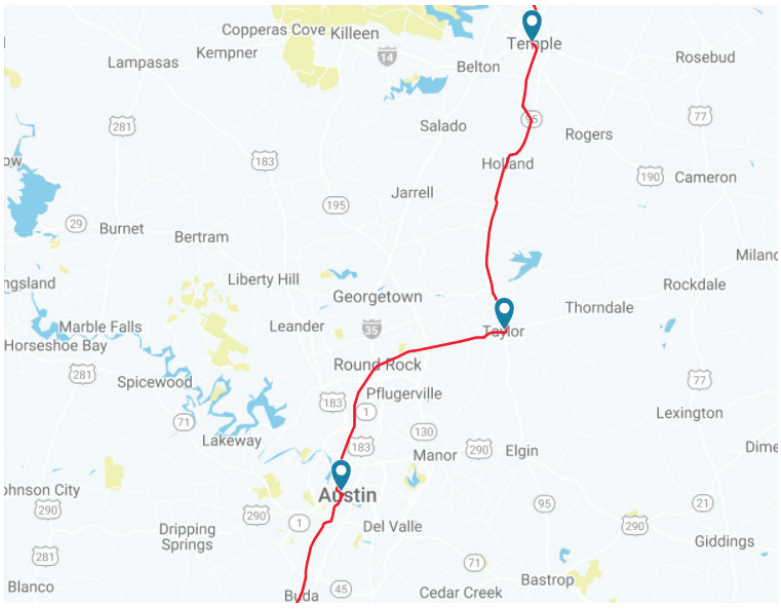

Figure 90: *AMTRAK Route* *Source: amtrak.com*

TRANSPORTATION MASTER PLAN

FUTURE TRAFFIC OPERATIONS

Future traffic operations were evaluated on the roadway network using the Capital Area Metropolitan Planning Organization's 2045 Travel Demand Model. Modifications were made to the model to reflect additional roadway connections and the increase in residential infill proposed in the Future Land Use Map.

2045 projected daily traffic volumes were compared against the proposed capacity of each roadway to determine a volume to capacity (v/c) ratio. A v/c ratio greater than 1.0 indicates the roadway is over capacity and delays will be unacceptable to drivers; whereas a low v/c ratio indicates that the roadway has sufficient capacity for the projected number of vehicles and delays are likely to be minimal. Roadways with v/c ratios above 0.85 may experience congestion during various times of the day, including non-peak hours.

ROADWAY	TYPICAL DAILY VOLUMES (VEHICLES PER DAY)	NUMBER OF TRAVEL LANES	PM PEAK PERIOD V/C
US 79	45,200	6 LANES	0.73
SH 95/MAIN STREET	33,600	4 LANES	0.81
W. 2ND STREET	35,000	4 LANES	0.79
FM 397/CARLOS G PARKER BOULEVARD N.W.	21,700	4 LANES	0.48
FM 973	49, 500	6 LANES	0.81
E. 4TH STREET	18,100	4 LANES	0.45
CHANDLER ROAD	28,200	6 LANES	0.51
LAKE DRIVE	16,800	2 LANES	0.88
MALLARD LANE	12,800	2 LANES	0.75

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Major roadways within the City of Taylor will operate at acceptable levels with their current number of travel lanes. It is recommended that Preliminary Engineering Studies be utilized to evaluate specific corridors for integration of complete streets elements, right-sizing, and intersection enhancements.

Main Street is a prominent street in Taylor, Texas.

Source: HDR

2nd Street traffic calming improved the pedestrian experience.

Source: HDR

DRAFT

W. 2ND STREET

W. Second Street is a four-lane undivided roadway west of Downtown. This roadway serves as a primary route into Downtown Taylor and provides vehicular and pedestrian access to the commercial core. Implementation of a four-lane community boulevard section will provide multimodal enhancements that focus on providing safe spaces for people to interact with the community and stimulate economic development. The City of Taylor has implemented low-cost complete streets enhancements along Second Street in the Downtown area. It is recommended that continued enhancements be made to this corridor to promote accessibility to local businesses and walkability in the Downtown area. This corridor should be considered for implementation of transit service in the future.

SH 95/MAIN STREET

Main Street is a four-lane undivided roadway between US 79 on the south and Chandler Road on the north. TxDOT currently operates and maintains Main Street as SH 95 through Taylor. This road serves many functions as it traverses Taylor—a state highway connecting Bastrop to Temple, a main street through Downtown Taylor, and a major arterial with large-scale retail on the north side of Taylor. With completion of "The Loop" around Taylor, it is anticipated that through traffic will be diverted to this regional roadway and Main Street can function as a four-lane community boulevard that appropriately serves the adjacent land use. This corridor should be considered for implementation of transit service in the future. Multimodal enhancements including wide sidewalks, bulb outs, parking and narrow travel lanes will enhance the pedestrian experience Downtown. These will promote resurgence in retail and commercial uses, increasing the wealth generation of the corridor.

TRANSPORTATION MASTER PLAN

GRID NETWORK

Two main types of roadway design are common in the United States: grid networks and dendritic networks. Grid networks, given their name, have streets connecting in a grid, with many intersections spread out at equal spacings. Alternatively, dendritic (tree-like) networks have small streets feeding into progressively larger ones, similar to branches on a tree, and they often have fewer connections to external roadways than do grids. Grid street networks offer advantages over dendritic ones. First, they offer greater connectivity, better dispersing traffic and keeping volumes on individual intersections and streets lower. This allows those streets and intersections to be smaller than in a comparable dendritic network. Lower vehicle speeds increase pedestrian safety by reducing the risk of severe injury or death from pedestrian collisions. Reduced road sizes also allow for decreased maintenance costs. Furthermore, grids encourage walkable neighborhoods, with a mix of uses. Providing pedestrians and bicyclists shorter and more direct routes to their destinations can reduce the number of vehicles on the road, reducing traffic congestion.

Taylor's existing roadway grid system provides desirable connectivity for vehicles and pedestrians within Downtown Taylor and the historic neighborhoods. A grid network distributes vehicles over multiple roadways and multiple intersections, thereby reducing the need to provide excess roadway capacity for peak-hour traffic operations. Taylor's existing grid has 350' block lengths. These compact block lengths increase the number of access points and improve pedestrian connectivity. It is recommended that the grid network be continued as a framework throughout the City of Taylor.

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Source: transportation.ky.gov

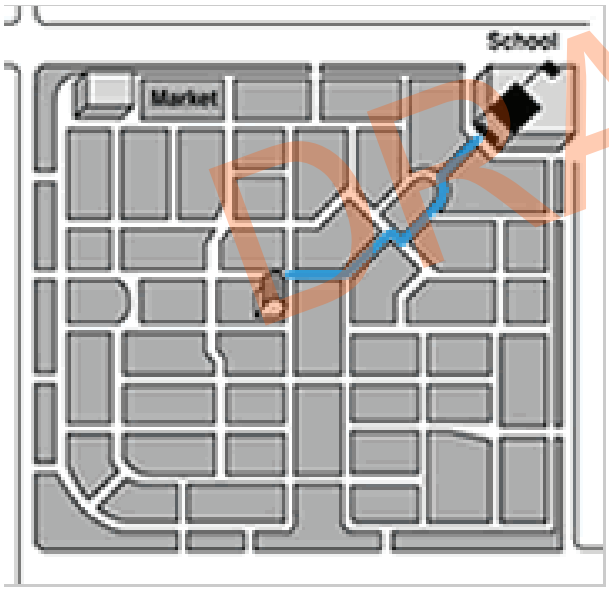

Figure 91: *Grid Roadway Network*

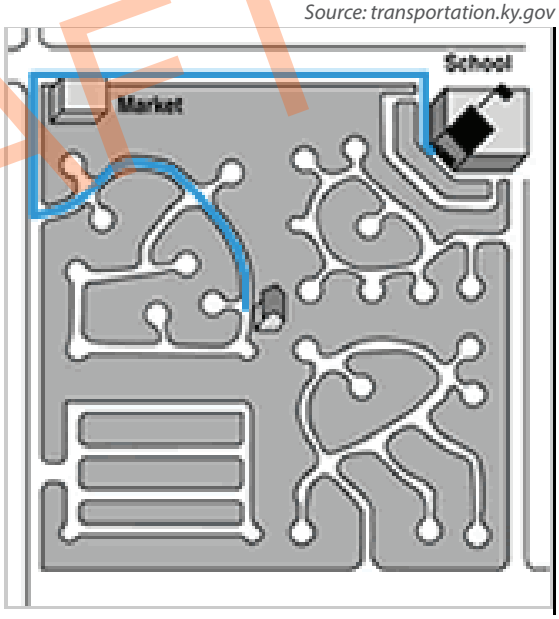

Figure 92: *Dendritic Roadway Network*

THOROUGHFARE CLASSIFICATIONS

Four thoroughfare classifications are identified for the future City of Taylor thoroughfare network. These thoroughfare classifications are developed to align with the adjacent land use context while serving all users. Thoroughfare classifications should be applied based on traffic volumes and the adjacent land use context.

NEIGHBORHOOD STREETS

Neighborhood Streets are low-speed, low-volume thoroughfares that provide access to serve the abutting land uses. Residential lots will front the neighborhood street. On-street parking is typically permitted on neighborhood streets. These streets include sidewalks for pedestrians. Cyclists share the roadway with vehicular traffic. Parking may be accessed from a rear alley or from a narrow driveway at the street.

NEIGHBORHOOD AVENUES

Neighborhood Avenues connect neighborhoods with the surrounding community. These are low-speed, moderate volume streets. Avenues are typically two-lane streets with additional capacity and turning lanes at major intersections. Medians may be provided along avenues but are not necessary in urbanized contexts. On-street parking is provided around commercial centers. Parking is usually accessed from rear alleys or side streets. Pedestrians are prioritized. Cyclists may be accommodated through bike lanes or shared-use paths.

COMMUNITY BOULEVARDS

Community Boulevards are the primary routes connecting major areas of the city. Boulevards are moderate-speed, high-volume streets that may be constructed in two-, four-, or six-lane sections depending on the location. Pedestrian and bicycle traffic should be separated from vehicular traffic through frontage zones. Pedestrians are prioritized. Cyclists may be accommodated through bike lanes or shared-use paths. On-street parking is provided on boulevards to serve the adjacent land use. Boulevards should be designed to accommodate future transit usage through the repurposing of travel lanes or acquisition of additional right-of-way. Access to parking areas should be restricted on boulevards. Enhanced capacity should be provided on boulevards at major intersections with other boulevards or avenues. Medians are desirable along boulevard sections to control turning movements.

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REGIONAL ROADWAYS

Regional Roadways are designed to move vehicles between the City of Taylor and other communities. Regional roadways are typically operated as Williamson County or TxDOT facilities. These roadways will follow the design standards established by Williamson County and/or TxDOT. Regional roadways may include major highways or controlled-access freeway facilities. Access management restrictions on these roads should be implemented.

	NUMBER OF THROUGH TRAVEL LANES	TYPICAL DAILY VOLUMES (VEHICLES PER DAY)	TYPICAL POSTED SPEED LIMITS	TYPICAL CHARACTER
NEIGHBORHOOD STREETS	2 LANES	0 - 3,000	20 - 30 MPH	PROVIDES LOCAL ACCESS
NEIGHBORHOOD AVENUES	2 LANES	3,000 - 10,000	30 - 35 MPH	SERVES ADJACENT LAND USE; PRIORITIZES PEDESTRIANS; PROVIDES PARKING
COMMUNITY BOULEVARDS	2 LANES	3,000 - 15,000	35 - 45 MPH	CONNECTS AREAS OF THE CITY; PROVIDES MULTIMODAL TRAVEL OPTIONS
	4 LANES	10,000 - 35,000		
	6 LANES	35,000+		
REGIONAL ROADWAYS	VARIES	AS DEFINED BY WILLIAMSON COUNTY AND/OR TXDOT	AS DEFINED BY WILLIAMSON COUNTY AND/OR TXDOT	PRIORITIZES THROUGHPUT OF VEHICLES

STREET DESIGN

THE PURPOSE OF A TYPICAL SECTION

A typical street section forms the foundation of street design decisions. This is the starting place for design of a new street, street-scape adjacent to a new development, or redesign of an existing street. The ultimate street design however should change as it travels through different contexts within a community and as it serves different users. These two main design considerations are described in this section as designing for place and designing for people. This street design section will first describe the overall design considerations for place and people and next describe the kit-of-parts within a street that can adjust based on the identified design considerations.

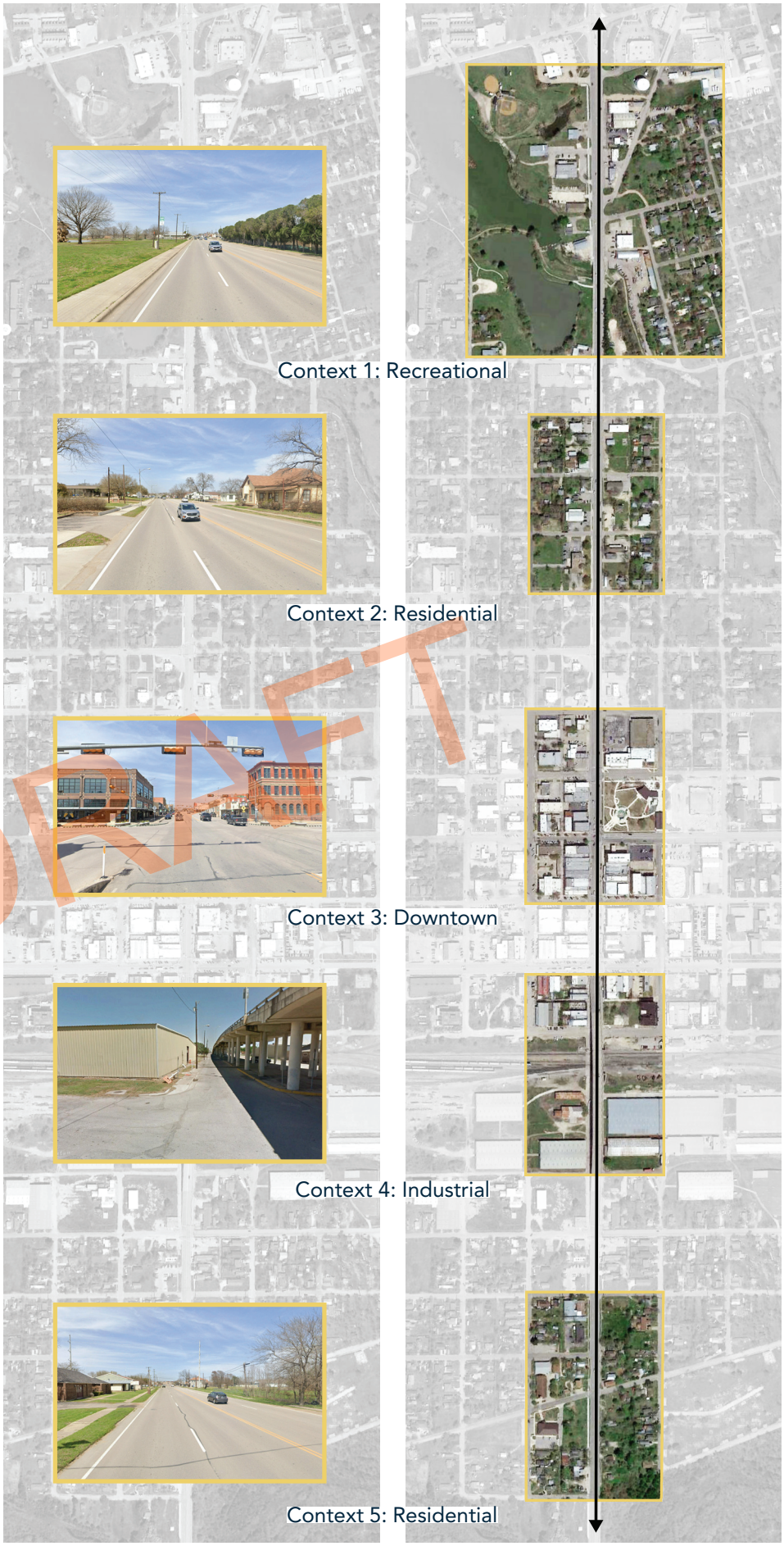

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Figure 93: *A Street in Multiple Contexts*

CONTEXT SENSITIVE DECISION MAKING CHECKLIST

Safety for All Users

Scale of Adjacent Development

Maintenance Costs

Initial Improvement Costs

Drainage Network

Accessibility to Adjacent Schools, Parks, Libraries

Soil Conditions

Adjacent Land Uses

Local Industry and Freight

Transit Routes

Community Events

Access to Employment

Local Demographics

Bicycle Routes

Tree Canopy

Potential for New Development

Number of Users Benefiting

Noise

DESIGNING FOR PEOPLE (FUNCTION)

TYPE OF USERS

Analyze both the current users of the streets and mode of travel as well as the anticipated or desired types of users and modes of travel when designing a street. This helps to inform the amount and type of space dedicated to different users.

NUMBER OF USERS

Analyze current and projected volumes for all modes of travel to help identify the amount and type of space dedicated to each mode of travel within the ROW.

DESIGNING FOR PLACE (CONTEXT)

BUILT ENVIRONMENT

The scale of buildings and blocks and the mix of uses that frame each street make up the character of the place. Transportation facilities provided within the street shape mobility and travel decisions, directly and indirectly impacting environmental quality, public health and safety, and quality of life.

NATURAL ENVIRONMENT

In urban areas, the larger natural environment may include habitats, local ecosystems, and green and blue systems such as floodplains. In the face of climate change, design street networks to respect, protect, embrace, and enhance ecological systems, natural topography, and water bodies, and to manage local climatic conditions.

SOCIAL AND CULTURAL CONTEXT

Streets can allow people to live their public life in a city. Design streets to inform a sense of place in each neighborhood, embedding historical and cultural meaning for communities.

ECONOMIC ENVIRONMENT

The level of economic development, political concerns, and investment priorities shape the rate of urbanization, patterns of built form, reliability of transit service, and trends of private car ownership. Analyze the economic environment and identify the types of businesses and industries that use urban streets, and the number of jobs they support.

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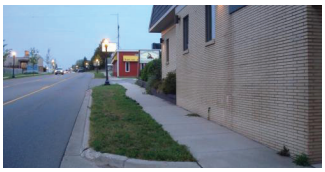
STREET DESIGN

ZONE	DESCRIPTION	DIMENSION	EXAMPLE
FRONTAGE ZONE	The purpose of the frontage zone is to provide a transition between sidewalk and the built environment of the lot which could include a fence, landscaping, and building (in a 0 ft. setback condition). The frontage zone is usually clear for passage into buildings or lots, but may also be an opportunity for outdoor displays and dining.	**0 ft. - 6 ft.** The frontage zone is typically between 0 ft. and 3 ft. wide. Wider frontage zones should be prioritized in retail areas where outdoor displays or dining. Where ROW is constrained, the frontage zone is the first zone to be reduced or eliminated.	 *Source: NACTO* *Source: Safe neighborhoods*
PEDESTRIAN ZONE	The pedestrian zone includes a sidewalk that is usually clear of all obstructions. The purpose is to allow for pedestrian movement in parallel with the road. Five foot minimum meets ADA compliance and allows people to pass one another easily when walking or in wheelchairs.	**5 ft. - 12 ft.** The sidewalk is typically between 5 ft. and 12 ft. wide. Wider sidewalks should be prioritized in areas such as the Downtown where they can serve as a gathering. A wider sidewalk is also applicable when used as a shared path for bicycles and pedestrians. Where ROW is constrained, the sidewalk is one of the last zones to reduce and should not be reduced less than 5 ft.	 *Source: Goulde Vans* *Source: Safe neighborhoods* *Source: SM Daily Journal*
TREE / LANDSCAPE ZONE	The tree / landscape zone refers to all areas where plants are used in the pedestrian realm including tree wells, garden beds and planter pots. These serve a variety of purposes including buffering, water quality, aesthetic enhancement, shade and habitat.	**3 ft. - 8 ft.** The tree / landscape zone is typically 6 ft. wide and designed to contain a tree. Wider tree / landscape zones should be prioritized in areas with higher speeds to provide a greater buffer. The landscape / tree zones in urbanized areas may contain tree wells to provide greater access from parked cars to the sidewalk. Where ROW is constrained, the tree / landscape zone may be reduced to 3 ft.	 *Source: HDR* *Source: Mysay*

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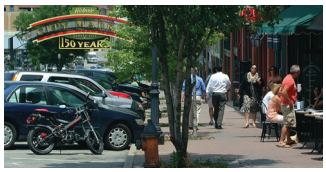
ZONE	DESCRIPTION	DIMENSION	EXAMPLE
VEHICULAR PARKING ZONE	On-street parking should be accommodated on most public streets. On-street parking provides the opportunity for easy access and connectivity to the street-scape and the adjacent land uses.	**0 ft. - 17 ft.** The parking zone can be undesignated and intermittent allowing a yield condition within the street or designated by striping. Designated parallel parking areas are typically 8 ft. and angled parking is 17 ft. On-street dimensions can be slightly reduced or eliminated in constrained conditions.	 *Source: NACTO* *Source: NACTO*
VEHICULAR TRAVEL ZONE	The travel zone is the space within the ROW where multiple types of vehicles travel. In a multimodal street network, transit, bicyclists and motorists often have separated space so the modes can function safely and reduce conflicts.	**20 ft. - 40 ft.** The travel zone can be designed for local access or for mobility. Ensuring safety for multiple modes of transportation is key to the function of a street. Travel zones vary significantly but within constrained environments, narrow lane widths (10 ft.) can help improve the safety and efficiency of the street.	 *Source: NACTO* *Source: NACTO*

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STREET SECTIONS

YIELD STREET

A neighborhood yield street is a low capacity and low speed street. The street width is limited in order to encourage slower traffic. On-street parking is permitted on both sides but is not continuous or designated by striping. Bicyclists can travel in the street with vehicular traffic due to the low speeds. Sidewalks are separated from the street by a continuous tree zone.

Source: Safe neighborhoods

Yield streets are narrow to keep traffic slow.

Source: HDR

Parked cars reduce the width of the travel lanes and cause people to drive slow.

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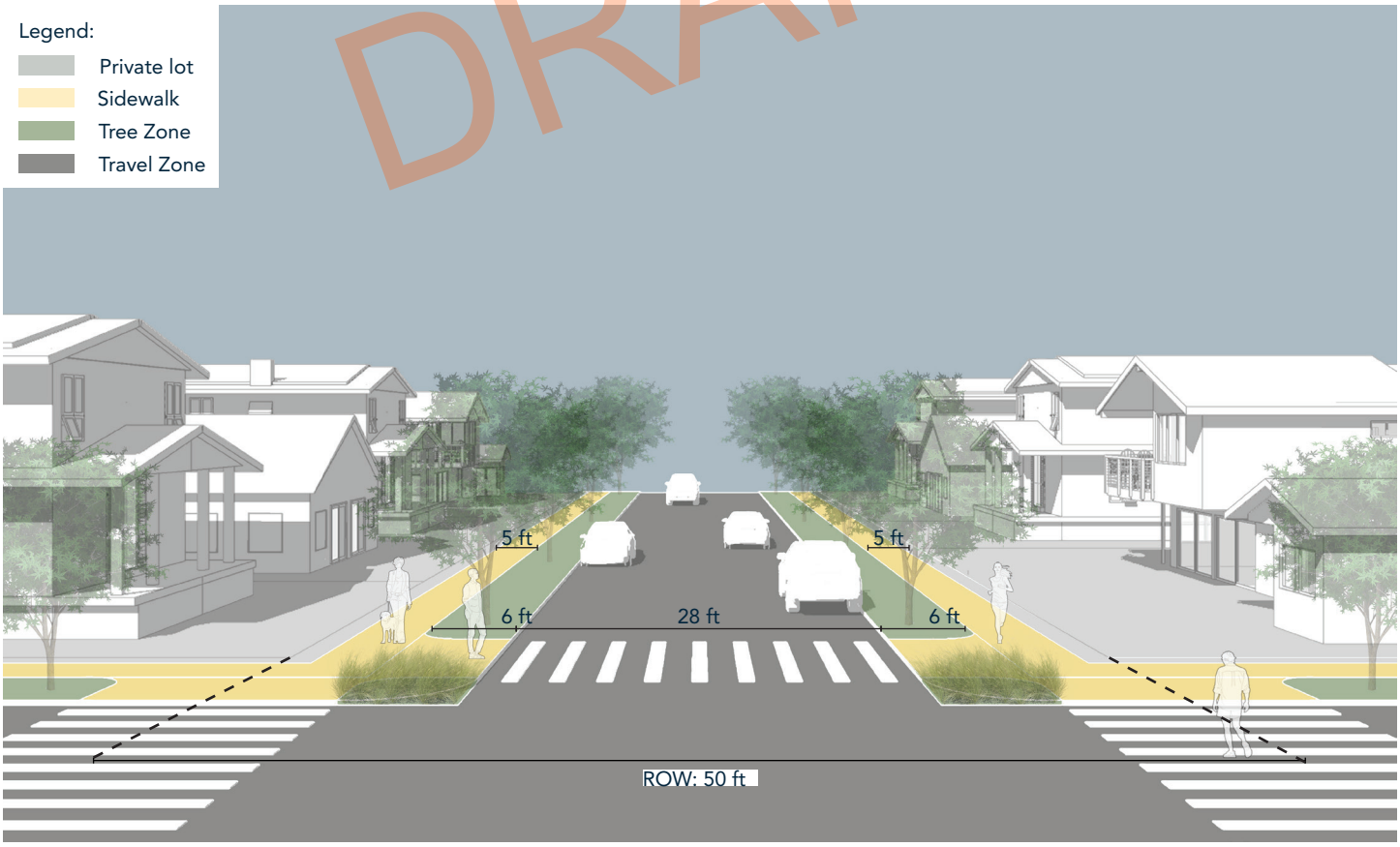

Figure 94: *Perspective Section through a Neighborhood Yield Street*

NEIGHBORHOOD STREET

A neighborhood street is a low capacity and low speed street that provides more space for continuously parked vehicles. Bicyclists can travel in the street with vehicular traffic due to the low speeds and sidewalks are separated from the street by a continuous tree zone. These streets are appropriate where there are higher density types adjacent to the street or in commercial or mixed-use areas.

Source: HDR

Mueller in Austin, TX, has a number of Neighborhood streets.

Source: Construction pros

As a neighborhood street matures, its tree canopy provides nearly full shade.

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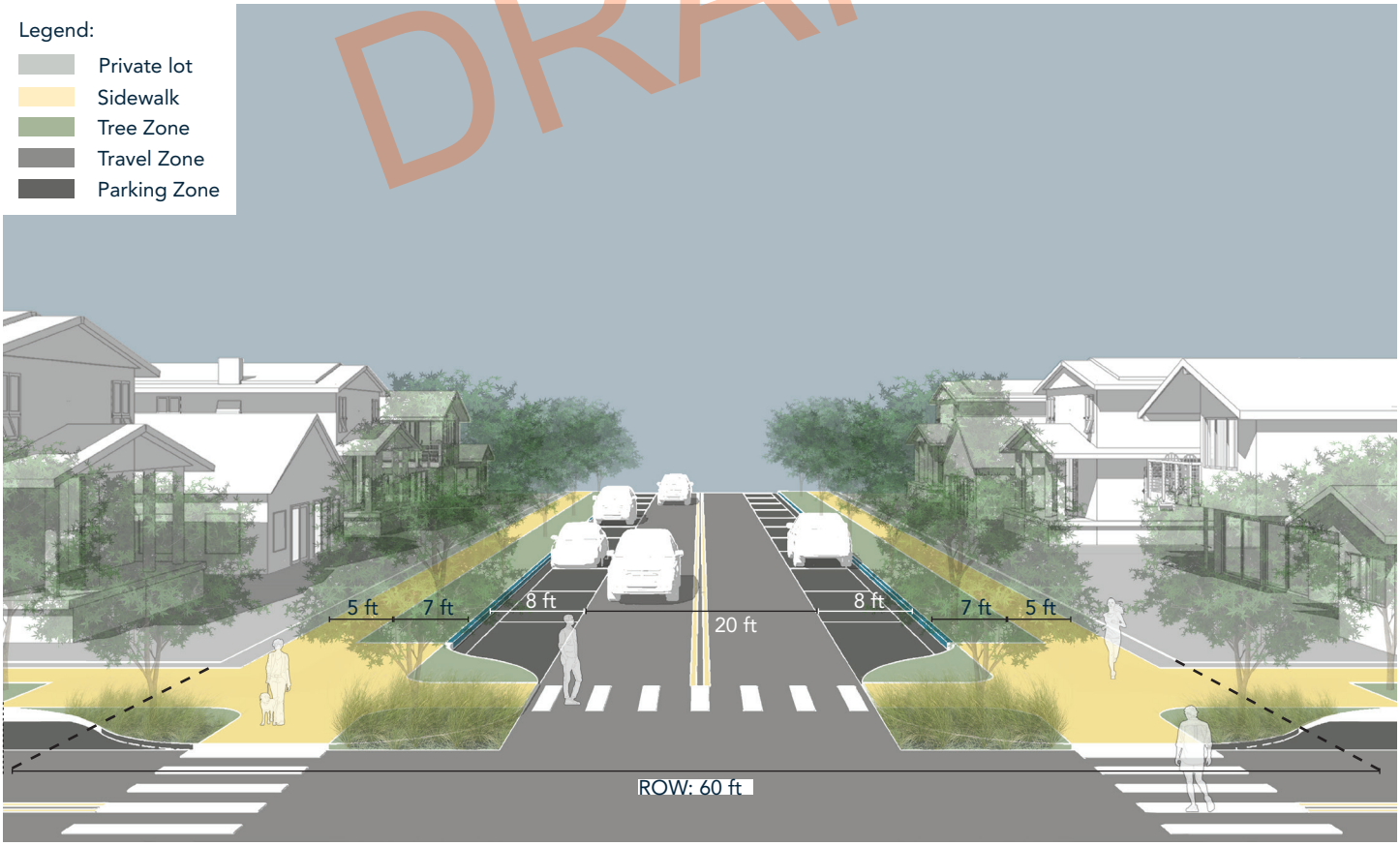

Figure 95: *Perspective Section through a Neighborhood Street*

STREET SECTIONS

NEIGHBORHOOD AVENUE

A neighborhood avenue is a street with moderate vehicular capacity and low speeds. Neighborhood avenues are typically used as cross-town streets and are used to travel between different centers throughout the city. Neighborhood avenues should accommodate all modes of transportation including transit. Neighborhood avenues are appropriate for areas with high density housing adjacent to the street or in areas of more intense mixed-use/ commercial land uses. Vehicular access to the lots is from the alleys + side streets.

Source: HDR

Avenues are scaled for people.

Source: Construction pros

Road diets along existing streets make room for amenities.

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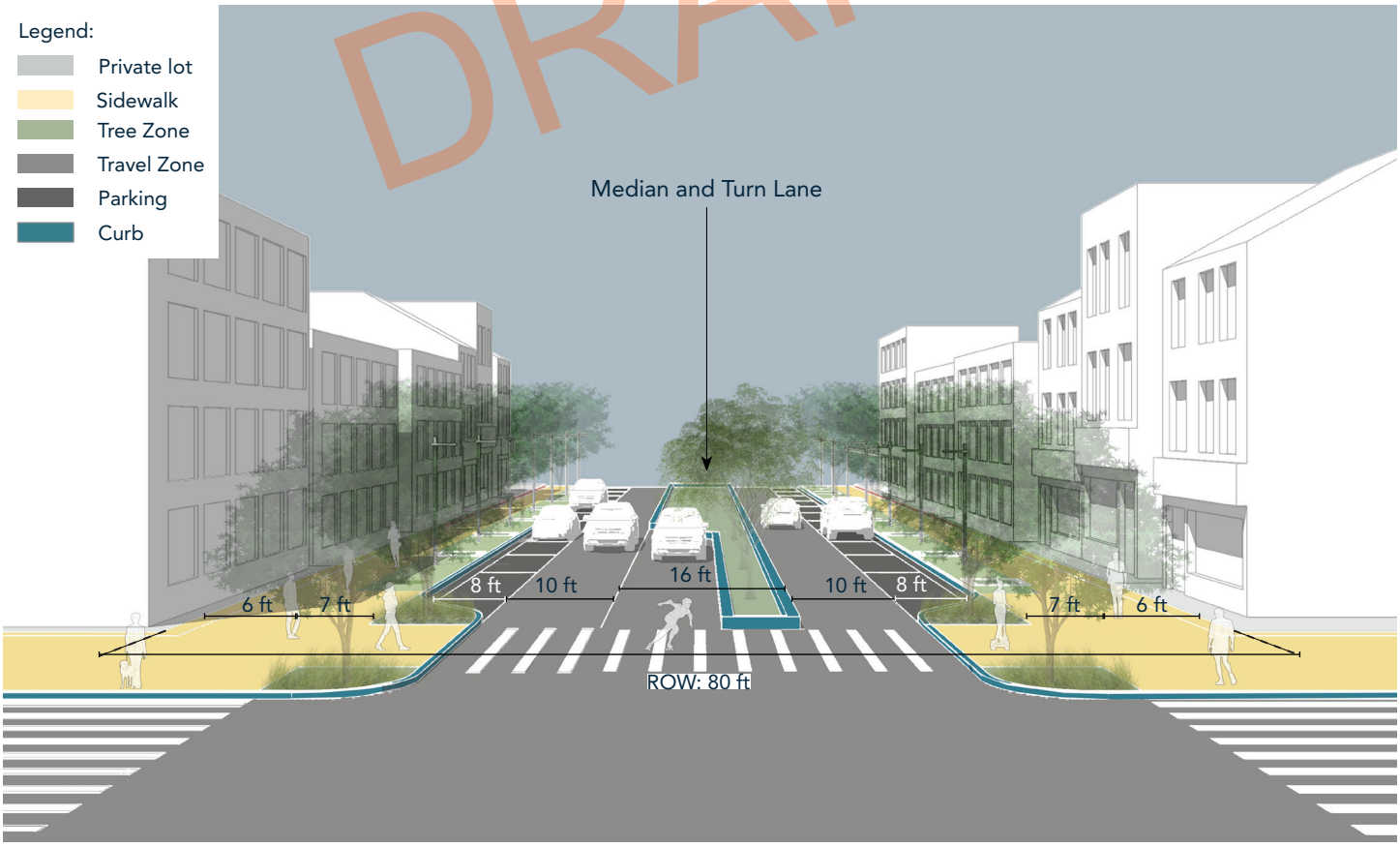

Figure 96: *Perspective Section through a Neighborhood Avenue*

COMMUNITY BOULEVARD - 2 LANE

A community boulevard is a long-distance street that is designed for the most intense mixed-use and commercial areas. Turning movements should be limited on community boulevards when possible and vehicular access to private lots should be from secondary streets or alleys. Bicyclists and pedestrians are typically separated from vehicular traffic and transit should be prioritized along community boulevards.

Bicycles are separated from vehicles on boulevards.

A shared use path buffered from travel lanes.

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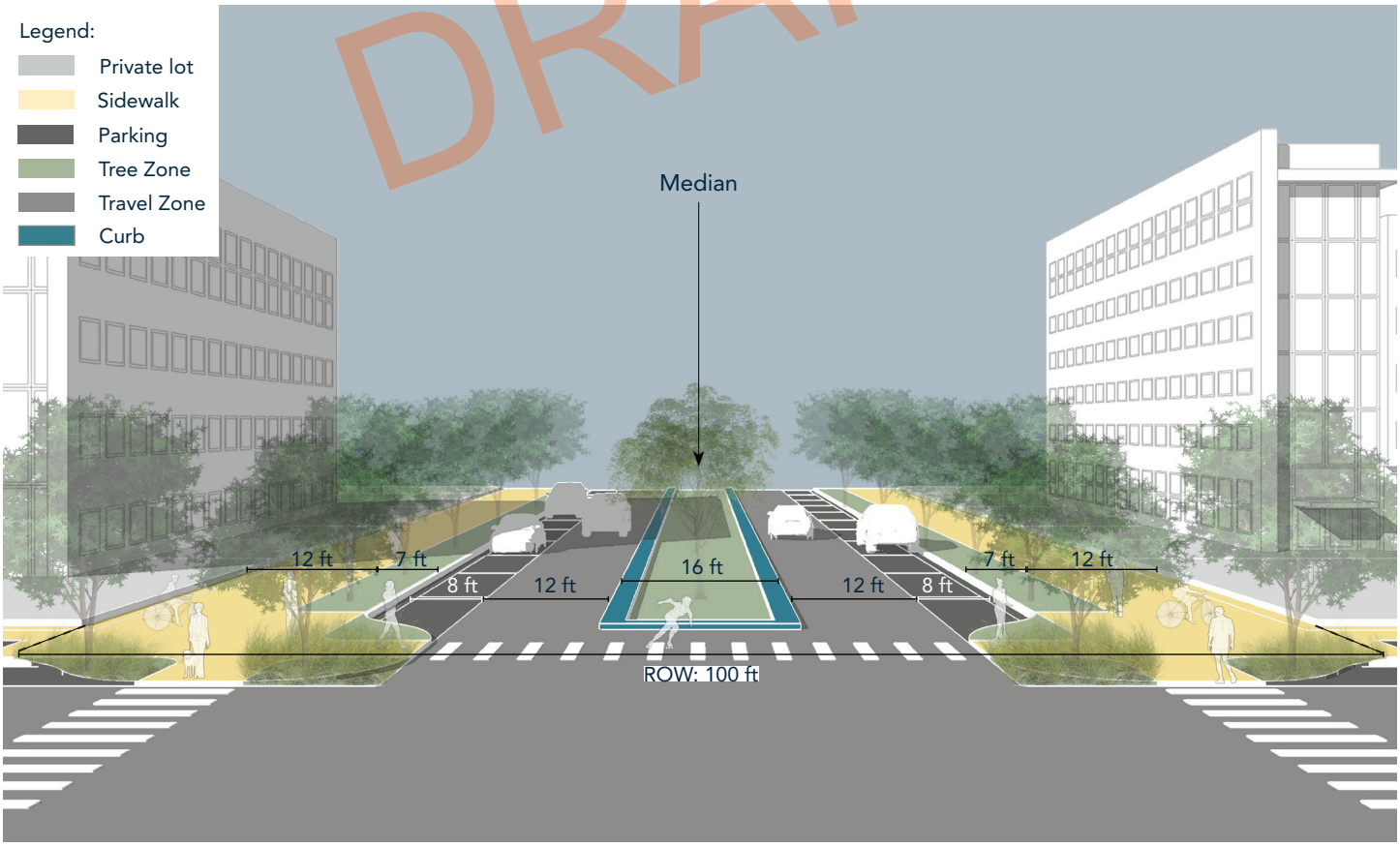

Figure 97: *Perspective Section through a Community Boulevard - 2 Lane*

STREET SECTIONS

COMMUNITY BOULEVARD - 4 LANE

A community boulevard is a long-distance street that is designed for the most intense mixed-use and commercial areas. Turning movements should be limited on community boulevards when possible and vehicular access to private lots should be from secondary streets or alleys. Bicyclists and pedestrians are typically separated from vehicular traffic and transit should be prioritized along community boulevards.

Source: HDR

Boulevards serve commercial uses.

Source: HDR

Boulevards provide for high-density development.

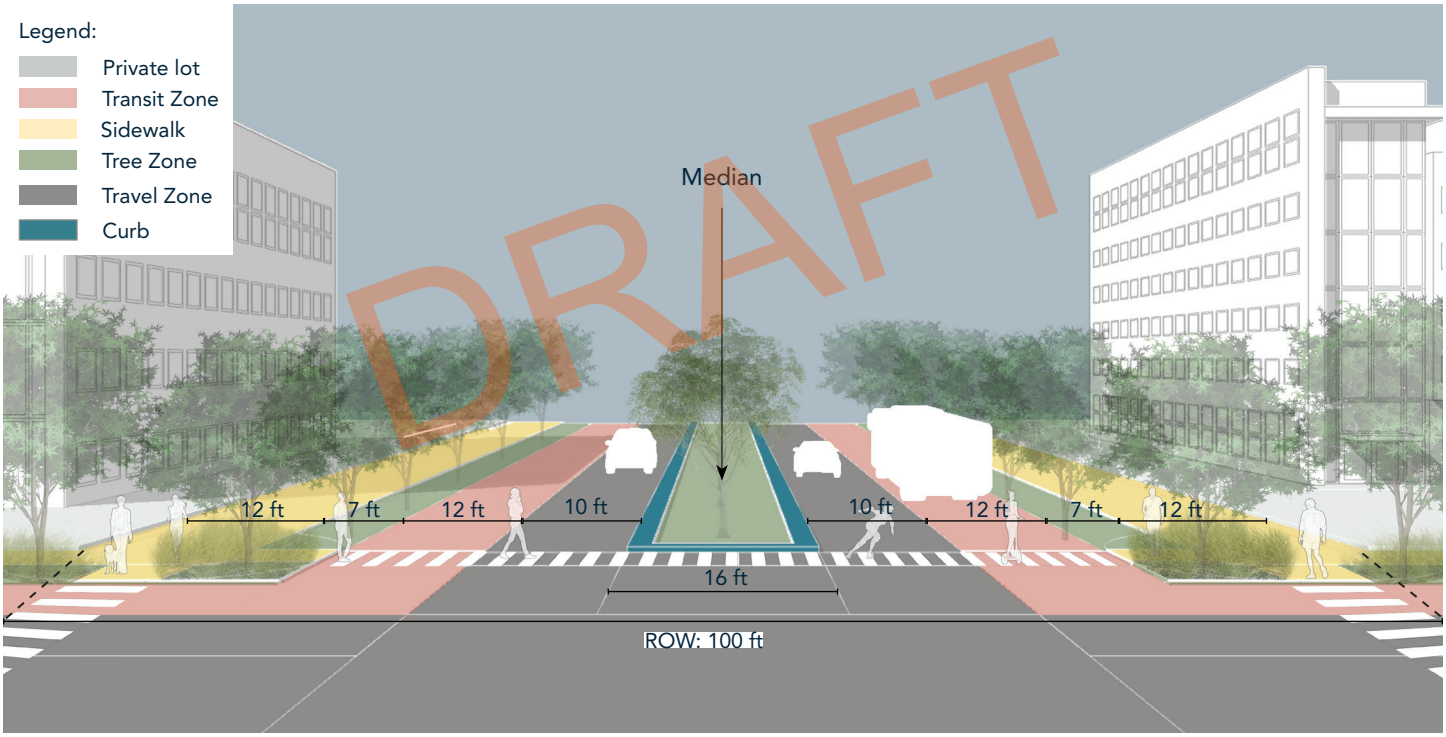

Figure 98: *Perspective Section through a Community Boulevard - 4 Lane*

MULTIWAY BOULEVARD

A multi-way boulevard is a boulevard section with an adjacent access lane. The access lane is separated from the primary boulevard section and provides local access to driveways and parking. Multi-way boulevards have larger right-of-way needs, but serve the function of separating through traffic, local traffic, pedestrians, any cyclists well. Special consideration should be given to intersection treatments on multi-way boulevards.

A multi-way boulevard with angled parking.

ONGOING RECOMMENDATIONS

Several transportation issues identified previously in the 2004 Comprehensive Plan continue to remain relevant for the City of Taylor. With the CAMPO 2045 Plan forecasting Williamson County's population to reach nearly 1.4 million residents by 2045, these issues will only become more pressing as travel demand in and around Taylor grows.

COMPLETE "THE LOOP"

"The Loop" surrounding the core of Taylor should be completed to provide mobility around the City of Taylor. Streets within the core of the City of Taylor will focus on connecting people within the community, promoting vibrant places that encourage economic activity. Completion of "The Loop" would provide relief from truck noise and roadway congestion by removing through vehicle and truck traffic from other roadways through Taylor. Williamson County is currently conducting a Chandler Road Extension Planning and Preservation Study as part of the County's Long Range Transportation Master Plan. This project will extend Chandler Road east to FM 619 and south to SH 79 completing the northeastern section of "The Loop".

MULTIMODAL TRANSPORTATION

Additional sidewalk and bicycle facilities are needed to supplement the existing infrastructure and provide multimodal connectivity. The City of Taylor has made strides to improve bicycle and sidewalk infrastructure, especially in new developments, but additional multimodal facilities are needed to provide connectivity along existing roadways and in older parts of the city.

TAYLOR MUNICIPAL AIRPORT

The Taylor Municipal Airport requires continuing maintenance to serve its role as a catalyst for economic development for the City of Taylor and the surrounding area. The City of Taylor Capital Improvement Plan includes new pavement area for expansion of aircraft parking and rehabilitation of existing parking apron and taxi lanes. The city should continue to support and expand its airport as needed.

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RAILROAD

The Union Pacific Railroad (UPRR) owns a rail yard in the City of Taylor, along with tracks running both north/south and east/west through the City. Major regional commercial train traffic runs through Downtown Taylor. This is a source of considerable noise, but it also benefits Taylor economically. New roads must consider safety and traffic impacts when crossing UPRR tracks.

AMTRAK/TRANSIT

A lack of a fixed route transit system was identified in the 2004 Comprehensive Plan. The Plan recommended leveraging the existing Amtrak service in Taylor to serve as a regional rail hub that expands transit service. CARTS has since constructed a Transit Station in Taylor though separated from the Amtrak Station. Continued coordination with Taylor's Main Street program, CARTS, Amtrak and Union Pacific Railroad to expand transit services in the City.

Bicycle facilities can be retro-fit into existing streets.

Source: HDR

SUMMARY AND KEY TAKEAWAYS

1 Build streets and roads.

A "stroad" is a term coined by Strong Towns to characterize a multi-laned facility that is a dangerous combination of a street and a road,. Streets are places where people intersect with business and residences and are the framework for creating community wealth, and roads are high-speed connections between productive places. This combination of dual-purpose facilities doesn't serve either purpose well. "Stroads" have developed in many cities, including some parts of Taylor as development patterns became focused on the movement of automobiles.

Main Street, north of Lake Drive, is an example of a "stroad" within Taylor. It is a large, divided four-lane roadway with approximately 60 feet of pavement width. The posted speed limit is 45 miles per hour. Driveways are closely spaced, in some places less than 50 feet apart. A wide, 10' shared-use path is provided on one side of Main Street. Traffic volumes were approximately 17,000 vehicles per day in 2020. This road is currently providing a regional facility, connecting Bastrop to Temple, and serving as access for regional retail land uses. The existing traffic volumes could be served by a smaller street-section that would be easier to maintain but is challenging because of the regional nature of this facility. The number of access points creates significant conflict points between turning vehicles, through vehicles, and pedestrians that raises safety concerns. Pedestrian amenities are provided, but largely underutilized due to the adjacent high-speed traffic and a lack of pedestrian-oriented businesses.

A well-planned thoroughfare system with an integrated land use map will eliminate the development of these dual-purpose facilities. A goal of this plan is to define transportation facilities and their primary function. Regional roadways will function as roads that efficiently move people and goods between communities. Streets, neighborhood avenues, and community boulevards, will function as streets that serve the neighborhood and community businesses and prioritize people over automobiles.

Improves connectivity, maintaining community character

Maximizes use of existing roadways, promoting fiscal sustainability.

Source: strongtowns.org

Streets:

- Slow traffic,
- Put people, bicycles, and transit first, not automobiles,
- Intensify adjacent land use,
- Embrace complexity.

Source: strongtowns.org

Roads:

- Limit access,
- Separate automobiles from other modes,
- Do not allow adjacent land use to degrade capacity,
- Simplify.

A "stroad" in North Taylor serves too many functions.

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2 Designing streets for economic productivity and roads for traffic movement.

Smart Growth America defines Complete Streets as "streets for everyone." They are designed to enable safe access for people of all ages and abilities, for all modes of travel, and to respond to the communities they serve. A complete street in Taylor will look different from a complete street in another community. Complete streets should integrate multimodal components, integrated traffic calming, curb management, and leverage technologies appropriate for each individual street. Complete streets improve health, safety, and equity for Taylor residents while creating livable communities. Taylor should integrate complete streets into the street and boulevard sections. Local streets should include parking and sidewalks. Avenues should include parking and wide sidewalks that access local businesses. Bicycle facilities may be appropriate on some avenues. Boulevards should include parking, wide sidewalks, separated bicycle facilities, and provide for future transit usage. Taylor should also revisit the existing transportation system for opportunities to expand complete streets components.

Improves all modes of travel, maintaining community character.

Create public spaces and integrate transit, supporting inclusive growth.

Multimodal transportation allows for housing diversity.

3 Improve network connectivity.

New developments should support transportation connectivity by providing multiple street connections to existing roadways and connections to adjacent developments. This promotes efficient traffic distribution and helps prevent congestion at major, concentrated intersections. This desire for connectivity should be balanced with the need for access control, especially on boulevards and regional roadways, to promote safety and efficient traffic operations.

Improves connectivity, maintaining community character.

Maximizes use of existing roadways, promoting fiscal sustainability.

4 Integrate access management.

An abundance of access points, such as driveways, in close proximity, can increase congestion and crashes. Implementation of an access management policy will balance access to businesses, institutions, and residences with roadway safety and mobility. Regional roadways should prioritize the throughput of vehicles. Minimal access points are desirable on regional roadways, limiting connections to streets and major intersections. Commercial driveway access should be established from side streets. Community boulevard design will integrate access management techniques, including the incorporation of medians. Joint-access driveways and side street connectivity support the minimization of connections to boulevards and regional roadways.

Integrate access management into development standards that result in economically resilient building types.

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SUMMARY AND KEY TAKEAWAYS

5 Use traffic calming to reduce speeds.

Traffic speeds within residential areas are a concern for safety and comfort of residents as well as pedestrians and bicyclists. Traffic calming and complete street design concepts should be used to promote safety and to encourage multimodal use by slowing vehicles and separating vehicles and vulnerable streets users. Several design elements will integrate traffic calming into the design of streets, including:

- Narrow travel lanes,
- On-street parking,
- Wider sidewalks,
- Curb extensions and bulb outs,
- Raised crosswalks,
- Street trees.

Creating streets with integrated traffic calming elements create spaces for people and maintains community character.

Right-sizing roadways by implementing traffic calming elements creates sustainable infrastructure.

Low-cost traffic calming improvements slow cars.
Source: HDR

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6 Develop and implement a ADA transition plan.

The Americans with Disabilities Act (ADA) requires public entities to develop an ADA Transition Plan for bringing public facilities into compliance with ADA guidelines for accessibility. While many newly-constructed curb ramps, sidewalks, signals, and other public facilities within Taylor comply with ADA guidelines, older facilities should be updated to provide accessibility for all users. The City of Taylor should create an ADA Transition Plan that identifies physical barriers that limit accessibility to programs, activities or services, as well as methods to remove those barriers and a schedule to complete the work.

Accessible public spaces is essential to inclusive growth.

7 Develop and implement a way finding strategy.

Many roads and destinations around the City of Taylor lack signage that would help visitors and residents easily locate their destination. The City should work to install guide signs, especially along major routes and near important attractions to help people find their way. This can help improve traffic and tourism within the City.

Accessible public spaces is essential to inclusive growth.

8 Develop a Vision Zero program.

Vision Zero is an international safety initiative with the goal of zero fatalities and serious injuries on the roadway network. A safe, healthy, and equitable mobility system is a priority for the City of Taylor. The city should develop a Vision Zero program that defines actionable steps to provide safe mobility. This program should consider design, human behaviors, policies, and technologies to eliminate crashes. Implementation of a Vision Zero Policy requires key components for a successful program:

- Political commitment,
- Multidisciplinary leadership,
- Cooperation and collaboration,
- Action plan,
- Equity,
- Systems-based approach,
- Data-driven,
- Community engagement,
- Transparency.

Safety of all road users is critical to inclusive growth.

City improvements lead to safer places for pedestrians and vehicles.

Source: HDR

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CHAPTER 4

HOUSING AND NEIGHBORHOODS

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↳ INTRODUCTION

↳ EXISTING CONDITIONS

↳ RESIDENTIAL TYPOLOGIES

↳ SUMMARY AND RECOMMENDATIONS

INTRODUCTION

The land use element of Envision Taylor Comprehensive Plan provides a framework for making decisions and setting policy about what will be built and where. Land use decisions impact public spaces, development patterns, and overall quality of life. The table below includes the policy statements that should be used when making land use decisions and links them to the most relevant Big Ideas.

POLICY ID	BIG IDEA	POLICY STATEMENT
H1	Diverse Housing	Neighborhoods should have a mix of housing affordable to all income levels and age groups.
H2	Inclusive Growth	Programs and policies should be developed to assist existing residents so that they can stay in their neighborhoods.
H3	Inclusive Growth	Housing policies and development regulations should consider the need to reduce the gap between median income and rental rates or sales price of housing.
H4	Fiscal sustainability and infrastructure	Infill missing middle housing and accessory dwelling units should be prioritized over new, large lot single-family development.

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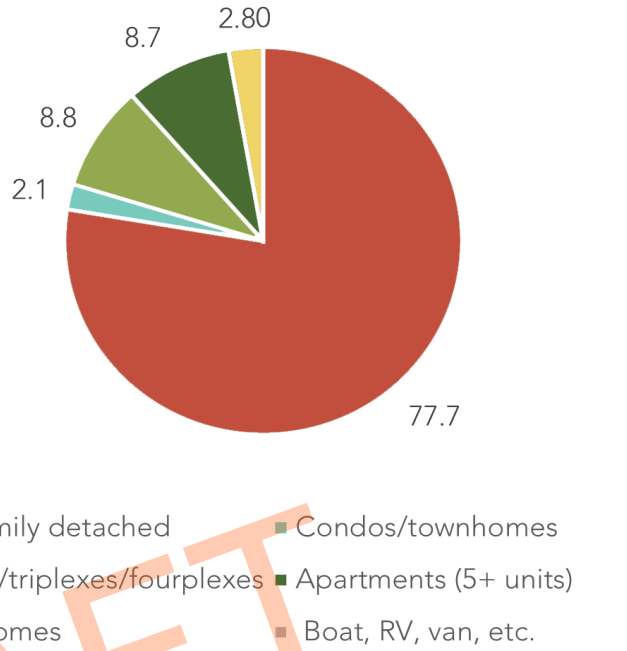
EXISTING CONDITIONS

The US Census counts approximately 5,732 housing units in Taylor, Texas. The following section analyzes the type of housing, condition of housing, occupancy of housing, and affordability of housing for Taylor residents now and into the future.

HOUSING TYPE

Taylor's housing stock is made up primarily of single-family detached homes (77.7%) followed by Duplexes / Triplexes / Fourplexes (8.8%) and Apartments (8.7%). The percentage of Taylor's housing stock made up of single-family detached housing is greater than Williamson County, the State of Texas and all other comparison cities with the exception of Hutto and Leander. Taylor has the highest percentage of Duplex / Triplex / Fourplex housing types which are often referred to as missing middle housing types.



Source: Decennial Census, American Community Survey

Figure 99: *Taylor's Occupied Housing by Type*

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	State of Texas	Williamson County	Taylor ★	Round Rock	Leander	Cedar Park	Hutto	Bastrop City
Single-family Detached	65.2%	73.2%	77.7%	68%	87.5%	75%	94.7%	68.9%
Single-family Attached	2.6%	2.3%	2.1%	2.2%	0.8%	1.4%	2.4%	2.5%
Duplexes/ Triplexes/ Fourplexes	5.1%	4.3%	8.8%	5.1%	0.9%	2.4%	1.8%	4.9%
Apartments (5+ Units)	19.7%	17.7%	8.7%	24.6%	7.5%	19.9%	0.5%	21.3%
Mobile Homes	7.2%	2.5%	2.8%	0.3%	3.3%	1.3%	0.7%	2.4%

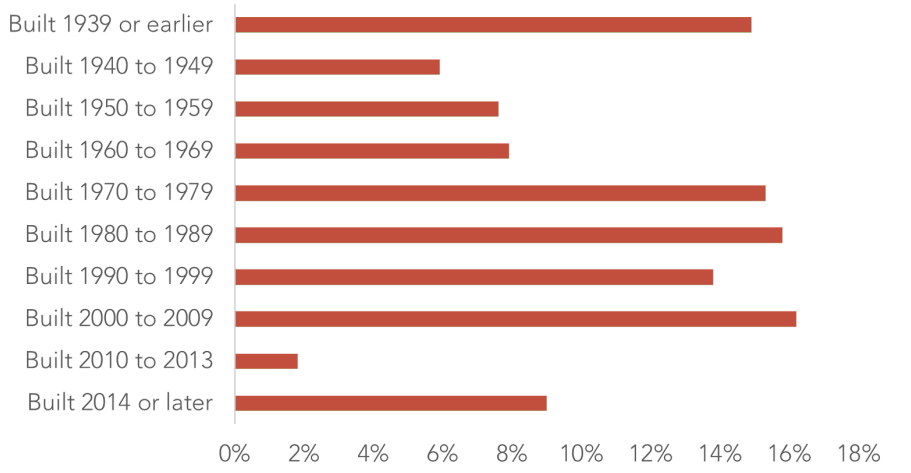
Figure 100: *Occupied Housing by Type*

Source: Decennial Census, American Community Survey

EXISTING CONDITIONS

AGE AND CONDITION OF HOUSING

The majority of Taylor's Housing Stock was created from 1970-2009 (72%). Additionally, a significant portion, 15%, of Taylor's Housing Stock is from 1939 or earlier. Older homes typically have higher maintenance costs associated with them, placing more of a cost burden on the owners. This could also be a result of the many restored/ renovated homes located within Taylor., Texas.



Source: Decennial Census, American Community Survey

Figure 101: *Housing Stock Age in Taylor, Texas*

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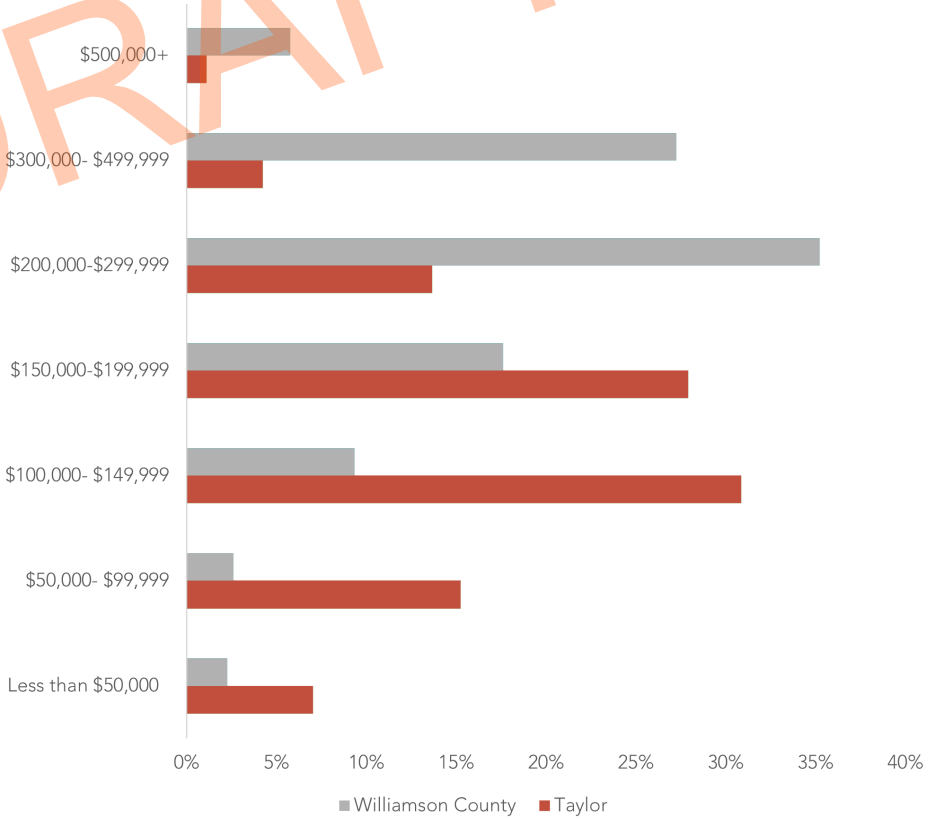
VALUE OF EXISTING HOUSING

Taylor's home value trends do not align closely with Williamson County's. The value of Taylor's existing housing stock is significantly lower than Williamson County. The majority of Taylor's home values are within $100,000- $199,999 range, whereas Williamson County's majority lies within the $200,000- $499,999 range. Additionally, about 22% of Taylor's housing stock is worth less than $100,000, whereas Williamson County only has about 5% of its housing stock within that range. This could be a result of Taylor's housing stock being smaller, older, or more deteriorated when compared to Williamson County's housing stock. Preservation and maintenance of this older housing stock is key to retaining affordable housing options for Taylor residents at lower income levels.

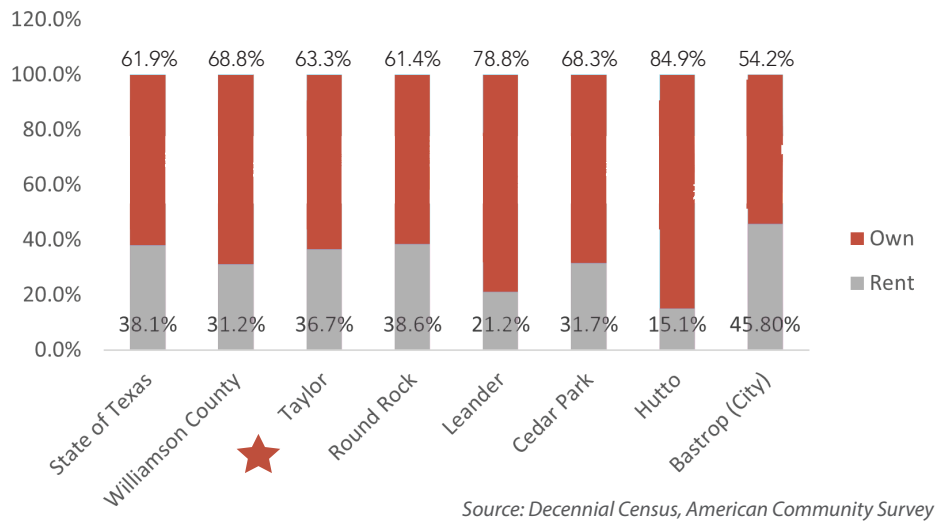


Source: Decennial Census, American Community Survey

Figure 102: *Value of Existing Housing in Taylor, Texas*

HOMEOWNERSHIP RATE

The ownership rate in the City of Taylor is higher than the ownership rate in the State of Texas (61.9%) but lower than the ownership rate in Williamson County (68.8%).



Source: Decennial Census, American Community Survey

Figure 103: *Homeownership Rate in Taylor, Texas*

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SINGLE-FAMILY RESIDENTIAL HOME CONSTRUCTION

Single-family permit data in the City of Taylor indicates that the number of new homes constructed since The average size of homes has been decreasing since 2017 but the permit value reported was decreasing prior to 2020 when it began increasing despite smaller homes being constructed on average.

	# of Permits	Average SF	Average Permit Value	Average Value Per SF
2017	81	2,456	$275,347.30	$112.13
2018	59	2,364	$268,567.79	$113.62
2019	159	2,302	$256,766.34	$111.52
2020	179	2,167	$267,690.54	$123.55

Source: City of Taylor Permit Data

Figure 104: *New Single-family Home Trends in Taylor, Texas*

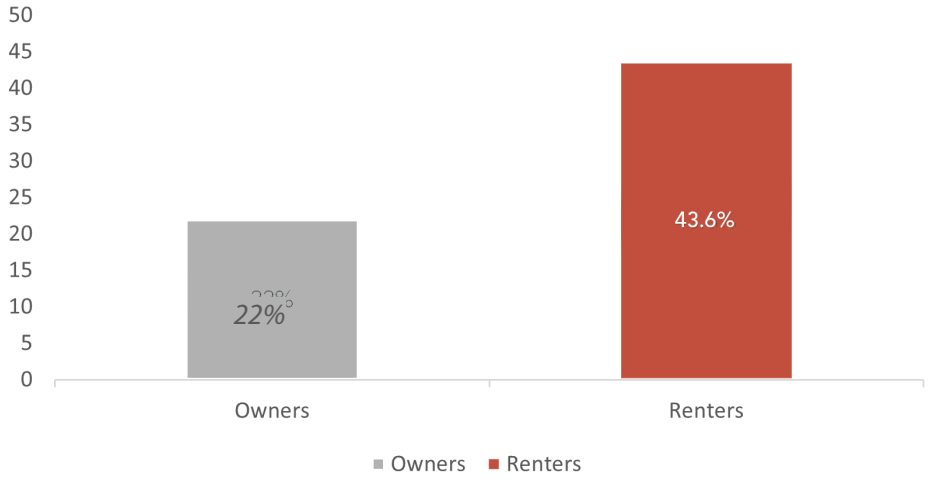
EXISTING CONDITIONS

HOUSING AFFORDABILITY

The federal definition of affordability utilized by the United States Department of Housing and Urban Development (HUD) says that:

1. Housing costs are "affordable" if they do not exceed 30% of a household's gross monthly income, and
2. "Costs" include basic utilities, mortgage insurance, HOA fees and property taxes in addition to monthly rent or mortgage.

In Taylor, 22% of owner-occupants as well as 43.6% of renters are cost-burdened.



Source: Decennial Census, American Community Survey

Figure 105: *Cost-Burdened Households in Taylor, Texas*

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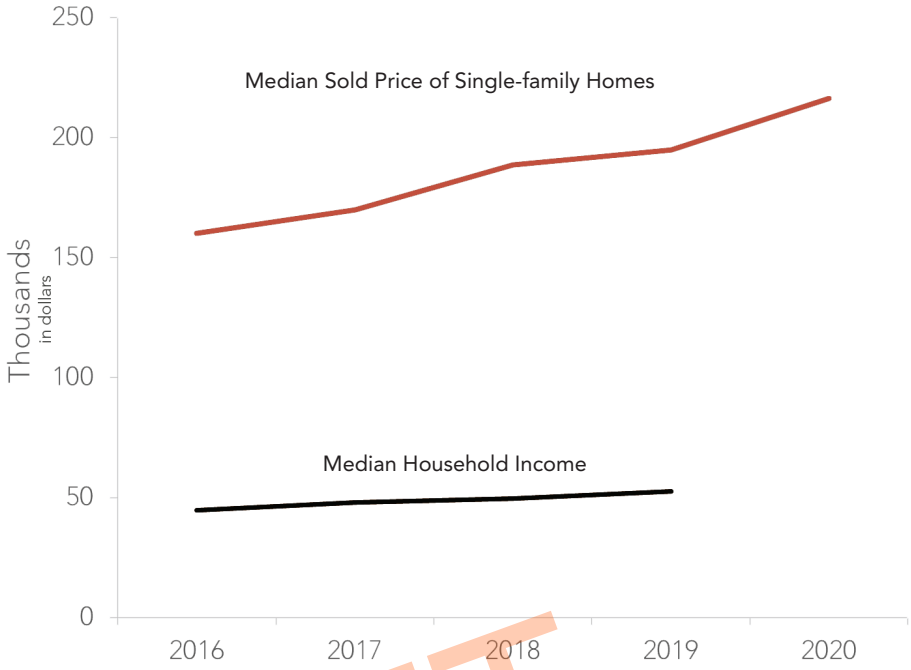
SINGLE-FAMILY HOME PRICES

The median price of a single-family home sold in Taylor has increased by an average of 7.1% per year for the past 5 years with the highest increase from 2019 to 2020 where the median price of a home sold in Taylor increased by 11%.

Incomes during this same time period have not increased by this rate to keep up with the growth. Median income in the City of Taylor has only increased by 1.3% annually since 2010.

As the cost of land and construction costs continue to increase the cost of a single-family home is projected to increase as well. This trend where the median price of a home grows faster than the median household income will result in a wider housing gap over time. This chapter explores the incorporation of missing middle housing types to address the growing unattainability of detached single-family homes.



Source: MLS Data; American Community Survey

Figure 106: *Median Sold Price of Single-family Homes vs Median Household Income since 2016*

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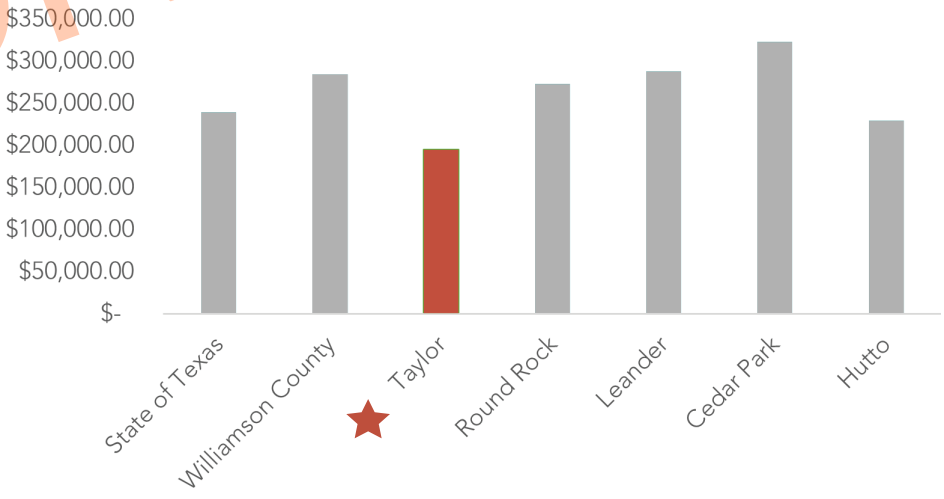

Source: MLS Data; American Community Survey

Figure 107: *Median Sold Price of Single-family Homes*

EXISTING CONDITIONS

HOUSING GAP

In addition to identifying cost-burdened residents, another tool to monitor housing affordability in a community is comparing the housing costs in a community to the income levels. This can be achieved by comparing home prices to incomes in the community and is referred to as the housing gap. *Figure 109: Housing Affordability Chart in Taylor* below calculates the cumulative housing gap in Taylor by income level.

Residents earning less than $25,000 per year are not included in the housing gap because they are not at an income level to support home ownership. For renters making less than $50,000 per year that would like to enter the homeownership market, there is not enough supply available at that income level. In Taylor, the cumulative housing gap for renters wanting to purchase a home and making less than $50,000 per year is -16.1%. In addition, only 5 of the homes sold for less than $150,000 were built in the last 20 years.

A more simple way to express the housing gap in a community is a simple comparison between the median sale price of a home and the maximum affordable home price based on the median income.

2018 MEDIAN SALE PRICE	$188,500
—	
THE MAX AFFORDABLE HOME PRICE BASED ON THE 2018 MEDIAN INCOME	$149,151
=	
HOUSING GAP	$39,349

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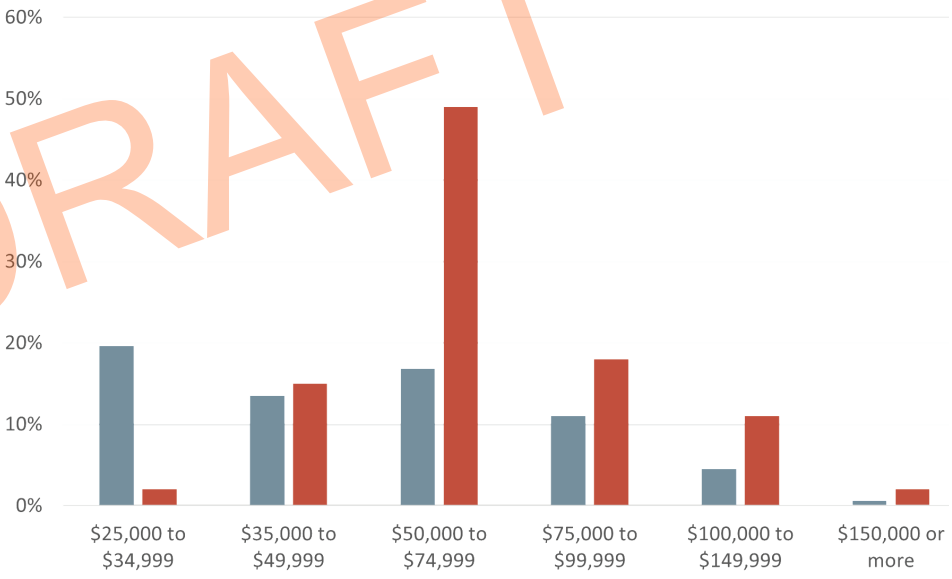

Source: MLS Data; American Community Survey

Figure 108: *% of Renters Compared to % of Homes Sold in 2018*

	Maximum Affordable Home Price*	Renters		Sold Homes 2018		Purchase Gap	Cumulative Gap excluding >$25,000
		Pct.	Num.	Pct.	Num.		
Less than $25,000	$75,000	34.1%	645	3%	8	-31.1%	
$25,000 to $34,999	$104,997	19.6%	372	2%	4	-17.6%	-17.6%
$35,000 to $49,999	$149,997	13.5%	255	15%	38	1.5%	-16.1%
$50,000 to $74,999	$224,997	16.8%	318	49%	121	32.2%	16.1%
$75,000 to $99,999	$297,000	11.0%	208	18%	45	7%	23.1%
$100,000 to $149,999	$449,997	4.5%	85	11%	27	6.5%	29.6%
$150,000 or more	$449,997+	.6%	11	2%	4	1.4%	31.0%
Total							-33.7%

** Maximum affordable home price is an estimate based on a conservative estimate of a person being able to afford a home that is 3 times their income.*

Figure 109: *Housing Affordability Chart in Taylor, Texas*

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RESIDENTIAL TYPOLOGIES

Missing middle housing refers to a range of house scale buildings with multiple units, compatible in scale and form with detached single-family homes, located in a walkable neighborhood. Existing codes in many cities make it difficult to create missing middle housing, so they aren't as common as single-family or large apartment developments. When allowed, missing middle housing is a more attainable building type for many reasons. Missing middle housing typically has a smaller width, depth and height than large multifamily complexes. The smaller buildings and lots allow a range of housing types to be blended into an existing neighborhood without disrupting the residential character surrounding them. Density for these development types are often higher than 16 dwelling units per acre and support a walkable area, but do not look like dense multifamily apartment buildings. Missing middle housing also has the potential to deliver affordability that local property owners and developers can take advantage of because of smaller, less expensive lots and less expensive construction costs. A code that identifies and allows missing middle housing is positive, but there are many other factors that influence the development of missing middle housing that should be considered. These include availability of financing, cost of construction, length of time for approvals, impact fees, and parking requirements.

Missing middle housing is projected to increase from approximately 23% to 43% of all housing in the City as the Comprehensive Plan and the Future Land Use Map are implemented.

Figure 110: *Missing Middle Housing* *Source: Opticos*

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Figure 111: *Existing Percentage of Residential Typologies*

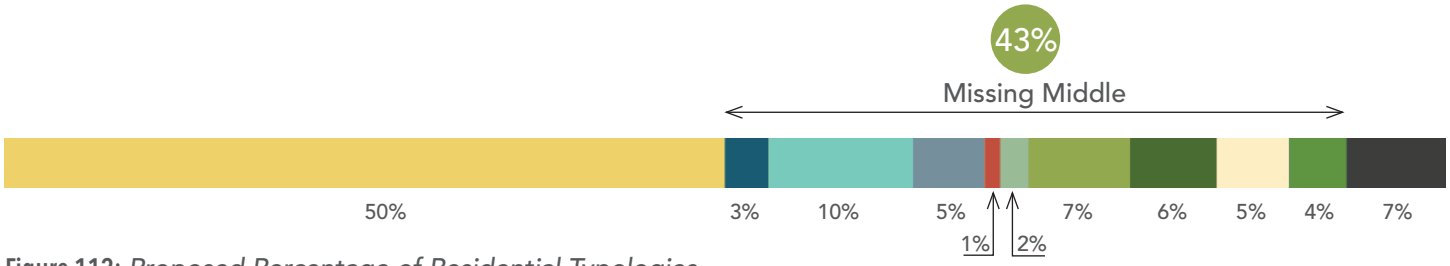

Figure 112: *Proposed Percentage of Residential Typologies*

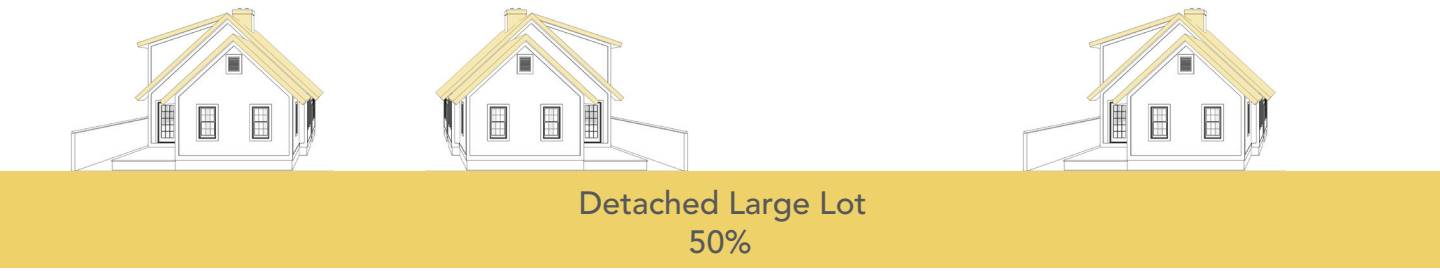

Figure 113: *Detached Large Lot*

DETACHED HOUSE LARGE LOTS: TARGET 106 UNITS PER YEAR

Conventional detached homes on lots greater than 5,000 sf make up the majority of housing being built in Taylor now and projected into the future. This housing product serves a need for housing particularly for larger families with children. This product type is becoming less and less affordable as both construction cost and land costs continue to rise. Infrastructure costs are high on a per unit basis due to the wider lots and need to extend streets and utilities further distances.

Detached large lots with spacious backyards.
Source: Zillow

This is typical 2-story suburban home with 2 car-garage.
Source: Zillow

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RESIDENTIAL TYPOLOGIES

Figure 114: *The Missing Middle*

ACCESSORY DWELLING UNIT: TARGET 14 NEW UNITS PER YEAR

Accessory dwelling units are second houses, garage apartments, granny flats, backyard houses, or offices built alongside single-family homes. Accessory dwelling units provide diverse affordable housing options with a lower intensity. In many cases, accessory dwelling unit standards allow for the conversion of existing structures (such as garages) into secondary dwelling units or as new accessory structures constructed on the existing available space (such as a backyard) of a single parcel. Accessory dwelling units are an affordable type of development because they use existing infrastructure and land, when compared to single or multifamily developments. Accessory dwelling units can increase the density of single-family neighborhoods without negatively impacting the existing neighborhood fabric or character. Accessory dwelling units can also increase the socioeconomic diversity of a neighborhood by providing lower-cost rental housing that is more affordable, resilient, built to today's energy and flooding standards, and building net worth for homeowners.

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Accessory dwelling units like this one are often accessed from the alley.
Source: Neighborhoods.com

DETACHED HOUSE SMALL LOT: TARGET 53 NEW UNITS PER YEAR

Detached homes on small lots can be built on vacant lots in infill areas or as new greenfield development. New smaller lots can also be created by subdividing corner lots or larger city lots into two or more lots of less than 5,000 sf that can accommodate smaller homes. It is important to note that there are many smaller homes existing within the City of Taylor. Efforts to preserve and maintain these smaller structures and creating opportunities to place additional structures on the lot is important to meeting targets for new units and maintaining affordability.

Detached small lot homes like this one are often built in infill areas.

Several homes fronting the street.
Source: Avenue CDC

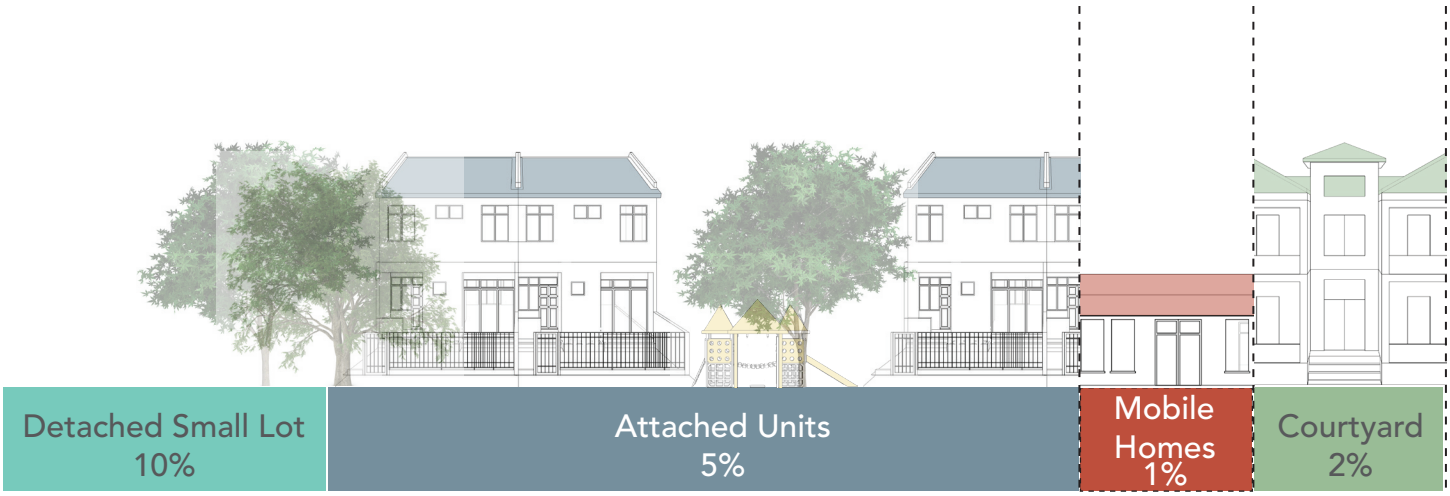

Figure 115: *The Missing Middle (contd.)*

ATTACHED UNITS: TARGET 28 NEW UNITS PER YEAR

Attached units are typically defined as two to three homes that share a wall and are each on individual lots. Attached homes are also referred to as townhouse units. They provide an opportunity for more affordable home ownership. This housing type typically includes a small yard that requires minimal maintenance and upkeep which can be desirable for young professionals or retirees. Attached homes maximize the infrastructure needed to support them.

Here is an example of attached units which are often found in urban areas.
Source: Daniel Parolek

Attached units vary in style from a rowhouse to a large multiplex house.
Source: Daniel Parolek

COTTAGE COURTYARD: TARGET 14 NEW UNITS PER YEAR

A cottage courtyard development typically consists of three to nine small homes arranged around a common courtyard. The homes front on the courtyard and can be either owned or rented. This housing type is a good option for larger lots in existing neighborhoods. The shared spaces provide outdoor space with little to no maintenance requirements and can be desirable for smaller families and retirees. Homes are typically around 1,200 sf and provide a great option for affordable home ownership that maximizes infrastructure per unit.

Cottage courtyard units provide opportunities to interact with neighbors.
Source: The Cottage Company

The typology provides a great access to common green space.
Source: Opticos Design

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RESIDENTIAL TYPOLOGIES

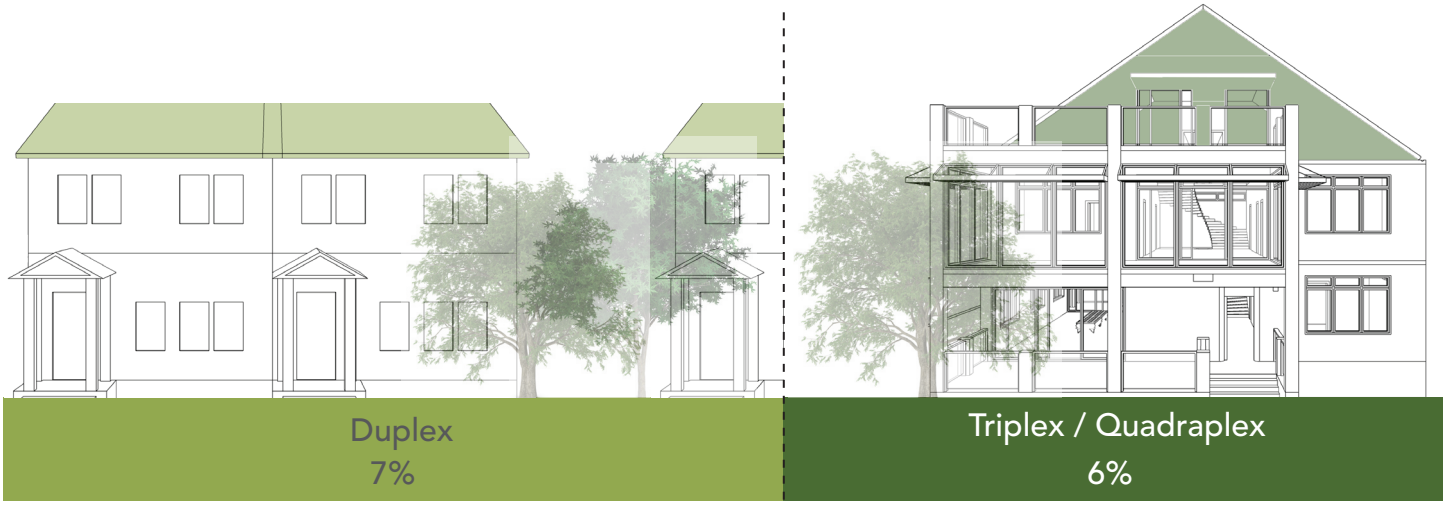

Figure 116: *The Missing Middle (contd.)*

DUPLEX: TARGET 28 UNITS PER YEAR (14 BUILDINGS)

A duplex can take on many different forms from stacked to side-by-side or front to back. At lease one-side of a duplex is typically rented and sometimes both sides. This housing type provides opportunities to integrate renters within a neighborhood in housing types that conform with the character of the neighborhood. Duplexes fit in nicely on a corner lot where there is opportunity for frontage and access from both streets. It offers the opportunity for an owner to reside in one side while building wealth with rental on the other.

A duplex on a corner lot can front both streets.

Source: City of Portland

Side by side duplex are a common for of duplex housing.

Source: Daniel Parolek

TRIPLEX / QUADRAPLEX: TARGET 28 UNITS PER YEAR (7 - 9 BUILDINGS)

Buildings containing 3 - 4 units can be seamlessly mixed into a neighborhood and provide opportunities for smaller for-rent product types to be mixed into a neighborhood.

Triplex houses provide owners the opportunity to generate rental income.

Source: Daniel Parolek

A newly built riplex house with access to the street.

Source: Emzed architecture

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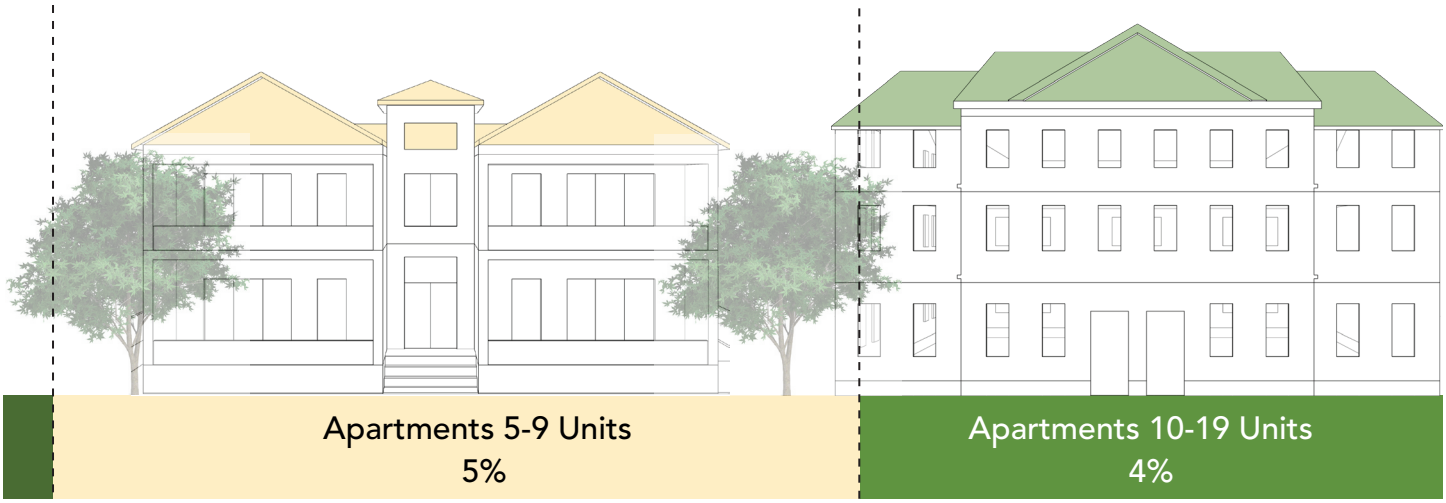

Figure 117: *The Missing Middle (contd.)*

APARTMENTS 5-9 UNITS: TARGET 21 UNITS PER YEAR (3 - 4 BUILDINGS)

Small apartments with 9 units or less can fit in well within an existing neighborhood or an area transitioning from more intense uses. These buildings can resemble homes from the outside and offer an opportunity for living close in to amenities and within an existing urban fabric of lots and blocks.

Small apartment buildings can provide nicely scaled buildings for neighborhoods.
Source: Daniel Parolek

A small apartment in Taylor can fit 5 - 6 units within a neighborhood

APARTMENTS 10-19 UNITS: TARGET 25 UNITS PER YEAR (2 - 3 BUILDINGS)

Mid sized apartment buildings with between 10 and 19 units can be mixed into a neighborhood and included along larger corridors. These types of apartments can offer living adjacent to important amenities or the Downtown.

Urban apartments may be located in mixed-use buildings.
Source: Zillow

Small apartments are typically located in areas with good access to services.
Source: Zillow

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RESIDENTIAL TYPOLOGIES

Figure 118: *Apartment Building: 20 + units*

APARTMENT BUILDING: 20 + UNITS
TARGET 35 NEW UNITS PER YEAR

Apartment complexes with 20+ units can be integrated into new mixed-use centers. These urban style apartment buildings are not considered part of the missing middle housing type but are a valuable component to a mixed-use center adding the densities needed to support a walkable mixed-use environment.

Urban style apartments frame the street and add the density needed for a walkable center.
Source: For rent website

Apartment buildings provide a lot of benefit for urban efficiency.
Source: Vesta Corp website

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SUMMARY AND KEY TAKEAWAYS

1 Build more smaller housing.

Building more smaller homes that use less land is one of the key takeaways for becoming more fiscally sustainable as a City. It is also a key element of building new housing that is more affordable. When more units are added within a similarly sized building envelope and on a similarly sized lot construction costs can be reduced. Multiple units are more expensive than a single unit because there are more kitchens and bathrooms but these increased costs can be partially off-set by shared walls and smaller square footages per unit. In addition land costs can be significantly reduced on a per unit basis.

Building more, smaller homes represents the most efficient use of infrastructure, services, and amenities including utilities, streets, parks police and fire, schools and libraries. These services are typically allocated based partially on the proximity. By building more smaller units in close proximity the cost of these services are reduced. By reducing barriers to building more, smaller units within the City and more specifically within existing developed areas, Taylor can achieve it's goals of becoming more fiscally sustainable and more affordable to existing and future residents.

Supports existing neighborhoods and communities.

Small and infill lots match historic development patterns.

Utilizing existing land as a resource promotes resilience.

Infill development supports fiscal sustainability.

Encouraging small housing supports a diversity of needs.

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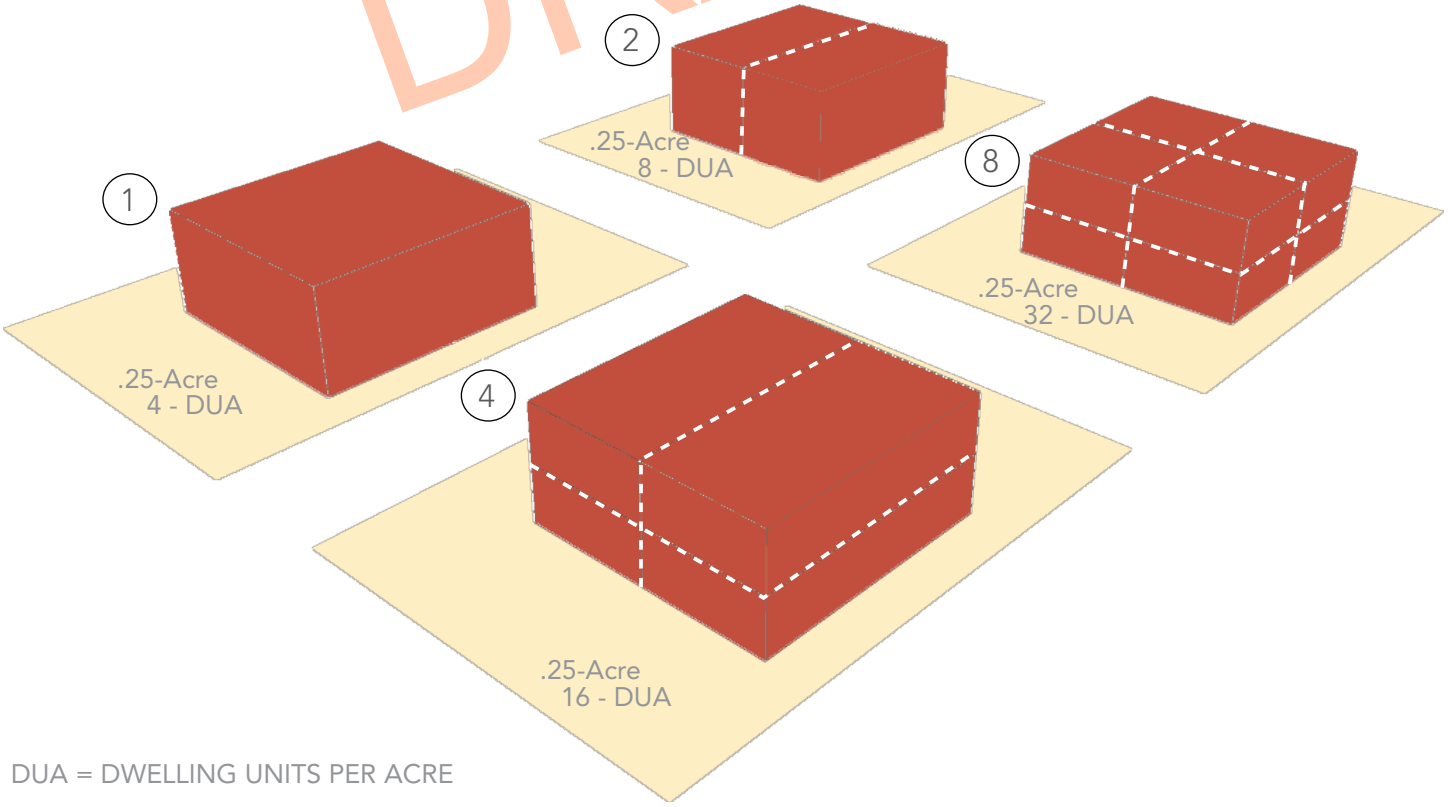
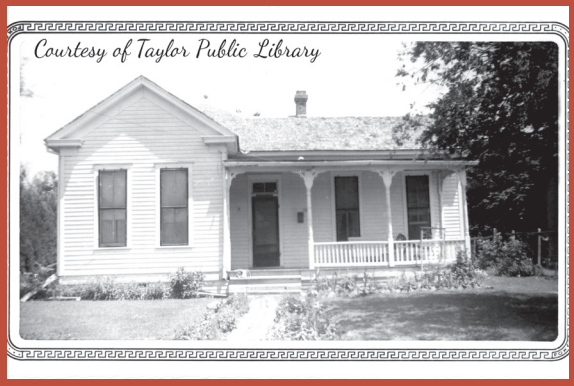


Figure 119: *Plot and Building Mass Divided into 1, 2, 4 and 8 Units*

2 Preserve existing housing.

The City of Taylor has many smaller older homes located on larger lots. These homes represent naturally occurring affordability within the community. As property values rise pressure to redevelop these lots with larger less affordable homes may lead to displacement. Programs to assist residents in maintaining older homes, selling off portions of larger lots, or building additional smaller units can help to mitigate displacement caused by rising property values. A housing trust is a tool that can be used to help preserve affordability in the community.



Preserving existing housing helps prevent displacement.

Existing housing represents the character of Taylor.

Existing housing stock is a resource. Its preservation promotes resilience.

Smaller older housing represents naturally occurring affordability.

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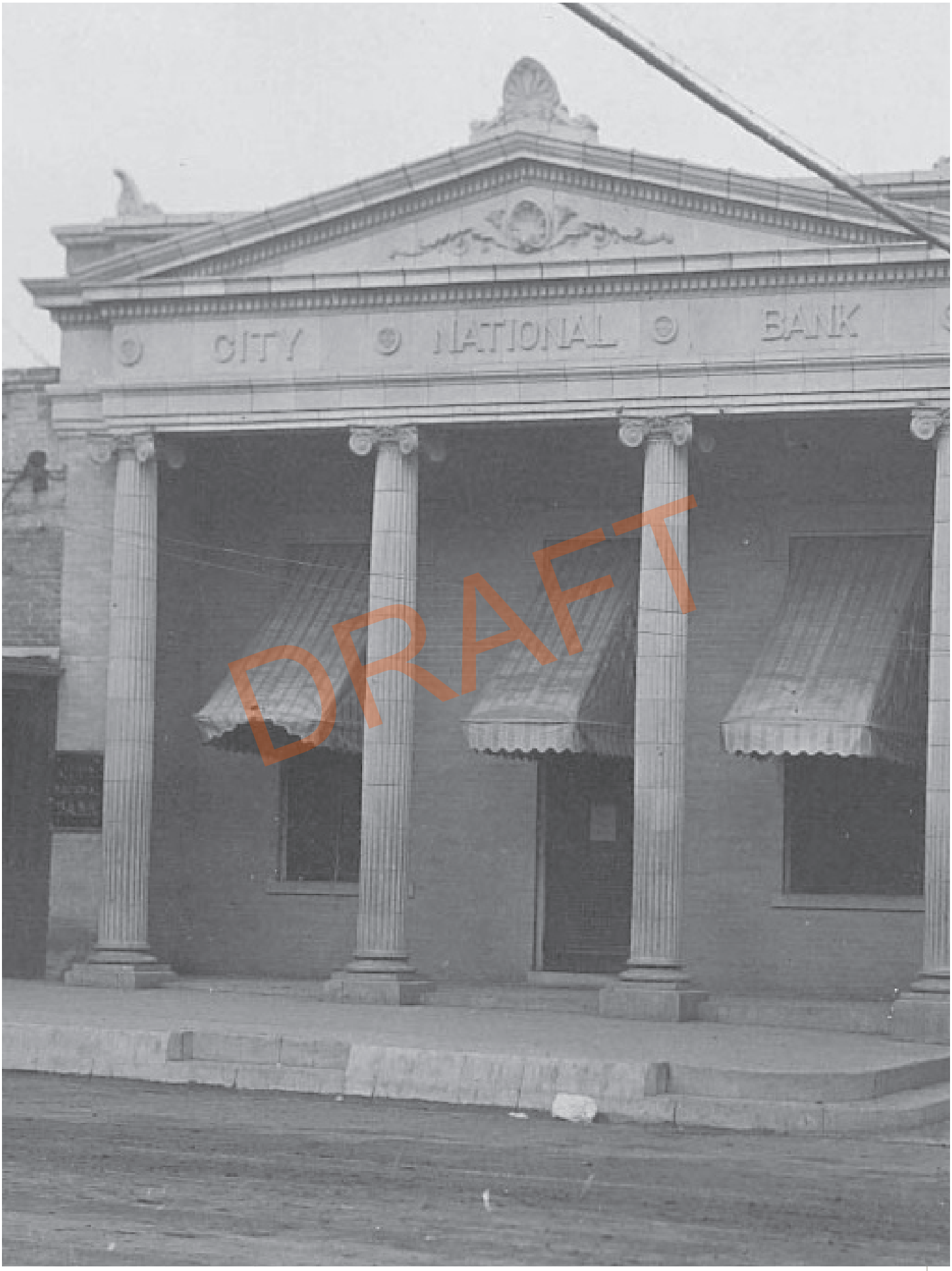

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CHAPTER 5

IMPLEMENTATION

↳ STRATEGIES

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STRATEGIES

This section provides strategies that the City of Taylor and local leaders can take to implement the Comprehensive Plan. There are a total of 18 strategies that will move this plan forward from a vision to a reality. Implementation strategies provide a roadmap for success. With an emphasis on the planning and regulatory framework, incentives and financial tools and capital improvements, they provide the necessary actions that will advance the long-term vision of the Comprehensive Plan. The following pages present each strategy in detail. Each strategy includes a list of actions, potential funding sources and leading entities. The strategies should guide the City of Taylor and partners in defining programs, setting priorities, allocating finances and assessing achievements. Over time, this part of the Comprehensive Plan should be revisited and updated to ensure that the strategies remain relevant and current as the City of Taylor continues to evolve.

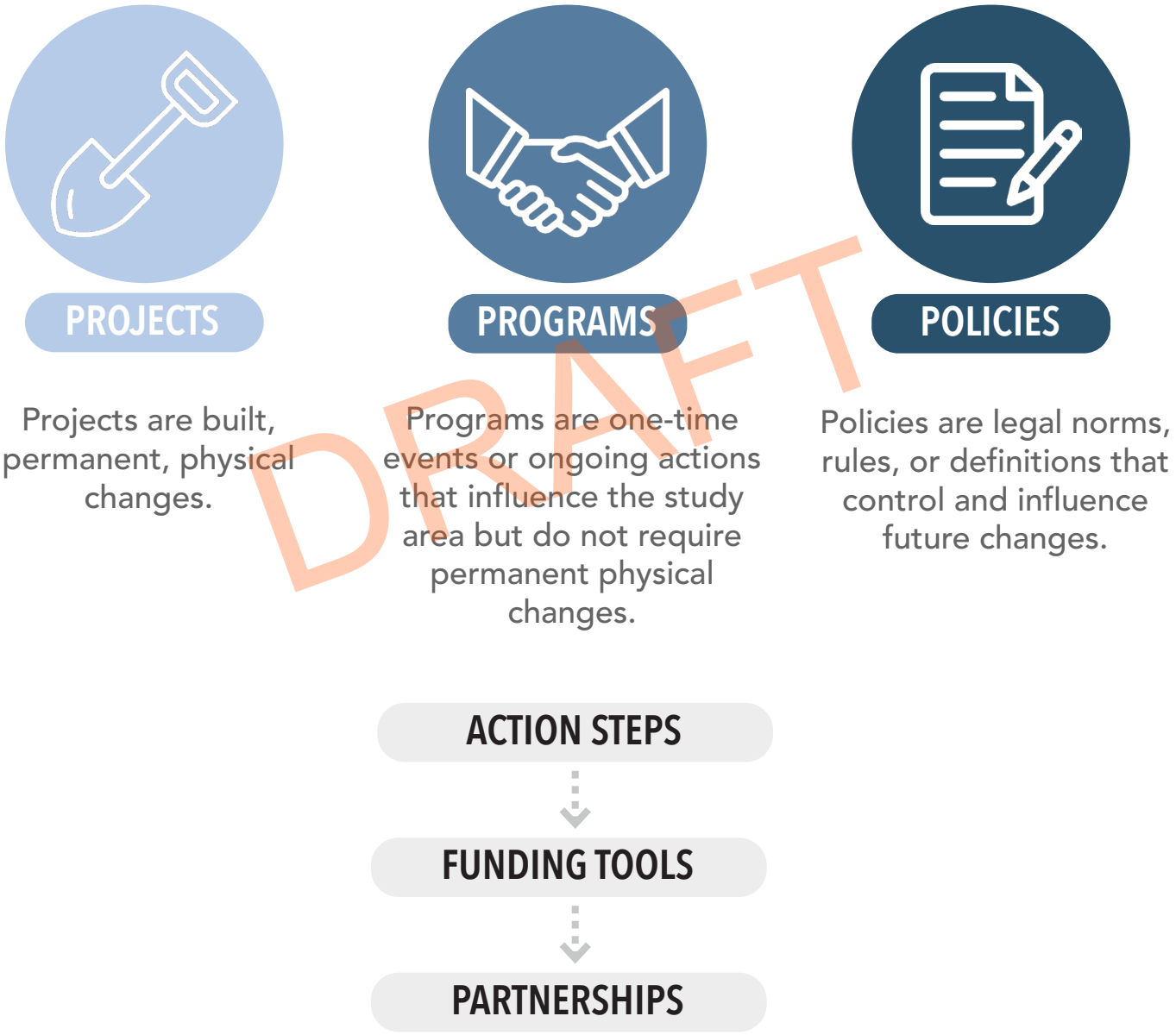

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Figure 120: *Policies, Projects, and Programs Description*

1 TAYLOR PREFERRED GROWTH DASHBOARD

Develop annual budgets to measure growth in the City of Taylor and publish progress on a dashboard located on the city's website. The City should utilize existing permit data; annual census estimations; and coordinate closely with the Capital Area Council of Governments 5 - year growth modeling effort to provide updated population estimates and compare those with the population estimates in this document. The dashboard will help the plan to maintain relevance and encourage accountability towards the goals of the plan. This strategy will raise awareness of the Comprehensive Plan growth strategies and lead to updates and re-calibration of budgets to adjust for updated population projections. This strategy may require staff resources to keep up with the dashboard, update data collection methodologies with permit submittal; and maintain more accurate and updated geographic information.

ACTIONS

- Identify metrics to track,
- Establish a baseline,
- Update annually, and
- Update population projections utilizing annual permit data and 5-year CAMPO modeling updates combined.

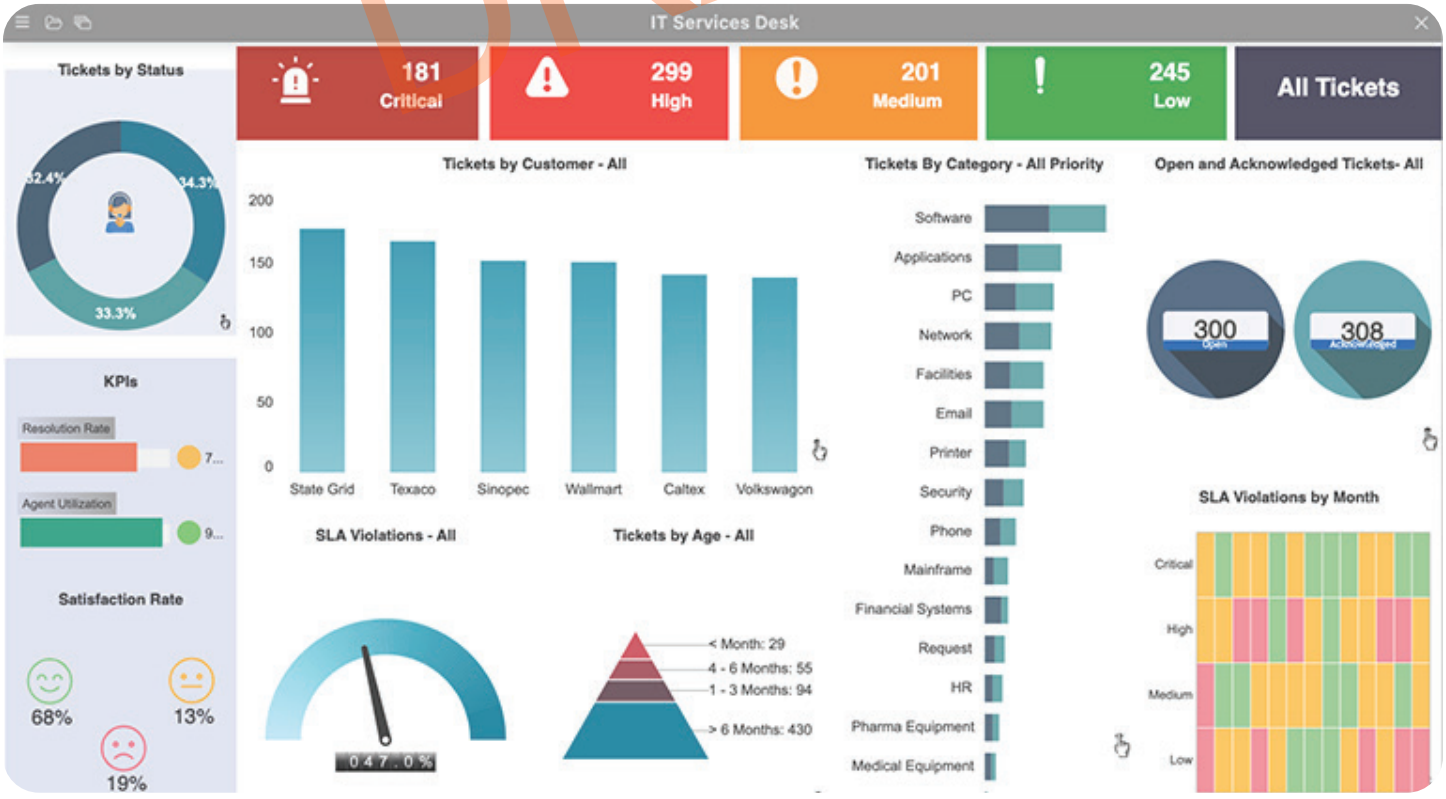
FUNDING TOOLS

- Not applicable

PARTNERSHIPS

- Real estate and business community; and
- Regional governmental entities.

DRAFT



Develop annual budgets for growth to be sure that the city is growing as envisioned in the Envision Taylor Comprehensive Plan.

2 LAND USE EVALUATION TOOL

A land use evaluation tool would analyze the fiscal implications, infrastructure capacity, housing diversity, and proposed land uses against the goals and projections in the Comprehensive Plan. The growth sectors would be included as an evaluation tool. These metrics would be presented consistently with every new development proposal. This strategy will help ensure that informed decisions are made about future development and not increase the burden on current tax payers.

ACTIONS

- Establish a template and methodology, and
- Update zoning and land use application requirements.

FUNDING TOOLS

- Not applicable

PARTNERSHIPS

- Real estate, development and business community

DRAFT

Establish an evaluation tool to analyze land use proposals that may differ from the future land use or zoning designations for the property.

3 DIRECT GROWTH TO CENTERS

Use city programs, policies, and projects like reduced impact fees, new capital improvements, infrastructure, and location of city facilities to help catalyze growth. Other policies can include capturing tax increment within new centers and dedicating a certain percentage to improvements within those centers. This strategy can help lead to a more fiscally sustainable future, reduce the burden on infrastructure, and encourage development to match the character of existing development in Taylor. It will be important to find the appropriate balance between investment in new centers and investment in Downtown.

ACTIONS

- Establish a city wide policy for investment in identified centers,
- Adjust current infrastructure programs to consider new centers, and
- Prioritize new projects within centers.

FUNDING TOOLS

- Establishment of a Tax Increment District

PARTNERSHIPS

- Real estate and business community;
- Public Works Department; and
- Community services.

DRAFT

Prioritize centers for capital improvements and other growth supportive policies that may result in reduced impact fees.

4 UPDATE DEVELOPMENT STANDARDS TO SUPPORT CENTERS AND INFILL

Centers are envisioned as mixed-use and walkable places; the city's current development standards do not support this character of development outside of the Downtown. Each center has a desired function and character. Development standards need to be updated to allow centers to build out in a way that matches the intent and character. Implementing this strategy will help lead to the development and redevelopment of the centers consistent with the city's goals. This strategy should also streamline development within identified centers. Note that it will be important to balance character based design standards with increases in entitlement to ensure the viability of these centers.

ACTIONS

- Identify the scope of the project,
- Involve community stakeholders,
- Propose standards, and
- Adopt an updated code with new tools and standards.

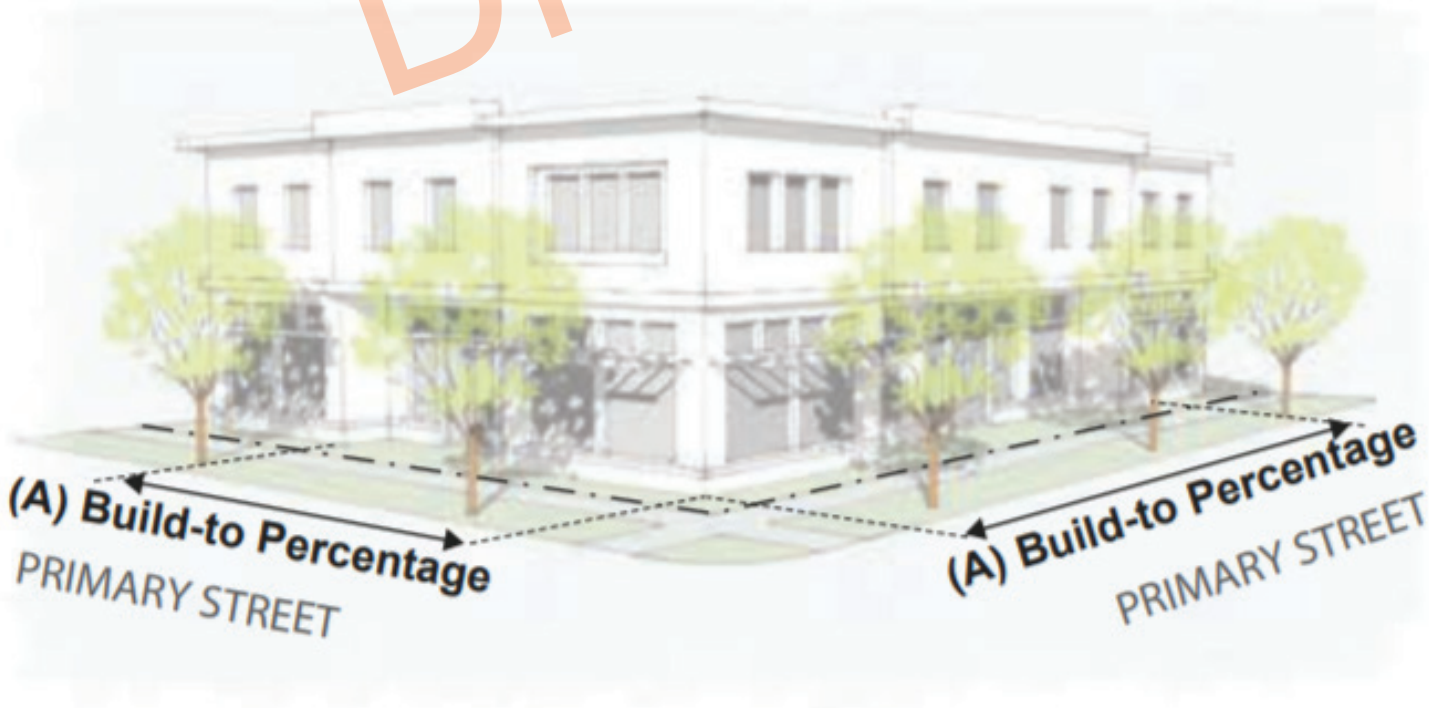
FUNDING TOOLS

- City budget

PARTNERSHIPS

- Real estate and business community;
- Property owners; and
- Residents.

DRAFT



Revise the development code to ensure that identified centers evolve as envisioned in the Envision Taylor Comprehensive Plan.

5 IMPLEMENT POLICIES TO STRATEGICALLY MANAGE ANY EXTENSION OF STREET OR UTILITY INFRASTRUCTURE AND DEVELOPMENT IN CONTROLLED AND FUTURE GROWTH SECTORS

Properties within the Controlled Growth Sector Tier I and II and Future Growth Sector do not have access to adequate utility and street infrastructure to support new development. Developing these areas would require service extensions and new streets. This expenditure to support new areas can lead to a disproportionate impact on current tax payers now and in the future if they are not managed strategically. Managing development in Controlled Growth Sector Tier I and II and Future Growth Sector will require strong policies related to enforcing the growth sectors. These policies can become part of a future development code update. In addition to managing development, policies can be adopted to assist with preservation of important agricultural land.

ACTIONS

- Adopt policies for the preservation of agricultural land,
- Adopt criteria and standards related to development requests in Controlled and Future Growth Sectors, and
- Update development standards to enforce the Growth Sectors Map.

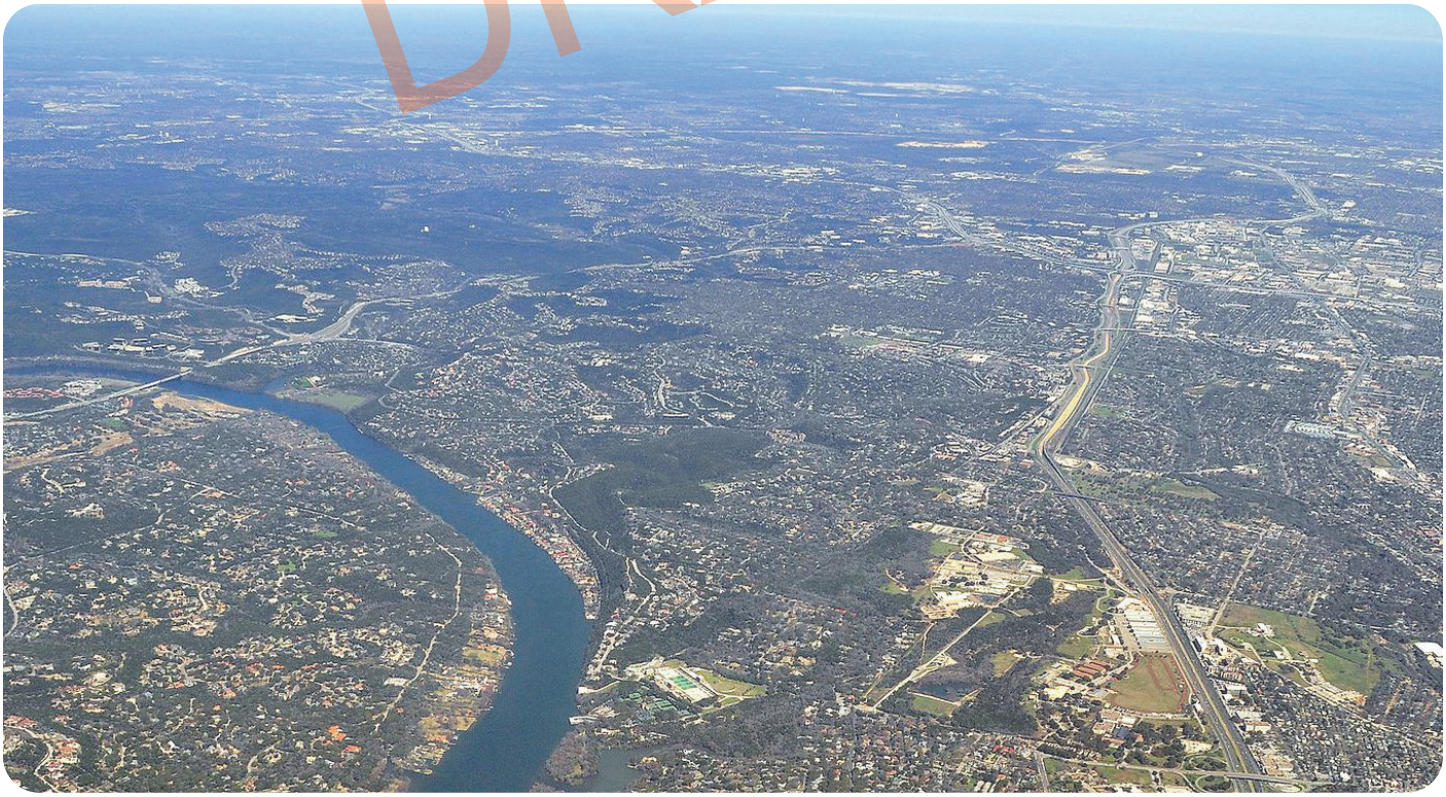
FUNDING TOOLS

- Land preservation grants;
- Strong MUD policies and ordinances

PARTNERSHIPS

- Trust for public lands or other organizations that implement conservation easements.

DRAFT



Implement land use and infrastructure policies to manage the extension of street or utility infrastructure into the ETJ and the County.

6 IMPLEMENT THE NEW TRANSPORTATION MASTER PLAN

The purpose of the City of Taylor Transportation Master Plan is to identify and prioritize mobility improvements that encourage safe and efficient travel within and through the City of Taylor. The location and design of streets in the Transportation Master Plan reflect the function of the streets to move people within the city and to generate valuable land uses. This strategy will lead to better maintained streets, help reduce congestion and encourage all modes of travel.

ACTIONS

- Adopt a strategy to prioritize street maintenance where investments in increased property values are occurring,
- Focus on multimodal improvements,
- Ensure the preservation of ROW as development occurs, and
- Adopt access management programs to ensure roads maintain mobility and streets create value.

FUNDING TOOLS

- Management districts within the Downtown can support some maintenance and beautification,
- County, state, and federal infrastructure grants can be pursued, and
- Increased values from infill development and redevelopment.

PARTNERSHIPS

- Regional governments;
- TxDOT; and
- Main Street.

DRAFT

Implement the new hierarchy of streets and associated cross sections.

7 PLAN FOR NON-VEHICULAR TRIPS

When planning a new development or modeling city-wide and regional mobility needs, non-vehicular trips should be accounted for. The number of non-vehicular trips is heavily influenced by the development pattern, street design, and uses. By accounting for non-vehicular trips the amount of space designated to vehicles in the ROW can be reduced. This strategy can lead to a reduction in the number of travel lanes and increase accommodations for non-vehicular modes.

ACTIONS

- Update development standards to include space for non-vehicular travel such as minimum bicycle parking requirements,
- Reduce or eliminate parking standards for infill or compatible new development in centers, and
- Update transportation and traffic impact models to account for non-vehicular trips.

ACTIONS CONTINUED

- Expand hike and bike trails to connect neighborhoods, parks, schools, and mixed-use areas, and
- Improve pedestrian facilities/ safety to encourage walking trips areas.

PARTNERSHIPS

- Regional governments;
- TxDOT; and
- Development community.

DRAFT

Develop annual budgets for growth to be sure that the city is growing as envisioned in the Envision Taylor Comprehensive Plan.

8 ADOPT A VISION ZERO POLICY

A Vision Zero policy includes a goal to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy , equitable mobility for all. A Vision Zero policy should include political commitment, multi-disciplinary leadership, an action plan, commitment to equity, and be data-driven. This strategy will help to reduce traffic collisions and increase safety for all users. A Vision Zero policy can help to shift the conversation about street design to prioritize safety. As a part of the Vision Zero policy, an ADA transition plan and way finding can be incorporated.

ACTIONS

- Analyze collisions and safety data,
- Assemble a multi-disciplinary team,
- Identify strategies, and
- Implement strategies.

FUNDING TOOLS

- Grants may be available.

PARTNERSHIPS

- Regional governments;
- TxDOT;
- Police and Fire department;
- Non-profit and community groups;
- Business community; and
- Resident.

DRAFT

Establish an evaluation tool to analyze land use proposals that may differ from the future land use or zoning designations for the property.

9 PRIORITIZE INFILL AREAS AND CENTERS FOR STREET IMPROVEMENTS

Street improvements and maintenance should be focused in infill areas and centers because these areas are anticipated to accommodate the majority of people. In order to be fiscally sustainable the city needs to be able to adequately maintain existing infrastructure prior to building more. This strategy will encourage and support more infill development and maintain a more consistent overall tax burden for current tax payers.

ACTIONS

- Adjust infrastructure extension policies,
- Adjust street maintenance plans, and
- Align street maintenance budget with private investments in infill areas and centers.

FUNDING TOOLS

- State and regional transportation funding;
- Potential Tax Increment Financing Districts; and
- Annual budget.

PARTNERSHIPS

- Not applicable

DRAFT

Overlay the pavement condition with the land use plan and prioritize the CIP with infill and intended growth areas.

10 ENHANCE CROSS TOWN CORRIDORS

Cross town corridors are typically designated as either a Neighborhood Avenue or a Community Boulevard and they represent the primary connections from center to center and neighborhood to neighborhood within the City of Taylor. Cross town corridors should prioritize pedestrian, transit, and bicycle travel and accommodate moving vehicles. This strategy will increase transit ridership and accommodate more modes of transportation allowing people to travel safely between centers. Challenges with implementation include constrained ROW and cost of improvements. It can be challenging to accommodate that many different types of users within existing ROW and may require trade offs.

ACTIONS

- Identify priority improvements and important pedestrian and bicycle connections, and
- Utilize low-cost methods such as striping and bollards whenever possible.

FUNDING TOOLS

- State and regional transportation funding;
- Potential Tax Increment Financing Districts; and
- Annual budget.

PARTNERSHIPS

- CARTS

DRAFT

Prioritize complete streets in the design and implementation of cross-town corridors.

11 ENCOURAGE MISSING MIDDLE HOUSING

The characteristics of fiscally sustainable developments include a high ratio of building footprint to lot size, multi-story structures, narrow lot frontages, smaller lots and narrower streets in a grid pattern. These characteristics are all represented in missing middle housing typologies. Development standards should be updated to allow and encourage these types of buildings by-right. This strategy will provide clear direction for future development through the use of explanations, photographs, and illustrations. Missing middle housing typologies can be employed by adding new units to lots with an existing home helping property owners stay in place when property values rise. Missing middle housing can also be used on infill lots allowing more, smaller units to be constructed and therefore achieving greater affordability on a per unit basis.

ACTIONS

- Update development standards to allow and encourage missing middle housing,
- Consider programs to help existing property owners build additional dwelling units on existing lots or subdivide and sell a portion of the lot, and
- Develop a housing diversity index evaluation tool for new development.

FUNDING TOOLS

- Housing subsidies funded through Community Development Block Grants

PARTNERSHIPS

- Non-profit affordable housing providers;
- Local builders and developers; and
- Taylor Housing Authority.

DRAFT

Update zoning and development standards to allow by right those design characteristics that lead to fiscally sustainable neighborhoods.

12 DISCOURAGE DISPLACEMENT

Pro-actively discourage displacement by encouraging the preservation of naturally occurring affordability in the form of smaller lots and smaller units. This can also include allowing more units on less land for new construction. Consider incentives like allowing additional units to be built on a lot when the main unit is preserved. This strategy will maintain small-town character, lead to more affordability and provide property owners with opportunities to improve their lots and stay in place.

ACTIONS

- Consider strategies to prevent displacement when making infrastructure upgrades that may lead to increased property values in lower income neighborhoods,
- Update development standards to allow more smaller homes to be built on infill lots, and
- Support the establishment of a housing trust.

FUNDING TOOLS

- Housing subsidies funded through Community Development Block Grants.

PARTNERSHIPS

- Non-profit affordable housing providers;
- Local builders and developers; and
- Housing Authority.

DRAFT

Adopt policies to evaluate development proposals in Greenfield areas.

13 ENCOURAGE MORE ACCESSORY DWELLING UNITS

Zoning ordinances and development standards need to be updated in order to allow accessory dwelling units to be permitted by-right. Building an accessory dwelling unit on a lot will double the density of that lot without leading to displacement or changing the character of the neighborhood. This strategy will give property owners more options to improve and better utilize their property, provide more housing in areas that already have services and amenities and more efficiently utilize existing infrastructure.

ACTIONS

- Update development standards, and
- Consider programs to help existing property owners achieve financing and build accessory dwelling units.

FUNDING TOOLS

- Housing programs

PARTNERSHIPS

- Non-profit affordable housing providers;
- Local builders and developers.

DRAFT

Update the zoning ordinance to allow increased intensity of development in the Neighborhood Infill - land use designation that fits with the character of the surrounding neighborhood.

14 MAINTAIN SMALL-TOWN CHARACTER IN NEW NEIGHBORHOODS

As new greenfield neighborhoods and housing are built the scale and character of the streets, lots, and buildings should match the scale and character of original Taylor. Calibrate the development standards and subdivision standards to match the patterns of Taylor now. This strategy will maintain Taylor as a place that is unique and encourage more fiscally sustainable development and better utilization of resources.

ACTIONS

- Update development standards,
- Update subdivision standards to ensure new neighborhoods connect and extend the existing street grid,
- Require an urban design review for new neighborhoods, and
- Implement a housing diversity index evaluation tool for new development.

FUNDING TOOLS

- Not applicable

PARTNERSHIPS

- Development community

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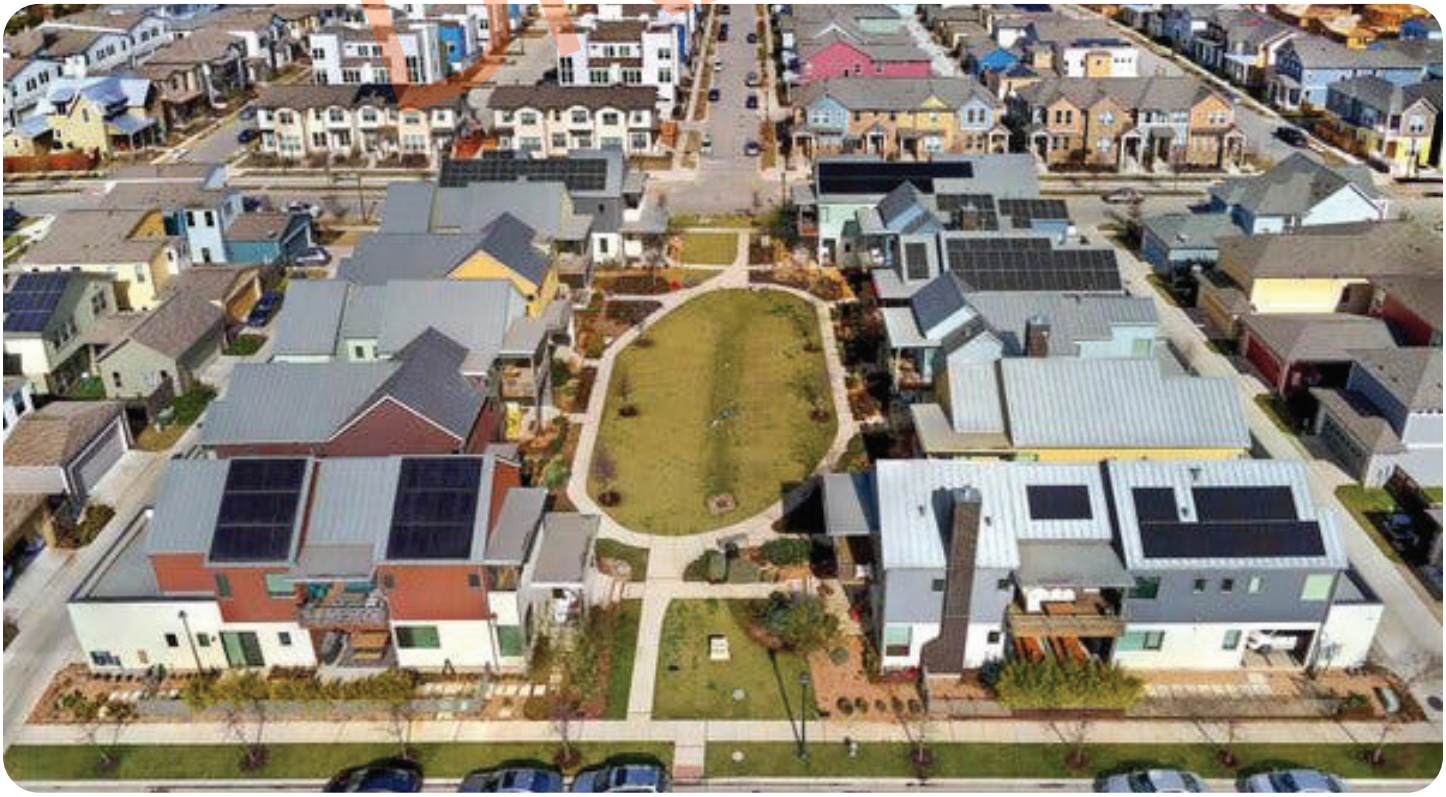

Establish development and design standards that achieve the characteristics of "small-town atmosphere in the neighborhood land use category.

15 EXPAND AND CONNECT THE PARK AND TRAIL SYSTEM

As the population grows the parks and trail systems should grow proportionately to ensure that the level of service for existing residents remains consistent. As new development occurs care should be taken to ensure adequate accessibility to parks. The city's trail system should be expanded along the existing drainage network as indicated in the Transportation Master Plan.

ACTIONS

- Implement the parks plan,
- Update the development code to ensure that parkland dedication is sufficient,
- Update the development standards to include park maintenance fees with new development, and
- Update subdivision ordinance to ensure that trail systems are extended as identified in the Transportation Master Plan.

FUNDING TOOLS

- Developer dedication and fees;
- Grants.

PARTNERSHIPS

- Local non-profits and community groups

DRAFT

Work with developers to create parkland dedications and to construct park facilities accessible by the whole community.

16 SPECIAL EMPLOYMENT DISTRICT - SMALL AREA PLAN

A small area plan for the Special Employment District located in the southwest quadrant of the City and anchored by the Samsung facility will support the development of this area as an innovative and mixed-use economic driver for the City. The plan should provide a clear path and framework for achieving these goals through both public and private investment. Furthermore, the plan can help Taylor ensure that the area builds out in a way that it offers long term vibrancy and resiliency for future conditions while achieving the desired outcomes for the City overall.

ACTIONS

- Establish community goals for a small area planning process,
- Reach out to property owners within the Special Employment District and adjacent as stakeholders in the process, and
- Develop a plan that identifies specific land use, parks and open space, transportation and utility infrastructure needed to realize community goals.

ACTIONS CONTINUED

- Consider the formation of a Financing District to help pay for the needed infrastructure to support the development of the area and other broad community benefits.

FUNDING TOOLS

- Special Financing District

PARTNERSHIPS

- City of Taylor;
- Local partners;
- Development community; and
- Samsung.

DRAFT

Work with the City of Taylor, local partners and community to create an area plan for the Special Employment District.

17 SUPPORT LIVING AND WORKING IN THE CITY OF TAYLOR

Collaborate and partner with current and future employers to encourage employees to live within the City of Taylor. As more large employers locate in and around the City of Taylor, employees will be looking for vibrant and active communities that do not require a long commute. The Economic Development Corporation, City, and larger employers can create programs such as down payment assistance, and other community based programs and activities to benefit employees that choose to live in Taylor. Supporting new housing for workers nearby employment and including desirable amenities and walkability will help provide the types of housing needed by this growing workforce.

ACTIONS

- Communicate and work closely with Samsung and other employers to track the number of employees living within Taylor,
- Identify housing needs and barriers, and
- Update development codes to remove barriers to providing desired housing.

FUNDING TOOLS

- Community Development Block Grants;
- Taylor Housing Authority; and
- Employee Benefit Programs.

PARTNERSHIPS

- Economic Development; Corporation
- City of Taylor; and
- New employers.

DRAFT

Work with developers to create urban landscapes and street fabric to attract employees to live in Taylor.

18 CREATE POLICIES AND RULES FOR SPECIAL UTILITY AND FINANCING DISTRICTS.

Create and implement policies, criteria, and standards to provide direction on the establishment and management of Special Utility and Financing Districts such as Municipal Utility Districts (MUDs), Public Improvement Districts (PIDs), and other infrastructure financing tools related to development in the ETJ.

ACTIONS

- Establish an Ordinance to ensure that adequate fees are collected for City administration and oversight of established districts, and
- Establish policies, standards, and criteria that limit the ultimate number of discharge permits and encourage regionalization of future wastewater treatments systems.

ACTIONS CONTINUED

- Establish policies, standards, and criteria that encourage complete communities including the provision of daily services and values high enough to support the costs associated with long term maintenance of streets, utilities, parks, and emergency services.

FUNDING TOOLS

- Land preservation grants;
- Strong MUD policies and ordinances.

DRAFT

Work with the City of Taylor to create tools related to development in the ETJ.

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BRADLEY &
THREADGILL
THREADGILL & BACON
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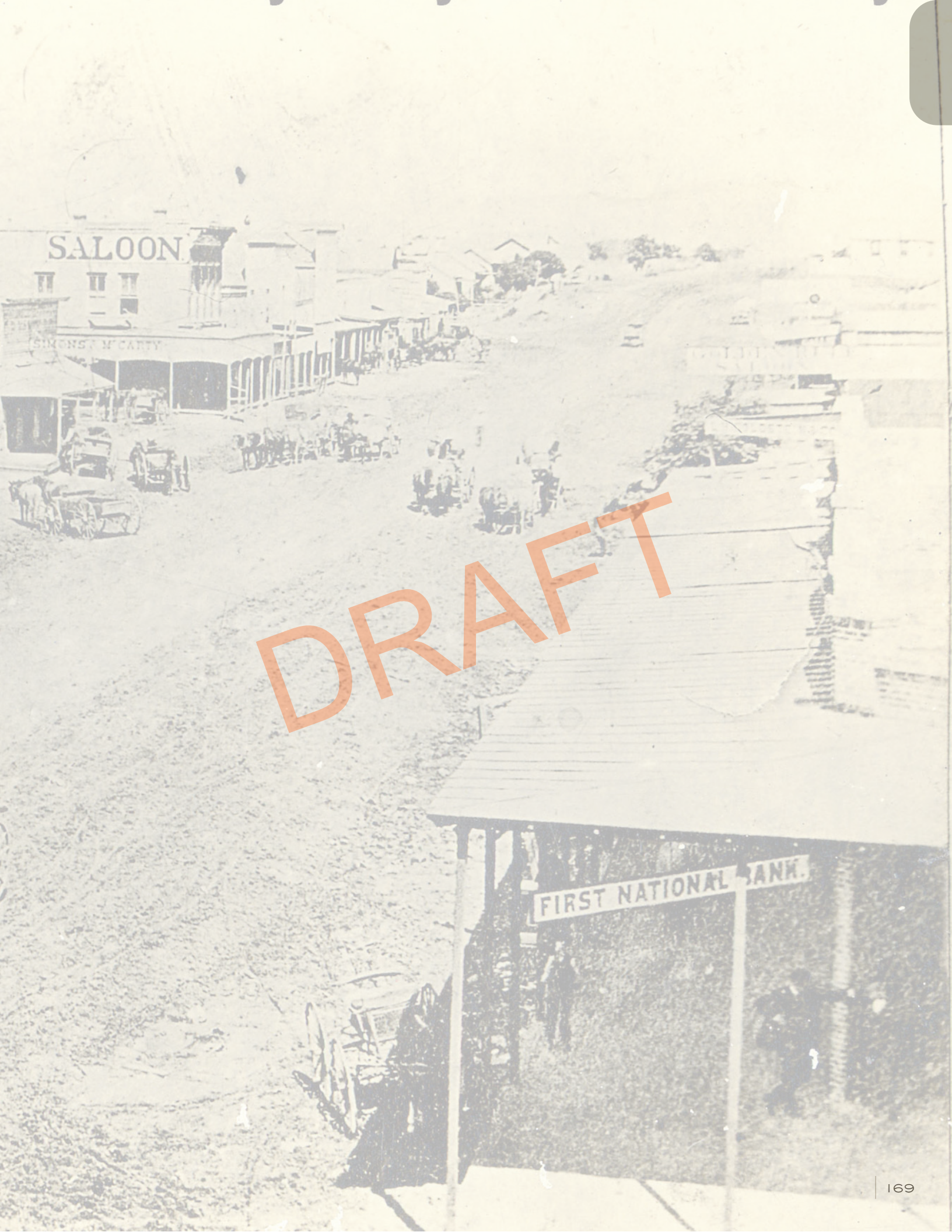

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APPENDIX: RECENT PLANNING INITIATIVES

A VISION FOR FUTURE DEVELOPMENT (2017), CENTER FOR URBAN AND REGIONAL PLANNING - UTSA

PURPOSE

The purpose of this study is to examine land areas within the existing city limits and ETJ of Taylor that have potential for residential, commercial, office and industrial growth.

RELEVANT INFORMATION

- Six "growth areas" were identified as existing or emerging growth sectors and evaluated with respect to land suitability based on the availability of infrastructure, land use patterns, and natural features,
- Growth Sector 1 was Taylor's Historic Downtown District. Opportunities identified in this sector include adaptive commercial re-use with offices or residential on the upper floors, the potential for more passenger rail travel, good access to US 79 and SH 130, and opportunities for enhanced industrial development in the southern portion of the Sector,
- Growth Sector 2 was identified as Taylor North and includes 1,241 acres and a major floodplain. Opportunities in this growth sector were identified as residential, service offices, commercial land use along major roads and recreational opportunities along Turkey Creek,
- Growth Sector 3 was identified as Taylor East and includes 1,073 acres. This sector provides excellent opportunities for industrial development based on its adjacency to the Union Pacific Rail and access to major thoroughfares and limited floodplains,
- Growth Sector 4 was identified as Taylor South and is expected to grow with residential development in the near future based on proximity to US 79, the Taylor High School and easy access to Main Street and Downtown,
- Growth Sector 5 was identified as Taylor West and has direct access to US 79 and is located closest to the Austin metro area. Several creeks in the area indicate a high potential for a linear park system, and
- Growth Sector 6 was identified as the Airport and has excellent potential for light industrial uses related to aviation. Also located in this area is the operations center for the Electric Reliability Council of Texas (ERCOT), the largest employer in Taylor, Texas.

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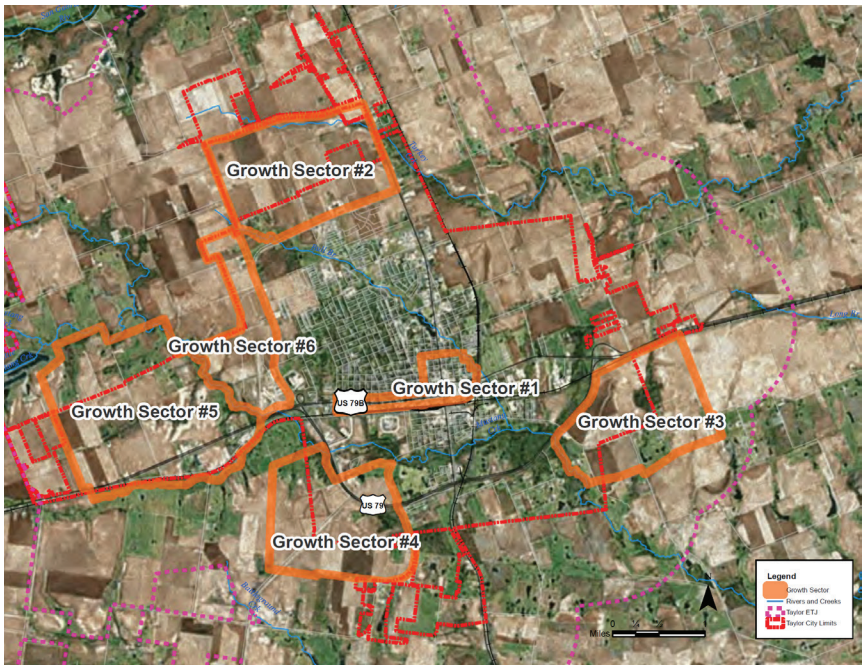
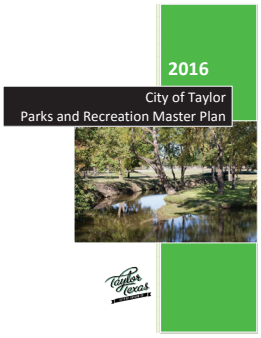


Source: University of Texas at San Antonio

Figure 121: *A Vision for Future Development Growth Sector*

CITY OF TAYLOR PARKS AND RECREATION MASTER PLAN (2016)



PURPOSE

The purpose of the 2016 City of Taylor Parks and Recreation Master Plan was to use a demand based approach and public input to guide the enhancement and preservation of the current park system while looking to the future and the parks and recreation needs of generations to come.

RELEVANT INFORMATION

The Master Plan identified five goals including:

1. The City of Taylor will increase the percentage of parkland and trail connectivity, including open space and greenbelt areas for trail development,
2. Increase safety in Taylor Parks,
3. Review and implement policies and ordinances,
4. Develop marketing strategies for recreational programs, and
5. Increase usage of parks and recreation facilities through programming.

The Parks and Recreation Master Plan recommends utilizing the National Recreation and Park Association (NRPA) standards of 10 acres of developed parkland per 1,000 population and 5 – 8 acres of Community Parks per 1,000 population. Based on the NRPA standards, the City of Taylor met the requirements for the amount of parkland per 1,000 population in 2016. Recommendations from the City of Taylor Parks and Recreation Master Plan focus on increasing the diversity of park and recreation opportunities and the upkeep and maintenance of existing parks.

The City recently adopted master plans for Murphy, Robinson and Bull Branch Parks.

PRIORITIES	PRIORITY TIMELINE
Construct a cross town recreational trail along Bull Branch Creek.	Short
Perform upgrades to the Robinson Park softball field.	Short
Construct splash pad and ball field improvements at Robinson Park.	Short
Continue renovation and maintenance of existing facilities.	Medium
Identify grants and budget for park enhancements.	Medium
Build enhancements to Downtown Heritage Park.	Medium
Construct a Downtown skate park.	Medium
Add shade trees and native landscaping to parks.	Long
Identify land for a pocket park.	Long
Identify and acquire land for additional parkland.	Ongoing
Acquire additional parkland from developers in the planning for residential subdivisions.	Ongoing
Enhance park facilities by implementing better maintenance and upkeep standards.	Ongoing
Manage the current wildlife within the park system to ensure a quality recreational experience for all park users.	Ongoing
Enhance park safety through implementation of a park safety program.	Ongoing

Source: City of Taylor Parks and Recreation Master Plan

Figure 122: *City of Taylor Parks and Recreation Master Plan Short, Medium, Long Term Priorities*

DRAFT

RECENT PLANNING INITIATIVES

CITY OF TAYLOR PARKS AND RECREATION MASTER PLAN (2020)

PURPOSE

The purpose of this community parks master plan is to identify proposed improvements to meet the current and future needs of the community, potential phases of development with associated costs and potential funding opportunities. Bull Branch Park, Bull Branch Trail, Murphy Park and Fannie Robinson Park are the four community parks included in this plan. Murphy and Fannie Robinson Parks received substantial improvements in 2008 with the assistance of a Texas Parks and Wildlife Recreational Grant. Additional improvements have been made to these parks over the last decade with City general funds and private donations. These four iconic city parks have received decades of use and wear resulting in the need for a master plan for each park to provide a clear direction and framework by which to enhance and improve these parks

Figure 123: *Bull Park Masterplan*

Figure 124: *Murphy Park Masterplan*

Figure 125: *Fannie Robinson Park Masterplan*

Figure 126: *Bull Branch Trail Masterplan*

CITY OF TAYLOR DOWNTOWN MASTER PLAN (2015)

PURPOSE

The purpose of the City of Taylor Downtown Master Plan (Downtown Master Plan) was to identify opportunities for future investments, create action steps for implementation, bring people back into Downtown and make it a pedestrian-friendly and ADA-accessible destination.

RELEVANT INFORMATION

- The Downtown Master Plan included eight goals in the categories of economic, community, environment and art then identified specific actions and catalytic projects to help make those goals a reality,
- Some key regional project recommendations included gateway features and trail and bike connections,
- Some key Downtown projects included Downtown design standards, a parking strategy, and wayfinding and signage, and
- Key streetscape improvements were recommended along Main Street, First Street, Talbot Street, Second Street, and Porter Street.

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Figure 127: *Downtown Master Plan Framework Plan*

Source: City of Taylor Downtown Master Plan

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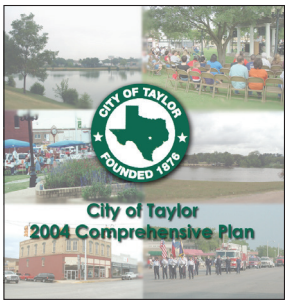
RECENT PLANNING INITIATIVES

CITY OF TAYLOR COMPREHENSIVE PLAN (2004)



PURPOSE

The purpose of the 2004 City of Taylor Comprehensive Plan (2004 Comprehensive Plan) is to provide a guide and an analytical tool to evaluate zoning and development submittals and direct policy decisions.

RELEVANT INFORMATION

- The 2004 Comprehensive Plan assumed the average density of existing residential areas would remain. This assumption necessitated an aggressive annexation strategy spreading to the north and west of the 2004 city limits, and
- A key goal of the 2004 housing chapter was to improve the housing conditions in Taylor through requiring and assisting in the rehabilitation of substandard housing and the demolition of dilapidated housing.

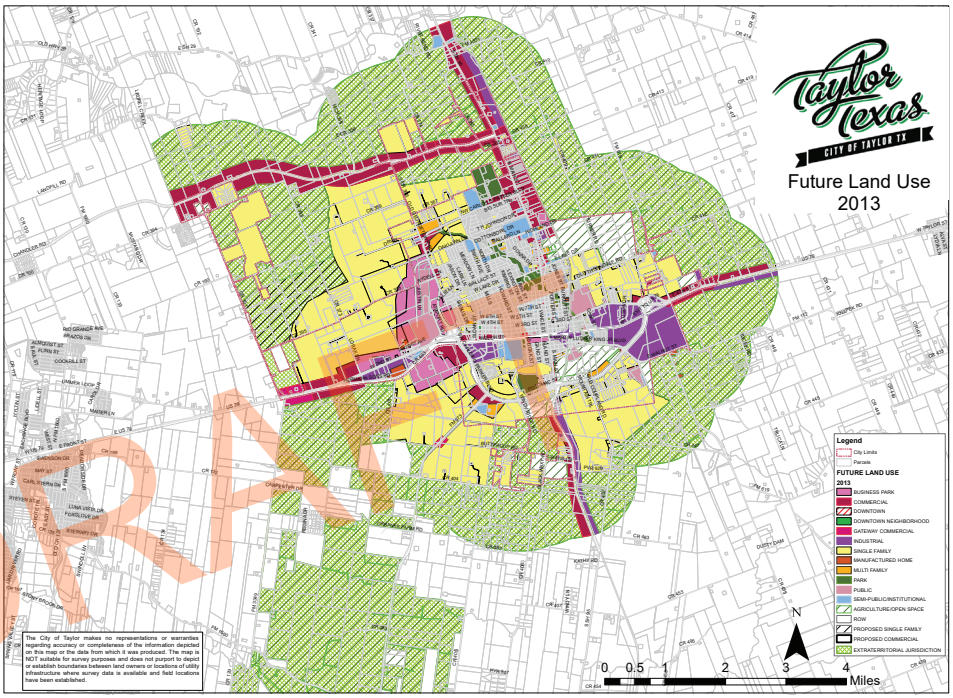


Figure 128: *City of Taylor Future Land Use Plan* *Source: 2004 Comprehensive Plan*

PROJECTED LAND USE REQUIREMENTS

The Future Land Use Plan in the 2004 Comprehensive Plan allocated a certain percentage of the city and ETJ to fourteen different land use categories based on anticipated population growth, shown City of Taylor Future Land Use Plan (last amended in 2013).

LAND USE CATEGORY	CITY LIMITS	%	CITY LIMITS + ETJ	%
Agricultural / Open Space	996.5	11.4%	15,394.7	50.3%
Single-family	3,588.6	41.0%	10,026.3	32.8%
Downtown Residential	411.5	4.7%	411.5	1.3%
Multi Family	234.6	2.7%	246.5	0.8%
Manufactured Home	91.0	1.0%	102.8	0.3%
Downtown	81.1	.9%	81.1	0.3%
Commercial	516.8	5.9%	660.2	2.2%
Industrial	703.4	8.0%	706.3	2.3%
Institutional	297.7	3.4%	305.0	1.0%
Public	452.6	5.3%	461.3	1.5%
Park	369.4	4.2%	399.3	1.3%
Business Park	482.4	5.5%	980.3	3.3%
ROW	529.1	6.0%	808.9	2.6%
Total	**8,754.7**	**100%**	**30,584.2**	**100%**

Source: 2004 Comprehensive Plan

Figure 129: *Projected Land Area by Future Land Use Category 2025*

DRAFT

RELEVANT EXISTING TRANSPORTATION PROJECTS/PLANS

Several planning documents inform the growth of the transportation infrastructure within the City of Taylor, including:

- City of Taylor Thoroughfare Plan (2004);
- City of Taylor Downtown Plan (2015);
- Williamson County Long Range Transportation Master Plan;
- Williamson County Chandler Road Extension Planning and Preservation Study;
- CAMPO 2045 Plan; and
- CARTS 2045 Plan.

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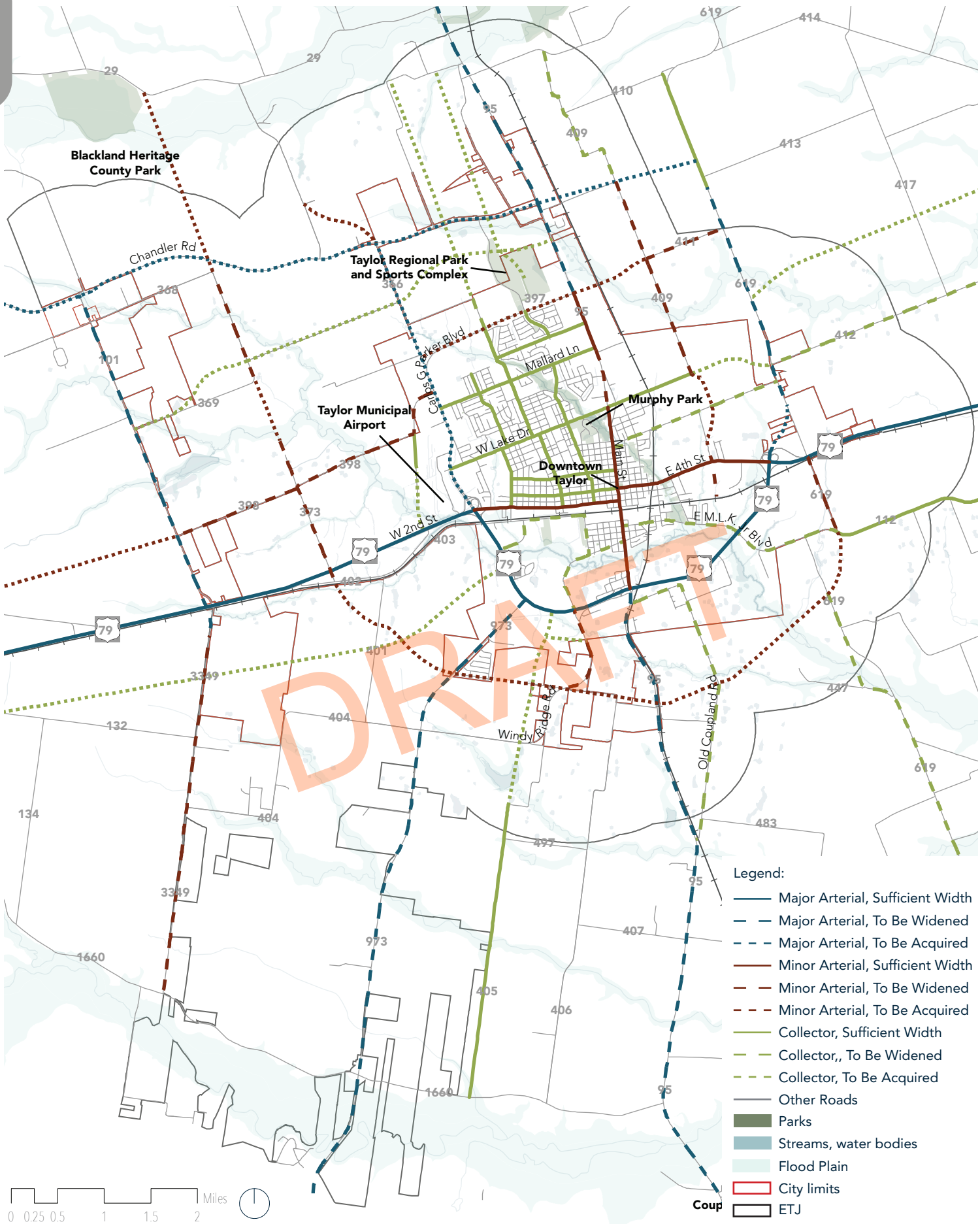


Figure 130: *2004 Thoroughfare Plan*

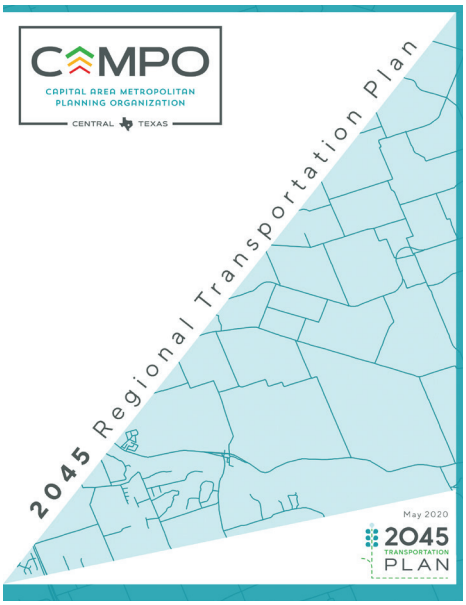
Source: City of Taylor, HDR

CAMPO 2045 – FISCALLY CONSTRAINED PROJECTS

- **US 79** – Widening US 79 from a four-lane undivided roadway to a six-lane divided roadway between FM 619 and west of the study limits to FM 1460,
- **Corridor E1/Southeast Loop** – Widening Southeast Loop from a two-lane roadway with a continuous left-turn lane to a six-lane divided roadway and ultimately to a four-lane limited access roadway with three-lane frontage roads in each direction between US 79 and west of study limits to SH 130,
- **Corridor B2/Chandler Road** – Widening Chandler Road from a two-lane undivided roadway to a six-lane divided roadway between SH 95 and west of study limits to SH 130, construction of a new two-lane roadway with a continuous left-turn lane between FM 619 and east of study limits to FM 1063,
- **Corridor A2** – Construction of a new two-lane roadway with a continuous left-turn lane between FM 3349 and SH 95 with eventual widening to a six-lane divided roadway,
- **Corridor B3/FM 619** – Construction of new roadway connections from FM 619 to SH 95 and US 79, widening FM 619 from a two-lane undivided roadway to a two-lane roadway with a continuous left-turn lane and ultimately to a six-lane divided roadway between SH 95 and US 79,
- **Corridor E2/CR 101** – Widening CR 101 to a six-lane divided roadway between Chandler Road and US 79, and
- **Corridor E3/CR 101** – Construction of new two-lane roadway with a continuous left-turn lane with eventual widening to a six-lane divided roadway between SH 29 and Chandler Road.

CAMPO 2045 – FISCALLY UNCONSTRAINED PROJECTS

- **SH 95** – Widening SH 95 from a two-lane undivided roadway to a four-lane divided roadway between FM 397 and north of study limits to FM 487 as well as between US 79 and south of study limits to US 290.



DRAFT

177

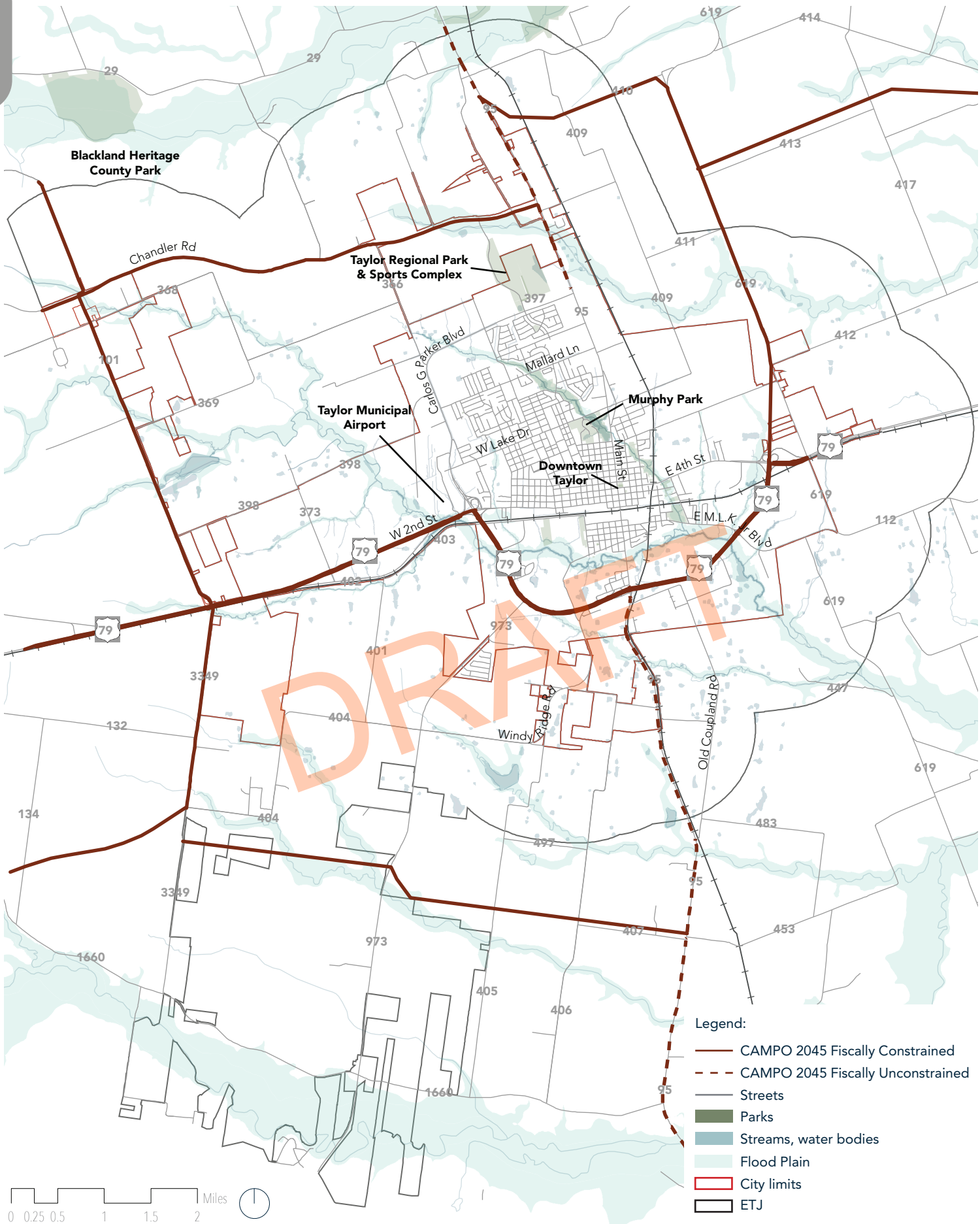


Figure 131: *Planned Projects*

Source: City of Taylor, HDR

RECENT PLANNING INITIATIVES

OTHER PLANNING DOCUMENTS REVIEWED

Several other plans and studies added valuable awareness of opportunities and challenges in the community and informed future recommendations as applicable. These studies included:

- A Community Effort to Gain Housing Stability in Taylor, Texas (2020);
- Housing Market Study and New Housing Growth Community Marketing Assessment - Metrostudy (2016 and 2018);Annexation / Development Agreement Map (2017);
- Airport Height Hazard Map (2004);
- City Council Districts Map;
- Downtown Shops Map;
- Wastewater System Map;
- Water System Map; and
- Zoning Map.

DRAFT

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR	
☐	Streets/Infrastructure
☐	Quality of Life
☒	Economic Vitality

Agenda Item #: 7

Agenda Title: **Hold a public hearing and introduce Ordinance 2023-07 annexing a parcel of land, consisting of approximately 60.48 acres, generally located north of the intersection of County Road 398 and Justin Lane.**

Council Action to be taken: Hold a public hearing and introduce Ordinance 2023-07.

Department Submitted: Development Services

Staff Contact: Tom Yantis, AICP, Assistant City Manager

1. PURPOSE/DESCRIPTION

This agenda item provides information for the voluntary annexation of approximately 60.48 acres of land in the extraterritorial jurisdiction (ETJ) of the City of Taylor.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The property owner, Taylor Heights, LLC, approached the City in 2022 to begin the process to develop the subject property in addition to adjacent acreage already incorporated into the city limits. Upon investigation it was determined that the city limit boundary arbitrarily divides the subject property and thus makes the rational development of the property difficult. Annexing the pieces of property that were left out of the city limits would rectify the previous oversight and ensure the property can develop rationally.

The applicant initiated the development process by requesting a Comprehensive Plan amendment to the Growth Sectors and Future Land Use designations. The request was approved by the City Council on August 11, 2022, and the Growth Sector and Future Land Use designations were amended by Ordinance 2022-28 to include a combination of Market Center: Community, Employment Center: Community, and Neighborhood Greenfield. The Growth Sectors was amended to the Intended Growth Sector.

The applicant worked with the City's urban design consultant to hold a planning charette to create a Planned Development. This request to rezone the subject property and adjacent acreage was organized to run concurrently with the request for annexation of the acreage within the ETJ.

2. PROS and CONS

PROS	CONS
• Provides an increase in population density and revenue per acre (Land Use Policy 11). • Acts to take advantage of existing under-utilized infrastructure that could serve the property. • Property is associated with a Planned Development to provide mixture of commercial and residential uses.	

4. RECOMMENDATION

Staff recommends holding a public hearing and introducing Ordinance 2023-07.

5. FUNDING SOURCE

N/A

6. TIMELINE

- City Council public hearing and ordinance introduction – Regular Meeting February 23, 2023
- City Council considers approval of the ordinance – Regular Meeting March 9, 2023

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

7a Ordinance 2023-07
- 7a-1 Survey and Field Notes Track 1
- 7a-2 Survey and Field Notes Track 2
- 7a-3 Service Plan

7b Petition for Voluntary Annexation and Letter of Intent from Applicant
7c Location Map

ORDINANCE NO. 2023-07

AN ORDINANCE ANNEXING THE HEREINAFTER DESCRIBED TERRITORY TO THE CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS, AND EXTENDING THE BOUNDARY LIMITS OF SAID CITY SO AS TO INCLUDE SAID HEREINAFTER DESCRIBED PROPERTY WITHIN SAID CITY LIMITS AND GRANTING TO ALL THE INHABITANTS OF SAID PROPERTY ALL THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BINDING SAID INHABITANTS BY ALL OF THE ACTS, ORDINANCES, RESOLUTIONS, AND REGULATIONS OF SAID CITY; AND ADOPTING A SERVICE PLAN OR AGREEMENT.

WHEREAS, §43.0671 of the Texas Local Government Code and the Charter of the City of Taylor, Texas, an incorporated city, authorizes the annexation of territory, subject to the laws of this state.

WHEREAS, the procedures prescribed by the Texas Local Government Code and Charter of the City of Taylor, Texas, and the laws of this state have been duly followed with respect to the following territory, consisting of approximately 60.48 acres, generally located north of the intersection of County Road 398 and Justin Lane and further described in Exhibits "A".

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

1. That the heretofore described property is hereby annexed to the City of Taylor, Williamson County, Texas, and that the boundary limits of the City of Taylor be and the same are hereby extended to include the above described territory within the city limits of the City of Taylor, and the same shall hereafter be included within the territorial limits of said city, and the inhabitants thereof shall hereafter be entitled to all the rights and privileges of other citizens of the City of Taylor and they shall be bound by the acts, ordinances, resolutions, and regulations of said city.

2. A service plan or agreement for the property annexed is hereby adopted and attached as Exhibit "B".

The City Clerk is hereby directed to file with the County Clerk of Williamson County, Texas, a certified copy of this ordinance.

This Ordinance shall be in full force and effect immediately upon passage.

SECTION 6. In accordance with Article VIII of the City Charter, Ordinance 2023-07 was introduced before the Taylor City Council on the 23rd day of February 2023.

DRAFT

PASSED, APPROVED, and ADOPTED on the _____ day of _____, 2023.

_____
Brandt Rydell, Mayor

ATTEST:

_____
Dianna McLean, City Clerk

APPROVED AS TO FORM:

_____
Ted W. Hejl,
City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Dianna McLean, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2023-07, passed and approved by the City Council of the City of Taylor, Texas, on the _____ day of _____, 2023, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this _____ day of _____, 2023.

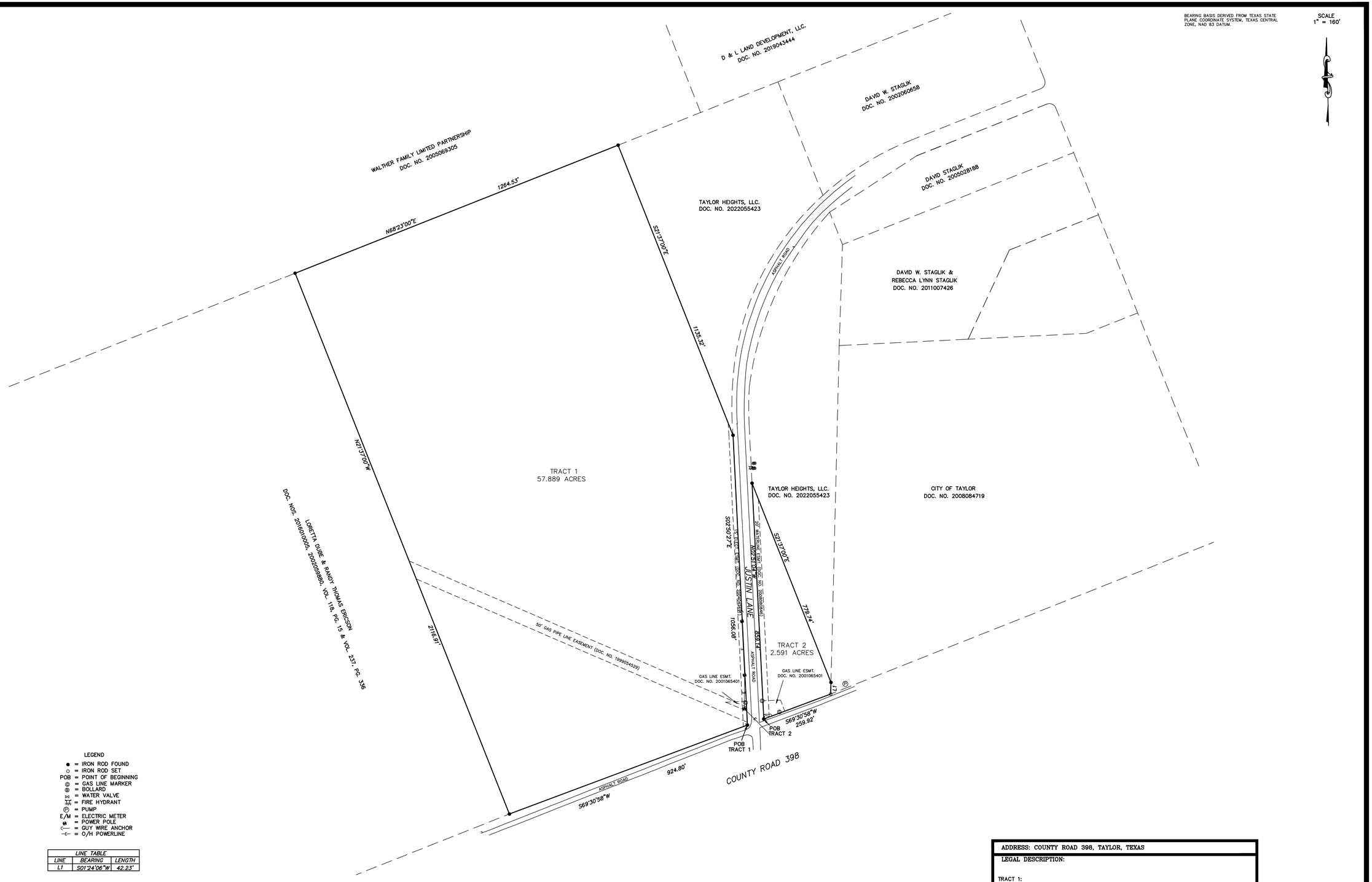
_____
Dianna McLean
City Clerk

DRAFT

EXHIBIT A

BEARING BASIS DERIVED FROM TEXAS STATE PLANE COORDINATE SYSTEM, TEXAS CENTRAL ZONE, NAD 83 DATUM.

SCALE
1" = 160'



RESTRICTIVE COVENANTS OF RECORD AS ITEMIZED HEREIN: DOCUMENT NO. 199954529, OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS.
(DOES AFFECT THIS TRACT)

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(BLANKET EASEMENT---DOES AFFECT THIS TRACT)

EASEMENT TO LONE STAR GAS COMPANY AS RECORDED IN VOLUME 237, PAGE 350, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(BLANKET EASEMENT---DOES AFFECT THIS TRACT)

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(DOES NOT AFFECT THIS TRACT EXCEPT AS TO BLANKET RIGHTS OF INGRESS/EGRESS)

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(10' EASEMENT CENTERED ON UNDERGROUND PIPELINE - UNABLE TO LOCATE UNDERGROUND PIPELINE)

LEGEND

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- ○ = IRON ROD SET
- POB = POINT OF BEGINNING
- ⓖ = GAS LINE MARKER
- ⓑ = BOLLARD
- ⋈ = WATER VALVE
- ⋇ = FIRE HYDRANT
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- E/M = ELECTRIC METER
- ● = POWER POLE
- ⟵ = GUY WIRE ANCHOR
- ⟵ = O/H POWERLINE

LINE TABLE		
LINE	BEARING	LENGTH
L1	S01°24'06"W	42.23'

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REG. #: 10193975
TEL: 830-214-5109
eddie@celcosurveying.com
www.celcosurveying.com

SURVEY PLAT

18018 OVERLOOK LOOP
SUITE 105 - UNIT 239
SAN ANTONIO, TEXAS 78259

CERTIFICATION

THE UNDERSIGNED DOES HEREBY CERTIFY TO THE PARTIES LISTED BELOW THAT THIS PLAT CORRECTLY REPRESENTS A SURVEY MADE UPON THE GROUND OF THE PROPERTY SHOWN HEREON, AND THAT THERE ARE NO ENCROACHMENTS OF VISIBLE IMPROVEMENTS, EXCEPT AS SHOWN HEREON, AND THAT THIS PROPERTY HAS ACCESS TO A PUBLIC ROADWAY, EXCEPT AS SHOWN HEREON.

BUYER: MALLIK AVULA AND SREEDHAR AALOORI
TITLE CO: LONGHORN TITLE
PLAN No.: 2022-0063

LENDER: N/A
G.F.#: TWH2100018
SURVEY DATE: JANUARY 27, 2023

ADDRESS: COUNTY ROAD 398, TAYLOR, TEXAS

LEGAL DESCRIPTION:

TRACT 1:
BEING A 57.889 ACRE TRACT OR PARCEL OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS AND BEING OUT AND A PART OF THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, AND BEING OUT AND A PART OF THAT SAME TRACT CONVEYED TO TAYLOR HEIGHTS, LLC., IN A DEED RECORDED IN DOCUMENT NO. 2022055423, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

TRACT 2:
BEING A 2.591 ACRE TRACT OR PARCEL OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS AND BEING OUT AND A PART OF THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, AND BEING OUT AND A PART OF THAT SAME TRACT CONVEYED TO TAYLOR HEIGHTS, LLC., IN A DEED RECORDED IN DOCUMENT NO. 2022055423, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

STATE OF TEXAS
REGISTERED
GEORGE E. LUCAS
4160
PROFESSIONAL
LAND SURVEYOR

GEORGE E. LUCAS, R.P.L.S. 4160

EXHIBIT A

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COMMENCING at an iron rod found on intersection of the northwest right-of-way line of County Road 398 and its intersection with the west right-of-way line of Justin Lane, for the southeast corner and POINT OF BEGINNING of herein described tract:

THENCE with the southeast line of this tract and northwest right-of-way County Road 398, South 69°30'58" West a distance of 924.80 feet to an iron rod found for the east corner of a tract of land conveyed to Loretta Dube and Randy Thomas Ericson in deeds recorded in Document Nos. 2016010005 and 2002059880, Official Public Records, and in Volume 118, Page 15 and Volume 237, Page 336, Deed Records, Williamson County, Texas, (hereinafter referred to as the "Dube and Ericson Tract"), and for the south corner of this tract;

THENCE with the southwest line of this tract and the northeast line of Dube and Ericson Tract, North 21°37'00" West a distance of 2,116.91 feet to an iron found on the southeast line of a tract of land conveyed to Walther Family Limited Partnership in a deed recorded in a deed recorded in Document No. 2005069305, Official Public Records, Williamson County, Texas, (hereinafter referred to as the "Walther Tract") for the west corner of this tract;

THENCE with the northwest line of this tract and the southeast line of the Walther Tract, North 68°23'00" East a distance of 1,264.53 feet to an iron rod found for the west corner of a tract o fland conveyed to Taylor Heights, LLC., in a deed recorded in Document No. 2022055423, Official Public Records, Williamson County, Texas, (hereinafter referred to as "Taylor Tract 3") and for the north corner of this tract;

THENCE with the northeast line of this tract and the southwest line of Taylor Tract 3, South 21°37'00" East a distance of 1,135.32 feet to an iron rod found for the west right-of-way line of Justin Lane for the northeast corner of this tract;

THENCE with the east line of this tract and the west right-of-way line of Justin Lane, South 02°50'27" East a distance of 1,056.08 feet to the POINT OF BEGINNING, containing 57.889 acres of land, more or less.

CELCO Surveying
18018 Overlook Loop
Suite 105 – Unit 239
San Antonio, Texas 78259
Firm Registration No. 10193975
PHONE: 830-214-5109
FAX: 866-571-8323
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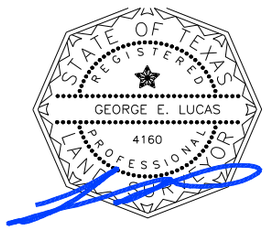

_____
BY: GEORGE E. LUCAS
R.P.L.S. No. 4160
State of Texas
January 27, 2022
2022-0063 TRACT 1

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THENCE with the southwest line of this tract and the northeast line of Dube and Ericson Tract, North 21°37'00" West a distance of 2,116.91 feet to an iron found on the southeast line of a tract of land conveyed to Walther Family Limited Partnership in a deed recorded in a deed recorded in Document No. 2005069305, Official Public Records, Williamson County, Texas, (hereinafter referred to as the "Walther Tract") for the west corner of this tract;

THENCE with the northwest line of this tract and the southeast line of the Walther Tract, North 68°23'00" East a distance of 1,264.53 feet to an iron rod found for the west corner of a tract o fland conveyed to Taylor Heights, LLC., in a deed recorded in Document No. 2022055423, Official Public Records, Williamson County, Texas, (hereinafter referred to as "Taylor Tract 3") and for the north corner of this tract;

THENCE with the northeast line of this tract and the southwest line of Taylor Tract 3, South 21°37'00" East a distance of 1,135.32 feet to an iron rod found for the west right-of-way line of Justin Lane for the northeast corner of this tract;

THENCE with the east line of this tract and the west right-of-way line of Justin Lane, South 02°50'27" East a distance of 1,056.08 feet to the POINT OF BEGINNING, containing 57.889 acres of land, more or less.

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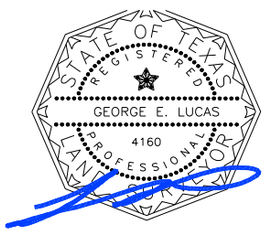

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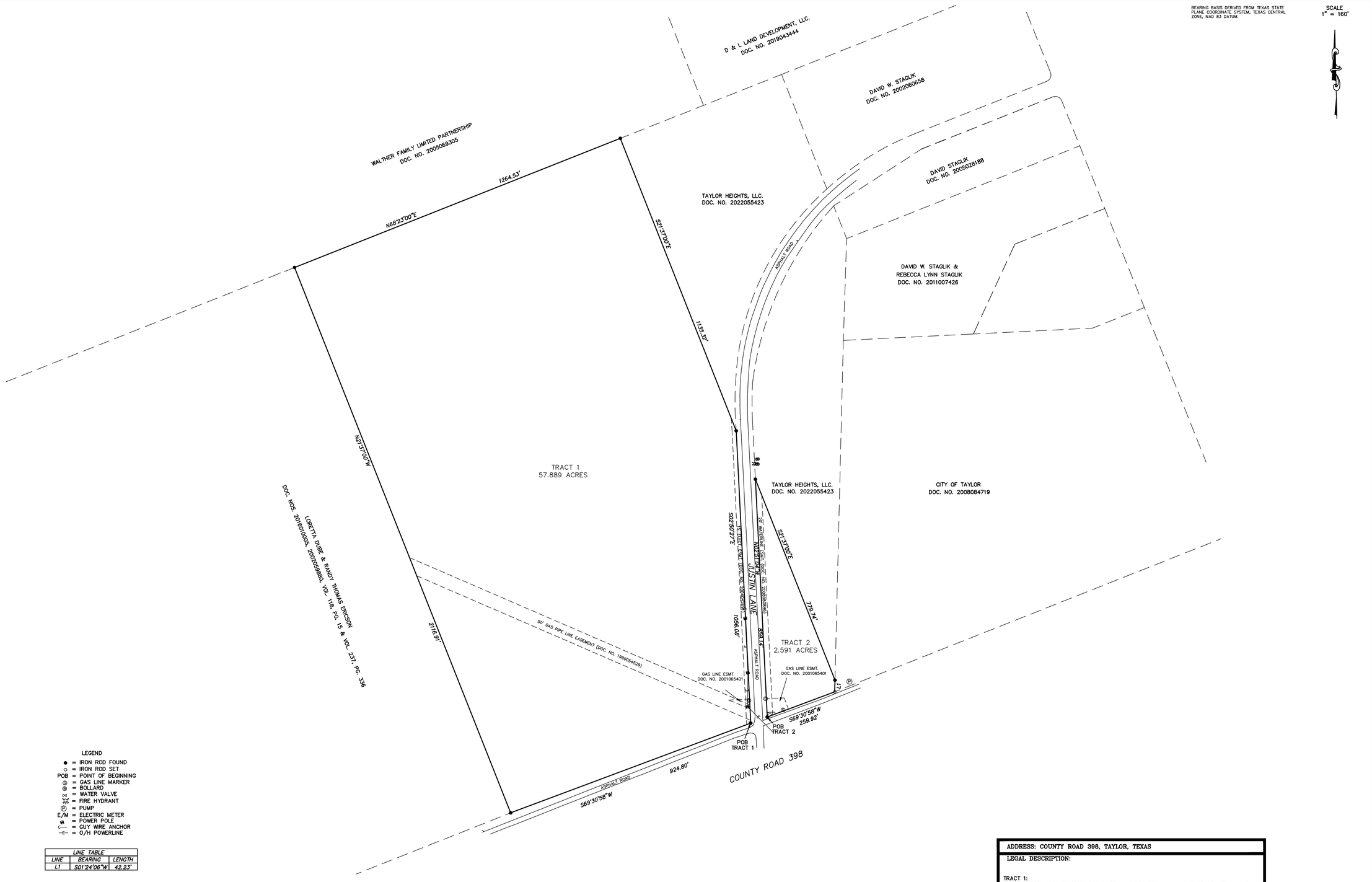

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LINE TABLE		
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SURVEY PLAT

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CERTIFICATION

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BUYER: MALLIK AVULA AND SREEDHAR AALOORI
TITLE CO: LONGHORN TITLE
PLAN No.: 2022-0063

LENDER: N/A
G.F.#: TWH2100018
SURVEY DATE: JANUARY 27, 2023

ADDRESS: COUNTY ROAD 398, TAYLOR, TEXAS

LEGAL DESCRIPTION:

TRACT 1:
BEING A 57.889 ACRE TRACT OR PARCEL OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS AND BEING OUT AND A PART OF THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, AND BEING OUT AND A PART OF THAT SAME TRACT CONVEYED TO TAYLOR HEIGHTS, LLC., IN A DEED RECORDED IN DOCUMENT NO. 2022055423, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

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STATE OF TEXAS
REGISTERED
GEORGE E. LUCAS
4160
PROFESSIONAL
LAND SURVEYOR

GEORGE E. LUCAS, R.P.L.S. 4160

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COMMENCING at an iron rod found on intersection of the northwest right-of-way line of County Road 398 and its intersection with the east right-of-way line of Justin Lane, for the southwest corner and POINT OF BEGINNING of herein described tract:

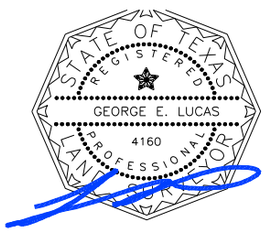
THENCE with the west line of this tract and east right-of-way Justin Lane, North 02°51'04" West a distance of 859.14 feet to an iron rod found for a property corner on the west line of a tract of land conveyed to Taylor Heights, LLC., in a deed recorded in Document No. 2022055423, Official Public Records, Williamson County, Texas, (hereinafter referred to as "Taylor Tract 4"), being the north corner of this tract;

THENCE with the northeast line of this tract and the southwest line of Taylor Tract 4,
South 21°37'00" East a distance of 779.74 feet to an iron found on the west line of a tract of land conveyed to City of Taylor in a deed recorded in a deed recorded in Document No. 2008084719, Official Public Records, Williamson County, Texas, (hereinafter referred to as the "City of Taylor Tract") for a property corner on the east line of this tract;

THENCE with the east line of this tract and the west line of the City of Taylor Tract,
South 01°24'06" West a distance of 42.23 feet to an iron rod found on the northwest right-of-way line of County Road 398 for the southeast corner of this tract;

THENCE with the southeast line of this tract and the northwest right-of-way line of County Road 398,
South 69°30'58" West a distance of 259.92 feet to the POINT OF BEGINNING, containing 2.591 acres of land, more or less.

CELCO Surveying
18018 Overlook Loop
Suite 105 – Unit 239
San Antonio, Texas 78259
Firm Registration No. 10193975
PHONE: 830-214-5109
FAX: 866-571-8323
e-mail: eddie@celcosurveying.com



_____
BY: GEORGE E. LUCAS
R.P.L.S. No. 4160
State of Texas
January 27, 2022
2022-0063 TRACT 2

EXHIBIT A

FIELD NOTE DESCRIPTION TRACT FOR A 2.591 ACRE TRACT OF LAND:

BEING A 2.591 ACRE TRACT OR PARCEL OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS AND BEING OUT AND A PART OF THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, AND BEING OUT AND A PART OF THAT SAME TRACT CONVEYED TO TAYLOR HEIGHTS, LLC., IN A DEED RECORDED IN DOCUMENT NO. 2022055423, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, (HEREINAFTER REFERRED TO AS "TAYLOR TRACT 2") SAID 2.591 ACRES OF LAND, MORE OR LESS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING at an iron rod found on intersection of the northwest right-of-way line of County Road 398 and its intersection with the east right-of-way line of Justin Lane, for the southwest corner and POINT OF BEGINNING of herein described tract:

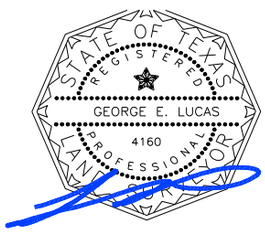
THENCE with the west line of this tract and east right-of-way Justin Lane, North 02°51'04" West a distance of 859.14 feet to an iron rod found for a property corner on the west line of a tract of land conveyed to Taylor Heights, LLC., in a deed recorded in Document No. 2022055423, Official Public Records, Williamson County, Texas, (hereinafter referred to as "Taylor Tract 4"), being the north corner of this tract;

THENCE with the northeast line of this tract and the southwest line of Taylor Tract 4,
South 21°37'00" East a distance of 779.74 feet to an iron found on the west line of a tract of land conveyed to City of Taylor in a deed recorded in a deed recorded in Document No. 2008084719, Official Public Records, Williamson County, Texas, (hereinafter referred to as the "City of Taylor Tract") for a property corner on the east line of this tract;

THENCE with the east line of this tract and the west line of the City of Taylor Tract,
South 01°24'06" West a distance of 42.23 feet to an iron rod found on the northwest right-of-way line of County Road 398 for the southeast corner of this tract;

THENCE with the southeast line of this tract and the northwest right-of-way line of County Road 398,
South 69°30'58" West a distance of 259.92 feet to the POINT OF BEGINNING, containing 2.591 acres of land, more or less.

CELCO Surveying
18018 Overlook Loop
Suite 105 – Unit 239
San Antonio, Texas 78259
Firm Registration No. 10193975
PHONE: 830-214-5109
FAX: 866-571-8323
e-mail: eddie@celcosurveying.com



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BY: GEORGE E. LUCAS
R.P.L.S. No. 4160
State of Texas
January 27, 2022
2022-0063 TRACT 2

Exhibit "B"

VOLUNTARY ANNEXATION SERVICE PLAN

This **Voluntary Annexation Service Plan** ("**Service Plan**"), which is incorporated by reference as additional terms, conditions, and provisions of that certain, shall constitute, and is hereby deemed to be, the written agreement between the City of Taylor, Texas ("City") and Sudhakar Tadiboyina ("Owner") required by Section 43.0672 of the Texas Local Government Code relating to the provision of municipal services to the Property upon enactment by the City of an ordinance annexing the Property into the City's corporate limits in response to the Company's voluntary petition requesting annexation ("**the Petition**") delivered to the City pursuant to Section 43.0671 of the Texas Local Government Code. For purposes of this Service Plan, the Property, as described in Exhibit "A" to the Petition, shall be referred to as the "**Annexed Area**".

The City will provide the Annexed Area with Municipal Services in compliance with the Texas Local Government Code in accordance with the following schedule:

A. **CODE ENFORCEMENT, BUILDING INSPECTION, ETC.:** The City will provide code enforcement, building inspection services, and permit issuances to the area immediately upon annexation to the Annexed Area and in accordance with Article IV, Article V.

B. **EMERGENCY MEDICAL SERVICES:** Emergency Medical Services will be provided to the Annexed Area by Williamson County EMS and the City's Fire Department. Said services will be made available to the Annexed Area on the same basis as they are made available to other parts of the City with land uses and population densities similar to those reasonably contemplated or projected in the Annexed Area and in accordance with City budget appropriations.

C. **FIRE:** The City has a full-time career fire department under the direction of the Fire Chief, and Assistant Fire Chief to provide fire protection and paramedic-level emergency medical services. Upon the effective date of the annexation, said services will also be made available to the Annexed Area on the same basis as they are made available to other parts of the City with land uses and population densities similar to those reasonably contemplated or projected in the proposed Annexed Area in accordance with City budget appropriations.

D. **POLICE:** The City provides municipal police protection to its businesses and residents, including routine patrols throughout the City and law enforcement services upon call. Upon the effective date of the Annexation, said services will also be made available to the Annexed Area on the same basis as they are made available to other parts of the City with land uses and population densities similar to those reasonably contemplated or projected in the Annexed Property and in accordance with City budget appropriations.

E. WATER SERVICE AND MAINTENANCE OF WATER FACILITIES: Water service will be provided in accordance with the applicable codes and departmental policy as development occurs in the area. Inspection of water distribution lines will be provided under the statues of the State of Texas. Any water service will be provided by the City utility department on the same terms, conditions, and requirements as are applied to all similarly situated areas and customers of the City and subject to all ordinances, regulations, and policies of the City in effect from time to time. Extension of service shall comply with City codes and ordinances.

F. SANITARY SEWER SERVICE AND MAINTENANCE: Sanitary sewer service will be provided in accordance with applicable City codes and departmental policy as development occurs within the Area. Any sewer service will be provided by the City utility department on the same terms, conditions, and requirements applied to all similarly situated areas and customers of the City, subject to all ordinances, regulations, and policies of the City in effect from time to time. Extension of service shall comply with applicable codes and ordinances.

G. SOLID WASTE COLLECTION: Solid Waste Collection services will be provided to the Annexed Area upon annexation in accordance with ordinances and City policies in effect at the time of annexation and within the City's budget appropriations.

H. MAINTENANCE OF ROADS, STREET, AND STREET LIGHTING: The City will begin maintenance of current roads and streets within the Annexed Area and as required by city ordinance upon the effective date of the Annexation. Such streets and roads shall be maintained in their current condition and on the same basis as other areas in the City with topography, land uses and population densities similar to those reasonably contemplated or projected in the Annexed Area. Any such resurfacing or upgrade shall be made in accordance with current City policies and adopted Standard Construction Details or as approved by the City Engineer. The City will coordinate any request for street lighting with electric providers in accordance with City policy.

I. PUBLIC LIBRARY SERVICES AND OTHER PUBLICLY OWNED FACILITIES, BUILDINGS AND SERVICES: At this time there are no public library services in the Annexed Area. Property owners and residents of the Annexed Area may use the City's existing public library and other publicly owned facilities, buildings, and services within the City on the same basis as other residents of the City upon annexation with such privileges being provided within the City budget appropriations.

J. PARKS, PLAYGROUNDS AND OTHER PUBLIC RECREATION FACILITIES AND SERVICES: At this time there are no parks, playgrounds, or other public recreation facilities in the Annexed Area. Property owners and residents of the Annexed Area may use the City's existing public parks, playgrounds, and other recreational facilities and services of the City on the same basis as other residents of the City upon annexation and in accordance with City budget appropriations.

K. GENERAL MUNICIPAL ADMINISTRATION: General municipal administration services will be available to the Annexed Area upon the effective date of the Annexation. This Service Plan provides for full municipal services to the Annexed Area that are adequate to serve the Annexed Area on the same basis as municipal services are made available to other parts of the City with land uses and population densities similar to those reasonably contemplated or projected in the Annexed Area. Further, said municipal services are equal to or greater than the services and level of such services in existence in the Annexed Area immediately preceding the effective date of Annexation. This Service Plan does not constitute a right to a superior level of services in the Annexed Area; provided.

Memo

To: City of Taylor

From: Taylor Heights, LLC

Date: January 10, 2023

Re: Voluntary Annexation- Letter of Intent

To The City of Taylor,

The property owner, Taylor Heights LLC, will petition the city council for annexation in conjunction with the zoning request for its land recorded in Document #2022055423 of the official public records of Williamson County. The deed contains four parcels of land but the two listed below are understood to be within the scope of this project:

-R019617(58.4579 acres)
-R406296(2.19 acres),

T. Sudhakar

From,
Sudhakar Tadiboyina
Partner
Taylor Heights, LLC

cc: jparcel@dunaway.com
jnoell@dunaway.com

ANNEXATION OR CITY LIMITS EXTENSION

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF TAYLOR, TEXAS.

The undersigned owners of the hereinafter described tract of land, which is (1) one-half mile or less in width, (2) contiguous to the city limits, and (3) vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your Honorable Body to extend the present city limits so as to include as a part of the City of Taylor, Texas, the property described in Exhibit "A", attached hereto and made a part hereof.

We hereby certify, under oath, that:
WE ARE THE TRUE AND ONLY OWNERS OF THE ABOVE DESCRIBED TRACT OF LAND, as conveyed to us in Deed(s) recorded as Document No. 2022055423, Official Public Records of Williamson County, or in Volume_____ Page _____, Deed Records of Williamson County.

T Sudhakar
Owner(s)

SUBSCRIBED AND SWORN TO BEFORE ME, a notary public, by Sudhakar Tadiboyina this 11th day of January, 2023, A.D.

AKSHAAN SINGH
Notary Public, State of Texas
Comm. Expires 03-06-2026
Notary ID 133626021

Notary Public, State of Texas

ACKNOWLEDGMENT (INDIVIDUAL)

This instrument was acknowledged before me on the 23rd day of January, 2023, by Sudhakar Tadiboyina

Notary Public, State of Texas

ANGEL JOURNI POWELL
Notary Public, State of Texas
Comm. Expires 11-28-2026
Notary ID 134080661

ACKNOWLEDGMENT (CORPORATE)

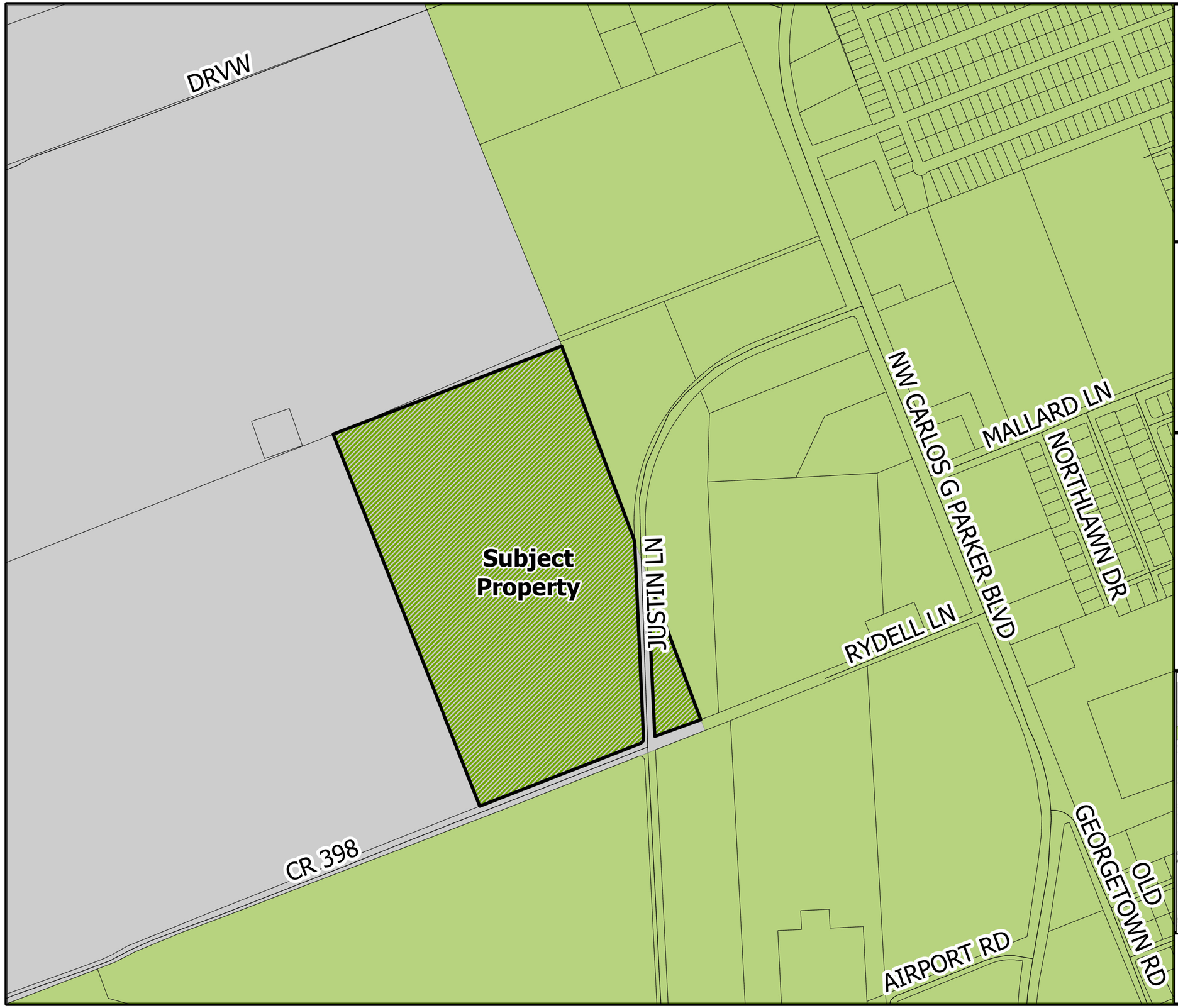
This instrument was acknowledged before me on the 23 day of January, 2023, by SUDHAKAR TADIBOYINA, the MANAGER, of TAYLOR HEIGHTS LLC a Texas LLC, on behalf of said TAYLOR HEIGHTS LLC

T Sudhakar

Notary Public, State of Texas

ANGEL JOURNI POWELL
Notary Public, State of Texas
Comm. Expires 11-28-2026
Notary ID 134080661

For Office Use Only	
DATE RECEIVED:	_____
CITY COUNCIL HEARING DATE:	_____



Taylor Texas
CITY OF TAYLOR TX

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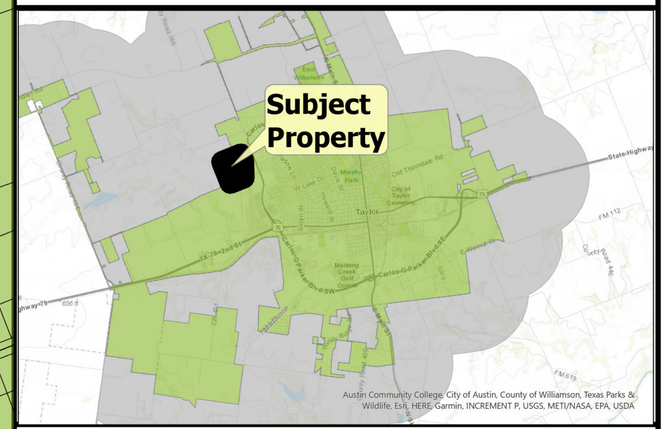
PZ-2022-1448

Taylor Heights
Annexation
Location Map
Approximately 60.65 Acres

Legend

- Proposed Annexation
- ETJ
- City Limits
- Parcels
- Streets



0 500 1,000 US Feet

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☒ Streets/Infrastructure
☒ Quality of Life
☒ Economic Vitality

Agenda Item #: 8

Agenda Title: **Hold a public hearing and introduce Ordinance 2023-08 regarding PZ-2022-1544 a request to change the zoning designation from the zoning upon annexation of R-1 (Single Family) and existing B-1 (Local Business) to Planned Development (PD) with residential and commercial base zones on property described as approximately 78.53 acres of land general located North of the intersection of County Road 398 and Justin Lane.**

Council Action to be taken: Hold Public Hearing and Introduce Ordinance

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

The purpose of the planned development rezoning will allow for a community that is pedestrian-friendly, with a mixture of civic spaces, throughfares, and a variety of residential types, and commercial zones laid out in a neighborhood design that is consistent with the Comprehensive Plan.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Preceding this rezoning request was a request for voluntary annexation of part of the subject property up for rezoning consideration.

On August 11, 2022, the City Council adopted the applicant's request for a Comprehensive Plan Amendment (PZ-2022-1513) which granted Neighborhood Greenfield, Market Center: Community, and Employment Center: Community.

The applicant has requested to rezone the subject property from zoning upon annexation of R-1 (Single Family) and existing property zoned as B-1 (Local Business) to a Planned Development (PD) that incorporates a variety of residential types, and commercial zones with a range of uses which may include lodging, office, retail, restaurant, and civic uses. Base zones consist of R-1 (Single Family), B-1 (Local Business), and M-1 (Light Manufacturing). The applicant chose to work with the City's design consultant, Michael Watkins Architect, to furnish the applicant and the city with an alternative master plan and

planned development standards to address neighborhood structure and scale, civic spaces, and frontage types.

For the applicant to move forward with their proposed development changes to the Official Zoning Map are necessary.

2. PROS and CONS

PROS	CONS
• Provides mixed use (residential and commercial) development. • Provides various lot sizes and housing types. • Provides a neighborhood design that meets the goals in the comprehensive plan of human-scale development patterns. • Increase in tax base.	• Will likely increase traffic along Justin Lane and County Road 398.

4. RECOMMENDATION

The Planning and Zoning Commission held a public hearing on February 14, 2023, and they unanimously recommended approval of the requests to change approximately 78.53 acres of land from the zoning upon annexation of R-1 (Single Family) and existing B-1 (Local Business) to Planned Development (PD) with residential and commercial base zones on property generally located North of the intersection of County Road 398 and Justin Lane.

5. FUNDING SOURCE

N/A

6. TIMELINE

Planning and Zoning Commission public hearing and recommendation – February 14, 2023

City Council public hearing and ordinance introduction – February 23, 2023

City Council consideration of ordinance approval – March 9, 2023.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

8a Staff Report
8b Growth Sectors Map
8c Future Land Use Map
8d Current Zoning Map
8e Proposed Zoning Map
8f Notice Area Map
8g Rezoning Ordinance 2023-08
8h Ordinance Exhibit A – Survey
8h1 Ordinance Exhibit B – Planned Development Project Book
8h2 Ordinance Exhibit B –Planned Development Standards
8h3 Ordinance Exhibit C – Proposed Zoning Map
8i Presentation PowerPoint

City of Taylor
PZ-2022-1544
Zoning Map Amendment
Staff Report

Item Details

Subject Property:	Generally located north of the intersection of County Road 398 and Justin Lane.
Total Acreage:	Approximately 78.53 acres
Legal Description:	Approximately 78.53 acres of land part of and out of the Samuel Pharrass Survey Abstract No. 496, more particularly described by Williamson Central Appraisal District Parcels R019617, R374022, R406295, and R406296.
Property Owner(s):	Taylor Heights, LLC
Applicant/Representative:	Sudhakar Tadiboyina and Mallik Avula, Taylor Heights, LLC
Request:	A request to amend the zoning designation from the zoning upon annexation of R-1 (Single Family) and existing B-1 (Local Business) to Planned Development (PD) with residential and commercial base zoning districts.
Case History:	This is the first public hearing of this request. Other associated cases with the subject property are PZ-2022-1513 (Comprehensive Plan Amendment) and PZ-2022-1448 (Voluntary Annexation).

Overview of Applicant's Request & Background

The applicant has requested to rezone the subject property from zoning upon annexation of R-1 (Single Family) and existing property zoned as B-1 (Local Business) to a Planned Development (PD) that incorporates a variety of residential types, and commercial zones with a range of uses which may include lodging, office, retail, restaurant, and civic uses. Base zones consist of R-1 (Single Family), B-1 (Local Business), and M-1 (Light Manufacturing). The applicant chose to work with the City's design consultant, Michael Watkins Architect, to furnish the applicant and the city with an alternative master plan and planned development standards to address neighborhood structure and scale, civic spaces, and frontage types. The planned development contains a regulating plan to allow flexibility. The regulating plan is based on transects which act to create new walkable mixed-use environments. The rural to urban transects create a means for considering and organizing the human habitat in a continuum of intensity that ranges from the most rural condition to the most urban. The plan for Taylor Heights PD will blend developments from the neighborhood edge zone (T3), neighborhood general zone (T4), neighborhood center zone (T5), and lastly a special district (SD).

The week of October 17, 2022, the applicant, city staff, and Michael Watkins and his team of urban designers met to collaboratively conduct a design charette. During that week staff observed the

subject property in person and throughout the week the neighborhood layout was developed. After the charette, the development standards for the planned development were prepared and have been reviewed and finalized by staff and the applicant. The proposed community closely aligns with the City's long-term goals and will help the City meet the growing demand for walkable communities.

Location:
The subject property is generally located north of the intersection of County Road 398 and Justin Lane and northwest of the Taylor Municipal airport runway. The developable property straddles Justin Lane.

Physical and Natural Features:
The subject property is vacant and was historically used as agricultural land for crops. A 50-foot gas easement cuts through the lower southwestern portion of the property.

Growth Sector Designations:
The Growth Sectors Map identifies the areas in Taylor and its extra-territorial jurisdiction (ETJ) where development and redevelopment are intended, where they should be controlled, and areas where they should be restricted. The subject property is located within the Intended Growth Sector. The Intended Growth Sector consists of areas with access to existing or planned transportation/infrastructure and are on the periphery of existing developed areas. These are primarily vacant, underutilized, or poorly developed commercial areas adjacent to existing centers and service areas. Growth policies should encourage the development or redevelopment of these areas as compact residential and mixed-use development.

Future Land Use and Zoning Designations:
The Envision Taylor Comprehensive Plan identifies Future Land Use designations to guide growth in Taylor. The subject property was assigned the land use designations of Neighborhood Greenfield, Market Center: Community, and Employment Center: Community. On August 11, 2022, the City Council adopted the applicant's request for a Comprehensive Plan Amendment (PZ-2022-1513) which granted the Future Land Uses listed below.

1. *Neighborhood Greenfield* – New communities that contain a wide mix of residential uses and neighborhood services. Greenfield development should be developed as an extension of the existing urban fabric in Taylor.
2. *Market Center: Community* – Mixed-use areas anchored by a retail destination where surrounding residents go to get daily goods and services. As with all centers, Market Centers are envisioned as mixed use and walkable places. Community scaled development should aim to serve several neighborhoods.
3. *Employment Center: Community* – Mixed-use areas centered around office or industrial uses that can support significant employment.

The proposed Planned Development (PD) will aim to incorporate R-1 (Single Family), B-1 (Local Business), and M-1 (Light Industrial) as base zones within their respective future land use allocations.

Surrounding Properties:
The current Zoning, Future Land Use designation, and Existing Uses of the adjacent properties to the north, south, east, and west are outlined in the table below:

Direction	Zoning District	Future Land Use	Existing Land Use
North	N/A - ETJ	Area of Minimal Change	Vacant Acreage
South	R-1 (Single Family) & M-1 (Light Industrial)	Employment Center: Regional	Vacant Acreage & Taylor Municipal Airport
East	B-1 (Local Business)	Market Center: Community & Employment Center: Regional	Predominately vacant acreage with several large lot residences
West	N/A - ETJ	Area of Minimal Change	Vacant Acreage

Utilities

Upon successful annexation the subject property will be brought into the City's service area for water and sewer. There is an active 24-inch waterline along CR 398 and Justin Lane and the extension of wastewater utilities will be the responsibility of the developer. Early discussions with the applicant identified wastewater extending from the Airport lift station south of the subject property.

Transportation

The subject property is located along County Road 398 and Justin Lane which are classified as Enhanced Community Boulevards. Community Boulevards are the primary routes connecting major areas of the city and are commonly moderate to high-speed streets that may be constructed in two, four, or six lane sections. Additionally, there is a Proposed Neighborhood Avenue that is shown to bisect the subject property and carry traffic north from Justin Lane. Preliminary neighborhood designs by Michael Watkins Architect have identified an internal thoroughfare network consisting of a variety of thoroughfare types that described a set of typical vehicular and pedestrian thoroughfare assemblies permitted in each transect zone as well as standards on how to regulate and implement the thoroughfares found within the plan.

Public Notification

As required by the Texas Local Government Code and the City of Taylor Code of Ordinances, all property owners within a 200-foot radius of the subject property were notified of the Zoning Map Amendment request. A total of ten (10) property owners were provided with notice of the request. A legal notice advertising the public hearing was placed in the Taylor Press on Sunday, January 29, 2023.

Staff Analysis

Upon analyzing the request, the proposed uses as single family, townhomes, multi-family, commercial and light industrial are considered consistent with the Comprehensive Plan. The uses are consistent with the following policies in the Comprehensive Plan:

- **LU1** – New Development should resemble the form and scale of traditional development patterns.
    - The development provides internal street connectivity and follows the traditional small block pattern of Taylor.
- **LU8** – A jobs-housing balance that supports people living and working in Taylor should be encouraged.
    - The future land uses have guided the layout of the zoning (residential, commercial, and light industrial) within the subject property which will act to provide a variety of housing types within proximity to areas of employment.
- **LU11** – Development and infrastructure decisions and regulations should result in an increase in population density and revenue per acre.
    - Developing in an area with existing infrastructure and taking advantage of a Planned Development allows the subject property to easily connect to utilities and provide a denser development while keeping with the desires of the Comprehensive Plan.
- **H4** – Infill missing middle housing and accessory dwelling units should be prioritized over new, large lot single family development.
    - The applicant has proposed a form of missing middle housing lots to accommodate townhomes at varying lot sizes and incorporating detached single-family housing with the ability to have accessory dwelling units by right.

In summary, the applicant's request to change the zoning district designation from zoning upon annexation of R-1 (Single Family) and existing property zoned as B-1 (Local Business) to a Planned Development (PD) that incorporates a variety of residential types, and commercial zones is consistent with the Comprehensive Plan in this location. The applicant's use of the urban design consultant has allowed for collaboration between the applicant and the city. The results of the Planned Development will create a walkable, human-scaled environment that aligns with the city's goals to keep Taylor developed within a grid-like pattern, remain within an area with existing utilities, and incorporate a variety of housing types in addition to providing commercial and industrial uses nearby.

Staff Recommendation

For the reasons stated in the staff analysis, staff recommends approval of the requested rezoning.

Planning and Zoning Commission Recommendation

The Planning and Zoning Commission is charged with reviewing all requests for rezonings and recommends to City Council either in favor of or opposition to each request.

In determining a recommendation on a rezoning request, the Planning and Zoning Commission members consider the following factors:

- **Is the rezoning consistent with the Comprehensive Plan?**

    The rezoning request is consistent with the Comprehensive Plan. As mentioned previously in the report, the proposed rezoning is appropriate for the three Future Land Use

designations of Neighborhood Greenfield, Market Center: Community, and Employment Center: Community.

- **Is the rezoning compatible with the surrounding area?**
  The rezoning is compatible with the surrounding area as most of the area north-northwest is vacant land and land south-southwest includes existing commercial, industrial, and residential zones.

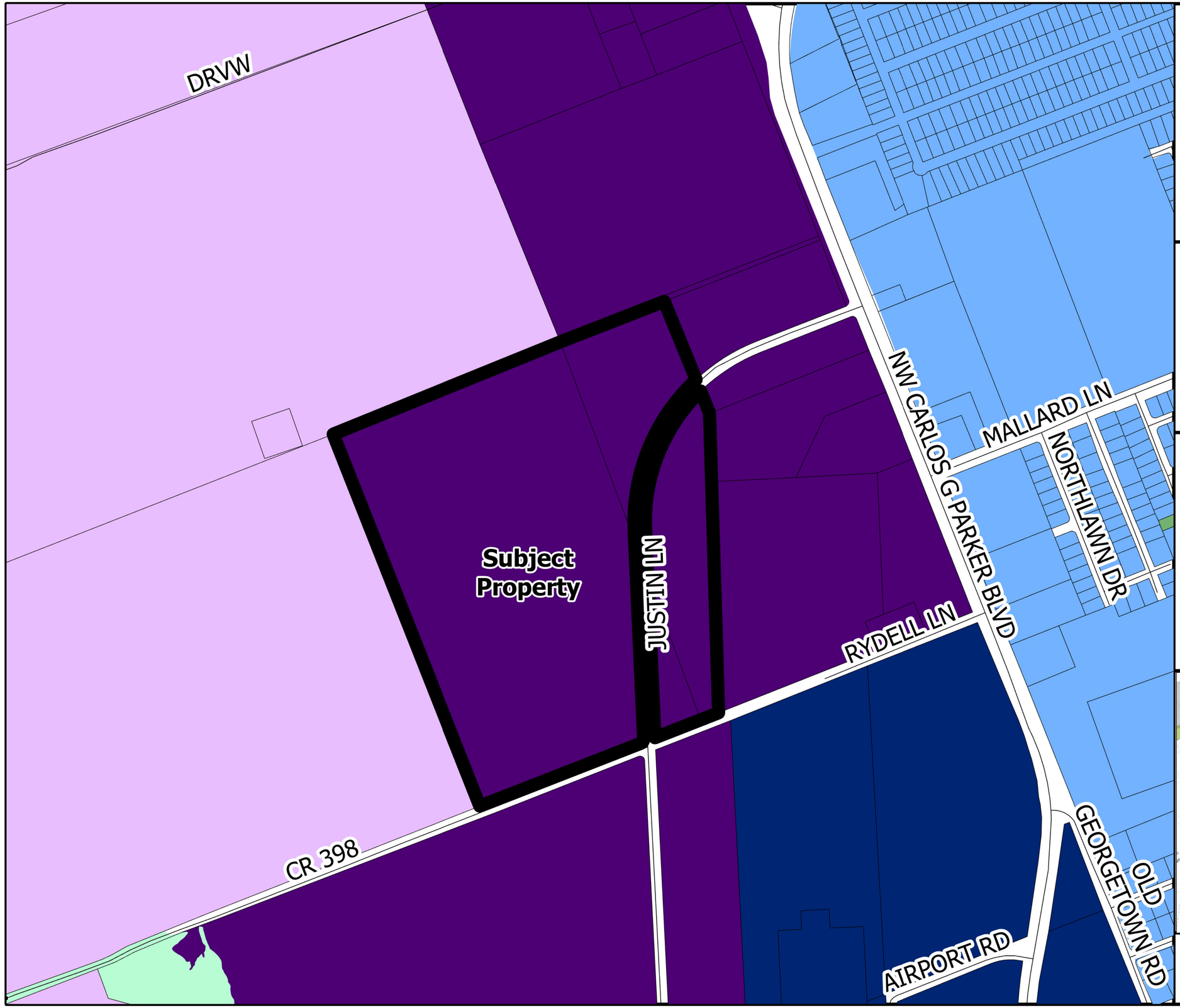
- **Does the rezoning promote the public health, safety, or general welfare?**
  Staff analysis determined that the rezoning of the subject property will promote public health, safety, and general welfare. In addition, the Planning Principles and Policy Guide in the Comprehensive Plan aim to promote health, safety, and general welfare by managing growth, while promoting safe and orderly development.

- **Is adequate infrastructure available or planned to meet the needs of the proposed land use?**
  Adequate water facilities are directly available. The applicant will be held responsible for extending wastewater to the subject property. Existing roadways (County Road 398 and Justin Lane) are present to further an internal roadway network.

- **Do current conditions indicate that a rezoning is necessary?**
  Currently, the city's existing zoning regulations do not comply with the overarching goals and policies within the Comprehensive Plan. Curating a planned development allows the applicant the ability to create density that will meet the intent of the Comprehensive Plan. The Planned Development allows the subject property to consist of a walkable community of mixed uses ranging from single family residential, townhomes, multi-family, office, retail, restaurant and civic uses broken down into transect zones to reflect distinct physical environments.

Attachments:

1. Growth Sectors Map
2. Future Land Use Map
3. Current Zoning Map
4. Proposed Zoning Map
5. Notice Area Map
6. Draft Ordinance
    a. Exhibit "A" Survey
    b. Exhibit "B" Proposed PD Standards
    c. Exhibit "C" Proposed Zoning Map



Taylor Texas
CITY OF TAYLOR TX

N

PZ-2022-1544

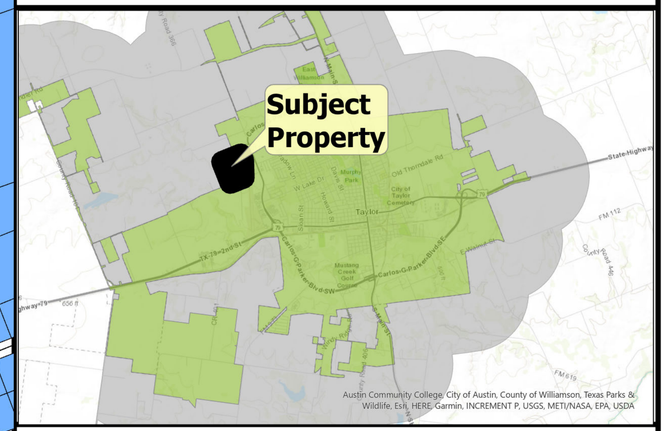
Taylor Heights
PD/Re-Zoning
Growth Sectors Map
Approximately 78.53 Acres

Legend

- Subject Property
- Parcels
- Streets

Growth Sectors Map

- Preserved Open Sector
- Restricted Growth Sector
- Intended Growth Sector
- Infill Neighborhood Sector
- Infill Growth Sector
- Flood Plain



0 500 1,000 US Feet

PZ-2022-1544

Taylor Heights
PD/Re-Zoning
Future Land Use Map
Approximately 78.53 Acres

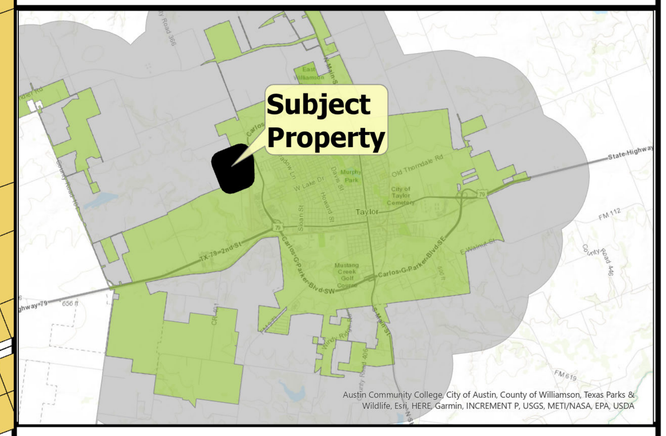
N

Legend

- Subject Property
- Parcels
- Streets

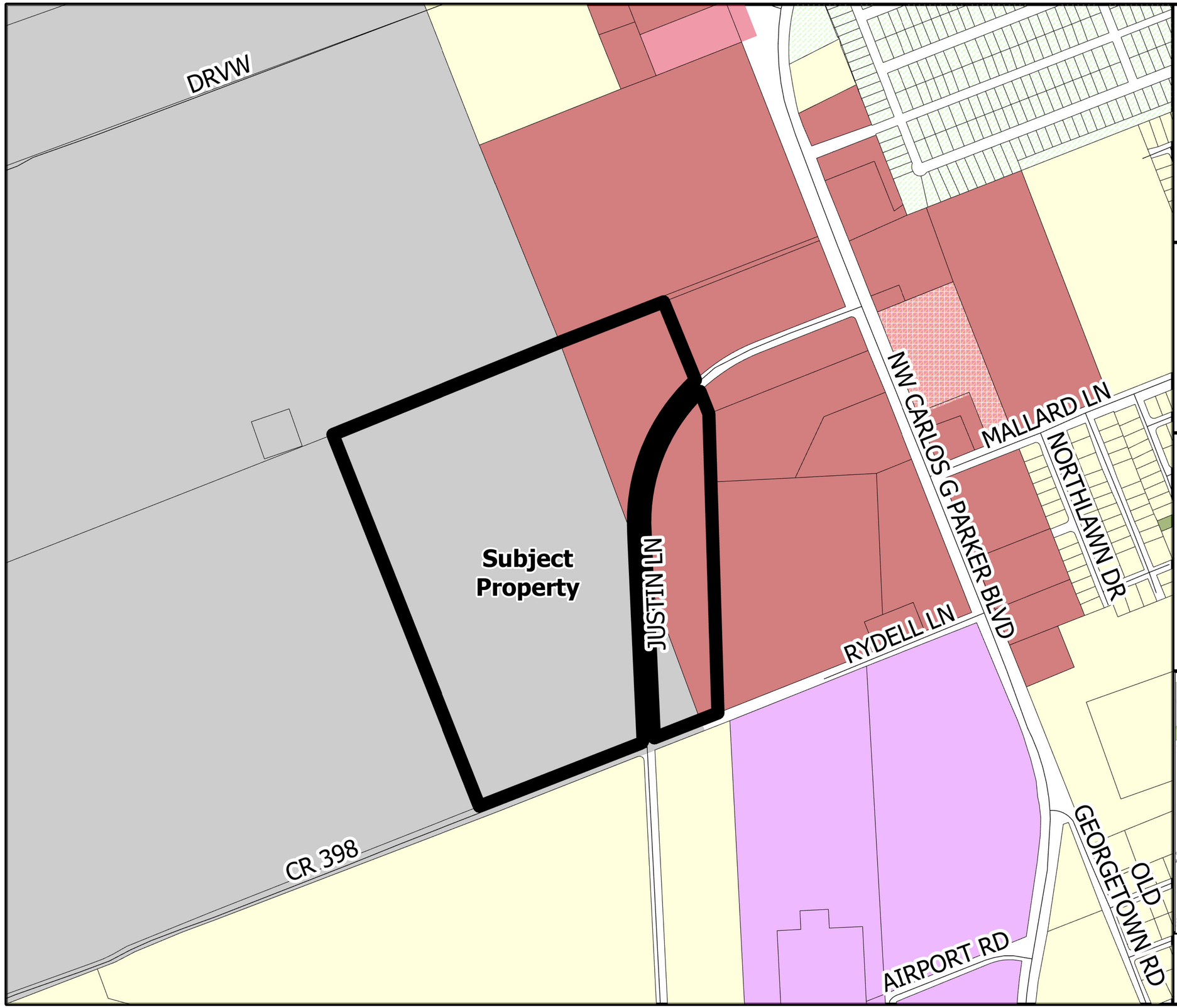
Future Land Use Map

- Area of Minimal Change
- Neighborhood Greenfield
- Neighborhood Infill
- Employment Community
- Employment Regional
- Market Community
- Open Space



0 500 1,000 US Feet

DRVW
NW CARLOS G PARKER BLVD
MALLARD LN
NORTHLAWN DR
Subject Property
JUSTIN LN
RYDELL LN
CR 398
AIRPORT RD
GEORGETOWN RD
OLD



Taylor Texas
CITY OF TAYLOR TX

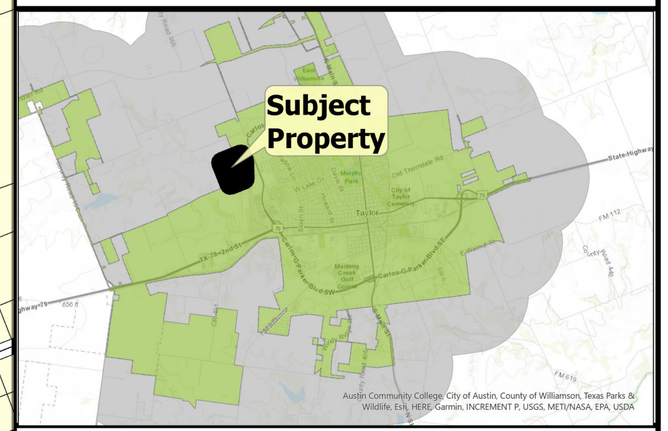
N

PZ-2022-1544

Taylor Heights
PD/Re-Zoning
Current Zoning Map
(B-1 & ETJ)
Approximately 78.53 Acres

Legend
- Subject Property
- ETJ
- Parcels
- Streets

ZONING
- B-1
- B-2
- B-2/CPD
- M-1 Light Industrial
- P Parks
- R-1 Single Family
- R-1/RPD: Residential Planned Development



0 500 1,000 US Feet

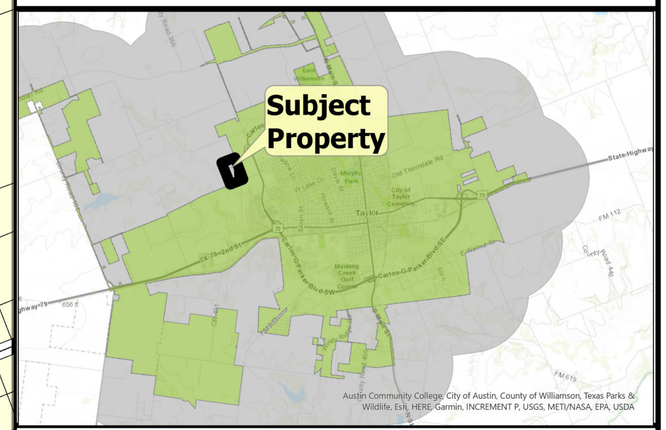
PZ-2022-1544

Taylor Heights
PD/Re-Zoning
Proposed Zoning Map
Approximately 78.53 Acres

N

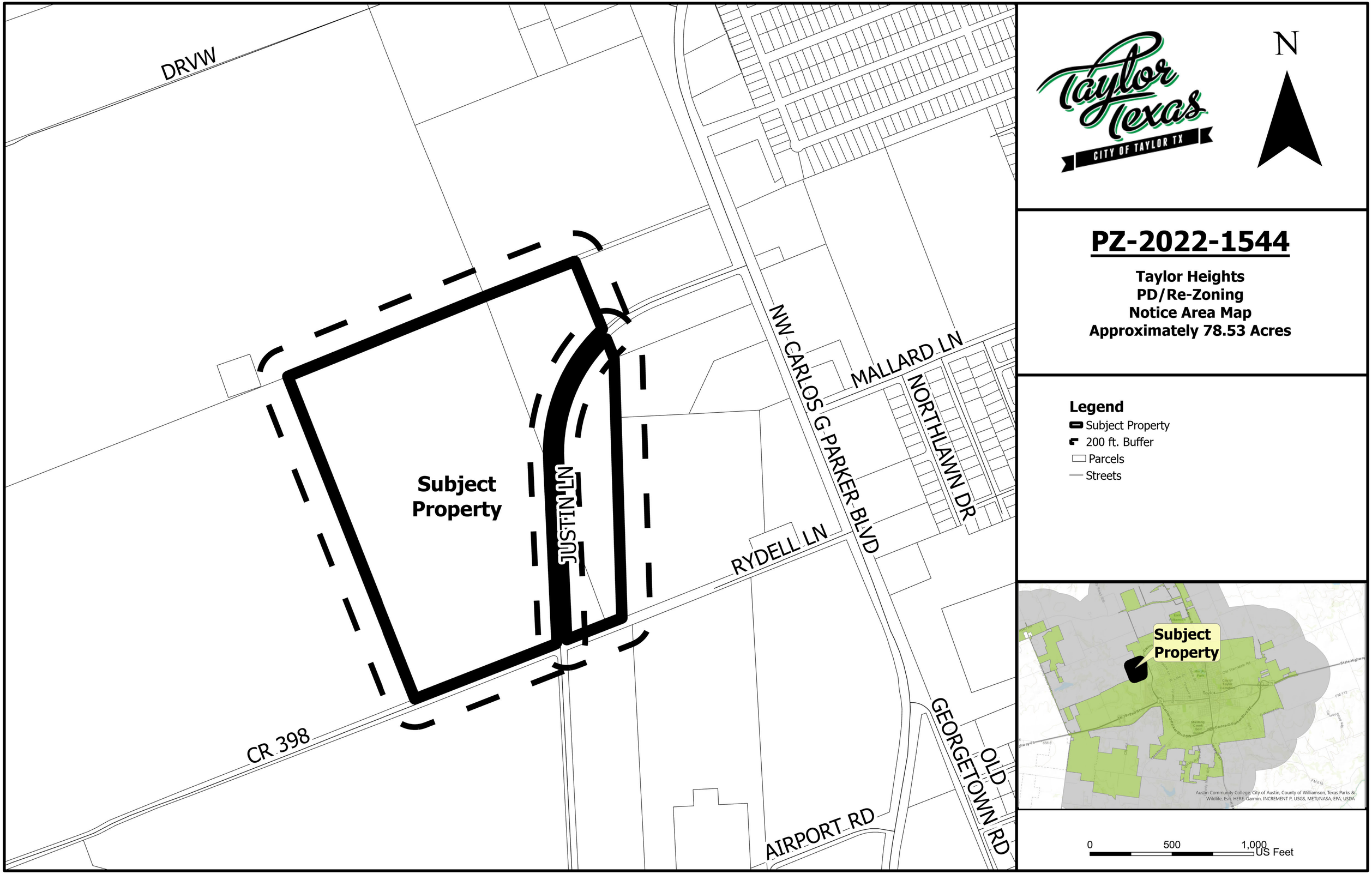
Legend
- Subject Property
- Parcels
- Streets

ZONING
- B-1
- B-2
- B-2/CPD
- M-1 Light Industrial
- P Parks
- R-1 Single Family
- R-1/RPD: Residential Planned Development
- B-1/CPD
- M-1/CPD



0 500 1,000 US Feet

DRVW
NW CARLOS G PARKER BLVD
MALLARD LN
NORTHLAWN DR
JUSTIN LN
RYDELL LN
CR 398
AIRPORT RD
OLD GEORGETOWN RD
Subject Property



PZ-2022-1544

Taylor Heights
PD/Re-Zoning
Notice Area Map
Approximately 78.53 Acres

Legend

- Subject Property
- 200 ft. Buffer
- Parcels
- Streets

ORDINANCE NO. 2023-08

AN ORDINANCE CHANGING THE ZONING ON PROPERTY DESCRIBED AS APPROXIMATELY 78.53 ACRES OF LAND GENERALLY LOCATED NORTH OF THE INTERSECTION OF COUNTY ROAD 398 AND JUSTIN LANE, FROM THE ZONING UPON ANNEXATION OF R-1 (SINGLE FAMILY) AND B-1 (LOCAL BUSINESS) TO PLANNED DEVELOPMENT (PD), PART OF AND OUT OF THE SAMUEL PHARRAS SURVEY, ABSTRACT NO. 496, TAYLOR, WILLIAMSON COUNTY, TEXAS; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the Taylor City Council, after proper notice, conducted a public hearing on February 23, 2023, to consider the request made by Taylor Heights, LLC through Sudhakar Tadiboyina, for property which 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 zoning upon annexation of R-1 (Single Family), and B-1 (Local Business) to Planned Development with residential and commercial overlays (R-1/RPD) and (B-1 and M-1/CPD); and

WHEREAS, the Planning and Zoning Commission, after proper notice, conducted a public hearing on February 14, 2023, to consider the zoning request, and recommended the 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 Property described in Exhibit "A" is changed from zoning upon annexation of R-1 (Single Family) to Planned Development (PD) with base zoning districts of R-1 (Single Family), B-1 (Local Business) and M-1 (Light Industrial). Notwithstanding Sections 2.18.2 and 2.18.4 of the Zoning Ordinance, the commercial planned development overlay is being applied with the base zoning districts of B-1 (Local Business) and M-1 (Light Industrial) and the permitted uses within the commercial planned development within the respective areas of the layout plan designated with those base districts shall be the uses permitted within the B-1 and M-1 zoning districts as amended by the Planned Development standards described in Exhibit "B".

SECTION 3. The Planned Development overlay hereby referred to as the Taylor Heights Planned Development including the permitted land uses and development standards that shall be applied to and be required for the Property are described in Exhibit "B" attached hereto and incorporated herein for all purposes. Notwithstanding Section 2.17.5 of the Zoning Ordinance, the minimum lot sizes and densities shall be as established in the Planned Development standards in Exhibit "B".

DRAFT

SECTION 4. The Official Zoning Map of the City of Taylor, Texas is changed to show the Property zoning district changed from zoning upon annexation of R-1 (Single Family) and B-1 (Local Business) to Planned Development with residential and commercial overlays (R-1/RPD) and (B-1 and M-1/CPD) on approximately 78.53 acres as shown in Exhibit "C" attached hereto and incorporated herein for all purposes.

SECTION 5. 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 6. 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 7. In accordance with Article VIII of the City Charter, Ordinance 2023-08 was introduced before the Taylor City Council on the 23rd day of February 2023.

PASSED, APPROVED, and ADOPTED on the _____ day of _____ 2023.

_____
Brandt Rydell, Mayor

ATTEST:

_____
Dianna McLean, City Clerk

APPROVED AS TO FORM:

_____
Ted Hejl,
City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Dianna McLean, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2023-08, passed and approved by the City Council of the City of Taylor, Texas, on the _____ day of _____ 2023, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office this _____ day of _____ 2023.

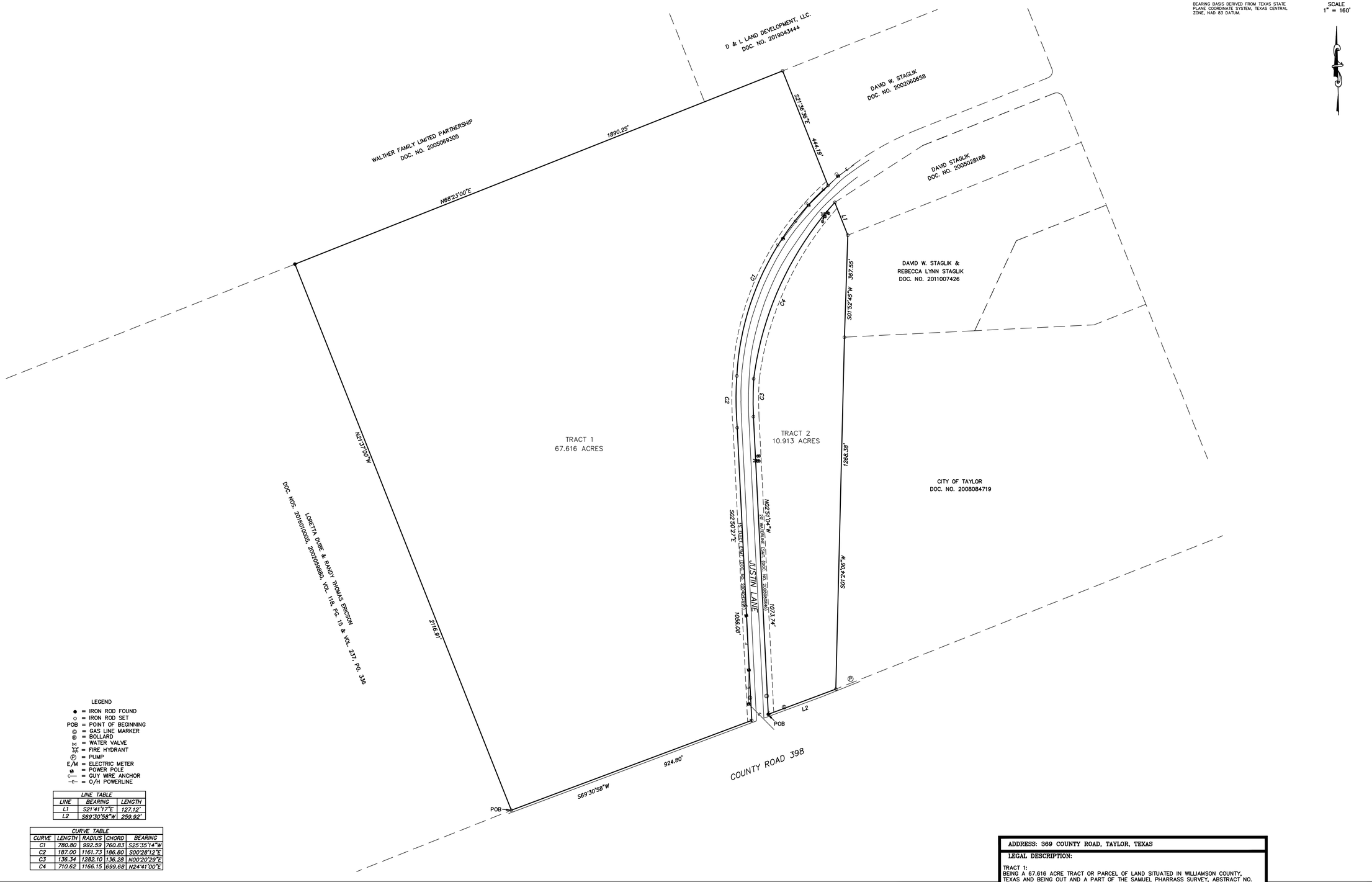
_____
Dianna McLean
City Clerk

EXHIBIT A

(Legal Description/Survey)

BEARING BASIS DERIVED FROM TEXAS STATE PLANE COORDINATE SYSTEM, TEXAS CENTRAL ZONE, NAD 83 DATUM.

SCALE
1" = 160'



RESTRICTIVE COVENANTS OF RECORD AS ITEMIZED HEREIN: DOCUMENT NO. 199954529, OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS.
(DOES AFFECT THIS TRACT)

EASEMENT TO C.E. RYDELL AS RECORDED IN VOLUME 181, PAGE 337, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(BLANKET EASEMENT--DOES AFFECT THIS TRACT)

EASEMENT TO LONE STAR GAS COMPANY AS RECORDED IN VOLUME 237, PAGE 350, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(BLANKET EASEMENT--DOES AFFECT THIS TRACT)

EASEMENT TO TEXAS POWER & LIGHT COMPANY AS RECORDED IN VOLUME 281, PAGE 315, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(DOES NOT AFFECT THIS TRACT EXCEPT AS TO BLANKET RIGHTS OF INGRESS/EGRESS)

EASEMENT TO GUNNAR RYDELL AS RECORDED IN VOLUME 347, PAGE 101, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(DOES NOT AFFECT THIS TRACT)

EASEMENT TO DONALD RAY RYDELL AND LARRY WAYNE RYDELL AS RECORDED IN VOLUME 449, PAGE 251, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(DOES NOT AFFECT THIS TRACT)

EASEMENT TO TEXAS POWER & LIGHT COMPANY AS RECORDED IN VOLUME 822, PAGE 308, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(DOES NOT AFFECT THIS TRACT EXCEPT AS TO BLANKET RIGHTS OF INGRESS/EGRESS)

WATER WELL EASEMENT TO JOE B. MOLDENHOUR AS RECORDED IN VOLUME 836, PAGE 602, DEED RECORDS, WILLIAMSON COUNTY, TEXAS.
(10' EASEMENT CENTERED ON UNDERGROUND PIPELINE – UNABLE TO LOCATE UNDERGROUND PIPELINE)

PIPELINE EASEMENT TO TXU GAS COMPANY AS RECORDED IN DOCUMENT NO. 2001065401, OFFICIAL RECORDS, WILLIAMSON COUNTY, TEXAS.
(EASEMENT CENTERED ON UNDERGROUND PIPELINE – UNABLE TO LOCATE UNDERGROUND PIPELINE)

LEGEND

- ● = IRON ROD FOUND
- ○ = IRON ROD SET
- POB = POINT OF BEGINNING
- Ⓖ = GAS LINE MARKER
- Ⓑ = BOLLARD
- ⋈ = WATER VALVE
- ⋇ = FIRE HYDRANT
- Ⓟ = PUMP
- E/M = ELECTRIC METER
- ⌀ = POWER POLE
- ⟵ = GUY WIRE ANCHOR
- –E– = O/H POWERLINE

LINE TABLE		
LINE	BEARING	LENGTH
L1	S21°41'17"E	127.12'
L2	S69°30'58"W	259.92'

CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD	BEARING
C1	780.80	992.59	760.83	S25°35'14"W
C2	187.00	1161.73	186.80	S00°28'12"E
C3	136.34	1282.10	136.28	N00°20'29"E
C4	710.62	1166.15	699.68	N24°41'00"E

CELCO SURVEYING
REG. #: 10193975
TEL: 830-214-5109
eddie@celcosurveying.com
www.celcosurveying.com

SURVEY PLAT

18018 OVERLOOK LOOP
SUITE 105
SAN ANTONIO, TEXAS 78259

CERTIFICATION

THE UNDERSIGNED DOES HEREBY CERTIFY TO THE PARTIES LISTED BELOW THAT THIS PLAT CORRECTLY REPRESENTS A SURVEY MADE UPON THE GROUND OF THE PROPERTY SHOWN HEREON, AND THAT THERE ARE NO ENCROACHMENTS OF VISIBLE IMPROVEMENTS, EXCEPT AS SHOWN HEREON, AND THAT THIS PROPERTY HAS ACCESS TO A PUBLIC ROADWAY, EXCEPT AS SHOWN HEREON.

BUYER: MALLIK AVULA AND SREEDHAR AALOORI
TITLE CO: LONGHORN TITLE
PLAN No.: 2022-0063

LENDER: N/A
G.F.#: TWH2100018
SURVEY DATE: JANUARY 27, 2022

ADDRESS: 369 COUNTY ROAD, TAYLOR, TEXAS

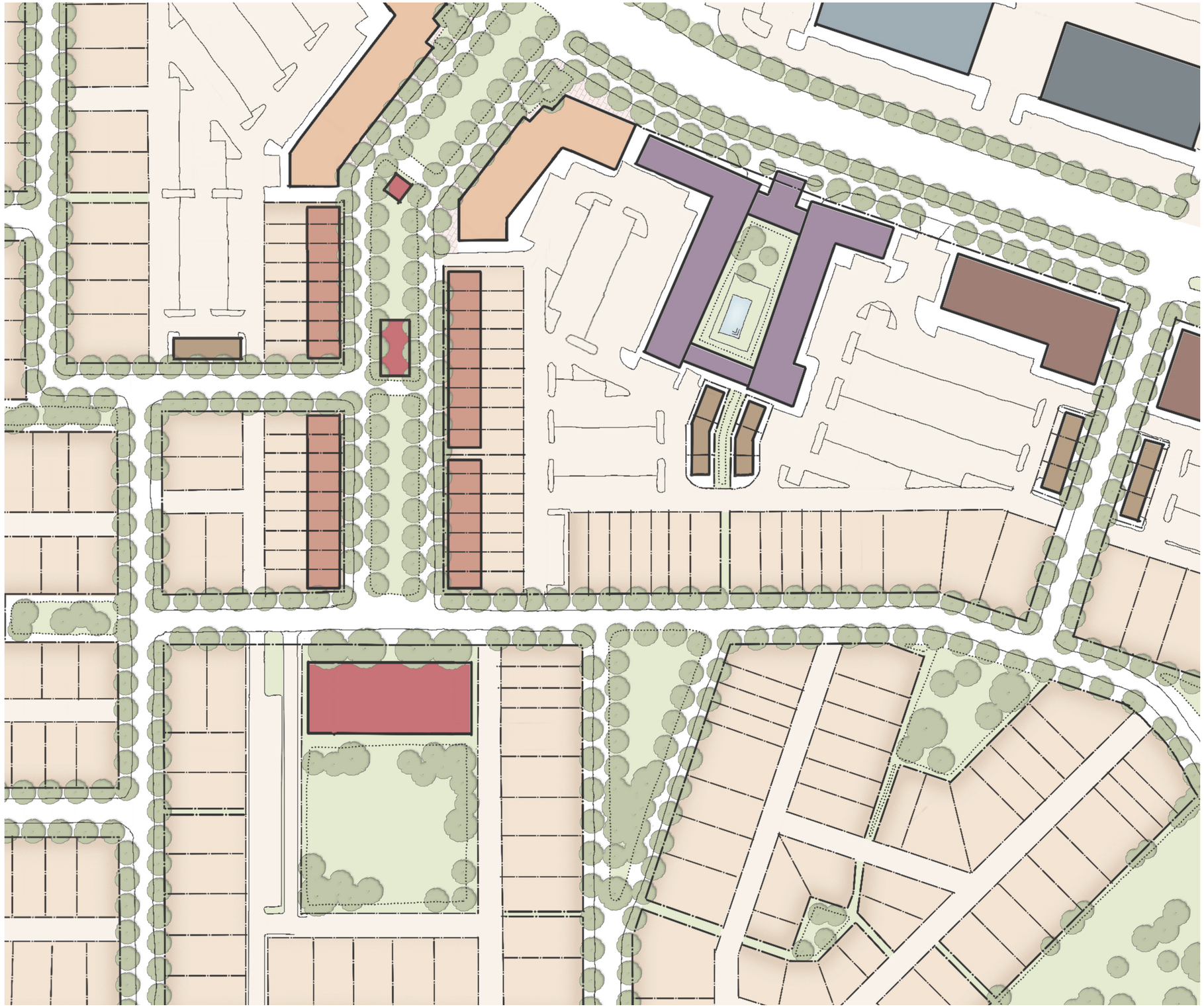
LEGAL DESCRIPTION:

TRACT 1:
BEING A 67.616 ACRE TRACT OR PARCEL OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS AND BEING OUT AND A PART OF THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, AND BEING OUT AND A PART OF THAT SAME TRACT CONVEYED TO FAYE P. RYDELL AND DARLENE H. RYDELL IN A DEED RECORDED IN DOCUMENT NO. 2001041100, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

TRACT 2:
BEING A 10.913 ACRE TRACT OR PARCEL OF LAND SITUATED IN WILLIAMSON COUNTY, TEXAS AND BEING OUT AND A PART OF THE SAMUEL PHARRASS SURVEY, ABSTRACT NO. 496, WILLIAMSON COUNTY, TEXAS, AND BEING OUT AND A PART OF THAT SAME TRACT CONVEYED TO FAYE P. RYDELL AND DARLENE H. RYDELL IN A DEED RECORDED IN DOCUMENT NO. 2001041100, OFFICIAL PUBLIC RECORDS, WILLIAMSON COUNTY, TEXAS, SEE EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.

STATE OF TEXAS
REGISTERED
GEORGE E. LUCAS
4160
PROFESSIONAL
LAND SURVEYOR

GEORGE E. LUCAS, R.P.L.S. 4160



A Master Plan For
TAYLOR HEIGHTS
Taylor, Texas

A: BACKGROUND

Local Context Map A.1
Existing Conditions Maps A.2-A.3
Site Boundary A.4
Scale Comparisons A.5

B: URBAN DESIGN

Master Plan B.1
Master Plan with Annotations B.2
Character Images B.3-B.5
Program B.6
Detailed Program & Parking B.7-B.8
Fire Apparatus Access Diagram B.9
Open Space Diagram B.10
Addressing Plan B.11

For

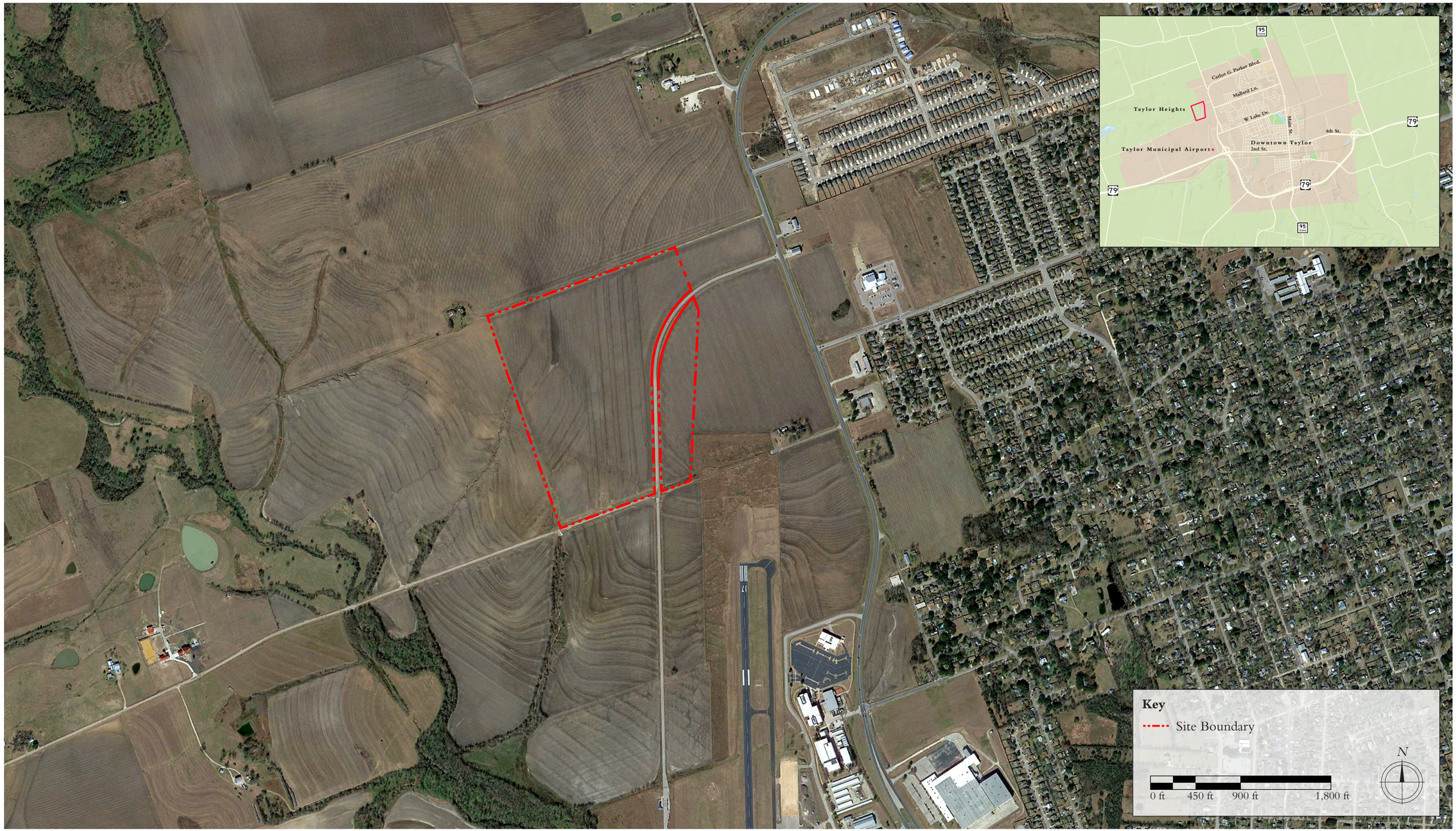
The City of Taylor, Texas

and

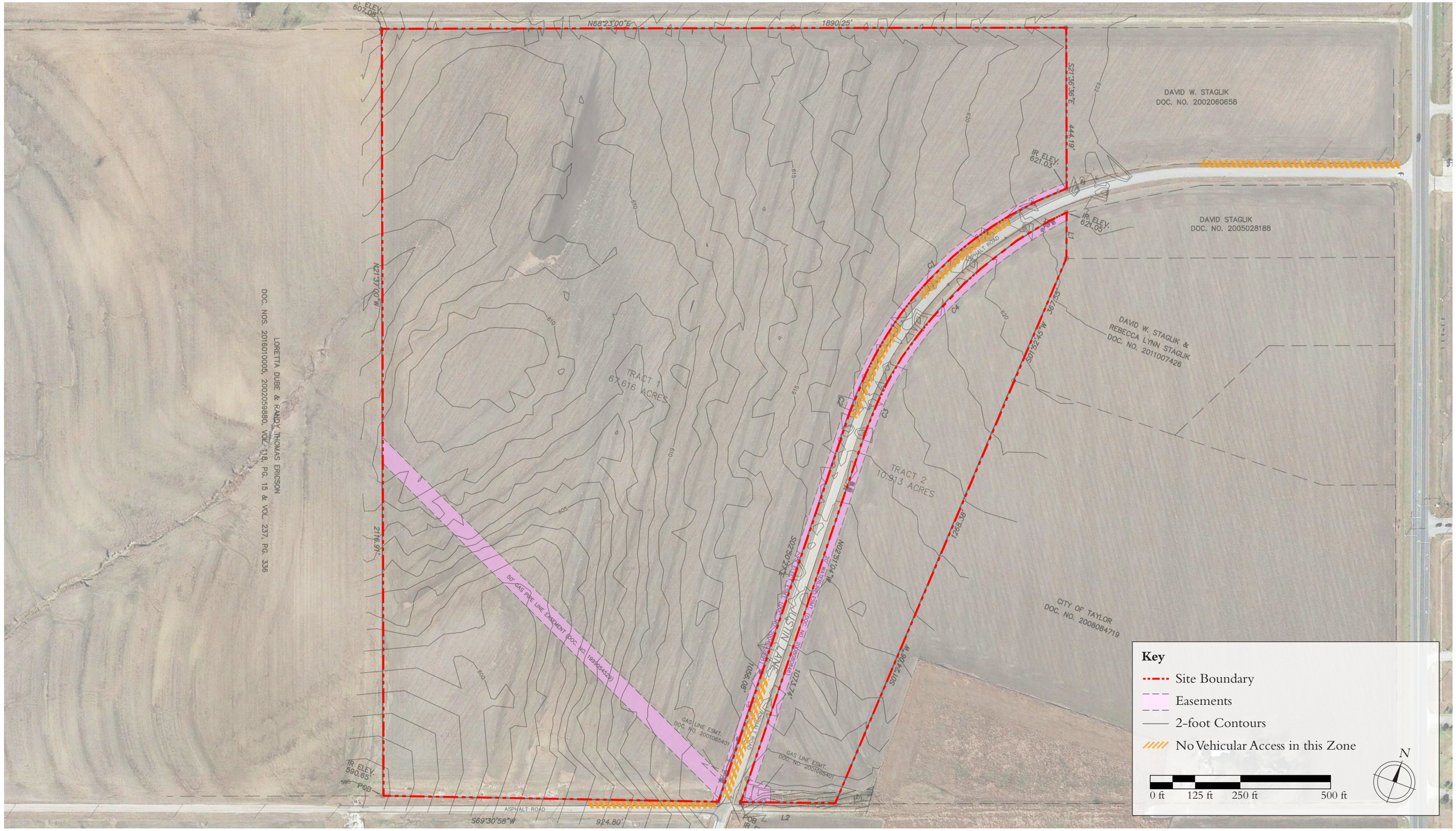
Mallik Avula

by

Michael Watkins Architect, llc


Carlos G. Parker Blvd.
Mallard Ln.
Taylor Heights
W Lake Dr.
Main St.
4th St.
Downtown Taylor
2nd St.
Taylor Municipal Airport
95
79
Key
Site Boundary
N
0 ft
450 ft
900 ft
1,800 ft

ELEV. 607.08'
N68°23'00"E
1890.25'
S21°36'36"E
444.19'
DAVID W. STAGLIK
DOC. NO. 2002060658
IR ELEV. 621.03'
IR ELEV. 621.05'
DAVID STAGLIK
DOC. NO. 2005028188
L1
C1
C4
ASPHALT ROAD
DAVID W. STAGLIK &
REBECCA LYNN STAGLIK
DOC. NO. 2011007426
S01°52'45"W 367.35'
C3
C2
TRACT 1
67.616 ACRES
TRACT 2
10.913 ACRES
S02°30'27"E 1268.38'
N02°51'04"W 1056.08'
JUSTIN LANE
(PUBLIC ROAD)
(WIDTH VARIES)
S01°24'08"W 1073.74'
CITY OF TAYLOR
DOC. NO. 2008084719
N21°37'07"W 2176.97'
50' GAS PIPE LINE EASEMENT (DOC. NO. 1989043430)
GAS LINE ESMT.
DOC. NO. 2001065401
GAS LINE ESMT.
DOC. NO. 2001085401
IR ELEV. 590.65'
POB
ASPHALT ROAD
S69°30'58"W
924.80'
POB IR
L2
LORETTA DUBE & RANDY THOMAS ERICSON
DOC. NOS. 2016010005, 2002059880, VOL. 118, PG. 15 & VOL. 237, PG. 336
Key
Site Boundary
Easements
2-foot Contours
No Vehicular Access in this Zone
N
0 ft
125 ft
250 ft
500 ft



DAVID W. STAGLIK
DOC. NO. 2002060658
DAVID STAGLIK
DOC. NO. 2005028188
DAVID W. STAGLIK &
REBECCA LYNN STAGLIK
DOC. NO. 2011007426
CITY OF TAYLOR
DOC. NO. 2008084719
LORETTA DUBE & RANDY THOMAS ERICSON
DOC. NOS. 2016010005, 2002059880, VOL. 118, PG. 15 & VOL. 237, PG. 336
TRACT 1
67.616 ACRES
TRACT 2
10.913 ACRES
N68°23'00"E
1890.25'
S21°36'36"E
444.19'
S01°52'45"W
367.55'
S01°24'06"W
1268.38'
N02°51'04"W
S02°50'27"E
1056.08'
1073.74'
N21°37'00"W
2116.91'
S69°30'58"W
924.80'
IR ELEV. 621.03'
IR ELEV. 621.05'
IR ELEV. 590.65'
ASPHALT ROAD
50' GAS PIPE LINE EASEMENT (DOC. NO. 1999054529)
GAS LINE ESMT. DOC. NO. 2001065401
Key
Site Boundary
Easements
2-foot Contours
No Vehicular Access in this Zone
0 ft
125 ft
250 ft
500 ft
N

Downtown Taylor, Texas

Mueller, Austin, Texas

Key
Site Boundary
Easement
2-foot Contours
No Vehicular Access in this Zone
Single-Family Att. & Det.
Liner Townhouses
4-Story Apartments
Strip Center Retail
Live-Work Retail
Day Care
Hotel
Flex Office
Light Industry
Civic Building
0 ft
125 ft
250 ft
500 ft
N
Street 1
Street 2
Street 3
Street 4
Street 5
Street 6
Street 7
Street 8
Street 9
Street 10
Justin Lane
DAVID W. STAGLIK
DOC. NO. 2002060658
DAVID STAGLIK
DOC. NO. 2005028188
DAVID W. STAGLIK &
REBECCA LYNN STAGLIK
DOC. NO. 2011007426
CITY OF TAYLOR
DOC. NO. 2008084719
LORETTA DUBE & RANDY THOMAS ERICSON
DOC. NOS. 2016010005, 2002059880, VOL. 118, PG. 15 & VOL. 237, PG. 336
N68°23'00"E
1890.25'
S21°36'36"E
444.19'
S01°52'45"W
367.55'
S01°24'06"W
1268.38'
S69°30'58"W
924.80'
N21°37'00"W
2116.91'
ASPHALT ROAD
IR ELEV. 621.05'
IR ELEV. 590.65'
POB
L1
L2

Street 1
Street 2
Street 3
Street 4
Street 5
Street 6
Street 7
Street 8
Street 9
Street 10
Justin Lane
DAVID W. STAGLIK
DOC. NO. 2002060658
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CITY OF TAYLOR
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LORETTA DUBE & RANDY THOMAS ERICSON
DOC. NOS. 2016010005, 2002059880, VOL. 118, PG. 15 & VOL. 237, PG. 336
N68°23'00"E
1890.25'
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444.19'
S01°52'45"W
367.55'
1268.38'
S01°24'06"W
S69°30'58"W
924.80'
2116.91'
N21°37'00"W
ASPHALT ROAD
Character Images Key
1 Amphitheater
2 Commercial Square
3 Cottage Courts
4 Boulevard with Main Square
5 Live Work Buildings
6 Liner Buildings
7 Day Care
8 Industrial Building Character
9 Stormwater Management Pond

Norton Commons Amphitheater — 1 — *Norton Commons, Ky.*

Market Square — 2 — *Lake Forest Ill.*

Black Apple — 3 — *Bentonville, Ark.*

Third Street Cottages — 3 — *Langley, Wash.*

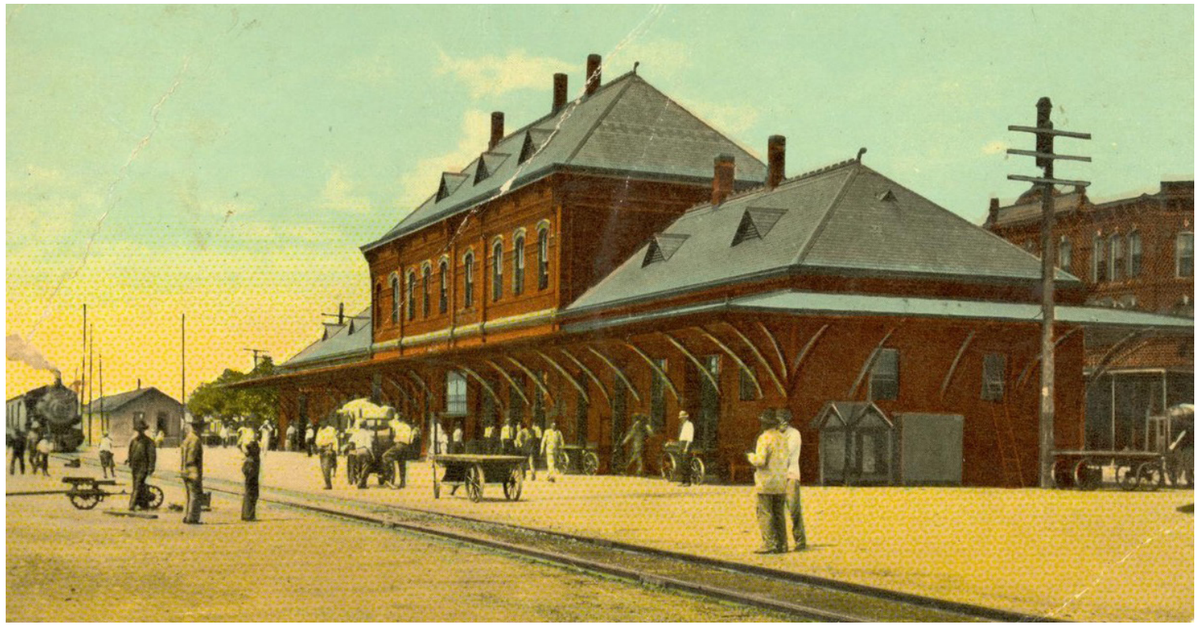
Hofje — 3 — *Haarlem, Netherlands*

Habersham Square — 4 — *Habersham, S.C.*

Live Works — 5 — *Norton Commons, Ky.*

Liner Buildings — 6 — *East Beach, Va.*

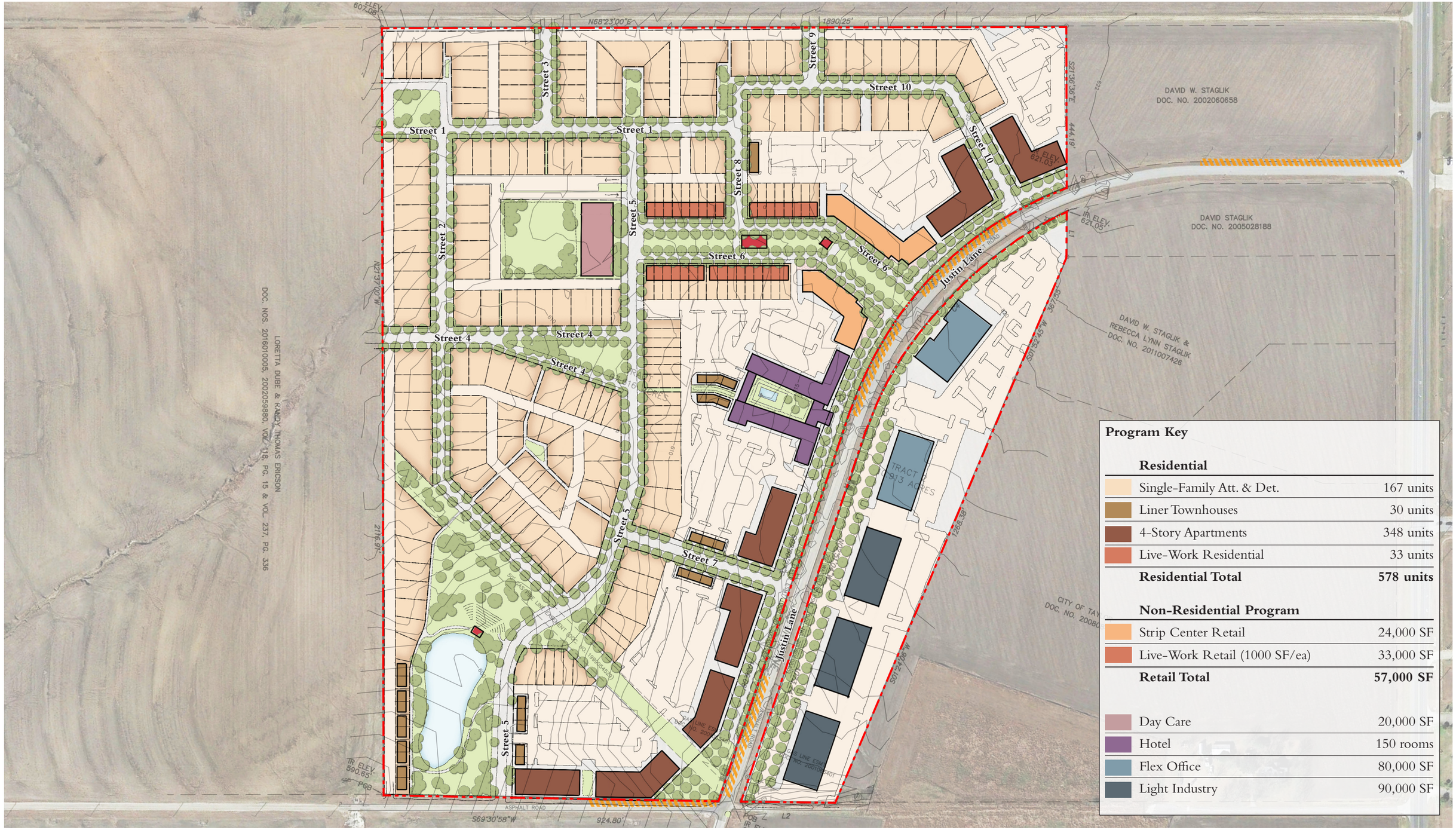
St. Mary's School — 7 — *Taylor, Texas*



I. & G. N. Depot — 8 — *Taylor, Texas*

Glenwood Park Pond — 9 — *Atlanta, Ga.*

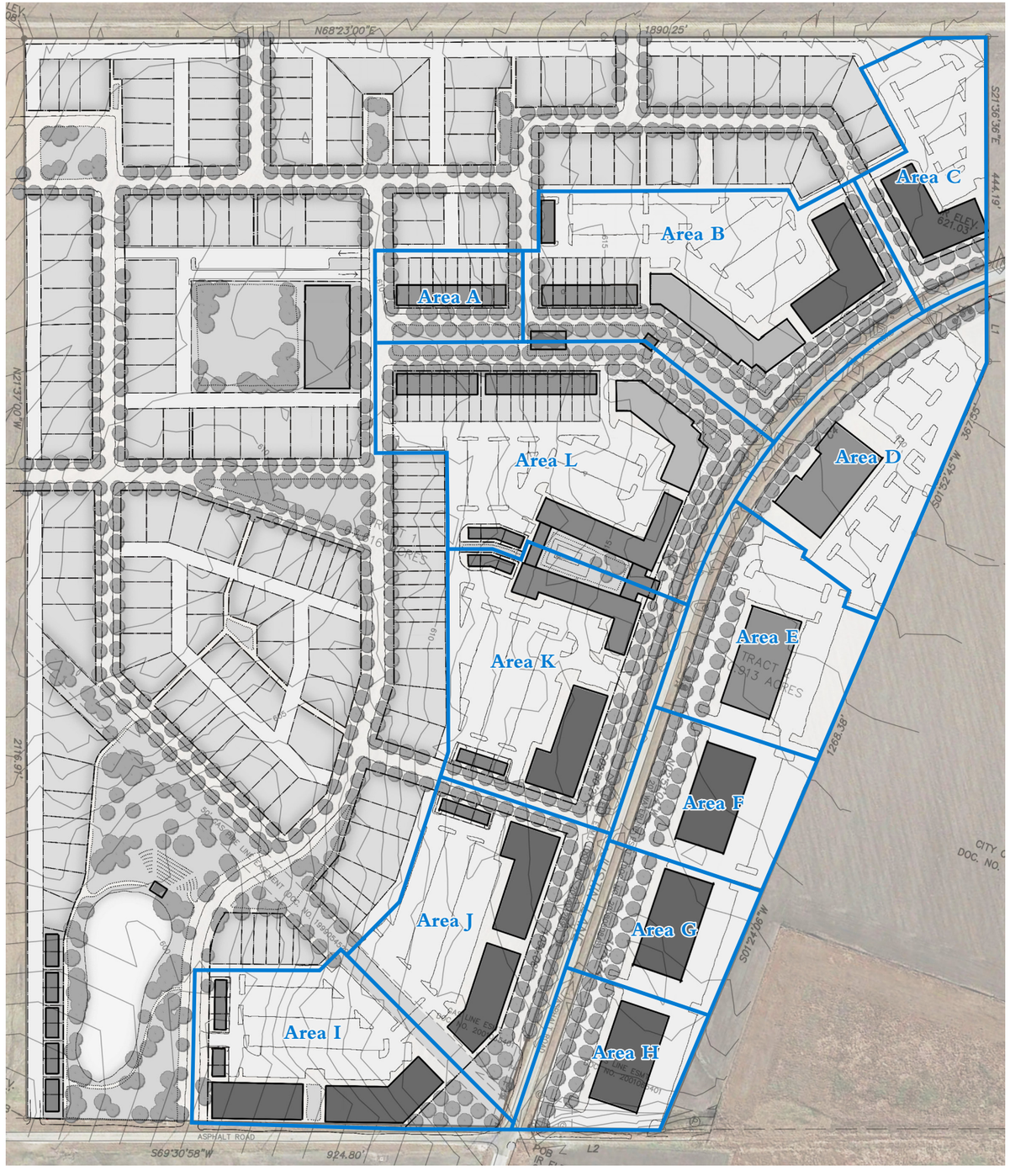
Glenwood Park Pond — 9 — *Atlanta, Ga.*



Program Key

Residential	
Single-Family Att. & Det.	167 units
Liner Townhouses	30 units
4-Story Apartments	348 units
Live-Work Residential	33 units
Residential Total	**578 units**

Non-Residential Program	
Strip Center Retail	24,000 SF
Live-Work Retail (1000 SF/ea)	33,000 SF
Retail Total	**57,000 SF**
Day Care	20,000 SF
Hotel	150 rooms
Flex Office	80,000 SF
Light Industry	90,000 SF



Assumed Parking Ratios		Spaces
Residential	per unit	2
Live-Work	per unit	5
Retail	per 1,000 SF	5
Hotel	per room	1
Office	per 1,000 SF	3
Industrial	per 1,000 SF	1

Parking counts provided are approximate and assume 10' x 20' spaces with 20' drive aisles. Further refinement will be needed to account for accessible parking, EV charging, dumpster location, etc.

Area A	Program	Spaces
Live-Work	9 units	45
	Total Required	**45**
	Provided on Street	28
	Provided in Parking Lots	-
	Provided on Private Lots	18
	Total Provided	**46**
	Difference	**+1**

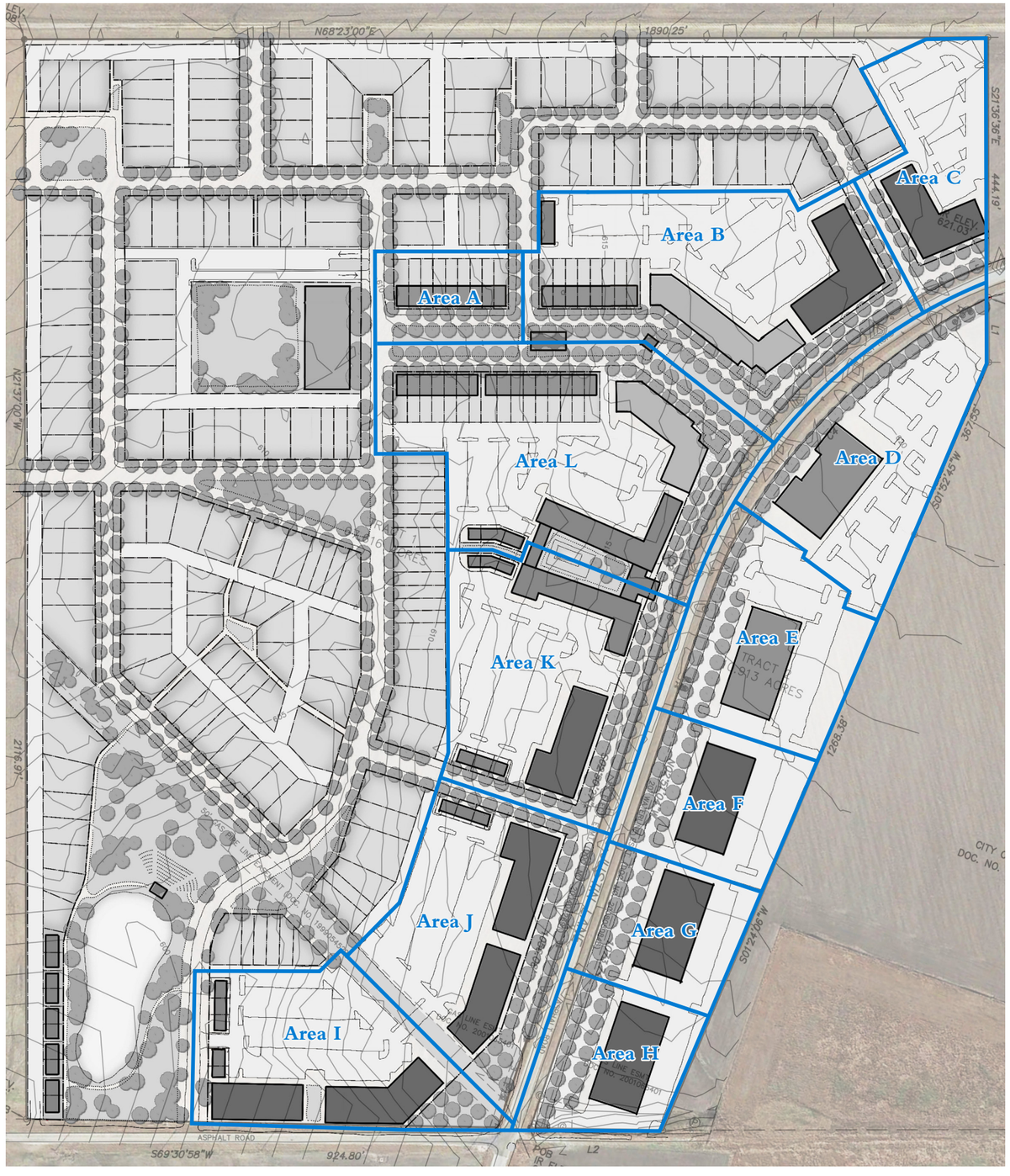
Area B	Program	Spaces
Live-Work	8 units	40
Multi-Family	56 units	112
Mixed-Use Residential	20 units	40
Mixed-Use Retail	20,000 SF	100
	Total Required	**292**
	Provided on Street	68
	Provided in Parking Lots	210
	Provided on Private Lots	16
	Total Provided	**294**
	Difference	**+2**

Area C	Program	Spaces
Multi-Family	52 units	104
	Total Required	**104**
	Provided on Street	8
	Provided in Parking Lots	108
	Provided on Private Lots	-
	Total Provided	**116**
	Difference	**+12**

Area D	Program	Spaces
Office	40,000 SF	120
	Total Required	**120**
	Provided on Street	-
	Provided in Parking Lots	152
	Provided on Private Lots	-
	Total Provided	**152**
	Difference	**+32**

Area E	Program	Spaces
Office	40,000 SF	120
	Total Required	**120**
	Provided on Street	-
	Provided in Parking Lots	117
	Provided on Private Lots	-
	Total Provided	**117**
	Difference	**-3**

Area F	Program	Spaces
Industrial	30,000 SF	30
	Total Required	**30**
	Provided on Street	-
	Provided in Parking Lots	62
	Provided on Private Lots	-
	Total Provided	**62**
	Difference	**+32**



Assumed Parking Ratios		Spaces
Residential	per unit	2
Live-Work	per unit	5
Retail	per 1,000 SF	5
Hotel	per room	1
Office	per 1,000 SF	3
Industrial	per 1,000 SF	1

Parking counts provided are approximate and assume 10' x 20' spaces with 20' drive aisles. Further refinement will be needed to account for accessible parking, EV charging, dumpster location, etc.

Area G	Program	Spaces
Industrial	30,000 SF	30
	Total Required	**30**
	Provided on Street	-
	Provided in Parking Lots	41
	Provided on Private Lots	-
	Total Provided	**41**
	Difference	**+11**

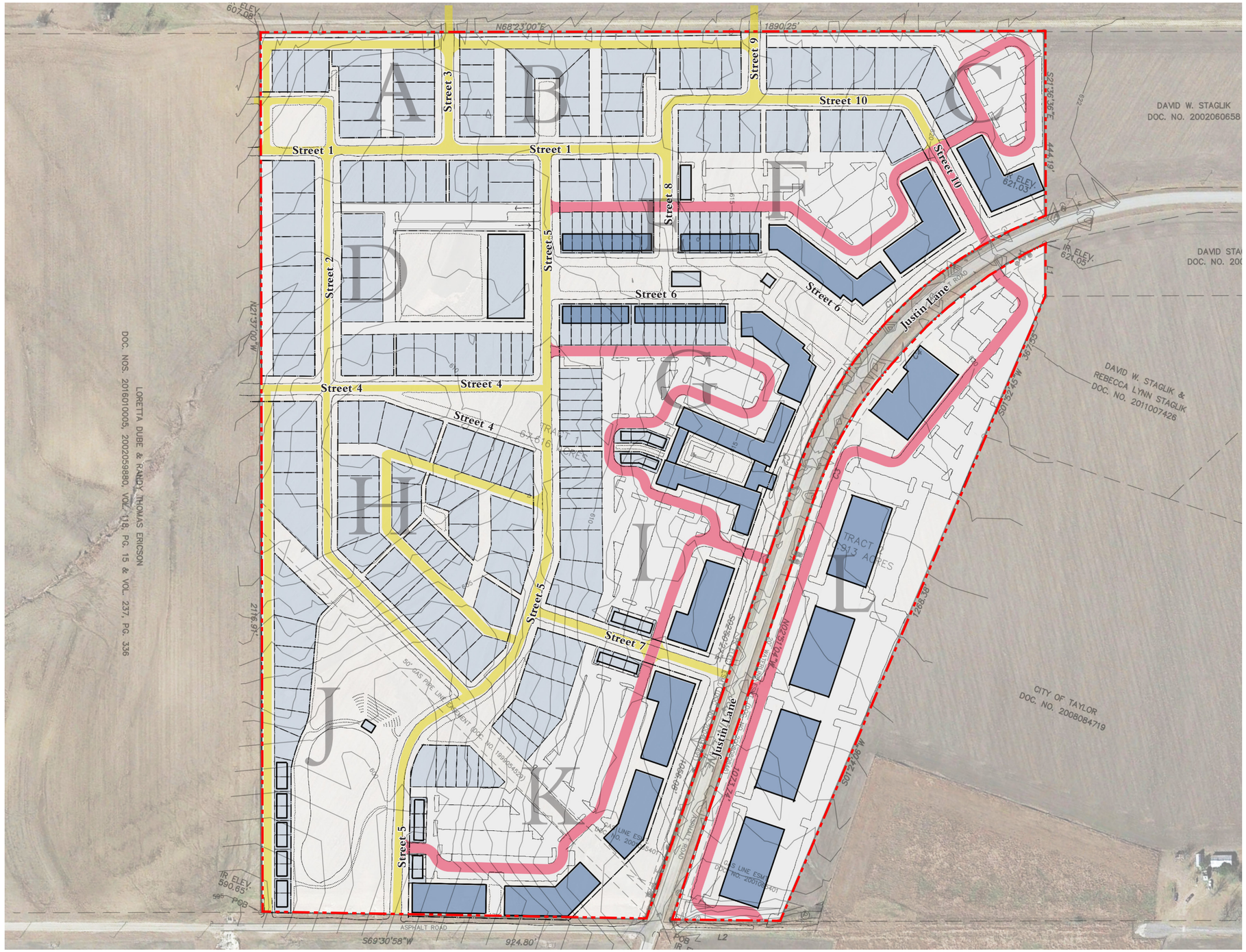
Area H	Program	Spaces
Industrial	30,000 SF	30
	Total Required	**30**
	Provided on Street	-
	Provided in Parking Lots	41
	Provided on Private Lots	-
	Total Provided	**41**
	Difference	**+11**

Area I	Program	Spaces
Liner	5 units	10
Multi-Family	92 units	184
	Total Required	**194**
	Provided on Street	10
	Provided in Parking Lots	174
	Provided on Private Lots	10
	Total Provided	**195**
	Difference	**+0**

Area J	Program	Spaces
Liner	3 units	6
Multi-Family	96 units	192
	Total Required	**198**
	Provided on Street	26
	Provided in Parking Lots	165
	Provided on Private Lots	6
	Total Provided	**197**
	Difference	**-1**

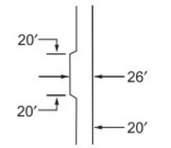
Area K	Program	Spaces
Liner	3 units	6
Multi-Family	52 units	104
Hotel	75 rooms	75
	Total Required	**185**
	Provided on Street	23
	Provided in Parking Lots	167
	Provided on Private Lots	6
	Total Provided	**196**
	Difference	**+11**

Area L	Program	Spaces
Liner	3 units	6
Live-Work	16 units	80
Mixed-Use Residential	20 units	40
Mixed-Use Retail	16,000 SF	80
Hotel	75 rooms	75
	Total Required	**281**
	Provided on Street	73
	Provided in Parking Lots	165
	Provided on Private Lots	38
	Total Provided	**276**
	Difference	**-5**



Fire Apparatus Access Notes

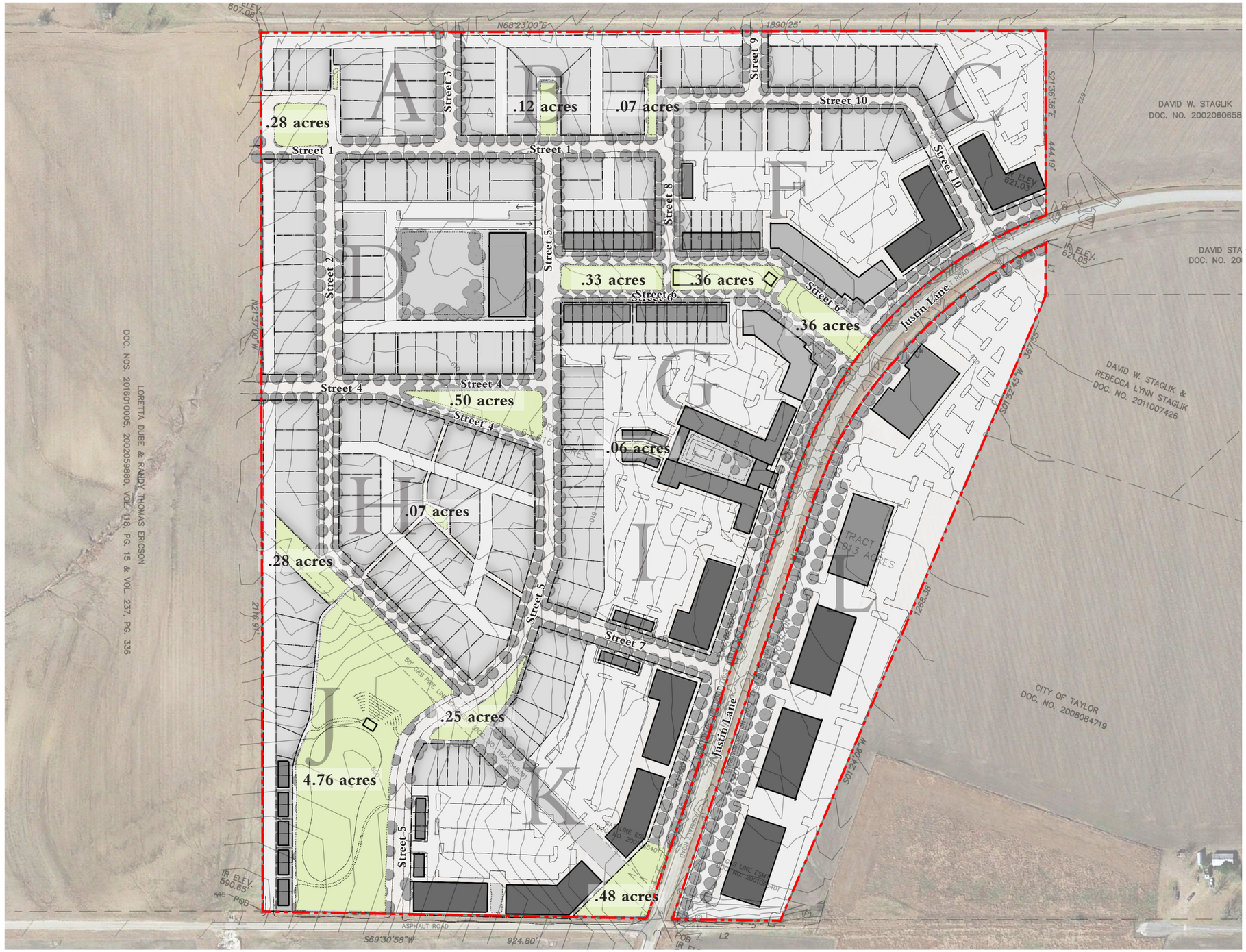
1. Applicants understanding of the relevant standards from these fire apparatus access notes to be confirmed by the City of Taylor.
2. For buildings 30+ feet tall:
   - Fire Apparatus Access Roads shall be 26 feet clear minimum.
   - Fire Apparatus Access Roads shall be between 15 and 30 feet from the building.
   - Fire Apparatus Access Roads shall provide access to one complete side of the building, as determined by the Fire Official.
3. Fire Apparatus Access Roads shall be 20 feet clear minimum for buildings less than 30 feet tall:
4. All Fire Apparatus Access Roads shall have an effective inside turning radius of 25 feet.
5. All Fire Apparatus Access Roads shall be a maximum distance of 150 feet from all portions of any building.
6. Where a fire hydrant is located on a Fire Apparatus Access Road, the minimum road width shall be 26 feet (7925 mm), exclusive of all shoulders (*see graphic below*).



MINIMUM CLEARANCE AROUND A FIRE HYDRANT

Key

- 26-foot Fire Apparatus Access Road
- 20-foot Fire Apparatus Access Road
- Buildings over 30 feet
- Lots with buildings under 30 feet



Key

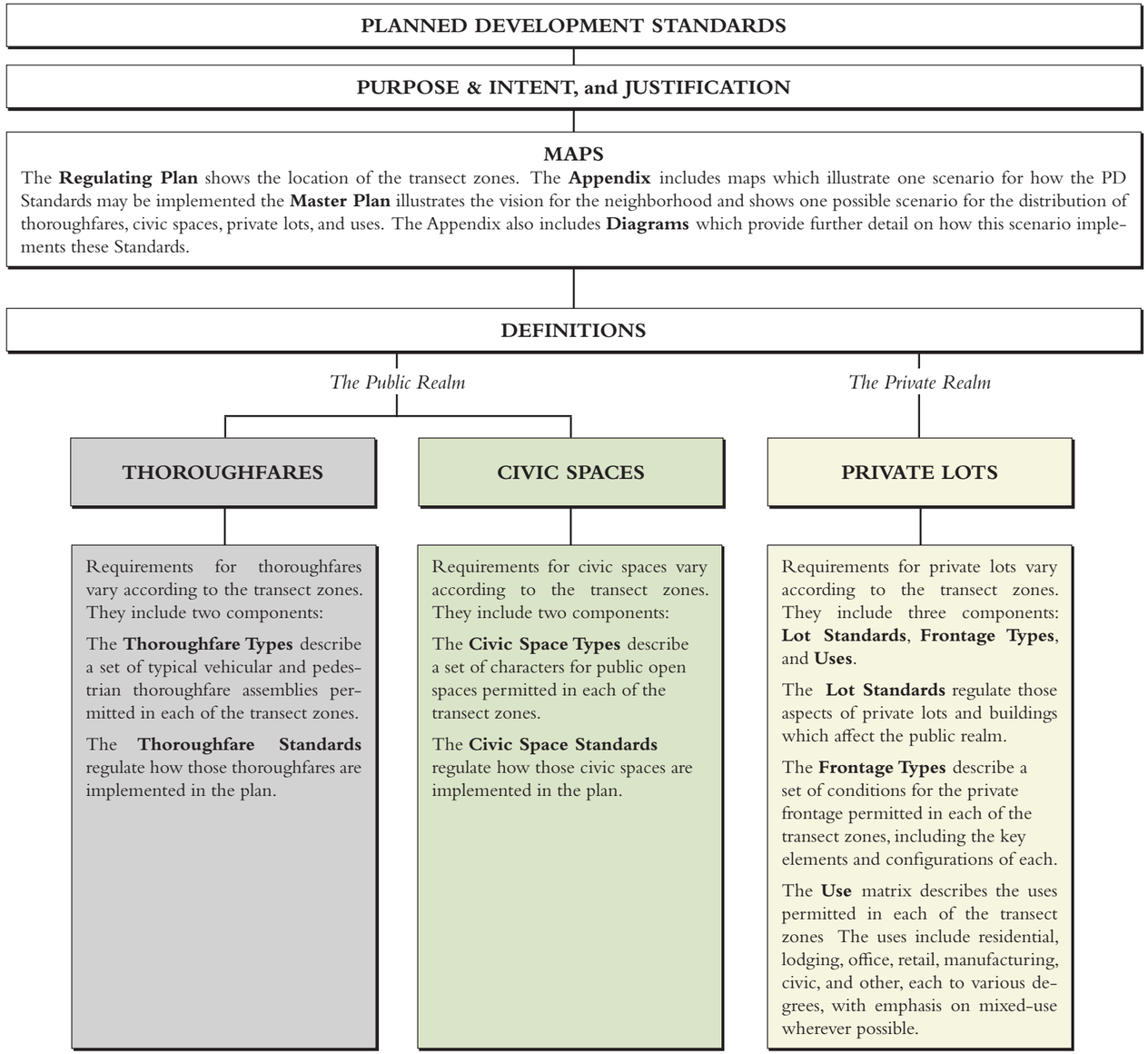
Open Space

Total Area: **7.85 acres**

Open Space Ratio: **10.0%**

Thoroughfare Names and Addressing Key

1	_____ Street	12	_____ Way
2	_____ Street	13	_____ Way
3	_____ Street	C	County Road 398
4	_____ Street	J	Justin Lane
5	_____ Street		Sign
6	_____ Street		
7	_____ Street		
8	_____ Street		
9	_____ Street		
10	_____ Street		
11	_____ Way		



A Master Plan For

TAYLOR HEIGHTS

Taylor, Texas

C: PLANNED DEVELOPMENT STANDARDS

Overview of PD Standards C.1
Purpose & Intent C.2
Regulating Plan C.3
Thoroughfares C.4-C.6
Civic Spaces C.7
Private Lots C.8-C.11
Definitions C.12-C.13

X: APPENDIX

Master Plan X.1
Regulating Plan with Proposed Master Plan X.2
Thoroughfare Types Diagram X.3
Fire Apparatus Access Diagram X.4
Open Space Diagram X.5
Addressing Plan X.6

PURPOSE & INTENT

The intent of these PD Standards is to enable pedestrian-friendly design, with a fine-grained mix of civic spaces, thoroughfares, building types, and uses arranged with a clear center and edge. Good urban design takes pressure off of the architecture, allowing building designs to be simple and appropriate to the local context, in service of shaping a beautiful and pedestrian-friendly public realm.

The proposed community includes approximately 80 acres designed as a mixed-use, walkable community with a range of uses which may include lodging, office, retail, restaurant, and civic uses. The Regulating Plan allows flexibility with the parameters of the PD Standards. The neighborhood will be built out incrementally over time and is designed to be flexible to respond to the market as the city grows.

At the Scale of the Neighborhood:

- Various daily needs occur within a walk of most dwellings.
- The transect zones reflect distinct physical environments, providing meaningful choices to potential residents.
- An interconnected network of thoroughfares is designed to disperse traffic.
- A range of civic spaces (parks, greens, squares, and plazas) is distributed throughout the neighborhood.
- Most commercial, civic and institutional activity is embedded in the Neighborhood Center.
- A range of housing types are provided to accommodate a diversity of household types and market demand.

At the Scale of the Block and the Building:

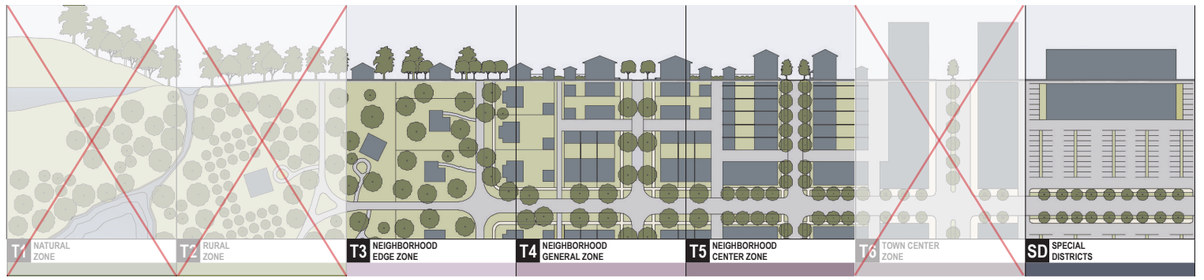
- The design of thoroughfares and buildings should reinforce safe environments, but not at the expense of accessibility.
- Buildings and landscaping should contribute to the physical definition of thoroughfares and civic spaces.
- Civic buildings are distinctive and reflect their importance.
- The neighborhood evolves harmoniously and orderly.
- Architecture and landscape design reflects climate, topography, history, and regional building practices.

JUSTIFICATION

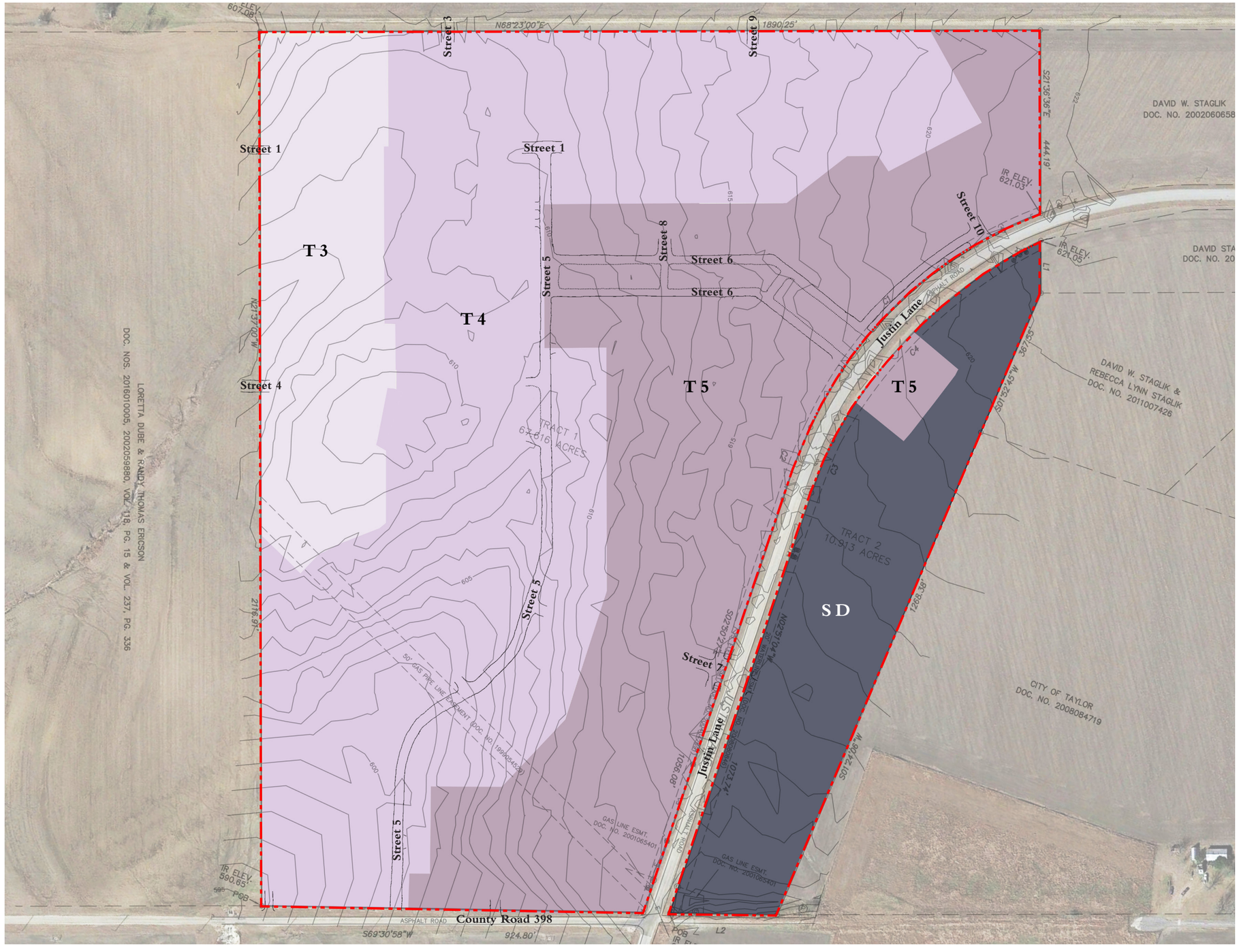
The primary reason for requesting the zoning change is to propose zoning and technical design standards to make the community as pedestrian- and bike-friendly as reasonably possible, while accommodating the necessary requirements of emergency access, trash collection, stormwater management and the like. This new community closely aligns with the City's long-term vision/goals and will help the City meet the ever growing demand for walkable communities.

Additional Notes

1. All improvements to the community shall follow these PD Standards, including any approved variances adopted as part of the PD Standards. In the event of a conflict between the PD Standards and any otherwise applicable codes, including but not limited to the Building Code, ADA, life safety codes, and others, the conflict shall be brought to the attention of the land owner, the developer, and the City immediately for resolution.
2. It is the design purpose and intent not the "letter" of the PD Standards to which improvements should conform.
3. The PD Standards are typologically-based and thus represent the typical condition. It is expected that actual conditions will vary from the typical conditions shown. It is expected that the standards for the typical condition will be applied to the actual condition, and modified or refined in a reasonable manner that achieves the intent of the PD.
4. There are two types of deviations from these PD Standards: Warrants and Variances. Where no standard is included in these PD Standards, standards shall be determined by Warrant. The correction of "scrivener's errors" within this document shall be handled by Warrant.
5. Sources for various texts, definitions and illustrations include the Lexicon of the New Urbanism and Smartcode v9.2 by Andres Duany, et. al.



A Typical Rural to Urban Transect, with Transect Zones



GENERAL STANDARDS

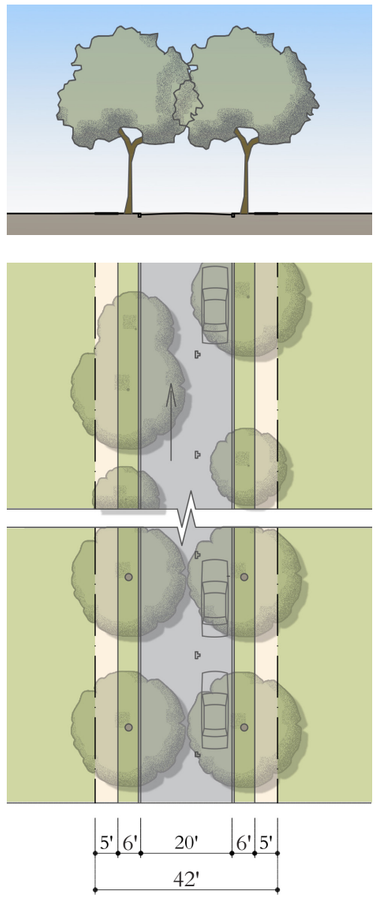
1. The base zoning district shall be R-1 for T3 and T4, B-1 for T5, and M-1 for SD, as described in the Taylor Code of Ordinances:
2. Streets 1, 3, 4, and 9 are intended to connect to the adjacent properties, with the exact location of the connection to be determined.
3. Streets 6, 7, and 10 are intended to connect to Justin Lane, with the exact location of the connection to be determined.
4. The alley connection to County Road 398 may need to be right-in, right-out only.
5. Lots may be configured as shown on the Master Plan, and shall be consistent with all requirements for private lots. No maximum block length is required. Lots may front on publicly or privately owned thoroughfares or civic spaces. Access to residences shall be established, consistent with the Regulating Plan or minor adjustments to it.
6. The exact locations of boundaries between transect zones may be adjusted, and can increase or decrease in size to accommodate future adjustments to the Master Plan.
7. All crossings shown within the gas line easement are subject to the easement restrictions.

Key

- **T3: Neighborhood Edge Zone**
- **T4: Neighborhood General Zone**
- **T5: Neighborhood Center Zone**
- **SD: Special District**

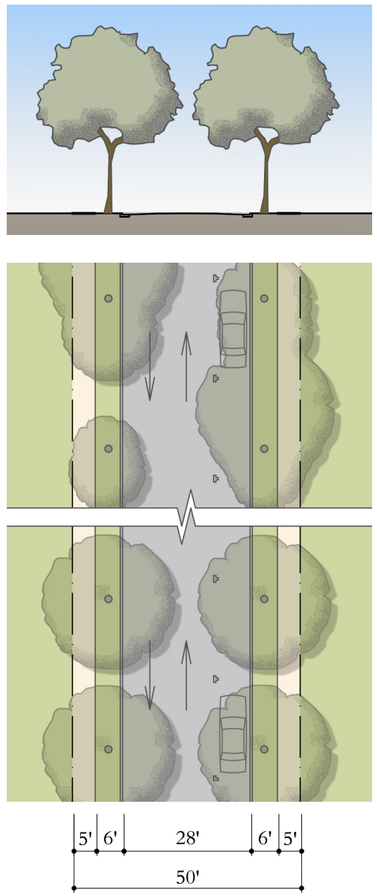
N

0 ft 125 ft 250 ft 500 ft



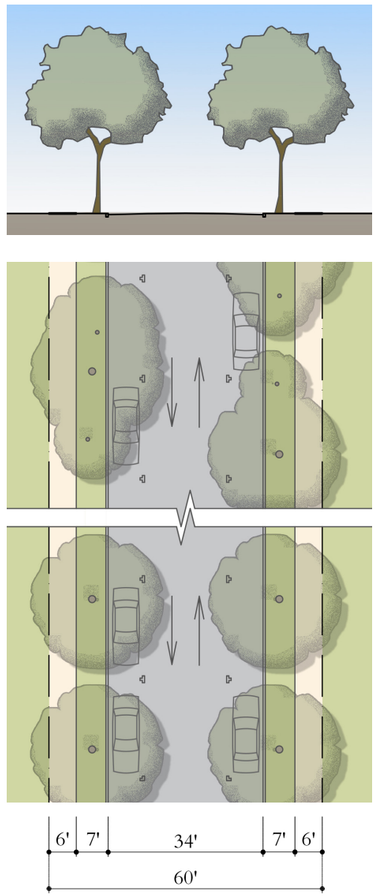
ST-42-20

Street
T3, T4, T5, SD
42 ft. ROW
20 ft. Pavement
Slow Movement
One-Way Traffic
Parking One Side
12 ft. Curb Radius
Header Curbs
6 ft. Tree Lawn
T3: Clustered / T4-5: Allee, 25 ft. o.c.
5 ft. Sidewalk
Not provided on this thoroughfare.



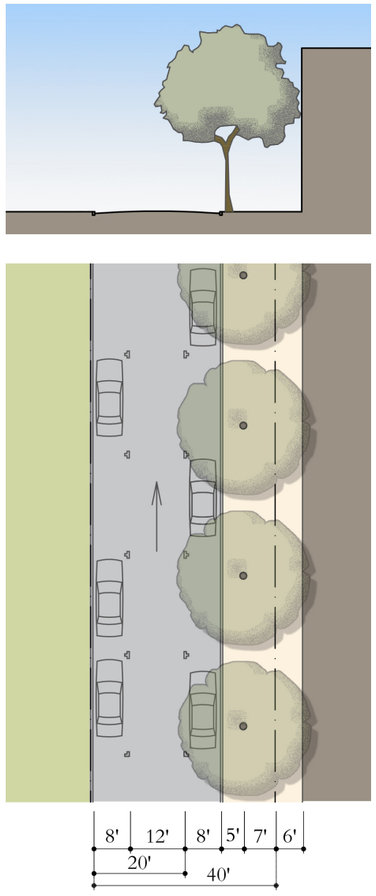
ST-50-28

Street
T3, T4, T5, SD
50 ft. ROW
28 ft. Pavement
Slow Movement
Two-Way Traffic
Parking on One Side
12 ft. Curb Radius
Header Curbs
6 ft. Tree Lawn
T3: Clustered / T4-5: Allee, 25 ft. o.c.
5 ft. Sidewalk
Not provided on this thoroughfare.



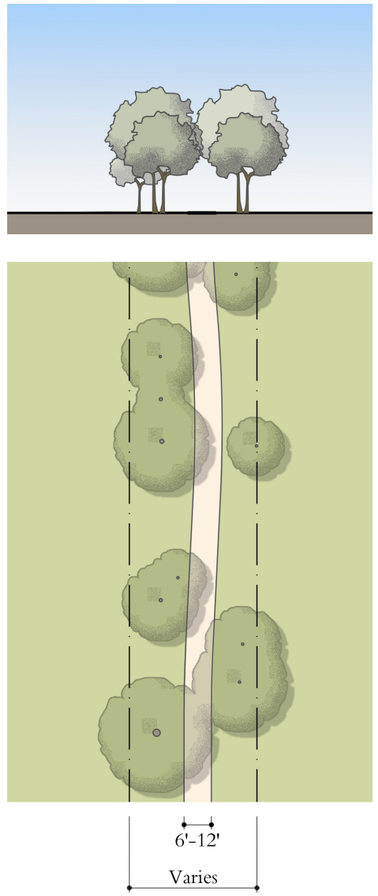
ST-60-34

Street
T3, T4, T5, SD
60 ft. ROW
34 ft. Pavement
Slow Movement
Two-Way Traffic
Parking Both Sides
12 ft. Curb Radius
Header Curbs
7 ft. Tree Lawn
T3: Clustered / T4-5: Allee, 25 ft. o.c.
6 ft. Sidewalk
Up to 30 ft.
This thoroughfare type overrides City standards for Neighborhood Avenue.



CS-40-28

Street
T5, SD
40 ft. ROW
20 ft. Pavement, 14 ft Pervious Pavers
Slow Movement
One-Way Traffic
Parking Both Sides
12 ft. Curb Radius
Mountable, Header Curbs
6 ft. Tree Lawn
Allee, 25 ft. o.c.
5 ft. Sidewalk
Not provided on this thoroughfare.
Street trees may be omitted to allow for a colonnade or arcade.



PT-V-5

Path
T3, T4, T5, SD
ROW Width Varies
N/A
N/A
N/A
N/A
N/A
N/A
Open
Trees, ground cover, shrubs, lawn
5 ft. Sidewalk
Not provided on this thoroughfare.
This thoroughfare type will be privately owned and maintained.

Thoroughfare Type
- RD Road
- ST Street
- CS Commercial Street
- LN Lane
- RA Rear Alley
- PT Path
- PS Passage

Right-of-Way Width

Pavement Width

XX-##-##

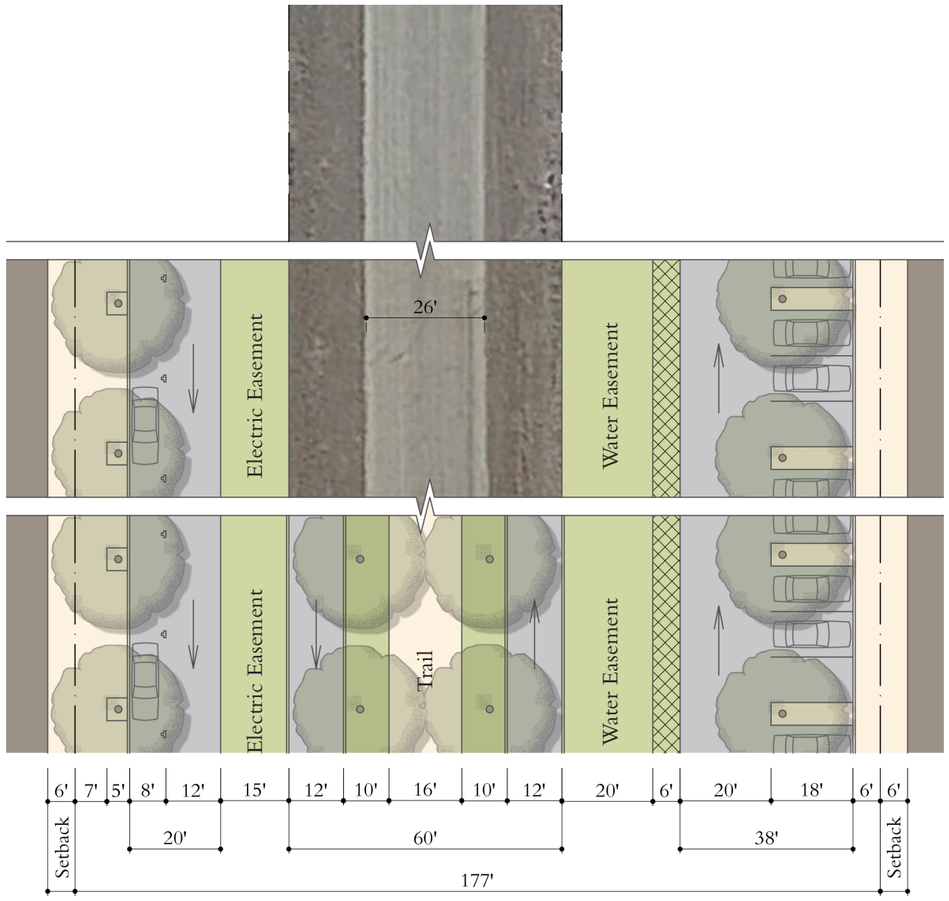
Thoroughfare Type
Transect Zone
Right-of-Way or Easement Width
Pavement Width
Movement
Traffic Lanes
Parking Lanes
Pavement / Curb
Curb Type
Planter Type (includes curb if any)
Landscape Type
Walkway Type
Fire Apparatus Access
Notes

Michael Watkins Architect, LLC © 2023
The design is subject to change. Not for construction.

Existing

Option 1

Option 2



JUSTIN LANE

Boulevard
T5, SD (where the wider proposed ROW falls within the site)
177 ft. Overall ROW Width
82 ft. Combined Pavement Width
Slow Movement
Two-Way Traffic, Fire Access
No Parking
12 ft. Curb Radius; Apron at Street
Inverted Crown
6 ft. Tree Lawns at Sidewalks, 10 ft. Tree Lawns at Median.
Allee, 35 ft. o.c. between Head-in Spaces, 25ft. o.c. elsewhere.
6 ft. to 12 ft. Sidewalk
Yes

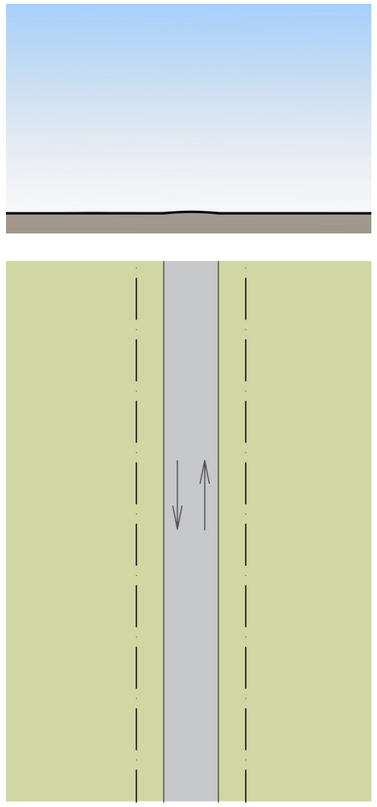
Thoroughfare Type
- RD Road
- ST Street
- CS Commercial Street
- LN Lane
- RA Rear Alley
- PT Path
- PS Passage

Right-of-Way Width

Pavement Width

XX-##-##

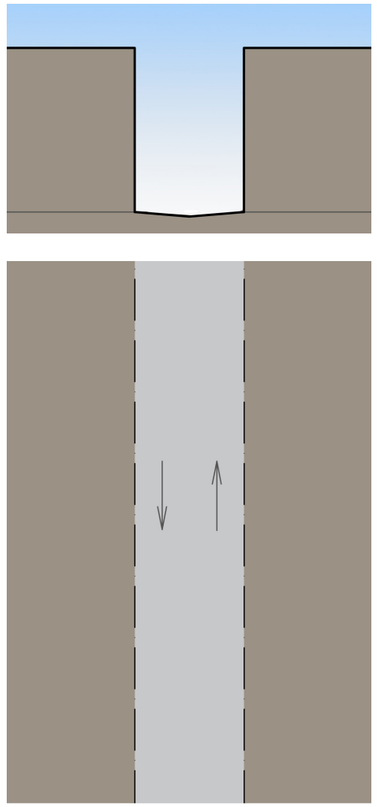
Thoroughfare Type
Transect Zone
Right-of-Way or Easement Width
Pavement Width
Movement
Traffic Lanes
Parking Lanes
Pavement / Curb
Curb Type
Planter Type (includes curb if any)
Landscape Type
Walkway Type
Fire Apparatus Access
Notes



RA-24-12

Rear Alley
T3, T4, T5
24 ft. ROW
12 ft. Pavement
Slow Movement
Two-Way Traffic
No Parking
12 ft. Curb Radius; Apron at Street
Inverted Crown
6 ft. Lawn
Varies
No Sidewalk
Not provided on this thoroughfare.90

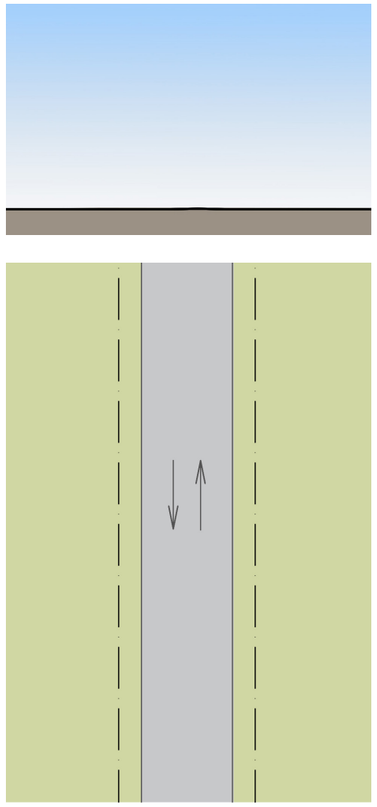
This thoroughfare type will be privately owned and maintained.



CA-26-26

Commercial Alley
T4, T5, SD
24 ft. ROW
24 ft. Pavement
Slow Movement
Two-Way Traffic, Fire Access
No Parking
12 ft. Curb Radius; Apron at Street
Inverted Crown
N/A
N/A
No Sidewalk
Yes

This thoroughfare type will be privately owned and maintained.



FA-30-20

Fire Alley
T3, T4, T5, SD
ROW 30 ft
N/A
Slow Movement
Two-Way Traffic, Fire Access
No Parking
12 ft. Curb Radius; Apron at Street
Inverted Crown
N/A
N/A
6 ft. to 12 ft. Pavement
Yes

This thoroughfare type will be privately owned and maintained.

Thoroughfare Type
- RD Road
- ST Street
- CS Commercial Street
- LN Lane
- RA Rear Alley
- PT Path
- PS Passage

Right-of-Way Width

Pavement Width

XX-##-##

Thoroughfare Type
Transect Zone
Right-of-Way or Easement Width
Pavement Width
Movement
Traffic Lanes
Parking Lanes
Pavement / Curb
Curb Type
Planter Type (includes curb if any)
Landscape Type
Walkway Type
Fire Apparatus Access

Notes

THOROUGHFARE STANDARDS

These Thoroughfare Standards supersede the provisions of appendix C, Chapter 6, Table 5.2.1 and section 5.5 of the Taylor Code of Ordinances and apply to all thoroughfares (*5-8*):

1. **Paving Materials.** In addition to paving materials and surfaces currently acceptable to the City asphalt pavers, brick pavers, and concrete pavers may be used. Paving materials and surfaces other than asphalt and concrete shall be maintained by a Property Owners Association (POA).
2. **Street Trees.** The following apply to street trees:
   - Street trees shall be Cedar Elm, Drake Elm, Bigtooth Maple, Chinquapin Oak, Monterey Oak, Red Oak, Texas Ash, or Pecan. Other tree species acceptable to the City shall be approved by warrant.
   - At retail frontages, the spacing of the trees may be irregular to avoid visually obscuring the shop fronts. Street trees are not required where a gallery, arcade, or colonnade is present.
   - The public frontage in T3 shall include trees planted in a naturalistic or regularly-spaced allee pattern of a single or alternated species with shade canopies of a height that, at maturity, clears at least one story.
   - The public frontage in T4 and T5 shall include trees planted in a regularly-spaced allee pattern of a single species with shade canopies of a height that, at maturity, clears at least one story.
   - Street tree spacing shall typically be as designated by the PD Thoroughfare Types and adapted as needed for specific locations. Specific areas may be exempted by warrant from required tree planting due to site conditions, design merit, and/or other extenuating circumstances.
   - Trees shall be maintained by a POA to permit sufficient vertical clearance in the travel lanes (12 ft. 6 in.) for moving vans, buses, emergency vehicles, and the like.
3. **Utility Easements.** Typically, water and sewer shall be provided in primary thoroughfares or civic spaces and other utilities shall be provided in secondary thoroughfares, with easements in these thoroughfares as required. Provision of utilities in easements on private lots shall be the exception and the location of last resort.
4. **Encroachments over Rights-of-Way.** Portions of buildings may be permitted to encroach over RsOW as consistent with the Lot Standards.
5. **Proposed Fire Apparatus Access.** This access, which may be provided by thoroughfares, or civic spaces shall be paved or otherwise structurally stabilized with a clear width of 20 feet and a 15-foot inside turning radius (*see Fire Apparatus Access Diagram*).
6. **Other Thoroughfare Standards.** Intersection angles and street jog offsets are acceptable if consistent with the Regulating Plan or minor adjustments therein. Maximum cul-de-sac length does not apply to alleys. Turn lanes may be required at intersections per traffic impact analysis.
7. **County Road 398.** Improvements to County Road 398 shall be determined by the City.

T3 Neighborhood Edge Zone

T4 Neighborhood General Zone

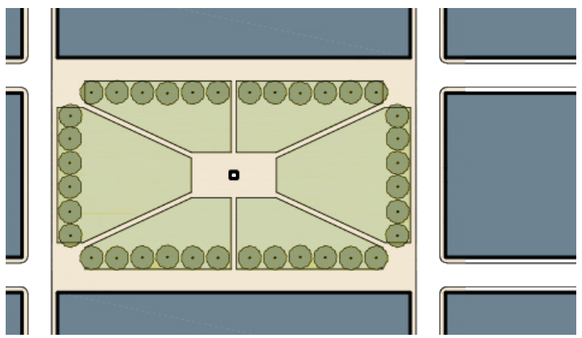
T5 Neighborhood Center Zone

Park

A large open area available for recreation, usually located at the neighborhood edge often with buildings at some or all of the perimeter, but not always. Its landscape may comprise paved paths and unpaved trails, some open lawn, trees, and open shelters, ponds, and other natural features, all naturalistically disposed and requiring limited maintenance. A very large park serving as a corridor is a greenway.

Green

A medium-sized public space available for unstructured recreation, circumscribed by building facades, its landscape consisting mostly of grassy areas and trees, naturalistically disposed and requiring only limited maintenance.



Square

A public space, seldom larger than a block, at the intersection of important streets. A square is circumscribed spatially by frontages; its streetscape consists of paved walks, lawns, trees, and civic buildings all formally disposed and requiring substantial maintenance.

CIVIC SPACE STANDARDS

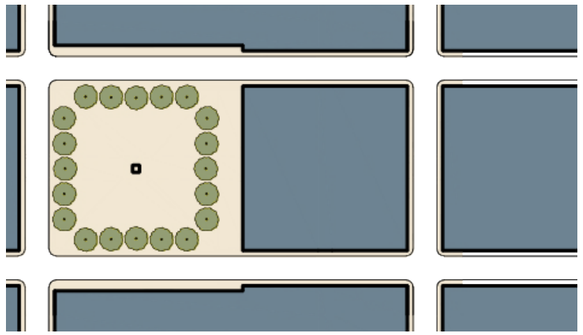
The following apply to all civic spaces:

1. **Maintenance and Ownership.** All civic spaces shall be owned and maintained by a POA.
2. **Open Space.** A minimum of 5% of the gross area of the property, including stormwater management areas which are above the floodplain, shall be open space (*see Open Space Diagram*). Refinements to the location and area of open spaces in the master plan are anticipated, but shall continue to meet this requirement.
3. **Sidewalks.** Civic spaces shall have sidewalks sufficient to provide access to all enfronting lots and provide connectivity to adjacent primary thoroughfares and civic spaces.
4. **Landscaping.** Landscaping for civic spaces, open spaces, and storm water management ponds shall follow the standards of the underlying zoning.
5. **Recreation Areas.** Swimming pools, recreation courts (tennis, handball, etc.), exercise facilities, recreation facilities, and related structures may be located within civic space.

T3 Neighborhood Edge Zone

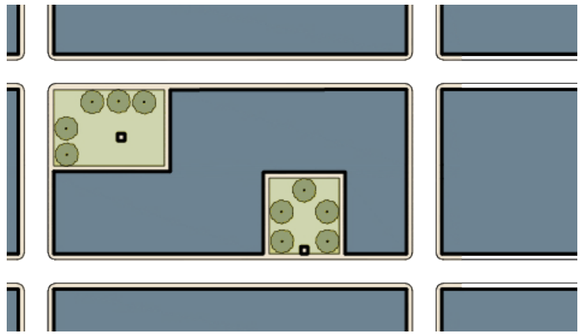
T4 Neighborhood General Zone

T5 Neighborhood Center Zone



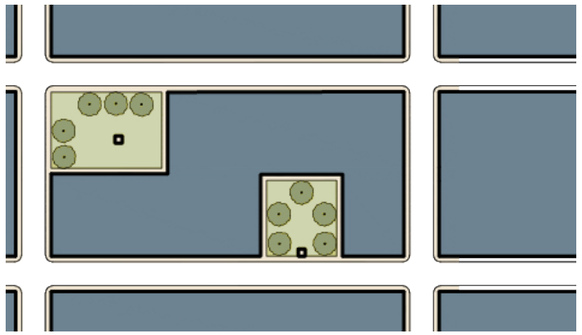
Plaza

A public space at the intersection of important streets set aside for civic purposes and commercial activities. A plaza is circumscribed by frontages, although not necessarily thoroughfares; its landscape consists of durable pavement for parking and trees requiring little maintenance.



Pocket Park

A small open space suitable for socializing, eating, and resting. Pocket parks may be equipped with benches and plantings, with tables and public art optional. They may be placed alongside thoroughfares or as intimate spaces within blocks, but should be visible from a thoroughfare (including paths). Pocket parks may be located anywhere.



Playground

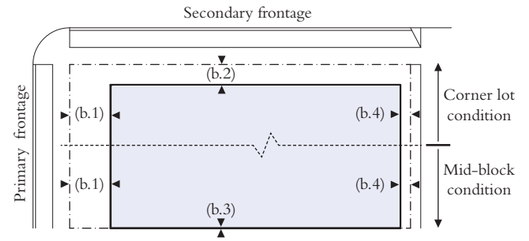
An open space designed and equipped for the recreation of children. A playground should be fenced and may include an open shelter. Playgrounds shall be interspersed within residential areas and may be placed within a block. Playgrounds may be included within any civic space. There shall be no minimum or maximum size.

LOT STANDARDS

		T3: Neighborhood Edge Zone	T4: Neighborhood General Zone	T5: Neighborhood Center Zone	SD: Special District
a.	**Lot Dimensions**				
	Lot Width	120 ft. max.	120 ft. max.	180 ft. max.	No min. or max.
	Lot Coverage	70% max.	80% max.	95% max.	95%
b.	**Setbacks: Principal Building**				
(b.1)	Front Setback (Principal)	18 ft. min., 30 ft. max.	0 ft. min 18 ft. max.	0 ft. min. 12 ft. max.	0 ft. min., 12 ft. max.
(b.2)	Front Setback (Secondary)	12 ft. min., 30 ft. max.	0 ft. min 18 ft. max.	0 ft. min. 12 ft. max.	0 ft. min., 12 ft. max.
(b.3)	Side Setback	5 ft. min.	0 ft. min.	0 ft. min. 24 ft. max.	0 ft. min.
(b.4)	Rear Setback	4 ft. min.	4 ft. min.	4 ft. min.	4 ft. min.
	Primary Frontage Buildout	40% min.	50% min.	60% min	40% min.
c.	**Setbacks: Outbuilding**				
(c.1)	Front Setback (Principal)	20 ft. min. from facade	20 ft. min. from facade	40 ft. max. from rear prop.	40 ft. max. from rear prop.
(c.2)	Front Setback (Secondary)	12 ft. min., 30 ft. max.	0 ft. min 18 ft. max.	0 ft. min. 12 ft. max.	0 ft. min., 12 ft. max.
(c.3)	Side Setback	0 ft. or 5 ft. min.	0 ft. min. or 5 ft. min.	0 ft. min.	0 ft. min.
(c.4)	Rear Setback	4 ft. min.	4 ft. min.	4 ft. max.	4 ft. max.
d.	**Building Height**				
(d.1)	Principal Building	2 ½ Stories max.	3 Stories max.	5 Stories max.	3 Stories max.
(d.2)	Outbuilding	2 ½ Stories max.	2 ½ Stories max.	2 ½ Stories max.	2 ½ Stories max.
e.	**Private Frontages**				
	Common Lawn	permitted	not permitted	not permitted	not permitted
	Porch	permitted	permitted	not permitted	not permitted
	Terrace and Light Court	permitted	permitted	permitted	not permitted
	Forecourt	permitted	permitted	permitted	not permitted
	Stoop	permitted	permitted	permitted	not permitted
	Storefront and Awning	not permitted	permitted	permitted	permitted
	Gallery	not permitted	permitted	permitted	permitted
	Arcade or Colonnade	not permitted	permitted	permitted	permitted
f.	**Building Use**				
	Residential	open	open	open	No min. or max.
	Lodging	not permitted	limited	open	No min. or max.
	Office	not permitted	limited	permitted	No min. or max.
	Retail	not permitted	limited	permitted	No min. or max.
	Manufacturing	restricted	limited	open	No min. or max.
	Civic	permitted	permitted	permitted	No min. or max.

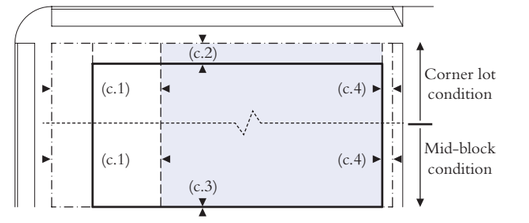
b. Setbacks: Principal Building

- The principal building shall be distanced from the lot lines as shown.
- Facades shall be built along the primary frontage to the specified primary frontage buildout percentage (measured as a percentage of the lot width). The primary frontage buildout requirement does not apply at secondary frontages.



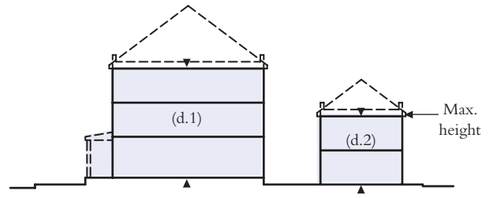
c. Setbacks: Outbuilding

- The outbuilding shall be distanced from the lot lines as shown.



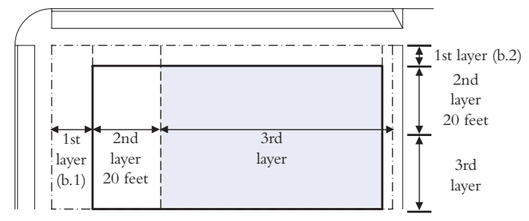
d. Building Height

- Building height shall be measured in number of stories, excluding attics and raised basements.
- Ground-floor habitable rooms at frontages shall be 10' min. floor-to-ceiling.
- Upper-story habitable rooms at frontages shall be 9' min. floor-to-ceiling
- Exemptions from height limits include: civic structures and monuments, chimneys, flag poles, and necessary mechanical appurtenances.



Parking Placement

- Parking (whether open, covered, or enclosed) shall only be provided within the third layer. Garages may be permitted in the first or second layer by variance.
- Parking shall be accessed by a rear alley or lane when such are provided.
- Parking spaces on private lots (including property owned by a POA) shall be masked from the frontage by a building or a minimum 8-foot tall masonry wall with piers every 8 feet.



Common Lawn: a facade set back substantially from the frontage line. The front yard should remain unfenced and be visually continuous with adjacent front yards. The intention is to emulate the character of buildings sitting in a common rural landscape. A front porch is encouraged but not required, as social interaction from the sidewalk is unlikely at such a distance.

Porch: a facade is set back from the frontage line with a front porch. The porch should be within a conversational distance of the sidewalk. Hedges, fences, or garden walls at the frontage line are encouraged to define the front yard. A great variety of porches is possible, but to be useful, none should be less than 8 ft deep.

Terrace and Light Court: a facade is set back from the frontage line with an elevated garden or terrace, or a sunken light court. This type can effectively buffer residential uses from the sidewalk, by creating an elevated front garden. The terrace created may also be suitable for restaurants and cafes, as the eye of the sitter is level with that of the standing passerby. The light court can give light and access to a basement.

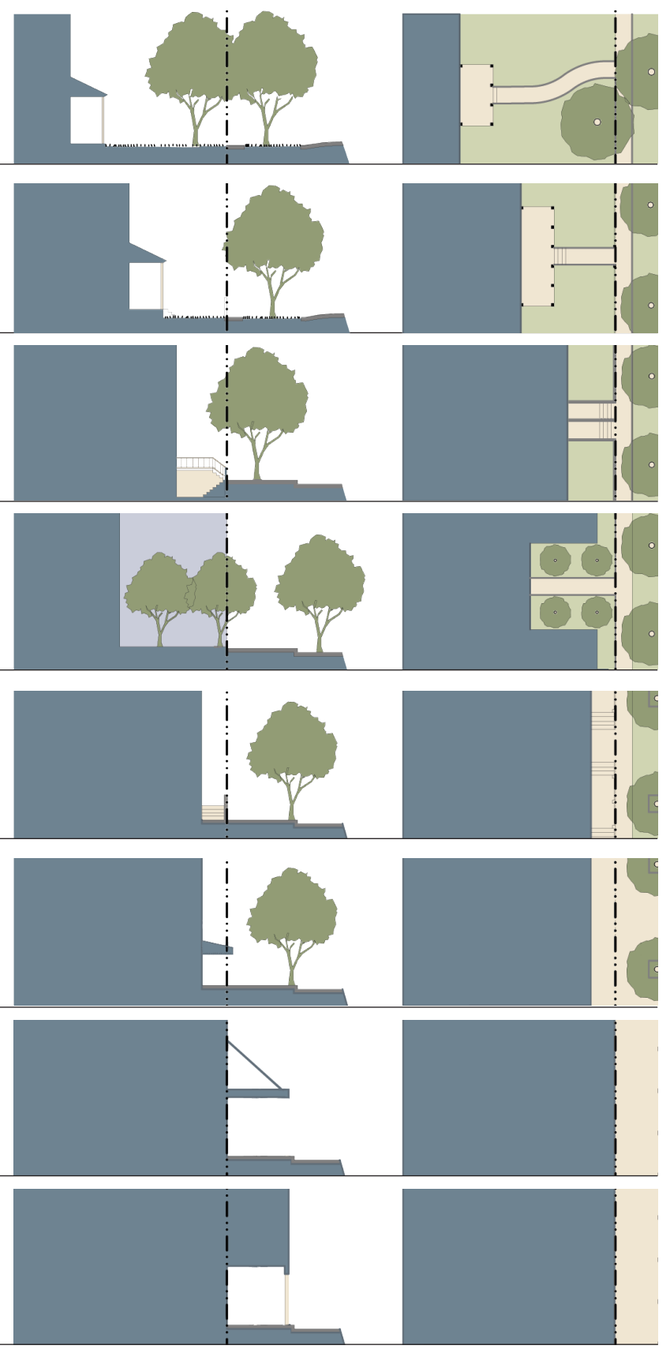
Forecourt: a facade is aligned close to the frontage line with a portion of it set back. The forecourt created is suitable for a garden or plaza, providing a transition from the public sidewalk to the building entry. This type should be used sparingly. Trees within the forecourts should be placed to have their canopies overhanging the sidewalks.

Stoop: a facade is aligned close to the frontage line with the ground story elevated from the sidewalk, securing privacy for the windows. This type is suitable for buildings with ground-floor residential uses, such as townhouses and apartment buildings. This type may be interspersed with the storefront.

Storefront and Awning: a facade is aligned close to the frontage line with the entrance at sidewalk grade. This type is conventional for retail frontage. It is commonly equipped with a cantilevered shed roof or an awning. The absence of a raised ground story generally precludes residential uses on the ground floor, although residential uses may be present where retail is anticipated in the future.

Gallery: a roof extends over the sidewalk above while the building facade remains at the frontage line. This type is most common for office, retail, and manufacturing uses. To be useful, the gallery should be no less than 12 feet deep and should overlap the sidewalk to within 2 feet of a vehicular lane so that a pedestrian cannot bypass it.

Arcade or Colonnade: An arcade (arches) or colonnade (columns and beams) is a structure including habitable space extending over a sidewalk supported by arches and open to the adjacent street or civic space. The ground story remains at the frontage line while the facade of the upper stories overlaps the sidewalk. This type is most common for office, retail, and manufacturing uses.



T3 Neighborhood Edge Zone
T4 Neighborhood General Zone
T5 Neighborhood Center Zone
SD: Special District

LOT STANDARDS

1. **Special District.** Any lot zoned as Special District may be rezoned to T5 by warrant and improved in compliance with all standards applicable to T5.
2. **Height Limits.** In addition to requirements in these Standards, the height and form of all buildings may be further restricted due to the proximity of the Taylor Municipal Airport. Building height and form are subject to review and approval by all relevant authorities.
3. **Dwelling size.** There is no minimum dwelling size.
4. **Number of buildings and units.** Lots may have more than one building. Corner lots may have two accessory units provided that one faces the secondary frontage.
5. **Accessory Unit Square Footage.** The conditioned space of an accessory unit within a primary building or an outbuilding shall not exceed 800 square feet, excluding the stair, landings, and any parking areas.
6. **Building entrance.** The primary entrance to a primary building, including multi-family buildings, shall face the primary frontage of that lot. The primary entrance to accessory buildings may face any thoroughfare type.
7. **Landscaping.** Landscaping on private lots is only required at frontages unless noted otherwise and required plantings shall comply with City requirements.
   - **Front Yard Trees.** Front yards of a depth greater than 12 ft. require one deciduous tree of a minimum height of 30 ft. at maturity and one additional tree for every 18 linear ft. of frontage not occupied by a terrace, stoop, or porch.
   - **Lawn.** Lawn is prohibited at frontages in T5 and SD and in all zones where the lawn area is 6 ft. or less in either dimension.
   - **Planting.** Plant material, including ground cover, shall be planted no farther apart than 12 in.
   - **Artificial Plants.** Artificial plants may not be used to satisfy the requirements herein.
   - **Erosion Control.** Erosion control is required where there is no landscape or hardscape.
8. **Site Perimeter Landscaping.** There is no site perimeter landscaping requirement.
9. **Fences.** A fence along a shared rear or side lot line shall be no closer than 5 ft. to another fence. Alternatively, neighbors may share a single fence along a shared side or rear lot line. Fences within the first lot layer shall be painted.
10. **Parking Standards.** There shall be no minimum or maximum parking standards.
11. **Parking Lots.** Given the intention of building a compact, walkable, urban community, parking lots shall be located to the interior of blocks and shielded from frontages with buildings and walls. The following requirements apply for T3, T4, and T5:
    - **Connections.** Parking lots on adjacent private lots shall connect to one another.
    - **Surfacing.** Parking lots shall be asphalt, semi-permeable soil pavers, gravel, brick, brick pavers, concrete pavers, asphalt pavers, granite, or concrete, all of which shall be graded and drained to dispose of surface water into appropriate structures.
    - **Light Spillover.** Given the intention of making parking lots as compact as possible and creating shared access from one owner's parking lot to another, parking lot lighting may spill over onto an adjacent parking lot.
    - **Landscaping.** Landscaping in parking lots shall comply with the following requirements: one tree island (of 100 sq. ft. min. with one 2 in. min. caliper tree and filled with ground cover) is required for every 10 spaces that are side-by-side. Parking lots of fewer than 50 spaces and parkways of two drive aisles or less in width are exempt from landscaping requirements.
12. **Fire Apparatus Access.** Proposed fire apparatus vehicle access is as shown on the Fire Apparatus Access Diagram, typically within 150 feet of all buildable area on a lot. This access, which may be provided by primary or secondary thoroughfares, shall be paved with a clear width of 20 ft. and a 15 ft. inside turning radius. Buildings on portions of lost greater than 150 ft. from the Fire Apparatus Vehicle Access Route may require a fire suppression system to meet building and fire code requirements.
13. **Other subdivision standards.** Lots may front on thoroughfares or civic spaces, whether owned publicly or privately, through which access to residences may be established, consistent with the Regulating Plan or minor adjustments therein. Lots may be configured as shown on the Regulating Plan, and shall be consistent with the Lot Standards. No maximum block length is required. Intersection angles and street jog offsets are acceptable if consistent with the Regulating Plan or minor adjustments therein. Maximum cul-de-sac length does not apply to alleys.
14. **Encroachments.** Permitted encroachments into setbacks shall be as shown on the chart below. Additionally, windowsills, belt courses, bay windows, cornices, eaves, footings, and ornamental features may encroach into any setback. All encroachments into utility easements are subject to the permission of the affected easement owner. (*see Permitted Encroachments table*)
15. **Facades.** Facades shall be built parallel to a rectilinear primary frontage line or to the chord of a curved primary frontage line.
16. **Ground Floor Grading.** At the ground floor, residential and private rooms in lodging uses shall be raised a minimum of 2 feet from the average sidewalk grade at the primary frontage for the purpose of establishing privacy.
17. **First-Story Glazing.** The first story of each facade shall be glazed with clear glass for a minimum of 30% of the wall area of the first story, with each facade being calculated independently.
18. **Upper-Story Glazing.** Above the first story of each facade, openings shall be glazed with clear glass for a maximum of 50% of the wall area above the first story, with each facade being calculated independently.
19. **Storefront Glazing.** At storefronts, the first story of the facade shall be glazed with clear glass for a minimum of 70% of the wall area of the first story and shaded by an awning or canopy that extends over the sidewalk.
20. **Pitched Roofs.** Pitched roofs, if provided, shall be symmetrically sloped no less than 4:12, except that roofs for porches and attached sheds may be no less than 2:12.
21. **Flat Roofs.** Flat roofs shall be enclosed by parapets a minimum of 42 inches high, or as required to conceal mechanical equipment.

Permitted Encroachments

	Setbacks Facing Frontages	Side and Rear Setbacks	Thoroughfares (incl. ROW) [1]
Patios [ii]		•	
Decks [ii]		•	
Mech. Equipment		•	
Utility Meters		•	
Window Wells		•	
Stoops and Steps [ii]	•	•	
Porches and Steps [iii]	•	•	
Chimneys	•	•	
Hedges, Fences, & Garden Walls	•	•	
Bay Windows	•	•	•
Turrets/Towers	•	•	•
Eaves	•	•	•
Overhangs	•	•	•
Balconies	•	•	•
Ramps	•	•	•
Awnings		•	•
At Commercial Uses Only			
Merchandise	•	•	•
Cafe Tables	•	•	•
Chairs	•	•	•
Umbrellas	•	•	•
Planters	•	•	•
Heaters	•	•	•
Arcades [i]	•	•	•
Colonnades [i]	•	•	•
Galleries	•	•	•
Canopies	•	•	•
Marquees	•	•	•
Signs	•	•	•
Lights	•	•	•
Buildings [iv]	•		•

Notes:

i. To within 2 feet of vehicular lanes. A 7-foot minimum clear height shall be maintained, with the exception of columns, piers, and posts. A 5-foot minimum pedestrian clear zone shall also be maintained.

ii. May encroach into setbacks up to 6 feet.

iii. May encroach into setbacks up to 12 feet.

iv. Conditioned habitable space may encroach into the R.O.W above an Arcade or Colonnade as indicated, if a 12'-6" height clearance is maintained.

	T3: Neighborhood Edge Zone	T4: Neighborhood General Zone	T5: Neighborhood Center Zone	SD: Special District
Residential	**Open Residential:** Up to six dwelling units and one accessory dwelling unit are permitted on each lot.			Residential Uses are not permitted.
Lodging	**Restricted Lodging:** The property shall be owner-occupied. The number of bedrooms available for lodging shall be limited to 8. Breakfast may be provided to overnight guests before noon each day. (e.g. bed & breakfast or inn)	**Limited Lodging:** The number of bedrooms available for lodging shall be limited to 8. Breakfast may be provided to overnight guests before noon each day. (e.g. bed & breakfast or inn)	**Open Lodging:** Food service may be provided at all times. The maximum length of stay shall not exceed 90 days.	
Office	**Restricted Office:** The area available for office use shall be limited to the first story.	**Limited Office:** The area available for office use shall be limited to the first story.	Office uses are permitted.	
Retail	Retail uses are not permitted.	**Limited Retail:** The building area available for retail use shall be limited to the first story of buildings on corner lots. The specific use shall be further limited to neighborhood store or food service seating no more than 30.	Retail uses are permitted.	
Manufacturing	**Restricted Manufacturing:** Manufacturing uses are permitted in rear yards only. (e.g. home workshop, artist studio, woodcraft, furniture refinishing, bicycle repair).	**Limited Manufacturing:** Manufacturing uses shall be limited to the first story of buildings on corner lots. (e.g. home workshop, artist studio, woodcraft, furniture refinishing, bicycle repair).	**Open Manufacturing:** Manufacturing uses are permitted. (e.g. home workshop, artist studio, woodcraft, furniture refinishing, bicycle repair).	
Civic	Civic uses are permitted in any Transect Zone, but shall be of a scale that limits the adverse impacts to neighbors at most times.			

Prohibited Uses

The uses listed below, regardless of whether the proposal will be a primary or accessory use, shall be prohibited in this PD:

- Adult Entertainment
- Automobile and/or Truck Washing Facility
- Automobile Body Repair Shop
- Automobile Fueling Station
- Cell Towers exposed to view
- Central Processing Facility for Solid Waste Transfer, Materials Resource Recovery and/or Recycling
- Commercial Amusement, Outdoor
- Commercial Kennels and Animal Husbandry
- Commercial Stable
- Concrete or Asphalt Batching Plant
- Construction and Demolition Debris Disposal Facility
- Distribution Facilities
- Solid Waste Incinerators
- Junk & Wrecked Vehicle Salvage Yard Facility
- Methane Recovery Facility associated with Soil Removal
- Mineral Extraction and Surface Mining
- Motor Vehicle Impound lots
- Mover Storage Facility
- Moving Truck and Trailer Rental
- Outdoor Vending Machines, except those for bikes, scooters, etc.
- Paint Mixing & Spraying Facility
- Petroleum or Related Products Refining or Distributor
- Plastic & Rubber Products Manufacture
- Race Tracks
- Recycling and Salvage Center (except architectural salvage)
- Salvage Motor Vehicle Auction or Pool Facility
- Sanitary Landfill
- Shooting Range, Outdoor
- Solid Waste Disposal Facility
- Truck Stop
- Truck Terminals
- Wind Energy Conversion System, Large Wind Farms
- Other uses which create an adverse impact on adjacent properties adjacent to this community (noise, vibration, odor, pollution, etc.). Impacts confined to this community are not considered adverse.

Similar Uses: For a proposed use not listed herein, a Warrant may be issued as described elsewhere in these PD Standards.

Use Standards

1. **Signs.** The following sign standards apply to commercial uses:
   - One blade sign for each business entrance may be installed perpendicular to the facade. Such a sign shall not exceed 6 square feet and shall clear the sidewalk by 8 feet.
   - One band sign may be applied to the facade of each storefront. Such a sign shall not exceed 3 feet in height by any length.
   - Signage shall be externally illuminated or neon.

Example of a blade sign.

Example of a band sign.

Accessory Unit: an Apartment not greater than 800 square feet sharing ownership and utility connections with a Primary Building; it may or may not be within an Outbuilding.

Allee: a regularly spaced and aligned row of trees usually planted along a Thoroughfare or Path.

Apartment: a Residential unit sharing a building and a Lot with other units and/or uses; may be for rent, or for sale as a condominium.

Attic: the interior part of a building contained within a pitched roof structure.

Backbuilding: a single-Story structure, open or enclosed, connecting a Primary Building to an Outbuilding.

Band Sign: a band of lettering across the entire width of a building or storefront.

Bed and Breakfast: *See Use.*

Blade Sign: a two-sided sign board hung from a projecting element at 90 degrees to the building facade.

Block: the aggregate of private Lots, Secondary Thoroughfares, and Parking Lots, circumscribed by Primary Thoroughfares.

Civic: Organizations dedicated to arts and culture, education (including schools), government, recreation, religion, social service, transit, as well as cemeteries, municipal parking, post offices, wedding chapels and the like.

Civic Building: a building operated by not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking, or for use approved by the legislative body.

Civic Space: an outdoor area dedicated for public use. Civic Space types are defined by the combination of certain physical constants including the relationships among their intended use, their size, their landscaping and their Enfronting buildings.

Commercial: the term collectively including Lodging, Office, and Retail Uses.

Common Lawn: *See Frontage Types.*

Curb: the edge of the vehicular pavement that may be raised or flush. It usually incorporates the drainage system.

Driveway: a vehicular lane within a Lot, often leading to a garage.

Dwelling Unit: one or more rooms used, or intended to be used for occupancy by one person or a group of persons living together as a family. Each installation of kitchen facilities consisting of at least a stove or cooking device and a sink shall be a separate dwelling unit.

Effective Turning Radius: *See Definitions: Illustrated.*

Elevation: *See the following page.*

Encroach: to break the plane of a vertical or horizontal regulatory limit with a structural element, so that it extends into a Setback, into the Public Frontage, or above a height limit.

Encroachment: any structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a Setback, into the Public Frontage, or above a height limit.

Enfront: to place an element along a Frontage, as in "porches Enfront the street."

Facade: *See Definitions: Illustrated.*

Frontage: *See Definitions: Illustrated.*

Frontage Line: *See Definitions: Illustrated.*

Frontage Buildout: That portion of a setback line which shall have a building facade on it.

Gallery: *See Frontage Types.*

Green: *See Civic Space Types.*

Inn: *See Use.*

Liner Building: a building specifically designed to mask a parking lot or a Parking Structure from a Frontage.

Live-Work: a Mixed Use unit consisting of a Commercial and Residential Use. The Commercial Use may be anywhere in the unit. It is intended to be occupied by a business operator who lives in the same structure that contains the Commercial activity or industry. (Syn. flexhouse.)

Lodging: Premises available for short-term human habitation, including daily and weekly rental.

Lot: a parcel of land accommodating a building or buildings of unified design. The size of a Lot is controlled by its width in order to determine the grain (i.e., fine grain or coarse grain) of the urban fabric.

Lot Layer: a range of depth of a Lot within which certain elements are permitted. *See Definitions: Illustrated.*

Lot Line: *See 17.*

Lot Width: the length of the Primary Frontage Line of a Lot.

Manufacturing: Premises available for the creation, assemblage, and/or repair of artifacts including their retail sale except when such activity creates adverse impacts.

Office: Premises available for the transaction of general business including medical and dental offices, clinics and outpatient facilities, but excluding retail sales and manufacturing.

Open Space: land intended to remain undeveloped; it may be for Civic Space.

Outbuilding: a building, usually located toward the rear of the same Lot as a Primary Building, and sometimes connected to the Primary Building by a Backbuilding. *See Definitions: Illustrated.*

Park: *See Civic Space Types.*

Passage (PS): a pedestrian connector, open or roofed, that passes between buildings to provide shortcuts through long Blocks and connect rear parking areas to Frontages.

Path (PT): a pedestrian way traversing a Park or rural area, with landscape matching the contiguous Open Space, ideally connecting directly with the urban Sidewalk network.

Pavement Radius: *See Definitions: Illustrated.*

Planter: the element of the Public Frontage which accommodates street trees, whether continuous or individual.

Plaza: *See Civic Space Types.*

POA: Property Owners Association

Primary Building: the main building on a Lot, usually located toward the Frontage. *See Definitions: Illustrated.*

Primary Entrance: the main point of access for pedestrians into a building.

Primary Frontage: *See Definitions: Illustrated. See* **Frontage.**

Private Frontage: *See Definitions: Illustrated. See* **Frontage.**

Public Frontage: *See Definitions: Illustrated. See* **Frontage.**

Rear Alley (RA): a vehicular way located to the rear of Lots providing access to service areas, parking, and Outbuildings and containing utility easements. Rear Alleys are typically paved from building face to building face, with drainage by inverted crown at the center or with roll Curbs at the edges.

Regulating Plan: a Zoning Map or set of maps that shows the Transect Zones, Civic Zones, Special Districts if any, and Special Requirements if any, of areas subject to, or potentially subject to, regulation by the SmartCode.

Residential: Premises available for long-term human habitation by means of ownership or rental for more than 30 days.

Retail: Premises available for the commercial sale of merchandise, services, and prepared foods (including restaurants), but excluding manufacturing.

Right-of-Way (R.O.W.): *See Definitions: Illustrated.*

Road (RD): a local, rural and suburban Thoroughfare of low-to-moderate vehicular speed and capacity. This type is allocated to the more rural Transect Zones (T1-T3).

Secondary Frontage: *See Definitions: Illustrated. See* **Frontage.**

Setback: the area of a Lot measured from the Lot line to a building Facade or Elevation that is maintained clear of permanent structures, with the exception of Encroachments listed on the Lot Standards. *See Definitions: Illustrated.*

Sidewalk: the paved section of the Public Frontage dedicated exclusively to pedestrian activity.

Square: S*ee Civic Space Types.*

Stoop: *See Frontage Types.*

Storefront: a Private Frontage conventional for Retail use, with substantial glazing and an awning, wherein the Facade is aligned close to the Frontage Line with the building entrance at Sidewalk grade.

Story: a habitable level within a building, excluding an Attic or raised basement.

Street (ST): a local urban Thoroughfare of low speed and capacity.

Swale: a low or slightly depressed natural area for drainage.

T-zone: *See* **Transect Zone.**

Terminated Vista: a location at the axial conclusion of a Thoroughfare. A building located at a Terminated Vista designated on a Regulating Plan is required or recommended to be designed in response to the axis.

Thoroughfare: a way for use by vehicular and pedestrian traffic and to provide access to Lots and Open Spaces, consisting of Vehicular Lanes and the Public Frontage. *See the following page.*

Transect: a cross-section of the environment showing a range of different habitats. The rural-urban Transect of the human environment used in the SmartCode template is divided into six Transect Zones. These zones describe the physical form and character of a place, according to the Density and intensity of its land use and Urbanism.

Transect Zone: One of several areas on a Zoning Map regulated by the SmartCode. Transect Zones are administratively similar to the land use zones in conventional codes, except that in addition to the usual building use, Density, height, and Setback requirements, other elements of the intended habitat are integrated, including those of the private Lot and building and Public Frontage. (syn. T-zone)

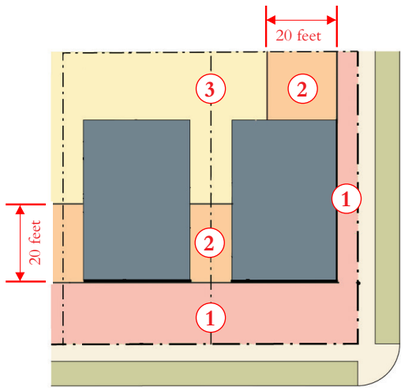
Turning Radius: the curved edge of a Thoroughfare at an intersection, measured at the inside edge of the vehicular tracking. The smaller the Turning Radius, the smaller the pedestrian crossing distance and the more slowly the vehicle is forced to make the turn. *See Definitions: Illustrated.*

Use: the function or functions accommodated by a building and its Lot, categorized as Restricted, Limited, or Open, according to the intensity of the use.

Variance: a ruling that would permit a practice that is not consistent with either a specific provision or the Intent of these PD Standards. Variances are granted by the Zoning Board of Adjustment in a public hearing.

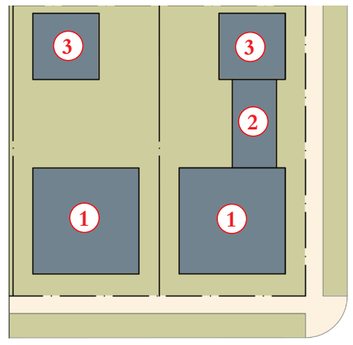
Warrant: a ruling that would permit a practice that is not consistent with a specific provision of these PD Standards, but that is justified by its Intent. Warrants are granted administratively. .

Lot Layers



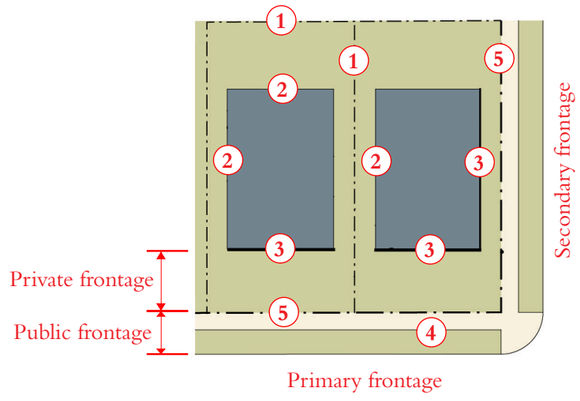
1. **1st Layer**
2. **2nd Layer**
3. **3rd Layer**

Principle Building & Outbuilding



1. **Primary Building**
2. **Backbuilding**
3. **Outbuilding**

Frontage & Lot Lines



1. **Lot Line**: the boundary that legally and geometrically demarcates a lot.
2. **Elevation**: an exterior wall of a building not facing a frontage line.
3. **Facade**: the exterior wall(s) of a building that is (are) set along a frontage line. Facades face frontage lines and define the public realm, and are therefore more regulated than the elevations facing other lot lines.
4. **Right-of-Way (R.O.W.):** the composite public area dedicated to circulation, including the vehicular way and the streetscape.

   Frontage: the area between a building facade and a thoroughfare or civic space, inclusive of its various built and planted components. Frontage is divided into private frontage and public frontage.
5. **Frontage Line:** the line between the public and private frontage, (primary or secondary). The frontage line is co-incident with the property line(s), at frontages.

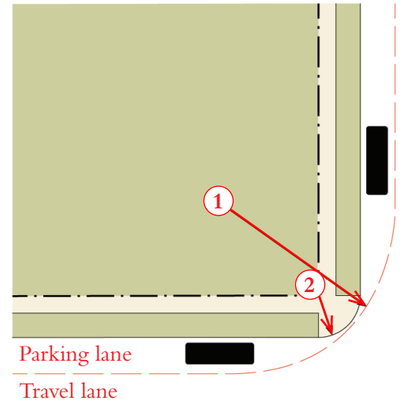
   Primary Frontage: on lots with multiple frontages, the frontage which will bear the address and primary entrance to the building.

   Secondary Frontage: on lots with multiple frontages, the frontage(s) that are not the primary frontage.

   Private Frontage: the privately held Layer between the Frontage Line and the Primary Building Facade.

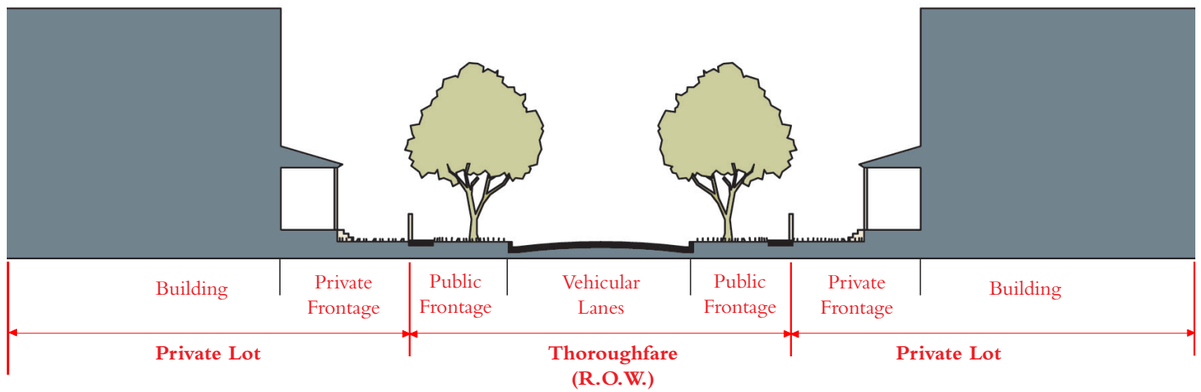
   Public Frontage: the area between the Curb of the vehicular lanes and the Frontage Line.

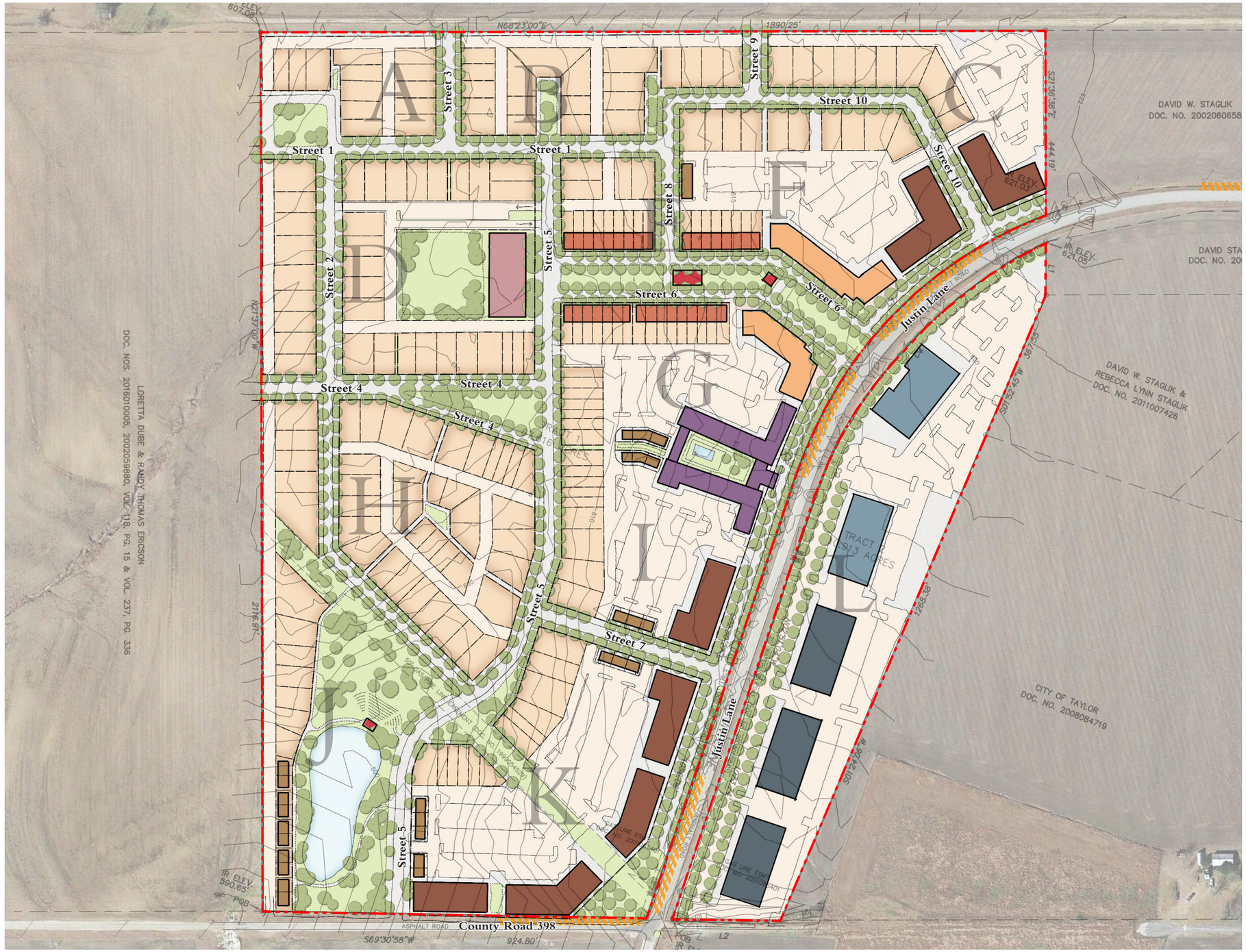
Turning Radius



1. **Effective Turning Radius:** the measurement of the inside turning radius taking parked cars into account.
2. **Pavement Radius:** the curved edge of a vehicular lane at an intersection, measured at the inside edge of the travel lane if there is no on-street parking, or the parking lane if there is. The smaller the pavement radius, the more slowly the vehicle is forced to make the turn.

Thoroughfare & Frontages



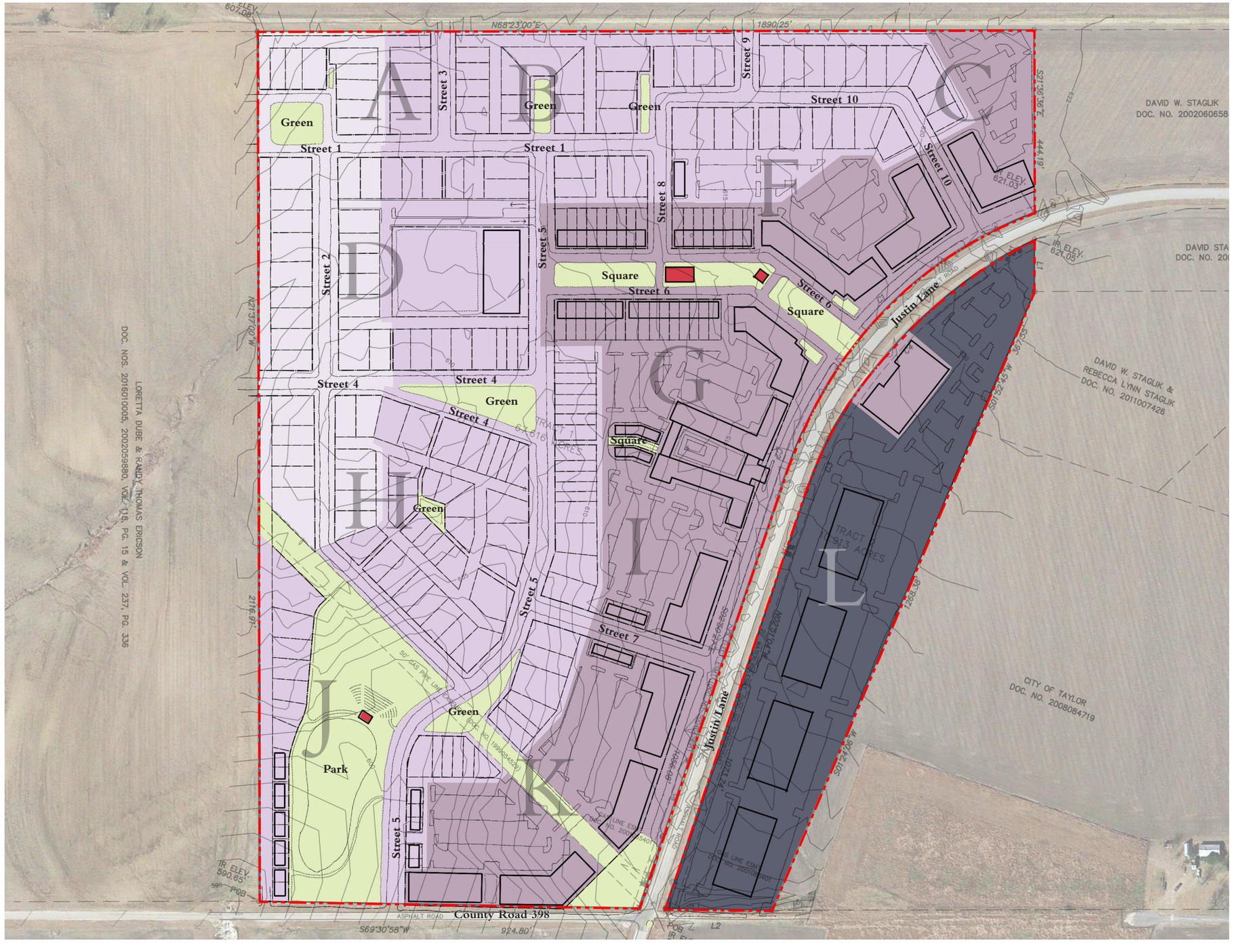


Key

- Site Boundary
- Single-Family Att. & Det.
- Liner Townhouses
- 4-Story Apartments
- Strip Center Retail
- Live-Work Retail
- Day Care
- Hotel
- Flex Office
- Light Industry
- Civic Building

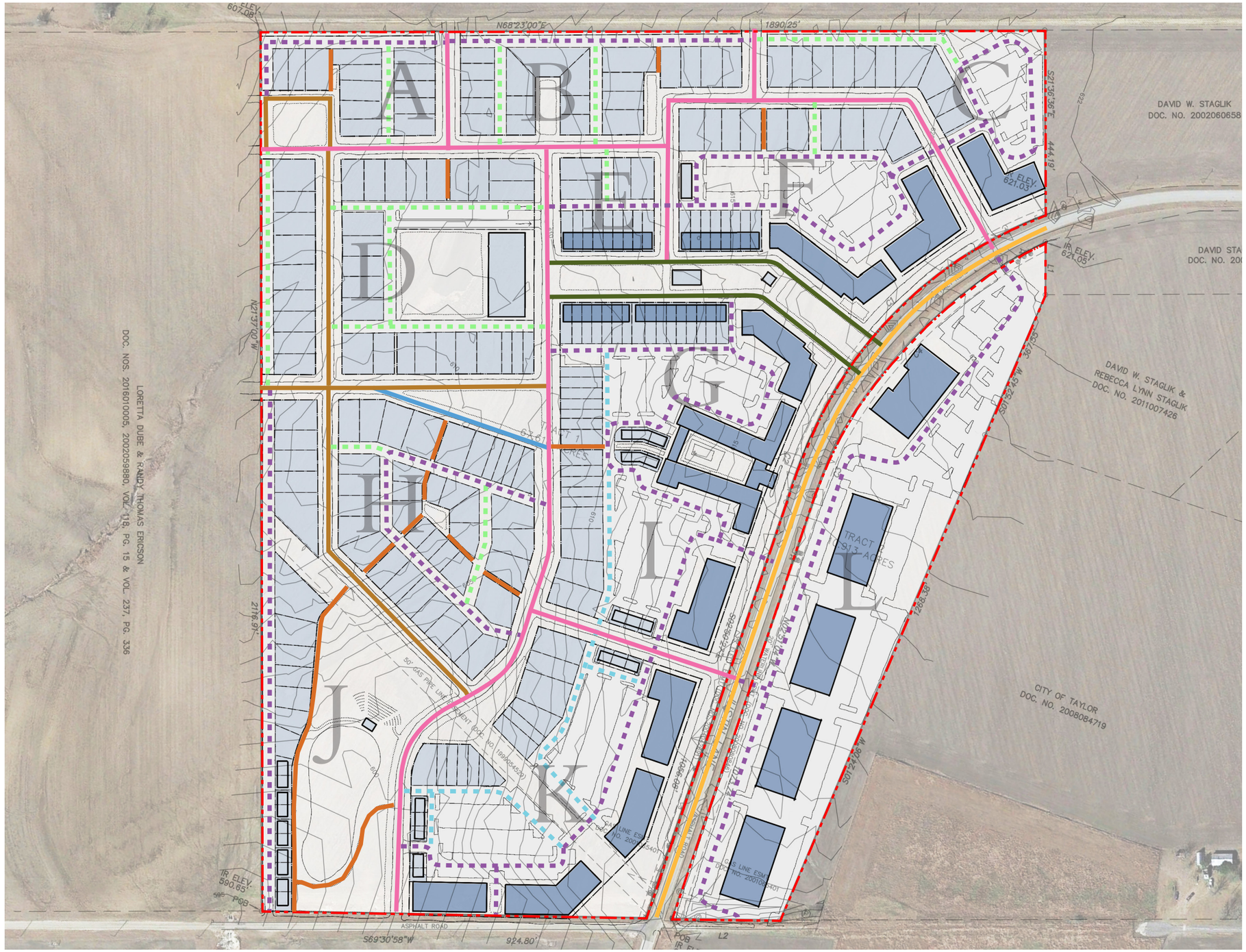
0 ft 125 ft 250 ft 500 ft

N



Key

- T3: Neighborhood Edge Zone
- T4: Neighborhood General Zone
- T5: Neighborhood Center Zone
- SD: Special District
- X — Block Letter
- XX-#-# — Thoroughfare Number & Type
- Civic Space
- Civic Building
- R.O.W.
- Lot Line
- Primary Frontage
- Secondary Frontage

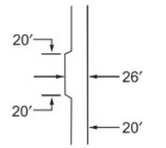


Thoroughfare Types Key

- Justin Lane
- ST-40-20
- ST-50-28
- ST-60-34
- CS-40-28
- PT-V-5
- FA-30-20
- RA-24-12
- CA-26-26

Fire Apparatus Access Notes

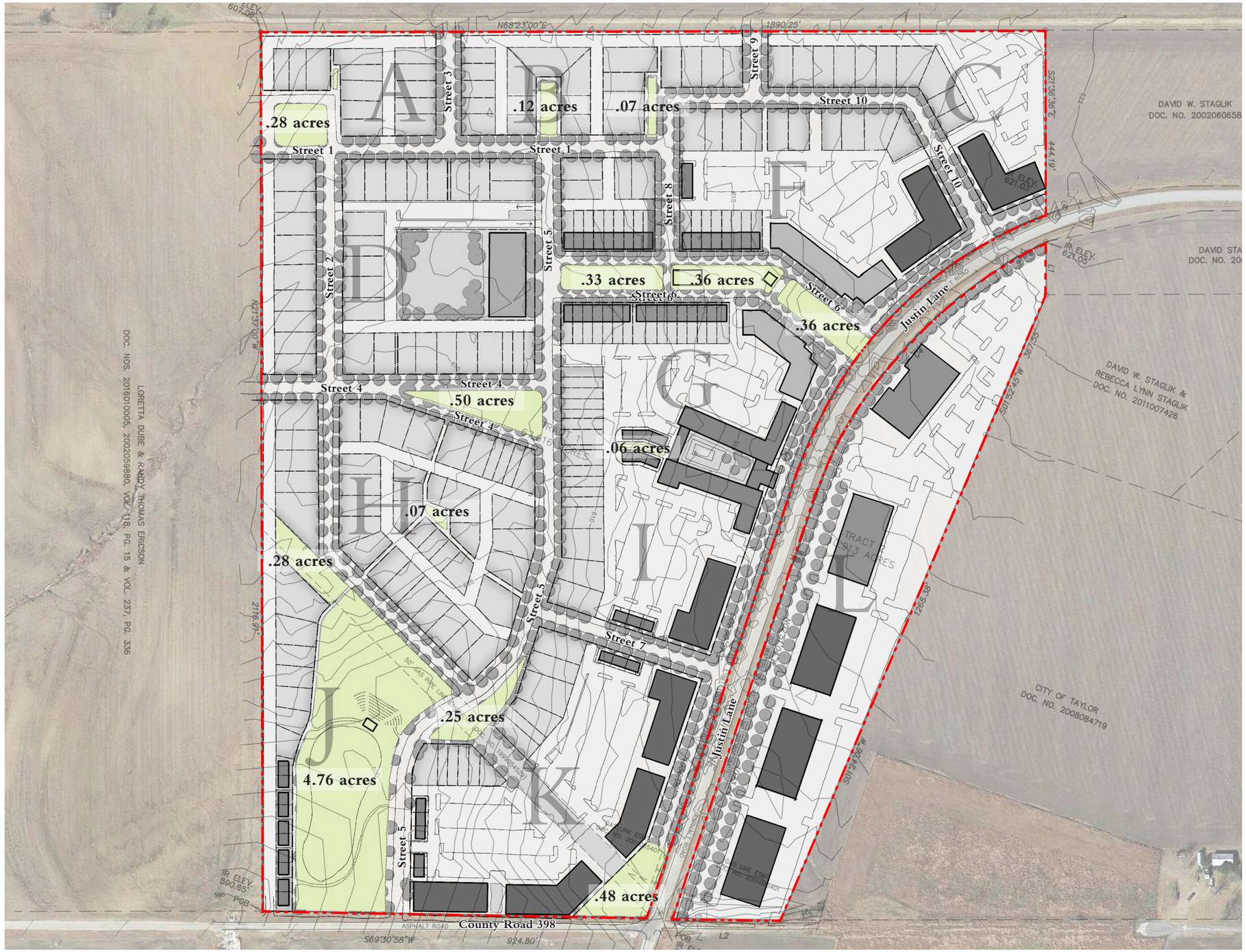
1. Applicants understanding of the relevant standards from these fire apparatus access notes to be confirmed by the City of Taylor.
2. For buildings 30+ feet tall:
   - Fire Apparatus Access Roads shall be 26 feet clear minimum.
   - Fire Apparatus Access Roads shall be between 15 and 30 feet from the building.
   - Fire Apparatus Access Roads shall provide access to one complete side of the building, as determined by the Fire Official.
3. Fire Apparatus Access Roads shall be 20 feet clear minimum for buildings less than 30 feet tall:
4. All Fire Apparatus Access Roads shall have an effective inside turning radius of 25 feet.
5. All Fire Apparatus Access Roads shall be a maximum distance of 150 feet from all portions of any building.
6. Where a fire hydrant is located on a Fire Apparatus Access Road, the minimum road width shall be 26 feet (7925 mm), exclusive of all shoulders (*see graphic below*).



MINIMUM CLEARANCE AROUND A FIRE HYDRANT

Key

- 26-foot Fire Apparatus Access Road
- 20-foot Fire Apparatus Access Road
- Buildings over 30 feet
- Lots with buildings under 30 feet



Key

Open Space

Total Area: **7.85 acres**

Open Space Ratio: **10.0%**

Thoroughfare Names and Addressing Key

1	_____ Street	12	_____ Way
2	_____ Street	13	_____ Way
3	_____ Street	C	County Road 398
4	_____ Street	J	Justin Lane
5	_____ Street		Sign
6	_____ Street		
7	_____ Street		
8	_____ Street		
9	_____ Street		
10	_____ Street		
11	_____ Way		

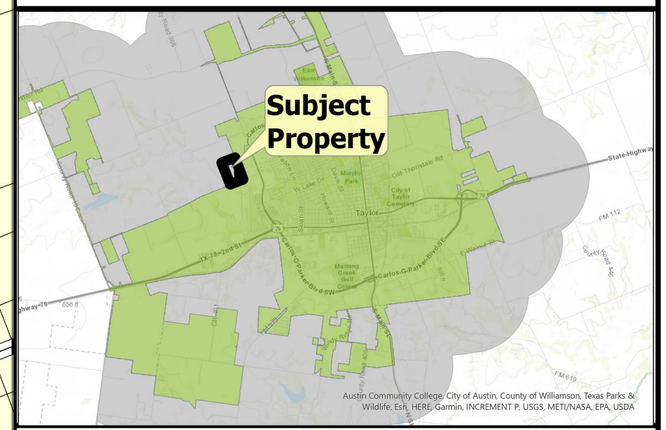
PZ-2022-1544

Taylor Heights
PD/Re-Zoning
Proposed Zoning Map
Approximately 78.53 Acres

N

Legend
- Subject Property
- Parcels
- Streets

ZONING
- B-1
- B-2
- B-2/CPD
- M-1 Light Industrial
- P Parks
- R-1 Single Family
- R-1/RPD: Residential Planned Development
- B-1/CPD
- M-1/CPD



0 500 1,000 US Feet

DRVW
NW CARLOS G PARKER BLVD
MALLARD LN
NORTHLAWN DR
JUSTIN LN
RYDELL LN
CR 398
AIRPORT RD
OLD GEORGETOWN RD
Subject Property

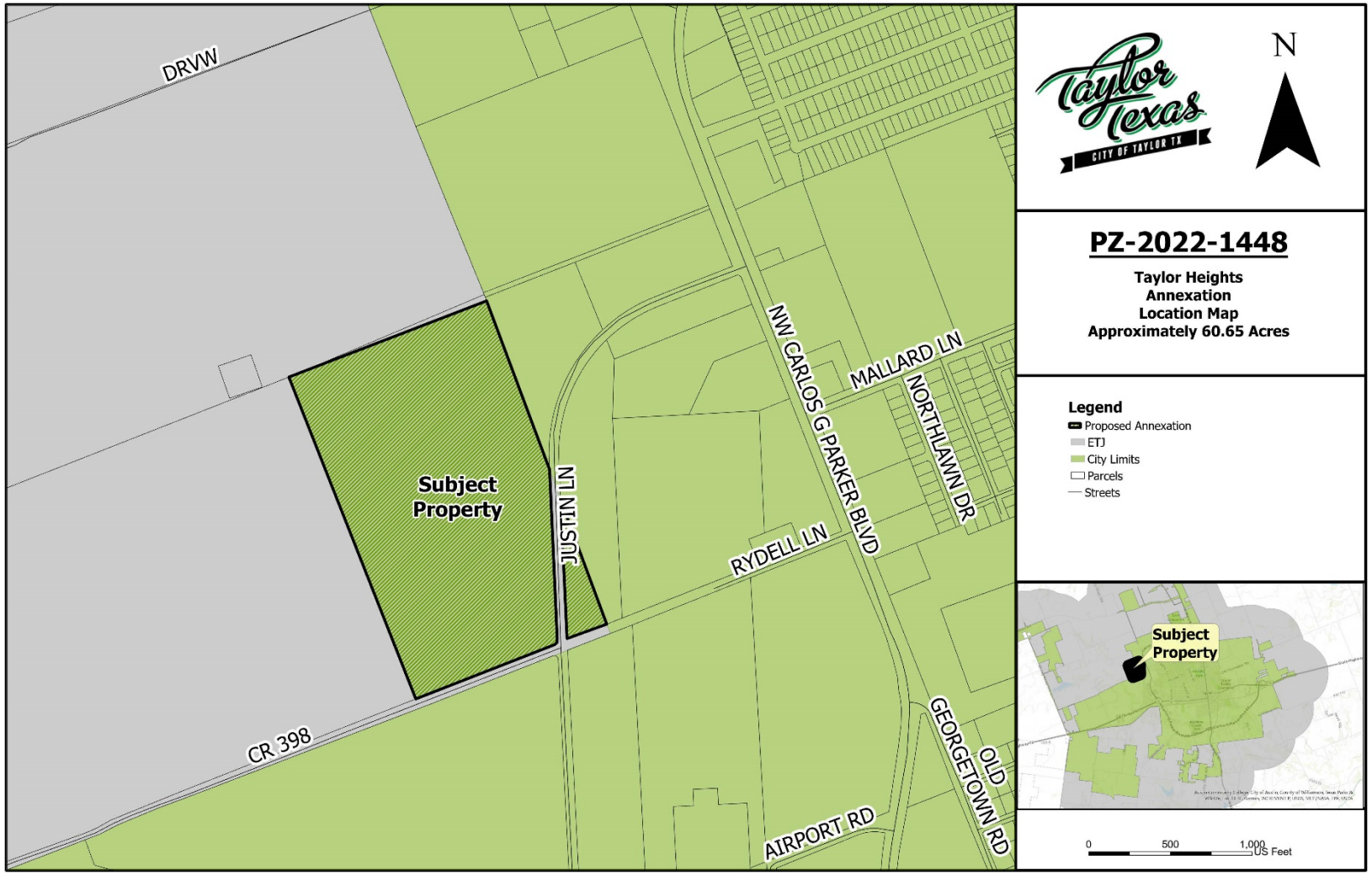
City of Taylor
City Council

February 23, 2023

PZ-2022-1448

Voluntary Annexation – Taylor Heights

Location Map

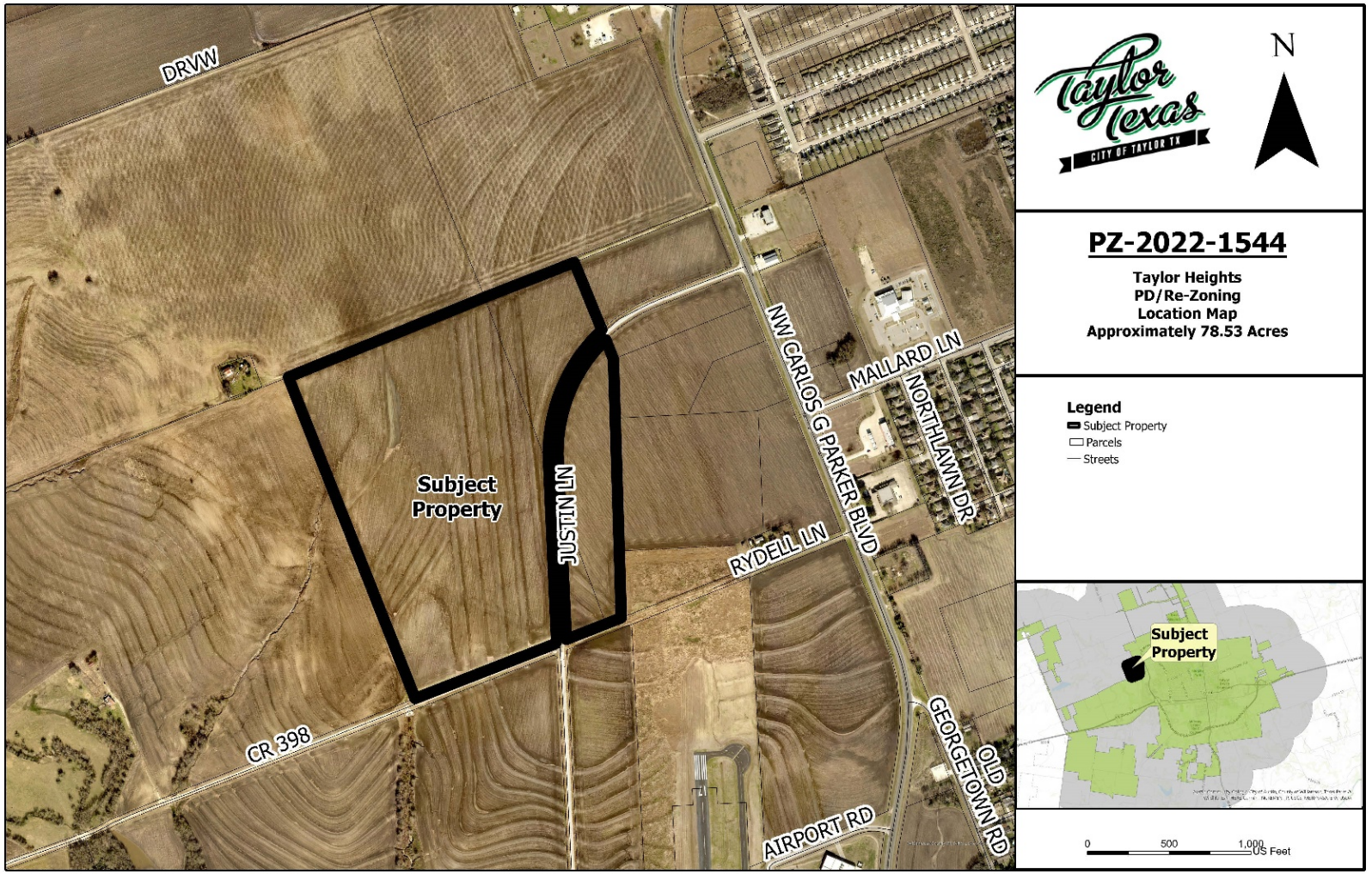


Address/Location: Generally located north of the intersection of County Road 398 and Justin Lane

PZ-2022-1544

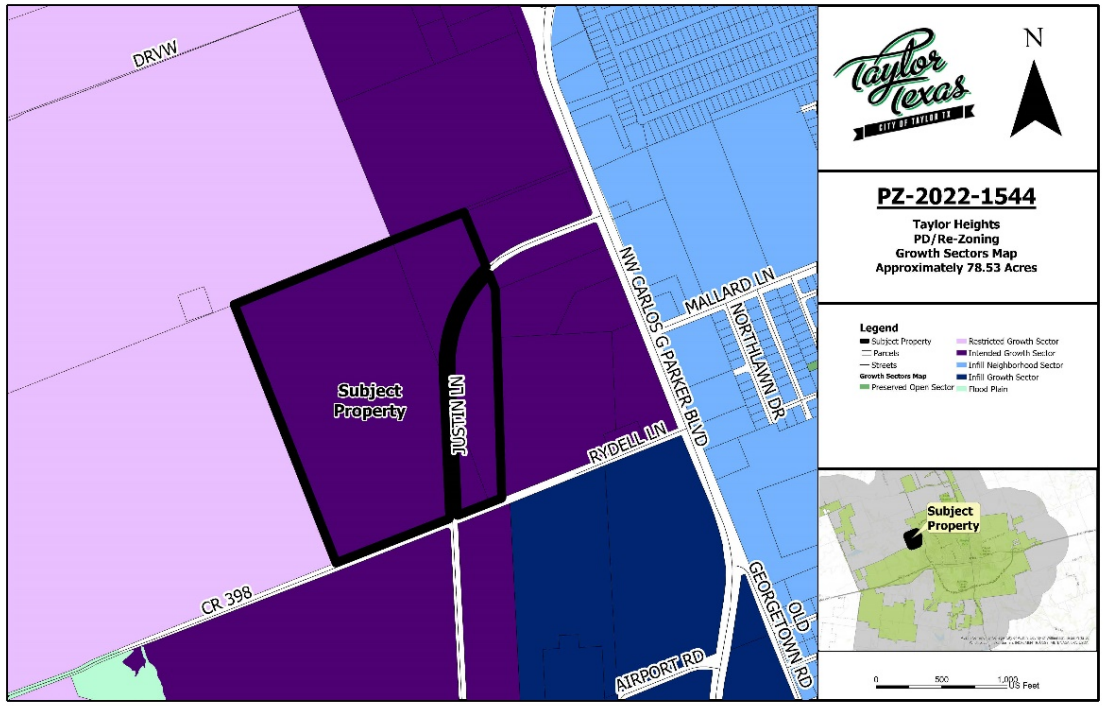
Taylor Heights PD/Re-Zoning

Location Map

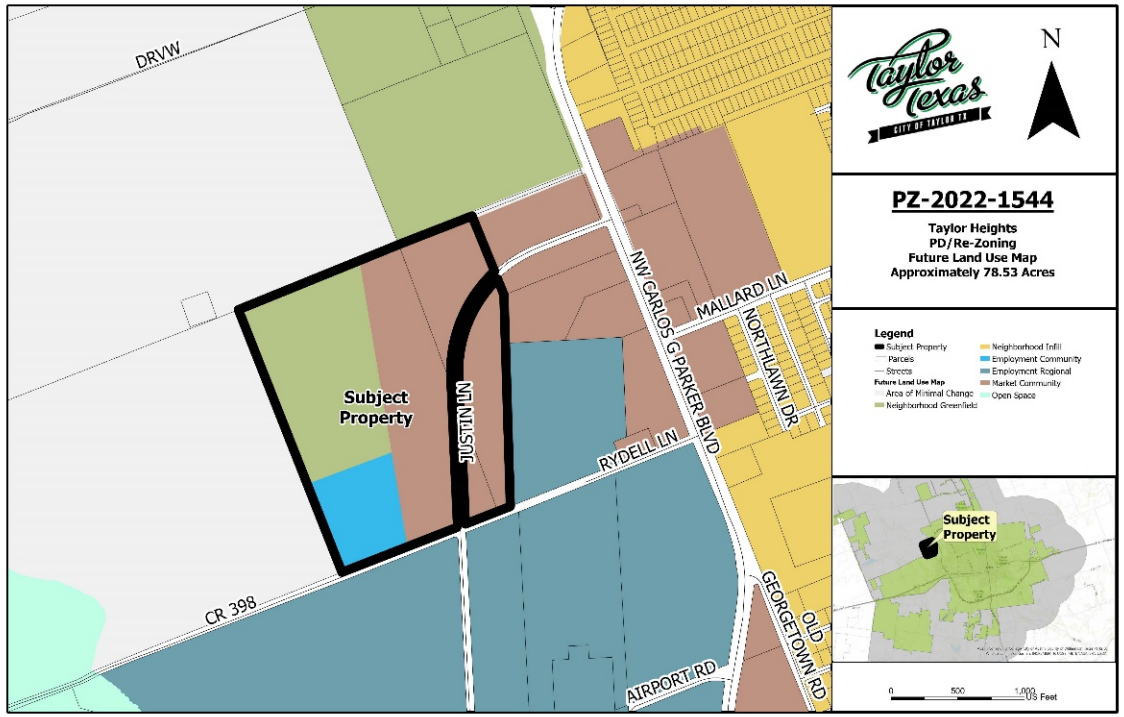


Address/Location: Generally located north of the intersection of County Road 398 and Justin Lane

Growth Sectors & Future Land Use Maps



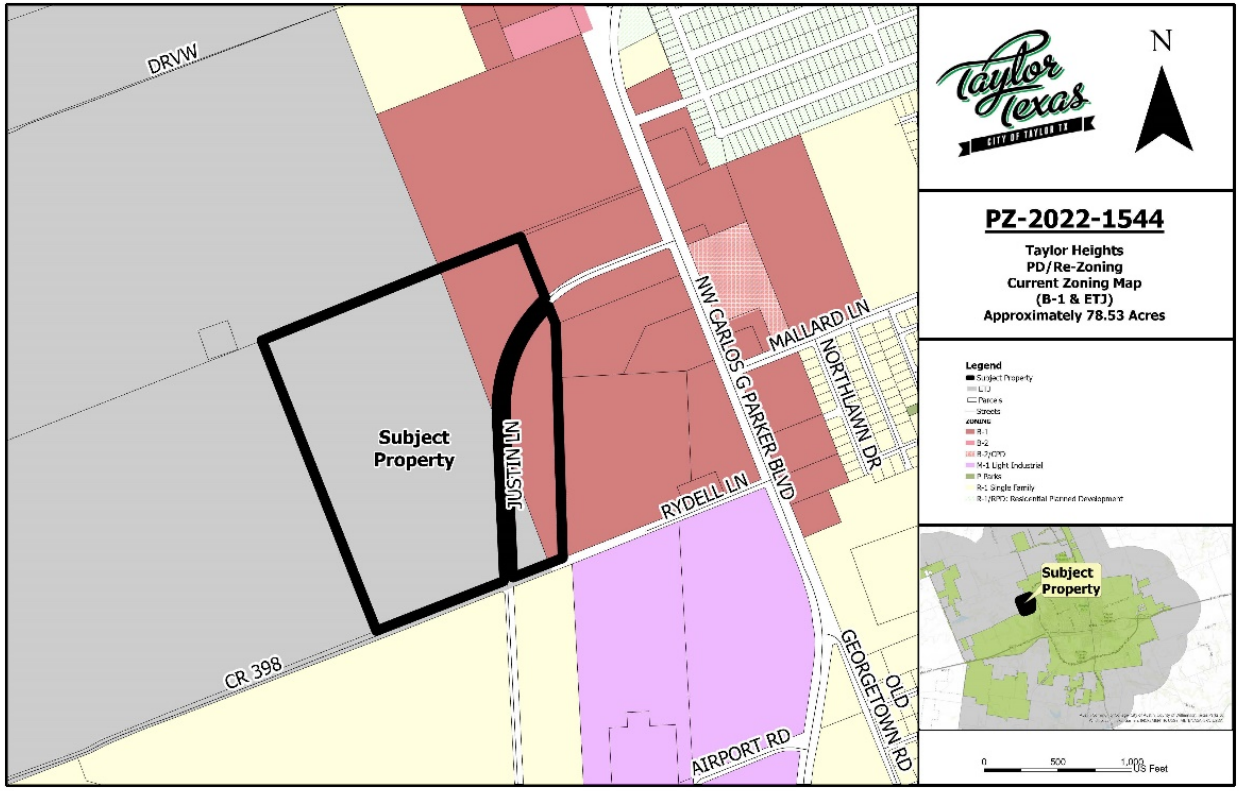
Intended Growth Sector

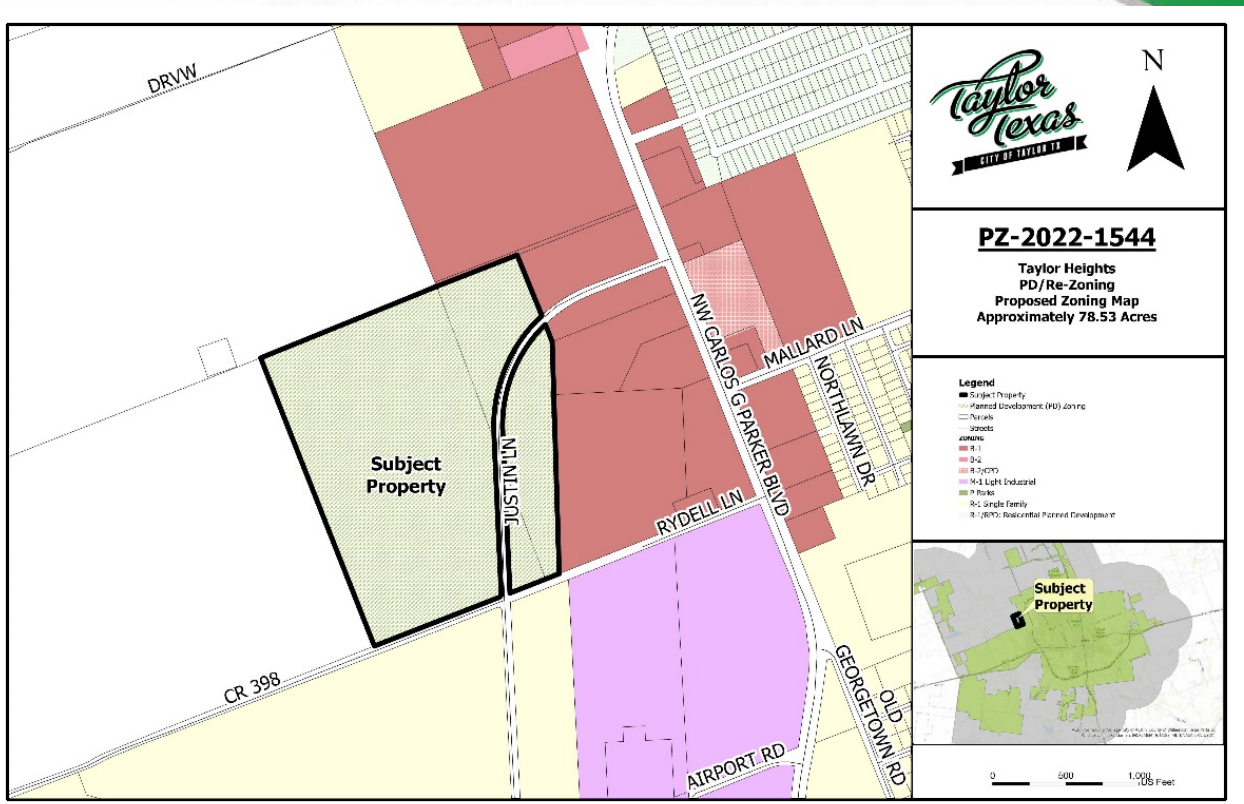


Market Center: Community, Employment
Center: Community, and Neighborhood Greenfield

Taylor Texas
CITY OF TAYLOR TX

Current & Proposed Zoning Maps

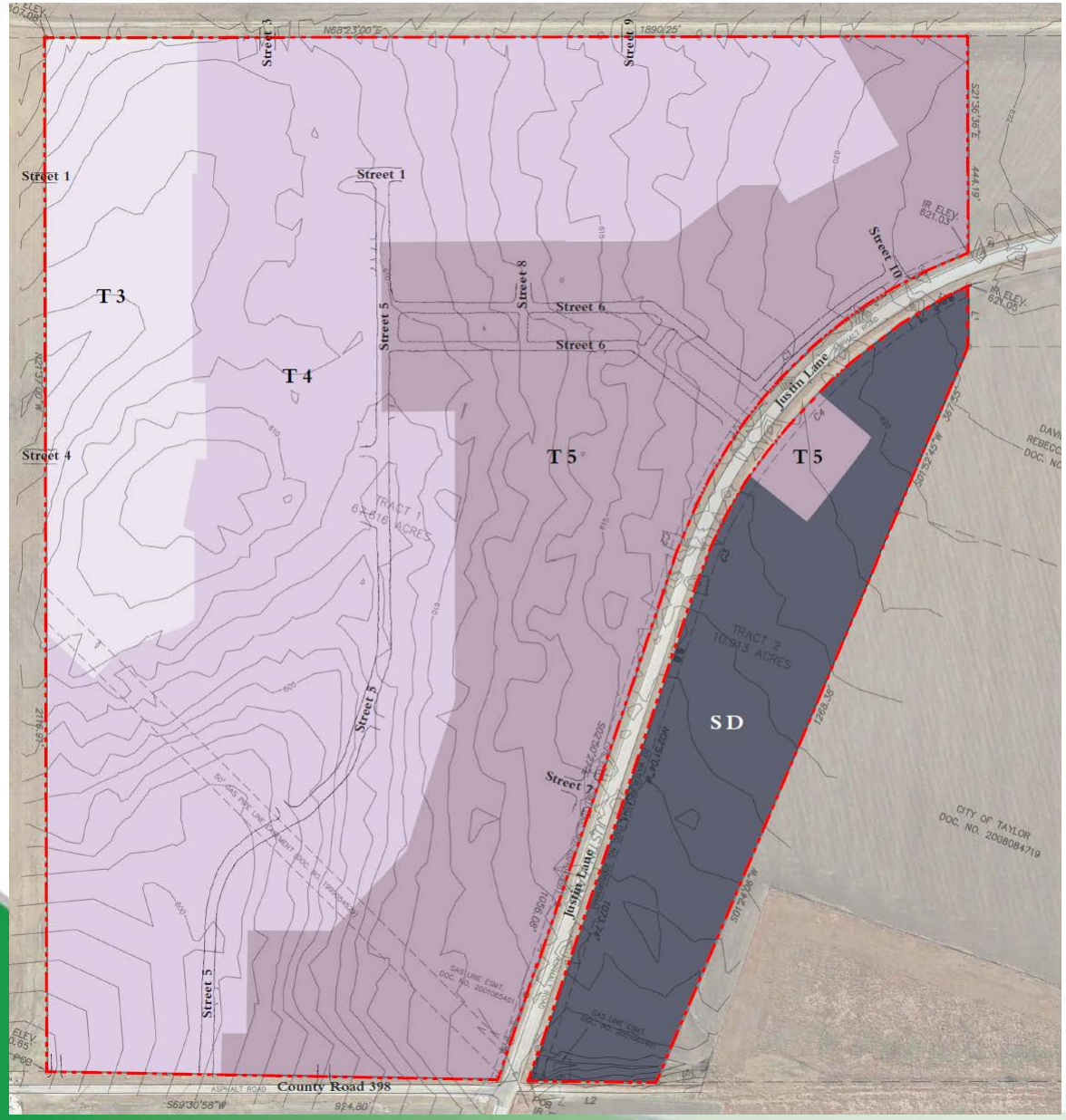




Local Business (B-1) and N/A
(a portion of the subject property is in the ETJ and is anticipated to be annexed via Case PZ-2022-1448)

Planned Development (PD) zoning with residential, commercial, and light manufacturing base zoning districts

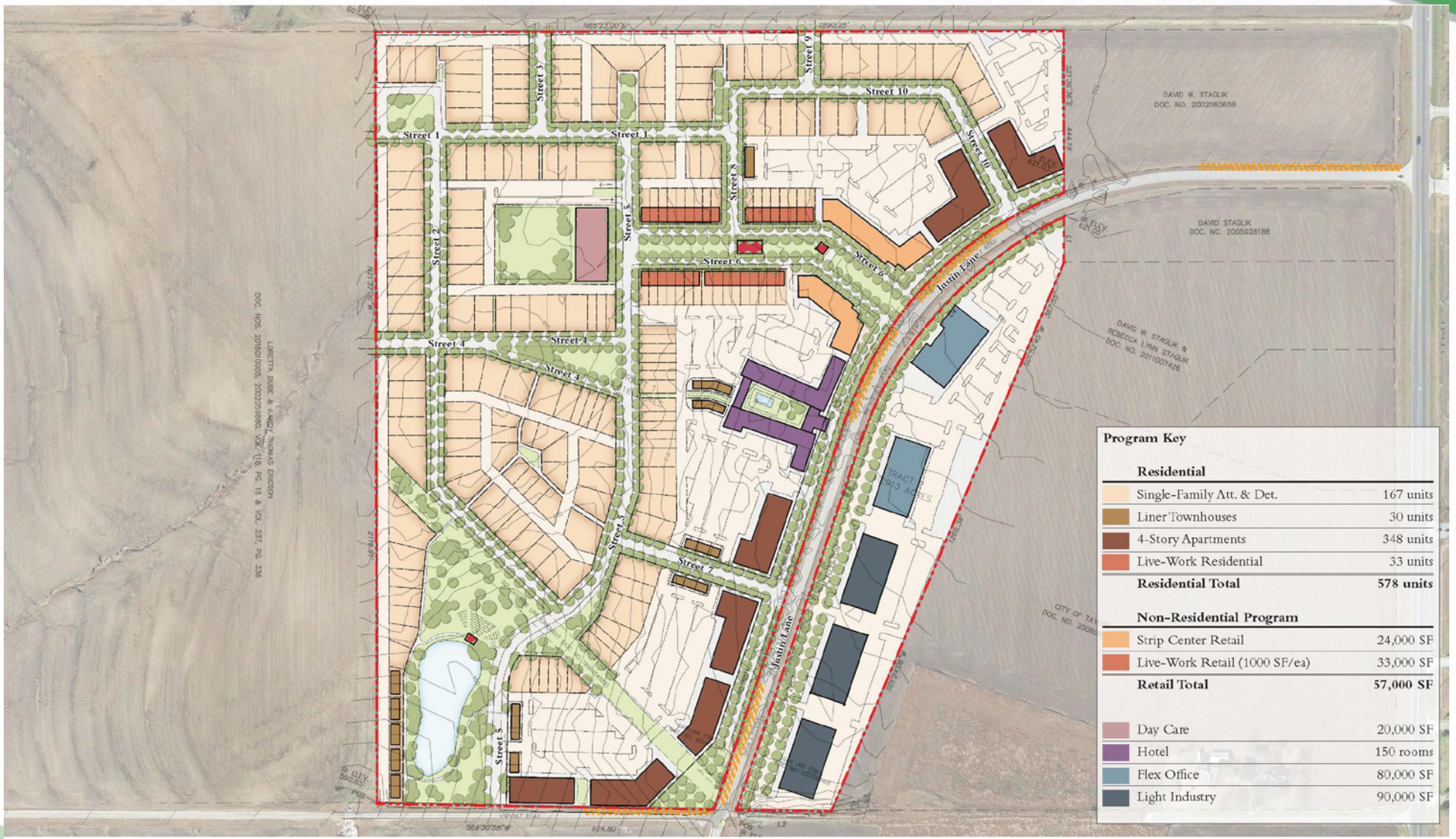
Proposed Regulating Plan



Transects:

- T3 & T4 → R-1 (Single Family)
- T5 → B-1 (Local Business)
- SD → M-1 (Light Manufacturing)

Proposed Master Plan & Program



Private Lot Uses

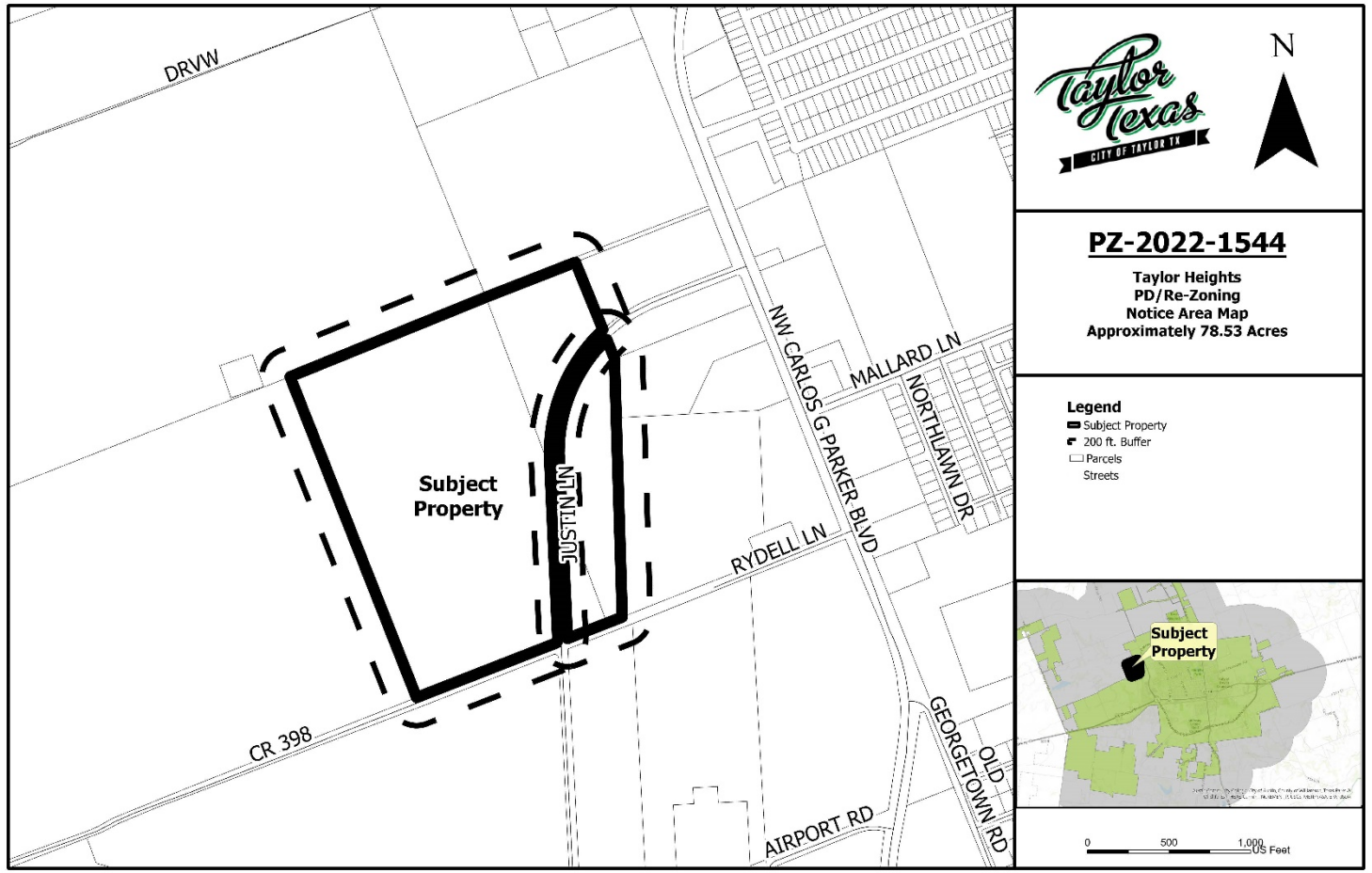
	T3: Neighborhood Edge Zone	T4: Neighborhood General Zone	T5: Neighborhood Center Zone	SD: Special District
Residential	**Open Residential:** Up to six dwelling units and one accessory dwelling unit are permitted on each lot.			Residential Uses are not permitted.
Lodging	**Restricted Lodging:** The property shall be owner-occupied. The number of bedrooms available for lodging shall be limited to 8. Breakfast may be provided to overnight guests before noon each day. (e.g. bed & breakfast or inn)	**Limited Lodging:** The number of bedrooms available for lodging shall be limited to 8. Breakfast may be provided to overnight guests before noon each day. (e.g. bed & breakfast or inn)	**Open Lodging:** Food service may be provided at all times. The maximum length of stay shall not exceed 90 days.	
Office	**Restricted Office:** The area available for office use shall be limited to the first story.	**Limited Office:** The area available for office use shall be limited to the first story.	Office uses are permitted.	
Retail	Retail uses are not permitted.	**Limited Retail:** The building area available for retail use shall be limited to the first story of buildings on corner lots. The specific use shall be further limited to neighborhood store or food service seating no more than 30.	Retail uses are permitted.	
Manufacturing	**Restricted Manufacturing:** Manufacturing uses are permitted in rear yards only. (e.g. home workshop, artist studio, woodcraft, furniture refinishing, bicycle repair).	**Limited Manufacturing:** Manufacturing uses shall be limited to the first story of buildings on corner lots. (e.g. home workshop, artist studio, woodcraft, furniture refinishing, bicycle repair).	**Open Manufacturing:** Manufacturing uses are permitted. (e.g. home workshop, artist studio, woodcraft, furniture refinishing, bicycle repair).	
Civic	Civic uses are permitted in any Transect Zone, but shall be of a scale that limits the adverse impacts to neighbors at most times.			

Liner Buildings — 6 — *East Beach, Va.*

Norton Commons Amphitheater — 1 — *Norton Commons, Ky.*

Taylor Texas
CITY OF TAYLOR TX

Notice Area Map



- 14 notices were sent out to adjacent property owners within 200 ft. of the subject property and public entities.
- Staff received 0 responses from the notified parties.

P&Z Recommendation

P&Z recommended approval of the proposed Zoning Map Amendment at their February 14, 2023 meeting.

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☒ Streets/Infrastructure
☐ Quality of Life
☐ Economic Vitality

Agenda Item #: 9

Agenda Title: **Hold a public hearing on the adoption of updated water and wastewater impact fees.**

Council Action to be taken: Hold public hearing

Department Submitted: **Development Services**

Staff Contact: Tom Yantis, Assistant City Manager and Grady Reed, HDR

1. PURPOSE/DESCRIPTION

The City is in the process of updating its water, sewer and transportation impact fees. Council appointed a capital improvements advisory committee on August 25, 2022 to review and advise the City Council on the proposed capital improvements to be funded by the impact fees. The committee has completed its review of the water and sewer impact fees and has recommended that City Council begin the adoption process of the updated fees. Council authorized the publication of a public hearing at its meeting on January 12, 2023. This agenda item provides for the public hearing.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Council approved a contract with Lionheart Places to update the City's comprehensive plan and the water, sewer, and transportation impact fees. Lionheart selected HDR as their sub-consultant to prepare the impact fee updates.

Following the completion of the Envision Taylor comprehensive plan which includes the Future Land Use plan, HDR began updating the City's water, sewer and transportation master plans and recommended capital improvements necessary to support the projected growth and land use assumptions in the comprehensive plan.

The adoption and update of impact fees is governed by Texas Local Government Code Chapter 395. This statute requires the City Council to appoint a capital improvements advisory committee. The statute allows the City to use the Planning and Zoning Commission as the advisory committee. If the impact fees will apply in the ETJ, which they will, the committee must also include a representative from the ETJ.

City Council appointed the Planning and Zoning Commission as the capital improvements advisory committee and added Ed Komandosky as the ETJ representative.

The committee met in September, October, and November to review the proposed capital improvement plans and the associated impact fees. The committee is scheduled to meet on January 10, 2023 to recommend approval of the water and sewer capital improvements plan and impact fees and to begin the formal adoption process of the updated fees.

The City published notice of the public hearing on the adoption of the updated fees 30 days prior to the public hearing date. Staff is recommending that Council hold the public hearing.

After the public hearing, staff will prepare the ordinance adopting the updated fees and schedule it for Council consideration in March.

3. PROS and CONS

PROS	CONS
• Required by statute.	• N/A

4. RECOMMENDATION

Hold the public hearing.

5. FUNDING SOURCE

The impact fee update consulting services is funded by the impact fee funds.

6. TIMELINE

Envision Taylor comprehensive plan was adopted November 18, 2021
Amendment adopted May 12, 2022
HDR completed water, sewer, and transportation master plan drafts summer 2022
Council appointed the Impact Fee Advisory Committee on August 25, 2022
The Impact Fee Advisory Committee met September, October and November 2022 and January 2023
City Council to authorize publication of public hearing on the adoption of the water and sewer impact fees January 12, 2023
Public hearing on adoption of water and sewer impact fees proposed for February 23, 2023
Council to consider ordinance adopting the fees in March 2023

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

9a Presentation from HDR regarding water and wastewater impact fees

2022 UPDATE OF WATER AND WASTEWATER IMPACT FEES

Public Hearing

City of Taylor

February 23, 2023

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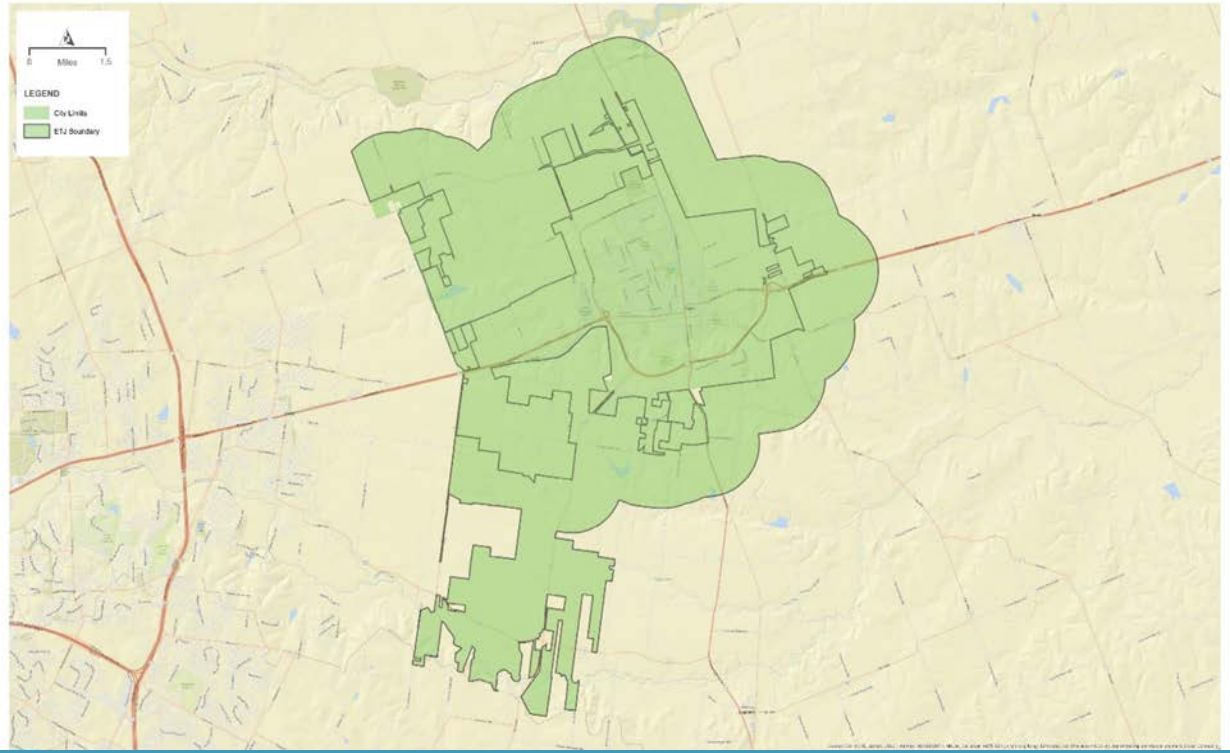
PURPOSE OF THIS PUBLIC HEARING

- Present the results of the water and wastewater impact fee study.
  - Future Impact Fee Application Area
  - Impact Fee Land Use Plan
  - Water and Wastewater CIP and Cost Allocations
  - Impact Fee Calculations
  - Impact Fee Committee Recommendation

COMMITTEE ACTIONS

- Verified:
  - The land use basis for the CIP
  - That the CIP had been reasonably defined.
  - That the maximum impact fee had been reasonably calculated.
  - The resultant maximum fee is $5,718.
- Recommended that Council adopt the maximum allowable fee.

W/WW IMPACT FEE AREA



W/WW LAND USE

Item	*Current*		*Future (Including ETJ)*	
	Acres	***%***	***Acres***	***%***
Residential	1,513	3.5%	2,204	5.1%
Commercial/Industrial	1,656	3.8%	2,413	5.5%
Mixed Use	0	0.0%	50	0.1%
Undeveloped/Not Served	40,318	92.7%	38,820	89.3%
Total Land Use Acreage	**43,478**	**100%**	**43,487**	**100%**
Source: Williamson County CAD (Current); Envision Taylor Comprehensive Plan (Future)				

WATER COST ALLOCATION

Table 6a.
Water Cost Allocation

No.	Description of Project	Project Type	Percent Utilization 2022	Percent Utilization 2032	Percent Utilization 2022-2032	Project Cost	Cost Allocation: Current Development	Cost Allocation: 10-year (2022-2032)	Cost Allocation: Beyond 2032
			EXISTING PROJECTS						
1	Water Supply	Water Supply	83.0%	90.0%	7.0%	$ 6,750,000	$ 5,602,500	$ 472,500	$ 675,000
2	Water Treatment	Water Treatment	83.0%	90.0%	7.0%	$ 6,750,000	$ 5,602,500	$ 472,500	$ 675,000
3	Water Pumping	Water Pumping	68.0%	100.0%	32.0%	$ 44,285	$ 30,114	$ 14,171	$ -
4	Ground Storage	Ground Storage	74.0%	100.0%	26.0%	$ -	$ -	$ -	$ -
5	Elevated Storage	Elevated Storage	26.0%	41.0%	15.0%	$ 4,626,604	$ 1,202,917	$ 693,991	$ 2,729,696
6	Water Transmission	Water Transmission	21.0%	33.0%	12.0%	$ 4,400,000	$ 924,000	$ 528,000	$ 2,948,000
Existing Project Totals						**$ 22,570,889**	**$ 13,362,031**	**$ 2,181,162**	**$ 7,027,696**
			PROPOSED PROJECTS						
1	Tranmission Mains	Water Transmission	0.0%	25.0%	25.0%	$ 35,500,000	$ -	$ 8,875,000	$ 26,625,000
2	North PS Expansion	Water Pumping	0.0%	39.0%	39.0%	$ 2,124,650	$ -	$ 828,614	$ 1,296,037
3	North PS 1 MG Ground Storage Tank	Ground Storage	0.0%	34.0%	34.0%	$ 3,000,000	$ -	$ 1,020,000	$ 1,980,000
4	Parallel BRA Supply Pipeline	Water Supply	0.0%	20.0%	20.0%	$ 24,900,000	$ -	$ 4,980,000	$ 19,920,000
Proposed Project Totals						**$ 65,524,650**	**$ -**	**$ 15,703,614**	**$ 49,821,037**

Project Type	10-Year Cost	Growth in LUEs	Cost/LUE
Water Supply	$ 5,452,500	4,296	$ 1,269
Water Treatment	$ 472,500	4,296	$ 110
Water Pumping	$ 842,785	4,296	$ 196
Ground Storage	$ 1,020,000	4,296	$ 237
Elevated Storage	$ 693,991	4,296	$ 162
Water Transmission	$ 9,403,000	4,296	$ 2,189
Total Cost/LUE	**$ 17,884,775**	**4,296**	**$ 4,164**

WASTEWATER ALLOCATION

Table 6b.
Wastewater Cost Allocation

No.	Description of Project	Project Type	Percent Utilization 2022	Percent Utilization 2032	Percent Utilization 2022-2032	Project Cost	Cost Allocation Current Development	Cost Allocation 10-year (2022-2032)	Cost Allocation Beyond 2032
			EXISTING PROJECTS						
1	Wastewater Treatment	Wastewater Treatment	31.0%	49.0%	18.0%	$ 8,000,000	$ 2,480,000	$ 1,440,000	$ 4,080,000
2	Wastewater Pumping	Wastewater Pumping	43.0%	100.0%	57.0%	$ 2,000,000	$ 860,000	$ 1,140,000	$ -
3	Interceptors	Interceptors	39.0%	60.0%	21.0%	$ 5,200,000	$ 2,028,000	$ 1,092,000	$ 2,080,000
Existing Project Totals						**$ 15,200,000**	**$ 5,368,000**	**$ 3,672,000**	**$ 6,160,000**
			PROPOSED PROJECTS						
1	Expand Rice's Crossing Lift Station	Wastewater Pumping	0.0%	45.0%	45.0%	$ 3,500,000	$ -	$ 1,575,000	$ 1,925,000
2	WW Interceptors	Interceptors	0.0%	25.0%	23.0%	$ 45,700,000	$ -	$ 10,511,000	$ 35,189,000
Proposed Project Totals						**$ 49,200,000**	**$ -**	**$ 12,086,000**	**$ 37,114,000**

Project Type	10-Year Cost	Growth in LUEs	Cost/LUE
Wastewater Treatment	$ 1,440,000	4,064	$ 354
Wastewater Pumping	$ 2,715,000	4,064	$ 668
Interceptors	$ 11,603,000	4,064	$ 2,855
Total Cost/LUE	**$ 15,758,000**	**4,064**	**$ 3,878**

IMPACT FEE CALCULATION

Item	Capital Cost of New Service per LUE	Optional Adjustments		Option A	Option B	Highest of Option A or B
		Option A Rate Credit	Option B 50% Cost Adjustment			
WATER						
Supply	$ 1,269	$ 458	$ 635	$ 812	$ 635	
Treatment	110	59	55	51	55	
Pumping	196	34	98	162	98	
Ground Storage	237	48	119	189	119	
Elevated Storage	162	41	81	121	81	
Transmission	2,189	606	1,095	1,583	1,095	
Allocated Impact Fee Study Cost	2			2	2	
Total Water	$4,166	$1,274	$2,082	$2,919	$2,084	**$2,919**
WASTEWATER						
Treatment	$ 354	$ 236	$ 177	$ 118	$ 177	
Pumping	668	120	334	548	334	
Interceptors	3,080	949	1,540	2,131	1,540	
Allocated Impact Fee Study Cost	2			2	2	
Total Wastewater	$4,104	$1,305	$2,051	$2,799	$2,053	**$2,799**
TOTAL WATER/WASTEWATER	$8,270	$2,552	$4,133	$5,718	$4,137	**$5,718**

IMPACT FEE COMPARISON

City/Utility	*Water*	*Wastewater*	*Total*
Hutto	$8,832	$2,788	$11,620
Pflugerville	$7,897	$1,898	$9,796
Leander	$4,309	$4,452	$8,761
Austin	$4,700	$2,500	$7,200
Georgetown	$4,616	$2,078	$6,694
San Marcos	$3,801	$2,684	$6,485
Cedar Park	$3,160	$3,170	$6,330
Round Rock	$4,025	$2,099	$6,124
Manor	$1,577	$4,470	$6,047
Taylor – New Maximum	**$2,919**	**$2,799**	**$5,718**
Taylor – Current	**$1,770**	**$1,230**	**$3,000**

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☒ Streets/Infrastructure
☐ Quality of Life
☒ Economic Vitality

Agenda Item #: 10

Agenda Title: **Consider introducing Ordinance 2023-09 granting ATMOS Energy a non-exclusive franchise agreement with the City of Taylor.**

Council Action to be taken: Consider ordinance

Department Submitted: City Management

Staff Contact: Brian LaBorde, City Manager

1. PURPOSE/DESCRIPTION

Purpose of a Rights of way (ROW) rental fee or franchise fee are the rental costs paid by utilities that use the city's rights-of-way or other city property to transmit their services. Rights of way, just like other land interests, are valuable to a city and cannot be given away to private companies free of charge as required under Article III, Section 52 of the Texas Constitution.

Atmos is our primary natural gas retail provider in the city, and their existing Franchise Agreement is ending thus causing both parties to negotiate on a new Franchise Agreement.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Atmos is our primary natural gas retail provider in the city, and their existing Franchise Agreement is ending thus causing both parties to negotiate on a new Franchise Agreement (FA).

3. STAFF ANALYSIS (How and Why)

The FA complies with the City's ROW management ordinance and will allow for 5% payment of gross revenues for use of ROW.

PROS	CONS
• Payment for use of ROW • Follows city's ROW management ordinance	•

4. RECOMMENDATION

First reading of ordinance. Per common practice, a City will consider the FA first prior to execution by company.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

10a Ordinance
10b 2022 Taylor Atmos proposal Clean 2-3-2023

ORDINANCE NO: 2023-09

AN ORDINANCE GRANTING TO ATMOS ENERGY CORPORATION, A TEXAS AND VIRGINIA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO CONSTRUCT, MAINTAIN, AND OPERATE PIPELINES AND EQUIPMENT IN THE CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS, FOR THE TRANSPORTATION, DELIVERY, SALE, AND DISTRIBUTION OF GAS IN, OUT OF, AND THROUGH SAID CITY FOR ALL PURPOSES; PROVIDING FOR THE PAYMENT OF A FEE OR CHARGE FOR THE USE OF THE PUBLIC RIGHTS-OF-WAY; AND PROVIDING THAT SUCH FEE SHALL BE IN LIEU OF OTHER FEES AND CHARGES, EXCEPTING AD VALOREM TAXES; AND REPEALING ALL PREVIOUS GAS FRANCHISE ORDINANCES.

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

SECTION 1. GRANT OF AUTHORITY: The City of Taylor, Texas, hereinafter called “City,” hereby grants to Atmos Energy Corporation, Mid-Tex Division, hereinafter called "Atmos Energy," its successors and assigns, consent to use and occupy the present and future Public Rights-of-Way for the purpose of laying, maintaining, constructing, protecting, operating, and replacing therein and thereon the System to deliver, transport, and distribute gas in, out of, and through City for persons, firms, and corporations, including all the general public, and to sell gas to persons, firms, and corporations, including all the general public, within the City corporate limits, as such limits may be amended from time to time during the term of this franchise. Atmos Energy acknowledges that by this Franchise it obtains no rights to, or further use of, the Public Right-of-Way other than those expressly granted herein. Atmos Energy acknowledges and accepts at its own risk that the City may use future Public Rights-of-Way in which Atmos Energy’s System is located in a manner inconsistent with Atmos Energy’s use of such Public Rights-of-Way.

SECTION 2. DEFINITIONS: For the purpose of this Franchise, the following words and phrases shall have the meaning given in this section. When not inconsistent with the context, words used in the present tense include future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is mandatory and "may" is permissive. Words not defined in this section shall be given their common and ordinary meaning.

"Affiliate" means any entity controlling, controlled by or under common control with the entity in question. As used in this definition, the term "control" means, with respect to an entity that is a corporation, the ownership, directly or indirectly, of more than 50% of the voting securities of such entity or, with respect to an entity that is not a corporation, the power to direct the management or policies of such entity, whether by operation of law, by contract or otherwise.

“Atmos Energy” or “Company” means Atmos Energy Corporation, its successors and assigns, but does not include its affiliates, subsidiaries or any other entity in which it has an ownership interest, with its principal office at 5430 LBJ Freeway, Dallas, Texas 75240.

"City" means the municipal corporation designated as the City of Taylor and includes the territory as currently is or may in the future be included within the boundaries of the City, with its principal office at 400 Porter Street, Taylor, Texas 76574.

“City Council” means the governing body of the City of Taylor, Texas.

“City Manager” means the City Manager of the City, or his or her duly authorized representative.

“Contributions in Aid of Construction” or “CIAC” means monies received by Atmos Energy for construction, removal, or relocation of facilities in the City’s Public Rights-of-Way and does not include donated property or reimbursements received for damages to the System.

“Emergency” means sudden and unforeseeable damage to or malfunction of a portion of the System that creates a threat to life, health, or property.

"Franchise" or "Agreement" or “Ordinance” or “Franchise ordinance” means the rights and obligations of the City and Atmos Energy set forth in this Franchise ordinance, as the same may be amended from time to time, and includes those rights and duties provided under the laws of Texas and of the United States.

"Gas" means such gaseous fuels as natural, artificial, synthetic, liquefied natural gas, liquefied petroleum, manufactured, or any mixture thereof.

"Gross Revenues" means:

(A) all revenues received by Atmos Energy from the sale of gas to all classes of customers (excluding gas sold to another gas utility in the City for resale of gas to its customers within City) within the City including base rate revenues and revenues from the Company’s purchased gas adjustment tariff;

(B) all revenues received by Atmos Energy from the transportation of gas through the pipeline system of Atmos Energy within the City to customers located within the City (excluding any gas transported to another gas utility in City for the sale of gas to its customers within City);

(C) the value of gas transported by Atmos Energy for transport customers through the System of Atmos Energy within the City ("Third Party Sales"), (excluding the value of any gas transported to another gas utility in City which has executed a franchise agreement with the City for the sale of gas to its customers within City), with the value of such gas to be established by utilizing Atmos Energy's monthly weighted average cost of gas charged to industrial customers in the Mid-Tex division, as reasonably as is possible near the time as the transportation service is performed; and

(D) "Gross Revenues" shall also include: amounts collected from customers for fees paid to the City pursuant to this agreement, CIAC, revenues billed but not ultimately collected or received by Atmos Energy, and the following "miscellaneous charges": charges to connect, disconnect, or reconnect gas within the City and charges to handle returned checks from consumers within the City and State gross receipts fees.

(E) "Gross Revenues" shall not include:

(1) the revenue of any affiliate or subsidiary of Atmos Energy;

(2) sales taxes paid to the City;

(3) interest or investment income earned by Atmos Energy; and

(4) monies received from the lease or sale of real or personal property.

"Public Rights-of-Way" means the public streets, medians, boulevards, roads, lanes, alleys, highways, public utility easements, viaducts, and bridges across water ways and other public places that are deeded or dedicated to the City and are available for Atmos Energy's use.

"Railroad Commission" means the Railroad Commission of the State of Texas or other authority succeeding to the regulatory powers of the Railroad Commission.

"Residents" means all persons, businesses, industry, governmental agencies, and any other entity whatsoever, located, in whole or part, within the City that are or may be served by the Atmos Energy hereunder.

"System" and/ or "System Facilities" means all of Atmos Energy's pipes, pipelines, gas mains, laterals, feeders, regulators, meters, fixtures, connections or other appurtenant equipment used in or incident to providing delivery, transportation, distribution, supply, and sales of natural gas for heating, lighting, power, and any other purpose for which natural gas may now or hereafter be used, located within the corporate limits of the City.

SECTION 3. COMPLIANCE WITH LAW: Atmos Energy, during the term of this Franchise, shall be subject to and comply with all applicable local, state, and federal laws, including the rules and regulations of any and all agencies thereof, whether presently in force or whether enacted or adopted at any time in the future. Unless in direct conflict with the terms of this Franchise, Atmos Energy's use of the Public Rights-of-Way shall be subject to the City's Right-of-Way Management Ordinance. This Franchise shall in no way affect or impair the rights, obligations, or remedies of the parties under the Gas Utility Regulatory Act, or other state or federal law. Nothing herein shall be deemed a waiver, release, or relinquishment of either party's right to contest, appeal, or file suit with respect to any action or decision of the other party, including ordinances adopted by the City, that it believes is contrary to any federal, state, or local law or regulation. In constructing, maintaining, and operating the System, Atmos Energy shall act in a good and workmanlike manner, observing industry standards of engineering and workmanship and using materials of good and durable quality. Atmos Energy shall comply in all respects with applicable codes and industry standards.

SECTION 4. CONSTRUCTION, MAINTENANCE, OPERATION & RELOCATION OF ATMOS ENERGY FACILITIES:

A. Atmos Energy shall lay, maintain, construct, operate, and replace its pipes, mains, laterals, and other equipment to minimize interference with traffic, place or cause to be placed appropriate barriers to mark excavations or obstructions, and restore to approximate original condition all Public Rights-of-Way that it may disturb. If Atmos Energy damages any City facilities, Atmos Energy shall notify the City immediately and shall reimburse the City for its cost of repairing the damage. If City damages any Atmos Energy facilities, the City shall notify Atmos Energy immediately and shall reimburse Atmos Energy for its cost of repairing the damage.

B. In determining the location of the facilities of the City and other users of Public Right-of-Way within City, City shall minimize interference with then existing facilities of Atmos Energy and shall require other users of Public Rights-of-Way to minimize interference with existing facilities of Atmos Energy. In the event of a conflict between the location of the proposed facilities of Atmos Energy and the location of the existing facilities of City or other users of Public Rights-of-Way within Public Rights-of-Way that cannot otherwise be resolved, City or an authorized agent of City shall resolve the conflict and determine the location of the respective facilities within the Public Rights-of-Way.

C. Atmos Energy or contractors working on behalf of Atmos Energy shall not be required to pay for street cutting, street excavation or other special permits related to excavations in Public Rights-of-Way in connection with Atmos Energy's operations in Public Rights-of-Way. However, before commencing any work in the Public Rights-of-Way, Atmos Energy must obtain a permit pursuant to the City's Right-of-Way Management ordinance. City shall provide Atmos Energy with its annual capital improvements plan as well as any updates or changes as soon as the plan, update, or change becomes available. City shall notify Atmos Energy as soon as reasonably possible of any projects that will affect Atmos Energy's facilities located in the Public Rights-of-Way. When required by City to remove or relocate its mains, laterals, and/or other facilities lying within Public Rights-of-Way, Atmos Energy shall do so as soon as practicably possible with respect to the scope of the project. In no event shall Atmos Energy be required to remove or relocate its facilities in less than thirty (30) days from the time notice is given to Atmos Energy by City.

D. The City reserves the right for any reason whatsoever to change the grade of, construct, install, repair, alter, maintain, relocate, modify, close reduce, or widen (together, "change") any Public-Right-of-Way within the present or future limits of the City. If City, in constructing its sewers,

drainage, water lines, streets, or utilities, should request that Atmos Energy remove or relocate its mains, laterals, and other facilities lying within Public Rights-of-Way, Atmos Energy shall do so at its own expense for facilities that are in conflict, unless such work is for the primary purpose of beautification or to accommodate a private developer. Facilities are deemed to be in conflict to the extent that the proposed City facilities are determined by Atmos Energy to be inconsistent with gas distribution industry standard safe operating practices for existing facilities. Atmos Energy shall not be required to relocate facilities to a depth of greater than four (4) feet unless prior agreement is obtained from Atmos Energy.

E. When Atmos Energy is required by City to remove or relocate its mains, laterals, and other facilities lying within Public Rights-of-Way to accommodate a request by City, and costs of utility removals or relocations are eligible under federal, state, county, local or other programs for reimbursement of costs and expenses incurred by Atmos Energy as a result of such removal or relocation, and such reimbursement is required to be handled through City, Atmos Energy costs and expenses shall be included in any application by City for reimbursement if Atmos Energy submits its cost and expense documentation to City prior to the filing of the application. City shall provide reasonable written notice to Atmos Energy of the deadline for Atmos Energy to submit documentation of the costs and expenses of such relocation to City. Upon receipt of an amount of reimbursement intended for utility relocations including gas utilities, City shall remit to Atmos Energy, within thirty (30) days of receipt, any portion of such reimbursement specifically designated as a reimbursement of Atmos Energy's costs incurred in the relocation or removal of Atmos Energy's facilities but only after City has been fully reimbursed for its own costs of relocation or removal of utilities and related facilities.

If Atmos Energy is required by City to remove or relocate its mains, laterals, or other facilities lying within Public Rights-of-Way for any reason other than the construction or reconstruction of sewers, drainage, water lines, streets or utilities by City, Atmos Energy shall be entitled to reimbursement from City or others of the cost and expense of such removal or relocation.

F. When Atmos Energy is required to remove or relocate its mains, laterals or other facilities to accommodate construction by City without reimbursement from City, Atmos Energy shall have the right to seek recovery of relocation costs as provided for in applicable state and/or federal law. Nothing herein shall be construed to prohibit, alter, or modify in any way the right of Atmos Energy to seek or recover a surcharge from customers for the cost of relocation pursuant to

applicable state and/or federal law. City shall not oppose recovery of relocation costs when Company is required by City to perform relocation. City shall not require that Company document request for reimbursement as a pre-condition to recovery of such relocation costs.

G. If City abandons any Public Rights-of-Way in which Atmos Energy has facilities, such abandonment shall be conditioned on Atmos Energy's right to maintain its use of the former Public Right-of-Way and on the obligation of the party to whom the Public Right-of-Way is abandoned to reimburse Atmos Energy for all removal or relocation expenses if Atmos Energy agrees to the removal or relocation of its facilities following abandonment of the Public Right-of-Way. If the party to whom the Public Right-of-Way is abandoned requests Atmos Energy to remove or relocate its facilities and Atmos Energy agrees to such removal or relocation, such removal or relocation shall be done within a reasonable time at the expense of the party requesting the removal or relocation. If relocation cannot practically be made to another Public Right-of-Way, the expense of any right-of-way acquisition shall be considered a relocation expense to be reimbursed by the party requesting the relocation.

SECTION 5. INDEMNITY & INSURANCE: In the event of suits, actions, or claims of injury to any person or persons, or damage to any property by reason of Atmos Energy's construction, operation, maintenance, or replacement of Atmos Energy's pipeline system within Public Rights-of-Way, Atmos Energy shall indemnify and keep harmless City from any and all liability in connection therewith, except to the extent such injury or damage is attributable to the fault of the City, including, without limitation, the City's negligent or intentional acts or omissions.

Atmos Energy shall, at its sole cost and expense, obtain, maintain, or cause to be maintained, and provide, throughout the term of this Franchise, insurance in the amounts, types and coverages in accordance with the following requirements. Such insurance may be in the form of self-insurance to the extent permitted by applicable law or by obtaining insurance, as follows:

(A) Commercial general or excess liability on an occurrence or claims made form with minimum limits of five million dollars ($5,000,000) per occurrence and ten million dollars ($10,000,000) aggregate. This coverage shall include the following:

(1) Completed operations to be maintained for a warranty period of one year,
(2) Personal and advertising injury,

(3) Contractual liability, and

(4) Explosion, collapse, or underground (XCU) hazards.

(B) Automobile liability coverage with a minimum policy limit of one million dollars ($1,000,000) combined single limit each accident. This coverage shall include all owned, hired, and non-owned automobiles.

(C) Workers' compensation and employer's liability coverage. Statutory workers' compensation benefits in accordance with the statutes and regulations of the State of Texas. Atmos must provide the City with a waiver of subrogation for workers' compensation claims.

(D) Upon request, Atmos Energy will provide proof of insurance in accordance with this Franchise within thirty (30) days after such request. Company and its agents will not be required to furnish separate proof when applying for permits.

SECTION 6. NON-EXCLUSIVE FRANCHISE: The rights, privileges, and franchises granted by this ordinance are not to be considered exclusive, and City hereby expressly reserves the right to grant, at any time, like privileges, rights, and franchises as it may see fit to any other person or corporation for the purpose of transporting, delivering, distributing, or selling gas to and for City and the inhabitants thereof.

SECTION 7. RIGHT OF CONDEMNATION RESERVED: Nothing in this Franchise shall limit any right the City may have to acquire by eminent domain any property of Atmos Energy.

SECTION 8. TERM OF FRANCHISE: This Franchise shall terminate on December 31, 2032, unless terminated earlier by either party in accordance with the provisions herein. Unless either party provides 180-day written notice to the other party of intent to renegotiate this Agreement, this Franchise will be automatically renewed for up to two (2) additional five (5) year terms on the same terms and conditions as set forth herein.

SECTION 9. PAYMENTS TO CITY:

A. Atmos Energy, its successors and assigns, agrees to pay and City agrees to accept, on or before the 15th of May, August, and November, 2023, and February 2024, and on or before the same days of each succeeding year during the term of this franchise, the last

payment of the initial term being made on the 15th day of November, 2032, a sum of money which shall be equivalent to five percent (5%) of the Gross Revenues, as defined in Section 2 above, received by Atmos Energy during the preceding calendar quarter.

B. The initial payment for the rights and privileges herein provided shall be for the privilege period April 1 through June 30, 2023, and each succeeding payment shall be for the privilege period of the calendar quarter in which the payment is made.

C. It is also expressly agreed that the aforesaid payments shall be in lieu of any and all other and additional occupation taxes, easement, franchise taxes or charges (whether levied as an ad valorem, special, or other character of tax or charge), municipal license, permit, and inspection fees, bonds, street taxes, and street or alley rentals or charges, and all other and additional municipal taxes, charges, levies, fees, and rentals of whatsoever kind and character that City may now impose or hereafter levy and collect from Atmos Energy or Atmos Energy's agents, excepting only the usual general or special ad valorem taxes that City is authorized to levy and impose upon real and personal property. If the City does not have the legal power to agree that the payment of the foregoing sums of money shall be in lieu of taxes, licenses, fees, street or alley rentals or charges, easement or franchise taxes or charges aforesaid, then City agrees that it will apply so much of said sums of money paid as may be necessary to satisfy Atmos Energy's obligations, if any, to pay any such taxes, licenses, charges, fees, rentals, easement or franchise taxes or charges aforesaid.

D. The franchise fee amounts that are due based on CIAC shall be paid at least once annually on or before April 30 each year based on the total CIAC recorded during the preceding calendar year. The initial CIAC franchise fee amount will be paid on or before April 30, 2023, and will be based on the calendar year January 1 through December 31, 2022. The final CIAC franchise fee amount under the initial term will be paid on or before April 30, 2033, and will be based on the calendar year January 1 through December 31, 2032.

E. Atmos Energy agrees that at the time of each payment, Atmos Energy shall also submit to the City a statement showing its Gross Revenues for the preceding calendar quarter from the sale of gas to its customers, including but not limited to residential, commercial, and industrial

customers, within said corporate limits, including the amount of revenues received by Atmos Energy for the transportation of gas.

F. Payments received after the due date shall be subject to interest charged at the greater of the rate of the prime rate for the due date or the rate for customer deposits under Texas Utilities Code Section 183.003 in effect for the time period involved, from such due date until payment is received by the City.

G. Atmos Energy may file with the City a tariff or tariff amendment(s) to provide for the recovery of the franchise fees under this agreement. City agrees that (i) as regulatory authority, it will adopt and approve the ordinance, rates or tariff which provide for 100% recovery of such franchise fees as part of Atmos Energy's rates; (ii) if the City intervenes in any regulatory proceeding before a federal or state agency in which the recovery of Atmos Energy's franchise fees is an issue, the City will take an affirmative position supporting 100% recovery of such franchise fees by Atmos Energy and; (iii) in the event of an appeal of any such regulatory proceeding in which the City has intervened, the City will take an affirmative position in any such appeals in support of the 100% recovery of such franchise fees by Atmos Energy. City agrees that it will take no action, nor cause any other person or entity to take any action, to prohibit the recovery of such franchise fees by Atmos Energy.

SECTION 10. ACCOUNTING MATTERS:

A. Maintenance of Records. Atmos Energy shall keep accurate books of account at its principal office in Dallas, Texas, for the purpose of determining the amount due to the City under this Franchise.

B. The City may conduct an audit or other inquiry in relation to a payment made by Atmos Energy. As a part of the audit process, the City or City's designee may inspect Atmos Energy's books of accounts relative to the City at any time during regular business hours and on ten (10) business days' prior notice. The City or City's designee may also request (1) the amount of the sale of gas service provided to each class of customer in the city and (2) the type of service

delivered for any additional service distributed directly to customers through Atmos Energy's System within the City's Public Rights-of-Way for which Atmos Energy receives compensation.

C. Access to Records. All records deemed by City or City's designee to be reasonably necessary for such audit shall be made available by Atmos Energy at Atmos Energy's corporate office in the Dallas, Texas. Atmos Energy agrees to give its full cooperation in any audit and shall provide complete responses to inquiries within twenty (20) calendar days of a written request, unless a different schedule is agreed to by the City and Atmos Energy.

D. The omission by the City to exercise its rights to an audit shall not constitute waiver of such right.

SECTION 11. EFFECT OF OTHER MUNICIPAL FRANCHISE ORDINANCE FEES: If Atmos Energy should at any time after the effective date of this Ordinance agree to a new municipal franchise ordinance, or renew an existing municipal franchise ordinance, with another municipality in Atmos Energy's Mid-Tex Division, which municipal franchise ordinance determines the franchise fee owed to that municipality for the use of its public rights-of-way in a manner that, if applied to the City, would result in a franchise fee greater than the amount otherwise due City under this Ordinance, then the franchise fee to be paid by Atmos Energy to City pursuant to this Ordinance may, at the election of the City, be increased so that the amount due and to be paid is equal to the amount that would be due and payable to City were the franchise fee provisions of that other franchise ordinance applied to City. The City acknowledges that the exercise of this right is conditioned upon the City's acceptance of all terms and conditions of the other municipal franchise *in toto*. The City may request waiver of certain terms and Company may grant, in its sole reasonable discretion, such waiver.

SECTION 12. LEASE OF FACILITIES WITHIN THE CITY'S RIGHTS-OF-WAY: Atmos Energy shall have the right to lease, license or otherwise grant to a party other than Atmos Energy the use of its facilities within the City's public rights-of-way provided: (i) Atmos Energy first notifies the City of the name of the lessee, licensee or user; the type of service(s) intended to be provided through the facilities; and the name and telephone number of a contact person associated with such lessee, licensee or user and (ii) Atmos Energy makes the franchise fee payment due on the revenues from such lease pursuant to Section 5 of this Ordinance. This authority to Lease Facilities within City's Rights-of-Way shall not affect any such lessee, licensee or user's obligation, if any, to pay franchise fees.

SECTION 13. CITY TERRITORY AND ANNEXATION: This Franchise shall extend to and include any and all territory that is within the corporate limits of the City. Additionally, this Franchise shall extend to any and all territory that is annexed by the City during the time of this Franchise. In the event of disannexation, this Franchise shall be reduced to the territory that continues to be in the City. City shall within thirty (30) days of final approval, give Company notice of annexations and disannexations of territory by the City, which notice shall include a map and addresses, if known. Upon receipt of said notice, Company shall promptly initiate a process to reclassify affected customers into the city limits no later than sixty (60) days after receipt of notice from the City. The annexed areas added to the city limits will be included in future franchise fee payments in accordance with the sales tax effective date of the annexation if notice was timely received from City. Upon request from City, Company will provide documentation to verify that affected customers were appropriately reclassified and included for purposes of calculating franchise fee payments. In no event shall the Company be required to add premises for the purposes of calculating franchise payment prior to the earliest date that the same premises are added for purposes of collecting sales tax.

SECTION 14. DEFAULTS:

Events of Default.

The occurrence, at any time during the term of this Franchise, of any one or more of the following events, shall constitute an Event of Default by Atmos Energy under this Franchise:

A. The failure of Atmos Energy to pay the Franchise Fee on or before the due dates specific herein;

B. Atmos Energy's substantial breach or violation of any of the material terms contained herein.

C. The foregoing shall not constitute a breach if the violation occurs without fault of Atmos Energy or occurs as a result of circumstances beyond its control which could not have been avoided as a result of the exercise of reasonable care. The Company shall not be excused by mere economic hardship or by misfeasance or malfeasance of its directors, officers or employees.

Uncured Events of Default.

A. Upon the occurrence of an Event of Default which can be cured by the immediate payment of money to the City, Atmos Energy shall have thirty (30) calendar days after written notice from City of an occurrence of such Event of Default to cure the same before City may exercise any of its rights or remedies provided under this Franchise.

B. Upon the occurrence of an Event of Default by Atmos Energy which cannot be cured by the immediate payment of money to the City, Atmos Energy shall have ninety (90) calendar days after written notice from City of an occurrence of such Event of Default to cure the same before City may exercise any of its rights or remedies under this Franchise.

C. If any Event of Default is not cured within the time period provided herein, such an Event of Default shall, without additional notice, become an Uncured Event of Default, which shall entitle City to exercise the remedies provided in the section below.

SECTION 15. REMEDIES:

Upon the occurrence of any Uncured Event of Default as described above, City shall be entitled to exercise any and all of the following cumulative remedies: (1) The commencement of an action against Atmos Energy for monetary damages; (2) the commencement of an action in equity seeking injunctive relief or the specific performance of any of the provisions that, as a matter of equity, are specifically enforceable; (3) the termination of this Franchise in accordance with the provisions of Section 16.

The rights and remedies of City and Atmos Energy set forth in this Franchise shall be in addition to, and not in limitation of, any other rights and remedies provided by law or in equity. City and Atmos Energy understand and intend that such remedies shall be cumulative to the maximum extent permitted by law and the exercise by City of any one or more of such remedies shall not preclude the exercise by City, at the same or different times, of any other such remedies for the same Uncured Event of Default.

SECTION 16. TERMINATION: Should City intend to exercise the remedy of termination in accordance with Section 15, City shall notify Atmos Energy in writing of its right to have a hearing before the City Council to present any objections or defenses the Company may have that are relevant to the proposed termination. The notice shall specify a hearing date which shall be at least thirty (30) days from the date of the notice. After such hearing, the City may determine whether to continue or to terminate the Franchise. The final decision of the City Council may be appealed to any court or regulatory authority having jurisdiction. Upon timely appeal by Atmos Energy of the City Council's decision terminating the Franchise, the effective date of such termination shall be either when such appeal is withdrawn or a court order upholding the termination becomes final and unappealable, and until the termination becomes effective, the provisions of this Franchise shall remain in effect for all purposes.

SECTION 17. ACCEPTANCE OF FRANCHISE: In order to accept this Franchise, Atmos Energy must file with the City Secretary its written acceptance of this Franchise ordinance within sixty

(60) days after its final passage and approval by City. If such written acceptance of this Franchise ordinance is not filed by Atmos Energy, the Franchise ordinance shall be rendered null and void.

When this Franchise ordinance becomes effective, all previous ordinances of City granting franchises for gas delivery purposes that were held by Atmos Energy shall be automatically canceled and annulled, and shall be of no further force and effect.

SECTION 18. PARAGRAPH HEADINGS. CONSTRUCTION: The paragraph headings contained in this ordinance are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the preparation of this ordinance and this ordinance shall not be construed either more or less strongly against or for either party.

SECTION 19. EFFECTIVE DATE: If Atmos Energy accepts this ordinance, it becomes effective as of April 1, 2023, provided that the Company files its written acceptance as contemplated in Section 17.

PASSED AND APPROVED on this the _____ day of _____, 2023.

ATTEST:

_____
Dianna McLean, City Clerk

_____
Brandt Rydell, Mayor
City of Taylor, Texas

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
CITY OF TAYLOR §

I, Dianna McLean, City Clerk of the City of Taylor, Williamson County, Texas, do hereby certify that the above and foregoing is a true and correct copy of an ordinance passed by the City Council of the City of Taylor, Texas, at a _____ session, held on the _____ day of _____, 2023, as it appears of record in the Minutes in Book _____, page _____.

WITNESS MY HAND AND SEAL OF SAID CITY, this the ___ day of _____, 2023.

_____
Dianna McLean, City Clerk
City of Taylor, Texas

ORDINANCE NO: _____

AN ORDINANCE GRANTING TO ATMOS ENERGY CORPORATION, A TEXAS AND VIRGINIA CORPORATION, ITS SUCCESSORS AND ASSIGNS, A FRANCHISE TO CONSTRUCT, MAINTAIN, AND OPERATE PIPELINES AND EQUIPMENT IN THE CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS, FOR THE TRANSPORTATION, DELIVERY, SALE, AND DISTRIBUTION OF GAS IN, OUT OF, AND THROUGH SAID CITY FOR ALL PURPOSES; PROVIDING FOR THE PAYMENT OF A FEE OR CHARGE FOR THE USE OF THE PUBLIC RIGHTS-OF-WAY; AND PROVIDING THAT SUCH FEE SHALL BE IN LIEU OF OTHER FEES AND CHARGES, EXCEPTING AD VALOREM TAXES; AND REPEALING ALL PREVIOUS GAS FRANCHISE ORDINANCES.

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

SECTION 1. GRANT OF AUTHORITY: The City of Taylor, Texas, hereinafter called "City," hereby grants to Atmos Energy Corporation, Mid-Tex Division, hereinafter called "Atmos Energy," its successors and assigns, consent to use and occupy the present and future Public Rights-of-Way for the purpose of laying, maintaining, constructing, protecting, operating, and replacing therein and thereon the System to deliver, transport, and distribute gas in, out of, and through City for persons, firms, and corporations, including all the general public, and to sell gas to persons, firms, and corporations, including all the general public, within the City corporate limits, as such limits may be amended from time to time during the term of this franchise. Atmos Energy acknowledges that by this Franchise it obtains no rights to, or further use of, the Public Right-of-Way other than those expressly granted herein. Atmos Energy acknowledges and accepts at its own risk that the City may use future Public Rights-of-Way in which Atmos Energy's System is located in a manner inconsistent with Atmos Energy's use of such Public Rights-of-Way.

SECTION 2. DEFINITIONS: For the purpose of this Franchise, the following words and phrases shall have the meaning given in this section. When not inconsistent with the context, words used in the present tense include future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is mandatory and "may" is permissive. Words not defined in this section shall be given their common and ordinary meaning.

"Affiliate" means any entity controlling, controlled by or under common control with the entity in question. As used in this definition, the term "control" means, with respect to an entity that is a corporation, the ownership, directly or indirectly, of more than 50% of the voting securities of such entity or, with respect to an entity that is not a corporation, the power to direct the management or policies of such entity, whether by operation of law, by contract or otherwise.

"Atmos Energy" or "Company" means Atmos Energy Corporation, its successors and assigns, but does not include its affiliates, subsidiaries or any other entity in which it has an ownership interest, with its principal office at 5430 LBJ Freeway, Dallas, Texas 75240.

"City" means the municipal corporation designated as the City of Taylor and includes the territory as currently is or may in the future be included within the boundaries of the City, with its principal office at 400 Porter Street, Taylor, Texas 76574.

“City Council” means the governing body of the City of Taylor, Texas.

“City Manager” means the City Manager of the City, or his or her duly authorized representative.

“Contributions in Aid of Construction” or “CIAC” means monies received by Atmos Energy for construction, removal, or relocation of facilities in the City’s Public Rights-of-Way and does not include donated property or reimbursements received for damages to the System.

“Emergency” means sudden and unforeseeable damage to or malfunction of a portion of the System that creates a threat to life, health, or property.

"Franchise" or "Agreement" or “Ordinance” or “Franchise ordinance” means the rights and obligations of the City and Atmos Energy set forth in this Franchise ordinance, as the same may be amended from time to time, and includes those rights and duties provided under the laws of Texas and of the United States.

"Gas" means such gaseous fuels as natural, artificial, synthetic, liquefied natural gas, liquefied petroleum, manufactured, or any mixture thereof.

"Gross Revenues" means:

(A) all revenues received by Atmos Energy from the sale of gas to all classes of customers (excluding gas sold to another gas utility in the City for resale of gas to its customers within City) within the City including base rate revenues and revenues from the Company’s purchased gas adjustment tariff;

(B) all revenues received by Atmos Energy from the transportation of gas through the pipeline system of Atmos Energy within the City to customers located within the City (excluding any gas transported to another gas utility in City for the sale of gas to its customers within City);

(C) the value of gas transported by Atmos Energy for transport customers through the System of Atmos Energy within the City ("Third Party Sales"), (excluding the value of any gas transported to another gas utility in City which has executed a franchise agreement with the City for the sale of gas to its customers within City), with the value of such gas to be established by utilizing Atmos Energy's monthly weighted average cost of gas charged to industrial customers in the Mid-Tex division, as reasonably as is possible near the time as the transportation service is performed; and

(D) "Gross Revenues" shall also include: amounts collected from customers for fees paid to the City pursuant to this agreement, CIAC, revenues billed but not ultimately collected or received by Atmos Energy, and the following "miscellaneous charges": charges to connect, disconnect, or reconnect gas within the City and charges to handle returned checks from consumers within the City and State gross receipts fees.

(E) "Gross Revenues" shall not include:

(1) the revenue of any affiliate or subsidiary of Atmos Energy;

(2) sales taxes paid to the City;

(3) interest or investment income earned by Atmos Energy; and

(4) monies received from the lease or sale of real or personal property.

"Public Rights-of-Way" means the public streets, medians, boulevards, roads, lanes, alleys, highways, public utility easements, viaducts, and bridges across water ways and other public places that are deeded or dedicated to the City and are available for Atmos Energy's use.

"Railroad Commission" means the Railroad Commission of the State of Texas or other authority succeeding to the regulatory powers of the Railroad Commission.

"Residents" means all persons, businesses, industry, governmental agencies, and any other entity whatsoever, located, in whole or part, within the City that are or may be served by the Atmos Energy hereunder.

"System" and/ or "System Facilities" means all of Atmos Energy's pipes, pipelines, gas mains, laterals, feeders, regulators, meters, fixtures, connections or other appurtenant equipment used in or incident to providing delivery, transportation, distribution, supply, and sales of natural gas for heating, lighting, power, and any other purpose for which natural gas may now or hereafter be used, located within the corporate limits of the City.

SECTION 3. COMPLIANCE WITH LAW: Atmos Energy, during the term of this Franchise, shall be subject to and comply with all applicable local, state, and federal laws, including the rules and regulations of any and all agencies thereof, whether presently in force or whether enacted or adopted at any time in the future. Unless in direct conflict with the terms of this Franchise, Atmos Energy's use of the Public Rights-of-Way shall be subject to the City's Right-of-Way Management Ordinance. This Franchise shall in no way affect or impair the rights, obligations, or remedies of the parties under the Gas Utility Regulatory Act, or other state or federal law. Nothing herein shall be deemed a waiver, release, or relinquishment of either party's right to contest, appeal, or file suit with respect to any action or decision of the other party, including ordinances adopted by the City, that it believes is contrary to any federal, state, or local law or regulation. In constructing, maintaining, and operating the System, Atmos Energy shall act in a good and workmanlike manner, observing industry standards of engineering and workmanship and using materials of good and durable quality. Atmos Energy shall comply in all respects with applicable codes and industry standards.

SECTION 4. CONSTRUCTION, MAINTENANCE, OPERATION & RELOCATION OF ATMOS ENERGY FACILITIES:

A. Atmos Energy shall lay, maintain, construct, operate, and replace its pipes, mains, laterals, and other equipment to minimize interference with traffic, place or cause to be placed appropriate barriers to mark excavations or obstructions, and restore to approximate original condition all Public Rights-of-Way that it may disturb. If Atmos Energy damages any City facilities, Atmos Energy shall notify the City immediately and shall reimburse the City for its cost of repairing the damage. If City damages any Atmos Energy facilities, the City shall notify Atmos Energy immediately and shall reimburse Atmos Energy for its cost of repairing the damage.

B. In determining the location of the facilities of the City and other users of Public Right-of-Way within City, City shall minimize interference with then existing facilities of Atmos Energy and shall require other users of Public Rights-of-Way to minimize interference with existing facilities of Atmos Energy. In the event of a conflict between the location of the proposed facilities of Atmos Energy and the location of the existing facilities of City or other users of Public Rights-of-Way within Public Rights-of-Way that cannot otherwise be resolved, City or an authorized agent of City shall resolve the conflict and determine the location of the respective facilities within the Public Rights-of-Way.

C. Atmos Energy or contractors working on behalf of Atmos Energy shall not be required to pay for street cutting, street excavation or other special permits related to excavations in Public Rights-of-Way in connection with Atmos Energy's operations in Public Rights-of-Way. However, before commencing any work in the Public Rights-of-Way, Atmos Energy must obtain a permit pursuant to the City's Right-of-Way Management ordinance. City shall provide Atmos Energy with its annual capital improvements plan as well as any updates or changes as soon as the plan, update, or change becomes available. City shall notify Atmos Energy as soon as reasonably possible of any projects that will affect Atmos Energy's facilities located in the Public Rights-of-Way. When required by City to remove or relocate its mains, laterals, and/or other facilities lying within Public Rights-of-Way, Atmos Energy shall do so as soon as practicably possible with respect to the scope of the project. In no event shall Atmos Energy be required to remove or relocate its facilities in less than thirty (30) days from the time notice is given to Atmos Energy by City.

D. The City reserves the right for any reason whatsoever to change the grade of, construct, install, repair, alter, maintain, relocate, modify, close reduce, or widen (together, "change") any Public-Right-of-Way within the present or future limits of the City. If City, in constructing its sewers, drainage, water lines, streets, or utilities, should request that Atmos Energy remove or relocate its

mains, laterals, and other facilities lying within Public Rights-of-Way, Atmos Energy shall do so at its own expense for facilities that are in conflict, unless such work is for the primary purpose of beautification or to accommodate a private developer. Facilities are deemed to be in conflict to the extent that the proposed City facilities are determined by Atmos Energy to be inconsistent with gas distribution industry standard safe operating practices for existing facilities. Atmos Energy shall not be required to relocate facilities to a depth of greater than four (4) feet unless prior agreement is obtained from Atmos Energy.

E. When Atmos Energy is required by City to remove or relocate its mains, laterals, and other facilities lying within Public Rights-of-Way to accommodate a request by City, and costs of utility removals or relocations are eligible under federal, state, county, local or other programs for reimbursement of costs and expenses incurred by Atmos Energy as a result of such removal or relocation, and such reimbursement is required to be handled through City, Atmos Energy costs and expenses shall be included in any application by City for reimbursement if Atmos Energy submits its cost and expense documentation to City prior to the filing of the application. City shall provide reasonable written notice to Atmos Energy of the deadline for Atmos Energy to submit documentation of the costs and expenses of such relocation to City. Upon receipt of an amount of reimbursement intended for utility relocations including gas utilities, City shall remit to Atmos Energy, within thirty (30) days of receipt, any portion of such reimbursement specifically designated as a reimbursement of Atmos Energy's costs incurred in the relocation or removal of Atmos Energy's facilities but only after City has been fully reimbursed for its own costs of relocation or removal of utilities and related facilities.

If Atmos Energy is required by City to remove or relocate its mains, laterals, or other facilities lying within Public Rights-of-Way for any reason other than the construction or reconstruction of sewers, drainage, water lines, streets or utilities by City, Atmos Energy shall be entitled to reimbursement from City or others of the cost and expense of such removal or relocation.

F. When Atmos Energy is required to remove or relocate its mains, laterals or other facilities to accommodate construction by City without reimbursement from City, Atmos Energy shall have the right to seek recovery of relocation costs as provided for in applicable state and/or federal law. Nothing herein shall be construed to prohibit, alter, or modify in any way the right of Atmos Energy to seek or recover a surcharge from customers for the cost of relocation pursuant to applicable state and/or federal law. City shall not oppose recovery of relocation costs when

Company is required by City to perform relocation. City shall not require that Company document request for reimbursement as a pre-condition to recovery of such relocation costs.

G. If City abandons any Public Rights-of-Way in which Atmos Energy has facilities, such abandonment shall be conditioned on Atmos Energy's right to maintain its use of the former Public Right-of-Way and on the obligation of the party to whom the Public Right-of-Way is abandoned to reimburse Atmos Energy for all removal or relocation expenses if Atmos Energy agrees to the removal or relocation of its facilities following abandonment of the Public Right-of-Way. If the party to whom the Public Right-of-Way is abandoned requests Atmos Energy to remove or relocate its facilities and Atmos Energy agrees to such removal or relocation, such removal or relocation shall be done within a reasonable time at the expense of the party requesting the removal or relocation. If relocation cannot practically be made to another Public Right-of-Way, the expense of any right-of-way acquisition shall be considered a relocation expense to be reimbursed by the party requesting the relocation.

SECTION 5. INDEMNITY & INSURANCE: In the event of suits, actions, or claims of injury to any person or persons, or damage to any property by reason of Atmos Energy's construction, operation, maintenance, or replacement of Atmos Energy's pipeline system within Public Rights-of-Way, Atmos Energy shall indemnify and keep harmless City from any and all liability in connection therewith, except to the extent such injury or damage is attributable to the fault of the City, including, without limitation, the City's negligent or intentional acts or omissions.

Atmos Energy shall, at its sole cost and expense, obtain, maintain, or cause to be maintained, and provide, throughout the term of this Franchise, insurance in the amounts, types and coverages in accordance with the following requirements. Such insurance may be in the form of self-insurance to the extent permitted by applicable law or by obtaining insurance, as follows:

(A) Commercial general or excess liability on an occurrence or claims made form with minimum limits of five million dollars ($5,000,000) per occurrence and ten million dollars ($10,000,000) aggregate. This coverage shall include the following:

(1) Completed operations to be maintained for a warranty period of one year,
(2) Personal and advertising injury,
(3) Contractual liability, and

(4) Explosion, collapse, or underground (XCU) hazards.

(B) Automobile liability coverage with a minimum policy limit of one million dollars ($1,000,000) combined single limit each accident. This coverage shall include all owned, hired, and non-owned automobiles.

(C) Workers' compensation and employer's liability coverage. Statutory workers' compensation benefits in accordance with the statutes and regulations of the State of Texas. Atmos must provide the City with a waiver of subrogation for workers' compensation claims.

(D) Upon request, Atmos Energy will provide proof of insurance in accordance with this Franchise within thirty (30) days after such request. Company and its agents will not be required to furnish separate proof when applying for permits.

SECTION 6. NON-EXCLUSIVE FRANCHISE: The rights, privileges, and franchises granted by this ordinance are not to be considered exclusive, and City hereby expressly reserves the right to grant, at any time, like privileges, rights, and franchises as it may see fit to any other person or corporation for the purpose of transporting, delivering, distributing, or selling gas to and for City and the inhabitants thereof.

SECTION 7. RIGHT OF CONDEMNATION RESERVED: Nothing in this Franchise shall limit any right the City may have to acquire by eminent domain any property of Atmos Energy.

SECTION 8. TERM OF FRANCHISE: This Franchise shall terminate on December 31, 2032, unless terminated earlier by either party in accordance with the provisions herein. Unless either party provides 180-day written notice to the other party of intent to renegotiate this Agreement, this Franchise will be automatically renewed for up to two (2) additional five (5) year terms on the same terms and conditions as set forth herein.

SECTION 9. PAYMENTS TO CITY:

A. Atmos Energy, its successors and assigns, agrees to pay and City agrees to accept, on or before the 15th of May, August, and November, 2023, and February 2024, and on or before the same days of each succeeding year during the term of this franchise, the last payment of the initial term being made on the 15th day of November, 2032, a sum of

money which shall be equivalent to five percent (5%) of the Gross Revenues, as defined in Section 2 above, received by Atmos Energy during the preceding calendar quarter.

B. The initial payment for the rights and privileges herein provided shall be for the privilege period April 1 through June 30, 2023, and each succeeding payment shall be for the privilege period of the calendar quarter in which the payment is made.

C. It is also expressly agreed that the aforesaid payments shall be in lieu of any and all other and additional occupation taxes, easement, franchise taxes or charges (whether levied as an ad valorem, special, or other character of tax or charge), municipal license, permit, and inspection fees, bonds, street taxes, and street or alley rentals or charges, and all other and additional municipal taxes, charges, levies, fees, and rentals of whatsoever kind and character that City may now impose or hereafter levy and collect from Atmos Energy or Atmos Energy's agents, excepting only the usual general or special ad valorem taxes that City is authorized to levy and impose upon real and personal property. If the City does not have the legal power to agree that the payment of the foregoing sums of money shall be in lieu of taxes, licenses, fees, street or alley rentals or charges, easement or franchise taxes or charges aforesaid, then City agrees that it will apply so much of said sums of money paid as may be necessary to satisfy Atmos Energy's obligations, if any, to pay any such taxes, licenses, charges, fees, rentals, easement or franchise taxes or charges aforesaid.

D. The franchise fee amounts that are due based on CIAC shall be paid at least once annually on or before April 30 each year based on the total CIAC recorded during the preceding calendar year. The initial CIAC franchise fee amount will be paid on or before April 30, 2023, and will be based on the calendar year January 1 through December 31, 2022. The final CIAC franchise fee amount under the initial term will be paid on or before April 30, 2033, and will be based on the calendar year January 1 through December 31, 2032.

E. Atmos Energy agrees that at the time of each payment, Atmos Energy shall also submit to the City a statement showing its Gross Revenues for the preceding calendar quarter from the sale of gas to its customers, including but not limited to residential, commercial, and industrial customers, within said corporate limits, including the amount of revenues received by Atmos Energy for the transportation of gas.

F. Payments received after the due date shall be subject to interest charged at the greater of the rate of the prime rate for the due date or the rate for customer deposits under Texas Utilities Code Section 183.003 in effect for the time period involved, from such due date until payment is received by the City.

G. Atmos Energy may file with the City a tariff or tariff amendment(s) to provide for the recovery of the franchise fees under this agreement. City agrees that (i) as regulatory authority, it will adopt and approve the ordinance, rates or tariff which provide for 100% recovery of such franchise fees as part of Atmos Energy's rates; (ii) if the City intervenes in any regulatory proceeding before a federal or state agency in which the recovery of Atmos Energy's franchise fees is an issue, the City will take an affirmative position supporting 100% recovery of such franchise fees by Atmos Energy and; (iii) in the event of an appeal of any such regulatory proceeding in which the City has intervened, the City will take an affirmative position in any such appeals in support of the 100% recovery of such franchise fees by Atmos Energy. City agrees that it will take no action, nor cause any other person or entity to take any action, to prohibit the recovery of such franchise fees by Atmos Energy.

SECTION 10. ACCOUNTING MATTERS:

A. Maintenance of Records. Atmos Energy shall keep accurate books of account at its principal office in Dallas, Texas, for the purpose of determining the amount due to the City under this Franchise.

B. The City may conduct an audit or other inquiry in relation to a payment made by Atmos Energy. As a part of the audit process, the City or City's designee may inspect Atmos Energy's books of accounts relative to the City at any time during regular business hours and on ten (10) business days' prior notice. The City or City's designee may also request (1) the amount of the sale of gas service provided to each class of customer in the city and (2) the type of service delivered for any additional service distributed directly to customers through Atmos Energy's System within the City's Public Rights-of-Way for which Atmos Energy receives compensation.

C. Access to Records. All records deemed by City or City's designee to be reasonably necessary for such audit shall be made available by Atmos Energy at Atmos Energy's corporate office in the Dallas, Texas. Atmos Energy agrees to give its full cooperation in any audit and shall provide complete responses to inquiries within twenty (20) calendar days of a written request, unless a different schedule is agreed to by the City and Atmos Energy.

D. The omission by the City to exercise its rights to an audit shall not constitute waiver of such right.

SECTION 11. EFFECT OF OTHER MUNICIPAL FRANCHISE ORDINANCE FEES: If Atmos Energy should at any time after the effective date of this Ordinance agree to a new municipal franchise ordinance, or renew an existing municipal franchise ordinance, with another municipality in Atmos Energy's Mid-Tex Division, which municipal franchise ordinance determines the franchise fee owed to that municipality for the use of its public rights-of-way in a manner that, if applied to the City, would result in a franchise fee greater than the amount otherwise due City under this Ordinance, then the franchise fee to be paid by Atmos Energy to City pursuant to this Ordinance may, at the election of the City, be increased so that the amount due and to be paid is equal to the amount that would be due and payable to City were the franchise fee provisions of that other franchise ordinance applied to City. The City acknowledges that the exercise of this right is conditioned upon the City's acceptance of all terms and conditions of the other municipal franchise *in toto*. The City may request waiver of certain terms and Company may grant, in its sole reasonable discretion, such waiver.

SECTION 12. LEASE OF FACILITIES WITHIN THE CITY'S RIGHTS-OF-WAY: Atmos Energy shall have the right to lease, license or otherwise grant to a party other than Atmos Energy the use of its facilities within the City's public rights-of-way provided: (i) Atmos Energy first notifies the City of the name of the lessee, licensee or user; the type of service(s) intended to be provided through the facilities; and the name and telephone number of a contact person associated with such lessee, licensee or user and (ii) Atmos Energy makes the franchise fee payment due on the revenues from such lease pursuant to Section 5 of this Ordinance. This authority to Lease Facilities within City's Rights-of-Way shall not affect any such lessee, licensee or user's obligation, if any, to pay franchise fees.

SECTION 13. CITY TERRITORY AND ANNEXATION: This Franchise shall extend to and include any and all territory that is within the corporate limits of the City.

Additionally, this Franchise shall extend to any and all territory that is annexed by the City during the time of this Franchise. In the event of disannexation, this Franchise shall be reduced to the territory that continues to be in the City. City shall within thirty (30) days of final approval, give Company notice of annexations and disannexations of territory by the City, which notice shall include a map and addresses, if known. Upon receipt of said notice, Company shall promptly initiate a process to reclassify affected customers into the city limits no later than sixty (60) days after receipt of notice from the City. The annexed areas added to the city limits will be included in future franchise fee payments in accordance with the sales tax effective date of the annexation if notice was timely received from City. Upon request from City, Company will provide documentation to verify that affected customers were appropriately reclassified and included for purposes of calculating franchise fee payments. In no event shall the Company be required to add premises for the purposes of calculating franchise payment prior to the earliest date that the same premises are added for purposes of collecting sales tax.

SECTION 14. DEFAULTS:

Events of Default.

The occurrence, at any time during the term of this Franchise, of any one or more of the following events, shall constitute an Event of Default by Atmos Energy under this Franchise:

A. The failure of Atmos Energy to pay the Franchise Fee on or before the due dates specific herein;

B. Atmos Energy's substantial breach or violation of any of the material terms contained herein.

C. The foregoing shall not constitute a breach if the violation occurs without fault of Atmos Energy or occurs as a result of circumstances beyond its control which could not have been avoided as a result of the exercise of reasonable care. The Company shall not be excused by mere economic hardship or by misfeasance or malfeasance of its directors, officers or employees.

Uncured Events of Default.

A. Upon the occurrence of an Event of Default which can be cured by the immediate payment of money to the City, Atmos Energy shall have thirty (30) calendar days after written notice from City of an occurrence of such Event of Default to cure the same before City may exercise any of its rights or remedies provided under this Franchise.

B. Upon the occurrence of an Event of Default by Atmos Energy which cannot be cured by the immediate payment of money to the City, Atmos Energy shall have ninety (90) calendar days after

written notice from City of an occurrence of such Event of Default to cure the same before City may exercise any of its rights or remedies under this Franchise.

C. If any Event of Default is not cured within the time period provided herein, such an Event of Default shall, without additional notice, become an Uncured Event of Default, which shall entitle City to exercise the remedies provided in the section below.

SECTION 15. REMEDIES:

Upon the occurrence of any Uncured Event of Default as described above, City shall be entitled to exercise any and all of the following cumulative remedies: (1) The commencement of an action against Atmos Energy for monetary damages; (2) the commencement of an action in equity seeking injunctive relief or the specific performance of any of the provisions that, as a matter of equity, are specifically enforceable; (3) the termination of this Franchise in accordance with the provisions of Section 16.

The rights and remedies of City and Atmos Energy set forth in this Franchise shall be in addition to, and not in limitation of, any other rights and remedies provided by law or in equity. City and Atmos Energy understand and intend that such remedies shall be cumulative to the maximum extent permitted by law and the exercise by City of any one or more of such remedies shall not preclude the exercise by City, at the same or different times, of any other such remedies for the same Uncured Event of Default.

SECTION 16. TERMINATION: Should City intend to exercise the remedy of termination in accordance with Section 15, City shall notify Atmos Energy in writing of its right to have a hearing before the City Council to present any objections or defenses the Company may have that are relevant to the proposed termination. The notice shall specify a hearing date which shall be at least thirty (30) days from the date of the notice. After such hearing, the City may determine whether to continue or to terminate the Franchise. The final decision of the City Council may be appealed to any court or regulatory authority having jurisdiction. Upon timely appeal by Atmos Energy of the City Council's decision terminating the Franchise, the effective date of such termination shall be either when such appeal is withdrawn or a court order upholding the termination becomes final and unappealable, and until the termination becomes effective, the provisions of this Franchise shall remain in effect for all purposes.

SECTION 17. ACCEPTANCE OF FRANCHISE: In order to accept this Franchise, Atmos Energy must file with the City Secretary its written acceptance of this Franchise ordinance within sixty (60) days after its final passage and approval by City. If such written acceptance of this Franchise ordinance is not filed by Atmos Energy, the Franchise ordinance shall be rendered null and void.

When this Franchise ordinance becomes effective, all previous ordinances of City granting franchises for gas delivery purposes that were held by Atmos Energy shall be automatically canceled and annulled, and shall be of no further force and effect.

SECTION 18. PARAGRAPH HEADINGS. CONSTRUCTION: The paragraph headings contained in this ordinance are for convenience only and shall in no way enlarge or limit the scope or meaning of the various and several paragraphs hereof. Both parties have participated in the preparation of this ordinance and this ordinance shall not be construed either more or less strongly against or for either party.

SECTION 19. EFFECTIVE DATE: If Atmos Energy accepts this ordinance, it becomes effective as of April 1, 2023, provided that the Company files its written acceptance as contemplated in Section 17.

PASSED AND APPROVED on this the _____ day of _____, 2023.

ATTEST:

_____
Dianna McLean, City Clerk

_____
Brandt Rydell, Mayor
City of Taylor, Texas

STATE OF TEXAS §
COUNTY OF WILLIAMSON §
CITY OF TAYLOR §

I, Dianna McLean, City Clerk of the City of Taylor, Williamson County, Texas, do hereby certify that the above and foregoing is a true and correct copy of an ordinance passed by the City Council of the City of Taylor, Texas, at a _____ session, held on the _____ day of _____, 2023, as it appears of record in the Minutes in Book _____, page _____.

WITNESS MY HAND AND SEAL OF SAID CITY, this the ___ day of _____, 2023.

_____
Dianna McLean, City Clerk
City of Taylor, Texas

City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☐ Streets/Infrastructure
☒ Quality of Life
☐ Economic Vitality

Agenda Item #: 11

Agenda Title: **Consider and approve changes to Personnel Policy Manual**

Council Action to be taken: Consider and approve changes to Personnel Policy Manual

Department Submitted: Human Resources

Staff Contact: LaShon Gros, Human Resources Director

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is for Council to consider approving recommended changes to the City of Taylor Personnel Policy Manual.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The City of Taylor Policy Manual was last revised by Council action on January 9, 2020. Staff has reviewed the policy manual for outdated policies, procedures, language, and readability. Additionally, the policy manual has a new look that makes it easier to read and navigate.

Policies have been reviewed and changes made to address these issues:

- Updated policies to ensure compliance with applicable laws
- Added policies updated or approved previously
- Provide New City Procedure / Policy (not previously covered) to provide uniform direction and procedures to employees and supervisors
- Simplify / Update Current Policy Language

3. PROS and CONS

PROS	CONS
• Updated policies • Simplified Manual	N/A

4. RECOMMENDATION

Staff recommends approving changes to City of Taylor Personnel Policy Manual.

5. FUNDING SOURCE

General Fund

6. TIMELINE

Staff recommends changes are effective March 1, 2023.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

11a Policy Manual Change Summary
11b Policy Personnel Update Presentation
11c Taylor Policy Manual Draft 2023

Restructured, reformatted policy manual

Smoking – added distance of 25 feet from entrance of city buildings or designated smoking areas; added disciplinary action language

Employment Verifications – added all requests come through HR

Remote Work – policy added to employee manual; changed to remote work allowed 2 days per workweek

Operation of Vehicle – added parameters

Computer and Phone Use – made language more concise

Added policy on use of City Identification

Inclement Weather – changed “essential personnel” to “emergency services personnel.” Defined emergency services personnel.

Travel Time – made language clearer, more concise

Standards of Conduct – revised list of minimal acceptable behavior

Solicitation of Gifts – removed reference to donations of gift cards at employee appreciation events

Added Notification of Arrest for certain crimes/violations

Separated Workplace Violence Policy into two policies – Workplace violence and Weapons policy. Added examples of violent behavior

Alcohol and Drug Abuse Policy – added supervisor must escort to drug test

Outside Employment – revised language so that employee gives supervisor notification and not requesting permission; added conflict of interest

Transfers – clarified salary for transfers in same classification and notice between departments

Reduction In Force – removed “unsatisfactory performance, or disciplinary reasons” from definition

Performance Improvement Plan (PIP) – added language that describes when to initiate a PIP and gives general guidance

Holiday – clarified when holidays will be observed if they fall on a Saturday or Sunday; added maximum holiday payout of 48 hours fire, and 36 hours for police. Changed holiday expiration date to October 30th for police officers, firefighters, and dispatchers.

Catastrophic Leave Pool – defined policy, eligibility, and guidelines for giving and receiving donated leave.

FMLA – more concise; added limit of benefits for spouses that are employed by the City; added requirements for benefit payment if an employee goes into unpaid status

Emergency Leave – added other reasons for emergency leave such as house fire, flood, tornado

Military Leave – added language describing 15-day entitlement, options for benefits, process for re-employment, and documentation needed

Voting – changed terminology, previously call civic duty

Approved Leave of Absence – changed term to 3 months from 1 year

Tuition Assistance – added terms and conditions

Longevity Pay – clearer language; removed 3/4-time employee

Discipline Procedures – removed demotion and probation as a discipline procedure. Changed length of time for suspensions. Added requirements for different types of discipline.

Policy Manual Update

BACKGROUND

- Last policy manual update was January 20, 2020
- Staff has reviewed the policy manual for outdated policies, procedures, language, and readability.
- Staff is recommending approving changes to policy manual effective March 1, 2023

PROPOSED CHANGES

- Smoking – added distance of 25 feet from entrance of city buildings or designated smoking areas; added disciplinary action language
- Employment Verifications – added all requests come through HR
- Remote Work – policy added to employee manual; changed to remote work allowed 2 days per workweek
- Operation of Vehicle – added parameters
- Computer and Phone Use – made language more concise
- Added policy on use of City Identification

PROPOSED CHANGES

- Inclement Weather – changed “essential personnel” to “emergency services personnel.” Defined emergency services personnel.
- Travel Time – made language clearer, more concise
- Standards of Conduct – revised list of minimal acceptable behavior
- Solicitation of Gifts – removed reference to donations of gift cards at employee appreciation events
- Added Notification of Arrest for certain crimes/violations
- Separated Workplace Violence Policy into two policies – Workplace violence and Weapons policy. Added examples of violent behavior

PROPOSED CHANGES

- Alcohol and Drug Abuse Policy – added supervisor must escort to drug test

- Outside Employment – revised language so that employee gives supervisor notification and not requesting permission; added conflict of interest

- Transfers – clarified salary for transfers in same classification and notice between departments

- Reduction In Force – removed “unsatisfactory performance, or disciplinary reasons” from definition

PROPOSED CHANGES

- Holiday – clarified when holidays will be observed if they fall on a Saturday or Sunday; added maximum holiday payout of 48 hours fire, and 36 hours for police. Changed holiday expiration date to October 30th for police officers, firefighters, and dispatchers.

- Catastrophic Leave Pool – defined policy, eligibility, and guidelines for giving and receiving donated leave.

- FMLA – more concise; added limit of benefits for spouses that are employed by the City; added requirements for benefit payment if an employee goes into unpaid status

- Emergency Leave – added other reasons for emergency leave such as house fire, flood, tornado

PROPOSED CHANGES

- Military Leave – added language describing 15-day entitlement, options for benefits, process for re-employment, and documentation needed

- Voting – changed terminology, previously call civic duty

- Approved Leave of Absence – changed term to 3 months from 1 year

- Tuition Assistance – added terms and conditions

PROPOSED CHANGES

- Longevity Pay – clearer language; removed 3/4-time employee

- Discipline Procedures – removed demotion and probation as a discipline procedure. Changed length of time for suspensions. Added requirements for different types of discipline.

Summary

- Updated policies to ensure compliance with applicable laws
- Added policies updated or approved previously
- Provide New City Procedure / Policy (not previously covered) to provide uniform direction and procedures to employees and supervisors
- Simplify / Update Current Policy Language

QUESTIONS?

PERSONNEL POLICY MANUAL

Effective February 13, 2023

FOREWARD

AUTHORITY

These policies are established by the City Council, and any deletions, amendments, revisions, or additions to the policies must be approved by the City Council. These policies completely replace and supersede any and all personnel policies previously adopted, individually or as a set of policies, by the City Council. **The policies should not be considered an employee contract** between the employer and any of its employees, but rather, are intended as guidelines for personnel administration**.** In addition to these personnel policies, department heads may establish departmental rules and regulations that relate specifically to their departments, as long as they do not conflict with these policies. If there is a conflict between a departmental rule or policy and these policies or any future amendments to these policies, the terms of these policies shall prevail. Additionally, departmental rules and regulations must be approved by the City Manager.

These personnel policies are not intended to be a contract for employment or a legal document. At the time of hiring, all employees are required to acknowledge in writing that they are employees-at-will of the City of Taylor and employment is subject to termination at any time, for any reason, with or without notice, and with or without cause.

All employees must become familiar with and abide by these policies. The City reserves the right to revise or rescind any policy at any time. The City also reserves the right to make final decisions as to the interpretation and intent of all information contained in the Personnel Policies.

The City Council reserves the right to interpret, change, suspend or cancel, with or without notice, all or any part of these policies, or procedures or benefits discussed herein.

IMPLEMENTATION

The City Manager is responsible for the administration of the personnel policies and procedures. The City Manager may delegate authority to appropriate staff members, including department heads, to act in his or her behalf in the administration of these policies and procedures. With the exception of matters of appointments and other personnel actions reserved to the City Council by statute or charter provision, final authority, in the form of review and approval is reserved to the City Manager with regard to all personnel matters and subjects covered by these regulations.

These policies completely replace and supersede any and all personnel policies previously adopted, individually or as a set of policies, by the City Council. In addition to these Human Resources policies, departments may establish departmental rules and regulations that relate specifically to their departments, as long as they do not conflict with these policies and are not less stringent than these policies. You should refer to those documents for specific information.

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PURPOSE

These policies set forth guidelines for the City. They have been prepared and adopted in order to promote consistent and effective practices by both employees and supervisors that will result in high quality public service to the citizens of the City of Taylor.

APPLICABILITY

These personnel policies apply equally to all employees of the City unless a class of employees is specifically exempted by these policies. In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.

APPROVAL

_____signature on file_____

Brandt Rydell, Mayor Date

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Chapter I
GENERAL INFORMATION

SECTION 1: EMPLOYMENT AT-WILL

Employment At-Will

These policies are not contractual in nature. The City of Taylor operates under the legal doctrine of "*employment-at-will*". Neither this policy manual nor any other City document confers upon an employee any contractual right, either expressed or implied, to remain in the City's employment. Employment is not for any specific time and may be terminated by the City at will, with or without cause and without prior notice, and an employee may resign for any reason at any time. No supervisor or other representative of the City has the authority to enter into any agreement for employment for any specified period of time or to make any contrary representation to any employee.

SECTION 2: GENERAL OFFICE POLICIES

Office Hours

All City offices are to be open between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on authorized holidays. Adjustments to the normal hours of operation of City facilities or departments may be made by the City Manager or designee.

Lunch Time

Employees are entitled to unpaid time off for meals during each eight-hour shift. The uninterrupted meal period should not be less than thirty minutes, nor more than one hour, as established by the supervisor and employee depending on workload needs. Generally, the lunch hour is not intended to be taken at the start or end of the day.

Breaks

Morning and afternoon breaks of fifteen (15) minutes each are available to each employee, but this time does not accumulate if not taken, and this time cannot be used to alter an employee's work hours.

Nursing mothers will be provided break times and areas to express breast milk for her nursing child for one (1) year after the birth of the child. The area will be a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public.

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Pay Period

The pay period starts on Monday at 7:00 a.m. and ends on Monday at 6:59 a.m. of the second week. The payday for the City is bi-weekly (once every two weeks). Checks are issued on alternate Fridays for each 14-day period. If payday falls on a holiday, checks will be issued on the last working day preceding the holiday.

Pay Overage/Pay Shortage

Employees are expected to review their paystub after a change in pay occurs to ensure accuracy. In the event a pay overage or pay shortage occurs on an employees' pay, it is the employee's responsibility to notify HR regarding the issue. In some cases, HR may identify the issue and contact the employee. For pay shortages, the City will issue reimbursements to the employee the pay period after being notified of the issue.

For pay overages, the City may deduct the full amount over multiple pay periods after either identifying or being notified of the error. The number of pay periods for the deduction will be determined by the amount owed the City. Employees authorize the City to take deductions from their paycheck until the amount of the overpayment is paid in full.

No reimbursements/deductions will exceed twelve (12) months from the date the pay overage/shortage is reported to or discovered by HR.

Uniforms

Some employees are required to wear uniforms. For employees who are required to wear uniforms, the City furnishes appropriate uniforms and replaces them as necessary. No City employee is authorized to wear City uniforms off duty without prior approval from the department head.

Smoking

The City of Taylor is a smoke-free workplace. Employees and visitors are prohibited from smoking inside City buildings and outside within twenty-five (25) feet of any entrance or open window of public places or designated smoking area. Employees are also prohibited from smoking in City vehicles.

The use of tobacco products (i.e. chewing tobacco, snuff, etc.) or electronic cigarettes is prohibited in City owned vehicles, public areas or where groups of people frequently gather. These include reception areas, meeting/conference rooms, training rooms, offices, restrooms, and break rooms.

Violation of this policy may result in disciplinary actions, up to and including termination. Additionally, an employee may be held financially responsible for deterioration or destruction of City owned vehicles or property resulting from the use of tobacco products.

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Employment Verifications

All requests for references or verifications of past or present employment history shall be referred to the Human Resources Department (HRD). Employees are not authorized to comment on other employees' (past or present) work history, job performance, eligibility for re-hire, etc. If any governmental representative visits an office in person, notify HRD for instructions on how to proceed. This does not include requests for background checks.

Standard Workweek

The standard workweek The official work period for employees in City departments for which separate work periods are not established, either elsewhere in these policies or in written memorandum form approved by the City Manager, is a seven (7)-day period beginning at 7:00 a.m. on Monday and ending at 7:00 a.m. on the following Monday. Adjustments to the normal hours of operation of City facilities or departments may be made by the City Manager in order to serve the public better. Offices may be required to remain open during the noon hour, and lunch periods for some employees may be staggered according to the requirements of the City.

Work Schedule Police Department

The Police Chief sets the work schedule for police personnel and notifies them in writing of their work schedule assignments. Depending upon personnel available, the Police Chief may establish different work schedules for personnel for temporary periods of time until the personnel shortage has been eliminated.

Through execution of a waiver executed by a majority of police officers pursuant to Chapter 142-0015(j), The City has established the following work period for its police officers:

1. The official work period for police officers consists of fourteen (14) days/ eighty (80) hours worked per work period.
2. For police officers, the work period begins on Monday and ends on Monday, fourteen (14) day cycles. The Chief of Police or the Chief's designee will establish work schedules.

Work Schedule Fire Department

The Fire Chief sets the work schedule for fire personnel and notifies them of their work schedule assignments. Depending upon personnel available, the Fire Chief may establish different work schedules for personnel for temporary periods of time until the personnel shortage has been eliminated.

In accordance with the exception allowable under Section 207(k) of the Fair Labor Standards Act (F.L.S.A.) and 29 C.F.R, the City has established a 14-day work period for its firefighters.

The official work period consists of 14 days with each shift consisting of 48 scheduled hours, followed by 96 hours off.

Each firefighter on each shift reports for duty at the beginning of the scheduled shift, and is on duty, including meal breaks, for the entire 24

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hours. Hours worked more than 106 hours per 14-day work period will be paid at one and one-half times the regular rate of pay.

Remote Work

The City of Taylor allows remote work as a scheduling option for employees to support improved productivity, work-life balance, and support employee recruiting and retention. Remote work allows employees in applicable positions to work up to (2) days per workweek from an approved site away from their assigned location.

Remote work may be used for an extended period under extraordinary circumstances or as temporary accommodation. Remote work under extraordinary circumstances may be approved by the department head. The department head must notify their direct city management team member. Remote work as an accommodation must go through the accommodation process.

SECTION 3: HEALTH AND SAFETY

Safety Policy

Actions that cause or contribute to any unsafe and unhealthy working conditions or create a hostile work environment by presenting direct or indirect acts of physical or verbal violence against employees, visitors, or other individuals on City property, at service locations, or while carrying out City business, will not be tolerated.

Employees are responsible for notifying their supervisor and HRD of any threats which they have witnessed, received or have been told that another person has witnessed or received. This includes behavior that could be interpreted as threatening.

Any person who makes a substantial threat, exhibits threatening behavior, or engages in violent acts on City property shall be removed from the premises as quickly as safety permits and shall remain off City premises pending the outcome of an investigation.

Employees shall follow safe working practices, obey adopted health and safety rules and regulations, and work in a way that maintains the highest safety and health standards developed and sanctioned by the City.

Employees must report all hazardous or potentially hazardous situations and unsafe working conditions to their immediate supervisor.

Health & Safety Program

City Departments shall develop and implement programs and guidelines in accordance with the City Safety Manual, the applicable regulatory standards, and related industry practices to achieve competency and satisfaction and to ensure that all City employees are fit for duty.

City Departments shall take the initiative to conduct an assessment to identify relevant employee needs.

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Department Directors shall appoint individuals to serve on the Safety Committee.

Accident & Injury Reporting

All accidents/incidents must be reported using the City of Taylor Incident Report which is available on the Human Resources portal/intranet.
This completed form should be forwarded to HRD and will be used by safety staff to assist them in eliminating hazards and preventing similar accidents.

Operation of City Owned, Personally Owned and Rental Vehicles for City Business

The following is applicable to all employees of the City of Taylor who drive a City, personal or rental vehicle while conducting official City business:

- must be at least 18 years old;
- all employees must have a current Texas driver's license that is appropriate for the vehicle they are operating;
- all occupants shall use safety belts while the vehicle is in motion;
- all speed limits shall be observed, and speed should be reduced to a safe driving speed during inclement weather;
- drivers shall use good defensive driving techniques;
- employees should never drive while under the influence of medication, alcohol or drugs which cause drowsiness, or while in poor health which could endanger their lives or the lives of others;
- drivers are representatives of the City of Taylor and are expected to drive courteously;
- any traffic violation involving a City of Taylor vehicle must be reported immediately to their supervisor. It is the responsibility of the employee to pay traffic violations, including parking tickets. Failure to resolve such traffic violations will result in disciplinary action, up to and including termination;
- drivers of City of Taylor vehicles are responsible for conducting a pre-trip inspection including checking for body damage, oil level, coolant level, and other under-the-hood maintenance during fuel stops or on a daily basis and must remove all debris from the vehicle at the end of the day; and
- drivers of City of Taylor vehicles are expected to accurately reflect trip records and mileage.

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Traffic Accidents

In the event of a traffic accident:

- employee should not leave the scene of the accident until instructed by a police officer or the employee's supervisor;
- employees should make no comment or statement other than that required by law enforcement officers;
- activate warning/safety lights on the vehicle;
- any traffic accident involving a City of Taylor vehicle must be reported immediately to the local police or highway patrol, and as soon as possible to their supervisor; and
- employee injuries occurring during the course of work, including travel, must be reported within 24 hours to HRD.

Driver's Record

A prospective employee's driver's record will be check when a job offered that requires operating a vehicle or piece of equipment on City business. The City may recheck an employee's driving record as needed after employment in such a capacity.

Use and Care of City Property

City property and equipment shall be used for official business only. The use of any City equipment outside of official business purposes will be grounds for disciplinary action, up to and including termination.

City-owned or leased property and equipment is defined as all tools, equipment, (including vehicles, computers, phones and mobile equipment), and materials/supplies exclusively intended for use on official business in the City of Taylor.

Examples of City property and equipment include, but are not limited to:

- Tools-such as hand tools (hammers, wrenches, shovels/rakes, etc.) and power tools (circular saws, drills, belt sanders, etc.);
- Equipment-such as gas-powered equipment (chainsaws, weed eaters, generators, etc.) and mobile equipment (lawnmowers, tractors, gators, etc.);
- Materials/Supplies-such as bolts/nuts, topsoil/sod, paper/office supplies, and other associated work items; and
- Office equipment (copiers, shredders, audio/visual, etc.).

Official business is defined as all work performed by employees for City directed purposes.

Responsibilities

Employees are responsible for the care and maintenance of all City property and equipment assigned to them. Employees shall not entrust City property and equipment to anyone to be used for any reason other than City directed purposes.

Employees observing the use of City property and equipment outside of official City business and in conflict with this policy must report the

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incident to their supervisor immediately.

Supervisors are responsible for maintaining inventory lists and monitoring the usage of all City property and equipment assigned to their employees. If a supervisor determines that an employee has misused City property and equipment in such a way that conflicts with this policy, the Supervisor must immediately report the incident to the Department Director for further action.

Loss Prevention

City employees must report all accidents and unusual events resulting in loss or damage to City property or private property due to individual accidental losses and losses that are of a catastrophic nature.

All employees must protect and preserve the City's assets, resources and service capabilities from loss, damage, theft, destruction or depletion.

Enforcement

Employees may be held financially responsible for the misuse, loss, deterioration, and destruction of City property and equipment.

Violation of this policy shall be grounds for disciplinary action, up to and including termination. Violations may also be subject to legal action.

SECTION 4: TAKE HOME VEHICLE POLICY

Policy

A City vehicle may be assigned to a position or employee when it is more economical than payment of a car allowance or mileage reimbursement or as is necessary to protect the public health, safety, and welfare. The employee is the only operator of the vehicle unless public safety needs dictate differently.

The purpose of this policy is to establish the rules and procedures governing the assignment, use and reporting requirements of City take-home vehicles. This policy implements federal- and state-mandated regulations and City policy and procedures. This policy applies to all City of Taylor employees. A list of vehicles designated as take-home vehicles will be provided to the Director of Internal Services.

Eligibility

The following is the eligibility criteria for a take home vehicle.

- The employee resides within 60 miles of Taylor city limits; the City Manager may consider mileage outside of the set limit on a case-by-case basis.
- The employee is authorized to drive a City vehicle.
- The employee has not had driving privileges revoked or suspended.
- Vehicle is to be used to respond to emergencies or as a part of a

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designated employee's "on-call" responsibilities.

- The employee does not receive a car allowance; and
- The employee's supervisor and Department Head's supervisor recommend approval.

Non-Exempt/Exempt Vehicles

Non-Exempt Vehicles. The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Employees to whom a "non-exempt" vehicle is assigned for take-home will incur a federal income tax liability for the fringe benefit of commuting to and from work unless it is for temporary on-call purposes only. Most pickups, vans, and automobiles are classified as "non-exempt" vehicles.

Exempt Vehicles. Police and fire vehicles used by employees on call 24-hours are normally exempt from the fringe benefit tax liability. According to federal guidelines, exempt vehicles have no impact on the taxable income of the employee to whom the use of the vehicle is assigned. Below is a list of some examples of vehicles considered exempt as outlined in the Internal Revenue Service Code (26 CFR).

SECTION 5: OFFICIAL CITY COMMUNICATION

Media Inquiries

Communication with the public and the media about City issues or problems is the responsibility of the City Manager or the City Manager's designee. Employees are to refer members of the news media to the Communications Director if a question is non-routine, controversial, or outside the scope of the employee's normal duties, and are to notify the Communications Director of scheduled interviews with the news media.

Employee Responsibility

A City employee who is contacted by the news media shall notify their supervisor and all staff who might be affected by the inquiry, giving them the details of the situation and possible implications.

Social Media

City employees wanting to create and maintain Department-specific social media applications separate from the City's applications must obtain approval from the Department Director and the Communications Director.

Departments must provide specific reasons for maintaining separate social media applications. If approved, the Department Director and Communications Director will periodically review each application. Those that do not meet the City's intended goals and objectives may be removed at any time.

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SECTION 5: COMPUTER & PHONE USE

Information Technology

The City provides access to communication and technology systems including but not limited to the internet, computers, tablets, phones, email, and other hardware and software (collectively referred to in this policy as "Information Technology Systems" or "Systems") for use by City employees in the performance of their job duties.

Management reserves the right to access and review any user's information maintained on the Information Technology Systems without prior notice, including internet browser histories, emails, messages, and any other data files.

Employees shall exercise care in personal use of any Information Technology Systems and should not expect their personal information stored in these systems to be kept private. All information, personal or business, loaded, stored, or transferred using the City systems and computers becomes a public record and must be maintained in accordance with the City's Records Management Policy. The City strongly discourages storage of personal information and data on the City's Information and Technology Systems.

Employees are responsible for electronic equipment, passwords, and other systems that are assigned to the employee for the performance of their job duties.

Any violation of this policy may result in disciplinary action up to and including termination.

Acceptable Use

Acceptable uses of the Information Technology Systems are limited to those activities that support the user's ability to perform their job responsibilities. Incidental, occasional, or infrequent use of the City's communication and information systems for personal use is permitted as long as such use does not interfere with the employee's work or the work of any other employee or with the equipment operations. However, no matter how minimal, any information transmitted using City equipment may subject the information to public disclosure pursuant to Texas law.

Movement of Equipment

All movement or relocation of any computer equipment is to be handled by the Internal Services Department. The proposed movement or relocation of computers, printers, telephones, etc. must be coordinated in advance.

System Passwords

Employees are not to disclose any password(s) for which they are responsible, or use any transaction, software, files, or resources to bypass security controls.

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Email

All information created, sent, or received via the City's electronic systems become a public record. It is the employee's responsibility to comply with applicable open records retention schedules and backup messages that they wish to keep for more than six months.

Physical Device Security

Physical security is defined as taking the appropriate measures to protect the City issued equipment itself and the data that is on it. Examples of City issued equipment, include but is not limited to, laptops, tablets, mobile phones, etc.

It is the employee's responsibility to follow the City's guidelines to ensure City equipment is properly protected.

- Avoid leaving City issued equipment in the car. If you must leave equipment in a vehicle unattended, place it in the trunk or somewhere out of sight.
- Do not leave City issued equipment unattended in public places, such as restaurants, airports, and hotels.
- Avoid storing passwords and pin numbers with your device.
- Ensure that the device is configured to auto-lock and requires a password to login and access data.

If your City issued equipment is stolen or lost, please contact the Internal Services/IT Department immediately so appropriate action can be taken.

Cybersecurity Awareness

All city employees are required to complete required Cybersecurity Awareness Training provided by Information Technology Services. Training will consist of an online training module and test. If an employee fails to complete the training, their City login account will be suspended. Once an employee's account is suspended, they will need to contact IT and complete the training within 24 hours to get their account reinstated.

Prohibitions

Misuse of Information Technology resources may result in the restriction of computing privileges and/or disciplinary action. All existing laws or policies apply, not just those specific to technology, but also those applying to personal conduct.

Examples of misuse include, but are not limited to, the following:

- Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner;
- Using a computer account, you are not authorized to use;
- Obtaining a password for an account without permission of the

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owner;

- Gaining unauthorized access to any computer systems;
- Knowingly performing an act which will interfere with technology operations;
- Violating terms of applicable software licensing agreements or copyright laws; and
- Deliberately wasting computing resources.

SECTION 6: CITY IDENTIFICATION

Identification (ID) Badge

The City of Taylor photo ID badge will be issued to all full-time and part-time City employees to be worn while on official business for the City of Taylor.

Photo ID badges must be worn in accordance with departmental directives or carried on the employee in situations where wearing/displaying the identification badge poses a hazard to personal safety.

New ID Badge

Photographs for ID badges will be taken, and the ID badge will be issued by Human Resources on the employees' first day of work. ID badges for Police Department employees will be issued at the department.

ID Badge for Contractor/Temps and Interns

ID badges will have an expiration date. Director approval is required for length of time the badge will be in service. ID badges must be turned in to Human Resources on the last day of work.

ID Misuse

Employees are responsible for the care and proper use of City issued photo ID badges.

ID Use

City ID badges are issued for official use only and are not to be used for obtaining special privileges other than local merchant-sponsored discounts, etc.

ID Abuse

Photo ID badges shall not be altered or defaced in any manner including affixing stickers or tags. Photo ID badges shall not be lent to others.

Abuse, tampering, altering, or unauthorized use of the City photo ID badge may result in disciplinary action, up to and including termination.

Replacement ID

Lost and damaged badges must be immediately reported to the supervisor, who will then contact Human Resources for replacement.

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Surrender Upon Termination

Employees shall surrender their ID badge upon termination to their supervisor. ID badges must be turned in to Human Resources on the last day of work.

SECTION 7: INCLEMENT WEATHER

Policy

In the event of inclement weather, the City Manager will determine whether to declare an inclement weather emergency and direct only emergency services personnel report or remain at work.

The City will report the closing/reopening of City offices on the City Website and with local media outlets. Employees will be notified via phone call, text message and/or email.

In absence of a delay/closing announcement employees are expected to report for duty at the hour regularly assigned for their workday. If weather conditions are such that personal judgment prevents the employee from coming to work or causes them to be late, the employee should notify the supervisor a minimum of 30 minutes prior to the start of the workday.

It is the employee's responsibility to periodically check to determine if the City offices have closed/reopened and to receive instructions on returning to work.

Absences from Work

If City offices are open and weather conditions cause employees to lose time, the supervisor may account for the absence by:

- Authorizing leave time for which the employee is eligible (i.e., PTO, comp time); or
- Authorizing leave without pay.

City Offices Closed

If City offices are closed due to adverse weather conditions:

- Non-emergency services personnel scheduled to work will not report to work or remain at work, but will be paid administrative leave during the hours City offices were closed; and
- Emergency services personnel will be expected to report as scheduled unless otherwise notified by their supervisors.
- Emergency services personnel who are unable to report to work or remain at work during an emergency will be required to use PTO or compensatory time.

Emergency Services Personnel

For purposes of this policy "Emergency Services Personnel" are defined as:

- Police Officers, Firefighters, and Communications Operators,

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Animal Control Personnel who are scheduled to work during the hours City offices are closed due to inclement weather; and

- Public Works Personnel who are regularly scheduled to work during the hours City offices are closed due to inclement weather; and

- Employees whose regular duties require them to respond to emergency situations to take corrective actions and who are regularly scheduled to work during the hours that City offices are closed due to inclement weather.

Emergency Services Personnel reporting to work as scheduled will be paid at their normal rate of pay and will receive overtime pay only for actual hours worked beyond the normal work week.

Emergency Services Personnel who were scheduled to work and worked during the emergency will receive administrative leave hours in a bank equivalent to the hours they were scheduled to work.

Non-Emergency Personnel

Non-exempt, Non-Emergency Services Personnel who are not scheduled to work during the hours that City offices are closed due to inclement weather, but who are called to report for work during an emergency, will receive their normal rate of pay for those hours and will receive overtime pay only for actual hours worked beyond the normal work week.

Non-Emergency Services Personnel who are not called to report for work during the hours that City offices are closed due to inclement weather, but who report to work anyway, will receive their normal rate of pay for those hours and will receive overtime pay only for actual hours worked beyond the normal work week.

Employees already out on scheduled leave on the day(s) emergency conditions arise will be charged appropriate leave for the day.

SECTION 8: TRAVEL GUIDELINES

Policy

Employees who travel on official City business or to promote the interest of the City are to be reimbursed for necessary and reasonable travel-related expenses. The nature of such travel includes attendance at professional association meetings, representing the City at various governmental and/or regulatory bodies, participating in professional development educational activities, and involvement with other agencies performing similar tasks.

Employees may be reimbursed for personal items that are stolen while they are on a City authorized trip up to a maximum total value of $500. Requests for reimbursement must be accompanied by an itemized list and official police report from the city where the theft occurred.

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Travel Time

Normal commuting time from home to work and from work to home is not hours of work. On one day assignments out of the city where an employee does not spend the night, travel time is work time. The time the employee would have spent in normal commuting will be deducted from the travel time. With travel overnight away from home, travel is only compensable to the extent that it cuts across the employee's normal work schedule, unless the employee is engaged in travel to and from the travel destination.

Authorization

Employees must have approval prior to travel. Employees who travel on City business and incur expenses are eligible to receive expense reimbursement subject to approval in accordance with the Taylor Travel Policy. Costs of personal entertainment, spouse's expenses, social activities, alcoholic beverages and traffic citations are not allowable for reimbursement.

Employees who travel in a City-owned vehicle should use the fuel card provided with that vehicle. When traveling out of town in a City-owned vehicle, employees will be reimbursed for the documented actual cost of fuel, oil, or other expenses related to the safe operation of the vehicle.

When two or more employees travel in a personal automobile, only one employee will receive per-mile or other automobile reimbursements.

Relocation Reimbursement

The City Manager may approve travel and/or moving expenses involving applicants, new employees, or transferred employees for reimbursement.

Reimbursements are determined on a case-by-case basis and approval is dependent on market demands and business needs of the City. Applicants or new employees who are traveling to Taylor to interview for a specific position or who are moving to Taylor for the express purpose of commencing employment with the City may be considered for reimbursement.

The City Manager may determine applicability and maximum allowable amounts on a case-by-case basis.

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Chapter II
STANDARDS OF CONDUCT

SECTION 1: GENERAL EXPECTATIONS

Employee Conduct

As a public service organization, City employees are held to a high standard of ethical conduct. Employees should conduct themselves in a manner that ensures those high standards are met, avoiding even the appearance of impropriety. Employees are expected to deal officially with the public in a manner that will enhance the public confidence in the employees and the City.

Standards

Employees while on duty are always individually responsible for conducting themselves in a professional and ethical manner and for treating coworkers and members of the public with respect and dignity. The intent of this policy is to make a clear statement that unprofessional and abusive behavior will not be tolerated in the workplace.

The following list establishes *minimal requirements* which are not to be considered all inclusive. The absence of a specific rule covering any act discrediting an employee or the City does not mean that the act is permissible.

The following are causes for discipline

- Falsification of document or records.
- Endangering the safety of the employee and/or other persons through negligent or willful acts.
- Engaging in acts of dishonesty, fraud, theft, or sabotage toward the property of the City or others.
- Lying
- Threatening, intimidating, coercing conduct, and/or using abusive or vulgar language.
- Use of drugs or intoxicants in violation of City policy.
- Intentional bodily injury to any person.
- Unauthorized absence or repeated tardiness.
- Insubordination or refusal to comply with instructions or failure to

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perform reasonable duties as assigned.

- Unauthorized use of City material, time, equipment, or property
- Damaging or destroying City property through careless or willful acts.
- Discourteous treatment of the public or other employees.
- Conduct which the City feels reflects adversely on the employee or City, (when conduct occurs off duty, the nature, severity, and publicity will be reviewed on a case-by-case basis as a possible cause for discipline.
- Violation of departmental rules, regulations, and/or codes of conduct, or this handbook.

Prohibitions

Employees whose conduct is in violation of standards of conduct are subject to disciplinary action including and up to termination.

SECTION 2: POLITICAL ACTIVITIES

Policy

Employees of the City are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies.

No person may coerce an employee to participate in, or to refrain from participating in, a political campaign. No one may require an employee to contribute to any political fund, render any political service, or support any political election. No one may punish an employee in any way for refusing to do so.

Civil Service employees' political activities are governed by Chapter 143.086 of the Texas Local Government Code.

Prohibitions

An employee, in his or her official capacity, may not:

- use his or her official authority or influence to interfere with or affect the result of an election or nomination for office;
- directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for a political purpose;
- use funds provided by the State of Texas to influence the passage or defeat of any legislative measure in the Texas legislature or the outcome of any election; or
- use his or her working time or City resource to participate in any

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political campaign.

In addition, any City employee who is subject to the provisions of the federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election at which presidential electors were selected.) City employees are subject to this additional Hatch Act restriction if their principal employment is in connection with an activity, which is financed in whole or in part by loans or grants made by the federal government.

All City employees are prohibited from participating in any way in any political activity while wearing a City uniform, regardless of whether the employee is on duty or on his or her own time. In addition, no City employee may use City-owned property, (i.e. vehicle, building, and/or office), for displaying campaign materials or for conducting any political activity.

An employee's political activity, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in application of other employment practices to the employee.

Election to Other Political Office

Any City employee wishing to file for political office other than the Taylor City Council must notify their Department Director and the City Manager prior to filing. No political activity, including campaigning, shall be conducted during work hours or while in a City uniform or a City vehicle. Additionally, any employee who is being considered for an appointment to any political office shall notify the City Manager prior to the acceptance of such appointment. The City Manager may review this matter to determine if potential conflicts of interest or other concerns exist. An employee who runs for election to an elected office is encouraged, but not required, to take a leave of absence beginning upon filing for elected office and ending upon qualification for the office.

SECTION 3: CONFLICTS OF INTEREST

Policy

No City employee shall have financial interests in the profits of any contract, service, or other work performed for the City nor derive personal profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company. An employee may not:

1. Solicit or accept or agree to accept a financial benefit, other than from the City, that might reasonably tend to influence his or her performance of duties for the City or that he or she knows or should know is offered with intent to influence the employee's performance;

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2. Accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties;

3. Accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the City;

4. Make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the City; or

5. Solicit or accept or agree to accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.

Criminal Offense

Specifically, with reference to contracts, no City employee who exercises any functions or responsibilities in the review or approval of an undertaking or the carrying out of one of the City's contracts shall participate in any decision relating to that contract if the decision affects the individual's personal pecuniary interest. Governing details of this policy are found in "Conflict of Interest – Chapter 171 of the Local Government Code," and made a part of these policies by reference, and as subsequently amended.

SECTION 4: SOLICITATION AND/OR ACCEPTANCE OF GIFTS

Policy

Under no circumstances shall a City officer or employee request or accept any gifts or free or discounted services from contractors, vendors, or other persons that might tend to influence the employee's official actions or impair the employee's independence or judgment in performance of duties for the City. In addition, the City expects an employee to avoid any gift, food, entertainment, honoraria, transportation, or lodging that might appear to or tend to affect the employee's official actions or to exceed the limitations on gifts and benefits prescribed by the Texas Penal Code.

Appearance of Impropriety

Guidelines to avoid perceptions of improper influence or conflicts of interest include the following:

- City employees shall not accept gifts from any person or entity actively seeking to do business with the City or currently under regulatory review (for example, a vendor trying to contract with the City).

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- City employees shall not accept gifts from any person or entity that might tend to influence the employee's official actions or impair the employee's independence or judgment in performance of duties for the City or have the appearance of same (for example, someone with a pending application or permit subject to review offering an employee a discount for goods or services).

- City employees shall not accept gifts in the form of cash or check of any value. City employees shall not accept gift cards, unless falling under the exception below.

- Acceptable gifts that are permissible based on these standards:

    - Gifts shall be limited to items worth less than $50 in fair market value.

    - Gifts in the form of a gift card of a value of less than $50 shall not be convertible to cash and shall only be redeemable with the donor.

    - Gifts made to an employee may be permissible, including food, beverages, entertainment, lodging or transportation provided the employee accepts such gifts as a guest. For something to be "accepted as a guest" it must be enjoyed within the presence of the donor. For example, if a vendor has two tickets to a sporting event, the employee shall not accept both tickets for personal use, but the employee may attend as the guest of the vendor.

    - Gifts and/or donations made to the City are acceptable. Such gifts to the City shall be accepted by the department director or designee and documented as a donation. Gifts and donations made to the City will be distributed at the discretion of the department director or city manager. For example, a donation of a food basket may be shared within the department.

    - Gifts from family or close friends, if there is an independent relationship not related to the employment status or work of the city employee.

SECTION 5: CONFIDENTIAL/OFFICIAL INFORMATION

Subject Information

Information concerning any employee or vendor which may come to an employee's knowledge is to be held in strict confidence. No information disclosed in a court case, investigation, audit report, personnel or vendor files may be disclosed except as provided in the Texas Public Information

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Act. The Texas Public Information Act prohibits the distribution of information deemed confidential under its terms. This office has interpreted this provision to prohibit the disclosure of information made confidential by the constitution, a statute, or a judicial decision. Violations are punishable by law. Any questions regarding disclosure of any information, confidential or otherwise, should be directed to the City Clerk, who is the designated open records coordinator.

Misuse of Official Information

Employees commit an illegal act if they use official information, which has not been made public, to benefit or aid themselves or another.

SECTION 6: NOTIFICATION OF ARREST

Notification Requirement

An employee who is arrested and/or charged with a crime involving alleged dishonesty, theft, DUI/DWI/BWI, embezzlement, violence (including domestic violence) or other serious violations, must notify his/her Department Director or designee in writing within 24 hours of the arrest or at the earliest possible opportunity. The employee must report what he/she was charged with. The Department Director must notify the Director of Human Resources the next business day regarding the arrest.

Failure of an employee to comply with this policy is misconduct and could result in termination from the City.

Management Discretion

An employee who is arrested and/or charged with a crime involving dishonesty, theft, embezzlement, violence (including domestic violence), etc., or a crime directly related to the employee's ability to perform his or her job duties, may result in disciplinary action, including termination. If an employee is found guilty of a crime, disciplinary action up to and including termination, may result.

SECTION 7: WEAPONS

Policy

Employees may not possess or use a weapon while on duty unless the weapon is required by the employee's job.

This policy does not apply to firearms or ammunition lawfully owned and possessed by an employee that is stored in a locked, privately owned motor vehicle while the vehicle is in a City parking facility. An employee who stores a firearm or ammunition in their vehicle must conceal the firearm or ammunition and keep the vehicle locked at all times.
The City has no duty to patrol or otherwise inspect parking facilities for compliance with the weapon policy. The City also has no duty to investigate vehicles to determine if employees are complying with laws relating to the ownership or possession of firearms or ammunition.

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Definition

As used in this policy a “weapon” is anything designed, adapted or used to threaten or cause harm to people, animals or property.

The following are not considered “weapons” for the purposes of this policy but could become weapons if used to threaten or harm a person, animal or property:

- Pocket knives with folding blades less than 5.5 inches in length;
- Fixed blade knives used in food preparation or food service, or used as a regular tool in the performance of the employee’s duties; or
- Pepper spray in a dispenser commercially available to the general public and intended for personal protection.

Employees who violate this policy may be subject to discipline in accordance with the City’s disciplinary policy up to and including immediate termination.

SECTION 8: WORKPLACE VIOLENCE

Policy

The City of Taylor is committed to ensuring a safe working environment and to reducing the risk of violence for all employees. Violence or the threat of violence has no place in any of the City’s work locations. The City will not tolerate any conduct or behavior, whether intended as joking or not, that is found to be threatening, intimidating, or coercive. Employees who violate this policy shall receive disciplinary action, up to and including termination.

Prohibited Conduct

Violent behavior includes, but is not limited to:

- Causing physical injury to another person or attempting to cause physical injury to another person;
- Possession of a weapon, as defined by the penal code, on one’s person or vehicle while on City property or while on City business (this includes employees with concealed weapons permits) unless properly authorized by the City;
- Aggressive or hostile behavior which creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Making threatening remarks expressing intent to do harm to another person and/or making veiled threats of physical harm or similar intimidation;

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- Surveillance without proper authorization;
- Stalking;
- Intentional damage, destruction, or threat of destruction of City property, the property of another employee, or any person's personal property;
- Acting in a hostile manner, expressing unusual agitation or excitement which may be accompanied by incoherent and/or irrational behavior or harassment;
- Expression of suicidal or homicidal intent or thoughts.

Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor or HRD. Reports can be made anonymously, and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. The City will actively intervene at any indication of a possibly hostile or violent situation.

Enforcement

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action, up to and including termination. Non-employees engaged in violent acts or threats on the City's premises or while attending to City related business will be reported to the proper authorities.

SECTION 9: ALCOHOL AND DRUG TESTING

Policy

The City of Taylor has zero tolerance with respect to alcohol and drugs. An employee shall not use, possess, sell, or provide alcohol or controlled substances to any other employee or to any person while such an employee is on duty. four (4) hours before reporting for duty or on-call unless the employee is required as a part of his or her job to legally possess alcohol or controlled substances.

An employee shall not report for duty, or remain on duty, when using or testing positive for any controlled substance (except under instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform his or her job safely).

Employees violating this policy will be subject to disciplinary action, up to and including termination.

Guidelines

A supervisor having reasonable suspicion that an employee is using, possessing, selling or providing alcohol or controlled substances to any

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other employee or to any person while such an employee is on duty or on call shall not permit the employee to perform or continue to perform any duties.

A supervisor having actual knowledge that an employee is under the influence, or a reasonable suspicion that an employee is under the influence of alcohol or drugs, shall not permit the employee to perform or continue to perform any duties.

A supervisor having a reasonable suspicion that an employee has used alcohol or drugs within 4 hours prior to coming on duty shall not permit the employee to perform or continue to perform any duties. The supervisor should notify HRD for authorization to initiate testing for alcohol and controlled substances. The supervisor should transport the employee to the testing facility.

Testing

Pre-employment- Applicants who receive a conditional offer of employment are required to take a controlled substances screening test.

Post-Accident- Any employee involved in vehicle accidents while driving a City vehicle or driving a private vehicle while on City business may be subject to post accident testing. Employees must immediately report to their supervisor any accidents that occur while operating City-owned vehicles or equipment. Post-accident drug screening must be performed immediately after the accident. The supervisor must escort the employee to the drug test.

An employee shall always be tested for alcohol and drugs if any one or more of the following apply:

- The accident results in death of any person
- The employee gets a ticket, and a vehicle is towed away; or
- The employee gets a ticket and there is an injury treated away from the scene of an accident

Accidents Not Involving a Vehicle – A post-accident drug and/or alcohol test must be performed on an employee who is involved in a work-related accident if the accident involves injury to any person that requires that an injury be treated away from the scene of an accident and if there is reasonable suspicion that the employee was under the influence of alcohol or an illegal drug.

Random- Employees who are required by their job description to hold a Commercial Driver's License (CDL), heavy equipment operators and personnel who perform safety-sensitive functions are subject to random testing for alcohol and controlled substances.

Reasonable Suspicion- Employees are subject to reasonable suspicion testing for controlled substances and alcohol abuse. This will be based on objective facts and/or observable on duty behavior sufficient to lead a

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trained, reasonably prudent supervisor to suspect that an employee is under the influence of controlled substances and/or alcohol so that an employee's ability to perform the functions of the job is impaired or so that the ability to perform the job safely is reduced.

Employees tested for reasonable suspicion will be placed on paid administrative leave pending the results of the test and are not able to return to work until authorized.

Follow-Up- Supervisors will be notified of test results. If an employee tests positive for alcohol or a controlled substance, he or she will be contacted by the Medical Review Officer (MRO). HRD will take the appropriate action based on the information provided by the MRO and the employee.

Self-Declaration

An employee may voluntarily notify the supervisor or HR representative that they need assistance with alcohol or drug use. Such declaration may not be made after being notified of the need to take a scheduled alcohol or drug test.

Employees who initiate self-disclosure to the City will not be disciplined for the disclosure or for obtaining counselling and rehabilitation through a program approved by the City. The City will not pay or reimburse for any treatment or facility expenses related to counseling or rehabilitation programs. An employee may be placed on leave of absence to participate in a rehabilitation or treatment program. The City reserves the right to determine the reasonable timeframe for rehabilitation.

Refusal to Test

An employee's refusal to complete a requested alcohol or drug screen will be grounds for immediate termination. Refusal to submit a test will include the following:

- Refusal to take a required test; or
- Failure to provide enough breath, urine, or blood to be tested and it has been determined by the MRO through a required medical evaluation that there was no adequate medical explanation for the failure; or
- Tampering or attempting to adulterate a specimen or connection procedure

Positive Test Results

Applicants will be denied employment with the City if the applicant's drug test results have been confirmed positive. Applicants with confirmed positive drug test results will not be considered eligible for employment for one year.

Employees with confirmed positive test results may be referred or disciplined or both. The City reserves the right to mandate participation in a substance abuse or rehabilitation program before considering whether to return the employee to work. An employee who has completed a substance abuse or rehabilitation treatment will be required to pass drug

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and/or alcohol testing prior to returning to duty.

SECTION 10: OUTSIDE EMPLOYMENT

Policy

Employees may not engage in any outside employment, including self-employment, where such activity would (1) be inconsistent or incompatible with employment with the City; or (2) affect the employee's job performance adversely.

For purposes of this policy, outside or self-employment includes a job, activity, or enterprise (including self-employment) which constitutes a form of employment or business outside the responsibilities of employment with the City. This policy is not intended to cover volunteer work with a non-profit organization, such as United Way, Boy/Girl Scouts, American Heart Association, faith-based activities or similar activities where compensation is neither expected nor paid in the ordinary course of operations.

Guidelines

City employees may engage in outside or self-employment provided it is not a conflict of interest and does not interfere with duties and responsibilities with the City of Taylor. If it is determined that an employee's outside employment interferes with the effective performance of assigned City duties, appropriate action will be taken, which may include requiring the employee to terminate the outside employment or resign from the City's employment.

On-the-Job Injury

If a City employee is injured in the course of outside employment, the employee may not file a Workers' Compensation claim against the City for benefits related to the injury, regardless of the fact the outside employment has been approved by his/her supervisor.

The filing of a Workers' Compensation claim in this situation will be considered falsification of documents and is grounds for disciplinary action, up to and including termination.

Under no circumstances may an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence, engage in outside or self-employment, as defined in this policy, unless expressly authorized in writing by the Department Director and the Human Resources Director.

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Chapter III
EMPLOYMENT PRACTICES

SECTION 1: EQUAL EMPLOYMENT OPPORTUNITY (EEO)

EEO Policy Statement

The City is an equal opportunity employer. The City does not allow discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of employment on the basis of race, color, religion, national origin, sex or gender, sexual orientation, disability, age, veteran's status, genetic information, or any other manner that violates the law.

The City prohibits retaliation or discrimination against any employee for opposing an unlawful or discriminatory employment practice, or for alleging or participating in an investigation of an allegation of discrimination.

Discrimination and Harassment

All employees, applicants, vendors, volunteers, and unpaid interns are eligible to file a discrimination and/or harassment complaint. The City takes all complaints seriously. Acts of discrimination and harassment by any employee are prohibited. Employees and supervisors should make every effort to resolve problems or issues informally through discussion and consultation. If these efforts do not resolve the problems or issues, the employee may initiate proceedings as specified in this policy in order to resolve those matters.

All supervisors should be familiar with the complaint policy and have primary responsibility for resolving disputes. Employees are encouraged to seek resolution of a complaint through the chain of command.

All supervisors are responsible for promptly addressing complaints of discrimination or harassment filed by or against their employees. Supervisors must ensure immediate and appropriate action is taken if any allegation is made or a situation involving discrimination or harassment is brought to their attention.

Supervisors have an affirmative duty to respond as soon as he or she knows that discriminatory conduct may be occurring, regardless of whether or not a formal complaint has been filed.

Supervisors must notify HRD immediately upon becoming aware of a situation in which discrimination or harassment may have occurred.

Supervisors in consultation with the Department Director and HRD shall take immediate action while the investigation proceeds. Examples of such action may range from temporarily reassigning the employees

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involved pending the investigation, to immediately place one or more of the parties involved on administrative leave, if needed.

Retaliation against an employee for attempting to resolve a dispute, filing a complaint or for participating in any way in an investigation of a complaint will not be tolerated. Employees shall report such reprisal and/or retaliation to the Department Director and/or Human Resources Department. Supervisors will take appropriate corrective action in consultation with the Department Director and HRD to address any violations of law or policy that are discovered during an investigation.

Confidentiality shall be maintained by all parties involved in a complaint and in the investigation of a complaint.

SECTION 2: AMERICANS WITH DISABILITIES ACT (ADA)

Policy

The City of Taylor does not discriminate on the basis of disability in employment or in the provision of services, programs, or activities, in accordance with the ADA.

The "Act" is a Federal Statute designed to remove barriers preventing qualified, disabled individuals from enjoying the same employment opportunities available to individuals without disabilities. The "Act" prohibits discrimination in all employment practices, including job application procedures, hiring, termination, advancement, compensation, training, and other terms, conditions, and privileges of employment. Also, it applies to recruitment, advertising, tenure, layoff, fringe benefits, and all other employment-related activities.

Definitions

Disability- the Americans with Disabilities Act Amendments Act (ADAAA) defines a disability as:

- a physical or mental impairment that substantially limits a major life activity; or
- a record of a physical or mental impairment that substantially limited a major life activity; or
- when an employer takes an action prohibited by the ADA based on an actual or perceived impairment.

Major Life Activity (MLA):

MLAs include "major bodily functions," such as functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, circulatory, respiratory, endocrine, hemic, lymphatic, musculoskeletal, special sense organs and skin, genitourinary, and cardiovascular systems, and reproductive functions.

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MLAs also include: caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Impairment- a physiological disorder affecting one or more of a number of body systems or a mental or psychological disorder.

Reasonable Accommodations- the modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to perform essential job functions, or to have equal opportunity in the employment process.

Undue Hardship- extensive difficulty or expense in relation to the size of the entity, the resources available, and the nature of activities or program. Accommodations that impose undue hardship would be unduly costly, extensive, substantial, disruptive, or would fundamentally alter the nature or operation of the business or program.

The "Act" permits employers to establish qualification standards that will exclude individuals who pose a direct threat to the health and safety of the individual or of others, if that risk cannot be lowered to an acceptable level by reasonable accommodations.

ADA Coordinator

The Human Resources Director serves as the City's designated ADA Coordinator. The responsibilities for this role include:

- Providing assistance on clarification and guidance to City departments;
- Providing clarification and guidance on the City's implementation of the act;
- Overseeing the handling of employee requests for reasonable accommodations at a department level;
- Communicating with the involved and affected employee;
- Tracking and monitoring all ADA-related activities in the City;
- Communicating with affected Department Directors on related issues; and
- Maintaining and ensuring confidentiality of information and related documentation.

Request for Accommodation

An employee or his/her representative requesting a reasonable accommodation must initiate the request to his or her supervisor or to the Human Resources Director. The request need not be in writing, but a written confirmation of the request will be sent to the employee.

Immediate supervisors must report the situation, with adequate and relevant background documentation, to the ADA Coordinator for review and further assistance.

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The ADA Coordinator engages in an informal process with the requesting employee to clarify his/her needs and identifies possible reasonable accommodations.

Request Review

A request for reasonable accommodation is evaluated on a case- by-case basis. The ADA coordinator and the supervisor must consider the circumstances of the employee's situation. However, all reasonable accommodations must:

- Be job related;
- Be effective enough to overcome the individual's physical or mental limitation;
- Enable the individual to perform the essential functions of the job; and
- Not impose any undue hardship on the City's operations and services.

Job Function Analysis is the key mechanism for defining the mental, physical, and environmental demands of the position.

The ADA Coordinator and appropriate staff evaluate the situation and provide the affected department with a plan for guidance, further evaluation, and final determination.

The affected employee will be notified verbally and in writing when a determination has been made regarding the request for reasonable accommodations.

If the requesting employee qualifies, the immediate supervisor coordinates with the ADA Coordinator and the employee to implement the accommodations as soon as possible. Reasonable accommodation may require additional resources, and/or equipment.

Appeal Process

If the employee is not satisfied with the determination, the employee may appeal to the Deputy City Manager.

Prohibited Actions

The ADA prohibits discrimination based on the knowledge of an employee or applicant's relationship or association with an individual with a disability. This known relationship or association may be a family member or any social or business relationship or association.

It is a violation of this policy, and state/or federal law for any employee, supervisor, or manager of the City to:

- Discriminate on the basis of disability against an employee who is a qualified individual with a disability under the ADA in regard to:
    - job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;

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- leaves of absences, sick leave, or any other leave;
- upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff, and rehiring;
- rates of pay or any other form of compensation, changes in compensation, and fringe benefits available;
- selection and financial support for training; or
- social and recreational activities.

- Limit, segregate, or classify a job applicant or employee in a way that adversely affects his or her employment opportunities or status on the basis of disability.

- Require a medical examination of an employee who is disabled as defined under the ADA unless the medical examination is job-related and consistent with business necessity.

- Make inquiries as to whether an employee is an individual with a disability or as to the nature or severity of such disability, unless such inquiry is job-related and consistent with business necessity.

Confidentiality

HRD ensures that all related ADA documentation and information remains confidential and separate from the individual personnel file. This includes any medical statements from treating physicians, leave forms, or any other information that pertains to the medical condition or history of an employee.

SECTION 3: SEXUAL HARASSMENT POLICY

Policy

The City of Taylor is committed to providing a work environment free from harassment, offensive behavior or intimidation on the basis of a person's sex. This policy affirms the City of Taylor's position against sexual harassment and ensures that all employees, applicants, vendors, volunteers and interns are provided a work environment free of sexual harassment, as well as to provide a procedure for reporting allegations of sexual harassment.

The City of Taylor will ensure swift and appropriate action is taken in response to any allegation of sexual harassment. Acts of sexual harassment by any employee are prohibited. Sexual harassment on the part of an employee will result in disciplinary action up to and including termination.

Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and any other unwelcome verbal or physical conduct of a sexual nature, which is offensive or objectionable to the recipient and/or an observer. This includes, but is not limited to, any derogatory or suggestive verbal comments or physical conduct. Sexual harassment has occurred when:

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- submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual; and/or
- such conduct interferes with a person's work performance or creates an intimidating, hostile or offensive work environment.

A hostile work environment may also be created by non-sexual behavior directed at an individual because of their gender (e.g., using derogatory terms to refer to men or women), or sexual conversation or activity not directed at a particular individual, but which adversely affects working conditions (e.g., telling offensive jokes in the presence of others or which can be overheard by others).

Sexual harassment also includes sexually suggestive or obscene materials, such as visual materials, music, computer software or literature, which may create an offensive or hostile work environment.

Isolated incidents of sexually oriented misconduct, which is unwelcome and offensive, as well as continual or repeated incidents of such behavior, may also constitute sexual harassment.

Sexual harassment toward another person of the same sex is also strictly prohibited by this policy.

Reporting Allegations

An employee should report allegations of sexual harassment to his/her immediate supervisor or the Human Resources Director, except as indicated below:

- An employee should not attempt to informally resolve disputes with any supervisor if the dispute relates to allegations of sexual harassment on the part of that supervisor. In those instances, the employee may address the issues with a supervisor in his/her chain of command or contact HRD.
- Supervisors are required to report complaints to the Human Resources Director as soon as possible after the act or event prompting the complaint has occurred. The complaint may be made in writing or orally. If the complaint is made orally, it will be reduced to writing by the Human Resources Director or designee and reviewed and approved by the complainant prior to the investigation.

Employee Protection

Retaliation against an employee for attempting to resist sexual harassment, filing a complaint, attempting to stop sexual harassment against another employee or for participating in any way in an investigation of a sexual harassment complaint will not be tolerated. Employees should report such reprisal and/or retaliation to the Human

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Resources Director. Management will take appropriate corrective action for any violations of law or policy that are discovered in the course of an investigation.

Confidentiality

All complaints of sexual harassment are addressed in a confidential manner. Each allegation is documented and retained in a confidential file within HRD.
Confidentiality shall be maintained by all parties involved in a sexual harassment complaint, or in the investigation of a sexual harassment complaint. However, confidential information may be subject to disclosure in the following instances:

- in the event of legal proceedings or as otherwise required by law;
- information regarding an investigation of a sexual harassment incident may be released to persons within the City on a "need to know" basis (e.g., the parties' supervisors); and/or
- identity of the complainant and any witnesses in a sexual harassment investigation shall remain confidential unless and until disclosure of identities becomes necessary. Such disclosure may become necessary if the complainant or witnesses testify against a respondent to a sexual harassment complaint claim that has requested a hearing pursuant to the City's appeal procedures.

Retaliation

Any employee who retaliates, in any form, against an employee for making a complaint of sexual harassment, will be in violation of the City's sexual harassment policy, and is subject to disciplinary action, up to and including termination. However, disciplinary action against employees who have violated City policy or who are not performing up to acceptable standards will not be stayed merely by the filing of a complaint.

SECTION 4: BULLYING

Policy

The City of Taylor prohibits bullying by City employees. Bullying is defined as repeated, health-harming mistreatment of one or more people by one or more perpetrators. Examples of prohibited conduct that violates the City's policy against bullying include, but are not limited to:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal bullying including slandering, ridiculing or maligning a person or his or her family.
- Persistent name-calling that is hurtful, insulting or humiliating.
- Using a person as the basis of jokes; abusive and offensive remarks.
- Physical bullying including pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.

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- Gesture bullying including nonverbal gestures that can convey threatening messages.
- Exclusion, including socially or physically excluding or disregarding a person in work-related activities.

Procedure

An employee who feels they have experienced bullying should immediately report this to their supervisor or to Human Resources Department. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible. Failure of a supervisor to report allegations of bullying will lead to disciplinary action if it is determined that the supervisor had knowledge but did not report the information immediately to the appropriate management.

Retaliation against an individual for reporting bullying or for participating in an investigation or a claim of bullying is a serious violation of this policy and, like bullying itself, is prohibited. Acts of retaliation should be reported immediately to the supervisor and/or Human Resources Director and will be promptly investigated and addressed.

SECTION 5: WHISTLEBLOWER POLICY

Policy

The City will not suspend, terminate, or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith.

Employee Rights

No employee will be harassed, suspended, terminated or otherwise discriminated against for exercising their rights.

Employee rights include:

- right and/or duty to report violations of law;
- right to report unsafe act or condition;
- right to file a Workers' Compensation Claim;
- right to file a grievance; and
- right to file a complaint of alleged discrimination.

Supervisor Responsibility

Supervisors are responsible for reporting any violation of this policy to the Department Director, Human Resources Director and/or City Manager.

SECTION 6: FRAUD

Policy

All employees are expected to maintain a high level of personal and professional conduct on the job. As a public service organization and stewards of public funds, the City holds its employees to a high standard of ethical conduct relating to the use of City resources.

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All employees shall avoid fraud and are expected to report possible fraudulent activity or any internal and/or external practices that may allow for or facilitate fraudulent activities. Supervisors and managers have a greater responsibility to uphold this policy. They are expected to initiate appropriate preventive measures, implement the necessary controls and initiate investigations by promptly reporting allegations.

Reports of fraud can be made to the City's Finance Director, City Manager, Deputy City Manager, Assistant City Manager, or the employee's supervisor or Department Director.

The City considers the following list of actions to be fraud

- Forgery or alteration of any document (including timesheets) or account belonging to the City
- Forgery or alteration of a check, bank draft or any other financial document representing funds belonging to the City
- Intentionally filing inaccurate reports or claims for payment for monetary gain
- Misappropriation of funds, securities, supplies or other assets of the City
- Impropriety in the handling or reporting of money or financial transactions involving the City and any other entity
- Profiteering as a result of insider knowledge of City activities
- Removal or inappropriate use of records, furniture, fixtures and equipment belonging to the City
- Embezzlement, larceny, or any other misapplication of City funds.
- Any official misconduct including the misapplication or misuse of City funds or property.

Procedure

An employee shall immediately report concerns of possible fraud to the employee's supervisor for appropriate action. Immediately shall mean as soon as the employee has the means to contact the supervisor, but shall be no longer than 24 hours after the employee becomes aware of the suspected fraud. As an alternative, an employee can report suspected fraud directly to the employee's Department Director, the Finance Director, an Assistant City Manager, the Deputy City Manager, or the City Manager. An employee who provides information in good faith will be protected from retaliation.

An employee who is contacted by a citizen with evidence or written allegations of fraud shall immediately report it.

Allegations of fraud shall be investigated by an "investigation committee", a standing committee responsible for responding to fraud allegations through the coordination of necessary resources and determining a course of action regarding the investigation.

The investigation committee will be composed of a representative from

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Finance and Human Resources and a representative of the department where the suspected fraud occurred, as designated by the City Manager. If the committee believes that alleged conduct may be criminal in nature, then the committee will recommend that the allegation be referred to the Police Department. All findings of the committee will be communicated to the City Manager's Office.

All employees are required to cooperate fully during any City review or investigation of an allegation of fraud. Anyone informed of an investigation in progress shall ensure that strict confidentiality is observed as to not prejudice the investigation or the city's rights and integrity.

Employees who intentionally or knowingly make false accusations and / or provide false information concerning instances of fraud will be subject to disciplinary action up to and including termination.

An employee may not be retaliated against for reporting an alleged violation of a law to an appropriate law enforcement authority if the employee's report is made in good faith.

SECTION 7: ETHICAL STANDARD

Policy

All employees are expected to maintain a high level of personal and professional conduct. Employees should conduct themselves in a manner that ensure those high standards are met, avoiding even the appearance of impropriety. Actions in violation of conduct standards include, but are not limited to:

- Use of an employee's official position to secure special privileges or exemptions, whether direct or indirect, for them self or others.
- Disclose any confidential information gained by reason of the employee's position concerning the property, operations, policies or affairs of the City or use such confidential information to advance any personal interest, financial or otherwise, of the employee or others.
- Commit actions to be considered fraud as defined in these policies
- Provide false information and / or make false accusations.
- Participate in any improper secret agreement between two or more entities, to defraud or deprive others of their property or rightful share, or to otherwise indulge in a forbidden, illegal or illegitimate activity.
- Behave in any manner which causes discredit to the employee and / or places the City in disrepute. The commission and/ or

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convictions, including deferred adjudication or deferred prosecution, of any crime other than minor traffic violations will be reviewed as a possible violation of this policy based on the nature of the offence and the relativity to the employee's job responsibilities.

- If an employee is involved in any of the acts listed above, on or off the job, they must report it to their supervisor and/or the Human Resources Department immediately. In addition, employees required to operate a City vehicle as a part of their job should report all moving violations.

This list is not all-inclusive. Any conduct of an employee that disrupts the work environment or places the personal interest of the employee above those of the City or the public may be treated as a violation of the public trust.

SECTION 8: HIRING PROCEDURE

Policy

When a vacancy occurs, the appropriate supervisor and HRD will work together to develop a job posting and to identify appropriate recruitment methods.

Recruitment and Selection

The City of Taylor has three methods of recruiting and selecting persons to fill vacancies:

1. Internal posting of jobs to allow for competitive consideration of applications for promotion or transfer.
2. Public announcement and competitive consideration of applications for employment.
3. Selection from a valid eligibility list for Police Officers and Firefighters

The Department Director determines the method(s) of selection to be used in filling each vacancy.

The City only accepts applications for posted positions. Job vacancies will be posted on the City website, social media outlets and other related web sites.

Minimum Qualifications

The City maintains a job description for each position which establishes the required knowledge, skills, abilities and the acceptable levels of experience and training required. The job description sets forth the minimum acceptable qualifications to fill each position.

To be considered for a position, an applicant must submit a City job application. An applicant must apply for a specific job on the City's

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current vacant job list. The City will not accept applications for anything other than a current open, posted position. An applicant must submit a separate application and related attachments for each position for which they are applying. All materials submitted for consideration will be considered the property of the City of Taylor and cannot be returned.
Except as otherwise protected by law or regulation, the information contained in the application is not confidential and may be used by the City of Taylor.

Evaluation of Applicants

Reference checks, interviews, medical examinations, background checks, job related testing, and/or other screening procedures may be used as appropriate.

Applicants shall be required to provide any information and undergo any examination necessary to demonstrate competency and ability to perform the requirements of the position.

Testing

Except for drug, physical ability and psychological tests for certified police and fire employees and any other tests that may be required by state law, the only performance tests administered for employment or promotion are specifically job related ("piece-of-the-job") tests (e.g., typing, operating a computer, operating a piece of equipment, lifting a heavy item which is regularly required to be lifted in the job, tabulating columns of numbers, providing writing samples, etc.). The City conducts pre-employment qualification testing for certain jobs. The tests vary based on the required qualifications for the job. Reasonable accommodations will be made for applicants with a disability if a request for such an accommodation is made in advance of a test.

Offers of employment will be conditioned upon the applicant's successfully passing a drug test and a criminal background check. All required psychological, drug, and physical tests are paid for by the City. Any subsequent services needed as a result of the tests, however, is the full responsibility of the applicant or employee.

Disqualification

An applicant is disqualified from consideration if he or she:

- does not meet the minimum qualification necessary for performance of the duties of the position involved;
- has knowingly made a false statement on the application and/or any materials submitted for consideration for employment;
- has committed or attempted to commit a fraudulent act during the selection process;
- is not legally permitted to hold the position;
- has failed to submit the application correctly or within the prescribed time limit;
- is not the most closely matched candidate in the pre-determined criteria; or
- violated the Department of Transportation (DOT) alcohol and drug testing policy in the past three (3) years.

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Employment of Minors

Individuals must be at least eighteen (18) years of age to be employed by the City in a regular position or in any position requiring the operation of a motorized vehicle or equipment owned by or operated on behalf of the City of Taylor. Persons under the age of eighteen (18) but at least sixteen (16) years of age may be employed in seasonal positions.

Required Permission

Minors must have parental permission before they can begin work with the City. The permit shall be filed in HRD.

Probationary Period

Employees will serve a six (6) month probationary period upon hire. Firefighters and Police Officers will serve a one (1) year probationary period. The probationary period is a time to determine whether the job is what was expected and for the department to determine if it is a good fit. Failure to successfully complete the probationary period may result in termination.

SECTION 9: TRANSFERS

Policy

A transfer is the movement of an employee between positions within the City. Transfers may be made within the same department or between departments if a vacant position is available and the employee can perform the essential functions of the position, with or without reasonable accommodation. An employee who is transferred is subject to the one hundred and eighty (180) day probationary period and may be returned to the employee's former position, if available, at any time during the probationary period.

Eligibility

All employees are eligible for transfer.

Between Departments

An employee wishing to transfer from one department to another must apply for existing vacancies. Employees wishing to transfer between departments for a position in the same classification will do so with no increase in salary.

Notice Between Departments

Employees who apply for, and are offered jobs in other departments, will be required to remain in their current department for a three (3) week period to give their current department ample time to post for the vacancy. This requirement may be waived at the discretion of the current Director or designee. City manager may determine a longer period is needed for business necessity.

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SECTION 8: SEPARATION PROCEDURES

Resignation Policy

Employment with the City of Taylor may be ended by termination, reduction in force, resignation, retirement, or death.

An employee must give written notice of at least two weeks to be considered to have resigned in good standing. A signed resignation letter should be submitted to the Director and a copy of the letter must be attached to the separation PAF. Department Directors or designee should provide an Acceptance of Resignation letter to the employee confirming the resignation has been accepted and steps to out process. An employee giving less than a two (2) week notice will not receive their accrued PTO payout. Payout may occur in this instance, if mutually agreed upon between the employee and department management, that two (2) weeks' notice is waived.

Reduction in Force

An employee may be separated when his or her position is eliminated or not funded. When non-civil service employee reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative necessity of each position to the department and the City, (2) the performance record of each employee, (3) transferability of the employee's skills to remaining positions with the City, and (4) the employee's length of service with the City. Civil service employee reduction in force will be in accordance with Chapter 143 of the Local Government Code and local civil service rules. Employees who have been laid off may reapply to the City for other positions.

Death

If a City employee dies, the employee's estate receives all pay due and any earned and payable benefits as of the date of death. Payable benefits include PTO and sick leave accrued.

Retirement Information

Employees planning on retiring should follow the procedure outlined by the Texas Municipal Retirement System (TMRS).

COBRA Privileges

An employee who has group insurance coverage at the time of separation has conversion privileges for health and dental insurance. The employee can assume full payment of the premiums and continue the coverage for up to 18 months. The conversion privileges also apply to dependents that are covered at the time of the employee's separation.

Retirement Refund

An employee who is separating may request a refund of retirement contributions from the Texas Municipal Retirement System.

Separation PAF

A Personnel Action Form (PAF) for employees separating from the City must be generated as soon as it is known that an employee is leaving the City. Failure to do so may jeopardize the timeliness of the employee's final paycheck/direct deposit. Based on business necessity, a Director may request the exiting employee's emails be forwarded to their

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supervisor.

City Property

On the last day of employment, the employee is required to return all City property sch as cellphones, identification badges, uniforms, keys, credit card (s), vehicles and an other City owned equipment and property to their supervisor. Failure to return City property may result in loss of benefits and potentially criminal charges.

Rehire Eligibility

Former employees applying to be rehired may be considered for employment as members of the public. However, special consideration will be given to past job performance, circumstances surrounding termination of previous employment and the former employee's knowledge, skills and experience with City procedures and functions.

Employees re-hired within thirty (30) consecutive calendar days after separation will have their service bridged as if there is no break in service. Employees rehired after a break in service of more than thirty (30) consecutive calendar days will receive a new date of hire. Employees rehired after a thirty (30) daybreak in service will be considered the same as new employees for all benefits, unless approved in advance by the City Manager.

SECTION 9: NEPOTISM

Policy

Nepotism is the showing of favoritism toward a relative. The City forbids the practice of nepotism in hiring personnel or awarding contracts.

Relatives of Officials

No person related within the second degree by affinity or within the third degree by consanguinity, as outlined in the Relationship Charts, to the Mayor or any member of the City Council or City Manager should be employed or appointed to any office, position or clerkship of the City.

This prohibition shall not apply, however, to any person who have been employed by the City at least

1. thirty (30) days prior if the officer or member is appointed by the council
2. six (6) months if the officer or member is elected.

Relatives of City Employees

No employee may directly or indirectly supervise or be supervised by a spouse or a member of his/her family who is related as defined in the Relationship Charts.

No employee may hold a job where the employee exercises supervisory authority over the work, assignments, working conditions, and/or compensation/benefits of any individual who is related as defined in the Relationship Charts.

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No employee may hold a position where the employee share the same supervisor with an individual who is related within the same division/department as defined in the Relationship Chart.

In no instance, may an individual be promoted to a position wherein that person would directly or indirectly supervise or be supervised by a relative as defined in the Relationship Charts.

Relationship Charts	
Relationship to: Employee/Officer/Firefighter **Consanguinity Kinship** ⬇ **Blood**	**1st Degree:** Father, Mother, Daughter, Son **2nd Degree:** Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson **3rd Degree:** Uncle, Aunt, Niece, Nephew, Great Grandfather, Great Grandmother, Great Granddaughter, Great Grandson
Relationship to: Employee/Officer/Firefighter's Spouse **Affinity Kinship** ⬇ **Marriage**	**1st Degree:** Father, Mother, Daughter, Son **2nd Degree:** Brother, Sister, Grandfather, Grandmother, Granddaughter, Grandson

SECTION 10: PERFORMANCE MANAGEMENT

Policy

The City of Taylor will provide a uniform and equitable process of communicating to employees the performance expectations, their actual achievements, and recommendations for improving performance. Performance Management Processes are critical because employees need to know areas in which they are having success as well as areas where they should improve to meet performance standards and/or career enhancement goals.

It is the duty of each employee to maintain high standards of productivity, cooperation, efficiency and economy in his/her work for the City. Supervisors shall organize and direct the work of their departments/divisions to achieve these objectives. Employees are obligated to follow directions given by their supervisors to achieve departmental/divisional goals and objectives.

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If work habits, behavior, production or personal conduct of an employee falls below appropriate standards, supervisors should point out the deficiencies at the time they are observed. Counseling and warning the employee in sufficient time for improvement shall customarily precede formal actions as stated in other policies.

Performance Improvement Plan (PIP)

A PIP may be initiated after an employee's performance has been evaluated and deemed to be unsuccessful. If an employee receives an overall Performance Appraisal Rating of Needs Improvement on the annual appraisal, a PIP must be implemented or if the employee is not meeting the performance standards for a particular task at any time during the appraisal period, the supervisor has the option of placing the employee on a PIP. Supervisors must apply the same practice to all similarly situated employees.

The plan identifies deficiencies, provides a methodology for improvement, and establishes a timetable in which performance must be improved. Usually, the maximum period for a PIP is ninety (90) calendar days.

The original plan remains with the supervisor until the completion of the PIP period and a copy is given to the employee. The original plan must be attached to the appraisal document that is submitted to HRD.

SECTION 11: HUMAN RESOURCES ADMINISTRATION

Master Personnel File

The Human Resources Department (HRD) is the repository for the City of Taylor master personnel files. The **original** of all documents will be forwarded to HRD for inclusion in the master personnel files.

Most of the required personnel information for inclusion in the master personnel file will be collected prior to, or on, the employee's first day of employment. Department Directors are responsible for forwarding any additional documentation and/or information as it occurs, or as required.

Human Resources Director Responsibility

The Human Resources Director is the custodian of, and responsible for, all documentation and information included in the master personnel files. The Human Resources Director is also the final authority in determining what documentation and/or information is irrelevant or inappropriate to be included in the master personnel files and will ensure that HR records will be maintained in accordance with the City's adopted record retention plan.

Security Measures

The following security measures are enforced to safeguard master personnel files in HRD:

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- Master personnel files will be stored either in lock-type file cabinets, or in a room that is to be locked when not in use;
- No personnel files are to be removed from HRD;
- If access to view personnel files is necessary during litigation or investigation of complaints, HRD will make arrangements for access;
- Copies of information needed from a personnel file shall be made by a HRD employee;
- Any employee desiring to have information placed in his/her personnel file must submit the documents to his/her Department Director or designee. The Department Director or designee will forward the documents to the Human Resources Director requesting inclusion;
- Employees may review their file in HRD with the presentation of proper photo identification (Note: Files may not be removed from HRD). A HRD employee will always be present to ensure safeguarding of the records. If an employee desires a copy of information maintained in the file a HRD employee will make the copy. Employees are not allowed to remove or place any documents in their own file; and
- The employee or a designated representative will be allowed access to all information contained in the employee's personnel file. The employee's designated representative, however, must have written approval from the employee and present proper photo identification.

Department Files

Department Directors may maintain a desk file for each employee in their department. They must ensure, however, that control measures are established to safeguard the files.

Disciplinary Action

The unauthorized removal or placement of materials in a personnel file is grounds for disciplinary action, up to and including termination.

Responding to Inquiries

All verbal and written requests for information regarding employees or former employees should be **immediately** referred to HRD. The following information will be furnished by HRD to general telephone inquiries received from the public regarding employment verifications for active or separated employees:

- employee name;
- employment dates;
- work address;
- work telephone number;
- gross salary (if quoted); and
- official job classification or title.

Open Records Act

Any request for additional information regarding employees not covered in the preceding paragraph must be submitted in writing under provisions of the Texas Open Records Act. Only information not excluded from

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provisions of the act will be released.

Under Texas Government Code Sec. 552.024, an employee may elect to keep his/her home address, home telephone number, social security number and family member information confidential from public access. If an employee desires to change the access to this information, he/she must submit a written request to HRD.

Since an employee's supervisor and Department Director are not considered "the public," the home address and home telephone number of an employee will be provided to the supervisor or Director upon request.

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Chapter IV
SALARY ADMINISTRATION

SECTION 1: POSITION CLASSIFICATION

Policy

The City will maintain a compensation and salary administration system, which is internally equitable and externally competitive based on market.

Pay and Classification Plan

The City maintains a Pay and Classification Plan which assigns each job title to a pay grade based on the principle of equity among positions requiring similar knowledge, skills, and abilities and having similar levels of responsibility.

Employee Type

Regular Full time –an employee who works 30 or more hours in a budgeted position. Regular full-time employee will serve a probationary period upon employment with the City.

Regular Part time – an employee who works 29 hours or less in a budgeted position. Regular part time employee will serve a probationary period upon employment with the City.

Temporary employee – is not assigned a probationary period upon employment with the City. Temporary employees are employed to accomplish specific, short-term or seasonal assignments. Most temporary employees will complete assignments within six months. However, in some specialized positions, a Department Director may decide whether to retain an employee longer than six months with review and approval of the Human Resources Director. A temporary employee who is hired into a regular budgeted position must serve a probationary period of six (6) months.

Official Job Titles and Codes

All positions shall be designated by official job titles and codes. These official titles shall be used on all official records, payroll and communications.

Exemption Status

Exempt employees are not eligible to earn overtime pay as established by the Fair Labor Standards Act (FLSA).

Non-exempt employees are eligible to earn overtime at time and one half their rate of pay as established by FLSA.

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Overtime Eligibility

Overtime commences after 40 hours per seven-day workweek for all public service employees; 80 hours per 14-day work period for patrol officers; and 106 hours per 14-day work period for firefighting employees.

Compensatory Time

Compensatory time in lieu of overtime pay is offered by the City. Compensatory time shall be granted at the discretion of the department head. The department head shall tell the employee if overtime will be paid in cash or compensatory time before the work is started. Any compensatory time earned must be used or paid within the fiscal year in which the overtime was worked. As a rule, no more than thirty-six (36) hours of compensatory time (representing twenty-four (24) overtime hours worked) should be allowed to accumulate for non-civil service employees and no more than sixty (60) hours (representing approximately forty (40) hours worked) for civil service employees.

If compensatory time is not used during the fiscal year in which it is earned, the compensatory time will be paid at the employee's regular, straight-time rate of pay for the total number of hours on the employee's compensatory time record at the end of the fiscal year.

On-Call Pay

The city may compensate employees who are required to be in a scheduled "on-call" status for delivery of essential City services outside of their normal scheduled hours of work. Exempt employees are not eligible to receive on-call pay.

Pay Grades

Pay grades are established by use of market data and internal value to the organization. When the results of a market study are implemented, a position may be reallocated based on current market data.

Pay Ranges

Each pay grade has been assigned a salary range based on a range around market averages or median for similar positions. Within this framework, a new employee's salary will be determined by their qualifications at the start of employment.

Within the general guidelines of the plan and the budget, the City Manager or designee is authorized to determine the appropriate pay grade to which each job title is allocated.

Maintenance of the Plan

The Plan will be reviewed each year to determine its adequacy for business conditions and a recommendation will be made to the City Manager. Adjustments will be made to the Plan as required.

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SECTION 2: PERSONNEL AND SALARY ACTIONS

PAF Required for Personnel Actions

A Personnel Action (PAF) must be completed on any personnel action that affects employee's title, classification, pay rate, or status (i.e. promotion, reclassification, demotion, transfer, separation). The PAF must be approved by HR before the personnel action is official.

Employee Notification

Promotions or salary increases will not be processed unless approved at all levels (Department Management, HRD and Executive Management, if applicable).

SECTION 3: PROMOTIONS

Promotion Defined

A promotion is a change in duty assignment of an employee from a position in one classification to a position in another classification in a higher salary group requiring higher qualifications, such as greater skill or more experience, ***and*** involving a higher level of responsibility.

Evaluation Period

Except for civil service employees, each employee who is promoted shall serve a six-month evaluation period in his/her new position. Any employee who fails to perform satisfactorily during his/her evaluation period may be demoted, transferred, reassigned, or terminated.

SECTION 4: DEMOTIONS & REASSIGNMENTS

Demotion Defined

A demotion is defined as a change in duty assignment of an employee from a position in one classification to a position in another classification in a lower salary group.

Demotions may occur for the following reasons:

- Reassignment in lieu of layoff due to a reduction in workforce.
- Sustained inadequate performance or voluntary (employee initiated) demotion; employee's salary will be decreased.
- Selection of a current employee, through a competitive posting, for a position in a lower pay grade. However, the employee's salary will be reduced. The employee's new salary must not exceed the maximum of the pay grade or fall below the pay grade minimum.

Reassignment Defined

Reassignment may be initiated by a Department Director when the best interests of the City are served by such action. It may be necessary to reassign employees to other classifications with changes in title and pay for non-performance related reasons. This could result from a reduction

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in force when an employee's original position is eliminated, and the City offers to reassign rather than lay off the employee. Voluntary reassignment may be requested by an employee.

SECTION 5: RECLASSIFICATIONS

Reclassification Defined

Reclassification shall not be interpreted to mean a change in the employee's work assignment, but a proper definition of classification based on current duties. A reclassification may occur when, over a period an employee's key areas or responsibility change significantly enough to warrant a change in classification. A position may be reclassified to another class in the same pay grade or to a higher or lower pay grade. An employee whose position is reclassified to a higher pay grade may receive an increase to at least the minimum of the new pay grade. If a position is reclassified and assigned to the to a lower grade, pay will be frozen if it is above the maximum rate of the new pay group.

Supervisors are required to review significant proposed changes in key duties with HRD prior to discussion with the employee.

SECTION 6: MANDATORY PAYROLL DEDUCTIONS & DIRECT DEPOSIT

Federal Income Tax

The percentage deducted for federal income tax varies with the salary and W-4 (Employee's Withholding Allowance Certificate) of an employee.

Social Security Tax

A total of 7.65 percent will be deducted from each employee's salary over an annual period for FICA and Medicare. (Note: Amounts deducted for FICA and Medicare is governed by federal law and is subject to change.)

Employee Retirement

Full time and part time City employees working a standard twenty (20) hour work week are required to become a member of the Texas Municipal Retirement System (TMRS) on the first day of City employment. The employee's contribution is deducted from each paycheck.

Contributions to an employee's retirement account are based on gross salary:

- 7% is contributed by the employee, and
- 14% is contributed by the City.

Direct Deposit

All employees are required to participate in payroll direct deposit. This means that your pay will be deposited directly into your account(s) at a participating institution each payday.

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Chapter V
EMPLOYEE BENEFITS

SECTION 1: INSURANCE COVERAGE

Group Insurance Plan

The City pays the premium for employee health, dental and vision coverage for full-time active employees. Full time employees are those working thirty (30) hours or more. Eligible employees may add dependent coverage at the employee's expense. Insurance plans include:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Basic Life Insurance
- Long Term Disability

Supplemental Coverage

The City offers voluntary supplemental insurance through a third-party administrator. Supplemental coverage includes:

- Optional Life Insurance
- Short Term Disability
- Legal Protection Plan

Workers' Compensation

Employees are covered by the Workers' Compensation Insurance Program. This program provides medical and salary continuation payments to employees and/or qualified volunteers who receive bona fide, on-the-job, work-related injuries.

Affected employees will receive Temporary Income Benefits (TIBS) checks from the City's insurance carrier (Texas Municipal League). Employees who are expected to be off work longer than eight (8) days must endorse and return the first TIBS check to HRD immediately.

Retirement Plan

The City of Taylor is a member of the Texas Municipal Retirement System (TMRS), a cooperative organization of Texas cities and towns formed and operating under the provisions of state law. TMRS membership is a condition of employment for all employees who work at least 1000 hours per year.

The plan requires a contribution be made by the City and the employee. The employee's contribution rate is 7% and is made through a tax deferred payroll deduction. The City matches the employee's contribution based on requirements set out by the plan on an annual basis. Vesting occurs when an employee has made deposits into TMRS for five (5) years. Employees may retire with TMRS benefits after five (5) years of service at age 60 or at any age if the employee has twenty (20) or more

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years of service.

TMRS provides an **Occupational Disability** benefit. If the employee become disabled in a manner likely to be permanent and that prevents the employee from performing their job with the city, the employee may be eligible to retire immediately. The employee's benefit will be based on their member deposits and interest, the city's matching funds, and any other credits the employee has earned.

TMRS provides a supplemental death benefit which, in the event of the employee's death, is paid to the beneficiary. This Supplemental Death Benefit is one year salary for an employee and $7,500 for a Retiree. The employee is responsible for designating a beneficiary.

Deferred Compensation

The City offers a supplemental deferred compensation program, which allows employees to defer a portion of their expendable gross earnings up to an established maximum per year. Under this plan, the amount of salary, which is deferred, is not taxed in the current year. Both the salary deferred and the earnings it generates are permitted to accumulate without being subject to taxes until the employee receives payments from his or her account.

Flexible Spending Accounts

The City offers flexible spending accounts for dependent childcare reimbursement and unreimbursed medical expenses. This program allows employees to be reimbursed for dependent childcare expenses and for out-of-pocket health care expenses. Employees elect to contribute money to one or both accounts on a pre-tax basis through payroll deduction.

Premium Payment While on Leave Without Pay

Employees on Leave Without Pay for a full calendar month must pay the total amount of their insurance premiums unless the absence is due to circumstances associated with the Family and Medical Leave Act (FMLA). Arrangements for payment may be made by contacting HRD. Arrangements for payment should be made before going on Leave Without Pay whenever possible. **Failure to pay premiums in a timely manner could result in cancellation of insurance coverage.**

Employees on FMLA Leave

Employees on FMLA leave are entitled to the City's contribution and may keep the coverage they had while working. Also, employees on FMLA leave are responsible for paying their portion of the insurance premiums on the first of each month.

Protected Health Information

The privacy of protected health information will be maintained in accordance with HIPAA laws and the regulations specified in Standards for Privacy of Individually Identifiable Health Information, as well as applicable state laws governing the use and disclosure of health information.

The Human Resources Director is designated as the City's Privacy Officer for the health plan. Any questions regarding the policies and procedures in this directive shall be directed to the Human Resources

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Director's attention. Concerns and issues regarding violations of the terms of this policy or your rights as described in the Privacy Notice should be reported immediately.

Employees may contact HRD concerning issues involving claims for health care expenses. All employees enrolled in the City's health plan must diligently protect the privacy of personally identifiable health information.

SECTION 2: RETIREMENT BENEFITS

Retirement Eligibility

A Texas Municipal Retirement System (TMRS) member who has service credit in the system is eligible to retire and receive a service retirement annuity if the member is:

- at least 60 years old and has at least 5 years of service credit with TMRS; or
- at least 20 years of service credit with TMRS, regardless of age.

Retirement Benefits

The monthly retirement benefit amount is based on several factors such as total member deposits plus interest, city matching funds and other credits granted, life expectancy of the member and beneficiary, future interest (assumed), the monthly payment plan chosen by the member, and whether a partial lump sum distribution is taken. For a true estimate of benefits or any other questions regarding retirement, employees may contact TMRS or the Benefits Division in HRD.

SECTION 3: DEFERRED COMPENSATION

Voluntary Salary Deferment

The City of Taylor offers a deferred compensation plan to City employees: Deferred Compensation Plan (IRS Code Section 457). The plan administrator is a third-party vendor. Employees may participate voluntarily in the plan.

The plan allows an employee to defer part of their salary before income tax is deducted. The amounts deferred are not considered wages for federal income tax but are considered wages for Social Security taxes. The purpose of these plans is to allow employees to establish supplemental retirement funds to provide additional income upon retirement or separation from City employment. Federal income tax liability is deferred on this income until a distribution is received.

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SECTION 4: WORKERS' COMPENSATION

Policy

In the event of an occupational injury or illness due to a work-related incident, the City makes every effort to provide immediate assistance to the affected employee in accordance with the Texas Workers' Compensation Commission Rules on the injured worker rights and responsibilities.

Guidelines

City employees must report any work-related injury, illness, and exposure to the immediate supervisor as soon as the incident occurs.

The supervisor must immediately report the injury or illness to the HRD for guidance and to initiate the process. Assistance for immediate medical attention must be provided to the injured worker as appropriate.

The supervisor must conduct an initial investigation of the incident and then complete an Incident Report form with the affected worker.

The completed and signed Incident Report form, with relevant statements and reports, must be forwarded immediately to HRD in order to complete and submit the Division of Workers' Compensation (DWC) Employer's First Report of Injury or Illness form DWC-1. The completed form DWC-1 is forwarded by HRD to the designated insurance carrier for further eligibility evaluation and determination.

The designated insurance carrier notifies DWC and the injured worker (claimant) of actions taken, reasons for such actions, and/or any events affecting the claim and/or benefits.

Injured Worker Rights

An injured City worker may have the right to receive benefits. An injured City worker has the right to:

- receive reasonable and necessary medical care;
- receive assistance from appropriate, qualified DWC staff; and
- confidentiality within the scope of proper case management and legal constraints.

Injured Worker Responsibilities

An injured City worker has the responsibility to:

- report to the immediate supervisor all work-related injuries and illnesses;
- attend all scheduled medical appointments;
- tell the treating physician how the worker was injured and if the worker believes the injury may be work-related;
- inform DWC and the insurance carrier how to contact him or her; and
- immediately provide Workers Compensation liaison with a copy of any and all discharge notes/reports.

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City's Rights

The City has the right to:

- contest the compensability of a claim;
- be informed by the insurance carrier of any dispute resolutions or court proceedings;
- attend any dispute resolution proceeding related to a claim;
- present any relevant evidence about a disputed issue;
- report suspected workers' compensation fraud to DWC and the insurance carrier; and
- review any and all discharge notes/reports.

City's Responsibilities

The City has the responsibility to:

- report work-related injuries and illnesses including supplemental reports;
- report an injured worker's wages and other compensation to the insurance carrier;
- report any changes in an injured worker's pay or employment;
- keep a record of work-related injuries, illnesses, and fatalities; and
- provide workers with notice of coverage and responsibilities.

Prohibited Actions

It is a violation of City policy, procedures and state and federal law for any employee, supervisor, or manager of the City to discharge, discipline or in any other manner, discriminate against an employee of the City because the employee:

- files a workers' compensation claim in good faith;
- hires a lawyer to represent the employee in a workers' compensation claim;
- institutes or causes to be instituted in good faith a proceeding under the Texas Workers' Compensation Act; or
- testifies or is about to testify in a proceeding under the Texas Workers' Compensation Act.

Fraudulent Claims

Evidence and information indicating that a claim was submitted for workers' compensation leave, benefits, and medical treatment, and was established through fraudulent acts or deceptive practices, shall be investigated by the City and the insurance carrier. Results of investigations will be evaluated and actions will be taken in accordance with DWC Rules on Compliance and Practices.

Pre-existing Injuries

City employees must report any signs of complications that may be related to a previously reported and managed work-related injury or illness. The immediate supervisor must consult with HRD for further evaluation and determination. A new Incident Report Form is required.

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SECTION 5: RETURN TO WORK POLICY - WORKERS' COMPENSATION

Policy

If a City employee sustains a work-related injury or illness and is released back to work by the treating physician to perform restricted duties, the employee is assigned to modified duties suitable to his or her physical ability and condition.

Guidelines

Supervisors must provide the injured worker with a statement of his or her essential job functions. The injured employee must share the essential job functions with the treating physician for evaluation and determination.

A release authorization and clarification of any restrictions is needed from the treating physician with respect to employee work restrictions and essential job functions. The Injured employee must provide HRD with the statement/document of release provided by the treating physician.

HRD will review and evaluate the provided release authorization for appropriate actions and assignments and inform the supervisor of restrictions.

HRD will forward a Supplemental Report of Injury to the insurance carrier indicating any changes in the injured employee's duty status.

The injured and released employee must comply with the recommendations of the treating physician, and the work plan as established by the employee's immediate supervisor in support of the intent and benefit of restricted duty status.

If the injured employee refuses to accept the reasonably modified duties, and willingly fails to comply with the plan, the employee will be referred to HRD for further case management and possible disciplinary action up to and including termination.

SECTION 6: RETURN TO WORK POLICY – NON-WORK RELATED INJURY & ILLNESS

Policy

City employees must report all serious injuries, illnesses, and exposures which occurred away from work, even if the event did not occur during the performance of activities related to the course and scope of their duties.

Guidelines

City employees must report off duty injuries and illnesses to the immediate supervisor. The supervisor will notify the employee of FMLA and refer them to HRD for further guidance.

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Employees with a medical statement recommending three or more consecutive sick leave days will be designated FMLA if eligible.

Off the Job Injury or Illness

Off the job injuries, illnesses, and exposures with potential health effects, which may impact the employee's ability to perform the essential job functions must be reported to the immediate supervisor. The immediate supervisor and the affected employee must consult with the Human Resources Department for further guidance and proper case management.

Employees who require accommodations based on a non-work-related injury will be evaluated with department management and HRD to determine if the request can be approved.

SECTION 7: EMPLOYEE ASSISTANCE PROGRAM

Employee Assistance Program

The City has an Employee Assistance Program (EAP) to help employees and their families resolve personal problems that may be affecting the employee's performance and ability to work. Employees may participate in the EAP:

- voluntarily by self-referral or by their family; or
- as suggested by their employer.

Confidentiality

Confidentiality for participants in the EAP is guaranteed by law. The program will not reveal to others, including City management officials, the diagnosis or particular problem, nor will such information be allowed to become part of the City personnel records.

SECTION 8: HOLIDAYS

Policy

The City is committed to providing a competitive benefit to recognize traditional holidays preserving the rich heritage and traditions of our community and enhancing the quality of life.

Designated Holidays

The City Council designates holidays for City employees. The following days are observed as paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

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- Patriot's Day (Firefighter Only)
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

If the holiday falls on a Saturday, the preceding Friday shall be observed. If a holiday falls on a Sunday, the following Monday shall be observed.

Additionally, September 11 is designated as a paid holiday for Firefighters. However, the September 11 holiday must be taken in lieu of another holiday designated above.

Eligibility

Regular full-time employees and part-time employees who are normally scheduled to work at least twenty (20) hours per week are paid for holidays. Payment is based on the number of hours they would have worked if the holiday had not occurred. However, employees will not receive more than eight hours leave time for the holiday. Temporary employees or employees who are normally scheduled to work fewer than twenty (20) hours per week are not paid for holidays except for holiday hours actually worked.

An employee who is absent without approved leave or is on unapproved leave without pay on the workday immediately preceding or following a holiday will not be paid for the holiday.

Business Necessity

It is not always feasible to grant holidays at the scheduled time, especially for employees who are assigned shifts on an "around-the-clock" operation. Additionally, with the approval of the City Manager, a Department Director that finds it a business necessity to do so may direct some or all employees of the department to report for work on a holiday.

Holiday Pay

Non-exempt employees who work on a holiday will be paid for the hours worked at straight time and will receive eight (8) hours of holiday pay.

Employees who are sick on a holiday for which they are scheduled to work will document the leave as holiday leave rather than sick leave.

If an official holiday falls within an employee's PTO, the employee will be granted the holiday and not charged for a day of PTO.

If an emergency necessitates that the employee be called in to work during holiday leave all or part of that day, then the employee will be compensated. The employee will be granted either equivalent holiday time off during the same official work period or paid for the number of holiday hours actually worked.

Holiday Leave for

Since police patrol and fire protection must be provided around-the-clock

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Patrol Officers and Firefighters

and year-round, they remain open on holidays. To provide equivalent holiday leave time to these employees, the City has established policies for holiday leave accrual and usage for these departments.

Since police and fire protection must be provided around-the-clock and year-round, those City departments cannot close on holidays. To provide equivalent holiday leave time to these employees, the City has established policies for holiday leave accrual and usage for these departments much like the City's paid time off policy. Police officers earn holiday leave credits at the rate of 8.0 hours per holiday, the same amount of holiday time off as provided to other City employees. This leave can be used in one-day or multiple-day increments with the approval of the employee's supervisor and department head. Firefighters earn holiday leave credits at the rate of 12.0 hours per holiday. Holiday time cannot be taken until it is accrued.

Holiday leave time, up to 48 hours for fire, and up to 32 hours for police, and communication officers not used by October 30th of the fiscal year will be paid at the employee's hourly rate. Any holiday leave not used beyond 48 hours will expire after October 30th.

SECTION 9: ACCOUNTING FOR LEAVE

Leave Records

The City of Taylor is required to keep a record of time and attendance, the paid time off and sick leave accrual and absences of each employee, and reasons for the employee absences whether from sickness, PTO, other paid leave, or leave without pay.

All employees are required to report hours worked and leave taken accurately and meet the established deadlines. A deliberate misrepresentation of hours worked, leave taken, or an unauthorized absence will result in disciplinary action up to and including termination. The employee's supervisor must approve all leave time taken within the established deadlines. Leave taken may be paid or unpaid.

Unauthorized Absence

An unauthorized absence occurs when an employee:

- takes leave without prior approval as required; or
- is absent from work and fails to notify the supervisor within the established time frame.

Leave Balances

Upon approval by the supervisor, the employee may use any available holiday or PTO leave time.

Sick leave may only be used for illness of the employee or immediate family members.

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Negative leave balances are not allowed.

Supervisor's Responsibility

Supervisors are responsible for determining that leave has been accrued and is available for use in the amounts requested by an employee. Department Directors are responsible for ensuring that all leave taken is recorded in the system used for recording time and approved within the established deadlines.

Medically Related Absence

If an absence is medically related, the leave request form must include a reason or explanation (ex. Dr. appt, child sick, self-sick, etc.) for the absence and is to be submitted promptly to the immediate supervisor.

Excessive Absenteeism

Disciplinary action, up to and including termination, could result from excessive absenteeism. This is evident when an employee is unable to adequately perform his/her job due to absenteeism, or when the normal day-to-day work activities of the office are disrupted due to excessive and/or unscheduled leave by the employee.

Absent Without Authorization

An employee who fails to report to or remain at work, or who fails to return to work upon expiration of approved leave, may be considered absent without authorization (AWL). Unless the employee produces a satisfactory explanation for the unauthorized absence, disciplinary action, up to and including termination, will result.

Job Abandonment

An employee who fails to report to work without notifying their supervisor of the absence for three (3) consecutive days will be considered to have abandoned his or her position with the City.

SECTION 10: PAID TIME OFF

Policy

City of Taylor recognizes that employees have diverse needs for time off from work and, as such, has established this paid time off (PTO) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining PTO, sick and floating holiday. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover PTO, illness or disability, appointments, emergencies, or other situations that require time off from work. Police Officers and Firefighters will maintain a separate sick leave accrual bank in accordance with TLGC 143.

Eligibility

All regular full-time and regular part-time City employees who work at least twenty (20) hours per week are eligible to accrue PTO.

Regular part-time employees with work schedules less than forty (40) but at least twenty (20) hours per week earn PTO at one-half the regular, full-time accrual rate.

Temporary employees (full-time or part-time) and regular part-time employees who work fewer than twenty (20) hours per week do not earn

personal leave.

Employees are encouraged to use PTO at least annually. PTO is accrued bi-weekly.

A break in continuous service with the City of more than 30 days forfeits leave benefits accrued prior to the break, and accrual rates for leave purposes are the same as for new employees.

City Manager may grant additional personal leave for the recruitment, retention and hiring of executive level staff.

Accumulation and Payout of Paid Time Off

PTO accruals are available for use in the pay period following the pay period in which they are accrued.

Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence.

Payment Upon Separation

Upon separation from City employment, a regular, full-time, non-probationary employee will be paid for accrued and unused PTO up to a maximum of 120 hours depending on years of service.

Fire civil service employees will be paid up to 180 hours depending on years of service.

Police civil service employees will be paid 120 hours.

Payment for PTO will be included in the employee's final paycheck. The following chart outlines employee accruals and payouts.

Length of Service	**Personal Leave Earned**	**Maximum Accumulation**	**Maximum Payout**
Regular, full-time, non-firefighting employees earn personal leave as follows:			
One year but less than 5 years	184 hours per year (7.08 hours bi-weekly)	552 hours	80 hours
Five years but less than 10 years	208 hours per year (8.00 hours bi-weekly)	624 hours	100 hours
Ten years of service and longer	248 hours per year (9.54 hours bi-weekly)	744 hours	120 hours
Regular Police Officers and Recruits earn personal (PTO) leave as follows:			

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Probationary Period	104 hours per year (4.00 hours bi-weekly)	104 hours	80 hours
Civil Service	168 hours per year (6.46 hours bi-weekly)	504 hours	120 hours
Regular full-time firefighters earn personal (PTO) leave as follows:			
One month but less than 12 months	107 hours per year (4.12 hours bi-weekly)	107 hours	80 hours
One year but less than 5 years	188 hours per year (7.23 hours bi-weekly)	564 hours	120 hours
Five years but less than 10 years	204 hours per year (8.15 hours bi-weekly)	612 hours	140 hours
Ten years of service and longer	236 hours per year (9.08 hours bi-weekly)	708 hours	180 hours

**part-time accrual rates will be prorated*
**PTO hours will not accrue beyond the maximum accruals listed*

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of 15 minutes.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs and established departmental procedures. Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department. The supervisor may request that the employee provide a statement from a health care provider concerning the justification for an unscheduled absence.

When PTO is used, an employee is required to use PTO hours according to his or her regularly scheduled workday. For example, if an employee works a six-hour day, he or she would request six hours of PTO when taking that day off. PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.

Employees may not borrow from their PTO banks; therefore, no advance leave will be granted.

Consecutive Days of PTO due to

An employee must provide his or her supervisor with a doctor's certificate to return to work when absent for five or more consecutive days due to

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illness or injury	injury or illness. All other relevant medical information or FMLA documents shall be submitted to HRD.

SECTION 11: SICK LEAVE (Civil Service Only)

Policy

Civil Service police officers and firefighters are eligible to accrue and use paid sick leave.

Sick Leave Accrual for Civil Service Employees

Regular full-time firefighting employees accrue 3.81 hours bi-weekly for the first eleven (11) months of service and 6.92 hours bi-weekly after twelve (12) months of service, with no maximum accrual limits. Probationary Police Officer or Police Recruit employees accrue 3.08 hours bi-weekly. Civil Service Police employees accrue 4.62 hours bi-weekly, with no maximum accrual limits.

Use of Sick Leave

An employee with accrued sick leave may use it if the employee is absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or
4. Illness of a member of the employee's immediate family who requires the employee's personal care and attention.

For this purpose, immediate family includes: spouse, child, parent, mother-in-law, father-in-law, daughter-in-law or son-in-law of the employee or any relative living in the employee's household.

Employees using sick leave are charged with the actual number of hours taken. Use of sick leave for less than a full workday should be recorded in increments of 15 minutes.

Consecutive Days of Sick Leave

An employee must provide his or her supervisor with a doctor's certificate to return to work when absent for three or more consecutive workdays due to injury or illness. All other relevant medical information or FMLA documents shall be submitted to HRD.

Misuse of Sick Leave

Use of sick leave for a purpose other than that for which it was approved, requested, or intended is misuse.

Employees who are disciplined for abusing sick leave may be required to bring a doctor's statement when using sick leave.

Illness While on PTO Leave

When an illness or physical incapacity occurs during the time an employee is on PTO leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against PTO leave reduced proportionately. A medical statement must be presented to the

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supervisor to be eligible for adjusted leave.

Payment upon Separation

Fire and Police civil service employees will be paid sick leave according to TLGC 143, Sections 143.045 and 143.046.

Exhausted Leave

Sick leave can be used only after its accrued. An employee who has exhausted accrued sick leave benefits must request to use accumulated PTO. If all sick and PTO balances are exhausted, the employee may request a leave without pay. No advance of unearned sick leave benefits will be made for any reason. Qualifying employees may request leave from the Catastrophic Leave Pool in advance of their absence.

SECTION 12: CATASTROPHIC LEAVE POOL

Policy

Employees may donate leave to the Catastrophic Leave ("Pool") so that eligible employees will be able to remain on a paid status for a longer period of time when they have exhausted all leave balances. The amount of leave for the Pool is dependent upon the donations by employees.

Eligibility

For an employee to be eligible to receive hours from the Pool, the employee must have a qualifying event which is estimated to last for at least five (5) calendar days from onset of qualifying event. In addition, the following requirements must also be met:

- The employee must be regular full-time or regular part-time status;
- The employee must have at least six months of employment with the City of Taylor;
- The employee must have exhausted all paid leave balances; and
- The employee must not have been disciplined for leave abuse during the 12-month period immediately preceding the qualifying event.

The City Manager has the discretion to waive the eligibility criteria at any time.

Donations

Donations to the Pool are strictly voluntary and are at the discretion of the employee. Donations can be made as follows:

- Employees who donate hours from PTO must have a minimum remaining balance of eighty (80) hours.
- Donations may be made once per quarter and are irrevocable.
- Employees may not designate who the recipient of their donated hours will be; hours from the Pool will be distributed to employees who apply and are eligible.
- Employees separating service from the City of Taylor are strongly

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encouraged to donate their PTO to the Pool. Such donation may not exceed 120 hours.

Should the balance of the Pool fall below 960 hours, the City may request donations from employees.

Application Guidelines

Employees who have exhausted all paid leave due to a qualifying event must follow the application process to request leave from the Pool.

Employees experiencing an FMLA qualifying event who are not able to complete the application process may appoint a designee to initiate and complete the process.

General Guidelines

All applications must be submitted to the HR Director for review and authorization of leave from the Pool.

All Pool hours must be used on a continuous and uninterrupted basis until the earliest of the following occurs:

- The qualifying event is resolved or terminated;
- The employee is released to return to work;
- The employee's employment terminates; or
- The Pool is exhausted.

All requests submitted to the HR Director will be considered on a first come/first-served basis, with priority given in the following manner:

- First priority: applications involving eligible employees who themselves are experiencing an FMLA qualifying event.

- Second priority: applications from employees who are experiencing an FMLA qualifying event based on the condition or status of an eligible family member.

Maximum Hours

Eligible employees may not receive more than

- 160 hours per calendar year
- 800 hours during their tenure with the City of Taylor.

SECTION 13: FAMILY AND MEDICAL LEAVE ACT (FMLA)

Policy

The City of Taylor will provide twelve (12) weeks of paid or unpaid leave for a FMLA qualifying event to eligible employees. FMLA leave runs concurrently with other types of leave.

Eligibility

To be eligible for FMLA leave, an employee must have worked for the City for 12 months and have worked at least 1,250 hours during the 12

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months immediately before the date when the leave is requested to begin. The 12 months need not have been consecutive.

An eligible employee is entitled to 12 workweeks of paid or unpaid leave during a rolling 12-month period for the following purposes:

(1) birth of a son or daughter of the employee and in order to care for such son or daughter;
(2) placement of a son or daughter with the employee for adoption or foster care;
(3) in order to care for the spouse, or a son, daughter, or parent of the employee if such spouse, son, daughter or parents has a serious health condition;
(4) a serious health condition that makes the employee unable to perform the functions of the position of such employee, or;
(5) due to any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call to order to active duty) in the Armed Forces in support of a contingency operation.

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to 26 workweeks of paid or unpaid leave during a single 12-month period to care for the service member.

Definitions

The FMLA provides the following definitions:

- "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent. The child must be under 18 years of age or an individual 18 years of age or older who is incapable of self-care because of a mental or physical disability.

- "Spouse" means a husband or wife as defined or recognized under state law for purposes of marriage, including common law marriage. "Spouse" also includes individuals in lawfully recognized same-sex and common law marriages and marriages that were validly entered into outside of the United States if they could have been entered into in at least one state.

- "Parents," means biological, or someone who was the employee's legal guardian.

- "Covered Service member" means a member of the Armed Forces. Including a member of the National Guard Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness

- "Outpatient Status" with respect to a covered service member,

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means status of a member of the Armed Forces assigned to:

(A) a military medical treatment facility as an outpatient; or

(B) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

- "Next of Kin" used with respect to an individual, means the nearest blood relative of that individual.

- "Serious Injury or Illness" in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty or active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

- "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves:

  (A) Inpatient care in a hospital, hospice, or residential medical care facility or;

  (B) Continuing treatment by a health care provider.

- "Genetic Information" includes an individual's family medical history, the results of an individual or family member's genetic tests, the fact that an individual or a family member sought or received genetic services, and genetic information of a fetus carried by an individual or a family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

"Rolling" 12 Month Period

The "rolling" 12-month period is measured starting from the date an employee's first FMLA leave begins. Subsequent qualifying period of FMLA leave are measured from the end of the previous FMLA event.

Limits of Benefits

If spouses are employed by the City and the qualifying event is related to the birth or placement of a child, or a serious health condition of a parent, 12 workweeks of leave is given to both employees.

If spouses are employed by the City, and the qualifying event is related to care for a covered service member, 26 workweeks of leave is given to both employees.

Use of Paid and Other Leave

An employee will be required to use accrued paid leave for any part of a family/medical leave.

Intermittent Leave

FMLA Leave may be taken on an intermittent basis or an employee may

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or Reduced Work Schedule

request a reduced work schedule as determined by the certification. The City and the employee must mutually agree to a schedule.

Status & Benefits Protection

An employee on FMLA leave does not lose any previously accrued seniority or employment benefits but does not earn any leave or other benefits during the unpaid portion of the leave.

While an employee is on FMLA leave, the City will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

While on paid leave, the City will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail, by the due date required by the City. If the payment is more than thirty (30) days late, **the employee's health care coverage may be dropped for the duration of the leave**. The City will provide fifteen (15) days' notice prior to the employee's loss of coverage.

Extension of Leave after FMLA

Extensions of leave after the FMLA 12 or 26 workweek period expires may be authorized by the City Manager and the employee's Department Director in no more than one-month intervals. A careful review must be conducted prior to authorizing any extension. The reason(s) for granting the extension must be documented in the employee's medical file.

Documentation

All documentation regarding FMLA leave will be filed in the employee's medical file, which is maintained separate from the personnel files and is accessible by individuals only on a "need-to-know" basis or as otherwise required by law.

Return to Work

After completion of FMLA leave, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously held position in pay, benefits, and other terms and conditions of employment.

This policy may be modified for "key employees," defined as those salaried employees in the highest paid 10 percent of the City's workforce. Key employees will be notified in advance of their status. Regardless of whether the FMLA leave period is paid, unpaid, or a combination of both, the employee's health insurance coverage will be continued in the same manner and at the same level as prior to the FMLA leave period.

Should the employee decide at any time after FMLA leave begins, that he or she will not return to work at the City, the employee must reimburse the City for health coverage premiums paid by the City unless the reason for not returning to work is the continuation, recurrence, or onset of a serious health condition, or other circumstances beyond the employee's control. Medical condition is subject to certification.

Notice

Employees must provide their Department Director or the Human Resources Department with at least 30 days' advance notice when the

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need for FMLA leave is foreseeable.

If the need for FMLA leave is not foreseeable, employees must provide their Department Director or the Human Resources Department with as much advance notice as practicable. The employee must also provide an explanation as to why the employee was unable to provide at least 30 days' advance notice of the need for leave.

FMLA Fraud

An employee who fraudulently obtains FMLA leave is not protected by the FMLA's job restoration or maintenance of health benefits provisions. An employee who fraudulently obtains FMLA is subject to disciplinary actions up to an including dismissal.

SECTION 14: EMERGENCY LEAVE

Policy

The City may provide paid absences for a death in an employee's immediate family and or serious illness of a family member. In the event of serious illness of a member of the employee's family, who requires the employee's personal care and attention, emergency leave may be granted if all other accrued paid leave is exhausted. The length of time granted (number of hours or days) for a specific emergency leave must be approved by the City Manager or designee in advance and will depend on the circumstances**.** The terms of, reasons, and length of leave time approved for the leave must be documented.

For purposes of emergency leave, "family" includes spouse, child, parent, brother, sister, grandparents, grandchild of an employee or employee's spouse, or any relative living in the employee's household.

Five (5) Day Maximum

Emergency Leave should be submitted to the Department Director or his/her designee in advance. Normally, up to five (5) days will be approved. An employee may use PTO for additional time off, with Director approval.

Other Reasons

The City Manager or his/her designee may grant Emergency Leave for reasons other than bereavement if the employee shows good cause. (e.g., house fire, flood, tornado, etc.) The granting of such leave is at the sole discretion of the City Manager and is granted only if it is determined to be in the best interest of the City and if PTO is exhausted. These requests should be directed to the Human Resources Director.

SECTION 15: MILITARY LEAVE

Policy

The City is committed to protecting the rights of employees absent on military leave. In accordance with federal and state law, no employee

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or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied:

- employment,
- reemployment,
- promotion, or
- other benefit of employment on the basis of such membership.

Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy.

Eligibility

Employees performing military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists, National Guard members for training, periods of active military service, and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Authorized Training for Duty

An eligible employee who is called to active duty or authorized training as a member of the Texas National Guard or any of the reserve components of the United States Armed Forces is entitled to a leave of absence from his or her respective duties for fifteen (15) days in a fiscal year without loss of time, performance rating, PTO time, or salary. The fifteen (15) days need not be consecutive.

After exhausting the fifteen (15) days of military leave, the employee may use accrued PTO leave, with Director approval, to the extent available or be placed in a leave without pay status (or combination of the two) for the remainder of the active-duty period.

Benefits

If an employee is absent from work due to military service, the employee must visit with HRD prior, benefits will continue as follows:

1. An employee on extended military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the premium normally paid by the employee. After the initial 31-day period, the employee and covered dependents can continue group health insurance up to 24 months at the COBRA rate.

2. Employees do not accrue PTO or sick leave while on military leave of absence status.

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3. With respect to the City's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reemployment, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reemployment and that is not greater in duration than three times the length of the employee's military service. Employees will receive all associated City match for such contributions.

Re-Employment

Employees returning from military leave shall be reinstated to the position they left without competitive process, if the employee:

1. Receives an honorable discharge, and

2. Remains physically and mentally able to perform the essential functions of the position they left, as determined by appropriate medical personnel; and remains otherwise eligible for the position (e.g., certifications, criminal history, driving record, physical/drug screens, etc.), and

3. After serving a military service period of 31-180 days, submits an application for reemployment through the City's Human Resources Department no later than 14 days from discharge; or

4. After serving a military service period of 181 days or more, submits an application for reemployment through the City's Human Resources Department no later than 90 days from discharge.

5. Civil Service personnel will be handled according to Texas Local Government Code Chapter 143.

Benefits upon Re-Employment

Employees re-employed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward their eligibility for FMLA leave once they return to their job at the City.

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Exceptions to Re-Employment

In addition to the employee's failure to apply for re-employment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The City's circumstances have so changed as to make re-employment impossible or unreasonable;

2. Re-employment would pose an undue hardship upon the City of Taylor;

3. The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period; or

4. The employee did not receive an honorable discharge from military service.

Documentation

HRD, upon the employee's application for re-employment, will request that the employee provide the City with military discharge documentation to establish the timeliness of the application for re-employment, the duration of the military service, and the honorable discharge from the military service.

SECTION 16: MILITARY LEAVE TIME ACCOUNTS

Policy

In accordance with Texas Local Government Code, Section 143.075, this policy establishes "Military Leave Time Accounts." The City shall maintain two separate military leave time accounts; one for eligible Civil Service fire department personnel and one account for eligible Civil Service police department personnel. Inter-departmental commingling of these two separate accounts in regard to donations and usage is not permitted.

Eligibility

To be eligible to use leave hours from the military leave time account, a firefighter or police officer must meet the following criteria:

1. Must not be in a probationary period in the fire or police department as a firefighter, police officer or academy trainee;

2. Is a member of the Texas National Guard or the Armed Forces Reserves of the United States;

3. Was called to active federal military duty while serving as a firefighter or police officer for the City of Taylor;

4. Has served on active duty for a period of 3continuous months or longer; and

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5. Has exhausted the balance of the person's vacation, holiday, and compensatory leave time accumulation

Guidelines

Civil Service employees who would like to donate leave time hours (vacation, holiday, civil service sick or compensatory leave time) to the military leave time account must complete the "Authorization to Transfer Annual Leave/ Compensatory Time Form".

Hours must be donated in increments of not less than 15 minutes. Any combination of PTO, holiday, sick, or compensatory leave time may be donated to the military leave time account.

Probationary Fire and Police department employees are not eligible to donate hours to the military leave time accounts.

Leave time donated to a military leave time account is irrevocable.

Distribution of accumulated hours in the military leave time account will be divided equally among all eligible firefighters or police officer beneficiaries of that account at the end of the departments' regular scheduled pay period. Donations and disbursements to the military leave account are made on an hourly basis regardless of the cash value of the time donated or used.

The Human Resources Department is responsible for receiving requests for donations of hours, maintaining account balances and ensuring distribution of paid hours is in compliance with this policy.

Procedures

Civil Service Fire Department Employees

1. Fire Civil Service employees may donate vacation, holiday, civil service sick, or compensatory leave time hours to the fire department military leave time account by completing the "Authorization to Transfer Annual Leave/Compensatory Time Form" and submitting the form to Human Resources.

2. Eligible Fire Civil Service employees may use the military leave time account only after they have exhausted all of their own vacation, holiday and compensatory leave time and been on continuous active military duty of 12 continuous months or longer. A "Request to Use Hours from the Military Leave Time Account form" must be completed. Hours will be used in increments of not less than 15 minutes.

3. At the end of each pay period, the Human Resources Department will divide the hours in the account equally among all eligible fire department employees; the maximum hours used to authorize pay to each eligible person is 96 or 120 hours per pay period depending upon which shift they

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would have worked.

Civil Service Police Department Employees

1. Police Civil Service employees may donate vacation, holiday, civil service sick, or compensatory leave time hours to the police department military leave time account by completing the “Authorization to Transfer Annual Leave/Compensatory Time form” and submitting the form to Human Resources.

2. Eligible Police Civil Service employees may use the military leave time account only after they have exhausted all of their own vacation, holiday and compensatory leave time and been on continuous active military duty of 12 continuous months or longer. A “Request to Use Hours from the Military Leave Time Account form” must be completed. Hours will be used in increments of not less than 15 minutes.

3. At the end of each pay period, the Human Resources Department will divide the hours in the account equally among all eligible police department employees; the maximum hours used to authorize pay to each eligible person is 80 hours per pay period.

SECTION 17: ADDITIONAL LEAVE

Policy

The City’s policy is to provide paid leave outside of accrued leave in certain circumstances.

Jury Duty

Employees are entitled to leave with pay for jury duty and for serving as a subpoenaed witness in an official proceeding.

When an employee has completed jury duty, he or she must report to the City for duty for the remainder of the workday. If the employee will be absent from work for more than one workday on jury duty, he or she must notify the appropriate supervisor daily. Documentation verifying your participation on a jury or as a witness must be submitted to HRD.

Voting

Employees will be granted up to two (2) hours of administrative leave to vote in national, state and/or local elections.

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SECTION 18: LEAVE OF ABSENCE

Policy

A leave of absence is an approved absence from duty in a non-paid status for not more than three (3) months. Granting a leave of absence is at the discretion of the City Manager. Such leave is not authorized unless all applicable accrued paid leave has been exhausted and there is a reasonable expectation that the employee will return to employment with the City at the end of the approved period. Approval of the leave must be documented and placed in the employee's personnel file.

An extension may be granted by the City Manager. A careful review of the request must be conducted prior to authorizing any extension. The reason(s) for granting the extension must be documented in writing in the employee's personnel file.

Employees on leave of absence without pay receive no compensation and accrue no benefits. However, previously accrued leave balances, benefits, and seniority are retained during leaves of absence unless otherwise prohibited by the terms of the benefit programs. Medical insurance can be continued if the employee pays the premiums (including the City's portion) in full in a timely manner. The City's insurer may limit the length of time that the medical benefits may be continued.

Authorized Reasons For Leave without Pay

A leave of absence without pay may be appropriate for the following reasons:

1. Recovery from extended illness, injury or temporary disability beyond the twelve (12) weeks allowable under the family leave section of these policies (see also the section on "Family and Medical Leave");
2. Educational purposes when successful completion will benefit the City;
3. Public service assignments;
4. Personnel exchange programs which emphasize intergovernmental relations; or
5. Any other reason that, in the judgment of the City Manager, merits a leave of absence without pay.

Revocation of Leave of Absence

A leave of absence without pay may be revoked upon receipt of evidence submitted that the cause for granting the leave was misrepresented, or has ceased to exist, or due to a legitimate business need.

Documentation

A summary of the basis for the decision to grant or deny an unpaid leave of absence and the terms of the leave will be prepared by the City Manager or his or her designee and placed in the employee's personnel file.

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Return to Work

Upon returning to work following a leave of absence, an employee may receive an adjusted retirement eligibility date, which reflects the period of time that the employee used for leave of absence.

At the conclusion of a leave of absence, every effort will be made to reinstate the employee to the same, or a comparable position**.**

Unauthorized Absence

An unauthorized absence is one in which the employee is absent from regular duty without permission of the department head or designee or under circumstances where leave request has been granted and it is determined, at any time, to have been misrepresented or fraudulent. Employees are not paid for unauthorized absences and such absences are subject to disciplinary action. Unauthorized absence from work for three days may be considered by the City Manager as a voluntary resignation. Unless the City Manager determines otherwise, the resignation is not in good standing, and the employee is not eligible for reemployment.

SECTION 19: LEAVE WITHOUT PAY

Policy

The Tuition Reimbursement Program in accordance with the Economic Growth and Tax Relief Reconciliation Act of 2001, amending Section 127 of the Internal Revenue Code, is intended to provide financial assistance to employees who are seeking education and/or certification for career and/or professional development and who are taking for-credit courses or certifications through an academic institution. Courses taken through this program are required to be career or job-related. Employees must submit a current degree plan to HRD to determine if a certification and/or degree is covered under the Tuition Reimbursement Program.

The Tuition Assistance Program is not intended to provide assistance for staff development training, job required certifications, or continuing professional education. While these are important functions that may support career development, these training activities are viewed as the responsibility of the employing department, the individual or both.

HRD administers the program for all City employees. The City will pay no more than $2,000 only for tuition and required non-refundable fees for approved course(s) per fiscal year. Funds must first be approved by the City Council and will then be distributed on a first-come, first-serve basis.

Application

Applications must be returned to HRD for processing and approval **prior** to the start date of the course.

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SECTION 20: TUITION REIMBURSEMENT PROGRAM

Policy

The Tuition Reimbursement Program in accordance with the Economic Growth and Tax Relief Reconciliation Act of 2001, amending Section 127 of the Internal Revenue Code, is intended to provide financial assistance to employees who are seeking education and/or certification for career and/or professional development and who are taking for-credit courses or certifications through an academic institution. Courses taken through this program are required to be career or job-related. Employees must submit a current degree plan to HRD to determine if a certification and/or degree is covered under the Tuition Reimbursement Program.

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HRD administers the program for all City employees. The City will pay no more than $2,000 only for tuition and required non-refundable fees for approved course(s) per fiscal year. Funds must first be approved by the City Council and will then be distributed on a first-come, first-serve basis.

Application

Applications must be returned to HRD for processing and approval **prior** to the start date of the course.

Employee Eligibility

Full-time, regular employees who have successfully completed their probationary period of six (6) months with the City prior to the beginning of the semester for which they are enrolling are eligible for tuition assistance. Employees will not be able to participate if they:

- Are on disciplinary probation or suspension at the time of application or prior to the beginning of the semester for which they are enrolling; and/or

Terms and Conditions

The following terms and conditions apply to the City's Tuition Reimbursement Program:

- Employees must receive at least a grade of "C" for undergraduate courses and at least a "B" for graduate courses.
- Employees receiving tuition reimbursement funds are required to continue employment with the City for two (2) years from the end date of the last class related to the reimbursement.
- If the employee retires, resigns employment or is terminated prior to the fulfillment of the two (2) year employment requirement, the employee will be responsible for the full reimbursement of the

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amount awarded. This amount will be deducted from the employee's final paycheck. In the event that the employee's final paycheck will not cover the full reimbursement of the assistance amount awarded, the employee and the City will enter into a repayment schedule agreement.

SECTION 21: LONGEVITY PAY

Eligibility

The City will pay each regular full-time employee longevity pay in the amount of $4.00 per month for each full year of service with the City, with accrual beginning at the end of the first full year and up to a maximum of twenty-five (25) years of service.

Employees rehired to fill regular full-time positions with the City will receive credit for their prior length of service as regular full-time employees for longevity pay purposes beginning at the end of the first full year of employment after the rehire date.

Longevity pay for regular part-time employees will be paid at a rate of $2.00 per month for part-time employees for each full year of service with the City, with accrual beginning at the end of the first full year and up to a maximum of twenty-five (25) years of service.

An employee must be on the City payroll and have completed one year of service to receive longevity pay. Longevity pay will be paid to each employee on the payroll once a year, in December.

Police & Fire Longevity

In accordance with state statutes, the City pays each City police officer and firefighter longevity pay in the amount of $4.00 per month for each full year of service in the department, not to exceed 25 years of service. (Legal reference: V.T.C.A. Local Government Code, Section 141.032).

Upon termination, police officers and firefighters will receive a pro-rated longevity payment based on the number of months employed in the calendar year.

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CHAPTER VI
DISCIPLINARY ACTIONS AND COMPLAINT PROCEDURE

SECTION 1: AT-WILL STATUS

At-Will Status

Since the City of Taylor is an employment at-will City, every employee is subject to disciplinary measures, up to and including involuntary termination by the City Manager, his or her designee, or the respective Department Director.

It is the intent of the City to establish clear, positive, and proactive guidelines for corrective disciplinary action. The guidelines will help ensure appropriate behavior, prevent violations of policy, assist in counseling, and facilitate personnel actions related to job performance. It is the intent of these guidelines to ensure that all employees receive consistent and equal treatment. Application of these guidelines is discretionary, however, depending on each situation. Employees may be dismissed at any time.

As a public employee, you must maintain a high standard of conduct. This section does not affect the employment at-will status of City employees; it does point out conduct that jeopardizes an employee's employment status.

SECTION 2: DISCIPLINARY ACTION GUIDELINES

Corrective Action

When a Department Director uses performance counseling/disciplinary action guidelines, he/she should determine whether the corrective action(s) are to be geared towards bringing performance up to standard or correcting inappropriate behavior.

Management should give consideration to consistency of application within the City before taking any disciplinary action. Consideration should also be given to the circumstances surrounding the actions or behavior in question.

Any one or any combination of the disciplinary measures outlined below may be applied. Based on the severity of the violation and/or other relevant factors, management may at any time elect to waive one or more levels in the discipline process.

Substandard Performance

An employee who exhibits substandard work performance (failure to perform as opposed to misconduct or negligence) is subject to being counseled, reprimanded, separated, or otherwise disciplined. Recently hired (new) employees, or employees transferred to a new position may

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be provided coaching and/or training commensurate with their status.

Misconduct

Disciplinary action, including termination, will be taken for employee actions which are unacceptable, unlawful, or against established policy.

Human Resources Review

HRD should be consulted for advice on all types of disciplinary actions administered to employees as outlined in the Discipline Procedure. Suspensions and terminations will be reviewed and approved by the Human Resources Director and Executive Management prior to administering the action.

Once the recommended disciplinary action is approved by the Human Resources Director and Executive Management (as appropriate), the action may be administered to the employee.

Types of Discipline

Verbal Reprimand. Verbal reprimands will be documented by the supervisor and maintained by the Department Head within department files for performance evaluation and record keeping purposes.

Written Reprimand. Written reprimands shall be presented and a copy provided to the employee indicating the following:

1. The specific employee act(s) which demonstrated the unacceptable conduct or behavior,
2. The expected conduct or behavior,
3. That such act(s) must not be repeated,
4. That further disciplinary action may result if the employee fails to
5. show and maintain satisfactory improvement, and
6. Signed acknowledgement of receipt of the written reprimand by
7. employee.

Written reprimands may not be appealed by employees; however, employees who disagree with the counseling action may discuss the basis of disagreement with their Department Heads and provide a written rebuttal. Written reprimands become a part of employee's permanent personnel files and shall be forwarded, along with any employee responses/rebuttals, to Human Resources. Written rebuttals must be submitted within ten (10) business days of receiving the written reprimand.

Suspension. Suspensions result in time off without pay.

1. A non-exempt employee may be suspended without pay for a period of not less than one work shift. Employees who are exempt under the FLSA must be suspended without pay for not less than one full work week (for example, 40 hours) and only in work week increments.
2. Prior to issuing a suspension, the Department Head, Human Resources, and the City Attorney's Office must confer.
3. A suspension becomes a permanent part of the disciplinary record maintained in the employee's permanent personnel file in Human

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Resources.

Dismissal. Dismissals result in termination of City employment.

1. Prior to issuing a dismissal, the Department Head, Human Resources, and the City Attorney's Office must confer.
2. A dismissal becomes a permanent part of the disciplinary record maintained in the employee's permanent personnel file in Human Resources.
3. The dismissal will be issued by the Supervisor, Department Head, or the Director of Human Resources, depending on where the action was initiated. The Department Head and Director of Human Resources, or a Human Resources designee will be present for each dismissal.
4. Dismissals may be appealed in accordance with City policy and standard operating procedures.

SECTION 3: EMPLOYEE GRIEVANCE PROCEDURE

Policy

The City recognizes that every employee has the right to be treated fairly in matters arising from employment in the City. Therefore, each employee should have the opportunity to be heard fully any time his/her right to fair treatment has been violated. This grievance process is designed to help reduce employee dissatisfaction, increase morale, identify problems in the organization and increase the positive perception employees have of their employment with the City.

Employees are always encouraged to address issues informally at the lowest possible level to seek resolution. When an employee believes the issues that have been discussed informally have not been resolved regarding the terms and conditions of his/her employment, he or she may initiate proceedings as specified in this policy in order to resolve those matters.

This grievance procedure is not applicable to matters for which an appeal process is otherwise provided and may not be used in addition to or in replacement of those processes.

Conditions and Limitations

Under no circumstances shall more than one procedure be used to address the same grievance, although use of this or other procedures does not preclude employees from seeking legal remedies as appropriate.

The City retains the right under applicable laws and regulations to direct employees in the performance of their duties; to take the necessary means to achieve the proper ends under emergency situations; and to hire, promote, transfer and assign employees as well as to suspend,

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demote, discharge or take disciplinary action against such employees when necessary. A decision may be made at any step in the grievance procedure that the matter involved is not grievable.

Matters which may be grieved include, but are not limited to:

- Safety issues
- Inequitable distribution of work
- Inequitable/inappropriate treatment

Matters which may not be grieved include, but are not limited to:

- Compensation
- Work methods
- Equipment
- Hours of work
- Services provided
- Staffing levels
- Disciplinary action

The scope of the employee grievance must:

- clearly define the situation in question through a written allegation of the specific wrongful act or situation, the harm done and the facts upon which it is based;
- arise out of an act or failure to act that directly relates to the working conditions of the eligible employee or to the employee's employment relationship; and
- state such relief sought that is within the power of the department to grant.

A formal grievance may be filed only after implementation of the grievable action. However, it must be filed no greater than fourteen (14) calendar days following the grievable action.

Procedure

The grievance procedure consists of three steps, each of which must be utilized in turn before progressing to the next step unless otherwise specified in this policy.

Step One - Immediate supervisor. An employee who believes that elements of his/her working environment are unsatisfactory and can be made more effective should take the following measures:

- Discuss the specific problem with his immediate supervisor. A problem that results from a specific event or action must be presented in writing within five (5) working days. The supervisor's decision regarding the matter shall be rendered in writing to the employee within five (5) working days following the meeting. The supervisor should notify HRD that a grievance has been submitted. The employee has the right to the presence of a

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representative of his choosing during this meeting.

- If the problem cannot be resolved through the meeting and/or the employee wishes to document the grievance for further action, he may submit a formal written grievance to his intermediate level supervisor. Employees who do not have an intermediate level supervisor may submit their grievance directly to their Department Director.

Step Two - Intermediate level supervisor. Grievances submitted to an intermediate level supervisor shall be in writing. The complaint must:

- Be submitted within five (5) working days following receipt of the immediate supervisor's response;
- Include a copy of the immediate supervisor's decision and justification;
- Specify the employee's grievance and the specific remedy requested;
- Provide a response to the immediate supervisor's decision; and
- Be responded to by the intermediate level supervisor within five (5) working days of receipt.

Step Three - Department Director. If the matter is not satisfactorily resolved in step two, the problem may be presented in writing to the Department Director, together with a copy of all preceding responses, within five (5) working days following the response of the employee's intermediate supervisor. The Department Director shall meet with the affected employee and a representative of his choosing; if so desired. A written response will be provided to the employee within seven (7) working days after receipt of the appeal from the employee. The decision of the Department Director is final.

NOTE: If the grievance is against the Department Director, then the designated Assistant City Manager will handle the appeal. The Assistant City Manger's decision is final.

Written Responses to Grievances

Written responses to grievances shall include the following:

- notation of the time, date and person who received the grievance;
- analysis of the facts or allegation in the grievance;
- affirmation or denial of the allegations; and
- identification of the remedies or adjustments, if any, to be made.

Grievance Process Coordination

The Department Director should coordinate with HRD on the department's grievance process as established within these guidelines. The HR Representative will be responsible for ensuring the process is completed timely. Each department is responsible for grievances filed in their department and should keep them separate from personnel files. A copy of all grievances filed should be forwarded to Human Resources.

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Time Limits

If a grievance is not submitted by the affected employee within the specified time limits provided in this policy, the grievance will not be considered. If the department fails to process a grievance within the time limits specified, the employee may initiate action by proceeding to the next step.

Time extensions - All times specified in this procedure are subject to scheduled PTO, sick leave or other authorized leave necessary for the proper conduct of departmental business. Additionally, involved parties may agree to a mutual extension by providing written notice to the other parties prior to the expiration of the time limit established for that step.

Retaliation

Retaliation against an employee for attempting to resolve a grievance, filing a grievance or for participating in an attempt to resolve a grievance will not be tolerated. Employees shall report such reprisal and/or retaliation to the Department Director and/or HRD. Supervisors will notify HRD and take appropriate corrective action to address any violations of law or policy that are discovered in the course of an attempt to resolve a grievance.

Withdrawal of General Grievance

At any time during the grievance process, the employee may withdraw the grievance by making written notification of the withdrawal available to all parties involved in the grievance process.

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City Council Meeting
February 23, 2023
Transmittal Letter

STRATEGIC PILLAR
☐ Streets/Infrastructure
☒ Quality of Life
☒ Economic Vitality

Agenda Item #: 12

Agenda Title: **Request to condense the footprint for the May 6, 2023 Blackland Prairie Days Festival by closing only 2 City-controlled streets and allowing for the Sale and Consumption of Alcohol in Heritage Square.**

Council Action to be taken: Approve by Consent

Department Submitted: **Main Street – Development Services**

Staff Contact: Jan Harris, Main Street Manager

1. PURPOSE/DESCRIPTION

The Main Street Advisory Board (MSAB) requests permission to condense the footprint of the 2023 Blackland Prairie Days Festival with the goal of injecting greater vitality into this ongoing special event.

Staff requests permission to close East 5th Street between North Main Street and Washburn Street and East 4th Street (HWY 79) between Porter Street and North Main Street starting at 6 am on Saturday, May 6, 2023 and reopening the streets by 6 pm on that same day.

Staff further requests that the Council allow the sale and consumption of alcoholic beverages in Heritage Square and throughout the festival's footprint during the event.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

A City Council-supported spring festival has been held in Taylor for many years. In recent years, the large footprint of the original festivals (from 5th Street to 2nd Street on North Main Street) resulted in a feeling of sparseness especially when compared with the density of the Main Street Car Shows. Therefore, with a goal of creating a revitalized festival atmosphere, the Main Street Advisory Board requests permission to reduce the footprint of BPD 2023 centering it around Heritage Square and closing only E 5th Street between N. Main and Washburn Streets and E. 4th between N Main and Porter Streets.

This year's festival will feature a recognition of our agrarian heritage by hosting an antique tractor/farm implement show. While the exact layout of the festival has not yet

been determined, the initial plan is to place the tractors on E. 5th Street with any overflow in the Citizens National Bank parking lot.

The MSAB also plans to place arts/craft vendors within Heritage Square including on the Splash Pad and create a Kids Zone centered around the playground. The Heritage Square Farmers Market will retain its usual location under the Pavilion and they will be asked to keep the same hours as the Festival.

Saturday, May 6th is election day in Taylor and the southern portion of the City Hall parking lot will be allocated to voter traffic. This is the same layout as was used for the 2022 Main Street Car Show. Voters can enter and exit the City Hall parking lot via Washburn Street.

Food vendors will be in front of City Hall. This layout has been done in the past with great success. The MSAB plans to create a food court in the middle of the parking lot with tables and chairs and/or picnic tables.

The MSAB requests Council permission to allow the sale and consumption of alcoholic beverages in Heritage Square and throughout the festival's footprint during Blackland Prairie Days. All TABC rules will be followed, and only licensed servers will be allowed to sell and dispense alcoholic beverages to those legally of age to consume alcohol.

In order to encourage festival attendees to shop in our downtown stores and eat in our restaurants, the Main Street promotions committee will be encouraging downtown businesses to participate with sidewalk sales and other activities. Helium-filled balloons will be dispersed to participating businesses and a promotion such as a "Shoppers' Passport" will be utilized to promote shoppers visiting all downtown businesses and not only those located on N Main Street.

3. PROS and CONS

PROS	CONS
• North Main Street (Hwy 95) will not be impacted by this new layout. There is no need to close this highway. • Last year's BPD Festival had lower attendance due to competition with other festivals in Granger and Manor on the same date, it is hoped that the addition of an antique tractor show will increase our numbers in 2023. • The Festival will take full advantage of Heritage Square.	• Since the tractor show is new for 2023, the level of response by tractor owners cannot be predicted. • During 2022 Main Street Car Show, people who were not voters attempted to park in the reserved voter parking. Dedicated volunteers/City employees will need to be posted there to maintain access for local voters.

4. RECOMMENDATION

Staff and the Main Street Advisory Board requests that the requests to (1) reduce the footprint of the 2023 Blackland Prairie Days Festival with only the closure of E 5th Street between N Main and Washburn and E 4th Street between N Main and Porter Streets; and (2) to allow the sale and consumption of alcoholic beverages in Heritage Square and throughout the festival footprint be granted.

5. FUNDING SOURCE

Blackland Prairie Days Festival is funded through sponsorships, vendor fees, and the Main Street special events budget.

6. TIMELINE

Road closures of E 5th Street between N Main and Washburn Streets and W 4th Street between N Main and Porter Streets at 6:00 am on Saturday, May 6, 2023.

Vendors and tractors begin set up at 7:00 am with set up completed/all vendor vehicles removed from the festival area by 9:00 am.

Blackland Prairie Days begins at 10:00 am and closes at 4:00 pm.
Streets are opened by 6:00 pm.

7. OTHER OPTIONS (In order of preference)

N/A

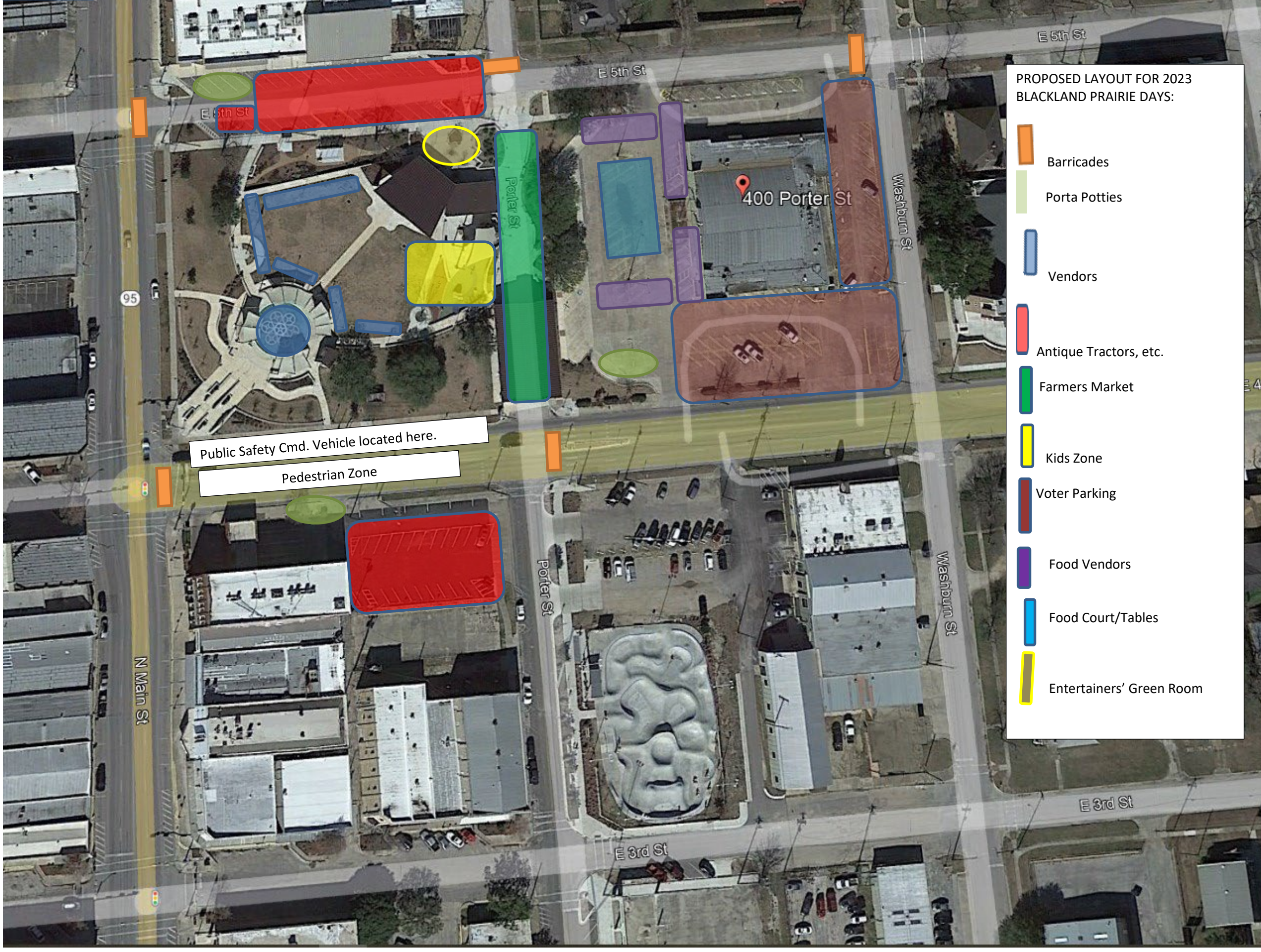
8. ATTACHMENTS

12a Map for BPD 2023- Proposed event footprint for 2023 Blackland Prairie Days Festival

12b Ordinance 2022-19:
https://library.municode.com/tx/taylor/ordinances/code_of_ordinances?nodeId=1165960

i

NOTE:
Do not delete a section. There should be 8. If there is no information to go into a section, type 'N/A'.
Do not change format, i.e. bolding, font size, indents, etc.
Do not use words like 'we' 'our' 'they'


E 5th St
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Public Safety Cmd. Vehicle located here.
Pedestrian Zone
N Main St
Porter St
Washburn St
E 3rd St
E 3rd St
PROPOSED LAYOUT FOR 2023 BLACKLAND PRAIRIE DAYS:
Barricades
Porta Potties
Vendors
Antique Tractors, etc.
Farmers Market
Kids Zone
Voter Parking
Food Vendors
Food Court/Tables
Entertainers' Green Room

ORDINANCE NO. 2022-19

AN ORDINANCE AMENDING CHAPTER 19.5 (PARKS AND RECREATION) OF THE CITY CODE ADOPTING A PROHIBITION OF THE CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGES IN HERITAGE SQUARE PARK AND PIERCE PARK LOCATED WITHIN THE CITY OF TAYLOR, TEXAS; PROVIDING AUTHORITY TO THE CITY MANAGER TO TEMPORARILY SUSPEND THE PROHIBITION FOR SPECIAL USES OR EVENTS; PROVIDING FOR A FINE OR PENALTY OF THIS ORDINANCE AS A MISDEMEANOR SUBJECT TO A FINE NOT TO EXCEED $500.00 FOR EACH OFFENSE, EXCEPT HOWEVER, WHERE DIFFERENT PENALTY HAS BEEN ESTABLISHED BY STATE LAW FOR SUCH OFFENSE, IN WHICH EVENT THE PENALTY SHALL BE FIXED BY STATE; AND HAVING A SAVINGS CLAUSE; AND HAVING A REPEALER CLAUSE, AND HAVING A PUBLICATION CLAUSE.

WHEREAS, the City of Taylor, Texas, desires to adopt an Ordinance prohibiting the possession or consumption of alcoholic beverages in Heritage Square Park and Pierce Park; and

WHEREAS, it is deemed in the best interest of the City of Taylor, Texas, to prohibit the possession of an open container or consumption of an alcoholic beverage in Heritage Square Park and Pierce Park, except for special uses or events; and

WHEREAS, the city council desires to grant the city manager or designee the authority to temporarily suspend the prohibition by designating certain areas within the municipal parks where possession and consumption of alcoholic beverages is normally prohibited as special use or event area; and

WHEREAS, it is the desire of the City to provide an Ordinance regulating the possession and consumption of alcoholic beverages in Heritage Square Park and Pierce Park; and

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

SECTION 1. All of the facts recited in the preamble to this Ordinance are hereby found by the City Council to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied herein verbatim.

SECTION 2. Definitions.

(1) PIERCE PARK means the outdoor area of land dedicated as Pierce Park, a city-owned skate park or used for other recreational purposes that is under the administrative control of the City of Taylor.

(2) HERITAGE SQUARE PARK means the outdoor area of land dedicated as Heritage Square Park, a city-owned park that is under the administrative control of the City of Taylor.

SECTION 3. Alcoholic Beverages.

Except when approval is authorized by the City Manager for an event or special use, a person may not knowingly sell, possess, or consume an alcoholic beverage in Heritage Square Park or Pierce Park.

SECTION 4. Approval for Special Use or Events.

The City Manager or designee is authorized to temporarily designate an area within any municipal park where alcoholic beverage possession and consumption are normally prohibited as an event or special use area to allow the possession and consumption of alcoholic beverages for the event or special use. When designating the event or special use area, the City Manager shall include the location and time period for the designated area. Possession and consumption of alcoholic beverages is permitted within the area during the time period designated by the city manager.

SECTION 5. Penalty.

Any person violating any of the provisions or terms of this Ordinance shall be guilty of a misdemeanor and upon conviction shall be subjected to a fine not to exceed the sum of Five Hundred Dollars ($500.00) for each offense, except where a different penalty has been established by State law for such offense in which event the penalty shall be fixed by state law; and each and every day such violation is continued shall be deemed to constitute a separate offense. Any other penalty allowed by law may be in addition to and cumulative with the penalty stated herein.

SECTION 6. Severability.

If any article, paragraph, or part of a paragraph of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the same shall not invalidate or impair the validity, force or effect of any other article, paragraph or part of a paragraph of this Ordinance which shall remain in full force and effect.

SECTION 7. Repealer.

All provisions of any Ordinance of the City of Taylor, Texas, in conflict with the provisions of this Ordinance shall be, and the same are hereby repealed, and all other provisions not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 7. Publication.

The City Clerk is hereby authorized and directed to publish the caption of this Ordinance, together with the penalty provision contained therein, in the manner and for the length of time prescribed by law.

In accordance with Article VIII, Section 1 of the City Charter, Ordinance No. 2022-19 was introduced before the Taylor City Council on the 9th day of June, 2022.

PASSED, APPROVED, and ADOPTED on this 23 day of June, 2022.

Brandt Rydell, Mayor

ATTEST:

Dianna McLean, City Clerk

APPROVED AS TO FORM:

Ted W. Hejl, City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Dianna McLean, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2022-19, passed and approved by the City Council of the City of Taylor, Texas, on the 23 day of June, 2022, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office on this 23 day of June, 2022.

Dianna McLean
City Clerk