



**NOTICE OF TOWN COUNCIL MEETING FOR
THE TOWN OF CROSS ROADS MONDAY,
May 16, 2022 at 7:00 P.M. LOCATION: IN
PERSON at
1401 FM 424, CROSSROADS, TEXAS 76227
Or**

**View via Zoom Meeting
<https://us02web.zoom.us/j/84571330232>
Meeting ID: 845 7133 0232**

**One tap mobile
+13462487799,,84571330232# US (Houston)**

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

1. Call to Order.
2. Roll Call.
3. Invocation – Clarence Dalrymple, Aubrey Faith Assembly
4. Pledge of Allegiance – Greg Gaalema
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 – Kristi Gilbert
 - b. Financial Reports – Kristi Gilbert
 - c. Building Permits and Development – Rodney Patterson & Kristi Gilbert
 - d. Law Enforcement – Shaun Short
 - e. Fire Department – Paul Rust
 - f. Committee Reports – MDD, Parks, Connectivity Committee, Historical Committee

CONSENT AGENDA

9. Consider approval of the April 18, 2022, Council Meeting Minutes.
10. Consider approval of the April 2022 Financials.
11. Consider approval of an Interlocal Agreement with Denton County for Public Safety Application Support and Maintenance and authorize the Mayor to execute the same.

12. Discuss and consider a recommendation to the Town Council on a preliminary plat application for the Causseaux Addition located at 3713 Red Mesa Trail, within the extraterritorial jurisdiction of the Town of Cross Roads. (2022-0404-01PPLAT)
13. Discuss and consider a request by Edward Eckart on behalf of the property owner for a 180-day extension on the final plat approval for the Oak Hill Ranch, Phase 2 Addition located within the Town of Cross Roads, generally located on the east side of Naylor Road approximately 2,250 feet south of US 380 (2021-0405-13FPLAT)

REGULAR SESSION

14. Discuss and consider a recommendation to the Town Council on a preliminary plat application for the Rock Creek Addition located at 6025 Rock Hill Rd. partially within the Town of Cross Roads and partially within Cross Roads ETJ. (2022-0307-02PPLAT)
15. Receive a presentation and discuss Cross Roads Police Department activities and resources.
16. Discuss updated five-year budget forecasts and capital projects priorities.
17. Discuss and consider action on a proposal from Greater Yield, LLC and Mundo & Associates, Inc. for the Vision 2035 Strategic and Comprehensive Plan.
18. Discuss and consider an ordinance changing the speed limits at various locations throughout town.
19. Discuss and consider repairs to Tipps Road culvert including the possibility of directing staff to solicit requests for proposals.
20. Discuss and consider appointments to the Planning and Zoning Commission.
21. Discuss and consider designating the official newspaper of record for the Town of Cross Roads.

CANVASS ELECTION RESULTS

22. Discuss and consider an ordinance canvassing the results of the May 7, 2022 General Municipal Election.
23. Administer Oath of Office and Issue Certificate of Election to Newly Elected Officials.
24. Discuss and consider a resolution appointing the Mayor Pro Tem.

EXECUTIVE SESSION

25. 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 –
 1. Pending litigation James Edland v. Town of Cross Roads, Texas, Case No. 22-0056-362.

2. Update, briefing, training and legal advice on ongoing projects requiring advice from the Town Attorney, including economic development (551.087) and real estate (551.072).
26. Take action as may be necessary or appropriate on matters discussed in Executive Session.
 27. Discuss and consider the final division of assets between the Town of Cross Roads and the City of Krugerville for the Northeast Police Department and the Northeast Municipal Court, including outstanding audits, revenues from the sale of the building at 100 Kruger Road, Krugerville, Texas and authorizing the Mayor to execute a wind-down disbursement agreement and associated payments.

ADJOURN

Future Meetings and Events:

All citizens are invited to participate; schedule may change.

- *Parks and Recreation Board Meeting – Wednesday, June 1st, 2022 at 7:00 p.m.*
- *Municipal Development District – Thursday, June 2nd, 2022 at 7:00 p.m.*
- *Town Council Meeting – Monday, June 6th, 2022 at 7:00 p.m.*
- *Planning and Zoning Commission Meeting – Tuesday, June 7th, 2022 at 7:00 p.m.*
- *Town Council Meeting – Monday, June 20th, 2022 at 7:00 p.m.*

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, May 13th, 2022 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 _____, 2022.

_____, Title: _____

CROSS ROADS POLICE DEPARTMENT



Police Department Council Report

Chief Shaun Short
May 16, 2022

Police Operations

➤ April Police Reports

- **14 Crash Investigations**
 - 11 - US380
 - 3 - Other
- **1 Persons Crimes**
- **1 Property Crime**
 - 0 Retail theft
 - 1 Hit and Run Damage
- **25 - Society**
 - 6 Intoxicated Driving
 - 19 Drug Paraphernalia / MIP / PI

➤ April Incident Type Summary

- **24 Agency Assist**
- **16 Alarm**
- **15 Animal Complaint**
- **7 Disturbance**
- **13 Motorist Assist**
- **4 Open Door**
- **6 Road Blockage**
- **17 Suspicious Person**
- **543 Traffic Stop**
- **2 Welfare Concern**
- **188 Unclassified**

835 Total Incidents

Police Operations Monthly Comparison



Police – Administrative

- **Hosted Traffic Incident Management Course put on by NCTCOG.**
- **Training**
 - **Gotthardt completed telecommunicator training.**
 - **Ladusau completed 40-hour investigator course.**
- **Sgt. Rounsavall participated as assessor in Aubrey PD promotional process.**
- **Began program to more actively display radar trailer to encourage speed compliance on secondary roadways.**

4/18/2022	0001659	11250 E UNIVERSITY DR	Outside rubbish, trash or waste fire	LEQ3	Quint	Emergent	None	10:29:21 AM	10:30:32 AM	10:31:13 AM	10:34:51 AM	10:51:29 AM	0:01:11	0:03:38
4/18/2022	0001664	184 LAS COLINAS TRL	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	3:22:48 PM	3:23:20 PM	3:23:45 PM	3:28:07 PM	3:52:19 PM	0:00:32	0:04:22
4/18/2022	0001664	184 LAS COLINAS TRL	EMS call, excluding vehicle accident with injury	LESQ3	Light and air unit	Emergent	None	3:22:48 PM	3:23:20 PM	3:23:58 PM	3:37:00 PM	3:57:36 PM		
4/19/2022	0001672	NAYLOR RD / E UNIVERSITY DR	Assist police or other governmental agency	LEE3	Engine	Emergent	None	4:14:03 PM	4:14:52 PM	4:16:42 PM	4:25:10 PM	4:42:42 PM	0:00:49	0:08:28
4/19/2022	0001672	NAYLOR RD / E UNIVERSITY DR	Assist police or other governmental agency	LEM1	ALS unit	Emergent	None	4:14:03 PM	4:20:01 PM	4:20:27 PM	4:27:06 PM	4:40:55 PM		
4/19/2022	0001672	NAYLOR RD / E UNIVERSITY DR	Assist police or other governmental agency	LEBAT1	Chief officer car	Emergent	None	4:14:03 PM	4:17:10 PM	4:21:21 PM		4:25:36 PM		
4/19/2022	0001676	NAYLOR RD / E UNIVERSITY DR	Motor vehicle accident with injuries	LEE3	Engine	Emergent	None	5:05:59 PM	5:07:08 PM	5:08:18 PM	5:12:55 PM	5:26:47 PM	0:01:09	0:04:37
4/19/2022	0001676	NAYLOR RD / E UNIVERSITY DR	Motor vehicle accident with injuries	LEM1	ALS unit	Emergent	None	5:05:59 PM	5:07:08 PM	5:08:29 PM	5:20:16 PM	6:04:01 PM		
4/20/2022	0001686	100 NAYLOR RD	Motor vehicle accident with no injuries.	LEE3	Engine	Emergent	None	7:40:15 AM	7:41:01 AM	7:41:41 AM	7:54:03 AM	8:07:11 AM	0:00:46	0:12:22
4/20/2022	0001686	100 NAYLOR RD	Motor vehicle accident with no injuries.	LEM3	ALS unit	Emergent	None	7:40:15 AM	7:41:01 AM	7:42:47 AM	7:54:03 AM	8:03:13 AM		
4/20/2022	0001686	100 NAYLOR RD	Motor vehicle accident with no injuries.	LEQ3	Quint	Emergent	None	7:40:15 AM	7:44:07 AM	7:44:07 AM	8:05:32 AM	8:05:35 AM		
4/21/2022	0001695	1400 OAK POINT DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	7:53:36 AM	7:54:07 AM	7:55:00 AM	8:07:13 AM	9:12:31 AM	0:00:31	0:12:13
4/21/2022	0001695	1400 OAK POINT DR	EMS call, excluding vehicle accident with injury	LESQ3	Light and air unit	Emergent	None	7:53:36 AM	7:56:44 AM	7:56:51 AM	8:08:05 AM	8:29:43 AM		
4/21/2022	0001700	11350 -100 E UNIVERSITY DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	1:31:54 PM	1:34:21 PM	1:35:15 PM	1:40:11 PM	2:38:38 PM	0:02:27	0:04:56
4/21/2022	0001700	11350 -100 E UNIVERSITY DR	EMS call, excluding vehicle accident with injury	LESQ3	Light and air unit	Emergent	None	1:31:54 PM	1:35:40 PM	1:36:01 PM	1:40:12 PM	1:48:06 PM		
4/22/2022	0001713	101 W OAK SHORES DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	11:23:31 AM	11:24:15 AM	11:25:02 AM	11:35:46 AM	11:41:55 AM	0:00:44	0:10:44
4/22/2022	0001713	101 W OAK SHORES DR	EMS call, excluding vehicle accident with injury	LEBAT1	Chief officer car	Emergent	None	11:23:31 AM	11:27:58 AM	11:27:58 AM	11:35:51 AM	11:41:34 AM		
4/22/2022	0001713	101 W OAK SHORES DR	EMS call, excluding vehicle accident with injury	LESQ3	Light and air unit	Emergent	None	11:23:31 AM	11:24:15 AM	11:25:14 AM	11:36:15 AM	11:41:55 AM		
4/22/2022	0001714	TURNER RD / MOSELEY RD	Arcing, shorted electrical equipment	LEQ3	Quint	Emergent	None	12:20:20 PM	12:20:52 PM	12:21:45 PM	12:32:13 PM	12:36:56 PM	0:00:32	0:10:28
4/22/2022	0001714	TURNER RD / MOSELEY RD	Arcing, shorted electrical equipment	LEBAT1	Chief officer car	Emergent	None	12:20:20 PM	12:23:10 PM	12:23:20 PM		12:32:19 PM		
4/22/2022	0001717	11350 -100 E UNIVERSITY DR	EMS call, excluding vehicle accident with injury	LEE3	Engine	Emergent	None	3:15:05 PM	3:16:45 PM	3:17:27 PM	3:24:24 PM	3:33:04 PM	0:01:40	0:06:57
4/22/2022	0001717	11350 -100 E UNIVERSITY DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	3:15:05 PM	3:16:45 PM	3:17:24 PM	3:24:24 PM	3:33:04 PM		
4/23/2022	0001737	901 MOSELEY RD	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	10:46:00 PM	10:48:12 PM	10:48:29 PM	10:57:09 PM	11:43:37 PM	0:02:12	0:08:40
4/23/2022	0001737	901 MOSELEY RD	EMS call, excluding vehicle accident with injury	LEQ3	Quint	Emergent	None	10:46:00 PM	10:48:12 PM	10:49:20 PM	10:57:21 PM	11:11:49 PM		
4/24/2022	0001745	20 OAK BLUFF DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	6:53:16 AM	6:54:17 AM	6:55:00 AM	7:05:05 AM	8:09:06 AM	0:01:01	0:10:05
4/24/2022	0001745	20 OAK BLUFF DR	EMS call, excluding vehicle accident with injury	LEQ3	Quint	Emergent	None	6:53:16 AM	6:54:17 AM	6:55:36 AM	7:05:34 AM	7:09:47 AM		
4/24/2022	0001758	101 W OAK SHORES DR	Smoke detector activation due to malfunction	LEQ3	Quint	Emergent	None	7:50:55 PM	7:51:30 PM	7:52:11 PM	8:04:36 PM	8:13:13 PM	0:00:35	0:12:25
4/24/2022	0001764	1165 COPAL DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	10:56:42 PM	10:56:52 PM	10:57:45 PM	11:04:26 PM	11:15:30 PM	0:00:10	0:06:41
4/24/2022	0001764	1165 COPAL DR	EMS call, excluding vehicle accident with injury	LEQ3	Quint	Emergent	None	10:56:42 PM	10:56:52 PM	10:57:45 PM	11:05:32 PM	11:08:30 PM		
4/26/2022	0001781	20 OAK BLUFF DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	4:28:57 AM	4:29:40 AM	4:30:35 AM	4:41:14 AM	5:14:27 AM	0:00:43	0:10:39
4/26/2022	0001781	20 OAK BLUFF DR	EMS call, excluding vehicle accident with injury	LESQ3	Light and air unit	Emergent	None	4:28:57 AM	4:29:40 AM	4:30:35 AM	4:42:25 AM	5:13:01 AM		
4/28/2022	0001807	8400 E UNIVERSITY DR	EMS call, excluding vehicle accident with injury	LEM3	ALS unit	Emergent	None	1:09:32 AM	1:09:50 AM	1:10:45 AM	1:17:51 AM	2:13:52 AM	0:00:18	0:07:06
4/28/2022	0001807	8400 E UNIVERSITY DR	EMS call, excluding vehicle accident with injury	LEQ3	Quint	Emergent	None	1:09:32 AM	1:09:50 AM	1:10:45 AM	1:26:15 AM	1:39:39 AM		
4/29/2022	0001815	3000 MOSELEY RD	EMS call, excluding vehicle accident with injury	LEE1	Engine	Emergent	None	10:09:25 AM	10:10:27 AM	10:16:50 AM	10:22:34 AM	10:29:02 AM	0:01:02	0:05:44
4/29/2022	0001815	3000 MOSELEY RD	EMS call, excluding vehicle accident with injury	LEM1	ALS unit	Emergent	None	10:09:25 AM	10:10:27 AM	10:11:07 AM	10:22:51 AM	10:57:39 AM		

49 Incidents

0:01:02

0:08:00



**MINUTES OF TOWN COUNCIL WORK SESSION
WITH ADMINISTRATIVE STAFF
FOR THE TOWN OF CROSS ROADS
MONDAY, APRIL 18, 2022 AT 6:30 P.M.**

**LOCATION: IN PERSON at
1401 FM 424, CROSSROADS, TEXAS 76227**

DISCUSSION ITEMS

Present: Mayor Tompkins; Council Members Phillips, Meek, King, and White-Stevens, and Town Administrator Gilbert. Council Member Gaalema was not present.

1. Call to Order – 6:33 P.M.
2. Discuss a Purchasing Policy for the Town of Cross Roads.
White-Stevens requested further discussion and consideration of a potential purchasing policy, which would define actions Town Staff may take regarding purchases.
3. Discussion, if needed, of Consent items on the Regular Agenda.
No discussion.
4. Adjourned at 6:40 P.M.

T. Lynn Tompkins, Jr., Town Mayor

Donna Butler, Town Secretary



**MINUTES OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
MONDAY, APRIL 18, 2022 at 7:00 P.M.
LOCATION: IN PERSON at
1401 FM 424, CROSSROADS, TEXAS 76227
Or View via Zoom Meeting**

1. Call to Order – 7:00 P.M.
2. Roll Call: **Mayor Tompkins, Council Members Phillips, Meek, King, Gaalema, and White-Stevens**
3. Invocation – **John Eaton, Relate Church**
4. Pledge of Allegiance – **Greg Gaalema**
5. Citizens Input (Items on the agenda and not on the agenda).
Randy Wallace – overview and support of actions over the last 18 months
6. Council Members’ announcements and updates.
White-Stevens – Park Board’s Eggstravaganza Event, upcoming election, Council roles, and in support of the library
King – thanked police and fire; support for Mayor
Phillips – behavior of Council at previous meeting
Gaalema – Town finances, budget, five-year forecast, and financial comparison
7. Mayor’s announcements and updates.
Eggstravaganza, Little Elm Fire Academy, 17.4% increase in sales tax revenue,
8. Updates; Discussion of Same.
 - a. Town Administrator Announcements and Updates – **Kristi Gilbert**
 - b. Financial Reports – **Kristi Gilbert**
 - c. Building Permits and Development – **Kristi Gilbert**
 - d. Law Enforcement – **Shaun Short**
 - e. Fire Department – **Paul Rust**
 - f. Committee Reports – **John Knox for MDD, Ron Zohfeld for Parks**

CONSENT AGENDA

9. Consider approval of the March 21, 2022, Council Meeting Minutes.
10. Consider approval of the March 2022 Financials.

11. Consider approval of a resolution authorizing Mission Square 457(b) Plan Participation
12. Discuss and consider a preliminary plat application for property located at 60 Oak Bluff, within the Town of Cross Roads. (202203-07-01PPLAT)

**Motion to approve Consent Agenda made by Meek;
Second by King;
Phillips voted no;
Passed 4 to 1.**

REGULAR BUSINESS

13. Discuss and consider a preliminary plat application for property located at 6025 Rock Hill Rd. partially within the Town of Cross Roads and partially within Cross Roads ETJ. (202203-07-02PPLAT)
Applicant waived 30-day requirement to allow time to address comments before next Council meeting.
14. Presentation and consideration of the Town of Cross Roads Annual Financial Report for the year ended September 30, 2021.
**Motion to approve made by Gaalema;
Second by Meek;
Passed unanimously.**
15. Presentation and consideration of the Northeast Municipal Court Annual Financial Report for the year ended September 30, 2021.
Not finalized.
16. Presentation and consideration of the Northeast Police Department Annual Financial Report for the year ended September 30, 2021.
Not finalized.
17. Discuss and consider Town spending for the following items:
 - a. Audited 2021 Financial Report
 - b. Audited 2021 NEMC Report
 - c. Audited 2021 NEPD Report
 - d. 2022 Approved Budget
 - e. 2022 Projected Spending

EXECUTIVE SESSION – Did not convene into Executive Session

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

Section 551.071 Consultation with Attorney – Pending litigation James Edland v. Town of Cross Roads, Texas, Case No. 22-0056-362.

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

ADJOURN – 9:08 P.M.

T. Lynn Tompkins, Jr., Mayor

Donna Butler, Town Secretary



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
May 16, 2022

Agenda Item:
Consider action on the Town's monthly financial reports – April 2022.

Prepared by:
Kristi Gilbert, Town Administrator

Budget versus Actuals Report:

The attached financials are the unaudited financials as of April 30, 2022. The report is reflective of seven months (58%) of the fiscal year. Most revenues should be tracking at 42% or lower, indicative of revenues at or exceeding budget projections. Most expenses should be tracking at 42% or higher, indicative of expenses at or lower than budget projections. Overall, general fund revenues are tracking at 36.67% and expenses are tracking at 50.43% with \$641,760.07 in excess revenue over expenditures.

The following are exceptions of note:

- Sales tax, gas franchise, development fees and administrative fees are tracking significantly better than expected.
- Items paid on an annual basis which include workers compensation, liability insurance, dues, and software subscriptions.
- Items paid on a quarterly basis which include Fire/EMS and dispatch services.
- Residential and commercial permits are lower than budgeted. The FY2022 budget contemplated Bloomfield issuing a small handful of permits towards the end of the fiscal year with the completion of Phase 2. Authorization to construct has not been authorized since the developer has not provided construction plans for the east-west collector. Therefore, Staff does not anticipate the issuance of any more permits for Oak Hill Ranch in this fiscal year.
- Municipal Court revenue is tracking at 52%. For Q1 FY22, the average monthly income was approximately \$10,900. For Q2 FY22 collections averaged \$15,130. In mid-January, Court Staff began utilizing additional collection methods that had not been available to us during COVID which has resulted in increased collections. We anticipate this number to continue to increase.
- There are a handful of individual line items that are over budget due to unanticipated needs. These include office supplies, utilities, software, police uniforms.

Staff will be presenting a budget amendment in early summer to provide for the reallocation of funds. As a result of the annual audit, we were able to confirm general fund ending balances higher than anticipated that may warrant transferring more money into the road improvement fund and vehicle/equipment replacement fund.

Recommended Action:
Staff recommends approval.



COUNCIL AGENDA BRIEFING SHEET

Attachments:

April Finance Report

Transaction Detail

2nd Quarter FY 2022 Balance Sheet

Town of Cross Roads
 Balance Sheet
 As of April 30, 2022

5/4/2022 5:21 PM

Account Type	Account Number	Description	Balance	Total
100 - General				
Assets				
	100-10000	Operating Cash Consolidated	2,081,380.43	
	100-11000	Accounts Receivable	8,874.99	
	100-11010	Accounts Receivable Other	443,466.04	
	100-11900	Allowance for Uncollectible A/R	(11,250.00)	
	100-12050	Due From NEMC	(6,352.95)	
	100-12055	Due from NEPD	1,102.82	
	100-14010	Prepaid Expenses	3,633.34	
	100-16600	Accumulated Depreciation	(180,000.00)	
	Total Assets		<u>2,340,854.67</u>	
				<u>2,340,854.67</u>
Liabilities				
	100-20100	Accounts Payable Consolidated	(0.85)	
	100-21100	Accrued Wages	376.50	
	100-21110	Accounts Payable Audit	8,990.16	
	100-21120	Federal Income Taxes Payable	(42.50)	
	100-21125	FICA/Medicare Taxes Payable	(68.22)	
	100-21126	Federal 941/944 Taxes Payable	(100.10)	
	100-21127	Federal Unemployment 940 Taxes Payable	107.57	
	100-21128	State Unemployment Taxes Payable	8.01	
	100-21130	Retirement Payable - Employee	(602.40)	
	100-21135	Retirement Payable - Employer	(20.10)	
	100-21140	ER share & EE Dependent Dental Payable	(370.78)	
	100-21145	Employer Share & Dependent Medical Payable	(285.79)	
	100-21146	Life/AD&D Vol Life & ER share & Depend Vision Payable	(4,176.86)	
	100-21155	Adj for Veh Expense	207.69	
	100-23015	NE Court Credit Card Reimbursement	(192.27)	
	100-24016	CARES Act Funds	582.81	
	100-24022	380 Agreement Payable	653,380.82	
	100-24040	State Court Fees	8,513.55	
	100-24045	Court Collection Fees	1,801.80	
	100-25020	MDD Payable	(5,515.00)	
	100-27000	Developer Deposits	37,451.47	
	100-27050	Police Escrow	2,072.67	
	100-29100	Investment in Fixed Assets	(180,000.00)	
	100-29120	PayPal Liability	25.00	
	Total Liabilities		<u>522,143.18</u>	

Fund Balance			
100-30050	Fund Balance Beginning	428,134.71	
	Total Fund Balance	<u>428,134.71</u>	
	Total Revenue	2,287,892.29	
	Total Expenses	<u>1,644,176.76</u>	
	Current Year Increase (Decrease)	1,390,576.78	
	Fund Balance Total	428,134.71	
	Current Year Increase (Decrease)	<u>1,390,576.78</u>	
	Total Fund Balance/Equity	<u>1,818,711.49</u>	
	Total Liabilities & Fund Balance		<u><u>2,340,854.67</u></u>

150 - Legal Contingency Fund

Assets			
150-10053	Restricted Cash-Legal Contingency Fund xxx0167	255,389.18	
	Total Assets	<u>255,389.18</u>	
			<u><u>255,389.18</u></u>

Fund Balance			
150-30100	Fund Balance	254,947.75	
	Total Fund Balance	<u>254,947.75</u>	
	Total Revenue	441.43	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	441.43	
	Fund Balance Total	254,947.75	
	Current Year Increase (Decrease)	<u>441.43</u>	
	Total Fund Balance/Equity	<u>255,389.18</u>	
	Total Liabilities & Fund Balance		<u><u>255,389.18</u></u>

210 - Municipal Development District

Assets

210-10000	Operating Cash Consolidated	(4,303.24)	
210-10090	MDD Cash / Checking xxx9987	564,987.28	
210-11020	Sales Tax Receivable	63,489.19	
Total Assets		<u>624,173.23</u>	<u>624,173.23</u>

Fund Balance

210-30100	Fund Balance	<u>530,343.06</u>	
Total Fund Balance		<u>530,343.06</u>	

Total Revenue	879,834.89
Total Expenses	<u>786,004.72</u>
Current Year Increase (Decrease)	93,830.17
Fund Balance Total	530,343.06
Current Year Increase (Decrease)	<u>93,830.17</u>
Total Fund Balance/Equity	<u>624,173.23</u>

Total Liabilities & Fund Balance	<u>624,173.23</u>
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240 - Court Technology

Assets			
240-10000	Operating Cash Consolidated	(6,722.69)	
	Total Assets	<u>(6,722.69)</u>	
			<u>(6,722.69)</u>
	Total Revenue	2,366.31	
	Total Expenses	<u>9,089.00</u>	
	Current Year Increase (Decrease)	(6,722.69)	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>(6,722.69)</u>	
	Total Fund Balance/Equity	<u>(6,722.69)</u>	
	Total Liabilities & Fund Balance		<u>(6,722.69)</u>

241 - Court Security

Assets			
241-10000	Operating Cash Consolidated	(1,439.34)	
	Total Assets	<u>(1,439.34)</u>	
			<u>(1,439.34)</u>
	Total Revenue	2,751.86	
	Total Expenses	<u>4,191.20</u>	
	Current Year Increase (Decrease)	(1,439.34)	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>(1,439.34)</u>	
	Total Fund Balance/Equity	<u>(1,439.34)</u>	
	Total Liabilities & Fund Balance		<u>(1,439.34)</u>

242 - Truancy Prevention

Assets			
242-10000	Operating Cash Consolidated	2,570.54	
	Total Assets	<u>2,570.54</u>	
			<u>2,570.54</u>
	Total Revenue	2,570.54	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	2,570.54	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>2,570.54</u>	
	Total Fund Balance/Equity	<u>2,570.54</u>	
	Total Liabilities & Fund Balance		<u>2,570.54</u>

243 - Jury Fund

Assets

243-10000	Operating Cash Consolidated	51.42	
Total Assets		<u>51.42</u>	
			<u>51.42</u>
	Total Revenue	51.42	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	51.42	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>51.42</u>	
	Total Fund Balance/Equity	<u>51.42</u>	
Total Liabilities & Fund Balance			<u>51.42</u>

261 - Seizure Fund

	Total Revenue	0.00	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	0.00	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>0.00</u>	
	Total Fund Balance/Equity	<u>0.00</u>	
Total Liabilities & Fund Balance			<u>0.00</u>

265 - Police Donations

Assets

265-10000	Operating Cash Consolidated	1,706.22	
Total Assets		<u>1,706.22</u>	
			<u>1,706.22</u>
	Total Revenue	1,706.22	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	1,706.22	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>1,706.22</u>	
	Total Fund Balance/Equity	<u>1,706.22</u>	
Total Liabilities & Fund Balance			<u>1,706.22</u>

310 - Capital Improvement Fund

Assets

310-10000	Operating Cash Consolidated	39,000.00	
Total Assets		<u>39,000.00</u>	
			<u>39,000.00</u>
	Total Revenue	0.00	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	39,000.00	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>39,000.00</u>	
	Total Fund Balance/Equity	<u>39,000.00</u>	
Total Liabilities & Fund Balance			<u>39,000.00</u>

320 - Park Improvement Fund

Assets

320-10000	Operating Cash Consolidated	28,025.00	
Total Assets		<u>28,025.00</u>	
			<u>28,025.00</u>
	Total Revenue	0.00	
	Total Expenses	<u>0.00</u>	
	Current Year Increase (Decrease)	28,025.00	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>28,025.00</u>	
	Total Fund Balance/Equity	<u>28,025.00</u>	
Total Liabilities & Fund Balance			<u>28,025.00</u>

330 - Vehicle Replacement Fund

Assets

330-10000	Operating Cash Consolidated	(4,500.00)	
Total Assets		<u>(4,500.00)</u>	
			<u>(4,500.00)</u>
	Total Revenue	0.00	
	Total Expenses	<u>4,500.00</u>	
	Current Year Increase (Decrease)	(4,500.00)	
	Fund Balance Total	0.00	
	Current Year Increase (Decrease)	<u>(4,500.00)</u>	
	Total Fund Balance/Equity	<u>(4,500.00)</u>	
Total Liabilities & Fund Balance			<u>(4,500.00)</u>

350 - Public Safety Building fund

Assets

350-10020	Restricted Cash-Public Safety Fund xxx6978	685,946.90	
Total Assets		<u>685,946.90</u>	<u>685,946.90</u>

Fund Balance

350-30100	Fund Balance	<u>684,761.30</u>	
Total Fund Balance		<u>684,761.30</u>	

Total Revenue	1,185.60
Total Expenses	<u>0.00</u>
Current Year Increase (Decrease)	1,185.60
Fund Balance Total	684,761.30
Current Year Increase (Decrease)	<u>1,185.60</u>
Total Fund Balance/Equity	<u>685,946.90</u>

Total Liabilities & Fund Balance	<u>685,946.90</u>
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370 - Road Improvement fund

Assets

370-10054	Restricted Cash-Road Improvement Fund xxx8122	368,733.66	
Total Assets		<u>368,733.66</u>	<u>368,733.66</u>

Fund Balance

370-30100	Fund Balance	<u>68,266.96</u>	
Total Fund Balance		<u>68,266.96</u>	

Total Revenue	466.70
Total Expenses	<u>0.00</u>
Current Year Increase (Decrease)	300,466.70
Fund Balance Total	68,266.96
Current Year Increase (Decrease)	<u>300,466.70</u>
Total Fund Balance/Equity	<u>368,733.66</u>

Total Liabilities & Fund Balance	<u>368,733.66</u>
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400 - PID #1 - Villages of Cross Roads

Assets

400-10000	Operating Cash Consolidated	(68.75)
400-10040	Cash-PID #1 xxx1639	97,932.88
Total Assets		<u>97,864.13</u>

97,864.13

Fund Balance

400-30100	Fund Balance	189,516.47
Total Fund Balance		<u>189,516.47</u>

Total Revenue	93,855.12
Total Expenses	<u>95,507.46</u>
Current Year Increase (Decrease)	(91,652.34)
Fund Balance Total	189,516.47
Current Year Increase (Decrease)	<u>(91,652.34)</u>
Total Fund Balance/Equity	<u>97,864.13</u>

Total Liabilities & Fund Balance 97,864.13

510 - COVID Grant Fund

Assets

510-10055	Restricted Cash/COVID xxx9664	189,618.52
Total Assets		<u>189,618.52</u>

189,618.52

Total Revenue	188,306.06
Total Expenses	<u>10.00</u>
Current Year Increase (Decrease)	189,618.52
Fund Balance Total	0.00
Current Year Increase (Decrease)	<u>189,618.52</u>
Total Fund Balance/Equity	<u>189,618.52</u>

Total Liabilities & Fund Balance 189,618.52

810 - General Fixed Assets

Assets

810-16010	Land	108,090.00
810-16100	Buildings	548,033.00
810-16300	Equipment	182,065.00
810-16350	Park Equipment	624,027.00
810-16500	Infrastructure	7,731,480.00
810-16600	Accumulated Depreciation	(2,984,740.60)
Total Assets		<u>6,208,954.40</u>

6,208,954.40

Liabilities

810-29100	Investment in Fixed Assets	<u>6,208,954.40</u>
Total Liabilities		<u>6,208,954.40</u>

Total Revenue	0.00
Total Expenses	<u>0.00</u>
Current Year Increase (Decrease)	0.00
Fund Balance Total	0.00
Current Year Increase (Decrease)	<u>0.00</u>
Total Fund Balance/Equity	<u>0.00</u>

Total Liabilities & Fund Balance	<u>6,208,954.40</u>
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820 - General Long Term Debt

Assets

820-19100	Amount to be Provided Long Term Debt	<u>17,500.00</u>
Total Assets		<u>17,500.00</u>

17,500.00

Liabilities

820-21190	Compensated Absences Payable	<u>17,500.00</u>
Total Liabilities		<u>17,500.00</u>

Total Revenue	0.00
Total Expenses	<u>0.00</u>
Current Year Increase (Decrease)	0.00
Fund Balance Total	0.00
Current Year Increase (Decrease)	<u>0.00</u>
Total Fund Balance/Equity	<u>0.00</u>

Total Liabilities & Fund Balance	<u>17,500.00</u>
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999 - Consolidated Cash

Assets				
999-10000	Operating Cash Consolidated		2,135,699.59	
999-12100	Due From General		(0.85)	
	Total Assets		<u>2,135,698.74</u>	
				<u><u>2,135,698.74</u></u>
Liabilities				
999-20100	Accounts Payable Consolidated		(0.85)	
999-29999	Due to Other Funds		2,135,699.59	
	Total Liabilities		<u>2,135,698.74</u>	
	Total Revenue		0.00	
	Total Expenses		<u>0.00</u>	
	Current Year Increase (Decrease)		0.00	
	Fund Balance Total		0.00	
	Current Year Increase (Decrease)		<u>0.00</u>	
	Total Fund Balance/Equity		<u>0.00</u>	
	Total Liabilities & Fund Balance			<u><u>2,135,698.74</u></u>

Town of Cross Roads
 Revenue And Expense Report
 As of April 30, 2022

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100 - General	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.
Revenue Summary							
-	282,909.35	2,285,936.83	3,609,315.00	1,323,378.17	36.67%	0.00	3,593,747.87
Revenue Totals	<u>282,909.35</u>	<u>2,285,936.83</u>	<u>3,609,315.00</u>	<u>1,323,378.17</u>	<u>36.67%</u>	<u>0.00</u>	<u>3,593,747.87</u>
Expense Summary							
110-Administration	215,350.06	874,727.41	1,360,855.00	486,127.59	35.72%	0.00	1,400,687.26
210-Municipal Court	2,248.30	13,867.25	25,000.00	11,132.75	44.53%	0.00	0.00
310-Police	129,231.95	731,196.52	1,391,052.98	659,856.46	47.44%	(1,184.15)	57,659.62
410-Parks & Recreation	1,834.69	4,414.41	27,500.00	23,085.59	83.95%	0.00	(37.88)
510-Community Development	0.00	50.00	0.00	(50.00)	0.00%	0.00	0.00
520-Inspection	1,880.00	8,460.00	71,000.00	62,540.00	88.08%	0.00	0.00
610-Public Works	8,330.75	18,062.39	441,422.56	423,360.17	95.91%	0.00	339.89
710-Transfers Out	371.20	(6,601.22)	0.00	6,601.22	0.00%	0.00	205,097.47
Expense Totals	<u>359,246.95</u>	<u>1,644,176.76</u>	<u>3,316,830.54</u>	<u>1,672,653.78</u>	<u>50.43%</u>	<u>(1,184.15)</u>	<u>1,663,746.36</u>
Revenues Over(Under) Expenditures	<u>(76,337.60)</u>	<u>641,760.07</u>	<u>292,484.46</u>	<u>0.00</u>	<u>0.00%</u>	<u>1,184.15</u>	<u>1,930,001.51</u>

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Revenue	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.
<hr/>							
Sales Taxes							
-40100 Sales Tax Revenue	216,437.51	1,845,014.79	2,753,132.00	908,117.21	32.98%	0.00	2,778,147.24
-40110 Mixed Beverage Tax Revenue	1,918.39	11,451.72	18,375.00	6,923.28	37.68%	0.00	23,965.73
Total Sales Taxes	218,355.90	1,856,466.51	2,771,507.00	915,040.49	33.02%	0.00	2,802,112.97
Franchise Taxes							
-40120 Franchise Tax Telecom	8.82	1,933.31	4,750.00	2,816.69	59.30%	0.00	5,313.03
-40121 Franchise Tax Waste	0.00	11,613.95	24,750.00	13,136.05	53.07%	0.00	22,370.15
-40122 Franchise Tax Electric	0.00	96,360.49	90,000.00	(6,360.49)	(7.07%)	0.00	97,833.96
-40123 Franchise Tax Gas	0.00	19,466.82	12,375.00	(7,091.82)	(57.31%)	0.00	14,762.29
-40124 Franchise Tax Mustang SUD	0.00	10,703.36	17,820.00	7,116.64	39.94%	0.00	0.00
Total Franchise Taxes	8.82	140,077.93	149,695.00	9,617.07	6.42%	0.00	140,279.43
Licenses & Permits							
-40200 Development/Platng/Permit Fees	16,540.00	27,130.00	20,000.00	(7,130.00)	(35.65%)	0.00	19,488.30
-40201 Infrastructure Inspection Fees	12,260.36	12,260.36	60,000.00	47,739.64	79.57%	0.00	0.00
-40202 Residential Bldg Permits and Inspections	12,012.26	88,101.36	240,000.00	151,898.64	63.29%	0.00	0.00
-40203 Commercial Bldg Permits and Inspections	(2,625.00)	27,901.96	120,000.00	92,098.04	76.75%	0.00	0.00
-40204 Septic Permits and Fees	1,380.00	5,790.00	8,000.00	2,210.00	27.63%	0.00	339,696.16
-40206 Health Inspection and Fees	800.00	15,450.00	11,500.00	(3,950.00)	(34.35%)	0.00	10,385.00
-40207 Alcohol Permit/License	655.00	1,320.00	0.00	(1,320.00)	0.00%	0.00	0.00
-40208 Signs Permit and Fees	100.00	2,550.00	4,250.00	1,700.00	40.00%	0.00	7,025.00
Total Licenses & Permits	41,122.62	180,503.68	463,750.00	283,246.32	61.08%	0.00	376,594.46
Court Revenue							

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Revenue	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.
-40210 Municipal Court Fines	16,739.89	91,739.75	190,000.00	98,260.25	51.72%	0.00	0.00
Total Court Revenue	16,739.89	91,739.75	190,000.00	98,260.25	51.72%	0.00	0.00
<u>Fines and Fees</u>							
-40300 Administrative Fees	6,029.69	8,306.04	2,000.00	(6,306.04)	(315.30%)	0.00	2,398.03
-40314 Credit Card Processing Fee	702.43	1,831.00	1,000.00	(831.00)	(83.10%)	0.00	1,213.23
Total Fines and Fees	6,732.12	10,137.04	3,000.00	(7,137.04)	(237.90%)	0.00	3,611.26
<u>Contributions</u>							
-40304 MDD Contribution	0.00	6,090.75	24,363.00	18,272.25	75.00%	0.00	240,000.00
Total Contributions	0.00	6,090.75	24,363.00	18,272.25	75.00%	0.00	240,000.00
<u>Investment Income</u>							
-40306 Interest Revenue	0.00	3,849.36	7,000.00	3,150.64	45.01%	0.00	11,729.55
Total Investment Income	0.00	3,849.36	7,000.00	3,150.64	45.01%	0.00	11,729.55
<u>Miscellaneous</u>							
-40315 Miscellaneous Income	0.00	1,581.04	0.00	(1,581.04)	0.00%	0.00	2,545.20
Total Miscellaneous	0.00	1,581.04	0.00	(1,581.04)	0.00%	0.00	2,545.20
<u>Intergovernmental</u>							
-40410 Intergovernmental Revenue	0.00	192.27	0.00	(192.27)	0.00%	0.00	0.00
-40419 NEMC Personnel Reimbursement	0.00	1,748.00	0.00	(1,748.00)	0.00%	0.00	16,875.00
Total Intergovernmental	0.00	1,940.27	0.00	(1,940.27)	0.00%	0.00	16,875.00
<u>Transfers</u>							
-40910 Transfers In	(50.00)	(6,449.50)	0.00	6,449.50	0.00%	0.00	0.00
Total Transfers	(50.00)	(6,449.50)	0.00	6,449.50	0.00%	0.00	0.00

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Revenue	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.
Total	282,909.35	2,285,936.83	3,609,315.00	1,323,378.17	36.67%	0.00	3,593,747.87
Total Revenue	282,909.35	2,285,936.83	3,609,315.00	1,323,378.17	36.67%	0.00	3,593,747.87

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
110-Administration							
<u>Personnel and Benefits</u>							
110-51101 Payroll Expenses: Wages	42,701.45	247,744.60	424,600.00	176,855.40	41.65%	0.00	410,390.79
110-51102 Overtime	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
110-51105 Longevity Pay	0.00	795.00	0.00	(795.00)	0.00%	0.00	0.00
110-51109 Auto Allowance	150.00	1,050.00	1,800.00	750.00	41.67%	0.00	692.30
110-51210 Payroll Expenses: Company Contributions: Retirement	3,235.27	18,673.76	32,150.00	13,476.24	41.92%	0.00	25,095.16
110-51215 Payroll Expenses: Taxes	3,278.14	19,081.33	37,050.00	17,968.67	48.50%	0.00	33,806.16
110-51216 Employee Health Benefits	3,162.00	24,985.04	44,000.00	19,014.96	43.22%	0.00	39,335.42
110-51220 Workers Compensation	0.00	4,460.96	11,950.00	7,489.04	62.67%	0.00	0.00
110-51230 Unemployment	0.44	344.61	0.00	(344.61)	0.00%	0.00	0.00
Total Personnel and Benefits	<u>52,527.30</u>	<u>317,135.30</u>	<u>552,050.00</u>	<u>234,914.70</u>	<u>42.55%</u>	<u>0.00</u>	<u>509,319.83</u>
<u>Supplies</u>							
110-52014 Office Supplies	331.19	4,055.32	4,000.00	(55.32)	(1.38%)	0.00	12,628.67
110-52030 Postage	61.00	493.73	1,000.00	506.27	50.63%	0.00	0.00
110-52100 Minor Tools and Equipment	83.71	1,022.12	0.00	(1,022.12)	0.00%	0.00	0.00
Total Supplies	<u>475.90</u>	<u>5,571.17</u>	<u>5,000.00</u>	<u>(571.17)</u>	<u>(11.42%)</u>	<u>0.00</u>	<u>12,628.67</u>
<u>Contractual Services</u>							
110-53001 Accounting and Auditing Fees	0.00	673.45	7,500.00	6,826.55	91.02%	0.00	4,500.00
110-53002 Advertising and Promotion	1,169.14	3,782.48	12,000.00	8,217.52	68.48%	0.00	3,463.88
110-53004 Software	1,860.69	32,456.26	27,000.00	(5,456.26)	(20.21%)	0.00	36,984.85
110-53006 Codification Services	0.00	0.00	2,000.00	2,000.00	100.00%	0.00	3,169.00
110-53010 Property and Liability Insurance	0.00	6,895.28	8,500.00	1,604.72	18.88%	0.00	6,851.08

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
110-53012 Legal Fees	3,898.03	27,584.06	48,000.00	20,415.94	42.53%	0.00	73,028.73
110-53015 Dues and Subscriptions	0.00	133.00	900.00	767.00	85.22%	0.00	0.00
110-53016 Public Notices/Dues	113.25	578.75	1,200.00	621.25	51.77%	0.00	1,278.85
110-53022 Training and Travel	268.94	2,158.94	12,000.00	9,841.06	82.01%	0.00	3,686.23
110-53030 PayPal Charge	638.67	1,851.81	1,000.00	(851.81)	(85.18%)	0.00	1,220.59
110-53045 Lease and CAM Pmts - Town Hall	4,851.77	35,232.64	68,900.00	33,667.36	48.86%	0.00	20,799.56
110-53050 Careflite Services	0.00	1,944.00	2,575.00	631.00	24.50%	0.00	1,944.00
110-53055 City of Aubrey Library Fund	0.00	0.00	21,500.00	21,500.00	100.00%	0.00	20,285.86
110-53080 Engineering Services	15,023.14	53,343.99	60,000.00	6,656.01	11.09%	0.00	58,388.25
110-53083 Professional Services	746.44	7,932.91	40,000.00	32,067.09	80.17%	0.00	76,805.98
110-53084 Code Enforcement Services	0.00	0.00	2,000.00	2,000.00	100.00%	0.00	0.00
110-53110 Utilities	385.35	2,824.35	6,600.00	3,775.65	57.21%	0.00	15,292.02
110-53225 Interlocal Fire	113,075.00	339,225.00	452,830.00	113,605.00	25.09%	0.00	425,000.00
110-53610 Election Expense	155.75	155.75	8,000.00	7,844.25	98.05%	0.00	8,371.30
110-53800 Sales Tax Overpmt 12/21 to 5/25 Payback	1,692.00	8,460.00	0.00	(8,460.00)	0.00%	0.00	0.00
Total Contractual Services	143,878.17	525,232.67	782,505.00	257,272.33	32.88%	0.00	761,070.18
<u>Maintenance</u>							
110-54010 Building Maintenance/Cleaning	430.00	2,648.01	0.00	(2,648.01)	0.00%	0.00	0.00
110-54018 Repair and Maintenance	205.20	984.74	4,000.00	3,015.26	75.38%	0.00	20,282.47
110-54020 Vehicles Maintenance	98.49	765.61	2,300.00	1,534.39	66.71%	0.00	3,349.38
Total Maintenance	733.69	4,398.36	6,300.00	1,901.64	30.18%	0.00	23,631.85
<u>Capital Outlay</u>							

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
110-58007 Capital Improvements	17,735.00	22,389.91	15,000.00	(7,389.91)	(49.27%)	0.00	94,036.73
Total Capital Outlay	17,735.00	22,389.91	15,000.00	(7,389.91)	(49.27%)	0.00	94,036.73
Total Administration	215,350.06	874,727.41	1,360,855.00	486,127.59	35.72%	0.00	1,400,687.26
210-Municipal Court							
<u>Personnel and Benefits</u>							
210-51101 Payroll Expenses: Wages	900.00	2,700.00	0.00	(2,700.00)	0.00%	0.00	0.00
210-51215 Payroll Expenses: Taxes	68.85	198.90	0.00	(198.90)	0.00%	0.00	0.00
210-51230 Unemployment	0.90	3.40	0.00	(3.40)	0.00%	0.00	0.00
Total Personnel and Benefits	969.75	2,902.30	0.00	(2,902.30)	0.00%	0.00	0.00
<u>Supplies</u>							
210-52014 Office Supplies	207.49	1,988.32	3,000.00	1,011.68	33.72%	0.00	0.00
210-52020 Court Supplies	0.00	220.00	3,000.00	2,780.00	92.67%	0.00	0.00
210-52030 Postage	0.00	232.00	0.00	(232.00)	0.00%	0.00	0.00
210-52100 Minor Tools and Equipment	96.06	761.92	0.00	(761.92)	0.00%	0.00	0.00
Total Supplies	303.55	3,202.24	6,000.00	2,797.76	46.63%	0.00	0.00
<u>Contractual Services</u>							
210-53004 Software	0.00	474.71	0.00	(474.71)	0.00%	0.00	0.00
210-53015 Dues and Subscriptions	0.00	13.00	0.00	(13.00)	0.00%	0.00	0.00
210-53022 Training and Travel	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
210-53075 Prosecutor	775.00	5,825.00	16,000.00	10,175.00	63.59%	0.00	0.00
210-53076 Jury	0.00	0.00	500.00	500.00	100.00%	0.00	0.00
210-53077 Interpreter	200.00	200.00	750.00	550.00	73.33%	0.00	0.00
210-53078 Arrest/Jail Fees	0.00	0.00	1,250.00	1,250.00	100.00%	0.00	0.00

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
Total Contractual Services	975.00	6,512.71	19,000.00	12,487.29	65.72%	0.00	0.00
<u>Capital Outlay</u>							
210-58010 Capital Equipment	0.00	1,250.00	0.00	(1,250.00)	0.00%	0.00	0.00
Total Capital Outlay	0.00	1,250.00	0.00	(1,250.00)	0.00%	0.00	0.00
Total Municipal Court	2,248.30	13,867.25	25,000.00	11,132.75	44.53%	0.00	0.00
310-Police							
<u>Personnel and Benefits</u>							
310-51101 Payroll Expenses: Wages	88,021.90	456,785.24	831,580.96	374,795.72	45.07%	(1,100.00)	(1,100.00)
310-51102 Overtime	5,296.98	14,991.47	45,000.00	30,008.53	66.69%	0.00	0.00
310-51105 Longevity Pay	0.00	400.00	2,000.00	1,600.00	80.00%	0.00	0.00
310-51108 Incentive Pay	0.00	0.00	6,000.00	6,000.00	100.00%	0.00	0.00
310-51210 Payroll Expenses: Company Contributions: Retirement	7,045.55	35,376.79	63,615.94	28,239.15	44.39%	0.00	999.18
310-51215 Payroll Expenses: Taxes	7,138.91	36,121.52	65,524.42	29,402.90	44.87%	(84.15)	(84.15)
310-51216 Employee Health Benefits	7,160.21	48,771.71	104,000.00	55,228.29	53.10%	0.00	3,964.82
310-51220 Workers Compensation	0.00	3,238.90	32,431.66	29,192.76	90.01%	0.00	0.00
310-51230 Unemployment	6.67	2,157.90	0.00	(2,157.90)	0.00%	0.00	0.00
Total Personnel and Benefits	114,670.22	597,843.53	1,150,152.98	552,309.45	48.02%	(1,184.15)	3,779.85
<u>Supplies</u>							
310-52005 Uniforms	4,177.97	16,126.92	10,000.00	(6,126.92)	(61.27%)	0.00	12,837.78
310-52010 Law Enforcement Supplies	287.96	1,515.35	5,000.00	3,484.65	69.69%	0.00	3,078.58
310-52014 Office Supplies	522.92	2,814.43	3,000.00	185.57	6.19%	0.00	452.16
310-52015 Evidence Supplies	244.90	1,753.09	2,000.00	246.91	12.35%	0.00	3,683.40
310-52030 Postage	85.42	692.57	1,250.00	557.43	44.59%	0.00	145.00

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
310-52050 Fuel	2,959.45	14,455.59	20,000.00	5,544.41	27.72%	0.00	286.33
310-52100 Minor Tools and Equipment	284.63	2,805.07	3,500.00	694.93	19.86%	0.00	454.15
Total Supplies	8,563.25	40,163.02	44,750.00	4,586.98	10.25%	0.00	20,937.40
<u>Contractual Services</u>							
310-53004 Software	0.00	1,371.92	18,400.00	17,028.08	92.54%	0.00	0.00
310-53010 Property and Liability Insurance	0.00	5,634.02	20,000.00	14,365.98	71.83%	0.00	0.00
310-53012 Legal Fees	0.00	206.25	2,500.00	2,293.75	91.75%	0.00	275.00
310-53015 Dues and Subscriptions	0.00	285.00	1,500.00	1,215.00	81.00%	0.00	1,168.00
310-53022 Training and Travel	0.00	2,236.71	11,500.00	9,263.29	80.55%	0.00	1,632.00
310-53033 Community Events	1,907.92	4,393.21	5,000.00	606.79	12.14%	0.00	3,147.93
310-53081 Information Technology Services	625.00	18,248.99	22,500.00	4,251.01	18.89%	0.00	4,447.50
310-53083 Professional Services	1,120.00	10,631.00	22,800.00	12,169.00	53.37%	0.00	11,677.97
310-53091 Landscaping	0.00	0.00	2,000.00	2,000.00	100.00%	0.00	1,177.16
310-53110 Utilities	559.56	3,848.67	2,450.00	(1,398.67)	(57.09%)	0.00	0.00
310-53130 Telephone Mobile	0.00	4,768.06	13,000.00	8,231.94	63.32%	0.00	1,921.07
310-53210 Animal Control	1,150.00	8,050.00	14,500.00	6,450.00	44.48%	0.00	0.00
310-53230 Dispatch Fees	0.00	18,471.75	25,000.00	6,528.25	26.11%	0.00	0.00
Total Contractual Services	5,362.48	78,145.58	161,150.00	83,004.42	51.51%	0.00	25,446.63
<u>Maintenance</u>							
310-54010 Building Maintenance/Cleaning	491.00	5,961.11	20,000.00	14,038.89	70.19%	0.00	4,167.89
310-54018 Repair and Maintenance	0.00	1,139.77	0.00	(1,139.77)	0.00%	0.00	0.00
310-54020 Vehicles Maintenance	145.00	7,943.51	15,000.00	7,056.49	47.04%	0.00	3,327.85

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
Total Maintenance	636.00	15,044.39	35,000.00	19,955.61	57.02%	0.00	7,495.74
Total Police	129,231.95	731,196.52	1,391,052.98	659,856.46	47.44%	(1,184.15)	57,659.62
410-Parks & Recreation							
<u>Contractual Services</u>							
410-53035 Park Events	1,431.30	3,326.67	15,000.00	11,673.33	77.82%	0.00	(37.88)
410-53110 Utilities	53.39	365.24	1,000.00	634.76	63.48%	0.00	0.00
Total Contractual Services	1,484.69	3,691.91	16,000.00	12,308.09	76.93%	0.00	(37.88)
<u>Maintenance</u>							
410-54030 Park Maintenance	350.00	722.50	11,500.00	10,777.50	93.72%	0.00	0.00
Total Maintenance	350.00	722.50	11,500.00	10,777.50	93.72%	0.00	0.00
Total Parks & Recreation	1,834.69	4,414.41	27,500.00	23,085.59	83.95%	0.00	(37.88)
510-Community Development							
<u>Contractual Services</u>							
510-53084 Code Enforcement Services	0.00	50.00	0.00	(50.00)	0.00%	0.00	0.00
Total Contractual Services	0.00	50.00	0.00	(50.00)	0.00%	0.00	0.00
Total Community Development	0.00	50.00	0.00	(50.00)	0.00%	0.00	0.00
520-Inspection							
<u>Contractual Services</u>							
520-53085 Res & Com Building Review & Insp	0.00	350.00	65,000.00	64,650.00	99.46%	0.00	0.00
520-53090 Sanitation Services	1,880.00	8,110.00	6,000.00	(2,110.00)	(35.17%)	0.00	0.00
Total Contractual Services	1,880.00	8,460.00	71,000.00	62,540.00	88.08%	0.00	0.00
Total Inspection	1,880.00	8,460.00	71,000.00	62,540.00	88.08%	0.00	0.00

Town of Cross Roads
 Revenue and Expense Report
 As of April 30, 2022

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100 - General Department Expense	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.
610-Public Works							
<u>Personnel and Benefits</u>							
610-51103 Certification Pay	0.00	396.00	0.00	(396.00)	0.00%	0.00	0.00
Total Personnel and Benefits	0.00	396.00	0.00	(396.00)	0.00%	0.00	0.00
<u>Contractual Services</u>							
610-53060 Street Materials and Signs	3,302.00	4,257.32	8,000.00	3,742.68	46.78%	0.00	0.00
610-53065 Mowing and ROW Cleanup	4,835.30	12,177.78	38,500.00	26,322.22	68.37%	0.00	339.89
610-53070 Street Contract/Repairs	0.00	0.00	393,422.56	393,422.56	100.00%	0.00	0.00
610-53110 Utilities	193.45	1,231.29	1,500.00	268.71	17.91%	0.00	0.00
Total Contractual Services	8,330.75	17,666.39	441,422.56	423,756.17	96.00%	0.00	339.89
Total Public Works	8,330.75	18,062.39	441,422.56	423,360.17	95.91%	0.00	339.89
710-Transfers Out							
<u>Capital Outlay</u>							
710-59100 Transfers Out	371.20	(6,601.22)	0.00	6,601.22	0.00%	0.00	205,097.47
Total Capital Outlay	371.20	(6,601.22)	0.00	6,601.22	0.00%	0.00	205,097.47
Total Transfers Out	371.20	(6,601.22)	0.00	6,601.22	0.00%	0.00	205,097.47
Total Expense	359,246.95	1,644,176.76	3,316,830.54	1,672,653.78	50.43%	(1,184.15)	1,663,746.36

Town of Cross Roads
 Transaction Detail Report
 4/1/2022 - 4/30/2022

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100 - General

Account 100-110-51216

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/19/2022	Adjmt to A-P to pay thru FV-BCBS May 2022 invoice for May coverage \$389.21	Blue Cross Blue Shield	May 2022 coverag	10806, 10806	389.21	0.00	389.21
4/19/2022	4/19/2022	Adjmt for prior period - April empl left, empl hired (108.44)	Metlife	Adjmt for prior pe	10807	0.00	166.12	223.09
Total						<u>389.21</u>	<u>166.12</u>	

100 - General

Account 100-110-52014

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/6/2022	4/6/2022	March 2022 purchases - Dock station / folders / paper towels	Amazon Capital Services	March 2022 purch	10789	256.82	0.00	256.82
4/19/2022	4/21/2022	Wal Mart, SRFax				33.42	0.00	290.24
Total						<u>290.24</u>	<u>0.00</u>	

100 - General

Account 100-110-52030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	Pitney Bowes				61.00	0.00	61.00
Total						<u>61.00</u>	<u>0.00</u>	

100 - General

Account 100-110-52100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Acct 0018464310 Lease pmt Feb Mar Apr 2022 - - 33% Admin Financial Services LLC	Pitney Bowes Global Financial Services LLC	acct 0018464310	10777	63.25	0.00	63.25
4/6/2022	4/6/2022	newest copy machine Town Hall / Court usage meter reading 3-08 to 3-21-22 - -Admin 60% usage	Xerox Corporation	015890743	10794	20.46	0.00	83.71
Total						<u>83.71</u>	<u>0.00</u>	

100 - General

Account 100-110-53002

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Print and mail newsletters (Qty 800)	Alphagraphics	119162	10771	879.93	0.00	879.93
4/19/2022	4/21/2022	Lands End				289.21	0.00	1,169.14
Total						<u>1,169.14</u>	<u>0.00</u>	

100 - General**Account 100-110-53004**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Inv 197455 SW Mgmt May 2022 - Oct 2022 Community Devel Pkg/Data Pkg	iWorq Systems	197455	10774	1,250.00	0.00	1,250.00
4/19/2022	4/21/2022	Intuit, Apple, Zoom				610.69	0.00	1,860.69
					Total	1,860.69	0.00	

100 - General**Account 100-110-53012**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Stmt to 3-25-2022 General Legal Bill	Boyle & Lowry, L.L.P.	Stmt to 3-25-2022	10784	2,029.91	0.00	2,029.91
4/5/2022	4/5/2022	Stmt to 3-25-2022 NEPD Legal Bill	Boyle & Lowry, L.L.P.	Stmt to 3-25-2022	10784	137.50	0.00	2,167.41
4/5/2022	4/5/2022	Stmt to 3-25-2022 Legal Bill	Boyle & Lowry, L.L.P.	Stmt to 3-25-2022	10784	1,730.62	0.00	3,898.03
					Total	3,898.03	0.00	

100 - General**Account 100-110-53016**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/28/2022	4/28/2022	Notice Inv 95590 Notice of Public Hearing	Pilot Point Post Signal	95590	10822	113.25	0.00	113.25
					Total	113.25	0.00	

100 - General**Account 100-110-53022**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	Hilton Hotels				268.94	0.00	268.94
					Total	268.94	0.00	

100 - General**Account 100-110-53030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/6/2022	4/6/2022	Paypal fees thru 04-05-2022 \$518.87 transfer Paypal balance to Ckq \$13,860.17				518.87	0.00	518.87
4/14/2022	4/14/2022	Paypal to 04-13-22 \$42.94 fees off of \$1197.04 gross on 7 trans's				42.94	0.00	561.81
4/26/2022	4/26/2022	Paypal fee to 04-25-22 \$76.86 for 8 trans's deposited thru cash receipting				76.86	0.00	638.67
					Total	638.67	0.00	

100 - General

Account 100-110-53045

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/21/2022	4/21/2022	May 2022 Rent - Town of CR - Cleaning	West Crossroads LTD	2113	10809	0.00	365.00	(365.00)
4/21/2022	4/21/2022	May 2022 Rent - Town of CR - Op'g Exp	West Crossroads LTD	2113	10809	1,769.27	0.00	1,404.27
4/21/2022	4/21/2022	Lease & Cam Pmts - Town Hall Rent May 2022	West Crossroads LTD	2113	10809	3,447.50	0.00	4,851.77
Total						<u>5,216.77</u>	<u>365.00</u>	

100 - General

Account 100-110-53080

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/19/2022	Services thru 03-31-2022 Engineering - General Engineering charges	Half Associates, Inc.	10070575	10804	1,423.14	0.00	1,423.14
4/21/2022	4/21/2022	Oak Shores Entrance Drainage Engineering services - Inv 2APRTOC062521E	K. J. Environmental Management Inc.	2APRTOC062521E	10812	13,600.00	0.00	15,023.14
Total						<u>15,023.14</u>	<u>0.00</u>	

100 - General

Account 100-110-53083

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Inv 3376 March 2022 services - City Hall	Local Circuit	3376	10778	238.00	0.00	238.00
4/4/2022	4/4/2022	Inv 3376 March 2022 services - Admin	Local Circuit	3376	10778	150.00	0.00	388.00
4/19/2022	4/21/2022	ZipRecruiter				51.18	0.00	439.18
4/21/2022	4/21/2022	Various supplies - Inv 2022-0476 - Glossy Gold Seals	Greater Yield LLC	2022-0476	10813	9.25	0.00	448.43
4/21/2022	4/21/2022	Various supplies - Inv 2022-0476 - CRPD Logo - Certificates and Seals	Greater Yield LLC	2022-0476	10813	29.19	0.00	477.62
4/21/2022	4/21/2022	Various supplies - Inv 2022-0476 - Visioning project - Buttons and Banners	Greater Yield LLC	2022-0476	10813	219.00	0.00	696.62
4/21/2022	4/21/2022	Various supplies - Inv 2022-0476 - CRPD annual - 4 Domains - internet	Greater Yield LLC	2022-0476	10813	49.82	0.00	746.44
Total						<u>746.44</u>	<u>0.00</u>	

100 - General**Account 100-110-53110**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/19/2022	Town Hall Internet service to 05-05-2022 acct 314371029	AT&T	314371029 serv tr	10805	145.16	0.00	145.16
4/19/2022	4/21/2022	Intermedia				240.19	0.00	385.35
					Total	385.35	0.00	

100 - General**Account 100-110-53225**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Apr - June 2022 Fire/EMS Pmt 3 of 4	Town of Little Elm	Apr - June 2022 Fi	10772, 10773	113,075.00	0.00	113,075.00
					Total	113,075.00	0.00	

100 - General**Account 100-110-53610**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/28/2022	4/28/2022	Notice Inv 95590 Election Notice	Pilot Point Post Signal	95590	10822	155.75	0.00	155.75
					Total	155.75	0.00	

100 - General**Account 100-110-53800**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/11/2022	4/19/2022	Record 100-40100 Rev with Sales Tax Overpmt Payback - April 2022 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
4/19/2022	4/21/2022	Maid Up Cleaners - First cleaning council area FM 424				50.00	0.00	50.00
4/28/2022	4/28/2022	Town Hall Cleaning 04-10-22 \$190 per visit Inv 995679	Amanda Escovedo	995679	10823, 10826	190.00	0.00	240.00
4/28/2022	4/28/2022	Town Hall Cleaning 03-30-22 \$190 per visit Inv 995679	Amanda Escovedo	995679	10823, 10826	190.00	0.00	430.00
					Total	430.00	0.00	

100 - General**Account 100-110-54018**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/13/2022	4/13/2022	04-06-22 All boxes from storage moved to Town Hall	Billy Joe Lerma	156333	10801	205.20	0.00	205.20
					Total	205.20	0.00	

100 - General**Account 100-110-54020**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/6/2022	4/6/2022	March 2022 WEX charges \$2959.45 CRPD \$98.49 Town total stmt \$3057.94	WEX Bank	stmt thru 03-31-2	10793	98.49	0.00	98.49
Total						<u>98.49</u>	<u>0.00</u>	

100 - General**Account 100-110-58007**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/21/2022	4/21/2022	Manufacture Signs - Inv 9153 - Town of CR Town Hall and Municipal Court sign - letters installed onto leased building	Turner Sign Systems	9153	10814	12,670.00	0.00	12,670.00
4/21/2022	4/21/2022	Manufacture Signs - Inv 9153 - CRPD sign - Letters onto Monument	Turner Sign Systems	9153	10814	2,410.00	0.00	15,080.00
4/21/2022	4/21/2022	Manufacture Signs - Inv 9153 - CRPD sign - "Police Department"	Turner Sign Systems	9153	10814	2,655.00	0.00	17,735.00
Total						<u>17,735.00</u>	<u>0.00</u>	

100 - General**Account 100-210-52014**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	Wal Mart				207.49	0.00	207.49
Total						<u>207.49</u>	<u>0.00</u>	

100 - General**Account 100-210-52100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Acct 0018464310 Lease pmt Feb Mar Apr 2022 - - 43% Court	Pitney Bowes Global Financial Services LLC	acct 0018464310	10777	82.42	0.00	82.42
4/6/2022	4/6/2022	newest copy machine Town Hall / Court usage meter reading 3-08 to 3-21-22 - - Court 40% usage	Xerox Corporation	015890743	10794	13.64	0.00	96.06
Total						<u>96.06</u>	<u>0.00</u>	

100 - General**Account 100-210-53075**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Stmt to 3-25-2022 Court Legal Bill	Boyle & Lowry, L.L.P.	Stmt to 3-25-2022	10784	775.00	0.00	775.00
Total						<u>775.00</u>	<u>0.00</u>	

100 - General**Account 100-210-53077**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Inv 214 Court Interpreter 03/28/2022	Myrna Ramirez	214	10780	200.00	0.00	200.00
Total						<u>200.00</u>	<u>0.00</u>	

100 - General**Account 100-310-51216**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/19/2022	Adjmt for prior period - April empl left, empl hired (108.44) combined net of adjmts for April	Metlife	April adjmt - Jasor 10807		57.68	0.00	57.68
Total						<u>57.68</u>	<u>0.00</u>	

100 - General**Account 100-310-52005**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Police Shield credit (no credit for shipping chg)	Galls LLC	020370913 02064	10776	0.00	108.80	(108.80)
4/4/2022	4/4/2022	5/8" Star Bars (Qty 2)	Galls LLC	020370913 02064	10776	17.17	0.00	(91.63)
4/4/2022	4/4/2022	Police Shield (Qty 8)	Galls LLC	020370913 02064	10776	156.79	0.00	65.16
4/21/2022	4/21/2022	Armorskin, Patches, Jackets Nov thru Feb 2022 purchases - Inv 24158 Jacket - Qty 1	Impact Promotional Services LLC	19191 20940 214	10815	67.48	0.00	132.64
4/21/2022	4/21/2022	Armorskin, Patches, Jackets Nov thru Feb 2022 purchases - Inv 22503 Jackets - Qty 2	Impact Promotional Services LLC	19191 20940 214	10815	568.00	0.00	700.64
4/21/2022	4/21/2022	Armorskin, Patches, Jackets Nov thru Feb 2022 purchases - Inv 21488 Armorskin - Qty 2	Impact Promotional Services LLC	19191 20940 214	10815	225.43	0.00	926.07
4/21/2022	4/21/2022	Armorskin, Patches, Jackets Nov thru Feb 2022 purchases - Inv 20940 Patches - Qty 6	Impact Promotional Services LLC	19191 20940 214	10815	1,460.97	0.00	2,387.04
4/21/2022	4/21/2022	Armorskin, Patches, Jackets Nov thru Feb 2022 purchases - Inv 19191 Armorskin - Qty 2	Impact Promotional Services LLC	19191 20940 214	10815	225.43	0.00	2,612.47
4/21/2022	4/21/2022	Inv 0164953 Acct 0010009 Hat Badges - Qty 13	Entenmann-Rovin Co.	0164953	10818	1,361.50	0.00	3,973.97
4/21/2022	4/21/2022	Gall's Inv 020843919 \$204 Flex Supershirt - Qty 3	Galls LLC	020843919	10819	204.00	0.00	4,177.97
Total						<u>4,286.77</u>	<u>108.80</u>	

100 - General**Account 100-310-52010**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Inv 479154 Tazer Batteries (Qty 2)	Proforce Law Enforcement	479154	10788	188.18	0.00	188.18
4/19/2022	4/21/2022	Atwood				99.78	0.00	287.96
Total						<u>287.96</u>	<u>0.00</u>	

100 - General**Account 100-310-52014**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/6/2022	4/6/2022	March 2022 purchases - Monitor Dock Returned for credit	Amazon Capital Services	March 2022 purch	10789	0.00	134.99	(134.99)
4/6/2022	4/6/2022	March 2022 purchases - Printer paper / toner / office supplies	Amazon Capital Services	March 2022 purch	10789	381.53	0.00	246.54
4/19/2022	4/21/2022	Wal Mart				56.96	0.00	303.50
4/19/2022	4/21/2022	Vistaprint, Wal Mart				219.42	0.00	522.92
					Total	657.91	134.99	

100 - General**Account 100-310-52015**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	Dash Medical Gloves, Law Enforcement				244.90	0.00	244.90
					Total	244.90	0.00	

100 - General**Account 100-310-52030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	Pitney Bowes				26.52	0.00	26.52
4/19/2022	4/21/2022	USPS				58.90	0.00	85.42
					Total	85.42	0.00	

100 - General**Account 100-310-52050**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/6/2022	4/6/2022	March 2022 WEX charges \$2959.45 CRPD \$98.49 Town total stmt \$3057.94	WEX Bank	stmt thru 03-31-2	10793	2,959.45	0.00	2,959.45
					Total	2,959.45	0.00	

100 - General**Account 100-310-52100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Acct 0018464310 Lease pmt Feb Mar Apr 2022 - - 24% CRPD	Pitney Bowes Global Financial Services LLC	acct 0018464310	10777	46.00	0.00	46.00
4/5/2022	4/5/2022	CRPD copier reading 2-21-22 to 3-21-22 Inv 015890738	Xerox Corporation	015890738	10785	238.63	0.00	284.63
					Total	284.63	0.00	

100 - General**Account 100-310-53033**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	TX Police Chiefs, OSS Academy, Prairie House, DD, FBI Leeda, Chick Fil A				1,907.92	0.00	1,907.92
					Total	1,907.92	0.00	

100 - General**Account 100-310-53081**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Inv 3376 March 2022 services - CRPD	Local Circuit	3376	10778	625.00	0.00	625.00
Total						<u>625.00</u>	<u>0.00</u>	

100 - General**Account 100-310-53083**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Inv 2022-004 14 hours Researching Evidence March 2022	Joshua Wayne Lyon	2022-004	10786	560.00	0.00	560.00
4/28/2022	4/28/2022	Josh Lyon inv 2022-005 14 hours \$560.00 Property/Evidence 4-6-22 to 4-19-22	Joshua Wayne Lyon	2022-005	10821	560.00	0.00	1,120.00
Total						<u>1,120.00</u>	<u>0.00</u>	

100 - General**Account 100-310-53110**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Acct 002-0077400-001 service to 3-15-22 CRPD	Mustang Special Utility District	77400-001 service	10775	33.62	0.00	33.62
4/13/2022	4/13/2022	Internet service to 3-31-22 CRPD - Inv 220900465	ACC Business	220900465	10797	165.00	0.00	198.62
4/13/2022	4/13/2022	CRPD and 4 Lights locations to 03-29-2022 - CRPD	CoServ	5 accounts service	10799	200.81	0.00	399.43
4/19/2022	4/21/2022	Intermedia				160.13	0.00	559.56
Total						<u>559.56</u>	<u>0.00</u>	

100 - General**Account 100-310-53210**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Service for March 2022-Animal Control Inv 4682	All American Dogs	4682	10782	1,150.00	0.00	1,150.00
Total						<u>1,150.00</u>	<u>0.00</u>	

100 - General**Account 100-310-54010**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/19/2022	4/21/2022	Maid Up Cleaners - month of April cleaning CRPD				150.00	0.00	150.00
4/21/2022	4/21/2022	Application 04-15-22 Inv 99047	Granulawn	97298	10817	122.00	0.00	272.00
4/21/2022	4/21/2022	Application 03-03-22 Inv 97298	Granulawn	97298	10817	122.00	0.00	394.00
4/28/2022	4/28/2022	Inv 22501 04-21-22 service date pest control	A Smart Pest Control	22501	10820	97.00	0.00	491.00
Total						<u>491.00</u>	<u>0.00</u>	

100 - General**Account 100-310-54020**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/5/2022	4/5/2022	Wheel Balance 03/28/2022 Inv 21929	Aubrey Tire Outlet Inc.	21929	10787	20.00	0.00	20.00
4/19/2022	4/21/2022	Aubrey Tire, Car Wash				125.00	0.00	145.00
					Total	145.00	0.00	

100 - General**Account 100-410-53035**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/1/2022	3/28/2022	Inv 9490 prepmt 04-23-22 Parks event - Electronic Recycle \$450	Computer Crusher Recycling LLC	9490	10769	450.00	0.00	450.00
4/5/2022	4/5/2022	Reimbursement-Vinyl Banners Easter Event	Blanche Dillon	Amz \$258.89 Rein	10783	258.89	0.00	708.89
4/6/2022	4/6/2022	March 2022 purchases - Supplies / Easter event	Amazon Capital Services	March 2022 purch	10789	203.92	0.00	912.81
4/13/2022	4/13/2022	4/13/22 to 5/10/22 4 weeks rental Parks Dept Inv A-106795	Texas Johns	A-106795	10800	141.75	0.00	1,054.56
4/19/2022	4/21/2022	Vistaprint				376.74	0.00	1,431.30
					Total	1,431.30	0.00	

100 - General**Account 100-410-53110**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Acct 002-0081400-002 service to 03-15-2022	Mustang Special Utility District	Acct 0081400-002	10772	28.52	0.00	28.52
4/13/2022	4/13/2022	Parks Dept Electric to 03-29-22	CoServ	9000272764 to 3-	10798	24.87	0.00	53.39
					Total	53.39	0.00	

100 - General**Account 100-410-54030**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/13/2022	4/13/2022	Mow, weedeat, trash pickup at Park 3/16/22 and 4/08/22 - \$175 (Qty 2)	Billy Joe Lerma	156334	10802	350.00	0.00	350.00
					Total	350.00	0.00	

100 - General**Account 100-520-53090**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/6/2022	4/6/2022	Inv 85359: 1090 Woodland Dr Plan Review	SAFEbuilt LLC	85359	10792	450.00	0.00	450.00
4/6/2022	4/6/2022	Inv 85359: 5555 Foothills Ct Plan Review	SAFEbuilt LLC	85359	10792	450.00	0.00	900.00
4/6/2022	4/6/2022	Inv 85359: 5601 Foothills Plan Review	SAFEbuilt LLC	85359	10792	450.00	0.00	1,350.00
4/6/2022	4/6/2022	Inv 85359: 2350 Woodland Dr Plan Review	SAFEbuilt LLC	85359	10792	450.00	0.00	1,800.00

4/12/2022	4/12/2022	Pre-opening Inspection of Mod Pizza 03-28-22	John Glover	04-06-22	10795	80.00	0.00	1,880.00
Total						<u>1,880.00</u>	<u>0.00</u>	

100 - General Account 100-610-53060

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/28/2022	4/28/2022	Applied Concepts Inc Inv 401022 Repair LED on Traffic Trailer \$3302.00	Applied Concepts Inc.	401022	10825	3,302.00	0.00	3,302.00
Total						<u>3,302.00</u>	<u>0.00</u>	

100 - General Account 100-610-53065

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	156330/156331 March service 3- 26-22 Trash on Fishtrap pickup/Haul to Dump (Qty 3 hours)	Billy Joe Lerma	156330 - 156331	10779	135.00	0.00	135.00
4/4/2022	4/4/2022	156330/156331 March service - Chair removed Pottershop and trash - all to dump	Billy Joe Lerma	156330 - 156331	10779	78.00	0.00	213.00
4/4/2022	4/4/2022	156330/156331 March service - 3- 15-22 Bar Ditches cut/weedeat (Qty 11)	Billy Joe Lerma	156330 - 156331	10779	1,550.00	0.00	1,763.00
4/13/2022	4/13/2022	04-11-22 Trailer to Dump/Bar Ditches (4.5 hrs) ck on Asphalt	Billy Joe Lerma	156333	10801	198.00	0.00	1,961.00
4/13/2022	4/13/2022	04-09-22 Trash pulled from culvert: Mosely, Tipps (6.5 hrs)	Billy Joe Lerma	156333	10801	370.00	0.00	2,331.00
4/13/2022	4/13/2022	04-06-22 Trailer to Dump	Billy Joe Lerma	156333	10801	136.80	0.00	2,467.80
4/13/2022	4/13/2022	04-05-22 Brush & Limbs pickup on Mosely, Tipps, Pottershop-haul to landfill (10 hrs)	Billy Joe Lerma	156333	10801	570.00	0.00	3,037.80
4/19/2022	4/21/2022	Landfill, Car wash				40.00	0.00	3,077.80
4/21/2022	4/21/2022	ROW work April services - 04-18- 2022 7 1/2 hours - Cut back branches hanging over roads	Billy Joe Lerma	156335	10810	427.50	0.00	3,505.30
4/21/2022	4/21/2022	ROW work April services - 04-15- 2022 9 1/2 hours - Cut back branches hanging over roads	Billy Joe Lerma	156335	10810	665.00	0.00	4,170.30
4/21/2022	4/21/2022	ROW work April services - 04-14- 2022 9 1/2 hours - Asphalt - Potholes: Mosely, Pottershop, Fishtrap	Billy Joe Lerma	156335	10810	665.00	0.00	4,835.30
Total						<u>4,835.30</u>	<u>0.00</u>	

100 - General Account 100-610-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/13/2022	4/13/2022	CRPD and 4 Lights locations to 03- 20-2022 Fishtrap Road	CoServ	5 accounts service	10799	31.90	0.00	31.90

4/13/2022	4/13/2022	29-2022 - Fisntrap Road CRPD and 4 Lights locations to 03- 29-2022 - FM 424 Wal Mart	CoServ	5 accounts service 10799		15.95	0.00	47.85
4/13/2022	4/13/2022	CRPD and 4 Lights locations to 03- 29-2022 - Hwy 380 & Wal Mart	CoServ	5 accounts service 10799		15.95	0.00	63.80
4/13/2022	4/13/2022	CRPD and 4 Lights locations to 03- 29-2022 - HWY 377 & Griffin	CoServ	5 accounts service 10799		11.49	0.00	75.29
4/21/2022	4/21/2022	Co Serv Naylor Road Lights service to 04-07-22 Acct 9000272768 \$118.16	CoServ	Service to 04-07-210816		118.16	0.00	193.45
Total						<u>193.45</u>	<u>0.00</u>	

100 - General

Account 100-710-59100

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
4/4/2022	4/4/2022	Bank Transfer - April 2022 Correct cash account for Grant Revenue				371.20	0.00	371.20
Total						<u>371.20</u>	<u>0.00</u>	



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Consider approval of an Interlocal Agreement with the Denton County for Public Safety Support and Maintenance and authorize the Mayor to execute the same.

Prepared by:

Shaun Short, Chief of Police

Description:

Staff is requesting the authorization of an interlocal agreement for the Denton County Department of Technology to provide public support services for portable and mobile public safety radios owned by the Town of Cross Roads. The cost of the service in the agreement for FY2022 is \$6 per radio per month. The police department presently has 16 radios which would cost \$1,152 in FY2022.

Staff Recommended Action:

Staff recommends approval of resolution.

Attachments:

Resolution

Interlocal Agreement – Denton County

**INTER-LOCAL COOPERATION AGREEMENT BETWEEN DENTON COUNTY AND
THE TOWN OF CROSSROADS POLICE DEPARTMENT FOR THE USE OF THE
DENTON COUNTY RADIO COMMUNICATIONS SYSTEM**

This Inter-Local Agreement (“Agreement”) is entered into by and between the County of Denton, Texas (“the County”) and the Town of Crossroads Police Department, Texas, both entities being located in Denton County, Texas (collectively, the “Parties” or separately as a “Party”). The Parties execute this agreement as hereinafter provided, pursuant to the Texas Governmental Code, Chapter 791, known as the Inter-Local Cooperation Act:

WHEREAS, Denton County is a political subdivision within the State of Texas, each of which engages in the provision of governmental services for the benefit of its citizens; and

WHEREAS, the Agency is duly organized and operating under the laws of the State of Texas engaged in the provision of municipal government and/or related services for the benefit of the citizens of Agency; and

WHEREAS, the Inter-Local Cooperation Act, Texas Government Code, Chapter 791, as amended “the Act” provides authority for local governments of the State of Texas to enter into Inter-local agreements with each other for the purpose of performing governmental functions and services as set forth in the Act; and

WHEREAS, the County owns, operates, and maintains the radio-communications system, exclusive of the radios owned individually by each User Agency (“System”) for the purpose of providing radio communications in support of its governmental operations; and

WHEREAS, Crossroads Police Department wishes to use certain portions of the System for its governmental operations; and

WHEREAS, the use of the System in the provision of governmental services benefits the public health and welfare, promotes efficiency and effectiveness of local governments, and is of mutual concern to the contracting Parties; and

WHEREAS, Crossroads Police Department and the County have current funds available to satisfy any fees and costs required pursuant to this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and agreement herein contained, the sufficiency of which are hereby acknowledged, and upon and subject to the terms and conditions hereinafter set forth, the Parties agree as follows:

I.

DEFINITIONS

“*Assignee*” means the Agency employee assigned to a specific Subscriber Unit.

“*Communications System*” or “*System*” means a wide area, multi-agency digital trunked radio system compliant with P-25 interoperability standards to be used jointly by the City of Lewisville, the City of Denton, Denton County, and other Infrastructure Members, if any, primarily for providing public safety dispatch and communications for fire, emergency medical and police services and such other governmental services as may be agreed from time to time by the Parties.

“*Coordinating Committee*” means the committee that is responsible for making recommendations to the Infrastructure Management Committee on the administration and operation of the Communications System.

“*Infrastructure Management Committee*” means the committee that is responsible for the administration and operation of the Communications System.

“*Subscriber Units*” means mobile radios, portable radios or any similar devices used for communicating over the Communications System.

“*Talk Group*” means a specific group of Subscriber Units allowed to communicate privately within that group over shared infrastructure resources.

“*Technical Committee*” means the committee that advises the Coordinating Committee on technical issues related to the operation of the Communications System.

“*User*” means any entity with which the City of Denton, the City of Lewisville, Denton County, or other Infrastructure Member has entered into a contractual agreement for the provision of radio communication services through the Consolidated Communications System.

II.

TERM

2.1 This Agreement is for a period of a one (1) year term, beginning on the 1st day of October, 2021, and ending on the 30th day of September, 2022. unless terminated earlier pursuant to Section 7.1.

2.2 It is the intention of the Parties for this to be a long term enterprise which will be renewed with a new ILA each year subject to approval by each Party’s governing body.

III.

OBLIGATIONS OF TOWN OF CROSSROADS POLICE DEPARTMENT

3.1 Crossroads Police Department shall use the System in accordance with this Agreement to provide integration of communications by Crossroads Police Department between its Users on the System for governmental operations.

3.2 When using the System, Crossroads Police Department shall abide by all applicable Federal and State laws and regulations, including any regulations of the Denton County Radio System. When Crossroads Police Department uses the System for interoperability with Talk Groups (hereinafter defined) other than those provided by this Agreement, Crossroads Police Department will also abide by the User rules of those Talk Groups.

3.3 Crossroads Police Department must provide a written request to the Denton County Radio System Manager (“System Manager”) or his designee, to activate radios (“Subscriber Units”) on the System. Such request must include the model and serial number of the Subscriber Unit, the name of the Assignee, and identifying Talk Groups required in the Subscriber Unit.

3.4 Crossroads Police Department is responsible for furnishing its own Subscriber Units, which must be compatible with the APCO P-25 Phase 2 TDMA Digital System, and for maintenance of the Subscriber Units. Crossroads Police Department is responsible for all programming of Agency-owned Subscriber Units.

3.5 Crossroads Police Department shall be solely responsible for obtaining a technical services support contract and a maintenance contract for all Agency-owned dispatch infrastructure equipment, either from the manufacturer of the equipment or from a manufacturer-authorized service provider. The County shall not be responsible for maintenance of any Agency-owned equipment.

3.6 Depending on the equipment that will be purchased and installed by Crossroads Police Department, the Agency shall be solely responsible for entering into such Software Update Agreements and/or Software Maintenance Agreements from the manufacturer as necessary to ensure that the equipment owned by the Agency will be maintained and upgraded to meet the requirements of the System when the County performs System upgrades.

3.7 Crossroads Police Department shall be solely responsible for having periodic maintenance (PM) performed on its Subscriber Units at least every two years which shall include tuning and alignment of the Subscriber Units and updating the Subscriber Units with the latest firmware available.

3.8 The County shall not be liable to the Agency for the lack of interoperability between the Subscriber Units and the System if the Agency fails to perform the required PM

and/or obtain the software and/or firmware upgrades recommended by the County and/or the manufacturer of the Subscriber Units necessary to communicate through the System as set forth in Sections 3.5, 3.6, and 3.7 above.

IV.

OBLIGATIONS OF THE COUNTY

4.1 The County will allow Crossroads Police Department to use County provided Talk Groups, which are a primary level of communication for Users on the System (“Talk Group”), comparable to a channel on a conventional radio system, for the exclusive use of Crossroads Police Department. Talk Groups will be established for the Agency by the County.

4.2 The System Manager will not activate radios on the Crossroads Police Department Talk Groups nor make changes to the Crossroads Police Department radios without first receiving authorization from the designated representative of the Agency, unless, in the opinion of the County, such action is necessary to eliminate harmful interference.

4.3 The County is solely responsible for:

- (1) Coordinating Talk Groups among System Users;
- (2) Grouping of Talk Groups to allow transmitting and receiving on all associated Talk Groups as required by the Agency; and
- (3) The operation, maintenance, and control of the System

V.

FEES

5.1 The fees payable for the term of this Agreement are set out in **Exhibit B** which is attached and incorporated for all purposes.

5.2 The County may increase the fees each October 1st, the beginning of each County fiscal year, by an amount not to exceed five percent (5%) of the previous year’s fees. The County will provide ninety (90) days’ notice to Crossroads Police Department before increasing the fees.

5.3 Based on the fees described above, the County will calculate the annual fee due based upon the total number of Subscriber Units and submit an invoice to the Agency on or before October 1st of each year. This amount is subject to change when the Agency adds or deletes the number of Subscriber Units in service. The Agency must notify the System Manager in writing of any addition or deletion of Subscriber Units.

5.4 Fees for Additions - The amount owed for annual fees for additions of Subscriber Units will be prorated for the year added, invoiced immediately, and amounts will be due within thirty (30) days of receipt of the invoice for the addition(s).

5.5 Deletions - No refunds for deletions will be made for the Agencies deletion of Subscriber Units during the period of the Agreement. The fees for the upcoming fiscal year will be calculated based on the number of Subscriber Units in service on the radio system as of May 1st of the current contract year.

5.6 In the event a new Inter-Local Agreement is not executed prior to the expiration of this Agreement, and the Sheriff's Office continues to provide access to the Radio Communications System, the Agency shall reimburse and compensate the County for access to the Denton County Radio Communications System at the rate set by the Denton County Sheriff and approved by the Denton County Commissioners Court for the next fiscal year.

VI.

PAYMENT DUE

6.1 The Agency agrees to pay the County the annual fees specified under Article V within thirty (30) days of the receipt of the invoice. Should the Agency add Subscriber Units or Talk Groups to the Service within a Term, the Agency agrees to pay the additional fee(s) due within thirty (30) days of invoice. All payments for expenses incurred as a result of the performance of the Agreement shall be made only from current revenues legally available to each respective Party.

VII.

TERMINATION

7.1 Either Party may terminate this Agreement at any time by giving ninety (90) days advance written notice. The Agency shall pay for all fees incurred through the effective date of termination. If the County permanently discontinues the operation of its System, this Agreement shall terminate on the date of discontinuance without further notice, and the County will reimburse the Agency the pro-rated amount of the fees previously paid by the Agency for the use of the System for the then current fiscal year.

VIII.

RELEASE AND HOLD HARMLESS

TO THE EXTENT PERMITTED BY LAW, EACH PARTY AGREES TO WAIVE ALL CLAIMS AGAINST, TO RELEASE, AND TO HOLD HARMLESS THE OTHER PARTY AND ITS RESPECTIVE OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, FROM ANY AND ALL

LIABILITY, CLAIMS, SUITS, DEMANDS, LOSSES, DAMAGES, ATTORNEYS, FEES, INCLUDING ALL EXPENSES OF LITIGATION OR SETTLEMENT, OR CAUSES OF ACTION WHICH MAY ARISE BY REASON OR INJURY TO OR DEATH OF ANY PERSON OR FOR LOSS OF, DAMAGE TO, OR LOSS OF USE OF ANY PROPERTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT. IN THE EVENT THAT A CLAIM IS FILED, EACH PARTY SHALL BE RESPONSIBLE FOR ITS PROPORTIONATE SHARE OF LIABILITY.

IX.

IMMUNITY

In the execution of this Agreement, neither of the Parties waives, nor shall be deemed hereby to have waived any immunity or any legal or equitable defense otherwise available against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the Parties do not create any obligations, express or implied, other than those set forth herein, and this Agreement does not create any rights in parties who are not signatories to this Agreement.

X.

ASSIGNMENT

The Agency agrees to retain control and to give full attention to the fulfillment of this Agreement. The Agency cannot assign or sublet this Agreement without the prior written consent of the County. Further, the Agency cannot sublet any part or feature of the work to anyone objectionable to Denton County. The Crossroads Police Department also agrees that the subletting of any portion or feature of the work, or materials required in the performance of this Agreement, does not relieve the Agency from its full obligations to the County as provided by this Agreement.

XI.

ENTIRE AGREEMENT

This Agreement represents the entire and integrated agreement between Denton County and Crossroads Police Department and supersedes all prior negotiations, representations and/or agreements, either written or oral, between Denton County and Crossroads Police Department. This Agreement may be amended only by written instrument signed by Denton County and Crossroads Police Department.

XII.

NOTICES

Unless notified otherwise in writing, all notices are required to be given to either Party in writing and delivered in person or sent via certified mail to the other Party at the following respective addresses:

County:	1	Denton County Judge Denton County Commissioners Court 1 Courthouse Drive, Ste 3100 Denton, Texas 76201
	2	Denton County Sheriff Denton County Sheriff's Office 127 N. Woodrow Lane Denton, Texas 76205
	3	Assistant District Attorney Counsel to the Sheriff 127 N. Woodrow Lane Denton, Texas 76205

Name of Agency:	The Town of Crossroads Police Department
Contact Person	Chief Shaun Short
Address	1401 FM 424
City, State, Zip	Crossroads, TX 76227
Telephone	940-441-4226
Email	s.short@crossroadstx.gov

XIII.

AUTHORITY TO SIGN

The undersigned officers and/or agents of the Parties hereto are the properly authorized officials or representatives and have the necessary authority to execute this Agreement on behalf of the Parties.

XIV.

SEVERABILITY

The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to the law or contrary to any rule or regulation having the force and effect of the law, such decisions shall not affect the remaining portions of the Agreement. However, upon the occurrence of such event,

either Party may terminate this Agreement by giving the other Party thirty (30) days written notice.

XV.

VENUE

This Agreement and any of its terms or provisions, as well as the rights and duties of the Parties hereto, shall be governed by the laws of the State of Texas. The Parties agree that this Agreement shall be enforceable in Denton County, Texas, and if legal and necessary, exclusive venue shall lie in Denton County, Texas.

XVI.

INTERPRETATION OF AGREEMENT

Although this Agreement is drafted by the County, this is a negotiated document. Should any part of this Agreement be in dispute, the Parties agree that the Agreement shall not be construed more favorably for either Party.

XVII.

REMEDIES

No right or remedy granted herein or reserved to the Parties is exclusive of any right or remedy granted by law or equity; but each shall be cumulative of every right or remedy given hereunder. No covenant or condition of this Agreement may be waived without the express written consent of the Parties. It is further agreed that one (1) or more instances of forbearance by either Party in the exercise of its respective rights under this Agreement shall in no way constitute a waiver thereof.

XVIII.

SUCCESSORS AND ASSIGNS

The Parties each bind themselves, their respective successors, executors, administrators, and assigns to the other Party to this contract. Neither Party will assign, sublet, subcontract or transfer any interest in this Agreement without the prior written consent of the other Party. No assignment, delegation of duties or subcontract under this Agreement will be effective without the written consent of all Parties.

EXECUTED duplicate originals on the dates indicated below:

**SIGNED AND AGREED BY THE TOWN OF CROSSROADS POLICE DEPARTMENT,
TEXAS:**

BY:

_____ Date: _____
Shaun Short, Police Chief
The Town of Crossroads Police Department
1401 FM 424
Crossroads, TX 76227
(940)441-4226

Approved as to form:

Attorney for Agency

APPROVED BY THE DENTON COUNTY COMMISSIONERS COURT OF DENTON COUNTY, TEXAS:

BY:

_____ Date: _____
Andy Eads, County Judge
Denton County Commissioners Court
1 Courthouse Drive, Ste 3100
Denton, Texas 76201
(940)349-2820

Approved as to content:

Denton County Sheriff's Office

Approved as to form:

Assistant District Attorney
Counsel to the Sheriff

Exhibit B
Denton County Sheriff's Office
Radio Communications System Agreement
Agency Payment Worksheet

Agency:	The Town of Crossroads Police Department				
Payment Contact Person:	Chief Short and/or K. Gilbert				
Phone Number:	940-441-4226				
Email(s):	s.short@crossroadstx.gov and/or k.gilbert@crossroadstx.gov				
Address:	1401 FM 424				
City, State, Zip	Crossroads, TX 76227				
Agency Should Include this Worksheet with Each Payment Sent to Denton County.					
Make checks payable to:	Denton County				
Mail payments to:	Radio Communications Systems Agreement Payments Denton County Auditor 1 Courthouse Drive, Ste 2000 Denton, Texas 76208				
Please select one of the following options:					
<u>Tier 1</u>			<u>Tier 3</u>		
Radio User <i>ONLY</i> - \$4 each per month			Includes Tier 1 User + add on of Subscriber Services (program once per year and PM radios every two years) - \$6 each per month		
PD Radio Subscribers	16	\$768.00	PD Radio Subscribers	16	\$1,152.00
Total Amt Per Year =		<u>\$768.00</u>	Total Amt Per Year =		<u>\$1,152.00</u>
<i>BILLED ANNUALLY</i>					

Please make your Tier selection, sign and date below.

Circle One: Tier 1 / Tier 3

Signature of Agency Representative

Title

Date



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
May 16, 2022

Agenda Item:
Consider approval of a preliminary plat application for property located at 3713 Red Mesa Tr., within the Town of Cross Roads ETJ. (2022-0404-01PPLAT)

Prepared by:
Rodney Patterson, Building Official

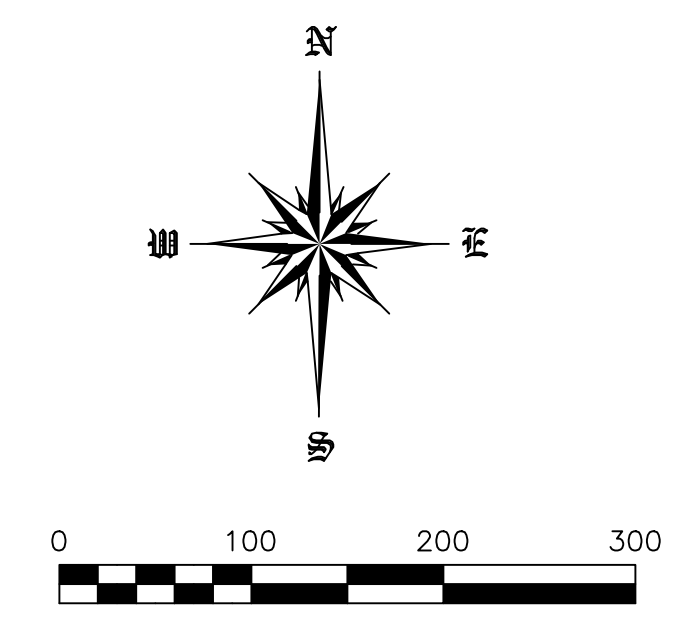
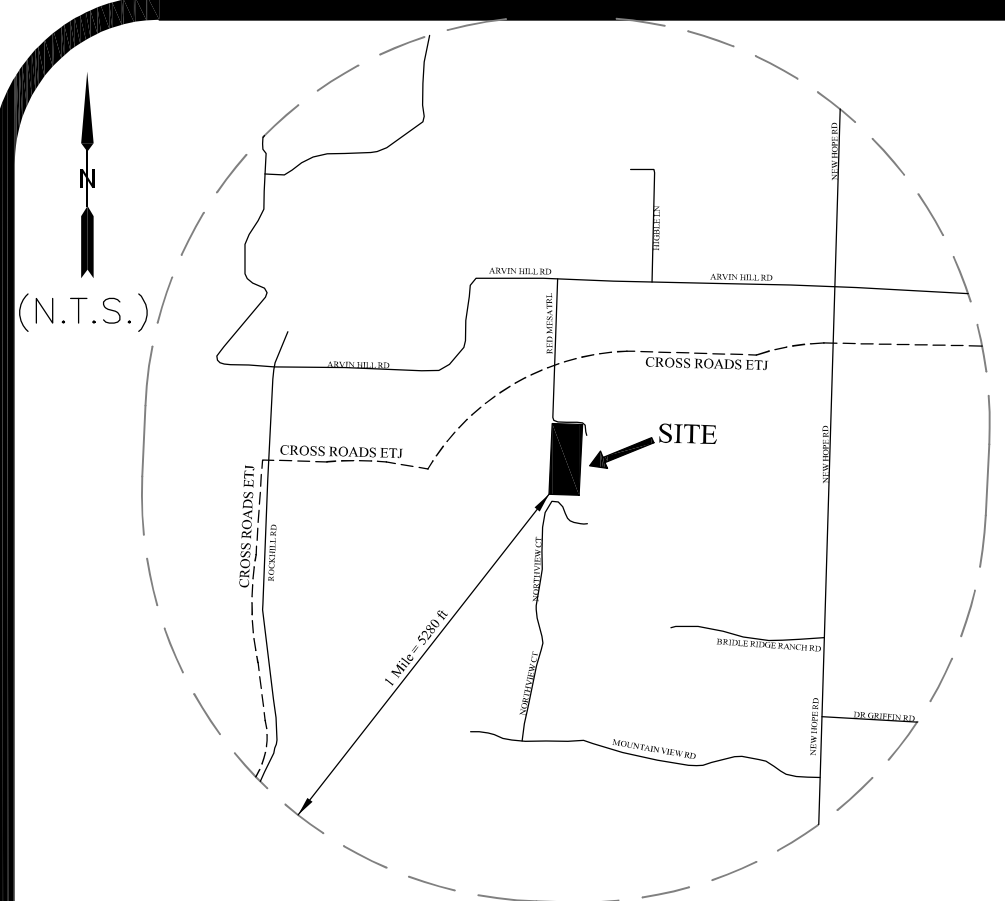
Description:
Applicant Joel Wilhite submitted a preliminary plat application on behalf of property owner Jon and Samantha Causseaux for the Causseaux Addition on April 4, 2022, to plat an existing tract of land totaling 5.977 acres generally located at 3713 Red Mesa Tr. in the Town of Cross Roads ETJ. The purpose of the plat is to create a single residential lot. The Town Engineer performed a technical review of the preliminary plat application on April 8, 2022.

There were a few comments outstanding, and the applicant subsequently addressed those comments and resubmitted on April 22, 2022. The Town Engineer completed the review of the revisions on April 25, 2022 and indicated that there were no additional comments for this preliminary plat.

Recommended Action:
Staff recommends the approval of the preliminary plat.

Planning and Zoning Recommendation
The Planning and Zoning Commission considered the application at their May 3, 2022, meeting and recommended approval.

Attachments:
Corrected Preliminary Plat
Preliminary Plat Application
Legal Description



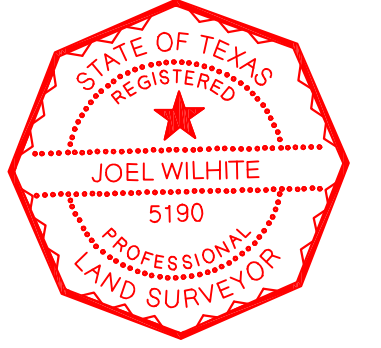
SURVEYOR'S CERTIFICATE

STATE OF TEXAS)(
 COUNTY OF _____)(

I, the undersigned, 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.

Joel Wilhite, RPLS #5190

Date: _____



FIELD NOTES

WHEREAS JON AND SAMANTHA CAUSSEAUX are the owners of a tract of land in the State of Texas, County of Denton, being part of the Henry White Survey, Abstract No. 1332, being all of a tract recorded in Document No. 2021-89861 of the Deed Records of Denton County, said premises being more particularly described as follows:

BEGINNING at a 1/2 inch iron rod found marking the southeast corner of said premises;
 THENCE with the south line of said premises, North 84°13'34" West, 332.02 feet to a fence corner found marking the southwest corner of said premises;
 THENCE with the west line of said premises, North 02°31'46" East, 779.86 feet to a fence corner post found marking the northwest corner of said premises, said corner being in the south margin of Red Mesa Road;
 THENCE with the north line of said premises and said road, South 88°10'50" East, 335.80 feet to a 1/2 inch iron rod found marking the northeast corner of said premises;
 THENCE departing said road and with the east line of said premises, South 02°48'27" West, 779.86 feet to the point of beginning and containing 5.977 acres of land.

PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY

APPROVALS

RECOMMENDED FOR APPROVAL

Chairperson Planning and Zoning _____ Date _____

APPROVED FOR PREPARATION OF FINAL PLAT

Mayor Town of Cross Roads _____ Date _____

THE UNDERSIGNED, the Town Secretary, of the Town of Cross Roads, Texas, hereby certifies that the foregoing preliminary plat of Causseaux Addition an 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 an 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 described.

WITNESS MY HAND, this the _____ day of _____, 20__.

By: _____
 Town Secretary

*** OWNER'S DEDICATION ***

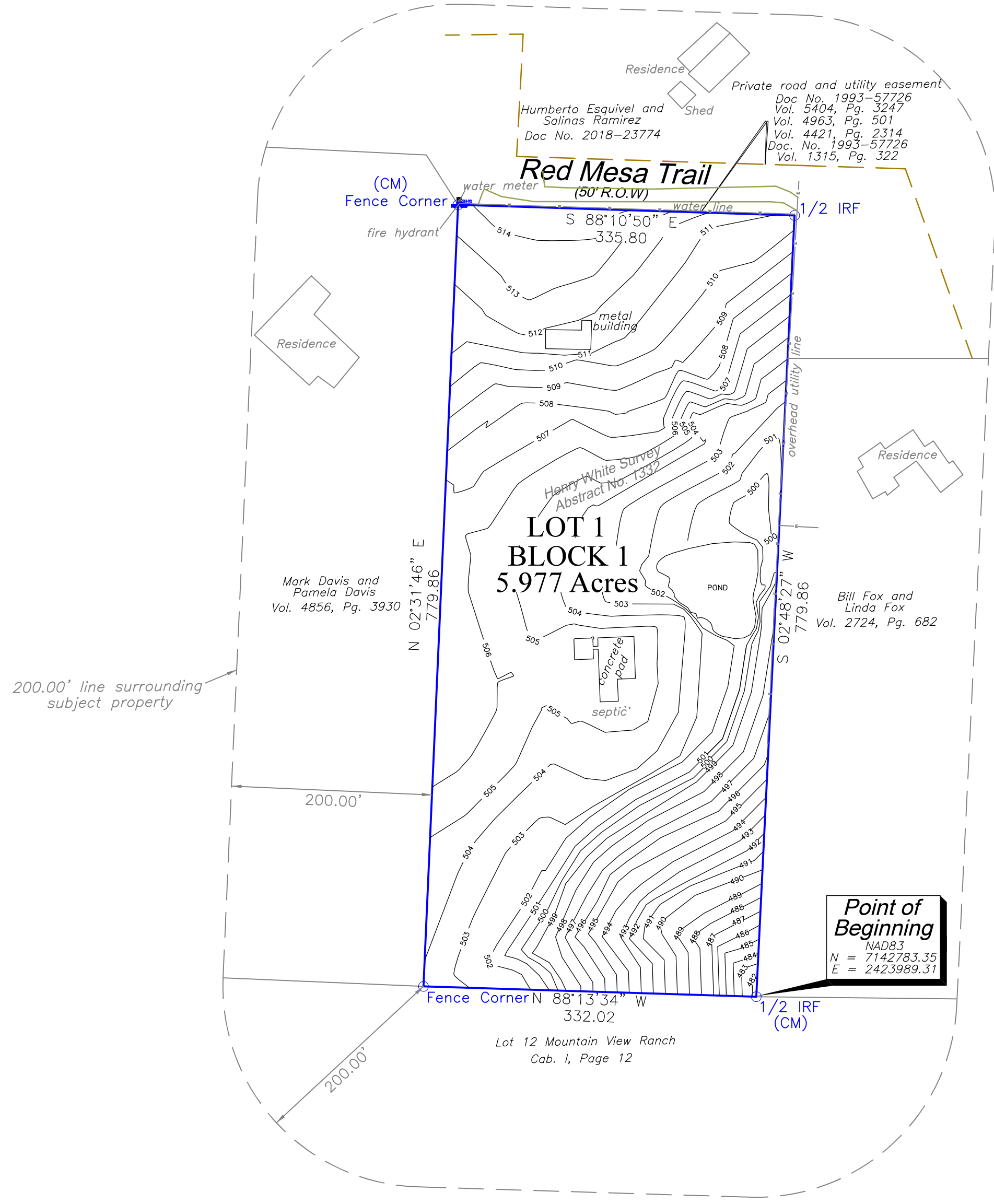
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: THAT, JON AND SAMANTHA CAUSSEAUX hereby adopts this plat as PRELIMINARY PLAT OF CAUSSEAUX ADDITION, an addition to the Town of Cross Roads, Denton County, Texas. The easements shown hereon are hereby reserved for the purposes indicated. All streets, alleys, and right-of-way are hereby dedicated in fee simple to the Town of Cross Roads for municipal purposes. The utility and fire lane easements (street, alleys and common areas) shall be open to the public, fire and police units, garbage and rubbish collection agencies and all public and private utilities for each particular use. No buildings, trees, shrubs or other improvements or growths shall be constructed, reconstructed or placed upon, over, or across the utility easements as shown. Said utility easements are hereby reserved for the mutual use and accommodation of any utility user or desiring to use the same.

All and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, reconstruction, maintenance or efficiency of its respective system on the utility easements, and all public utilities shall at all times have the right of ingress and egress to and from and upon the said utility easements for the purposes of construction, reconstruction, inspecting, patrolling, maintaining or adding to or removing all or parts of its respective system without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress to private property for their purposes of reading meters and any maintenance and service required or ordinarily performed by that utility. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Cross Roads.

WITNESS MY HAND, this the _____ day of _____, 20__.

By: _____
 Jon Causseaux

By: _____
 Samantha Causseaux



NOTE:

- 1.) Source Bearing is based on Texas State Plane Coordinate System NAD83, North Central Texas Zone 4202.
- 2.) According to FEMA, this property does not appear to be in the 100 Year Flood Zone according to Community Panel 48121C0245G, effective 4/18/11 for Denton County, Texas.
- 3.) Subject Property is in the Town of Crossroads ETJ
- 4.) Property owner shall abide by Town of Crossroads Tree Preservation Ordinance (chapter 3, article 3.08) per 10.04.003 (17)
- 5.) Water is provided by Mustang Water Supply Corporation with existing meter.
- 6.) Sewer service is provided by private facilities.
- 7.) Subject property is heavily treed along pond and back yard.

LEGEND

- IRF- = IRON ROD FOUND
- CIRF- = CAPPED IRON ROD FOUND
- CIRS- = CAPPED IRON ROD SET
- (CM) = CONTROL MONUMENT
- P.P. = POWER POLE
- E- = OVERHEAD LINE
- W- = WATER LINE

Owner:
 Jon and Samantha Causseaux
 3713 Red Mesa Trail
 Aubrey, TX 76227

NOTARY CERTIFICATE

STATE OF TEXAS)(
 COUNTY OF _____)(

BEFORE ME, the undersigned authority, on this day personally appeared **Samantha Causseaux**, known to be the person whose name is subscribed to the foregoing instrument, and acknowledge 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 _____, 20__.

Notary Public _____

NOTARY CERTIFICATE

STATE OF TEXAS)(
 COUNTY OF _____)(

BEFORE ME, the undersigned authority, on this day personally appeared **Samantha Causseaux**, known to be the person whose name is subscribed to the foregoing instrument, and acknowledge 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 _____, 20__.

Notary Public _____

PRELIMINARY PLAT
 Lot 1, Block 1
 Causseaux Addition
 5.977 Acres situated in the
 Henry White Survey, Abstract No. 1332
 Town of Cross Roads ETJ, Denton County, Texas

April 2022

Cabinet _____, Slide _____



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Consider a request by Edward Eckart on behalf of the property owner for a 180 day extension on the final plat approval for the Oak Hill Ranch, Phase 2 Addition located within the Town of Cross Roads, generally located on the east side of Naylor Road approximately 2,250 feet south of US 380 (2021-0405-13FPLAT)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Edward Eckart has submitted a request for a 180-day extension on the final plat of Phase 2 of the Oak Hill Ranch Addition. The Town Council considered the original application on May 17, 2021, and recommended approval contingent on the Town Engineer approving the plans for the construction of the east/west collector road in lieu of the applicant's request to escrow the funds for the roadway. The final plat application was initially submitted on behalf of owners Bloomfield Homes, L.P. for a 61.115-acre tract of land zoned Planned Development – Single Family PD-SF of 113 residential lots and one non-residential lot, within the Town of Cross Roads.

Exhibit D, Section II, Subsection 7 of Ordinance 2017-0417-01 approving the Planned Development states:

“In conjunction with the approval of the final plat and civil improvements for Phase 2, the Developer will construct the two lanes of pavement for the new east-west collector road with the construction of Phase 2 ...from Naylor Road to Oak Hills north entrance. Construction in accordance with the Town street construction standards and criteria, which road shall upon inspection and approval, be dedicated to the Town as a public street and roadway.”

The applicant has been working with adjacent property owners over the past 12 months to prepare the necessary construction plans for approval by the Town Engineer.

Section 10.05.001(g) of the Town's Subdivision Regulations state:

“The approval of construction drawings and the final plat by the Town Council shall expire after a period of one (1) year from the approval date, unless substantial construction has been completed, or the subdivider has requested in writing and received an extension of time. Any extensions of approval granted to a final plat shall be in increments of one hundred eighty (180) days. Construction drawings which have expired shall be resubmitted to the Town for approval before any construction is begun. The design of the proposed improvements shall be based on the construction requirements, which are in effect at the time of re-submittal.”



COUNCIL AGENDA BRIEFING SHEET

Recommended Action:

Staff is recommending approval of the applicant's request for a 180-day extension with the final plat expiring on November 10, 2022.

Attachments:

Applicant Request
Final Plat Application (4/5/21)
Plat Documents

April 25, 2022

Ms. Kristi Gilbert
Town Administrator
Town of Cross Roads
3201 US Hwy 380, Ste 105
Cross Roads, TX 76227

RE: Extension Request - Oak Hill Ranch Phase 2 Final Plat and Civil Construction Plans

Dear Ms. Gilbert:

As the owner's representative of a tract of real property located in the Town of Cross Roads, Texas, described as Oak Hill Ranch, Phase 2, we are respectfully requesting a 180-day extension of the Final Plat and Civil Construction Plans for this development. The Developer of Oak Hill Ranch has been asked by the Town to design a collector roadway across adjacent properties owned by Cross Roads Market Square and Rustic Furniture. We have been diligently working on these plans with the Town and the engineers for the adjacent property owners and need additional time to get these plans approved and the road constructed.

Based on the fact that we have been actively working on this project over the last year, we are respectfully requesting that the Town Council approve a 180-day extension of the Final Plat and Civil Construction Plans.

Ms. Gilbert, we appreciate your time and consideration during the review process of this project. If you have any questions, additional comments or need any further information, please do not hesitate to contact our office at 817-329-4373. Thank you for your attention on this matter.

Sincerely,
Goodwin & Marshall, Inc.



Edward Eckart, P.E.
ewe

April 26, 2021

Mr. Jason Pool
Town Engineer
Town of Cross Roads
1401 FM 424
Cross Roads, TX 76227

RE: Oak Hill Ranch, Phase 2: 1st Review

Dear Mr. Pool:

Pursuant to the review comments provided by the Town of Cross Roads, the Final Plat and Construction Plans for the above referenced project will be revised and resubmitted for review and/or approval. Below are our responses to the comments on the 1st review.

1. This is a final plat for the second phase of Oak Hill Ranch. The original preliminary plat covered all phases of the project.
This comment is noted.
2. Comments are below, ordinance in black, my response in red
This comment is noted.
3. In addition to the town's subdivision ordinance, the development's PD zoning document has some additional requirements. There are several development trigger items in the PD. One of these items that is deficient is the design, construction, and dedication of two lanes of the east west collector road on the north side of the project. The developer has submitted an engineer's estimate on the probable cost of the collector improvements. This estimate appears to be based on preliminary information, not actual construction plans, and looks to be light on storm drainage infrastructure. Being the outfall for several large commercial tracts, I would expect more than just 182 feet and of 24 in RCP, a pair of headwalls, and bar ditches. With the pending development of the northern commercial tracts, and their partial pavement requirements, my recommendation is to comply with the PD and require engineering plans and construction of the collector now, instead of accepting escrow funds for a future construction date. This item needs to be resolved prior to approval of the Phase 2 plat.
We believe based on previous coordination with Staff that escrowing money for this roadway is the best option at this time. The magnitude of storm drain within the provided cost estimate is related to analyzing cost for a roadway cross-section with bar ditches on each side. It is our opinion that any required storm drain upsizing within this roadway cross-section as a result of the development of the commercial lots to the north should be the financial responsibility of those developments.
4. No landscape plan for the PD required perimeter and subdivision improvements was provided. Changes in MSUD provision now restrict the placement of large canopy trees in MSUD easements.
Landscape Plans for the required areas of Phase 2 are currently be prepared and will be provided for the Town and MSUD's review and approval once they are complete.

5. An item to note, as a PD, this project allows for lots to be fronted to easements instead of dedicated town ROW. The developer has designed the project with 60 ft access and utility easements instead of ROW for the internal streets. This is similar to Phase 1.
This comment is noted.
6. Mustang SUD review and approval of the water and wastewater system are a requirement of approval of the phase 2 plat.
This comment is noted. The Plans and Final Plat for Phase 2 have been provided to Mustang SUD and their consulting engineer for review and approval.
7. Provide geotech report used for pavement recommendation.
The geotechnical report for Phase 2 is currently being prepared. Once it has been completed with pavement recommendations, a copy will be provided to the Town.
8. Several storm lines are long without access points for cleaning/TV testing. After construction is complete, prior to final acceptance, the storm sewer lines will need to be cleaned of sediment and debris and TV tested. Add intermediate junction structures for access.
This comment is noted. We will analyze the need and ability to add additional access points to the proposed storm drain lines.
9. Sec. 10.05.002 (7) Building setback lines. Show side and rear yard setback lines.
This section of the ordinance states "Building setback lines" and does not specifically state that side and/or rear setbacks must be shown. It is customary to only show front setback lines on final plats, similar to what was approved and recorded on the Final Plat for Phase 1.
10. Sec. 10.07.004 (7) Utility easements shall be at least ten (10) feet wide on each side of the road, shall not lie within the street right-of-way, and no primary utilities will be located within the street right-of-way. Utility easements adjacent to 60 ft access and utility easement are shown as 5 ft instead of 10 ft.
We are proposing the same access & utility cross section that was coordinated and approved with Phase 1. All utilities will be located within the 60' easement shown on the Final Plat except for the CoServ facilities that will be located within the 5' utility easement adjacent to the 60' easement.
11. Sec. 10.07.004 (17) All road maintenance, repair and upkeep in subdivisions will be the absolute and sole responsibility of the developer and/or home owners association unless or until the town adopts an ad valorem property tax and assumes the responsibility for maintenance of subdivision roads by action of the town council.
This comment is noted.
12. Subdivision covenants and deed restrictions shall contain clear and express provisions that require the formation and continuation of a home owner's association and shall impose upon such association the obligation for such street repair, maintenance and upkeep. The subdivision covenants and deed restrictions shall be filed with the preliminary plat as a condition of plat approval. Provide CCR's for the subdivision showing for perpetual maintenance of the subdivision improvements.
This comment is noted. CCR's are being prepared and can be provided to the Town for review once they are complete.

13. As additional information is provided, additional comments may be generated.

This comment is noted.

Mr. Pool, we appreciate your time and considerations during the review process of this project. If you have any questions, additional comments or need any further information, please do not hesitate to contact our office at 817-329-4373. Thank you for your attention on this matter.

Sincerely,
Goodwin & Marshall, Inc.

A handwritten signature in blue ink, appearing to read 'E. Eckart', is positioned above the typed name.

Edward Eckart, P.E.
EWE/mjb

From: Jason Pool j.pool@crossroadstx.gov
Subject: Oak Hill Ranch Ph 2, 2021-0405-13FPlat
Date: April 22, 2021 at 12:23 AM
To: Kristi Gilbert k.gilbert@crossroadstx.gov, Donna Butler d.butler@crossroadstx.gov, Rodney Patterson r.patterson@crossroadstx.gov



This is a final plat for the second phase of Oak Hill Ranch. The original preliminary plat covered all phases of the project.

Comments are below, ordinance in black, my response in red

In addition to the town's subdivision ordinance, the development's PD zoning document has some additional requirements. There are several development trigger items in the PD. One of these items that is deficient is the design, construction, and dedication of two lanes of the east west collector road on the north side of the project. The developer has submitted an engineer's estimate on the probable cost of the collector improvements. This estimate appears to be based on preliminary information, not actual construction plans, and looks to be light on storm drainage infrastructure. Being the outfall for several large commercial tracts, I would expect more than just 182 feet and of 24 in RCP, a pair of headwalls, and bar ditches. With the pending development of the northern commercial tracts, and their partial pavement requirements, my recommendation is to comply with the PD and require engineering plans and construction of the collector now, instead of accepting escrow funds for a future construction date. This item needs to be resolved prior to approval of the Phase 2 plat.

No landscape plan for the PD required perimeter and subdivision improvements was provided. Changes in MSUD provision now restrict the placement of large canopy trees in MSUD easements.

An item to note, as a PD, this project allows for lots to be fronted to easements instead of dedicated town ROW. The developer has designed the project with 60 ft access and utility easements instead of ROW for the internal streets. This is similar to Phase 1.

Mustang SUD review and approval of the water and wastewater system are a requirement of approval of the phase 2 plat.

Provide geotech report used for pavement recommendation.

Several storm lines are long without access points for cleaning/TV testing. After construction is complete, prior to final acceptance, the storm sewer lines will need to be cleaned of sediment and debris and TV tested. Add intermediate junction structures for access.

Sec. 10.05.002 (7) Building setback lines. Show side and rear yard setback lines.

Sec. 10.07.004 (7) Utility easements shall be at least ten (10) feet wide on each side of the road, shall not lie within the street right-of-way, and no primary utilities will be located within the street right-of-way. Utility easements adjacent to 60 ft access and utility easement are shown as 5 ft instead of 10 ft.

Sec. 10.07.004 (17) All road maintenance, repair and upkeep in subdivisions will be the absolute

and sole responsibility of the developer and/or home owners association unless or until the town adopts an ad valorem property tax and assumes the responsibility for maintenance of subdivision roads by action of the town council. Subdivision covenants and deed restrictions shall contain clear and express provisions that require the formation and continuation of a home owner's association and shall impose upon such association the obligation for such street repair, maintenance and upkeep. The subdivision covenants and deed restrictions shall be filed with the preliminary plat as a condition of plat approval. **Provide CCR's for the subdivision showing for perpetual maintenance of the subdivision improvements.**

As additional information is provided, additional comments may be generated.

Let me know if you have any questions.

Jason Pool, P.E.

Tx Lic #92623, Tx Firm #11096

TCEQ #OS0033361 DR

214-850-7129 [cell]

J.Pool@CrossRoadsTx.gov

TOWN OF CROSS ROADS
PLATTING APPLICATION



DATE: April 5, 2021

APPLICATION # **2021-0405-13FPLAT**

PROJECT: Oak Hill Ranch Phase 2

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 Bloomfield Homes, LP Signature
 Applicant Name Jim Douglas/Douglas Properties Signature
 Project Contact Mailing Address 2309 Ave K, Suite 100
 Project Contact Phone 972-422-1658 Email jim.douglasproperties@gmail.com
 Proposed Project Name Oak Hill Ranch Phase 2 Location 3060 Naylor Rd and East University
 Lot/Block 18-26F, 1-19 20X G, 1-24 H, 1-47 I, 1-7 38-16, J Abstract Marcella Jones Survey, Abstract No. 662
 DCAD ID A0662A-000-0000, 0074, 0075, & 0078
 Number of Lots Created 114

SUBMISSION DOCUMENTS

Fee \$3,380.00 (\$1,000+\$100+\$20*114) Legal Description See Submitted Final Plat
 Map _____ List of Neighbors N/A
 Site Plan (Commercial) N/A Stamped/Addressed _____
 Envelopes N/A
 Drawings (4 full, 2 half) Submitted 4/5/2021
 OTHER (Specify) 1 Data CD Submitted 4/5/2021

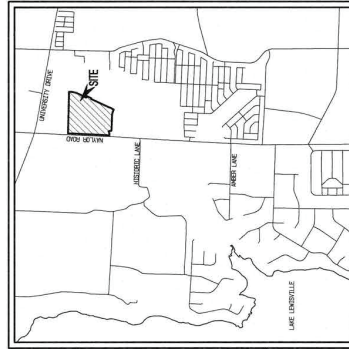
APPLICATION EXPLANATION

Explanation and Description of Request or Project

61.115 Acre Single Family Residential Development consisting of 113 Residential Lots and 1 Non-Residential Lot

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

CONSTRUCTION PLANS FOR PUBLIC IMPROVEMENTS FOR OAK HILL RANCH PHASE 2



VICINITY MAP
N.T.S.

LOCATED IN
CITY OF CROSS ROADS, TEXAS

Customer Number (CN): _____
 Regulated Entity Reference Number (RN): _____
 TCEQ PWS No: _____
 TCEQ CCN No: _____
 TCEQ LOG No. (WATER): _____
 TCEQ LOG No. (WASTEWATER): _____

APPROVAL: _____ DATE: _____
 MUSTANG S.U.D.
 ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE ENGINEER WHO PREPARED THEM. IN ACCEPTING THESE PLANS, MUSTANG SPECIAL UTILITY DISTRICT MUST RELY UPON THE ADEQUACY OF THE WORK OF THE DESIGN ENGINEER.

OWNER:
 BLOOMFIELD HOMES, L.P.
 1050 E. HWY 114, SUITE 210
 SOUTHLAKE, TX 76092
 PHONE (817) 416-1572
 FAX (817) 416-1597

DEVELOPER:

 DOUGLAS PROPERTIES, INC.
 299 AVE K
 PLANO, TX 75074
 972-422-1688

MARCH 2021

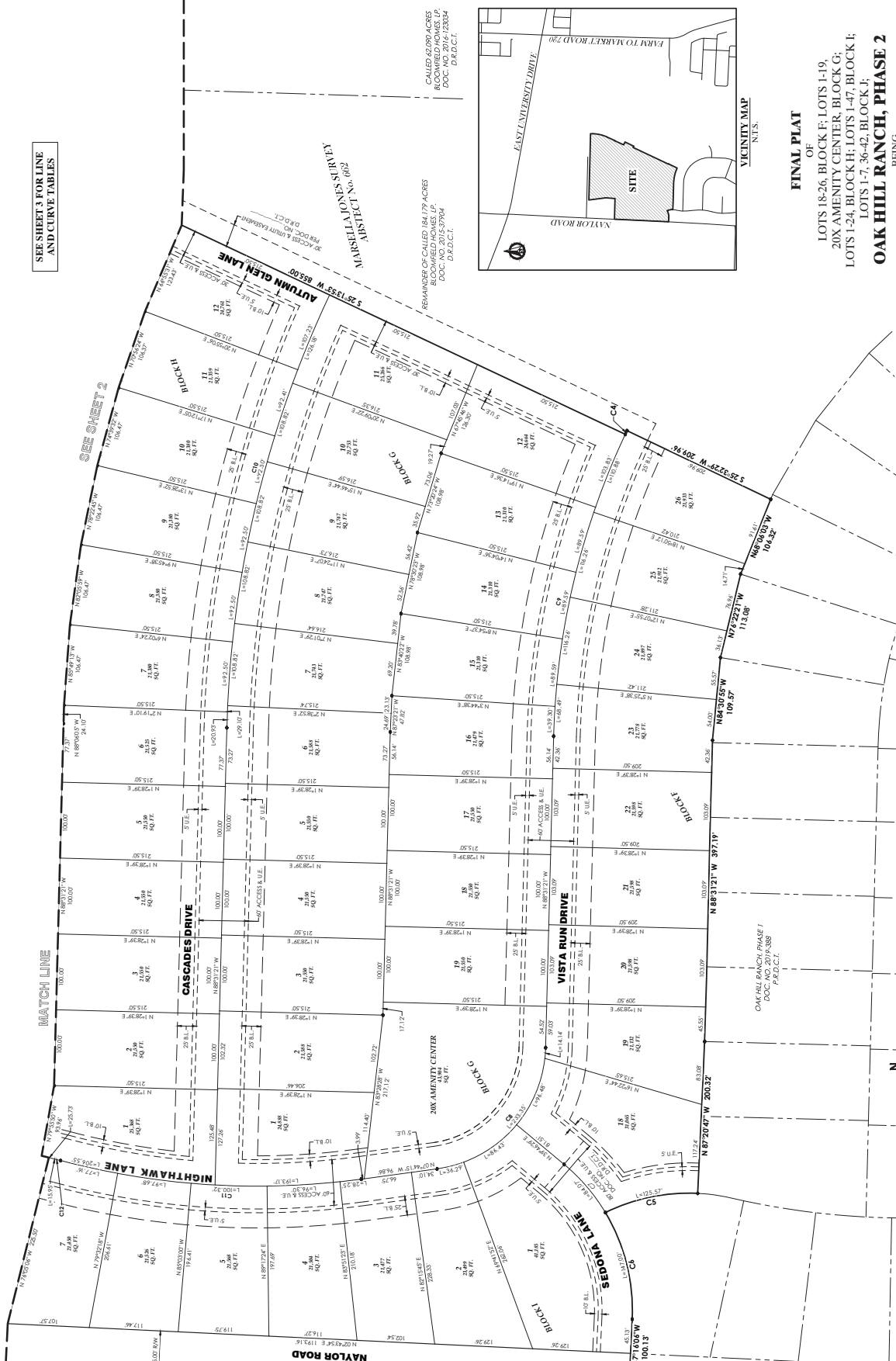


PREPARED BY:
GOODWIN & MARSHALL, INC.
 CIVIL ENGINEERS - PLANNERS - SURVEYORS
 2405 Mustang Drive, Grapevine, Texas 76051
 Metro (817) 329-4373
 goodwinandmarshall.com

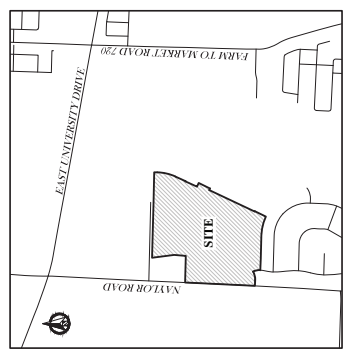
INDEX OF DRAWINGS

Sheet No.	Description
1-3	FINAL PLAN
4-5	GENERAL NOTES
6-7	SMOOTH DRIVE
8	SNOWBERRY LANE
9	SIERRA COMPASS
10	DRAGONFLY COURT
11-14	CASCADES DRIVE
15-16	WINDMILL DRIVE
17-18	AUTUMN GLEN LANE
19-19	NIGHTHAWK LANE
20	EXISTING DRAINAGE AREA MAP
21	EXISTING DRAINAGE AREA MAP
22-27	DRAINAGE CRITERIA & NOTES
28-31	S.D. LINE 'A'
32-34	S.D. LINE 'B'
35-37	S.D. LINE 'C'
38-41	S.D. LINE 'D'
42	S.D. LINE 'E'
43	S.D. LINE 'A' & 'B' LATERALS
44-47	S.D. LINE 'A', 'B', 'C' & 'D' LATERALS
48-50	SEWER LAYOUT
51	S.S. LINE 'S-1' & 'S-2'
52	S.S. LINE 'S-3' & 'S-3'
53	S.S. LINE 'S-4' & 'S-6'
54	S.S. LINE 'S-5' & 'S-6'
55	S.S. LINE 'S-7' & 'S-8'
56-59	SEWAGE CONTROL PLAN
60-62	STREET LIGHT PLAN
63	WATER DETAILS
64-69	WATER DETAILS
70	SEWAGE DETAIL
71-72	SEWAGE DETAIL
73-78	TWOOT DETAILS

SEE SHEET 3 FOR LINE AND CURVE TABLES



REMAINDER OF CALLED 15.179 ACRES BLOOMFIELD HOMES, L.P. DOC. NO. 2014-23234 D.R.D.C.T.



FINAL PLAT
OF
LOTS 18-26, BLOCK F; LOTS 1-19, 20X AMENITY CENTER, BLOCK G; LOTS 1-24, BLOCK H; LOTS 1-47, BLOCK I; LOTS 1-7, 36-42, BLOCK J;
OAK HILL RANCH, PHASE 2

BEING
61.115 ACRES
SITUATED IN THE
MARSELLA JONES SURVEY, ABSTRACT No. 662
CITY OF CROSS ROADS, DENTON COUNTY,
TEXAS
Date: March 2021

PREPARED BY:
GOODWIN & MARSHALL
CIVIL ENGINEERS - PLANNERS - SURVEYORS
2006 Marling Drive, Georgetown, Texas 78626
Tel: 797-415-1522

OWNER:
BLOOMFIELD HOMES, LP
1906 E HWY 114, SUITE 210
3000 W. 10th Street, Denton, TX 76205
(817) 415-1522

DEVELOPER:
DOUGLAS PROPERTIES, INC.
SUITE 100
FRANO, TX 75074
(972) 422-1638



PRELIMINARY: This document shall not be recorded for any purpose until it has been approved or revised upon a final survey document.
Issued for review 3/10/2021 1:47 PM

CALLER 32.56 ACRES GARY & DAVIS DOC. NO. 1994-5864 D.R.D.C.T.

CALLER 0.58 ACRES FRANK & WIFE DOC. NO. 1999-5589 D.R.D.C.T.

TRACT 2 LUIS O. RODRIGUEZ & WIFE DOC. NO. 2008-1855 D.R.D.C.T.

TRACT 2 LUIS O. RODRIGUEZ & WIFE DOC. NO. 2008-3165 D.R.D.C.T.

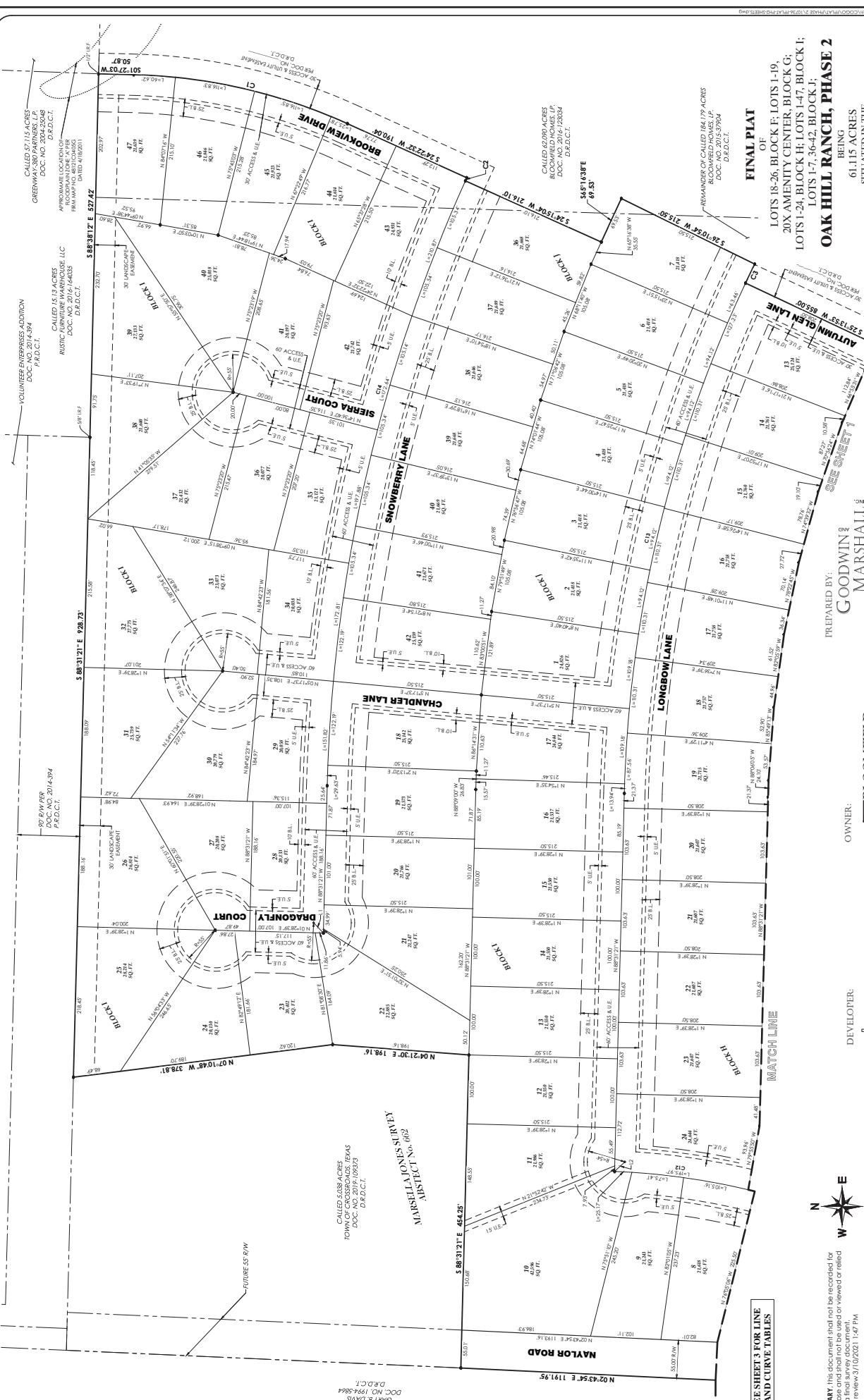
CALLER 0.24 ACRES JIMMY REUBEN DOC. NO. 2012-19410 D.R.D.C.T.

CALLER 55.56 ACRES KEN MAVER DOC. NO. 2017-5307 D.R.D.C.T.

P.K. NAL WYASHER 'GOODWIN & MARSHALL'

LEGEND

NOTED	1/2" C.I.S. UNLESS OTHERWISE NOTED
SQ. FT.	SQUARE FEET
AC.	ACRES
ASB.	ASBESTOS
BL.	BUILDING LINE
BL.	RIGHT-OF-WAY
INT.	INSTRUMENT NUMBER
VOL.	VOLUME
PG.	PAGE
DEED RECORDS	DEED RECORDS, JOHNSON COUNTY, TEXAS
PLAT RECORDS	PLAT RECORDS, JOHNSON COUNTY, TEXAS
IRON ROD FOUND	IRON ROD FOUND
CBF.	CAPTIONED BOUNDARY
CIBF.	CAPTIONED BOUNDARY
CIBS.	CAPTIONED BOUNDARY
---	BOUNDARY LINE (GOODWIN & MARSHALL)
---	BOUNDARY LINE (OTHER SURVEY)
---	ADJACENT LINE
---	ADJACENT LINE
---	CENTERS LINE



FINAL PLAT
OF
LOTS 18-26, BLOCK F; LOTS 1-19,
20X AMENITY CENTER, BLOCK G;
LOTS 1-24, BLOCK H; LOTS 1-47, BLOCK I;
LOTS 1-7, 36-42, BLOCK J;
OAK HILL RANCH, PHASE 2
 BEING
 61.115 ACRES
 SITUATED IN THE
 MARSELLA JONES SURVEY, ABSTRACT No. 602,
 CITY OF CROSS ROADS, DENTON COUNTY,
 TEXAS
 113 RESIDENTIAL LOTS AND RESIDENTIAL LOTS
 D.M.C. March 2021 SHEET 2 of 3

CALLER 57.115 ACRES
 GREENWAY CROSSROADS
 D.D.C.T.
 APPROXIMATE LOCATION OF
 RUSTIC FURNITURE WAREHOUSE, LLC
 DOC. NO. 2014-14635
 D.D.C.T.
 DATED 4/18/2011

CALLER 15.5 ACRES
 RUSTIC FURNITURE WAREHOUSE, LLC
 DOC. NO. 2014-14635
 D.D.C.T.

CALLER 26.090 ACRES
 60' ACCESS & U.E.
 DOC. NO. 2014-12034
 D.D.C.T.

REMAINDER OF CALLED 184.177 ACRES
 60' ACCESS & U.E.
 DOC. NO. 2015-3704
 D.D.C.T.

CALLER 3.838 ACRES
 TOWN OF CROSSROADS
 DOC. NO. 2019-09245
 D.D.C.T.

CALLER 22.823 ACRES
 GARY & DAVID
 DOC. NO. 1994-5844
 D.D.C.T.

PREPARED BY:
GOODWIN & MARSHALL
CIVIL ENGINEERS - PLANNERS - SURVEYORS
 2405 Millers Dale, Georgetown, Texas 76641
 (817) 261-8373
 Tels: (817) 261-1544 / (817) 261-1545

OWNER:
BLOOMFIELD PROPERTIES, INC.
 2539 AVILA
 SOUTHLAKE, TX 76082
 (817) 416-1972

DEVELOPER:
BOYLES PROPERTIES, INC.
 SURE 001
 2539 AVILA
 SOUTHLAKE, TX 76082
 (817) 422-1458

SEE SHEET 3 FOR LINE AND CURVE TABLES

PRIMARY: this document shall not be recorded for one purpose and shall not be used or viewed or relied upon as a final survey document.
 Issue for review 9/10/2021 1:47 PM

GRAPHIC SCALE
 0 20 40 60 80 100 120 140 160 180
 1"=60'

May 16, 2022 Council Agenda Packet 474 of 165



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
April 18, 2022

Agenda Item:

Discuss and consider a preliminary plat application for property located at 6025 Rock Hill Rd. partially within the Town of Cross Roads and partially within Cross Roads ETJ. (202203-07-02PPLAT)

Prepared by:

Rodney Patterson, Building Official

Description:

Applicants/Owners David McKinney and Cynthia Mozur submitted a preliminary plat application for the McKinney Addition Lots 1 and 2 Block A on March 7, 2022, to plat a previously un-platted tract of land totaling 9.063 acres generally located at 6025 Rock Hill Rd. to create 2 lots. Lot 1 being a proposed Winery/Event Center use located almost entirely within the Town of Cross Roads ETJ (approximately 20' strip along eastern boundary is within the Town limits) and Lot 2 containing an existing residential home located entirely within the Town limits. The Town Engineer performed a technical review of the preliminary plat application and construction drawings on March 21, 2022. Applicant responses and engineer comments have continued to go back and forth between both parties with the most recent applicant response on May 4, 2022. The Town Engineer has reviewed the responses and, while there are still some outstanding comments, there are none that would significantly impact the approval of the preliminary plat.

With timing deadlines established in State law, the Council has the option of approving the preliminary plat, approving the preliminary plat with conditions or denying the plat due to the failure to address code requirements. This is a preliminary plat, and Staff would typically recommend approval contingent upon meeting outstanding comments of the Town Engineer, however, there are some significant comments related to drainage concerns. These include the fact that the drainage plan proposes to send more water on to the adjacent property than currently exists and the issues with the location of the outfall structure. The Planning and Zoning Commission recommended approval contingent upon addressing the outstanding item before the Council meeting, which has not happened.

Staff Recommended Action:

Staff recommends approval of the preliminary plat.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the application at their April 5, 2022, meeting and recommended approval with the condition that the remaining issues posed in the comments dated March 21, 2022, from the Town Engineer be resolved prior to Council approval.



COUNCIL AGENDA BRIEFING SHEET

Attachments:

Applicant Response to 2nd Review - 5/4/22

Engineering 2nd Review Letter – 4/8/22

Application

Plans and supporting documents

May 04, 2022

Town of Cross Roads
Ms. Kristy Gilbert
Town Administrator
3201 US Hwy 380, Suite 105
Cross Roads, TX 76227

Re: Rock Creek Winery
Preliminary Plat
AVO 43608.001

Dear Ms. Gilbert:

Allison Engineering has reviewed the comments and has incorporated the changes and improvements as indicated below. **Our responses to the items required for consideration are presented below:**

General

1. The west part of Lot 1 is located within the Lewisville Lake flowage easement (elevation 537). Please coordinate with the USACE to obtain permission regarding runoff and velocities into flowage easement.
Response: Coordination is underway.
2. Please summarize and list any permits needed based on the findings of the jurisdictional assessment report.
Response: Shall be completed at time of construction plans.
3. Any activity within the FEMA floodplain will require an approved floodplain development permit.
Response: Shall be completed at time of construction plans.
4. Please address comments on attached markups and provide annotated responses.
Response: Comments have been addressed.

Hydrology

5. Please provide separate existing and proposed conditions DA maps. Denton Co. requires 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events. Refer to Denton Co Criteria Manual Section IV.1.2.
1st Response: 2-yr, 5-yr, 10-yr, 25-yr, 50-yr, & 100-yr flood events have been added to drainage calculation.
2nd Review Comment: Please update drainage area calculations. Runoff coefficient for B-1 is 0.38 according to weighted C value calculations. See attached markups.
Response: C value for area B-1 has been changed to 0.38.



6. Account for additional runoff entering site from drainage area OS-2. Please ensure future proposed wall does not block offsite runoff.
Response: Offsite OS-2 flow joins onsite flow at Design Point B. OS-2 is not used in detention calculations but is considered for channel analysis at release point (Design Point B)
2nd Review Comment: Noted

7. Under existing conditions, it appears a large section of the existing pond overflows run west towards the west property line and only a small section overflows into the north adjacent property. Refer to attached markup and Figure 1. Please update existing flows reaching west property and those reaching DP "B".
1st Response: Existing Drainage Are Map has been added and areas have been revised.
2nd Review Comment: As indicated in previous comment, a large section of the flow reaching the existing pond will overflow west and will not reach north point DP-B. Based on a cursory estimate, it appears 35% for flow goes to DP-B and the rest flows west to DP-A. Please update existing flows at design points B and A.
Response: Calculations have been revised.

8. Verify drainage area reaching pond in existing vs proposed. It appears additional flow will be diverted to the pond in proposed conditions. Please refer to attached markups and Figure 1. Drainage area A will be larger under existing conditions.
1st Response: Drainage Area A revised.
2nd Review Comment: Please update drainage areas used on the volume calculations. Please note, existing and proposed acres are different. See attached markups.
Response: Calculations and drainage areas have been updated.

9. It appears a minimum 10-min time of concentration(tc) was used for both existing and proposed conditions analysis. For existing conditions, it appears the time of concentration will be larger than 10 minutes. Please provide tc calculations.
 - a. When calculating time of concentration, show calculations for overland (sheet), shallow concentrated, pipe and channel flow. Reference Section IV.1.3 Travel Time Estimation from the Denton Co Criteria Manual, page 54 thru 57.
 - b. Show flow paths for each drainage area and corresponding time of concentration calculations.
 - c. Please use $n=0.15$ for grass cover when calculating the sheet flow component of time of concentration.
 - d. Please note that the length of overland flow distance should be limited to 50 (developed) to 100 feet (undeveloped).
 - e. It appears the longest flow path in basin B1 may be altered in proposed conditions due to the proposed drives, pavement and building.
 - f. For proposed conditions, the minimum time of concentration (10 minutes for commercial and 15 for residential) may be used.**1st Response:** Time of Concentrations have been calculated. (See Sheet 05 – Drainage Calculations) Minimum times shall be used to get a conservative estimate.
2nd Review Comment: It appears the time of concentration for existing design point B is missing a segment of 395 for shallow concentrated flow. Please update and verify resulting value.
Response: Shallow concentrated flow length updated to include 395 feet. Time of concentration has been revised.



10. Indicate how offsite runoff entering site from the west (basin B2) will be conveyed through proposed development.
1st Response: Will be directed on Lot 2 to Culvert B.
2nd Review Comment: Noted.
11. It appears that proposed drainage area OS-2 will not enter the pond and will discharge at the pond outfall. This area may be removed from the detention analysis.
1st Response: Off-site OS-2 flow joins on-site flow at Design Point B. OS-2 is not used in detention calculations but is considered for channel analysis at release point (Design Point B)
2nd Review Comment: Addressed.
12. Provide preliminary detention sizing calculations and outfall structure design based on the Modified Ration Method. Please use equations IV.1.10a and 10b from the Criteria Manual.
 - a. The pond and outlets must be designed for the 2-, 5-, 10-, 25-, 50- and 100-year storms. Note that a minimum of 6 inches of freeboard above the 100-year WSEL.
 - b. Use adjustment factors to the calculated storage volume to account for under sizing. Refer to Modified Rational section IV.1.4. See attached spreadsheet that uses the required equations.
 - c. Outlet pipes for ponds should be 18" RCP/RCB or greater. Also, an overflow structure must be provided above the 100-year WSEL and have a minimum depth of 1-foot. (Denton County Subdivision Rules and Regulations, Section IV)
1st Response: Detention sizing calculations has been added to sheet 04.
2nd Review Comment: Please provide preliminary size of outfall. It appears the outfall will direct all pond outflow north towards point B. If no outflow to the west, please reduce the allowable outflow to only the portion that goes north under existing conditions. Update required volume and verify volume fits in the provided pond footprint.
Response: Outfall has been revised to weirs and calculations have been updated.
13. Please re-evaluate all sites outfalls (Design Points) based on the attached markups and comments provided herein. If an increase in peak discharge occurs, provide a downstream assessment of the receiving ditch. Use HEC-RAS to evaluate water surface elevations and velocities.
1st Response: Outfalls have been re-evaluated and no increase in peak flow shall occur.
2nd Review Comment: Noted.

Hydraulics

14. Please extend proposed pond outfall to the receiving natural swale flowline. A private DE will be required. Extend erosion protection to the receiving swale flowline.
1st Response: Receiving swale begins onsite. This area will be detailed with Final Plat/ Construction Plans. Private drainage easement shall be obtained as needed.
2nd Review Comment: Label size and preliminary flowline
Response: Outfall has been revised to weirs and calculations have been updated.



15. Provide preliminary sizing of proposed swales. Include hydraulic parameters and results.
1st Response: Preliminary sizing of proposed swales added to Sheet 04 – Preliminary Culvert Plan and Calculations.
2nd Review Comment: Show location of swales and provide preliminary sizing at locations marked (ie proposed swales B and C, etc).
Response: Additional sections have been added.

Respectfully Submitted,
Allison Engineering Group



April 8, 2022
AVO 43608.001

Ms. Kristi Gilbert
Town Administrator
Town of Cross Roads

Re: **Rock Creek Drainage Study/Downstream Assessment – 2nd Review**

Dear Ms. Gilbert,

Halff Associates, Inc. was requested by the Town of Cross Roads to provide a review of the drainage study and downstream assessment in support of the preliminary plat for the Rock Creek Winery development. The drainage study prepared by Allison Engineering Group was submitted on March 07, 2022. First review comments were provided on March 21, 2022. A second submittal was received on March 25, 2022.

We have completed our review and offer the following comments. Please refer to the Denton County Subdivision Rules and Regulations dated July 2009 for drainage criteria; hereafter referred to as Criteria Manual.

General

1. **1st and 2nd Review Comment:** The west part of Lot 1 is located within the Lewisville Lake flowage easement (elevation 537). Please coordinate with the USACE to obtain permission regarding runoff and velocities into flowage easement.
[1st Review Response:](#) Noted.
2. **1st and 2nd Review Comment:** Please summarize and list any permits needed based on the findings of the jurisdictional assessment report.
[1st Review Response:](#) Noted.
3. **1st and 2nd Review Comment:** Any activity within the FEMA floodplain will require an approved floodplain development permit.
[1st Review Response:](#) Noted.
4. **1st and 2nd Review Comment:** Please address comments on attached markups and provide annotated responses.
[1st Review Response:](#) Noted.

Hydrology

5. Please provide separate existing and proposed conditions DA maps. Denton Co. requires 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events. Refer to Denton Co Criteria Manual Section IV.1.2.
[1st Review Response:](#) 2-yr, 5-yr, 10-yr, 25-yr, 50-yr, & 100-yr flood events have been added to drainage calculation.
2nd Review Comment: Please update drainage area calculations. Runoff coefficient for B-1 is 0.38 according to weighted C value calculations. See attached markups.

6. Account for additional runoff entering site from drainage area OS-2. Please ensure future proposed wall does not block offsite runoff.

1st Review Response: Offsite OS-2 flow joins onsite flow at Design Point B. OS-2 is not used in detention calculations but is considered for channel analysis at release point (Design Point B).

2nd Review Comment: Noted

7. Under existing conditions, it appears a large section of the existing pond overflows run west towards the west property line and only a small section overflows into the north adjacent property. Refer to attached markup and Figure 1. Please update existing flows reaching west property and those reaching DP "B".

1st Review Response: Existing Drainage Are Map has been added and areas have been revised.

2nd Review Comment: As indicated in previous comment, a large section of the flow reaching the existing pond will overflow west and will not reach north point DP-B. Based on a cursory estimate, it appears 35% for flow goes to DP-B and the rest flows west to DP-A. Please update existing flows at design points B and A.

8. Verify drainage area reaching pond in existing vs proposed. It appears additional flow will be diverted to the pond in proposed conditions. Please refer to attached markups and Figure 1. Drainage area A will be larger under existing conditions.

1st Review Response: Drainage Area A revised.

2nd Review Comment: Please update drainage areas used on the volume calculations. Please note, existing and proposed acres are different. See attached markups.

9. It appears a minimum 10-min time of concentration(tc) was used for both existing and proposed conditions analysis. For existing conditions, it appears the time of concentration will be larger than 10 minutes. Please provide to calculations.
 - a. When calculating time of concentration, show calculations for overland (sheet), shallow concentrated, pipe and channel flow. Reference Section IV.1.3 Travel Time Estimation from the Denton Co Criteria Manual, page 54 thru 57.
 - b. Show flow paths for each drainage area and corresponding time of concentration calculations.
 - c. Please use n=0.15 for grass cover when calculating the sheet flow component of time of concentration.
 - d. Please note that the length of overland flow distance should be limited to 50 (developed) to 100 feet (undeveloped).
 - e. It appears the longest flow path in basin B1 may be altered in proposed conditions due to the proposed drives, pavement and building.
 - f. For proposed conditions, the minimum time of concentration (10 minutes for commercial and 15 for residential) may be used.

1st Review Response: Time of Concentrations have been calculated. (See Sheet 05 – Drainage Calculations). Minimum times shall be used to get a conservative estimate.

2nd Review Comment: It appears the time of concentration for existing design point B is missing a segment of 395 for shallow concentrated flow. Please update and verify resulting value.

10. Indicate how offsite runoff entering site from the west (basin B2) will be conveyed through proposed development.

1st Review Response: Will be directed on Lot 2 to Culvert B.

2nd Review Comment: Noted.

11. It appears that proposed drainage area OS-2 will not enter the pond and will discharge at the pond outfall. This area may be removed from the detention analysis.

1st Review Response: Off-site OS-2 flow joins on-site flow at Design Point B. OS-2 is not used in detention calculations but is considered for channel analysis at release point (Design Point B)

2nd Review Comment: Addressed.

12. Provide preliminary detention sizing calculations and outfall structure design based on the Modified Ration Method. Please use equations IV.1.10a and 10b from the Criteria Manual.

- a. 1st and 2nd Review Comment: The pond and outlets must be designed for the 2-, 5-, 10-, 25-, 50- and 100-year storms. Note that a minimum of 6 inches of freeboard above the 100-year WSEL.
- b. Use adjustment factors to the calculated storage volume to account for under sizing. Refer to Modified Rational section IV.1.4. See attached spreadsheet that uses the required equations.
- c. 1st and 2nd Review Comment: Outlet pipes for ponds should be 18" RCP/RCB or greater. Also, an overflow structure must be provided above the 100-year WSEL and have a minimum depth of 1-foot. (Denton County Subdivision Rules and Regulations, Section IV)

1st Review Response: Detention sizing calculations has been added to sheet 04.

2nd Review Comment: Please provide preliminary size of outfall. It appears the outfall will direct all pond outflow north towards point B. If no outflow to the west, please reduce the allowable outflow to only the portion that goes north under existing conditions. Update required volume and verify volume fits in the provided pond footprint.

13. Please re-evaluate all sites outfalls (Design Points) based on the attached markups and comments provided herein. If an increase in peak discharge occurs, provide a downstream assessment of the receiving ditch. Use HEC-RAS to evaluate water surface elevations and velocities.

1st Review Response: Outfalls have been re-evaluated and no increase in peak flow shall occur.

2nd Review Comment: Noted.

Hydraulics

14. Please extend proposed pond outfall to the receiving natural swale flowline. A private DE will be required. Extend erosion protection to the receiving swale flowline.

1st Review Response: Receiving swale begins onsite. This area will be detailed with Final Plat/ Construction Plans. Private drainage easement shall be obtained as needed.

2nd Review Comment: Label size and preliminary flowline

15. Provide preliminary sizing of proposed swales. Include hydraulic parameters and results.

Ms. Kristy Gilbert
April 8, 2022
Page 4 of 4

1st Review Response: Preliminary sizing of proposed swales added to Sheet 04 – Preliminary Culvert Plan and Calculations

2nd Review Comment: Show location of swales and provide preliminary sizing at locations marked (ie proposed swales B and C, etc).

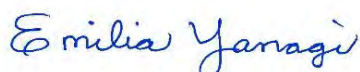
Address the following comments with future drainage study to support final plat and construction plans:

16. Provide a Pond sheet showing all relevant design information such as elevation storage rating curves, elevation discharge rating curves, results for all required flood event including inflow, outflow, peak storage, peak elevation, etc. Provide details and profile of outflow pipe and account for tailwater from receiving ditch. Provide and label an emergency spillway with 6” of freeboard to top of pond under clogged conditions. Label side slopes.
17. Please provide channel cross sections with hydraulic parameters for any proposed swales. For swales conveying more than 10 cfs please provide a HEC-RAS model. For the proposed swales, the following criteria must be met:
 - a. Side slopes shall be a maximum of 4H:1V.
 - b. Depth shall be 1.5 feet.
 - c. Provide private drainage easements for the proposed swales. The minimum easement width is 16 feet.
 - d. The minimum bottom slope shall be 0.5%.
18. For proposed driveway culverts:
 - a. Include contributing drainage area numbers
 - b. Provide HGL through culverts. The HGL should account backwater effects in the profile.
 - c. Provide hydraulic parameters (velocity, free-board, flow line in, flow line out). See markup. Include tailwater and headwater elevations.
19. The modeled proposed swales, driveway culverts, pond, etc. included in the drainage study to support the preliminary plat will be reviewed again once the construction plans are available. Update calculations as necessary to correspond to plans.
20. Verify that a USACE Section 404 of Clean Water Act investigation was/will be conducted. Placement of fill at existing channels and ponds may require authorization by an appropriate Section 404 permit. Provide results of investigation. Show and label any wetlands and/or Water of the US on grading plans.

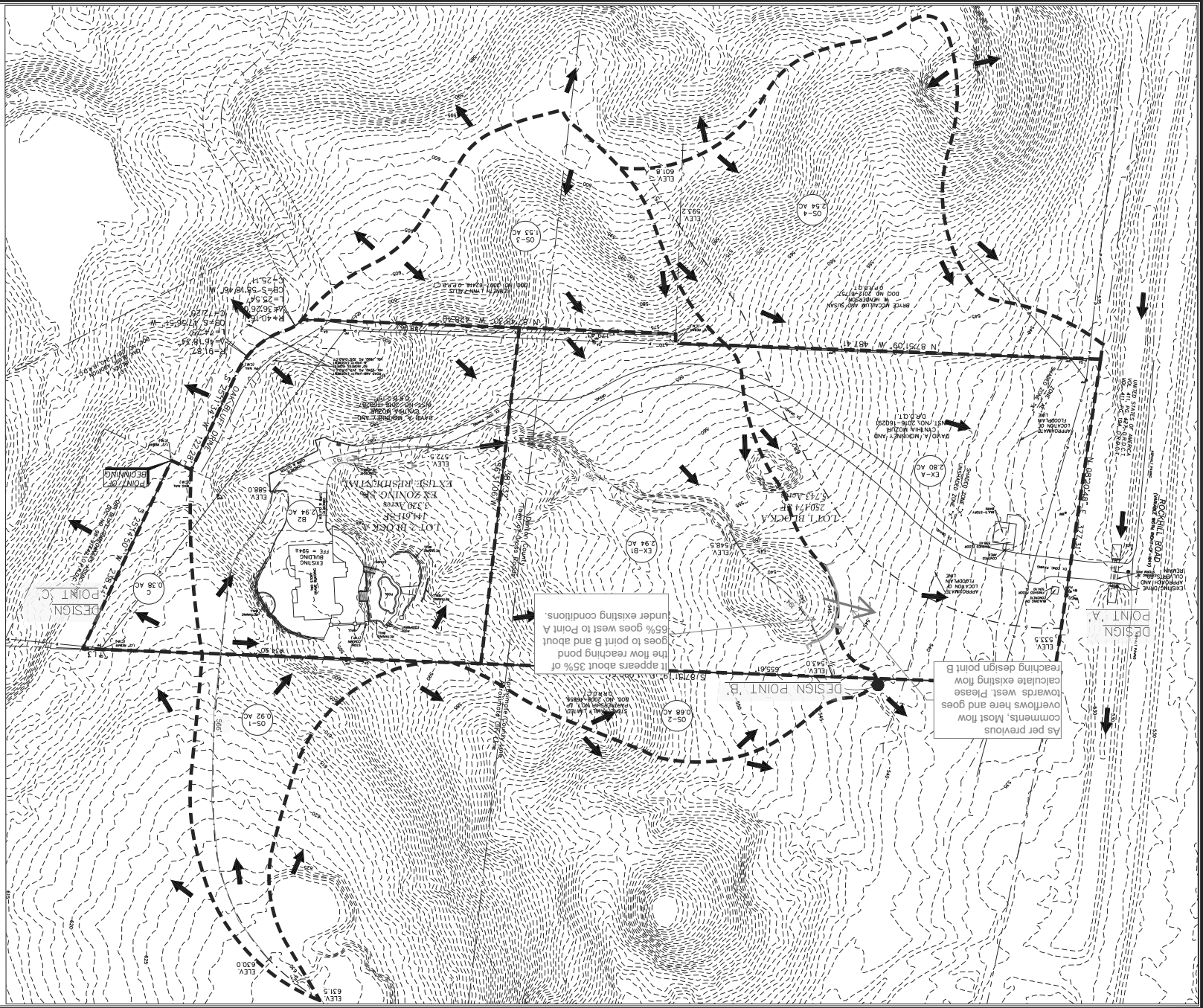
The Engineer shall revise the hydrologic study and/or plans in accordance with the above comments and/or provide a written response that addresses each comment. If you have any questions or need additional information, please do not hesitate to call me at (817) 764-7466.

Sincerely,

HALFF ASSOCIATES, INC.
Firm No. 0312



Emilia Yanagi, P.E., CFM
Drainage Review Consultant for the Town of Cross Roads



LEGEND

- 500' --- EXISTING CONTOUR
- FLOW DIRECTION
- DRAINAGE AREA
- TIME OF CONCENTRATION
- PROPOSED SMALL
- PROPOSED RETAINING WALL
- 1.00 AC AREA DRAINAGE AREA LABEL

DRAINAGE AREA MAP NOTES

- C1 = 1.25' FOR 100 YR RECURRENCE INTERVAL PER ISM TABLE 1.4
- C = 0.30 UNLESS OTHERWISE NOTED (SEE WEIGHTED C TABLES)
- I100 = FROM ALL INTERSIES PROVIDED COUNTY RAINFALL DATA
- T5 = NOT TO BE USED FOR CONSTRUCTION BIDDING, PERMITTING, ETC.
- JASON P. FAIGLE
- THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERNAL REVIEW UNDER THE AUTHORITY OF



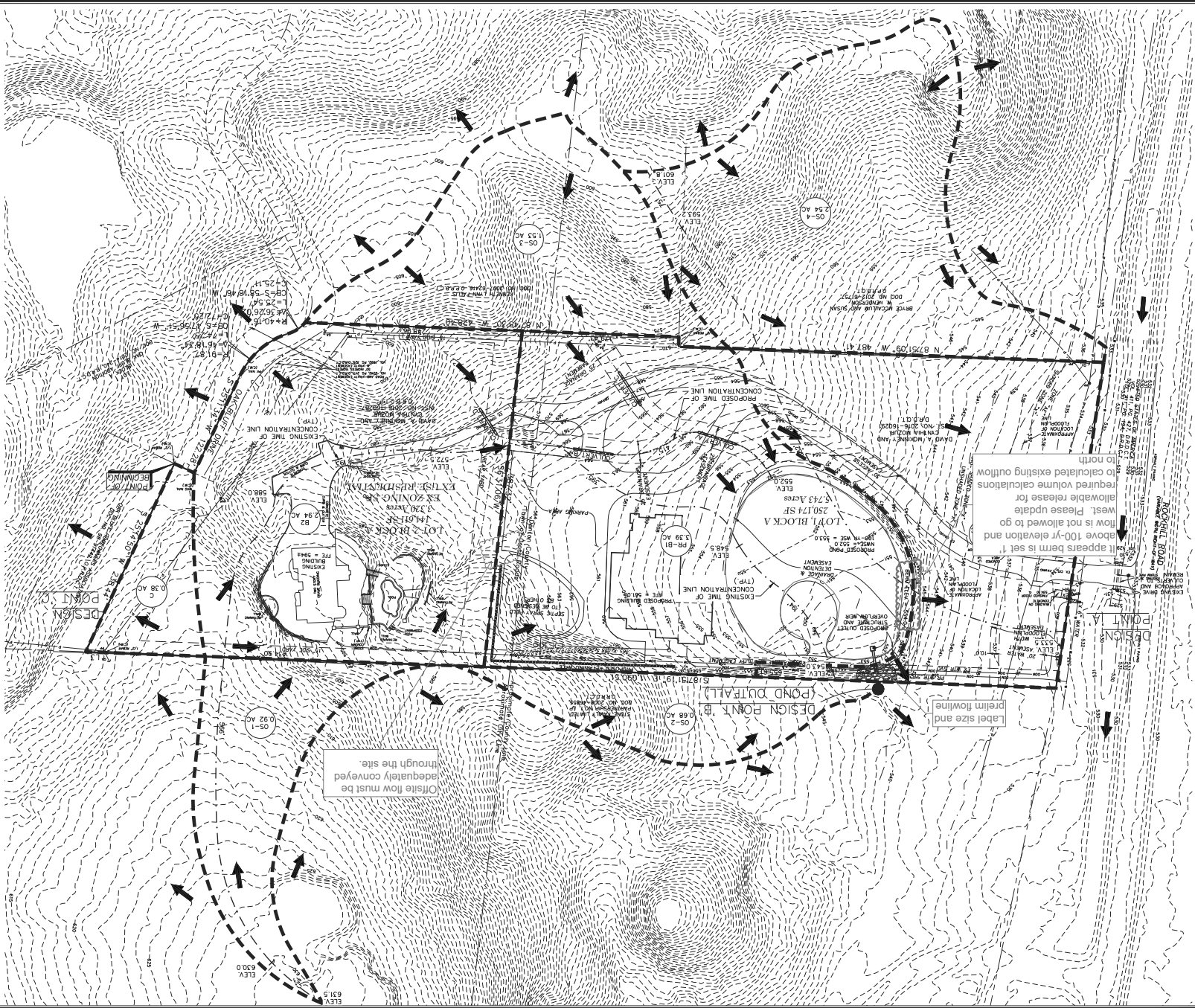
DAVID MCKINNEY
 PRELIMINARY PLAT
ROCK CREEK WINERY
 TOWN OF CROSSROADS & TOWN OF CROSSROADS ETU, DENTON COUNTY, TEXAS

Job: DMC2201
 SHEET
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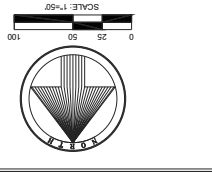
Allison Engineering Group
 Planning Communities - Designing the Systems That Shape Them

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 Phone: 817.321.9933
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 www.allisoneng.com

REV. 1	
REV. 2	
REV. 3	
REV. 4	
REV. 5	



- LEGEND**
- 500' --- EXISTING CONTOUR
 - FLOW DIRECTION
 - DRAINAGE AREA
 - TIME OF CONCENTRATION
 - PROPOSED SWALE
 - PROPOSED RETAINING WALL
 - DRAINAGE AREA LABEL
- DRAINAGE AREA MAP NOTES**
- C1 = 1.25' FOR 100 YR RECURRENCE INTERVAL PER ISM TABLE 1.4
 - C = 0.30 UNLESS OTHERWISE NOTED (SEE WEIGHTED C TABLES)
 - I100 = RAINFALL INTENSITIES PROVIDED FROM ISM TABLE 5.3 DENTON COUNTY RAINFALL DATA
 - TC 5 MIN: 11.23 IN./HR
 - TC 10 MIN: 9.24 IN./HR
 - A = DRAINAGE AREA (ACRES)
 - Q100 = C1xK1xI100x(A) (CFS)



DAVID MCKINNEY
 PRELIMINARY PLAT
 ROCK CREEK WINERY
 TOWN OF CROSSROADS & TOWN OF CROSSROADS ETU, DENTON COUNTY, TEXAS

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF OBTAINING PERMITTING, ETC. FOR THE PURPOSE OF CONSTRUCTION BIDDING. IT IS NOT TO BE USED FOR ANY OTHER PURPOSE.

Checked by: JAM
 Jason P. Fajale, P.E. 101888

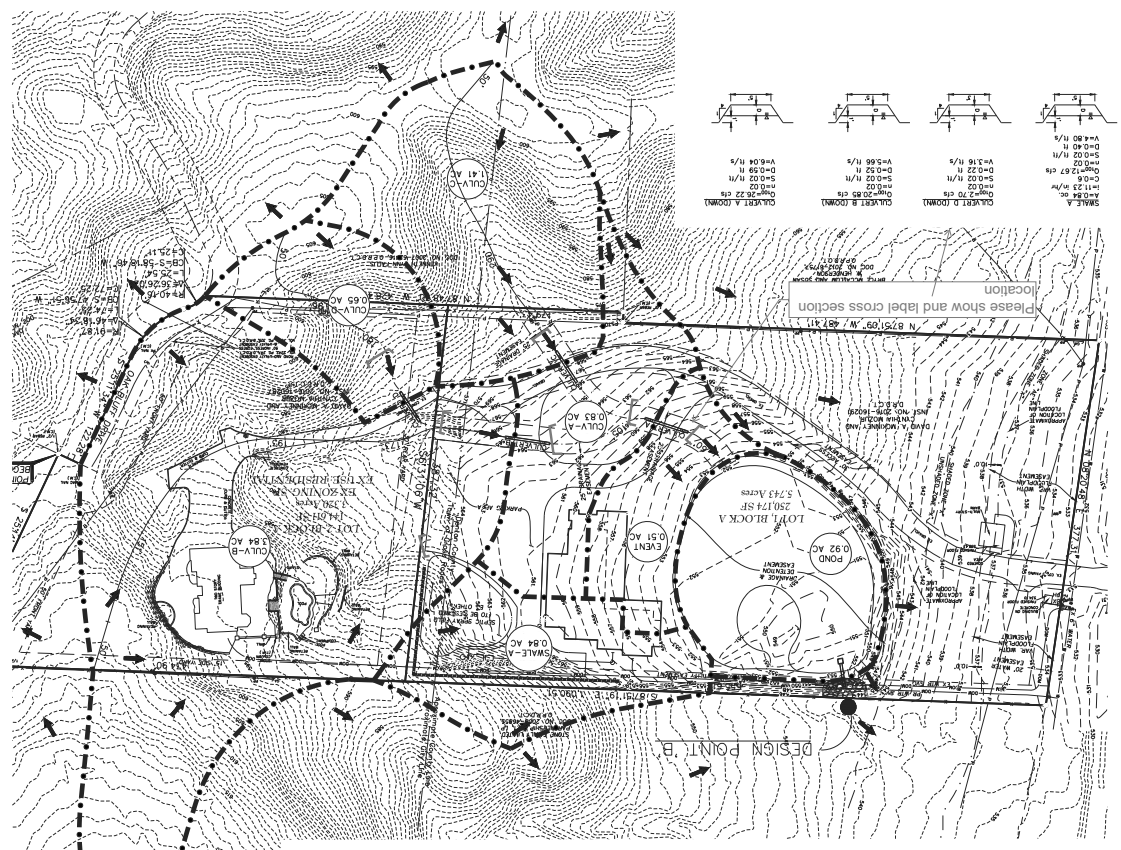
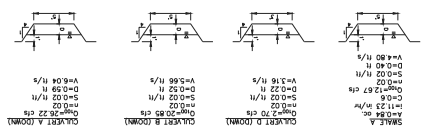
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REV. 1
REV. 2
REV. 3
REV. 4
REV. 5



CULVERT CALCULATIONS

Line ID	Line Length	Flow Area	Flow Velocity	Flow Discharge	Flow Depth	Flow Slope	Flow Angle	Flow Direction	Flow Status
1	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

TIME OF CONCENTRATION CALCULATIONS (FOR CULVERT DESIGN)

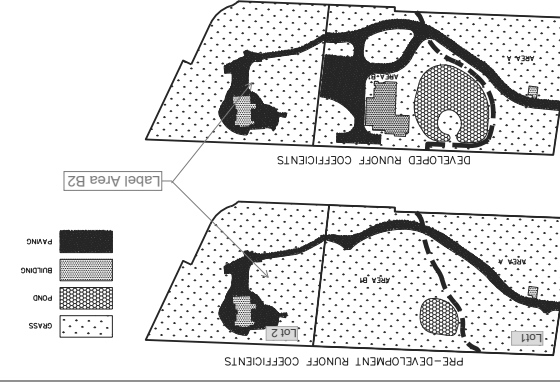
Line ID	Flow Area	Flow Velocity	Flow Discharge	Flow Depth	Flow Slope	Flow Angle	Flow Direction	Flow Status
1	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

INDOOR NATIONAL DETENTION CALCULATION

Flow ID	Flow Area	Flow Velocity	Flow Discharge	Flow Depth	Flow Slope	Flow Angle	Flow Direction	Flow Status
1	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
2	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
3	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4	50.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

EXISTING AREAS

Area	Weighted Runoff Coefficient	Sum	Weighted Runoff Coefficient	Sum
Grass	0.05	0.05	0.05	0.05
Building	0.25	0.25	0.25	0.25
Paving	0.75	0.75	0.75	0.75
Grass	0.05	0.05	0.05	0.05
Building	0.25	0.25	0.25	0.25
Paving	0.75	0.75	0.75	0.75



WEIGHTED RUNOFF COEFFICIENT DETERMINATION

Area	Weighted Runoff Coefficient	Sum	Weighted Runoff Coefficient	Sum
Grass	0.05	0.05	0.05	0.05
Building	0.25	0.25	0.25	0.25
Paving	0.75	0.75	0.75	0.75
Grass	0.05	0.05	0.05	0.05
Building	0.25	0.25	0.25	0.25
Paving	0.75	0.75	0.75	0.75

DAVID MCKINNEY
 PRELIMINARY PLAN
 ROCK CREEK WINERY
 TOWN OF CROSSROADS & TOWN OF CROSSROADS ET AL, DENTON COUNTY, TEXAS
 SHEET 04
 JOB: DMC2201

Allison Engineering Group
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 Total Board of Professional Engineers Registration Number: 79938
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PROPOSED DESIGN POINT B

Description	A	B	C	Totals
Sheet Flow	0.50	0.01	0.00	0.51
Manning's n-value	0.15	0.00	0.00	0.15
Flow length (ft)	75.0	0.0	0.0	75.0
Two-Year 24-hr precip. (in)	2.20	0.00	0.00	2.20
Runoff slope (%)	9.39	0.00	0.00	9.39
Channel Concentrated Flow	566.00	145.00	2.00	713.00
Flow length (ft)	183.00	165.00	2.00	350.00
Average velocity (fps)	4.59	4.19	3.00	4.26
Surface description	Unimproved	Unimproved	Unimproved	Unimproved
Channel slope (%)	7.85	6.51	3.00	6.46
Channel Manning's n-value	0.020	0.015	0.015	0.016
Channel velocity (ft/s)	4.42	4.50	3.00	4.44
Channel flow area (sqft)	3.70	0.00	0.00	3.70
Channel flow area (sqft)	0.00	0.00	0.00	0.00
Channel slope (%)	0.73	0.00	0.00	0.73
Flow length (ft)	115.0	0.0	0.0	115.0
Travel Time (min)	0.73	0.00	0.00	0.73
Total Travel Time, TC				12.81 min

MINIMUM 10 MINUTE TIME IN CALCULATIONS, PER TABLE IV-1.2 OF DENTON COUNTY SUBDIVISION RULES AND REGULATIONS

EXISTING DESIGN POINT B

Description	A	B	C	Totals
Sheet Flow	0.50	0.01	0.00	0.51
Manning's n-value	0.15	0.00	0.00	0.15
Flow length (ft)	75.0	0.0	0.0	75.0
Two-Year 24-hr precip. (in)	2.20	0.00	0.00	2.20
Runoff slope (%)	9.39	0.00	0.00	9.39
Channel Concentrated Flow	566.00	145.00	2.00	713.00
Flow length (ft)	183.00	165.00	2.00	350.00
Average velocity (fps)	4.59	4.19	3.00	4.26
Surface description	Unimproved	Unimproved	Unimproved	Unimproved
Channel slope (%)	7.85	6.51	3.00	6.46
Channel Manning's n-value	0.020	0.015	0.015	0.016
Channel velocity (ft/s)	4.42	4.50	3.00	4.44
Channel flow area (sqft)	3.70	0.00	0.00	3.70
Channel flow area (sqft)	0.00	0.00	0.00	0.00
Channel slope (%)	0.63	0.00	0.00	0.63
Flow length (ft)	395.0	0.0	0.0	395.0
Travel Time (min)	9.63	0.00	0.00	9.63
Total Travel Time, TC				13.90 min

MINIMUM 15 MINUTE TIME IN CALCULATIONS, PER TABLE IV-1.2 OF DENTON COUNTY SUBDIVISION RULES AND REGULATIONS

Update and verify it's less than 15

Missing 395. Total Shallow flow should be near 1350 feet

EXISTING DESIGN POINT A

Description	A	B	C	Totals
Sheet Flow	0.50	0.01	0.00	0.51
Manning's n-value	0.15	0.00	0.00	0.15
Flow length (ft)	75.0	0.0	0.0	75.0
Two-Year 24-hr precip. (in)	1.47	0.00	0.00	1.47
Runoff slope (%)	4.57	0.00	0.00	4.57
Channel Concentrated Flow	625.00	0.00	0.00	625.00
Flow length (ft)	183.00	0.00	0.00	183.00
Average velocity (fps)	4.77	0.00	0.00	4.77
Surface description	Unimproved	Unimproved	Unimproved	Unimproved
Channel slope (%)	6.75	0.00	0.00	6.75
Channel Manning's n-value	0.015	0.015	0.015	0.015
Channel velocity (ft/s)	4.50	0.00	0.00	4.50
Channel flow area (sqft)	0.00	0.00	0.00	0.00
Channel slope (%)	0.00	0.00	0.00	0.00
Flow length (ft)	115.0	0.0	0.0	115.0
Travel Time (min)	2.19	0.00	0.00	2.19
Total Travel Time, TC				8.60 min

MINIMUM 15 MINUTE TIME IN CALCULATIONS, PER TABLE IV-1.2 OF DENTON COUNTY SUBDIVISION RULES AND REGULATIONS

0.38 value weighted C calculations

Calculate overflow at pond and update flows. Provide calculations reaching Design point B.

Design on sheet D. This wet designed at time of final P&ID Engineering Construction Phase, see preliminary subdivision water design on sheet D.

Design Point	Proposed			Actual		
	Flow	Velocity	Time	Flow	Velocity	Time
A	14.55	1.45	14.05	No increase		
B	27.00	2.70	27.00	No increase		
C	0.00	0.00	0.00	No increase		

Design Point	No.	Area (Ac)	Time of Runoff (hr)	Runoff Intensity (in/hr)	Developed Conditions			Runoff Intensity (in/hr)	Time of Runoff (hr)	Area (Ac)
					5 Yr	10 Yr	25 Yr			
A	AS-1	2.04	0.27	1.70	0.37	0.56	0.37	0.56	0.20	0.36
	AS-2	2.94	0.30	1.70	0.37	0.56	0.37	0.56	0.30	0.46
	AS-3	1.55	0.20	1.70	0.37	0.56	0.37	0.56	0.15	0.23
B	BS-1	3.90	0.05	1.70	0.37	0.56	0.37	0.56	0.05	0.07
	BS-2	0.89	0.30	1.70	0.37	0.56	0.37	0.56	0.30	0.44
	BS-3	0.68	0.20	1.70	0.37	0.56	0.37	0.56	0.20	0.29
C	CS-1	0.38	0.20	1.70	0.37	0.56	0.37	0.56	0.20	0.29
	CS-2	0.98	0.30	1.70	0.37	0.56	0.37	0.56	0.30	0.44
	CS-3	1.55	0.20	1.70	0.37	0.56	0.37	0.56	0.15	0.23

DRAINAGE AREA RUNOFF CALCULATIONS



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Town Board of
Professional Engineers
Registration Number: 72938
Info: @allg.com



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www.ae-grp.com
TBPE Firm #: 7898

March 25, 2022

Town of Cross Roads
Ms. Kristy Gilbert
Town Administrator
3201 US Hwy 380, Suite 105
Cross Roads, TX 76227

Re: Rock Creek Winery
Preliminary Plat
AVO 43608.001

Dear Ms. Gilbert:

Allison Engineering has reviewed the comments and has incorporated the changes and improvements as indicated below. **Our responses to the items required for consideration are presented below:**

General

1. The west part of Lot 1 is located within the Lewisville Lake flowage easement (elevation 537). Please coordinate with the USACE to obtain permission regarding runoff and velocities into flowage easement.
Response: Noted.
2. Please summarize and list any permits needed based on the findings of the jurisdictional assessment report.
Response: Noted.
3. Any activity within the FEMA floodplain will require an approved floodplain development permit.
Response: Noted.
4. Please address comments on attached markups and provide annotated responses.
Response: Noted.

Hydrology

5. Please provide separate existing and proposed conditions DA maps. Denton Co. requires 2-yr, 5-yr, 10-yr 25-yr 50-yr and 100-yr flood events. Refer to Denton Co Criteria Manual Section IV.1.2.
Response: 2-yr, 5-yr, 10-yr, 25-yr, 50-yr, & 100-yr flood events have been added to drainage calculation.



6. Account for additional runoff entering site from drainage area OS-2. Please ensure future proposed wall does not block offsite runoff.
Response: Offsite OS-2 flow joins onsite flow at Design Point B. OS-2 is not used in detention calculations but is considered for channel analysis at release point (Design Point B)
7. Under existing conditions, it appears a large section of the existing pond overflows run west towards the west property line and only a small section overflows into the north adjacent property. Refer to attached markup and Figure 1. Please update existing flows reaching west property and those reaching DP "B".
Response: Existing Drainage Are Map has been added and areas have been revised.
8. Verify drainage area reaching pond in existing vs proposed. It appears additional flow will be diverted to the pond in proposed conditions. Please refer to attached markups and Figure 1. Drainage area A will be larger under existing conditions.
Response: Drainage Area A revised.
9. It appears a minimum 10-min time of concentration(tc) was used for both existing and proposed conditions analysis. For existing conditions, it appears the time of concentration will be larger than 10 minutes. Please provide tc calculations.
 - a. When calculating time of concentration, show calculations for overland (sheet), shallow concentrated, pipe and channel flow. Reference Section IV.1.3 Travel Time Estimation from the Denton Co Criteria Manual, page 54 thru 57.
 - b. Show flow paths for each drainage area and corresponding time of concentration calculations.
 - c. Please use $n=0.15$ for grass cover when calculating the sheet flow component of time of concentration.
 - d. Please note that the length of overland flow distance should be limited to 50 (developed) to 100 feet (undeveloped).
 - e. It appears the longest flow path in basin B1 may be altered in proposed conditions due to the proposed drives, pavement and building.
 - f. For proposed conditions, the minimum time of concentration (10 minutes for commercial and 15 for residential) may be used.**Response: Time of Concentrations have been calculated. (See Sheet 05 – Drainage Calculations) Minimum times shall be used to get a conservative estimate.**
10. Indicate how offsite runoff entering site from the west (basin B2) will be conveyed through proposed development.
Response: Will be directed on Lot 2 to Culvert B.
11. It appears that proposed drainage area OS-2 will not enter the pond and will discharge at the pond outfall. This area may be removed from the dentition analysis.
Response: Off-site OS-2 flow joins on-site flow at Design Point B. OS-2 is not used in detention calculations but is considered for channel analysis at release point (Design Point B)



12. Provide preliminary detention sizing calculations and outfall structure design based on the Modified Ration Method. Please use equations IV.1.10a and 10b from the Criteria Manual.
 - a. The pond and outlets must be designed for the 2-, 5-, 10-, 25-, 50- and 100-year storms. Note that a minimum of 6 inches of freeboard above the 100-year WSEL.
 - b. Use adjustment factors to the calculated storage volume to account for under sizing. Refer to Modified Rational section IV.1.4. See attached spreadsheet that uses the required equations.
 - c. Outlet pipes for ponds should be 18" RCP/RCB or greater. Also, an overflow structure must be provided above the 100-year WSEL and have a minimum depth of 1-foot. (Denton County Subdivision Rules and Regulations, Section IV)

Response: Detention sizing calculations has been added to sheet 04.

13. Please re-evaluate all sites outfalls (Design Points) based on the attached markups and comments provided herein. If an increase in peak discharge occurs, provide a downstream assessment of the receiving ditch. Use HEC-RAS to evaluate water surface elevations and velocities.

Response: Outfalls have been re-evaluated and no increase in peak flow shall occur.

Hydraulics

14. Please extend proposed pond outfall to the receiving natural swale flowline. A private DE will be required. Extend erosion protection to the receiving swale flowline.

Response: Receiving swale begins onsite. This area will be detailed with Final Plat/ Construction Plans. Private drainage easement shall be obtained as needed.

15. Provide preliminary sizing of proposed swales. Include hydraulic parameters and results.

Response: Preliminary sizing of proposed swales added to Sheet 04 – Preliminary Culvert Plan and Calculations.

Respectfully Submitted,
Allison Engineering Group

TOWN OF CROSS ROADS
PLATTING APPLICATION



~~11/08/2021~~ 03/07/2022
 DATE: ~~02/14/2020~~ 03/09/2020
 APPLICATION # ~~2020-0309-02 PPLA~~ 2022-0307-02 PPLA
 PROJECT: Rock Creek Winery

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 David Mckinney Signature *David Mckinney*
Cynthia Mozur Signature *Cynthia Mozur*
 Applicant Name David Mckinney Signature *David Mckinney*
Cynthia Mozur Signature *Cynthia Mozur*
 Project Contact Mailing Address 6025 Rock Hill Rd Aubrey, TX 76227
 Project Contact Phone 503-319-6171 Email skinny123fs@me
 Proposed Project Name Rock Creek Winery Location _____
 Lot/Block _____ Abstract AT418A
 DCAD ID _____
 Number of Lots Created 2

SUBMISSION DOCUMENTS

Fee check # 926 Legal Description _____
 Map _____ List of Neighbors _____
 Site Plan (Commercial) _____ Stamped/Addressed _____
 Envelopes _____
 Drawings (4 full, 2 half) _____
 OTHER (Specify) _____

APPLICATION EXPLANATION

Explanation and Description of Request or Project

This Plat will divide our 9.04 acres into two separate lots. The eastern lot with our existing house and a western lot for future construction / development.

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



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Receive a presentation and discuss Cross Roads Police Department activities and resources.

Prepared by:

Shaun Short, Police Chief

Description:

A brief presentation will be provided outlining the status of the department touching on staffing, facilities, property and evidence, community outreach, records, training and policy and accreditation. The presentation will also include the following equipment status and recommendations:

- Weapons
 - Taser – Seven tasers are beyond warranty period and newer technology needs to be considered.
 - Pistol – Currently using older model Sig Sauer P226, more modern striker fired weapon is typical in metroplex law enforcement.
 - Patrol Rifle – Seven were transferred, some malfunctions experienced raises concern about previous maintenance.
- Technology
 - Mobile Video – The department has six in-car video systems and several body cameras. Some of the body cameras are starting to fail. The system does not take advantage of technology and the manufacturer support is not sufficient.
 - In-car Computers – Mobile computers were repurposed when they went into service at NEPD. They are aging with some keys missing and glitches occurring requiring IT support for resolution.
 - Brazos Software – Brazos provides ticket writer software. There are options available to improve service by utilizing the ticket writers for crash information exchange, tow sheets and criminal trespass warnings.
- Facilities
 - Lockers – Officers often change into uniforms at work, we do not have lockers at this time for officers to store personal equipment.
 - Vehicle Cover – Shielding police vehicles from weather, especially hail, that can cripple a department due to the lack of readily available replacement vehicles.
- Life Safety
 - Automatic External Defibrillator – The department's ability to respond to cardiac medical emergencies could be enhanced by deploying an AED in each vehicle. The department currently has one deployed.
 - Heavy plate carrier/Body Armor – Police soft body armor, worn by officers while on duty provides some protection from small arms fire. Plate carriers



COUNCIL AGENDA BRIEFING SHEET

are normally carried as an accessory for police to use in the event they respond to a threat involving rifles.

Recommended Action:

This item is for update and discussion purposes only.

Attachments:

None



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Discuss updated five-year budget forecasts and capital projects priorities.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Staff has been working on an amendment to the Fiscal Year 2022 budget to present to the Town Council in June. As a result of the completed FY 2021 audit, excess revenue over expenditures and, in anticipation of receipt of funds from the dissolution of the NEPD and NEMC, staff is forecasting a general fund balance of approximately \$4.1 million dollars. Per actions of the Town Council during the adoption of the FY 2022 budget, the desire is to keep a minimum of 150 days of operating expenses in the general fund. With the proposed FY 22 budget amendment that is \$1.21 million. A significant portion of the remaining \$2.89 million, in addition to the approximately \$185,000 in ARPA funds received in October 2021 should be transferred to appropriate reserve funds for future anticipated expenditures to continue with our pay-as-you-go practices.

Staff has prepared a draft Five-Year Capital Improvement Plan (attached) to provide guidance in how funds should be allocated. Based on the attached, Staff is recommending the following transfers:

From General Fund:	To:
\$275,000	Vehicle/Equipment Replacement Fund
\$75,000	Park Improvement Fund
\$414,410	Road Improvement Fund (Required 14.29% of sales tax revenue)
\$1,200,000	Road Improvement Fund (additional transfer)
\$625,000	Capital Improvement Fund
\$20,000	Court Technology Fund (restricted for court)
\$32,831	Court Security Fund (restricted for court)
\$6,400	Various Court Restrict Funds
From COVID Fund	To
\$185,000	Vehicle/Equipment Replacement Fund

Recommended Action:

Staff is seeking direction from Council to further prepare the FY 22 budget amendment.

Attachments:

Draft 5 Year Capital Improvement Plan

2022-2027 Capital Improvement Plan - DRAFT

	FY 22				FY 23			
	Veh/Equip	Road Imp.	Park	Cap Imp	Veh/Equip	Road Imp.	Park	Cap Imp
<i>Beginning Fund Balance</i>	\$ 460,000	\$ 1,983,143	\$ 75,020	\$ 664,000	\$ 395,000	\$ 2,279,166	\$ 325,025	\$ 614,000
PROJECT/PURCHASE								
Public Works								
Opticom				\$ 50,000				
Public Works Vehicle								
Police Department								
Tasers	\$ 22,200							
Remanufactured Computers	\$ 5,500							
Pistols	\$ 5,500							
Mobile Video System	\$ 68,000							
Rifles	\$ 11,000							
Heavy Vest/Plate Carrier	\$ 3,600							
Ticket Writer Program	\$ 6,500							
Contingency	\$ 17,700							
Lockers					\$ 28,000			
Portable Radios					\$ 7,000			
Vehicle Cover					\$ 45,000			
General Equipment Replacement					\$ -			
Police Vehicle					\$ 60,000			
Road Improvements								
Tipps Road Culvert		\$ 100,000						
Spring Mountain/Mill Creek		\$ 150,000				\$ 779,000		
Historic Bridge						\$ 40,000		
Potter Shop (S)/Tipps/Hidden Crk						\$ 45,000		
W Oak Shores/Oak Point								
Undertermined Road Imp.								
Administration								
General Equipment Replacement					\$ 15,000			
Park Improvements								
Porta Potty Surround			\$ 2,000					
Bulletin Board			\$ 2,000					
Overhead Fans			\$ 3,500					
Water Lines/Drinking Fountain			\$ 9,500					
Grant Writer						\$ 30,000		
Playground #1						\$ 100,000		
Playground #2								
<i>Ending Balance</i>	\$ 320,000	\$ 1,733,143	\$ 58,020	\$ 614,000	\$ 240,000	\$ 1,741,166	\$ 195,025	\$ 614,000

2022-2027 Capital Improvement Plan - DRAFT

	FY 24				FY 25			
	Veh/Equip	Road Imp.	Park	Cap Imp	Veh/Equip	Road Imp.	Park	Cap Imp
<i>Beginning Fund Balance</i>	\$ 315,000	\$ 2,047,091	\$ 245,025	\$ 664,000	\$ 230,000	\$ 1,180,523	\$ 195,025	\$ 714,000
PROJECT/PURCHASE								
Public Works								
Opticom								
Public Works Vehicle	\$ 62,500							
Police Department								
Tasers								
Remanufactured Computers								
Pistols								
Mobile Video System								
Rifles								
Heavy Vest/Plate Carrier								
Ticket Writer Program								
Contingency								
Lockers								
Portable Radios								
Vehicle Cover								
General Equipment Replacement	\$ 20,000				\$ 20,000			
Police Vehicle	\$ 62,500				\$ 63,500			
Road Improvements								
Tipps Road Culvert								
Spring Mountain/Mill Creek								
Historic Bridge		\$ 366,000						
Potter Shop (S)/Tipps/Hidden Crk		\$ 1,102,000						
W Oak Shores/Oak Point		\$ 50,000				\$ 936,000		
Undertermined Road Imp.								
Administration								
General Equipment Replacement	\$ 15,000				\$ 15,000			
Park Improvements								
Porta Potty Surround								
Bulletin Board								
Overhead Fans								
Water Lines/Drinking Fountain								
Grant Writer								
Playground #1								
Playground #2			\$ 100,000					
<i>Ending Balance</i>	\$ 155,000	\$ 529,091	\$ 145,025	\$ 664,000	\$ 131,500	\$ 244,523	\$ 195,025	\$ 714,000

2022-2027 Capital Improvement Plan - DRAFT

	FY 26				FY 27			
	Veh/Equip	Road Imp.	Park	Cap Imp	Veh/Equip	Road Imp.	Park	Cap Imp
<i>Beginning Fund Balance</i>	\$ 206,500	\$ 910,463	\$ 195,025	\$ 764,000	\$ 182,500	\$ 719,273	\$ 195,025	\$ 814,000
PROJECT/PURCHASE								
Public Works								
Opticom								
Public Works Vehicle								
Police Department								
Tasers								
Remanufactured Computers								
Pistols								
Mobile Video System								
Rifles								
Heavy Vest/Plate Carrier								
Ticket Writer Program								
Contingency								
Lockers								
Portable Radios								
Vehicle Cover								
General Equipment Replacement	\$ 20,000				\$ 20,000			
Police Vehicle	\$ 64,000				\$ 65,000			
Road Improvements								
Tipps Road Culvert								
Spring Mountain/Mill Creek								
Historic Bridge								
Potter Shop (S)/Tipps/Hidden Crk								
W Oak Shores/Oak Point		\$ 825,000				\$ 700,000		
Undertermined Road Imp.								
Administration								
General Equipment Replacement	\$ 15,000				\$ 15,000			
Park Improvements								
Porta Potty Surround								
Bulletin Board								
Overhead Fans								
Water Lines/Drinking Fountain								
Grant Writer								
Playground #1								
Playground #2								
<i>Ending Balance</i>	\$ 107,500	\$ 85,463	\$ 195,025	\$ 764,000	\$ 82,500	\$ 719,273	\$ 195,025	\$ 814,000



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Discuss and consider action on a proposal from Greater Yield, LLC, and Mundo & Associates, Inc. for the Vision 2035 Strategic and Comprehensive Plan.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

On October 4, 2021, the Town Council adopted the Vision 2035 Plan and authorized moving forward with a Strategic Plan. The initial plan was to complete the Comprehensive Land Use Plan update following the Strategic Plan. Request for proposals (RFP) were issued on January 11, 2022, with a closing date of February 18, 2022. The Town received four proposals in response to the RFP from the following companies in the amounts indicated below:

Consultant	Cost	Timeframe
Kimley-Horn	\$66,090	7 months
Mundo and Associates, Inc.	\$34,700	7 months
Antero Group	\$60,590	9 months
Greater Yield	\$43,470	4 months

Based on the proposals, interviews were conducted with both Mundo and Associates, Inc., and Greater Yield. In conducting the interviews, it became apparent that both consultants complemented each other's services and by combining their skills sets we could complete not only the Strategic Plan but also the Comprehensive Land Use Plan update at the same time. Both consultants were asked to work together and prepare a proposal for the joint services with a timeframe. The result is the attached proposal is for \$68,670 and proposes a five-month timeframe for completion. Approximately \$10,000 of the project costs include items the Municipal Development District has considered acquiring so cost sharing of this project would be appropriate.

By starting the project in July, we can split the cost over two budget years. It is also recommended that a team building event be conducted prior to the kick-off of the project.

Fiscal Impact:

The FY 22 budget currently has sufficient funds to fund the project as indicated below:

FY22:

General Fund Professional Services & Training (including team building exercise)	\$28,000
MDD Professional Services	\$9,200



COUNCIL AGENDA BRIEFING SHEET

FY23:

General Fund Professional Services	\$38,500
MDD Professional Services	\$2,500

Recommended Action:

Staff recommends acceptance of the proposal for Vision 2035 Strategic and Comprehensive Plan.

Attachments:

Proposal



PROPOSAL FOR

Vision 2035 Strategic & Comprehensive Plan

The Town of Cross Roads



In response to RFP:
Vision 2035 Strategic Plan
January 11, 2022

Prepared by:

Debbie Womack

Pamela J. Mundo

Greater Yield, LLC.

13355 Noel Road, Ste 1100
Dallas, Texas USA 75240
Mobile: +01-214-707-6006

dwomack@greateryield.com
www.greateryield.com

Mundo & Associates Inc.

5542 Canada Court
Rockwall, TX 75032
Mobile: +01-214-773-0966

pmundo@mundoandassociates.com
www.mundoandassociates.com



Proposal Issued:

01 May 2022

Proposal Valid To:

30 May 2022

May 16, 2022 Council Agenda Packet 104 of 165



We strongly believe in

SUCCESS

“Our goals can only be reached through the vehicle of a plan. There is no other route to success.”

~ Pablo Picasso

“Strategic planning for the future is the most hopeful indication of our increasing social intelligence.”

~ William H. Hastle

“Greatness is not where we stand, but in what direction we are moving..”

~ Oliver Wendell Holmes

“Planning is the triumph of logic over dumb luck.” ~ Anonymous

“The best offense is a good defense.”

~ Anonymous



Content

- 01 **Introduction**
- 02 **Project Approach**
- 03 **Methodology**
- 04 **Scope of Work**
- 05 **Timeline and Cost**
- 06 **Firms & Teams**

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Introduction

May 1, 2022

Mrs. Kristi Gilbert
Town Administrator
The Town of Cross Roads
3201 U.S. Hwy 380, Suite 105
Cross Roads, Texas 76227

Dear Mrs. Gilbert,

As per our discussions on March 9, 2022 with yourself and Mayor Tompkins, Greater Yield (GY) and Mundo Associates (MA) are presenting the following joint proposal. Debbie Womack with GY and Pam Mundo with MA will be co-leaders on this project.

Recognizing the Town's Needs

The Town of Cross Roads is a thriving community built on small-town country charm. It is committed to an excellent quality of life for its community, citizens, businesses and visitors. The citizens are seeking a sustainable growth that protects its natural and historical resources, while preserving its values, quality and culture. It has a strong and active multi-generational population that enjoys its spirit of community. The Vision 2035 - Building Our Future Together Strategic Comprehensive Plan belongs to the citizens in the community and is what the town will use on a continuous basis for growth management. to ensure that the voices of the community are heard and acted upon. The information gathered through the Vision 2035 process will be analyzed and synthesized to prioritize the Town's most pressing challenges, promising opportunities, and important priorities to focus on through the short and long term. As such, the resulting Strategic Comprehensive Plan will affirm the vision and values articulated by the Town's citizens. The Town's Strategic Comprehensive Plan will act as the framework for the Town's growth and strengthen its relationship with the community in order to continue "Building Our Future Together."

How Greater Yield and Mundo Associates Will Help You

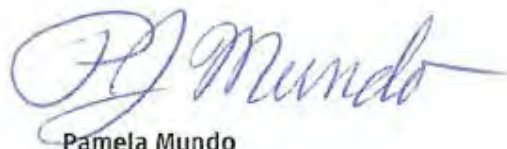
Based on the scope of work and desired outcomes for this project we believe this is the perfect partnership bringing together the unique capabilities of both firms to make this project an unqualified success. GY has 22+ years' experience providing visioning and strategic planning opportunities with high value results and MA has 45+ years' providing engineering, economic development, city planning, land development and GIS mapping services to private sector clients as well as community organizations.

This proposal addresses the framework, conceptual approach, methodology, scope of work, project schedule and pricing. Although the word "planning" appears in the description, it must be emphasized at the outset that the end result of this process is NOT to create a "plan" that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among City Council members, senior staff and the community.

We look forward to the opportunity of providing services to The Town of Cross Roads with this engagement. Should you have any questions regarding our proposal, please contact Debbie Womack at dwomack@greateryield.com or Pam Mundo at pmundo@mundoandassociates.com.



Debbie Womack
Principal



Pamela Mundo
Principal

Project Approach

Our way to do things

We understand the Town's desire to develop a strategic comprehensive plan and set achievable goals through a collaborative process.

Greater Yield's and Mundo's strategic planning approach is grounded in the foundation of **People** and **Processes**. We must engage the right stakeholders (**People**), and utilize a structured, purposeful **Process**.

“The art of progress is to preserve order amid change and change amid order.”



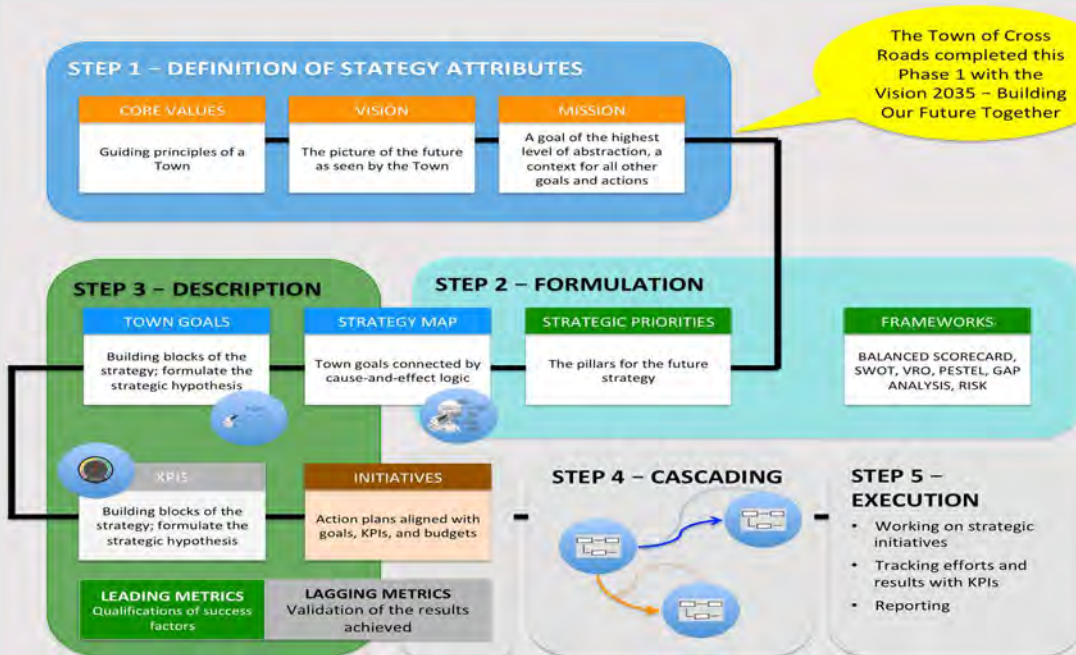
Methodology

Our main area of expertise

Strategic planning, at its core, is leadership’s expression of the future.

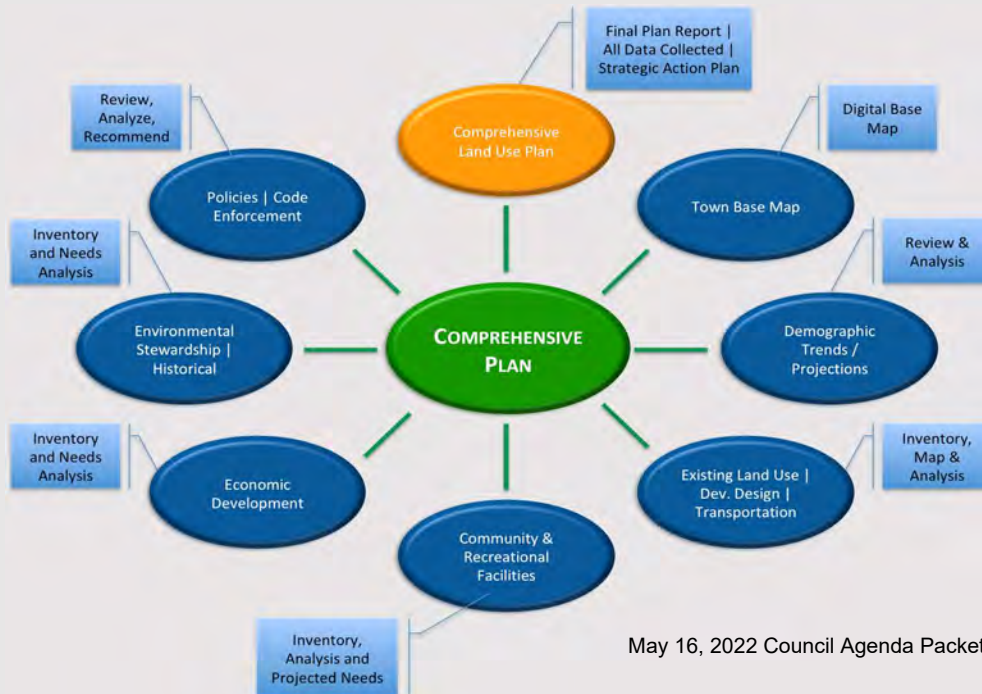
Taken as a whole, the strategic planning process utilized by Greater Yield and Mundo and described here, can be represented in a model of the various steps and elements in a cycle of input, scanning, goal setting, prioritization, action planning and re-examination.

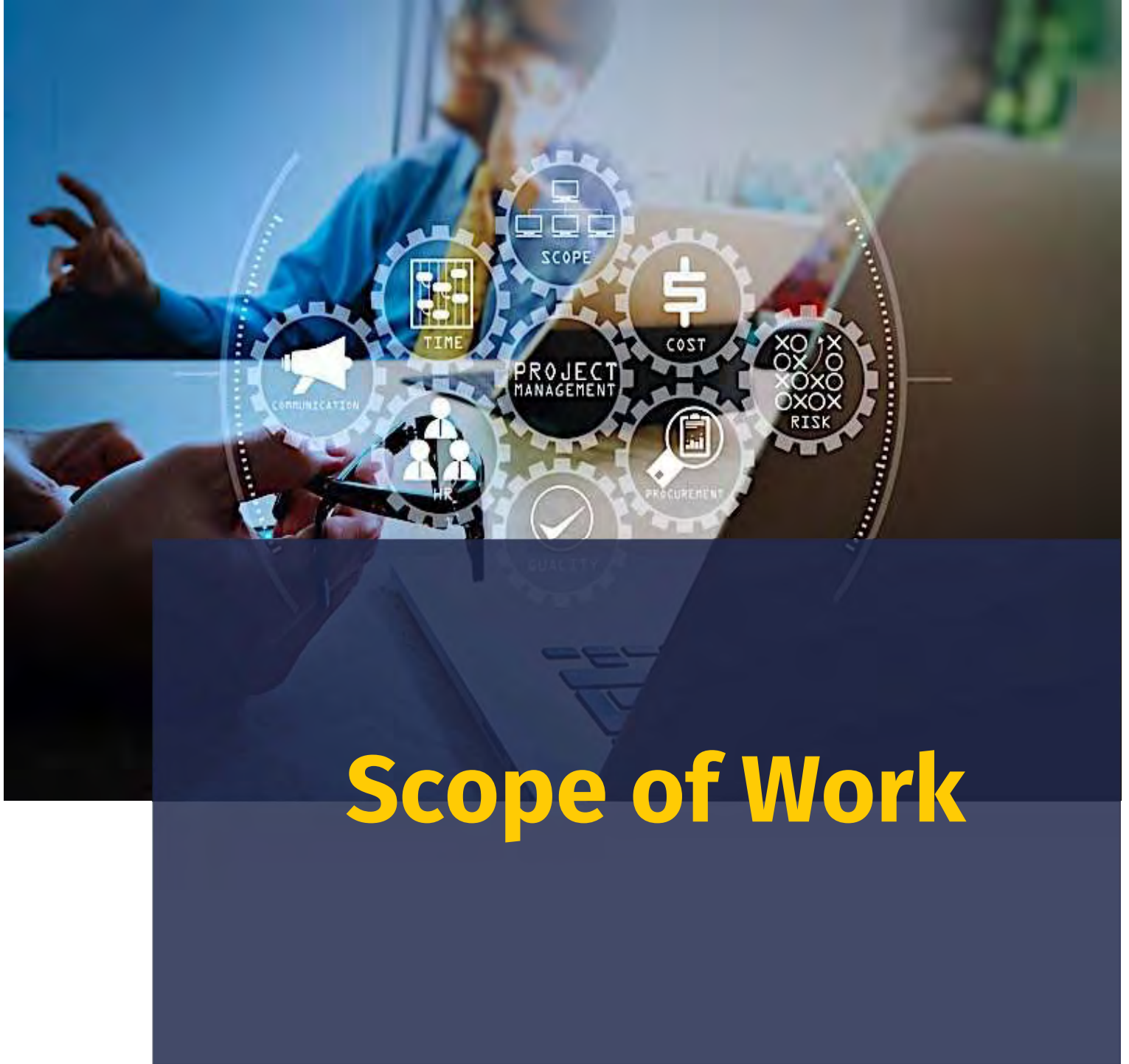
Strategic planning is fundamental to successful work-planning. It enables the goals of the Town to be aligned with the annual budget processes and helps use resources intelligently. It provides direction and focus to the town council, boards, committees and town staff. Periodic review and updating of a strategic plan ensures that current realities (internal and external) are taken into consideration and appropriately factored into the operations of the Town.



Greater Yield's Steps for Strategic Planning that coordinates and links with Mundo Associate. on the Comprehensive Plan.

Mundo Associates Steps for Comprehensive Planning that coordinates and links with Greater Yield on the Strategic Plan.





Scope of Work



On the following pages we will provide a work plan to engage a broad and comprehensive group of the Town’s stakeholders in developing a Strategic Comprehensive Plan. The Plan will set realistic and achievable goals for the Town’s short-term and long-term evolution and provide actionable task to measure success.

The Work Plan

Month One



Finalize Scope of Work & Initiate Project

Once contract is awarded and signed GY and MA will meet with the Town Administrator to formally initiate the process, review and refine the scope of work, discuss methodologies for initiative as well planning of meetings / group planning sessions. This will include the communications process and plan. Deliverables will be defined and agreed to during this step.

Review of Vision 2035 and Town Digital Map Creation

GY and MA will review and consolidate the goals identified through the Vision 2035 project findings. These will be categorized into the stakeholder groups to initiate strategic discussions and prioritization process. MA will begin preparation of digital based map of the Town of Cross Roads that aids in drafting the strategic plan elements and the comprehensive plan elements.

Interview Town Staff & Review Documents

GY and MA will interview key individuals and stakeholders identified by the Town as having insight into issues facing the Town. We will also interview the Town Staff and review pertinent documents to understand existing plans, projects, studies, agreements or any other information that may influence or impact the planning process.

Analyze Critical Data

Analyze historic, current and projected data to identify major characteristics and shifts that will affect the Town during the planning process in the essential plan areas. This would include previous strategic plans as well as any other goals developed since. GY and MA will also need to review the existing budget and 5 years prior, priorities, and any other planning initiatives underway or planned that will be important factors and context for developing the strategic plan.

Demographics Trends and Projections

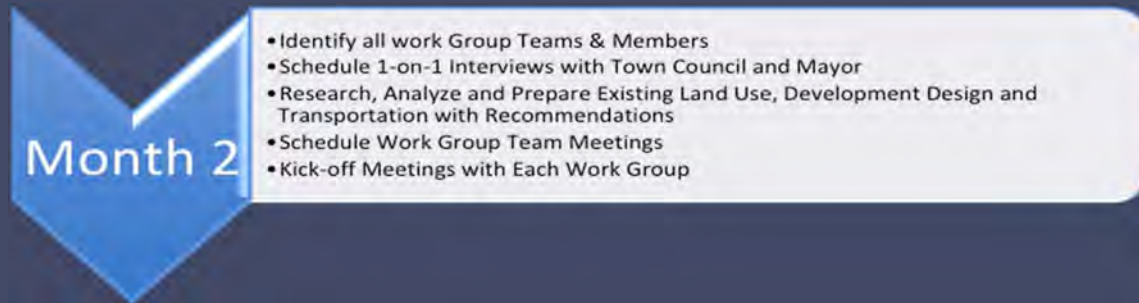
MA will start review of population trends of the Town and the Region and present projections of population that may impact the Strategic Goals and Land Use / Transportation planning of the Strategic Comprehensive Plan.

Confirm Key Stakeholders

GY Identify and confirm all key stakeholders, to include town council members, Mayor, town staff, boards, committees, commissions, etc. Identify all team members and compile complete contact list for all.

The Work Plan *(cont.)*

Month Two



Identify all work Group Teams

With Town Administrator, GY will identify all work groups with Leader and all team members. Currently the Town of Cross Roads has MDD, Parks & Rec, Planning & Zoning, Historical and Staff. If others groups or individuals need to be involved to provide valuable input they will be identified and included at this stage.

Schedule 1-on-1 Interviews with Town Council & Mayor

GY & MA with the Town Administrator's assistance will schedule 2-hour interviews with each Town Council member and the Mayor. These interviews will involve discussions on how the Town's leaders view the current environment and issues of strategic importance. GY & MA will also develop additional questions to help bring consensus where needed to ensure a successful Strategic Comprehensive Plan for the Town.

Existing Land Use, Development Design and Transportation

Utilizing the Town Base Map, a graphic illustration will be prepared by MA presenting the existing land use including community and recreational facilities and transportation elements. The level of development and design of that development will be presented with suggestions on development design of the future and how to regulate that design. Attention to environmental consideration related to Lake Lewisville and it environs will be noted. A transportation analysis will consist of roadway, pedestrian, bike, and transit including existing and potential for future facilities.

Schedule of Work Group Team Mtgs

GY and MA will work with the leaders of each work group to schedule the strategic planning sessions in a timely manner. GY and MA understand that these groups are made of volunteers and will be sensitive to their time. We will work to provide time for normal scheduled meetings and for the critical strategic planning sessions. We will work with the leaders of each group to ensure maximum participation and streamlined, focused agenda for each session. The meeting design will focus on building consensus and further refining the strategic priorities identified in Vision 2035.

Kick-off Meeting with each work group

GY and MA will work with each work group to schedule their 1-hour kick-off meeting. This meeting will lay the groundwork and the meeting design to each work group. It will be the start of the prioritization of the Vision 2035 identified initiatives.

The Work Plan *(cont.)*

Month Three



Month 3

- Identify & Prioritize all Strategic Initiatives of Vision 2035
- Establish Short and Long Term Goals
- Inventory Community and Recreational Facilities, Identify Needs
- Meeting for Alignment with Town Budget
- Identify Assets of Land Use and Community Facilities, Other Dev Features
- Identify Unique Environmental Stewardship and Historical Opportunities
- Review of Current Best Practices

Identify & Prioritize all Strategic Initiatives of Vision 2035

GY working with each work group team will identify and prioritize all initiatives resulting from Vision 2035. GY will facilitate each strategy session with these work groups to ensure consensus and ownership of their portion of the Strategic Plan.

Establish Short and Long-Term Goals

GY working with each work group will take the prioritized list of initiatives and perform an analysis that will result in identify the short term (1-5 years) and long-term (6 to 14 years) goals. Budget will be estimated to the best of the abilities of team members.

Community and Recreational Facilities

MA will inventory current community and recreational facilities. Available national standards for recreational facilities and similar community standards for community facilities will be projected and needs identified.

Meeting to Ensure Alignment with Town Budget

GY and leaders of each work group team will meet with Mayor and Town Administrator to review short term plans and budget estimates and alignment with Town Budget constraints. Information will be utilized to make adjustments and present a final draft at second meeting for approval.

Economic Development

MA will identify the assets of land use and community facilities which produce revenue and jobs plus other development features with potential for economic investment and growth. Market needs will be identified to meet the economic goals of the Town.

Environmental Stewardship and Historical

MA will identify the unique natural resources of Cross Roads as it sits in advantageous position adjoining Lake Lewisville. Known historical, endangered species, and their habitat or archeological features will be inventoried and reviewed as they relate to preservation needs and development threats.

Review of Current Best Practices

After all background materials are reviewed and interviews conducted, GY will review Best Practices to determine potential alignment with the Town's operations.

The Work Plan *(cont.)*

Month Four



Month 4

- Draft Strategic Plan (Short & Long Term)
- Work Groups Identify All Task, Resources & Potential Budget Needs
- Comprehensive Land Use and Transportation Plan linked to Strategic Plan
- Develop Reporting Process and Documents for Updating Comprehensive Plan & Strategic Plan
- Finalize All Comprehensive Plan and Strategic Plan Artifacts

Draft Strategic Plan

GY & MA working with each work group team will draft the strategic plan and identify all task and resource requirements for short-term plan initiatives. This will be reviewed and agreed to by each work group and presented to Town Administrator for review.

Work Groups Identify All Task & Resources

Once these have been identified, GY and the teams will work to identify and assign strategic task, performance measurements, resource requirements, and timeframe to completion. Budget will be estimated to the best of the abilities of team members.

Comprehensive Land Use Plan

MA utilizing the Town Base Map and the studies noted including the existing land use and transportation analysis will prepare a 2035 comprehensive future land use and transportation plan for The Town of Cross Roads. The plan elements will be guided by the Strategic Plan as well.

Develop Milestones, Benchmarks and KPIs

GY and leaders of each work group team will work together to establish realistic milestones, benchmarks, and KPIs that will allow all members to understand the current status of any initiative in real time. These measurements will be presented to Town Administrator for review and approval.

Develop Reporting Forms and Process

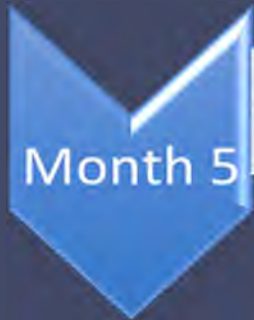
GY and MA working with Mayor and Town Administrator will develop a reporting process and the forms for updating the Vision 2035 Strategic Comprehensive Plan initiatives.

Present Vision 2035 Strategic Comprehensive Plan

GY and MA will review with Town Administrator and all work group leaders the final draft of the Strategic Comprehensive Plan, task, resource requirements, and budget forecast for their final approval. Once achieved, GY and MA will finalize the Vision 2035 Strategy Comprehensive Plan and schedule presentation for Town Council, Mayor, and Town Administrator.

The Work Plan *(cont.)*

Month Five



- Draft to Town Administrator for Review
- Work with Town Administrator to schedule presentation to Town Council
- Meeting to Present Final Strategic Comprehensive Plan

Draft Plan to Town Administrator for Review

GY & MA will present Draft Strategic Comprehensive Plan to The Town of Cross Roads Administrator for final review and recommendations.

Scheduling Presentation to Town Council & Mayor

GY & MA coordinating with the Town Administrator will schedule presentation to the Town Council and Mayor.

Presentation of Final Strategic Comprehensive Plan

GY & MA will present to The Town of Cross Roads Town Council, Mayor and citizens the proposed final Strategic Comprehensive Plan



Project

Timeline and Cost

	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Mundo Associates	Greater Yield
	Month 1	Month 2	Month 3	Month 4	Month 5		
Scope of Work Plan Schedule & Cost							
Finalize SOW, Sign Contract							
Interview Town Staff & Review Pertinent Documents							
Confirm Key Stakeholders							
Town Based Map						\$ 3,000.00	\$ 8,100.00
Overview & Existing Data Review / Analysis						\$ 2,000.00	
Demographic Trends / Projections						\$ 2,000.00	
Identification of Work Groups, Leaders, Team Members							
Interview with Town Council							
Interview with Mayor Tompkins							
Existing Land Use, Development Design & Transportation						\$ 4,200.00	\$ 8,370.00
Scheduling of all work groups							
Kick-off meetings with each work group							
Work groups Identify & Prioritize all Strategic Initiatives							
Work groups Define short & long term goals							
Community and Recreational Facilities						\$ 2,500.00	
Budget Alignment Meetings with Town Administrator							\$ 13,500.00
Economic Development						\$ 2,500.00	
Environmental Stewardship						\$ 2,000.00	
Review of Current Best Practices							
Work groups Identify all Task & Resources							
Draft Strategic Plan							
Comprehensive Land Use Plan						\$ 5,000.00	\$ 13,500.00
Develop Milestones, Benchmarks, KPIs							
Develop Reporting Process & Documents							
Strategic Comprehensive Plan Report Consolidation							\$ 2,000.00
Present Vision 2035 Strategic Comprehensive Plan							

\$ 23,200.00 \$ 45,470.00

Legend
 Mundo & Associates
 Greater Yield
 Shared Team Task

\$68,670.00
Total Project Cost

Project

Firms and Teams



**STRATEGY,
TASK AND
ACTIONS**

**ENGINEERING,
DEVELOPMENT
AND PLANNING**



Our Story

MUNDO AND ASSOCIATES

Mundo and Associates, Inc. is a Texas based consulting firm providing engineering, economic development, city planning, land development and GIS mapping services. The firm provides these comprehensive professional services to the public sector including counties, municipalities, authorities, TIRZ, PIDS, MUDS, MDDS, economic development corporations, as well as private sector clients and community organizations.



Mundo and Associates was founded by Pam Mundo in 1976. Mundo and Associates, Inc. holds the following certifications:

* Registered by the Texas Board of Professional Engineers

* North Central Texas Regional Certification Agency (NCTRCA) WBE & DBE

* Texas Historically Underutilized Business (TX HUB) γ Women's Business Enterprise National Council (WBENC)

* SBA Women Owned Small Business (WOSB)



Creating Options and Actions for Making Great Places

Pam Mundo is an economic development executive and community planner with experience in board management and project development. She assists municipalities in the formation of economic development strategic plans and community comprehensive plans. Pam has a career reputation for implementing these plans with successful retail, high technology, industrial and mixed-use related developments. She has a track record of involving and motivating local leaders to execute projects resulting in new investment, new jobs, and greater community success. Her collaborations with private sector interests have produced attractive and successful town centers, hospital and health care centers, downtown revitalization, retail, and technology park developments.

Our portfolio

Some of our inspired projects

Mundo and Associates, Inc. has provided work for these Great Places:

- Town of Annetta
- City of Annetta South
- City of Dallas
- Falls County
- City of Gun Barrel City
- City of Heath
- City of Henrietta
- City of Hillsboro
- City of Josephine
- City of Justin
- City of Kemp
- City of Lancaster
- City of Lavon
- City of Liberty Hill
- Town of Little Elm
- Little Elm TIRZ #1 and #2
- City of Lorena
- Lorena TIRZ #1 East
- City of Marlin
- McLennan County
- City of Navasota
- NCTCOG
- Town of Pantego
- City of Pilot Point
- City of Quinlan
- City of River Oaks
- City of San Benito
- City of Smithville
- City of Springtown
- Town of Sunnyvale
- Sunnyvale TIRZ #1
- City of Weatherford
- And many private sector developers



Comprehensive Plan
2020



Our Story

Greater Yield, LLC.

Greater Yield, that is just what you get. We are not traditional business management consultants who offer theoretical knowledge alone. We are corporate leaders with proven track records of success, skilled in using cutting edge business processes and tools.



Greater Yield is a nationally recognized Woman Owned, Veteran Owned, C-Level management consulting firm. We are a Limited Liability Company (LLC) formed in 1999 with 1 Owner and

headquartered in Dallas, Texas. We are a stable and well-established firm that has preserved our core values and reputation for excellence and community service throughout our longstanding history.



Strategic planning goes on forever as objectives are met and new opportunities and challenges emerge.

A seasoned executive with more than 25+ years of significant experience in change management as well as strategic planning and development, Debbie is skilled in the implementation of business process improvement, complex program/project management, organization and infrastructure assessment, board management and establishing leadership and management systems that support sustainable high performance.

She is adept at motivating teams and serving as a trusted advisor to a broad range of C-level executives and is committed to finishing projects on time and in budget. She has earned a solid reputation for not only meeting, but also often exceeding project deliverables.

Debbie is a veteran of the U.S. Air Force, having served nine years in the Pacific and European theaters. She also provides pro-bono strategy consulting services to non-profit organizations in the Dallas/Ft Worth area.

We stand for simplicity

Greater Yield believes in keeping it simple... We will help you to:

- Get everything in view – so you can see what’s happening with every initiative, at every level, from the team to the individual, in real time.
- Get everyone engaged – a great strategic plan connects your Town from Town Council, Town Staff, Project Teams, and your Citizens, keeping them informed, accountable and on the same page.

Our portfolio

Some of our inspired projects

Strategy is setting yourself apart from the competition. It's not a matter of being better at what you do – it's a matter of being different at what you do...



01

Dallas Symphony Orchestra

Challenges: The orchestra was outsourcing all outbound telemarketing and telefunding calls; Scheduled artists were providing late music repertoire and programming; the annual fund drive was not making projected revenues.

Results: Developed strategic plan that created in-house Patron service Center – reduced cost by 30% and improved customer service; improved on time delivery of programs by 50% and reduced cost by 10%; created sales management process to drive individual campaigns. New model reached 99% of the annual fund goal.

Saab European Auto

Challenges: Poor on-time delivery to dealers in Europe and USA; Poor global order-to-delivery process; Excessive factor and dealer inventory levels.

Results: Through strategic planning process we were able to free-up cash through inventory reductions by 56% in Europe and 34% in USA; Improve from negative to positive operating income; Overall customer service to dealers improved 80% in Europe and 220% in USA.

02



Aviall/Boeing Strategic Plan

Challenges: High development cost needed to build a new aircraft; Long cycle time and high number of resources required to build new aircraft.

Results: Through creating a 15 years strategic plan Boeing was able to reduce time and cost of production by 47%; Reduction in development cost by creating more streamlined process reduced cost by 56% and design time by 39%.

03



Thank you!

For doing business with us!





COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Discuss and consider an ordinance changing the speed limits at various locations throughout town.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The Mayor has requested the Town Council consider changing speed limits on various roadways throughout Town.

Recommended Action:

Staff is seeking direction from the Town Council.

Attachments:

Current Speed Regulations

ARTICLE 12.05 SPEED REGULATIONS *

Sec. 12.05.001 Authority to establish

The town council may alter the maximum speed limit on any street, or portion thereof, as established by this article within the town in accord with provisions of Article 6701d, Section 169, of Vernon’s Texas Civil Statutes and based upon a traffic and engineering study. Whenever signs are posted giving notice of the maximum legal speed limit so established for a particular street or portion thereof, it shall be unlawful for any person to drive or operate any vehicle at a rate of speed in excess of such limit.

Sec. 12.05.002 Maximum speed limit

No person shall operate or drive any vehicle on any street within the town at a speed greater than thirty (30) miles per hour, or any alley within the town at a speed greater than ten (10) miles per hour, unless signs, which designate a different speed limit, are erected in accordance with this article. Speed limits on Hwy 380, Hwy 377, and FM 424 shall be set according to federal and state laws.

Sec. 12.05.003 School zones

It shall be unlawful for any person to operate or drive any vehicle at a speed greater than the speed designated or posted, or to overtake or pass any other vehicle in any school zone as may be marked or designated by signs posted within the town whenever the school is in session.

(Ordinance adopting Code)

Sec. 12.05.004 Speed limits on specific streets

A person commits an offense if he operates or drives a motor vehicle on the following designated streets at a speed greater than the speed designated by this section for that street or portion of that street. Any speed in excess of the limit provided in this section shall be prima fade evidence that the speed is not reasonable or prudent and is unlawful.

Street	Portion of Street	Miles Per Hour
Naylor Road	All points within town	35
New Hope	All points within town	35
Moseley	All points within town	40
South Pottershop	North of Tipps Road only	35
Fishtrap	All points within town	30
Tipps	All points within town	35
US Highway 380	All points within town	60
Dr. Griffin	All points within town	35

(Ordinance 2020-0921-01 adopted 9/21/20)

Sec. 12.05.005 Construction zones

(a) Due to an imminent threat to public health and safety, the speed limits in construction areas on all street within the town are hereby reduced to twenty (20) miles per hour during periods of construction, except for state and U.S. highways, which shall be treated on a case-by-case basis. This speed limit reduction will be in effect during the times that official signs are posted giving notice of the reduced speed limit.

(b) The director of public works shall cause construction zone reduced speed limit signs and other reasonably necessary traffic-control devices to be erected at such locations and times necessary to protect those traveling and working in construction zones.

(c) Violators shall be cited and any fine assessed shall be subject to the doubling of minimum and maximum fines prescribed by the V.T.C.A. Transportation Code, § 542.404, when workers are present in such construction zones.

(d) The following construction zone speed limit is hereby established:

Highway and Location	Speed Limit
U.S. Highway 377 from north town limits to the intersection with U.S. Highway 380.	50 m.p.h.

(Ordinance 2021-0802-01 adopted 8/2/21)



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
May 16, 2022

Agenda Item:

Discuss and consider action on cleanout and repairs to the Tipps Road culvert east of Moseley.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

In response to concerns, Staff asked the Town Engineer, Leigh Hollis, to review a handful of locations where there appeared to be drainage issues after the most recent storms. One area inspected was the Tipps Road Culvert just east of Moseley. According to Ms. Hollis there is a hole in the center barrel of the existing culvert. This appears to have been caused by the installation of the guard fence. The hole can be patched with grout to eliminate the potential for loss of soil from the surface at this location. There is also significant siltation occurring both upstream and downstream of the culvert with stagnated water at the downstream end of the culvert.

The inspection also identified evidence of scouring occurring along the guardrail that will eventually threaten the roadway. The first joint of pipe on all three barrels of the culvert on the upstream side have deflected. For now, the structural integrity of the culvert remains intact. Eventually, the upstream headwall with the first two joints of pipe will need to be removed and replaced. More pressing, the upstream channel and the debris in the western barrel needs to be cleaned out and the downstream channel needs to be reshaped. Scour protection (16-inch grouted riprap with toes) needs to be installed between the headwall and the street edge. Downstream erosion protection should be installed to keep the channel shape and prevent future erosion.

Ms. Hollis provided specifications for repairs and three companies to solicit bids from. Town Staff has reached out to the companies and is awaiting bids.

Fiscal Impact:

The Town is still awaiting bids, there is a possibility that the project could exceed \$50,000.

Recommended Action:

Staff recommends the Council authorize Staff to award the bid to the lowest qualified bidder in an amount not to exceed \$50,000. In the event the bids exceed \$50,000, Staff would recommend the Council direct the solicitation of requests for proposals for the project.

Attachments:

Engineer Specifications
Pictures

Kristi Gilbert

From: Hollis, Leigh <IHollis@Halff.com>
Sent: Thursday, May 5, 2022 4:47 PM
To: Kristi Gilbert
Subject: Tipps Road
Attachments: TxDOT Specifications-Riprap.pdf; Mow Strip Detail.pdf

[EXTERNAL]

Kristi,

Here are some contractors to consider getting bids from:

North Rock Construction
Roesch Co Construction
Quality Excavation

After looking at it again, I think we would do better from a price point with a 3-foot wide 4-inch concrete mowstrip (TxDOT Standard) on the upstream side (cheaper than rock) length for bid – 80 feet
24-inch grouted rock riprap (Common 24-inch Grouted Rock) per TxDOT Item 432 – 60 cubic yards with 2-foot toewalls around the perimeter subsidiary to the unit cost. Then just cleaning out the existing culverts and upstream and downstream channels – assume a length of 70 feet upstream and 90 feet downstream. Provide all prices per unit. Contractor only to be paid for work actually completed in the field.

Specifications and details are attached.

Leigh A. Hollis, PE
Vice President
Operations Manager, Frisco
Halff Associates, Inc.

O: (817) 764-7467



[Halff.com](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

431.4 to 432.2

wide (air duct tape or better) to completely enclose the mat and hold in moisture. Cure in this manner for 4 days. Curing is not required for soil-nail walls. Apply membrane curing in accordance with Item 420, "Concrete Structures," for tunnel and ditch linings and vertical or overhead patches as approved.

G. Repair of Defects. Repair or replace debonded areas as directed.

431.4. Measurement. Measurement of pneumatically placed concrete for encasement of structural members will be by the square foot of the actual contact area.

Measurement of pneumatically placed concrete for repair of concrete structures will be by the cubic foot in place using the surface area times the average depth of the patch.

431.5. Payment. When pneumatically placed concrete is specified as a bid item, the work performed and materials furnished in accordance with this Item and measured as provided under "Measurement" will be paid for at the unit price bid for "Pneumatically Placed Concrete (Encasement)" or for "Pneumatically Placed Concrete (Repair)." This price is full compensation for cement, aggregate, water, and reinforcement; furnishing and driving steel drive pins; furnishing and placing expansion bolts; removal of deteriorated or unsound concrete; mixing, placing, and curing pneumatically placed concrete; and equipment, labor, tools, and incidentals. Pneumatically placed concrete used for work other than encasement or repair will not be paid for directly but will be considered subsidiary to pertinent Items.

ITEM 432

RIPRAP

432.1. Description. Furnish and place concrete, stone, cement-stabilized, or special riprap.

432.2. Materials. Furnish materials in accordance with the following:

- Item 420, "Concrete Structures"
- Item 421, "Hydraulic Cement Concrete"
- Item 431, "Pneumatically Placed Concrete"
- Item 440, "Reinforcing Steel"
- DMS-6200, "Filter Fabric."

- A. **Concrete Riprap.** Use Class B Concrete unless otherwise shown on the plans.
- B. **Pneumatically Placed Concrete Riprap.** Use Class II concrete that meets Item 431, “Pneumatically Placed Concrete,” unless otherwise shown.
- C. **Stone Riprap.** Unless otherwise shown on the plans, use durable natural stone with a minimum bulk specific gravity of 2.40 as determined by Tex-403-A. Provide stone that, when tested in accordance with Tex-411-A, has a maximum weight loss of 18% after 5 cycles of magnesium sulfate solution and 14% after 5 cycles of sodium sulfate solution.

For all types of stone riprap perform a size verification test on the first 5,000 sq. yd. of finished riprap stone at a location determined by the Engineer. Weigh each stone in a square test area with the length of each side of the square equal to 3 times the specified riprap thickness. The weight of the stones, excluding spalls, should be as specified below. Additional tests may be required. Do not place additional riprap until the initial 5,000 sq. yd. of riprap has been approved.

When specified, provide grout or mortar in accordance with Item 421, “Hydraulic Cement Concrete.” Provide grout with a consistency that will flow into and fill all voids.

Provide filter fabric in accordance with DMS-6200, “Filter Fabric.” For protection stone riprap, provide Type 2 filter fabric unless otherwise shown on the plans. For Type R, F, or Common stone riprap, provide Type 2 filter fabric when shown on the plans.

- 1. **Type R.** Use stones between 50 and 250 lb. with a minimum of 50% of the stones heavier than 100 lb.
- 2. **Type F.** Use stones between 50 and 250 lb. with a minimum of 40% of the stones heavier than 100 lb. Use stones with at least 1 broad flat surface.
- 3. **Common.** Use stones between 50 and 250 lb. Use stones that are at least 3 in. in their least dimension. Use stones that are at least twice as wide as they are thick. When shown on the plans or approved, material may consist of broken concrete removed under the Contract or from other approved sources. Before placement of each piece of broken concrete, cut exposed reinforcement flush with all surfaces.
- 4. **Protection.** Use boulders or quarried rock that meets the gradation requirements of Table 1. Both the width and the thickness of each

432.2 to 432.2

piece of riprap must be at least 1/3 of the length. When shown on the plans or as approved, material may consist of broken concrete removed under the Contract or from other approved sources. Before placement of each piece of broken concrete, cut exposed reinforcement flush with all surfaces. Determine gradation of the finished, in-place, riprap stone under the direct supervision of the Engineer in accordance with Tex-411-A, Part II.

**Table 1
In-Place Protection Riprap Gradation Requirements**

Thickness	Maximum Size (lb.)	90% Size ¹ (lb.)	50% Size ¹ (lb.)	8% Size ¹ , Minimum (lb.)
12 in.	200	80–180	30–75	3
15 in.	320	170–300	60–165	20
18 in.	530	290–475	105–220	22
21 in.	800	460–720	175–300	25
24 in.	1,000	550–850	200–325	30
30 in.	2,600	1,150–2,250	400–900	40

1. As defined in Tex-401-A, Part II.

Provide bedding stone that in-place meets the gradation requirements shown in Table 2 or as otherwise shown on the plans. Determine size distribution in accordance with Tex-401-A, Part I.

**Table 2
Protection Riprap Bedding Material Gradation Requirements**

Sieve Size (Sq. Mesh)	% by Weight Passing
3 in.	100
1-1/2 in.	50–80
3/4 in.	20–60
No. 4	0–15
No. 10	0–5

- D. Cement-Stabilized Riprap.** Provide aggregate that meets Item 247, “Flexible Base,” for the type and grade shown on plans. Use cement-stabilized riprap with 7% hydraulic cement by dry weight of the aggregate.
- E. Special Riprap.** Furnish materials for special riprap according to the plans.

432.3. Construction. Dress slopes and protected areas to the line and grade shown on the plans before the placement of riprap. Place riprap and toe walls according to details and dimensions shown on the plans or as directed.

- A. Concrete Riprap.** Reinforce concrete riprap with $6 \times 6 - W2.9 \times W2.9$ welded wire fabric or with No. 3 or No. 4 reinforcing bars spaced at a maximum of 18 in. in each direction unless otherwise shown. Alternative styles of welded wire fabric that provide at least 0.058 sq. in. of steel per foot in both directions may be used if approved. A combination of welded wire fabric and reinforcing bars may be provided when both are permitted. Provide a minimum 6-in. lap at all splices. At the edge of the riprap, provide a minimum horizontal cover of 1 in. and a maximum cover of 3 in. Place the first parallel bar at most 6 in. from the edge of concrete. Use approved supports to hold the reinforcement approximately equidistant from the top and bottom surface of the slab. Adjust reinforcement during concrete placement to maintain correct position.

As directed, sprinkle or sprinkle and consolidate the subgrade before the concrete is placed. All surfaces must be moist when concrete is placed.

After placing the concrete, compact and shape it to conform to the dimensions shown on plans. After it has set sufficiently to avoid slumping, finish the surface with a wood float to secure a smooth surface or broom finish as approved.

Immediately after the finishing operation, cure the riprap according to Item 420, "Concrete Structures."

- B. Stone Riprap.** Provide the following types of stone riprap when shown on the plans:

- Dry Riprap. Dry riprap is stone riprap with voids filled with only spalls or small stones.
- Grouted Riprap. Grouted riprap is Type R, F, or Common stone riprap with voids grouted after all the stones are in place.
- Mortared Riprap. Mortared riprap is Type F stone riprap laid and mortared as each stone is placed.

Use spalls and small stones lighter than 25 lb. to fill open joints and voids in stone riprap, and place to a tight fit.

Do not place mortar or grout when the air temperature is below 35°F. Protect work from rapid drying for at least 3 days after placement.

Unless otherwise approved, place filter fabric with the length running up and down the slope. Ensure fabric has a minimum overlap of 2 ft.

432.3 to 432.3

Secure fabric with nails or pins. Use nails at least 2 in. long with washers or U-shaped pins with legs at least 9 in. long. Space nails or pins at a maximum of 10 ft. in each direction and 5 ft. along the seams. Alternative anchorage and spacing may be used when approved.

1. **Type R.** Construct riprap as shown in Figure 1 and as shown on the plans. Place stones in a single layer with close joints so that most of their weight is carried by the earth and not by the adjacent stones. Place the upright axis of the stones at an angle of approximately 90° to the embankment slope. Place each course from the bottom of the embankment upward with the larger stones in the lower courses.

Fill open joints between stones with spalls. Place stones to create a uniform finished top surface. Do not exceed a 6-in. variation between the tops of adjacent stones. Replace, embed deeper, or chip away stones that project more than the allowable amount above the finished surface.

When the plans require Type R stone riprap to be grouted, prevent earth, sand, or foreign material from filling the spaces between the stones. After the stones are in place, wet the stones thoroughly, fill the spaces between the stones with grout, and pack. Sweep the surface of the riprap with a stiff broom after grouting.

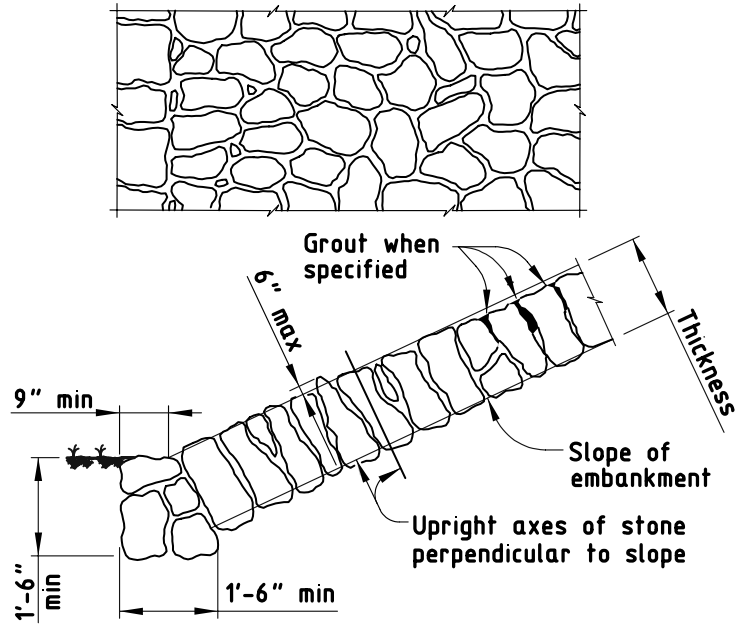


Figure 1
Type R stone riprap, dry or grouted.

2. Type F.

- a. Dry Placement.** Construct riprap as shown in Figure 2. Set the flat surface on a prepared horizontal earth bed, and overlap the underlying course to secure a lapped surface. Place the large stones first, roughly arranged in close contact. Fill the spaces between the large stones with suitably sized stones placed to leave the surface evenly stepped and conforming to the contour required. Place stone to drain water down the face of the slope.

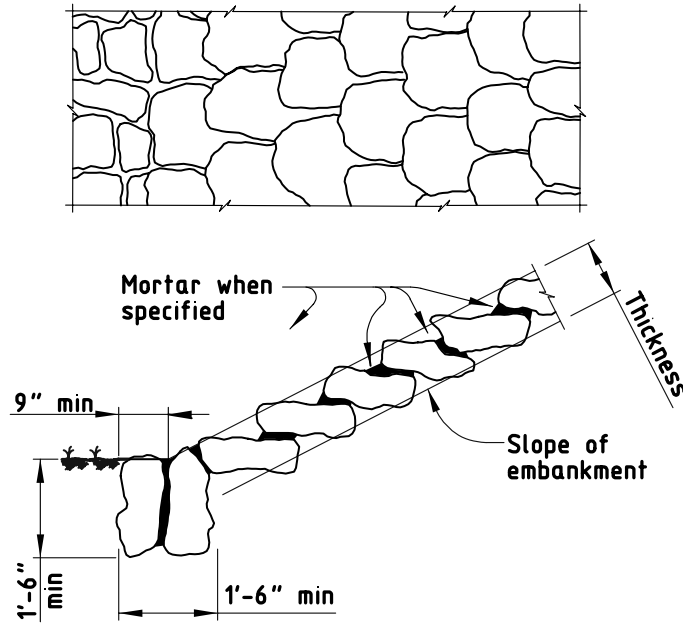


Figure 2
Type F stone riprap, dry or mortared.

- b. **Grouting.** Construct riprap as shown in Figure 3. Size, shape, and lay large flat-surfaced stones to produce an even surface with minimal voids. Place stones with the flat surface facing upward parallel to the slope. Place the largest stones near the base of the slope. Fill spaces between the larger stones with stones of suitable size, leaving the surface smooth, tight, and conforming to the contour required. Place the stones to create a plane surface with a maximum variation of 6 in. in 10 ft. from true plane. Provide the same degree of accuracy for warped and curved surfaces. Prevent earth, sand or foreign material from filling the spaces between the stones. After the stones are in place, wet them thoroughly, fill the spaces between them with grout, and pack. Sweep the surface with a stiff broom after grouting.

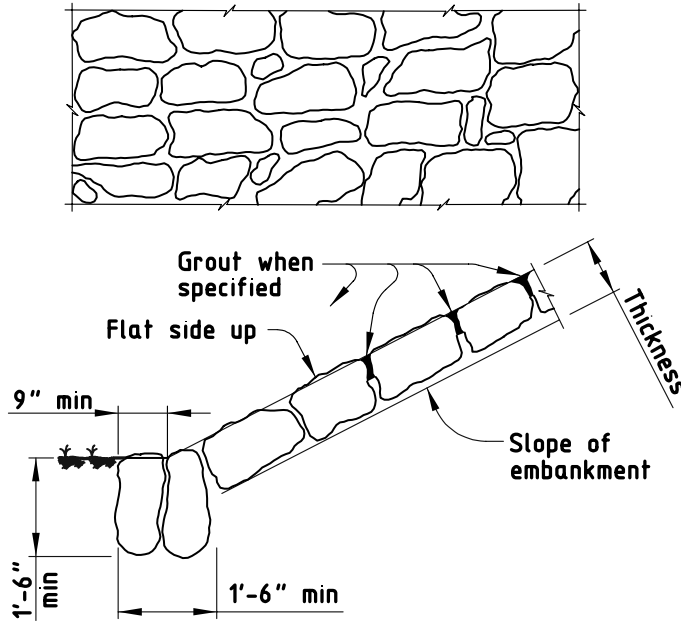


Figure 3
Type F stone riprap, grouted.

- c. **Mortaring.** Construct riprap as shown in Figure 2. Lap courses as described for dry placement. Before placing mortar, wet the stones thoroughly. As the larger stones are placed, bed them in fresh mortar and shove adjacent stones into contact with one another. After completing the work, spread all excess mortar forced out during placement of the stones uniformly over them to fill all voids completely. Point up all joints roughly either with flush joints or with shallow, smooth-raked joints as directed.
3. **Common.** Construct riprap as shown in Figure 4. Place stones on a bed excavated for the base course. Bed the base course of stone well into the ground with the edges in contact. Bed and place each succeeding course in even contact with the preceding course. Use spalls and small stones to fill any open joints and voids in the riprap. Ensure the finished surface presents an even, tight surface, true to the line and grades of the typical sections.

432.3 to 432.3

When the plans require grouting common stone riprap, prevent earth, sand, or foreign material from filling the spaces between the stones. After the stones are in place, wet them thoroughly, fill the spaces between them with grout, and pack. Sweep the surface with a stiff broom after grouting.

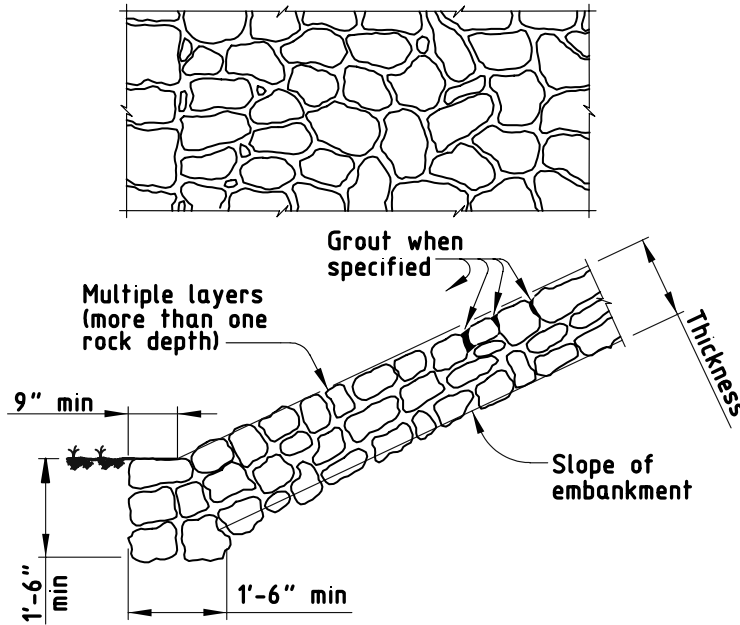


Figure 4
Common stone riprap, dry or grouted.

4. **Protection.** Construct riprap as shown in Figure 5. Place riprap stone on the slopes within the limits shown on the plans. Place stone for riprap on the bedding material to produce a reasonably well-graded mass of riprap with the minimum practicable percentage of voids. Construct the riprap to the lines and grades shown on the plans or staked in the field. A tolerance of +6 in. and -0 in. from the slope line and grades shown on the plans is allowed in the finished surface of the riprap. Place riprap to its full thickness in a single operation. Avoid displacing the bedding material. Ensure that the entire mass of stones in their final position is free from objectionable pockets of small stones and clusters of larger stones. Do not place riprap in layers, and do not

place it by dumping it into chutes, dumping it from the top of the slope, pushing it from the top of the slope, or any method likely to cause segregation of the various sizes. Obtain the desired distribution of the various sizes of stones throughout the mass by selective loading of material at the quarry or other source or by other methods of placement that will produce the specified results. Rearrange individual stones by mechanical equipment or by hand if necessary to obtain a reasonably well-graded distribution of stone sizes.

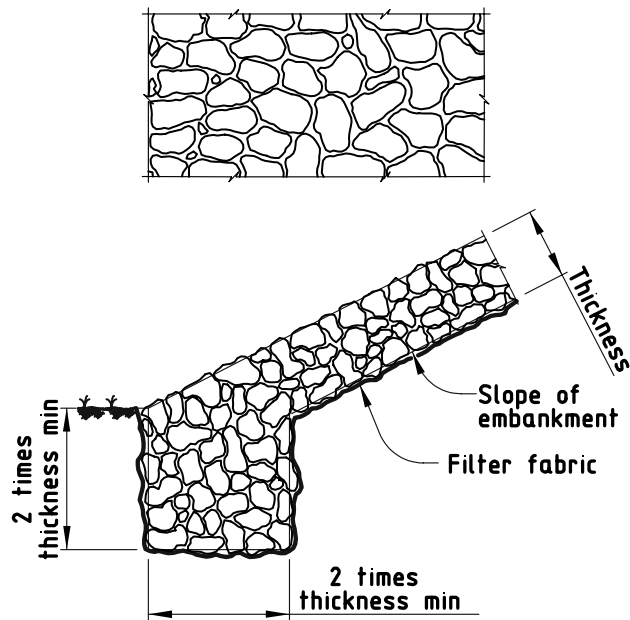


Figure 5
Protection stone riprap.

- C. **Pneumatically Placed Concrete Riprap, Class II.** Meet Item 431, "Pneumatically Placed Concrete." Provide reinforcement following the details on the plans and Item 440, "Reinforcing Steel." Support reinforcement with approved supports throughout placement of concrete.

Give the surface a wood-float finish or a gun finish as directed. Immediately after the finishing operation, cure the riprap with

432.4 to 432.5

membrane-curing compound in accordance with Item 420, "Concrete Structures."

- D. Cement-Stabilized Riprap.** Follow the requirements of the plans and the provisions for concrete riprap except when reinforcement is not required. The Engineer will approve the design and mixing of the cement-stabilized riprap.
- E. Special Riprap.** Construct special riprap according to the plans.

432.4. Measurement. This Item will be measured by the cubic yard of material complete in place. Volume will be computed on the basis of the measured area in place and the thickness and toe wall width shown on the plans.

For stone riprap for protection, the quantity of the bedding material to be paid for will be measured by the cubic yard as computed from the measured area in place and the bedding thickness shown on the plans.

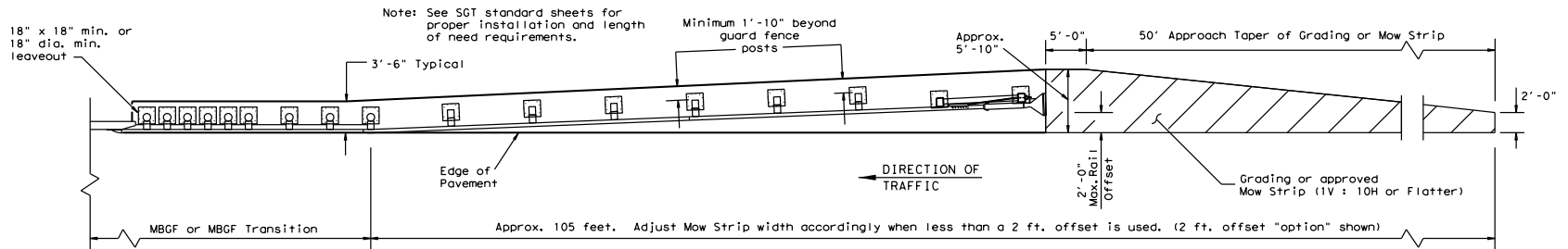
432.5. Payment. The work performed and materials furnished in accordance with this Item and measured as provided under "Measurement" will be paid for at the unit price bid for "Riprap" of the type, thickness, and void-filling technique (Dry, Grout, Mortar) specified, as applicable. This price is full compensation for furnishing, hauling, and placing riprap and for filter fabric, expansion joint material, concrete and reinforcing steel, grout and mortar, scales, test weights, equipment, labor, tools, and incidentals.

Payment for excavation of toe wall trenches, for all necessary excavation below natural ground or bottom of excavated channel, and for shaping of slopes for riprap will be included in the unit price bid per cubic yard of riprap.

When bedding is required for protection stone riprap, payment will be made at the unit price for "Bedding Material" of the thickness specified. This price is full compensation for furnishing, hauling, placing, and maintaining the bedding material until placement of the riprap cover is completed and accepted; excavation required for placement of bedding material; and equipment, scales, test weights, labor, tools, and incidentals. No payment will be made for excess thickness of bedding nor for material required to replace embankment material lost by rain wash, wind erosion, or otherwise.

DISCLAIMER: THIS STANDARD IS COVERED BY THE "TEXAS ENGINEERING PRACTICE ACT". NO WARRANTY OF ANY KIND IS MADE BY TxDOT FOR ANY PURPOSE WHATSOEVER. TxDOT ASSUMES NO RESPONSIBILITY FOR THE CONVERSION OF THIS STANDARD TO OTHER FORMATS OR FOR INCORRECT RESULTS OR DAMAGES RESULTING FROM ITS USE.

DATE: FILE:

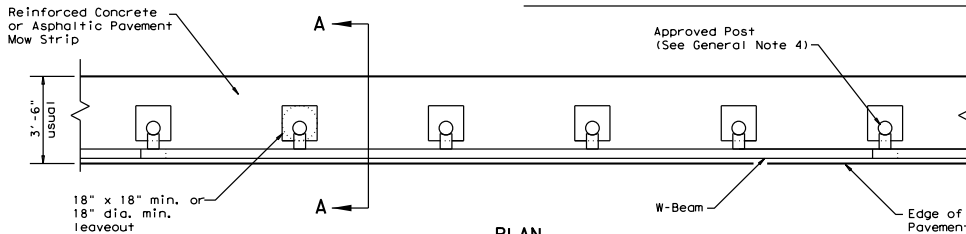


GRADING AND MOW STRIP AT GUARDRAIL END TREATMENTS

Note: Site Condition(s)
 Site conditions may exist where grading is required for the proper installation of metal guard fence and end treatments.
 Approach grading or mow strip may be decreased or eliminated. As directed by the Engineer.

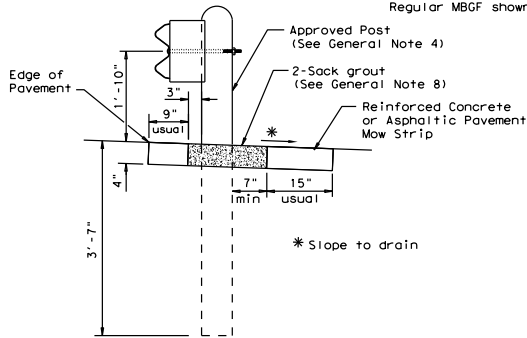
GENERAL NOTES

1. This mow strip design is for use with metal beam guard fence, guard fence transitions, and guard fence end treatments (See SGT standards for proper SGT installation).
2. Mow strips shall be asphaltic pavement or reinforced concrete (wire mesh or synthetic fiber), as shown on the plans and will be paid for under the pertinent bid item of work. Asphaltic pavement shall meet the requirements of the item, and be placed in accordance with the pertinent bid item as shown on the plans. Reinforced concrete shall be placed in accordance with Item 432, "Riprap." The use of the synthetic fiber in lieu of steel reinforcing is acceptable, provided the fiber producer is on the Department Material Producer List (MPL), maintained by TxDOT, Construction Division.
3. The leaveout behind the post shall be a minimum of 7".
4. The type of approved post will be shown elsewhere in the plans. See the applicable standard sheets for additional details and information.
5. Other curb placement options may be used. Curbs are not considered part of the mow strip and will be paid for under other pertinent bid item.
6. Depth of mow strip will be 4".
7. The limits of payment for asphaltic pavement or reinforced concrete will include leaveouts for posts.
8. The leave-outs shall be filled with no more than a 2-sack grout mixture (1 part cement, 5 parts water, and 14 parts sand by volume) with a 28-day compressive strength of approximately 120 psi or less. Provide grout of a consistency that will flow into and completely fill all voids. Due to auger size, larger leave-out dimensions are acceptable from both an impact performance and maintenance repair standpoint (Suggested maximum leave-out of 20"). Payment for furnishing and placing the grout mixture will be subsidiary to the pay item of rip rap mow strip.



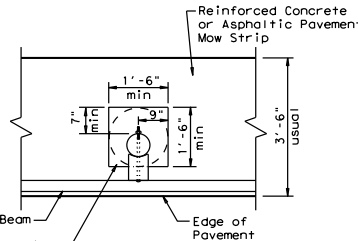
PLAN

Regular MBGF shown with Mow Strip



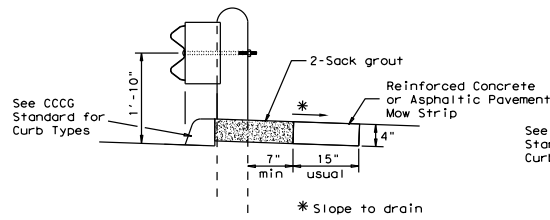
SECTION A-A

Typical



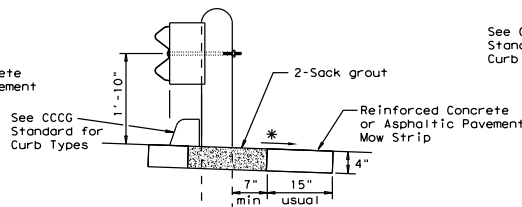
MOW STRIP DETAIL

Reinforced Concrete or Asphaltic Pavement Mow Strip with 18" x 18" or 18" dia. minimum leaveout.



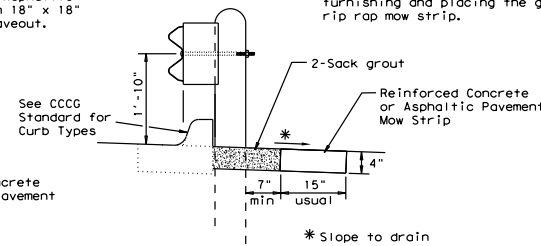
CURB OPTION (1)

This option will increase the post embedment through out the system.



CURB OPTION (2)

Curb shown on top of mow strip



CURB OPTION (3)

ONLY FOR USE IN MAINTENANCE REPAIRS.



METAL BEAM GUARD FENCE (MOW STRIP) MBGF (MS) - 19

FILE: mbgfms19.dgn	DN: TxDOT	CR: KM	DN: TxDOT	CR: CL
© TxDOT NOVEMBER 2019	CONT	SECT	JOB	HIGHWAY
REVISIONS		DIST		SHEET NO.







COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
May 16, 2022

Agenda Item:
Discuss and consider a resolution of appointments to the Planning and Zoning Commission.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
Planning and Zoning Commissioner Kay Neubauer was elected to the Town Council on May 7, 2022, requiring an appointment for her replacement. Additionally, Commissioner James Dominy has missed three consecutive regular meetings. Below is a list of current Planning and Zoning Commission Members:

Position	Name	Year Appointed
Chair	Jim Riley	2018
Vice-Chair	David Wright	2015
Commissioner	Kay Neubauer	2020
Commissioner	James Dominy	2020
Commissioner	Gary Daniels	2021
Alternate	Steve Zuczek	2021
Alternate	Sylvia Phillips	2021

Recommended Action:
Staff recommends approval of a resolution making appointments to the Planning and Zoning Commission.

Attachments:
Resolution
Applications (Under separate cover)

RESOLUTION 2022-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS APPOINTING MEMBERS TO SERVE ON THE PLANNING AND ZONING COMMISSION.

WHEREAS, pursuant to Chapter 14 of the Town of Cross Roads Code of Ordinances, the Planning & Zoning Commission was created for the town; and

WHEREAS, the Commission is charged with the task of creating ordinances for the town, and any other duties or authority conferred on it by the town council or otherwise granted by state law.

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

SECTION 1. The following appointments are made to the Cross Roads Planning and Zoning Commission:

_____, Commission Member

_____, Commission Member

SECTION 2. This Resolution shall take effect upon its passage and approval.

DULY RESOLVED AND ADOPTED by the Town Council of the Town of Cross Roads, Texas, on this the 16th day of May, 2022.

TOWN OF CROSS ROADS, TEXAS

T. Lynn Tompkins, Jr., Mayor

ATTEST:

Donna Butler, Town Secretary

APPROVED AS TO FORM:

Town Attorney



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
May 16, 2022

Agenda Item:
Discuss and consider approval of a resolution designating the official newspaper of record for the Town of Cross Roads.

Requested by:
Mayor Tompkins

Prepared by:
Kristi Gilbert, Town Administrator

Description:
Section 52.004 of the Texas Local Government Code requires Type A general-law municipalities to designate an official newspaper. Two newspapers meet the statutory requirements for being a newspaper of record, the Denton Record Chronicle and the Pilot Point Post Signal.

Both papers bill using different formulas. For comparison purposes, in September 2021, Staff compared the rates for both the bid notice for the sale of the NEPD building and for a typical public hearing notification.

	Post Signal	Denton RC
NEPD Bid Notice (one day)	\$98.05	\$59.17
Public Hearing Notice (one day)	\$74.30	\$37.50

Denton Record Chronicle publishes their newspapers daily, while the Pilot Point Post Signal publishes weekly. Per State Law, a municipality must publish the caption of their ordinances that assess a fine or penalty at least once if the newspaper publishes weekly or twice if it publishes daily.

Recommended Action:
Staff recommends approval of a resolution designating the _____ as the official newspaper of record for the Town of Cross Roads.

Attachments:
Resolution
Prices for Denton Record Chronicle
Prices for Pilot Point Post Signal
Texas Municipal League FAQ's on Newspapers

RESOLUTION 2022-_____

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS PROVIDING FOR THE DESIGNATION OF THE OFFICIAL NEWSPAPER OF RECORD FOR THE PURPOSE OF PUBLISHING EACH ORDINANCE, NOTICE OR OTHER MATTER REQUIRED BY LAW OR ORDINANCE TO BE PUBLISHED AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Cross Roads, Texas is a Type A General Law Municipality located in Denton County, Texas, created in accordance with the provision of Chapter 6 of the Texas Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, pursuant to Section 52.004 of the Texas Local Government Code, the Town Council must designate an official newspaper of record for publishing ordinances, notices and other matters required by law or ordinance to be published for the Town of Cross Roads, Denton County, Texas.

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

Section 1. The above and foregoing premises are true and correct legislative findings and they are incorporated herein and made a part hereof for all purposes.

Section 2: That the Town of Cross Roads hereby designates the **Denton Record Chronicle** as the official newspaper of record pursuant to Section 52.004 of the Texas Local Government Code, for publishing each ordinance, notice, or other matter required by law or ordinance to be published.

Section 3. That this resolution, and the removal and appointment herein, shall take effective immediately from and after the date of its passage.

DULY PASSED by the Town Council of the Town of Cross Roads, Texas, on the **16th** day of **May**, **2022**.

TOWN OF CROSS ROADS, TEXAS


T. Lynn Tompkins, Jr., Mayor

ATTEST

Donna Butler, Town Secretary

APPROVED AS TO FORM

Matthew C.G. Boyle, Town Attorney

From: **Patty LaGard** plagard@dentonrc.com 
Subject: Re: Rates for Legal Notices
Date: September 23, 2021 at 9:17 AM
To: Donna Butler d.butler@crossroadstx.gov, classads classads@dentonrc.com



Hi Donna,

The rates for in-column legal notices are \$.60 cents per line per day + \$.10 cents per line for bold (charged on total # of lines, one time charge) + \$1.00 for the web + \$5.00 per publisher's affidavit.

Legal Display ad in classifieds is \$8.50 per column inch per day + \$5.00 per publisher's affidavit.

Legal Display ad in Main part of paper is \$40.00 per column inch per day for the print edition and \$36.50 per column inch per day Mon-Fri + \$5.00 per publisher's affidavit.

Thanks,

Patty La Gard
Inside Sales Manager | Denton Record-Chronicle
940-566-6854 direct | 940-387-7755 classifieds
3555 Duchess Drive | P.O. Box 369 | Denton, TX 76205



From: Abigail Allen aallen@postsignal.com
Subject: Re: rates for legal notices
Date: September 23, 2021 at 10:24 AM
To: Donna Butler d.butler@crossroadstx.gov



Hi Donna,

I hope you're doing well, too.

Our rates for our regular legal notices are as follows: \$15 for the first 15 words, and an additional 20 cents per word after that. Notices that run as a display follow our typical ad costs, which is \$6.50 multiplied by the number of columns it is wide by the notice's height in inches (i.e. a quarter-page legal notice is \$6.50 x 3 columns x 10.5 inches in black and white, which would cost \$204.75).

Also, in case this is a question anyone relays to you, our notices not only get local eyes, but they are also circulated by a service that pulls from our paper each week as an additional way for contractors to see about bids for jobs.

If you have any additional questions, please feel free to ask.

Thank you,

Abigail Allen
Managing Editor
Pilot Point Post-Signal
O: 940-686-2169
C: 940-765-1965
www.postsignal.com

Legal Q&A

By Christy Drake-Adams, TML Legal Counsel

November 2013

Must a city designate an official newspaper?

State law requires that at the beginning of the fiscal year the city council of a Type A city designate its official newspaper by resolution or ordinance and contract with that paper to publish required notices. TEX. LOC. GOV'T CODE § 52.004(a). Each ordinance, notice, and any other matter required by law or ordinance to be published must be published in the official paper regardless of where else it is published. *Id.* § 52.004(b).

These requirements are not expressly provided in state law for other types of general law cities. However, they arguably apply because of the “borrowing provisions.” Specifically, Type B cities have the same duties as a Type A city, unless there is a conflicting state provision regarding only Type B cities. *Id.* § 51.035. And, depending on its population, a Type C city has either the same duties as a Type B city or a Type A city. *Id.* § 51.051.

State law also seems to anticipate that a home rule city designate an official newspaper. *See id.* § 52.013(b) (“If the charter . . . does not provide for the method of publication of an ordinance, the full text of the ordinance or a caption that summarizes the purpose of the ordinance and the penalty for violating the ordinance may be published at least twice in the municipality’s official newspaper.”). In some cities, the charter actually “name[s] the official newspaper in which to publish the official city notices.” TERRELL BLODGETT, TEXAS HOME RULE CHARTERS 93 (2d. ed. 2010). Any details regarding the designation, such as the timing and form of designation, are found in the city’s charter as well.

Must a city seek competitive bids or proposals in designating its official newspaper?

Maybe. With certain exceptions, a city is required to following the bidding or proposal procedures outlined in Local Government Code Chapter 252 when it plans to make an expenditure of more than \$50,000 in city funds. TEX. LOC. GOV'T CODE § 252.021(a)-(b); *id.* § 252.022(a)(16) (providing that Chapter 252 does not apply to an expenditure for advertising, other than legal notices). An informal survey conducted by the Texas Municipal League in 2012 indicates that only the largest cities (500,000+ population) reach this \$50,000 spending threshold for newspaper publications. However, it is important to note that a city may impose on itself a lower dollar threshold and, in that way, trigger the need to competitively bid for an official newspaper.

What criteria must a newspaper meet in order to qualify as the official newspaper?

While there is some dispute among attorneys as to the exact requirements that apply in designating an official newspaper, a city using the criteria in Government Code Sections 2051.044 and 2051.048 is on strong legal footing. Section 2051.044 provides that a newspaper used to convey official notices must as a general matter:

- (1) devote not less than 25 percent of its total column lineage to general interest items;
- (2) be published at least once each week;
- (3) be entered as second-class postal matter in the county where published; and
- (4) have been published regularly and continuously for at least 12 months before the governmental entity or representative publishes notice.

TEX. GOV'T CODE § 2051.044(a).

Section 2051.048 provides that a notice published by a city must, as a general matter, be published in a newspaper:

- (1) that is published in the city; and
- (2) that will publish the notice at or below the legal rate.

Id. § 2051.048(b). (Note: Section 2051.048 provides alternative requirements when no newspaper is published in the city at the specified rate. *Id.* § 2051.048(c)-(d).)

A home rule city must also look to its charter for any additional criteria. *See, e.g., State ex rel. Winn v. City of San Antonio*, 259 S.W.2d 248, 251-52 (Tex. Civ. App.—San Antonio 1953, writ ref'd n.r.e.) (discussing a charter provision that required publication in a “daily newspaper”).

Has a city’s designation of a particular newspaper as its “official newspaper” ever been challenged?

Yes. From time to time, we hear from cities that receive threatening letters from a newspaper claiming that the city has not complied with the law in its designation of an official newspaper. This often arises when a city is located in more than one county, and has multiple papers to choose from, or when a city is changing its official newspaper. Some newspapers have actually sued cities in conjunction with the designation of an official newspaper. *See, e.g., Forney Messenger, Inc. v. Tennon*, 959 F.Supp. 389, 390 (N.D. Tex. 1997) (alleging that city officials conducted a sham bidding process and then voted to switch all city advertising to a different newspaper in violation of the Open Meetings Act).

Is an “official newspaper” the same thing as a newspaper of “general circulation”?

No, not necessarily. The attorney general has opined that a newspaper of general circulation is one that: (1) has more than a de minimis number of subscribers within a specific geographic region; (2) has a diverse readership; and (3) publishes some items of general interest to the community. Tex. Att’y Gen. Op. No. JC-0223 (2000). Thus, if your city is acting under one of the many statutes that requires notice be published in a newspaper of general circulation, the newspaper must meet the three criteria set out above.

In addition, assuming the law under which the city is acting does not specify a contrary manner of publication, the attorney general has opined that a newspaper of general circulation must also meet the requirements of an official newspaper. *Id.* (discussing county publications and concluding that “a newspaper of general circulation must be a newspaper for the purposes of

section 2051.044, in addition to having more than a de minimis number of subscribers and a diverse subscribership”).

What could happen if a city is required, but fails, to use a newspaper of general circulation?

A city that takes an action for which notice must be published in a newspaper of general circulation is subject to having that action challenged if a proper newspaper is not used. *See, e.g., Christy v. Williams*, 292 S.W.2d 348, 350-51 (Tex. Civ. App.—Galveston 1956, writ dismissed)(challenging a bond election notice because the paper was not entered as a second class postal matter); Tex. Att’y Gen. Op. No. GA-0380 (2005) (discussing possible consequences of county’s failure to use a newspaper of general circulation).

How much should a newspaper charge your city to publish a notice?

Section 2051.045 of the Government Code provides that the legal rate for publication of a notice in a newspaper by a governmental entity is the newspaper’s lowest published rate for classified advertising.

If no newspaper published in either the city or the county in which the city is located will publish the notice at or below this legal rate, a city should post the notice at the door of the county courthouse in the court in which the city is located. TEX. GOV’T CODE § 2051.048(d); *see also* Tex. Att’y Gen. Op. No. GA-0856 (2011).

Where is a newspaper published?

The attorney general has opined that, under Texas law, the location of publication is where the newspaper is released to the public. Tex. Att’y Gen. Op. No. GA-0838 (2011) (citing *Christy v. Williams*, 292 S.W.2d 348, 352 (Tex. Civ. App.—Galveston 1956, writ dismissed) and Tex. Att’y Gen. Op. No. O-7112 (1946)).

Which state statutes require a city to publish notice in the newspaper?

A noncomprehensive review of the state law identified over 100 statutes that require cities to publish some type of notice in a newspaper. Many statutes require publication of the same notice multiple times. Following are some of the most common situations in which state law requires a city to publish a notice in a newspaper:

- Adopting an Ordinance. *See, e.g.,* TEX. LOC. GOV’T CODE §§ 52.011-.013.
- Holding an Election. *See, e.g.,* TEX. ELEC. CODE § 4.003, TEX. LOC. GOV’T CODE §9.004 (charter amendment).
- Conducting a Hearing. *See, e.g.,* TEX. LOC. GOV’T CODE §§ 43.0561 (annexation), 102.0065 (budget), 211.006 (zoning).
- Making a Purchase. *See, e.g., id.* § 252.041.

What is one of the most common questions the attorneys at the League receive regarding newspaper notice?

One of the most frequent inquiries our attorneys receive in relation to newspaper notice is whether state law requires a city to advertise job openings in a newspaper. The answer is no. There is no law that requires a city to advertise every job opening in a newspaper. Nevertheless, one way to prevent having an Equal Employment Opportunity Commission (EEOC) discrimination complaint or lawsuit filed against the city is to sufficiently advertise job openings, which may include advertisement in a newspaper.

To avoid a discrimination claim, a city should advertise a job opening so that it reaches a large cross-section of the population. Federal, state, and sometimes local laws prohibit hiring practices that discriminate on the grounds of age, disability, race, color, religion, sex, pregnancy, citizenship, military service and national origin. Thus, a city's hiring practice of merely advertising an opening to a certain geographic area, for example, may be used as evidence of discriminatory intent if a claim is filed against the city. For that reason, many cities choose to advertise job openings not only in a newspaper of general circulation, but in places like trade magazines and on the internet.

If your city does not have a hiring policy, including a policy regarding the advertisement of a job opening, you should seriously consider adopting one. Before advertising a job vacancy, the city should have a written job description in place that provides objective qualifications and responsibilities necessary to perform the job. The description should be devoid of any reference to sex, race, national origin, or any other protected class. In addition, a job description should include the essential functions of the position and other requirements, such as education, skills, and work experience. The job description should be used as a template for the job advertisement.

By taking the time to adopt a hiring policy, and to advertise a job opening to a wide range of people, your city: (1) increases its chance of hiring the best qualified person for the job; and (2) decreases the chance of facing a discrimination claim or lawsuit.



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Discuss and consider an ordinance canvassing the results of the May 7, 2022 General Municipal Election.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

In accordance with Chapter 67 of the Election Code, the governing body must conduct the canvass of the election returns no later than the 11th day after election day. The Denton County Elections Administrator has indicated that the official canvassing documents will not be available until Monday, May 16, 2022 due to the statutory time required in processing some ballots (certain overseas and provisional ballots).

Recommended Action:

Adoption of an ordinance canvassing the results of the May 7, 2022 General Municipal Election.

Attachments:

Draft Ordinance

Unofficial Election Results

**TOWN OF CROSS ROADS
ORDINANCE 2022-____**

AN ORDINANCE CANVASSING RETURNS AND DECLARING RESULTS OF THE GENERAL ELECTION HELD ON MAY 7, 2022, FOR THE PURPOSE OF ELECTING A MAYOR AND TWO COUNCIL MEMBERS, FOR TWO-YEAR TERMS EACH.

WHEREAS, the Town Council of the Town of Cross Roads, Texas (“Town”) caused to be published in accordance with the laws of the State of Texas, notice of the general election held May 7, 2022, to elect a Mayor and two Council Members.

WHEREAS, notice of elections was properly given by the Town as required by law; and

WHEREAS, the Town Council has considered the returns of said elections held May 7, 2022; and

WHEREAS, said elections were duly and legally conducted on May 7, 2022, by the Denton County Elections Administrator as authorized by and in conformity with the election laws of the State of Texas; and

WHEREAS, the results of said elections have been certified and returned by the Denton County Elections Administrator, Frank Phillips; and

WHEREAS, the election returns, duly and legally made, showed that there were cast in said elections a total of 540 valid and legal votes, of which 15 were cast absentee, 433 were cast early, and 92 were cast on election day; and that each of the candidates in said elections received the following votes:

MAYOR

Candidate	Absentee	Early Voting	Election Day	Total	Percentage
Bobby Phillips	5	215	34	254	47.04%
T. Lynn Tompkins, Jr.	10	218	58	286	52.96%

COUNCIL MEMBER

Candidate	Absentee	Early Voting	Election Day	Total	Percentage
Jim E. Riley	7	197	37	241	24.20%
Greg Gaalema	9	197	50	256	25.70%
Mady Killfoil	7	182	42	231	23.19%
Kay Neubauer	6	224	38	268	26.91%

WHEREAS, pursuant to Chapter 22, Section 22.004 of the Texas Local Government Code, to be elected to an office of the municipality, a person must receive more votes than any other person for the office.

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

SECTION 1

That it is found and determined that the results of the general election as canvassed and tabulated in the preamble reflect the expressed desires of the residents, qualified electors of the Town, and that the canvass of the votes cast in said elections and returns thereof, which is attached hereto as *Exhibit A*, were made in accordance with the law.

SECTION 2

That the duly elected members of the Town Council of the Town of Cross Roads, Texas, elected May 7, 2022, for Mayor and two Council Members subject to the taking of the oaths as provided by the laws of the State of Texas, are as follows:

Mayor T. Lynn Tompkins, Jr.

Council Member Kay Neubauer

Council Member Greg Gaalema

SECTION 3

The Mayor is hereby authorized and directed to execute and deliver this order canvassing the General Election, in accordance with the Texas Election Code and all other necessary action in connection herewith.

PASSED AND APPROVED on this the 16th day of May 2022.

APPROVED:

Mayor

ATTEST:

Donna Butler, Town Secretary



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

May 16, 2022

Agenda Item:

Discuss and consider a resolution appointing the Mayor Pro Tem.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Section 22.037(b) of the Texas Local Government Code states “at each new governing body's first meeting or as soon as practicable, the governing body shall elect one alderman to serve as president pro tempore for a term of one year.”

Recommended Action:

Adoption of the attached resolution memorializes the appointment of the Mayor Pro Tem.

Attachments:

Proposed Resolution

**TOWN OF CROSS ROADS
RESOLUTION 2022- _____**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CROSS
ROADS, DENTON COUNTY, TEXAS APPOINTING A MEMBER OF THE
TOWN COUNCIL TO SERVE AS MAYOR PRO TEM.**

WHEREAS, the Town Council of the Town of Cross Roads called and held an election on May 7, 2022 establishing a new governing body; and

WHEREAS, the Texas Local Government Code requires that the governing body of a general law municipality to elect a member to of the Town Council to serve as Mayor Pro Tem for a term of one year or until another is appointed; and

WHEREAS, if the Mayor fails, is unable, or refuses to act, the Mayor Pro Tem shall perform the Mayor's duties.

**NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF CROSS ROADS, DENTON COUNTY, TEXAS, AS FOLLOWS:**

SECTION 1. The Town Council of the Town of Cross Roads, Texas hereby appoints _____ to serve as Mayor Pro Tem for a term of one year or until another is appointed.

SECTION 2. In the event that the Mayor fails, is unable, or refuses to act, the Mayor Pro Tem shall perform the Mayor's duties.

DULY RESOLVED by the Town Council of the Town of Cross Roads, Texas on this the 16th day of May, 2022.

APPROVED:

Mayor

ATTEST:

Donna Butler, Town Secretary

APPROVED AS TO FORM:

Town Attorney



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
May 16, 2022

Agenda Item:

Discuss and consider the final division of assets between the Town of Cross Roads and the City of Krugerville for the Northeast Police Department and the Northeast Municipal Court, including outstanding audits, revenues from the sale of the building at 100 Kruger Road, Krugerville, Texas and authorizing the Mayor to execute a wind-down disbursement agreement and associated payments.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The auditors have prepared a final draft FY 2020-2021 audit for the Northeast Municipal Court (NEMC) and the Northeast Police Department (NEPD). The audits cannot be finalized until Management Representation Letters have been executed for each entity. There is currently no authority for anyone to sign the letters. Council can choose to move forward with the division of assets based on the final draft audit. Transactions did take place after September 30, 2021 (contract end date and audit date) so the transfer amounts vary slightly.

There were some transactions that were after the end of the fiscal year that Cross Roads took on as expenses that should be taken out of the total amount disbursed. Attached is an accounting of these items.

Attached are spreadsheets indicating the proposed division of assets by Staff, however, the Council may wish to have Mr. Bill Spore calculate the division to have a third party finalize the books.

Fiscal Impact

NEMC total funds remaining:	\$284,104.72
Due to Cross Roads	\$201,102.41
Due to Krugerville	\$83,002.31
NEPD total funds remaining:	\$479,789.63
Retainer of \$9,500 in account for outstanding bills:	(\$9,500)
Due to Cross Roads	\$328,799.97
Due to Krugerville	\$141,489.66

Recommended Action:

Staff is seeking direction from the Town Council.

Attachments:

Disbursement Agreement
Draft Proposed Disbursement and Transactions



COUNCIL AGENDA BRIEFING SHEET

[Final Draft NEMC Audit and Management Representation Letter](#) – Click to view in Dropbox.

[Final Draft NEPD Audit and Management Representation Letter](#) – Click to view in Dropbox.

Northeast Police Department and Municipal Court Wind-down Distribution Agreement

WHEREAS, the City of Krugerville (“Krugerville”) and the Town of Cross Roads (“Cross Roads”) previously entered into the Northeast Police Department Agreement dated October 19, 2020 (the “Interlocal”); and

WHEREAS, the Interlocal expired effective October 1, 2021; and

WHEREAS, the Interlocal provides the terms for division and distribution of Northeast Police Department assets and funds; and

WHEREAS, Krugerville and Cross Roads wish to divide and distribute Northeast Police Department assets and funds as provided for herein; and

WHEREAS, the City of Krugerville (“Krugerville”) and the Town of Cross Roads (“Cross Roads”) previously entered into the Interlocal Agreement for Combined Municipal Court Services for the City of Krugerville and the Town of Cross Roads (the “Court Interlocal”); and

WHEREAS, the term of the Court Interlocal and the Interlocal ran concurrently; and

WHEREAS, Krugerville and Cross Roads wish to divide and distribute Northeast Municipal Court funds as provided for herein.

NOW THEREFORE, in consideration of the mutual obligations and benefits provided for herein, the receipt and sufficiency of which are hereby affirmed, Krugerville and Cross Roads hereby agree as follows:

1. Disposition of Northeast Police Department Assets

Sections 6 and 18 of the Interlocal provide for the division of assets of the Northeast Police Department. Krugerville and Cross Roads previously compiled an inventory of all assets of the Northeast Police Department. Those assets were distributed among Krugerville and Cross Roads in full accordance with the Interlocal. Krugerville and Cross Roads agree and confirm that the distribution of Northeast Police Department assets is complete and that those assets were divided and distributed in full accordance with the Interlocal.

2. Disposition of Northeast Police Department Funds

In addition to the assets of the Northeast Police Department, there are remaining Northeast Police Department funds as shown on the attached Exhibit “A”. Krugerville and Cross Roads agree to distribute the Northeast Police Department Funds in accordance with Exhibit A, and agree and confirm that the distribution of such funds is in full accordance with the Interlocal. As noted in Exhibit A, the Northeast Police Department Funds include proceeds from the sale of the former Northeast Police Department Building. Subject to and conditioned upon this Agreement, Krugerville and Cross Roads agree to execute the attached Seller’s Proceeds Distribution

Agreement as attached hereto as Exhibit “C”. Krugerville and Cross Roads further confirm and agree that there will be no other amounts due and owing as to the distribution of Northeast Police Department Funds.

3. Disposition of Northeast Municipal Court Funds

There are remaining Northeast Municipal Court Funds as shown on the attached Exhibit “B”. Krugerville and Cross Roads agree to distribute the Northeast Municipal Court Funds in accordance with Exhibit B, and agree and confirm that the distribution of such funds is in full accordance with the Court Interlocal. Krugerville and Cross Roads further confirm and agree that there will be no other amounts due and owing as to the distribution of Northeast Municipal Court Funds.

4. Effective Date

This Agreement shall take effect upon the last date of execution noted below.

TOWN OF CROSS ROADS

CITY OF KRUGERVILLE

Mayor T. Lynn Tompkins, Jr.
Date

Mayor Jeff Parrent
Date

Exhibit A - Northeast Police Department

As of May 6, 2022

	Total	Due to CR 70%	Due to KV 30%	Notes
ASSETS				
Current Assets				
Bank Accounts				
1000 NEPD Seizure Fund xx0159	0.00	\$ -	\$ -	
1001 NEPD Charitable Funds xx9725	1,266.95	\$ 886.87	\$ 380.09	
Escrow-Building Sale	413,220.00	\$ 289,254.00	\$ 123,966.00	
OPERATING CASH	65,302.68	\$ 45,711.88	\$ 19,590.80	
Total Bank Accounts	\$ 479,789.63	\$ 335,852.74	\$ 143,936.89	
Other Current Assets				
11301 Due from Town Cross Roads	7,875.00	\$ (1,012.50)	\$ 1,012.50	*See Note
Total Other Current Assets	\$ 7,875.00	\$ (1,012.50)	\$ 1,012.50	
Subtotal	\$ 487,664.63	\$ 334,840.24	\$ 144,949.39	
CR Payment of Bills After 9/30/21	\$ 2,032.44	\$ 609.73	\$ (609.73)	**See note
\$9,500 Retainer for Payment of Outstanding Charges	\$ 9,500.00	\$ (6,650.00)	\$ (2,850.00)	
Total Disbursement		\$ 328,799.97	\$ 141,489.66	
Guide to Disbursement to Committed Funds				
Child Safety Funds	0.00	\$ -	\$ -	
National Night Out	17,070.68	\$ 11,949.48	\$ 5,121.20	
Seizure Restricted Funds	0.00	\$ -	\$ -	Dispersed already
Total Committed Funds	\$ 17,070.68	\$ 11,949.48	\$ 5,121.20	

*Due from Town of Cross Roads indicates a total of \$7,875 which is \$4,500 due to Krugerville for the transfer of the 2014 Chev Tahoe and an overpayment by NEPD to Cross Roads of one quarterly accounting fee in the amount of \$3,375. The \$4,500 was paid to Krugerville on 10/7/2021 via check # 10475

** Bills paid by Cross Roads after 9/30/21 including QuickBooks monthly subscription and final charges on credit card from late September. This amount only reflects the 30% payment by Krugerville.

Exhibit B - Northeast Municipal Court

As of May 6, 2022

	<u>Total</u>	<u>Due to CR 70%</u>	<u>Due to KV 30%</u>	<u>Notes</u>
1000 NEMC Cash Operating	284,104.72			
Less funds Due to Cross Roads	7,430.36	\$ 7,430.36		
Total to divide	276,674.36	\$ 193,672.05	\$ 83,002.31	Judge & Staff wages for final payroll
Total Disbursement		\$ 201,102.41	\$ 83,002.31	
Guide to Disbursement to Restricted Funds				
3020 Fund Balance-Restricted			\$ -	
3022 Child Safety Fee	0.00	\$ -	\$ -	
3023 Court Security Fees	46,901.85	\$ 32,831.30	\$ 14,070.56	
3024 Court Technology Fees	0.00	\$ -	\$ -	
3025 Time Payment Fee	0.00	\$ -	\$ -	
3026 Jury Fund Fee	369.72	\$ 258.80	\$ 110.92	
3027 Truancy Prevention and Diversion Fee	18,509.50	\$ 12,956.65	\$ 5,552.85	
Child Safety-School 3021	2,253.81	\$ 1,577.67	\$ 676.14	
Total Fund Balance-Restricted	\$ 68,034.88	\$ 47,624.42	\$ 20,410.46	

SELLER'S PROCEEDS DISBURSEMENT AGREEMENT

TO: Silver Star Title, LLC dba Sendera Title
958 HWY 377 SOUTH, SUITE 100
AUBREY, TX 76227
940-440-0201 OFFICE
940-440-0901 FAX

RE: GF #2104526- AUNH

PROPERTY: 100 Kruger Road
Krugerville, Texas 76227

SELLER: Northeast Police Department

BUYER Allan Neubauer and Kay Neubauer

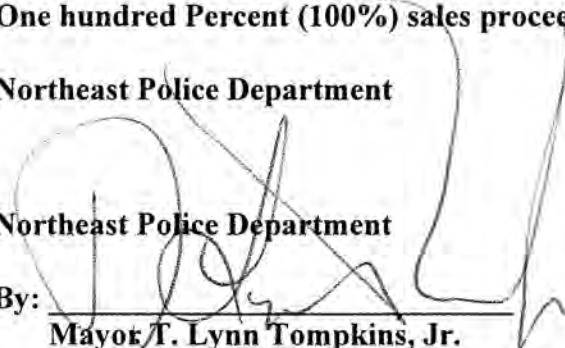
PURCHASE PRICE \$ 426,000.00

THIS LETTER IS YOUR AUTHORITY TO DISBURSE THE SALES PROCEEDS OF THE ABOVE REFERENCED SALE IN THE FOLLOWING MANNER:

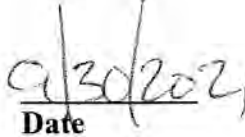
One hundred Percent (100%) sales proceeds to:

Northeast Police Department

Northeast Police Department

By: 

Mayor T. Lynn Tompkins, Jr.
Chair of the Board of Commissioners



Date

By: _____
Mayor Jeff Parrent
Board of Commissioners

Date