



AGENDA
CITY OF TAYLOR, TEXAS
CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET
APRIL 10, 2025, 6:00 PM

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS/RECOGNITIONS

- Child Abuse Prevention and Awareness Month Proclamation
- National Animal Control Officer Appreciation Week Proclamation
- National Public Safety Telecommunicators' Week Proclamation

CITIZENS COMMUNICATION

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

BOARDS & COMMISSION PRESENTATION

1. Receive an update from the Moody Museum Advisory Board. *Ruby Fisher*

CONSENT AGENDA

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

2. Consider approval of the minutes from the March 27, 2025, regularly scheduled City Council meeting. *Lucy Aldrich*

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

3. Consideration and possible action on Task Order 63 with HDR Engineering, Inc. for design and bidding for the 5th and Murphy Community Development Block Grant Waterline Replacement Project, and approval of the McGray and McGray Land Surveyors, Inc., design survey proposal. *Jim Gray*
4. Receive project updates from the Communications Department. *Daniel Seguin*

ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including: Section 551.071 (Consult with attorney); Section 551.072 (Real Property); Section 551.073 (Gifts and Donations); Section 551.074 (Personnel Matters); Section 551.076 (Security Devices); and Section 551.087 (Economic Development).

I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 p.m. on April 7, 2025, 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: Lucy Aldrich Date: April 7, 2025

Proclamation

Child Abuse Prevention and Awareness Month

WHEREAS, every child deserves to grow up in a safe, nurturing environment, free from abuse and neglect; and

WHEREAS, child abuse and neglect affect children of all ages, races, and socioeconomic backgrounds, posing a threat to the well-being and development of our community's youngest and most vulnerable members; and

WHEREAS, the City of Taylor recognizes the importance of promoting awareness and prevention efforts to address child abuse and neglect; and

WHEREAS, preventing child abuse requires collaboration among families, communities, law enforcement and organizations to create safe, stable, and nurturing environments for all children; and

WHEREAS, the Williamson County Children's Advocacy Center (WCCAC) is dedicated to its mission of providing hope, healing, and justice to children and families impacted by abuse, violence, and exploitation in our community; and

WHEREAS, the City of Taylor recognizes the importance of raising awareness about child abuse prevention and supporting efforts that empower families, train community members, and foster partnerships with local law enforcement and child-serving providers to create safer environments for children;

NOW, THEREFORE, I, Dwayne Ariola, Mayor of the City of Taylor, do hereby proclaim April 2025 as, "**Child Abuse Prevention and Awareness Month**" in Williamson County, Texas, and call upon all citizens, organizations, and community leaders to join together in a shared effort to prevent child abuse, raise awareness about its impact, and support the vital work of the Williamson County Children's Advocacy Center in providing hope and healing for children and families.

Signed this 10th day of April, 2025.

Dwayne Ariola, Mayor
City of Taylor

Proclamation

ANIMAL CONTROL OFFICER APPRECIATION WEEK

WHEREAS, the National Animal Control Association has designated the second week of April each year as Animal Control Officer Appreciation Week; and

WHEREAS, the various Federal, State, and Local Government Officials throughout the Country take this time to recognize, thank, and commend all Animal Control Officers and Animal Control Staff for the dedicated service they provide to the residents of Taylor; and

WHEREAS, the City of Taylor would like to express its sincere thanks and appreciation for the outstanding service the Taylor Animal Control Officers provide on a daily basis to the residents of our City; and

WHEREAS, the City of Taylor recognizes and commends the Animal Control Staff for the many dedicated and long hours to serving this community and for fulfilling the Animal Control Officers' commitment to providing the highest and most efficient level of care and compassion for the animals in need.

NOW, THEREFORE, I, Dwayne Ariola, Mayor of the City of Taylor, do hereby proclaim April 13-19, 2025, as

"National Animal Control Officer Appreciation Week"

in the City of Taylor, Texas and encourage all citizens to join in, expressing their sincere appreciation for the service and dedication of our Animal Control Officers and staff.

Signed this 10th day of April 2025.

Dwayne Ariola, Mayor
City of Taylor

Proclamation

National Public Safety Telecommunicators Week

WHEREAS, the safety of our police officers is dependent upon the quality and accuracy of information obtained from citizens who call the City of Taylor Communications Center; and

WHEREAS, our Communication Officers are the first and most critical link between people calling in an emergency situation and the response of police officers who arrive on the scene; and

WHEREAS, we recognize the professional and unending services of the Communications Officers who answer 9-1-1 calls on a 24/7 daily basis; and

WHEREAS, our Communication Officers provide a vital link for our police officers by monitoring their activities by radio, providing information, and ensuring their safety; and

WHEREAS, our Communication Officers contribute to the apprehension of criminals, keeping the peace in our neighborhoods, and providing prompt and professional police service and protection to Taylor residents; and

WHEREAS, each Communication Officer has exhibited compassion, understanding, and professionalism during the performance of her job in the past year.

NOW, THEREFORE, I, Dwayne Ariola, Mayor of the City of Taylor, do hereby proclaim the week of April 13 through April 19, 2025, as

National Public Safety Telecommunicators Week

Signed this 10th day of April, 2025.

Dwayne Ariola, Mayor
City of Taylor



City Council Meeting April 10, 2025 Transmittal Letter

STRATEGIC PILLAR

Quality of Life

Agenda Item Number: 1.
Agenda Title: Receive an update from the Moody Museum Advisory Board.
Council Action to be Taken: Receive update from the Moody Museum Advisory Board
Department Submitted: Development Services
Staff Contact: Ruby Fisher, Special Events Coordinator

1. PURPOSE / DESCRIPTION

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

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Historically, staff or the board chair has provided an update to the City Council annually on their accomplishments and goals.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• N/A	• N/A

4. RECOMMENDATION

N/A

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS

N/A

8. ATTACHMENTS

1. April 10, 2025 - Moody Museum Advisory Board Update (2)

MOODY MUSEUM ADVISORY BOARD

UPDATE TO COUNCIL

Chair: Susan Komandosky

City Liason: Ruby Fisher



OUR MISSION

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



2024 – PREVIOUS REPORT REVIEW

- The first part time docent was hired, and worked from April - October, 2024, a new docent was hired in February of 2025
- 400 folks visited the Museum in 2024. One-third of those visitors were from outside of Taylor
 - Visitors included: Elgin Parks Department, American Youth Works, TISD New Teacher, Lead Taylor, and the City's Development Services Department
- The Moody served as the starting point for the Taylor Conservation and Heritage Society's Tour of Homes and during that two-day period over 160 people visited the museum. Many were first time visitors

2024 – MUSEUM IMPROVEMENTS – CITY

- The security cameras were installed
- Elevator cable has been replaced
- Kitchen and back entrance have been repainted
- Repairs have been made to front porch
- Two thresholds have been replaced
- Two of the dining room chairs were re-caned and completely refurbished
- Living room light fixture has been rewired
- Additional concrete has been poured in the driveway for accessibility needs



2024 – MUSEUM IMPROVEMENTS – PARTNER ORGANIZATIONS

- The Friends of the Moody Museum have spent approximately \$23,000 to purchase preservation quality interior storm windows for the museum. These will be installed in mid-April and will help block UV light, as well as providing additional insulation.
- The Taylor Garden Club is partnering with the museum to help clean up and refurbish flowerbeds.
- Samsung interns also volunteered and worked in the Moody flower beds.





2024 EVENTS/ SPECIAL EXHIBITS

Events:

- Salute to the Troops
- Pounds of Plenty
- Taylor Conservation and Heritage Society's Tour of Homes

Exhibits:

- Two Olympians - Fred Kerley and Sloan Doak
- Collection of Moody Christmas' Past
- Taylor, The Unforgettable by Chesiel John



FY 25-26: RECOMMENDED IMPROVEMENTS

- The exterior of the house needs painted.
- A retention wall needs to be installed on the west side of the property
- A spot for the mailbox needs to be established
- The garden beds need to have the soil regraded and have the drip irrigation lines repaired
- The gutters need to be replaced



2025 – LOOKING AHEAD

- The Friends of the Moody Museum are actively fundraising for construction of the Dan Moody statue. The goal is to unveil this statue as a part of Taylor's Sesquicentennial Celebration in 2026. The life-size bronze will be placed on the east lawn of the museum and surrounded by recognition bricks currently being sold. Among the bricks will be larger stones giving a history of Taylor, the Moody family, the Moody Museum and Gov. Dan Moody.
- The museum is working to create a Taylor City history room as part of our permanent exhibits. We already have a number of artifacts that will be displayed in that room including the original City Council meeting table, the old City Hall time clock where workers would punch in each day and ledgers from the time that Dan'l Moody served four terms as Taylor's first Mayor.



2025 - LOOKING AHEAD

- Moody Museum brochures are being distributed to all Texas Welcome Centers.
- Thanks to Trey Ancira, a new promotional video has been produced and will be used to market the museum
- We are extending an invitation to longtime groups in Taylor, such as civic clubs, to create temporary exhibits at the museum as well as continuing to invite longtime residents to tell the stories of their pioneer families.
 - April 19 - Musical Memories Exhibit curated by Marcie Svatek
 - June - First of Taylor Talks Series





THANK YOU!



City Council Meeting April 10, 2025 Transmittal Letter

STRATEGIC PILLAR

Agenda Item Number: 2.

Agenda Title: Consider approval of the minutes from the March 27, 2025, regularly scheduled City Council meeting.

Council Action to be Taken: Approve as submitted or amend with changes noted.

Department Submitted: City Clerk

Staff Contact: Lucy Aldrich, City Clerk

1. PURPOSE / DESCRIPTION

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

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

NA

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
•	•

4. RECOMMENDATION

Approve as submitted or amend with changes noted.

5. FUNDING SOURCE

NA

6. TIMELINE

NA

7. OTHER OPTIONS

NA

8. ATTACHMENTS

1. 06 March 27, 2025

City of Taylor
Regularly Scheduled City Council Meeting Minutes
Taylor City Hall, Council Chambers, 400 Porter Street
March 27, 2025 at 6:00 p.m.

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

Mayor Pro-Tem Kelly Cmerek
Council Member Robert Garcia
Council Member Shelli Cobb
Council Member Gerald Anderson
Mayor Dwayne Ariola

Brian LaBorde, City Manager
Jeff Jenkins, Deputy City Manager
Carly Pearson, Assistant City Manager
Mark Schroeder, City Attorney
Lucy Aldrich, City Clerk

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS / RECOGNITIONS

- National Crime Victims' Rights Week Proclamation
Mayor Pro Tem Cmerek read the proclamation and presented it to Taylor Police Department staff members Priscilla Moreno, Victim Services Coordinator and Commander Joseph Branson.
- Better Day Bags Proclamation
Councilwoman Cobb read the proclamation and presented it to Felicia Graves and members of Good Life, Williamson County Constable Olson, Taylor Police Department Commander Joseph Branson, and Fire Chief Daniel Baum.

CITIZENS COMMUNICATION

No one signed up to speak.

Before moving on, Daniel Seguin, Communications Director introduced new employee Jarrod Kingsley, Communications Specialist.

CONSENT AGENDA

1. **Approve minutes from the March 13, 2025, regular City Council meeting.**
2. **Consider approving Resolution R25-07 Authorizing representatives on the City's investment and bank accounts.**
3. **Authorize the City Manager or designee to submit a Williamson County Community Development Block Grant application for one of the water projects identified as potential grant options.**
4. **Authorize the City Manager or designee to sign an Agreement with Williamson County for the use of Community Development Block Grant Funds.**
5. **Consider approval of a Collateral Assignment with Park at 79 Commerce and authorize the City Manager or his designee to sign related contractual documents.**

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

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

6. Receive the Annual Comprehensive Financial Report for Fiscal Year.

Robert Powers, Chief Financial Officer, introduced Mike Brooks with Brooks Watson & Co. Accounting who gave a brief presentation on the Annual Comprehensive Finance report.

Motion was made by Councilmember Garcia to receive the Annual Comprehensive Finance report as presented. Motion was seconded by Mayor Pro Tem Cmerek. Motion carried unanimously.

7. Consideration and approve changes to the Personnel Policy Manual.

LaShon Gros, Human Resources Director – gave a presentation on proposed changes to the City of Taylor Personnel Policy Manual. With Council approval, changes will become effective April 1, 2025.

Motion was made by Councilmember Garcia to approve the Personnel Policy Manual changes as presented. Motion was seconded by Councilmember Anderson. Motion carried unanimously..

8. Consideration an update and provide direction to staff on the Downtown Plan and the Downtown and Tourism Department Staff Position.

Carly Pearson, Assistant City Manager – gave a presentation with an update on the status of the Downtown Plan and the Downtown Manager vacant position being updated to Downtown and Tourism Director.

Marie Bloemer spoke on this agenda item.

Motion was made by Councilmember Anderson to receive the update as presented and direct staff to move forward with entering into an agreement with Afion Public for recruiting services to hire a Downtown & Tourism Director. Motion was seconded by Mayor Ariola. Motion carried unanimously.

Mayor Ariola read the executive session items and adjourned into closed session at 6:55 p.m.

EXECUTIVE SESSION

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).

- a. Section 551.071; Consultation with City Attorney on proposed 3811 North Main Planned Development Agreement
- b. Section 551.071; Consultation with City Attorney on proposed Domestic Wastewater Permit from South Central Water Company, Texas Pollutant Discharge Elimination System (TPDES) Permit No. WQ0016503001, EPA I.D. No. TX0145751
- c. Section 551.071; Consultation with City Attorney regarding EPCOR

Regular City Council Meeting Minutes

March 27, 2025

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- d. Section 551.071; Consultation with City Attorney regarding tax credit and bond funding agreement request from The Foundry Development
- e. Section 551.087; Economic Development
 - o Project Goal
 - o Project Paul
- f. Section 551.074; Personnel Matters - City Attorney Evaluation

Mayor Ariola reconvened into open session at 8:04 p.m. No action was taken.

ADJOURN

With no further business Mayor Ariola declared the meeting adjourned at 8:04 p.m.

Dwayne Ariola, Mayor

ATTEST:

Lucy Aldrich, City Clerk



City Council Meeting April 10, 2025 Transmittal Letter

STRATEGIC PILLAR

Streets/Infrastructure

Agenda Item Number: 3.

Agenda Title: Consideration and possible action on Task Order 63 with HDR Engineering, Inc. for design and bidding for the 5th and Murphy Community Development Block Grant Waterline Replacement Project, and approval of the McGray and McGray Land Surveyors, Inc., design survey proposal.

Council Action to be Taken: Consider approval of Task Order from HDR and McGray and McGray survey proposal allowing the City Manager to execute all necessary documents.

Department Submitted: Public Works

Staff Contact: Jim Gray, Director

1. PURPOSE / DESCRIPTION

This item is to consider approving Task Order with HDR for design and bidding services needed for the 5th and Murphy Waterline Replacement project. This also includes approval of the proposal from McGray and McGray for design survey services.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The 5th and Murphy CDBG Waterline Replacement project is to replace and upsize the existing 2" waterlines to 8" waterlines. Currently the water infrastructure in place does not provide adequate flows for fire flow or to support development of the adjacent lots/parcels. The project, for which the City will receive Community Development Block Grant (CDBG) Funding, is being implemented to provide water service improvements to the adjacent lots.

The Task Order is for Design and Bidding services for a fee of \$98,900.00. The scope includes tasks for project management, permitting, data collection, design, and bidding phase services. Construction phase services will be added as a separate task order after construction needs are identified.

A 3rd party proposal from McGray and McGray Land Surveyors, Inc. is to accompany this Task Order to provide needed design and boundary surveying services. The survey proposal totals \$19,005.31 and is anticipated to take 3 to 5 weeks from Notice to Proceed.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Replacement of waterlines will facilitate development of the adjacent lots. • Replacement of aging water infrastructure can reduce leaks and water loss. • The water lines will be upsized to the City's standard for minimum sizing.	• None

4. RECOMMENDATION

Recommend approving Task Order with HDR for Design and Bidding services for \$98,900.00 and McGray and McGray for survey services for \$19,005.31 and authorize the City Manager to execute all necessary documents.

5. FUNDING SOURCE

Funded through CDBG grant.
(Community Development Block Grant Program)

6. TIMELINE

Design services to be completed 5 months after NTP.
Bidding services to be completed 2 months after NTP.
Survey services to be completed 5 weeks after NTP.

7. OTHER OPTIONS

Reject proposal.

8. ATTACHMENTS

1. McGray Proposal 5th Murphy Waterline Replacement
2. CBDG 5th Murphy Taylor Replacement Scope-Final
3. 5th and Murphy Waterline_Slides

McGRAY & McGRAY LAND SURVEYORS, INC.

3301 HANCOCK DRIVE, SUITE 6
AUSTIN, TEXAS 78731
[512] 451-8591 FAX [512] 451-8791

TRANSMITTAL

TO:	City of Taylor, TX Brian LaBorde, City Manager 400 Porter Street Taylor, TX 76574	DATE:	April 1, 2025
PHONE:	(512) 352-3677	FROM:	Sofia Ratinoff for Chris Conrad
EMAIL:	Brian.LaBorde@Taylortx.gov	RE:	Revised Proposal for Surveying Services for a Proposed Waterline Replacement at 5 th and Murphy, Taylor, Texas

WE ARE SENDING YOU X Attached Under separate cover the following items:

COPIES

DESCRIPTION

1 Revised Proposal

☐ For Your Approval

☒ For Your Information

☐ As Requested

☐ For Review and Comment

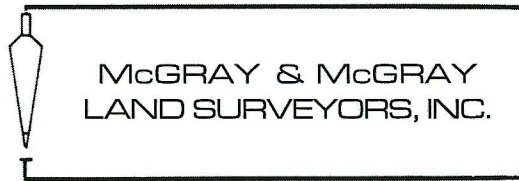
REMARKS: Thank you,

Chris

TBPELS Survey Firm #10095500

SENT VIA: ☐ Delivery Service ☐ FedEx ☐ Mail ☐ Fax ☒ Email ☐ Other:

If you received this message incomplete or illegible, or if enclosures are not as noted, please notify us at once



April 1, 2025

Brian LaBorde, City Manager
City of Taylor
400 Porter Street
Taylor, TX 76574
(512) 352-3677

VIA EMAIL
Brian.LaBorde@Taylortx.gov

RE: Revised Proposal for Surveying Services for a Proposed Waterline Replacement at 5th and Murphy, Taylor, Texas

Dear Mr. LaBorde:

We appreciate the opportunity to present you with this revised proposal for the above-referenced project. The following represents our understanding of the area to survey and scope of services. Our fee proposal follows.

Survey Limits:

- The areas highlighted in “YELLOW” on attached Exhibit “A”.

Survey Control:

- All data will be provided using the Texas Coordinate System, horizontal data being based on NAD83, Central Zone, EPOCH 2010.00 with all coordinates in grid; and vertical data based on NAVD88, Geoid 18. A grid to surface scale factor will be noted.

Scope of Services:

Design Surveying Services:

1. Cross sections shall be taken at 50-foot intervals along with break lines as required, to provide a digital topographic design file at 1-foot interval contours.
2. Locate and identify all above ground features within the survey limits including buildings, fences, drainage infrastructures (if any), sidewalks, driveways, handicap ramps, guardrails, signs, visible utilities manholes, water valves with top of nut elevations, telecom boxes, utility poles and water meters.
3. Locate and identify types of existing pavement surfaces for streets, alleys, sidewalks and driveways.

4. Invert elevations and size/type of utility and drainage pipes and culverts shall be identified for all manholes and culverts within the project limits.
5. Trees 8-inches and larger in diameter shall be measured, identified and tagged with a point number.

Boundary Surveying Services:

1. Location of adjacent boundary & right-of-way lines
2. Location of existing easements identifiable through county records or title commitment to be provided by client.
3. Right-Of-Entry (ROE): McGray & McGray will provide research to determine ownership of the landowners. An excel spreadsheet will be generated with the names, addresses and other pertinent information. We will send a Right-Of-Entry letter to each owner for their permission to enter upon their property to perform survey services. If no response is received within 2 weeks of the mailing date, we will resend the letter to any unresponsive owner a second time by certified mail. If we still get no response, we will make an attempt to contact the individuals by phone (if possible) or onsite. If this process fails, we will inform you to ascertain how you wish to proceed.

Final Deliverable:

1. AutoCAD Civil3D (dwg) electronic file.
2. The units of the drawing file shall be U.S. survey feet.

Fees:

Design Surveying Services:

2 Man Crew:	30 hrs @	\$220.00 /hr.=	\$	6,600.00
Field Coordinator:	3 hrs @	\$94.20 /hr.=	\$	282.60
Sr. Survey Technician:	30 hrs @	\$119.14 /hr.=	\$	3,574.20
Survey Technician:	15 hrs @	\$98.36 /hr.=	\$	1,475.40
Secretary/Administrative	2 hrs @	\$94.20 /hr.=	\$	188.40
RPLS:	3 hrs @	\$193.95 /hr.=	\$	581.85
Project Manager:	1 hrs @	\$235.51 /hr.=	\$	235.51
TOTAL = \$				12,937.96

Boundary Surveying Services (Taxable*):

2 Man Crew:	12 hrs @	\$220.00 /hr.=	\$	2,640.00
Field Coordinator:	1 hrs @	\$94.20 /hr.=	\$	94.20
Sr. Survey Technician	8 hrs @	\$119.14 /hr.=	\$	953.12
Survey Technician:	12 hrs @	\$98.36 /hr.=	\$	1,180.32
Abstractor/Research:	2 hrs @	\$94.20 /hr.=	\$	188.40
RPLS:	4 hrs @	\$193.95 /hr.=	\$	775.80
Project Manager:	1 hrs @	\$235.51 /hr.=	\$	235.51
TOTAL = \$				6,067.35

Summary:

Design Surveying Services Total:	\$	12,937.96
*Boundary Surveying Services Total:	\$	6,067.35
LUMP SUM GRAND TOTAL:		19,005.31

*Services are for a tax exempt entity and are non-taxable.

We will proceed as soon as we receive Notice to Proceed. We estimate it will take approximately 3 to 5 weeks (weekends and holidays excluded) from Notice to Proceed to complete this job. Right of Entry approval might impact project schedule.

Thank you for including us on this project. We look forward to the opportunity to work with you. If you think we have omitted any service you require or misinterpreted your request, please let me or Shawn Trevino know.

Sincerely,



Chris I. Conrad, RPLS
Vice President
TBPELS Survey Firm #10095500

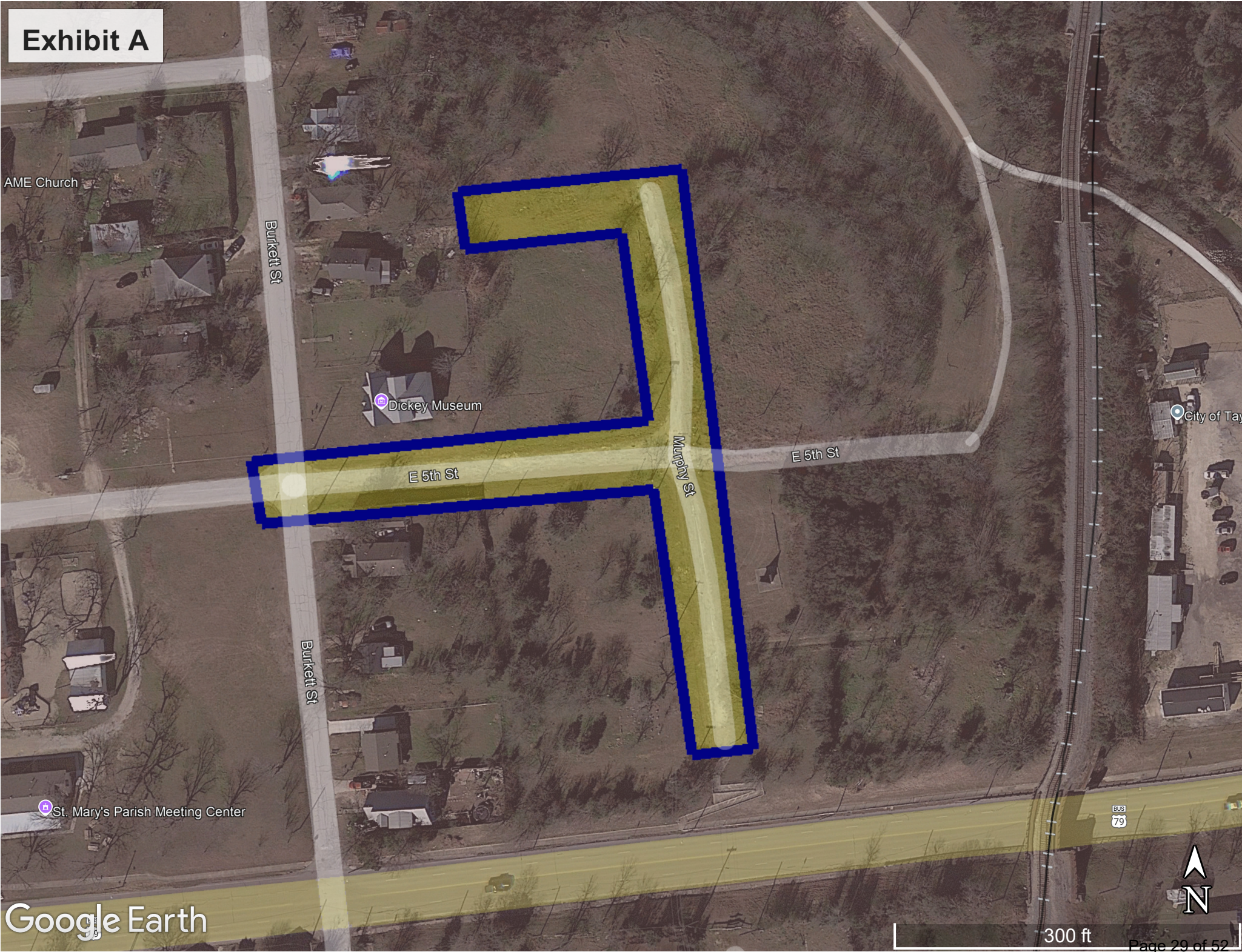
Authorized to Proceed by:

Signature Date

Print Name Title

CIC:ST:spr
Encl.

Exhibit A



TASK ORDER No. 63

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

TASK ORDER NUMBER: 63

PROJECT NAME: 5th and Murphy CDBG Waterline Replacement

PART 1.0 PROJECT DESCRIPTION:

This Task Order is to design the replacement of approximately 1,100 linear feet (LF) of existing 2" waterline along 5th Street and Murphy with new 8" waterline and to provide Bidding services ("WORK") to the OWNER as defined in Part 2.0. Refer to Exhibit A. The project, for which the OWNER will receive Community Development Block Grant (CDBG) funding, is being implemented to provide water service improvements to support of the Murphy Street Revival Project.

Construction Administration and Construction Inspection Services will be added as a separate Task Order.

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

Task 1 – Project Management

1. Project Management
 - a. ENGINEER will manage the ENGINEER's scope of work.
 - b. ENGINEER will prepare monthly status reports and invoices.
 - c. ENGINEER will conduct a 2-hour kickoff meeting at City facility.
 - i. ENGINEER will attend a project kick-off meeting with the OWNER. ENGINEER attendees will include the Project Manager and Project Engineer.
 - ii. The meeting will confirm project scope, schedule, design objectives, and identify available data and data needs.
2. Assumptions
 - a. Preliminary proposed routing of the new waterline for the Project (plan view only) will be distributed at the kickoff meeting and reviewed to confirm the scope and will represent 0% design development.
3. Deliverables
 - a. Kickoff meeting notes, in PDF format.
 - b. Monthly status reports and invoices.
 - c. Preliminary proposed routing of the new waterline, in PDF format.

Task 2 – Permitting Services

- 1) TCEQ
 - a. ENGINEER and OWNER will work cooperatively to submit waterline replacement permit for TCEQ approval.
 - b. ENGINEER will provide technical criteria and design data for the OWNER 's use in filing permit applications for approval by TCEQ.
 - c. The OWNER will file permit applications with data provided by ENGINEER.
 - d. ENGINEER will provide a draft Storm Water Pollution Prevention Plan (SWPPP), to include incorporation of the erosion and sedimentation management practices sheets from the design package. This will be submitted to the OWNER and subsequently provided to the Contractor (site Operator as defined by TCEQ) during the construction phase.
- 2) Assumptions:
 - a. Since the number of affected connections with the project will be less than ten percent of the system total connections, the permit submittal to TCEQ will consist of a TCEQ Public Water System Plan Review Submittal Form and a cover letter listing the total number of system connections and number of new/affected connections, and describing the project. Submitting plans and specifications for review and approval will not be required.
 - b. The OWNER and Contractor (Operator) will not be required to submit a Notice of Intent (NOI) to the TCEQ for compliance with the Texas Pollution Discharge Elimination System (TPDES) Stormwater General Permit TXR150000.
 - c. Contractor is responsible to finalize and update the SWPPP during the construction phase.
 - d. Up to 1 permit revision is included. Additional revisions will require a supplemental scope and fee.

Task 3 – Design Data Collection

- 1) OWNER will provide available data related to waterline connections, and any other City-owned utilities along the waterline alignment and immediate area.
- 2) ENGINEER will provide information to OWNER for needed design survey services to complete the design.
- 3) OWNER will contract directly with a 3rd party surveyor to obtain and provide survey results to ENGINEER.
- 4) OWNER will obtain development and utility plans from the developer for the Murphy Street Revival Project and provide to ENGINEER to aid in designing the waterline improvements
- 5) ENGINEER will review available Murphy Street Revival Project plans and request additional data to OWNER that may be needed to complete the design.
- 6) Assumptions:
 - a. The surveyor will obtain all needed Right-of-entries from property owners as needed to complete the needed surveys.
 - b. No confined space entry will be necessary or required.
 - c. Traffic control for surveying will be limited to traffic cones and freestanding warning signs. Road closures, use of flaggers or off-duty law enforcement is not expected nor included in this work.
 - d. No geotechnical bores or report are included in this scope of work.

- e. Third Party Consultant services to be provided include:
 - i. Surveying:
 - 1. The surveyor will provide to ENGINEER design survey data including topographic, fencing, surface features, water courses, utilities indicated with 811 call, structures and mapping of visible utilities, location and types of pavements, trees 8-inches and larger, etc.
 - 2. The surveyor will provide a boundary and right-of-way survey and identify any existing easements in the project area.
 - 3. The survey extents will be limited to the existing OWNER right-of-way.
 - 4. No easements or additional land acquisition will be necessary.
 - ii. All pipe replacement will occur in the existing right-of-way.

Task 4 – Final Design

- 1) ENGINEER will prepare construction documents (e.g., construction plans and specifications) indicating the scope, extent, and character of the WORK to be performed.
- 2) Expected construction drawings/plans include:
 - a. Title/Cover – 1 sheet
 - b. General Notes – 1 sheet
 - c. Abbreviations, Legend, and Symbology – 1 sheet
 - d. Project Layout and Sheet Index – 1 sheet
 - e. Waterline plan and profiles – 3 sheets
 - f. Standard Construction Details – 3 sheets
 - g. Erosion Management Drawings Standards – 1 sheet; and
 - h. Maintenance of Traffic Standards – 2 sheets
- 3) Design milestone submittals will be in PDF format.
- 4) ENGINEER will submit the following document at the respective milestones:
 - a. 60% Design Milestone
 - i. Construction Plans, as detailed above;
 - ii. Technical Specifications; and
 - iii. Opinion of Probable Construction Cost (Class 3).
 - b. 90% Design Milestone
 - i. Construction Plans, as detailed above;
 - ii. Technical Specifications; and
 - iii. Opinion of Probable Construction Cost (Class 2).
 - c. 100% (Bid) Documents Milestone
 - i. Construction Plans, as detailed above;
 - ii. Technical Specifications; and
 - iii. Opinion of Probable Construction Cost (Class 1).
- 5) Design Milestone Review Meetings
 - a. ENGINEER will submit 60% and 90% Design Milestone packages to OWNER for review and comment.
 - b. OWNER will provide review comments for Design Milestone package within 14 calendar days of submittal by ENGINEER.
 - c. Within 7 calendar days after receipt of OWNER's Design Milestone review comments, ENGINEER will conduct a 2-hour design review meeting with OWNER to discuss OWNER's questions and modifications.

- d. For the Design Milestone meetings, the ENGINEER'S project manager, and project engineer will attend.
 - e. Design Milestone Review Meeting will be in-person, at the OWNER's office location, unless otherwise requested to be virtual by OWNER. Design review meetings will be attended by ENGINEER's Project Manager and Project Engineer and are expected to last up to 2-hours each.
- 6) Technical Specification
- a. ENGINEER will:
 - i. Prepare technical specifications indicating the scope, extent, and character of the Work to be performed and furnished by the Contractor based on City of Austin standard specifications and conform to the prior 17-division format of the Construction Specifications Institute (CSI).
 - ii. Prepare additional technical specifications to supplement City of Austin Specifications as needed, to address requirements in the OWNER's Engineering Manual.
 - b. Assumptions
 - i. "Front End" contractual documents between OWNER and Contractor will be provided by City for inclusion by ENGINEER.
- 7) Opinion of Probable Construction Cost (OPCC)
- a. ENGINEER will:
 - i. Prepare and submit an Opinion of Probable Construction Cost (OPCC) at defined design development level.
 - ii. The OPCC will be in PDF format.
 - b. Assumptions:
 - i. The Design Milestone OPCCs Class will be as noted herein and as defined by the AACE Recommended Practice No. 18R (2016).
 - ii. ENGINEER's OPCCs are to be made based on ENGINEER's experience, qualifications, and general familiarity with the construction industry.
 - iii. Because ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from OPCCs prepared by ENGINEER.
- 8) Assumptions:
- a. WORK will be designed as a single construction project.
 - b. Construction drawings will be prepared on 22" x 34" full-size drawings, allowing for reproduction at a half-size scale of 11" x 17".
 - c. Plan and profile sheets will be produced at a 1" = 20' full-size scale for plan (horizontal) view and 1" = 5' full-size scale for profile (vertical), unless otherwise noted.
 - d. Material changes to the scope or waterline alignment will require a supplement to the scope fee.
 - e. The WORK is in existing disturbed areas, cultural resources nor environmental services are needed. If conditions change during the development of the Work, ENGINEER will provide a proposal to address changes.
 - f. All replacement will occur in existing right-of-way and no temporary or permanent easements are necessary.
 - g. Waterlines will be constructed via open-cut excavation methods. No directional drilling or auger/bore methods are expected.

- h. Surface restoration will be limited to trench repair only; pavement restoration is not required.
- i. Relocation of existing utilities (e.g., sanitary sewer, storm sewer, telephone, etc.) is not required.

Task 5 – Bidding Support

1. Scope of Services:
 - a. ENGINEER will provide bidding documents to OWNER for distribution to prospective bidders.
 - b. ENGINEER will conduct a Pre-Bid Meeting for prospective bidders at an OWNER facility in City of Taylor. ENGINEER's Project Manager and Project Engineer will attend. Meeting is expected to be no longer than 2-hours.
 - c. ENGINEER will prepare responses to bidders' questions and prepare up to 2 addenda to clarify, correct, or modify the bidding documents.
 - d. ENGINEER will provide information or assistance needed by the OWNER during negotiations with apparent low bidder. This is limited to negotiations with the initial prospective contractor.
 - e. ENGINEER will receive the bids as opened by OWNER, assist the OWNER in evaluating bids, prepare a Bid Tabulation and Recommendation to Award letter.
 - f. ENGINEER will prepare conformed documents for the Contractor's use.
2. Assumptions:
 - a. Only 1 bid cycle will be necessary to obtain qualified bidders.
 - b. Bidders will obtain bidding documents by downloading them from the OWNER's online document distribution system. Hard-copy distribution of bidding documents is not necessary.
3. Deliverables:
 - a. PDF of Bid Tabulation
 - b. Recommendation to Award letter.
 - c. PDF of Conformed Documents

PART 3.0 OWNER'S RESPONSIBILITIES:

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

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

PART 4.0 PERIODS OF SERVICE:

ENGINEER is authorized to begin rendering services as of the date of Notice to Proceed (NTP). ENGINEER will complete its obligations within a reasonable time per the following target schedule:

Task	Target Completion Time
Task 1. Project Management	7 months
Task 2. Permitting Services	3 months after Task 3 completion
Task 3. Design Data Collection	2 months after NTP
Task 4. Final Design	3 months after Task 3 completion
Task 5. Bidding Support	2 months after Task 4 completion

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

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

PART 5.0 ENGINEER'S FEE

OWNER shall pay ENGINEER for the services set forth in Part 2.0 on payment basis in the amounts as shown as follows.

Base Scope of Work

Task 1. Project Management	\$16,200
Task 2. Permitting Services	\$3,200
Task 3. Design Data Collection	\$6,700
Task 4. Final Design	\$61,300
Task 5. Bidding Support	\$11,500
Total Professional Services for Design and Bidding (Lump Sum)	\$98,900

The Lump Sum includes compensation for ENGINEER's. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses.

The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the percentage of the total services completed during the billing period.

This Task Order is executed this _____ day of _____, 2025.

CITY OF TAYLOR

"OWNER"

HDR ENGINEERING, INC.

"ENGINEER"

BY:

BY:



NAME:

Brian LaBorde

NAME:

Mark Borenstein, P.E.

TITLE:

City Manager

TITLE:

Senior Vice President

ADDRESS:

400 Porter St.

ADDRESS:

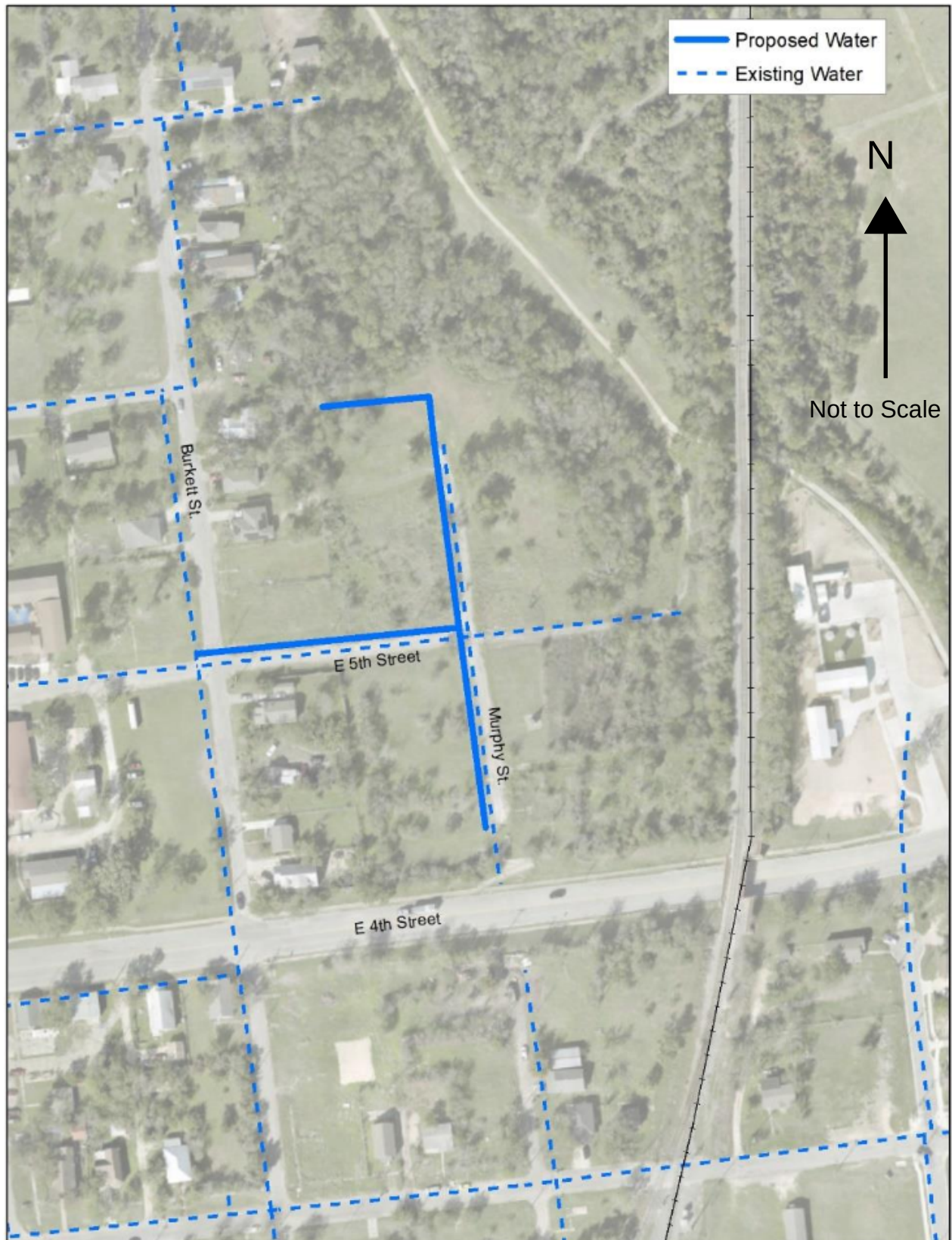
4401 West Gate Blvd

Suite 400

Taylor, TX 76574

Austin, TX 78745

Exhibit A



HDR TASK ORDER 5TH AND MURPHY CDBG WATERLINE REPLACEMENT

SUMMARY

- Task Order is for the Design and Bidding Services for the 5th and Murphy CDBG Waterline Replacement Project.
- Task Order amount:
 - \$98,900.00 Design and Bidding
 - Project Management
 - Permitting Services
 - Design Data Collection
 - Final Design
 - Bidding Support
- Project extents includes 5th Street east of Burkett Street and the entirety of Murphy Street.
- Third party survey services to be provided by McGray and McGray for \$19,005.31

PROJECT DETAILS

- Replace approximately 1,100 linear feet of existing 2" waterline with new 8" waterline
- 7 Month design and bidding schedule
- Project will bring the water lines in this area up to city minimum sizing



QUESTIONS?



City Council Meeting April 10, 2025 Transmittal Letter

STRATEGIC PILLAR

Agenda Item Number: 4.

Agenda Title: Receive project updates from the Communications Department.

Council Action to be Taken: No Action.

Department Submitted: Communications Department

Staff Contact: Daniel Seguin, Communications Director

1. PURPOSE / DESCRIPTION

The Communications Department will provide an update to Council on the Taylor On Foot program along with upcoming and ongoing projects in the department.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

During the December City Council meeting, the Communications Department presented an analysis of the department, a proposed work plan for department improvements, and updates on ongoing and completed projects. This presentation will be a follow-up from that presentation, highlighting specifically the details of our new community walking program, Taylor on Foot. The presentation will also provide a status update on other ongoing and upcoming projects and cover a new rule from the Justice Department that will require enhancement of our website and meeting streaming system.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• Keep Council up to date on long-term communications initiatives.	• NA

4. RECOMMENDATION

NA

5. FUNDING SOURCE

The Taylor on Foot program is a low-budget-impact project with funds from the existing budget that will be used to produce print materials and signage. Other projects including our website overhaul, and surveys are included in the existing budget. The Media Relations, Public Relations, and Crisis Communications training will be included in an upcoming budget amendment. The communications department received direction from Council in December to pursue this training in the current fiscal year utilizing fund balance. The department is still working on a funding plan for the Development Video Series. While we have surplus funds in our budget to start the program, we do not have funds to continue it into the next fiscal year without additional investment. The Council Stream ADA compliance is required by the US Justice Department for implementation by April of 2027. This will require investment in our streaming infrastructure. We are not requesting the funds at this time, only providing council with an overview of the requirements for future consideration.

6. TIMELINE

The Taylor on Foot program will launch its first walk on May 17, 2025. The first survey launched this week. The next survey is expected in early May. The Website Overhaul is expected to be complete by the end of May. The Communications Training will be on July 10, and the Council Stream ADA Compliance is required by April of 2027.

7. OTHER OPTIONS

NA

8. ATTACHMENTS

1. Taylor On Foot Council Presentation



COMMUNICATIONS DEPARTMENT

PROJECT UPDATES

MISSION

The mission of the program is to meet residents where they are, foster two-way communication, listen to resident concerns, identify solutions in collaboration with community partners, humanize the City, and build trust with residents.



PROJECT GOALS

1. Develop open dialogue with residents.
2. Identify what matters most.
3. Provide solutions to problems faced by average residents and connect residents with community partners.
4. Build trust.



STRATEGY

- Quarterly Community Walks (Modeled after Cedar Hill)
 - One per district per year
- Five Teams
- Fifty Homes
- Two Hours



PREPARING THE NEIGHBORHOOD

- Council member for the district will choose the streets.
- Signs placed in neighborhood the month of the walk.
- Door hangers placed at each home a week in advance.



LOGISTICS

- One council member and one police officer per team minimum.
- Participants from City departments, School District, Greater Taylor Foundation, and County.
- One member of each team will be designated team lead.
- Communications will collect feedback from team leads and follow up with appropriate parties and residents.
- Complaints will receive substantive responses/resolution within 30 days.



CURRENT SCHEDULE

- District 3 - May 2025
- District 4 - July 2025
- District 1 - October 2025
- District 2 - January 2026



IN OTHER NEWS

- Capital Improvement Projects Dashboard

Capital Improvement Projects Dashboard

Select Project Type

Buildings/Facilities

Drainage

Master Plans and Studies

Parks

Transportation

Water/Wastewater

Select by Project Status

Complete

Current

Future

Select by Project Name

Search...

2024-25 Level-Up Program

2nd & Talbot Streetscape Improvements

5th & Murphy Street Improvements

Airport Ramp Reconstruction

Backup Generators for Critical Facilities

Bull Branch I&I Reduction

Bull Branch Upsizing Phase 1

Burkett Street Drainage Improvements

Cemetery Office Building

Chandler Road and CR 366 Traffic Signal

Donna Channel

Doris Roznovak Aquatic Center

Facilities Master Plan

Highway 79 Sewer Phase 1

Highway 79 Sewer Phase 2

Justice Center & City Hall

Kimbro Shaw Drainage Project

Lake Drive Street Maintenance

Lead and Copper Service Line Replacement Program

Mallard Ln. Maintenance

MLK Sidewalk (Robinson St., Frank St., & Robinson Park)

Murphy Park Trails

Mustang Creek Detention

Old Thorndale Road Drainage Improvements

Mustang Creek Detention

CURRENT STATUS

Future

Current

Complete

This is an active project.

PROJECT OVERVIEW

Recognized as a high priority area for mitigation, Mustang Creek, immediately southwest of the Taylor Municipal Airport has encountered streambank erosion issues that are encroaching upon the airport property and runway. The Mustang Creek Drainage Improvements project will provide additional overbank flood storage through a channel flood bench and mitigate the erosion issue through stabilization of approximately 350 feet of streambank. The primary purpose of this project is to provide roughly 20 acre-feet of additional floodplain storage for the benefit of downstream residents.

FUNDING

\$870,725 from the General Land Office (GLO) Community Development Block Grant Mitigation (CDBG-MIT) fund. 870,725

TIMELINE

2024 to Not Available

UPDATES

Subscribe [here](#) for any CIP project updates.
Subscribe [here](#) for all Drainage project updates

o March 25, 2025 – The creek was pumped out last week and 1700 fish and mussels were relocated downstream to enable continued work.

o January 28, 2025 – Contractor is 1/3 of the way through with excavation. The first monthly progress meeting is today. Construction should be complete by the end of May 2025.

o January 7, 2025 – Contractor has started work on the project. They have not yet provided a schedule.

o December 17, 2024 – Pre-construction meeting held on December 13th. Will receive a construction schedule by December 23rd.

Project Status

Current

Complete

Future

Project Type

Buildings/Facilities

Drainage

Master Plans and Studies

Parks

Transportation

Water/Wastewater

Mustang Creek Drainage Improvements Project Area

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IN OTHER NEWS

- FlashVote Community Needs Survey
- Sidewalks, Trails, and ADA Transition Plan Survey
- KRXT Show - Recordings on our Website (Communications - Videos)
- Development Video Series
- Website Overhaul - End of May
- Media Relations, Public Relations, and Crisis Communication Training
 - July 10
- Council Stream ADA Compliance by 2027 - Justice Department Ruling

