



**NOTICE OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
MONDAY, FEBRUARY 13, 2023 at 6:00 P.M.
LOCATION:
IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227
Or
View via Zoom Meeting
<https://us02web.zoom.us/j/84310928110>
Meeting ID: 843 1092 8110
One tap mobile
+13462487799,,84310928110# US (Houston)**

***Note: All applicants should attend in person.**

1. Call to Order.
2. Roll Call.
3. Invocation – Council Member Ron King
4. Pledge of Allegiance – Mayor Pro Tem Dave Meek
5. Citizens Input (Items on the agenda and not on the agenda).
If commenting via Zoom, please use the Raise Your Hand feature. Please state your full name before speaking. Please limit your comments to three minutes in duration. You are restricted from passing your time or any portion of unused minutes to another citizen for comment.
6. Council Members' announcements and updates.
7. Mayor's Announcements and updates.
8. Updates; Discussion of Same.
 - a. Town Administrator Announcements and Updates, including financial, development and permit reports – Kristi Gilbert
 - b. Law Enforcement – Shaun Short
 - c. Fire Department – Paul Rust
 - d. Committee Reports – MDD, Parks, Connectivity, Historical, Road

CONSENT AGENDA

9. Consider approval of meeting minutes:
 - a. November 21, 2022 Council Work Session; and,
 - b. January 17, 2023 Regular Council Meeting Minutes
10. Consider approval of the January Financials.

11. Consider approval of an excused absence for Council Member Gaalema for the March 20, 2023, Regular Council meeting.
12. Consider approval of a resolution approving continuation of the Town's membership in Oncor Steering Committee (OCSC).
13. Consider acceptance of the 2022 Cross Roads Police Department's Racial Profiling Analysis.
14. Consider authorizing Staff to request proposals for a wrecker service to provide towing services in response to police requests.

REGULAR SESSION

15. CONDUCT A PUBLIC HEARING, discuss and consider a recommendation from the Planning and Zoning Commission on an application by John Withers on behalf of property owners Presidio II Office Fund LLC, Noesis Clinic LLC, and Crossroads EMD LLC to amend the future land use map from C-2 Commercial to C-1 Commercial for Lot 2 Block A of the Cross Roads Medical Center Addition, generally located at 8800 US 380 to allow for the continued operation of medical and professional offices. *(2022-1205-01FLUP)*
16. CONDUCT A PUBLIC HEARING, discuss and consider a recommendation from the Planning and Zoning Commission on an application by John Withers on behalf of property owners Presidio II Office Fund LLC, Noesis Clinic LLC, and Crossroads EMD LLC to change the zoning from C-2 Commercial to C-1 Commercial for Lot 2 Block A of the Cross Roads Medical Center Addition, generally located at 8800 US 380 to allow for the continued operation of medical and professional offices. *(2022-1205-02ZC)*
17. Consider approval of a preliminary plat application by Pradeep Yanala on behalf of property owner North Texas 4Plex, LLC for the North Texas 4Plex Addition to create a single commercial lot for property located at 900 N. Pottershop Rd. within the Town of Cross Roads. *(2022-1205-04PPLAT)*
18. Discuss and consider approval of an amended technical site plan for modifications required for an addition to the existing Walmart building generally located 11700 US Hwy 380. *(2023-0109-02TSP)*
19. Discuss and consider approval of a commercial addition building permit application for Walmart generally located 11700 US Hwy 380. *(2022-1220-01C)*

EXECUTIVE SESSION

20. The Town Council will convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
 - a. Section 551.071 Consultation with Attorney - Contemplated or Pending litigation James Edland v. Town of Cross Roads, Texas, Case No. 22-0056-362 and Mitchell Clay v. Chad Wayne Jones, the City of Krugerville and the Town of Cross Roads, Case No. 22-8528-431.

b. Section 551.071 Consultation with Attorney – Lovett 380 Agreement

21. Take action as may be necessary or appropriate on matters discussed in Executive Session.

ADJOURN

Future Meetings and Events:

All citizens are invited to participate; schedule may change.

- *Parks and Recreation Board Meeting – Wednesday, March 1, 2023 at 6:00 p.m.*
- *Town Council Meeting – Monday, March 6, 2023 at 6:00 p.m.*
- *Planning and Zoning Commission Meeting – Tuesday, March 7, 2023 at 7:00 p.m.*
- *Municipal Development District Meeting – Thursday, March 9, 2023 at 6:00 p.m.*
- *Town Council Meeting – Monday, March 20, 2023 at 6:00 p.m.*

A quorum of the Municipal Development District, Parks and Recreation Board and/or Planning and Zoning Commission may be present at the meeting and may participate in discussion on any of the items listed on the agenda at the discretion of the Mayor.

CERTIFICATION

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board at the Town Hall of the Town of Cross Roads, Texas on or before Friday, February 10th, 2023, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at 940-365-9693. Reasonable accommodations will be made to assist your needs.

Donna Butler, Town Secretary

I certify that the attached notice and agenda of items to be considered by the Town Council of the Town of Cross Roads was removed by me from the front window of the Town of Cross Roads Town Hall, 1401 FM 424, Cross Roads, Texas, on the ___ day of _____ 2023.

_____, Title: Town Secretary

CROSS ROADS POLICE DEPARTMENT



Police Department Council Report

Chief Shaun Short

February 13, 2023

February 13, 2023 Council Agenda Packet 4 of 221

Police Operations

➤ January Police Reports

- **12 Crash Investigations**
 - 10 - US380
 - 2 - Other
- **0 Persons Crimes**
 - 0 Known Actor
 - 0 Family Violence
- **5 Property Crime**
 - 3 Retail Theft
 - 1 Burglary Building
 - 1 Theft from Building
- **16 - Society**
 - 6 - Intoxicated Driving
 - 10 – Drugs/Paraphernalia / MIP / PI

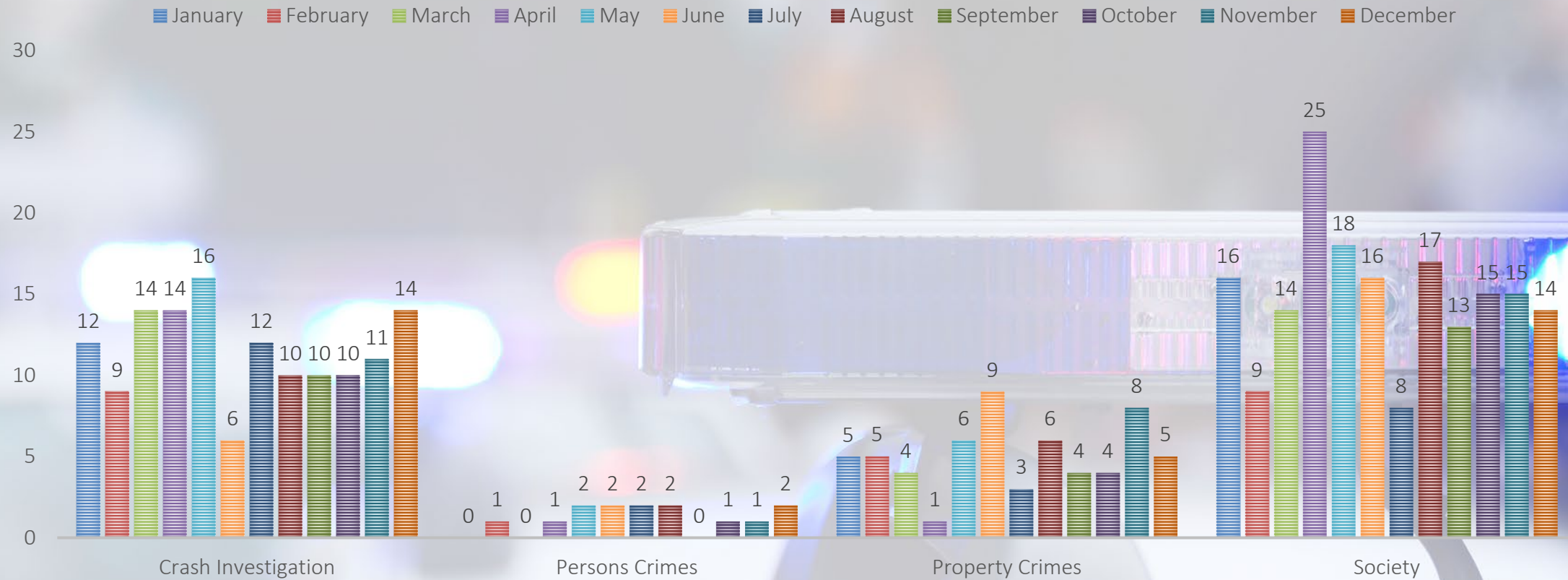
➤ January Incident Type Summary

- **34 Agency Assist**
- **9 Alarm**
- **4 Animal Complaint**
- **7 Disturbance**
- **33 Motorist Assist**
- **3 Open Door**
- **11 Road Blockage**
- **8 Suspicious Person**
- **260 Traffic Stop**
- **5 Welfare Concern**
- **374 Unclassified**

648 Total Events

Police Operations Monthly Comparison

MONTHLY COMPARISON



Police – Administrative

- **Projects Update**
 - **Lockers Installed**
 - **Annual Racial Profiling Report**
 - **Lockers scheduled for install**
 - **CAD RMS Software**
 - **Plate Carriers**
- **Training**
 - **Sgt Rounsavall Accreditation Manager Training**
 - **Sgt Tyler Incident Command (ICS400)**
 - **AED/CPR training half Dept.**
 - **Officer Martinez Defensive Tactics**
- **Community**
 - **Denton County Mayors Crime Prevention Luncheon**



INTEGRITY

CUSTOMER
SERVICE

EFFICIENCY

INNOVATION

Town of Cross Roads Monthly Report

Jan. 2023



CROSS ROADS MONTHLY REPORT

Last Updated: 2/6/2023 16:19

Date

Multiple selections



Total Calls
44



Avg Daily Calls
2



Avg Monthly Calls
44



Avg Response Time
477

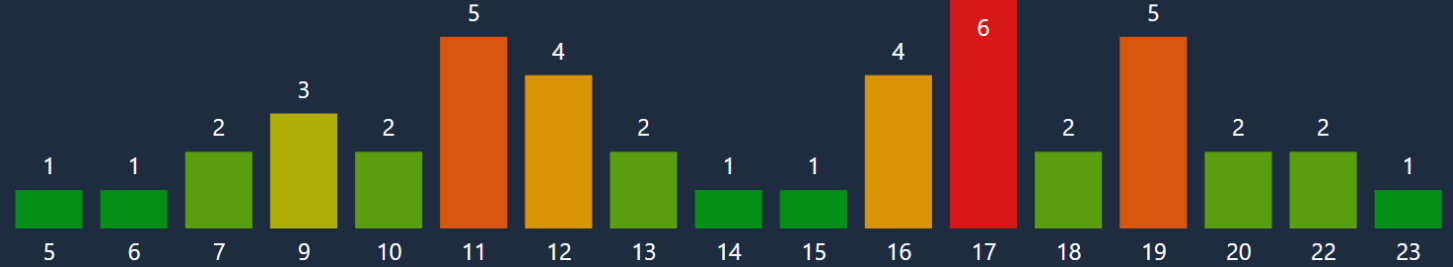


Busiest Hour
17



Busiest Day
Tue

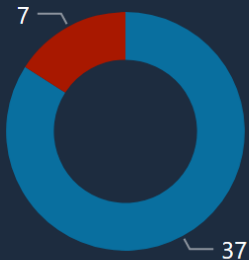
Total Calls by Hour



Total Calls

44
Jan
2023

Emergency Calls



Emergency Non-emergency

Incident	Total Calls
EMS/Rescue	36
Good Intent	6
Hazardous Condition	1
Service Call	1

Year	MonthName	Incident Address 1	Total Calls	Avg Resp Time	NFIRS	Shift
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2023 January

Emergencies



Incident Date	NFIRS Number	Incident Address 1	Incident Type	Apparatus	Mutual Aid	PSAP Received	Dispatched	Arrival	Call Processing	Response Time
1/1/2023	0000008	800 NEW HOPE RD	EMS call	Medic 3	None	11:56:20 AM	11:57:16 AM	12:05:15 PM	0:00:56	0:07:59
1/1/2023	0000014	2201 W OAK SHORES DR	EMS call	Medic 3	None	6:57:59 PM	6:58:20 PM	7:10:22 PM	0:00:21	0:12:02
1/2/2023	0000020	5101 FM 424	EMS call	Medic 3	None	8:25:31 PM	8:27:26 PM	8:33:34 PM	0:01:55	0:06:08
1/3/2023	0000039	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	None	7:51:08 PM	7:51:59 PM	7:54:50 PM	0:00:51	0:02:51
1/4/2023	0000045	1010 E OAK SHORES DR	EMS call	Medic 3	None	2:04:13 PM	2:04:20 PM	2:18:38 PM	0:00:07	0:14:18
1/5/2023	0000060	11350 -130 E UNIVERSITY DR	EMS call	Medic 3	None	11:52:36 AM	11:53:03 AM	11:57:59 AM	0:00:27	0:04:56
1/5/2023	0000074	E UNIVERSITY DR / WALMART DR	Motor vehicle accident	Medic 3	None	10:05:43 PM	10:06:23 PM	10:12:10 PM	0:00:40	0:05:47
1/7/2023	0000098	1701 FM 424	EMS call	Medic 3	None	6:50:08 AM	6:50:55 AM	6:58:02 AM	0:00:47	0:07:07
1/7/2023	0000103	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	None	4:05:31 PM	4:06:31 PM	4:12:30 PM	0:01:00	0:05:59
1/8/2023	0000116	1090 FOREST BEND CT	EMS call	Squad 3	None	5:51:49 AM	5:52:13 AM	6:04:42 AM	0:00:24	0:12:29
1/8/2023	0000121	11700 E UNIVERSITY DR	EMS call	Medic 3	None	4:48:01 PM	4:48:43 PM	4:54:24 PM	0:00:42	0:05:41
1/9/2023	0000128	11700 E UNIVERSITY DR	EMS call	Medic 3	None	9:44:09 AM	9:45:21 AM	9:52:50 AM	0:01:12	0:07:29
1/10/2023	0000145	1310 ALAMANDINE AVE	EMS call	Medic 3	None	8:59:04 AM	8:59:41 AM	9:05:30 AM	0:00:37	0:05:49
1/10/2023	0000147	9900 E UNIVERSITY DR	EMS call	Squad 3	None	10:22:09 AM	10:23:45 AM	10:29:19 AM	0:01:36	0:05:34
1/11/2023	0000164	3000 MOSELEY RD	EMS call	Medic 3	None	5:16:46 PM	5:17:14 PM	5:26:33 PM	0:00:28	0:09:19
1/11/2023	0000165	NAYLOR RD / E UNIVERSITY DR	Motor vehicle accident	Medic 3	None	7:01:27 PM	7:02:07 PM	7:09:19 PM	0:00:40	0:07:12
1/12/2023	0000186	3001 E UNIVERSITY DR	Motor vehicle accident	Medic 3	From Aubrey and Denton	7:39:18 PM	7:40:43 PM	7:49:53 PM	0:01:25	0:09:10
1/13/2023	0000191	11601 E UNIVERSITY DR	Motor vehicle accident	Medic 3	None	12:40:42 PM	12:42:12 PM	12:48:49 PM	0:01:30	0:06:37
1/14/2023	0000202	4001 HISTORIC LN	EMS call	Squad 3	None	11:35:36 AM	11:36:01 AM	11:40:58 AM	0:00:25	0:04:57
1/16/2023	0000227	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	None	5:15:50 PM	5:16:41 PM	5:23:27 PM	0:00:51	0:06:46
1/17/2023	0000241	E UNIVERSITY DR / POTTER SHOP RD	Motor vehicle accident	Medic 3	None	5:28:55 PM	5:29:43 PM	5:37:16 PM	0:00:48	0:07:33
1/18/2023	0000255	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	None	12:41:25 PM	12:43:05 PM	12:48:52 PM	0:01:40	0:05:47
1/18/2023	0000260	E UNIVERSITY DR / FM 424	Motor vehicle accident	Quint 3	None	6:58:40 PM	7:00:06 PM	7:06:01 PM	0:01:26	0:05:55
1/20/2023	0003427	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	None	10:22:43 AM	10:23:38 AM	10:34:43 AM	0:00:55	0:11:05
1/20/2023	0003430	11350 -100 E UNIVERSITY DR	EMS call	Medic 3	None	5:50:30 PM	5:52:32 PM	6:00:03 PM	0:02:02	0:07:31
1/20/2023	0003431	3700 MOSELEY RD	EMS call	Medic 3	None	8:56:16 PM	8:57:08 PM	9:06:38 PM	0:00:52	0:09:30
1/21/2023	0003436	1090 FOREST BEND CT	EMS call	Medic 3	None	7:49:15 AM	7:52:12 AM	8:01:43 AM	0:02:57	0:09:31
1/22/2023	0003450	11350 -100 E UNIVERSITY DR	EMS call	Squad 3	None	1:08:50 PM	1:09:16 PM	1:15:25 PM	0:00:26	0:06:09
1/22/2023	0003456	3444 NEW HOPE RD	EMS call	Squad 3	None	11:52:14 PM	11:53:59 PM	12:04:38 AM	0:01:45	0:10:39
1/25/2023	0003493	11550 E UNIVERSITY DR	Flammable liquid spill	Quint 3	None	1:34:48 PM	1:36:19 PM	1:49:22 PM	0:01:31	0:13:03
1/25/2023	0003496	E UNIVERSITY DR / NAYLOR RD	Motor vehicle accident	Medic 3	None	6:39:24 PM	6:41:17 PM	6:47:52 PM	0:01:53	0:06:35
1/25/2023	0003498	11700 E UNIVERSITY DR	EMS call	Squad 3	None	7:55:25 PM	7:58:27 PM	8:02:54 PM	0:03:02	0:04:27
1/31/2023	0003578	E UNIVERSITY DR / HWY 377	Motor vehicle accident	Medic 3	None	4:05:47 PM	4:07:48 PM	4:30:27 PM	0:02:01	0:22:39
1/31/2023	0003580	11700 E UNIVERSITY DR	EMS call	Medic 3	None	4:34:58 PM	4:36:43 PM	4:46:01 PM	0:01:45	0:09:18
1/31/2023	0003583	8700 -BLK E UNIVERSITY DR	Motor vehicle accident	Squad 3	None	5:35:35 PM	5:37:08 PM	5:50:00 PM	0:01:33	0:13:30
1/31/2023	0003585	9057 LIBERTY RD	Motor vehicle accident	Medic 1	None	5:40:00 PM	5:40:00 PM	5:50:00 PM	0:00:00	0:10:00



Non-Emergencies

Incident Date	NFIRS Number	Incident Address 1	Incident Type	Apparatus	Mutual Aid	PSAP Received	Dispatched	Arrival	Call Processing	Response Time
1/3/2023	0000025	2383 E UNIVERSITY DR	Canceled en route	Medic 3	None	7:19:19 AM	7:20:09 AM	7:29:18 AM	0:00:50	0:09:18
1/4/2023	0000043	1701 FM 424	Service call	Squad 3	None	9:54:26 AM	9:55:33 AM	10:03:45 AM	0:01:07	0:08:12
1/12/2023	0000178	3000 MOSELEY RD	Canceled en route	Battalion 1	None	12:03:07 PM	12:03:25 PM		0:00:18	
1/13/2023	0000189	NAYLOR RD / E UNIVERSITY DR	Canceled en route	Battalion 1	None	11:54:56 AM	11:55:55 AM	12:07:47 PM	0:00:59	0:11:52
1/29/2023	0003536	3000 MOSELEY RD	Canceled en route	Engine 1	None	12:01:03 PM	12:03:04 PM		0:02:01	
1/31/2023	0003575	11150 NORCROSS DR	Canceled en route	Quint 3	None	3:26:22 PM	3:26:40 PM		0:00:18	



CROSS ROADS ANNUAL REPORT

Last Updated: 2/6/2023 16:19

Date

All

Date

Last 1 Years



Total Calls
470



Avg Daily Calls
2



Avg Monthly Calls
36



Avg Response Time
455

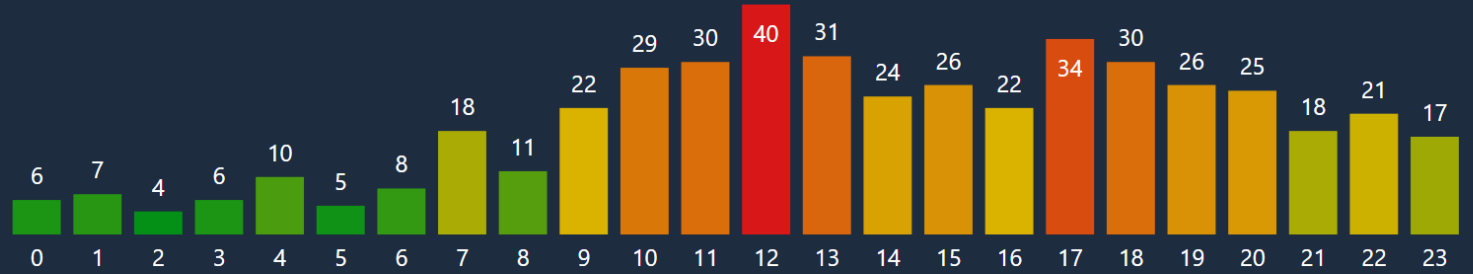


Busiest Hour
12

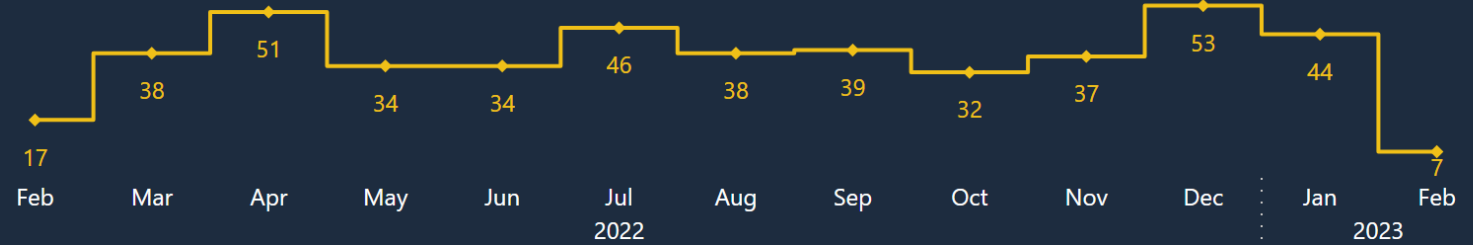


Busiest Day
Fri

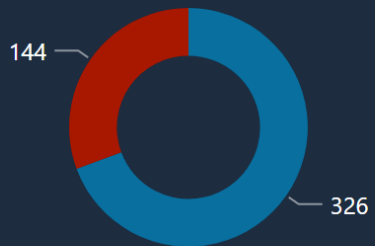
Total Calls by Hour



Total Calls



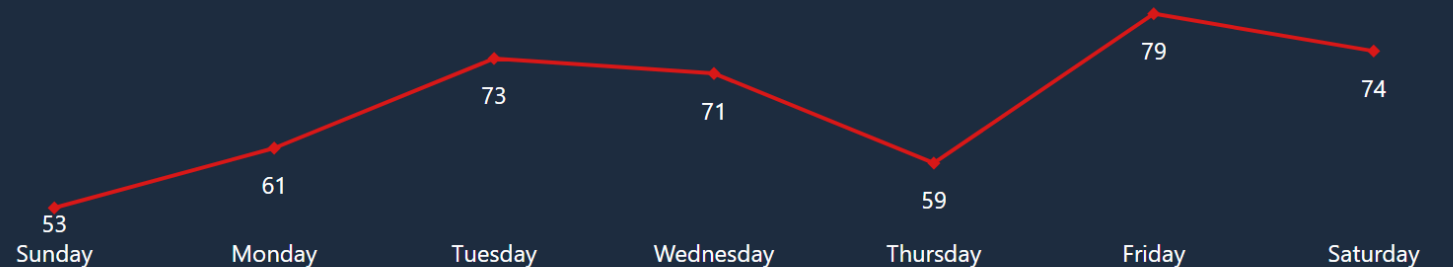
Emergency Calls



Incident

Incident	Total Calls
EMS/Rescue	295
False Alarm	34
Fire	18
Good Intent	68
Hazardous Condition	13
Other	2
Service Call	39
Severe Weather	1

Calls By Day





**MINUTES OF TOWN COUNCIL WORK SESSION
FOR THE TOWN OF CROSS ROADS
MONDAY, NOVEMBER 21, 2022, at 5:30 P.M.
LOCATION:
IN PERSON at 1401 FM 424, CROSSROADS, TEXAS 76227**

WORK SESSION

1. Called Work Session to Order at 5:30 P.M.

Mayor Tompkins and Council Members King, White-Stevens, Meek, and Gaalema were present. No Parks and Recreation Board Members were present.

2. Discussion with Parks and Recreation Board on future park facilities.

Council Member King presented the Parks and Recreation Board's plan to add a putting green, two age appropriate playgrounds, concrete dumpster enclosure, public bathroom with a concession window and an event center, and a Veteran's memorial.

Mayor Tompkins and Council Members would like to prioritize the bathrooms and playground. King will present a revised plan at the Council Retreat.

3. Adjourned at 6:01 P.M.

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



**MINUTES OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
TUESDAY, JANUARY 17, 2023 at 6:00 P.M.
LOCATION:
IN PERSON at 1401 FM 424, CROSS ROADS, TEXAS 76227
Or
View via Zoom Meeting**

1. Call to Order – **6:00 P.M.**
2. Roll Call: **Mayor Tompkins; Council Members Neubauer, Meek, King, and White-Stevens. Council Member Gaalema was absent.**
3. Invocation – **Pastor Lesly Louis.**
4. Pledge of Allegiance – **Police Chief Shaun Short.**
5. Citizens Input (Items on the agenda and not on the agenda).
None.
6. Council Members' announcements and updates.
King: Council's upcoming retreat; Park and Recreation Board
7. Mayor's Announcements and updates.
Mayor Tompkins announced Denton ISD's proposed school, gave a revenue update, and announced the historical marker given to the beehive kiln on John Murray's property.
8. Updates; Discussion of Same.
 - a. Town Administrator Announcements and Updates, including financial, development and permit reports – **Kristi Gilbert gave the building and development update, gave a financial report, and announced Spring Clean Up will be April 22nd.**
 - b. Law Enforcement – **Shaun Short gave the law enforcement report.**
 - c. Fire Department – **Paul Rust gave the fire department report.**
 - d. Committee Reports – MDD, Parks, Connectivity, Historical, Road
 - **Paula Paus, Parks Chair: Holiday event report and upcoming Eggstravaganza.**
 - **Sharon Baca, Connectivity Chair: tower update**
 - **Sharon Baca, Roads Chair: have met and outlined tasks to share with Council**

CONSENT AGENDA

9. Consider approval of the November 21, 2022 Council Meeting Minutes.
10. Consider approval of the November and December 2022 Financials.

11. Consider approval of an ordinance ordering the May 6, 2023 General Election for Municipal Officers.
12. Consider approval of a resolution amending the regular meeting schedule for 2023.
13. Consider approval of an interlocal agreement with the Denton County for Public Safety Support and Maintenance and authorize the Mayor to execute the same.
14. Consider approval of a preliminary plat application for property located just at 2201 Tipps Rd., within the Town of Cross Roads. (2022-1205-03PPLAT)
15. Consider improvements to the audio/visual system in the Council Chambers.
16. Consider approval of a resolution adopting the Town of Cross Roads Investment Policy in accordance with the Public Funds Investment Act.
17. Consider approval of a resolution appointing a member to fill a vacancy on the Cross Roads Parks and Recreation Board.

**Motion to approve the Consent Agenda made by Meek;
Second by Neubauer;
Passed unanimously.**

REGULAR SESSION

18. Discuss and Consider approval to purchase a shade system to protect vehicles from severe weather and heat.
**Motion to approve made by White-Stevens;
Second by King;
Passed unanimously.**
19. Discuss and Consider awarding a contract for the Phase 1 Street Rehabilitation project for Mill Creek Road.
**Motion to approve made by White-Stevens;
Second by Meek;
Passed unanimously.**
20. Discuss and Consider general road maintenance needs and project status.
**Motion to authorize Town Engineer Leigh Hollis to solicit price per unit estimates for general maintenance of roads and authorize moving forward with the project in an amount not to exceed \$50,000.00 made by White-Stevens;
Second by Meek;
Passed unanimously.**

21. Discuss and Consider a request for a street light at the intersection of Naylor Road and Sedona Lane, being the northern entrance to the Oak Hills Ranch subdivision.

Motion to approve made by Neubauer;

Second by King;

Passed unanimously.

EXECUTIVE SESSION – Town Council did not convene into Executive Session.

22. The Town Council will convene into Executive Session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

a. Section 551.071 Consultation with Attorney - Contemplated or Pending litigation James Edland v. Town of Cross Roads, Texas, Case No. 22-0056-362 and Mitchell Clay v. Chad Wayne Jones, the City of Krugerville and the Town of Cross Roads, Case No. 22-8528-431.

b. Section 551.071 Consultation with Attorney – Zoning and land use entitlements

23. Take action as may be necessary or appropriate on matters discussed in Executive Session.

ADJOURN – 7:06 P.M.

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Consider action on the Town's monthly financial reports – January 2023.

Prepared by:

Kristi Gilbert, Town Administrator

Budget versus Actuals Report:

The attached financials are the unaudited financials as of January 31, 2023. The report is reflective of four months (33.3%) of the fiscal year. Most revenues should be tracking at 66.67% or lower, indicative of revenues at or exceeding budget projections. Most expenses should be tracking at 66.67% or higher, indicative of expenses at or lower than budget projections. Overall, general fund revenues are tracking at 68.6% and expenses are tracking at 68.81% with revenues exceeding expenses by \$\$47,574.95 for the month of January and \$149,415.55 for the fiscal year to date.

The following are exceptions of note:

- Building Maintenance/Cleaning has total expenditures year to date of \$8,898.20 and \$6,000 was budgeted. This item is higher due to the need to replace the carpet in the Council Chambers after flooding. The Town will receive a reimbursement check from an insurance claim in the amount of approximately \$12,000.

Recommended Action:

Staff recommends approval.

Attachments:

January Finance Report
Transaction Detail

Town of Cross Roads
 Revenue and Expense Report
 As of January 31, 2023

2/6/2023 5:31 PM

100 - General	Department Rever	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.

<u>Sales Taxes</u>								
-40100	Sales Tax Revenue	282,719.13	1,139,501.86	3,400,000.00	2,260,498.14	66.49%	1,055,572.06	3,280,497.90
-40110	Mixed Beverage Tax Revenue	1,810.51	7,649.09	19,000.00	11,350.91	59.74%	5,807.56	22,099.51
	Total Sales Taxes	284,529.64	1,147,150.95	3,419,000.00	2,271,849.05	66.45%	1,061,379.62	3,302,597.41
<u>Franchise Taxes</u>								
-40120	Franchise Tax Telecom	28.54	914.77	3,500.00	2,585.23	73.86%	1,047.62	3,667.28
-40121	Franchise Tax Waste	0.00	5,764.56	24,750.00	18,985.44	76.71%	5,981.97	23,394.07
-40122	Franchise Tax Electric	0.00	1,467.94	99,500.00	98,032.06	98.52%	1,428.67	98,155.14
-40123	Franchise Tax Gas	0.00	0.00	20,000.00	20,000.00	100.00%	0.00	19,620.64
-40124	Franchise Tax Mustang SUD	0.00	8,931.75	19,000.00	10,068.25	52.99%	5,310.66	17,905.62
	Total Franchise Taxes	28.54	17,079.02	166,750.00	149,670.98	89.76%	13,768.92	162,742.75
<u>Licenses & Permits</u>								
-40200	Development/Plattng/Permit Fees	1,503.20	5,119.50	47,500.00	42,380.50	89.22%	10,070.00	32,878.32
-40201	Infrastructure Inspection Fees	21,748.00	21,748.00	68,000.00	46,252.00	68.02%	0.00	27,690.44
-40202	Residential Bldg Permits and Inspections	4,170.91	26,839.47	90,000.00	63,160.53	70.18%	68,000.01	120,209.72
-40203	Commercial Bldg Permits and Inspections	1,400.00	6,234.64	100,000.00	93,765.36	93.77%	29,241.96	54,204.30
-40204	Septic Permits and Fees	0.00	650.00	8,500.00	7,850.00	92.35%	1,810.00	7,090.00
-40206	Health Inspection and Fees	4,200.00	9,986.00	17,000.00	7,014.00	41.26%	12,740.00	16,058.00
-40207	Alcohol Permit/License	0.00	3,595.00	1,200.00	(2,395.00)	(199.58%)	635.00	1,455.00
-40208	Signs Permit and Fees	0.00	3,600.00	2,800.00	(800.00)	(28.57%)	2,350.00	4,250.00
	Total Licenses & Permits	33,022.11	77,772.61	335,000.00	257,227.39	76.78%	124,846.97	263,835.78
<u>Court Revenue</u>								
-40210	Municipal Court Fines	12,669.85	52,295.31	190,000.00	137,704.69	72.48%	45,111.06	190,009.27
	Total Court Revenue	12,669.85	52,295.31	190,000.00	137,704.69	72.48%	45,111.06	190,009.27
<u>Fines and Fees</u>								
-40300	Administrative Fees	1,216.00	7,884.75	17,500.00	9,615.25	54.94%	1,704.00	22,269.00

-40314 Credit Card Processing Fee	318.07	1,287.57	2,500.00	1,212.43	48.50%	840.98	3,136.16
Total Fines and Fees	<u>1,534.07</u>	<u>9,172.32</u>	<u>20,000.00</u>	<u>10,827.68</u>	<u>54.14%</u>	<u>2,544.98</u>	<u>25,405.16</u>
Contributions							
-40304 MDD Contribution	0.00	5,562.50	22,250.00	16,687.50	75.00%	6,090.75	18,272.25
Total Contributions	<u>0.00</u>	<u>5,562.50</u>	<u>22,250.00</u>	<u>16,687.50</u>	<u>75.00%</u>	<u>6,090.75</u>	<u>18,272.25</u>
Investment Income							
-40306 Interest Revenue	562.16	2,193.79	5,000.00	2,806.21	56.12%	2,663.16	7,334.30
Total Investment Income	<u>562.16</u>	<u>2,193.79</u>	<u>5,000.00</u>	<u>2,806.21</u>	<u>56.12%</u>	<u>2,663.16</u>	<u>7,334.30</u>
Transfers							
-40910 Transfers In	0.00	(5,681.26)	0.00	5,681.26	0.00%	(6,299.50)	143,897.70
Total Transfers	<u>0.00</u>	<u>(5,681.26)</u>	<u>0.00</u>	<u>5,681.26</u>	<u>0.00%</u>	<u>(6,299.50)</u>	<u>143,897.70</u>
Total	<u>332,346.37</u>	<u>1,305,545.24</u>	<u>4,158,000.00</u>	<u>2,852,454.76</u>	<u>68.60%</u>	<u>1,250,105.96</u>	<u>4,114,094.62</u>
Total Revenue	<u>332,346.37</u>	<u>1,305,545.24</u>	<u>4,158,000.00</u>	<u>2,852,454.76</u>	<u>68.60%</u>	<u>1,250,105.96</u>	<u>4,114,094.62</u>

100 - General	Department Expen	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<u>.110-Administration</u>								
<u>Personnel and Benefits</u>								
110-51101 Payroll Expenses: Wages		35,556.72	154,934.87	481,000.00	326,065.13	67.79%	143,158.76	415,693.79
110-51102 Overtime		0.00	360.18	500.00	139.82	27.96%	0.00	0.00
110-51105 Longevity Pay		0.00	908.00	5,950.00	5,042.00	84.74%	795.00	795.00
110-51109 Auto Allowance		150.00	600.00	1,800.00	1,200.00	66.67%	600.00	1,875.00
110-51210 Payroll Expenses: Company Contributions: Retirement		2,885.60	11,920.14	38,480.00	26,559.86	69.02%	10,755.61	30,888.62
110-51215 Payroll Expenses: Taxes		2,731.58	12,056.70	37,750.00	25,693.30	68.06%	11,058.34	32,004.82
110-51216 Employee Health Benefits		4,121.11	16,573.09	48,450.00	31,876.91	65.79%	14,440.20	39,869.20
110-51220 Workers Compensation		0.00	2,986.83	2,000.00	(986.83)	(49.34%)	4,460.96	4,460.96
110-51230 Unemployment		0.00	10.84	1,600.00	1,589.16	99.32%	290.61	351.78
110-51250 Mileage Reimbursements-Non Tax		0.00	0.00	150.00	150.00	100.00%	0.00	0.00
110-51255 Miscellaneous Reimbursements		0.00	0.00	100.00	100.00	100.00%	0.00	0.00
Total Personnel and Benefits		<u>45,445.01</u>	<u>200,350.65</u>	<u>617,780.00</u>	<u>417,429.35</u>	<u>67.57%</u>	<u>185,559.48</u>	<u>525,939.17</u>
<u>Supplies</u>								
110-52014 Office Supplies		290.11	1,203.34	7,500.00	6,296.66	83.96%	3,636.64	7,722.83
110-52030 Postage		0.00	174.99	1,250.00	1,075.01	86.00%	432.73	624.74

110-52100 Minor Tools and Equipment	547.31	1,869.00	2,200.00	331.00	15.05%	63.25	3,156.30
Total Supplies	<u>837.42</u>	<u>3,247.33</u>	<u>10,950.00</u>	<u>7,702.67</u>	<u>70.34%</u>	<u>4,132.62</u>	<u>11,503.87</u>
<u>Contractual Services</u>							
110-53001 Accounting and Auditing Fees	0.00	0.00	15,000.00	15,000.00	100.00%	673.45	3,673.45
110-53002 Advertising and Promotion	413.49	2,335.25	12,000.00	9,664.75	80.54%	1,719.40	4,848.58
110-53004 Software	2,480.63	14,638.16	28,000.00	13,361.84	47.72%	26,309.17	34,175.22
110-53006 Codification Services	0.00	0.00	3,250.00	3,250.00	100.00%	0.00	1,680.00
110-53010 Property and Liability Insurance	0.00	3,424.64	3,000.00	(424.64)	(14.15%)	6,895.28	6,919.43
110-53012 Legal Fees	143.10	13,381.69	75,000.00	61,618.31	82.16%	11,108.91	84,951.31
110-53015 Dues and Subscriptions	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	3,596.00
110-53016 Public Notices/Dues	0.00	205.97	1,000.00	794.03	79.40%	524.00	980.45
110-53022 Training and Travel	0.00	5,865.77	14,000.00	8,134.23	58.10%	1,530.00	12,161.90
110-53030 PayPal Charge	390.17	1,162.02	2,500.00	1,337.98	53.52%	922.00	3,122.91
110-53045 Lease and CAM Pmts - Town Hall	4,479.44	18,592.42	68,900.00	50,307.58	73.02%	20,677.33	58,186.49
110-53050 Careflite Services	0.00	24.00	2,400.00	2,376.00	99.00%	0.00	2,004.00
110-53055 City of Aubrey Library Fund	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	10,000.00
110-53080 Engineering Services	0.00	3,047.67	62,500.00	59,452.33	95.12%	31,203.48	17,476.15
110-53083 Professional Services	4,850.54	25,948.07	83,500.00	57,551.93	68.92%	5,569.50	64,825.01
110-53110 Utilities	439.81	1,529.80	6,750.00	5,220.20	77.34%	1,713.21	5,574.19
110-53225 Interlocal Fire	110,248.12	226,150.00	452,300.00	226,150.00	50.00%	226,150.00	452,300.00
110-53610 Election Expense	0.00	0.00	6,500.00	6,500.00	100.00%	0.00	4,604.13
110-53800 Sales Tax Overpmt 12/21 to 5/25 Payback	1,692.00	6,768.00	20,304.00	13,536.00	66.67%	3,384.00	16,920.00
Total Contractual Services	<u>125,137.30</u>	<u>323,073.46</u>	<u>867,904.00</u>	<u>544,830.54</u>	<u>62.78%</u>	<u>338,379.73</u>	<u>787,999.22</u>
<u>Maintenance</u>							
110-54010 Building Maintenance/Cleaning	6,545.20	8,898.20	6,000.00	(2,898.20)	(48.30%)	0.00	6,523.56
110-54020 Vehicles Maintenance	0.00	0.00	2,300.00	2,300.00	100.00%	434.16	4,543.53
Total Maintenance	<u>6,545.20</u>	<u>8,898.20</u>	<u>8,300.00</u>	<u>(598.20)</u>	<u>(7.21%)</u>	<u>434.16</u>	<u>11,067.09</u>
<u>Capital Outlay</u>							
110-58007 Capital Improvements	0.00	0.00	6,500.00	6,500.00	100.00%	4,157.21	21,892.21
Total Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>6,500.00</u>	<u>6,500.00</u>	<u>100.00%</u>	<u>4,157.21</u>	<u>21,892.21</u>
Total Administration	<u>177,964.93</u>	<u>535,569.64</u>	<u>1,511,434.00</u>	<u>975,864.36</u>	<u>64.57%</u>	<u>532,663.20</u>	<u>1,358,401.56</u>

210-Municipal CourtPersonnel and Benefits

210-51101 Payroll Expenses: Wages	1,000.00	2,800.00	9,500.00	6,700.00	70.53%	0.00	6,400.00
210-51215 Payroll Expenses: Taxes	76.50	214.20	741.00	526.80	71.09%	0.00	481.95
210-51230 Unemployment	0.00	1.80	14.25	12.45	87.37%	0.00	7.10
Total Personnel and Benefits	<u>1,076.50</u>	<u>3,016.00</u>	<u>10,255.25</u>	<u>7,239.25</u>	<u>70.59%</u>	<u>0.00</u>	<u>6,889.05</u>

Supplies

210-52014 Office Supplies	562.95	1,288.41	2,750.00	1,461.59	53.15%	1,620.83	1,789.40
210-52020 Court Supplies	0.00	0.00	1,250.00	1,250.00	100.00%	220.00	970.00
210-52030 Postage	0.00	0.00	2,000.00	2,000.00	100.00%	232.00	1,169.14
210-52100 Minor Tools and Equipment	79.32	79.32	1,350.00	1,270.68	94.12%	82.42	1,052.84
Total Supplies	<u>642.27</u>	<u>1,367.73</u>	<u>7,350.00</u>	<u>5,982.27</u>	<u>81.39%</u>	<u>2,155.25</u>	<u>4,981.38</u>

Contractual Services

210-53004 Software	0.00	336.00	0.00	(336.00)	0.00%	425.96	562.95
210-53015 Dues and Subscriptions	0.00	0.00	250.00	250.00	100.00%	13.00	88.00
210-53022 Training and Travel	0.00	0.00	500.00	500.00	100.00%	0.00	525.00
210-53075 Prosecutor	0.00	2,762.50	21,500.00	18,737.50	87.15%	4,525.00	18,007.29
210-53076 Jury	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
210-53077 Interpreter	0.00	0.00	750.00	750.00	100.00%	0.00	200.00
210-53078 Arrest/Jail Fees	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Contractual Services	<u>0.00</u>	<u>3,098.50</u>	<u>24,000.00</u>	<u>20,901.50</u>	<u>87.09%</u>	<u>4,963.96</u>	<u>19,383.24</u>

Total Municipal Court	<u>1,718.77</u>	<u>7,482.23</u>	<u>41,605.25</u>	<u>34,123.02</u>	<u>82.02%</u>	<u>7,119.21</u>	<u>31,253.67</u>
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310-PolicePersonnel and Benefits

310-51101 Payroll Expenses: Wages	60,885.08	243,262.80	932,100.00	688,837.20	73.90%	255,733.15	786,583.46
310-51102 Overtime	2,291.20	14,529.93	36,000.00	21,470.07	59.64%	6,320.45	32,807.61
310-51105 Longevity Pay	0.00	488.00	1,750.00	1,262.00	72.11%	400.00	400.00
310-51108 Incentive Pay	0.00	3,750.00	7,000.00	3,250.00	46.43%	0.00	0.00
310-51210 Payroll Expenses: Company Contributions: Retirement	5,224.68	20,238.23	74,568.00	54,329.77	72.86%	19,542.72	62,049.81
310-51215 Payroll Expenses: Taxes	4,833.01	20,045.31	72,300.00	52,254.69	72.27%	20,077.70	62,708.59
310-51216 Employee Health Benefits	6,766.18	30,220.35	105,300.00	75,079.65	71.30%	28,995.59	87,242.77
310-51220 Workers Compensation	0.00	34,060.53	39,000.00	4,939.47	12.67%	3,238.90	27,825.14
310-51230 Unemployment	0.00	3.88	4,150.00	4,146.12	99.91%	2,061.23	2,174.35
Total Personnel and Benefits	<u>80,000.15</u>	<u>366,599.03</u>	<u>1,272,168.00</u>	<u>905,568.97</u>	<u>71.18%</u>	<u>336,369.74</u>	<u>1,061,791.73</u>

<u>Supplies</u>							
310-52005 Uniforms	0.00	(985.84)	10,000.00	10,985.84	109.86%	9,500.50	19,555.68
310-52010 Law Enforcement Supplies	0.00	601.51	5,000.00	4,398.49	87.97%	694.75	7,405.01
310-52014 Office Supplies	601.40	1,201.64	5,000.00	3,798.36	75.97%	2,264.70	5,595.16
310-52015 Evidence Supplies	0.00	0.00	2,000.00	2,000.00	100.00%	960.27	3,601.04
310-52030 Postage	0.00	432.77	1,300.00	867.23	66.71%	344.09	1,249.73
310-52050 Fuel	1,668.30	6,703.50	35,000.00	28,296.50	80.85%	7,299.66	36,118.06
310-52100 Minor Tools and Equipment	(117.17)	1,811.86	5,000.00	3,188.14	63.76%	3,061.69	7,873.72
Total Supplies	<u>2,152.53</u>	<u>9,765.44</u>	<u>63,300.00</u>	<u>53,534.56</u>	<u>84.57%</u>	<u>24,125.66</u>	<u>81,398.40</u>
<u>Contractual Services</u>							
310-53004 Software	0.00	4,193.38	19,400.00	15,206.62	78.38%	1,263.68	1,371.92
310-53010 Property and Liability Insurance	0.00	9,462.74	10,000.00	537.26	5.37%	5,634.02	5,829.39
310-53012 Legal Fees	0.00	0.00	2,500.00	2,500.00	100.00%	137.50	1,718.75
310-53015 Dues and Subscriptions	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	365.00
310-53022 Training and Travel	81.22	1,157.64	12,200.00	11,042.36	90.51%	1,324.78	7,761.18
310-53033 Community Events	0.00	439.19	5,000.00	4,560.81	91.22%	1,176.59	5,145.24
310-53081 Information Technology Services	690.00	3,630.97	20,500.00	16,869.03	82.29%	15,599.99	14,698.00
310-53083 Professional Services	75.00	725.00	13,500.00	12,775.00	94.63%	4,550.00	18,891.80
310-53091 Landscaping	0.00	11.99	5,000.00	4,988.01	99.76%	0.00	631.97
310-53110 Utilities	934.96	2,781.14	8,000.00	5,218.86	65.24%	1,870.04	9,568.52
310-53130 Telephone Mobile	655.62	2,621.79	10,000.00	7,378.21	73.78%	4,768.06	7,622.01
310-53210 Animal Control	1,295.00	5,035.00	14,700.00	9,665.00	65.75%	4,600.00	14,950.00
310-53230 County Public Safety Contracts	7,242.99	18,703.05	31,800.00	13,096.95	64.53%	12,314.50	32,053.99
Total Contractual Services	<u>11,156.79</u>	<u>48,579.89</u>	<u>154,100.00</u>	<u>105,520.11</u>	<u>68.48%</u>	<u>53,239.16</u>	<u>120,607.77</u>
<u>Maintenance</u>							
310-54010 Building Maintenance/Cleaning	5,199.40	10,653.66	21,000.00	10,346.34	49.27%	3,746.92	14,176.73
310-54020 Vehicles Maintenance	425.62	7,145.16	20,000.00	12,854.84	64.27%	3,754.48	21,768.40
Total Maintenance	<u>5,625.02</u>	<u>17,798.82</u>	<u>41,000.00</u>	<u>23,201.18</u>	<u>56.59%</u>	<u>7,501.40</u>	<u>35,945.13</u>
Total Police	<u>98,934.49</u>	<u>442,743.18</u>	<u>1,530,568.00</u>	<u>1,087,824.82</u>	<u>71.07%</u>	<u>421,235.96</u>	<u>1,299,743.03</u>
<u>410-Parks & Recreation</u>							
<u>Contractual Services</u>							
410-53002 Advertising and Promotion	0.00	0.00	2,740.00	2,740.00	100.00%	0.00	0.00
410-53035 Park Events	178.50	801.25	10,500.00	9,698.75	92.37%	1,895.37	8,892.17

410-53110 Utilities	88.01	549.18	750.00	200.82	26.78%	190.49	847.57
Total Contractual Services	<u>266.51</u>	<u>1,350.43</u>	<u>13,990.00</u>	<u>12,639.57</u>	<u>90.35%</u>	<u>2,085.86</u>	<u>9,739.74</u>
<u>Maintenance</u>							
410-54030 Park Maintenance	0.00	2,138.31	18,000.00	15,861.69	88.12%	372.50	7,025.00
Total Maintenance	<u>0.00</u>	<u>2,138.31</u>	<u>18,000.00</u>	<u>15,861.69</u>	<u>88.12%</u>	<u>372.50</u>	<u>7,025.00</u>
Total Parks & Recreation	<u>266.51</u>	<u>3,488.74</u>	<u>31,990.00</u>	<u>28,501.26</u>	<u>89.09%</u>	<u>2,458.36</u>	<u>16,764.74</u>
<u>.510-Community Development</u>							
<u>Contractual Services</u>							
510-53084 Code Enforcement Services	100.00	100.00	2,000.00	1,900.00	95.00%	50.00	600.00
Total Contractual Services	<u>100.00</u>	<u>100.00</u>	<u>2,000.00</u>	<u>1,900.00</u>	<u>95.00%</u>	<u>50.00</u>	<u>600.00</u>
Total Community Development	<u>100.00</u>	<u>100.00</u>	<u>2,000.00</u>	<u>1,900.00</u>	<u>95.00%</u>	<u>50.00</u>	<u>600.00</u>
<u>.520-Inspection</u>							
<u>Contractual Services</u>							
520-53080 Engineering Services	1,376.75	2,958.51	0.00	(2,958.51)	0.00%	0.00	10,449.29
520-53085 Res & Com Building Review & Insp	0.00	0.00	6,500.00	6,500.00	100.00%	0.00	8,800.00
520-53090 Sanitation Services	0.00	4,550.00	15,000.00	10,450.00	69.67%	3,320.00	15,460.00
Total Contractual Services	<u>1,376.75</u>	<u>7,508.51</u>	<u>21,500.00</u>	<u>13,991.49</u>	<u>65.08%</u>	<u>3,320.00</u>	<u>34,709.29</u>
Total Inspection	<u>1,376.75</u>	<u>7,508.51</u>	<u>21,500.00</u>	<u>13,991.49</u>	<u>65.08%</u>	<u>3,320.00</u>	<u>34,709.29</u>
<u>.610-Public Works</u>							
<u>Contractual Services</u>							
610-53060 Street Materials and Signs	0.00	787.22	8,000.00	7,212.78	90.16%	789.08	11,642.88
610-53065 Mowing and ROW Cleanup	4,202.87	11,658.98	38,500.00	26,841.02	69.72%	5,610.87	29,468.80
610-53070 Street Contract/Repairs	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	47,381.66
610-53110 Utilities	207.10	733.50	2,600.00	1,866.50	71.79%	663.96	2,360.41
Total Contractual Services	<u>4,409.97</u>	<u>13,179.70</u>	<u>99,100.00</u>	<u>85,920.30</u>	<u>86.70%</u>	<u>7,063.91</u>	<u>90,853.75</u>
Total Public Works	<u>4,409.97</u>	<u>13,179.70</u>	<u>99,100.00</u>	<u>85,920.30</u>	<u>86.70%</u>	<u>7,063.91</u>	<u>90,853.75</u>
<u>.710-Transfers Out</u>							
<u>Capital Outlay</u>							
710-59100 Transfers Out	40,400.56	149,415.55	0.00	(149,415.55)	0.00%	(6,601.22)	1,742,979.53
Total Capital Outlay	<u>40,400.56</u>	<u>149,415.55</u>	<u>0.00</u>	<u>(149,415.55)</u>	<u>0.00%</u>	<u>(6,601.22)</u>	<u>1,742,979.53</u>
Total Transfers Out	<u>40,400.56</u>	<u>149,415.55</u>	<u>0.00</u>	<u>(149,415.55)</u>	<u>0.00%</u>	<u>(6,601.22)</u>	<u>1,742,979.53</u>
Total Expense	<u>325,171.98</u>	<u>1,159,487.55</u>	<u>3,238,197.25</u>	<u>2,078,709.70</u>	<u>64.19%</u>	<u>967,309.42</u>	<u>4,575,305.57</u>

Town of Cross Roads
 Revenue and Expense Report
 As of January 31, 2023

2/6/2023 5:31 PM

100 - General	Department Rever	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.

Sales Taxes								
-40100	Sales Tax Revenue	282,719.13	1,139,501.86	3,400,000.00	2,260,498.14	66.49%	1,055,572.06	3,280,497.90
-40110	Mixed Beverage Tax Revenue	1,810.51	7,649.09	19,000.00	11,350.91	59.74%	5,807.56	22,099.51
	Total Sales Taxes	284,529.64	1,147,150.95	3,419,000.00	2,271,849.05	66.45%	1,061,379.62	3,302,597.41
Franchise Taxes								
-40120	Franchise Tax Telecom	28.54	914.77	3,500.00	2,585.23	73.86%	1,047.62	3,667.28
-40121	Franchise Tax Waste	0.00	5,764.56	24,750.00	18,985.44	76.71%	5,981.97	23,394.07
-40122	Franchise Tax Electric	0.00	1,467.94	99,500.00	98,032.06	98.52%	1,428.67	98,155.14
-40123	Franchise Tax Gas	0.00	0.00	20,000.00	20,000.00	100.00%	0.00	19,620.64
-40124	Franchise Tax Mustang SUD	0.00	8,931.75	19,000.00	10,068.25	52.99%	5,310.66	17,905.62
	Total Franchise Taxes	28.54	17,079.02	166,750.00	149,670.98	89.76%	13,768.92	162,742.75
Licenses & Permits								
-40200	Development/Plattng/Permit Fees	1,503.20	5,119.50	47,500.00	42,380.50	89.22%	10,070.00	32,878.32
-40201	Infrastructure Inspection Fees	21,748.00	21,748.00	68,000.00	46,252.00	68.02%	0.00	27,690.44
-40202	Residential Bldg Permits and Inspections	4,170.91	26,839.47	90,000.00	63,160.53	70.18%	68,000.01	120,209.72
-40203	Commercial Bldg Permits and Inspections	1,400.00	6,234.64	100,000.00	93,765.36	93.77%	29,241.96	54,204.30
-40204	Septic Permits and Fees	0.00	650.00	8,500.00	7,850.00	92.35%	1,810.00	7,090.00
-40206	Health Inspection and Fees	4,200.00	9,986.00	17,000.00	7,014.00	41.26%	12,740.00	16,058.00
-40207	Alcohol Permit/License	0.00	3,595.00	1,200.00	(2,395.00)	(199.58%)	635.00	1,455.00
-40208	Signs Permit and Fees	0.00	3,600.00	2,800.00	(800.00)	(28.57%)	2,350.00	4,250.00
	Total Licenses & Permits	33,022.11	77,772.61	335,000.00	257,227.39	76.78%	124,846.97	263,835.78
Court Revenue								
-40210	Municipal Court Fines	12,669.85	52,295.31	190,000.00	137,704.69	72.48%	45,111.06	190,009.27
	Total Court Revenue	12,669.85	52,295.31	190,000.00	137,704.69	72.48%	45,111.06	190,009.27
Fines and Fees								
-40300	Administrative Fees	1,216.00	7,884.75	17,500.00	9,615.25	54.94%	1,704.00	22,269.00

-40314 Credit Card Processing Fee	318.07	1,287.57	2,500.00	1,212.43	48.50%	840.98	3,136.16
Total Fines and Fees	<u>1,534.07</u>	<u>9,172.32</u>	<u>20,000.00</u>	<u>10,827.68</u>	<u>54.14%</u>	<u>2,544.98</u>	<u>25,405.16</u>
Contributions							
-40304 MDD Contribution	0.00	5,562.50	22,250.00	16,687.50	75.00%	6,090.75	18,272.25
Total Contributions	<u>0.00</u>	<u>5,562.50</u>	<u>22,250.00</u>	<u>16,687.50</u>	<u>75.00%</u>	<u>6,090.75</u>	<u>18,272.25</u>
Investment Income							
-40306 Interest Revenue	562.16	2,193.79	5,000.00	2,806.21	56.12%	2,663.16	7,334.30
Total Investment Income	<u>562.16</u>	<u>2,193.79</u>	<u>5,000.00</u>	<u>2,806.21</u>	<u>56.12%</u>	<u>2,663.16</u>	<u>7,334.30</u>
Transfers							
-40910 Transfers In	0.00	(5,681.26)	0.00	5,681.26	0.00%	(6,299.50)	143,897.70
Total Transfers	<u>0.00</u>	<u>(5,681.26)</u>	<u>0.00</u>	<u>5,681.26</u>	<u>0.00%</u>	<u>(6,299.50)</u>	<u>143,897.70</u>
Total	<u>332,346.37</u>	<u>1,305,545.24</u>	<u>4,158,000.00</u>	<u>2,852,454.76</u>	<u>68.60%</u>	<u>1,250,105.96</u>	<u>4,114,094.62</u>
Total Revenue	<u>332,346.37</u>	<u>1,305,545.24</u>	<u>4,158,000.00</u>	<u>2,852,454.76</u>	<u>68.60%</u>	<u>1,250,105.96</u>	<u>4,114,094.62</u>

100 - General	Department Expen	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
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110-Administration

Personnel and Benefits

110-51101 Payroll Expenses: Wages	35,556.72	154,934.87	481,000.00	326,065.13	67.79%	143,158.76	415,693.79
110-51102 Overtime	0.00	360.18	500.00	139.82	27.96%	0.00	0.00
110-51105 Longevity Pay	0.00	908.00	5,950.00	5,042.00	84.74%	795.00	795.00
110-51109 Auto Allowance	150.00	600.00	1,800.00	1,200.00	66.67%	600.00	1,875.00
110-51210 Payroll Expenses: Company Contributions: Retirement	2,885.60	11,920.14	38,480.00	26,559.86	69.02%	10,755.61	30,888.62
110-51215 Payroll Expenses: Taxes	2,731.58	12,056.70	37,750.00	25,693.30	68.06%	11,058.34	32,004.82
110-51216 Employee Health Benefits	4,121.11	16,573.09	48,450.00	31,876.91	65.79%	14,440.20	39,869.20
110-51220 Workers Compensation	0.00	2,986.83	2,000.00	(986.83)	(49.34%)	4,460.96	4,460.96
110-51230 Unemployment	0.00	10.84	1,600.00	1,589.16	99.32%	290.61	351.78
110-51250 Mileage Reimbursements-Non Tax	0.00	0.00	150.00	150.00	100.00%	0.00	0.00
110-51255 Miscellaneous Reimbursements	0.00	0.00	100.00	100.00	100.00%	0.00	0.00
Total Personnel and Benefits	<u>45,445.01</u>	<u>200,350.65</u>	<u>617,780.00</u>	<u>417,429.35</u>	<u>67.57%</u>	<u>185,559.48</u>	<u>525,939.17</u>
<u>Supplies</u>							
110-52014 Office Supplies	290.11	1,203.34	7,500.00	6,296.66	83.96%	3,636.64	7,722.83
110-52030 Postage	0.00	174.99	1,250.00	1,075.01	86.00%	432.73	624.74
110-52100 Minor Tools and Equipment	547.31	1,869.00	2,200.00	331.00	15.05%	63.25	3,156.30

Total Supplies	837.42	3,247.33	10,950.00	7,702.67	70.34%	4,132.62	11,503.87
Contractual Services							
110-53001 Accounting and Auditing Fees	0.00	0.00	15,000.00	15,000.00	100.00%	673.45	3,673.45
110-53002 Advertising and Promotion	413.49	2,335.25	12,000.00	9,664.75	80.54%	1,719.40	4,848.58
110-53004 Software	2,480.63	14,638.16	28,000.00	13,361.84	47.72%	26,309.17	34,175.22
110-53006 Codification Services	0.00	0.00	3,250.00	3,250.00	100.00%	0.00	1,680.00
110-53010 Property and Liability Insurance	0.00	3,424.64	3,000.00	(424.64)	(14.15%)	6,895.28	6,919.43
110-53012 Legal Fees	143.10	13,381.69	75,000.00	61,618.31	82.16%	11,108.91	84,951.31
110-53015 Dues and Subscriptions	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	3,596.00
110-53016 Public Notices/Dues	0.00	205.97	1,000.00	794.03	79.40%	524.00	980.45
110-53022 Training and Travel	0.00	5,865.77	14,000.00	8,134.23	58.10%	1,530.00	12,161.90
110-53030 PayPal Charge	390.17	1,162.02	2,500.00	1,337.98	53.52%	922.00	3,122.91
110-53045 Lease and CAM Pmts - Town Hall	4,479.44	18,592.42	68,900.00	50,307.58	73.02%	20,677.33	58,186.49
110-53050 Careflite Services	0.00	24.00	2,400.00	2,376.00	99.00%	0.00	2,004.00
110-53055 City of Aubrey Library Fund	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	10,000.00
110-53080 Engineering Services	0.00	3,047.67	62,500.00	59,452.33	95.12%	31,203.48	17,476.15
110-53083 Professional Services	4,850.54	25,948.07	83,500.00	57,551.93	68.92%	5,569.50	64,825.01
110-53110 Utilities	439.81	1,529.80	6,750.00	5,220.20	77.34%	1,713.21	5,574.19
110-53225 Interlocal Fire	110,248.12	226,150.00	452,300.00	226,150.00	50.00%	226,150.00	452,300.00
110-53610 Election Expense	0.00	0.00	6,500.00	6,500.00	100.00%	0.00	4,604.13
110-53800 Sales Tax Overpmt 12/21 to 5/25 Payback	1,692.00	6,768.00	20,304.00	13,536.00	66.67%	3,384.00	16,920.00
Total Contractual Services	125,137.30	323,073.46	867,904.00	544,830.54	62.78%	338,379.73	787,999.22
Maintenance							
110-54010 Building Maintenance/Cleaning	6,545.20	8,898.20	6,000.00	(2,898.20)	(48.30%)	0.00	6,523.56
110-54020 Vehicles Maintenance	0.00	0.00	2,300.00	2,300.00	100.00%	434.16	4,543.53
Total Maintenance	6,545.20	8,898.20	8,300.00	(598.20)	(7.21%)	434.16	11,067.09
Capital Outlay							
110-58007 Capital Improvements	0.00	0.00	6,500.00	6,500.00	100.00%	4,157.21	21,892.21
Total Capital Outlay	0.00	0.00	6,500.00	6,500.00	100.00%	4,157.21	21,892.21
Total Administration	177,964.93	535,569.64	1,511,434.00	975,864.36	64.57%	532,663.20	1,358,401.56
210-Municipal Court							
Personnel and Benefits							
210-51101 Payroll Expenses: Wages	1,000.00	2,800.00	9,500.00	6,700.00	70.53%	0.00	6,400.00

210-51215 Payroll Expenses: Taxes	76.50	214.20	741.00	526.80	71.09%	0.00	481.95
210-51230 Unemployment	0.00	1.80	14.25	12.45	87.37%	0.00	7.10
Total Personnel and Benefits	<u>1,076.50</u>	<u>3,016.00</u>	<u>10,255.25</u>	<u>7,239.25</u>	<u>70.59%</u>	<u>0.00</u>	<u>6,889.05</u>
Supplies							
210-52014 Office Supplies	562.95	1,288.41	2,750.00	1,461.59	53.15%	1,620.83	1,789.40
210-52020 Court Supplies	0.00	0.00	1,250.00	1,250.00	100.00%	220.00	970.00
210-52030 Postage	0.00	0.00	2,000.00	2,000.00	100.00%	232.00	1,169.14
210-52100 Minor Tools and Equipment	79.32	79.32	1,350.00	1,270.68	94.12%	82.42	1,052.84
Total Supplies	<u>642.27</u>	<u>1,367.73</u>	<u>7,350.00</u>	<u>5,982.27</u>	<u>81.39%</u>	<u>2,155.25</u>	<u>4,981.38</u>
Contractual Services							
210-53004 Software	0.00	336.00	0.00	(336.00)	0.00%	425.96	562.95
210-53015 Dues and Subscriptions	0.00	0.00	250.00	250.00	100.00%	13.00	88.00
210-53022 Training and Travel	0.00	0.00	500.00	500.00	100.00%	0.00	525.00
210-53075 Prosecutor	0.00	2,762.50	21,500.00	18,737.50	87.15%	4,525.00	18,007.29
210-53076 Jury	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
210-53077 Interpreter	0.00	0.00	750.00	750.00	100.00%	0.00	200.00
210-53078 Arrest/Jail Fees	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
Total Contractual Services	<u>0.00</u>	<u>3,098.50</u>	<u>24,000.00</u>	<u>20,901.50</u>	<u>87.09%</u>	<u>4,963.96</u>	<u>19,383.24</u>
Total Municipal Court	<u>1,718.77</u>	<u>7,482.23</u>	<u>41,605.25</u>	<u>34,123.02</u>	<u>82.02%</u>	<u>7,119.21</u>	<u>31,253.67</u>
310-Police -----							
Personnel and Benefits							
310-51101 Payroll Expenses: Wages	60,885.08	243,262.80	932,100.00	688,837.20	73.90%	255,733.15	786,583.46
310-51102 Overtime	2,291.20	14,529.93	36,000.00	21,470.07	59.64%	6,320.45	32,807.61
310-51105 Longevity Pay	0.00	488.00	1,750.00	1,262.00	72.11%	400.00	400.00
310-51108 Incentive Pay	0.00	3,750.00	7,000.00	3,250.00	46.43%	0.00	0.00
310-51210 Payroll Expenses: Company Contributions: Retirement	5,224.68	20,238.23	74,568.00	54,329.77	72.86%	19,542.72	62,049.81
310-51215 Payroll Expenses: Taxes	4,833.01	20,045.31	72,300.00	52,254.69	72.27%	20,077.70	62,708.59
310-51216 Employee Health Benefits	6,766.18	30,220.35	105,300.00	75,079.65	71.30%	28,995.59	87,242.77
310-51220 Workers Compensation	0.00	34,060.53	39,000.00	4,939.47	12.67%	3,238.90	27,825.14
310-51230 Unemployment	0.00	3.88	4,150.00	4,146.12	99.91%	2,061.23	2,174.35
Total Personnel and Benefits	<u>80,000.15</u>	<u>366,599.03</u>	<u>1,272,168.00</u>	<u>905,568.97</u>	<u>71.18%</u>	<u>336,369.74</u>	<u>1,061,791.73</u>

<u>Supplies</u>							
310-52005 Uniforms	0.00	(985.84)	10,000.00	10,985.84	109.86%	9,500.50	19,555.68
310-52010 Law Enforcement Supplies	0.00	601.51	5,000.00	4,398.49	87.97%	694.75	7,405.01
310-52014 Office Supplies	601.40	1,201.64	5,000.00	3,798.36	75.97%	2,264.70	5,595.16
310-52015 Evidence Supplies	0.00	0.00	2,000.00	2,000.00	100.00%	960.27	3,601.04
310-52030 Postage	0.00	432.77	1,300.00	867.23	66.71%	344.09	1,249.73
310-52050 Fuel	1,668.30	6,703.50	35,000.00	28,296.50	80.85%	7,299.66	36,118.06
310-52100 Minor Tools and Equipment	(117.17)	1,811.86	5,000.00	3,188.14	63.76%	3,061.69	7,873.72
Total Supplies	<u>2,152.53</u>	<u>9,765.44</u>	<u>63,300.00</u>	<u>53,534.56</u>	<u>84.57%</u>	<u>24,125.66</u>	<u>81,398.40</u>
<u>Contractual Services</u>							
310-53004 Software	0.00	4,193.38	19,400.00	15,206.62	78.38%	1,263.68	1,371.92
310-53010 Property and Liability Insurance	0.00	9,462.74	10,000.00	537.26	5.37%	5,634.02	5,829.39
310-53012 Legal Fees	0.00	0.00	2,500.00	2,500.00	100.00%	137.50	1,718.75
310-53015 Dues and Subscriptions	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	365.00
310-53022 Training and Travel	81.22	1,157.64	12,200.00	11,042.36	90.51%	1,324.78	7,761.18
310-53033 Community Events	0.00	439.19	5,000.00	4,560.81	91.22%	1,176.59	5,145.24
310-53081 Information Technology Services	690.00	3,630.97	20,500.00	16,869.03	82.29%	15,599.99	14,698.00
310-53083 Professional Services	75.00	725.00	13,500.00	12,775.00	94.63%	4,550.00	18,891.80
310-53091 Landscaping	0.00	11.99	5,000.00	4,988.01	99.76%	0.00	631.97
310-53110 Utilities	934.96	2,781.14	8,000.00	5,218.86	65.24%	1,870.04	9,568.52
310-53130 Telephone Mobile	655.62	2,621.79	10,000.00	7,378.21	73.78%	4,768.06	7,622.01
310-53210 Animal Control	1,295.00	5,035.00	14,700.00	9,665.00	65.75%	4,600.00	14,950.00
310-53230 County Public Safety Contracts	7,242.99	18,703.05	31,800.00	13,096.95	64.53%	12,314.50	32,053.99
Total Contractual Services	<u>11,156.79</u>	<u>48,579.89</u>	<u>154,100.00</u>	<u>105,520.11</u>	<u>68.48%</u>	<u>53,239.16</u>	<u>120,607.77</u>
<u>Maintenance</u>							
310-54010 Building Maintenance/Cleaning	5,199.40	10,653.66	21,000.00	10,346.34	49.27%	3,746.92	14,176.73
310-54020 Vehicles Maintenance	425.62	7,145.16	20,000.00	12,854.84	64.27%	3,754.48	21,768.40
Total Maintenance	<u>5,625.02</u>	<u>17,798.82</u>	<u>41,000.00</u>	<u>23,201.18</u>	<u>56.59%</u>	<u>7,501.40</u>	<u>35,945.13</u>
Total Police	<u>98,934.49</u>	<u>442,743.18</u>	<u>1,530,568.00</u>	<u>1,087,824.82</u>	<u>71.07%</u>	<u>421,235.96</u>	<u>1,299,743.03</u>
<u>410-Parks & Recreation</u>							
<u>Contractual Services</u>							
410-53002 Advertising and Promotion	0.00	0.00	2,740.00	2,740.00	100.00%	0.00	0.00
410-53035 Park Events	178.50	801.25	10,500.00	9,698.75	92.37%	1,895.37	8,892.17
410-53110 Utilities	88.01	549.18	750.00	200.82	26.78%	190.49	847.57

Total Contractual Services	266.51	1,350.43	13,990.00	12,639.57	90.35%	2,085.86	9,739.74
<u>Maintenance</u>							
410-54030 Park Maintenance	0.00	2,138.31	18,000.00	15,861.69	88.12%	372.50	7,025.00
Total Maintenance	0.00	2,138.31	18,000.00	15,861.69	88.12%	372.50	7,025.00
Total Parks & Recreation	266.51	3,488.74	31,990.00	28,501.26	89.09%	2,458.36	16,764.74
<u>.510-Community Development</u>							
<u>Contractual Services</u>							
510-53084 Code Enforcement Services	100.00	100.00	2,000.00	1,900.00	95.00%	50.00	600.00
Total Contractual Services	100.00	100.00	2,000.00	1,900.00	95.00%	50.00	600.00
Total Community Development	100.00	100.00	2,000.00	1,900.00	95.00%	50.00	600.00
<u>.520-Inspection</u>							
<u>Contractual Services</u>							
520-53080 Engineering Services	1,376.75	2,958.51	0.00	(2,958.51)	0.00%	0.00	10,449.29
520-53085 Res & Com Building Review & Insp	0.00	0.00	6,500.00	6,500.00	100.00%	0.00	8,800.00
520-53090 Sanitation Services	0.00	4,550.00	15,000.00	10,450.00	69.67%	3,320.00	15,460.00
Total Contractual Services	1,376.75	7,508.51	21,500.00	13,991.49	65.08%	3,320.00	34,709.29
Total Inspection	1,376.75	7,508.51	21,500.00	13,991.49	65.08%	3,320.00	34,709.29
<u>.610-Public Works</u>							
<u>Contractual Services</u>							
610-53060 Street Materials and Signs	0.00	787.22	8,000.00	7,212.78	90.16%	789.08	11,642.88
610-53065 Mowing and ROW Cleanup	4,202.87	11,658.98	38,500.00	26,841.02	69.72%	5,610.87	29,468.80
610-53070 Street Contract/Repairs	0.00	0.00	50,000.00	50,000.00	100.00%	0.00	47,381.66
610-53110 Utilities	207.10	733.50	2,600.00	1,866.50	71.79%	663.96	2,360.41
Total Contractual Services	4,409.97	13,179.70	99,100.00	85,920.30	86.70%	7,063.91	90,853.75
Total Public Works	4,409.97	13,179.70	99,100.00	85,920.30	86.70%	7,063.91	90,853.75
<u>.710-Transfers Out</u>							
<u>Capital Outlay</u>							
710-59100 Transfers Out	40,400.56	149,415.55	0.00	(149,415.55)	0.00%	(6,601.22)	1,742,979.53
Total Capital Outlay	40,400.56	149,415.55	0.00	(149,415.55)	0.00%	(6,601.22)	1,742,979.53
Total Transfers Out	40,400.56	149,415.55	0.00	(149,415.55)	0.00%	(6,601.22)	1,742,979.53
Total Expense	325,171.98	1,159,487.55	3,238,197.25	2,078,709.70	64.19%	967,309.42	4,575,305.57

Town of Cross Roads
 Transaction Detail Report
 1/1/2023 - 1/31/2023

2/8/2023 1:36 PM

100 - General

Account 100-110-51216

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	LTD	Metlife	LTD	11326	148.14	0.00	148.14
Total						<u>148.14</u>	<u>0.00</u>	

100 - General

Account 100-110-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Mouse, Ink, copy paper, envelopes, pens	Amazon Capital Services	Dec 2022 charges	11310	214.51	0.00	214.51
1/31/2023	2/6/2023	100-110-52014 safe deposit box fee				50.00	0.00	264.51
Total						<u>264.51</u>	<u>0.00</u>	

100 - General

Account 100-110-52100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Lease Pmt postage Machine Nov Dec Jan 2023 by % to 3 divisions - Admin 45%	Pitney Bowes Global Financial Services LLC	3316860663	11309	89.23	0.00	89.23
1/4/2023	1/4/2023	Icemaker \$339.99 netted with returned humidifier credit (179.99)	Amazon Capital Services	Dec 2022 charges	11310	160.00	0.00	249.23
1/19/2023	1/19/2023	Service for dates 11-21 to 12-29-22 - CRPD and Town - Town cust 726102197	Xerox Corporation	12-29-2022	11341	298.08	0.00	547.31
Total						<u>547.31</u>	<u>0.00</u>	

100 - General

Account 100-110-53002

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Mailing January newsletter - Qty: 780	IMPress Graphics	95625	11330	413.49	0.00	413.49
Total						<u>413.49</u>	<u>0.00</u>	

100 - General

Account 100-110-53004

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/25/2023	1/25/2023	Annual Fee - Local Gov't software 3/9/2023 - 3/8/2024 Web Hosting	CivicPlus, LLC	252799	11343	2,480.63	0.00	2,480.63
Total						<u>2,480.63</u>	<u>0.00</u>	

100 - General

Account 100-110-53012

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Year 2023 membership - to manage rate review cases	Oncor Cities Steering Committee	23-160	11331	143.10	0.00	143.10
Total						<u>143.10</u>	<u>0.00</u>	

100 - General

Account 100-110-53030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/9/2023	1/9/2023	Paypal to 01-09-2023 Total sales \$6331.84 Fees \$222.66 net from Paypal \$6109.18				222.66	0.00	222.66
1/19/2023	1/19/2023	Paypal to 01-19-2023 Total sales \$4866.16 Fees \$171.51 net from Paypal \$4694.65				171.51	0.00	394.17
1/25/2023	1/25/2023	Ron King spouse-Recd \$104 PayPal \$100 retreat 100-310-53083 \$.21 rndg to 100-110-53030				0.00	0.21	393.96
1/25/2023	1/25/2023	Ron King spouse-Recd \$104 PayPal \$100 retreat 100-310-53083 \$.21 rndg to 100-110-53030				0.00	3.79	390.17
Total						<u>394.17</u>	<u>4.00</u>	

100 - General

Account 100-110-53045

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Feb 2023 Rent - less crctn for cleaning fee - cleaning \$800	West Crossroads LTD	2122	11334	0.00	800.00	(800.00)
1/19/2023	1/19/2023	Feb 2023 Rent - less crctn for cleaning fee - Lease and Cam - Op'g exp	West Crossroads LTD	2122	11334	1,831.94	0.00	1,031.94
1/19/2023	1/19/2023	Feb 2023 Rent - less crctn for cleaning fee - Lease and Cam - Town Hall rent	West Crossroads LTD	2122	11334	3,447.50	0.00	4,479.44
Total						<u>5,279.44</u>	<u>800.00</u>	

100 - General

Account 100-110-53083

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/5/2023	1/5/2023	for month Jan 2023 Cloud and IT various depts - IT Services Admin	Local Circuit	3938	11313	251.00	0.00	251.00
1/5/2023	1/5/2023	for month Jan 2023 Cloud and IT various depts - Admin PC&Cloud Backup	Local Circuit	3938	11313	164.00	0.00	415.00
1/11/2023	1/11/2023	Clearview service / STARS - Oct Nov Dec 2022 - Quarterly sales tax reporting for Town	Avenu Insights & Analytics	06-015744	11318	977.45	0.00	1,392.45
1/19/2023	1/19/2023	Dec 2022 Services - Halff stmt - - Sub Regs Review	Halff Associates, Inc.	10088341	11327	3,758.09	0.00	5,150.54

1/31/2023	2/6/2023	Crctn - s/be acct 100-110-53083 credit for cash rec'd for retreat for spouse	0.00	100.00	5,050.54
1/31/2023	2/6/2023	Crctn - s/be acct 100-110-53083 credit for cash rec'd for retreat for spouse	0.00	100.00	4,950.54
1/31/2023	2/6/2023	Crctn - s/be acct 100-110-53083 credit for cash rec'd for retreat for spouse	0.00	100.00	4,850.54

Total 5,150.54 300.00

100 - General Account 100-110-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/5/2023	1/5/2023	Dec 2022 phones Town and CRPD - Town 60%	Intermedia Inc.	dec2022	11312	252.82	0.00	252.82
1/19/2023	1/19/2023	Town Hall Internet service to 02/05/2023	AT&T	314371029-servic	11332	145.16	0.00	397.98
1/19/2023	1/19/2023	Phones and Hot spots service to 01/07/2023 Admin and CRPD - Admin	AT&T Mobility	to 01-07-23 acct 2	11335	41.83	0.00	439.81

Total 439.81 0.00

100 - General Account 100-110-53225

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Jan Feb March 2023 Qurtly pmt less credit for \$2826.88 overchg'd last qtr - credit is for Qtr 1 over billed	Town of Little Elm	Q2 Fire/EMS 2023	11311	0.00	2,826.88	(2,826.88)
1/4/2023	1/4/2023	Qtr 2 pmt Jan Feb March 2023 Pmt 2 of 4 Fire/EMS	Town of Little Elm	Q2 Fire/EMS 2023	11311	113,075.00	0.00	110,248.12

Total 113,075.00 2,826.88

100 - General Account 100-110-53800

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/23/2023	1/23/2023	Record 100-40100 Rev with Sales Tax Overpmt Payback - Jan/2023 Rev and Payback				1,692.00	0.00	1,692.00

Total 1,692.00 0.00

100 - General Account 100-110-54010

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Carpet: CRPD area Inv 8436 \$3552.90 Court area Inv 8435 \$6545.20 - this Invoice is court area	My Flooring America	FA008436, FA0084	11308	6,545.20	0.00	6,545.20

Total 6,545.20 0.00

100 - General

Account 100-210-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Software- Provide Historical view all court cases - 1/19/23 to 1/18/2024	Cardinal Tracking Inc	130615	11328	562.95	0.00	562.95
Total						<u>562.95</u>	<u>0.00</u>	

100 - General

Account 100-210-52100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Lease Pmt postage Machine Nov Dec Jan 2023 by % to 3 divisions - Court 40%	Pitney Bowes Global Financial Services LLC	3316860663	11309	79.32	0.00	79.32
Total						<u>79.32</u>	<u>0.00</u>	

100 - General

Account 100-310-51216

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	LTD	Metlife	LTD	11326	0.00	23.44	(23.44)
1/19/2023	1/19/2023	LTD	Metlife	LTD	11326	197.58	0.00	174.14
Total						<u>197.58</u>	<u>23.44</u>	

100 - General

Account 100-310-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Banker storage boxes	Amazon Capital Services	Dec 2022 charges	11310	40.99	0.00	40.99
1/4/2023	1/4/2023	Chair floor mat - Qty 6	Amazon Capital Services	Dec 2022 charges	11310	257.94	0.00	298.93
1/4/2023	1/4/2023	Docking station, paper towels, hang strips	Amazon Capital Services	Dec 2022 charges	11310	130.07	0.00	429.00
1/4/2023	1/4/2023	ID/Event photos backdrop lighting	Amazon Capital Services	Dec 2022 charges	11310	172.40	0.00	601.40
Total						<u>601.40</u>	<u>0.00</u>	

100 - General

Account 100-310-52050

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2023	1/3/2023	Charges during December 2022 for Fuel - CRPD	WEX Bank	Stmnt to 12/31/202	11303	1,668.30	0.00	1,668.30
Total						<u>1,668.30</u>	<u>0.00</u>	

100 - General

Account 100-310-52100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Lease Pmt postage Machine Nov Dec Jan 2023 by % to 3 divisions - CRPD 15%	Pitney Bowes Global Financial Services LLC	3316860663	11309	29.75	0.00	29.75

1/4/2023	1/4/2023	Credit for chair returned	Amazon Capital Services	Dec 2022 charges	11310	0.00	379.99	(350.24)
1/19/2023	1/19/2023	Service for dates 11-21 to 12-29-22 - CRPD and Town - CRPD cust 101342699	Xerox Corporation	12-29-2022	11341	233.07	0.00	(117.17)
Total						<u>262.82</u>	<u>379.99</u>	

100 - General Account 100-310-53022

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Attend a class 01/17/2023 .655 per mile Reimbmt - 124 miles	Daniel Rounsavall	Mlg Reimbmt Jan 2	11333	81.22	0.00	81.22
Total						<u>81.22</u>	<u>0.00</u>	

100 - General Account 100-310-53081

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/5/2023	1/5/2023	for month Jan 2023 Cloud and IT various depts - CRPD	Local Circuit	3938	11313	690.00	0.00	690.00
1/19/2023	1/19/2023	Oct 2022 to Sept 2023 Enhanced Support	Denton County Technology Services	23-00024	11336	7,424.99	0.00	8,114.99
1/19/2023	2/7/2023	Crtn to Inv 23-00024 acct coding s/be 100-310-53230 Denton Cty Technology \$7424.99				0.00	7,424.99	690.00
Total						<u>8,114.99</u>	<u>7,424.99</u>	

100 - General Account 100-310-53083

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/5/2023	1/5/2023	Computer search service - December 2022	Transunion Risk and Alternative Data Solutions Inc	6265812-202212-	11314	75.00	0.00	75.00
1/25/2023	1/25/2023	David Meek spouse to retreat \$100.00 - ck# 10210 rec'd				0.00	100.00	(25.00)
1/25/2023	1/25/2023	Ron King spouse-Recd \$104 PayPal \$100 retreat 100-310-53083 \$.21 rndg to 100-110-53030				0.00	100.00	(125.00)
1/25/2023	1/25/2023	crctn to CR-3293 \$100 spouse retreat acct				0.00	100.00	(225.00)
1/31/2023	2/6/2023	Crctn - s/be acct 100-110-53083 credit for cash rec'd for retreat for spouse				100.00	0.00	(125.00)
1/31/2023	2/6/2023	Crctn - s/be acct 100-110-53083 credit for cash rec'd for retreat for spouse				100.00	0.00	(25.00)
1/31/2023	2/6/2023	Crctn - s/be acct 100-110-53083 credit for cash rec'd for retreat for spouse				100.00	0.00	75.00
Total						<u>375.00</u>	<u>300.00</u>	

100 - General

Account 100-310-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/5/2023	1/5/2023	Dec 2022 phones Town and CRPD - CRPD 40%	Intermedia Inc.	dec2022	11312	168.54	0.00	168.54
1/9/2023	1/9/2023	6 accts-service 11/23 to 12/27/22 - acct 9000272762, 64, 65, 66, 67, 69 - xxx2762 CRPD	CoServ	service 11/23 to 12/27/22	11317	556.04	0.00	724.58
1/11/2023	1/11/2023	CRPD - water service 11/14/22 to 12/12/22	Mustang Special Utility District	CRPD to 12-12-2022	11321	33.43	0.00	758.01
1/11/2023	1/11/2023	CRPD Internet to 12-31-2022	ACC Business	223650465	11320	176.95	0.00	934.96
Total						<u>934.96</u>	<u>0.00</u>	

100 - General

Account 100-310-53130

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Phones and Hot spots service to 01/07/2023 Admin and CRPD - CRPD	AT&T Mobility	to 01-07-23 acct 211335	11335	655.62	0.00	655.62
Total						<u>655.62</u>	<u>0.00</u>	

100 - General

Account 100-310-53210

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/9/2023	1/9/2023	December 2022 services - animal control	All American Dogs	4985	11316	1,295.00	0.00	1,295.00
Total						<u>1,295.00</u>	<u>0.00</u>	

100 - General

Account 100-310-53230

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	2/7/2023	Crtn to Inv 23-00024 acct coding s/be 100-310-53230 Denton Cty Technology \$7424.99				7,424.99	0.00	7,424.99
Total						<u>7,424.99</u>	<u>0.00</u>	

100 - General

Account 100-310-54010

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2023	1/3/2023	Aerobic system service call	NTW Service Co	10966	11306	150.00	0.00	150.00
1/3/2023	1/3/2023	CRPD Camera thru aerobic system- inspect low spot	CMS Mechanical Services Inc	92990	11305	402.50	0.00	552.50
1/4/2023	1/4/2023	Carpet: CRPD area Inv 8436 \$3552.90 Court area Inv 8435 \$6545.20 - this Invoice is CRPD	My Flooring America	FA008436, FA008435	11308	3,552.90	0.00	4,105.40
1/25/2023	1/25/2023	Service Calls: Oct-Dec 2022; Mag lock, door contact, resync, HDMI converter unit, reconnect camera to internet	Parker Security Services Inc	70174	11346	834.00	0.00	4,939.40

1/25/2023	1/25/2023	Agreement for 3 Septic System visits year 2023 4/1/2023 - 4/1/2024	NTW Service Co	04-01-2023	11345	260.00	0.00	5,199.40
						Total	5,199.40	0.00

100 - General Account 100-310-54020

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2023	1/3/2023	charges December 2022 - 1 invoice 8737964 - 2020 Chev	The Reinalt-Thomas Corp.	Dec 2022 stmt acc	11302	173.00	0.00	173.00
1/5/2023	1/5/2023	Purge Valve/Evaporator canister - 2016 Chev Tahoe	BS Retail Operations LLC	Dec	11315	252.62	0.00	425.62
						Total	425.62	0.00

100 - General Account 100-410-53035

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/4/2023	1/4/2023	Texas Johns 12-21 to 01-17-23 4 week rental	Texas Johns	142427	11307	89.25	0.00	89.25
1/18/2023	1/18/2023	Inv 146375 4 week rental to 02-14-2023	Texas Johns	146375	11325	89.25	0.00	178.50
						Total	178.50	0.00

100 - General Account 100-410-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/9/2023	1/9/2023	6 accts-service 11/23 to 12/27/22 - acct 9000272762, 64, 65, 66, 67, 69 - xxx2764 Parks	CoServ	service 11/23 to 12-27-22	11317	52.14	0.00	52.14
1/11/2023	1/11/2023	Water service to 12-12-2022 - Parks Dept	Mustang Special Utility District	service to 12-12-2	11323	35.87	0.00	88.01
						Total	88.01	0.00

100 - General Account 100-510-53084

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/25/2023	1/25/2023	Code Compliance: Junk Auto Inv 1-13-2023 and Inv 1-13-2023 Unlawful Conditions	Town of Providence Village	23-00074 and 23-00074	11344	100.00	0.00	100.00
						Total	100.00	0.00

100 - General Account 100-520-53080

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/19/2023	1/19/2023	Dec 2022 Services - Halff stmt - Engineering Services	Halff Associates, Inc.	10088341	11327	540.79	0.00	540.79
1/19/2023	1/19/2023	Dec 2022 Services - Halff stmt - Engineering Services	Halff Associates, Inc.	10088341	11327	835.96	0.00	1,376.75
						Total	1,376.75	0.00

100 - General

Account 100-610-53065

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/3/2023	1/3/2023	Wk 1 20 hrs Wk 2 20 hrs Dec 17-30 plus addtnl help for 30 hours at \$15/hr - CRPD paint work and ready for carpet install meant 30 hrs addtnl worker	Billy Joe Lerma	Dec 17 - Dec 30 2023	11304	450.00	0.00	450.00
1/3/2023	1/3/2023	Wk 1 20 hrs Wk 2 20 hrs Dec 17-30 plus addtnl help for 30 hours at \$15/hr - Billy's hours total 40 @ \$45	Billy Joe Lerma	Dec 17 - Dec 30 2023	11304	1,800.00	0.00	2,250.00
1/18/2023	1/18/2023	Services 12/31 to 01/13/23 \$1800 plus MIg reimbmt 242 miles for period Nov to 01-13-23 - 188 @ .625 plus 54 @ .655	Billy Joe Lerma	01-13-2023	11324	152.87	0.00	2,402.87
1/18/2023	1/18/2023	Services 12/31 to 01/13/23 \$1800 plus MIg reimbmt 242 miles for period Nov to 01-13-23 - all hours sum to \$1800	Billy Joe Lerma	01-13-2023	11324	1,800.00	0.00	4,202.87
Total						<u>4,202.87</u>	<u>0.00</u>	

100 - General

Account 100-610-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/9/2023	1/9/2023	6 accts-service 11/23 to 12/27/22 - acct 9000272762, 64, 65, 66, 67, 69	CoServ	service 11/23 to 12/27/22	11317	35.34	0.00	35.34
1/9/2023	1/9/2023	6 accts-service 11/23 to 12/27/22 - acct 9000272762, 64, 65, 66, 67, 69	CoServ	service 11/23 to 12/27/22	11317	17.67	0.00	53.01
1/9/2023	1/9/2023	6 accts-service 11/23 to 12/27/22 - acct 9000272762, 64, 65, 66, 67, 69	CoServ	service 11/23 to 12/27/22	11317	17.67	0.00	70.68
1/9/2023	1/9/2023	6 accts-service 11/23 to 12/27/22 - acct 9000272762, 64, 65, 66, 67, 69 - xxx2769	CoServ	service 11/23 to 12/27/22	11317	12.73	0.00	83.41
1/19/2023	1/19/2023	service to 01/09/2023 - Naylor Rd lights	CoServ	9000272768 to 01/09/2023	11329	123.69	0.00	207.10
Total						<u>207.10</u>	<u>0.00</u>	

100 - General

Account 100-710-59100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
1/26/2023	1/26/2023	Trsf Out debit - 14.29% of \$\$ credited to 100-40100 Sept / 2022 to 100-40100 Revenue moved to 370-10054 Bk acct xxx8122				40,400.56	0.00	40,400.56
Total						<u>40,400.56</u>	<u>0.00</u>	



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Consider approval of an excused absence for Council Member Gaalema for the March 20, 2023, Regular Council meeting.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

In accordance with Section 22.041, of the Texas Local Government Code, Council Member Gaalema has requested the Council grant an excused absence for the March 20, 2023, Regular Council meeting.

Recommended Action:

Staff recommends approval.

Attachments:

None



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Consider approval of a resolution approving continuation of the Town's membership in Oncor Steering Committee (OCSC).

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The Town of Cross Roads has historically been a member of the Oncor Cities Steering Committee (OCSC) which is represented by the law firm of Lloyd Gosselink. The OCSC's purpose is to review and make recommendations regarding rates and other compliance issues with regard to Oncor and protect the authority of municipalities over the monopoly gas provider, defending the interests of residential and commercial customers within the Town. Attached is a Memorandum and communication for OCSC regarding their services.

Financial Impact:

Membership costs for FY 2023 are assessed at a rate of \$0.10 per capita. Based on the Town's population, the annual membership fee is \$143.10. This was included in the FY 2023 adopted budget.

Staff Recommended Action:

Staff recommends approval of a resolution continuing Town's membership in Oncor Cities Steering Committee (OCSC).

Attachments:

OCSC Staff Report with Attachments
Resolution
Invoice

MEMORANDUM

TO: Steering Committee of Cities Served by Oncor
FROM: Paige Mims, Chair
DATE: January, 2023
RE: **Action Needed – 2023 Membership Assessment Invoice**

Enclosed please find the 2023 Steering Committee of Cities Served by Oncor (“Steering Committee”) membership assessment invoice and draft resolution. These items are discussed below. We ask that your city please take action on the membership assessment as soon as possible.

Although the Steering Committee does not require that your city take action by resolution to approve the assessment, some members have requested a resolution authorizing payment of the 2023 membership assessment. Payment of the membership assessment fee shall be deemed to be in agreement with the terms of the Steering Committee participation agreement.

Please forward the membership assessment fee and, if applicable, the signed resolution to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010. Checks should be made payable to: *Steering Committee of Cities Served by Oncor*. If you have any questions, please feel free to contact me at (972/941-7125) or Thomas Brocato (tbrocato@lglawfirm.com, (512/914-5061).

Membership Assessment Invoice and Resolution

The Steering Committee is the most active consumer group advocating the interests of cities and residential and small commercial customers within the cities to keep electric transmission and distribution (*i.e.*, wires) rates reasonable. Steering Committee activities protect the authority of municipalities over the regulated wires service and rates charged by Oncor Electric Delivery Company, LLC (“Oncor”).

The work undertaken by the Steering Committee has saved cities and ratepayers millions of dollars in unreasonable charges. In order to continue to be an effective voice before the Public Utility Commission of Texas (“Commission” or “PUC”), ERCOT, the Legislature, and in the courts, the Steering Committee must have your support. The membership assessment is deposited in an account which funds Steering Committee activities.

Currently, the Steering Committee is involved in numerous rulemakings and projects at the PUC. The Steering Committee expects to participate in Oncor’s Rate Case and Energy Efficiency Cost Recovery Factor (“EECRF”) proceedings later this year.

On December 8, 2022, the Steering Committee approved the 2023 assessment for Steering Committee membership. Based upon the population-based assessment protocol previously adopted by the Steering Committee, the assessment for 2023 is a per capita fee of \$0.10 based upon the population figures for each city shown in the latest TML Directory of City Officials. The enclosed invoice represents your city’s assessment amount.

To assist you in the assessment process, we have attached several documents to this memorandum for your use:

- OCSC 2022 Year in Review
- Model resolution approving the 2023 assessment (optional, provided for those cities that have requested a resolution to authorize payment)
- Model staff report supporting the resolution
- List of Steering Committee members
- 2023 Assessment invoice
- 2024 Assessment invoice and statement (only if not yet paid)
- Blank member contact form to update distribution lists

**STAFF REPORT ON ASSESSMENT RESOLUTION
FOR STEERING COMMITTEE OF CITIES SERVED BY ONCOR**

Purpose of the Resolution

The Town of Cross Roads is a member of a 171-member Town coalition known as the Steering Committee of Cities Served by Oncor (Steering Committee). The resolution approves the assessment of a ten cent (\$0.10) per capita fee to fund the activities of the Steering Committee.

Why this Resolution is Necessary

The Steering Committee undertakes activities on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rates and services within the Town. The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s. Empowered by Town resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, ERCOT, the courts, and the Legislature on electric utility regulation matters for over three decades.

The Steering Committee is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Oncor Electric Delivery Company, LLC within the Town. Steering Committee representation is also strong at ERCOT. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that the Steering Committee be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

Explanation of “Be It Resolved” Paragraphs

I. The Town is currently a member of the Steering Committee; this paragraph authorizes the continuation of the Town’s membership.

II. This paragraph authorizes payment of the Town’s assessment to the Steering Committee in the amount of ten cents (\$0.10) per capita, based on the population figure for the Town as shown in the latest TML Directory of Town Officials.

III. This paragraph requires payment of the 2023 assessment be made and a copy of the resolution be sent to the Steering Committee.

Payment of Assessment

A copy of the resolution should be mailed with payment of the fee to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o Town Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010. Checks should be made payable to: *Steering Committee of Cities Served by Oncor.*

RESOLUTION NO. 2023-_____

A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF TEN CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC.

WHEREAS, the Town of Cross Roads is a regulatory authority under the Public Utility Regulatory Act (PURA) and has exclusive original jurisdiction over the rates and services of Oncor Electric Delivery Company, LLC (Oncor) within the municipal boundaries of the Town; and

WHEREAS, the Steering Committee of Cities Served By Oncor (Steering Committee) has historically intervened in Oncor rate proceedings and electric utility related rulemakings to protect the interests of municipalities and electric customers residing within municipal boundaries; and

WHEREAS, the Steering Committee is participating in Public Utility Commission dockets and projects, as well as court proceedings, and legislative activity, affecting transmission and distribution utility rates; and

WHEREAS, the Town is a member of the Steering Committee; and

WHEREAS, the Steering Committee functions under the direction of an Executive Committee which sets an annual budget and directs interventions before state and federal agencies, courts and legislatures, subject to the right of any member to request and cause its party status to be withdrawn from such activities; and

WHEREAS, the Steering Committee at its December 2022 meeting set a budget for 2023 that compels an assessment of ten cents (\$0.10) per capita; and

WHEREAS, in order for the Steering Committee to continue its participation in these activities which affects the provision of electric utility service and the rates to be charged, it must assess its members for such costs.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:

I.

That the Town is authorized to continue its membership with the Steering Committee of Cities Served by Oncor to protect the interests of the Town of Cross Roads and protect the interests of the customers of Oncor Electric Delivery Company, LLC residing and conducting business within the Town limits.

II.

The Town is further authorized to pay its assessment to the Steering Committee of ten cents (\$0.10) per capita based on the population figures for the Town shown in the latest TML Directory of Town Officials.

III.

A copy of this Resolution and the assessment payment check made payable to “*Steering Committee of Cities Served by Oncor*” shall be sent to Brandi Stigler, Steering Committee of Cities Served by Oncor, c/o Town Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

PRESENTED AND PASSED on this the 13th day of February, 2023, by a vote of _____ ayes and _____ nays at a regular meeting of the Town Council of the Town of Cross Roads, Texas.

Signature
Mayor

ATTEST:

Signature
Town Secretary

APPROVED AS TO FORM:

Signature
Town Attorney

City of Arlington, c/o Oncor Cities
 Steering Committee
 Attn: Brandi Stigler
 101 S. Mesquite St., Ste. 300
 MS # 63-0300
 Arlington, TX 76010

Invoice

Date	Invoice #
1/9/2023	23-160

Bill To
Town of Cross Roads

Item	Population	Per Capita	Amount
2023 Membership Assessment	1,431	0.10	143.10
Please make check payable to: Oncor Cities Steering Committee and mail to Oncor Cities Steering Committee, Attn: Brandi Stigler, Arlington City Attorney's Office, 101 S. Mesquite St., Ste. 300, MS #63-0300, Arlington, Texas 76010			Total \$143.10

2022 OCSC NEWSLETTER

Steering Committee of
Cities Served by
Oncor

2022 YEAR IN REVIEW ISSUE

This past year was an active one for the Steering Committee of Cities Served by Oncor. This Year in Review edition of the OCSC newsletter highlights significant 2022 events and looks ahead to 2023.

OCSC Welcomes New 2022 Members

The Steering Committee of Cities Served by Oncor welcomed several new members to the coalition in 2022, including the cities of Seymour, Garrett, Lavon, Gunter and Hutchins. OCSC, an organization of more than 160 Texas cities with residents served by the Oncor transmission and distribution utility, represents consumer interests in ratemaking matters at the Public Utility Commission of Texas. Membership in this standing committee is determined by passage of a resolution by each governing body.

Oncor Rate Case Update

On December 28, 2022, after several months of deliberation, the State Office of Administrative Hearing (SOAH) released its Proposal for Decision (PFD) in Oncor's ongoing rate case, PUC Docket No. 53601. Oncor initially filed its application to change rates with the Public Utility Commission of Texas on May 13, 2022, requesting an annual retail base rate revenue requirement of \$5.811 billion. Put differently, Oncor sought a \$251 million increase to its revenue requirement, which represents a 4.5 percent increase over its adjusted test-year revenues. If adopted, the requested revenue requirement would have increased residential rates by 11.2 percent.

OCSC played an active role throughout the case, with recommendations focused on striking an appropriate balance between consumer rates and Oncor's capital recovery. OCSC recommended that the PUC reduce Oncor's requested revenue requirement by \$525.7 million. If adopted, this reduction would result in a \$275 million reduction to Oncor's 2021 test-year revenue requirement.

SOAH agreed that Oncor's requested rates would unduly burden consumers. Accordingly, the PFD recommends that the PUC decrease Oncor's test-year revenue requirement by \$60.6 million.

To reach its conclusion, among other things, SOAH found that:

- Oncor's current capital structure of 57.5% long-term debt and 42.5% common equity is appropriate.
- Oncor's Return on Equity (ROE) should be 9.3% rather than Oncor's requested ROE of 10.30%.
- The PUC should not consider Oncor's mobile generation unit leasing costs, which accounted for \$3.1 million of Oncor's rate base, in Oncor's revenue requirement.
- A ten-year amortization period for all non-tax regulatory assets and liabilities, except the Intangible Amortization Over-Recovery Liability, is appropriate. The Intangible

Amortization Over-Recovery Liability should have a five-year amortization period.

The PFD also addresses substantive concerns raised by OCSC in hearing. For example, the PFD recommends that the PUC include language in Oncor’s tariff that expressly grants city customers input in selecting street light alternatives.

The PFD, if adopted by the PUC commissioners,

would substantially lower Oncor’s requested revenue requirement and, among other things, ensure that city customers have appropriate input in key decisions such as Oncor’s streetlamp selections. To take effect, the PFD still must be adopted by the PUC Commissioners. The Commissioners should issue their decision soon, likely at the next PUC Open Meeting on January 12, 2023.

Find more information at the PUC website, under Docket No. 53601.

Policymakers Consider Post-Winter Storm Uri Market Reforms

In response to the statewide power outages from the previous year, the Public Utility Commission during 2022 continued its consideration of potentially far-reaching reforms for the ERCOT market.

Broadly referred to as “Phase II” reforms, the market modifications — if authorized — could lead to generation capacity additions but likewise add to consumer costs. Consideration of these Phase II changes followed the adoption of so-called “Phase I” changes in 2021. These previous changes included new weatherization requirements for power plants and modifications to existing operational rules at ERCOT.

On Nov. 10, the Public Utility Commission released an independent study from the San Francisco-based E3 consulting firm that outlined several Phase II reform options. These included a “Performance Credits Mechanism” model favored by PUC chair Peter Lake, and a separate “Forward Reliability Market” favored by the E3 consultants themselves.

However, both proposals as well as others in the E3 report drew pushback from key lawmakers during 2022. Some representatives of influential ERCOT stakeholder groups and the state’s independent monitor of the ERCOT market also panned the E3 analysis during Nov. 17 and Dec. 5 legislative hearings.

Reform Options

The Forward Reliability Market (recommended by the E3 consultants) and the Performance Credits Mechanism (favored by PUC Chair Lake) share various operational similarities and would impact consumers in similar ways. For example, both would add approximately \$460 million per year to energy costs, according to the E3 report. Both also appear similar to “capacity market” concepts historically rejected in Texas.

More specifically, the Forward Reliability Market (“FRM”) design recommended by the E3 consultants would establish a reliability standard within ERCOT — that is, a level of targeted capacity reserves based on calculated outage risks — and then a corresponding quantity of reliability credits would be created to fulfill that standard. Market participants would acquire these reliability credits through a mandatory, centrally cleared forward market administered by ERCOT.

By contrast, PUC Chair Lake’s favored Performance Credits Mechanism (“PCM”) design would establish a reliability standard along with a corresponding quantity of performance credits. The performance credits would be purchased by load-serving entities, and the value of the credits would go to generation resources based on their availability during high-risk hours. The overall value of the credits would be determined by an administratively set demand curve. In addition, the PCM design allows for load-serving entities and generators to trade Performance Credits during the year, through a voluntary market.

Other market designs examined by E3 include the state’s status quo Energy Only design, a Load Serving Entity Reliability Obligation design, a Backstop Reliability Service design, a Dispatchable Energy Credits design, and a hybrid of the Backstop Reliability Service and Dispatchable Energy Credits designs.

Legislative Concerns

These market reform efforts pursued by the PUC and the E3 report took center stage during a pair of legislative committee meetings — a Nov. 17 meeting of the Senate Business and Commerce Committee, and a Dec. 5 meeting of the House State Affairs committee. The E3 consultants themselves did not appear at either meeting — an absence described as “bad form” by one of the lawmakers.

Of the two committee meetings, it was that of Senate Business and Commerce in which lawmakers expressed the most skepticism about the report’s findings. For instance, Sen. Charles Schwertner, chair of the Senate Business and Commerce Committee, questioned whether any of the plans would guarantee the construction of new thermal generation. In addition, all nine Senate committee members signed onto a critical Dec. 1 letter addressed to the PUC. The lawmakers wrote in it that none of the proposals so far under consideration adhered to the goals set forth in Senate Bill 3, which was omnibus energy reform legislation adopted in 2021. “It is not in the best interest of our constituents to support any proposal that further delays investments in new dispatchable generation, and the Commission should carefully consider the unintended consequences of any type of proposal that creates more uncertainty for market participants,” the lawmakers wrote.

PUC Chair Lake defended the E3 report during both legislative hearings and said that three of the agency’s five commissioners have expressed qualified support for the PCM option. According to Lake, the extra consumer costs associated with that option are worthwhile because of its reliability benefits. He said that if it turned out more reliability was unneeded, then the extra costs would be inconsequential. “Anything short of a comprehensive reliability standard and reliability service like the PCM is just a band-aid,” Lake told members of the State Affairs Committee.

Lake said the PUC would adopt one of the planned options during the commissioners’ January 12 meeting, but not authorize implementation until after they receive input from the Texas Legislature during the upcoming session that convenes on January 10.

2022 Interim Filings

In addition to the ongoing general rate, Oncor also submitted interim rate requests during 2022.

Energy Efficiency Cost Recovery Factor Order

On May 31, Oncor filed an application with the PUC to adjust its Energy Efficiency Cost Recovery Factor to recover \$83,058,209 in program costs incurred during 2023. This included the energy-efficiency costs of \$51,665,637, a net under recovery of \$2,603,394 for 2021 program costs and other expenses. Under an agreement with OCSC and other parties, Oncor will reduce its recovery by \$200,000, for a total of \$82,858,209. The resulting EECRF charge for residential consumers amounts to \$.001028 per kilowatt hour, or approximately \$1.34 cents for a customer consuming

1,300 kilowatt hours of electricity per month. The PUC adopted the order on September 15, 2022. More information can be found in PUC Docket No. 53671.

Transmission Cost of Service Order

On January 26, 2022, Oncor filed an application seeking an interim update of its previously approved transmission cost of service and wholesale transmission rate. On March 31, an approval was granted adjusting Oncor’s annual revenue on an interim basis to \$1,247,772,772 and adjusting its wholesale transmission rate to \$17,212.955892 per megawatt.

Find more information at the PUC website, under Docket No. 53145.

Oncor Distribution Spending and Reliability Update

Even while nearly tripling its spending in gross capital additions to its distribution systems over the years, Oncor’s service reliability decreased, according to the seventh annual “Electric Distribution System spending and Reliability Report” released Sept. 7 by the Texas Public Utility Commission.

An annual report that tracks reliability and reliability-related spending trends, the latest iteration covers the ten-year period from 2012-2021 and included findings for Oncor, as well as other major Texas utilities such as CenterPoint, AEP Texas, El Paso Electric Company, Entergy Texas, Southwestern Electric Power Company, Southwestern Public Service Company, and Texas-New Mexico Power Company.

Under the report, the frequency of outages is benchmarked through a “System Average Interruption Frequency Index,” or “SAIFI.” The report likewise employs the “System Average Interruption Duration Index” or “SAIDI,” to rank Texas distribution utilities by average interruption time on a per-customer basis. All else equal, a lower SAIDI represents better reliability.

Both SAIDI and SAIFI calculations in the report do not account for momentary service interruptions. Further, the report specifically does not mention Winter Storm Uri, although presumably the devastating February 2021 storm contributed to the exponential increases in SAIFI and SAIDI observed from 2020 to 2021.

Report highlights pertaining to Oncor include:

- From 2012 to 2021, Oncor’s distribution gross capital additions per customer nearly tripled, from about \$120 per customer to \$300 per customer.
- Oncor’s major event SAIFI value increased from .5 interruptions per customer in 2020 to 1.20 interruptions per customer in 2021. Major event interruptions from 2012 to 2021 ranged from about .5 interruptions to 1.20 interruptions depending on the year.
- Oncor’s major events SAIDI value increased from ninety interruptions per customer in 2020 to about five hundred interruptions per customer in 2021. Prior to this peak, there was one other peak (though not nearly as high) in 2019 due to Hurricane Harvey.

The report can be found on the PUC website, under Docket No. 46735.

Oncor Financial Results

Oncor Electric has reported net income of \$318 million during the three months ending September 30, as compared to net income of \$258 million for the same period in 2021, according to the most recent financial report the Texas electric utility released to investors.

The company attributed the \$60 million quarter-over-quarter increase to higher weather-related consumption, increases in customer growth, increases to transmission and distribution rates, and performance bonus revenue from its energy efficiency efforts. Those gains were partially offset by increases in operation and maintenance expenses and taxes.

The quarterly financial information was released Nov. 3 and coincided with a call with financial analysts by California-based Sempra Energy, Oncor’s majority owner. Oncor is based in Dallas and operates the state’s largest electric transmission and distribution utility.

Oncor also reported an increase of 9.2 percent in distribution base revenues for the recent quarter (or 2.3 percent on a weather normalized basis), as compared to the same quarter in 2021. Contributing to this increase was a 12.6 percent increase in distribution base revenues from residential customers.

The company noted that its service territory continues growing at one of the nation’s fastest rates, and that this dramatic growth has allowed it to increase revenues while simultaneously developing new infrastructure projects. Indicative of that growth is the

approximately 14,000 new premises Oncor connected to the ERCOT grid during the third quarter of 2022, an increase of about 7.7 percent as compared to the third quarter of 2021.

Oncor likewise reported 565 active transmission point-of-interconnection requests in queue as of Sept. 30, which is a 52 percent increase from Sept. 30, 2021. Of those active requests, approximately 52 percent are for solar generators, 35 percent for energy storage, 10 percent for wind generators and three percent for gas, according to the company.

In addition, Oncor reported the construction or upgrade of approximately three hundred miles of power lines and the completion of two major substations during the third quarter of 2022. It also placed \$80 million of transmission projects into service.

In total, the company reported capital expenditures totaling \$2.2 billion during the nine months ending Sept. 30, and it reports that it remains on track to meet its \$3 billion capital plan for 2022. However, financial uncertainties associated with high inflation and a pending rate case prompted the board to put off adoption of its 2023 capital expenditure budget until a later board meeting. It likewise delayed any announcement pertaining to a new five-year capital plan, and instead said it will reveal those details at the end of the first quarter of 2023.

Lawmakers File Energy-Related Bills in Preparation for 88th Regular Session

During the most recent Regular Session of the Texas Legislature — the 87th in 2021 — lawmakers filed approximately four hundred energy-related bills, which is far more than the typical number of such bills. This aggressive filing of energy-related bills largely can be attributed to public outcry over the 2021 winter storm power outages. Given that Texas so far has not suffered a repeat grid crisis, do not expect the number of such bills filed during the 88th session to match those of the 87th session. However, both ERCOT and the Public Utility Commission will be subject to the Sunset Review process during the upcoming session and so legislative interest in both organizations will be keen. The 88th session convenes on Jan. 10.

Bills of interest

This year's bill filing deadline is on March 10. Some of the energy-related bills we have seen so far relate to wind and solar power, electric vehicles, energy efficiency and the use of natural gas appliances. Here is a sample:

- House Bill 564, by Rep. Ron Reynolds, would require the Texas Facilities Commission, in collaboration with the Department of Information Resources, to conduct a study on the potential use by state agencies of energy efficient and energy-saving information technology.
- House Bill 763, by Rep. Christina Morales, requires the PUC to study the impact of additional interconnections between the ERCOT grid, Mexico and other jurisdictions. This is refiled legislation from 2021.
- House Bill 795, by Rep. Ed Thompson, would require nursing homes to maintain an emergency generator or comparable power source that can operate for at least 72 hours during a power outage.
- House Bill 820, by Rep. Ken King, would impose an additional registration fee of \$200 for electric vehicles and \$100 for hybrid vehicles. Most proceeds would go to State Highway Fund, but 10 percent would go to an "electric battery disposal account" to reimburse costs incurred by the state or its political subdivisions for disposing of electric car batteries.
- Senate Bill 330, by Bob Hall, would create the Texas Electric Grid Security Commission that would be charged with evaluating the vulnerabilities to the grid and critical infrastructure and developing standards that will mitigate these threats.
- Senate Bill 114, by Jose Menendez, stipulates that electric customers are entitled to participate in demand response programs through their retail electric providers and must receive notice when ERCOT issues an emergency energy alert about low operating reserves to generators, planned outages, and the length of time the outages are expected to last.
- Senate Bill 258, by Sen. Sarah Eckhardt, would enhance energy efficiency goals for electric utilities.
- House Bill 697, by Rep. Justin Holland, would require home sellers to reveal the sort of gas piping installed at their residence and particularly whether black iron pipes, corrugated, copper or stainless steel. The disclosure holds importance for customer safety given that older black iron pipes have been associated with various fatal accidents.
- House Bill 743, by Rep. Jay Dean, prohibits cities and counties from adopting ordinances that restrict the use of gas appliances in residential or commercial buildings. The issue has been pressed in recent years by gas utilities, who have seen a move away from the use of gas appliances nationwide for environmental reasons.

2023 OCSC Meetings

March 9 — in person and Zoom

June 8 — Zoom only

September 7 — in person and Zoom

December 7 — Zoom only

OCSC Officers

Paige Mims — Chair

Don Knight — Vice Chair

Lupe Orozco — Secretary

David Johnson — Treasurer



For more questions or concerns regarding any OCSC matter or communication, please contact the following representative, who will be happy to provide assistance:

Thomas L. Brocato
Attorney

Direct : (512) 322-5857

Email: tbrocato@lglawfirm.com



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Consider acceptance of the 2022 Cross Roads Police Department's Racial Profiling Analysis.

Prepared by:

Shaun Short, Chief of Police

Description:

This report details an analysis of the Cross Roads Police Department's policies, training, and statistical information on racial profiling for the year 2022. This report has been prepared to specifically comply with Article 2.132, 2.133, and 2.134 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of traffic stop data.

A copy of the Racial Profiling Analysis is available at the Town Secretary's Office.

Staff Recommended Action:

Acceptance of Annual Report.

Attachments:

Cross Roads Police Department 2022 Racial Profile Analysis

CROSS ROADS POLICE DEPARTMENT

2022

RACIAL PROFILING ANALYSIS

PREPARED BY:

Eric J. Fritsch, Ph.D.
Chad R. Trulson, Ph.D.
Justice Research Consultants, LLC



Executive Summary

Article 2.132-2.134 of the Texas Code of Criminal Procedure (CCP) requires the annual reporting to the local governing body of data collected on motor vehicle stops in which a ticket, citation, or warning was issued and to arrests made as a result of those stops, in addition to data collection and reporting requirements. Article 2.134 of the CCP directs that “a comparative analysis of the information compiled under 2.133” be conducted, with specific attention to the below areas:

1. evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;
2. examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction;
3. evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and
4. information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

The analysis of material and data from the Cross Roads Police Department revealed the following:

- **A COMPREHENSIVE REVIEW OF THE CROSS ROADS POLICE DEPARTMENT REGULATIONS, SPECIFICALLY POLICY 2.2 OUTLINING THE DEPARTMENT’S POLICY CONCERNING BIAS-BASED POLICING, AND POLICY 2.4 (INTERNAL INVESTIGATION PROCESS) SHOWS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.**
- **A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.**
- **A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT IN BOTH PRINT AND ELECTRONIC FORM REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.**
- **ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.**
- **THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW CONCERNING THE REPORTING OF INFORMATION TO TCOLE.**

- **THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW REGARDING CCP ARTICLES 2.132-2.134.**

Introduction

This report details an analysis of the Cross Roads Police Department's policies, training, and statistical information on racial profiling for the year 2022. This report has been prepared to specifically comply with Article 2.132, 2.133, and 2.134 of the Texas Code of Criminal Procedure (CCP) regarding the compilation and analysis of traffic stop data. Specifically, the analysis will address Articles 2.131 – 2.134 of the CCP and make a determination of the level of compliance with those articles by the Cross Roads Police Department in 2022. The full copies of the applicable laws pertaining to this report are contained in Appendix A.

This report is divided into six sections: (1) Cross Roads Police Department's policy on racial profiling; (2) Cross Roads Police Department's training and education on racial profiling; (3) Cross Roads Police Department's complaint process and public education on racial profiling; (4) analysis of Cross Roads Police Department's traffic stop data; (5) additional traffic stop data to be reported to TCOLE; and (6) Cross Roads Police Department's compliance with applicable laws on racial profiling.

For the purposes of this report and analysis, the following definition of racial profiling is used: racial profiling means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity (Texas CCP Article 3.05).

Cross Roads Police Department Policy on Racial Profiling

A review of Cross Roads Police Department Policy 2.2 "Bias Based Policing" and Policy 2.4 "Internal Investigation Process" revealed that the department has adopted policies to be in compliance with Article 2.132 of the Texas CCP (see Appendix B). There are seven specific requirements mandated by Article 2.132 that a law enforcement agency must address. All seven are clearly covered in Policy 2.2 and Policy 2.4. Cross Roads Police Department regulations provide clear direction that any form of bias-based policing is prohibited and that officers found engaging in inappropriate profiling may be disciplined up to and including dismissal. The regulations also provide a very clear statement of the agency's philosophy regarding equal treatment of all persons regardless of race or ethnicity. Appendix C lists the applicable statute and corresponding Cross Roads Police Department regulation.

A COMPREHENSIVE REVIEW OF CROSS ROADS POLICE DEPARTMENT POLICY 2.2 SHOWS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH ARTICLE 2.132 OF THE TEXAS CODE OF CRIMINAL PROCEDURE.

Cross Roads Police Department Training and Education on Racial Profiling

Texas Occupation Code § 1701.253 and § 1701.402 require that curriculum be established and training certificates issued on racial profiling for all Texas Peace officers. Documentation provided by Cross Roads Police Department reveals that all officers have received bias-based/racial profiling training.

A REVIEW OF THE INFORMATION PRESENTED AND SUPPORTING DOCUMENTATION REVEALS THAT THE CROSS ROADS POLICE DEPARTMENT IS FULLY IN COMPLIANCE WITH TEXAS LAW ON TRAINING AND EDUCATION REGARDING RACIAL PROFILING.

Cross Roads Police Department Complaint Process and Public Education on Racial Profiling

Article 2.132 §(b)3-4 of the Texas Code of Criminal Procedure requires that law enforcement agencies implement a complaint process on racial profiling and that the agency provide public education on the complaint process. Cross Roads Police Department Policy 2.2 section on “Complaints” and Section IV Procedures 2b satisfies these requirements. Policy 2.4 also supplements Policy 2.2 with regard to complaints and internal investigation procedures. Policy 2.2 notes that the “department shall publish “How to Make a Complaint” folders and make them available at all town facilities and other public locations throughout the town.” Moreover, Policy 2.2 notes that officers shall provide information on the complaint process and give copies of the “How to Make a Complaint” document when requested. The department also has a clear area on their website which explains the complaint process and how to file a complaint (<https://www.crossroadstx.gov/cross-roads-police-department/pages/complaints-commendations>).

A REVIEW OF THE DOCUMENTATION PRODUCED BY THE DEPARTMENT IN BOTH PRINT AND ELECTRONIC FORM REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE RACIAL PROFILING COMPLAINT PROCESS AND PUBLIC EDUCATION ABOUT THE COMPLAINT PROCESS.

Cross Roads Police Department Statistical Data on Racial Profiling

Article 2.132(b) 6 and Article 2.133 requires that law enforcement agencies collect statistical information on motor vehicle stops in which a ticket, citation, or warning was issued and to arrests made as a result of those stops, in addition to other information noted previously. Cross Roads Police Department submitted statistical information on all motor vehicle stops in 2022 and accompanying information on the race/ethnicity of the person stopped. Accompanying this data was the relevant information required to be collected and reported by law.

ANALYSIS OF THE DATA REVEALS THAT THE DEPARTMENT IS FULLY IN COMPLIANCE WITH APPLICABLE TEXAS LAW ON THE COLLECTION OF RACIAL PROFILING DATA.

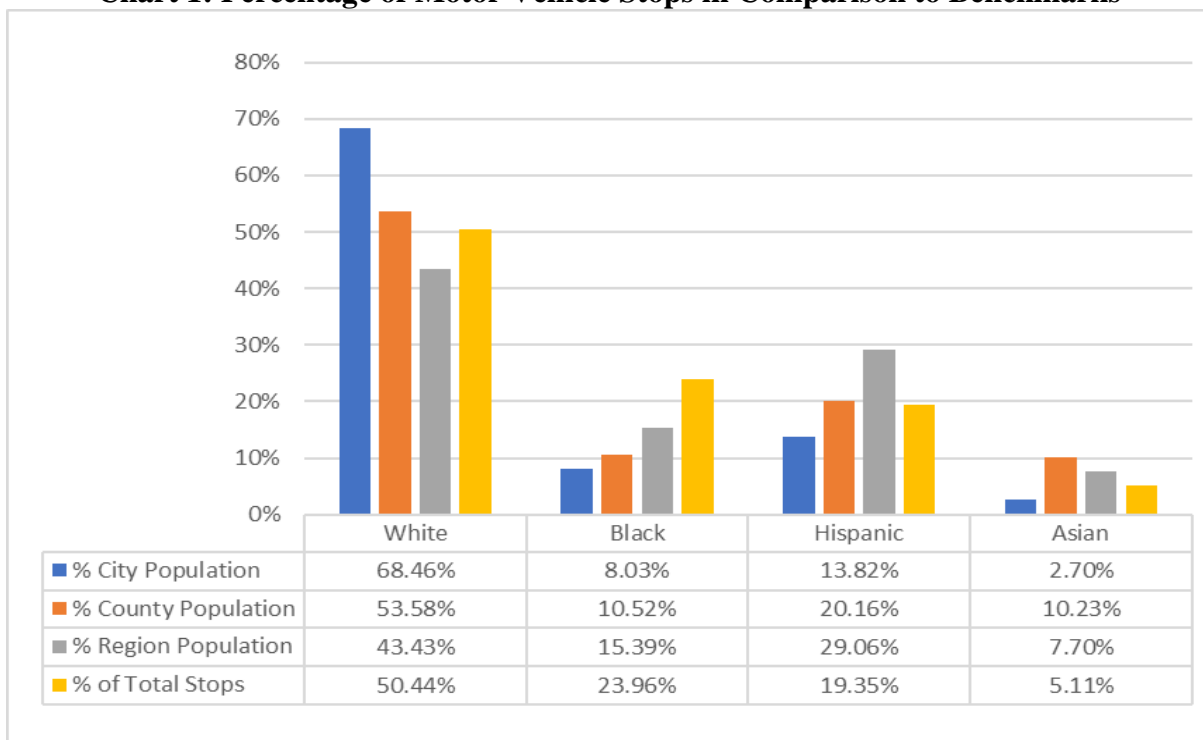
Analysis of the Data

Comparative Analysis #1:

Evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities. Texas Code of Criminal Procedure Article 2.134(c)(1)(A)

The first chart depicts the percentages of people stopped by race/ethnicity among the total 4,211 motor vehicle stops in which a ticket, citation, or warning was issued, including arrests made, in 2022.¹

Chart 1: Percentage of Motor Vehicle Stops in Comparison to Benchmarks



White drivers constituted 50.44 percent of all drivers stopped, whereas Whites constitute 68.46 percent of the city population, 53.58 percent of the county population, and 43.43 percent of the region population.²

¹ There were 48 motor vehicle stops of drivers considered Alaska Native/American Indian. These motor vehicle stops were not charted in the first figure of this report due to the small number of cases relative to the population in Cross Roads and relative to the total number of motor vehicle stops among all drivers (4,211).

² City and County and Regional populations were derived from 2020 Decennial Census Redistricting Data (DEC) of the U.S. Census Bureau. Region is defined as the 16 county Dallas-Ft. Worth Area including the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise. City and County populations by gender noted later in this report are based on 2019 American Community Survey estimates.

Black drivers constituted 23.96 percent of all drivers stopped, whereas Blacks constitute 8.03 percent of the city population, 10.52 percent of the county population, and 15.39 percent of the region population.

Hispanic drivers constituted 19.35 percent of all drivers stopped, whereas Hispanics constitute 13.82 percent of the city population, 20.16 percent of the county population, and 29.06 percent of the region population.

Asian drivers constituted 5.11 percent of all drivers stopped, whereas Asians constitute 2.70 percent of the city population, 10.23 percent of the county population, and 7.70 percent of the region population.

The chart shows that White drivers are stopped at rates lower than the percentage of Whites found in the city and county population, but higher than the percentage of Whites found in the regional population. Black drivers are stopped at rates higher than the percentage of Blacks found in the city, county, and regional population. Hispanic drivers are stopped at rates higher than the percentage of Hispanics found in the city population, but lower than the percentage of Hispanics in the county and regional population. Asian drivers are stopped at rates lower than the percentage of Asians found in the county and regional population, but higher than the percentage of Asians in the city population.

Methodological Issues

Upon examination of the data, it is important to note that differences in overall stop rates of a particular racial or ethnic group, compared to that racial or ethnic group's proportion of the population, cannot be used to make determinations that officers have or have not racially profiled any given individual motorist. Claims asserting racial profiling of an individual motorist from the aggregate data utilized in this report are erroneous.

For example, concluding that a particular driver of a specific race/ethnicity was racially profiled simply because members of that particular racial/ethnic group as a whole were stopped at a higher rate than their proportion of the population—are as erroneous as claims that a particular driver of a specific race/ethnicity could NOT have been racially profiled simply because the percentage of stops among members of a particular racial/ethnic group as a whole were stopped at a lower frequency than that group's proportion of the particular population base (e.g., city or county population). In short, aggregate data as required by law and presented in this report cannot be used to prove or disprove that a member of a particular racial/ethnic group was racially profiled. Next, we discuss the reasons why using aggregate data—as currently required by the state racial profiling law—are inappropriate to use in making claims that any individual motorist was racially profiled.

Issue #1: Using Group-Level Data to Explain Individual Officer Decisions

The law dictates that police agencies compile aggregate-level data regarding the *rates* at which agencies *collectively* stop motorists in terms of their race/ethnicity. These aggregated data are to be subsequently analyzed in order to determine whether or not *individual* officers are "racially profiling" motorists. This methodological error, commonly referred to as the "ecological fallacy," defines the dangers involved in making assertions about individual officer decisions based on the

examination of aggregate stop data. **In short, one cannot prove that an individual officer has racially profiled any individual motorist based on the rate at which a department stops any given group of motorists.** In sum, aggregate level data cannot be used to assess individual officer decisions, but the state racial profiling law requires this assessment.

Issue #2: Problems Associated with Population Base-Rates

There has been considerable debate as to what the most appropriate population “base-rate” is in determining whether or not racial/ethnic disparities exist. The base-rate serves as the benchmark for comparison purposes. The outcome of analyses designed to determine whether or not disparities exist is dependent on which base-rate is used. While this report utilized the most recent 2020 Census as a population base-rate, this population measure can become quickly outdated, can be inaccurate, and may not keep pace with changes experienced in city and county and regional population measures.

In addition, the validity of the benchmark base-rate becomes even more problematic if analyses fail to distinguish between residents and non-residents who are stopped. This is because the existence of significant proportions of non-resident stops will lead to invalid conclusions if racial/ethnic comparisons are made exclusively to resident population figures. **In sum, a valid measure of the driving population does not exist. As a proxy, census data is used which is problematic as an indicator of the driving population.** In addition, stopped motorists who are not residents of the city, county, or region where the motor vehicle stop occurred are not included in the benchmark base-rate.

Issue #3: Officers Do Not Know the Race/Ethnicity of the Motorist Prior to the Stop

As illustrated in Table 3 near the end of this report, of the 4,211 motor vehicle stops in 2022, the officer knew the race/ethnicity of the motorist prior to the stop in 0.38% of the stops (16/4,211). This percentage is consistent across law enforcement agencies throughout Texas. An analysis of all annual racial profiling reports submitted to the Texas Commission on Law Enforcement, as required by the Texas racial profiling law found that in 2.9% of the traffic stops in Texas, the officer knew the race/ethnicity of the motorist prior to the stop.³ The analysis included 1,186 Texas law enforcement agencies and more than 3.25 million traffic stops.

As noted, the legal definition of racial profiling in the Texas Code of Criminal Procedure Article 3.05 is “a law enforcement-initiated action based on an individual’s race, ethnicity, or national origin rather than on the individual’s behavior or on information identifying the individual as having engaged in criminal activity.”

Almost always, Cross Roads PD officers do not know the race/ethnicity of the motorist prior to the stop. This factor further invalidates any conclusions drawn from the stop data presented in Chart 1. If an officer does not know the race/ethnicity of the motorist prior to the stop, then the officer cannot, by legal definition, be racial profiling. Racial profiling is a law-enforcement action based on the race/ethnicity of an individual. If the officer does not know the person’s

³ Winkler, Jordan M. (2016). *Racial Disparity in Traffic Stops: An Analysis of Racial Profiling Data in Texas*. Master’s Thesis. University of North Texas.

race/ethnicity before the action (in this case, stopping a vehicle), then racial profiling cannot occur.

Based on this factor, post-stop outcomes are more relevant for a racial profiling assessment, as presented later in this report, in comparison to initial motor vehicle stop data disaggregated by race/ethnicity. Once the officer has contacted the motorist after the stop, the officer has identified the person's race/ethnicity and all subsequent actions are more relevant to a racial profiling assessment than the initial stop data.

In short, the methodological problems outlined above point to the limited utility of using aggregate level comparisons of the rates at which different racial/ethnic groups are stopped in order to determine whether or not racial profiling exists within a given jurisdiction.

Table 1 reports the summaries for the total number of motor vehicle stops in which a ticket, citation, or warning was issued, and to arrests made as a result of those stops, by the Cross Roads Police Department in 2022. Table 1 and associated analyses are utilized to satisfy the comparative analyses as required by Texas law, and in specific, Article 2.134 of the CCP.

Comparative Analysis #2:

Examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction. Texas Code of Criminal Procedure Article 2.134(c)(1)(B)

As shown in Table 1, there were a total of 4,211 motor vehicle stops in 2022 in which a ticket, citation, or warning was issued. The table also shows arrests made as a result of those stops. Roughly 55 percent of stops resulted in a written warning and roughly 33 percent resulted in a citation. These actions accounted for roughly 88 percent of all stop actions and will be the focus of the below discussion.

Specific to **written warnings**, White motorists received a written warning in roughly 59 percent of stops involving White motorists (1,243/2,124), Black motorists received a written warning in roughly 56 percent of stops of Black motorists, Hispanic motorists received a written warning in roughly 44 percent of stops of Hispanic motorists, and Asian motorists received a written warning in roughly 53 percent of stops of Asian motorists.

White motorists received a **citation** in roughly 29 percent of stops involving White motorists (608/2,124), Black motorists received a citation in roughly 33 percent of stops of Black motorists, Hispanic motorists received a citation in roughly 42 percent of stops of Hispanic motorists, and Asian motorists received a citation in roughly 38 percent of stops of Asian motorists.

Finally, of the 4,211 total stops, 100 **arrests** were made [written warning and arrest (27), citation and arrest (3), and arrest only (70)], and this accounts for roughly 2 percent of all stops. White motorists were arrested in roughly 2 percent of stops involving White motorists (43/2,124), Black motorists were arrested in roughly 3 percent of stops involving Black motorists, Hispanic

motorists were arrested in roughly 2 percent of stops involving Hispanic motorists, and Asian motorists were arrested in roughly 2 percent of stops involving Asian motorists. As illustrated in Table 1, most arrests were based on a **violation of the penal code** (71.0%; 71/100) or an **outstanding warrant** (21.0%; 21/100).

Finally, as presented in Table 1, **physical force resulting in bodily injury** was not used in 2022. Of the 4,211 total stops, none involved physical force resulting in bodily injury.

Table 1: Traffic Stops and Outcomes by Race/Ethnicity

Stop Table	White	Black	Hispanic /Latino	Asian /Pacific Islander	Alaska Native /American Indian	Total
Number of Stops	2,124	1,009	815	215	48	4,211
Gender						
Female	883	448	223	53	12	1,619
Male	1,241	561	592	162	36	2,592
Reason for Stop						
Violation of Law	0	0	0	0	0	0
Preexisting Knowledge	1	0	3	1	0	5
Moving Traffic Violation	1,675	799	561	179	41	3,255
Vehicle Traffic Violation	448	210	251	35	7	951
Result of Stop						
Verbal Warning	230	77	96	14	4	421
Written Warning	1,243	570	356	115	26	2,310
Citation	608	328	344	82	18	1,380
Written Warning and Arrest	8	8	8	3	0	27
Citation and Arrest	2	1	0	0	0	3
Arrest	33	25	11	1	0	70
Arrest Based On						
Violation of Penal Code	31	21	16	3	0	71
Violation of Traffic Law	4	3	1	0	0	8
Violation of City Ordinance	0	0	0	0	0	0
Outstanding Warrant	8	10	2	1	0	21
Physical Force Resulting in Bodily Injury Used?						
No	2,124	1,009	815	215	48	4,211
Yes	0	0	0	0	0	0

Comparative Analysis #3:

Evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches. Texas Code of Criminal Procedure Article 2.134(c)(1)(c)

In 2022, a total of 243 **searches** of motorists were conducted, or roughly 6 percent of all stops resulted in a search (see Table 2). Among searches within each racial/ethnic group, White motorists were searched in roughly 6 percent of all stops of White motorists (127/2,124), Black motorists were searched in roughly 8 percent of all stops of Black motorists, Hispanic motorists were searched in roughly 4 percent of all stops of Hispanic motorists, and Asian motorists were searched in roughly 2 percent of all stops of Asian motorists.

As illustrated in Table 2, the most common reason for a search was probable cause (37.9%; 92/243). Among **searches based on probable cause** within each racial/ethnic group, White motorists were searched based on probable cause in roughly 34 percent of all searches of White motorists (43/127), Black motorists were searched based on probable cause in roughly 44 percent of all searches of Black motorists, Hispanic motorists were searched based on probable cause in roughly 44 percent of all searches of Hispanic motorists, and Asian motorists were not searched based on probable cause in 2022.

Regarding searches, it should be further noted that 73 out of 243 searches (see Table 2), or roughly 30 percent of all searches, were based on consent, which are regarded as discretionary as opposed to non-discretionary searches. Relative to the total number of stops (4,211), discretionary **consent searches** occurred in 1.7 percent of stops.

Among **consent searches** within each racial/ethnic group, White motorists were searched based on consent in roughly 37 percent of all searches of White motorists (47/127), Black motorists were searched based on consent in roughly 23 percent of all searches of Black motorists, Hispanic motorists were searched based on consent in roughly 18 percent of all searches of Hispanic motorists, and Asian motorists were searched based on consent in 50 percent of all searches of Asian motorists (2 consent searches out of 4 total searches of Asian motorists).

Of the searches that occurred in 2022, and as shown in Table 2, **contraband was discovered** in 193 or roughly 79 percent of all searches (193/243 total searches). Most commonly, the contraband discovered in searches was drugs; 67% of the searches involving contraband discoveries included the discovery of drugs. Finally, as illustrated in Table 2, when contraband was discovered, motorists were arrested roughly 9% of the time (17/193).

Table 2: Searches and Outcomes by Race/Ethnicity

Search Table	White	Black	Hispanic /Latino	Asian /Pacific Islander	Alaska Native /American Indian	Total
Search Conducted						
Yes	127	78	34	4	0	243
No	1,997	931	781	211	48	3,968
Reason for Search						
Consent	47	18	6	2	0	73
Contraband in Plain View	16	11	6	0	0	33
Probable Cause	43	34	15	0	0	92
Inventory	21	15	7	2	0	45
Incident to Arrest	0	0	0	0	0	0
Was Contraband Discovered						
Yes	105	65	22	1	0	193
No	22	13	12	3	0	50
Description of Contraband						
Drugs	71	46	12	0	0	129
Weapons	0	0	0	0	0	0
Currency	0	0	0	0	0	0
Alcohol	32	19	8	1	0	60
Stolen Property	0	0	0	0	0	0
Other	2	0	2	0	0	4
Did Discovery of Contraband Result in Arrest?						
Yes	9	6	2	0	0	17
No	96	59	20	1	0	176

Comparative Analysis #4:

Information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling. Texas Code of Criminal Procedure Article 2.134(c)(2)

In 2022, internal records indicate that the Cross Roads Police Department received no complaints alleging that a peace officer employed by the agency engaged in racial profiling (see Table 3).

Additional Analysis:

Statistical analysis of motor vehicle stops relative to the gender population of the agency's reporting area. This analysis is presented in the report based on a December 2020 email sent from TCOLE to law enforcement executives in Texas.

In 2022, 4,211 motor vehicle stops were made by the Cross Roads Police Department. Of these stops, 1,619 or roughly 38 percent were female drivers (1,619/4,211), and roughly 62 percent were male drivers (see Table 1).

According to 2019 American Community Survey (ACS) city and county population estimates of the U.S. Census Bureau, the City of Cross Roads was composed of 52.3 percent females and 47.7 percent males. County population 2019 ACS estimates indicate that females accounted for 51 percent of the county population and males accounted for 49 percent of the county population.

Overall, in 2022, males were stopped at rates higher than their proportion of the city and county populations.

Additional Information Required to be Reported to TCOLE

Table 3 below provides additional information relative to motor vehicle stops in 2022 by the Cross Roads Police Department. The data are required to be collected by the Cross Roads Police Department under the Texas Code of Criminal Procedure Article 2.133.

As previously noted, the Cross Roads Police Department received no complaints alleging that a peace officer employed by the agency engaged in racial profiling in 2022. Furthermore, as previously discussed, of the 4,211 motor vehicle stops in 2022, the officer knew the race/ethnicity of the motorist prior to the stop in 0.38% of the stops (16/4,211).

Table 3: Additional Information

Additional Information	Total
Was Race/Ethnicity Known Prior to Stop	
Yes	16
No	4,195
Approximate Location of Stop	
City Street	1,307
US Highway	2,823
County Road	0
State Highway	81
Private Property/Other	0
Number of Complaints of Racial Profiling	0
Resulted in Disciplinary Action	0
Did Not Result in Disciplinary Action	0

Analysis of Racial Profiling Compliance by Cross Roads Police Department

The foregoing analysis shows that the Cross Roads Police Department is fully in compliance with all relevant Texas laws concerning racial profiling, including the existence of a formal policy prohibiting racial profiling by its officers, officer training and educational programs, a formalized complaint process, and the collection and reporting of data in compliance with the law.

In addition to providing summary reports and analysis of the data collected by the Cross Roads Police Department in 2022, this report also included an extensive presentation of some of the limitations involved in the level of data collection currently required by law and the methodological problems associated with analyzing such data for the Cross Roads Police Department as well as police agencies across Texas.

Appendix A: Racial Profiling Statutes and Laws

Texas Racial Profiling Statutes

Art. 3.05. RACIAL PROFILING.

In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 2, eff. Sept. 1, 2001.

Art. 2.131. RACIAL PROFILING PROHIBITED.

A peace officer may not engage in racial profiling.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING.

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means the following categories:

- (A) Alaska native or American Indian;
- (B) Asian or Pacific Islander;
- (C) black;
- (D) white; and
- (E) Hispanic or Latino.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search;

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency also shall examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by Section 1701.651, Occupations Code. If a law enforcement agency installs video or audio equipment or equips peace officers with body worn cameras as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

(h) A law enforcement agency shall review the data collected under Subsection (b)(6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 25, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.05, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 173 (H.B. 3051), Sec. 1, eff. September 1, 2017.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.01, eff. September 1, 2017.

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE STOPS.

(a) In this article, "race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop;

(8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and

(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop.

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 26, eff. September 1, 2009.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.02, eff. September 1, 2017.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED.

(a) In this article:

(1) "Motor vehicle stop" has the meaning assigned by Article 2.132(a).

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each law enforcement agency shall submit a report containing the incident-based data compiled during the previous calendar year to the Texas Commission on Law Enforcement and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;

(B) examine the disposition of motor vehicle stops made by officers employed by the agency,

categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Texas Commission on Law Enforcement, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(g) On a finding by the Texas Commission on Law Enforcement that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 27, eff. September 1, 2009.

Acts 2013, 83rd Leg., R.S., Ch. 93 (S.B. 686), Sec. 2.06, eff. May 18, 2013.

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.03, eff. September 1, 2017.

Art. 2.136. LIABILITY.

A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT.

(a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

- (1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;
- (2) smaller jurisdictions; and
- (3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras. The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras, the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has taken the necessary actions to use and is using video and audio equipment and body worn cameras for those purposes.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.04, eff. September 1, 2017.

Art. 2.138. RULES.

The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

Added by Acts 2001, 77th Leg., ch. 947, Sec. 1, eff. Sept. 1, 2001.

Art. 2.1385. CIVIL PENALTY.

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in an amount not to exceed \$5,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.



(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

Added by Acts 2009, 81st Leg., R.S., Ch. 1172 (H.B. 3389), Sec. 29, eff. September 1, 2009.

Amended by:

Acts 2017, 85th Leg., R.S., Ch. 950 (S.B. 1849), Sec. 5.05, eff. September 1, 2017.

Appendix B: Agency Policy

	THE TOWN OF CROSS ROADS POLICE DEPARTMENT	
	Policy 2.2 Bias Based Policing	
	Effective Date: 10-01-2021	Replaces:
	Approved:  Chief of Police	
	Reference: TBP 2.01	

I. POLICY

We are committed to a respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect members of the community observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, sexual orientation, national origin, ethnicity, age, or religion. Respect for diversity and equitable enforcement of the law are essential to our mission.

All enforcement actions shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and by statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions that support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of individuals. Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

All departmental orders are informed and guided by this directive. Nothing in this order limits non-enforcement consensual contacts between officers and the public.

II. PURPOSE

The purpose of this order is to inform officers that bias-based policing is prohibited by the department. Additionally, this order will assist officers in identifying key contexts in which bias may influence these actions and emphasize the importance of the constitutional guidelines within which we operate.

III. DEFINITIONS

Most of the following terms appear in this policy statement. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

- A. Bias: Prejudice or partiality based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. Biased-based policing: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. Ethnicity: A cluster of characteristics that may include race but also cultural characteristics or traits that are shared by a group with a common experience or history.
- D. Gender: Unlike sex, a psychological classification based on cultural characteristics or traits.
- E. Probable cause: Specific facts and circumstances within an officer's knowledge that would lead a reasonable officer to believe that a specific offense has been or is being committed, and that the suspect has committed it. Probable cause will be determined by the courts reviewing the totality of the circumstances surrounding the arrest or search from an objective point of view.
- F. Race: A category of people of a particular decent, including Caucasian, African, Hispanic, Asian, Middle Eastern, or Native American descent. As distinct from ethnicity, race refers only to physical characteristics sufficiently distinctive to group people under a classification.
- G. Racial profiling: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.
- H. Reasonable suspicion: Specific facts and circumstances that would lead a reasonable officer to believe criminal activity is afoot and the person to be detained is somehow involved. Reasonable suspicion will be determined by the courts reviewing the totality of the circumstances surrounding the detention from an objective point of view .
- I. Sex: A biological classification, male or female, based on physical and genetic characteristics.
- J. Stop: An investigative detention of a person for a brief period of time, based on reasonable suspicion.

IV. PROCEDURES

- A. General responsibilities

1. Officers are prohibited from engaging in bias-based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes. (TBP: 2.01)
2. Investigative detentions, traffic stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, traffic stops, subject stops, arrests, nonconsensual searches, and property seizures. Except as provided in number 3 below, officers shall not consider race/ethnicity in establishing either reasonable suspicion or probable cause. Similarly, except as provided below, officers shall not consider race/ethnicity in deciding to initiate even those nonconsensual encounters that do not amount to legal detentions or to request consent to search.
3. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race/ethnicity to a particular unlawful incident(s). Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion. Except as provided above, reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall be subjected to stops, seizures, or detentions only upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.
4. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
 - a. As traffic stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a traffic stop may be crucial to a person's perception of fairness or discrimination.
 - b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.
2. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
 - a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.

- b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the department. Further, officers shall provide information on the complaint's process and shall give copies of "How to Make a Complaint" when requested or when it is reasonable to assume
3. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on the individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety.
4. When concluding an encounter, personnel shall thank him or her for cooperating.
5. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.
6. All personnel are accountable for their actions. Personnel shall justify their actions when required.

B. Supervisory responsibilities

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties and those of their subordinates. Supervisors shall identify and correct instances of bias in the work of their subordinates.
2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.
3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are critical to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.
4. Supervisors are reminded that biased enforcement of the law engenders not only mistrust of law enforcement, but increases safety risks to personnel as well as exposing the employee(s) and department to liability.
5. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates if the supervisor knew, or should have known, of the subordinate's actions.
6. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable. Any enforcement action that begins as a consensual encounter will also have the circumstances of the initial encounter documented.
7. Supervisors shall facilitate the filing of any complaints about law-enforcement service.

8. Supervisors will randomly review at least three video tapes per officer (either body camera and/or in-car camera video) per quarter. For this policy a “quarter” is defined as a 3-month period of time. Supervisors are not required to watch each incident of an entire shift; however, reviewing the footage in a manner intended to gain an understanding of that officer’s performance and adherence to policy and law is required. Supervisors will document the random review of the video in their daily activity logs and any violations of policy or law will be addressed through the use of existing internal affairs policy. (TBP: 2.01)
9. Section 8 above applies only to first-line uniformed officers and their immediate supervisors. In the absence of a first-line supervisor this responsibility will move to the patrol lieutenant.

C. Disciplinary consequences

Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

D. Training (TBP: 2.01)

Officers shall complete all training required by state law regarding bias- based profiling.



II. COMPLAINTS

- A. The department shall publish “How to Make a Complaint” folders and make them available at all town facilities and other public locations throughout the town. The department’s complaint process and its bias-based profiling policy will be posted on the department’s website. The information shall include, but is not limited to, the email, physical address, and telephone contact information for making a complaint against an employee. Whenever possible, the media will be used to inform the public of the department’s policy and complaint process.
- B. Complaints alleging incidents of bias-based profiling will be fully investigated as described under Policy 2.4.
- C. Complainants will be notified of the results of the investigations when the investigation is completed.

III. RECORD KEEPING

- A. The department will maintain all required records on traffic stops where a citation or warning is issued or where an arrest is made subsequent to a traffic stop.
- B. The information collected above will be reported to the town council as required by law.

C. The information will also be reported to TCOLE in the required format.

	THE TOWN OF CROSS ROADS POLICE DEPARTMENT	
	Policy 2.4 Internal Investigation Process	
	Effective Date: 10-01-2021	Replaces:
	Approved:  Chief of Police	
	Reference: TBP 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, and 2.10.	

I. POLICY

The department's image and reputation depend on the personal integrity and discipline of all departmental employees. To a large degree, the public image of the department is determined by what kind of response the department gives to allegations of misconduct against its employees. The department must competently and impartially investigate all allegations of misconduct by employees and complaints bearing on the department's response to community needs. The department recognizes that its personnel are often subject to intense pressures in the discharge of their duties. The employee must remain neutral under circumstances that are likely to generate tension, excitement, and emotion. In these situations, actions and events frequently result in misunderstanding and confusion. It is to the advantage of all employees to have a procedure for the investigation of the more serious allegations and underlying circumstances so that complaints can be resolved in light of the complicated pressures of law-enforcement work.

II. PURPOSE

The purpose of this policy is to describe the procedure that a citizen must follow in making a complaint against department personnel, to outline the procedure for investigating complaints, and to list and define the dispositions of complaints.

III. PROCEDURES – GENERAL (TBP: 2.04)

A. Receipt of complaints

The department encourages any person to bring forward grievances regarding misconduct by employees. Department members shall receive all complaints courteously and shall handle them efficiently. All officers are obligated to explain complaint procedures to anyone who inquires.

B. Responsibilities of supervisors

1. First-line supervisors are primarily responsible for enforcing conformance with departmental standards and orders.
2. First-line supervisors shall know the officers in their charge by closely observing their conduct and appearance.

3. First-line supervisors shall be alert to behavioral changes or problems in their subordinates and, if necessary, document these changes and confer with higher authorities. The first-line supervisor shall assess the behavior, and take or recommend appropriate action.
4. The supervisor shall recommend and, if appropriate, help conduct extra training for officers not performing according to established standards.
5. The first-line supervisor shall employ counseling techniques sanctioned by the department. Counseling is used to adjust and correct minor, infrequent errors or instances of poor performance and to ascertain the nature of any professional or personal problems that bear on performance.
6. The supervisor shall document all instances of counseling.

C. How to make a complaint

A copy of "How to Make a Complaint" will be posted in the public area of the department, provided to media representatives, and given to any person requesting information on how to make a complaint.

D. Responsibility for handling complaints

1. All complaints alleging a violation of the law or policy will be investigated.
2. Complaints regarding law-enforcement operations will usually be handled through the chain of command, beginning with the first-line supervisor.
3. Complaints involving how law-enforcement service is provided or a failure to provide service or improper attitudes or behavior may be investigated by an assigned supervisor or by the Chief of Police.
4. Depending on the nature of the complaint, the Chief of Police may request another agency or DPS to undertake the investigation. (TBP: 2.06)

E. Complaint-handling procedures. NOTE: This same procedure can also be used by agency employees who wish to file a complaint against another employee.

1. All complaints, regardless of nature, can be filed in person, by mail, or by phone at any time. As part of the follow-up investigation, persons making complaints by mail or phone normally shall be interviewed and a written, signed complaint prepared.
2. A signed letter of complaint will be accepted as a signed complaint without requiring any specific form. The preferred document for making a written complaint is attached to this policy and should be provided to the complainant.
3. Anonymous complaints shall be followed up to the extent possible. In case of an anonymous complaint, the officer or other person who receives the anonymous complaint shall reduce the complaint to writing in a memorandum with as much information as possible and forward the report to the Chief of Police.
4. Every effort shall be made to facilitate the convenient, courteous, and prompt receipt and processing of any person's complaint. An employee of the department who interferes with, discourages, or delays the making of complaints shall be subject to disciplinary action.

5. Normally, a person with a complaint shall be referred to a supervisor or the Chief of Police, who shall assist the individual in recording pertinent information. If initially reported to a supervisor, the first-line supervisor shall conduct a preliminary investigation. The Chief of Police may, if appropriate, conduct a preliminary investigation. The preliminary investigation consists of questioning the officer, complainants, or witnesses, and securing evidence. Upon completion of the preliminary investigation, the following documents shall be prepared and forwarded through the chain of command:
 - a. a report of the alleged violation
 - b. any documents and evidence pertinent to the investigation
 - c. recommendations for further investigation or other disposition.
6. If the first-line supervisor or other investigators determine that the complainant is apparently under the influence of an intoxicant or drug, or displays any other trait or condition bearing on his or her credibility, the supervisor or investigator shall document these observations in an appropriate manner.
7. Any visible marks or injuries relative to the allegation shall be noted and photographed.
8. Prisoners or arrestees also may make complaints. Circumstances may require that a department representative meet the complainant at a jail or prison for an interview. If appropriate, the representative will have photographs taken of any injuries suffered by the complainant.
9. An employee who receives a complaint through U.S. mail shall place the correspondence and envelope in a sealed envelope and forward it to the Chief of Police, who shall determine investigative responsibility.
10. Complaints received by telephone by dispatchers or other employees shall be courteously and promptly referred to a supervisor or the Chief of Police. The dispatcher or employee shall record the name and telephone number of the complainant and state that the Chief of Police or, if unavailable, the supervisor will call back as soon as practical.
11. In every case, the Chief of Police will be notified of any complaint as soon as possible by the supervisor receiving the complaint. Complaints received overnight will be brought to the Chief's attention the next workday. Complaints alleging a violation of the law or any other serious violation should be reported immediately regardless of the time of day. (TBP: 2.07)

F. Disposition of complaints generally

The Chief of Police or his/her designee shall:

1. Notify the complainant, in writing, as soon as practical, that the department acknowledges receipt of the complaint, that it is under investigation and that the complainant will be advised of the outcome.
2. Enter the complaint into the complaint log, assign a complaint number, and have the complaint investigated. Minor complaints alleging rudeness, minor policy violations, and general performance issues may be assigned to a supervisor for investigation and resolution. Allegations of a violation of the law or serious policy violations will be investigated by the Chief of Police,

an investigator assigned by the Chief of Police, or an outside agency as determined by the Chief.

3. Maintain complaint files separate from personnel files.
4. Take disciplinary action following the investigation, if appropriate.

G. Disposition of a serious complaint

1. Allegations of misconduct that might result in discharge, suspension, or demotion, or allegations of criminal charges are serious complaints. The term "serious complaint," in this manual, means that there will be an "internal investigation." Internal investigations examine alleged brutality, gross excesses of legal authority, or allegations involving supervisory or multiple personnel.
2. If a criminal offense is alleged, two separate investigations shall be conducted: a criminal investigation and an administrative or internal investigation. The criminal investigation examines compliance with criminal law while the internal investigation determines compliance with policy and procedure. The Chief of Police will assign these investigations as required.
3. In cases of a serious complaint the Chief of Police shall:
 - a. Determine if the officer complained of should remain on-duty, be relegated to non-contact assignments, or put on administrative leave until the investigation is complete.
 - b. Determine and assign responsibility for the investigation.
 - c. Cause the complaint to be registered and assigned an investigation number in the complaint log.
 - d. Maintain close liaison with the district attorney in investigating alleged criminal conduct. Where liability is at issue, the Chief shall similarly maintain contact with the town attorney or legal counsel.
4. All investigations will be completed within 45 days to include the taking of disciplinary action when necessary. If additional time is necessary to conclude the investigation, a request for extension will be presented to the Chief in writing providing justification for the extension. If the Chief agrees to an extension a specific number of days will be approved. A copy of the request for extension will be provided to the involved officer and the original placed in the case file. (TBP: 2.05)
5. Upon completion of any investigation, the Chief of Police will notify the complainant in writing of the results of the investigation and any action taken. (TBP: 2.10)

IV. INVESTIGATIVE PROCEDURES

- A. Two types of investigations may take place: administrative or criminal. Different rules govern interviews of employees in each case.
- B. Assistance of legal counsel

1. Employees are permitted to have an attorney, supervisor, or other representative with them in the room during any interview regarding allegations of misconduct.
2. The employee's representative is limited to acting as an observer at the interview, except that where the interview focuses on, or leads to, evidence of criminality, the attorney may advise and confer with the employee during the interview.

C. All Interviews

1. Prior to being interviewed, the subject employee shall be advised of the nature of the complaint and provided a copy of the complaint.
2. All interviews will be conducted while the employee is on duty, unless the seriousness of the investigation is such that an immediate interview is required.
3. During interviews conducted by the department, one employee will be designated as the primary interviewer.
4. The complete interview shall be recorded. The recording will note the date and time of the interview, who is present at the interview, the time at which breaks are taken in the interview process, who requested the break, the time the interview resumed, and the time the interview was ended.
5. The employee shall be provided with the name, rank, and command of all persons present during the questioning.

D. Interviews for criminal investigative purposes

1. If the Chief of Police believes that criminal prosecutions are possible and wishes to use statements against the employee in a criminal proceeding, or at least wishes to maintain the option of their use, he/she or another interviewer shall:
 - a. Give the employee the rights as specified in the Texas Code of Criminal Procedure, Article 38.22.
 - b. In addition to the rights set forth in state law, the Chief or designee shall advise the employee that if he/she asserts the right not to answer questions no adverse administrative action will be taken based upon the refusal.
 - c. If the employee decides to answer questions at this point, the responses may be used in both criminal and disciplinary proceedings.

E. Interview for administrative purposes

1. If the Chief of Police wishes to compel an employee to answer questions directly related to his or her official duties, the Chief of Police or another interviewer shall advise the employee of the following:
 - a. You are advised that this is an internal administrative investigation only.
 - b. You will be asked and are required to answer all questions specifically related to the performance of your duties and your fitness for office.
 - c. All questions specifically related to employment must be fully and truthfully answered.

- d. If you refuse to answer these questions, you can be subject to discipline that can be as much as discharge or removal from office.
 - e. Any answers given are to be used solely for internal administrative purposes and may not be used in any subsequent criminal prosecution should such occur.
 - f. The purpose of the interview is to obtain information to determine whether disciplinary action is warranted. The answers obtained may be used in disciplinary proceedings resulting in reprimand, demotion, suspension, or dismissal.
2. In an interview for administrative purposes, no Miranda rights are required.

V. INVESTIGATIVE TOOLS AND RESOURCES

A. In addition to interviews of the employee and witnesses, other activities in support of a complaint investigation or internal investigation may be required, including:

1. The Chief of Police may order medical and laboratory examinations.
2. The Chief of Police or officer in authority may, based on reasonable suspicion or his/her observation, require a department employee to submit to a test for alcohol or drug use while on duty. The results may be used in a disciplinary hearing. Refusal to submit to the examination will be grounds for disciplinary action and may result in the employee's dismissal.
3. If the employee is believed to be under the influence of alcohol, a licensed breathalyzer operator shall administer the test. The Chief of Police or officer in authority shall witness the test and sign the report.
4. If the employee has a reading of .02 or higher, or there is other competent evidence of impaired abilities to perform duties, the officer shall be relieved of duty by the Chief of Police or officers in authority.
5. If the employee is believed to be under the influence of self-administered drugs, he/she may be compelled to submit to a blood or urine test. The test shall be administered under medical supervision where hygienic safeguards are met. The sample shall be handled using the same safeguards as evidence in a criminal process.
6. If the test shows positive results, or there is other competent evidence of impaired abilities to perform duties, the employee shall be relieved of duty as soon as possible by the Chief of Police or other officers in authority.
7. If an employee refuses to submit to a test, (alcohol or drugs) the Chief of Police or other officer in authority shall immediately relieve the employee from duty (on paid leave) for failure to cooperate in an administrative investigation.
8. Property assigned to the employee but belonging to the department is subject to inspection if the department has a reasonable suspicion that evidence of work-related misconduct may be found therein. Department property includes files, storage lockers, desks, and vehicles.

B. Photograph and lineup identification procedures

1. Officers may be required to stand in a lineup for viewing for the purpose of identifying an employee accused of misconduct. Refusal to stand in a

properly conducted lineup is grounds for disciplinary action and may result in dismissal if criminal prosecution is not anticipated.

2. A book of photos of department employees may be maintained for the purpose of identification of an employee accused of misconduct.

C. Financial disclosure statements

An employee may be compelled to make financial disclosure statements when directly and narrowly related to allegations of misconduct involving any unlawful financial gain.

D. Polygraph

1. All personnel shall be required to submit to a polygraph if ordered to do so by the Chief of Police.
2. The Police Chief may order employees to take a polygraph under the following circumstances:
 - a. The complainant has taken and passed a polygraph concerning the incident, unless the complainant is willing to submit to testing but the polygraph operator determines the complainant is not a fit subject due to mental condition, age, or medication.
 - b. Regardless of whether or not the complainant takes a polygraph (or is positively identified), and the complaint is of such a nature as to bring severe discredit and suspicion on the department and cannot be satisfactorily resolved in any other manner.
3. The results of the polygraph examination shall not be used as the sole basis for disciplinary action against any employee.
4. Any polygraph examination given under the provisions of this order shall be administered by a private contractor licensed to administer polygraph examinations in the State of Texas or must be a licensed examiner from another law-enforcement agency. No employee shall administer an examination to another employee.
5. Refusal to submit to a polygraph examination or to answer all questions pertaining to the charges in the polygraph examination, or deliberately impeding the administration of the polygraph shall be grounds for disciplinary action and may result in dismissal from the department.

VI. ADJUDICATION OF COMPLAINTS

- A. The Chief of Police will classify completed internal affairs investigations under the following headings:
 1. Unfounded - no truth to allegations.
 2. Exonerated - allegations true, but are the result of adherence to departmental policy or procedure. Exonerated complaints will be reviewed by the Chief of Police for consideration of policy revision.
 3. Not sustained - unable to verify the truth of the matter under investigation.

4. Sustained - allegations are true. Complaints will not be classified as sustained unless the finding is based on facts determined during the investigation. (TBP: 2.04)
- B. Completed investigations classified as unfounded, exonerated, or not sustained will be maintained in internal affairs files in the Chief's office. Sustained complaints shall be filed in the individual employee's department personnel file with a copy in the internal affairs files.
 - C. Disciplinary action taken shall be determined by the seriousness of the violation or the extent of injury to the victim, and the officer's prior disciplinary history. It shall be commensurate with the circumstances surrounding the incident, and the employee's service record, including prior sustained complaints, will be considered.
 - D. Disciplinary records (TBP: 2.09)
 1. The department shall maintain a log of all complaints.
 2. The complaints and internal investigative files shall be kept in a secure area and shall be maintained in accordance with state law and town policy.
 3. The Chief shall direct a periodic audit of complaints to ascertain a need for training or a revision of policy.
 4. The Chief shall publish an annual or other periodic summary of complaints that shall be made available to the public.



CROSS ROADS POLICE DEPARTMENT

A Message from the Chief

The core values of Integrity, Service, Teamwork, Accountability and Respect define our character and guide our interactions. We operate on the principle that all persons we deal with deserve to be treated fairly. Therefore, we welcome both criticism and praise and take it seriously. The men and women of the Cross Roads Police Department work hard each day in support of our mission, to serve as guardians of the Cross Roads community by protecting life and property, enforcing the law, detecting and deterring crime and preserving the peace through collaborative partnerships within the community.

The Texas Government Code (see Section 614.022 below) requires our agency to accept signed, notarized statements (originals) only. All signed complaints are reviewed at the executive level. We value your input. Thank you for taking the time to help us serve you better.

Shaun Short
Chief of Police

GOVERNMENT CODE

Chapter 614. PEACE OFFICERS AND FIRE FIGHTERS

Subchapter B. COMPLAINT AGAINST LAW ENFORCEMENT OFFICER OR FIRE FIGHTER

Sec. 614.021. APPLICABILITY OF SUBCHAPTER. (a) Except as provided by Subsection (b), this subchapter applies only to a complaint against: (1) a law enforcement officer of the State of Texas, including an officer of the Department of Public Safety or of the Texas Alcoholic Beverage Commission; (3) a peace officer under Article 2.12, Code of Criminal Procedure, or other law enforcement officer who is appointed or employed by a political subdivision of this state; ...

Sec. 614.022. COMPLAINT TO BE IN WRITING AND SIGNED BY COMPLAINANT. To be considered by the head of a state agency or by the head of a fire department or local law enforcement agency, the complaint must be: (1) in writing; and (2) signed by the person making the complaint.



CROSS ROADS POLICE DEPARTMENT

To file a complaint against a peace officer of the Cross Roads Police department please provide all the information requested on this form. Briefly describe the incident involving you and the officer. The Chief or his designee will review the completed form. To ensure a fair and thorough investigation, additional information may be required. Also, it may be necessary to speak with you directly about this matter.

Your name Date

Address City State Zip Code

DOB Sex Driver's License No & State

Phone: Home Work Cell

Email Address

Incident and Officer Information

Date of Incident Time of Incident Location

Officer's Name Badge No/Rank

Witness Information

Name

Address Phone

Name

Address Phone



CROSS ROADS POLICE DEPARTMENT

Important – Please read the following statement:

Texas Penal Code Title 8, Sec. 37.02. PURJURY.

A person commits an offense if, with intent to deceive and with knowledge of the statement's meaning:

(1) he (she) makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath;

(b) An offense under this section is a Class A misdemeanor

Describe the incident and the nature of our complaint below.



CROSS ROADS POLICE DEPARTMENT

Use an additional page(s), if necessary.

The statements contained in this report, made by me, are true and correct.

Affiant

Subscribed and sworn before me by _____

on this _____ day of, _____ 20 _____.

Notary Public for the State of Texas

Return form to:
Chief of Police
Cross Roads Police Department
1401 FM 424
Cross Roads TX 76227



- Close Patrol Vacation Watch
- Complaints & Commendations
- History of CRPD
- Resources
- Work for CRPD

Contact Info

Phone:

Office: 940-441-4226

Non-Emergency Police Dispatch: (940) 349-1600

Emergency Numbers:

DIAL 911 For All EMERGENCIES

Address:

Cross Roads Police Department

1401 FM 424

Cross Roads, TX 76227

United States

See map: [Google Maps](#)

Home » Departments » Police Department



Complaints & Commendations

Racial/Biased-Based Profiling - Complaint Procedures

Police Officers with the Cross Roads Police Department are prohibited from engaging in racial profiling: a law enforcement initiated activity based solely on an individual's race, ethnicity, or national origin rather than on the individual's behavior, or based on information identifying the individual as having engaged in criminal activity. The term is not relevant as it pertains to witnesses, complainants, persons needing assistance, or other citizen contacts.

The prohibition against racial profiling does not preclude the use of race, ethnicity, or national origin as factors in a detention decision by a police officer. Race, ethnicity, or national origin may be legitimate factors in such a decision when used as part of a description of a suspect or witness for whom a police officer is searching.

Complaint Process

A person wishing to file a complaint may do so with any Police Department employee. Complaint forms are available at the department or may be obtained [here](#). The department prefers complaints be made within 30 days of the occurrence. The complaint will be investigated and you will be notified of the results.

Commendations

Feedback is vital to our profession and we encourage you to share with us your experience. Individuals may notify us of a commendation: 1) online; 2) phone; 3) email; 4) mail; and 5) in person.

Appendix C: Racial Profiling Laws and Corresponding Standard Operating Procedures

Texas CCP Article	CROSS ROADS POLICE DEPARTMENT Policy 2.2 Bias Based Policing & Policy 2.4 Internal Investigation Process
2.132(b)1	Section III Definitions
2.132(b)2	Section I Policy & IV Procedures
2.132(b)3	Section II Complaints and Website & Policy 2.4
2.132(b)4	Section IV Procedures 2b and Website & Policy 2.4
2.132(b)5	Section IV Procedures C Disciplinary Consequences & Policy 2.4
2.132(b)6	Section III Record Keeping
2.132(b)7	Section III Record Keeping



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Consider authorizing Staff to request proposals for a wrecker service to provide towing services in response to police requests.

Prepared by:

Shaun Short, Chief of Police

Description:

Staff is requesting authorization to request proposals for a single wrecker service to provide towing services in response to police requests. The Town currently operates off a rotation managed by the Denton County Sheriff's Office. Utilizing the rotation, wrecker services are provided by several different companies responding from a variety of locations. This, at times, can result in long response time to clear crashes and meet other law enforcement tow needs and vehicles being removed to various storage facilities.

The expectation is that the service provider selected would be more responsive to the needs of the Town with quicker response times and a single storage facility.

Staff Recommended Action:

Staff recommends authorizing staff to advertise for requests for proposals for wrecker service.

Attachments:

Proposed RFP

REQUEST FOR PROPOSALS

The Town of Cross Roads is requesting proposals for:

Wrecker/Towing Services

RELEASE DATE: February , 2023

RESPONSE DUE: March ___, 2023

Town of Cross Roads Request for Proposals

1. Introduction

A. Project Overview: The Town of Cross Roads is requesting Proposals (“RFP”) with the intent of awarding a contract for wrecker/towing services as specified in Appendix A – Scope of Services.

B. Contract parties: The Town of Cross Roads, may herein be referred to as “the Town.” The person or company responding to the solicitation may herein be referred to as the “Proposers.”

C. Questions: Following are contacts for questions as identified.

i. RFP Clarifications: All questions related to requirements or processes of this RFP should be submitted in writing to the Town Administrator identified in section 2 below.

ii. Scope of Service Questions: All questions related to the scope of services should be submitted in writing to the contact persons noted in Appendix A – Scope of Services.

iii. Replies: Responses to inquiries that directly affect an interpretation or effect a change to this RFP will be issued in writing by addendum posted to Town website. All such addenda issued by Town prior to the submittal deadline shall be considered part of the RFP. The Town shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.

iv. Acknowledgement of Addenda: The Proposers must acknowledge all addenda by signing and returning such document(s) or by initialing appropriate area of the Proposal.

D. Notification of Errors or Omissions: Proposers shall promptly notify the Town of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this RFP. The Town shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.

E. Conflict of Interest Questionnaire (Form CIQ): A person or business, and their agents, who seek to contract or enter into an agreement with the Town, are required by Texas Local Government Code, Chapter 176, to file a conflict-of-interest questionnaire (FORM CIQ) which is found in Appendix C. The form must be filed with the Town Secretary no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the Town, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to any potential agreement with the Town.

F. Form 1295 Certificate of Interested Parties: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered on or after January 1, 2016. Please go to the Texas Ethics Commission webpage (www.ethics.state.tx.us) for full instructions and to complete the required steps for creation of Form 1295. Once the form is completed online, printed and notarized please return the form with your proposal submission.

2. General Information

A. Tax Exempt Status: Town purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Proposal. Town will furnish Excise Tax Exemption Certificate upon request.

B. Public Inspection of Proposals: The Town strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFP information. Proposals are not available for public inspection until after the contract award. If the Proposers notify the Town, in writing, that the Proposal contains trade secrets or confidential information, the Town will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the Town be liable for disclosure of such information by the Town in response to a request, regardless of the Town's failure to take any such reasonable steps, even if the Town is negligent in failing to do so.

3. RFP Withdrawals and/or Amendments

A. RFP Withdrawal: The Town reserves the right to withdraw this RFP for any reason.

B. RFP Amendments: The Town reserves the right to amend any aspect of this RFP by formal written Addendum prior to the Proposal submittal deadline and will endeavor to notify all potential Proposers that have registered with the Town, but failure to notify shall impose no obligation or liability on the Town.

4. Proposal Submittal Requirements

A. Submittal Packet – Required Content: All proposals must be physically submitted by the deadline stated below to the Town Secretary at 3201 US 380, Suite 105, Cross Roads, Texas 76227.

B. Submittal Deadline: The deadline for submittal of Proposals shall be as identified in Appendix B-Proposal. It is the Proposers' responsibility to have the Proposal

Documents correctly physically submitted by the submittal deadline. No extensions will be granted, and no late submissions will be accepted.

- C. Proposals Received Late: Proposers are encouraged to submit their proposals as soon as possible. The time and date of receipt as recorded with Town Administrator or designated receiver shall be the official time of receipt. The Town is not responsible for late submission regardless of the reason. Late Proposals will not be considered under any circumstances.
- D. Alterations or Withdrawals of Proposal Document: Any submitted Proposal may be withdrawn or a revised proposal substituted prior to the submittal deadline. Proposal Documents cannot be altered, amended or withdrawn by the Proposers after the submittal deadline, unless such alteration, amendment or withdrawal notice is approved in writing by the Town Administrator.
- E. Proposal Document Format: All Proposal Documents must be prepared in single-space type, on standard 8- 1/2" x 11" vertically oriented pages, numbered at the bottom. The Town only accepts physical submissions. Any other format (via telephone, fax, email, etc.) will be rejected by the Town at its discretion.
- F. Proposals Property of the Town: Proposals once received by the Town may not be modified or withdrawn. Notification as to acceptance or non-acceptance will be made by the Town in writing to each party individually. A collective listing of participating parties or a listing of selected parties will not be published except where required by law.
- G. Validity Period: Once the submittal deadline has passed, any Proposal Document shall constitute an irrevocable bid to provide the commodities and/or services set forth in the Scope of Services at the price(s) shown in the Proposal Document. Such proposal shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the Town.

5. Proposal Evaluation and Contract Award

- A. Proposal Evaluation and Contract Award Process: An award of a contract to provide the goods or services specified herein will be made using competitive sealed proposals, in accordance with Chapter 252 of the Texas Local Government Code and with the Town's purchasing policy. The Town will evaluate all proposals to determine which Proposers provide the goods or services at the best value for the municipality. In determining best value, the municipality may weigh and consider the purchase price, the reputation of the Proposers and of the Proposers' goods or services; the quality of the Proposers' goods or service, the extent to which the goods and service meet the municipality's needs; the past relationship with the municipality, the total long-term cost to the municipality to acquire the Proposers' goods or services, and in addition, each additional factor identified in the Scope of Services for this contract, if any. The Town may, at its option, conduct discussions with or accept proposal revisions from any reasonably qualified Proposers. Should the Town

award this contract, it shall award it to the responsible Proposers whose proposal is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the request for proposals.

- B. Completeness: If the Proposal is incomplete or otherwise fails to conform to the requirements of the RFP, the Town alone will determine whether the variance is so significant as to render the Proposal non-responsive, or whether the variance may be cured by the Proposers or waived by the Town, such that the Proposal may be considered for award.
- C. Ambiguity: Any ambiguity in the Proposal as a result of omission, error, lack of clarity or non-compliance by the Proposers with specifications, instructions and all conditions shall be construed in the favor of the Town. In the event of a conflict between these standard RFP requirements and details provided in Appendix A – Scope of Services or Appendix B – Proposal, the Appendices shall prevail.
- D. Unit Prices and Extensions: If unit prices and their extensions do not coincide, the Town may accept the price most beneficial to the Town, and the Proposers will be bound thereby.
- E. Additional Information: The Town may request any other information necessary to determine Proposers’ ability to meet the minimum standards required by this RFP.
- F. Partial Contract Award: The Town reserves the right to award one contract for some or all the requirements proposed or award multiple contracts for various portions of the requirements to different Proposers based on the unit prices proposed in response to this request, or to reject any and all Proposals and re-solicit for Proposals, as deemed to be in the best interest of Town.
- G. Terminate for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the Town of Cross Roads for cause:
 - i) The successful Proposer fails to perform in accordance with the provisions of these specifications; or
 - ii) The successful Proposer violates any of the provisions of these specifications; or
 - iii) The successful Proposer disregards laws or regulations of any public body having jurisdiction; or
 - iv) The successful Proposer transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the Town.
 - v) If one or more of the events identified in Subparagraphs G. i) through iv) occurs, the Town of Cross Roads may terminate the contract by giving the successful Proposer seven (7) days written notice. In such case, the successful Proposer shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Proposer shall

not receive any payment on account of loss of anticipated profits or revenue or other economic loss resulting from such termination.

vi) When the contract has been so terminated by the Town of Cross Roads, such termination shall not affect any rights or remedies of the Town then existing or which may thereafter accrue.

- H. Terminate for Convenience: This contract may be cancelled or terminated at any time by giving the successful Proposer thirty (30) days written notice. The successful Proposer may be entitled to payment for services actually performed; to the extent said services are satisfactory.
- I. Contract Agreement: The Contract to be executed by and between the Town and selected parties shall be a Standard Form of Agreement as written and specified by the Town Attorney.
- J. Term: Selected parties identified for award will be utilized by the Town for a Primary Term of three-years. The Town may utilize up to two optional 12-month Renewal Terms upon the conclusion of the Primary Term.

Appendix A – Scope of Services

1. Project Title: Wrecker/Towing Service for Town of Cross Roads
2. Scope of Services Contact

Questions about the technical nature of the Scope of Services, etc. may be directed to Chief Shaun Short, Phone: (972) 564-7610, e-mail: s.short@crossroadstx.gov.

3. Proposal Evaluation Factors

<u>Emphasis</u>	<u>Factor</u>
40%	Purchase price, including the total long-term cost to the municipality to acquire the Proposers' goods or services.
20%	Proposer's Experience, including reputation of the Proposer, reputation of the Proposers' goods or services.
30%	Proposer's Ability, including the quality of the Proposers' goods or services and the extent to which the goods and services meet the municipality's needs.
10%	Past Experience with Town, including the Proposer's past relationship with the municipality and demonstrated reliability to meet contractual obligations with current and prior customers.

4. Key Events Schedule

Proposal Release Date: November 31, 2022

Optional Tour of Town Facilities Upon Request

Deadline for Submittal of Written Questions: December 15, 2022

Sealed Proposals Due to and Opened by Town: January 3, 2023, 2:00 p.m. CST

Anticipated Town Review and Scoring: January 4, 2023

Anticipated Award Date: January 16, 2023, to be effective February 1, 2023

5. Scope of Services

SCOPE AND INTENT:

The successful Proposer shall be responsible for every wrecker operator to answer any call made by the Town (Cross Roads Police Department or any authorized local authority) on a twenty-four (24) hour basis, seven (7) days a week. Every call for the contracted wrecker service shall be responded to (i.e., the wrecker arriving on scene) within twenty (20) minutes on a consistent basis. Such notification is to be rendered to the successful Proposer at a single telephone number to be designated by the successful Proposer. The police dispatcher will log on the call when contact is made, or attempted to be made with the

wrecker, and when the wrecker is en route. Exceptions may be made to this requirement if unforeseen or extenuating circumstances are involved in the judgment of the Chief of Police or his designee.

The successful Proposer shall hold all items, materials, equipment, and vehicles towed pursuant to the Wrecker/Towing Service Agreement at a location to be approved by the Town or its agent. The successful Proposer shall indemnify the Town for all damage or loss on all items, materials, and equipment so held which are not owned by the Town and shall be liable to the Town for damage or loss to Town-owned property or equipment of any kind. The location of the storage facility lot must be inside the Town or within twelve (12) miles of Town limits.

BACKGROUND:

The Town of Cross Roads currently uses a rotation provider with a storage facility lot located inside the Town limits for towing and the storage of vehicles initiated by the Town of Cross Roads. The Town seeks a successful Proposer within twelve (10) miles of Town limits.

KEY EVENT SCHEDULE:

Proposals Due: January 3, 2023, 2:00 p.m. CST

Bid Opening in Council Chambers 1401 FM 424, Cross Roads, Texas 75227:

Evaluation of proposals: by January 4, 2023

*No Pre-Proposal Meeting will take place. However, it is strongly encouraged that potential Proposers familiarize themselves with the locations and proposal requirements prior to submission of a proposal.

GENERAL REQUIREMENTS:

- 1) Requesting proposals for wrecker/towing service.
- 2) The Proposer may begin work as early as the first week in February 2023 for the scope of work.
- 3) The Proposer agrees to abide by any and all instructions from the Town regarding said services. In accordance with this section, the Proposer also agrees to perform all duties and professional services authorized by the Town which are set forth in this contract and other reasonable instructions from the Town or its agents which are necessary to perform under the terms of this contract.
- 4) The Proposer is responsible for providing the following information to the Town, in true and correct fashion, on an information sheet provided by the Town (Appendix E). The Town Manager or a designee also may require any additional information of an applicant if deemed necessary.
 - a. Name and current address and telephone number(s) of the owner of the wrecker/wrecker company;

- b. Name and current address and telephone number(s) of the operator(s) of the wrecker(s);
 - c. Current certificates that are required by the State of Texas;
 - i. Permit Number for Commercial Carrier Tow Truck
 - ii. Permit Number for Wreckers Vehicle Storage Facility
 - d. Name and type of wrecker(s) to be operated;
 - e. A certificate showing the vehicle is adequately covered by public liability and property damage insurance; Attach copies of insurance.
 - f. Statement that the wrecker service company will provide wrecker services on a twenty-four (24) hour basis, seven (7) days a week; attached;
 - g. Proof that each driver for the wrecker service who will be driving the wrecker for commercial purposes (receiving any funds) has a current and clear Texas CDL driver's license and a Texas Department of Licensing and Regulation (hereinafter referred to as "TDLR") issued Incident Management Towing Operator License;
Copies of driver licenses and certificates for each driver;
 - h. Proof that each personnel for the wrecker service who will be conducting paper work and releasing vehicles has a TDLR issued Vehicle Storage Facility Employee License; copies of cards;
 - i. Proof of a permanent and established place of business and storage facility within twelve (12) miles of TOWN limits from which the proposed wrecker service will be operated; and copy of VSF;
 - j. Proof of insurance policies required by the State of Texas, including Forms E, H, and I on vehicles, and Form T on Vehicle Storage Facilities. No officer or employee of the TOWN has or shall have the authority to waive this requirement.
- 5) The successful Proposer shall comply with all applicable State laws and regulations that may affect cost, progress, performance or work, the Department of Transportation Regulations, and Motor Carrier Rules concerning the operation of a wrecker service and the Vehicle Storage Facility.
 - 6) The successful Proposer shall furnish all supplies, tools, equipment, personnel, and work experience to fulfill the terms of the Wrecker/Towing Service Agreement.
 - 7) The Town shall not be liable for any loss or damage sustained by the successful Proposer. The successful Proposer shall hold the Town harmless from any and all claims for liability or damage of whatsoever nature and kind, including cost of court

and attorneys' fees, suffered or asserted to have been suffered by any person or to any property of any person whomsoever, growing out of or resulting from or in any way connected with their performance of work under this agreement. The successful Proposer shall exercise every necessary precaution for the safety of the work site and the protection of any kind and all persons and/or property located adjacent to or making passage through the work site.

- 8) The successful Proposer shall not operate nor cause to be operated any piece of equipment that has had the appropriate safety switches or guards broken, removed or lost.
- 9) The successful Proposer must provide a valid telephone number and address at all times to the designated Town department representative. The telephone number must be answered on a twenty-four (24) hour basis, seven (7) days a week.
- 10) The successful Proposer shall maintain in each wrecker the capability of communications with police dispatchers.
- 11) The successful Proposer shall be responsible for removing any broken glass, debris, or junk from, on or along any street or other public place when conducting a consent or non- consent tow.
- 12) All monetary transactions for storage and tow fees shall be the responsibility of the successful Proposer. The Town shall not be involved in nor be responsible for the exchange of funds between successful Proposer and third parties. The Town reserves the option of attempting to resolve disputes between successful Proposer and any third party with regard to services rendered under the Wrecker/Towing Service Agreement.
- 13) The successful Proposer shall maintain complete, current, and updated records files on-site. All files and records regarding vehicles towed or stored under the Wrecker/Towing Service Agreement, as well as all vehicles stored under the Wrecker/Towing Service Agreement, shall be available for inspection during normal business hours by the Town or the Cross Roads Police Department upon request. At the time of the tow, an on-scene police officer will require the wrecker driver to sign that he is taking possession of the motor vehicle and its contents; the police officer then will furnish the wrecker driver with a copy of the impound slip for each non-consent tow. The wrecker service operator shall check the following items to verify for accuracy and completeness: License number, year model, make and body style, vehicle identification number, inspect and ensure all significant damage has been listed or items missing off of the vehicle. For repossession to occur by a lien holder while the vehicle is impounded, the lien holder or its representative must present paperwork showing execution of ownership and information making claim to the vehicle due to payments not being received. The release of a vehicle to a third party such as an insurance company requires presentation of proper documentation indicating a valid claim was issued on the vehicle.
- 14) The successful Proposer shall be responsible for a vehicle storage facility employee to be available and respond to the impound site for vehicle releases within one (1) hour of notification by means of a single designated telephone number at all times.

The successful Proposer shall provide reasonable opportunity for vehicle owners to remove items from their vehicles and for appraisals and photographs to be taken by insurance agents, repair personnel, and other authorized agents of the owners or of the Town. There will be no charge for this service.

- 15) The Proposer shall furnish such reports, both oral and written, as may be required by the Town or the Cross Roads Police Department.
- 16) The Proposer shall provide completed Sales Receipt Request Forms (provided by the Cross Roads Police Department) (“Forms” or “Form”) when impounded motor vehicles are ready to be auctioned. Each Form shall contain information showing that the successful Proposer has followed State law by notifying the registered owner and lien holder of the location of the motor vehicle and that the successful Proposer is responsible for preparing associated paperwork consistent with chapter 2303 of the Texas Occupations Code. The Form will be accompanied by a copy of a local newspaper Public Notice of Auction, the \$10.00 fee required by State law shall be submitted to the designee of the Cross Roads Police Department and all property from the abandoned vehicle will be removed and returned to the Police Department. After receiving the Forms from the successful Proposer, the Cross Roads Police Department will complete the Auction Sales Receipts Form for the successful Proposer.
- 17) The Proposer, company officers, employees and families of officers and employees are prohibited from bidding or purchasing directly or indirectly vehicles, vehicle parts or any other items during auction.
- 18) The Proposer shall confine any guard dogs or other animals maintained at the storage lot or office area in such a manner that they do not have access to vehicle owners or to representatives of the Town while conducting business at the storage lot.
- 19) All wreckers authorized to be used shall be identified by signage that is clearly visible in a contrasting color, 2 inches high, permanently affixed on each side of the wrecker identifying the wrecker company name, Town and State located, TDLR permit number and its telephone number(s).
- 20) The Proposer shall provide adequate wrecker units capable of transporting modern vehicles without damage (for example: Wheel Lift, Tilt Bed, etc.).
- 21) The Proposer shall immediately notify the Cross Roads Police Department of all unclaimed property removed from any vehicle at the time of its release from the storage facility. The Proposer will immediately notify the Cross Roads Police Department if he believes or has reason to believe that a vehicle contains property that is stolen.
- 22) The Proposer hereby authorizes the Cross Roads Police Department to conduct a background investigation, including a criminal history check, regarding suitability of the successful Proposer to represent the Town and the Cross Roads Police Department. The Cross Roads Police Department requests information on each employee who will handle any impounds on the application, and the Police Department may further request employees to be fingerprinted. The Proposer agrees that any individual employee who declines to submit to that procedure will not be used as a wrecker driver

on Town/police calls and will not be used to release or have access to impounded vehicles.

The Proposer shall provide to the Town the above-required information before hiring a new employee and agrees that the Proposer will not utilize the applicant/employee for Town/police wrecker calls or to release impounded vehicles until and unless authorized to do so by the Police Department. The Proposer agrees that, should the Town or the Cross Roads Police Department request that a particular applicant/employee not be assigned to duties under the Wrecker/Towing Service Agreement that request will be honored. No employee shall be assigned to the contracted duties under the Wrecker/Towing Service Agreement if s/he has been convicted of a felony offense within the preceding 8 years. No driver will be assigned any contract duties under the Wrecker/Towing Service Agreement if, within the preceding three (3) years, s/he has been involved in three (3) or more accidents in which it could reasonably be determined that such driver was at fault. No driver during the preceding five (5) years shall have received a final conviction for driving while under the influence of alcohol or controlled substance. No driver shall have been finally convicted of a provision of the motor vehicle or traffic laws of the State of Texas or the Town while in the scope of such driver's employment as a wrecker driver for the wrecker service, and where such violation occurred in connection with a police department request for towing. Other misdemeanor charges and convictions will go under review of the Town and the Cross Roads Police Department. Criminal History statements will need to be signed; they are attached.

- 23) The Proposer agrees that an "Impoundment Fee" may be charged where extraordinary steps are taken to protect or preserve a vehicle and/or its contents. An Impoundment Fee will not be charged for normal courtesy services, e.g., raising and securing windows or locking doors.
- 24) The Proposer will use other designated wrecker services approved by the Town in lieu of subcontracting out with another unapproved wrecker service. Other subcontracted wrecker services may only be used if approved by an on-duty Town or Cross Roads Police Department supervisor. The Proposer agrees to verify said wrecker service provider is currently a holder of an Incident Management Towing Operator License issued by TDLR.
- 25) The Proposer shall not leave vehicles that cannot be secured behind the fencing of the Vehicle Storage Facility unattended without documented approval from the vehicle's owner.
- 26) The Proposer must comply with directives given by the Cross Roads Police Department personnel during Cross Roads Police Department pulls, towing vehicles to the tow truck service facility or any other location specified by the Cross Roads Police Department for investigative purposes.

- 27) The Proposer agrees to reserve adequate spaces for the Town, to include storage for semi- truck trailers and other large vehicles.
- 28) The Proposer shall operate as an independent contractor and not as an agent, representative, partner or employee of the Town, and shall control the operations at the work site, and be solely responsible for the acts of omissions of the Proposers' employees or agents.
- 29) A Proposal constitutes understanding and acceptance of all terms, conditions, instructions and specifications contained in this Request for Proposal.
- 30) The Proposer will be responsible for any damages to properties outlined in the Request for Proposals due to negligence on the part of the Proposer or any of his representatives. Any damage to the properties is to be reported immediately to the Town department representative.
- 31) Failure to correct all conditions, discrepancies or deficiencies and/or problems not in compliance with the Agreement within twenty-four hours from written notice will result in a penalty, paid to the Town, in the amount of \$200.00 per day. This penalty may be waived if written authorization granting additional time is received by the Proposer, from the Town.

Appendix B – Proposal

Submittal Checklist: (To determine validity of proposal)

- _____ Appendix B must be included in the proposal submittal
- _____ Appendix C Conflict of Interest Form must be included in the proposal submittal
- _____ Appendix D No Intent to Submit Proposal (if applicable)
- _____ Appendix E Wrecker Company Information Sheet
- _____ Form 1295 Certificate of Interested Party must be submitted with the Texas Ethics Commission and included in the proposal submittal.
- _____ Confidentiality/Non-Disclosure Agreement
- _____ Cooperative Governmental Purchasing Notice

All proposals submitted to the Town of Cross Roads shall include this page with the submitted Proposal.

RFP Number: _____
Project Title: Wrecker/Towing Service
Submittal Deadline: December 15, 2022, 2:00 p.m. CST
Proposer(s)'s Legal Name: _____
Address: _____
Town, State & Zip: _____
Federal Employers Identification Number # _____
Phone Number: _____ Fax Number: _____
E-Mail Address: _____

Proposer(s) Authorization

I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer(s).

Printed Name and Position of Authorized Representative: _____

Signature of Authorized Representative: _____

Signed this ____ of _____, 20____

I. REQUIRED PROPOSAL INFORMATION. IN ORDER FOR A PROPOSAL TO BE CONSIDERED COMPLETE, AND TO BE EVALUATED FOR A CONTRACT AWARD BY THE TOWN, PROPOSER(S) MUST SUBMIT ALL OF THE FOLLOWING INFORMATION:

1. Proposed Products and/or Services

A. Product or Service Description: Proposer should utilize this section to describe the technical aspects, capabilities, features and options of the product and/or service proposed in accordance with the required Scope of Services as identified in Appendix A. Promotional literature, brochures, or other technical information may be used.

B. Additional Hardware Descriptions: Proposer should also include in this section a detailed description of what additional hardware and/or software, if any, would be required by the Town in order to fully utilize the goods and/or services proposed.

C. Guarantees and Warranties: Each Proposer shall submit a complete copy of any warranties or guarantees provided by the manufacturer or Proposer with the Proposal submitted.

D. Project Schedule/Delivery Date: Proposer must provide a project schedule noting all projected completion dates for segments of the Project, from start-up to completion, and all delivery dates for goods covered by the RFP. The Proposal must show the number of days required to deliver and install the product or equipment after the receipt of the Town’s Purchase Order.

2. Cost of Proposed Products and/or Services

Complete the fee column with the desired bid amounts.

Light Wrecker: Item Description	Fee
<p>1. <u>Wrecker Tow Charge:</u> This tow fee includes waiting time and clean-up time up to 30 minutes on-scene, the use of a rollback, street/roadway clean-up, and the use of dollies. Charges for towing from the scene of a wreck to a delivery point other than the Wrecker Services Pound within the Town limits of Cross Roads shall be the same as charges for delivery to the Pound. No transfer fee is authorized or allowed.</p>	
<p>2. <u>Additional Charge for Street/Roadway/Rollover/Clean-Up Time:</u> Additional time will be charged in 30-minute increments at \$50 per hour with unlimited manpower, after the first 30 minutes that are included in the Wrecker Tow Charge. This charge applies to off-road recovery and to upright a vehicle due to rollover.</p>	

3. <u>Storage-Per-Day Fee</u> : This fee will be charged in a twenty four (24)-hour increment from the time that the vehicle is impounded.	
4. <u>Impound Fee</u> : This fee includes the paper work fee for each individual tow.	\$20.00
5. <u>Notification Fee</u> : This fee applies to each vehicle that was not released from the Pound and that needs certified letters mailed before sale at auction.	\$50.00
6. <u>Sales Tax</u> : This is the sales tax assessed on the total invoice for the vehicle.	8.25%
7. <u>Outside-Town-Limits Fee</u> : This charge applies to all vehicles that need to be towed from the Town limits to another location. The charge is based on the amount per mile from the Town limits to the ultimate destination.	
8. <u>Fee for Non-Emergency Unlock Service</u> : A flat fee is charged for assistance in the Town limits of Cross Roads in the non-emergency unlock of a vehicle.	
9. <u>Fee for Town Vehicle Tire Changes</u> : A flat fee per call is charged for all tire changes for TOWN vehicles.	
10. <u>Fees for Town Owned Vehicles/Equipment</u> : When directed by the Town.	

Heavy Wrecker: Item Description	Fee
1. <u>Heavy Duty Charge</u> : Incidents requiring a heavy-duty wrecker shall be charged from the time dispatched to time delivered to the Wrecker Services Pound on an hour basis. This service will include Street/Roadway clean up with in the first hour, use of dollies, recovery, and winching. This service shall be paid at a rate of a minimum of 1 hour.	

2. <u>Additional Charge for Street/Roadway/Rollover/Clean-Up Time</u> : Additional time will be charged in 30-minute increments at \$75 per hour with unlimited manpower, after the first hour that is included in the heavy duty charge. This charge will apply to off-road recovery or to upright a vehicle due to rollover.	
3. <u>Storage-Per-Day Fee</u> : This fee will be charged in a twenty four (24)-hour increment from the time that the vehicle is impounded.	
4. <u>Impound Fee</u> : This fee includes the paperwork fee for each individual tow.	\$20.00
5. <u>Notification Fee</u> : This fee applies to each vehicle that was not released from the Pound and that needs certified letters mailed before sale at auction.	\$50.00
6. <u>Sales Tax</u> : This is the sales tax assessed on the total invoice for the vehicle.	8.25%
7. <u>Outside-Town-Limits Fee</u> : This charge applies to all vehicles that need to be towed from the Town limits to another location. The charge is based on the amount per mile from the Town limits to the ultimate destination.	
8. <u>Fees for Town Owned Vehicles/Equipment</u> : When directed by the Town.	

3. Term of Contract and Option to Extend

Any contract resulting from this RFP shall be effective for one (1) year from date of award. The Town anticipates that the contract may be renewed pursuant to the availability of funds and at the discretion of the Town. The following clauses shall be included in the contract:

A. Option Clause: It is agreed that the Town will have the option to extend the contract for up to two (3) additional annual terms. To exercise this option, the Town shall serve notice 30 days prior to contract termination or to the end of any one-year term. The Option to Extend will not be considered if funding is unavailable or if the contractor’s past performance is not within the industry standard.

4. Proposer’s Experience / Staff

A. Project Team: Identify all members of the Proposer’s team (including both team members and management) who will be providing any services proposed and include information which details their experience.

B. Employee Standards: All employees working on this RFP must be able to pass a background check to gain entry into secure areas of the facilities and to maintain the integrity of the Surety Bond.

C. Removal or Replacement of Staff: If an assigned staff person must be removed or replaced for any reason, the replacement person must be approved by Town prior to joining the project.

D. Business Establishment: State the number of years the Proposer’s business has been established and operating. If Proposer’s business has changed names or if the principals operating the business operate any similar businesses under different names, or have operated any other businesses or changed the legal status or form of the business within the last five (5) years, all names, of predecessor business names, affiliated entities, and previous business entities operated by the principals, if different than present, must be provided;

State the number of years’ experience the business has: _____; and the number of employees: _____.

E. Project Related Experience: All Proposals must include detailed information that details the Proposer’s experience and expertise in providing the requested services that demonstrates the Proposer’s ability to logically plan and complete the requested project.

F. Confidentiality/Non-Disclosure Agreement: The Proposer shall attach to its proposal, it’s recommended confidentiality and non-disclosure agreement that will apply to the Proposer and all its agents, employees or representatives whatsoever and shall be written to protect the Town from the unauthorized release of information maintained in the Town in locations where Proposer may have access. A successful Proposer shall be required to modify any such agreements so that they are applicable to Proposer’s business entity and all agents, employees and representatives of the entity servicing the contract. All such proposed agreements shall be subject to approval by the Town Attorney’s Office.

5. References

Proposer shall provide four (4) references where Proposer has performed similar to or the same types of services as described herein.

Reference #1:

Client / Company Name: _____

Contact Name: _____

Contact Title: _____

Phone: _____

Email: _____

Date and Scope of Work Provided: _____

Reference #2:

Client / Company Name: _____

Contact Name: _____

Contact Title: _____

Phone: _____

Email: _____

Date and Scope of Work Provided: _____

Reference #3:

Client / Company Name: _____

Contact Name: _____

Contact Title: _____

Phone: _____

Email: _____

Date and Scope of Work Provided: _____

Reference #4:

Client / Company Name: _____

Contact Name: _____

Contact Title: _____

Phone: _____

Email: _____

Date and Scope of Work Provided: _____

6. Trade Secrets and/or Confidential Information

Trade Secrets and/or Confidential Information: This proposal (does) (does not) contain trade secrets and/or confidential information. If applicable, describe such trade secrets and confidential information, and the basis for your assertion that such material qualifies for legal protection from disclosure.

7. Federal, State and/or Local Identification Information

a. Permit Number for Commercial Carrier Tow Truck:

b. Permit Number for Wreckers Vehicle Storage Facility:

8. Emergency Business Services Contact Notice

During a natural disaster, or homeland security event, there may be a need for the Town of Cross Roads to access your business for products or services after normal business hours and/or holidays. The Town may request Town employee pick up or vendor delivery of product or services.

For this purpose, a primary and secondary emergency contact name and phone number are required. It is critical the Proposer’s emergency contact information remains current. The Town shall be provided in writing with any change to a contact name or phone number of these emergency contacts.

All products or services requested during an emergency event are to be supplied as per the established contract prices, terms and conditions. The Proposer shall provide the fee (pricing) for an after-hours emergency opening of the business, if any. In general, orders will be placed using a Town of Cross Roads procurement card (Master Card) or Town issued Purchase Order. The billing is to include the emergency opening fee, if applicable.

The Proposer shall provide the names, phone numbers and fee (pricing), if any, for an after-hours emergency opening of the business listed below.

Business Name: _____ Contract #: _____

Description: _____

Primary Contact (Name): _____

Primary Contact Phone Numbers: Home: Cell: _____

Secondary Contact (Name): _____

Secondary Contact Phone Numbers: Home: Cell: _____

After Hours emergency opening fee, if applicable: \$ _____

II. CONTRACT TERMS AND CONDITIONS. EXCEPT WHERE PROPOSER MAKES SPECIFIC EXCEPTION IN THE SUBMITTED PROPOSAL, ANY CONTRACT RESULTING FROM THIS RFP WILL CONTAIN THE FOLLOWING TERMS AND CONDITIONS, WHICH PROPOSER HEREBY ACKNOWLEDGES, AND TO WHICH PROPOSER AGREES BY SUBMITTING A PROPOSAL:

9. Delivery of Products and/or Services

A. Payment Terms: Unless otherwise specified in the Scope of Services or otherwise agreed to in writing by the Town, payment terms for the Town are Net 30 days upon receipt of invoice.

B. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this Proposal, to the satisfaction of Town and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.

C. Late Delivery or Performance: If Proposer fails to deliver acceptable goods or services within the timeframes established in the Project Schedule, the Town shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Proposer, who agrees to pay such costs within ten days of invoice.

D. Title to Goods and Risk of Loss: For goods to be provided by Proposers hereunder, if any, the title and risk of loss of the goods shall not pass to Town until Town actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

10. Miscellaneous

A. Independent Contractor: Proposer agrees that Proposer and Proposer's employees and agents have no employer- employee relationship with Town. Proposer agrees that if Proposer is selected and awarded a contract, the Town shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will Town furnish any medical or retirement benefits or any paid vacation or sick leave.

B. Assignments: The rights and duties awarded the successful Proposer shall not be assigned to another without the written consent of the Town Administrator. Such consent shall not relieve the assigner of liability in the event of default by the assignee.

C. Liens: Proposer shall indemnify and save harmless the Town against any and all liens and encumbrances for all labor, goods, and services which may be provided to the Town by Proposer or Proposer's vendor(s), and if the Town requests, a proper

release of all liens or satisfactory evidence of freedom from liens shall be delivered to the Town.

D. Gratuities / Bribes: Proposer certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Proposer, or its agent or representative, to any Town officer, employee or elected representative, with respect to this RFP or any contract with the Town, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract.

E. Financial Participation: Proposer certifies that it has not received compensation from the Town to participate in preparing the specifications or RFP on which the Proposal is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.

F. Required Licenses: Proposer certifies that he holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.

G. Authority to Submit Proposal and Enter Contract: The person signing on behalf of Proposer certifies that the signer has authority to submit the Proposal on behalf of the Proposer and to bind the Proposer to any resulting contract.

H. Compliance with Applicable Law: Proposer agrees that the contract will be subject to, and Proposer will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.

11. Financial Responsibility Provisions

A. Insurance: The Proposer, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as Town may require:

- i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
- ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
- iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.
- iv. Incident Management Towing Permit for each vehicle that is registered to

operate non-consent tows (permitted for incident management towing), minimum coverage amount \$500,000 of liability insurance for the tow truck, and minimum coverage amount \$50,000 of cargo insurance for the tow truck;

- v. Vehicle Storage Facility Insurance for no more than 50 vehicles coverage = \$9,000 total, 51 – 99 vehicles coverage = \$18,000 total, or 100 or more vehicles coverage = \$25,000 total.

The preceding amounts notwithstanding, the Town reserves the right to increase the minimum required insurance to be effective thirty (30) days after notice is sent to the address provided herein.

Insurance policies required herein shall be issued by a company or companies that have sound and adequate financial responsibility and the means to fulfill the purposes of this article and that are authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the Cross Roads Town Attorney for their adequacy as to form and content.

Certificates or copies of new insurance policies shall be furnished to the Town prior to the expiration date of any prior certification.

B. Indemnification: Proposer agrees to defend, indemnify and hold harmless the Town, all of its officers, Council members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of this contract without regard to whether such persons are under the direction of Town agents or employees.

C. Bond Requirements; Prior to the commencement of work on this Project, Proposer shall deliver to the Town the following bonds issued by a good and sufficient surety licensed by the State of Texas and satisfactory to the Town:

- i. A payment bond in the amount of 100% of the total contract amount insuring the full and prompt payment of all persons performing labor and/or furnishing materials in connection with this Project;
- ii. A surety bond in the amount of 100% of the total contract amount insuring full, faithful, and prompt performance of the responsibilities contained in this contract within the time parameters provided herein.

GOVERNMENTAL CONTRACT AND PURCHASING RIDER FOR CONTRACTS WITH THE TOWN OF CROSS ROADS, TEXAS

By submitting a response to a solicitation or bid, or by entering into a contract for goods or services and/or by accepting a purchase order, the proposed contractor, contractor, or vendor, identified below, agrees that the below terms and conditions shall govern all agreements with the Town of Cross Roads unless otherwise agreed to by a specifically executed provision within the contract, provided same is permissible by law. Absent a specifically executed provision, the below terms are BINDING and SUPERSEDE any and all other terms and/or conditions whether oral or written.

- 1. Application.** This Governmental CONTRACT AND PURCHASING Rider (Governmental Rider) applies to, is part of, and takes precedence over any conflicting provision in or attachment to the Response to Solicitation or Bid, Contract or Purchase Order, as applicable, (Contract) (attached hereto) of (Vendor Name), (Vendor). The Contract involved in this Governmental Rider is described as follows:

(Contract Description)

- 1. Payment Provisions.** The Town’s payments under the Contract, including the time of payment and the payment of interest on overdue amounts, are subject to Chapter 2251, Texas Government Code. The Town reserves the right to modify any amount due to Vendor presented by invoice to the Town if necessary to conform the amount to the terms of the contract.
- 2. Multiyear Contracts.** If the Town Council for the Town does not appropriate funds to make any payment for a fiscal year after the Town’s fiscal year in which the contract becomes effective and there are no proceeds available for payment from the sale of bonds or other debt instruments, then the Contract automatically terminates at the beginning of the first day of the successive fiscal year. (Section 5, Article XI, Texas Constitution). It is understood and agreed the Town shall have the right to terminate the agreement at the end of any Town fiscal year if the governing body of the Town does not appropriate funds sufficient to continue the contract, as determined by the Town’s budget for the fiscal year in question. The Town may execute such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.
- 3. Local Preference.** The Town Council supports the local preference option for purchasing. In accordance with Chapter 271.9051 of the State of Texas Local Government Code, the Town Council may choose to award a competitive bid to a bidder whose principal place of business is in the Town limits, provided that this bid is within 5% of the lowest bid price received and would otherwise constitute the best bid. In the exercise of this option, the Town hereby determines that any such local bidder offers the Town the best combination of contract price and additional economic development opportunities.
- 4. No Ex-Parte Communications during Competitive Bidding Period.** To insure the

proper and fair evaluation of a response, the Town prohibits ex-parte communication (e.g., unsolicited) initiated by the proposed Vendor to a Town official or employee evaluating or considering the responses prior to the time a formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 p.m. on the day specified as the deadline for questions. Any communication between the proposed Vendor and the Town after the deadline for questions will be initiated by the appropriate Town official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the response. Ex-parte communication may be grounds for disqualifying the offending Vendor from consideration or award of the solicitation then in evaluation, or any future solicitation.

5. **Abandonment or Default.** A Vendor who abandons or defaults the work on the contract and causes the Town to purchase goods, materials or services elsewhere may be charged for any increased cost of goods, materials and/or services related thereto; may be considered disqualified in any re- advertisement of the service; and may not be considered in future bids for the same type of work for a period of three years for the same scope of work, goods or services.
6. **Disclosure of Litigation.** Each prospective Vendor shall include in its proposal a complete disclosure of any civil or criminal litigation or investigation pending which involves the Vendor or which has occurred in the past in which the Vendor has been judged guilty or liable by a competent court regardless of whether the Court Order or Judgment is final or on appeal.
7. **Cancellation.** The Town reserves the right to cancel the contract without penalty by providing 30 days prior written notice to the Vendor. Termination under this paragraph shall not relieve the Vendor of any obligation or liability that has occurred prior to cancellation. NOTE: This contract is subject to cancellation, without penalty, at any time the Town deems the vendor to be non-compliant with contractual obligations.
8. **Annual Vendor Performance Review.** The Town reserves the right to review the Vendor's performance at the end of each twelve-month contract period and to cancel all or part of the agreement (without penalty) or continue the contract through the next period.
9. **Compliance with other laws and certification of eligibility to contract.** Any offer to contract with the Town shall be considered an executed certification that the Vendor will comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, (as amended during the contracting period) and any orders and decrees of any court, administrative bodies or tribunals in any matter affecting the performance of the resulting agreement, including without limitation, immigration laws, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. When requested, the Vendor shall furnish the Town with satisfactory proof of compliance within 10 days of the execution of any contract with the Town is void.
10. **Compliance with all Codes, Permitting and Licensing Requirements.** The successful Vendor shall comply with all national, state and local laws and regulations

as well as those of any other authorities that have jurisdiction pertaining to equipment and materials used and their application. None of the terms or provisions of the specification shall be construed as waiving any rules, regulations or requirements of these authorities. The successful Vendor shall be responsible for obtaining all necessary permits, certificates and/or licenses to fulfill contractual obligations.

- 11. Liability and Indemnity of Town.** Any provision of the Contract is void and unenforceable if it (1) limits or releases either party from liability that would exist by law in the absence of the provision, (2) creates liability for either party that would not exist by law in the absence of the provision, or (3) waives or limits either party's rights, defenses, remedies, or immunities that would exist by law in the absence of the provision. (Section 5, Article XI, Texas Constitution)
- 12. Indemnity and Independent Vendor Status of Vendor.** Vendor shall indemnify, save harmless and defend the Town, its officers, agents, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorneys' fees and any and all other costs or fees (whether grounded in Constitutional law, Tort, Contract, or Property Law, or raised pursuant to local, state or federal statutory provision), arising out of the performance of the resulting agreement and/or arising out of a willful or negligent act or omission of the Vendor, its officers, agents, and employees. It is understood and agreed that the Vendor and any employee or subcontractor of Vendor shall not be considered an employee of the Town. The Vendor shall not be within protection or coverage of the Town's workers' compensation insurance, health insurance, liability insurance or any other insurance that the Town from time to time may have in force and effect. The Town specifically reserves the right to reject any and all Vendor's employees, representatives or subcontractors and/or their employees for any cause, should the presence of any such person on Town property or their interaction with Town employees be found not in the best interest of the Town or is found to interfere with the effective and efficient operation of the Town's workplace.
- 13. Liens.** Vendor agrees to and shall indemnify and save harmless the Town against any and all liens and encumbrances for all labor, goods and services which may be provided under the resulting agreement. At the Town's request the Vendor shall provide and shall cause all subcontractors to provide a proper release of all liens, or satisfactory evidence of freedom from liens shall be delivered to the Town.
- 14. Confidentiality.** Any provision in the Contract that attempts to prevent the Town's disclosure of information that is subject to public disclosure under federal or Texas law or regulation, or court or administrative decision or ruling, is invalid. (Chapter 552, Texas Government Code)
- 15. Tax Exemption.** The Town is not liable to Vendor for any federal, state, or local taxes for which the Town is not liable by law, including state and local sales and use taxes (Section 151.309 and Title 3, Texas Tax Code) and federal excise tax (Subtitle D of the Internal Revenue Code). Accordingly, those taxes may not be added to any item. Texas limited sales tax exemption certificates will be furnished upon request. Vendors shall not charge for said taxes. If billed, the Town will remit payment less sales tax.

- 16. Contractual Limitations Period.** Any provision of the Contract that establishes a limitations period that does not run against the Town by law or that is shorter than two years is void. (Sections 16.61 and 16.070, Texas Civil Practice and Remedies Code)
- 17. Sovereign Immunity.** Any provision of the Contract that seeks to waive the Town’s immunity from suit and/or immunity from liability is void unless agreed to by specific acknowledgement of the provision within the contract.
- 18. Governing Law and Venue.** Texas law governs this Contract and any lawsuit on this Contract must be filed in a court that has jurisdiction in Denton County, Texas.
- 19. Right to trial by Jury.** Any provision of the Contract that seeks to waive an aggrieved Party’s right to trial by jury is void unless agreed to by specific acknowledgement of the provision within the contract.
- 20. Certificate of Interested Parties (TEC Form 1295).** For contracts needing Town Council approval, the Town may not accept or enter into a contract until it has received from the Vendor a completed, signed, and notarized Texas Ethics Commission (TEC) Form 1295, pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The Vendor understands that failure to provide said form may prohibit the Town from entering the Contract.
- 21. Anti-Boycott Israel Verification.** In accordance with Chapter 2271, Texas Government Code, a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.
- 22.** By signing below, the bidder certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association as defined by Chapter 2274 of the Texas Government Code, and will not so discriminate during the term of the contract.”
- 23.** By signing below, the bidder certifies that it does not boycott energy companies as defined by Chapter 2274 of the Texas Government Code, and will not boycott energy companies during the term of this contract.”

The signatory executing this contract on behalf of company verifies that the company does not boycott Israel and will not boycott Israel during the term of this contract.

Executed this the _____ day of _____, 20_____.

TOWN OF CROSS ROADS, TEXAS

Vendor

T. Lynn Tompkins, Jr., Mayor

Kristi Gilbert, Town Administrator

Appendix C – Form CIQ

INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

WHO: The following persons must file a Conflict of Interest Questionnaire with the Town if the person has an employment or business relationship with an officer of the Town that results in taxable income exceeding \$2,500 during the preceding twelve – month period, or an officer or a member of the officer’s family has accepted gifts with an aggregate value of more than \$250 during the previous twelve – month period and the person engages in any of the following actions:

1. contracts or seeks to contract for the sale or purchase of property, goods, or services with the Town, including any of the following:
 - a. written and implied contracts, utility purchases, purchase orders, credit card purchases and any purchase of goods and services by the Town;
 - b. contracts for the purchase or sale of real property, personal property including an auction of property;
 - c. tax abatement and economic development agreements;
2. submits a bid to sell goods or services, or responds to a request for proposal for services;
3. enters into negotiations with the Town for a contract; or
4. applies for a tax abatement and/or economic development incentive that will result in a contract with the Town

THE FOLLOWING ARE CONSIDERED OFFICERS OF THE TOWN:

1. Mayor and Town Council Members;
2. Town Administrator;
3. Board and Commission members and appointed members by the Mayor and Town Council;
4. Directors of 4B development corporations;
5. The executive directors or managers of 4B development corporations; and
6. Directors of the Town of Cross Roads who have authority to sign contracts on behalf of the Town.

EXCLUSIONS: A questionnaire statement need not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer’s family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

WHAT: A person or business that contracts with the Town or who seeks to contract with the Town must file a “Conflict of Interest Questionnaire” (FORM CIQ) which is available online at www.ethics.state.tx.us and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding “employment or business relationships” with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

WHEN: The person or business must file:

1. the questionnaire – no later than seven days after the date the person or business

- begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential contract or agreement with the Town; and
2. an updated questionnaire – within seven days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

It does not matter if the submittal of a bid or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted, or negotiations commence.

WHERE: The vendor or potential vendor must mail or deliver a completed questionnaire to the Finance Department.

The Finance Department is required by law to post the statements on the Town's website.

ENFORCEMENT: Failure to file a questionnaire is a Class C misdemeanor punishable by a fine not to exceed \$500. It is an exception to prosecution that the person files a FORM CIQ not later than seven business days after the person received notice of a violation

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

OFFICE USE ONLY

Date Received

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

- 1. Name of person who has a business relationship with local governmental entity.
- 2. Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate)

3. Name of local government officer with whom filer has employment or business relationship.

Name of Officer

4. This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a). Local Government Code. Attach additional pages to this Form CIO as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

Signature of person doing business with the governmental entity

Date

Appendix D – No Intent to Submit Proposal

If your firm has chosen not to submit a proposal for this procurement, please complete this form and submit to:

Town of Cross Roads
Purchasing Division,
Department of Finance PO
Box 826
Cross Roads, Texas 75126

Please check all items that apply:

- | | |
|---|---|
| <input type="checkbox"/> Do not sell the item(s) required | <input type="checkbox"/> Cannot provide Insurance required |
| <input type="checkbox"/> Cannot be competitive | <input type="checkbox"/> Cannot provide Bonding required |
| <input type="checkbox"/> Cannot meet specifications highlighted in the attached request | <input type="checkbox"/> Cannot comply with Indemnification requirement |
| <input type="checkbox"/> Job too large | <input type="checkbox"/> Job too small |
| <input type="checkbox"/> Do not wish to do business with the Town of Cross Roads | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Cannot submit electronically | |

Company Name (Please print): _____

Authorized Officer Name (Please print): _____

Telephone: (____) _____ Fax: (____) _____

Appendix E

Wrecker Company Information Sheet

Date: ____/____/____

Wrecker Service Name: _____

Certificate Number for Commercial Carrier Tow Truck: _____

Certificate Number for Vehicle Storage Facility: _____

Address: _____ Town/State/Zip: _____

Distance From Town Limits of Cross Roads: _____

Business Phone: _____ Fax: _____

Email/Web Address: _____

Wrecker Service Owner: _____

Address: _____ Town/State/Zip: _____

Phone: _____ Cell: _____

Texas Driver's License Number: _____

Tow Trucks To Be Operated Under This AGREEMENT:

License Plate: _____ State: _____ VIN: _____

License Plate: _____ State: _____ VIN: _____

License Plate: _____ State: _____ VIN: _____

License Plate: _____ State: _____ VIN: _____

License Plate: _____ State: _____ VIN: _____

Employee Information

Name: _____ Race: _____ Sex: _____

Date of Birth: _____ Texas Driver's License Number: _____

Address: _____ Town/State/Zip: _____

Phone Number(s): _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Cross Roads Police Department with any and all information it may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as a contractor for the Town of Cross Roads Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ Date and Time _____

Employee Information

Name: _____ Race: _____ Sex: _____

Date of Birth: _____ Texas Driver's License Number: _____

Address: _____ Town/State/Zip: _____

Phone Number(s): _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Cross Roads Police Department with any and all information it may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as a contractor for the Town of Cross Roads Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ Date and Time _____

Employee Information

Name: _____ Race: _____ Sex: _____

Date of Birth: _____ Texas Driver's License Number: _____

Address: _____ Town/State/Zip: _____

Phone Number(s): _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Cross Roads Police Department with any and all information it may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as a contractor for the Town of Cross Roads Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ Date and Time _____

Employee Information

Name: _____ Race: _____ Sex: _____

Date of Birth: _____ Texas Driver's License Number: _____

Address: _____ Town/State/Zip: _____

Phone Number(s): _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Cross Roads Police Department with any and all information it may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as a contractor for the Town of Cross Roads Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ Date and Time _____

Employee Information

Name: _____ Race: _____ Sex: _____

Date of Birth: _____ Texas Driver's License Number: _____

Address: _____ Town/State/Zip: _____

Phone Number(s): _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Cross Roads Police Department with any and all information it may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as a contractor for the Town of Cross Roads Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ Date and Time _____

Employee Information

Name: _____ Race: _____ Sex: _____

Date of Birth: _____ Texas Driver's License Number: _____

Address: _____ Town/State/Zip: _____

Phone Number(s): _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Cross Roads Police Department with any and all information it may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as a contractor for the Town of Cross Roads Police Department.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature _____ Date and Time _____



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

CONDUCT A PUBLIC HEARING, discuss, and consider an application by John Withers on behalf of property owners Presidio II Office Fund LLC, Noesis Clinic LLC, and Crossroads EMD LLC to amend the future land use map from C-2 Commercial to C-1 Commercial for Lot 2 Block A of the Cross Roads Medical Center Addition, generally located at 8800 US 380 to allow for the continued operation of medical and professional offices. (2022-1205-01FLUP)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

On December 5, 2022, applicant John Withers submitted applications for both a future land use map amendment and a zoning map amendment. These applications are not generally considered concurrently, however, due to action taken by the Town in 2017, Staff felt it appropriate to consider the requests at the same time. On June 19, 2017, an amendment to the zoning regulations was approved which removed “Any use in C1 (office)...” from allowed uses in the C-2 Commercial District. This action put the building and property at 8800 US 380 into a legal, non-conforming status. Portions of the building have not been in continuous use since the ordinance was amended. The property owner has been actively trying to market vacant tenant space and the building and has run into issues clarifying what uses would be allowed.

Letters were mailed out to property owners within two hundred (200) feet of the subject property and published in the newspaper. The applicant provided support letters with the application from three of the seven property owners and two individuals that have ownership interest in the property.

Staff is aware that there are some properties that are facing the same challenges and, as such, have been proactively working on amendments to the comprehensive land use plan and future land use map for review by the Planning and Zoning Commission and the Town Council. Upon acceptance of these changes, Staff will propose changes to the zoning regulations. These changes will include a modified commercial district that allows for a combination of office and retail uses.

Attached is a review letter from Staff drafted December 19, 2022. Since the December 2022 recommendation, Staff has received input during planning retreats and through conversations with consultants regarding the upcoming changes to the Town’s Comprehensive Plan. As a result, Staff is now recommending approval of the future land use plan amendment primarily due to the fact that the building has been constructed for the purpose of professional and medical offices and would be difficult to adequately house retail services.



COUNCIL AGENDA BRIEFING SHEET

Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission met on February 7, 2023 and took no action on the item. A special meeting has been called for Monday, February 13, 2023 at 5:00 p.m. for the Planning and Zoning Commission to take action so the Council can consider the request.

Recommended Action:

Staff recommends approval of the request to amend the future land use map from C-2 Commercial to C-1 Commercial until the Town's review of current regulations is complete.

Attachments:

Staff Review – 12/19/22

Application

Survey

Applicant Provided Support Letters

Project Aerial

Presidio @ 3 Eighty - (2022-1205-01FLUP)

8800 US Hwy 380





Town of Cross Roads
 3201 US Hwy 380, Suite 105
 Cross Roads, Texas 76227
 940-365-9693 office | 469-375-5905 fax

Staff Review Comments

Project: Presidio II – Request for a future land use map amendment from C-2 Commercial 2 to C-1 Commercial 1 (2022-1205-01FLUP)

Presidio II – Request for a zoning change from C-2 Commercial 2 to C-1 Commercial 1 (2022-1205-02ZC)

Location: 8800 US 380 (Parcel ID 698372)

Date of Review: December 19, 2022

Reviewer: Rodney Patterson, Building Official

Recommendation: Considering revisions to the Town’s regulations are currently underway that are proposed to address some of the applicant’s concerns, Staff recommends the Planning and Zoning Commission and Town Council either deny or table both the future land use plan amendment and the request for a zoning change from C-2 Commercial 2 to C-1 Commercial 1.

Deadline to Submit Revisions or comments: December 22, 2022 by 2:00 p.m.

Comments:

The Town is in receipt of application Nos. 2022-1205-01FLUP and 2022-1205-02ZC by applicant John Withers on behalf of property owners Presidio II Office Fund LLC, Noesis Clinic LLC, and Crossroads EMD LLC to request a future land use map amendment and a subsequent zoning change from C-2 Commercial 2 to C-1 Commercial 1 for a 3.540-acre tract of land described above.

The property is surrounded by the following current zoning designations:

North:	A Agricultural
East:	C-2 Commercial 2 and A Agricultural
South:	C-2 Commercial 2 and US 380
West:	C-2 Commercial 2 and A Agricultural

The surrounding property has the following designations on the Future Land Use Map:

Subject Property:	C-2 Commercial 2
North:	MU Mixed Use
East:	C-2 Commercial 2
South:	C-2 Commercial 2 and US 380
West:	C-2 Commercial 2

In a review of previous ordinance amendments, it appears that the uses for the C-2 Commercial district were amended on June 19, 2017, to remove “Any use in C-1 (office)” from allowed uses



Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax

in the C-2 Commercial District. This action put the building and property at 8800 US 380 into a legal, non-conforming status. Portions of the building have not been in continuous use since the ordinance was amended. *See reference to Section 14.03.007 of the Town's Code of Ordinance's below.*

Staff is aware that there are some properties that are facing the same challenges and, as such, have been proactively working on amendments to the comprehensive land use plan and future land use map for review by the Planning and Zoning Commission and the Town Council. Upon acceptance of these changes, Staff will propose changes to the zoning regulations. These changes will include a modified commercial district that allows for a combination of office and retail uses.

Considering revisions to the Town's regulations are currently underway that are proposed to address some of the applicant's concerns, Staff recommends the Planning and Zoning Commission and Town Council either deny or table both the future land use plan amendment and the request for a zoning change from C-2 Commercial 2 to C-1 Commercial 1.

“Sec. 14.03.007 Non-conforming uses and structures

- (a) A non-conforming status shall exist under the following provisions of this article:
- (1) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence or authorized and/or lawfully operating prior to the adoption of this article and has been operating since without discontinuance.
 - (2) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence at the time of annexation to the town, and has since been in regular and continuous use.
- (b) Any non-conforming use of land or structure may be continued for definite periods of time, subject to such regulations as the board of adjustment may require for immediate preservation of the adjoining property prior to the ultimate removal of the non-conforming use.
- (c) Destruction, extension of non-conforming use or structure.
- (1) A non-conforming use or structure shall not be extended or rebuilt in case of obsolescence or total destruction. Any non-conforming building or structure which is partially damaged or destroyed to the extent that the cost of repair or replacement will equal or exceed sixty percent (60%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment, shall not thereafter be restored, reconstructed, used or occupied, unless thereafter in conformance with this code and the ordinance of the town. If the cost of repair or restoration is less than sixty percent (60%) of the fair market value of the building or structure, the restoration or repair shall commence within six (6) months from the date of the partial destruction. Failure to so commence the repair or restoration shall be conclusive as to the owner's abandonment of an intent to abandon the nonconforming structure. Any and all repairs or reconstruction authorized hereunder shall be in accordance with all existing codes applicable at that time and not at the time of original construction.
 - (2) A non-conforming building or structure shall not be extended or enlarged but may be repaired



Town of Cross Roads

3201 US Hwy 380, Suite 105

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

or maintained; provided, however, that the cost of such repair or maintenance shall not exceed fifty percent (50%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment.”

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: 2022-1205-01

PROJECT: Future Land Use Amendment

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Land Use Amendment

Zone Change _____ Technical Site Plan _____ Grading Miscellaneous

Land Owner Name Presidio II Office Fund Signature [Signature]

Owner Mailing Address 9501 DAVID FORT RD, ARLING, TX 76010

Owner Contact Phone 940 390 6255 Email JOHN@SEPCOMMERCIAL.COM

Applicant Name JOHN WILKINS Signature [Signature]

Project Contact Mailing Address 9501 DAVID FORT RD, ARLING, TX 76010

Project Contact Phone 940 390 6255 Email JOHN@SEPCOMMERCIAL.COM

Proposed Project Name PRESIDIO @ 3 UNIT Location 8800 U.S. HWY 380

Abstract, Lot, Block _____ DCAD ID 692984-692987 or 967201-967201

Current Zoning C2 Requested Zoning C1

Number of Lots N/A Acres 3.53

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

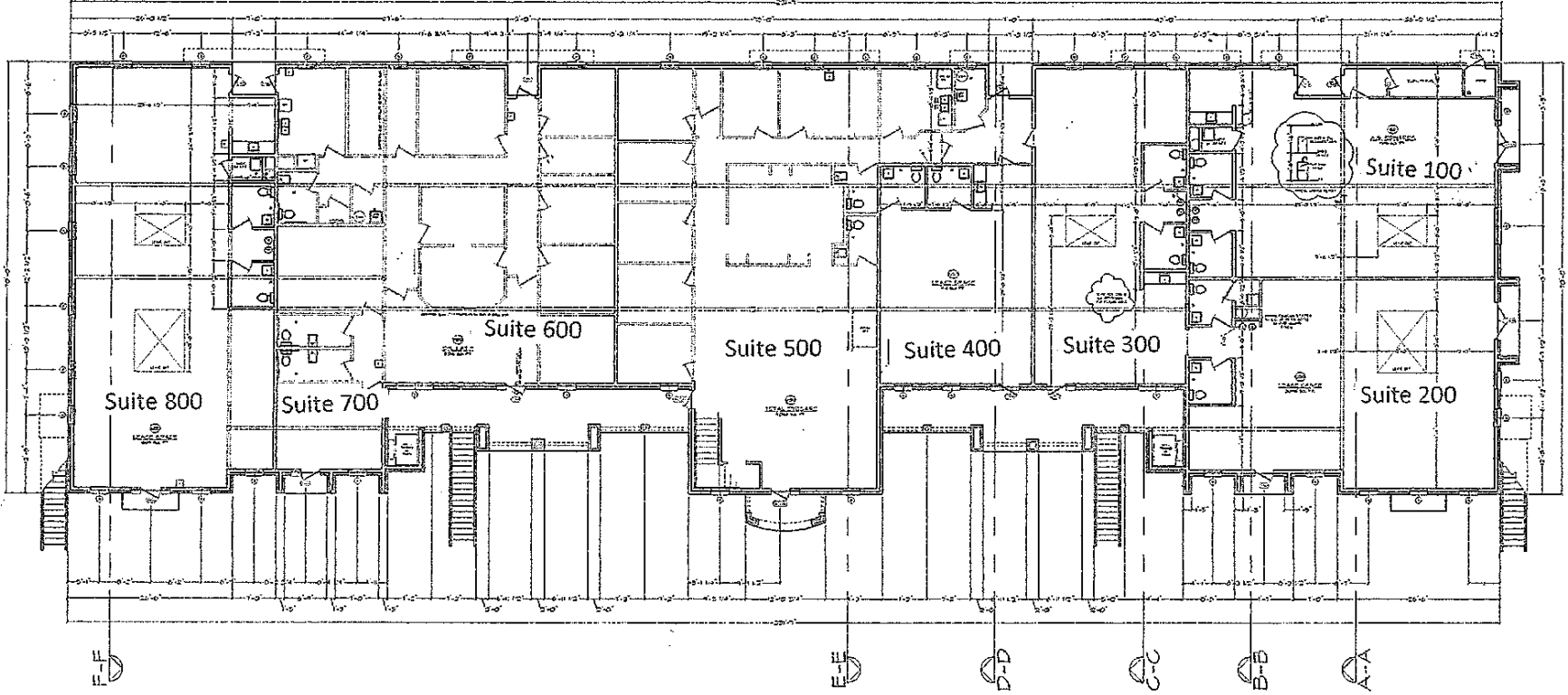
ADDITIONAL INFORMATION

PROPERTY WAS BUILT FOR OFFICE & PROFESSIONAL OFFICE USES.
ALL TENANTS & OWNERS ARE OFFICE, MEDICAL OR PROFESSIONAL
OFFICE USERS AND ALL SPACES ARE FINISHED AS OFFICES.

11/7/2022



REVISED	DATE
BY	
DATE	
BY	
DATE	
BY	
DATE	
BY	
DATE	



1 BUILDING PLAN LEVEL ONE
1/8" = 1'-0"

- STONE - SELECTED BY OWNER
- TILE / BASK STONE IN WIDE MORTAR - SELECTED BY OWNER
- BRICK - SELECTED BY OWNER

AREA CALCULATIONS	
LOCATION	CONCRETE SQ. FT.
SUITE 100	1422 SQ. FT.
SUITE 200	1710 SQ. FT.
SUITE 300	2115 SQ. FT.
SUITE 400	1324 SQ. FT.
SUITE 500	310 SQ. FT.
SUITE 600	2504 SQ. FT.
SUITE 700	1400 SQ. FT.
SUITE 800	3120 SQ. FT.
SUITE 800	3271 SQ. FT.
SUITE 200	1583 SQ. FT.
LEVEL TOTALS	16729 SQ. FT.
WORK AREA TOTAL	1682 SQ. FT.
TOTAL	18411 SQ. FT.

Presideo © 380 - Phase II
City of Houston, Houston, Texas

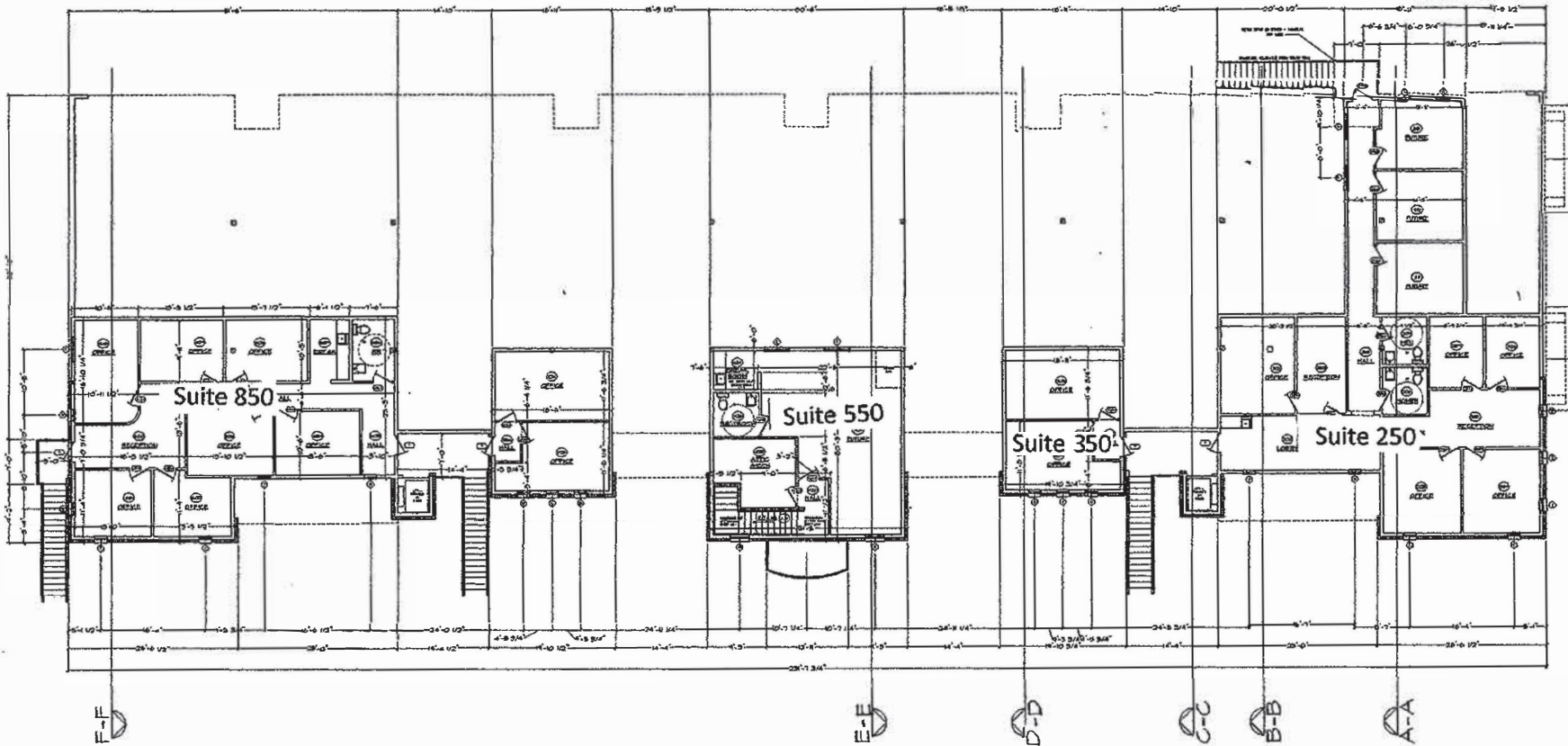
GENERAL CONTRACTOR
Shari Trusty Design & Construction
8700 HWY. 589 SUITE 310, CROSSROADS, TEXAS 77057-8704

DESIGNED BY
MARCUS & PEREIRA

DRAWN BY
MARCUS & PEREIRA

CHECKED BY
MARCUS & PEREIRA

DATE
A2.1



REVISED	DATE



BUILDING PLAN LEVEL TWO
1/8" = 1'-0"

- STONE - SELECTED BY OWNER
- TILE/ FAIN/ STONE IV MIDE MORTAR - SELECTED BY OWNER
- BRICK SELECTED BY OWNER

Presideo @ 380 - Phase II
 City of Crossroads Denton County, Texas
 GENERAL CONTRACTOR
Shari Trusty Design & Construction
 5700 HWY. 380 SUITE 200 CROSSROADS, TEXAS 75037-5984

DESIGNED BY: T. M. A. D. S.
DATE: 12.28.15
SCALE: AS SHOWN
300 HOURS
5/2/17

A2.2

R.J. MOSELY SURVEY,
ABSTRACT # 803
DENTON COUNTY, TEXAS

A TRACT OF LAND
DESCRIBED IN A DEED TO
ELMER LEROY MATTHEWS
& ROSENE MATTHEWS
VOL. 885, PG. 804
D.R.D.C.T.

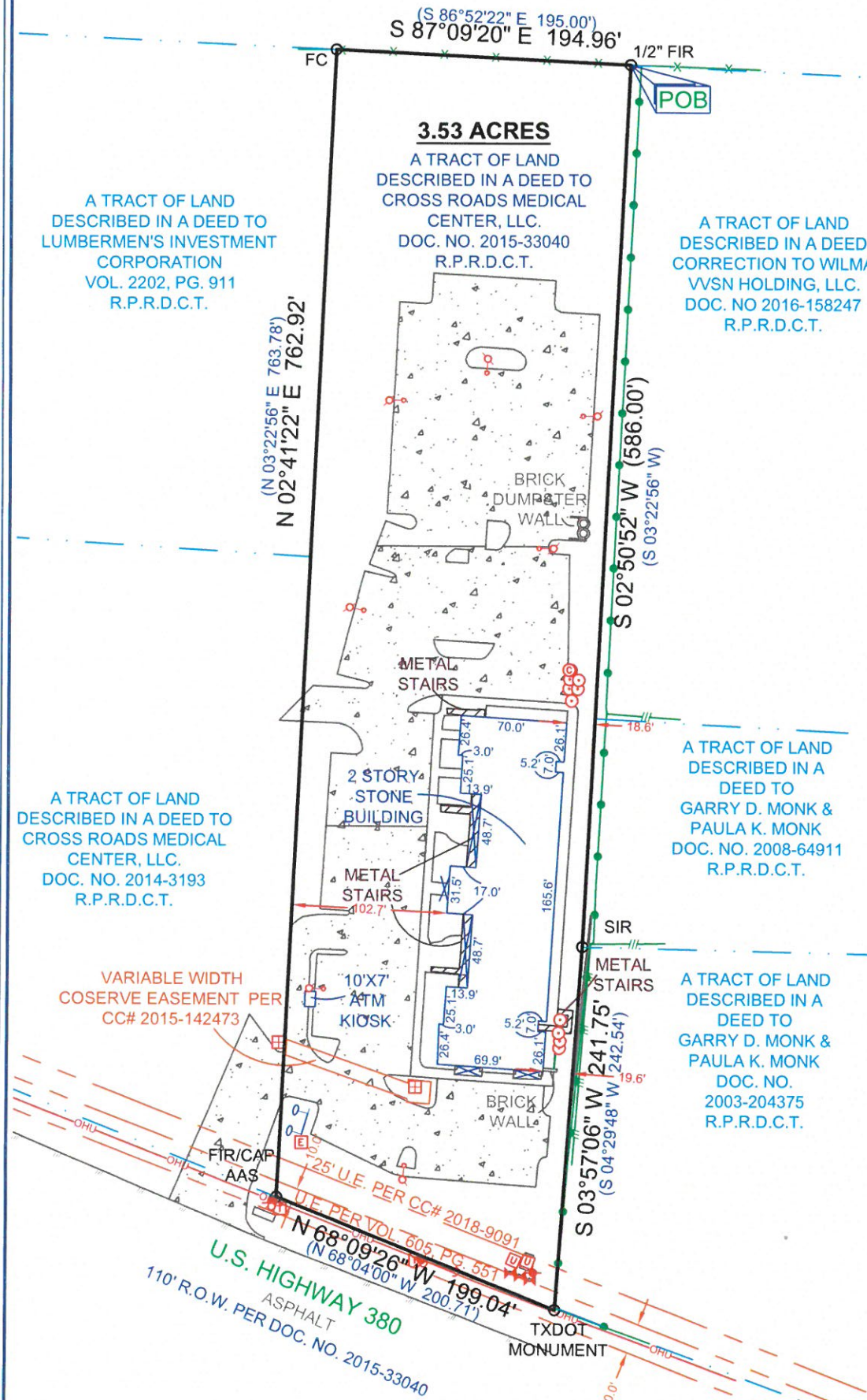
A TRACT OF LAND
DESCRIBED IN A DEED TO
LUMBERMEN'S INVESTMENT
CORPORATION
VOL. 2202, PG. 911
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A DEED TO
CROSS ROADS MEDICAL
CENTER, LLC.
DOC. NO. 2014-3193
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A DEED
CORRECTION TO WILMA
VVSN HOLDING, LLC.
DOC. NO 2016-158247
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A
DEED TO
GARRY D. MONK &
PAULA K. MONK
DOC. NO. 2008-64911
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A
DEED TO
GARRY D. MONK &
PAULA K. MONK
DOC. NO.
2003-204375
R.P.R.D.C.T.



SCHEDULE "B" ITEMS

Commitment for Title Insurance, (T-7), dated August 17, 2020.

Policy Number 205472:

10(e.) Volume 510, Page 212 Blanket Easement to Denton County Electric Cooperative, Inc., does affect;

10(f.) Volume 605, Page 551 Easement to Southwestern Bell Telephone, does affect as shown;

10(g.) Volume 510, Page 150 Blanket Easement to Denton County Electric Cooperative, Inc., does affect;

10(j.) CC# 2014-53935 Easement to Denton County Electric Cooperative, Inc., does not affect;

10(k.) CC# 2015-142473 Easement to Denton County Electric Cooperative, Inc., does affect as shown;

10(l.) CC# 2018-9091 Easement to Mustang Special Utility District, does affect as shown;

LEGEND

☐ = ELECTRIC TRANSFORMER	○ = SEPTIC TANK LID	—●— = PIPE FENCE
⚡ = POWER POLE	☑ = AIR CONDITIONER	—x— = WIRE FENCE
⦿ = LIGHT POLE	● = BOLLARD	— — = WOOD FENCE
c = GUY WIRE	⊥ = TRAFFIC SIGN	—OH— = OVER-HEAD UTILITIES
⚡ = FIRE HYDRANT	R.O.W. = RIGHT-OF-WAY	— — = ASPHALT
⚡ = WATER VALVE	FIR = FOUND IRON ROD	☐ = CONCRETE
⊙ = SEWER CLEANOUT	FIR/CAP = FOUND IRON ROD W/CAPPED	☐ = BRICK
⊙ = TELEPHONE RISER	SIR = SET IRON ROD W/CAPPED	☐ = WOOD
☑ = ELECTRIC VAULT	CORM = METAL FENCE CORNER POST	
☑ = TELEPHONE VAULT	CM = CONTROLLING MONUMENT	
☑ = UNIDENTIFIED UTILITY VAULT	() = PLAT OR DEED CALL	
⦿ = BURIED FIBER OPTIC SIGN	POB = POINT OF BEGINNING	

Being all that certain lot, tract or parcel of land lying and being situated in the R.J. Mosely Survey, Abstract Number 803, Denton County, Texas, and being that 3.55 acre tract of land described in a deed to Cross Roads Medical Center, LLC., recorded in Doc. No. 2015-33040 of the Real Property Records of Denton County, Texas, and being more fully described by metes and bounds as follows;

BEGINNING at a 1/2 inch iron rod found in the South line of a tract of land described in a deed to Elmer Leroy Matthews and Rosene Matthews, recorded in Volume 885, Page 804 of the Deed Records of Denton County, Texas, being the Northeast corner of said 3.55 acre tract, and also being the Northwest corner of a tract of land described in a deed correction to Wilma VVSN Holding, LLC., recorded in Document Number 2016-158247 of the Real Property Records of Denton County, Texas;

THENCE along the common line of this and said Wilma VVSN Holding tract, South 02 degrees 50 minutes 52 seconds West a distance of 586.00 feet to a capped iron rod set stamped "KAZ", being the Southwest corner of a tract of land described in a deed to Garry D. Monk and Paula K. Monk, recorded in Document Number 2008-64911 of the Real Property Records of Denton County, Texas, and also being the Northwest corner of a tract of land described in a deed to Garry D. Monk and Paula K. Monk, recorded in Document Number 2003-204375, of the Real Property records of Denton County Texas;

THENCE along the common line of said Monk tract, South 03 degrees 57 minutes 06 seconds West a distance of 241.75 feet to a capped TXDOT Monument found, being the Southeast corner of said 3.55 acre tract, and also being in the North line of U.S. Highway 380;

THENCE along said North line of U.S. 380, North 68 degrees 09 minutes 26 seconds West a distance of 199.04 feet to a capped iron rod found, being the Southwest corner of said 3.55 acre tract, and also being the Southeast corner of a 0.898 acre tract of land described in a deed to Cross Roads Medical Center, LLC., recorded in Document Number 2014-3193 of the Real Property Records of Denton County, Texas;

THENCE along the common line of this and said 0.898 acre tract, North 02 degrees 41 minutes 22 seconds East a distance of 762.92 feet to a fence corner found, being the Northwest corner of said 3.55 acre tract;

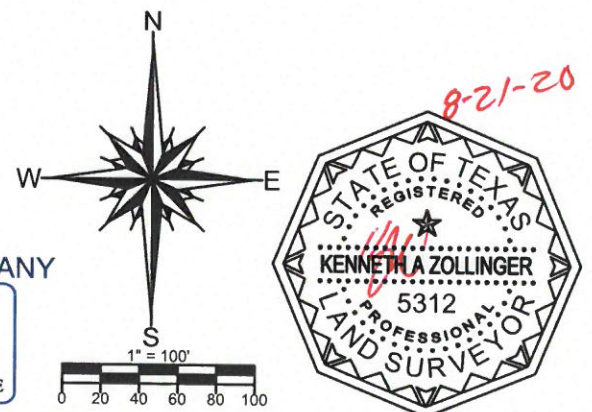
THENCE along the common line of this and said Matthews tract, South 87 degrees 09 minutes 20 seconds East a distance of 194.96 feet to the POINT OF BEGINNING and containing 3.53 acres of land more or less;

FLOOD STATEMENT: I have reviewed the F.E.M.A. Flood Insurance Rate Map for the City of Cross Roads, Community Number 481513 effective date 4-18-2011 and that map indicates as scaled, that this property is within "Non-Shaded Zone X" defined as "Areas determined to be outside the 0.2% annual chance flood (500-year)" as shown on Panel 405 G of said map.

SURVEYORS CERTIFICATION

Certified to Chicago Title Insurance Company (GF#205472), Presidio II office Fund, LLC. American National Bank & Trust, and Cross Roads Medical Center, LLC.,

This survey correctly represents the results of an on-the-ground survey made under my direction and supervision on 08-19-2021, and substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1A, Condition II Survey. There are no apparent encroachments, intrusions or protrusions except as shown hereon.



TITLE COMPANY



TX FIRM REGISTRATION # 10002100


1720 WESTMINSTER
DENTON, TX 76205
(940)382-3446

JOB NUMBER: 150264-05
DRAWN BY: TMM
DATE: 08-20-2020
R.P.L.S.
KENNETH A. ZOLLINGER

To Whom it may concern

My name is PATTY McCallum I own the property located at
8500 E US 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

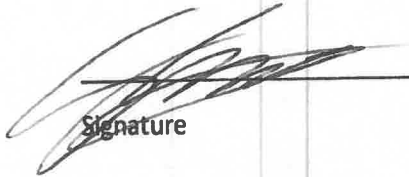
Regards,

 Patty McCallum 11/08/22
Signature Date

To Whom it may concern

My name is Dr. Joe Smith I own the property located at
8700 W Hwy 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,



Signature

11/8/22

Date

To Whom it may concern

My name is SURESH MALEPATA own the property located at
9100 E HWY 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

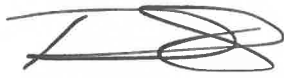
Regards,

Suresh M 1/10/2022
Signature Date

To Whom it may concern

My name is Doug Soell I own the property located at
8800 US HWY 380, Suite 100, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,



11/07/2022

Signature

Date

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: _____

PROJECT: _____

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Zone Change Technical Site Plan Grading Miscellaneous

Land Owner Name Presidio II OFFICE BUILDING Signature [Signature]

Owner Mailing Address 9501 DAVID FORT RD, ARLING, TX 76016

Owner Contact Phone 940 390 6235 Email JOHN@SSPCOMMERCIAL.COM

Applicant Name JOHN WILKINS Signature [Signature]

Project Contact Mailing Address 9501 DAVID FORT RD, ARLING, TX 76016

Project Contact Phone 940 390 6235 Email JOHN@SSPCOMMERCIAL.COM

Proposed Project Name PRESIDIO C3 EMULY Location 8800 U.S. HWY 380

Abstract, Lot, Block _____ DCAD ID 692984-692987 or 967201-967202

Current Zoning C2 Requested Zoning C1

Number of Lots N/A Acres 3.53

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

ADDITIONAL INFORMATION

PROPERTY WAS BUILT FOR OFFICE & PROFESSIONAL OFFICE USES.
ALL TENANTS & OWNERS ARE OFFICE, MEDICAL OR PROFESSIONAL
OFFICE USERS AND ALL SPACES ARE FINISHED AS OFFICES.

Urban Natif-ND
11/16/22

To Whom it may concern

My name is UMAR LATIF I own the property located at NOESIS CLINIC
8800 US HWY # 600, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,

Umar Latif, MD 11/16/22
Signature Date

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: _____

PROJECT: _____

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Land use Amendment

Zone Change _____ Technical Site Plan _____ Grading Miscellaneous

Land Owner Name Presidio II OFFICE BUILDING Signature [Signature]

Owner Mailing Address 9501 DAVID FORT RD, AZULLE, TX 76226

Owner Contact Phone 940 390 6255 Email JOHN@SESPCOMMERCIAL.COM

Applicant Name JOHN WILKINS Signature [Signature]

Project Contact Mailing Address 9501 DAVID FORT RD, AZULLE, TX 76226

Project Contact Phone 940-390-6255 Email JOHN@SESPCOMMERCIAL.COM

Proposed Project Name PRESIDIO @ 3 EIGHTH Location 8800 U.S. HWY 380

Abstract, Lot, Block _____ DCAD ID 692984-692987 or 967201-967201

Current Zoning C2 Requested Zoning C1

Number of Lots NA Acres 3.53

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

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OFFICE USERS AND ALL SPACES ARE FINISHED AS OFFICES.

John Wilkins
11/16/22

To Whom it may concern

My name is SURESH MALEPATA own the property located at
9100 E HWY 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,

Suresh M 1/07/2022
Signature Date



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

CONDUCT A PUBLIC HEARING, discuss, and consider an application by John Withers on behalf of property owners Presidio II Office Fund LLC, Noesis Clinic LLC, and Crossroads EMD LLC to change the zoning from C-2 Commercial to C-1 Commercial for Lot 2 Block A of the Cross Roads Medical Center Addition, generally located at 8800 US 380 to allow for the continued operation of medical and professional offices. (2022-1205-02ZC)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

On December 5, 2022, applicant John Withers submitted applications for both a future land use map amendment and a zoning map amendment. These applications are not generally considered concurrently, however, due to action taken by the Town in 2017, Staff felt it appropriate to consider the requests at the same time. On June 19, 2017, an amendment to the zoning regulations was approved which removed “Any use in C1 (office)...” from allowed uses in the C-2 Commercial District. This action put the building and property at 8800 US 380 into a legal, non-conforming status. Portions of the building have not been in continuous use since the ordinance was amended. The property owner has been actively trying to market vacant tenant space and the building and has run into issues clarifying what uses would be allowed.

Staff is aware that there are some properties that are facing the same challenges and, as such, have been proactively working on amendments to the comprehensive land use plan and future land use map for review by the Planning and Zoning Commission and the Town Council. Upon acceptance of these changes, Staff will propose changes to the zoning regulations. These changes will include a modified commercial district that allows for a combination of office and retail uses.

Attached is a review letter from Staff drafted December 19, 2022. Since the December 2022 recommendation, Staff has received input during planning retreats and through conversations with consultants regarding the upcoming changes to the Town’s Comprehensive Plan. As a result, Staff is now recommending approval of the change in zoning from C-2 Commercial to C-1 Commercial, primarily due to the fact that the building has been constructed for the purpose of professional and medical offices and would be difficult to adequately house retail services.

Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission met on February 7, 2023 and took no action on the item. A special meeting has been called for Monday, February 13, 2023 at 5:00 p.m. for the Planning and Zoning Commission to take action so the Council can consider the request.



COUNCIL AGENDA BRIEFING SHEET

Recommended Action:

Staff recommends approval of the request to change the zoning of the property from C-2 Commercial to C-1 Commercial until the Town's review of current regulations is complete.

Attachments:

Staff Review – 12/19/22

Application

Survey

Project Aerial

8800 US 380 - (2022-1205-02ZC)





Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax

Staff Review Comments

Project: Presidio II – Request for a future land use map amendment from C-2 Commercial 2 to C-1 Commercial 1 (2022-1205-01FLUP)

Presidio II – Request for a zoning change from C-2 Commercial 2 to C-1 Commercial 1 (2022-1205-02ZC)

Location: 8800 US 380 (Parcel ID 698372)

Date of Review: December 19, 2022

Reviewer: Rodney Patterson, Building Official

Recommendation: Considering revisions to the Town’s regulations are currently underway that are proposed to address some of the applicant’s concerns, Staff recommends the Planning and Zoning Commission and Town Council either deny or table both the future land use plan amendment and the request for a zoning change from C-2 Commercial 2 to C-1 Commercial 1.

Deadline to Submit Revisions or comments: December 22, 2022 by 2:00 p.m.

Comments:

The Town is in receipt of application Nos. 2022-1205-01FLUP and 2022-1205-02ZC by applicant John Withers on behalf of property owners Presidio II Office Fund LLC, Noesis Clinic LLC, and Crossroads EMD LLC to request a future land use map amendment and a subsequent zoning change from C-2 Commercial 2 to C-1 Commercial 1 for a 3.540-acre tract of land described above.

The property is surrounded by the following current zoning designations:

North:	A Agricultural
East:	C-2 Commercial 2 and A Agricultural
South:	C-2 Commercial 2 and US 380
West:	C-2 Commercial 2 and A Agricultural

The surrounding property has the following designations on the Future Land Use Map:

Subject Property:	C-2 Commercial 2
North:	MU Mixed Use
East:	C-2 Commercial 2
South:	C-2 Commercial 2 and US 380
West:	C-2 Commercial 2

In a review of previous ordinance amendments, it appears that the uses for the C-2 Commercial district were amended on June 19, 2017, to remove “Any use in C-1 (office)” from allowed uses



Town of Cross Roads
3201 US Hwy 380, Suite 105
Cross Roads, Texas 76227
940-365-9693 office | 469-375-5905 fax

in the C-2 Commercial District. This action put the building and property at 8800 US 380 into a legal, non-conforming status. Portions of the building have not been in continuous use since the ordinance was amended. *See reference to Section 14.03.007 of the Town's Code of Ordinance's below.*

Staff is aware that there are some properties that are facing the same challenges and, as such, have been proactively working on amendments to the comprehensive land use plan and future land use map for review by the Planning and Zoning Commission and the Town Council. Upon acceptance of these changes, Staff will propose changes to the zoning regulations. These changes will include a modified commercial district that allows for a combination of office and retail uses.

Considering revisions to the Town's regulations are currently underway that are proposed to address some of the applicant's concerns, Staff recommends the Planning and Zoning Commission and Town Council either deny or table both the future land use plan amendment and the request for a zoning change from C-2 Commercial 2 to C-1 Commercial 1.

“Sec. 14.03.007 Non-conforming uses and structures

- (a) A non-conforming status shall exist under the following provisions of this article:
 - (1) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence or authorized and/or lawfully operating prior to the adoption of this article and has been operating since without discontinuance.
 - (2) When a use or structure which does not conform to the regulations prescribed in the district in which such use or structure is located was in existence at the time of annexation to the town, and has since been in regular and continuous use.
- (b) Any non-conforming use of land or structure may be continued for definite periods of time, subject to such regulations as the board of adjustment may require for immediate preservation of the adjoining property prior to the ultimate removal of the non-conforming use.
- (c) Destruction, extension of non-conforming use or structure.
 - (1) A non-conforming use or structure shall not be extended or rebuilt in case of obsolescence or total destruction. Any non-conforming building or structure which is partially damaged or destroyed to the extent that the cost of repair or replacement will equal or exceed sixty percent (60%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment, shall not thereafter be restored, reconstructed, used or occupied, unless thereafter in conformance with this code and the ordinance of the town. If the cost of repair or restoration is less than sixty percent (60%) of the fair market value of the building or structure, the restoration or repair shall commence within six (6) months from the date of the partial destruction. Failure to so commence the repair or restoration shall be conclusive as to the owner's abandonment of an intent to abandon the nonconforming structure. Any and all repairs or reconstruction authorized hereunder shall be in accordance with all existing codes applicable at that time and not at the time of original construction.
 - (2) A non-conforming building or structure shall not be extended or enlarged but may be repaired



Town of Cross Roads

3201 US Hwy 380, Suite 105

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

or maintained; provided, however, that the cost of such repair or maintenance shall not exceed fifty percent (50%) of the fair market value of the structure, exclusive of foundations, utility connections, furniture and equipment.”

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: 2022-1205-02

PROJECT: Zone Change

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Zone Change Technical Site Plan Grading Miscellaneous

Land Owner Name Presidio II Office Fund Signature [Signature]

Owner Mailing Address 9501 DAVID FORT RD, ARLING, TX 76216

Owner Contact Phone 940 390 6255 Email JOHN@SSPCOMMERCIAL.COM

Applicant Name JOHN WILKINS Signature [Signature]

Project Contact Mailing Address 9501 DAVID FORT RD, ARLING, TX 76216

Project Contact Phone 940.390.6255 Email JOHN@SSPCOMMERCIAL.COM

Proposed Project Name PRESIDIO C3 EMULY Location 8800 U.S. HWY 380

Abstract, Lot, Block _____ DCAD ID 692984-692987 or 967201-967202

Current Zoning C2 Requested Zoning C1

Number of Lots N/A Acres 3.53

REQUIRED SUBMISSION DOCUMENTS

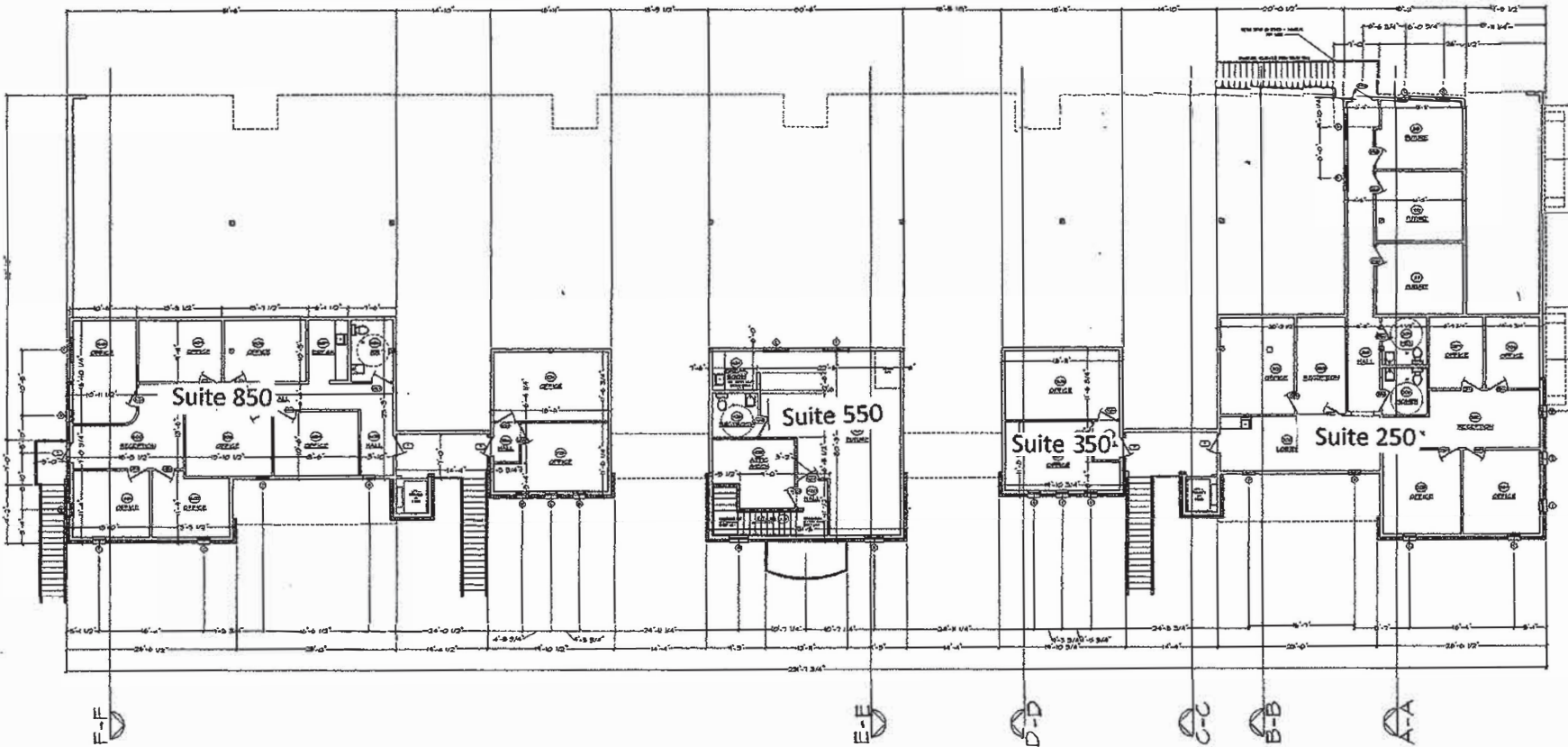
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OFFICE USERS AND ALL SPACES ARE FINISHED AS OFFICES.

11/07/2022





REVISED	DATE



BUILDING PLAN LEVEL TWO
1/8" = 1'-0"

- STONE - SELECTED BY OWNER
- TILE/ FAIN/ STONE IV. MIDE MORTAR - SELECTED BY OWNER
- BRICK SELECTED BY OWNER

Presideo @ 380 - Phase II
 GENERAL CONTRACTOR
 City of Crossroads Denton County, Texas
Shari Trusty Design & Construction
 5700 HWY. 380 SUITE 200 CROSSROADS, TEXAS 75037-5984

DESIGNED BY:	Y. M. A. D. S.
DATE:	12.28.15
SCALE:	AS NOTED
30% PERMITS:	
DATE:	

A2.2

**R.J. MOSELY SURVEY,
ABSTRACT # 803
DENTON COUNTY, TEXAS**

A TRACT OF LAND
DESCRIBED IN A DEED TO
ELMER LEROY MATTHEWS
& ROSENE MATTHEWS
VOL. 885, PG. 804
D.R.D.C.T.



A TRACT OF LAND
DESCRIBED IN A DEED TO
LUMBERMEN'S INVESTMENT
CORPORATION
VOL. 2202, PG. 911
R.P.R.D.C.T.

3.53 ACRES
A TRACT OF LAND
DESCRIBED IN A DEED TO
CROSS ROADS MEDICAL
CENTER, LLC.
DOC. NO. 2015-33040
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A DEED
CORRECTION TO WILMA
VWSN HOLDING, LLC.
DOC. NO 2016-158247
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A DEED TO
CROSS ROADS MEDICAL
CENTER, LLC.
DOC. NO. 2014-3193
R.P.R.D.C.T.

VARIABLE WIDTH
COSERVE EASEMENT PER
CCH# 2015-142473

A TRACT OF LAND
DESCRIBED IN A
DEED TO
GARRY D. MONK &
PAULA K. MONK
DOC. NO. 2008-64911
R.P.R.D.C.T.

A TRACT OF LAND
DESCRIBED IN A
DEED TO
GARRY D. MONK &
PAULA K. MONK
DOC. NO.
2003-204375
R.P.R.D.C.T.

Being all that certain lot, tract or parcel of land lying and being situated in the R.J. Mosely Survey, Abstract Number 803, Denton County, Texas, and being that 3.55 acre tract of land described in a deed to Cross Roads Medical Center, LLC., recorded in Doc. No. 2015-33040 of the Real Property Records of Denton County, Texas, and being more fully described by metes and bounds as follows;

BEGINNING at a 1/2 inch iron rod found in the South line of a tract of land described in a deed to Elmer Leroy Matthews and Rosene Denton County, Texas, recorded in Volume 885, Page 804 of the Deed Records of Denton County, Texas, being the Northeast corner of said 3.55 acre tract, and also being the Northwest corner of a tract of land described in a deed correction to Wilma VWSN Holding, LLC., recorded in Document Number 2016-158247 of the Real Property Records of Denton County, Texas;

THENCE along the common line of this and said Wilma VWSN Holding tract, South 02 degrees 50 minutes 52 seconds West a distance of 586.00 feet to a capped iron rod set stamped "KAZ", being the Southwest corner of a tract of land described in a deed to Garry D. Monk and Paula K. Monk, recorded in Document Number 2008-64911 of the Real Property Records of Denton County, Texas, and also being the Northwest corner of a tract of land described in a deed to Garry D. Monk and Paula K. Monk, recorded in Document Number 2003-204375, of the Real Property records of Denton County Texas;

THENCE along the common line of said Monk tract, South 03 degrees 57 minutes 06 seconds West a distance of 241.75 feet to a capped TXDOT Monument found, being the Southeast corner of said 3.55 acre tract, and also being in the North line of U.S. Highway 380;

THENCE along said North line of U.S. 380, North 68 degrees 09 minutes 26 seconds West a distance of 199.04 feet to a capped iron rod found, being the Southwest corner of said 3.55 acre tract, and also being the Southeast corner of a 0.898 acre tract of land described in a deed to Cross Roads Medical Center, LLC., recorded in Document Number 2014-3193 of the Real Property Records of Denton County, Texas;

THENCE along the common line of this and said 0.898 acre tract, North 02 degrees 41 minutes 22 seconds East a distance of 762.92 feet to a fence corner found, being the Northwest corner of said 3.55 acre tract;

THENCE along the common line of this and said Matthews tract, South 87 degrees 09 minutes 20 seconds East a distance of 194.96 feet to the **POINT OF BEGINNING** and containing 3.53 acres of land more or less;

FLOOD STATEMENT: I have reviewed the F.E.M.A. Flood Insurance Rate Map for the City of Cross Roads, Community Number 481513 effective date 4-18-2011 and that map indicates as scaled, that this property is within "Non-Shaded Zone X" defined as "Areas determined to be outside the 0.2% annual chance flood (500-year)" as shown on Panel 405 G of said map.

SURVEYORS CERTIFICATION

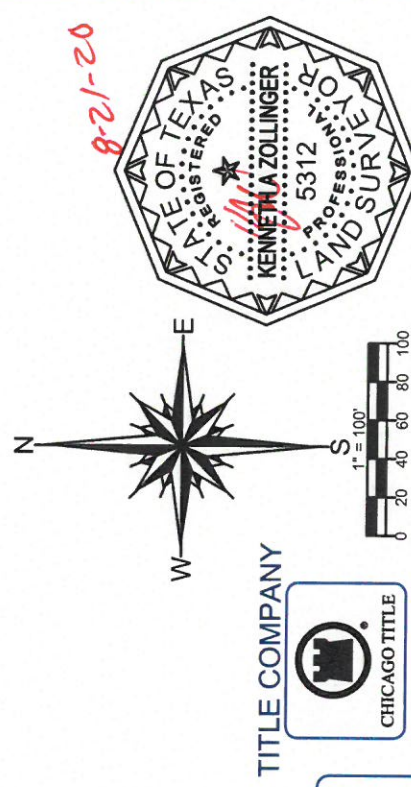
Certified to Chicago Title Insurance Company (GF#205472), Presidio II office Fund, LLC. American National Bank & Trust, and Cross Roads Medical Center, LLC.,

This survey correctly represents the results of an on-the-ground survey made under my direction and supervision on 08-19-2021, and substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1A, Condition II Survey. There are no apparent encroachments, intrusions or protrusions except as shown hereon.

SCHEDULE "B" ITEMS

Commitment for Title Insurance, (T-7), dated August 17, 2020.
Policy Number 205472:

- 10(e.) Volume 510, Page 212** Blanket Easement to Denton County Electric Cooperative, Inc., does affect;
- 10(f.) Volume 605, Page 551** Easement to Southwestern Bell Telephone, does affect as shown;
- 10(g.) Volume 510, Page 150** Blanket Easement to Denton County Electric Cooperative, Inc., does affect;
- 10(j.) CC# 2014-53935** Easement to Denton County Electric Cooperative, Inc., does not affect;
- 10(k.) CC# 2015-142473** Easement to Denton County Electric Cooperative, Inc., does affect as shown;
- 10(l.) CC# 2018-9091** Easement to Mustang Special Utility District, does affect as shown;



TITLE COMPANY



1720 WESTMINSTER
DENTON, TX 76205
(940)382-3446
JOB NUMBER: 150264-05
DRAWN BY: TMM
DATE: 08-20-2020
R.P.L.S.
KENNETH A. ZOLLINGER

TX FIRM REGISTRATION # 10002100

LEGEND

⊙	ELECTRIC TRANSFORMER	—	PIPE FENCE
⊙	POWER POLE	—	WIRE FENCE
⊙	LIGHT POLE	—	WOOD FENCE
⊙	GUY WIRE	—	OVER-HEAD UTILITIES
⊙	FIRE HYDRANT	—	ASPHALT
⊙	WATER VALVE	—	CONCRETE
⊙	SEWER CLEANOUT	—	BRICK
⊙	TELEPHONE RISER	—	WOOD
⊙	ELECTRIC VAULT		
⊙	TELEPHONE VAULT		
⊙	UNIDENTIFIED UTILITY VAULT		
⊙	BURIED FIBER OPTIC SIGN		
⊙	SEPTIC TANK LID		
⊙	AIR CONDITIONER		
⊙	BOLLARD		
⊙	TRAFFIC SIGN		
⊙	RIGHT-OF-WAY		
⊙	FOUND IRON ROD		
⊙	FOUND IRON ROD W/CAPPED		
⊙	SET IRON ROD W/CAPPED		
⊙	METAL FENCE CORNER POST		
⊙	CONTROLLING MONUMENT		
⊙	PLAT OR DEED CALL		
⊙	POINT OF BEGINNING		

To Whom it may concern

My name is PATTY McCallum I own the property located at
8500 E US 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

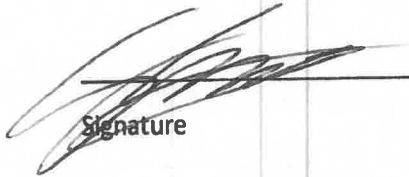
Regards,

 Patty McCallum 11/08/22
Signature Date

To Whom it may concern

My name is Dr. Joe Smith I own the property located at
8700 W Hwy 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,



Signature

11/8/22

Date

To Whom it may concern

My name is SURESH MALEPATA own the property located at
9100 E HWY 380, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

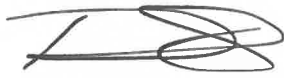
Regards,

Suresh M 1/07/2022
Signature Date

To Whom it may concern

My name is Doug Soell I own the property located at
8800 US HWY 380, Suite 100, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,



11/07/2022

Signature

Date

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: _____

PROJECT: _____

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Zone Change Technical Site Plan Grading Miscellaneous

Land Owner Name Presidio II OFFICE BUILDING Signature [Signature]

Owner Mailing Address 9501 DAVID FORT RD, ARLING, TX 76016

Owner Contact Phone 940 390 6235 Email JOHN@SSPCOMMERCIAL.COM

Applicant Name JOHN WILKINS Signature [Signature]

Project Contact Mailing Address 9501 DAVID FORT RD, ARLING, TX 76016

Project Contact Phone 940.390.6235 Email JOHN@SSPCOMMERCIAL.COM

Proposed Project Name PRESIDIO C3 UNIT Location 8800 U.S. HWY 380

Abstract, Lot, Block _____ DCAD ID 692984-692987 or 967201-967202

Current Zoning C2 Requested Zoning C1

Number of Lots N/A Acres 3.53

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
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Urban Natif-ND
11/16/22

To Whom it may concern

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8800 US HWY # 600, Cross Roads, TX. I am in favor of the amendment to the Land Use
Plan, and rezoning of the property located at 8800 E HWY 380, Cross Roads, TX from C2 to C1 Zoning.

Regards,

Umar Latif, MD 11/16/22
Signature Date

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: _____

PROJECT: _____

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

Land use Amendment

Zone Change _____ Technical Site Plan _____ Grading Miscellaneous

Land Owner Name Presidio II OFFICE BUILDING Signature [Signature]
 Owner Mailing Address 9501 DAVID FORT RD, ARLING, TX 76010
 Owner Contact Phone 940 390 6255 Email JOHN@SESPCOMMERCIAL.COM
 Applicant Name JOHN WILKINS Signature [Signature]
 Project Contact Mailing Address 9501 DAVID FORT RD, ARLING, TX 76010
 Project Contact Phone 940 390 6255 Email JOHN@SESPCOMMERCIAL.COM
 Proposed Project Name PRESIDIO @ 3 EIGHTH Location 8800 U.S. HWY 380
 Abstract, Lot, Block _____ DCAD ID 692984-692987 or 967201-967201
 Current Zoning C2 Requested Zoning C1
 Number of Lots NA Acres 3.53

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
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*John Wilkins
11/16/22*



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Consider approval of a preliminary plat application by Pradeep Yanala on behalf of property owner North Texas 4Plex, LLC for the North Texas 4Plex Addition to create a single commercial lot for property located at 900 N. Pottershop Rd. within the Town of Cross Roads. (2022-1205-04PPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Applicant Pradeep Yanala submitted a preliminary plat application on behalf of property owner North Texas 4Plex LLC. for the North Texas 4Plex Addition on December 5, 2022, to plat an existing tract of land totaling 3.080 acres generally located at 900 N. Pottershop Rd. in the Town of Cross Roads. The purpose of the plat is to create a single commercial lot. The Town Engineer performed a technical review of the preliminary plat application and associated documents and the applicant resubmitted information for review.

The applicant has failed to provide a significant amount of information related to drainage. The Town Engineer has indicated that there are specific items that may be addressed at the final plat stage, however, there are still several items that need to be addressed prior to preliminary plat approval. Additionally, the applicant has failed to address how they plan to comply with the Town's Tree Preservation Regulations.

Recommended Action:

Staff recommends the denial of the application based on failure to adequately address the sections of the Code of Ordinances including, but not limited to:

Section 10.04.003 (17) – Tree Preservation Ordinance Compliance

Section 10.04.005 – Utilities (specifically drainage)

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the application at their February 7, 2023, meeting and recommended denial.

Attachments:

Engineer Comments on Civil Plans – 1/17/23

Engineer Comments on Drainage Plans – 1/30/23

Preliminary Plat Application

PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY

STATE OF TEXAS §
COUNTY OF DENTON §

Whereas, Anush Srinivasan, owner of the land shown on this plat within the area described by metes and bounds as follows:

All that certain 3.080 acre tract of land situated in the R.J. Mosley Survey, Abstract Number 803, Town of Cross Roads, Denton County, Texas, and being called 3.0750 acre tract of land described in a General Warranty Deed to NORTH TEXAS 4PLEX LLC, A TEXAS LIABILITY COMPANY, recorded in Document Number 214656 of the Official Public Records of said county and said 3.0750 acre tract of land being more particularly described by metes and bounds as follows:

BEGINNING at a mag nail with shiner stamped "RPLS 6484" set for the southwest corner of said 3.0750 acre tract, the northwest corner of a called 5.0 acre tract of land described in a Warranty Deed to Silo Square LLC, recorded in Document Number 2006-146098 of said Official Public Records and in Potter Shop Road;

THENCE North 00°01'55" East, with the west line of said 3.0750 acre tract and in said Potter Shop Road, a distance of 297.55 feet to a mag nail found for the northwest corner of said 3.0750 acre tract and the southwest corner of a called 3.652 acre tract of land described in a Warranty Deed to Bill Peterson & Associates, recorded in Document Number 2005-138817, of said Official Public Records;

THENCE North 89°02'08" West, with the common line of said 3.0750 acre tract and said 3.652 acre tract, a distance of 365.05 feet to a 1/2 inch iron rebar with a cap stamped "RPLS 6484" set for the southeast corner of said 3.652 acre tract and the southwest corner of a called 7.088 acre tract of land described in a Special Warranty Deed to Doris J. Pannell Magee, recorded in Document Number 2007-142781 of said Official Public Records;

THENCE North 89°58'57" East, with the common line of said 3.0750 acre tract and said 7.088 acre tract, a distance of 144.20 feet to a mag nail found for the northeast corner of said 3.0750 acre tract, the southeast corner of said 7.088 acre tract and in the east line of a called 27.166 acre tract of land described in a Warranty Deed to QT Development LLC, recorded in 2018-99691 of said Official Public Records;

THENCE South 20°34'49" West, with the common line of said 3.0750 acre tract and said 27.166 acre tract, a distance of 314.40 feet to a 1/2 inch iron rebar with a cap stamped "RPLS 6484" set for the southeast corner of said 3.0750 acre tract and in the north line of said 5.0 acre tract;

THENCE North 89°34'48" West, with the common line of said 3.0750 acre tract and said 5.0 acre tract, a distance of 398.90 feet to the **POINT OF BEGINNING**, and containing 3.080 acres (134,170 square feet) of land.

*OWNER'S DEDICATION *

NOW, THEREFORE, KNOWN ALL MEN BY THESE PRESENTS:

That Anush Srinivasan, the owner of the property described in this plat, acting by and through its duly authorized agent, does hereby adopt this final plat designating the herein above described property as NTX 4PLEX, an addition to Denton County, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, alleys, and easements shown thereon. The streets and alleys are dedicated for street purposes. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of Denton County, Texas

Witness, my hand, this the _____ day of _____, _____.

By: _____
Authorized Signature or Owner

Printed name and title

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority, a notary public in and for said county and state, on this day personally appeared Anush Srinivasan, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, _____.

Notary Public in and for the State of Texas

Water service to be provided by:
Mustang Special Utility District
7985 FM 2931
Aubrey, TX, 76227
940-440-9561

Electric service to be provided by:
CoServ
7701 S. Stemmons
Corinth, TX 76210
940-274-4014

Telephone service to be provided by:
AT&T
11750 US HWY 380
Cross Roads, TX 76227
940-488-1546

LETTER OF COMPLIANCE

Anush Srinivasan, as owner of the plat to be known as **NTX 4PLEX**, do hereby acknowledge that it is our sole responsibility as owner to assure compliance with the provisions of all applicable federal, state and local laws and regulations relating to the environment; including (but not limited to) the Endangered Species Act, State Aquifer Regulations, and municipal watershed ordinances.

DENTON COUNTY PUBLIC HEALTH DISTRICT CERTIFICATE

The Denton County Public Health District, the licensing authority for on-site sewage disposal in Denton County, Texas, hereby certifies that this subdivision has been evaluated for on-site disposal. In its current condition, the proposed subdivision meets or exceeds the minimum standards established by the Denton County Board of Health.

Denton County Public Health District Authorized Signer Date

Note: It is important that the developer contact the permitting authority prior to any site preparation, size and type of business will determine on-site sewage disposal requirements. Failure to do so may result in major financial difficulties. This department enforces the local order approved for Denton County by the Texas Commission on Environmental Quality (TCEQ).

This property is located in the city limits of the Town of Cross Roads, Denton County, Texas.

In approving this plat by the Commissioners' Court of Denton County, Texas, it is understood that the building of all streets, roads, and other public thoroughfares and any bridges or culverts necessary to be constructed or placed is the responsibility of the owners of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the Commissioners' Court of Denton County, Texas. Said Commissioners' Court assumes no obligation to build any of the streets, roads, or other public thoroughfares shown on this plat or of constructing any of the bridges or drainage improvements in connection therewith. The County will assume no responsibility for drainage ways or easements in the subdivision, other than those draining or protecting the road system and streets. The County assumes no responsibility for the accuracy of representation by other parties in this plat. Flood plain data, in particular, may change depending on the subsequent development.

I hereby certify this plat was approved on this _____ day of _____, _____ by the Denton County Commissioner's Court and may be filed for record in the Plat Records of Denton County, by the County Clerk.

County Judge

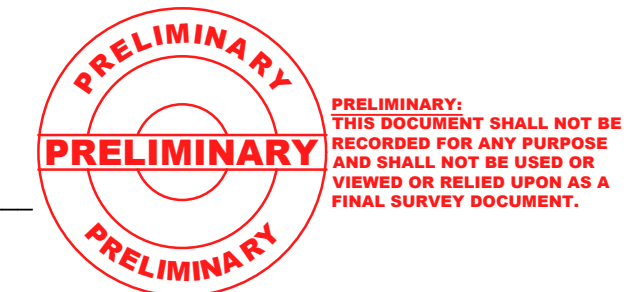
Notice: Selling a portion of this addition by metes and bounds is a violation of local subdivision ordinances and State Law, and is subject to fines and withholding of utilities and building permits.

NOTES:

- The maintenance of paving, grading and drainage improvements and/or easements shown on this plat are the responsibility of the individual property owners and does not constitute acceptance of same for maintenance purposes by The Town of Cross Roads.
- The Town of Cross Roads shall not be responsible for maintenance of private roads, drives, emergency access easements, recreation areas and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas and open spaces, and said owners agree to indemnify and hold harmless The Town of Cross Roads, from all claims, damages and losses arising out of or resulting from performance of the obligations of said owner set for in this paragraph.
- Neither the Town of Cross Roads nor Denton County assumes any responsibility for the accuracy of representations by other parties in this plat. Floodplain data, in particular, may change depending on the subsequent development. It is further understood that the owners of the tract of land covered by this plat must install at their own expense all traffic control devices and signage that may be required before the streets in the subdivision have finally been accepted for maintenance by the Town of Cross Roads and/or Denton County.
- Right-of-way for widening roadways or improving drainage shall be maintained by the landowner until road or drainage improvements are actually constructed on the property. The Town of Cross Roads and/or Denton County have the right at any time to take possession of any road widening easement for the construction, improvement, or maintenance of the adjacent road.
- A driveway culvert permit must be obtained from Road and Bridge Departments by the owner of each lot prior to the construction, installation or placement of any driveway access improvements within the dedicated right-of-way.
- All surface drainage easements shall be kept clear of fences, buildings, foundations, plantings and other obstructions to the operation and maintenance of the drainage facility.
- Blocking the flow of water or constructing improvements in surface drainage easements, and filing or obstruction of the floodway is prohibited.
- The existing creeks or drainage channels traversing along or across the addition will remain as open channels and will be maintained by the individual property owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across the lots.
- Construction not completed within two years of the Commissioners' Court approval shall be subject to current County Subdivision Rules and Regulations
- Sanitary Sewer to be handled by facilities approved by the The Town of Cross Roads Health Department.
- Bearings, coordinates and distances are based on the Texas State Plane Coordinate System, NAD83 North Central Zone (4202) as per GPS observations.
- All interior lot corners are marked with a 1/2 inch iron rebar with cap stamped "RPLS 6484" set, unless otherwise noted.
- This subdivision will be served by on-site sewage facilities (OSS). The Town of Cross Roads Health Department must approve any on-site sewage facilities installation prior to construction.
- The owner will be responsible for the maintenance of the drainage easements.
- No buildings, fences or other obstructions shall be placed within or across the proposed drainage easements shown.
- All public roadways as shown on this plat are free of liens.
- The building setback lines for this subdivision shall be determined as required by the applicable zoning section of the Code of Ordinances as related to the development of this subdivision.
- The subject property resides in Flood Zone "X", being areas determined to be outside the 0.2% annual chance floodplain, as determined of shown by the FIRM Community Panel No. 48121C0405GL dated 04/18/2011.
- This survey was prepared without the benefit of a title commitment. There may be easements of record that are not shown.

STATE OF TEXAS §
COUNTY OF DENTON §

That I, Anthony Ray Crowley, a Registered Professional Land Surveyor in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.



Anthony Ray Crowley Date
Registered Professional Land Surveyor No. 6484

STATE OF TEXAS §
COUNTY OF DENTON §

BEFORE ME, the undersigned authority, on this day personally appeared Anthony Crowley, known to be to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein stated.

Given under my hand and seal of office this _____ day of _____, _____.

NOTARY PUBLIC
_____ County, Texas

CERTIFICATE OF APPROVAL

Reviewed and approved on _____, 2021

By: _____
County Judge, Denton County, Texas

Recommended for Approval	
Chairperson, Planning and Zoning Commission Town of Cross Roads, Texas Approved for Preparation of Final Plat	Date _____
Mayor, Town of Cross Roads	Date _____
The undersigned, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing final plat of the NTX 4Plex Subdivision or Addition to the Town of Cross Roads was submitted to the Town Council on the _____ day of _____, 2022, and the Council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public parks, and water and sewer lines, as shown and set forth in and upon said plat, and said Council further authorizes the Mayor to note the acceptance thereof for construction by signing his/her name as herein above subscribed.	
Witness my hand this _____ day of _____, 2022	

Affidavit:	
The Tax Appraisal District of Denton County does hereby certify there are currently no delinquent taxes due to the Tax Appraisal District of Denton County on the property described by this plat.	
Dated this the _____ day of _____, _____	
By: _____ Denton County Tax Appraisal District	

NTX 4PLEX APPROVAL OF PRELIMINARY PLAT	
Recommended By:	Planning and Zoning Commission Cross Roads, Texas
Signature of Chairperson	Date of Recommendation
Approved By:	Board of Aldermen Cross Roads, Texas
Signature of Mayor	Date of Approval
Attest:	
Village Secretary	Date

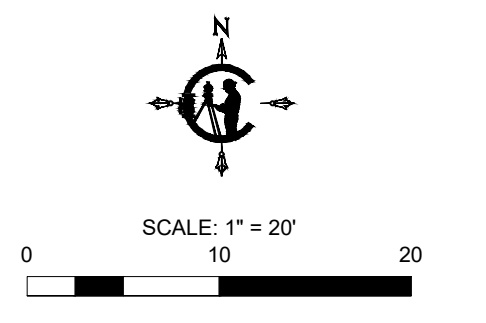
TOWN OF CROSS ROADS APPROVAL OF PRELIMINARY PLAT	
Approved this _____ day of _____, _____, by the Planning and Zoning Commission of the Town of Cross Roads, Texas.	
Chairman, Planning and Zoning Commission	Date
Attest:	
Secretary, Planning and Zoning Commission	Date

FILED FOR RECORD THIS _____ DAY OF _____, _____
PLAT # _____, PLAT RECORDS OF DENTON COUNTY, TEXAS.
DEDICATION INSTRUMENT # _____, OFFICIAL PUBLIC RECORDS OF REAL PROPERTY, DENTON COUNTY, TEXAS.

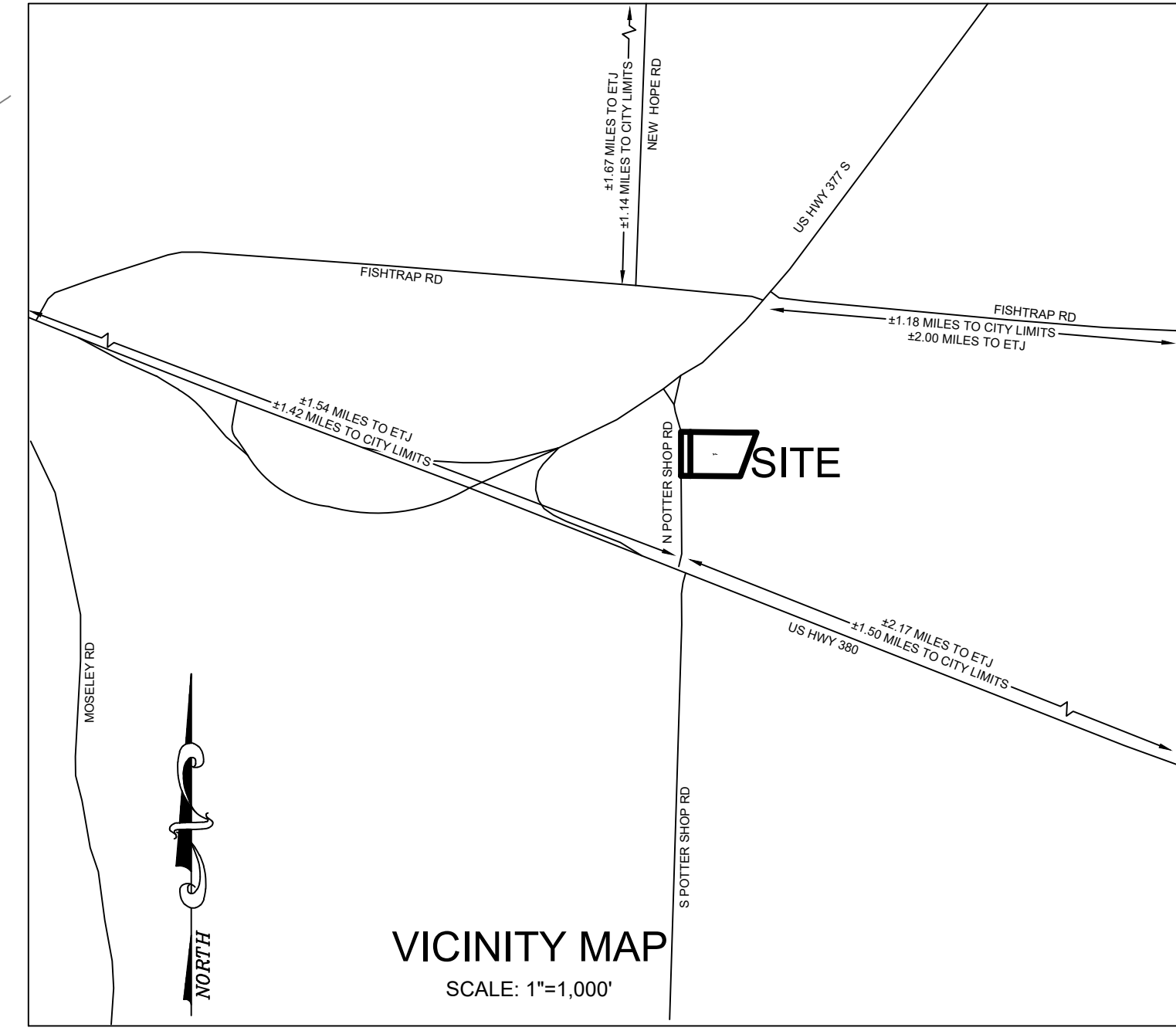
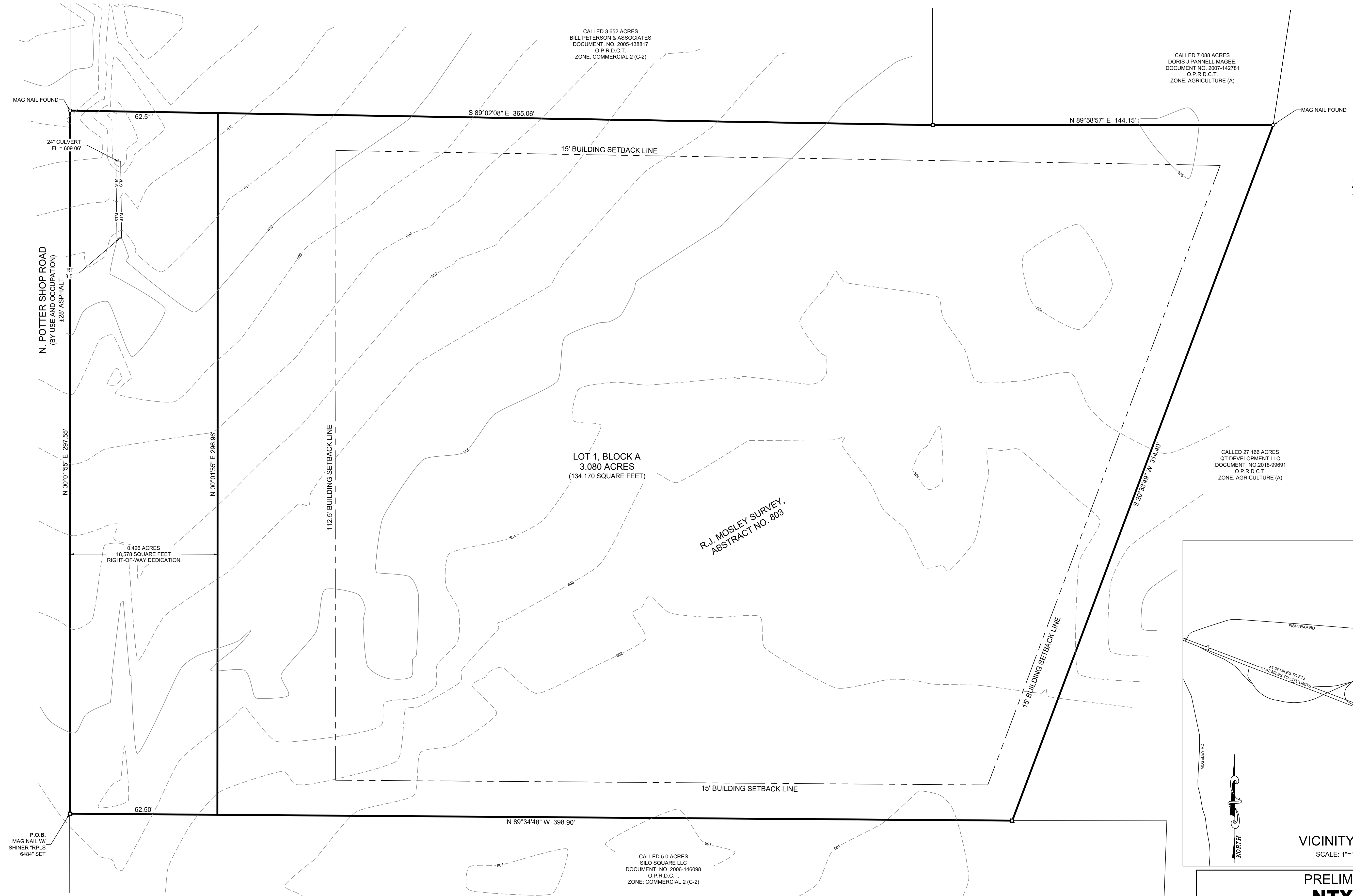
PRELIMINARY PLAT
NTX 4PLEX
LOT 1, BLOCK A
BEING A TOTAL OF 3080 ACRES IN THE
R.J. MOSLEY SURVEY, ABSTRACT 803
IN THE TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS

Revisions	Date: 05/02/2022	Drawn: CDM	Checked: ARC	Scale: N/A	Sheet: 1 of 2
May 18, 2022 September 23, 2022	Owner/Developer: Mr. Anush Srinivasan North Texas 4Plex LLC 11058 Panorama Dr. Frisco, Texas 75035 Phone: (469) 855-2309	Engineer: KJE 500 Mosley Road Cross Roads, Texas 76227 Phone: (940) 208-0164 www.KJE-us.com	ANTHONY RAY CROWLEY R.P.L.S. NO. 6484 CROWLEY SURVEYING FRN: 10046500 4251 FM 2181 #230-484 CORINTH, TX 76210 (469) 850-CPLS(2757) acrowley@crowleysurveying.com		

CROWLEY SURVEYING



- LEGEND**
- = MONUMENT FOUND (AS NOTED)
 - ◻ = MONUMENT SET (AS NOTED)
 - = MONUMENT NOT FOUND OR SET
 - (R) = RECORD CALL
 - (M) = MEASURED CALL
 - R.O.W. = RIGHT-OF-WAY
 - P.O.B. = POINT OF BEGINNING
 - = ADJOINING PROPERTY LINE
 - = PROPERTY LINE
 - - - = BUILDING SETBACK LINE



**PRELIMINARY PLAT
FOR REVIEW PURPOSES ONLY**

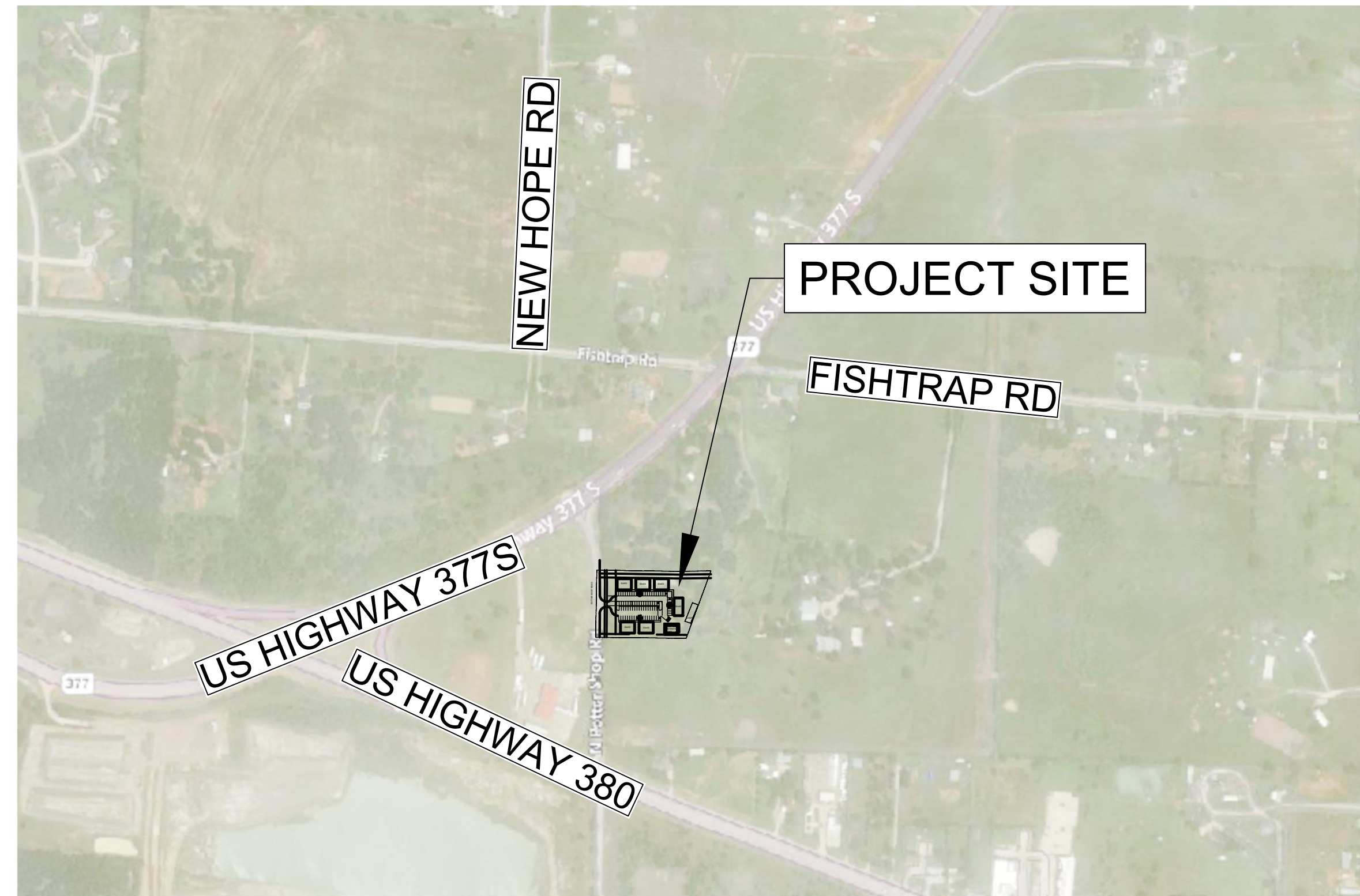
**PRELIMINARY PLAT
NTX 4PLEX
LOT 1, BLOCK A**

BEING A TOTAL OF 3.080 ACRES IN THE
R.J. MOSLEY SURVEY, ABSTRACT 803
IN THE TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS

Revisions	Date: May 2, 2022	Drawn: CDM	Checked: ARC	Scale: 1" = 20'	Sheet: 2 of 2
May 18, 2022 September 23, 2022	Owner/Developer: Mr. Anush Srinivasan North Texas 4Plex LLC 11058 Panorama Dr. Frisco, Texas 75035 Phone: (469) 855-2309	Engineer: KJE 500 Mosley Road Cross Roads, Texas 76227 Phone: (940) 208-0164 www.KJE-us.com	ANTHONY RAY CROWLEY R.P.L.S. NO. 6484 CROWLEY SURVEYING FRN: 10046500 4251 FM 2101 #230-484 CORINTH, TX 76210 (469) 850-CPLS(2757) acrowley@crowleysurveying.com		

COMMERCIAL DEVELOPMENT

N POTTER SHOP RD
 3.08 ACRES
 CROSS ROADS, TEXAS
 NOVEMBER 2022



VICINITY MAP
 SCALE: 1" = 500'



ENGINEER



500 MOSELEY ROAD
 CROSS ROADS, TX 76227
 PHONE: 940-387-0805
 FAX: 940-387-0830
 (TBPE F-12214)

DEVELOPER

MR. ANUSH SRINIVASAN
 NORTH TEXAS 4PLEX LLC
 11056 PANORAMA DR
 FRISCO, TEXAS 75035
 PHONE: (469) 855-2309

SURVEYOR

CROWLEY SURVEYING
 4251 FM 2181
 CORINTH, TX 76210
 PHONE: (469) 850-2757

SHEET INDEX	
Sheet Number	Sheet Title
C-01	01 COVER SHEET - COVER SHEET
C-02	GENERAL NOTES
C-03	03 DEMOLITION PLAN - DEMOLITION PLAN
C-04	Tree Removal - TREE REMOVAL PLAN
C-05	TREE REMOVAL MITIGATION
C-06	TREE REPLACEMENT PLAN
C-07	02 SITE PLAN - SITE PLAN
C-08.1	EX ONSITE DRAINAGE AREA MAP
C-08.2	EX OVERALL DRAINAGE AREA MAP
C-09	PROPOSED DRAINAGE AREA MAP
C-10	09 EROSION CONTROL PLAN - EROSION CONTROL PLAN
C-11	PRELIMINARY GRADING PLAN
C-12	11 STORM CALCULATIONS - STORM CALCULATIONS
C-13	04 UTILITY PLAN - UTILITY PLAN
C-14	10 DETAILS - DETAILS 2
C-15	10 DETAILS - DETAILS 8
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C-18	10 DETAILS - DETAILS 11
C-19	10 DETAILS - DETAILS 4
C-20	10 DETAILS - DETAILS 5
C-21	10 DETAILS - DETAILS 6
C-22	10 DETAILS - DETAILS 7

NO.	REVISION	DESCRIPTION	DATE

CONSULTANT: SEAL:
 THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF KEVIN J. WARE (TEXAS P.E. NO. 136599), ON 11/28/2022. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

KJE 500 Moseley Road
 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

COVER SHEET

**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**

DATE: 11/28/2022	SHEET: C-01
DRAWN BY: MP	
CHECKED BY: KW	
PROJECT #: MAS032822E	

GENERAL NOTES:

CAUTION - NOTICE TO CONTRACTOR

THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES, AS SHOWN ON THESE PLANS, IS BASED ON RECORDS OF VARIOUS UTILITY COMPANIES AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE.

- PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL FAMILIARIZE HIMSELF WITH THE CONTRACT DOCUMENTS AND SPECIFICATIONS, THE PLANS INCLUDING ALL NOTES, AND OTHER APPLICABLE STANDARDS OR SPECIFICATIONS RELEVANT TO THE PROPER COMPLETION OF THE WORK SPECIFIED. FAILURE ON THE PART OF THE CONTRACTOR TO FAMILIARIZE HIMSELF WITH ALL STANDARDS OR SPECIFICATIONS PERTAINING TO THIS WORK SHALL IN NO WAY RELIEVE THE CONTRACTOR OF RESPONSIBILITY FOR PERFORMING THE WORK IN ACCORDANCE WITH ALL SUCH APPLICABLE STANDARDS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL HAVE IN HIS POSSESSION, PRIOR TO CONSTRUCTION, ALL NECESSARY PERMITS, LICENSES, PROFESSIONAL INSURANCE, ETC. ALL NECESSARY INFORMATION REQUIRED FOR LOCATING EXISTING UTILITIES, INSPECTIONS, APPROVALS AND/OR CERTIFICATIONS REQUIRED BY LOCAL REGULATIONS, CODES, AND/OR UTILITY SERVICE COMPANIES SHALL BE OBTAINED AND/OR PERFORMED PRIOR TO PERFORMING WORK AND FINAL SERVICES CONNECTION. THE CONTRACTOR SHALL HAVE AT LEAST ONE SET OF ENGINEERING PLANS AND SPECIFICATIONS ON-SITE AT ALL TIMES.
- ATTENTION IS DRAWN TO THE FACT THAT THE SCALE OF THESE DRAWINGS MAY HAVE BEEN DISTORTED DURING THE REPRODUCTION PROCESS. THE CONTRACTOR AND BUILDER SHALL VERIFY ALL DIMENSIONS NOTED HEREIN, PRIOR TO PERFORMANCE OF CONSTRUCTION WORK. IT IS THE CONTRACTOR'S RESPONSIBILITY TO IMMEDIATELY NOTIFY THE ENGINEER AND OWNER IF ANY UNFORESEEN PROBLEMS OR CONFLICTS ARE ENCOUNTERED IN THE CONSTRUCTION, FOR WHICH AN IMMEDIATE SOLUTION IS NOT APPARENT.
- THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGNS PRESENTED HEREIN, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE, TIME, AND CLIENT FOR WHICH IT IS PREPARED. REUSE OF AND IMPROPER RELIANCE ON THIS DOCUMENT WITHOUT WRITTEN AUTHORIZATION AND ADAPTATION BY KJE, INC. SHALL BE WITHOUT LIABILITY TO KJE, INC.
- THE ENGINEER'S DECISION SHALL APPLY IN THE EVENT THAT THE PROJECT HAS TO BE REVISED OR MODIFIED, AS WELL AS TO CONSTRUCTION MATERIALS USED, METHODS, AND PROCEDURES. IF UNFORESEEN PROBLEMS OR CONFLICTS ARE ENCOUNTERED DURING CONSTRUCTION FOR WHICH AN IMMEDIATE SOLUTION IS NOT APPARENT, THE ENGINEER AND THE OWNER SHALL BE NOTIFIED IMMEDIATELY.
- ALL CONSTRUCTION ACTIVITIES MUST BE CONFINED WITHIN THE WORK AREA. NO ENCROACHMENTS ONTO DEVELOPED OR UNDEVELOPED AREAS WILL BE ALLOWED, UNLESS SPECIFICALLY NOTED ON PLANS. ANY DAMAGES RESULTING THERE SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR.
- THE CONTRACTOR IS RESPONSIBLE FOR PRECISE UTILITY FIELD LOCATIONS AND WORKING AROUND EXISTING UTILITIES AND IMPROVEMENTS. IT WILL BE THE RESPONSIBILITY OF EACH CONTRACTOR TO PROTECT ALL EXISTING PUBLIC AND PRIVATE UTILITIES THROUGHOUT THE CONSTRUCTION OF THIS PROJECT.
- THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR THE CONDITIONS AT, AND ADJACENT TO, THE JOB SITE, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY DURING THE PERFORMANCE OF THE WORK. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND SHALL NOT BE LIMITED TO NORMAL WORKING HOURS. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAG PERSONS, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY IN ACCORDANCE WITH THE CURRENT MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- TRAFFIC CONTROL MEASURES SHALL BE INSTALLED FOR ANY WORK ACTIVITY THAT TAKES PLACE ON, OR ADJACENT TO, ANY PUBLIC AND/OR PRIVATE STREETS OR DRIVES. TRAFFIC CONTROL MEASURES SHALL CONFORM TO PART N OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL SURVEY MONUMENTS. ANY MONUMENT THAT MUST BE DESTROYED FOR CONSTRUCTION SHALL BE REPLACED. THE CONTRACTOR SHALL ENGAGE THE SERVICES OF A LICENSED SURVEYOR (RPLS) PRIOR TO DISTURBING ANY MONUMENTS.

CONSTRUCTION NOTES:

CAUTION - NOTICE TO CONTRACTOR

THE CONTRACTOR MUST CALL 811 OR 1-800-DIG-TESS AT LEAST 48 HOURS PRIOR TO ANY EXCAVATION TO REQUEST MARKING THE EXACT LOCATION OF EXISTING UTILITIES.

- WITHIN THESE DRAWINGS, THE TERM "PROPOSED" REFERS TO ALL ELEMENTS THAT ARE TO BE CONSTRUCTED AS PART OF THIS PROJECT.
- ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION FOR TEXAS, LATEST EDITION, THE NCTCOG CONSTRUCTION STANDARDS AND O.S.H.A. SAFETY STANDARDS.
- DURING THE CONSTRUCTION OF THESE IMPROVEMENTS, ANY INTERPRETATION OF THE NCTCOG CONSTRUCTION STANDARDS, AND ANY MATTER WHICH REQUIRES THE APPROVAL, MUST BE APPROVED BY THE DIRECTOR OF PUBLIC WORKS AND TRANSPORTATION OR HIS DESIGNEE BEFORE ANY CONSTRUCTION INVOLVING THAT DECISION COMMENCES. ASSUMPTIONS ABOUT WHAT THESE DECISIONS MIGHT BE, WHICH ARE MADE DURING THE BIDDING PHASE, WILL HAVE NO BEARING ON THE DECISION.
- STREETS, ALLEYS, SIDEWALKS, DRIVEWAYS, AND STORM DRAINAGE FACILITIES IN THE PUBLIC RIGHT-OF-WAY SHALL BE CONSTRUCTED IN CONFORMANCE WITH THE NCTCOG STANDARD CONSTRUCTION DETAILS.
- NO WORK FOR UTILITY CONNECTIONS SHALL TAKE PLACE WITHOUT ALL REQUIRED PERMITS AND UTILITY OWNER'S AUTHORIZATION. THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITY SERVICES TO THE EXISTING BUILDINGS THROUGHOUT THE COURSE OF CONSTRUCTION. SHOULD PORTIONS OF EXISTING UTILITIES BE CALLED OUT FOR RELOCATION, REMOVAL, OR REPLACEMENT, THE CONTRACTOR SHALL INCLUDE THE COST IN THE BID FOR ANY TEMPORARY SERVICES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATION, AND/OR ADJUSTMENTS, OF ALL EXISTING UTILITIES WHICH CONFLICT WITH PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE, SIGNS, ETC., AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH THE GOVERNING AUTHORITY'S SPECIFICATIONS AND SHALL BE APPROVED AND AUTHORIZED BY SUCH. ALL COSTS SHALL BE INCLUDED IN THE BASE BID. AREAS TO BE DISTURBED SHALL BE IMPROVED PER THE CIVIL PLANS OR RESTORED TO THEIR ORIGINAL, OR BETTER, CONDITION.
- THE CONTRACTOR AGREES TO REPAIR AND BRING TO PRE-EXISTING CONDITIONS ANY DAMAGE RESULTING FROM HIS ACTIONS WITHIN THE PUBLIC RIGHT-OF-WAY AND/OR ADJACENT PROPERTIES.
- APPROVAL OF THESE PLANS IS NOT AN AUTHORIZATION TO PERFORM WORK ON ADJACENT PROPERTIES; ANY WORK BEYOND THE PROPERTY LIMITS WITHOUT PROPER AUTHORIZATION IS SUBJECT TO PENALTY.
- THE CONTRACTOR SHALL IMMEDIATELY REPORT, TO THE OWNER AND ENGINEER, ANY CHANGES AND DISCREPANCIES FOUND BETWEEN THE ACTUAL FIELD CONDITIONS AND THE CONSTRUCTION DOCUMENTS, AND SHALL WAIT FOR INSTRUCTION PRIOR TO PROCEEDING.
- THE CONTRACTOR SHALL ADJUST AND/OR CUT EXISTING PAVEMENT, AS NECESSARY, TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE.
- THE CONTRACTOR AGREES TO REPAIR AND BRING TO PRE-EXISTING CONDITIONS ANY DAMAGE RESULTING FROM THEIR ACTIONS WITHIN THE PUBLIC RIGHT-OF-WAY AND/OR ADJACENT PROPERTIES.
- APPROVAL OF THESE PLANS IS NOT AN AUTHORIZATION TO PERFORM WORKS ON ADJACENT PROPERTIES; ANY WORK BEYOND THE PROPERTY LIMITS WITHOUT PROPER AUTHORIZATION IS SUBJECT TO PENALTY.
- THE CONTRACTOR, AS REQUIRED, SHALL POST THE ASSIGNED BUILDING PERMIT NUMBER AND ADDRESS ON THE BUILDING.

GRADING NOTES:

- TOPSOIL SHALL BE OBTAINED FROM EXCAVATION AND FILL AREAS. THE CONTRACTOR SHALL STRIP AND STOCKPILE ALL TOP SOIL MATERIAL FROM SUCH AREAS. ALL AREAS TO BE EXCAVATED OR TO RECEIVE EARTH FILL, ROADWAYS, STRUCTURES, OR OTHER SUCH FACILITIES, SHALL BE CLEARED, GRUBBED, AND STRIPPED PRIOR TO EXCAVATION AND SUBGRADE PREPARATION. LIMITS OF CLEARING ARE BASED UPON THE APPROPRIATE CUT AND FILL SLOPE LIMITS, OR OTHER GRADING REQUIREMENTS.
- THE CONTRACTOR SHALL PERFORM ANY CUT OPERATIONS AS NEEDED PER PROJECT PLANS AND PROOF ROLL THE PAVEMENT AREAS WITH A FULLY LOADED TANDEM AXLE DUMP TRUCK. ANY AREAS WHICH RUT EXCESSIVELY OR PUMP SHALL BE UNDERCUT AND REPLACED WITH COMPACTED FILL.
- ALL PROPOSED CONTOUR LINES AND SPOT ELEVATIONS REFLECT CONCRETE PAVEMENT FINISHED GRADES AND GUTTER FLUME LINES. GRADES, ELEVATIONS, AND LOCATIONS SHOWN HEREIN ARE APPROPRIATE, AS DIRECTED BY THE ENGINEER, THEY MAY BE ADJUSTED TO ACCOMMODATE UNFORESEEN CONDITIONS.
- THE PROPOSED PROJECT DOES NOT PROVIDE SOIL BALANCING FOR GRADING IMPLEMENTATION. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ACCOUNT FOR THE AMOUNT OF SOIL AND TRANSPORTING DISTANCES DURING SITE GRADING.
- ALL SHOWN ELEVATIONS ARE IN REFERENCE TO THE BENCHMARK, AND THIS MUST BE VERIFIED BY THE GENERAL CONTRACTOR PRIOR TO GROUNDBREAKING.
- THE CONTRACTOR IS RESPONSIBLE FOR THE DESIGN AND IMPLEMENTATION OF ALL SHEETING, SHORING, BRACING, AND SPECIAL EXCAVATION MEASURES REQUIRED MEETING OSHA, FEDERAL, STATE, AND LOCAL REGULATIONS PURSUANT TO THE INSTALLATION OF THE WORK INDICATED ON THE PROPOSED DRAWINGS. THE DESIGN ENGINEER ACCEPTS NO RESPONSIBILITY FOR THE CONTRACTOR'S DESIGN(S) TO INSTALL SAID ITEMS.
- THE CONTRACTOR SHALL INCLUDE IN THE CONTRACT THE PRICE OF ANY DEWATERING AND MOISTURE CONDITIONING, IF GROUND WATER IS ENCOUNTERED WITHIN THE EXCAVATIONS. HE SHALL BE RESPONSIBLE FOR SELECTING AND PROVIDING APPROPRIATE EXCAVATION DEWATERING SYSTEMS FOR USE DURING CONSTRUCTION. THE DENSITY AND MOISTURE CONTROL TESTS SHALL BE RUN EVERY 5,000 SQUARE FEET OR 300 LINEAR FEET.
- THE CONTRACTOR SHALL MONITOR THE SLOPE STABILITY, BY OBSERVATION AND MEASUREMENT, TO PREVENT EXCESSIVE LOADS (ESPECIALLY HEAVY VIBRATORY LOADS) FROM BEING APPLIED TO THE SLOPE. THE CONTRACTOR WILL BE RESPONSIBLE FOR MAINTAINING THE SLOPES IN A SAFE CONDITION DURING CONSTRUCTION. SLOPE STABILITY MONITORING EQUIPMENT SHALL BE USED. SOFT OR YIELDING SUBGRADE SHALL BE CORRECTED AND MADE STABLE BEFORE CONSTRUCTION PROCEEDS.
- THE CONTRACTOR SHALL NOT USE ANY SAND AS FILL UNDER THE PAVEMENT. ANY IMPORTED FILL SHALL BE SIMILAR TO THE ON-SITE SOILS AND APPROVED BY GEOTECH ENGINEER.
- BACKFILL MATERIAL SHALL BE COMPACTED CLEAN SELECT FILL FROM ON-SITE SUITABLE SOIL AND SHALL BE FREE FROM ALL FOREIGN MATERIALS SUCH AS TREE STUMPS, ROOTS, GRASS, OR ORGANIC MATERIALS. SELECT FILL MATERIAL USED AT THIS SITE SHOULD BE CLAYEY SAND (SC), LEAN CLAY WITH GRAVEL (CL) OR CLAYEY GRAVEL (GC) WITH MAXIMUM LIQUID LIMIT OF 35 PERCENT AND PLASTICITY INDEX (PI) BETWEEN 5 AND 15. SELECT FILL BACKFILLING SHALL BE DONE IN ACCORDANCE WITH NCTCOG 7.1.1 AND 7.1.3(B). BACKFILL MATERIAL SHALL BE PLACED IN A MAXIMUM OF 8-INCH LIFTS AND SHALL BE COMPACTED TO AT LEAST 95 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY TxDOT-113-E, WITHIN 2 TO 4 PERCENTAGE POINTS OF OPTIMUM MOISTURE CONTENT. CAUTION SHALL BE EXERCISED NOT TO OVER COMPACT THE BACKFILL.
- THE AREA BEHIND THE BACK OF THE CURB SHALL BE BACKFILLED AND COMPACTED WITHIN 48 HOURS AFTER PLACING CONCRETE. THE CONTRACTOR SHALL SOD OR LANDSCAPE ALL AREAS BEHIND THE BACK OF THE CURB AND THE RIGHT-OF-WAY LINE ON ALL MAJOR THOROUGHFARES AND COLLECTORS. THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS TO PROVIDE WATER TO GET THE SOD/LANDSCAPING ESTABLISHED.
- THE CONTRACTOR SHALL PROPERLY MAINTAIN ALL EXISTING LANDSCAPE AREAS WHICH ARE DESIGNED TO REMAIN. THE AREAS WITHIN THE CONCRETE PARKING AREAS WHERE PROPOSED PLANTERS ARE DESIGNED TO BE INSTALLED SHALL BE FILLED IN WITH THE TOP SOIL OBTAINED BY THE CONTRACTOR FROM ON-SITE SUITABLE TOP SOIL.
- THE CONTRACTOR SHALL ADD ADEQUATE AMOUNT OF FERTILIZER TO THE ON-SITE RELOCATED SOIL DURING ITS REUSE FOR NEW LANDSCAPE AREAS/PLANTERS.

CONCRETE PAVEMENT NOTES:

IN LIEU OF A GEOTECHNICAL INVESTIGATION REPORT FOR THIS PROJECT, TYPICAL REQUIREMENTS FOR THIS AREA ARE AS FOLLOWS:

- THE RIGID PORTLAND CEMENT CONCRETE FOR THIS SITE SHALL HAVE A MINIMUM THICKNESS OF 8 INCHES FOR ALL COMMERCIAL STREETS AND 8 INCHES OF STABILIZED SUBGRADE (COMPACTED TO 95% PROCTOR DENSITY).
- CONCRETE MIX DESIGN RECOMMENDATIONS ARE AS FOLLOWS:
 - MINIMUM DESIGN COMPRESSIVE STRENGTH: 3,600 PSI (FOR MACHINE FINISH), AND 4,000 PSI (FOR HAND FINISH AREAS);
 - MINIMUM DESIGN TENSILE STRENGTH: 525 PSI;
 - WELL GRADED OPTIMIZED AGGREGATE MEETING ASTM C-33 WITH NOMINAL AGGREGATE SIZE NUMBERS GREATER THAN ONE (1 1/2) INCH;
 - PORTLAND CEMENT LIMITED TO BETWEEN 520 AND 600 LBS PER CUBIC YARD;
 - 4% TO 6% AIR CONTENT USING AIR ENTRAINING AGENT SHALL CONFORM TO ASTM DESIGNATION C-260;
 - 15 TO 20% FLY ASH MAY BE USED WITH THE DENTON COUNTY'S ENGINEER'S APPROVAL;
 - A CURING COMPOUND SHOULD BE USED AND PLACED WITHIN ONE HOUR OF FINISHING OPERATIONS, AS FOLLOW: IMMEDIATELY AFTER FINISHING OPERATIONS HAVE BEEN COMPLETED, THE ENTIRE SURFACE OF THE CONCRETE SHALL BE SEALED BY SPRAYING THEREON AN IMPERVIOUS MEMBRANE. THE LIQUID CURING COMPOUNDS SHALL CONFORM TO THE REQUIREMENTS OF THE STANDARD SPECIFICATIONS FOR LIQUID MEMBRANE-FORMING COMPOUNDS FOR CURING CONCRETE, AASHTO DESIGNATION, M-148, TYPE 2 OR CONFORMING TO ASTM C309, TYPE 2, CLASS B. UNLESS A GREATER RATE OF COVERAGE IS SPECIFIED BY THE MANUFACTURER, IT SHALL BE AT 200 SQUARE FEET PER GALLON OF CURING AGENT. WITHIN 30 MINUTES AFTER THE FORMS ARE REMOVED, THE EDGES OF THE PAVEMENT SHALL BE COATED WITH CURING COMPOUND.
- THE REINFORCING STEEL FOR ALL CONCRETE PAVING SHALL BE #4 BARS, AND SHALL CONFORM TO ASTM DESIGNATION A615, WITH THE SPACING TO BE A MAXIMUM OF EIGHTEEN (18) INCHES ON CENTER IN EACH DIRECTION.
- SIDEWALK SHALL BE CONSTRUCTED WITH A MINIMUM THICKNESS OF 4 INCHES AND MINIMUM CONCRETE COMPRESSIVE STRENGTH 3,000 PSI. EXPANSION JOINTS AT 20 FEET MAXIMUM. CONTROL JOINTS AT 5 FEET (TYP). SIDEWALK SHALL BE 6" THROUGH DRIVEWAYS WITH #3 BARS ON 18" CENTERS EACH WAY AND THE 8" SIDEWALK SHALL BE 6" MINIMUM. AS PER THE DENTON COUNTY'S SIDEWALK DETAILS.
- ALL SIDEWALKS, BARRIER-FREE RAMPS, AND DRIVE APPROACHES SHOULD REFER TO THE DENTON'S COUNTY STANDARD CONSTRUCTION DETAILS AND THE PAVING DESIGN MANUAL.
- ALL SAMPLING AND TESTING OF MATERIALS SHALL BE IN ACCORDANCE WITH APPLICABLE ACI 318-05 TEST PROCEDURES AND PAID FOR BY THE CONTRACTOR UNLESS OTHERWISE SPECIFIED.
- ALL CONCRETE DESIGN MIXES SHALL BE GENERATED BY A CERTIFIED LABORATORY. CONCRETE DESIGN MIXES USED SUCCESSFULLY ON RECENT PROJECTS THAT MEET THE SPECIFICATIONS FOR USE MAY BE REVIEWED BY A CERTIFIED LABORATORY, PROVIDING CURRENT TESTING DATA IS AVAILABLE, AS APPROVED BY THE ENGINEERING DEPARTMENT.
- SOIL PREPARATION UNDER RIGID PAVEMENT:
 - STRIP THE SITE OF ALL VEGETATION AND REMOVE ANY REMAINING ORGANIC OR DELETERIOUS MATERIAL BENEATH THE PAVEMENT AREAS.
 - AFTER THE ORGANIC LAYER HAS BEEN REMOVED AND REQUIRED CUTS ACCOMPLISHED, PROOF ROLL THE CUT PAVEMENT SUBGRADE WITH A FULLY-LOADED, TANDEM-AXLE DUMP TRUCK OR SIMILAR RUBBER-TIRED EQUIPMENT WEIGHING AT LEAST 20 TONS. ANY AREAS THAT RUT EXCESSIVELY OR ARE OBSERVED TO PUMP SHOULD BE UNDERCUT AND REPLACED WITH COMPACTED FILL. PROOF ROLL OBSERVATIONS SHOULD BE PERFORMED BY QUALIFIED PERSONNEL UNDER THE DIRECTION OF A LICENSED GEOTECHNICAL ENGINEER;
 - REGRADED SUBGRADE AREAS UNDER ALL DRIVEWAY AND PARKING AREAS SHALL BE COMPACTED TO BETWEEN 95 AND 100% OF MAXIMUM DENSITY PER ASTM D 698, AND WETTED TO MOISTURE CONTENT THAT IS AT OR ABOVE THE MATERIAL'S OPTIMUM MOISTURE CONTENT. FILL MATERIALS SHOULD BE ESSENTIALLY FREE OF ORGANIC MATERIALS AND PARTICLES IN EXCESS OF 4 INCHES IN THEIR MAXIMUM DIRECTION. IMPORTED FILL MATERIAL SHOULD HAVE NO LESS THAN 30 PERCENT MATERIAL PASSING A NO. 200 MESH SIEVE AND PLASTICITY INDEX NOT MORE THAN 25;
 - FIELD DENSITY AND MOISTURE CONTENT TESTING SHOULD BE PERFORMED AT THE RATE OF ONE TEST PER 10,000 SQUARE FEET IN PARKING AND ROADWAY AREAS, WHOSE PLANNED USE WILL PRINCIPALLY CONSIST OF PERSONAL VEHICLES, AND ONE TEST PER 300 LINEAR FEET IN UTILITY TRENCHES. FOR FIRE LANES AND AREAS PRINCIPALLY SUBJECTED TO HEAVY VEHICULAR TRAFFIC, TESTING SHOULD BE PERFORMED AT A RATE OF ONE TEST PER 5,000 SQUARE FEET.
- PLACEMENT OF CONCRETE SHALL MEET THE FOLLOWING REQUIREMENTS:
 - MECHANICALLY PLACED CONCRETE PAVEMENT SHALL BE VIBRATED BY MACHINE.
 - VIBRATORY SCREED PLACEMENT SHALL BE HAND VIBRATED IN FRONT OF THE SCREED.
 - HAND POURS SHALL BE VIBRATED BY HAND VIBRATORS.
- ALL REINFORCING SHALL BE SUPPORTED ON BAR CHAIRS AND PLACED ONE-THIRD (1/3) OF THE PAVEMENT THICKNESS FROM THE TOP OF THE PAVEMENT USING METAL OR PLASTIC CHAIRS WITH SAND CUSHIONS AND NOT BRICK BUTTS.
- ALL PLACEMENT OF REINFORCING BARS SHALL BE IN A GOOD WORKMANLIKE MANNER, AND SHALL CONFORM TO CURRENT C.R.S.I. STANDARDS, ALL BARS, LAPS, AND SPLICES SHALL BE SECURED WITH WIRE TIES AT 50% OF MAT STEEL AND 100% AT ALL ENDS. ALL REINFORCING IN CONCRETE WHICH IS IN CONTACT WITH THE GROUND SHALL HAVE A MINIMUM CLEARANCE OF THREE (3) INCHES AND TWO (2) INCHES FROM ANY FORMED SURFACE.
- ONLY NEW BILLET STEEL WILL BE ACCEPTABLE FOR FIELD BENDING, AND RUST OR OIL CONTAMINATION WILL BE CAUSE FOR REJECTION.
- THE CONTRACTOR SHALL APPLY A NON-SLIP BROOM FINISH TO ALL EXTERIOR CONCRETE PAVEMENT AREAS, STEPS, RAMPS, AND ELSEWHERE AS SHOWN ON THE PLANS OR IN THE SCHEDULES. IMMEDIATELY AFTER TROWEL FINISHING, SLIGHTLY ROUGHEN THE CONCRETE SURFACE AND BROOM IN THE DIRECTION PERPENDICULAR TO THE MAIN TRAFFIC ROUTE. USE FIBER-BRISTLE BROOM UNLESS OTHERWISE DIRECTED. COORDINATE THE REQUIRED FINAL FINISH WITH THE ENGINEER BEFORE APPLICATION.
- AFTER ALL CONCRETE WORK HAS BEEN COMPLETED, FINAL GRADING WILL BE COMPLETED TO ELEVATIONS ESTABLISHED ON THE APPROVED ENGINEERING PLANS. THE AREA BEHIND THE BACK OF THE CURB SHALL BE BACKFILLED AND COMPACTED WITHIN 48 HOURS AFTER PLACING CONCRETE. THE CONTRACTOR SHALL SOD ALL AREAS BEHIND THE BACK OF THE CURB AND THE RIGHT-OF-WAY LINE ON ALL MAJOR THOROUGHFARES AND COLLECTORS. THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS TO PROVIDE WATER TO GET THE SOD ESTABLISHED.
- CONSTRUCTION AND EXPANSION JOINTS PER DENTON COUNTY'S REQUIREMENTS:
 - THE SAW CUT LINES SHOWN ARE FOR GENERAL REPRESENTATION ONLY AND MAY VARY DEPENDING ON EXISTING FIELD CONDITIONS OF PAVEMENT JOINTS. CONTRACTOR SHALL REFERENCE DENTON'S COUNTY PAVEMENT CUT AND REPAIR STANDARDS MANUAL.
 - IF THE PLANS DO NOT SHOW A SPECIFIC LOCATION OF THE LONGITUDINAL JOINTS, CONSTRUCT THEM PARALLEL TO THE CENTERLINE ALONG THE FIRE LANE EDGES. ON PARKING AREA PAVEMENTS, CONSTRUCT THE JOINTS ALONG THE TRAFFIC AND TAPER LANE EDGES. MAKE JOINTS PERPENDICULAR TO THE PAVEMENT SURFACE. DO NOT DEVIATE MORE THAN 1/4-INCH IN 10 FEET FROM THE REQUIRED LINE. THE CONTRACTOR SHALL EXTEND TRANSVERSE JOINTS ACROSS THE ENTIRE WIDTH OF PAVING AND THROUGH THE CURB OR MEDIAN PLACED INTEGRALLY WITH PAVEMENT. WHEN THE PAVEMENT ABUTS EXISTING PAVEMENT, CURB AND GUTTER, OR MEDIAN, CONSTRUCT TRANSVERSE JOINTS IN LOCATIONS MATCHING EXISTING JOINTS OR CRACKS.
 - CONTRACTION, OR SAWED DUMMY JOINTS, SHALL HAVE A MAXIMUM SPACING EACH WAY OF 30 TIMES THE THICKNESS WITH A MAXIMUM SPACING OF 15 FEET, WITH A MAXIMUM OF 12 FEET PREFERRED, OR SHALL BE INSTALLED AT THE LOCATIONS AND AT THE INTERVALS SHOWN ON THE PLANS AND STANDARD CONSTRUCTION DETAILS AFTER PLACEMENT OF THE CURING MEMBRANE. SAW CUTS SHOULD BE COMPLETED PRIOR TO THE CONCRETE TEMPERATURE DECREASING BY 10 DEGREES, WHICH IS TYPICALLY A FEW HOURS AFTER PLACEMENT OF CONCRETE, PREFERABLY A MAXIMUM OF 5 TO 10 HOURS AFTER PLACEMENT. THE JOINTS SHALL BE CONSTRUCTED BY SAWING TO A 1/4TH INCH (6MM) WIDTH AND TO THE DEPTH INDICATED ON THE PLANS AND IN ACCORDANCE WITH ITEM 402.3. SAWING, IF SAWING CAUSES A CRACK TO OCCUR IN THE PLACEMENT SURFACE, SAWING SHALL BE DISCONTINUED AT THAT LOCATION AND SAWING OF THE REMAINING DUMMY JOINTS SHALL CONTINUE. ANY PORTION OF THE CURING MEMBRANE THAT HAS BEEN DISTURBED BY SAWING OPERATIONS SHALL BE RESTORED BY SPRAYING THE AREAS WITH ADDITIONAL CURING COMPOUND.
 - EXPANSION JOINTS SHALL BE SMOOTH DOWEL JOINTS, OR DOWEL BASKETS, WITH THE PAVEMENT THICKNESS INCREASED 25%. IF SMOOTH DOWEL JOINTS ARE USED, ONE END OF THE DOWELS TO BE GREASED AND CAPPED, AND USE 1" EXPANSION JOINT MATERIAL IN THE JOINT. REDWOOD OR OTHER RIGID MATERIAL SHOULD NOT BE USED. THE CONTRACTOR SHALL SPACE EXPANSION JOINTS BETWEEN 80 AND 100 FEET APART, AND AT LOCATIONS IN WHICH LARGE PAVEMENT SECTIONS INTERSECT SMALLER SECTIONS. CONSTRUCTION/EXPANSION JOINTS SHOULD BE CLEANED AND SEALED WITHIN 48 HOURS OF CONCRETE PLACEMENT TO AVOID INFILTRATION OF WATER, SEDIMENT, ETC. FROM ENTERING THE JOINT. THE CONTRACTOR SHALL AVOID LONG RECTANGULAR POURS, OR POURS IN WHICH THE CONFIGURATION HAS "L" OR "T" SHAPE CAUSING THE POUR TO BE ANCHORED. JOINT SEALING: ROUTINE PAVEMENT JOINTS SHALL BE FILLED TO A DEPTH OF 1/2 IN. WITH A HOT POURED POLYMER. MATERIALS SHALL GENERALLY BE HANDLED AND APPLIED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS, WITH ADDITIONAL REQUIREMENTS AS STATED HEREIN. THE SEALING FILLER SHALL BE MELTED IN AN APPROVED OIL-BATCH KETTLE WITH CONTINUOUS MECHANICAL AGITATION. THE KETTLE SHALL BE EQUIPPED WITH TEMPERATURE INDICATORS. THE CONTRACTOR SHALL MAINTAIN THE MATERIAL WITHIN CLOSE RANGE OF OPTIMUM TEMPERATURE. AT NO TIME SHALL THE TEMPERATURE EXCEED 450°F (232°C). JOINT SEALING COMPOUND SHALL NOT BE POURED AT ATMOSPHERIC TEMPERATURES BELOW 32°F (0°C).
- ALL PARKING LOT STRIPING SHALL BE THICK HIGHWAY WHITE, 4 INCHES WIDE. PAINT SHALL ALSO BE APPLIED TO CROSSING WALKWAY, BUMPER BLOCKS, AND THE FACE OF SIDEWALKS AT BUILDING. THE FIRE LANE SHALL BE STRIPED PER THE DENTON COUNTY'S FIRE DEPARTMENT. ENTRY DRIVEWAY SHALL HAVE ENTRY AND EXIT LANES CLEARLY MARKED WITH PAINTED LINES AND ARROWS, AND BE SPECIFIED AS 'ENTER' OR 'EXIT'.

UTILITY INSTALLATION NOTES:

CAUTION - NOTICE TO CONTRACTOR:

FOR ADJUSTMENT OF MUSTANG WATER UTILITIES APPURTENANCES, OR TO VERIFY LOCATIONS OF EXISTING WATER, CALL 940-440-9561 AT LEAST (3) THREE WORKING DAYS PRIOR TO CONSTRUCTION.

MUSTANG WATER INSPECTOR MUST BE NOTIFIED 48 HOURS PRIOR TO UTILITIES INSTALLATION, BACKFILL, AND TESTING. THE INSPECTOR SHOULD BE PRESENT DURING ALL TESTINGS, ALL PIPE FITTINGS, AND OTHER CONSTRUCTION MATERIALS SHALL BE INSPECTED FOR DEFECTS AND CONFORMANCE TO MUSTANG WATER STANDARDS PRIOR TO PLACEMENT.

- DOMESTIC WATER AND IRRIGATION SERVICE LINE SHALL BE 1" TYPE "K" COPPER TUBING IN COMPLIANCE WITH NSF 372 OR 2" AWMA C601 HDPE TUBING. WATER METER SHALL BE INSTALLED PER MUSTANG WATER STANDARD DRAWINGS, AND LOCATED WITHIN 2-FT OF PROPOSED EXISTING CURB. METER CANS AND METERS SHALL BE INSTALLED PER MUSTANG WATER SPECIFICATIONS.
- PER MUSTANG WATER PROJECT MATERIAL SUBMITTAL CHECKLIST (PMSO) THE CONTRACTOR SHALL USE 4"-12" AWMA C600, DR-14, OR DR-18 PVC PIPES FOR THE WATER MAIN EXTENSION. ACCEPTABLE MANUFACTURERS INCLUDE DIAMOND PLASTICS C500, JM EAGLE BLUE BRUTE, AND NORTH AMERICAN PIPE C900. FITTINGS SHALL BE DUCTILE IRON WITH MINIMUM SPECIFICATIONS FOR COMPACT-AWWA C153, FULL-AWWA C101 FLANGE JOINT, MECHANICAL-AWWA C110. ACCEPTABLE MANUFACTURERS INCLUDE TYLER UNION, STAR PIPE PRODUCTS, AND SIP INDUSTRIES.
- DEPTH OF WATER MAINS SIZED 12" AND UNDER SHALL BE A MINIMUM OF 4' UNDER BOTTOM OF PAVEMENT BASE OR TOPSOIL.
- WATER AND WASTEWATER LINES MUST PASS A PRESSURE AND LEAKAGE TEST AS SPECIFIED IN AWWA C600 STANDARDS.
- ALL CONNECTIONS TO THE EXISTING UTILITIES SHALL BE PERFORMED BY THE UTILITY OWNER REPRESENTATIVES, OR BY THE CONTRACTOR PER THE UTILITY OWNER REGULATIONS AND UNDER THEIR SUPERVISION.
- ALL TRENCHES SHALL BE BACKFILLED IN MAXIMUM 8" LOOSE LIFTS AND MECHANICALLY COMPACTED WITH APPROVED VIBRATORY METHODS (NCTCOG ITEM 504.5.3.2.1). LOW STRENGTH FLOWABLE FILL SHALL BE USED AS BACKFILL MATERIAL AROUND NEW MANHOLES LOCATED WITHIN THE EXISTING OR NEW PAVEMENT. ALL WATER AND WASTEWATER SERVICE CUTS IN EXISTING PAVEMENT AREAS SHALL HAVE THE DITCH LINE FILLED TO PAVEMENT LINE WITH LOW STRENGTH FAST FIX FLOWABLE FILLS.
- DENSITIES SHALL CONFORM TO MINIMUM 95% ASTM D-698 AND BE AT OR ABOVE OPTIMUM MOISTURE UNLESS OTHERWISE SPECIFIED (NCTCOG ITEM 504.5.3.2.1). PROCTOR SAMPLES SHALL BE TAKEN FOR ALL CLASSIFICATIONS OF SOIL ON SITE. ATTERBERG LIMITS SHALL BE DETERMINED ON ALL PROCTOR SAMPLES.
- DENSITIES SHALL BE TAKEN ON EVERY OTHER LIFT AS LIFTS ASCEND. NO "POTHOLING" OR "RAMMING" WILL BE ALLOWED UNLESS APPROVED BY THE INSPECTOR. AT INTERVALS NOT EXCEEDING 300 FEET ALONG THE LENGTH OF INSTALLED UTILITY LINES, AND ON EVERY OTHER LONG SERVICE UNDER PAVEMENT.
- BACKFILL PLACED ADJACENT TO HYDRANTS, MANHOLES, METER VAULTS, OR OTHER UTILITY RELATED STRUCTURES SHALL BE COMPACTED MANUALLY WITH DENSITY TESTED ON EVERY LIFT.
- PAVING CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLATION OF ALL PROJECT REQUIRED SLEEVES FOR UTILITIES CROSSING. ALL SLEEVES SHALL BE SCHEDULE 40 PVC CONDUITS AND EXTEND A MINIMUM OF 2 FEET BEYOND PAVEMENT EDGES. THE CONTRACTOR SHALL REFER TO THE ELECTRICAL AND IRRIGATION PLANS FOR SLEEVES LOCATION AND DIRECTION.
- THE PLUMBING CONTRACTOR IS TO PROVIDE GAS CONNECTION FROM METER TO THE PROPOSED BUILDING.
- THE IRRIGATION CONTRACTOR SHALL PROVIDE REQUIRED IRRIGATION WATER FLOW CAPACITY AT DESIGNED AREAS PER MUSTANG WATER REQUIREMENTS.
- THE ELECTRICAL CONTRACTOR SHALL PROVIDE ELECTRICAL CONNECTION CONDUITS TO THE BUILDING, SIGNS, PARKING AREA LIGHTING, AND OTHER SITE STRUCTURES WHERE POWER IS REQUIRED.

EROSION CONTROL NOTES:

- SUFFICIENT EROSION CONTROL PRACTICES MUST BE INSTALLED PRIOR TO CONSTRUCTION AND MAINTAINED TO RETAIN SEDIMENT WITHIN THE BOUNDARIES OF THE CONSTRUCTION SITE. ALL DISTURBED AREAS SHALL BE NON-EROSIVE AND SHALL BE GRASSED WITHIN 14 CALENDAR DAYS, OR AS SOON AS CONSTRUCTION ACTIVITIES STOP.
- PRIOR TO THE SITE CONSTRUCTION ACTIVITIES, THE CONTRACTOR SHALL INSTALL A TEMPORARY GRAVEL CONSTRUCTION ENTRANCE/EXIT AS SHOWN ON TxDOT PERMIT CIVIL PLAN SET AND PER TxDOT DETAILS AND SPECIFICATIONS.
- THE CONTRACTOR SHALL INSTALL A SILT FENCE ALONG THE PROPERTY LINES AS SHOWN ON THE PLANS AND PER PROVIDED SPECIFICATION.
- THE CONTRACTOR SHALL INSTALL A SILT FENCE SEDIMENT BARRIER ON ANY EXISTING DROP INLET AS SHOWN ON THE PLANS AND PER PROVIDED SPECIFICATION.
- THE CONTRACTOR SHALL PROVIDE TEMPORARY SEEDING OF ALL AREAS DISTURBED BY GRADING OUTSIDE OF THE PROPOSED STRUCTURES.
- ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE INSPECTED WEEKLY AND AFTER EVERY 1/2-INCH RAINFALL EVENT OR ONCE EVERY WEEK. NEEDED REPAIRS SHALL BE MADE IMMEDIATELY. EACH INSPECTION SHALL BE ACCOMPANIED BY A WRITTEN REPORT.

DEMOLITION NOTES:

- THE SITE SHALL BE STRIPPED OF EXISTING IMPROVEMENTS WITHIN THE PROPERTY AS REQUIRED PER THE PROJECT AND PERFORM CLEARING, GRUBBING, STUMP REMOVAL, AND TOP SOIL ACCUMULATION IN ACCORDANCE WITH THE PROJECT NEEDS, INCLUDING REMOVAL OF TREES, SHRUBS, STUMPS, AND ROOT SYSTEMS TO A MINIMUM DEPTH OF 42 INCHES TO ERADICATE FROM SUB-GRADE. THE CONTRACTOR SHALL ALSO GOVERN AIR POLLUTION AND DUST CONTROL DURING DEMOLITION AND WASTE HAULING OPERATIONS.
- ALL MATERIALS FROM DEMOLITION SHALL BE REMOVED FROM THE CONSTRUCTION SITE BY THE GENERAL CONTRACTOR, OR SUBCONTRACTORS, UNLESS APPROVED FOR REUSE ON SITE. THE CONTRACTOR MAY REUSE EXISTING CLEAN GRAVEL, SUBBASE, RECYCLED CRASHED CONCRETE, OR MASONRY MATERIALS AS A BACKFILL, ROAD BASE, ETC., IF APPROVED BY THE ENGINEER. THE CONTRACTOR SHALL SALVAGE AND TURN OVER TO THE OWNER ALL REMOVED MATERIAL AND EQUIPMENT SPECIFIED BY OWNER AND THAT IS NOT TO BE REUSED FOR NEW CONSTRUCTION.
- SAW CUT AND REMOVE ANY EXISTING ASPHALT PAVEMENT AND GRAVEL SUBBASE ENTIRELY FOR PROPOSED LANDSCAPING PURPOSES AND BACKFILL WITH APPROVED FERTILIZED FILL OF 6 INCHES TOP SOIL FOR LANDSCAPING EXPANSION.
- THE MATERIALS REMOVED FROM THE SITE SHALL BE RECYCLED OR DISPOSED OF IN A PROPER AND LEGAL MANNER, PER THE TOWN OF CROSS ROADS AND STATE OF TEXAS REQUIREMENTS.
- IF HAZARDOUS MATERIALS ARE ENCOUNTERED, WHICH SHALL BE DEMOLISHED AND REMOVED, THE OWNER SHALL BE IMMEDIATELY INFORMED. THOSE MATERIALS SHALL BE REMOVED IN MANNER APPROVED BY THE GOVERNING AGENCIES AND PROPERLY DISPOSED OF IN APPROPRIATE LANDFILLS OR DISPOSAL FACILITIES.
- THE CONTRACTOR SHALL EMPLOY ALL NECESSARY TRAFFIC CONTROL APPURTENANCES, AND PROVIDE PROTECTION AND MAINTENANCE OF EXISTING ROADS AS REQUIRED BY THE TxDOT REGULATIONS.
- PRE-DEMOLITION PHOTOGRAPHS AND VIDEOTAPE SHALL BE TAKEN THAT SHOW THE EXISTING CONDITIONS OF THE SITE AND STRUCTURES, AS WELL AS ADJOINING STRUCTURES TO REMAIN. PHOTOS AND TAPES SHALL INCLUDE DAMAGES TO FINISH SURFACES THAT MIGHT BE MISCONSTRUED AS DAMAGE CAUSED BY THE DEMOLITION OPERATIONS.
- EXISTING STRUCTURES, UTILITIES, TREES, VEGETATIVE COVERS, POWER POLES, ELECTRICAL EQUIPMENT, ETC., TO REMAIN SHALL BE PROTECTED FROM DAMAGE BY THE CONTRACTOR. ANY DAMAGES TO SUCH ITEMS SHALL BE RECONSTRUCTED OR REPLACED BY THE CONTRACTOR AT HIS EXPENSE. EXISTING POWER SUPPLY LINES SHALL BE REMOVED OR RELOCATED BY THE POWER COMPANY REPRESENTATIVE.
- SAW CUT EDGES OF PAVED AREAS ARE TO BE REMOVED WITH A TRUE TO LINE, CLEAN, AND NEAT EDGE RESULTING, SO NO UNWANTED CHIPPING OR BREAKING OF THE EXISTING PAVEMENT TO REMAIN WILL OCCUR.
- THE CONTRACTOR SHALL VERIFY THAT THE UTILITIES HAVE BEEN DISCONNECTED AND CAPPED BEFORE STARTING DEMOLITION OPERATIONS.

MATERIAL SUBMITTALS / SHOP DRAWINGS:

- ALL MATERIALS FURNISHED AND INSTALLED SHALL EITHER 1. BE AMONGST THOSE LISTED ON THE TOWN OF CROSS ROADS PROJECT MATERIAL SUBMITTAL CHECKLISTS (IN WHICH CASE, APPLICANT NEED NOT PROVIDE MATERIAL SUBMITTALS); OR 2. BE OR-EQUAL MATERIALS CONFORMING TO THE SPECIFICATIONS ON THAT CHECKLIST (IN WHICH CASE APPLICANT SHALL PROVIDE CORRESPONDING MATERIAL SUBMITTALS TO PUBLIC WORKS INSPECTIONS DEPARTMENT OF THE TOWN OF CROSS ROADS REVIEW AND APPROVAL PRIOR TO CONSTRUCTION).

NO.	REVISION	DESCRIPTION	DATE

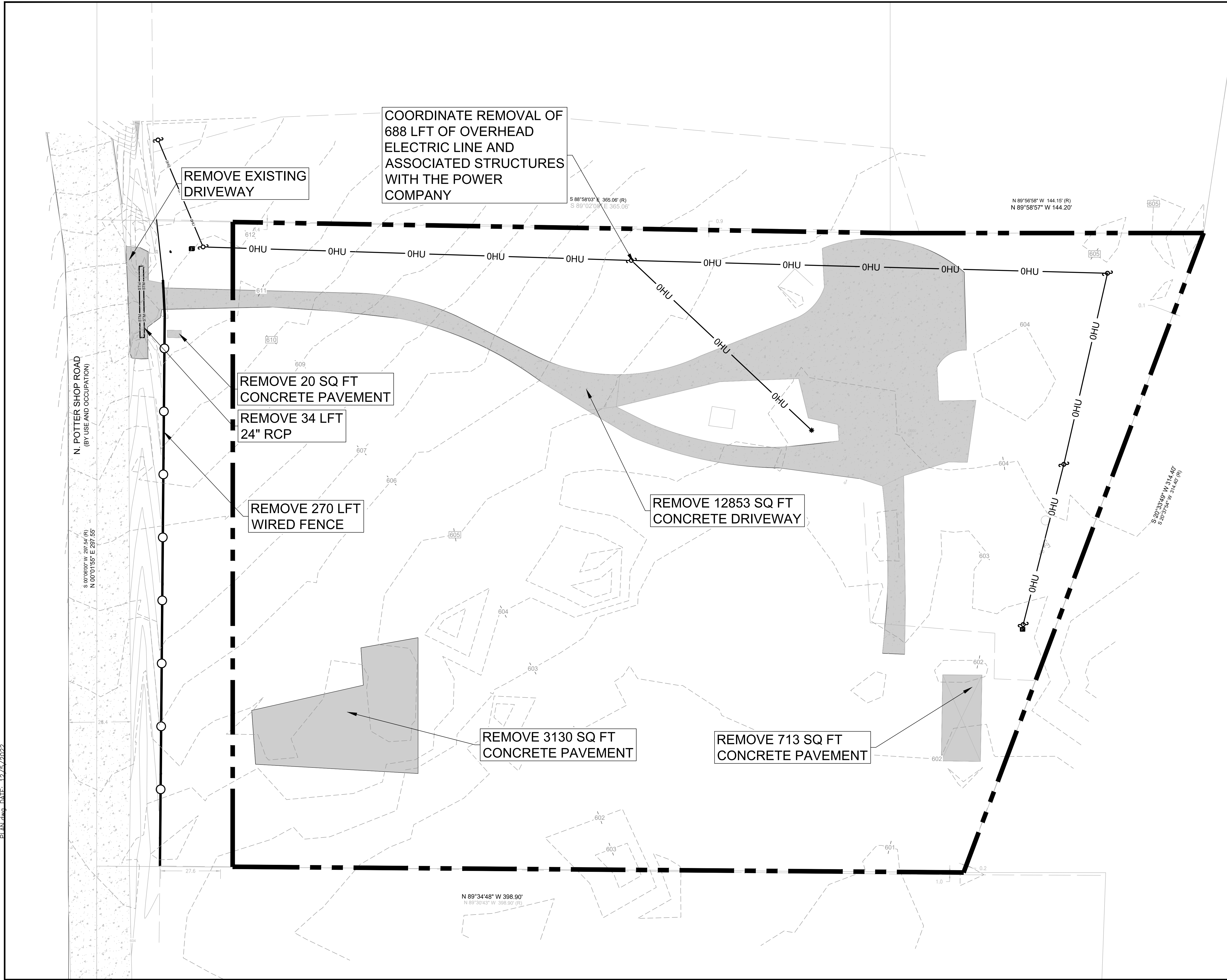
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	500 Moseley Road Cross Roads, Texas 76227 Phone (940) 387-0805 Fax (940) 387-0830 (TBP# F-12214)
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GENERAL NOTES	
COMMERCIAL DEVELOPMENT	
N POTTER SHOP RD	
CROSS ROADS, TEXAS	
DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-02
CHECKED BY: KW	
PROJECT #: MAS032822E	

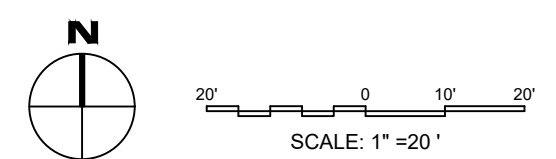
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LEGEND

- — — — — PROPERTY BOUNDARY
- - - - - ADJACENT PROPERTY BOUNDARY
- - - - - 580 EXISTING CONTOUR
- ○ — EXISTING WIRE FENCE
- STM — STM EXISTING STORM DRAIN
- OHU — OHU EXISTING OVERHEAD UTILITIES



NO.	REVISION	DESCRIPTION	DATE

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SEAL:

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 (TBPE # F-12214)

DEMOLITION PLAN
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022	SHEET: C-03
DRAWN BY: MP	C-03
CHECKED BY: KW	
PROJECT #: MAS032822E	

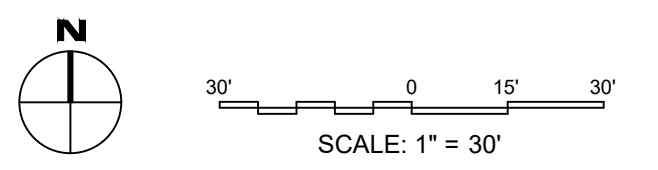
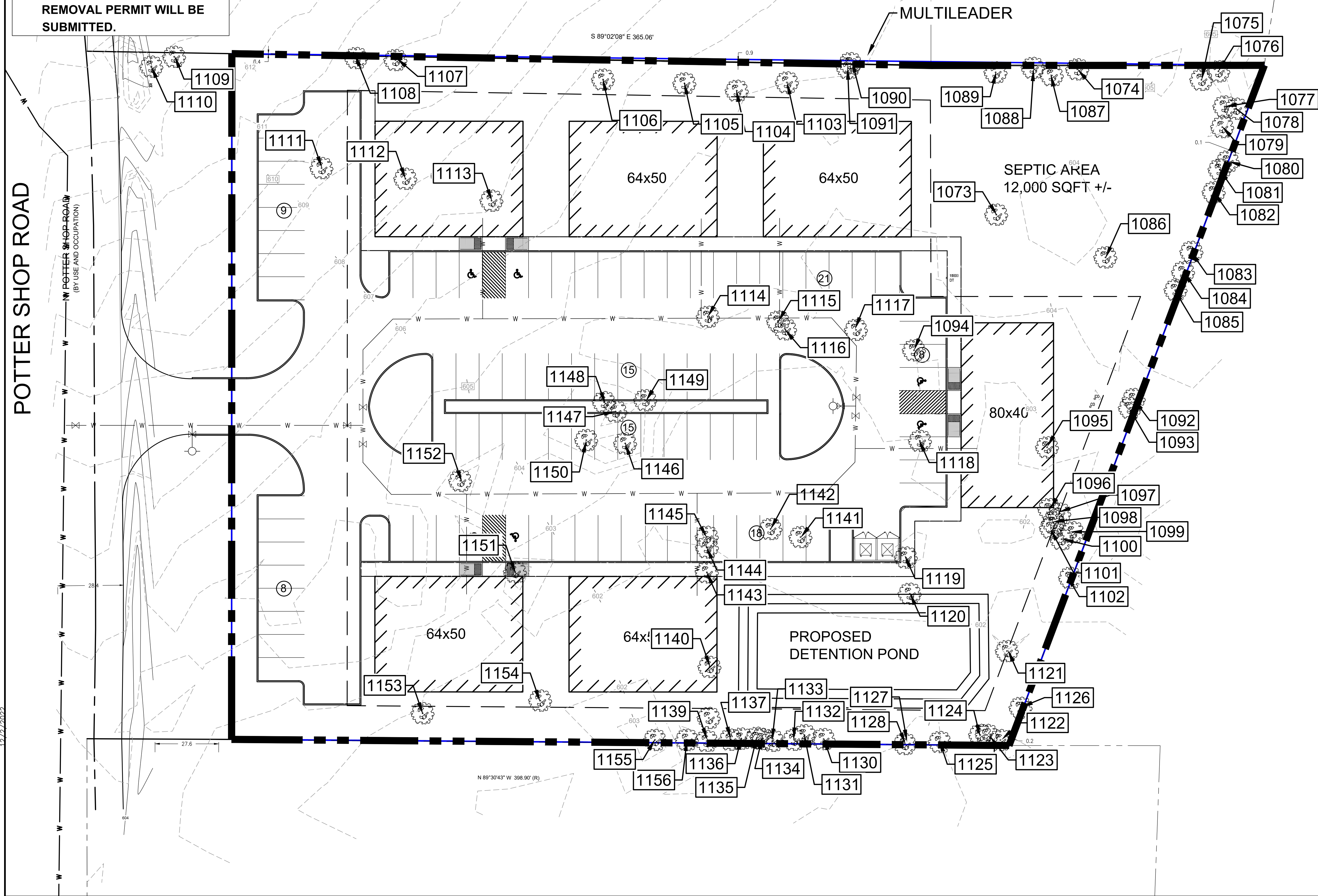
PLOT: 12/5/2022 9:54 AM FILE: S:\Shared\Active\Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\03 Exhibits\Tree Removal.dwg DATE: 12/27/2022

POTTER SHOP ROAD

NOTES:
 THE TREES TO BE REMOVED ARE BECAUSE IT IS ON PROPOSED PAVING, BUILDINGS OR SEPTIC AREA. FOR TREES 1073, 1094, 1096, 1118, 1119, 1120, 1138, 1145, 1154, A TREE REMOVAL PERMIT WILL BE SUBMITTED.

LEGEND

- — — — — PROPERTY BOUNDARY
- - - - - ADJACENT PROPERTY BOUNDARY
- - - - - 580 EXISTING CONTOUR
- 🌳 EXISTING TREE



NO.	REVISION	DESCRIPTION	DATE

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SEAL:

OKJE
 500 Moseley Road
 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

TREE REMOVAL PLAN
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-04
CHECKED BY: KW	
PROJECT #: MAS032822E	

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TREES TO REMAIN			
TREE #	SIZE	FAMILY	STATUS
1074	24"	BOIS D' ARC	HEALTHY
1075	6"	ELM	HEALTHY
1076	48"	TREE	HEALTHY
1077	6"	OAK TREE	HEALTHY
1078	10"	BOIS D' ARC	HEALTHY
1079	12"	MESQUITE	HEALTHY
1080	12"	OAK	HEALTHY
1081	10"	HACKBERRY	HEALTHY
1082	8"	OAK	HEALTHY
1083	26"	HACKBERRY	HEALTHY
1084	14"	OAK	HEALTHY
1085	36"	HACKBERRY	HEALTHY
1087	6"	OAK	HEALTHY
1088	14"	HACKBERRY	HEALTHY
1089	8"	OAK	HEALTHY
1090	24"	HACKBERRY	HEALTHY
1091	12"	HACKBERRY	HEALTHY
1092	10"	OAK	HEALTHY
1093	24"	HACKBERRY	HEALTHY
1101	18"	ELM	HEALTHY
1102	18"	CEDAR	HEALTHY
1103	18"	CEDAR	HEALTHY
1104	12"	CEDAR	HEALTHY
1105	16"	CEDAR TRIPLETS	HEALTHY
1106	12"	CEDAR	HEALTHY
1107	12"	OAK	HEALTHY
1108	6"	OAK	HEALTHY
1109	8"	OAK	HEALTHY
1110	12"	OAK	HEALTHY
1121	10"	OAK	HEALTHY
1122	24"	BOIS D' ARC	HEALTHY
1123	6"	HACKBERRY	HEALTHY
1124	8"	HACKBERRY	HEALTHY
1125	8"	BOIS D' ARC	HEALTHY
1126	8"	BOIS D' ARC	HEALTHY
1127	6"	BOIS D' ARC	HEALTHY
1128	6"	BOIS D' ARC	HEALTHY
1130	8"	HACKBERRY	HEALTHY
1131	24"	BOIS D' ARC	HEALTHY
1132	8"	BOIS D' ARC	HEALTHY
1133	8"	BOIS D' ARC	HEALTHY
1134	6"	BOIS D' ARC	HEALTHY
1135	8"	BOIS D' ARC	HEALTHY
1136	8"	BOIS D' ARC	HEALTHY
1137	10"	BOIS D' ARC	HEALTHY
1139	6"	HACKBERRY	HEALTHY
1155	10"	HACKBERRY	HEALTHY
1156	10"	HACKBERRY TWINS	HEALTHY
TOTAL TREES REMAINED		614"	

TREES TO BE REMOVED GREATER THAN 6"				
TREE #	SIZE	FAMILY	STATUS	MITIGATION
1073	36"	BOIS D' ARC	HEALTHY	54"
1086	12"	BOIS D' ARC	HEALTHY	18"
1094	40"	OAK	HEALTHY	60"
1095	26"	OAK	HEALTHY	N/A
1096	40"	OAK	HEALTHY	60"
1097	24"	OAK	HEALTHY	N/A
1099	8"	HACKBERRY	HEALTHY	12"
1100	12"	ELM	HEALTHY	18"
1115	10"	HACKBERRY CLUSTER	HEALTHY	N/A
1116	8"	CREPE MYRTLE	HEALTHY	N/A
1117	8"	CREPE MYRTLE	HEALTHY	N/A
1118	48"	PECAN	HEALTHY	72"
1119	24"	HACKBERRY	HEALTHY	36"
1120	24"	HACKBERRY	HEALTHY	36"
1138	36"	HACKBERRY CLUSTER	HEALTHY	54"
1140	18"	HACKBERRY CLUSTER	HEALTHY	N/A
1141	8"	BOISDARC CLUSTER	HEALTHY	12"
1142	16"	HACKBERRY	HEALTHY	24"
1144	10"	PECAN	HEALTHY	15"
1145	28"	HACKBERRY	HEALTHY	42"
1152	8"	HACKBERRY	HEALTHY	N/A
1153	8"	HACKBERRY	HEALTHY	12"
1154	20"	HACKBERRY	HEALTHY	30"
TOTAL TREES REMOVED		472"	TOTAL AMOUNT MITIGATED	555"

FOOT NOTES:
 PER SEC. 3.08.011 (B)(2), TREES THAT ARE SITUATED WITHIN A SITE PAD OR FIRE LANE DO NOT NEED TO BE REPLACED. THOSE TREES HAVE THE MARKING N/A UNDER THE MITIGATION COLUMN.
 PER SEC. 3.08.011 (C), EACH PROTECTED TREE WITH A DBH GREATER THAN 6 IN. TO BE REMOVED, A MINIMUM OF 3 IN DBH TREES SHALL BE PLANTED EQUIVALENT TO 150% OF CALIPER INCHES REMOVED. THAT IS THE MULTIPLICATION FACTOR IN UNDER THE MITIGATION COLUMN.

TREES TO BE REMOVED LESS THAN OR EQUAL TO 6"			
TREE #	SIZE	FAMILY	STATUS
1098	6"	ELM	HEALTHY
1111	6"	CREPE MYRTLE	HEALTHY
1112	6"	CREPE MYRTLE	HEALTHY
1113	6"	CREPE MYRTLE	HEALTHY
1114	6"	CREPE MYRTLE	HEALTHY
1143	6"	HACKBERRY	HEALTHY
1146	6"	OAK	HEALTHY
1147	6"	HACKBERRY HACKBERRY TRIPLETS	HEALTHY
1148	6"	HACKBERRY HACKBERRY TRIPLETS	HEALTHY
1149	6"	HACKBERRY TRIPLETS	HEALTHY
1150	6"	HACKBERRY	HEALTHY
1151	6"	HACKBERRY	HEALTHY
TOTAL TREES REMOVED		72"	

TREE REMOVAL PLAN EXPLANATION
 THE PURPOSE OF THE PROPOSED TREE REMOVAL PLAN IS BECAUSE THE LOT IS BEING DEVELOPED INTO A COMMERCIAL DEVELOPMENT. THERE WILL BE 6 PROPOSED BUILDINGS THAT ARE 3200 SQ FT, 24 FT WIDE FIRE LANES AND 94 PARKING SPOTS. 47 EXISTING TREES WILL REMAIN AS IS. THERE WILL BE 36 TREES THAT WILL BE REMOVED. PER THE CODE OF ORDINANCE, THE 12, 6 INCH, TREES BEING REMOVED WILL NOT BE REPLACED. ALSO, PER THE CODE OF ORDINANCE, 7 TREES THAT ARE GREATER THAN 6 INCHES WILL NOT BE REMOVED BECAUSE IT IS WITHIN A PROPOSED FIRE LANE OR BUILDING PAD. 9 TREES WILL BE A PART OF THE TREE REMOVAL PERMIT BECAUSE THEY ARE 18 INCHES OR GREATER IN DIAMETER.

REPLACEMENT TREES		
TREE #	SIZE	FAMILY
1	12"	REDBUD
2	12"	REDBUD
3	12"	REDBUD
4	12"	REDBUD
5	12"	REDBUD
6	12"	REDBUD
7	36"	OAK
8	12"	REDBUD
9	12"	REDBUD
10	12"	REDBUD
11	36"	OAK
12	12"	REDBUD
13	12"	REDBUD
14	12"	REDBUD
15	12"	LAUREL
16	12"	LAUREL
17	12"	LAUREL
18	12"	LAUREL
19	36"	OAK
20	12"	LAUREL
21	12"	LAUREL
22	12"	LAUREL
23	12"	LAUREL
24	12"	LAUREL
25	12"	LAUREL
26	12"	LAUREL
27	12"	LAUREL
28	12"	WILLOW
29	12"	WILLOW
30	12"	WILLOW
31	12"	WILLOW
32	12"	WILLOW
33	12"	WILLOW
34	12"	WILLOW
35	36"	OAK
36	12	WILLOW
37	12"	WILLOW
38	12"	WILLOW
39	12"	WILLOW
TOTAL TREES REPLACED		564"

TREE REPLACEMENT NOTE
 THE TREE TYPE AND SIZE WILL BE VERIFIED AND PROVIDED WITH THE TREE REMOVAL PERMIT.

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TREE REMOVAL MITIGATION





**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**

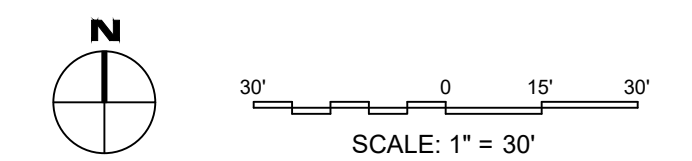
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DRAWN BY: MP	
CHECKED BY: KW	
PROJECT #: MAS032822E	

PLOT: 12/5/2022 9:54 AM FILE: S:\Shared\Active\Current\Clients\North Texas 4Plex\2021\Retail\Concept - Pottershop Rd - Crossroads\CAD\03 Exhibits\Tree Removal\removal.dwg DATE: 12/2/2022

POTTER SHOP ROAD

LEGEND

-  PROPERTY BOUNDARY
-  ADJACENT PROPERTY BOUNDARY
-  EXISTING CONTOUR
-  EXISTING TREE



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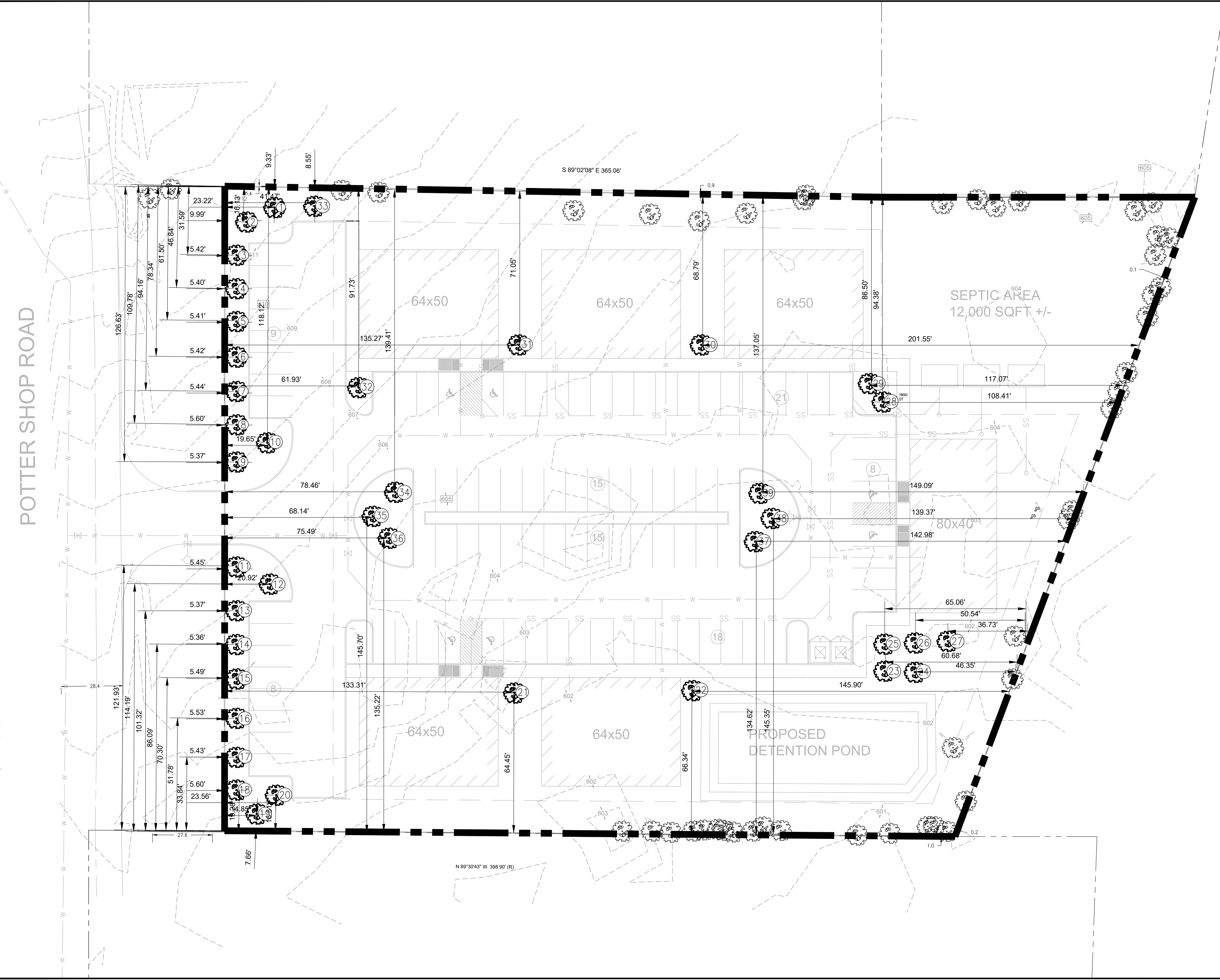
SEAL:

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 (TBPE # F-12214)

TREE REPLACEMENT PLAN

**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**





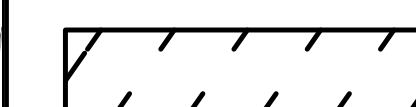
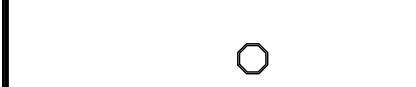

DATE: 11/28/2022	SHEET:
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PROJECT #: MAS032822E	



FILE: S:\Shared\Active\Current Clients\North Texas 4Plex\2021\Retail\Concept - Pottershop Rd - Crossroads\CAD\04_Construction Set\02_SITE PLAN.dwg DATE: 12/1/2022
 PLOT: 12/5/2022 9:54 AM

PROPOSED 6.00' SIDEWALK
 AS PER TOWN OF CROSS ROADS
 CONCRETE PAVING CROSS
 SECTION DETAILS

LEGEND

-  PROPERTY BOUNDARY
-  ADJACENT PROPERTY BOUNDARY
-  EXISTING CONTOUR
-  PROPOSED SETBACK
-  PROPOSED BUILDING
-  PROPOSED "STOP" SIGN
-  PROPOSED SOLID WHITE STOP BAR

- NOTE:
1. ALL CURB RADII ARE 3FT TO FACE OF CURB UNLESS NOTED OTHERWISE.
 2. ALL DIMENSIONS ARE MEASURED FROM FRONT OF CURB.
 3. TOTAL SQUARE FOOTAGE OF ALL THE BUILDINGS IS 19200.
 4. TOTAL NUMBER OF PARKING SPACES IS 94.



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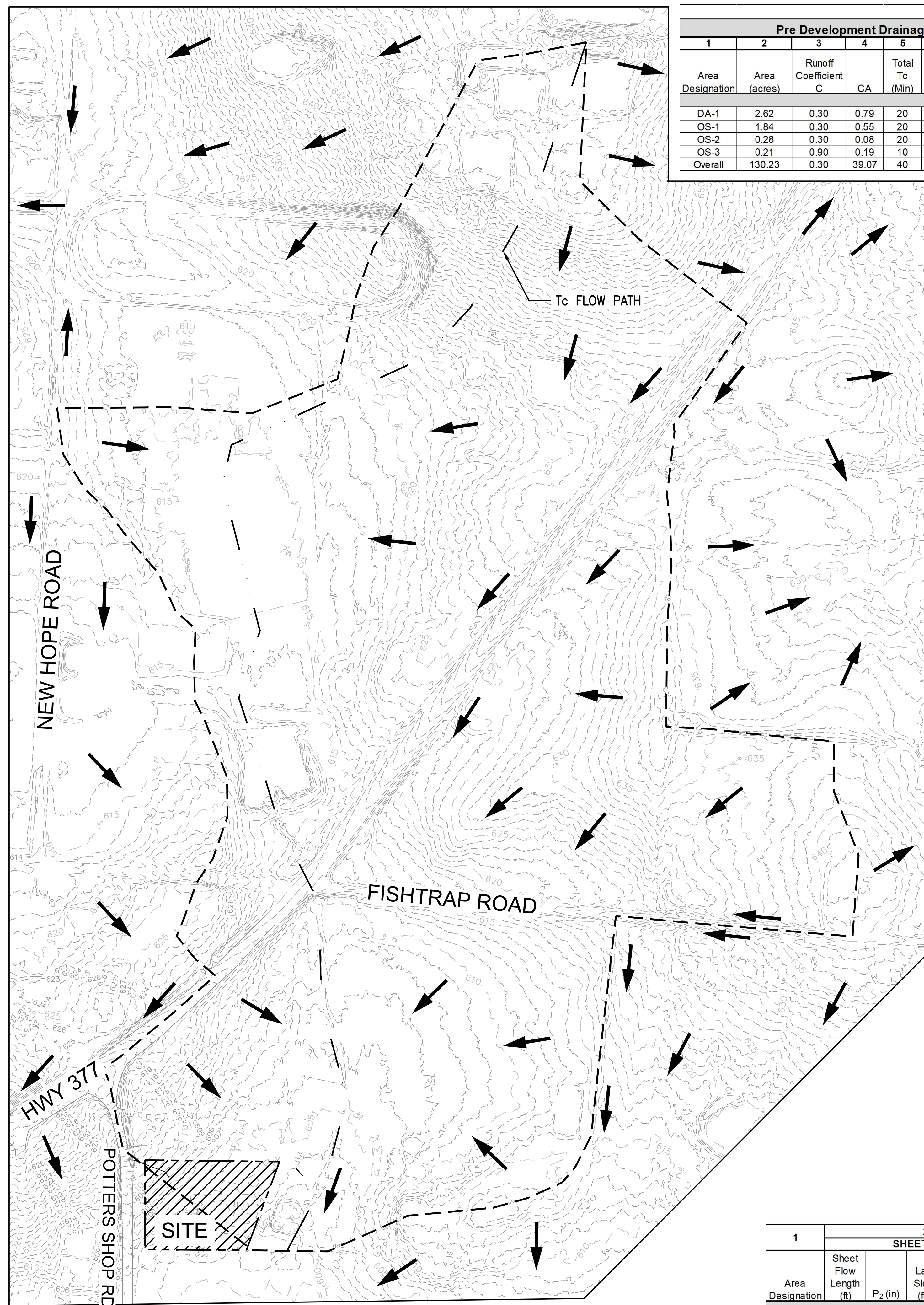
OKJE
 500 Moseley Road
 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

SITE PLAN

**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**

DATE: 11/28/2022	SHEET:
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CHECKED BY: KW	
PROJECT #: MAS032822E	

FILE: S:\Shared\Active\Current\Clients\North Texas 4Plex\2021\Retail\Concept - Pottershop Rd - Crossroads\CAD\04_Construction Set\C-07_Existing Drainage_Plan.dwg DATE: 12/22/2022 PLOT: 12/5/2022 9:55 AM



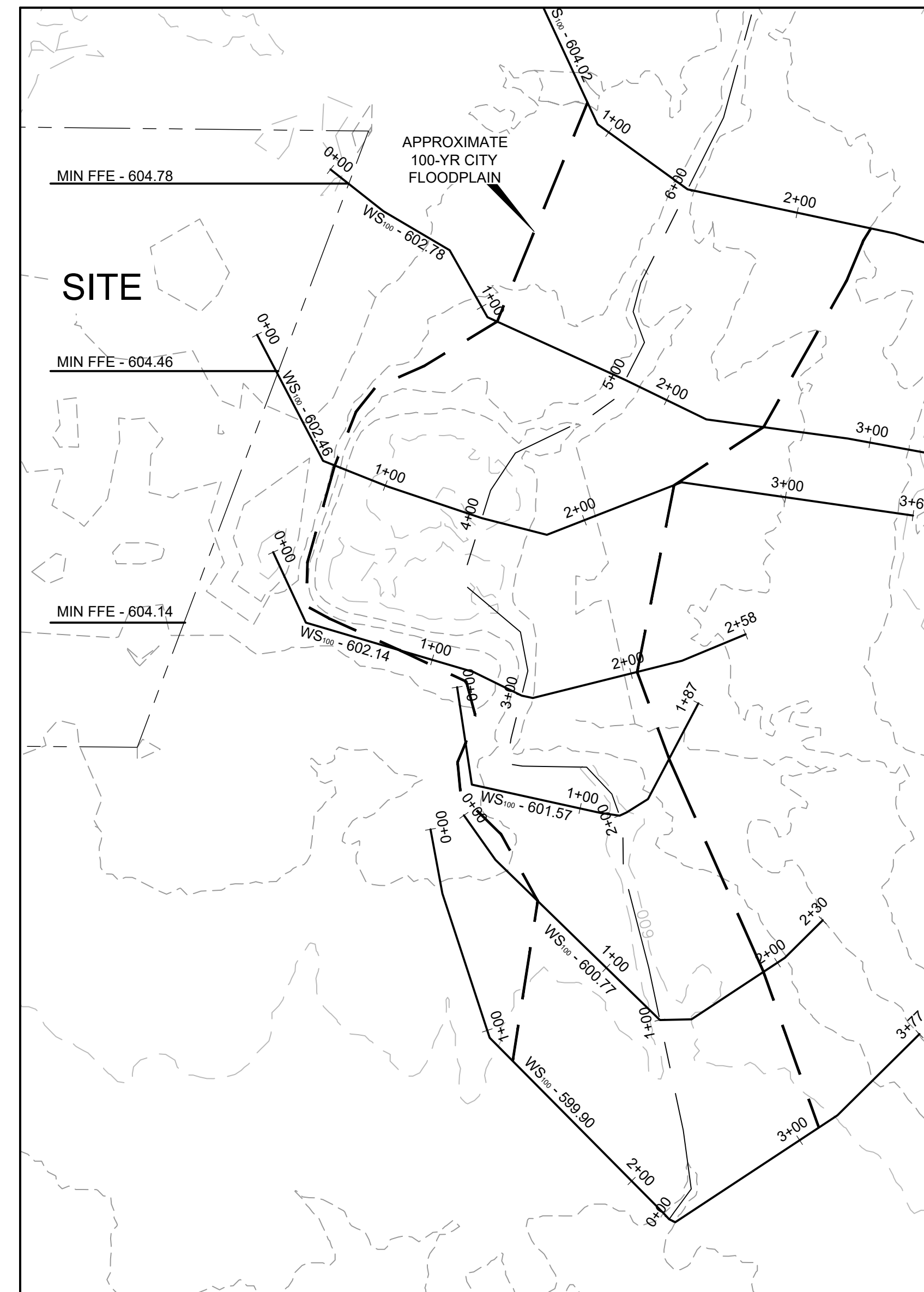
Potter's Road Calculations

Pre Development Drainage Area Calculations (2, 5, 10, 25, 50 and 100-Year Design Frequency)																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Area Designation	Area (acres)	Runoff Coefficient C	CA	Total Tc (Min)	b	Runoff Q ₂ (cfs)	l ₅	Runoff Q ₅ (cfs)	h ₁₀	Runoff Q ₁₀ (cfs)	l ₂₅	Runoff Q ₂₅ (cfs)	l ₅₀	Runoff Q ₅₀ (cfs)	h ₁₀₀	Runoff Q ₁₀₀ (cfs)	DESIGN POINT
ONSITE																	
DA-1	2.62	0.30	0.79	20	3.35	2.6	4.21	3.3	4.79	3.8	5.60	4.4	6.27	4.9	6.96	5.5	A
OS-1	1.84	0.30	0.55	20	3.35	1.8	4.21	2.3	4.79	2.6	5.60	3.1	6.27	3.5	6.96	3.8	A
OS-2	0.28	0.30	0.08	20	3.35	0.3	4.21	0.4	4.79	0.4	5.60	0.5	6.27	0.5	6.96	0.6	A
OS-3	0.21	0.90	0.19	10	4.70	0.9	5.75	1.1	6.50	1.2	7.55	1.4	8.36	1.6	9.24	1.7	B
Overall	130.23	0.30	39.07	40	2.19	85.6	2.83	110.6	3.24	126.6	3.82	149.2	4.32	168.8	4.82	188.3	

- NOTES:**
- ISWM 2020 DRAINAGE MANUAL USED FOR DRAINAGE CALCULATIONS.
 - THE SITE IS DESIGNATED BY FEMA TO BE IN ZONE "X" BEING AN AREA OUTSIDE THE 100YR FLOOD HAZARD BOUNDARY AS PER FEMA IDENTIFICATION NUMBER 48121C0385G WITH AN EFFECTIVE DATE OF APRIL 18, 2011
 - THE SITE DRAINAGE RAINFALL DATA AS PER NOAA ATLAS 14 - DENTON 2 SE.
 - THE DRAINAGE AREAS WERE DELINEATED BY HAND SURVEY (ON-SITE) AND LIDAR (OFF-SITE) COMBINED DEM.
 - PER THE WEB SOIL SURVEY, THE LAND IS 1-8% SANDY LOAM, THEREFORE THE RUNOFF COEFFICIENT IS 0.15.

LEGEND

- PROPERTY BOUNDARY
- EXISTING CONTOUR
- A - DRAINAGE AREA
- B - BASIN AREA (ACRES)
- A - OUTFALL STUDY POINT
- DRAINAGE BOUNDARY
- DRAINAGE FLOWPATH
- FLOW ARROW



OFFSITE STREAM HEC-RAS 100-YR WSEL

River Sta	Q Total (cfs)	W.S. Elev (ft)	Vel Chnl (ft/s)	Top Width (ft)
600	188.3	604.02	3.4	154
500	188.3	602.78	5.2	138
400	188.3	602.45	0.8	172
300	188.3	602.14	4.0	87
200	188.3	601.57	3.1	129
100	188.3	600.77	4.6	138
0	188.3	599.90	1.9	192

HEC-RAS 100-yr Water Surface Elevation Exhibit Scale: 1"=50'

TIME OF CONCENTRATION CALCULATIONS

1	2 SHEET FLOW					3 SHALLOW CONCENTRATED FLOW				4 CHANNEL FLOW				5	6	7	
	Area Designation	Sheet Flow Length (ft)	P ₂ (in)	Land Slope (ft/ft)	n	t _{sheet} (min)	Shallow Flow Length (ft)	Shallow Flow Slope (ft/ft)	Shallow Flow Velocity (ft/sec)	t _{shallow} (min)	Channel Length (ft)	Channel Slope (ft/ft)	n				Average Velocity (ft/sec)
Overall	50	2.74	0.013	0.15	7.34	3180	0.016	2.04	25.98	1510	0.009	0.04	4	6.2917	39.61	23.76	40



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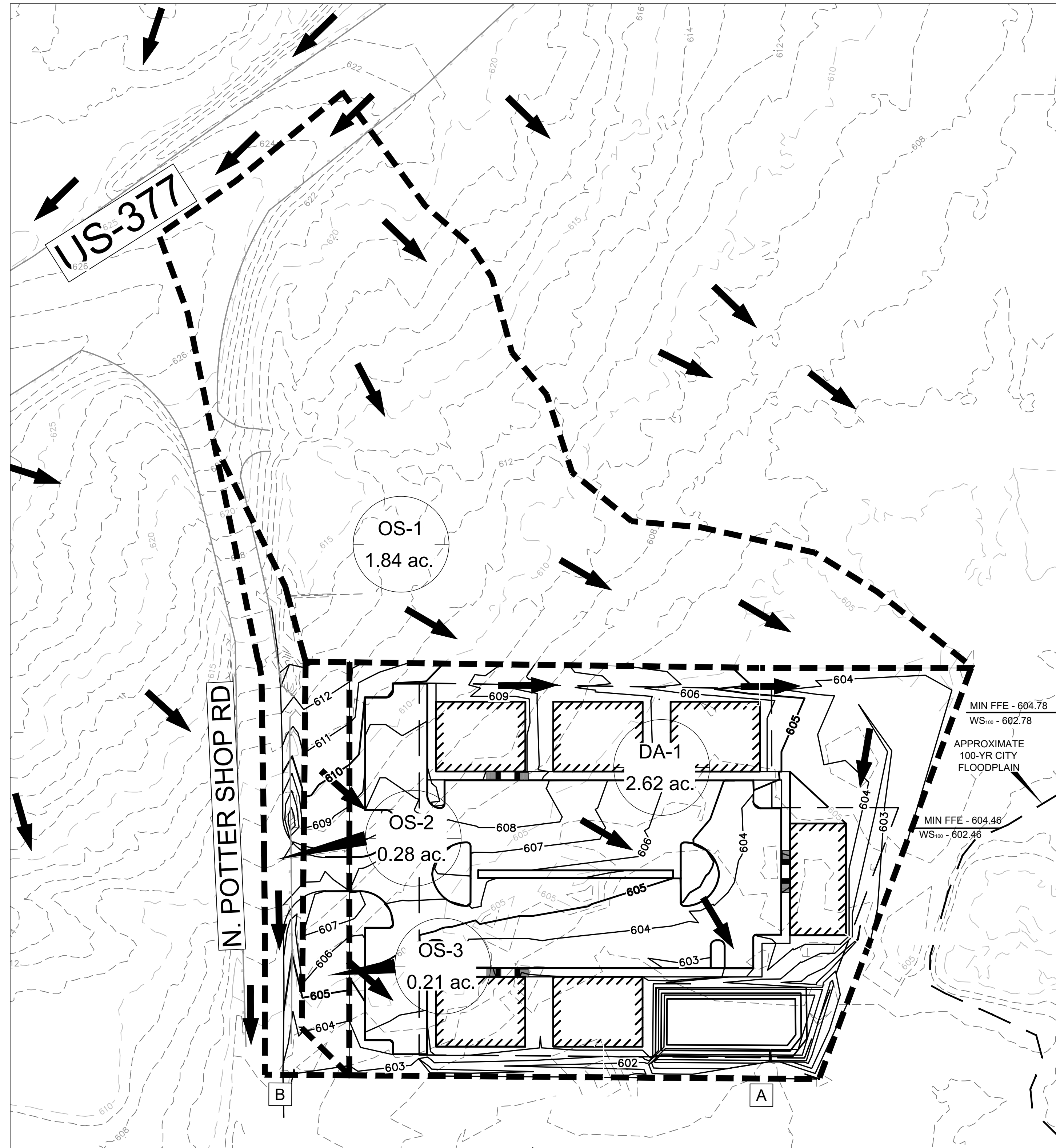
OKJE 500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

EX. OFFSITE DRAINAGE AREA MAP

**COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS**

DATE: 11/28/2022 SHEET: **C-08.2**
DRAWN BY: MP
CHECKED BY: KW
PROJECT #: MAS032822E

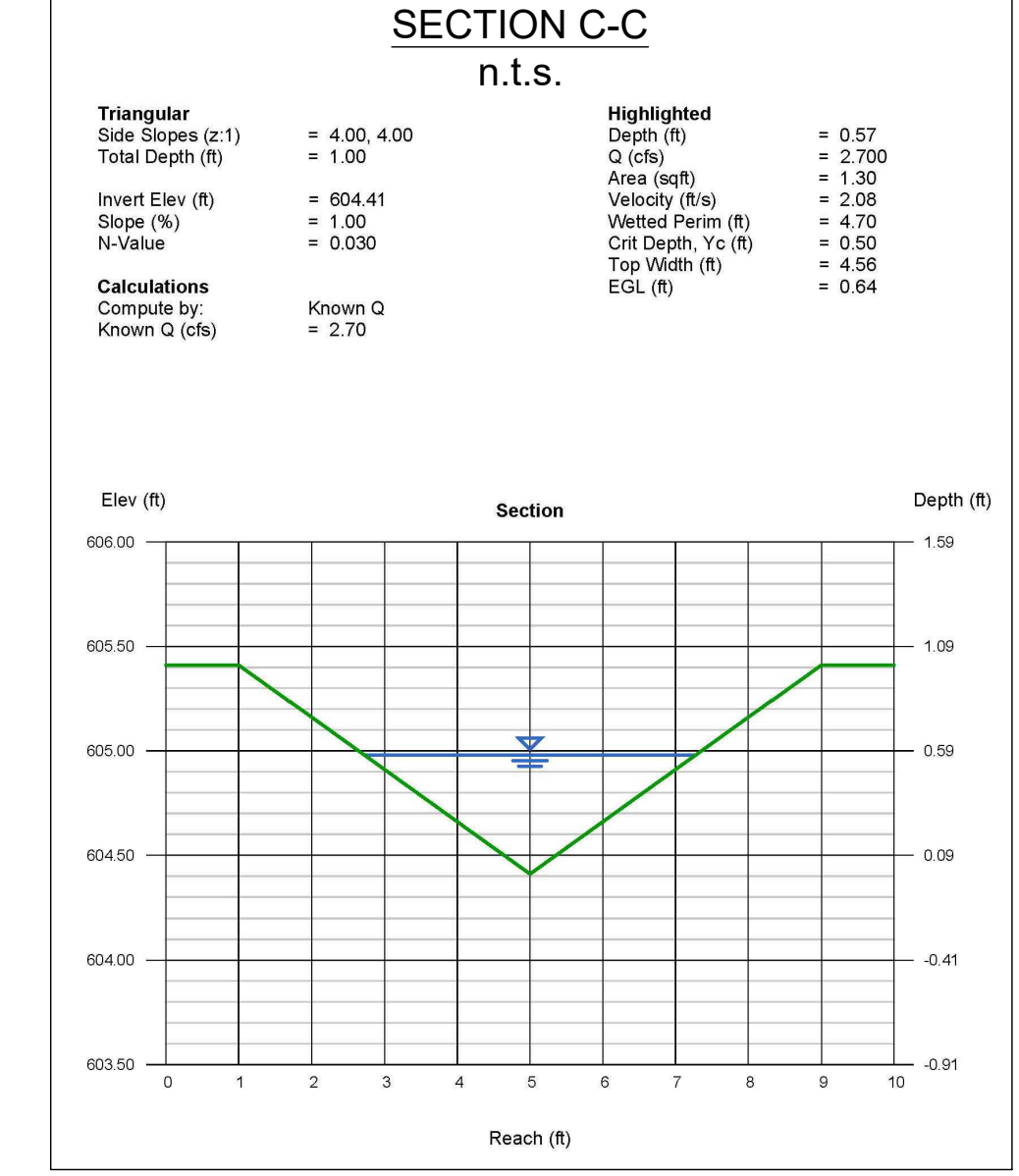
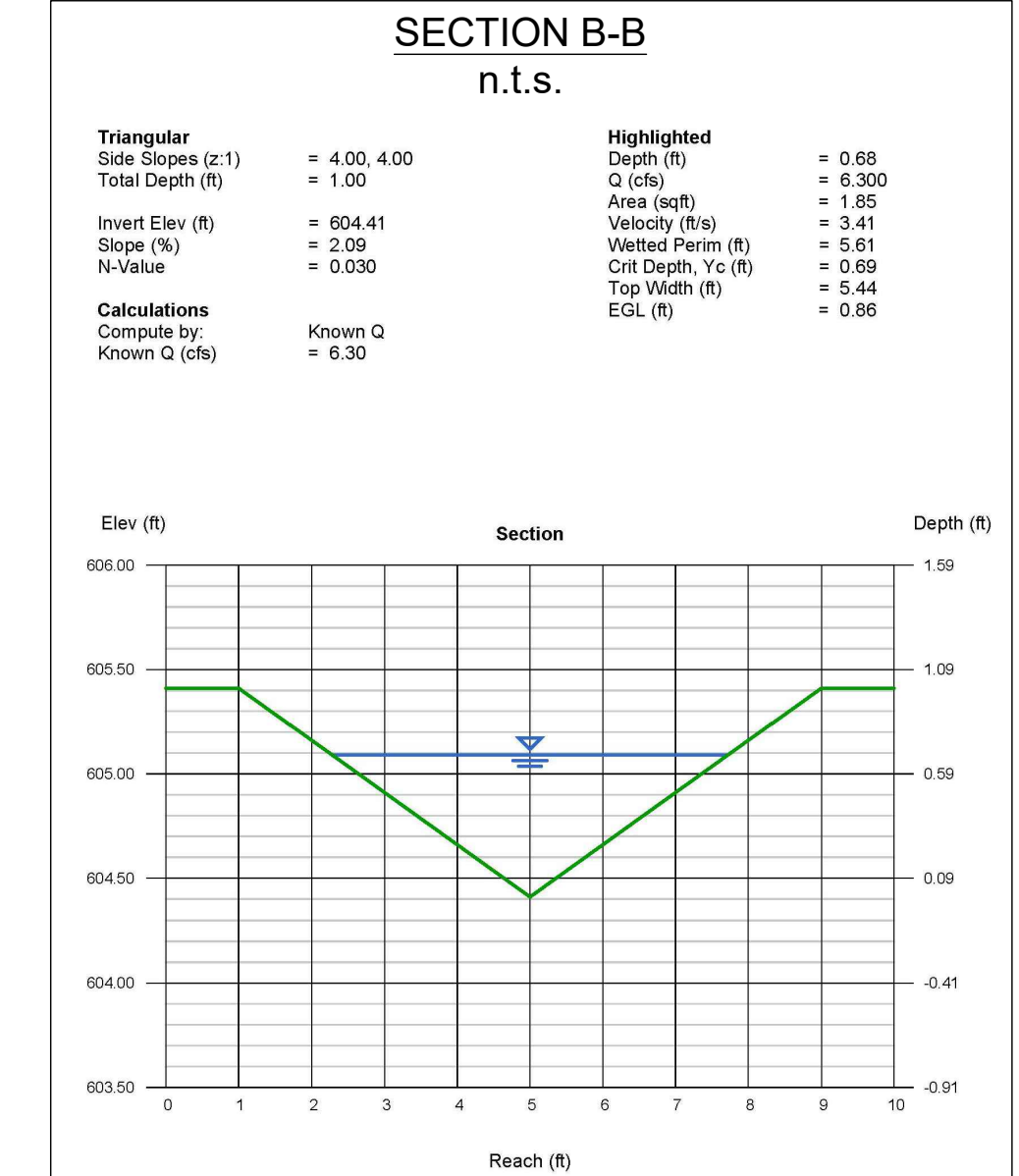
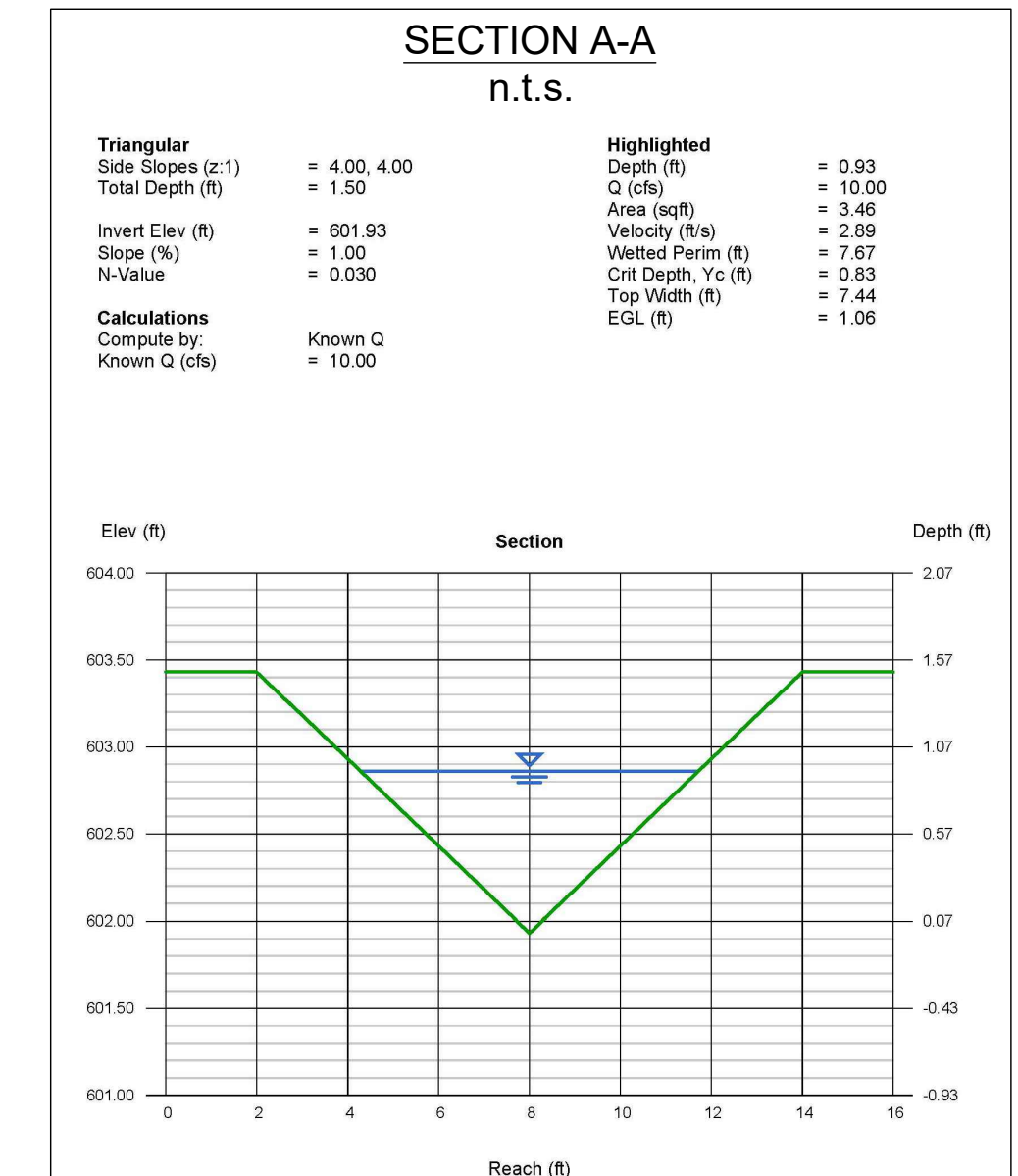
FILE: S:\Shared\Active\Current\Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\08 PROPOSED DRAINAGE PLAN.dwg DATE: 12/22/2022 PLOT: 12/5/2022 9:55 AM



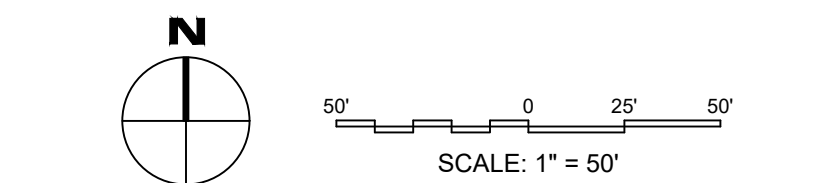
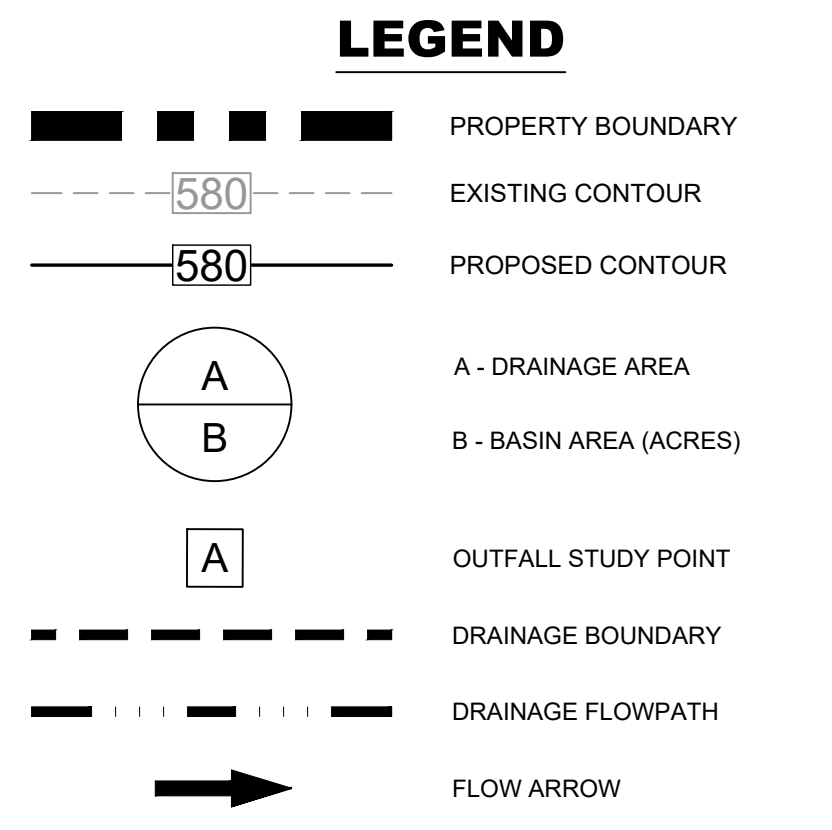
Potter's Road Calculations

Post Development Drainage Area Calculations (2, 5, 10, 25, 50 and 100-Year Design Frequency)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Area Designation	Area (acres)	Runoff Coefficient C	CA	Total Tc (Min)	Runoff Q ₂ (cfs)	Runoff Q ₅ (cfs)	Runoff Q ₁₀ (cfs)	Runoff Q ₂₅ (cfs)	Runoff Q ₅₀ (cfs)	Runoff Q ₁₀₀ (cfs)	Runoff Q ₂ (cfs)	Runoff Q ₅ (cfs)	Runoff Q ₁₀ (cfs)	Runoff Q ₂₅ (cfs)	Runoff Q ₅₀ (cfs)	Runoff Q ₁₀₀ (cfs)	DESIGN POINT
ONSITE																	
DA-1	2.62	0.80	2.10	10	4.71	9.9	5.75	12.1	6.50	13.6	7.55	15.8	8.36	17.5	9.24	19.4	A
OS-1	1.84	0.30	0.55	20	3.35	1.8	4.21	2.3	4.79	2.6	5.60	3.1	6.27	3.5	6.96	3.8	A
OS-2	0.28	0.30	0.08	20	3.35	0.3	4.21	0.4	4.79	0.4	5.60	0.5	6.27	0.5	6.96	0.6	A
OS-3	0.21	0.90	0.19	10	4.70	0.9	5.75	1.1	6.50	1.2	7.55	1.4	8.36	1.6	9.24	1.7	B
Overall	130.23	0.30	39.07	40	2.19	85.6	2.83	110.6	3.24	126.6	3.82	149.2	4.32	168.8	4.82	188.3	



- NOTES:**
- ISWM 2020 DRAINAGE MANUAL HYDROLOGY AND HYDRAULICS USED FOR DRAINAGE CALCULATIONS.
 - THE SITE IS DESIGNATED BY FEMA TO BE IN ZONE "X" BEING AN AREA OUTSIDE THE 100YR FLOOD HAZARD BOUNDARY AS PER FEMA IDENTIFICATION NUMBER 48121C0385G WITH AN EFFECTIVE DATE OF APRIL 18, 2011
 - THE SITE DRAINAGE RAINFALL DATA AS PER NOAA ATLAS 14 - DENTON 2 SE.
 - THE DRAINAGE AREAS WERE DELINEATED BY HAND SURVEY (ON-SITE) AND LIDAR (OFF-SITE) COMBINED DEM.



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SEAL:			
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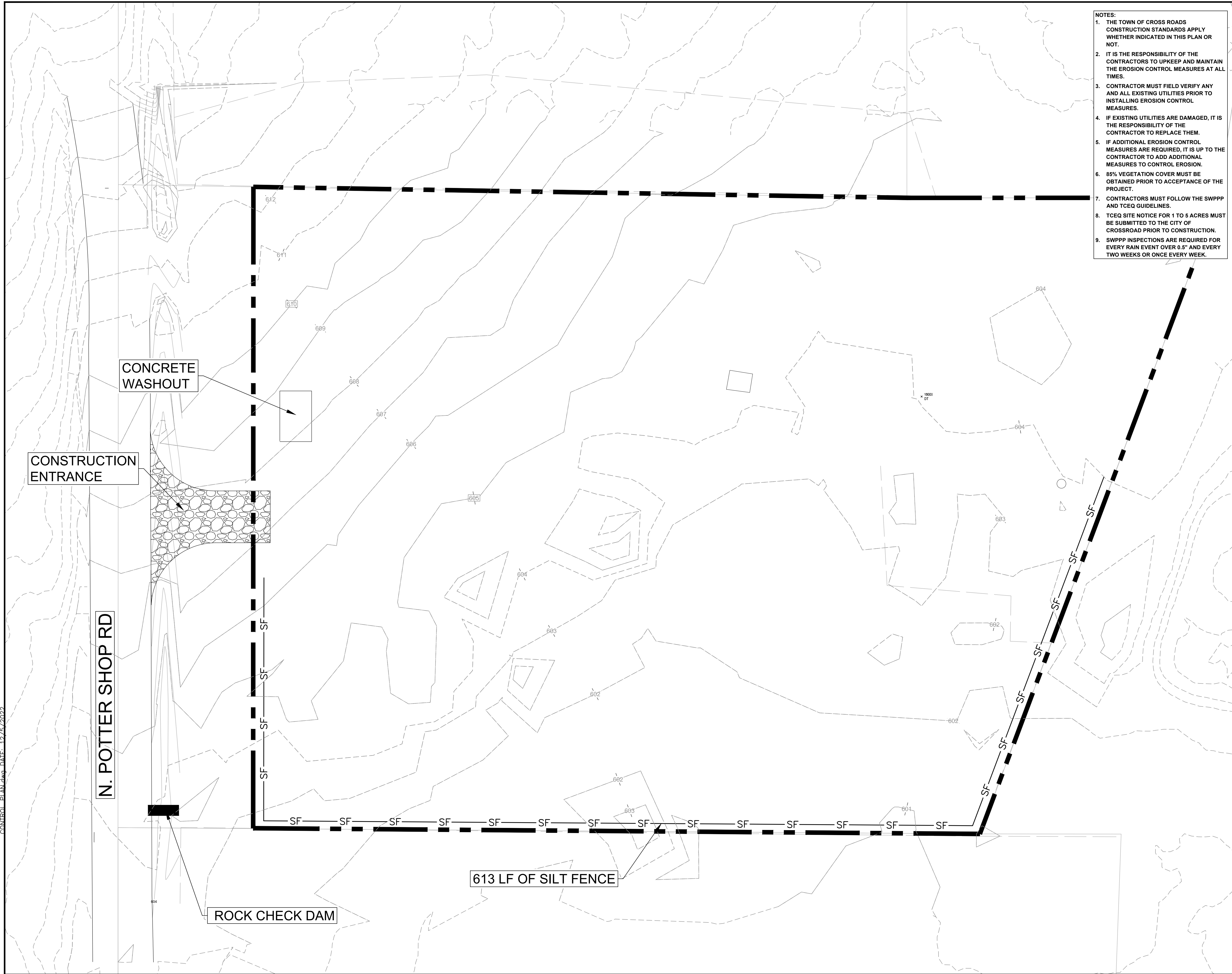
KJE 500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

PROPOSED DRAINAGE PLAN

**COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS**

DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-09
CHECKED BY: KW	
PROJECT #: MAS032822E	

FILE: S:\Shared\Active\Current\Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\09 EROSION CONTROL PLAN.dwg DATE: 12/5/2022
 PLOT: 12/5/2022 9:55 AM

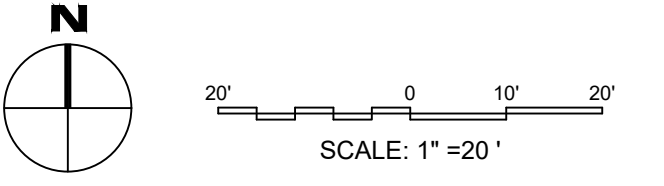


- NOTES:**
1. THE TOWN OF CROSS ROADS CONSTRUCTION STANDARDS APPLY WHETHER INDICATED IN THIS PLAN OR NOT.
 2. IT IS THE RESPONSIBILITY OF THE CONTRACTORS TO UPKEEP AND MAINTAIN THE EROSION CONTROL MEASURES AT ALL TIMES.
 3. CONTRACTOR MUST FIELD VERIFY ANY AND ALL EXISTING UTILITIES PRIOR TO INSTALLING EROSION CONTROL MEASURES.
 4. IF EXISTING UTILITIES ARE DAMAGED, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO REPLACE THEM.
 5. IF ADDITIONAL EROSION CONTROL MEASURES ARE REQUIRED, IT IS UP TO THE CONTRACTOR TO ADD ADDITIONAL MEASURES TO CONTROL EROSION.
 6. 85% VEGETATION COVER MUST BE OBTAINED PRIOR TO ACCEPTANCE OF THE PROJECT.
 7. CONTRACTORS MUST FOLLOW THE SWPPP AND TCEQ GUIDELINES.
 8. TCEQ SITE NOTICE FOR 1 TO 5 ACRES MUST BE SUBMITTED TO THE CITY OF CROSSROAD PRIOR TO CONSTRUCTION.
 9. SWPPP INSPECTIONS ARE REQUIRED FOR EVERY RAIN EVENT OVER 0.5" AND EVERY TWO WEEKS OR ONCE EVERY WEEK.

LEGEND

	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	EXISTING CONTOUR
	SILT FENCE
	CONCRETE WASHOUT
	CONSTRUCTION ENTRANCE
	ROCK CHECK DAM

TOTAL DISTURBED ACRES: 3.00
 TOTAL ACRES: 3.00



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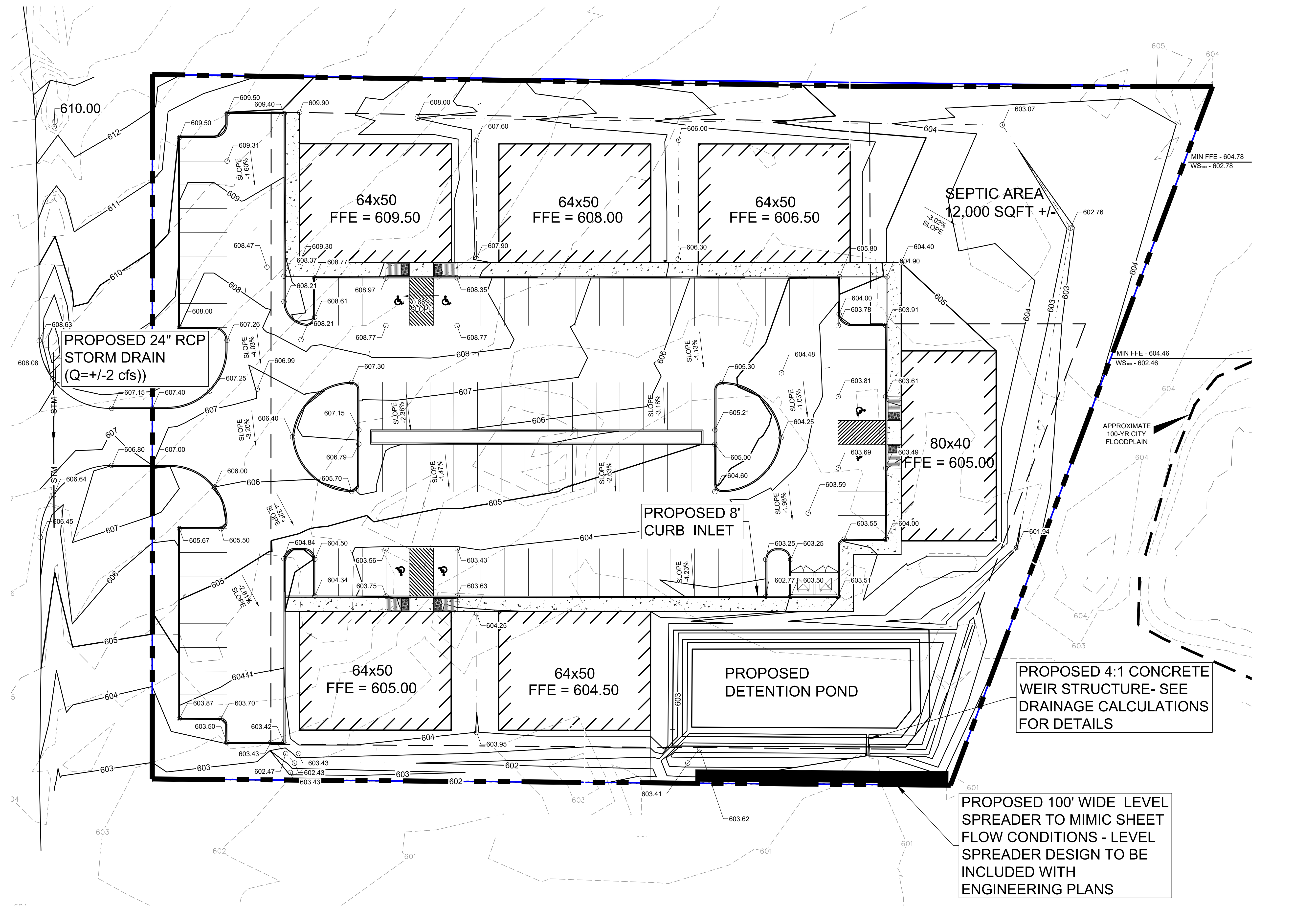
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 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

EROSION CONTROL PLAN

**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**

DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-10
CHECKED BY: KW	
PROJECT #: MAS032822E	

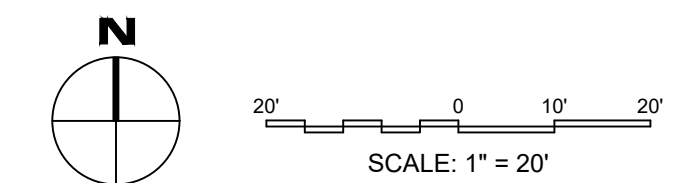
FILE: S:\Shared\Active\Current Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\02 Design Base\Grading Base.dwg
 DATE: 12/27/2022
 PLOT: 12/5/2022 9:55 AM



LEGEND

- PROPERTY BOUNDARY
- - - 580 EXISTING CONTOUR
- 580 PROPOSED CONTOUR
- - - PROPOSED FLOWLINE

NOTE:
 1. ALL SPOT ELEVATIONS ARE FROM THE TOP OF PAVEMENT.
 2. ALL CURBS ARE 6 INCHES ABOVE THE TOP OF PAVEMENT ELEVATION.



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GRADING PLAN

**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**

DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-11
CHECKED BY: KW	
PROJECT #: MAS032822E	

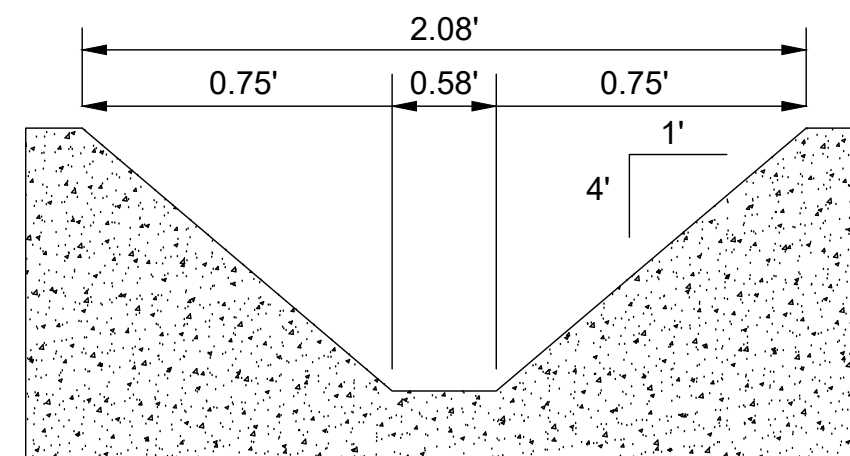
FILE: S:\Shared\Active\Current_Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\11 STORM CALCULATIONS.dwg DATE: 12/2/2022 PLOT: 12/5/2022 9:55 AM

Potter's Road Modified Rational 100-year Storm Event - Detention Calculations						
Present Conditions						
Tc (min)	I ₁₀₀ (in/hr)	C	c	A (ac.)	Q ₁₀₀ (cfs)	
20	6.96	0.30	1.00	2.6	5.5	
Future Conditions						
Tc (min)	I ₁₀₀ (in/hr)	C		A (ac.)	Q ₁₀₀ (cfs)	
10	9.24	0.80	1.00	2.6	19.4	
Check Various Storms						
Time (min)	I ₁₀₀ (in/hr)	C	c	A (ac.)	Q ₁₀₀ (cfs)	
10	9.24	0.80	1.00	2.6	19.4	
20	6.96	0.80	1.00	2.6	14.6	
30	5.66	0.80	1.00	2.6	11.9	
40	4.82	0.80	1.00	2.6	10.1	
50	4.22	0.80	1.00	2.6	8.8	
60	3.77	0.80	1.00	2.6	7.9	
70	3.54	0.80	1.00	2.6	7.4	
80	3.31	0.80	1.00	2.6	6.9	
90	3.08	0.80	1.00	2.6	6.4	
100	2.84	0.80	1.00	2.6	6.0	
110	2.61	0.80	1.00	2.6	5.5	
120	2.38	0.80	1.00	2.6	5.0	
Inflow = Storm Duration x Respective Peak Q x 60 sec/min						
Outflow = 1/2 inflow duration x Control released discharge x 60 sec/min						
Storm (min)	Inflow (cfs)	Outflow (cfs)	Storage (ft ³)			
10	11620	5810	5810			
20	17506	8753	8753			
30	21354	10677	10677			
40	24247	12123	12123			
50	26535	13267	13267			
60	28447	14123	14123			
70	31149	15574	15574			
80	33268	16634	16634			
90	34804	17402	17402			
100	35758	17879	17879			
110	36129	18164	18164			
Maximum Volume Required				18497		
Acre-ft =				0.4246		

Potter's Road Calculations																	
Pre Development Drainage Area Calculations (2, 5, 10, 25, 50 and 100-Year Design Frequency)																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Area Designation	Area (acres)	Runoff Coefficient C	CA	Total Tc (Min)	l ₂	Runoff Q ₂ (cfs)	l ₅	Runoff Q ₅ (cfs)	l ₁₀	Runoff Q ₁₀ (cfs)	l ₂₅	Runoff Q ₂₅ (cfs)	l ₅₀	Runoff Q ₅₀ (cfs)	l ₁₀₀	Runoff Q ₁₀₀ (cfs)	DESIGN POINT
ONSITE																	
DA-1	2.62	0.30	0.79	20	3.35	2.6	4.21	3.3	4.79	3.8	5.60	4.4	6.27	4.9	6.96	5.5	A
OS-1	1.84	0.30	0.55	20	3.35	1.8	4.21	2.3	4.79	2.6	5.60	3.1	6.27	3.5	6.96	3.8	A
OS-2	0.28	0.30	0.08	20	3.35	0.3	4.21	0.4	4.79	0.4	5.60	0.5	6.27	0.5	6.96	0.6	A
OS-3	0.21	0.90	0.19	10	4.70	0.9	5.75	1.1	6.50	1.2	7.55	1.4	8.36	1.6	9.24	1.7	B
Overall	130.23	0.30	39.07	40	2.19	85.6	2.83	110.6	3.24	126.6	3.82	149.2	4.32	168.8	4.82	188.3	

Potter's Road Calculations																	
Post Development Drainage Area Calculations (2, 5, 10, 25, 50 and 100-Year Design Frequency)																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Area Designation	Area (acres)	Runoff Coefficient C	CA	Total Tc (Min)	l ₂	Runoff Q ₂ (cfs)	l ₅	Runoff Q ₅ (cfs)	l ₁₀	Runoff Q ₁₀ (cfs)	l ₂₅	Runoff Q ₂₅ (cfs)	l ₅₀	Runoff Q ₅₀ (cfs)	l ₁₀₀	Runoff Q ₁₀₀ (cfs)	DESIGN POINT
ONSITE																	
DA-1	2.62	0.80	2.10	10	4.71	9.9	5.75	12.1	6.50	13.6	7.55	15.8	8.36	17.5	9.24	19.4	A
OS-1	1.84	0.30	0.55	20	3.35	1.8	4.21	2.3	4.79	2.6	5.60	3.1	6.27	3.5	6.96	3.8	A
OS-2	0.28	0.30	0.08	20	3.35	0.3	4.21	0.4	4.79	0.4	5.60	0.5	6.27	0.5	6.96	0.6	A
OS-3	0.21	0.90	0.19	10	4.70	0.9	5.75	1.1	6.50	1.2	7.55	1.4	8.36	1.6	9.24	1.7	B
Overall	130.23	0.30	39.07	40	2.19	85.6	2.83	110.6	3.24	126.6	3.82	149.2	4.32	168.8	4.82	188.3	

Potter's Road -STAGE/STORAGE CALCULATIONS									
Elevation (ft)	Depth (ft)	Area (ft ²)	Pond Volume (ft ³)	Weir - Q=3.3LH ^{3/2} L (ft) = 0.58			Maximum Q-Release (Q) (cfs)	Storm Event	
				Length (ft)	Height (ft)	Outflow Q (cfs)			
604.25	3.00	8,219	18,871	18,427	0.58	3.00	9.9	100	
603.25	2.00	6,858	11,332		0.58	2.00	5.4		
602.25	1.00	5,628	5,089		0.58	1.00	1.9		
601.25	0.00	4,550	0		0.58	0.00	0.0		



PROPOSED WEIR
n.t.s.

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STORM CALCULATIONS

**COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS**

DATE:	11/28/2022	SHEET:	C-12
DRAWN BY:	MP		
CHECKED BY:	KW		
PROJECT #:	MAS032822E		

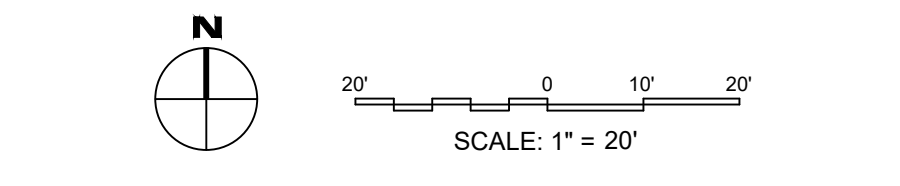
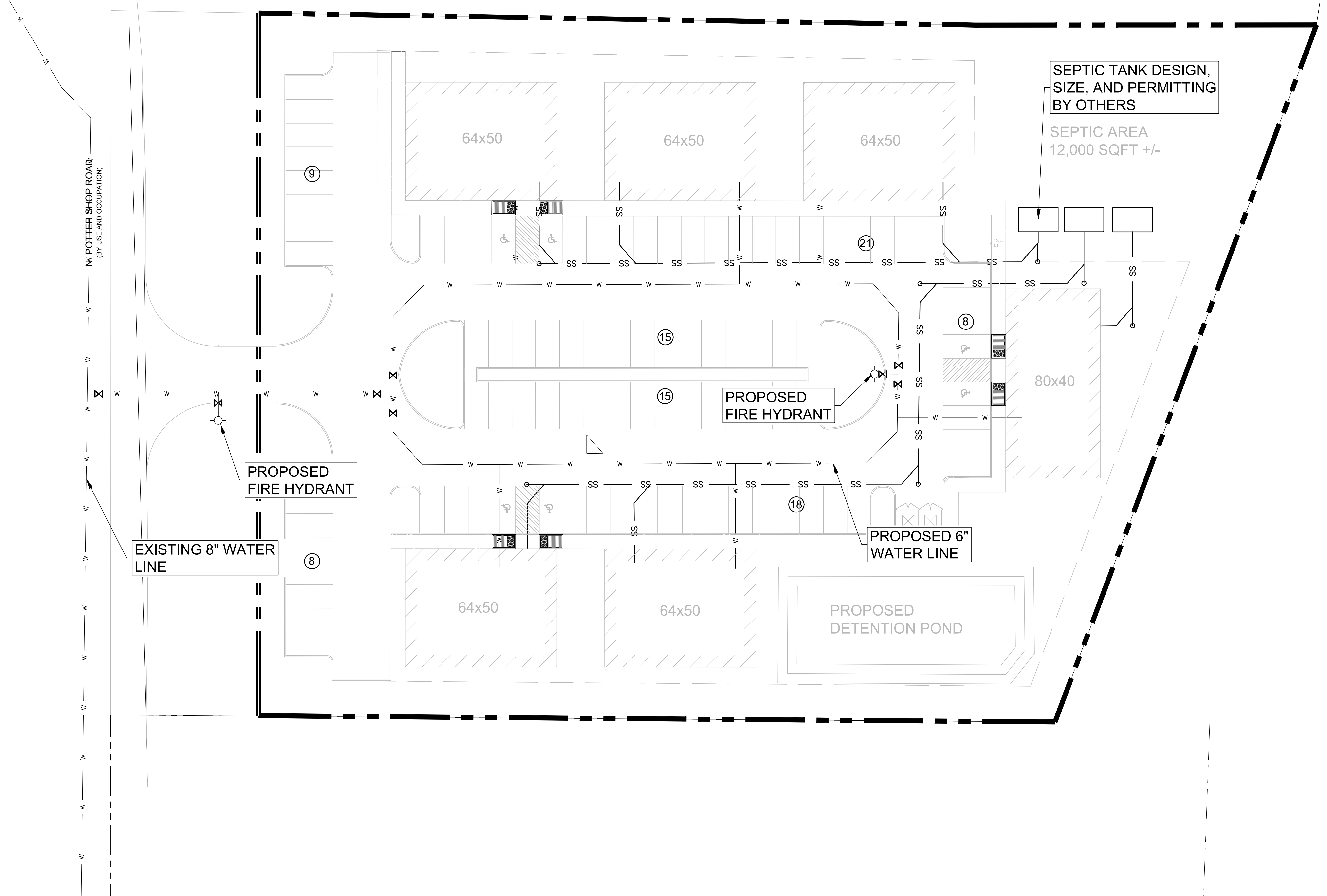
FILE: S:\Shared\Active\Current Clients\North Texas 4Plex\2021\Retail\Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\04 UTILITY PLAN.dwg DATE: 12/22/2022
 PLOT: 12/5/2022 9:56 AM

NOTES:

- SEWER AND WATER LINES REQUIRES A 9' HORIZONTAL SEPARATION AND A 2' VERTICAL SEPARATION.
- ALL SANITARY SEWER LINES SHALL BE SDR 26 PVC PIPE.
- ALL WATER LINES SHALL BE 6" C900 PVC.

LEGEND

	PROPERTY BOUNDARY
	ADJACENT PROPERTY BOUNDARY
	EXISTING 8" WATER LINE
	PROPOSED 8" WATER LINE
	PROPOSED WATER METER
	PROPOSED FIRE HYDRANT
	PROPOSED 6" SEWER LINE
	PROPOSED 24" STORM DRAIN
	PROPOSED GATE VALVE
	PROPOSED SEWER CLEAN OUT
	PROPOSED STORM INLET
	EXISTING RIGHT OF WAY
	PROPOSED BUILDING



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UTILITY PLAN

COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022	SHEET:
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CHECKED BY: KW	
PROJECT #: MAS032822E	

FILE: S:\Shared\active\Current Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\10 DETAILS.dwg
 DATE: 12/5/2022
 PLOT: 12/5/2022 9:56 AM

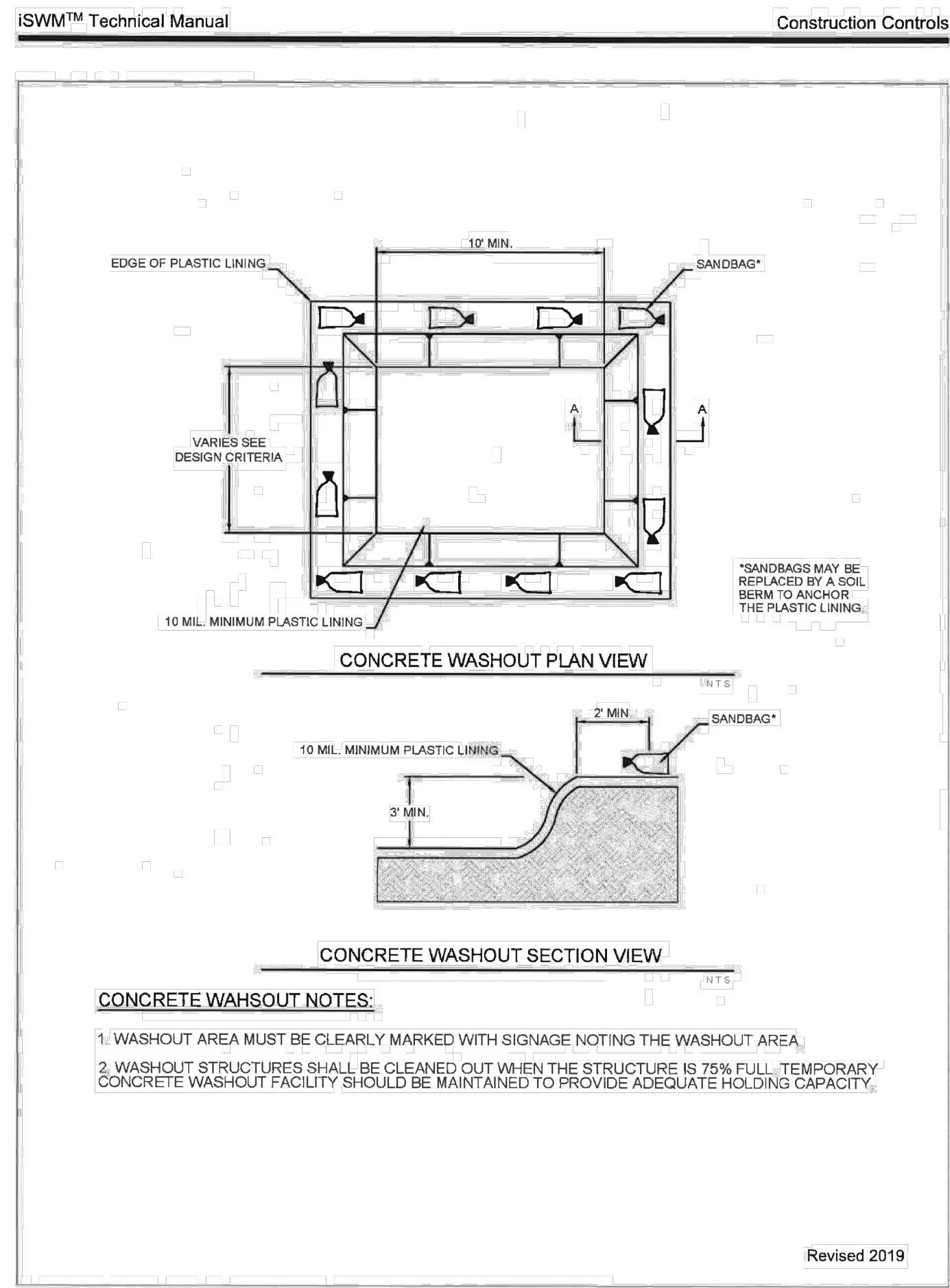
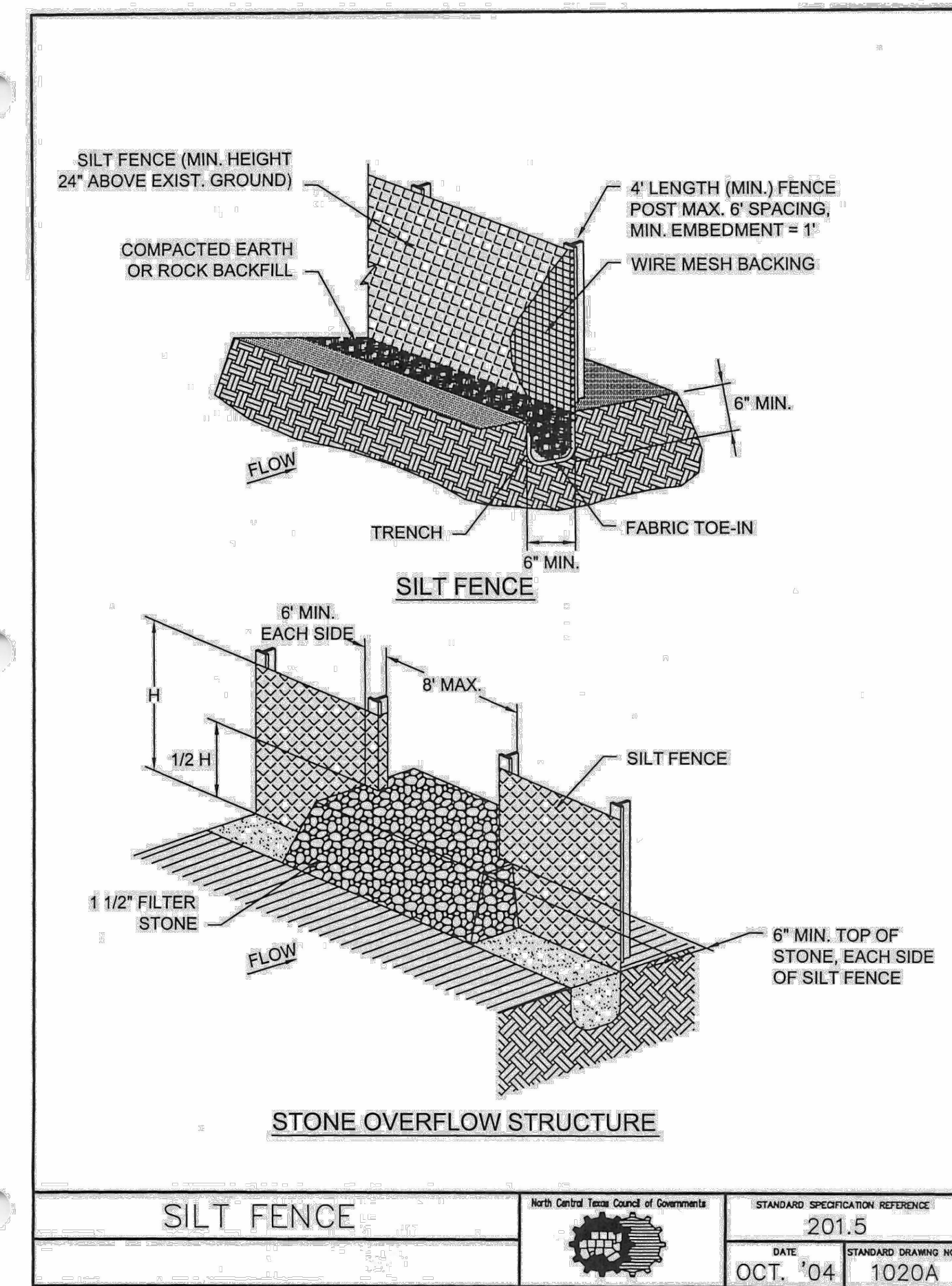
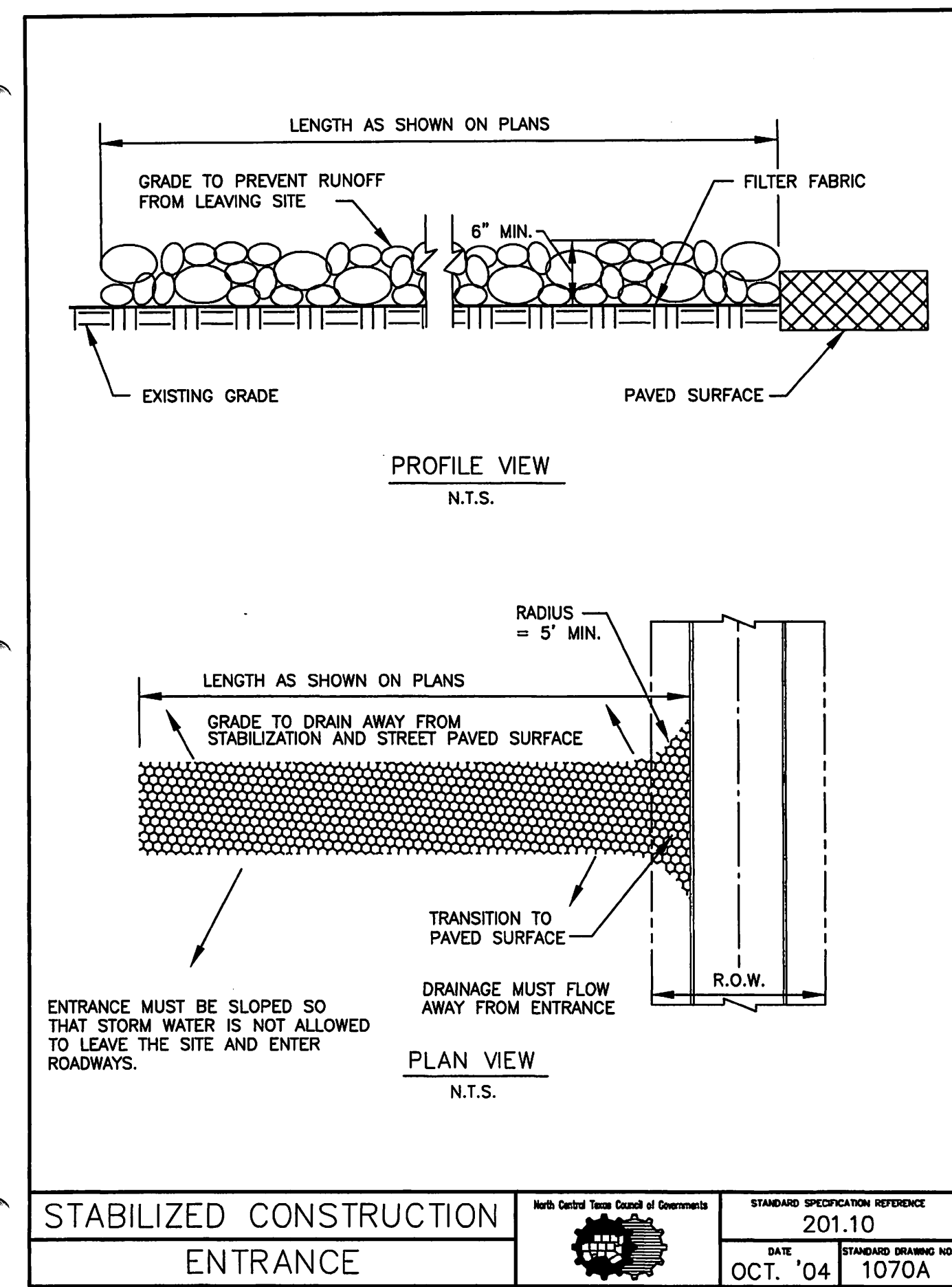


Figure 4.1 Schematics of Concrete Washout Containment

Concrete Waste Management
 April 2010, Revised 9/2014
 CC-200

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GENERAL DETAILS I
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-14
CHECKED BY: KW	
PROJECT #: MAS032822E	

FILE: S:\Shared\Current Clients\North Texas 4Plex\2022\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\10 DETAILS.dwg
 DATE: 12/5/2022
 PLOT: 12/5/2022 9:56 AM

MSUD GENERAL NOTES

- All construction shall be in accordance with the standard specifications of Mustang Special Utility District, which has also adopted the latest edition of the "Standard Specifications For Public Works Construction - North Central Texas" herein referred to as "NCTCOG" specifications. Copies may be obtained from the North Central Texas Council of Governments, 616 Six Flags Drive, Suite 200, Arlington, Texas 76011.
- Where specified name brands are indicated, products of equal or better may be considered for approval upon submittal of all supporting data to the MSUD Engineer for review.
- The contractor shall provide for temporary 3" Cold Mix Asphalt Concrete as per NCTCOG Item 302.3 to be placed over all vehicular traveled areas until the final repairs/improvements are made.
- All newly installed pipes and fittings must conform to American National Standards Institute/National Sanitation Foundation (ANSI/NSF) Standard 61 and must be certified by an organization accredited by ANSI.
- The existence and locations of all underground utilities shown on the drawings were obtained from available records and are approximate. Neither the owner nor the engineer assumes any responsibility for utilities not shown or not in the location shown. The contractor shall determine the depth and location of existing underground utilities prior to trenching and shall be required to take any precautionary measures to protect all lines shown and/or any other underground utilities not of record or not shown on the plans.
- Any contractor/subcontractor performing work on this project shall familiarize himself with the site and shall be solely responsible for any damage to existing facilities resulting directly or indirectly from operations. Said existing improvements shall include but not be limited to berms, ditches, fences, plants, irrigation. Any removal or damage to existing improvements shall be replaced or repaired by the contractor at his expense and shall be approved by the engineer.
- Contractor shall shore all trenches and conduct all construction and operations in accordance with Occupational Safety and Health Administration (OSHA) requirements.
- All construction and materials shall comply with Mustang SUD specifications. Any construction and/or materials not covered in Mustang SUD specifications shall be in accordance with NCTCOG specifications or the AWWA.
- It shall be the contractor's responsibility to provide adequate record drawings to the engineer/Mustang SUD immediately after construction.
- It shall be contractor's responsibilities to verify location, elevation and dimensions of adjacent and/or conflicting utilities in advance of construction in order that adjustments can be made to provide adequate clearance, if required. The contractor shall preserve and protect public utilities at all times during construction. Any damage to utilities resulting from the contractor's operation shall be restored at his expense. The engineer shall be notified when proposed facility's grades conflict with existing utility's grades.
- All materials for water and wastewater shall be domestic. Any exceptions made will be at Mustang's or the Engineer's discretion.

MSUD WATER NOTES:

- GENERAL:**
- All water lines and appurtenances shall be constructed in accordance with TCEQ requirements Chapter 290.
 - All water lines shall be designed, manufactured, and installed in accordance with current Mustang SUD water standards details.
 - All pipes and appurtenances shall conform to American National Standards Institute/National Sanitation Foundation (ANSI/NSF) Standard 61 and must be certified by ANSI.
 - All pipes and appurtenances shall be installed in accordance with manufacturer's instruction.
 - Contractor to provide a curve in waterline to avoid storm drain inlets at all locations.
 - Franchise Utility Note: Other utilities such as gas, electric, telephone, cable, etc. shall not be installed in the same trench as water service lines. Other utilities such as gas, electric, telephone, cable, etc. may share the wastewater service line trench provided such utilities are offset a minimum of 5' from the wastewater service line.

- PIPE:**
- All PVC water pipe shall be BLUE in color for potable and PURPLE in color for non-potable.
 - All PVC pipe shall be installed with metallic detector tape.
 - Water mains up to and including 12" diameter shall be AWWA C900-16 DR18 (Pressure Class 235). Mustang SUD reserves the right to require AWWA C900-16 DR14 (Pressure Class 305) for higher pressure applications as determined by Mustang SUD's Engineer. Water mains greater than 12" diameter may be AWWA C900-16 DR18 (Pressure Class 235) OR one of the following:
 - Reinforced Concrete Cylinder Pipe (RCCP) C303 pressure class 150 or greater as specified by the Engineer.
 - Ductile iron pipe with Polywrap and cement mortar lining (AWWA C104), thickness class 51 or greater.
 - Embedment: For Pipe sizes 12" and smaller, the Embedment shall be as per the MSUD "Pipe Embedment Detail".
 - Cover
 - The following minimum covers over the waterline is required:
 - 48" of cover over waterlines up to and including 12" diameter.
 - 60" to 72" of cover over waterlines larger than 12" in diameter.
 - Water mains buried with over 72" of cover shall be approved by the MSUD Engineer.
 - The minimum cover over all Water mains is 4 feet, unless approved otherwise by the MSUD Engineer. Approved mains with less than 3.5 feet of cover shall be capped as per the MSUD "Cap Detail".
 - Storage: PVC water pipe is allowed to be stored a maximum of six (6) months without cover. Thereafter all pipe should be covered or kept away from sunlight and to be protected from other elements.
 - The Contractor is responsible to install the pipe in a way that the writing on the pipe is installed on the side up and is readable from the top of the ditch.
 - All ductile iron pipe, fittings and restraints shall be manufactured domestically.
 - All ductile iron pipe, fittings, valves, etc. shall be encased with polyethylene wrap 8 mils thick.
 - The pipe shall have beveled or chamfered ends according to manufacturer recommendations when using in MJ fittings.
 - When PVC water pipe is installed in casing, casing spacers must be used to prevent damage to the pipe and bell during installation. PVC pipe shall not rest on the Bells. Plastic spacers such as RACI or approved equal shall be used.
 - Pipe shall be handled so as to protect pipe and pipe joints and carefully bedded to provide continuous bearing and prevent uneven settlement. Pipe shall be protected against flotation at all times. Open ends of installed pipe shall be sealed at all times when construction is not in progress.

- FITTINGS:**
- The Contractor shall use cast iron or ductile iron fittings, complete with Polywrap.
 - All fittings shall be MJ unless specified otherwise.
 - All fittings shall be blocked per the MSUD Water Standard Details.
 - Tapping sleeves shall be ductile iron and manufactured by Mueller, Tyler Union or approved equal.
 - Please also refer to NCTCOG Item 502.5.2 specifications.
 - The use of 90° bends in water mains is prohibited without approval of MSUD Engineer. Two 45° bends are allowed.
 - Install 12"x12"x3" concrete block under fittings installed on PVC pipe.
 - Restrained joints such as Mega-Lug or equal are required at all fittings.
 - All ductile iron fittings and restraints shall manufactured domestically.

- VALVES:**
- Valves installed on waterlines 12" in diameter or less shall be vertical gate valves.
 - Valves installed on waterlines larger than 12" in diameter shall be butterfly valves. An offset vault shall be installed at the butterfly valve operator.
 - All gate valves shall have non-rising stems and resilient seated wedge.
 - All potable-water pipe air release valve stabilization poles shall be painted blue in color.
 - All valves and fire hydrants shall be in line with the property line, where possible.
 - All valve locations shall be marked with "V" stamped or cut on the curb.
 - Install 12"x12"x3" concrete block under valves installed on PVC pipe.
 - Contractor to provide extensions for all valve stacks and fire hydrant leads/risers for all water lines deeper than 48" depth.

- TESTING:**
- Hydrostatic test as per NCTCOG Item 506.5 specifications shall be performed
 - Water system shall be disinfected in accordance with American Water Works Association (AWWA) C651 (current edition) and then flushed and sampled before being placed in service. Samples shall be collected in accordance with Mustang SUD testing requirements.
 - All temporary test points to have corporation stops at the main. All temporary testing & chlorination points shall be removed at the corporation stop prior to final acceptance.
 - The Contractor shall take a sample of water from a tap on a sterilized main in the presence of a MSUD Representative and submit the sample(s) to an approved Testing Laboratory for analysis. After receiving approved sample, the Contractor, along with MSUD Representative, shall place sterilized lines into service.
 - All fire hydrants shall be low and pressure tested and marked (tag and color coded paint) in accordance with NFPA 291 "Recommended Practice for Fire Flow Testing and Marking of Hydrants", latest edition. Copies of each test report for each fire hydrant, including a map showing the location of the fire hydrant being flow tested and the location of the pressure hydrant, shall be provided to Mustang SUD prior to acceptance of the system and the beginning of service. See WATER STANDARD DETAILS (1 OF 2) for Fire Hydrant Flow Test Report form.

MSUD WASTEWATER NOTES:

- GENERAL:**
- All wastewater lines and appurtenances shall be constructed in accordance with TCEQ requirements Chapter 217.
 - All wastewater lines shall be designed, manufactured, and installed per Mustang SUD wastewater standard details.
 - All pipes and appurtenances shall be installed in accordance with manufacturer's instruction.
 - Wastewater system shall be tested in accordance with TCEQ for allowable leakage and pipe deflection before being placed in service. Test results shall be provided to Mustang SUD.
 - All wastewater manholes, drop manholes, wet wells, and force-main-to-gravity transition manholes shall be lined with Qualex ultra-high build epoxy or approved equal.
 - All force main ductile iron pipe and fittings shall be lined with Protecto 401 (P401) ceramic epoxy or approved equal.
 - Franchise Utility Note: Other utilities such as gas, electric, telephone, cable, etc. may share the wastewater service line trench provided such utilities are offset a minimum of 5' from the wastewater service line.
 - All curvature shall be accomplished by the manual bending of the pipe lengths in the trench. Mechanical means will not be allowed to accomplish design radii. No deflection of joints will be allowed.
 - All ductile iron pipe, fittings, valves, etc. shall be encased with polyethylene wrap 8 mils thick.
 - All ductile iron pipe, fittings and restraints shall be manufactured domestically.
 - All gravity main fittings shall be rubber gasket push on type.

- PIPE:**
- All PVC pipe shall be installed with metallic detector tape.
 - All PVC gravity or pressure wastewater pipe shall be green in color.
 - Wastewater mains shall be Polyvinyl Chloride (PVC) SDR-35 for depths of burial up to 11.5'. Wastewater mains placed deeper than 11.5' shall be PVC SDR-26 unless specified and approved otherwise by the MSUD Engineer.
 - For creek crossings, the pipe shall be Ductile Iron Class 52.
 - Nominal diameter for sanitary sewer pipeline shall be 8" minimum. Residential and commercial service lines are excluded from this requirement.
 - Embedment shall be as per the "Wastewater Pipe Embedment Detail" on this sheet.
 - The minimum cover over all Wastewater mains is 4 feet, unless approved otherwise by the MSUD Engineer. Approved mains with less than 3.5 feet of cover shall be capped as per the "Cap Detail" on this sheet.
 - Clay cut-off walls shall be constructed as per the details and specifications on this sheet.
 - PVC wastewater pipe is allowed to be stored a maximum of six (6) months without cover. Thereafter all pipe should be covered or kept away from sunlight and protected from other elements.
 - When PVC wastewater pipe is installed in casing, casing spacers shall be used to prevent damage to the pipe and bell during installation. PVC pipe shall not rest on the bells. Plastic spacers such as RACI or approved equal shall be used.
 - Pipe shall be handled so as to protect pipe and pipe joints and carefully bedded to provide continuous bearing and prevent uneven settlement. Pipe shall be protected against flotation at all times. Open ends of installed pipe shall be sealed at all times when construction is not in progress.

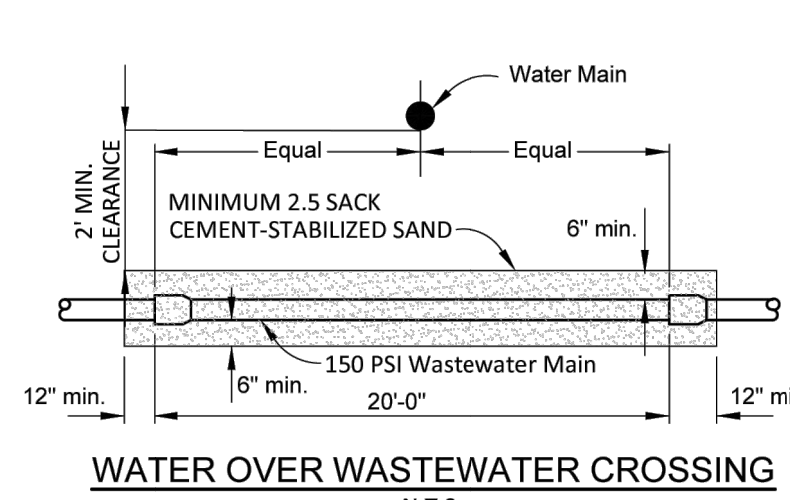
- WASTEWATER SERVICE NOTES:**
- All property corners shall be staked with iron pins prior to the installation of any wastewater services. The locations of the wastewater services to be staked according to the plans.
 - Wastewater services to be marked with "W" stamped or cut in the curb and painted green.
 - Contractor shall install locator pads or balls on the end of sewer services.

- TESTING:**
- The following tests shall be performed and a written report provided to Mustang SUD:
 - Televising as per NCTCOG Item 507.5.2 specifications. Camera shall pan around to show service connections.
 - Low pressure air testing as per TCEQ 31 TAC 217.57.
 - Mandrel deflection test as per TCEQ 31 TAC 217.57.
 - Infiltration/Exfiltration test as per TCEQ 31 TAC 217.57.
 - Manholes shall be tested per TCEQ 31 TAC 217.58.
 - Provide final air test and clean prior to project acceptance or final walk-through.

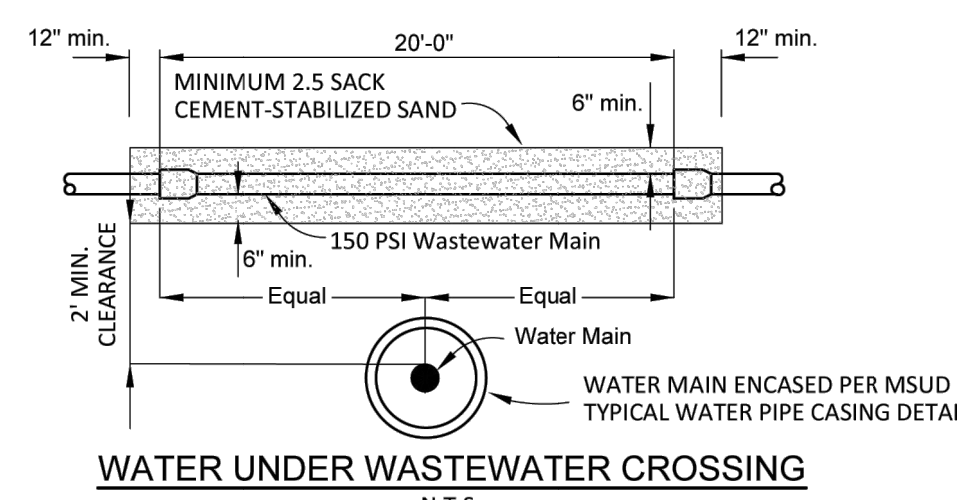
SYSTEM DESIGN VALUES:

WATER:
 Average Day Demand = 288 GPD/connection
 Maximum Day Demand = 0.6 gpm
 Peak Hour Demand = 1.032 gpm
 Single-family Residential = 3.2 people per unit
 Multi-family Residential = 2.25 people per unit

WASTEWATER:
 SF Average Day Generation = 250 gpd/connection
 MF Average Day Generation = 175 gpd/connection
 SF Maximum Day Generation = 1000 gpd/connection
 MF Maximum Day Generation = 700 gpd/connection
 Single-family Residential = 3.2 people per unit
 Multi-family Residential = 2.25 people per unit

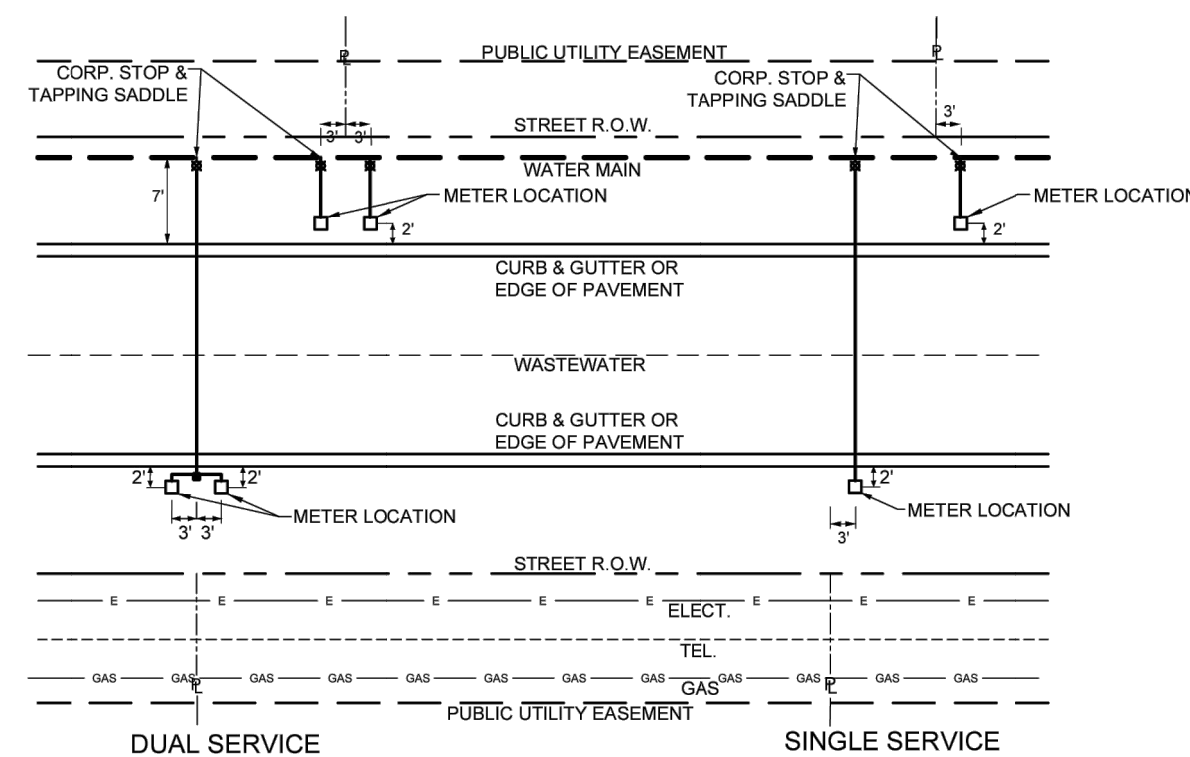


WATER OVER WASTEWATER CROSSING
N.T.S.

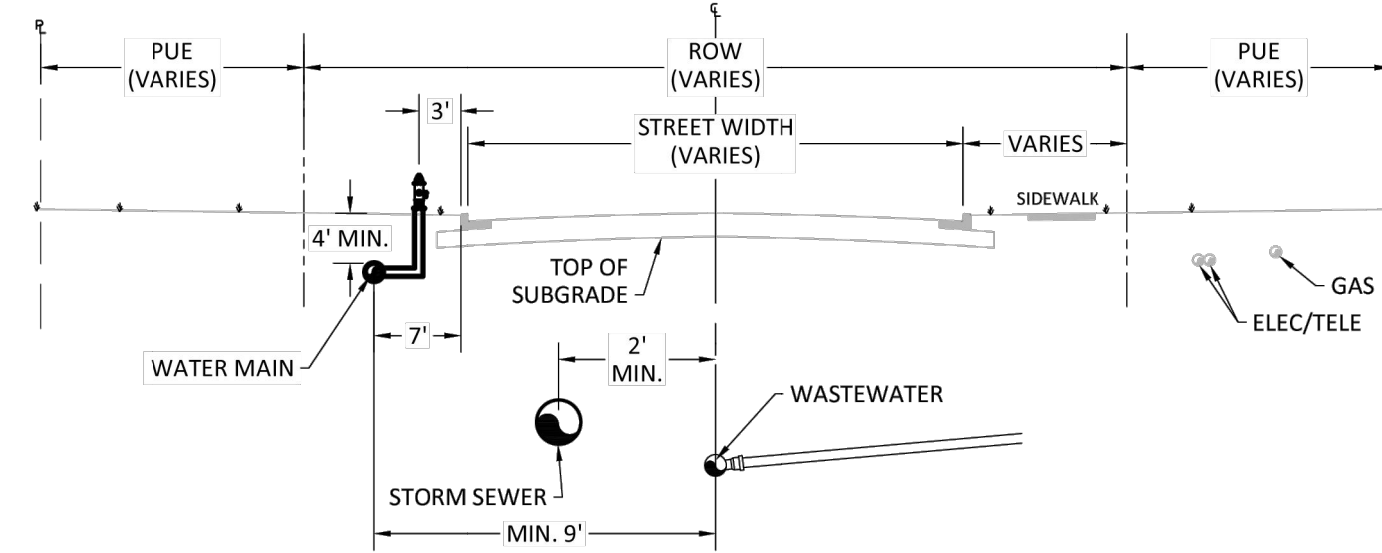


WATER UNDER WASTEWATER CROSSING
N.T.S.

- NOTES:**
- WHERE A WATER MAIN CROSSES A WASTEWATER MAIN OR LATERAL AND NINE-FOOT SEPARATION CANNOT BE ACHIEVED, A FULL JOINT (20') OF PRESSURE-RATED PVC PIPE (150 PSI MIN.) SHALL BE USED ON THE WASTEWATER MAIN OR LATERAL, CENTERED ABOUT THE WATER MAIN.
 - ADDITIONALLY, WHERE A WASTEWATER MAIN CROSSES OVER A WATER MAIN, AND NINE-FOOT SEPARATION CANNOT BE ACHIEVED, THE WATER MAIN SHALL BE ENCASED IN AN 18-FOOT (OR LONGER) SECTION OF PIPE CENTERED ABOUT THE WASTEWATER MAIN.




TYPICAL WATER LINE/SERVICE LOCATION LAYOUT DETAIL
N.T.S.



TYPICAL UTILITY PROFILE
CURB & GUTTER ROAD SECTION
N.T.S.

NO.	REVISION	BY	DATE



MUSTANG SPECIAL UTILITY DISTRICT
 APPROVED BY MSUD
 GENERAL MANAGER: C. BOYD DATE: 2020-09-14

GENERAL NOTES

CERTIFICATION
 THIS MUSTANG SPECIAL UTILITY DISTRICT STANDARD DETAIL SHEET IS AUTHORIZED FOR USE IN THIS PROJECT BY THE ENGINEER WHOSE SEAL APPEARS ON THIS SHEET. THIS ENGINEER IS ALSO CERTIFYING THAT THE CONTENT OF THE DETAILS AND NOTES ON THIS SHEET HAVE NOT BEEN ALTERED FROM THAT RECEIVED FROM MUSTANG SPECIAL UTILITY DISTRICT.

NO.	REVISION	DESCRIPTION	DATE

CONSULTANT: THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF KEVIN J. WARE (TEXAS P.E. NO. 136599), ON 11/28/2022. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.
 SEAL:

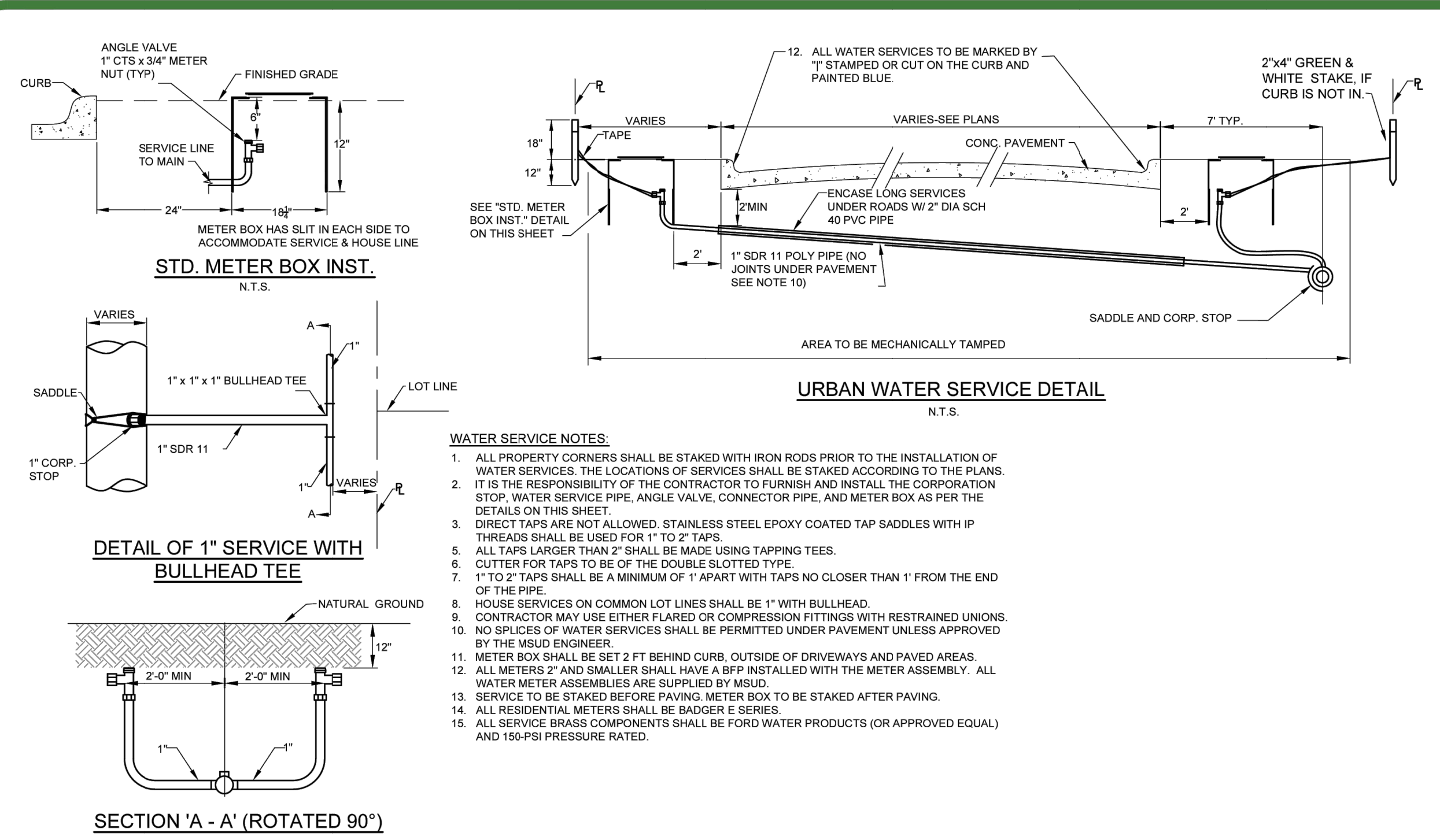

 500 Moseley Road
 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

GENERAL DETAILS II

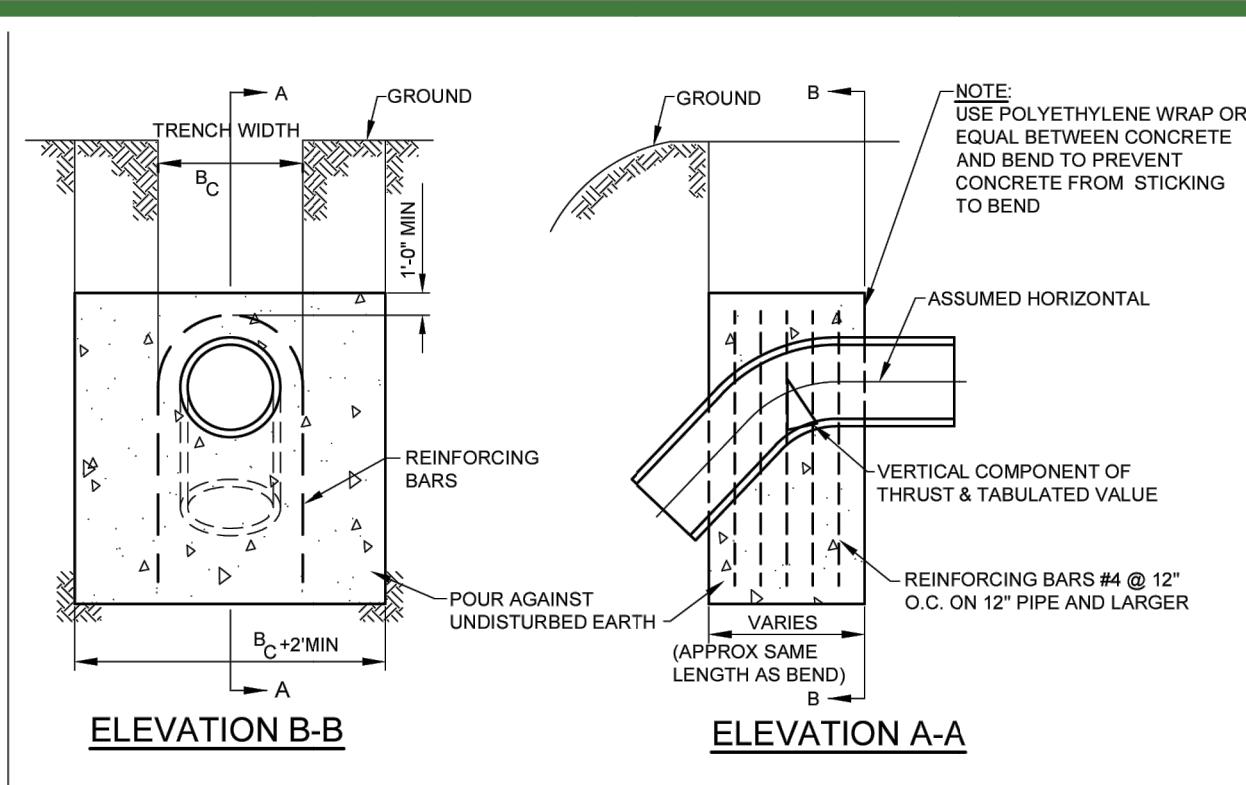
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-15
CHECKED BY: KW	
PROJECT #: MAS032822E	

FILE: S:\Speed\Active\Current Clients\North Texas 4Plex\2021\Retail - Pottershop Rd - Crossroads\CAD\04 - Construction Set\10 DETAILS.dwg
 DATE: 12/24/2022
 PLOT: 12/5/2022 9:56 AM



- WATER SERVICE NOTES:**
1. ALL PROPERTY CORNERS SHALL BE STAKED WITH IRON RODS PRIOR TO THE INSTALLATION OF WATER SERVICES. THE LOCATIONS OF SERVICES SHALL BE STAKED ACCORDING TO THE PLANS.
 2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FURNISH AND INSTALL THE CORPORATION STOP, WATER SERVICE PIPE, ANGLE VALVE, CONNECTOR PIPE, AND METER BOX AS PER THE DETAILS ON THIS SHEET.
 3. DIRECT TAPS ARE NOT ALLOWED. STAINLESS STEEL EPOXY COATED TAP SADDLES WITH IP THREADS SHALL BE USED FOR 1" TO 2" TAPS.
 4. ALL TAPS LARGER THAN 2" SHALL BE MADE USING TAPPING TEES.
 5. CUTTER FOR TAPS TO BE OF THE DOUBLE SLOTTED TYPE.
 6. 1" TO 2" TAPS SHALL BE A MINIMUM OF 1' APART WITH TAPS NO CLOSER THAN 1' FROM THE END OF THE PIPE.
 7. HOUSE SERVICES ON COMMON LOT LINES SHALL BE 1" WITH BULLHEAD.
 8. CONTRACTOR MAY USE EITHER FLARED OR COMPRESSION FITTINGS WITH RESTRAINED UNIONS.
 9. NO SPLICES OF WATER SERVICES SHALL BE PERMITTED UNDER PAVEMENT UNLESS APPROVED BY THE MSUD ENGINEER.
 10. METER BOX SHALL BE SET 2 FT BEHIND CURB, OUTSIDE OF DRIVEWAYS AND PAVED AREAS.
 11. ALL METERS 2" AND SMALLER SHALL HAVE A BIP INSTALLED WITH THE METER ASSEMBLY. ALL WATER METER ASSEMBLIES ARE SUPPLIED BY MSUD.
 12. SERVICE TO BE STAKED BEFORE PAVING. METER BOX TO BE STAKED AFTER PAVING.
 13. ALL RESIDENTIAL METERS SHALL BE BADGER E SERIES.
 14. ALL SERVICE BRASS COMPONENTS SHALL BE FORD WATER PRODUCTS (OR APPROVED EQUAL) AND 150-PSI PRESSURE RATED.

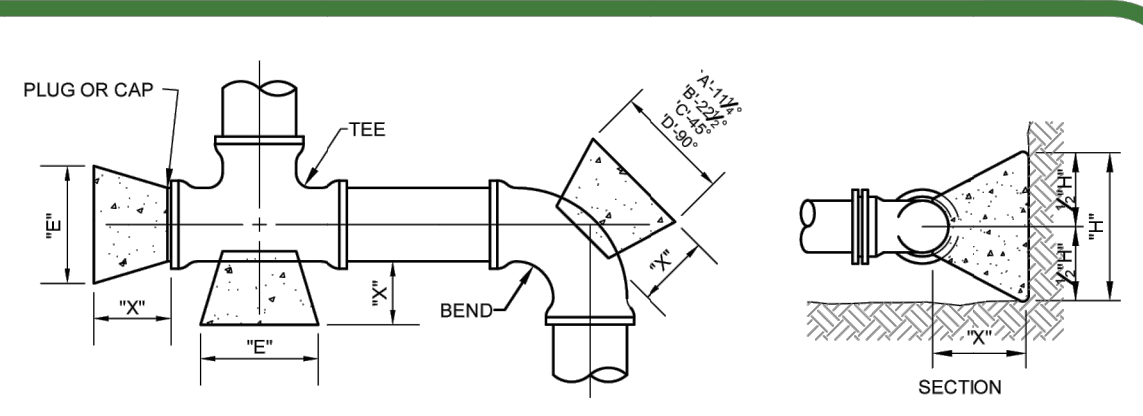


VERTICAL THRUST BLOCK NOTES:

1. CALCULATIONS ARE BASED ON INTERNAL PRESSURE OF 200 P.S.I. FOR 24" I.D. PIPE AND SMALLER AND 150 P.S.I. ON 30" I.D. AND LARGER.
2. CALCULATIONS ARE BASED ON WEIGHT OF CONCRETE OF 140 LBS PER CUBIC FOOT. SAFETY FACTOR OF 1.5 AND AN ALLOWABLE SOIL BEARING VALUE OF 2,500 POUNDS PER SQUARE FOOT.
3. VOLUMES OF VERTICAL BEND THRUST BLOCKS ARE NET VOLUMES OF CONCRETE TO BE FURNISHED. THE CORRESPONDING WEIGHT OF THE CONCRETE IS EQUAL TO OR GREATER THAN THE VERTICAL COMPONENT OF THRUST ON THE VERTICAL BEND.
4. CONCRETE FOR BLOCKING SHALL BE 2500 P.S.I. CONCRETE AT 28 DAYS. DIMENSIONS MAY BE VARIED AS REQUIRED BY FIELD CONDITIONS WHERE AND AS DIRECTED BY THE ENGINEER. THE VOLUME OF CONCRETE BLOCKING SHALL NOT BE LESS THAN SHOWN HERE.
5. ALL CONCRETE THRUST BLOCKS SHALL BEAR AGAINST UNDISTURBED TRENCH WALLS.
6. KEEP CONCRETE CLEAR OF ALL JOINTS & ACCESSORIES. INSTALL 12 MIL POLYETHYLENE SHEETING AROUND FITTINGS. SECURE ENDS TO PREVENT INFILTRATION OF SOIL BETWEEN SHEETING AND PIPE FITTING PRIOR TO POURING THRUST BLOCK. PROTECT MECHANICAL JOINTS, FOLLOWERS, AND BOLTS FROM CONCRETE WITH TEMPORARY FORMS AND POLYETHYLENE.
7. ALL CONCRETE THRUST BLOCKS SHALL CONSIST OF A MIXTURE OF 1.25 OF CEMENT TO WASHED SAND TO GRAVEL AND SHALL BE CURED A MINIMUM OF 24 HOURS.

DIMENSIONS OF CONCRETE FOR VERTICAL THRUST BLOCKS AT FITTINGS

I.D. (IN)	1 1/2"		2 1/2"		4 1/2"		6"		8"		10"		12"		14"		16"		18"		20"		24"		30"		36"																																															
	"A"	MIN. AREA	"B"	MIN. AREA	"C"	MIN. AREA	"D"	MIN. AREA	"E"	MIN. AREA	"F"	MIN. AREA	"G"	MIN. AREA	"H"	MIN. AREA	"I"	MIN. AREA	"J"	MIN. AREA	"K"	MIN. AREA	"L"	MIN. AREA	"M"	MIN. AREA	"N"	MIN. AREA																																														
4	0.3	0.5	1.0	1.1	2.1	2.2	3.1	3.2	4.1	4.2	5.1	5.2	6.1	6.2	7.1	7.2	8.1	8.2	9.1	9.2	10.1	10.2	11.1	11.2	12.1	12.2	13.1	13.2	14.1	14.2	15.1	15.2	16.1	16.2	17.1	17.2	18.1	18.2	19.1	19.2	20.1	20.2	21.1	21.2	22.1	22.2	23.1	23.2	24.1	24.2	25.1	25.2	26.1	26.2	27.1	27.2	28.1	28.2	29.1	29.2	30.1	30.2	31.1	31.2	32.1	32.2	33.1	33.2	34.1	34.2	35.1	35.2	36.1	36.2



HORIZONTAL THRUST BLOCK NOTES:

1. RETAINER GLANDS OR OTHER RESTRAINING DEVICES MAY BE REQUIRED AS NEEDED.
2. CALCULATIONS ARE BASED ON A TEST PRESSURE OF 150 PSI. WEIGHT OF CONCRETE OF 140 LBS PER CUBIC FOOT. SAFETY FACTOR OF 1.5 AND AN ALLOWABLE SOIL BEARING VALUE OF 2,500 POUNDS PER SQUARE FOOT. FOR OTHER PRESSURES AND SOIL STRENGTHS, AREAS AND VOLUMES MUST BE ADJUSTED ACCORDINGLY.
3. 2500 PSI CONCRETE AT 28 DAYS SHALL BE USED FOR ALL BLOCKING.
4. ALL MINIMUM AREAS ARE IN SQUARE FEET.
5. ALL CONCRETE THRUST BLOCKS SHALL BEAR AGAINST UNDISTURBED TRENCH WALLS. THE DISTANCE FROM PIPE FITTINGS TO TRENCH WALL SHALL BE A MINIMUM OF 12" AT THRUST BLOCK.
6. KEEP CONCRETE CLEAR OF ALL JOINTS & ACCESSORIES. INSTALL 12 MIL POLYETHYLENE SHEETING AROUND FITTINGS. SECURE ENDS TO PREVENT INFILTRATION OF SOIL BETWEEN SHEETING AND PIPE FITTING PRIOR TO POURING THRUST BLOCK. PROTECT MECHANICAL JOINTS, FOLLOWERS, AND BOLTS FROM CONCRETE WITH TEMPORARY FORMS AND POLYETHYLENE.
7. ALL CONCRETE THRUST BLOCKS SHALL CONSIST OF A MIXTURE OF 1.25 OF CEMENT TO WASHED SAND TO GRAVEL AND SHALL BE CURED A MINIMUM OF 24 HOURS.
8. ALL JOINTS SHALL BE TEMPORARILY JACKED WHEN POURING THRUST BLOCKS.
9. CONCRETE THRUST BLOCKS SHALL APPLY TO ALL PIPE FITTINGS.

DIMENSIONS OF CONCRETE FOR HORIZONTAL THRUST BLOCKS AT FITTINGS

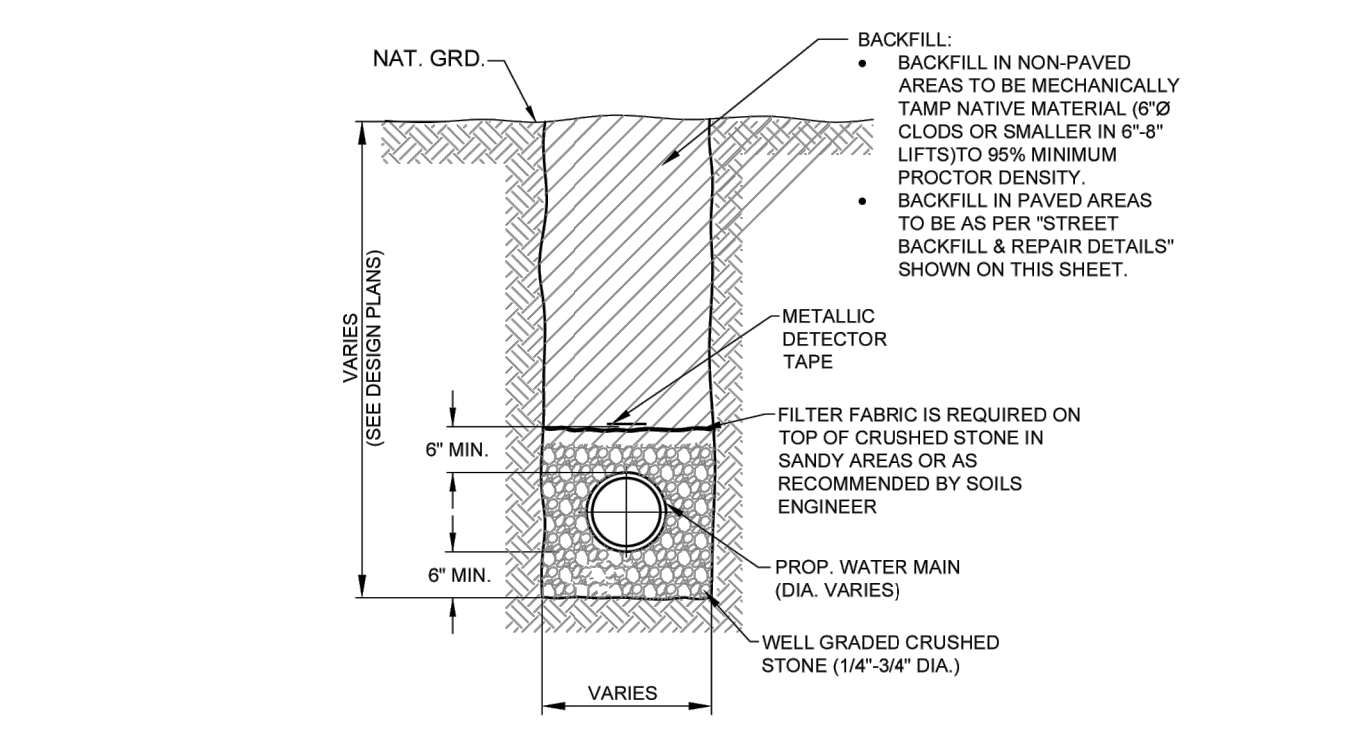
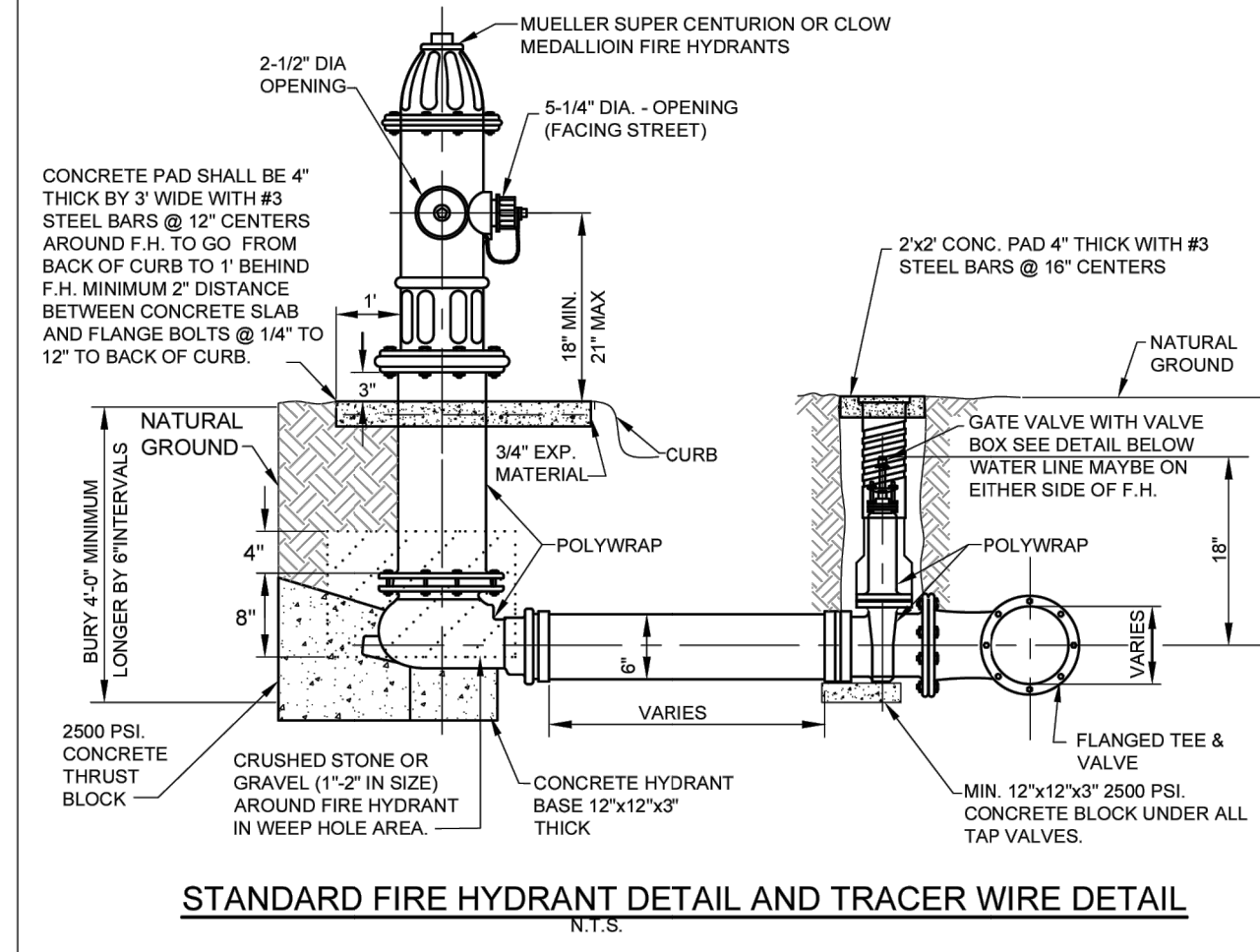
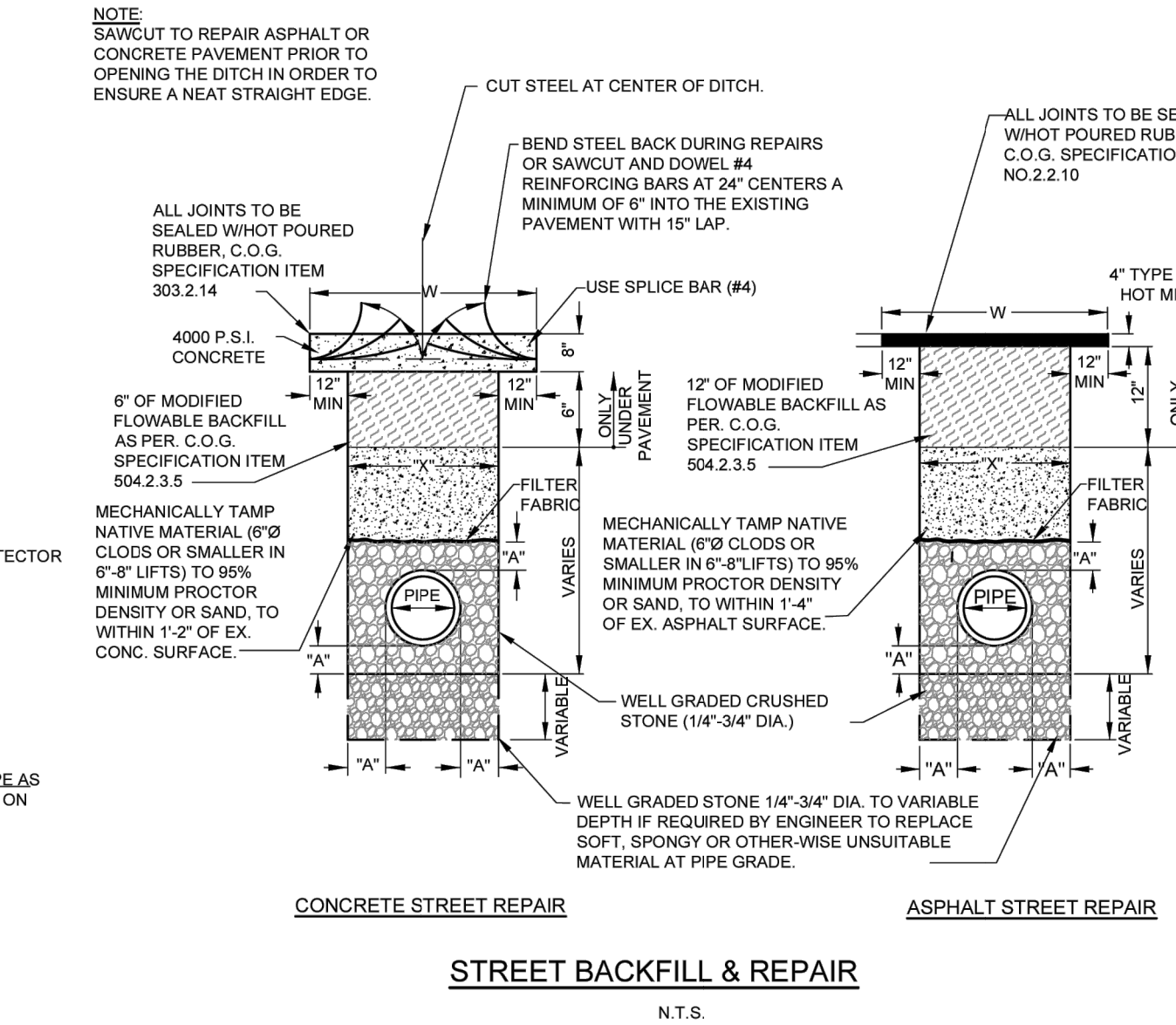
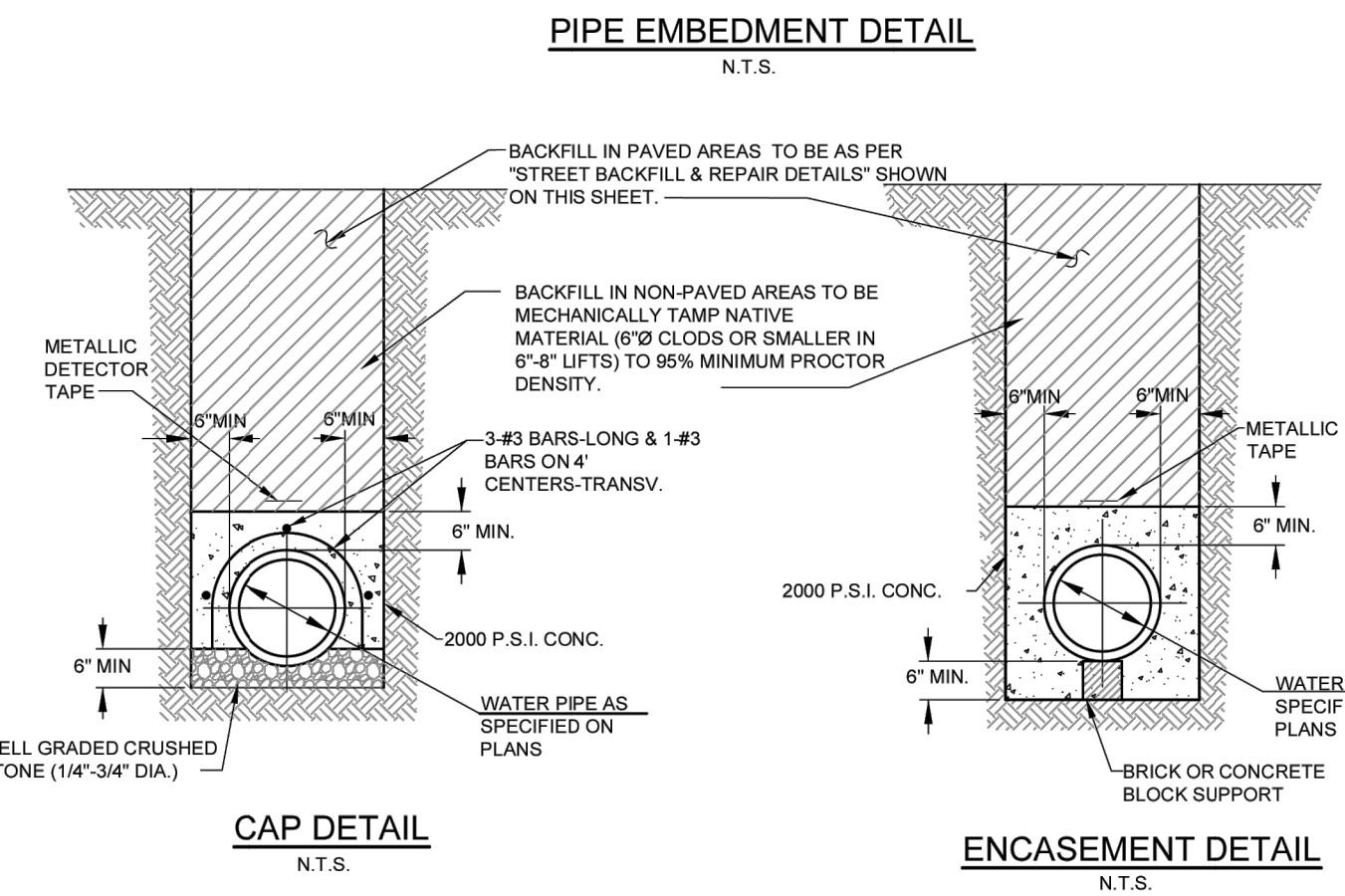


TABLE OF DIMENSIONS FOR WIDTH OF TRENCH AND PAVEMENT REPLACEMENT

NORMAL SIZE OF PIPE IN INCHES	O.D. OF PIPE IN INCHES (PVC-DR18)	MINIMUM TRENCH WALL CLEARANCE "A" IN INCHES	WIDTH OF TRENCH (X) IN INCHES	WIDTH OF TRENCH (Y) IN INCHES	WIDTH OF P.W.M.T. REPLACEMENT (W) IN INCHES (CONC. ASPHALT)
6	6.9	6	24	19	48
8	9.05	6	24	21	48
10	11.10	6	28	24	48
12	13.20	6	30	26	50
16+	VARIES	6			*

NOTE: * REFER TO THE PLANS FOR SPECIFIED WIDTH OF REPLACEMENT.
 ** RECOMMENDED WIDTHS - VARIES BASED ON DEPTH, AND SOIL MATERIAL.



- FIRE HYDRANT NOTES:**
1. FIRE HYDRANTS SHALL BE LOCATED 3' OFF BACK OF CURB IN RESIDENTIAL & 4' OFF BACK OF CURB IN INDUSTRIAL.
 2. FIRE HYDRANTS SHALL BE COATED WITH KEM-LUSTRAL OR AN EQUIVALENT COATING.
 3. FIRE HYDRANT LOCATION WILL BE MARKED BY PLACING A TYPE II PAVEMENT MARKER REFLECTORIZED BLUE 4" OFF OF THE TRAFFIC LANE BUIUTONS. THE MARKER WILL BE IN THE LANE NEAREST TO THE FIRE HYDRANT. ALL MARKERS AT INTERSECTIONS SHOULD BE PLACED 4' OFF THE INTERSECTION. HYDRANT MARKERS SHOULD BE PLACED 4' OFF THE CENTER STRIPE OR OTHER TRAFFIC BUIUTONS AS PER DRAWINGS.
 4. FIRE HYDRANT LEAD SHALL BE NO LONGER THAN 10' IN LENGTH.

Sample Fire Hydrant Flow Test Report
 Fire Hydrant Flow Test Report (NFPA 291)

Location: _____ Date: _____
 Test Performed by: _____ Time: _____ M.
 Representative of: _____
 Mustang SUD Witness: _____
 Purpose of Test: _____

If Pumps Affect Test, Indicate Pumps Operating:

Fire Hydrant	A ₁	A ₂	A ₃	A ₄
Nozzle Size				
Plot Reading				
Elev. Difference from Test Hydrant (B)				
Discharge Coeff. Flow (gpm)				

Static B _____ psi Residual B _____ psi
 Projected Results @ 20 psi Residual _____ gpm; or @ _____ psi Residual _____ gpm

Remarks: _____

Location map: Show line sizes and distance to next distribution system intersection. Show valves and hydrant branch side. Indicate north. Show flowing hydrants - Label A₁, A₂, A₃, A₄. Show location of static and residual - Label B.

Indicate B Hydrant _____ Sprinkler _____ Other (Identify) _____

NOTE: Mail, hand-deliver or otherwise provide this completed report to the Mustang Special Utility District prior to acceptance of the system and beginning of service.

MUSTANG SPECIAL UTILITY DISTRICT

APPROVED BY MSUD GENERAL MANAGER: Chris Boyd DATE: 7/27/2020

WATER STANDARD DETAILS (1 OF 2)

CERTIFICATION: THIS MUSTANG SPECIAL UTILITY DISTRICT STANDARD DETAIL SHEET IS AUTHORIZED FOR USE IN THIS PROJECT BY THE ENGINEER WHOSE SEAL APPEARS ON THIS SHEET. THIS ENGINEER IS ALSO CERTIFYING THAT THE CONTENT OF THE DETAILS AND NOTES ON THIS SHEET HAVE NOT BEEN ALTERED FROM THAT RECEIVED FROM MUSTANG SPECIAL UTILITY DISTRICT.

NO.	REVISION	DESCRIPTION	DATE

CONSULTANT: _____ SEAL: _____

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KJE 500 Moseley Road
 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

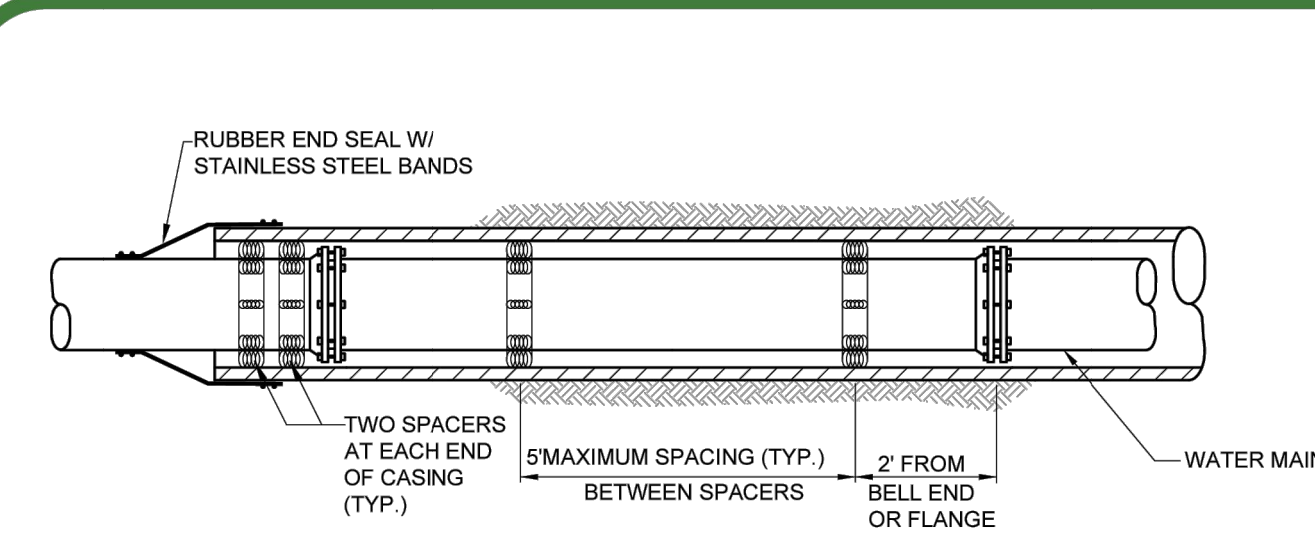
GENERAL DETAILS III

**COMMERCIAL DEVELOPMENT
 N POTTER SHOP RD
 CROSS ROADS, TEXAS**

DATE: 11/28/2022 SHEET: _____
 DRAWN BY: MP
 CHECKED BY: KW
 PROJECT #: MAS032822E

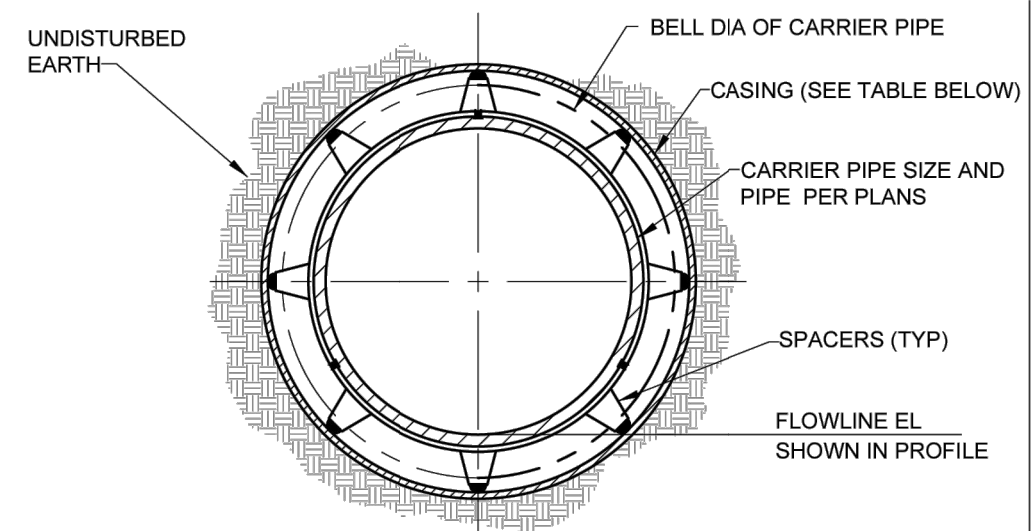
C-16

FILE: S:\Speed\Active\Current Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\10 DETAILS.dwg
 DATE: 12/14/2022
 PLOT: 12/5/2022 9:56 AM



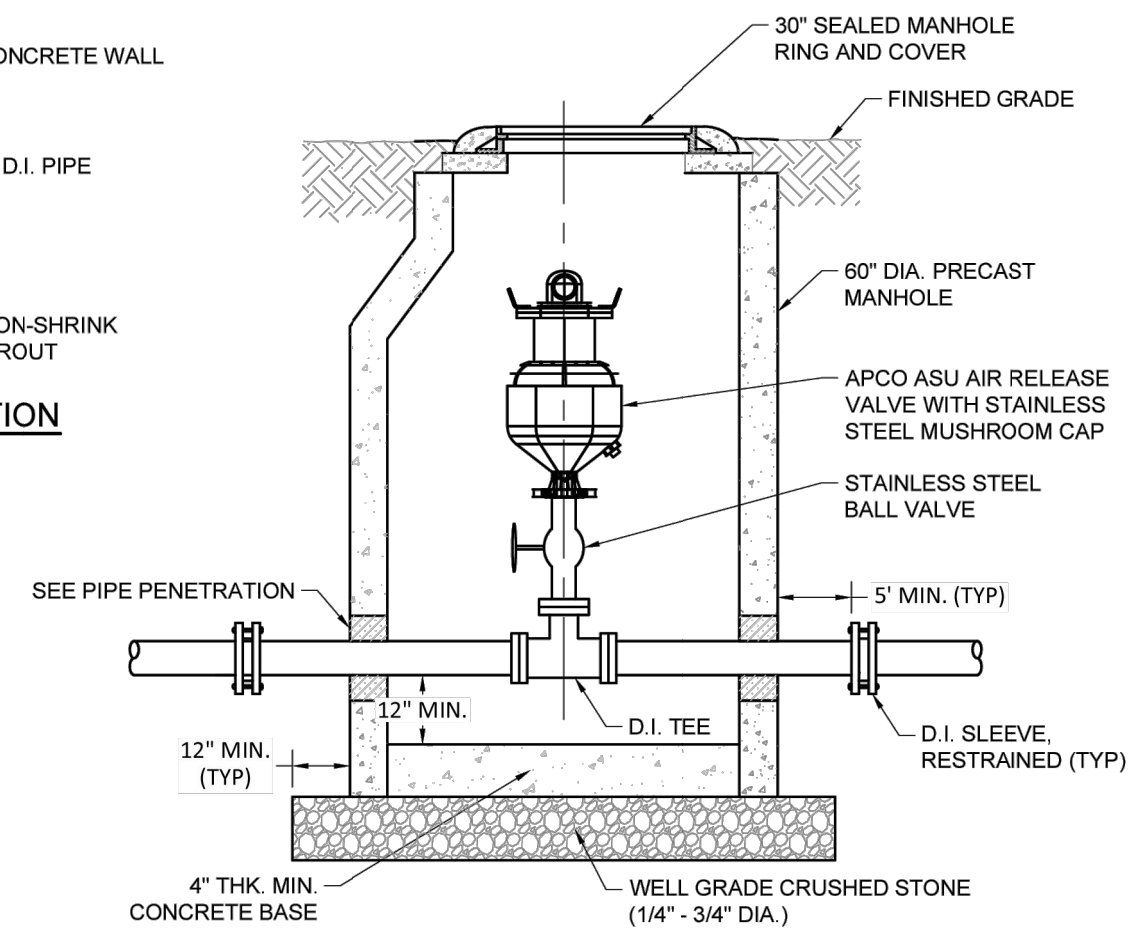
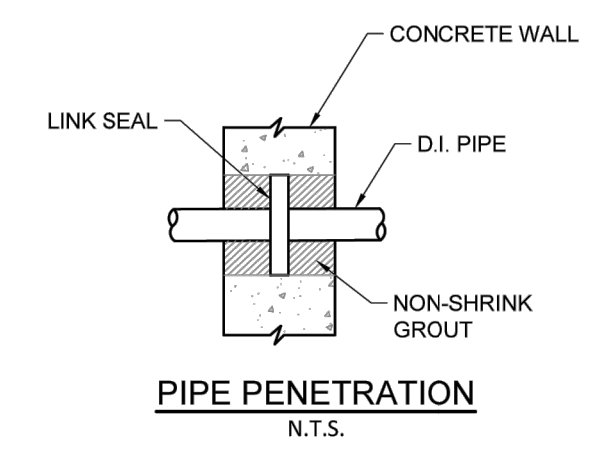
- CASING NOTES:**
1. CASING MATERIAL SHALL BE STEEL PER TxDOT REQUIREMENTS AT ALL TxDOT ROAD CROSSINGS.
 2. CASING MATERIAL SHALL BE SDR-26/PS115 PVC AT ALL OTHER CROSSINGS UNLESS SPECIFICALLY REQUIRED BY MSUD ENGINEER.
 3. CASING SIZE SHALL BE PER THE TABLE PROVIDED HEREON.
 4. CASING SPACERS SHALL BE USED TO INSTALL CARRIER PIPE INSIDE THE ENCASMENT PIPE. TO PROVIDE SUPPORT AROUND THE PERIPHERY OF THE PIPE SHOULD THE PIPE TWIST AS IT IS PUSHED THROUGH THE CASING, THE SPACERS SHALL BE OF A PROJECTION TYPE THAT HAS A MINIMUM NUMBER OF PROJECTIONS AROUND THE CIRCUMFERENCE TOTALING THE NUMBER OF DIAMETER INCHES. FOR EXAMPLE, 8" PIPE SHALL HAVE A MINIMUM OF 8 PROJECTIONS AND 18" PIPE SHALL HAVE A MINIMUM NUMBER OF 18 PROJECTIONS.
 5. CASING SPACERS SHALL HAVE A MAXIMUM SPACING SPAN OF 5 FEET. THE SPAN BETWEEN SPACERS SHOULD RESULT IN A CONSERVATIVE LONG-TERM SAFETY FACTOR PROVIDED TOTAL LOAD PER SPACER DOES NOT EXCEED THE MAXIMUM LOAD FOR PIPE FULL OF LIQUID PER SPACER LISTED IN THE LITERATURE FOR CLASS SPACER USED. SPACERS SHALL HAVE A MINIMUM HEIGHT THAT CLEARS THE PIPE BELL OR AS OTHERWISE INDICATED ON PLANS. CASING SPACERS SHALL USE DOUBLE BACKED TAPE PROVIDED WITH THE SPACERS, TO FASTEN TIGHTLY ONTO THE CARRIER PIPE, SO THAT THE SPACERS DO NOT MOVE DURING INSTALLATION.
 6. SPACERS SHALL BE RACI HIGH DENSITY POLYETHYLENE OR AS APPROVED BY MSUD ENGINEER.

TYPICAL WATER PIPE CASING DETAIL
(AT ROADWAYS AND/OR STORM DRAIN CROSSINGS)
N.T.S.



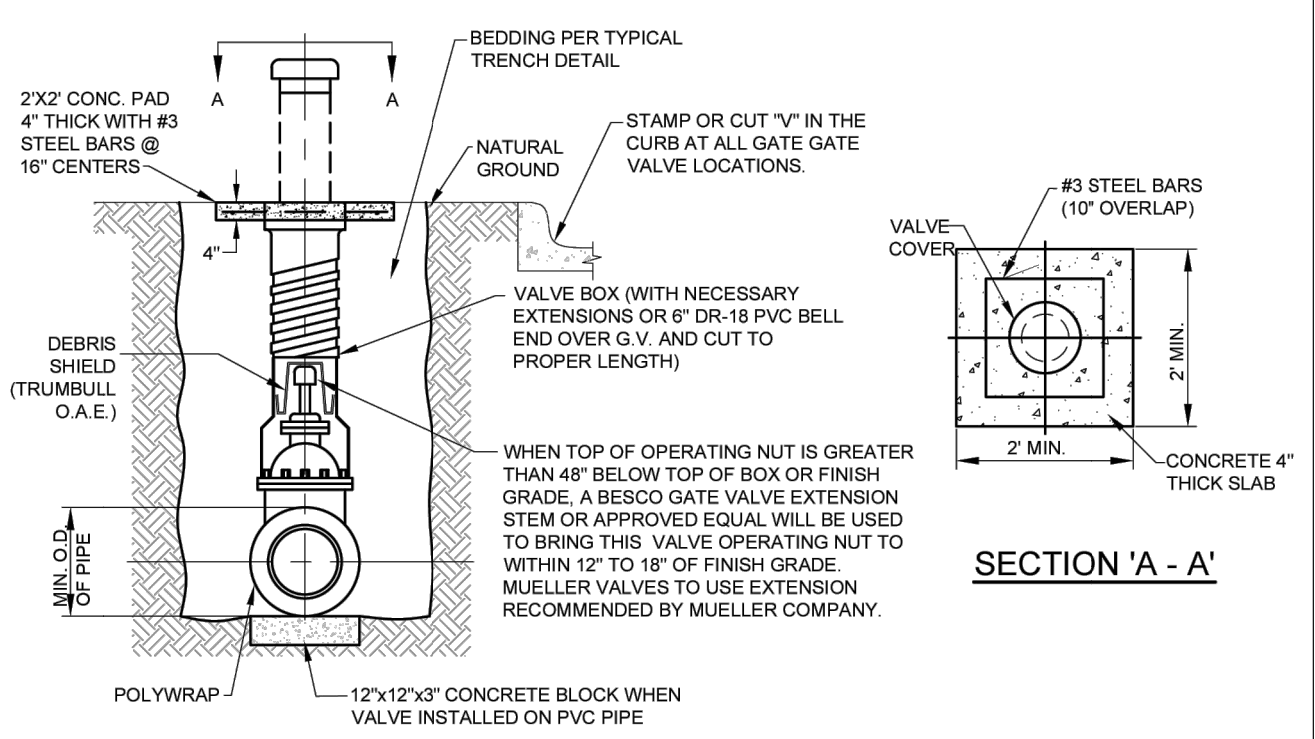
CASING SCHEDULE

WATER LINE NOMINAL SIZE (IN)	CASING NOMINAL SIZE (IN)
2	4
4	6
6	8
8	12
10	16
12	18
14 & 16	24
18	30
20	30
24	36
27	36
30	42
36	48

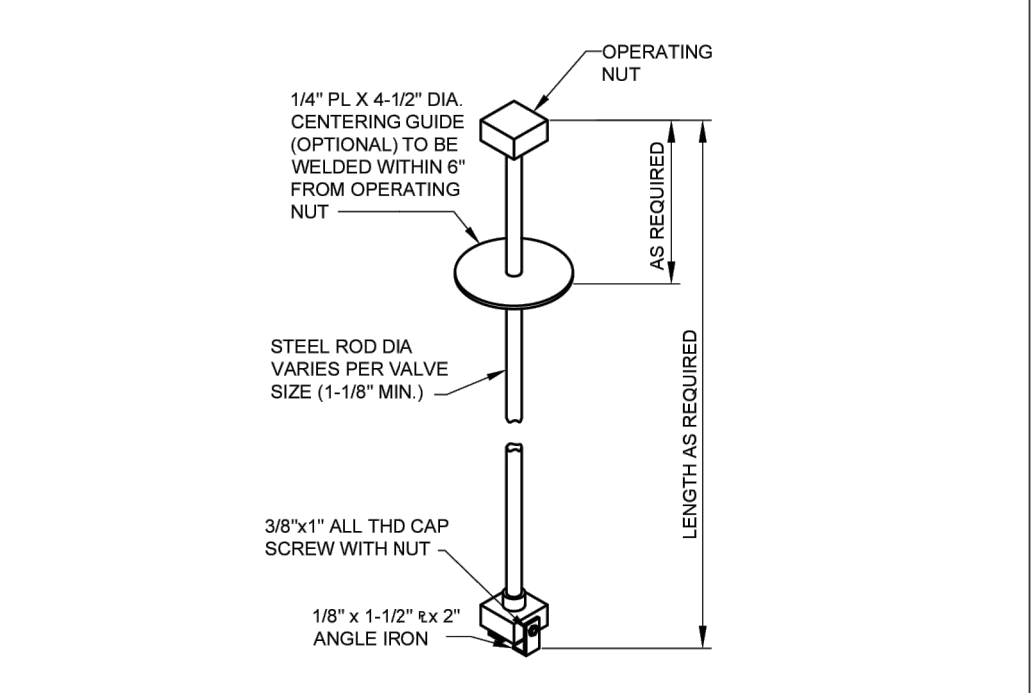


- NOTES:**
1. ALL PIPING, EXCEPT AS NOTED, TO BE DUCTILE IRON WITH FLANGED JOINTS AND STAINLESS STEEL BOLTS AND NUTS.
 2. RIM ELEVATION SHALL BE SET 12" ABOVE FINISHED GRADE UNLESS INSTALLED IN PAVED AREA.

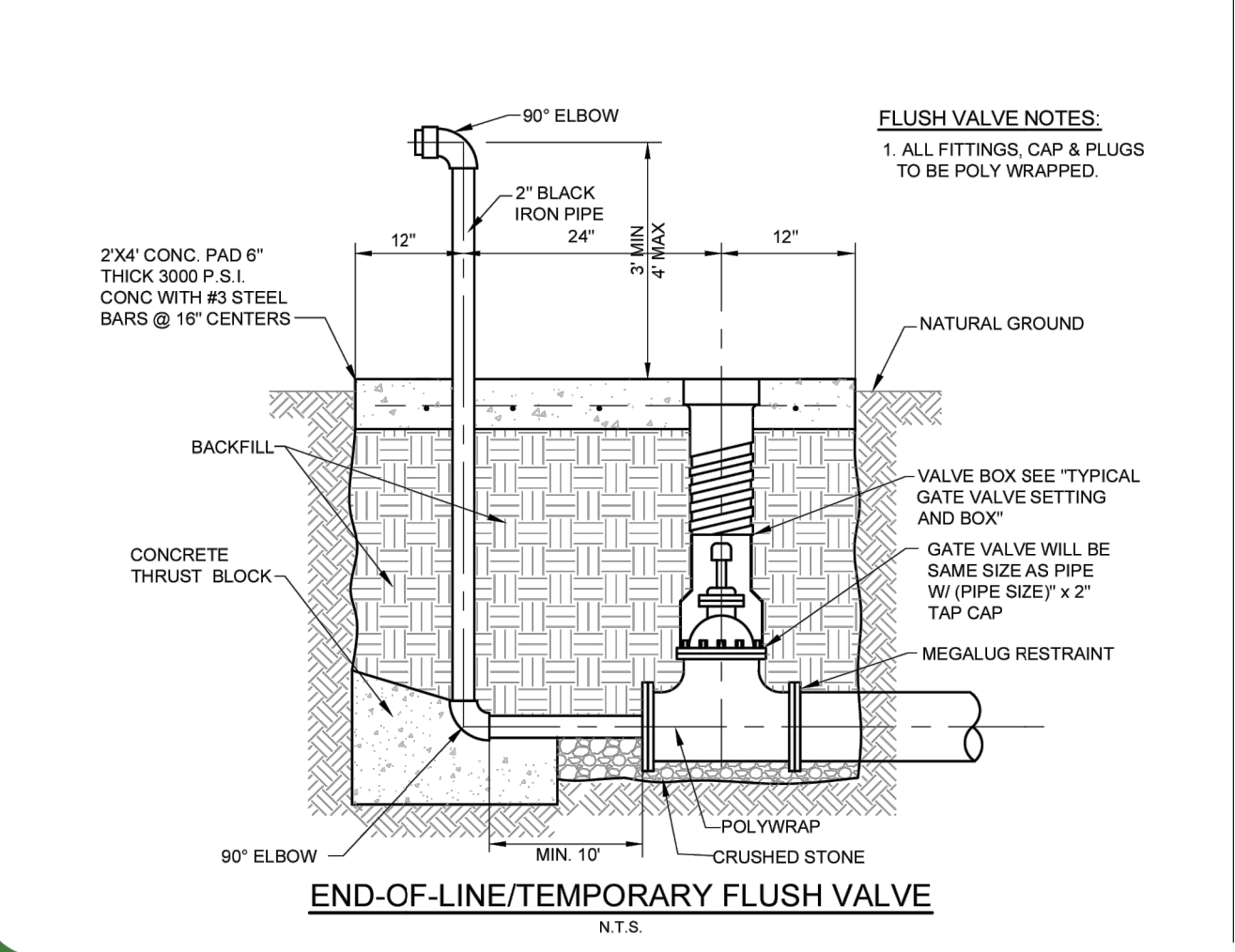
COMBINATION AIR RELEASE VALVE AND VAULT DETAIL
N.T.S.



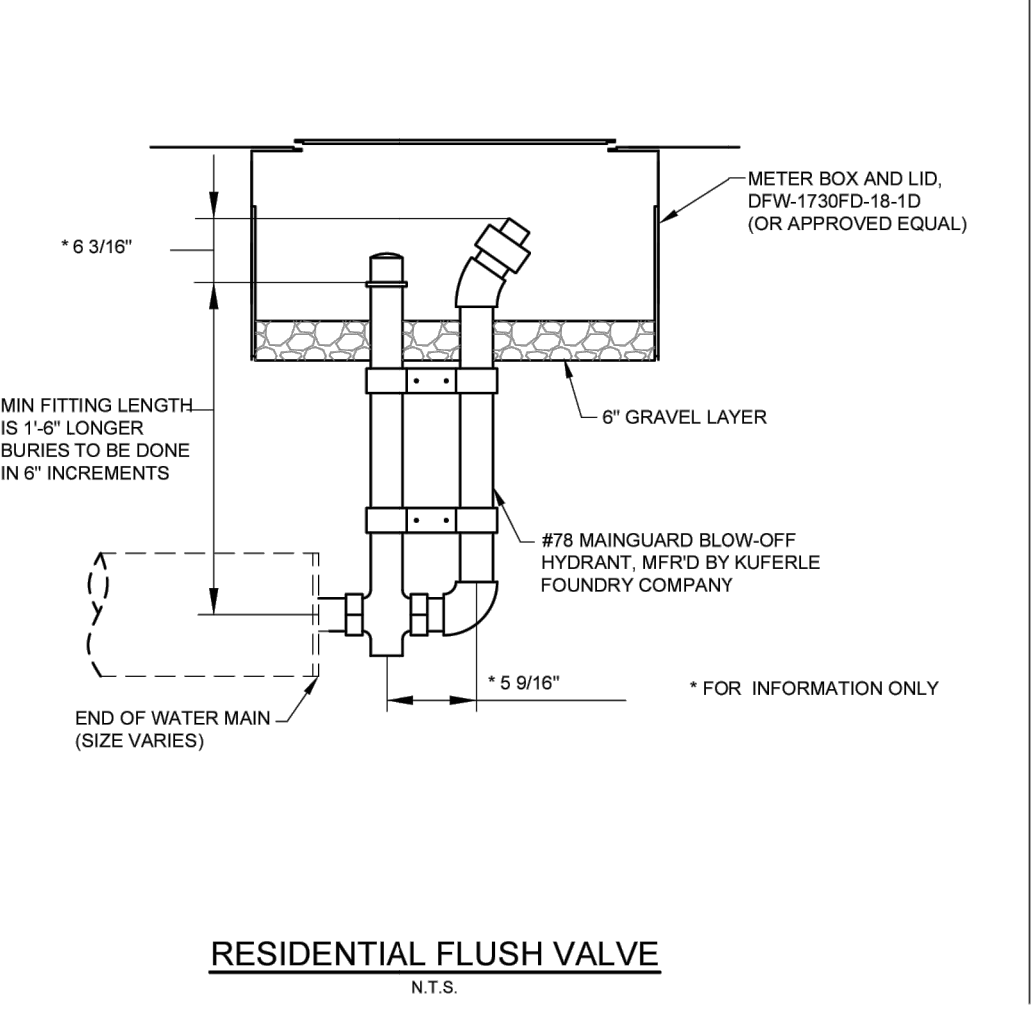
TYPICAL VALVE SETTING AND BOX
N.T.S.



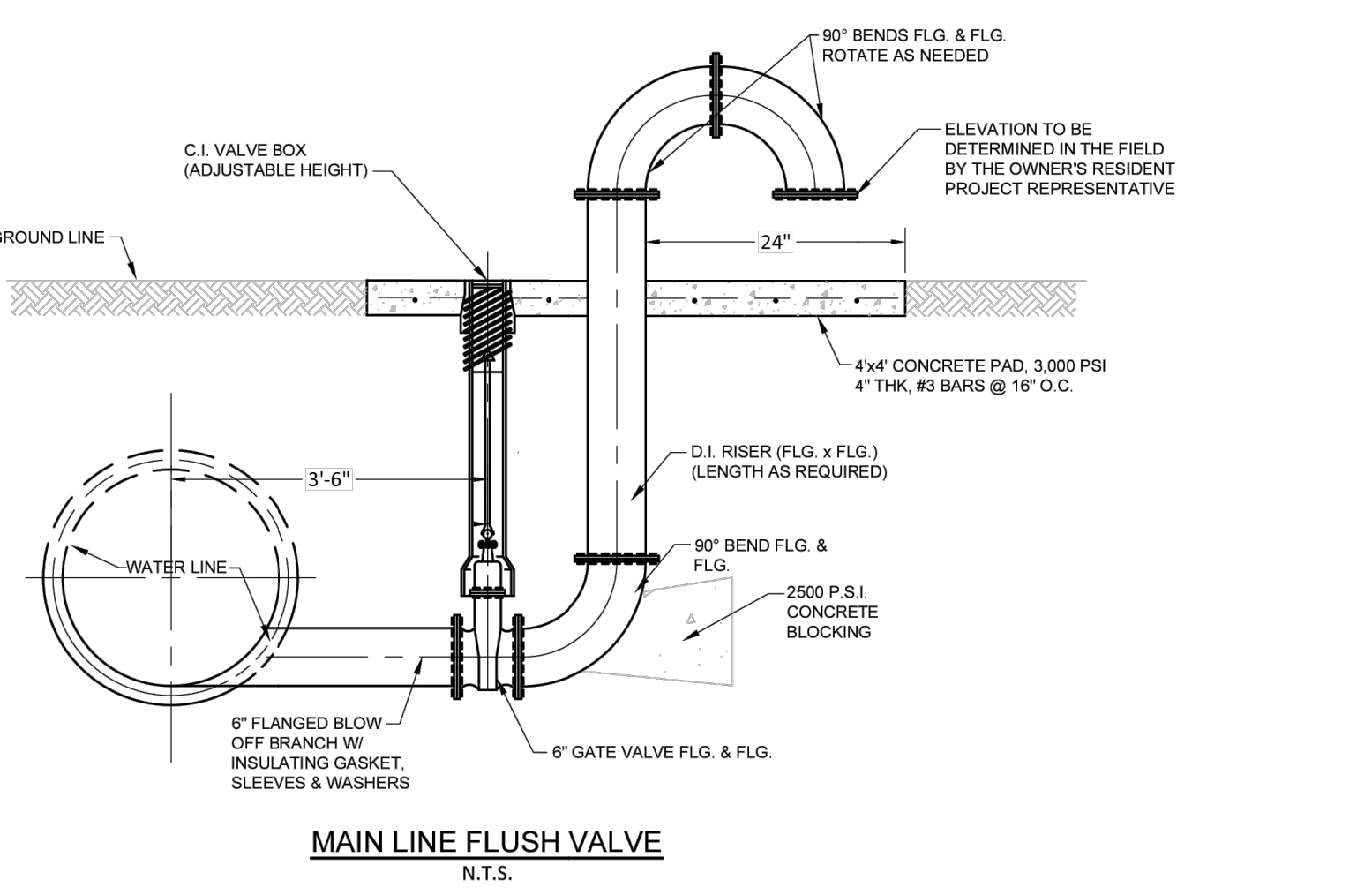
VALVE EXTENSION STEM
N.T.S.



END-OF-LINE/TEMPORARY FLUSH VALVE
N.T.S.



RESIDENTIAL FLUSH VALVE
N.T.S.



MAIN LINE FLUSH VALVE
N.T.S.

NO.	REVISION	BY	DATE



APPROVED BY MSUD GENERAL MANAGER: C. BOYD DATE: 2020-09-14

WATER DETAILS (2 OF 2)

CERTIFICATION: THIS MUSTANG SPECIAL UTILITY DISTRICT STANDARD DETAIL SHEET IS AUTHORIZED FOR USE IN THIS PROJECT BY THE ENGINEER WHOSE SEAL APPEARS ON THIS SHEET. THIS ENGINEER IS ALSO CERTIFYING THAT THE CONTENT OF THE DETAILS AND NOTES ON THIS SHEET HAVE NOT BEEN ALTERED FROM THAT RECEIVED FROM MUSTANG SPECIAL UTILITY DISTRICT.

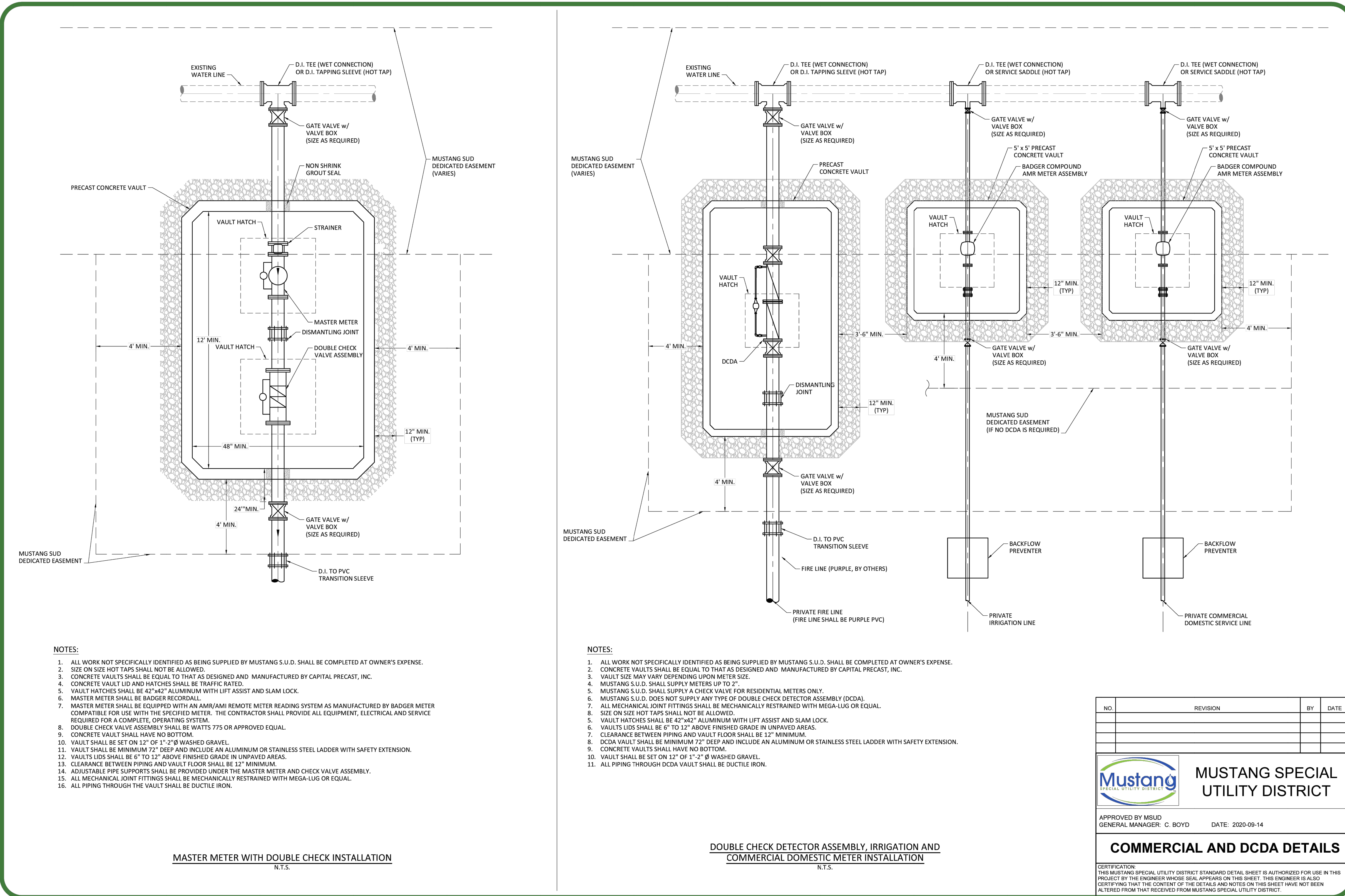
NO.	REVISION	DESCRIPTION	DATE

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KJE 500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

GENERAL DETAILS IV
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022	SHEET: C-17
DRAWN BY: MP	
CHECKED BY: KW	
PROJECT #: MAS032822E	



- NOTES:**
1. ALL WORK NOT SPECIFICALLY IDENTIFIED AS BEING SUPPLIED BY MUSTANG S.U.D. SHALL BE COMPLETED AT OWNER'S EXPENSE.
 2. SIZE ON SIZE HOT TAPS SHALL NOT BE ALLOWED.
 3. CONCRETE VAULTS SHALL BE EQUAL TO THAT AS DESIGNED AND MANUFACTURED BY CAPITAL PRECAST, INC.
 4. CONCRETE VAULT LID AND HATCHES SHALL BE TRAFFIC RATED.
 5. VAULT HATCHES SHALL BE 42"x42" ALUMINUM WITH LIFT ASSIST AND SLAM LOCK.
 6. MASTER METER SHALL BE BADGER RECORDALL.
 7. MASTER METER SHALL BE EQUIPPED WITH AN AMR/AMI REMOTE METER READING SYSTEM AS MANUFACTURED BY BADGER METER COMPATIBLE FOR USE WITH THE SPECIFIED METER. THE CONTRACTOR SHALL PROVIDE ALL EQUIPMENT, ELECTRICAL AND SERVICE REQUIRED FOR A COMPLETE, OPERATING SYSTEM.
 8. DOUBLE CHECK VALVE ASSEMBLY SHALL BE WATTS 775 OR APPROVED EQUAL.
 9. CONCRETE VAULT SHALL HAVE NO BOTTOM.
 10. VAULT SHALL BE SET ON 12" OF 1"-2" Ø WASHED GRAVEL.
 11. VAULT SHALL BE MINIMUM 2" DEEP AND INCLUDE AN ALUMINUM OR STAINLESS STEEL LADDER WITH SAFETY EXTENSION.
 12. VAULTS LIDS SHALL BE 6" TO 12" ABOVE FINISHED GRADE IN UNPAVED AREAS.
 13. CLEARANCE BETWEEN PIPING AND VAULT FLOOR SHALL BE 12" MINIMUM.
 14. ADJUSTABLE PIPE SUPPORTS SHALL BE PROVIDED UNDER THE MASTER METER AND CHECK VALVE ASSEMBLY.
 15. ALL MECHANICAL JOINT FITTINGS SHALL BE MECHANICALLY RESTRAINED WITH MEGA-LUG OR EQUAL.
 16. ALL PIPING THROUGH THE VAULT SHALL BE DUCTILE IRON.

MASTER METER WITH DOUBLE CHECK INSTALLATION
N.T.S.

- NOTES:**
1. ALL WORK NOT SPECIFICALLY IDENTIFIED AS BEING SUPPLIED BY MUSTANG S.U.D. SHALL BE COMPLETED AT OWNER'S EXPENSE.
 2. CONCRETE VAULTS SHALL BE EQUAL TO THAT AS DESIGNED AND MANUFACTURED BY CAPITAL PRECAST, INC.
 3. VAULT SIZE MAY VARY DEPENDING UPON METER SIZE.
 4. MUSTANG S.U.D. SHALL SUPPLY METERS UP TO 2".
 5. MUSTANG S.U.D. SHALL SUPPLY A CHECK VALVE FOR RESIDENTIAL METERS ONLY.
 6. MUSTANG S.U.D. DOES NOT SUPPLY ANY TYPE OF DOUBLE CHECK DETECTOR ASSEMBLY (DCDA).
 7. ALL MECHANICAL JOINT FITTINGS SHALL BE MECHANICALLY RESTRAINED WITH MEGA-LUG OR EQUAL.
 8. SIZE ON SIZE HOT TAPS SHALL NOT BE ALLOWED.
 9. VAULT HATCHES SHALL BE 42"x42" ALUMINUM WITH LIFT ASSIST AND SLAM LOCK.
 10. VAULTS LIDS SHALL BE 6" TO 12" ABOVE FINISHED GRADE IN UNPAVED AREAS.
 11. CLEARANCE BETWEEN PIPING AND VAULT FLOOR SHALL BE 12" MINIMUM.
 12. DCDA VAULT SHALL BE MINIMUM 72" DEEP AND INCLUDE AN ALUMINUM OR STAINLESS STEEL LADDER WITH SAFETY EXTENSION.
 13. CONCRETE VAULTS SHALL HAVE NO BOTTOM.
 14. VAULT SHALL BE SET ON 12" OF 1"-2" Ø WASHED GRAVEL.
 15. ALL PIPING THROUGH DCDA VAULT SHALL BE DUCTILE IRON.

DOUBLE CHECK DETECTOR ASSEMBLY, IRRIGATION AND
COMMERCIAL DOMESTIC METER INSTALLATION
N.T.S.

NO.	REVISION	BY	DATE



APPROVED BY MSUD
GENERAL MANAGER: C. BOYD DATE: 2020-09-14

COMMERCIAL AND DCDA DETAILS

CERTIFICATION:
THIS MUSTANG SPECIAL UTILITY DISTRICT STANDARD DETAIL SHEET IS AUTHORIZED FOR USE IN THIS PROJECT BY THE ENGINEER WHOSE SEAL APPEARS ON THIS SHEET. THIS ENGINEER IS ALSO CERTIFYING THAT THE CONTENT OF THE DETAILS AND NOTES ON THIS SHEET HAVE NOT BEEN ALTERED FROM THAT RECEIVED FROM MUSTANG SPECIAL UTILITY DISTRICT.

NO.	REVISION	DESCRIPTION	DATE

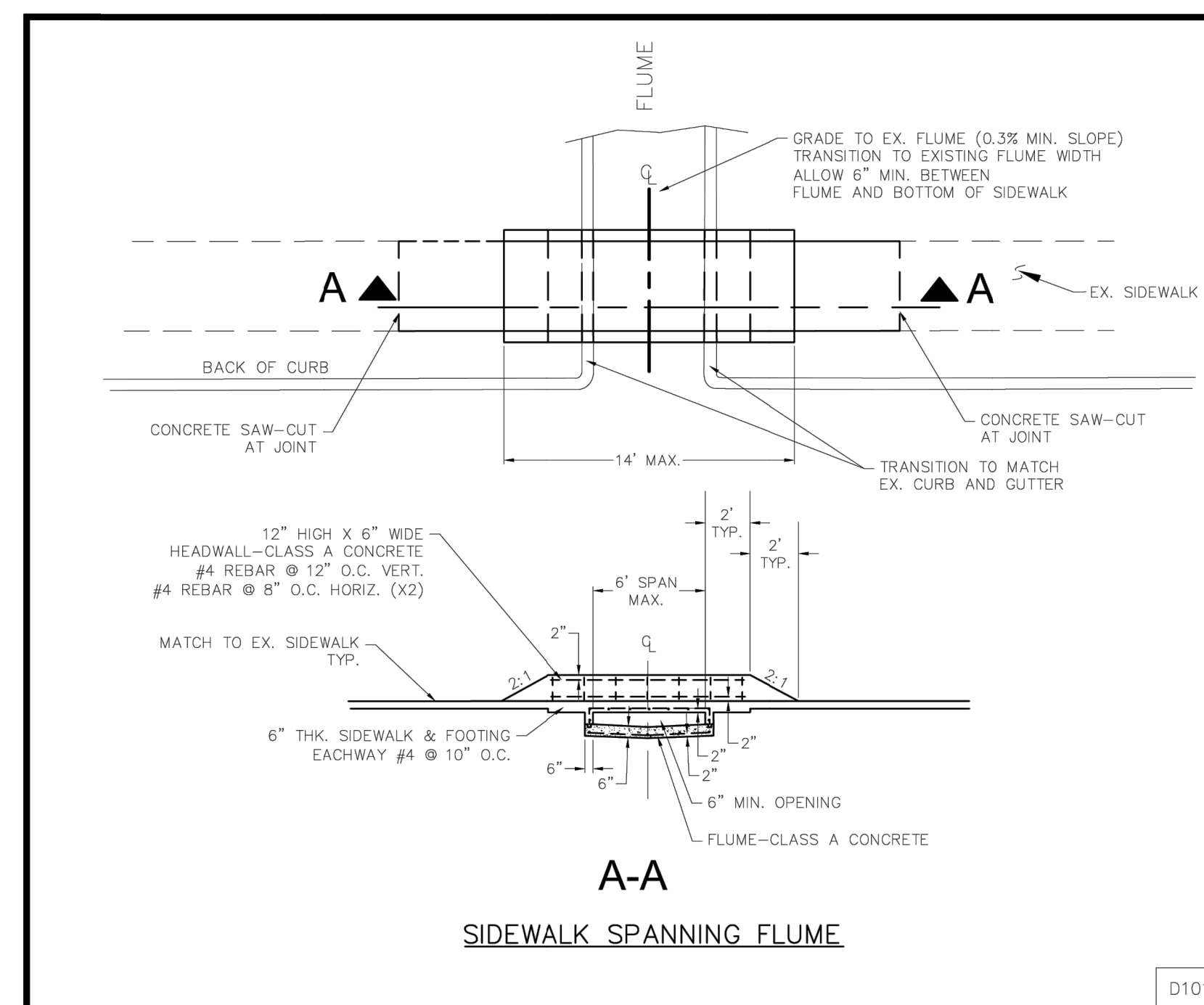
CONSULTANT:
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF KEVIN J. WARE (TEXAS P.E. NO. 136599), ON 11/28/2022. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.

OKJE 500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

GENERAL DETAILS V
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

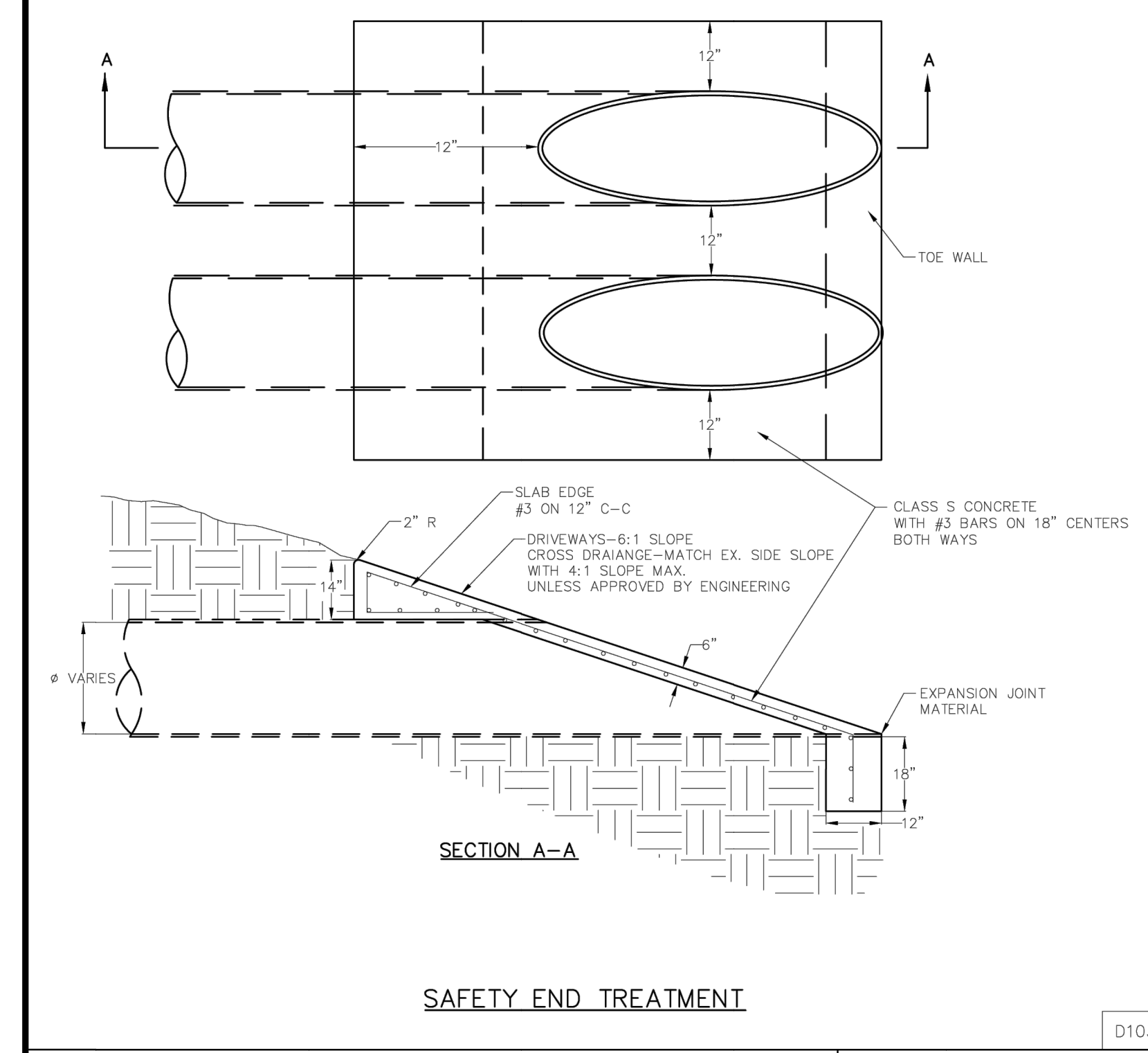
DATE: 11/28/2022	SHEET:
DRAWN BY: MP	C-18
CHECKED BY: KW	
PROJECT #: MAS032822E	

FILE: S:\Speed\active\Current Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\10 DETAILS.dwg
 DATE: 12/5/2022
 PLOT: 12/5/2022 9:56 AM



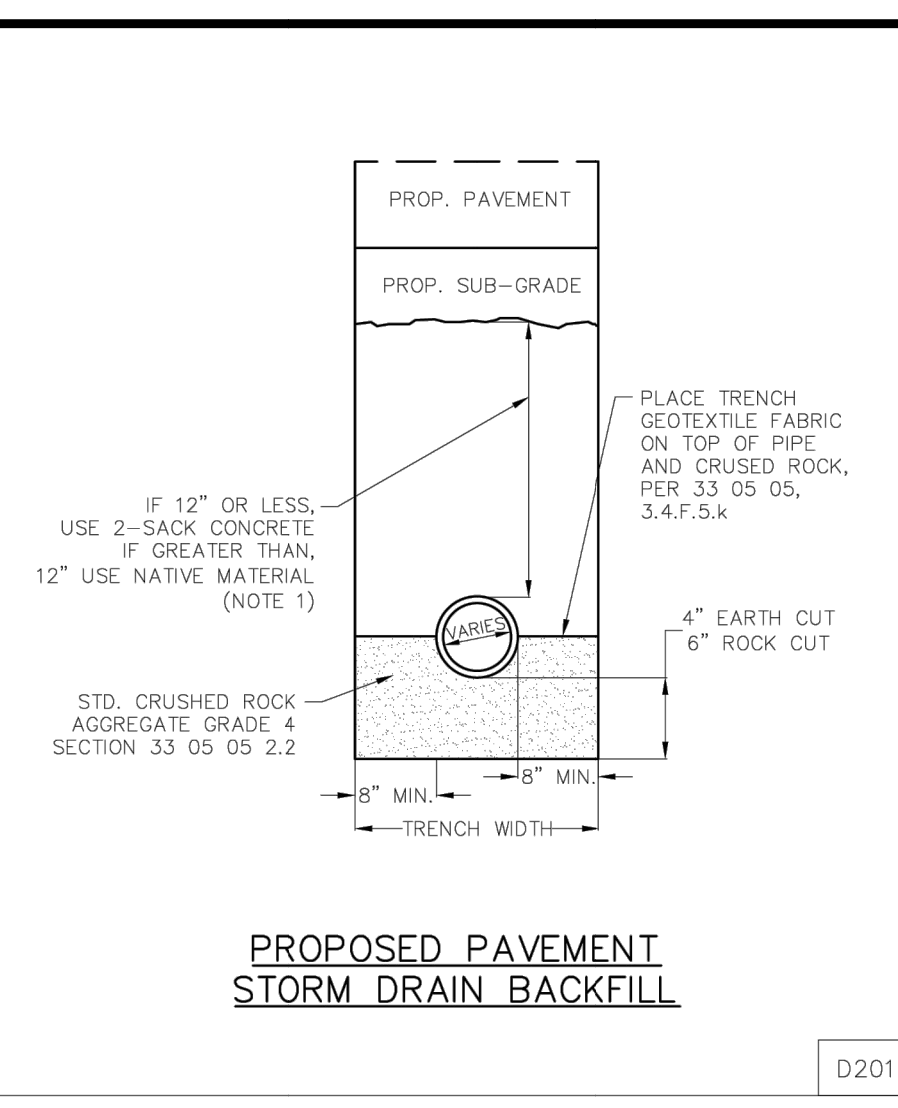
A-A
SIDEWALK SPANNING FLUME

D101



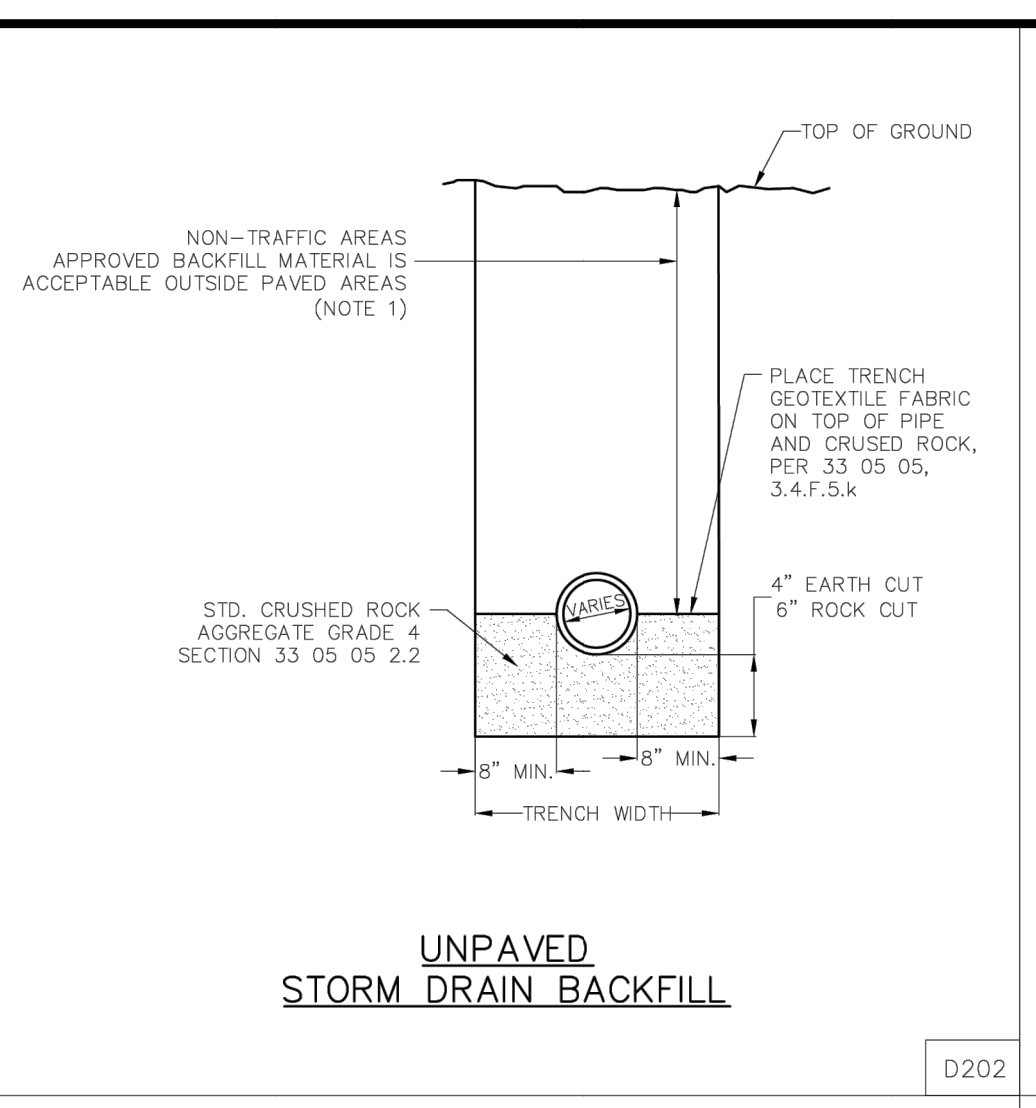
SECTION A-A
SAFETY END TREATMENT

D103



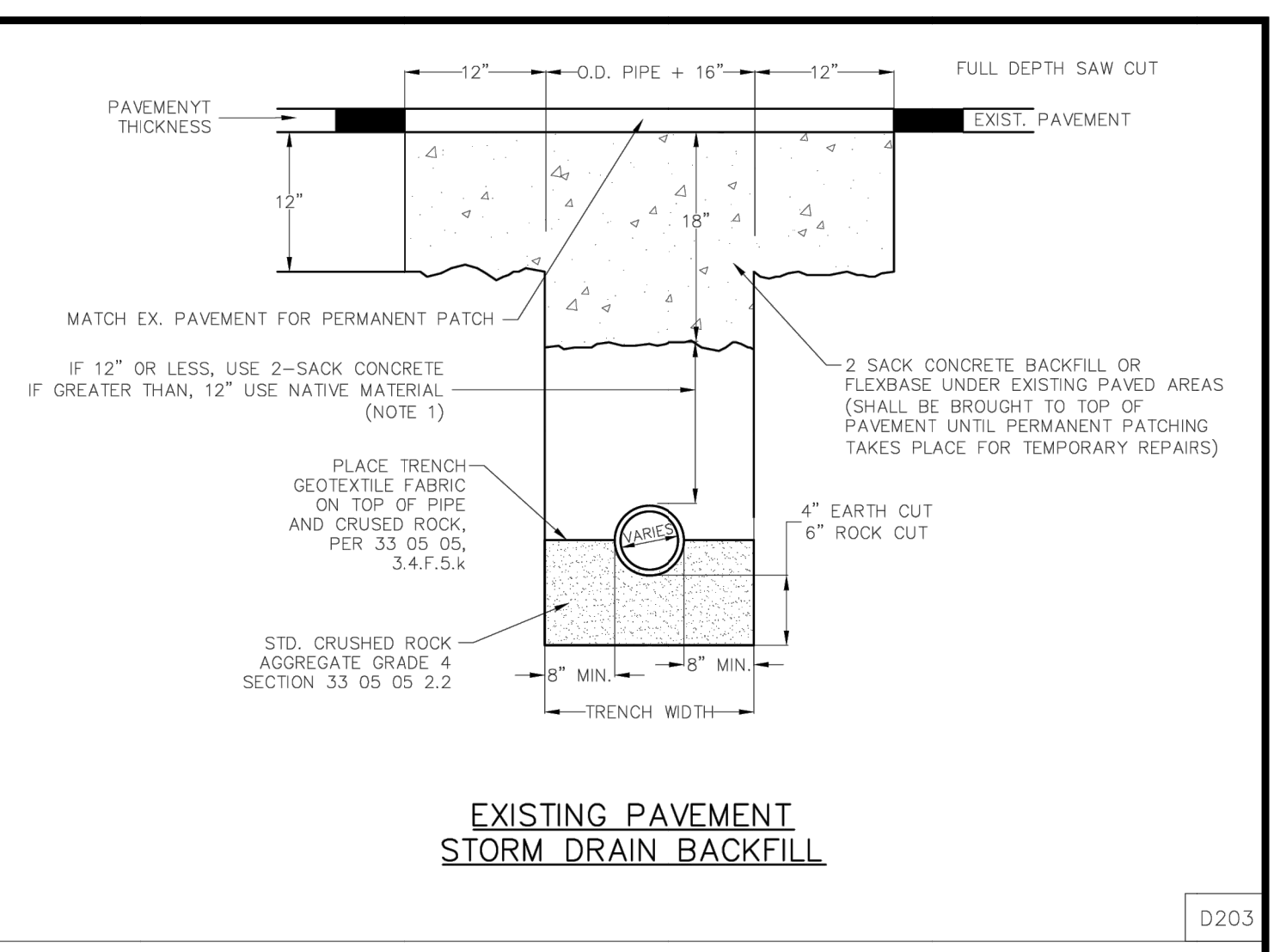
PROPOSED PAVEMENT
STORM DRAIN BACKFILL

D201



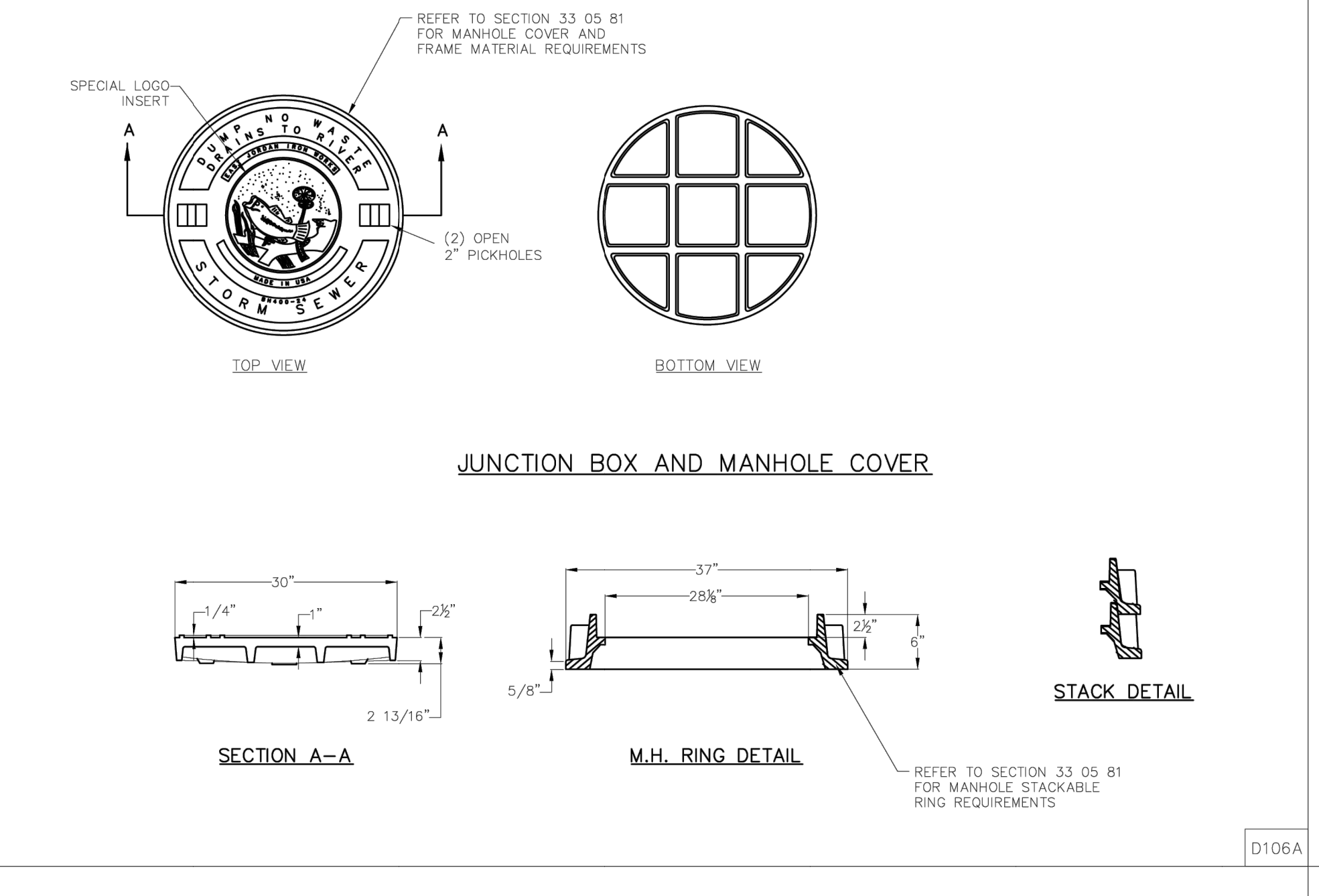
UNPAVED
STORM DRAIN BACKFILL

D202



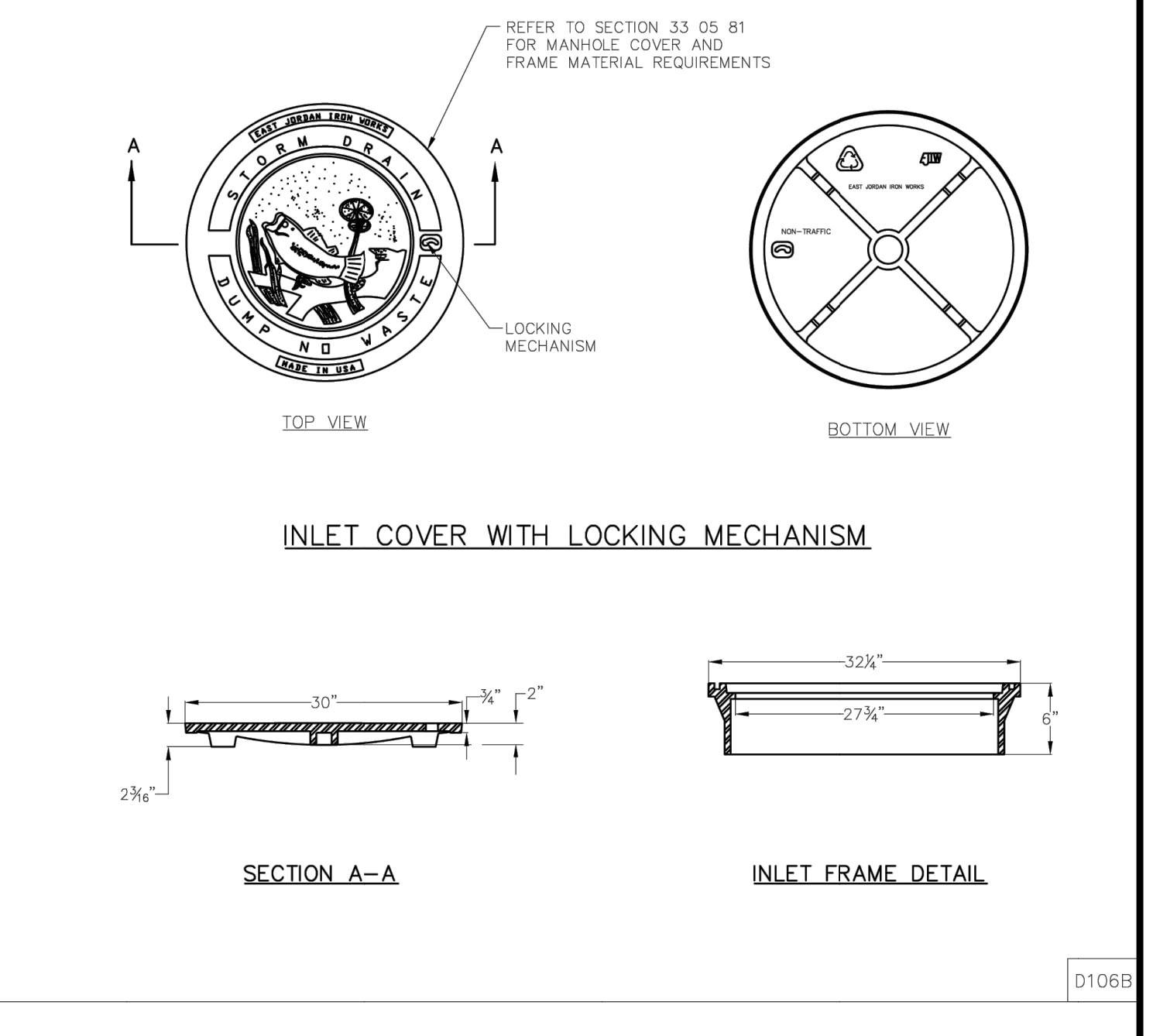
EXISTING PAVEMENT
STORM DRAIN BACKFILL

D203



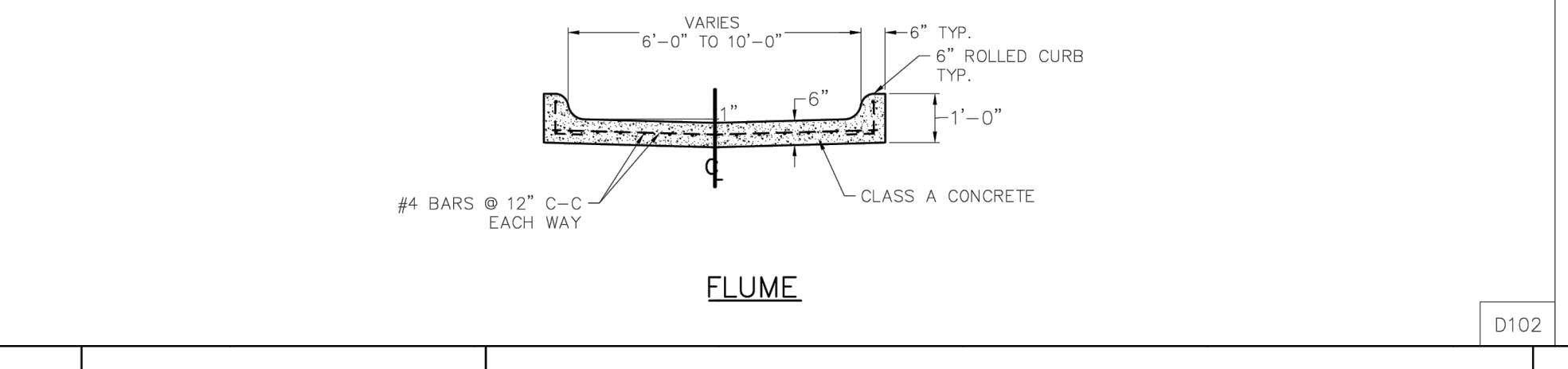
JUNCTION BOX AND MANHOLE COVER

D106A



INLET COVER WITH LOCKING MECHANISM

D106B



FLUME

D102

GENERAL NOTES:

1. COMPACT BACKFILL MATERIAL TO MINIMUM 98% STANDARD PROCTOR DENSITY WITH A MOISTURE CONTENT FROM -2% TO +4% OF OPTIMUM - MAXIMUM 8" LOOSE LIFTS.
2. HEAVY DUTY MANHOLE COVERS ON JUNCTION BOXES AND MANHOLES ARE REQUIRED IN ALL VEHICLE TRAFFIC AREAS.
3. LIGHT DUTY INLET COVERS ON INLETS OUTSIDE OF VEHICLE TRAFFIC AREAS.
4. PIPES SHALL BE RCP CLASS III WITH 2' OR GREATER COVER, RCP CLASS IV WITH 1' TO 2' COVER AND RCP CLASS V WITH LESS THAN 1' COVER. SEE TABLE 1 SECTION 33.42.11.

ENTERED BY	PROJECT #
DESIGNED BY	DATE
CHECKED BY	REVISION
PROJ. ENGR.	
PATH S:\Water Engineering\Engr\Design\Projects\Standard Details\Storm Sewer details\SHEET1.dwg	



STANDARD DETAILS

STORM DRAINAGE DETAILS

DATE
JAN. 2021

SHEET No.
9 OF 20

SCALE
HOR 1" = N.T.S.
VER 1" = N.T.S.

CERTIFICATION:
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NO.	REVISION	DESCRIPTION	DATE

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SEAL:

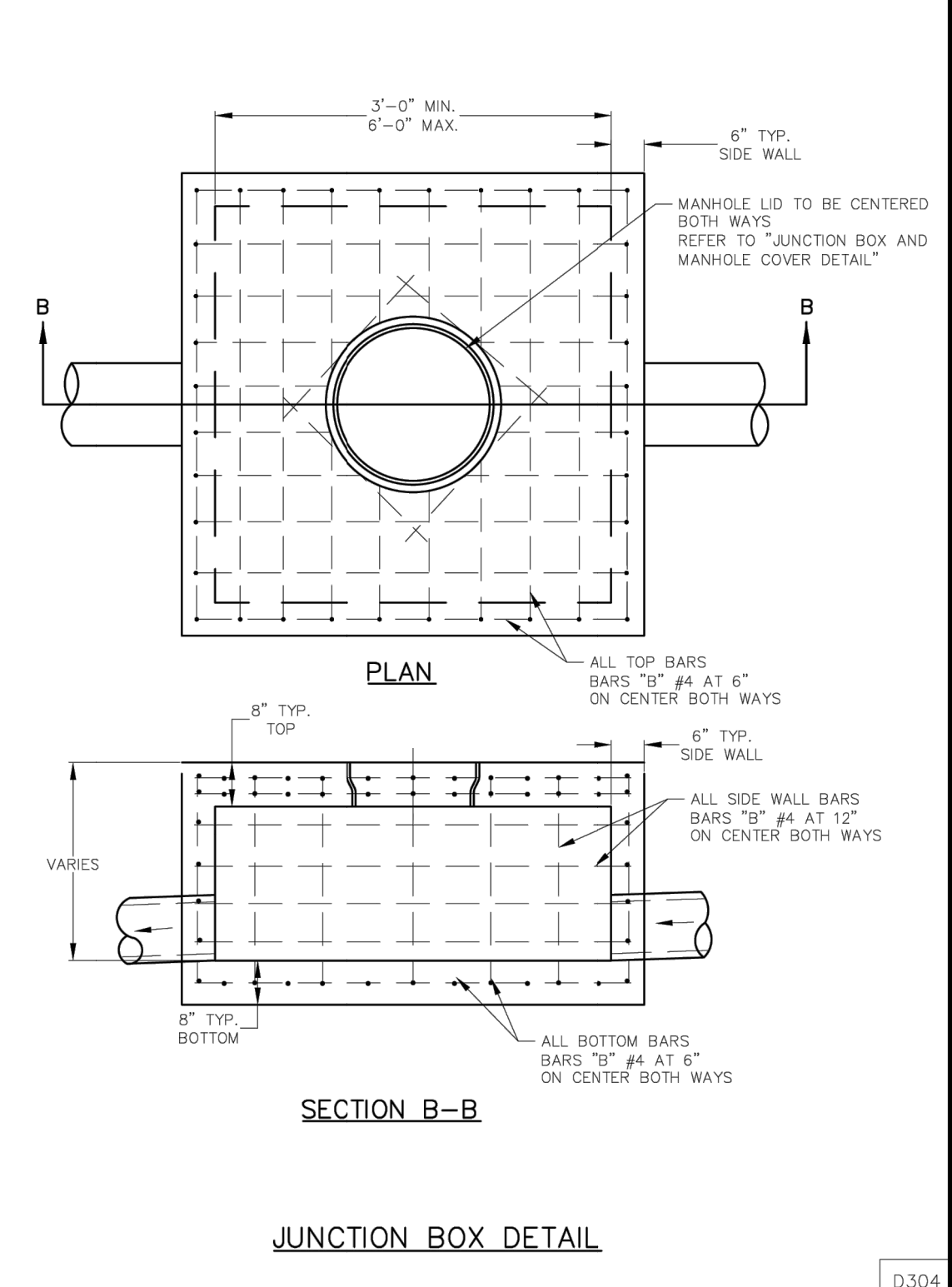
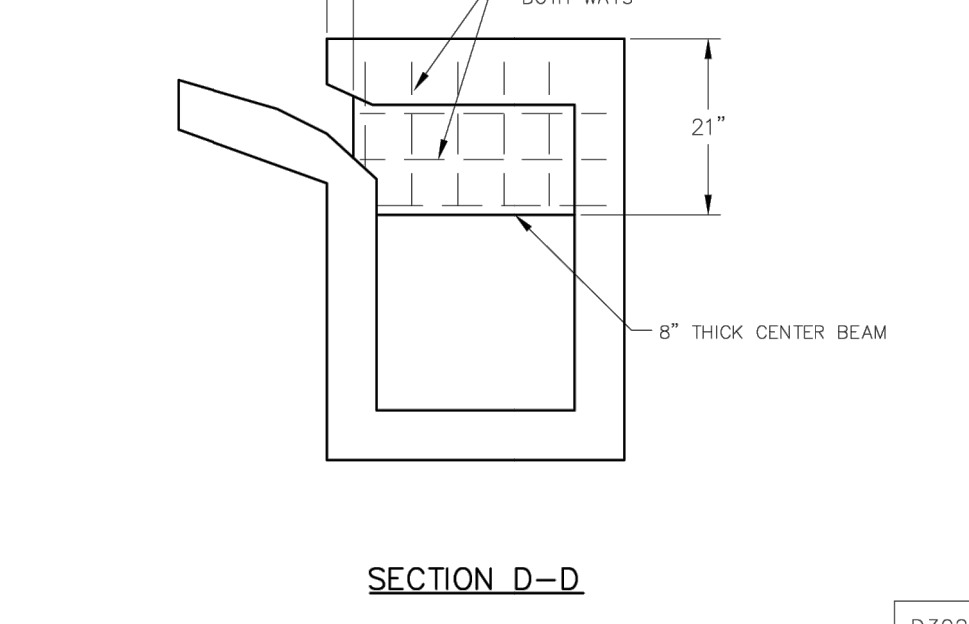
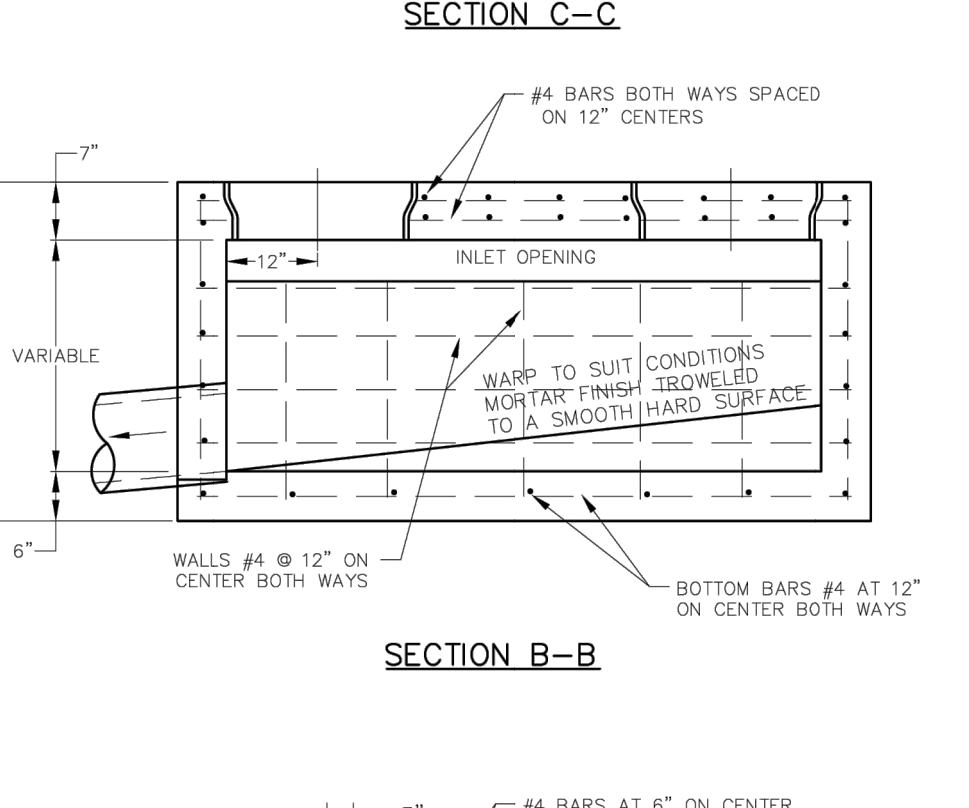
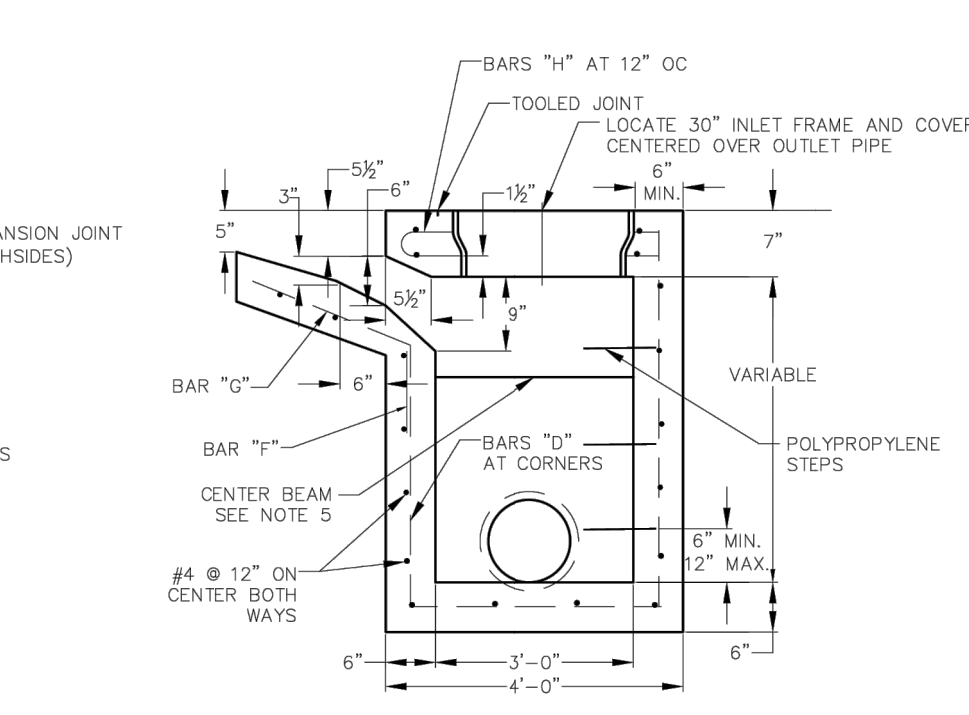
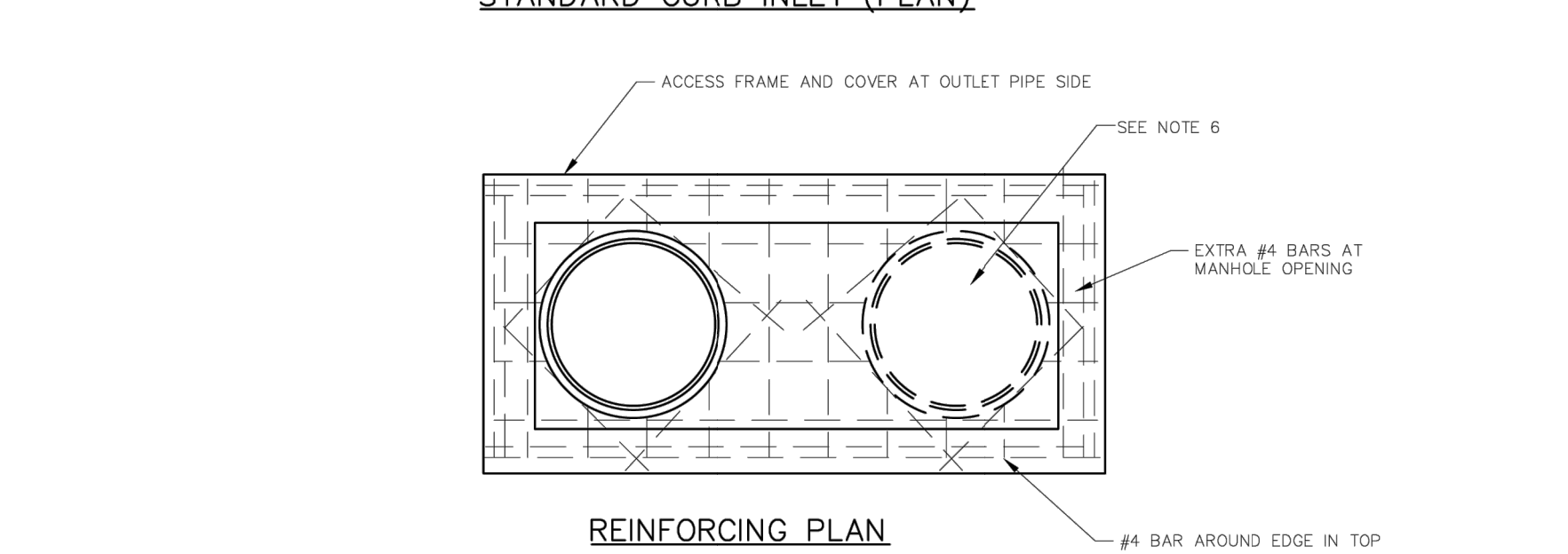
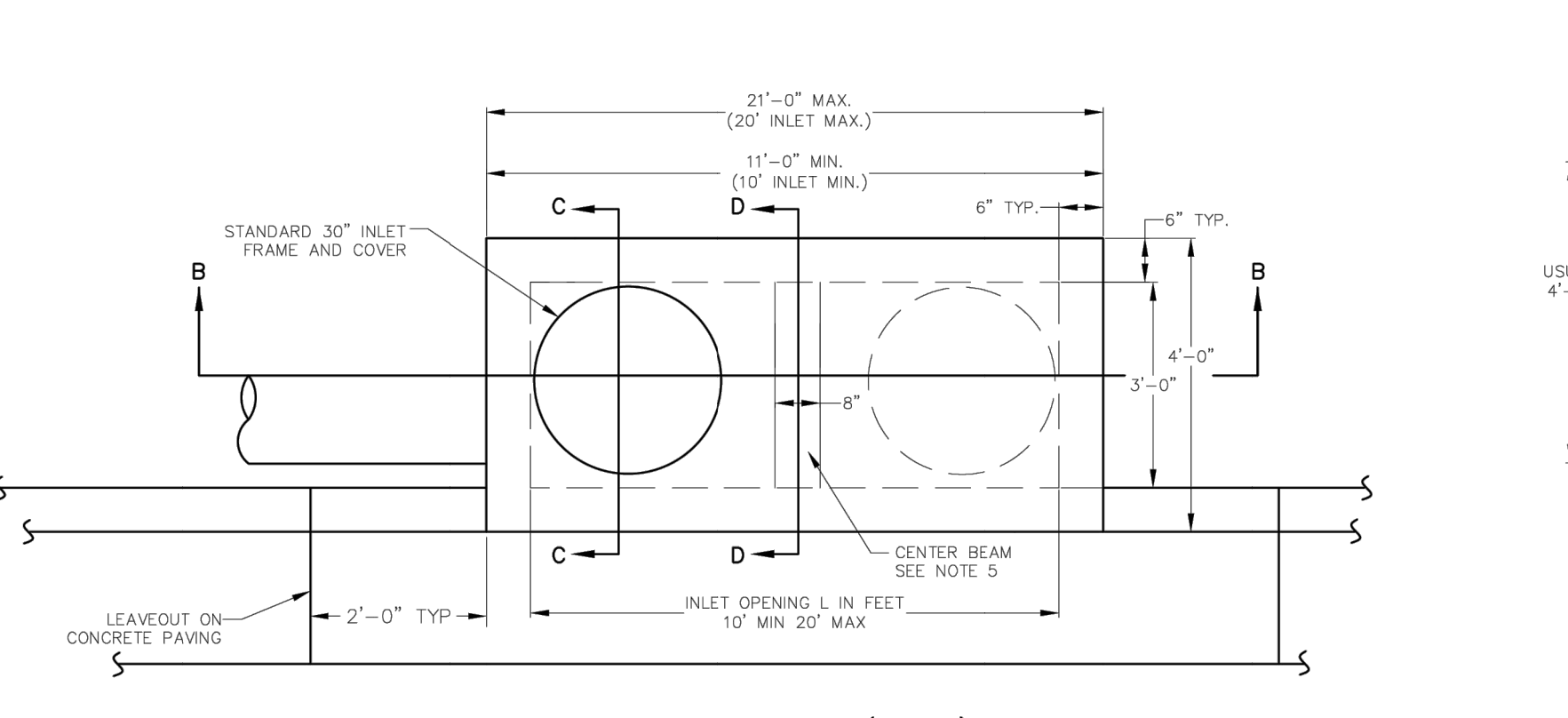
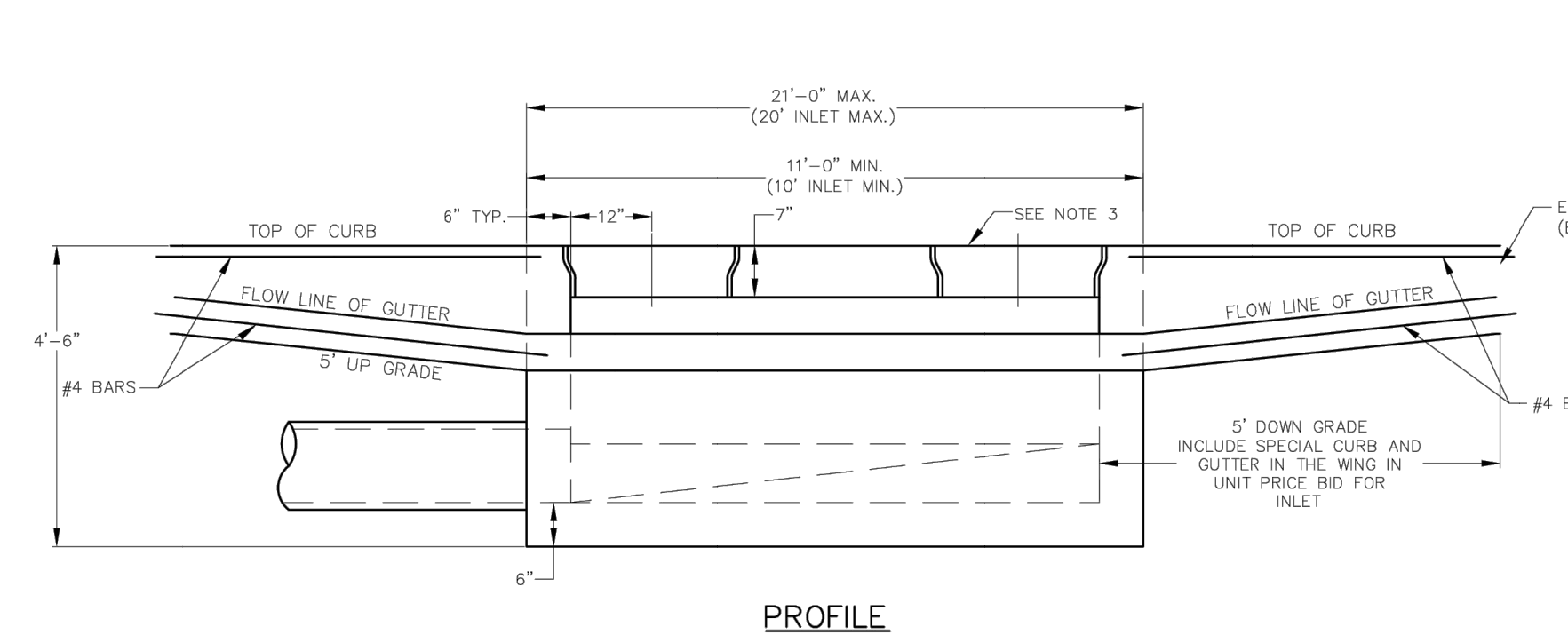
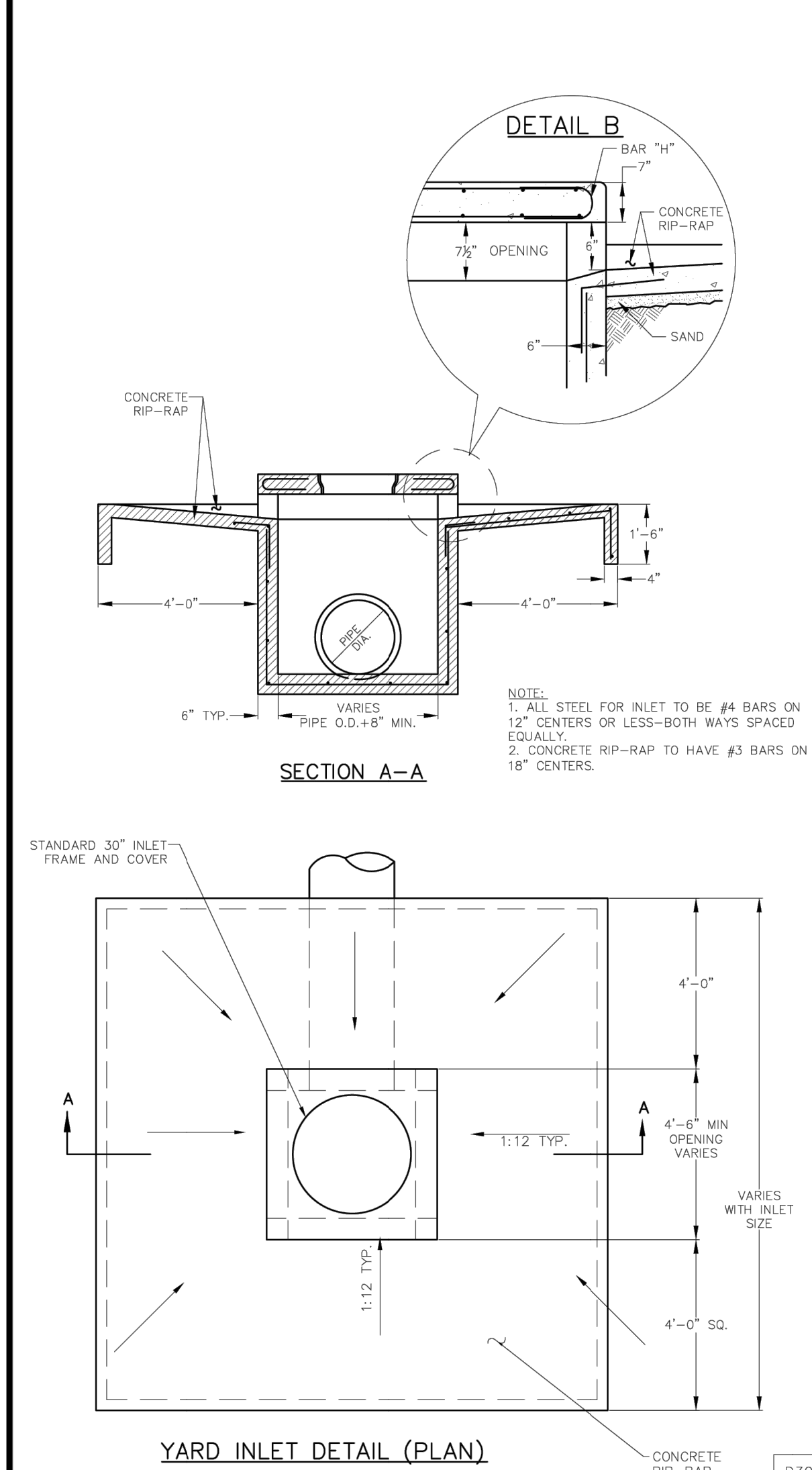
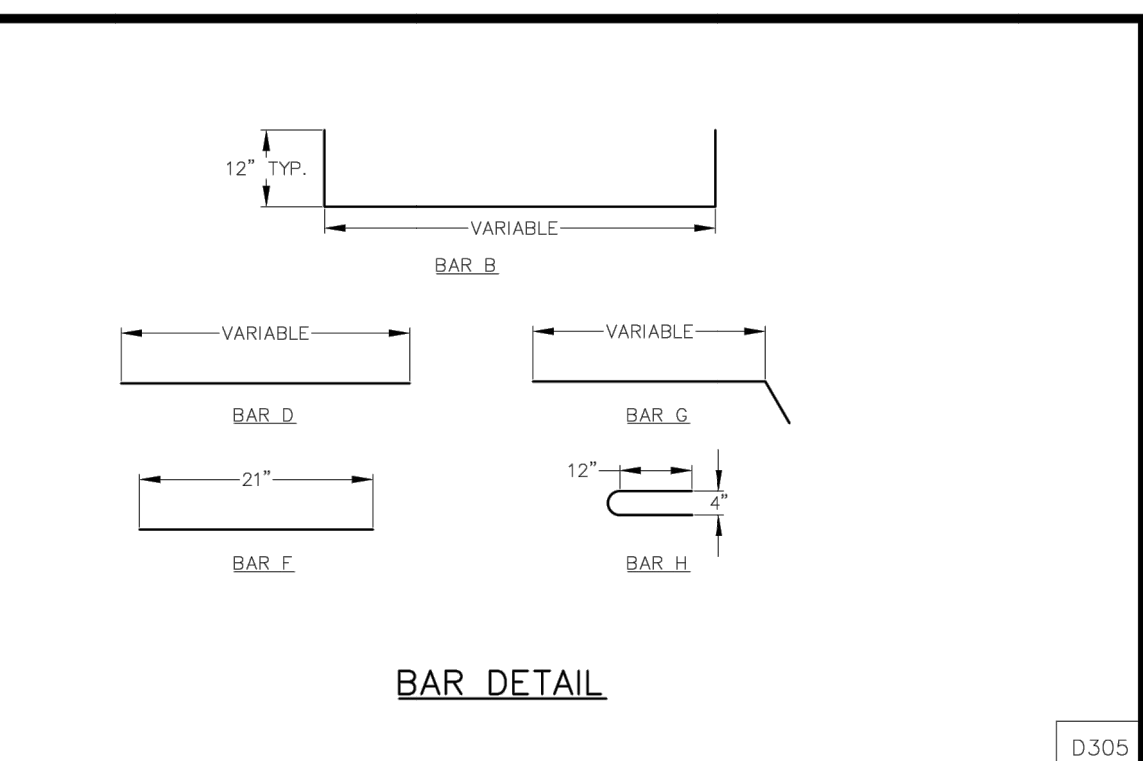
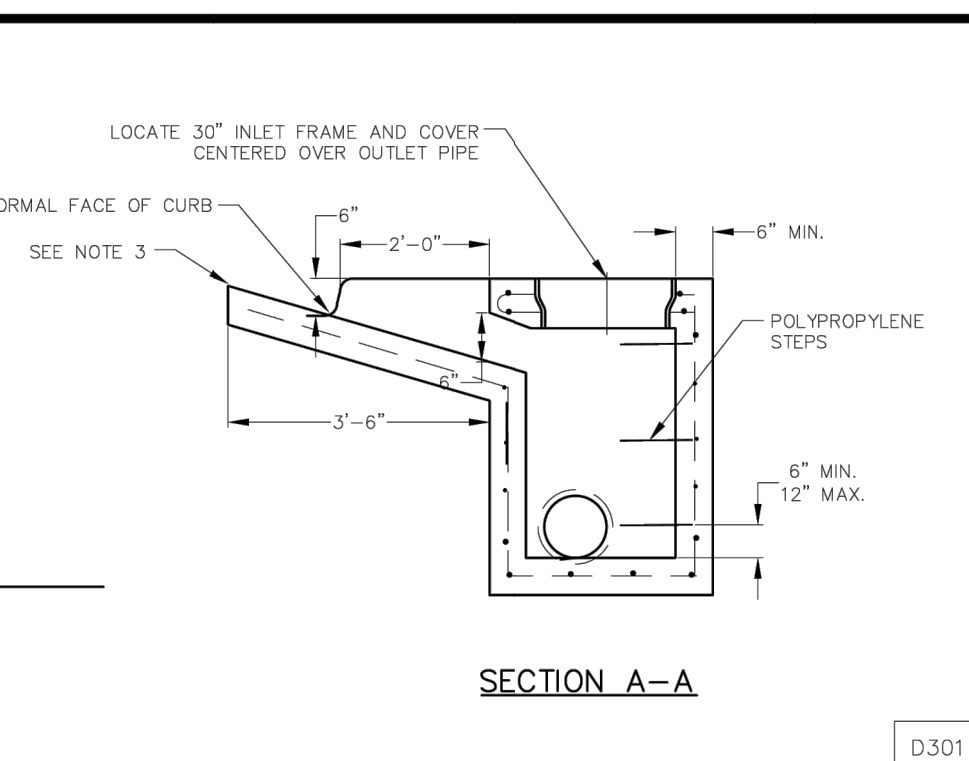
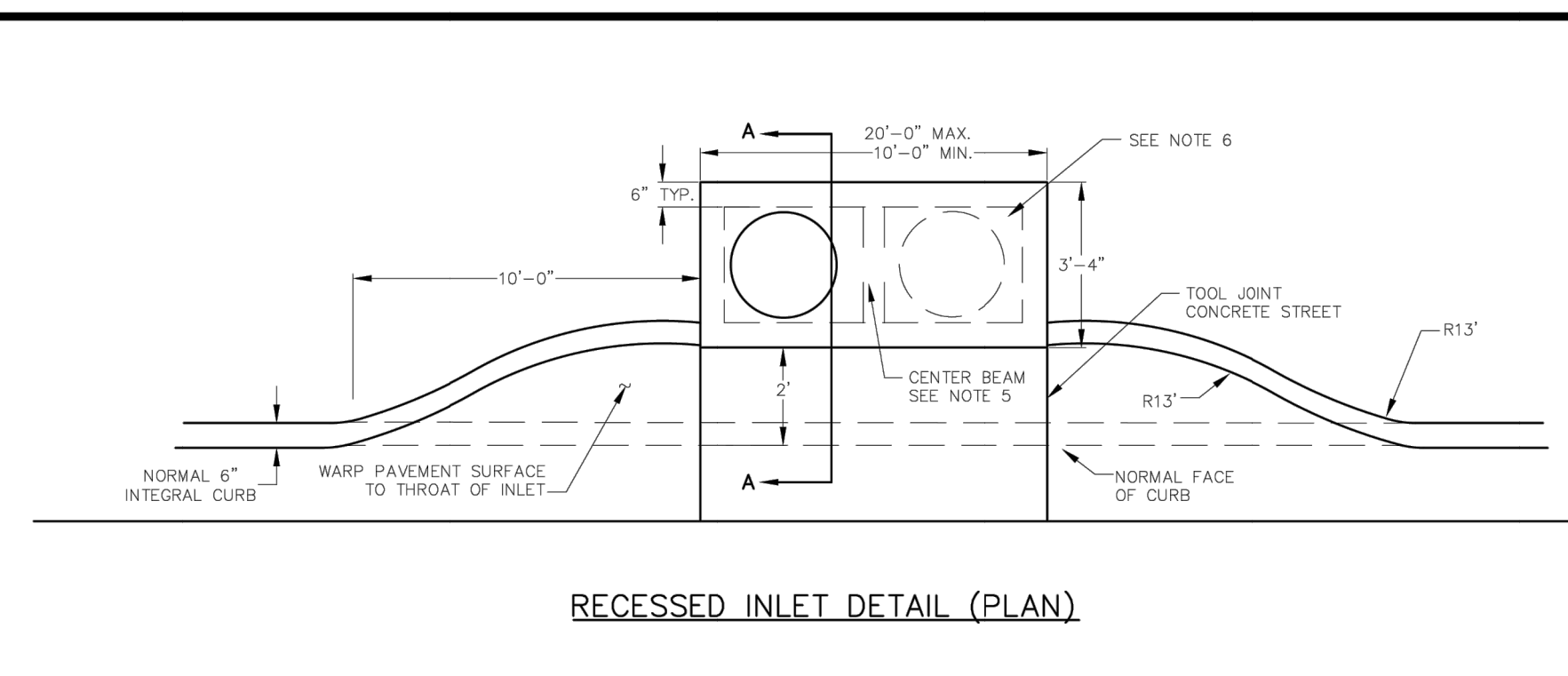
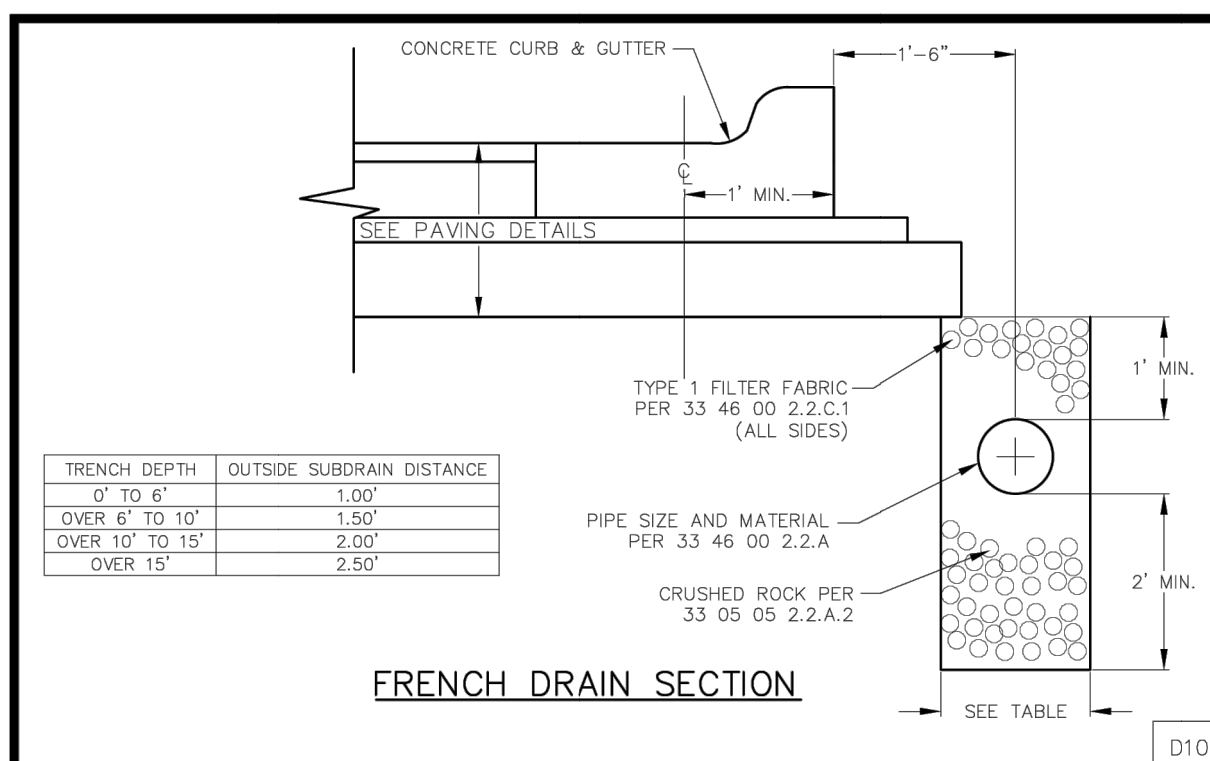
KJE 500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

GENERAL DETAILS VI

COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE:	11/28/2022	SHEET:	C-19
DRAWN BY:	MP		
CHECKED BY:	KW		
PROJECT #:	MAS032822E		

FILE: S:\Shared\active\Current Clients\North Texas 4Plex\2021\Retail Concept - Pottershop Rd - Crossroads\CAD\04 Construction Set\10 DETAILS.dwg
 DATE: 12/5/2022
 PLOT: 12/5/2022 9:56 AM

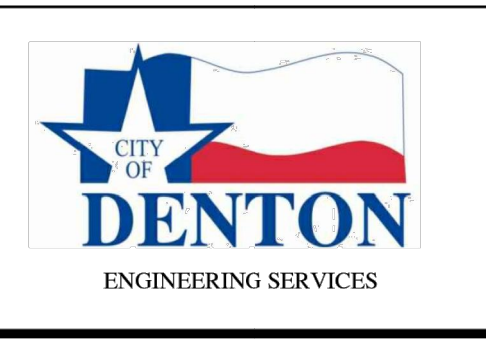


GENERAL NOTES:

- ALL STEEL REINFORCING BARS TO BE GRADE 60 #4 STEEL BARS ON 12" CENTER.
- ALL EXPOSED EDGES TO BE CHAMFERED 3/8".
- TOOLED JOINT 6" FROM FACE.
- PROVIDE MINIMUM 2" CONCRETE COVER MEASURED FROM CENTER OF REINFORCEMENT.
- ALL INLETS SHALL HAVE A CENTER BEAM.
- INLETS OVER 10 FEET OPENING IN LENGTH SHALL HAVE TWO ACCESS COVERS.
- ALL INLETS SHALL HAVE AT LEAST ONE FRAME AND COVER CENTERED OVER OUTLET PIPE.
- ALL CAST IN PLACE CONCRETE SHALL BE CLASS S TABLE 2 03 00 00 AND ALL PRE-CAST CONCRETE SHALL BE CLASS H PER 33 42 33, 2.2.B
- POLYPROPYLENE STEPS SHALL BE 12" WIDE AND 12" MAX. BETWEEN STEPS PER 33 42 33, 2.2.E.1 AND 3.4.D.
- CAST-IN-PLACE: CAST STEPS INTO INLET WALLS
- PRECAST: DRILL AND EPOXY OR GROUT STEPS INTO PLACE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS

ENTERED BY	PROJECT #
DESIGNED BY	DATE
CHECKED BY	REVISION
PROJ. ENGR.	
PATH	S:\Water Engineering\Engr\Design\Projects\Standard Details\Storm Sewer details\SHEET2.dwg

PROJECT #	
DATE	
REVISION	



STANDARD DETAILS

STORM DRAINAGE DETAILS

DATE
JAN. 2021

SHEET No.
10 OF 20

SCALE
HOR 1" = N.T.S.
VER 1" = N/A

CERTIFICATION:
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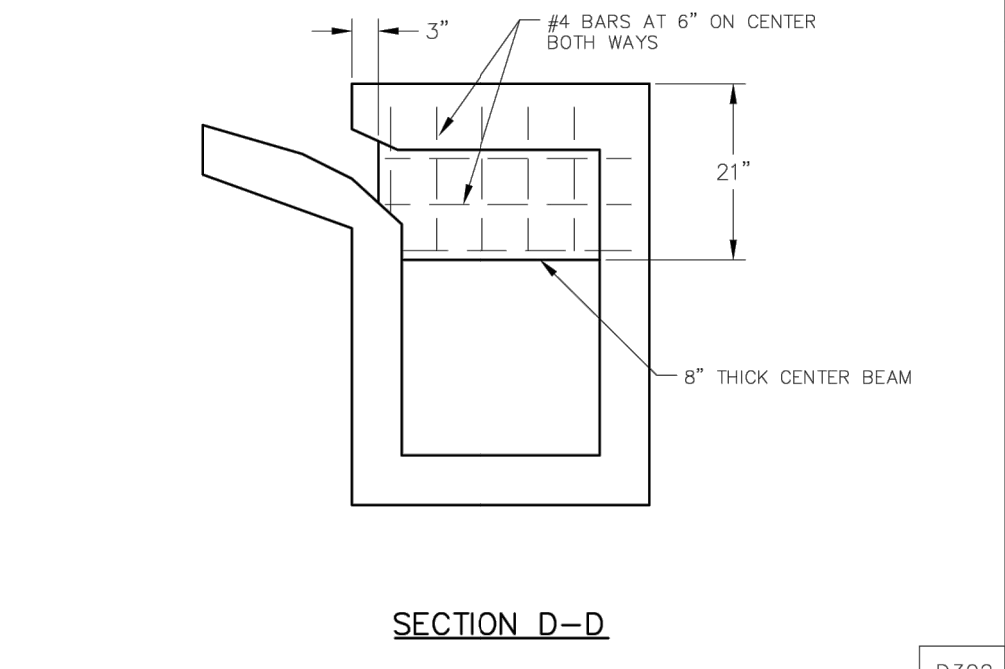
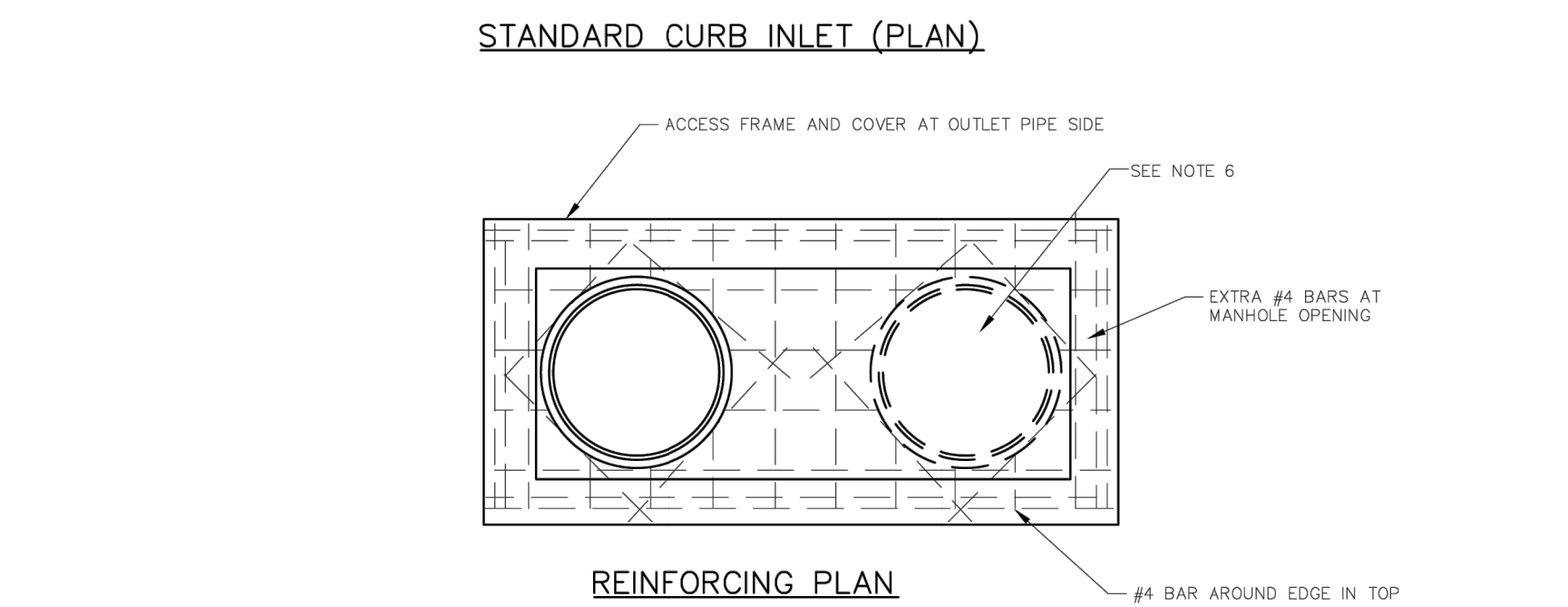
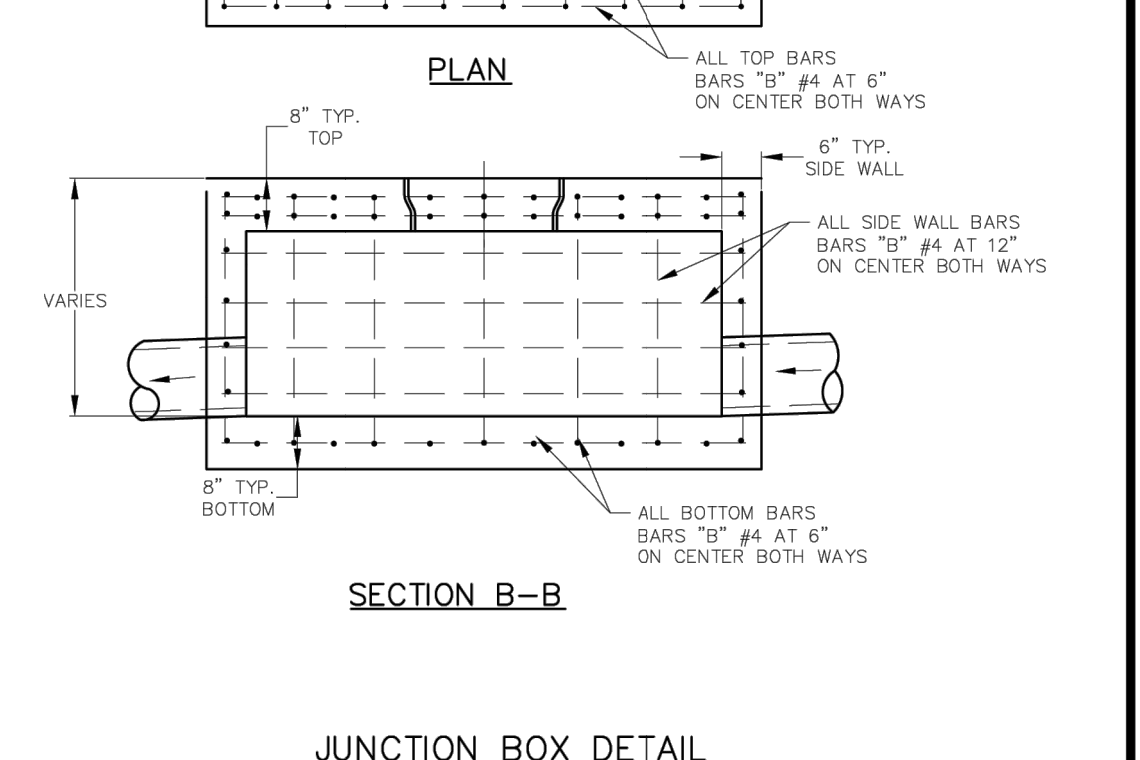
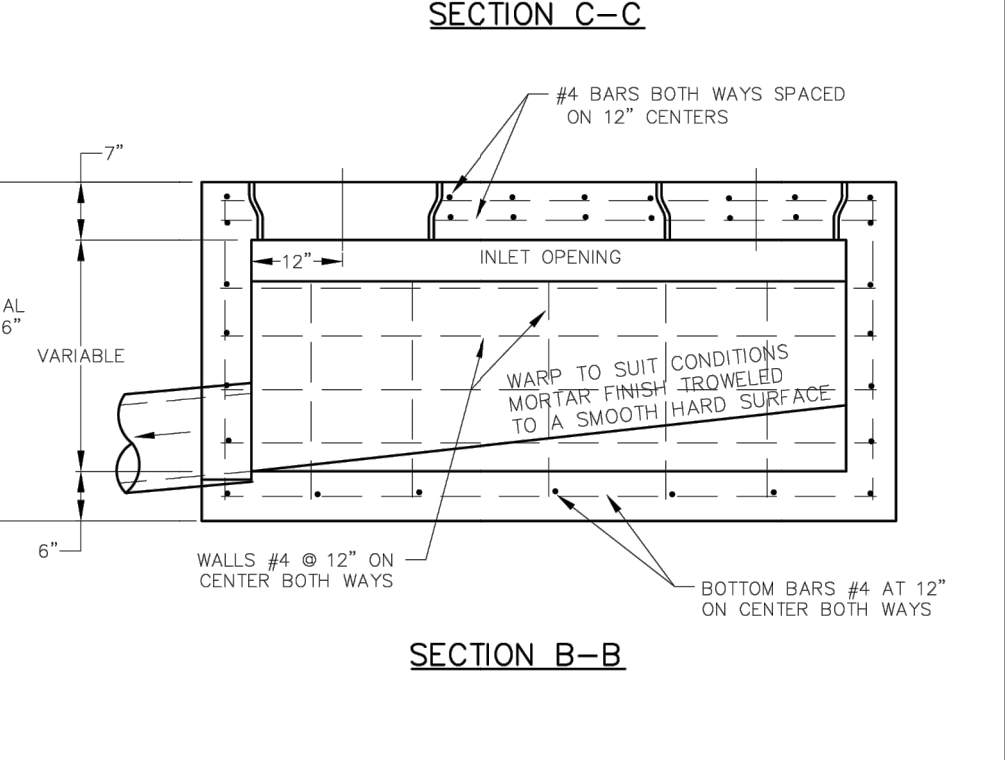
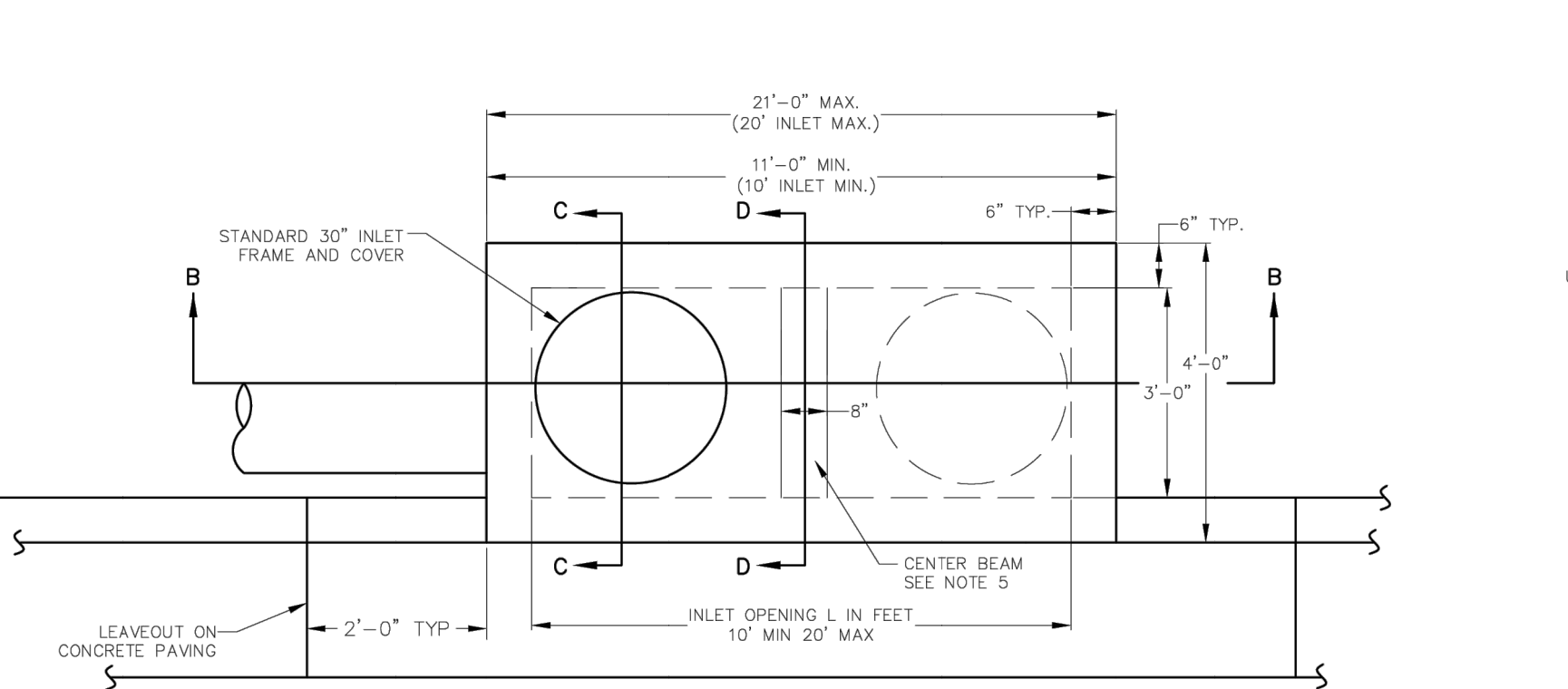
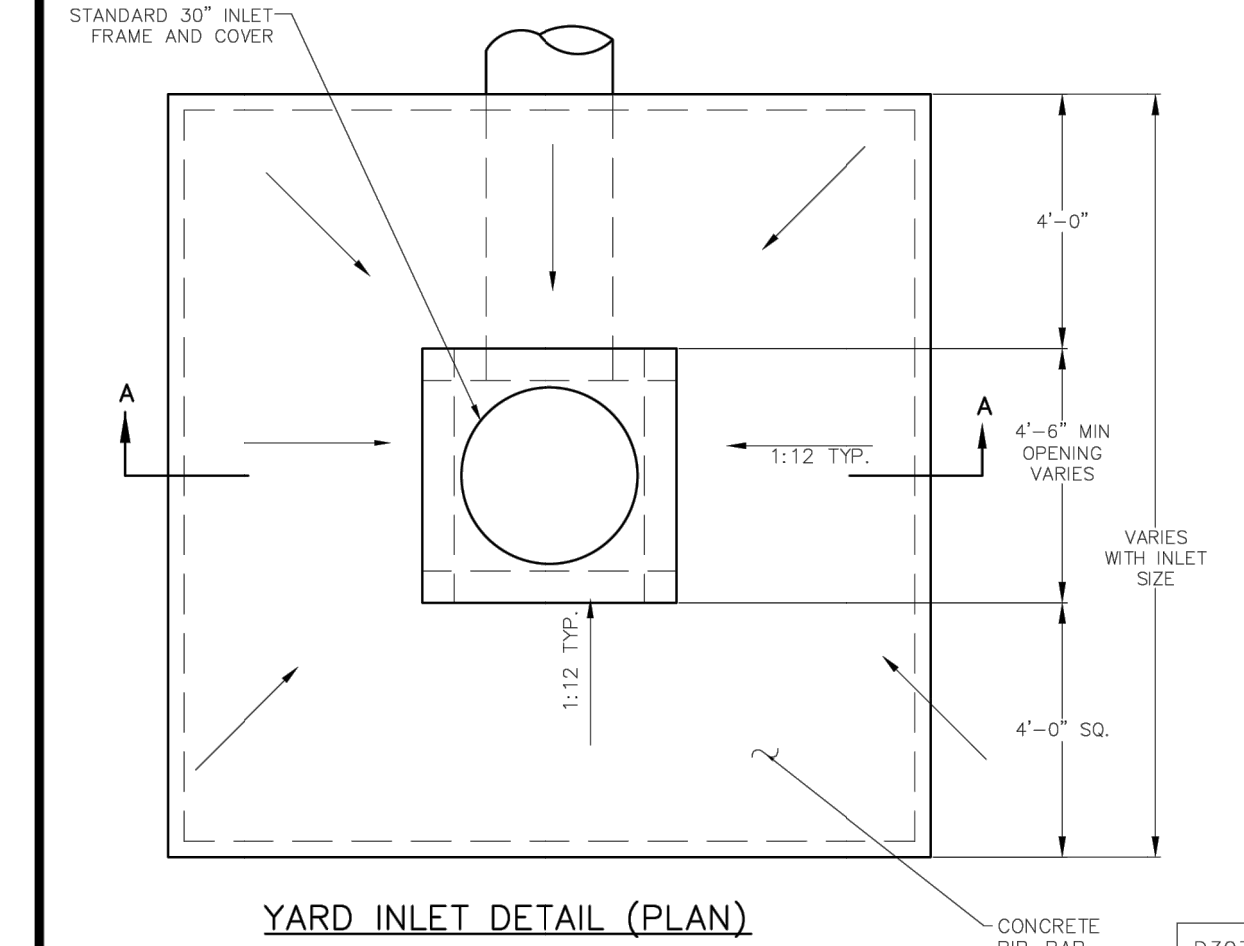
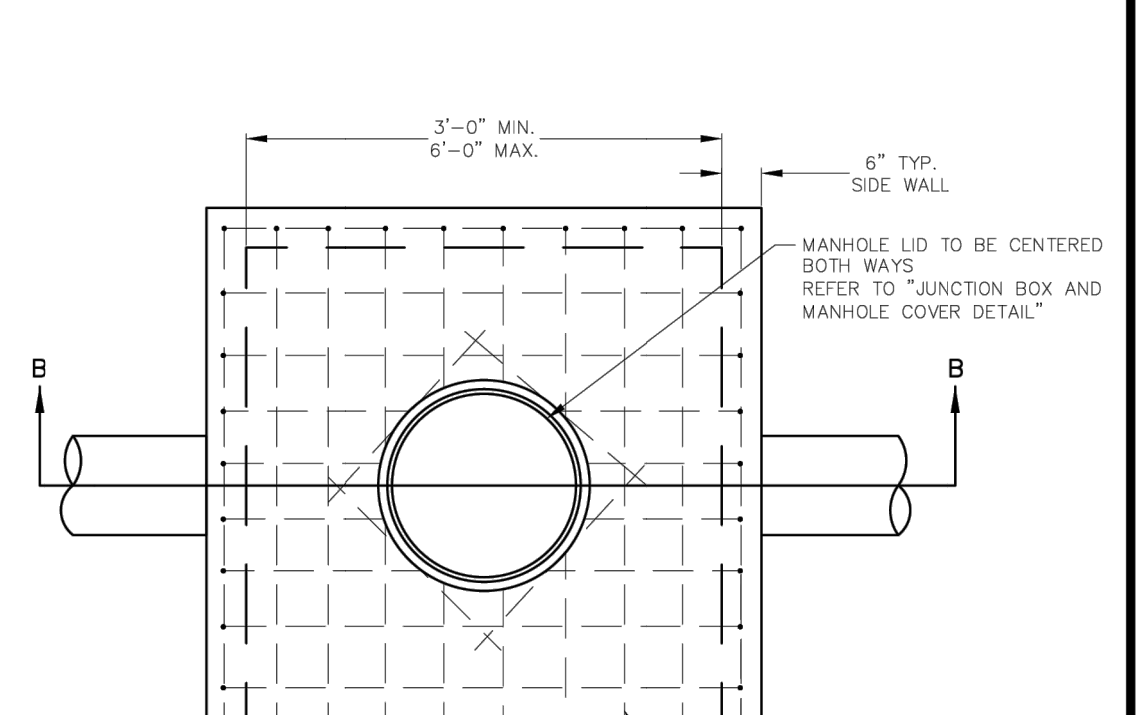
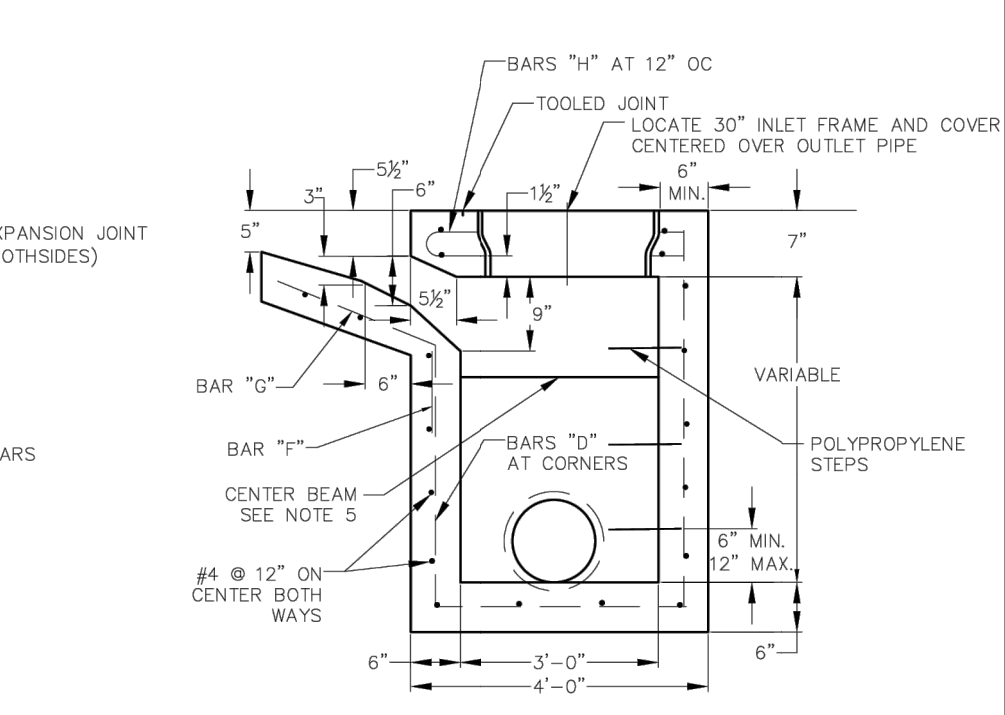
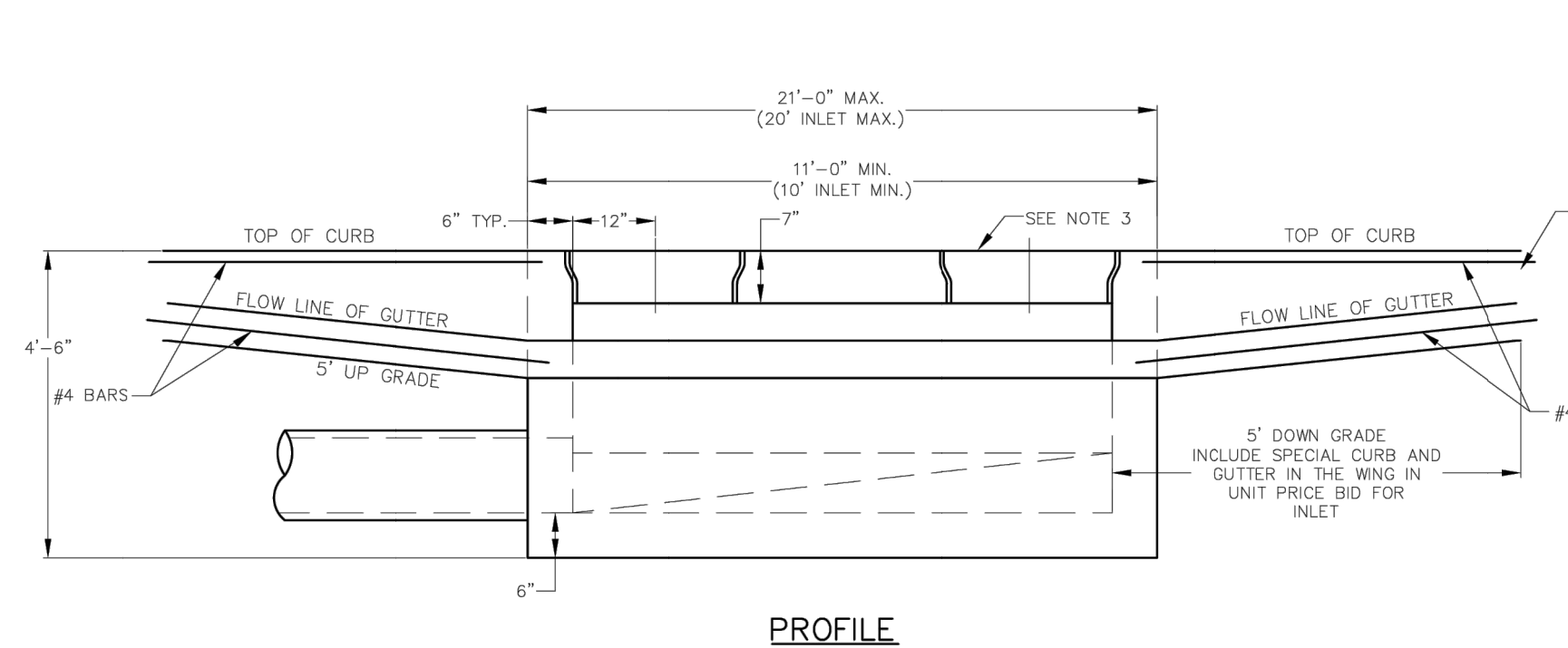
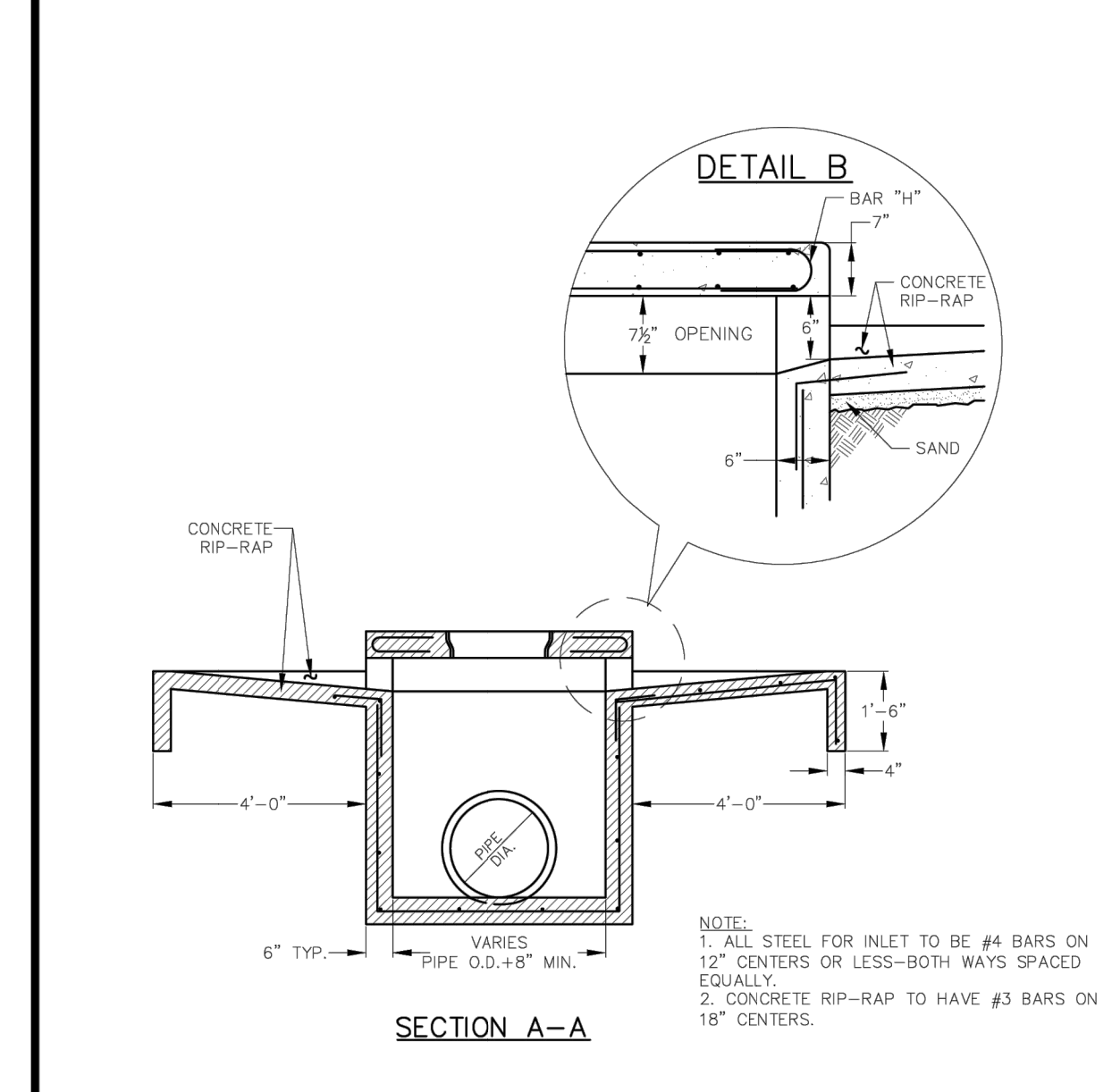
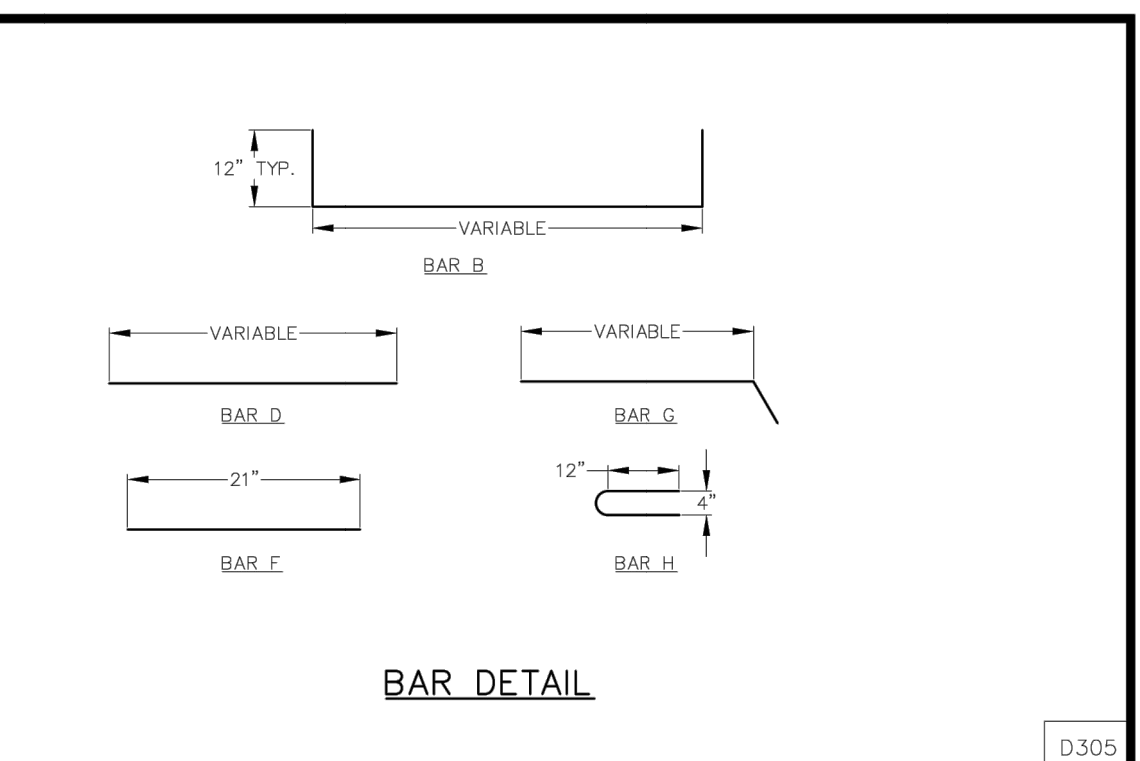
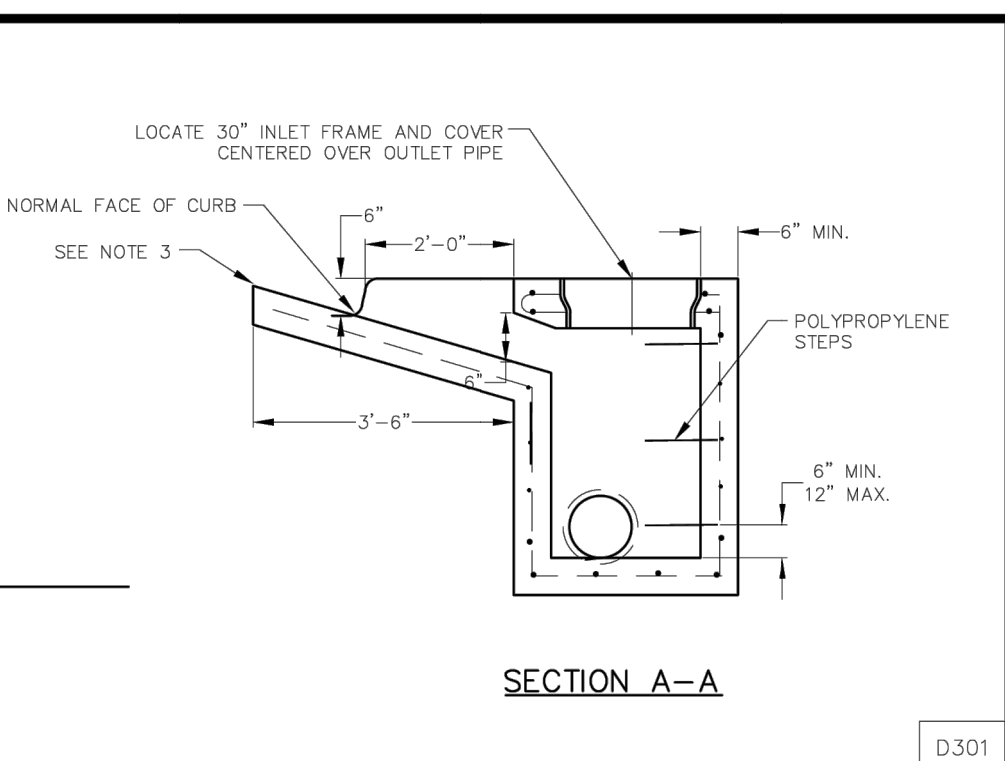
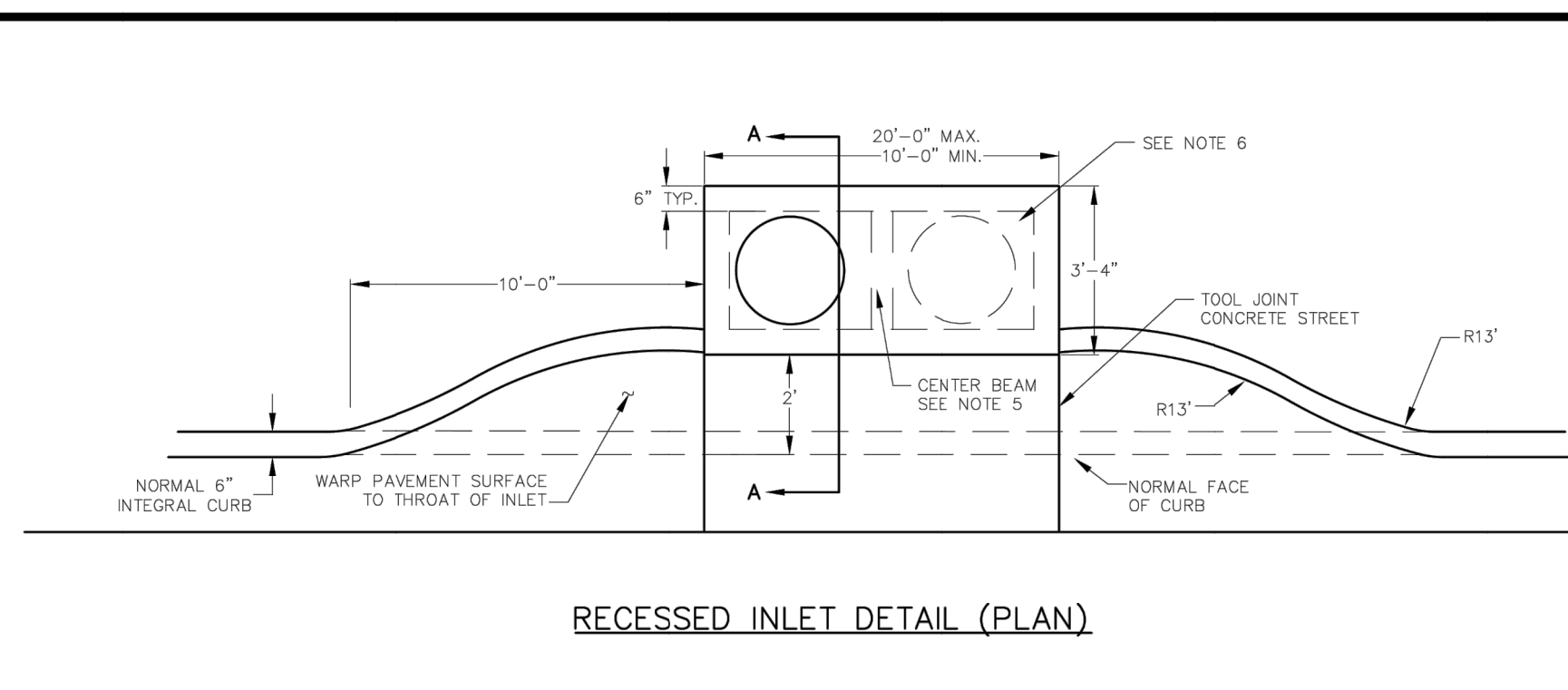
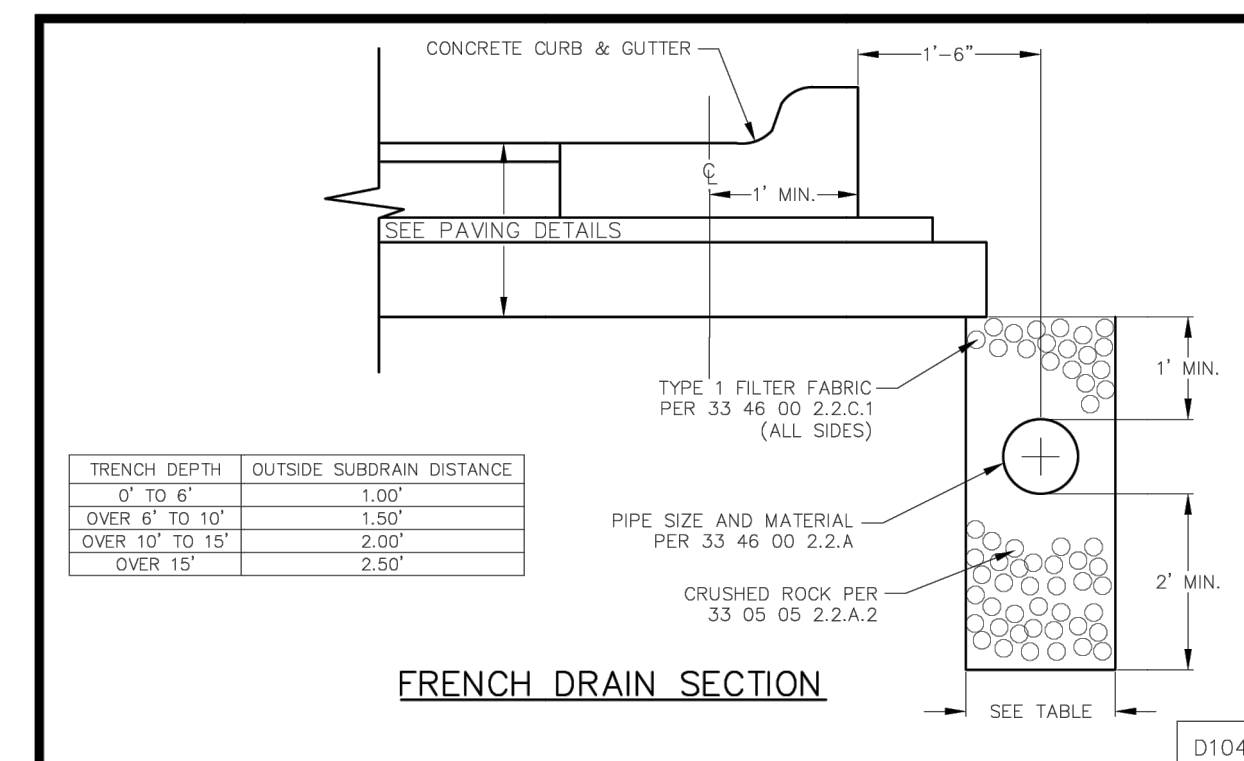
OKJE
500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

GENERAL DETAILS VII
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

DATE: 11/28/2022
DRAWN BY: MP
CHECKED BY: KW
PROJECT #: MAS032822E

SHEET: **C-20**

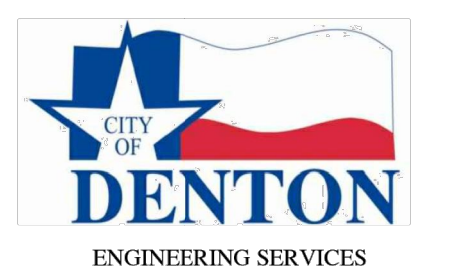
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 DATE: 12/5/2022
 PLOT: 12/5/2022 9:56 AM



- GENERAL NOTES:**
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ENTERED BY	PROJECT #
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PROJECT #	DATE	REVISION



STANDARD DETAILS

STORM DRAINAGE DETAILS

DATE
JAN. 2021

SHEET No.
10 OF 20

SCALE
HOR 1" = N.T.S.
VER 1" = N/A

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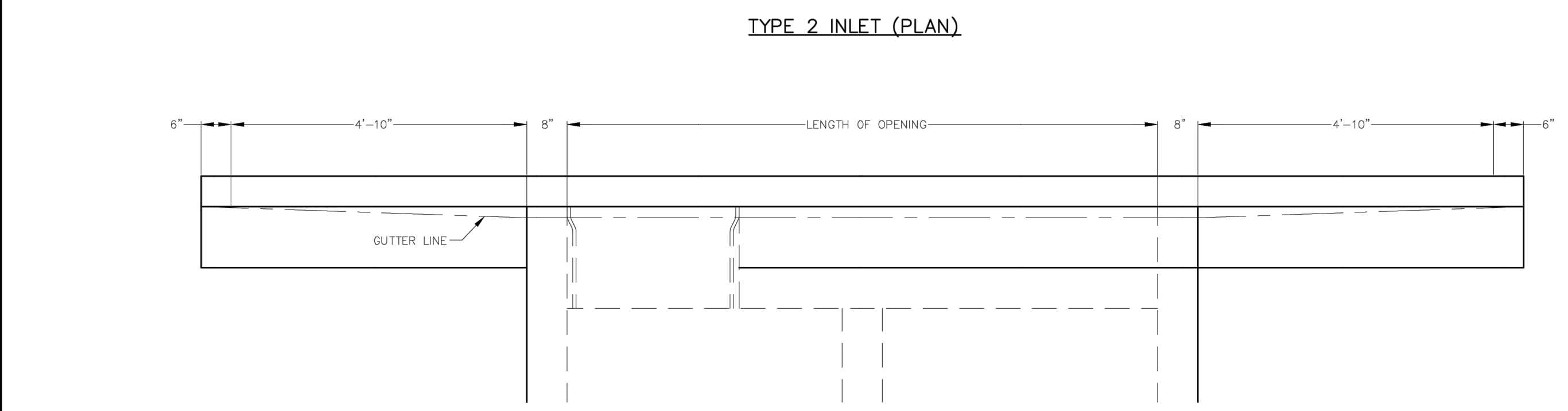
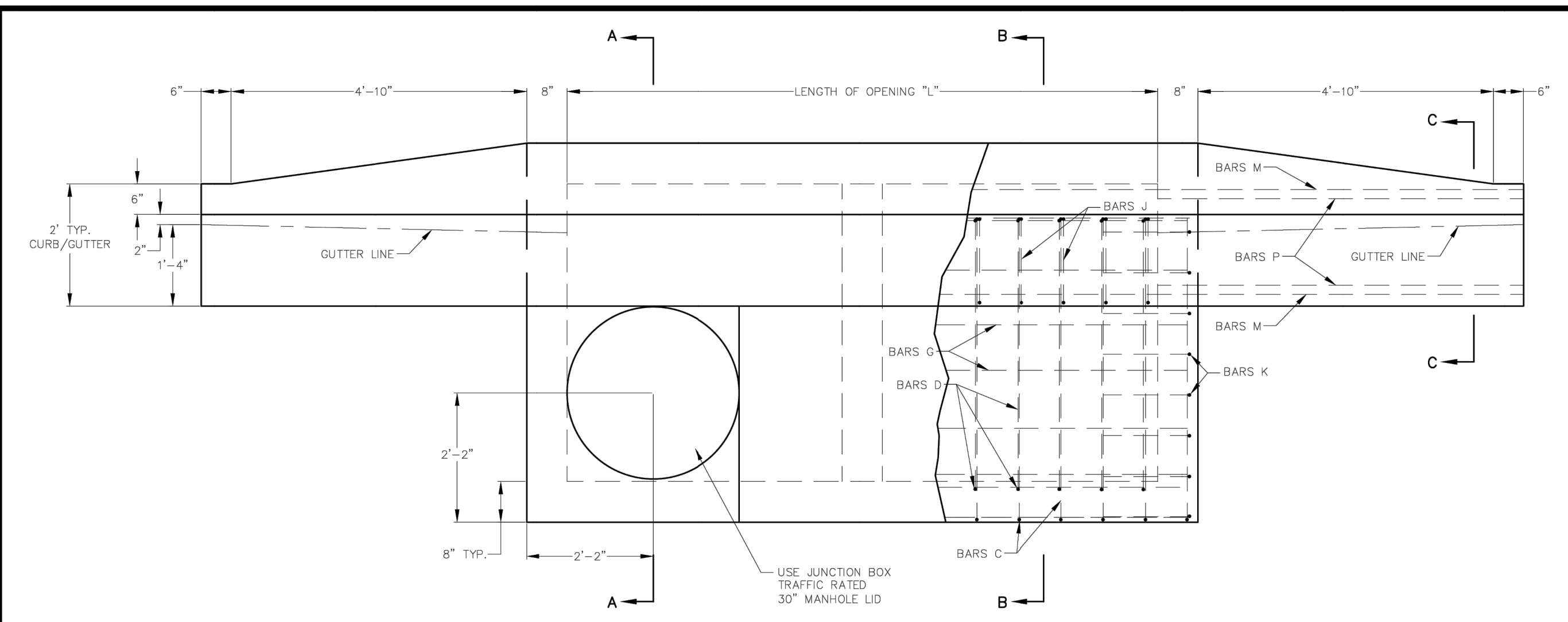
OKJE
500 Moseley Road
Cross Roads, Texas 76227
Phone (940) 387-0805
Fax (940) 387-0830
(TBPE # F-12214)

GENERAL DETAILS VII
COMMERCIAL DEVELOPMENT
N POTTER SHOP RD
CROSS ROADS, TEXAS

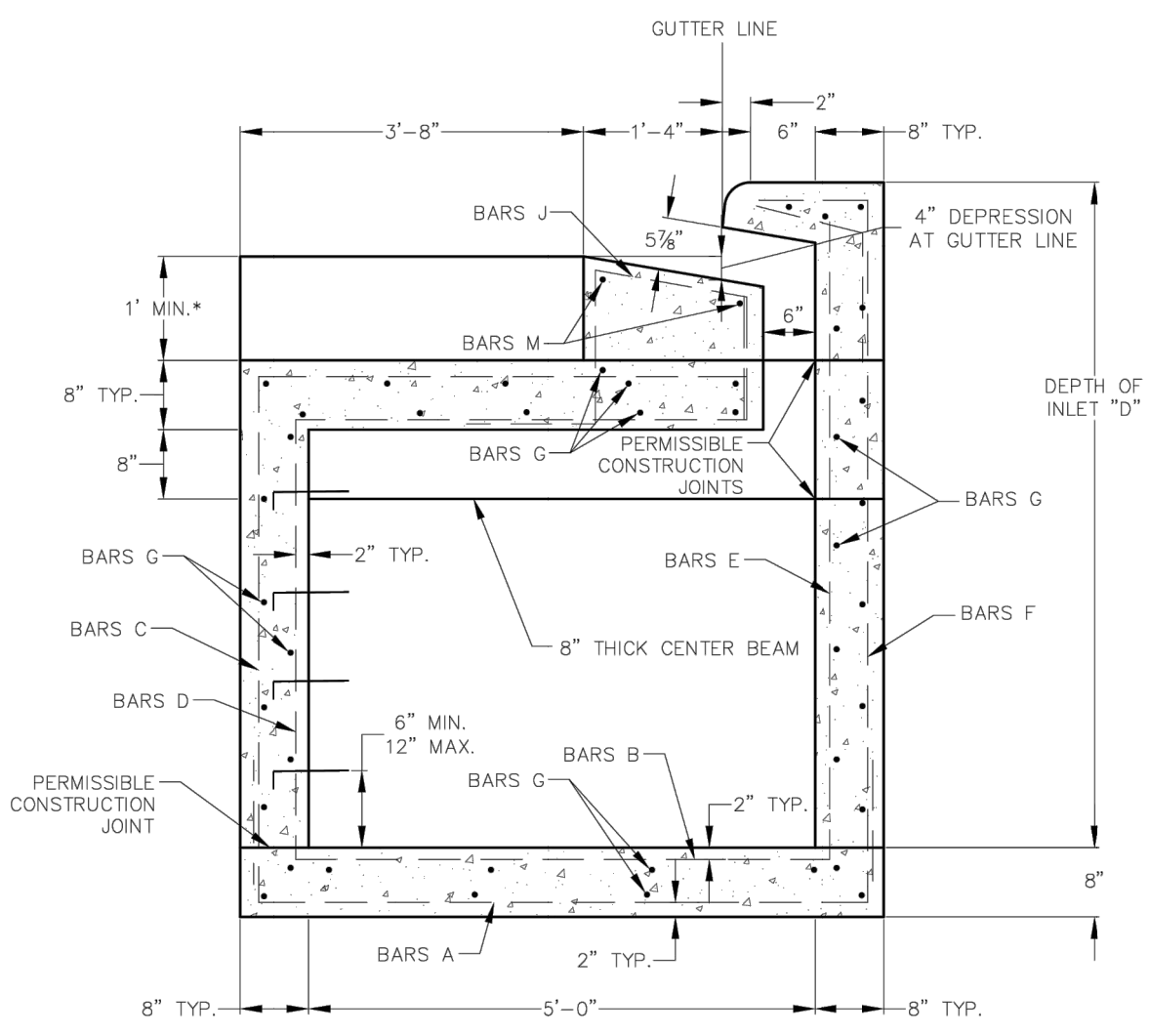
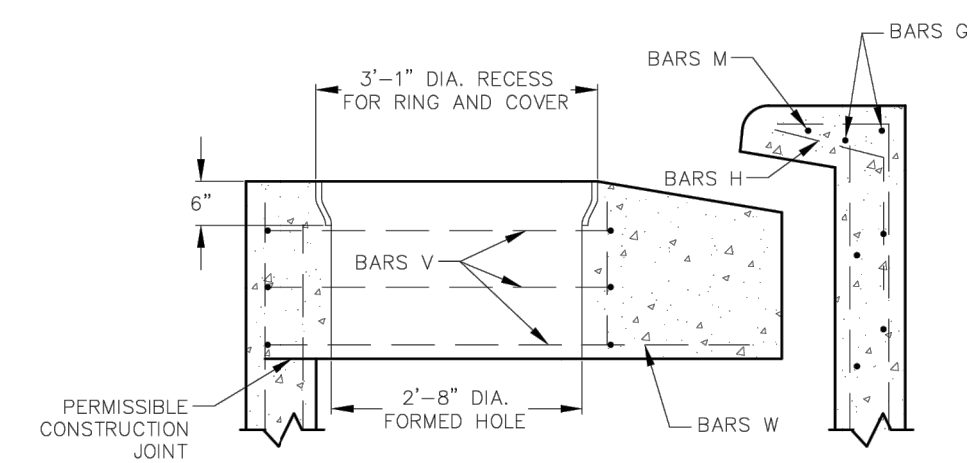
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CHECKED BY: KW
PROJECT #: MAS032822E

SHEET: **C-21**

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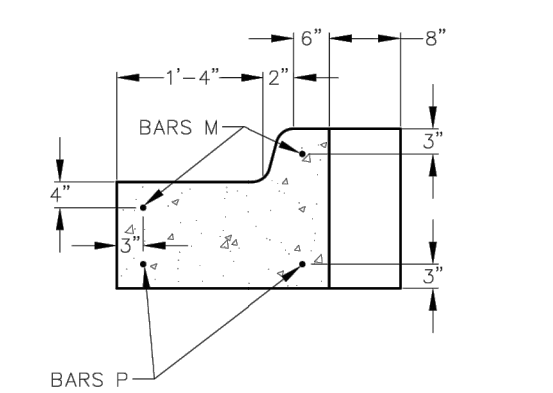


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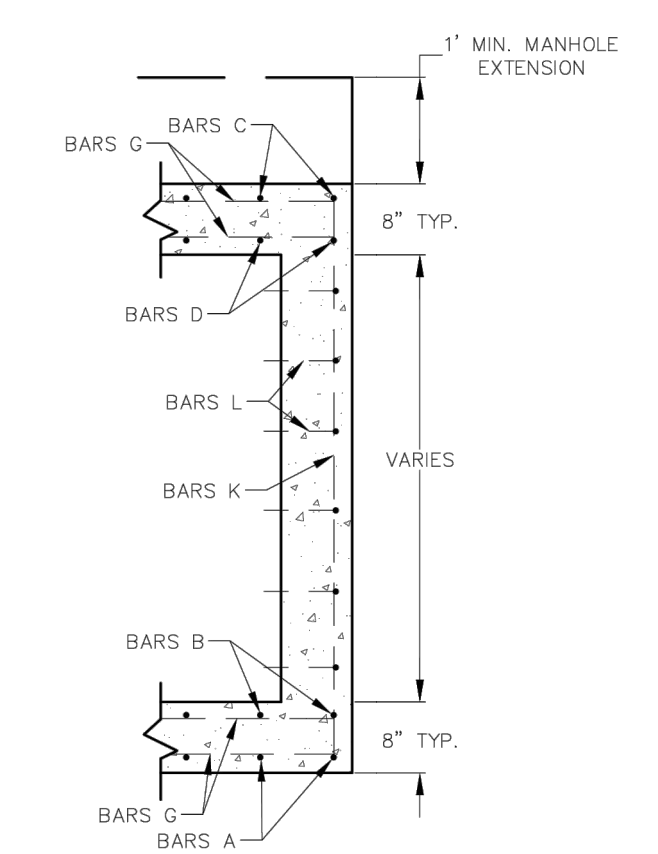


* MATCH DEPTH OF PAVEMENT STRUCTURE (BASE AND SURFACE)

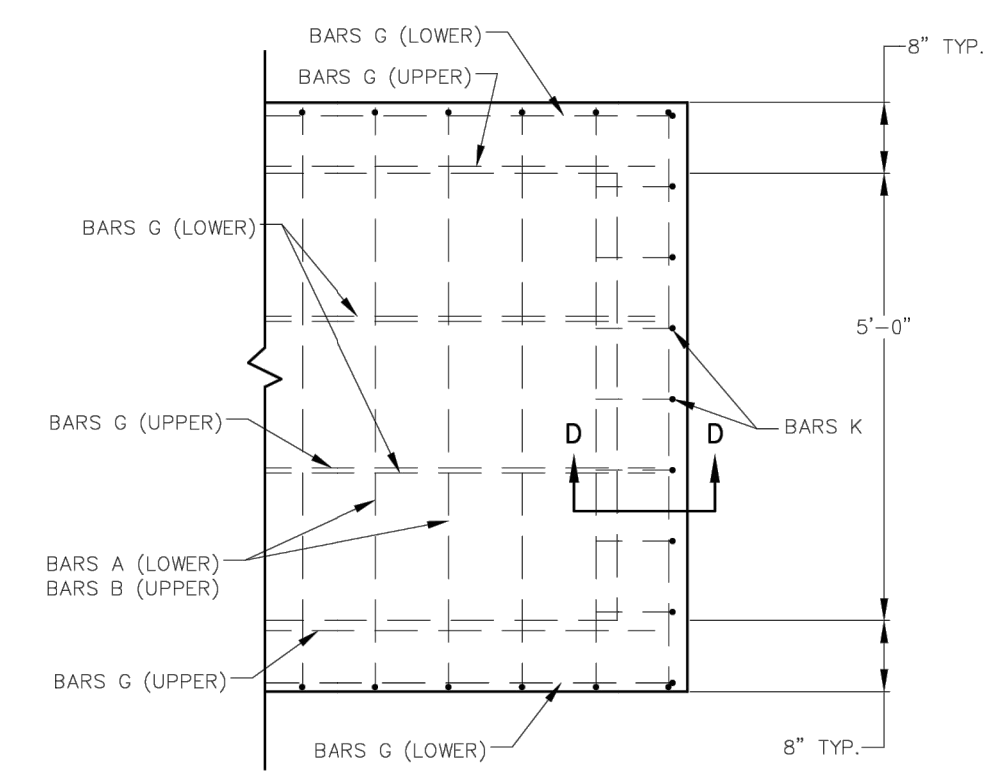
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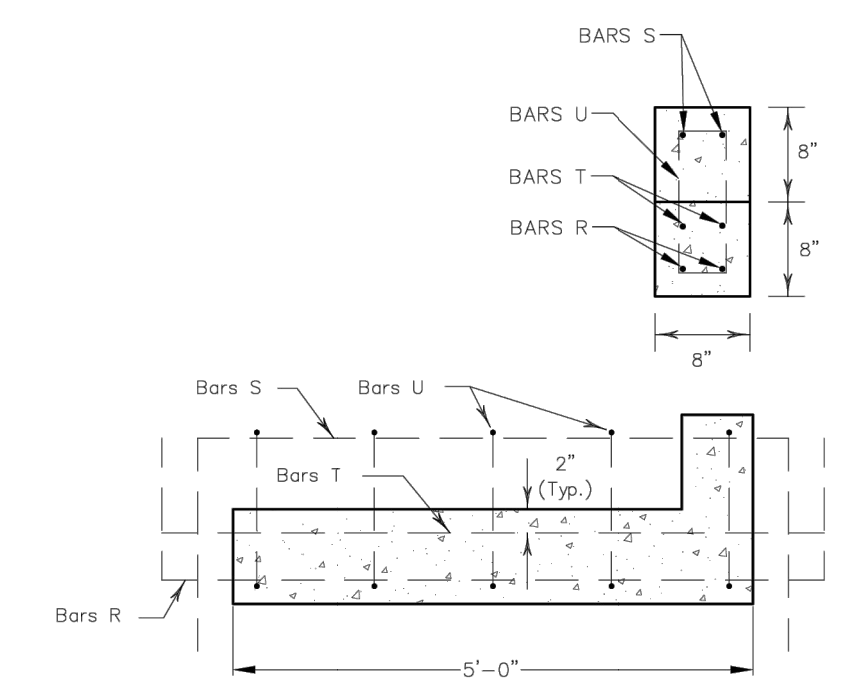
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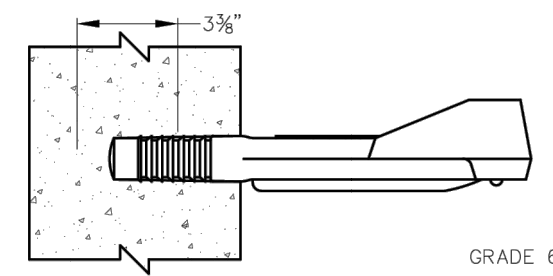
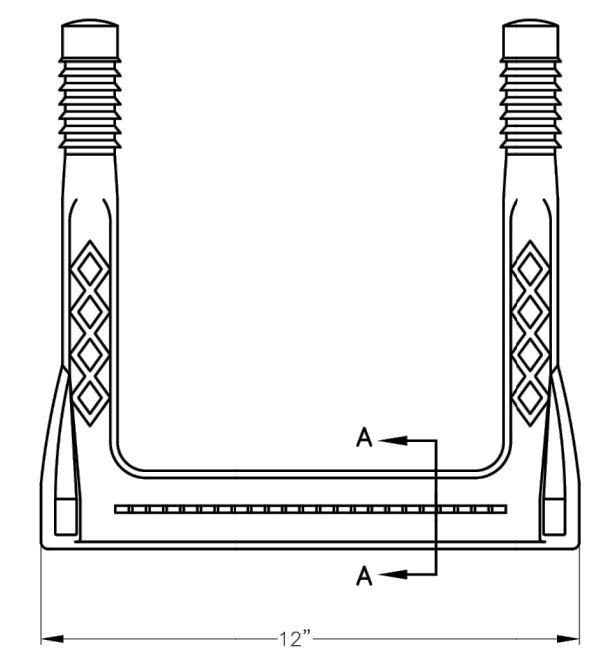
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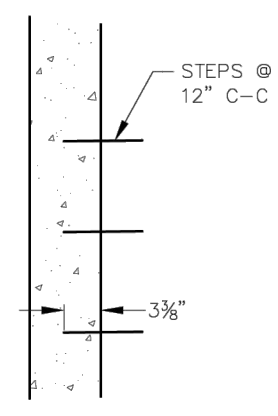
PARTIAL PLAN VIEW
BOTTOM SLAB



TRAVERSE BEAM



SECTION "A-A"



INLET STEP DETAIL

ENTERED BY	PROJECT #
DESIGNED BY	DATE
CHECKED BY	REVISION
PROJ. ENGR.	
PATH S:\Water Engineering\Engr\Design\Projects\Standard Details\Storm Sewer details\SHEET3.dwg	



STANDARD DETAILS

STORM DRAINAGE DETAILS

DATE	SCALE
JAN. 2021	HOR 1" = N.T.S.
SHEET No.	VER 1" = N/A
11 OF 20	

CERTIFICATION:
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OKJE 500 Moseley Road
 Cross Roads, Texas 76227
 Phone (940) 387-0805
 Fax (940) 387-0830
 (TBPE # F-12214)

GENERAL DETAILS IX

COMMERCIAL DEVELOPMENT N POTTER SHOP RD CROSS ROADS, TEXAS

DATE:	11/28/2022	SHEET:	C-22
DRAWN BY:	MP		
CHECKED BY:	KW		
PROJECT #:	MAS032822E		

**TOWN OF CROSS ROADS
PLATTING APPLICATION**



DATE: 12/5/2022

APPLICATION # _____

PROJECT: North Texas 4Plex

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.
PLEASE VERIFY MEETING DATES.

TYPE OF PLAT

Preliminary _____ Replat _____
 Final _____ Administrative/Amending _____

PLEASE SPECIFY THE PRIMARY CONTACT

Land Owner Name North Texas 4 Plex, LLC Signature 

Applicant Name Anush Sirinivasan Signature _____

Project Contact Mailing Address PO Box 831, Aubrey, TX 76227

Project Contact Phone 940 387-0805 Email rhurst@kje-us.com

Proposed Project Name North Texas 4 Plex LLC Location 900 N Potter Shop Rd. Cross Roads, TX 76227

Lot/Block _____ Abstract A0803 A R. J. Moseley

DCAD ID 38320

Number of Lots Created _____

REQUIRED SUBMISSION DOCUMENTS

Fee \$7,694.81 Legal Description A0803A R J Moseley TR 55, 3 0075 Acres

Location Map _____ Drawings (1 full, 2 half) _____

Site Plan (Commercial) _____ Electronic copy of application _____

Electronic copy of drawings _____

OTHER (Specify) _____

APPLICATION EXPLANATION

Explanation and Description of Request or Project

Commercial Development in Cross Roads, TX

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



Town of Cross Roads

3201 US 380, STE 105 • Cross Roads, Texas 76227 • 940.365.9693

PROFESSIONAL SERVICES DEPOSIT INFORMATION

All submissions requiring the services of the Town Civil Engineer and/or the Town Attorney, including, but not limited to platting, construction plans and planned development applications, will be required to place a Professional Services Deposit at the time of project submission per Town of Cross Roads Code of Ordinances, Chapter 10, Article 9 FILING FEES AND CHARGES:

Sec. 10.09.001 Fee structure

- (a) The town shall determine the base fees and charges for plat review. The town council shall adopt a fee schedule.
- (b) Fees shall be charged on all plats, regardless of action taken by the planning and zoning commission and whether the plat is approved or denied by the town council.
- (c) If the amount deposited is less than the actual cost of reviewing and processing the plat, the balance shall be collected before final consideration of the plat. An administrative fee equal to fifteen percent (15%) of the total of the application fee and processing costs in excess of the original fee will be charged.
- (d) The town may also assess against the applicant, developer or subdivider additional costs incurred by the town for engineering fees and legal fees associated with the review and consideration of a plat in the amount incurred by the town. The payment of these additional fees shall be a condition of plat approval or a prerequisite to the acceptance of any improvements or the issuance of any building permits.

Sec. 10.09.002 Procedure

All fees or charges shall be paid in advance and no action of the planning and zoning commission or any other board or agency shall be valid until the fee or charge has been paid to the town.

Applicants will be billed monthly for any professional services incurred in the previous month. The professional services deposit made at time of submission will be in an amount as indicated on the Town's fee schedule and will be used towards the last invoice incurred for the project. Applicant will be billed if last invoice exceeds the Professional Services Deposit. Any remaining balance upon project and invoice completion will be refunded to the applicant.

PROFESSIONAL SERVICES CONTACT INFORMATION

Name: Anush Sirinivasan

Email: anush.ksu@gmail.com

Phone: 469 855-2309

Address: 11056 Panorama Dr, Frisco, TX 75035

Project: North Texas 4 Plex, LLC

I have read and acknowledge the Professional Services Deposit Process.

 12/5/2022
 Applicant's Signature Date

Town of Cross Roads' Use Only

Date completed application received: _____
 Amount Deposited: _____
 Receipt Number: _____
 Professional Services Deposit Number: _____



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Discuss and consider approval of an amended technical site plan for modifications required for an addition to the existing Walmart building generally located 11700 US Hwy 380. (2023-0109-02TSP)

Prepared by:

Rodney Patterson, Building Official

Description:

The applicant, Carolyn Koch with Kimley-Horn, acting on behalf of the owner Walmart Real Estate Business Trust, submitted an application for modifications required to add a 7,920 square foot expansion on the northeast corner of the existing Walmart structure. The expansion will require modifications to the existing parking and landscaping on the site. Plans for the project were reviewed and copies of the Town Engineer's markups were provided to the applicant on January 24, 2023. A response from the applicant was received and forwarded to the Town engineer on January 26, 2023. A second review was completed on January 31, 2023 and there were two remaining items. One of which was simply a question and the other was concerning the replacement of trees which are shown to be removed.

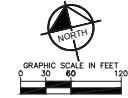
Recommended Action:

Staff is recommending approval of the amended technical site plan with the condition that all trees removed must be replaced as required per code.

Attachments:

Engineers Markups – 1/31/23
Application

NOTE:
 EXISTING WALMART DRANGED DIRECTIONAL PICKUP SIGNS TO BE SALVAGED AND REPLACED WITH UPDATED NEW BLUE WALMART PICKUP SIGNS PER LATEST DETAIL. IF EXISTING SIGN BASE IS IN SAME LOCATION AS PROPOSED SIGN, RE-USE THE EXISTING SIGN BASE. IF EXISTING SIGN AND BASE ARE NOT TO BE RE-USED, GO TO CORNER EXISTING BASE. REFER TO SHEET C-2 FOR MORE INFORMATION.



STIPULATION FOR REUSE:
 THIS DOCUMENT IS THE PROPERTY OF KIMLEY-HORN AND ASSOCIATES, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND LOCATION SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF KIMLEY-HORN AND ASSOCIATES, INC.

CORRECTIONS
 NO. DATE

Walmart
 CROSS ROADS (DENTON), TX
 STORE NO. 61772-00
 JOB NUMBER: 23-05
 STORE NO. 61772-00
 PROJECT

ISSUE BLOCK

CHECKED BY: CAK
 DRAWN BY: RSL
 PHOTO CHG: 1/11/22
 DOCUMENT DATE: 6/12/23



SIGNAGE PLAN

SHEET: C-5

EXPLANATION FOR REVISIONS

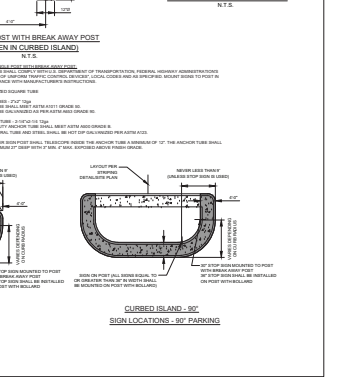
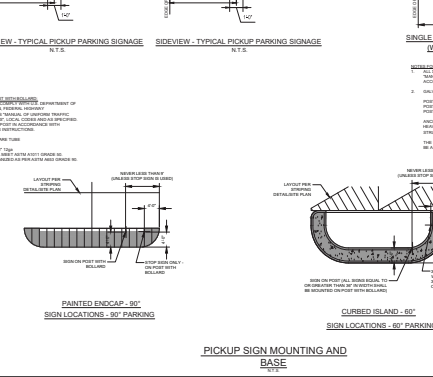
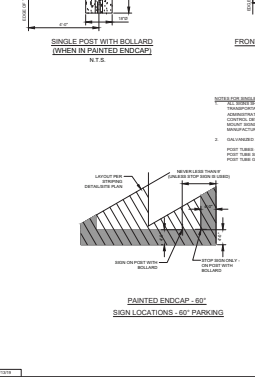
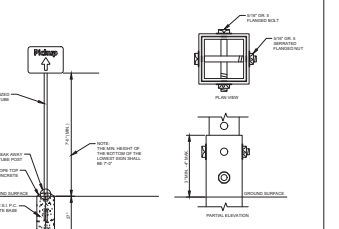
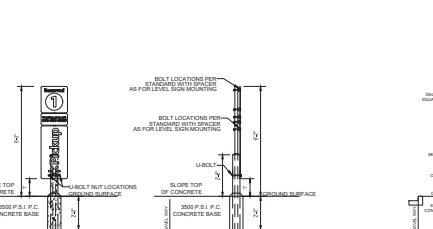
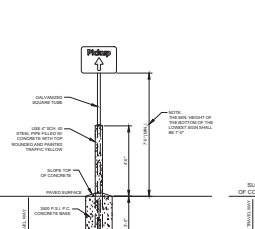
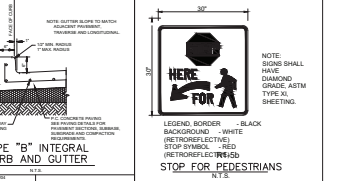
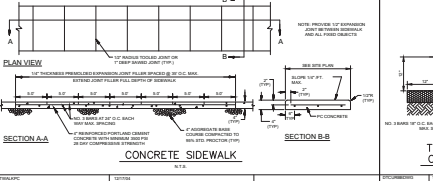
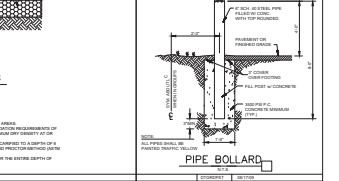
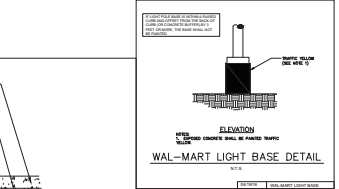
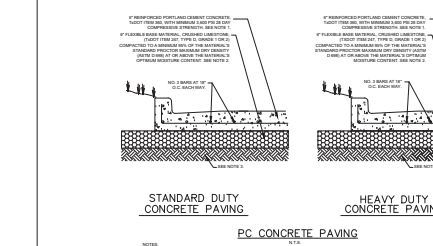
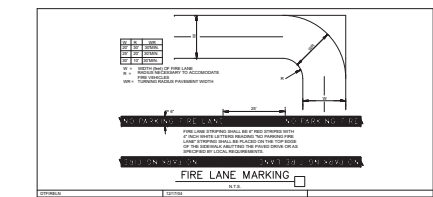
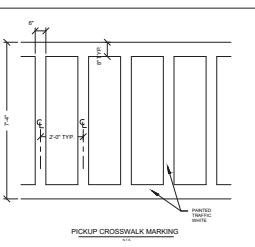
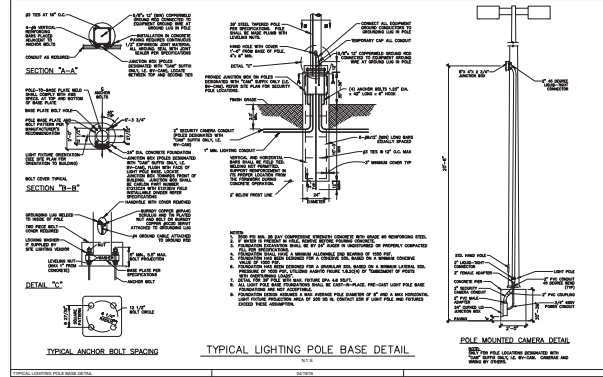
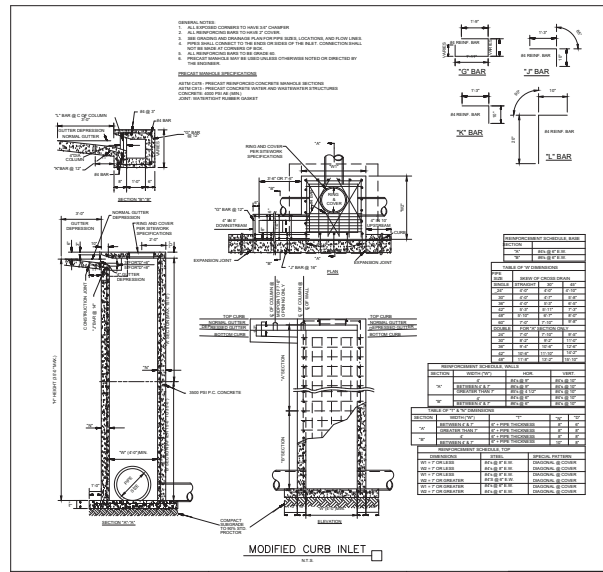
NO.	DATE	DESCRIPTION

CONTRACT NOTES

Walmart
 CROSS ROADS (DENTON), TX
 STORE NO. 67377-240
 STORE I.D. 67377-240
 STORE I.D. 67377-240
 STORE I.D. 67377-240

ISSUE BLOCK

CHECKED BY: CMK
 DRAWN BY: RBL
 PHOTO CHG#: 1111102
 DOCUMENT DATE: 6/12/23



SITE DEMOLITION SPECIFICATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Demolition of structures, paving, and utilities.
2. Picking and filling voids created as a result of removals or demolition.

1.2 REGULATORY REQUIREMENTS

- A. Compliance with all laws, including Safety Laws, Environmental Laws, Stormwater Laws and Worker Verification Laws as well as requirements found within the Contract Documents and these Specifications, that pertain to Safety Compliance, Environmental Compliance, Stormwater Compliance and Worker Verification Compliance.
B. Notify affected utility companies before starting work and comply with their requirements.
C. Do not close or obstruct public or private roadways, sidewalks, or fire hydrants without appropriate permits or written authorization.
D. If hazardous, contaminated materials or other environmental related conditions are discovered, stop work immediately and notify the Wal-Mart Construction Manager for action to be taken.

1.3 PROJECT CONDITIONS

- A. Conditions existing at time of inspection for bidding purposes will be maintained by Owner as reasonably practical.
B. Unless otherwise indicated in Contract Documents or specified by the Owner, items of salvageable value to Contractor shall be removed from site and structures. Storage or sale of removed items on site will not be permitted and shall not interfere with other work specified.

PART 2 - PRODUCTS

2.1 FILL MATERIALS

- A. Fill material shall be aggregate fill materials consisting of stone, gravel, or sand free from debris, trash, frozen materials, roots, and other organic matter.

2.2 CONCRETE

- A. Mix concrete and deliver in accordance with ASTM C 94.
B. Design mix to produce normal weight concrete consisting of Portland cement, aggregate, water, reducing admixture, air-entraining admixture, and water to produce following:
1. Compressive Strength: 3,500 psi, minimum at 28 days, unless otherwise indicated on the Drawings.
2. Slump Range: 1 to 3-inches at time of placement
3. Air Entrainment: 5 to 8 percent

PART 3 - EXECUTION

3.1 PREPARATION

- A. Provide, erect, and maintain erosion control devices, temporary barriers, and security devices at locations indicated on Construction Drawings. Provide a comprehensive construction phasing plan for this work to the store manager 7 days prior to starting any work.
B. Protect existing landscaping materials, appearances, and structures, which are not to be demolished. Repair damage to existing items to remain caused by demolition operations.
C. Prevent movement or settlement of adjacent structures. Provide bracing and shoring as necessary.
D. Mark location of utilities. Protect and maintain in safe and operable condition utilities that are to remain.
E. For work on operating Walmart sites, prior to any underground excavation, contractor is expected to obtain current and representative underground utility plans from Walmart for private utilities that are not located by others.
F. Notify adjacent property owners of work that may affect their property, potential noise, utility outages, or other disruptions.

3.2 GENERAL DEMOLITION REQUIREMENTS

- A. Conduct demolition to minimize interference with adjacent structures or pavements to remain.
B. Cease operations immediately if adjacent structures appear to be in danger.
C. Conduct operations with minimum of interference to public or private access.
D. Sprinkle work with water to minimize dust.
E. Comply with governing regulations pertaining to environmental protection.
F. Clean adjacent structures and improvements of dust, dirt, and debris caused by demolition operations.

3.3 DEMOLITION

- A. Demolish site improvements designated to be removed as shown on the drawings.
B. Disconnect and cap or remove utilities to be abandoned as shown on the drawings.
C. Fill or remove piping and appearances as shown.
D. Demolish concrete and masonry in small sections.

3.4 PATCHING

- A. Where improvements are removed from paved areas, pavements shall be sawcut in straight lines at the perimeter and patched.
B. Pavement patches shall be paved with minimum 6" concrete, broom finished and flush with adjacent grades.

3.5 FILLING VOIDS

- A. Completely fill below grade areas and voids resulting from demolition or removal of structures, etc., using aggregate fill materials consisting of stone, gravel, or sand free from debris, trash, frozen materials, roots, and other organic matter.
B. Areas to be filled shall be free of standing water, frost, frozen or unsuitable material, trash, and debris prior to fill placement.
C. Place fill materials in lifts not to exceed 6 inches loose measure and compacted to 95 percent of maximum laboratory density per ASTM D698 with moisture content of not less than 1 percent below and not more than 3 percent above optimum moisture content.
D. Grade surface to match adjacent grades and to provide flow of surface drainage after fill placement and compaction.

3.6 DISPOSAL OF DEMOLISHED MATERIALS

- A. Remove from site debris, rubbish, and other materials resulting from demolition operations.
B. No burning of any material, debris, or trash on site or off-site will be allowed.
C. Transport materials removed from demolished structures with appropriate vehicles and dispose off-site to areas that are approved for disposal by governing authorities and appropriate property owners.

END OF SECTION

PAVEMENT MARKINGS SPECIFICATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Painting and marking of pavements, curbs, and guard posts (bollards).

1.2 REFERENCES

- A. The publications listed below form a part of this specification to the extent referenced.
B. American Association of State Highway and Transportation (AASHTO):
1. AASHTO M247 - Glass Beads Used in Traffic Paints
2. AASHTO M248 - Ready-Mixed White and Yellow Traffic Paints
C. Master Painter's Institute (MPI):
1. MPI 12 - Traffic Marking Paint, Solvent Based.
2. MPI 97 - Traffic Marking Paint, Latex.
D. ASTM International (ASTM):
1. ASTM D4414 - Standard Practice for Measurement of Wet Film Thickness by Notched Gauges.
E. Federal Specifications (FS):
1. FS A-A-2886 - Paint, Traffic, Solvent Based
2. FS TT-B-1325 - Beads (Glass Spheres) Retro-Reflective
3. FS TTP-1952 - Paint, Traffic, And Airfield Marking, Waterborne

1.3 PROJECT CONDITIONS

- A. Maintain access for vehicular and pedestrian traffic as required for other construction activities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Paint shall be waterborne or solvent borne, colors as shown or specified herein.
B. Waterborne Paint: Paints shall conform to FS TT-P-1952 and have MPI 97 approval.
C. Solvent Borne Paint: Paint shall conform to FS A-A-2886 or AASHTO M248 and have MPI 32 approval.
D. Glass Beads: AASHTO M 247, Type 1 or FS TT-B-1325, Type 1, Gradation A.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine the work area and correct conditions detrimental to timely and proper completion of the work.

3.2 PREPARATION

- A. Sweep and clean surface to eliminate loose material and dust.
B. Where existing pavement markings are indicated on Construction Drawings to be removed or would interfere with adhesion of new paint, a motorized vehicle or soda blasting shall be used to remove the markings.

3.3 CLEANING EXISTING PAVEMENT MARKINGS

- A. Remove existing pavement markings which are in good condition but interfere or conflict with the newly applied marking patterns and as noted on plans.
B. Deteriorated or obscured markings that are not misleading or confusing or do not interfere with the adhesion of the new marking material do not require removal.

3.4 APPLICATION

- A. Apply two coats of same color of paint as specified below, at manufacturer's recommended rate, without addition of thinner, with maximum of 100 square feet per gallon or as required to provide a minimum wet film thickness of 15 mils and dry film thickness of 7 1/2 mils per coat.
B. Install pavement markings according to manufacturer's recommended procedures for the specified material.
C. Following items shall be painted with colors noted below:
1. Pedestrian Crosswalks: White
2. Exterior Sidewalk Curbs and Guard posts: Yellow
3. Exterior Light Pole Bases: Yellow (unless otherwise noted on Construction Detail).
4. Fire Lanes: Red or per local code.
5. Lane Striping where separating traffic moving in opposite directions: Yellow.
6. Lane Striping where separating traffic moving in the same direction: White.
7. ADA Symbols: Blue or per local code.
8. ADA parking space markings as shown on the drawings.
9. Parking Stall Striping: Yellow, unless otherwise noted on Construction Drawings.
10. Associate Parking Area: White, unless otherwise noted on Construction Drawings.
D. Apply glass beads at pedestrian crosswalk striping and at lane striping and arrows at driveways connecting to public streets.

3.5 FIELD QUALITY CONTROL

- A. Field quality control shall be the responsibility of the Contractor. Field quality control testing and inspection shall be at the discretion of the Contractor as necessary to assure compliance with Contract requirements.

3.6 CLEANING

- A. Waste materials shall be removed at the end of each workday. Upon completion of the work, all containers and debris shall be removed from the site.

END OF SECTION

TRAFFIC SIGNS AND SIGNALS SPECIFICATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Traffic control signs.
B. Related Requirements:
1. Section 09900 - Painting, Painting for painted posts where shown on the Drawings.

1.2 REFERENCES

- A. The publications listed below form a part of this specification to the extent referenced.
B. ASTM International (ASTM):
1. ASTM A53 - Pipe, Steel, Black and Hot, Dipped, Zinc Coated Welded and Seamless.
2. ASTM C94 - Ready Mix Concrete
3. ASTM D4956 - Retroreflective Sheeting for Traffic Control.
C. US Department of Transportation, Federal Highway Administration:
1. Manual on Uniform Traffic Control Devices (MUTCD).

PART 2 - PRODUCTS

2.1 SIGNS

- A. Conform to US Department of Transportation MUTCD, Sign classification, type, size, and color shall be as shown on the drawings
B. Retroreflectivity: Microprismatic type, diamond grade reflective sheeting conforming to ASTM D 4956, Type XI.

2.2 POSTS

- A. Square Post: Square tubular steel sign post, galvanized, 12 ga, perforated full-length with 7/16 inch holes on four sides.
B. Steel Pipe: ASTM A 53, Type E (electric-resistance welded) or Type S (seamless), Grade B, Schedule 40, size as shown on the Drawings.

2.3 CONCRETE

- A. Mix concrete and deliver in accordance with ASTM C 94.
B. Design mix to produce normal weight concrete consisting of Portland cement, aggregate, water, reducing admixture, air-entraining admixture, and water to produce following:
1. Compressive Strength: 3,500 psi, minimum at 28 days, unless otherwise indicated on the Drawings.
2. Slump Range: 1 to 3-inches at time of placement
3. Air Entrainment: 5 to 8 percent

PART 3 - EXECUTION

3.1 PREPARATION

- A. Field verify underground utilities prior to sign installation. Primary utilities of concern of shallow depths are lawn sprinkler systems, electric, telephone, fiber optic, cable and gas.

3.2 INSTALLATION

- A. Install signs as shown on the Drawings and in accordance with MUTCD and manufacturer's instructions.
B. Install signs of the type and at locations shown on the Drawings.
C. Install posts of the type as shown on the drawing.
D. Where shown as painted, field paint steel pipe posts in accordance with Section 09900.

END OF SECTION

SEAL COAT SHALL BE APPLIED WHERE EXISTING MARKINGS ARE REMOVED.

SMALL PROJECT SEAL COAT SPECIFICATION:

IN GENERAL:

- CRACK FILLING AND OIL SPOT TREATMENTS ARE NOT REQUIRED PRIOR TO SEAL COAT. OTHER THAN THESE EXCEPTIONS, PREPARE AND CLEAN AREA TO BE SEAL COATED CONSISTENT WITH MANUFACTURER'S INSTRUCTIONS AND SPECIFICATION.

APPROVED MATERIALS:

- 1) STAR PRODUCTS
- MICRO-PAVE PRO-BLEND WITH ADDED SAND
- SINGLE COAT
2) SEAL MASTER
- POLYMER MODIFIED MASTERSEAL WITH ADDED SAND
- SINGLE COAT
3) GEM SEAL BLACK DIAMOND XL
- WITH ADDED SAND
- SINGLE COAT

MATERIALS IDENTIFIED IN SPECIFICATION SECTION 02787 CAN BE USED. COAL TAR BASED SEAL COAT MATERIALS IN ANY FORM ARE PROHIBITED.



STATE OF TEXAS... LICENSE NO. 12345... EXPIRES 12/31/2024

CONTRACT NO. 123456789... DATE: 02/13/2023

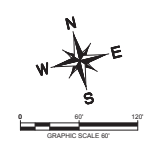
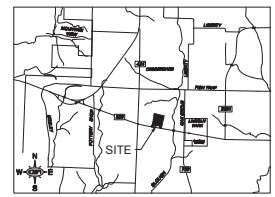
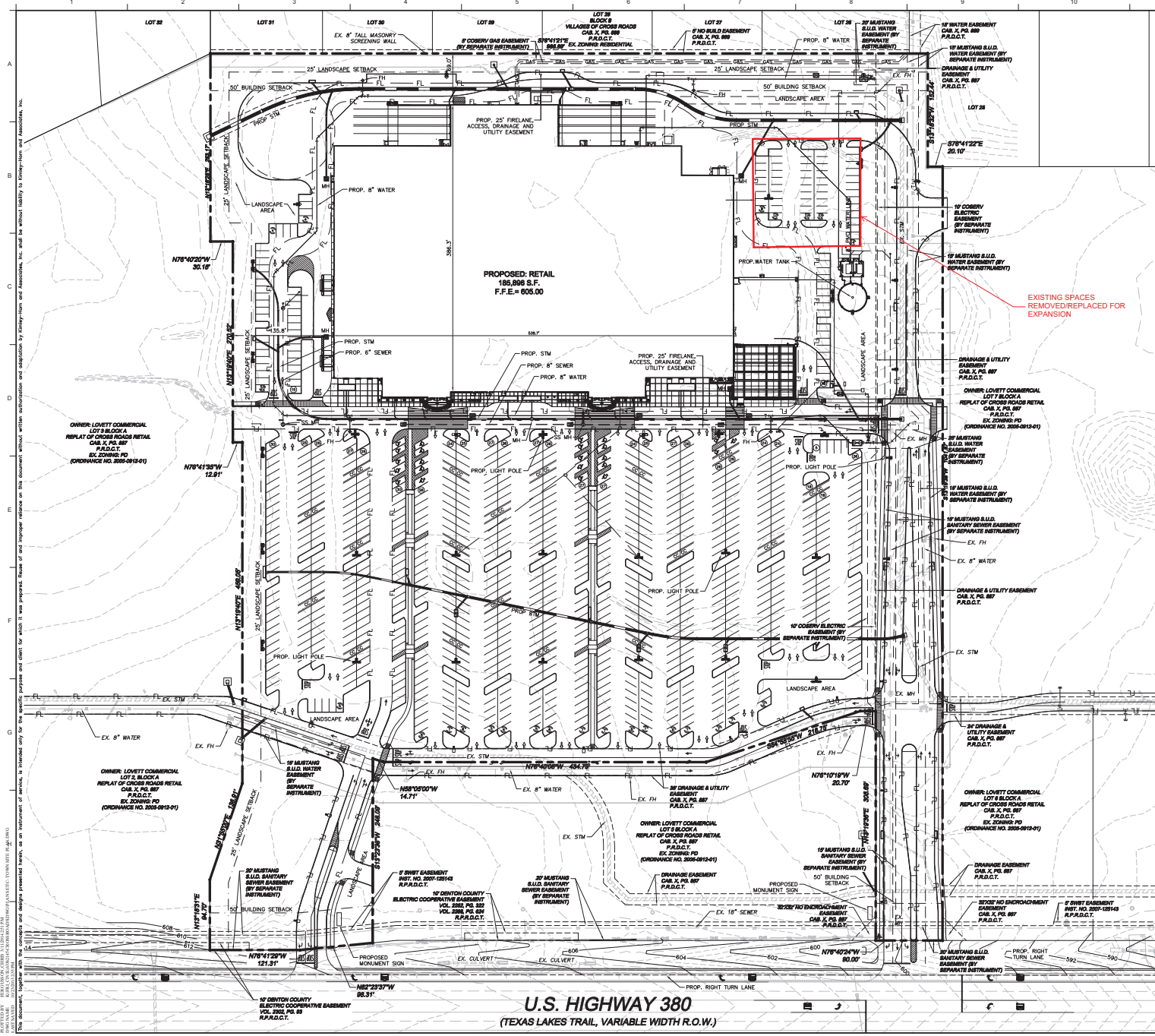


Table with 10 columns and 10 rows for tracking items.

CHECKED BY: GAK... DRAWN BY: RBL... DATE: 02/13/2023



PICKUP 2.0 SPECS... SHEET: C-8



LEGEND

---	PROPERTY LINE
FL	FIRE LANE
⊙	PARKING STALLS PER ROW
CC	CURT CORRAL
---	BUILDING SETBACK LINE
---	PROPOSED WATER LINE
---	PROPOSED SEWER LINE
---	PROPOSED GAS LINE
---	PROPOSED STORM DRAINAGE LINE
---	EXISTING WATER LINE
---	EXISTING SEWER LINE
---	EXISTING STORM SEWER LINE
---	EXISTING OVERHEAD ELECTRIC LINE
---	EXISTING UNDERGROUND TELEPHONE LINE
---	PROPOSED CONTOUR
---	EX. CONTOUR

SITE DATA

LOT AREA AREA	22.381 ACRES (974,924 S.F.)
TOTAL BUILDING AREA	185,898 S.F.
PROPOSED USE	RETAIL
REQUIRED PARKING RATIO	1 PER 222 S.F. (4.55 RATIO)
PROPOSED PARKING PROVIDED	884 SPACES (4.78 RATIO)

CHAIRMAN OF PLANNING AND ZONING COMMISSION	DATE
MAYOR	DATE

"RECORD DRAWING"
THIS DRAWING HAS BEEN REVISED TO SHOW THOSE CHANGES DURING THE CONSTRUCTION PROCESS REPORTED BY CATAMOUNT CONSTRUCTORS, INC. TO KIMLEY-HORN AND ASSOCIATES, INC. AND IS CONSIDERED TO BE SIGNIFICANT. THIS DRAWING IS NOT GUARANTEED TO BE AS BUILT BUT IS BASED ON THE INFORMATION MADE AVAILABLE.
DATE: 3/11/2014 BY: BISHOP HOLEFIELD, P.E.

ENGINEER:
KIMLEY-HORN AND ASSOCIATES, INC.
5760 GENESSEE COURT, SUITE 200
FRIEDRICH, TEXAS 75034
PHONE: 972-355-5380
CONTACT: KRIS HOLEFIELD

APPLICANT / OWNER:
WAL-MART STORES, INC.
2001 86TH STREET
BENTONVILLE, AR 72716-0550
PHONE: 479-244-3141
CONTACT: GERALD TAYLOR

REPRESENTATIVE:
KIMLEY-HORN AND ASSOCIATES, INC.
5760 GENESSEE COURT, SUITE 200
FRIEDRICH, TEXAS 75034
PHONE: 972-355-5380
CONTACT: KRIS HOLEFIELD

Kimley-Horn and Associates, Inc.
12035 WESTWIND DRIVE
5750 GENESSEE COURT, SUITE 200, FRIEDRICH, TX 75034
PHONE: 972-355-5380
WWW.KIMLEY-HORN.COM
TEXAS REGISTERED ENGINEERING FIRM F-528



Walmart
STORE #5707-00
C-180-SGR-NO
US HIGHWAY 380
TOWN OF CROSS ROADS, TEXAS

TOWN SITE PLAN

DATE	AS SHOWN
DESIGNED BY	WHR
DRAWN BY	CFP
CHECKED BY	WHR
DATE	03/12/2014
PROJECT NO.	10323222

SHEET
SP-1

U.S. HIGHWAY 380
(TEXAS LAKES TRAIL, VARIABLE WIDTH R.O.W.)

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: _____

APPLICATION #: _____

PROJECT: _____

Before submitting an application, the applicant should consult with Town Staff to discuss the feasibility of the request and any additional requirements.

Applications are only received on the dates listed on the Submission Schedule.

DEVELOPMENT APPLICATION

_____ Zone Change _____ Technical Site Plan _____ Grading _____ Miscellaneous

Land Owner Name _____ Signature Levi Jones

Owner Mailing Address _____

Owner Contact Phone _____ Email _____

Applicant Name _____ Signature Craig Kah

Project Contact Mailing Address _____

Project Contact Phone _____ Email _____

Proposed Project Name _____ Location _____

Abstract, Lot, Block _____ DCAD ID _____

Current Zoning _____ Requested Zoning _____

Number of Lots _____ Acres _____

REQUIRED SUBMISSION DOCUMENTS

1. Filing Fee; see page 6 of Master Fee Schedule.
2. Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
3. Map - A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
4. Site Plan (Commercial)
5. Drawings: one full, two 11x17
6. Electronic copy of all the above; this may be sent by email on submission day.

ADDITIONAL INFORMATION

ADD +/- 7,920 SF BUILDING EXPANSION FOR ONLINE GROCERY PICKUP.



Town of Cross Roads

3201 US 380, STE 105 • Cross Roads, Texas 76227 • 940.365.9693

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PROFESSIONAL SERVICES CONTACT INFORMATION

Name: _____


Email: _____

Phone: _____

Address: _____

Project: _____

I have read and acknowledge the Professional Services Deposit Process.

 _____

Applicant's Signature Date

Town of Cross Roads' Use Only Date completed application received: _____

Amount Deposited: _____

Receipt Number: _____

Professional Services Deposit Number: _____



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

February 13, 2023

Agenda Item:

Discuss and consider approval of a commercial addition building permit application for Walmart generally located 11700 US Hwy 380. (2022-1220-01C)

Prepared by:

Rodney Patterson, Building Official

Description:

The applicant, Chrystal Walker with Team of Choice Architects, acting on behalf of the owner Walmart Real Estate Business Trust, submitted an application for a building permit to add a 7,920 square foot expansion on the northeast corner of the existing Walmart structure. The expansion will be used to process and prepare online orders for customer pick-up and delivery. Plans for the project were reviewed and minor comments were provided to the applicant and these comments have been addressed.

Recommended Action:

Staff is recommending approval of the building permit.

Attachments:

Building Plan Review Comments – 1/26/23
Application
Updated Plans



Town of Cross Roads

3201 US Hwy 380 Suite 105

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

town-information@crossroadstx.gov / crossroadstx.gov

2nd Building Code Comments for Walmart Addition 11700
US Hwy 380

Approved

7920 Sq. Ft.

1-26-23

Items below do not require a response

Comments to be Addressed During Construction

1. Comments cover an in-depth look at plans as submitted. However, omission of specific plan comments does not absolve the contractor of the responsibility for insuring that all construction complies with the 2012 International Codes as adopted by the Town of Cross Roads including the 2015 International Energy Conservation Code. Requirements for residential construction can be found in the 2012 International Building Code (Electrical to comply with the 2008 NEC as well as the 2015 IECC)
2. Interior lighting must comply with the bi-level switching and tandem wiring provisions of the 2015 IECC.
3. Heat traps to be installed in inlet and outlet sides of water heater unless part of a re-circulating system. Insulate first 8' of both water lines at water heater if pipe built heat traps are installed.
4. T&P line from water heater to run to exterior of building or to properly plumbed waste receptor. If run to waste receptor, drain from receptor must be Cast Iron, Copper DWV or CPVC.
5. All refrigerant lines to be insulated with min. 1" pipe insulation.
6. Condensate to be run to house side of wet trap.
7. **Smoke detector required in return side of HVAC systems rated > 2000 CFM.**
8. **Minimum backflow protection shall be RPZ's installed at point of use for all potential cross connections.**
9. **All mechanical equipment shall be screened from view.**
10. **Exit and emergency lighting per 2012 IBC & IFC.**
11. **Fire sprinkler and alarm plans require a separate permit and plan review and are a deferred submittal.**
12. **Sign plans require a separate permit and plan review and are a deferred submittal.**

If you have any questions or comments, please feel free to contact me at (940)365-9693.

Thank You,

Rodney Patterson
Building Official
Town of Cross Roads

NO. _____

APPLICATION FOR COMMERCIAL BUILDING PERMIT



PLEASE PRINT OR TYPE – INCOMPLETE APPLICATION WILL NOT BE PROCESSED

1. ADDRESS		SUITE NUMBER																									
2. LEGAL DESCRIPTION	LOT	BLOCK	ADDITION COUNTY																								
3. OWNER		EMAIL ADDRESS PHONE																									
4. CONTRACTOR		EMAIL ADDRESS PHONE																									
5. ARCHITECT OR DESIGNER		EMAIL ADDRESS PHONE																									
6. CHECK ALL ACTIVITIES WHICH WILL BE CONDUCTED ON THE PREMISES: <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Office</td> <td><input type="checkbox"/> Personal Services</td> <td><input type="checkbox"/> Grocery or Convenience Store</td> <td><input type="checkbox"/> Food Products</td> <td><input type="checkbox"/> Petroleum Products</td> <td><input type="checkbox"/> On-Site Sewage Facility</td> </tr> <tr> <td><input checked="" type="checkbox"/> Retail Sales</td> <td><input type="checkbox"/> Outside Storage</td> <td><input type="checkbox"/> Manufacturing (identify type)</td> <td><input type="checkbox"/> Restaurant</td> <td><input type="checkbox"/> Child Care Center</td> <td><input type="checkbox"/> Painting or Coating</td> </tr> <tr> <td><input type="checkbox"/> Tire Storage</td> <td><input type="checkbox"/> Combustible Liquids</td> <td><input type="checkbox"/> Warehouse (identify type)</td> <td><input type="checkbox"/> Outside Storage</td> <td><input type="checkbox"/> Flammable Liquids</td> <td><input type="checkbox"/> Parts or Vehicle Wash</td> </tr> <tr> <td><input type="checkbox"/> Wood Cutting</td> <td><input type="checkbox"/> Milling or Sanding</td> <td><input type="checkbox"/> Chemicals (identify type)</td> <td><input type="checkbox"/> Incineration</td> <td><input type="checkbox"/> Welding or Cutting</td> <td><input type="checkbox"/> Items Stacked Higher than 12 ft</td> </tr> </table>				<input type="checkbox"/> Office	<input type="checkbox"/> Personal Services	<input type="checkbox"/> Grocery or Convenience Store	<input type="checkbox"/> Food Products	<input type="checkbox"/> Petroleum Products	<input type="checkbox"/> On-Site Sewage Facility	<input checked="" type="checkbox"/> Retail Sales	<input type="checkbox"/> Outside Storage	<input type="checkbox"/> Manufacturing (identify type)	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Painting or Coating	<input type="checkbox"/> Tire Storage	<input type="checkbox"/> Combustible Liquids	<input type="checkbox"/> Warehouse (identify type)	<input type="checkbox"/> Outside Storage	<input type="checkbox"/> Flammable Liquids	<input type="checkbox"/> Parts or Vehicle Wash	<input type="checkbox"/> Wood Cutting	<input type="checkbox"/> Milling or Sanding	<input type="checkbox"/> Chemicals (identify type)	<input type="checkbox"/> Incineration	<input type="checkbox"/> Welding or Cutting	<input type="checkbox"/> Items Stacked Higher than 12 ft
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7. A COPY OF THE ASBESTOS SURVEY FOR THE AREA(S) TO BE RENOVATED AND / OR DEMOLISHED WILL BE MADE AVAILABLE UPON REQUEST. <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE _____ INITIAL																											
8. CHECK ALL FEATURES OF THE BUILDING AND/OR PROPERTY: <input type="checkbox"/> WATER WELL <input type="checkbox"/> SEPTIC SYSTEM <input type="checkbox"/> ABOVE / UNDER-GROUND TANK <input type="checkbox"/> FIRE SPRINKLER <input type="checkbox"/> METAL BLDG.																											
9. DO YOU PLAN TO USE, STORE OR MANUFACTURE ANY FLAMMABLE, COMBUSTIBLE OR OTHER HAZARDOUS MATERIAL? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO _____ INITIAL																											
10. CLASS OF WORK: <input type="checkbox"/> NEW <input type="checkbox"/> REMODEL <input checked="" type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> MOVE <input type="checkbox"/> DEMOLISH <input type="checkbox"/> OTHER																											
11. USE OF BUILDING (BE SPECIFIC)		TDLR PROJECT NUMBER:																									
12. BUSINESS NAME _____ OCCUPANT AND / OR USE OF PROPERTY: <input type="checkbox"/> NEW <input checked="" type="checkbox"/> EXISTING		14. DESCRIBE WORK _____ _____																									
13. PROVIDE SQUARE FOOTAGE OF AREA INVOLVED :		15. WORK INCLUDES: ELECTRICAL: PLUMBING: MECHANICAL:																									
OFFICE _____	WAREHOUSE _____	YES NO YES NO YES NO																									
RETAIL _____	STORAGE _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																									
OTHER _____	TOTAL _____	16. MARKET VALUE OF BUILDING (Including Property) \$ _____																									
		VALUATION OF WORK (Material & Labor) \$ _____																									
CONTACT INFORMATION		OFFICE USE ONLY																									
PLEASE PROVIDE THE CONTACT INFORMATION FOR THE PERSON WHO WILL BE RESPONSIBLE FOR RESPONDING TO CITY INQUIRES CONCERNING THIS PROJECT.		ACCEPTED BY:	APPROVED BY:																								
CONTACT PERSON	PRINTED NAME _____	DATE:	DATE:																								
E-MAIL ADDRESS	_____	DATE:	DATE:																								
PHONE NUMBER	AREA CODE _____ NUMBER _____	PERMIT FEE: \$ _____																									
NOTICE		SPECIAL CONDITIONS:																									
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.		_____																									
I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.		_____																									
I HEREBY FURTHER CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREIN OR HAVE THE PERMISSION OF THE OWNER TO APPLY FOR THE PERMIT HEREOF.		_____																									
NO CHANGE IS TO BE MADE IN THE USE OF THIS BUILDING OR LAND AND NO CONSTRUCTION, ADDITION OR REMODELING OTHER THAN WHICH THIS PERMIT AUTHORIZED SHALL BE MADE WITHOUT FIRST MAKING APPLICATION AND OBTAINING APPROVAL FOR SAID CHANGE.		_____																									
APPLICANT'S SIGNATURE _____	DATE _____	A) TDLR PROJECT <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL B) ASBESTOS SURVEY <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL C) CONSTRUCTION PLANS (1) <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL C) DIGITAL CONSTRUCTION PLANS <input type="checkbox"/> YES <input type="checkbox"/> NO _____ INITIAL																									

