

AGENDA

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

JANUARY 23, 2020, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS/RECOGNITIONS

1. Taylor Jr. High and High School Cheerleaders recognition for qualifying for UCA National competition.

CITIZENS COMMUNICATION

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

BOARDS & COMMISSION PRESENTATION

2. Update from Main Street Advisory Board.

CONSENT AGENDA

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

3. Approve minutes for January 9, 2020. (Dianna Barker)
4. Consider Ordinance 2020-01, designating additional staff to accept candidate applications in the absence of the City Clerk. (Dianna Barker)
5. Consider Resolution R20-04 calling an election on May 2, 2020 to elect one Council Member At-Large. (Dianna Barker)
6. Consider Resolution R20-05, calling an election on May 2, 2020 to consider various Charter amendments. (Dianna Barker)
7. Approve Contract Amendment with Nationwide for Roth Amendment Adoption and Professional Investment Management Option. (Kim Peterson)
8. Acceptance of Subdivision Infrastructure from the Avery Glen Subdivision, Phase 2. (Jim Gray)

PUBLIC HEARINGS/ORDINANCES

9. Consider introducing Ordinance 2020-02, quarterly budget amendment. (Jeff Wood)
10. Hold a public hearing and consider introducing Ordinance 2020-03, re-zoning approximately 0.547 acres located at 1003 T.H. Johnson Drive. (Tom Yantis)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

11. Receive update on CARTS services in Taylor. (Brian LaBorde/Dave Marsh)
12. Receive 2019 Compensation Study update and analysis for the FY 2020-21 budget process. (Kim Peterson)
13. Update on Cemetery workplan. (Jim Gray)
14. Update on existing and current Master Plans, Studies, and Models. (Tom Yantis)

15. Receive update on Valero quality of life projects and schedule from Place Designers. (Larry Foos)

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 meeting under Section 551.072 of the Texas Government Code, to conduct deliberations regarding the purchase, exchange, lease, or value of real property.

- a. Justice Center

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 January 17, 2020 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: Dianna Barker Date 1-17-2020
Dianna Barker, City Clerk



***City Council Meeting
January 23, 2020
Transmittal Letter***

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 1

Agenda Title: Taylor Jr. High and High School
Cheerleaders recognition for qualifying
for UCA National competition

Council Action to be taken: N/A

Department Submitted:

Staff Contact: Councilmember Garcia and Councilmember Anderson

1. PURPOSE/DESCRIPTION

To recognize the Taylor Middle School and High School Cheerleaders for qualifying for National competition.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

N/A

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

1a. [Middle School recognition](#)

1b. [High School recognition](#)

In Special Recognition of the

Taylor Middle School Cheerleaders

January 23, 2020

WHEREAS, the Taylor Middle School Cheerleaders, under the direction of Coach Tracie Nelson Abbot, are on their way to represent Taylor ISD and the City of Taylor for the second year in a row at the UCA National Cheer Competition in Orlando Florida; and

WHEREAS, the Taylor Middle School cheerleaders serve as ambassadors for Taylor Middle School, contributing to the school's mission of providing a safe and positive climate for student growth that puts the needs of students first; and

WHEREAS, the athletes in the Middle School Cheer program work hard throughout the year to encourage, motivate, and support the Taylor Middle School athletes and student body, and help the students to develop the Duck character traits of respect, integrity, discipline, excellence, and preparedness; and

WHEREAS, the team placed fourth in the Game Day Junior High Division at the UCA Southwest Regional competition in Austin in November, 2019.

NOW, THEREFORE, we wish them the best of luck as they compete in the National Cheer Competition in Orlando, and send with them our pride and gratitude for all that they have already accomplished on behalf of Taylor Middle School and the City of Taylor.

In special recognition, signed this 23rd day of January, 2020.

Mayor Brandt Rydell

In Special Recognition of the

Taylor High School Cheerleaders

January 23, 2020

WHEREAS, the Taylor High School Cheerleaders, under the direction of Coach Brittanie Meeks and Junior Varsity Coach Tracie Nelson Abbott, are on their way to represent Taylor ISD and the City of Taylor for the first time ever at the UCA National Cheer Competition in Orlando Florida; and

WHEREAS, the Taylor High School cheerleaders serve as ambassadors to the community, balancing athleticism, academics, and leadership with grace and dignity; and

WHEREAS, the athletes in the Cheer program work hard throughout the year to ensure that they are fully prepared to support the Taylor High School athletes, the student body, and the Taylor Community; and

WHEREAS, the team placed first in the Large Varsity Non Tumble Division and second in the Game Day Varsity Non Tumble Division at the UCA Southwest Regional competition in Austin in November, 2019;

NOW, THEREFORE, we wish them the best of luck as they compete in the National Cheer Competition in Orlando, and send with them our pride and gratitude for all that they have already accomplished on behalf of Taylor High School and the City of Taylor.

In special recognition, signed this 23rd day of January, 2020.

Mayor Brandt Rydell



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 2
Agenda Title: Main Street Advisory Board Update

Council Action to be taken: Receive presentation

Department Submitted: Development Services – Main Street

Staff Contact: Jan Harris, Main Street Manager

1. PURPOSE/DESCRIPTION

Upon request by the City Council, Main Street Advisory Board Chair Scott Dean will provide the City Council a brief update on the board's responsibilities and activities.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Mr. Dean was appointed to the Main Street Advisory Board in 2017 and was elected chair in 2019.

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

The Main Street Advisory Board was created in 1998 by Ordinance 98-28.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

- 2a. [Main Street Advisory Board Power Point Presentation](#)



Main Street Advisory Board Update

Scott Dean
Board Chairman



WHAT WE DO:

Taylor Main Street is a grassroots downtown revitalization effort within the context of historical preservation. We envision a culturally diverse and economically viable downtown which attracts both Taylor citizens and visitors to its unique mix of historic buildings, shops, restaurants, services, and old town atmosphere.

Who We Are:

- Scott Dean – Chairman
- Erwin Stauffer
- Bobby Seiferman
- Steve Truex
- Shannon Grace
- Sharla Gola
- Stacey Smith
- Jan Harris, CMSM – Main Street Manager

TAYLOR CELEBRATED ITS 20TH YEAR AS A TEXAS MAIN STREET CITY IN 2019!

VISION STATEMENT:

Establish a resilient downtown community in Taylor, diverse in experiences for local residents and visitors that includes retail, dining, parks and cultural history.

MISSION STATEMENT:

To strengthen and continue business/historical preservation and culture in downtown Taylor by using the comprehensive approach of design, economic vitality, organization, and promotion.





NEW BUSINESSES/BUSINESS RELOCATIONS IN 2019:

La Scala

The Shack

Xchange Nightlife

Texas Dirt Road Home

M & M Food Mart

Estrada Garcia Gallery

Radix Remedies

Red Cap Cigar Lounge

Say Cheese

Wellness League

The Pink Coconut



RESTORATION/RENOVATION PROJECTS:

\$3,152,764 in PRIVATE SECTOR INVESTMENT IN 2019!!

110 N. Main and 100 E. 2nd St. -- 2nd & Main Lofts, LLC

105 W. 5TH – The Hawt Spot

115 W. 2nd St – Xchange Nightlife

310 N. Main St. – Texas Dirt Road Home

215 N. Main St. – Red Cap Cigar Lounge

114 E. 2nd St. – Turning Heads Salon

203 N. Main St. – La Scala

104 E. 2nd St. -- Ed Hile

601 N. Main St. – Tangles

221 W. 4th St – The Shack

101 N. Main St. – Taylor Café

206 W. 2nd St. – Louie Mueller

120 W. 4th St. – Mezoozah

SPECIAL EVENTS HELP BRING PEOPLE TO DOWNTOWN TO SHOP, DINE, AND PLAY



LET'S SWIRL!

DECEMBER 6, 2019 | 5-9 P.M.

DOWNTOWN TAYLOR, TX

WINE | FOOD TRUCKS | LIVE MUSIC | PRIZES AND FUN!



ANY
QUESTIONS?





City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 3
Agenda Title: Approve minutes from the January 9, 2020 regular Council meeting.

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

Department Submitted: City Clerk

Staff Contact: Dianna Barker

1. PURPOSE/DESCRIPTION

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

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

N/A

3. STAFF ANALYSIS (How and Why)

N/A

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

3a. [January 9, 2020 minutes](#)

City of Taylor
Regular City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
January 9, 2020 at 6:00 p.m.

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

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

Brian LaBorde, City Manager
Mark Schroeder, Assistant City Attorney
Dianna Barker, City Clerk

INVOCATION – Travis Summerlin gave the invocation.

PLEDGE OF ALLEGIANCE

Mayor Rydell recognized the passing of former Mayor Calvin T. Janak, Sr.

PROCLAMATIONS/RECOGNITIONS

1. **Martin Luther King, Jr. Day Proclamation.**
Councilmember Drummond read the proclamation and presented it to Shorty Mitchell, Chairman, and other MLK Jr. Committee members.

CITIZENS COMMUNICATION

Kenneth Flippin, 119 W. 2nd St. - concerned about traffic safety related deaths in the city. Mr. Flippin asked the Council to have a vision to change Taylor to lead the State to bring traffic deaths to zero and asked Council to adopt Vision Zero standards.

CONSENT AGENDA

2. **Approve minutes from December 12, 2019.**
3. **Concur with preliminary financials for November 2019.**
4. **Resolution R20-01, accepting land donation and match money from Taylor Parks Foundation.**
5. **Consider approving Resolution R20-02 approving the City Investment and Strategic policy.**
6. **Consider Taylor Public Library Copyright Compliance Policy.**
7. **Approve Resolution R20-03 for a Contract Amendment with ICMA for Roth Amendment Adoption Package.**
8. **Consider authorizing the City Manager to accept land donation from Valero.**

Motion was made by Mayor Pro-Tem Ariola to approve the consent agenda items as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

PUBLIC HEARING/ORDINANCES

9. **Introduce Ordinance 2020-01, designating additional staff to accept candidate applications in the absence of the City Clerk.**

Dianna Barker, City Clerk – Introduced Ordinance to allow the City Manager to designate someone other than the City Clerk to accept applications for a place on the ballot in the absence of the City Clerk. Ordinance drafted due to City Clerk scheduled to be out three days during filing period to attend an Election Law seminar.

The City Attorney read the caption of the Ordinance.

ORDINANCE NO. 2020-01

AN ORDINANCE DESIGNATING THE CITY CLERK AS THE AUTHORITY WITH WHOM AN APPLICATION FOR A PLACE ON THE BALLOT MUST BE FILED; AUTHORIZING THE DESIGNATION OF A PERSON WITH THE AUTHORITY OF THE CITY CLERK TO RECEIVE THE APPLICATION WHEN THE CITY CLERK WILL NOT BE AVAILABLE TO RECEIVE THE FILING; PROVIDING AN EFFECTIVE DATE; PROVIDING A REPEALER CLAUSE; AND PROVIDING A SAVINGS CLAUSE.

First reading, no action was taken.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

Mayor Rydell moved item 11 up on the agenda to accommodate Scott Dean with American Legion Hall.

11. Receive presentation on the Miniature Golf Course in Murphy Park.

Mayor Pro-Tem Ariola and Councilmember Garcia recused themselves and left the dais due to being members of the Legion Board.

Scott Dean, American Legion representative – gave a brief presentation on the American Legion Hall taking over and remodeling the putt-putt golf course within Murphy Park, to include creating a beer garden at the course.

Motion was made by Councilmember Anderson to receive the presentation as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

10. Receive report on economic forecasting and current economic trends for CAPCOG Region and City of Taylor. (Jeff Jenkins/Rachel Steele)

Rachel Steel, CAPCOG – gave a presentation on the economic update for the City of Taylor to include population growth, home values, and income comparisons.

Motion was made by Councilmember Garcia to receive the update as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

12. Consider amending Personnel Policies.

Kim Peterson, Human Resources Director – gave a presentation on proposed Personnel Policy changes.

Motion was made by Councilmember Garcia to approve the changes to the City of Taylor Personnel Policies as presented. Motion was seconded by Mayor Pro-Tem Ariola. Motion carried unanimously.

13. Update on the Street Department Work Plan and discussion of the street level up program.

Jim Gray, Public Works Director – gave a presentation/update on the Street Department Work Plan and discussion of the street level up program. The Work Plan shows the use of personnel to respond to Accela calls and establishes a direction for the Public Works crews throughout the year. A map was presented showing the blocks on which the department plans to complete level ups. Council will provide Mr. Gray with feedback on their recommended streets for level up.

Motion was made by Mayor Pro-Tem Ariola to accept the street level up and crew plan update as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

Mayor Rydell read the executive session meeting announcement and adjourned into executive session at 7:16p.m.

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. 4th Street Litigation
- b. Civil Service Commission complaint

The Council reconvened into regular session at 7:38p.m.

No action taken.

ADJOURN

With no further business Mayor Rydell declared the meeting adjourned at 7:38p.m.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 4
Agenda Title: **Consider Ordinance 2020-01,
designating additional staff to accept
candidate applications in the absence of the City Clerk**

Council Action to be taken: Consider Ordinance

Department Submitted: City Management

Staff Contact: Dianna Barker, City Clerk

1. PURPOSE/DESCRIPTION

The purpose of this item is to allow additional staff members to accept candidate applications in the absence of the City Clerk.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Election Code 143.006 states an application for a place on the ballot must be filed with the City Clerk; however, by ordinance, a home-rule city may designate another authority to receive candidate applications in the absence of the City Clerk.

3. STAFF ANALYSIS (How and Why)

The Texas Municipal Clerks Association (TMCA) holds an annual Election Law Seminar the end of January each year. In order for me, as the City Clerk, to maintain my *Texas Registered Municipal Clerk* certification, two Election Law seminars must be attended every five years.

The seminar this January includes the Graduate/Re-certification banquet. I have completed and will receive my 3rd re-certification at this banquet.

The period for filing an application for a place on the May ballot is January 15th through February 14, 2020. I will be out of the office for three days during this time attending the seminar.

This ordinance will allow the City Clerk to appoint additional staff members to accept an application if one should be filed during my absence.

4. RECOMMENDATION

Approve Ordinance.

5. FUNDING SOURCE

N/A

6. TIMELINE

The ordinance must be adopted at the January 23, 2020 council meeting to be effective while the City Clerk attends the seminar January 29-31.

7. OTHER OPTIONS (In order of preference)
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Do not adopt the ordinance.

8. ATTACHMENTS

4a. [Ordinance 2020-01](#)

ORDINANCE NO. 2020-01

AN ORDINANCE DESIGNATING THE CITY CLERK AS THE AUTHORITY WITH WHOM AN APPLICATION FOR A PLACE ON THE BALLOT MUST BE FILED; AUTHORIZING THE DESIGNATION OF A PERSON WITH THE AUTHORITY OF THE CITY CLERK TO RECEIVE THE APPLICATION WHEN THE CITY CLERK WILL NOT BE AVAILABLE TO RECEIVE THE FILING; PROVIDING AN EFFECTIVE DATE; PROVIDING A REPEALER CLAUSE; AND PROVIDING A SAVINGS CLAUSE.

WHEREAS, Whereas, the Texas Election Code states that an application for a place on the ballot must be filed with the City Secretary unless otherwise provided by a home rule city charter or by an ordinance adopted under charter authorization; and

WHEREAS, Whereas, the City does not have a City officer designated as city secretary, but has an officer designated as City Clerk who functions in the capacity as a city secretary; and

WHEREAS, the City Council desires to designate the City Clerk by this Ordinance, allowed under the Election Code and the City Charter, as the authority with whom an application for a place on the ballot must be filed; and

WHEREAS, the City Council further desires that with prior consent of the City Manager, the City Clerk can authorize a person with authority of the City Clerk, to receive on behalf of the City, an application for a place on the ballot when and only when the City Clerk will not be available to receive a ballot application.

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. The City Clerk is designated the officer authorized by this Ordinance and under the Texas Election Code to receive an application for a place on the ballot.

SECTION 3. In the event the City Clerk will not be available to receive an application for a place on the ballot, the City Clerk may, with prior consent of the City Manager,

designate a person with authority of the City Clerk to receive an application for a place on the ballot.

SECTION 4. The designation of a person to receive an application for a place on the ballot in the event of the City Clerk's unavailability to receive the application shall be limited to the date and time approved by the City Manager which designated person and the date and time for such authorization shall be noted in the office of the City Manager and in the office of the City Clerk.

Section 5. This Ordinance shall take effect immediately from and after its passage.

Section 6. 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. 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.

In accordance with Article VIII, Section 1 of the City Charter, Ordinance No. 2020-01 was introduced before the Taylor City Council on the 9th day of January, 2020.

PASSED, APPROVED, and ADOPTED on this _____ day of _____, 2020.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

APPROVED AS TO FORM:

Ted W. Hejl, City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Diana Barker, 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. 2020-01, passed and approved by the City Council of the City of Taylor, Texas, on the ____ day of _____, 2020, 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 ____ day of _____, 2020.

Diana Barker
City Clerk



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 5
Agenda Title: Consider Resolution R20-04 calling an election on May 2, 2020 to elect one Council Member At-Large.

Council Action to be taken: Adopt Resolution

Department Submitted: City Management

Staff Contact: Dianna Barker, City Clerk

1. PURPOSE/DESCRIPTION

The purpose of this resolution is to call for a general election to be held on May 2, 2020 to elect a Council Member At-Large.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

As noted in the City's Charter, the City of Taylor has chosen to hold annual elections on the May uniform Election Day. Williamson County conducts the election for Taylor each year.

3. STAFF ANALYSIS (How and Why)

Pursuant to the provisions of Articles 701 and 704, Vernon's Annotated Texas statutes, as amended, the Texas Election Code, and the City Charter, the City of Taylor is authorized to call an election for the purpose of electing representatives of the City Council of the City of Taylor. The attached resolution calls that election and designates the polling places, appoints an Early Voting Clerk and Early Voting Ballot Board, and provides notice of said election.

4. RECOMMENDATION

Staff recommends adoption of the resolution as presented.

5. FUNDING SOURCE

Funding has been provided in the FY 2019/2020 budget, acct #100-500-231 in the amount of \$15,000.00.

6. TIMELINE

Statutory deadline for calling a May election is February 14, 2020.

7. OTHER OPTIONS (In order of preference)
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No other options. City Charter requires a May election be called each year for Council Member seats unless there are no opponents.

8. ATTACHMENTS

5a. [Resolution R20-04](#)

RESOLUTION NO. R20 - 04

A RESOLUTION CALLING AN ELECTION TO BE HELD IN THE CITY OF TAYLOR, TEXAS, ON SATURDAY, MAY 2, 2020, FOR THE PURPOSE OF ELECTING ONE PERSON AS AN AT-LARGE MEMBER OF THE CITY COUNCIL OF THE CITY OF TAYLOR; DESIGNATING THE POLLING PLACES AT WHICH VOTING SHALL TAKE PLACE; APPOINTING AN EARLY VOTING CLERK AND AN EARLY VOTING BALLOT BOARD; PROVIDING FOR NOTICE OF SAID ELECTION.

WHEREAS, pursuant to the provisions of Articles 701 and 704, Vernon's Annotated Texas statutes, as amended, the Texas Election Code, the City Charter and other related statutes the City Council of the City of Taylor, Texas is authorized to call an election in order to submit to the voters for the purpose of electing one person At Large of the City Council of the City of Taylor.

WHEREAS, it is hereby officially found and determined that the meeting at which this resolution is approved was open to the public and public notice of the time, place and purpose of the meeting was given, as required by Chapter 551, Government Code, as amended.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAYLOR:

1. An election is hereby ordered to be held in the City of Taylor, Texas, on Saturday, May 2, 2020, between the hours of 7:00 a.m. and 7:00 p.m., for the purpose of electing one person as a member of the City Council of the City of Taylor, to be elected At Large. Any person filing as a candidate for such office must be a resident of the city. The person elected shall be elected for a three (3) year term.
2. For the purpose of said election there shall be four election precincts more particularly described as Districts 1, 2, 3, and 4 as set out on the map marked Exhibit "A" attached and made a part hereof. Eligible voters shall vote in the election precinct in which they reside. The polling places are as follows:

District 1	Taylor City Hall 400 Porter Street
District 2	Taylor Public Library 801 Vance Street
District 3	Paseman Elementary School Lobby 2808 North Drive
District 4	TISD Main Street Events Ctr 3101 N. Main Street

3. The Contracting Officer with the Williamson County Elections Division shall be responsible for the official ballots for said election to be prepared and printed in conformity with the Texas Election Code, adopted by the Legislature.
4. Early voting in the election by personal appearance shall be conducted at the times, dates and polling places as provided for by Williamson County attached hereto as Exhibit "B" and such exhibit is incorporated herein by reference for all purposes. Exhibit "B" may be revised as necessary to conform to the final early voting and Election Day polling locations and times established by Williamson County. The Williamson County Elections Administrator, Christopher J. Davis, is the Early Voting Clerk. Application for ballots by mail for Williamson County voters should be sent to Williamson County Early Voting Clerk, PO Box 209, Georgetown, Texas 78627.
5. Early voting shall be conducted from April 20, 2020 through April 28, 2020, excluding Sunday.
6. The Contracting Officer shall obtain and appoint the required Election Judge, Alternate Judge, Clerks, and members of the Early Voting Ballot Board.
7. All resident, qualified electors of the City of Taylor shall be entitled to vote at the election.
8. The City Clerk of the City of Taylor shall give notice of election in the manner required by the Charter of the City of Taylor and the Texas Election Code and shall further give notice by posting a copy of this resolution on the bulletin board in the City Hall in Taylor, Texas, at least twenty (20) days before the election date.

PASSED and APPROVED by the City Council of the City of Taylor this the 23rd day of January, 2020.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

EXHIBIT "A" Map

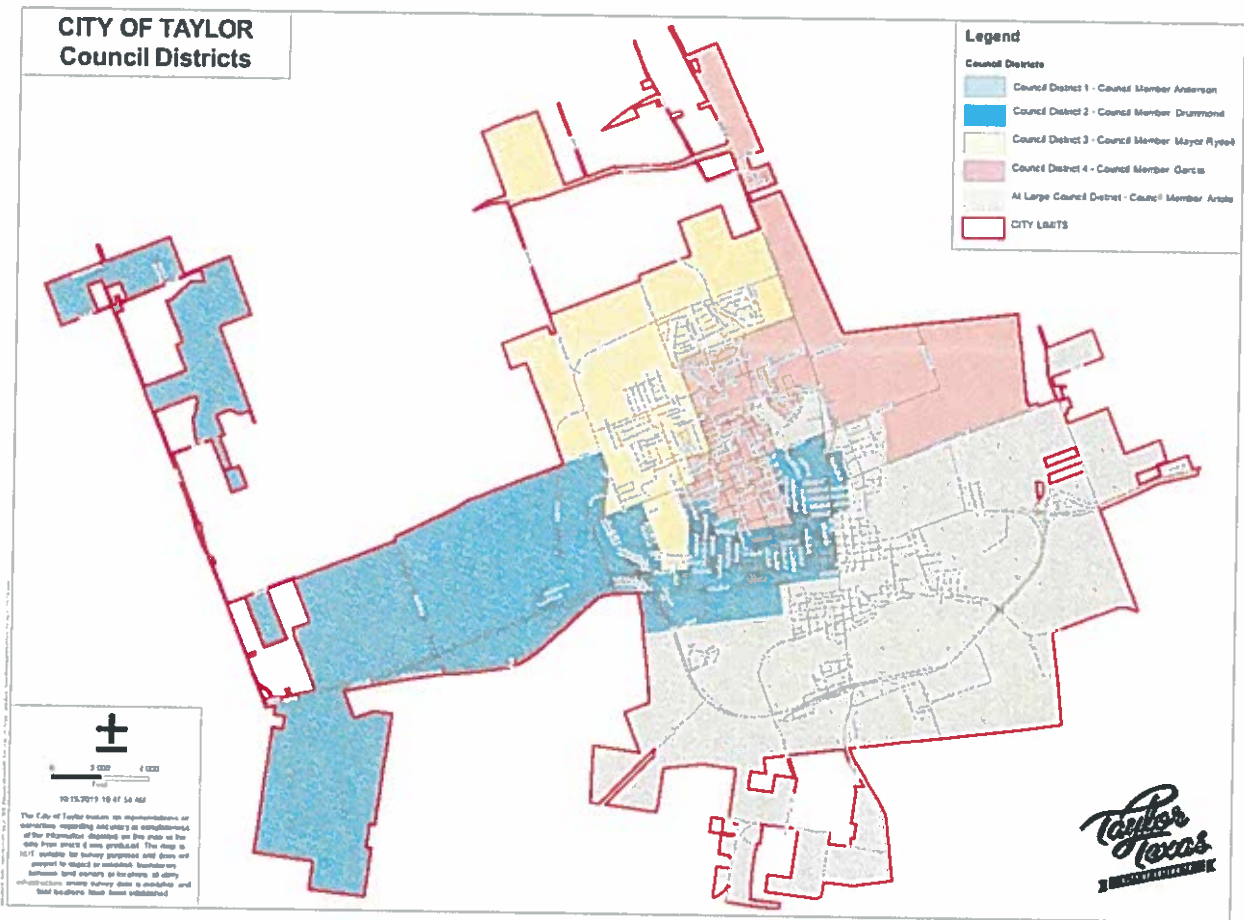


EXHIBIT “B”

EARLY VOTING POLLING PLACE LOCATION, DATES AND TIMES

<u>Location</u>	<u>Dates</u>	<u>Time</u>
Taylor City Hall	Monday, April 20	8:00AM – 6:00PM
	Tuesday, April 21	8:00AM – 6:00PM
	Wednesday, April 22	8:00AM – 6:00PM
	Thursday, April 23	8:00AM – 6:00PM
	Friday, April 24	8:00AM – 6:00PM
	Saturday, April 25	8:00AM – 6:00PM
	Monday, April 27	7:00AM – 7:00PM
	Tuesday, April 28	7:00AM – 7:00PM

ELECTION DAY VOTING

May 2, 2020
7:00 A.M. until 7:00 P.M.

District 1	Taylor City Hall 400 Porter Street
District 2	Taylor Public Library 801 Vance Street
District 3	Paseman Elementary School Lobby 2808 North Drive
District 4	TISD Main Street Events Ctr 3101 N. Main Street

RESOLUCION NO. R20 - 04

UNA RESOLUCION QUE LLAMA A UNA ELECCION QUE SE LLEVA EN LA CIUDAD DE TAYLOR, TEXAS, EL SÁBADO, 2 DE MAYO DE 2020, PARA EL FIN DE ELEGIR A UNA PERSONA COMO MIEMBRO GRANDE DEL CONSEJO DE LA CIUDAD DE TAYLOR; DESIGNAR LOS LUGARES DE VOTACIÓN EN LOS QUE SE LLEVARÁ A CABO LA VOTACIÓN; NOMBRAR A UN SECRETARIO DE VOTACIÓN ANTICIPADA Y A UNA JUNTA DE VOTACIÓN ANTICIPADA; PREVIO AVISO DE DICHA ELECCIÓN.

CONSIDERANDO QUE, de conformidad con las disposiciones de los Artículos 701 y 704, los estatutos Anotados de Vernon en Texas, en su forma enmendada, el Código Electoral de Texas, la Carta de la Ciudad y otros estatutos relacionados el Consejo de la Ciudad de Taylor, Texas está autorizado a convocar una elección para presentar a los votantes con el propósito de elegir a una persona en general del Concejo Municipal de la Ciudad de Taylor.

CONSIDERANDO QUE, por la presente se constata y determina oficialmente que la reunión en la que se aprueba esta resolución estaba abierta al público y al público aviso de la hora, lugar y fin de la reunión, como exige el capítulo 551, Código.

POR LO TANTO, SER RESUELTO POR EL AYUNTAMIENTO DE LA CIUDAD DE TAYLOR:

1. Se ordena que se celebren elecciones en la ciudad de Taylor, Texas, el sábado 2 de mayo de 2020, entre las 7:00 a.m. y las 7:00 p.m., con el propósito de elegir a una persona como miembro del Consejo Municipal de la Ciudad de Taylor, para ser elegido en general. Cualquier persona que presente como candidata para dicho cargo debe ser residente de la ciudad. La persona elegida será elegida por un período de tres (3) años.
2. A los efectos de dicha elección, habrá cuatro distritos electorales más particularmente descritos como Distritos 1, 2, 3 y 4, según se establece en el mapa marcado como Anexo "A" adjunto y hecho parte del presente. Los electores elegibles votarán en el distrito electoral en el que residan. Los lugares de votación son los siguientes:

Distrito 1 Ayuntamiento de Taylor, 400 Porter Street

Distrito 2 Biblioteca Pública Taylor, 801 Vance Street del

Distrito 3 Vestíbulo de la Escuela Primaria Paseman, 2808 North Drive

Distrito 4 TISD Main Street Eventos Ctr, 3101 N. Main Street
3. El Oficial Contratante de la División de Elecciones del Condado de Williamson será responsable de las papeletas oficiales para dicha elección que se prepararán e imprimirán de conformidad con el Código Electoral de Texas, adoptado por la Legislatura.
4. La votación anticipada en la elección por comparecencia personal se llevará a cabo en los horarios, fechas y lugares de votación según lo previsto por el Condado de Williamson adjunto al presente como Anexo "B" y dicha exhibición se incorpora aquí por referencia a todos los efectos. La Prueba documental "B" puede revisarse según sea necesario para cumplir con los lugares de

votación final del día de la votación anticipada y el día de las elecciones y los horarios establecidos por el Condado de Williamson. El Administrador de Elecciones del Condado de Williamson, Christopher J. Davis, es el Secretario de Votación Temprana. La solicitud de papeletas por correo para los votantes del condado de Williamson debe enviarse al Secretario de Votación Temprana del Condado de Williamson, PO Box 209, Georgetown, Texas 78627.

5. La votación anticipada se llevará a cabo del 20 de abril de 2020 al 28 de abril de 2020, excluyendo el domingo.
6. El Oficial Contratante obtendrá y nombrará al Juez Electoral, Juez Suplente, Secretarios y miembros de la Junta de Votación Temprana requeridos.
7. Todos los electores residentes y calificados de la Ciudad de Taylor tendrán derecho a votar en la elección.
8. El Secretario de la Ciudad de la Ciudad de Taylor notificará la elección de la manera requerida por la Carta de la Ciudad de Taylor y el Código Electoral de Texas y dará aviso mediante la publicación de una copia de esta resolución en el tablón de anuncios en el Ayuntamiento de Taylor, Texas, al menos veinte (20) días antes de la fecha de la elección.

PASADO y APROBADO por el Ayuntamiento de la Ciudad de Taylor este 23 de enero de 2020.

Atestiguar:

Brandt Rydell, Alcalde

Dianna Barker, Secretario de la Ciudad

EXHIBIT "A" Mapa

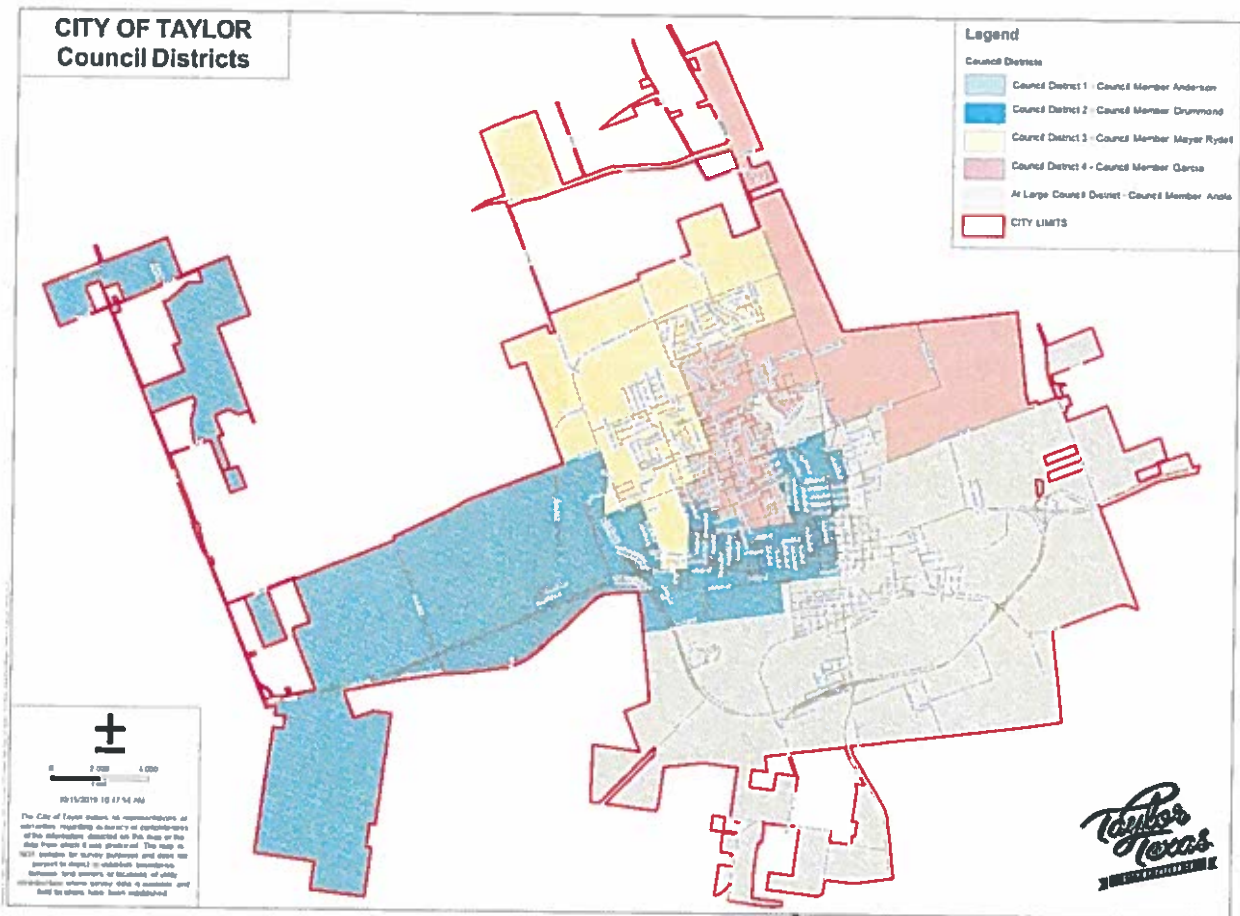


EXHIBIT "B"

VOTACIÓN ANTICIPADA
UBICACIÓN DEL LUGAR DE VOTACIÓN, FECHAS Y HORAS

<u>Ubicación</u>	<u>Fechas</u>	<u>Hora</u>
Ayuntamiento de Taylor	Lunes, 20 de abril	8:00AM – 6:00PM
	Martes 21 de Abril	8:00AM – 6:00PM
	Miércoles, Abril 22	8:00AM – 6:00PM
	Jueves 23 de abril	8:00AM – 6:00PM
	Viernes, 24 de abril	8:00AM – 6:00PM
	Sábado, 25 de abril	8:00AM – 6:00PM
	Lunes, 27 de abril	7:00AM – 7:00PM
	Martes, 28 de abril	7:00AM – 7:00PM

VOTACIÓN DEL DÍA DE LAS ELECCIONES
de mayo de 2020
7:00 A.M. hasta las 7:00 P.M.

- Distrito 1 Ayuntamiento de Taylor, 400 Porter Street
- Distrito 2 Biblioteca Pública Taylor, 801 Vance Street del
- Distrito 3 Vestíbulo de la Escuela Primaria Paseman, 2808 North Drive
- Distrito 4 TISD Main Street Eventos Ctr, 3101 N. Main Street



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 6
Agenda Title: Consider Resolution R20-05, calling an election on May 2, 2020 to consider three Charter amendments.

Council Action to be taken: Adopt Resolution

Department Submitted: City Management

Staff Contact: Dianna Barker, City Clerk

1. PURPOSE/DESCRIPTION

The purpose of this resolution is to call for a general election to be held on May 2, 2020 to put before the voters 3 proposed Charter amendments.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Article II, Section 5 of The Texas Constitution allows municipalities with a population over 5,000 to amend their Charter by a majority vote of the qualified voters of the city via an election held on a uniform election day.

As noted in the City's Charter, the City of Taylor has chosen to hold annual elections on the May uniform Election Day. Williamson County conducts the election for Taylor each year.

The last Charter amendment election was held in May 2001.

3. STAFF ANALYSIS (How and Why)

The attached resolution calls an election to put 3 proposed Charter amendments before the voters of Taylor and designates the polling places, appoints an Early Voting Clerk and Early Voting Ballot Board, and provides notice of said election.

4. RECOMMENDATION

Staff recommends adoption of the resolution as presented.

5. FUNDING SOURCE

Funding has been provided in the FY 2019/2020 budget, acct #100-500-231 in the amount of \$15,000.00.

6. TIMELINE

Statutory deadline for calling a May election is February 14, 2020.

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

Do not put the proposed Charter amendments on the May ballot.

8. ATTACHMENTS

6a. [Resolution R20-05](#)

RESOLUTION NO. R20-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TAYLOR, WILLIAMSON, COUNTY, TEXAS, ORDERING AN ELECTION ON PROPOSED AMENDMENTS FOR THE HOME RULE CHARTER OF THE CITY OF TAYLOR PROVIDING FOR THE PUBLICATION AND POSTING OF NOTICE; PROPOSING AMENDMENTS TO THE HOME RULE CHARTER OF THE CITY OF TAYLOR; PROVIDING FOR EARLY VOTING; AND PROVIDING AN EFFECTIVE DATE.

Whereas, the City Council has reviewed the Home Rule City Charter of the City of Taylor to determine the necessity for any amendments thereto; and,

Whereas, the City Council desires to conduct an election on proposed amendments on May 2, 2020.

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

SECTION 1. The hereinafter proposed amendments to the Home Rule Charter of the City of Taylor, Williamson County, Texas, contained in Section 9 below shall be submitted to the City's qualified voters for their approval or disapproval at an election to be held on the regular City election May 2, 2020.

SECTION 2. The notice of the charter election shall be posted on the bulletin board used to publish notice of the City Council meeting, be published in a newspaper of general circulation published in the City and must include a substantial copy of the proposed amendments. The notice must be published on the same day in each of two successive weeks, with the first publication occurring before the fourteenth day before the date of the election. A copy of the published notice that contains the name of the newspaper and the date of publication shall be retained as a record of such notice, and the person posting the notice shall make a record of the time of posting, stating the date, and the place of posting, which shall be the bulletin board used to post notice of City Council meetings.

SECTION 3. The election of the proposed charter amendments shall be conducted in accordance with the Texas Election Code.

SECTION 4. The voting hours for Election Day on May 2, 2020, will be from 7:00 a.m. to 7:00 p.m. at the following locations:

- District 1: Taylor City Hall, 400 Porter Street, Taylor, Texas;
- District 2: Taylor Public Library, 801 Vance Street, Taylor, Texas;
- District 3: Paseman Elementary School Lobby, 2808 North Drive, Taylor, Texas;
- District 4: TISD Main Street Events Center, 3101 N. Main St., Taylor, Texas.

SECTION 5. The early voting by personal appearance shall be conducted at any polling place in Williamson County including the Taylor City Hall, 400 Porter Street, Taylor, Texas from April 20, 2020 to April 28, 2020. Applications for ballot by mail shall be received and processed by the Williamson County Early Voting Clerk, P.O. Box 209, Georgetown, Texas 78627. Applications for ballots by mail must be received by the Williamson County Early Voting Clerk no later than the close of business on April 21, 2020.

SECTION 6. The City Clerk is hereby authorized and directed to publish and post, in the time and manner prescribed by law, all notices required to be so published and or posted in connection with the conduct of the election. The Williamson County Election contract shall designate the election judges for this election.

SECTION 7. The Williamson County Elections Contracting Officer shall serve as Elections Administrator for the election. Presiding Election Judges and Alternate Presiding Election Judges appointed to serve at the polling places and the early voting clerk and deputy early voting clerks shall be those election officials furnished by Williamson County.

SECTION 8. Each charter amendment submitted must contain only one subject, and the ballot shall be prepared in a manner that the voters may vote "for" or "against" on any amendment or amendments without voting "for" or "against" on all of the amendments. Each such proposed amendment, if approved by the majority of the qualified voters voting in the election, shall become a part of the Home Rule City Charter of the City of Taylor, Texas.

SECTION 9. The ballot propositions for the proposed amendments to the Home Rule City Charter are as follows:

PROPOSITION A

Shall Article 4, Section 4.1 of the Taylor City Charter be amended to require that Council members be elected by a majority vote.

PROPOSITION B

Shall Article 4, of the Taylor City Charter be amended to add Section 4.6 entitled "No City Employment" to prevent any City Council member from having paid employment with the City during office and for two years after termination of office.

PROPOSITION C

Shall Article 9, Section 9.1 of the Taylor City Charter be amended to allow the City Manager to hire and remove employees of the City.

PASSED, APPROVED, and ADOPTED on the 23rd day of January 2020.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

APPROVED AS TO FORM:

Ted W. Hejl,
City Attorney

RESOLUCIÓN R20-05

UNA RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE LA CIUDAD DE TAYLOR, WILLIAMSON, COUNTY, TEXAS, QUE ORDENA UNA ELECCION SOBRE ENMIENDAS PROPUESTAS PARA LA CARTA DE REGLA DE CASA DE LA CIUDAD DE TAYLOR QUE PROPORCIONA PARA LA PUBLICACION Y PUBLICAR EL AVISO; PROPUESTA DE ENMIENDAS A LA CARTA DE LA CIUDAD DE TAYLOR; PROPORCIONAR PARA LA VOTACIÓN TEMPRANA; Y PROPORCIONANDO UNA FECHA EFECTIVA.

Considerando que el Ayuntamiento ha examinado la Carta de la Ciudad de la Ciudad de Taylor para determinar la necesidad de cualquier modificación de la misma; Y

Mientras que el Ayuntamiento desea llevar a cabo una elección sobre las enmiendas propuestas el 2 de mayo de 2020.

AHORA, POR LO TANTO, SEA ORDENADO POR EL CONSEJO DE LA CIUDAD DE TAYLOR, CONDADO DE WILLIAMSON, TEXAS, QUE:

SECCION 1. Las enmiendas propuestas en adelante a la Carta de Regla de Hogar de la Ciudad de Taylor, Condado de Williamson, Texas, contenidas en la Sección 9 a continuación se presentarán a los votantes calificados de la Ciudad para su aprobación o desaprobación en una elección que se llevará a cabo en la ciudad regular elecciones para el 2 de mayo de 2020.

SECCION 2. The notice of the charter election shall be posted on the bulletin board used to publish notice of the City Council meeting, be published in a newspaper of general circulation published in the City and must include a substantial copy of the proposed amendments. The notice must be published on the same day in each of two successive weeks, with the first publication occurring before the fourteenth day before the date of the election. A copy of the published notice that contains the name of the newspaper and the date of publication shall be retained as a record of such notice, and the person posting the notice shall make a record of the time of posting, stating the date, and the place of posting, which shall be the bulletin board used to post notice of City Council meetings.

SECCION 3. La elección de las enmiendas cartadas propuestas se llevará a cabo de acuerdo con el Código Electoral de Texas.

SECCION 4. El horario de votación para el día de las elecciones el 2 de mayo de 2020 será de 7:00 a.m. a 7:00 p.m. en los siguientes lugares:

Distrito 1: Taylor City Hall, 400 Porter Street, Taylor, Texas;

Distrito 2: Biblioteca Pública Taylor, 801 Vance Street, Taylor, Texas;

Distrito 3: Vestíbulo de la Escuela Primaria Paseman, 2808 North Drive, Taylor, Texas;

Distrito 4: TISD Main Street Eventos Center, 3101 N. Main St., Taylor, Texas.

SECCION 5. La votación anticipada por comparecencia personal se llevará a cabo en cualquier lugar de votación en el condado de Williamson, incluyendo el Ayuntamiento de Taylor, 400 Porter Street, Taylor, Texas del 20 de abril de 2020 al 28 de abril de 2020. Las solicitudes de boleta electoral por correo serán recibidas y procesadas por el Secretario de Votación Temprana del Condado de Williamson, P.O. Box 209, Georgetown, Texas 78627. Las solicitudes de papeletas por correo deben ser recibidas por el Secretario de Votación Temprana del Condado de Williamson a más tardar el cierre del negocio el 21 de abril de 2020.

SECCION 6. Por la presente, el Secretario de la Ciudad está autorizado y dirigido a publicar y publicar, en el tiempo y la forma prescritos por la ley, todos los avisos requeridos para ser publicados y o publicados en relación con la realización de la elección. El contrato de elección del condado de Williamson designará a los jueces electorales para esta elección.

SECCION 7. El Oficial de Contratación Electoral del Condado de Williamson servirá como Administrador Electoral para la elección. Los Jueces Electorales Presidentes y los Jueces Electorales Presidentes Suplentes designados para servir en los lugares de votación y el secretario de votación anticipada y los secretarios adjuntos de votación anticipada serán los funcionarios electorales proporcionados por el Condado de Williamson.

SECCION 8. Cada enmienda de carta presentada debe contener sólo un tema, y la boleta se preparará de manera que los electores puedan votar "a favor" o "en contra" de cualquier enmienda o enmienda sin votar "a favor" o "en contra" de todas las enmiendas. Cada enmienda propuesta, si es aprobada por la mayoría de los votantes calificados que votan en la elección, se convertirá en parte de la Carta de la Ciudad de gobierno de hogar de la ciudad de Taylor, Texas.

SECCION 9. Las propuestas de votación para las enmiendas propuestas a la Carta de la Ciudad de la Regla de Hogar son las siguientes:

PROPUESTA A

¿Se modificará el artículo 4, sección 4.1 de la Carta de la Ciudad de Taylor para exigir que los miembros del Consejo sean elegidos por mayoría de votos.

PROPUESTA B

Deberá enmendarse el Artículo 4 de la Carta de la Ciudad de Taylor para agregar la Sección 4.6 titulada "Sin empleo en la ciudad" para evitar que cualquier miembro del Consejo de la Ciudad haya pagado un empleo en la Ciudad durante el cargo y durante dos años después de la terminación del cargo.

PROPUESTA C

Deberá enmendarse el Artículo 9, Sección 9.1 de la Carta de la Ciudad de Taylor para permitir que el Administrador de la Ciudad contrate y retire a los empleados de la Ciudad.

PASADO, APROBADO y ADOPTADO el 23 de enero de 2020.

Brandt Rydell, Alcalde

Atestiguar:

Dianna Barker, Secretaria de la Ciudad

APROBADO EN CUANTO A LA FORMA:

Ted W. Hejl, Abogado de la ciudad



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 7

Agenda Title: **Approve Contract Amendment with Nationwide for Roth Amendment Adoption and Professional Investment Management Option.**

Council Action to be taken: Approve Contract Amendment

Department Submitted: Human Resources

Staff Contact: Kim Peterson, Director, Human Resources & Civil Service

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to request approval for an additional deferred compensation personal savings and fund management options for City employees.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Nationwide has been offering deferred compensation retirement plans for many years as one of the optional benefits available to employees.

3. STAFF ANALYSIS (How and Why)

A **457 plan** is a type of qualified tax advantaged deferred-compensation retirement plan that is available to employers to provide a savings option for employees.

The **Roth 457 plan** allows employees to contribute to their 457 account on an after-tax basis and pay no taxes on qualifying distributions when the money is withdrawn. For some employees, this could prove to be a better option than contributing on a pre-tax basis, where deposits are subject to taxes when the money is withdrawn.

The **Professional Investment Management** option allows employees to get assistance from Nationwide for managing their 457 account for an annual fee of .65 of 1% per year.

Any investment in a 457 Plan is at the employee's choice at no cost to the City.

4. RECOMMENDATION

It is recommended that Council approve this plan amendment.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

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

N/A

8. ATTACHMENTS

7a. [Nationwide Contract Amendment](#)

Contributions. The Employer and/or Participants, in accordance with the Plan terms, make the following Contribution Types to the Plan (Choose one or more of b. through d. if applicable):

- b. ☒ **Pre-Tax Elective Deferrals.** The dollar or percentage amount by which each Participant has elected to reduce his/her Compensation, as provided in the Participant's Salary Reduction Agreement (Choose one or more as applicable.):

And will Matching Contributions be made with respect to Elective Deferrals?

1. ☐ **Yes.** See Question 16.

2. ☒ **No.**

And will **Roth Elective Deferrals** be made?

3. ☒ **Yes.** [Note: The Employer may not limit Deferrals to Roth Deferrals only.]

4. ☐ **No.**

- c. ☐ **Nonelective Contributions.** See Question 17.

- d. ☒ **Rollover Contributions.** See Question 30.

6. **EXCLUDED EMPLOYEES (1.10).** The following Employees are Excluded Employees and are not eligible to participate in the Plan (Choose one of a. or b.):

- a. ☒ **No exclusions.** All Employees are eligible to participate.

- b. ☐ **Exclusions.** The following Employees are Excluded Employees (Choose one or more of 1. through 4.):

1. ☐ **Part-time Employees.** The Plan defines part-time Employees as Employees who normally work less than _____ hours per week.

2. ☐ **Hourly-paid Employees.**

3. ☐ **Leased Employees.** The Plan excludes Leased Employees.

4. ☐ **Specify:** _____.

7. **INDEPENDENT CONTRACTOR (1.16).** The Plan (Choose one of a., b. or c.):

- a. ☒ **Participate.** Permits Independent Contractors to participate in the Plan.

- b. ☐ **Not Participate.** Does not permit Independent Contractors to participate in the Plan.

- c. ☐ **Specified Independent Contractors.** Permits the following specified Independent Contractors to participate:

[Note: If the Employer elects to permit any or all Independent Contractors to participate in the Plan, the term Employee as used in the Plan includes such participating Independent Contractors.]

8. **COMPENSATION (1.05).** Subject to the following elections, Compensation for purposes of allocation of Deferral Contributions means:

Base Definition (Choose one of a., b. or c.):

- a. ☒ Wages, tips and other compensation on Form W-2.

- b. ☐ Code §3401(a) wages (wages for withholding purposes).

- c. ☐ 415 safe harbor compensation.

[Note: The Plan provides that the base definition of Compensation includes amounts that are not included in income due to Code §§401(k), 125, 132(f)(4), 403(b), SEP, 414(h)(2), & 457. Compensation for an Independent Contractor means the amounts the Employer pays to the Independent Contractor for services, except as the Employer otherwise specifies below.]

Modifications to Compensation definition. The Employer elects to modify the Compensation definition as follows (Choose one of d. or e.):

- d. ☒ **No modifications.** The Plan makes no modifications to the definition.

- e. ☐ **Modifications** (Choose one or more of 1. through 5.):

1. ☐ **Fringe benefits.** The Plan excludes all reimbursements or other expense allowances, fringe benefits (cash and noncash), moving expenses, deferred compensation and welfare benefits.

2. ☐ **Elective Contributions. [1.05(E)]** The Plan excludes a Participant's Elective Contributions.

3. ☐ **Bonuses.** The Plan excludes bonuses.

4. ☐ **Overtime.** The Plan excludes overtime.

5. ☐ **Specify:** _____.

Compensation taken into account. For the Plan Year in which an Employee first becomes a Participant, the Plan Administrator will determine the allocation of matching and nonelective contributions by taking into account *(Choose one of f. or g.)*:

f. ☒ **Plan Year.** The Employee's Compensation for the entire Plan Year.

g. ☐ **Compensation while a Participant.** The Employee's Compensation only for the portion of the Plan Year in which the Employee actually is a Participant.

9. **POST-SEVERANCE COMPENSATION (1.05(F)).** Compensation includes the following types of Post-Severance Compensation paid within any applicable time period as may be required *(Choose one of a. or b.)*:

a. ☐ **None.** The Plan does not take into account Post-Severance Compensation as to any Contribution Type except as required under the basic plan document.

b. ☒ **Adjustments.** The following Compensation adjustments apply *(Choose one or more)*:

1. ☒ **Regular Pay.** Post-Severance Compensation will include Regular Pay and it will apply to all Contribution Types.

2. ☒ **Leave-Cashouts.** Post-Severance Compensation will include Leave Cashouts and it will apply to all Contribution Types.

3. ☒ **Nonqualified Deferred Compensation.** Post-Severance Compensation will include Deferred Compensation and it will apply to all Contribution Types.

4. ☐ **Salary Continuation for Disabled Participants.** Post-Severance Compensation will include Salary Continuation for Disabled Participants and it will apply to all Contribution Types.

5. ☐ **Differential Wage Payments.** Post-Severance Compensation will include Differential Wage Payments (military continuation payments) and it will apply to all Contribution Types.

6. ☐ **Describe alternative Post-Severance Compensation definition, limit by Contribution Type, or limit by Participant group:** _____.

10. **NORMAL RETIREMENT AGE (1.20).** A Participant attains Normal Retirement Age under the Plan *(Choose one of a. or b.)*:

a. ☐ **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. *[Note: The age may not exceed age 70 1/2. The age may not be less than age 65, or, if earlier, the age at which a Participant may retire and receive benefits under the Employer's pension plan, if any.]*

b. ☒ **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 65 and may not be later than age 70 1/2. *[Note: The age may not exceed age 70 1/2.]*

Special Provisions for Police or Fire Department Employees *(Choose c. and/or d. as applicable)*:

c. ☒ **Police department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. ☐ **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. *[Note: The age may not exceed age 70 1/2 and may not be less than age 40.]*

2. ☒ **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 40 (no earlier than age 40) and may not be later than age 70 1/2. *[Note: The age may not exceed age 70 1/2.]*

d. ☒ **Fire department employees.** [Plan Section 3.05(B)(3)] *(Choose 1. or 2.)*:

1. ☐ **Plan designation.** [Plan Section 3.05(B)] When the Participant attains age _____. *[Note: The age may not exceed age 70 1/2 and may not be less than age 40.]*

2. ☒ **Participant designation.** [Plan Section 3.05(B) and (B)(1)] When the Participant attains the age the Participant designates, which may not be earlier than age 40 (no earlier than age 40) and may not be later than age 70 1/2. *[Note: The age may not exceed age 70 1/2.]*

11. **ELIGIBILITY CONDITIONS (2.01).** *(Choose one of a. or b.)*:

a. ☒ **No eligibility conditions.** The Employee is eligible to participate in the Plan as of his/her first day of employment with the employer.

b. ☐ **Eligibility conditions.** To become a Participant in the Plan, an Eligible Employee must satisfy the following eligibility conditions *(Choose one or more of 1., 2. or 3.)*:

1. ☐ **Age.** Attainment of age _____.

2. ☐ **Service.** Service requirement (*Choose one of a. or b.*):

a. ☐ **Year of Service.** One year of Continuous Service.

b. ☐ **Months of Service.** _____ month(s) of Continuous Service.

3. ☐ **Specify:** _____.

12. **PLAN ENTRY DATE (1.24).** "Plan Entry Date" means the Effective Date and (*Choose one of a. through d.*):

a. ☐ **Monthly.** The first day of the month coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions.

b. ☐ **Annual.** The first day of the Plan Year coinciding with or next following the Employee's satisfaction of the Plan's eligibility conditions.

c. ☒ **Date of hire.** The Employee's employment commencement date with the Employer.

d. ☐ **Specify:** _____.

13. **SALARY REDUCTION CONTRIBUTIONS (1.30).** A Participant's Salary Reduction Contributions under Election 5b. are subject to the following limitation(s) in addition to those imposed by the Code (*Choose one of a. or b.*):

a. ☒ **No limitations.**

b. ☐ **Limitations.** (*Choose one or more of 1., 2. or 3.*):

1. ☐ **Maximum deferral amount.** A Participant's Salary Reductions may not exceed: _____ (*specify dollar amount or percentage of Compensation*).

2. ☐ **Minimum deferral amount.** A Participant's Salary Reductions may not be less than: _____ (*specify dollar amount or percentage of Compensation*).

3. ☐ **Specify:** _____.

[*Note: Any limitation the Employer elects in b.1. through b.3. will apply on a payroll basis unless the Employer otherwise specifies in b.3.*]

Special NRA Catch-Up Contributions (3.05). The Plan (*Choose one of c. or d.*):

c. ☒ **Permits.** Participants may make NRA catch-up contributions.

AND, Special NRA Catch-Up Contributions (*Choose one of 1. or 2.*):

1. ☐ will be taken into account in applying any matching contribution under the Plan.

2. ☐ will not be taken into account in applying any matching contribution under the Plan.

d. ☐ **Does not permit.** Participants may not make NRA catch-up contributions.

Age 50 Catch-Up Contributions (3.06). The Plan (*Choose one of e. or f.*):

e. ☒ **Permits.** Participants may make age 50 catch-up contributions.

f. ☐ **Does not permit.** Participants may not make age 50 catch-up contributions.

14. **SICK, VACATION AND BACK PAY (3.02(A)).** The Plan (*Choose one of a. or b.*):

a. ☒ **Permits.** Participants may make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

b. ☐ **Does Not Permit.** Participants may not make Salary Reduction Contributions from accumulated sick pay, from accumulated vacation pay or from back pay.

15. **AUTOMATIC ENROLLMENT (3.02(B)).** Does the Plan provide for automatic enrollment (*Choose one of the following*) [*Note: if Eligible Automatic Contribution Arrangement (EACA), select 15c and complete Questions 31 & 32*]:

a. ☒ **Does not apply.** Does not apply the Plan's automatic enrollment provisions.

b. ☐ **Applies.** Applies the Plan's automatic enrollment provisions. The Employer as a Pre-Tax Elective Deferral will withhold _____% from each Participant's Compensation unless the Participant elects a different percentage (including zero) under his/her Salary Reduction Agreement. The automatic election will apply to (*Choose one of 1. through 3.*):

1. ☐ **All Participants.** All Participants who as of _____ are not making Pre-Tax Elective Deferrals at least equal to the automatic amount.

2. ☐ **New Participants.** Each Employee whose Plan Entry Date is on or following: _____.

3. ☐ **Describe Application of Automatic Deferrals:** _____.

c. ☐ **EACA.** The Plan will provide an Eligible Automatic Contribution Arrangement (EACA). Complete Questions 31 & 32.

16. **MATCHING CONTRIBUTIONS (3.03).** The Employer Matching Contributions is *(Choose one or more of a. through d.)*:

- a. ☐ **Fixed formula.** An amount equal to _____ of each Participant's Salary Reduction Contributions.
- b. ☐ **Discretionary formula.** An amount (or additional amount) equal to a matching percentage the Employer from time to time may deem advisable of each Participant's Salary Reduction Contributions.
- c. ☐ **Tiered formula.** The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Salary Reduction Contributions, determined as follows:

NOTE: Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate \$ or %)	Matching Percentage
First _____	_____ %
Next _____	_____ %
Next _____	_____ %
Next _____	_____ %

d. ☐ **Specify:** _____.

Time Period for Matching Contributions. The Employer will determine its Matching Contribution based on Salary Reduction Contributions made during each *(Choose one of e. through h.)*:

- e. ☐ **Plan Year.**
- f. ☐ **Plan Year quarter.**
- g. ☐ **Payroll period.**
- h. ☐ **Specify:** _____.

Salary Reduction Contributions Taken into Account. In determining a Participant's Salary Reduction Contributions taken into account for the above-specified time period under the Matching Contribution formula, the following limitations apply *(Choose one of i. through l.)*:

- i. ☐ **All Salary Reduction Contributions.** The Plan Administrator will take into account all Salary Reduction Contributions.
- j. ☐ **Specific limitation.** The Plan Administrator will disregard Salary Reduction Contributions exceeding _____ % of the Participant's Compensation.
- k. ☐ **Discretionary.** The Plan Administrator will take into account the Salary Reduction Contributions as a percentage of the Participant's Compensation as the Employer determines.
- l. ☐ **Specify:** _____.

Allocation Conditions. To receive an allocation of Matching Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of m. or n.)*:

- m. ☐ **No allocation conditions.**
- n. ☐ **Conditions.** The following allocation conditions apply to Matching Contributions *(Choose one or more of 1. through 4.)*:
1. ☐ **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _____.
 2. ☐ **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
 3. ☐ **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
 4. ☐ **Specify:** _____.

17. **NONELECTIVE CONTRIBUTIONS (1.19).** The Nonelective Contributions under Election 5c. are made as follows: *(Choose one)*:

- a. ☐ **Discretionary - Pro-Rata.** An amount the Employer in its sole discretion may determine.

- b. ☐ **Fixed - Pro Rata.** _____ % of Compensation.
- c. ☐ **Other.** A Nonelective Contribution may be made as follows:

_____.

Allocation Conditions. (3.08). To receive an allocation of Nonelective Contributions, a Participant must satisfy the following allocation condition(s) *(Choose one of d. or e.)*:

- d. ☐ **No allocation conditions.**
- e. ☐ **Conditions.** The following allocation conditions apply to Nonelective Contributions *(Choose one or more of 1. through 4.)*:
1. ☐ **Service condition.** The Participant must complete the following number of months of Continuous Service during the Plan Year: _____.
 2. ☐ **Employment condition.** The Participant must be employed by the Employer on the last day of the Plan Year.
 3. ☐ **Limited Severance Exception.** Any condition specified in 1. or 2. does not apply if the Participant incurs a Severance from Employment during the Plan Year on account of death, disability or attainment of Normal Retirement Age in the current Plan Year or in a prior Plan Year.
 4. ☐ **Specify:** _____.

18. **TIME AND METHOD OF PAYMENT OF ACCOUNT (4.02).** The Plan will distribute to a Participant who incurs a Severance from Employment his/her Vested Account as follows:

Timing. The Plan, in the absence of a permissible Participant election to commence payment later, will pay the Participant's Account *(Choose one of a. through e.)*:

- a. ☐ **Specified Date.** _____ days after the Participant's Severance from Employment.
- b. ☒ **Immediate.** As soon as administratively practicable following the Participant's Severance from Employment.
- c. ☐ **Designated Plan Year.** As soon as administratively practicable in the _____ Plan Year beginning after the Participant's Severance from Employment.
- d. ☐ **Normal Retirement Age.** As soon as administratively practicable after the close of the Plan Year in which the Participant attains Normal Retirement Age.
- e. ☐ **Specify:** _____.

Method. The Plan, in the absence of a permissible Participant election, will distribute the Participant's Account under one of the following method(s) of distribution *(Choose one or more of f. through j. as applicable)*:

- f. ☒ **Lump sum.** A single payment.
- g. ☒ **Installments.** Multiple payments made as follows: as elected by the Participant
- h. ☐ **Installments for required minimum distributions only.** Annual payments, as necessary under Plan Section 4.03.
- i. ☐ **Annuity distribution option(s):** _____.
- j. ☒ **Specify:** Partial Lump Sum as elected by the Participant

Participant Election. [Plan Sections 4.02(A) and (B)] The Plan *(Choose one of k., l. or m.)*:

- k. ☒ **Permits.** Permits a Participant, with Plan Administrator approval of the election, to elect to postpone distribution beyond the time the Employer has elected in a. through e. and also to elect the method of distribution (including a method not described in f. through j. above).
- l. ☐ **Does not permit.** Does not permit a Participant to elect the timing and method of Account distribution.
- m. ☐ **Specify:** _____.

Mandatory Distributions. Notwithstanding any other distribution election, following Severance from Employment *(Choose n. or o.)*:

- n. ☐ **No Mandatory Distributions.** The Plan will not make a Mandatory Distribution.
- o. ☒ **Mandatory Distribution.** If the Participant's Vested Account is not in excess of \$5,000 (unless a different amount selected below) as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.
1. ☒ **Mandatory Distribution.** If the Participant's Vested Account is not in excess of \$ 1,000 as of the date of distribution, the Plan will make a Mandatory Distribution following Severance from Employment.

Exclusion of rollovers in determination of \$5,000 threshold. In determining the \$5,000 threshold (or other dollar threshold above), rollover contributions will be:

- p. ☒ **included.**
 q. ☐ **excluded.**

19. **BENEFICIARY DISTRIBUTION ELECTIONS**. Distributions following a Participant's death will be made as follows (*Choose one of a. through d.*):

- a. ☐ **Immediate.** As soon as practical following the Participant's death.
 b. ☐ **Next Calendar Year.** At such time as the Beneficiary may elect, but in any event on or before the last day of the calendar year which next follows the calendar year of the Participant's death.
 c. ☒ **As Beneficiary elects.** At such time as the Beneficiary may elect, consistent with Section 4.03.
 d. ☐ **Describe:** _____.

[Note: The Employer under Election 19d. may describe an alternative distribution timing or afford the Beneficiary an election which is narrower than that permitted under Election 19c., or include special provisions related to certain beneficiaries, (e.g., a surviving spouse). However, any election under Election 19d. must require distribution to commence no later than the Section 4.03 required date.]

20. **DISTRIBUTIONS PRIOR TO SEVERANCE FROM EMPLOYMENT (4.05)**. A Participant prior to Severance from Employment may elect to receive a distribution of his/her Vested Account under the following distribution options (*Choose one of a. or b.*):

- a. ☐ **None.** A Participant may not receive a distribution prior to Severance from Employment.
 b. ☒ **Distributions.** Prior to Severance from Employment are permitted as follows (*Choose one or more of 1. through 4.*):
 1. ☒ **Unforeseeable emergency.** A Participant may elect a distribution from his/her Account in accordance with Plan Section 4.05(A) (for the Participant, spouse, dependents or beneficiaries)
 2. ☒ **De minimis exception.** [Plan Section 4.05(B)] If the Participant: (i) has an Account that does not exceed \$5,000; (ii) has not made or received an allocation of any Deferral Contributions under the Plan during the two-year period ending on the date of distribution; and (iii) has not received a prior Plan distribution under this de minimis exception, then (*Choose one of a., b. or c.*):
 a. ☒ **Participant election.** The Participant may elect to receive all or any portion of his/her Account.
 b. ☐ **Mandatory distribution.** The Plan Administrator will distribute the Participant's entire Account.
 c. ☐ **Hybrid.** The Plan Administrator will distribute a Participant's Account that does not exceed \$ _____ and the Participant may elect to receive all or any portion of his/her Account that exceeds \$ _____ but that does not exceed \$5,000.
 3. ☒ **Age 70 1/2.** A Participant who attains age 70 1/2 prior to Severance from Employment may elect distribution of any or all of his/her Account.
 4. ☐ **Specify:** _____.

[Note: An Employer need not permit any in-service distributions. Any election must comply with the distribution restrictions of Code Section 457(d).]

21. **QDRO (4.06)**. The QDRO provisions (*Choose one of a., b. or c.*):

- a. ☒ **Apply.**
 b. ☐ **Do not apply.**
 c. ☐ **Specify:** _____.

22. **ALLOCATION OF EARNINGS (5.07(B))**. The Plan allocates Earnings using the following method (*Choose one or more of a. through f.*):

- a. ☒ **Daily.** See Section 5.07(B)(4)(a).
 b. ☐ **Balance forward.** See Section 5.07(B)(4)(b).
 c. ☐ **Balance forward with adjustment.** See Section 5.07(B)(4)(c). Allocate pursuant to the balance forward method, except treat as part of the relevant Account at the beginning of the Valuation Period _____% of the contributions made during the following Valuation Period: _____.
 d. ☐ **Weighted average.** See Section 5.07(B)(4)(d). If not a monthly weighting period, the weighting period is _____.
 e. ☐ **Directed Account method.** See Section 5.07(B)(4)(e).

f. ☐ **Describe Earnings allocation method:** _____.

[Note: The Employer under Election 22f. may describe Earnings allocation methods from the elections available under Election 22 and/or a combination thereof as to any: (i) Participant group (e.g., Daily applies to Division A Employees OR to Employees hired after "x" date. Balance forward applies to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., Daily applies as to Discretionary Nonelective Contribution Accounts. Participant-Directed Account applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., Balance forward applies to investments placed with vendor A and Participant-Directed Account applies to investments placed with vendor B OR Daily applies to Participant-Directed Accounts and balance forward applies to pooled Accounts).]

23. **HEART ACT PROVISIONS (1.31(C)(3)/3.13).** The Employer elects to (Choose one of a. or b. and c. or d.):

Continued Benefit Accruals.

- a. ☐ **Not apply the benefit accrual provisions of Section 3.13.**
 b. ☒ **Apply the benefit accrual provisions of Section 3.13.**

Distributions for deemed severance of employment (1.31(C)(3))

- c. ☒ **The Plan does NOT permit distributions for deemed severance of employment.**
 d. ☐ **The Plan permits distributions for deemed severance of employment.**

24. **VESTING/SUBSTANTIAL RISK OF FORFEITURE (5.11).** A Participant's Deferral Contributions are [Note: If a Participant incurs a Severance from Employment before the specified events or conditions, the Plan will forfeit the Participant's non-vested Account. Caution: if a Deferral is subject to vesting schedule or other substantial risk of forfeiture, it does not count as a deferral for purposes of the annual deferral limit until the year it is fully vested.] (Choose all that apply of a. through d.):

- a. ☒ **100% Vested/No Risk of Forfeiture.** Immediately Vested without regard to additional Service and no Substantial Risk of Forfeiture. The following contributions are 100% Vested:
1. ☒ **All Contributions.** (skip to 25.)
 2. ☐ **Only the following contributions.** (select all that apply):
 - a. ☐ **Salary Reduction Contributions.**
 - b. ☐ **Nonelective Contributions.**
 - c. ☐ **Matching Contributions.**
- b. ☐ **Forfeiture under Vesting Schedule.** Vested according to the following:

Contributions affected. The following contributions are subject to the vesting schedule (Choose one or more of 1., 2. or 3.):

1. ☐ **Salary Reduction Contributions.**
2. ☐ **Nonelective Contributions.**
3. ☐ **Matching Contributions.**
4. ☐ **Vesting Schedule.**

Years of Service

Vested Percentage

_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

For vesting purposes, a "Year of Service" means:

5. _____.

[Note: It is extremely rare to apply a vesting schedule to Salary Reduction Contributions.]

- c. ☐ **Substantial Risk of Forfeiture.** Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows:

Contributions affected. The following contributions are subject to the substantial risk of forfeiture under c. (Choose one or more of 1., 2. or 3.):

1. ☐ **Salary Reduction Contributions.**
2. ☐ **Nonelective Contributions.**

3. ☐ **Matching Contributions.**

Risk Provisions: Vested only when no longer subject to the following Substantial Risk of Forfeiture as follows (*Choose one of 4. or 5.*):

4. ☐ The Participant must remain employed by the Employer until _____, unless earlier Severance from Employment occurs on account of death or disability, as the Plan Administrator shall establish.

5. ☐ **Specify:** _____.

Additional Provisions (*Choose d. if applicable*)

d. ☐ **Specify:** _____.

FORFEITURE ALLOCATION. [Plan Sections 5.11(A) and 5.14] The Plan Administrator will allocate any Plan forfeitures as selected below. The Employer has the option to use forfeitures to pay plan expenses first and then allocate the remaining forfeitures in accordance with the selections below: (*Choose one of the following*):

e. ☐ **Additional Contributions.** As the following contribution type (*Choose one of 1. or 2.*):

1. ☐ **Nonelective.** As an additional Nonelective Contribution.

2. ☐ **Matching.** As an additional Matching Contribution.

f. ☐ **Reduce Fixed Contributions.** To reduce the following fixed contribution (*Choose one of 1. or 2.*):

1. ☐ **Nonelective.** To reduce the Employer's fixed Nonelective Contribution.

2. ☐ **Matching.** To reduce the Employer's fixed Matching Contribution.

g. ☐ **Specify:** _____.

25. **TRUST PROVISIONS.** The following provisions apply to Article VIII of the Plan (*Choose as applicable; leave blank if not applicable*):

a. ☐ **Modifications.** The Employer modifies the Article VIII Trust provisions as follows: _____. The remaining Article VIII provisions apply.

b. ☐ **Substitution.** The Employer replaces the Trust with the Trust Agreement attached to the Plan.

26. **CUSTODIAL ACCOUNT/ANNUITY CONTRACT (8.16).** The Employer will hold all or part of the Deferred Compensation in one or more custodial accounts or annuity contracts which satisfy the requirements of Code §457(g) (*Choose a. or b., c. if applicable*):

a. ☒ **Custodial account(s).**

b. ☒ **Annuity contract(s).**

c. ☐ **Specify:** _____.

[*Note: The Employer under c. may wish to identify the custodial accounts or annuity contracts or to designate a portion of the Deferred Compensation to be held in such vehicles versus held in the Trust.*]

27. **VALUATION.** In addition to the last day of the Plan Year, the Trustee (or Plan Administrator as applicable) must value the Trust Fund (or Accounts) on the following Valuation Date(s) (*Choose one of a. or b.*):

a. ☐ **No additional Valuation Dates.**

b. ☒ **Additional Valuation Dates.** (*Choose one or more of 1., 2. or 3.*):

1. ☒ **Daily Valuation Dates.** Each business day of the Plan Year on which Plan assets for which there is an established market are valued and the Trustee or Employer is conducting business.

2. ☐ **Last day of a specified period.** The last day of each _____ of the Plan Year.

3. ☐ **Specified Valuation Dates:** _____.

[*Note: The Employer under Election 26b.3. may describe Valuation Dates from the elections available under Election 26b. and/or a combination thereof as to any: (i) Participant group (e.g., No additional Valuation Dates apply to Division A Employees OR to Employees hired after "x" date. Daily Valuation Dates apply to Division B Employees OR to Employees hired on/before "x" date.); (ii) Contribution Type (e.g., No additional Valuation Dates apply as to Discretionary Nonelective Contribution Accounts. The last day of each Plan Year quarter applies to Fixed Nonelective Contribution Accounts); (iii) investment type, investment vendor or Account type (e.g., No additional Valuation Dates apply to investments placed with vendor A and Daily Valuation Dates apply to investments placed with vendor B OR Daily Valuation Dates apply to Participant-Directed Accounts and no additional Valuation Dates apply to pooled Accounts).]*

28. TRUSTEE (Select all that apply; leave blank if not applicable.):

- a. ☐ Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (Add additional Trustees as necessary.)

Name(s)

Title(s)

_____	_____
_____	_____
_____	_____
_____	_____

Address and Telephone number (Choose one of 1. or 2.):

1. ☐ Use Employer address and telephone number.

2. ☐ Use address and telephone number below:

Address: _____
Street

_____ City State Zip

Telephone: _____

- b. ☐ Corporate Trustee

Name: _____

Address: _____
Street

_____ City State Zip

Telephone: _____

AND, the Corporate Trustee shall serve as:

- c. ☐ a Directed (nondiscretionary) Trustee over all Plan assets except for the following:

- d. ☐ a Discretionary Trustee over all Plan assets except for the following:

29. PLAN LOANS (5.02(A)). The Plan permits or does not permit Participant Loans (Choose one of a. or b.):

- a. ☒ **Does not permit.**

- b. ☐ **Permitted pursuant to the Loan Policy.**

30. ROLLOVER CONTRIBUTIONS (3.09). The Plan permits Rollover Contributions subject to approval by the Plan Administrator and as further described below:

Who may roll over (Choose one of a. or b.):

- a. ☐ **Participants only.**

- b. ☒ **Eligible Employees or Participants.**

Sources/Types. The Plan will accept a Rollover Contribution (Choose one of c. or d.):

- c. ☐ **All.** From any Eligible Retirement Plan and as to all Contribution Types eligible to be rolled into this Plan.

- d. ☒ **Limited.** Only from the following types of Eligible Retirement Plans and/or as to the following Contribution Types:

_____ From any Eligible Retirement Plan eligible to be rolled into this Plan excluding non-Roth After-Tax contributions _____

Distribution of Rollover Contributions (Choose one of e., f. or g.):

- e. ☒ **Distribution without restrictions.** May elect distribution of his/her Rollover Contributions Account in accordance with Plan Section 4.05(C) at any time.
- f. ☐ **No distribution.** May not elect to receive distribution of his/her Rollover Contributions Account until the Plan has a distributable event under Plan Section 4.01.
- g. ☐ **Specify:** _____

31. EACA Automatic Deferral Provisions (3.14).

Participants subject to the Automatic Deferral Provisions. The Automatic Deferral Provisions apply to Employees who become Participants after the Effective Date of the EACA (except as provided in d. below). Employees who became Participants prior to such Effective Date are subject to the following (a. – d. are optional):

- a. ☐ **All Participants.** All Participants, regardless of any prior Salary Reduction Agreement, unless and until a Participant makes an Affirmative Election after the Effective Date of the EACA.
- b. ☐ **Election of at least Automatic Deferral amount.** All Participants, except those who, on the Effective Date of the EACA, are deferring an amount which is at least equal to the Automatic Deferral Percentage.
- c. ☐ **No existing Salary Reduction Agreement.** All Participants, except those who have in effect a Salary Reduction Agreement on the effective date of the EACA regardless of the Salary Reduction Contribution amount under the Agreement.
- d. ☐ **Describe:** _____

Automatic Deferral Percentage. Unless a Participant makes an Affirmative Election, the Employer will withhold the following Automatic Deferral Percentage (select e. or f.):

- e. ☐ **Constant.** The Employer will withhold _____% of Compensation each payroll period.

Escalation of deferral percentage (select one or leave blank if not applicable)

1. ☐ **Scheduled increases.** This initial percentage will increase by _____% of Compensation per year up to a maximum of _____ of Compensation.
2. ☐ **Other** (described Automatic Deferral Percentage): _____

Automatic Deferral Optional Elections

- f. ☐ **Optional elections** (select all that apply or leave blank if not applicable)

Suspended Salary Reduction Contributions. If a Participant's Salary Reduction Contributions are suspended pursuant to a provision of the Plan (e.g., distribution due to military leave covered by the HEART Act), then a Participant's Affirmative Election will expire on the date the period of suspension begins unless otherwise elected below.

1. ☐ A Participant's Affirmative Election will resume after the suspension period.

Special Effective Date. Provisions will be effective as of the earlier of the Effective Date of the EACA provisions unless otherwise specified below.

2. ☐ Special Effective Date: _____

32. **In-Plan Roth Rollover Contributions.**

- a. ☐ **Yes, allowed.**

33. **In-Plan Roth Rollover Transfers.**

- a. ☐ **Yes, allowed.**

This Plan is executed on the date(s) specified below:

Use of Adoption Agreement. Failure to complete properly the elections in this Adoption Agreement may result in disqualification of the Employer's Plan. The Employer only may use this Adoption Agreement only in conjunction with the corresponding basic plan document.

EMPLOYER: City of Taylor

By: _____

DATE SIGNED



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 8
Agenda Title: **Acceptance of Subdivision
Infrastructure from the Avery Glen
Subdivision, Phase 2**

Council Action to be taken: Acceptance of Infrastructure

Department Submitted: Public Works

Staff Contact: Jim Gray, Director of Public Works

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to accept the infrastructure in Avery Glen Phase 2.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The subject property was rezoned to a Residential Planned Development District (R-PD) on April 13, 2017, for the future development of a tailored residential subdivision. The Preliminary Plat was approved on April 11, 2017. Avery Glen Subdivision consists of 279 residential lots (Phase 1: 155 / Phase 2: 124). The Phase 1 infrastructure was accepted. The Phase 1 plat was recorded. Phase 2 construction is complete and has passed inspections. The infrastructure for Phase 2 was completed and passed inspections. The developer has submitted all required documents for the acceptance of the infrastructure in Phase 2.

3. STAFF ANALYSIS (How and Why)

Developing a subdivision is a process. Concluding the infrastructure construction of the process includes City acceptance of the infrastructure once it meets the minimum requirements and has passed all inspections. Phase 2 of Avery Glen has passed inspections and the developer is posting a maintenance bond so acceptance is the next requirement.

4. RECOMMENDATION

Staff recommends acceptance of the infrastructure in Avery Glen Phase 2.

5. FUNDING SOURCE

N/A

6. TIMELINE

April 13, 2017, City Council approved Ordinance 2017-08, rezoning the property to a Avery Glen was rezoned to Residential Planned Development District (R-PD).

The Planning & Zoning Commission approved a Preliminary Plat on April 11, 2017 for Avery Glen Subdivision for 279 residential lots (Phase 1: 155 / Phase 2: 124) and three (3) drainage and private park lots.

The Phase 1 Final Plat has been recorded and the infrastructure was accepted January 24, 2019.

The infrastructure construction for Phase 2 is complete. The infrastructure has passed all inspections and a letter of acceptance was received from HDR on January 3, 2020. The plat for this phase of Avery Glen will be recorded after acceptance of the infrastructure as required in the Subdivision Ordinance.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

8a [Engineering Department Letter of Acceptance](#)

8b [Letter of Concurrence](#)

8c [Maintenance Bond](#)

8d [Waiver of Liens](#)

8e [MOA](#)

CERTIFICATE OF ACCEPTANCE

PROJECT: Avery Glen Phase 2 – Infrastructure Improvements
CONTRACTOR: WBW Construction
CONTRACT FOR: Infrastructure Improvements

This CERTIFICATE OF ACCEPTANCE applies to all work under the Contract Documents or to the following specified parts thereof: **Avery Glen infrastructure improvements including: paving, drainage, water, and wastewater utility improvements within public ROW.**

BY:



Jacob E. Walker, P.E.
HDR Engineering, Inc.
City Engineer

FOR: The City of Taylor

TO: WBW Construction
CONTRACTOR

The work to which this Certificate applies has been inspected by authorized representatives of **OWNER, CONTRACTOR, AND CITY**, and that work is hereby declared to be complete in accordance with the Contract Documents and is accepted by the City of Taylor on:

January 3, 2020

Date of Acceptance



3000 Illinois Ave Ste 100
Killeen, TX 76543

PH 254.953.5353
FX 254.953.5057

November 21, 2019

David Peter
WBW Development Group, LLC – Series 033
3000 Illinois Ave Ste 100
Killeen, TX 76543

Re: Letter of Concurrence for Avery Glen Phase II Subdivision in Taylor, Texas

Mr. Peter:

The subdivision improvements for Avery Glen Phase II have been substantially completed in general conformance with the plans and specifications. Based on my visual observations during a site walk-through I performed on Tuesday, November 5, 2019, along with subsequent site visits by others in our organization, I recommend that the improvements be accepted.

During my walk-through, I noted that the channel at the flume outfall located in the cul-de-sac of Nathaniel Drive was incomplete, but the channel has since been re-graded and bank stabilization is complete.

All Yalgo invoices to date have been paid, and the record drawings have been submitted with this letter. If you require additional information, please contact me at 254-226-4000 or scott@yalgoengineering.com.

Sincerely,

 11/21/19

Scott A. Brooks, P.E., C.F.M.
Avery Glen Engineer-of-Record



MAINTENANCE BOND

BOND NUMBER: PB00503400186M

KNOW ALL MEN BY THESE PRESENTS:

THAT WBW Construction, LLC

as principal, and PHILADELPHIA INDEMNITY INSURANCE COMPANY, as Surety are held firmly bound unto The City of Taylor in the full and just sum of EIGHT HUNDRED SIXTY-FIVE THOUSAND & NO/100 Dollars (\$865,000.00), for the payment of which are well and truly to be made, we, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has by written agreement, dated NOVEMBER 20, 2019 entered into a contract with said Oblige for:

Avery Glen Phase 2

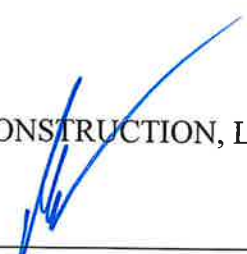
WHEREAS, the oblige has requested that said work be guaranteed against failure because of defective workmanship or material, performed or furnished by said principal for a period of two (2) years from the date of acceptance by The City of Taylor.

NOW THEREFORE, if the said Principal shall indemnify and save harmless the oblige against loss or damage occasioned directly by the failure of said materials or workmanship, then this obligation to be void, otherwise to remain in full force and effect. It is understood, however, that this bond shall not include loss or damage by failure or workmanship due to hurricane, cyclone, tornado, earthquake, volcanic eruption or any similar disturbance of nature, nor military, naval or usurped power, insurrection, riot or civil commotion, nor any act of God.

Signed and sealed this 20 day of NOVEMBER, 2019.

WBW CONSTRUCTION, LLC
Principal

By:


Bruce Whitis, President

PHILADELPHIA INDEMNITY INSURANCE COMPANY
Surety

By:


J. MICHAEL MILLER,
Attorney-in-Fact

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Don H. Cast and J. Michael Miller of Don Cast Insurance, Inc. DBA Miller and Co. Insurance Agency,** its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PHILADELPHIA INDEMNITY INSURANCE COMPANY** on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27TH DAY OF OCTOBER, 2017.

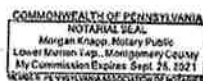
(Seal)



Robert D. O'Leary Jr.

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 27th day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

Morgan Knapp

residing at:

Bala Cynwyd, PA

My commission expires:

September 25, 2021

I, Edward Sayago, Corporate Secretary of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 27th day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 19th day of November, 20 19.



Edward Sayago

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

IMPORTANT NOTICE

To obtain information or make a complaint: You may call the Surety's toll free telephone number for information or to make a complaint at

1-877-438-7459

You may also write Philadelphia Indemnity Insurance Company at:

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety

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

1-800-252-3439

You may write the Texas Department of Insurance at:

P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us

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

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

ADVISO IMPORTANTE

Para obtener informacion o para someter una queja: Usted puede llamar al numero de telefono gratis de para informacion o para someter una queja al

1-877-438-7459

Usted tambien puede escribir a Philadelphia Indemnity Insurance Company

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Attention: Senior Vice President and
Director of Surety

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de companias, coberturas, derechos o quejas al

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas

P.O. Box 149104
Austin, TX 78714-9104
Fax# 512-475-1771
Web: <http://www.tdi.state.tx.us>
Email: ConsumerProtection@tdi.state.tx.us

DISPUTAS SOBRE PRIMAS O RECLAMOS Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con el Surety primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU FIANZA DE GARANTIA Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.

STATE OF TEXAS
COUNTY OF BELL

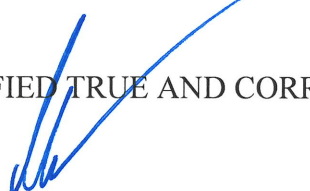
AFFIDAVIT

That, I, the undersigned, say that I was the Developer responsible for the performance of All Work at the Avery Glen Phase 2 subdivision, in The City of Taylor.

KNOW BY ALL MEN THESE PRESENTS

1. The undersigned hereby certifies the improvements on the aforementioned project have been fully and satisfactorily completed in conformity with the contract.
2. The undersigned further certifies that there are no claims of laborers or mechanics for unpaid wages arising out of the performance of said contract and that the wage rates paid by the contractor were in conformity with the contract provisions relating to said wage rates.
3. The undersigned further certifies that there are no claims of subcontractors or material(s) suppliers for unpaid bills for labor or materials and supplies furnished in the course of the contract, excluding retainages prescribed by law.

CERTIFIED TRUE AND CORRECT

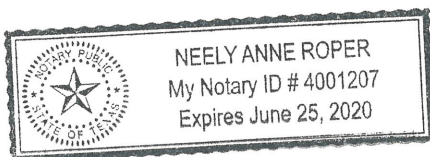


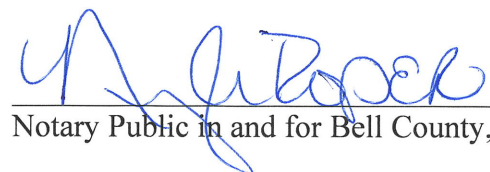
Bruce Whitis, Developer
WBW Development Group, LLC –
Series 033

STATE OF TEXAS
COUNTY OF BELL

Before me, the undersigned, a Notary Public in and for said County and State, on this day personally appeared (name here), known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this 21st day of November, 2019.





Notary Public in and for Bell County, Texas

MEMORANDUM OF AGREEMENT

This MEMORANDUM OF AGREEMENT ("MOA") is made this 24th day of January 2019 by and between **The City of Taylor** (the "City") and **WBW Development Group, LLC – Series 033** ("Developer").

WHEREAS, Developer has completed construction of the first phase of the Avery Glen subdivision, except for those certain Common Area Improvements described in this agreement, pursuant to Ordinance 2017-08 and Construction Plans approved by the City, and dated October 16, 2017;

WHEREAS, Developer entered into that certain Contract of Sale with **Continental Homes of Texas, L.P.** (as "Buyer"), dated and effective as of June 21, 2018 (the "Contract"), for the purchase of all of the residential building lots within the entire Avery Glen subdivision (the "Subdivision") in Taylor, Texas;

WHEREAS, pursuant to the Contract, Buyer is obligated to install certain Common Area Improvements including, but not limited to, all of the sidewalks located within the Park Land and across the Drainage lot, connecting to the adjacent high school property, each as shown on the construction plans for the Subdivision, along with the playscape, pavilion and other features contemplated within the Park Land; and,

WHEREAS, the Parties wish to memorialize these obligations and permit them to be completed after plat recordation and acceptance of the Subdivision by the City of Taylor, subject to the terms contained herein.

NOW, THEREFORE, in consideration of the mutual promises in the Contract, the Parties hereby state as follows:

1. Developer acknowledges its obligation to construct certain improvements within the Park Land and across the Drainage lot, which are denoted as Lots 42 and 43, and also across Lots 3 and 5, each in Block A of the Final Plat of Avery Glen Phase I, including (specifically) the trails depicted in the Construction Plans for the Subdivision dated October 16, 2017 at page 10 of 62 (collectively, the "Park Trails").

2. Developer acknowledges its obligation pursuant to Paragraph N (2) of Ordinance 2017-08 to construct certain additional improvements within the Park Land (which, together with the Park Trails, are referred to as the "Park Improvements").

3. The City shall permit the Park Improvements to be completed after acceptance of Phase 1, so long as they are adequately bonded with assurance of completion.

4. The Developer agrees to cause Buyer to complete the Park Improvements no later than six months from the date the City Council accepts the Avery Glen Phase I infrastructure (the "Completion Deadline").

5. On January 4, 2019 Developer posted a Subdivision Performance Bond, bond number PB00503400155, in the amount of \$150,360 with the City (the "Bond"), in connection with the recording of the Final Plat of Avery Glen Phase 1, which is acknowledged as sufficient to guaranty the completion of the Park Improvements.

6. In the event Developer fails to cause Buyer to complete the Park Improvements by the Completion Deadline, the City shall be empowered and authorized to call the Bond to complete any portion of the Park Improvements that are not yet complete in addition to all of the remedies allowed to the City for the default.

7. Nothing in this MOA is intended to expand the obligations of Buyer or Developer, or to relieve Developer of any obligations under the Ordinance or Construction Plans.

The parties have each executed this Memorandum of Agreement as of the date first above written.

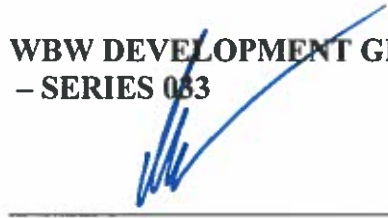
CITY OF TAYLOR, TEXAS



By: Jeff Jenkins

Its: Assistant City Manager

**WBW DEVELOPMENT GROUP, LLC
– SERIES 003**



By: BRUCE WHITTIS

Its: PRESIDENT



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 9
Agenda Title: **Consider Introducing Ordinance 2020-02 Amending FY2020 Budget**

Council Action to be taken: Introduce Ordinance 2020-02

Department Submitted: Finance Department

Staff Contact: Jeffrey Wood, Director of Finance

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to introduce Ordinance 2020-02 to amend the FY2020 Budget.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Council has taken action and approved budget amendments in prior fiscal years. The FY2020 budget was originally approved by Council on September 12, 2019.

3. STAFF ANALYSIS (How and Why)

The purpose of this budget amendment is to reallocate funds to specific accounts to properly account for the spending of those funds. Additionally, this amendment adds funds for motor vehicles that were originally planned to be expended in the FY2019 budget, but were not expended due to the extended delivery time of the vehicle. Finally, this amendment adds funding to cover unplanned/emergency expenditures. Financial activity during a fiscal year does not always match the anticipated revenues and expenditures approved during the budget development process, and amendments to individual accounts are needed to formally change the budgeted amounts of the affected accounts.

There are two attachments to this request:

- Exhibit A – This attachment is part of the ordinance and specifics the items to be amended by fund and category.
- Ordinance No. 2020-02 – This is the official document that formalizes the adoption of the changes contained in Exhibit A.

4. RECOMMENDATION

Introduce Ordinance 2020-02 to amend the FY2020 budget.

5. FUNDING SOURCE

Various funding sources as identified in Exhibit A.

6. TIMELINE

Immediate consideration is requested to allow for proper budget management

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

- 9a. [Draft Ordinance 2020-02](#)
- 9b. [Exhibit A- FY2020 Budget Amendments Q1](#)
- 9c. [Budget Amendments PowerPoint Presentation](#)

ORDINANCE NO. 2020-02

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS AMENDING ORDINANCE NO. 2019-22 ADOPTED ON SEPTEMBER 12, 2019, MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY FOR FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; BY AMENDING THE AMOUNT OF APPROPRIATIONS FOR THE GENERAL FUND AND OTHER CITY FUNDS THAT PROVIDE FOR THE PAYMENT OF OPERATING EXPENSES AND CAPITAL OUTLAY AND BY CHANGING THE AMOUNT APPROPRIATED FOR VARIOUS DEPARTMENTS OF THE CITY.

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

SECTION 1.0: That the appropriations for the fiscal year beginning October 1, 2019 and ending September 30, 2020, for the support of the general government of the City of Taylor, Texas be amended for said term in accordance with the change in revenues and expenditures shown in the attached Exhibit A.

SECTION 2.0: That the amendment, as shown in words and figures in Exhibit A, is hereby approved in all aspects and adopted as an amendment to the City budget for the fiscal year October 1, 2019 and ending September 30, 2020.

SECTION 3.0: In accordance with Article 8 of the City Charter, this ordinance was introduced before the City Council of the City of Taylor, Texas on the 23rd day of January, 2020.

PASSED, APPROVED, and ADOPTED this the ____ day of _____, 2020.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

FY2020 Budget Amendments

Quarter 1 - October 1st, 2019 - December 31st, 2019

Fund	Department	Line-Item	Summary	Budget	Amendment	Revised Budget
100 - General	532 - Library	269 - Other Office Equipment	Library AV System Replacement	\$ -	\$ 43,800	\$ 43,800
532 - Library Total				\$ -	\$ 43,800	\$ 43,800
	552 - Police	539 - Other Contract Services	IT Support - Distaster Recovery	\$ 160,338	\$ 37,500	\$ 197,838
552 - Police Total				\$ 160,338	\$ 37,500	\$ 197,838
100 - General Total				\$ 160,338	\$ 81,300	\$ 241,638
300 - MDUS	750 - MDUS	512 - Engineering Services	HDR - CIP Story Map - MDUS Portion	\$ -	\$ 3,000	\$ 3,000
750 - MDUS Total				\$ -	\$ 3,000	\$ 3,000
300 - MDUS Total				\$ -	\$ 3,000	\$ 3,000
340 - Utility	706 - WWTP	512 - Engineering Services	Re-allocate Engineering budget for general services	\$ 75,000	\$ (25,000)	\$ 50,000
		539 - Other Contract Services	Smoke Test Project	\$ -	\$ 24,270	\$ 24,270
706 - WWTP Total				\$ 75,000	\$ (730)	\$ 74,270
	708 - Utility Distribution	347 - Pump / Electric Motor Repair	Emergency pump and electrical motor repair	\$ -	\$ 38,650	\$ 38,650
		512 - Engineering Services	Re-allocate Engineering budget for general services	\$ 75,000	\$ (25,000)	\$ 50,000
		539 - Other Contract Services	Emergency water line repair - Shell Station and Main St. Manhole Rehab Project	\$ 17,028	\$ 900	\$ 17,928
			Leak Detection Project	\$ -	\$ 17,000	\$ 17,000
		732 - Water Mains/Sewer Lines	Emergency water line repair - Hwy 79 and Herman Sons	\$ -	\$ 34,000	\$ 34,000
708 - Utility Distribution Total				\$ 92,028	\$ 106,830	\$ 198,858

FY2020 Budget Amendments

Quarter 1 - October 1st, 2019 - December 31st, 2019

Fund	Department	Line-Item	Summary	Budget	Amendment	Revised Budget
340 - Utility						
	709 - Utility Non-Dept.	512 - Engineering Services	Re-allocate Engineering budget for general services	\$ -	\$ 50,000	\$ 50,000
		836 - Reserve for Working Capital	Emergency pump and electrical motor repair	\$ 225,000	\$ (38,650)	\$ 186,350
			Leak Detection Project	\$ 186,350	\$ (17,000)	\$ 169,350
			Smoke Test Project	\$ 169,350	\$ (24,270)	\$ 145,080
			Manhole Rehab Project	\$ 145,080	\$ (41,280)	\$ 103,800
			Emergency water line repair - Hwy 79 and Herman Sons	\$ 103,800	\$ (34,000)	\$ 69,800
			Emergency water line repair - Shell Station and Main St.	\$ 69,800	\$ (900)	\$ 68,900
	709 - Utility Non-Dept. Total			\$ 899,380	\$ (106,100)	\$ 793,280
340 - Utility Total				\$ 1,066,408	\$ -	\$ 1,066,408
384 - Fleet Repl.	518 - Fleet Replacement	723 - Motor Vehicles	Fire Truck - 2018 Bond Funds	\$ 63,974	\$ 759,081	\$ 823,055
	518 - Fleet Replacement Total			\$ 63,974	\$ 759,081	\$ 823,055
384 - Fleet Repl. Total				\$ 63,974	\$ 759,081	\$ 823,055
Grand Total				\$ 1,290,720	\$ 843,381	\$ 2,134,101



FY2020 Q1 Budget Amendments

FY 2020 Budget Amendments

Quarter 1 - October 1st, 2019 - December 31st, 2019

Fund	Department	Line-Item	Summary	Budget	Amendment	Revised Budget
100 - General	532 - Library	269 - Other Office Equipment	Library AV System Replacement	\$ -	\$ 43,800	\$ 43,800
532 - Library Total				\$ -	\$ 43,800	\$ 43,800
	552 - Police	539 - Other Contract Services	IT Support - Distaster Recovery	\$ 160,338	\$ 37,500	\$ 197,838
552 - Police Total				\$ 160,338	\$ 37,500	\$ 197,838
100 - General Total				\$ 160,338	\$ 81,300	\$ 241,638
300 - MDUS	750 - MDUS	512 - Engineering Services	HDR - CIP Story Map - MDUS Portion	\$ -	\$ 3,000	\$ 3,000
750 - MDUS Total				\$ -	\$ 3,000	\$ 3,000
300 - MDUS Total				\$ -	\$ 3,000	\$ 3,000
340 - Utility	706 - WWTP	512 - Engineering Services	Re-allocate Engineering budget for general services	\$ 75,000	\$ (25,000)	\$ 50,000
		539 - Other Contract Services	Smoke Test Project	\$ -	\$ 24,270	\$ 24,270
706 - WWTP Total				\$ 75,000	\$ (730)	\$ 74,270
	708 - Utility Distribution	347 - Pump / Electric Motor Repair	Emergency pump and electrical motor repair	\$ -	\$ 38,650	\$ 38,650
		512 - Engineering Services	Re-allocate Engineering budget for general services	\$ 75,000	\$ (25,000)	\$ 50,000
		539 - Other Contract Services	Emergency water line repair - Shell Station and Main St. Manhole Rehab Project	\$ 17,028	\$ 900	\$ 17,928
			Leak Detection Project	\$ -	\$ 17,000	\$ 17,000
		732 - Water Mains/Sewer Lines	Emergency water line repair - Hwy 79 and Herman Sons	\$ -	\$ 34,000	\$ 34,000
708 - Utility Distribution Total				\$ 92,028	\$ 106,830	\$ 198,858

100 Fund amendments are emergency/unbudgeted expenditures funded by excess budget revenues or fund balance.

300 Fund amendment is an unbudgeted expense that is funded by budgeted fund surplus

FY 2020 Budget Amendments

Quarter 1 - October 1st, 2019 - December 31st, 2019

Fund	Department	Line-Item	Summary	Budget	Amendment	Revised Budget
340 - Utility						
	709 - Utility Non-Dept.	512 - Engineering Services	Re-allocate Engineering budget for general services	\$ -	\$ 50,000	\$ 50,000
		836 - Reserve for Working Capital	Emergency pump and electrical motor repair	\$ 225,000	\$ (38,650)	\$ 186,350
			Leak Detection Project	\$ 186,350	\$ (17,000)	\$ 169,350
			Smoke Test Project	\$ 169,350	\$ (24,270)	\$ 145,080
			Manhole Rehab Project	\$ 145,080	\$ (41,280)	\$ 103,800
			Emergency water line repair - Hwy 79 and Herman Sons	\$ 103,800	\$ (34,000)	\$ 69,800
			Emergency water line repair - Shell Station and Main St.	\$ 69,800	\$ (900)	\$ 68,900
	709 - Utility Non-Dept. Total			\$ 899,380	\$ (106,100)	\$ 793,280
340 - Utility Total				\$ 1,066,408	\$ -	\$ 1,066,408
384 - Fleet Repl.	518 - Fleet Replacement	723 - Motor Vehicles	Fire Truck - 2018 Bond Funds	\$ 63,974	\$ 759,081	\$ 823,055
	518 - Fleet Replacement Total			\$ 63,974	\$ 759,081	\$ 823,055
384 - Fleet Repl. Total				\$ 63,974	\$ 759,081	\$ 823,055
Grand Total				\$ 1,290,720	\$ 843,381	\$ 2,134,101

340 Fund amendments are to reallocate the engineering cost to allow for engineering expenditures in the 709 department, which is needed for proper accounting of the expenditures. The other amendments are to cover emergency/unbudgeted expenditures by reallocating budgeted funds from the Reserve for Working Capital account to the various accounts for proper accounting of the expenditures.

384 Fund amendment is to add funds to cover expenditures that were originally planned for FY2019, but were not expended due to the extended delivery period of the fire truck.



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☒ Economic Vitality

Agenda Item #: 10

Agenda Title: **Hold a public hearing and consider introducing Ordinance 2020-03, re-zoning approximately 0.547 acres, more or less, in size located at 1003 T.H. Johnson Drive.**

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

Department Submitted: Development Services

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

1. PURPOSE/DESCRIPTION

This agenda item is regarding a public hearing, introducing the ordinance, and a consideration of proposal to re-zone 1003 T.H. Johnson Dr., which has been used for commercial purposes, to be able to continue a business as he has an existing business in a residentially zoned district. Currently, the subject property is zoned Single-Family Residential Zoning District (R-1).

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The applicant is proposing to re-zone the subject property in order to resolve an open code enforcement case related to the use of the property as a medical office in violation of the current zoning. Currently, the subject property is zoned Single-Family Residential Zoning District (R-1). For a home occupation, the home must be used as the primary residence of the person operating the business; however, this home is not the primary residence of the business owner. The business must be conducted in the home or an accessory building and be incidental to the home being used as a residence. No employees other than residents of the home are permitted. To the understanding of City Staff, there are employees who are not residents. Additionally, business conducted as a home occupation cannot generate any traffic or be noticeable to the surrounding neighbors. After reviewing the website for the business, the provided services are too intense for a home occupation.

Commercial land uses are not permitted by-right in residentially zoned districts, so a change of zoning to a commercial zoning district that does allow for a medical office would be necessary to continue the existing land use.

3. STAFF ANALYSIS (How and Why)

Using the Future Land Use Plan (FLUP) map as our guide for managing development, the City has zoned land within the City limits for the uses shown on the FLUP, as zoning is our primary land management tool. Overall the FLUP map and the zoning map are consistent.

This request is not consistent with the Goals, Objectives and Actions identified in the Comprehensive Plan.

The Future Land Use Plan map identifies the subject property as an area for single-family residential land uses. The graphic representation on the map is intended to help the Planning and Zoning Commission, City Council, and residents visualize the desired future land development pattern in the community. It is meant to guide us regarding general land use patterns for development. The land use narrative associated with the land use classification on the FLUP is inconsistent with development proposed by the applicant.

4. RECOMMENDATION

The City of Taylor Planning and Zoning Commission held a public hearing on January 14, 2020. The Commission voted unanimously to recommend disapproval of the applicant's request to change the zoning at 1003 T.H. Johnson from R-1 to B-1. Staff recommends City Council hold the public hearing and introducing the ordinance re-zoning the property.

5. FUNDING SOURCE

N/A

6. TIMELINE

The application was submitted on November 22, 2019. The City of Taylor Planning and Zoning Commission held a public hearing on January 14, 2020. The Commission voted unanimously to recommend disapproval of the applicant's request to change the zoning at 1003 T.H. Johnson from R-1 to B-1. The request to change the zoning of 1003 T.H. Johnson was placed on the City Council, January 23, 2020, agenda.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

- 10a. [Staff Report](#)
- 10b. [Ordinance 2020-03](#)
- 10c. [Location Map](#)
- 10d. [Future Land Use Plan Map](#)
- 10e. [Proposed Zoning Map](#)
- 10f. [PowerPoint Presentation](#)

**City of Taylor
PZ-2019-1190
Zoning Map Amendment
Staff Report**

Requested Action: Zoning Map Amendment to the official zoning map to re-zone approximately 0.547 acres Single-Family Residential Zoning District (R-1) to 0.547 acres of Local Business Zoning District (B-1).

Applicant: Dr. Clyde Smith

Subject Property: Is approximately 0.547 acres, more particularly described by Williamson Central Appraisal District Parcel R480519; BRADFORD ESTATES SEC 1 (BLK A LT 4 & 5 REPLAT), BLOCK A, Lot 4A; located at 1003 T H Johnson Drive, Taylor, TX 76574.

Parcel Information

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

Current Use: Commercial

Proposed Zoning: Local Business Zoning District (B-1)

Future Land Use Plan: Residential

Adjacent Parcel Information

Direction	Land Use	Zoning
North	T H Johnson R.O.W. and with adjacent Single-Family Residential Development	Residential Planned Development (R-1/RPD)
South	Single-Family Home	Single-Family Residential District (R-1)
East	Single-Family Home	Single-Family Residential District (R-1)
West	Single-Family Home	Single-Family Residential District (R-1)

Purpose:

The applicant is proposing to re-zone the subject property in order to resolve an open code enforcement case related to the use of the property as a medical office in violation of the current zoning. Currently, the subject property is zoned Single-Family Residential Zoning District (R-1). In pursuit of a resolution to the code enforcement case, City Staff has met with the applicant and his representative to understand the business operation and seek a solution. The current business operation does not meet the definition of a home occupation and therefore, short of ceasing to operate the business in the current location, a change of zoning is the only avenue to bring the use into compliance with the zoning ordinance. There are times when a residence can be used for a home occupation. For a home occupation, the residence must be used as the dwelling of the person operating the business; but, this home is not used as a dwelling. The business must be conducted in the home or an accessory building and be incidental to the home being used as a dwelling/living quarters. No employees other than residents of the home are permitted. To the understanding of City Staff, there are employees or Dr. Smith's business who are not residents. Additionally, business conducted as a home occupation cannot generate any traffic or be noticeable to the surrounding neighbors. After reviewing the website for the business the provided services are too intense for a home occupation.

Commercial land uses are not permitted by-right in residentially zoned districts, so a change of zoning to a commercial zoning district that does allow for a medical office would be necessary to continue the existing land use.

Staff Analysis:

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

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

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

Objective L1: Provide suitable areas for a variety of residential types and densities.

Action L1.1: Identify appropriate residential development areas on Future Land Use Plan (site suitability, access, utilities).

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

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

Using the Future Land Use Plan (FLUP) map as our guide for managing development, the City has zoned land within the City limits for the uses shown on the FLUP, as zoning is our primary land management tool. Overall the FLUP map and the zoning map are consistent.

This request is not consistent with the Goals, Objectives and Actions identified in the Comprehensive Plan.

The Future Land Use Plan map identifies the subject property as an area for single-family residential land uses. The graphic representation on the map is intended to help the Planning and Zoning Commission, City Council, and residents visualize the desired future land development pattern in the community. It is meant to guide us with regard to general land use patterns rather than a rigid, parcel-specific mandate for how land shall be developed. The land use narrative associated with the land use classification on the FLUP is inconsistent with development proposed by the applicant.

Single Family Residential (Yellow): Residential development, including conventional detached homes, as well as patio homes, zero lot-line homes and cluster units.

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

In General

- *Neighboring land uses should not detract from the enjoyment or value of properties.*
- *Potential negative land use impacts (noise, odor, pollution, excessive light, traffic, etc.) should be considered and minimized.*
- *Transportation access and circulation should be provided for uses that generate large numbers of trips. Pedestrian and bicycle access should be addressed where appropriate.*
- *Compatibility with existing uses should be maintained. Well-planned, mixed uses that are compatible are to be encouraged.*
- *Adequate public infrastructure and facilities should be provided to support development, thereby encouraging prudent growth management.*
- *Parking, both on and off street, should be located to provide accessibility in safe and attractive ways*

Residential

- *Schools, parks and community facilities should be located close to or within residential neighborhoods.*
- *Residential areas should not be next to industrial areas.*
- *Residential and commercial areas may be adjacent if separated by a buffer.*
- *Houses should have direct access to residential streets but not to arterials or major collector streets.*
- *Houses should not be adjacent to major highways.*
- *Neighborhoods should be buffered from arterials or major collector streets.*
- *Residential developments should include adequate area for parks and recreation facilities, schools and churches, and other public facilities.*
- *Manufactured homes should be located at appropriate sites within the City where there are similar homes.*
- *Housing should be available for all income levels.*
- *There should be a variety of housing types on a variety of lot sizes in create complementary neighborhoods.*
- *Construction standards should promote durability, value and quality of homes.*

Staff Recommendation

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

Planning and Zoning Commission Recommendation

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

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

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

The staff analysis indicates this request to re-zone a parcel of land, consisting of 0.547 acres, to B-1 from R-1 is inconsistent with the Comprehensive Plan. As stated above in the analysis, the request to re-zone the subject property does not promote **Objectives 1 and 3. Action L1.1** (identify appropriate locations for residential land uses on the FLUP) and **Action L3.6** (guide new commercial development to clusters). The applicant is not choosing to start a business in an appropriate location with the appropriate zoning. Also, this is the antithesis of promoting clustered development.

The applicant's request is inconsistent with the land use classifications on the Future Land Use Plan map and the land use narratives in Chapter 4 - Land Use of the Comprehensive Plan. Therefore, the re-zoning would not further the goals in the Comprehensive Plan and is not in line with the best practices and policies mentioned previously in this report.

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

The staff analysis indicates this proposed re-zoning is incompatible with the surrounding area. Broadly speaking, the subject property is surrounded by single-family residential development. For Local Business Zoning District (B-1), the ideal location would be on a corner near a street intersection, rather than mid-block. If this re-zoning were to be approved, any land use permitted, by-right, in B-1 could locate on the subject property in the future. Consequently, the proposed rezoning to B-1 is incompatible with the existing land uses and zoning.

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

Staff analysis indicates the rezoning of the subject property to B-1 would not promote public health, safety and welfare. The purpose of the Planning Principles and Policy Guide in the Comprehensive Plan is to promote the health, safety and general welfare by promoting safe, orderly and economically sustainable development. The first statement in the Planning Principles and Policy Guide states, *"neighboring land uses should not detract from the enjoyment or value of properties."* To ensure the principles and policies are followed, there are zoning districts. Zoning districts help to ensure that incompatible uses are not adjacent to each other. As mentioned above, any use permitted, by-right, in the B-1 Zoning District could locate on this lot in the future. Some examples of uses by permitted, by-right, in B-1 are: restaurants, retail facilities, halfway houses, etc.

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

There is infrastructure in the area to serve the proposed development if the zoning designation were to be changed. The subject property already has water and waste water service and is located on a collector street (T.H. Johnson).

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

There are no current conditions that indicate a re- zoning is necessary. There is no indication that T.H. Johnson Drive is in a transition from residential land uses to commercial land uses. Additionally, we have had no other re-zoning applications or

inquiries from other residents of Taylor, developers or property owners about re-zoning, future land use amendments or how to establish a commercial land use in the surrounding area of the subject property.

Attachments:

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

ORDINANCE NO. 2020-03

AN ORDINANCE CHANGING THE ZONING OF PROPERTY DESCRIBED AS BRADFORD ESTATES SEC 1 (BLK A LT 4 & 5 REPLAT), BLOCK A, LOT 4A, GENERALLY LOCATED AT 1003 T. H. JOHNSON DRIVE IN TAYLOR, WILLIAMSON COUNTY, TEXAS, AND LEGALLY DESCRIBED IN THIS ORDINANCE FROM SINGLE-FAMILY RESIDENTIAL ZONING DISTRICT R-1 TO LOCAL BUSINESS ZONING DISTRICT B-1; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE ZONING CHANGE ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the Taylor City Council conducted a public hearing on January 23, 2020, to consider the request made by Dr. Clyde Smith, as applicant and owner of the property, which property is legally described in Exhibit "A" attached hereto and incorporated by reference herein for all purposes ("Property"), to change the zoning for the Property from Single-Family Residential Zoning District R-1 to Local Business Zoning District B-1; and

WHEREAS, the Planning and Zoning Commission, after proper notice, conducted a public hearing on January 14, 2020, to consider the zoning request, recommended the zoning change to the City Council; and

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

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

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

SECTION 2. The Property is changed from Single-Family Residential Zoning District (R-1) to Local Business Zoning District (B-1).

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

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

SECTION 5. Should any section, paragraph, clause, phrase, or provision of this Ordinance be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part of the provisions thereof, other than the part so decided to be invalid or unconstitutional.

SECTION 6. In accordance with Article VIII of the City Charter, Ordinance 2020-xx was introduced before the Taylor City Council on the 23rd day of January, 2020.

PASSED, APPROVED, and ADOPTED on the _____ day of _____, 2020.

Brandt Rydell,
Mayor

ATTEST:

Dianna Barker, City Clerk

APPROVED AS TO FORM:

Ted W. Hejl,
City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Dianna Barker, 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. 2020-xx, passed and approved by the City Council of the City of Taylor, Texas, on the _____ day of _____, 2020, 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 _____, 2020.

Dianna Barker,
City Clerk

EXHIBIT A

[subdivision plat]

DRAFT



**1003 T H
JOHNSON
DRIVE**

Legend

-  Streets
-  Subject Property



0 75 150
 US Feet

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



**1003 T H
JOHNSON
DRIVE**

Legend

-  Streets
-  Subject Property
- Future Land Use**
 -  Multi Family
 -  Single Family



0 37.575 150
 US Feet



1003 T H JOHNSON DRIVE

Legend

- Streets
- Subject Property
- Proposed Zoning (B-1)

Zoning

- B-1: Local Business
- MF-2: Multi-Family
- R-1: Single Family
- R-1/RPD: Residential Planned Development



0 37.5 75 150
US Feet



City of Taylor City Council

January 23, 2020

PZ-2019-1190

Proposed Re-zoning of 1003 T.H. Johnson

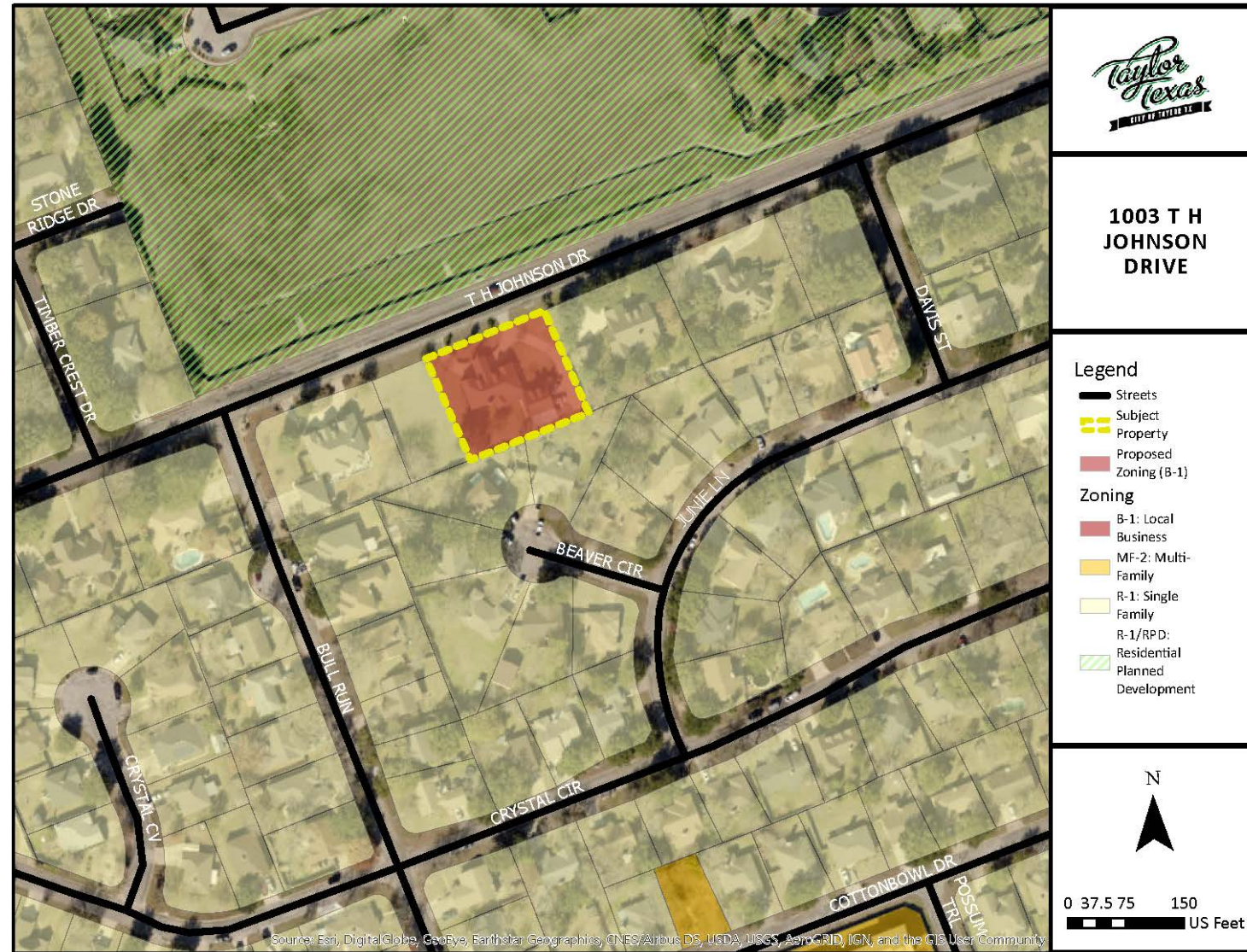
Location Map



Future Land Use Plan Map



Proposed Zoning



Recommendation

- Planning and Zoning Commission unanimously voted to recommend disapproval of the proposed.

The End



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 11

Agenda Title: **Receive update on CARTS services in Taylor.**

Council Action to be taken: Receive presentation

Department Submitted: City Management

Staff Contact: Brian LaBorde, City Manager
David Marsh, General Manager for CARTS

1. PURPOSE/DESCRIPTION

The purpose of this item is to update the Council on the transportation services provided by CARTS in Taylor.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

CARTS, Capital Area Rural Transportation System, provides transportation services in Taylor and the 7,200 square mile nine-county area surrounding Austin. The District includes the non-urbanized areas of Bastrop, Blanco, Caldwell, Fayette, Hays, Lee, Travis and Williamson Counties. CARTS has been providing public transportation services in the area since 1978.

The City of Taylor has an interlocal agreement with CARTS, which the City provides yearly lump sum funding (\$9,000), in order to help with the cost of CARTS delivering transportation services to the community. The latest agreement was signed in November 2014. CARTS provides transportation during the week through a defined schedule, which connects riders from Taylor to other parts of the metro area. CARTS also connects into the transportation network, which makes available other transportation services in the Austin metro.

CARTS and the City of Taylor worked closely for many years starting 2001, to build a new bus station in the community. The hard work became a reality in August 2011, as the grand opening for the station was held. The Taylor CARTS Station is located at 1201 West 2nd Street.

3. STAFF ANALYSIS (How and Why)

This presentation will provide an update on transportation services provided by CARTS to Taylor.

4. RECOMMENDATION

Receive update.

5. FUNDING SOURCE

\$9,000 annual from the City General, as part of an interlocal agreement with CARTS

6. TIMELINE

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

11a. *Power Point presentation will be provided at the meeting.*



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 12
Agenda Title: Receive 2019 Compensation Study update and analysis for the FY 2020-21 budget process.

Council Action to be taken: Receive presentation

Department Submitted: Human Resources

Staff Contact: Kim Peterson, Human Resources/ Jeff Wood, Finance

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to provide an update on the 2019 Compensation Study and analysis for next year's budget.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The City engaged the services of Public Sector Compensation Consultants (PSPC) to conduct a compensation study to review pay ranges in comparison to area cities. Results of the study will be considered for the FY 2020-21 Budget.

Council will have the opportunity to review implementation of the Compensation Study as part of the FY 2020 – 21 Budget development process.

3. STAFF ANALYSIS (How and Why)

Provide Compensation Study report for development of the FY 2020-21 Budget.

4. RECOMMENDATION

Receive 2019 Compensation Study update and analysis for next year's budget.

5. FUNDING SOURCE

Annual budget

6. TIMELINE

Provide pay options as part of the FY 2020-21 Budget development process.

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

N/A

8. ATTACHMENTS

- 12a. [Council Report](#)
- 12b. [Compensation Study - Power Point](#)
- 12c. [Compensation Financial presentation – Power Point](#)

CITY OF TAYLOR, TEXAS

Salary Survey Update 2018-19



Public Sector Personnel Consultants
October 2019

1. EXECUTIVE SUMMARY

It is our pleasure to present to the City of Taylor, TX the findings and recommendations of the FY 2018/2019 Salary Survey Update. We wish to thank all employees and department heads for their participation and assistance during this process.

A. SUMMARY OF FINDINGS

1. New pay ranges have been proposed for all jobs using available survey data, and aligns the City's pay ranges to 100% of market values.
2. 41% of surveyed job classes (26/63) are behind the market midpoint (< -5% variance from market midpoint); 59% of surveyed job classes (37/63) are within a competitive range (+/- 5% variance from market midpoint) or greater (> 5% variance from market midpoint).

B. SUMMARY OF RECOMMENDATIONS

1. Adopt the proposed pay range assignments for each job class.
2. Adopt the proposed adjustments to the Civil Service pay scale.
3. Adjust the salaries of the employees whose current salary falls below the minimum of the proposed range to the minimum of the proposed range.
4. In the future, adjust salaries for all employees within the new pay ranges, according to the City's annual budget process and/or merit, time in job, etc.
5. Continue to periodically perform salary survey updates to verify that the ranges allocated to each position correspond to market rates of pay.

2. EXTERNAL COMPETITIVENESS COMPARISONS

The following sections and tables describe the methodology for the salary survey update, including survey comparators and method of comparison.

A. SOURCES OF EXTERNAL DATA

In order to create statistical reliability, we obtained the complete salary plans from the following employers and extracted data on their job classes matching the City's salary survey benchmarks.

City of Austin, TX	City of Harker Heights, TX
City of Bastrop, TX	City of Hutto, TX
City of Belton, TX	City of Kyle, TX
City of Buda, TX	City of Leander, TX
City of Cedar Park, TX	City of Lockhart, TX
City of Copperas Cove, TX	City of Pflugerville, TX
City of Elgin, TX	City of Round Rock, TX
City of Georgetown, TX	City of Temple, TX

Data was also collected from regional private sector employers where possible using figures from the Economic Research Institute.

B. SALARY RANGE COMPARISONS

We utilized the standard "structure-to-structure" method to compare the City's salary structures to the prevailing rates. The City's salary structure and the prevailing rates are represented by their Midpoints, which are the amounts employers pay for sustained competent job performance.

The Midpoint is the most objective, occupation-specific and consistent component of salary structures among employers, as the varying widths of salary grades are too great to utilize Minimum or Maximum. Midpoint is not affected by actual salary averages which may reflect longevity, pay-for-performance, and a myriad of subjective salary plan administration characteristics of the comparator employers. When individual salary plans were comprised of steps, the beginning and ending steps were added and the sum divided by two (2) to calculate a true midpoint.

C. BENCHMARK OCCUPATIONS

PSPC benchmarked 63/87 occupational job classes, or 72% of all positions at the City of Taylor. The following is a list of the benchmark classifications that were utilized for the study.

Account Clerk	Director of Internal Services	Police Cadet
Accountant I	Driver Operator	Police Chief
Administrative Assistant - HR	Equipment Operator I	Police Corporal
Airport Manager	Equipment Operator II	Police Officer
Airport Operations Assistant	Equipment Operator III	Police Sergeant
Animal Control Officer	Executive Assistant	Public Works Director
Animal Control Supervisor	Finance Director	Public Works Superintendent
Assistant City Manager	Fire Chief	Records Supervisor
Assistant Fire Chief - Fire Marshal	Fire Lieutenant	Senior Deputy Municipal Court Clerk
Athletic Field Technician	Firefighter EMT	Senior Engineer
Building Maintenance Technician	Fleet Services Manager	Senior Planner
Building Official	Human Resources Director	Senior Utility Clerk
City Clerk	IT Specialist	Service Technician
City Manager	Library Aide	Technology Librarian
Code Enforcement Officer	Library Assistant	Utility Billing Manager
Communications Officer	Library Director	Utility Clerk
Communications Supervisor	Main Street Manager	Utility Superintendent
Crew Leader I	Mechanic	Utility Worker I
Custodian	Municipal Court Clerk of Record	Utility Worker II
Deputy Municipal Court Clerk	Parks and Recreation Director	Wastewater Plant Operator I
Director of Development Services	Permit Clerk - Receptionist	Wastewater Plant Operator II

D. EXTERNAL PREVAILING RATE COMPARISON

The following table summarizes the comparison of the City's current salary structures for all benchmark job classes to the prevailing rates of all competitor employers from the salary survey sources.

<u>Relationship to Prevailing Rates</u>	<u>Benchmark Job Classes</u>	<u>% of Sample</u>	<u>Average Variance</u>
Below (<-5%)	26	41%	- 8.97%
Comparable (+/- 5%) or Greater (>5%)	37	59%	-1.0%

The City's current structures are competitive (within +/-5% or greater than 5% of the prevailing rates) for 59% of the benchmark job classes, and not competitive (-5% or more below the prevailing rates) for 41% of the benchmark job classes.

Job Classification Title	Taylor Midpoint	10/01/18 Aged Survey Midpoint	Variance	
			\$	%
Airport Manager	\$57,249	\$72,101	-\$14,853	-20.60%
City Manager	\$151,898	\$186,545	-\$34,647	-18.57%
Main Street Manager	\$57,249	\$66,035	-\$8,786	-13.31%
Firefighter EMT	\$46,798	\$53,673	-\$6,874	-12.81%
Parks and Recreation Director	\$80,555	\$91,982	-\$11,428	-12.42%
Driver Operator	\$54,775	\$62,156	-\$7,381	-11.87%
Police Corporal	\$61,180	\$69,115	-\$7,935	-11.48%
Fire Lieutenant	\$63,794	\$71,251	-\$7,457	-10.47%
Police Sergeant	\$66,946	\$74,295	-\$7,349	-9.89%
Building Official	\$73,066	\$80,802	-\$7,736	-9.57%
Deputy Municipal Court Clerk	\$33,472	\$36,836	-\$3,364	-9.13%
Utility Clerk	\$33,472	\$36,434	-\$2,962	-8.13%
Assistant City Manager	\$119,016	\$128,630	-\$9,614	-7.47%
Utility Billing Manager	\$54,523	\$58,750	-\$4,227	-7.20%
Animal Control Officer	\$35,146	\$37,652	-\$2,506	-6.66%
Accountant I	\$54,523	\$58,380	-\$3,857	-6.61%
Fire Chief	\$102,811	\$109,921	-\$7,111	-6.47%
Library Director	\$80,555	\$86,033	-\$5,478	-6.37%
Utility Worker I	\$36,903	\$39,265	-\$2,362	-6.02%
Human Resources Director	\$88,812	\$94,491	-\$5,679	-6.01%
Police Chief	\$102,811	\$109,033	-\$6,223	-5.71%
Senior Deputy Municipal Court Clerk	\$38,748	\$41,050	-\$2,302	-5.61%
Senior Engineer	\$80,555	\$85,267	-\$4,713	-5.53%
Building Maintenance Technician	\$35,146	\$37,052	-\$1,906	-5.14%
Wastewater Plant Operator I	\$40,686	\$42,886	-\$2,200	-5.13%
Senior Planner	\$63,117	\$66,519	-\$3,402	-5.11%
Permit Clerk - Receptionist	\$33,472	\$35,162	-\$1,690	-4.81%
Communications Officer	\$40,686	\$42,729	-\$2,043	-4.78%
Wastewater Plant Operator II	\$47,099	\$49,370	-\$2,272	-4.60%
Records Supervisor	\$44,856	\$46,966	-\$2,110	-4.49%
Library Aide	\$28,915	\$30,240	-\$1,325	-4.38%
Administrative Assistant - HR	\$38,748	\$40,453	-\$1,705	-4.22%
Communications Supervisor	\$51,926	\$54,113	-\$2,187	-4.04%
Utility Worker II	\$42,720	\$44,477	-\$1,757	-3.95%
Technology Librarian	\$49,454	\$51,377	-\$1,923	-3.74%
Police Officer	\$56,811	\$58,934	-\$2,124	-3.60%
IT Specialist	\$49,454	\$51,242	-\$1,789	-3.49%
Public Works Director	\$102,811	\$106,468	-\$3,657	-3.44%
Crew Leader I (Streets/Grounds Maintenance)	\$47,099	\$48,745	-\$1,646	-3.38%
Custodian	\$28,915	\$29,851	-\$937	-3.14%
Equipment Operator I	\$33,472	\$34,312	-\$840	-2.45%
Director of Development Services	\$88,812	\$90,748	-\$1,936	-2.13%
Library Assistant	\$31,878	\$32,563	-\$685	-2.10%
City Clerk	\$73,066	\$74,552	-\$1,486	-1.99%
Equipment Operator III	\$40,686	\$41,476	-\$790	-1.91%
Finance Director	\$102,811	\$104,795	-\$1,984	-1.89%
Service Technician	\$40,686	\$41,377	-\$691	-1.67%
Mechanic	\$42,720	\$43,372	-\$652	-1.50%
Animal Control Supervisor	\$51,926	\$52,597	-\$671	-1.28%
Director of Internal Services	\$80,555	\$81,512	-\$957	-1.17%
Athletic Field Technician	\$33,472	\$33,719	-\$247	-0.73%
Equipment Operator II	\$36,903	\$36,712	\$191	0.52%
Code Enforcement Officer	\$44,856	\$44,527	\$329	0.74%
Utility Superintendent	\$73,066	\$72,490	\$576	0.79%
Account Clerk	\$38,748	\$38,342	\$406	1.06%
Assistant Fire Chief - Fire Marshal	\$80,555	\$79,642	\$912	1.15%
Executive Assistant	\$57,249	\$56,551	\$698	1.23%
Public Works Superintendent	\$73,066	\$72,137	\$928	1.29%
Fleet Services Manager	\$57,249	\$56,323	\$926	1.64%
Senior Utility Clerk	\$40,686	\$39,997	\$689	1.72%
Airport Operations Assistant	\$36,903	\$36,026	\$878	2.44%
Municipal Court Clerk of Record	\$63,117	\$58,320	\$4,797	8.23%
Police Cadet	\$48,854	\$41,763	\$7,091	16.98%

E. RANGE ALLOCATION AND PLACEMENT

The current salary schedule consists of 55 grades. The ranges of each grade are 35% from minimum to maximum; between grades there is a 5% difference from midpoint to midpoint.

1	\$15,088	\$17,751	\$20,414		29	\$59,148	\$69,586	\$80,024
2	\$15,843	\$18,639	\$21,434		30	\$62,106	\$73,066	\$84,025
3	\$16,635	\$19,570	\$22,506		31	\$65,211	\$76,719	\$88,227
4	\$17,467	\$20,549	\$23,631		32	\$68,472	\$80,555	\$92,638
5	\$18,340	\$21,576	\$24,813		33	\$71,895	\$84,582	\$97,270
6	\$19,257	\$22,655	\$26,054		34	\$75,490	\$88,812	\$102,133
7	\$20,220	\$23,788	\$27,356		35	\$79,264	\$93,252	\$107,240
8	\$21,231	\$24,977	\$28,724		36	\$83,228	\$97,915	\$112,602
9	\$22,292	\$26,226	\$30,160		37	\$87,389	\$102,811	\$118,232
10	\$23,407	\$27,538	\$31,668		38	\$91,758	\$107,951	\$124,144
11	\$24,577	\$28,915	\$33,252		39	\$96,346	\$113,349	\$130,351
12	\$25,806	\$30,360	\$34,914		40	\$101,164	\$119,016	\$136,868
13	\$27,097	\$31,878	\$36,660		41	\$106,222	\$124,967	\$143,712
14	\$28,451	\$33,472	\$38,493		42	\$111,533	\$131,215	\$150,897
15	\$29,874	\$35,146	\$40,418		43	\$117,110	\$137,776	\$158,442
16	\$31,368	\$36,903	\$42,439		44	\$122,965	\$144,665	\$166,364
17	\$32,936	\$38,748	\$44,560		45	\$129,113	\$151,898	\$174,683
18	\$34,583	\$40,686	\$46,788		46	\$135,569	\$159,493	\$183,417
19	\$36,312	\$42,720	\$49,128		47	\$142,347	\$167,468	\$192,588
20	\$38,128	\$44,856	\$51,584		48	\$149,465	\$175,841	\$202,217
21	\$40,034	\$47,099	\$54,163		49	\$156,938	\$184,633	\$212,328
22	\$42,036	\$49,454	\$56,872		50	\$164,785	\$193,865	\$222,944
23	\$44,137	\$51,926	\$59,715		51	\$173,024	\$203,558	\$234,091
24	\$46,344	\$54,523	\$62,701		52	\$181,675	\$213,736	\$245,796
25	\$48,661	\$57,249	\$65,836		53	\$190,759	\$224,422	\$258,086
26	\$51,095	\$60,111	\$69,128		54	\$200,297	\$235,644	\$270,990
27	\$53,649	\$63,117	\$72,584		55	\$210,312	\$247,426	\$284,540
28	\$56,322	\$66,273	\$76,213					

Midpoint %
5.00%

Range Spread
35.00%

In order to assign positions to a grade, we identified the grade that was closest to the market midpoint. All positions have been evaluated at 100% of the prevailing rate. Using the market as our first point of reference, we then made range adjustments between job classes to ensure enough separation between levels and types of jobs and to ensure internal alignment. In some instances, range adjustments were also affected by the scope and complexity of the job versus its comparators.

The following table shows the current salary range per job, and the proposed range based on survey findings (General Service Only):

City of Taylor, TX		-- Recommended --			
Current Title	Current Range	Range	Minimum	Midpoint	Maximum
<u>Airport</u>					
Airport Manager	25	25	\$62,106	\$73,066	\$84,025
Airport Operations Assistant	16	16	\$31,368	\$36,903	\$42,439
<u>City Hall</u>					
City Manager	45	49	\$156,938	\$184,633	\$212,328
Assistant City Manager	40	42	\$111,533	\$131,215	\$150,897
Human Resources Director	34	35	\$79,264	\$93,252	\$107,240
City Clerk	30	30	\$62,106	\$73,066	\$84,025
Public Information Officer	27	28	\$56,332	\$66,273	\$76,213
Executive Assistant	25	25	\$48,661	\$57,249	\$65,836
Main Street Manager	25	28	\$56,332	\$66,273	\$76,213
Administrative Assistant – HR	17	18	\$34,583	\$40,686	\$46,788
<u>Development Services</u>					
Development Services Director/Assistant City Manager	40	42	\$111,533	\$131,215	\$150,897
Director of Development Services	34	35	\$79,264	\$93,252	\$107,240
Building Official	30	32	\$68,472	\$80,555	\$92,638
Senior Planner	27	28	\$56,332	\$66,273	\$76,213
Development Project Facilitator	24	24	\$46,344	\$54,523	\$62,701
Code Enforcement Officer	20	20	\$38,128	\$44,856	\$51,584
Administrative Assistant - Planning	17	18	\$34,583	\$40,686	\$46,788
Permit Clerk – Receptionist	14	15	\$29,874	\$35,146	\$40,418
<u>Finance</u>					
Finance Director	37	38	\$91,758	\$107,951	\$124,144
Senior Accountant	NEW	28	\$56,332	\$66,273	\$76,213
Accountant I	24	25	\$48,661	\$57,249	\$65,836
Budget and Financial Analyst	24	25	\$48,661	\$57,249	\$65,836
Utility Billing Manager	24	25	\$48,661	\$57,249	\$65,836
Payroll Accounting Specialist	21	21	\$40,034	\$47,099	\$54,163
Senior Utility Clerk	18	18	\$34,583	\$40,686	\$46,788
Service Technician	18	28	\$56,332	\$66,273	\$76,213
Account Clerk	17	18	\$34,583	\$40,686	\$46,788
Utility Clerk	14	15	\$29,874	\$35,146	\$40,418
<u>Fire</u>					
Fire Chief	37	38	\$91,758	\$107,951	\$124,144
Assistant Fire Chief - Fire Marshal	32	32	\$68,472	\$80,555	\$92,638
Fire Lieutenant	CS-7	-	-	-	-
Driver Operator	CS-1	-	-	-	-
Driver Operator Dr Certification	CS-1	-	-	-	-
Firefighter EMT	CS	-	-	-	-
Administrative Assistant – Fire	17	18	\$34,583	\$40,686	\$46,788
<u>Internal Services</u>					
Director of Internal Services	32	32	\$68,472	\$80,555	\$92,638

Building Maintenance Superintendent	25	25	\$48,661	\$57,249	\$65,836
Fleet Services Manager	25	25	\$48,661	\$57,249	\$65,836
IT Specialist	22	23	\$44,137	\$51,926	\$59,715
Senior Mechanic	NEW	22	\$42,036	\$49,454	\$56,872
Mechanic	19	19	\$36,312	\$42,720	\$49,128
Building Maintenance Technician	15	16	\$31,368	\$36,903	\$42,439
Custodian	11	12	\$25,806	\$30,360	\$34,914
<u>Library</u>					
Library Director	32	32	\$68,472	\$80,555	\$92,638
Technology Librarian	22	23	\$44,137	\$51,926	\$59,715
Library Assistant	13	14	\$28,451	\$33,472	\$38,493
Library Aide	11	12	\$25,806	\$30,360	\$34,914
Library Intern	1	1	\$15,088	\$17,751	\$20,414
<u>Municipal Court</u>					
Municipal Court Clerk of Record	27	27	\$53,649	\$63,117	\$72,584
Senior Deputy Municipal Court Clerk	17	18	\$34,583	\$40,686	\$46,788
Deputy Municipal Court Clerk	14	15	\$29,874	\$35,146	\$40,418
<u>Parks and Recreation</u>					
Parks and Recreation Director	32	35	\$79,264	\$93,252	\$107,240
Parks and Recreation Superintendent	30	30	\$62,106	\$73,066	\$84,025
Crew Leader II	23	23	\$44,137	\$51,926	\$59,715
Crew Leader I	21	21	\$40,034	\$47,099	\$54,163
Athletic Field Technician	14	14	\$28,451	\$33,472	\$38,493
Grounds Operator I	14	14	\$28,451	\$33,472	\$38,493
<u>Police Support</u>					
Support Services Administrator	27	27	\$53,649	\$63,117	\$72,584
Animal Control Supervisor	23	23	\$44,137	\$51,926	\$59,715
Communications Supervisor	23	23	\$44,137	\$51,926	\$59,715
Victim Services Coordinator	22	23	\$44,137	\$51,926	\$59,715
Records Supervisor	20	21	\$40,034	\$47,099	\$54,163
Communications Officer	18	19	\$36,312	\$42,720	\$49,128
Animal Control Officer	15	16	\$31,368	\$36,903	\$42,439
Animal Shelter Kennel Technician	13	13	\$27,097	\$31,878	\$36,660
<u>Police Sworn Officers</u>					
Police Chief	37	38	\$91,758	\$107,951	\$124,144
Police Commander	32	32	\$68,472	\$80,555	\$92,638
Police Sergeant	CS-2	-	-	-	-
Police Corporal	CS-1	-	-	-	-
Police Officer	CS	-	-	-	-
Police Cadet	CS	19	\$36,312	\$42,720	\$49,128
<u>Public Works</u>					
Public Works Director	37	38	\$91,758	\$107,951	\$124,144
City Engineer	33	35	\$79,264	\$93,252	\$107,240
Senior Engineer	32	32	\$68,472	\$80,555	\$92,638
Public Works Superintendent	30	30	\$62,106	\$73,066	\$84,025

Utility Superintendent	30	30	\$62,106	\$73,066	\$84,025
Street and Grounds Supervisor	25	25	\$48,661	\$57,249	\$65,836
Wastewater Plant Supervisor	25	25	\$48,661	\$57,249	\$65,836
Crew Leader II (PW)	23	23	\$44,137	\$51,926	\$59,715
Crew Leader II (Water)	23	23	\$44,137	\$51,926	\$59,715
Pretreatment Coordinator WWTP Operations	23	23	\$44,137	\$51,926	\$59,715
Crew Leader I (Streets/Grounds Maintenance)	21	21	\$40,034	\$47,099	\$54,163
Crew Leader I (Water)	21	21	\$40,034	\$47,099	\$54,163
Wastewater Plant Operator II	21	22	\$42,036	\$49,454	\$56,872
Cemetery Coordinator	20	21	\$40,034	\$47,099	\$54,163
Utility Worker II	19	19	\$36,312	\$42,720	\$49,128
Equipment Operator III	18	19	\$36,312	\$42,720	\$49,128
Wastewater Plant Operator I	18	19	\$36,312	\$42,720	\$49,128
Administrative Assistant	17	18	\$34,583	\$40,686	\$46,788
Administrative Assistant - Utilities	17	18	\$34,583	\$40,686	\$46,788
Equipment Operator II	16	17	\$32,936	\$38,748	\$44,560
Utility Worker I	16	17	\$32,936	\$38,748	\$44,560
Cemetery Equipment Operator	14	15	\$29,874	\$35,146	\$40,418
Equipment Operator I	14	15	\$29,874	\$35,146	\$40,418

For Police and Fire occupations on the City's Civil Service schedule, additional comparisons were made for all ranks at entry and at top-out. Based on these findings, PSPC recommends that the City make the following adjustments to the Civil Service structure:

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter EMT	Current:	\$41,122	\$43,181	\$45,338	\$47,603	\$49,986	\$52,474	
(3% increase)	Proposed:	\$42,357	\$44,477	\$46,698	\$49,032	\$51,486	\$54,048	
Driver Operator	Current:	\$48,127	\$50,533	\$53,057	\$55,710	\$58,499	\$61,424	
(4% increase)	Proposed:	\$50,052	\$52,544	\$55,180	\$57,939	\$60,839	\$63,881	
Fire Lieutenant	Current:	\$54,522	\$57,248	\$60,111	\$63,118	\$66,272	\$69,587	\$73,066
(6% increase)	Proposed:	\$57,793	\$60,683	\$63,717	\$66,905	\$70,248	\$73,762	\$77,450
Police Officer	Current:	\$51,296	\$53,861	\$56,555	\$59,384	\$62,354		
(no increase)	Proposed:	\$51,296	\$53,861	\$56,555	\$59,384	\$62,354		
Police Corporal	Current:	\$55,229	\$57,992	\$60,890	\$63,935	\$67,130		
(2% increase)	Proposed:	\$56,334	\$59,152	\$62,108	\$65,213	\$68,473		
Police Sergeant	Current:	\$60,433	\$63,455	\$66,629	\$69,960	\$73,458		
(3% increase)	Proposed:	\$62,246	\$65,358	\$68,628	\$72,059	\$75,662		

By adopting these new salary ranges for general service employees, and by adjusting the scales used for Civil Service employees, the City can continue in its endeavor to administer competitive salaries.

3. SALARY ADMINISTRATION

Following are several key salary plan maintenance procedures.

A. ANNUAL PLAN UPDATE STEPS

1. Secure re-affirmation of the City's prevailing rate salary policy (at 100%? 95%?)
2. Obtain latest salary plans from the comparator agencies.
3. Compute the prevailing rate for each of the benchmark job classes.
4. Re-assign job classes to salary ranges most closely matching the prevailing rates.
5. Identify employees whose current salary is less than their job's new Minimum.
6. Compute the total amount of dollars, and percentage of current payroll, required to bring all employees to the Minimum of their new salary range.
7. Determine the amount required for in-range merit increases based on midpoint budgeting.
8. Provide information to the Council for budgeting purposes.
9. Obtain approved prevailing rate maintenance (PRM) budget from the Council.
10. Construct new merit increase guide commensurate with funding level.
11. Adjust departmental budgets on basis of employees' various compa-ratios.
12. Bring all salaries up to Minimum on the updated plan's effective date.

B. FLEXIBLE HIRING RATE

The Minimum of a salary range is not necessarily the hiring rate, as it is merely the mathematical extension of the salary range Midpoint. The City must utilize the entire salary range for recruitment purposes, reserving flexibility for a variety of recruitment situations, including scarcity of desired job skills, high qualifications of an applicant, or higher than Minimum salary demanded by a needed applicant.

C. MERIT INCREASES

In addition to making in-range adjustments based on time in job, the City could also develop and implement a merit pay structure. In order for a merit pay structure to be successful, the City would need to devote a significant amount of time and resources in order to develop useful metrics for evaluating employee performance. Managers would need to be trained in how to objectively measure these outputs, and employees would need to believe that they are being evaluated fairly. Additionally, the City would need to commit significant funds in order to truly differentiate between star performers, average performers, and low performers, with variable rates of at least five, three, and one percent.

ADDENDUM

AGING THE RESULTS OF THE 2018-19 SALARY SURVEY

In February of 2019, Public Sector Personnel Consultants completed a salary survey update for the City of Taylor, TX. PSPC recommended a new range placement for each position in the City based on available survey data, including Civil Service personnel, who are on different pay plans. At the request of the City, PSPC is providing an updated projection of range recommendations for FY 2020-21 based on aged data from the 2019 survey update.

In order to determine the appropriate rate of aging, PSPC consulted the budget documents of the sixteen comparator agencies, looking for the Cost-of-Living Adjustment that each comparator agency provided. Separate averages were also factored for Fire and Police personnel, who are often on multiyear negotiated contracts that dictate their yearly COLA. The following is the aging factor that was utilized for each employee group:

<u>Employee Group</u>	<u>Percent Change</u>
General Service Employees	2.38%
Fire Department	3.31%
Police Department	3.06%

With these rates of aging, PSPC recommends the following ranges for General Service Personnel for FY 2020-21:

City of Taylor, TX	Current	Proposed Oct. 2019	Proposed Oct. 2020
Current Title	Range	Range	Range
<u>Airport</u>			
Airport Manager	25	25	26
Airport Operations Assistant	16	16	16
<u>City Hall</u>			
City Manager	45	49	50
Deputy City Manager	40	42	42
Human Resources Director	34	35	35
City Clerk	30	30	30
Public Information Officer	27	28	28
Communications Coordinator	-	25	25
Executive Assistant	25	25	25
Main Street Manager	25	28	28
Administrative Assistant - HR	17	18	18
<u>Development Services</u>			
Development Services Director/ACM	40	42	42

Director of Development Services	34	35	35
Assistant Director of Development Services	-	32	33
Senior Planner	27	28	28
Planning Technician	-	21	21
Code Enforcement Officer	20	20	20
Permit Technician	-	18	18
Administrative Assistant - Planning	17	18	18
<u>Finance</u>			
Finance Director	37	38	38
Senior Accountant	-	28	28
Accountant I	24	25	26
Budget and Financial Analyst	24	25	26
Utility Billing Manager	24	25	26
Payroll Accounting Specialist	21	21	21
Senior Utility Clerk	18	18	18
Service Technician	18	18	18
Account Clerk	17	18	18
Utility Clerk	14	15	16
<u>Fire</u>			
Fire Chief	37	38	38
Assistant Fire Chief - Fire Marshal	32	32	33
Fire Lieutenant	CS-7	-	
Driver Operator	CS-1	-	
Driver Operator Dr Certification	CS-1	-	
Firefighter EMT	CS	-	
Administrative Assistant - Fire	17	18	18
<u>Internal Services</u>			
Director of Internal Services	32	32	33
Building Maintenance Superintendent	25	25	26
Fleet Services Manager	25	25	26
IT Specialist	22	23	23
Mechanic III	-	22	22
Mechanic II	-	19	20
Mechanic I	-	17	18
Building Maintenance Technician	15	16	16
Custodian	11	12	12
<u>Library</u>			
Library Director	32	32	33
Technology Librarian	22	23	23
Library Assistant	13	14	14
Library Aide	11	12	12
Library Intern	1	1	1
<u>Municipal Court</u>			
Municipal Court Clerk of Record	27	27	27
Senior Deputy Municipal Court Clerk	17	18	19
Deputy Municipal Court Clerk II	14	15	16
Deputy Municipal Court Clerk I	-	14	14
<u>Parks and Recreation</u>			

Parks and Recreation Director	32	35	35
Parks and Recreation Superintendent	30	30	30
Crew Leader II	23	23	24
Crew Leader I	21	21	22
Athletic Field Technician	14	14	14
Grounds Operator I	14	14	14
<u>Police Support</u>			
Support Services Administrator	27	27	27
Animal Control Supervisor	23	23	24
Communications Supervisor	23	23	24
Victim Services Coordinator	22	23	23
Records Supervisor	20	21	21
Communications Officer	18	19	19
Animal Control Officer	15	16	17
Animal Shelter Kennel Technician	13	13	13
<u>Police Sworn Officers</u>			
Police Chief	37	38	38
Police Commander	32	32	33
Police Sergeant	CS-2	-	
Police Corporal	CS-1	-	
Police Officer	CS	-	
Police Recruit	CS	19	19
<u>Public Works</u>			
Public Works Director	37	38	38
City Engineer	33	35	35
Senior Engineer	32	32	33
Public Works Superintendent	30	30	30
Utility Superintendent	30	30	30
Assistant Utility Superintendent	-	28	28
Street and Grounds Supervisor	25	25	26
Wastewater Plant Supervisor	25	25	26
Crew Leader II (PW)	23	23	24
Crew Leader II (Water)	23	23	24
Pretreatment Coordinator WWTP Operations	23	23	24
Crew Leader I (Streets/Grounds Maintenance)	21	21	22
Crew Leader I (Water)	21	21	22
Wastewater Plant Operator II	21	22	22
Cemetery Coordinator	20	21	21
Utility Worker II	19	19	20
Equipment Operator III	18	19	19
Wastewater Plant Operator I	18	19	19
Administrative Assistant	17	18	18
Administrative Assistant - Utilities	17	18	18
Equipment Operator II	16	17	18
Utility Worker I	16	17	18
Cemetery Equipment Operator	14	15	16
Equipment Operator I	14	15	16

These titles differ from the 2018-19 survey because it incorporates classification changes that have occurred since that date. It also includes any new positions that have been created since that survey.

For Civil Service Personnel, PSPC recommends the following percentage adjustments for FY 2020-21:

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Firefighter EMT (8% increase)	Current:	\$42,357	\$44,477	\$46,697	\$49,031	\$51,487	\$54,061	
	Proposed:	\$45,746	\$48,036	\$50,433	\$52,954	\$55,606	\$58,386	
Driver Operator (10% increase)	Current:	\$49,570	\$52,048	\$54,648	\$57,381	\$60,255	\$63,268	
	Proposed:	\$54,527	\$57,253	\$60,113	\$63,119	\$66,281	\$69,595	
Fire Lieutenant (8% increase)	Current:	\$56,166	\$58,964	\$61,913	\$65,008	\$68,259	\$71,676	\$75,259
	Proposed:	\$60,649	\$63,682	\$66,866	\$70,209	\$73,720	\$77,410	\$81,280
Police Officer (3% increase)	Current:	\$50,321	\$52,836	\$55,477	\$58,252	\$61,166	\$64,224	
	Proposed:	\$51,830	\$54,421	\$57,142	\$59,999	\$63,000	\$66,151	
Police Corporal (4% increase)	Current:	\$56,878	\$59,732	\$62,717	\$65,852	\$69,145		
	Proposed:	\$59,163	\$62,122	\$65,255	\$68,476	\$71,911		
Police Sergeant (5% increase)	Current:	\$62,247	\$65,360	\$68,628	\$72,060	\$75,661		
	Proposed:	\$65,360	\$68,628	\$72,058	\$75,663	\$79,444		

These recommendations depend on the assumption that the comparator organizations are applying the cost-of-living increase to their pay plans and not just to employee salaries. In some instances, comparator organizations may retain their pay plan and apply the COLA to salaries, leaving the ranges unaffected. This also assumes that all jobs in the comparator organizations are being given the same percentage increase, although certain jobs may receive larger or smaller increases based on the demand of the marketplace or the needs of the comparator organizations. The aging of this data is meant to serve as a projection of where the market is heading and not a definitive pay plan-to-pay plan comparison. Typically, a salary survey is performed every three to five years to evaluate the minimum to maximum ranges. The results of the pay plan-to-pay plan study performed in 2018-19 therefore still carries much weight and relevance. With this additional projection, it is our hope that the City of Taylor can continue in its endeavor to administer competitive salaries and to be able to recruit, retain, and motivate its personnel.

City of Taylor, Texas



**PUBLIC
SECTOR**

**PERSONNEL
CONSULTANTS**

Compensation Study Discussion

January 23, 2020

Background on our Firm

- Public Sector Personnel Consultants
- 1,000 + public employers served throughout the United States
- 300 + municipal compensation plans
- 50 + in Texas, including cities of Killeen, Waco, Lakeway, Georgetown, Horseshoe Bay, Belton, Copperas Cove, Manor, Pflugerville, Marble Falls, Live Oak, Schertz

PSPC History with City of Taylor

- **FY 2016-17** – Salary and benefits survey completed; council adopts new salary schedule, places positions into market-sensitive ranges; spends 6.05% of payroll (\$386,121) to get everyone up to minimum of new range
- **FY 2017-18** – City provides 2% COLA and addresses pay compression within ranges. Employees receive 2% per year of service up to the midpoint; City reserves the remainder of the range for a merit/performance system.
- **FY 2018-19** – Salary and Benefits Survey Update Completed
- **FY 2019-20** – 2018-19 survey aged to propose new ranges for FY 2020-21

Approved Agencies for Comparison

- City of Austin
- City of Bastrop
- City of Belton
- City of Buda
- City of Cedar Park
- City of Copperas Cove
- City of Elgin
- City of Georgetown
- City of Harker Heights
- City of Hutto
- City of Kyle
- City of Leander
- City of Lockhart
- City of Pflugerville
- City of Round Rock
- City of Temple

-
- Also used private sector data where appropriate from Austin/Central TX Statistical Area
 - Responses received from all comparators
 - Comparators presented to council on 2/23/17 - have maintained the same market model
 - Criteria included geographic proximity, population
 - Cities with >50k population excluded from Director-level matches

Survey Illustration

Taylor Job Class	Survey Job Class	Participant Organization	Annual		Taylor Midpoint	External Aged Midpoint	Variance	
			Min	Max			\$	%
Account Clerk					\$31,836	\$36,345	-\$4,509	-12.41%
	Accounting Clerk	Leander	\$39,915	\$53,497		\$46,706		
	Account Clerk	Harker Heights	\$38,887	\$48,350		\$43,619		
	Accounting Specialist	Georgetow n	\$33,820	\$45,656		\$39,738		
	Accounting Technician	Kyle	\$35,194	\$42,778		\$38,986		
	Accounting Technician	Round Rock	\$30,992	\$46,509		\$38,750		
	Accounting Clerk	Austin	\$29,994	\$46,779		\$38,386		
	Accounts Payable Clerk	Pflugerville	\$28,620	\$45,780		\$37,200		
	Accounting Technician	Cedar Park	\$30,178	\$43,456		\$36,817		
	Accounting Technician	Hutto	\$29,806	\$43,201		\$36,504		
	Accounting Technician	Belton	\$28,451	\$42,676		\$35,564		
	Accounts Payable Specialist	Temple	\$27,414	\$41,953		\$34,684		
	Staff Accountant I	Copperas Cove	\$25,896	\$38,147		\$32,022		
	Accounts Payable Clerk	Lockhart	\$23,691	\$36,026		\$29,858		
	Accounts Payable Clerk	Egin	\$24,482	\$34,570		\$29,526		
		Bastrop	\$0	\$0		-		
		Buda	\$0	\$0		-		
			Individual Employer Rate:			\$37,026		
	Account Clerk	ERI - Private Sector Data	\$30,434	\$40,894		\$35,664		
			Published Survey Rate:			\$35,664		
			Prevailing Rate:			\$36,345		

Overall Survey Findings 2018-19

- Data was collected on 63/87 job titles (72% of jobs)
- Min-Max ranges are considered behind market for 26/63, or 41%, of jobs (<-5% of market midpoint)
- Min-Max ranges are considered competitive for 37/63, or 59%, of jobs (>-5% of market midpoint)

Aged Data

- Survey completed in February 2019, but no action taken 10/1/2019 – City requests that PSPC age data based on Cost-of-Living increases by comparator agency and update range recommendations for FY 2020-21.
- PSPC ages data and proposes new ranges for all jobs, including reclassified and newly added positions.
- Aged data will help the City to act responsively to market increases.
- 42/98 positions move up one grade or more per aged data (not including Civil Service).

Recommendations

- Adopt proposed range adjustments based on FY 2018-19 survey + aged data for all positions (detailed list of current to proposed can be found in the report)
- For Civil Service, adopt the proposed increases; consider adding an additional step to the police officer rank
- Continue employee progression through the pay range; decide how to utilize the midpoint – maximum portion of the range.
- Periodically reevaluate the ranges to ensure competitiveness in the marketplace

Desired Outcomes

- Reduce City turnover rate – has historically been very high, have seen improvement over the past few years
- Attract quality talent to the City – have had difficulty recruiting for certain positions (i.e. engineer vacant for 10 months)
- Retain and motivate current employees
- Encourage career progression (Civil Service)

Summary

- Salary survey: 16 cities + private sector data
- Ranges have been updated for all job classes based on competitive market rates
- City goal to “attract, motivate, engage, and retain employees”



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 13
Agenda Title: **Discussion of Cemetery Operations, Maintenance, and Funding**

Council Action to be taken: Accept the report

Department Submitted: Public Works

Staff Contact: Jim Gray, Public Works Director

1. PURPOSE/DESCRIPTION

The Public Works Department Oversees operation of the City of Taylor Cemetery. The Cemetery has a full time administrator and an equipment operator paid by the Street Division on the grounds. In addition to the full time operator the Street and Grounds Division provide additional resources to the cemetery. In high growth times the Grounds Division goes into the Cemetery every other week to help mow and weedeat. During the slower times they go in every other week or as needed to help out. We have started a small monument levelup program as time allows. Staff have leveled 8 stones so far. We have also looked at contracting out the monument level up. The prices range from \$100 - \$200 a small stone and up. We do not have a budget set up for leveling stones at this time.

We have volunteer/community service help from time to time. The workers have been productive when they are on site and we have equipment they can use. The issue we have had with them is they have not shown up in a consistent manner. We will continue to use the help when it is available.

The last two years the Council has approved rate increases at the Cemetery. This has helped the Cemetery meet budgeted expenses.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The Council approved a 5% rate increases June 11, 2018 and a 10% raise September 26, 2019. These were put in place to bring revenues more in line with budgeted expenses.

3. STAFF ANALYSIS (How and Why)

Public Works staff provides assistance at the cemetery. The Cemetery is operated as an enterprise fund that could cover the cost for expenses. Currently the Cemetery uses funds

from fees and the general fund. We have evaluated revenues and expenses to set our rate the last few years. We have seen a positive trend regarding the fund after the current increases. The fund still does not cover the full cost of maintenance. It would also help if we had funds to cover new expenses such as leveling monuments.

4. RECOMMENDATION

Continue to operate as an enterprise fund and raise rates 5 to 10% per year until the City is able to cover most of the cost to maintain the Cemetery. Staff recommends we continue to operate with a combination of fees and general fund support while raising rates to cover as much of the expense as we can.

5. FUNDING SOURCE

Currently the Cemetery is funded through fees and assistance from the general fund. The Cemetery Committee has met and recommended a five year plan to continue raising fees each year to adequately fund the cemetery. We have raised rates the last two years. We have three years remaining on the plan. We have met or come close to meeting budgeted expenses since we raised rates these last two years.

The Cemetery has a permanent care fund in accordance with State law Chapter 713 of the Health and Safety Code. A portion of each space sold goes into the permanent fund. Our balance in the fund at the end of last year was approximately \$688,000. The fund provides approximately \$12,000 to \$15,000 dollars per year in interest to help fund operations at the Cemetery.

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

Council may choose to either continue funding the Cemetery as we have in the past with fees and general fund support or look at rates to fully fund the operations.

8. ATTACHMENTS

13a. [Power Point presentation](#)

Cemetery Rate Data

Cemetery Rate Shortfall

Fiscal Year	Revenues	Expenditures	Difference
FY 13/14	\$139,718.00	\$163,769.00	-\$ 24,051.00
FY 14/15	\$119,866.00	\$146,681.00	-\$ 26,815.00
FY 15/16	\$152,553.00	\$178,182.00	-\$ 25,629.00
FY 16/17	\$ 89,032.00	\$172,776.41	-\$ 83,744.00
FY 17/18	\$162,915.00	\$160,971.00	\$ 1,224.00
FY 18/19	\$199,409.00	\$198,437.00	\$ 972.00
FY 19/20	\$197,300.00	\$212,167.00	-\$ 14,867.00 budget amts

Cemetery Transfer in from the Permanent Fund

Fiscal Year	Revenues	Expenditures	Difference	
FY 13/14	\$160,715.00	\$163,769.00	\$ - 3,054.00	
FY 14/15	\$135,553.00	\$146,681.00	\$ -11,128.00	
FY 15/16	\$158,401.00	\$178,182.00	\$ -19,781.00	
FY 16/17	\$113,316.00	\$172,776.41	\$ -59,460.00	
FY 17/18	\$187,822.00	\$160,971.00	\$ 26,851.00	
FY 18/19	\$211,919.00	\$198,437.00	\$ 13,482.00	
FY 19/20	\$212,300.00	\$212,167.00	\$ 133.00 budget amts	



City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

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

Agenda Item #: 14
Agenda Title: Receive an update on the status of various master planning projects.

Council Action to be taken: Receive update

Department Submitted: Development Services

Staff Contact: Tom Yantis, Assistant City Manager

1. PURPOSE/DESCRIPTION

The purpose of this item is to provide Council with an update on the status of several master planning projects that are currently underway or soon to start.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

During FY 18-19 and 19-20, Council has funded several master planning projects to help prepare the City for growth. These projects include:

1. Comprehensive Plan
 - a. Community Vision and Goals
 - b. Land Use Plan
 - c. Transportation Plan
 - d. Housing and Neighborhoods Plan
2. Water and Wastewater Master Plans
3. Drainage Master Plan
4. Water, Wastewater and Roadway Impact Fee Study
5. Community Parks Master Plans

3. STAFF ANALYSIS (How and Why)

The completion of these plans will help the Council make decisions related to development and capital improvement programming.

4. RECOMMENDATION

Receive update.

5. FUNDING SOURCE

Various funding sources

6. TIMELINE

The status of each project and its timeline will be part of the update.

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

8. ATTACHMENTS

14a. [Power Point presentation](#)



Update on Master Planning Projects

January 23, 2020

Planning Projects Currently Underway



Comprehensive Plan

- Community Vision
- Land Use (input for impact fees)
- Transportation (input for impact fees)
- Housing/Neighborhoods
- Implementation

Community Parks Master Plans

- Fannie Robinson Park
- Murphy Park
- Bull Branch Park

Drainage Master Plan

Water and Wastewater Master Plans (input for impact fees)

Water, Wastewater and Transportation Impact Fee Studies

Comprehensive Plan



Description:

The comprehensive plan is a roadmap for the City to follow to achieve the community's vision. It is the guiding document for most City decisions related to growth and allocation of resources. It is also the guiding policy document for the City's development regulations (i.e. zoning, subdivision, etc.). The last update was completed in 2004.

Project Start Date:

Estimated – February 2020

Major Milestones Completed:

Request for Qualifications for consultants – October 2019

Consultant interviews and selection – November 2019

Contract negotiations - ongoing

Project Completion Date:

Estimated – February 2021



L I O N H E A R T

Urban Design · Planning · Landscape Architecture



VERDUNITY



Community Parks Master Plans



Description:

The preparation of master plans to guide the physical improvement and maintenance of Robinson Park, Murphy Park and Bull Branch Park. The project will also include a maintenance plan for Taylor Regional Park and a new parkland dedication ordinance.

Project Start Date:

October 2019

Major Milestones Completed:

Kick off meeting - November 2019

Park tours and site analyses – November 2019

Workshops with Council and Parks Board members – December 2019

User group and stakeholder meetings – January 2020

Public input meetings – January 2020



Project Completion Date:

May 2020

Drainage Master Plan



Description:

The purpose and goal of the Drainage Master Plan (DMP) is to develop a comprehensive evaluation of the existing drainage conditions throughout the City by developing an accurate understanding of the drainage infrastructure. A drainage Capital Improvement Project (CIP) plan, including costs and potential funding mechanisms, will be developed to phase and mitigate flooding issues. In addition, the DMP will conduct and recommend a Drainage Utility Fee rate study to assist in funding drainage and maintenance projects..

Project Start Date:

Notice to proceed issued – December 2019

Major Milestones Completed:

Data acquisition – ongoing
GIS database development – ongoing
Review of existing studies - ongoing



Project Completion Date:

Estimated – December 2020

Water Master Plan



Description:

Master plan of the City's water distribution system to identify deficiencies in the existing system and develop a prioritized capital improvements plan to identify system upgrades. The master plan will also utilize land use and growth projections to develop a CIP to serve infill growth and new developments.

Project Start Date:

February 2019

Major Milestones Completed:

Water usage data received (for modeling flow estimation): July 2019.

Water delivery information data received from BRA: October 2019.

Hydraulic model of existing conditions created: November 2019.

Fire flow analysis on existing system performed: December 2019.

Estimated Completion Date:

Fall 2020 (three months following completion of comprehensive plan)



Wastewater Master Plan



Description:

Master plan of the City's wastewater collection system to identify deficiencies in the existing system and develop a prioritized capital improvements plan to identify system upgrades. The master plan will also utilize land use and growth projections to develop a CIP to serve infill growth and new developments.

Project Start Date:

February 2019

Major Milestones Completed:

Manhole survey data received: August 2019.

Hydraulic model of existing conditions created: December 2019.

Estimated Completion Date:

Fall 2020 (three months following completion of comprehensive plan)



Water, Wastewater and Transportation Impact Fees



Description:

An update to the City's impact fees for water, wastewater and transportation will be prepared following the completion of the land use plan, transportation plan and utilities master plans. The impact fees are assessed to new development to cover the cost of system improvements and new capacity needed to support development.

Project Start Date:

Estimated – October 2020

Major Milestones Completed:

N/A

Estimated Completion Date:

Spring 2021





City Council Meeting January 23, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 15

Agenda Title: **Receive Update on Valero quality of life projects and schedule from Place Designers.**

Council Action to be taken: Receive presentation

Department Submitted: Parks and Recreation

Staff Contact: Larry Foos, Director of Parks and Recreation

1. PURPOSE/DESCRIPTION

The purpose of this item is to update the Council on the Valero quality of life projects and to present a timeline to the Council from Place Designers.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

In October 2017, City approved development agreement with Valero. As part of that agreement, Valero agreed to provide \$500,000 for one or more quality of life projects. The City Council is to make the final decision on the projects to be completed. Valero has requested input and approval of these projects.

Staff developed a list of projects based on: Council input, Adjustment to base list, Capital Improvement projects and the 2017 Strategic Facility Plan. Council was asked in August 2019 to review the list and a scoring exercise was conducted to identify the top list of projects. Staff then updated the estimates on the 7 projects that scored at the top of the list. Valero recommended that a dog park be moved to the bottom of the list and be revisited once all projects are completed.

Staff followed up with Valero concerning the 7 projects on the list. Valero liked a majority of the projects on the list and supported their completion. Staff will work from the top of the list until projects are completed.

Valero Project List

Robinson Park Add Restroom	\$ 185,000
Robinson Park Basketball Court Lights	\$ 60,000
Murphy Park Shade structures (bench) – 1	\$ 7,500
Skate Park (Pierce Park) Lighting	\$ 55,000
Taylor Regional Park/Doak Grant	\$200,000
Bull Branch Shade structures (bench) - 1	\$ 7,500
Taylor Regional Park Shade structures (bench) - 2	\$ 15,000

Total \$530,000

\$500k from Valero and \$30k from Bond funds

3. STAFF ANALYSIS (How and Why)

Staff worked with Place Designers to start the process on the highest rated projects. Staff will work from the top of the list with each project being brought back to Council for approval.

4. RECOMMENDATION

Receive the update and schedule from Place Designers

5. FUNDING SOURCE

\$500,000 Donated funds from Valero.

6. TIMELINE

Restroom design and coordination, permitting, bidding and construction completed by end of September 2020.

Lighting phases design and coordination, permitting, bidding and construction completed by end of August 2020.

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

15a. [Power Point from Place Designers](#)

VALERO QUALITY OF LIFE PROJECTS

Update



Design Firm

PLACE Designers Inc. – since 1998

Multi-disciplinary Firm – Planning, Landscape architecture, Architecture, Civil engineering, Entitlements

PAST PARK PROJECTS:

- River Ranch Park – Liberty Hill for Williamson County
- Berry Springs Park – Georgetown for Williamson County
- Brushy Creek Trail & Conservation Corridor (Phases I, III, EAST, GAPS)
- Garey Park Master Plan – Georgetown
- Devine Lake Park – Leander
- Robin Bledso Park – Leander
- Veteran's Memorial Park – Cedar Park
- Chisolm Trail Park – Round Rock
- Old Settlers Park Ball Fields – Round Rock

Taylor Park Projects:

- East Metro Park Master Plan, Grant Funding and Design
- Robinson Park, Murphy Park, and Mustang Creek Corridor Master Plan



PHILIP WANKE, ASLA

Landscape Architect

28 years experience

VINCENT SHAW

Project Manager

17 years experience

STEVE SORENSON, PE

Civil Engineer

40 years experience

Valero Project List

Robinson Park Add Restroom	\$ 185,000
Robinson Park Basketball Court Lights	\$ 60,000
Murphy Park Shade structures (bench) – 1	\$ 7,500
Skate Park (Pierce Park) Lighting	\$ 55,000
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Bull Branch Shade structures (bench) - 1	\$ 7,500
Taylor Regional Park Shade structures (bench) - 2	\$ 15,000

Total \$530,000

\$500k from Valero and \$30k from Bond funds



Valero Project List – Our Focus

Robinson Park Add Restroom	\$ 185,000
Robinson Park Basketball Court Lights	\$ 60,000
Murphy Park Shade structures (bench) – 1	\$ 7,500
Skate Park (Pierce Park) Lighting	\$ 55,000
Taylor Regional Park/Doak Grant	\$200,000
Bull Branch Shade structures (bench) - 1	\$ 7,500
Taylor Regional Park Shade structures (bench) - 2	\$ 15,000

Total \$530,000

\$500k from Valero and \$30k from Bond funds

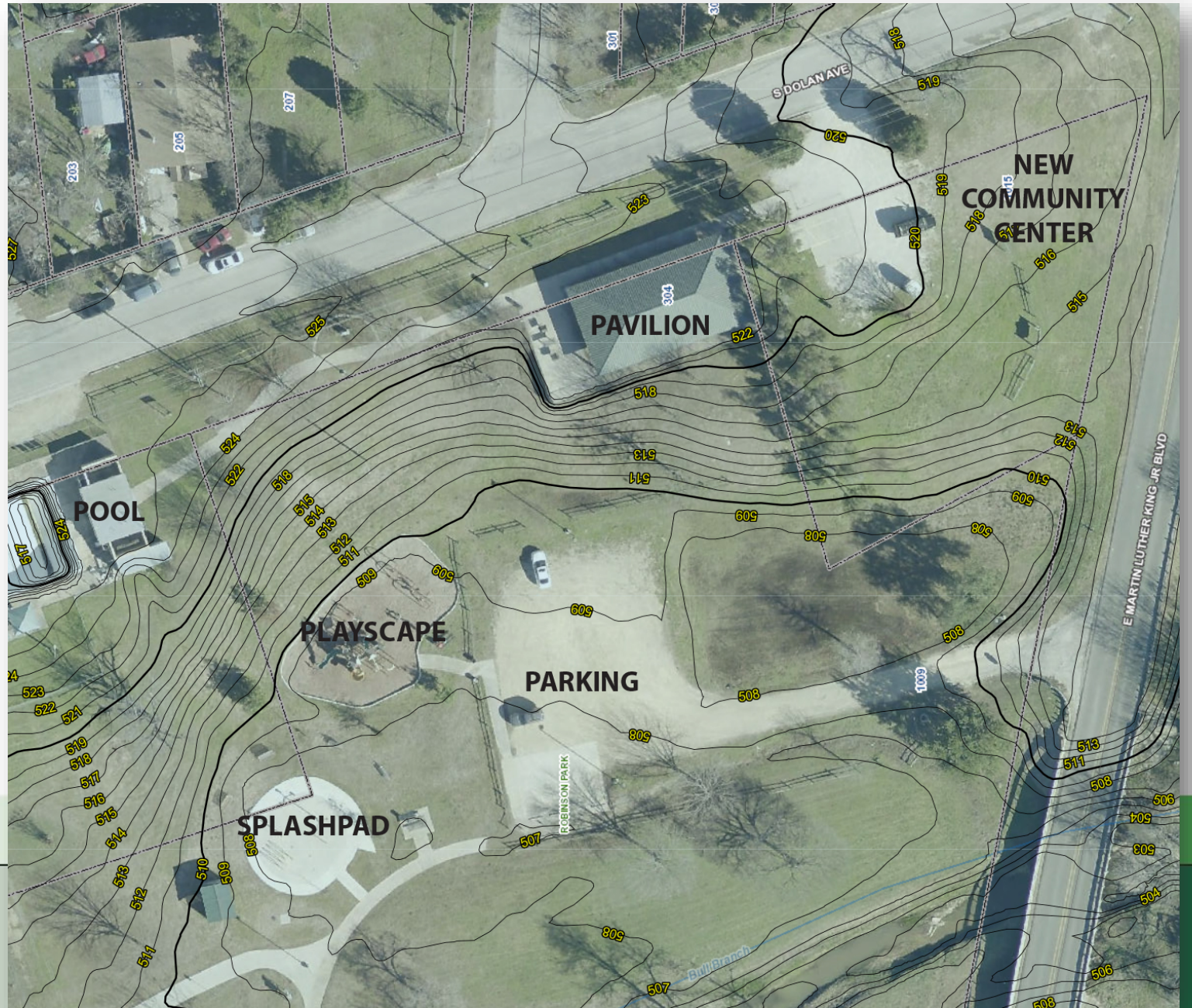
Restroom Location Selection

Park Aerial



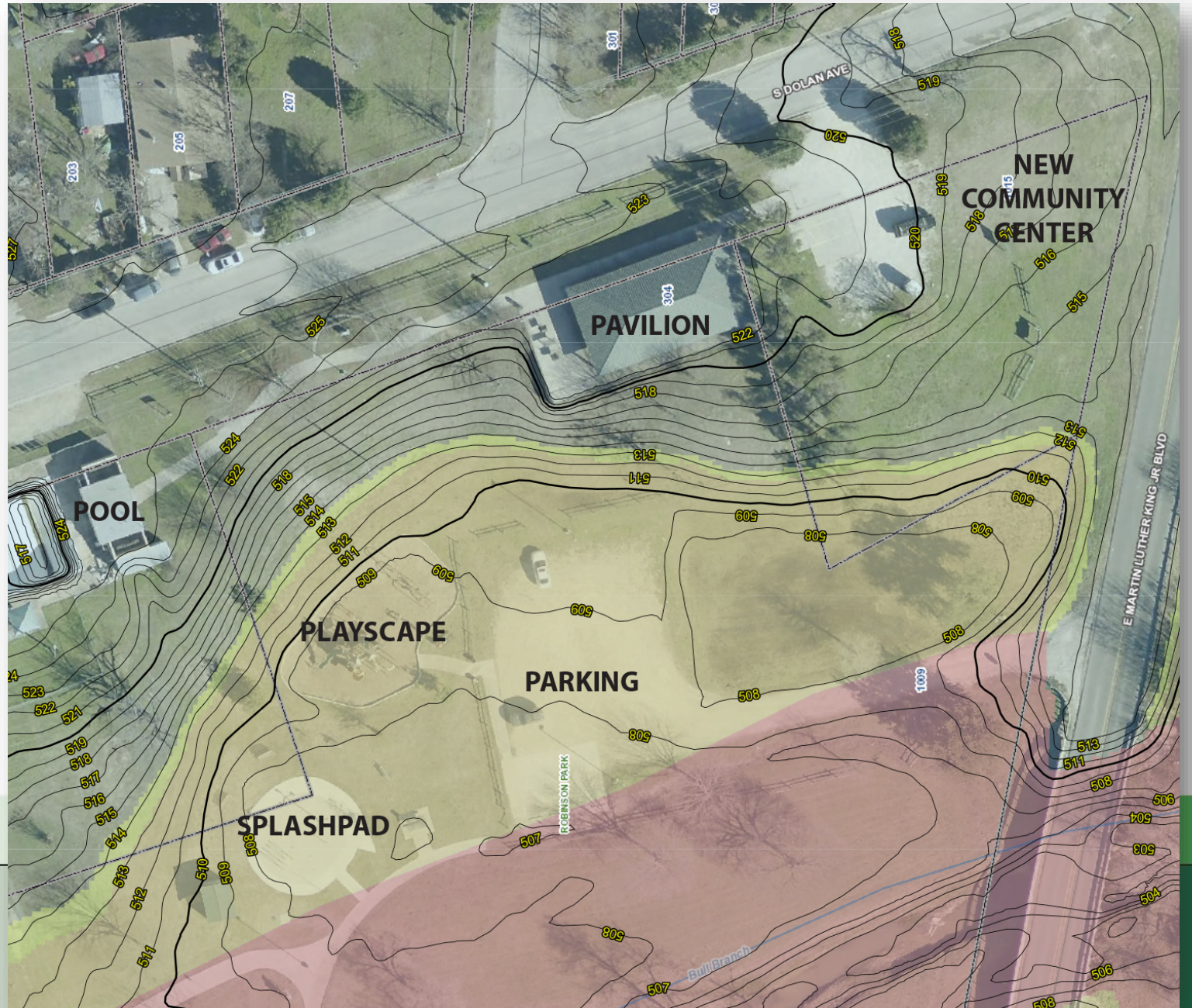
Restroom Location Selection

Topography



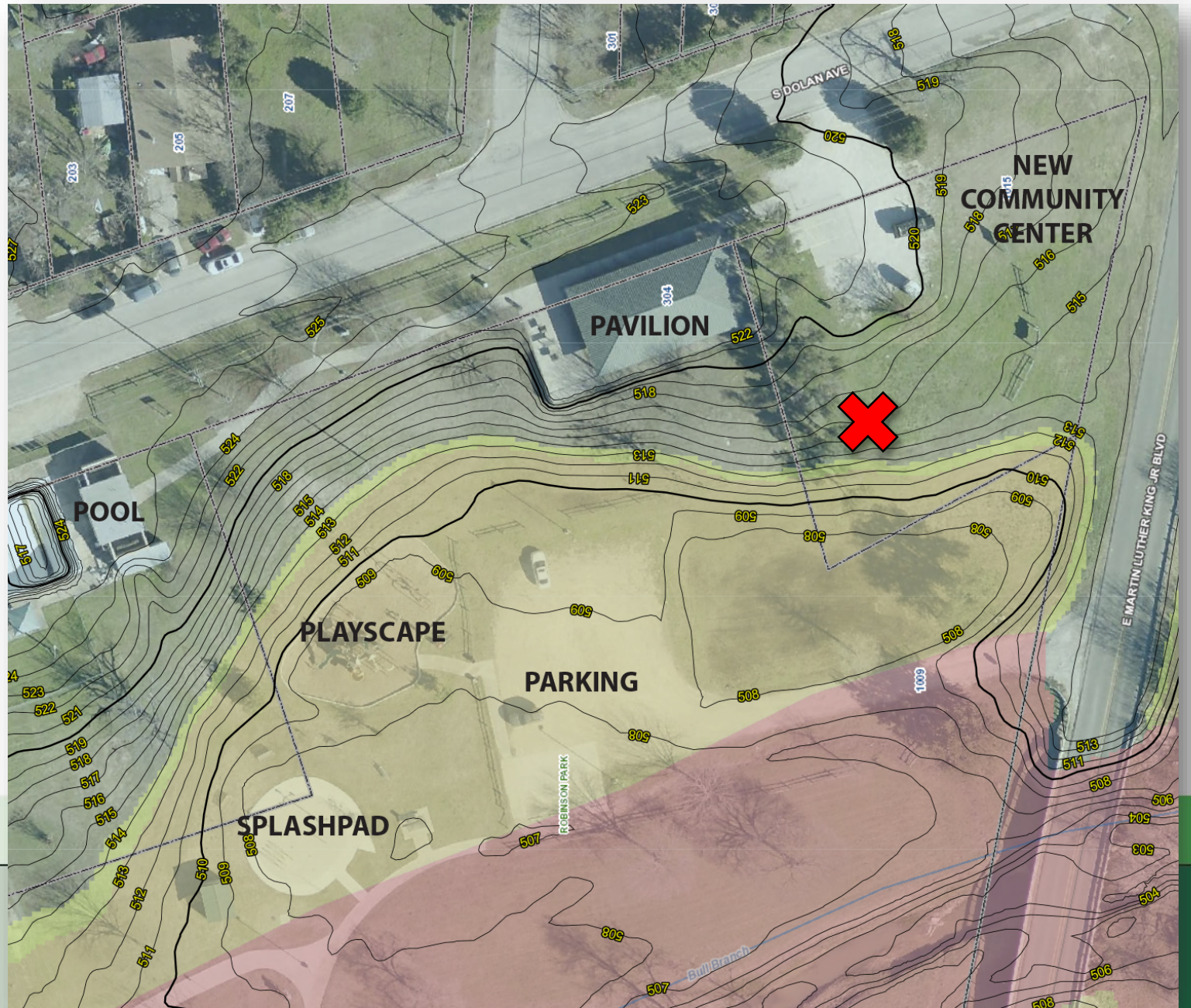
Restroom Location Selection

Floodplain

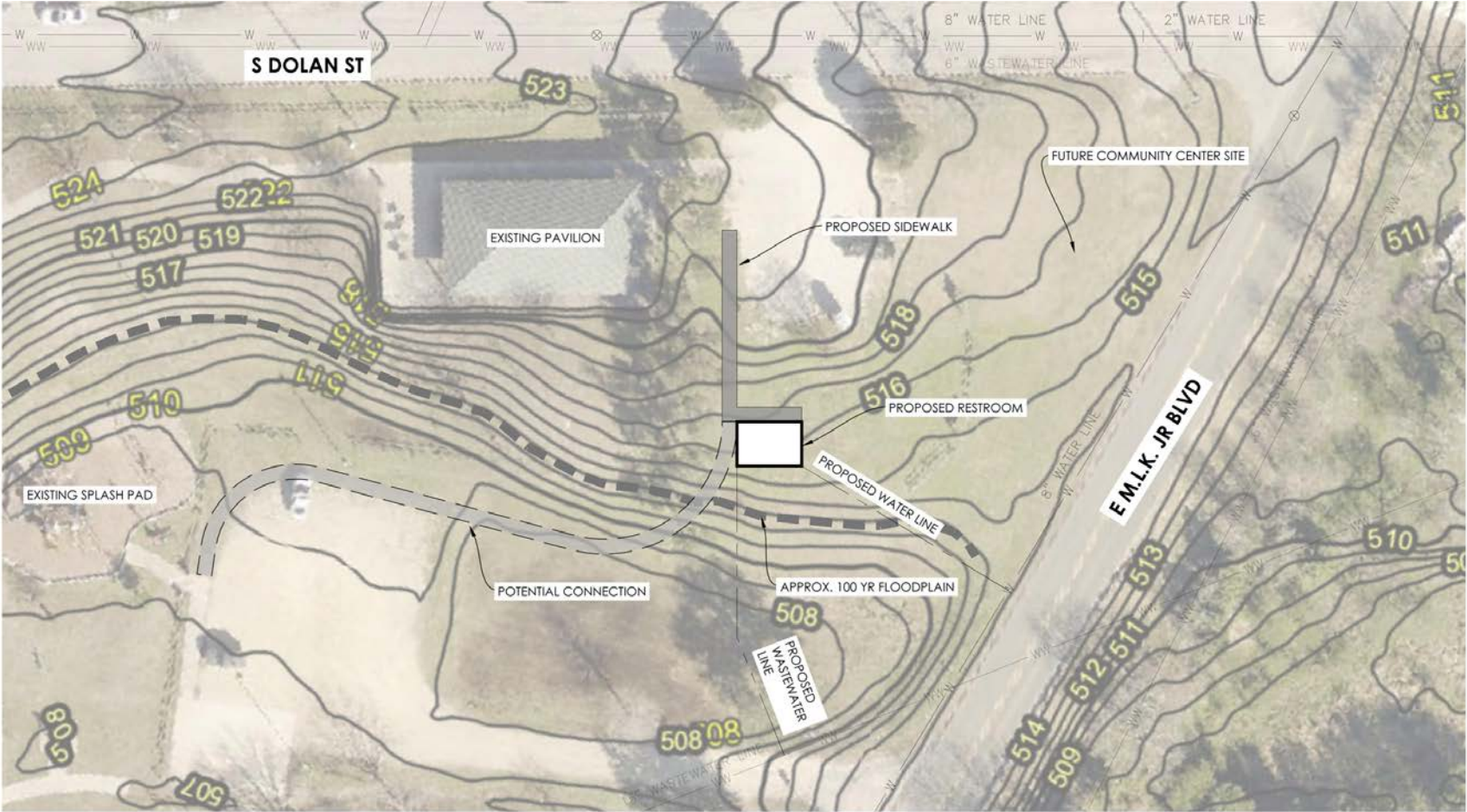


Restroom Location Selection

Chosen Location



Restroom Concept



FANNIE ROBINSON PARK
260 S. DOLAN STREET
TAYLOR TEXAS 76574

All information furnished regarding this property is from sources deemed reliable. However, Consultant has not made an independent investigation of these sources and no warranty or representation is made by Consultant as to the accuracy thereof and same is submitted subject to errors, omissions, and plan changes, or other conditions. This hand plan is conceptual in nature and does not represent any regulatory approval. Land plan is subject to change.



PLACE designers, inc.
PLANNING | LANDSCAPE | ARCHITECTURE | CONSULTING | ENGINEERING
304 E. MAIN | SUITE 100 | ROUND ROCK, TX 78664
T: (512) 238-8912 | F: (512) 238-8913 | PLACEdesigners.com

RESTROOM LOCATION EXHIBIT



DECEMBER 17, 2019

Restroom – Location Advantages

- Work with existing survey – save \$\$
- Tie into water connection for Community Center

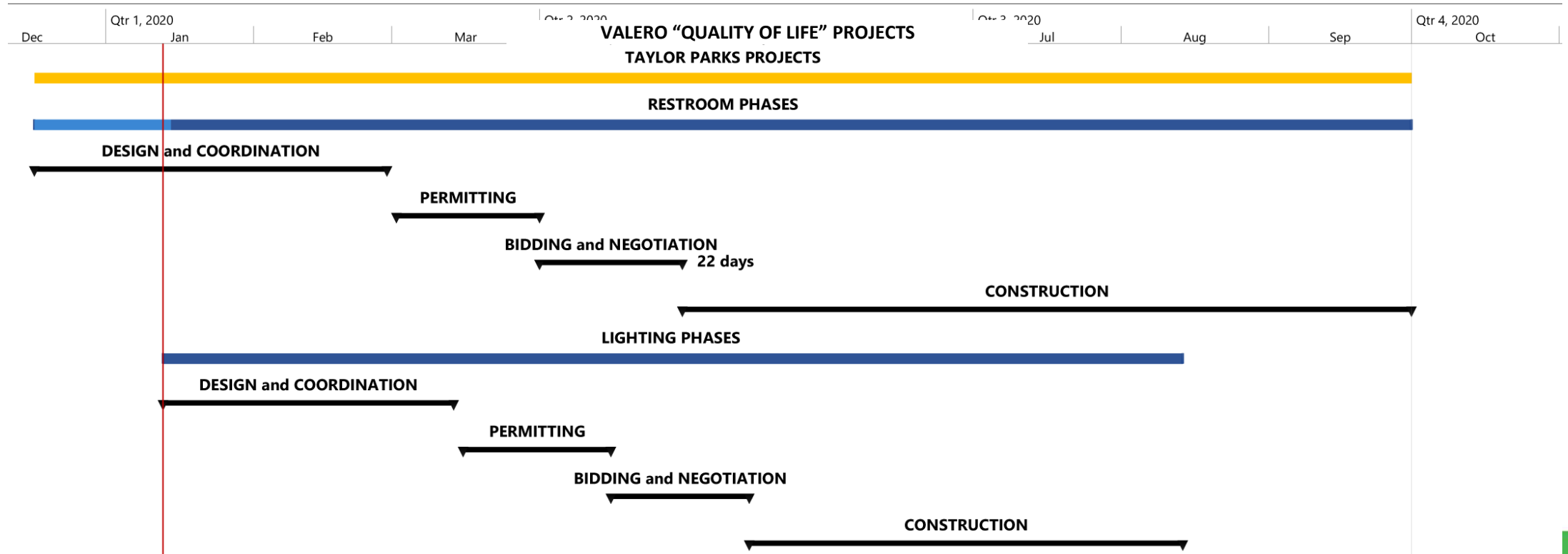
Basketball Lighting



Skate Park Lighting



Projects Timeline



Next Steps

