



AGENDA
CITY OF TAYLOR, TEXAS
CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET
APRIL 9, 2026, 6:00 PM

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

- 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.)

CONSENT AGENDA

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

1. Consider approval of the minutes from the March 26, 2026, Regular City Council meeting.
Lucy Aldrich
2. Consider approval of amendments to the City of Taylor Travel Policy. *Robert Powers, LaShon Gros*
3. Consider the Purchase of Technology Equipment for the Police Department *Nicole Cobia, Joseph Chacon*

PUBLIC HEARINGS / ORDINANCES

4. Hold a public hearing and introduce Ordinance 2026-14, a Special Use Permit to allow for multi-family dwellings, the applicant is proposing 21 multi-family units, for property generally located at 1019 & 1021 W 3rd St, legally described as approximately 0.43 acres of land in the Doak Addition, Block 18, Lots 5, 6 & 7, more particularly described by the Williamson Central Appraisal District Parcels R016440 and R016439, Taylor, Williamson County, Texas
Martin Griggs
5. Hold a public hearing and introduce Ordinance 2026-15, a Neighborhood Plan referred to as Trenton Village, generally located at 3701 CR 367, legally described as approximately 39.34 acres of land in the William J. Baker Survey, Abstract No. 65, more particularly described by

the Williamson Central Appraisal District Parcels R018637 Taylor, Williamson County, Texas. *Martin Griggs*

6. Introduce Ordinance 2026-16 on City Right of Way abandonment on portion of East Second Street from Elliott to Washburn Street. *Jacob Walker, HDR*
7. Introduce Ordinance 2026-17, amending the Code of Ordinances by adding Chapter 30, Short-Term Rentals. *Martin Griggs*

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

8. Presentation and update from the Taylor Housing Authority. *Presented by Taylor Housing Authority Executive Director Shea Goltzman*
9. Discussion, consideration, and possible action on authorizing the City Manager to execute an Engagement Letter for Auditing Services with Pattillo, Brown & Hill, LLP, Waco, Texas for FY2026, FY2027, and FY2028, with an option to renew annually for up to five (5) subsequent fiscal years. *Robert Powers*
10. Discussion, consideration and possible action on authorizing the City Manager to execute an Agreed Upon Procedures Engagement with Baker Tilly US, LLP to fulfill requirements of SB 1883 relating to impact fee financial audits. *Robert Powers*
11. Discussion, consideration, and possible action on general Library updates and Library policies. *Amy Keyes*
12. Discussion, consideration, and possible action on authorizing the City Manager to execute Task Order No. 70 with HDR, Inc. for Engineering Services related to the FM619 Transmission Pipeline Preliminary Engineering Report. *Tyler Bybee*
13. Discussion, consideration, and possible action on agreement with YMCA for pool management services. *Betsy Schultz*

EXECUTIVE SESSION

Convene into Closed Executive Session.

EXECUTIVE SESSION I. The Taylor City Council will conduct a closed executive meeting under Section 551.071 of the Texas Government Code, to consult with City Attorney regarding: Waste Connections Agreement.

EXECUTIVE SESSION II. The Taylor City Council will conduct a closed executive meeting under Section 551.071 of the Texas Government Code to seek the advice of legal counsel regarding legal issues related to the Taylor Housing Authority's attempted recovery of real property and the City's efforts to recover delinquent ad valorem taxes, including potential claims, enforcement actions, collection strategies, and related legal matters.

Reconvene into open session and take any action.

ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. As authorized by Section

551.071(2) of the Texas Government Code, the Workshop Meeting and/or Regular Meeting may be convened into Closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 5:00 p.m. on April 2, 2026, and remained posted for at least three business days before the scheduled date 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 2, 2026



**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR

Agenda Item Number:

Agenda Title: **National Animal Control Officer Appreciation Week Proclamation**

Council Action to be Taken:

Department Submitted:

Staff Contact:

1. PURPOSE / DESCRIPTION

Issue proclamation recognizing National Animal Control Officer Appreciation Week.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Pursuant to the City of Taylor’s newly adopted Proclamation Policy, proclamations shall recognize matters that are directly related to City business, including City operations and City employees.

The proposed proclamation acknowledges the contributions of the City’s Animal Control Officers, whose work is an essential part of the City’s public safety and animal services operations. As such, this recognition falls within the category of “Recognition of City employees” as outlined in the policy.

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. Proclamation

Proclamation

ANIMAL CONTROL OFFICER APPRECIATION WEEK

WHEREAS, the National Animal Control Association designated the second full week of April as Animal Control Appreciation Week; and

WHEREAS, 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, every day, Animal Control Officers and Animal Control Staff put themselves in potentially dangerous situations to protect the health and welfare of all kinds of animals and the public; and

WHEREAS, The City of Taylor recognizes and commends the Animal Control Staff who answer calls for assistance, capture roaming and potentially dangerous animals, rescue animals, investigate reports of animal abuse, educate pet owners about responsible care, and mediate disputes between neighbors regarding pets.

NOW, THEREFORE, I, Dwayne Ariola, Mayor of the City of Taylor, do hereby proclaim April 12-18, 2026, 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 9th day of April 2026.

Dwayne Ariola, Mayor
City of Taylor



**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR

Agenda Item Number:

Agenda Title: National Public Safety Telecommunicators Week Proclamation

Council Action to be Taken:

Department Submitted:

Staff Contact:

1. PURPOSE / DESCRIPTION

Issue proclamation recognizing National Public safety Telecommunicators Week.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

Pursuant to the City of Taylor’s newly adopted Proclamation Policy, proclamations shall recognize matters that are directly related to City business, including City operations and City employees.

The proposed proclamation acknowledges the contributions of the City’s Public Safety Telecommunicators, whose work is a critical component of the City’s emergency response and public safety operations. As such, this recognition falls within the category of “Recognition of City employees” as outlined in the policy.

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. Proclamation

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 Communication Center; and

WHEREAS, our Communications 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 27/7 daily basis; and

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

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

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

NOW, THEREFORE, I, Dwayne Ariola, Mayor of the City of Taylor, do hereby proclaim the week of April 12 through April 18, 2026, as

“National Public Safety Telecommunicators Week”

Signed this 9th day of April 2026.

Dwayne Ariola, Mayor
City of Taylor



**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR

Agenda Item Number: 1.

Agenda Title: Consider approval of the minutes from the March 26, 2026, Regular 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. Meeting Minutes - March 26, 2026

City of Taylor
Regularly Scheduled City Council Meeting Minutes
Taylor City Hall, Council Chambers, 400 Porter Street
March 26, 2026, 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 Greg Redden
Council Member Shelli Cobb
Council Member Heather Long
Mayor Dwayne Ariola

Brian LaBorde, City Manager
Tyler Bybee, Assistant City Manager
Mark Schroeder, City Attorney
Lucy Aldrich, City Clerk

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZENS COMMUNICATION

Essie Bass – spoke on the need for a recreation center for youth in Taylor.

Bruce Thompson – spoke on concerns he has regarding the proposed data center, including its proximity to homes and a school, and emphasized the need for greater community input.

Pamela Griffin – spoke on the importance of community unity and supporting one another, and discussed establishing communication efforts within her community.

Carrie D’Anna – spoke on the importance of City Council garnering community consent.

CONSENT AGENDA

1. **Consider approval of the minutes from the March 12, 2026, Regular City Council meeting.**
2. **Receive Monthly Financial Report for February 2026.**
3. **Consider amending the City of Taylor Federal and State Grant Procurement Policy by adding Addendum No. 1, Federal Grant Cost Allowability and Compliance Procedures and Addendum No. 2, Labor Standards Officer Oversight Policy and Procedures.**

Motion was made by Mayor Pro Tem Cmerek to approve the Consent Agenda as presented.

Motion was seconded by Councilwoman Long. Motion carried unanimously.

PUBLIC HEARINGS / ORDINANCES

4. **POSTPONED BY APPLICANT. Hold a public hearing and introduce an Ordinance for a Special Use Permit to allow for multi-family dwellings, the applicant is proposing 21 multi-family units, for property generally located at 1019 & 1021 W 3rd St, legally described as approximately 0.43 acres of land in the Doak Addition, Block 18, Lots 5, 6 & 7, more particularly described by the Williamson Central Appraisal District Parcels R016440 and R016439, Taylor, Williamson County, Texas.**

Development Services Director Martin Griggs – applicant has requested to postpone the public hearing to a future date.

5. **POSTPONED BY APPLICANT. Hold a public hearing and introduce an Ordinance for a Neighborhood Plan referred to as Trenton Village, generally located at 3701 CR 367, legally described as approximately 39.34 acres of land in the William J. Baker Survey, Abstract**

No. 65, more particularly described by the Williamson Central Appraisal District Parcels R018637 Taylor, Williamson County, Texas.

Development Services Director Martin Griggs – applicant has requested to postpone the public hearing to a future date.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

- 6. Discussion, consideration, and possible action on Ordinance 2026-03, a proposed voluntary annexation of approximately 48.089 acres, generally located at 633 County Road 401, in the extraterritorial jurisdiction of the City of Taylor, more particularly described by the Williamson Central Appraisal District Parcels R019180 and R019231, and the Official Public Records of Williamson County, Texas, Document No. 2022087192, part of and out of the H.T. & B.R.R. Co. Survey, Abstract No. 315, James C. Eaves Survey, Abstract No. 214, Taylor Extraterritorial Jurisdiction, Williamson County, Texas.**

Development Services Director Martin Griggs – City Council held a public hearing and introduced this ordinance for a proposed voluntary annexation on January 8, 2026. The property owner, Taylor48 LLC, has submitted a petition for voluntary annexation to bring the subject property into the City of Taylor city limits. The subject property is located within the Employment Center Special Zone on the City’s Future Land Use Map, consistent with the Employment Center Place Type. Staff recommends approval of the voluntary annexation.

The following individuals spoke: Sarah Winters, Amber Rae Martinez.

Motion was made by Councilwoman Long to approve Ordinance 2026-03 as presented. Motion was seconded by Mayor Pro Tem Cmerek. Motion carried unanimously.

- 7. Discussion, consideration, and possible action on Ordinance 2026-04 regarding a request for an Employment Center Plan referred to as Project Comal, generally located at 1051 County Road 401, legally described as approximately 220 acres of land situated in the G.M. Reese Survey, Abstract No. 533, H.T. & B.R.R. Co. Survey, Abstract No. 315, James C. Eaves Survey, Abstract No. 214, more particularly described by the Williamson Central Appraisal District Parcels R620763, R655885, R620762, R381849, R019655, R019236, R019231 R019180, and R019969, Taylor and Taylor Extraterritorial Jurisdiction, Williamson County, Texas.**

Development Services Director Martin Griggs –staff has worked with the applicant and HDR engineering team who have experience with data center construction to establish a custom zoning document with modifications to control environmental nuisances. The ordinance provides additional regulations that will control conflict, allowing predictable enforceability and providing certainty on long-term operations of the site with compatibility for adjacent properties. KDC representatives Bill Guthrey and David Fisk presented the site plan and were available to answer questions and provide additional information. Taylor Economic Development Corporation CEO Ben White highlighted the projected economic benefits for both the City and the School District over the next 10 years. Chris Brown with HDR provided additional technical information.

The following individuals spoke on the agenda item: Rachel Westerman, Chamber of Commerce; Pamela Griffin; Carrie D’Anna (Mark Kratz donated his time to Ms. D’Anna); Amber Rae Martinez; Scott Gibbs; Robyn Manly; Kenneth Flippin; Sara Winters; and David Jackson

Motion was made by Councilman Redden to approve Ordinance 2026-04 as presented. Motion was seconded by Councilwoman Long. Motion carried unanimously.

8. **Discussion, consideration, and possible action on Ordinance 2026-13, regarding a request for an Employment Center Plan referred to as Oncor Muscovy Switch, generally located at Hwy 79, legally described as approximately 51.19 acres of land in the J C Eaves Survey, Abstract No. 213, more particularly described by the Williamson Central Appraisal District Parcels R565218, Taylor, Williamson County, Texas.**

Development Services Director Martin Griggs – City Council held a public hearing and introduced this ordinance for an employment center plan on January 8, 2026. During that meeting, City Council directed staff to work with Oncor on the type of screening and to consider masonry walls. Oncor has complied with the construction of masonry walls to be used as screening.

The following individuals spoke on the agenda item: Carrie D’Anna (Amber Rae Martinez donated her time to Ms. D’Anna); David Jackson signed up to speak but had left the meeting; Sarah Winters.

Motion was made by Councilman Redden to approve Ordinance 2026-13 as presented. Motion was seconded by Councilwoman Long. Motion carried unanimously.

9. **Discussion, consideration, and possible action confirming Joseph Chacon as Police Chief per Texas Local Government Code 143.**

Managing Director of Administration Services LaShon Gros presented the item. Chief Chacon was introduced and addressed the Council.

Motion was made by Mayor Pro Tem Cmerek to confirm Chief Joseph Chacon as Police Chief. Motion was seconded by Mayor Ariola. Motion carried unanimously.

10. **Discussion, consideration, and possible action on Guaranteed Maximum Price (GMP) No. 2 with Bartlett Cocke General Contractors for the City Hall Justice Center construction project.**

HDR Representative Andrew Betts presented the item. The City engaged Bartlett Cocke Construction (BCC) in June 2024 to assist with the design phase of the new City Hall/Justice Center. After design completion, BCC solicited bids from subcontractors and has proposed GMP No. 2 for construction of the City Hall/Justice Center building, with a value of \$39,894,249. Funds are available through the Certificates of Obligation, Series 2023A. Staff recommends approval of GMP No. 2 with BCC.

Motion was made by Mayor Ariola to approve GMP No. 2 with Bartlett Cocke. Motion was seconded by Councilwoman Long. Motion carried 4 to 0 with Councilwoman Cobb abstaining.

11. **Discussion, consideration, and possible action on a Construction Materials Testing contract with Raba Kistner for the City Hall Justice Center construction project and authorize the City Manager to execute all necessary documents.**

HDR Representative Conor Stuart presented the item. The purpose of the item is to potentially enter a contract for Construction Materials Engineering and Inspection (CoMET) services for the City Hall/Justice Center project. CoMET services ensure construction materials meet design

specifications, preventing substandard or misapplied materials. Funds are available through the Certificates of Obligation, Series 2023A. Staff recommends approval of the contract with Raba Kistner as presented

Motion was made by Mayor Pro Tem Cmerek to approve a Construction Materials Testing contract with Raba Kistner and authorize the City Manager to execute the necessary documents. Motion was seconded by Councilman Redden. Motion carried 4 to 0 with Councilwoman Cobb abstaining.

12. Discussion, consideration, and possible action on the award of RFP No. 2026-6 for Pool Management Services to YMCA of Central Texas and authorize the City Manager to negotiate a contract.

Interim Director of Parks and Recreation Betsy Schulz presented the item. The City received 4 bids on March 17 in response to the request for proposals. YMCA of Central Texas was the highest scoring contractor. Staff recommends awarding the Pool Management Services to YMCA of Central Texas and authorizing the City Manager to negotiate a contract.

Motion was made by Councilwoman Long to award RFP No. 2026-6 for pool management services to YMCA of Central Texas and authorize the City Manager to negotiate a contract. Motion was seconded by Councilman Redden. Motion carried unanimously.

13. Discussion, consideration, and possible action on a Task Authorization under the Master Professional Services Agreement with Freese and Nichols for Taylor Historic Preservation District support services.

Director of Downtown Niecy Baum – On January 22, 2026, City Council postponed the public hearing for an ordinance establishing a Historic Overlay District to allow additional time to reassess district boundaries, review the Land Development Code, and evaluate historic preservation procedures. This task authorization with Freese and Nichols provides a methodical approach to reassessing the proposed district framework, ensuring it is technically sound, legally defensible, and aligned with community expectations. Funds are available, and staff recommends approval of the Task Authorization as presented.

Motion was made by Mayor Pro Tem Cmerek to approve the Task Authorization with Freese and Nichols for Taylor Historic Preservation District support services. Motion was seconded by Councilwoman Cobb. Motion carried unanimously.

14. Discussion, consideration, and possible action on a Task Authorization under the Master Professional Services Agreement with Freese and Nichols for Phase 1B Priority Amendments to Envision Taylor and Land Development Code.

Director of Development Services Martin Griggs – this item was to present Phase 1B of the priority amendments to Envision Taylor and the Land Development Code and obtain Council authorization to proceed. Freese and Nichols summarized Phase 1A findings and then presented Phase 1B, outlining the next steps for implementation.

The following individual spoke on this agenda item: Carrie D’Anna.

Motion was made by Mayor Pro Tem Cmerek to approve the Task Authorization with Freese and Nichols for Phase 1B Priority Amendment to Envision Taylor and Land Development Code. Motion was seconded by Councilman Redden. Motion carried unanimously.

ADJOURN

With no further business Mayor Ariola declared the meeting adjourned at 9:07 p.m.

Dwayne Ariola, Mayor

ATTEST:

Lucy Aldrich, City Clerk



City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR

Agenda Item Number: 2.

Agenda Title: Consider approval of amendments to the City of Taylor Travel Policy.

Council Action to be Taken: Consider Amendments to the City of Taylor Travel Policy

Department Submitted: Finance

Staff Contact: Robert Powers, Chief Financial Officer
LaShon Gros, Managing Director of Administrative Services

1. PURPOSE / DESCRIPTION

Consider Amendments to the City of Taylor Travel Policy.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The City's current travel policy was approved by City Council on February 27, 2020. Previously, the policy governing travel was in the Personnel Policy but was removed in 2020 to allow a separate travel policy.

Among other changes at that time, one was to base the per diem amounts on the U.S. General Services Administration (GSA) rate for the Austin area then in effect. The rates were broken down by meal - Breakfast (\$11); Lunch (\$16); and Dinner (\$26); equal to \$53/day. The policy also included a provision that lodging would not be reimbursed for one-day seminars or meetings within a one hundred (100) mile radius unless approved in advance by the city manager.

The proposed travel policy would base the per diem rate to the GSA rate in effect at the time of travel and specific to the location. The first and last day of travel would be prorated to 75% of the daily rate in compliance with GSA rules. Also, same day travel would be receipts only. The proposed policy would also decrease the radius for lodging to be fifty (50) miles instead of one hundred (100) miles. The new policy would also require employees, within thirty (30) days of returning, to certify that they did complete the travel as indicated.

The policy also would allow Department Directors to approve employee travel if budgeted and within the state. City Manager approval would only be required for non-budgeted or out-of-state

travel.

Current GSA rates for the Austin area are \$80/day (breakfast-\$20; lunch-\$22; dinner-\$33; \$5 incidentals). First and last day is \$60/day.

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none">• The new policy would update the per diem rates to be consistent with current federal GSA rates and be location-specific.• Lodging would be allowed within a fifty (50) mile radius, reduced from current one hundred (100) mile radius.• Department Directors would be allowed to approved employee travel if budgeted and within state.• The policy is simplified for clarity and ease administration.	<ul style="list-style-type: none">• GSA per diem rates are higher than current City policy.

4. RECOMMENDATION

Recommend approving amendments to the City of Taylor Travel Policy.

5. FUNDING SOURCE

Department budgets.

6. TIMELINE

Effective upon approval.

7. OTHER OPTIONS

8. ATTACHMENTS

1. Travel Policy 4.9.26
2. Travel Policy 3-1-2020_redline
3. Presentation - Travel Policy



TRAVEL POLICY

Effective April 9, 2026

I. Purpose

The purpose of the City's Travel Policy is to establish the policy and procedures by which employees and elected/appointed officials will be allowed to receive a travel advance or be reimbursed for expenses incurred while on official City business.

II. General

The City of Taylor will pay for associated expenses that are incurred in the course of authorized trips for meetings, training and other official business. These costs must be reasonable to be reimbursed. A written explanation must be provided for unusual or excessive expenses and must be approved by City Manager before reimbursement will be provided. Department Directors are responsible for allocation of training and travel by their employees. No employee should pre-register before receiving prior approval from his/her Department Director.

All travel requires the completion of a *Travel Advance/Reimbursement Requisition Form*. The City will not reimburse expenses incurred without authorization from the Department Director. In some cases, prior approval by the City Manager may also be required. Any request for reimbursement must be submitted within thirty (30) days following the employee's return. Any request for a travel advance may not be submitted earlier than thirty (30) days before the date of departure. The Finance Department is responsible for maintaining the Form and updating as needed.

In determining travel costs, consideration should be given to possible overtime reimbursement for staff travel time. Additional information regarding when travel time is eligible as hours worked can be obtained by referencing the City of Taylor Personnel Policy or by contacting the Human Resources Department.

III. Required Authorization for Travel

Approval by the employee's Department Director is required for all business travel. A completed *Travel Advance/Reimbursement Requisition Form* must be submitted to the Finance Department before the employee is eligible to receive a travel advance or reimbursement for expenses. The Form must be signed by the employee and approved as follows:

- Same-Day Travel – Department Director.
- Overnight Travel within the state, if budgeted – Department Director
- Overnight Travel within the state, if not budgeted – Department Director and City Manager.
- Overnight Travel outside the state – Department Director and City Manager.

The employee is responsible for obtaining receipts and validating his/her expenses. Receipts must be itemized and provide sufficient detail to support the individual charges. It is both the employee and his/her Department Director's responsibility to:

- Thoroughly review all expenditures to ensure that they are appropriate and reasonable prior to submitting for reimbursements.
- Answer questions arising from the processing and auditing of expense accounts.

IV. Travel Advances

City employees may be issued a travel advance for estimated expenses by completing the *Travel Advance/Reimbursement Requisition Form*. With this form, the employee should include all relevant information related to the travel. Employees shall submit travel advance requests to the Finance Department at least ten (10) days prior to the date of departure, but no sooner than thirty (30) days in advance.

In accordance with IRS regulations, within thirty (30) days of completion of travel, the employee is required to sign and submit to the Finance Department the affidavit at the bottom of the *Travel Advance/Reimbursement Form* to certify that they did complete the travel as reported on the Form. If the employee affidavit is not submitted, the travel advance will be considered wages and included as taxable income on the employee's W2.

Any funds remaining from a travel advance must be returned to the City within five (5) days after end of the travel period.

If eligible travel expenses exceed the employee's advance, a reimbursement check will be processed in accordance with normal Accounts Payable payment procedures. In all cases, expense reports must have the signature of the employee and the appropriate approvers before the employee can be reimbursed.

V. Per Diem

Per diem is a daily fixed amount allowance for meals, and incidental expenses used to reimburse employees for expenses incurred while on official travel. Per Diem is not allowed for same-day travel.

If the City employee is reimbursed on a Per Diem basis, no receipts are required. However, an employee may not also use a City P-card for any expense for which the employee received a Per Diem amount.

The Per Diem will be based on the federal GSA published rates for the location of the travel. The rates for the first and last day of travel shall be prorated at 75% per the published GSA rates.

For Same-Day travel, the employee will be reimbursed based upon actual itemized receipts and only for eligible business-related expenses. The City will **not reimburse alcoholic beverages for any purpose.**

Per Diem amounts will be adjusted to account for any meals provided by the conference, seminar or workshop. For each meal provided, the employee's per diem will be reduced according to the GSA rates for individual meals.

VI. Lodging

Only after receiving prior approval to travel by the Department Director, or City Manager when required, the employee may begin the process to make his/her Hotel/Motel reservation. If a deposit is required to secure the reservation, the employee may request an advance or be reimbursed.

The City will not reimburse lodging for one-day seminars or meetings within a 50-mile radius unless additional justification is provided and approved in advance by the City Manager. All room cancellations should be made early to avoid no-show charges whenever possible.

The employee is required to submit itemized hotel receipts upon his/her return. If the hotel was paid with a City P-card, the receipts should be submitted with the employee's monthly p-card statement expense report. If the hotel was paid by the employee, then the receipts should be attached to the reimbursement request form.

VII. Transportation

Automobile

- City Vehicles. A City vehicle should be used if available.
- Employee Vehicle. If the employee is authorized to use his/her personal automobile for the approved travel, then the employee will be reimbursed on a per mile basis at the maximum allowable rate as established by current IRS regulations. Mileage calculations will be to and from the employee's work location.
- Employees who receive a car allowance or stipend are not eligible for mileage reimbursement for travel within a 50-mile radius of Taylor City Hall.
- Rental Vehicles. Use of a rental automobile must be approved in advance by the employee's Department Director.
- Tolls and parking fees. Fees for parking and tolls should be minimized whenever possible, but are reimbursable at cost when justified and receipts are provided.

Taxi/Rideshare Services: If the employee uses a rideshare service (e.g., Uber or Lyft), while on City business and sufficiently justifies the expense, the Department Director may approve the reimbursement request.

Air Travel

When both air and vehicle travel are reasonable options, the employee will be reimbursed at the lower cost of the two options. The employee must furnish comparison of the cost options.

The most economical accommodation (e.g., economy, coach) and fares consistent with the business schedule requirements are to be used. (Upgrades can be taken at the employee's expense.)

The employee may retain "inconvenience" payments by airlines, car rental agencies or hotels, provided the City does not incur any additional expense. If involuntary, City will reimburse additional expenses. *If inconvenience payment is voluntarily taken, additional expenses to return home must be paid by the employee.*

Other

Other types of expenses or situations not specifically addressed by these procedures must be approved by the Department Director or City Manager before reimbursement will be made.

Non-reimbursement items include snacks, sodas, in-room movies and ATM charges.



TRAVEL POLICY

Effective March 1, 2020
Effective xx-xx-2026

I. Purpose

The purpose of the City's Travel Policy is to establish the policy and procedures ~~that by which~~ employees and elected/appointed officials will use be allowed to receive a travel advance or be reimbursed for expenses incurred while on official City business.

II. General

The City of Taylor will pay for associated expenses that are incurred in the course of authorized trips for meetings, training and other official business. These costs must be reasonable to be reimbursed. A written explanation must be provided for unusual or excessive expenses and must be approved by City Manager before reimbursement will be provided. Department Directors are responsible for allocation of training and travel by their employees. No employee should pre-register before receiving prior approval from his/her Department Director. ~~an approved Travel Authorization.~~

All travel requires the completion of a Travel Advance/Reimbursement Requisition/Authorization Form. The City will not reimburse expenses incurred without prior authorization from the Department Director. In some cases, prior approval by the City Manager may also be required. Any request for reimbursement must be submitted ~~Employees, who fail to turn in an approved Travel Expense Report~~ within thirty (30) days following the employee's return. ~~will be subject to disallowance of any expenses.~~ Any request for a travel advance may not be submitted earlier than thirty (30) days before the date of departure. The Finance Department is responsible for maintaining the Form and updating as needed.

In determining travel costs, consideration should be given ~~for to~~ possible overtime reimbursement for staff travel time. Additional information regarding when travel time is eligible as hours worked can be obtained by referencing the City of Taylor Personnel Policy or by contacting the Human Resources ~~Administrator~~ Department.

III. Required Authorization for Travel

~~Management a~~ Approval by the employee's Department Director is required for all business travel. A completed Travel Advance/Reimbursement Requisition/Authorization Form must be submitted to the Finance Department for approval ~~before the employee is allowed to travel~~ is eligible to receive a travel advance or reimbursement for expenses. ~~Approval levels required are as follows~~ The Form must be signed by the employee and approved as follows:

∴

- Day trip for which reimbursement is requested Same-Day Travel – Department Director.
- ~~Training classes/seminars~~ – Department Director, and City Manager.
- ~~Association and professional conventions~~ – Department Director and City Manager.
- Overnight Travel within the state, if budgeted – Department Director and City Manager.

- Overnight Travel within the state, if not budgeted – Department Director and City Manager.
- Overnight Travel outside the state – Department Director and, City Manager, ~~or City Council.~~

~~Expenses will be reported under the applicable department expense category as noted at the bottom of the Travel Expense Form. Department Directors must sign and submit all Travel Authorization Forms to the Finance Department for verification that money is available in the account to cover anticipated expenses. All travel requests will be sent back to the originating Department Director after Finance approval. If funds are not available, the Department Director must submit a Budget Adjustment to cover the expenses.~~

~~The Travel Expense Form must be signed by the employee and approved for payment by the appropriate level. (See approval levels above.) Each individual employee who travels The employee is responsible for obtaining receipts and validating ~~the his/her expenditures~~expenses. Receipts must be itemized and provide sufficient detail to support ~~should be detailed as to the individual charges, not just a total charge.~~ It is both the employee and his/her ~~the~~ Department Director's responsibility to:~~

- Thoroughly review all expenditures to ensure that they are appropriate and reasonable prior to submitting for reimbursements.
- Answer questions arising from the processing and auditing of expense accounts.

IV. Travel Advances

~~City employees may be issued a travel advance for estimated expenses by completing thea Travel Advance/Reimbursement RequisitionAuthorization Form. With this~~This~~ form, the employee should includes all relevant information related to~~for~~ the trip~~travel, pre-approved authorizations, and travel advance request~~. Employees shall submit travel advance requests to the appropriate approving level~~Finance Department~~ at least fourteen~~ten~~ (104) days prior to when the date of departure, but no sooner than thirty (30) days in advance~~travel begins~~. The appropriate approving level shall approve and forward the travel advance request to the Finance Director for approval at least ten (10) days before travel begins. ~~Travel Advance Requests submitted to the Finance Department less than ten (10) days prior to the commencement of travel may not be processed prior to the travel date.~~~~

In accordance with IRS regulations, within thirty (30) days of~~Upon~~ completion of travel, the employees will~~is~~ required to sign and submit to the appropriate approving level~~Finance Department~~ the affidavit at the bottom of the Travel Advance/Reimbursement Form to certify that they did complete the travel as reported on the Form. ~~a completed Travel Expense Form and attach receipts for each expenditure.~~ If the employee affidavit is not submitted, the travel advance will be considered wages and included as taxable income on the employee's W2.

Any funds remaining from a travel advance must be ~~remitted~~returned to the City within ~~two~~five (5) days after end of the travel period. ~~After verifying each expenditure, the appropriate approving level will approve the Travel Expense Form and forward to the Accounting Department.~~

If eligible travel expenses exceed the employee's advance, a ~~refund~~reimbursement check ~~to the employee~~ will be processed in accordance with normal Accounts Payable payment procedures. In all cases, expenses reports must have the signature of the employee and the appropriate ~~approving approvers~~level before the employee can be reimbursed.

V. Per Diem~~Travel Expenses~~

~~When completing the travel expense report, the following information is required:~~

- ~~• Date of departure and return. For overnight travel, an approved travel Authorization Form must be attached to the Travel Expense Form at the time of submittal for reimbursement of expenses.~~
- ~~• The names and locations of destinations, or localities and departures points if other than Taylor.~~
- ~~• The purpose for the travel.~~

~~A summary report sharing information and ideas from the trip may be requested by the Department Director or City Manager.~~

Meals

Per diem is a daily fixed amount allowance for meals, and incidental expenses used to reimburse employees for expenses incurred while on official travel. Per Diem is not allowed for same-day trip travel.

If the City employee is reimbursed on a ~~Per Diem~~Per Diem basis, no receipts are required. However, an employee may not also use a City P-card for any expense for which the employee received a Per Diem amount.

- ~~• Per Diem rate will be prorated to correspond with actual travel time (e.g., if an employee is traveling for half of the day they will not be eligible for a full day per diem). The Per Diem will be based on the federal GSA published rates for the location of the travel. The rates for the first and last day of travel shall be prorated at 75% per the published GSA rates.~~

Per Diem rates:

_____ Breakfast _____	\$ 14.00
_____ Lunch _____	\$ 16.00
_____ Dinner _____	\$ 26.00

For Same-Day travel, ~~the employee will be reimbursed based upon actual itemized receipts and only for eligible business-related expenses. approved meals will be reimbursed to the maximum allowable of applicable meal per Diem rate, including tip. Per Diem monies should not be used to purchase alcoholic beverages.~~ The City will **not reimburse alcoholic beverages for any purpose.**

Per Diem amounts will be adjusted to account for any meals provided by the conference, seminar or workshop. ~~Per Diem rates may be adjusted by action of the City Council based on the U.S. General Services Administration rate for the Austin, TX area. For each meal so provided, the employee's per diem will be reduced according to the GSA rates for individual meals.~~

Out-of-State Travel and Business Meals

~~Meals taken on out-of-state travel or meals provided as part of a business-related meeting, are reimbursed at actual cost with receipts, and up to a maximum as deemed reasonable by the City Manager. Approved business-related meals are defined as any meal in which the main purpose of the meal is to actively conduct business with a city economic prospect or another non-Taylor government official. The expense report should include the name of business or business agent, names of people in attendance, and a summary of business discussed (recorded on the back of the form).~~

VI. Lodging

~~Only after receiving prior approval to travel by the Department Director, or City Manager when required, the traveling employee or their department must may begin the process to make his/her Hotel/Motel reservations. If a deposit is required to secure the reservation, Advance payment to the hotel may be made if time allows; otherwise the employee will may request an advance or be reimbursed edement costs.~~

The City ~~does will~~ not reimburse lodging for one-day seminars or meetings within a ~~100~~50-mile radius unless ~~there is~~ additional justification ~~and is provided and~~ approved ~~edat~~ in advance by the City Manager. All room cancellations should be made early to avoid no--show charges whenever possible.

~~Attach The employee is required to submit itemized hotel receipts to Travel Expense Form for reimbursement upon his/her return. If the hotel was paid with a City P-card, the receipts should be submitted with the employee's monthly p-card statement expense report. If the hotel was paid by the employee, then the receipts should be attached to the reimbursement request form.~~

VII. Transportation

—Automobile

- City Vehicles. A City vehicle should be used if available.
- Employee Vehicle. ~~If the e~~Employee ~~iss~~ authorized to use ~~their~~-his/her personal automobile ~~when on City business for the approved travel, then~~ the ~~employee~~ will be reimbursed on a per mile basis at the maximum allowable rate as established by current IRS regulations. Mileage calculations will be to and from the employee's work location. ~~If more than one employee travels in the same automobile, only the employee responsible for the automobile will be reimbursed.~~
- Employees who receive a car allowance or stipend are not eligible for mileage reimbursement for travel within a 50-mile radius of Taylor City Hall.
- Rental Vehicles. ~~Use of a~~A rental automobile must be approved in advance by the ~~City~~ employee's ~~Department Director~~Manager.
- Tolls and parking fees. Fees for parking and tolls ~~should be minimized whenever possible, but~~ are reimbursable at cost when justified and receipts are provided. ~~Costs of coin fed parking meters do not require receipts but are reimbursed up to a maximum of \$20.00 per day.~~

Taxi/Uber/Rideshare Services: ~~If the employee uses a rideshare service (e.g., Uber or Lyft), while on City business and sufficiently justifies the expense, the Department Director may approve the reimbursement request. Reasonable actual expenses are reimbursable when their use is necessary. The most economical means of transportation would always be used (e.g., airport limousine service instead of a taxi). Reasonable tips will also be reimbursed.~~

~~Transportation expenses incurred in traveling between the employee's home and a location other than the normal work location will be reimbursed at the lesser of the distance from the employee's home or their normal work location, and the alternate location.~~

Air Travel

When both air and ~~car~~-vehicle travel are reasonable options, the employee will be reimbursed at the lower cost of the two options. The employee must furnish comparison of the cost options.

The most economical accommodations (e.g., economy, coach) and fares consistent with the business schedule requirements are to be used. (Upgrades can be taken at the employee's expense.)

The employee may retain "inconvenience" payments by airlines, car rental agencies or hotels, provided the City does not incur any additional expense. If involuntary, City will reimburse additional expenses. *If inconvenience payment is voluntarily taken, additional expenses to return home must be paid by the employee.* ~~Saturday night stays are encouraged when extra~~

~~day(s) expenses do not exceed savings in airfare. Comparison should be available upon request.~~

Other

Other types of expenses or situations not specifically addressed by these procedures must be approved by the Department Director or City Manager before reimbursement will be made.

Non-reimbursement items include snacks, sodas, in-room movies and ATM charges.

PROCEDURES

TRAVEL EXPENSE REIMBURSEMENT FORM

~~This procedure includes step-by-step instructions to use when filling out a "Travel Expense/Reimbursement Form".~~

- ~~□ Show all expenses related to your trip including charges to your credit card.~~
- ~~□ All required receipts must be attached to a sheet of paper (8½" X 11").~~
- ~~1. Travel Expense Report form must be filled out completely, include daily and grand totals.~~
- ~~2. Attach a copy of approved Travel Requisition/Authorization Form.~~
- ~~3. Fill in employee data and purpose of trip at top left of form.~~
- ~~4. Enter amounts expended on a daily basis, beginning with the first day.
 - ~~▪ Enter amounts spent for Car Rental, Parking and Tolls (requires a receipt).~~
 - ~~▪ Enter Personal Vehicle Mileage — Contact Finance Department for current mileage rate.~~
 - ~~▪ Enter amount spent for Business Meals — (requires receipt)~~
 - ~~▪ Enter Personal Travel Meals — This rate is \$14.00-Breakfast, \$16.00-Lunch, \$26.00-Dinner or \$56.00-Daily. These amounts include tip.~~
 - ~~▪ Enter amount spent for Lodging (requires receipt). Include room taxes charged.~~
 - ~~▪ Enter amounts spent for any miscellaneous expenses under "Other". These expenses require a receipt and an explanation.~~~~
- ~~5. Total across the form by day and total down by expense category. "Total Exp."~~
- ~~6. Enter Credit Card Charges at top right of form.~~
- ~~7. Enter amount of Travel Advance issued from the City. Any amounts entered in these blocks will be subtracted from Total Expenses. If Travel Advance exceeds Total Expense, the employee should refund the excess to the City.~~

8. — ~~Enter Accounts to Charge and Amounts. Be sure to enter all digits of the account number as shown on form.~~

9. — ~~Sign the bottom and attach all receipts. Keep a copy for your file. Expense Report must be Approved By Your Immediate Supervisor, before forwarding to Accounting Department for payment/verification.~~

CREDIT CARD

1. ~~City Manager approval is required on a Travel Authorization Form before the Program Administrator will sign out a Credit Card to an employee.~~
2. ~~The credit card is to be used for City business only and **SHALL NOT** be used for personal use or advances.~~
3. ~~Cardholder is responsible for ensuring card is secured at all time that it is in their possession.~~
4. ~~Travel Expense Form with charge slips and receipts attached will be submitted to the Finance Department for processing the reimbursement.~~
5. ~~Credit cards should be returned to the Program Administrator as soon as possible after the employee returns from his/her trip but certainly no later than two working days.~~
6. ~~Cardholder is responsible for immediately notifying the Program Administrator, the Finance Director and City National Bank if a card is lost or stolen.~~

Travel Policy Amendments

April 9, 2026

Travel Policy Amendments

- The City's current travel policy was approved by City Council on February 27, 2020.
- Among other changes at that time, one was to base the per diem amounts on the U.S. General Services Administration (GSA) rate for the Austin area then in effect.
 - Breakfast (\$11); Lunch (\$16); and Dinner (\$26); equal to \$53/day.
- The policy also included a provision that lodging would not be reimbursed for one-day seminars or meetings within a one hundred (100) mile radius unless approved in advance by the city manager.

Travel Policy Amendments

- The amended travel policy would base the per diem rate on the GSA rate in effect at the time of travel and specific to the location. (The first and last day of travel would be prorated to 75% of the daily rate in compliance with GSA rules.)
- The amended policy would also decrease the radius for lodging to be fifty (50) miles instead of one hundred (100) miles.
- The new policy would also require employees, within thirty (30) days of returning, to certify that they did complete the travel as indicated.
- The policy also would allow Department Directors to approve employee travel if budgeted and within the state. City Manager approval would only be required for non-budgeted or out-of-state travel.

Current GSA rates for the Austin area are \$80/day (breakfast-\$20; lunch-\$22; dinner-\$33; \$5 incidentals). First and last day is \$60/day.

Travel Policy Amendments

- The new policy would update the per diem rates to be consistent with current federal GSA rates and be location-specific.
- Lodging would be allowed within a fifty (50) mile radius, reduced from current one hundred (100) mile radius.
- Department Directors would be allowed to approved employee travel if budgeted and within state.
- The policy is simplified for clarity and ease administration.



City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR

Economic Vitality
Quality of Life

Agenda Item Number: 3.

Agenda Title: **Consider the Purchase of Technology Equipment for the Police Department**

Council Action to be Taken: Approve additional funds to purchase Police Department replacement servers.

Department Submitted: Police/Internal Services

Staff Contact: Nicole Cobia, Internal Services Director
Joseph Chacon, Chief of Police

1. PURPOSE / DESCRIPTION

We are seeking approval of \$27,000 in additional funding needed to purchase the Police Department's computer servers. The additional funds are required due to unexpected cost increases identified by Dell Financial Services.

Primary factors impacting pricing include:

Global parts shortages and capacity constraints

- Demand for servers, storage, and networking equipment has increased worldwide

Memory and storage price increases

- Significant increases in DRAM and SSD pricing (“memorypocalypse”).
- Manufacturers are shifting production toward higher-end and AI-optimized components.
- Server configurations that were previously discounted are now more expensive at the component level.

Longer lead times and constrained inventory

- Some previously quoted processors and drive models are now constrained or end-

- of-life.
- Replacement components require upgrades to newer and higher-priced equivalents.

General cost inflation

- Increased freight, logistics, and manufacturing costs.
- These increases are reflected in overall system pricing, even when configurations appear similar.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

On September 10, 2025, Council approved the FY25–26 budget through Ordinance No. 2025-29, which included funding for computer and hardware upgrades. The initial approved amount for the server's replacement was \$29,168.

On October 23, 2025, Council approved the Purchase Order to be issued to Dell Financial Services for the purchase of replacement computers and equipment. Since then, the required/needed server specifications have been pending with our IT vendor, IT Voice.

On March 25, 2026, the Director of Internal Services, received an updated quote from Dell with the updated cost, totaling \$60,709.38. Due to the price increase, the originally approved funding is no longer sufficient to cover the full cost of the upgrades.

Dell Financial Services is on government purchasing pricing through DIR contract DIR-CPO-5792 and satisfies any bid requirements.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • Improved system reliability and performance • Reduce maintenance and downtime risk • Better compatibility with modern applications • Will move with us to the new Police Department 	<ul style="list-style-type: none"> • Slower performance • System outages and service disruptions • Reduced system performance impacting daily operations

4. RECOMMENDATION

Staff recommends approval of an additional \$27,000 to cover the cost difference.

5. FUNDING SOURCE

As savings in other areas are identified during the year, the city manager would approve the administrative transfer between accounts to offset the additional \$27,000 needed in the Police Department's 100-552-267 computer budget.

6. TIMELINE

A Purchase Order will be issued upon approval of additional funds.

7. OTHER OPTIONS**8. ATTACHMENTS**

1. Police Department Servers PowerPoint
2. Dell quote 03.25.2026

Additional Funds for Technology Purchase for the Police Department

Joseph Chacon, Chief of Police
Nicole Oman, Director of Internal Services

Purpose/Description

We are seeking approval of \$27,000 in additional funding needed to purchase the Police Department's computer servers. The additional funds are required due to unexpected cost increases identified by Dell Financial Services.

Primary factors impacting pricing include:

- Global parts shortages and capacity constraints
- Memory and storage price increases
- Longer lead times and constrained stock
- General Cost Inflation

Staff Analysis/Background/Prior Council Actions

- On September 10, 2025, Council approved the FY25–26 budget which included funding for computer and hardware upgrades. Initial approved amount was \$29,168.
- On October 23, 2025, Council approved the Purchase Order to be issued to Dell Financial Services. Since then, required/needed specs were pending with IT Voice.
- On March 25, 2026, Internal Services Director received an updated quote from Dell with the updated cost, totaling \$60,709.38.
- Dell Financial Services is on government purchasing pricing through DIR contract DIR-CPO-5792 and satisfies any bid requirements.

PROS

- Improved system reliability and performance
- Reduce maintenance and downtime risk
- Better compatibility with modern applications
- Will move with us to the new Police Department

CONS

- Slower performance
- System outages and service disruptions
- Reduced system performance impacting daily operations

Recommendation

- Staff recommends approval of an additional \$27,000 to cover the cost difference.

Funding Source

- Funding source will be determined by the Finance Department and will need to be added to the Police Department's 100-552-267 computers budget. Dell Financial Services is on government purchasing pricing through DIR contract DIR-CPO-5792.

Timeline

- A Purchase Order will be issued upon approval of additional funds.

Claudia Parisella

From: Nicole Cobia
Sent: Wednesday, March 25, 2026 1:05 PM
To: Claudia Parisella
Subject: FW: Your Dell Quote 3000200477849.1

Nicole Cobia
Internal Services Director
City of Taylor

Fleet-Building Maintenance-Information Technology- Safety Manager
t: 512.352.2247
e:nicole.cobia@taylortx.gov

From: Jon.Murray1@dell.com <Jon.Murray1@dell.com>
Sent: Wednesday, March 25, 2026 9:06 AM
To: Nicole Cobia <nicole.oman@taylortx.gov>; nicole.cobia@taylortx.com
Cc: Richard.Balstad@Dell.com
Subject: Your Dell Quote 3000200477849.1

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#) | [Report](#)



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Apr. 03, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Taylor Texas PD Servers	Sales Rep	Jon Murray
		Phone	1(800) 4563355
Quote No.	3000200477849.1	Email	Jon.Murray1@dell.com

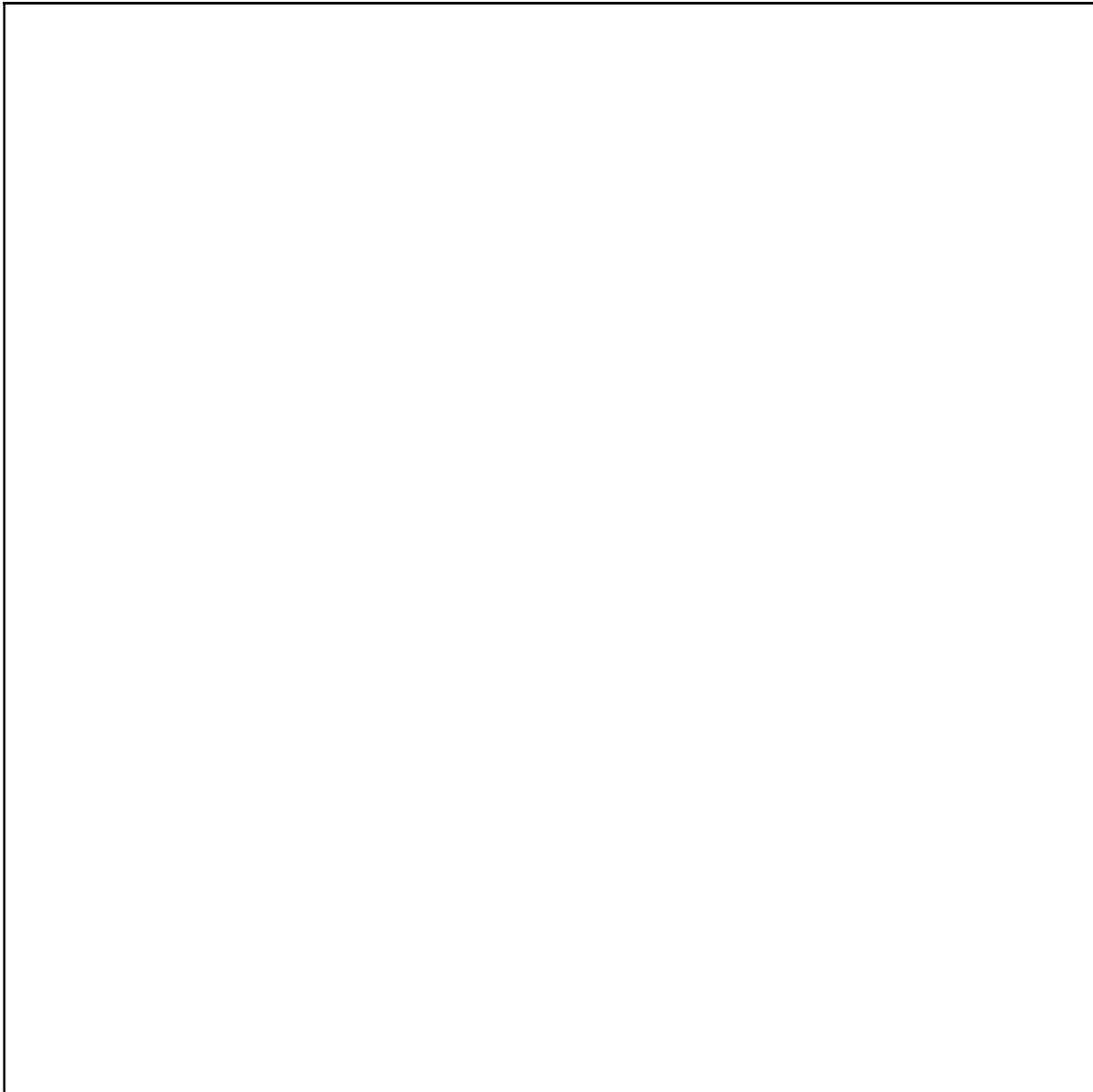
Total	\$60,709.38	Billing To	NICOLE OMAN
Customer #	919254		CITY OF TAYLOR
Quoted On	Mar. 20, 2026		400 PORTER ST
Expires by	Apr. 03, 2026		TAYLOR, TX 76574-
Contract Name	State of Texas		3600
	Department of		
	Information Resources		
	(TX DIR)		
Contract Code	C000001269299		
Customer Agreement #	DIR-CPO-5792		
Solution ID	21341722.1		
Deal ID	30955513		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Jon Murray

Product	Unit Price	Quantity	Subtotal
PowerEdge R770 Smart Selection	\$30,354.69	2	\$60,709.38
Subtotal:			\$60,709.38
Shipping:			\$0.00
Non-Taxable Amount:			\$60,709.38
Taxable Amount:			\$0.00
Estimated Tax:			\$0.00
Total:			\$60,709.38



Shipping Group Details

Shipping To NICOLE OMAN CITY OF TAYLOR 400 PORTER ST TAYLOR, TX 76574-3600 (512) 352-2247	Shipping Method Standard Delivery
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PowerEdge R770 Smart Selection	Unit Price	Quantity	Subtotal
Estimated delivery if purchased today: Aug. 17, 2026 Contract # C000001269299 Customer Agreement # DIR-CPO-5792	\$30,354.69	2	\$60,709.38

Description	SKU	Unit Price	Quantity	Subtotal
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PowerEdge R770 Server	210-BNWX	-	2	-
2.5" Chassis with up to 16 SAS4/SATA Drives, Smart Flow, Front PERC 12 (H965i)	321-BLHL	-	2	-
Intel Xeon 6 Performance 6724P 3.6G, 16C/32T, 24GT/s, 72M Cache, Turbo, (210W) DDR5-6400	338-CTBH	-	2	-
Intel Xeon 6 Performance 6724P 3.6G, 16C/32T, 24GT/s, 72M Cache, Turbo, (210W) DDR5-6400	338-CTBH	-	2	-
Additional Processor Selected	379-BDCO	-	2	-
Heatsink for 2 CPU with GPU Configuration (CPU less than or equal to 250W)	412-BBJT	-	2	-
Performance Optimized	370-AAIP	-	2	-
6400MT/s RDIMMs	370-BCCX	-	2	-
Unconfigured RAID	780-BCDS	-	2	-
PERC H965i Controller, Front, DCMHS	403-BDMY	-	2	-
Power Saving Dell Active Power Controller	750-AABF	-	2	-
UEFI BIOS Boot Mode with GPT Partition	800-BBDM	-	2	-
PowerEdge 2U High Performance Silver Fan	384-BDQP	-	2	-
Dual,Redundant(1+1) Hot-Plug MHS PowerSupply,1100W MM(100-240Vac)Titanium	450-BDTF	-	2	-
Riser Config 6-2, Rear FH, Rear 2x16 FH (G5), 1x8/1x16 OCP (G5), 2nd OCP x16 (G5), 2x16 DWFL (G5)	330-BCZG	-	2	-
PowerEdge R770 Motherboard for RTS1.2, DAO	338-CRTZ	-	2	-
No OCP Blanks or Cables Required	780-BCZQ	-	2	-
No Cables Required	470-AEYU	-	2	-
No Cables Required	470-AEYU	-	2	-
Dell Luggage Tag, R770	350-BCYM	-	2	-
PowerEdge 2U Standard Bezel	350-BDBP	-	2	-
BOSS-N1 controller card + with 2 M.2 480GB (RAID 1) (22x80)	403-BDMM	-	2	-
Windows Server 2025 Standard,16CORE,FI,No Med,No CAL, Multi Language	634-CVGB	-	2	-
Secure Enterprise Key Manager License 3.0	634-CSHS	-	2	-
Secured Component Verification	634-CSHT	-	2	-
iDRAC10, Enterprise 17G	634-CSHY	-	2	-
Dell Connectivity Client - Disabled	379-BFXT	-	2	-
Dell Connectivity Module 17G	634-CZRP	-	2	-

Dell Secure Onboarding Client 17G - Disabled	634-CZWJ	-	2	-
Blank Left Ear Module	350-BCYL	-	2	-
iDRAC Legacy Password for OCP cards	379-BETF	-	2	-
Cable Management Arm, 2U	770-BDRQ	-	2	-
ReadyRails Sliding Rails (B21)	770-BECC	-	2	-
PowerEdge Shipping	340-DNSW	-	2	-
PowerEdge R770 Shipping	340-DSDW	-	2	-
PowerEdge 2U Shipping Material	340-DPDX	-	2	-
PowerEdge CCC, CE Label Marking	389-FHJC	-	2	-
Dell Hardware Limited Warranty Plus Onsite Service	711-7135	-	2	-
ProSupport 7x24 Technical Support and Assistance 3 Years	711-7178	-	2	-
ProSupport Next Business Day Onsite Service After Problem Diagnosis 3 Years	711-7188	-	2	-
Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355	989-3439	-	2	-
On-Site Installation Declined	900-9997	-	2	-
32GB RDIMM, 6400MT/s, Dual Rank	370-BCCY	-	16	-
1.2TB Hard Drive ISE SAS 12Gbps 10k 512n 2.5in Hot-Plug	400-AVFE	-	20	-
Power Cord - NEMA 5-15P to C13, 3M, 125V, 15A (North America, Guam, North Marianas, Philippines, Samoa, Vietnam)	450-AALV	-	4	-
Broadcom 5719 Quad Port 1GbE Base-T Adapter, OCP 3.0 NIC +Sec	540-BFPP	-	2	-
Broadcom 57414 Dual Port 25GbE SFP28 Adapter, OCP 3.0 NIC +Sec	540-BFPV	-	2	-
Windows Server 2025 Standard,16CORE,DF Recovery Image, Multi Lang, (Downgrade not included)	528-DHTW	-	2	-
Windows Server 2025 Standard,No Media,WS2022 Std Downgrade DF Media, Multi Language	528-DHVD	-	2	-
Windows Server 2025 Standard,No Media, WS2022 Std Downgrade w/DVD Media,Multi Lang	634-CVBQ	-	2	-
Windows Server 2025 Standard Edition, Add License,16CORE,NO MEDIA/KEY	634-CVFT	-	2	-
50-pack of Windows Server 2025/2022 User CALs (Standard or Datacenter)	634-CVBW	-	2	-

Subtotal: \$60,709.38
Shipping: \$0.00

Estimated Tax: \$0.00

Total: \$60,709.38

CONNECT WITH DELL:



BROWSE MORE OPTIONS:

<input type="checkbox"/> IT Transformation	<input type="checkbox"/> Laptops	<input type="checkbox"/> Desktops
<input type="checkbox"/> Servers & Storage	<input type="checkbox"/> 2-in-1's	<input type="checkbox"/> Electronics & Accessories
<input type="checkbox"/> Financing Options	<input type="checkbox"/> Dell Services	<input type="checkbox"/> Dell Support
<input type="checkbox"/> Subscription Center	<input type="checkbox"/> Events	<input type="checkbox"/> Dell Premier

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR
Economic Vitality

Agenda Item Number: 4.

Agenda Title: **Hold a public hearing and introduce Ordinance 2026-14, a Special Use Permit to allow for multi-family dwellings, the applicant is proposing 21 multi-family units, for property generally located at 1019 & 1021 W 3rd St, legally described as approximately 0.43 acres of land in the Doak Addition, Block 18, Lots 5, 6 & 7, more particularly described by the Williamson Central Appraisal District Parcels R016440 and R016439, Taylor, Williamson County, Texas**

Council Action to be Taken: Hold a public hearing and introduce Ordinance 2026-14

Department Submitted: Development Services

Staff Contact: Martin Griggs, Director of Development Services

1. PURPOSE / DESCRIPTION

The subject properties are located at 1019 and 1021 W 3rd Street. The applicant is requesting a Special Use Permit for 21 multifamily residential dwelling units on a 0.43-acre site. 1019 W 3rd Street is a vacant lot and 1021 W 3rd Street contains an existing single-family residence. Both properties are zoned P5: Urban Center, which requires a Special Use Permit for Large Apartment (greater than 5 units) building types per Ordinance 2025-15.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The subject properties are zoned P5: Urban Center Place Type, which allows a higher-intensity mix of commercial, retail, office, hotel, and residential uses. Buildings are typically set close to the sidewalk and support both pedestrian and vehicle activity. P5 zoning is generally consistent within the surrounding area, with the majority of properties south of W 3rd Street designated as P5. Properties north of W 3rd Street are zoned P4: Mix Place Type, which serves as a transition between the more commercial-oriented P5 Urban Center Place Type and the established residential P3: Neighborhood Place Type. Despite these designations, the neighborhood currently consists primarily of single-family detached residential dwellings, reflecting a lower intensity of development than what the adopted Place Types anticipate.

The Future Land Use designation is Market: Community. Market Centers are mixed-use, walkable areas anchored by retail destinations where surrounding residents access daily goods and services. The Growth Sector is Infill Growth Sector (G-5), which encompasses already-developed areas served by existing infrastructure and is intended for higher-intensity uses than are currently in place.

The applicant originally submitted a plan for an L-shaped building that would have had a majority of the sites parking provided in the right-of-way (ROW). After hearing the discussion at the public hearing with the Planning and Zoning Commission, the applicant has made substantial revisions to their plan.

The new plan maintains parking in the ROW of 3rd street but reduced the overall amount from 16 spaces down to 8 (eight) spaces. The parking angle has also changed from perpendicular to angled parking congruent with the flow of traffic. On-site parking has increased from 10 spaces to 22 spaces.

The applicant has maintained a three story building but changed the primary massing from W 3rd street to Victoria Street. The renderings have been updated accordingly to reflect the change on building design.

Per LDC Section 5.3.7.3, buildings in the P5: Urban Center place type are required to be glazed with clear glass on no less than 70% of the first story of street-facing facades. The submitted updated renderings do not clearly demonstrate compliance with this standard, and Staff recommends the applicant provide updated elevations confirming the requirement is met prior to the final adoption.

In determining a recommendation for a Specific Use Permit request, staff have considered the following factors:

1. Is the Specific Use Permit consistent with the Comprehensive Plan?

The proposed Special Use Permit is consistent with the Envision Taylor Comprehensive Plan. The subject properties are located within the Infill Growth Sector (G-5) and carry a Future Land Use designation of Market: Community, which envisions mixed-use, walkable development that serves surrounding residents. The proposed 21-unit multifamily development on W 3rd Street aligns with the Plan's goals of maximizing existing infrastructure, diversifying the housing stock, and supporting higher-intensity infill development within Taylor's established urban core. The following Land Use and Housing policies support this Special Use Permit:

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

The addition of 21 dwelling units supports an increase in residents living within Taylor's urban core, complementing the surrounding walkable commercial activity along W 3rd Street and the Market: Community future land use designation.

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

The subject properties are located within the Infill Growth Sector (G-5), an area already served by existing infrastructure. The proposed 21-unit multifamily development would

increase residential density on underutilized land without requiring new infrastructure extensions.

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

The proposal introduces a multifamily building type within an established urban center, contributing to Taylor's diverse housing stock consistent with the Diverse Housing goal identified in the Envision Taylor Comprehensive Plan.

2. Is the Specific Use Permit compatible with the surrounding area?

The subject properties sit at the corner of W 3rd Street and Victoria Street, within a predominantly low-intensity residential area consisting largely of single-family homes. While the properties are zoned P5: Urban Center, a place type that permits apartment building types, the current character of the immediate surroundings remains single-family residential in nature. Across W 3rd Street to the north, the P4: Mix Place Type is present, which permits a broader range of residential building types including townhomes and detached single-family homes, serving as a transition between the more intense P5: Urban Center and the established single-family neighborhood beyond.

Staff acknowledges that the proposed 21-unit apartment building represents a meaningful departure from the existing built environment, and that there is no gradual transition in building type between the surrounding single-family uses and the proposed apartment. The P5 zoning designation does reflect the current long-term vision for higher-intensity development. However, at this location, the intensity of the proposal may not be compatible within the existing neighborhood.

3. Does the Specific Use Permit promote public health, safety, or general welfare?

Staff analysis determined that the proposed plan for the subject property will promote public health, safety, and the general welfare. In addition, the planning principles and policy guide in the comprehensive plan aim to promote health, safety, and general welfare by managing growth, while promoting safe and orderly development.

4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?

The property will be able to tie to the existing infrastructure to serve this property.

5. Do current conditions indicate that a Specific Use Permit is necessary?

The property is currently zoned P5: Urban Center and requires a Special Use Permit for the Large Apartment Place Type per Ordinance. 2025-15.

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • Additional value on the ground. • Infill development allowing for further 	<ul style="list-style-type: none"> • Mass of the building maybe inappropriate as proposed.

<p>utilization of existing infrastructure.</p> <ul style="list-style-type: none"> • Applicant is <u>not</u> proposing alternative financial structures through a Public Facility Corporation or a Housing Finance Corporation. 	<ul style="list-style-type: none"> • Interrupted pedestrian realm with parking in right-of-way on West #rd Street.
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4. RECOMMENDATION

On March 10, 2026, the Planning and Zoning Commission voted (6-1) to recommend disapproval of the request. During the hearing, questions were raised regarding the proposed site layout, parking, and alley utilization. Commissioners also discussed the project’s density.

The Planning and Zoning Commission is charged with reviewing all requests for special use permits and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a rezoning request, the Planning and Zoning Commission members consider the following factors:

1. **Is the Specific Use Permit consistent with the Comprehensive Plan?**
2. **Is the Specific Use Permit compatible with the surrounding area?**
3. **Does the Specific Use Permit promote public health, safety, or general welfare?**
4. **Is adequate infrastructure available or planned to meet the needs of the proposed land use?**
5. **Do current conditions indicate that an Specific Use Permit is necessary?**

5. FUNDING SOURCE

6. TIMELINE

P&Z Public Hearing: March 10, 2026
City Council Public Hearing: April 9, 2026
City Council Action: April 23, 2026

7. OTHER OPTIONS

8. ATTACHMENTS

1. Applicant Letter of Intent
2. Location Map
3. Current Zoning Map
4. Proposed Zoning Map
5. Future Land Use Map

6. Growth Sector Map
7. 200' Notification Map
8. Draft Ordinance
9. PPT - PZ-2026-2672 - CC 4.09

Special Use Permit

3rd Street Apartments

1019 & 1021 W 3rd St Taylor, TX 76574

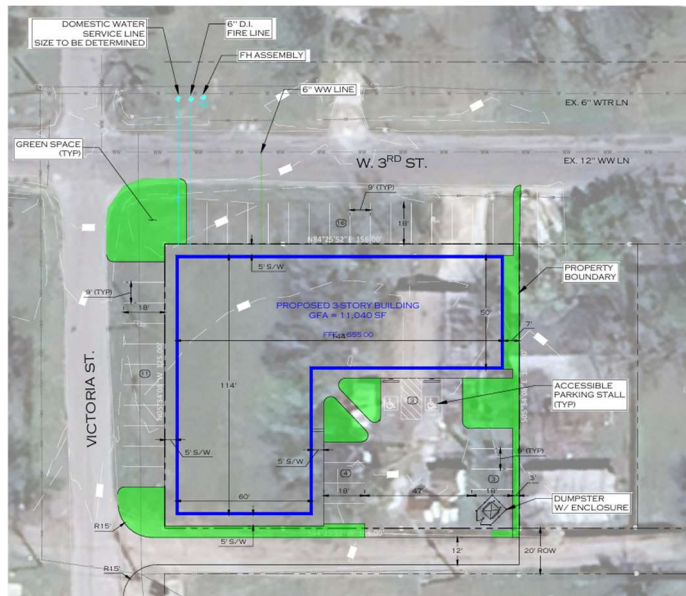
January 30, 2026

Owner: HJD Rehab, LLC
116 W Second St Ste 109
Taylor, TX 76574

Introduction and Overview

HJD Rehab, LLC is proposing the “3rd Street Apartments”, a 21-unit apartment style development in Taylor, Texas. The development will span approximately .47 acres and consist of one l-shaped with parking.

- Total Units: 21
- Number of Buildings: 1
- Approximate Unit Sizes: 2 bed/1 bath 1190 sf- 3 bed/ 1 bath 1540 sf
- Building Type: Small Apartment City of Taylor
- Target Demographic: Market-rate and workforce housing rental
- Site Area: Approx. .477 acres
- Design Intent: Pedestrian-oriented layout





1. Provide the acreage of the site and explain the Development Pattern(s) (LDC 3.6.1) proposed for the site.

The subject site, encompassing the addresses 1019 and 1021 W. 3rd Street, consists of a combined total of approximately 0.447 acres. The proposed development pattern for this site aligns with the “Compact Residential” and “Urban Infill” concepts as defined in LDC Section 3.6.1. The plan includes the construction of 16 to 20 attached multi-family dwelling units, each consisting of two bedrooms and two bathrooms. All units will share common walls, providing a cohesive architectural design and maximizing efficient land use in accordance with infill development principles.

The building will be oriented toward both Victoria Street and 3rd Street, activating the streetscape and encouraging walkability. Vehicle access and parking will be primarily accommodated through the existing alleyway on the southeast side of the property, supplemented by off-street parking along Victoria and 3rd Streets. This layout supports a denser, walkable residential pattern consistent with the City's goals for higher-density housing near the core.

2. Explanation of how the proposed Neighborhood Plan and associated Place Types are following the Comprehensive Plan and Land Development Code.

This proposal aligns closely with the intent of the Taylor Comprehensive Plan and Land Development Code by addressing the growing demand for diverse housing types, especially as the City anticipates an increase in student housing needs related to the future University Campus. The proposed multi-family configuration supports the Place Type category of “Neighborhood Infill” and promotes a higher-density residential option within established urban areas.

By offering well-designed, medium-density housing options within walking distance to key city amenities, the project reinforces the Comprehensive Plan’s goals of smart growth, infill development, and reducing development pressure on the city’s fringe. The planned facade orientation along both street frontages and strategic use of alleyway access further contributes to neighborhood character and urban form in a way that reflects the city’s adopted long-range vision.

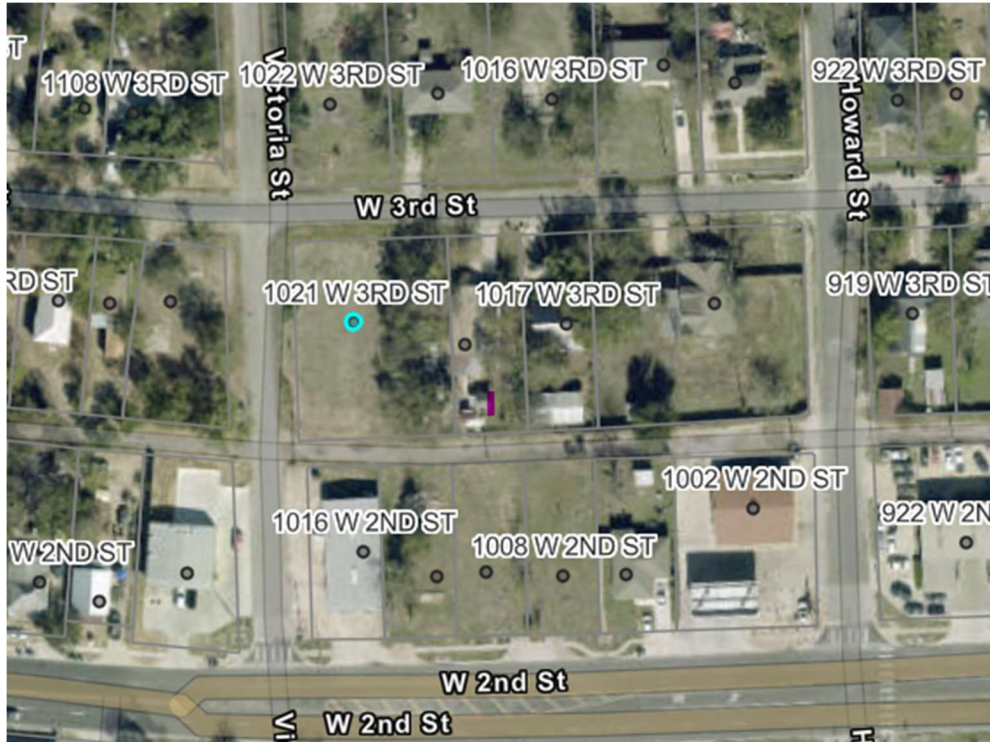
3. Explanation of how streets and utilities will serve the property.

The site will be served by existing public infrastructure. Utility services will be accessed primarily from the north side of the property. A single water meter will be installed to serve the entire development. Wastewater needs will be met through multiple sewer taps connected to the city’s sewer system, designed to accommodate the full scope of the multi-family development.

In terms of transportation access, the property will be served by the existing alleyway located between adjacent parcels. This alley will be improved and paved up to the northern boundary of Lot 5 to ensure durable access for vehicles and service providers. Additional parking will be provided off-street along both Victoria Street and 3rd Street, in accordance with city parking standards. This combination of alley and street-facing access ensures the project remains well-integrated with existing street infrastructure while reducing congestion on primary roads.

Current use:

Property is underdeveloped, generally flat with trees, outbuildings and an 850 sf residence built in 1955. Majority of adjacent properties are single family homes Zoned either P4 – Mix or P5 Urban Center.













Property Acquisition and Entitlement :

- November 9, 2023 – City of Taylor adopts new “Taylor Made” Land Development Code
- April 12, 2024 - HJD Rehab, LLC purchased the property
- April 22, 2025 - City of Taylor issues zoning verification to HJD Rehab, LLC permitting Small and Large Apartments in P5: Urban Center
- June 12, 2025 – City of Taylor adopts Ordinance 2025-15 changing by-right to allowed with approval through SUP Review

Place Type Zoning: P5: Urban Center

Place Type Zoning

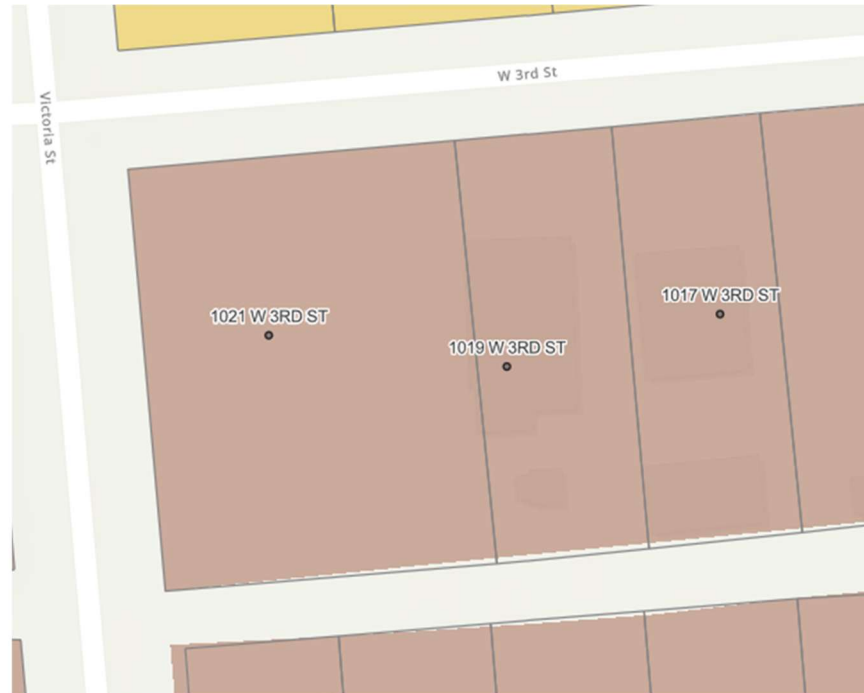
-  P2: Rural
-  P2C: Rural Commercial
-  P2.5: Large Lot
-  P3: Neighborhood
-  P3M: Manufactured Housing
-  P4: Mix
-  P5: Urban Center
-  EC: Employment Center
-  CS: Civic Space
-  Unknown



Future Land Use – Market Community

Future Land Use

-  Area of Minimal Change
-  Civic: Community
-  Civic: Neighborhood
-  Employment: Community
-  Employment: Neighborhood
-  Employment: Regional
-  Employment: Special Zone
-  Market: Community
-  Market: Neighborhood
-  Market: Regional
-  Neighborhood Greenfield
-  Neighborhood Infill
-  Open Space



Drainage and Stormwater Detention: will be addressed during the Preliminary Plat Process.

Thank you for the opportunity to submit the 3rd Street Apartments Special Use Permit application for review and approval. We look forward to working with the City and community to bring more housing to the community.

Sincerely,



Sunshine R Kapus

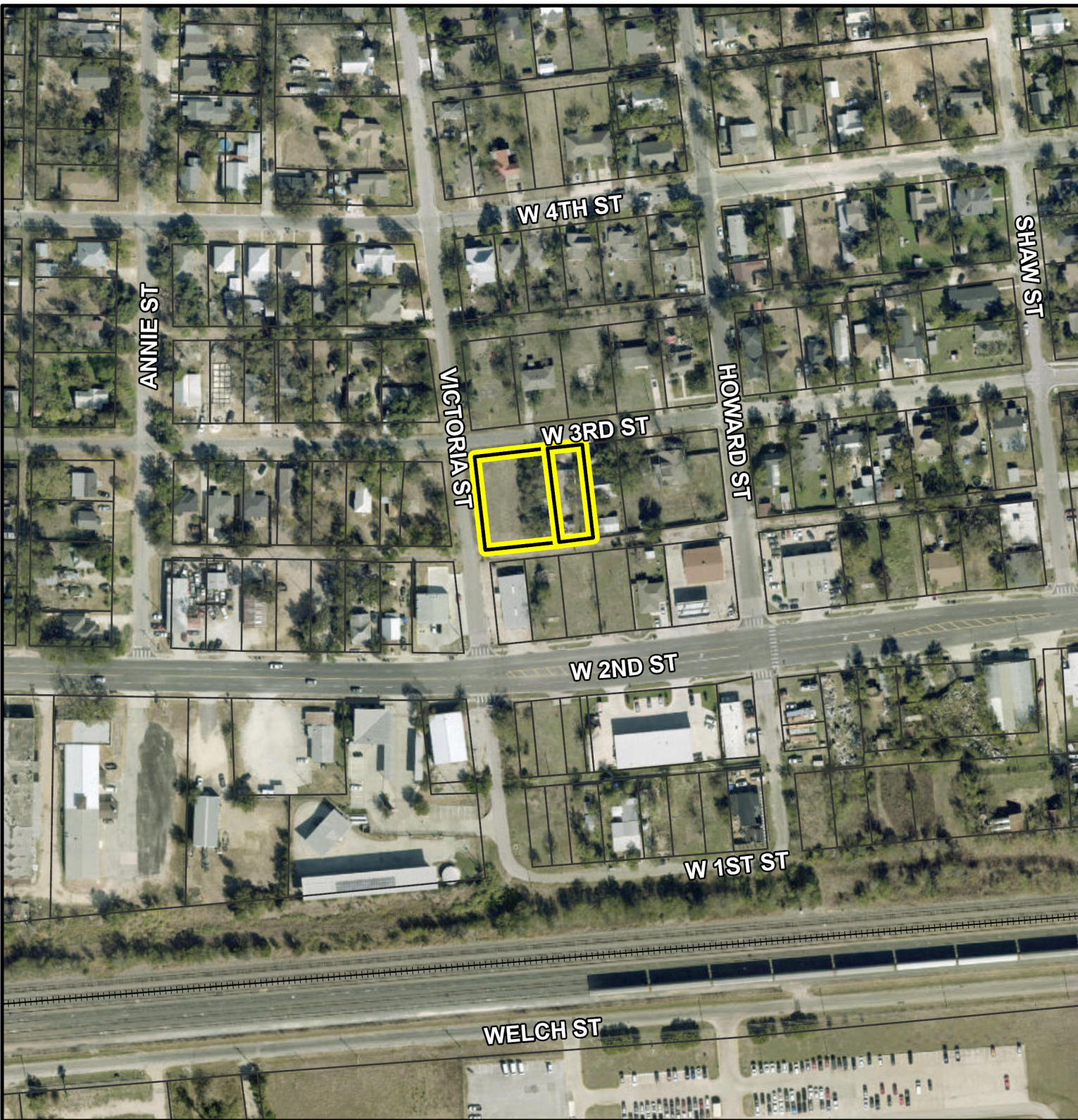
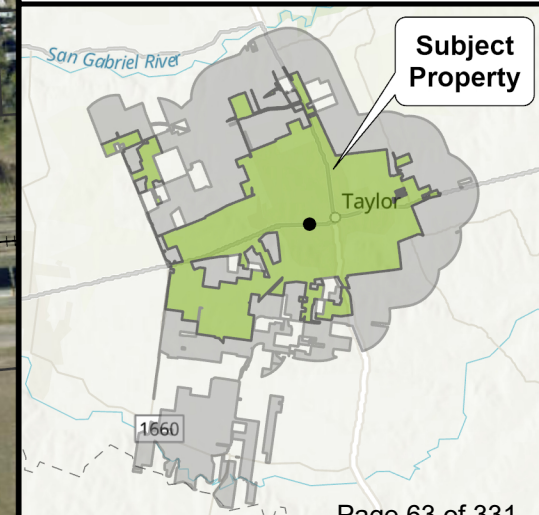
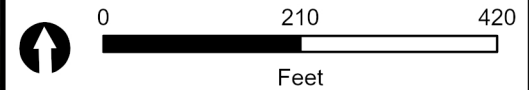
Sunrise Development Group, LLC



PZ-2026-2672

1019 & 1021 W 3rd St
Special Use Permit
Location Map
Approximately 0.43 acres

-  Parcel Boundary
-  Subject Property





PZ-2026-2672

1019 & 1021 W 3rd St
Special Use Permit
Current Zoning Map
Approximately 0.43 acres

Subject Property

Parcel Boundary

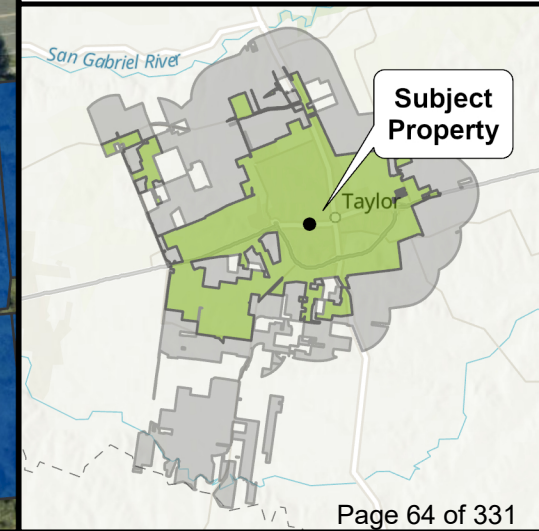
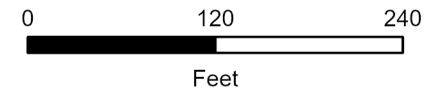
Place Type Zoning

P4: Mix

P5: Urban Center

EC: Employment Center

CS: Civic Space





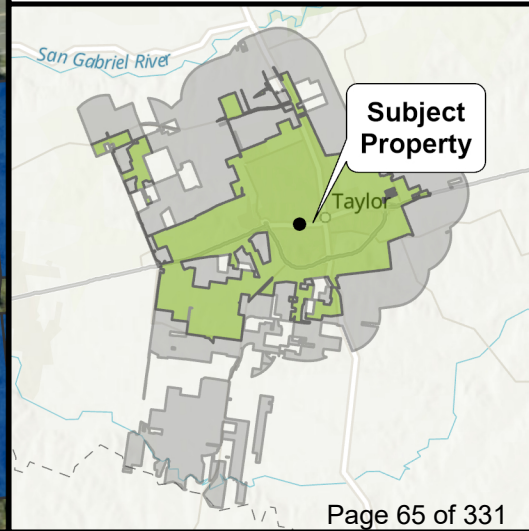
PZ-2026-2672

1019 & 1021 W 3rd St
Special Use Permit
Proposed Zoning Map
Approximately 0.43 acres

- Subject Property
- Special Use Permit
- Parcel Boundary

Place Type Zoning

- P4: Mix
- P5: Urban Center
- EC: Employment Center
- CS: Civic Space





PZ-2026-2672

1019 & 1021 W 3rd St
Special Use Permit
Future Land Use Map
Approximately 0.43 acres

Subject Property

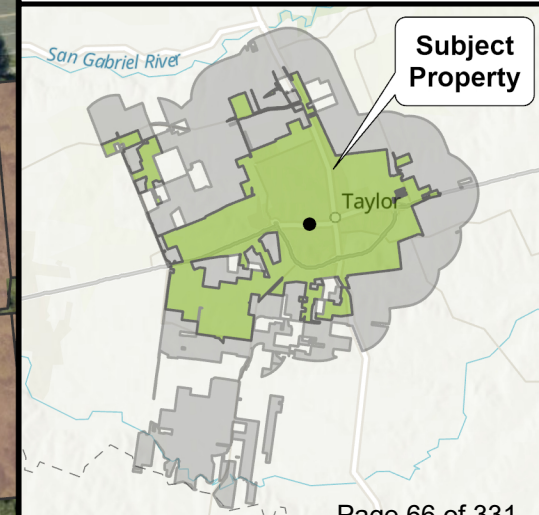
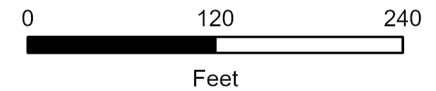
Parcel Boundary

Future Land Use

Area of Minimal Change

Neighborhood Infill

Market: Community

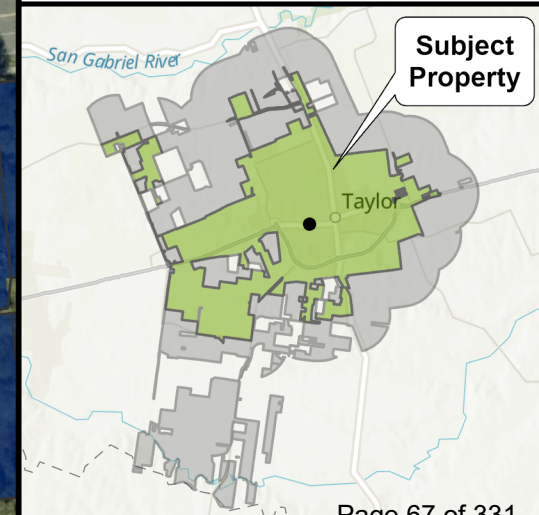
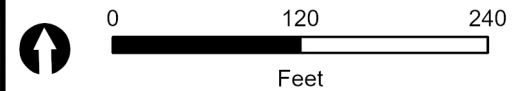




PZ-2026-2672

1019 & 1021 W 3rd St
Special Use Permit
Growth Sector Map
Approximately 0.43 acres

- Parcel Boundary
- Growth Sector**
 - Infill Neighborhood Sector (G-4)
 - Infill Growth Sector (G-5)
 - Subject Property**

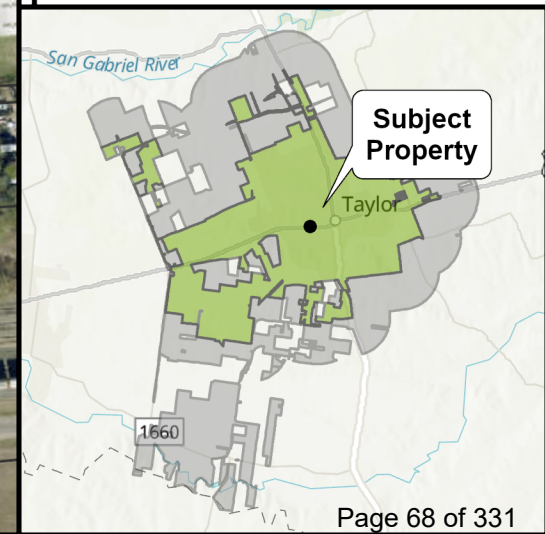
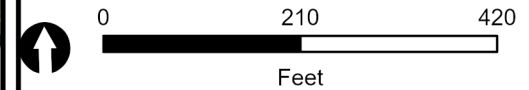




PZ-2026-2672

1019 & 1021 W 3rd St
Special Use Permit
Notification Map
Approximately 0.43 acres

- Subject Property
- 200-ft. Buffer
- Parcel Boundary
- Notified Properties



ORDINANCE NO. 2026-14

AN ORDINANCE APPROVING A SPECIFIC USE PERMIT FOR 21 MULTIFAMILY RESIDENTIAL DWELLINGS GENERALLY LOCATED AT 1019 AND 1021 W 3RD STREET, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL DISTRICT PARCEL'S R016439 AND R016440, TAYLOR, WILLIAMSON COUNTY, TEXAS, TO SHOW THE SPECIFIC USE PERMIT APPROVED HEREIN; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the Taylor City Council conducted a public hearing on April 9th, 2026, to consider the request made by the applicant, whose property is legally described in Exhibit "A" attached hereto and incorporated by reference herein for all purposes ("Property"), to request a Specific Use Permit for a 21 Multifamily Residential Dwellings, which is a use required to obtain a Specific Use Permit to grant approval within the P5 place type; and

WHEREAS, the Planning and Zoning Commission, after proper notice, conducted a public hearing on March 10th, 2026, to consider the zoning request, and recommended approval of the zoning change to the City Council; and

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

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

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

SECTION 2. The 1019 and 1021 W 3rd Street is approved for a Specific Use Permit for 21 Multifamily Residential Dwellings.

SECTION 3. The Official Zoning map of the City of Taylor, Texas, is changed to show the Specific Use Permit for the Property as shown in Exhibit "B" attached hereto for all purposes.

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 2026-14 was introduced before the Taylor City Council on the 9th day of April 2026.

PASSED, APPROVED, and ADOPTED on the _____ day of _____, 2026.

Dwayne Ariola, Mayor

ATTEST:

Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

Mark Schroeder,
City Attorney

DRAFT

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Lucy Aldrich, 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. 2026-14, passed and approved by the City Council of the City of Taylor, Texas, on the _____ day of _____ 2026, 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 _____ 2026.

Lucy Aldrich
City Clerk

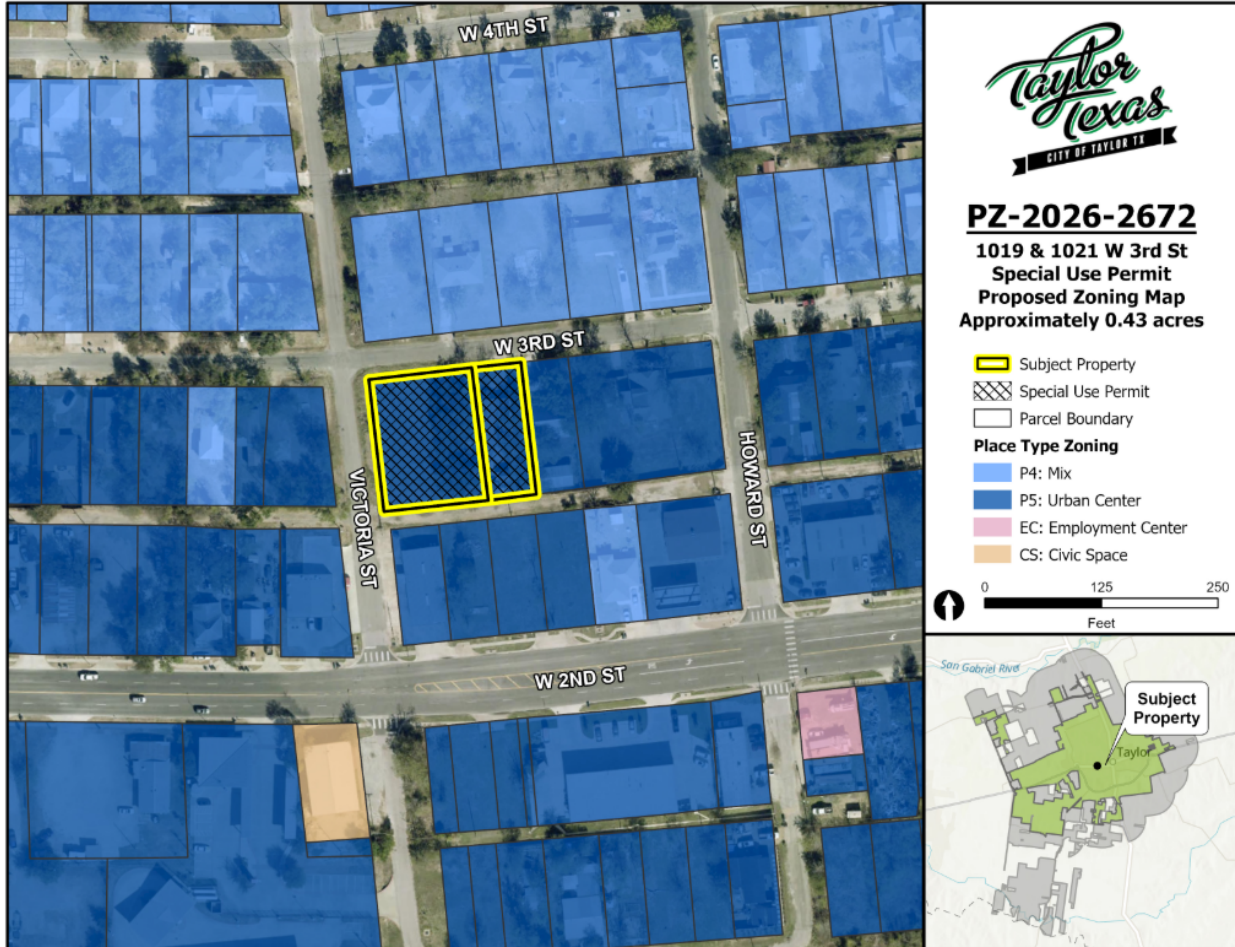
DRAFT

EXHIBIT A
(Legal Description/Survey)

Being all of Lot 5 – 7, Block eighteen of Doak's Addition to the City of Taylor, Williamson County, Texas according to the map or plat thereof recorded in Volume 56, Page 483, Deed Records, Williamson County, Texas.

DRAFT

EXHIBIT B
(Proposed Zoning Map)



PZ-2026-2672

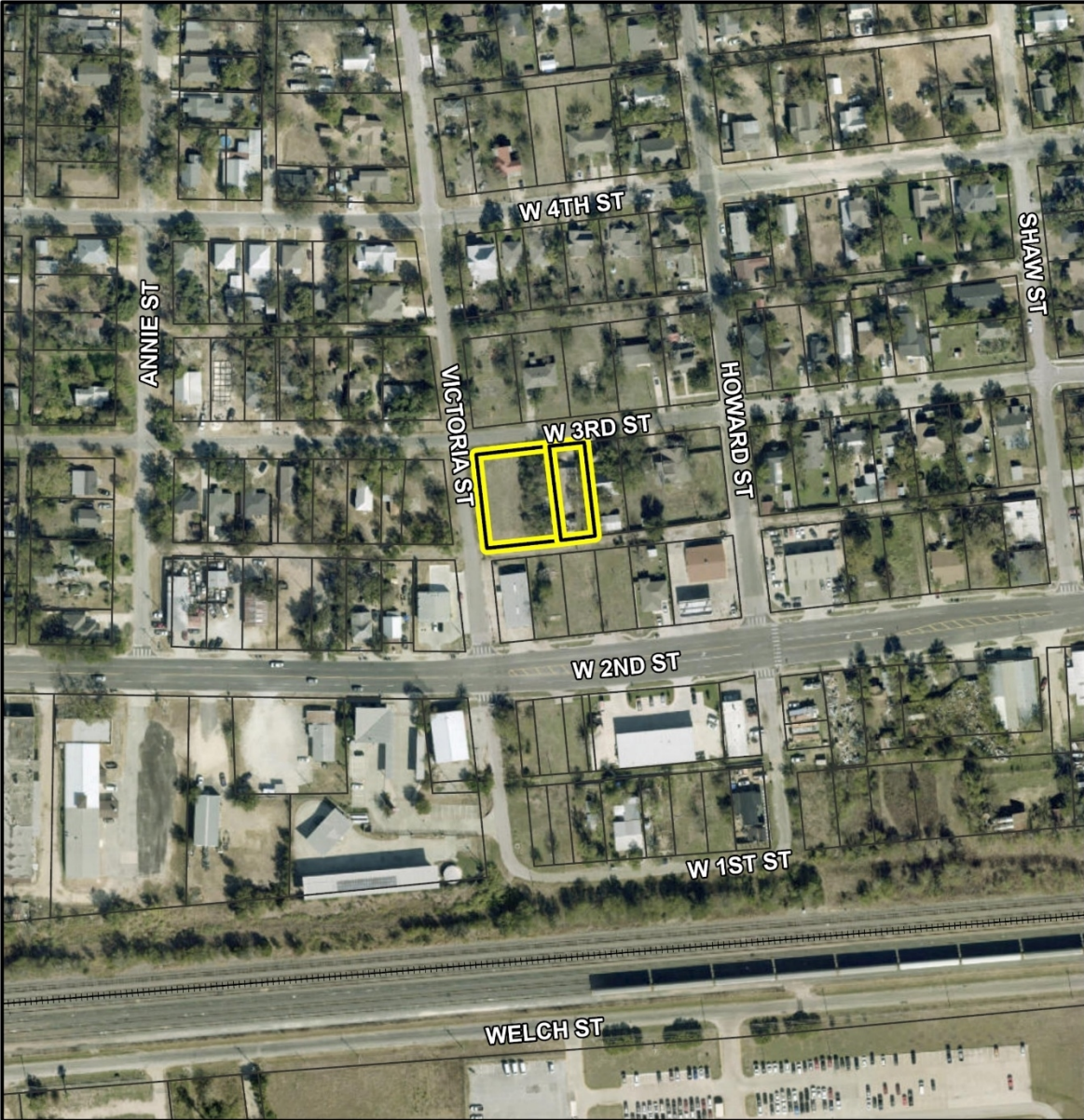
Special Use Permit for 21 Multifamily Units
1019 & 1021 W 3rd Street

Development Process

- 1. Comprehensive Plan Amendment** – Changes to the Growth Sector, Future Land Use, or Transportation Master Plan. Can also be actions to amend the Comp. Plan to fulfill an Implementation Strategy.
- 2. Plan and/or Place Type Designation** – Projects 2.5 acres and greater will go through an Employment Center, Neighborhood, or Infill Neighborhood Plan to layout new Centers or Neighborhoods and allocate Place Type Zoning Districts.
- 3. Preliminary Plat** – Division of land into lots (identifying lot boundaries, streets, easements, etc.).
- 4. Subdivision Improvement Plans** – Public Infrastructure Plans (Water, Sewer, Drainage).
- 5. Final Plat** To be recorded after approved.
- 6. Site Development Plans** – Engineered or surveyed drawings depicting proposed development on a lot(s).
- 7. Building Permit** - Layout of building(s) on lot(s) and detailed construction drawings.

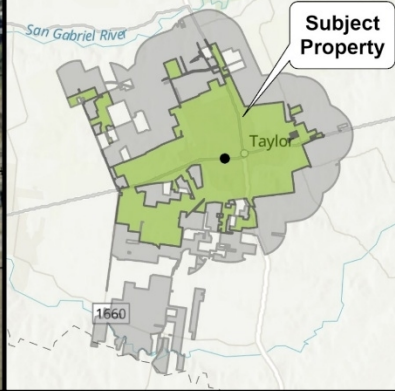
* **Special Use Permit (SUP)** - Special Use Permits allow for the approval of land uses with characteristics or operating conditions that do not meet one or more of the criteria of this LDC, but which are in keeping with the intent of the LDC and the Comprehensive Plan.

Location Map



PZ-2026-2672
1019 & 1021 W 3rd St
Special Use Permit
Location Map
Approximately 0.43 acres

- Parcel Boundary
- Subject Property



Notification Map



Taylor Texas
CITY OF TAYLOR TX

PZ-2026-2672
1019 & 1021 W 3rd St
Special Use Permit
Notification Map
Approximately 0.43 acres

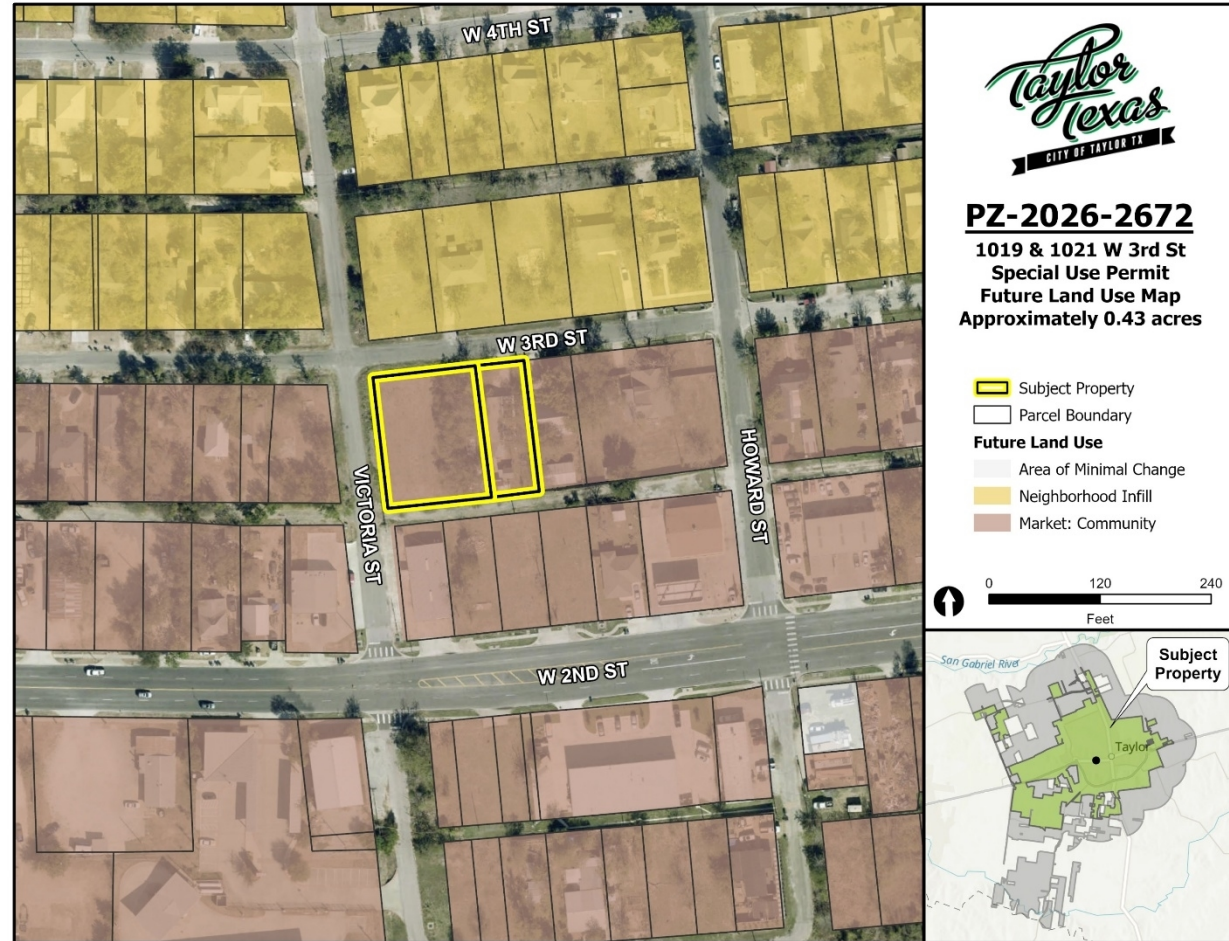
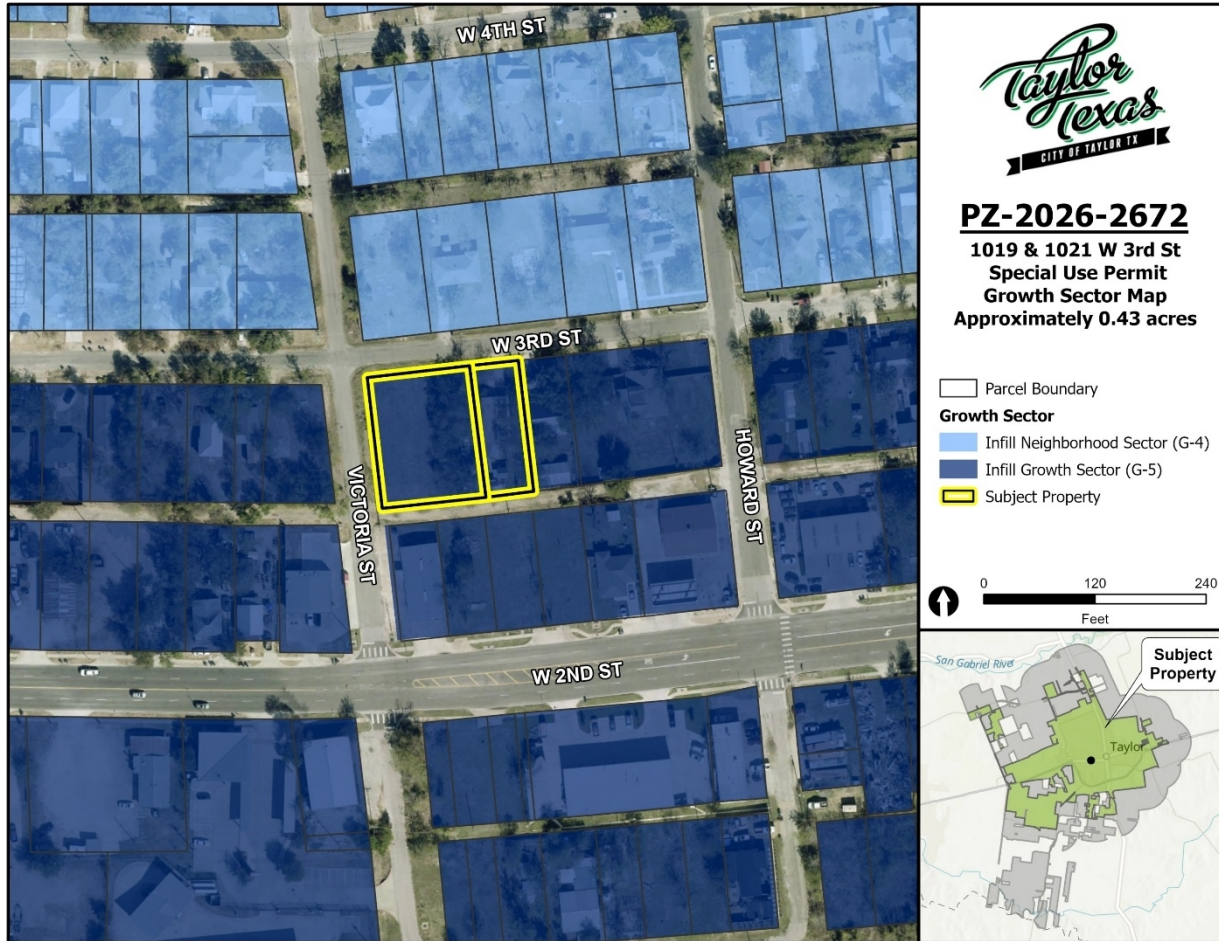
- Subject Property
- 200-ft. Buffer
- Parcel Boundary
- Notified Properties

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Feet

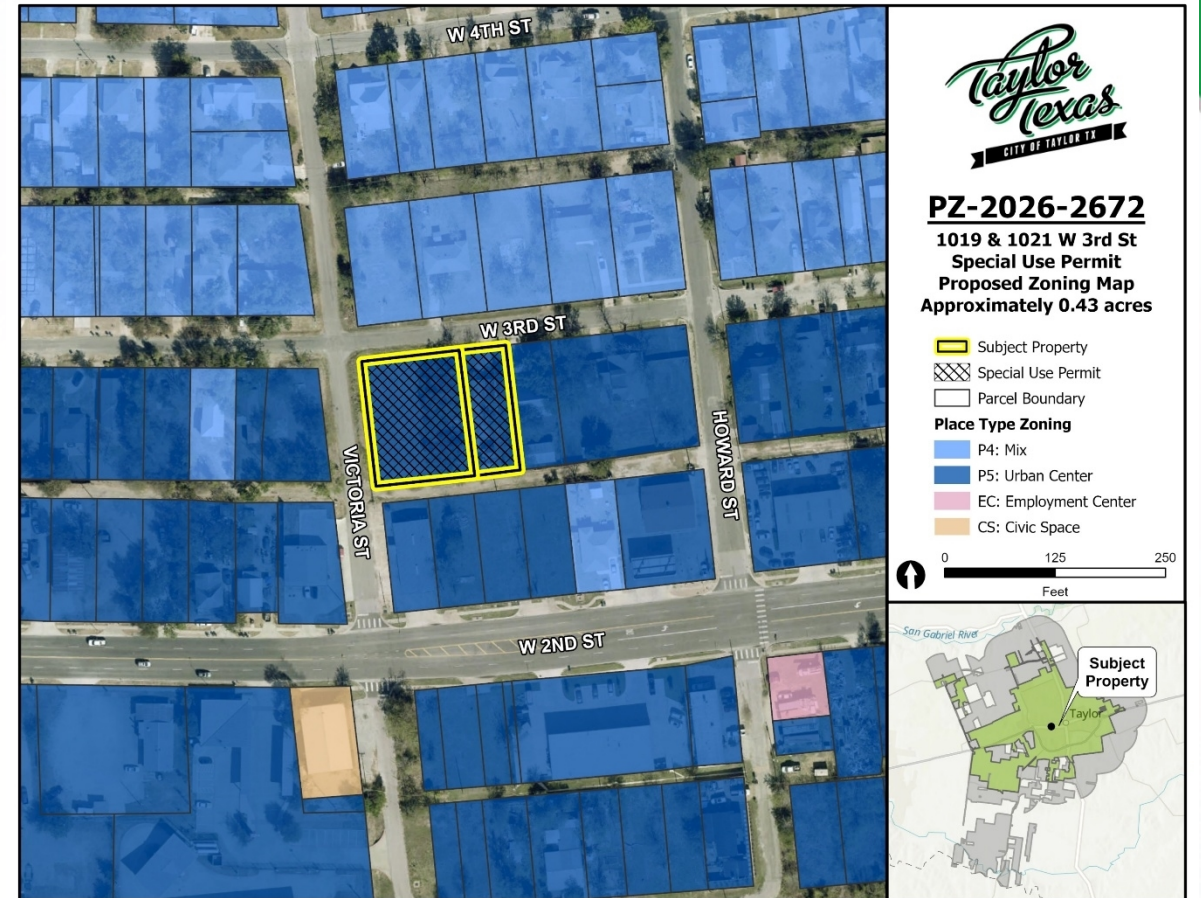
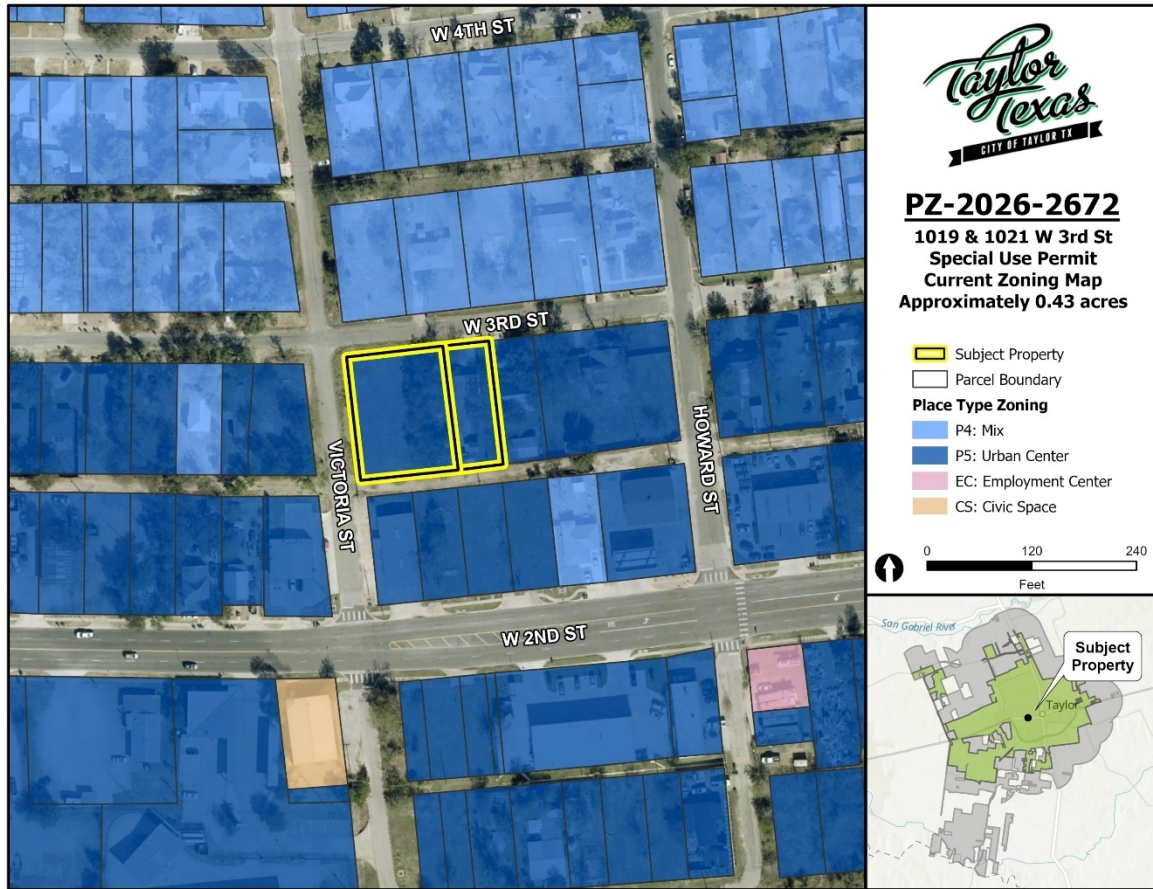


- 7 notices were sent out to adjacent property owners within 200 ft. of the subject property.
- Staff received zero (0) responses in opposition and zero (0) response for approval of the request from the notified parties.

Growth Sector & Future Land Use Map



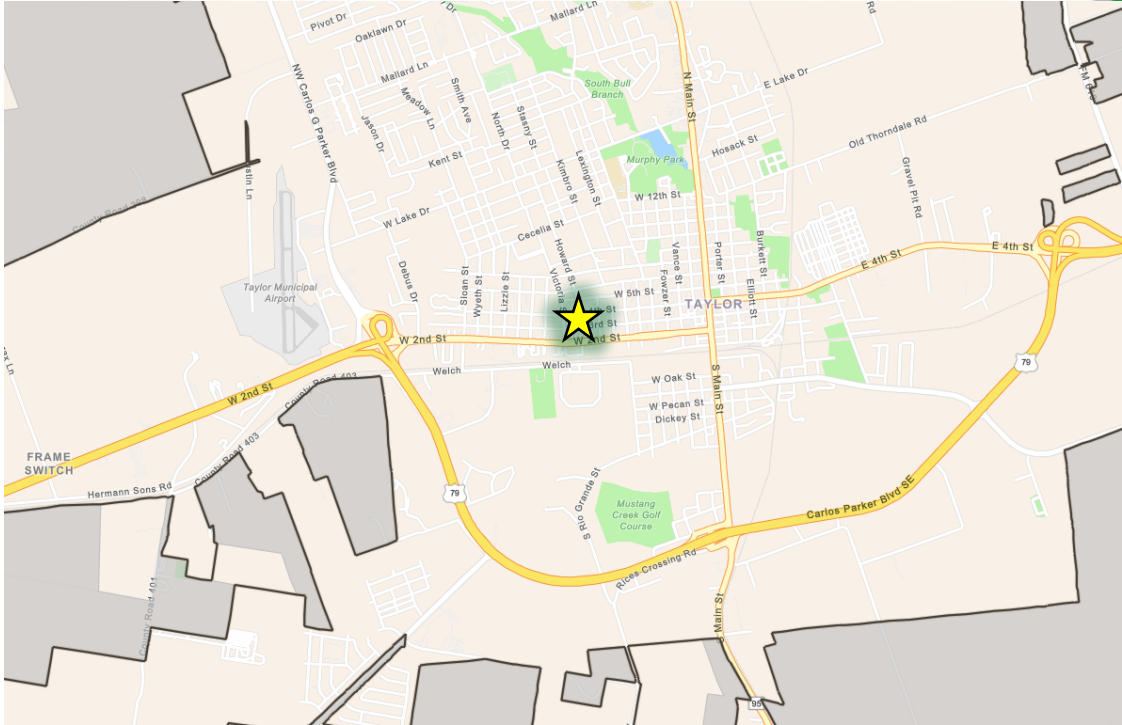
Current Zoning & Proposed Zoning



Site in Context

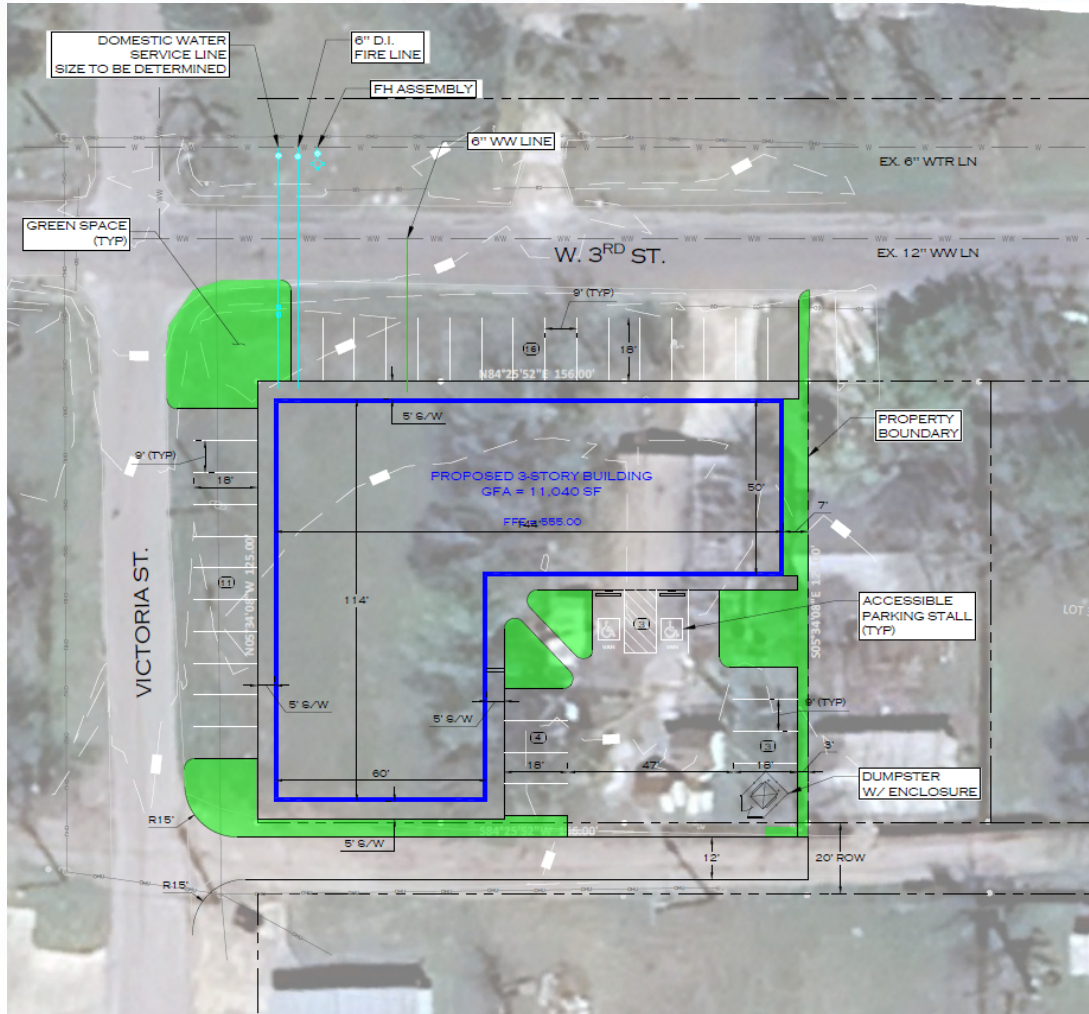


Subject site looking south from Third Street

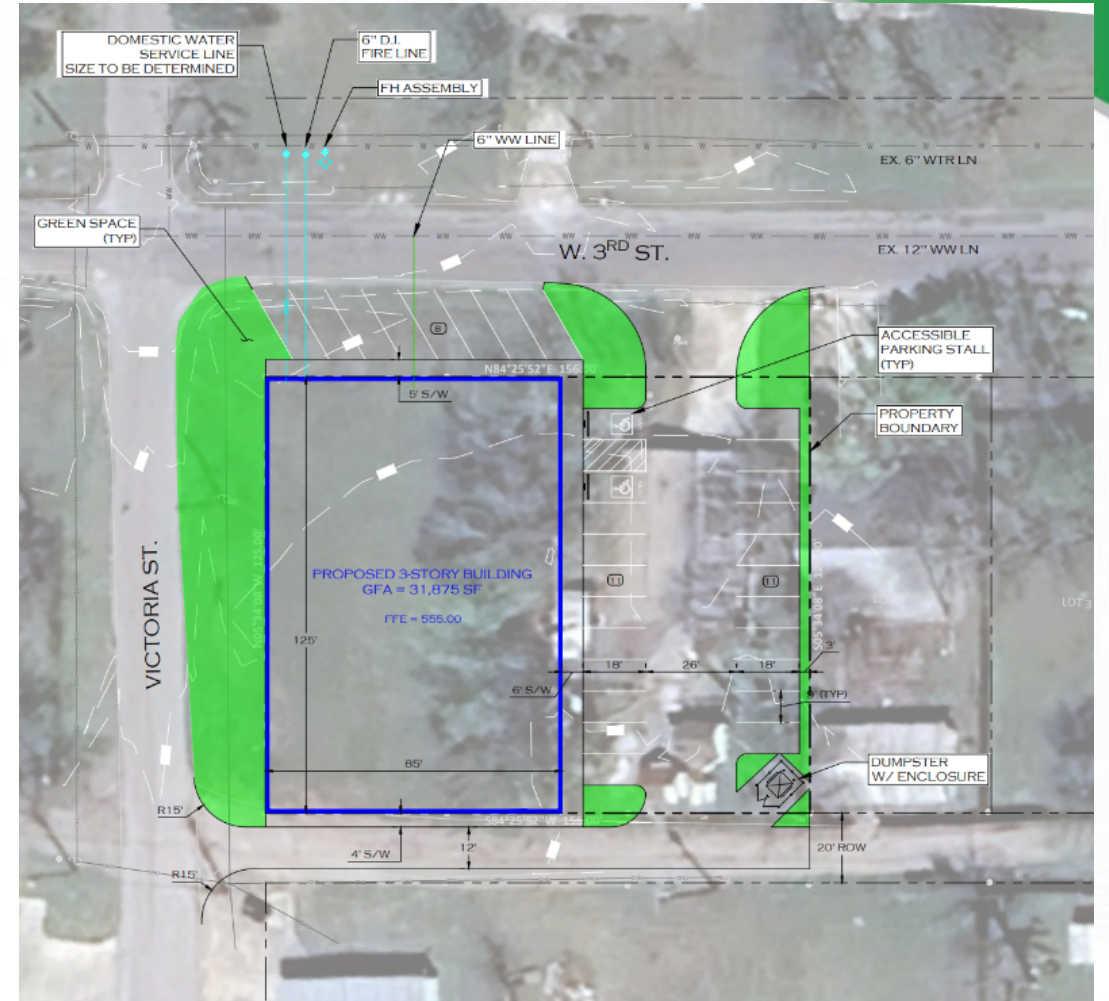


★ Site Location

Proposed Concept Plan



First Concept Plan

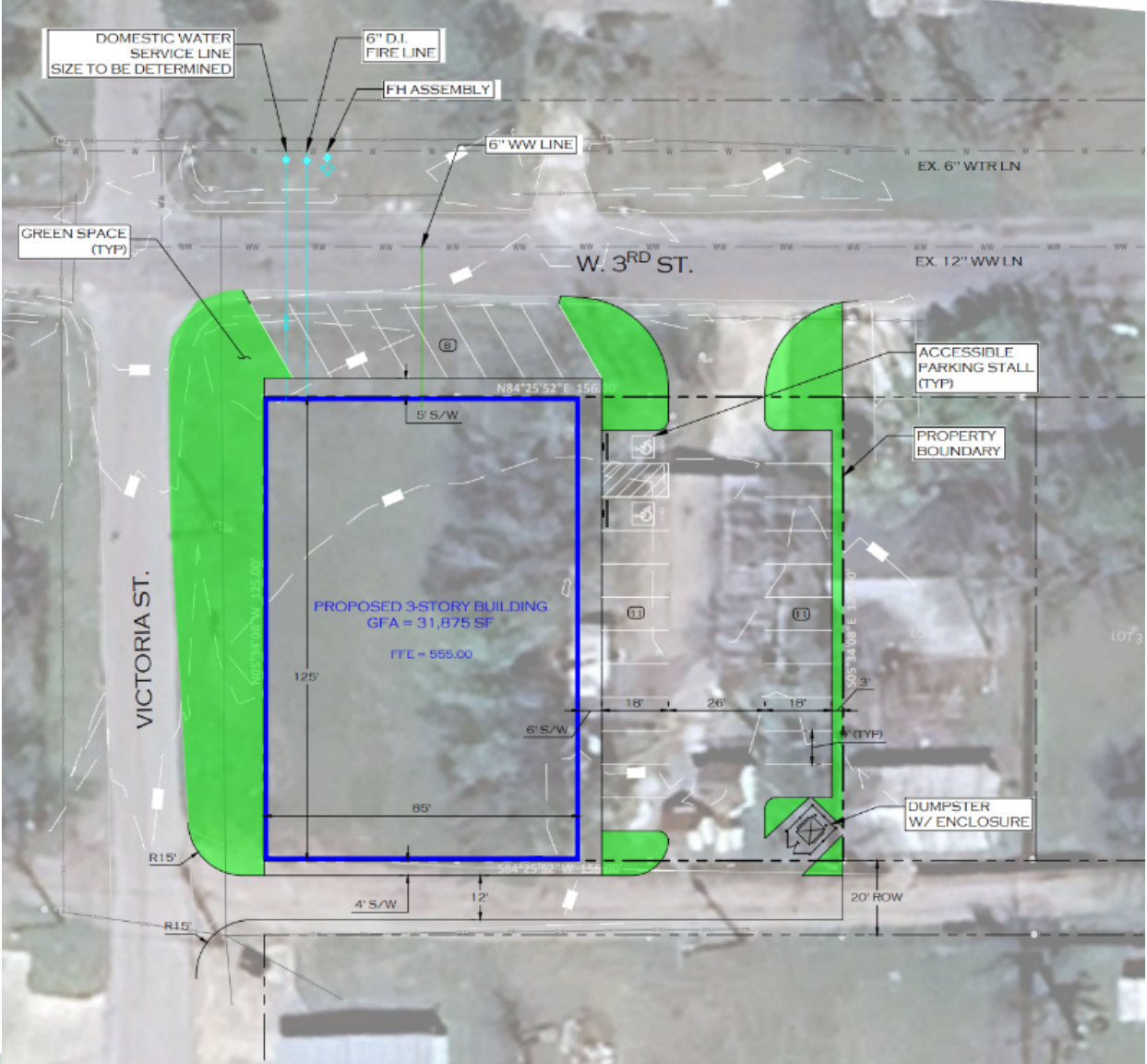


Updated Concept Plan

LEGEND

- GREEN SPACE
- PARKING STALL COUNT X

Updated Proposed Concept Plan



LEGEND

- GREEN SPACE ■
- PARKING STALL COUNT X

Elevation Renderings



Intersection of W 3rd St and
Victoria St looking south-east

Elevation Renderings



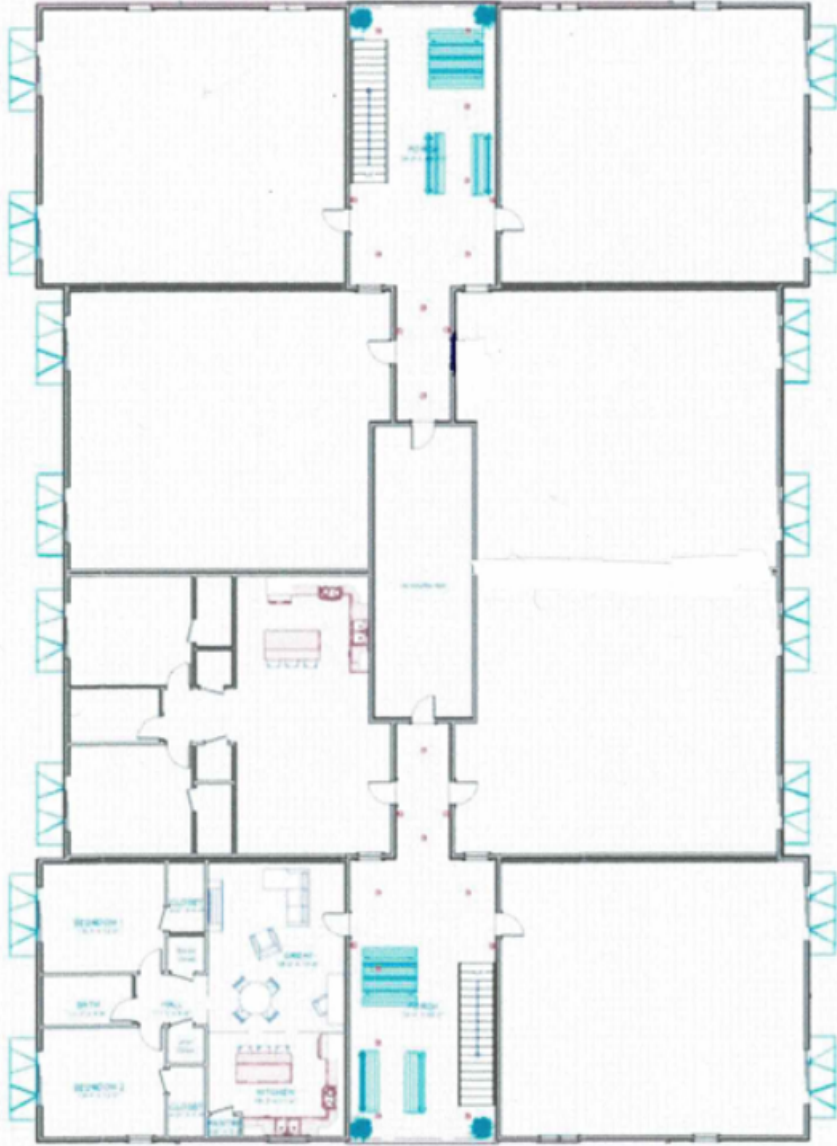
W 3rd St looking south-west

Elevation Renderings



Alley facing north

Building Layout and Units



Staff Analysis

Staff has reviewed the submitted concept plan and renderings and has highlighted the following issue regarding building façade shown in the elevation renderings.

Ground-Floor Glazing Requirement

- The P5: Urban Center place type requires minimum 70% glazing on ground-floor street-facing facades
- Submitted renderings do not clearly demonstrate compliance with this standard
- Staff Recommendation: Provide updated elevations confirming the 70% glazing requirement is being met.

Elevation Renderings



Intersection of W 3rd St and
Victoria St looking south-east

Staff Analysis

The Planning and Zoning Commission is charged with reviewing all Specific Use Permits requests and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a Specific Use Permit request, the Planning and Zoning Commission members consider the following factors:

1. Is the Special Use Permit with the Comprehensive Plan?

- The Plan is consistent with the Comprehensive Plan. The proposed SUP would allow uses that are consistent with the future land use.

2. Is the Special Use Permit compatible with the surrounding area?

- Staff acknowledges that the proposed 21-unit apartment building represents a meaningful departure from the existing built environment, and that there is no gradual transition in building type between the surrounding single-family uses and the proposed apartment. The P5 zoning designation does reflect the current long-term vision for higher-intensity development however, at this location the intensity of the proposal may not be compatible within the existing neighborhood.

Staff Analysis

3. Does the Special Use Permit promote public health, safety, or general welfare?

- Staff analysis determined that the proposed plan for the subject property will promote public health, safety, and the general welfare. In addition, the planning principles and policy guide in the comprehensive plan aim to promote health, safety, and general welfare by managing growth, while promoting safe and orderly development

4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?

- The property will be able to tie into the existing infrastructure to serve this property.

5. Do current conditions indicate that a Special Use Permit is necessary?

- The property is currently zoned P5: Urban Center. Per Ordinance 2025-15, a Special Use Permit (SUP) is required for Large Apartment Uses within the P5 Place Type.

P&Z Recommendation

On March 10, 2026, The Planning and Zoning Commission heard the presentation from the applicant and raised questions regarding the proposed site layout, parking, and alley utilization. Commissioners also discussed the project's density.

After discussion, The Commission voted **(6-1)** to **recommend disapproval** of the request for the Special Use Permit for 21 Multi-Family Units at 1019 & 1021 W 3rd Street.



**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR
Economic Vitality

Agenda Item Number: 5.

Agenda Title: **Hold a public hearing and introduce Ordinance 2026-15, a Neighborhood Plan referred to as Trenton Village, generally located at 3701 CR 367, legally described as approximately 39.34 acres of land in the William J. Baker Survey, Abstract No. 65, more particularly described by the Williamson Central Appraisal District Parcels R018637 Taylor, Williamson County, Texas.**

Council Action to be Taken: Hold a public hearing and introduce Ordinance 2026-15

Department Submitted: Development Services

Staff Contact: Martin Griggs, Director of Development Services

1. PURPOSE / DESCRIPTION

The applicant is requesting a Neighborhood Plan for 293 attached townhomes and 91,170 square feet of commercial and retail space on a 2.5-acre undeveloped site generally located at Carlos G Parker and North Drive.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The subject property is in proximity to Spring Creek, North Bull Branch Creek, and the North Village developments. This application was submitted on 07/02/2025, prior to the approval of Ordinance 2025-15 on 12/06/2025, which established a Special Use Permit requirement for multifamily uses. As a result, this site is not subject to the Special Use Permit requirement. The current zoning is P2: Rural Place Type, which regulates rural living and sparsely settled areas to ensure they do not create nuisances for more intensely developed areas. The Rural Place Type also serves as a holding zone for newly annexed properties and areas that have not yet been assigned a specific Place Type.

The Future Land Use designation is Neighborhood Infill, envisioned for slightly higher residential density through accessory dwelling units and missing-middle housing such as smaller lots, townhomes, and additional corner units, along with limited neighborhood-oriented retail and services. The Growth Sector is Neighborhood Sector (G-4), which includes already-developed

areas served by existing infrastructure. Infill development is encouraged to match the character of surrounding development while allowing modest increases in density.

The applicant has requested the following warrants and variances to be approved with the Neighborhood Plan:

- The applicant proposes the townhomes within the P4: Mix place type must be platted in a way that has each townhouse dwelling unit located on its own individual lot.
- A Warrant from the Land Development Code (LDC) section 3.8.5.1 is desired to allow for parking to be permitted in civic space, allowing more parking in the community and making accessing the civic space easier.
- A Warrant from the LDC§3.8.2.9 & 3.8.2 (J) to allow for the development to exceed the maximum block length by up to 5% due to the restrictions of adjacent driveways and the FEMA flood plain
- A Warrant from LDC§3.8.2.9 requesting to reduce the minimum block length from 200 feet to 180 feet as the depth of a townhome, and ally and another townhome are under the required 200ft width to make up a block.

In determining a recommendation on a New Neighborhood Plan request, staff have considered the following factors:

1. Is the Neighborhood Plan consistent with the Comprehensive Plan?

The development provides an increase in density that is unlike other proposed developments in the areas such as North Bull Branch Creek townhomes and North Village. It is an increase in density from the currently existing neighborhood across from North Drive and across Bull Branch Creek. The proposed development would provide more missing middle development and walk able commercial to the area. As proposed, the development partially meets the Future Land Use designation and Growth Sector.

The request is consistent with the following Land Use Policy in the Envision Taylor Comprehensive Plan:

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

The addition of commercial sites would likely provide an increase in jobs available within Taylor. The site also provides 293 new dwellings which would support more people living in Taylor. The additional dwellings would also support the adjacent walkable commercial strip along Carlos G Parker

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

There are currently underutilized water and wastewater lines running along North Drive, Carlos G Parker, and Brushy Creek.

T1 —New streets should connect to Taylor’s existing street grid and should be consistent with

traditional block sizes in Taylor.

The applicant proposes walking trails as block breaks which make the site consistent with Taylors’ walkable block structure. These block breaks also do not increase the amount of roadway for the city to maintain

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

The applicant is proposing an extension of the Bull Branch Trail which provides an alternative route across the city for pedestrians and cyclists.

2. Is the plan compatible with the surrounding area?

The Neighborhood Plan proposes an increase in density compared to the existing neighborhood across from North Drive. The proposed project is consistent with the North Bull Branch Creek and North Village developments that are proposed in the area. This density and utilization of existing infrastructure is partially consistent with the Infill Neighborhood Sector (G-4) and Future Land Use designation of Neighborhood Infill.

The adjacent neighborhoods primarily consist of the P3 Neighborhood Place Type, which is typically characterized by low-density residential development. P3 is intended to be located adjacent to higher-density place types that include some mixed-use buildings. The proposed P4: Mix Place Type serves as a transition between the lower-density P3 Neighborhood Place Type and the commercial-oriented P5: Urban Center Place Type along Carlos G. Parker Boulevard.

3. Does the plan promote public health, safety, or general welfare?

Staff analysis indicates that the proposed plan will likely promote public health, safety, or general welfare.

4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?

Adequate infrastructure to support the proposed Neighborhood Plan is likely sufficiently available to support the proposed developments. Any required up-sizing of city infrastructure would be required in the subdivision improvement phase of development.

5. Do current conditions indicate that a Neighborhood Plan is necessary?

Current conditions indicate that a Neighborhood Plan is both required and appropriate for the subject property. The property is zoned P5: Urban Center, and under the Land Development Code, any property greater than 2.5 acres seeking development or redevelopment is required to obtain approval of a Neighborhood Plan prior to moving forward with site development.

A Neighborhood Plan is necessary to ensure that larger sites such as this one develop in a coordinated, context-sensitive manner that aligns with the future land use map, surrounding Place Types, and the vision established in the Comprehensive Plan. For parcels over 2.5 acres, the Neighborhood Plan serves as an essential planning tool that:

- Establishes an integrated layout of land uses, access, circulation, open space, and building form;
- Ensures compatibility with nearby residential neighborhoods and existing development patterns;
- Provides a predictable framework for evaluating impacts to infrastructure and public services; and
- Promotes orderly, phased, and well-designed growth consistent with the community’s long-term goals.

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • Approval of the neighborhood plan allows for additional residential development to take place. 	<ul style="list-style-type: none"> • Future maintenance of additional infrastructure.

4. RECOMMENDATION

The Planning and Zoning Commission is charged with reviewing all requests for neighborhood plans and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a rezoning request, the Planning and Zoning Commission members consider the following factors:

In determining a recommendation on a New Neighborhood Plan request, staff have considered the following factors:

- 1. Is the Neighborhood Plan consistent with the Comprehensive Plan?**
- 2. Is the plan compatible with the surrounding area?**
- 3. Does the plan promote public health, safety, or general welfare?**
- 4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?**
- 5. Do current conditions indicate that a Neighborhood Plan is necessary?**

On March 10, 2026, the Planning and Zoning Commission held a public hearing and heard presentation from staff and the applicant. There were six members of the public who spoke about the project. Comments from the public generally were about the P5 zoning district, proposed

density, potential inconsistency with surrounding properties, flooding, foundation construction for attached residential buildings, traffic, and businesses impact on the community. After discussion, the Planning and Zoning Commission voted (3-4) to recommend for disapproval of the request as presented. As the Commission failed to have a positive vote, no recommendation is provided.

5. FUNDING SOURCE

n/a

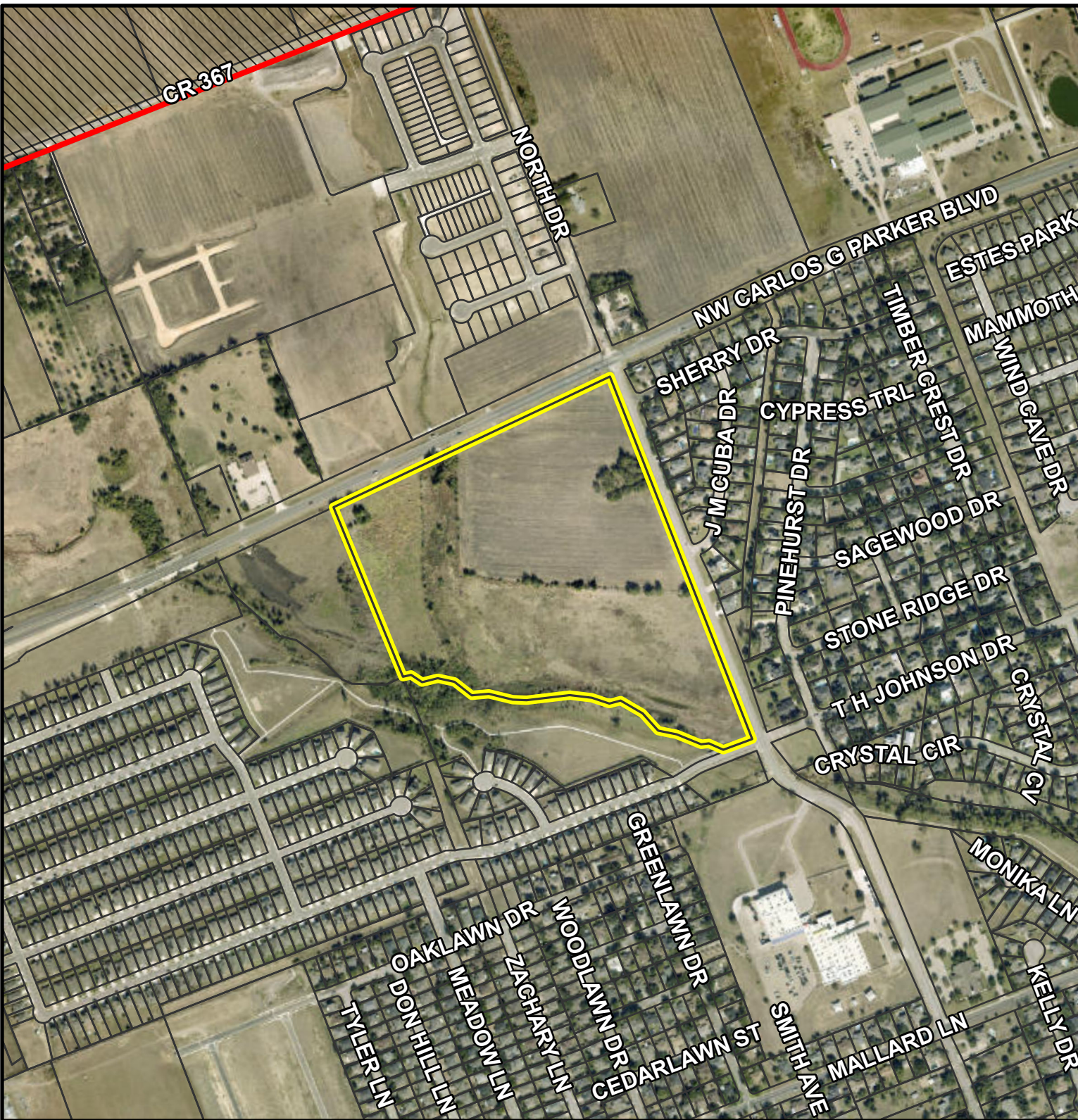
6. TIMELINE

Planning and Zoning Public Hearing: March 10, 2026
City Council Public Hearing and Introduction of Ordinance: April 9, 2026
City Council second reading of ordinance: April 23, 2026

7. OTHER OPTIONS





8. ATTACHMENTS

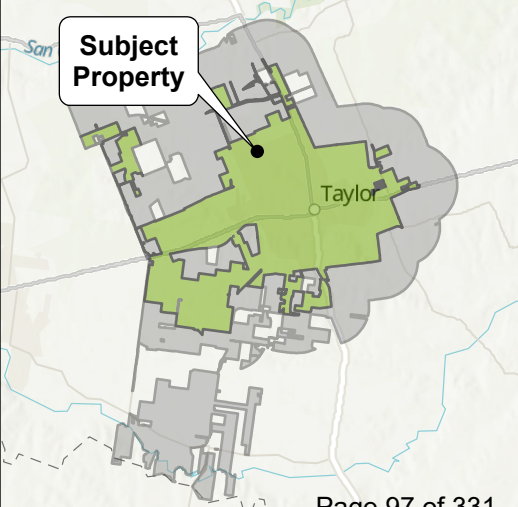
- 1. Location Map
- 2. Current Zoning
- 3. Proposed Zoning
- 4. Future Land Use
- 5. Growth Sector
- 6. Notification Map
- 7. Floodplain Map
- 8. Draft Ordinance - Trenton Village
- 9. Ordinance Exhibit A - Survey
- 10. Ordinance Exhibit B - Neighborhood Plan
- 11. Presentation - Trenton Village



PZ-2025-2555

3701 CR 367
Neighborhood Plan
Location Map
Approximately 40 acres

-  Subject Property
-  City Limits
-  ETJ Boundary
-  Parcel Boundary





PZ-2025-2555

3701 CR 367
Neighborhood Plan
Current Zoning Map
Approximately 40 acres

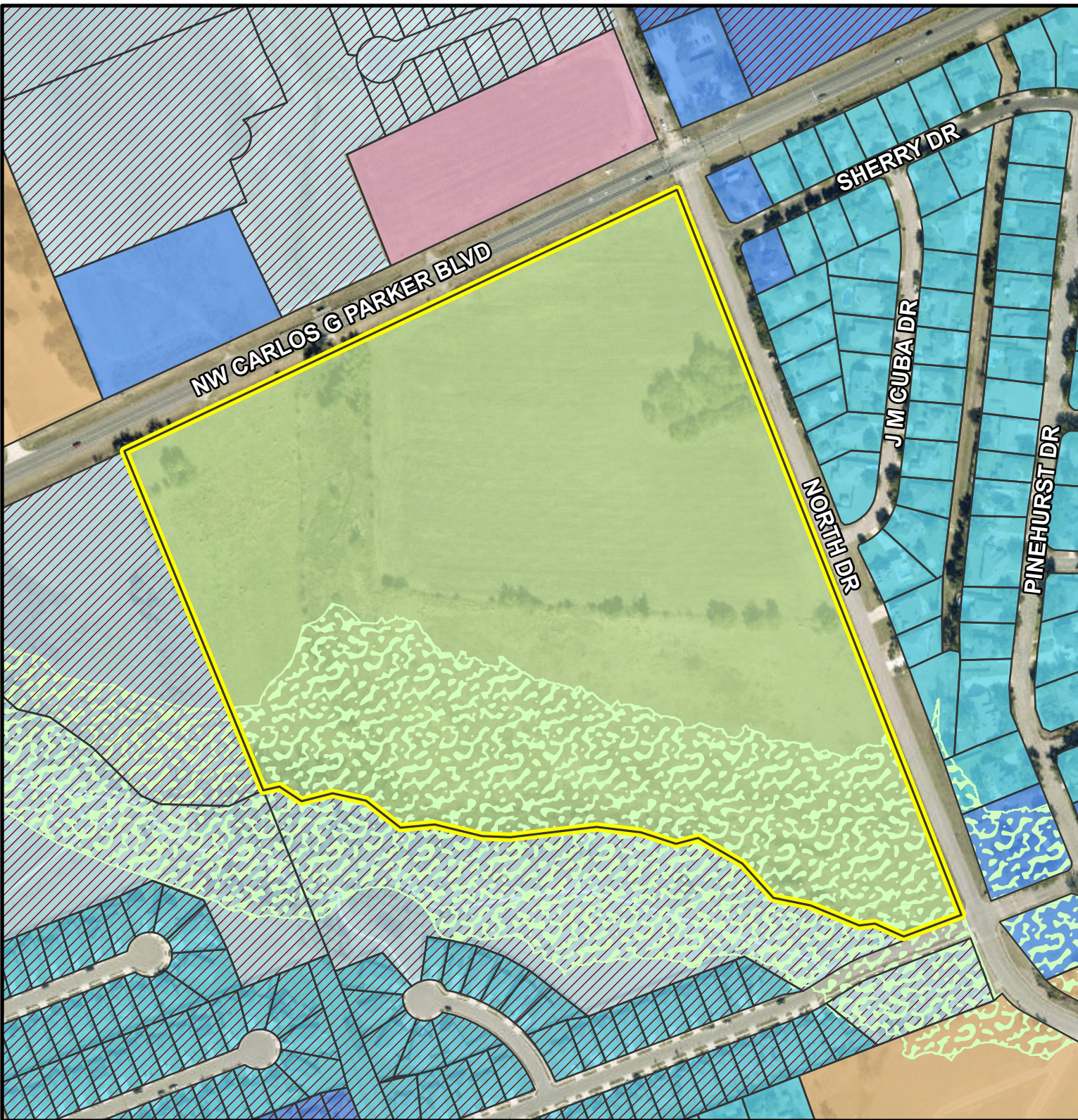
Subject Property	Place Type Zoning
Parcel Boundary	P2: Rural
Overlay Zoning	P2.5: Large Lot
Planned Development Overlay	P3: Neighborhood
P1: Nature	P4: Mix
	EC: Employment Center
	CS: Civic Space

0 300 600
Feet

Subject Property

Taylor

Page 98 of 331

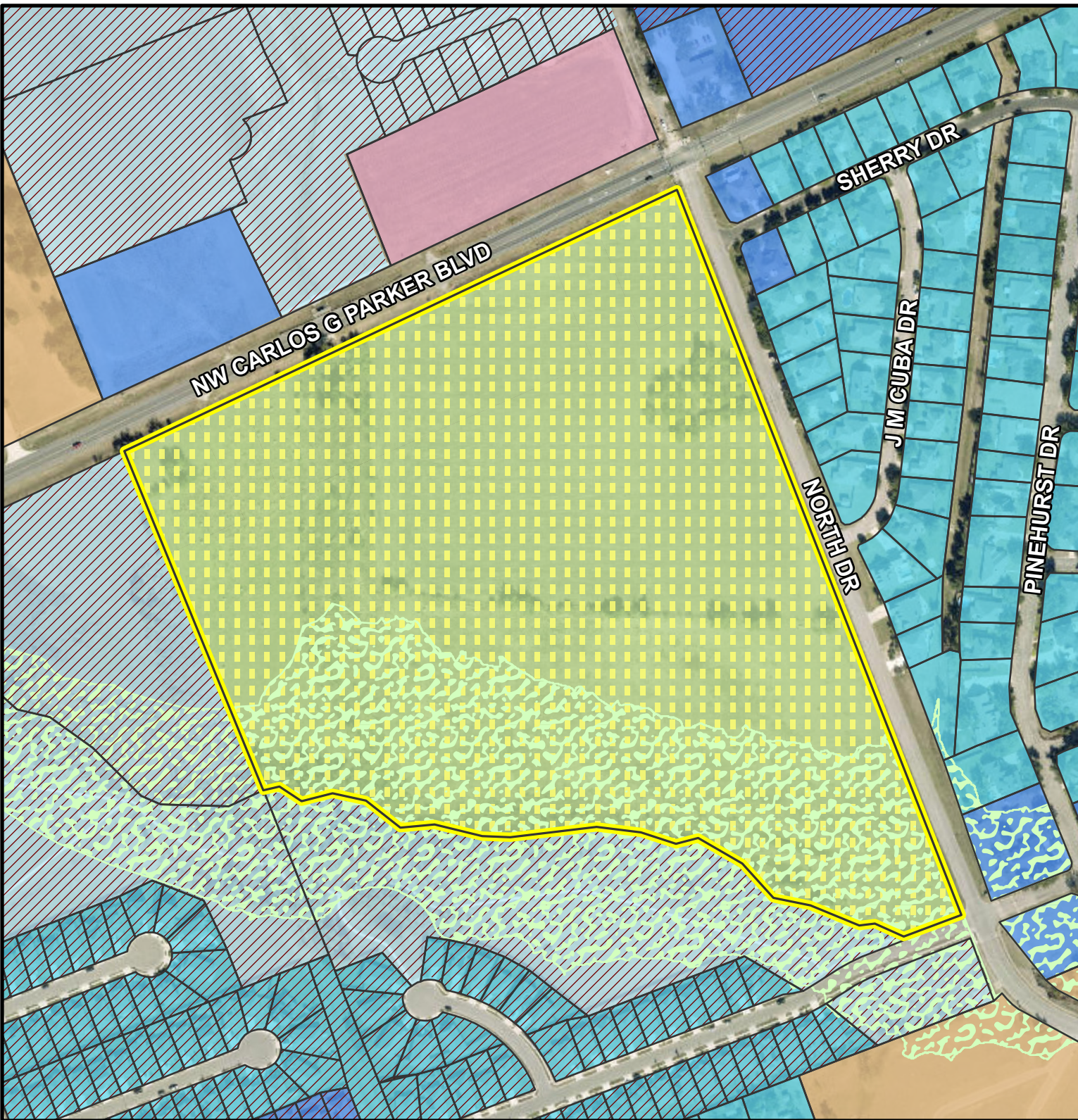
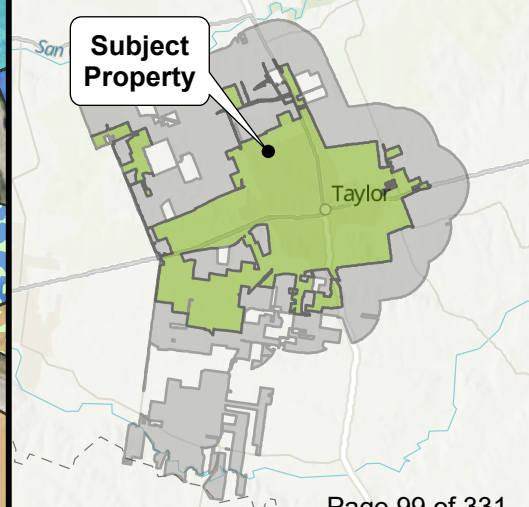




PZ-2025-2555

3701 CR 367
Neighborhood Plan
Proposed Zoning Map
Approximately 40 acres






- Subject Property
- Parcel Boundary
- Overlay Zoning**
 - Neighborhood Plan Overlay
- Place Type Zoning**
 - P2: Rural
 - P2.5: Large Lot
 - P3: Neighborhood
 - P4: Mix
 - EC: Employment Center
 - CS: Civic Space

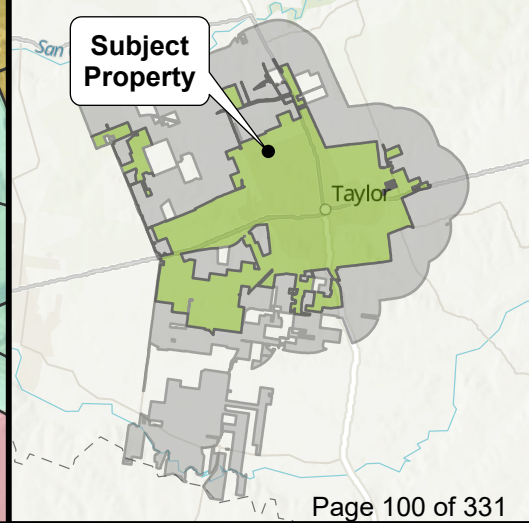




PZ-2025-2555

3701 CR 367
Neighborhood Plan
Future Land Use Map
Approximately 40 acres

-  Subject Property
-  Parcel Boundary
- Future Land Use**
 -  Neighborhood Infill
 -  Civic: Neighborhood
 -  Open Space

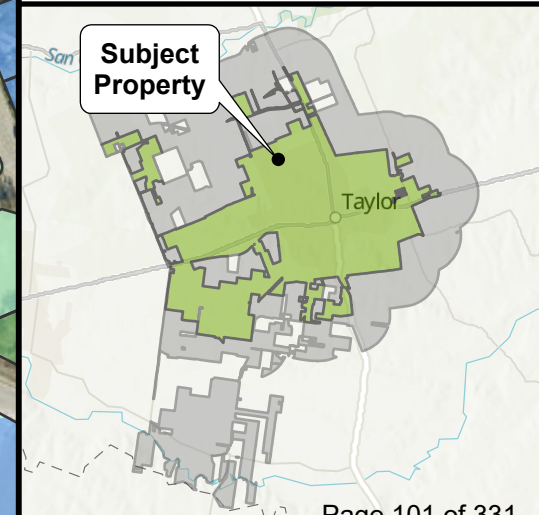
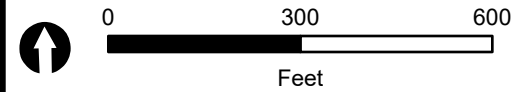




PZ-2025-2555

3701 CR 367
Neighborhood Plan
Growth Sector Map
Approximately 40 acres

- Subject Property
- Parcel Boundary
- Growth Sector**
 - Preserved Open Sector (O-1)
 - Reserved Open Sector (O-2)
 - Infill Neighborhood Sector (G-4)

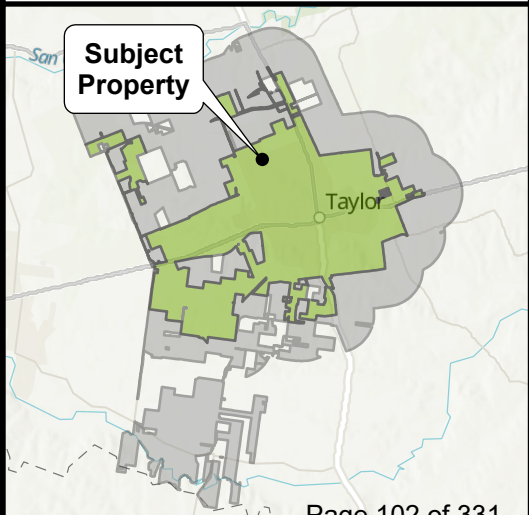
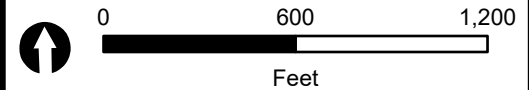




PZ-2025-2555

3701 CR 367
Neighborhood Plan
Notification Map
Approximately 40 acres





- Subject Property
- 200-ft. Buffer
- City Limits
- ETJ Boundary
- Parcel Boundary
- Notified Properties

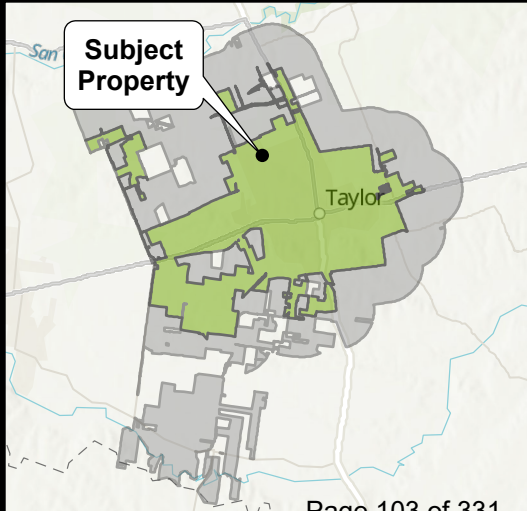
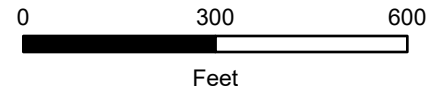




PZ-2025-2555

3701 CR 367
Neighborhood Plan
Floodplain Map
Approximately 40 acres

-  Subject Property
-  Parcel Boundary
-  Taylor 100-year Floodplain
-  FEMA 100-year Floodplain



ORDINANCE NO. 2026-15

AN ORDINANCE APPROVING A NEIGHBORHOOD PLAN REFERRED TO AS TRENTON VILLAGE, GENERALLY LOCATED AT 3701 COUNTY ROAD 367, CONSISTING OF APPROXIMATELY 39.34 ACRES OF LAND IN THE WILLIAM J. BAKER SURVEY, ABSTRACT NO. 65, MORE PARTICULARLY DESCRIBED BY THE WILLIAMSON CENTRAL APPRAISAL DISTRICT PARCELS R018637 TAYLOR, WILLIAMSON COUNTY, TEXAS.; AMENDING THE OFFICAL ZONING MAP OF THE CITY OF TAYLOR, TEXAS, TO SHOW THE ZONING CHANGE ADOPTED HEREIN; PROVIDING A SAVINGS CLAUSE.

WHEREAS, the Taylor City Council conducted a public hearing on April 9, 2026, to consider the request made by the applicant, whose property is legally described in Exhibit “A” attached hereto and incorporated by reference herein for all purposes (“Property”), to approve the Neighborhood Plan, referred to as Trenton Village; and

WHEREAS, the Planning and Zoning Commission, after proper notice, conducted a public hearing on March 10, 2026, to consider the zoning request, and recommended the Neighborhood Plan to the City Council; and

WHEREAS, the City Council, after the public hearing, approves the request for the Neighborhood Plan and 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 Official Zoning map of the City of Taylor, Texas, is changed to indicate that a Neighborhood Plan has been approved for the Property and to show the allocation and location of Place Types on the Property as depicted in the Neighborhood Plan attached hereto for the purpose as Exhibit “B”.

SECTION 3. 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 4. 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 2026-15 was introduced before the Taylor City Council on the 9th day of April 2026.

PASSED, APPROVED, and ADOPTED on the _____ day of _____, 2026.

Dwayne Ariola, Mayor

ATTEST:

Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

Mark Schroeder,
City Attorney

DRAFT

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Lucy Aldrich, 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. 2026-15, passed and approved by the City Council of the City of Taylor, Texas, on the _____ day of _____ 2026, 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 _____ 2026.

Lucy Aldrich
City Clerk

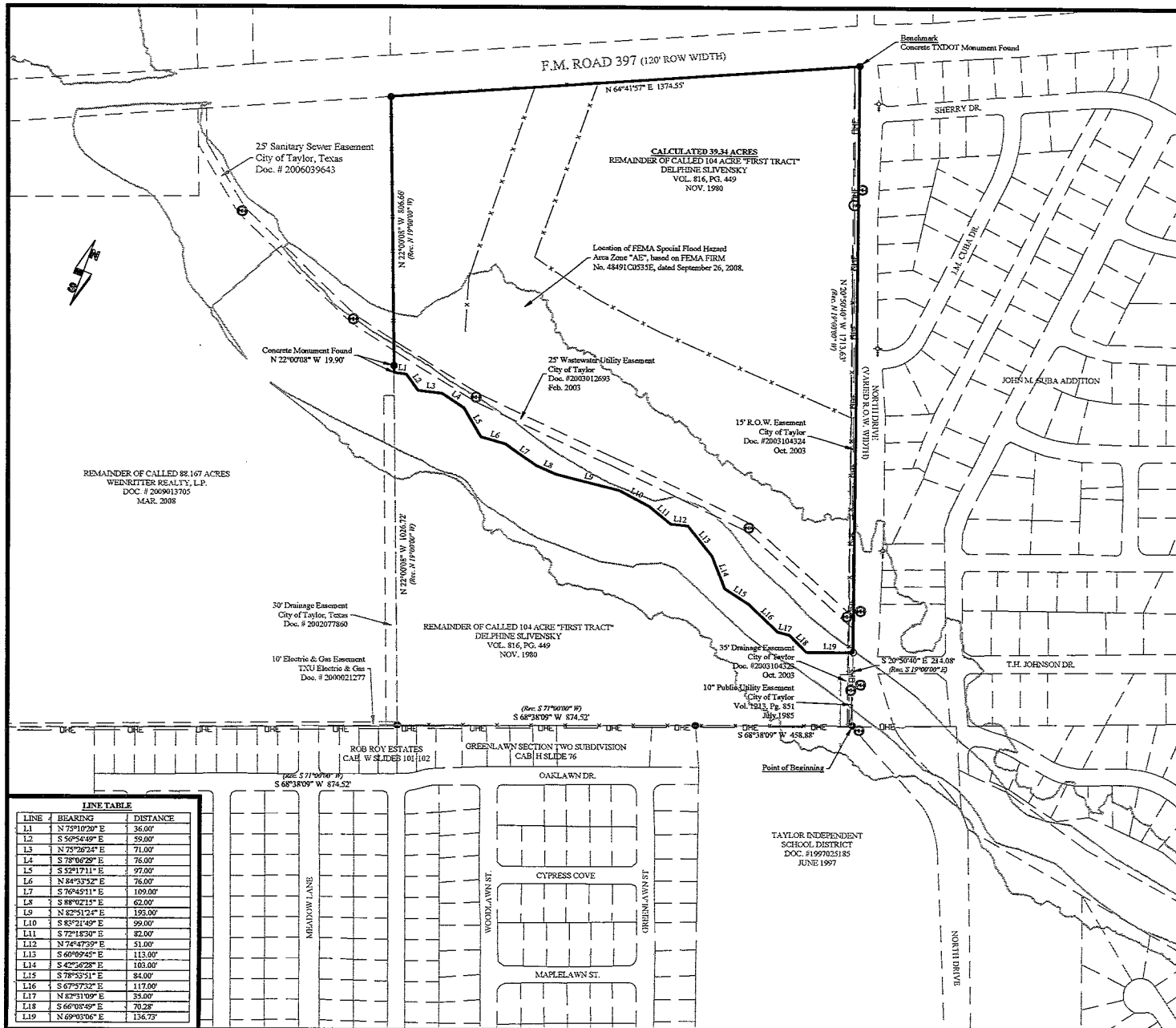
DRAFT

EXHIBIT A
(Metes & Bounds/Legal Description/Survey)

DRAFT

EXHIBIT B
(Neighborhood Plan)

DRAFT



TOPOGRAPHIC SURVEY LEGEND

- IRON ROD FOUND, UNLESS OTHERWISE NOTED
- 1/2" DIAMETER IRON ROD WITH CAP SET, MARKED "YALGO 6200"
- ⊕ SANITARY SEWER MANHOLE
- ⊕ FIRE HYDRANT ASSEMBLY
- ⊕ WATER METER
- OHE — OVERHEAD ELECTRIC LINE
- X — FENCE

SURVEYOR'S NOTES:

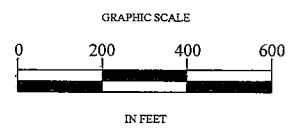
1. The bearings recited hereon are grid bearings derived from GPS observations based on the Texas State Plane Coordinate System, NAD 1983 (2011) datum, Texas Central Zone No. 4203. All distances are horizontal ground distances. The Combined Correction Factor (CCF) is 0.999821. Grid distance = Ground distance x CCF. Portions of this tract are shown to be within a Special Flood Hazard Area Zone AE, per FEMA's Flood Insurance Rate Map (FIRM) Panel for Williamson County, Texas, panel number 48491C0535E, effective date of September 26, 2008. This surveyor does not certify as to the accuracy or inaccuracy of said information and does not warrant, or imply, that structures placed within the Special Flood Hazard Areas shown hereon, or any of the platted areas, will be free from flooding or flood damage.
2. This survey was performed with the benefit of a title commitment provided by American Abstract & Title Company, Inc., Killeen, Texas, as an agent for Fidelity National Title Insurance Company, GF No. 18057053, effective date of September 11, 2018. Only easements listed on said title commitment and relative to the surface of subject property may be shown hereon.
3. Interior fencing, temporary buildings, and other items deemed by this surveyor as not related to boundary line determination may not be shown hereon.
4. The utilities shown hereon have been identified from field survey observations only and this surveyor makes no guarantee that said utilities comprise all such utilities in the area, either in service or abandoned.
5. This survey was made in accordance with and satisfies the requirements of the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1A, Condition III Survey, and conforms to the current standards promulgated by the Texas Board of Professional Land Surveying.

SURVEYOR'S CERTIFICATE

I, the undersigned, Registered Professional Land Surveyor, in the State of Texas, do hereby certify to the best of my knowledge and belief, that this map is true and correct, that it was prepared from an actual survey of the property made on the ground, and that all boundary survey monuments are correctly shown thereon.

Luther E. Frohish
Registered Professional Land Surveyor
State of Texas No. 6200

LINE	BEARING	DISTANCE
L1	N 75°10'20" E	36.00'
L2	S 59°54'49" E	59.00'
L3	N 75°26'24" E	71.00'
L4	S 78°06'29" E	76.00'
L5	S 52°17'11" E	97.00'
L6	N 44°53'32" E	76.00'
L7	S 76°42'11" E	189.00'
L8	S 88°02'15" E	62.00'
L9	N 82°51'24" E	193.00'
L10	S 85°21'49" E	99.00'
L11	S 72°15'30" E	82.00'
L12	N 76°42'59" E	51.00'
L13	S 60°09'45" E	113.00'
L14	S 42°56'28" E	103.00'
L15	S 78°53'51" E	84.00'
L16	S 67°57'32" E	117.00'
L17	N 82°11'09" E	35.00'
L18	S 66°08'49" E	70.28'
L19	N 69°03'06" E	136.75'



BENCHMARK
CONCRETE TxDOT MONUMENT FOUND AT THE SOUTHWEST INTERSECTION OF FM ROAD 397 & NORTH DRIVE
Observed GPS coordinates based on Texas State Plane Coordinate System, NAD83 (2011) datum, Texas Central Zone No. 4203
N: 1002844.42
E: 329667.84
Z: 608.79 (NAVD83-Geoid12B)

EXHIBIT "B"
39.34 ACRE TRACT SITUATED IN, AND BEING OUT OF, THE W.J. BAKER SURVEY, ABSTRACT NO. 65, CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS

Yalgo, LLC
3000 Illinois Ave., Suite 100
Killeen, TX 76543
PH (254) 953-5353
FX (254) 953-0032
Texas Registered Engineering Firm F-10264
Texas Registered Surveying Firm 10194095

SHEET
1
OF
1

REV.	DESCRIPTION	DATE	BY
1	ORIGINAL RELEASE	06/18/2019	LEF

PROJECT NUMBER: PF-18 SLIVENSKY	CLIENT NAME: BWB LAND INVESTMENTS, LP
CHECKED BY: BTW	CLIENT LOCATION: KILLEEN, TX
APPROVED BY: LEF	
AUTHORIZED BY: BWB	

PRINTED ON: APR 18, 2019

CITY OF TAYLOR FLOODPLAIN INFORMATION

A PORTION OF THE TRACT IS LOCATED WITHIN THE CITY OF TAYLOR FLOODPLAIN.

FEMA FLOODPLAIN INFORMATION:

THE SUBJECT IS LIES WITHIN THE FOLLOWING FEMA FLOOD ZONES:

- ZONE X: AREA OF MINIMAL FLOOD HAZARD (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN).
- ZONE AE: FEMA ZONE AE IS A HIGH-RISK FLOOD ZONE IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). IT REPRESENTS AREAS WITH A 1% ANNUAL CHANCE OF FLOODING (ALSO CALLED THE 100-YEAR FLOODPLAIN). THESE ZONES ARE DETERMINED THROUGH DETAILED FLOOD STUDIES AND HAVE BASE FLOOD ELEVATIONS (BFE) ASSIGNED, WHICH INDICATE THE EXPECTED ELEVATION OF FLOODWATERS DURING THE BASE (100-YEAR) FLOOD EVENT.
- REGULATORY FLOODWAY: A FEMA REGULATORY FLOODWAY RUNS THROUGH THE SOUTHERN PORTION OF THE TRACT.

THIS DATA WAS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM, AS SHOWN ON FEMA FIRM MAPS:

- 48491C0531F, DATED DECEMBER 20, 2019
- 48491C0533F, DATED DECEMBER 20, 2019

LEGAL DESCRIPTION:

AW0065 - BAKER, WM. J. SUR., ACRES 39.34

NEIGHBORHOOD PLAN FOR TRENTON VILLAGE

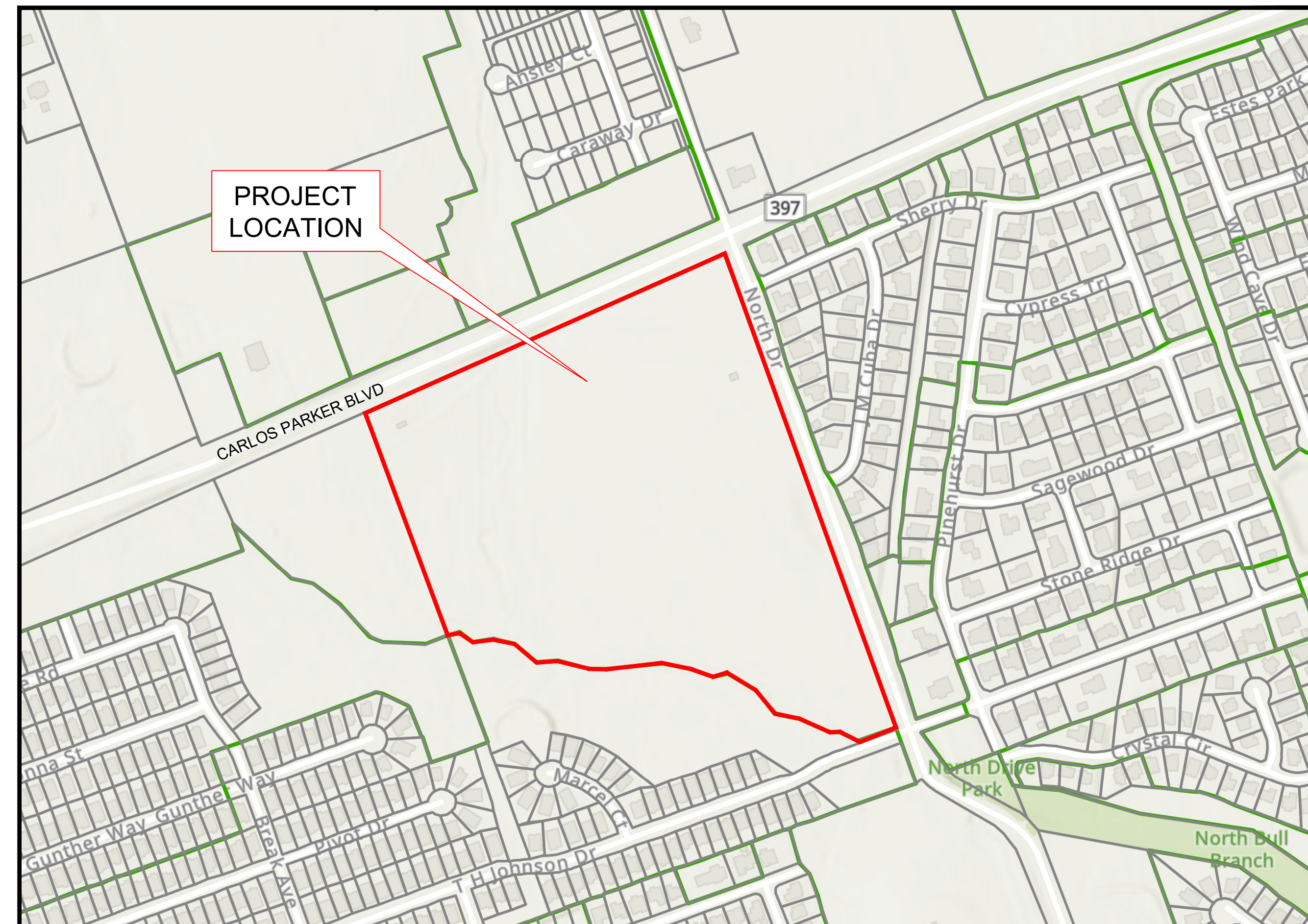
3701 CR 367
TAYLOR, TEXAS 76574

PROJECT NO: PZ-2025-2555

INITIAL SUBMITTAL DATE: 07/03/2025

Sheet List Table	
Sheet Number	Sheet Title
01	COVER SHEET
02	Existing Conditions
03	Elevation Analysis
04	Site Context Plan
05	Comprehensive Plan Excerpts
06	Master Plan Context
07	Place Type Designation
08	Thoroughfare Types
09	Dimension Plan
10	Fire Apparatus Access

VICINITY MAP



GENERAL NOTES

1. THIS NEIGHBORHOOD PLAN PROVIDES A GENERAL CONCEPTUAL LAYOUT INTENDED TO GUIDE FUTURE STAGES OF DEVELOPMENT. THE PROPOSED LAYOUT WAS DESIGNED BASED ON EXISTING SITE CONSTRAINTS AND PUBLICLY AVAILABLE INFORMATION. THE PLANS INCLUDED HEREIN DEMONSTRATE HOW THE PROPOSED DEVELOPMENT ALIGNS WITH THE CITY OF TAYLOR COMPREHENSIVE PLAN AND THE CITY OF TAYLOR LAND DEVELOPMENT CODE. WHERE APPLICABLE, ANY DEVIATIONS FROM THESE STANDARDS OR ADDITIONAL REQUIREMENTS NECESSARY FOR COMPLIANCE ARE ALSO IDENTIFIED.
2. OTHER SCENARIOS AND REFINEMENTS TO THE DESIGN ARE ANTICIPATED AND SHALL BE PERMITTED WITHIN THE BOUNDS OF THE REQUIREMENTS IN THESE PLANS.

STATE OF TEXAS

COUNTY OF WILLIAMSON,

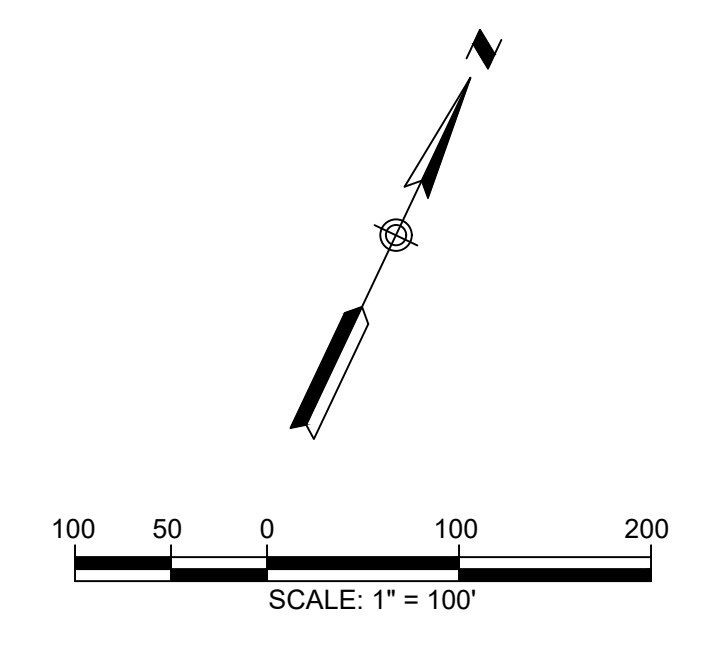
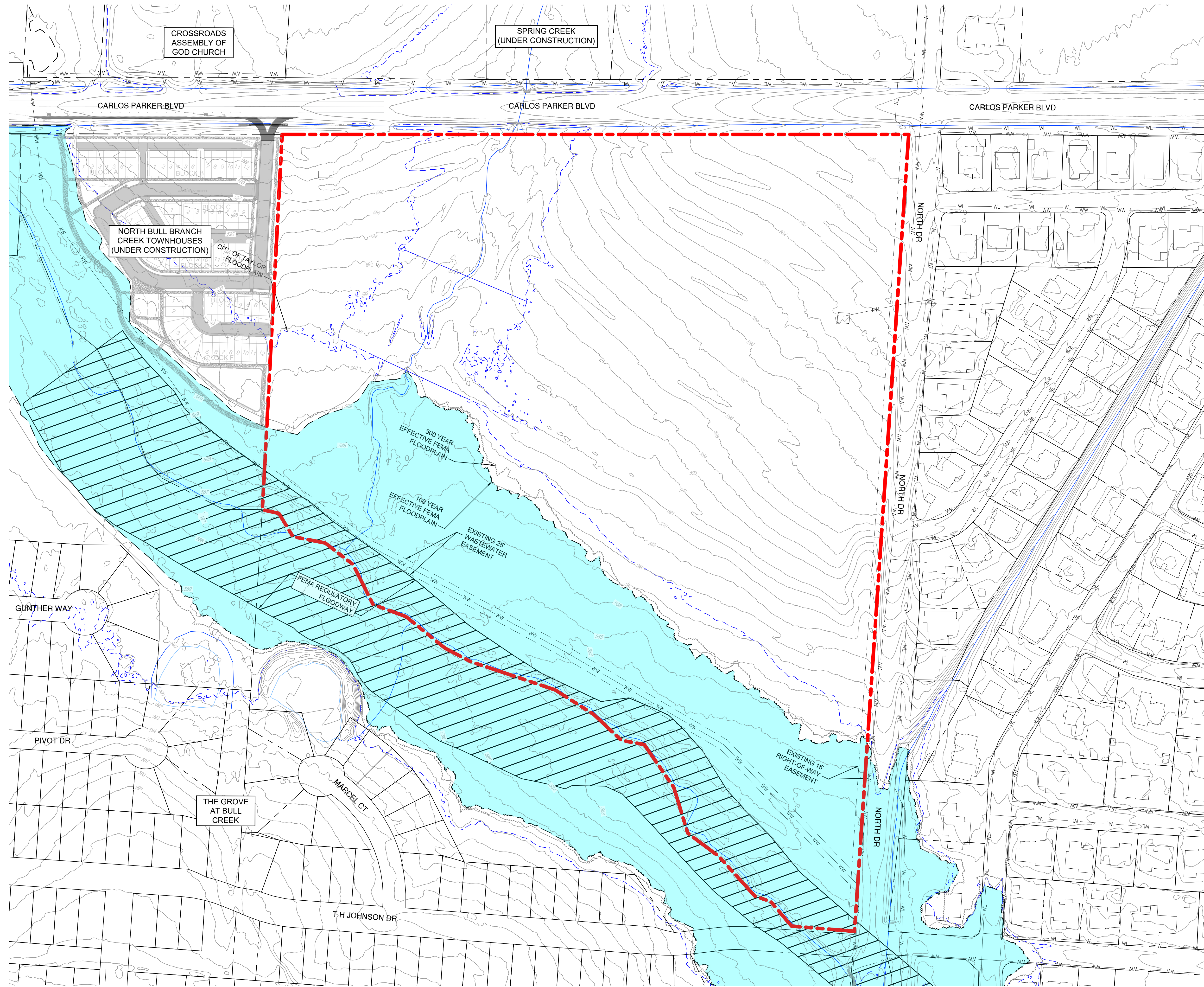
I, OSCAR HERRERA, P.E., DO HEREBY CERTIFY THAT THE ENGINEERING WORK BEING SUBMITTED HEREIN COMPLIES WITH THE TEXAS ENGINEERING PRACTICE ACT, INCLUDING SECTION 131.152(e). I HEREBY ACKNOWLEDGE THAT ANY MISREPRESENTATION REGARDING THIS CERTIFICATION CONSTITUTES A VIOLATION OF THE ACT, AND MAY RESULT IN CRIMINAL, CIVIL AND/OR ADMINISTRATIVE PENALTIES AGAINST ME, AS AUTHORIZED BY THE ACT.

OSCAR HERRERA, P.E. DATE



Phone (956) 756-4419
TBPE Firm Reg. #: F-27134

NOT FOR CONSTRUCTION. THE DESIGN IS SUBJECT TO CHANGE.



LEGEND

--- (dashed line)	EXISTING CONTOUR LINE
WL (solid line)	EXISTING WATER LINE
WW (solid line)	EXISTING WASTEWATER LINE
---	LAKE
---	PROPERTY LINE
---	CITY OF TAYLOR FLOODPLAIN
---	FEMA 100-YR FLOODPLAIN
---	FEMA 500-YR FLOODPLAIN
---	MUSTANG CREEK CENTERLINE
Light Blue Area	FEMA 100-YR FLOODPLAIN
Hatched Area	FEMA REGULATORY FLOODPLAIN

TRENTON VILLAGE NEIGHBORHOOD PLAN
EXISTING CONDITIONS
TAYLOR, TEXAS

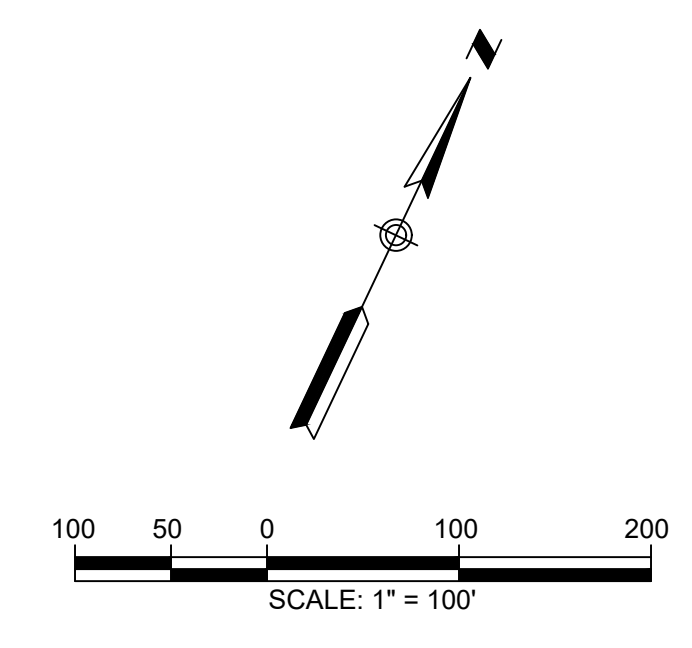
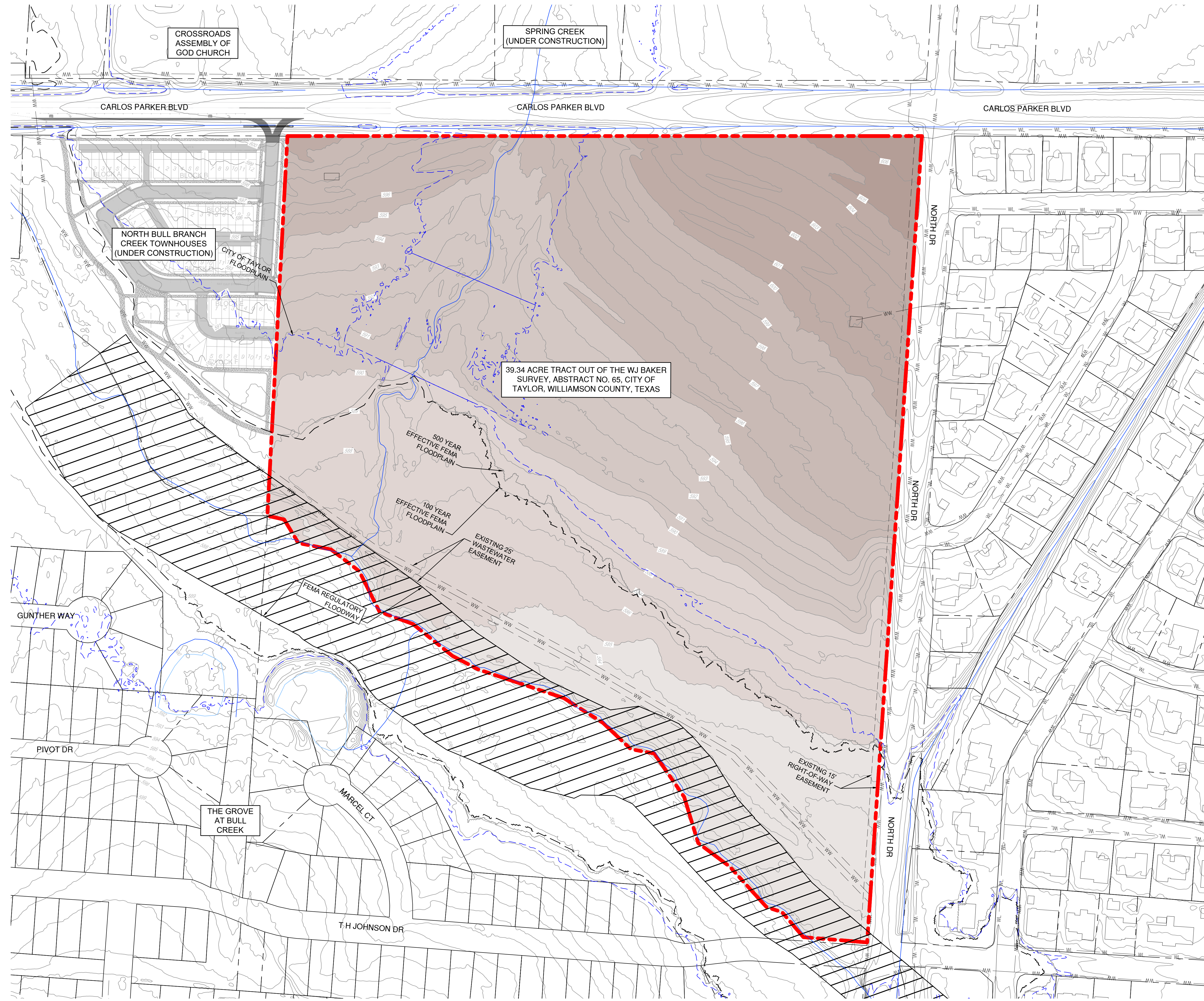
NO.	REVISIONS DESCRIPTION	DATE	BY

DATE: 8/19/2025	DESIGNED BY: OH
DRAWN BY: OH	CHECKED BY: OH
DRAWING NAME: CONDITIONS	

HERRERA CIVIL ENGINEERING
Phone: (956) 756-4419
TBPE Firm Reg. #: F-27134

JOB NUMBER: 25-006
EXHIBIT A
SHEET NO. 02
OF 10 SHEETS

C:\Users\oscar.herrera\OneDrive - Herrera Civil Engineering PLLC\2025 Projects\25-006 - Trenton Village - Plan\CAD Sheets\01 Existing Conditions.dwg
 User: Oscar Herrera
 Date Modified: Aug 06, 25 - 08:30
 Plot Date/Time: Mon, 8/26 - 15:22:00



Elevations Table

Number	Minimum Elevation	Maximum Elevation	Area (SF)	Color
1	580.00	585.00	260,453.86	
2	585.00	590.00	455,173.35	
3	590.00	595.00	426,636.62	
4	595.00	600.00	354,547.66	
5	600.00	605.00	185,217.02	
6	605.00	610.00	28,865.13	
7	610.00	615.00	0.00	

- LEGEND**
- EXISTING CONTOUR LINE
 - EXISTING WATER LINE
 - EXISTING WASTEWATER LINE
 - LAKE
 - PROPERTY LINE
 - CITY OF TAYLOR FLOODPLAIN
 - FEMA 100-YR FLOODPLAIN
 - FEMA 500-YR FLOODPLAIN
 - BULL BRANCH CREEK CENTERLINE
 - FEMA REGULATORY FLOODPLAIN

**TRENTON VILLAGE
NEIGHBORHOOD PLAN
ELEVATION ANALYSIS**

TAYLOR, TEXAS

NO.	DATE	BY	DESCRIPTION

DATE: 8/19/2025
 DESIGNED BY: OH
 DRAWN BY: OH
 CHECKED BY: OH
 DRAWING NAME: ANALYSIS.DWG

**HERRERA
CIVIL ENGINEERING**

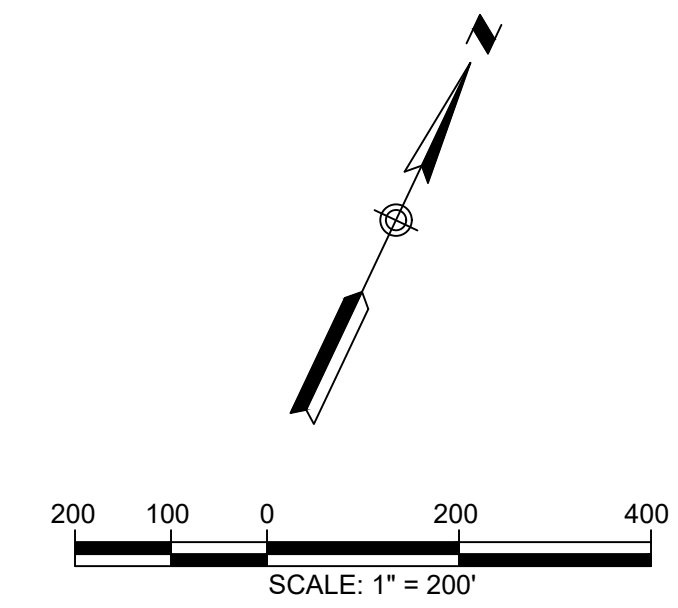
Phone: (956) 756-4419
 TBPE Firm Reg. #: F-27134

JOB NUMBER:
25-006

EXHIBIT B

SHEET NO.
03
OF 10 SHEETS

C:\Users\oscar.herrera\OneDrive - Herrera Civil Engineering\PL\2025\Projects\25-006 - Trenton Village - Non-CAD Sheets\02 Elevation Analysis.dwg
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 Date Modified: Aug 06, 25 - 08:31
 Plot Date/Time: Mon, 8/26 - 15:22:17



LEGEND

	EXISTING CONTOUR LINE
	EXISTING WATER LINE
	EXISTING WASTEWATER LINE
	LAKE
	PROPERTY LINE

**TRENTON VILLAGE
NEIGHBORHOOD PLAN
SITE CONTEXT PLAN**
TAYLOR, TEXAS

NO.	REVISIONS DESCRIPTION	BY	DATE

DATE:	01/19/2025
DESIGNED BY:	OH
DRAWN BY:	OH
CHECKED BY:	OH
DRAWING NAME:	SITE CONTEXT PLAN.DWG



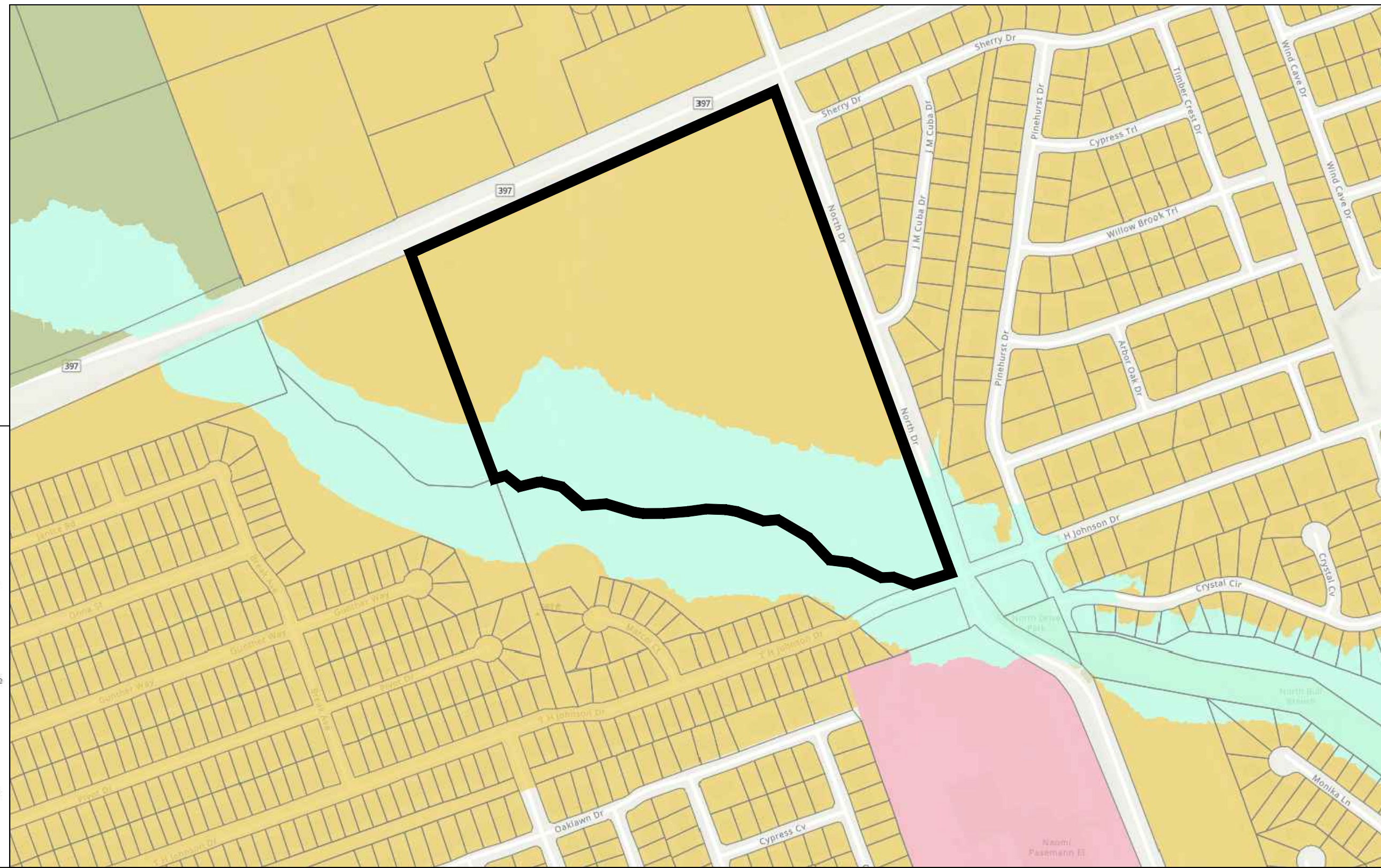
JOB NUMBER:	25-006
EXHIBIT C	
SHEET NO.	04
OF 10 SHEETS	

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Planning

Future Land Use

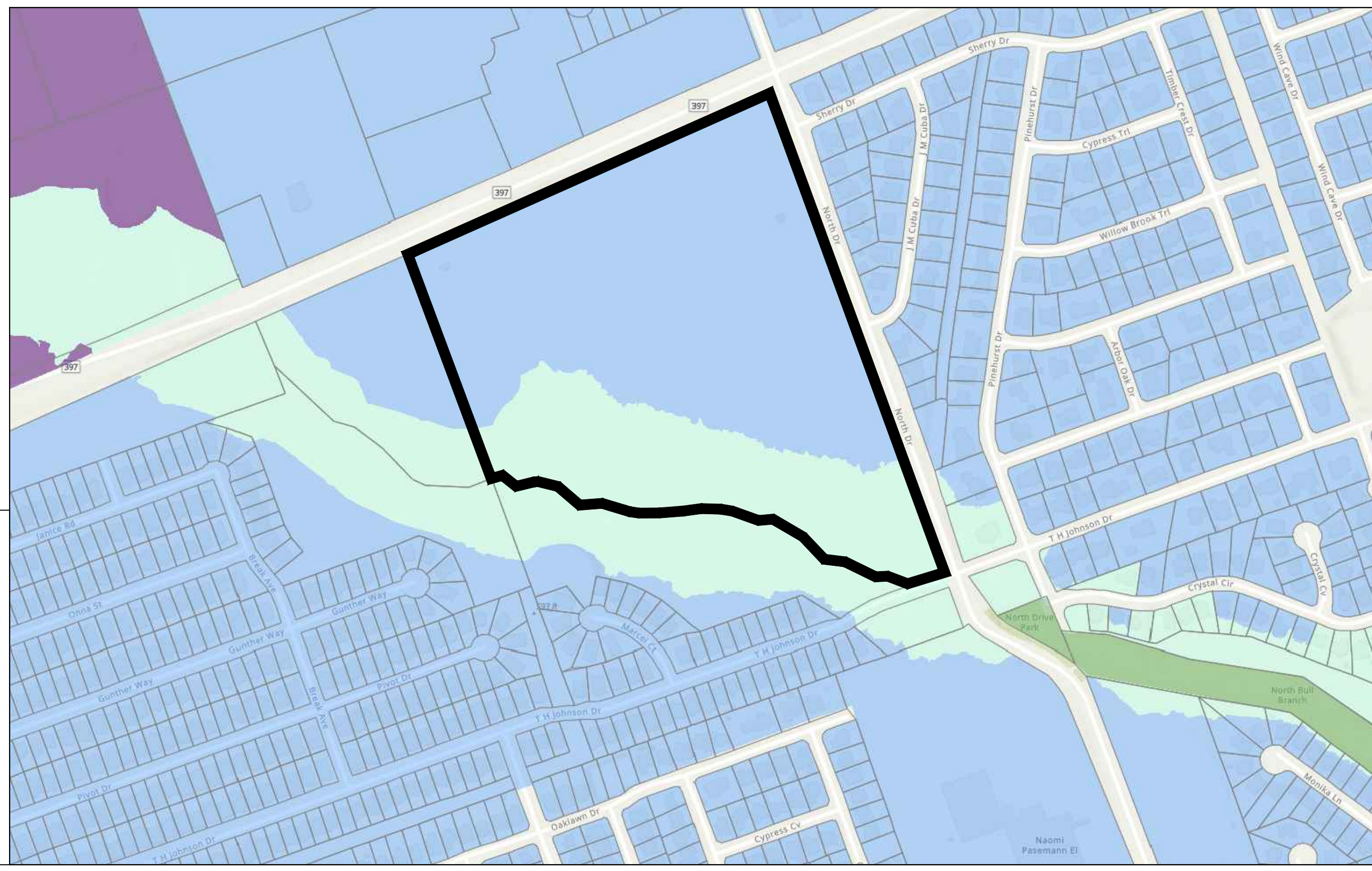
- Area of Minimal Change
- Civic: Community
- Civic: Neighborhood
- Employment: Community
- Employment: Neighborhood
- Employment: Regional
- Employment: Special Zone
- Market: Community
- Market: Neighborhood
- Market: Regional
- Neighborhood Greenfield
- Neighborhood Infill
- Open Space



Planning

Growth Sector

- Preserved Open Sector (O-1)
- Future Growth Sector (G-1)
- Controlled Growth Sector Tier I (G-2.1)
- Controlled Growth Sector Tier II (G-2.2)
- Intended Growth Sector (G-3)
- Infill Neighborhood Sector (G-4)
- Infill Growth Sector (G-5)
- Reserved Open Sector (O-2)



Transportation

Transportation Master Plan

Existing Trails

Proposed Trails

Regional Roads

- Regional Road Existing
- Regional Road Proposed

Community Boulevard

- Community Boulevard Existing
- Community Boulevard Proposed

Multimodal Corridor

Neighborhood Avenue

- Neighborhood Avenue Existing
- Neighborhood Avenue Proposed

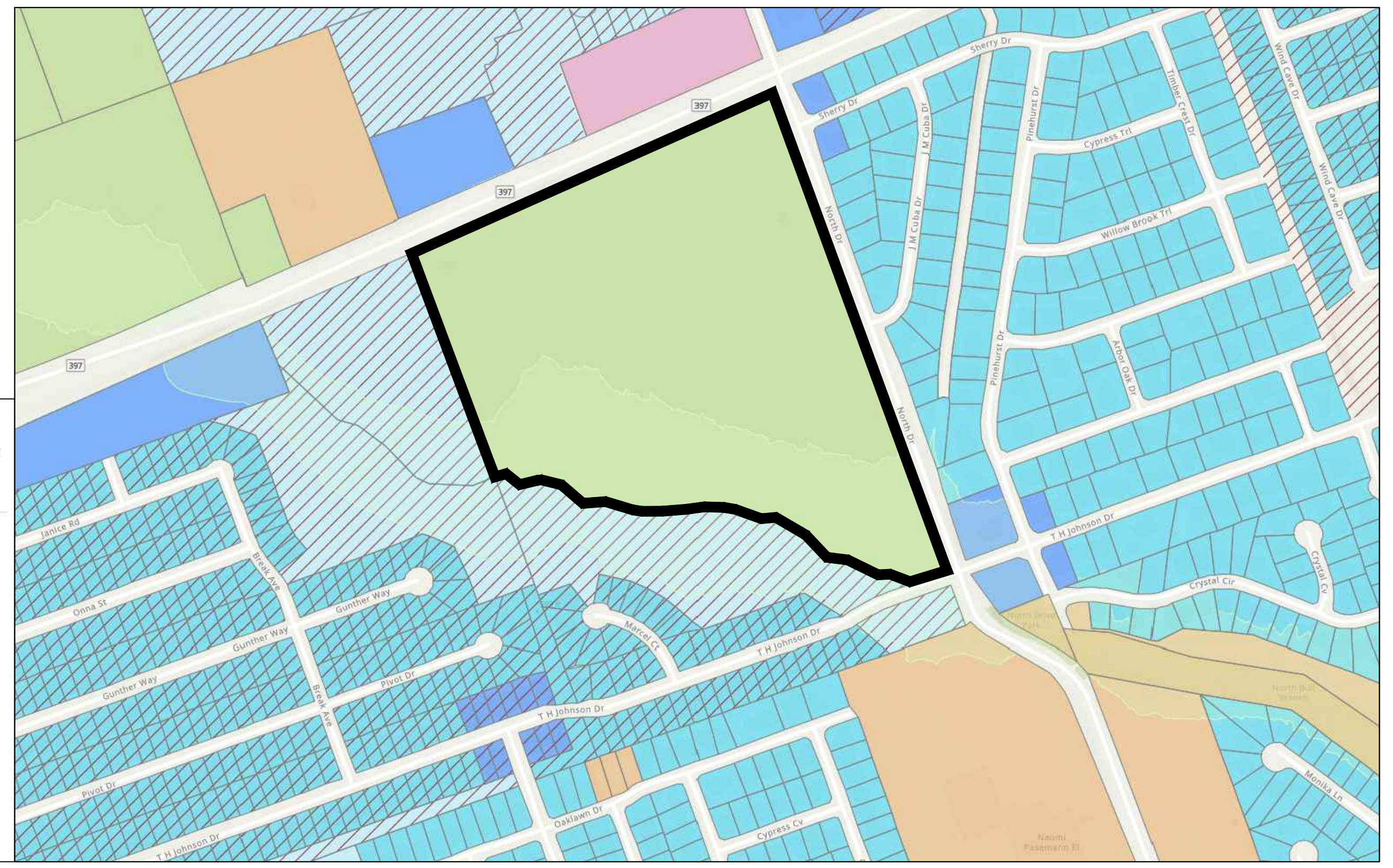


Overlay Zoning

- Planned Development Overlay
- P1: Nature

Place Type Zoning

- P2: Rural
- P2C: Rural Commercial
- P2S: Large Lot
- P3: Neighborhood
- P3M: Manufactured Housing
- P4: Mix
- P5: Urban Center
- EC: Employment Center
- CS: Civic Space
- Unknown



TRENTON VILLAGE
 NEIGHBORHOOD PLAN
 COMPREHENSIVE PLAN EXCERPTS
 TAYLOR, TEXAS

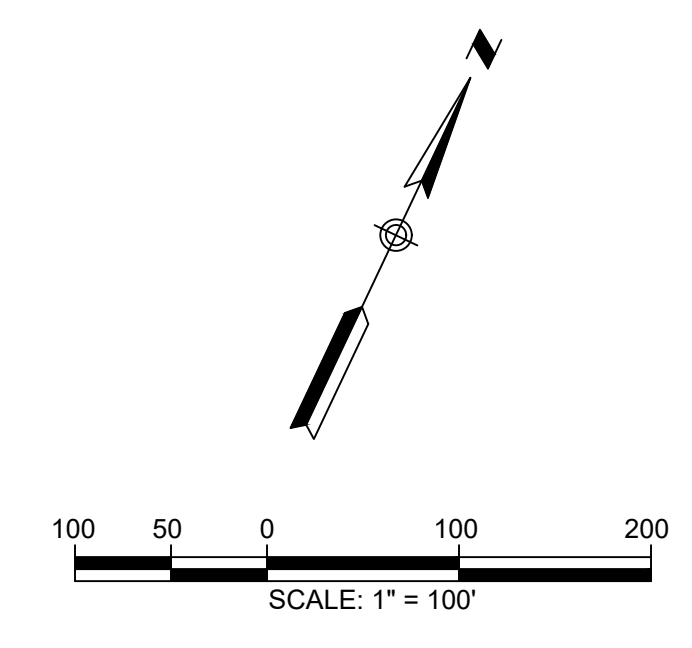
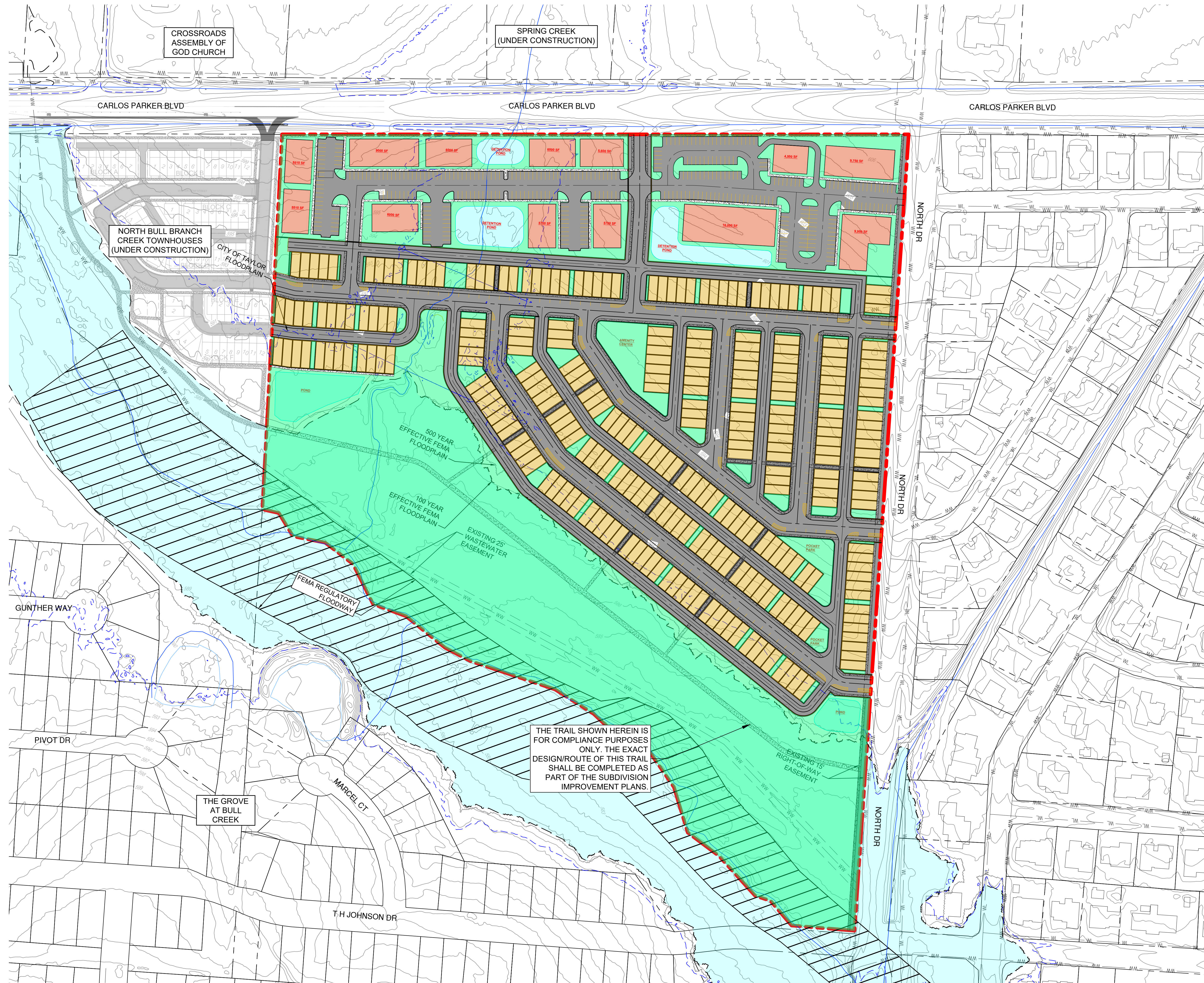
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DATE:	4/23/25
DESIGNED BY:	OH
DRAWN BY:	OH
CHECKED BY:	OH
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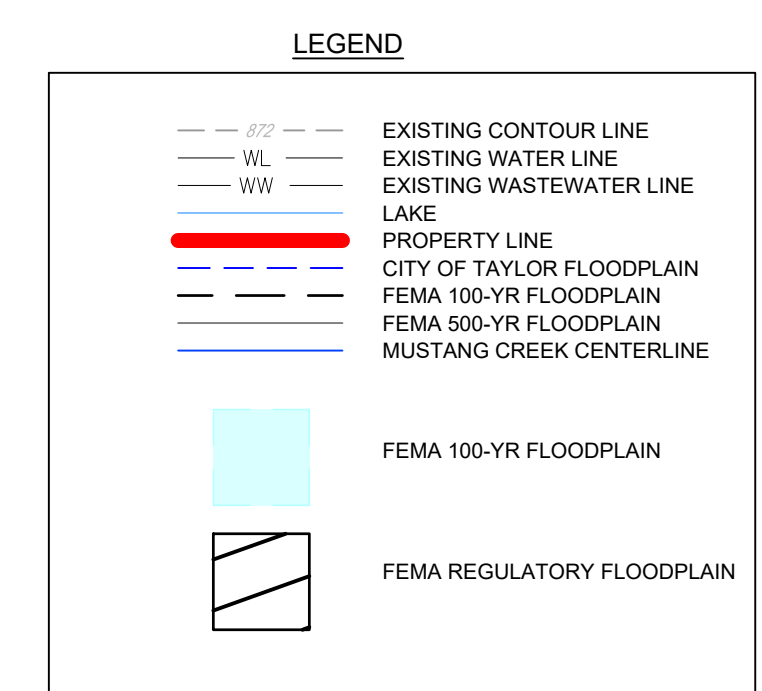
HERRERA CIVIL ENGINEERING

Phone: (956) 756-4119
 TBPE Firm Reg. #: F-27134

JOB NUMBER:	25-006
EXHIBIT D	
SHEET NO.	05
OF 10 SHEETS	



- PROPOSED BREAKDOWN:**
- COMMERCIAL: 7.87 AC
 - TOWNHOUSES: 8.59 AC
 - CIVIC SPACE: 13.44 AC
 - RIGHT OF WAY: 9.19 AC



- PROPOSED DEVELOPMENT PROGRAM:**
- COMMERCIAL (P-5) : 7.87 ACRES, WITH APPROXIMATELY 95,266 SQUARE FEET OF COMMERCIAL BUILDING SPACE INTENDED TO SERVE NEIGHBORHOOD AND COMMUNITY NEEDS.
 - TOWNHOUSE RESIDENTIAL (P-4): 8.59 ACRES, ACCOMMODATING APPROXIMATELY 293 TOWNHOME UNITS TO EXPAND HOUSING CHOICE AND SUPPORT URBAN INFILL GOALS.
 - CIVIC SPACE (CS): 13.44 ACRES DEDICATED FOR PUBLIC OR SEMI-PUBLIC USE, PROVIDING OPEN SPACE AND COMMUNITY AMENITIES CONSISTENT WITH CITY PRIORITIES.
 - RIGHT-OF-WAY: 9.19 ACRES TO SUPPORT INTERNAL CIRCULATION AND CONNECTIVITY. (THIS INCLUDES THE EXISTING 15' RIGHT OF WAY EASEMENT DEDICATED ALONG NORTH DRIVE)

THE TRAIL SHOWN HEREIN IS FOR COMPLIANCE PURPOSES ONLY. THE EXACT DESIGN/ROUTE OF THIS TRAIL SHALL BE COMPLETED AS PART OF THE SUBDIVISION IMPROVEMENT PLANS.

TRENTON VILLAGE
NEIGHBORHOOD PLAN
MASTER PLAN CONTEXT
TAYLOR, TEXAS

NO.	REVISIONS	DESCRIPTION	DATE	BY

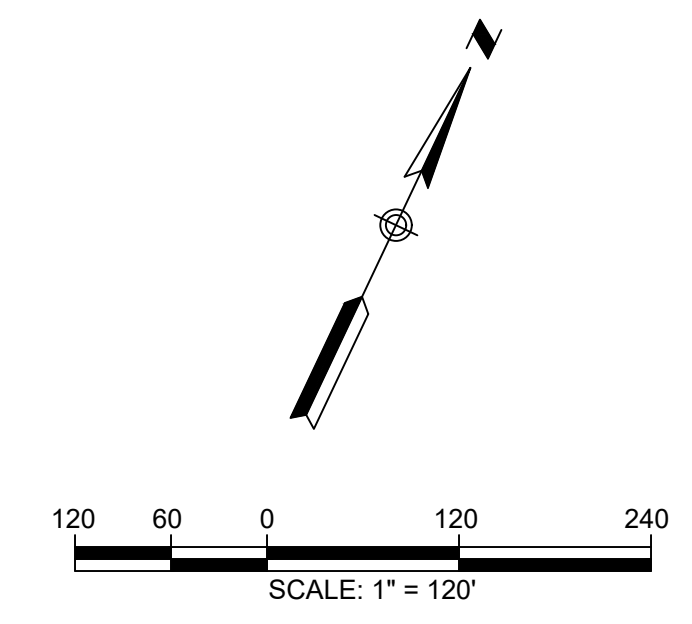
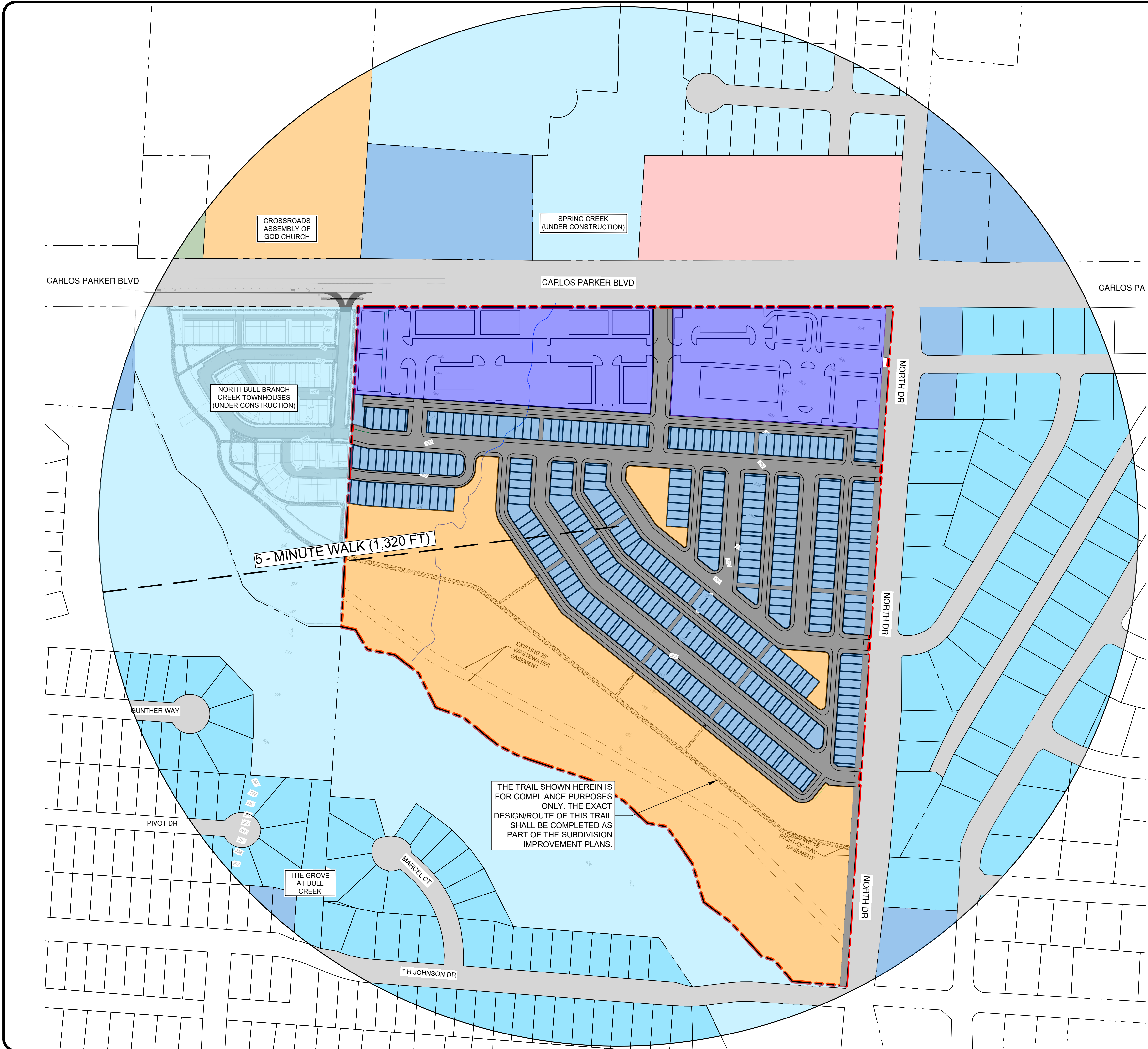
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DESIGNED BY:	OH
DRAWN BY:	OH
CHECKED BY:	OH
DRAWING NAME:	CONTEXT.DWG

Phone: (956) 756-4419
TBPE Firm Reg. #: F-27134

JOB NUMBER:	25-006
EXHIBIT E	
SHEET NO.	06
OF 10 SHEETS	

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 Plot Date/Time: Mon, 3/26/25 - 15:22:47

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 Date Modified: Mar 26, 2025 - 14:50
 Plot Date/Time: Mar 26, 2025 - 15:23:01



Place Type	Permitted for a TND LDC Table 3.6.1(A)	Within Pedestrian Shed			Target for Subject Property
		Total	Outside Subject Property	Inside Subject Property	
P1	5% min	12.94 ac. 13.11%	0.00 ac.	12.94 ac.	5 ac. min
P2	0%	0.11 ac. 0.11%	0.11 ac.	0.00 ac.	-
P2.5	0%	32.92 ac. 33.36%	32.92 ac.	0.00 ac.	-
P3	10-30%	22.81 ac. 23.11%	22.81 ac.	0.00 ac.	-
P4	40-60%	14.54 ac. 14.73%	5.95 ac.	8.59 ac.	8-10 ac.
P5	10-30%	7.87 ac. 7.97%	0.00 ac.	7.87 ac.	7-10 ac.
CS	10% min	16.46 ac. 16.68%	3.03 ac.	13.44 ac.	4 ac. min.
EC	0%	3.99 ac. 4.04%	3.99 ac.	0.00 ac.	-
Total	100%	98.7 ac. 100%	68.80 ac.	29.90 ac.	-

DESIGN STANDARDS:

CITY OF TAYLOR LAND DEVELOPMENT CODE: 3.8.5.1
 - A WARRANT IS RECOMMENDED TO ALLOW PARKING TO BE PROPOSED IN CIVIC SPACE IN ORDER TO ALLOW FOR INCREASED PARKING THROUGHOUT THE COMMUNITY.

CITY OF TAYLOR LAND DEVELOPMENT CODE: 3.8.2.9 & 3.8.2 (J)
 - DUE TO THE RESTRICTIONS IMPOSED BY ADJACENT DRIVEWAYS AND THE FEMA FLOODPLAIN, A WARRANT IS RECOMMENDED TO ALLOW THE DEVELOPMENT TO EXCEED BY UP TO 5% THE MAXIMUM BLOCK LENGTHS LISTED IN THE CITY OF TAYLOR LDC SECTIONS LISTED ABOVE.

CITY OF TAYLOR LAND DEVELOPMENT CODE: 3.8.2.9
 - A WARRANT IS BEING REQUESTED TO REDUCE THE MINIMUM BLOCK LENGTHS FROM 200 TO 180 FEET.

NOTES:

- TOWNHOUSE BUILDINGS ARE PROPOSED WITHIN THE P-4 PORTION OF THE DEVELOPMENT. THE DEVELOPMENT SHALL BE PLATTED SUCH THAT EACH TOWNHOUSE DWELLING UNIT IS LOCATED ON ITS OWN LOT.

TRENTON VILLAGE NEIGHBORHOOD PLAN

PLACE TYPE DESIGNATION

TAYLOR, TEXAS

NO.	DATE	BY	DESCRIPTION

DATE: 05/20/25

DESIGNED BY: OH

DRAWN BY: OH

CHECKED BY: OH

DRAWING NAME: DESIGNATION.DWG

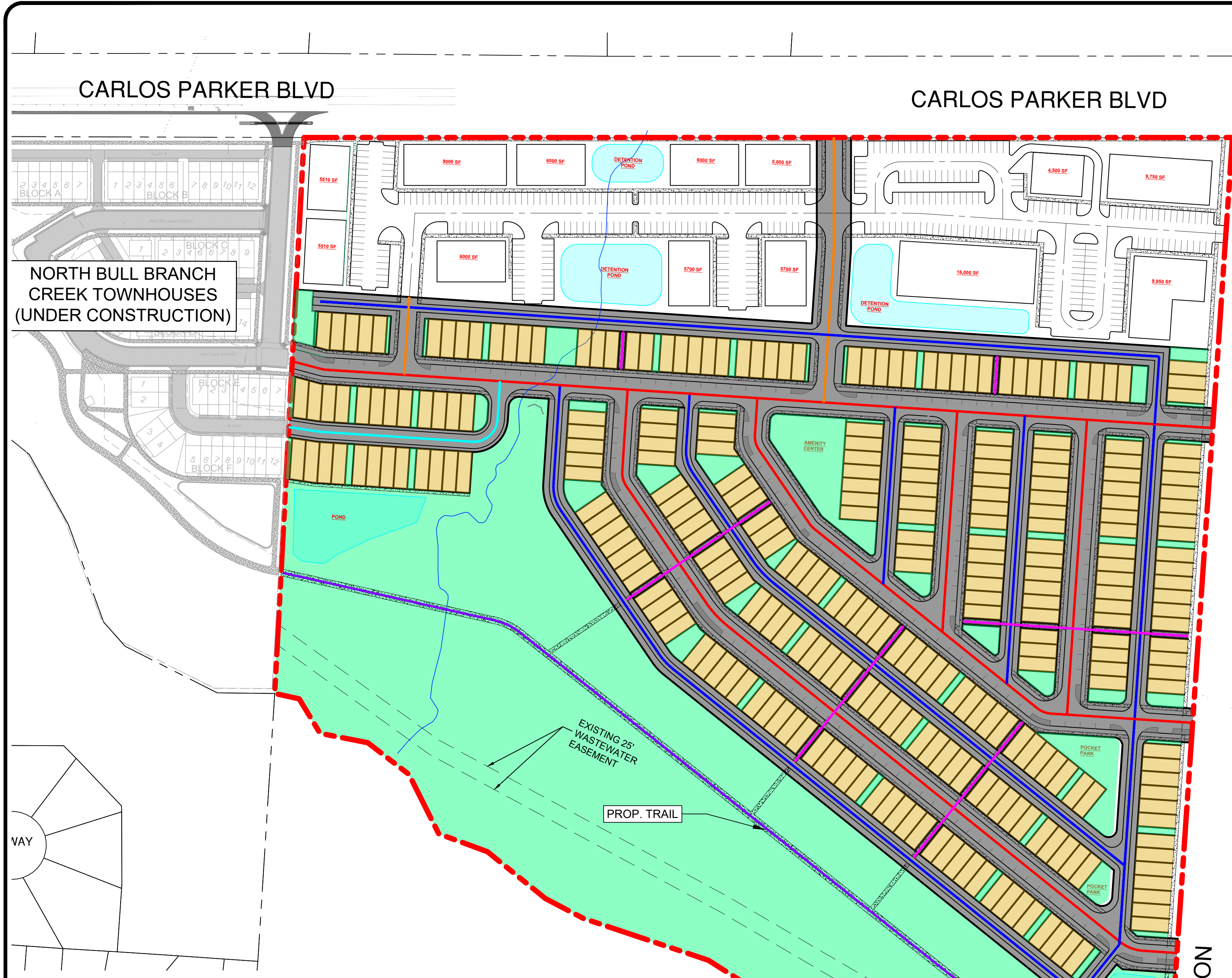
JOB NUMBER:
25-006

EXHIBIT F

SHEET NO.
07

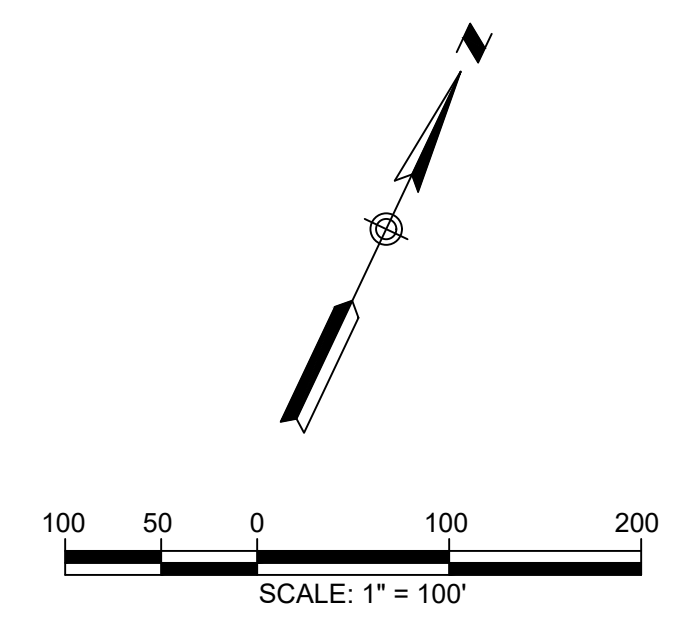
OF 10 SHEETS

Phone: (956) 756-4419
 TBPE Firm Reg. #: F-27134



LEGEND

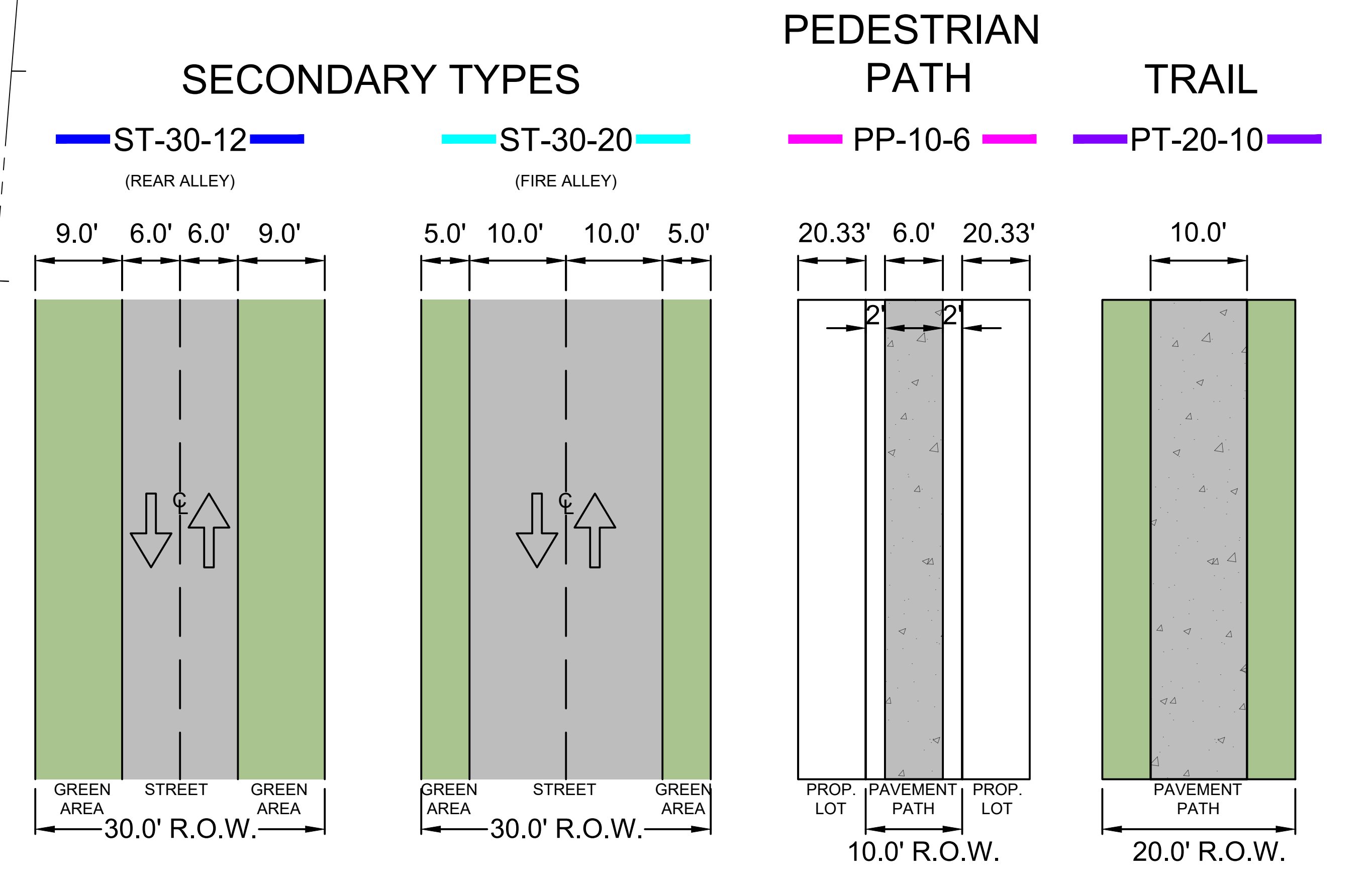
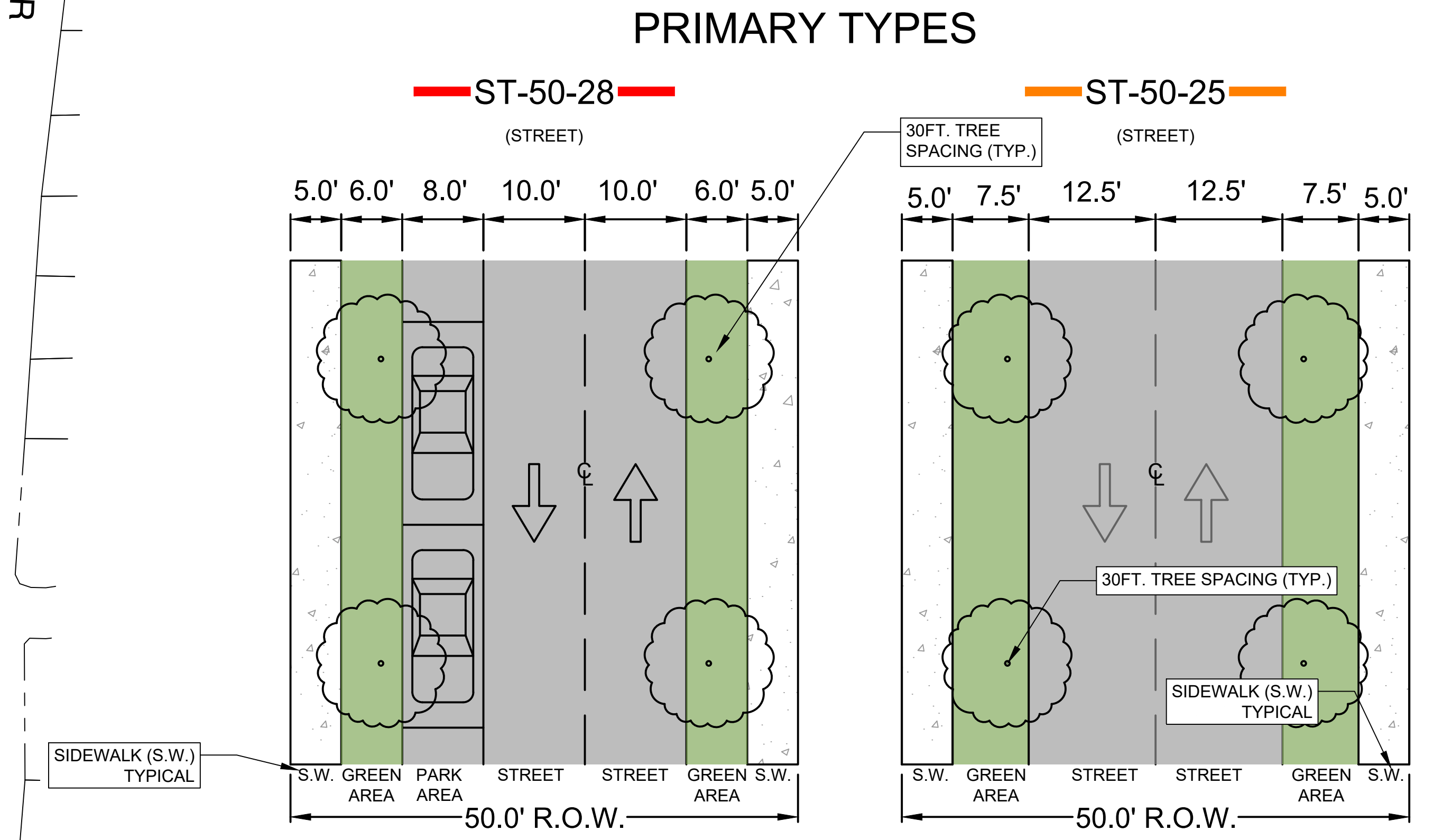
PRIMARY TYPES				
	NAME	TYPE	ROW	PAVEMENT
ST-50-28	STREET	ST	50	28
ST-50-25	STREET	ST	50	25
SECONDARY TYPES				
	NAME	TYPE	ROW	PAVEMENT
ST-30-12	REAR ALLEY	RA	30	12
ST-30-20	FIRE ALLEY	FA	30	20



THOROUGHFARE STANDARDS

These Thoroughfare Standards supersede the provisions of Appendix C, Chapter 6, Table 5.2.1 and Section 5.5 of the Taylor Code of Ordinances and apply to all thoroughfares:

- Street Trees.
 - The public frontage on both sides of each street shall include trees planted in a regularly-spaced alley pattern with shade canopies of a height that, at maturity, clears at least one story. All street trees shall be of the same species.
 - Street trees shall be Cedar Elm, Drake Elm, Bigtooth Maple, Chinquapin Oak, Monterey Oak, Red Oak, Texas Ash, Pecan, or other species approved by warrant.
 - 20ft to 30ft street tree spacing shall typically be as designated by Thoroughfare Type and adapted as needed for specific locations.
- Utility Easements. Typically, water and sewer shall be provided in Primary Thoroughfares or Civic Spaces, and other utilities shall be provided in Secondary Thoroughfares, with easements in these thoroughfares as required. Provision of utilities in easements on private lots shall be the exception and the location of last resort.
- Proposed Fire Apparatus Access. This access, which may be provided by thoroughfares or civic spaces, shall be paved or otherwise structurally stabilized with a clear width of 20 feet and a 15-foot inside turning radius (see Fire Apparatus Access Diagram). Paving materials other than asphalt or concrete on fire apparatus access routes shall be subject to approval by the City.
- Other Thoroughfare Standards. Angled and offset intersections are acceptable if consistent with the Regulating Plan or minor adjustments therein. Maximum cul-de-sac length does not apply to alleys. Refer to City of Taylor Engineering Manual and coordinate with the City Engineer.
- Block dimensions are non-binding and are intended to demonstrate compliance with the City Standards for block lengths and perimeter.



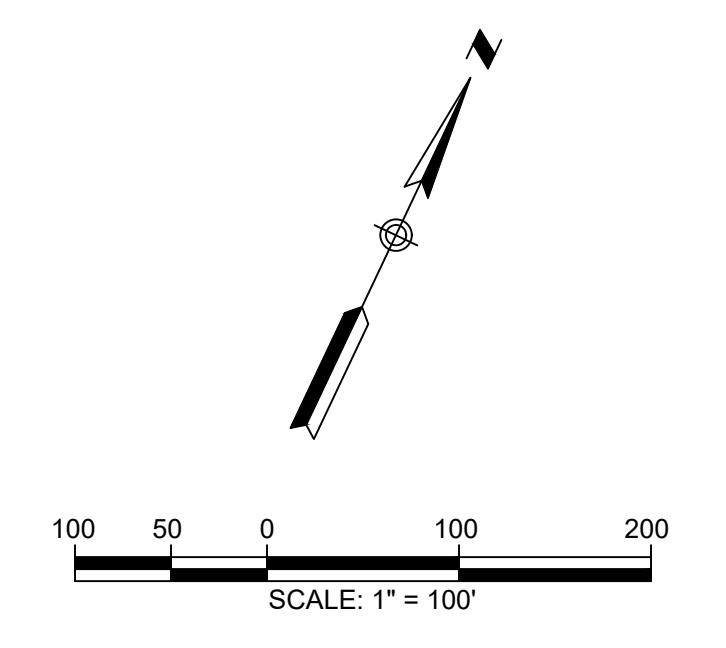
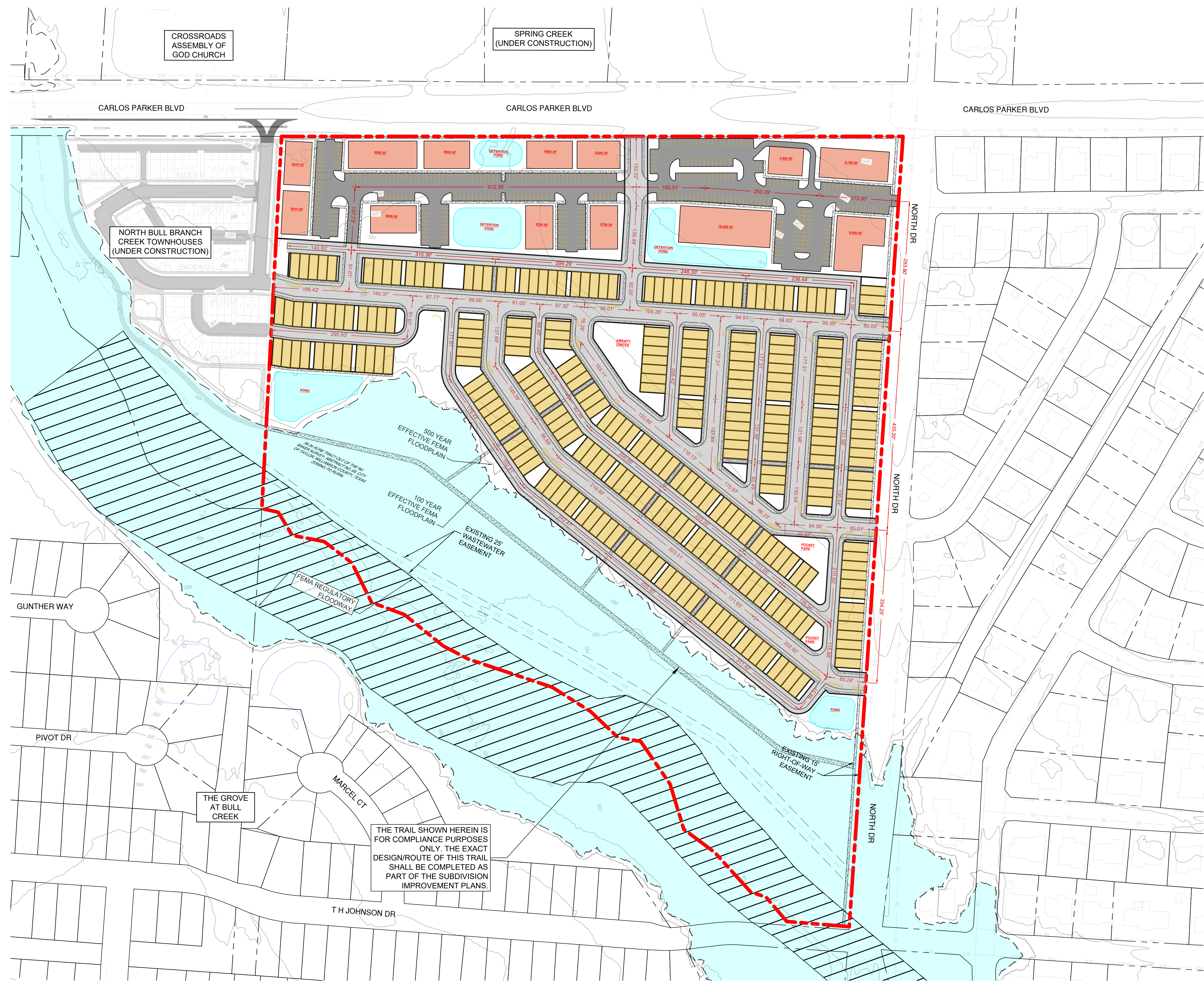
TRENTON VILLAGE NEIGHBORHOOD PLAN
 THOROUGHFARE TYPES
 TAYLOR, TEXAS

NO.	DATE	DESCRIPTION

DATE: 04/20/25
 DESIGNED BY: OH
 DRAWN BY: OH
 CHECKED BY: OH
 DRAWING NAME: THOROUGHFARE TYPES.DWG

HERRERA CIVIL ENGINEERING
 Phone: (956) 756-4419
 TBPE Firm Reg. #: F-27134

JOB NUMBER: 25-006
EXHIBIT G
 SHEET NO. **08**
 OF 10 SHEETS



LEGEND

	EXISTING CONTOUR LINE
	EXISTING WATER LINE
	EXISTING WASTEWATER LINE
	LAKE
	PROPERTY LINE
	CITY OF TAYLOR FLOODPLAIN
	FEMA 100-YR FLOODPLAIN
	FEMA 500-YR FLOODPLAIN
	MUSTANG CREEK CENTERLINE
	FEMA 100-YR FLOODPLAIN
	FEMA REGULATORY FLOODPLAIN

THE TRAIL SHOWN HEREIN IS FOR COMPLIANCE PURPOSES ONLY. THE EXACT DESIGN/ROUTE OF THIS TRAIL SHALL BE COMPLETED AS PART OF THE SUBDIVISION IMPROVEMENT PLANS.

TRENTON VILLAGE
NEIGHBORHOOD PLAN
DIMENSION PLAN
TAYLOR, TEXAS

NO.	REVISIONS DESCRIPTION	DATE	BY

DATE:	12/29/2025
DESIGNED BY:	OH
DRAWN BY:	OH
CHECKED BY:	OH
DRAWING NAME:	PLAN DIMENSION

HERRERA CIVIL ENGINEERING
Phone: (956) 756-4419
TBE Firm Reg. #: F-27134

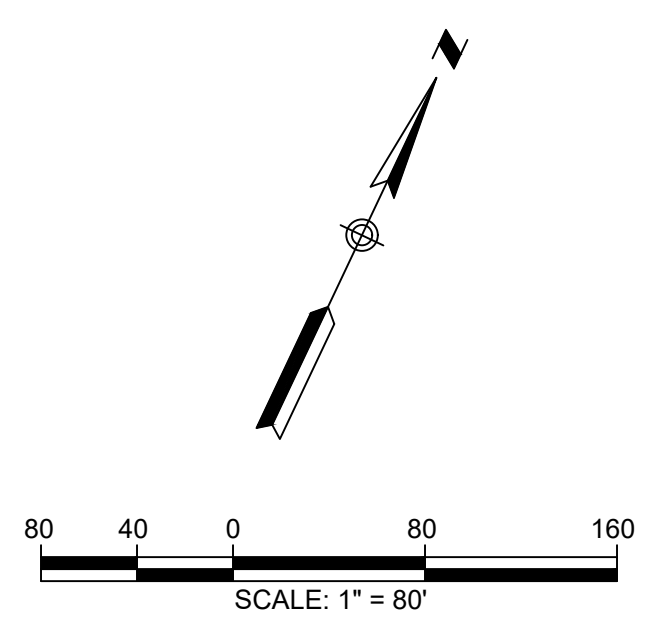
JOB NUMBER:	25-006
EXHIBIT H	
SHEET NO.	09
OF 10 SHEETS	

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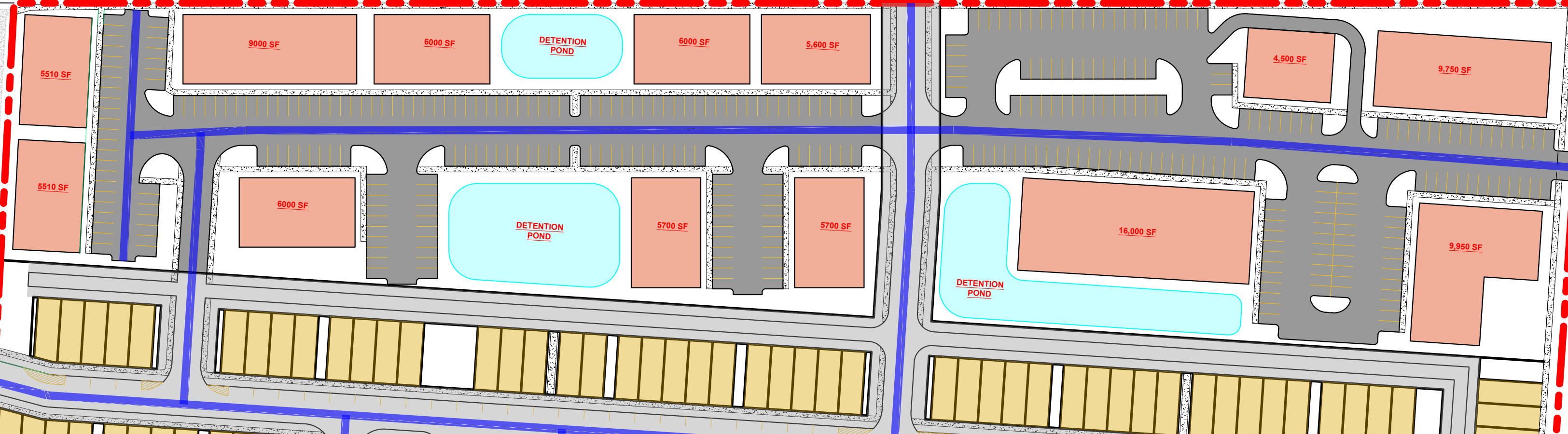
CARLOS PARKER BLVD

CARLOS PARKER BLVD

CARL



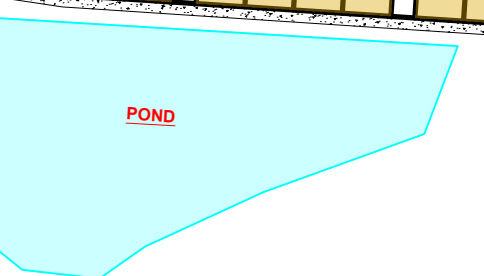
NORTH BULL BRANCH CREEK TOWNHOUSES (UNDER CONSTRUCTION)



NORTH DR

NORTH DR

NORTH DR



80.34 ACRE TRACT OUT OF THE 141 BENCH SURVEY AND PART OF THE CITY OF TAYLOR, WILLAMSON COUNTY, TEXAS ZONING REGULATIONS

EXISTING 25' WASTEWATER EASEMENT

EXISTING 15' RIGHT-OF-WAY EASEMENT

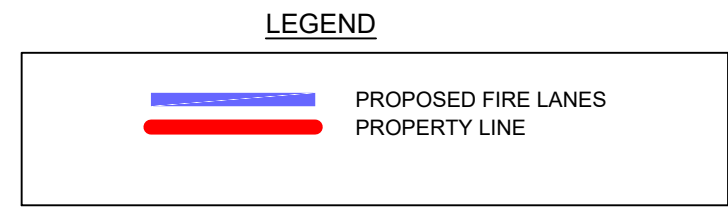
POCKET PARK

POCKET PARK

POND

THE GROVE AT BULL CREEK

MARCEL CT



TRENTON VILLAGE
NEIGHBORHOOD PLAN
FIRE APPARATUS ACCESS
TAYLOR, TEXAS

NO.	REVISIONS DESCRIPTION	BY	DATE

DATE: 8/19/2025
 DESIGNED BY: OH
 DRAWN BY: OH
 CHECKED BY: OH
 DRAWING NAME: ACCESS.DWG

JOB NUMBER: 25-006

EXHIBIT I

SHEET NO.

10 OF 10 SHEETS

C:\Users\oscar.herrera\OneDrive - Herrera Civil Engineering PLLC\2025 Projects\25-006 - Trenton Village - Fire Apparatus Access.dwg
 User: Oscar Herrera
 Last Modified: Mon, 3/24/2025 14:50
 Plot Date/Time: Mon, 3/24/2025 15:23:41

PZ-2025-2555

New Neighborhood Plan – Trenton Village

3701 CR 367

Development Process

- 1. Comprehensive Plan Amendment** – Changes to the Growth Sector, Future Land Use, or Transportation Master Plan. Can also be actions to amend the Comp. Plan to fulfill an Implementation Strategy.
- 2. Plan and/or Place Type Designation** – Projects 2.5 acres and greater will go through an Employment Center, Neighborhood, or Infill Neighborhood Plan to layout new Centers or Neighborhoods and allocate Place Type Zoning Districts.
- 3. Preliminary Plat** – Division of land into lots (identifying lot boundaries, streets, easements, etc.).
- 4. Subdivision Improvement Plans** – Public Infrastructure Plans (Water, Sewer, Drainage).
- 5. Final Plat** To be recorded after approved and accepted infrastructure improvements.
- 6. Site Development Plans** – Engineered or surveyed drawings depicting proposed development on a lot(s).
- 7. Building Permit** - Layout of building(s) on lot(s) and detailed construction drawings.

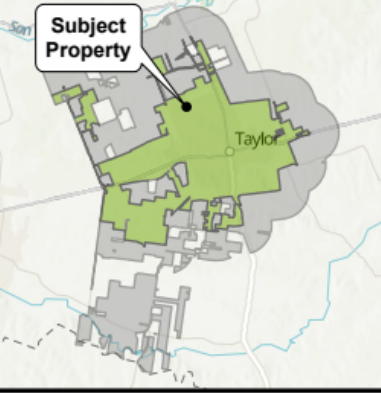
Location Map



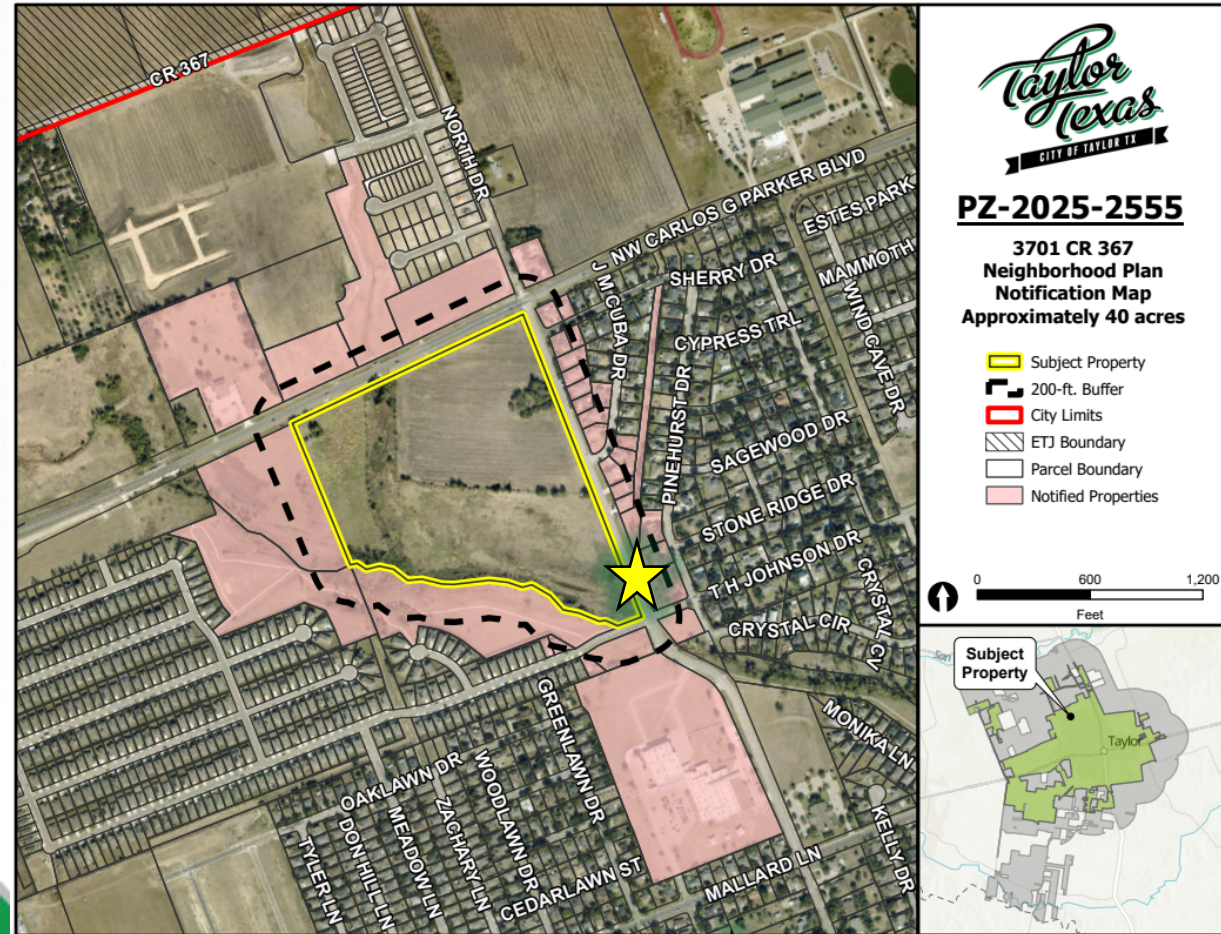
PZ-2025-2555

**3701 CR 367
Neighborhood Plan
Location Map
Approximately 40 acres**

- Subject Property
- City Limits
- ETJ Boundary
- Parcel Boundary



Notification

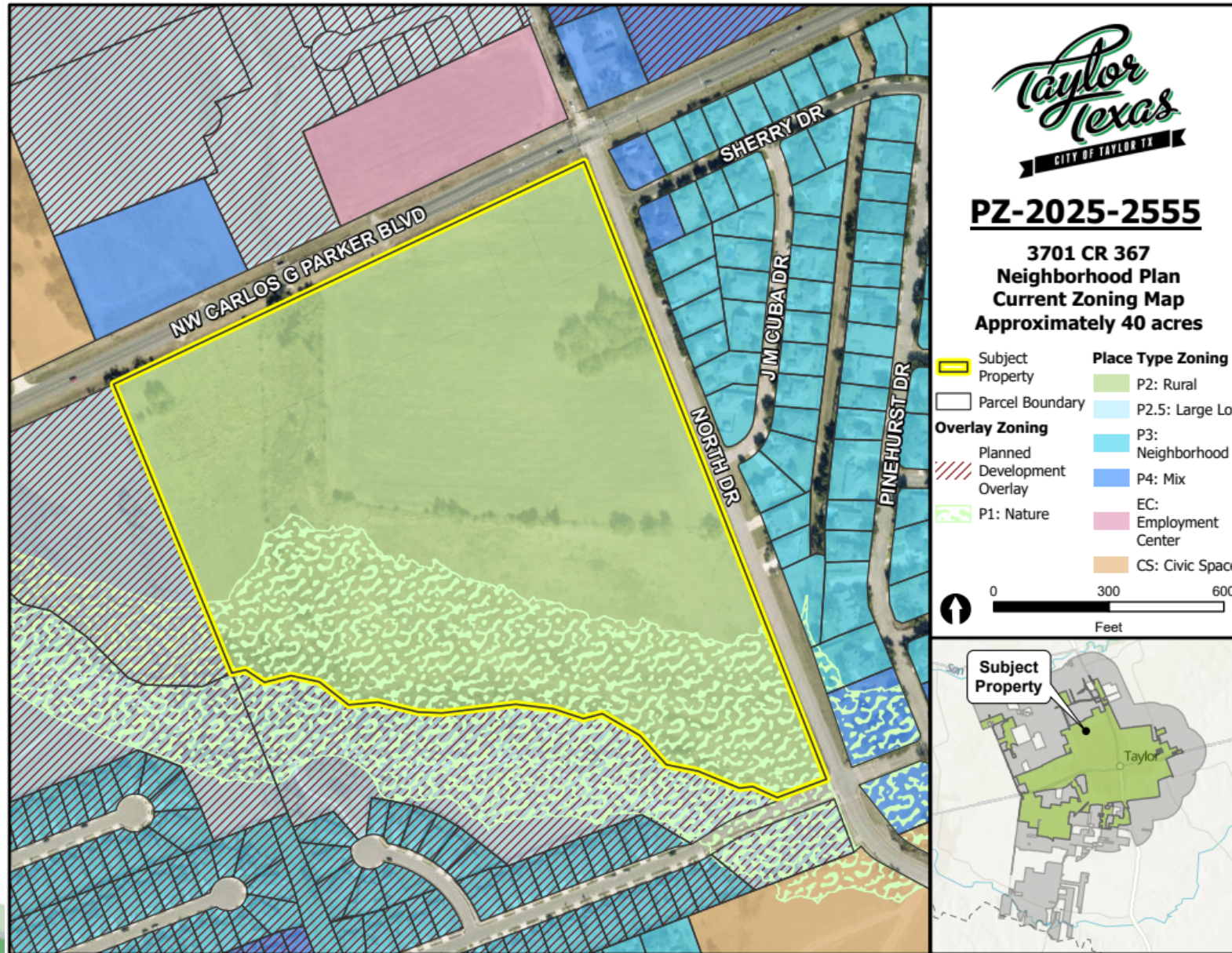


Sign Location

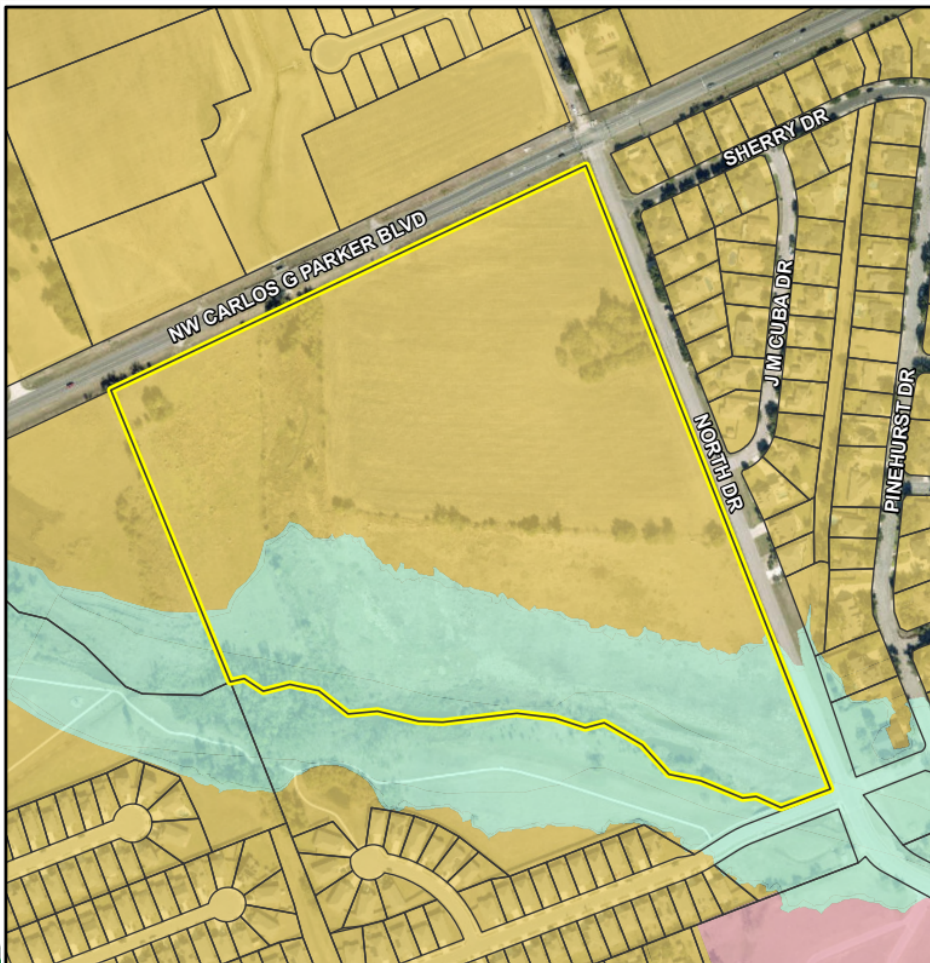


- 35 notices were sent out to adjacent property owners within 200 ft. of the subject property.
- Staff received **no responses in approval and 1 response in opposition** of the request from the notified parties.
- Staff did **receive 3 enquiries for more information**
- The Applicant has also hosted a local meeting on March 5th

Current Zoning Map



Future Land Use and Growth Sector Map



Future Land Use

Taylor Texas
CITY OF TAYLOR TX

PZ-2025-2555

3701 CR 367
Neighborhood Plan
Future Land Use Map
Approximately 40 acres

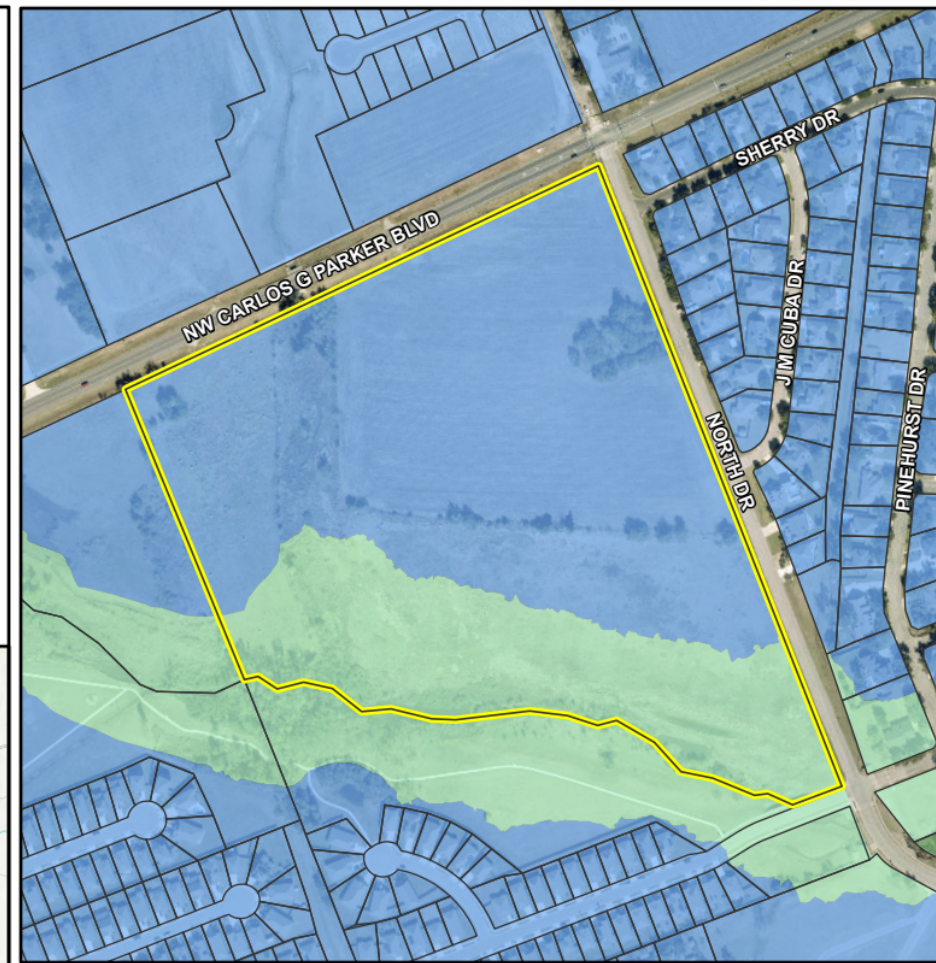
- Subject Property
- Parcel Boundary

Future Land Use

- Neighborhood Infill
- Civic: Neighborhood
- Open Space

0 300 600
Feet

Subject Property



Growth Sector

Taylor Texas
CITY OF TAYLOR TX

PZ-2025-2555

3701 CR 367
Neighborhood Plan
Growth Sector Map
Approximately 40 acres

- Subject Property
- Parcel Boundary

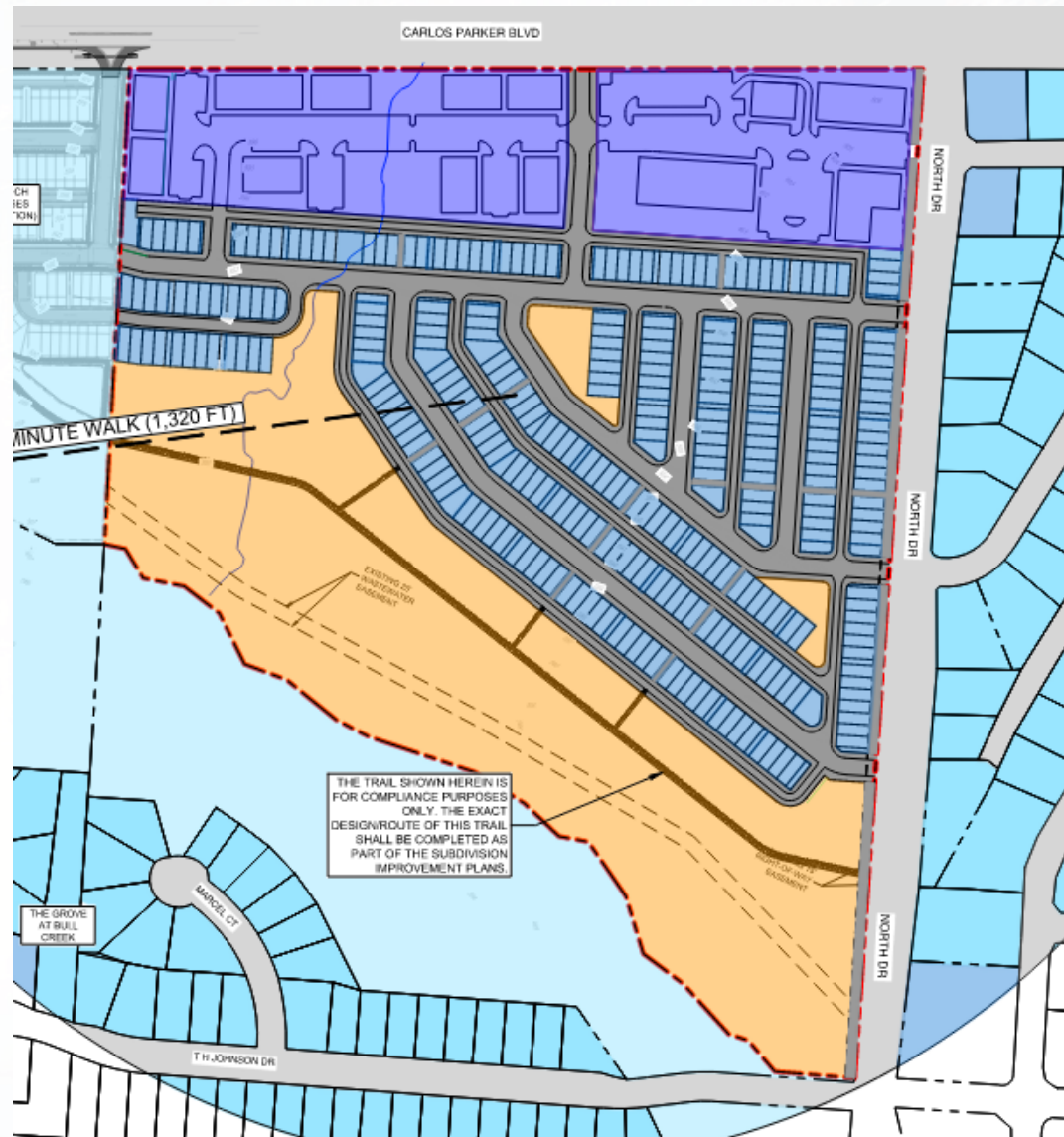
Growth Sector

- Preserved Open Sector (O-1)
- Reserved Open Sector (O-2)
- Infill Neighborhood Sector (G-4)

0 300 600
Feet

Subject Property

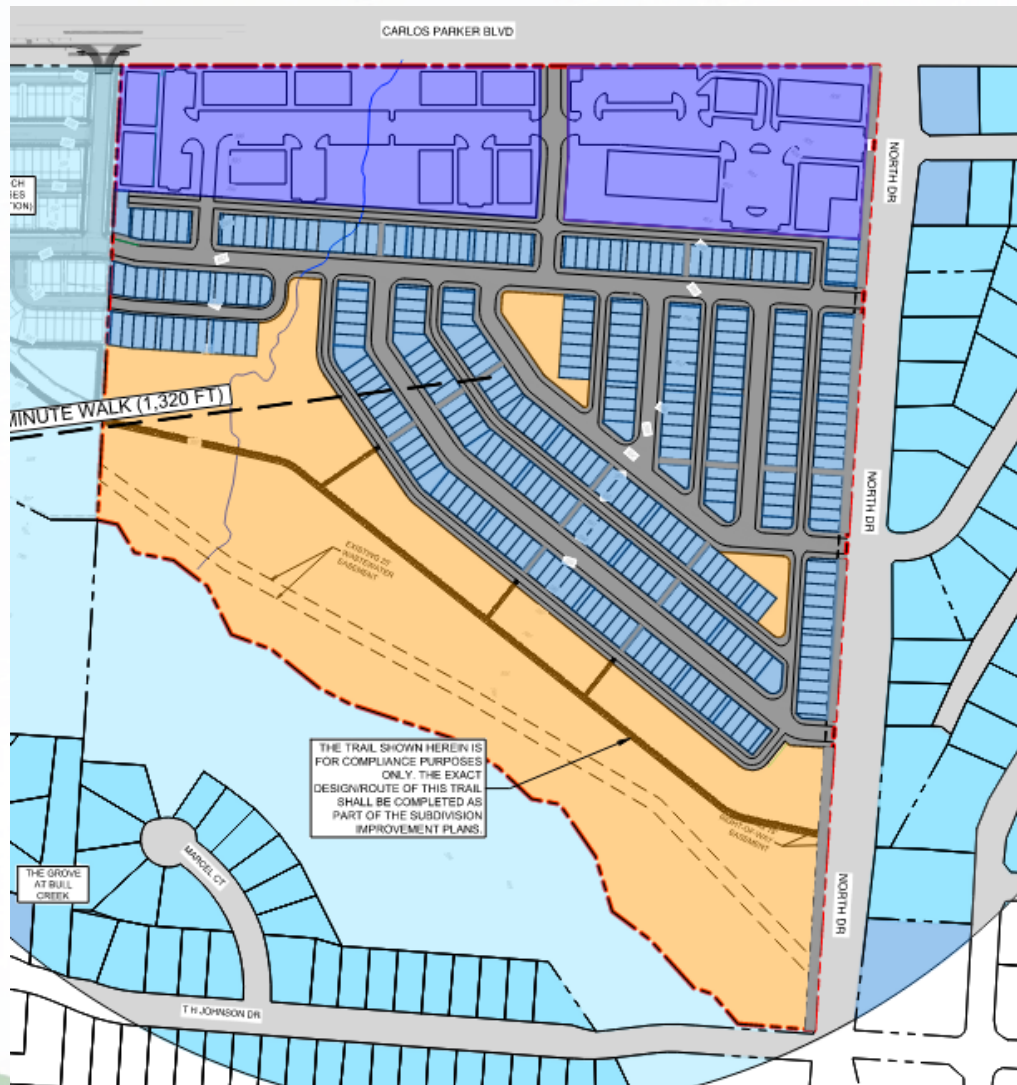
Regulating Plan



Proposing

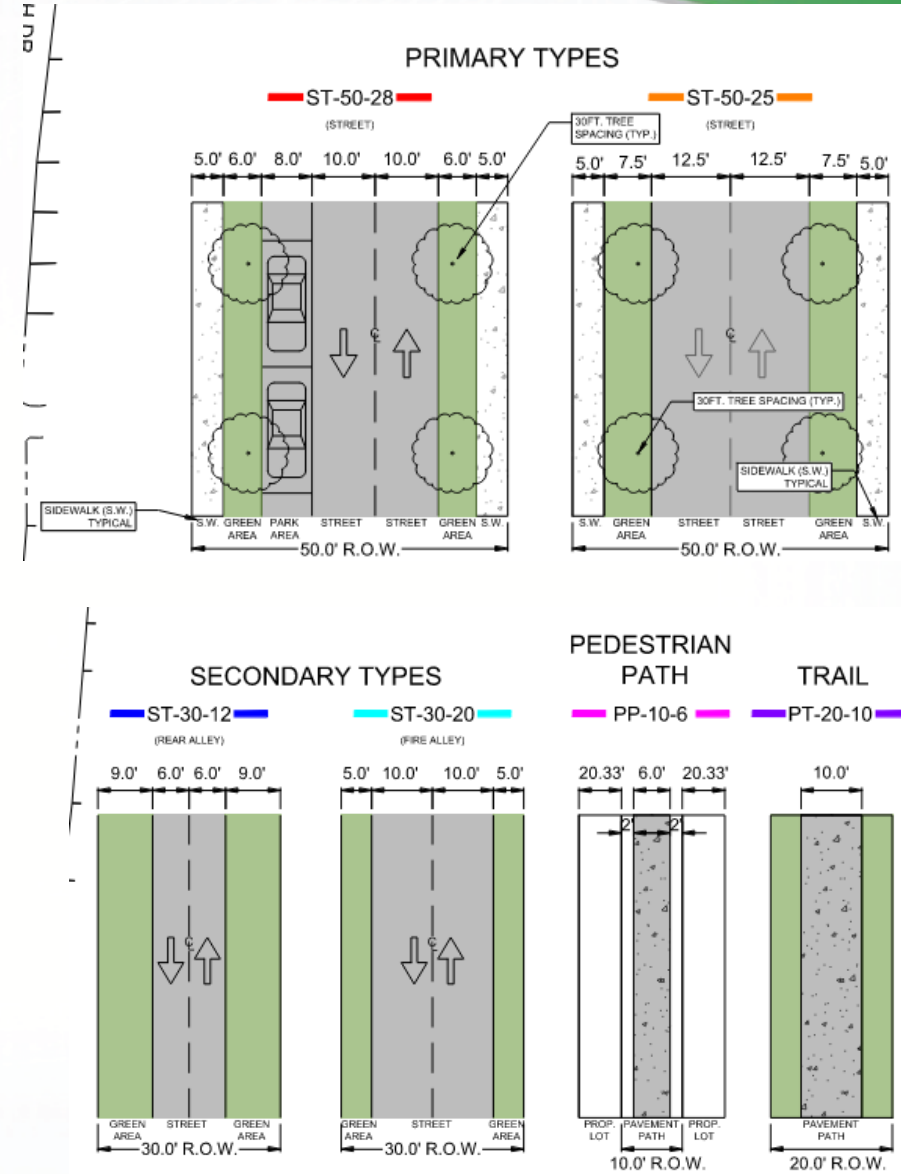
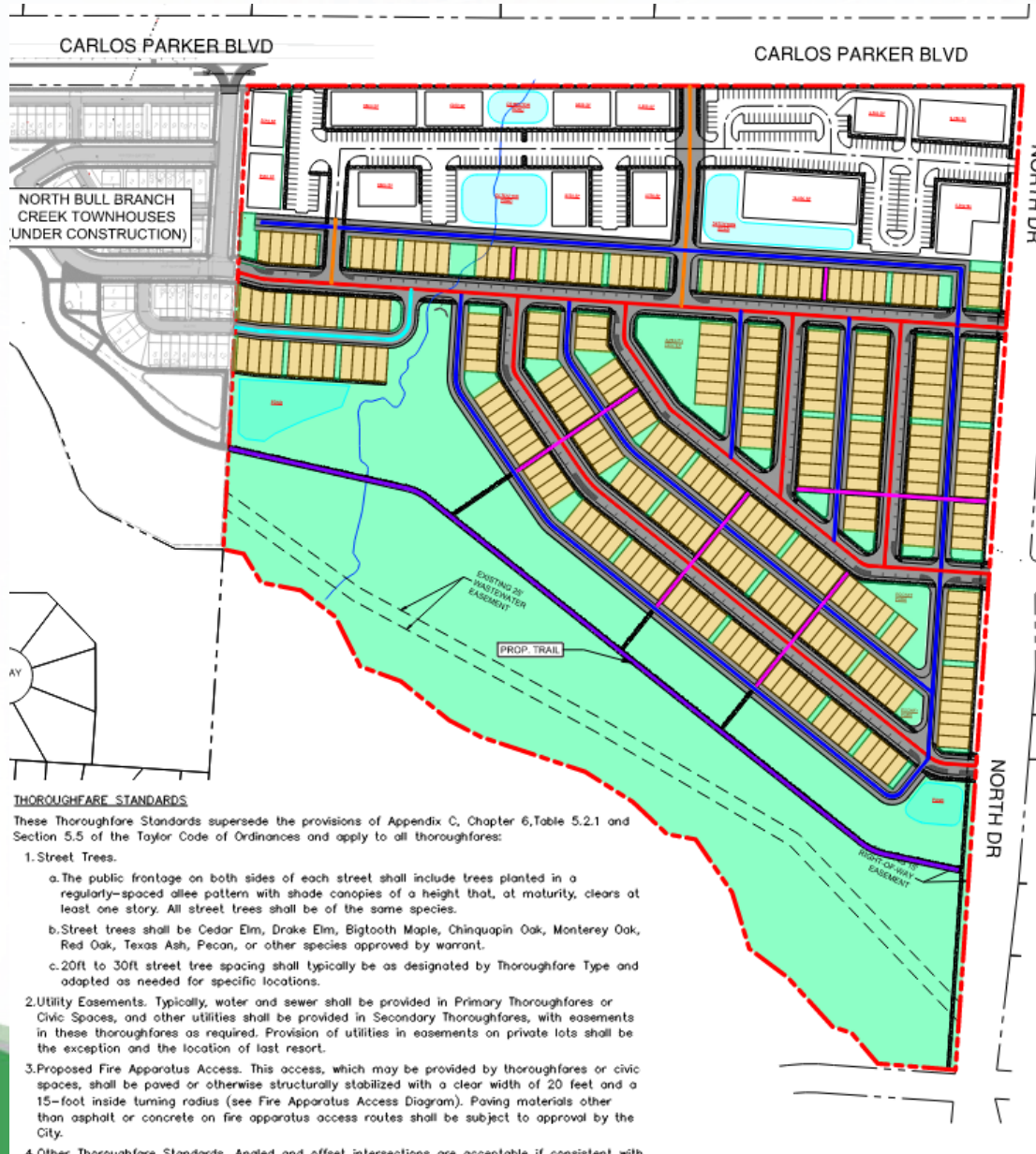
- 293 townhomes on separate lots
- About 95,266 square feet of commercial space
- Trail Extension to North BB Creek

Regulating Plan



Place Type	Permitted for a TND LDC Table 3.6.1(A)	Within Pedestrian Shed			Target for Subject Property
		Total	Outside Subject Property	Inside Subject Property	
P1	5% min	12.94 ac. 13.11%	0.00 ac.	12.94 ac.	5 ac. min
P2	0%	0.11 ac. 0.11%	0.11 ac.	0.00 ac.	-
P2.5	0%	32.92 ac. 33.36%	32.92 ac.	0.00 ac.	-
P3	10-30%	22.81 ac. 23.11%	22.81 ac.	0.00 ac.	-
P4	40-60%	14.54 ac. 14.73%	5.95 ac.	8.59 ac.	8-10 ac.
P5	10-30%	7.87 ac. 7.97%	0.00 ac.	7.87 ac.	7-10 ac.
CS	10% min	16.46 ac. 16.68%	3.03 ac.	13.44 ac.	4 ac. min.
EC	0%	3.99 ac. 4.04%	3.99 ac.	0.00 ac.	-
Total	100%	98.7 ac. 100%	68.80 ac.	29.90 ac.	-

Thoroughfare Plan



Warrants & Variances

- A Warrant from the Land Development Code (LDC) section 3.8.5.1 is recommended to allow for **parking to be permitted in civic space**, allowing more parking in the community and making accessing the civic space easier.
- A Warrant from the LDC§3.8.2.9 & 3.8.2 (J) to allow for the development to **exceed the maximum block length by up to 5%** due to the restrictions of adjacent driveways and the FEMA flood plain
- A Warrant from LDC§3.8.2.9 requesting to **reduce the minimum block length from 200 feet to 180 feet** as the depth of a townhome, and ally and another townhome are under the required 200ft width to make up a block.
- The applicant proposes the condition that the townhomes within the P4: Mix place type must be platted in a way that has **each townhouse dwelling unit located on its own individual lot.**

Staff Analysis

The Planning and Zoning Commission is charged with reviewing all requests for rezonings and recommends to City Council either in favor of or opposition to each request. In determining a recommendation on a New zoning request, the Planning and Zoning Commission members consider the following factors:

1. Is the Neighborhood Plan consistent with the Comprehensive Plan?

- The proposed development would provide more missing middle development and walkable commercial to the area. As proposed, the development partially meets the Future Land Use designation and Growth sector
- The request is consistent with the following Land Use Policy in Envision Taylor Comprehensive Plan:
 - LU8 - A jobs-housing balance that supports people living and working in Taylor should be encouraged
 - LU9 - Promote development patterns that maximize the use of existing infrastructure and land before expanding infrastructure to underdeveloped areas.
 - T1 - New streets should connect to Taylor's existing street grid and should be consistent with traditional block sizes in Taylor.
 - T3 - The transportation network should encourage all modes of travel including support for a future transit network.

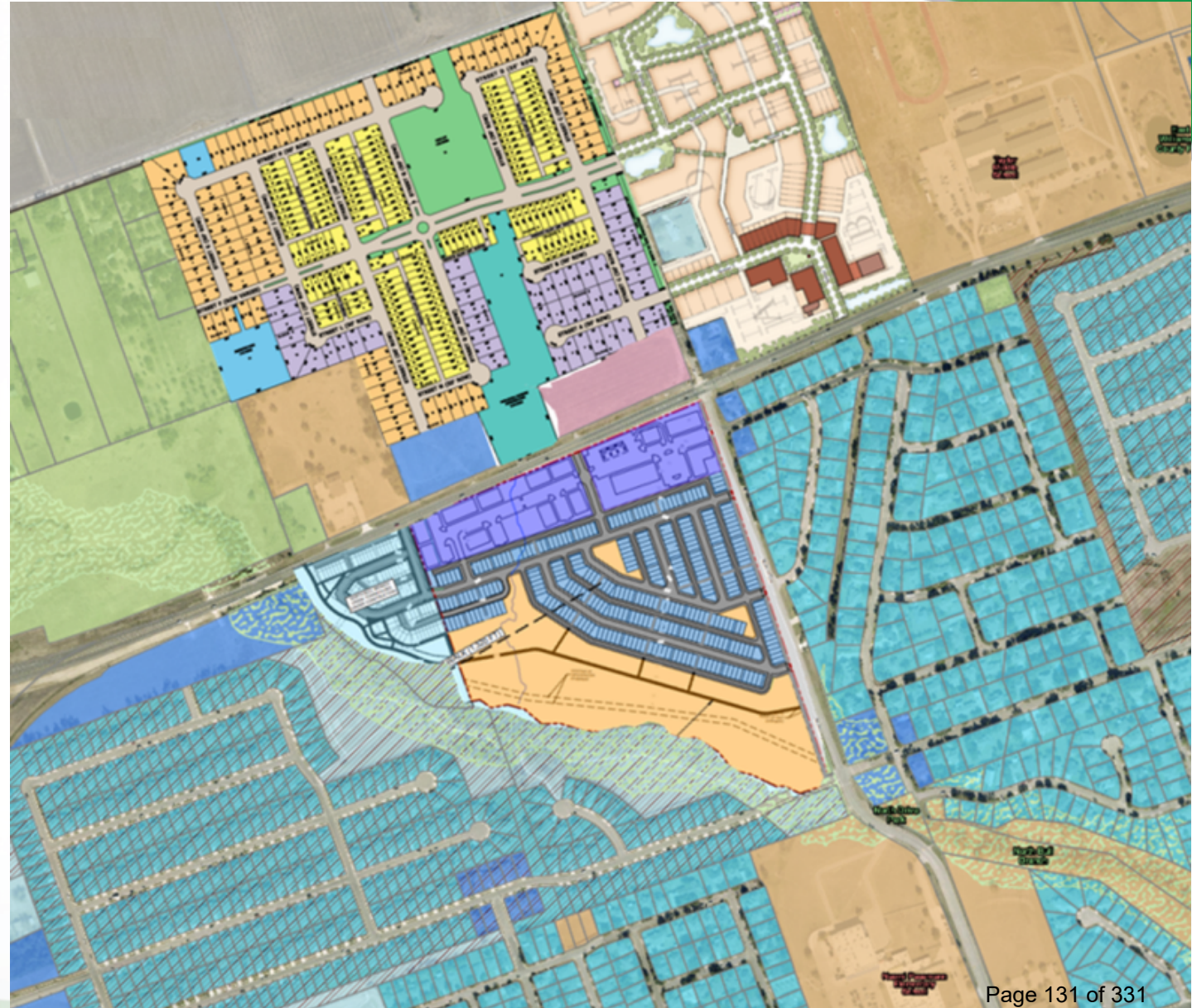
Staff Analysis

2. Is the Neighborhood Plan compatible with the surrounding area?

- The Neighborhood Plan proposes an increase in density compared to the existing neighborhoods but aligns with currently proposed neighborhoods in the area.
- The proposed P4: Mix Place Type serves as a transition between the lower-density P3 Neighborhood Place Type and the commercial-oriented P5: Urban Center Place Type along Carlos G. Parker Boulevard.

3. Does the Neighborhood Plan promote public health, safety, or general welfare?

- Staff analysis indicates that the proposed plan will likely promote public health, safety, or general welfare.



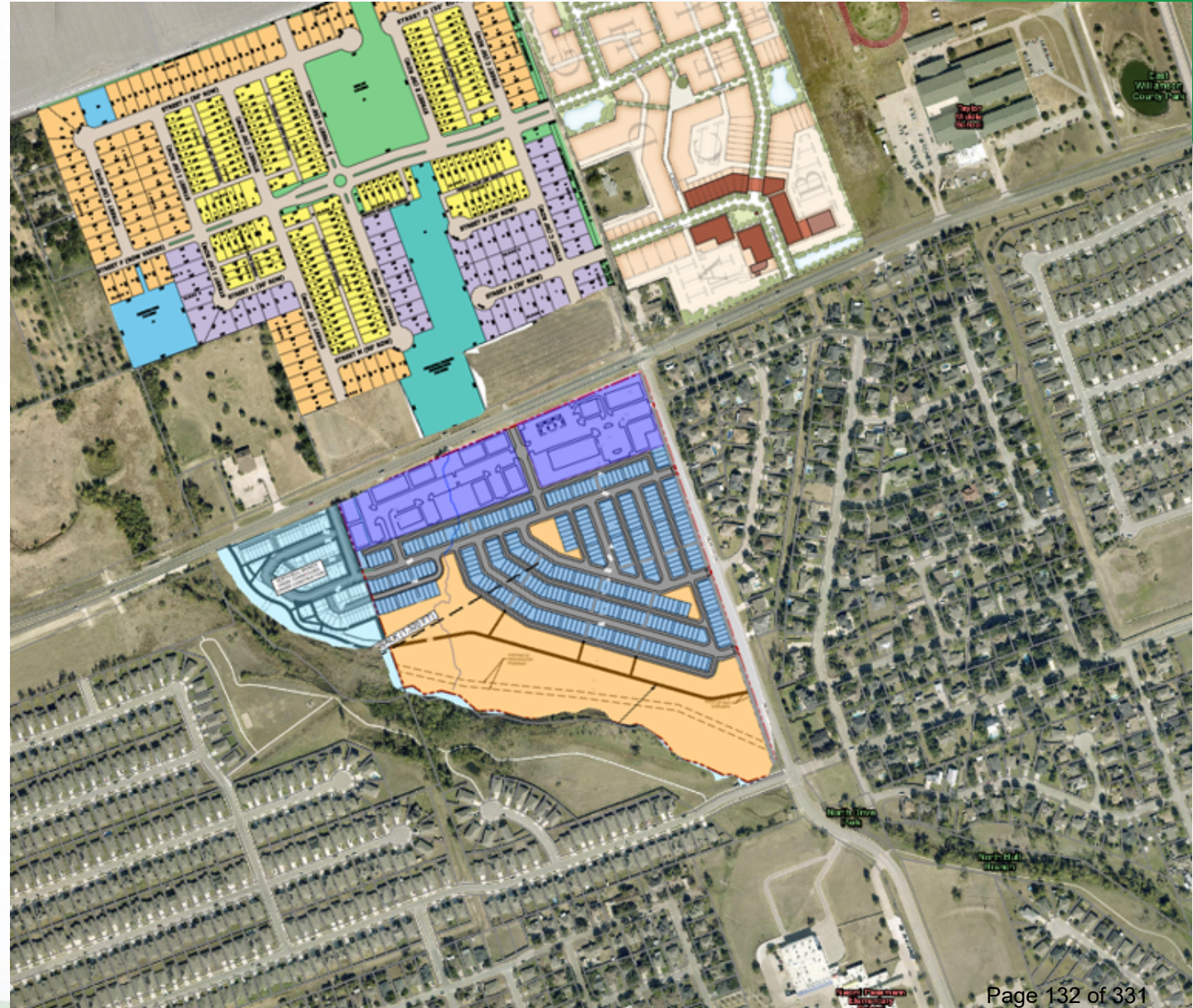
Staff Analysis

2. Is the Neighborhood Plan compatible with the surrounding area?

- The Neighborhood Plan proposes an increase in density compared to the existing neighborhoods but aligns with currently proposed neighborhoods in the area.
- The proposed P4: Mix Place Type serves as a transition between the lower-density P3 Neighborhood Place Type and the commercial-oriented P5: Urban Center Place Type along Carlos G. Parker Boulevard.

3. Does the Neighborhood Plan promote public health, safety, or general welfare?

- Staff analysis indicates that the proposed plan will likely promote public health, safety, or general welfare.



Staff Analysis

4. Is adequate infrastructure available or planned to meet the needs of the proposed land use?

- Adequate infrastructure to support the proposed Neighborhood Plan is likely sufficiently available to support the proposed developments. Any required upsizing of city infrastructure would be required in the subdivision improvement phase of development.

5. Do current conditions indicate that a Neighborhood Plan is necessary?

- Current conditions indicate that a Neighborhood Plan is both required and appropriate for the subject property. The property is zoned P5: Urban Center, and under the Land Development Code, any property greater than 2.5 acres seeking development or redevelopment is required to obtain approval of a Neighborhood Plan prior to moving forward with site development.

P&Z Recommendation

On March 10, 2026, the Planning and Zoning Commission held a public hearing and heard presentation from staff and the applicant. There were six members of the public who spoke about the project. Comments from the public generally were about the P5 zoning district, proposed density, potential inconsistency with surrounding properties, flooding, foundation construction for attached residential buildings, traffic, and businesses impact on the community.

After discussion, the Planning and Zoning Commission voted (3-4) to recommend for disapproval of the request as presented.

As the Commission failed to have a positive vote, no recommendation is provided.





City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR

Streets/Infrastructure

Agenda Item Number: 6.

Agenda Title: **Introduce Ordinance 2026-16 on City Right of Way abandonment on portion of East Second Street from Elliott to Washburn Street. *Jacob Walker, HDR***

Council Action to be Taken: Introduce Ordinance 2026-16

Department Submitted: City Management

Staff Contact:

1. PURPOSE / DESCRIPTION

The new City Hall Justice Center was designed to encompass the block south of Fire Station #1 as well as the area of 2nd street between Washburn and Elliot Street. This ordinance will abandon the ROW and allow the city to continue construction of the new building in that location. By state law, the city has the authority to abandon a street or alley within the municipality.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The new City Hall Justice Center was designed to encompass the block south of Fire Station #1 as well as the area of 2nd street between Washburn and Elliot Street. This ordinance will abandon the ROW and allow the city to continue construction of the new building in that location. By state law, the city has the authority to abandon a street or alley within the municipality. The design intent is to provide views of new CHJC while driving into Taylor from the West on 2nd Street, the new building will be framed by existing downtown.

Existing utilities have already been relocated or abandoned in this portion of the ROW.

Previous Council Actions:

Council approved CHJC GMP02 with Bartlett Cocke on 3/26/2025 for the construction of the new CHJC site and building.

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • Facilitates continued construction on CHJC project • Synchronizes civic space with connections from Fire Station #1 to new CHJC 	<ul style="list-style-type: none"> • No foreseeable cons

4. RECOMMENDATION

Recommended to abandon East Second Street between Washburn and Elliot Street.

5. FUNDING SOURCE

Funded through the City Hall / Justice Center Certificates of Obligation, Series 2023A (504-500-742)

6. TIMELINE

Ordinance introduced 4/9, second reading and acceptance 4/23.
The abandonment will be in perpetuity.

7. OTHER OPTIONS

Reject ordinance.

8. ATTACHMENTS

1. Ordinance - 2nd Street Abandonment
2. Exhibit A - 2nd Street Vacation Survey
3. Presentation - 2nd Street Abandonment

ORDINANCE NO. 2026-16

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS CLOSING TO MOTOR VEHICLE TRAFFIC A 0.6119 OF ONE ACRE (26,655 SQUARE FOOT) PORTION OF SECOND STREET ROADWAY SITUATED AND SHOWN ON THE MAP OF THE TOWN OF TAYLOR, TEXAS, A SUBDIVISION OF RECORD DATED FEBRUARY 13, 1951, AND RECORDED IN CABINET A, SLIDES 186-187, PLAT RECORDS OF WILLIAMSON COUNTY, TEXAS, BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AND PLAT ATTACHED HERETO AND INCORPORATED FOR ALL PURPOSES AS EXHIBIT "A;"

WHEREAS, the City of Taylor, Texas ("City") is a Home-Rule City acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, Section 311.001 of the Texas Transportation Code generally provides that a home-rule municipality has exclusive control over the public highways, streets, and alleys of the municipality; and

WHEREAS, Section 311.007 of the Texas Transportation Code provides the authority for a home- rule municipality to vacate, abandon or close a street or alley within the municipality; and

WHEREAS, the City Council owns all real property abutting the described portion of Second Street; and

WHEREAS, the City Council further finds that abandonment of the described right of way serves a public purpose, including facilitating municipal development; and

WHEREAS, the City of Taylor, Texas, has determined and finds it is in the public interest that the portion of Second Street, as described and/or depicted in *Exhibit A*, which is attached hereto and incorporated herein for all purposes, should be abandoned, vacated, and closed as a public right-of-way.

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

SECTION 01. FINDING OF FACTS

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

SECTION 02. ABANDONMENT AND VACATION

That the right-of-way identified as a portion of 2nd Street, generally consisting of 0.6119 acres of land out of the Map of the Town of Taylor, Texas, a subdivision of record dated February 13, 1951 and recorded in Cabinet A, Slides 186-187, Plat Records, City of Taylor, Williamson County, Texas, more particularly described in the field notes and plat in *Exhibit A*, which is attached hereto and incorporated herein for all purposes, is hereby abandoned, vacated, and closed as a public roadway.

SECTION 03. REVERSION OF INTEREST

Upon the effective date of this Ordinance, all public right, title, and easement interests of the City in and to the abandoned right-of-way are extinguished. Because the City owns all property abutting the abandoned right-of-way, the underlying fee simple interest in the full width of the abandoned right-of-way shall vest in the City.

SECTION 04. REPEALER

In the case of any conflict between other provisions of this Ordinance and any existing Ordinance of the City, the provisions of this Ordinance will control.

SECTION 05. SEVERABILITY

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Ordinance that can be given effect without the invalid provision.

SECTION 06. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

SECTION 07. OPEN MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 08. RECORDING

The City Clerk is directed to file and record a certified copy of this Ordinance in the Official Public Records of Williamson County, Texas.

SECTION 09.

In accordance with Article VIII, Section 1, of the City Charter, Ordinance No. 2026-16 was introduced before the Taylor City Council on the 9th day of April, 2026.

PASSED, APPROVED and ADOPTED this the _____ day of _____, 2026.

Dwayne Ariola , Mayor

ATTEST:

Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

Mark J. Schroeder, City Attorney

CERTIFICATE
THE STATE OF TEXAS COUNTY OF WILLIAMSON

I, Lucy Aldrich, being the City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No.2026-16, passed and approved by the City Council of the City of Taylor, Texas, on the _____ day of _____, 2026, 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 the _____ day of _____, 2026.

Lucy Aldrich, City Clerk

DRAFT

PROPERTY DESCRIPTION OF A 0.6119 OF ONE ACRE
STREET VACATION

DESCRIPTION OF A 0.6119 OF ONE ACRE (26,655 SQUARE FOOT) PARCEL OF LAND OUT OF THE ORIGINAL TOWNSITE OF THE CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS OF RECORDED IN DEED DATED MAY 6, 1889, AND RECORDED IN VOLUME 49, PAGE 66, DEED RECORDS, WILLIAMSON COUNTY, TEXAS, ALSO BEING OUT OF THE MAP OF THE TOWN OF TAYLOR, A SUBDIVISION OF RECORD DATED FEBRUARY 13, 1951, AND RECORDED IN CABINET A, SLIDES 186-187, PLAT RECORDS, WILLIAMSON COUNTY, TEXAS, AND BEING A PORTION OF EAST 2ND STREET TO BE VACATED; SAID 0.6119 OF ONE ACRE (26,655 SQUARE FOOT) PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 5/8-inch iron rod found at the southeast corner of Block 12 in said Original Townsite of the City of Taylor and in said Map of the Town of Taylor, being at the intersection of the existing north right-of-way line of East 2nd Street (Broad Street, 100 foot width right-of-way) and the existing west right-of-way line of Elliott Street (80 foot width right-of-way), said POINT OF BEGINNING having Grid Coordinates of N=10,182,827.82, E=3,217,640.02;

- 1) THENCE, along the east line of this parcel, crossing through East 2nd Street right-of-way, **South 06°59’33” East 98.71 feet** to a punch hole found at the northeast corner of Lot 16, Block 1 in said Original Townsite of the City of Taylor and in said Map of the Town of Taylor, being at the intersection of the existing south right-of-way line of East 2nd Street and the existing west right-of-way line of Elliott Street;
- 2) THENCE, along the south line of this parcel, the north line of Lots 16 through 11, in said Block 1, and the existing south right-of-way line of East 2nd Street, **South 83°01’56” West**, passing at a distance of 89.87 feet along the north line of Lots 16 and 15, a 1/2-inch iron rod found at the northwest corner of Lot 15, and the northeast corner of Lot 14, passing at an additional distance of 89.99 feet along the north line of Lots 14 and 13, a 1/2-inch iron rod found at the northwest corner of Lot 13, and the northeast corner of Lot 12, continuing an additional distance of 89.89 along the north line of Lots 12 and 11, for a total distance of **269.75 feet** to a calculated point at the northwest corner of Lot 11 and said Block 1, being at the intersection of the existing south right-of-way line of East 2nd Street and the existing east right-of-way line of Washburne Street (80 foot width right-of-way), from which a 3/8-inch iron rod found at the southeast corner of Lot 11, being at the intersection of the existing east right-of-way line of Washburne Street and the north line a 20 foot wide alley, bears **South 06°50’07” East 124.81 feet**;

0.6119 Acre Street Vacation

- 3) THENCE, along the west line of this parcel, crossing through East 2nd Street right-of-way, **North 06°50'07" West 99.02 feet** to a 1/2-inch iron rod with "McGray McGray" cap set at the southwest corner said Block 12, being at the intersection of the existing north right-of-way line of East 2nd Street and the existing east right-of-way line of Washburne Street, from which a 1/2-inch iron rod found at the northwest corner of said Block 12, being at the intersection of the existing east right-of-way line of Washburne Street, and the existing south right-of-way line of East 3rd Street (Milam Street, 80 foot width right-of-way), bears North 06°50'07" West 270.99 feet;
- 4) THENCE, along the north line of this parcel, the south line of said Block 12, and the existing north right-of-way line of East 2nd Street, **North 83°05'57" East 269.48 feet** to the POINT OF BEGINNING and containing 0.6119 of one acre (26,655 square feet) of land within these metes and bounds.

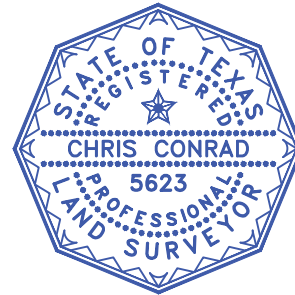
Bearing Basis Note

The bearings described herein are based on the Texas Coordinate System, Central Zone (4203), North American Datum of 1983, (2011) EPOCH 2010.00

SURVEYED BY:

McGRAY & McGRAY LAND SURVEYORS, INC.

3301 Hancock Dr., Ste. 6
Austin, TX 78731 (512) 451-8591
TBPELS Survey Firm# 10095500



05/01/2024

Chris Conrad, Reg. Professional Land Surveyor No. 5623

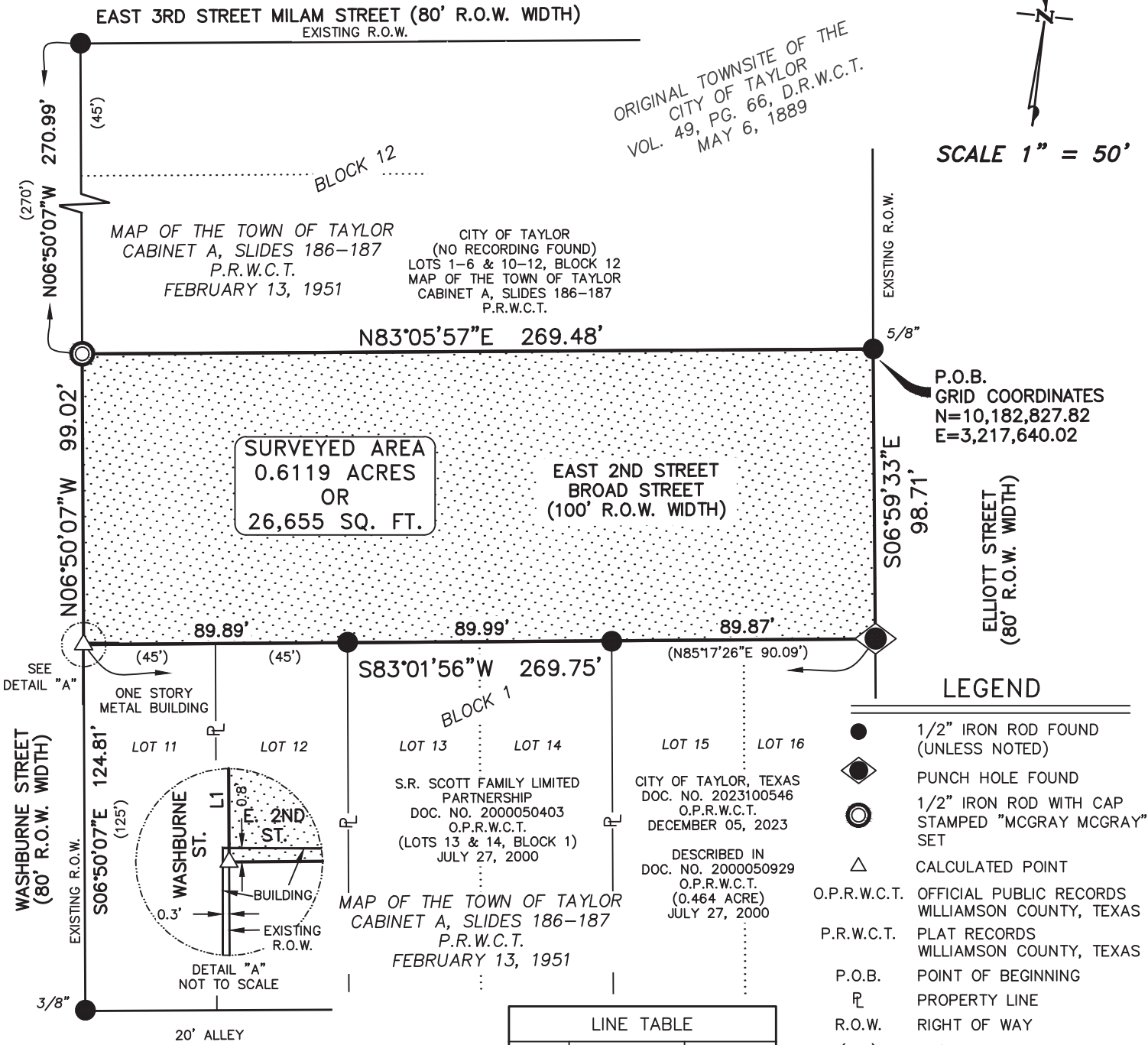
Date

A parcel plat of even date was prepared in conjunction with this property description.
M:\City of Taylor~23-152~Municipal Complex\Description\0.6119 Ac Street Vacation
Issued 04/26/2024; Revised 05/01/2024

**SKETCH TO ACCOMPANY DESCRIPTION
OF 0.6119 AC. OR 26,655 SQ. FT. OF LAND OUT OF
THE ORIGINAL TOWNSITE OF THE CITY OF TAYLOR
CITY OF TAYLOR, WILLIAMSON COUNTY, TEXAS**



SCALE 1" = 50'



NOTES:
 1. ALL COORDINATES SHOWN HEREON ARE GRID COORDINATES AND IN U.S. SURVEY FEET.
 2. THIS PROJECT IS REFERENCED, FOR ALL BEARING AND COORDINATE BASIS, TO THE TEXAS COORDINATE SYSTEM, CENTRAL ZONE (4203), NORTH AMERICAN DATUM OF 1983 (2011) EPOCH 2010.00.
 3. THIS SURVEY WAS DONE WITHOUT THE BENEFIT OF A TITLE COMMITMENT AND WOULD BE SUBJECT TO ANY AND ALL EASEMENTS, CONDITIONS OR RESTRICTIONS THAT A CURRENT TITLE COMMITMENT MAY DISCLOSE.

Chris Conrad
 05/01/2024



CHRIS CONRAD, REG. PROF. LAND SURVEYOR NO. 5623 DATE
 Note: There is a description to accompany this plat.

M:\City of Taylor~23-152~Municipal Complex\Dwg\Parcels\COT 2nd Street ROW Vacation_R1.dwg

**McGRAY & McGRAY
LAND SURVEYORS, INC.**

3301 HANCOCK DRIVE #6
 AUSTIN, TEXAS 78731
 MCGRAY.COM (512) 451-8591
 TBPELS SURVEY FIRM #10095500

SCALE:	1" = 50'	-
DATE:	05/01/2024	TECH: DLL
PROJECT:	23-152	FIELD: DS
FIELD BOOK:	2329, 2347	SHEET: 3 OF 3

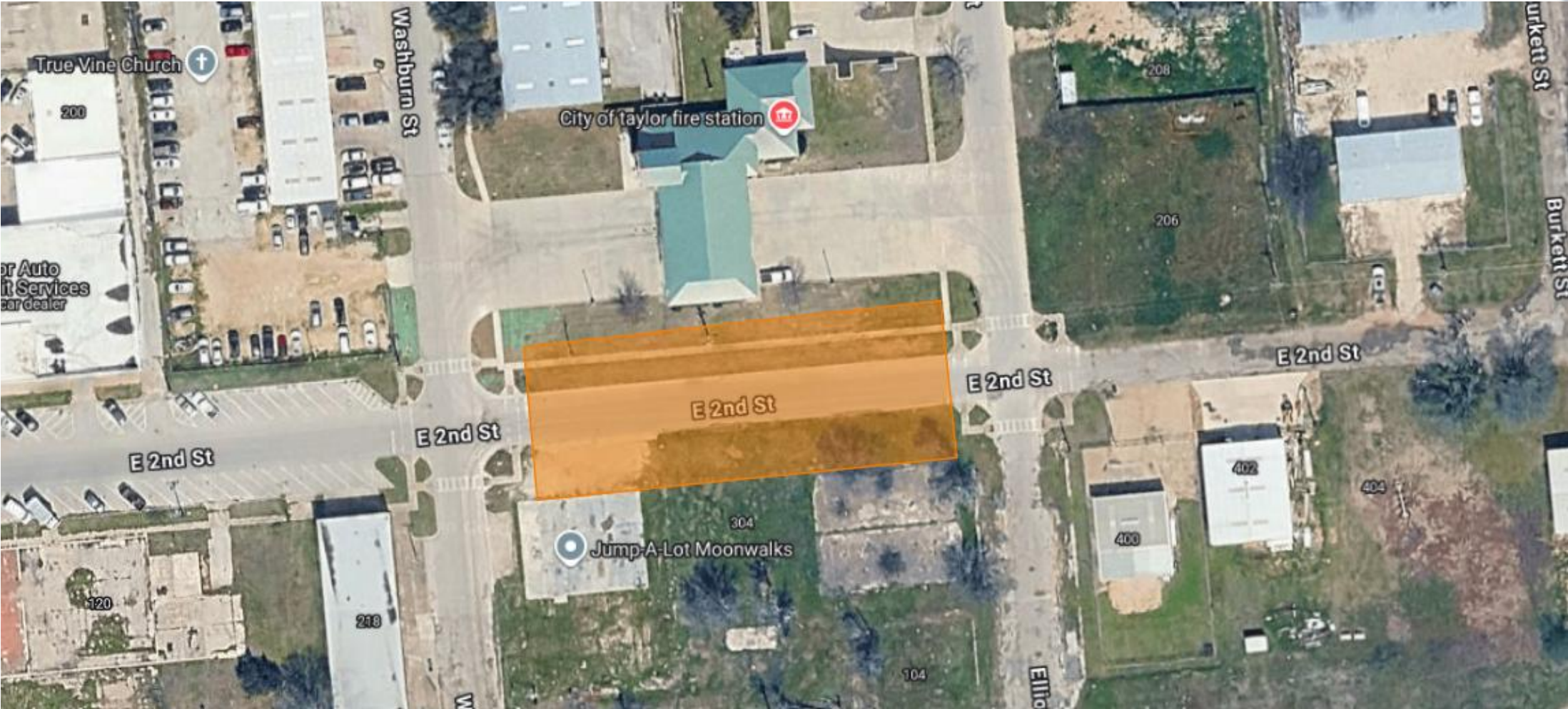
EAST 2ND STREET ABANDONMENT WASHBURN TO ELLIOT

April 9th 2026

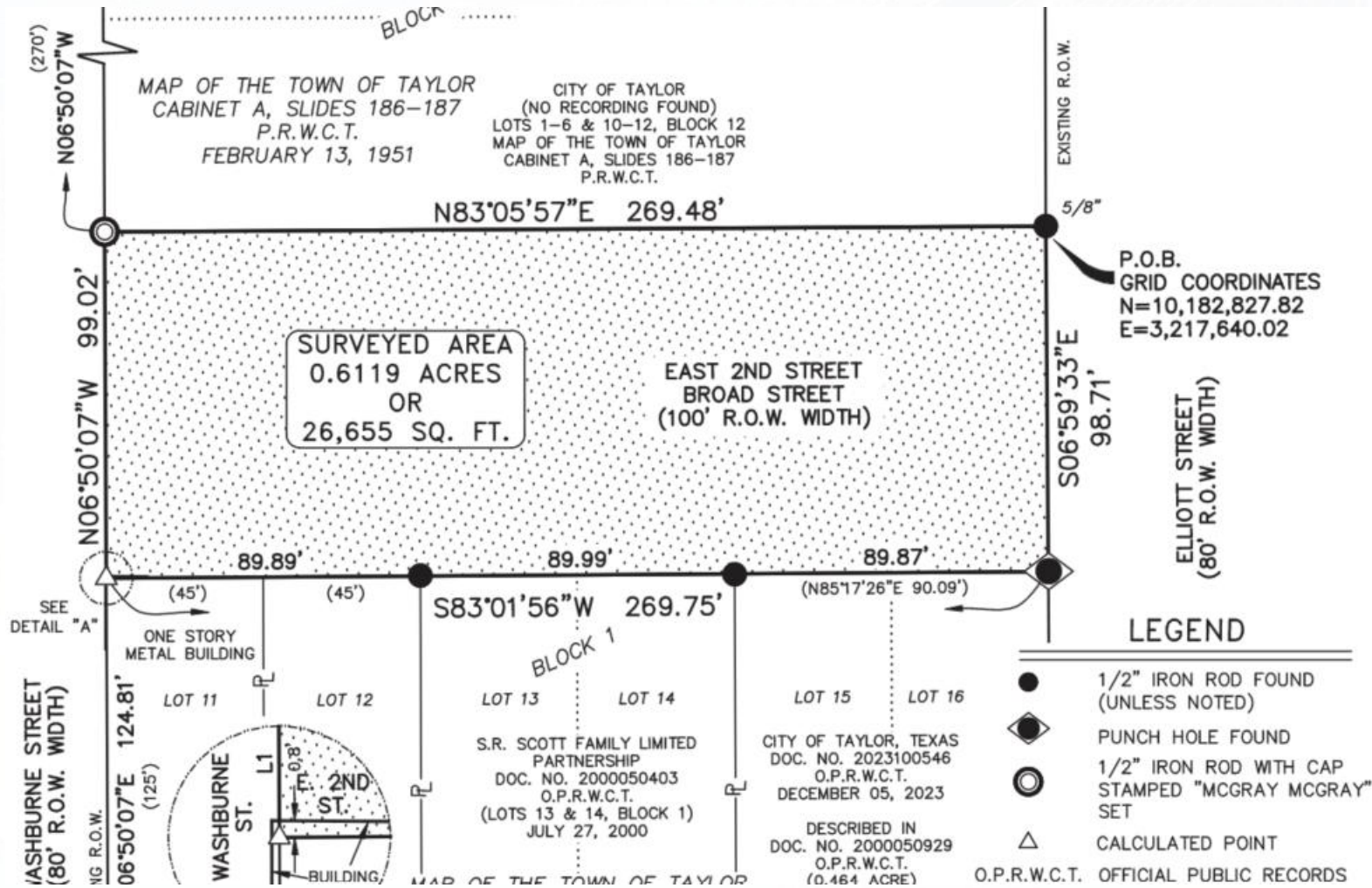
SUMMARY

- A portion of East 2nd Street is to be abandoned to accommodate the City Hall Justice Center Project.
- Abandonment of City ROW must be through Public Ordinance.
- ~0.61 acres of abandonment

AERIAL OF AREA TO BE ABANDONED



AREA TO BE ABANDONED



TIMELINE

- East 2nd Street between Washburn and Elliott has remained closed since late February from the 2nd Street Sewer Line Relocation Project.
- The closure and subsequent abandonment will be ongoing to facilitate the City Hall Justice Center Project

QUESTIONS?



City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR

Quality of Life
Economic Vitality

Agenda Item Number: 7.

Agenda Title: **Introduce Ordinance 2026-17, amending the Code of Ordinances by adding Chapter 30, Short-Term Rentals.**

Council Action to be Taken: Introduce Ordinance 2026-17.

Department Submitted: Development Services

Staff Contact: Martin Griggs, Director of Development Services

1. PURPOSE / DESCRIPTION

This Ordinance will establish reasonable regulations for short-term rentals in order to protect public health and safety, preserve neighborhood character, ensure compliance with applicable codes, and ensure the collection and remittance of Hotel Occupancy Taxes.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The proposed Short-Term Rental (STR) ordinance establishes a regulatory framework intended to balance property owner rights with neighborhood compatibility, public safety, and fiscal accountability. The ordinance focuses on four primary objectives: protecting public health and safety, preserving neighborhood character, ensuring compliance with applicable codes, and facilitating the collection of Hotel Occupancy Taxes (HOT).

The approach taken by staff aligns with communities desires to accommodate STR activity while addressing common concerns such as noise, parking, and safety.

The ordinance introduces a permitting system requiring registration of all STRs within the city. Key components include life-safety inspections, operational standards (such as occupancy and parking limits), designation of a local contact, and enforcement mechanisms for non-compliance. It also formalizes HOT collection requirements and ties compliance directly to permit issuance, renewal, and revocation.

While the ordinance provides a strong baseline framework, several areas would benefit from additional policy direction to ensure clarity, consistency in enforcement, and alignment with community expectations.

1. The ordinance focuses the scope on STRs to single-family dwellings. Should the scope be expanded to include duplex, hotel, motel, multifamily dwelling, boarding homes, recreational vehicles, or other non-residential buildings?
2. The ordinance allows for one permit per parcel of land and does not have a cap on number of STRs allowed within a block, neighborhood, or the City overall. Should more than one permit be allowed per parcel, an example could be a dwelling and an ADU? Should there be a maximum number allowed within a block, neighborhood, or city wide?
3. The ordinance sets a limit of 2 (two) persons per bedroom plus 2 (two) with a maximum occupancy of 10 people. Does this standard provide the desired level of flexibility for operators while maintaining neighborhood integrity?
4. The ordinance provides for parking to be on-site with on-street parking prohibited. Should there be additional flexibility for older neighborhoods, parking on grass, and is the SUP an appropriate method for approval?
5. The ordinance requires payment of 1 (one) years worth of back HOT if the property had been operating as an STR. Is there concurrence on this requirement being reasonable as drafted?

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • Establishes regulations to standardize process for STRs. • Allows for additional opportunities to collect HOT. • Supports neighborhood compatibility through occupancy, parking, and restricting event houses. 	<ul style="list-style-type: none"> • Enforcement complexity. • Additional demand on Development Services and Finance staff. • Reliance on self-certification.

4. RECOMMENDATION

Provide feedback and approve introduction of Ordinance 2026-17.

5. FUNDING SOURCE

n/a

6. TIMELINE

City Council introduction of Ordinance: April 9, 2026
 City Council Action: April 23, 2026

7. OTHER OPTIONS

8. ATTACHMENTS

1. Draft Ordinance - Short-term Rentals
2. Presentation - Short-term Rentals

ORDINANCE NO. 2026-17

AN ORDINANCE OF THE CITY OF TAYLOR, TEXAS, AMENDING THE CODE OF ORDINANCES BY ADDING CHAPTER 30, "SHORT-TERM RENTALS"; ESTABLISHING REGULATIONS FOR SHORT-TERM RENTALS; PROVIDING DEFINITIONS; REQUIRING PERMITS; ESTABLISHING OPERATIONAL AND LIFE-SAFETY STANDARDS; PROVIDING FOR HOTEL OCCUPANCY TAX COMPLIANCE; PROVIDING FOR ENFORCEMENT, PENALTIES, AND APPEALS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Taylor, Texas finds that short-term rentals may impact public health, safety, and neighborhood character; and

WHEREAS, the City desires to establish reasonable regulations to ensure compliance with applicable codes and collection of Hotel Occupancy Taxes; and

WHEREAS, the City Council finds that adoption of regulations governing short-term rentals is in the best interest of the public;

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

SECTION 1. The Code of Ordinances of the City of Taylor, Texas is hereby amended by adding a new Chapter 30, entitled "Short-Term Rentals," to read as follows:

CHAPTER 30. SHORT-TERM RENTALS

ARTICLE 30.01. IN GENERAL

Sec. 30.01.001. Purpose.

The purpose of this chapter is to establish reasonable regulations for short-term rentals in order to protect public health and safety, preserve neighborhood character, ensure compliance with applicable codes, and ensure the collection and remittance of Hotel Occupancy Taxes.

Sec. 30.01.002. Definitions.

(a) Terms not defined in this chapter shall have the meanings assigned in the City's Land Development Code, as amended.

(b) For purposes of this chapter, the following terms shall have the meanings ascribed:

Boarding House. Shall have the meaning assigned in the Land Development Code. For purposes of this chapter, the term generally refers to a dwelling where lodging is provided for compensation to multiple unrelated persons on a non-transient basis.

Building Official. The City Manager or their designee.

City. The City of Taylor, Texas.

Duplex. Shall have the meaning assigned in the Land Development Code.

Hotel. Shall have the meaning assigned in the Land Development Code. A hotel is a commercial use and is not a Short-Term Rental.

Local Contact Person. A person designated by the owner or operator who resides within ten (10) miles of the City limits of Taylor and is available twenty-four (24) hours per day, seven (7) days per week to respond to complaints or emergencies.

Motel. Shall have the meaning assigned in the Land Development Code. A motel is a commercial use and is not a Short-Term Rental.

Multifamily Dwelling. Shall have the meaning assigned in the Land Development Code.

Operator. Any person or entity who advertises, offers, or operates a short-term rental.

Owner. The person or entity holding record title to the real property, according to Williamson Central Appraisal District records.

Permit. A short-term rental permit issued by the City pursuant to this chapter.

Recreational Vehicle (RV). Shall have the meaning assigned in the Land Development Code.

Short-Term Rental (STR). A single-family residential dwelling, guest house, garage apartment, or accessory dwelling unit (ADU) located on the same lot that is rented in its entirety for overnight lodging for a period of less than thirty (30) consecutive days in exchange for compensation. The term does not include duplexes, hotels, motels, multifamily dwellings, boarding houses, recreational vehicles, or other non-residential uses.

Single-Family Residential Dwelling. A detached building designed for and occupied exclusively by one household, as defined in the Land Development Code.

Sec. 30.01.003. Applicability.

This chapter applies to all short-term rentals operating within the city limits of Taylor, Texas.

Sec. 30.01.004. Permit Required.

- (a) If the single-family residential dwelling does not maintain an owner or operator living on the parcel then a Special Use Permit is required prior to approval of a Short-Term Rental permit.
- (b) No person shall advertise, offer to rent, or operate a short-term rental without first obtaining a valid permit.
- (c) Only one (1) permit shall be issued per parcel.
- (d) Permits are non-transferable and a new permit shall be required upon any change in ownership.
- (e) A short-term rental permit shall be valid for a period of one (1) year from the date of issuance. A permit must be renewed annually. A renewal application shall be submitted not less than thirty (30) days prior to expiration. Renewal shall require submission of a renewal application, payment of applicable fees, and certification of continued compliance with this chapter. Failure to timely renew a permit prior to its expiration shall render the permit void, and continued operation shall constitute a violation of this chapter.

Sec. 30.01.005. Permit Application.

An application shall be submitted on forms provided by the City and shall include:

- (1) Property address and legal description;
- (2) Owner contact information;
- (3) Operator contact information, if different from the owner;
- (4) Local contact person name, address, and twenty-four (24) hour phone number;
- (5) Number of bedrooms and proposed maximum occupancy;
- (6) Identification of all platforms used for advertising;
- (7) Certification of compliance with applicable building, fire, and life-safety codes;
- (8) Proof of Hotel Occupancy Tax registration;
- (9) Payment of applicable permit fees as established by the City fee schedule.

Sec. 30.01.006. Life-Safety Requirements.

- (a) Prior to issuance of a permit, the dwelling shall pass an inspection conducted by the City verifying compliance with applicable life-safety requirements.
- (b) The City may conduct inspections upon receipt of a complaint, upon suspected violation, or as part of a random compliance program.
- (c) Annual renewal of a short-term rental permit shall require certification by the owner or operator that the dwelling remains in compliance with all applicable life-safety requirements and this chapter. The City may require inspection as a condition of renewal.

Sec. 30.01.007. Operational Requirements.

- (a) The permit shall be posted inside the dwelling in a conspicuous location near the primary entrance.
- (b) All advertisements and listings shall clearly display the City-issued permit number.
- (c) Maximum occupancy shall not exceed two (2) persons per bedroom, plus two (2) additional persons, and shall not exceed ten (10) persons total.
- (d) Parking shall be provided on-site on an improved surface. On-street parking by guests is prohibited. A minimum of one (1) parking space shall be provided per bedroom. Parking on grass may be approved through a Special Use Permit.
- (e) The local contact person shall respond to City or law enforcement contact within one (1) hour and take reasonable steps to correct violations.
- (f) Short-term rentals shall not be used for parties, events, or similar gatherings that exceed the maximum occupancy or otherwise create nuisances to the surrounding properties, unless approved through a separate permit.
- (g) Any deviation from operational requirements requires approval of a Special Use Permit following recommendation by the Planning and Zoning Commission and approval by City Council.

Sec. 30.01.008. Hotel Occupancy Tax Compliance.

Payment of all applicable Hotel Occupancy Taxes is a condition of permit issuance and renewal. Failure to remit Hotel Occupancy Taxes constitutes grounds for suspension or revocation of the permit.

Sec. 30.01.009. Enforcement and Penalties.

- (a) A person who violates a provision of this chapter commits an offense. Each day a violation continues constitutes a separate offense.
- (b) Violations may result in progressive enforcement, including written warnings, notice of violation, citations, permit suspension, or permit revocation.
- (c) A person convicted of an offense under this chapter shall be subject to fines as provided by the City Code and state law.
- (d) If a property receives three (3) violations within a twelve (12) month period, the City may revoke the permit and deny future permits for the same property and/or property owner or operator.

Sec. 30.01.010. Appeals.

(a) An owner or operator may appeal the denial, suspension, or revocation of a permit by submitting a written request for an administrative hearing within ten (10) days of notice.

(b) The hearing shall be conducted by a designated City official, and a written decision shall be issued.

(c) Revocation of a permit shall prohibit reapplication for a period of twelve (12) months.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict are hereby repealed.

SECTION 3. Savings Clause. If any provision is held invalid, such invalidity shall not affect other provisions.

SECTION 4. Severability. The provisions of this ordinance are severable.

SECTION 5. Effective Date. This ordinance shall take effect immediately upon adoption.

SECTION 6. In accordance with Article VIII, Section 1 of the City Charter, Ordinance 2026-17 was introduced before the Taylor City Council on the 9th day of April, 2026.

PASSED AND APPROVED this ___ day of _____, 2026.

CITY OF TAYLOR, TEXAS

Dwayne Ariola, Mayor

ATTEST:

Lucy Aldrich, City Clerk

APPROVED AS TO FORM:

Mark Schroeder,
City Attorney

Ordinance 2026-17

Short-term Rental

Purpose of Ordinance

- Protect public health and safety
- Preserve neighborhood character
- Ensure compliance with City codes
- Facilitate Hotel Occupancy Tax collection

As an ordinance this applies citywide within Taylor. The ordinance is limited to residential structures.

As proposed, there is no cap or spacing requirement.

What is a Short-Term Rental (STR)

Defined as:

- Rental of a dwelling less than 30 days
- Limited to:
 - Single-family residential dwelling
 - Guest house or Accessory Dwelling Unit
- Excludes:
 - Duplexes
 - Multifamily
 - Hotels / motels
 - Boarding homes
 - Recreational Vehicles

Permit Requirements

Application requirements:

- Owner and operator information
- Local contact (24/7 availability)
- Number of bedrooms & maximum occupancy
- Platforms used (AirBnB, VRBO, Etc.)
- Certification of life-safety
- Hotel Occupancy Tax registration
- Permit fee

Required before operation:

- One permit per parcel (property)
- Non-transferable
- Required for advertising or renting

Standards

Life-safety

- Initial inspection required for building verification (by ATS) and fire department
- Code standards
 - Smoke detectors
 - Carbon monoxide detectors
 - Fire extinguishers
- Annual self-certification

Operational

- Permit must be posted inside unit
- Permit number required on all listing
- Local contact required to respond within 1 hour

Parking and Occupancy Standards

Parking

- 1 required space per bedroom
- Parking shall be located on-site and on improved surface
- No on-street parking
- SUP can be sought for alternative arrangements

Occupancy

- 2 persons per bedroom + 2 additional
- Maximum occupancy of 10 persons total

Hotel Occupancy Tax

Required for all STR operators

- Must register and remit taxes
- Non-compliance may result in permit revocation
 - Directive for compliance delivered by Code Enforcement
- Up to 1 year of back taxes required for existing operators

Enforcement and Appeal Process

Enforcement

- Prohibit party houses
- Nuisance-generating activities
- Progressive enforcement to include
 - Warning
 - Notice of violation
 - Citation
 - Suspension / revocation
- 3 violations may result in permit revocation
- Daily violations considered separate offenses

Appeal process

- Administrative hearing available
- Must request within 10 days
- Decision issued by designated official
- Revocation includes 12-month reapplication restriction

Flexibility

Special Use Permit

- Allows for deviations from standards
 - Operational requirements
 - Parking
 - Location
 - Surface
 - Occupancy
- Reviewed by Planning & Zoning
- Final approval by City Council

Key Considerations

Discussion and policy direction

- The ordinance focuses the scope on STRs to single-family dwellings.
 - Should the scope be expanded to include duplex, hotel, motel, multifamily dwelling, boarding homes, recreational vehicles, or other non-residential buildings?
- The ordinance allows for one permit per parcel of land and does not have a cap on number of STRs allowed within a block, neighborhood, or the City overall.
 - Should more than one permit be allowed per parcel, an example could be a dwelling and an ADU? Should there be a maximum number allowed within a block, neighborhood, or city wide?

Key Considerations

Discussion and policy direction (continued)

- The ordinance sets a limit of 2 (two) persons per bedroom plus 2 (two) with a maximum occupancy of 10 people.
 - Does this standard provide the desired level of flexibility for operators while maintaining neighborhood integrity?
- The ordinance provides for parking to be on-site with on-street parking prohibited.
 - Should there be additional flexibility for older neighborhoods, parking on grass, and is the SUP an appropriate method for approval?
- The ordinance requires payment of 1 (one) years worth of back HOT if the property had been operating as an STR.
 - Is there concurrence on this requirement being reasonable as drafted?

Summary and Recommendation

Summary

- Establishes clear framework for STRs
- Focus on community safety, defending neighborhood character, and compatibility
- Provides additional enforcement tools and flexibility

Recommendation

- Staff recommends approval
- Staff will make adjustments based on tonight's discussion to refine the draft ordinance



**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR
Quality of Life

Agenda Item Number: 8.

Agenda Title: **Presentation and update from the Taylor Housing Authority.**
*Presented by Taylor Housing Authority Executive Director
Shea Goltzman*

Council Action to be Taken: Receive presentation from Taylor Housing Authority

Department Submitted: City Management

Staff Contact:

1. PURPOSE / DESCRIPTION

To inform the City Council of ongoing federal compliance issues involving the Taylor Housing Authority (THA) and the potential impacts to the City of Taylor should these matters remain unresolved.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

N/A

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
• N/A	• N/A

4. RECOMMENDATION

Staff has no recommendations.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS

N/A

8. ATTACHMENTS

1. Presentation - Taylor Housing Authority

Presented by Taylor Housing Authority

MALLARD RUN, SUNSET & THA FEDERAL SANCTIONS RISK – WHAT THIS MEANS FOR TAYLOR

EXECUTIVE SUMMARY

1. Taylor Housing Authority (THA) is facing **federal consequences**
2. Issue stems from **improper separation of Mallard Run & Sunset entities** in 2008
3. Rooted in **federal 2014 OIG findings and unresolved compliance issues**
4. This is **NOT about current THA performance**
5. This is about **two entities and properties no longer under proper PUBLIC CONTROL**
6. The MRHDC & TSHDC Boards were given a proposal by THA to “make things right”
 - They are not willing to come back under compliance



WHAT HAPPENED (HIGH-LEVEL)

THA originally owned:

- Mallard Run Apartments
- Heritage Oaks Apartments

THA legally created subordinate Nonprofit entities using **Gov. Code 392** :

- Mallard Run Housing Development Corporation
- Taylor Sunset Housing Development Corporation

In 2008 a previous THA ED removed the two entities and in turn their properties without THA or PUBLIC APPROVAL - **transferring them away from THA oversight, compliance and public control.** It was not caught by a THA Board Member until late 2013. HUD/OIG findings 2014.

 **This separation is the core issue NOT current THA administration, or the deeding of the properties.**

WHY THIS STILL MATTERS TODAY

Federal expectations remain:

Properties must be under **proper public authority control**

Current THA leadership inherited:

A decades-old compliance failure

Federal Sanctions on THA:

Now imminent

WHAT FEDERAL SANCTIONS COULD MEAN



- Potential consequences include:
- ☒ Loss of federal funding
- ☒ Restrictions on HUD programs
- ☒ Possible repayment requirements
- ☒ Closure of THA
- 🖱️ **These are real enforcement tools used by the Feds**

IMPACT TO THE CITY OF TAYLOR IF NOT RESOLVED, TAYLOR COULD FACE:

Housing Impact	Economic Impact	Governance Impact
Loss of local control over affordable housing	Loss of federal investment	Decisions made for Taylor moved outside Taylor
Properties could shift to market-rate housing over time	Loss of Grants	Loss of local oversight & advocacy
Reduced availability/services for:	Loss of Private Investment Opportunities	
-Seniors/Disabled/Workforce	Increased strain on local services	
Future Projects (like Avery) at Risk		

RETURN MALLARD RUN AND TAYLOR SUNSET HOUSING DEV. CORP. TO **PUBLIC OVERSIGHT** UNDER THE TAYLOR HOUSING AUTHORITY!

WHAT THA IS DOING

- Requesting federal **extensions**
- Engaging:
 - HUD
 - OIG
 - State and Federal Legislators
- Communication:
 - Community Transparency
Communication Campaign
- Pushing for:
 - **Return of entities &
properties to public control**



PUBLIC CONTROL



PUBLIC OVERSIGHT



PUBLIC BENEFIT

BOTTOM LINE

This is about:

Accountability

Public not Private control

Protecting housing for Taylor residents

We must act now to:

→ Restore compliance

→ Protect affordability

→ Keep housing in the hands of the people of Taylor

Enough is Enough. Local Housing. Public Control.



City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR

Economic Vitality

Agenda Item Number: 9.

Agenda Title: Discussion, consideration, and possible action on authorizing the City Manager to execute an Engagement Letter for Auditing Services with Pattillo, Brown & Hill, LLP, Waco, Texas for FY2026, FY2027, and FY2028, with an option to renew annually for up to five (5) subsequent fiscal years.

Council Action to be Taken: Approve Selection of Auditor

Department Submitted: Finance

Staff Contact: Robert Powers, Chief Financial Officer

1. PURPOSE / DESCRIPTION

Consider Authorizing the City Manager to Execute an Engagement Letter with Pattillo, Brown & Hill, LLP, Waco, Texas for Auditing Services for FY2026, FY2027, and FY2028, with an option to renew annually for up to five (5) subsequent fiscal years.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

State law requires local governments to have an annual audit of its financial records and statements (Texas Local Government Code, Ch. 103) and the audit shall be conducted by a certified public accountant. The audit must be completed within 180 days of the City's fiscal year end. In the most recent state legislative session, the law was amended to penalize a city if it did not have its audit completed within the 180-day window. Under S.B. 1851, a city that fails to complete its audit may be prohibited by the Attorney General from adopting a property tax rate that is higher than its no-new-revenue rate.

On September 10, 2025, the City Council approved a one-year renewal with the City's current auditor, BrooksWatson & Co., for the FY 2025 audit which has been completed and presented at the February 26, 2026 City Council meeting. BrooksWatson has served as the City's auditor since FY17. Under the City's purchasing policy, a review and evaluation of the firm's past services was required to continue beyond eight years. Staff reviewed the firm's auditing services and supported continuing with BrooksWatson for the FY25 audit. At that time, staff recommended issuing a Request for Qualifications (RFQ) for the current fiscal year (FY26).

In January, City staff published a Request for Statement of Qualifications (RFQ #2026-2) from experienced public accounting firms/individuals to audit our financial statements for fiscal years ending FY26 through FY28, with an option to renew annually for up to five (5) subsequent fiscal years. The deadline to submit was February 2, 2026. Four (4) firms submitted their Statement of Qualifications - BrooksWatson, Pattillo, Brown & Hill, WhitleyPenn, and Weaver. City staff interviewed all four firms.

Although the City has had an excellent working relationship with our current auditor, BrooksWatson, the recommendation to select Pattillo Brown & Hill is based on the belief that reasonable rotation of outside auditing firms is good practice to guard against complacency among City staff and bring in new perspectives from the new firm.

The fee for the recently completed FY25 audit was \$43,110. The proposal submitted by Pattillo, Brown & Hill is as follows:

- FY26 - \$45,105
- FY27 - \$46,250
- FY28 - \$47,500
- FY29 - \$49,000
- FY30 - \$50,250

The fee for any required "Single Audit", which is required when a entity spends more than \$1,000,000 in grant funds in a fiscal year is as follows:

- FY26 - \$7,600
- FY27 - \$7,800
- FY28 - \$8,000
- FY29 - \$8,300
- FY30 - \$8,550

The Single Audit fee for FY23 from BrooksWatson was \$5,150.

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • Maintain compliance with state law. 	<ul style="list-style-type: none"> • N/A

4. RECOMMENDATION

Recommend Authorizing the City Manager to Execute an Engagement Letter for Auditing Services with Pattillo, Brown & Hill, LLP, Waco, Texas for FY2026, FY2027, and FY2028, with an option to renew annually for up to five (5) subsequent fiscal years.

5. FUNDING SOURCE

Included in the General Fund annual budget.

6. TIMELINE

Once selected, the auditor would begin preliminary field work in summer 2026 and begin full review after the City's fiscal year ends September 30, 2026. The anticipated delivery to City Council would be in February 2027.

7. OTHER OPTIONS**8. ATTACHMENTS**

1. Presentation - Auditor Services
2. PBH_Taylor Fee Proposal 03202026
3. PBH Audit Services Proposal Interview Presentation - City of Taylor
4. PBH_Auditor_RFQ_26-2

Auditing Services

April 9, 2026

Auditing Services

- State law requires local governments to have an annual audit which must be completed within 180 days of fiscal year end.
- In the most recent state legislative session, the law was amended to penalize a city if it did not have its audit completed within the 180-day window.
- Under S.B. 1851, a city that fails to complete its audit may be prohibited by the Attorney General from adopting a property tax rate that is higher than its no-new-revenue rate.
- In January, City staff released a Request for Statement of Qualifications (RFQ #2026-2) from qualified accounting firms.

Auditing Services

- Four (4) firms submitted their Statement of Qualifications.
 - BrooksWatson
 - Pattillo, Brown & Hill
 - WhitleyPenn, and
 - Weaver.
- City staff interviewed all four firms.
- The City's current Auditor, BrooksWatson, has been the auditor since FY17.
- Staff recommendation is to select Pattillo, Brown & Hill based on the firm's experience & qualifications and the belief that reasonable rotation of outside auditing firms is good practice.

Auditing Services

- The fee for the recently completed FY25 audit was \$43,110. The proposal submitted by Pattillo, Brown & Hill is as follows:
 - FY26 - \$45,105
 - FY27 - \$46,250
 - FY28 - \$47,500
 - FY29 - \$49,000
 - FY30 - \$50,250

Auditing Services

- The “Single Audit Fee” proposal submitted by Pattillo, Brown & Hill is as follows:
 - FY26 - \$7,600
 - FY27 - \$7,800
 - FY28 - \$8,000
 - FY29 - \$8,300
 - FY30 - \$8,550

* A Single Audit is required when federal or state grant expenditures equal or exceed \$1,000,000 in a fiscal year.



FEE PROPOSAL

PRESENTED TO
City of Taylor, Texas

DATE
March 20, 2026

PATILLO, BROWN & HILL

401 West State Highway 6,
Waco, TX

254.772.4901 | pbhcpa.com





Name of Firm: Pattillo, Brown & Hill, L.L.P.

Certification that the person signing this proposal is entitled to represent the Firm and authorized to sign a contract with the City of Taylor, Texas.

So Certified:

Name: Paula Lowe

Title: Partner

Date: 3/20/2026

TOTAL ALL-INCLUSIVE MAXIMUM PRICE FOR:

Fiscal Year	Total	Financial Statement	Single Audit
2026	\$52,705	\$45,105	\$7,600
2027	54,050	46,250	7,800
2028	55,500	47,500	8,000
2029	57,300	49,000	8,300
2030	58,800	50,250	8,550



PROPOSED FEE FOR FISCAL YEAR 2026

	Hours	Rate	Total
Financial Statement Audit			
Partner	16	\$285	\$4,560
Manager	27	\$195	\$5,265
Senior	144	\$145	\$20,880
Staff	<u>144</u>	\$100	<u>\$14,400</u>
Total	331		\$45,105
Single Audit*			
Partner	4	\$285	\$1,140
Manager	8	\$195	\$1,560
Senior	20	\$145	\$2,900
Staff	<u>20</u>	\$100	<u>\$2,000</u>
Total	<u>52</u>		<u>\$7,600</u>
Grand Total	<u>383</u>		<u>\$52,705</u>

*Note - This estimate includes 1 major program. Additional major programs will be billed at \$4,500 each to cover additional staff time.

RATES FOR ADDITIONAL SERVICES

Our stated fees include all out-of-pocket expenses and will not be exceeded unless significant, new audit, accounting or regulatory requirements are imposed. We would discuss those factors prior to any audit work being performed.

There will be no additional costs billed under this engagement. If it should become necessary for the City of Taylor, Texas to request us to render any additional services to either supplement the services requested in this request for proposals or to perform additional work as a result of the specific recommendations included in any report issued during this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Taylor, Texas and PB&H and shall be performed at the same rates set forth below.

Partner	\$280
Supervisor	\$195
Senior	\$145
Staff	\$100

The rates are open for discussion and will depend upon the requested task. We would not start work or begin billing for work until we had agreed to the rates and terms with the City of Taylor, Texas.

MANNER OF PAYMENT

Pattillo, Brown & Hill, L.L.P. accepts the preferred payment terms stated in the City's RFP.



EXCELLENCE.

At Pattillo, Brown & Hill, L.L.P.,
our people make the difference.

With our extensive public sector experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.

PAULA LOWE, CPA

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chris.garner@pbhcpa.com

QUALITY AUDIT & ACCOUNTING SERVICES



pbhcpa.com



PRESENTED TO
City of Taylor, Texas

RFQ FOR AUDIT SERVICES
March 12, 2026

PATTILLO, BROWN & HILL, LLP

Certified Public Accountants & Business Consultants

- Founded in 1923
- Five locations in TX & NM
- 16 Partners & 180 Professionals
- Member AICPA G400
- Member GAQC
- Member GFOA
- GFOAT Gold Sponsor



AUDIT PROFESSIONALS

60+ Professionals

- Who work exclusively on audits of local governments and have extensive experience in single audit

6 Partners

- With over 150 years of combined experience in audits of local governments and single audit

Credentials

- 7 Members, GFOA Special Review Committee
- 6 AICPA Advanced Single Audit Certificates
- 40+ Annual CPE hours

Clients

- 150+ audits of local governments
- 100+ single audits
- 40+ ACFRs



OUR PROCESS IS EASY

Planning

- Evaluate internal controls
- IT general controls
- Preliminary analytical procedures

Fieldwork

- Substantive procedures
- Analytical procedures
- Single audit testing
- Compliance with laws & regulations

Deliverables

- Independent auditor's report
- Government auditing standards report
- Single audit report



OUR PROCESS IS EASY

Planning Meeting

- Review list of client-prepared documents, timeline of audit, and deadlines for deliverables

Weekly Status Meetings

- Address client concerns or questions and review audit schedule

Wrap-Up Meeting

- Draft final list of items needed and review timetable for deliverables



INDUSTRY STANDARD TECHNOLOGY

ProSystem fx Engagement

- Primary audit software for preparing and organizing workpapers and reports

CCH Knowledge Coach

- Audit preparation and execution tool using the Knowledge Based Audit Methodology

CCH Axxess Portal

- Cloud-based system allowing clients to view and send documents through a secure web-based portal

CCH Engagement Organizer

- Add-on for CCH Axxess Portal that makes the PBC list easier for both client and auditor

DataSnippet and Excel

- Data analytic software used to reduce sampling risk, gain efficiency, and add value to our audits

Harker Heights, City of (028215)
 City of Harker Heights, Texas (Audit 2021) [September 30, 2021]

Due Date
Retention End

Client Users
Kelsey Coffman 3

Firm Users
Lori Mattke 3

First Sent to Client
September 17, 2021

Last Sent to Client
January 28, 2022

Last Sent to Firm
March 14, 2022

Send

REQUEST ITEMS NOTES ATTACHMENTS

[Pending 3](#)
[Rejected 0](#)
[Completed 108](#)
[Accepted 0](#)
[Not Applicable 2](#)
[All](#)
Clear Download Add Section

	ATTACHMENTS	NOTES	DUE DATE
PLANNING			
SAMPLES			
Journal Entry Sample	13		
FA Disposal Sample	3		
R&M SAMPLE	4		
AP Sample	28		
CIP Additions	1		
Capital Asset Additions	12		
Expenditure Explanations	6		
Census Data Sample	1		
GENERAL - FIELDWORK			
Trial Balance as of 9/30/2021	1		
General Ledger Detail all of FY21	1		
General Ledger Detail all of FY22 YTD			



WHY PB&H?

Quality. Value. Expertise.



Statement of Qualifications for Audit Services RFQ # 2026-2

PRESENTED TO

City of Taylor, Texas

DATE

February 2, 2026

PATTILLO, BROWN & HILL

Paula Lowe

401 West State Highway 6

Waco, TX 76710

254.772.4901 | plowe@pbhcpa.com

EXPERT
TRUSTED
ADVISOR



Taylor City Hall
Attn: Purchasing Office
400 Porter St.
Taylor, TX 76574

Re: RFQ # 2026-2

Pattillo, Brown and Hill, L.L.P. (PB&H) is pleased to have the opportunity to submit the accompanying proposal to provide professional audit services to the City of Taylor, Texas ("City") for the years ending September 30, 2026-2028, with an option to renew annually for up to five subsequent years.

We believe that our Firm possesses certain unique characteristics that are well matched to the City's needs. We are a regional accounting firm that has been in existence since 1923.

- Our primary business is serving local governments in Texas and New Mexico. In addition to our experience with cities, we have extensive experience auditing other forms of local governments such as school districts, councils of government, counties and special districts.
- We are committed to customer service and developing client relationships. We offer support throughout the year as a part of this engagement and will not charge additional fees for informal consultations.
- Our proposed service team for the City consists of seasoned professionals who work exclusively on local government engagements.
- Our firm is known for providing high quality services while meeting our client's time constraints, as such, we are committed to performing the engagement within the time parameters mentioned in the proposal.

Outlined in this proposal are key factors that distinguish our Firm from other providers of government services. Among these are the experience level of our service team with audits of cities, our Firm's commitment to providing services to the public sector and our engagement approach. We bring the high level of experience and expertise as larger, national accounting firms, but with the value inherent in local firms. We are committed to perform the work outlined the request for proposal within the time period required.

As engagement partner, I am an authorized representative of the Firm and my signature binds PB&H to the terms and conditions specified in this proposal. This proposal is a firm and irrevocable offer for 90 days. I can be reached by phone at (254) 772-4901, by email at plowe@pbhcpa.com or by mail at 401 West Highway 6, Waco, Texas 76710.

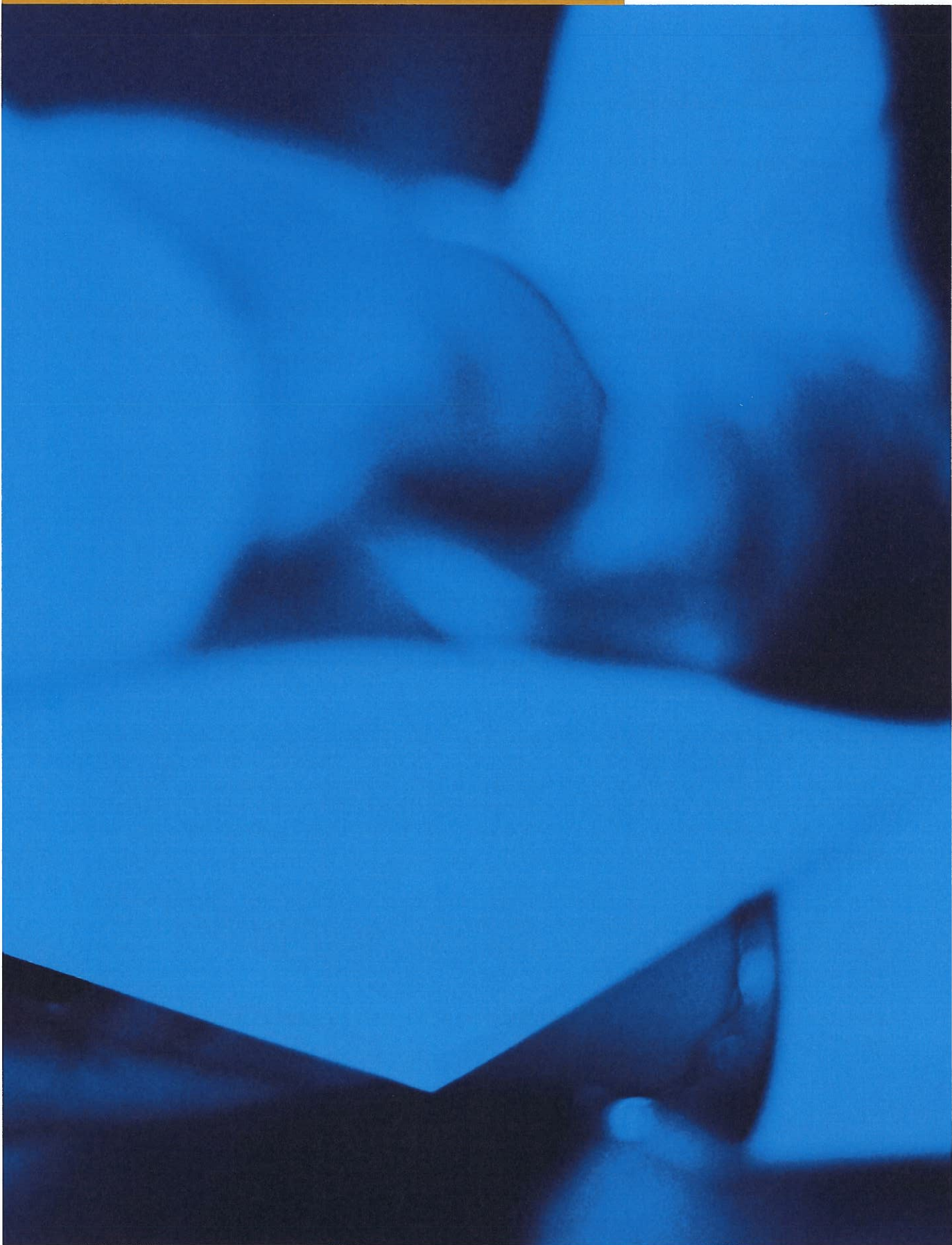
I am excited about the opportunity to serve the City. Please feel free to contact me should you have any questions regarding this proposal.


Paula Lowe, CPA
PATILLO, BROWN & HILL, L.L.P.

OFFICE LOCATIONS

TEXAS | Waco | Temple | Hillsboro | Houston
NEW MEXICO | Albuquerque







FIRM QUALIFICATIONS & EXPERIENCE

PROFILE OF PATTILLO, BROWN & HILL, L.L.P.

Pattillo, Brown & Hill, L.L.P. was founded in Waco in 1923 and has been in continuous existence since that time. We are a regional certified public accounting firm with offices in Waco, Temple, Houston and Hillsboro, Texas, and Albuquerque, New Mexico, with over 100 professional personnel. Our government audit department includes 5 partners, 3 managers, 40 professional staff, and 4 administrative staff. These professionals work almost exclusively on governmental engagements. It is our goal to provide personalized services of the highest quality to our clients. We have earned a reputation for professional excellence through our demonstration of quality work and sound financial advice. Our personnel have devoted many years to developing knowledge in auditing, accounting and consulting services.

Our unyielding commitment to client service has resulted in the growth of our client base, positioning Pattillo, Brown & Hill, L.L.P. between the very large national accounting firms and smaller, locally oriented firms. We are large enough to have the resources and personnel to resolve even the most complex accounting or compliance issue, but small enough to give you the personalized service that our clients deserve. The City of Taylor, Texas will be a significant and valued client at our Firm.

We have a department within our Firm dedicated to performing governmental audits and providing other consulting services to governmental entities and take pride in our technical expertise, client relations and our reputation of valued performance. We have in-depth experience, presently serving over 100 governmental entities. We have performed annual financial and compliance audits for many different municipal governments across the State of Texas.

COMMITMENT TO OUR CLIENTS

At Pattillo, Brown & Hill, we value all of our clients and put a high priority on customer service. The City of Taylor, Texas would not just be "another audit" for our firm. We understand that developing a strong and lasting relationship with your City will benefit our firm because we are in the business of performing audits of local governments, but we also understand that the benefits of this audit are limited if we do not provide you with a level of service that exceeds your expectations.

Our proposed service team has thorough knowledge of government auditing and extensive experience of auditing a variety of entities similar to the City. The team brings a wealth of experience in auditing Texas cities, and as such they are well versed in the intricacies of U.S. Government Accountability Office (GAO) Government Auditing Standards, and Uniform Guidance (2CFR200). If awarded the engagement, Paula Lowe and a team of experienced professionals will perform the City's audit. As mentioned earlier, our partners are much more actively involved with the performance of engagement procedures than larger national firms.

To maintain the highest quality of technical understanding, each member of our government audit staff annually attends at least 40 hours of technical training directly related to auditing and accounting for local governments. With staff members working exclusively in this specialized field, they are properly equipped by attending specific training for this field and gaining experience relevant to audits of local governments.

CLIENT RELATIONSHIP

At Pattillo, Brown & Hill, we value all of our clients and put a high priority on customer service. The City of Taylor, Texas would not just be "another audit" for our firm. We understand that developing a strong and lasting relationship with your City will benefit our firm, but we also understand that the benefits of this audit are limited if we do not provide you with a level of service that exceeds your expectations.

We believe that a long-term professional relationship must be mutually beneficial to be of lasting value to either party. Our goal in serving the City of Taylor, Texas will be to deliver timely, responsive service that meets your needs, exceeds your expectations, and produces value that exceeds our fees.

PARTNER INVOLVEMENT

Because our client base per partner is much smaller than that of national accounting firms, our partners are much more actively involved with the performance of engagement procedures. Benefits to the City include having more experienced professionals performing the work and greater continuity from year to year. We believe our Firm's foundation is the partner relationship with our clients.

Paula Lowe will be personally involved in all phases of the audit and will be readily accessible throughout the engagement. We commit to returning phone calls within one business day and emails within 24 hours.

COMMITMENT TO GOVERNMENT

Governmental audits continue to be the fastest growing segment of our client base. We are committed to achieve the highest standards in performing quality governmental audits. As evidence of this commitment, our proposed service team includes members of the following organizations:

- AICPA's Governmental Audit Quality Center
- Government Finance Officers Association (national)
- Government Finance Officers Association of Texas
- Special Review Committee of the GFOA
- Texas Association of Regional Councils



Many of our clients have elected to pursue the GFOA's Certificate of Achievement for Excellence in Financial Reporting on a regular basis. In all instances where we have been associated with this pursuit, our client has been awarded the certificate. Additionally, three members of your proposed audit team are currently GFOA Special Review Committee members.

NATIONAL RECOGNITION

The firm received national recognition from the American Institute of Certified Public Accountants (AICPA) as an official member of the esteemed G400 group, as well as being identified as one of the 500 largest in the United States, out of 44,000 in the nation. As a member of G400, Pattillo, Brown & Hill, L.L.P. will partner with the AICPA to increase our expertise as well as provide feedback and support to the accounting industry and to our valued clients.

In addition to the AICPA's recognition, PB&H is proud to have received the Single Audit Resource Center's (SARC's) Award for Excellence in Knowledge, Value, and Overall Client Satisfaction. This award is to recognize firms that provide outstanding services to their clients and is based on feedback provided to the SARC anonymously.

EXTERNAL QUALITY CONTROL REVIEW

As an indication of our commitment to quality, we are a member firm of the National Peer Review Committee (formerly known as the Center for Public Company Audit Firms) Peer Review Program and the AICPA's Governmental Audit Quality Center (GAQC). Our firm has been a member of the peer review program for over 30 years. The GAQC requires member firms to establish policies and procedures specific to the firm's governmental audit practice to comply with the applicable professional standards and Center membership requirements. Additionally, member firms must have their governmental audits selected as part of the Firm's peer review.



FIRM QUALIFICATIONS & EXPERIENCE

We are required to undergo peer reviews every three years. We completed our most recent review in 2022 and received a rating of pass. In addition, we also received no "letter of comments," and therefore achieved the highest possible rating, obtained by only a small percentage of accounting firms across the nation. A copy of our most recent peer review report is included in this proposal. The review included a number of specific government engagements.

CONCURRING REVIEW

At Pattillo, Brown & Hill, we place a strong emphasis on delivering the highest level of audit quality. To support this commitment, every audit conducted under Government Auditing Standards includes a concurring review. A concurring review is an additional, independent evaluation of the audit report performed by a professional with expertise in governmental reporting who is not part of the engagement team.

This process involves a thorough assessment of the complete Annual Comprehensive Financial Report (ACFR) or Annual Financial Report (AFR) to ensure compliance with professional standards, consistency in reporting, and overall accuracy. By bringing in a reviewer who is independent from the audit process, we add an objective perspective that helps identify potential improvements or corrections before issuance.

This additional level of oversight not only strengthens the reliability of the financial statements but also reflects our firm's dedication to delivering work of the highest quality and value to our clients.

On the following pages is a summary of the proposed service team members' resumes. All of these professionals are employed on a full-time basis. All key audit professionals are certified to practice in the State of Texas. Furthermore, all of the proposed professionals have significant experience auditing local governments, including Texas cities.

EXPERIENCE

We have in-depth experience, presently serving over 100 governmental clients, including many cities. Government audits continue to be the fastest growing segment of our client base. We are committed to serving this segment and continue to expand our department and the scope of services offered to governmental organizations. Our clients include many governmental organizations as is evidenced by the partial listing included in this proposal. For fiscal year 2025, approximately 50 of these clients were required to have "Single Audits" performed in accordance with Uniform Guidance (2CFR200). It is noteworthy that our workpapers have been examined in connection with several of these "Single Audits" by representatives of grant and/or cognizant agencies. In almost all circumstances, our supporting workpapers have earned excellent reviews.



FIRM QUALIFICATIONS & EXPERIENCE

INDEPENDENCE

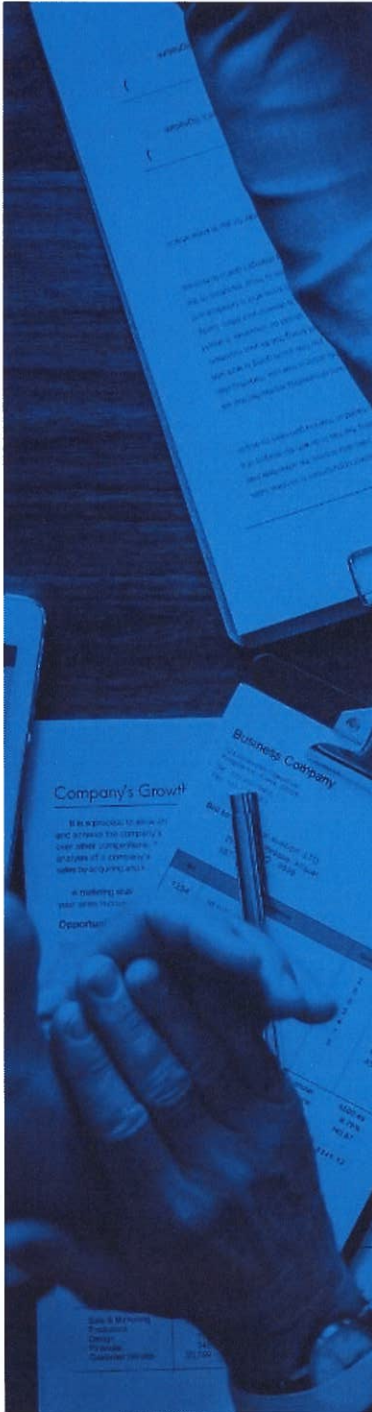
We confirm that we are independent with respect to the City of Taylor, Texas and all of its component units as defined by Government Auditing Standards. None of our partners, managers or staff has any direct or indirect financial interest in the City of Taylor, Texas' contracts, and no one assigned to the audit is related within a prohibited degree (as defined by nepotism law) to any employee of the City or to any of the Council or Board Members.

PROFESSIONAL RELATIONSHIPS WITH TAYLOR, TEXAS

Pattillo, Brown & Hill has not provided audit services to the City of Taylor, Texas in the past five (5) years.

LICENSED TO PRACTICE IN TEXAS

All persons assigned to supervision positions in your audit will be CPAs licensed to practice in Texas. Also, we are not under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states.



DESK AND FIELD REVIEWS

Because of the level of audits that we perform requiring federal and state single audits and the number of clients that we serve receiving federal and state grant assistance, many of our clients have field and desk reviews performed on their audits at least annually. We are not aware of the specific number of these reviews that have been performed on our audits in the last three years, but there are no unresolved questions or findings resulting from the desk reviews. No disciplinary action has ever been alleged, and no action is pending or has been undertaken against the Firm by the SEC, AICPA, Texas State Board of Public Accountancy, other federal or state regulatory agencies or professional organizations.

VALUE AND EFFICIENCY

We recognize that clients expect the services rendered by their professional accounting firm to go beyond the financial statements. We understand the expectations of our clients and welcome the opportunity to serve not only as auditors, but also as advisors. Our approach places substantial emphasis on the need to thoroughly understand your operations. This audit approach allows us to contribute constructive suggestions regarding your internal controls, operating and accounting procedures, and other matters worthy of management's attention.

CLAIMS AND SUITS

Pattillo, Brown & Hill has not failed to complete any work that was awarded to it, and there are not any judgments, claims, arbitration proceedings or suits pending or outstanding against PB&H or partners. Additionally, PB&H has not filed any lawsuits or requested arbitrations with regard to contracts within the last five years.

STAFFING

Pattillo, Brown & Hill recruits statewide to meet its staffing needs. A major source for new staff has been Baylor University, University of Mary-Hardin Baylor and the University of Texas at Austin. Our staff does, however, come from a variety of schools and universities. Professional turnover rates in the Waco office for the past 24 months have been less than 20 percent.



COMPETENT, EXPERIENCED PERSONNEL

We consider well-trained and experienced professionals to be the single most important element necessary to providing the highest level of service to a client. We believe that we offer our clients a unique blend of technical expertise and responsiveness that is sometimes unavailable from larger firms who may be focused on more sizable engagements. We have identified for the City of Taylor an experienced and proven service team. As you can see from the resumes included in this proposal, your audit team will have significant experience serving governmental clients, including cities, and are actively involved in professional organizations that allow us to keep abreast of issues facing governmental organizations.

Pattillo, Brown & Hill, L.L.P. includes members with excellent professional qualifications as evidenced by the following:

- One former member served on the Texas State Board of Public Accountancy.
- One former member is past president of the Texas Society of CPAs.
- Several members are past chairmen and several are current chairmen or members of Committees of the Texas Society of CPAs including the Society's Government Accounting Standards Committee.
- Members are heavily involved in continuing professional education programs sharpening technical skills.
- Our Firm includes members of the Government Finance Officers Association of Texas.
- Active members of the Special Review Committee of the Government Finance Officers Association.

In keeping with our obligation for quality service, we require our professional employees to complete a minimum of qualifying continuing professional education credits annually. We also encourage our personnel to pursue their certification as accountants and then to become actively involved in local and state professional organization activities. Included, as supporting information, is a schedule of resumes covering the qualifications of proposed staff, including partners and senior who are expected to be used in the performance of this engagement. Each of the resumes indicates an individual's position in our Firm, including their education and type of experience.

QUALIFICATIONS OF ASSIGNED PERSONNEL

Our proposed service team has thorough knowledge of government auditing and extensive experience auditing a variety of entities similar to the City. The team brings a wealth of experience in auditing Texas cities, and as such they are well versed in the intricacies of Generally Accepted Government Auditing Standards, and Uniform Grant Guidance. If awarded the engagement, Paula Lowe and a team of experienced professionals will perform the City's audit. As mentioned earlier, our partners are much more actively involved with the performance of engagement procedures than larger national firms. The proposed personnel who will be working on the engagement are as follows:

- **Paula Lowe, CPA, Engagement Partner** | 25 years auditing Texas cities
- **Kent Willis, CPA, Concurring Partner** | 12 years auditing Texas cities
- **Clayton Rogers, CPA, Manager** | 9 years auditing Texas cities
- **Mishal Majewski, CPA, Senior Auditor** | 7 years auditing Texas cities
- **Staff auditors** with experience working exclusively on audits of local governments
- **Don Abel, CISSP, MCP, IT Specialist**

To maintain the highest quality of technical understanding, each member of our government audit staff annually attends at least 40 hours of technical training directly related to auditing and accounting for local governments. With staff members working exclusively in this specialized field, they are properly equipped by attending specific training for this field and gaining experience relevant to audits of local governments.



FIRM QUALIFICATIONS & EXPERIENCE

SIMILAR ENGAGEMENTS AS THE CITY OF TAYLOR

Below is a sample of audits performed by our Firm similar to the City of Taylor, Texas. Please feel free to contact any of the below mentioned references as you desire.

City/Engagement Partner	Scope of Work	Fiscal Years	Total Hours	Name/Telephone
*City of La Porte/ Paula Lowe	Audit and Federal Single Audit	2023-2025	575	Michael Dolby LaPorte, Texas 281.470.5036
*City of Waxahachie/ Paula Lowe	Audit and Federal Single Audit	2016-2025	550	Chad Tustison Waxahachie, Texas 972.937.7330
*City of Highland Village/Paula Lowe	Audit and Federal Single Audit	2011-2025	550	Heather Miller Highland Village, Texas 972.899.5089
*City of Weatherford/ Paula Lowe	Audit and Federal Single Audit	2010-2025	500	Dawn Brooks Weatherford, Texas 817.598.4220
*City of Melissa/ Paula Lowe	Audit	2022-2025	500	Gail Dansby Melissa, Texas 972-838-2031

*Indicates that CAFR received the GFOA's Certificate of Achievement.



Report on the Firm's System of Quality Control

December 9, 2022

To the Partners of Pattillo Brown & Hill, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Pattillo Brown & Hill, LLP (the firm) in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; an audit of an employee benefit; and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Pattillo Brown & Hill, LLP in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Pattillo Brown & Hill, LLP has received a peer review rating of *pass*.

Erickson Krentel, LLP

Certified Public Accountants

EXCELLENCE.

At Pattillo, Brown & Hill, L.L.P.,
our people make the difference.

With our extensive public sector experience, strong regulatory and technical expertise, client-centered approach, and competitive fee structure, PB&H provides an unmatched level of client-service commitment.

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QUALITY AUDIT & ACCOUNTING SERVICES

pbhcpa.com

PATILLO, BROWN & HILL, LLP





City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR
Streets/Infrastructure

Agenda Item Number: 10.

Agenda Title: **Discussion, consideration and possible action on authorizing the City Manager to execute an Agreed Upon Procedures Engagement with Baker Tilly US, LLP to fulfill requirements of SB 1883 relating to impact fee financial audits.**

Council Action to be Taken: Consider Authorizing the City Manager to Execute an Agreed Upon Procedures Engagement with Baker Tilly US, LLP to fulfill requirements of SB 1883 relating to impact fee financial audits.

Department Submitted: Finance

Staff Contact: Robert Powers, Chief Financial Officer

1. PURPOSE / DESCRIPTION

Consider Authorizing the City Manager to Execute an Agreed Upon Procedures Engagement with Baker Tilly US, LLP to fulfill requirements of SB 1883 relating to impact fee financial audits.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

During the most recent legislative session, S.B. 1883, relating to the approval of land use assumptions, capital improvement plans, and impact fees, was approved. The bill amended Local Government Code, Chapter 395, which governs how cities can adopt and amend impact fees for water, wastewater, and roadway capital improvements. Among the changes included changes to the composition of the advisory committee and a provision that before a political subdivision can adopt a new or increase an existing impact fee, an independent financial audit is required. The selected auditor may not have been under contract with the political subdivision to provide any other service during the previous twelve (12) months.

In January, City staff published a Request for Statement of Qualifications (RFQ 2026-3) from experienced public accounting firms/individuals to prepare an independent financial audit of the City’s water, sewer and roadway impact fees in accordance with Texas Local Government Code Section 395.059. The deadline was February 2, 2026. The City received Statement of Qualifications from four (4) firms - BrooksWatson, Baker Tilly US, LLP, Pattillo, Brown & Hill,

and WhitleyPenn. BrooksWatson was disqualified per the terms of the statute limitation relating to being under contract during the most recent twelve (12) months. City staff interviewed the remaining three firms.

Staff recommends the firm of Baker Tilly to conduct this financial audit of the City's impact fees. The time period covered will be October 1, 2021 through September 30, 2025.

3. PROS and CONS

Compliance with state statute.

4. RECOMMENDATION

Recommend Authorizing the City Manager to Execute an Agreed Upon Procedures Engagement with Baker Tilly US, LLP to fulfill requirements of SB 1883 relating to impact fee financial audits.

5. FUNDING SOURCE

\$20,000 (estimated) to be split proportionately among the Water, Wastewater, and Roadway Impact Fee funds.

6. TIMELINE

Firm would begin upon approval of engagement with expected completion date of May 31, 2026.

7. OTHER OPTIONS

If no action is taken and an independent financial audit is not performed in accordance with SB 1883, the City would not be able to amend its impact fees.

8. ATTACHMENTS

- 1. Presentation_Impact Fee Audit
- 2. Engagement letter - Impact Fee AUP - Taylor, TX
- 3. BakerTilly_ImpactFeeAuditor_RFQ_26-3
- 4. 89(R) SB 1883 - Enrolled version

Impact Fee Financial Audit

April 9, 2026

Impact Fee Financial Audit (Agreed Upon Procedures)

- During the most recent legislative session, S.B. 1883, relating to the approval of land use assumptions, capital improvement plans, and impact fees, was approved.
- The bill amended Local Government Code, Chapter 395, which governs how cities can adopt and amend impact fees for water, wastewater, and roadway capital improvements.
- Among the changes included changes to the composition of the advisory committee and a provision that before a political subdivision can adopt a new or increase an existing impact fee, an independent financial audit is required.
- The selected auditor may not have been under contract with the political subdivision to provide any other service during the previous twelve (12) months.

Impact Fee Financial Audit (Agreed Upon Procedures)

- In January, City staff published a Request for Statement of Qualifications (RFQ 2026-3) from public accounting firms to prepare an independent financial audit of the City's water, sewer and roadway impact fees in accordance with Texas Local Government Code Section 395.059.
- The City received Statement of Qualifications from four (4) firms
 - BrooksWatson*
 - Baker Tilly US
 - Pattillo, Brown & Hill
 - WhitleyPenn

*BrooksWatson was disqualified per the terms of the statute limitation relating to being under contract during the most recent twelve (12) months. City staff interviewed the remaining three firms.

Impact Fee Financial Audit (Agreed Upon Procedures)

- Staff recommends the firm of Baker Tilly US to complete the financial audit.
- The report is expected to be completed by May 31, 2026.
- The time period covered will be FY22 through FY25.
- Estimated fee is \$20,000 to be paid proportionately from the Water, Sewer, and Roadway Impact Fee funds.

March 19, 2026

Robert Powers
Chief Financial Officer
400 Porter St.
Taylor, Texas 76574

Dear Mr. Powers:

Thank you for using Baker Tilly US, LLP (Baker Tilly, we, our, us) as your accountants and business advisors.

We are pleased to confirm our understanding of the nature and limitations of the services we are to provide for the City of Taylor, Texas (the City, Client, you, your).

Services and Related Report

We currently expect to perform the agreed-upon procedures below, specified and agreed to by you related to the City's Roadway, Water, and Wastewater Impact Fees. These fees were developed in reports titled "2022 Update of the Water and Wastewater Impact Fees of the City of Taylor" and "2023 Update of the Roadway Impact Fees" (the "Studies"). Section 395.059 of the Texas Local Government Code requires that before a political subdivision may increase an existing impact fee or adopt a new impact fee for a service area where an impact fee had previously been adopted, the political subdivision must conduct an independent financial audit in accordance with this section. Compliance with all legislative requirements is the responsibility of the City. We will require a representation letter from management that, among other things, will confirm management's responsibility for the fees related to the Studies in accordance with Section 395 of the Texas Local Government Code. Prior to the completion of the engagement, you agree to provide us with written agreement and acknowledgment that the procedures performed are appropriate for its intended purpose.

The Agreed Upon Procedures to be performed for the period beginning October 1, 2021, and ending September 30, 2025, are as follows:

1) We obtained from the City a detailed listing of impact fee funds collected by category, service area, and year. We compared this listing to the general ledger detail, the annual audited financial statements, the summary of collections provided by the City (Attachment 1), and a detailed listing of building permits issued. We selected a sample of these transactions and performed the following: a) Agreed the category and service area assigned to supporting documentation. b) Agreed the amounts charged to the impact fee schedule passed by City ordinance. c) Traced the amounts charged to the bank statements.

2) We obtained from the City a summary of interest income earned on impact fee funds by year, by type (Attachment 2). We agreed this summary to the general ledger detail, annual audited financial statements, and selected a sample of the transactions to trace to the bank statements and/or allocation support. We agreed the amount of interest accumulated related to refunds in Attachment 2 to supporting documentation and recalculated the amount disbursed compared to Section 395.025(d).

3) We obtained from the City a listing of proposed projects by category/service area, identifying if each has been completed or not (Attachment 3). We compared the list to the capital improvements plan(s) included in the impact fee studies covering the 10 years prior to September 30, 2025. We selected a sample of the completed projects (falling within the record retention period of the City) to trace to supporting documentation to confirm the status of completion. For projects not completed, we confirmed if the impact fees were refunded, if required by Section 395.025. Lastly, we confirmed if the City is tracking that impact fees are spent within 10 years after the date of payment, per Section 395.025(c).

4) We agreed the balance of unspent funds at the end of each year provided by the City (Attachment 1) to the annual audited financial statements and bank/investment statements. We recalculated the ending balances and observed that the amounts were shown as fund balance/restricted net position in the annual audited financial statements.

5) We obtained from the City a detailed listing of expenditures, by category and service area, funded by impact fees. We compared this listing to the general ledger detail, the annual audited financial statements, and the summary of project spending provided by the City (Attachment 1). We selected a sample of these expenditures to trace to an approved project in the capital improvements plan(s), compared the category and service area assigned to supporting documentation, and confirmed that it was an allowable expenditure per Section 395.012.

6) We obtained from the City a listing of waived impact fees under Section 395.016(g) and compared this to the listing of building permits obtained in Procedure #1 that had their impact fees waived. We selected a sample from this listing and inspected documentation confirming its qualification as affordable housing under 42 U.S.C Section 12745 and under any applicable City ordinance(s).

7) We obtained from the City a detailed listing of any requested refunds of impact fees under Section 395.025 and compared the total to Attachment 4. We selected a sample from this detailed listing and compared the City's records related to the decision of disposition to both Section 395.025 and any applicable City ordinances.

8) We obtained from the City a detail listing of impact fees refunded under Section 395.025 and compared the total to Attachment 4 as well as the general ledger detail. We selected a sample from this detailed listing and inspected documentation confirming its qualification under Section 395.025 and any applicable City ordinance(s).

9) We obtained all impact fee studies adopted between the period beginning October 1, 2021, and ending September 30, 2025 from the City and confirmed that they contained a credit under Section 395.014 (7)(A) or (7)(B) of the code. If Section 395.014(A) was used, we compared this calculation to supporting documents and recalculated the credit.

We expect to issue a written report addressed to you upon the completion of our engagement that lists the procedures performed and our findings. You understand that our report is intended solely for your information and use and should not be used by anyone else and that this restriction will be indicated in a separate paragraph in our report. Our report will also contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. If, for any reason, we are unable to complete any of the procedures, or if we determine in our professional judgment the circumstances necessitate, we will describe in our report any restrictions on the performance of the procedures, or may withdraw and decline to issue a report as a result of this engagement.

Our Responsibilities and Limitations

Our engagement to apply agreed-upon procedures will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Determining the sufficiency of the procedures performed and their relationship to the intended purpose of the engagement is solely your responsibility. Consequently, we make no representation regarding the sufficiency of the procedures performed as a part of this engagement either for the intended purpose for which this report has been requested or for any other purpose.

Because the agreed-upon procedures specified do not constitute an examination, audit, or review, we will not express an opinion or conclusion on the City's Roadway, Water, and Wastewater Impact Fees. In addition, we have no obligation to perform any procedures beyond those specified by you.

An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, we will communicate to you any known and suspected fraud and noncompliance with laws or regulations affecting the City's Roadway, Water, and Wastewater Impact Fees that come to our attention. In addition, if, in connection with this engagement, matters come to our attention that the City's Roadway, Water, and Wastewater Impact Fees, we will disclose those matters in our report. Such disclosures, if any, may not necessarily include all matters that might have come to our attention had we performed additional procedures or an examination, audit, or review.

Management's Responsibilities

You are responsible for providing us with (1) access to all information of which the appropriate parties are aware is relevant to the performance of the agreed-upon procedures, (2) additional information that we may request from the appropriate parties for the purpose of performing the agreed-upon procedures, and (3) unrestricted access to persons within the appropriate parties from whom we determine it necessary to obtain evidence related to the performance of the agreed-upon procedures.

Management is responsible for informing us on a timely basis of the name of any single investor in you that owns 20% or more of your equity at any point in time. Management is also responsible for informing us on a timely basis of any investments held by you which constitutes 20% or more of the equity/capital of the investee entity at any point in time.

At the conclusion of our engagement, you agree to provide certain representations in the form of a representation letter.

If the need for additional procedures arises, or the procedures need to be modified, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, you agree to provide a written representation that you have obtained from those additional specified parties, agreement to the procedures performed and acknowledgment that those procedures are appropriate for their purposes.

Nonattest Services

Prior to or as part of our engagement, it may be necessary for either Baker Tilly US, LLP or Baker Tilly Advisory Group, LP to perform certain nonattest services.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with Baker Tilly US, LLP's or Baker Tilly Advisory Group, LP's performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge and/or experience, preferably within senior management, to oversee the services performed.
- > Evaluate the adequacy and results of the nonattest services performed.
- > Accept responsibility for the results of the nonattest services.

- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Timing and Fees

Our estimated professional fees for these services will be \$20,000.

In addition to professional fees, our invoices will include (1) our standard technology charge (5% of billings) (2) Travel costs and time related to one onsite presentation at a public hearing, not to exceed \$3,000 (if requested). Note that there will be no additional charge if the City would like us to present at the public hearing remotely.

We plan to begin our procedures as soon as we receive the necessary information and, unless unforeseeable problems are encountered, the engagement should be completed by May 31, 2026. Completion of our work is subject to, among other things, (i) appropriate cooperation from the City's personnel, including timely preparation of necessary schedules and (ii) timely responses to our inquiries. When and if for any reason the City is unable to provide such schedules, information and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the engagement.

Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5 percent per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. The City will be obligated to compensate us for all time expended and to reimburse us for all expenditures through the date of termination. In the event that collection procedures are required, the City agrees to be responsible for all expenses of collection including related attorneys' fees.

Our fee estimate is based on certain assumptions. Certain circumstances may arise during the course of our procedures that could significantly affect the targeted completion date or our fee estimate, and additional fees may be necessary as a result. Such circumstances include but are not limited to the following:

- Changes to the timing of the engagement initiated by the City, which may require the reassignment of our personnel.
- The City's failure to provide all information requested by us (i) on the date requested, (ii) in the form acceptable to us, (iii) with no mathematical errors, and (iv) in agreement with the appropriate City records.
- Significant delays in responding to inquiries made of City personnel, or significant changes in City accounting policies or practices, or in the City's accounting personnel, their responsibilities, or their availability.
- Significant delays or errors in the necessary schedules prepared by the City's personnel.
- Implementation of new general ledger software or a new chart of accounts by the City.
- Significant changes in the City's business operations, including business combinations, the creation of new entities, divisions, or subsidiaries within the City, significant new employment or equity agreements, or significant subsequent events. Certain business transactions or changes in business operations or conditions, financial reporting, and/or auditing standards may require us to utilize the services of internal or external valuation or tax specialists.
- New financing arrangements or modifications to existing financing arrangements, or significant new federal or state funding.

- Significant deficiencies or material weaknesses in the design or operating effectiveness of the City's internal control over financial reporting.
- Issuance of additional accounting or financial reporting standards subsequent to or effective for the periods covered by this Engagement Letter.
- Circumstances beyond our control.

For new business transactions or changes in business operations or conditions, financial reporting standards may require us to utilize the services of internal or external valuation or tax specialists. This includes matters such as business combinations, impairment evaluations, and going concern evaluation, among other potential needs for specialists. The time and cost of such services are not included in the fee estimate provided.

Revisions to the scope of our work will be communicated to you and may be set forth in the form of an "Amendment to Existing Engagement Letter."

Baker Tilly's fees are exclusive of any federal, national, regional, state, provincial or local taxes, including any VAT or other withholdings, imposed on this transaction, the fees, or on Client's use of the Services or possession of the Deliverable (individually or collectively, the Taxes). All applicable Taxes shall be paid by Client without deduction from any fees owed by Client to Baker Tilly. In the event Client fails to pay any Taxes when due, Client shall defend, indemnify, and hold harmless Baker Tilly, its officers, agents, employees and consultants from and against any and all fines, penalties, damages, costs (including, but not limited to, claims, liabilities or losses arising from or related to such failure by Client) and will pay any and all damages, as well as all costs, including, but not limited to, mediation and arbitration fees and expenses as well as attorneys' fees, associated with Client's breach of this section.

We may use temporary contract staff to perform certain tasks on your engagement and will bill for that time at the rate that corresponds to Baker Tilly staff providing a similar level of service. Upon request, we will be happy to provide details on training, supervision and billing arrangements we use in connection with these professionals. Additionally, we may from time to time, and depending on the circumstances, use service providers (e.g., to act as a specialist or audit an element of the financial statements) in serving your account. We may share Confidential Information about you with these contract staff and service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all contract staff and service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your Confidential Information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your Confidential Information with the contract staff or third-party service provider. Furthermore, the firm will remain responsible for the work provided by any such contract staff or third-party service providers.

To the extent the Services require Baker Tilly to receive personal data or personal information from Client, Baker Tilly may process, and engage subcontractors to assist with processing, any personal data or personal information, as those terms are defined in applicable privacy laws. Baker Tilly's processing shall be in accordance with the requirements of the applicable privacy laws relevant to the processing in providing Services hereunder, including Services performed to meet the business purposes of the Client, such as Baker Tilly's tax, advisory, and other consulting services. Applicable privacy laws may include any local, state, federal or international laws, standards, guidelines, policies or regulations governing the collection, use, disclosure, sharing or other processing of personal data or personal information with which Baker Tilly or its Clients must comply. Such privacy laws may include (i) the EU General Data Protection Regulation 2016/679 (GDPR); (ii) the California Consumer Privacy Act of 2018 (CCPA); and/or (iii) other laws regulating marketing communications, requiring security breach notification, imposing minimum security requirements, requiring the secure disposal of records, and other similar requirements applicable to the processing of personal data or personal information. Baker Tilly is acting as a Service Provider/Data Processor, as those terms are defined respectively under the CCPA/GDPR, in relation to Client personal data and personal information. As a Service Provider/Data Processor processing personal data or personal information on behalf of Client, Baker Tilly shall, unless otherwise permitted by applicable privacy law, (a) follow Client instructions; (b) not sell personal data or personal information collected from the Client or share the personal data or personal information for purposes of targeted advertising; (c) process personal data or personal information solely for purposes related to the Client's engagement and not for Baker Tilly's own commercial purposes; and (d) cooperate with and provide reasonable assistance to Client to ensure compliance with applicable privacy laws. Client is responsible for notifying Baker Tilly of any applicable privacy laws the personal data or personal information provided to Baker Tilly is subject to, and Client represents and warrants it has all necessary authority (including any legally required consent from individuals) to transfer such information and authorize Baker Tilly to process such information in connection with the Services described herein. Client further understands Baker Tilly US, LLP and Baker Tilly Advisory Group, LP will co-process Client data as necessary to perform the Services, pursuant to the alternative practice structure in place between the two entities. Baker Tilly Advisory Group, LP maintains custody of client files for both entities. By executing this Engagement Letter, you hereby consent to the transfer to Baker Tilly Advisory Group, LP of all your Client files, workpapers and work product. Baker Tilly Advisory Group, LP is bound by the same confidentiality obligations as Baker Tilly US, LLP. Baker Tilly is responsible for notifying Client if Baker Tilly becomes aware that it can no longer comply with any applicable privacy law and, upon such notice, shall permit Client to take reasonable and appropriate steps to remediate personal data or personal information processing. Client agrees that Baker Tilly has the right to utilize Client data to improve internal processes and procedures and to generate aggregated/de-identified data from the data provided by Client to be used for Baker Tilly business purposes and with the outputs owned by Baker Tilly. For clarity, Baker Tilly will only disclose aggregated/de-identified data in a form that does not identify Client, Client employees, or any other individual or business entity and that is stripped of all persistent identifiers. Client is not responsible for Baker Tilly's use of aggregated/de-identified data.

Baker Tilly has established information security related operational requirements that support the achievement of our information security commitments, relevant information security related laws and regulations, and other information security related system requirements. Such requirements are communicated in Baker Tilly's policies and procedures, system design documentation and contracts with customers. Information security policies have been implemented that define our approach to how systems and data are protected. Client is responsible for providing timely written notification to Baker Tilly of any additions, changes or removals of access for Client personnel to Baker Tilly provided systems or applications. If Client becomes aware of any known or suspected information security or privacy related incidents or breaches related to this agreement, Client should timely notify Baker Tilly via email at dataprotectionofficer@bakertilly.com.

Any additional services that may be requested, and we agree to provide, may be the subject of separate arrangements.

With respect to this Engagement Letter and any information supplied in connection with this Engagement Letter and designated by the disclosing party (the "Disclosing Party") as "Confidential Information" either by marking it as "confidential" prior to disclosure to the receiving party (the "Recipient") or, if such information is disclosed orally or by inspection, then by indicating to the Recipient that the information is confidential at the time of disclosure and confirming in writing to the Recipient, the confidential nature of the information within ten (10) business days of such disclosure, or is information which a reasonable person would deem to be confidential based on the nature of the information and the circumstances surrounding its disclosure, the Recipient agrees to: (i) protect the Confidential Information in the same manner in which it protects its Confidential Information of like importance, but in no case using less than reasonable care; (ii) use the Confidential Information only to perform its obligations under this Engagement Letter; and (iii) reproduce Confidential Information only as required to perform its obligations under this Engagement Letter. This section shall not apply to information which is (a) publicly known, (b) already known to the Recipient, (c) disclosed to Recipient by a third party without restriction, (d) independently developed, or (e) disclosed pursuant to legal requirement or order, or as is required by regulations or professional standards governing the services performed. Subject to the foregoing, Baker Tilly may disclose Client's Confidential Information to its subcontractors and subsidiaries.

We may be required to disclose Confidential Information to federal, state and international regulatory bodies or a court in criminal or other civil litigation. In the event that we receive a request from a third party (including a subpoena, summons or discovery demand in litigation) calling for the production of information, we will promptly notify the City, unless otherwise prohibited. In the event we are requested by the City or required by government regulation, subpoena or other legal process to produce our engagement working papers or our personnel as witnesses with respect to services rendered to the City, so long as we are not a party to the proceeding in which the information is sought, we may seek reimbursement for our professional time and expenses, as well as the fees and legal expenses, incurred in responding to such a request.

We may be required to disclose Confidential Information with respect to complying with certain professional obligations, such as peer review programs. All participants in such peer review programs are bound by the same confidentiality requirements as Baker Tilly and its employees. Baker Tilly will not be required to notify the City if disclosure of Confidential Information is necessary for peer review purposes.

Resolution of Disagreements

In the unlikely event that differences concerning services, fees, this Engagement Letter or any services subsequently provided to Client by Baker Tilly should arise ("Dispute(s)") that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the Dispute by mediation administered by the American Arbitration Association (AAA) under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation.

If mediation does not settle the Dispute, then the parties agree that the Dispute shall be settled by binding arbitration to be initiated by the party seeking damages or other permitted relief in any form (the "Claimant"). The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the services in Dispute is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the Arbitration Rules for Professional Accounting and Related Disputes of the AAA (the "Rules") as amended and effective February 1, 2015, except that no prehearing discovery shall be permitted unless specifically authorized by the arbitrator. Any issue concerning the extent to which the Dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of these procedures, shall be governed by the FAA and resolved by the arbitrators. The arbitration will be conducted before a panel of three (3) arbitrators, with experience in accounting and auditing matters or resolving accounting and auditing matters. In the thirty (30) days after the arbitration is initiated, the parties shall attempt to mutually agree on the three (3) arbitrators, including one arbitrator who will serve as chair of the panel, and all of whom may be selected from AAA, JAMS, the Center for Public Resources, or any other internationally or nationally-recognized organization mutually agreed upon by the parties. If the parties cannot agree on a panel of three (3) arbitrators within the thirty (30) day period, the three (3) arbitrators shall be selected according to Rules A-16(a) and (b) of the Rules except that the AAA shall send an identical list of fifteen (15) names to the parties to the arbitration. The arbitrator shall have no authority to award nonmonetary or equitable relief and will not have the right to award punitive damages or statutory awards. Furthermore, in no event shall the arbitrator have power to make an award that would be inconsistent with the Engagement Letter or any amount that could not be made or imposed by a court deciding the matter in the same jurisdiction. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Discovery shall be permitted in arbitration only to the extent, if any, expressly authorized by the arbitrators upon a showing of substantial need. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrators shall be equally divided by the parties. Both parties agree and acknowledge that they are each giving up the right to have any Dispute heard in a court of law before a judge and a jury, as well as any appeal. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. The arbitrators shall apply the limitations period that would be applied by a court deciding the matter in the same jurisdiction, including the contractual limitations set forth in this Engagement Letter, and shall have no power to decide the dispute in any manner not consistent with such limitations period. The arbitrators shall be empowered to interpret the applicable statutes of limitations subject to the choice of law provision set forth herein.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Limitation on Damages and Indemnification

THE LIABILITY (INCLUDING ATTORNEY'S FEES AND ALL OTHER COSTS) OF BAKER TILLY AND ITS PRESENT OR FORMER PARTNERS, PRINCIPALS, AGENTS OR EMPLOYEES RELATED TO ANY CLAIM FOR DAMAGES RELATING TO THE SERVICES PERFORMED UNDER THIS ENGAGEMENT LETTER SHALL NOT EXCEED THE FEES PAID TO BAKER TILLY FOR THE PORTION OF THE WORK TO WHICH THE CLAIM RELATES, EXCEPT TO THE EXTENT FINALLY DETERMINED TO HAVE RESULTED FROM THE WILLFUL MISCONDUCT OR FRAUDULENT BEHAVIOR OF BAKER TILLY RELATING TO SUCH SERVICES. THIS LIMITATION OF LIABILITY IS INTENDED TO APPLY TO THE FULL EXTENT ALLOWED BY LAW, REGARDLESS OF THE GROUNDS OR NATURE OF ANY CLAIM ASSERTED, INCLUDING THE NEGLIGENCE OF EITHER PARTY. ADDITIONALLY, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY LOST PROFITS, LOST BUSINESS OPPORTUNITY, LOST DATA, CONSEQUENTIAL, SPECIAL, INCIDENTAL, EXEMPLARY OR PUNITIVE DAMAGES, DELAYS OR INTERRUPTIONS ARISING OUT OF OR RELATED TO THIS ENGAGEMENT LETTER EVEN IF THE OTHER PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

As Baker Tilly is performing the services solely for your benefit, you will indemnify Baker Tilly, its subsidiaries and their present or former partners, principals, employees, officers and agents against all costs, fees, expenses, damages and liabilities (including attorney's fees and all defense costs) associated with any third party claim, relating to or arising as a result of the services, or this Engagement Letter.

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, City personnel or agents, that is not complete, accurate or current, whether or not management knew or should have known that such information was not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim or any other statutes of limitations or repose.

Other Matters

The documentation for this engagement, including the working papers, is the property of Baker Tilly and constitutes Confidential Information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. Baker Tilly does not retain any original client records and we will return such records to you at the completion of the services rendered under this engagement. When such records are returned to you, it is the City's responsibility to retain and protect its accounting and other business records for future use, including potential review by any government or other regulatory agencies. By your signature below, you acknowledge and agree that, upon the expiration of the documentation retention period, Baker Tilly shall be free to destroy our workpapers related to this engagement. If we are required by law, regulation or professional standards to make certain documentation available to regulators, the City hereby authorizes us to do so.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Our dedication to client service is carried out through our employees who are integral in meeting this objective. In recognition of the importance of our employees to Baker Tilly, it is hereby agreed that the City will not solicit our employees for employment or enter into an independent contractor arrangement with any individual who is or was an employee of Baker Tilly US, LLP for a period of twelve (12) months following the date of conclusion of this engagement. If the City violates this nonsolicitation clause, the City agrees to pay to Baker Tilly a fee of equal to the hired individual's new annual salary at the time of the violation so as to reimburse Baker Tilly for the costs of hiring and training a replacement.

The services performed under this Agreement do not include the provision of legal advice and Baker Tilly makes no representations regarding questions of legal interpretation. Client should consult with its attorneys with respect to any legal matters or items that require legal interpretation under federal, state or other type of law or regulation.

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms.

Baker Tilly Advisory Group, LP and its subsidiaries and Baker Tilly US, LLP, trading as Baker Tilly, are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agents and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Advisory Group, LP, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter and any applicable online terms and conditions or terms of use ("Online Terms") related to online products or services made available to City by Baker Tilly ("Online Offering") constitute the entire agreement between the City and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto. For clarity and avoidance of doubt, the terms of this Engagement Letter govern Baker Tilly's provision of the services described herein, and the Online Terms govern City's use of the Online Offering. This Engagement Letter's provisions shall not be deemed modified or amended by the conduct of the parties.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties, including any successors or assignees. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the City's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Illinois, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

If there are any questions regarding the Engagement Letter, please contact Justin Hoagland, the professional on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Justin Hoagland is available at 608.240.2497.

Sincerely,

Baker Tilly US, LLP

BAKER TILLY US, LLP

The services and terms as set forth in this Engagement Letter are agreed to by:

Brian LaBorde - City Manager

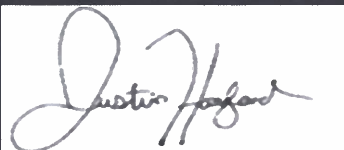
Robert Powers - Chief Financial Officer

March 19, 2026



City of Taylor: Impact Fee Services

Statement of qualifications



Justin Hoagland, CPA, Principal
+1 (608) 240 2497 | justin.hoagland@bakertilly.com

Contents

INTRODUCTION	1
YOUR NEEDS, OUR RESOURCES	2
INDUSTRY SPECIALIZATION	4
TEAM, RELEVANT EXPERIENCE, AND REFERENCES	5
SERVICE APPROACH	6
APPENDIX A: RESUME	8



The information provided here is of a general nature and is not intended to address the specific circumstances of any individual or entity. In specific circumstances, the services of a professional should be sought. © 2025 Baker Tilly US, LLP.

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As of June 3, 2025, Baker Tilly and Moss Adams have merged. Combined statistics are based on data currently available. Actual counts may vary slightly and will be finalized during the integration process.

Introduction

Gain peace of mind knowing your impact fee decisions are fully compliant and transparent, backed by Baker Tilly's government impact fee expertise and deep understanding of Texas requirements.

Navigating new Texas impact fee requirements with confidence

Recent changes to Texas impact fee legislation, specifically Senate Bill 1883, require municipalities to conduct independent financial audits before increasing or adopting new impact fees in service areas with existing fees. These audits must be performed by a certified public accountant who has not provided other services to the municipality in the prior 12 months.

Selecting a firm that understands both the legislative requirements and the complexities of impact fees is critical. It's about more than checking boxes. It's innovative thinking and deep collaboration and our passionate, dedicated public sector accountants understand this.

Baker Tilly is well-positioned to help municipalities navigate these changes, ensure compliance and deliver actionable insights. Here are the highlights:

GOVERNMENTAL EXPERIENCE

Baker Tilly has nearly 350 government-focused professionals serving more than 3,500 government clients across the country.

TEXAS PRESENCE

Baker Tilly has a strong local presence in Texas, serving over 9,700 clients in the state. We have nine offices across Texas, with more than 1,100 professionals dedicated to serving area clients. Our firm has been supporting clients in Texas for over 50 years.

IMPACT FEE EXPERTISE

Baker Tilly has a long history of assisting municipalities with impact fees. Our team has extensive experience assisting municipalities with impact fees, is proficient in the Texas Local Government Code Title 12 Chapter 395, has performed similar engagements in other states with comparable legislative requirements, and has begun to perform these specific procedures for a number of entities in Texas.

Your needs, our resources

Ready to help you meet the challenges of today and embrace what's next, with deep resources, industry reputation and local reach across Texas.

Guiding you with our resources, reputation and reach

Baker Tilly at a glance

At Baker Tilly, we bring a legacy and commitment to helping our clients embrace what's next.

With more than 11,000 professionals from coast to coast, our resources fuel our ability to offer clients deep industry insights, bold thinking and holistic solutions. Our ranking as the sixth-largest advisory CPA firm means we're actively shaping the industry landscape across markets.

Our size isn't just a number

It's a testament to our resilience and ability to lead you into the future, no matter the climate. With nearly a century of experience, we've honed our skills and adapted to evolving markets.



6th-
largest U.S.
accounting firm



11,000+
team members,
1,000+ principals



90+
years in
business



~3,400
Certified Public
Accountants



\$3B+
firm revenue
in FY2025



100+
worldwide office
locations



300+
workplace and
culture awards

GIVING YOU THE TOOLS YOU NEED TO NAVIGATE THE FUTURE

Baker Tilly guides clients through changing landscapes with skills, stability and strength as one of the oldest and largest advisory, tax and assurance firms in the United States.

What does our size mean? It's about having a powerhouse team of passionate professionals unafraid to roll up their sleeves and provide hands-on support for our clients. It's about team members brimming with thoughtful ideas, backed by the scale of a firm genuinely dedicated to our clients' success.

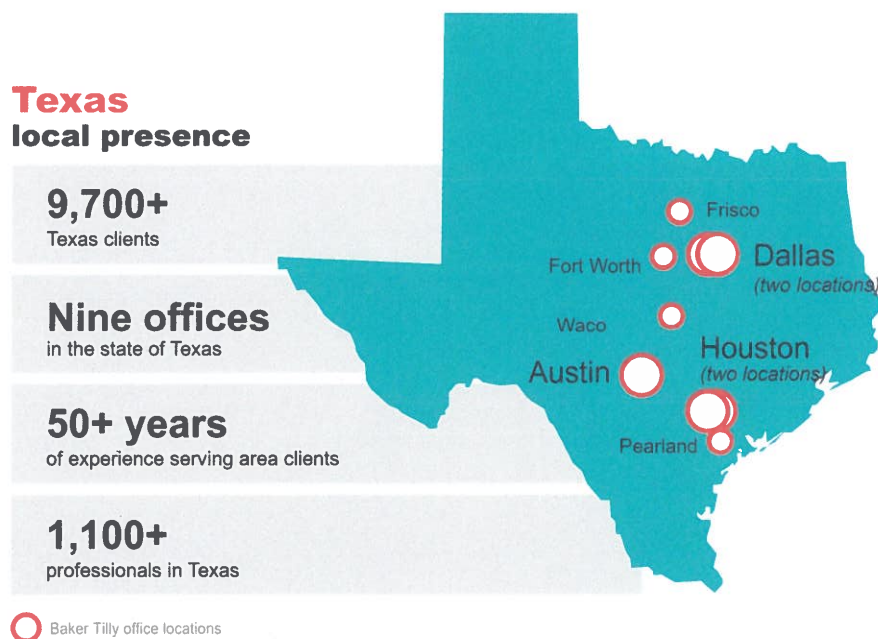
Bringing greater value, relationships and resources to our clients: Baker Tilly and Moss Adams have joined forces

On June 3, 2025, Baker Tilly and Moss Adams combined to redefine advisory and accounting services for our clients. The merger, which makes Baker Tilly the sixth-largest advisory CPA firm in the United States, brings deeper industry specialization, broader geographic reach and expanded capabilities.



Investing our resources in Texas

Texas has the ninth-largest economy on the planet. It is one of the fastest-growing, most diverse economies in the United States. We're proud to be expanding our firm's presence in Texas to include more than 1,100 professionals across nine offices committed to helping clients in a wide range of industries and sectors. For our clients, that means local presence and knowledge backed by our firm's broad national resources.



Working with local governments in Texas

Baker Tilly provides an array of assurance and consulting services to governments across the state, including:

- Abilene, City of
- Amarillo, City of
- Anna, City of
- Arlington, City of
- Beeville, City of
- Brazos River Authority
- Brookshire, City of
- Brownsville Public Utilities Board
- Brownsville, City of
- Bryan, City of
- Burnet County
- Capital Metropolitan Transportation Authority
- Celina, City of
- Comal County
- Corpus Christi, City of
- Dallas, City of
- Denton, City of
- El Paso Water Utility
- El Paso, City of
- Electric Reliability Council of Texas, Inc
- Ennis, City of
- Fulshear City of
- Green Valley Special Utility District
- Houston, City of
- Huntsville, City of
- Irving, City of
- Lewisville, City of
- Lower Colorado River Authority
- Lower Valley Water District
- Lubbock Power & Light
- Mansfield, City of
- Medina County
- Midland, City of
- New Braunfels Utilities
- New Braunfels, City of
- North Texas Tollway Authority
- Paris, City of
- Port Arthur, City of
- Prosper, City of
- Rockwall County
- Sachse, City of
- Saginaw, City of
- San Antonio Housing Authority
- San Antonio River Authority
- San Antonio Water System
- SH130 MMD 1 Management District No.1
- Strategic Housing Finance Corporation (Harris County)
- Trinity River Authority
- VIA Metropolitan Transit
- Westlake, City of
- Wichita Falls, City of

Industry specialization

Baker Tilly has served state and local governments since our establishment nearly a century ago. We are one of the few advisory, tax and assurance firms with a practice dedicated entirely to serving governmental clients.

Delivering specialized expertise to our public sector clients

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other sectors. Recognizing this complexity and eager to serve as a true valued advisor to the public sector, **nearly 350 Baker Tilly professionals** focus directly on serving governments.

Nationwide, our public sector practice serves more than 3,500 state and local governmental entities, including municipalities, counties, school districts, utilities, transit organizations, airports and special authorities. Several of these client groups are now served by dedicated specialists in distinct sub-practices.

Public sector: Experience that matters



3,500+ public sector clients



90+ years of industry experience



Serving clients nationwide

We help governments find solutions to overcome the obstacles and identify opportunities.

OUR FULL RANGE OF KEY SERVICE OFFERINGS FOR STATE AND LOCAL GOVERNMENTS

- | | |
|---|--|
| <ul style="list-style-type: none"> Accounting services and assurance Arbitrage/rebate regulatory compliance Attestation services Capital planning Cybersecurity consulting Economic development Efficiency studies Federal funding advisory Financial management services Financial reporting and GAAP services | <ul style="list-style-type: none"> Housing and economic development Human capital services Investment services** Organizational management advisory Post-issuance compliance Public finance/bond issuance* Process improvement Rate and user fee studies Risk advisory and internal audit Strategic planning |
|---|--|

* Services provided by Baker Tilly Municipal Advisors, LLC, a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP, a tax and advisory firm.

** Services provided by Baker Tilly Investment Services, a division of Baker Tilly Wealth Management, LLC, which is a registered investment advisor and controlled by Baker Tilly Advisory Group, LP.

Team, Relevant Experience, and References

Aligning key engagement team members with the City’s goals

Meet the service team we’ve assembled to achieve everything you envision. Selected intentionally for your goals and backed by our specialized resources, these individuals are collaborative and multidisciplinary. Their passion for the public sector will make them an unstoppable force on your behalf. You’ll find their bios below and complete resumes in **Appendix A**.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR TAYLOR



Justin Hoagland, CPA — Principal

Justin will oversee the entire engagement process to ensure that every step is well-planned and implemented and that the final deliverables are technically accurate and contain meaningful insights and recommendations. Justin will lead the development of our client service plan, through which we will develop expectations and a timeline with you, execute the services as agreed upon and ensure the City receives a high level of satisfaction.

Justin is anticipated to work 20 – 40% of the engagement hours. The remaining hours will be filled by one or two other individuals selected from our vast team of government focused talent.

Relevant experience

Although this new legislative requirement just became effective as of September 1, 2025, we already have experience performing these specific services and have either completed, or are in the process of completing, this work for four other entities in Texas. See the references below for some of the entities where we are performing this work.

References

City of Flower Mound, TX

Name	Leandro Rodriguez	Title	CIP-TIRZ Manager
Phone	+1 (972) 874 6374	Email	leandro.rodriguez@flowermound.gov

City of Dayton, TX

Name	Leslie Herrera	Title	Finance Director
Phone	+1 (936) 258 2642	Email	LHerrera@daytontx.org

Benbrook Water Authority, TX

Name	Saranya Sundaramani	Title	Finance Manager
Phone	+1 (817) 249 1250	Email	ssundaramani@benbrookwater.com

Service approach

You deserve clarity and confidence in your impact fee compliance services. Our thorough, collaborative approach is designed to meet every legislative requirement and deliver actionable results for your municipality.

Baker Tilly's scope will include performing procedures to satisfy the 10 requirements listed in Sec. 395.059, which include:

- (1) the amount of funds collected from any impact fee imposed by the political subdivision in the service area;*
- (2) the amount of interest accumulated under Section [395.025](#) on impact fees collected by the political subdivision in the service area;*
- (3) any proposed capital improvements or facility expansions to be financed from an impact fee collected by the political subdivision in the service area that were not constructed, as described by Section [395.025](#), including the categories of each improvement and expansion;*
- (4) the amount of funds collected from impact fees by the political subdivision in the service area that have not been spent;*
- (5) each impact fee collected by the political subdivision in the service area;*
- (6) the allocation of each impact fee made to the political subdivision in the service area;*
- (7) any waived impact fees in the service area under Section [395.016\(g\)](#);*
- (8) any requested refunds of impact fees in the service area under Section [395.025](#);*
- (9) any impact fees in the service area refunded under Section [395.025](#); and*
- (10) any errors or omissions of credits in impact fee calculations for impact fees in the service area.*

APPROACH

1. Work with the City to understand its processes and procedures around the recording and development of impact fees.
2. Develop mutually agreed-upon procedures that satisfy the ten legislative requirements noted above.
3. Provide the City with a get-ready list of the items we will need to complete our testing.
4. Trace the information requested below to source documentation (invoices, receipts, permit, refund/credit support, etc.). We will adopt a sampling methodology when it comes to the testing of this source documentation.
5. Evaluate compliance with the applicable legislation.
6. Work collaboratively with the firm completing the impact fee study/update to make sure our timelines line-up.

Agreed-upon procedures (AUP)

It is important to note that these services will be performed as an AUP engagement, not an audit. It is our understanding that while the legislation uses the word “audit” an AUP better fits the intent of the legislation. This is similar to what the environment is like in Arizona where municipalities are required per legislation to conduct biennial “audits” of their impact fees, but firms complete these as AUP’s instead. The City will need to agree to provide us with written agreement and acknowledgment that the procedures performed are appropriate for its intended purpose.

Sample project timeline

The following is a high-level timeline of the project activities. Note that the timeline below is highly dependent on the responsiveness of the City to our questions and requests.

PHASE	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8
1. Planning and kick-off	█	█						
2. Testing		█	█	█	█	█		
3. Reporting						█	█	█

Deliverables will include:

- 1) A final written report suitable for public posting and Council adoption.
- 2) A slide presentation summarizing the procedures/findings for the public hearing (a public hearing is required per the legislation).

Appendix A: Resume

PRINCIPAL

Justin D. Hoagland, CPA

Justin Hoagland is a principal with Baker Tilly's public sector practice.



Baker Tilly US, LLP

4807 Innovate Lane
Madison, WI 53718
United States

T: +1 (608) 240 2497
justin.hoagland@bakertilly.com

bakertilly.com

Education

Bachelor of Business
Administration in accounting
and finance
University of Wisconsin–Madison

Justin specializes in providing accounting, auditing, and consulting services to state and local government entities. This includes counties, cities, town, villages, and other governmental agencies.

Specific experience

- Prepares financial statements for state and local governments
- Manages financial audits of governmental units including cities, towns, villages and counties
- Performs audits and compilations of Tax Incremental Financing (TIF) districts
- Assists clients with implementation of standards of the Governmental Accounting Standards Board (GASB)
- Performs agreed-upon procedure engagements
- Assists clients with impact fee studies
- Licensed CPA

Industry involvement

- Government Finance Officers Association of Texas (GFOAT)
- American Institute of Certified Public Accountant (AICPA)
- Wisconsin Institute of Certified Public Accountants (WICPA)
- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)

Continuing professional education

- Public sector accounting and auditing updates sponsored by Baker Tilly
- Audit Watch
- Single audit training sessions
- Wisconsin GFOA conferences and meetings

1 AN ACT
2 relating to the approval of land use assumptions, capital
3 improvement plans, and impact fees.

4 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

5 SECTION 1. Section 395.043, Local Government Code, is
6 amended to read as follows:

7 Sec. 395.043. INFORMATION ABOUT LAND USE ASSUMPTIONS AND
8 CAPITAL IMPROVEMENTS PLAN AVAILABLE TO PUBLIC. At least 60 days [~~On~~
9 ~~or~~] before the date of the first publication of the notice of the
10 hearing on the land use assumptions and capital improvements plan,
11 the political subdivision shall make available to the public its
12 land use assumptions, the time period of the projections, and a
13 description of the capital improvement facilities that may be
14 proposed.

15 SECTION 2. Section 395.051(a), Local Government Code, is
16 amended to read as follows:

17 (a) The political subdivision, within 30 days after the date
18 of the public hearing on the imposition of an impact fee, shall
19 approve or disapprove the imposition of an impact fee. Approval of
20 the imposition of an impact fee by a political subdivision requires
21 an affirmative vote of two-thirds of the members of the governing
22 body of the political subdivision.

23 SECTION 3. Subchapter C, Chapter 395, Local Government
24 Code, is amended by adding Section 395.0515 to read as follows:

1 Sec. 395.0515. LIMITATION ON IMPACT FEE INCREASE. A
2 political subdivision may not increase the amount of an impact fee
3 for three years from the later of the date the fee was adopted or
4 most recently increased, if applicable. Nothing in this section
5 prohibits the political subdivision from implementing an impact fee
6 collection schedule that allows less than the maximum adopted
7 impact fee to be collected or phased in up to the maximum adopted
8 impact fee for a period not to exceed ten years, as authorized by
9 this chapter.

10 SECTION 4. Section 395.053, Local Government Code, is
11 amended to read as follows:

12 Sec. 395.053. HEARING ON UPDATED LAND USE ASSUMPTIONS AND
13 CAPITAL IMPROVEMENTS PLAN. The governing body of the political
14 subdivision shall, within 120 [~~60~~] days after the date it receives
15 the update of the land use assumptions and the capital improvements
16 plan, adopt an order setting a public hearing to discuss and review
17 the update and shall determine whether to amend the plan.

18 SECTION 5. Section 395.054, Local Government Code, is
19 amended to read as follows:

20 Sec. 395.054. HEARING ON AMENDMENTS TO LAND USE
21 ASSUMPTIONS, CAPITAL IMPROVEMENTS PLAN, OR IMPACT FEE. A public
22 hearing must be held by the governing body of the political
23 subdivision to discuss the proposed ordinance, order, or resolution
24 amending land use assumptions, the capital improvements plan, or
25 the impact fee. At least 60 days [~~On or~~] before the date of the
26 first publication of the notice of the hearing on the amendments,
27 the land use assumptions and the capital improvements plan,

1 including the amount of any proposed amended impact fee per service
2 unit, shall be made available to the public.

3 SECTION 6. Section 395.058(b), Local Government Code, is
4 amended to read as follows:

5 (b) The advisory committee is composed of not less than five
6 members who shall be appointed by a majority vote of the governing
7 body of the political subdivision. Not less than 50 [40] percent of
8 the membership of the advisory committee must be representatives of
9 the real estate, development, or building industries who are not
10 employees or officials of a political subdivision or governmental
11 entity. [~~If the political subdivision has a planning and zoning
12 commission, the commission may act as the advisory committee if the
13 commission includes at least one representative of the real estate,
14 development, or building industry who is not an employee or
15 official of a political subdivision or governmental entity. If no
16 such representative is a member of the planning and zoning
17 commission, the commission may still act as the advisory committee
18 if at least one such representative is appointed by the political
19 subdivision as an ad hoc voting member of the planning and zoning
20 commission when it acts as the advisory committee.~~] If the impact
21 fee is to be applied in the extraterritorial jurisdiction of the
22 political subdivision, the membership must include a
23 representative from that area.

24 SECTION 7. Subchapter C, Chapter 395, Local Government
25 Code, is amended by adding Section 395.059 to read as follows:

26 Sec. 395.059. INDEPENDENT FINANCIAL AUDIT. (a) Before a
27 political subdivision may increase an existing impact fee or adopt

1 a new impact fee for a service area where an impact fee had
2 previously been adopted, the political subdivision must conduct an
3 independent financial audit in accordance with this section.

4 (b) An independent financial audit conducted under this
5 section must be performed by an independent auditor who:

6 (1) is a certified public accountant or public
7 accountant licensed by the Texas State Board of Public Accountancy;
8 and

9 (2) is not, and has not been during the 12 months
10 preceding the commencement of the audit, under contract to provide
11 any other service to the political subdivision or a related entity
12 of the political subdivision.

13 (c) An independent financial audit conducted under this
14 section must provide, if applicable, a detailed accounting of:

15 (1) the amount of funds collected from any impact fee
16 imposed by the political subdivision in the service area;

17 (2) the amount of interest accumulated under Section
18 395.025 on impact fees collected by the political subdivision in
19 the service area;

20 (3) any proposed capital improvements or facility
21 expansions to be financed from an impact fee collected by the
22 political subdivision in the service area that were not
23 constructed, as described by Section 395.025, including the
24 categories of each improvement and expansion;

25 (4) the amount of funds collected from impact fees by
26 the political subdivision in the service area that have not been
27 spent;

1 (5) each impact fee collected by the political
2 subdivision in the service area;

3 (6) the allocation of each impact fee made to the
4 political subdivision in the service area;

5 (7) any waived impact fees in the service area under
6 Section 395.016(g);

7 (8) any requested refunds of impact fees in the
8 service area under Section 395.025;

9 (9) any impact fees in the service area refunded under
10 Section 395.025; and

11 (10) any errors or omissions of credits in impact fee
12 calculations for impact fees in the service area.

13 (d) An independent financial audit conducted under this
14 section must be submitted to the political subdivision and advisory
15 committee described by Section 395.058. Before the political
16 subdivision may increase an existing impact fee or adopt a new
17 impact fee for a service area where an impact fee had previously
18 been adopted, the political subdivision must hold a public hearing
19 on the results of the audit received under this subsection.

20 (e) A political subdivision shall make available to the
21 public on the political subdivision's Internet website an
22 applicable independent financial audit at least 30 days before:

23 (1) the publication of notice required under Section
24 395.044; and

25 (2) the adoption of an order as required under Section
26 395.053.

27 (f) A political subdivision may use money collected from an

1 impact fee to conduct an audit required under this section.

2 SECTION 8. Section 395.077, Local Government Code, is
3 amended by adding Subsection (f) to read as follows:

4 (f) The attorney general may bring an action on behalf of a
5 property owner to contest an impact fee or to recover a refund for
6 an impact fee under Section 395.025.

7 SECTION 9. Section 395.078, Local Government Code, is
8 repealed.

9 SECTION 10. Section 395.059, Local Government Code, as
10 added by this Act, applies only to a new impact fee or an increase to
11 an existing impact fee adopted on or after the effective date of
12 this Act.

13 SECTION 11. Sections 395.043 and 395.054, Local Government
14 Code, as amended by this Act, apply only to a land use assumption,
15 capital improvement plan, or impact fee that is the subject of a
16 public hearing required to be held by Section 395.042 or 395.053 of
17 that code, as applicable, that is held on or after the 90th day
18 after the effective date of this Act. A land use assumption,
19 capital improvement plan, or impact fee subject to a public hearing
20 that is held before the 90th day after the effective date of this
21 Act is governed by the law in effect immediately before the
22 effective date of this Act, and the former law is continued in
23 effect for that purpose.

24 SECTION 12. Section 395.051(a), Local Government Code, as
25 amended by this Act, applies only to the approval of the imposition
26 of an impact fee on or after the effective date of this Act.

27 SECTION 13. Section 395.0515, Local Government Code, as

S.B. No. 1883

1 added by this Act, applies only to the increase of the amount of an
2 impact fee that is adopted on or after the effective date of this
3 Act.

4 SECTION 14. This Act takes effect September 1, 2025.

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 1883 passed the Senate on April 23, 2025, by the following vote: Yeas 26, Nays 5; and that the Senate concurred in House amendments on May 21, 2025, by the following vote: Yeas 26, Nays 5.

Secretary of the Senate

I hereby certify that S.B. No. 1883 passed the House, with amendments, on May 16, 2025, by the following vote: Yeas 87, Nays 32, one present not voting.

Chief Clerk of the House

Approved:

Date

Governor



**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR
Quality of Life

Agenda Item Number: 11.

Agenda Title: Discussion, consideration, and possible action on general Library updates and Library policies.

Council Action to be Taken: Approval of presented policy updates and additional new policy.

Department Submitted: Library

Staff Contact: Amy Keyes, Director

1. PURPOSE / DESCRIPTION

Information about the library's history, current use, and future needs along with policy updates required for accreditation.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

To maintain accreditation with the State Library, the Taylor Public Library is required to have and update several policies. Accreditation from the state allows the library to access certain programs and benefits, such as E-Rate discounts for telecommunications and internet services. The following policies are needed for accreditation status:

Collection Development Policy — last approval 03/10/26 (library board); 2/22/2018 (council)

Circulation Policy — last approval 2/10/26 (library board) ; 3/24/22 (council)

Wi-Fi Policy (changing to Technology: Wi-Fi Policy) — last approval 2/10/26 (library board); 1/28/2018 (council)

Computer Internet Policy (changing to Technology: Computer Internet Policy) — last approval 2/10/26 (library board); 11/27/2007 (council)

Information Security and Privacy Policy (new policy) - last approval 2/10/26 (library board); pending for council

3. PROS and CONS

<u>PROS</u>	<u>CONS</u>
-------------	-------------

<ul style="list-style-type: none"> • Approval of updates to our policies and the addition of a new policy allows us to stay within the parameters of accreditation from the State Library. • Accreditation allows the Taylor Public Library opportunities for programming assistance, funding, grants, training, and benefits such as E-Rate. 	<ul style="list-style-type: none"> • None
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4. RECOMMENDATION

Approval of policy updates and approval of new policy.

5. FUNDING SOURCE

n/a

6. TIMELINE

n/a

7. OTHER OPTIONS

n/a

8. ATTACHMENTS

1. Circulation Policy Final
2. Collection Development Policy final
3. Computer Internet Policy final
4. Privacy and Confidentiality Policy
5. TPL Wi Fi Policy final
6. Taylor Powerpoint Presentation -Library Policies
7. Library Policy Updates Outline
8. Taylor Powerpoint Presentation - State of the Library

Taylor Public Library	Approved by Library Board: May 18, 2005 Approved by City Council: May 31, 2005	
Circulation Policy	Revised: Library Board: May 8, 2018; Feb 9, 2021; Feb 8, 2022 , Feb 10, 2026 City Council: May 24, 2018; Feb 25, 2021; Mar 24, 2022.	Page 1 of 4

Patron Registration

1. City of Taylor Residents. Library cards are free to all residents residing within the City of Taylor limits. Proof of residency is required. Post office boxes cannot be used as proof of residence in the City of Taylor. Proof of residency may include but is not limited to:

- a. Valid driver's license
- b. Water or Utility Bill with picture ID
- c. Personal Check with picture ID
- d. Lease agreement with picture ID
- e. Other proof of residence as determined by the Library Director.

2. Out of Town Residents. Persons living outside the City of Taylor limits may receive a Library card by:

- a. Presenting a valid form of identification & proof of residence.
- b. Paying a fee of \$10 per year for an individual card.
- c. Paying a fee of \$25 for a family card- each family member will be able to receive a Library card and will be allowed to check out 15 books each.

3. If an applicant lives outside the Taylor city limits, but owns property or a business within the city limits, he/she may obtain a free library card if a current tax bill is presented. The library card will be issued for one year and must be renewed annually

4. To determine if an applicant's address is within Taylor city limits the circulation staff uses the City of Taylor Interactive Map as the authority.

5. Juvenile Registration. Juveniles of any age residing within the city limits are eligible for an individual card. A parent or legal guardian must sign their child's registration form (under 18) and provide proof of residency at that time. The child must be present to receive a library card. The adult signing the child's card registration is responsible for all materials checked out with that card and is responsible for all lost or damaged materials and for any fines incurred.

Student Registration. All students attending a school in the City of Taylor are eligible to receive a Taylor Public Library card without a fee. This includes students enrolled and attending public schools, registered private schools and Temple College at Taylor.

6. City of Taylor Employees. Current employees of the City may receive a Public Library card without fee.

7. Institutional Cards. Institutional Library cards are issued at the discretion of the Library Director. The following is required for an institutional Library card:

- a. The institution is physically located within the City of Taylor limits.
- b. The legal head of the institution must agree to accept responsibility for fines, fees, damage, lost materials, etc.
- c. The institution must provide a letter of agreement on official letterhead or stationery.

8. Card Renewal.

Adult Resident Library cards are issued for a 2-year period.

All other library cards are issued for 1 year.

- a. To renew a card, all fines and all other debts must be paid in full.
- b. All cards may be renewed using the same eligibility criteria for acquiring a new card. Changes in residency require new proof of residency.
- c. Minor children's cards will be renewed without having parent or guardian sign again.
- d. The Library Director will make accommodations for those with health conditions or other reasons that keep patrons from visiting the library to renew their account.

9. Replacement Cards. Library cardholders are encouraged to keep their Library card secure. Should a Library card become lost or stolen, it is the responsibility of the cardholder to notify the Library immediately. There is a charge for replacement cards:

- a. \$2.00 for the first replacement.
- b. \$5.00 for each subsequent replacement card.

Patron Responsibilities

All Taylor Public Library cardholders agree to comply with Library rules and regulations, to pay all fines, to make good any loss or damage to books incurred by the cardholder, and to give immediate notice of any change of residence. Guardians of juveniles who signed for a child's card assume responsibility for the child's card. Cardholders may not avoid responsibility for overdue fines and other incurred fees or costs by using a family member's card. Habitual or severe abuse of library policies, non-payment of fines, fees and other abuses may result in denial of Library services, as determined by the Library Director.

Circulation of Library Materials

1. Card Use:

- a. Library materials may not be checked out until a library card is issued.
- b. Library cards or driver's license must be presented to check out materials.

2. Loan periods:

- a. Materials will be checked out for 2 weeks
- b. Interlibrary loan materials are due by the date indicated on check out slip.

3. Circulation Limits:

- a. Non-circulating Materials. Reference materials, periodicals, archives materials, and other materials as determined by the Library Director are not available for check out.
- b. Items Per Library Card. An individual may have 15 items at a time checked out on their library card. Institutional cards have check out limits as determined by the Library Director.
- c. New Library Cards. During the first month after new registration Interlibrary Loan is not available. TexShare cards are not available to new card holders until four months after their registration.
- d. Material Limits:
 - i. DVDs: 3
 - ii. New items: 3
 - iii. Library of things: 2
 - iv. Total items on card: 15
- e. Other Limits. When determined by the Library Director, specific titles, authors, subjects or special collections may be limited due to high demand or other reasons.

4. Renewals. Library materials may be renewed in person, phone, or e-mail. Presentation of a Library card is not required for renewal of materials. Most materials may be renewed up to 4 times. Items that are on reserve for other patrons may not be renewed.

5. Reserves. Materials may be reserved in person, phone, or e-mail. Persons will be notified when the item becomes available. Reserves have the same restrictions as limits on circulation (see #3 above). Patrons who regularly fail to pick up their reserves may be blocked from this service.

Fines and Fees

1. Overdue Fines: 10¢ per day, per item, with a maximum fine of \$5.00 per overdue item. A notice may be sent 1 week after the material is due. If the material is not returned within one month, a bill will be sent for the cost of the item.

2. Lost or Damaged Materials: Library patrons are responsible for all library materials checked out to their account and will be held liable for any losses or damage to library materials while checked out to them. The Library will not charge for normal wear of library materials.

- a. If the materials are lost, the patron will be charged the cost to replace the materials.
- b. With permission of the Library Director, patrons may replace a damaged item with a new item. The \$5.00 processing fee still applies.
- c. If materials are damaged the patron must pay the cost of the item. The item may then become the property of the individual.
- d. A \$5.00 processing fee will be charged for each library material damaged beyond repair or lost by the patron.
 - i. This \$5.00 processing is not refundable should the item be returned within 6 months.
- e. If the item can be repaired or is still useable, a reduced fee may be charged at the Library Director's discretion.

3. Loss of Borrowing Privileges. Patrons with lost or damaged materials or with fines that exceed \$5.00 may not check out materials until records are cleared.

Taylor Public Library	Approved by Library Board: 8/16/2005, 2/13/ 2018, 3/10/2026	
	Approved by City Council: Sept 8, 2005 Approved by City Council: Feb 22, 2018	
Collection Development Policy	Revised: March 10, 2026	Page 1 of 10

Library Mission

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

Approved by the Library Board, 2-18-97

Principles and Objectives

1. Purpose. The purpose of the Taylor Public Library is to provide all library users with carefully selected materials and to assist individuals in the pursuit of educational and recreational information. The library collection as a whole will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.
2. Viewpoints. The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.
3. Rights. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. To this end, the Taylor Public Library upholds the principles of the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and the Texas Library Association's *Intellectual Freedom Statement*. These documents are at the end of this policy.
4. Parental Responsibility. The Library staff does not serve *in loco parentis*. It is the responsibility of the parent or legal guardian to supervise and monitor the library activities of their child.

Responsibility for Selection

The Library Director is responsible for the selection of library materials following the guidelines and criteria outlined in this policy.

Selection Criteria

1. The main points considered in selecting materials are:

- a. Individual merit of the item
 - b. Popular demand and/or patron request
 - c. Library need for material
 - d. Budget
 - e. Authority of author and/or publisher
2. Review sources are used to assist in selecting materials. Review sources used include, but are not limited to, the following:
 - a. Library Journal
 - b. School Library Journal
 - c. Booklist
 - d. Other professional review publications
 - e. Area newspapers with book reviews
3. Materials may be selected without a review. Consideration is given to materials that may be relevant to the library's collections (i.e. Texas collection, local interest, local authors.)
4. Formats of materials collected by the Taylor Public Library include books, periodicals, newspapers, microforms, audio books, videos & DVDs, selected software, online databases. New and emerging formats will be considered when appropriate. The Archives Collection contains materials pertinent to Taylor history and includes other paper formats such as documents, photographs, old phone books, vertical files, and such materials appropriate for this special collection.

Interlibrary Loan

Because of limited budget, space, and other factors, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Taylor Public Library's collections.

Gifts and Donations

1. General Gifts. All gifts or donations become the property of the Taylor Public Library, a department of the City of Taylor and will not be returned. The Library accepts gifts or donations of books and other materials with the understanding that the items will be added to the collection only if appropriate and needed. Donations and gifts are subject to the same principals and selection criteria as new materials purchased by the Library. Donations with stipulations or restrictions will not be accepted if items given to the Library are not needed because of duplication, condition, age, etc., the Library Director will dispose of them as he/she sees fit and may offer them to the Friends of the Library for their book sales.
2. Other Gifts. Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Library Director. The fiscal impact of the gift on the Library will be considered in making

the decision on its acceptance. The Library Foundation or the Friends of the Library kindly accept nonspecific gifts of money.

3. Memorials & Honorariums. Citizens may wish to honor or memorialize an individual with the purchase of appropriate Library material to be added to the collection. Memorial donations provide individuals with a rich opportunity not only to express sympathy to the family but also to provide a long-term statement of admiration and respect for the deceased. The Library Foundation typically accepts donations of funds for memorials or honorariums. The Library Director makes selection of items purchased as memorials or honorariums, with consideration given to the donor's preferences. Appropriate bookplates will be added to materials in memory of or honoring individuals. The same criteria for selection of purchased Library materials will also be applied to gifts and donations. Once added to the Library collection, gifts, memorials, and such donations fall under the Collection Development Policy and will be maintained and handled as the rest of the Library's holdings.

4. Appraisal. The Library will not appraise the value of donated items. A donation receipt is available upon request.

5. Disposition of Gifts. Donated materials are subject to the same criteria as purchased materials, as specified under Collection Maintenance. Donated items withdrawn from the Library will not be returned to the donor.

Collection Maintenance

1. Criteria. For an up-to-date, attractive and useful collection, a continuous schedule of withdrawal and replacement is required. *The CREW Method* will be followed as a guideline for appropriate age of materials. Other criteria for evaluation and maintenance of the collection includes, but is not limited to, the following:

- a. Condition of the material
- b. Usage based on observation and computer generated reports
- c. Superseded editions or revisions
- d. Popularity and appeal
- e. Outdated information
- f. Space and budgetary considerations.
- g. Professional appraisal & evaluation.

2. Disposition. The Library Director will determine final disposition of any materials withdrawn from the Library collection. Materials in poor physical condition or having little anticipated resale value will be discarded. The Friends of the Library will be allowed to sell discarded or withdrawn materials, and proceeds of such sales will be used to support the Library's mission, programs or to enhance the Library's collections.

Reconsideration of Materials

The Taylor Public Library strives to meet a wide variety of tastes and interests with high quality and popular materials. The City of Taylor is comprised of many diverse groups, with different beliefs, standards and theologies. Every citizen has the right to his or her opinions and beliefs. Differences of opinion regarding the suitability of Library materials may arise. Patrons requesting that material be withdrawn from the collection or with concerns about an item's placement in the Library may complete a "Citizen's Request for Reconsideration of Library Material" form. It is the responsibility of the Library Director to make a final determination on all such requests.

Taylor Public Library
Citizen's Request for Reconsideration of Library Material

Title of Material: _____

Author: _____ Call Number: _____

Format: book _____ cassette/cd _____ video/dvd _____ Other _____

Your Name: _____ Telephone: _____

Address: _____

Group you represent (if any): _____

Did you examine the entire work? _____ If not, what parts? _____

Specifically, to what in the material do you object? _____

What do you believe is the purpose of this material? _____

Is there anything useful or good about this material? _____

What prompted you to use this material? _____

For what age group would you recommend this material? _____

What would you recommend to replace this material? _____

Your Signature: _____ Date: _____

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- a. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- b. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- c. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- d. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- e. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- f. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council

THE FREEDOM TO READ

The Freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the

expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
3. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

4. It is contrary to public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

5. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experience in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

6. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

7. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

8. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of

enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 15, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.
Subsequently Endorsed by:

American Booksellers Association
American Booksellers Foundation for Free Expression
American Civil Liberties Union
American Federation of Teachers AFL-CIO
Anti-Defamation League of B'nai B'rith
Association of American University Presses
Children's Book Council
Freedom to Read Foundation
International Reading Association
Thomas Jefferson Center for the Protection of Free Expression

National Association of College Stores
National Council of Teachers of English
P.E.N. - American Center
People for the American Way
Periodical and Book Association of America
Sex Information and Education Council of the U.S.
Society of Professional Journalists
Women's National Book Association
YWCA of the U.S.A.

THE TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

A. Preamble

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. Areas of Concern

1. **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the

American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

4. **EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

5. **LIAISON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Adopted September 15, 1972
by the TLA Council

Reaffirmed April 7, 1995
by the TLA Council

<p>Taylor Public Library</p>	<p>Approved by Library Board: Jan 1999, 9/18/2007,, 3/14/2023. 2/10/2026</p> <p>Approved by City Council: 11/27/2007</p>	
	<p>Technology Computer & Internet Policy</p>	<p>Revised: February 10, 2026</p>

1. Access to Internet Resources

1.1 - The mission of the Taylor Public Library is to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds. The Library will protect intellectual freedom, promote literacy, encourage lifelong learning, and provide library materials and information services.

1.2 - The Taylor Public Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources. As an unregulated medium the Internet offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages. The Internet also enables access to some material that may be offensive, disturbing and/or illegal.

1.3 - In introducing the Internet as an information resource, the Taylor Public Library's goal is to enhance its existing collection in size and depth and as a public access agency give opportunity to any citizen or visitor who wishes to participate in navigating the Internet.

1.4 - Library staff will identify specific starting points for searches on the Library's home page which are appropriate to the Library's mission and service roles. The Library cannot control or monitor other material which may be accessible from Internet sources. It is not possible to apply the same selection criteria which are used for other materials.

1.5 – The Taylor Public Library offers unfiltered access to the Internet. The Library cannot control or monitor the vast amount of material accessible from computers and networks via the Internet. Individual users & parents or guardians of minor children must accept responsibility for determining content.

2. In-Library Access

2.1 - The Library upholds and affirms the right of each individual to have access to constitutionally protected material. The Library also affirms the right and responsibility of parents to determine and monitor their children's use of Library materials and resources.

3. Conditions and Terms of Use in the Library

3.1 - In an effort to ensure that the use of this medium is consistent with the Mission of the Taylor Public Library the following regulations shall apply:

3.1.2 - Designated Internet stations will be located where they can be monitored by staff for assistance and security.

3.1.3 - The Library reserves the right to require all prospective users to read and agree to the Taylor Public Library's Internet Use Policies and Procedures for library computers and Internet usage.

3.1.4 – The Library will not tolerate users who damage or abuse computer equipment or furniture. This includes removing equipment, installing harmful programs or otherwise inflicting physical damage on Library equipment or furniture. Computer users are responsible for paying for all printing. The Library assumes no liability for damage to users' data, documents, discs, CDs or other storage devices.

3.1.5 - Youth under 18 years of age are required to have signed parental or guardian permission to access the Internet. The Library reserves the right to request identification of potential users to verify age. Children 7 years old & younger are not allowed on the Internet unless physically sitting with a supervising parent or guardian. While the Library will make every effort to ensure that the use of the Internet is consistent with the Mission Statement, parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries.

3.1.6 - The Library will establish procedures that will make Internet stations equitably available to all users on a first come, first served basis. The Library will manage the Internet stations as a limited resource, making time limits or other limits & restrictions as detailed in procedures.

3.1.7 - Internet use will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted and are posted in the Library. Use of the Library's computers for illegal, criminal or other unauthorized purposes is not allowed. Such abuses include but are not limited to: abuse of U.S. Copyright Law; breach of computer security or online solicitation of a minor as detailed in Texas Penal Code, Chapter 33; display or distribution of obscene images or materials or display of materials harmful to minors, pornography or child pornography as detailed in Texas Penal Code, Chapter

43; abuse of any other laws or ordinances, be they local, state or federal, during the operation of the Library's computers. Computer users who engage in criminal activities will be subject to criminal prosecution by the appropriate police agency.

3.1.8 - Failure to use the Internet stations appropriately and responsibly, as defined in the policies and procedures, may result in revocation of Internet use privileges or expulsion from the Library, as determined by the Library Director or City Manager.

Taylor Public Library	Approved by Library Board 2/10/2026
Information Security and Privacy Policy	Approved by City Council:

Information Security and Privacy Policy

Confidentiality and Your Taylor Public Library Account

Confidentiality of library records is directly related to the ability of citizens to use library materials and pursue information without fear of intimidation.

Texas Government Code Title 5 Section 552.124, Public Information, prohibits the disclosure of library records that identify a person who requests, obtains, or uses library materials or services unless:

1. The records are released to the person to whom the information relates, or to that person's authorized representative, or
2. Disclosure is reasonably necessary to the operation of the library, and the records are not confidential under other state or federal law, or
3. A law enforcement agency or prosecutor obtains a court order or subpoena for the records by showing to a district court that the records are necessary to protect the public safety or that they are evidence of an offense or constitute evidence that a particular person committed an offense.

Examples of Information the Library Collects About You

1. Your name and correct residence address. This information is required before a library card can be issued.
2. Records of the items you currently have checked out and the items you have on hold.
3. Records of items you have overdue and items you have returned late or damaged. Items returned on time in good condition are removed from your record when they are checked in.
4. Records of any fines and fees you owe.
5. Records of people and organizations that use the library meeting room facilities.

How the Library Protects Your Confidentiality

1. Retains only that personal information necessary to deliver library services and maintain control of library property.
2. Eliminates confidential information from public access and verifies your identity during telephone transactions.
3. Purges electronically or manually shreds data in accordance with the state retention schedules.

4. Releases account information only to the account holder or to that person's authorized representative, including the adult responsible for a child's card.
5. Does not share, sell, or lease your personal information to any commercial or nonprofit entity that is not affiliated with the library.
6. Ensures that its third-party contractors and service providers adhere to their confidentiality policies.
7. Regularly removes Web history, cached files, and other computer and Internet use records.
8. Does not share with third parties or private or public agencies any information about library users, the materials they check out, the information they seek, or the services they use, unless required to do so under the provisions of the Texas Government Code or the U.S.A. Patriot Act.
9. Denies all requests from third parties for records containing personal information and refers such questions to the Director when necessary.
10. The Director consults with the City Attorney before determining the proper response to any request for records.

What You Can Do to Help Protect Your Privacy

1. Protect your account number and library card.
2. Use care when allowing others to use your library card. Use care in the use of your child's card.
3. Return materials on time.
4. Notify us immediately if your library card is lost or stolen.
5. Use care when accessing or inputting any kind of personal information on the library's computers.
6. Be sure to log out of any secure sites you have visited.
7. You are entitled to review your personal information and are responsible for keeping it up to date. Inform the library if your name, address, or contact information changes.
8. Questions or concerns about your privacy and confidentiality rights may be filed in writing with the Library Director.

The Taylor Public Library supports the principles of intellectual freedom described by the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#).

U. S. A. Patriot Act

ATTENTION: Under Section 215 of the USA PATRIOT ACT (Public Law 107-56), records of all books and materials you borrow from this library, and of Internet sites you visit on library computers, may be obtained by federal agents. This law prohibits librarians from informing you if federal agents have obtained your records.

For more information about the U.S.A. Patriot Act, go to: [U.S. Department of Justice](#)

[American Library Association](#)

* The U. S. A Patriot Act was reauthorized in February 2010.

<p>Taylor Public Library</p>	<p>Approved by Library Board: 1/19/2016, 2/10/2026</p> <p>Approved by City Council: Jan 28, 2016</p>	
	<p>Revised: February 10, 2026</p>	<p>Page 1 of 2</p>

Purpose

The mission of the Taylor Public Library is to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds. As part of this mission, the Taylor Public Library provides unfiltered wireless Internet access for patrons with Wi-Fi enabled laptop computers and other electronic equipment & devices.

Access

To access the Library’s public Wi-Fi computers and wireless devices must have a wireless network card and be configured to connect via appropriate protocols. The Taylor Public Library assumes no responsibility for any alterations or interference with the configuration, operation, or data files of any computer, laptop or digital device connected to the public Wi-Fi.

Patrons are responsible for understanding and configuring their own equipment. Library staff may provide very limited assistance to those needing help with the public Wi-Fi but are not authorized or trained to configure personal computers or wireless devices. The Library makes no guarantee that all computers or electronic devices will be able to make a successful connection.

Hours of Service

The Library reserves the right to schedule the availability of public Wi-Fi as it sees fit. This service is limited to hours determined by the Library Director.

Security

The public Wi-Fi does not use encryption. The Library is not responsible for the security of information sent or received while using the Library’s connection. All Wi-Fi users should have up-to-date antivirus software installed on their computers or devices.

Patrons using the Library's wireless connection are urged to not leave their computers or digital devices unattended. The Library assumes no responsibility for the safety of any patron's equipment.

Rules of Use

1. Use of electrical outlets: Only designated electrical outlets may be used to connect patrons' equipment. Moving furniture or use of extension cords is a safety hazard and is not allowed.
2. Sound: Patrons using laptops or other digital devices must be considerate of others and turn off the sound or use headphones.
3. Compliance with policies: Patrons using the Library's wireless access are governed by the same policies as those using the Library's public computers, including, but not limited to: the Technology: Computer and Internet Policy, the Code of Conduct and staff instructions.
4. Illegal use: Use of the Library's Wi-Fi for illegal, criminal or other unauthorized purposes is not allowed. Such abuses include but are not limited to: abuse of *U.S. Copyright Law*; breach of computer security or online solicitation of a minor as detailed in *Texas Penal Code, Chapter 33*; display or distribution of obscene images or materials or display of materials harmful to minors, pornography or child pornography as detailed in *Texas Penal Code, Chapter 43*; abuse of any other laws or ordinances, be they local, state or federal.
5. Use by minors: Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the parent or guardian.
6. Printing: Printers are not available for wireless users. Printing is only available through the Library's public computers.
7. Loss of privileges: Patrons not adhering to this policy, other Library policies, and/or staff instructions may have their wireless connection blocked or may face expulsion from the Library, as determined by the Library Director or City Manager.



TAYLOR PUBLIC LIBRARY

Amy Keyes, Library Director





LIBRARY POLICY UPDATES

Amy Keyes, Library Director



CIRCULATION POLICY UPDATES

- Library Cards
 - Applicants owning property/business in Taylor – free card
 - Use of City of Taylor Interactive Map - residency
 - Juveniles – cards to all within City Limits
 - Parent must sign if under 18
 - Library Director will make accommodations for patrons with special requests



CIRCULATION POLICY UPDATES

- Patron Responsibilities
 - Word change from injury to book to damage



CIRCULATION POLICY UPDATES

- Circulation of Materials
 - Present library card or Driver's License to checkout materials
 - Limits of Materials – determined by Library Director
 - Renewal of DVDs



CIRCULATION POLICY UPDATES

- Fines and Fees
 - Replacement of a damaged item approval by Library Director
 - Damaged items – patron must pay for item (removal of “if deemed unsuitable for the collection”)



COLLECTION DEVELOPMENT POLICY UPDATES

- Gift and Donations: will not be returned to owner, become property of City



TECHNOLOGY POLICY UPDATES

Necessary per State Library for accreditation

- Wi-Fi Policy:
 - Name Change: Technology: Wi-Fi Policy
- Computer and Internet Policy
 - Name Change: Technology: Computer and Internet Policy
 - Age change to youth under 18 are required to have parent/guardian signature to use Internet



NEW POLICY

- Information Security and Privacy Policy
 - Necessary per State Library for accreditation
 - Confidentiality with Library Account
 - Examples of Information Library Collects
 - How the Library Protects Your Confidentiality
 - What You Can Do to Help Protect Your Privacy



Library Policy Updates

Circulation Policy:

Last Approval:

Library Board – February 10, 2026

Council – March 24, 2022

Page 1:

Patron Registration:

Add #3 to state: If an applicant lives outside the Taylor city limits but owns property or a business within the city limits, he/she may obtain a free library card if a current tax bill is presented. The library card will be issued for one year and must be renewed annually.

Add #4 to state: To determine if an applicant's address is within Taylor city limits, the circulation staff uses the City of Taylor Interactive Map as the authority.

Update #5 to read: Juveniles of any age residing within the city limits are eligible for an individual card.

Update #5 to read: A parent of legal guardian must sign their child's registration form (under 18)

Page 2:

Updated #8 to remove repeated information that is stated on page 1 under patron registration

Removed: Adult patrons must verify registration information

Removed: If out of town, must pay an annual fee for card

Added Director (letter d) for clarification – The Library Director will make accommodations for those with health conditions that keep them from visiting the library to renew their account.

Patron Responsibilities:

Change of wording from injury to damage of books

Circulation of Library Materials:

Add to #1 (b): Library cards or driver's license may be presented to check out materials

Page 3:

Add to #3 (e): Other Limits – when determined by Library Director

Change to #4 to allow DVDs to be renewed

Page 4:

Fines and Fees:

Added Director to #2 (b) to read: With permission of the Library Director, patrons may replace a damaged item with a new item.

Removed wording from #2 (c) to read: If materials are damaged, the patron must pay for the cost of the item. (removal of “so as to be judged by the library as being unsuitable for the collection”).

Collection Development Policy:

Last Approval:

Library Board – March 10, 2026

Council – February 22, 2018

Page 2:

Gifts and Donations:

Added to #1 – gifts and donations will not be returned.

Wi-Fi Policy

Last Approval:

Library Board – February 10, 2026

Council – January 28, 2016

Update of Policy title to Technology: Wi-Fi Policy

Mandated by State Library to maintain accreditation

Computer and Internet Policy

Last Approval:

Library Board – February 10, 2026

Council – March 14, 2023

Update of Policy title to Technology: Computer and Internet Policy

Mandated by State Library to maintain accreditation

Page 2:

Conditions and Terms of Use in the Library:

Change to 3.1.5 to Youth under 18 years of age are required to have signed parental or guardian permission to access the Internet

New Policy:

Last Approval:

Library Board – February 10, 2026

Council – Pending

Information Security and Privacy Policy – new

Mandated by State Library to maintain accreditation

Sections:

Confidentiality and Your Taylor Public Library Account

Examples of Information the Library Collects About You

How the Library Protects Your Confidentiality

What You Can Do to Help Protect Your Privacy



TAYLOR PUBLIC LIBRARY

Amy Keyes, Library Director





TAYLOR PUBLIC LIBRARY

Amy Keyes, Library Director



TAYLOR PUBLIC LIBRARY HISTORY

- 1899-1900 Sesame Circle
- 1917 Southwest corner of City Hall
 - Suspended activities
- 1937 Women's Study Club
- 1948 Library Board formed
- 1956 9th and Hackberry school grounds



TAYLOR PUBLIC LIBRARY HISTORY

- 1960 Library opens at 721 Vance Street
- 1970 New addition to building
- 2003 Bond passes for new library
- 2007 New Library Opens 801 Vance Street



TAYLOR PUBLIC LIBRARY TODAY

- Number of Library Card Holders 14,969
- Library Holdings 59,851/Library of Things
- Community Partners
- Accreditation from State Library
- Increased Programming/Literacy Programs
- Outreach into the Community



PROGRAMMING



TAYLOR PUBLIC LIBRARY FUTURE NEEDS

- Increased programming budget – Grant ending
- Meeting/Program Space
- Satellite or branch location
- Bookmobile options
- Archives Librarian
- Maintenance of current building





City Council Meeting April 9, 2026 Transmittal Letter

STRATEGIC PILLAR

Streets/Infrastructure

Agenda Item Number: 12.

Agenda Title: **Discussion, consideration, and possible action on authorizing the City Manager to execute Task Order No. 70 with HDR, Inc. for Engineering Services related to the FM619 Transmission Pipeline Preliminary Engineering Report.**

Council Action to be Taken: Authorize the City Manager to Execute Task Order No. 70 with HDR, Inc.

Department Submitted: City Management

Staff Contact: Tyler Bybee, Assistant City Manager

1. PURPOSE / DESCRIPTION

Task Order No. 70 with HDR, Inc. for Engineering Services related to the FM619 Transmission Pipeline Preliminary Engineering Report.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The City's existing water infrastructure cannot provide the water supply needed to serve projected development on the southeast side of Taylor. This area of Taylor is served by a series of small pipes with no redundancy. The City recently completed a Water Supply Study that analyzed alternatives to address this need for additional water supply. The FM 619 water transmission line was a recommendation in that study. The addition of this line would also provide much needed redundancy in the water system.

This Task Order is to provide preliminary engineering services for approximately 35,000 linear feet (LF) of water transmission pipeline to supply water to southeast Taylor. The project may also include a new elevated storage tank (EST). This scope of services will evaluate up to two route alternatives and identify pipeline sizes needed to convey approximately 4 mgd to 6 mgd. The water supply to be provided by the project and pipe sizing will be coordinated with the Water/Waste Water System Master Plan update.

The City is negotiating a development agreement with iMarket to share the ultimate costs of this project. The Taylor EDC is also a partner in these negotiations and will be providing financial

support to the project.

The estimated time to complete this preliminary engineering report is six months. During this time, City staff and the TEDC will work to finalize the development agreement and secure the financing strategy for the ultimate project.

3. PROS and CONS

Pros - Provide increased water supply to southeast Taylor to serve projected demand. Waterline will provide a redundant feed to Taylor.

Con - If the project is ultimately constructed, the City may need to issue utility debt for its share of the project. Other developer contributions and or grant sources are also possible funding mechanisms that could expedite construction of the line.

4. RECOMMENDATION

Recommend Authorizing the City Manager to Execute Task Order No. 70 with HDR, Inc. for Engineering Services related to the FM619 Transmission Pipeline Preliminary Engineering Report.

5. FUNDING SOURCE

Utility Fund to be reimbursed by the Taylor EDC (Task Order No. 70 fee is lump sum total fee of \$589,800).

6. TIMELINE

Completion of Preliminary Engineering Report is estimated to be six months.

7. OTHER OPTIONS

1. Delay until agreements with all potential parties have been executed.
2. Postpone project indefinitely.

8. ATTACHMENTS

1. HDR, Task Order 70
2. Presentation HDR Task Order 70

TASK ORDER No. 70

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: 70

PROJECT NAME: FM 619 Transmission Pipeline Preliminary Engineering Report

PART 1.0 PROJECT BACKGROUND AND DESCRIPTION:

The City currently obtains treated surface water from the Brazos River Authority (BRA) at Lake Granger, which enters the water distribution system on the north side of Taylor along SH 95 for conveyance throughout the City. The existing infrastructure cannot provide an increased water supply to the southeast side of Taylor to serve projected industrial development. To address increasing projected water demands on the water supply system, specifically in the southeast side of Taylor, the City recently completed a Water Supply Study that analyzed multiple alternatives for providing additional water supply to southeast Taylor. The recommended alternative is to increase the water supply contract floor with BRA and construct an 18-inch to 24-inch water transmission pipeline from the BRA’s East Williamson County Water Treatment Plant (EWCWTP) to deliver up to 4 MGD to supply southeast Taylor. This water transmission pipeline will also serve as a second water supply feed to the City and will improve system resiliency. Following the Water Supply Study, the City identified the need to expand the service area and initiated updating the Water System Master Plan, which is in progress. The larger service area and associated demands may require the new transmission line to be sized to convey more than 4 MGD.

This Task Order is to provide preliminary engineering services for approximately 35,000 linear feet (LF) of water transmission pipeline to supply water to southeast Taylor. The general alignment begins at the EWCWTP, located on FM 1331, and follows FM 1331 and then turns south following FM619 to US Highway 79. The transmission pipeline is proposed to terminate and connect to the City’s existing water distribution system near the intersection of FM 619 and US Highway 79 (PROJECT). Refer to attached Exhibit 1. The project may also include new elevated storage tank (EST). This scope of services will evaluate up to two route alternatives and identify pipeline sizes needed to convey approximately 4 MDG to 6 MGD, which is an initial anticipated range for the evaluation. The water supply to be provided by the project and pipe sizing will be coordinated with the Water System Master Plan update. The route analysis and preliminary engineering will integrate technical, constructability, environmental, land, right-of-way, operational, and existing utility factors to identify a recommended alternative.

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

TASK 1: Project Management and Kickoff Meeting

- A) ENGINEER will initiate and manage the ENGINEER’s scope of the WORK, and coordinate with the OWNER to complete the project.
- B) ENGINEER will prepare monthly status reports.

- C) ENGINEER will institute and manage a QA/QC program for the work performed on this project.
- D) ENGINEER will conduct a project kick-off meeting with OWNER. ENGINEER attendees will include the Project Manager, the Project Engineer, and Right-of-Way Services Lead.
- E) At the request of OWNER, ENGINEER will attend up to two (2), one (1) hour meetings with OWNER in addition to other meetings outlined in subsequent Tasks. ENGINEER's employees in attendance will be limited to the ENGINEER's Project Manager and appropriate task lead.
- F) Deliverables
 - 1) Meeting Minutes, and Monthly Status Reports in PDF format.

TASK 2: Data Collection

- A) ENGINEER will collect and review available data and information needed for preliminary engineering. For additional data identified to be needed, HDR will initiate data requests to the City and BRA as needed. Anticipated data needs include, but are not limited to:
 - 1) Existing OWNER and BRA waterline information from GIS data, record drawings and OWNER input.
 - 2) BRA plant operational data and SCADA setpoints, and protocols for supplying water to its customers.
 - 3) BRA EWCWTP site and high service pump station as-built drawings.
 - 4) BRA drawings, easement information, and schedule for the new waterline to supply Jonah Special Utility District (SUD) and Lonestar Water Supply Corporation (WSC).
 - 5) Existing and future water demands (e.g., gallons per minute, average daily flow, or peak flow conditions) for the PROJECT, and fire flow requirements.
 - 6) Water Master Plan and GIS project being conducted under separate Task Orders.
 - 7) Updated OWNER planning and land use documents.
 - 8) Existing large diameter natural gas and/or petroleum pipelines.
 - 9) Planned roadway improvements in the area.
 - 10) Existing pressure and flow data at the connection points.
- B) Assumptions:
 - 1) HDR will provide a data request within one week of notice to proceed (NTP).
 - 2) Requested data will be provided within two weeks of request.
- C) Deliverable: Data request via email.

TASK 3: Pipeline Technical Evaluation

- A) ENGINEER will perform a pipeline technical evaluation of waterline alternative routes, identify recommended capacity and sizes for the water transmission pipeline, and coordinate with BRA on the new connection, water supply needs, and operations.
 - 1) Route Analysis: ENGINEER will review up to two (2) potential waterline strategies. One strategy is for an alignment that generally parallels FM 1331 and FM 619 requiring additional easements on adjacent properties, and another strategy is for a more direct, "cross-country" route east of FM 619 generally along existing property lines. The route analysis will be conducted with respect to the following:
 - (a) Field observations of the routes, which will be recorded to the extent possibly from available access points to document constructability issues and special features that could affect the waterline route. Private properties will not be accessed since rights-of-entry for field investigation will not be provided in this evaluation.

- (b) Potential future connection points to the new transmission line to provide service to the expanded service area, to provide redundant feed connections to the distribution system to the west, and to provide looping for redundancy.
 - (c) Approximate property boundaries and easement acquisition requirements.
 - (d) Site access for operations and maintenance.
 - (e) Topography from existing LIDAR data and potential impacts on hydraulics and construction.
 - (f) Potential locations for the EST.
 - (g) Coordination with local, county, and State agencies to identify planned roadway or right-of-way changes in the vicinity of the alternative routes and requirements that impact installation of a pipeline across or within the right-of-way (ROW).
 - (h) TxDOT and Williamson County Permitting requirements for installing the pipeline across or within agency ROW.
 - (i) ENGINEER will review and adjust potential routes based on factors identified from the environmental screening, property, easements and right-of-way assessment, and the utilities evaluations, as described in Tasks 4, 5, and 6.
- 2) Facility Sizing: ENGINEER will use the existing water distribution model and coordinate with the Water System Master Plan update, conducted under a separate Task Order, to recommend a capacity and size for the water transmission line and EST.
- (a) The pipeline diameter will be evaluated based on velocity during peak demand periods (e.g., peak day demand and fire flow demands).
 - (i) A range of diameters will be evaluated based on water supply capacity and velocities.
 - (ii) ENGINEER will provide pipeline diameter recommendation to OWNER for review and approval.
 - (b) ENGINEER will evaluate the water system to recommend the EST volume and elevation (initial assumption is 1-MG).
 - (i) The evaluation will consider pressure zone operations, topography, access, visibility/security and property availability.
- 3) BRA Coordination: ENGINEER will conduct up to three (3) meetings with BRA and OWNER to coordinate on potential connection locations, water supply needs, operations and anticipated schedule.
- (a) This coordination could result in adjusting the routes or possibly eliminating a route from further evaluation.
- B) ENGINEER will provide analysis and comparison of the two route alternatives that consider and include:
- 1) A preliminary design for the recommended route for each strategy.
 - 2) Construction timing and sequencing considerations for each strategy.
 - 3) Planning level Opinions of Probable Construction Cost for the two alternative routes in accordance with AACE International Class 5 Estimate.
 - (a) Information gathered in the environmental, right-of-way, utility and technical evaluations may indicate that an alternative route is not feasible.
 - (b) A OPCC will not be developed for an unfeasible alternative.
 - 4) ENGINEER will conduct a meeting with the OWNER to present preliminary findings on the two strategies, potential routes, pipeline diameter and EST sizing and location.
- C) Assumptions:
- (a) The OWNER will provide anticipated land use and development expectations (e.g., residential, commercial, etc.) to ENGINEER.

- (b) Private properties will not be accessed since rights of entry for field investigation will not be provided in this evaluation. Site visits will be limited to what is accessible via public right-of-way.
- (c) BRA upstream water supply infrastructure, both in terms of pressure and flow, is, or will be, sufficiently sized to convey flows to OWNER's system without the need for additional pumping systems or other improvements by OWNER as part of this project.
- (d) Water quality will not be modeled. OWNER and ENGINEER assume that given the flow and demands aging water is not to be expected.
- (e) Property boundary information for the evaluation will be based on the Williamson County Appraisal District (WCAD) database. WCAD boundary accuracy is sufficient for developing pipeline alignments for alternative analysis and preliminary engineering; however, the accuracy may differ from actual boundary surveys and could require alignment revisions during subsequent final design phase.
- (f) The AACE Class 5 estimate will be based on recommended practice number 18R-97.
- (g) The OPCCs are to be made based on HDR's engineering experience, qualifications, and general familiarity with the construction industry for similar facilities.
- (h) Because HDR 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, HDR cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from OPCCs prepared by HDR.

D) Deliverables

- 1) The documentation and findings of this task will be incorporated into a Technical Memorandum for inclusion within the Preliminary Engineering Report (Task 7).

TASK 4: Environmental and Cultural Resources Constraints and Permitting Analysis

- A) ENGINEER will prepare an Environmental and Cultural Resources Constraints and Permitting Analysis (CAPA) to provide general descriptions of potential environmental and cultural resources constraints for two alternative routes.
 - 1) The CAPA will include a permitting evaluation summarizing the potential local, state, and federal permitting requirements for each alternative.
- B) The following desktop reviews will be included in the CAPA:
 - (a) Environmental Constraints Desktop Review: ENGINEER will use publicly available datasets and aerial photos to identify water resources, including potential wetlands and floodplains, vegetation communities, state, and federal threatened and endangered species habitat along the two alternative routes. The review will also identify environmental permits that may be required to construct the pipeline.
 - (b) Cultural Resources Desktop Review: ENGINEER will conduct a basic desktop database review of the Texas Historical Commission's (THC's) Archeological Sites Atlas, Historical Sites Atlas, and Texas General Land Office to determine the presence or absence of previously recorded cultural resources for the project area and within a 1-mile buffer of the project area.
 - (i) The records search will define previous cultural resources management projects, archaeological sites, National Register properties, cemeteries, historic markers, or other cultural resources located within either the project area or the surrounding buffer area.
 - (ii) ENGINEER will consult data from the U.S. Department of Agriculture Natural Resources Conservation Service Soil Service, the Geologic Map of Texas, and the Texas Department of Transportation's Potential Archaeological Liability Maps to assess the potential of the project area for containing preserved archaeological deposits.

- (iii) ENGINEER will also review historical maps and aerial photography to identify potential historic-age archaeological sites and architectural resources, in addition to documenting the degree of landscape modification that has occurred since the early twentieth century period. Recommendations (as needed) for further cultural resources investigations along the alternative routes and identification of potential permits to construct the pipeline will be included.
 - (c) Hazardous Materials Desktop Review: ENGINEER will include an evaluation of historic aerials and topographic maps as well as a third-party hazardous materials regulatory database search within ASTM search radius for one (1) preliminary alternative route to identify potential hazardous materials constraints which have high potential to impact the proposed pipeline alternatives.
- C) ENGINEER will prepare a map(s) of environmental and cultural resources constraints within each alternative, and an alternative comparison table will be included in the CAPA. If available, data from the third-party regulatory database will be included on the map for one selected preliminary alternative alignment.
- D) Assumptions:
 - 1) PROJECT area research is limited to the pipeline alignment corridors illustrated in Exhibit 1.
 - 2) CAPA includes two rounds of review comments.
 - 3) If the proposed alternative alignments change after completion of CAPA, then an additional scope and fee would be required.
 - 4) Digital resource data for the PROJECT area is readily and publicly available.
 - 5) Information on water resources will be based on aerial photography interpretation, National Wetland Inventory, and the National Hydrography Dataset.
- E) Exclusions to Scope:
 - 1) Field work or field surveys for the CAPA.
 - 2) Coordination with regulatory agencies.
 - 3) An ASTM standard E1527-21 conforming Phase I Environmental Site Assessment.
 - 4) Interviews and historical resources related to hazardous materials will not be reviewed or conducted.
 - 5) On-site delineation of potential waters of the U.S., including wetlands, which may be required for future permitting.
 - 6) A Phase 1a cultural resources investigation, which may be required for compliance with the Texas Antiquities Code.
- F) Deliverables:
 - 1) Draft and final CAPA of the alternative alignments, in PDF format.
 - 2) GIS map and shape files of environmental resources (electronic files).
 - 3) The CAPA will be incorporated into the Preliminary Engineering Report (Task 7).

TASK 5: Preliminary Property, Easement, and Right-of-Way Services

- A) ENGINEER will provide preliminary easements and right-of-way services to support evaluating the pipeline route alternatives. Information gathered in this task will be incorporated into the pipeline route technical evaluation (Task 3).
- B) ENGINEER will attend up to three meetings with the OWNER to discuss easement-related research.
- C) ENGINEER will prepare an initial property owner list with property owner contact information.
- D) ENGINEER will conduct preliminary property, easement and ROW research as follows:
 - 1) Parcel ownership in the proposed alternatives.
 - (a) For estimating purposes, approximately 55 landowners are assumed.

- 2) Obtain copies of the current Assessor's Parcel Information and Maps at the alternative locations.
- 3) Acquire copies of Maps from the County at the alternative locations.
- 4) Perform title research such as recorded deeds of the current owners.
 - (a) Research additional information available from other sources that may be used in assisting with right-of-way analysis.
 - (b) This information will be limited to what is publicly available.
- E) ENGINEER will provide a cost estimate for the acquisition of the easements for each of the route alternatives.
- F) Assumptions:
 - 1) Approximately 55 property owners have parcels that may be impacted by the pipeline; however, the number will vary for each alternative route.
 - 2) All deliverables will be in PDF or in GIS format.
- G) Deliverables:
 - 1) Initial list of property owners with owner contact information.
 - 2) Cost estimates for easement acquisitions up to two alternative pipeline routes.
 - 3) The documentation and findings of this task will be incorporated into a Technical Memorandum for inclusion within the Preliminary Engineering Report (Task 7).

TASK 6: Utilities Evaluation

- A) ENGINEER will evaluate potential major or significant (e.g., large diameter pipelines, transmission lines) existing and known proposed utilities that may affect each of the alternative routes.
- B) ENGINEER will:
 - 1) Identify and coordinate with utilities and OWNER, County, and known private utilities within each alternative pipeline route. This includes:
 - (a) Perform a "One Call" and review Texas Railroad Commission pipeline information to identify potential utility owners in the PROJECT vicinity.
 - (b) Identify utility points of contact and collect information on the type of utility and locations, including available record documents/drawings.
 - 2) Conduct a maximum of two utility coordination meetings (virtually) with each known utility owner (estimated 25 individual utility owner meetings) to collect and clarify existing utility information, encroachment requirements, and discuss potential relocation requirements.
 - 3) Conduct one joint City of Taylor Utility Meeting to present and discuss the project.
 - 4) Review utility companies' prior rights, existing easements, easement requirements, and entry requirements.
 - 5) Identify potential subsurface utility engineering (SUE) needs for possible investigation during subsequent design efforts.
- C) ENGINEER will prepare a spreadsheet utility conflict matrix (UCM), and a Utility Layout map exhibit of major potential identified utility conflicts/crossings for each alternative pipeline route.
- D) Minor utilities (e.g., low risk utilities, minor service utilities, and small diameter utilities) are not included in this scope.
- E) ENGINEER will evaluate two alternative routes in relation to potential major utility constraints and crossings and provide recommendations for route adjustments, and for mitigating high-risk potential utility conflicts and/or long-lead relocations through utility relocation.
- F) Preliminary opinion of probable costs for potential utility conflicts or relocation that may be eligible for reimbursement will be estimated for utilities that have prior rights.
- G) Assumptions:

- 1) Due to the nature of the pipeline, ENGINEER and OWNER assume significant relocation of existing utilities will not be necessary as the pipeline can be planned to avoid significant relocations, which would impact the PROJECT schedule and budget.
 - 2) Adequate information (e.g., utility records and any property interests) for all potentially affected utilities can be obtained from the utility companies.
 - 3) Field SUE services are not included in the scope.
 - 4) All deliverables will be in PDF format.
- H) Deliverables:
- 1) Utilities contact information and coordination documentation, communication log.
 - 2) Utilities conflicts list of major potential utility conflicts and utility layout key recommendations.
 - 3) The documentation and findings of this task will be incorporated into a Technical Memorandum for inclusion within the Preliminary Engineering Report (Task 7).

TASK 7: Preliminary Engineering Report

- A) ENGINEER will prepare a Preliminary Engineering Report (PER) that includes the following:
- 1) Inclusion of Tech Memo from Task 3, including:
 - (a) Proposed project description.
 - (b) Summary of the alternative pipeline route evaluations, including the engineering, environmental, and property aspects.
 - (c) Preliminary Opinions of Probable Construction Cost (OPCC) for two alternative pipeline routes.
 - 2) Recommendation for preferred pipeline route and EST location as a plan-view route or map.
 - 3) Recommendations for pipeline diameter and appurtenances (e.g., valve strategy, blow-offs, etc.).
 - 4) Basis of design for the pipeline regarding water velocity based on anticipated flow rate variations.
 - 5) BRA coordination items including connection of the transmission pipeline, water supply, and operations for delivery water to Taylor and the new facilities.
 - 6) Recommendations for pipeline installation via traditional open-cut excavation and/or trenchless technologies.
 - 7) Appendices that document the information obtained to support the PER, including:
 - (a) Utilities information and findings.
 - (b) Environmental information and findings.
 - (c) Property information.
- B) Draft PER will be submitted to OWNER for review and approval.
- C) ENGINEER and OWNER will meet to review the draft PER and OWNER's comments and/or revisions requested.
- D) ENGINEER will revise PER following receipt of comments from OWNER.
- E) Final PER will be presented to OWNER.
- F) Assumptions:
- 1) Hydraulic calculations will be limited to major and minor losses along the pipeline, flow, and velocity using the Hazen-Williams equation.
 - 2) Thrust restraint principles and locations will be included in the development of the PER in the form of illustrations, graphics, or tables.
 - 3) No surge modeling or network hydraulic modeling will be performed.
 - 4) The report will be finalized within 15 days after receipt of the OWNER 's review comments on the draft report.

- 5) OPCC will be consistent with AACE Class V cost estimates.
- 6) Pipeline profiles at key locations shall be based on existing LIDAR topographic data.
- 7) All deliverables will be in PDF format.
- G) Deliverables:
 - 1) Draft and Final PER.

GENERAL ASSUMPTIONS

- 1) Detailed designs will not be prepared.
- 2) ENGINEER will notify the OWNER of any changes to the scope of work, and additional services will not be performed without written approval.
- 3) Geotechnical investigations (such as soil borings) or desktop studies are not included in this scope of services.
- 4) Land surveying, topographic, and legal surveying services are not included in this scope of services.

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	Months						
	1	2	3	4	5	6	7
Notice to Proceed	▲						
TASK 1: Project Management	■						
Kickoff Meeting	▲						
TASK 2: Data Collection	■						
TASK 3: Pipeline Technical Evaluation		■					
TASK 4: Constraints and Permitting Analysis			■				
TASK 5: Preliminary Property, Easement and Right-of-Way Services		■					
TASK 6: Utilities Evaluation			■				
TASK 7: Preliminary Engineering Report						■	

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 a LUMP SUM payment basis in the amounts as shown as follows.

Task	Task Budget
TASK 1: Project Management and Kickoff Meeting	\$65,900.00
TASK 2: Data Collection	\$19,900.00
TASK 3: Pipeline Technical Evaluation	\$234,800.00
TASK 4: Constraints and Permitting Analysis	\$41,400.00
TASK 5: Preliminary Property, Easement, and Right-of-Way Services	\$76,300.00
TASK 6: Utilities Evaluation	\$95,200.00
TASK 7: Preliminary Engineering Report	\$56,300.00
TOTAL FEE	\$589,800.00

The Lump Sum includes compensation for ENGINEER's services and services of ENGINEER's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Reimbursable Expenses. The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the percentage of the total services 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: Kelly J. Kaatz, P.E.

TITLE: City Manager

TITLE: Senior Vice President

ADDRESS: 400 Porter St.
Taylor, TX 76574

ADDRESS: 4401 West Gate Blvd
Suite 400
Austin, TX 78745

FM 619 TRANSMISSION MAIN

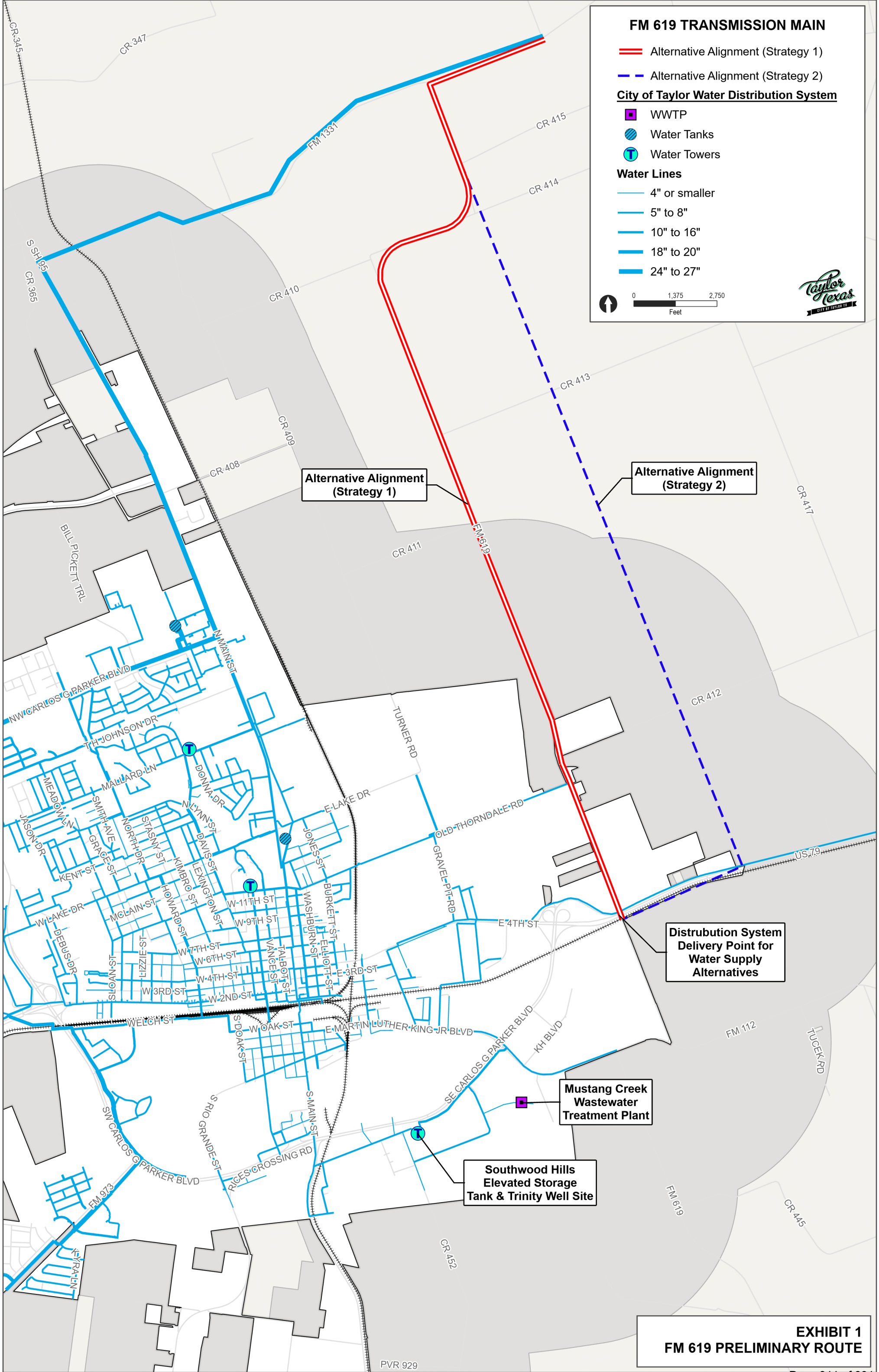
- Alternative Alignment (Strategy 1)
- Alternative Alignment (Strategy 2)

City of Taylor Water Distribution System

- WWTP
- Water Tanks
- Water Towers

Water Lines

- 4" or smaller
- 5" to 8"
- 10" to 16"
- 18" to 20"
- 24" to 27"



Alternative Alignment (Strategy 1)

Alternative Alignment (Strategy 2)

Distribution System Delivery Point for Water Supply Alternatives

Mustang Creek Wastewater Treatment Plant

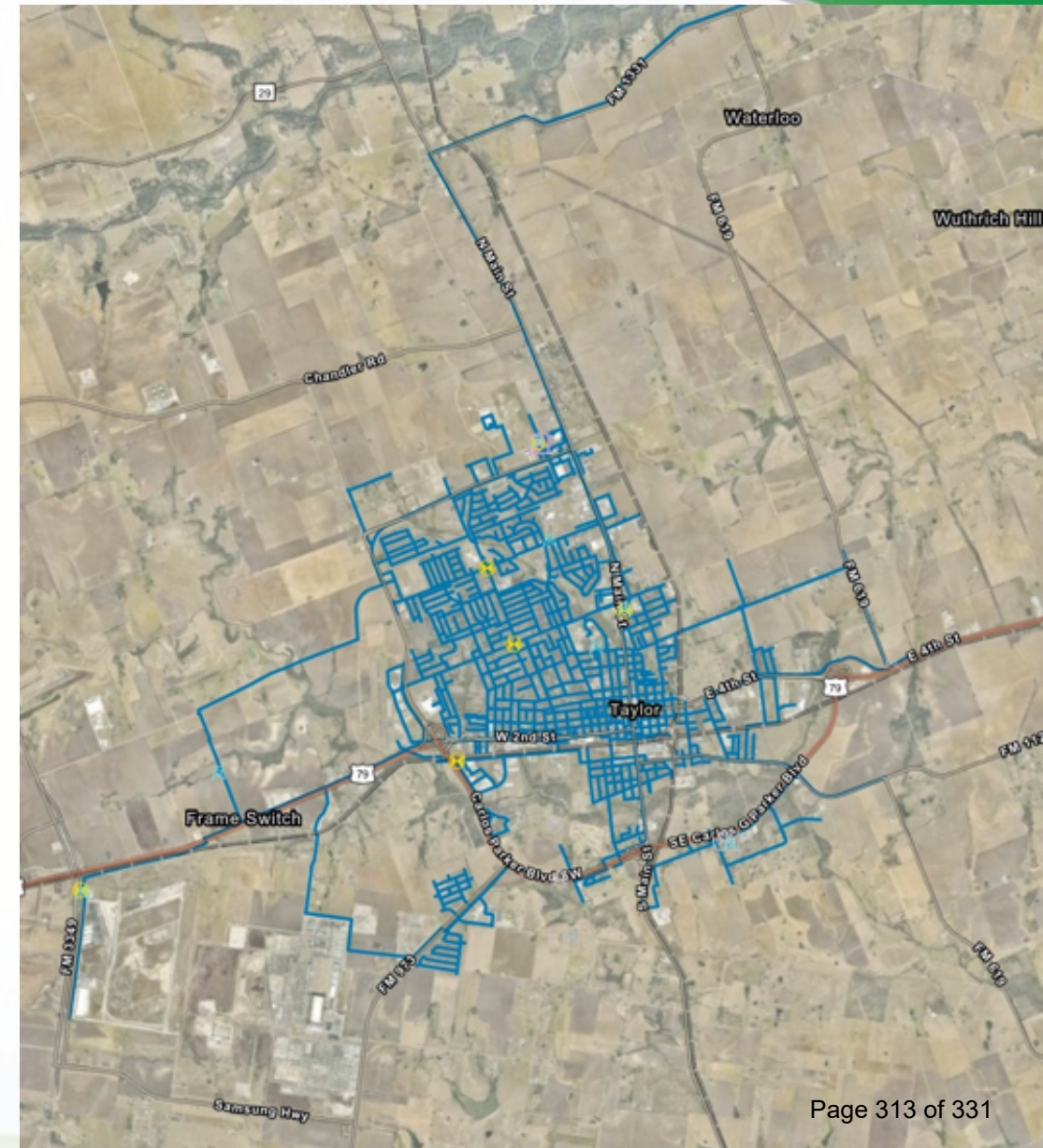
Southwood Hills Elevated Storage Tank & Trinity Well Site

EXHIBIT 1
FM 619 PRELIMINARY ROUTE

FM 619 Water Transmission Line Preliminary Engineering April 9, 2026

Summary

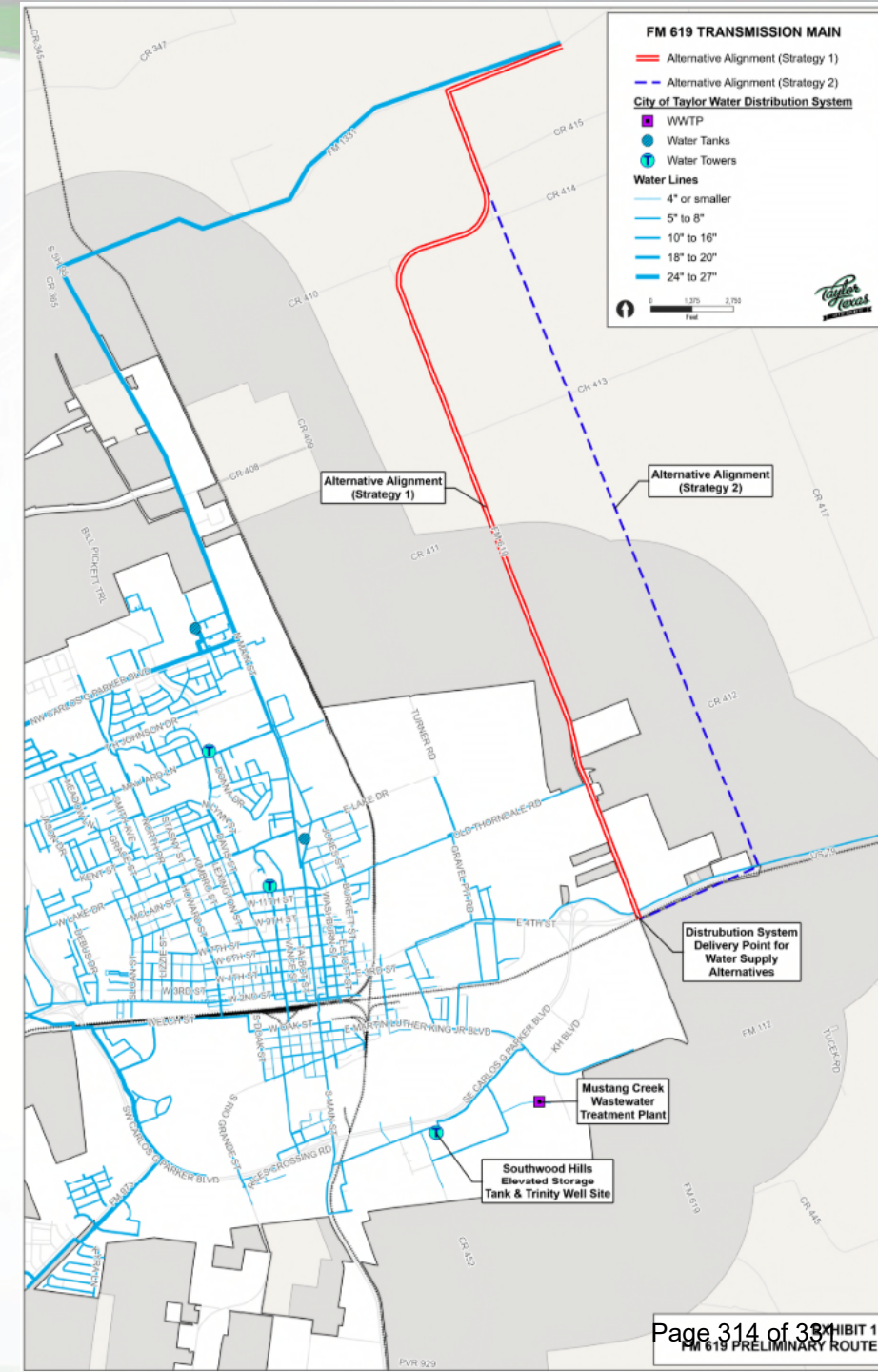
- The existing water infrastructure cannot provide needed water supply to serve projected development on the southeast side of Taylor.
 - City's lower pressure zone
 - No direct path, delivered through smaller pipes, with no redundancy
- The City's recent Water Supply Study recommended a new FM 619 Water Transmission Line to serve the area
 - Will provide increased water supply
 - Will provide redundant feed to Taylor



FM 619 Transmission Pipeline

Preliminary Engineering Task Order

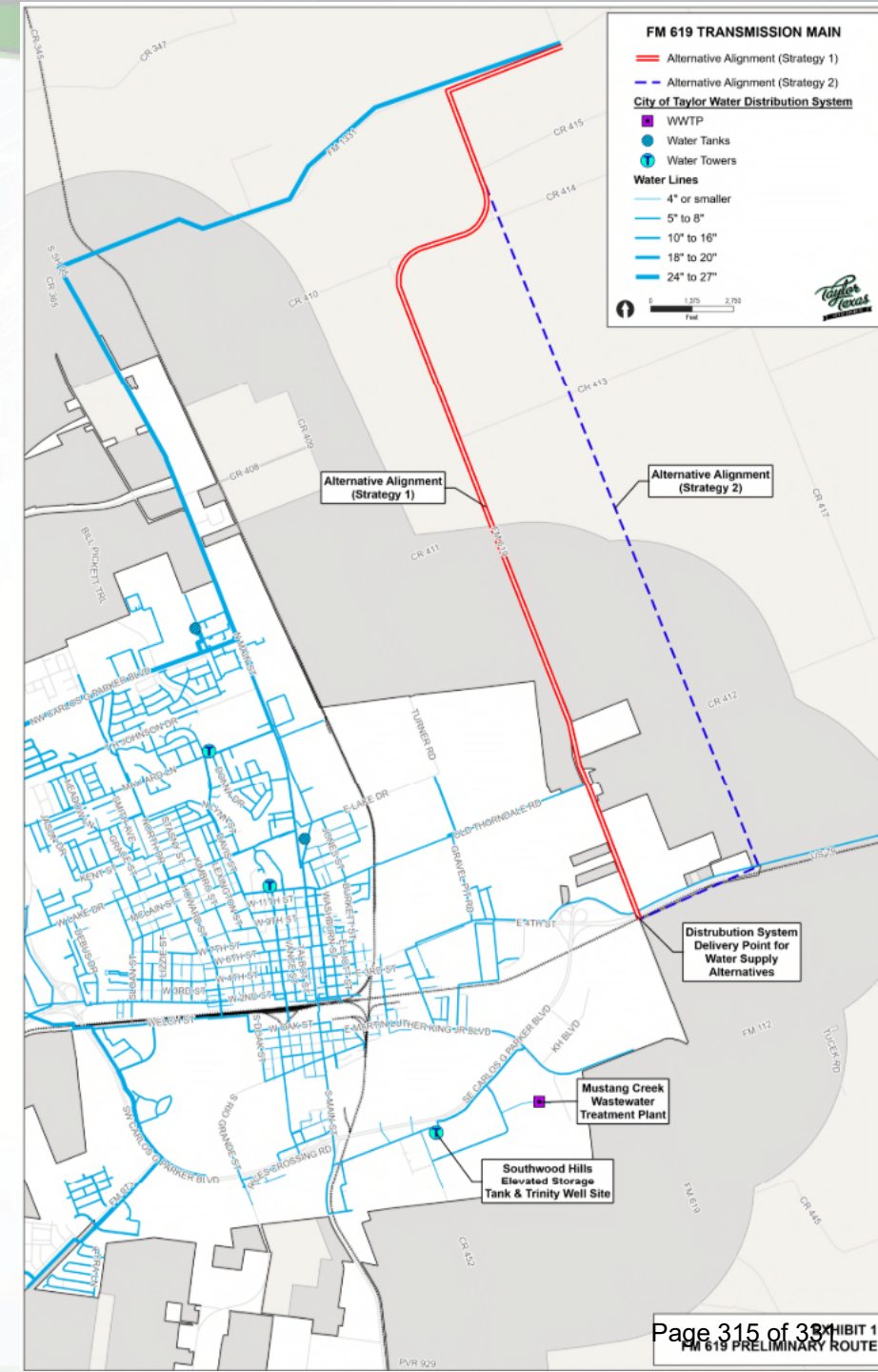
- Preliminary engineering for approximately 35,000 feet of water transmission pipeline and potential elevated storage tank.
- Includes:
 - Technical evaluation and route analysis
 - Coordination with the water master plan update for size and water supply
 - Environmental/cultural resources constraints analysis
 - Preliminary easement and right-of-way services
 - Utilities evaluation and conflict analysis
 - Preliminary Engineering Report



FM 619 Transmission Pipeline

Preliminary Engineering Task Order

- Schedule: estimated to be six months
- Lump sum fee: \$589,800
- This task order would not impact customer utility rates. Utility Fund to be reimbursed by TEDC.
- For future project phases, if approved, the Utility Fund has sufficient cash flow surplus reserves to continue before debt would need to be issued for construction.





**City Council Meeting
April 9, 2026
Transmittal Letter**

STRATEGIC PILLAR
Quality of Life

Agenda Item Number: 13.
Agenda Title: Discussion, consideration, and possible action on agreement with YMCA for pool management services.
Council Action to be Taken: Approve agreement with YMCA for pool management services
Department Submitted: Parks & Recreation
Staff Contact: Betsy Schultz, Interim Parks and Recreation Director

1. PURPOSE / DESCRIPTION

The purpose of this item is to approve an agreement with the YMCA to manage the swimming pool operations at the Roznovak Aquatic Center.

2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS

The City Council awarded the RFP for pool management services to the YMCA of Central Texas at its meeting on March 26th. Staff met with the YMCA to negotiate a contract for these services. The previous contract with the YMCA was for five years and expired in September 2025.

This new agreement includes terms similar to previous years, including:

- Staffing and scheduling lifeguards to operate the pool safely
- Daily operations, management, and maintenance of the pool
- Provide swim instruction
- Carry public liability insurance
- Recruitment, training, and hiring of lifeguards
- Pool Manager & Head Lifeguard

The previous contract was in the amount of \$96,881 annually, with the new contract reflecting the bid amount of \$175,000 annually. The cost of operating the pool is driven by how many lifeguards are required to operate it safely, based on sight lines of the pool and attendance figures. The pool, as previously constructed, required five lifeguards and one concessions/cashier

each shift. The new pool will require additional staff due to its amenities such as the large slide and the aquatic play unit. It's estimated there will need to be at least eight guards per shift, plus a concession/cashier. Additionally, staff estimates the average attendance to increase significantly in comparison to 2024.

The pool season begins the Saturday before Memorial Day and concludes after Labor Day, which is approximately 15 weeks. The pool is open to the public for 47 hours per week, which does not include any aquatic fitness programming, special events, contracted programs, or daycare center visits outside of normal operating hours.

3. PROS and CONS	
<u>PROS</u>	<u>CONS</u>
<ul style="list-style-type: none"> • YMCA pays for the recruitment, training, and on-boarding of lifeguards and the pool manager • Provides additional services such as swim lessons • Regular pool maintenance through the summer months • Carries liability insurance 	<ul style="list-style-type: none"> • Significant cost for operating period

4. RECOMMENDATION

Staff recommends approval of the agreement and authorize the City Manager to execute the agreement.

5. FUNDING SOURCE

Staff budgeted \$150,000 in the FY26 budget for pool operations. The YMCA's bid proposal is \$175,000. The budget deficit would come from savings elsewhere in the Parks & Recreation General Fund budget to absorb the additional costs.

6. TIMELINE

- Agreement presented to Council — April 9
- Ribbon Cutting - Saturday, May 23
- Public Pool Opening — Saturday, May 23

7. OTHER OPTIONS

Modify agreement

8. ATTACHMENTS

1. Agreement - YMCA Pool Management Services
2. Presentation - YMCA Pool Management Services

**POOL SERVICES AGREEMENT
DORIS ROZNOVAK AQUATIC CENTER**

This Pool Services Agreement ("Agreement") is made and entered into by and between The City of Taylor, Texas a political subdivision of the State of Texas, ("City") and the Young Men's Christian Association of Central Texas, a Texas non-profit corporation ("YMCA"), for services to the Doris Roznovak Aquatic Center as hereinafter set forth:

I. Purpose of Agreement

The purpose of this Agreement is to state the terms and conditions under which the YMCA will provide pool management, operation, maintenance and related services for the Doris Roznovak Aquatic Center, hereinafter sometimes referred to as Pool "Pool". The YMCA will accommodate City programs and coordinate with the City to assure proper operation and usage of the Pool on behalf of the City. Meetings requested by the Parks Director shall be attended by the YMCA Executive Director or the Pool Aquatics Director/Pool Manager to discuss accomplishment of the Agreement purpose.

II. Pool Hours and Dates

- A. The Pool dates and hours of operation by the YMCA are shown in *Exhibit "A"* attached hereto and incorporated by reference herein. On or before April of 2026 and January 2nd each future year during the term of this Agreement, the City will furnish written notice to the YMCA of dates and hours of operation of the Pool for the year in which the notice is given. Notwithstanding anything stated in this Agreement to the contrary, the City reserves the right to change the dates and hours of operation upon reasonable notice to the YMCA.
- B. The YMCA shall be entitled to use the Pool before and after the dates and hours of operation for YMCA lifeguard training, to conduct swimming lessons and to allow water aerobics, under the conditions and for the fees hereinafter set out.

III. Required Staff and Services

The YMCA shall provide the following YMCA staff and services for the management, operation, maintenance and related services required under this Agreement.

A. Pool Staff

The YMCA shall employ staff in sufficient numbers to satisfy its obligations under this Agreement and pay all costs, fees, and expenses required for the staff and services provided by the YMCA under this Agreement. The YMCA shall at all times employ the following required staff under this Agreement for the Pool:

- 1. **One Aquatic Director/Pool Manager.** The YMCA shall employ one (1) qualified Aquatic Director/Pool Director with experience in all aspects of pool operations. The Aquatic Director/Pool Manager is required, at a minimum, to be trained in the operation of all Pool equipment, and must have the following experience and certifications:
 - a. Two (2) years or more of prior pool management experience.

- b. YMCA Lifeguard or Red Cross Lifeguard
 - c. Red Cross or American Heart Association CPR/PR
2. **One Head Lifeguard.** The YMCA shall employ a designated Head Lifeguard. The Head Lifeguard shall be required, at a minimum, to be trained in the operation of all Pool Equipment, and to have at least two (2) years prior lifeguarding experience, and the YMCA Lifeguard or Red Cross Lifeguard certificate or applicable equivalent certificate approved by the City.
 3. **Lifeguards.** The YMCA shall employ lifeguards who must be sixteen (16) years or older having the following certifications:
 - a. YMCA Lifeguard or Red Cross Lifeguard
 - b. Red Cross or American Heart Association CPR/PR & AED
 - c. Red Cross or American Heart Association First Aid
 4. The YMCA will use its best efforts to recruit, train, and hire City residents to serve as Pool Lifeguards.

B. Daily Pool Operation

1. **Admission to Pool Management of Cash Collections.** At least one (1) YMCA staff member will be assigned to and stationed at each Pool public entry gate or gates while the Pool is open or in operation to monitor and control the Pool entrance and collect fees for use of the Pool. Daily cash collections from admissions and any other payment made for the Pool shall be counted at the end of the last hour of operation by (2) two YMCA staff members. The YMCA will provide a daily report from its software system detailing admissions collected to the City on June 1, July 1, August 1, and September 20. A check for the gate fees totals shall be provided to the City on those same dates.
2. **Lifeguards.** One (1) YMCA staff member shall verify vigilance of all duty lifeguards and assure no lifeguard is distracted from lifeguard duties. The YMCA shall comply with all governmental health and safety laws, rules, and regulations applicable to the Pool while operating the Pool under this Agreement. The Pool shall be always staffed at appropriate ratios to assure a safe environment. The City shall provide and post signs at the Pool stating the maximum number of persons occupying limits.
3. **City Rules and Enforcement.** The Aquatic Director/Pool Manager and/or Head Lifeguard shall be responsible for enforcement of City rules pertaining to Pool use. The City shall make the City rules available to the YMCA when requested by the YMCA, and the YMCA shall be obligated to obtain the rules prior to Pool operation. In addition, the City may adopt additional City rules during the term of this Agreement and will provide notice of the rule so adapted to the YMCA. The YMCA shall ultimately be responsible for proper and safe Pool operation and shall have or adopt additional rules deemed reasonable and necessary to assure proper and safe Pool operation. The Aquatic Director/Pool Manager shall promptly

report to the Parks & Recreation Director and/or Parks Superintendent any problems encountered in rule enforcement.

4. **Daily Log of Activities.** The YMCA shall maintain a log of daily activities occurring in the Pool during each day of operation, including YMCA Pool activities. The daily log shall include, without limitation, the number of Pool users tallied for each hour of the day, a water sample analysis required under this Agreement, any complaint received by the YMCA, and other information deemed necessary by the YMCA or the City. The form of the daily log shall be provided by the City. The daily log shall be available for review by the City when required by the City. The YMCA shall provide copies of the daily logs to the Parks & Recreation Director and/or Parks Superintendent at the end of the season unless otherwise requested during the term of this Agreement.
- C. **Pool** The YMCA shall not allow the use or possession of alcohol or any illegal substances at any time at or around the Pool.
1. The City will provide the YMCA equipment necessary to clean the pool, including vacuuming, brushing, and skimmer maintenance.
 2. The YMCA Certified Pool Operation ("CPO") shall monitor and maintain proper chemical levels in the Pool in order to ensure safety of all Pool users. The YMCA shall test chlorine and PH levels hourly and record each test results on the daily log. The chlorine levels shall be between 1.0 and 5.0 and the PH levels shall be between 7.2 and 7.8. In the event any test shows a result outside the required range allowed for chlorine and PH, the YMCA CPO may administer chemicals. The CPO is authorized to close the Pool if the CPO deems continued Pool operation to be a potential health or safety issue. The CPO, upon decision to close the Pool, shall notify the Aquatic Director/Pool Director or any YMCA Pool staff member of the decision to close the Pool and the projected remedial action deemed necessary by the CPO to reopen the Pool.
 3. The YMCA CPO shall conduct tests necessary to comply with all applicable federal, state and county laws as well as City Ordinances related to safe maintenance and operation of the City Pool. The City will maintain an adequate supply of required Pool chemicals.
 4. The YMCA shall keep and maintain the Pool and Pool areas in a clean and neat appearance and will properly dispose of any waste, trash or refuse. The YMCA shall remove any unsightly appearance in or around the Pool. The maintenance shall include, without limitation, cleaning and maintaining all restrooms, dressing areas, and keeping any office area in a neat and orderly condition. The Pool decks must be clean and neat and sprayed as often as necessary to keep them clean and neat. All drains, gutters, grating and gutter covers, sidewalks, fountains, jets and any other Pool-related item must be properly maintained and remain in good, clean, neat and operational condition.

5. The YMCA shall inspect the Pool grounds, restrooms, and dressing areas no less than hourly to assure they are safe and clean.
6. The YMCA will initiate work orders for Pool repairs or maintenance required by the City through the Parks & Recreation Director and/or Parks Superintendent. A work order to the City shall be noted on the daily log.
7. The City will reimburse the YMCA the cost for safety equipment used at the Pool. Prior approval from the Parks & Recreation Director and/or Parks Superintendent must be obtained before the reimbursement can be paid by the City. The Aquatics Director/Pool Manager may expend no more than Seventy-Five and No/100 Dollars (\$75.00) from the daily cash receipts without prior approval for safety equipment deemed to have been needed immediately, provided the cash use is noted on the Daily Log and reported immediately to the Parks & Recreation Director and/or Parks Superintendent.

D. Additional Activities.

1. The YMCA shall be entitled to provide YMCA swim instruction and water aerobics each Tuesday through Friday between the hours of 8:00am to 12:00pm and 6:00pm to 8:00pm during the Agreement term. The YMCA will allow priority registration to Taylor residents of at least one (1) week prior to allowing any non-resident to enroll in these services. The YMCA will set its own rate for the cost of these services to be charged to the participants.

Pool parties may be held between the hours of 8:00pm to 10:00pm each Tuesday through Friday during the term of this Agreement and additionally between the hours of 10:00am to 12:00pm each Saturday during the term of this Agreement, except for July 4th of each year on which date no Pool party can be held. No pool parties may be held on Sundays. The YMCA will allow priority registration for Pool parties for Taylor residents of at least one (1) week prior to allowing any non-residents to enroll. The YMCA will set its own rate for the cost of these services to be charged to participants.

The Pool shall be emptied after any activity occurring before or after the hours of operation set forth in this Agreement to assure the activity participant does not remain in the Pool without paying the required Pool entrance fee. A participant may not remain in the Pool after an activity is complete and if a participant remains or reenters the Pool the participant must pay the required Pool admittance fee.

The YMCA shall not permit any day care centers outside the City to use the Pool **as a** group. Local centers may use the Pool during hours and at the regular daily rate as listed in the City Fee schedule.

2. The YMCA will be allowed to offer concessions on a daily basis. Additionally, the YMCA will be required comply with all food handler and food service regulations set forth by the Williamson County Cities and Health District.

IV. Compensation and Billing

- A. The YMCA shall be entitled to the fee for its services and obligations to the City under this Agreement in the amount of **One Hundred and Seventy-Five Thousand and 00/100 Dollars (\$175,000.00)** each year during the term of this Agreement. If delay occurs starting up any seasons, the City will notify the YMCA, as soon as known, and the City will pay any startup cost for the season and for the actual timeframe the pool was open during the season.
- B. The YMCA shall provide invoices to the City for its services on June 1st, July 1st and no later than September 10th, during each year of the Agreement term.
- C. The YMCA shall pay the City the fee required under the City Fee Ordinance for each person entering the Pool during the Pool operating hours. The YMCA may offer a discounted rate for YMCA members; however, the full amount as listed in the City fee schedule must be paid to the City for each admission regardless of membership. The YMCA shall pay the City \$5.00 for each swim lesson taught by a YMCA instructor using the Pool.

V. Insurance

YMCA shall maintain during the term:

- CGL: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Auto Liability (if applicable): \$1,000,000 CSL
- Workers' Comp: statutory + Employer's Liability \$500,000

The City of Taylor, Texas, and its officials and employees shall be named as additional insureds on CGL and Auto policies. Coverage shall be primary and non-contributory and include a waiver of subrogation. YMCA shall provide certificates and endorsements prior to performance. Coverage may not be materially changed or canceled without 30 days' notice to the City.

VI. Indemnification

TO THE FULLEST EXTENT PERMITTED BY LAW, YMCA SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY AND ITS OFFICERS, OFFICIALS, AND EMPLOYEES FROM AND AGAINST ANY CLAIMS, DAMAGES, LOSSES, AND EXPENSES (INCLUDING ATTORNEYS' FEES) ARISING OUT OF OR RELATED TO YMCA'S PERFORMANCE OF THIS AGREEMENT OR THE OPERATION OF THE POOL, EXCEPT TO THE EXTENT CAUSED BY THE CITY'S SOLE NEGLIGENCE OR WILLFUL MISCONDUCT.

This provision survives termination and is not limited by insurance.

VII. Term and Termination.

- A. **Term.** The term of this Agreement commences April 1, 2026, and terminates on the close of business Labor Day September 7, 2026, unless terminated earlier as hereinafter provide. The YMCA will notify the City Manager by July 27, 2026, whether it has the ability to provide lifeguards after Taylor ISD returns to school. In such case the YMCA is unable to provide

lifeguards at such date the term of the agreement will terminate on that date of school commencement.

The parties may, by written mutual agreement, extend the term of the Agreement for up to two (2) additional one-year periods (each, an "Extension Term") on the same terms and conditions. Unless either party provides written notice of its intent not to extend the Agreement on or before January 15th of the applicable term year, the Agreement shall automatically extend for the next Extension Term.

- B. Termination for Convenience.** The City may terminate this Agreement for convenience upon ninety(90) days' written notice. YMCA may terminate upon ninety (90) days' written notice.
- C. Termination for Cause.** The City may terminate this Agreement upon written notice if YMCA fails to perform, violates applicable law, fails to maintain required insurance or staffing, or endangers public safety. Except for immediate safety concerns, YMCA shall have ten (10) days to cure.
- D. Suspension.** The City may immediately suspend operations, in whole or in part, if necessary to protect public health or safety.
- E. Effect of Termination.** Upon termination, YMCA shall cease operations, return City property and funds, and provide a final accounting. The City shall pay for services properly performed through termination, subject to offsets.

VIII. Miscellaneous

- A. Operations and Control.** YMCA shall have day-to-day operational control of the Pool, including staffing, supervision, programming, and safety of patrons. YMCA is solely responsible for compliance with all applicable laws, regulations, and health and safety standards in connection with its operations. The City retains control over the facility, equipment, and capital repairs, and may inspect the Pool at any time. The City may direct corrective action or suspend operations if necessary to protect public health or safety. YMCA shall promptly notify the City of any unsafe condition, equipment issue, or regulatory concern affecting Pool operations.
- B. Force Majeure.** Neither party shall be liable for failure to perform due to events beyond its reasonable control, including acts of God, weather events, epidemics, governmental orders, or utility failures. Notwithstanding the foregoing, the City may suspend or terminate operations as necessary to protect public health, safety, or welfare. Payment shall be limited to services actually performed. YMCA shall resume performance promptly when conditions allow.
- C. Compliance with Laws.** YMCA shall comply with all applicable federal, state, and local laws, regulations, and ordinances, including all health and safety requirements applicable to public pool. YMCA shall obtain and maintain all required permits, licenses, and certifications and shall ensure all personnel meet required qualifications.
- D. No Waiver of Immunity.** Nothing in this Agreement waives the City's governmental immunity.
- E. Non-Appropriation.** The City's obligations are subject to annual appropriation of funds. If funds are not appropriated, the City may terminate without penalty.
- F. Records and Audit.** YMCA shall maintain records related to this Agreement and make them available to the City for inspection and audit upon reasonable notice.

- G. **Notices.** Any notice necessary or appropriate relative to this Agreement shall be effective when deposited in the United States mail, either certified and/or registered mail, postage prepaid and addressed to:

Young Men's Christian's Association
of Central Texas
Attn: Jeff Andresen, CEO/President
P.O Box 819
Round Rock, Texas 78680

City of Taylor Texas
Attn: Brian LaBorde, City Manager
400 Porter Street
Taylor, Texas 76574

- H. **Independent Contractor.** It is understood and agreed that the YMCA shall not in any manner be considered a partner or joint venture with the City, nor shall the YMCA be considered or hold itself out as an agent or official representative of the City. The YMCA shall be considered an independent contractor for the purposes of this Agreement and shall in no manner incur any expenses or liability on behalf of the City.
- I. **Assignment.** No part of this Agreement may be assigned or delegated without the prior written consent of the other Party, and any attempted assignment of benefits or rights or delegation of duties or obligations shall be a breach of this Agreement.
- J. **Governing Law and Venue.** This Agreement will be constructed under and in accordance with the laws of the State of Texas, and all obligations of the parties created under it are performable in Williamson County, Texas.
- K. This Agreement is binding upon and inures to the benefit of the parties and their respective heirs, executors, administrators, legal representatives, successors, and assigns where permitted in the Agreement.
- L. In case any one or more of the provision contained in this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability does not affect any other provision, and this Agreement will be constructed as if the invalid, illegal, or unenforceable provision had never been contained in this Agreement.
- M. **Prior Agreements.** This Agreement constitutes the sole agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting its subject matter.

City of Taylor, Texas
A Texas Home Rule
Municipal Corporation

Young Men's Christian's Association of Central
Texas
A Texas non-Profit corporation

Exhibit A - Dates of Operation

Pool Hours City of Taylor, Murphy Park Pool

2026 - 2028

Saturday prior to Memorial Day- Opening Day of Pool

Sunday prior to the week of first day of school - Ends week day operations

After the start of school - Saturday and Sundays pool operations until Labor Day

Labor Day - Last Day of Pool operations

Pool Hours

Tuesday through Saturday: 12pm – 8pm

Sundays – 1pm – 8pm

Mondays – closed

AGREEMENT WITH YMCA FOR POOL MANAGEMENT SERVICES

April 9, 2026
City Council Meeting

Pool Management Agreement

- Pool Management Services bid awarded to YMCA at the March 26th City Council meeting
- City pursued agreement with YMCA to begin in May 2026
- Three-year agreement



Pool Management Services

- YMCA provides all certified lifeguards, head lifeguard, and pool manager to safely operate the pool
- Contractor bears the cost of recruitment, training, hiring, and managing of lifeguards
- Daily pool maintenance during the pool season
- Provides instructors to offer swim lessons
- Contractor carries liability insurance



Recommendation

- Staff recommends approving YMCA of Central Texas for pool management services in the amount of \$175,000 per year
- City attorney has reviewed the contract
- Award agreement to YMCA and authorize the City Manager to execute the agreement

QUESTIONS?